

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, December 12, 2023 in the Program Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm**
- II. Roll Call**
- III. Welcome Guests**
- IV. Public Comment**
- V. Approve Minutes of November 14, 2023 – Action Item**
- VI. Review of November Bills - Action Item**
- VII. Review of November Financial Statements – Action Item**
- VIII. Committee Reports**
 - A. Finance – Jane Birmingham**
 - B. Building & Grounds – Ken Circo**
 - C. Policy & Bylaws – Dan Loucks**
 - 1. Study Room Policy – Action Item**
 - D. Technology – Michael Hagins**
 - E. Communications and Marketing – Courtney Greve Hack**
 - F. Reading Between the Wines – Christine Long**
- IX. Staff Reports – November**
 - 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**
 - A. C4 Preliminary Recommended Initiatives - RPL Board Response**
- XII. New Business**
 - A. Addition to Employee Handbook – Paid Leave for All Workers Act – Action Item**
- XIII. Announcements**
- XIV. Correspondence & FYIs**
 - A. Thank You from the Family of Sue Carol Gross**
 - B. Thank You Letter to Township for Grant to Purchase iPads**
- 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
November 14, 2023**

Held Tuesday, November 14, 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; Trustee; Michael Hagins, Trustee; and Daniel Loucks, Trustée.

Also in Attendance: Janice Foley, Library Director; Jane Wilhelm, Accountant and Lisa Garay, Administrative Assistant.

Absent: Nancy DeFauw, Trustee; Diane Silva, Assistant Director

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

Village Trustee Cristin Evans opened the meeting by sharing the C4 Preliminary Recommended Initiatives with the Board. She provided an overview of the process as well as a summary of the results of the many discussions. She offered to answer any questions and asked that any comments and/ or feedback be sent to the C4 team by December 15, 2023.

Review of Minutes

Courtney Greve Hack moved, and Dan Loucks seconded, that the Board approve the minutes of the October 10, 2023 regular meeting.

Ayes: Birmingham, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Courtney Greve Hack moved, and Jane Birmingham seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23540 through 23571 and 23573 through 23579 including voided check number 23572, in the total amount of \$97,573.37, which includes payroll through October 27, 2023.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Jane Birmingham moved, and Michael Hagins seconded, that the Board approve the financial statements for October 31, 2023, subject to audit.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Committee Reports **Building and Grounds**

The Historic Preservation Commission granted approval for the repair work on the masonry retaining wall. The contractor will be here this week. We are still waiting for exterior lighting project permit.

The SPOT renovations are going well. We continue to be impressed with their crew's communications with staff.

Policy and Bylaws

We will be reviewing the study room policy next month. The Library Director will send the policy to Trustee Loucks prior to the December meeting for his review.

Communications

Trustee Greve Hack mentioned opportunities to promote the new study room. She also mentioned the idea posting our year end statistics on the website and /social media.

Staff Reports

The Board reviewed the staff reports from October. CYS hosted many fun Halloween activities. Info Services is now using the social media archive tool. The fax machine / phone line issue is still not resolved.

Director's Report

Charlie Pipal and the School of the Art Institute (SAIC) students are now finished with their project. They will give us a copy of the report in the spring. The township meeting is next week, in which they will vote on our grant application for the purchase of three iPads.

Trustee Greve Hack asked about the number of non-English speaking patrons who are asking questions of library staff. She asked if we could start to track those numbers. President Circo asked if we had any subscription language services for patrons. Director Foley answered that we used to have this service, but no one used it. She added that we are encouraging staff to complete Spanish language training next year as part of their evaluations / annual goals. This training is available online and is designed specifically for library employees.

Friends of the Library donated \$6,000 for The SPOT programming for next year. In addition, we also anticipate them funding the AV equipment for the Great Room.

Unfinished Business

2023 Tax Levy and 2024 Operating Budget

Courtney Greve Hack moved, and Michael Hagins seconded, the motion to approve the revised 2023 Tax Levy and the final 2024 Operating Budget.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

After our October meeting, we submitted the approved 2024 Operating Budget to the Village. They asked us, based on advise of legal counsel, to provide an additional report and to revise our operating budget to include the cost of the SPOT and lower

level renovation / construction. President Circo asked on Trustee DeFauw's behalf that we make a note to reflect the projected cash flow deficit resulting from this change in reporting will be met with bond fund allocations.

Director Foley also noted for the Board that our operating budget was presented at the Village meeting as part of the Village's budget; although this has never been done in the past as we remain a separate entity. Once again, this change was made on the advice of the Village's legal counsel.

New Business

2024 Library Board Meeting Dates

Christine Long moved, and Courtney Greve Hack seconded, that the Board approve the 2024 Library Board of Trustees meeting dates as follows:

January 9, 2024
February 13, 2024
March 12, 2024
April 9, 2024
May 14, 2024
June 11, 2024
July 9, 2024
August 13, 2024
September 10, 2024
October 8, 2024
November 12, 2024
December 10, 2024

Ayes: Birmingham, Greve Hack, Hagins, Long, Loucks
Nays: None
Abstained: None
The motion passed.

Illinois Paid Leave for All Workers Act

Courtney Greve Hack moved, and Michael Hagins seconded, that the Board approve the Illinois Paid Leave for All Workers Act.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Loucks
Nays: None
Abstained: None
The motion passed.

This impacts only nine or ten of our employees – those who were not currently eligible for paid time off. The employees earn 1 hour of paid time off for every 40 hours worked. As per our regular procedures, employees must notify their supervisor to ask for the time off.

C4 Preliminary Recommended Initiatives

As a result of the information shared at the beginning of the meeting, Courtney Greve Hack will draft a letter stating our support for the draft initiatives, outlining how we are already supporting several of the initiatives and stating our willingness to contribute to these efforts going forward. She will share the draft with President Circo and Director Foley prior to our next meeting. The Board will discuss this further and finalize our letter at the December meeting.

Recess to Executive Session

Courtney Greve Hack moved, and Jane Birmingham seconded, that the Board convene in Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1)) at 8:30 pm.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Return to Regular Session

The Board returned to Regular Session at 8:46 pm.

Upon the annual evaluation of the Library Director, Dan Loucks moved, and Courtney Greve Hack seconded, that the Board approve an increase to the Library Director's annual compensation of 4.00%, to take effect January 2024.

Roll call vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Adjournment

Upon motion by Courtney Greve Hack, seconded by Michael Hagins, and passed unanimously, the meeting was adjourned at 8:47 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

NOVEMBER - 2023

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR NOVEMBER 2023 ACCOUNTS PAYABLE,
AND NOVEMBER 2023 PAYROLL = \$186,570.15**

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 11/1/2023 Through 11/30/2023

