

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, October 10, 2023 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. **Public Comment**
- V. **Approve Minutes of September 12, 2023 – Action Item**
- VI. **Review of September Bills - Action Item**
- VII. **Review of September Financial Statements – Action Item**
- VIII. **Committee Reports**
 - A. Finance – Jane Birmingham
 - B. Building & Grounds – Ken Circo
 - C. Policy & Bylaws – Dan Loucks
 - D. Technology – Michael Hagins
 - E. Communications and Marketing – Courtney Greve Hack
- IX. **Staff Reports–June**
 - 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. 2023 Tax Levy and 2024 Operating Budget – **Action Item**
 - B. Czech & Slovak American Genealogy Society of Illinois (CSAGSI) agreement update – **Action Item**
- XII. **New Business**
 - A. Illinois Public Library Per Capita and Equalization and Grant Application – **Action Item**
 - B. Disaster / Emergency Plan update – **Action Item**
- XIII. **Announcements**
- XIV. **Correspondence & FYIs**
 - A. Recognition of a Life thank you notes from the family of Michael Marrs
- XV. **Executive Session**
 - A. Approve Executive Session Minutes of April 11, 2023–**Action Item**
 - B. Semiannual Review of Confidential Executive Session Minutes–**Action Item**
- XVI. **Adjournment**



**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
September 12, 2023**

Held Tuesday, September 12, 2023 in the Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

In Attendance: Ken Circo, President; Courtney Greve Hack, Vice President; Jane Birmingham, Treasurer; Christine Long, Secretary; Nancy DeFauw, Trustee; Michael Hagins, Trustee; and Daniel Loucks, Trustee.

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

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

President Circo began the meeting with some comments on the recent security threats to libraries in Chicago and the metro Chicago area. He thanked Library Director, Janice Foley, for reaching out to Chief Matt Buckley last week in order to review the Library's bomb threat protocols.

On June 12, 2023, the State of Illinois passed legislation which prohibits banning books. In addition, several communities have passed their own ordinances. President Circo mentioned Oak Park's Book Sanctuary resolution, which among other things, denies support to organizations that ban books and upholds access to endangered and challenged books. He quoted several individuals' support for libraries, including Alexi Giannoulas, Illinois State Librarian.

While it's unclear whether these recent security threats are linked to book banning issues, libraries have experienced an increased number in various types of threats coinciding with the increased focus on book bans.

Review of Minutes

Jane Birmingham moved, and Christine Long seconded, that the Board approve the minutes of the August 8, 2023 regular meeting.

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Courtney Greve Hack moved, and Dan Loucks seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23468 through 23497 and 23499 through 23504 including voided check number 23498, in the total amount of \$84,946.19, which includes payroll through August 18, 2023.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Courtney Greve Hack moved, and Jane Birmingham seconded, that the Board approve the financial statements for August 31, 2023, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

Trustee Jane Birmingham met with Janice Foley, Library Director, and Jane Wilhelm, Accountant, to review the preliminary 2024 operating budget.

Building and Grounds

Ken Circo attended the Interior Renovation – Maker Space project pre-construction meeting with Library staff, Kersey Construction and CG architects. The project is currently scheduled to start mid-October and should be completed in 3 weeks. However, Kersey is still waiting for building materials and supplies to arrive, so the start date might be pushed forward.

Charlie Pipal, Riverside resident and School of the Art Institute of Chicago professor, will be bringing a group of students to complete documents for a Historic American Building Survey (HABS). We discussed hosting an open house when the project is complete and perhaps reaching out to the Landmark to write an article.

Technology

Michael Hagins met with Janice to discuss the technology budget for the upcoming year. He raised the question if the Library should consider adding a self-checkout kiosk and 2 cataloguing computers on the main level.

Staff Reports

The Board reviewed the staff reports from August. Sharon Shroyer, Patron Services / Technology Manager, has returned to work. She will be adjusting her schedule as she will be starting PT next week.

Director's Report

The Board reviewed the August Library Director's report. Preparation for Harvest Bingo is going well. All the tickets sold in a record 5 and a half hours. We're working on documenting and / or updating many of the Patron Services procedures including password documentation. The Library will be open for Holiday Stroll this year, which is December 1, with Mr. and Mrs. Claus here. Representative Rashid's visit went well. The Trustees agreed we should talk to Peter Boutsikakis regarding Reading Between the Wines 2024 after Hop Stop.

New Business

2023 Tax Levy and Preliminary 2024 Operating Budget

The Board discussed the preliminary 2024 budget and 2023 tax levy. We have not received the Levy Edit Report from the Village as the County has not issued it yet. Therefore, we are working off our 2022 Tax Levy figure.

The Board will vote on approval of the final draft at the October Board meeting, after which it will be sent on to the Village for approval at the Village Board meeting.

Motion to Approve the 2024 Personnel Pay Ranges

Courtney Greve Hack moved, and Christine Long seconded, the motion to approve the 2024 personnel pay ranges effective January 1, 2024.

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

Nays: None

Abstained: None

The motion passed.

Czech & Slovak American Genealogy Society of Illinois (CSAGSI) agreement

Jane Birmingham moved, and Dan Loucks seconded, that the Board approve the updated CSAGSI agreement.

Ayes: None

Nays: Birmingham, DeFauw, Greve Hack, Hagins, Long, Loucks Abstained: None

The motion failed.

Trustee Loucks brought an insurance issue to the Board's attention. He will follow-up with the Library Director and they will coordinate any changes with Michael Marrs, Library attorney.

Holiday Closings 2024

Nancy DeFauw moved, and Jane Birmingham seconded, that the Board approve the 2024 holiday closings schedule.

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

Nays: None

Abstained: None

The motion passed.

Permission to Use Riverside Map Image

Christine Long moved, and Michael Hagins seconded, that the Board approve the request from the Riverside Junior Woman's Charity for the use of the Riverside Map Image in their upcoming fundraising campaign free of charge.

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

Nays: None

Abstained: None

The motion passed.

Following up on President Circo's earlier remarks, the Trustees discussed and agreed with the Library Director's recommendation to invite Chief Matt Buckley for a staff in-service on the topic of bomb threat awareness and preparation.

Adjournment

Upon motion by Courtney Greve Hack, seconded by Michael Hagins, and passed unanimously, the meeting was adjourned at 8:58 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

SEPTEMBER - 2023

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR SEPTEMBER 2023 ACCOUNTS PAYABLE,
AND SEPTEMBER 2023 PAYROLL = \$101,463.22**

Including voided check #23534

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 9/1/2023 Through 9/30/2023

| Check Numbr | Check Date | Payee | Check Amount | Transaction Description |
|-------------|------------|--|-----------------|---|
| 23505 | 9/13/2023 | Coverall North America, Inc | 1,948.00 | Cleaning services- Septemner |
| 23506 | 9/13/2023 | EllePresents | 300.00 | Regretting Mr. Wright program |
| 23507 | 9/13/2023 | Illinois Library Association | 150.00 | Foley membership thru 09302024 |
| 23508 | 9/13/2023 | Leaf | 766.00 | Copier rental |
| 23509 | 9/13/2023 | NCPERS-IL IMRF | 32.00 | Term Life- Forsyt & Silva |
| 23510 | 9/13/2023 | North Suburban Employee Benefit Coop | 216.00 | PPO dental- August |
| 23511 | 9/13/2023 | North Suburban Employee Benefit Coop | 1,767.58 | PPO medical- August |
| 23512 | 9/13/2023 | Riverside Brookfield High School | 50.00 | 2023-2024 RBHS yearbook |
| 23513 | 9/13/2023 | Riverside Township Lions Club | 455.00 | 7 Person of the Year dinner tickets |
| 23514 | 9/19/2023 | Alarm Detection Systems, Inc. | 1,092.45 | Quarterly charges Oct- Dec |
| 23515 | 9/19/2023 | Blue Cross Blue Shield of Illinois | 5,457.83 | HMO medical- September |
| 23516 | 9/19/2023 | Colley Elevator Co. | 325.00 | Category 1 test- inspector's fee |
| 23517 | 9/19/2023 | Delta Dental of Illinois - Risk | 76.55 | HMO dental- September |
| 23518 | 9/19/2023 | GT Mechanical Projects & Design, Inc. | 882.00 | Clean coils & service Director's office |
| 23519 | 9/19/2023 | Live4Lali | 100.00 | Donation- Narcan talk |
| 23520 | 9/19/2023 | Mike Matejka | 200.00 | Railraod program |
| 23521 | 9/19/2023 | Business Card | 1,714.11 | Credit card purchases |
| 23522 | 9/21/2023 | Aquamist Plumbing & Lawn Sprinkling Co. | 510.00 | Winterization of sprinkler |
| 23523 | 9/21/2023 | Delta Dental of Illinois- Vision | 32.65 | Vision- September |
| 23524 | 9/21/2023 | Friends of the Riverside Public Llibrary | 100.00 | Brian Eddy bingo game |
| 23525 | 9/21/2023 | Robert J. Holdsworth | 100.00 | Farmers market music |
| 23526 | 9/21/2023 | Jim Hurley | 100.00 | Farmers market music |
| 23527 | 9/21/2023 | Madison National Life | 32.19 | Life insurance- September |
| 23528 | 9/27/2023 | Village of Riverside | 7,785.69 | September 2023 IMRF |
| 1426 | 9/1/2023 | Administration | 4,111.58 | Group: 01; Pay Date: 9/1/2023 |
| 1427 | 9/1/2023 | Information Services | 5,183.05 | Group: 02; Pay Date: 9/1/2023 |
| 1428 | 9/1/2023 | Children & Youth Services | 4,164.53 | Group: 03; Pay Date: 9/1/2023 |
| 1429 | 9/1/2023 | Patron Services | 6,980.06 | Group: 04; Pay Date: 9/1/2023 |
| 1430 | 9/15/2023 | Administration | 4,030.18 | Group: 01; Pay Date: 9/15/2023 |
| 1431 | 9/15/2023 | Information Services | 5,183.02 | Group: 02; Pay Date: 9/15/2023 |
| 1432 | 9/15/2023 | Children & Youth Services | 3,960.21 | Group: 03; Pay Date: 9/15/2023 |
| 1433 | 9/15/2023 | Patron Services | 6,824.32 | Group: 04; Pay Date: 9/15/2023 |
| 1434 | 9/29/2023 | Administration | 4,079.02 | Group: 01; Pay Date: 9/29/2023 |
| 1435 | 9/29/2023 | Information Services | 5,183.02 | Group: 02; Pay Date: 9/29/2023 |
| 1436 | 9/29/2023 | Children & Youth Services | 4,026.83 | Group: 03; Pay Date: 9/29/2023 |
| 1437 | 9/29/2023 | Patron Services | <u>7,166.47</u> | Group: 04; Pay Date: 9/29/2023 |
| | | Total | 85,085.34 | |
| | 9/27/2023 | Electronic Payment- Comcast | 233.85 | High speed internet |
| | 9/28/2023 | Electronic Payment- Comcast | 454.43 | Phone bill |
| | 9/1/2023 | Electronic tax payment- Employer portion | 2,062.38 | |
| | 9/15/2023 | Electronic tax payment- Employer portion | 2,019.26 | |
| | 9/29/2023 | Electronic tax payment- Employer portion | <u>2,062.93</u> | |

