

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, February 13, 2024 in the Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm**
- II. Roll Call**
- III. Welcome Guests**
- IV. Public Comment**
- V. Approve Minutes of January 9, 2024—Action Item**
- VI. Review of Current Bills—Action Item**
- VII. Review of Financial Statements—Action Item**
- VIII. Committee Reports**
 - A. Finance—Jane Birmingham**
 - B. Building & Grounds—Ken Circo**
 - C. Policy & Bylaws—Dan Loucks**
 - D. Technology—Michael Hagins**
 - E. Communications and Marketing—Courtney Greve Hack**
 - F. Reading Between the Wines – Christine Long and Jane Birmingham**
- IX. Staff Reports—January**
 - A. Children & Youth Services Manager—Nora Durbin**
 - B. Patron Services & Computer Services Manager—Sharon Shroyer**
 - C. Information Services—Diane Silva**
 - D. Monthly Statistics**
- X. Director's Report—Janice Foley**
- XI. Unfinished Business**
- XII. New Business**
 - A. New Carpet Quotes —Action Item**
 - B. Painting Quote for Great Room—Action Item**
 - C. IPLAR 2024—Action Item**
 - D. 2023 Annual Report**
 - E. Proposed Change to Summer Hours – Action Item**
- XIII. Announcements**
- XIV. Correspondence & FYIs**
- XV. Executive Session**

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



**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
January 9, 2024**

Held Tuesday, January 9, 2024 in the Program Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

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

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

Absent: None

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

Guests: Xiao Schmeling, Ethan Schmeling and Charles Ip

Review of Minutes

Courtney Greve Hack moved, and Christine Long seconded, that the Board approve the minutes of the December 12, 2023 regular meeting.

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Jane Birmingham moved, and Courtney Greve Hack seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23610 through 23646, in the total amount of \$179,313.94, which includes payroll through December 22, 2023.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Jane Birmingham moved, and Dan Loucks seconded, that the Board approve the financial statements for December 31, 2023, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Building and Grounds

The SPOT renovation / construction project is essentially finished. We are waiting for a few minor fixes. We should be able to schedule meetings in the Community Room again starting in January.

Policy and Bylaws

Trustee Loucks asked on the status of the CSAGSI agreement. The Library Director shared that we have not yet received the agreement back from them.

Communications and Marketing

Trustee Greve Hack volunteered to draft a RBTW media advisory /press release and work with the Landmark to get a story in the newspaper next week.

Reading Between the Wines

Trustee Long and Birmingham reported on the planning to date for Reading Between the Wines. Peter Boutsikakis has provided the committee a list of all the wines and other beverages that will be featured at the event. The committee is now working on the food / catering menu. Although this is not a food event, we are planning to provide something small for folks to eat.

Trustee Greve Hack suggested tickets go on sale Wednesday, January 17, 2024. This will then correspond with the Landmark article.

The sponsorship letters will go out by the end of the week. We are sending the letter to all the businesses registered in the Village. This is a change from years past. We will be having raffle baskets again this year.

The Board agreed to be a sponsor again this year. The Trustees are to bring ideas to the next meeting for items to sponsor.

Staff Reports

The Board reviewed the staff reports from December.

All the various programming in CYS was recognized. The Board noted all the new technology and technology upgrades in the past 12 months. Online usage trends, Hoopla, Libby and Boundless, were discussed.

Diane Silva noted that the Sesquicentennial Commission is going well. There will definitely be opportunities for the Library to collaborate and partner with the Village and various local businesses.

Trustee Long asked for more information on the standing desk we purchased recently. One of our patrons was using oversized books he found on the shelves to create a platform for his computer. To minimize damage to the books, we purchased a standing desk. We are considering purchasing another one.

The Board noted the technology we added for language translation. Staff also noted that we can use the iPads to demonstrate digital library services.

