

**LEGAL NOTICE:**

**AGENDA  
REGULAR 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, January 10, 2023 in the Great Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546**

**(Note that the meeting has been relocated from the Community Room in order to accommodate a larger than usual number of guests)**

- I. Call to Order 7:30 pm
- II. Roll Call
- III. Welcome Guests
- IV. Public Comment
- V. New Business
  - A. Board Review of Reconsideration Request Decision of the book, *Gender Queer: A Memoir* by Maia Kobabe—*Action Item*
- VI. Approve Minutes of December 13, 2022—*Action Item*
- VII. Review of Current Bills—*Action Item*
- VIII. Review of Financial Statements—*Action Item*
- IX. Committee Reports
  - A. Finance—Michael Hagins
  - B. Building & Grounds—Ken Circo
  - C. Policy & Bylaws—Patrick White
  - D. Technology—Michael Hagins
  - E. Communications—Courtney Greve Hack
  - F. Marketing—Courtney Greve Hack
- X. Staff Reports—December
  - A. Children & Youth Services Manager—Nora Durbin
  - B. Patron Services & Computer Services Manager—Sharon Shroyer
  - C. Information Services—Diane Silva
  - D. Monthly Statistics
- XI. Director's Report—Janice Foley
- XII. Unfinished Business
- XIII. Announcements
- XIV. Correspondence & FYIs
- 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







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Chicago, Illinois 60606-2903  
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**MEMORANDUM**

**To:** President Circo and Board of Library Trustees  
**From:** Michael A. Marrs  
**Date:** January 6, 2023  
**Re:** Reconsideration of Library Materials Request

At the January 10, 2023, regular meeting of the Library Board of Trustees, the Board will consider an appeal from two patrons (the "Patrons") of Library Director Foley's denial of their request to remove the graphic novel "Gender Queer: A Memoir," by Maia Kobabe ("Gender Queer"), from the Library's collection.

As you have previously been made aware, the Patrons submitted Requests for Reconsideration of Library Materials (the "Reconsideration Requests") concerning Gender Queer, alleging that the book contained several pornographic and obscene images and was inappropriately housed within the Library's Youth Services Department. The Patrons subsequently met with Director Foley and two additional Library staff members concerning their Reconsideration Requests.

The Library has a written policy for Reconsideration of Library Materials (the "Reconsideration Policy"), a copy of which is attached. The Reconsideration Policy dictated the steps on this matter taken to date. The Director's obligation upon receipt of the Reconsideration Requests and following her meeting with the Patrons was to determine "whether the material, in light of the patron's complaint and any other information deemed appropriate, still meets the objective criteria set forth in the Library's selection policy." Following the meeting with the Patrons, Director Foley sent the Patrons an email noting that the Library adheres to the ALA's "Freedom to Read" statement, that the Library's policies are grounded in the principal that all library patrons have the freedom to read and access information, and that Gender Queer met the Library's objective criteria set forth in its Collection Development Policy. Director Foley further stated that while the book would not be removed from the Library's collection, it would be transferred to the Library's Adult Graphic Novel Collection in keeping with the age appropriateness of the title at 18 years old and above. Finally, Director Foley advised the Patrons that they had the opportunity to take her decision up with the Library Board at an upcoming meeting. The Patrons, in conformance with the Reconsideration Policy, subsequently indicated they would like to address the Board concerning the decision at the January 10, 2023, Library Board meeting.

At the January 10, 2023, Library Board meeting the Patrons will have the opportunity to address the Board concerning their request and the decision of Director Foley. After the Patrons have spoken, other members of the public are welcome to address the Board on this issue as well. Following all comment, the Library Board should consider the matter. **The Reconsideration Policy specifically provides that the Board shall not reverse the decision of the staff unless the Board concludes, after consideration of the challenged material, the patron's complaint and any other information deemed appropriate, that staff acted arbitrarily and**

**capriciously and, in so doing, abused its discretion.** That is the standard the Board should follow in making its decision.

If the Library Board, by motion, finds that Director Foley did not act arbitrarily and capriciously, the matter is concluded. If the Board, by motion, does find that Director Foley abused her discretion by acting arbitrarily and capriciously, it should detail the reasons for its finding, and a written decision detailing the way in which Director Foley abused her discretion shall be prepared.

Attached for your consideration are the Patron's Reconsideration Requests, correspondence between the patrons and Director Foley, including the email detailing the decision not to remove Gender Queer from the Library's collection, and a copy of the Reconsideration Policy.

Feel free to contact me with any questions.

A handwritten signature in black ink that reads "Michael Morris". The signature is written in a cursive, flowing style.

cc: Janice Foley, Library Director



**RECONSIDERATION OF LIBRARY MATERIALS POLICY  
APPENDIX B  
JANUARY 2022**

Riverside Public Library does not practice censorship and adheres to the "Freedom to Read" statement of the American Library Association. [Appendix D]

Riverside residents desiring reconsideration of any material should complete the *Request for Reconsideration of Library Materials* form available at any of the Library's services desks.

The completion and signing of the "*Request for Reconsideration of Library Materials*" form [Appendix B] will identify the patron with specific library materials. As a result of lodging a written complaint the patron loses his/her right to privacy protection. Confidentiality of library records is waived as to the materials described in the complaint.

In order for the reconsideration process to begin, the request form must include a name and contact information, and the patron must have read, listened to, or viewed the entire work for which there is concern. The initial request for re-evaluation will be given to the Library Director, who will refer it to the appropriate department head.

The requesting patron may be interviewed by the department head. The requesting patron will be informed by the department head that the purpose of the re-evaluation is to determine whether the material, in light of the patron's complaint and any other information deemed appropriate, still meets the objective criteria set forth in this selection policy. If the department head, after informing the patron of the procedures involved in the selection of materials and the library's inability to practice censorship, cannot informally resolve the complaint, the patron will be offered an interview with the Library Director.

At the direction of the Library Director, a review panel may be established, consisting of selected Library employees and may include a library employee from another library. The panel will evaluate the challenged material to determine whether the material, in light of the patron's complaint and any other information deemed appropriate, still meets the objective criteria set forth in this selection policy. The review by the review panel shall be a *de novo* review, and the fact that the material is presently in the library's collection shall be without significance.

The Library Director shall inform the Library Board of Trustees of the *Request for Reconsideration* and all proceedings thereon. The role of the Library Board of Trustees is to ensure that the procedures set forth in this policy are followed. Beyond this, the Library Trustees agree that it is inappropriate for them to participate in the actual process of selecting or weeding individual items of material or in the re-evaluation of individual items of material at the request of a patron.

If the review panel concludes that the challenged materials meets the objective criteria set forth in this policy, the complaining patron will be so informed. If the patron wishes, he or she may request an opportunity to address the Library Board of Trustees in person at a regularly scheduled meeting. All meetings of the Library Board of Trustees are open to the public. However, addressing the Board is a privilege granted specifically by the Board. Because other business must be considered at each meeting, stated limits on the number of speakers and the time allotted to each speaker may be set by the Board if necessary.

The Library Board of Trustees shall not reverse the decision of the staff or the review panel unless the Board concludes, after consideration of the challenged material, the patron's complaint and any other information deemed appropriate, that the review panel or the staff acted arbitrarily and capriciously and, in so doing, abused its discretion. Such a reversal requires a written decision by the Library Board of Trustees detailing the way in which the review panel or the staff abused its discretion.

RIVERSIDE PUBLIC LIBRARY  
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

\*Required for request to be reconsidered

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Title \_\_\_\_\_ Format \_\_\_\_\_

Author/Artist \_\_\_\_\_

Publisher \_\_\_\_\_ Copyright Date \_\_\_\_\_

1. Do you officially represent a group or yourself? \_\_\_\_\_

If group, please name: \_\_\_\_\_

2. Are you familiar with the Riverside Public Library's Collection Development? \_\_\_\_\_

3. What brought this title to your attention? \_\_\_\_\_

\_\_\_\_\_

4. Did you read/hear/view the entire work? \_\_\_\_\_

5. Please comment on the resource as a whole as well as being specific on those matters which concern you (cite pages, paragraphs that would be helpful).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Why do you wish it to be reconsidered? Please be specific.

\_\_\_\_\_

\_\_\_\_\_

Additional comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notwithstanding the fact that you are entitled to confidentiality with respect to all library materials which you use, by signing this complaint you are identifying yourself with the materials cited in the complaint and are thereby waiving your right to confidentiality as to those materials cited in the complaint.