Report Total 91,918.19

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 10/10/2023 Through 10/10/2023

| Check Numbr | Check Date | Payee | Check Amount | Transaction Description |
|--------------|------------|-------------------------------|-----------------|--|
| 23529 | 10/10/2023 | Amazon Capital Sevices | 1,243.36 | Amazon purchases |
| 23530 | 10/10/2023 | Cintas Corporation LOC. 769 | 966.24 | Restroom supplies/ mat service |
| 23531 | 10/10/2023 | Colley Elevator Co. | 226.00 | Elevator inspection |
| 23532 | 10/10/2023 | Fredricksen Fire Equipment | 1,063.80 | New fire and CO2 extinguishers |
| 23533 | 10/10/2023 | Garvey's Office Products | 393.74 | Copy paper, tissue, ink cartridge, etc |
| 23535 | 10/10/2023 | Ingram Library Services | 2,360.32 | Various |
| 23536 | 10/10/2023 | Klein, Thorpe & Jenkins, Ltd. | 450.00 | Legal regarding CSAGSI |
| 23537 | 10/10/2023 | Leaf | 766.00 | Copier rental |
| 23538 | 10/10/2023 | Midwest Tape | 1,735.87 | Digital subscriptions |
| 23539 | 10/10/2023 | NICOR Gas | <u>339.70</u> | Gas bill |
| Report Total | | | <u>9,545.03</u> | |

Riverside Public Library

FINANCIAL REPORTS

For 9 Months Ending

September 30, 2023

UNAUDITED



**Riverside Public Library
Cash Balances
As of 09/30/2023**

| | Balance, <u>09/30/2023</u> |
|--------------------------------------|---------------------------------------|
| Consolidated Operating Funds: | |
| First American- Checking | 41,334.00 |
| First American- Payroll | <u>268.20</u> |
| Total First American accounts | 41,602.20 |
| Riverside Bank savings | 5,412.40 |
| Illinois Funds | |
| Tax/Reserve Fund | 585,164.65 |
| Capital Improvements Fund | 43,552.01 |
| Special Reserve Fund | 10,595.22 |
| Working Cash Fund | 260,266.28 |
| Library Bond Fund | <u>242,072.17</u> |
| Total Illinois Funds | 1,141,650.33 |
| Total Operating Funds Cash Balances | 1,188,664.93 |
| Gift & Endowment Funds: | |
| Library Gift Fund | 112,906.22 |
| Batko Endowment Fund | 6,177.02 |
| Lower Level Renovation Fund | 53,218.76 |
| General Endowment Fund | 10,363.69 |
| Dardwin Fund | <u>16,893.25</u> |
| Total Gift & Endowment Funds | 199,558.94 |
| Total Funds | <u>1,388,223.87</u> |

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 9/30/2023

| | Current Period Balance |
|--|-----------------------------------|
| Assets | |
| Illinois Fund-Operating Fund | 585,164.67 |
| 1st American-Checking Account | 32,407.02 |
| 1st American-Payroll Account | 267.71 |
| Riverside Bank savings account | 5,628.04 |
| Property Tax Receivable | 1,740,820.28 |
| Due from Other Funds | 782.39 |
| Due from other groups | 647.53 |
| Staff Receivables | (34.86) |
| Fixed Assets | 1,260,414.00 |
| Amount Provided for Vacation | <u>23,590.00</u> |
| Total Assets | <u>3,649,686.78</u> |
| Liabilities | |
| Accounts Payable | 9,545.03 |
| Federal W/H & FICA Payable | (60.37) |
| State W/H Payable | (0.20) |
| State Unemployment Payable | 1,056.21 |
| IMRF Payable | (47.90) |
| Deferred Property Taxes | 741,776.83 |
| Accrued Payroll | 18,548.84 |
| Accrued Vacation Pay | 23,590.00 |
| Health Insurance Payable | 233.06 |
| Term Life Insurance Payable | (136.00) |
| Due to Other Funds | 110.00 |
| Due to Library Gift Fund | 14.00 |
| Due to Friends of the Library | 142.00 |
| Due to Historical Society | 390.00 |
| Due to Preservation Commission | 3.00 |
| Investment in Fixed Assets | <u>1,260,414.00</u> |
| Total Liabilities | <u>2,055,578.50</u> |
| Fund Balances | |
| Beginning Fund Balances | |
| Assigned for Operations | 1,437,713.45 |
| Restricted for Audit | 3,502.75 |
| Restricted for IMRF | (1,064.14) |
| Restricted for FICA | (737.07) |
| Restricted for Unemployment | <u>256.63</u> |
| Total Beginning Fund Balances | 1,439,671.62 |
| Excess Revenues/(Expenditures) | <u>154,436.66</u> |
| Total Fund Balances | <u>1,594,108.28</u> |
| Total Liabilities & Fund Balances | <u>3,649,686.78</u> |

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 9/1/2023 Through 9/30/2023

| | Current Period Actual | Current Year Actual- 9 mos.ending 09/30/2023 | 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 | 0.00 | 698,582.56 | 1,259,965.00 | (561,382.44) | (44.56)% |
| Lower Level Bond revenue | <u>0.00</u> | <u>0.00</u> | <u>121,800.00</u> | <u>(121,800.00)</u> | <u>(100.00)%</u> |
| Total Property Taxes | 0.00 | 1,023,278.25 | 1,381,765.00 | (358,486.75) | (25.94)% |
| Inter Government Funds | 788.54 | 44,963.12 | 23,000.00 | 21,963.12 | 95.49% |
| Interest | 2,727.03 | 26,206.88 | 1,250.00 | 24,956.88 | 1,996.55% |
| Fees for Services | 1,393.33 | 10,466.29 | 4,988.00 | 5,478.29 | 109.83% |
| Misc Revenue | | | | | |
| The SPOT revenue | 35.00 | 45.00 | 5,000.00 | (4,955.00) | (99.10)% |
| Donations-Junior Women's Club | 0.00 | 500.00 | 0.00 | 500.00 | 0.00% |
| Other | <u>18.36</u> | <u>249.25</u> | <u>550.00</u> | <u>(300.75)</u> | <u>(54.68)%</u> |
| Total Misc Revenue | <u>53.36</u> | <u>794.25</u> | <u>5,550.00</u> | <u>(4,755.75)</u> | <u>(85.69)%</u> |
| Total Revenues | <u><u>4,962.26</u></u> | <u><u>1,105,708.79</u></u> | <u><u>1,416,553.00</u></u> | <u><u>(310,844.21)</u></u> | <u><u>(21.94)%</u></u> |
| Total Revenue | <u><u>4,962.26</u></u> | <u><u>1,105,708.79</u></u> | <u><u>1,416,553.00</u></u> | <u><u>(310,844.21)</u></u> | <u><u>(21.94)%</u></u> |
| Expenditures | | | | | |
| Personnel Services | 99,162.19 | 669,403.22 | 912,800.00 | 243,396.78 | 26.66% |
| Supplies | 1,170.30 | 11,202.82 | 20,450.00 | 9,247.18 | 45.22% |
| Contractual Services | 8,481.03 | 61,487.78 | 102,500.00 | 41,012.22 | 40.01% |
| Adult Information Sources | 2,568.29 | 28,068.46 | 42,060.00 | 13,991.54 | 33.27% |
| Electronic Resources | 2,004.70 | 42,287.29 | 65,240.00 | 22,952.71 | 35.18% |
| CYS Information Sources | 599.88 | 8,141.85 | 12,300.00 | 4,158.15 | 33.81% |
| Marketing/Public Relations | 936.17 | 13,528.03 | 21,800.00 | 8,271.97 | 37.94% |
| Administration | 1,741.59 | 58,639.33 | 209,350.00 | 150,710.67 | 71.99% |
| Technology | <u>246.07</u> | <u>16,505.81</u> | <u>21,000.00</u> | <u>4,494.19</u> | <u>21.40%</u> |
| Total Expenditures | <u>116,910.22</u> | <u>909,264.59</u> | <u>1,407,500.00</u> | <u>498,235.41</u> | <u>35.40%</u> |
| Miscellaneous Expenses | | | | | |
| Misc Expenses | <u>0.00</u> | <u>42,003.95</u> | <u>0.00</u> | <u>(42,003.95)</u> | <u>0.00%</u> |
| Total Miscellaneous Expenses | <u>0.00</u> | <u>42,003.95</u> | <u>0.00</u> | <u>(42,003.95)</u> | <u>0.00%</u> |
| Total Expenditures | <u><u>116,910.22</u></u> | <u><u>951,268.54</u></u> | <u><u>1,407,500.00</u></u> | <u><u>456,231.46</u></u> | <u><u>32.41%</u></u> |
| Excess Revenues(Expenditures) | <u><u>(111,947.96)</u></u> | <u><u>154,440.25</u></u> | <u><u>9,053.00</u></u> | <u><u>145,387.25</u></u> | |

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 9/1/2023 Through 9/30/2023

| | Current Period Actual | Current Year Actual 9 mos.ending 9/30//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 | 0.00 | 698,582.56 | 1,259,965.00 | (561,382.44) | (44.56)% |
| Lower Level Bond revenue | 0.00 | 0.00 | 121,800.00 | (121,800.00) | (100.00)% |
| Total Property Taxes | <u>0.00</u> | <u>1,023,278.25</u> | <u>1,381,765.00</u> | <u>(358,486.75)</u> | <u>(25.94)%</u> |
| Inter Government Funds | | | | | |
| Per capita state grants | 0.00 | 13,714.55 | 13,000.00 | 714.55 | 5.50% |
| Corporate Replacement Taxes | 788.54 | 31,248.57 | 10,000.00 | 21,248.57 | 212.49% |
| Total Inter Government Funds | <u>788.54</u> | <u>44,963.12</u> | <u>23,000.00</u> | <u>21,963.12</u> | <u>95.49%</u> |
| Interest on Operating Funds | | | | | |
| Interest-Illinois Funds | 2,710.71 | 26,152.26 | 1,250.00 | 24,902.26 | 1,992.18% |
| Interest- Riverside Bank | 16.32 | 54.62 | 0.00 | 54.62 | 0.00% |
| Total Interest on Operating Funds | <u>2,727.03</u> | <u>26,206.88</u> | <u>1,250.00</u> | <u>24,956.88</u> | <u>1,996.55%</u> |
| Fees & Services | | | | | |
| Fines | 255.46 | 1,856.30 | 500.00 | 1,356.30 | 271.26% |
| Fax Fees | 39.50 | 375.50 | 250.00 | 125.50 | 50.20% |
| Maker Space fees/Internet fees | 0.00 | 25.80 | 3.00 | 22.80 | 760.00% |
| Printing Fees | 312.43 | 2,959.21 | 1,200.00 | 1,759.21 | 146.60% |
| Book & Video Sales | 500.95 | 4,347.50 | 2,500.00 | 1,847.50 | 73.90% |
| Adult Replacement Fees | 119.00 | 270.00 | 100.00 | 170.00 | 170.00% |
| CYS Replacement Fees | 10.99 | 221.99 | 200.00 | 21.99 | 10.99% |
| ILL Fees | 0.00 | 74.99 | 35.00 | 39.99 | 114.26% |
| Lost Book Credit | 30.00 | 110.00 | 100.00 | 10.00 | 10.00% |
| Meeting Room Charges | 125.00 | 225.00 | 100.00 | 125.00 | 125.00% |
| Total Fees & Services | <u>1,393.33</u> | <u>10,466.29</u> | <u>4,988.00</u> | <u>5,478.29</u> | <u>109.83%</u> |
| Miscellaneous Revenue | | | | | |
| Miscellaneous Revenue | 10.81 | 116.81 | 200.00 | (83.19) | (41.59)% |
| Memorial Book Donations | 0.00 | 0.00 | 250.00 | (250.00) | (100.00)% |
| Donations | 7.55 | 132.44 | 100.00 | 32.44 | 32.44% |
| The SPOT revenue | 35.00 | 45.00 | 5,000.00 | (4,955.00) | (99.10)% |
| Donations-Junior Women's Club | 0.00 | 500.00 | 0.00 | 500.00 | 0.00% |
| Total Miscellaneous Revenue | <u>53.36</u> | <u>794.25</u> | <u>5,550.00</u> | <u>(4,755.75)</u> | <u>(85.69)%</u> |
| Total Revenues | <u>4,962.26</u> | <u>1,105,708.79</u> | <u>1,416,553.00</u> | <u>(310,844.21)</u> | <u>(21.94)%</u> |

