

LEGAL NOTICE:

AGENDA  
MONTHLY MEETING OF  
THE RIVERSIDE PUBLIC LIBRARY BOARD OF TRUSTEES

Notice is hereby given that the Riverside Public Library Board of Trustees, Cook County, Illinois, will hold a Regular Meeting commencing at the hour of 7:30 pm on Tuesday, April 9, 2024 in the Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm
- II. Roll Call
- III. Welcome Guests
- IV. Public Comment
- V. Approve Minutes of March 12, 2024—*Action Item*
- VI. Review of Current Bills—*Action Item*
- VII. Review of Financial Statements—*Action Item*
- VIII. Committee Reports
  - A. Finance—Jane Birmingham
  - B. Building & Grounds—Ken Circo
  - C. Policy & Bylaws—Dan Loucks
    1. CSAGSI Amendment - *Action Item*
  - D. Technology—Michael Hagins
  - E. Communications and Marketing—Courtney Greve Hack
  - F. Reading Between the Wines – Christine Long and Jane Birmingham
- IX. Staff Reports—March
  - A. Children & Youth Services Manager—Nora Durbin
  - B. Patron Services & Computer Services Manager—Sharon Shroyer
  - C. Information Services—Diane Silva
  - D. Monthly Statistics
- X. Director's Report—Janice Foley
- XI. Unfinished Business
- XII. New Business
  - A. 2024 Annual Resolution Authorizing Library Nonresident Cards – *Action Item*
  - B. Sick Leave Accrual – *Action Item*
  - C. Request from Patrick White—*Action Item*
- XIII. Announcements
- XIV. Correspondence & FYIs
  - A. Thank You Letter from Hester Zahn
- XV. Executive Session
  - A. Approve Executive Session Minutes of November 14, 2023—*Action Item*
  - B. Semiannual Review of Confidential Executive Session Minutes—*Action Item*
- XVI. Adjournment





**Minutes of the Regular Board Meeting  
of the  
Riverside Public Library Board of Trustees  
March 12, 2024**

**Held Tuesday,** March 12, 2024 in the Program Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

**In Attendance:** Ken Circo, President; Jane Birmingham, Treasurer; Christine Long, Secretary; Michael Hagins, Trustee; Nancy DeFauw, Trustee; and Daniel Loucks, Trustee.

**Also in Attendance:** Diane Silva, Assistant Director; Jane Wilhelm, Accountant and Lisa Garay, Administrative Assistant.

**Absent:** Courtney Greve Hack, Vice President, Janice Foley, Library Director.

Called to order at 7:30 pm by President Ken Circo.

**Review of Minutes**

Christine Long moved, and Dan Loucks seconded, that the Board approve the minutes of the February 13, 2024 regular meeting.

Ayes: Birmingham, DeFauw, Hagins, Long, Loucks

Nays: None

Abstained: None

**The motion passed.**

**Review of Current Bills**

Jane Birmingham moved, and Michael Hagins seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23689 through 23729, in the total amount of \$98,957.13, which includes payroll through February 16, 2024.

**Roll Call Vote:**

Ayes: Birmingham, DeFauw, Hagins, Long, Loucks

Nays: None

Abstained: None

**The motion passed.**

**Review of Financial Statements**

Michael Hagins moved, and Nancy DeFauw seconded, that the Board approve the financial statements for February 13, 2024, subject to audit.

**Roll Call Vote:**

Ayes: Birmingham, DeFauw, Hagins, Long, Loucks

Nays: None

Abstained: None

**The motion passed.**

**Committee Reports**

**Building and Grounds**

President Circo reported the painting in the Great Room is complete and looks great. Trustee Birmingham asked a question about the lighting and replacing light bulbs in the Great Room to comply with the C4 recommendations. The Board discussed several ideas including: perhaps we should consider changing the fixtures to a more energy efficient option, adding dimmer switches, considering replacing track lights with more

energy efficient options. Trustee DeFauw asked if we had any exterior maintenance projects scheduled for this summer. President Circo replied no, nothing is scheduled at this point in time.

### **Policy and Bylaws**

We are still waiting for CSAGSI to return the amendment. We should have it for our next meeting.

### **Technology**

Trustee Hagins reported a few upgrades - bar code laser replaced, CD/DVD drives updated, and a new time clock laptop. Staff also finished online security training.

### **Reading Between the Wines**

Trustees Long and Birmingham reported that RBTW was a great success. They thanked the small, but mighty committee of Janice Foley, Diane Silva and Lisa Garay. Peter Boutsikakis was easy to work with and helped out in many ways. Many attendees shared that it was the best RBTW yet. The new traffic flow helped a great deal. We have a few ideas of things to fine tune for next year, for example, having separate order sheets on the tables. President Circo plans to attend the Friends meeting next week to personally thank them for volunteering at the event.

The extra wine glasses from the event will be saved and used for the next year's breakout sessions, as we've done in the past. We change the color of the logo each year, but don't include a date.

The event raised \$14,237.16, which includes \$6,350 in sponsorships.

### **Staff Reports**

The Board reviewed the staff reports from February.

Trustee Birmingham noted our study room is being used more frequently. We have begun a new partnership with the Landscape Advisory Council (LAC). Illinois Libraries Present (ILP) has a great line-up for the fall, including Neil Gaiman and Raina Telgemeier. The ILP program fee is only \$135 per season for 14 virtual programs.

New to the SPOT this month – DIY pre-packaged craft kits. For a small fee, you get instructions and materials. We'll be offering these sessions every other month. Trustee DeFauw asked if we were capturing any of these on videos, and if not, perhaps we should think about it.

President Circo noted the library attendance is continuing to increase

### **Director's Report**

Trustee Birmingham noted the giant cicada for the hide and seek game will be a great addition to this year's Farmers Market.

### **Unfinished Business**

#### **New Carpet Quotes**

Nancy DeFauw moved, and Dan Loucks seconded, that the Board approve the quote from Johnson Floor Company, Inc. of \$20,004 for replacing the carpet in the Great Room, AV Room and the book sale room on the condition that the contract, including terms and conditions, will be provided and signed prior to the project start.

This level of funding is for the mid-level cost carpet option with J&J Flooring – *Elemental* pattern and includes the cost of a dumpster. This project will be funded by the proceeds from Reading Between the Wines 2024. Any additional funds will be drawn from the Capital Expense Fund. Trustee Birmingham asked the Board to be mindful of price increases and to keep this project at the top of our list.

**Roll Call Vote:**

Ayes: Birmingham, DeFauw, Hagins, Long, Loucks

Nays: None

Abstained: None

**The motion passed.**

**New Business**

**Staff In-service**

Christine Long moved, and Jane Birmingham seconded, that the Board approve the closure of the Library on Friday, April 26, 2024 for an all staff in-service.

Ayes: Birmingham, DeFauw, Hagins, Long, Loucks

Nays: None

Abstained: None

**The motion passed.**

**Correspondence and Announcements**

The Board acknowledged the receipt of the thank you note from the Reichle family.

