

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, June 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 Sine Die Minutes of May 10, 2022—*Action Item*
- V. Approve Minutes of May 10, 2022—*Action Item*
- VI. Review of Current Bills—*Action Item*
- VII. Review of Financial Statements—*Action Item*
 - A. Lower Level Renovation Expenses
- VIII. Committee Reports
 - A. Finance—Michael Hagins
 - B. Building & Grounds—Ken Circo
 - C. Policy & Bylaws—Patrick White
 - D. Technology—Michael Hagins
 - E. Communications—Courtney Greve Hack
 - F. Long Range Strategic Plan Committee—Jane Birmingham and Christine Long
- IX. Staff Reports—May
 - A. Children & Youth Services Manager—Nora Durbin
 - B. Patron Services & Computer Services Manager—Sharon Shroyer
 - C. Information Services—Diane Silva
 - D. Monthly Statistics
- X. Director's Report—Janice Foley
- XI. Unfinished Business
- XII. New Business
 - A. Mask Policy—*Action Item*
 - B. Mission and Vision Statement—*Action Item*
 - C. Fourth of July Parade—*Action Item*
 - D. Rental of Library for Special Event—*Action Item*
- XIII. Announcements
- XIV. Correspondence & FYIs
 - A. Illinois State Library Live and Learn Construction Grant
- 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 Sine Die Board Meeting
of the
Riverside Public Library Board of Trustees
May 10, 2022**

Held Tuesday, May 10, 2022 in the Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

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

Also in Attendance: Library Director, Janice A. Foley; Assistant Director, Diane Silva; Accountant, Jane Wilhelm

Absent: Administrative Assistant, Christine Lane

Called to order at 7:32 pm by President Ken Circo.

**Annual Election of Officers and Appointment of Committee Chairs for 2022-2023
Nominations were called for:**

Jen Pacourek nominated Ken Circo for President; Michael Hagins seconded the nomination. Jen Pacourek moved that the nominations be closed; Michael Hagins seconded the motion.

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

Nays: None

Abstained: None

The motion passed.

Ken Circo was elected President for the 2022-2023 year.

Jen Pacourek nominated Courtney Greve Hack for Vice President; Michael Hagins seconded the nomination. Jen Pacourek moved that the nominations be closed; Michael Hagins seconded the motion.

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

Nays: None

Abstained: None

The motion passed.

Courtney Greve Hack was elected Vice President for the 2022-2023 year.

Jen Pacourek nominated Michael Hagins for Treasurer; Christine Long seconded the nomination. Jen Pacourek moved that the nominations be closed; Christine Long seconded the motion.

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

Nays: None

Abstained: None

The motion passed.

Michael Hagins was elected Treasurer for the 2022-2023 year.

Jen Pacourek nominated Jane Birmingham for Secretary; Courtney Greve Hack seconded the nomination. Jen Pacourek moved that the nominations be closed; Courtney Greve Hack seconded the motion.

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

Nays: None

Abstained: None

The motion passed.

Jane Birmingham was elected Treasurer for the 2022-2023 year.

After reviewing the committee list and discussing the interests of the Board members, President Ken Circo appointed the following Trustees to each committee:

Finance: Michael Hagins

Building & Grounds: Ken Circo

Policy & Bylaws: Patrick White

Technology: Michael Hagins

Communications: Courtney Greve Hack

Strategic Long Range Planning Committee: Jane Birmingham and Christine Long

Adjournment

Upon motion by Courtney Greve Hack, seconded by Jen Pacourek, and passed unanimously, the meeting was adjourned at 7:39 pm.

President

Secretary

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
May 10, 2022**

Held Tuesday, May 10, 2022 in the Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

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

Also in Attendance: Janice Foley, Library Director; Diane Silva, Assistant Director; and Jane Wilhelm, Accountant

Absent: Christine Lane, Administrative Assistant

Called to order at 7:40 pm by President Ken Circo.

Review of Minutes

Jen Pacourek moved, and Christine Long seconded, that the Board approve the minutes of the April 12, 2022 special meeting.

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 22813 through 22852, 22854 through 22861, and z00002, in the total amount of \$111,570.34, including voided check number 22853, which includes payroll through April 30, 2022.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the financial statements for April 30, 2022, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

The Library Director reported that Seema Patel of Chapman and Cutler is reviewing the Lower Level Renovation expense reports and will advise, hopefully by the next Board meeting, on expense totals and next steps if there are any excess bond funds.

Building and Grounds

Ken Circo stated that the water sensor box on the building's exterior is still broken. The Library Director stated that she will have Aquamist take a look at it.

The Library Director stated that the Village of Riverside Public Works was kind enough to haul away some old metal filing cabinets and other scraps of metal from the Library to be recycled.

Ken Circo offered to weed through a box of old blueprints and permit drawings, which have been stored in the Library for many years, to determine what items need to be kept and what can be tossed.

Policy and Bylaws

Patrick White stressed to the Board that given the recent book bans across the country, the Library will at some point face challenges to the materials in our collection. He stated that by holding true to our standards and to what we believe is important, we will be ready for these challenges. Ken Circo expressed that it is always the Library's mission to uphold the highest standards of freedom of speech and freedom of press, and that the Board will remain cognizant of this as we move forward.

Patrick White stated that because COVID numbers are currently increasing, and are expected to increase in the fall and winter, the Library should have a plan in place when numbers hit a certain level. The Library Director stated that the Library mask policy is general and follows CDC guidance. Ken Circo asked that the policy be added to the June agenda for review.

Patrick White congratulated Mike Hagins as the new Treasurer and chair of the Finance Committee, but emphasized that it will be a tough role as, among other budgeting pressures, there are accruals of maintenance items that will need to be addressed such as replacing the roof. He pointed out that UV lights are now being installed in some public gathering places to combat illness, but unfortunately, this news comes too late to be included in our lower level renovation.

Patrick White stated that he will not stand for retention as a Library Trustee, but he wishes all the best to the Board. Jen Pacourek thanked him for giving the Board notice of his plans, and she requested that Trustees be on the lookout for candidates with legal experience to fill Patrick White's role on the Board. Ken Circo mentioned that Lindsay Morrison and Ann Marie Dixon, after sitting in as guests at the last Board meeting, were impressed at the efforts of the Library Board to recruit specific skill sets for the upcoming election of new members.

Technology

Michael Hagins reported that the technology committee has finalized plans for the ordering of the 3D printer, which should arrive sometime in June or July. He also said that the Library will be ordering a glow forge. The Library Director stated that the Library will be purchasing a 3D printer for young kids which will provide an introduction to 3D

printing without the need for design expertise. She reported that Grayson Pacourek, an IMSA graduate with 3D printer and glow forge experience, and who is a design lead for robotics, will be helping the Library set up this new equipment.

Communications

The Library Director stated that the newsletter has been sent out to Riverside households. It features a fundraising drive for the Friends and the Library's memorials and donations. Friends of the Library covered half of the cost.

Long Range Strategic Plan Committee

Christine Long and Jane Birmingham shared the Library's new mission and vision statement to be voted on at the next Board meeting.

Staff Reports

The Board reviewed the staff reports. Courtney Greve Hack noted that attendance is low after school and wondered if the Library should actively promote for the fall. The Board discussed various reasons for the low attendance and ways to increase engagement.

Ken Circo and the Board were very impressed with the Young Authors books in CYS.

Director's Report

The Board reviewed the Library Director's report.