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 9/1/2023 Through 9/30/2023

| | Current Period Actual | Current Year Actual- 9 mos. ending 9/30/2023 | Total Budget | Total Budget Variance | Percent Total Budget Remaining |
|---------------------------------------|--------------------------|---|-------------------|--------------------------|--------------------------------------|
| Personnel Services | | | | | |
| Staff Salaries | 83,723.29 | 556,652.01 | 756,400.00 | 199,747.99 | 26.41% |
| Health & Life Insurance | 4,613.54 | 40,316.57 | 55,000.00 | 14,683.43 | 26.70% |
| Employer's Portion - IMRF | 4,623.62 | 30,639.09 | 42,000.00 | 11,360.91 | 27.05% |
| Employer's Portion - FICA | 6,144.57 | 40,834.20 | 58,000.00 | 17,165.80 | 29.60% |
| Unemployment Comp Expense | 57.17 | 961.35 | 1,400.00 | 438.65 | 31.33% |
| Total Personnel Services | 99,162.19 | 669,403.22 | 912,800.00 | 243,396.78 | 26.66% |
| Materials & Supplies | | | | | |
| Office Supplies | 413.13 | 1,616.94 | 3,000.00 | 1,383.06 | 46.10% |
| Library Supplies | 203.44 | 2,149.05 | 4,000.00 | 1,850.95 | 46.27% |
| CYS Supplies | 28.74 | 277.59 | 600.00 | 322.41 | 53.73% |
| Info Services Supplies | 27.33 | 85.32 | 350.00 | 264.68 | 75.62% |
| Building Maintenance Supplies | 451.67 | 5,717.64 | 10,000.00 | 4,282.36 | 42.82% |
| Ink Cartridges | 45.99 | 1,356.28 | 2,500.00 | 1,143.72 | 45.75% |
| Total Materials & Supplies | 1,170.30 | 11,202.82 | 20,450.00 | 9,247.18 | 45.22% |
| Contractual Services | | | | | |
| Janitorial | 1,948.00 | 17,532.00 | 28,000.00 | 10,468.00 | 37.39% |
| Water | 0.00 | 2,505.42 | 2,500.00 | (5.42) | (0.22)% |
| Gas | 339.70 | 7,336.11 | 15,000.00 | 7,663.89 | 51.09% |
| Building Maintenance | 562.08 | 15,113.23 | 30,000.00 | 14,886.77 | 49.62% |
| Small Equipment Maintenance | 1,063.80 | 1,283.80 | 1,000.00 | (283.80) | (28.38)% |
| Equipment Maintenance | 3,035.45 | 10,751.98 | 12,000.00 | 1,248.02 | 10.40% |
| Furnishings & Equipment | 0.00 | 311.84 | 5,000.00 | 4,688.16 | 93.76% |
| Copier Rental & Maintenance | 1,532.00 | 6,653.40 | 9,000.00 | 2,346.60 | 26.07% |
| Total Contractual Services | 8,481.03 | 61,487.78 | 102,500.00 | 41,012.22 | 40.01% |
| Electronic Resources | | | | | |
| On-line Data Bases | 1,735.87 | 18,692.82 | 30,740.00 | 12,047.18 | 39.19% |
| SWAN Computer | 0.00 | 18,175.00 | 27,000.00 | 8,825.00 | 32.69% |
| Internet Expense | 233.85 | 5,104.65 | 3,000.00 | (2,104.65) | (70.16)% |
| Patron Subscription services | 34.98 | 314.82 | 4,500.00 | 4,185.18 | 93.00% |
| Total Electronic Resources | 2,004.70 | 42,287.29 | 65,240.00 | 22,952.71 | 35.18% |
| Information Sources | | | | | |
| Books | 1,488.08 | 12,615.39 | 20,500.00 | 7,884.61 | 38.46% |
| Standing Order Books | 395.56 | 3,597.24 | 4,000.00 | 402.76 | 10.07% |
| Periodicals | 0.00 | 7,797.94 | 8,500.00 | 702.06 | 8.26% |
| Videos | 186.27 | 1,726.44 | 4,000.00 | 2,273.56 | 56.84% |
| 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 | 498.38 | 2,150.32 | 5,000.00 | 2,849.68 | 56.99% |
| Total Information Sources | 2,568.29 | 28,068.46 | 42,060.00 | 13,991.54 | 33.27% |
| Children/Youth Services | | | | | |
| CYS Juvenile Books | 311.94 | 3,715.01 | 4,000.00 | 284.99 | 7.12% |
| 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 | 38.27 | 1,655.93 | 2,000.00 | 344.07 | 17.20% |
| CYS Easy Books | 86.37 | 1,706.67 | 3,000.00 | 1,293.33 | 43.11% |
| CYS DVD | 94.86 | 308.49 | 700.00 | 391.51 | 55.93% |
| 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 | 68.44 | 80.06 | 400.00 | 319.94 | 79.98% |

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 9/1/2023 Through 9/30/2023

| | Current Period Actual | Current Year Actual- 9 mos.ending 9/30/2023 | Total Budget | Total Budget Variance | Percent Total Budget Remaining |
|----------------------------------|--------------------------|--|---------------------|--------------------------|--------------------------------------|
| Total Children/Youth Services | <u>599.88</u> | <u>8,141.85</u> | <u>12,300.00</u> | <u>4,158.15</u> | <u>33.81%</u> |
| Marketing/Public Relations | | | | | |
| CYS Programming | 0.00 | 235.39 | 300.00 | 64.61 | 21.54% |
| Adult Programming | 500.00 | 2,701.62 | 4,000.00 | 1,298.38 | 32.46% |
| Library Programs | 0.00 | 655.66 | 500.00 | (155.66) | (31.13)% |
| Advertising Expenses | 436.17 | 484.39 | 1,500.00 | 1,015.61 | 67.71% |
| Binding | 0.00 | 351.95 | 500.00 | 148.05 | 29.61% |
| Newsletter Expense | <u>0.00</u> | <u>9,099.02</u> | <u>15,000.00</u> | <u>5,900.98</u> | <u>39.34%</u> |
| Total Marketing/Public Relations | <u>936.17</u> | <u>13,528.03</u> | <u>21,800.00</u> | <u>8,271.97</u> | <u>37.94%</u> |
| Administration | | | | | |
| Shipping Charges | 71.98 | 488.34 | 450.00 | (38.34) | (8.52)% |
| Legal Services | 450.00 | 6,095.60 | 1,500.00 | (4,595.60) | (306.37)% |
| Credit Bureau | 0.00 | 356.80 | 600.00 | 243.20 | 40.53% |
| Telephone | 454.43 | 4,675.55 | 9,000.00 | 4,324.45 | 48.05% |
| Postage | 30.18 | 392.29 | 1,000.00 | 607.71 | 60.77% |
| Treasurer's Bond | 0.00 | 0.00 | 500.00 | 500.00 | 100.00% |
| Liability Insurance | 0.00 | 22,591.10 | 25,000.00 | 2,408.90 | 9.64% |
| Audit Fees | 0.00 | 4,070.70 | 3,900.00 | (170.70) | (4.38)% |
| Seminars,Conferences,Meetings | 0.00 | 350.00 | 500.00 | 150.00 | 30.00% |
| Membership Dues | 150.00 | 914.00 | 700.00 | (214.00) | (30.57)% |
| Accounting Expenses | 171.25 | 1,898.82 | 2,500.00 | 601.18 | 24.05% |
| Staff Development | 100.00 | 1,261.98 | 2,000.00 | 738.02 | 36.90% |
| Bond repayment | 0.00 | 13,400.00 | 121,800.00 | 108,400.00 | 89.00% |
| Credit Card/Bank Fees | 24.77 | 295.83 | 900.00 | 604.17 | 67.13% |
| Miscellaneous Expense | 0.00 | 817.73 | 8,000.00 | 7,182.27 | 89.78% |
| Board Expense | 288.98 | 1,030.59 | 1,000.00 | (30.59) | (3.06)% |
| Capital Expense | <u>0.00</u> | <u>0.00</u> | <u>30,000.00</u> | <u>30,000.00</u> | <u>100.00%</u> |
| Total Administration | <u>1,741.59</u> | <u>58,639.33</u> | <u>209,350.00</u> | <u>150,710.67</u> | <u>71.99%</u> |
| Technology | | | | | |
| Technology Supplies | 141.09 | 707.03 | 1,000.00 | 292.97 | 29.30% |
| Computer Consultant | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 100.00% |
| Network Maintenance | 0.00 | 1.99 | 2,500.00 | 2,498.01 | 99.92% |
| Computer Hardware & Equipment | 94.99 | 6,673.78 | 6,000.00 | (673.78) | (11.23)% |
| E-Library Subscription Svs | 9.99 | 6,649.55 | 7,500.00 | 850.45 | 11.34% |
| Computer Software | <u>0.00</u> | <u>2,473.46</u> | <u>1,500.00</u> | <u>(973.46)</u> | <u>(64.90)%</u> |
| Total Technology | <u>246.07</u> | <u>16,505.81</u> | <u>21,000.00</u> | <u>4,494.19</u> | <u>21.40%</u> |
| Total Operating Expense | <u>114,905.52</u> | <u>866,977.30</u> | <u>1,342,260.00</u> | <u>475,282.70</u> | <u>35.41%</u> |
| Miscellaneous Expenses | | | | | |
| Lost ILL Expense | 0.00 | 3.95 | 0.00 | (3.95) | 0.00% |
| Transfer to Other Funds | <u>0.00</u> | <u>42,000.00</u> | <u>0.00</u> | <u>(42,000.00)</u> | <u>0.00%</u> |
| Total Miscellaneous Expenses | <u>0.00</u> | <u>42,003.95</u> | <u>0.00</u> | <u>(42,003.95)</u> | <u>0.00%</u> |
| Total Budgeted Expenses | <u>116,910.22</u> | <u>951,268.54</u> | <u>1,407,500.00</u> | <u>456,231.46</u> | <u>32.41%</u> |

CHILDREN & YOUTH SERVICES – September 2023 – Nora Durbin

Back to school is in full swing in CYS. You'll notice a big increase in our after school numbers. We are happy that kids and teens are returning to the Library after school this year!

Highlights

Storytimes—Anne and I started up Mini Movers Storytime this month for our youngest library patrons. We also offered a short, 15 minute storytime before our Tuesday morning Little Hands Activity. We tried this format and it worked well over the summer, so we decided to continue this during the fall. Mandi continued presenting Friday All Ages Storytimes, some inside and some outside, depending on the weather.