**Adjournment**

Upon motion by Christine Long, seconded by Jane Birmingham, and passed unanimously, the meeting was adjourned at 8:23 pm.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**Riverside Public Library**

**CASH DISBURSEMENTS**

**MARCH - 2024**

**ACCOUNTS PAYABLE DISBURSEMENTS**



**TOTAL FOR MARCH 2024 ACCOUNTS PAYABLE  
AND MARCH 2024 PAYROLL = \$110,018.18**

The Riverside Public Library  
Check/Voucher Register - A/P Checks  
From 3/1/2024 Through 3/31/2024

Check #	Check Date	Payee	Check Amount	Transaction Description
23730	3/6/2024	Aunt Diana's	200.00	RBTW- 3 trays of chocolate
23731	3/6/2024	Blue Cross Blue Shield of Illinois	4,880.81	HMO medical- March
23732	3/6/2024	Boots Chicago LLC	300.00	RBTW- provisions for Mezza room
23733	3/6/2024	Coverall North America, Inc	1,948.00	Cleaning services- March
23734	3/6/2024	Delta Dental of Illinois - Risk	76.55	HMO dental- March
23735	3/6/2024	Delta Dental of Illinois- Vision	45.71	Vision- March
23736	3/6/2024	Madison National Life	32.19	Life insurance- March
23737	3/6/2024	Minuteman Press of Lyons	317.50	RBTW- 250 program books
23738	3/6/2024	NCPERS Group Life Ins	32.00	Term life- Forsyth & Silva
23739	3/6/2024	Michelle Nichols	175.00	Eclipse program
23740	3/6/2024	Riverside Foods	1,914.79	RBTW charcuterie cups, ice, beer
23741	3/6/2024	Sweet Ride Bakery	90.00	RBTW- 3 pans of brownies
23742	3/6/2024	Turnstone Strategies	200.00	Magic Stump program
23743	3/14/2024	Ebsco Information Services	810.00	LibraryAware
23744	3/14/2024	Hueosity	603.37	1000 library cards
23745	3/14/2024	Business Card	5,699.40	Credit card purchases
23746	3/14/2024	North Suburban Employee Benefit Coop	270.00	PPO dental- February
23747	3/14/2024	North Suburban Employee Benefit Coop	3,681.00	PPO medical- February
23748	3/26/2024	Alarm Detection Systems, Inc.	1,092.45	Quarterly charges- Apr-Jun
23749	3/26/2024	Ann Durkin Keating	100.00	Juliette Kinzie program
23750	3/26/2024	Frederick Law Olmsted Society	125.00	Hidden Gems program
23751	3/26/2024	RAILS Library System	395.00	READSquared
23752	3/26/2024	Village of Riverside	8,446.27	March 2024 IMRF
23753	3/26/2024	Stella's Batting Cages & Restaurant	499.95	RBTW sushi room food
1479	3/1/2024	Administration	4,247.45	Group: 01; Pay Date: 3/1/2024
1480	3/1/2024	Information Services	6,158.39	Group: 02; Pay Date: 3/1/2024
1481	3/1/2024	Children & Youth Services	4,482.60	Group: 03; Pay Date: 3/1/2024
1482	3/1/2024	Patron Services	6,471.19	Group: 04; Pay Date: 3/1/2024
1483	3/15/2024	Administration	4,201.52	Group: 01; Pay Date: 3/15/2024
1484	3/15/2024	Information Services	6,158.39	Group: 02; Pay Date: 3/15/2024
1485	3/15/2024	Children & Youth Services	4,530.76	Group: 03; Pay Date: 3/15/2024
1486	3/15/2024	Patron Services	6,758.05	Group: 04; Pay Date: 3/15/2024
1487	3/29/2024	Administration	3,990.51	Group: 01; Pay Date: 3/29/2024
1488	3/29/2024	Information Services	6,158.40	Group: 02; Pay Date: 3/29/2024
1489	3/29/2024	Children & Youth Services	3,971.85	Group: 03; Pay Date: 3/29/2024
1490	3/29/2024	Patron Services	<u>6,695.02</u>	Group: 04; Pay Date: 3/29/2024
Total checks & pay vouchers			95,759.12	
3/1/2024 EFTPS- Employer portion			2,151.51	
3/15/2024 EFTPS- Employer portion			2,183.50	
3/29/2024 EFTPS- Employer portion			2,106.95	
3/16/2024 ACH payment- Leaf			766.00	Copier rental
3/27/2024 ACH payment- Comcast			233.85	High speed internet
3/27/2024 ACH payment- Comcast			<u>464.86</u>	Phone bill
Report Total			<u>103,665.79</u>	

The Riverside Public Library  
 Check/Voucher Register - A/P Checks  
 From 4/9/2024 Through 4/9/2024

Check Number	Check Date	Payee	Check Amount	Transaction Description
23754	4/9/2024	Amazon Capital Sevices	649.60	Amazon purchases
23755	4/9/2024	Cintas Corporation LOC. 769	759.65	Restroom supplies/ mat service
23756	4/9/2024	Demco, Inc.	319.15	Book jacket covers, tape, label protectors
23757	4/9/2024	Garvey's Office Products	48.50	Copy paper
23758	4/9/2024	Ingram Library Services	2,147.15	Various
23759	4/9/2024	Midwest Tape	885.60	Digital subscriptions
23760	4/9/2024	NICOR Gas	810.49	Gas bill
23761	4/9/2024	Ollis Book Corporation	663.30	Various CYS books
23762	4/9/2024	Unique Management Services, Inc.	<u>68.95</u>	February placements
Report Total			<u>6,352.39</u>	



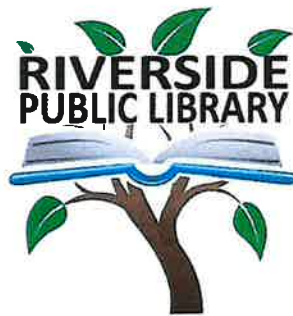
**Riverside Public Library**

**FINANCIAL REPORTS**

**For 3 Months Ending**

**March 31, 2024**

**UNAUDITED**



**Riverside Public Library  
Cash Balances  
As of 3/31/2024**

	<b>Balance, <u>3/31/2024</u></b>
<b>Consolidated Operating Funds:</b>	
First American- Checking	57,146.91
First American- Payroll	<u>268.21</u>
Total First American accounts	57,415.12
Riverside Bank savings	9,618.79
<b>Illinois Funds</b>	
Tax/Reserve Fund	1,236,781.35
Capital Improvements Fund	81,116.62
Special Reserve Fund	10,612.35
Working Cash Fund	263,516.36
Library Bond Fund	<u>82,929.40</u>
Total Illinois Funds	1,674,956.08
Total Operating Funds Cash Balances	1,741,989.99
<b>Gift &amp; Endowment Funds:</b>	
Library Gift Fund	127,695.77
Batko Endowment Fund	6,347.78
Lower Level Renovation Fund	54,690.11
General Endowment Fund	10,650.19
Dardwin Fund	<u>17,360.30</u>
Total Gift & Endowment Funds	216,744.15
<b>Total Funds</b>	<b><u>1,958,734.14</u></b>

**The Riverside Public Library**  
**Balance Sheet- Operating Funds - Consolidated Report- Operating Funds**  
**Operating Fund**  
**As of 3/31/2024**

