

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

| | |
|---|-----|
| 5.1 Total number of board seats | 7 |
| 5.2 Total number of vacant board seats | 0 |
| 5.2b Please explain | |
| 5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired. | Yes |

First Member

| | |
|---------------------------------|--------------------------------|
| 5.5 Name | Jennifer Pacourek |
| 5.6 Trustee Position | Other |
| 5.7 Present Term Ends (mm/year) | 04/2023 |
| 5.8 Telephone Number | 773-230-2491 |
| 5.9 E-mail Address | pacourekj@riversidelibrary.org |
| 5.10 Home Address | 152 Gage |
| 5.11 City | Riverside |
| 5.12 State | IL |
| 5.13 Zip Code | 60546 |

Second member

| | |
|---------------------------------|---------------------------|
| 5.5 Name | Jane Birmingham |
| 5.6 Trustee Position | Secretary |
| 5.7 Present Term Ends (mm/year) | 04/2025 |
| 5.8 Telephone Number | 708-447-7229 |
| 5.9 E-mail Address | birmingham388@comcast.net |
| 5.10 Home Address | 67 N. Cowley |
| 5.11 City | Riverside |
| 5.12 State | IL |
| 5.13 Zip Code | 60546 |

Third member

| | |
|----------|----------------|
| 5.5 Name | Christine Long |
|----------|----------------|

5.6 Trustee Position Other
 5.7 Present Term Ends (mm/year) 04/2025
 5.8 Telephone Number 708-218-6957
 5.9 E-mail Address speaktome13@yahoo.com
 5.10 Home Address 568 E. Parkway Road
 5.11 City Riverside
 5.12 State IL
 5.13 Zip Code 60546

Fourth member

5.5 Name Patrick White
 5.6 Trustee Position Other
 5.7 Present Term Ends (mm/year) 04/2023
 5.8 Telephone Number 708-447-4663
 5.9 E-mail Address whitep@riversidelibrary.org
 5.10 Home Address 395 Blythe Road
 5.11 City Riverside
 5.12 State IL
 5.13 Zip Code 60546

Fifth member

5.5 Name Courtney Greve Hack
 5.6 Trustee Position Vice-President
 5.7 Present Term Ends (mm/year) 04/2023
 5.8 Telephone Number 708-692-7524
 5.9 E-mail Address grevehack@riversidelibrary.org
 5.10 Home Address 357 Nuttall Road
 5.11 City Riverside
 5.12 State IL
 5.13 Zip Code 60546

Sixth member

5.5 Name Kenneth Circo
 5.6 Trustee Position President
 5.7 Present Term Ends (mm/year) 04/2023
 5.8 Telephone Number 708-447-4419
 5.9 E-mail Address circok@riversidelibrary.org
 5.10 Home Address 404 Addison Road
 5.11 City Riverside
 5.12 State IL

5.13 Zip Code
60546

Seventh member

5.5 Name **Michael Hagins**
 5.6 Trustee Position **Treasurer**
 5.7 Present Term Ends (mm/year) **04/2025**
 5.8 Telephone Number **708-522-9273**
 5.9 E-mail Address **haginsm@riversidelibrary.org**
 5.10 Home Address **728 Selborne Road**
 5.11 City **Riverside**
 5.12 State **IL**
 5.13 Zip Code **60546**

Eighth member

5.5 Name
 5.6 Trustee Position
 5.7 Present Term Ends (mm/year)
 5.8 Telephone Number
 5.9 E-mail Address
 5.10 Home Address
 5.11 City
 5.12 State
 5.13 Zip Code

Ninth member

5.5 Name
 5.6 Trustee Position
 5.7 Present Term Ends (mm/year)
 5.8 Telephone Number
 5.9 E-mail Address
 5.10 Home Address
 5.11 City
 5.12 State
 5.13 Zip Code

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

| | | |
|---|-----|---|
| 6.1 Does the library address the environmental needs of patrons on the autism spectrum? | Yes | |
| 6.1b If so, please describe | | We offer programs for those on the spectrum |
| 6.2 Total Number of Meeting Rooms | 4 | |
| 6.2b Total number of times meeting room(s) used by the public during the fiscal year | 115 | |
| 6.3 Total Number of Study Rooms | 0 | |
| 6.3b Total number of times study room(s) used by the public during the fiscal year | 0 | |

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

| | | | | | | |
|----------------------|-----------------|------------|-------------|-------------|--------------|------------|
| 4 | 5 years or less | 6-10 years | 11-25 years | 26-50 years | 51-100 years | 100+ years |
| 5 | | | | | 1 | |
| Number of Facilities | | | | | | |