Francesca presented one outdoor storytime at the Community Garden; the other scheduled Garden Storytime was canceled due to bad weather.

After School Programs—Nikki planned and presented a teen Crafternoon program. The teens did pendulum painting and made some colorful masterpieces.

I planned and lead kids through a screen free coding program for STEAM Explorers this month. It was a great way for kids to learn the basics of writing code.

September is our desk dog Popcorn's birthday! We celebrated with party games and cupcakes.

School Outreach—Francesca started storytime visits to the Riverside Presbyterian Church Preschool and RPC Preschool started their visits to the library.

We also had St. Mary School's 2nd graders come for their annual field trip. Mandi presented a storytime, I lead the kids on a library tour, and the kids did a library themed scavenger hunt. They ended their time by watching an episode of The Magic School Bus. This is always a fun field trip with a great group of kids!

CHILDREN & YOUTH SERVICES STATISTICS – September 2023

| | |
|-------------------------------|------------|
| Reference questions asked | <u>206</u> |
| Informational questions asked | <u>282</u> |

| Date | Name of Program | Youth 0-5 | Youth 6-11 | Young Adult | Adult | General Interest |
|-----------|--------------------------------|--------------|---------------|----------------|-------|---------------------|
| 9/5/2023 | Community Garden Storytime | 2 | | | 2 | |
| 9/6/2023 | RB Transitions Book Club | | | 8 | 3 | |
| 9/9-9/10 | Weekend Take Home Craft | | | | | 20 |
| 9/11/2023 | Mini Movers Storytime | 9 | | | 9 | |
| 9/12/2023 | Mini Storytime | 4 | | | 6 | |
| 9/12/2023 | Little Hands Activity Time | 11 | | | 10 | |
| 9/12/2023 | Crafternoon: Pendulum Painting | | | 4 | | |
| 9/13/2023 | Storytime at RPC Preschool | 27 | | | 4 | |
| 9/13/2023 | RB Transitions Book Club | | | 7 | 4 | |
| 9/14/2023 | Pokemon Meet Up | | 6 | | 3 | |
| 9/15/2023 | All Ages Storytime | 8 | | | 6 | |
| 9/18/2023 | Mini Movers Storytime | 5 | | | 5 | |
| 9/19/2023 | Mini Storytime | 5 | | | 4 | |
| 9/19/2023 | Little Hands Activity Time | 5 | | | 4 | |

CHILDREN & YOUTH SERVICES – September 2023 – Nora Durbin

| | | | | | | |
|------------------------|---------------------------------|----------|--------------------|---|----|-----|
| 9/20/2023 | STEAM Explorers: Coding | | 7 | | | |
| 9/20/2023 | RB Transitions Book Club | | | 8 | 3 | |
| 9/21/2023 | RPC Preschool Library Visit | 22 | | | 4 | |
| 9/22/2023 | All Ages Storytime | 12 | | | 10 | |
| 9/23/2023 | Family Playtime | 4 | 2 | | 7 | |
| 9/25/2023 | Mini Movers Storytime | 7 | | | 6 | |
| 9/26/2023 | Mini Storytime | 2 | | | 2 | |
| 9/26/2023 | Little Hands Activity Time | 5 | | | 4 | |
| 9/27/2023 | RB Transitions Book Club | | | 8 | 3 | |
| 9/27/2023 | Happy Birthday, Popcorn! | 2 | 5 | | 4 | |
| 9/28/2023 | St. Mary's 2nd Grade Field Trip | | 24 | | 2 | |
| 9/29/2023 | All Ages Storytime | 3 | | | 3 | |
| 9/1-9/30 | Blue Board Questions | | | | | 106 |
| Phone Charger Checkout | | 20 teens | | | | |
| Board Game Usage | | 29 games | | | | |
| Nintendo Switch Usage | | 28 teens | | | | |
| After School | | 20 days | 774 kids and teens | | | |

September 2023

Sharon Shroyer

Patron Services

As I merrily rolled through the month of September, so happy to be back, I resumed a few of the projects that were left hanging after my escapades with a tree. I also returned in time for National Library Card month. Everyone who received a new card this month also received a pass for the Brookfield Zoo. Since we have passes leftover, we will continue this into November.

We had a very important and informative In-Service day on September 20th. It covered how to handle a situation that other area libraries have had to deal with lately, bomb threats. The second half dealt with helping and dealing with patrons who may have overdosed. The information was detailed and very helpful.

I have also been working on many of the procedures that are handled by the department and many that I handle on a routine basis. I hope to write at least several every month. In September, I have written procedures on how to handle digital download codes, adding days to the SWAN calendar where we are closed, and am currently re-writing the instructions on backup procedures for when the system software, WorkFlows goes down for a sustained amount of time.

Computer Services

September also meant tackling a lot of technology issues. Diane Silva and I sat down to configure Henry's new computer, with Diane taking notes as I set up the PC. All went well until we downloaded Adobe Photoshop. That crashed the computer so we just reverted it to factory settings, started again, downloaded Adobe first and all was well. I will mirror his old PC this coming weekend and then I can finish my computer that I have been working on too.

Bill Borst has been checking on the balcony printer that has been acting up. He changed some settings and, hopefully, that will help. Bill will also be coming out to check out the Great Room to see what we may need to get a solution to the current issue of using a projector in that space.

I contacted SWAN for recommendations for self-checkout stations. Ian recommended that we look at a product named Meescan. I have a demo scheduled to view the software in October. This product uses iPads instead of a PC. They have a tabletop, standing kiosk and patron downloaded options for installations.

I have also signed for a fax line to be installed at the public copier so patrons can fax their own documents.

I also repaired and reconnected five of our hotspots and have ordered a replacement for one that I could not revive.

September 2023 Information Services Update

Diane Silva

Axis360 change to Boundless

On September 27, eReadIllinois moved from Axis360 to the Boundless app. eReadIllinois is run through Baker & Taylor by RAILS, in cooperation with IHLS (Illinois Heartland Library System). The program is part of our digital library and is a bit of a hidden treasure. Libby is the name most people know about already, but eReadIllinois administrators tend to curate their collection to allow more copies of highly sought after books. The catalog isn't as large, but the hold lines are often shorter.

The Axis360 platform had been in place since the program started about 10 years ago. The shift to the new Boundless app should be seamless for users. All existing checkouts and holds remain tied to the patron account.

The rollout was odd if only because Baker and Taylor did not commit to a specific date. We were given a timeframe and communicated that to patrons via email and social media.

I attended a training of the new app before roll out and have been able to log in and use the app. Henry has updated the website with the new logo and user instructions.

Programming-

It was a strong month of programs with a huge turnout for Ellie Carlson's portrayal of Mamah Borthwick Cheney and a fascinating program on the history of the railroad by Mike Matejka.

The SPOT Appointments/projects – 6

Crafting Connections - 3

Colson Whitehead – ILP - 9

Mini Scarecrow – The Spot – 10

Money, Ancient and Modern – 8

Medicare – 6

Regretting Mr. Wright – 63

Disney Dream Vacations – 6

What's Coming Down the Line – 17

Estate Planning – 8

Genealogy – 7

Meditation (2 session) – 10

Riverside Reads Book Club – 1

Passive

Spice Kits – 50

Seed Packets Take/Leave – 2

Various Passive - 24

Patron Interactions – We had 822 patron interactions this month.

Riverside Public Library
Miscellaneous Statistics - September 2023

| | Sep-23 | Sep-22 | YTD 2023 | YTD 2022 |
|--|--------|--------|----------|----------|
|--|--------|--------|----------|----------|

Reference Statistics

| | | | | |
|----------------------------------|-----|-----|------|------|
| Questions Asked - Adult | 822 | 755 | 4713 | 6461 |
| Questions Asked - Youth Services | 488 | 639 | 4932 | 4772 |

**Internet Usage - Adult
- CYS**

Total Usage

| | | | | |
|--|------------|------------|-------------|-------------|
| | 326 | 274 | 2692 | 2205 |
| | 147 | 127 | 1762 | 1096 |
| | 473 | 401 | 4454 | 3301 |

Holdings

| | | | | |
|---------------------------|------------|------------|-------------|-------------|
| Adult Titles Added | 128 | 154 | 1177 | 1295 |
| CYS Titles Added | 57 | 125 | 762 | 909 |
| Total Titles Added | 185 | 279 | 1939 | 2204 |

Adult Titles Withdrawn
 YS Titles Withdrawn
Total Titles Withdrawn

| | | | | |
|--|-----------|------------|-------------|-------------|
| | 31 | 100 | 1167 | 860 |
| | 18 | 70 | 833 | 757 |
| | 49 | 170 | 2000 | 1617 |

Total Holdings

| | | |
|--|--------------|--------------|
| | 63291 | 63203 |
|--|--------------|--------------|

Adult Programs

| | | | | |
|--|------------|------------|-------------|-------------|
| Number of Library Programs | 13 | 16 | 137 | 138 |
| Number of Community Programs | 17 | 5 | 98 | 32 |
| Library Program Attendance | 148 | 98 | 290 | 1191 |
| Community Program Attendance | 174 | 62 | 1074 | 361 |
| Total Adult Program Attendance | 322 | 160 | 1364 | 1552 |
| Total Adult Passive Prog. Users | 76 | 33 | 783 | 343 |

Children and Youth Services

| | | | | |
|---------------------------------------|----------|-----------|------------|------------|
| Children 0-11 Passive Programs | 1 | 1 | 26 | 32 |
| Children 0-11 Active Programs | 20 | 30 | 284 | 252 |
| YA 12-18 Passive Programs | 1 | 7 | 13 | 19 |
| YA 12-18 Active Programs | 5 | 0 | 43 | 20 |
| Number of Passive CYS Programs | 2 | 8 | 39 | 51 |
| Number of Active CYS Programs | 0 | 30 | 327 | 272 |

| | | | | |
|---------------------------------------|------------|------------|-------------|-------------|
| Children Pass. Prog. Attendance | 20 | 23 | 757 | 1516 |
| YA Passive Prog. Attendance | 106 | 60 | 480 | 193 |
| Children Active Prog. Attendance | 292 | 420 | 5295 | 6546 |
| YA Active Prog. Attendance | 48 | 0 | 432 | 255 |
| Total Passive Prog. Attendance | 126 | 83 | 1237 | 1709 |
| Total Active Prog. Attendance | 340 | 420 | 5727 | 6801 |

New Library Cards Issued

| | | | | |
|--|----|----|-----|-----|
| | 46 | 64 | 468 | 532 |
|--|----|----|-----|-----|

Library Attendance

| | | | | |
|--|------|------|-------|-------|
| | 7539 | 6882 | 70299 | 62346 |
|--|------|------|-------|-------|

Faxes sent by Patrons

| | | | | |
|--|----|----|-----|-----|
| | 12 | 20 | 127 | 166 |
|--|----|----|-----|-----|

Notary Service

| | | | | |
|--|----|----|-----|-----|
| | 19 | 23 | 140 | 188 |
|--|----|----|-----|-----|

Checkouts

Renewals

Checkins

Total Circulation

| | | | | |
|--|--------------|--------------|---------------|---------------|
| | 6265 | 5091 | 48709 | 49680 |
| | 3420 | 3507 | 31141 | 32010 |
| | 4012 | 5939 | 51602 | 56152 |
| | 13697 | 14537 | 131452 | 137842 |

