

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, February 14, 2023 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 January 10, 2023—Action Item**
- VI. Review of Current Bills—Action Item**
- VII. Review of Financial Statements—Action Item**
- VIII. Committee Reports**
 - A. Finance—Michael Hagins**
 - B. Building & Grounds—Ken Circo**
 - 1. Architectural Services Proposal—Action Item**
 - C. Policy & Bylaws—Patrick White**
 - 1. Collection Development Policy Update—Action Item**
 - D. Technology—Michael Hagins**
 - E. Communications and Marketing—Courtney Greve Hack**
- IX. Staff Reports—January**
 - 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. Annual Staff In-Service Day—Action Item**
 - B. Emergency Paid Sick Leave Termination—Action Item**
 - C. IPLAR 2023—Action Item**
 - D. 2022 Annual Report**
- XIII. Announcements**
- XIV. Correspondence & FYIs**
 - A. Emails Supporting Reconsideration Request Decision**
- XV. Executive Session**

The Board of Trustees may decide, by a roll call vote, to convene in executive session if there are matters to discuss confidentially, in accordance with the Open Meetings Act.
- XVI. Adjournment**



**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
January 10, 2023**

Held Tuesday, January 10, 2023 in the Great Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

In Attendance: Ken Circo, President; Courtney Greve Hack, Vice President; Michael Hagins, Treasurer; Jane Birmingham, Secretary; Christine Long, Trustee; Jen Pacourek, Trustee; and Patrick White, Trustee

Also in Attendance: Janice Foley, Library Director; Diane Silva, Assistant Director; Michael Marrs, Library Attorney; Christine Lane, Administrative Assistant; Jane Wilhelm, Accountant

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

Welcome Guests: Nora Durbin, CYS Manager; Dr. Maria Hawk; Melissa Hannon; Amy Jacksic; Cyndi Robinson; Hunter Morrison; Jane Archer; Kevin Smith; Mary Somers; Laura Witteman; Victoria O'Connor; Michael Flight; Linda McCarter; Tim Fiala; Nick Morrison; Zona Evans; Maddalena Flight; Matt Wadland; Madeline Pollock; Thomas Dixon

Public Comment: Dr. Maria Hawk and Dawn Burda, the patrons who submitted Requests for Reconsideration of Library Materials concerning *Gender Queer* by Maia Kobabe, were given the opportunity for public comment on their appeal of Library Director Foley's denial of their request to remove the novel from the Library's collection. Dawn Burda was not present. However, Dr. Maria Hawk did exercise her right to address the Board during public comment. Following Dr. Maria Hawk, eighteen patrons addressed the Board concerning these Requests for Reconsideration of the novel, *Gender Queer*.

New Business

Following all public comment, the Library Board considered the matter. Courtney Greve Hack moved, and Jen Pacourek seconded, that the Board finds that Library Director Janice Foley did not act arbitrarily and capriciously in her decision to keep *Gender Queer* in the Library's collection, and to move it to the adult graphic novel collection.

Roll Call:

Ayes: Birmingham, Circo, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Minutes

Jane Birmingham moved, and Jen Pacourek seconded, that the Board approve the minutes of the December 13, 2022 regular meeting.

Ayes: Birmingham, Circo, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23143 through 23175, z00017 and z00018, in the total amount of \$77,840.47, including voided check number 23131, which includes payroll through December 31, 2022.

Roll Call Vote:

Ayes: Birmingham, Circo, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the financial statements for December 31, 2022, subject to audit.

Roll Call Vote:

Ayes: Birmingham, Circo, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

Michael Hagins reported that the Library has received a large portion of the tax money under the operating budget.

Technology

Michael Hagins reported that the technology committee has not yet met this year, but that they will be looking at computer replacements to get up to date.

Communications

Courtney Greve Hack stated that the communications and marketing committees will be combined into one committee. Christine Long agreed to join the new committee.

Staff Reports

The Board reviewed the staff reports. Diane Silva shared that a name has been decided upon for the Library’s future Create Space. It will be called The Spot, and a new logo has also been designed.

Jen Pacourek commented that the winter newsletter was wonderful, and Courtney Greve Hack appreciated the STEAM programming.

Director’s Report

The Board reviewed the Library Director’s report. The Library Director shared that nineteen employees will be attending the staff holiday party at The Chew Chew.

Adjournment

Upon motion by Courtney Greve Hack, seconded by Michael Hagins, and passed unanimously, the meeting was adjourned at 9:15 pm.

President

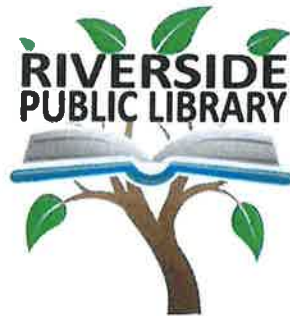
Secretary

Riverside Public Library

CASH DISBURSEMENTS

JANUARY - 2023

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR JAUNUARY 2023 ACCOUNTS PAYABLE,
AND JANUARY 2023 PAYROLL = \$102,228.60**

including voided check #23212

The Riverside Public Library
 Check/Voucher Register- A/P Checks
 From 1/01/2023-1/31/2023

Check Number	Check Date	Payee	Check Amount	Transaction Description
23176	1/5/2023	Alarm Detection Systems, Inc.	1,045.41	Quarterly charges Jan-Mar
23177	1/5/2023	Blue Cross Blue Shield of Illinois	4,755.82	HMO medical, Jan 2023
23178	1/5/2023	Coverall North America, Inc	1,948.00	Cleaning services- January
23179	1/5/2023	Delta Dental of Illinois - Risk	61.05	HMO dental- January
23180	1/5/2023	Delta Dental of Illinois- Vision	32.65	HMO vision- January
23181	1/5/2023	LibrariesFirst	100.00	Museum Adventure pass
23182	1/5/2023	Madison National Life	30.72	Life insurance- January
23183	1/5/2023	NCPERS-IL IMRF	32.00	Term life- Forsyth & Silva
23184	1/5/2023	Riverside Chamber of Commerce	110.00	Membership. 2023
23185	1/5/2023	Today's Business Solutions Inc.	2,362.00	Kiosk contract
23186	1/9/2023	North Suburban Employee Benefit Co	285.00	PPO dental- December 2022
23187	1/9/2023	North Suburban Employee Benefit Co	866.46	PPO medical- December 2022
23188	1/9/2023	TIAA, FSB	550.00	Copier rental
23189	1/17/2023	Ebsco Information Services	242.63	School Library Journal & var. credits
23190	1/17/2023	Arthur J. Gallagher RMS , Inc.	1,513.00	Workers Comp renewal
23191	1/17/2023	Jesus G. Chuy Garcia Office Supply Ac	33.75	Flag for conference room
23192	1/17/2023	Clarence Goodman	260.00	MLK program
23193	1/17/2023	Libraries of Illinois Risk Agency	17,298.10	Property/casualty insurance
23194	1/17/2023	Business Card	1,293.96	Credit card purchases
23195	1/17/2023	Village of Riverside	300.00	Wireless alarm- 1st quarter
23196	1/17/2023	SWAN	5,917.75	Quarterly fees
23197	1/17/2023	Unique Management Services, Inc.	68.95	December placements
23198	1/17/2023	Katherine Willson	175.00	Social media genealogy program
23199	1/24/2023	Illinois Library Association	225.00	Library membership 2023-2024
23200	1/24/2023	LIMRiCC-UCGA	78.41	4th quarter 2022 UC expense
23201	1/24/2023	Village of Riverside	4,925.62	January 2023 IMRF
Z00019	1/25/2023	Comcast Cable	233.85	ACH payments
Z00020	1/25/2023	Comcast Cable	447.97	Comcast phone
1357	1/6/2023	Administration	3,523.50	Group: 01; Pay Date: 1/6/2023
1358	1/6/2023	Information Services	4,792.60	Group: 02; Pay Date: 1/6/2023
1359	1/6/2023	Children & Youth Services	3,938.61	Group: 03; Pay Date: 1/6/2023
1360	1/6/2023	Patron Services	6,294.13	Group: 04; Pay Date: 1/6/2023
1361	1/20/2023	Administration	4,310.33	Group: 01; Pay Date: 1/20/2023
1362	1/20/2023	Information Services	4,005.06	Group: 02; Pay Date: 1/20/2023
1363	1/20/2023	Children & Youth Services	4,320.11	Group: 03; Pay Date: 1/20/2023
1364	1/20/2023	Patron Services	<u>6,856.50</u>	Group: 04; Pay Date: 1/20/2023
Total			<u>84,224.84</u>	
EFTPS Electronic Tax Payment- Employer portion 1/06/23			1,882.56	
EFTPS Electronic Tax Payment- Employer portion 1/20/23			2,063.33	
Report Total			<u>88,170.73</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 2/14/2023 Through 2/14/2023

