

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, January 9, 2024 in the Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm**
- II. Roll Call**
- III. Welcome Guests**
 - A. Ethan Schmeling – Boy Scout Communications Badge
- IV. Public Comment**
- V. Approve Minutes of December 12, 2023 – Action Item**
- VI. Review of December Bills - Action Item**
- VII. Review of December Financial Statements – Action Item**
- VIII. Committee Reports**
 - A. Finance – Jane Birmingham
 - B. Building & Grounds – Ken Circo
 - C. Policy & Bylaws – Dan Loucks
 - D. Technology – Michael Hagins
 - E. Communications and Marketing – Courtney Greve Hack
 - F. Reading Between the Wines – Christine Long
- IX. 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
- X. Director's Report –Janice Foley**
- XI. Unfinished Business**
- XII. New Business**
 - A. 2023 Fund Transfer
- XIII. Announcements**
- XIV. Correspondence & FYIs**
 - A. Thank You from the Family of JoAnne Kosey
- 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
December 12, 2023**

Held Tuesday, December 12, 2023 in the Program 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, Treasurer; Christine Long, Secretary; and Nancy DeFauw, Trustee

Also in Attendance: Janice Foley, Library Director; Diane Silva, Assistant Director and Lisa Garay, Administrative Assistant.

Absent: Michael Hagins, Trustee; Daniel Loucks, Trustee; and Jane Wilhelm, Accountant

Called to order at 7:36 pm by President Ken Circo.

Review of Minutes

Jane Birmingham moved, and Christine Long seconded, that the Board approve the minutes of the November 14, 2023 regular meeting.

Ayes: Birmingham, Circo, DeFauw, Long

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Jane Birmingham moved, and Nancy DeFauw seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23580 through 23609, in the total amount of \$186,570.15, which includes payroll through November 24, 2023.

Roll Call Vote:

Ayes: Birmingham, Circo, DeFauw, Long

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Jane Birmingham moved, and Christine Long seconded, that the Board approve the financial statements for November 30, 2023, subject to audit.

Roll Call Vote:

Ayes: Birmingham, Circo, DeFauw, Long

Nays: None

Abstained: None

The motion passed.

Committee Reports

Building and Grounds

The SPOT renovation / construction project should be finished next week. The cabinets should arrive on Friday. The new exterior lighting was installed. The lights are much brighter, especially those outside the Library Director's office.

Policy and Bylaws

Nancy DeFauw moved, and Christine Long seconded, that the Board approve the Study Room Policy with the edits discussed by the Board.

Ayes: Birmingham, Circo, DeFauw, Long

Nays: None

Abstained: None

The motion passed.

Technology

The new iPads, that were purchased with the grant from the Village, have arrived. The one at the IS desk has been set up. We'll place the second one at the CYS desk and the last one at the circulation desk. New genealogy printer was purchased.

Trustee Greve Hack arrived at 7:46 pm.

Communications and Marketing

Trustee Greve Hack shared a draft letter with the Board stating our support of the Village's C4 initiatives. After a brief discussion, the Board asked Director Foley to send the letter to Ashley Monroe, Assistant Village Manager, and to also send a copy to Trustee Evans and Trustee Marsh-Ozga.

Reading Between the Wines

Trustee Long reported on the planning to date for Reading Between the Wines. The planning committee met on November 24th. The event will take place Saturday, March 2nd from 6-9 pm in the Library. Tickets will be \$40 this year. We're hoping to sell 240 tickets. We're planning two additional / breakout sessions this year, instead of one. Tickets for each breakout session will be \$25. We're thinking of holding the breakout sessions on the Terrace. We're hoping to accommodate 30 people in each breakout. Peter Boutsikakis is working on the wine list. We will then pair each wine with food selection. Once we finalized the list, we will reach out to sponsors. We're also thinking we should provide for some additional fundraising opportunities during the event. The funds raised will be used to purchase new carpeting for the first floor of the library.

Trustee Greve Hack will draft a media advisory / press release for the event.

Staff Reports

The Board reviewed the staff reports from November. Diane Silva provided an update on the discontinuation of the Swan app. We weren't notified until after the fact that the app was discontinued. Swan did not provide any details on what happened. They did say that a new app would be available soon.

Director's Report

The Holiday Stroll went really well. The library hosted Santa and Mrs Claus this year. They were great. Many of our guests asked if they could return next year. We set up a holiday staff gift shop in the Great Room. We sold ornaments, book bags, jewelry and Harry Potter wands. The shop raised about \$700. The Friends moved an assortment of holiday books and puzzles out by the IS desk and set up their own holiday shop. They sold around \$80 worth of items.

The Friends staff appreciation dinner at Chew Chew went very well.

The snow removal crew came out once already. There wasn't much to clear. They arrived promptly and had everything ready to go before the library opened.

Unfinished Business

C4 Preliminary Recommended Initiatives – RPL Board Response

Continuation of C4 discussion from last Board meeting – see the Communications and Marketing Committee report

New Business

Illinois Paid Leave for All Workers Act – addition to Employee Handbook

Courtney Greve Hack moved, and Christine Long seconded, that the Board approve the addition to the Employee Handbook addressing the Illinois Paid Leave for All Workers Act.

Ayes: Birmingham, Greve Hack, DeFauw, Long

Nays: None

Abstained: None

The motion passed.