Your signature \_\_\_\_\_

Signature of staff member accepting this request \_\_\_\_\_

Date \_\_\_\_\_



**Subject:** [FWD: Re: Reconsideration form]  
**From:** janicefoley@riversidelibrary.org  
**Date:** Fri, Dec 23, 2022 9:17 pm  
**To:** "lanec@riversidelibrary.org" <lanec@riversidelibrary.org>

PLEASE NOTE: PURSUANT TO ILLINOIS STATE LAW, E-MAIL COMMUNICATION TO AND FROM THIS ADDRESS MAY BE SUBJECT TO PUBLIC DISCLOSURE.

**Janice A. Foley**  
**Library Director**  
**708 442-6366**  
[janicefoley@riversidelibrary.org](mailto:janicefoley@riversidelibrary.org)  
**1 Burling Road**  
**Riverside, IL 60546**

----- Original Message -----

**Subject:** Re: Reconsideration form  
**From:** Maria Hawk <[REDACTED]>  
**Date:** Tue, November 22, 2022 12:19 pm  
**To:** Library Email <[janicefoley@riversidelibrary.org](mailto:janicefoley@riversidelibrary.org)>

Great, see you then. Have a Happy Thanksgiving.

Maria Hawk

On Tue, Nov 22, 2022 at 11:54 AM Library Email <[janicefoley@riversidelibrary.org](mailto:janicefoley@riversidelibrary.org)> wrote:  
Thank you. I am available at that date and time. I will see you then. Janice

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**From:** Maria Hawk <[REDACTED]>  
**Sent:** Tuesday, November 22, 2022 11:01 AM  
**To:** [janicefoley@riversidelibrary.org](mailto:janicefoley@riversidelibrary.org) <[janicefoley@riversidelibrary.org](mailto:janicefoley@riversidelibrary.org)>  
**Subject:** Re: Reconsideration form

Janice,  
Thank you for your prompt response. I have attached a digital version of the form you requested. I am able to meet with you on Thursday, December 1 at 3:30. Will this work for you? Another Riverside resident will also be joining me.

Maria Hawk

On Mon, Nov 21, 2022 at 9:05 AM <[janicefoley@riversidelibrary.org](mailto:janicefoley@riversidelibrary.org)> wrote:  
Maria, thank you for your phone call. I have attached the form that you will need to fill out before our meeting. It explains the process involved when a concern is given for something in our collection. As I mentioned, I will be available next week with Monday afternoon, Tuesday after 1 and Thursday all day as the best dates/times to meet.  
Thank you, Janice

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**Janice A. Foley**  
**Library Director**  
**708 442-6366**  
[janicefoley@riversidelibrary.org](mailto:janicefoley@riversidelibrary.org)  
**1 Burling Road**  
**Riverside, IL 60546**

Subject: [FWD: Re: Reconsideration form]  
From: [janicefoley@riversidelibrary.org](mailto:janicefoley@riversidelibrary.org)  
Date: Fri, Dec 23, 2022 9:18 pm  
To: "lanec@riversidelibrary.org" <[lanec@riversidelibrary.org](mailto:lanec@riversidelibrary.org)>

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**Janice A. Foley**  
Library Director  
708 442-6366  
[janicefoley@riversidelibrary.org](mailto:janicefoley@riversidelibrary.org)  
1 Burling Road  
Riverside, IL 60546

----- Original Message -----

Subject: Re: Reconsideration form  
From: Maria Hawk <[REDACTED]>  
Date: Mon, November 28, 2022 4:26 pm  
To: [janicefoley@riversidelibrary.org](mailto:janicefoley@riversidelibrary.org)

Janice,

I just sent the form to the other person who plans on attending. Hopefully she will complete it and send it back to you. Also, I will bring the book on Thursday, but it might be helpful if you contact another library and get your own copy as I plan on keeping it until this matter is resolved.

Maria Hawk

On Mon, Nov 28, 2022 at 3:41 PM <[janicefoley@riversidelibrary.org](mailto:janicefoley@riversidelibrary.org)> wrote:

Maria.

I just noticed that you said another resident will be joining us for our meeting. They will also need to fill out a reconsideration form if they plan on expressing an opinion on the book in question. Thanks, Janice

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**Janice A. Foley**  
Library Director  
708 442-6366  
[janicefoley@riversidelibrary.org](mailto:janicefoley@riversidelibrary.org)  
1 Burling Road  
Riverside, IL 60546

**RIVERSIDE PUBLIC LIBRARY  
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS  
\*Required for request to be reconsidered**

Name: Maria Hawk

Email: [REDACTED]

Address: [REDACTED]

Phone: [REDACTED]

Title: Gender Queer

Format: Book

Author/Artist: Maia Kobabe

Publisher: Oni Press

Copyright Date: May 2022

1. **Do you officially represent a group or yourself?** Myself

If group, please name: \_\_\_\_\_

2. **Are you familiar with the Riverside Public Library's Collection Development?**

I previously was employed at the Hinsdale Public Library in their Youth Services Department, so I am somewhat familiar with how books are chosen to add to a library's collection.

3. **What brought this title to your attention?**

I am a lifelong educator with extensive experience and formal education. I earned a doctorate from Loyola University in Curriculum and Instruction and also hold two MA's in Education - one from National-Louis University and the other from Dominican University. This book was brought to my attention through my work within the education field.

4. **Did you read/hear/view the entire work?**

I have seen enough of the book to know that the book format as a graphic novel contains pornographic and obscene images. The "context" of the storyline is immaterial in this case as this book is housed within the Youth Services Department. I would ask you as library director the same question. Have you read the entire book or was it just purchased based on favorable reviews from Book List, Hornbook or because it won an award from the American Library Association?

5. **Please comment on the resource as a whole as well as being specific on those matters which concern you (cite pages, paragraphs that would be help).**

As previously stated, the storyline and genre are not relevant. The following pages are inappropriate for children as they depict graphic pornographic/obscene images and topics as well as profane language.

p. 124 full frontal nude image

p. 135 explicit sexual act

p. 138 promotion of sex toys

p. 147 explicit sexual act

6. Why do you wish it to be reconsidered? Please be specific.

According to the FCC, "*Broadcasting obscene content is prohibited by law at all times of the day. Indecent and profane content are prohibited on broadcast TV and radio between 6 a.m. and 10 p.m., when there is a reasonable risk that children may be in the audience.*" I consider the material within this book to be both obscene and profane and it is available to children in your library any time of day. The book must be removed from your collection.

**Additional comments:** \_\_\_\_\_

As an educator in Illinois I am a mandated reporter. I have the obligation to report to DCFS any instance of suspected abuse including sexually explicit material that has been supplied to an underaged child. It is through material such as this that many children have been groomed and desensitized to sexual acts that have made them victims of sexual abuse. In my career, I have seen first-hand the great psychological and physical harm that has been done to children who have been sexually exploited. Many of these children bear the scars of this abuse well into adulthood. I am fighting for the protection of children from those they might do them harm. The Riverside Public Library is now the willing supplier of pornographic material that might lead to the abuse of a child. Please consider removing this book from your shelves and protect the children of Riverside.

Notwithstanding the fact that you are entitled to confidentiality with respect to all library materials which you use, by signing this complaint you are identifying yourself with the materials cited in the complaint and are thereby waiving your right to confidentiality as to those materials cited in the complaint.

Your signature \_\_\_\_\_ *Maria Hawk* \_\_\_\_\_

Signature of staff member accepting this request \_\_\_\_\_

Date \_\_\_\_\_

**Subject:** Fwd: Thursday, December 1st meeting at 3:30 pm  
**From:** Library Email <janicefoley@riversidelibrary.org>  
**Date:** Fri, Dec 23, 2022 9:14 pm  
**To:** <lanec@riversidelibrary.org>  
**Attach:** 69144356577\_\_67D9C9AE-D88B-4C67-B310-4A6103FD0A2D.jpg  
69144355049\_\_259CBEA8-D1E7-493C-B1EF-1AC972979718.jpg

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**From:** Dawn M. Burda <[REDACTED]>  
**Sent:** Tuesday, November 29, 2022 4:54 PM  
**To:** janicefoley@riversidelibrary.org <janicefoley@riversidelibrary.org>  
**Subject:** Thursday, December 1st meeting at 3:30 pm

Good evening, Janice!

I look forward to seeing you on Thursday.

