

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, August 9, 2022 in the Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm**
- II. Roll Call**
- III. Welcome Guests**
- IV. Approve Minutes of July 12, 2022—Action Item**
- V. Review of Current Bills—Action Item**
- VI. Review of Financial Statements—Action Item**
 - A. Bond Money Final Tally**
- VII. Committee Reports**
 - A. Finance—Michael Hagins**
 - B. Building & Grounds—Ken Circo**
 - C. Policy & Bylaws—Patrick White**
 - 1. Photography and Videography Policy—Action Item**
 - D. Technology—Michael Hagins**
 - E. Communications—Courtney Greve Hack**
 - F. Strategic Long Range Plan Committee—Jane Birmingham and Christine Long**
 - 1. SLRP Value Statements—Action Item**
- VIII. Staff Reports—July**
 - 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. Fall 2022 Hours—Action Item**
 - B. Complaint Regarding Artist's Description of Joliet and Marquette Painting—Action Item**
- XII. Announcements**
- XIII. Correspondence & FYIs**
- XIV. Executive Session**

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



**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
July 12, 2022**

Held Tuesday, July 12, 2022 in the Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

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

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

Absent: Ken Circo, President

Called to order at 7:30 pm by Vice President Courtney Greve Hack.

Review of Minutes

Christine Long moved, and Michael Hagins seconded, that the Board approve the minutes of the June 14, 2022 regular meeting.

Ayes: Birmingham, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Jen Pacourek moved, and Michael Hagins seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 22890 through 22899, 22913 through 22952, and z0004 through z0006, in the total amount of \$112,332.48, which includes payroll through June 30, 2022.

Roll Call Vote:

Ayes: Birmingham, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Jen Pacourek moved, and Michael Hagins seconded, that the Board approve the financial statements for June 30, 2022, subject to audit.

Roll Call Vote:

Ayes: Birmingham, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

The Board reviewed the letter from the Secretary of State notifying the Library of the FY 2022 Illinois Public Library Per Capita Grant award of \$13,714.55. The Library Director emphasized that the funds have been awarded, but not yet received. The Library counts on this grant each year for purchasing materials, programming and technology.

Michael Hagins stated that the Library Director and Jane Wilhelm will meet on July 18 for preliminary budget talks. The Finance Committee will then meet in August.

The Library Director reported that she has not yet received a response from Seema Patel, the Library's bond counsel, regarding final Lower Level Renovation expense totals.

Policy and Bylaws

The Library Director reported that she, along with Nora Durbin and Diane Silva, met with a patron who was concerned about the placement of a pride display in the CYS department. The content of the display was not at issue. The Library Director offered an alternate location that satisfied the patron and resolved the matter.

Technology

Michael Hagins stated that the remainder of the new hotspots are in, and three will be paired with Library laptops for checkout.

Michael Hagins reported that the delivery of the 3D printer has been delayed until the end of the year due to supply chain issues, but the Library will be able to slowly roll out other Maker Space items by September/October. An open house is planned for July 21 to showcase the CREATE collection and Library of Things. The Board discussed staffing considerations for the Maker Space collection, including the probability of limited hours for equipment use dependent upon staff availability.

Strategic Long Range Plan Committee

The SLRP committee met today to craft value statements, which were shared with the Board. The committee will meet again to create goals for the next three years. Courtney Greve Hack suggested they include previous goals along with past achievements, and she offered to provide samples for the committee.

Staff Reports

The Board reviewed the staff reports. Courtney Greve Hack gave kudos to Grayson Pacourek for his Maker Space consulting, and commented that she is loving summer reading and Pokémon club.

Director's Report

The Board reviewed the Library Director's report. Patrick White expressed thanks for the tremendous effort by staff, Friends of the Library, and Trustees at the Fourth of July parade. He said that the bookmarks were very well received. Christine Long stated that the kids along the parade route seemed genuinely thankful for the bookmarks that were being passed out.

Unfinished Business

The Board discussed succession planning. Trustees have been actively encouraging interested Riverside residents to run for open Board seats in the next election.

New Business

Rental of Library for Special Event

Jen Pacourek moved, and Christine Long seconded, that the Board approve the application for use of the Library for a bridal shower to be held in the Great Room on Sunday, July 31, 2022.

Ayes: Birmingham, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Adjournment

Upon motion by Jen Pacourek, seconded by Jane Birmingham, and passed unanimously, the meeting was adjourned at 8:28 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

JULY - 2022

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR JULY 2022 ACCOUNTS PAYABLE,
AND JULY 2022 PAYROLL = \$78,230.51**

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 7/1/2022 Through 7/31/2022

Check Number	Check Date	Payee	Check Amount	Transaction Description
22953	7/1/2022	Anderson Music Inc.	100.00	Farmers Market music
22954	7/1/2022	Blue Cross Blue Shield of Illinois	5,295.85	HMO medical- July 2022
22955	7/1/2022	Coverall North America, Inc	1,948.00	Cleaning services- July
22956	7/1/2022	Mark Dvorak	100.00	Farmers Market music
22957	7/1/2022	Paul Halvey	100.00	Farmers Market music
22958	7/1/2022	Courtney Kurhayez	100.00	Farmers Market music
22959	7/1/2022	NCPERS-IL IMRF	32.00	Term life- Forsyth & Silva
22960	7/1/2022	RAILS Library System	729.00	E-read Illinois Axis 360
22961	7/1/2022	Village of Riverside	300.00	Wireless alarm 3rd quarter
22962	7/1/2022	Mark Sramek	100.00	Farmers Market music
22963	7/7/2022	North Suburban Employee Benefit Coc	866.46	PPO medical- June 2022
22964	7/11/2022	Delta Dental of Illinois - Risk	61.05	HMO dental- July
22965	7/11/2022	Delta Dental of Illinois- Vision	46.72	Vision insurance
22966	7/11/2022	Chad Lewis	200.00	Bizarre History program
22967	7/11/2022	North Suburban Employee Benefit Coc	285.00	PPO dental- June 2022
22968	7/11/2022	TIAA, FSB	550.00	Copier rental
22969	7/19/2022	GT Mechanical Projects & Design, Inc	463.38	Clean condenser foils
22970	7/19/2022	Business Card	2,544.89	Credit card purchases
22971	7/19/2022	Thomson Reuters- West	114.76	IL Comp State Bar suppl
22972	7/19/2022	Unique Management Services, Inc.	29.55	June placements
22973	7/25/2022	LIMRICC-UCGA	302.60	2nd quarter 2022 UC expense
22974	7/25/2022	Madison National Life	30.72	Life insurance- July
22975	7/25/2022	Village of Riverside	75.00	Elevator inspection
22976	7/25/2022	Village of Riverside	5,711.81	July 2022 IMRF
z0007	7/25/2022	Comcast Cable	233.85	High speed internet
z0008	7/25/2022	Comcast Cable	443.00	Phone bill
1308	7/8/2022	Administration	4,170.85	Group: 01; Pay Date: 7/8/2022
1309	7/8/2022	Information Services	5,109.59	Group: 02; Pay Date: 7/8/2022
1310	7/8/2022	Children & Youth Services	3,492.66	Group: 03; Pay Date: 7/8/2022
1311	7/8/2022	Patron Services	6,255.47	Group: 04; Pay Date: 7/8/2022
1312	7/22/2022	Administration	4,173.87	Group: 01; Pay Date: 7/22/2022
1313	7/22/2022	Information Services	5,067.00	Group: 02; Pay Date: 7/22/2022
1314	7/22/2022	Children & Youth Services	3,430.85	Group: 03; Pay Date: 7/22/2022
1315	7/22/2022	Patron Services	<u>5,615.15</u>	Group: 04; Pay Date: 7/22/2022
Total			58,079.08	
EFTPS Electronic Tax Payment- Employer portion 07/08/2022			1,929.71	
EFTPS Electronic Tax Payment- Employer portion 07/22/2022			<u>1,862.20</u>	
			<u>61,870.99</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 8/9/2022 Through 8/9/2022