New Business

Property Tax Delay

The Board discussed the repercussions of the property tax delay. Jane Wilhelm presented the Board with an analysis of the month to month available cash balances through December of this year. Her analysis also included other sources of cash available in the event that the Library's tax revenue is delayed into next year. The Library has sufficient reserves to avoid having to secure a loan.

Announcements

Jane Birmingham, along with several other Board members, expressed that the unveiling of the Olmsted 200 Botanical Box at the Library was really nice.

Adjournment

Upon motion by Jen Pacourek, seconded by Michael Hagins, and passed unanimously, the meeting was adjourned at 8:26 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

MAY - 2022

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR MAY 2022 ACCOUNTS PAYABLE,
AND MAY 2022 PAYROLL = \$97,837.23**

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 5/1/2022 Through 5/31/2022

Check Numbr	Check Date	Payee	Check Amount	Transaction Description
22862	5/5/2022	Blue Cross Blue Shield of Illinois	5,295.85	HMO medical- May 2022
22863	5/5/2022	Bank of New York Mellon	750.00	Paying agent fee- Loan CTU2004731
22864	5/5/2022	Coverall North America, Inc	1,948.00	Cleaning services- May
22865	5/5/2022	Delta Dental of Illinois - Risk	61.05	HMO dental- May
22866	5/5/2022	Delta Dental of Illinois- Vision	46.72	Vision insurance
22867	5/5/2022	Demco, Inc.	226.90	CD cases
22868	5/5/2022	Mitch Frumkin	175.00	Auto Show presentation
22869	5/5/2022	Heartland Business Systems	303.75	Phone system service
22870	5/5/2022	Madison National Life	30.72	Life insurance- May
22871	5/5/2022	NCPERS-IL IMRF	32.00	Term life- Forsyth & Silva
22872	5/17/2022	AT & T	97.87	Elevator phone
	5/17/2022	AT & T	525.67	Phone bill
22873	5/17/2022	Bank of New York Mellon	14,300.00	Bond interest. Loan CTU2004731
22874	5/17/2022	Janice Foley	2,945.38	Reimburse for 3D printer paid with personal credit card
22875	5/17/2022	Clarence Goodman	260.00	MLK program
22876	5/17/2022	Greg Hannah Plumbing	215.00	Replace bathroom handle
22877	5/17/2022	Henricksen	263.52	Coat racks
22878	5/17/2022	John Lynn	125.00	Superior Bike Adventure program
22879	5/17/2022	Business Card	1,997.21	Credit card purchases
22880	5/17/2022	North Suburban Employee Benefit Coop	285.00	PPO dental- April
22881	5/17/2022	North Suburban Employee Benefit Coop	866.46	PPO medical- April
22882	5/17/2022	TIAA, FSB	550.00	Copier rental
22883	5/17/2022	Turnstone Strategies	75.00	Plover program
22884	5/24/2022	Colley Elevator Co.	213.00	Elevator inspection
22885	5/24/2022	Demco, Inc.	409.20	Release key & key dock
22886	5/24/2022	Garvey's Office Products	65.99	Toner
22887	5/24/2022	Minuteman Press of Lyons	119.00	Kids Reading logs
22888	5/24/2022	Village of Riverside	5,614.41	May 2022 IMRF
22889	5/24/2022	Warehouse Direct	113.40	Toner
Z0003	5/19/2022	Comcast Cable	233.85	Comcast ACH
1292	5/13/2022	Administration	3,909.15	Group: 01; Pay Date: 5/13/2022
1293	5/13/2022	Information Services	5,171.88	Group: 02; Pay Date: 5/13/2022
1294	5/13/2022	Children & Youth Services	3,761.45	Group: 03; Pay Date: 5/13/2022
1295	5/13/2022	Patron Services	6,223.06	Group: 04; Pay Date: 5/13/2022
1296	5/27/2022	Administration	3,587.03	Group: 01; Pay Date: 5/27/2022
1297	5/27/2022	Information Services	5,080.10	Group: 02; Pay Date: 5/27/2022
1298	5/27/2022	Children & Youth Services	3,544.72	Group: 03; Pay Date: 5/27/2022
1299	5/27/2022	Patron Services	<u>5,876.15</u>	Group: 04; Pay Date: 5/27/2022
		Total	75,298.49	
		EFTPS Electronic Tax Payment- Employer Portion 05/13/22	1,929.57	
		EFTPS Electronic Tax Payment- Employer Portion 05/27/22	<u>1,836.53</u>	
			<u>79,064.59</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 6/14/2022 Through 6/14/2022

Check Number	Check Date	Payee	Check Amount	Transaction Description
22900	6/14/2022	SYNCB/Amazon	1,571.53	Amazon purchases
22901	6/14/2022	Belcore Electric	1,800.00	Electrical outlets for maker space
22902	6/14/2022	Cintas Corporation LOC. 769	850.32	Restroom supplies/ mat service
22903	6/14/2022	Demco, Inc.	124.85	DVD cases
22904	6/14/2022	Ebsco Information Services	27.00	Family Tree magazine
22905	6/14/2022	Glowforge Inc.	8,290.00	Glowforge machine
22906	6/14/2022	Heartland Business Systems	810.00	Mitel collaboration
22907	6/14/2022	Hinsdale Nurseries, inc.	444.00	American Redbud
22908	6/14/2022	Ingram Library Services	3,136.88	Various
22909	6/14/2022	Ink Your Wear, Inc.	81.00	FOL shirts
22910	6/14/2022	Lofton Landscaping Company	255.00	May landscaping
22911	6/14/2022	Midwest Tape	789.38	Digital subscriptions
22912	6/14/2022	NICOR Gas	<u>592.68</u>	Gas bill
Report Total			<u>18,772.64</u>	

Riverside Public Library

FINANCIAL REPORTS

For 5 Months Ending

May 31, 2022

UNAUDITED



Riverside Public Library
Cash Balances
As of 05/31/2022

	Balance, <u>05/31/2022</u>
Consolidated Operating Funds:	
First American- Checking	43,957.17
First American- Payroll	<u>268.20</u>
Total First American accounts	44,225.37
Illinois Funds	
General Fund	773,389.02
Audit Fund	2,862.74
IMRF Fund	(20,400.48)
FICA Fund	44,310.49
Unemployment Comp Fund	(4,394.56)
Special Reserve Fund	6,382.11
Working Cash Fund	89,636.75
Library Bond Fund	<u>467,168.35</u>
Total Illinois Funds	1,358,954.42
Total Operating Funds Cash Balances	1,403,179.79
Gift & Endowment Funds:	
Library Gift Fund	81,094.50
Batko Endowment Fund	5,862.55
Lower Level Renovation Fund	52,152.49
General Endowment Fund	9,835.99
Kovalsky Endowment Fund	783.34
Dardwin Fund	<u>17,815.67</u>
Total Gift & Endowment Funds	167,544.54
Total Funds	<u>1,570,724.33</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 5/31/2022

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	795,767.13
1st American-Checking Account	42,102.70
1st American-Payroll Account	267.71
Property Tax Receivable	621,394.60
Due from Other Funds	16,532.09
Due from Gift Fund	119.00
Due from other groups	2,069.14
Staff Receivables	(22.53)
Fixed Assets	1,260,414.00
Amount Provided for Vacation	23,590.00
Total Assets	2,762,233.84
Liabilities	
Accounts Payable	18,772.64
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	479.67
IMRF Payable	(47.90)
Deferred Property Taxes	621,394.60
Accrued Vacation Pay	23,590.00
Health Insurance Payable	(11.49)
Term Life Insurance Payable	(121.08)
Due to Library Gift Fund	4,000.00
Due to Friends of the Library	92.00
Due to Historical Society	112.90
Investment in Fixed Assets	1,260,414.00
Total Liabilities	1,928,614.77
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	256.63
Total Beginning Fund Balances	558,026.05
Excess Revenues/(Expenditures)	275,593.02
Total Fund Balances	833,619.07
Total Liabilities & Fund Balances	2,762,233.84

