

**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, April 12, 2022 in the Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546**

- I. Call to Order 7:30 pm**
- II. Roll Call**
- III. Welcome Guests**
- IV. Approve Special Meeting Minutes of March 14, 2022—Action Item**
- V. Review of Current Bills—Action Item**
- VI. Review of Financial Statements—Action Item**
  - A. Lower Level Renovation Expenses
- VII. Committee Reports**
  - A. Finance—Jen Pacourek
  - B. Building & Grounds—Ken Circo
  - C. Policy & Bylaws—Patrick White
  - D. Technology—Michael Hagins
  - E. Communications—Courtney Greve Hack and Christine Long
  - F. Long Range Strategic Plan Committee—Jane Birmingham and Christine Long
- VIII. Staff Reports—March**
  - A. Children & Youth Services Manager—Nora Durbin
  - B. Patron Services & Computer Services Manager—Sharon Shroyer
  - C. Information Services—Diane Silva
  - D. Monthly Statistics
- IX. Director's Report—Janice Foley**
- X. Unfinished Business**
- XI. New Business**
  - A. 2022 Annual Resolution Authorizing Library Nonresident Cards—Action Item
  - B. Board Member Succession Plan
- XII. Announcements**
  - A. Certificate for Simone McNeil
  - B. ILA Reporter—RPL Renovation
- XIII. Correspondence & FYIs**
- XIV. Executive Session**
  - A. Semiannual Review of Executive Session Minutes

*The Board of Trustees may decide, by a roll call vote, to convene in executive session if there are matters to discuss confidentially, in accordance with the Open Meetings Act.*
- XV. Adjournment**



**Minutes of the Special Board Meeting  
of the  
Riverside Public Library Board of Trustees  
March 14, 2022**

**Held Monday**, March 14, 2022 in the Great Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

**In Attendance:** Ken Circo, President; Courtney Greve Hack, Vice President; Jen Pacourek, Treasurer; Christine Long, Trustee; and Patrick White, Trustee

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

**Absent:** Jane Birmingham, Secretary; Michael Hagins, Trustee; and Diane Silva, Assistant Director

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

**Review of Minutes**

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the minutes of the Feb 8, 2022 regular meeting.

Ayes: Greve Hack, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Review of Current Bills**

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 22728 through 22748, and 22750 through 22767, in the total amount of \$80,461.76, which includes payroll through February 28, 2022.

Roll Call Vote:

Ayes: Greve Hack, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Review of Financial Statements**

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the financial statements for February 28, 2022, subject to audit.

Roll Call Vote:

Ayes: Greve Hack, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Committee Reports**

**Building and Grounds—Lower Level Renovation**

Ken Circo reported that the restroom updates are finished.

The Library Director stated that she is waiting for Darren Schretter of Studio GC to let her know of anything outstanding with the Lower Level Renovation. As one of the remaining projects, security cameras will be installed in several areas downstairs at a cost of less than \$3000. Jane Wilhelm will settle the accounts for the restroom updates and the security cameras, which should bring the renovation expenses close to the final tally.

### **Communications Committee**

Courtney Greve Hack discussed messaging to the community regarding lower level renovation funds once all expenses have been paid. She expressed her thanks to the staff for their patience and understanding during the construction, and suggested a thank-you gift to employees from the Board.

### **Long Range Strategic Plan Committee**

The Library Director reported that so far there have been 198 respondents to the Long Range Strategic Plan survey. Courtney Greve Hack suggested ways to promote the survey such as contacting the Riverside-Brookfield Landmark. Christine Long asked whether the Friends of the Library could post the survey on their Facebook page, and suggested recruiting kids in CYS to complete the survey. The survey will run through the end of March.

### **Staff Reports**

The Board reviewed the staff reports. Jen Pacourek stated that it was good to see Saturday attendance up. Christine Long commented that she is hearing from people who love the school art display, and Ken Circo praised Patron Services for the good job re-shelving.

### **Director's Report**

The Board reviewed the Library Director's report. The Library Director will be attending the Friends of the Library meeting this month to inquire about the possibility of the Friends fundraising for the Library's makerspace. Ken Circo expressed a desire to attend a future Friends meeting with the Library Director.

### **New Business**

#### **2021 Year-End Fund Transfer**

Courtney Greve Hack moved, and Jen Pacourek seconded, that the Board approve the 2021 year-end fund transfer of \$17.45 from the Working Cash Fund to the Special Reserve Fund.

Roll Call Vote:

Ayes: Greve Hack, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

#### **Rescheduled Staff Inservice**

Courtney Greve Hack moved, and Christine Long seconded, that the Board approve the closing of the Library on April 5, 2022 for the rescheduled full-day staff inservice.

Ayes: Greve Hack, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### **Announcements**

The Library Director will send the link for the mandatory 2022 Open Meetings Act training to Christine Long and Jane Birmingham.

### **Adjournment**

Upon motion by Jen Pacourek, seconded by Courtney Greve Hack, and passed unanimously, the meeting was adjourned at 7:59 pm.

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President

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Secretary

**Riverside Public Library**

**CASH DISBURSEMENTS**

**MARCH - 2022**

**ACCOUNTS PAYABLE DISBURSEMENTS**



**TOTAL FOR MARCH 2022 ACCOUNTS PAYABLE,  
AND MARCH 2022 PAYROLL = \$84,222.76**

**Including voided check #22806**

The Riverside Public Library  
 Check/Voucher Register - A/P Checks  
 From 3/1/2022 Through 3/31/2022

Check Number	Check Date	Payee	Check Amount	Transaction Description
22768	3/3/2022	Mary Beltran	9.13	Book bag supplies
22769	3/3/2022	ElliePresents	100.00	Regretting Mr. Wright program deposit
22770	3/3/2022	NCPERS-IL IMRF	32.00	Term life- Forsyth & Silva
22771	3/3/2022	North Suburban Employee Benefit Coop	339.00	PPO dental- January 2022
22772	3/3/2022	Timothy Communications	150.00	American History program
22773	3/4/2022	Blue Cross Blue Shield of Illinois	5,997.85	HMO Medical- March 2022
22774	3/4/2022	Coverall North America, Inc	1,948.00	Cleaning services- March
22775	3/10/2022	North Suburban Employee Benefit Coop	866.46	PPO Medical- February 2022
22776	3/10/2022	RAILS Library System	395.00	READsquared 030122-022823
22777	3/14/2022	Alarm Detection Systems, Inc.	1,025.55	Quarerly charges April-June
22778	3/14/2022	Bullseye Cleaning Service, Inc.	115.50	Snow removal
22779	3/14/2022	Ebsco Information Services	1,814.97	Flipster
	3/14/2022	Ebsco Information Services	771.00	LibraryAware
22780	3/14/2022	EnvisionWare	694.00	Self-checkout renewal
22781	3/14/2022	Future Electronic Systems	490.00	Replace Exit sign batteries; service
22782	3/14/2022	Business Card	2,488.49	Credit card purchases
22783	3/14/2022	Village of Riverside	425.86	Building permit- Holton Bros.
22784	3/14/2022	Showcases	82.94	CD jewel cases
22785	3/14/2022	TIAA, FSB	550.00	Copier rental
22786	3/14/2022	Timothy Communications	125.00	American History program
22787	3/14/2022	Unique Management Services, Inc.	35.80	February placements
22788	3/28/2022	AT & T	625.92	Phone bill
22789	3/28/2022	Bullseye Cleaning Service, Inc.	394.00	Snow removal
22790	3/28/2022	Colley Elevator Co.	213.00	Elevator inspection- March
22791	3/28/2022	Cutting Edge Contractors, Inc.	4,373.00	Bathroom remodel
22792	3/28/2022	Demco, Inc.	130.63	CD cases & sticker puzzle
22793	3/28/2022	Garvey's Office Products	555.52	Office & library supplies
22794	3/28/2022	GT Mechanical Projects & Design, Inc.	534.00	Maintenance agreement 4/4
22795	3/28/2022	Heartland Business Systems	150.00	Transfer request from Mital
22796	3/28/2022	Lo Destro Construction Company	1,757.00	Install wall panels; remove bookcase
22797	3/28/2022	Madison National Life	30.72	Life insurance- March
22798	3/28/2022	Village of Riverside	5,691.09	March 2022 IMRF
22799	3/30/2022	North Suburban Employee Benefit Coop	339.00	PPO dental- February 2022
z00001	3/29/2022	Comcast Cable	233.85	High speed internet
1271	3/4/2022	Administration	3,940.05	Group: 01; Pay Date: 3/4/2022
1272	3/4/2022	Information Services	4,869.88	Group: 02; Pay Date: 3/4/2022
1273	3/4/2022	Children & Youth Services	3,653.22	Group: 03; Pay Date: 3/4/2022
1274	3/4/2022	Patron Services	6,162.36	Group: 04; Pay Date: 3/4/2022
1275	3/18/2022	Administration	4,174.37	Group: 01; Pay Date: 3/18/2022
1276	3/18/2022	Information Services	4,905.92	Group: 02; Pay Date: 3/18/2022
1277	3/18/2022	Children & Youth Services	3,810.39	Group: 03; Pay Date: 3/18/2022
1278	3/18/2022	Patron Services	<u>6,327.40</u>	Group: 04; Pay Date: 3/18/2022
		Total	71,327.87	
		EFTPS Electronic Tax Payment- Employer Portion 03/04/2022	1,890.53	
		EFTPS Electronic Tax Payment- Employer Portion 03/18/2022	<u>1,945.93</u>	
			<u>75,164.33</u>	