Check Numbr	Check Date	Payee	Check Amount	Transaction Description
22977	8/9/2022	SYNCB/Amazon	753.06	Amazon charges
22978	8/9/2022	Matthew Bender & Co., Inc.	220.10	Employment in Illinois
22979	8/9/2022	Bob the Gutterman, LLC	450.00	Clean gutters and downspouts
22980	8/9/2022	Cintas Corporation LOC. 769	634.52	Restroom supplies/ mat service
22981	8/9/2022	Colley Elevator Co.	213.00	Elevator inspection
22982	8/9/2022	Demco, Inc.	207.75	Repair tapes
22983	8/9/2022	Garvey's Office Products	351.76	Rubberbands & toner
22984	8/9/2022	Ingram Library Services	2,385.39	Various
22985	8/9/2022	Midwest Tape	838.96	Digital subscriptions
22986	8/9/2022	NICOR Gas	292.24	Gas bill
22987	8/9/2022	Proven Business Systems	350.34	Copier click charges
22988	8/9/2022	SWAN	3,296.00	EBSCO databases
	8/9/2022	SWAN	5,917.75	Quarterly fees
	8/9/2022	SWAN	204.04	Reciprocal borrowing
22989	8/9/2022	Warehouse Direct	<u>244.61</u>	Magenta toner
Report Total			<u>16,359.52</u>	

Riverside Public Library

FINANCIAL REPORTS

For 7 Months Ending

July 31, 2022

UNAUDITED



Riverside Public Library
Cash Balances
As of 07/31/2022

	Balance, <u>07/31/2022</u>
Consolidated Operating Funds:	
First American- Checking	55,834.97
First American- Payroll	<u>268.20</u>
Total First American accounts	56,103.17
Illinois Funds	
General Fund	644,782.53
Audit Fund	(1,077.68)
IMRF Fund	(31,846.32)
FICA Fund	36,631.11
Unemployment Comp Fund	(4,696.86)
Special Reserve Fund	6,396.69
Working Cash Fund	89,841.57
Library Bond Fund	<u>428,884.31</u>
Total Illinois Funds	1,168,915.35
Total Operating Funds Cash Balances	1,225,018.52
Gift & Endowment Funds:	
Library Gift Fund	83,869.41
Batko Endowment Fund	5,875.95
Lower Level Renovation Fund	50,719.98
General Endowment Fund	9,858.46
Kovalsky Endowment Fund	340.25
Dardwin Fund	<u>17,856.37</u>
Total Gift & Endowment Funds	168,520.42
Total Funds	<u><u>1,393,538.94</u></u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 7/31/2022

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	643,792.70
1st American-Checking Account	42,483.31
1st American-Payroll Account	267.71
Property Tax Receivable	618,222.14
Due from Other Funds	465.20
Due from other groups	(567.77)
Due from Friends of the Library	1,816.86
Staff Receivables	(22.53)
Fixed Assets	1,260,414.00
Amount Provided for Vacation	<u>23,590.00</u>
Total Assets	<u><u>2,590,461.62</u></u>
Liabilities	
Accounts Payable	16,359.52
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	285.93
IMRF Payable	(47.90)
Deferred Property Taxes	618,222.14
Accrued Vacation Pay	23,590.00
Health Insurance Payable	(870.61)
Term Life Insurance Payable	(112.00)
Due to Other Funds	250.00
Due to Library Gift Fund	350.00
Due to Friends of the Library	192.00
Due to Historical Society	158.90
Investment in Fixed Assets	<u>1,260,414.00</u>
Total Liabilities	<u><u>1,918,731.41</u></u>
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	559,667.88
Restricted for Audit	(97.25)
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	<u>256.63</u>
Total Beginning Fund Balances	558,026.05
Excess Revenues/(Expenditures)	<u>113,704.16</u>
Total Fund Balances	<u><u>671,730.21</u></u>
Total Liabilities & Fund Balances	<u><u>2,590,461.62</u></u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 7/1/2022 Through 7/31/2022

	Current Period Actual	Current Year Actual-7 mos.ending 7/31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2020 Property Tax revenue	738.54	14,305.83	0.00	14,305.83	0.00%
2021 Property tax revenue	779.28	689,609.62	1,307,832.00	(618,222.38)	(47.27)%
Total Property Taxes	1,517.82	703,915.45	1,307,832.00	(603,916.55)	(46.18)%
Inter Government Funds	0.00	21,273.95	16,000.00	5,273.95	32.96%
Interest	886.02	2,722.55	250.00	2,472.55	989.02%
Fees for Services	1,651.33	5,897.11	4,900.00	997.11	20.35%
Misc Revenue	175.55	1,549.14	1,450.00	99.14	6.84%
Total Revenues	4,230.72	735,358.20	1,330,432.00	(595,073.80)	(44.73)%
Total Revenue	<u>4,230.72</u>	<u>735,358.20</u>	<u>1,330,432.00</u>	<u>(595,073.80)</u>	<u>(44.73)%</u>
Expenditures					
Personnel Services	63,101.92	451,652.59	855,192.00	403,539.41	47.19%
Supplies	1,317.68	13,894.31	18,700.00	4,805.69	25.70%
Building & Equip Maint	5,060.72	47,846.29	86,800.00	38,953.71	44.88%
Adult Information Sources	2,754.48	19,058.60	38,200.00	19,141.40	50.11%
Electronic Resources	11,049.54	40,147.41	63,200.00	23,052.59	36.48%
CYS Information Sources	570.41	6,133.85	12,050.00	5,916.15	49.10%
Marketing/Public Relations	447.63	11,440.77	16,200.00	4,759.23	29.38%
Administration	688.83	48,662.85	204,050.00	155,387.15	76.15%
Technology	1,421.24	6,155.71	20,000.00	13,844.29	69.22%
Total Expenditures	86,412.45	644,992.38	1,314,392.00	669,399.62	50.93%
Miscellaneous Expenses					
Misc Expenses	213.61	679.49	0.00	(679.49)	0.00%
Total Miscellaneous Expenses	213.61	679.49	0.00	(679.49)	0.00%
Total Expenditures	<u>86,626.06</u>	<u>645,671.87</u>	<u>1,314,392.00</u>	<u>668,720.13</u>	<u>50.88%</u>
Excess Revenues(Expenditures)	<u>(82,395.34)</u>	<u>89,686.33</u>	<u>16,040.00</u>	<u>73,646.33</u>	

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 7/1/2022 Through 7/31/2022

	Current Period Actual	Current Year Actual 7 mos. ending 07/31/2022	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2020 Property Tax revenue	738.54	14,305.83	0.00	14,305.83	0.00%
2021 Property tax revenue	779.28	689,609.62	1,307,832.00	(618,222.38)	(47.27)%
Total Property Taxes	<u>1,517.82</u>	<u>703,915.45</u>	<u>1,307,832.00</u>	<u>(603,916.55)</u>	<u>(46.18)%</u>
Inter Government Funds					
Per capita state grants	0.00	0.00	10,000.00	(10,000.00)	(100.00)%
Corporate Replacement Taxes	0.00	21,273.95	6,000.00	15,273.95	254.57%
Total Inter Government Funds	<u>0.00</u>	<u>21,273.95</u>	<u>16,000.00</u>	<u>5,273.95</u>	<u>32.96%</u>
Interest on Operating Funds					
Interest-Illinois Funds	886.02	2,722.55	250.00	2,472.55	989.02%
Total Interest on Operating Funds	<u>886.02</u>	<u>2,722.55</u>	<u>250.00</u>	<u>2,472.55</u>	<u>989.02%</u>
Fees & Services					
Fines	253.09	770.02	1,000.00	(229.98)	(23.00)%
Fax Fees	39.00	415.00	225.00	190.00	84.44%
Maker Space fees/Internet fees	12.50	13.00	0.00	13.00	0.00%
Printing Fees	143.06	1,186.16	1,000.00	186.16	18.62%
Book & Video Sales	386.68	2,400.00	2,000.00	400.00	20.00%
Adult Replacement Fees	7.00	117.93	100.00	17.93	17.93%
CYS Replacement Fees	0.00	113.00	200.00	(87.00)	(43.50)%
ILL Fees	10.00	30.00	50.00	(20.00)	(40.00)%
Lost Book Credit	0.00	52.00	125.00	(73.00)	(58.40)%
Meeting Room Charges	800.00	800.00	200.00	600.00	300.00%
Total Fees & Services	<u>1,651.33</u>	<u>5,897.11</u>	<u>4,900.00</u>	<u>997.11</u>	<u>20.35%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	25.55	445.39	200.00	245.39	122.69%
Liability Insurance Refund	0.00	722.00	0.00	722.00	0.00%
Memorial Book Donations	150.00	355.00	500.00	(145.00)	(29.00)%
Donations	0.00	26.75	500.00	(473.25)	(94.65)%
Lions Club/Books on Tape Revenue	0.00	0.00	250.00	(250.00)	(100.00)%
Total Miscellaneous Revenue	<u>175.55</u>	<u>1,549.14</u>	<u>1,450.00</u>	<u>99.14</u>	<u>6.84%</u>
Total Revenues	<u>4,230.72</u>	<u>735,358.20</u>	<u>1,330,432.00</u>	<u>(595,073.80)</u>	<u>(44.73)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 7/1/2022 Through 7/31/2022