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 5/1/2022 Through 5/31/2022

	Current Period Actual	Current Year Actual-5 mos.ending 5/31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2020 Property Tax revenue	0.00	11,007.68	0.00	11,007.68	0.00%
2021 Property tax revenue	<u>7,041.02</u>	<u>686,437.16</u>	<u>1,307,832.00</u>	<u>(621,394.84)</u>	<u>(47.51)%</u>
Total Property Taxes	7,041.02	697,444.84	1,307,832.00	(610,387.16)	(46.67)%
Inter Government Funds	0.00	14,510.57	16,000.00	(1,489.43)	(9.31)%
Interest	549.45	1,167.59	250.00	917.59	367.04%
Fees for Services	955.59	3,344.83	4,900.00	(1,555.17)	(31.74)%
Misc Revenue	<u>55.25</u>	<u>1,345.94</u>	<u>1,450.00</u>	<u>(104.06)</u>	<u>(7.18)%</u>
Total Revenues	<u>8,601.31</u>	<u>717,813.77</u>	<u>1,330,432.00</u>	<u>(612,618.23)</u>	<u>(46.05)%</u>
Total Revenue	<u>8,601.31</u>	<u>717,813.77</u>	<u>1,330,432.00</u>	<u>(612,618.23)</u>	<u>(46.05)%</u>
Expenditures					
Personnel Services	62,717.40	325,049.69	855,192.00	530,142.31	61.99%
Supplies	1,526.24	10,584.47	18,700.00	8,115.53	43.40%
Building & Equip Maint	4,385.88	36,984.66	86,800.00	49,815.34	57.39%
Adult Information Sources	3,453.72	12,803.20	38,200.00	25,396.80	66.48%
Electronic Resources	1,057.21	22,792.76	63,200.00	40,407.24	63.94%
CYS Information Sources	1,026.66	4,551.95	12,050.00	7,498.05	62.22%
Marketing/Public Relations	640.18	6,811.18	16,200.00	9,388.82	57.96%
Administration	17,298.94	42,536.79	204,050.00	161,513.21	79.15%
Technology	<u>319.38</u>	<u>3,699.85</u>	<u>20,000.00</u>	<u>16,300.15</u>	<u>81.50%</u>
Total Expenditures	<u>92,425.61</u>	<u>465,814.55</u>	<u>1,314,392.00</u>	<u>848,577.45</u>	<u>64.56%</u>
Miscellaneous Expenses					
Misc Expenses	<u>10.73</u>	<u>424.03</u>	<u>0.00</u>	<u>(424.03)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>10.73</u>	<u>424.03</u>	<u>0.00</u>	<u>(424.03)</u>	<u>0.00%</u>
Total Expenditures	<u>92,436.34</u>	<u>466,238.58</u>	<u>1,314,392.00</u>	<u>848,153.42</u>	<u>64.53%</u>
Excess Revenues(Expenditures)	<u>(83,835.03)</u>	<u>251,575.19</u>	<u>16,040.00</u>	<u>235,535.19</u>	

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 5/1/2022 Through 5/31/2022

	Current Period Actual	Current Year Actual 5 mos.ending 05/31/2022	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2020 Property Tax revenue	0.00	11,007.68	0.00	11,007.68	0.00%
2021 Property tax revenue	7,041.02	686,437.16	1,307,832.00	(621,394.84)	(47.51)%
Total Property Taxes	<u>7,041.02</u>	<u>697,444.84</u>	<u>1,307,832.00</u>	<u>(610,387.16)</u>	<u>(46.67)%</u>
Inter Government Funds					
Per capita state grants	0.00	0.00	10,000.00	(10,000.00)	(100.00)%
Corporate Replacement Taxes	0.00	14,510.57	6,000.00	8,510.57	141.84%
Total Inter Government Funds	<u>0.00</u>	<u>14,510.57</u>	<u>16,000.00</u>	<u>(1,489.43)</u>	<u>(9.31)%</u>
Interest on Operating Funds					
Interest-Illinois Funds	549.45	1,167.59	250.00	917.59	367.04%
Total Interest on Operating Funds	<u>549.45</u>	<u>1,167.59</u>	<u>250.00</u>	<u>917.59</u>	<u>367.04%</u>
Fees & Services					
Fines	43.00	481.22	1,000.00	(518.78)	(51.88)%
Fax Fees	65.50	324.50	225.00	99.50	44.22%
Maker Space fees/Internet fees	0.50	0.50	0.00	0.50	0.00%
Printing Fees	238.03	894.30	1,000.00	(105.70)	(10.57)%
Book & Video Sales	539.55	1,445.30	2,000.00	(554.70)	(27.73)%
Adult Replacement Fees	0.00	46.00	100.00	(54.00)	(54.00)%
CYS Replacement Fees	42.00	113.00	200.00	(87.00)	(43.50)%
ILL Fees	10.00	20.00	50.00	(30.00)	(60.00)%
Lost Book Credit	17.01	20.01	125.00	(104.99)	(83.99)%
Meeting Room Charges	0.00	0.00	200.00	(200.00)	(100.00)%
Total Fees & Services	<u>955.59</u>	<u>3,344.83</u>	<u>4,900.00</u>	<u>(1,555.17)</u>	<u>(31.74)%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	10.25	392.19	200.00	192.19	96.09%
Liability Insurance Refund	0.00	722.00	0.00	722.00	0.00%
Memorial Book Donations	30.00	205.00	500.00	(295.00)	(59.00)%
Donations	15.00	26.75	500.00	(473.25)	(94.65)%
Lions Club/Books on Tape Revenue	0.00	0.00	250.00	(250.00)	(100.00)%
Total Miscellaneous Revenue	<u>55.25</u>	<u>1,345.94</u>	<u>1,450.00</u>	<u>(104.06)</u>	<u>(7.18)%</u>
Total Revenues	<u>8,601.31</u>	<u>717,813.77</u>	<u>1,330,432.00</u>	<u>(612,618.23)</u>	<u>(46.05)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 5/1/2022 Through 5/31/2022