Gratefully yours,

RIVERSIDE PUBLIC LIBRARY  
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

\*Required for request to be reconsidered

Name Dawn M. Burda Email [REDACTED]

Address [REDACTED] Phone [REDACTED]

Title Gender Queer Format Book

Author/Artist Maia Kobabe

Publisher Oni Press Copyright Date May 2022

1. Do you officially represent a group or yourself? Myself

If group, please name: \_\_\_\_\_

2. Are you familiar with the Riverside Public Library's Collection Development? No

3. What brought this title to your attention? The concern of many parents brought

this title to my attention.

4. Did you read/hear/view the entire work? The pornographic images of several pages was enough to know this book is unlawful.

5. Please comment on the resource as a whole as well as being specific on those matters which concern you (cite pages, paragraphs that would be helpful).

In conversations with several police officers, this resource as a whole is pornographic material, and this should not be made available to children in a public library.

6. Why do you wish it to be reconsidered? Please be specific.

This book is blatant pornography.

Additional comments If this pornographic material is available  
to children in our public library, what other materials  
are also available promoting pornography to the  
children in our community.

Notwithstanding the fact that you are entitled to confidentiality with respect to all library materials which you use, by signing this complaint you are identifying yourself with the materials cited in the complaint and are thereby waiving your right to confidentiality as to those materials cited in the complaint.

Your signature Dawn M. Burda

Signature of staff member accepting this request \_\_\_\_\_

Date \_\_\_\_\_

**Subject:** [FWD: Re: Meeting follow up]  
**From:** [janicefoley@riversidelibrary.org](mailto:janicefoley@riversidelibrary.org)  
**Date:** Fri, Dec 23, 2022 9:19 pm  
**To:** "lanec@riversidelibrary.org" <[lanec@riversidelibrary.org](mailto:lanec@riversidelibrary.org)>  
**Attach:** Library Response Letter .pdf

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**Janice A. Foley**  
**Library Director**  
**708 442-6366**  
[janicefoley@riversidelibrary.org](mailto:janicefoley@riversidelibrary.org)  
**1 Burling Road**  
**Riverside, IL 60546**

----- Original Message -----

**Subject:** Re: Meeting follow up  
**From:** Maria Hawk <[REDACTED]>  
**Date:** Tue, December 13, 2022 8:47 pm  
**To:** [janicefoley@riversidelibrary.org](mailto:janicefoley@riversidelibrary.org)  
**Cc:** [REDACTED]

Janice,  
Please see attached. Thank you in advance for your response to questions about attending an upcoming board meeting. Have a good day.

Dawn Burda & Maria Hawk

On Thu, Dec 8, 2022 at 8:45 AM <[janicefoley@riversidelibrary.org](mailto:janicefoley@riversidelibrary.org)> wrote:

Maria,

Thank you for meeting with us on Thursday, December 1, 2022 concerning your Reconsideration Request for the book Gender Queer. The Riverside Public Library adheres to the "Freedom to Read" statement of the American Library Association and our policies are grounded in the principal that all library patrons have the freedom to read and access information. Also, the title meets the objective criteria set forth in our Collection Development Policy. It is our decision that we will not be removing the book from our collection. We will however, be transferring it to the Adult Graphic Novel Collection in keeping with the age appropriateness for the title at 18 years old and above.

As stated in our Reconsideration Policy, you have the opportunity to address the Library Board of Trustees during Public Comment. Their next meeting is scheduled for Tuesday, December 13 at 7:30 pm.

Sincerely,  
Janice Foley

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**Janice A. Foley**  
**Library Director**  
**708 442-6366**  
[janicefoley@riversidelibrary.org](mailto:janicefoley@riversidelibrary.org)  
**1 Burling Road**  
**Riverside, IL 60546**



Dear Janice,

Thank you for your follow-up. While we appreciate that your team has decided to move Gender Queer to the adult section, we still do not accept that this title depicting graphic sexual images is still available at the Riverside Public Library. As such, we will be attending an upcoming board meeting to voice our disapproval. Please provide us with the proper protocol when addressing the board at a public meeting. For example - How long does a person have to speak? In what section of the meeting are the public comments made? Do we have to get our names on the agenda in advance?

We can't help but notice that since we have met, several news stories of egregious sexual exploitation of children have surfaced:

1. [Balenciaga ad](#) featuring children holding a bear in BDSM gear among other atrocities on the set.
2. [American Girl](#) book geared for ages 3-12 suggesting children should ask doctors for puberty blockers (the same drugs given to castrate sex offenders) and contact organizations behind their parents' back "if you don't have an adult you trust."
3. [Francis W. Parker School Dean](#) caught on camera admitting to passing out sex toys (dildos, butt plugs) to students in school.

The Gender Queer book as well as the above instances are all illustrations of the concerted effort to sexualize children which we firmly denounce and vow to fight. Others are joining us in this fight. A library board in [Gillette, Wyoming](#) has broken ties with the American Library Association (ALA) over these types of explicit titles. Libraries are not beholden to a once revered organization that has been corrupted by members promoting radical ideologies. Local libraries through their tacit approval of explicit materials recommended by the ALA are becoming accomplices to forces that not only target children, but put them at risk of sexual abuse.

Also, in the interest of the Riverside Public Library's "Freedom to Read" statement, we are requesting the following titles be added into the collection so diverse voices and perspectives can be respected and represented.

1. [Irreversible Damage](#) by Abigail Shrier (It appears our library only has digital version. We are requesting a hard copy.)
2. [What is a Woman](#) by Matt Walsh (Riverside does not currently have this title in its collection.)

Thank you for your time and we look forward to your reply regarding the meeting and the inclusion of our suggestions into the collection. Have a good day.

Dawn Burda  
Maria Hawk

**Minutes of the Regular Board Meeting  
of the  
Riverside Public Library Board of Trustees  
December 13, 2022**

**Held Tuesday**, December 13, 2022 in the Community 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; Jane Birmingham, Secretary; Jen Pacourek, Trustee; and Patrick White, Trustee

**Also in Attendance:** Janice Foley, Library Director; Diane Silva, Assistant Director; Christine Lane, Administrative Assistant

**Absent:** Michael Hagins, Treasurer; Christine Long, Trustee; Jane Wilhelm, Accountant

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

**Welcome Guests:** Michael Marrs, Attorney; Nora Durbin, CYS Manager; Amy Jacksic; Mark Shevitz; Kimber Coombes; Matthew Hane; and Cynthia Robinson

**Review of Minutes**

Courtney Greve Hack moved, and Jen Pacourek seconded, that the Board approve the minutes of the November 8, 2022 regular meeting.

Ayes: Birmingham, Greve Hack, 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 23102 through 23115, 23117 through 23133, 23136 through 23140, 23142, z00015 and z00016, in the total amount of \$181,266.24, including voided check numbers 23116, 23134, 23135, and 23141, which includes payroll through November 30, 2022.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Review of Financial Statements**

Jen Pacourek moved, and Jane Birmingham seconded, that the Board approve the financial statements for November 30, 2022, subject to audit.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Pacourek, White

Nays: None

Abstained: None

The motion passed.

## **Committee Reports**

### **Finance**

Patrick White moved, and Jen Pacourek seconded, that the Board approve the revised final budget for 2023.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### **Building & Grounds**

The Library Director stated that she is looking to hire someone to replace multiple burnt out lightbulbs in the Great Room. This job will require tall ladders in order to reach the chandeliers.

### **Technology**

The Library Director stated that the Library is no longer subscribed to the GoDaddy online calendar. We will be transitioning to a new calendar called WhenToWork. Eventually, the Library will also be transitioning from GoDaddy Email to a new email provider. As Board members will no longer have GoDaddy email addresses, Courtney Greve Hack suggested that the website be updated with an alternate way for residents to contact Board members.

Sharon Shroyer is checking into Google for scan capabilities since Proven IT is no longer allowing the scan option on the copiers. Jen Pacourek suggested that we look into what services other libraries are using to make scanning available to patrons and staff.

### **Communications**

Courtney Greve Hack commented that she loves the idea of a social media committee to coordinate departmental posting.

Diane Silva stated that we will be marketing our new Strategic Long Range Plan through the newsletter and on social media.

Courtney Greve Hack volunteered to represent the Board on the new Marketing Plan Committee.

### **Staff Reports**

The Board reviewed the staff reports. The Board reviewed the statistics and noted that participation and attendance numbers are up. Ken Circo and Jen Pacourek congratulated the staff on keeping engagement high.

### **Director's Report**

The Board reviewed the Library Director's report. The Library Director is hopeful that with our third attempt for the Live and Learn Grant we will be successful! If the grant is received, the funds would be used for a renovation of the Patron Services area, including new bookcases, additional storage, more desks, better lighting, new paint, and more.