Trustee DeFauw asked for more information on the ornaments we sold during the Holiday Stroll. 40 ornaments were sold during the Stroll plus those requested and sold to

the staff. We probably could have sold more during the Holiday Stroll. It was noted that there is an opportunity to make and sell Library-specific ornaments to commemorate our 95th anniversary, which occurs in 2025.

The Board positively commented on the increase in Library attendance last year - 84,252 in 2023 - up from 76,578 in 2022.

Director's Report

The Library Director asked the Board members if there was any other information they would like to see in the staff reports. The Board responded that they feel the current reports do a good job to letting the Board members understand what's going on here. They didn't suggest any changes.

The Library Live and Learn deadline was extended to February 15th. We are waiting for the cost breakdown from Darren, then we will submit the application.

We received the first new carpet quote in the amount of \$77,000. A second vendor was here today and will also provide a quote. The project can be broken-down into smaller phases by area if need be.

We are still in the process of getting the keyless locks. The Board noticed the many staff anniversaries. New this year, we will begin to acknowledge the anniversary of each employee's start date with a card and small treat.

New Business Fund Transfer

Courtney Greve Hack moved, and Jane Birmingham seconded, that the Board approve the transfer of \$30,000 from the Operating Fund to the Capital Improvement Fund, in accordance with the 2023 budget.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Correspondence and Announcements

The Board acknowledged that thank you letter from the family of JoAnne Kosey.

Adjournment

Upon motion by Dan Loucks, seconded by Nancy DeFauw, and passed unanimously, the meeting was adjourned at 8:18 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

JANUARY - 2024

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR JANUARY 2024 ACCOUNTS PAYABLE
AND JANUARY 2024 PAYROLL = \$148,997.37**

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 1/1/2024 Through 1/31/2024

Check Number	Check Date	Payee	Check Amount	Transaction Description
23647	1/10/2024	Alarm Detection Systems, Inc.	1,092.45	Quarterly charges- January-March
23648	1/10/2024	Blue Cross Blue Shield of Illinois	4,880.81	HMO medical- January 2024
23649	1/10/2024	Coverall North America, Inc	1,948.00	Cleaning services- January
23650	1/10/2024	Delta Dental of Illinois - Risk	76.55	HMO dental- January
23651	1/10/2024	Delta Dental of Illinois- Vision	19.59	HMO vision- January
	1/10/2024	Delta Dental of Illinois- Vision	13.06	PPO vision
23652	1/10/2024	Tom Kens	200.00	Grateful Veteran program
23653	1/10/2024	LACONI, Inc	150.00	Annual library membership
23654	1/10/2024	LibrariesFirst	100.00	Museum Adventure Pass
23655	1/10/2024	Libraries of Illinois Risk Agency	19,726.30	Property/casualty insurance
23656	1/10/2024	Madison National Life	32.19	Life insurance- January
23657	1/10/2024	NCPERS-IL IMRF	32.00	Term life- Forsyth & Silva
23658	1/10/2024	Riverside Chamber of Commerce	110.00	Membership 2024
23659	1/10/2024	Village of Riverside	60.00	Alarm permit
23660	1/10/2024	Risk Program Administrators	1,587.00	Workers Comp insurance
23661	1/10/2024	Trademark Electric	1,400.00	Repair/adjust outside lighting
23662	1/16/2024	D. Kersey Construction Co.	42,292.80	LL work through 12/29/2023
23663	1/16/2024	Klein, Thorpe & Jenkins, Ltd.	67.50	Legal regarding Paid Leave for All
23664	1/17/2024	Olga Cardamone	185.00	Van Gogh program
23665	1/17/2024	Illinois Library Association	225.00	Library membership 2024
23666	1/17/2024	Business Card	1,202.63	AP invoicesCredit card purchases- Foley
23667	1/17/2024	North Suburban Employee Benefit Coop	1,767.58	PPO medical- December
23668	1/17/2024	North Suburban Employee Benefit Coop	216.00	PPO dental- December
23669	1/17/2024	RAILS Library System	385.00	Swank movie license
23670	1/17/2024	Village of Riverside	300.00	Wireless alarm 1st quarter
23671	1/17/2024	Village of Riverside	85.00	RBTW liquor & special events permits
23672	1/17/2024	SWAN	6,339.50	Quarterly fees
23673	1/30/2024	Fox Valley Fire and Safety	315.00	Annual sprinkler system inspection
23674	1/30/2024	LIMRICC-UCGA	72.55	4th quarter 2024 UC expense
23675	1/30/2024	Village of Riverside	5,247.86	January 2024 IMRF
23676	1/30/2024	SWAN	9.92	Reciprocal borrowind/ILL
1463	1/5/2024	Administration	3,542.23	Group: 01; Pay Date: 1/5/2024
1464	1/5/2024	Information Services	5,967.38	Group: 02; Pay Date: 1/5/2024
1465	1/5/2024	Children & Youth Services	4,185.86	Group: 03; Pay Date: 1/5/2024
1466	1/5/2024	Patron Services	6,153.88	Group: 04; Pay Date: 1/5/2024
1467	1/19/2024	Administration	3,997.84	Group: 01; Pay Date: 1/19/2024
1468	1/19/2024	Information Services	6,174.73	Group: 02; Pay Date: 1/19/2024
1469	1/19/2024	Children & Youth Services	4,192.97	Group: 03; Pay Date: 1/19/2024
1470	1/19/2024	Patron Services	<u>6,445.21</u>	Group: 04; Pay Date: 1/19/2024
		Total checks & pay vouchers	130,799.39	
	1/5/2024	EFTPS- Employer portion	2,005.33	
	1/19/2024	EFTPS- Employer portion	2,099.66	
	1/29/2024	Electronic payment- Comcast	233.85	High speed internet
	1/31/2024	Electronic Payment- Comcast	465.11	Phone bill
	1/23/2024	Electronic payment- Leaf	<u>766.00</u>	Copier rental
		Report Total	<u>136,369.34</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 2/13/2024 Through 2/13/2024

