

LEGAL NOTICE:

**AGENDA
SPECIAL 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 Special Meeting commencing at the hour of 7:30 pm on Monday, March 14, 2022 in the Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. **Call to Order 7:30 pm**
- II. **Roll Call**
- III. **Welcome Guests**
- IV. **Approve Minutes of February 8, 2022—Action Item**
- V. **Review of Current Bills—Action Item**
- VI. **Review of Financial Statements—Action Item**
 - A. Lower Level Renovation Expenses
- VII. **Committee Reports**
 - A. Finance—Jen Pacourek
 - B. Building & Grounds—Ken Circo
 - C. Policy & Bylaws—Patrick White
 - D. Technology—Michael Hagins
 - E. Communications—Courtney Greve Hack and Christine Long
 - F. Long Range Strategic Plan Committee—Jane Birmingham and Christine Long
- VIII. **Staff Reports—February**
 - A. Children & Youth Services Manager—Nora Durbin
 - B. Patron Services & Computer Services Manager—Sharon Shroyer
 - C. Information Services—Diane Silva
 - D. Monthly Statistics
- IX. **Director's Report—Janice Foley**
- X. **Unfinished Business**
- XI. **New Business**
 - A. 2021 Year-End Fund Transfer—Action Item
 - B. Rescheduled Staff In-Service—Action Item
- XII. **Announcements**
- XIII. **Correspondence & FYIs**
- XIV. **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.
- XV. **Adjournment**



**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
February 8, 2022**

Held Tuesday, February 8, 2022 by video teleconference via Zoom called for 7:30 pm.

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

Also in Attendance: Janice Foley, Library Director; Diane Silva, Assistant Director; Christine Lane, Administrative Assistant; and Jane Wilhelm, Bookkeeper

Absent: Christine Long

Called to order at 7:31 pm by President Ken Circo.

Review of Minutes

Jen Pacourek moved, and Jane Birmingham seconded, that the Board approve the minutes of the January 11, 2022 regular meeting, subject to revision.

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Jen Pacourek moved, and Michael Hagins seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 22680 through 22722, and 22724 through 22727, in the total amount of \$140,922.83, including voided check number 22723, which includes payroll through January 31, 2022.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Jen Pacourek moved, and Michael Hagins seconded, that the Board approve the financial statements for January 31, 2022, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

Jen Pacourek stated that the Library is getting closer to finalizing the lower level renovation expenses, so we will table the discussion until next month when we can evaluate where we are at that time.

The Library Director advised that the audit preliminaries will begin this week.

Building and Grounds

Ken Circo reported that the restroom updates are well underway. The tile is completed in the men's room, and the painting will begin at the end of the week. Work on the women's room will begin this week, starting with grinding the floor. The stall partitions will be installed in both restrooms at the end of the project.

The additional trees have been installed in the Early Learners Room, but the Library is waiting on cables to be connected to the ceiling in order to keep the trees from swinging side to side.

Finally, two exit doors will be installed downstairs later this week.

Policy and Bylaws—Collection Development Policy

Patrick White moved, and Jen Pacourek seconded, that the Board approve the Collection Development Policy, as revised.

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

Nays: None

Abstained: None

The motion passed.

Communications Committee

Courtney Greve Hack offered to help with communications to the community regarding the lower level renovation once all the expenses are finalized.

Diane Silva noted that there is no need for a big blitz for the digitization project; the announcement is on the front page of the spring newsletter.

Long Range Strategic Plan Committee

Jane Birmingham reported that she, the Library Director, Diane Silva and Christine Long met to brainstorm ideas for the community survey to help the Library plan for the next 3 to 5 years. Diane Silva researched what other libraries have put out, and our survey is now ready to go with a target release date of February 14. It will be advertised through emails, social media, and postcards with QR codes sent to every household in Riverside. The survey can be filled out online, or paper copies can be requested at the Library. There will also be a drawing for raffle prizes. The survey will run through March 31.

Courtney Greve Hack suggested that gender may be an important question to ask on the survey. Diane Silva stated that gender questions can be challenging, but that she would bring it up with the Long Range Strategic Planning committee members to see if they wanted to include it.

Jen Pacourek thanked the committee for pulling this together, and Ken Circo offered his appreciation for their work and expressed excitement for the survey results.

Staff Reports

The Board reviewed the staff reports. Jen Pacourek loved that Nora is working with the RBHS Robotics Team to plan a robotics program in April. She suggested that Nora could reach out to other schools with robotics teams, particularly Fenwick, where students who need service hours may be willing to volunteer their expertise for robotics programming at the Library.

Ken Circo welcomed Connie Meade, the newest employee to join the Riverside Public Library, and Diane Silva spoke highly of her great ideas and experience with technology.

Director's Report

The Board reviewed the Library Director's report. Jen Pacourek and Ken Circo praised the FLOS meeting that they attended on January 21, 2022 with the Library Director and Nora Durbin, at which the Library was presented the Frederick Law Olmsted Society of Riverside Preservation Award.

The Library Director introduced a discussion of mask mandates at the Library given the expected announcement by the Governor to ease mask requirements in Illinois. Patrick White stated that the Library follows CDC guidance, not the State of Illinois, and the CDC is advising that now is not the time to drop masks. Ken Circo expressed that the situation is still fluid, and that the Library should wait to see what the Governor says, and how the schools respond.

New Business

2022 Board Meeting Dates

Courtney Greve Hack moved, and Jen Pacourek seconded, that the Board approve the 2022 Board meeting dates.

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

Nays: None

Abstained: None

The motion passed.

Illinois Public Library Annual Report 2022

Courtney Greve Hack moved, and Michael Hagins seconded, that the Board approve the Illinois Public Library Annual Report [IPLAR] 2022.

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

Nays: None

Abstained: None

The motion passed.

Ken Circo inquired about question 20.5 on the IPLAR survey regarding whether the Library has a telecommunication messaging device for the hearing impaired. The Library Director responded that this type of messaging device is antiquated, but she would research computer-based programs for the hearing impaired.

Annual Report 2021

The Board discussed the details of the Library's Annual Report for 2021. Courtney Greve Hack stated that the report looks awesome. She suggested that perhaps when COVID is behind us the Library could begin a campaign to encourage people to sign up for Library cards. The Library Director pointed out that September is Library Card month, which would be a good time to kick off a campaign of this kind, and it would coincide with the Farmer's Market which would provide a good opportunity to register new patrons.

Adjournment

Upon motion by Michael Hagins, seconded by Courtney Greve Hack, and passed unanimously, the meeting was adjourned at 8:31 pm.