| Check Number | Check Date | Payee | Check Amount | Transaction Description |
|-------------------------------|------------|------------------------------------|-------------------|---|
| 23580 | 11/7/2023 | Blue Cross Blue Shield of Illinois | 5,457.83 | HMO medical- November 2023 |
| 23581 | 11/7/2023 | Bank of New York Mellon | 108,400.00 | Bond repayment P&I- Loan CTU2004731 |
| 23582 | 11/7/2023 | Coverall North America, Inc | 1,948.00 | Cleaning services- November |
| 23583 | 11/7/2023 | Delta Dental of Illinois - Risk | 76.55 | HMO dental- November |
| 23584 | 11/7/2023 | Delta Dental of Illinois- Vision | 32.65 | Vision- November |
| 23585 | 11/7/2023 | Kevin Kothrade | 250.00 | Shipwreck program |
| 23586 | 11/7/2023 | Madison National Life | 32.19 | Life insurance- November |
| 23587 | 11/7/2023 | NCPERS-IL IMRF | 32.00 | Term life- Forsyth & Silva |
| 23588 | 11/15/2023 | Alejandra Brightbill | 100.00 | Dia de los Muertos |
| 23589 | 11/15/2023 | Leaf | 766.00 | Copier contract |
| 23590 | 11/15/2023 | Business Card | 971.95 | Credit card purchases |
| 23591 | 11/15/2023 | Village Pub | 100.00 | Deposit for Library party January 2024 |
| 23592 | 11/16/2023 | Jim Hurley | 52.50 | Farmers mkt music- replaces voided check #23526 |
| 23593 | 11/27/2023 | 5 Star Interpreting Chicago | 180.00 | ASL interpretation 11/11/2023 |
| 23594 | 11/27/2023 | Aunt Diana's | 96.00 | 32 chocolate gargoyles |
| 23595 | 11/27/2023 | Bob the Gutterman, LLC | 500.00 | Clean gutters and downspouts |
| 23596 | 11/27/2023 | Fox Valley Fire and Safety | 2,460.00 | Relocate & adjust sprinklers |
| 23597 | 11/27/2023 | Village of Riverside | 100.00 | Fire inspection |
| 23598 | 11/27/2023 | Village of Riverside | 5,180.15 | November 2023 IMRF |
| 1447 | 11/10/2023 | Administration | 3,834.70 | Group: 01; Pay Date: 11/10/2023 |
| 1448 | 11/10/2023 | Information Services | 5,183.00 | Group: 02; Pay Date: 11/10/2023 |
| 1449 | 11/10/2023 | Children & Youth Services | 4,347.47 | Group: 03; Pay Date: 11/10/2023 |
| 1450 | 11/10/2023 | Patron Services | 7,168.80 | Group: 04; Pay Date: 11/10/2023 |
| 1451 | 11/24/2023 | Administration | 3,894.69 | Group: 01; Pay Date: 11/24/2023 |
| 1452 | 11/24/2023 | Information Services | 5,183.02 | Group: 02; Pay Date: 11/24/2023 |
| 1453 | 11/24/2023 | Children & Youth Services | 4,454.61 | Group: 03; Pay Date: 11/24/2023 |
| 1454 | 11/24/2023 | Patron Services | <u>7,045.30</u> | Group: 04; Pay Date: 11/24/2023 |
| Total checks and pay vouchers | | | 167,847.41 | |
| | | EFTPS- Employer portion 11/10/23 | 2070.91 | |
| | | EFTPS- Employer portion 11/24/23 | 2070.98 | |
| | | Electronic payment- Comcast | 233.85 | High-speed internet |
| | | Electronic payment- Comcast | <u>458.84</u> | Phone bill |
| Report Total | | | <u>172,681.99</u> | |

The Riverside Public Library
 Check/Voucher Register
 12/12/2023

| Check Number | Check Date | Payee | Check Amount | Transaction Description |
|--------------|------------|---------------------------------|------------------|----------------------------------|
| 23599 | 12/12/2023 | Amazon Capital Sevices | 1,537.55 | Amazon purchases |
| 23600 | 12/12/2023 | Bullseye Cleaning Service, Inc. | 87.50 | Snow removal |
| 23601 | 12/12/2023 | Cintas Corporation LOC. 769 | 1,207.80 | Restroom supplies/ mat service |
| 23602 | 12/12/2023 | Demco, Inc. | 76.38 | Labels, book tape |
| 23603 | 12/12/2023 | Garvey's Office Products | 523.18 | Paper, trash bags, ink cartidges |
| 23604 | 12/12/2023 | Ingram Library Services | 2,291.41 | Various |
| 23605 | 12/12/2023 | Lofton Landscaping Company | 260.00 | December landscaping |
| 23606 | 12/12/2023 | Midwest Tape | 844.00 | Digital subscriptions |
| 23607 | 12/12/2023 | NICOR Gas | 978.94 | Gas bill |
| 23608 | 12/12/2023 | Schuetz Contracting | 550.00 | Rebuild terrace door |
| 23609 | 12/12/2023 | StudioGC | <u>5,531.40</u> | Permits, fees, services |
| Report Total | | | <u>13,888.16</u> | |

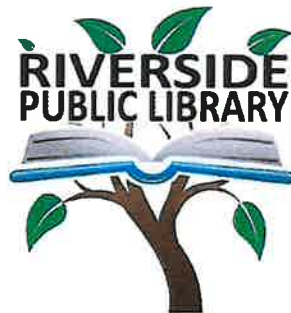
Riverside Public Library

FINANCIAL REPORTS

For 11 Months Ending

November 30, 2023

UNAUDITED



**Riverside Public Library
Cash Balances
As of 11/30/2023**

| | Balance, <u>11/30/2023</u> |
|---|---------------------------------------|
| Consolidated Operating Funds: | |
| First American- Checking | 53,657.47 |
| First American- Payroll | <u>268.20</u> |
| Total First American accounts | 53,925.67 |
| Riverside Bank savings | 7,072.78 |
| Illinois Funds | |
| Tax/Reserve Fund | 509,598.32 |
| Capital Improvements Fund | 43,955.07 |
| Special Reserve Fund | 10,693.29 |
| Working Cash Fund | 262,675.13 |
| Library Bond Fund | <u>230,092.50</u> |
| Total Illinois Funds | 1,057,014.31 |
| Total Operating Funds Cash Balances | 1,118,012.76 |
| Gift & Endowment Funds: | |
| Library Gift Fund | 116,558.53 |
| Batko Endowment Fund | 6,234.24 |
| Lower Level Renovation Fund | 53,711.33 |
| General Endowment Fund | 10,459.58 |
| Dardwin Fund | <u>17,049.60</u> |
| Total Gift & Endowment Funds | 204,013.28 |
| Total Funds | <u>1,322,026.04</u> |

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 11/30/2023

| | Current Period Balance |
|--|-----------------------------------|
| Assets | |
| Illinois Fund-Operating Fund | 509,598.33 |
| 1st American-Checking Account | 46,462.73 |
| 1st American-Payroll Account | 268.20 |
| Riverside Bank savings account | 7,473.68 |
| Property Tax Receivable | 1,531,905.77 |
| Due from Other Funds | 8,159.86 |
| Due from other groups | 647.53 |
| Due from Friends of the Library | 25.96 |
| Staff Receivables | (54.05) |
| Fixed Assets | 1,260,414.00 |
| Prepaid Expense | 747.14 |
| Amount Provided for Vacation | <u>23,590.00</u> |
| Total Assets | <u><u>3,389,239.15</u></u> |
| Liabilities | |
| Accounts Payable | 13,888.16 |
| Federal W/H & FICA Payable | (60.37) |
| State W/H Payable | (0.20) |
| State Unemployment Payable | 968.33 |
| IMRF Payable | (47.90) |
| Deferred Property Taxes | 532,862.32 |
| Accrued Payroll | 18,548.84 |
| Accrued Vacation Pay | 23,590.00 |
| Health Insurance Payable | (17.35) |
| Term Life Insurance Payable | (168.00) |
| Due to Other Funds | 8,985.00 |
| Due to Library Gift Fund | 210.00 |
| Due to Friends of the Library | 357.00 |
| Due to Historical Society | 740.00 |
| Due to Preservation Commission | 3.00 |
| Investment in Fixed Assets | <u>1,260,414.00</u> |
| Total Liabilities | <u><u>1,860,272.83</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 | <u>1,439,671.62</u> |
| Excess Revenues/(Expenditures) | <u>89,294.70</u> |
| Total Fund Balances | <u><u>1,528,966.32</u></u> |
| Total Liabilities & Fund Balances | <u><u>3,389,239.15</u></u> |