	Current Period Balance
<b>Assets</b>	
Illinois Fund-Operating Fund	1,080,819.37
1st American-Checking Account	44,022.44
1st American-Payroll Account	268.20
Riverside Bank savings account	9,630.75
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	545,682.22
Due from Other Funds	3,783.40
Due from Gift Fund	395.00
Due from other groups	647.53
Staff Receivables	(54.05)
Fixed Assets	1,260,414.00
Amount Provided for Vacation	<u>23,590.00</u>
<b>Total Assets</b>	<u><u>2,926,906.06</u></u>
<b>Liabilities</b>	
Accounts Payable	6,352.39
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,466.89
IMRF Payable	(199.70)
Deferred Property Taxes	(453,361.23)
Accrued Payroll	18,548.84
Accrued Vacation Pay	23,590.00
Health Insurance Payable	748.41
Term Life Insurance Payable	(143.96)
Due to Other Funds	12,320.75
Due to Library Gift Fund	40.00
Due to Friends of the Library	493.38
Due to Historical Society	278.00
Due to Preservation Commission	3.00
Investment in Fixed Assets	<u>1,260,414.00</u>
<b>Total Liabilities</b>	<u><u>870,490.20</u></u>
<b>Fund Balances</b>	
<b>Beginning Fund Balances</b>	
Assigned for Operations	1,437,713.45
Restricted for Audit	3,502.75
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	<u>256.63</u>
<b>Total Beginning Fund Balances</b>	<u>1,439,671.62</u>
Excess Revenues/(Expenditures)	<u>616,744.24</u>
<b>Total Fund Balances</b>	<u><u>2,056,415.86</u></u>
<b>Total Liabilities &amp; Fund Balances</b>	<u><u>2,926,906.06</u></u>

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE  
From 3/1/2024 Through 3/31/2024

	Current Period Actual	Current Year Actual-3 mo.ending 3/31/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Revenues</b>					
Property Taxes					
2022 Property Tax Revenue	3,427.33	19,781.61	0.00	19,781.61	0.00%
2023 Property Tax revenue	<u>395,329.46</u>	<u>551,209.81</u>	<u>1,438,045.00</u>	<u>(886,835.19)</u>	<u>(61.67)%</u>
Total Property Taxes	398,756.79	570,991.42	1,438,045.00	(867,053.58)	(60.29)%
Inter Government Funds	2,782.08	4,040.20	25,000.00	(20,959.80)	(83.84)%
Interest	5,154.28	11,385.24	9,000.00	2,385.24	26.50%
Fees for Services	1,160.76	2,955.42	6,830.00	(3,874.58)	(56.73)%
Misc Revenue	<u>25.35</u>	<u>48.55</u>	<u>200.00</u>	<u>(151.45)</u>	<u>(75.72)%</u>
Total Revenues	<u>407,879.26</u>	<u>589,420.83</u>	<u>1,479,075.00</u>	<u>(889,654.17)</u>	<u>(60.15)%</u>
<b>Total Revenue</b>	<u>407,879.26</u>	<u>589,420.83</u>	<u>1,479,075.00</u>	<u>(889,654.17)</u>	<u>(60.15)%</u>
<b>Expenditures</b>					
Personnel Services	105,558.36	246,610.55	985,500.00	738,889.45	74.98%
Supplies	1,950.98	5,325.84	18,500.00	13,174.16	71.21%
Contractual Services	5,054.07	28,292.21	113,000.00	84,707.79	74.96%
Information Services	2,007.76	7,824.04	37,000.00	29,175.96	78.85%
Electronic Resources	1,971.43	10,541.85	67,600.00	57,058.15	84.41%
Children/Youth Services	1,310.57	3,031.98	12,650.00	9,618.02	76.03%
Marketing/Public Relations	556.95	2,025.87	25,500.00	23,474.13	92.06%
Administration	1,160.74	29,629.61	196,100.00	166,470.39	84.89%
Technology	<u>4,174.08</u>	<u>8,285.32</u>	<u>22,500.00</u>	<u>14,214.68</u>	<u>63.18%</u>
Total Expenditures	<u>123,744.94</u>	<u>341,567.27</u>	<u>1,478,350.00</u>	<u>1,136,782.73</u>	<u>76.90%</u>
<b>Miscellaneous Expenses</b>					
Misc Expenses	<u>0.00</u>	<u>72,332.23</u>	<u>0.00</u>	<u>(72,332.23)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>0.00</u>	<u>72,332.23</u>	<u>0.00</u>	<u>(72,332.23)</u>	<u>0.00%</u>
<b>Total Expenditures</b>	<u>123,744.94</u>	<u>413,899.50</u>	<u>1,478,350.00</u>	<u>1,064,450.50</u>	<u>72.00%</u>
<b>Excess Revenues(Expenditures)</b>	<u>284,134.32</u>	<u>175,521.33</u>	<u>725.00</u>	<u>174,796.33</u>	

**The Riverside Public Library**  
**Statement of Revenues and Expenditures - Budget Report of Revenues-BRE**  
**From 3/1/2024 Through 3/31/2024**

	Current Period Actual	Current Year Actual 3 mo. ending 3/31//2024	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
<b>Property Taxes</b>					
2022 Property Tax Revenue	3,427.33	19,781.61	0.00	19,781.61	0.00%
2023 Property Tax revenue	<u>395,329.46</u>	<u>551,209.81</u>	<u>1,438,045.00</u>	<u>(886,835.19)</u>	<u>(61.67)%</u>
<b>Total Property Taxes</b>	<u>398,756.79</u>	<u>570,991.42</u>	<u>1,438,045.00</u>	<u>(867,053.58)</u>	<u>(60.29)%</u>
<b>Inter Government Funds</b>					
Per capita state grants	0.00	0.00	13,000.00	(13,000.00)	(100.00)%
Corporate Replacement Taxes	<u>2,782.08</u>	<u>4,040.20</u>	<u>12,000.00</u>	<u>(7,959.80)</u>	<u>(66.33)%</u>
<b>Total Inter Government Funds</b>	<u>2,782.08</u>	<u>4,040.20</u>	<u>25,000.00</u>	<u>(20,959.80)</u>	<u>(83.84)%</u>
<b>Interest on Operating Funds</b>					
Interest-Illinois Funds	5,133.31	11,307.97	9,000.00	2,307.97	25.64%
Interest- Riverside Bank	<u>20.97</u>	<u>77.27</u>	<u>0.00</u>	<u>77.27</u>	<u>0.00%</u>
<b>Total Interest on Operating Funds</b>	<u>5,154.28</u>	<u>11,385.24</u>	<u>9,000.00</u>	<u>2,385.24</u>	<u>26.50%</u>
<b>Fees for Services</b>					
Fines	127.45	421.97	500.00	(78.03)	(15.61)%
Fax Fees	0.00	3.50	250.00	(246.50)	(98.60)%
Printing Fees	507.81	1,158.44	1,500.00	(341.56)	(22.77)%
Book & Video Sales	324.50	1,031.60	4,000.00	(2,968.40)	(74.21)%
Adult Replacement Fees	0.00	21.91	75.00	(53.09)	(70.79)%
CYS Replacement Fees	0.00	0.00	100.00	(100.00)	(100.00)%
ILL Fees	0.00	42.00	40.00	2.00	5.00%
Lost Book Credit	73.00	73.00	50.00	23.00	46.00%
The SPOT revenue	28.00	28.00	215.00	(187.00)	(86.98)%
Meeting Room Charges	<u>100.00</u>	<u>175.00</u>	<u>100.00</u>	<u>75.00</u>	<u>75.00%</u>
<b>Total Fees for Services</b>	<u>1,160.76</u>	<u>2,955.42</u>	<u>6,830.00</u>	<u>(3,874.58)</u>	<u>(56.73)%</u>
<b>Miscellaneous Revenue</b>					
Miscellaneous Revenue	1.75	2.75	200.00	(197.25)	(98.63)%
Donations	<u>23.60</u>	<u>45.80</u>	<u>0.00</u>	<u>45.80</u>	<u>0.00%</u>
<b>Total Miscellaneous Revenue</b>	<u>25.35</u>	<u>48.55</u>	<u>200.00</u>	<u>(151.45)</u>	<u>(75.72)%</u>
<b>Total Revenues</b>	<u>407,879.26</u>	<u>589,420.83</u>	<u>1,479,075.00</u>	<u>(889,654.17)</u>	<u>(60.15)%</u>