Check Number	Check Date	Payee	Check Amount	Transaction Description
23205	2/14/2023	Amazon Capital Sevices	767.37	Amazon purchases
23206	2/14/2023	Bullseye Cleaning Service, Inc.	2,138.00	Snow removal
23207	2/14/2023	Cintas Corporation LOC. 769	942.12	Restroom supplies/ mat service
23208	2/14/2023	Colley Elevator Co.	213.00	Elevator inspection
23209	2/14/2023	Garvey's Office Products	132.06	Copy paper, paper towels, trash bags
23210	2/14/2023	Greg Hannah Plumbing	145.00	Replace water fountain cartridge
23211	2/14/2023	Heartland Business Systems	252.00	AP invoices
23213	2/14/2023	Ingram Library Services	3,081.55	Various
23214	2/14/2023	Klein, Thorpe & Jenkins, Ltd.	2,208.00	Legal regarding book complaint
23215	2/14/2023	NICOR Gas	2,330.58	Gas bill
23216	2/14/2023	Proven Business Systems	532.21	Copier- click charges
23217	2/14/2023	RAILS Library System	364.00	Swank license fee
23218	2/14/2023	Springshare LLC	856.00	LibCal
23219	2/14/2023	SWAN	95.98	Reciprocal borrowing/ interlibrary loans
Report Total			<u>14,057.87</u>	

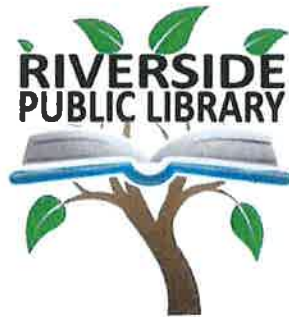
Riverside Public Library

FINANCIAL REPORTS

For 1 Month Ending

January 31, 2023

UNAUDITED



**Riverside Public Library
Cash Balances
As of 01/31/2023**

	Balance, <u>01/31/2023</u>
Consolidated Operating Funds:	
First American- Checking	16,680.51
First American- Payroll	<u>20,159.14</u>
Total First American accounts	36,839.65
Illinois Funds	
General Fund	601,428.16
Audit Fund	874.35
IMRF Fund	(38,646.75)
FICA Fund	40,190.49
Unemployment Comp Fund	(4,238.16)
Capital Improvements Fund	42,112.41
Special Reserve Fund	6,502.23
Working Cash Fund	274,121.97
Library Bond Fund	<u>251,202.76</u>
Total Illinois Funds	1,173,547.46
Total Operating Funds Cash Balances	1,210,387.11
Gift & Endowment Funds:	
Library Gift Fund	95,015.25
Batko Endowment Fund	5,972.84
Lower Level Renovation Fund	51,459.57
General Endowment Fund	10,021.10
Dardwin Fund	<u>18,007.70</u>
Total Gift & Endowment Funds	180,476.46
Total Funds	<u>1,390,863.57</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 1/31/2023

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	596,619.74
1st American-Checking Account	31,691.06
1st American-Payroll Account	267.71
Property Tax Receivable	328,647.37
Due from Other Funds	433.01
Due from other groups	96.17
Staff Receivables	(35.83)
Fixed Assets	1,260,414.00
Amount Provided for Vacation	<u>23,590.00</u>
Total Assets	<u>2,241,723.23</u>
Liabilities	
Accounts Payable	14,057.87
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,041.83
IMRF Payable	(47.90)
Deferred Property Taxes	328,647.37
Accrued Payroll	18,548.84
Accrued Vacation Pay	23,590.00
Health Insurance Payable	(1,001.88)
Term Life Insurance Payable	(188.56)
Due to Other Funds	3,938.98
Due to Library Gift Fund	750.00
Due to Historical Society	90.00
Investment in Fixed Assets	<u>1,260,414.00</u>
Total Liabilities	<u>1,649,779.98</u>
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	583,685.71
Restricted for Audit	(97.25)
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	<u>256.63</u>
Total Beginning Fund Balances	582,043.88
Excess Revenues/(Expenditures)	<u>9,899.37</u>
Total Fund Balances	<u>591,943.25</u>
Total Liabilities & Fund Balances	<u>2,241,723.23</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 1/1/2023 Through 1/31/2023

	Current Period Actual	Current Year Actual-1 mo.ending 1/31/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2021 Property tax revenue	300,910.45	300,910.45	1,259,965.00	(959,054.55)	(76.12)%
Lower Level Bond revenue	0.00	0.00	121,800.00	(121,800.00)	(100.00)%
Total Property Taxes	<u>300,910.45</u>	<u>300,910.45</u>	<u>1,381,765.00</u>	<u>(1,080,854.55)</u>	<u>(78.22)%</u>
Inter Government Funds	8,706.15	8,706.15	23,000.00	(14,293.85)	(62.15)%
Interest	1,962.15	1,962.15	1,250.00	712.15	56.97%
Fees for Services	929.03	929.03	4,988.00	(4,058.97)	(81.37)%
Misc Revenue					
CREATE revenue	0.00	0.00	5,000.00	(5,000.00)	(100.00)%
Other	157.49	157.49	550.00	(392.51)	(71.37)%
Total Misc Revenue	<u>157.49</u>	<u>157.49</u>	<u>5,550.00</u>	<u>(5,392.51)</u>	<u>(97.16)%</u>
Total Revenues	<u>312,665.27</u>	<u>312,665.27</u>	<u>1,416,553.00</u>	<u>(1,103,887.73)</u>	<u>(77.93)%</u>
Total Revenue	<u>312,665.27</u>	<u>312,665.27</u>	<u>1,416,553.00</u>	<u>(1,103,887.73)</u>	<u>(77.93)%</u>
Expenditures					
Personnel Services	64,344.51	64,344.51	912,800.00	848,455.49	92.95%
Supplies	1,446.49	1,446.49	20,450.00	19,003.51	92.93%
Contractual Services	9,075.05	9,075.05	102,500.00	93,424.95	91.15%
Adult Information Sources	3,204.05	3,204.05	42,500.00	39,295.95	92.46%
Electronic Resources	6,186.58	6,186.58	64,500.00	58,313.42	90.41%
CYS Information Sources	1,439.15	1,439.15	12,600.00	11,160.85	88.58%
Marketing/Public Relations	830.64	830.64	21,800.00	20,969.36	96.19%
Administration	24,919.37	24,919.37	209,350.00	184,430.63	88.10%
Technology	4,208.82	4,208.82	21,000.00	16,791.18	79.96%
Total Expenditures	<u>115,654.66</u>	<u>115,654.66</u>	<u>1,407,500.00</u>	<u>1,291,845.34</u>	<u>91.78%</u>
Miscellaneous Expenses					
Misc Expenses	42,095.98	42,095.98	0.00	(42,095.98)	0.00%
Total Miscellaneous Expenses	<u>42,095.98</u>	<u>42,095.98</u>	<u>0.00</u>	<u>(42,095.98)</u>	<u>0.00%</u>
Total Expenditures	<u>157,750.64</u>	<u>157,750.64</u>	<u>1,407,500.00</u>	<u>1,249,749.36</u>	<u>88.79%</u>
Excess Revenues(Expenditures)	<u>154,914.63</u>	<u>154,914.63</u>	<u>9,053.00</u>	<u>145,861.63</u>	