The Riverside Public Library  
 Check/Voucher Register - A/P Checks  
 From 4/12/2022 Through 4/12/2022

Check Number	Check Date	Payee	Check Amount	Transaction Description
22800	4/12/2022	AAUW Riverside	75.00	Half payment for Lori Osborne
22801	4/12/2022	SYNCB/Amazon	783.81	Amazon charges
22802	4/12/2022	Cintas Corporation LOC. 769	1,058.37	Restroom supplies/ mat service
22803	4/12/2022	Demco, Inc.	350.41	Book covers
22804	4/12/2022	Friends of the Riverside Public Library	116.00	Donations Nov '21-Feb'22
22805	4/12/2022	Garvey's Office Products	67.50	Paper, register tape, eraser
22807	4/12/2022	Ingram Library Services	3,074.56	Various
22808	4/12/2022	Library Furniture International	816.00	Lower level bulletin boards
22809	4/12/2022	Midwest Tape	701.56	Digital subscriptions
22810	4/12/2022	NICOR Gas	1,375.99	Gas bill
22811	4/12/2022	Riverside Historical Commission	435.64	Sales, 11/2021-02/2022
22812	4/12/2022	Skandacor	<u>203.59</u>	Book cover film
Report Total			<u>9,058.43</u>	

**Riverside Public Library**

**FINANCIAL REPORTS**

**For 3 Months Ending**

**March 31, 2022**

**UNAUDITED**



**Riverside Public Library  
Cash Balances  
As of 03/31/2022**

	<b>Balance, <u>03/31/2022</u></b>
<b>Consolidated Operating Funds:</b>	
First American- Checking	112,564.54
First American- Payroll	<u>19,586.77</u>
Total First American accounts	132,151.31
<b>Illinois Funds</b>	
General Fund	838,824.92
Audit Fund	2,204.82
IMRF Fund	6,607.31
FICA Fund	32,446.85
Unemployment Comp Fund	1,383.28
Special Reserve Fund	6,357.84
Working Cash Fund	89,558.33
Library Bond Fund	<u>481,851.22</u>
Total Illinois Funds	1,459,234.57
Total Operating Funds Cash Balances	1,591,385.88
<b>Gift &amp; Endowment Funds:</b>	
Library Gift Fund	78,107.83
Batko Endowment Fund	5,856.30
Lower Level Renovation Fund	52,965.48
General Endowment Fund	9,825.44
Kovalsky Endowment Fund	1,282.12
Dardwin Fund	<u>17,796.65</u>
Total Gift & Endowment Funds	165,833.82
<b>Total Funds</b>	<b><u>1,757,219.70</u></b>



**The Riverside Public Library**  
**Balance Sheet- Operating Funds - Consolidated Report- Operating Funds**  
**Operating Fund**  
**As of 3/31/2022**

	<b>Current Period Balance</b>
<b>Assets</b>	
Illinois Fund-Operating Fund	881,467.10
1st American-Checking Account	116,673.17
1st American-Payroll Account	267.71
Property Tax Receivable	(629,256.55)
Due from Other Funds	7,804.55
Due from Gift Fund	395.00
Due from other groups	2,012.01
Staff Receivables	(5.94)
Fixed Assets	1,260,414.00
Amount Provided for Vacation	<u>23,590.00</u>
<b>Total Assets</b>	<u><u>1,663,361.05</u></u>
<b>Liabilities</b>	
Accounts Payable	9,038.92
Federal W/H & FICA Payable	(48.73)
State W/H Payable	(0.20)
State Unemployment Payable	750.94
IMRF Payable	(47.90)
Deferred Property Taxes	(629,256.56)
Accrued Payroll	19,588.00
Accrued Vacation Pay	23,590.00
Health Insurance Payable	(2,058.28)
Term Life Insurance Payable	(165.68)
Due to Library Gift Fund	3,450.00
Due to Friends of the Library	33.00
Due to Historical Society	79.90
Investment in Fixed Assets	<u>1,260,414.00</u>
<b>Total Liabilities</b>	<u><u>685,367.41</u></u>
<b>Fund Balances</b>	
Beginning Fund Balances	
Assigned for Operations	559,667.88
Restricted for Audit	(97.25)
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	<u>256.63</u>
<b>Total Beginning Fund Balances</b>	558,026.05
Excess Revenues/(Expenditures)	<u>419,967.59</u>
<b>Total Fund Balances</b>	<u><u>977,993.64</u></u>
<b>Total Liabilities &amp; Fund Balances</b>	<u><u>1,663,361.05</u></u>

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE  
From 3/1/2022 Through 3/31/2022

	Current Period Actual	Current Year Actual-3 mos.ending 3/31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Revenues</b>					
Property Taxes					
2020 Property Tax revenue	1,416.06	8,971.83	0.00	8,971.83	0.00%
2021 Property tax revenue	<u>459,069.31</u>	<u>655,066.32</u>	<u>1,307,832.00</u>	<u>(652,765.68)</u>	<u>(49.91)%</u>
Total Property Taxes	460,485.37	664,038.15	1,307,832.00	(643,793.85)	(49.23)%
Inter Government Funds	0.00	5,185.90	16,000.00	(10,814.10)	(67.59)%
Interest	206.92	274.26	250.00	24.26	9.70%
Fees for Services	708.29	1,760.87	4,900.00	(3,139.13)	(64.06)%
Misc Revenue	<u>1,065.80</u>	<u>1,282.84</u>	<u>1,450.00</u>	<u>(167.16)</u>	<u>(11.53)%</u>
Total Revenues	<u>462,466.38</u>	<u>672,542.02</u>	<u>1,330,432.00</u>	<u>(657,889.98)</u>	<u>(49.45)%</u>
<b>Total Revenue</b>	<u>462,466.38</u>	<u>672,542.02</u>	<u>1,330,432.00</u>	<u>(657,889.98)</u>	<u>(49.45)%</u>
<b>Expenditures</b>					
Personnel Services	64,529.91	191,231.91	855,192.00	663,960.09	77.64%
Supplies	2,800.87	6,666.55	18,700.00	12,033.45	64.35%
Building & Equip Maint	7,220.66	25,913.90	86,800.00	60,886.10	70.15%
Adult Information Sources	2,470.77	7,766.51	38,200.00	30,433.49	79.67%
Electronic Resources	3,553.36	12,105.08	63,200.00	51,094.92	80.85%
CYS Information Sources	1,241.18	3,032.90	12,050.00	9,017.10	74.83%
Marketing/Public Relations	432.36	5,700.70	16,200.00	10,499.30	64.81%
Administration	995.85	23,790.01	204,050.00	180,259.99	88.34%
Technology	<u>1,310.48</u>	<u>2,647.00</u>	<u>20,000.00</u>	<u>17,353.00</u>	<u>86.77%</u>
Total Expenditures	<u>84,555.44</u>	<u>278,854.56</u>	<u>1,314,392.00</u>	<u>1,035,537.44</u>	<u>78.78%</u>
<b>Miscellaneous Expenses</b>					
Misc Expenses	<u>118.33</u>	<u>403.70</u>	<u>0.00</u>	<u>(403.70)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>118.33</u>	<u>403.70</u>	<u>0.00</u>	<u>(403.70)</u>	<u>0.00%</u>
<b>Total Expenditures</b>	<u>84,673.77</u>	<u>279,258.26</u>	<u>1,314,392.00</u>	<u>1,035,133.74</u>	<u>78.75%</u>
<b>Excess Revenues(Expenditures)</b>	<u>377,792.61</u>	<u>393,283.76</u>	<u>16,040.00</u>	<u>377,243.76</u>	