	Current Period Actual	Current Year Actual-5 mos.ending 5/31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	51,332.06	263,522.11	704,390.00	440,867.89	62.59%
Health & Life Insurance	3,839.62	19,183.08	45,766.00	26,582.92	58.08%
Employer's Portion - IMRF	3,704.74	20,612.15	49,550.00	28,937.85	58.40%
Employer's Portion - FICA	3,766.10	20,981.04	53,886.00	32,904.96	61.06%
Unemployment Comp Expense	74.88	751.31	1,600.00	848.69	53.04%
Total Personnel Services	62,717.40	325,049.69	855,192.00	530,142.31	61.99%
Materials & Supplies					
Office Supplies	4.87	1,276.05	3,000.00	1,723.95	57.47%
Library Supplies	778.92	2,221.30	4,000.00	1,778.70	44.47%
CYS Supplies	0.00	144.65	500.00	355.35	71.07%
Info Services Supplies	0.00	0.00	200.00	200.00	100.00%
Building Maintenance Supplies	337.36	6,167.66	9,000.00	2,832.34	31.47%
Ink Cartridges	405.09	774.81	2,000.00	1,225.19	61.26%
Total Materials & Supplies	1,526.24	10,584.47	18,700.00	8,115.53	43.40%
Contractual Services					
Janitorial	1,948.00	9,740.00	26,000.00	16,260.00	62.54%
Water	0.00	456.60	2,000.00	1,543.40	77.17%
Gas	592.68	7,485.16	10,000.00	2,514.84	25.15%
Building Maintenance	991.45	8,005.94	23,000.00	14,994.06	65.19%
Small Equipment Maintenance	303.75	618.75	700.00	81.25	11.61%
Equipment Maintenance	0.00	5,096.98	9,000.00	3,903.02	43.37%
Furnishings & Equipment	0.00	0.00	5,000.00	5,000.00	100.00%
Copier Rental & Maintenance	550.00	5,581.23	11,100.00	5,518.77	49.72%
Internet Expense/Patron SS	267.83	1,309.17	6,200.00	4,890.83	78.88%
Total Contractual Services	4,653.71	38,293.83	93,000.00	54,706.17	58.82%
Information Sources					
On-line Data Bases	789.38	9,976.59	30,000.00	20,023.41	66.74%
Books	1,885.78	7,163.26	20,500.00	13,336.74	65.06%
Standing Order Books	318.15	1,460.48	4,000.00	2,539.52	63.49%
Periodicals	926.92	2,623.56	8,500.00	5,876.44	69.13%
DVD	305.37	1,238.78	4,000.00	2,761.22	69.03%
Audio Books	0.00	54.97	650.00	595.03	91.54%
Shipping Charges	17.50	105.19	50.00	(55.19)	(110.38)%
Library of Things	0.00	156.96	500.00	343.04	68.61%
Total Information Sources	4,243.10	22,779.79	68,200.00	45,420.21	66.60%
Children/Youth Services					
CYS Juvenile Books	388.00	2,338.80	4,000.00	1,661.20	41.53%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Video Games	194.91	194.91	250.00	55.09	22.04%
CYS Young Adult	173.10	615.49	2,000.00	1,384.51	69.23%
CYS Easy Books	239.16	1,218.12	3,500.00	2,281.88	65.20%
CYS Audio Books	31.49	58.48	200.00	141.52	70.76%
CYS Compact Discs	0.00	0.00	100.00	100.00	100.00%
CYS DVD	0.00	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	86.20	500.00	413.80	82.76%
CYS Shipping Charges	0.00	0.00	50.00	50.00	100.00%
Total Children/Youth Services	1,026.66	4,551.95	12,050.00	7,498.05	62.22%
Marketing/Public Relations					

The Rivers Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 5/1/2022 Through 5/31/2022

	Current Period Actual	Current Year Actual-5 mos.ending 5/31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Programming	5.18	152.12	400.00	247.88	61.97%
Adult Programming	635.00	2,280.16	4,000.00	1,719.84	43.00%
Library Programs	0.00	224.90	500.00	275.10	55.02%
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	0.00	4,154.00	10,000.00	5,846.00	58.46%
Total Marketing/Public Relations	640.18	6,811.18	16,200.00	9,388.82	57.96%
Administration					
Legal Services	0.00	135.00	1,000.00	865.00	86.50%
Credit Bureau	0.00	170.05	600.00	429.95	71.66%
Telephone	1,433.54	4,198.96	9,000.00	4,801.04	53.34%
Postage	23.70	450.35	800.00	349.65	43.71%
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	0.00	20.00	3,800.00	3,780.00	99.47%
Travel	0.00	0.00	50.00	50.00	100.00%
Seminars,Conferences,Meetings	293.51	307.68	300.00	(7.68)	(2.56)%
Membership Dues	179.00	514.00	1,000.00	486.00	48.60%
Accounting Expenses	0.00	253.56	2,000.00	1,746.44	87.32%
Staff Development	0.00	281.92	1,000.00	718.08	71.81%
Bond repayment	15,050.00	15,050.00	118,600.00	103,550.00	87.31%
Credit Card/Bank Fees	4.19	71.38	400.00	328.62	82.16%
Miscellaneous Expense	75.00	349.89	2,000.00	1,650.11	82.51%
Board Expense	240.00	240.00	1,000.00	760.00	76.00%
Capital Expense	0.00	0.00	42,000.00	42,000.00	100.00%
Total Administration	17,298.94	42,536.79	204,050.00	161,513.21	79.15%
Technology					
Technology Supplies	159.62	324.81	1,000.00	675.19	67.52%
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	11,507.00	27,000.00	15,493.00	57.38%
Computer Hardware & Equipment	0.00	642.48	5,000.00	4,357.52	87.15%
E-Library Subscription Svs	159.76	2,700.58	7,500.00	4,799.42	63.99%
Computer Software	0.00	31.98	1,500.00	1,468.02	97.87%
Total Technology	319.38	15,206.85	47,000.00	31,793.15	67.64%
Total Operating Expense	92,425.61	465,814.55	1,314,392.00	848,577.45	64.56%
Miscellaneous Expenses					
Memorial & Gift Materials	10.73	286.64	0.00	(286.64)	0.00%
Lost ILL Expense	0.00	137.39	0.00	(137.39)	0.00%
Total Miscellaneous Expenses	10.73	424.03	0.00	(424.03)	0.00%
Total Budgeted Expenses	92,436.34	466,238.58	1,314,392.00	848,153.42	64.53%

The Riverside Public Library
Balance Sheet - Library Bond Fund
As of 5/31/2022

	Current Period Balance
Assets	
Illinois Funds-Designated	467,168.35
Due from Other Funds	0.00
Total Assets	467,168.35
Liabilities	
Due to Other Funds	13,913.19
Total Liabilities	13,913.19
Fund Balance - Designated	
Beginning Fund Balance-Designated	1,086,762.60
Excess Revenues(Expenditures)	(633,507.44)
Total Fund Balance - Designated	453,255.16
Total Liabilities & Fund Balance	467,168.35

The Riverside Public Library
Statement of Revenues and Expenditures - Library Bond Fund
From 5/1/2022 Through 5/31/2022

	Current Period Actual	Current Year Actual- 5 mos. ending 5/31/2022
Revenue		
Interest	318.08	696.21
Total Revenue	318.08	696.21
Expenditures		
Lower Level Renovation Expense	13,913.19	72,329.66
Total Expenditures	13,913.19	72,329.66
Excess Revenues(Expenditures)	(13,595.11)	(71,633.45)

The Riverside Public Library
 Balance Sheet - Library Gift Fund
 As of 5/31/2022

	Current Period Balance
Assets	
Illinois Funds Cash	81,094.47
Due from Other Funds	4,000.00
Total Assets	85,094.47
Liabilities	
Due to Other Funds	745.20
Total Liabilities	745.20
Fund Balance	
Beginning Fund Balance	67,695.25
Excess Revenues(Expenditures)	16,654.02
Total Fund Balance	84,349.27
Total Liabilities & Fund Balance	85,094.47

The Riverside Public Library
 Statement of Revenues and Expenditures - Library Gift Fund-BRE
 From 5/1/2022 Through 5/31/2022

	Current Period Actual	Current Year Actual- 5 mos..ending 5/31/2022
Revenue		
Interest	54.93	116.60
Miscellaneous Revenue	4,000.00	4,000.00
Contributions & Donations	0.00	5,317.17
Summer Reading Donations	0.00	3,000.00
Total Revenue	4,054.93	12,433.77
Expenditures		
Office Supplies	0.00	142.85
Building Maint	0.00	1,035.00
Furnishings & Equipment	0.00	3,447.50
Summer Reading Expenses	597.68	1,309.17
Memorial expenditures	91.94	103.23
Miscellaneous Expense	55.58	55.58
Total Expenditures	745.20	6,093.33
Excess Revenues(Expenditures)	3,309.73	6,340.44