	Current Period Actual	Current Year Actual-7 mos.ending 7/31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	51,655.09	367,191.37	704,390.00	337,198.63	47.87%
Health & Life Insurance	3,839.62	26,862.32	45,766.00	18,903.68	41.31%
Employer's Portion - IMRF	3,769.01	28,147.49	49,550.00	21,402.51	43.19%
Employer's Portion - FICA	3,791.91	28,591.24	53,886.00	25,294.76	46.94%
Unemployment Comp Expense	46.29	860.17	1,600.00	739.83	46.24%
Total Personnel Services	63,101.92	451,652.59	855,192.00	403,539.41	47.19%
Materials & Supplies					
Office Supplies	100.34	1,467.31	3,000.00	1,532.69	51.09%
Library Supplies	364.54	3,490.18	4,000.00	509.82	12.75%
CYS Supplies	7.98	152.63	500.00	347.37	69.47%
Info Services Supplies	0.00	0.00	200.00	200.00	100.00%
Building Maintenance Supplies	255.36	6,865.83	9,000.00	2,134.17	23.71%
Ink Cartridges	589.46	1,918.36	2,000.00	81.64	4.08%
Total Materials & Supplies	1,317.68	13,894.31	18,700.00	4,805.69	25.70%
Contractual Services					
Janitorial	1,948.00	13,636.00	26,000.00	12,364.00	47.55%
Water	0.00	723.84	2,000.00	1,276.16	63.81%
Gas	292.24	8,186.50	10,000.00	1,813.50	18.14%
Building Maintenance	1,081.76	9,896.86	23,000.00	13,103.14	56.97%
Small Equipment Maintenance	0.00	618.75	700.00	81.25	11.61%
Equipment Maintenance	838.38	7,752.77	9,000.00	1,247.23	13.86%
Furnishings & Equipment	0.00	0.00	5,000.00	5,000.00	100.00%
Copier Rental & Maintenance	900.34	7,031.57	11,100.00	4,068.43	36.65%
Internet Expense/Patron SS	267.83	4,964.83	6,200.00	1,235.17	19.92%
Total Contractual Services	5,328.55	52,811.12	93,000.00	40,188.88	43.21%
Information Sources					
On-line Data Bases	4,863.96	17,757.83	30,000.00	12,242.17	40.81%
Books	1,481.80	10,705.11	20,500.00	9,794.89	47.78%
Standing Order Books	642.92	2,355.18	4,000.00	1,644.82	41.12%
Periodicals	171.92	3,644.31	8,500.00	4,855.69	57.13%
DVD	271.40	1,765.45	4,000.00	2,234.55	55.86%
Audio Books	0.00	117.46	650.00	532.54	81.93%
Shipping Charges	46.10	173.79	50.00	(123.79)	(247.58)%
Library of Things	140.34	297.30	500.00	202.70	40.54%
Total Information Sources	7,618.44	36,816.43	68,200.00	31,383.57	46.02%
Children/Youth Services					
CYS Juvenile Books	197.64	2,942.26	4,000.00	1,057.74	26.44%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Video Games	0.00	194.91	250.00	55.09	22.04%
CYS Young Adult	200.53	1,110.73	2,000.00	889.27	44.46%
CYS Easy Books	151.26	1,572.95	3,500.00	1,927.05	55.06%
CYS Audio Books	0.00	114.95	200.00	85.05	42.52%
CYS Compact Discs	0.00	0.00	100.00	100.00	100.00%
CYS DVD	20.98	111.85	1,000.00	888.15	88.81%
CYS Toys & Puzzles	0.00	0.00	100.00	100.00	100.00%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%
CYS Steam	0.00	86.20	500.00	413.80	82.76%
CYS Shipping Charges	0.00	0.00	50.00	50.00	100.00%
Total Children/Youth Services	570.41	6,133.85	12,050.00	5,916.15	49.10%
Marketing/Public Relations					

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 7/1/2022 Through 7/31/2022

	Current Period Actual	Current Year Actual-7 mos. ending 7/31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Programming	0.00	152.12	400.00	247.88	61.97%
Adult Programming	258.91	2,947.55	4,000.00	1,052.45	26.31%
Library Programs	130.98	441.01	500.00	58.99	11.80%
Advertising Expenses	57.74	150.74	1,000.00	849.26	84.93%
Binding	0.00	0.00	300.00	300.00	100.00%
Newsletter Expense	0.00	7,749.35	10,000.00	2,250.65	22.51%
Total Marketing/Public Relations	<u>447.63</u>	<u>11,440.77</u>	<u>16,200.00</u>	<u>4,759.23</u>	<u>29.38%</u>
Administration					
Legal Services	0.00	135.00	1,000.00	865.00	86.50%
Credit Bureau	29.55	224.00	600.00	376.00	62.67%
Telephone	443.00	5,299.36	9,000.00	3,700.64	41.12%
Postage	22.29	523.25	800.00	276.75	34.59%
Treasurer's Bond	0.00	500.00	500.00	0.00	0.00%
Liability Insurance	0.00	20,494.00	20,000.00	(494.00)	(2.47)%
Audit Fees	0.00	3,900.00	3,800.00	(100.00)	(2.63)%
Travel	0.00	0.00	50.00	50.00	100.00%
Seminars, Conferences, Meetings	0.00	307.68	300.00	(7.68)	(2.56)%
Membership Dues	0.00	514.00	1,000.00	486.00	48.60%
Accounting Expenses	158.58	729.27	2,000.00	1,270.73	63.54%
Staff Development	0.00	281.92	1,000.00	718.08	71.81%
Bond repayment	0.00	15,050.00	118,600.00	103,550.00	87.31%
Credit Card/Bank Fees	35.41	114.48	400.00	285.52	71.38%
Miscellaneous Expense	0.00	349.89	2,000.00	1,650.11	82.51%
Board Expense	0.00	240.00	1,000.00	760.00	76.00%
Capital Expense	0.00	0.00	42,000.00	42,000.00	100.00%
Total Administration	<u>688.83</u>	<u>48,662.85</u>	<u>204,050.00</u>	<u>155,387.15</u>	<u>76.15%</u>
Technology					
Technology Supplies	14.89	501.19	1,000.00	498.81	49.88%
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	5,917.75	17,424.75	27,000.00	9,575.25	35.46%
Computer Hardware & Equipment	0.00	846.45	5,000.00	4,153.55	83.07%
E-Library Subscription Svcs	1,406.35	4,117.69	7,500.00	3,382.31	45.10%
Computer Software	0.00	690.38	1,500.00	809.62	53.97%
Total Technology	<u>7,338.99</u>	<u>23,580.46</u>	<u>47,000.00</u>	<u>23,419.54</u>	<u>49.83%</u>
Total Operating Expense	<u>86,412.45</u>	<u>644,992.38</u>	<u>1,314,392.00</u>	<u>669,399.62</u>	<u>50.93%</u>
Miscellaneous Expenses					
Memorial & Gift Materials	0.00	328.49	0.00	(328.49)	0.00%
ILL Fee Expense	9.57	9.57	0.00	(9.57)	0.00%
Lost ILL Expense	204.04	341.43	0.00	(341.43)	0.00%
Total Miscellaneous Expenses	<u>213.61</u>	<u>679.49</u>	<u>0.00</u>	<u>(679.49)</u>	<u>0.00%</u>
Total Budgeted Expenses	<u>86,626.06</u>	<u>645,671.87</u>	<u>1,314,392.00</u>	<u>668,720.13</u>	<u>50.88%</u>