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 11/1/2023 Through 11/30/2023

| | Current Period Actual | Current Year Actual-11 mos.ending 11/30/2023 | Total Budget | Total Budget Variance | Percent Total Budget Remaining |
|--------------------------------------|--------------------------|---|---------------------|--------------------------|--------------------------------------|
| Revenues | | | | | |
| Property Taxes | | | | | |
| 2021 Property tax revenue | 0.00 | 324,695.69 | 0.00 | 324,695.69 | 0.00% |
| 2022 Property Tax Revenue | 208,914.51 | 907,497.07 | 1,259,965.00 | (352,467.93) | (27.97)% |
| Lower Level Bond revenue | 0.00 | 0.00 | <u>121,800.00</u> | <u>(121,800.00)</u> | <u>(100.00)%</u> |
| Total Property Taxes | 208,914.51 | 1,232,192.76 | 1,381,765.00 | (149,572.24) | (10.82)% |
| Inter Government Funds | 4,053.86 | 49,016.98 | 23,000.00 | 26,016.98 | 113.12% |
| Interest | 1,518.77 | 30,166.61 | 1,250.00 | 28,916.61 | 2,313.33% |
| Fees for Services | 1,414.70 | 12,615.78 | 4,988.00 | 7,627.78 | 152.92% |
| Misc Revenue | | | | | |
| The SPOT revenue | 2.00 | 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 | 27.20 | 283.80 | 550.00 | (266.20) | (48.40)% |
| Total Misc Revenue | 29.20 | 830.80 | 5,550.00 | (4,719.20) | (85.03)% |
| Total Revenues | <u>215,931.04</u> | <u>1,324,822.93</u> | <u>1,416,553.00</u> | <u>(91,730.07)</u> | <u>(6.48)%</u> |
| Total Revenue | <u>215,931.04</u> | <u>1,324,822.93</u> | <u>1,416,553.00</u> | <u>(91,730.07)</u> | <u>(6.48)%</u> |
| Expenditures | | | | | |
| Personnel Services | 66,942.92 | 804,816.08 | 912,800.00 | 107,983.92 | 11.83% |
| Supplies | 1,748.49 | 14,304.92 | 20,450.00 | 6,145.08 | 30.05% |
| Contractual Services | 6,238.63 | 72,689.15 | 102,500.00 | 29,810.85 | 29.08% |
| Adult Information Sources | 2,087.54 | 33,438.42 | 42,060.00 | 8,621.58 | 20.50% |
| Electronic Resources | 1,116.83 | 50,845.13 | 65,240.00 | 14,394.87 | 22.06% |
| CYS Information Sources | 381.06 | 9,434.89 | 12,300.00 | 2,865.11 | 23.29% |
| Marketing/Public Relations | 681.58 | 17,798.13 | 21,800.00 | 4,001.87 | 18.36% |
| Administration | 109,515.36 | 169,959.39 | 209,350.00 | 39,390.61 | 18.82% |
| Technology | 299.88 | 17,763.65 | 21,000.00 | 3,236.35 | 15.41% |
| Total Expenditures | <u>189,012.29</u> | <u>1,191,049.76</u> | <u>1,407,500.00</u> | <u>216,450.24</u> | <u>15.38%</u> |
| Miscellaneous Expenses | | | | | |
| Misc Expenses | 0.00 | 42,014.88 | 0.00 | (42,014.88) | 0.00% |
| Total Miscellaneous Expenses | 0.00 | 42,014.88 | 0.00 | (42,014.88) | 0.00% |
| Total Expenditures | <u>189,012.29</u> | <u>1,233,064.64</u> | <u>1,407,500.00</u> | <u>174,435.36</u> | <u>12.39%</u> |
| Excess Revenues(Expenditures) | <u>26,918.75</u> | <u>91,758.29</u> | <u>9,053.00</u> | <u>82,705.29</u> | |

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 11/1/2023 Through 11/30/2023

| | Current Period Actual | Current Year Actual 11 mos.ending 11/30//2023 | Annual Operating Budget | Variance - Over/(Under) Annual Budget | Percent of Total Remaining to be Collected |
|--|--------------------------|--|-------------------------------|---|--|
| Property Taxes | | | | | |
| 2021 Property tax revenue | 0.00 | 324,695.69 | 0.00 | 324,695.69 | 0.00% |
| 2022 Property Tax Revenue | 208,914.51 | 907,497.07 | 1,259,965.00 | (352,467.93) | (27.97)% |
| Lower Level Bond revenue | 0.00 | 0.00 | 121,800.00 | (121,800.00) | (100.00)% |
| Total Property Taxes | <u>208,914.51</u> | <u>1,232,192.76</u> | <u>1,381,765.00</u> | <u>(149,572.24)</u> | <u>(10.82)%</u> |
| Inter Government Funds | | | | | |
| Per capita state grants | 0.00 | 13,714.55 | 13,000.00 | 714.55 | 5.50% |
| Corporate Replacement Taxes | 4,053.86 | 35,302.43 | 10,000.00 | 25,302.43 | 253.02% |
| Total Inter Government Funds | <u>4,053.86</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 | 1,497.57 | 30,071.43 | 1,250.00 | 28,821.43 | 2,305.71% |
| Interest- Riverside Bank | 21.20 | 95.18 | 0.00 | 95.18 | 0.00% |
| Total Interest on Operating Funds | <u>1,518.77</u> | <u>30,166.61</u> | <u>1,250.00</u> | <u>28,916.61</u> | <u>2,313.33%</u> |
| Fees & Services | | | | | |
| Fines | 199.05 | 2,240.97 | 500.00 | 1,740.97 | 348.19% |
| Fax Fees | 37.50 | 478.50 | 250.00 | 228.50 | 91.40% |
| Maker Space fees/Internet fees | 0.00 | 33.80 | 3.00 | 30.80 | 1,026.67% |
| Printing Fees | 544.98 | 3,620.76 | 1,200.00 | 2,420.76 | 201.73% |
| Book & Video Sales | 399.20 | 5,105.80 | 2,500.00 | 2,605.80 | 104.23% |
| Adult Replacement Fees | 12.97 | 282.97 | 100.00 | 182.97 | 182.97% |
| CYS Replacement Fees | 21.00 | 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 | 200.00 | 425.00 | 100.00 | 325.00 | 325.00% |
| Total Fees & Services | <u>1,414.70</u> | <u>12,615.78</u> | <u>4,988.00</u> | <u>7,627.78</u> | <u>152.92%</u> |
| Miscellaneous Revenue | | | | | |
| Miscellaneous Revenue | 0.25 | 118.01 | 200.00 | (81.99) | (40.99)% |
| Memorial Book Donations | 0.00 | 0.00 | 250.00 | (250.00) | (100.00)% |
| Donations | 26.95 | 165.79 | 100.00 | 65.79 | 65.79% |
| The SPOT revenue | 2.00 | 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>29.20</u> | <u>830.80</u> | <u>5,550.00</u> | <u>(4,719.20)</u> | <u>(85.03)%</u> |
| Total Revenues | <u>215,931.04</u> | <u>1,324,822.93</u> | <u>1,416,553.00</u> | <u>(91,730.07)</u> | <u>(6.48)%</u> |

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 11/1/2023 Through 11/30/2023