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 1/1/2023 Through 1/31/2023

	Current Period Actual	Current Year Actual 1 mo.ending 1/31/2023	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2021 Property tax revenue	300,910.45	300,910.45	1,259,965.00	(959,054.55)	(76.12)%
Lower Level Bond revenue	0.00	0.00	121,800.00	(121,800.00)	(100.00)%
Total Property Taxes	<u>300,910.45</u>	<u>300,910.45</u>	<u>1,381,765.00</u>	<u>(1,080,854.55)</u>	<u>(78.22)%</u>
Inter Government Funds					
Per capita state grants	0.00	0.00	13,000.00	(13,000.00)	(100.00)%
Corporate Replacement Taxes	8,706.15	8,706.15	10,000.00	(1,293.85)	(12.94)%
Total Inter Government Funds	<u>8,706.15</u>	<u>8,706.15</u>	<u>23,000.00</u>	<u>(14,293.85)</u>	<u>(62.15)%</u>
Interest on Operating Funds					
Interest-Illinois Funds	1,962.15	1,962.15	1,250.00	712.15	56.97%
Total Interest on Operating Funds	<u>1,962.15</u>	<u>1,962.15</u>	<u>1,250.00</u>	<u>712.15</u>	<u>56.97%</u>
Fees & Services					
Fines	223.35	223.35	500.00	(276.65)	(55.33)%
Fax Fees	39.50	39.50	250.00	(210.50)	(84.20)%
Maker Space fees/Internet fees	0.00	0.00	3.00	(3.00)	(100.00)%
Printing Fees	311.43	311.43	1,200.00	(888.57)	(74.05)%
Book & Video Sales	305.75	305.75	2,500.00	(2,194.25)	(87.77)%
Adult Replacement Fees	0.00	0.00	100.00	(100.00)	(100.00)%
CYS Replacement Fees	24.00	24.00	200.00	(176.00)	(88.00)%
ILL Fees	0.00	0.00	35.00	(35.00)	(100.00)%
Lost Book Credit	0.00	0.00	100.00	(100.00)	(100.00)%
Meeting Room Charges	25.00	25.00	100.00	(75.00)	(75.00)%
Total Fees & Services	<u>929.03</u>	<u>929.03</u>	<u>4,988.00</u>	<u>(4,058.97)</u>	<u>(81.37)%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	55.50	55.50	200.00	(144.50)	(72.25)%
Memorial Book Donations	0.00	0.00	250.00	(250.00)	(100.00)%
Donations	101.99	101.99	100.00	1.99	1.99%
CREATE revenue	0.00	0.00	5,000.00	(5,000.00)	(100.00)%
Total Miscellaneous Revenue	<u>157.49</u>	<u>157.49</u>	<u>5,550.00</u>	<u>(5,392.51)</u>	<u>(97.16)%</u>
Total Revenues	<u>312,665.27</u>	<u>312,665.27</u>	<u>1,416,553.00</u>	<u>(1,103,887.73)</u>	<u>(77.93)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 1/1/2023 Through 1/31/2023

	Current Period Actual	Current Year Actual-1 mo. ending 1/31/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	53,875.17	53,875.17	756,400.00	702,524.83	92.88%
Health & Life Insurance	3,409.72	3,409.72	55,000.00	51,590.28	93.80%
Employer's Portion - IMRF	2,925.14	2,925.14	42,000.00	39,074.86	93.04%
Employer's Portion - FICA	3,945.89	3,945.89	58,000.00	54,054.11	93.20%
Unemployment Comp Expense	188.59	188.59	1,400.00	1,211.41	86.53%
Total Personnel Services	64,344.51	64,344.51	912,800.00	848,455.49	92.95%
Materials & Supplies					
Office Supplies	223.45	223.45	3,000.00	2,776.55	92.55%
Library Supplies	41.99	41.99	4,000.00	3,958.01	98.95%
CYS Supplies	7.49	7.49	600.00	592.51	98.75%
Info Services Supplies	0.00	0.00	350.00	350.00	100.00%
Building Maintenance Supplies	1,173.56	1,173.56	10,000.00	8,826.44	88.26%
Ink Cartridges	0.00	0.00	2,500.00	2,500.00	100.00%
Total Materials & Supplies	1,446.49	1,446.49	20,450.00	19,003.51	92.93%
Contractual Services					
Janitorial	1,948.00	1,948.00	28,000.00	26,052.00	93.04%
Water	0.00	0.00	2,500.00	2,500.00	100.00%
Gas	2,330.58	2,330.58	15,000.00	12,669.42	84.46%
Building Maintenance	2,010.85	2,010.85	30,000.00	27,989.15	93.30%
Small Equipment Maintenance	145.00	145.00	1,000.00	855.00	85.50%
Equipment Maintenance	1,558.41	1,558.41	12,000.00	10,441.59	87.01%
Furnishings & Equipment	0.00	0.00	5,000.00	5,000.00	100.00%
Copier Rental & Maintenance	1,082.21	1,082.21	9,000.00	7,917.79	87.98%
Total Contractual Services	9,075.05	9,075.05	102,500.00	93,424.95	91.15%
Electronic Resources					
On-line Data Bases	0.00	0.00	30,000.00	30,000.00	100.00%
SWAN Computer	5,917.75	5,917.75	27,000.00	21,082.25	78.08%
Internet Expense	233.85	233.85	3,000.00	2,766.15	92.20%
Patron Subscription services	34.98	34.98	4,500.00	4,465.02	99.22%
Total Electronic Resources	6,186.58	6,186.58	64,500.00	58,313.42	90.41%
Information Sources					
Books	1,495.63	1,495.63	20,500.00	19,004.37	92.70%
Standing Order Books	238.26	238.26	4,000.00	3,761.74	94.04%
Periodicals	1,255.29	1,255.29	8,500.00	7,244.71	85.23%
DVD	183.67	183.67	4,000.00	3,816.33	95.41%
Audio Books	0.00	0.00	500.00	500.00	100.00%
CREATE expenses	31.20	31.20	5,000.00	4,968.80	99.38%
Total Information Sources	3,204.05	3,204.05	42,500.00	39,295.95	92.46%
Children/Youth Services					
CYS Juvenile Books	290.16	290.16	4,000.00	3,709.84	92.75%
CYS Periodicals	349.99	349.99	250.00	(99.99)	(40.00)%
CYS Reference Books	0.00	0.00	1,500.00	1,500.00	100.00%
CYS Video Games	0.00	0.00	250.00	250.00	100.00%
CYS Young Adult	386.58	386.58	2,000.00	1,613.42	80.67%
CYS Board Books	9.60	9.60	0.00	(9.60)	0.00%
CYS Easy Books	305.02	305.02	3,000.00	2,694.98	89.83%
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	97.80	97.80	700.00	602.20	86.03%
CYS Toys & Puzzles	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 1/1/2023 Through 1/31/2023