President

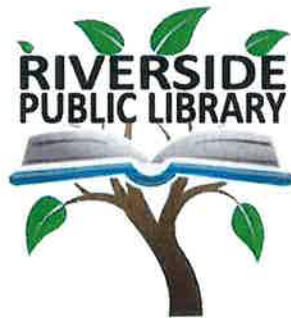
Secretary

Riverside Public Library

CASH DISBURSEMENTS

FEBRUARY - 2022

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR FEBRUARY 2022 ACCOUNTS PAYABLE,
AND FEBRUARY 2022 PAYROLL = \$80,461.76**

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 2/1/2022 Through 2/28/2022

Check Number	Check Date	Payee	Check Amount	Transaction Description
22728	2/4/2022	Blue Cross Blue Shield of Illinois	5,997.86	HMO Medical- February 2022
22729	2/4/2022	Coverall North America, Inc	1,948.00	Cleaning services- February
22730	2/4/2022	Delta Dental of Illinois - Risk	61.05	HMO dental
22731	2/4/2022	Delta Dental of Illinois- Vision	46.72	Vision insurance
22732	2/4/2022	NCPERS-IL IMRF	32.00	Term life- Forsyth & Silva
22733	2/4/2022	Sharon Shroyer	12.40	Reimburse Shroyer for DVD drive
22734	2/4/2022	Hal Tinberg	200.00	CSI program
22735	2/4/2022	Ehris Urban	180.00	Medicinal herb garden program
22736	2/9/2022	Delta Dental of Illinois - Risk	61.05	HMO dental- January reissue
22737	2/9/2022	Delta Dental of Illinois- Vision	46.72	Vision insurance reissued
22738	2/9/2022	North Suburban Employee Benefit Cor	866.46	PPO medical- January 2022
22739	2/9/2022	RAILS Library System	149.25	OverDrive
22740	2/9/2022	TIAA, FSB	550.00	Copier rental
22741	2/16/2022	Matthew Bender & Co., Inc.	211.10	Employment in Illinois
22742	2/16/2022	Cengage Learning/Gale	15.63	Scholarships & Fellowships returned
22743	2/16/2022	Greg Hannah Plumbing	165.00	Replace filter for water cooler
22744	2/16/2022	Lakeshore Learning Materials	29.99	CYS learning kits
22745	2/16/2022	Business Card	2,442.65	Credit card purchases
22746	2/16/2022	Jaymie Middendorf	125.00	Jump Into Genealogy program
22747	2/16/2022	Village of Riverside	220.80	Water & sewer, Nov & Dec 2021
22748	2/16/2022	Springshare LLC	827.00	Calendar
22750	2/21/2022	AT & T	98.05	Elevator phone
	2/21/2022	AT & T	539.68	Phone bill
22751	2/21/2022	Ebsco Information Services	33.00	Atlantic
22752	2/21/2022	Future Electronic Systems	220.00	Loudspeaker service
22753	2/21/2022	Garvey's Office Products	297.03	Copy paper, index tabs, etc
22754	2/21/2022	Madison National Life	59.19	Life insurance- Jan & Feb
22755	2/21/2022	RAILS Library System	200.00	Illinois Library Presents Jan-June 2022
22756	2/21/2022	Village of Riverside	5,756.02	February 2022 IMRF
22757	2/21/2022	Rowman & Littlefield Publishing Group	217.89	Proquest statistical abstract
1263	2/4/2022	Administration	3,888.06	Group: 01; Pay Date: 2/4/2022
1264	2/4/2022	Information Services	5,258.48	Group: 02; Pay Date: 2/4/2022
1265	2/4/2022	Children & Youth Services	3,666.59	Group: 03; Pay Date: 2/4/2022
1266	2/4/2022	Patron Services	5,867.73	Group: 04; Pay Date: 2/4/2022
1267	2/18/2022	Administration	4,190.36	Group: 01; Pay Date: 2/18/2022
1268	2/18/2022	Information Services	4,905.91	Group: 02; Pay Date: 2/18/2022
1269	2/18/2022	Children & Youth Services	3,737.86	Group: 03; Pay Date: 2/18/2022
1270	2/18/2022	Patron Services	<u>6,271.35</u>	Group: 04; Pay Date: 2/18/2022
		Total	59,395.88	
		ETPS Electronic Tax Payment- Employer Portion 02/04/2022	1,906.43	
		ETPS Electronic Tax Payment- Employer Portion 02/18/2022	1,944.26	
		ACH payment to Comcast 02/28/2022	<u>243.85</u>	
		Report Total	<u>63,490.42</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 3/8/2022 Through 3/8/2022

Check Number	Check Date	Payee	Check Amount	Transaction Description
22758	3/8/2022	SYNCB/Amazon	1,066.40	Amazon charges
22759	3/8/2022	Bullseye Cleaning Service, Inc.	2,486.00	Snow removal
22760	3/8/2022	Cintas Corporation LOC. 769	646.74	Restroom supplies/mat service
22761	3/8/2022	Colley Elevator Co.	213.00	Elevator inspection
22762	3/8/2022	Ingram Library Services	1,820.80	Various
22763	3/8/2022	Library Furniture International	3,447.50	Adult Services desk
22764	3/8/2022	Midwest Tape	632.46	Digital subscriptions
22765	3/8/2022	Minuteman Press of Lyons	1,553.00	Surveys w/ postage
	3/8/2022	Minuteman Press of Lyons	2,601.00	Spring newsletter w/ mailing
	3/8/2022	Minuteman Press of Lyons	16.00	Survey banner
22766	3/8/2022	NICOR Gas	2,293.74	Gas bill
22767	3/8/2022	Ollis Book Corporation	194.70	11 titles
Total			<u>16,971.34</u>	

Riverside Public Library

FINANCIAL REPORTS

For 2 Months Ending

February 28, 2022

UNAUDITED



**Riverside Public Library
Cash Balances
As of 02/28/2022**

	Balance, <u>02/28/2022</u>
Consolidated Operating Funds:	
First American- Checking	47,774.05
First American- Payroll	<u>18,893.71</u>
Total First American accounts	66,667.76
Illinois Funds	
General Fund	574,811.66
Audit Fund	1,257.39
IMRF Fund	(24,992.74)
FICA Fund	34,131.07
Unemployment Comp Fund	(4,432.48)
Special Reserve Fund	6,356.35
Working Cash Fund	89,537.40
Library Bond Fund	<u>482,202.13</u>
Total Illinois Funds	1,158,870.78
Total Operating Funds Cash Balances	1,225,538.54
Gift & Endowment Funds:	
Library Gift Fund	79,260.83
Batko Endowment Fund	5,854.94
Lower Level Renovation Fund	52,972.78
General Endowment Fund	9,823.13
Kovalsky Endowment Fund	1,311.81
Dardwin Fund	<u>17,792.50</u>
Total Gift & Endowment Funds	167,015.99
Total Funds	<u>1,392,554.53</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 2/28/2022