**The Riverside Public Library**  
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE  
From 3/1/2022 Through 3/31/2022

	Current Period Actual	Current Year Actual 3 mos. ending 3/31/2022	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
<b>Property Taxes</b>					
2020 Property Tax revenue	1,416.06	8,971.83	0.00	8,971.83	0.00%
2021 Property tax revenue	<u>459,069.31</u>	<u>655,066.32</u>	<u>1,307,832.00</u>	<u>(652,765.68)</u>	<u>(49.91)%</u>
<b>Total Property Taxes</b>	<u>460,485.37</u>	<u>664,038.15</u>	<u>1,307,832.00</u>	<u>(643,793.85)</u>	<u>(49.23)%</u>
<b>Inter Government Funds</b>					
Per capita state grants	0.00	0.00	10,000.00	(10,000.00)	(100.00)%
Corporate Replacement Taxes	<u>0.00</u>	<u>5,185.90</u>	<u>6,000.00</u>	<u>(814.10)</u>	<u>(13.57)%</u>
<b>Total Inter Government Funds</b>	<u>0.00</u>	<u>5,185.90</u>	<u>16,000.00</u>	<u>(10,814.10)</u>	<u>(67.59)%</u>
<b>Interest on Operating Funds</b>					
Interest-Illinois Funds	<u>206.92</u>	<u>274.26</u>	<u>250.00</u>	<u>24.26</u>	<u>9.70%</u>
<b>Total Interest on Operating Funds</b>	<u>206.92</u>	<u>274.26</u>	<u>250.00</u>	<u>24.26</u>	<u>9.70%</u>
<b>Fees &amp; Services</b>					
Fines	89.09	258.52	1,000.00	(741.48)	(74.15)%
Fax Fees	59.50	206.50	225.00	(18.50)	(8.22)%
Printing Fees	170.70	455.85	1,000.00	(544.15)	(54.41)%
Book & Video Sales	380.00	723.00	2,000.00	(1,277.00)	(63.85)%
Adult Replacement Fees	0.00	46.00	100.00	(54.00)	(54.00)%
CYS Replacement Fees	4.00	56.00	200.00	(144.00)	(72.00)%
ILL Fees	0.00	10.00	50.00	(40.00)	(80.00)%
Lost Book Credit	5.00	5.00	125.00	(120.00)	(96.00)%
Meeting Room Charges	<u>0.00</u>	<u>0.00</u>	<u>200.00</u>	<u>(200.00)</u>	<u>(100.00)%</u>
<b>Total Fees &amp; Services</b>	<u>708.29</u>	<u>1,760.87</u>	<u>4,900.00</u>	<u>(3,139.13)</u>	<u>(64.06)%</u>
<b>Miscellaneous Revenue</b>					
Miscellaneous Revenue	343.80	374.09	200.00	174.09	87.05%
Liability Insurance Refund	722.00	722.00	0.00	722.00	0.00%
Memorial Book Donations	0.00	175.00	500.00	(325.00)	(65.00)%
Donations	0.00	11.75	500.00	(488.25)	(97.65)%
Lions Club/Books on Tape Revenue	<u>0.00</u>	<u>0.00</u>	<u>250.00</u>	<u>(250.00)</u>	<u>(100.00)%</u>
<b>Total Miscellaneous Revenue</b>	<u>1,065.80</u>	<u>1,282.84</u>	<u>1,450.00</u>	<u>(167.16)</u>	<u>(11.53)%</u>
<b>Total Revenues</b>	<u>462,466.38</u>	<u>672,542.02</u>	<u>1,330,432.00</u>	<u>(657,889.98)</u>	<u>(49.45)%</u>

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE  
From 3/1/2022 Through 3/31/2022

	Current Period Actual	Current Year Actual-3 mo.ending 3/31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Personnel Services</b>					
Staff Salaries	52,945.61	156,645.85	704,390.00	547,744.15	77.76%
Health & Life Insurance	3,839.61	11,503.85	45,766.00	34,262.15	74.86%
Employer's Portion - IMRF	3,755.35	11,229.09	49,550.00	38,320.91	77.34%
Employer's Portion - FICA	3,836.46	11,341.82	53,886.00	42,544.18	78.95%
Unemployment Comp Expense	152.88	511.30	1,600.00	1,088.70	68.04%
<b>Total Personnel Services</b>	<b>64,529.91</b>	<b>191,231.91</b>	<b>855,192.00</b>	<b>663,960.09</b>	<b>77.64%</b>
<b>Materials &amp; Supplies</b>					
Office Supplies	259.98	1,111.08	3,000.00	1,888.92	62.96%
Library Supplies	1,233.66	1,442.38	4,000.00	2,557.62	63.94%
CYS Supplies	46.38	46.38	500.00	453.62	90.72%
Info Services Supplies	0.00	0.00	200.00	200.00	100.00%
Building Maintenance Supplies	930.91	3,736.77	9,000.00	5,263.23	58.48%
Ink Cartridges	329.94	329.94	2,000.00	1,670.06	83.50%
<b>Total Materials &amp; Supplies</b>	<b>2,800.87</b>	<b>6,666.55</b>	<b>18,700.00</b>	<b>12,033.45</b>	<b>64.35%</b>
<b>Contractual Services</b>					
Janitorial	1,948.00	5,844.00	26,000.00	20,156.00	77.52%
Water	0.00	220.80	2,000.00	1,779.20	88.96%
Gas	1,375.99	5,963.77	10,000.00	4,036.23	40.36%
Building Maintenance	1,424.12	5,630.33	23,000.00	17,369.67	75.52%
Small Equipment Maintenance	150.00	315.00	700.00	385.00	55.00%
Equipment Maintenance	1,772.55	3,717.35	9,000.00	5,282.65	58.70%
Furnishings & Equipment	0.00	0.00	5,000.00	5,000.00	100.00%
Copier Rental & Maintenance	550.00	4,222.65	11,100.00	6,877.35	61.96%
Internet Expense/Patron SS	265.83	775.51	6,200.00	5,424.49	87.49%
<b>Total Contractual Services</b>	<b>7,486.49</b>	<b>26,689.41</b>	<b>93,000.00</b>	<b>66,310.59</b>	<b>71.30%</b>
<b>Information Sources</b>					
On-line Data Bases	3,287.53	5,576.07	30,000.00	24,423.93	81.41%
Books	1,460.06	4,039.42	20,500.00	16,460.58	80.30%
Standing Order Books	321.44	937.12	4,000.00	3,062.88	76.57%
Periodicals	194.95	1,696.64	8,500.00	6,803.36	80.04%
DVD	337.36	863.68	4,000.00	3,136.32	78.41%
Audio Books	0.00	0.00	650.00	650.00	100.00%
Shipping Charges	0.00	72.69	50.00	(22.69)	(45.38)%
Library of Things	156.96	156.96	500.00	343.04	68.61%
<b>Total Information Sources</b>	<b>5,758.30</b>	<b>13,342.58</b>	<b>68,200.00</b>	<b>54,857.42</b>	<b>80.44%</b>
<b>Children/Youth Services</b>					
CYS Juvenile Books	660.19	1,650.40	4,000.00	2,349.60	58.74%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Video Games	0.00	0.00	250.00	250.00	100.00%
CYS Young Adult	215.70	368.28	2,000.00	1,631.72	81.59%
CYS Easy Books	279.09	888.07	3,500.00	2,611.93	74.63%
CYS Audio Books	0.00	0.00	200.00	200.00	100.00%
CYS Compact Discs	0.00	0.00	100.00	100.00	100.00%
CYS DVD	0.00	39.95	1,000.00	960.05	96.00%
CYS Toys & Puzzles	0.00	0.00	100.00	100.00	100.00%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%
CYS Steam	86.20	86.20	500.00	413.80	82.76%
CYS Shipping Charges	0.00	0.00	50.00	50.00	100.00%
<b>Total Children/Youth Services</b>	<b>1,241.18</b>	<b>3,032.90</b>	<b>12,050.00</b>	<b>9,017.10</b>	<b>74.83%</b>
<b>Marketing/Public Relations</b>					