Interlibrary Loans

| | | | | |
|----------|------|------|------|-------|
| Loaned | 975 | 969 | 8882 | 8360 |
| Borrowed | 1088 | 1067 | 9867 | 10117 |

Reciprocal Borrowing

| | | | | |
|---------------------------------|------|-----|-------|------|
| Loaned to Other Library Patrons | 441 | 598 | 5102 | 5488 |
| RPL Patrons Borrowing Elsewhere | 1089 | 830 | 10045 | 8114 |

Digital Resources

| | | | | |
|-------------------------------------|------|------|-------|------|
| Hoopla | 381 | 384 | 3332 | 3318 |
| Axis360 | 76 | 142 | 1012 | 1212 |
| Libby (Digital Library of Illinois) | 1313 | 1033 | 11368 | 8877 |
| Flipster Downloads and Views | 28 | 38 | 258 | 573 |

Web Site

| | | | | |
|------------|------|------|-------|-------|
| Total Hits | 4105 | 3976 | 38817 | 35163 |
|------------|------|------|-------|-------|

Wireless Statistics

| | | | | |
|--|------|-----|------|-------|
| | 1131 | 937 | 8046 | 16126 |
|--|------|-----|------|-------|

Online Databases**Ancestry.com**

| | | | | |
|----------|------|-----|-------|------|
| Searches | 514 | 629 | 6264 | 4631 |
| Returns | 1164 | 481 | 12054 | 4102 |

Encyclopaedia Britannica

| | | | | |
|-----------|----|----|-----|-----|
| Sessions | 13 | 17 | 264 | 121 |
| Documents | 13 | 17 | 265 | 296 |

Newsbank

| | | | | |
|----------|----|---|----|----|
| Searches | 10 | 2 | 97 | 49 |
|----------|----|---|----|----|

EBSCO Online Databases

| | | | | |
|-------------------------------|----|-----|-----|-----|
| Academic Search Premiere | | | | |
| Searches | 59 | 18 | 431 | 215 |
| Requests | 59 | 18 | 431 | 214 |
| Auto Repair Source | | | | |
| Searches | 0 | 0 | 0 | 0 |
| Results | 0 | 0 | 0 | 0 |
| Biography Reference Center | | | | |
| Searches | 5 | 4 | 24 | 20 |
| Requests | 0 | 0 | 25 | 16 |
| Business Source Premier | | | | |
| Searches | 33 | 45 | 225 | 290 |
| Results | 33 | 45 | 225 | 290 |
| Consumer Health Complete | | | | |
| Searches | 1 | 4 | 3 | 8 |
| Results | 0 | 0 | 3 | 0 |
| Consumers Reports | | | | |
| Sessions | 0 | 10 | 37 | 51 |
| Searches | 0 | 100 | 582 | 625 |
| History Reference Center | | | | |
| Searches | 2 | 6 | 37 | 36 |
| Results | 2 | 6 | 37 | 36 |
| Legal Information Ref. Center | | | | |
| Searches | 0 | 2 | 0 | 9 |
| Results | 0 | 2 | 0 | 9 |
| Literary Reference Center | | | | |
| Searches | 44 | 31 | 369 | 226 |
| Requests | 44 | 31 | 369 | 226 |
| Masterfile | | | | |
| Searches | 35 | 33 | 320 | 343 |
| Requests | 35 | 33 | 320 | 343 |
| Middle Search Plus | | | | |
| Search | 11 | 4 | 46 | 11 |
| Results | 11 | 0 | 46 | 7 |
| Newspaper Search Plus | | | | |
| Search | 0 | 5 | 144 | 112 |
| Results | 0 | 0 | 144 | 107 |
| Novelist | | | | |
| Searches | 0 | 12 | 24 | 57 |
| Requests | 0 | 37 | 20 | 80 |
| Points of View Ref. Center | | | | |
| Searches | 19 | 16 | 281 | 139 |
| Results | 19 | 16 | 281 | 139 |
| Primary Search | | | | |
| Searches | 7 | 2 | 13 | 5 |
| Results | 7 | 2 | 13 | 2 |
| Science Reference Center | | | | |
| Searches | 6 | 10 | 44 | 49 |
| Results | 6 | 10 | 17 | 47 |
| Small Business Center | | | | |
| Searches | 1 | 0 | 12 | 1 |
| Results | 0 | 0 | 24 | 1 |

Additional Statistics

Newspaper Archives

Searches

| | | | |
|----|----|-----|-----|
| 14 | 18 | 135 | 219 |
|----|----|-----|-----|

Museum Passes

Issued

| | | | |
|----|----|-----|----|
| 14 | 13 | 127 | 58 |
|----|----|-----|----|

Library of Things

Equipment

| | | | |
|----|----|-----|-----|
| 55 | 59 | 554 | 297 |
|----|----|-----|-----|

Kits

| | | | |
|----|----|-----|----|
| 13 | 20 | 142 | 75 |
|----|----|-----|----|

Spot Collection

Equipment

| | | | |
|---|---|----|----|
| 8 | 2 | 44 | 17 |
|---|---|----|----|

Library Director's Report September 2023

Administration

Changes were made to the 2023 Levy and 2024 Operating Budgets reflecting the input received at the September Board Meeting. The "bottom numbers" did not change, but some areas received increases in their budget amounts. We still come out with a budget that is in the black. Cook County has not released the 2022 Tax Levy Report so we continued to use the figures from last year's levy/budget. The 2023 Levy and 2024 Operating Budgets need to be approved by the board at the October meeting. After it is approved, it will be forwarded to Karin Johns at the Village of Riverside for inclusion with the Village's levy and budget. While we have separate budgets, they are responsible for filing our budget with the Villages. Karin Johns sent me the timeline for the budget process:

- October 19 – budget hearing (30 days before adoption); announcement of tax levy hearing and property tax estimate
- November 2 – tax levy hearing (20 days before adoption)
- December 7– levy and budget adoption

In past years, I have always attended the Tax Levy Hearing and budget adoption meetings in case there were any questions.

In the never ending battle of the "perfect" evaluation form for staff, we have adopted a new version. Managers will be filling out the forms and working on helping staff with their goals for 2024. All forms must be completed by the end of November giving managers plenty of time to meet with each of their employees. We want to get this done before mid-December because so many staff take vacations the last few weeks of the year. In this board packet you will find the paperwork for the Director's evaluation. The packet includes everything you will need to complete the document and return to Board President Circo.

Thank you for approving the half day staff in-service on Wednesday, September 20. Twenty staff members attended the morning event which included Chief Matt Buckley discussing procedures for bomb threats as well as answering security questions and concerns of the staff. Laurie Fry, Executive Director of Live4Lali, an organization which works to reduce stigma and prevent substance abuse disorders and minimize the overall health, legal and social harms associated with substance abuse. Ms. Fry gave a powerful talk on the use of opioids, overdoses and the use of naxolone in preventing deaths. She brought NARCAN supplies for each staff member and a supply for the Library to use. The positive response from the staff to both sessions was amazing. Thank you to Courtney for connecting us with Laurie. As a result of the in-service, I also registered with the Cook County Department of Public Health, who will provide

free boxes of NARCAN. We will put several boxes at a time in a metal box next to the defibrillator for any patron wanting them.

Ongoing

Managers meetings and Social Media meetings continued this month.

Advocacy

Friends of the Library met on September 19. They are very organized in preparing of the upcoming Harvest Bingo! They Library Trustees will be sponsoring the final cover-all game at the event. The Friends plan on making a monetary contribution to the Library after the BINGO to help pay for the audio visual equipment needed for the Great Room. More information will follow.

The Person of the Year event on September 20 had a good representation from the Library. Trustees Birmingham, Circo and Long joined Diane Silva, Nora Durbin, Lisa Garay and Janice Foley. POY Matt Buckley enjoyed the books that were donated in his honor and returned them to the Library personally telling me his family read them before returning!

We were invited by Riverside Parks and Rec to participate in their Trunk or Treat event on October 18. We will be decorating my car in a Haunted Library theme (decorations are required) and giving away Halloween Bookmarks to color and candy. This is the first year they are holding a Trunk or Treat and we are excited to participate.

Our Farmers' Market participation ended with a bang on September 27, when we gave away 96 pumpkins for scavenger hunt participants. Thanks to Orland Fasel at Fasel Nurseries for providing the mini pumpkins to us free of charge. We also provided markers for kids to decorate their pumpkins at the market. We had a very successful Market this year with 950 participants in our scavenger hunts over the 3 month period!! We get so much positive response from parents and children alike. This has become a favorite activity of the Library. I want to thank every staff member who worked the market this year: Diane Silva, Nora Durbin, Brent Bowles, Gabe Fisher, Jane Wilhelm, Fran Perry, Nikki Duran, Lisa Garay, Anne Huston and Jordan Bravo. A big thank you to Friends of the Library volunteer Sarah Nielsen who sat out with me every other week and helped run the scavenger hunt. An enormous thank you to Gabriel Fisher, Jordan Bravo and Jessica Potter who helped set up and take down the tent, table, chairs and weights at the Market. We could not do it without your hard work.

Genealogy

Genealogy Club continues to be strong and every month we get a new member! It meets on the last Tuesday of the month at 7 pm.

Building and Grounds

Fire Department did our annual Safety Exam and we passed. We do need to get the Sprinkler System tested as part of the annual check. Fredrickson did our annual fire extinguisher check and we needed to update three of them. This year's bill will be higher because of these replacements and is not typical of the annual cost we normally pay. The lawn sprinklers were winterized. This year we again did not need to turn them on and we saved a lot on our water bill. When the landscape was put in several years ago, we knew that excessive watering would only be needed the first few years until the plants took root. Therefore, it is not a surprise that we can rely on Mother Nature to water appropriately.

Tom Mantel is currently addressing the problems with our outdoor lighting. The spotlights in the landscaped area are very old and many of them are no longer working. He is attempting to see if they can be repaired or if we may need to replace. Lighting for the outside is very important, especially as early sunsets are upon us. I had asked Dan Tabb for a recommendation on the outdoor lighting and Tom was recommended. He does the Village's lights on the train station and water tower.

Routine elevator inspection took place and lawn care will continue until the end of October.

The construction commencement is still scheduled for mid-October and we have been planning accordingly in respect to our meeting room scheduling. It may be tight for the time the construction lasts but we are still trying to accommodate all requests for meeting space. We keep our fingers crossed that it will be a quick project!



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director and Jane Wilhelm, Accountant
Date: 10/04/2023
Re: 2023 Tax Levy and 2024 Operating Budget

Cook County finally released the 2023 Tax Levy Agency Report on October 3. As a result, we have made changes to the budget to reflect their reduction of \$4,818 to our tax revenue. We also incorporated some of the changes brought up at the September Board meeting. It is important to remember that \$119,900 of the levy amount can only be used for the bond repayment.

The first section of the 2023 Tax Levy Ordinance reflects the breakdown of the tax money allocation for next year. Audit, IMRF, FICA, Unemployment and Bond revenues can only be used for those specific accounts. The Operations line item is what our operating budget is based upon.

As you can see from the proposed Operating Budget, our non-property tax revenue estimates are extremely conservative as we felt it was better to underestimate and have a surplus rather than overestimate and possibly have a shortfall.