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	500,774.81
1st American-Checking Account	131,375.49
1st American-Payroll Account	267.71
Property Tax Receivable	(170,187.24)
Due from Other Funds	5,011.72
Due from other groups	2,412.00
Due from Friends of the Library	208.89
Staff Receivables	(24.70)
Fixed Assets	1,260,414.00
Amount Provided for Vacation	<u>23,590.00</u>
Total Assets	<u><u>1,753,842.68</u></u>
Liabilities	
Accounts Payable	16,951.83
Federal W/H & FICA Payable	(133.19)
State W/H Payable	(0.20)
State Unemployment Payable	598.06
IMRF Payable	(47.90)
Deferred Property Taxes	(170,187.25)
Accrued Payroll	19,588.00
Accrued Vacation Pay	23,590.00
Health Insurance Payable	(1,077.24)
Term Life Insurance Payable	(177.12)
Due to Library Gift Fund	3,327.17
Due to Friends of the Library	116.00
Due to Historical Society	435.64
Investment in Fixed Assets	<u>1,260,414.00</u>
Total Liabilities	<u><u>1,153,397.80</u></u>
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	559,667.88
Restricted for Audit	(97.25)
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	<u>256.63</u>
Total Beginning Fund Balances	558,026.05
Excess Revenues/(Expenditures)	<u>42,418.83</u>
Total Fund Balances	<u><u>600,444.88</u></u>
Total Liabilities & Fund Balances	<u><u>1,753,842.68</u></u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 2/1/2022 Through 2/28/2022

	Current Period Actual	Current Year Actual-2 mos.ending 2/28/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2020 Property Tax revenue	6,835.64	7,555.77	0.00	7,555.77	0.00%
2021 Property tax revenue	<u>195,997.01</u>	<u>195,997.01</u>	<u>1,307,832.00</u>	<u>(1,111,834.99)</u>	<u>(85.01)%</u>
Total Property Taxes	202,832.65	203,552.78	1,307,832.00	(1,104,279.22)	(84.44)%
Inter Government Funds	4,296.82	5,185.90	16,000.00	(10,814.10)	(67.59)%
Interest	35.84	67.34	250.00	(182.66)	(73.06)%
Fees for Services	476.42	1,052.58	4,900.00	(3,847.42)	(78.52)%
Misc Revenue	<u>77.08</u>	<u>217.04</u>	<u>1,450.00</u>	<u>(1,232.96)</u>	<u>(85.03)%</u>
Total Revenues	<u>207,718.81</u>	<u>210,075.64</u>	<u>1,330,432.00</u>	<u>(1,120,356.36)</u>	<u>(84.21)%</u>
Total Revenue	<u>207,718.81</u>	<u>210,075.64</u>	<u>1,330,432.00</u>	<u>(1,120,356.36)</u>	<u>(84.21)%</u>
Expenditures					
Personnel Services	64,829.82	126,702.00	855,192.00	728,490.00	85.18%
Supplies	1,860.47	3,865.68	18,700.00	14,834.32	79.33%
Building & Equip Maint	7,250.30	18,693.24	86,800.00	68,106.76	78.46%
Adult Information Sources	2,255.96	5,295.74	38,200.00	32,904.26	86.14%
Electronic Resources	813.69	8,307.87	63,200.00	54,892.13	86.85%
CYS Information Sources	811.97	1,791.72	12,050.00	10,258.28	85.13%
Marketing/Public Relations	5,064.89	5,268.34	16,200.00	10,931.66	67.48%
Administration	1,261.57	22,794.16	204,050.00	181,255.84	88.83%
Technology	<u>1,267.90</u>	<u>1,336.52</u>	<u>20,000.00</u>	<u>18,663.48</u>	<u>93.32%</u>
Total Expenditures	<u>85,416.57</u>	<u>194,055.27</u>	<u>1,314,392.00</u>	<u>1,120,336.73</u>	<u>85.24%</u>
Miscellaneous Expenses					
Misc Expenses	<u>56.10</u>	<u>285.37</u>	<u>0.00</u>	<u>(285.37)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>56.10</u>	<u>285.37</u>	<u>0.00</u>	<u>(285.37)</u>	<u>0.00%</u>
Total Expenditures	<u>85,472.67</u>	<u>194,340.64</u>	<u>1,314,392.00</u>	<u>1,120,051.36</u>	<u>85.21%</u>
Excess Revenues(Expenditures)	<u>122,246.14</u>	<u>15,735.00</u>	<u>16,040.00</u>	<u>(305.00)</u>	

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 2/1/2022 Through 2/28/2022

	Current Period Actual	Current Year Actual 2 mos.ending 2/28/2022	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2020 Property Tax revenue	6,835.64	7,555.77	0.00	7,555.77	0.00%
2021 Property tax revenue	195,997.01	195,997.01	1,307,832.00	(1,111,834.99)	(85.01)%
Total Property Taxes	<u>202,832.65</u>	<u>203,552.78</u>	<u>1,307,832.00</u>	<u>(1,104,279.22)</u>	<u>(84.44)%</u>
Inter Government Funds					
Per capita state grants	0.00	0.00	10,000.00	(10,000.00)	(100.00)%
Corporate Replacement Taxes	4,296.82	5,185.90	6,000.00	(814.10)	(13.57)%
Total Inter Government Funds	<u>4,296.82</u>	<u>5,185.90</u>	<u>16,000.00</u>	<u>(10,814.10)</u>	<u>(67.59)%</u>
Interest on Operating Funds					
Interest-Illinois Funds	35.84	67.34	250.00	(182.66)	(73.06)%
Total Interest on Operating Funds	<u>35.84</u>	<u>67.34</u>	<u>250.00</u>	<u>(182.66)</u>	<u>(73.06)%</u>
Fees & Services					
Fines	114.98	169.43	1,000.00	(830.57)	(83.06)%
Fax Fees	49.50	147.00	225.00	(78.00)	(34.67)%
Printing Fees	151.94	285.15	1,000.00	(714.85)	(71.48)%
Book & Video Sales	152.00	343.00	2,000.00	(1,657.00)	(82.85)%
Adult Replacement Fees	0.00	46.00	100.00	(54.00)	(54.00)%
CYS Replacement Fees	8.00	52.00	200.00	(148.00)	(74.00)%
ILL Fees	0.00	10.00	50.00	(40.00)	(80.00)%
Lost Book Credit	0.00	0.00	125.00	(125.00)	(100.00)%
Meeting Room Charges	0.00	0.00	200.00	(200.00)	(100.00)%
Total Fees & Services	<u>476.42</u>	<u>1,052.58</u>	<u>4,900.00</u>	<u>(3,847.42)</u>	<u>(78.52)%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	27.08	30.29	200.00	(169.71)	(84.86)%
Memorial Book Donations	50.00	175.00	500.00	(325.00)	(65.00)%
Donations	0.00	11.75	500.00	(488.25)	(97.65)%
Lions Club/Books on Tape Revenue	0.00	0.00	250.00	(250.00)	(100.00)%
Total Miscellaneous Revenue	<u>77.08</u>	<u>217.04</u>	<u>1,450.00</u>	<u>(1,232.96)</u>	<u>(85.03)%</u>
Total Revenues	<u>207,718.81</u>	<u>210,075.64</u>	<u>1,330,432.00</u>	<u>(1,120,356.36)</u>	<u>(84.21)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 2/1/2022 Through 2/28/2022