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE  
From 3/1/2022 Through 3/31/2022

	Current Period Actual	Current Year Actual-3 mo.ending 3/31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Programming	9.13	140.02	400.00	259.98	65.00%
Adult Programming	423.23	1,331.68	4,000.00	2,668.32	66.71%
Library Programs	0.00	75.00	500.00	425.00	85.00%
Advertising Expenses	0.00	0.00	1,000.00	1,000.00	100.00%
Binding	0.00	0.00	300.00	300.00	100.00%
Newsletter Expense	0.00	4,154.00	10,000.00	5,846.00	58.46%
<b>Total Marketing/Public Relations</b>	<b>432.36</b>	<b>5,700.70</b>	<b>16,200.00</b>	<b>10,499.30</b>	<b>64.81%</b>
<b>Administration</b>					
Legal Services	0.00	0.00	1,000.00	1,000.00	100.00%
Credit Bureau	35.80	35.80	600.00	564.20	94.03%
Telephone	625.92	1,802.74	9,000.00	7,197.26	79.97%
Postage	34.53	400.61	800.00	399.39	49.92%
Treasurer's Bond	0.00	0.00	500.00	500.00	100.00%
Liability Insurance	0.00	20,494.00	20,000.00	(494.00)	(2.47)%
Audit Fees	0.00	20.00	3,800.00	3,780.00	99.47%
Travel	0.00	0.00	50.00	50.00	100.00%
Seminars,Conferences,Meetings	0.00	0.00	300.00	300.00	100.00%
Membership Dues	0.00	335.00	1,000.00	665.00	66.50%
Accounting Expenses	0.00	94.98	2,000.00	1,905.02	95.25%
Staff Development	0.00	266.10	1,000.00	733.90	73.39%
Bond repayment	0.00	0.00	118,600.00	118,600.00	100.00%
Credit Card/Bank Fees	14.91	56.09	400.00	343.91	85.98%
Miscellaneous Expense	283.89	283.89	2,000.00	1,716.11	85.81%
Board Expense	0.00	0.00	1,000.00	1,000.00	100.00%
Capital Expense	0.00	0.00	42,000.00	42,000.00	100.00%
<b>Total Administration</b>	<b>995.05</b>	<b>23,789.21</b>	<b>204,050.00</b>	<b>180,260.79</b>	<b>88.34%</b>
<b>Technology</b>					
Technology Supplies	0.00	118.57	1,000.00	881.43	88.14%
Computer Consultant	0.00	0.00	2,500.00	2,500.00	100.00%
Network Maintenance	0.00	0.00	2,500.00	2,500.00	100.00%
SWAN Computer	0.00	5,753.50	27,000.00	21,246.50	78.69%
Computer Hardware & Equipment	76.97	182.80	5,000.00	4,817.20	96.34%
E-Library Subscription Svs	1,233.51	2,313.65	7,500.00	5,186.35	69.15%
Computer Software	0.00	31.98	1,500.00	1,468.02	97.87%
<b>Total Technology</b>	<b>1,310.48</b>	<b>8,400.50</b>	<b>47,000.00</b>	<b>38,599.50</b>	<b>82.13%</b>
<b>Total Operating Expense</b>	<b>84,554.64</b>	<b>278,853.76</b>	<b>1,314,392.00</b>	<b>1,035,538.24</b>	<b>78.78%</b>
<b>Miscellaneous Expenses</b>					
Memorial & Gift Materials	118.33	266.31	0.00	(266.31)	0.00%
Lost ILL Expense	0.00	137.39	0.00	(137.39)	0.00%
<b>Total Miscellaneous Expenses</b>	<b>118.33</b>	<b>403.70</b>	<b>0.00</b>	<b>(403.70)</b>	<b>0.00%</b>
<b>Total Budgeted Expenses</b>	<b>84,672.97</b>	<b>279,257.46</b>	<b>1,314,392.00</b>	<b>1,035,134.54</b>	<b>78.75%</b>

**The Riverside Public Library**  
 Balance Sheet - Library Gift Fund  
 As of 3/31/2022

	Current Period Balance
<b>Assets</b>	
Illinois Funds Cash	78,107.80
Due from Other Funds	3,450.00
Total Assets	81,557.80
<b>Liabilities</b>	
Due to Other Funds	550.92
Total Liabilities	550.92
<b>Fund Balance</b>	
Beginning Fund Balance	67,695.25
Excess Revenues(Expenditures)	13,311.63
Total Fund Balance	81,006.88
Total Liabilities & Fund Balance	81,557.80

**The Riverside Public Library**  
 Statement of Revenues and Expenditures - Library Gift Fund-BRE  
 From 3/1/2022 Through 3/31/2022

	Current Period Actual	Current Year Actual- 3 mos..ending 3/31/2022
<b>Revenue</b>		
Interest	18.32	30.29
Contributions & Donations	450.00	5,017.17
Summer Reading Donations	3,000.00	3,000.00
Total Revenue	3,468.32	8,047.46
<b>Expenditures</b>		
Building Maint	0.00	1,035.00
Furnishings & Equipment	0.00	3,447.50
Summer Reading Expenses	550.92	566.91
Total Expenditures	550.92	5,049.41
Excess Revenues(Expenditures)	2,917.40	2,998.05

**The Riverside Public Library**  
**Balance Sheet - Lower Level Renovate**  
As of 3/31/2022

	Current Period Balance
<b>Assets</b>	
Illinois Funds-Designated	52,965.51
Due from Other Funds	0.00
Total Assets	52,965.51
<b>Liabilities</b>	
Due to Other Funds	12.99
Total Liabilities	12.99
<b>Fund Balance - Designated</b>	
Beginning Fund Balance-Designated	170,881.28
Excess Revenues(Expenditures)	(117,928.76)
Total Fund Balance - Designated	52,952.52
Total Liabilities & Fund Balance	52,965.51

**The Riverside Public Library**  
**Statement of Revenues and Expenditures - Lower Level Renovate**  
From 3/1/2022 Through 3/31/2022

	Current Period Actual	Current Year Actual- 3 mos. ending 3/31/2022
<b>Revenues</b>		
Interest	12.40	20.56
Total Revenues	12.40	20.56
<b>Expenditures</b>		
Renovation Expenses	12.99	32.69
Total Expenditures	12.99	32.69
Excess Revenues(Expenditures)	(0.59)	(12.13)

**The Riverside Public Library**  
**Balance Sheet - Library Bond Fund**  
**As of 3/31/2022**

	Current Period Balance
<b>Assets</b>	
Illinois Funds-Designated	481,851.22
Due from Other Funds	0.00
Total Assets	481,851.22
<b>Liabilities</b>	
Due to Other Funds	7,635.64
Total Liabilities	7,635.64
<b>Fund Balance - Designated</b>	
Beginning Fund Balance-Designated	1,086,762.60
Excess Revenues(Expenditures)	(612,547.02)
Total Fund Balance - Designated	474,215.58
Total Liabilities & Fund Balance	481,851.22