	Current Period Actual	Current Year Actual-1 mo. ending 1/31/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%
CYS Steam	0.00	0.00	400.00	400.00	100.00%
Total Children/Youth Services	1,439.15	1,439.15	12,600.00	11,160.85	88.58%
Marketing/Public Relations					
CYS Programming	19.79	19.79	300.00	280.21	93.40%
Adult Programming	334.87	334.87	4,000.00	3,665.13	91.63%
Library Programs	475.98	475.98	500.00	24.02	4.80%
Advertising Expenses	0.00	0.00	1,500.00	1,500.00	100.00%
Binding	0.00	0.00	500.00	500.00	100.00%
Newsletter Expense	0.00	0.00	15,000.00	15,000.00	100.00%
Total Marketing/Public Relations	830.64	830.64	21,800.00	20,969.36	96.19%
Administration					
Shipping Charges	48.99	48.99	450.00	401.01	89.11%
Legal Services	2,208.00	2,208.00	1,500.00	(708.00)	(47.20)%
Credit Bureau	53.95	53.95	600.00	546.05	91.01%
Telephone	699.97	699.97	9,000.00	8,300.03	92.22%
Postage	25.76	25.76	1,000.00	974.24	97.42%
Treasurer's Bond	0.00	0.00	500.00	500.00	100.00%
Liability Insurance	20,982.10	20,982.10	25,000.00	4,017.90	16.07%
Audit Fees	0.00	0.00	3,900.00	3,900.00	100.00%
Seminars,Conferences,Meetings	0.00	0.00	500.00	500.00	100.00%
Membership Dues	485.00	485.00	700.00	215.00	30.71%
Accounting Expenses	158.57	158.57	2,500.00	2,341.43	93.66%
Staff Development	92.66	92.66	2,000.00	1,907.34	95.37%
Bond repayment	0.00	0.00	121,800.00	121,800.00	100.00%
Credit Card/Bank Fees	21.27	21.27	900.00	878.73	97.64%
Miscellaneous Expense	20.00	20.00	8,000.00	7,980.00	99.75%
Board Expense	123.10	123.10	1,000.00	876.90	87.69%
Capital Expense	0.00	0.00	30,000.00	30,000.00	100.00%
Total Administration	24,919.37	24,919.37	209,350.00	184,430.63	88.10%
Technology					
Technology Supplies	21.96	21.96	1,000.00	978.04	97.80%
Computer Consultant	0.00	0.00	2,500.00	2,500.00	100.00%
Network Maintenance	1.99	1.99	2,500.00	2,498.01	99.92%
Computer Hardware & Equipment	551.93	551.93	6,000.00	5,448.07	90.80%
E-Library Subscription Svs	3,292.94	3,292.94	7,500.00	4,207.06	56.09%
Computer Software	340.00	340.00	1,500.00	1,160.00	77.33%
Total Technology	4,208.82	4,208.82	21,000.00	16,791.18	79.96%
Total Operating Expense	109,468.08	109,468.08	1,343,000.00	1,233,531.92	91.85%
Miscellaneous Expenses					
Lost ILL Expense	95.98	95.98	0.00	(95.98)	0.00%
Transfer to Other Funds	42,000.00	42,000.00	0.00	(42,000.00)	0.00%
Total Miscellaneous Expenses	42,095.98	42,095.98	0.00	(42,095.98)	0.00%
Total Budgeted Expenses	157,750.64	157,750.64	1,407,500.00	1,249,749.36	88.79%

The Riverside Public Library
Balance Sheet - Library Gift Fund
As of 1/31/2023

	Current Period Balance
Assets	
Illinois Funds Cash	95,015.25
Due from Other Funds	983.98
Total Assets	95,999.23
Liabilities	
Due to Other Funds	433.01
Total Liabilities	433.01
Fund Balance	
Beginning Fund Balance	78,008.83
Excess Revenues(Expenditures)	17,557.39
Total Fund Balance	95,566.22
Total Liabilities & Fund Balance	95,999.23

The Riverside Public Library
Statement of Revenues and Expenditures - Library Gift Fund-BRE
From 1/1/2023 Through 1/31/2023

	Current Period Actual	Current Year Actual- 1 mo..ending 1/31/23
Revenue		
Interest	328.50	328.50
Miscellaneous Revenue	483.98	483.98
Contributions & Donations	500.00	500.00
Total Revenue	1,312.48	1,312.48
Expenditures		
Memorial expenditures	205.61	205.61
Adult Programs	175.00	175.00
Miscellaneous Expense	52.40	52.40
Total Expenditures	433.01	433.01
Excess Revenues(Expenditures)	879.47	879.47



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 2/8/2023
Re: Architectural Services Proposal

Diane and I have met with Darren from Studio GC several times over the past few months concerning the maker space, study room and genealogy areas, which will be funded by the remaining bond money.

We need to sign the official letter stating that we want to continue with Studio GC, as we did not do that at the beginning of the discussions. This is a technicality which continues the same rates that have existed between us and Studio GC from the Lower Level Renovation. We should have a rendering of the proposed areas by the March Board Meeting. It is exciting to see these areas in their new incarnation.



architecture + interiors

223 West Jackson Boulevard
Suite 1200
Chicago, IL 60606
Phone: 312 253 3400
Fax: 312 253 3401

Architectural Services Proposal

Date: February 6, 2023
To: Ms. Janice Foley, Director
Riverside Public Library
1 Burling Road
Riverside, IL 60546
From: StudioGC, Inc.
Re: Architectural Services for a Maker Space

Dear Ms. Foley

StudioGC is pleased to present this proposal for architectural services for the maker space project at the Riverside Public Library's building.

Scope of Work

StudioGC intends to provide architectural services for the project. The team will prepare initial documents illustrating the scope of the required work for the library to review. Upon acceptance of the solution, SGC will complete the needed documentation for the purpose of soliciting proposal from potential contactors. SGC will administer the competitive bidding and subsequent contract negotiation process. SGC will provide construction administration services during the work and assist in closing out the project.

Owner Provided Items

Owner shall provide access to all available existing building as-built drawings and other existing documentation.

Compensation & Terms

StudioGC will provide the services outlined above for a lump sum of \$9,100.00 exclusive of reimbursable expenses.

Billing will be made monthly for work performed during the previous month. Bills will be prepared on a percentage basis of the basic service fee. The percentage billed will correlate with the estimated completion level of the scope of work at time of billing. Payment for all invoices is due 30 days from the invoice date.

Additional Services

Any other services not specifically identified above as being provided by StudioGC shall be considered an Additional Service. Any Additional Service shall be agreed upon in writing as an

amendment to this proposal prior to commencement of requested added service. The compensation for any Additional Service will be negotiated at the time of the request.

Reimbursable Expenses

StudioGC Inc's direct Expenses, are those costs incurred on or directly for the Client's project, including, but not limited to, necessary transportation costs, laboratory tests and analyses, printing, scanning, postage and reproduction charges, all reimbursable costs associated with other consultants and other similar costs. Reimbursement for Direct Expenses will be based on actual charges when furnished by commercial sources according to current rates when furnished by StudioGC Inc. Direct expenses shall be billed at a multiplier of 1.1.

If this proposal is acceptable, please sign a copy and forward one fully executed original of this document to our office. Retain the other copy for your contract file. If you wish to discuss the proposal in more detail, we are happy to do so at your convenience.

Thank you for considering StudioGC as your partner in creating a better library. We look forward to another opportunity to work with you to provide the best possible library services to the residents of Riverside.