Michael Marrs, Library Attorney, suggested we add this language to our Employee Handbook prior to the Act going into effect on January 1, 2024.

Correspondence and Announcements

The Board acknowledged that thank you letters from the families of Sue Carol Gross and Cecelia Straka.

Diane Silva shared that she was chosen as member of the Riverside 150 Planning Committee.

Adjournment

Upon motion by Nancy DeFauw, seconded by Christine Long, and passed unanimously, the meeting was adjourned at 8:29 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

DECEMBER - 2023

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR DECEMBER 2023 ACCOUNTS PAYABLE
AND DECEMBER 2023 PAYROLL = \$179,313.94**

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 12/1/2023 Through 12/31/2023

Check Nur	Check Date	Payee	Check Amount	Transaction Description
23610	12/6/2023	Blue Cross Blue Shield of Illinois	5,457.83	HMO medical- December 2023
23611	12/6/2023	Coverall North America, Inc	1,948.00	Cleaning services- December
23612	12/6/2023	Delta Dental of Illinois - Risk	76.55	HMO dental- December
23613	12/6/2023	Delta Dental of Illinois- Vision	32.65	Vision- December
23614	12/6/2023	Leslie Goddard	400.00	It's a Wonderful Life program
23615	12/6/2023	Chris Koziel	100.00	UPS holiday gift
23616	12/6/2023	Madison National Life	32.19	Life insurance- December
23617	12/6/2023	NCPERS-IL IMRF	32.00	Term life- Forsyth & Silva
23618	12/6/2023	Wright National Flood Insurance Company	2,505.00	Flood insurance
23619	12/13/2023	Business Card	1,388.99	Credit card purchases
23620	12/13/2023	North Suburban Employee Benefit Coop	216.00	PPO dental- October
23621	12/13/2023	North Suburban Employee Benefit Coop	1,767.58	PPO medical- October
23622	12/13/2023	Village of Riverside	455.72	Water & sewer, Sept & Oct
23623	12/13/2023	Unique Management Services, Inc.	88.65	October & November placements
23624	12/20/2023	Colley Elevator Co.	226.00	Elevator inspection
23625	12/20/2023	Dell Marketing L.P.	3,068.70	3 PC's
23626	12/20/2023	D. Kersey Construction Co.	89,555.40	LL work through 12/01/2023
23627	12/20/2023	Minuteman Press of Lyons	143.10	500 envelopes
23628	12/20/2023	Village of Riverside	172.50	Ad regarding budget hearing &
23629	12/20/2023	Village of Riverside	210.00	Ad regarding budget hearing &
23630	12/20/2023	Village of Riverside	5,295.76	December 2023 IMRF
23631	12/20/2023	Springshare LLC	886.00	LibCal
23632	12/26/2023	Colley Elevator Co.	226.00	Elevator inspection- December
23633	12/26/2023	North Suburban Employee Benefit Coop	216.00	PPO dental- November
23634	12/26/2023	North Suburban Employee Benefit Coop	1,767.58	PPO medical- November
1455	12/8/2023	Administration	3,981.34	Group: 01; Pay Date: 12/8/2023
1456	12/8/2023	Information Services	5,188.27	Group: 02; Pay Date: 12/8/2023
1457	12/8/2023	Children & Youth Services	4,132.56	Group: 03; Pay Date: 12/8/2023
1458	12/8/2023	Patron Services	6,681.58	Group: 04; Pay Date: 12/8/2023
1459	12/22/2023	Administration	4,036.31	Group: 01; Pay Date: 12/22/2023
1460	12/22/2023	Information Services	5,188.26	Group: 02; Pay Date: 12/22/2023
1461	12/22/2023	Children & Youth Services	4,249.53	Group: 03; Pay Date: 12/22/2023
1462	12/22/2023	Patron Services	<u>7,195.97</u>	Group: 04; Pay Date: 12/22/2023
Total checks & pay vouchers			156,922.02	
EFTPS- Employer portion 12/08/23			2,019.49	
EFTPS- Employer portion 12/22/23			2,085.93	
Electronic payment- Comcast			233.85	High-speed internet
Electronic payment- Comcast			459.10	Phones
Electronic payment- Leaf			<u>768.87</u>	Copier rental
Report total			<u>162,489.26</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 1/9/2024 Through 1/9/2024

Check Num	Check Date	Payee	Check Amount	Transaction Description
23635	1/9/2024	Amazon Capital Sevices	3,854.40	Amazon purchases
23636	1/9/2024	Cintas Corporation LOC. 769	966.24	Restroom supplies/ mat service
23637	1/9/2024	Dell Marketing L.P.	3,068.70	3 laptops
23638	1/9/2024	Demco, Inc.	110.53	Filament tape, book supplies
23639	1/9/2024	Friends of the Riverside Public	495.04	Donations to FOL Aug-Dec, net of expenses
23640	1/9/2024	Garvey's Office Products	195.39	Copy paper, paaper towels, tissue
23641	1/9/2024	GT Mechanical Projects & Des	587.00	Maintenance agreement 3 of 4
23642	1/9/2024	Ingram Library Services	1,530.01	Various
23643	1/9/2024	Midwest Tape	796.78	Digital subscriptions
23644	1/9/2024	Minuteman Press of Lyons	3,061.58	Winter newsletter
23645	1/9/2024	NICOR Gas	1,155.01	Gas bill
23646	1/9/2024	Riverside Historical Commissio	<u>1,004.00</u>	Sales, 2023
Report Total			<u>16,824.68</u>	