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE  
From 3/1/2024 Through 3/31/2024

	Current Period Actual	Current Year Actual- 3 mos.ending 3/31/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Personnel Services</b>					
Staff Salaries	88,243.58	204,276.75	815,000.00	610,723.25	74.94%
Health & Life Insurance	5,590.11	15,335.27	64,000.00	48,664.73	76.04%
Employer's Portion - IMRF	5,079.74	11,524.86	45,000.00	33,475.14	74.39%
Employer's Portion - FICA	6,441.96	14,917.60	60,000.00	45,082.40	75.14%
Unemployment Comp Expense	202.97	556.07	1,500.00	943.93	62.93%
<b>Total Personnel Services</b>	<b>105,558.36</b>	<b>246,610.55</b>	<b>985,500.00</b>	<b>738,889.45</b>	<b>74.98%</b>
<b>Supplies</b>					
Office Supplies	207.77	477.35	3,000.00	2,522.65	84.09%
Library Supplies	1,362.70	2,053.46	3,500.00	1,446.54	41.33%
CYS Supplies	0.00	36.67	0.00	(36.67)	0.00%
Building Maintenance Supplies	380.51	2,269.29	10,000.00	7,730.71	77.31%
Ink Cartridges	0.00	489.07	2,000.00	1,510.93	75.55%
<b>Total Supplies</b>	<b>1,950.98</b>	<b>5,325.84</b>	<b>18,500.00</b>	<b>13,174.16</b>	<b>71.21%</b>
<b>Contractual Services</b>					
Janitorial	1,948.00	5,844.00	30,000.00	24,156.00	80.52%
Water	0.00	425.11	4,000.00	3,574.89	89.37%
Gas	810.49	3,673.07	17,000.00	13,326.93	78.39%
Building Maintenance	437.13	10,256.81	30,000.00	19,743.19	65.81%
Small Equipment Maintenance	0.00	0.00	1,000.00	1,000.00	100.00%
Equipment Maintenance	1,092.45	4,731.72	12,000.00	7,268.28	60.57%
Furnishings & Equipment	0.00	948.40	8,000.00	7,051.60	88.14%
Copier Rental & Maintenance	766.00	2,413.10	11,000.00	8,586.90	78.06%
<b>Total Contractual Services</b>	<b>5,054.07</b>	<b>28,292.21</b>	<b>113,000.00</b>	<b>84,707.79</b>	<b>74.96%</b>
<b>Electronic Resources</b>					
On-line Data Bases	1,695.60	3,374.86	30,000.00	26,625.14	88.75%
SWAN Computer	0.00	6,339.50	30,000.00	23,660.50	78.87%
Internet Expense	233.85	701.55	3,100.00	2,398.45	77.37%
Patron Subscription services	41.98	125.94	4,500.00	4,374.06	97.20%
<b>Total Electronic Resources</b>	<b>1,971.43</b>	<b>10,541.85</b>	<b>67,600.00</b>	<b>57,058.15</b>	<b>84.41%</b>
<b>Information Services</b>					
Books	1,374.96	4,050.67	20,500.00	16,449.33	80.24%
Standing Order Books	132.13	930.02	4,000.00	3,069.98	76.75%
Periodicals	324.00	1,739.42	7,000.00	5,260.58	75.15%
Videos	256.66	578.02	4,000.00	3,421.98	85.55%
Audio Books	0.00	0.00	500.00	500.00	100.00%
Library of Things expenses	(79.99)	459.90	500.00	40.10	8.02%
The SPOT expenses	0.00	66.01	500.00	433.99	86.80%
<b>Total Information Services</b>	<b>2,007.76</b>	<b>7,824.04</b>	<b>37,000.00</b>	<b>29,175.96</b>	<b>78.85%</b>
<b>Children/Youth Services</b>					
CYS Juvenile Books	1,024.84	1,701.88	5,000.00	3,298.12	65.96%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Reference Books	0.00	0.00	500.00	500.00	100.00%
CYS Video Games	59.99	198.78	300.00	101.22	33.74%
CYS Young Adult	51.65	452.08	2,000.00	1,547.92	77.40%
CYS Easy Books	84.12	377.13	3,000.00	2,622.87	87.43%
CYS Audio Books	0.00	0.00	200.00	200.00	100.00%
CYS Compact Discs	0.00	0.00	100.00	100.00	100.00%
CYS DVD	28.99	225.14	700.00	474.86	67.84%
CYS Toys & Puzzles	0.00	15.99	100.00	84.01	84.01%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE  
From 3/1/2024 Through 3/31/2024

	Current Period Actual	Current Year Actual- 3 mos. ending 3/31/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS STEAM	60.98	60.98	400.00	339.02	84.75%
Total Children/Youth Services	<u>1,310.57</u>	<u>3,031.98</u>	<u>12,650.00</u>	<u>9,618.02</u>	<u>76.03%</u>
Marketing/Public Relations					
CYS Programming	56.95	135.31	1,500.00	1,364.69	90.98%
Adult Programming	500.00	1,405.56	6,000.00	4,594.44	76.57%
Library Programs	0.00	485.00	1,000.00	515.00	51.50%
Advertising Expenses	0.00	0.00	1,000.00	1,000.00	100.00%
Newsletter Expense	0.00	0.00	<u>16,000.00</u>	<u>16,000.00</u>	<u>100.00%</u>
Total Marketing/Public Relations	<u>556.95</u>	<u>2,025.87</u>	<u>25,500.00</u>	<u>23,474.13</u>	<u>92.06%</u>
Administration					
Shipping Charges	42.96	113.37	600.00	486.63	81.11%
Legal Services	0.00	855.00	5,000.00	4,145.00	82.90%
Credit Bureau	68.95	260.80	600.00	339.20	56.53%
Telephone	464.86	1,674.69	7,000.00	5,325.31	76.08%
Postage	169.46	230.72	700.00	469.28	67.04%
Treasurer's Bond	0.00	0.00	500.00	500.00	100.00%
Liability Insurance	0.00	23,818.30	29,000.00	5,181.70	17.87%
Audit Fees	0.00	0.00	4,200.00	4,200.00	100.00%
Travel	0.00	0.00	200.00	200.00	100.00%
Seminars,Conferences,Meetings	0.00	0.00	500.00	500.00	100.00%
Membership Dues	0.00	515.00	750.00	235.00	31.33%
Accounting Expenses	342.50	597.03	3,000.00	2,402.97	80.10%
Staff Development	14.09	1,013.67	4,000.00	2,986.33	74.66%
Bond repayment	0.00	0.00	119,900.00	119,900.00	100.00%
Credit Card/Bank Fees	43.77	138.74	900.00	761.26	84.58%
Miscellaneous Expense	14.15	334.54	8,000.00	7,665.46	95.82%
Board Expense	0.00	77.75	1,250.00	1,172.25	93.78%
Capital Expense	0.00	0.00	<u>10,000.00</u>	<u>10,000.00</u>	<u>100.00%</u>
Total Administration	<u>1,160.74</u>	<u>29,629.61</u>	<u>196,100.00</u>	<u>166,470.39</u>	<u>84.89%</u>
Technology					
Technology Supplies	42.98	276.25	1,000.00	723.75	72.38%
Computer Consultant	0.00	0.00	2,000.00	2,000.00	100.00%
Network Maintenance	199.50	199.50	2,000.00	1,800.50	90.03%
Computer Hardware & Equipment	0.00	0.00	6,000.00	6,000.00	100.00%
E-Library Subscription Svs	3,931.60	7,809.57	9,500.00	1,690.43	17.79%
Computer Software	0.00	0.00	<u>2,000.00</u>	<u>2,000.00</u>	<u>100.00%</u>
Total Technology	<u>4,174.08</u>	<u>8,285.32</u>	<u>22,500.00</u>	<u>14,214.68</u>	<u>63.18%</u>
Total Operating Expense	<u>121,773.51</u>	<u>331,025.42</u>	<u>1,410,750.00</u>	<u>1,079,724.58</u>	<u>76.54%</u>
Miscellaneous Expenses					
ILL Fee Expense	0.00	20.26	0.00	(20.26)	0.00%
Lost ILL Expense	0.00	9.92	0.00	(9.92)	0.00%
Transfer to Other Funds	0.00	<u>72,302.05</u>	<u>0.00</u>	<u>(72,302.05)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>0.00</u>	<u>72,332.23</u>	<u>0.00</u>	<u>(72,332.23)</u>	<u>0.00%</u>
Total Budgeted Expenses	<u>123,744.94</u>	<u>413,899.50</u>	<u>1,478,350.00</u>	<u>1,064,450.50</u>	<u>72.00%</u>