OWNER:

TITLE:

DATE:

ARCHITECT:

TITLE: Pat Callahan, Principal

DATE: February 6, 2023



Cc: Vicki Luczynski, StudioGC



I. **MISSION STATEMENT VISION AND MISSION STATEMENTS**

~~The Riverside Public Library offers the people of the Village of Riverside access to informational, educational and recreational experiences through the collection, programming and technology. The Library places an emphasis on providing a welcoming environment in order to encourage patrons of all ages to develop or continue an interest in reading and learning. The Library values its historical significance, as well as that of the Village of Riverside, and fosters the landmark building's atmosphere of grace while seeking innovative ways to provide service to all patrons.~~

VISION

Riverside Public Library is one of the cornerstones of our historic and vibrant village where people of all ages, backgrounds and cultures are welcome to learn and grow throughout their lives.

MISSION

Riverside Public Library promotes lifelong learning and discovery through our diverse resources, enrichment opportunities and cooperative partnerships.

II. **PURPOSE**

The purpose of this policy is to guide the staff/Library Director in the selection, acquisition and withdrawal of materials, as well as to inform the public about the principles upon which selection judgments are made.

III. **OBJECTIVES**

The goal of this policy is to provide a well-balanced and broad collection of materials for all age groups. Based on available financial resources, the Library will provide diverse materials for the education and recreation of the community.

IV. **RESPONSIBILITIES**

The responsibility for the policy governing the inclusion of materials in the Library collections rests with the Board of Trustees. The Board delegates the authority and responsibility for the selection of library materials to the Library Director, and, under her/his direction, to the professional staff who are qualified for this activity by reason of education, training and experience.

V. **GENERAL PRINCIPLES**

The Board of Trustees of the Riverside Public Library adheres to the following general principles:

- This Library does not practice censorship. Selection of material shall be made solely upon the merits of the work as it fulfills the selection standards herein.

- The Library Board affirms that all libraries are forums for information and ideas. The Library does not promote particular beliefs or views.
- Supervision of a minor's access to materials rests solely with his or her parents or guardians. Selection of material will not be limited by the possibility that materials may come into the possession of a minor. Only parents and guardians have the right and the responsibility to restrict the access of their children to Library resources.

This Board upholds and supports the Library Bill of Rights of the American Library Association (ALA) [Appendix C], the Freedom to Read Statement adopted by the ALA [Appendix D], and the Freedom to View Statement adopted by the American Film and Video Association and endorsed by the ALA [Appendix E], Free Access to Libraries for Minors [Appendix F], and Access for Children and Young Adults to Non-Print Materials [Appendix G], which are in the attached Appendixes.

Any patron may express concern regarding an item in the collection. The Library has procedures for the reconsideration of any item in its collection. [See Section IX and Appendix B]

VI. MATERIAL SELECTION PROCESS

Library staff use their knowledge and expertise in combination with the standards listed below to select and evaluate collection items. An item need not meet all criteria to be selected.

Library Staff use a variety of tools to aid in the selection of materials including, but not limited to, such sources as professional review journals, popular print and broadcast media, electronic resources, and publisher's catalogs.

The Library considers all acquisitions, whether purchased or donated, in terms of one or more of the following:

- relevance to the Library's mission and service roles
- price
- date of publication
- available space
- the extent to which the item adds, expands on, or supports the existing collection, rather than duplicates it
- authority of the author, artist, and publisher of the work with preference given to titles vetted in the library and publishing industry
- local demand for the material
- current usefulness or interest
- winners and/or nominees of well recognized literary awards
- relevance to the history of Riverside

The Riverside Public Library provides materials in a variety of formats, including, when appropriate:

- print – such as hardcovers, paperbacks, magazines and newspapers

- nonprint – such as audio and video formats, puzzles and games, artwork, and microforms
- digital resources – such as online databases; digital books, recordings and images; digital historical archives; software programs; and the Internet

VII. SPECIAL COLLECTIONS

- **Local History Collection**
The Library collects scholarly and popular materials of current and/or historical value related to Riverside, its environs, people, history, and geography. All formats will be considered.
- **Local Authors Collection**
A local authors collection of materials written by previous or current residents of Riverside is located in the Riverside Friends of the Library Terrace.
- **Frederick Law Olmsted Collection**
The Village of Riverside has a special interest in Frederick Law Olmsted; therefore, the Library maintains a special collection on Olmsted and related subjects with a separate policy agreement established with The Frederick Law Olmsted Society [Appendix A].

VIII. SPECIAL AREAS

- **Donations, Gifts and Memorials**
Consistent with this policy, the library may accept gifts of materials or funds for the purchase of materials. The library reserves the right to evaluate and to dispose of gifts in accordance with the Library's objectives, Donations Policy [Appendix H], and Guidelines for Books and Other Materials Donations [Appendix I].

The library welcomes monetary gifts to purchase materials in honor of persons or events or memorials.

A donor wishing to arrange a memorial/gift should contact the **Adult Services Manager**, Library Director, ~~or Reference Librarian for information.~~

- **Endowments**
Throughout the years a series of endowment funds have been established. The following endowment funds are used for collection development:

Susan E. Batko Endowment Fund: The interest from this fund is to be used for the purchase of E (easy) children's books based on this selection policy.

~~**Ernest E. Dardwin Endowment Fund**: All money from this fund can be used for the purchase of books, publications, reference materials and media supplies using the criteria set forth in this policy.~~

IX. RE-EVALUATION OF MATERIALS

Riverside residents desiring reconsideration of any material should refer to the *Reconsideration of Library Materials Policy* form available at all service desks.

The initial request for re-evaluation will be given to the Library Director and referred to the appropriate department head. After review of the request, the patron will be notified.

X. COLLECTION MAINTENANCE

In order to maintain a collection that is current, reliable, in good condition, well used, and which relates to the needs and interest of the residents of Riverside, materials are withdrawn on a systematic and continuing basis. Materials are withdrawn when they are judged to be dated, inaccurate, seldom used, in poor condition, or otherwise not in compliance with the Criteria for Materials Selection.

The following collections are retained regardless of age, condition or circulation:

- ~~Riverside Authors Collection~~
~~Material by a Riverside author is retained regardless of age, condition or circulation.~~
- Local History Collection
Local history material is retained regardless of age, condition or circulation.
- Olmsted Collection
Material included in the Frederick Law Olmsted collection is retained **regardless of age, condition or circulation, as designated in Appendix A.** until removal is approved by F.L.O.S. Library Committee.

XI. REVISING THE POLICY

This Statement of Policy for the selection of Library materials for the Riverside Public Library will be regularly evaluated (at least every five years) and as the collection grows and situations demand, it will be altered in accordance with the findings of the Board or staff and as subsequently approved by the Board of Trustees.

Approved by Board of Trustees on April 14, 1992
Amended by Board of Trustees on July 13, 1993
Amended by Board of Trustees on February 14, 1995
Amended by Board of Trustees on October 10, 1995
Amended by Board of Trustees on November 14, 1995
Amended by Board of Trustees on June 11, 1996
Amended by Board of Trustees on July 9, 1996
Amended by Board of Trustees on May 9, 2000
Amended by Board of Trustees on September 17, 2001
Amended by Board of Trustees on February 8, 2005
Revised, reviewed and approved on November 8, 2011
Revised, reviewed and approved on February 8, 2022
Revised, reviewed and approved on February 14, 2023

APPENDIXES

APPENDIX A The Frederick Law Olmsted Society/Riverside Public Library Agreement

APPENDIX B Request for Reconsideration of Library Materials

APPENDIX C Library Bill of Rights of the American Library Association (ALA)

APPENDIX D Freedom to Read Statement adopted by the ALA

APPENDIX E Freedom to View Statement adopted by the American Film and Video Association and endorsed by the ALA

APPENDIX F Free Access to Libraries for Minors

APPENDIX G Access for Children and Young Adults to Non-Print Materials

APPENDIX H Donations Policy

APPENDIX I Guidelines for Books and Other Materials Donations

We kicked off the New Year with even more School’s Out programming, since kids didn’t return to school post Winter Break until January 9, and then they were off school again on January 16.