| | Current Period Actual | Current Year Actual- 11 mos. ending 11/30/2023 | Total Budget | Total Budget Variance | Percent Total Budget Remaining |
|---------------------------------------|--------------------------|---|-------------------|--------------------------|--------------------------------------|
| Personnel Services | | | | | |
| Staff Salaries | 56,410.32 | 669,603.52 | 756,400.00 | 86,796.48 | 11.47% |
| Health & Life Insurance | 3,287.85 | 48,217.96 | 55,000.00 | 6,782.04 | 12.33% |
| Employer's Portion - IMRF | 3,076.30 | 36,847.74 | 42,000.00 | 5,152.26 | 12.27% |
| Employer's Portion - FICA | 4,141.89 | 49,128.00 | 58,000.00 | 8,872.00 | 15.30% |
| Unemployment Comp Expense | 26.56 | 1,018.86 | 1,400.00 | 381.14 | 27.22% |
| Total Personnel Services | <u>66,942.92</u> | <u>804,816.08</u> | <u>912,800.00</u> | <u>107,983.92</u> | <u>11.83%</u> |
| Materials & Supplies | | | | | |
| Office Supplies | 166.32 | 2,148.63 | 3,000.00 | 851.37 | 28.38% |
| Library Supplies | 185.34 | 2,804.11 | 4,000.00 | 1,195.89 | 29.90% |
| CYS Supplies | 31.14 | 308.73 | 600.00 | 291.27 | 48.55% |
| Info Services Supplies | 0.00 | 109.77 | 350.00 | 240.23 | 68.64% |
| Building Maintenance Supplies | 824.49 | 7,056.20 | 10,000.00 | 2,943.80 | 29.44% |
| Ink Cartridges | 541.20 | 1,877.48 | 2,500.00 | 622.52 | 24.90% |
| Total Materials & Supplies | <u>1,748.49</u> | <u>14,304.92</u> | <u>20,450.00</u> | <u>6,145.08</u> | <u>30.05%</u> |
| Contractual Services | | | | | |
| Janitorial | 1,948.00 | 21,428.00 | 28,000.00 | 6,572.00 | 23.47% |
| Water | 0.00 | 2,858.77 | 2,500.00 | (358.77) | (14.35)% |
| Gas | 978.94 | 8,781.36 | 15,000.00 | 6,218.64 | 41.46% |
| Building Maintenance | 2,357.60 | 18,552.91 | 30,000.00 | 11,447.09 | 38.16% |
| Small Equipment Maintenance | 0.00 | 1,283.80 | 1,000.00 | (283.80) | (28.38)% |
| Equipment Maintenance | 100.00 | 11,964.98 | 12,000.00 | 35.02 | 0.29% |
| Furnishings & Equipment | 88.09 | 399.93 | 5,000.00 | 4,600.07 | 92.00% |
| Copier Rental & Maintenance | 766.00 | 7,419.40 | 9,000.00 | 1,580.60 | 17.56% |
| Total Contractual Services | <u>6,238.63</u> | <u>72,689.15</u> | <u>102,500.00</u> | <u>29,810.85</u> | <u>29.08%</u> |
| Electronic Resources | | | | | |
| On-line Data Bases | 844.00 | 20,369.50 | 30,740.00 | 10,370.50 | 33.74% |
| SWAN Computer | 0.00 | 24,514.50 | 27,000.00 | 2,485.50 | 9.21% |
| Internet Expense | 233.85 | 2,572.35 | 3,000.00 | 427.65 | 14.26% |
| Patron Subscription services | 38.98 | 3,388.78 | 4,500.00 | 1,111.22 | 24.69% |
| Total Electronic Resources | <u>1,116.83</u> | <u>50,845.13</u> | <u>65,240.00</u> | <u>14,394.87</u> | <u>22.06%</u> |
| Information Sources | | | | | |
| Books | 1,508.34 | 16,101.17 | 20,500.00 | 4,398.83 | 21.46% |
| Standing Order Books | 227.60 | 4,280.68 | 4,000.00 | (280.68) | (7.02)% |
| Periodicals | 0.00 | 8,262.34 | 8,500.00 | 237.66 | 2.80% |
| Videos | 252.54 | 2,230.01 | 4,000.00 | 1,769.99 | 44.25% |
| Audio Books | 0.00 | 53.34 | 60.00 | 6.66 | 11.10% |
| Library of Things expenses | 0.00 | 127.79 | 0.00 | (127.79) | 0.00% |
| The SPOT expenses | 99.06 | 2,383.09 | 5,000.00 | 2,616.91 | 52.34% |
| Total Information Sources | <u>2,087.54</u> | <u>33,438.42</u> | <u>42,060.00</u> | <u>8,621.58</u> | <u>20.50%</u> |
| Children/Youth Services | | | | | |
| CYS Juvenile Books | 214.59 | 4,339.62 | 4,000.00 | (339.62) | (8.49)% |
| 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 | 35.27 | 1,902.61 | 2,000.00 | 97.39 | 4.87% |
| CYS Easy Books | 98.61 | 2,092.91 | 3,000.00 | 907.09 | 30.24% |
| 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 | 32.59 | 107.78 | 400.00 | 292.22 | 73.06% |

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 11/1/2023 Through 11/30/2023

| | Current Period Actual | Current Year Actual- 11 mos.ending 11/30/2023 | Total Budget | Total Budget Variance | Percent Total Budget Remaining |
|---|--------------------------|--|--------------|--------------------------|--------------------------------------|
| Total Children/Youth Services | 381.06 | 9,434.89 | 12,300.00 | 2,865.11 | 23.29% |
| Marketing/Public Relations | | | | | |
| CYS Programming | 23.60 | 269.58 | 300.00 | 30.42 | 10.14% |
| Adult Programming | 556.98 | 3,743.60 | 4,000.00 | 256.40 | 6.41% |
| Library Programs | 0.00 | 655.66 | 500.00 | (155.66) | (31.13)% |
| Advertising Expenses | 101.00 | 616.74 | 1,500.00 | 883.26 | 58.88% |
| Binding | 0.00 | 351.95 | 500.00 | 148.05 | 29.61% |
| Newsletter Expense | 0.00 | 12,160.60 | 15,000.00 | 2,839.40 | 18.93% |
| Total Marketing/Public Relations | 681.58 | 17,798.13 | 21,800.00 | 4,001.87 | 18.36% |
| Administration | | | | | |
| Shipping Charges | 33.00 | 582.33 | 450.00 | (132.33) | (29.41)% |
| Legal Services | 0.00 | 6,388.10 | 1,500.00 | (4,888.10) | (325.87)% |
| Credit Bureau | (32.00) | 487.10 | 600.00 | 112.90 | 18.82% |
| Telephone | 458.84 | 6,241.27 | 9,000.00 | 2,758.73 | 30.65% |
| Postage | 22.32 | 444.37 | 1,000.00 | 555.63 | 55.56% |
| 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 | 32.25 | 382.25 | 500.00 | 117.75 | 23.55% |
| Membership Dues | 0.00 | 914.00 | 700.00 | (214.00) | (30.57)% |
| Accounting Expenses | 171.25 | 2,241.33 | 2,500.00 | 258.67 | 10.35% |
| Staff Development | 392.58 | 1,654.56 | 2,000.00 | 345.44 | 17.27% |
| Bond repayment | 108,400.00 | 121,800.00 | 121,800.00 | 0.00 | 0.00% |
| Credit Card/Bank Fees | 37.12 | 313.76 | 900.00 | 586.24 | 65.14% |
| Miscellaneous Expense | 0.00 | 817.93 | 8,000.00 | 7,182.07 | 89.78% |
| Board Expense | 0.00 | 1,030.59 | 1,000.00 | (30.59) | (3.06)% |
| Capital Expense | 0.00 | 0.00 | 30,000.00 | 30,000.00 | 100.00% |
| Total Administration | 109,515.36 | 169,959.39 | 209,350.00 | 39,390.61 | 18.82% |
| Technology | | | | | |
| Technology Supplies | 289.89 | 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 | 0.00 | 1.99 | 2,500.00 | 2,498.01 | 99.92% |
| Computer Hardware & Equipment | 0.00 | 6,739.78 | 6,000.00 | (739.78) | (12.33)% |
| E-Library Subscription Svs | 9.99 | 6,669.53 | 7,500.00 | 830.47 | 11.07% |
| Computer Software | 0.00 | 2,503.46 | 1,500.00 | (1,003.46) | (66.90)% |
| Total Technology | 299.88 | 17,763.65 | 21,000.00 | 3,236.35 | 15.41% |
| Total Operating Expense | 187,895.46 | 1,140,204.63 | 1,342,260.00 | 202,055.37 | 15.05% |
| Miscellaneous Expenses | | | | | |
| Lost ILL Expense | 0.00 | 14.88 | 0.00 | (14.88) | 0.00% |
| Transfer to Other Funds | 0.00 | 42,000.00 | 0.00 | (42,000.00) | 0.00% |
| Total Miscellaneous Expenses | 0.00 | 42,014.88 | 0.00 | (42,014.88) | 0.00% |
| Total Budgeted Expenses | 189,012.29 | 1,233,064.64 | 1,407,500.00 | 174,435.36 | 12.39% |



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 12/05/2023
Re: New Study Room Policy

I sent Trustee Loucks this draft earlier this month. I know he has been busy and with the birth of their new son might not have had time to go over the draft. However, since we need to have a policy in place by the end of the year, I am including the draft policy sent to him so the Board can approve it. If there are any changes needed once it is reviewed, we can bring it up for vote again. Thank you.



–DRAFT–

STUDY ROOM POLICY DECEMBER 2023

The Library's Study Room is available for use by Riverside Public Library cardholders in good standing. The room is designed to provide a quiet area of study for one or two people. The Study Room may not be used commercial services of any kind including, but not limited to tutoring services.