## **AMENDMENT TO AGREEMENT**

*This Amendment to the Agreement is made and entered into effective as of the date of the last party signing this Amendment to the Agreement executed by the Czech & Slovak American Genealogy Society of Illinois ("Society" or "CSAGSI") an Illinois non-profit corporation located in Brookfield, Illinois and the Riverside Public Library, a government entity of the Village of Riverside in the State of Illinois.*

*In the case of any inconsistency between the terms and provisions of the original agreement set forth herein, the terms and provisions of this Amendment shall control. Terms used in this Amendment shall have the meanings assigned to them in the Agreement unless otherwise indicated to the contrary.*

*The parties hereto agree as follows:*

### **I. GENERAL CONDITIONS**

- 3. The Library houses the Collection at 1 Burling Road, Riverside, IL 60546-2259. The Collection is housed on open shelves with both circulating and non-circulating materials.*

### **III. ACQUISITION AND MAINTENANCE**

- 1. Any item in the Collection no longer wanted by the Library will be offered for return to the Society at no cost to either party. The Library will not dispose of any items in the Collection without previous written (or emailed) agreement with the Society, provided the Society responds within 90-days. If no response is received from the Society, the Library may act independently to remove the items from the collection and return them to the Society.*

### **IV. USE OF THE COLLECTION**

- 1. The Collection has both circulating and non-circulating materials which have been determined by the Library and CSAGSI members. Only circulating books can be made available for Interlibrary Loan. All Reference and Ready Reference can only be used in the Library.*



**V. SECURITY**

1. *The Library, at its own expense has provided a locked glass cabinet to protect rare or fragile materials. It is the property of the Library.*

**VI. TERM OF THE AGREEMENT**

4. *If either party decides to end this Agreement at any time, the collection of Society designated materials, including any materials added to the Collection per the conditions of this Agreement will be returned to the Society. The party initiating the termination will be responsible for the packing and return of the Collection to the Society including all the associated costs with moving. Return of the materials must be completed within a six-month timeframe.*

*This Amendment to the Agreement begins on \_\_\_\_\_*

*Approved and signed by:*

\_\_\_\_\_  
*President, Czech & Slovak American Genealogy Society of Illinois*

\_\_\_\_\_  
*President, Riverside Public Library Board of Trustees*

**Riverside Public Library  
Reading Between the Wines, 2024  
Revenue and Expenses  
As of March 31, 2024**

<u>Revenue (3823-15):</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>Total</u>
TicketLeap			10,300.00	10,300.00
Tickets- Cash & Check	440.00	240.00	120.00	800.00
Tickets- Square			210.00	210.00
Sponsors- check	2,500.00	3,150.00		5,650.00
Sponsors- PayPal	250.00			250.00
Sponsors- ACH		250.00		250.00
Sponsors- donations in-kind (raffle basket)		250.00		250.00
Raffle tickets-cash			985.00	985.00
Raffle tickets- Square			300.00	<u>300.00</u>
<b>Total Revenue</b>				<b>18,995.00</b>
<u>Expenses (4453-15):</u>				
Village of Riverside	85.00		Liquor & special events permit	
Illinois Liour Contol Commission	25.00		Liquor permit	
MBNA/ Bargain Mugs	661.44		Wine glasses	
Garay	8.66		Cookie samples at Pticek's	
Aunt Diana's	200.00		Chocolates	
Minuteman	317.50		250 Program books	
Amazon	11.00		500 plastic cups	
Amazon	13.80		2 picture frames	
Amazon	21.89		16-pack tablecloths	
Amazon	7.99		500 food prep gloves	
Amazon	32.99		350 coffee cups	
Amazon	5.99		40 zip gallon bags	
Amazon	16.30		food wrap	
Web Restaurant Store- pitchers	40.51		pitchers	
Riverside Foods	1,710.00		285 charcuterie cups @ \$6 each	
Riverside Foods	64.79		11 22# bags of ice @ \$5.89 each	
Riverside Foods	<u>140.00</u>		2 cases of Tilquin Lambic beer @ \$70 each	
Total Riverside Foods	1,914.79			
Riverside Foods/ Mezza:	20.00		Village Batch Kalamata olives	
	16.00		Village Batch plum olives	
	33.00		Mythology Feta	
	10.00		Flour	
	3.00		Sugar	
	5.00		Yeast	
	3.50		Village Batch Organic Sea Salt	
	3.50		Village Batch Organic Rosemary	
	16.00		Village Batch Organic EVOO	
	32.00		Fage Whole Milk Yogurt	
	30.00		Village Batch Organic wildflower honey	
	10.00		Walnuts	
	3.00		Cinnamon	
	18.00		6 service spoons @\$3 each	
	16.00		Serving trays for focaccia	
	7.00		Serving bowls for olives	
	12.00		Plastic plates	
	6.00		Napkins	
	5.00		Plastic spoons & forks	
	3.00		Ice	
	<u>48.00</u>		Bakery assistant	
Total Riverside Foods Mezza	300.00			
Stella's: Sushi	499.95			
<u>Sweets Table:</u>				
Pticek's	177.48		10 dozen cookieis	
Sweet Ride Bakery	<u>90.00</u>		3 pans of brownies	
Total Sweets Table	267.48			
<b>Total expenses</b>				<b>4,430.29</b>
<b>Net revenue</b>				<b><u>14,564.71</u></b>

March was a busy month with programs, school visits and spring break activities. We also said goodbye to Tony Marino, who has been a part of the CYS team since 2018. We will all miss his jokes and his positive attitude. We wish Tony the best in his future endeavors.

**Highlights**

*School Visits*—In addition to our normal monthly visits to RPC preschool and the District 96 preschool classes, Anne and Bridget visited a new class this month. Hollywood School houses a LADSE Communication Development Classroom. We used to visit this classroom but have not been able to since before the pandemic. We are really glad that we were able to connect with this class again.

*Storytimes*—Thanks to Anne, Bridget and Mandi for planning and presenting our storytimes. Thank you also to Coach Tony of Ninja Squad and Stephanie Roldan of the Treehouse for presenting two engaging storytimes this month.

*After School Programming*—We had a small turnout for Pokémon Club this month. Fran had some teens come to paint mirrors at our Crafternoon program.

*Spring Break*—Spring Break is a busy time at the library. Many families came by to play board games. Fran planned and presented a Book Genre Bingo game, which was a fun twist on regular Bingo. Nikki and Jordan helped kids and teens make potion bottles, which was a repeat of a previously popular program. We brought back giant games; this time we had giant Candy Land, Connect Four, Match the Characters, and Jenga.