	Current Period Actual	Current Year Actual-2 mo.ending 2/28/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	53,131.41	103,700.24	704,390.00	600,689.76	85.28%
Health & Life Insurance	3,868.09	7,664.24	45,766.00	38,101.76	83.25%
Employer's Portion - IMRF	3,798.19	7,473.74	49,550.00	42,076.26	84.92%
Employer's Portion - FICA	3,850.69	7,505.36	53,886.00	46,380.64	86.07%
Unemployment Comp Expense	181.44	358.42	1,600.00	1,241.58	77.60%
Total Personnel Services	64,829.82	126,702.00	855,192.00	728,490.00	85.18%
Materials & Supplies					
Office Supplies	314.53	851.10	3,000.00	2,148.90	71.63%
Library Supplies	16.00	208.72	4,000.00	3,791.28	94.78%
CYS Supplies	0.00	0.00	500.00	500.00	100.00%
Info Services Supplies	0.00	0.00	200.00	200.00	100.00%
Building Maintenance Supplies	1,529.94	2,805.86	9,000.00	6,194.14	68.82%
Ink Cartridges	0.00	0.00	2,000.00	2,000.00	100.00%
Total Materials & Supplies	1,860.47	3,865.68	18,700.00	14,834.32	79.33%
Contractual Services					
Janitorial	1,948.00	3,896.00	26,000.00	22,104.00	85.02%
Water	220.80	220.80	2,000.00	1,779.20	88.96%
Gas	2,293.74	4,587.78	10,000.00	5,412.22	54.12%
Building Maintenance	1,852.76	4,206.21	23,000.00	18,793.79	81.71%
Small Equipment Maintenance	165.00	165.00	700.00	535.00	76.43%
Equipment Maintenance	220.00	1,944.80	9,000.00	7,055.20	78.39%
Furnishings & Equipment	0.00	0.00	5,000.00	5,000.00	100.00%
Copier Rental & Maintenance	550.00	3,672.65	11,100.00	7,427.35	66.91%
Internet Expense/Patron SS	31.98	265.83	6,200.00	5,934.17	95.71%
Total Contractual Services	7,282.28	18,959.07	93,000.00	74,040.93	79.61%
Information Sources					
On-line Data Bases	781.71	2,288.54	30,000.00	27,711.46	92.37%
Books	1,061.60	2,579.36	20,500.00	17,920.64	87.42%
Standing Order Books	548.18	615.68	4,000.00	3,384.32	84.61%
Periodicals	322.99	1,501.69	8,500.00	6,998.31	82.33%
DVD	250.50	526.32	4,000.00	3,473.68	86.84%
Audio Books	0.00	0.00	650.00	650.00	100.00%
Shipping Charges	72.69	72.69	50.00	(22.69)	(45.38)%
Library of Things	0.00	0.00	500.00	500.00	100.00%
Total Information Sources	3,037.67	7,584.28	68,200.00	60,615.72	88.88%
Children/Youth Services					
CYS Juvenile Books	461.15	990.21	4,000.00	3,009.79	75.24%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Video Games	0.00	0.00	250.00	250.00	100.00%
CYS Young Adult	10.16	152.58	2,000.00	1,847.42	92.37%
CYS Easy Books	300.71	608.98	3,500.00	2,891.02	82.60%
CYS Audio Books	0.00	0.00	200.00	200.00	100.00%
CYS Compact Discs	0.00	0.00	100.00	100.00	100.00%
CYS DVD	39.95	39.95	1,000.00	960.05	96.00%
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	0.00	500.00	500.00	100.00%
CYS Shipping Charges	0.00	0.00	50.00	50.00	100.00%
Total Children/Youth Services	811.97	1,791.72	12,050.00	10,258.28	85.13%
Marketing/Public Relations					

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 2/1/2022 Through 2/28/2022

	Current Period Actual	Current Year Actual-2 mo.ending 2/28/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Programming	130.89	130.89	400.00	269.11	67.28%
Adult Programming	780.00	908.45	4,000.00	3,091.55	77.29%
Library Programs	0.00	75.00	500.00	425.00	85.00%
Advertising Expenses	0.00	0.00	1,000.00	1,000.00	100.00%
Binding	0.00	0.00	300.00	300.00	100.00%
Newsletter Expense	4,154.00	4,154.00	10,000.00	5,846.00	58.46%
Total Marketing/Public Relations	5,064.89	5,268.34	16,200.00	10,931.66	67.48%
Administration					
Legal Services	0.00	0.00	1,000.00	1,000.00	100.00%
Credit Bureau	0.00	0.00	600.00	600.00	100.00%
Telephone	637.73	1,176.82	9,000.00	7,823.18	86.92%
Postage	332.50	366.08	800.00	433.92	54.24%
Treasurer's Bond	0.00	0.00	500.00	500.00	100.00%
Liability Insurance	0.00	20,494.00	20,000.00	(494.00)	(2.47)%
Audit Fees	20.00	20.00	3,800.00	3,780.00	99.47%
Travel	0.00	0.00	50.00	50.00	100.00%
Seminars,Conferences,Meetings	0.00	0.00	300.00	300.00	100.00%
Membership Dues	0.00	335.00	1,000.00	665.00	66.50%
Accounting Expenses	94.98	94.98	2,000.00	1,905.02	95.25%
Staff Development	170.10	266.10	1,000.00	733.90	73.39%
Bond repayment	0.00	0.00	118,600.00	118,600.00	100.00%
Credit Card/Bank Fees	6.26	41.18	400.00	358.82	89.70%
Miscellaneous Expense	0.00	0.00	2,000.00	2,000.00	100.00%
Board Expense	0.00	0.00	1,000.00	1,000.00	100.00%
Capital Expense	0.00	0.00	42,000.00	42,000.00	100.00%
Total Administration	1,261.57	22,794.16	204,050.00	181,255.84	88.83%
Technology					
Technology Supplies	92.69	118.57	1,000.00	881.43	88.14%
Computer Consultant	0.00	0.00	2,500.00	2,500.00	100.00%
Network Maintenance	0.00	0.00	2,500.00	2,500.00	100.00%
SWAN Computer	0.00	5,753.50	27,000.00	21,246.50	78.69%
Computer Hardware & Equipment	105.83	105.83	5,000.00	4,894.17	97.88%
E-Library Subscription Svs	1,069.38	1,080.14	7,500.00	6,419.86	85.60%
Computer Software	0.00	31.98	1,500.00	1,468.02	97.87%
Total Technology	1,267.90	7,090.02	47,000.00	39,909.98	84.91%
Total Operating Expense	85,416.57	194,055.27	1,314,392.00	1,120,336.73	85.24%
Miscellaneous Expenses					
Memorial & Gift Materials	56.10	147.98	0.00	(147.98)	0.00%
Lost ILL Expense	0.00	137.39	0.00	(137.39)	0.00%
Total Miscellaneous Expenses	56.10	285.37	0.00	(285.37)	0.00%
Total Budgeted Expenses	85,472.67	194,340.64	1,314,392.00	1,120,051.36	85.21%