While the 5% CPI is the largest increase we have had in many years, most of the budget totals are in line with what they have been over the past years. We have increased in categories that we know may face annual increases in costs or contracts and have allotted \$15,000 for the Capital Expense line item. While the Illinois Library Association's recommendation of percent of budget allotted for salaries and personnel costs is 70%, we are at 65%.

The levy and budget need to be approved at the October Board meeting in order for us to send to the Village for formal approval.

RIVERSIDE PUBLIC LIBRARY- TAX LEVY ORDINANCE FOR 2023

| | |
|--------------|----------------|
| OPERATIONS | 1,207,445 |
| AUDIT | 4,200 |
| IMRF | 45,000 |
| FICA | 60,000 |
| UNEMPLOYMENT | 1,500 |
| BOND | <u>119,900</u> |
| TOTAL LEVY | 1,438,045 |

| | 2024 PROPOSED BUDGET | PROPOSED 2023 TAX LEVY USED | OTHER REVENUE SOURCES USED |
|----------------------------|-------------------------------------|--|---|
| PERSONNEL SERVICES | 985,500 | 985,500 | 0 |
| MATERIALS & SUPPLIES | 18,500 | 15,000 | 3,500 |
| CONTRACTUAL SERVICES | 113,000 | 113,000 | 0 |
| ELECTRONIC RESOURCES | 67,600 | 58,000 | 9,600 |
| INFORMATION SERVICES | 46,000 | 46,000 | 0 |
| CHILDREN/YOUTH SERVICES | 12,650 | 12,650 | 0 |
| MARKETING/PUBLIC RELATIONS | 26,000 | 13,000 | 13,000 |
| ADMINISTRATION EXPENSE | 76,200 | 64,995 | 11,205 |
| TECHNOLOGY EXPENSE | 13,000 | 10,000 | 3,000 |
| BOND PAYMENT | <u>119,900</u> | <u>119,900</u> | <u>0</u> |
| TOTAL | 1,478,350 | 1,438,045 | 40,305 |

This section for Library purposes only!!

Calculation:

| | |
|---------------------|---|
| 1,393,668.00 | Per Agency tax report |
| <u>138,292.00</u> | less Bond payment, per Agency Tax Rate Report |
| <u>1,255,376.00</u> | |
| 1,255,376.00 | From above |
| <u>0.05</u> | 5% increase |
| 62,768.80 | =increase in levy amount |
| <u>1,255,376.00</u> | from above |
| 1,318,144.80 | |
| <u>119,900.00</u> | Add back bond payment, per Agency Tax Rate Report |
| <u>1,438,044.80</u> | |

RIVERSIDE PUBLIC LIBRARY
LIBRARY OPERATING FUND
PROPOSED OPERATING BUDGET 2024

| | Actual 2022 | Budgeted F/Y 2023 | OPERATING FUND | AUDIT FUND | IMRF FUND | FICA FUND | UNEMPLOY COMP FUND | Bond Activity | TOTAL FUNDS |
|---------------------------------------|------------------|----------------------|-------------------|---------------|---------------|---------------|-----------------------|------------------|------------------|
| BEG FUND BAL (CASH RESERVE): | | | | | | | | | |
| ESTIMATED REVENUES: | | | | | | | | | |
| 3100 TAXES | | | | | | | | | |
| 3116-01-001 Property Tax-Operations | 1,776,204.00 | 1,154,665 | 1,207,445 | | | | | | 1,207,445 |
| 3116-01-007 Property Tax-Audit | 3,182 | 3,900 | 4,200 | | | | | | 4,200 |
| 3116-01-008 Property Tax-IMRF | 48,570 | 42,000 | | 45,000 | | | | | 45,000 |
| 3116-01-009 Property Tax-FICA | 46,895 | 58,000 | | | 60,000 | | | | 60,000 |
| 3116-01-010 Property Tax-Unemployment | 1,089 | 1,400 | | | | | 1,500 | | 1,500 |
| 3850-01 Bonds- referendum | 118,600 | 121,800 | | | | | | 119,900 | 119,900 |
| TOTAL PROPERTY TAXES | 1,994,540 | 1,381,765 | 1,207,445 | 4,200 | 45,000 | 60,000 | 1,500 | 119,900 | 1,438,045 |
| 3200 INTERGOVERNMENTAL | | | | | | | | | |
| 3210 PerCapita State Grant | 13,715 | 13,000 | | | | | | | 13,000 |
| 3220 Corp Replacement Tax | 26,699 | 10,000 | | | | | | | 12,000 |
| TOTAL INTERGOVERNMENTAL | 40,414 | 23,000 | 25,000 | - | - | - | - | - | 25,000 |
| 3300 INTEREST | | | | | | | | | |
| 3310 Interest on Investments | 7,395 | 1,250 | 9,000 | | | | | | 9,000 |
| TOTAL INTEREST | 7,395 | 1,250 | 9,000 | - | - | - | - | - | 9,000 |
| 3400 FEES & SERVICES | | | | | | | | | |
| 3415 Fines & Fees | 1,542 | 500 | 500 | | | | | | 500 |
| 3420 Fax Fees | 605 | 250 | 250 | | | | | | 250 |
| 3425 SPOT user fees | 13 | 3 | 15 | | | | | | 15 |
| 3430 Printing Fees | 2,447 | 1,200 | 1,500 | | | | | | 1,500 |
| 3435 Book and Video Sales | 4,281 | 2,500 | 4,000 | | | | | | 4,000 |
| 3495 Miscellaneous/Other | 525 | 200 | 200 | | | | | | 200 |
| 3535 Liability Insurance Refund | 722 | | | | | | | | - |
| 3810 Donations | 141 | 100 | | | | | | | - |
| 3808 Memorial book donations | 1,044 | 250 | | | | | | | 75 |
| 3801 Adult replacement fees | 248 | 100 | 75 | | | | | | 75 |
| 3802 CYS Replacement fees | 181 | 200 | 100 | | | | | | 100 |
| 3825 Meeting Room Rental | 1,475 | 100 | 100 | | | | | | 100 |
| 3816 ILL Fees | 35 | 35 | 40 | | | | | | 40 |
| 3817 Lost Book credit-ILL | 52 | 100 | 50 | | | | | | 50 |
| 3822 SPOT revenue | | 5,000 | 200 | | | | | | 200 |
| TOTAL FEES & SERVICES | 13,311 | 10,538 | 7,030 | - | - | - | - | - | 7,030 |
| TOTAL REVENUES | 2,055,660 | 1,416,555 | 1,248,475 | 4,200 | 45,000 | 60,000 | 1,500 | 119,900 | 1,479,075 |
| TOTAL FUNDS AVAILABLE | 2,055,660 | 1,416,553 | 1,248,475 | 4,200 | 45,000 | 60,000 | 1,500 | 119,900 | 1,479,075 |
| ESTIMATED EXPENDITURES | | | | | | | | | |
| 4410 PERSONNEL SERVICES | | | | | | | | | |
| 4102 Regular Salaries | 671,882 | 756,400 | 815,000 | | | | | | 815,000 |
| 4130 Health Insurance | 47,114 | 55,000 | 64,000 | | | | | | 64,000 |
| 4140 IMRF | 49,062 | 42,000 | | 45,000 | | | | | 45,000 |
| 4141 FICA | 49,613 | 58,000 | | | 60,000 | | | | 60,000 |
| 4142 Unemployment | 1,023 | 1,400 | | | | | 1,500 | | 1,500 |
| TOTAL PERSONNEL SERVICES | 818,694 | 912,800 | 879,000 | - | 45,000 | 60,000 | 1,500 | - | 985,500 |
| 4200 MATERIALS & SUPPLIES | | | | | | | | | |
| 4201 Office Supplies | 2,512 | 3,000 | 3,000 | | | | | | 3,000 |
| 4202 Library Supplies | 3,880 | 4,000 | 3,500 | | | | | | 3,500 |
| 4204 Youth Services Supplies | 331 | 600 | | | | | | | - |
| 4206 Adult Program Supplies | 35 | 350 | | | | | | | - |
| 4241 Bldg Maint Supplies | 9,742 | 10,000 | 10,000 | | | | | | 10,000 |

(now Gift Fund transactions)
(now Gift Fund transactions)

(now Gift Fund transactions)

| | | | | | |
|---|---------------------------------|---------------|----------------|----------------|----------------|
| 4902 | Ink Cartridges | 2,226 | 2,500 | 2,000 | 2,000 |
| TOTAL MATERIALS & SUPPLIES | | 18,726 | 20,450 | 18,500 | 18,500 |
| 4300 | CONTRACTUAL SERVICES | | | | |
| 4320 | Janitorial | 23,376 | 28,000 | 30,000 | 30,000 |
| 4324 | Water | 1,754 | 2,500 | 4,000 | 4,000 |
| 4326 | Gas | 12,098 | 15,000 | 17,000 | 17,000 |
| 4361 | Building Maintenance | 18,482 | 30,000 | 30,000 | 30,000 |
| 4362 | Small Equip Maintenance | 568 | 1,000 | 1,000 | 1,000 |
| 4363 | Equipment Maint | 12,754 | 12,000 | 12,000 | 12,000 |
| 4364 | Furnishings & Equipment | - | 5,000 | 8,000 | 8,000 |
| 4365 | Copy Machine Rent/Maint | 1,143 | 9,000 | 11,000 | 11,000 |
| TOTAL BUILDING & EQUIPMENT MAINTENANCE | | 76,775 | 102,500 | 113,000 | 113,000 |
| ELECTRONIC RESOURCES | | | | | |
| 4411 | Online databases | 26,573 | 30,000 | 30,000 | 30,000 |
| 4915 | SWAN Computer | 23,343 | 27,000 | 30,000 | 30,000 |
| 4918 | Internet Expense (Comcast) | 6,304 | 3,000 | 3,100 | 3,100 |
| 4919 | Patron Subscription Services | - | 4,500 | 4,500 | 4,500 |
| TOTAL ELECTRONIC RESOURCES | | 56,220 | 64,500 | 67,600 | 67,600 |
| INFORMATION SOURCES | | | | | |
| 4412 | Fiction/Non-Fiction Books | 16,249 | 20,500 | 20,500 | 20,500 |
| 4414 | Standing Order Publications | 4,014 | 4,000 | 4,000 | 4,000 |
| 4418 | Periodicals | 4,101 | 8,500 | 7,000 | 7,000 |
| 4420 | DVD/Blu-Ray | 2,987 | 4,000 | 4,000 | 4,000 |
| 4423 | Audio Books | 298 | 500 | 500 | 500 |
| 4442 | Library of Things | 633 | 5,000 | 500 | 500 |
| 4924 | E-Library Subscription Services | 6,984 | 7,500 | 9,500 | 9,500 |
| TOTAL INFORMATION SOURCES | | 35,266 | 50,000 | 46,000 | 46,000 |
| CHILDREN/YOUTH SERVICES | | | | | |
| 4551 | CYS Juvenile Books | 4,548 | 4,000 | 5,000 | 5,000 |
| 4552 | CYS Periodicals | | 250 | 250 | 250 |
| 4554 | CYS Reference Books | | 1,500 | 500 | 500 |
| 4555 | CYS Video Games | 195 | 250 | 300 | 300 |
| 4556 | CYS Young Adult | 1,947 | 2,000 | 2,000 | 2,000 |
| 4558 | CYS Board Books | | | | |
| 4560 | CYS Easy Books | 2,616 | 3,000 | 3,000 | 3,000 |
| 4562 | CYS Audio Books | 115 | 200 | 200 | 200 |
| 4563 | CYS Compact Discs | | 100 | 100 | 100 |
| 4565 | CYS DVD | | 700 | 700 | 700 |
| 4566 | CYS Toys & Puzzles | 287 | 100 | 100 | 100 |
| 4567 | CYS Storytime Resources | | 100 | 100 | 100 |
| 4568 | CYS STEAM | 86 | 400 | 400 | 400 |
| 4570 | Shipping Charges | | | | |
| TOTAL YOUTH SERVICES | | 9,794 | 12,600 | 12,650 | 12,650 |
| MARKETING/PUBLIC RELATIONS | | | | | |
| 4509 | CYS Programming | 329 | 300 | 1,500 | 1,500 |
| 4609 | IS Programming | 3,607 | 4,000 | 6,000 | 6,000 |
| 4610 | Library Programming | 441 | 500 | 1,000 | 1,000 |
| 4443 | SPOT expenses | | | 500 | 500 |
| 4615 | Advertising/Public Relations | 538 | 1,500 | 1,000 | 1,000 |
| 4630 | Binding | | | | |
| 4648 | PR Newsletters | 15,624 | 15,000 | 16,000 | 16,000 |
| TOTAL MARKETING/PUBLIC RELATIONS | | 20,539 | 21,800 | 26,000 | 26,000 |
| ADMINISTRATION | | | | | |
| 4425 | Shipping Charges | 388 | 450 | 600 | 600 |
| 4703 | Legal Service | 990 | 1,500 | 5,000 | 5,000 |
| 4709 | Credit Bureau | 426 | 600 | 600 | 600 |
| 4711 | Telephone | 7,965 | 9,000 | 7,000 | 7,000 |
| 4712 | Postage | 624 | 1,000 | 700 | 700 |
| 4732 | Treasurer's Bond | 200 | 500 | 500 | 500 |