The Board members discussed a request received for reconsideration of a Library book. The Library Director, Diane Silva, and Nora Durbin met with the patrons who filed the request. The Library Director sent an email response detailing the Library's decision to

follow ALA guidelines and the guidelines of our Collection Development Policy. The Library did move the book in question from the teen collection to the adult graphic novel collection.

**Announcements**

The Library Director shared four framed prints with the Board that were donated to the Library by former Village President, Paul Stack. These prints once hung in the Marquette Building downtown, and were presented to Paul as gifts during the time that he worked in the building. The Board formally accepted the prints, and discussed hanging them on a rotating basis in the Movie Room.

**Correspondence & FYIs**

The Library Director shared that she received an email from Lindsay Morrison, the president of Friends of the Library, who expressed what a great time it was at the Library during the Holiday Stroll on December 2, and how proud she is of the Library.

**Adjournment**

Upon motion by Courtney Greve Hack, seconded by Jen Pacourek, and passed unanimously, the meeting was adjourned at 8:25 pm.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**Riverside Public Library**

**CASH DISBURSEMENTS**

**DECEMBER - 2022**

**ACCOUNTS PAYABLE DISBURSEMENTS**



**TOTAL FOR DECEMBER 2022 ACCOUNTS PAYABLE,  
AND DECEMBER 2022 PAYROLL = \$77,840.47**

**including voided check # 23131**

The Riverside Public Library  
 Check/Voucher Register - A/P Checks  
 From 12/1/2022 Through 12/31/2022

Check Number	Check Date	Payee	Check Amount	Transaction Description
23143	12/8/2022	American Bankers Insurance Co of F	2,171.00	Flood insurance 2023
23144	12/8/2022	Blue Cross Blue Shield of Illinois	6,699.87	HMO medical- December 2022
23145	12/8/2022	Coverall North America, Inc	1,948.00	Cleaning services- December
23146	12/8/2022	Delta Dental of Illinois - Risk	76.55	HMO dental- December
23147	12/8/2022	Delta Dental of Illinois- Vision	53.25	Vision insurance- December
23148	12/8/2022	Chris Koziel	125.00	UPS holiday gift
23149	12/8/2022	Madison National Life	30.72	Life insurance- december
23150	12/8/2022	NCPERS-IL IMRF	32.00	Term life- Forsyth & Silva
23151	12/14/2022	Cristina Carlos	50.00	Holiday gift
23152	12/14/2022	Dell Marketing L.P.	2,537.10	2 computers
23153	12/14/2022	LACONI, Inc	150.00	Annual library membership
23154	12/14/2022	Business Card	1,702.31	Credit card purchases
23155	12/14/2022	Village of Riverside	346.50	Water & sewer, Sept & Oct 2022
23156	12/14/2022	TIAA, FSB	550.00	Copier rental
23157	12/20/2022	SYNCB/Amazon	4.46	Amazon charges- December
23158	12/20/2022	Demco, Inc.	99.27	Labels & book covers
23159	12/20/2022	Garvey's Office Products	140.65	Toner
23160	12/20/2022	GT Mechanical Projects & Design, In	559.00	Maintenance agreement 3/4
23161	12/20/2022	North Suburban Employee Benefit Co	285.00	PPO dental- November
23162	12/20/2022	North Suburban Employee Benefit Co	866.46	PPO medical- November
23163	12/20/2022	Village of Riverside	5,703.91	December 2022 IMRF
23175	12/31/2022	Bob the Gutterman, LLC	450.00	Clean gutters and downspouts
Z00017	12/26/2022	Comcast Cable	233.85	Comcast/ internet
Z00018	12/26/2022	Comcast Cable	442.06	Comcast/ phone
1353	12/9/2022	Administration	3,669.19	Group: 01; Pay Date: 12/9/2022
1354	12/9/2022	Information Services	4,800.90	Group: 02; Pay Date: 12/9/2022
1355	12/9/2022	Children & Youth Services	3,792.75	Group: 03; Pay Date: 12/9/2022
1356	12/9/2022	Patron Services	5,847.95	Group: 04; Pay Date: 12/9/2022
27331	12/23/2022	Administration	4,296.33	Group: 01; Pay Date: 12/23/2022
27332	12/23/2022	Information Services	4,800.89	Group: 02; Pay Date: 12/23/2022
27333	12/23/2022	Children & Youth Services	4,230.63	Group: 03; Pay Date: 12/23/2022
27334	12/23/2022	Patron Services	<u>6,550.57</u>	Group: 04; Pay Date: 12/23/2022
	Total		63,246.17	
	EFTPS Electronic Tax Payment- Employer portion 12/09/22		1,838.77	
	EFTPS Electronic Tax Payment- Employer portion 12/23/22		<u>2,013.02</u>	
	Report Total		<u>67,097.96</u>	

The Riverside Public Library  
 Check/Voucher Register - A/P Checks  
 From 1/4/2023 Through 1/4/2023

<u>Check Nur</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Amount</u>	<u>Transaction Description</u>
23164	1/4/2023	Amazon Capital Sevices	864.42	Amazon charges
23165	1/4/2023	Bullseye Cleaning Service, Inc.	1,488.00	Snow removal
23166	1/4/2023	Cintas Corporation LOC. 769	792.12	Restroom supplies/ mat service
23167	1/4/2023	Colley Elevator Co.	213.00	Elevator inspection
23168	1/4/2023	Friends of the Riverside Public	239.40	Net receipts, March-December
23169	1/4/2023	Ingram Library Services	1,034.78	Various
23170	1/4/2023	Midwest Tape	787.14	Digital subscriptions
23171	1/4/2023	Minuteman Press of Lyons	3,020.72	Winter newsletter
23172	1/4/2023	NICOR Gas	1,758.88	Gas bill
23173	1/4/2023	Riverside Historical Commissio	425.85	Sales, March-December 2022
23174	1/4/2023	Unique Management Services,	118.20	Oct-Nov placements
Report Total			<u>10,742.51</u>	

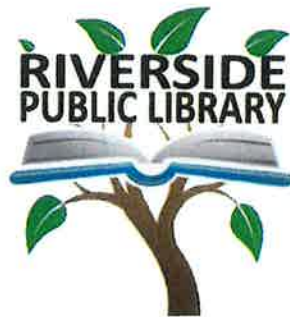
**Riverside Public Library**

**FINANCIAL REPORTS**

**For 12 Months Ending**

**December 31, 2022**

**UNAUDITED**





**Riverside Public Library  
Cash Balances  
As of 12/31/2022**

	<b>Balance, <u>12/31/2022</u></b>
<b>Consolidated Operating Funds:</b>	
First American- Checking	56,397.99
First American- Payroll	<u>268.20</u>
Total First American accounts	56,666.19
<b>Illinois Funds</b>	
General Fund	440,026.33
Audit Fund	(79.00)
IMRF Fund	(49,194.33)
FICA Fund	29,501.01
Unemployment Comp Fund	(4,506.87)
Special Reserve Fund	6,479.03
Working Cash Fund	273,143.44
Library Bond Fund	<u>250,306.04</u>
Total Illinois Funds	945,675.65
Total Operating Funds Cash Balances	1,002,341.84
<b>Gift &amp; Endowment Funds:</b>	
Library Gift Fund	91,698.39
Batko Endowment Fund	5,951.53
Lower Level Renovation Fund	51,275.86
General Endowment Fund	9,985.33
Kovalsky Endowment Fund	0.00
Dardwin Fund	<u>17,943.40</u>
Total Gift & Endowment Funds	176,854.51
<b>Total Funds</b>	<b><u>1,179,196.35</u></b>

**The Riverside Public Library**  
**Balance Sheet- Operating Funds - Consolidated Report- Operating Funds**  
**Operating Fund**  
**As of 12/31/2022**