- Prior to reserving the study room for the first time, patrons must complete the STUDY ROOM REGISTRATION FORM.
- The Study Room can be reserved by calling the library or in person when visiting the library.
- The room may be reserved up to one week in advance for a two-hour slot per day. Time cannot be extended. For those without reservations, availability will be based on a first-come, first-served basis. Walk-in users will be asked to vacate for users with a reservation. The room can be reserved two times per week by a patron.
- Reservations are forfeited if registered person is 15 minutes late. Frequent no shows may be prevented from reserving the room in advance.
- The Study Room must be vacated 15 minutes prior to the scheduled closing of the Library.
- Users must check in at the Children and Youth Services Desk before beginning to use the study room.
- The Study Room is equipped according to fire code occupancy and no extra chairs or furniture will be allowed.
- Furniture in the room may not be rearranged. Signs and decorations may not be be taped or attached to the walls or windows. The Room should be left in the same condition it was found.
- Lights must be kept on at all times.
- Activities in the room should not materially or substantially interfere with the function of the Library. Prohibited activities include excessive noise, creating safety hazards or security risks and creating other disturbances that violate the Library Use and Behavior Policy.
- Food is prohibited in the Library and consequently the Study Room. Only covered drinks are allowed.
- The Library assumes no responsibility for unattended personal belongings.

STUDY ROOM REGISTRATION FORM

By requesting use of the Study Room, you agree to the Study Room Policy and the Library Use and Behavior Policy. Those using the Study Room must comply with all rules of behavior established by the Riverside Public Library. Persons found littering, engaging in loud or disruptive conversation or behavior, defacing Library property or otherwise acting inappropriately while using a Study Room will be asked to leave the room and Library and may forfeit future use of the Room.

I have read, and understand the attached policy for use of the Study Room at the Riverside Public Library.

Name (Print) _____

Address _____

Contact Phone Number _____

Email _____

Library Card Number _____

Signature _____

Date: _____

This November, I was thankful for my amazing CYS staff! They plan and present such engaging and interesting programs and activities for our patrons, all while being helpful and courteous. Thank you, CYS staff, for all you do!

Highlights

School's Out Programs—Thanksgiving Break meant more time for programs. We continued our annual tradition of Snoopy's Thanksgiving. We watched *A Charlie Brown Thanksgiving* while feasting on toast, popcorn, pretzels and jelly beans, just like Charlie Brown and his friends.

Anne planned and presented a Thanksgiving Storytime and turkey craft. It is such a nice program for families to attend together.

After School Programs—Nikki's Crafternoon had teens making origami boxes. The teens really love the hands-on projects Nikki plans.

I planned and presented an apple themed STEAM Explorers. We played Apples to Apples, did an apple craft and made apple volcanos.

Fran planned two writing groups, one for high schoolers and one for middle schoolers. Even though attendance was not what we hoped, we are going to continue to offer these programs and hope with more promotion, we get a solid group of attendees.

Storytimes—Anne and Bridget presented Mini-Movers and Mini Storytimes. Mandi continued presenting Friday Storytimes. Mandi also filled in on our Saturday storytime this month.

School Outreach—Francesca continued storytime visits to the Riverside Presbyterian Church Preschool and RPC Preschool continued their visits to the library. Anne continued her monthly visits to the District 96 Early Learners classrooms.

Homeschool Booktalk—I presented a book talk to our Homeschool families this month. At these book talks, I like to highlight some nonfiction titles that parents could use while teaching, along with fun fiction titles. *Skulls!* by Blair Thornburgh was a big hit with the kids.

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 – November 2023 | |
|---|------------|
| Reference questions asked | <u>198</u> |
| Informational questions asked | <u>267</u> |

| Date | Name of Program | Youth 0-5 | Youth 6-11 | Young Adult | Adult | General Interest |
|-----------|--------------------------|--------------|---------------|----------------|-------|---------------------|
| 11/1/2023 | RB Transitions Book Club | | | 7 | 4 | |
| 11/2/2023 | New Parents Group | 2 | | | 2 | |
| 11/3/2023 | All Ages Storytime | 13 | | | 9 | |
| 11/4/2023 | Saturday Storytime | 4 | 2 | | 4 | |
| 11/6/2023 | Mini Movers Storytime | 7 | | | 7 | |

CHILDREN & YOUTH SERVICES – November 2023 – Nora Durbin

| | | | | | | |
|--|--------------------------------|----|---|---|--------------------|-----|
| 11/6/2023 | D96 Early Learners Storytime 1 | 5 | | | 5 | |
| 11/6/2023 | D96 Early Learners Storytime 2 | 6 | | | 5 | |
| 11/6/2023 | D96 Early Learners Storytime 3 | 20 | | | 4 | |
| 11/6/2023 | D96 Early Learners Storytime 4 | 22 | | | 4 | |
| 11/6/2023 | Subscription Book Bags | | | | | 33 |
| 11/7/2023 | Mini Storytime | 11 | | | 9 | |
| 11/7/2023 | Little Hands Activity Time | 11 | | | 9 | |
| 11/8/2023 | Storytime at RPC 1 | 8 | | | 3 | |
| 11/8/2023 | Storytime at RPC 2 | 8 | | | 3 | |
| 11/8/2023 | Storytime at RPC 3 | 8 | | | 3 | |
| 11/9/2023 | Pokemon Club | | 5 | | | |
| 11/10/2023 | All Ages Storytime | 18 | | | 14 | |
| 11/10/2023 | Homeschool Booktalk | | 6 | | 3 | |
| 11/11-11/12 | Weekend Takehome Craft | | | | | 25 |
| 11/13/2023 | Mini Movers Storytime | 10 | | | 0 | |
| 11/14/2023 | Mini Storytime | 4 | | | 4 | |
| 11/14/2023 | Little Hands Activity Time | 9 | | | 5 | |
| 11/14/2023 | Crafternoon | | | 6 | | |
| 11/15/2023 | RB Transitions Book Club | | | 8 | 3 | |
| 11/15/2023 | RPC Visit to the Library | 22 | | | 4 | |
| 11/17/2023 | All Ages Storytime | 8 | | | 5 | |
| 11/18/2023 | Legopalooza | | 5 | | 4 | |
| 11/20/2023 | Snoopy's Thanksgiving | | | | | 27 |
| 11/21/2023 | Thanksgiving Family Storytime | 9 | 7 | | 12 | |
| 11/21/2023 | Thanksgiving Craft | | | | | 25 |
| 11/22/2023 | Middle School Writers Group | | | 1 | | |
| 11/25/2023 | Family Playtime | 4 | 1 | | 4 | |
| 11/27/2023 | Mini Movers Storytime | 8 | | | 8 | |
| 11/28/2023 | Mini Storytime | 8 | | | 8 | |
| 11/28/2023 | Little Hands Activity Time | 11 | | | 11 | |
| 11/29/2023 | STEAM Explorers | | 7 | | | |
| 11/1-11/30 | Blue Board Question | | | | | 200 |
| Phone Charger Checkout | | | | | 15 teens | |
| Board Game Usage | | | | | 47 games | |
| Nintendo Switch Usage | | | | | 25 teens | |
| After School | 17 days | | | | 515 kids and teens | |
| Interactions with non-English speakers | | | | | 9 patrons | |

November 2023 Sharon Shroyer

Patron Services

The Library looks so festive and the Holiday Stroll was so much fun. I always love getting to wear my Santa hat or reindeer antlers.

I have been working on two of the more involved procedures in November. The first one is what happens when the system is down and we need to go on our backup software. Thankfully, that rarely happens anymore. I've been working on this one a bit at a time. The other procedure is how to handle accounts that have been sent to a referral agency.

I have redesigned the registration form that patrons fill out for a new card, adding a preference choice for English, Polish, and Spanish. These are the three languages that SWAN notices support. That means if we mark a preference in the patron record, that is how they will be contacted by phone, text, or email. Since we can now edit some of the notices that are sent to patrons by SWAN, I have taken the opportunity to do so. I have added direct information links that patrons can use to contact the PS department directly about a missing or overdue book. Several patrons have already taken advantage of the links to contact us directly. I do like this new option. It provides much better customer service.

I also did a Spanish language version of our brochure and a fully Spanish version of our registration card. Nora sent both to a friend and patron of hers to proof-read. I made the changes she suggested and now we have both available to our Spanish speaking patrons.

On November 26th, the SWAN Mobile App, which we have promoted so heavily at the desk in the last few years, stopped functioning. This had nothing to do with SWAN, but with our software provider, SirsiDynix and one of their vendors. On November 29th, we heard that the app would no longer be an option to any SirsiDynix customers. SWAN is trying to find a solution to the problem as soon as possible.