* (Mobile Beacon, Hulu, Netflix, Nintendo, Circuit)

| | | | | | |
|------|---|------------------|------------------|------------------|------------------|
| 4733 | Liability Insurance | 20,494 | 25,000 | 29,000 | 29,000 |
| 4737 | Audit Fees | 3,900 | 3,900 | 4,200 | 4,200 |
| 4740 | Travel | | - | 200 | 200 |
| 4744 | Seminars, Conf, Mtgs. | 308 | 500 | 500 | 500 |
| 4745 | Membership Dues | 851 | 700 | 750 | 750 |
| 4746 | Accounting Expenses | 1,364 | 2,500 | 3,000 | 3,000 |
| 4747 | Staff Development | 856 | 2,000 | 4,000 | 4,000 |
| 4794 | Credit Card/Bank Fees | 203 | 900 | 900 | 900 |
| 4795 | Miscellaneous | 957 | 8,000 | 8,000 | 8,000 |
| 4798 | Board Expense | 540 | 1,000 | 1,250 | 1,250 |
| 4793 | Bond repayment | 118,600 | 121,800 | 119,900 | 119,900 |
| 4799 | Capital Expense | - | 30,000 | 10,000 | 10,000 |
| | TOTAL ADMINISTRATION COSTS | 158,666 | 209,350 | 76,200 | 119,900 |
| | 4900 TECHNOLOGY | | | | |
| 4901 | Technology Supplies | 574 | 1,000 | 1,000 | 1,000 |
| 4905 | Computer Consultant | 565 | 2,500 | 2,000 | 2,000 |
| 4910 | Network Maintenance | 7 | 2,500 | 2,000 | 2,000 |
| 4920 | Hardware & Equipment | 3,588 | 6,000 | 6,000 | 6,000 |
| 4925 | Software | 908 | 1,500 | 2,000 | 2,000 |
| | TOTAL TECHNOLOGY EXPENSES | 5,642 | 13,500 | 13,000 | 13,000 |
| | 4808,4816,4817, 4995 OTHER MISC EXPENSES | 1,310 | - | - | - |
| | TOTAL EXPENSES | 1,201,632 | 1,407,500 | 1,251,950 | 1,478,350 |
| | OPERATING BALANCE | 854,028 | 9,053 | (3,475) | 725 |
| | END FUND BAL (CASH RESERVES) | 854,028 | 9,053 | (3,475) | 725 |



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 10/02/2023
Re: Updated CSAGSI Agreement

Attached please find the updated CSAGSI Agreement. I contacted LIRA, our insurance providers and they confirmed any collection is insured in the Library through our personal property coverage. I then communicated this to Trustee Loucks and he approved the wording changes. Michael Marrs was also sent the changes and was fine with them. If the Board approves the changes, I will send the new Agreement to CSAGSI for their approval. President Circo will need to sign the agreement prior to sending it.

**AGREEMENT BETWEEN
THE CZECH & SLOVAK AMERICAN GENEALOGY SOCIETY OF ILLINOIS
AND THE RIVERSIDE PUBLIC LIBRARY**

This Agreement is made and entered into as of October ___, 2023 (“Effective Date”) by and between the Czech & Slovak American Genealogy Society of Illinois (“CSAGSI”) an Illinois non-profit corporation, with its headquarters located in Sugar Grove, Illinois and the Riverside Public Library (“Library,” and collectively with CSAGSI, the “Parties”), an Illinois public library located in Riverside, Illinois.

WHEREAS CSAGSI has previously given the CSAGSI Paul M. Nemecek Collection (“Collection”) to the Library and the Library has housed and maintained the Collection per an Agreement between the Parties dated and signed December 7, 2014; and

WHEREAS, the Library operates as a public library located at 1 Burling Road in Riverside, Illinois (the “Library Building”) and is the current location for the Collection; and

WHEREAS, the Library houses the Collection in the Library Building. The Collection is currently located on the Lower Level of the Library Building on open shelves. The Collection contains circulating, non-circulating and online materials; and

WHEREAS, in addition to the CSAGSI Collection, the Library’s Genealogy Collection is housed in the same location; and

WHEREAS, labels indicating which materials are part of the original CSAGSI Collection are affixed to all print materials; and

WHEREAS, both Parties intend and desire to continue their relationship relative to the Collection according to the terms and conditions set forth herein; and

NOW THEREFORE, pursuant to the terms and conditions hereinafter set forth, and in further consideration of their mutual covenants herein contained, the Parties hereto agree as follows:

I. GENERAL CONDITIONS

1. The Library will continue to own all rights, title and interest in and to the Collection.
2. The Library will continue to provide space and shelving for the Collection at no cost to CSAGSI.

3. The Parties acknowledge that the Collection may grow in volume and that additional space and shelving may be required to house the Collection in the future. Facilities for any such expansion or relocation within the Library shall be subject, in the sole discretion of the Library, to availability of additional space within the Library and, if provided, shall be provided by the Library at no cost to CSAGSI.
4. The Library recognizes that items in the Collection consist of a variety of formats, including bound books, loose leaf notebook, sheet maps, file folders, etc. Should special furnishing or equipment relative to the Collection be requested by CSAGSI or the Library, a shared cost arrangement may be negotiated by a joint Library and CSAGSI Committee.
5. CSAGSI and the Library will meet at least annually to review the status of this Agreement.
6. The following materials remain the exclusive property of CSAGSI (the legality of ownership is the responsibility of CSAGSI):

ONLINE/COMPUTER ACCESS

BNC Burial Index (Bohemian National Cemetery –BNC)

BNC Information

Chicago Old People's Home and Orphanage, May 8, 1910

Chicago 1910 Street Index

Denni Hlasatel Obits & Index

1915 Directory & Almanac of the Bohemian Population of Chicago

St. Cyril & Methodius Index 1965

St. Ludmilla Parish Index 1891-1951

Svornost Newspaper Obits

Svornost Zkata Kniha Index 1926

ON THE LIBRARY SHELVES

CSAGSI New Member Information

Dear Dolly columns

Czech Personal Names

Czech Surname Index

Slovak Personal Names

Slovak Surname Index

History of Czechs in Chicago (English)

History of Czechs in Chicago (Czech)

Denni Hlasatel Obit Index 1891-1970
 Denni Hlasatel Obit Index 1971-1995
 Index of the Eulogy Notes of Frank Kostka
 Kostka card Binders
 Locations of Roman Catholic Churches 1851-1997 by Jack Bochar
 Locations of Roman Catholic Churches 1997 and beyond updated by CSAGSI
 Czechoslovaks of Chicago 1997 (photo copy)
 Czechoslovakia: a handbook of Czechoslovak Genealogy Research
 Czech and Slovak Research Handbook of Biographies & Organizations rev. ed.
 Historical and Cultural Essays on Czechs in America by Paul M. Nemecek
 Index to the 1872-1889 Death Records of St. Procopius Church
 Index to the 1890-1915 Death Records of St. Procopius Church
 St. Procopius Church Death Records (copies) 1872-1889, 1890-1904, and 1905-1915
 Linhart Funeral Home: Index to the Records of the Linhart Funeral Home, Cicero, IL 1913-1954
 Linhart Funeral Records: 1913-1921, 1922-1931, 1931-1937, 1937-1942, 1943-1948, 1948-1954
 St. Adalbert Cemetery Binder of Information
 US Passport Applications 1888-1925 Paul M. Nemecek
 Topical Index to Koreny Articles 1996-2018

CSAGSI members created genealogy binders of their family trees; binders are located in the Collection area. The binders are the property of CSAGSI and shall also include all items created by CSAGSI after the signing of this Agreement.

II. PROCESSING THE COLLECTION

1. The Library is responsible for cataloging any materials presently in the Collection or subsequently added to the Collection.
2. The Library will incorporate new items into the existing Collection using the Dewy Decimal Classification System. To preserve ease of patron use, the Library will make every reasonable effort to maintain the Collection in one location.
3. CSAGSI may continue to add items to the Collection, subject to the sole discretion and approval of the Library, whether through materials donated to, or purchased by, CSAGSI. All additions to the Collection will be guided by the Library's CSAGSI Collection Development Policy.

III. ACQUISITION AND MAINTENANCE

1. Any item in the Collection no longer desired by the Library, in its sole discretion, shall be returned to CSAGSI. The Library will not otherwise dispose of any items in the Collection without previous written permission from CSAGSI, provided CSAGSI responds to any request for disposal within ninety (90) days. If no response to a Library request for disposal is received from CSAGSI within ninety (90) days, the Library may unilaterally act to dispose of the materials that were the subject of the request for disposal by any means of the Library's choosing.
2. Some items in the Collection may duplicate items currently in the holdings of the Library. Any such item not desired by the Library will either be returned to CSAGSI pursuant to III.1. above, or may be made available to the Library's circulating collection, subject to approval by CSAGSI.
3. The Library may, at its sole discretion and expense, repair or rebind any items in the Collection.

IV. USE OF THE COLLECTION

1. The Collection has both circulating and non-circulating materials. These are identified by their call number designations. Circulating items are available for interlibrary loans. The Library may not send any non-circulating or reference materials to another library without the express permission of CSAGSI in its sole discretion.
2. Subject to budget considerations, the Library will provide and maintain sufficient, reasonable and appropriate equipment (e.g., Microfilm viewer/printer, computers, printers) reasonably necessary for patrons to view the Collection. The upkeep of the equipment is the responsibility of the Library.
3. CSAGSI members may volunteer to provide patron assistance in the use of the Collection, subject to the consent of the Library. Non-CSAGSI members can also serve as volunteers. All volunteers fall under the supervision of the Library.
4. CSAGSI may, upon advance notice and approval from the Library, remove selected items from the Collection for CSAGSI use for a period of time not to exceed ninety (90) days.