The Riverside Public Library
 Balance Sheet - Lower Level Renovation
 As of 5/31/2022

	Current Period Balance
Assets	
Illinois Funds-Designated	52,152.52
Total Assets	52,152.52
Liabilities	
Due to Other Funds	1,548.70
Total Liabilities	1,548.70
Fund Balance - Designated	
Beginning Fund Balance-Designated	56,320.65
Excess Revenues(Expenditures)	(5,716.83)
Total Fund Balance - Designated	50,603.82
Total Liabilities & Fund Balance	52,152.52

The Riverside Public Library
 Statement of Revenues and Expenditures - Lower Level Renovation
 From 5/1/2022 Through 5/31/2022

	Current Period Actual	Current Year Actual- 5 mos. ending 5/31/2022
Revenues		
Interest	35.52	76.87
Total Revenues	35.52	76.87
Expenditures		
Renovation Expenses	0.00	2,437.70
Total Expenditures	0.00	2,437.70
Excess Revenues(Expenditures)	35.52	(2,360.83)

**Riverside Public Library
Lower Level Renovation Expenses/Bond fund
Bond Fund (Account 4454-14)
As of 5/31/2022**

<u>2020</u>	<u>Vendor</u>	<u>Paid by vendor:</u>
07/29/20	315.00 Growing Community Media	Lo Destro 611,237.70
07/31/20	15,740.76 Studio GC	LFI 91,951.00
07/31/20	853.07 Studio GC	Bradford 72,847.51
09/01/20	44.00 Klein, Thorpe & Jenkins	Fox Valley Fire and Safety 62,740.00
09/10/20	3,100.00 Village of Riverside	Henricksen 41,120.24
09/30/20	6,397.98 Studio GC	Studio GC 31,315.54
10/31/20	122,706.98 Lo Destro Construction Company	Cutting Edge Contractors 27,583.45
09/30/20	1,279.60 Studio GC	KI 24,600.00
10/22/20	3,500.00 Hallett Movers	CSI Creative 18,572.35
10/14/20	4,011.18 Village of Riverside	Bullseye 14,740.00
10/10/20	6.18 MBNA/Berwyn Ace	Village of Riverside 8,879.76
11/27/20	440.00 Klein, Thorpe & Jenkins	Hallett 7,550.00
11/30/20	2,559.18 Studio GC	Mellahn Mfg. Co. 6,605.00
11/30/20	114,901.23 Lo Destro Construction Company	Dell 4,943.47
12/10/20	22,215.84 Bradford	Demco 2,855.18
12/31/20	101,838.45 Lo Destro Construction Company	ASI 5,297.00
		Klein, Thorpe & Jenkins 1,606.00
		ABT 1,443.99
<u>2021</u>		GT Mechanical 1,115.00
01/07/21	24,005.00 LFI	Securitas 988.63
01/08/21	14,834.00 LFI	Belcore 968.00
01/11/21	19,099.88 Henricksen	School Specialties 906.44
01/11/21	644.72 Henricksen	Novak's 487.67
01/22/21	14,834.00 LFI	Colley Elevator 389.00
01/25/21	600.81 Studio GC	Growing Community Media 315.00
01/31/21	352.00 Klein, Thorpe & Jenkins	Future Electronic Systems 3,081.00
02/16/21	968.00 Belcore	Bella's Window Washing 580.00
02/23/21	24,600.00 KI	Hannah Plumbing 215.00
03/05/21	4,050.00 Hallett Movers	Maker Space expenses 13,434.67
02/28/21	1,115.00 GT Mechanical	Misc 4,300.96
03/09/21	44,431.67 Bradford	* Ribbon cutting & Renovation Celebration 2,404.77
03/09/21	940.00 Bradford	
03/10/21	200.00 Village of Riverside	
03/10/21	652.00 MBNA	
03/10/21	325.90 Amazon	
02/28/21	55,801.59 Lo Destro Construction Company	
01/31/21	122,491.91 Lo Destro Construction Company	
04/27/21	644.72 Henricksen	
04/21/21	311.45 Amazon	
04/15/21	1,443.99 ABT	
04/17/21	906.44 School Specialties	
04/21/21	19,099.88 Henricksen	
04/27/21	1,104.00 Henricksen	
04/29/21	1,568.58 Village of Riverside	
04/30/21	1,695.78 Studio GC	
05/10/21	222.88 MBNA	
05/13/21	185.00 Colley Elevator	
05/17/21	204.00 Colley Elevator	
05/17/21	100.00 Bradford	
05/19/21	12,403.00 Fox Valley Fire and Safety	
05/25/21	572.00 Klein, Thorpe & Jenkins	
04/30/21	1,341.56 Studio GC	
05/10/21	510.67 Amazon	
		1,065,074.33
		Total paid thru 05/31/2022
		Future expenses:
	Groyson Pacourek Consulting	1,350.00
	MBNA/Today's Classroom	1,168.70
	Amazon	913.73
	Amazon	37.86
	Amazon	25.88
	MBNA/Home Depot	497.00
	Nintendo	63.74
	Nintendo	60.55
	Follett	359.98
	Amazon	687.51
	MBNA/ Webstaurent Store	205.98
	Dell	1,700.00
		<u>7,070.93</u>

Maker Space set-up and training
Cart for 3D printer
Embroidery sewing machine
Hoops for embroidery sewing machine
Thread for embroidery sewing machine
Cart for Glowforge
Nintendo Switch
Super Smash Bros. Ultimate
Launchpad
Mayku FormBox mold maker
Cart for mold maker
Computers for Maker Space

Riverside Public Library
 Lower Level Renovation Expenses/Bond fund
 Bond Fund (Account 4454-14)
 As of 5/31/2022

Vendor	Amount	Description
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
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 CVS 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
2022		
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
03/04/22	535.64	MBNA Bathroom dispenser & water filter
03/04/22	154.00	Future Electronic Systems Service surveillance system
03/10/22	1,757.00	Lo Destro Construction Company Install wall panels; move bookcase

Riverside Public Library
 Lower Level Renovation Expenses/Bond fund
 Bond Fund (Account 4454-14)
 As of 5/31/2022

<u>Vendor</u>	
03/24/22	816.00 LFI
03/28/22	4,373.00 Cutting Edge Contractors
04/04/22	580.00 Bella's Window Washing
04/13/22	1,306.00 Lo Destro Construction Company
04/13/22	2,604.00 ASI
04/07/22	2,927.00 Future Electronic Systems
04/10/22	120.70 Amazon
04/10/22	14.98 Amazon
05/05/22	215.00 Hannah Plumbing
05/26/22	263.52 Henricksen
05/16/22	2,945.38 Foley/Prusa3D
05/04/22	399.29 MBNA/Toybox Labs
05/31/22	1,800.00 Belcore
05/31/22	8,290.00 Glowforce
Total paid	<u>1,065,074.33</u>

Bulletin boards
 Bathroom remodel
 Window washing
 Kitchen door repair
 Balance of signage
 Surveillance camera update
 Carpet steamer
 Adhesive
 Replace bathroom handle
 Coat racks
 3D printer
 Mini 3D printer
 Additional outlets for maker space
 Laser cutter & engraver

This was a month filled with summer reading planning, field trips to the Library, school visits and volunteer trainings. Along the way, we also dropped eggs from the roof of the Library.