Computer Services

I have been working on the new genealogy computers. I have one fully rolled out, one almost finished, and the third will be finished before the end of December. I have also purchased a new printer for the genealogy area, since the previous one, which had been purchased by CSAGSI, was a continual problem.

I have begun to update the CYS Internet computers with the new security software and updates. The YA computers have been finished.

We found out that the fax function on the copier cannot be password protected. It does appear that some surrounding libraries do just provide this service for free when it is done

through the copier. They also do not allow receiving a fax or faxing internationally. I am waiting for the quiet week after Christmas to connect the fax line and test it.

With a combination of funds left in the technology budget and funds for the lower level, I purchased three new laptops for staff. One, for the CYS floating desk, will replace a seven-year-old laptop that is approaching end of life; a new laptop for our CYS Manager, Nora, who has a six-year-old laptop that needed replacing; and finally, a new laptop for our IS Librarian, Jordan who has a nine-year-old laptop. This upgrades almost all of the CYS and IS staff computers. With the cataloging computer being replaced next year with a 2020 all-in-one that was not needed in the adult internet area, everything for administrative, IS and CYS staff is at least 2020 and most far newer than that. My department is starting to get envious.

Bill Borst stopped in and met with Diane Silva and I about the projection issue in the Great Room. He is looking at a battery powered option that might bypass additional wiring. We also talked about getting more OPAC's in the stacks. The easiest solution seems to be iPads that would be locked down in a standing kiosk. Doing that would give us the ability to move them around if appears the location where they are placed doesn't get enough use. It would also eliminate the need for mounting and electrical issues that might come up otherwise. I did move our existing OPAC, out of the Great Room and placed it in the AV Room.

November 2023 Information Services Update

Diane Silva

The SPOT –

The SPOT team met this month to set planning and service priorities for 2024. In 2023, we found that too much of Jordan's time was going to SPOT-adjacent programming, like crafts, leaving him less time to focus on the service itself. In 2024, we plan to move general crafts out of official SPOT-branding. This move will spread crafts across a variety of staff members, allowing for diverse programs and reduced planning burnout. For Jordan and Nikki, it means more time to focus on building the service through specific programming, like camps, lessons, and tech help.

Part of the 2024 effort is also increasing our marketing and promotion. Jordan will be joining social media planning to insure that we have more robust and consistent messaging.

New Staff Member – In January, Gabe Fisher will be joining IS on a full-time basis. Gabe and I met this month to begin planning projects and goals as he moves from Patron Services. He will continue managing all cataloging and periodicals. In IS, he will take on more desk time, manage some weeding projects and, as an active NaNoWriMo (National Novel Writing Month) participant, he will be instrumental in starting a writing group and related programming.

Programming –

Gina Consolino-Barsotti approached us about piloting an Asahi program. Asahi is a Finnish movement practicing combining slow movement with breathing, designed to increase health, mindfulness, and connection to nature. Great for seniors, the practice is held out front, while weather permits. Each session, we are seeing an increase in attendees and we have gotten great feedback. Gina provides this weekly along with meditation sessions for no cost and we really appreciate her work.

The SPOT Appointments/projects – 3

Maya Camille Broussard – ILP – 9

Great Lake Shipwrecks - 24

Craft Sock Pumpkin - 9

Drop in Tech Help – 1

Knitting Club (2 sessions) – 12

Medicare Informaton – 7

Olmstedian Soul – 28

Digital Library - 1

Asahi (4 sessions) – 22

Genealogy Club – 6

Meditation (2 session) – 11

Riverside Reads Book Club – 8

Passive

Spice Kits – 50

Seed Packets Take/Leave – 2

Various Passive – 196

Board Game Borrowing - 6

Patron Interactions – We had 736 patron interactions this month.

Riverside Public Library
Miscellaneous Statistics - November 2023

| | Nov-23 | Nov-22 | YTD 2023 | YTD 2022 |
|--|--------------|--------------|---------------|---------------|
| Reference Statistics | | | | |
| Questions Asked - Adult | 736 | 753 | 4713 | 7969 |
| Questions Asked - Youth Services | 465 | 451 | 5945 | 5874 |
| Internet Usage - Adult | | | | |
| | 270 | 305 | 3380 | 2829 |
| - CY5 | 143 | 106 | 2132 | 1322 |
| Total Usage | 413 | 411 | 5512 | 4151 |
| Holdings | | | | |
| Adult Titles Added | 141 | 121 | 1467 | 1541 |
| CYS Titles Added | 58 | 58 | 893 | 1043 |
| Total Titles Added | 199 | 179 | 2360 | 2584 |
| Adult Titles Withdrawn | 76 | 135 | 1322 | 1089 |
| YS Titles Withdrawn | 128 | 6 | 1340 | 770 |
| Total Titles Withdrawn | 204 | 141 | 2662 | 1859 |
| Total Holdings | | | 63050 | 63341 |
| Adult Programs | | | | |
| Number of Library Programs | 19 | 12 | 174 | 168 |
| Number of Community Programs | 15 | 6 | 127 | 41 |
| Library Program Attendance | 151 | 98 | 420 | 1566 |
| Community Program Attendance | 197 | 74 | 1426 | 477 |
| Total Adult Program Attendance | 348 | 172 | 1846 | 2043 |
| Total Adult Passive Prog. Users | 254 | 50 | 1285 | 445 |
| Children and Youth Services | | | | |
| Children 0-11 Passive Programs | 4 | 3 | 30 | 35 |
| Children 0-11 Active Programs | 27 | 17 | 311 | 269 |
| YA 12-18 Passive Programs | 1 | 0 | 14 | 19 |
| YA 12-18 Active Programs | 5 | 3 | 48 | 23 |
| Number of Passive CY5 Programs | 5 | 3 | 44 | 54 |
| Number of Active CY5 Programs | 32 | 20 | 359 | 292 |
| Children Pass. Prog. Attendance | 110 | 50 | 867 | 1593 |
| YA Passive Prog. Attendance | 200 | 0 | 680 | 296 |
| Children Active Prog. Attendance | 409 | 272 | 5704 | 7408 |
| YA Active Prog. Attendance | 38 | 32 | 470 | 287 |
| Total Passive Prog. Attendance | 310 | 50 | 1547 | 1889 |
| Total Active Prog. Attendance | 447 | 304 | 6174 | 7695 |
| New Library Cards Issued | 59 | 54 | 527 | 586 |
| Library Attendance | 6602 | 6797 | 76901 | 69143 |
| Faxes sent by Patrons | 7 | 12 | 134 | 178 |
| Notary Service | 33 | 20 | 173 | 208 |
| Checkouts | 4958 | 5300 | 53667 | 54980 |
| Renewals | 3230 | 3646 | 34371 | 35656 |
| Checkins | 6180 | 5687 | 57782 | 61839 |
| Total Circulation | 14368 | 14633 | 145820 | 152475 |

| | Nov-23 | Nov-22 | YTD 2023 | YTD 2022 |
|--|--------|--------|----------|----------|
|--|--------|--------|----------|----------|

Interlibrary Loans

| | | | | |
|----------|------|------|-------|-------|
| Loaned | 927 | 1041 | 9809 | 10392 |
| Borrowed | 1051 | 1037 | 10918 | 12181 |

Reciprocal Borrowing

| | | | | |
|---------------------------------|------|-----|-------|------|
| Loaned to Other Library Patrons | 569 | 759 | 5671 | 6925 |
| RPL Patrons Borrowing Elsewhere | 1213 | 881 | 11258 | 9971 |

Digital Resources

| | | | | |
|-------------------------------------|------|------|-------|-------|
| Hoopla | 404 | 373 | 3736 | 4129 |
| Axis360 | 82 | 70 | 1094 | 1404 |
| Libby (Digital Library of Illinois) | 1362 | 1061 | 12730 | 11008 |
| Flipster Downloads and Views | 22 | 13 | 280 | 544 |

Web Site

| | | | | |
|------------|------|------|-------|-------|
| Total Hits | 3936 | 3808 | 42753 | 42936 |
|------------|------|------|-------|-------|

Wireless Statistics

| | | | | |
|--|-----|-----|------|-------|
| | 282 | 974 | 9500 | 18151 |
|--|-----|-----|------|-------|