Check Number	Check Date	Payee	Check Amount	Transaction Description
23677	2/13/2024	Amazon Capital Sevices	1,287.29	Amazon charges
23678	2/13/2024	Bullseye Cleaning Service, Inc.	3,042.50	Snoe removal x 12
23679	2/13/2024	Cintas Corporation LOC. 769	1,207.80	Restroom supplies/ mat service
23680	2/13/2024	Colley Elevator Co.	226.00	Elevator inspection
23681	2/13/2024	Future Electronic Systems	867.00	Camera improvements to Lower Level
23682	2/13/2024	Garvey's Office Products	49.90	Copy paper
23683	2/13/2024	Greg Hannah Plumbing	165.00	Replace filter cartridge
23684	2/13/2024	Ingram Library Services	2,252.69	various
23685	2/13/2024	Midwest Tape	854.89	Didital subscriptions
23686	2/13/2024	NICOR Gas	1,627.06	Gas bill
23687	2/13/2024	StudioGC	910.00	Maker Space services per contract
23688	2/13/2024	Unique Management Services, Inc.	<u>137.90</u>	December placements
Report Total			<u>12,628.03</u>	

Riverside Public Library

FINANCIAL REPORTS

For 1 Month Ending

January 31, 2024

UNAUDITED



**Riverside Public Library
Cash Balances
As of 1/31/2024**

	Balance, <u>1/31/2024</u>
Consolidated Operating Funds:	
First American- Checking	104,906.32
First American- Payroll	<u>22,307.97</u>
Total First American accounts	127,214.29
 Riverside Bank savings	 9,066.85
 Illinois Funds	
Tax/Reserve Fund	641,843.21
Capital Improvements Fund	74,485.50
Special Reserve Fund	10,792.09
Working Cash Fund	265,102.58
Library Bond Fund	<u>87,485.35</u>
Total Illinois Funds	1,079,708.73
 Total Operating Funds Cash Balances	 1,215,989.87
 Gift & Endowment Funds:	
Library Gift Fund	126,900.14
Batko Endowment Fund	6,291.82
Lower Level Renovation Fund	54,207.67
General Endowment Fund	10,556.25
Dardwin Fund	<u>17,207.16</u>
 Total Gift & Endowment Funds	 215,163.04
 Total Funds	 <u>1,431,152.91</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 1/31/2024