Riverside Public Library

FINANCIAL REPORTS

For 12 Months Ending

December 31, 2023

UNAUDITED



**Riverside Public Library
Cash Balances
As of 12/31/2023**

	Balance, <u>12/31/2023</u>
Consolidated Operating Funds:	
First American- Checking	50,602.79
First American- Payroll	<u>268.20</u>
Total First American accounts	50,870.99
Riverside Bank savings	8,475.41
Illinois Funds	
Tax/Reserve Fund	838,519.97
Capital Improvements Fund	44,159.00
Special Reserve Fund	10,742.90
Working Cash Fund	263,893.72
Library Bond Fund	<u>133,403.69</u>
Total Illinois Funds	1,290,719.28
Total Operating Funds Cash Balances	1,350,065.68
Gift & Endowment Funds:	
Library Gift Fund	123,725.04
Batko Endowment Fund	6,263.14
Lower Level Renovation Fund	53,960.50
General Endowment Fund	10,508.11
Dardwin Fund	<u>17,128.71</u>
Total Gift & Endowment Funds	211,585.50
Total Funds	<u>1,561,651.18</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 12/31/2023

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	838,519.98
1st American-Checking Account	64,536.59
1st American-Payroll Account	268.20
Riverside Bank savings account	8,520.06
Property Tax Receivable	1,096,892.03
Due from Other Funds	4,409.08
Due from other groups	647.53
Staff Receivables	(54.05)
Fixed Assets	1,260,414.00
Prepaid Expense	3,651.42
Amount Provided for Vacation	<u>23,590.00</u>
Total Assets	<u><u>3,301,394.84</u></u>
Liabilities	
Accounts Payable	16,824.68
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	983.37
IMRF Payable	(47.90)
Deferred Property Taxes	97,848.58
Accrued Payroll	18,548.84
Accrued Vacation Pay	23,590.00
Health Insurance Payable	(339.88)
Term Life Insurance Payable	(200.00)
Due to Other Funds	2,413.00
Due to Library Gift Fund	464.94
Due to Preservation Commission	3.00
Investment in Fixed Assets	<u>1,260,414.00</u>
Total Liabilities	<u><u>1,420,442.06</u></u>
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	1,437,713.45
Restricted for Audit	3,502.75
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	<u>256.63</u>
Total Beginning Fund Balances	1,439,671.62
Excess Revenues/(Expenditures)	<u>441,281.16</u>
Total Fund Balances	<u><u>1,880,952.78</u></u>
Total Liabilities & Fund Balances	<u><u>3,301,394.84</u></u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 12/1/2023 Through 12/31/2023

	Current Period Actual	Current Year Actual-12 mos.ending 12/31/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2021 Property tax revenue	354.74	325,050.43	0.00	325,050.43	0.00%
2022 Property Tax Revenue	313,213.73	1,220,710.80	1,259,965.00	(39,254.20)	(3.12)%
Lower Level Bond revenue	<u>121,800.00</u>	<u>121,800.00</u>	<u>121,800.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Property Taxes	435,368.47	1,667,561.23	1,381,765.00	285,796.23	20.68%
Inter Government Funds	0.00	49,016.98	23,000.00	26,016.98	113.12%
Interest	3,579.27	33,745.88	1,250.00	32,495.88	2,599.67%
Fees for Services	1,089.32	13,705.10	4,988.00	8,717.10	174.76%
Misc Revenue					
The SPOT revenue	0.00	47.00	5,000.00	(4,953.00)	(99.06)%
Donations-Junior Women's Club	0.00	500.00	0.00	500.00	0.00%
Other	<u>1.65</u>	<u>285.45</u>	<u>550.00</u>	<u>(264.55)</u>	<u>(48.10)%</u>
Total Misc Revenue	1.65	832.45	5,550.00	(4,717.55)	(85.00)%
Total Revenues	<u>440,038.71</u>	<u>1,764,861.64</u>	<u>1,416,553.00</u>	<u>348,308.64</u>	<u>24.59%</u>
Total Revenue	<u>440,038.71</u>	<u>1,764,861.64</u>	<u>1,416,553.00</u>	<u>348,308.64</u>	<u>24.59%</u>
Expenditures					
Personnel Services	69,122.82	873,938.90	912,800.00	38,861.10	4.26%
Supplies	2,276.79	16,581.71	20,450.00	3,868.29	18.92%
Contractual Services	6,403.68	79,092.83	102,500.00	23,407.17	22.84%
Adult Information Sources	3,620.94	37,059.36	42,060.00	5,000.64	11.89%
Electronic Resources	1,069.61	51,914.74	65,240.00	13,325.26	20.42%
CYS Information Sources	219.58	9,654.47	12,300.00	2,645.53	21.51%
Marketing/Public Relations	3,491.58	21,289.71	21,800.00	510.29	2.34%
Administration	1,540.06	213,499.45	209,350.00	(4,149.45)	(1.98)%
Technology	<u>2,767.19</u>	<u>20,530.84</u>	<u>21,000.00</u>	<u>469.16</u>	<u>2.23%</u>
Total Expenditures	<u>90,512.25</u>	<u>1,323,562.01</u>	<u>1,407,500.00</u>	<u>83,937.99</u>	<u>5.96%</u>
Miscellaneous Expenses					
Misc Expenses	<u>0.00</u>	<u>14.88</u>	<u>0.00</u>	<u>(14.88)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>0.00</u>	<u>14.88</u>	<u>0.00</u>	<u>(14.88)</u>	<u>0.00%</u>
Total Expenditures	<u>90,512.25</u>	<u>1,323,576.89</u>	<u>1,407,500.00</u>	<u>83,923.11</u>	<u>5.96%</u>
Excess Revenues(Expenditures)	<u>349,526.46</u>	<u>441,284.75</u>	<u>9,053.00</u>	<u>432,231.75</u>	