**The Riverside Public Library**  
**Statement of Revenues and Expenditures - Library Bond Fund**  
**From 3/1/2022 Through 3/31/2022**

	Current Period Actual	Current Year Actual- 3 mos. ending 3/31/2022
<b>Revenue</b>		
Interest	112.63	190.76
Total Revenue	112.63	190.76
<b>Expenditures</b>		
Lower Level Renovation Expense	7,635.64	50,863.79
Total Expenditures	7,635.64	50,863.79
Excess Revenues(Expenditures)	(7,523.01)	(50,673.03)



**Riverside Public Library**  
**Lower Level Renovation Expenses/Bond fund**  
**Bond Fund (Account 4454-14)**  
**As of 3/31/2022**

<u>2020</u>	<u>Vendor</u>	
07/29/20	315.00 Growing Community Media	Legal notice
07/31/20	15,740.76 Studio GC	Construction documentation
07/31/20	853.07 Studio GC	Schematic design
09/01/20	44.00 Klein, Thorpe & Jenkins	Legal fees
09/10/20	3,100.00 Village of Riverside	Permits
09/30/20	6,397.98 Studio GC	Design and services
10/31/20	122,706.98 Lo Destro Construction Company	Invoice through 10/31/2020
09/30/20	1,279.60 Studio GC	Construction documentation
10/22/20	3,500.00 Hallett Movers	Relocate Lower Level books, etc.
10/14/20	4,011.18 Village of Riverside	Lower Level bond expenses
10/10/20	6.18 MBNA/Berwyn Ace	Keys
11/27/20	440.00 Klein, Thorpe & Jenkins	Legal
11/30/20	2,559.18 Studio GC	Design and services
11/30/20	114,901.23 Lo Destro Construction Company	Construction invoice through 11/30/2020
12/10/20	22,215.84 Bradford	1/3 deposit for shelves
12/31/20	101,838.45 Lo Destro Construction Company	Construction invoice through 12/31/2020
<b>2021</b>		
01/07/21	24,005.00 LFI	Furniture
01/08/21	14,834.00 LFI	Furniture
01/11/21	19,099.88 Henricksen	Furniture
01/11/21	644.72 Henricksen	Furniture
01/22/21	14,834.00 LFI	Furniture
01/25/21	600.81 Studio GC	Design and services
01/31/21	352.00 Klein, Thorpe & Jenkins	Sprinkler system legal
02/16/21	968.00 Belcore	Fire alarm review fees
02/23/21	24,600.00 KI	Furniture
03/05/21	4,050.00 Hallett Movers	Move back books and furniture
02/28/21	1,115.00 GT Mechanical	Heating adjustment
03/09/21	44,431.67 Bradford	Shelving
03/09/21	940.00 Bradford	Shelving
03/10/21	200.00 Village of Riverside	Sprinkler flow test
03/10/21	652.00 MBNA	Refrigerator
03/10/21	325.90 Amazon	Label tape
02/28/21	55,801.59 Lo Destro Construction Company	Construction costs
01/31/21	122,491.91 Lo Destro Construction Company	Construction costs
04/27/21	644.72 Henricksen	Furniture
04/21/21	311.45 Amazon	Kitchen supplies, voice amplifier
04/15/21	1,443.99 ABT	Refrigerator, TVs
04/17/21	906.44 School Specialties	Storage cabinet
04/21/21	19,099.88 Henricksen	Furniture
04/27/21	1,104.00 Henricksen	Furniture
04/29/21	1,568.58 Village of Riverside	Sprinkler permit
04/30/21	1,695.78 Studio GC	Construction administration
05/10/21	222.88 MBNA	Keys, corner guards
05/13/21	185.00 Colley Elevator	Inspection fee
05/17/21	204.00 Colley Elevator	Fire recall testing
05/17/21	100.00 Bradford	Shelving backstops
05/19/21	12,403.00 Fox Valley Fire and Safety	Sprinkler system
05/25/21	572.00 Klein, Thorpe & Jenkins	Legal
04/30/21	1,341.56 Studio GC	Design & services
05/10/21	510.67 Amazon	Nintendo & supplies
06/03/21	24,118.34 Lo Destro Construction Company	April construction costs
06/03/21	19,970.80 Lo Destro Construction Company	May construction costs
06/03/21	24,308.00 LFI	Tables and chairs
06/14/21	22,513.63 Lo Destro Construction Company	March construction costs
06/22/21	6,577.00 LFI	Display unit and credenza
06/30/21	637.84 Amazon	Supplies
06/30/21	800.00 Fox Valley Fire and Safety	Sprinkler
06/30/21	450.00 Fox Valley Fire and Safety	Sprinkler
06/30/21	49,087.00 Fox Valley Fire and Safety	Sprinkler
06/30/21	198.00 Klein, Thorpe & Jenkins	Legal
06/30/21	177.19 Minuteman	Printing
07/01/21	487.67 Novak's	Electrical & Lighting
07/04/21	16.13 MBNA	Misc.
07/10/21	199.70 Amazon	Electrical supplies
07/12/21	1,870.00 Bradford	Shelving
07/14/21	846.80 Studio GC	Design & services
07/14/21	23,831.77 Lo Destro Construction Company	Work thru 6/30/2021
* 08/01/21	53.80 Courtney Greve-Hack	Gift card for photographer
* 08/03/21	95.00 Twilight Party Rental	Portable sink
* 08/08/21	75.00 Village of Riverside	Alcohol permit
* 08/10/21	279.66 Amazon	Tattoos, treats & diaper pail

<u>Paid by vendor:</u>	
Lo Destro	609,931.70
LFI	91,951.00
Bradford	72,847.51
Fox Valley Fire and Safety	62,740.00
Henricksen	40,856.72
Studio GC	31,315.54
Cutting Edge Contractors	27,583.45
KI	24,600.00
CSI Creative	18,572.35
Bullseye	14,740.00
Village of Riverside	8,879.76
Hallett	7,550.00
Meilahn Mfg. Co.	6,605.00
Dell	4,943.47
Demco	2,855.18
ASI	2,693.00
Klein, Thorpe & Jenkins	1,606.00
ABT	1,443.99
GT Mechanical	1,115.00
Securitas	988.63
Belcore	968.00
School Specialties	906.44
Novak's	487.67
Colley Elevator	389.00
Growing Community Media	315.00
Future Electronic Systems	154.00
Misc	4,165.28
* Ribbon cutting & Renovation Celebration	2,404.77

**Total paid thru 03/31/2022** **1,043,608.46**

**Expected future expenses, estimated:**

Security camera update	2,927.00
Window washing	1,160.00
LoDestro- kitchen door	1,500.00
Carpet steamer	125.00

**Total future expenses, estimated** **5,712.00**

**Riverside Public Library  
Lower Level Renovation Expenses/Bond fund  
Bond Fund (Account 4454-14)  
As of 3/31/2022**

<u>2021</u>	<u>Vendor</u>	
* 08/11/21	500.00 Leonardo Music	Music for Renovation Celebration
* 08/13/21	126.00 Minuteman Press	Thank You banner
08/13/21	22.00 Benson & Benson	Signs
08/16/21	2,693.00 ASI	Signage
* 08/24/21	156.08 Riverside Foods	Prosecco & juice
* 08/28/21	412.50 Anthony Giannini	Snow Cones for Reno Celebration
* 09/30/21	14,740.00 Bullseye Cleaning Services	Post-construction upper level deep clean and dusting
* 08/11/21	100.04 Amazon	Games & gift bags for Renovation Celebration
09/01/21	9,176.71 CSI Creative	1/2 of lower level wall art
* 08/20/21	202.91 MBNA	Signage for Renovation Celebration
08/04/21	2,393.49 Dell	3 laptops
10/10/21	403.78 Amazon	Sneeze guard, toys, vacuum, light
10/05/21	988.63 Securitas	Install for CYS phones
10/19/21	6,577.00 LFI	Kit display shelves & credenza
11/17/21	1,062.72 Demco	Steel book supports
11/24/21	2,549.98 Dell	2 laptops
12/02/21	1,296.52 Demco	Steel book supports
12/04/21	84.16 MBNA	Tablecloths
12/08/21	495.94 Demco	Steel book supports
<u>2022</u>		
01/01/22	3,290.00 Bradford	Shelving
01/15/22	11,224.00 Cutting Edge Contractors	1/2 bathroom renovation
01/16/22	263.52 Henricksen	1/2 coat racks
01/17/22	6,605.00 Meilahn	Decorative trees
01/24/22	11,986.45 Cutting Edge Contractors	2nd 1/2 bathroom renovation
01/26/22	9,395.64 CSI Creative	Wall art
02/28/22	463.54 Amazon	Bathroom furnishings
03/04/22	535.64 MBNA	Bathroom dispenser & water filter
03/04/22	154.00 Future Electronic Systems	Service surveillance system
03/10/22	1,757.00 Lo Destro Construction Company	Install wall panels; move bookcase
03/24/22	816.00 LFI	Bulletin boards
03/28/22	4,373.00 Cutting Edge Contractors	Bathroom remodel