V. SECURITY AND INSURANCE

1. The Library has provided, at its own expense, a locked glass cabinet to protect rare or fragile items. The Library shall not circulate any Collection materials stored in the cabinet.
2. The Library maintains insurance coverage for the CSAGSI Collection through LIRA (Libraries of Illinois Risk Agency, as part of the Personal Properties Content and Volunteer coverages. The Library will provide a certificate of coverage upon request.

VI. TERMS OF THE AGREEMENT

1. The Effective Date of this Agreement shall be the date it was signed by the Party last to sign, and such date shall be inserted on Page 1.
2. The Term of this Agreement (the "Initial Term") shall be for ten (10) years, commencing on the Effective Date.
3. Option to renew. Unless earlier terminated pursuant to VI.4. below, the Agreement shall automatically renew for an additional ten (10) year term at the end of the Initial Term upon the same terms and conditions contained in this Agreement.
4. Termination. This Agreement may be terminated by either Party by providing ninety (90) days written notice to the other Party. Upon termination, all Collection items in the possession of the Library shall be returned to CSAGSI. This Agreement shall automatically terminate if the Library is subject to bankruptcy proceedings or eminent domain, at which time, all items in the Collection then in possession of the Library, shall be returned to CSAGSI. If CSAGSI should cease to exist, this Agreement shall automatically terminate and the Library shall become the sole owner of the Collection.
5. If either Party acts to terminate this Agreement at any time, the Collection of CSAGSI-designated materials (including any additions to the Collection per the terms of this Agreement) shall be returned to CSAGSI within six (6) months at the expense of the terminating Party. The Collection of CSAGSI-designated materials (including any additions to the Collection per the terms of this Agreement) will then be returned to CSAGSI within six months.

VII. MISCELLANEOUS

1. Enforceability. The provisions of this Agreement will be enforceable notwithstanding the existence of any claim or cause of action of either Party against the other Party whether predicated on this Agreement or otherwise. Nothing in this Agreement shall be construed as prohibiting either Party from pursuing any other remedies available to it for such unauthorized use or from pursuing any remedies for any other breach or threatened breach of the Agreement, including the recovery of damages from the other Party.
2. Entire Agreement. This Agreement constitutes the entire understanding of the Parties relative to the Collection and supersedes all prior discussions, negotiations, agreements and understandings, whether oral or written, with respect to its subject matter.
3. Remedies Cumulative. The remedies under this Agreement are cumulative and shall not exclude any other remedies to which any person may be lawfully entitled.
4. Force Majeure. Force majeure as used herein refers to war, fire, earthquake, flood and other manmade or natural disasters, acts of terrorism or any event which is unforeseeable and unavoidable when both Parties sign this Agreement. Should either Party be prevented from or delayed in performing all or part of its obligations under this Agreement owing to force majeure, it shall be exempt from the Liability for Breach of Contract arising there from, but it shall continue to perform this Agreement after the influence of force majeure is removed. If the influence of force majeure makes it impossible to perform this Agreement, either Party may terminate this Agreement or negotiate a resolution.
5. Modification. No change or modification of this Agreement shall be valid unless it is in writing and signed by all the Parties who are bound by the terms of this Agreement.
6. Assignment Generally. The Parties may not assign the rights, or delegate duties under this Agreement without advance written approval of the other Party.
7. Independent Covenants. The Parties agree that each of the covenants contained herein shall be construed as independent of any other covenant or provision of this Agreement. If all or any portion of a covenant in this Agreement is held to be unreasonable or unenforceable by a court or agency having valid jurisdiction over a final decision to which both Parties participate, both Parties expressly agree to be bound by any lesser covenant subsumed within the terms of such covenant that

imposes the maximum duty permitted by law, as if the resulting covenant was separately stated in and made a part thereof.

8. Severability. If any provision of this Agreement or the application of such provision to any person or circumstance shall be held invalid, the remainder of this Agreement or the application of such provision to persons or circumstances other than those to which it is held invalid shall not be affected thereby.
9. Waiver. No failure or delay by either Party in exercising any power, right or privilege provided in this Agreement will operate as a waiver, nor will any single or partial exercise of such rights, powers, or privileges preclude any further exercise of them or the exercise of any other right, power or privilege provided in this Agreement.
10. Heirs and Assigns. This Agreement will inure to the benefit of and be binding upon the respective heirs, executors, administrators, successors and assigns, as the case may be, of each Party.
11. Governing Law. This Agreement shall be governed by, and construed under, the laws of the State of Illinois, without regard to any conflicts or laws or choice of laws principles that would require the application of the laws of any jurisdiction other than the State of Illinois, all rights and remedies being governed by said laws. The Parties agree that for the purpose of any litigation or proceeding brought with respect to this Agreement and its enforcement, venue shall be in the Circuit Court of Cook County, Illinois. The Library and CSAGSI agree to submit to the jurisdiction of such court for the purpose of any such litigation or proceeding.
12. Notices. All notices, requests, consents and other communications hereunder shall be in writing and shall be deemed sufficient if personally delivered, or sent by nationally-recognized overnight courier, or by registered or certified mail, return receipt requested and postage prepaid address to each Party listed in the first paragraph herein or such other address as the Party to whom notice is to be given may have furnished to each other Party in writing in accordance herewith. Any such notice or communication shall be deemed to have been received
 - A. In the case of personal delivery, on the date of such delivery;
 - B. In the case of nationally recognized overnight courier, on the next business day after the date when sent; and
 - C. In the case of mailing, on the 5th (fifth) business day following that on which the piece of mail containing such communication is posted.

13. Headings. Headings in this Agreement are for convenience only and shall not be to construe its provisions.

14. Counterparts. This Agreement may be executed in any number of counterparts and by different Parties to this Agreement in separate counterparts, each of which when so executed shall be deemed to be an original all of which taken together shall constitute one and the same Agreement.

15. Electronic Copy. An electronic scanned copy, and any signatures affixed hereto shall be considered for all purposes as originals.

IN WITNESS WHEREOF, the undersigned, intending to be legally bound hereby, have duly executed this Agreement.

Approved and signed by:

_____ Date: _____
President, Czech and Slovak American Genealogy Society of Illinois

_____ Date: _____
President of the Board of Trustees, Riverside Public Library



Library Board Memorandum

To: Board of Trustees

From: Janice Foley, Library Director

Date: 10/03/2023

Re: Illinois Public Library Per Capita and Equalization Aid Grant Application

Attached is the 2024 Per Capita Grant Application. We are required to submit this annually in order to receive any Per Capita monies from the State. In 2023, we received \$13,714.55. The rate is contingent upon the number of people living in the Village.

Also included is the Per Capita Grant Expenditure Report for FY 2022. We received and spent \$13,715.



ALEXI GIANNOULIAS • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANT APPLICATION**

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: Riverside Public Library

Library's Control Number: 30579 **Branch Number:** 00 **Today's Date:** 10/01/2023

Contact information of the person completing this grant application:

Preparer's Name: Janice Foley
(First Name) *(Last Name)*

Preparer's Title: Library Director

Preparer's Phone Number: (708) 442-6366

Preparer's Email Address: janicefoley@riversidelibrary.org

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population 9298

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

The Riverside Public Library meets all the Core Standards listed in Chapter One. We are proud of our efforts to continue to maintain and improve these standards set for public libraries in Illinois.

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

The standards listed in Chapter Two are taken very serious by the Board of Trustees and Library Administration. Although we meet all components on the checklist, there are some that are not achieved every year. Workshop attendance by trustees is dependent upon programs available as well as the availability of trustees. Budgetary restrictions can also impact attendance at workshops and meetings not only for trustees but for staff. We do provide in-services for staff and in 2023, the Board received training on the Open Meetings Act by the Library's Attorney. New trustees were given a welcome packet based upon the suggestions in Appendix D of Serving Our Public.

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Staff of a Library are a key component to providing excellent service to patrons. We work hard to meet the standards laid out in Chapter 3 which can be challenging. While our personnel policies are updated and revised as needed but in 2024 we will undertake a complete overhaul of the Employee Handbook which was originally written in the mid 1990s. Upon completion, it will be reviewed by an attorney. Due to careful planning, we are in compliance with the minimum wage requirements for the State and our pay ranges are reviewed by the Board every two years.

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Access Standards are met to the best of our ability. As a ninety-four year old building, we have a few ADA accessibility challenges but we provide access alternatives when necessary. We replaced the last section of florescent lighting with LED fixtures in 2023 and will be replacing outdoor lighting in 2024. The final phase of our lower level renovation will also improve access to the Maker Space, Genealogy and study room. Because of our location, parking has and always will be inadequate but access to our location by walking is also convenient.

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

As mentioned in the Access section, having a building that is ninety-four years old and an addition that is forty can bring a lot of maintenance and infrastructure concerns. We had a portion of the building had masonry work in 2023 and the rest of the building will be examined for future areas of repair. Our board has worked hard to allocate more funds in the Operating Budget to cover necessary and unexpected repairs and maintenance. While we have information available on all of the facility systems, we need to develop a centralized location for that information to make it easier to access when needed. Library administration will address this in 2024.

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Safety continues to be a high priority for the Library. We meet the components on the Safety Checklist. We are inspected annually by both our Fire Department and Gallagher/LIRA and have passed with flying colors. Our Emergency Procedures Handbook is updated as needed, most recently to provide a more detailed bomb threat procedure. IN 2023 had staff trained in naloxone administration and provide access to NARCAN for patrons. Our employee job descriptions and evaluations include safety as one of the areas that staff is responsible for so they will know the value placed upon the safety of staff and patrons.,

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

The Library meets all the components of the Collection Management checklist. Our budget spends over 8% of the operating budget on materials for patrons. We have space limitations so we have an active weeding program to allow for new additions to the collection. Due to a generous donation from a patron, we were able to add many Spanish language titles to our World Languages Collection. We will continue to support that collection in 2024. Interlibrary loan continues to be an important part of our patrons reading needs and we also support other libraries by loaning our materials.

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

We meet all components of the System Membership Responsibilities and Resource Sharing checklist. Our patrons utilize reciprocal borrowing due to the many libraries within a one mile radius of our library! Our e realize how fortunate we are to live in the State of Illinois where high priority and support is given to libraries by our elected officials.

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

We meet all components of the Reference Service checklist and the Reader's Advisory Service checklist. Our Information Services Departments has four full time employees who are trained in providing reference, tech help and reader's advisory every hour the Library is open. In addition, our Patron Services department, which coordinates circulation of materials is also staff with many employees who help patrons with Reader's Advisory suggestions. One 2024 goal for the staff in the Information Services Department is to encourage more continuing education.

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library’s performance levels where the chapter’s standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

The Library meets all the components of the Programming checklist. We have great partnerships with several organizations which help in providing numerous programs throughout the year. Our participation in Illinois Libraries Present has increased the diversity of the programs available to our community. Our Friends of the Library group have decided to donate an additional \$5000 in 2024 to help us provide even more events for children and adults.

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library’s performance levels where the chapter’s standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

While we currently have not had any requests for this service, the Library needs to investigate how to train staff to assist youth with adaptive equipment and software as needed. We do however, provide meeting space and volunteer opportunities to our local high school's Transitions group. We meet all other components of the Youth/Young Adult Services checklist.