We also welcomed Francesca Perry to the Library for her practicum. Francesca is getting her Library and Information Technology Associates Degree (LTA) from the College of DuPage. She will be completing 75 hours of field work across multiple departments in the coming months. Francesca was a teen volunteer at the Library in the past and we are happy to have her back! She currently works at the Hodgkins Public Library.

Highlights

Winter Break Part Two—Our winter break programs continued to be popular in January, with strong turn outs for Legopalooza, Bingo, and Learning Kit Exploration. It is always fun to allow people to try out our learning kits in person at the Library.

We also had a Read to the Dogs program, but it turned out to be Read to the (singular) Dog. Because of a health issue and a no-show, only one volunteer from PAWsitive Therapy Troupe came to our program. Linda and her dog Ellie stayed longer than expected and listened to stories for all of the kids that signed up for the program. A big thank you to Linda and Ellie!

We finished up Winter Break with Library Mini-Golf. Nikki, Mandi and I had so much fun setting up obstacles for the golfers in the CYS department. Lots of families stopped by to play.

Storytimes— Our weekly storytimes continued this month. Anne, Bridget, Mandi and I planned and presented storytimes. Anne visited District 96 classes.

Anne planned and presented a Martin Luther King Jr. Storytime. This was very well attended. We noticed many sets of parents attending with their children since they also had the day off.

I presented a Stuffed Animal Storytime, to children and their stuffies. Then, the stuffed animals spent the night at the Library. Thank you to Nikki for helping me capture pictures of the stuffed animals’ shenanigans and for creating a presentation of those photos that was shared with the children the next morning.

After School Programming—Nikki presented two after school programs this month. At Crafternoon, teens were welcome to stop in the Program Room and make art from melted shaved crayons. At STEAM Explorers, elementary school age children made elephant toothpaste. A fun and messy time was had by all.

CHILDREN & YOUTH SERVICES STATISTICS – January 2023

Reference questions asked	<u>197</u>
Informational questions asked	<u>337</u>

Program Name	Date	Attendance
Legopalooza	1/2/23	9 kids, 7 adults
Bingo	1/3/23	10 kids, 3 adults
Teen Movies	1/4/23	2 teens
Learning Kit Exploration	1/5/23	26 kids, 15 adults
Read to the Dogs	1/5/23	29 kids, 21 adults
Library Mini-Golf	1/6-1/8	40 kids, 9 teens, 25 adults

CHILDREN & YOUTH SERVICES – January 2023 – Nora Durbin

1 st Saturday Storytime	1/7/23	3 kids, 4 adults
Mini Movers Storytime (2 sessions)	1/9/23	15 kids, 14 adults
Little Hands Playtime	1/10/23	5 kids, 5 adults
D96 Early Learners Storytime (4 sessions)	1/10/23	59 kids, 20 adults
RB Transitions Book Club	1/11/23	6 teens, 3 adults
Pokemon Meet Up	1/12/23	1 kid, 1 adult
Friday Storytime (2 sessions)	1/13/23	11 kids, 9 adults
Weekend Take Home Craft	1/14-1/15	15 kids
MLK Jr Storytime	1/16/23	23 kids, 16 adults
Little Hands Playtime	1/17/23	3 kids, 3 adults
RPC Preschool Visit	1/18/23	13 kids, 2 adults
RB Transitions Book Club	1/18/23	6 teens, 3 adults
Crafternoon	1/18/23	4 teens
Chess Meet Up	1/19/23	1 kid, 1 adult
Friday Storytime (2 sessions)	1/20/23	16 kids, 13 adults
Stuffed Animal Storytime	1/20/23	17 kids, 9 adults
Stuffed Animal Pick Up	1/21/23	16 kids, 8 adults
Mini Movers Storytime (2 sessions)	1/23/23	14 kids, 13 adults
Little Hands Playtime	1/24/23	7 kids, 7 adults
RB Transitions Book Club	1/25/23	6 teens, 3 adults
STEAM Explorers	1/26/23	5 kids, 2 adults
Friday Storytime (2 sessions)	1/27/23	6 kids, 6 adults
Legopalooza	1/28/23	13 kids, 8 adults
Mini Movers Storytime (2 sessions)	1/30/23	14 kids, 9 adults
Little Hands Playtime	1/31/23	9 kids, 7 adults
After School	16 days	508 kids and teens
Blue Board Question		20 kids, 7 teens
Phone Charger Checkout		11 teens
Board Game Usage		48 games
Nintendo Switch Usage		9 teens

January 2023
Sharon Shroyer

Patron Services

The evaluation process this past year gave me a great deal of insight on what information and training that PS staff would like. From a refresher on procedures to taking on new roles. I will be writing procedures and training staff throughout the year.

I began the new training with teaching Dana Ginsberg how to run her own review files for inventory. She will be able to focus on smaller files that will be more accurate in terms of material status.

As I usually do at the beginning of the year, I go through our files of patrons with long overdue material or accounts at our credit agency. While this takes a bit of time, it gives me the opportunity to update the information on the patron records.

Computer Services

The new calendar software is still being tweaked to make it as easy as possible for staff and managers. Some issues concerning days off vs. vacation and paid time off led to some changes that will, hopefully, solve those issues.

Both new CYS computers were installed at the desk in January. The remote software that I use to troubleshoot equipment remotely, comes in very handy when doing new computer installations.

Two new spare computers for CYS were also configured and installed. These computers are spares for use during heavy use times.

The three units that were previously used there, have been reconfigured for use as circulating laptops. These three Dell Celeron laptops have been tweaked and updated with more memory and are now much faster than they were. These three laptops will now circulate with a dedicated hotspot for each of them. They will be available in the next few days.

January 2023 Information Services Update
Diane Silva

AARP

Last fall we were disappointed to learn that John Wagner, the long-time area coordinator for AARP tax aide, retired from his duties. We were hopeful that one of his volunteers would take up the mantle, but, unfortunately, nobody has stepped up. That means that AARP tax help will not happen in 2023, not just at RPL, but throughout the Near West suburbs. It is a true loss to the community. There are some locations through AARP and Triton that are a bit farther away and we hope that all our regulars can get appointments.

CREATE Collection



The Library is working diligently toward an April 1 release of our full CREATE collection, now called The Spot. Jordan, and new addition to the team, Nikki Duran, are continuing to build documentation for all of our offerings. Nikki is in the process of testing Jordan’s how-to guides. Jordan has also



created a new policy draft. We will have a more final version for the Board’s review in March. Jordan and I are now moving toward marketing plans. The first step in that process is a new logo that I created (with lots of input from Brent and Jordan) - one for internal use and one for external. Janice and I are working with Darren at Studio GC to create a useful and attractive space.

Collection

Henry continues his role as our collection overseer. He weeded non-fiction throughout 2022 and began fiction this month. This process takes time, partially because we can’t overwhelm PS with a slew of books, but, mostly, because Henry evaluates need and condition as he goes. We will get through fiction before the end of the year. Meanwhile, with his coursework completed, Gabe is taking on our travel collection. He is going to clean up cataloging inconsistencies and work with Henry to evaluate and weed the collection.