**Total paid**    1,043,608.46

We jumped back in to in-person programming this month in CYS with a full slate of programs including storytimes, spring break activities, and a super messy Science Saturday! Toys also returned to the Early Learner's Space, and we added a new Fresh Market playset later in the month.

### **Highlights**

*Storytimes*—March was full of storytimes! Mini-Movers was back on Mondays and as popular as ever. We offer this program at three different times on Mondays; Bridget and Anne take turns leading the class. Our Tuesday Preschool/Kindergarten Storytime transitioned to an All Ages Storytime. We had waiting lists for our Mini-Movers Storytime so we decided to open up Tuesdays to all ages to accommodate younger children who may not be able to join in Mini-Movers. We offered two All Ages Storytimes on Tuesdays and one on Fridays, with Jordan and me taking turns leading those sessions. We also have a 1<sup>st</sup> Saturday Storytime that has been super popular.

*Preschool Visits*—Jordan visited RPC preschool and Anne visited the District 96 preschool classes. It was great to be back in the schools.

*Science Saturdays*—We kicked off our Science Saturdays program with a Family Slime Workshop. Families could register for one of four time slots to come and make messy slime. And what a fun mess it was! Thank you to Mary and Rana for setting up and cleaning up this program—it was no easy task! And thank you to the generous donation from Riverside Bank for supplies for our Science Saturday programs! We had enough supplies leftover that we gave out some take home slime kits as well.

*Weekend Take Home Craft*—Mary created a colorful rainbow craft this month.

*Butterflies*—We celebrated National Learn About Butterflies Day by posting about our butterfly books on social media, and by providing a butterfly garland take home craft.

*AAUW Poster Contest Display*—We had the Women's History Month poster contest winners on display this month by the Community Room. We love seeing the posters each year; it is a great opportunity to learn a new fact or two about some notable women. The kids work so hard and we are so glad we can display their posters.

*Spring Break Activities*—We kicked off Spring Break with two days of Giant Games. This year we featured Candy Land, Match the Characters, Jenga, Yahtzee, and Tic Tac Toe. Playing Candy Land while winding through the stacks is always a fun activity—and I think it was especially enjoyed with the Winter Break-like weather we had during Spring Break. On Wednesday, we played Bingo, which is always fun and was super competitive! And on Thursday, we had a Learning Kit Discovery Day where kids and families could test out our Learning Kits and new Early Learning Kits.

*Subscription Book Bags*—The second month of this session of Subscription Book Bags happened in March. We continue to get positive feedback on this program and will run another session this fall.

*Patron Services Shelving Training*—I gave small group tours to PS staff of the CYS area, and answered any shelving questions they had about the space. There are so many different collections within CYS and I just wanted to make sure everyone felt comfortable when shelving and paging.

**CHILDREN & YOUTH SERVICES STATISTICS – March 2022**

Reference questions asked	<u>165</u>
Informational questions asked	<u>167</u>

<b>Program Name</b>	<b>Date</b>	<b>Attendance</b>
RB Transitions	3/2/22	4 teens, 2 adults
All Ages Storytime	3/4/22	9 kids, 8 adults
1 <sup>st</sup> Saturday Storytime	3/5/22	11 kids, 8 adults
Mini-Movers (3 sessions)	3/7/22	17 kids, 16 adults
Early Learners Storytime visit (4 sessions)	3/7/22	63 kids, 20 adults
All Ages Storytime (2 sessions)	3/8/22	6 kids, 6 adults
RB Transitions (2 sessions)	3/9-3/10	8 teens, 3 adults
RPC Preschool Visit to the Library	3/9/22	9 kids, 2 adults
All Ages Storytime	3/11/22	9 kids, 7 adults
Take Home Craft	3/12-3/13	25 kids
Take Home Butterfly Craft	3/14/22	20 kids
Mini-Movers (3 sessions)	3/14/22	16 kids, 14 adults
All Ages Storytime (2 sessions)	3/15/22	9 kids, 8 adults
RB Transitions	3/16/22	5 teens, 2 adults
All Ages Storytime	3/18/22	9 kids, 6 adults
RPC Storytime	3/18/22	13 kids, 3 adults
Family Slime Workshop (4 sessions)	3/19/22	24 kids, 21 adults
Mini-Movers (3 sessions)	3/21/22	15 kids, 14 adults
All Ages Storytime	3/22/22	5 kids, 4 adults
RB Transitions	3/23/22	5 teens, 2 adults
All Ages Storytime	3/25/22	9 kids, 7 adults
Friday Flix	3/25/22	6 teens
Blue Board Question	3/1-3/25	13 teens, 10 kids
Giant Games Day	3/28-3/29	42 kids, 25 adults
Mini-Movers (3 sessions)	3/28/22	15 kids, 12 adults
Take Home Slime Kits	3/29/22	11 kids
All Ages Storytime	3/29/22	6 kids, 4 adults
Bingo	3/30/22	7 kids, 3 adults
Learning Kit Discovery Day	3/31/22	15 kids, 13 adults
Subscription Book Bags		44 kids, 2 teens
Teen Room Video Games		1 teen
Phone Charger Checkout		10 teens
After School Attendance	24 days	573 kids and teens

**March 2022**  
**Sharon Shroyer**

**Patron Services**

I have processed over 200 patrons on the SWAN change of address report. Most have moved out of town, out of state, and in one instance so far, out of the country. Some have just moved within Riverside. So I am deleting and updating records as I go.

The links to the new Aspen catalog has been updated on our web site and I will be changing all of the public computers this week.

The Patron Services department were given a very nice in depth tour of where all of the CYS material is shelved on the lower level.

We continue to send large amounts of discarded library material and items weeded from the book sale to Better World Books, Sellbackyourbooks.com, and post selected items to EBay.

We have added the portable badminton set and portable DVD/DVD-RW drives to our Library of Things

Dana Ginsberg continues to take on side projects. She has just finished changing our science fiction collection back to a fiction call number and she will be working on some of our Disney books next.

**Computer Services**

It was decided that we should have two programming computers to facilitate programs that may indeed be in more than one room. I purchased an additional laptop and accessories and we now have two identical computers for programming.

We had to do an emergency replacement of Janice's laptop when it met its untimely demise in March. Fortunately, we used the above mentioned programming computer for a temporary replacement and had Janice up and running on her new laptop in a week.

March 2022  
Information Services Update  
Diane Silva

New Patron Catalog Changes

Thanks to Henry for his work getting the new patron catalog up and running on the website. It required him to adjust lots of links both on the website and we also made changes in LibraryAware, our marketing software. We are now able create customized highlight collections to display on our catalog homepage. We will be looking into ways we can take advantage of this functionality.

Newspaper Archives

We have been getting lots of feedback about our new local newspaper archives! We had 72 unique users in March.

Collaboration with Community Garden

Our March collaboration with the Community Garden was a great success. Kimber Day led a program to help people get their seeds started followed by a seed swap led by garden volunteers. We plan to make this an annual program and are already scheduled for 2023.