Online Databases

Ancestry.com

| | | | | |
|----------|------|------|-------|------|
| Searches | 288 | 571 | 6552 | 5805 |
| Returns | 1385 | 2426 | 13439 | 7781 |

Encyclopaedia Britannica

| | | | | |
|-----------|----|----|-----|-----|
| Sessions | 46 | 13 | 310 | 145 |
| Documents | 46 | 13 | 311 | 320 |

Newsbank

| | | | | |
|----------|---|---|-----|----|
| Searches | 4 | 8 | 101 | 70 |
|----------|---|---|-----|----|

| | Nov-23 | Nov-22 | YTD 2023 | YTD 2022 |
|-------------------------------|--------|--------|----------|----------|
| EBSCO Online Databases | | | | |
| Academic Search Premiere | | | | |
| Searches | 20 | 43 | 451 | 291 |
| Requests | 20 | 43 | 451 | 290 |
| Auto Repair Source | | | | |
| Searches | 0 | 0 | 0 | 0 |
| Results | 0 | 0 | 0 | 0 |
| Biography Reference Center | | | | |
| Searches | 3 | 6 | 27 | 31 |
| Requests | 3 | 6 | 28 | 27 |
| Business Source Premier | | | | |
| Searches | 17 | 19 | 242 | 327 |
| Results | 17 | 19 | 242 | 327 |
| Consumer Health Complete | | | | |
| Searches | 0 | 0 | 3 | 8 |
| Results | 0 | 0 | 3 | 0 |
| Consumers Reports | | | | |
| Sessions | 11 | 4 | 48 | 58 |
| Searches | 95 | 35 | 677 | 691 |
| History Reference Center | | | | |
| Searches | 3 | 3 | 40 | 43 |
| Results | 3 | 3 | 40 | 43 |
| Legal Information Ref. Center | | | | |
| Searches | 0 | 0 | 0 | 9 |
| Results | 0 | 0 | 0 | 9 |
| Literary Reference Center | | | | |
| Searches | 23 | 33 | 392 | 279 |
| Requests | 23 | 33 | 392 | 279 |
| Masterfile | | | | |
| Searches | 84 | 45 | 404 | 408 |
| Requests | 84 | 45 | 404 | 408 |
| Middle Search Plus | | | | |
| Search | 0 | 0 | 46 | 14 |
| Results | 0 | 0 | 46 | 10 |
| Newspaper Search Plus | | | | |
| Search | 10 | 5 | 154 | 109 |
| Results | 10 | 5 | 154 | 109 |
| Novelist | | | | |
| Searches | 25 | 53 | 49 | 114 |
| Requests | 25 | 53 | 45 | 138 |
| Points of View Ref. Center | | | | |
| Searches | 25 | 10 | 306 | 152 |
| Results | 25 | 10 | 306 | 152 |
| Primary Search | | | | |
| Searches | 0 | 0 | 13 | 5 |
| Results | 0 | 0 | 13 | 2 |
| Science Reference Center | | | | |
| Searches | 0 | 2 | 44 | 57 |
| Results | 0 | 2 | 17 | 55 |
| Small Business Center | | | | |
| Searches | 0 | 0 | 12 | 1 |
| Results | 0 | 0 | 24 | 1 |

| | Nov-23 | Nov-22 | YTD 2023 | YTD 2022 |
|--|--------|--------|----------|----------|
|--|--------|--------|----------|----------|

Additional Statistics

Newspaper Archives

Searches

| | | | |
|---|----|-----|-----|
| 8 | 61 | 143 | 307 |
|---|----|-----|-----|

Museum Passes

Issued

| | | | |
|----|----|-----|-----|
| 13 | 11 | 140 | 138 |
|----|----|-----|-----|

Library of Things

Equipment

| | | | |
|----|----|-----|-----|
| 43 | 67 | 597 | 423 |
|----|----|-----|-----|

Kits

| | | | |
|----|----|-----|-----|
| 12 | 16 | 154 | 102 |
|----|----|-----|-----|

Spot Collection

Equipment

| | | | |
|---|---|----|----|
| 4 | 6 | 48 | 28 |
|---|---|----|----|

Library Director's Report November 2023

I believe November took place but it went so quickly I can't be sure.

Administration

The staff evaluation process was in full swing this month. It is our goal for all managers to have them completed and to meet with their staff before Christmas. Jane and I have completed the compensation letters for all staff informing them of their increase and benefits for 2024. This year we needed to inform our part-time no benefits staff of the **Paid Leave for All** benefits they will begin to earn on January 1. I have also updated our Organization Chart for January 2024 and have included it in this package.

I attended the Libraries of Illinois Risk Agency (LIRA) Annual Meeting which is the insurance pool we are part of for liability and other insurance coverage. There is a big push for safety priorities in libraries; especially since as a public institution we cannot prevent people from coming into the building. What we can control is access to areas in the Library that are not open to the public. We have been encouraged to make sure staff areas are locked and not easily accessible to the public. As a result of this, we will be installing keyless locks on several doors to prevent non-staff from entering. This includes the Staff Room, CYS Office, the PS department side door and the Back Offices off the elevator. Kersey will be installing the ones on the lower level and our handyman will be doing the ones on the main level. In addition to those interior locks, the side door which leads to the parking lot will have a keyless lock installed on the outside of the door. This will prevent people from entering, but will still allow them to exit, as this is a fire exit. At this meeting, we also received our rates for coverage for 2024. We were originally told to plan for an 18 to 20% increase but they were able to broker a \$13.37 increase, which means we have a \$7,500 savings already in our 2024 budget! We were one of the original 20 members of LIRA in 2012. The groups' membership now is more than 50!

We received the Riverside Township Grant to cover the cost of three iPads and three stands. The Township board expressed what a great idea they thought this was! Supervisor Wilt has ordered the equipment and will deliver to us when they arrive. I sent a thank you letter to the Township Board on behalf of the Library.

We held our first meeting for Reading Between the Wines on the Friday after Thanksgiving. Peter, Christine Long and I were able to meet via Zoom and discuss the beginning details. Christine can report on the meeting at the Board Meeting. Save March 2, 2024 on your calendars!

Advocacy

Preparation for the Holiday Stroll took place in November. This involved prepping the ornaments (snowperson faces on an acrylic disc), gifts from Santa (Christmas-shaped pop fidgets, Christmas eyeglasses and holiday shaped squishes) and the staff crafts we sell at the Staff Holiday Shop. The limited edition ornament made on the Glowforge was also completed. Since the Stroll was held on December 1, I am going to highlight it in this report rather than wait until the December report. We had a different layout for Santa and the activities this year. It made a huge difference! I purchased red carpet arrows, which led the

Santa seekers through the movie room, around the atrium and down the Internet computer aisle to wait for Santa and Mrs. Claus. They were seated on the big red couch in front of the fireplace. Four FOL officers volunteered as line greeters the entire time and reported how much smoother the wait for Santa was and how much the children enjoyed "following the arrows". Thanks to Amy Jacksic, Lindsay Morrison, Melinda Yachnin and Simone MacNeil for helping out with this! Friends members Ruth Julian (who manages the FOL book sale) and Sarah Nielsen staffed the Christmas Book Sale which was very popular. Mr. and Mrs. Santa Claus were amazing!!! You would almost think they were the real ones lol! A big thanks to Christine and Brian Long and to Nancy DeFauw and her daughter for being Santa's helpers and passing out the gifts to the kids. We had quite a turn out despite the rainy weather. I would estimate we had close to 150 Santa goers and more just here for the other activities and sales. I want to thank the staff members who worked that evening: Amy Buric, Sharon Shroyer, Lisa Garay, Jane Wilhelm, Gabriel Fisher, Nora Durbin, Nikki Duran and Fran Perry! We could not have had such a successful event without their hard work and enthusiasm. It was a wonderful event all around and we always get such great feedback from those who attended.

Ongoing

Friends did not meet this month.

The All in the Family Genealogy Club met on November 28. We had a new member join us from LaGrange who said he heard how good the club is and wanted to be a part of it. We have a core group of devoted members who love sharing their knowledge and skills with others.