The Riverside Public Library
 Balance Sheet - Library Gift Fund
 As of 7/31/2022

	Current Period Balance
Assets	
Illinois Funds Cash	83,869.38
Due from Other Funds	600.00
Total Assets	84,469.38
Liabilities	
Due to Other Funds	155.22
Total Liabilities	155.22
Fund Balance	
Beginning Fund Balance	67,895.25
Excess Revenues(Expenditures)	16,618.91
Total Fund Balance	84,314.16
Total Liabilities & Fund Balance	84,469.38

The Riverside Public Library
 Statement of Revenues and Expenditures - Library Gift Fund-BRE
 From 7/1/2022 Through 7/31/2022

	Current Period Actual	Current Year Actual- 6 mos..ending 6/30/2022
Revenue		
Interest	114.79	307.76
Miscellaneous Revenue	0.00	4,000.00
Contributions & Donations	600.00	6,317.17
Summer Reading Donations	0.00	3,000.00
Total Revenue	714.79	13,624.93
Expenditures		
Office Supplies	0.00	142.85
Building Maint	0.00	1,035.00
Furnishings & Equipment	0.00	3,447.50
Summer Reading Expenses	155.22	2,318.75
Memorial expenditures	0.00	144.92
Adult Programs	0.00	175.00
Miscellaneous Expense	0.00	55.58
Total Expenditures	155.22	7,319.60
Excess Revenues(Expenditures)	559.57	6,305.33

The Riverside Public Library
 Balance Sheet - Lower Level Renovation
 As of 7/31/2022

	Current Period Balance
Assets	
Illinois Funds-Designated	50,720.01
Total Assets	50,720.01
Fund Balance - Designated	
Beginning Fund Balance-Designated	56,320.65
Excess Revenues(Expenditures)	(5,600.64)
Total Fund Balance - Designated	50,720.01
Total Liabilities & Fund Balance	50,720.01

The Riverside Public Library
 Statement of Revenues and Expenditures - Lower Level Renovation
 From 7/1/2022 Through 7/31/2022

	Current Period Actual	Current Year Actual- 6 mos. ending 6/30/2022
Revenues		
Interest	69.03	193.06
Total Revenues	69.03	193.06
Expenditures		
Renovation Expenses	0.00	2,437.70
Total Expenditures	0.00	2,437.70
Excess Revenues(Expenditures)	69.03	(2,244.64)

The Riverside Public Library
Balance Sheet - Library Bond Fund
As of 7/31/2022

	Current Period Balance
Assets	
Illinois Funds-Designated	428,884.31
Due from Other Funds	0.00
Total Assets	428,884.31
Liabilities	
Due to Other Funds	309.98
Total Liabilities	309.98
Fund Balance - Designated	
Beginning Fund Balance-Designated	1,086,762.60
Excess Revenues(Expenditures)	(658,188.27)
Total Fund Balance - Designated	428,574.33
Total Liabilities & Fund Balance	428,884.31

The Riverside Public Library
Statement of Revenues and Expenditures - Library Bond Fund
From 7/1/2022 Through 7/31/2022

	Current Period Actual	Current Year Actual- 6 mos. ending 6/30/2022
Revenue		
Interest	606.30	1,724.89
Total Revenue	606.30	1,724.89
Expenditures		
Lower Level Renovation Expense	309.98	98,039.17
Total Expenditures	309.98	98,039.17
Excess Revenues(Expenditures)	296.32	(96,314.28)

Riverside Public Library
Lower Level Renovation Expenses/Bond fund
Bond Fund (Account 4454-14)
As of 07/31/2022

Vendor		
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
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
2022		
01/01/22	3,290.00 Bradford	Shelving
01/15/22	11,224.00 Cutting Edge Contractors	1/2 bathroom renovation
01/16/22	263.52 Henricksen	1/2 coat racks
01/17/22	6,605.00 Mellahn	Decorative trees

Riverside Public Library
Lower Level Renovation Expenses/Bond fund
Bond Fund (Account 4454-14)
As of 07/31/2022

<u>Vendor</u>		
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
04/04/22	580.00 Bella's Window Washing	Window washing
04/13/22	1,306.00 Lo Destro Construction Company	Kitchen door repair
04/13/22	2,604.00 ASI	Balance of signage
04/07/22	2,927.00 Future Electronic Systems	Surveillance camera update
04/10/22	120.70 Amazon	Carpet steamer
04/10/22	14.98 Amazon	Adhesive
05/05/22	215.00 Hannah Plumbing	Replace bathroom handle
05/26/22	263.52 Henricksen	Coat racks
05/16/22	2,945.38 Foley/Prusa3D	3D printer
05/04/22	399.29 MBNA/Toybox Labs	Mini 3D printer
05/31/22	1,800.00 Belcore	Additional outlets for maker space
05/31/22	8,290.00 Glowforge	Laser cutter & engraver
06/04/22	1,149.61 MBNA/Today's Classroom	Printer cart
06/04/22	497.00 MBNA/Home Depot	Cart for Glowforge
06/04/22	187.27 MBNA/Web Restaurant Store	Cart for mold maker
06/04/22	124.29 MBNA/Nintendo	Switch
06/06/22	1,700.00 Dell	Computer for lower level
06/09/22	82.50 Grayson Pacourek	Create Space set-up and training
06/28/22	19,883.88 Lo Destro Construction Company	Construction services
06/30/22	913.73 Amazon	Embroidery sewing machine & supplies
06/30/22	737.50 Amazon	Mayku FormBox & cast sheets
06/30/22	123.75 Grayson Pacourek	Create Space set-up and training
06/24/22	244.00 Clear Space Junk Removal	Clean out lower level storage closet
07/04/22	65.98 Lowes	Vacuum cleaner for mold maker

Total paid **1,090,783.84**



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director and Jane Wilhelm, Accountant
Date: 8/4/2022
Re: Bond Money

Seema Patel has sent me the final tally of bond money. The unspent portion is \$248,712.54. The Village will have the final decision as to what happens to this money. I have written Jessica Frances, Village Manager, to ask if we need to meet to discuss the options for the funds.

Since we have been reimbursed for some of the lower level purchases we have a total of \$179,861.79 to transfer out of the IL Funds Bond Fund and into another Illinois Funds account. Combined with the current balance of the Working Cash Fund, (\$89,841.57), we have a total of \$269,703.36 for future spending for repairs or improvements, or borrowing from in case tax collections are severely delayed.

I am attaching the spreadsheet Ms. Patel sent to me with the determination.