	Current Period Balance
<b>Assets</b>	
Illinois Fund-Operating Fund	406,265.17
1st American-Checking Account	49,013.21
1st American-Payroll Account	267.71
Property Tax Receivable	338,129.25
Due from Other Funds	35.59
Due from other groups	96.17
Staff Receivables	(35.83)
Fixed Assets	1,260,414.00
Prepaid Expense	3,597.65
Amount Provided for Vacation	<u>23,590.00</u>
<b>Total Assets</b>	<u><u>2,081,372.92</u></u>
<b>Liabilities</b>	
Accounts Payable	10,742.51
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	318.03
IMRF Payable	(47.90)
Deferred Property Taxes	338,129.25
Accrued Payroll	18,548.84
Accrued Vacation Pay	23,590.00
Health Insurance Payable	(631.84)
Term Life Insurance Payable	(200.00)
Due to Other Funds	2,997.70
Due to Library Gift Fund	26.25
Investment in Fixed Assets	<u>1,260,414.00</u>
<b>Total Liabilities</b>	<u><u>1,653,826.27</u></u>
<b>Fund Balances</b>	
<b>Beginning Fund Balances</b>	
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>
<b>Total Beginning Fund Balances</b>	<b>582,043.88</b>
Excess Revenues/(Expenditures)	<u>(154,497.23)</u>
<b>Total Fund Balances</b>	<u><u>427,546.65</u></u>
<b>Total Liabilities &amp; Fund Balances</b>	<u><u>2,081,372.92</u></u>

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE  
From 12/1/2022 Through 12/31/2022

	Current Period Actual	Current Year Actual-12 mos. ending 12/31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Revenues</b>					
Property Taxes					
2020 Property Tax revenue	31.82	16,312.61	0.00	16,312.61	0.00%
2021 Property tax revenue	<u>280,092.89</u>	<u>969,702.51</u>	<u>1,307,832.00</u>	<u>(338,129.49)</u>	<u>(25.85)%</u>
Total Property Taxes	280,124.71	986,015.12	1,307,832.00	(321,816.88)	(24.61)%
Inter Government Funds	0.00	40,413.92	16,000.00	24,413.92	152.59%
Interest	796.77	7,395.35	250.00	7,145.35	2,858.14%
Fees for Services	1,080.05	10,879.17	4,900.00	5,979.17	122.02%
Misc Revenue	<u>65.74</u>	<u>2,431.29</u>	<u>1,450.00</u>	<u>981.29</u>	<u>67.68%</u>
Total Revenues	<u>282,067.27</u>	<u>1,047,134.85</u>	<u>1,330,432.00</u>	<u>(283,297.15)</u>	<u>(21.29)%</u>
<b>Total Revenue</b>	<u>282,067.27</u>	<u>1,047,134.85</u>	<u>1,330,432.00</u>	<u>(283,297.15)</u>	<u>(21.29)%</u>
<b>Expenditures</b>					
Personnel Services	83,465.24	818,694.00	855,192.00	36,498.00	4.27%
Supplies	1,359.57	18,725.80	18,700.00	(25.80)	(0.14)%
Building & Equip Maint	6,877.66	76,774.74	86,800.00	10,025.26	11.55%
Adult Information Sources	863.71	28,648.85	38,200.00	9,551.15	25.00%
Electronic Resources	1,054.97	56,219.48	63,200.00	6,980.52	11.05%
CYS Information Sources	248.88	9,794.16	12,050.00	2,255.84	18.72%
Marketing/Public Relations	3,027.22	20,538.94	16,200.00	(4,338.94)	(26.78)%
Administration	1,331.27	158,277.46	204,050.00	45,772.54	22.43%
Technology	<u>2,549.08</u>	<u>12,626.65</u>	<u>20,000.00</u>	<u>7,373.35</u>	<u>36.87%</u>
Total Expenditures	<u>100,777.60</u>	<u>1,200,300.08</u>	<u>1,314,392.00</u>	<u>114,091.92</u>	<u>8.68%</u>
<b>Miscellaneous Expenses</b>					
Misc Expenses	<u>47.41</u>	<u>1,311.00</u>	<u>0.00</u>	<u>(1,311.00)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>47.41</u>	<u>1,311.00</u>	<u>0.00</u>	<u>(1,311.00)</u>	<u>0.00%</u>
<b>Total Expenditures</b>	<u>100,825.01</u>	<u>1,201,611.08</u>	<u>1,314,392.00</u>	<u>112,780.92</u>	<u>8.58%</u>
<b>Excess Revenues(Expenditures)</b>	<u>181,242.26</u>	<u>(154,476.23)</u>	<u>16,040.00</u>	<u>(170,516.23)</u>	

**The Riverside Public Library**  
**Statement of Revenues and Expenditures - Budget Report of Revenues-BRE**  
**From 12/1/2022 Through 12/31/2022**

	Current Period Actual	Current Year Actual 12 mos. ending 12/31/2022	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
<b>Property Taxes</b>					
2020 Property Tax revenue	31.82	16,312.61	0.00	16,312.61	0.00%
2021 Property tax revenue	<u>280,092.89</u>	<u>969,702.51</u>	<u>1,307,832.00</u>	<u>(338,129.49)</u>	<u>(25.85)%</u>
<b>Total Property Taxes</b>	<u>280,124.71</u>	<u>986,015.12</u>	<u>1,307,832.00</u>	<u>(321,816.88)</u>	<u>(24.61)%</u>
<b>Inter Government Funds</b>					
Per capita state grants	0.00	13,714.55	10,000.00	3,714.55	37.15%
Corporate Replacement Taxes	0.00	26,699.37	6,000.00	20,699.37	344.99%
<b>Total Inter Government Funds</b>	<u>0.00</u>	<u>40,413.92</u>	<u>16,000.00</u>	<u>24,413.92</u>	<u>152.59%</u>
<b>Interest on Operating Funds</b>					
Interest-Illinois Funds	796.77	7,395.35	250.00	7,145.35	2,858.14%
<b>Total Interest on Operating Funds</b>	<u>796.77</u>	<u>7,395.35</u>	<u>250.00</u>	<u>7,145.35</u>	<u>2,858.14%</u>
<b>Fees &amp; Services</b>					
Fines	157.65	1,541.87	1,000.00	541.87	54.19%
Fax Fees	49.50	605.51	225.00	380.51	169.12%
Maker Space fees/Internet fees	0.00	13.00	0.00	13.00	0.00%
Printing Fees	265.90	2,446.65	1,000.00	1,446.65	144.66%
Book & Video Sales	392.00	4,281.22	2,000.00	2,281.22	114.06%
Adult Replacement Fees	0.00	247.92	100.00	147.92	147.92%
CYS Replacement Fees	15.00	181.00	200.00	(19.00)	(9.50)%
ILL Fees	0.00	35.00	50.00	(15.00)	(30.00)%
Lost Book Credit	0.00	52.00	125.00	(73.00)	(58.40)%
Meeting Room Charges	200.00	1,475.00	200.00	1,275.00	637.50%
<b>Total Fees &amp; Services</b>	<u>1,080.05</u>	<u>10,879.17</u>	<u>4,900.00</u>	<u>5,979.17</u>	<u>122.02%</u>
<b>Miscellaneous Revenue</b>					
Miscellaneous Revenue	0.25	524.29	200.00	324.29	162.15%
Liability Insurance Refund	0.00	722.00	0.00	722.00	0.00%
Memorial Book Donations	0.00	1,044.20	500.00	544.20	108.84%
Donations	65.49	140.80	500.00	(359.20)	(71.84)%
Lions Club/Books on Tape Revenue	0.00	0.00	250.00	(250.00)	(100.00)%
<b>Total Miscellaneous Revenue</b>	<u>65.74</u>	<u>2,431.29</u>	<u>1,450.00</u>	<u>981.29</u>	<u>67.68%</u>
<b>Total Revenues</b>	<u>282,067.27</u>	<u>1,047,134.85</u>	<u>1,330,432.00</u>	<u>(283,297.15)</u>	<u>(21.29)%</u>

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE  
From 12/1/2022 Through 12/31/2022