The Riverside Public Library
 Balance Sheet - Library Gift Fund
 As of 2/28/2022

	Current Period Balance
Assets	
Illinois Funds Cash	79,260.80
Due from Other Funds	3,327.17
Total Assets	82,587.97
Liabilities	
Due to Other Funds	4,498.49
Total Liabilities	4,498.49
Fund Balance	
Beginning Fund Balance	67,695.25
Excess Revenues(Expenditures)	10,394.23
Total Fund Balance	78,089.48
Total Liabilities & Fund Balance	82,587.97

The Riverside Public Library
 Statement of Revenues and Expenditures - Library Gift Fund-BRE
 From 2/1/2022 Through 2/28/2022

	Current Period Actual	Current Year Actual- 2 mos. ending 2/28/2022
Revenue		
Interest	7.04	11.97
Contributions & Donations	3,327.17	4,567.17
Total Revenue	3,334.21	4,579.14
Expenditures		
Building Maint	1,035.00	1,035.00
Furnishings & Equipment	3,447.50	3,447.50
Summer Reading Expenses	15.99	15.99
Total Expenditures	4,498.49	4,498.49
Excess Revenues(Expenditures)	(1,164.28)	80.65

The Riverside Public Library
Balance Sheet - Lower Level Renovation
As of 2/28/2022

	Current Period Balance
Assets	
Illinois Funds-Designated	52,972.81
Total Assets	52,972.81
Liabilities	
Due to Other Funds	19.70
Total Liabilities	19.70
Fund Balance - Designated	
Beginning Fund Balance-Designated	56,320.65
Excess Revenues(Expenditures)	(3,367.54)
Total Fund Balance - Designated	52,953.11
Total Liabilities & Fund Balance	52,972.81

The Riverside Public Library
Statement of Revenues and Expenditures - Lower Level Renovation
From 2/1/2022 Through 2/28/2022

	Current Period Actual	Current Year Actual- 2 mos. ending 2/28/2022
Revenues		
Interest	4.74	8.16
Total Revenues	4.74	8.16
Expenditures		
Renovation Expenses	19.70	19.70
Total Expenditures	19.70	19.70
Excess Revenues(Expenditures)	(14.96)	(11.54)

The Riverside Public Library
Balance Sheet - Library Bond Fund
As of 2/28/2022

	Current Period Balance
Assets	
Illinois Funds-Designated	482,202.13
Due from Other Funds	0.00
Total Assets	482,202.13
Liabilities	
Due to Other Funds	463.54
Total Liabilities	463.54
Fund Balance - Designated	
Beginning Fund Balance-Designated	1,086,762.60
Excess Revenues(Expenditures)	(605,024.01)
Total Fund Balance - Designated	481,738.59
Total Liabilities & Fund Balance	482,202.13

The Riverside Public Library
Statement of Revenues and Expenditures - Library Bond Fund
From 2/1/2022 Through 2/28/2022

	Current Period Actual	Current Year Actual- 2 mos. ending 2/28/2022
Revenue		
Interest	44.15	78.13
Total Revenue	44.15	78.13
Expenditures		
Lower Level Renovation Expense	463.54	43,228.15
Total Expenditures	463.54	43,228.15
Excess Revenues(Expenditures)	(419.39)	(43,150.02)

Riverside Public Library
Lower Level Renovation Expenses/Bond fund
Bond Fund (Account 4454-14)
As of 2/28/2022