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 12/1/2023 Through 12/31/2023

	Current Period Actual	Current Year Actual 12 mos.ending 12/31//2023	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2021 Property tax revenue	354.74	325,050.43	0.00	325,050.43	0.00%
2022 Property Tax Revenue	313,213.73	1,220,710.80	1,259,965.00	(39,254.20)	(3.12)%
Lower Level Bond revenue	121,800.00	121,800.00	121,800.00	0.00	0.00%
Total Property Taxes	<u>435,368.47</u>	<u>1,667,561.23</u>	<u>1,381,765.00</u>	<u>285,796.23</u>	<u>20.68%</u>
Inter Government Funds					
Per capita state grants	0.00	13,714.55	13,000.00	714.55	5.50%
Corporate Replacement Taxes	0.00	35,302.43	10,000.00	25,302.43	253.02%
Total Inter Government Funds	<u>0.00</u>	<u>49,016.98</u>	<u>23,000.00</u>	<u>26,016.98</u>	<u>113.12%</u>
Interest on Operating Funds					
Interest-Illinois Funds	3,553.18	33,624.61	1,250.00	32,374.61	2,589.97%
Interest- Riverside Bank	26.09	121.27	0.00	121.27	0.00%
Total Interest on Operating Funds	<u>3,579.27</u>	<u>33,745.88</u>	<u>1,250.00</u>	<u>32,495.88</u>	<u>2,599.67%</u>
Fees & Services					
Fines	277.15	2,518.12	500.00	2,018.12	403.62%
Fax Fees	47.10	525.60	250.00	275.60	110.24%
Maker Space fees/Internet fees	0.00	33.80	3.00	30.80	1,026.67%
Printing Fees	367.27	3,988.03	1,200.00	2,788.03	232.34%
Book & Video Sales	397.80	5,503.60	2,500.00	3,003.60	120.14%
Adult Replacement Fees	0.00	282.97	100.00	182.97	182.97%
CYS Replacement Fees	0.00	242.99	200.00	42.99	21.50%
ILL Fees	0.00	74.99	35.00	39.99	114.26%
Lost Book Credit	0.00	110.00	100.00	10.00	10.00%
Meeting Room Charges	0.00	425.00	100.00	325.00	325.00%
Total Fees & Services	<u>1,089.32</u>	<u>13,705.10</u>	<u>4,988.00</u>	<u>8,717.10</u>	<u>174.76%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	0.10	118.11	200.00	(81.89)	(40.95)%
Memorial Book Donations	0.00	0.00	250.00	(250.00)	(100.00)%
Donations	1.55	167.34	100.00	67.34	67.34%
The SPOT revenue	0.00	47.00	5,000.00	(4,953.00)	(99.06)%
Donations-Junior Women's Club	0.00	500.00	0.00	500.00	0.00%
Total Miscellaneous Revenue	<u>1.65</u>	<u>832.45</u>	<u>5,550.00</u>	<u>(4,717.55)</u>	<u>(85.00)%</u>
Total Revenues	<u>440,038.71</u>	<u>1,764,861.64</u>	<u>1,416,553.00</u>	<u>348,308.64</u>	<u>24.59%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 12/1/2023 Through 12/31/2023