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

| | Headquarters - Number of Buildings | Headquarters - Estimate | Other Facilities - Number of Buildings | Other Facilities - Estimate \$ |
|---|------------------------------------|-------------------------|--|--------------------------------|
| | Buildings | \$ | Buildings | Estimate \$ |
| General repair/remodeling | 1 | \$183,000 | 0 | \$0 |
| Structural repairs (walls, foundations, etc.) | 0 | \$0 | 0 | \$0 |
| Roof repair/replacement | 0 | \$0 | 0 | \$0 |
| Heating/ventilation/air conditioning | 1 | \$5,000 | 0 | \$0 |
| Electrical systems other than alarms | 0 | \$0 | 0 | \$0 |
| Plumbing systems | 0 | \$0 | 0 | \$0 |
| Egress systems (doors, stairs, etc.) | 0 | \$0 | 0 | \$0 |
| Fire protection (detectors, alarms, etc.) | 1 | \$500 | 0 | \$0 |
| Asbestos abatement | 0 | \$0 | 0 | \$0 |
| Security measures | 0 | \$0 | 0 | \$0 |
| Energy conservation | 0 | \$0 | 0 | \$0 |
| Repair of sidewalks, curbing, parking areas | 0 | \$0 | 0 | \$0 |
| Accessibility measures | 0 | \$0 | 0 | \$0 |
| Technology upgrading | 1 | \$5,000 | 0 | \$0 |

| | | | | |
|--|---|-----|---|-----|
| New building construction (construction of a new facility) | 0 | \$0 | 0 | \$0 |
| Building additions (adding square feet to existing facility) | 0 | \$0 | 0 | \$0 |

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

| | Headquarters - Number of Buildings | Headquarters - Estimate \$ | Other Facilities - Number of Buildings | Other Facilities - Estimate \$ |
|--|------------------------------------|----------------------------|--|--------------------------------|
| General repair/remodeling | | | | |
| Structural repairs (walls, foundations, etc.) | | | | |
| Roof repair/replacement | | | | |
| Heating/Ventilation/Air conditioning | | | | |
| Electrical systems other than alarms | | | | |
| Plumbing systems | | | | |
| Egress systems (doors, stairs, etc.) | | | | |
| Fire protection (detectors, alarms, etc.) | | | | |
| Asbestos abatement | | | | |
| Security measures | | | | |
| Energy conservation | | | | |
| Repair of side walks, curbing, parking areas | | | | |
| Accessibility measures | | | | |
| Technology upgrading | | | | |
| New building construction (construction of a new facility) | | | | |
| Building additions (adding square feet to existing facility) | | | | |

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

| | |
|--|-------------|
| 7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? | \$6,300,000 |
| 7.2 During the last fiscal year, did the library acquire any real and/or personal property? | No |

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase

7.4 Legacy

7.5 Gift

7.6 Other

7.7 Provide a general description of the property acquired.

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? Yes

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.

Bond Fund: \$250,306.04 Capital Improvement: \$42,000 Special Reserve: \$6,479.03 Gift Fund: \$91,698.39 Tax Reserve: \$578,826.71 Working Cash: \$273,143.44 General Endowment: \$9,988.33 Batko: \$5951.53 Lower Level: \$51,275.86 Dardwin Endowment: \$17,943.40

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?

7.11 IF YES, what is the total amount of the outstanding liabilities? Yes
\$1,268,650

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.

We have a bond from our 2020 Referendum which we are paying down each year. In 2022 we paid \$118,600. The Debt will go until 2034.

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

| | |
|--|-------------|
| 8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1.a only) | \$986,015 |
| 8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]? Yes | Yes |
| 8.1b Local government funds for the ensuing or upcoming fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.) | \$1,026,429 |

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

| | |
|--|----------|
| 8.2 Per capita grant | \$13,714 |
| 8.3 Equalization aid grant | \$0 |
| 8.4 Personal property replacement tax | \$26,699 |
| 8.5 Other State Government funds received | \$0 |
| 8.6 If Other, please specify | 0 |
| 8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301] | \$40,413 |

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

| | |
|--|-----|
| 8.8 LSTA funds received | \$0 |
| 8.9 E-Rate funds received | \$0 |
| 8.10 Other federal funds received | \$0 |
| 8.11 If Other, please specify | 0 |
| 8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302] | \$0 |