<u>2020</u>	<u>Vendor</u>		<u>Paid by vendor:</u>	
07/29/20	315.00 Growing Community Media	Legal notice	Studio GC	31,315.54
07/31/20	15,740.76 Studio GC	Construction documentation	Growing Community Media	315.00
07/31/20	853.07 Studio GC	Schematic design	Klein, Thorpe & Jenkins	1,606.00
09/01/20	44.00 Klein, Thorpe & Jenkins	Legal fees	Village of Riverside	8,879.76
09/10/20	3,100.00 Village of Riverside	Permits	Lo Destro	608,174.70
09/30/20	6,397.98 Studio GC	Design and services	Hallett	7,550.00
10/31/20	122,706.98 Lo Destro Construction Company	Invoice through 10/31/2020	Bradford	72,847.51
09/30/20	1,279.60 Studio GC	Construction documentation	LFI	91,135.00
10/22/20	3,500.00 Hallett Movers	Relocate Lower Level books, etc.	Henricksen	40,856.72
10/14/20	4,011.18 Village of Riverside	Lower Level bond expenses	Belcore	968.00
10/10/20	6.18 MBNA/Berwyn Ace	Keys	KI	24,600.00
11/27/20	440.00 Klein, Thorpe & Jenkins	Legal	GT Mechanical	1,115.00
11/30/20	2,559.18 Studio GC	Design and services	School Specialties	906.44
11/30/20	114,901.23 Lo Destro Construction Company	Construction invoice through 11/30/2020	Colley Elevator	389.00
12/10/20	22,215.84 Bradford	1/3 deposit for shelves	Fox Valley Fire and Safety	62,740.00
12/31/20	101,838.45 Lo Destro Construction Company	Construction invoice through 12/31/2020	ABT	1,443.99
			Novak's	487.67
			ASI	2,693.00
			Dell	4,943.47
			Bullseye	14,740.00
			CSI Creative	18,572.35
			Demco	2,855.18
			Securitas	988.63
			Cutting Edge Contractors	23,210.45
			Meilahn Mfg. Co.	6,605.00
			Misc	3,629.64
			* Ribbon cutting & Renovation Celebration	2,404.77
			Total paid thru 12/31/2021	<u>1,035,972.82</u>
			Expected future expenses, estimated:	
			Additional bathroom renovation	8,000.00
			Security camera update	2,000.00
			New exit doors	4,000.00
			Window washing	2,000.00
			LoDestro	<u>tbd</u>
			Total future expenses, estimated	
			(does not include future LoDestro amounts)	<u>16,000.00</u>
<u>2021</u>				
01/07/21	24,005.00 LFI	Furniture		
01/08/21	14,834.00 LFI	Furniture		
01/11/21	19,099.88 Henricksen	Furniture		
01/11/21	644.72 Henricksen	Furniture		
01/22/21	14,834.00 LFI	Furniture		
01/25/21	600.81 Studio GC	Design and services		
01/31/21	352.00 Klein, Thorpe & Jenkins	Sprinkler system legal		
02/16/21	968.00 Belcore	Fire alarm review fees		
02/23/21	24,600.00 KI	Furniture		
03/05/21	4,050.00 Hallett Movers	Move back books and furniture		
02/28/21	1,115.00 GT Mechanical	Heating adjustment		
03/09/21	44,431.67 Bradford	Shelving		
03/09/21	940.00 Bradford	Shelving		
03/10/21	200.00 Village of Riverside	Sprinkler flow test		
03/10/21	652.00 MBNA	Refrigerator		
03/10/21	325.90 Amazon	Label tape		
02/28/21	55,801.59 Lo Destro Construction Company	Construction costs		
01/31/21	122,491.91 Lo Destro Construction Company	Construction costs		
04/27/21	644.72 Henricksen	Furniture		
04/21/21	311.45 Amazon	Kitchen supplies, voice amplifier		
04/15/21	1,443.99 ABT	Refrigerator, TVs		
04/17/21	906.44 School Specialties	Storage cabinet		
04/21/21	19,099.88 Henricksen	Furniture		
04/27/21	1,104.00 Henricksen	Furniture		
04/29/21	1,568.58 Village of Riverside	Sprinkler permit		
04/30/21	1,695.78 Studio GC	Construction administration		
05/10/21	222.88 MBNA	Keys, corner guards		
05/13/21	185.00 Colley Elevator	Inspection fee		
05/17/21	204.00 Colley Elevator	Fire recall testing		
05/17/21	100.00 Bradford	Shelving backstops		
05/19/21	12,403.00 Fox Valley Fire and Safety	Sprinkler system		
05/25/21	572.00 Klein, Thorpe & Jenkins	Legal		
04/30/21	1,341.56 Studio GC	Design & services		
05/10/21	510.67 Amazon	Nintendo & supplies		
06/03/21	24,118.34 Lo Destro Construction Company	April construction costs		
06/03/21	19,970.80 Lo Destro Construction Company	May construction costs		
06/03/21	24,308.00 LFI	Tables and chairs		
06/14/21	22,513.63 Lo Destro Construction Company	March construction costs		
06/22/21	6,577.00 LFI	Display unit and credenza		
06/30/21	637.84 Amazon	Supplies		
06/30/21	800.00 Fox Valley Fire and Safety	Sprinkler		
06/30/21	450.00 Fox Valley Fire and Safety	Sprinkler		
06/30/21	49,087.00 Fox Valley Fire and Safety	Sprinkler		
06/30/21	198.00 Klein, Thorpe & Jenkins	Legal		
06/30/21	177.19 Minuteman	Printing		
07/01/21	487.67 Novak's	Electrical & Lighting		
07/04/21	16.13 MBNA	Misc.		
07/10/21	199.70 Amazon	Electrical supplies		
07/12/21	1,870.00 Bradford	Shelving		
07/14/21	846.80 Studio GC	Design & services		
07/14/21	23,831.77 Lo Destro Construction Company	Work thru 6/30/2021		
08/01/21	53.80 Courtney Greve-Hack	Gift card for photographer		
08/03/21	95.00 Twilight Party Rental	Portable sink		

Riverside Public Library
Lower Level Renovation Expenses/Bond fund
Bond Fund (Account 4454-14)
As of 2/28/2022

Vendor

•	08/08/21	75.00	Village of Riverside	Alcohol permit
•	08/10/21	279.66	Amazon	Tattoos, treats & diaper pail
•	08/11/21	500.00	Leonardo Music	Music for Renovation Celebration
•	08/13/21	126.00	Minuteman Press	Thank You banner
	08/13/21	22.00	Benson & Benson	Signs
	08/16/21	2,693.00	ASI	Signage
•	08/24/21	156.08	Riverside Foods	Prosecco & juice
•	08/28/21	412.50	Anthony Giannini	Snow Cones for Reno Celebration
	09/30/21	14,740.00	Bullseye Cleaning Services	Post-construction upper level deep clean and dusting
•	08/11/21	100.04	Amazon	Games & gift bags for Renovation Celebration
•	09/01/21	9,176.71	CSI Creative	1/2 of lower level wall art
	08/20/21	202.91	MBNA	Signage for Renovation Celebration
	08/04/21	2,393.49	Dell	3 laptops
	10/10/21	403.78	Amazon	Sneeze guard, toys, vacuum, light
	10/05/21	988.63	Securitas	Install for CYS phones
	10/19/21	6,577.00	LFI	Kit display shelves & credenza
	11/17/21	1,062.72	Demco	Steel book supports
	11/24/21	2,549.98	Dell	2 laptops
	12/02/21	1,296.52	Demco	Steel book supports
	12/04/21	84.16	MBNA	Tablecloths
	12/08/21	495.94	Demco	Steel book supports
<u>2022</u>				
	01/01/22	3,290.00	Bradford	Shelving
	01/15/22	11,224.00	Cutting Edge Contractors	1/2 bathroom renovation
	01/16/22	263.52	Henricksen	1/2 coat racks
	01/17/22	6,605.00	Meilahn	Decorative trees
	01/24/22	11,986.45	Cutting Edge Contractors	2nd 1/2 bathroom renovation
	01/26/22	9,395.64	CSI Creative	Wall art
	02/28/22	463.54	Amazon	Bathroom furnishings

Total paid **1,035,972.82**

This February we continued with virtual and take home programming, while planning for in house programming this spring and summer. Our Saturday attendance in the CYS department has really gone up during this month.

Highlights

Facebook Live Storytimes—Jordan and Anne presented Facebook Live Storytimes this month. Topics included mythical creatures, monsters, and frogs/reptiles. Each storytime had a take home craft available for pick up at the Library which were very popular. Thank you to Jordan and Anne for bringing storytime into kids’ homes this month.

Preschool Visits—Jordan presented two Zoom storytimes for RPC preschool and Anne visited D96 preschools in person.