	Current Period Actual	Current Year Actual- 12 mos.ending 12/31/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	55,918.18	725,521.70	756,400.00	30,878.30	4.08%
Health & Life Insurance	5,939.23	54,157.19	55,000.00	842.81	1.53%
Employer's Portion - IMRF	3,144.95	39,992.69	42,000.00	2,007.31	4.78%
Employer's Portion - FICA	4,105.42	53,233.42	58,000.00	4,766.58	8.22%
Unemployment Comp Expense	15.04	1,033.90	1,400.00	366.10	26.15%
Total Personnel Services	69,122.82	873,938.90	912,800.00	38,861.10	4.26%
Materials & Supplies					
Office Supplies	383.39	2,532.02	3,000.00	467.98	15.60%
Library Supplies	293.22	3,097.33	4,000.00	902.67	22.57%
CYS Supplies	18.00	326.73	600.00	273.27	45.55%
Info Services Supplies	0.00	109.77	350.00	240.23	68.64%
Building Maintenance Supplies	755.51	7,811.71	10,000.00	2,188.29	21.88%
Ink Cartridges	826.67	2,704.15	2,500.00	(204.15)	(8.17)%
Total Materials & Supplies	2,276.79	16,581.71	20,450.00	3,868.29	18.92%
Contractual Services					
Janitorial	1,948.00	23,376.00	28,000.00	4,624.00	16.51%
Water	455.72	3,314.49	2,500.00	(814.49)	(32.58)%
Gas	1,155.01	9,936.37	15,000.00	5,063.63	33.76%
Building Maintenance	1,037.08	20,796.99	30,000.00	9,203.01	30.68%
Small Equipment Maintenance	0.00	1,283.80	1,000.00	(283.80)	(28.38)%
Equipment Maintenance	1,039.00	11,796.98	12,000.00	203.02	1.69%
Furnishings & Equipment	0.00	399.93	5,000.00	4,600.07	92.00%
Copier Rental & Maintenance	768.87	8,188.27	9,000.00	811.73	9.02%
Total Contractual Services	6,403.68	79,092.83	102,500.00	23,407.17	22.84%
Electronic Resources					
On-line Data Bases	796.78	21,166.28	30,740.00	9,573.72	31.14%
SWAN Computer	0.00	24,514.50	27,000.00	2,485.50	9.21%
Internet Expense	233.85	2,806.20	3,000.00	193.80	6.46%
Patron Subscription services	38.98	3,427.76	4,500.00	1,072.24	23.83%
Total Electronic Resources	1,069.61	51,914.74	65,240.00	13,325.26	20.42%
Information Sources					
Books	1,050.05	17,151.22	20,500.00	3,348.78	16.34%
Standing Order Books	72.28	4,352.96	4,000.00	(352.96)	(8.82)%
Periodicals	324.00	8,586.34	8,500.00	(86.34)	(1.02)%
Videos	65.84	2,295.85	4,000.00	1,704.15	42.60%
Audio Books	0.00	53.34	60.00	6.66	11.10%
Library of Things expenses	37.49	165.28	0.00	(165.28)	0.00%
The SPOT expenses	2,071.28	4,454.37	5,000.00	545.63	10.91%
Total Information Sources	3,620.94	37,059.36	42,060.00	5,000.64	11.89%
Children/Youth Services					
CYS Juvenile Books	67.13	4,406.75	4,000.00	(406.75)	(10.17)%
CYS Periodicals	0.00	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	239.12	250.00	10.88	4.35%
CYS Young Adult	0.00	1,902.61	2,000.00	97.39	4.87%
CYS Easy Books	152.45	2,245.36	3,000.00	754.64	25.15%
CYS DVD	0.00	316.28	700.00	383.72	54.82%
CYS Toys & Puzzles	0.00	86.58	100.00	13.42	13.42%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%
CYS STEAM	0.00	107.78	400.00	292.22	73.06%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 12/1/2023 Through 12/31/2023

	Current Period Actual	Current Year Actual- 12 mos. ending 12/31/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Total Children/Youth Services	<u>219.58</u>	<u>9,654.47</u>	<u>12,300.00</u>	<u>2,645.53</u>	<u>21.51%</u>
Marketing/Public Relations					
CYS Programming	30.00	299.58	300.00	0.42	0.14%
Adult Programming	400.00	4,143.60	4,000.00	(143.60)	(3.59)%
Library Programs	0.00	655.66	500.00	(155.66)	(31.13)%
Advertising Expenses	0.00	616.74	1,500.00	883.26	58.88%
Binding	0.00	351.95	500.00	148.05	29.61%
Newsletter Expense	<u>3,061.58</u>	<u>15,222.18</u>	<u>15,000.00</u>	<u>(222.18)</u>	<u>(1.48)%</u>
Total Marketing/Public Relations	<u>3,491.58</u>	<u>21,289.71</u>	<u>21,800.00</u>	<u>510.29</u>	<u>2.34%</u>
Administration					
Shipping Charges	3.00	585.33	450.00	(135.33)	(30.07)%
Legal Services	0.00	6,388.10	1,500.00	(4,888.10)	(325.87)%
Credit Bureau	73.65	560.75	600.00	39.25	6.54%
Telephone	459.10	6,700.37	9,000.00	2,299.63	25.55%
Postage	14.59	458.96	1,000.00	541.04	54.10%
Treasurer's Bond	0.00	0.00	500.00	500.00	100.00%
Liability Insurance	0.00	22,591.10	25,000.00	2,408.90	9.64%
Audit Fees	0.00	4,070.70	3,900.00	(170.70)	(4.38)%
Seminars, Conferences, Meetings	0.00	382.25	500.00	117.75	23.55%
Membership Dues	0.00	914.00	700.00	(214.00)	(30.57)%
Accounting Expenses	171.25	2,412.58	2,500.00	87.42	3.50%
Staff Development	281.76	1,936.32	2,000.00	63.68	3.18%
Bond repayment	0.00	121,800.00	121,800.00	0.00	0.00%
Credit Card/Bank Fees	54.21	367.97	900.00	532.03	59.11%
Miscellaneous Expense	482.50	1,300.43	8,000.00	6,699.57	83.74%
Board Expense	0.00	1,030.59	1,000.00	(30.59)	(3.06)%
Capital Expense	<u>0.00</u>	<u>42,000.00</u>	<u>30,000.00</u>	<u>(12,000.00)</u>	<u>(40.00)%</u>
Total Administration	<u>1,540.06</u>	<u>213,499.45</u>	<u>209,350.00</u>	<u>(4,149.45)</u>	<u>(1.98)%</u>
Technology					
Technology Supplies	0.00	1,038.89	1,000.00	(38.89)	(3.89)%
Computer Consultant	0.00	810.00	2,500.00	1,690.00	67.60%
Network Maintenance	1,315.00	1,316.99	2,500.00	1,183.01	47.32%
Computer Hardware & Equipment	468.01	7,207.79	6,000.00	(1,207.79)	(20.13)%
E-Library Subscription Svs	984.18	7,653.71	7,500.00	(153.71)	(2.05)%
Computer Software	<u>0.00</u>	<u>2,503.46</u>	<u>1,500.00</u>	<u>(1,003.46)</u>	<u>(66.90)%</u>
Total Technology	<u>2,767.19</u>	<u>20,530.84</u>	<u>21,000.00</u>	<u>469.16</u>	<u>2.23%</u>
Total Operating Expense	<u>89,442.64</u>	<u>1,271,647.27</u>	<u>1,342,260.00</u>	<u>70,612.73</u>	<u>5.26%</u>
Miscellaneous Expenses					
Lost ILL Expense	<u>0.00</u>	<u>14.88</u>	<u>0.00</u>	<u>(14.88)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>0.00</u>	<u>14.88</u>	<u>0.00</u>	<u>(14.88)</u>	<u>0.00%</u>
Total Budgeted Expenses	<u>90,512.25</u>	<u>1,323,576.89</u>	<u>1,407,500.00</u>	<u>83,923.11</u>	<u>5.96%</u>