JF:cl

**Riverside Public Library
Lower Level Renovation Expenses/Bond fund
Bond Fund (Account 4454-14)
As of 06/21/2022**

<u>2020</u>	<u>Vendor</u>	<u>Paid by vendor:</u>
07/29/20	315.00 Growing Community Media	631,121.58
07/31/20	15,740.76 Studio GC	91,951.00
07/31/20	853.07 Studio GC	72,847.51
09/01/20	44.00 Klein, Thorpe & Jenkins	62,740.00
09/10/20	3,100.00 Village of Riverside	41,120.24
09/30/20	6,397.98 Studio GC	31,315.54
10/31/20	122,706.98 Lo Destro Construction Company	27,583.45
09/30/20	1,279.60 Studio GC	24,600.00
10/22/20	3,500.00 Hallett Movers	18,572.35
10/14/20	4,011.18 Village of Riverside	14,740.00
10/10/20	6.18 MBNA/Berwyn Ace	8,879.76
11/27/20	440.00 Klein, Thorpe & Jenkins	7,550.00
11/30/20	2,559.18 Studio GC	6,605.00
11/30/20	114,901.23 Lo Destro Construction Company	6,643.47
12/10/20	22,215.84 Bradford	2,855.18
12/31/20	101,838.45 Lo Destro Construction Company	5,297.00
		1,606.00
		1,443.99
		1,115.00
		988.63
		968.00
		906.44
		487.67
		389.00
		315.00
		3,081.00
		580.00
		215.00
		17,126.57
		4,300.96
		2,404.77
		<u>1,090,350.11</u>
<u>2021</u>		
01/07/21	24,005.00 LFI	
01/08/21	14,834.00 LFI	
01/11/21	19,099.88 Henricksen	
01/11/21	644.72 Henricksen	
01/22/21	14,834.00 LFI	
01/25/21	600.81 Studio GC	
01/31/21	352.00 Klein, Thorpe & Jenkins	
02/16/21	968.00 Belcore	
02/23/21	24,600.00 KI	
03/05/21	4,050.00 Hallett Movers	
02/28/21	1,115.00 GT Mechanical	
03/09/21	44,431.67 Bradford	
03/09/21	940.00 Bradford	
03/10/21	200.00 Village of Riverside	
03/10/21	652.00 MBNA	
03/10/21	325.90 Amazon	
02/28/21	55,801.59 Lo Destro Construction Company	
01/31/21	122,491.91 Lo Destro Construction Company	
04/27/21	644.72 Henricksen	
04/21/21	311.45 Amazon	
04/15/21	1,443.99 ABT	
04/17/21	906.44 School Specialties	
04/21/21	19,099.88 Henricksen	
04/27/21	1,104.00 Henricksen	
04/29/21	1,568.58 Village of Riverside	
04/30/21	1,695.78 Studio GC	
05/10/21	222.88 MBNA	
05/13/21	185.00 Colley Elevator	
05/17/21	204.00 Colley Elevator	
05/17/21	100.00 Bradford	
05/19/21	12,403.00 Fox Valley Fire and Safety	
05/25/21	572.00 Klein, Thorpe & Jenkins	
04/30/21	1,341.56 Studio GC	
05/10/21	510.67 Amazon	
		1,267.50
		359.98
		244.00
		<u>1,871.48</u>

Maker Space set-up and training
Launchpad

Future expenses:
Grayson Pacourek Consulting
Follett
Clear Space Junk Removal

Total paid thru 05/31/2022

* Ribbon cutting & Renovation Celebration

Riverside Public Library
 Lower Level Renovation Expenses/Bond fund
 Bond Fund (Account 4454-14)
 As of 06/21/2022

Paid by vendor:

Vendor	Amount	Description
06/03/21	24,118.34	Lo Destro Construction Company April construction costs
06/03/21	19,970.80	Lo Destro Construction Company May construction costs
06/03/21	24,308.00	LFI Tables and chairs
06/14/21	22,513.63	Lo Destro Construction Company March construction costs
06/22/21	6,577.00	LFI Display unit and credenza
06/30/21	637.84	Amazon Supplies
06/30/21	800.00	Fox Valley Fire and Safety Sprinkler
06/30/21	450.00	Fox Valley Fire and Safety Sprinkler
06/30/21	49,087.00	Fox Valley Fire and Safety Sprinkler
06/30/21	198.00	Klein, Thorpe & Jenkins Legal
06/30/21	177.19	Minuteman Printing
07/01/21	487.67	Novak's Electrical & Lighting
07/04/21	16.13	MBNA Misc.
07/10/21	199.70	Amazon Electrical supplies
07/12/21	1,870.00	Bradford Shelving
07/14/21	846.80	Studio GC Design & services
07/14/21	23,831.77	Lo Destro Construction Company Work thru 6/30/2021
08/01/21	53.80	Courtney Greve-Hack Gift card for photographer
08/03/21	95.00	Twilight Party Rental Portable sink
08/08/21	75.00	Village of Riverside Alcohol permit
08/10/21	279.66	Amazon Tattoos, treats & diaper pail
08/11/21	500.00	Leonardo Music Music for Renovation Celebration
08/13/21	126.00	Minuteman Press Thank You banner
08/13/21	22.00	Benson & Benson Signs
08/16/21	2,693.00	ASI Signage
08/24/21	156.08	Riverside Foods Prosecco & juice
08/28/21	412.50	Anthony Giannini Snow Cones for Reno Celebration
09/30/21	14,740.00	Bullseye Cleaning Services Post-construction upper level deep clean and dusting
08/11/21	100.04	Amazon Games & gift bags for Renovation Celebration
09/01/21	9,176.71	CSI Creative 1/2 of lower level wall art
08/20/21	202.91	MBNA Signage for Renovation Celebration
08/04/21	2,393.49	Dell 3 laptops
10/10/21	403.78	Amazon Sneeze guard, toys, vacuum, light
10/05/21	988.63	Securitas Install for CVS phones
10/19/21	6,577.00	LFI Kit display shelves & credenza
11/17/21	1,062.72	Demco Steel book supports
11/24/21	2,549.98	Dell 2 laptops
12/02/21	1,296.52	Demco Steel book supports
12/04/21	84.16	MBNA Tablecloths
12/08/21	495.94	Demco Steel book supports
2022		
01/01/22	3,290.00	Bradford Shelving
01/15/22	11,224.00	Cutting Edge Contractors 1/2 bathroom renovation
01/16/22	263.52	Henricksen 1/2 coat racks
01/17/22	6,605.00	Meilahn Decorative trees
01/24/22	11,986.45	Cutting Edge Contractors 2nd 1/2 bathroom renovation
01/26/22	9,395.64	CSI Creative Wall art
02/28/22	463.54	Amazon Bathroom furnishings
03/04/22	535.64	MBNA Bathroom dispenser & water filter
03/04/22	154.00	Future Electronic Systems Service surveillance system
03/10/22	1,757.00	Lo Destro Construction Company Install wall panels; move bookcase

Riverside Public Library
 Lower Level Renovation Expenses/Bond fund
 Bond Fund (Account 4454-14)
 As of 06/21/2022

<u>Vendor</u>	<u>Paid by vendor:</u>
03/24/22	816.00 LFI
03/28/22	4,373.00 Cutting Edge Contractors
04/04/22	580.00 Bella's Window Washing
04/13/22	1,306.00 Lo Destro Construction Company
04/13/22	2,604.00 ASI
04/07/22	2,927.00 Future Electronic Systems
04/10/22	120.70 Amazon
04/10/22	14.98 Amazon
05/05/22	215.00 Hannah Plumbing
05/26/22	263.52 Henriksen
05/16/22	2,945.38 Foley/Prusa3D
05/04/22	399.29 MBNA/Toybox Labs
05/31/22	1,800.00 Belcore
05/31/22	8,290.00 Glowforge
06/04/22	1,149.61 MBNA/Today's Classroom
06/04/22	497.00 MBNA/Home Depot
06/04/22	187.27 MBNA/Web Restaurant Store
06/04/22	124.29 MBNA/Nintendo
06/06/22	1,700.00 Dell
06/09/22	82.50 Grayson Pacourek
06/28/22	19,883.88 Lo Destro Construction Company
06/30/22	913.73 Amazon
06/30/22	737.50 Amazon
Total paid	<u>1,090,350.11</u>
future	1,871.48
lower level	99,417.97
water/elev	74,990.70
total uses	1,266,630.26
Bond Proceeds	1,515,342.80
less total uses	1,266,630.26
EXCESS	248,712.54



I. General Policy

Permission is not required for taking photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, rooms reserved for nursing, child care areas, museum artifacts, and archival materials). Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited. If tripods, lights, or other specialized equipment is to be used, requests must be made at least 24 hours in advance. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block library aisles, walkways, stairwells, doors, or exits.

II. Exterior Photography and Videos

Taking photographs and videos outside of the library building and/or of the library grounds does not require permission. However, the activity may not impede the ingress or egress of patrons or staff to or from the library building.

III. Commercial Photography and Videos

The library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the library and is in accordance with the rest of this policy. The library will charge a fee to offset costs incurred by the library to provide access to the facility and prior permission must be sought at least one week in advance.

IV. Photography and Videos of Materials and Resources

The library permits the taking of photographs and videos of its publicly-available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

V. Library Photography, Videos, and Recording

The library may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. The library reserves the right to document its services and the public's use of the library building and grounds. Photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any

library website or social media site). Any individual that does not wish the library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken.

VI. Library Board Meetings

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1, et seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film or other means and shall not disrupt the meeting or create a safety hazard.

VII. Liability

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

VIII. Rights Subject to Compliance with Policy

The library reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos.