Winter Reading—Our Winter Reading Program wrapped up this month. 12 kids finished in January and 10 kids finished in February, and finisher received an Aunt Diana’s gift certificate. We promoted Winter Reading with Winter Reading Wednesdays on our social media pages.

Weekend Take Home Craft—Mary created sweet handprint tree that was perfect for Valentine’s Day.

District 96 Art Display—We had artwork from Ames and Blythe Park students on display this winter in the hallway by the Community Room. Many parents and grandparents came to look at the work!

Planning—We spent a lot of time planning for the return of in house programming this spring and summer. We can’t wait to have kids back in the building. We are excited to partner with the Brookfield Zoo this summer for some programs. We will also be partnering with Audrey Connelly and the Chicago Period Project this spring. District 96 has invited us back into the school for summer reading talks this year. I am really hoping for a much more “normal” spring and summer 2022!

CHILDREN & YOUTH SERVICES STATISTICS – February 2022

Reference questions asked	<u>205</u>
Informational questions asked	<u>193</u>

Program Name	Date	Attendance
Facebook Live Storytime (Jordan)	2/1/2022	71views, 1 reaction
ST Take Home Craft: Unicorns	2/1-2/5	25 kids
Facebook Live Storytime (Anne)	2/7/22	60 views, 6 reactions
ST Take Home Craft: Monster	2/7-2/12	25 kids
RPC Virtual Storytime	2/11/22	15 kids, 3 adults
Take Home Craft: Valentine Tree	2/12-2/13	25 kids

CHILDREN & YOUTH SERVICES – February 2022 – Nora Durbin

Early Learners Storytime visit (2 sessions)	2/14/22	50 kids, 15 adults
Facebook Live Storytime (Jordan)	2/15/22	66 views, 1 reaction, 1 comment
ST Take Home Craft: Frogs	2/15-2/19	25 kids
RPC Zoom Storytime	2/25/22	16 kids, 3 adults
Winter Reading Finishers		10 kids
Phone Charger Checkout		8 teens
After School Attendance	18 days	435 kids and teens

February 2022
Sharon Shroyer

Patron Services

February finally brought with it SWAN's National Change of Address review file. This was supposed to happen annually after 2018 but the pandemic changed that. So I have been going through the list updating patron records. I also went through our paper registration files eliminating people who have moved to other library service areas, people who have photos and signatures on file, and those who haven't used their cards in over three years. We have been able to get a large percentage of our patrons with digital signatures and photos so we are down to only two half-filled drawers of registrations from our very stuffed five drawers.

Aspen training for staff continued in February.

The slide converter that we added to the collection at the beginning of the month has already checked out three times and has proven popular. Because we had two more coupons from Sharper Image, we are now adding an educational microscope and a fun, portable badminton set with LED birdies so you can play at night. They will be available soon.

I have to commend the PS staff for doing a fine job with re-shelving our Library material. Amy Buric continues to shelve the bulk of material in the morning during the week but our afternoon and weekend staff have been doing an excellent job keeping the staging area clear.

Computer Services

A new computer for the Information Services desk was configured and installed in February. I have two more that I will be configuring for the CYS desk next. After that I will be the last, lonely Windows 7 user in the Library. Mine is over seven years old but has been a workhorse of a machine considering that, with the occasional power outage, it has run continuously 24/7 for that entire time. I will be replacing it this year.

The self-checkout station is up and operational with little to no help from Envisionware. Ian Nosek from SWAN, had an old install file for us from several years back and I then went over the whole program code, line by line, editing it. That finally did the trick. I now have Deep Freeze software on that machine to prevent corruption of the code in the future.

February 2022
Information Services Update
Diane Silva

Marketing of New Services

Our weekly social media marketing continued in February. The biggest hit was the Negative and Slide Converter. Added at the start of February, the converter has already been checked out 3 times and has a current hold. While most of our New Year New Learning items have been released, this feature will continue as a twice monthly highlight of a library service or item. We added some Tiki Torch Bluetooth speakers that we are excited to promote once weather gets warmer!

New Signage

The signage project was completed this month. The end result is great and it is so much easier for staff and patrons to find material. Thanks again to Dick Julian for hanging the sign holders.

Newsletter

Our spring newsletter should have arrived in mailboxes during the 3rd week of February. Thanks to Brent and our team of reviewers (including me, Mary and Christine) for their diligence. Our promo of the new digital history newspaper collection has generated lots of interest.

Riverside History Museum Website

Henry continues to move along with our collaboration with the Riverside History Museum house files.

Programming –

We have had a nice response for our Illinois Libraries Present programs and have a big name in the works for April!

AARP Tax Aide is back after being canceled mid-season in 2020. Patrons are really glad to have this program back as so many rely on AARP volunteers for their tax filings. Wednesday appointments will continue through April 6.

CSI Phenomenon, Zoom – 9

AARP, various dates – 38

Riverside Reads Books Club – 10

Medicinal Herbs, Zoom – 19

Jump into Genealogy, Zoom – 12

An Evening with Jasmine Guillory (Illinois Libraries Present), Zoom - 7

Spice Kits 36

Cricut Valentine's Adult Take Home Craft - 25

Patron Interactions –We had 693 patron interactions either by phone or in-person. There were an additional 20 email interactions.

Riverside Public Library
Miscellaneous Statistics - February 2022

	Feb-22	Feb-21	YTD 2022	YTD 2021
Reference Statistics				
Questions Asked - Adult	713	544	1362	884
Questions Asked - Youth Services	398	498	789	906

Internet Usage - Adult	228	110	428	110
- CYS	76	21	148	21
Total Usage	304	131	576	131

Holdings				
Adult Titles Added	191	111	314	180
CYS Titles Added	92	48	190	96
Total Titles Added	283	159	504	276

Adult Titles Withdrawn	110	58	224	121
YS Titles Withdrawn	247	100	364	100
Total Titles Withdrawn	357	158	588	221

Total Holdings **62538** **63713**

Adult Programs				
Number of Library Programs	9	9	15	18
Number of Community Programs	4	0	4	0
Library Program Attendance	106	111	159	172
Community Program Attendance	36	0	36	0
Total Adult Program Attendance	142	111	195	172
Total Adult Take & Make Users	61	30	93	30

Youth Services				
Kids Passive Programs	4	3	9	5
Kids Active Programs	8	13	16	26
Teens Passive Programs	0	1	2	2
Teens Active Programs	0	0	0	0
Number of Passive CYS Programs	4	4	11	7
Number of Active CYS Programs	8	13	16	26

Kids Passive Prog. Attendance	100	208	225	408
Teens Passive Prog. Attendance	0	12	12	26
Kids Active Prog. Attendance	318	816	805	1948
Teens Active Prog. Attendance	0	0	0	0
Total Passive Prog. Attendance	100	220	237	434
Total Active Prog. Attendance	318	816	805	1948