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

| | |
|---|----------|
| 8.1.3 Monetary Gifts and Donations | \$1,185 |
| 8.1.4 Other receipts intended to be used for operating expenditures | \$20,706 |
| 8.1.5 TOTAL all other receipts (8.1.3 + 8.1.4) [PLS 303] | \$21,891 |
| 8.1.6 Other non-capital receipts placed in reserve funds | \$0 |

Total Operating Receipts

| | |
|---|-------------|
| 8.1.7 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304] | \$1,048,319 |
|---|-------------|

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

4 For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

| | |
|--|--------------------|
| 8.1.8a The library safeguards its funds using which option? | Surety Bond |
| 8.1.8b Proof of Certificate of Insurance for Library Funds | -1Have Surety Bond |
| 8.1.9 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument? | \$500,000 |
| 8.2.0 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law? | Yes |
| 8.2.1 The designated custodian of the library's funds is: | Library Treasurer |

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

| | |
|--|-----------|
| 9.1 Salaries and wages for all library staff [PLS 350] | \$671,882 |
| 9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351] | \$146,812 |
| 9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352] | \$818,694 |

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

| | |
|--|---|
| 10.1 Printed Materials (books, newspapers, etc.) [PLS 353] | \$33,861 |
| 10.2 Electronic Materials (e-books, databases, etc.) [PLS 354] | \$35,855 |
| 10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355] | \$4,082 |
| 10.3b Please provide an explanation of the other types of material expenditures. | Learning kits, games, Stem and Steam, Library of things |
| 10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356] | \$73,798 |

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357] \$309,119
 11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358] \$1,201,611

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

| | |
|---|-----|
| 12.1a Local Government: Capital Income from Bond Sales | \$0 |
| 12.1b Local Government: Other | \$0 |
| 12.1c Total Local Government (12.1a + 12.1b) [PLS 400] | \$0 |
| 12.2 State Government [PLS 401] | \$0 |
| 12.3 Federal Government [PLS 402] | \$0 |
| 12.4 Other Capital Revenue [PLS 403] | \$0 |
| 12.5 If Other, please specify | 0 |
| 12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404] | \$0 |

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

| | |
|--|-----|
| 12.7 Total Capital Expenditures [PLSC 405] | \$0 |
|--|-----|

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

| | | | |
|--------------------------------|-------------------------------|-------------------------|------------------------------|
| Summary | 6 | \$175.56 | 202.50 |
| 13.1 Position Title | 13.2 Primary Work Area | 13.3 Hourly Rate | 13.4 Total Hours/Week |
| Library Director | Library Director | \$47.96 | 37.50 |
| Assistant Director/IS Manager | Assistant Library Director | \$32.76 | 37.50 |
| Information Services Librarian | Reference | \$20.64 | 37.50 |
| CYS Manager | Children\'s Services | \$30.10 | 37.50 |
| CYS librarian | Children\'s Services | \$17.00 | 37.50 |
| CYS Librarian | Children\'s Services | \$27.10 | 15.00 |

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]

5.06

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

| | | |
|-------|--|--------|
| 13.21 | Total hours worked in a typical week by all Group E employees | 0.00 |
| 13.22 | Minimum hourly rate actually paid | \$0.00 |
| 13.23 | Maximum hourly rate actually paid | \$0.00 |
| 13.24 | Total FTE Group E employees (13.21 / 40) | 0.00 |
| 13.25 | Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252] | 7.81 |
| 13.26 | Total FTE Paid Employees (13.12 + 13.25) [PLS 253] | 15.68 |

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

| | | | | | | | |
|---------|----------------|-------|-------------------|-------|-----------------|-------|--|
| Summary | | | | | | | |
| 13.27 | Position Title | 13.28 | Primary Work Area | 13.29 | Education Level | 13.30 | Total Hours/Week |
| | | | | | | 13.31 | Number of Weeks Vacant during report period. |
| | | | | | | 13.32 | Annual Salary Range Minimum |
| | | | | | | 13.33 | Annual Salary Range Maximum |

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Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

| | | | | | | | |
|---------|---------------------------------------|-------|---------------------|-------|----------------------------------|-------|--------------------------------------|
| Summary | 1 | 1 | 37.50 | 1 | 1 | 1 | |
| 13.34 | Position Title | 13.35 | Primary Work Area | 13.36 | Education Level | 13.37 | Total Hours/Week |
| | Children and Youth Services Librarian | | Children's Services | | Master's Degree (ALA accredited) | | 37.50 |
| | | | | | | 13.38 | Current Status: Filled or Unfilled |
| | | | | | | | Filled |
| | | | | | | 13.39 | Date Filled (mm/year, if applicable) |
| | | | | | | | 10/2022 |

