

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 **60**

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 **46**
- 20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library **26**
- 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] **13**
- 21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651] **5,882**
- 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] **10,432**
- 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] **46,724 --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**
- 22.2a If YES, did your library apply for Category 1, Category 2 or both?
- 22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?
- 22.3 If NO, why did your library NOT participate in the E-rate program? **Do not want to put any restrictions on access**

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? **\$2,319**

(Round answer to the nearest whole dollar.)

23.2 Does the above amount include travel expenses? Yes

23.3 How many hours of training did employees receive this year? 65.00

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? -1No Comments

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? -1No Comments

24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR). -1No Comments

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? Not Applicable

25.2 If NO, please list and explain any errors or discrepancies. -1Not Applicable

25.3 First board member completing the audit -1Not Applicable

25.4 Second board member completing the audit -1Not Applicable

25.5 Date the Secretary's Audit was completed -1Not Applicable

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.

Electronic Signature	Date

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 electronically submit, 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, 8.1 Forget the last response (0-2024-01-08)

2, 17.4 calculated differently last year. This is accurate number (0-2024-01-25)

3, 17.5b Mistake on Library's part last year (0-2024-01-25)



Library Board Memorandum

To: Board of Trustees

From: Janice Foley, Library Director

Diane Silva, Assistant Director / Information Services Manager

Date: 1/29/2024

Re: 2023 Annual Report

Attached please find the Riverside Public Library's Annual Report for 2023. We highlighted the categories we feel will be most interesting to our patrons and tell the story of our past year. A copy of this report will be included in our Spring newsletter so all households in Riverside will receive this information. If you think we need to include any other statistics or highlights, please let us know at the Board Meeting.



2023 | YEAR IN REVIEW



138,548
Items Checked
Out



668
Programs

358 Youth **22 Teen**
219 Adult **69 General**

13,309
Attendees

4,987 Youth **356 Teen**
4,772 Adult **3194 General**

788 Summer Reading
Participants



84,252
Library Visitors
6,368
After School Visitors



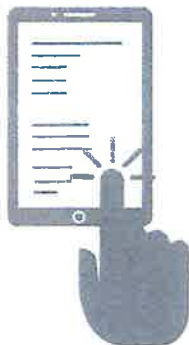
4,332
Cardholders
483
New Cardholders



57,439
Items in Collection

Top Highlights

- ▶ Unveiled New Strategic Plan
- ▶ Opened and Enhanced The Spot
- ▶ Built a new Study Room
- ▶ Expanded Tech Help offerings
- ▶ Created Spanish Language Collection



20,228
Digital Checkouts

14.6%
Of our circulation is
for digital material



1,323,518
Revenue

1,271,647
Expenditures



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 2/06/2024
Re: Proposed Changes to Summer Hours

For the past year or so, we have seen a dramatic drop of library usage after 7 p.m. After 8 pm, staff are often the only people in the building. I realize it is important to remain open during the school year for last minute patrons. However, I would like to suggest that we do a trial during the summer months (Memorial Day through Labor Day) of closing the Library one hour earlier. This would mean we would be open 9 am – 8 pm during the summer. I am sure if patrons were not happy with the new hours, we would receive feedback. Closing at 8 pm will still allow programs to happen, by switching starting times to 6:30 pm.

Many libraries do shorten their weekday hours during the summer; North Riverside actually closes at 7 pm year round! I am happy we can provide more hours of service, but I do think Summer would be a good time to test shortened hours.