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	671,843.22
1st American-Checking Account	120,003.29
1st American-Payroll Account	268.20
Riverside Bank savings account	9,080.46
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	1,096,892.03
Due from Other Funds	44,517.63
Due from other groups	647.53
Staff Receivables	(54.05)
Fixed Assets	1,260,414.00
Amount Provided for Vacation	<u>23,590.00</u>
Total Assets	<u><u>3,184,909.51</u></u>
Liabilities	
Accounts Payable	12,628.03
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,085.05
IMRF Payable	(47.90)
Deferred Property Taxes	97,848.58
Accrued Payroll	18,548.84
Accrued Vacation Pay	23,590.00
Health Insurance Payable	(683.37)
Term Life Insurance Payable	(188.56)
Due to Other Funds	3,659.52
Due to Library Gift Fund	486.93
Due to Friends of the Library	115.95
Due to Historical Society	164.00
Due to Preservation Commission	3.00
Investment in Fixed Assets	<u>1,260,414.00</u>
Total Liabilities	<u><u>1,417,563.50</u></u>
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	1,437,713.45
Restricted for Audit	3,502.75
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	<u>256.63</u>
Total Beginning Fund Balances	1,439,671.62
Excess Revenues/(Expenditures)	<u>327,674.39</u>
Total Fund Balances	<u><u>1,767,346.01</u></u>
Total Liabilities & Fund Balances	<u><u>3,184,909.51</u></u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Year Actual-1 mo.ending 1/31/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2023 Property Tax revenue	0.00	0.00	<u>1,438,045.00</u>	<u>(1,438,045.00)</u>	(100.00)%
Total Property Taxes	0.00	0.00	1,438,045.00	(1,438,045.00)	(100.00)%
Inter Government Funds	1,258.12	1,258.12	25,000.00	(23,741.88)	(94.97)%
Interest	3,352.06	3,352.06	9,000.00	(5,647.94)	(62.75)%
Fees for Services	637.48	637.48	6,830.00	(6,192.52)	(90.67)%
Misc Revenue	19.70	19.70	200.00	(180.30)	(90.15)%
Total Revenues	<u>5,267.36</u>	<u>5,267.36</u>	<u>1,479,075.00</u>	<u>(1,473,807.64)</u>	<u>(99.64)%</u>
Total Revenue	<u>5,267.36</u>	<u>5,267.36</u>	<u>1,479,075.00</u>	<u>(1,473,807.64)</u>	<u>(99.64)%</u>
Expenditures					
Personnel Services	67,761.44	67,761.44	985,500.00	917,738.56	93.12%
Supplies	2,061.84	2,061.84	18,500.00	16,438.16	88.85%
Contractual Services	10,417.11	10,417.11	113,000.00	102,582.89	90.78%
Information Sources	3,527.33	3,527.33	37,000.00	33,472.67	90.47%
Electronic Resources	7,470.22	7,470.22	67,600.00	60,129.78	88.95%
Children/Youth Services	769.30	769.30	12,650.00	11,880.70	93.92%
Marketing/Public Relations	954.43	954.43	25,500.00	24,545.57	96.26%
Administration	25,532.77	25,532.77	196,100.00	170,567.23	86.98%
Technology	311.52	311.52	22,500.00	22,188.48	98.62%
Total Expenditures	<u>118,805.96</u>	<u>118,805.96</u>	<u>1,478,350.00</u>	<u>1,359,544.04</u>	<u>91.96%</u>
Miscellaneous Expenses					
Misc Expenses	9.92	9.92	0.00	(9.92)	0.00%
Total Miscellaneous Expenses	<u>9.92</u>	<u>9.92</u>	<u>0.00</u>	<u>(9.92)</u>	<u>0.00%</u>
Total Expenditures	<u>118,815.88</u>	<u>118,815.88</u>	<u>1,478,350.00</u>	<u>1,359,534.12</u>	<u>91.96%</u>
Excess Revenues(Expenditures)	<u>(113,548.52)</u>	<u>(113,548.52)</u>	<u>725.00</u>	<u>(114,273.52)</u>	