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

| | | | | | | | |
|---------|----------------|-------|-------------------|-------|-----------------|-------|---------------------------|
| Summary | | | | | | | |
| 13.40 | Position Title | 13.41 | Primary Work Area | 13.42 | Education Level | 13.43 | Total Hours/Week |
| | | | | | | 13.44 | Date Eliminated (mm/year) |
| | | | | | | 13.45 | Last Annual Salary Paid |
| | | | | | | 13.46 | Reason Eliminated |

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]
 14.1a Library Visits Reporting Method [PLS 501a]

83,831
Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

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Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

| 15.1 Synchronous Programs (All Group Programs by Age) | | 15.2 Attendance | 15.3 Self Directed Activities | 15.4 Self Directed Activity Participants |
|---|-----|-----------------|-------------------------------|--|
| Children (0-5) | 200 | 2,502 | 0 | 777 |
| Children (6-11) | 100 | 2,591 | 39 | 1,064 |
| Young Adults (12-18) | 41 | 1,178 | 20 | 1,424 |
| Adults (19 and older) | 170 | 3,325 | 22 | 590 |
| General Interest | 24 | 151 | 93 | 4,945 |
| Total | 535 | 9,747 | 174 | 8,800 |

Onsite, Offsite and Virtual (All Group Programs by Type)

| | 15.29 Program Sessions | 15.30 Program Attendance |
|--|------------------------|--------------------------|
| Synchronous In-Person Onsite Program Sessions | 442 | 6,213 |
| Synchronous In-Person Offsite Program Sessions | 60 | 3,033 |
| Synchronous Virtual Program Sessions | 33 | 501 |
| Total | 535 | 9,747 |

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

| | | |
|--|-----|--|
| 15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620] | 16 | |
| 15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630] | 588 | |

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum? No

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

| | | |
|--|--------|--|
| 16.1 Total Number of Unexpired Resident Cards | 3,849 | |
| 16.2a Total Number of Unexpired Non-resident Cards | 0 | |
| 16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued? | 0 | |
| 16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued? | 0 | |
| 16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year? | \$0.00 | |
| 16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503] | 3,849 | |
| 16.4 Is your library's registered user/patron file purged a minimum of one time every three years? | Yes | |
| 16.5 Current Overdue Fine Policy [PLS 504] | Yes | |

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

| | |
|--|---------|
| 17.1 Print Materials [PLS 450] | 48,875 |
| 17.2 Current Print Serial Subscriptions | 166 |
| 17.3 Total Print Materials (17.1+17.2) | 49,041 |
| 17.4 E-books Held at end of the fiscal year [PLS 451] ¹ | 188,024 |
| 17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452] | 3,066 |
| 17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453] ² | 103,843 |
| 17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454] | 5,838 |
| 17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455] ³ | 397 |
| 17.6c Other Circulating Physical Items [PLS 462] | 804 |
| 17.6d Total Physical Items in Collection [PLS 461] | 58,583 |

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

| | |
|---|----|
| 17.7 Local/Other Cooperative agreements [PLS 456] | 8 |
| 17.8 State (state government or state library) [PLS 457] | 16 |
| 17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458] | 24 |

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

| | |
|--|---------|
| 18.1 Number of adult materials loaned | 60,638 |
| 18.2 Number of young adult materials loaned | 2,092 |
| 18.3 Number of children's materials loaned [PLS 551] | 63,060 |
| 18.4 Total number of materials loaned (18.1 + 18.2 + 18.3) | 125,790 |

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

| | |
|--|---------|
| 18.5 Books- Physical | 86,256 |
| 18.6 Videos/DVDs- Physical | 13,845 |
| 18.7 Audios (include music)- Physical | 2,823 |
| 18.8 Magazines/Periodicals- Physical | 1,402 |
| 18.9 Other Items- Physical [PLS 561] | 3,804 |
| 18.10 Physical Item Circulation (18.5-18.9) [PLS 553] | 108,130 |
| 18.11 Use of Electronic Materials [PLS 552] | 17,660 |
| 18.12 Total Circulation of Materials (18.10+18.11) [PLS 550] | 125,790 |
| 18.13 Successful Retrieval of Electronic Information [PLS 554] | 15,411 |
| 18.14 Electronic Content Use (18.11+18.13) [PLS 555] | 33,071 |
| 18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556] | 141,201 |
| 18.16 Interlibrary Loans Provided TO other libraries [PLS 575] | 12,048 |
| 18.17 Interlibrary Loans Received FROM other libraries [PLS 576] | 13,398 |