*Summer Reading*—We started talking about summer this month. We had our first SRP planning meetings this month, one for the SPOT programs and one for general summer reading. I was also contacted by Kim Scott of LaGrange Public Library to see if we would like to participate in a Library Passport program this summer. After a virtual meeting, we have joined with LaGrange, LaGrange Park and Brookfield libraries to run a program this summer. Patrons will be able to get a passport at their home library. If they visit all four libraries and get a stamp in their passport from each library, they will be able to turn in their passport at their home library to enter to win a fun prize basket. This will be a great way to bring more people to our library.

<b>CHILDREN &amp; YOUTH SERVICES STATISTICS – March 2024</b>	
Reference questions asked	<u>186</u>
Informational questions asked	<u>239</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
3/1/2024	Yoga Storytime	11			9	
3/2/2024	First Saturday Storytime	4	2		7	
3/4/2024	Mini Movers Storytime	7			7	
3/4/2024	March Subscription Book Bags					21
3/4/2024	D96 Early Learners Storytime 1	7			4	
3/4/2024	D96 Early Learners Storytime 2	28			5	

CHILDREN & YOUTH SERVICES – March 2024 – Nora Durbin

3/4/2024	D96 Early Learners Storytime 3	4			5	
3/4/2024	D96 Early Learners Storytime 4	24			5	
3/5/2024	Mini Storytime	7			7	
3/5/2024	Little Hands Playtime	20	10		4	
3/6/2024	RB Transitions Book Club			6	2	
3/7/2024	Pokemon Club	1	4		1	
3/8/2024	All Ages Storytime	7			6	
3/9-3/10	Take Home Craft: Rainbows					25
3/11/2024	Mini Movers Storytime	9			10	
3/12/2024	Mini Storytime	8			7	
3/12/2024	Little Hands Playtime	14			13	
3/12/2024	Hollywood CD LADSE Class		6		3	
3/13/2024	RB Transitions Book Club			6	2	
3/15/2024	All Ages Storytime	11	2		8	
3/16/2024	Legopalooza		1		1	
3/18/2024	Mini Movers Storytime	8			8	
3/19/2024	Mini Storytime	8			7	
3/19/2024	Little Hands Playtime	8	4		7	
3/19/2024	Crafternoon: Mirror Painting			3		
3/20/2024	Storytime at RPC 1	10			2	
3/20/2024	Storytime at RPC 2	10			2	
3/20/2024	Storytime at RPC 3	10			2	
3/20/2024	RB Transitions Book Club			6	2	
3/22/2024	Ninja Storytime	15			10	
3/23/2024	Family Playtime	2			1	
3/25/2024	Book Genre Bino	2	5		5	
3/27/2024	Potion Bottles		3	3	5	
3/28-3/30	Giant Games					31
3/1-3/31	Blue Board Questions					130
Phone Charger Checkout					9 teens	
Board Game Usage					50 games	
Nintendo Switch Usage					12 teens	
Study Room Usage					21 users	
After School		15 days			415 kids and teens	
Interactions with non-English speakers					1	

## **Patron and Computer Services**

March 2024

Sharon Shroyer

### **Patron Services**

We have a new PS Desk Assistant, Sandra Ojeda. Sandra will be working two evenings a week and alternating Saturdays and Sundays. Sandra is also fluent in Spanish. While the translation iPad's are a great addition, it is good to have a staff member who is able to interact directly with our Spanish-speaking patrons once again. We will also be looking into hiring one more staff member for PS in April.

On a sad note, Jessica Potter will be leaving the Library and the PS department after working here for almost 10 years. Jessica has worked in the PS department since 2021. We will all miss her and wish her well with the next chapter in her life. Knowing Jessica, she will make it an adventure!

We all will miss Tony Marino in CYS. Tony always made things fun with all his jokes and I will miss talking about classic films with him.

When doing the monthly statistics, it is fun sometimes to delve a bit deeper to see what the numbers mean. This month, I looked at the numbers for our web site traffic. The page that people spent the most time on in March was our genealogy page, on average 10 minutes per visit to that page. The last page patrons visited before leaving our site was the Spot page. Unfortunately, the traffic from residents of Riverside, CA, was way up. This usually means calls from upset patrons who cannot pull their account up in our catalog or cannot get Hoopla to work for them. They never seem to pay attention to our address and the fact that we are in Illinois.

### **Computer Services**

The spare CYS laptop was setup and installed in March. This was the last staff computer that needed to be updated in the CYS area. All of them are new as of 2023.

The iPad OPAC's were rolled out in March. The nice thing about them is their movability. If we think they are not getting used where they are, all we have to do is pick a new location and move them.

The financial laptop was acting a bit strange after it had updates installed. I rolled back all of the updates and will be doing them incrementally just to be safe. However, since that machine also stays available 24/7, so that Jane can always access it, I am going to price out a replacement. That laptop is vital to the library and I would rather replace it a bit early than too late.

## March 2024 Information Services Update

Diane Silva

### **Collection Update:**

#### *Flipster and Magazines*

We cancelled our Flipster magazine subscription service this month. We were down to about 12 titles and paying \$638/year. Of the subscriptions, all but two are now available as part of Libby, so we are still able to provide equivalent access. That said, magazines are being discontinued at a rapid rate and we expect continued reduction in published titles, both print and digital, overall.

#### *Board Games:*

At the beginning of March, we received a call from a patron asking if we accepted board game donations. Later that day, the patron, Steve Slivka, delivered a little over 40 games, many brand new, and all in spotless condition. The games span from classic to high-concept (and very expensive) titles. Obviously, we were thrilled! Some titles were duplicates that we will hold for replacement pieces and some will be used as SRP prizes, but most are being added to our already impressive collection. Thanks to Brent and Dana for their work to inventory and prep all the pieces!

### **Programming Update:**

#### *The Spot DIY Kits*

Jordan and Nikki rolled out a new offering this month to allow patrons an easy entry into our technology. DIY Kits can be purchased for a small fee and come with step-by-step instructions allowing users a taste of the possibilities without any technical expertise. In March, patrons etched a personalized wooden egg using the Glowforge simply using basic cut and paste skills. Our next kit, a cut flower, will be offered in May with additional kits following bi-monthly.

#### *C4/LAC Partnerships*

David Rubin approached us this month representing both the Village's C4 and LAC committees. Both organizations were interested in increasing visibility but offering programming focused on their environmental efforts. As a result, we added 2 March programs, one a presentation by MWRD for World Water Day and the other by U of I Extension gardeners focused on Natural Lawn Care. Both events were well received, particularly in light of the last minute scheduling. We are always excited to add a new programming partner!

In addition to C4 and LAC, this month we hosted partner programs with Riverside Community Garden and FLOS. We also hosted our annual women's history program funded by a donation from the former AAUW-Riverside chapter.

### *Upcoming Blood Drive*

In other partner news, we scheduled our annual summer blood drive with the Red Cross. The June 27 drive is run in partnership with the Township. We encourage everyone to sign up to donate blood at our drive, or another local drive.