	Current Period Actual	Current Year Actual-12 mos.ending 12/31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Personnel Services</b>					
Staff Salaries	70,927.02	671,882.12	704,390.00	32,507.88	4.62%
Health & Life Insurance	4,892.63	47,113.42	45,766.00	(1,347.42)	(2.94)%
Employer's Portion - IMRF	3,763.78	49,062.18	49,550.00	487.82	0.98%
Employer's Portion - FICA	3,851.79	49,613.32	53,886.00	4,272.68	7.93%
Unemployment Comp Expense	30.02	1,022.96	1,600.00	577.04	36.06%
<b>Total Personnel Services</b>	<b>83,465.24</b>	<b>818,694.00</b>	<b>855,192.00</b>	<b>36,498.00</b>	<b>4.27%</b>
<b>Materials &amp; Supplies</b>					
Office Supplies	195.86	2,511.97	3,000.00	488.03	16.27%
Library Supplies	119.97	3,879.91	4,000.00	120.09	3.00%
CYS Supplies	15.99	331.26	500.00	168.74	33.75%
Info Services Supplies	26.98	34.97	200.00	165.03	82.52%
Building Maintenance Supplies	777.84	9,741.68	9,000.00	(741.68)	(8.24)%
Ink Cartridges	222.93	2,226.01	2,000.00	(226.01)	(11.30)%
<b>Total Materials &amp; Supplies</b>	<b>1,359.57</b>	<b>18,725.80</b>	<b>18,700.00</b>	<b>(25.80)</b>	<b>(0.14)%</b>
<b>Contractual Services</b>					
Janitorial	1,948.00	23,376.00	26,000.00	2,624.00	10.09%
Water	346.50	1,753.53	2,000.00	246.47	12.32%
Gas	1,758.88	12,098.13	10,000.00	(2,098.13)	(20.98)%
Building Maintenance	1,502.28	18,481.90	23,000.00	4,518.10	19.64%
Small Equipment Maintenance	0.00	567.55	700.00	132.45	18.92%
Equipment Maintenance	772.00	12,754.19	9,000.00	(3,754.19)	(41.71)%
Furnishings & Equipment	0.00	0.00	5,000.00	5,000.00	100.00%
Copier Rental & Maintenance	550.00	7,743.44	11,100.00	3,356.56	30.24%
Internet Expense/Patron SS	267.83	6,303.98	6,200.00	(103.98)	(1.68)%
<b>Total Contractual Services</b>	<b>7,145.49</b>	<b>83,078.72</b>	<b>93,000.00</b>	<b>9,921.28</b>	<b>10.67%</b>
<b>Information Sources</b>					
On-line Data Bases	787.14	26,573.00	30,000.00	3,427.00	11.42%
Books	601.88	16,249.03	20,500.00	4,250.97	20.74%
Standing Order Books	139.04	4,013.65	4,000.00	(13.65)	(0.34)%
Periodicals	0.00	4,101.15	8,500.00	4,398.85	51.75%
DVD	99.23	2,986.56	4,000.00	1,013.44	25.34%
Audio Books	0.00	297.84	650.00	352.16	54.18%
Shipping Charges	23.56	388.32	50.00	(338.32)	(676.64)%
Library of Things expenses	0.00	612.30	500.00	(112.30)	(22.46)%
<b>Total Information Sources</b>	<b>1,650.85</b>	<b>55,221.85</b>	<b>68,200.00</b>	<b>12,978.15</b>	<b>19.03%</b>
<b>Children/Youth Services</b>					
CYS Juvenile Books	91.06	4,547.55	4,000.00	(547.55)	(13.69)%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Video Games	0.00	194.91	250.00	55.09	22.04%
CYS Young Adult	20.76	1,946.76	2,000.00	53.24	2.66%
CYS Easy Books	137.06	2,616.48	3,500.00	883.52	25.24%
CYS Audio Books	0.00	114.95	200.00	85.05	42.52%
CYS Compact Discs	0.00	0.00	100.00	100.00	100.00%
CYS DVD	0.00	287.31	1,000.00	712.69	71.27%
CYS Toys & Puzzles	0.00	0.00	100.00	100.00	100.00%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%
CYS Steam	0.00	86.20	500.00	413.80	82.76%
CYS Shipping Charges	0.00	0.00	50.00	50.00	100.00%
<b>Total Children/Youth Services</b>	<b>248.88</b>	<b>9,794.16</b>	<b>12,050.00</b>	<b>2,255.84</b>	<b>18.72%</b>
<b>Marketing/Public Relations</b>					

**The Riverside Public Library**  
**Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE**  
**From 12/1/2022 Through 12/31/2022**

	Current Period Actual	Current Year Actual-12 mos.ending 12/31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Programming	0.00	328.93	400.00	71.07	17.77%
Adult Programming	6.50	3,607.01	4,000.00	392.99	9.82%
Library Programs	0.00	441.01	500.00	58.99	11.80%
Advertising Expenses	0.00	537.64	1,000.00	462.36	46.24%
Binding	0.00	0.00	300.00	300.00	100.00%
Newsletter Expense	<u>3,020.72</u>	<u>15,624.35</u>	<u>10,000.00</u>	<u>(5,624.35)</u>	<u>(56.24)%</u>
Total Marketing/Public Relations	<u>3,027.22</u>	<u>20,538.94</u>	<u>16,200.00</u>	<u>(4,338.94)</u>	<u>(26.78)%</u>
<b>Administration</b>					
Legal Services	0.00	990.00	1,000.00	10.00	1.00%
Credit Bureau	118.20	425.70	600.00	174.30	29.05%
Telephone	442.06	7,965.53	9,000.00	1,034.47	11.49%
Postage	21.18	624.21	800.00	175.79	21.97%
Treasurer's Bond	0.00	200.00	500.00	300.00	60.00%
Liability Insurance	0.00	20,494.00	20,000.00	(494.00)	(2.47)%
Audit Fees	0.00	3,900.00	3,800.00	(100.00)	(2.63)%
Travel	0.00	0.00	50.00	50.00	100.00%
Seminars,Conferences,Meetings	0.00	307.68	300.00	(7.68)	(2.56)%
Membership Dues	0.00	850.90	1,000.00	149.10	14.91%
Accounting Expenses	158.57	1,363.56	2,000.00	636.44	31.82%
Staff Development	382.50	855.89	1,000.00	144.11	14.41%
Bond repayment	0.00	118,600.00	118,600.00	0.00	0.00%
Credit Card/Bank Fees	28.26	202.60	400.00	197.40	49.35%
Miscellaneous Expense	180.50	957.39	2,000.00	1,042.61	52.13%
Board Expense	0.00	540.00	1,000.00	460.00	46.00%
Capital Expense	<u>0.00</u>	<u>0.00</u>	<u>42,000.00</u>	<u>42,000.00</u>	<u>100.00%</u>
Total Administration	<u>1,331.27</u>	<u>158,277.46</u>	<u>204,050.00</u>	<u>45,772.54</u>	<u>22.43%</u>
<b>Technology</b>					
Technology Supplies	0.00	574.00	1,000.00	426.00	42.60%
Computer Consultant	0.00	565.00	2,500.00	1,935.00	77.40%
Network Maintenance	0.00	6.99	2,500.00	2,493.01	99.72%
SWAN Computer	0.00	23,342.50	27,000.00	3,657.50	13.55%
Computer Hardware & Equipment	2,537.10	3,588.46	5,000.00	1,411.54	28.23%
E-Library Subscription Svs	11.98	6,984.02	7,500.00	515.98	6.88%
Computer Software	<u>0.00</u>	<u>908.18</u>	<u>1,500.00</u>	<u>591.82</u>	<u>39.45%</u>
Total Technology	<u>2,549.08</u>	<u>35,969.15</u>	<u>47,000.00</u>	<u>11,030.85</u>	<u>23.47%</u>
Total Operating Expense	<u>100,777.60</u>	<u>1,200,300.08</u>	<u>1,314,392.00</u>	<u>114,091.92</u>	<u>8.68%</u>
<b>Miscellaneous Expenses</b>					
Memorial & Gift Materials	47.41	760.38	0.00	(760.38)	0.00%
ILL Fee Expense	0.00	9.57	0.00	(9.57)	0.00%
Lost ILL Expense	<u>0.00</u>	<u>541.05</u>	<u>0.00</u>	<u>(541.05)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>47.41</u>	<u>1,311.00</u>	<u>0.00</u>	<u>(1,311.00)</u>	<u>0.00%</u>
Total Budgeted Expenses	<u>100,825.01</u>	<u>1,201,611.08</u>	<u>1,314,392.00</u>	<u>112,780.92</u>	<u>8.58%</u>

**The Riverside Public Library**  
 Balance Sheet - Library Gift Fund  
 As of 12/31/2022

	Current Period Balance
<b>Assets</b>	
Illinois Funds Cash	91,698.36
Due from Other Funds	3,023.95
Total Assets	94,722.31
<b>Liabilities</b>	
Due to Other Funds	35.59
Total Liabilities	35.59
<b>Fund Balance</b>	
Beginning Fund Balance	78,008.83
Excess Revenues(Expenditures)	16,677.89
Total Fund Balance	94,686.72
<b>Total Liabilities &amp; Fund Balance</b>	94,722.31

**The Riverside Public Library**  
 Statement of Revenues and Expenditures - Library Gift Fund-BRE  
 From 12/1/2022 Through 12/31/2022

	Current Period Actual	Current Year Actual- 12 mos..ending 12/31/22
<b>Revenue</b>		
Interest	296.54	1,400.45
Miscellaneous Revenue	997.70	1,797.70
Contributions & Donations	2,026.25	10,103.38
Friends of the Library Donations	0.00	4,000.00
Summer Reading Donations	0.00	9,000.00
Bryan Eddy Memorial	0.00	250.00
Transfer from Other Funds	2.33	2.33
Total Revenue	3,322.82	26,553.86
<b>Expenditures</b>		
Office Supplies	0.00	142.85
Building Maint	0.00	1,035.00
Furnishings & Equipment	0.00	3,447.50
Summer Reading Expenses	0.00	3,464.76
Bryan Eddy memorial expenditures	0.00	600.00
Memorial expenditures	35.59	669.22
Adult Programs	0.00	325.00
Miscellaneous Expense	0.00	191.64
Total Expenditures	35.59	9,875.97
<b>Excess Revenues(Expenditures)</b>	3,287.23	16,677.89

December was a fun month in CYS! We kicked it off with the Holiday Stroll. Nikki and I enjoyed handing out ornaments for kids to decorate before and after they visited with Santa. We ended the month with the start of Winter Break, which we tried to pack full of activities for families looking for things to do, including a very successful Noon Year’s Eve dance party, complete with a countdown to Noon.