Programming

- | | |
|---|---|
| Drop in Computing – 2 | Meditation (2 session) – 17 |
| In the Belly of the Beast – 12 | Riverside Reads Book Club – 11 |
| Inciting Joy with Ross Gay – 8 sync/1 async | Knitting Club (1 session) – 7 |
| Cricut craft – 6 | Downers Grove Transitions Student Tour - 10 |
| Using Social Media for Genealogy - 9 | Spice Kits – 52 |

Patron Interactions –We had 903 patron interactions by phone, email or in person.

Riverside Public Library
Miscellaneous Statistics - January 2023

	Jan-23	Jan-22	YTD 2023	YTD 2022
Reference Statistics				
Questions Asked - Adult	903	649	903	649
Questions Asked - Youth Services	534	391	534	391
Internet Usage - Adult				
- CYS	293	200	293	200
Total Usage	427	272	427	272
Holdings				
Adult Titles Added	128	123	128	123
CYS Titles Added	94	98	94	98
Total Titles Added	222	221	222	221
Adult Titles Withdrawn	73	114	73	114
YS Titles Withdrawn	55	117	55	117
Total Titles Withdrawn	128	231	128	231
Total Holdings			63446	62612
Adult Programs				
Number of Library Programs	11	6	10	6
Number of Community Programs	8	0	8	0
Library Program Attendance	91	53	80	53
Community Program Attendance	78	0	78	0
Total Adult Program Attendance	169	53	158	53
Total Adult Take & Make Users	52	32	52	32
Youth Services				
Kids Passive Programs	2	5	2	5
Kids Active Programs	34	8	34	8
Teens Passive Programs	6	2	6	2
Teens Active Programs	2	0	2	0
Number of Passive CYS Programs	8	7	8	7
Number of Active CYS Programs	36	8	36	8
Kids Passive Prog. Attendance	35	125	35	125
Teens Passive Prog. Attendance	45	12	45	12
Kids Active Prog. Attendance	515	487	515	487
Teens Active Prog. Attendance	13	0	13	0
Total Passive Prog. Attendance	80	137	80	137
Total Active Prog. Attendance	528	487	528	487
New Library Cards Issued	46	39	46	39
Library Attendance	6718	4580	6718	4580

Faxes sent by Patrons

15	13	15	13
11	20	11	20

Notary Service

Checkouts

5502	5170	5502	5170
------	------	------	------

Renewals

3538	3505	3538	3505
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Checkins

5956	6202	5956	6202
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Total Circulation

14996	14877	14996	14877
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Interlibrary Loans

Loaned

1283	1155	1283	1155
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Borrowed

1094	1324	1094	1324
------	------	------	------

Reciprocal Borrowing

Loaned to Other Library Patrons

520	582	520	582
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RPL Patrons Borrowing Elsewhere

1100	975	1100	975
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Digital Resources

Hoopla

394	334	394	334
-----	-----	-----	-----

Axis360

142	159	142	159
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Libby (Digital Library of Illinois)

1227	974	1227	974
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Flipster Downloads and Views

52	99	52	99
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Web Site

Total Hits

4818	3755	4818	3755
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Wireless Statistics

944	3154	944	3154
-----	------	-----	------

Online Databases

Ancestry.com

Searches

781	888	781	888
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Returns

2988	671	2988	671
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Encyclopaedia Britannica

Sessions

45	10	45	10
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Documents

45	10	45	10
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Newsbank

Searches

31	3	31	3
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EBSCO Online Databases

Academic Search Premiere				
Searches	46	2	46	2
Requests	46	2	46	2
Auto Repair Source				
Searches	0	0	0	0
Results	0	0	0	0
Biography Reference Center				
Searches	1	0	1	0
Requests	0	0	0	0
Business Source Premier				
Searches	16	14	16	14
Results	16	14	16	14
Consumer Health Complete				
Searches	1	0	1	0
Results	0	0	0	0
Consumers Reports				
Sessions	5	8	5	8
Searches	103	102	103	102
History Reference Center				
Searches	7	1	7	1
Results	7	1	7	1
Legal Information Ref. Center				
Searches	0	0	0	0
Results	0	0	0	0
Literary Reference Center				
Searches	76	0	76	0
Requests	76	0	76	0
Masterfile				
Searches	52	0	52	0
Requests	52	0	52	0
Middle Search Plus				
Search	2	0	2	0
Results	2	0	2	0
Newspaper Search Plus				
Search	30	2	30	2
Results	30	2	30	2
Novelist				
Searches	4	36	4	36
Requests	2	36	2	36
Points of View Ref. Center				
Searches	75	0	75	0
Results	75	0	75	0
Primary Search				
Searches	1	0	1	0
Results	1	0	1	0
Science Reference Center				
Searches	4	17	4	17
Results	4	17	4	17
Small Business Center				
Searches	2	0	2	0
Results	1	0	1	0

Additional Statistics

Newspaper Archives

Searches	27	21	27	21
Museum Passes Issued	9	16	9	16
Library of Things Equipment	75	53	75	53
Kits	31	17	31	17
Create Collection Equipment	4	1	4	1

Online Learning

Creative Bug Sessions	4	6	4	6
Total Viewed	0	2	0	2

LIBRARY DIRECTOR'S REPORT
January 2023



Administrative

The new year brings mandatory filings and a lot of reporting. I filed our Certification of Public Libraries form to RAILS. This is required annually to continue membership in the system. Also, we need to file the Illinois Public Library Annual Report (IPLAR) within sixty days after the end of our fiscal year. You will see the completed draft in this month's packet for your approval. Although most of the questions stay consistent each year, there is always one section of statistics they deviate from "usual". This year it was the programming statistics. Diane and Nora were able to break down their department programming and attendance stats to get the information needed. Sharon was able to get the statistics needed from SWAN for collection count, circulation, etc.

The job ad for a new Administrative Assistant/Communications Coordinator was put on our Facebook page and webpage. I hope we will receive resumes soon so we can have the position filled before Christine leaves.

The staff's holiday dinner on January 13 was a very enjoyable event. Eighteen staff were able to attend at Chew Chew, and were treated to a great dinner which included appetizers and desserts. Staff who were unable to make this date were treated to a lunch from Sawmilly.

After previewing LIRA's Sexual Harassment Training Video, which is visually better than the IDPH's video, we decided to utilize it for viewing by all staff. Each employee will be given work time to watch the 20-minute training module, take the short quiz, and print out the certificate of completion for their files. This is the third year of mandatory sexual harassment training, and it is nice to have a variety of videos to choose from.

Ongoing

Managers' meetings continued in January.

Special Projects

The Reading Between the Wines (RBTW) Committee held a meeting of the whole on January 4 to get things rolling. Peter reported on the wine vendors and we were able to divide some of the planning responsibilities. I sent out sponsorship letters to some of our vendors and previous donors and was able to get \$3,500 in donations. Ticket sales for the event went live on January 23 and within two days the Port Room tickets sold out. We reached 141 sold tickets as of this report writing. The online ticket sales overwhelmed the in-house sales so it is easy to keep track of actual sales. Diane has done a great job publicizing the event through social media, and we are fortunate that many organizations in the Village shared the posts on their sites to give us even more outreach. Christine Long, Jane and I met on January 30 to discuss food options for the event. Post pandemic, we are being cautious as to how food will be displayed and selected by the attendees, but we made great strides deciding the best way to do so. The Janes, Cyndi Robinson, and I met on January 31 to talk about volunteers, the Port Room, and other areas needing planning. We will meet again the week of January 12 to make sure all is ready for implementation. Rather than a split-the-pot raffle, we will be putting together one Library gift basket. The sponsors display is also being prepared. Thanks to

Jordan for glow forging the wine bottle shapes I wanted. All in all, I think RBTW will be a great success. Then we can start the lighting project for Patron Services!