We packed a lot into December! After school programs, school visits, storytimes and school's out programs filled our month. We also wrapped up the last month of our cycle of Subscription Book Bags

Highlights

School Outreach—Francesca continued storytime visits to the Riverside Presbyterian Church Preschool. Bridget reached out to Building Blocks Preschool and they came over to the Library for a storytime. Anne continued storytimes for the District 96 Early Learners and self-contained classrooms.

The District 96 librarians Patty Prodanich and Kelly Duewel reached out to see if we could come and talk to students about RPL. Mandi and I visited classes during their library time to talk about how to get a library card, what types of items you can check out with your library card, and what types of programs we have at the library. We primarily talked to 1st, 2nd and 3rd graders and hope to talk to older elementary school students in the New Year.

Teen Programs—Nikki planned Crafternoon for the teens this month and they worked on coloring projects. We also handed out Brain Break Study Kits for teens studying for finals.

Storytimes—Anne and Bridget presented Mini-Movers and Mini Storytimes. Mandi continued presenting Friday Storytimes. Bridget presented the Saturday storytime this month.

We had two guests present storytimes this month. Molly Morrell presented a ukulele storytime and Stephanie Roldan presented a yoga storytime. Thank you to Molly and Stephanie!

Brookfield Zoo Storytime—Emily Shatoff, Community Engagement Coordinator from the Brookfield Zoo, reached out to see if we wanted to do a storytime as part of their Holiday Magic celebration. I planned and presented a storytime on bears, which was great because the Zoo has two new baby bears. Emily planned a bear themed craft. We had a nice group including a Brownie troop from Riverside in attendance. It is always great to partner with the Brookfield Zoo!

School's Out Programs—We kicked off Winter Break with a Polar Express Party. Thank you to Mandi and Diane for working through technical difficulties to make this program happen.

For STEAM Explorers, we gave patrons an opportunity to try out our Learning Kits. Francesca ran Holiday Bingo. Kids showed up for our extra Pokémon Meet Up. We had another successful Noon Year's Eve dance party with a countdown to Noon.

Blue Board Question—Nikki's Blue Board Question, "What's Your Favorite Color?" was extremely popular this month. There was such a variety of colors listed on the board, including beige!

CHILDREN & YOUTH SERVICES STATISTICS – December 2023	
Reference questions asked	<u>229</u>
Informational questions asked	<u>259</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
12/1/2023	Yoga Storytime	4			3	
12/2/2023	First Saturday Storytime	5			5	
12/4/2023	Mini Movers Storytime	8			8	

CHILDREN & YOUTH SERVICES – December 2023 – Nora Durbin

12/4/2023	Building Blocks Storytime	10			2	
12/4/2023	D96 Early Learners Storytime 1	4			5	
12/4/2023	D96 Early Learners Storytime 2	8			5	
12/4/2023	D96 Early Learners Storytime 3	22			5	
12/4/2023	D96 Early Learners Storytime 4	26			5	
12/4/2023	Central School Library Visit		22		1	
12/4/2023	Ames School Library Visit		22		1	
12/4/2023	Subscription Book Bags					33
12/5/2023	Mini Storytime	8			8	
12/5/2023	Little Hands Playtime	14			9	
12/6/2023	RB Transitions Book Club			8	3	
12/6/2023	Storytime at RPC 1	9			1	
12/6/2023	Storytime at RPC 2	9			1	
12/6/2023	Storytime at RPC 3	9			1	
12/6/2023	Ames School Library Visit		22		1	
12/7/2023	Central School Library Visit		24		2	
12/7/2023	Ames School Library Visit		22		1	
12/7/2023	Pokémon Meet Up		4			
12/8/2023	Central School Library Visit		40		2	
12/8/2023	All Ages Storytime	8			6	
12/8/2023	Blythe School Library Visit		38		2	
12/9-12/11	Make a Gift Take Home Craft					22
12/11/2023	Mini Movers Storytime	10			10	
12/11/2023	Central School Library Visit		22		1	
12/12/2023	Mini Storytime	6			5	
12/12/2023	Little Hands Playtime	5			5	
12/12/2023	Central School Library Visit		22		1	
12/12/2023	Crafternoon			4		
12/13/2023	RB Transitions Book Club			8	3	
12/14/2023	Ames School Library Visit		64		3	
12/14/2023	Central School Library Visit		42		2	
12/15/2023	Ukulele Storytime	10			10	
12/15/2023	Storytime at Brookfield Zoo				40	
12/15/2023	Central School Library Visit		23		2	
12/15/2023	Blythe School Library Visit		38		2	
12/16/2023	Jazz Band Concert					80
12/16/2023	Legopalooza		7		5	
12/16-12/18	Make a Gift Take Home Craft					28
12/18/2023	Mini Movers Storytime	8			8	
12/18-12/21	Finals Study Kits			16		