This was a big year in our department. We worked to come back to a new normal, and we had lots of changes in the department as well. Thanks to all the Library staff members who helped us out as we adjusted and thank you to the CYS staff members who rolled with the changes, joined our team and helped make this year great!

**Highlights**

*Storytimes*— Our weekly storytimes continued this month. Anne, Bridget and I planned and presented storytimes, and Mandi observed some storytimes in preparation of leading storytimes in the future. Stephanie Roldan returned to lead yoga storytimes as well.

*Make a Gift*—Anne planned two crafts for our Make a Gift programs. For the weekend programs, participants could make one of two cardstock ornaments: either holly with button berries, or button snowmen. For the after school Make a Gift, participants made a button and pipe cleaner Santa. Our Science Saturday also had a Make a Gift theme. Nikki helped participants make light up greeting cards, using small batteries, small light bulbs and copper tape to make a basic circuit.

*Finals Kits*—We provided Brain Break kits for teens studying for finals this year. The kits had snacks, fun holiday pencils and a Mad Lib. Teens really appreciated the kits.

*Winter Break Part One*—We planned a lot of fun activities for Winter Break. We decided to repeat our after school programs during winter break, in hopes of making people more aware of the meet ups we offer after school. And we were really excited when some kids came to the Manga & Anime meet up! People were happy that we were here over winter break—we were really popular with people on December 26! Patrons from our Library and other libraries were happy that we were open. We have more fun activities planned for the first week of January, since the kids do not go back to school until January 9.

**CHILDREN & YOUTH SERVICES STATISTICS – December 2022**

Reference questions asked	<u>248</u>
Informational questions asked	<u>210</u>

<b>Program Name</b>	<b>Date</b>	<b>Attendance</b>
Yoga Storytime (2 sessions)	12/2/22	5 kids, 95 adults
Make A Gift Weekends (2 sessions)	12/3-12/4, 12/10- 12/11	30 kids, 16 adults
Mini Movers Storytime (2 sessions)	12/5/22	12 kids, 10 adults
Little Hands Playtime	12/6/22	4 kids, 5 adults



CHILDREN & YOUTH SERVICES – December 2022 – Nora Durbin

D96 Early Learners Storytimes (4 Sessions)	12/6/22	58 kids, 20 adults
RB Transitions Book Club	12/7/22	8 teens, 3 adults
Pokémon Meet Up	12/8/22	6 kids, 5 adults
Friday Storytime (2 sessions)	12/9/22	7 kids, 7 adults
Family Playtime	12/10/22	11 kids, 6 adults
Mini Movers Storytime (2 sessions)	12/12/22	10 kids, 9 adults
Little Hands Playtime	12/13/22	6 kids, 6 adults
RB Transitions Book Club	12/14/22	6 teens, 3 adults
Friday Storytime (2 sessions)	12/16/22	10 kids, 8 adults
Science Saturdays: Light Up Cards	12/17/22	7 kids, 3 adults
High School Finals Kits	12/17-12/21	21 teens
After School Make a Gift	12/21/22	5 teens, 2 kids, 2 adults
Family Playtime	12/26/22	5 kids, 5 adults
Pokémon Meet Up	12/27/22	2 kids, 1 teen
Chess Meet Up	12/28/22	3 kids, 2 adults
Manga & Anime Meet Up	12/29/22	2 kids, 1 adult
Noon Year's Eve Dance Party	12/30/22	27 kids, 20 adults
New Year's Eve Take Home Craft	12/30-12/31	30 kids
After School	15 days	463 kids and teens
Blue Board Question (1 question)		22 kids and teens
Phone Charger Checkout		5 teens
Board Game Usage		39 games
Nintendo Switch Usage		12 teens

**December 2022**

**Sharon Shroyer**

### **Patron Services**

It was very nice to once again open for the Holiday Stroll. The Staff Shop did a brisk business and kept us busy at the PS Desk. Amy Buric just stayed at the cash register, ringing up sales all night long while Jane Wilhelm and I kept handing her money. And having an official Santa was so much fun.

We are going back to a very old procedure that was in place when I started working here in 1989. We are now talking the attendance count 3 times a day instead of once a day. This will give us a better idea of when our busy times are.

### **Computer Services**

The new calendar software has been quickly configured and rolled out. It still is a bit of a learning curve but simply having a functioning app on our phones is a huge plus.

I touched base with an older vendor that we hadn't used in a while, CDW, and finally found a nice replacement printer for the balcony. It will be installed in January.

## December 2022 Information Services Update

Diane Silva

### Create Collection

Between the Holiday Stroll and our December CREATE crafting program, Jordan spent early December in a flurry of ornament creation on our Glowforge. It was a great opportunity to get the machine up and running, and do a bunch of troubleshooting. After making a pile of ornaments to sell at the stroll, he also made some for the Board and staff (who were allowed to purchase additional custom versions). Mid-month he ran a great program with patrons who had the opportunity to see the Glowforge in action!

Jordan and I also spent a couple of days right before Christmas putting together the 3D printer. The user manual promised the build was “easy”, I’m not sure I would describe it that way! But we powered through and the machine is set up. Next step is getting everything running.

### ILP

Illinois Libraries Present was awarded a \$75,000 grant from the Illinois State Library. At the same time, they announced a wonderful slate of upcoming presenters – Kwame Alexander, Mary Roach, Danny Trejo, Will Shortz, and Robin Wall Kimmerer. Another big name is in the works and that should be available for release soon.

### Universal Class

Our subscription to Universal Class expired on 12/22. Our statistics have been very low since we added it last year. That coupled with a large 2023 cost increase led to the decision to roll off the service.

### Spice Club Wrap Up

Our passive monthly Spice Club began in February 2021 and is still going strong. Each month, Jordan selects and prepares mini spice samples along with a recipe and history sheet. They are available until supplies run out. He provides that document along with a bunch of other recipe ideas to Henry who maintains a running website with all the details. This program is really well-loved by patrons and are generally gone by mid-month. This year we have out 495 kits covering a wide variety of world flavors.

Jan '22 – Aleppo Pepper – 32 Kits  
Feb '22 – Sumac – 35 Kits  
Mar '22 – Urfa – 38 Kits  
Apr '22 – Fenugreek – 48 Kits  
May '22 – Turmeric – 32 Kits  
Jun '22 – Rainbow Peppercorns – 35 Kits

Jul '22 – Kaffir Lime Leaf – 30 Kits  
Aug '22 – Lavender – 60 kits  
Sep '22 – Black Nigella – 33 Kits  
Oct '22 – Amchoor – 52 Kits  
Nov '22 – White Pepper – 50 Kits  
Dec '22 – Whole Allspice – 50 Kits

### Programming

Drop in Computing – 1  
The House that Madigan Built – 21  
An Evening with Shauna Sever – 7  
Glowforge Ornament craft – 13

Meditation (1 session) – 6  
BYOB Riverside Reads Book Club – 8  
Knitting Club (1 session) – 6  
Spice Kits – 50

Patron Interactions – We had 736 patron interactions by phone, email or in person.