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

| | |
|--|--------------|
| 19.1 Total Annual Reference Transactions [PLS 502] | 15,037 |
| 19.1a Reference Transactions Reporting Method [PLS 502a] | Annual Count |

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

| | |
|--|---|
| 19.2 Total Annual One-on-One Tutorials | 8 |
|--|---|

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

| | |
|--|-----|
| 20.1 Total number of ALL computers in the library | 42 |
| 20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library) | 19 |
| 20.3 Is your library's catalog automated? | Yes |
| 20.4 Is your library's catalog accessible via the web? | Yes |
| 20.5 Does your library have a telecommunications messaging device for the hearing impaired? | No |

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

| | |
|--|-------------------|
| 21.1 Does your library have Internet access? | Yes |
| 21.2a What is the maximum speed of your library's Internet connection? (Select one) | 45 Mbps or more |
| 21.2b If Other, please specify | |
| 21.3 What is the monthly cost of the library's internet access? | \$239 |
| 21.4 Number of Internet Computers Available for Public Use [PLS 650] | 12 |
| 21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651] | 4,505 |
| 21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a] | Annual Count |
| 21.6 Wireless Sessions Per Year [PLS 652] | 18,968 |
| 21.6a Reporting Method for Wireless Sessions [PLS 652a] | Annual Count |
| 21.7 Does your library utilize Internet filters on some or all of the public access computers? | No |
| 21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet? | Yes |
| 21.9 Number of website visits or sessions to your library website [PLS 653] | 46,598 --Select-- |

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?

No

22.3 If NO, why did your library NOT participate in the E-rate program?

Do not want to filter computers.

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)

\$2,014

23.2 Does the above amount include travel expenses?

Yes

23.3 How many hours of training did employees receive this year?

66.00

23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?

No

23.5 Would you like to receive autism training at your library?

Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?

Due to the delay in tax bills, we did not receive all of our money for the second bill before the end of the year.

24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?

Our maker area, The Spot, is taking shape. We now have a Glowforge and 3D printer. A part time employee is actively providing programs using the equipment we have.

24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19

No

Public Services During COVID-19

Yes

Electronic Library Cards Issued During COVID-19

Yes

Reference Service During COVID-19

Yes

Outside Service During COVID-19

Yes

External WIFI Access Added During COVID-19

No

External WIFI Access Increased During COVID-19

Yes

Staff Re-Assigned During COVID-19

No

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

- 25.1 Were the secretary's records found to be complete and accurate?
- 25.2 If NO, please list and explain any errors or discrepancies.
- 25.3 First board member completing the audit
- 25.4 Second board member completing the audit
- 25.5 Date the Secretary's Audit was completed

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

| | | |
|------------------|----------------------|------|
| Library Director | Electronic Signature | Date |
| President | | |
| Secretary | | |

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to be electronically submitted, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

- 1, 17.4 The way that E-books are counted from our providers has changed. (0-2023-01-25)
- 2, 17.5b The way that E-books are counted from our providers has changed. (0-2023-01-25)
- 3, 17.6b The way that E-books are counted from our providers has changed. (0-2023-01-25)



2022

YEAR IN REVIEW

OUR COLLECTION

CHECKOUTS

Physical Items
108,103

Digital Items
66,142



CATALOG

Physical Items
61,107

Digital Items
292,264

TOP NEWS

- New CREATE Equipment
- Self-Checkout in CYS!
- More Evening Hours
- Expanded Community History Archives
- Return of Summer Reading Kick-off



3849

Total Cardholders

643

New Cardholders



197
Adult Programs

2,685
Attendance

535
Kid/Teen Programs

8,148
Attendance

83,831
Visitors



FINANCES

Revenues
\$1,314,392

\$1,201,611

Expenditures



4811

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Subject: Thank you!

From: Daniel Somers <dks51@case.edu>

Date: Tue, Jan 10, 2023 7:43 pm

To: "janicefoley@riversidelibrary.org" <janicefoley@riversidelibrary.org>

Cc: "silvad@riversidelibrary.org" <silvad@riversidelibrary.org>, durbinn@riversidelibrary.org

Good evening,

My name is Daniel and I have been a Riverside resident for the past 22 of my 28 years of life. I'm guessing you all have probably been slammed with a lot of emails lately, and I regret that I could not attend the meeting tonight. However, I just wanted to chime in and express my sincere gratitude for your stances on the recent debate regarding banning books. It makes me proud that my local library is run by people who are passionate about inclusion and intellectual curiosity. I hope that my neighbors are kind to you all tonight, and that you will stand firm in your convictions.

Thanks again,
Daniel Somers

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