CHILDREN & YOUTH SERVICES – December 2023 – Nora Durbin

12/19/2023	Mini Storytime	6			6	
12/19/2023	Little Hands Playtime	8			8	
12/20/2023	Storytime at RPC 1	8			1	
12/20/2023	Storytime at RPC 2	9			1	
12/20/2023	Storytime at RPC 3	9			2	
12/20/2023	RPC Visit to the Library	15			4	
12/22/2023	All Ages Storytime	7			5	
12/23/2023	Polar Express Party					29
12/23/2023	Make a Gift Take Home Craft					20
12/26/2023	STEAM Explorers Learning Kits					29
12/27/2023	Holiday Bingo		14		6	
12/28/2023	Pokémon Meet Up		11			
12/29/2023	Noon Year's Eve Party	10	15		13	
12/30/2023	Family Playtime	3			2	
12/1-12/30	Blue Board Question					206
Phone Charger Checkout					14 teens	
Board Game Usage					45 games	
Nintendo Switch Usage					24 teens	
After School	16 days				532 kids and teens	
Interactions with non-English speakers					7 patrons	

December 2023

Sharon Shroyer

Patron Services

2023 proved to be a long and complicated year. While we had very little downtime from SWAN, losing the mobile app in November was less than ideal. However, since it effected SirsiDynix libraries worldwide, nothing could be done. SWAN did work quickly at getting a mobile version of the Aspen catalog up and running before the end of the year.

The new SWAN notification system is working well and I have received several emails from patrons about materials that they received notification on. The only drawback is patrons assume we know what item they are emailing us about when it isn't always apparent. A call to the patron usually clears everything up.

We installed an iPad at the PS desk to aid with translation when dealing with non-English speaking patrons. This ties in nicely with the brochure and registration card that we now have available in Spanish.

As of December 29th, we are no longer faxing for patrons at the PS desk.

I am keeping an eye on Hoopla use this month. We have been slammed the last few years in January. As I write this report on January 4th, we have already had 28 patrons borrowing 44 items, using \$110 dollars of our \$855 monthly budget. We reached our daily budget at 9:21 pm on Jan. 1st; at 1:19 pm on the 2nd; at 4:19 pm on the 3rd; and at 12:45 pm today. So, we have started the year off, once again, with a bang.

Since it is so early in the month, statistics are not available yet.

Computer Services

The new genealogy computers are installed back downstairs in the lovely new genealogy area and a new printer has been installed there as well. To streamline everything, I have eliminated the stand alone scanner that was there since the new printer will do that as well. The microfilm machine is going to be installed on one of the 3 new computers, saving space in the new area. I have to say that I am so happy that we now have easily accessible outlets in that area. I have been able to retire the 20-foot-long surge protectors. Hallelujah.

Unlike what the one tech person told me, simply plugging in the fax cord into the copier did not get us up and running with faxing through the copier. After some tweaks on our end and a visit from a tech from Proven, the copier will now send faxes.

I have requested a quote from Envisionware for their newer self-checkout equipment. We have had one of their units since 2015. I will compare costs and see what might be the right fit for us going forward.

With some leftover funds in the technology budget, I purchased 2 iPads to be used as OPAC's. I need to purchase stands for both of them. This gives us the flexibility to move them wherever we need to in the future.

It certainly has been the busiest year in terms of technology that I can think of. Even with being away from the library for 2 ½ months, quite a lot was accomplished. Twenty-three new computers, 2 printers, and one charging cart were purchased and installed. Three laptops were rebuilt and repurposed for our Library of Things, which made a huge impact on circulation. Last year, our two old laptops went out only 14 times. Once the three newer ones were rolled out, they went out 42 times. Five hotspots were repaired, one was replaced, three were changed to circulate with our laptops, and two were withdrawn from circulation. I learned how to replace a laptop screen successfully. Software changes on 7 of our 11 public internet computers made a dramatic difference in performance (The last 4 will be done this month). We had two major software changes with new calendar software implemented and the migration of our email to Microsoft 365. Both took many hours to tweak and configure but both changes are definitely for the better.

I look forward to 2024 and the three laptops and two iPads I have to work on this month. Hopefully, I will not drive into any more trees in the foreseeable future.

December 2023 Information Services Update
Diane Silva

Riverside 150 –

The Village's Riverside 150 commission met for the first time this month. Tasked with planning 2025 anniversary activities, the 7-person commission will focus on identifying programs and programming partners throughout the Village, as well as fundraising for larger events. The public is invited and encouraged to attend meetings and participate in planning. As a commission member, I will attend monthly meetings and help identify ways the Library can participate in this exciting event.

Department Meeting –

The Information Services department met as a group this month. It is a valuable chance to make sure we are all on the same page. Plus, because we each have such specific roles, it is also a time to share what we are working on. A large focus of this meeting was workload and ensuring that nobody is overwhelmed. We are a small staff that works hard to offer services and create a product that compares with much larger libraries. As such, it is invaluable that we all communicate areas where we need additional support.