Library Board Memorandum

To: Board of Trustees
From: Strategic Long Range Planning Committee
Date: 8/4/22
Re: SLRP Value Statements

As discussed at the July Board meeting, the committee has created value statements for the new Strategic Long Range Plan. The statements are included below, and need Board approval to be incorporated into the plan.

Values

Collaborative - We participate in an engaged community as we work in concert with partners, colleagues, and neighbors.

Adaptable - We pivot our services and offerings as changing times and situations require new and innovative models.

Responsible - We provide engaged staff and fiscally responsible management of library resources, including maintenance of our historic building.

Engaging - We cultivate and encourage an environment that provides equitable and respectful services where everyone is free to explore ideas, information, and experiences.

Summer is flying by in CYS. July was busy with Summer Reading fun! Thanks to all of the CYS staff for all their hard work. SRP has kept us busy. I also want to thank all of our volunteers who really help keep things going.

Highlights

Read to the Dogs—Three therapy dogs and their wonderful owners came to the Library this month. They are part of PAWSitive Therapy Troupe. Kids signed up for a 10 minute reading time slot, and got to sit and read to one of the dogs. Addison, Brandy and Skylar were great listeners! This is such an adorable program and I hope to bring it back this winter.

Storytimes— We continued with our multiple storytime offerings this month. Bridget's Mini-Movers has a consistent following. Fridays with Jordan have continued to be popular. Jordan and I split the Garden Storytimes this month. Anne and Jordan have read to the Summer Camp groups. Stephanie Roldan was back with a yoga storytime too!

Age-Level Groups— Our new age-level groups were popular this month! Anne planned and presented two programs for Adventure Club (1st through 3rd grade). Participants constructed pyramids one week, and at the next meeting, they discussed some of their favorite nonfiction books, including titles from the Who Would Win? Series.

The 4th and 5th graders in Summer Squad did some hands on science projects with me including making hopping corn and exploding apples. The Summer Squad kids and the 6th and 8th graders in Trailer Blazers both did Nailed It inspired cupcake and cookie decorating competitions with Mary and me. They made campfire cookies and dog cupcakes. The Trail Blazers also made tissue paper transfer art.

Naturally Neighbors: Brookfield Zoo Partnership—It was great to have Yvette back from the Brookfield Zoo this month to present two family programs. One program focused on composting to make food for plants and the second program focused on edible plants in nature. I am so glad we were able to partner with the zoo to bring these interesting and informative programs to our patrons this summer.

Reading Buddies— Reading Buddies continued this month. The younger buddies really enjoy reading with their big buddies!

CYS at the Farmer's Market— Mary brought carnival games to the market this month. Brent and I were at the table and had a rainy start, but once the rain stopped, we helped kids learn about sound waves by making plastic cup telephones. Janice reports that kids young and old love finding the hidden produce!

Pokémon— Kids in town really love Pokémon! Clare Birmingham and our teen volunteers have been so helpful with this program; we can't thank them enough. We are working on a way to continue some Pokémon programming during the school year.

CHILDREN & YOUTH SERVICES STATISTICS – July 2022

Reference questions asked	<u>315</u>
Informational questions asked	<u>372</u>

Program Name	Date	Attendance
Outdoor Storytime	7/1/22	25 kids, 15 adults
Family Playtime	7/2/22	9 kids, 3 adults
Take Home Craft: Zebras	Week of 7/5	25 kids
Craft Table: Aquatic Creatures	Week of 7/5	60 kids
Garden Storytime	7/5/22	8 kids, 5 adults
Little Hands	7/5/22	4 kids, 2 adults
Summer Squad 4 th & 5 th Grade	7/5/22	6 kids
Adventure Club 1 st -3 rd Grade	7/6/22	11 kids, 3 teens
Farmer's Market CYS Activity: Carnival Games	7/6/22	57 kids
Summer Camp ST	7/7/22	15 kids, 5 adults
Brookfield Zoo: Plants, Food & Plant Food	7/7/22	10 kids, 5 adults
Outdoor Storytime	7/8/22	25 kids, 15 adults
Pokémon Club	7/8/22	12 kids, 6 teens
Pokémon Jr.	7/8/22	10 kids, 5 teens
Legopalooza	7/9/22	4 kids, 2 adults
Take Home Craft: Butterflies	Week of 7/11	25 kids
Craft Table: Ice Cream Cones	Week of 7/11	50 kids
Mini-Movers Storytime	7/11/22	7 kids, 5 adults
Reading Buddies (3 sessions)	7/11/22	13 kids, 5 teens
Little Hands	7/12/22	7 kids, 3 adults
Trail Blazers 6 th -8 th Grade	7/12/22	3 teens
Farmer's Market Scavenger Hunt	7/13/22	90 kids and teens
Summer Camp ST	7/14/22	15 kids, 4 adults
Read to the Dogs	7/14/22	28 kids, 3 dogs
Family Playtime	7/16/22	9 kids, 7 adults
Take Home Craft: Crabs	Week of 7/18	24 kids
Craft Table: Campfires	Week of 7/18	46 kids
Mini-Movers Storytime	7/18/22	8 kids, 8 adults
Reading Buddies (3 sessions)	7/18/22	5 kids, 5 teens

CHILDREN & YOUTH SERVICES – July 2022 – Nora Durbin

Garden Storytime	7/19/22	7 kids, 8 adults
Little Hands	7/19/22	8 kids, 6 adults
Summer Squad 4 th & 5 th Grade	7/19/22	12 kids
Adventure Club 1 st -3 rd Grade	7/20/22	7 kids
Farmer's Market Scavenger Hunt	7/20/22	65 kids and teens
Summer Camp ST	7/21/22	22 kids, 4 adults
Outdoor Storytime	7/22/22	40 kids, 20 adults
Pokémon Club	7/22/22	11 kids, 3 teens
Pokémon Jr.	7/22/22	5 kids, 3 teens
Legopalooza	7/23/22	10 kids, 5 adults
Take Home Craft: Suns	Week of 7/25	25
Craft Table: Ladybugs	Week of 7/25	50 bugs
Mini-Movers Storytime	7/25/22	9 kids, 8 adults
Reading Buddies (2 sessions)	7/25/22	5 kids, 5 teens
Summer Camp ST	7/25/22	15 kids, 5 adults
Little Hands	7/26/22	3 kids, 3 adults
Trail Blazers 6 th -8 th Grade	7/26/22	3 teens
Farmer's Market CYS Activity: Cup Phones	7/27/22	21 kids
Bingo	7/28/22	7 kids, 3 adults
Brookfield Zoo: Finding Food al Fresco	7/28/22	8 kids, 5 adults
Yoga Storytime	7/29/22	35 kids, 20 adults
Library Lock-In	7/29/22	19 kids, 5 volunteers
Family Playtime	7/30/22	0
Phone Charger Checkout		4
Board Game Usage		46 games
Nintendo Switch Usage		7 teens
Summer Reading Sign Up for Babies through 8 th Graders as of 7/31/22		626 kids

July 2022
Sharon Shroyer

Patron Services

Dana is once again doing some inventory work. Since we have been doing the rotating inventory, we have cleared up so many problems with missing material, wrong call numbers, etc. Also, all of the work Dana and I put into changing the spacing in call numbers has paid off. We can now run the inventory without having to manipulate the Excel spreadsheet in any way. It saves so much time!

We continue to move some things around in the PS department. I am slowly consolidating supplies to one area and our Library of Things to another.

On July 21st, we had an open house of the Create collection, library kits and our Library of Things. It was fun to explain to patrons all the different things they can do at the Library and the wide range of items they can check out.

Our TikiTunes speakers are not working. Sharper Image is sending out two replacements at no charge.

Computer Services

The new cloud-based MalwareBytes anti-virus software has been configured and I am beginning to roll it out to staff computers.

I am also in contact with KnowBe4, the company that we purchased the security staff training software from. We sent out a test campaign to see who responded properly to spam and are now rolling out some brief training videos.

July 2022
Information Services Update
Diane Silva

Summer Reading Update –

Summer Reading concluded on July 31. We had 293 registrations for the Teen and Adult program and 120 finishers. Compared to 139 registrations and 53 finishers in 2021 and 37 finishers in 2020, these are great results. We know that the kick off really helps with registration numbers, but we were thrilled to see finisher numbers on the rise. Throughout the summer we gave away 8 weekly prizes of \$15 gift cards to local businesses. In early August we will draw 3 grand prize winners who will receive \$50 gift cards.