**Riverside Public Library  
Miscellaneous Statistics - December 2023**

	<b>Dec-22</b>	<b>Dec-21</b>	<b>YTD 2022</b>	<b>YTD 2021</b>
<b>Reference Statistics</b>				
Questions Asked - Adult	736	680	8705	6894
Questions Asked - Youth Services	458	367	6332	5537
<b>Internet Usage - Adult</b>				
- CY5	250	207	3079	2109
<b>Total Usage</b>	<b>354</b>	<b>329</b>	<b>4505</b>	<b>2879</b>
<b>Holdings</b>				
Adult Titles Added	36	56	1577	1348
CYS Titles Added	45	94	1088	1084
<b>Total Titles Added</b>	<b>81</b>	<b>150</b>	<b>2665</b>	<b>2432</b>
Adult Titles Withdrawn	65	3	1156	1583
YS Titles Withdrawn	5	207	779	1116
<b>Total Titles Withdrawn</b>	<b>70</b>	<b>210</b>	<b>1935</b>	<b>2699</b>
<b>Total Holdings</b>			<b>63352</b>	<b>62622</b>
<b>Adult Programs</b>				
Number of Library Programs	8	5	176	99
Number of Community Programs	5	0	46	4
Library Program Attendance	68	65	1634	1138
Community Program Attendance	79	0	556	54
<b>Total Adult Program Attendance</b>	<b>147</b>	<b>65</b>	<b>2190</b>	<b>1192</b>
<b>Total Adult Take &amp; Make Users</b>	<b>50</b>	<b>38</b>	<b>495</b>	<b>544</b>
<b>Youth Services</b>				
Kids Passive Programs	1	5	37	32
Kids Active Programs	27	14	332	164
Teens Passive Programs	1	2	26	10
Teens Active Programs	2	8	25	35
<b>Number of Passive CY5 Programs</b>	<b>2</b>	<b>7</b>	<b>63</b>	<b>42</b>
<b>Number of Active CY5 Programs</b>	<b>29</b>	<b>22</b>	<b>357</b>	<b>199</b>
Kids Passive Prog. Attendance	30	185	1623	2162
Teens Passive Prog. Attendance	21	22	317	116
Kids Active Prog. Attendance	433	264	7841	5355
Teens Active Prog. Attendance	20	123	307	348
<b>Total Passive Prog. Attendance</b>	<b>51</b>	<b>207</b>	<b>1940</b>	<b>2278</b>
<b>Total Active Prog. Attendance</b>	<b>453</b>	<b>387</b>	<b>8148</b>	<b>5703</b>
<b>New Library Cards Issued</b>	0	27	643	408
<b>Library Attendance</b>	7435	6046	83831	50927

**Faxes sent by Patrons**

20	14	212	149
12	19	228	141

**Notary Service**

0	5395	60290	59823
0	3462	39414	37579
0	6201	67708	77593
<b>0</b>	<b>15058</b>	<b>167412</b>	<b>174995</b>

Checkouts

Renewals

Checkins

**Total Circulation****Interlibrary Loans**

0	1010	10392	11403
0	1167	12181	15782

Loaned

Borrowed

**Reciprocal Borrowing**

0	443	6925	4852
0	1047	9971	10192

Loaned to Other Library Patrons

RPL Patrons Borrowing Elsewhere

**Digital Resources**

373	322	4502	4172
121	127	1525	1451
925	857	11933	9956
64	38	608	905

Hoopla

Axis360

Libby (Digital Library of Illinois)

Flipster Downloads and Views

**Web Site**

3662	3434	46598	572873
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Total Hits

**Wireless Statistics**

817	3690	18968	31909
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**Online Databases****Ancestry.com**

795	882	6600	9522
3402	634	11183	7530

Searches

Returns

**Encyclopaedia Britannica**

18	8	163	59
18	8	338	73

Sessions

Documents

**Newsbank**

7	45	77	184
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Searches

## EBSCO Online Databases

Academic Search Premiere				
Searches	57	0	348	84
Requests	57	0	347	84
Auto Repair Source				
Searches	0	0	0	0
Results	0	0	0	0
Biography Reference Center				
Searches	2	4	33	20
Requests	2	0	29	8
Business Source Premier				
Searches	19	36	346	76
Results	19	36	346	76
Consumer Health Complete				
Searches	0	0	8	5
Results	0	0	0	21
Consumers Reports				
Sessions	6	6	64	105
Searches	49	97	740	1494
History Reference Center				
Searches	4	4	47	37
Results	4	0	47	29
Legal Information Ref. Center				
Searches	0	0	9	4
Results	0	0	9	4
Literary Reference Center				
Searches	17	4	296	28
Requests	17	0	296	20
Masterfile				
Searches	110	11	518	126
Requests	110	11	518	111
Middle Search Plus				
Search	0	0	14	3
Results	0	0	10	3
Newspaper Search Plus				
Search	0	0	109	23
Results	0	0	109	51
Novelist				
Searches	6	38	120	976
Requests	11	0	149	1229
Points of View Ref. Center				
Searches	17	4	169	12
Results	17	0	169	4
Primary Search				
Searches	1	4	6	32
Results	1	0	3	39
Science Reference Center				
Searches	8	0	65	28
Results	8	0	63	0
Small Business Center				
Searches	0	NA	NA	NA
Results	0	NA	NA	NA

## Additional Statistics

Newspaper Archives

Searches	21	NA	328	NA
Museum Passes Issued	16	NA	154	NA
Library of Things Equipment	53	NA	476	NA
Kits	17	NA	119	NA
Create Collection Equipment	1	NA	29	NA

**Online Learning**

Creative Bug Sessions	6	NA	30	NA
Total Viewed	2	NA	33	NA
Universal Class	1	NA	9	NA

Some SWAN Statistics not available

LIBRARY DIRECTOR'S REPORT  
December 2022



**Administrative**

As it does every year, December flew by - from the Holiday Stroll on December 2 to the closing of the Library due to weather on December 22 (1/2 day) and December 23, and the actual holidays!

As discussed at the December Board meeting, the Holiday Stroll was a success. The Holiday Shop with staff-made items was very profitable, as well. We were able to raise \$1,547.70. This money will be used to pay for the staff holiday party in January. Thank you to all staff who donated their talents to making the products we sold.

During her annual evaluation, Christine Lane informed me that she will be retiring from the Library as of April 4. Unfortunately, this is not an April Fool's joke. Diane and I are currently looking over the Administrative Assistant job description and trying to ascertain the best way to fill the position. Some of the duties Christine performed were not traditional Administrative Assistant responsibilities so those may be transferred to other staff. Christine is willing to train a new person on the Board responsibilities before she leaves so we hope to know by the March meeting how the position will look.

The special event wedding took place on Saturday, December 17. Thank you to Christine, Anne and Amy for staffing the event.

After receiving all the updated numbers from Darren, I submitted the Live and Learn Construction Grant application to the State Library. Fingers crossed.

The Winter 2023 Newsletter was completed and sent to all Riverside. Thanks to Brent and Diane for the great job they did on it. The new Strategic Long Range Plan was introduced in this issue.

Staff received their holiday gifts before Christmas. In order to avoid being taxed on gift cards, we had staff give us a wish list of items up to \$30 and we ordered gifts for them. I think everyone enjoyed having something to unwrap for the holidays! A date for the staff holiday dinner is currently being determined. Since we raised enough at the Holiday Gift Shop, we will be going to Chew Chew on a determined Friday in January.

Bob Uphues, from the RB Landmark, requested a FOIA of the communication between the Library and the book reconsideration requestors. After checking with Michael Marrs, the material requested was sent with no redacting of names or addresses. Bob had also requested a copy of the digital file that Christine made at the December Board meeting.

Ken Circo, Courtney Greve Hack and I met on December 29 to discuss items for the January Board Meeting.

Several patrons and staff members gifted staff with tasty treats during the holidays. We appreciate the kind gesture.



I did take some vacation time over the last two weeks of December but unfortunately the vacation turned into COVID recovery. I am grateful it was not too serious and I was able to return a few days before the end of the year.

Wishing everyone a very happy and healthy 2023!

### Ongoing

Managers' meetings continued in December.

### Special Projects

The Reading Between the Wines committee is scheduled to meet Wednesday, January 4 to continue plans. A new logo was completed for the event so we can move forward ordering glasses.

### Advocacy

The Friends did not meet in December.

Diane Silva joined me at the Chamber's Holiday Party on the December 14. It was a very nice event at La Estancia. The new officers were elected at this meeting, so here is wishing the Chamber success as they start fresh.

### Genealogy

The All in the Family Genealogy Club did not meet this month.

### Building Maintenance

Snow removal was necessary during the month.

Routine elevator maintenance also occurred.