Building and Grounds

Construction continues on the Lower Level. It is a steady pace and while the original completion was estimated as December 7, a delay in some of the materials may stretch that to later in December. Even if the cabinets are not installed in the SPOT by the beginning of the year, we will be able to use the Community Room West to allow meetings and programs to be scheduled. There should be no delay with the Genealogy section and the Study Room so while not ideal, the delay is not catastrophic. I am still very pleased with the work Kersey has done. They have been extremely communicative and upfront about any snags.

Routine elevator maintenance took place this month as did gutter clean out.

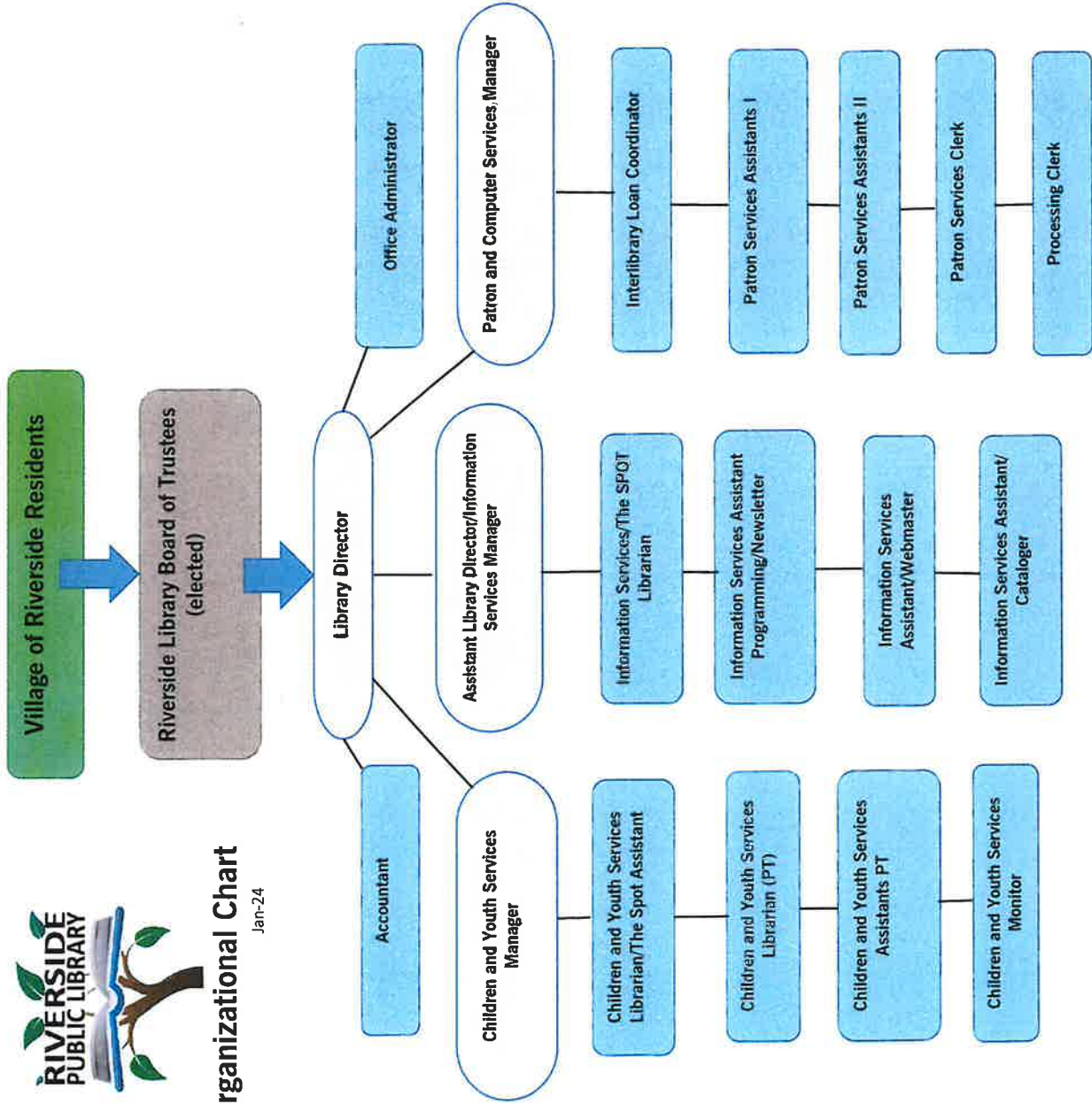
The emergency door in the Terrace was repaired and is now compliant with the Fire Department who were concerned about the warping which impeded clear opening and closing.

Bullseye came out one time for snow removal and de-icing.



Organizational Chart

Jan-24





Library Board Memorandum

To: Board of Trustees

From: Janice Foley, Library Director

Date: 12/07/2023

Re: Addition to Employee Handbook – Paid Leave for All Workers Act (PLAWA)

With the implementation of Paid Leave for All Workers in Illinois, we need to update the Employee Handbook to reflect the change in paid leave benefits for part time staff. Attached is the section of the Employee Handbook which discusses paid time off for staff.

Paid Time Off

All Part Time Employees – first year of employment. All part-time employees shall earn paid time off at a rate of one (1) hour for every forty (40) hours they work during their first year of employment. Such leave may be taken at any time after the employee's first ninety (90) days of employment.

Part Time Employees with IMRF benefits – following first year of employment. Part-time employees with IMRF benefits are entitled to forty five (45) hours of paid time off (PTO), to be awarded and taken each calendar year following twelve (12) months of continuous employment. PTO will be prorated for mid-year anniversary dates based on the remaining months in the calendar year. ~~Employees may use time from their PTO bank in hourly increments. PTO requires two weeks of notice to the supervisor and Library Director unless the PTO is used for legitimate, unexpected illness or emergencies. Employees are required to request PTO through the staff blog.~~

~~PTO hours cannot be accumulated and must be used during the calendar year or will be lost to the employee.~~

Part Time Employees without IMRF benefits – following first year of employment. Part-time employees without IMRF benefits shall continue to earn PTO at a rate of one (1) hour for every forty (40) hours they work after their first year of employment. The number of hours available for time off will be awarded for use at the start of each calendar year based on the number of hours budgeted for their position. If an employee works more than the hours budgeted and is entitled to additional PTO hours, those will be added. No hours will be taken away if an employee works fewer hours than annually budgeted.

Use of PTO hours – all part-time employees. PTO hours must be used in the calendar year in which they are earned. They cannot be carried over to the next year and if not used, will be lost to the employee. PTO must be taken in a minimum of two-hour increments. All requests must be submitted at least three (3) days before the time requested unless the PTO is used for legitimate, unexpected illness or emergencies. Employees are required to request PTO through the staff blog. Unused PTO hours shall not be paid out to a part-time employee at the time of separation. Requests may be denied in the event the Library Director determines that the request will impact operational needs. The paycheck stub will list hours available and taken.

Mom would
have loved the
gardening book.
What a wonderful
memorial!
Thank you so much!
Aime, Mar, & Mike

Perhaps you sent a lovely card,
Or sat quietly in a chair.
Perhaps you sent a funeral spray,
If so we saw it there.
Perhaps you spoke the kindest words,
As any friend could say;
Perhaps you were not there at all,
Just thought of us that day,
Whatever you did to console our hearts,
We thank you so much whatever the part.
By the family of

The Cecelia
Stead
Family

Riverside Public Library
11-11-03
Thank you so very much for the
thoughtful donation to your collection
in honor of my mom, Sue Stead.
She loaned to Reed and we all
loved the Riverside Public Library
(and still do!)
The choice of a book co-authored
by Doug Tallamy is particularly nice -
"Winged Wisdom: Very Sincerely -
My Best Advice, Wisely & Creatively
(The 51 Things Stead)"



1 Burling Rd
Riverside IL
60546-2259
P 708.442.6366
F 708.442.9462

November 29, 2023

Riverside Township Supervisor and Trustees
27 Riverside Road
Riverside, IL 60546

Dear Township Officials

On behalf of the Library Board of Trustees, Library Staff and Library Patrons, I want to thank you for approving the grant for three iPads and three iPad holders. The iPads, for use at the public service desks, will help us communicate better with non-English speaking patrons of the Library.

We appreciate your support of the Library and the support you give to so many groups, organizations and residents within the Township.

Sincerely,

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

Janice A. Foley
Library Director