Highlights

School Visits—We spent a lot of time this month in schools talking about summer reading. We were so happy to be able to visit the schools for SRP talks for the first time since 2019! This year, in addition to the D96 grade schools, we were able to visit Hauser as well to talk about our reading program and volunteering. We have already seen an increase in volunteer applications and volunteers at our orientation. Anne went to Hollywood, Mary went to Blythe and I went to Central, Ames and Hauser. Thank you to D96 librarians Katie Maroney, Patty Prodanich and Ellen Nolan for scheduling our visits with the teachers. I was also approached by Amy Philips, the library media specialist from Riverside Brookfield High School. She wanted to share info about our summer reading program and volunteering with her students, so I made and sent a PowerPoint presentation.

This outreach is a lot of work, and a lot of talking, but it is 100% worth it when kids come in to sign up because they saw us in their classroom.

Additionally, Anne had her final visits of the school year at the D96 Early Learners program and Jordan visited RPC preschool.

Field Trips—We had two field trips visit the Library this month. 3rd graders from Central came in multiple small groups throughout the afternoon as part of their tour of Riverside. I gave them a tour of the upstairs of the Library and Mary gave them a tour of the downstairs that included a summer reading talk. The Kindergarten classes from Central came later in the month. Their field trip included a storytime, a summer reading talk, a tour and a movie. Thanks to Mary for helping out with both of these field trips.

Science Saturdays—A little rain didn't stop our Great Egg Drop this month. Families were given a kit ahead of time with some supplies. They were told they could provide additional supplies if they wanted as long as they followed the rules we gave them. Then on Egg Drop Saturday, I took families up to the roof, where they dropped their contraptions and Mary checked to see if the eggs broke. Over two sessions we had 100% of our eggs survive intact! All participants received a Diana Dollar from Aunt Diana's for participating.

Volunteer Training—Our volunteer trainings were really well attended. Usually we start out slow and build as the trainings go on, but we are starting out strong right away. We have already had four orientations, with one on a weekend, two after school and one on an evening. We will probably add one more in early June so that we can train as many volunteers as possible.

Homeschool Booktalk—Anne and I presented book talks to homeschool families this month. We talked about some of the Illinois state award nominees in addition to some favorites. We also talked a bit about summer reading. This is a great opportunity to share information we would normally share with school students with homeschool students.

Weekend Take Home Craft—Mary created a cute snail craft this month.

Storytimes—Bridget presented our 1st Saturday Storytime, and Jordan presented our Outdoor Storytimes. One week, at the last minute, Connie Meade stepped in and presented an outdoor storytime. I want to thank Connie so much for her help! Jordan and Bridget presented storytimes at the

CHILDREN & YOUTH SERVICES – May 2022 – Nora Durbin

Community Garden. Also thank you to Stephanie Roldan of Back to Nature Fitness and Adventure for presenting a Yoga Storytime this month. The kids always have fun with Ms. Stephanie!

Tissue Paper Art—CYS and IS teamed up again this month for an adult/child craft. This month participants made a tissue paper transfer art of canvases and it turned out super colorful and cool!

Finals Kits—We provided finals brain break kits for high school students studying for finals. These snacks and goodies always put a smile on teens faces during a stressful time of year.

Transitions and Student Worker—RB Transitions students finished up their book club for the year. Our student worker from RB, Bianca Baez, wrapped up her time working with us. We loved having Bianca in the department and wish her the best.

CHILDREN & YOUTH SERVICES STATISTICS – May 2022

Reference questions asked	<u>286</u>
Informational questions asked	<u>323</u>

Program Name	Date	Attendance
Homeschool Booktalks	5/2/22	5 adults, 12 kids, 1 teen
RB Transitions	5/3/22	5 teens, 2 adults
Yoga Storytime	5/6/22	6 kids, 5 adults
Visit to RPC Preschool	5/6/22	14 kids, 3 adults
1 st Saturday Storytime	5/7/22	5 kids, 5 adults
Early Learners Storytime visit (4 sessions)	5/9/22	66 kids, 20 adults
Garden Storytime	5/10/22	15 kids, 15 adults
RB Transitions	5/11/22	6 kids, 2 adults
RPC Library visit	5/11/22	15 kids, 2 adults
Outdoor Storytime	5/13/22	16 kids, 12 adults
Central 3 rd Grade Field Trip	5/13/22	62 kids, 15 adults
Take Home Craft: Snail	5/14-5/16	25 kids
Tissue Paper Art (2 sessions)	5/14	11 kids, 13 adults
Hauser SRP Visits	5/17 & 5/20	571 teens, 15 adults
Finals Kits	5/19-5/24	20 teens
Outdoor Storytime	5/20/22	16 kids, 16 adults
Volunteer Orientation	5/21/22	16 teens
Great Egg Drop	5/21/22	23 kids, 18 adults
Ames SRP Visits	5/23/22	439 kids, 22 adults
Hollywood SRP Visits	5/24/22	120 kids, 15 adults
Garden Storytime	5/24/22	10 kids, 10 adults
Central SRP Visits	5/24 & 5/25	265 kids, 18 adults
Volunteer Orientation	5/25/22	27 teens

CHILDREN & YOUTH SERVICES – May 2022 – Nora Durbin

Blythe SRP Visits	5/26/22	151 kids, 12 adults
Volunteer Orientation	5/26/22	32 teens
Central Kindergarten Field Trip (2 sessions)	5/27/22	42 kids, 10 adults
Volunteer Orientation	5/31/22	35 teens
Blue Board Mosaic Art	All month	18 teens, 24 kids
Teen Room Video Games		3 teens
Phone Charger Checkout		8 teens
Board Game Usage	5/31	4 teens
After School Attendance	21 days	486 kids and teens

May 2022
Sharon Shroyer

Patron Services

One of the items mentioned at our PS staff meeting during our in-service day, was grouping the Library of Things that we check out and labeling the shelves accordingly. This is helpful since most of the items are in black bags that are hard to tell apart. In addition, I upgraded our old Roku players with new 4K units. The old ones were over eight years old and painfully slow. I also replaced our portable DVD players that were ten years old, to newer models that have a much larger screen. The four Roku players have circulated 548 times since 2014, 228 times in the last 3 ½ years. The DVD players had gone out 631 times in 10 years. Along with our hotspots, they are some of our most popular items.

Ruth Julian gave me a stack of Frank Lloyd Wright books, pamphlets, and magazines that were donated to the Friends book sale. She thought we might have better luck selling them online and we are. I put different groupings of items together and in addition to selling one lot immediately, the seven other groups of items have bids and will easily sell for over \$100. This includes two Japanese books that are both in an online bidding war.

The move of our self-checkout machine seems to be a good one. For the first three months of the year while it was located in the Great Room, patrons checked out 539 total items. In just the last two months, patrons checked out 710. The CYS desk is also checking out on the lower level now and even have their own official DVD and Blu-Ray decouplers, or as we refer to them, those opening thingies.

Our monthly numbers for our Library of Things, Create Collection and Learning Kits should be accurate this month and going forward.

Computer Services

The big news in May was our hotspots. Mobil Beacon, the company that provides the hotspot program, is moving to the T-Mobile network and discontinuing all of their old hotspots at the end of June. The good news is that they are replacing all of the hotspots we had with brand new models at no charge to us. The bad news is the quick turnaround time. We are replacing them in two separate batches. We have finished with the first batch of 12 new units and are now waiting for our final batch of 14 to arrive.