Staff Changes –

Connie Meade gave notice at the end of July. She found a full-time position in Franklin Park's Youth Services Department. We wish her the best in her future.

We are excited that Christine Lane will be joining the social media team as Connie's replacement.

Programming –

We are looking into our programming and identifying ways we can make it more robust. In the last few years, we have focused mostly on bringing in speakers and, while we are continuing to do that, we are also moving towards adding more in-house programming aimed at a variety of age groups. Come fall, we will be adding technology support drop in, CREATE collection crafting, an evening BYOB book discussion and more. These programs will be run by IS staff. Thanks to Jordan Bravo for taking on the CREATEspace.

Illinois Libraries Present - We renewed our participation contract with Illinois Libraries Present. Five programs (Sept – Jan) have already been announced with plans of more in the works. September will feature actress/author/activist Marlee Matlin, followed by National Book Award winner Jesmyn Ward, mortician Caitlin Doughty, baker Shauna Sever, and poet/essayist Ross Gay. While our numbers for these programs had varying levels of success, it is a great option to have particularly at a cost of \$200 for a half-year session. I am continuing in my position on the Data/Numbers team.

July programming was steady but, we're most encouraged that our regular meet-ups are seeing lots of increased interest. Knitting and Book Discussion meetings are looking more and more like pre-pandemic numbers. Genealogy meetings are way up over what we saw in 2019.

Bizarre History of Illinois – 20
Medicare – 12
Library of Things Open House - 16
Meditation (2 events) – 7

All in the Family: Genealogy Club – 9
Riverside Reads Book Club – 13
Knitting Club – 10
Spice Kits - 30

Patron Interactions –We had 644 patron interactions by phone, email or in person.

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

	Jul-22	Jul-21	YTD 2022	YTD 2021
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Reference Statistics

Questions Asked - Adult	644	679	4134	3223
Questions Asked - Youth Services	687	618	2930	3189

**Internet Usage - Adult
- CYS**

	220	172	1410	869
	127	104	635	104
Total Usage	347	276	2045	973

Holdings

Adult Titles Added	124	178	869	682
CYS Titles Added	74	76	577	433
Total Titles Added	198	254	1446	1115

Adult Titles Withdrawn	78	69	577	837
YS Titles Withdrawn	92	60	592	601
Total Titles Withdrawn	170	129	1169	1438

Total Holdings

63041 62920

Adult Programs

Number of Library Programs	10	10	95	56
Number of Community Programs	0	0	22	0
Library Program Attendance	133	126	853	709
Community Program Attendance	0	0	272	0
Total Adult Program Attendance	133	126	1125	709
Total Adult Take & Make Users	30	43	163	105

Youth Services

Kids Passive Programs	8	4	26	14
Kids Active Programs	45	13	158	75
Teens Passive Programs	0	1	11	3
Teens Active Programs	5	0	19	0
Number of Passive CYS Programs	8	5	37	17
Number of Active CYS Programs	50	13	177	75

Kids Passive Prog. Attendance	305	133	796	1182
Teens Passive Prog. Attendance	0	3	122	40
Kids Active Prog. Attendance	858	404	4728	3939
Teens Active Prog. Attendance	48	0	233	0
Total Passive Prog. Attendance	305	136	918	1222
Total Active Prog. Attendance	906	404	4961	3939

New Library Cards Issued

	71	59	300	151
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Library Attendance

	7295	5452	38770	16512
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Faxes sent by Patrons	19	12	106	74
Notary Service	10	16	120	53

Checkouts	5697	6423	32184	27591
Renewals	3770	3497	21308	17549
Checkins	6379	6855	37143	39930
Total Circulation	15846	16775	90635	85070

Interlibrary Loans

Loaned	1019	921	5315	5602
Borrowed	1120	1275	6658	8886

Reciprocal Borrowing

Loaned to Other Library Patrons	635	651	3395	2130
RPL Patrons Borrowing Elsewhere	834	1050	5641	4113

Digital Resources

Hoopla	412	346	2197	2158
Axis360	137	125	783	717
Digital Library of Illinois (MMM)	1066	840	5792	4839
Flipster Downloads and Views	29	24	431	611

Web Site

Total Hits	3880	3572	22889	552763
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Wireless Statistics

	871	1687	13158	15147
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Online Databases

Ancestry.com

Searches	241	200	2754	6329
Returns	301	210	2341	4112

Encyclopaedia Britannica

Sessions	6	6	97	16
Documents	0	0	99	14

Newsbank

Searches	2	54	23	74
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EBSCO Online Databases

Academic Search Premiere				
Searches	28	1	136	6
Requests	28	1	135	6
Auto Repair Source				
Searches	0	0	0	0
Results	0	0	0	0
Biography Reference Center				
Searches	3	1	8	8
Requests	3	1	8	5
Business Source Premier				
Searches	15	1	166	1
Results	15	1	166	1
Consumer Health Complete				
Searches	0	0	1	1
Results	0	0	0	1
Consumers Reports				
Sessions	3	9	33	65
Searches	31	231	466	1107
History Reference Center				
Searches	8	0	27	3
Results	8	0	27	3
Legal Information Ref. Center				
Searches	0	0	4	0
Results	0	0	4	0
Literary Reference Center				
Searches	19	5	92	6
Requests	19	5	92	6
Masterfile				
Searches	29	3	218	45
Requests	29	3	218	30
Middle Search Plus				
Search	2	0	2	1
Results	2	0	2	1
Newspaper Search Plus				
Search	0	0	73	7
Results	0	0	73	35
Novelist				
Searches	0	13	43	257
Requests	0	30	41	352
Points of View Ref. Center				
Searches	17	0	73	0
Results	17	0	73	0
Primary Search				
Searches	0	1	3	2
Results	0	0	0	17
Science Reference Center				
Searches	1	0	30	28
Results	1	0	28	0
Small Business Center				
Searches	1	NA	NA	NA
Results	1	NA	NA	NA

Additional Statistics

Newspaper Archives

Searches	21	NA	139	NA
Museum Passes Issued	24	NA	58	NA
Library of Things Equipment Kits	46	NA	119	NA
Create Collection Equipment	5	NA	38	NA
	4	NA	10	NA

Online Learning

Creative Bug Sessions	3	NA	7	NA
Total Viewed	4	NA	4	NA
Universal Class	1	NA	3	NA

LIBRARY DIRECTOR'S REPORT July 2022

Administrative

July brought the usual hot weather and Summer Reading crowds! The patron count has certainly increased over previous months.

Jane and I have spent a considerable amount of time this month preparing the preliminary budget reports to use in the 2023 Annual Budget/2022 Levy. Meeting and discussing past spending, and anticipating increases across the board, has enabled us to get a realistic look at what we have to work with. Department managers are reviewing their current budget numbers, and will be submitting their budget requests for next year soon. After we have a first draft, the Finance Committee will meet to discuss the budget numbers. Currently, unknown increases include health insurance, IMRF and liability insurance. We will have the first two by October, but the liability insurance is not given until November so we will have to estimate the increase based on projections.

We have identified a staff member who has great interest with the Maker Space – CREATE Space. Jordan Bravo, currently our IS/CYS librarian, has familiarized himself with the equipment, and met with Grayson Pacourek, as well. Jordan will be relinquishing his CYS duties to take on the CREATE Space management. The hours he worked in CYS will be filled with a new hire CYS Librarian. This person will be responsible for programming, as well as other basic functions of the CYS Department. We had identified the possible need for an additional staff member in the department several years ago and had built it into the budget, but had not hired from outside the Library. With the increase in patron use and hours open, we believe this to be a good time to find a person for the position. Nora will post a job ad for the new CYS position in early August, and we hope to have someone in place by the end of September or the beginning of October depending on the applicant pool. Jordan will transition out of the department once a new staff member is hired.

Our part-time social media/IS librarian, Connie Meade, submitted her resignation and worked her last day on Friday, July 29. Christine Lane will be assuming social media responsibilities. With her excellent organizational skills and writing ability, we are confident Christine will do a great job with this new responsibility. Henry Calamia will take on more responsibility creating ads and promotional pieces for programs and events.