Upcoming Blood Drive

We are cosponsoring a June Blood Drive with the Riverside Township. It will be held on June 9 in Village Hall. Thanks to community member, Laura Rubio, for her assistance with this great event.

Programming –

Thanks to Maureen for running her first Riverside Reads Book Discussion of *Montana 1948* by Larry Watson.

Illinois Libraries Present is bringing in a free visit with Nick Offerman, in conversation with Jeff Tweedy, at the end of May. We already have 25 people registered for this event. ILP has announced plans to offer 12 programs between Sept 22 and June 23 for the cost of \$400 for the season. I continue to be active in the ILP Data/Numbers committee where my primary role is manipulating Excel data to get registration and attendance totals by Library.

AARP Tax Aide continued this month. We were seeing long wait times at the start of the month and were thankful for the many patient patrons who waited.

Seed Starting – 21

Seed Swap – 36

American History and Today, Zoom – 14

Lyric Opera - 25

AARP, various dates – 68

Medicare – 14

Meditation – 2

Riverside Reads Books Club – 11

Genealogy Club – 5

An Evening with Jenny Lawson (ILP), Zoom - 6

Spice Kits 40

Patron Interactions –We had 757 patron interactions either by phone or in-person. There were an additional 18 email interactions.

**Riverside Public Library  
Miscellaneous Statistics - March 2022**

	Mar-22	Mar-21	YTD 2022	YTD 2021
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**Reference Statistics**

Questions Asked - Adult	775	596	2137	1480
Questions Asked - Youth Services	332	506	1121	1412

**Internet Usage - Adult  
- CYS**

	252	184	680	294
	140	34	288	34
<b>Total Usage</b>	<b>392</b>	<b>218</b>	<b>968</b>	<b>328</b>

**Holdings**

Adult Titles Added	167	113	481	293
CYS Titles Added	167	84	357	180
<b>Total Titles Added</b>	<b>334</b>	<b>197</b>	<b>838</b>	<b>473</b>

Adult Titles Withdrawn	76	21	300	142
YS Titles Withdrawn	91	322	455	422
<b>Total Titles Withdrawn</b>	<b>167</b>	<b>343</b>	<b>755</b>	<b>564</b>

**Total Holdings**

**62705      63567**

**Adult Programs**

Number of Library Programs	40	10	55	28
Number of Community Programs	6	0	10	0
Library Program Attendance	227	91	386	263
Community Program Attendance	81	0	117	0
<b>Total Adult Program Attendance</b>	<b>308</b>	<b>91</b>	<b>503</b>	<b>263</b>
<b>Total Adult Take &amp; Make Users</b>	<b>40</b>	<b>32</b>	<b>133</b>	<b>62</b>

**Youth Services**

Kids Passive Programs	4	2	13	7
Kids Active Programs	35	17	51	43
Teens Passive Programs	2	0	4	2
Teens Active Programs	6	0	6	0
<b>Number of Passive CYS Programs</b>	<b>6</b>	<b>2</b>	<b>17</b>	<b>9</b>
<b>Number of Active CYS Programs</b>	<b>41</b>	<b>17</b>	<b>57</b>	<b>43</b>

Kids Passive Prog. Attendance	102	210	327	618
Teens Passive Prog. Attendance	29	11	41	37
Kids Active Prog. Attendance	494	786	1299	2734
Teens Active Prog. Attendance	38	0	38	0
<b>Total Passive Prog. Attendance</b>	<b>131</b>	<b>221</b>	<b>368</b>	<b>655</b>
<b>Total Active Prog. Attendance</b>	<b>532</b>	<b>786</b>	<b>1337</b>	<b>2734</b>

**New Library Cards Issued**

	61	20	149	62
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**Library Attendance**

	7303	1987	17536	3120
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**Faxes sent by Patrons**

17	18	43	30
25	6	75	9

**Notary Service**

Checkouts

5940	5028	16588	12400
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Renewals

3849	3322	10425	7870
------	------	-------	------

Checkins

7017	14264	18636	21831
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**Total Circulation**

<b>16806</b>	<b>22614</b>	<b>45649</b>	<b>42101</b>
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**Interlibrary Loans**

Loaned

1017	1017	2172	2964
------	------	------	------

Borrowed

1826	1826	3150	4903
------	------	------	------

**Reciprocal Borrowing**

Loaned to Other Library Patrons

615	306	1694	672
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RPL Patrons Borrowing Elsewhere

1044	644	2903	1337
------	-----	------	------

**Digital Resources**

Hoopla

358	308	1067	1072
-----	-----	------	------

Axis360

124	102	404	353
-----	-----	-----	-----

Digital Library of Illinois (MMM)

1021	913	2831	2702
------	-----	------	------

Flipster Downloads and Views

48	132	344	365
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Web Site

Total Hits

3944	188671	11280	544228
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Wireless Statistics

4058

231

10186

5209

**Online Databases**

Ancestry.com

Searches

357	2063	1882	4455
-----	------	------	------

Returns

206	1468	1259	2485
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Encyclopaedia Britannica

Sessions

64	2	76	7
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Documents

72	4	84	4
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Newsbank

Searches

18	4	21	13
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## EBSCO Online Databases

Academic Search Premiere				
Searches	9	0	13	2
Requests	9	0	12	2
Auto Repair Source				
Searches	0	0	0	0
Results	0	0	0	0
Biography Reference Center				
Searches	0	0	0	3
Requests	0	0	0	0
Business Source Premier				
Searches	0	0	14	0
Results	0	0	14	0
Consumer Health Complete				
Searches	0	0	0	0
Results	0	0	0	0
Consumers Reports				
Sessions	10	12	19	33
Searches	143	191	263	503
History Reference Center				
Searches	2	0	3	2
Results	2	0	3	2
Legal Information Ref. Center				
Searches	0	0	0	0
Results	0	0	0	0
Literary Reference Center				
Searches	5	0	5	0
Requests	5	0	5	0
Masterfile				
Searches	8	0	8	18
Requests	8	0	8	3
Middle Search Plus				
Search	0	0	0	0
Results	0	0	0	0
Newspaper Search Plus				
Search	19	0	21	2
Results	19	0	21	3
Novelist				
Searches	4	7	42	238
Requests	4	10	40	318
Points of View Ref. Center				
Searches	1	0	1	0
Results	1	0	1	0
Primary Search				
Searches	0	0	3	0
Results	0	0	0	0
Science Reference Center				
Searches	2	0	21	24
Results	2	0	19	0
Newspaper Archives				
Searches	72	NA	72	NA
Museum Passes				
Issued	11	NA	11	NA

LIBRARY DIRECTOR'S REPORT  
March 2022



Administrative

The SLRP questionnaire continued through the month of March. Initially responses were slow in coming but thanks to the Friends mentioning it on their FB page, the EFLASH by the Village, and the great article in the Landmark, we ended up with 385! The SLRP Committee will meet soon to go over the data and talk next steps. A preliminary and very basic overview was put together by Diane to have available at our staff in-service on April 5. Since we will be meeting as a whole staff (24 of 25 staff members will be in attendance) we thought it an opportune time to review some of the comments about staff. In general, I think there is a lot of good information in the results for us to plan for the next 3 -5 years!

In-person programming began in March and has been very well attended. I believe our patrons are anxious to return to a normalcy! The attendance in general has increased this month with Sundays being particularly busy. Notaries have been increasing, as well.

Planning for the all-day Staff Inservice was done this month. The Management team has worked hard and we believe we have a solid schedule which includes the mandatory Sexual Harassment instruction video from the State.

I submitted a grant application with the State to fund the renovation of the Patron Services area. The review and awarding will take place on April 28. Fingers crossed we can get funded and provide better lighting, storage and seating for the very active Patron Services Department. This is one area that has not seen any renovations since the addition, and those were minimal.

Joan Wiaduck has coordinated the purchase and planting of the Virginia Kovalsky Red Bud tree for the front of the Library. She has worked with Forester Mike Collins to make sure everything was in line. We received the money to purchase the tree from Ginny's son, Michael. Since we had a tree removed last year, it is good to be able to replace one.