May 2022
Information Services Update
Diane Silva

Illinois Library Present Update –

Our first 6 months of ILP programming ends in June with 2 programs coming in the final month. For our \$200 investment, we have hosted Silvia Moreno-Garcia, Jasmine Guillory, Jenny Lawson, Nick Offerman, and Jeff Tweedy for a total attendance of 46. Our final attendance should end up a bit over 50 for the season. The final two programs – Chef Kwame Onwuachi and Michelle Zauner – are scheduled for June.

This month we submitted our intent to continue with the program. The next session will kick off in September with Marlee Matlin. I continue to participate in the Data/Numbers Committee, pulling together IPLAR stats for member libraries.

Marketing –

Two newsletters were created and mailed in May - the annual donor thank you/Friends mailing and the Summer events lists. The Summer newsletter really highlights a return to pre-pandemic programming, with lots of options for kids of all ages and a back to normal Summer Reading Program.

Programming –

Lots of program diversity this month, from auto show history to DIY extracts. Thanks to Janice for handling the Bee House/No Mow May passive program and to Cathy Sauer, who runs our Knitting Club (back after a long COVID hiatus).

FLOS Speaker, Cotton – 45
History of The Auto Show – 19
Meditation (2 events) – 9
Making Extracts – 10
Lake Superior Biking Adventure - 14

Knitting – 5
Riverside Reads Book Club – 6
Genealogy Club – 3
Bee House Raffle - 93
Spice Kits 32

Patron Interactions –We had 620 patron interactions by phone, email or in person.

Riverside Public Library
Miscellaneous Statistics - May 2022

	May-22	May-21	YTD 2022	YTD 2021
Reference Statistics				
Questions Asked - Adult	620	494	3490	2544
Questions Asked - Youth Services	609	603	2243	2571

Internet Usage - Adult	238	218	1190	697
- CY5	93	32	508	32
Total Usage	331	250	1698	729

Holdings				
Adult Titles Added	134	101	745	504
CYS Titles Added	59	79	503	357
Total Titles Added	193	180	1248	861

Adult Titles Withdrawn	120	221	499	768
YS Titles Withdrawn	0	62	500	541
Total Titles Withdrawn	120	283	999	1309

Total Holdings **62871** **62850**

Adult Programs				
Number of Library Programs	12	9	85	46
Number of Community Programs	8	0	22	0
Library Program Attendance	125	207	720	583
Community Program Attendance	123	0	272	0
Total Adult Program Attendance	248	207	992	583
Total Adult Take & Make Users	32	38	165	100

Youth Services				
Kids Passive Programs	2	2	18	10
Kids Active Programs	26	8	113	62
Teens Passive Programs	2	0	11	2
Teens Active Programs	6	0	14	0
Number of Passive CY5 Programs	4	2	29	12
Number of Active CY5 Programs	32	8	127	62

Kids Passive Prog. Attendance	49	277	491	1049
Teens Passive Prog. Attendance	38	0	122	37
Kids Active Prog. Attendance	2081	317	3870	3535
Teens Active Prog. Attendance	125	0	185	0
Total Passive Prog. Attendance	87	277	613	1086
Total Active Prog. Attendance	2206	317	4055	3535

New Library Cards Issued	38	20	229	92
---------------------------------	----	----	-----	----

Library Attendance	7081	4010	31475	11060
---------------------------	------	------	-------	-------

Faxes sent by Patrons
Notary Service

25	17	87	62
18	10	110	37

Checkouts
Renewals
Checkins
Total Circulation

4527	4156	26487	21168
3505	3045	17538	14052
5729	5777	30764	33075
13761	12978	74789	68295

Interlibrary Loans

Loaned
Borrowed

1155	812	4296	4681
1324	1116	5538	7611

Reciprocal Borrowing

Loaned to Other Library Patrons
RPL Patrons Borrowing Elsewhere

582	319	2760	1479
975	827	4807	3063

Digital Resources

Hoopla
Axis360
Digital Library of Illinois (MMM)
Flipster Downloads and Views

395	372	1785	1812
131	131	646	592
965	491	4726	3999
28	95	402	587

Web Site

Total Hits

3790	2647	19009	549191
------	------	-------	--------

Wireless Statistics

784	3847	12287	13460
-----	------	-------	-------

Online Databases

Ancestry.com

Searches
Returns

473	986	2513	6129
431	948	2040	3902

Encyclopaedia Britannica

Sessions
Documents

11	0	91	10
11	0	99	14

Newsbank

Searches

0	5	21	20
---	---	----	----

EBSCO Online Databases

Academic Search Premiere

Searches	40	3	108	5
Requests	40	3	107	5

Auto Repair Source

Searches	0	0	0	0
Results	0	0	0	0

Biography Reference Center

Searches	4	0	5	7
Requests	4	0	5	4

Business Source Premier

Searches	66	0	151	0
Results	66	0	151	0

Consumer Health Complete

Searches	0	0	1	1
Results	0	0	0	1

Consumers Reports

Sessions	0	9	24	56
Searches	0	111	333	876

History Reference Center

Searches	3	0	19	3
Results	3	0	19	3

Legal Information Ref. Center

Searches	4	0	4	0
Results	4	0	4	0

Literary Reference Center

Searches	32	0	73	1
Requests	32	0	73	1

Masterfile

Searches	39	0	189	42
Requests	39	0	189	27

Middle Search Plus

Search	0	0	0	1
Results	0	0	0	1

Newspaper Search Plus

Search	27	0	73	7
Results	27	0	73	35

Novelist

Searches	1	6	43	244
Requests	1	4	41	322

Points of View Ref. Center

Searches	22	0	56	0
Results	22	0	56	0

Primary Search

Searches	0	0	3	1
Results	0	0	0	17

Science Reference Center

3				
Searches	6	4	29	28
Results	6	0	27	0

Small Business Center

Searches	0	NA	NA	NA
Results	0	NA	NA	NA

Additional Statistics

Newspaper Archives

Searches

16	NA	118	NA
----	----	-----	----

Museum Passes

Issued

17	NA	34	NA
----	----	----	----

Library of Things

Equipment

41	NA	73	NA
----	----	----	----

Kits

20	NA	33	NA
----	----	----	----

Create Collection

Equipment

5	NA	6	NA
---	----	---	----

Online Learning

Creative Bug

Sessions

1	NA	4	NA
---	----	---	----

Completed Classes

0	NA	0	NA
---	----	---	----

Universal Class

1	NA	2	NA
---	----	---	----

LIBRARY DIRECTOR'S REPORT May 2022

Administrative

Alarm Detection did their annual test of alarms on May 5. Everything was in order and the results were sent to the Village as required for alarm systems in Riverside.

Final plans for the Summer Reading Kick-Off were made this month. Nora has done an excellent job organizing the activities which will accompany the shaved ice treats. It will be fun to have the kick-off again after a two-year hiatus. (Although the kick-off will have taken place by our meeting, it is technically in June so I will have more to tell at the meeting and in next month's report.)

Due to the concern about negative feedback from parents, the wearing of masks during programs has been changed to being encouraged rather than required. Obviously, if rates rise we will again make them mandatory. We are limiting numbers in program sessions to help with congestion in meeting and program rooms.

The Bee House drawing was very successful and we had 97 people submit their names to win! Since it was so popular, we are continuing this month with a *Guess the Number of Butterflies* in the container. Winner for the correct guess will get a special flower and plant coloring book with colored pencils. These passive programs help reach a lot of our patrons!

The Strategic Long Range Planning Committee met on May 10 before the monthly Board Meeting. We were happy to have a draft version of the Vision and Mission statements for the Board to look at. These statements will be officially voted on by the Board at the June meeting. There will also be another SLRP Committee Meeting on June 14 when we will begin drafting goals/priorities. I think we are still on track to have the final document ready for September.