Advocacy

Friends met on January 17. At this meeting, they approved a \$1000 sponsorship for Reading Between the Wines and a \$150 donation to purchase board books for their Friends for the Future program in CYS. They decided to have a spring BINGO in April since the fall event was so successful.

In the twelve years I have coordinated the musical entertainment for the Farmers' Market, this is the first year I was able to book all of the dates before the end of January! There is a nice blend of new and veteran favorites! The Library is registered for our table at the market. CYS staff and I will be splitting the responsibilities for providing fun activities for children. Every other week our fruit and veggie scavenger hunts will take place with some new stuffed buddies making their first appearance.

Genealogy

The All in the Family Genealogy Club hosted a virtual program on January 24. The speaker presented on using social media for genealogy. We had nine attendees.

Building Maintenance

Public Works installed our new water meter for a cost of \$1029. This cost will be spread across several water bill payments.

Our LIRA-Bassett safety inspection took place on January 19. Tracy, our rep, was impressed with the changes in our storage room (aka Homer's Room). The only "violation" was the use of an extension cord rather than a power strip for the Reference Desk computer. It has already been rectified.

Hannah Plumbing replaced our water fountain filter this month. We are averaging one a year.

Unfortunately, the snow finally caught up with us at the end of the month and we needed Bullseye to do snow removal. They always put us first on the list which is greatly appreciated.

Routine elevator maintenance took place this month.

We also renewed our lawn care contract with Lofton. There was a very minimal increase over last year.



Library Board Memorandum


To: Board of Trustees
From: Janice Foley, Library Director
Date: 1/13/2023
Re: Annual Staff In-Service Day

We would like to hold our annual Staff In-Service Day on Friday, March 17, 2023. We have found that having a full day session where the Library is then closed for the day is the most effective and fair way to have in-services. No staff member needs to work longer shifts because of half-day closings, etc.

March 17 is a Friday and we are not open past 5 so it would not be a burden on patrons. At the in-service we will do required sexual harassment training as well as other library-wide educational opportunities.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director 
Date: 1/26/2023
Re: Emergency Paid Sick Leave Termination

After three years of this very generous paid sick leave, we would like to terminate the coverage as COVID has become more like a flu and we do not extend sick leave to those who have the flu. In 2024, we will be required to give all staff PTO/Sick time based on the number of hours they work.

**Riverside Public Library
Paid Sick Leave Due to COVID-19
Employee Policy**

Purpose

The purpose of this policy is to extend emergency paid sick leave due to COVID-19. This policy takes effect on January 1, 2022 and will expire on April 30, 2022. This policy will be reassessed quarterly OR terminated if it is determined that by the Director and Board as to not be necessary.

Employees who are seeking a leave for reasons outside of this policy may still be eligible under other leave policies such the Leave of Absence policy and/or the Personal/Unpaid Leave of Absence policy. Please refer to those policies for additional information.

This policy varies from the initial FFCRA (Family First Coronavirus Response Act) in that there are stipulations and limitations in place as the FFCRA expired on December 30th, 2020. The Library is not under obligation to provide for paid leave, but values employee relationships and would like to mitigate the spread to other employees or patrons should an outbreak occur.

Eligibility

All employees unable to work due to one of the following reasons for leave:

1. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19.
2. The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.
3. Has tested positive for COVID-19.
4. The employee is caring for an individual who is subject to numbers 1 and 2 above.

General illness or concern of risks is not a qualifying factor for paid leave. Working during a pandemic, or with members of the public has inherent risks in a job of public service.

Amount and Reasons for Leave

All eligible Manager and Supervisor level employees will have up to 75 hours (or equal to two weeks of pay) of emergency paid sick leave available to use for the qualifying reasons above.

All part-time employees are entitled to the number of hours worked, on average, over a two-week period.

The return to work date will be set following the latest guidance from the CDC and IDPH guidance and utilizing COVID guidance documents. The amount of leave is a “not to exceed” amount, but the quarantine period may be modified according to the latest guidance. Each case may be specific to vaccination status, physical health or other factors. The Library Director is authorized to make specific decisions as to the length of leave granted.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to the Director as soon as practicable. The request must include: the employee's name; the date or dates for which leave is estimated; a statement of the COVID-19 related reason the employee is requesting leave; the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's relationship to the employee.

It is understandable that the leave time may vary according to health outcomes and status.

Carryover

Any unused emergency paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

Emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full shift increments. It cannot be taken intermittently if the leave is being taken because:

- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

The only exception is that employees may take sick leave on a reduced schedule for the above reasons if they are able to and want to work from home, with the agreement of the Riverside Public Library.


Unless the employee is working from home, once the employee begins taking emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day until the employee either (1) uses the full amount of emergency paid sick leave or (2) no longer has a qualifying reason for taking emergency paid sick leave (3) has followed the recommended or required quarantine period.

Job Protections

Employees who take emergency paid sick leave will not be retaliated against or discharged for doing so.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director 
Date: 1/26/2023
Re: Annual Report – IPLAR 2023

All Illinois public libraries are required by statute [[75 ILCS 16/30-65](#)] to prepare an annual report (IPLAR) to be submitted to the State Library as a condition of system membership. This report needs to be submitted to the State within 60 days of budget year ending. Attached is our 2023 report which reports on 2022. We are starting to get back to pre-COVID numbers for attendance, circulation, etc. which is great. If you have any questions or notice any errors, please let me know at the February 14 meeting.

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2023
RIVERSIDE PUBLIC LIBRARY**IPLAR****IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30579
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0689
1.3b FSCS_SEQ [PLS 700]	001
1.4a Legal Name of Library [PLS 152]	Riverside Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLS 153]	1 Burling Road
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLS 154]	Riverside
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60546
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	Riverside Public Library,
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Riverside
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60546
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	708-442-6366
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	708-442-9462
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.riversidelibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Janice Foley
1.15 Title	Library Director
1.16 Library Director's E-mail	janicefoley@riversidelibrary.org

Library Information

Please provide the requested information about the library type.

- 1.17a Type of library Village
- 1.17b If the library type has changed, then enter the updated answer here.
- 1.18 Is the main library a combined public and school library? No
- 1.19 Does your library contract with another library to RECEIVE ALL your library services? No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

- 1.21a County in which the administrative entity is located [PLSC 161] Cook
- 1.21b If the administrative entity's county has changed, then enter the updated answer here.
- 1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205] No
- 1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208] 9,298
- 1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.
- 1.23c Documentation of legal population change
- 1.25a This library is currently a member of what Illinois library system? RAILS
- 1.25b If the library's system has changed, then enter the updated answer here.

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
RIVERSIDE P.L.	RIVERSIDE PUBLIC LIBRARY		

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
RIVERSIDE P.L.	30579	3057900

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
RIVERSIDE P.L.	1 BURLING ROAD		

Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
RIVERSIDE P.L.	RIVERSIDE		60546	

County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
RIVERSIDE P.L.	Cook		7084426366	

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
RIVERSIDE P.L.	17,500		

IDS

Hours and Attendance

40 Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
RIVERSIDE P.L.	3,198	52	83,831	0	0

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	01/01/2022
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	12/31/2022
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Janice Foley
3.5 Telephone Number of Person Preparing Report	708-442-6366
3.6 FAX Number	708-442-9462
3.7 E-Mail Address	janicefoley@riversidelibrary.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period? No

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
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Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
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Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
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Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
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Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
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