Ongoing

Managers' meetings continued in July.

Advocacy

Friends met on July 19. Membership is slowly increasing. They are also planning to hold Harvest Bingo in October. It will be held in the Township Hall in order to spread out tables (and people) more. Because there are still COVID concerns, they thought the Township could provide more space for those at tables. While the atmosphere of the Library is half of the fun, the Township provides greater space between people, which will provide greater space between tables.

I attended the Chamber meeting on July 28. Chamber is still on life support, and its future unknown.

Our Farmers' Market booth continues to be popular with the youth. Who knew hiding stuffed fruits and vegetables would be appealing to both preteens and younger children!

Sarah Nielsen and I set up a table at Cruise Night on July 25. We handed out car stickers to those at the event. We plan on attending the August Cruise Night, as well.

Genealogy

The Genealogy club meeting on July 26 had nine people attend, which is a great turnout for a non-speaker meeting. We are slowly building up a genealogy following.

Building Maintenance

Routine lawn care took place this month.

Monthly elevator maintenance and bi-annual elevator inspection took place.

GT Mechanical was here for one call when an outage occurred. It was due to a faulty board.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 7/12/22
Re: Fall 2022 Hours

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

We would like to implement these hours effective September 6, 2022:

Monday -- Thursday 9 - 9
Friday 9 - 5
Saturday 9 - 3
Sunday 1 - 5

The change in hours reflects 66 hours of patron availability per week. The only difference between pre-Covid hours and our proposed changes are two hours on Saturday. Although the Library is not busy from 7 - 9 pm, we want to expand programming times and hopefully patrons will utilize the space. We will be watching the attendance numbers to determine if we should rethink "normal" hours. Many libraries have not returned to regular hours so we are happy we can do so.

JF:cl



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 8/3/2022
Re: Complaint Regarding Artist's Description of Jolliet and Marquette Painting

I received this email from a former resident expressing their concern over the interpretation of the large painting in the Great Room. They clearly explain their concern about the framed explanation the artist gave for the painting (photo of artist's wording is attached).

I replied to the email with thanks for expressing their concern to us, and stated that I would bring this issue to the Board at the August Board meeting, after which I will inform them of the Board's determination.

The explanation of the painting has been displayed for 92 years, and this is the first concern/complaint we have received. The decision to keep, or take down, the description is up to the Library Board, as is the need for reparations.

Sample text for a supplementary disclaimer plaque is included below if the Board decides to continue to display the artist's description:

1. The artwork "Pere Marquette and Louis Jolliet at Chicago Portage (near Riverside) September, 1673" by Edgar Spier Cameron (American, 1862-1944), and the accompanying artist's description, are presented here as originally created. The views of the artist do not necessarily represent the views of the Riverside Public Library, or its Board of Trustees.
2. The artwork "Pere Marquette and Louis Jolliet at Chicago Portage (near Riverside) September, 1673" by Edgar Spier Cameron (American, 1862-1944), and the accompanying artist's description, include some ethnic and racial prejudices that were commonplace in American society at the time of its creation. These prejudices were wrong then and are wrong today. The views of the artist do not represent the views of the Riverside Public Library, or its Board of Trustees. Rather than remove this content, they are presented here as originally created. We want to acknowledge its harmful impact, learn from it and spark conversation to create a more inclusive future together.

If you have any further questions or need me to research anything on this, please let me know so I can bring it to the August meeting.

[Print](#) | [Close Window](#)**Subject: Marquette and Jolliet painting description at the Library****From: Chandler Daily <chandlerfdaily@gmail.com>****Date: Wed, Jul 20, 2022 8:25 pm****To: janicefoley@riversidelibrary.org**

Dear Janice,

I grew up in Riverside in the 90s and 2000s, and recently took a detour on a trip to Chicago to visit important sites of my childhood- the Library being at the top of that list.

I was mortified by a sign that I read underneath the painting of Marquette and Jolliet in the main hall of the Library. Since I know that I spent time in that fireplace as a young person, I am sure that it wasn't my first time having read the description and I regret that as a child, it probably informed my understanding of the settling of the place I came from. As an adult, I find the sign wholly antagonistic to the values that I feel were imparted in me in part by the Library, to be a critical thinker and an engaged community member, and felt I had to voice my opposition.

It is so important to learn about the history of the places we live, and to describe historical moments such as the moment when some (presumed) Potawatomi people of the Illinois Confederation taught two foreigners who had arrived in their home about a shortcut on their route back north, through the Chicago Portage, sharing a resource which would lay the foundation for Chicago as metropolitan hub of the Midwest. But the florid, presumptuous and ahistorical description on display currently has no place in a public building whatsoever. I am descended from white settlers, and when I read the sign, several common racist tropes jumped out at me. First, an unquestioning celebration of Christian missionary conversion as an innate good and as "salvation" violates the religious tolerance that should be upheld in a place that is supposed to be for every Riversider. Second, there is an absence of specificity, accuracy and attention to detail afforded only to the Indigenous people depicted in the painting. Third, there is a tone of persistent infantilization in assuming the internal experiences of people who aren't named or cited, but are nonetheless described as "affectionate," "begging" and "savages" (which is in itself recognized as a racial slur) as if that were fact. Last, I would argue that the overall sense of hero worship and mythologizing of Marquette and Jolliet's travels through the region only serves to obscure and confuse history, not illuminate it. They are cast as the protagonists of any story that could be written about that moment, and convincing the reader that they were altruistic heroes seems more important to the writer than teaching clearly about the history or geography of this special place for all people.

I don't know what I think should be done beyond the easiest and fastest course of action, which would be to take the sign off the wall. I do know that the wrongs represented in it are incalculably larger than that sign itself. I wonder what would come from the Library taking some time to consider how you want to educate visitors about the Chicago Portage, its use since time immemorial as a hub for trade, its introduction to and subsequent theft by European settlers, and its relevance to Riverside today. I'm curious if this could represent an opportunity to rethink how the Indigenous people who lived in what is now called Riverside are reflected and represented today in Riverside's special gathering places, and if there is any restitution that could be done for the oversight of displaying a racist slur on the wall for who knows how long. I live in Minneapolis today, but I would be interested in continuing this conversation with you. I did find an organization called Chi Nations Youth Council which seems really impactful and which has the ability to receive donations on their website. <https://chinations.org>

I look forward to hearing from you soon.

All the best,
Chandler Daily

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Pere Marquette and Louis Jolliet at Chicago Portage (Near Riverside) September, 1673

When Pere Marquette with Louis Jolliet and their Indian followers came to the Chicago Portage near Riverside, on their return from their voyage of discovery of the Mississippi, he reached the climax of a great adventure.

The young man of twenty-three who had set out from St. Ignace in 1673 portaged from the Fox to the Wisconsin river and descended the Mississippi past the mouths of the Missouri and Ohio as far as Arkansas and returned by way of the Illinois river and had met with friendship and a measure of success at the Illinois town, was not of robust health or did he possess the physique of a man who might be expected to undertake a journey full of hazard and toil. It was his indomitable spirit and his zeal to carry salvation to hordes of savages that enabled him to carry on his great purpose.

Before leaving Wisconsin, friendly Indians had given him a token of peace and good will — a calumet adorned with white feathers, and with no other passport he ventured among several different tribes and was generally well received. But it was in Illinois that he met the people in whom he inspired so great an affection that they begged and received his promise to return to them, and sent an escort of young men of the tribe to accompany and show him the Portage which should bring him to the last stage of his arduous journey.

It is fitting that the happy day when this point was reached should be commemorated in this public building so near the spot where the first great exploration into this region reached a successful climax.

The border of this picture contains medallions in which are shown the royal arms of France, a cross and the bear, bison, elk and the wild goose, wild life which has disappeared from this region with the Indians. As a background for the medallions are strips of wampum in which are shown in Indian Symbolism the Thunder-bird, friendship, hunters, a squaw and various animals or birds used as tribal or family tokens.

Mr. Edgar S. Cameron of Chicago is the artist of the painting and Mr. George D. Conner that of the decorative map showing the portage and the surrounding territory. Both the painting and the map were made especially for the Library and are the gift of Mr. Robert Somerville, President of the Library Board.