The summer newsletter was written, sent to the printer, and delivered to homes this month.

The conversion from AT&T to Comcast took place on Friday, May 13. We needed to have our new phone company, Heartland Business Systems, on site to assist with the conversion. With just a few glitches, the process was completed.

We are having a slight bird problem in the Library, and it seems to be coming from the fireplace. Chimney swifts are getting through the grate and we have found several dead birds in the Library. (On June 6, Brent was able to ascertain that the cause may be that the damper was not shut after we stopped using the fireplace so he shut it and we are waiting to see if that ends the problem.) If it does not, I will again investigate a vent over the top of the chimney and hope that the Preservation Committee looks more favorably on it than in our previous attempt a decade ago. Since this is the first time in a long time we have had this problem, I am pretty sure it is the damper being open that allowed the entry.

The redbud tree, donated to the Library in memory of former Children's Librarian Ginny Kovalsky, was planted on May 23. Hinsdale Nursery did the delivery and planting. Thank you to former Board member, Joan Wiaduck, for her help in selecting and organizing the purchase and planting. The tree is located in the area in front of the side Village parking lot.

Ongoing

Managers' meetings continued in May.

Advocacy

Friends of the Library met on May 17. At this meeting they gave us a check for \$4,000 to go towards the Maker Space equipment purchase. We were also able to purchase all of the equipment for the new area thanks to the Bond money. In addition to the physical equipment, we were able to pay for the installation of four more electrical outlets in the Community Room and closet, supplies for equipment, and a consultant fee for the setup of the area which will begin on June 7. I am very excited to work with the consultant and other staff members to bring these exciting STEAM resources to the Library and the community!

Genealogy

The All in the Family program this month was Family Cookbooks. The genealogy volunteers are helping more patron drop-ins recently, especially during Tuesday and Saturday hours.

Building Maintenance

Lawn care has begun for the season. A cleanup of the front landscaping was performed. Our irrigation system was also inspected and opened for the season. We will need to use the system to water the area by the tree.



Mask Policy

~~August 2021~~

July 2022

The Riverside Public Library Board of Trustees has made the decision to follow federal and state guidelines, and the recommendations of the CDC, in regards to wearing masks. These guidelines are subject to change, and therefore, the Library reserves the right to adjust its mask requirements accordingly.



Library Board Memorandum

To: Board of Trustees
From: Strategic Long Range Planning Committee
Date: 5/19/2022
Re: Vision and Mission Statement

As discussed at the May Board meeting, we have the revised Vision and Mission statements, which are included in this memo. The Board needs to approve them, and from there, they will become our guiding principles for implementation through our new Strategic Long Range Plan. We are very proud of the direction we are creating for the Library.

VISION

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

MISSION

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



Library Board Memorandum

To: Board of Trustees

From: Janice Foley, Library Director


Date: 5/31/2022

Re: Fourth of July Parade

We have received the registration for this year's Fourth of July parade. Ken will be out of the country that day and we will not have a vehicle for the parade. I am not sure of my status for that day but wanted to know if other Board members would like to participate in the parade. I can register the Library if you would like to. I will also ask any Friends if they want to be a part of the parade unit if you decide to go forward.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director 
Date: 6/9/22
Re: Rental of Library for Special Event

We received this application for a special event in the Library. Riverside resident Laura Enriquez wants to rent out the Library for her wedding ceremony. She is aware of all of the policies for renting our facility, and also knows that the cost for the two-hour period would be \$500.

The timing would work fine unless we change our Saturday hours back to 9 – 5, but as of now, the change of hours for Fall is only for Mondays and Wednesdays returning to 9 pm. Two staff members, one of them most likely me, would be in attendance for the rental period to make sure everything runs smoothly.

Your approval is necessary before we book the event and accept her \$300 use fee to hold the date.



Riverside Public Library
 1 Burling Road
 Riverside, IL 60546
 708/442-6366 FAX 708/442-9462

APPLICATION FOR USE OF LIBRARY FOR AFTER HOURS SPECIAL EVENTS

After hours private Special Events may be held at the Library. Each request must be approved by the Library Board of Trustees. Approval and fees will be set based on the hours needed, the availability of staff and space, and the nature and size of the event. Fees must be paid at the time of booking.

Date of Request: June 08, 2022

Contact Person: (Richard Bertalmio) + Laura Enriquez

Address: 445 Uvedale St. Email: LCEnriquez4@gmail.com

Home/Cell Phone: 1030-248-0728 Work Phone: _____

Name of Organization: _____

Event: Wedding Ceremony

Date(s) of Use: Sat., October 1, 2022

*15-20 min. ceremony approx

Time Event Begins: 4:30pm Ends: 10:30pm Expected Attendance: 50

The **Great Room and/or Atrium** can accommodate groups up to 150 people, either standing or auditorium style seating. The Library has approximately 100 chairs, but additional chairs may be provided by the applicant, at their cost.

The **Community Room(s)** (34' x 17') seat a maximum of 50 auditorium style or 48 at tables.

The **Friends of the Library Terrace** (24' x 12') is available for small groups up to 20.

There is a **\$300 use fee** and a **\$100/per hour (2-hour minimum) charge** for all rooms. Use fee must be paid at the time of booking. This includes two staff members who stay for the entire event.

Please indicate if refreshments/food will be served: yes ___ no

All cleanup (except for furniture) is the responsibility of the applicant.

Applicants are required to furnish a Certificate of Insurance showing \$1,000,000.00 general liability coverage. The Riverside Public Library should be named as additional insured on the certificate. If alcohol is to be served, a Village of Riverside liquor permit and liquor liability (DRAM) insurance will also be required before the event takes place.

WAIVER:

I/we the Undersigned hereby waive and release any claims, causes of action, damages or demands I may have against the Riverside Public Library, its Board of Trustees, and employees thereof arising out of or in connection with my use of the aforesaid space. I further agree to defend and hold harmless the Riverside Public Library, its Board of Trustees, and employees thereof from any claims, causes of action, damages or demands which may be made on account of the aforesaid function. I further agree to assume all responsibility for the conduct and safety of my guests and assume all financial responsibility to make payment to the Riverside Public Library for any damages done to the Riverside Public Library by myself or my guests while in attendance at this function.

I have read and understand the attached Meeting Room Policy and the Waiver, and will personally guarantee and be responsible for compliance.

Signature: Laura Enriquez Date: June 08, 2022



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

Illinois State Library
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701-1796
217-782-2994

May 23, 2022

Ms. Janice Foley, Director
Riverside Public Library
One Burling Road
Riverside, Illinois 60546

Dear Ms. Foley:

The Illinois State Library Live and Learn Construction Grant Review Committee reviewed the application submitted by the Riverside Public Library during the public hearing on April 28, 2022. The New Construction/Remodeling category is the third priority for funding following the Remodeling for Accessibility and Mini-Grant categories as established by law in the Administrative Rules. The committee ranked each application within these priorities and recommended proposals in priority order until the available funding was exhausted. Unfortunately, due to the number of applications received and the amount of available funding for the program, your proposal could not be funded even though it received a favorable review and funding recommendation.

We understand and appreciate all of the extensive work that was involved in the submission of your application. Your library will remain eligible to apply in future fiscal years if funding is available. However, you would be required to submit a new application.

Please feel free to contact me at mshaffer@ilsos.gov or 217-524-4901 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Shaffer".

Mark W. Shaffer, Grant Program Specialist
Illinois State Library

cc: Ken Circo, Board President
Grant File #22-SCP-309

MWS:jh