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Year Actual 1 mo. ending 1/31//2024	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2023 Property Tax revenue	0.00	0.00	1,438,045.00	(1,438,045.00)	(100.00)%
Total Property Taxes	<u>0.00</u>	<u>0.00</u>	<u>1,438,045.00</u>	<u>(1,438,045.00)</u>	<u>(100.00)%</u>
Inter Government Funds					
Per capita state grants	0.00	0.00	13,000.00	(13,000.00)	(100.00)%
Corporate Replacement Taxes	1,258.12	1,258.12	12,000.00	(10,741.88)	(89.52)%
Total Inter Government Funds	<u>1,258.12</u>	<u>1,258.12</u>	<u>25,000.00</u>	<u>(23,741.88)</u>	<u>(94.97)%</u>
Interest on Operating Funds					
Interest-Illinois Funds	3,323.24	3,323.24	9,000.00	(5,676.76)	(63.08)%
Interest- Riverside Bank	28.82	28.82	0.00	28.82	0.00%
Total Interest on Operating Funds	<u>3,352.06</u>	<u>3,352.06</u>	<u>9,000.00</u>	<u>(5,647.94)</u>	<u>(62.75)%</u>
Fees for Services					
Fines	108.15	108.15	500.00	(391.85)	(78.37)%
Fax Fees	3.50	3.50	250.00	(246.50)	(98.60)%
Printing Fees	203.92	203.92	1,500.00	(1,296.08)	(86.41)%
Book & Video Sales	200.00	200.00	4,000.00	(3,800.00)	(95.00)%
Adult Replacement Fees	21.91	21.91	75.00	(53.09)	(70.79)%
CYS Replacement Fees	0.00	0.00	100.00	(100.00)	(100.00)%
ILL Fees	25.00	25.00	40.00	(15.00)	(37.50)%
Lost Book Credit	0.00	0.00	50.00	(50.00)	(100.00)%
The SPOT revenue	0.00	0.00	215.00	(215.00)	(100.00)%
Meeting Room Charges	75.00	75.00	100.00	(25.00)	(25.00)%
Total Fees for Services	<u>637.48</u>	<u>637.48</u>	<u>6,830.00</u>	<u>(6,192.52)</u>	<u>(90.67)%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	1.00	1.00	200.00	(199.00)	(99.50)%
Donations	18.70	18.70	0.00	18.70	0.00%
Total Miscellaneous Revenue	<u>19.70</u>	<u>19.70</u>	<u>200.00</u>	<u>(180.30)</u>	<u>(90.15)%</u>
Total Revenues	<u>5,267.36</u>	<u>5,267.36</u>	<u>1,479,075.00</u>	<u>(1,473,807.64)</u>	<u>(99.64)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Year Actual- 1 mo. ending 1/31/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	56,210.67	56,210.67	815,000.00	758,789.33	93.10%
Health & Life Insurance	4,155.05	4,155.05	64,000.00	59,844.95	93.51%
Employer's Portion - IMRF	3,116.50	3,116.50	45,000.00	41,883.50	93.07%
Employer's Portion - FICA	4,104.99	4,104.99	60,000.00	55,895.01	93.16%
Unemployment Comp Expense	174.23	174.23	1,500.00	1,325.77	88.38%
Total Personnel Services	67,761.44	67,761.44	985,500.00	917,738.56	93.12%
Supplies					
Office Supplies	112.85	112.85	3,000.00	2,887.15	96.24%
Library Supplies	167.21	167.21	3,500.00	3,332.79	95.22%
CYS Supplies	30.68	30.68	0.00	(30.68)	0.00%
Building Maintenance Supplies	1,312.92	1,312.92	10,000.00	8,687.08	86.87%
Ink Cartridges	438.18	438.18	2,000.00	1,561.82	78.09%