New Library Cards Issued	49	42	88	42
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Library Attendance	5653	1133	10233	1133
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Faxes sent by Patrons

13	12	26	12
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Notary Service

30	3	50	3
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Checkouts

5478	4487	10648	7372
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Renewals

3071	2554	6576	4548
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Checkins

5417	4382	11619	7567
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Total Circulation

13966	11423	28843	19487
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Interlibrary Loans

Loaned

0	898	1155	1947
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Borrowed

0	1565	1324	3077
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Reciprocal Borrowing

Loaned to Other Library Patrons

497	265	1079	366
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RPL Patrons Borrowing Elsewhere

884	387	1859	693
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Digital Resources

Hoopla

375	374	709	764
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Axis360

121	136	280	251
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Digital Library of Illinois (MMM)

836	821	1810	1789
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Flipster Downloads and Views

197	124	296	233
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Web Site

Total Hits

3581	172152	7336	355557
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Wireless Statistics

2974

3083

6128

4978

Online Databases

Ancestry.com

Searches

637	1974	1525	2392
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Returns

382	882	1053	1017
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Encyclopaedia Britannica

Sessions

2	5	12	5
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Documents

2	0	12	0
---	---	----	---

Newsbank

Searches

0	6	3	9
---	---	---	---

EBSCO Online Databases

Academic Search Premiere

Searches	2	2	4	2
Requests	1	2	3	2

Auto Repair Source

Searches	0	0	0	0
Results	0	0	0	0

Biography Reference Center

Searches	0	3	0	3
Requests	0	0	0	0

Business Source Premier

Searches	0	0	14	0
Results	0	0	14	0

Consumer Health Complete

Searches	0	0	0	0
Results	0	0	0	0

Consumers Reports

Sessions	1	12	9	21
Searches	18	164	120	312

History Reference Center

Searches	0	0	1	2
Results	0	0	1	2

Legal Information Ref. Center

Searches	0	0	0	0
Results	0	0	0	0

Literary Reference Center

Searches	0	0	0	0
Requests	0	0	0	0

Masterfile

Searches	0	0	0	18
Requests	0	0	0	3

Middle Search Plus

Search	0	0	0	0
Results	0	0	0	0

Newspaper Search Plus

Search	0	0	2	2
Results	0	0	2	3

Novelist

Searches	2	75	38	231
Requests	0	145	36	308

Points of View Ref. Center

Searches	0	0	0	0
Results	0	0	0	0

Primary Search

Searches	3	0	3	0
Results	0	0	0	0

Science Reference Center

Searches	2	17	19	24
Results	0	0	17	0

LIBRARY DIRECTOR'S REPORT February 2022

Administrative

Final touches were done on the Strategic Long Range Plan Questionnaire early in the month, and patrons began filling them out beginning February 14! The newsletter highlighted the questionnaire on the front page, and a separate postcard encouraging patrons to respond was sent at the end of the month. As of March 1, 123 patrons have filled out the form online. To my knowledge there have been no requests for a paper form. I will have updated numbers at the Board meeting. The responses we have received have been very similar to those in past surveys, but we will wait and see what the results are after March 31. I believe the information provided will help us in writing a solid Strategic Long Range Plan.

Preliminary audit work started this month by Lauderbach and Amen.

I went over all of our current job descriptions and updated any language that was not inclusive. I used suggested language to change the physical demands portion of the documents. My next project is changing our current employee evaluation forms/process. Staff will have more input in accomplishments and goal setting than previously done. I received great samples from area libraries and the managers and I are using these as guides for our Library.

As you are aware, beginning March 1, the wearing of masks became optional for patrons and staff. Time will tell if this will be the way of the future or if we have to return to mandatory masking.

FLOS returned the corrected Architecture Award this month and I plan on hanging it downstairs once all of the renovation work is complete. It seems to be the appropriate location since the renovation was the reason we were presented the award.

The All in the Family Genealogy Club program, Jump into Genealogy, was well attended! We have also been getting more patrons coming on Tuesdays and Saturdays for assistance by our volunteer. In appreciation, one patron has donated \$100 to be used for genealogy programs.

Ongoing

Managers Meetings continued. Jane joins us once a month to provide financial information.

Advocacy

Friends of the Library met on February 15 and voted to gift the Library with \$3,000 to use for Summer Reading. We held our first Summer Reading planning meeting on February 28. We are planning to have a kick-off event and will keep you updated on the details.

Special Projects

The men's room is completed and is now serving as the unisex facility while the women's room is worked on. The tile is being laid now and painting will take place on March 4 so hopefully by the Board Meeting we will have both of the bathrooms back in operation. We are pleased with the results so far.

The exterior doors on the Lower Level were installed and we are just waiting on Lo Destro to paint the frames inside. After that, there are a few short lists Darren has given them for final touches. We are cautiously optimistic that by mid-March we may actually be done with the renovation!!!

I contacted Allan Goodcase to ask about adding more security cameras on the Lower Level, specifically the Early Learners Room, the Program Room and the Teen Room. He will be giving an estimate for the work. Unfortunately, we do not have enough ports in our current camera setup so we will have to update the main component. We can use bond money for a portion of the system that is set up in the CYS areas. I should have a quote by the meeting for action/approval.

Building Maintenance

Routine elevator maintenance continues each month but our year of free service is now over and we are back to paying the monthly fee.

Snow removal and ice mitigation was in full force during this month. I am praying to the snow gods to bring a very warm March!



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: March 3, 2022
Re: Year-End Fund Transfer 2021

A handwritten signature in blue ink, appearing to be the initials "JF", is located to the right of the "From:" line.

As part of the year-end process, the Board needs to approve the transfer of the 2021 year-to-date interest of \$17.45 in the Working Cash Fund to the Special Reserve Fund.

JAF:cl



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: February 22, 2022
Re: Rescheduled Staff In-Service

A handwritten signature in black ink, appearing to be "JF", is located to the right of the "From:" line.

As you remember, we cancelled the staff in-service scheduled in January because of the rise in COVID numbers. Since the transmission rates are declining, we would like to reschedule. It is so important to meet as a group so everyone gets the same information, training, etc. National Library Workers Day is the Tuesday of National Library Week (April 3 -9). I would like approval from the Board to close for the whole day so we can have a day-long in-service without any employee having to work more than 7.5 hours in one day.

During this day-long program, we will finally have our holiday party which has been postponed several times. We can fulfill the mandatory sexual harassment training in one fell swoop, celebrate the importance of library workers, and have departments meet as groups, too. Most libraries have full-day trainings but we have not had one for quite a few years. I hope you will see the value in doing one on April 5, 2022.

JAF:cl