#### **The Spot**

The SPOT Appointments/projects – 9  
The SPOT Drop In DIY Kits – 7 kits (4 appts)

#### **Special Programs**

Ruth E. Carter – ILP – 3  
Seed Swap with the Riverside Community Garden – 20  
Seed Starting with the Riverside Community Garden 13  
*The Magic Stump* film and discussion - 20  
The Great North American Eclipse - 35  
World Water Day (LAC/C4 partner) – 9  
Natural Lawn Care (LAC/C4 partner) – 15  
The World of Juliette Kinzie (AAUW) – 30  
Hidden Gems: Des Plaines River (FLOS) - 41

#### **Recurring**

Drop in Tech Help (1 session) - 1  
Craft: Painted Zinnia – 8  
Virtual Yoga (4 sessions) – 8  
Asahi (3 sessions) – 12  
Meditation (2 session) – 8  
Genealogy Club – 9  
Knitting Club (2 sessions) – 10  
Book Club - 3

#### **Passive**

Spice Kits – 55  
Seed Packets Take/Leave –31  
March Madness Character Voting – 172  
Other Passive: 65  
Board Game Borrowing - 4

**Patron Interactions** – We had 806 patron interactions this month. 1 use of the translation podium, 1 interaction with ESL patrons

**Riverside Public Library**  
**Miscellaneous Statistics - March 2024**

	<b>Mar-24</b>	<b>Mar-23</b>	<b>YTD 2024</b>	<b>YTD 2023</b>
<b>Reference Statistics</b>				
Questions Asked - Adult	807	682	2321	2267
Questions Asked - Youth Services	425	544	1209	1694

<b>Internet Usage - Adult</b>	281	316	811	892
<b>- CYS</b>	200	202	506	523
<b>Total Usage</b>	<b>481</b>	<b>518</b>	<b>1317</b>	<b>1415</b>

<b>Holdings</b>				
Adult Titles Added	143	152	378	378
CYS Titles Added	99	185	268	318
<b>Total Titles Added</b>	<b>242</b>	<b>337</b>	<b>646</b>	<b>696</b>
Adult Titles Withdrawn	283	90	511	307
YS Titles Withdrawn	42	37	43	139
<b>Total Titles Withdrawn</b>	<b>325</b>	<b>127</b>	<b>554</b>	<b>446</b>

<b>Total Holdings</b>			<b>63255</b>	<b>63602</b>
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<b>Library Programs - Active</b>				
Children 0-5	22	22	69	68
Children 6-11	4	8	13	24
YA 12-18	3	1	7	5
Adults 19+	40	17	92	44
General Interest (Mixed)	5	2	17	9
<b>Totals</b>	<b>74</b>	<b>50</b>	<b>198</b>	<b>150</b>

<b>Library Programs - Active Attendance</b>				
Children 0-5	235	192	712	621
Children 6-11	37	116	116	261
YA 12-18	12	3	37	16
Adults 19+	504	544	1228	1415
General Interest (Mixed)	318	80	965	292
<b>Totals</b>	<b>1106</b>	<b>935</b>	<b>3058</b>	<b>2605</b>

<b>Library Programs - Passive</b>				
Children 0-5	4	0	10	0
Children 6-11	1	2	2	5
YA 12-18	0	0	0	0
Adults 19+	2	2	8	4
General Interest (Mixed)	4	1	13	5
<b>Totals</b>	<b>11</b>	<b>5</b>	<b>33</b>	<b>14</b>

<b>Library Programs - Passive Attendance</b>				
Children 0-5	83	0	154	0
Children 6-11	2	64	13	144
YA 12-18	0	0	0	0
Adults 19+	86	87	224	191
General Interest (Mixed)	297	80	172	220
<b>Totals</b>	<b>468</b>	<b>231</b>	<b>563</b>	<b>555</b>

<b>Community Programs Attendance</b>	13	13	42	29
	101	177	386	341



<b>New Library Cards Issued</b>	39	44	144	136
<b>Library Attendance</b>	7760	7544	22206	21040
<b>Notary Service</b>	16	11	42	31
Checkouts	4937	5205	14860	15523
Renewals	3544	3208	10178	9861
Checkins	5621	5951	16779	17232
<b>Total Circulation</b>	<b>14102</b>	<b>14364</b>	<b>41817</b>	<b>42616</b>
<b>Interlibrary Loans</b>				
Loaned	1028	1092	3021	3317
Borrowed	1119	1209	3598	3489
<b>Reciprocal Borrowing</b>				
Loaned to Other Library Patrons	481	617	1659	1636
RPL Patrons Borrowing Elsewhere	1222	1213	4175	3346
<b>Digital Resources</b>				
Hoopla	394	326	1170	1072
Boundless	114	153	340	397
Libby (Digital Library of Illinois)	1640	1170	4706	3472
Flipster Downloads and Views	22	46	50	122
<b>Web Site Total Hits</b>	4709	4554	10073	13488
<b>Wireless Statistics</b>	872	1002	6791	2960
<b>Online Databases</b>				
Ancestry.com				
Searches	318	776	1037	3395
Returns	416	1146	1864	5862
Encyclopaedia Britannica				
Sessions	23	44	122	119
Newsbank				
Searches	12	1	188	35
Consumers Reports				
Searces	12	9	25	14
Views	166	121	345	224

**EBSCO Online Databases**

Academic Search Premiere Searches	24	33	37	138
Auto Repair Source Searches	0	0	0	0
Biography Reference Center Searches	10	1	10	6
Business Source Premier Searches	22	18	55	58
Consumer Health Complete Searches	7	121	8	122
History Reference Center Searches	0	6	3	19
Legal Information Ref. Center Searches	0	0	0	0
Literary Reference Center Searches	55	24	96	131
Masterfile Searches	84	41	115	115
Middle Search Plus Search	3	4	3	11
Newspaper Search Plus Search	42	9	52	51
Novelist Searches	2	0	7	17
Points of View Ref. Center Searches	50	44	54	165
Primary Search Searches	0	0	1	4
Science Reference Center Searches	11	1	11	32
Small Business Center Searches	0	0	0	2

**Additional Statistics**

Newspaper Archives Searches	17	12	67	54
Museum Passes Issued	15	11	25	27
Library of Things Equipment	53	45	125	177
Kits	9	10	102	58
Spot Collection Use	13	3	37	7

**Library Director's Report  
March 2024  
Janice Foley**

**Administration**

Influenza A knocked me out for a good week this month which is why I could not attend the March Board meeting. As relayed through Diane, I was able to get Dan and all the Board a copy of the conditions from the carpet company and Dan responded back to me. His only suggestion was to try and get a Certificate of Insurance from them, although with the low cost of the project, this might not be doable. I will find out from Ray Johnson, the sales person, after he returns back from Spring Break. With consultation with Ken, a color and pattern was selected for the carpet. I will have that for display at the April Board Meeting. All of the thank you letters have been sent to the vendors, sponsors and volunteers for Reading Between the Wines 2024. It was a very successful and fun event.

The Library participated in the State-wide Tornado Drill on March 6. I am happy to report that we were able to get all staff and patrons to safety within 4 minutes!

The Employee Handbook Committee (Diane, Lisa and me) began meeting to address the Library's Employee Handbook. Although "updated" when needed, the current version was written in the mid 1990's and a fresher approach will be beneficial. We have obtained copies of newly revised handbooks from a few public libraries in RAILS and are using those as templates for our revision. We hope to have a completed document in the Fall for Board perusal and approval.

Two staff volunteers (Fran and Lisa) are working with the Management Team to help plan the upcoming In-Service. I have been in contact with Chief Matt Buckley who will be scheduling a Stop the Bleed presentation for that day. We will be also doing our required annual Sexual Harassment Training during in-service. At lunch, we will be holding one of the staff's favorite activities – the White Elephant gift exchange! It certainly provides a lot of laughter and it is always fun to see what people bring for re-gifting!