New Swan App –

Faster than expected, the new SWAN app is available. SWAN Libraries+ allows patrons to search the catalog, place holds, and manage their account. It also includes the patron bar code, which can be scanned at the Library for checkouts.

Collections - New Additions and Weeding –

New Additions

Standing Desk – We have a patron who usually piles a bunch of large books to use as a standing desk. We added a standing desk to our in-house items to both be more ergonomically mindful and to protect our books.

The Spot – As year-end approached, we realized we had the budget to add a wide variety of offerings to The Spot. These additions include multiple sewing machines (for classes), a dremel, screen printing kit, wood-burning kit, jewelry making kit, stop-motion animation studio, and some general tools for creation.

iPad for Translation – We have added one of the iPads generously funded by Riverside Township to the IS desk. We also plan to use it to help demo the Digital Library.

Collection Management –

As part of his collection oversight role, Henry completed the 2023 fiction weed. In January, he will move into non-fiction. Part of the 2024 effort will include shifting the collection to better balance shelf fullness.

The Spot –

Our Glowforge-made ornaments were a big hit again at the Holiday Stroll. We had loads of calls from people asking to order. Thanks to Nikki for selecting the design and doing the cutting, thanks to Jordan for his assistance, and thanks to staff who helped put them together (me, Janice, Nikki, and Jordan).

Additionally, with construction wrapping up, Nikki and Jordan spent an afternoon setting up the new space. They identified some items for the punch list, finished up ornament orders, and are organized and ready for 2024.

Programming –

With the holiday rush, our programming in December takes a bit of a pause. However, we did have a good month with some seasonal classics and our weekly Asahi practice to promote health.

The SPOT Appointments/projects – 6

Lori Gottlieb – ILP – 7

It's A Wonderful Life with Leslie Goddard - 44

Craft Snowflakes - 8

Drop in Tech Help (2 sessions) – 3

Knitting Club (1 sessions) – 6

Virtual Nutcracker – ILP - 13

Asahi (4 sessions) – 20

Meditation (2 session) – 10

Riverside Reads Book Club – 4

Passive

Spice Kits – 50

Seed Packets Take/Leave –3

Various Passive – 50

Social Media Passive - 16

Board Game Borrowing - 6

Patron Interactions – We had 713 patron interactions this month.

Library Director's Report December 2023

Since our last meeting was on December 12 and January's meeting is early in the month, there is not a lot of information to report on.

The day after the December meeting I tested positive for COVID and was off for five days. I returned to work on the 19th wearing a mask.

Administration

Staff evaluations have been completed and with a few exceptions, the managers have met with all of their staff.

The State of Illinois Library Live and Learn Construction Grant was announced. I am working with Darren from Studio GC to get the Patron Services renovation information ready to send off to the State by the January 15th deadline. Diane and I made a few tweaks with the previous plan to include the staging area and elevator area, but Darren does not see a significant increase in costs and the lighting component was taken out from the previous quote.

In addition, the carpeting in the Patron Services area is being included in the entire quote for the main level carpeting plan. We had the first carpet company come out on December 27 to look at the area and to give us a quote. It is the same company that installed the SPOT flooring. After submitting the grant to the state, I will be crossing all fingers and toes that the third time will be a charm and we will receive funding for half of the project cost.

The Library gifted each staff member a book of their choice up to \$25. We had this money in our Staff Development budget and it falls within the requirements to not have to tax the staff for a gift.

We received many treats from our patrons as tokens of their appreciation during the holidays.

Even with vacation time being taken, we were able to have a few manager's meetings this month. The Reading Between the Wines Committee has scheduled a meeting for January 4. It will be an important planning meeting. The committee will be able to report on the decisions at the January board meeting.

Ongoing

The Friends of the Library were generous to the staff and gave holiday gift cards to everyone. They continued the tradition of increasing the amounts for those celebrating a milestone anniversary. This year we had Dana Ginsberg celebrating 20 years; Amy Buric celebrating 15 years; Diane Silva, Nora Durbin and Brent Bowles celebrating 10 years; and Maureen Rafa, Tony Marino, Jane Wilhelm and Rana Salem celebrating 5 years. We are extremely lucky to have such longevity from our staff.

Building and Grounds

The lower level construction is basically complete!!! We are just waiting for the glass to be installed in the doors of the SPOT, Study Room and Genealogy area. Hopefully by the time you are reading this it will be installed.

We are in the process of getting the keyless locks installed to the doors that have been designated as needing extra security. Again, it is expected to be completed the first weeks of January.

2023 has been a year of challenges and accomplishments and we look forward to everything 2024 brings. I want to thank the Trustees for all of their support and promotion of the Library this past year. Your support and dedication help make the Library the place it is! Happy New Year!



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 1/03/2024
Re: 2023 Fund Transfer

As part of the year-end process, the Board needs to approve the transfer of \$30,000.00 from the Operating Fund to the Capital Improvement Fund, in accordance with the 2023 budget.

JAF: lg

Janice,

Thank you so much
for the book dedication
on our Mom's behalf.

Love,

The Kosey

&

Duve Families

As difficult as these times
seem to us now,
our sorrow turns to strength
because of friends and
family like you.

Thank you for your kindness.

The family of

JoAnne Kosey