The Genealogy Club, ALL IN THE FAMILY, met in person this month and had five people in attendance. Because we have money donated by Mary Kamin's family, we are able to pay for speakers and special programming which is genealogy related. In May, I will be doing a program on Family History Cookbooks, and we will have a speaker who will address searching on the Internet for genealogy. The weekly volunteers are helping more people every week!

Ongoing

Managers' Meetings continued in March.

Advocacy

The Friends met on March 19 and I am excited to report that they have agreed to purchase and raise additional funds for three items for a maker space. These include a 3D printer, a glow forge and a mold maker. After reviewing the comments from the questionnaire, I realized that, indeed, this type of equipment/programming is wanted by our patrons. With the help of a generous contribution of \$15,000 over a two-year period, we can be on our way to providing this technology. Along with the SLRP committee and SLRP document, we will plan for how staffing and the offering of these services can be achieved. I stand corrected--people never asked because they were not asked.

New FOL officers will be elected in April. Simone McNeil, who has been president for the last 5 years, will be stepping down. I have prepared a Certificate of Commendation for her service to be signed by the Board. A new addition to the FOL Board will be Cristin Evans.

Chamber of Commerce Executive Board met several times in March. We have made the hard decision to fold the Chamber due to lack of membership, interest and support by the business community. I have been active on the Board for many years and have seen the decline of the Chamber. The final decision will be made in April.

Please keep April 26 open and plan on being at the Library when FLOS donates a specially-curated Seed Box for the Library in recognition of Frederick Law Olmsted's 200<sup>th</sup> Birthday! FLOS will have a reception in the Great Room with alcoholic beverages and sweet treats. It would be great to have Board representation at this event.

### **Special Projects**

The Lower Level Renovation Project was included in the March issue of the ILA Reporter. Christine has attached a copy for your perusal. I have a few hard copies of the magazine if anyone would like one.

The restroom renovation is totally complete and we are very pleased with the outcome. Patrons are pleased, as well. One of the last projects on the list to be partially funded by the Bond funds is window washing (inside/out). We received a great quote from Bella Windows and Gutters, and the cleaning is scheduled to be done April 14.

The new security cameras are being installed as I write this report. It will be good to have access to them.

### **Building Maintenance**


Routine elevator maintenance took place this month.

We changed telephone maintenance companies due to poor service and increased charges from Securitas. When we first bought the new system the company was still MIDCO, which had provided us many years of quality service. They were bought out, and the new leadership is very money centric and fired most of the MIDCO staff. The staff went to Heartland Business Systems which is owned by a family like MIDCO was. We will be getting our service from Heartland when needed.



# Library Board Memorandum

**To:** Board of Trustees  
**From:** Janice Foley, Library Director  
**Date:** 3/15/2022  
**Re:** Resolution Authorizing Public Library Nonresident Cards



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Every year the Board must approve by resolution the continuation of issuing non-resident library cards. During the past year we issued no cards to Riverside Lawn residents. The fees are based on the tax bill method.

I encourage our participation again this year as it shows support for the State's attempt to provide library service to all residents of Illinois. We have not experienced any problems based on our decision to participate in the program.

JAF:cl



## 2022 ANNUAL RESOLUTION AUTHORIZING PUBLIC LIBRARY NONRESIDENT CARD PARTICIPATION AND FEES

**WHEREAS**, the State of Illinois has enacted the Illinois Local Library Act 75 ILCS 5/4-7(12), which grants power to the Board of Trustees, including the power to extend the privileges and use of the library to nonresidents and the power to charge a fee for nonresident use thereof;

**WHEREAS**, the Board of Trustees of the Riverside Public Library has determined to participate in the nonresident reciprocal borrowing program of its regional library system and to issue nonresident library cards;

**WHEREAS**, the Illinois Administrative Code 23 Adm. Code 3050.60(b), sets forth the tax-bill method for calculating a nonresident fee so as to ensure the fee charged is equal to the cost paid by residents of Riverside;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Library Trustees of the Riverside Public Library, Cook County, Illinois, as follows:

**Section 1:** Individuals residing beyond the jurisdictional boundaries of the Riverside Public Library whose closest public library is the Riverside Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Riverside Public Library, may purchase a nonresident fee card calculated using the Tax Bill Method (23 Adm. Code 3050.60(b)).

**Tax Bill Method:**

- Nonresident Taxpayer: The library tax rate or equivalent, including all special levies, is applied to the nonresident property owner's principle residence assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.
- Nonresident Renter: The library shall charge 15 percent (15%) of the monthly rent as the annual nonresident fee. The renter shall provide to the public library a current rent receipt or a cancelled rent check for verification purposes.

**Section 2:** The Library Director shall notify the regional library system within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for nonresident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

**Section 3:** This Resolution shall be in full force and effect upon its adoption, approval, and publication as provided by law, and remain in full force and effect until further action by the Board of Trustees.

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President, Board of Library Trustees

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Secretary, Board of Library Trustees

Adopted by the Board of Trustees April 12, 2022

**RIVERSIDE PUBLIC LIBRARY  
COMPUTATION OF NONRESIDENT FEE 2022**

**Nonresident Property Owner**

NOTE: USE TAX BILL FROM PRINCIPAL RESIDENCE

1. Equalized Assessed Value (EAV) from residential property tax bill: \_\_\_\_\_
2. Divide EAV by 100: \_\_\_\_\_
3. Multiply result of step 2 by current tax rate: \_\_\_\_\_ x .335
4. = \_\_\_\_\_ This is the fee for a nonresident card.

**Nonresident Renter**

NOTE: USE LEASE AGREEMENT

1. Monthly rental charge from signed and dated lease \_\_\_\_\_
2. Multiply monthly rent x 12: \_\_\_\_\_
3. Multiply result of step 2 (annual rent) \_\_\_\_\_ x 1.5% (.015)
4. = \_\_\_\_\_ This is the fee for a nonresident card.

**The tax rate will change each year when the Tax Rate Report is received from the County Clerk.**

The Board of Trustees of  
**Riverside Public Library**

is pleased to present this

**Certificate of Commendation**

to

**Simone McNeil**

**I**n recognition of dedicated service  
to the people of Riverside and  
their library as

**Friends of the Library  
President 2017-2022**



# Riverside Public Library



Architect:	Studio GC
Type of project:	Renovation
Total cost:	\$1,100,000
Service population:	9,298
Library director:	Janice A. Foley

## What people are saying:

"The lower-level renovation at the Riverside Public Library is a game-changer for the community. The reallocation of the space gives early learners, kids, and teens their own spaces to learn, play, and grow. The expanded community room accommodates more attendees and multiple programs. Most important, the renovation respects the building's architecture and integrates the beautiful views of the Des Plaines River and surrounding parkland."

"Just when I thought the Riverside Public Library couldn't get any better, it did! A bright yet earthy color palette accompanied by playful fabric patterns sets the tone for any reading adventure. The peaceful, picturesque backdrop of the river is the perfect focal point for the early learning room."

"Approachable, accessible, and enticing! The decoration is perfect, subdued and natural; the books are the true stars! With our youth area overlooking the river and forest behind the library, the addition of the felt cut-outs on the walls in the shape of trees and river complements the nature outside while simultaneously muting the sound for the adults in the library upstairs."







# Library Board Memorandum

**To:** Board of Trustees  
**From:** Janice Foley, Library Director  
**Date:** March 16, 2022  
**Re:** Executive Minutes Review

A handwritten signature in dark ink, appearing to be "J. Foley", is located to the right of the "From:" line.

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The Board is required by law to review all Executive Session Minutes semiannually to determine if any can be released to the public. In October 2021, you reviewed, and decided not to release, the following minutes:

February 14, 2017  
March 14, 2017  
August 8, 2017  
January 12, 2021  
May 11, 2021  
September 14, 2021

In addition to reviewing the above minutes for release, the following Executive Session Minutes need to be **approved** and **reviewed for release**:

October 12, 2021  
November 9, 2021  
December 14, 2021

Copies of the minutes for these meetings will be available at the Board meeting for your review.