**Advocacy**

The Friends of the Library met on March 19. Ken also attended the meeting to personally thank the FOL officers for their participation in Reading Between the Wines. Almost every officer volunteered at the event. Friends fundraising is going very well in 2024. Friends will be donating \$3000 toward our Summer Reading Program expenses. We are so fortunate to have the Friends support us in this way.

**Ongoing**

Management Team met several times during the month.

We received a request from Cantata for a donation of eclipse glasses. Although we are limiting to residents only, we gave them 20 to use with the residents since many former residents now make their home at the facility.

The Genealogy Club met on March 26. Nine people were in attendance. It is very exciting to see the interest in and support of genealogy from this dedicated group,

**Building and Grounds**

Routine elevator maintenance took place this month. Lawn care will begin in April.

Unless we are “snowed in” during April, I am happy to report that we experienced very manageable snow removal expenses this winter!



# Library Board Memorandum

**To:** Board of Trustees  
**From:** Janice Foley, Library Director  
**Date:** 4/02/2024  
**Re:** Resolution Authorizing Public Library Nonresident Cards

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Every year the Board must approve by resolution the continuation of issuing non-resident library cards. During the past year we issued no cards to Riverside Lawn residents. The fees are based on the tax bill method.

I encourage our participation again this year as it shows support for the State's attempt to provide library service to all residents of Illinois. We have not experienced any problems based on our decision to participate in the program.

JAF:lg



2024 ANNUAL RESOLUTION AUTHORIZING  
PUBLIC LIBRARY NONRESIDENT CARD  
PARTICIPATION AND FEES

WHEREAS, the State of Illinois has enacted the Illinois Local Library Act 75 ILCS 5/4-7(12), which grants power to the Board of Trustees, including the power to extend the privileges and use of the library to nonresidents and the power to charge a fee for nonresident use thereof;

WHEREAS, the Board of Trustees of the Riverside Public Library has determined to participate in the nonresident reciprocal borrowing program of its regional library system and to issue nonresident library cards;

WHEREAS, the Illinois Administrative Code 23 Adm. Code 3050.60(b), sets forth the tax-bill method for calculating a nonresident fee so as to ensure the fee charged is equal to the cost paid by residents of Riverside;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Riverside Public Library, Cook County, Illinois, as follows:

**Section 1:** Individuals residing beyond the jurisdictional boundaries of the Riverside Public Library whose closest public library is the Riverside Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Riverside Public Library, may purchase a nonresident fee card calculated using the Tax Bill Method (23 Adm. Code 3050.60(b)).

**Tax Bill Method:**

- Nonresident Taxpayer: The library tax rate or equivalent, including all special levies, is applied to the nonresident property owner’s principle residence assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.
- Nonresident Renter: The library shall charge 15 percent (15%) of the monthly rent as the annual nonresident fee. The renter shall provide to the public library a current rent receipt or a cancelled rent check for verification purposes.

**Section 2:** The Library Director shall notify the regional library system within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for nonresident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

**Section 3:** This Resolution shall be in full force and effect upon its adoption, approval, and publication as provided by law, and remain in full force and effect until further action by the Board of Trustees.

\_\_\_\_\_  
President, Board of Library Trustees

\_\_\_\_\_  
Secretary, Board of Library Trustees



# Library Board Memorandum

**To:** Board of Trustees  
**From:** Janice Foley, Library Director  
**Date:** 3/25/2024  
**Re:** Proposed Increase to Sick Leave Accrual

---

While working on a total revision for the Employee Handbook, we read the handbooks from other libraries in the RAILS system. We discovered that all other libraries offer their full time staff one full sick day a month (12 per year), rather than the half day each month (6 per year) our employees receive.

We already have a cap in place that no employee can accumulate more than 225 hours of unused sick time, which safe guards us financially. Therefore, we think it would be a show of support to our full time staff to increase the amount of sick time to 7.5 hours each month and ask the Board's approval for this policy change.



# Library Board Memorandum

**To:** Board of Trustees  
**From:** Janice Foley, Library Director  
**Date:** 3/28/2024  
**Re:** Request from Patron Patrick White

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We received this request from former trustee and current patron Patrick White. He believes that this is something the library should undertake. While we appreciate that he thinks this would be an income generating resource, we believe that it is not feasible for us.

The obvious main reason is personnel/time to undertake a project like this. We also do not have the equipment needed to record the music. In addition, there are royalty/copyright issues involved in doing a project of this kind.

Finally, we are not in the business of selling albums at the level to which these records are thought to bring in.

If you have any further questions about this request, please do not hesitate to ask at the meeting.



March 15, 2024

President Ken Circo, Riverside, IL Public Library

Riverside Library Board of Trustees

Greetings:

Riverside's aging Baby Boomers are facing the same pressures as their generational predecessors, downsizing. Specifically, the Rock and Roll generation has to part with a major portion of their identity, their vinyl album collections, and to paraphrase an old 1970's standard, "breaking up is hard to do". -Neil Sedaka.

A number of Riverside resident collectors have expressed the need to downsize, but would like to assist a cultural institution, the Riverside Library, and see their collections preserved in some manner. Interested Riversiders' vinyl rock and roll collections are extensive since many collections date from our youth, the 1960's, 70's and 80's.

Since the library maintains a CD collection for patrons to check out, fair use would seem to dictate the library as a site for these vinyl collections.

With the consent of the board, the vinyl collections could be donated to the Friends of the Library, a 501c organization, to generate a tax donation for a Gifto and the vinyl transferred to the library by the Friends.

Since, as always, space is a premium at the Riverside Public Library, the transference of the vinyl records to an audio server would allow for the not only preservation of the albums' recorded songs, but allow patrons access.

After the transference of the albums to a server, the library stands to profit through the sale of the albums. Donors should be clearly advised their collections will be preserved on audio files, but after the transference, the albums will be sold to generate revenue for the library.

Thank you for your consideration of the foregoing preservation and revenue raising venture. Alternatively, Ken, you can go back in the record business! Rock 'n Roll, Ken !

Should you have any questions, I look forward to trying to answer them.

Regards, to all.

Patrick J. White

Cc: Janice Foley, Director, Riverside Public Library

Riverside. Thursday, 14 March 2024  
Public Library  
one Burling Rd. Hester Imazaha  
1 Burling Rd. Windsor Park  
Riverside, IL 7535 S. Sogrow  
60544 Apt. 109  
Chicago, IL 60649-  
3678

Dear Sir or Madam,

The enclosed letter is invalid because the paper tore;  
but I wrote it waiting for  
my Electric Train at M.  
Station, last night ---  
so I am enclosing it.

Hester Imazaha  
Windsor Park  
7535 S. Sogrow  
Apt. 109  
Chicago, IL 60649-  
3678

MAR 18 2024

(23)

Riverside  
Public Library  
One Burling Rd.  
1 Burling Rd.  
Riverside, IL  
60546

Wednesday,  
13 March 2024  
Hester Inna Jahn  
Windsor Park  
7535 S. Saginaw  
Apt. 109  
Chicago, IL 60649  
3678

Re: Personnel

Dear Sir or Madam,

I am very grateful for the excellent service afforded to me this evening by Henry, at the information desk, the two women at the front desk, too.

One woman was Oriental, the other from the mid-East (in traditional dress) and I just needed to focus with people that I know.

Brett was at the grocery store, Riverside Foods, and has been with me through thick and thin... from the beginning to the end and honest, fair and considerate. Thank you all and the best in your career (s) in future. I remain,

Hester Inna Jahn  
Windsor Park  
7535 S. Saginaw  
Apt. 109  
Chicago, IL 60649-  
3678

(21)