Total Supplies	2,061.84	2,061.84	18,500.00	16,438.16	88.85%
Contractual Services					
Janitorial	1,948.00	1,948.00	30,000.00	28,052.00	93.51%
Water	0.00	0.00	4,000.00	4,000.00	100.00%
Gas	1,627.06	1,627.06	17,000.00	15,372.94	90.43%
Building Maintenance	4,082.60	4,082.60	30,000.00	25,917.40	86.39%
Small Equipment Maintenance	0.00	0.00	1,000.00	1,000.00	100.00%
Equipment Maintenance	1,993.45	1,993.45	12,000.00	10,006.55	83.39%
Furnishings & Equipment	0.00	0.00	8,000.00	8,000.00	100.00%
Copier Rental & Maintenance	766.00	766.00	11,000.00	10,234.00	93.04%
Total Contractual Services	10,417.11	10,417.11	113,000.00	102,582.89	90.78%
Electronic Resources					
On-line Data Bases	854.89	854.89	30,000.00	29,145.11	97.15%
SWAN Computer	6,339.50	6,339.50	30,000.00	23,660.50	78.87%
Internet Expense	233.85	233.85	3,100.00	2,866.15	92.46%
Patron Subscription services	41.98	41.98	4,500.00	4,458.02	99.07%
Total Electronic Resources	7,470.22	7,470.22	67,600.00	60,129.78	88.95%
Information Services					
Books	1,122.16	1,122.16	20,500.00	19,377.84	94.53%
Standing Order Books	234.49	234.49	4,000.00	3,765.51	94.14%
Periodicals	1,415.42	1,415.42	7,000.00	5,584.58	79.78%
Videos	149.36	149.36	4,000.00	3,850.64	96.27%
Audio Books	0.00	0.00	500.00	500.00	100.00%
Library of Things expenses	539.89	539.89	500.00	(39.89)	(7.98)%
The SPOT expenses	66.01	66.01	500.00	433.99	86.80%
Total Information Services	3,527.33	3,527.33	37,000.00	33,472.67	90.47%
Children/Youth Services					
CYS Juvenile Books	329.03	329.03	5,000.00	4,670.97	93.42%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Reference Books	0.00	0.00	500.00	500.00	100.00%
CYS Video Games	0.00	0.00	300.00	300.00	100.00%
CYS Young Adult	266.96	266.96	2,000.00	1,733.04	86.65%
CYS Easy Books	173.31	173.31	3,000.00	2,826.69	94.22%
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	0.00	700.00	700.00	100.00%
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%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Year Actual- 1 mo.ending 1/31/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS STEAM	0.00	0.00	400.00	400.00	100.00%
Total Children/Youth Services	<u>769.30</u>	<u>769.30</u>	<u>12,650.00</u>	<u>11,880.70</u>	<u>93.92%</u>
Marketing/Public Relations					
CYS Programming	51.49	51.49	1,500.00	1,448.51	96.57%
Adult Programming	417.94	417.94	6,000.00	5,582.06	93.03%
Library Programs	485.00	485.00	1,000.00	515.00	51.50%
Advertising Expenses	0.00	0.00	1,000.00	1,000.00	100.00%
Newsletter Expense	0.00	0.00	16,000.00	16,000.00	100.00%
Total Marketing/Public Relations	<u>954.43</u>	<u>954.43</u>	<u>25,500.00</u>	<u>24,545.57</u>	<u>96.26%</u>
Administration					
Shipping Charges	36.75	36.75	600.00	563.25	93.88%
Legal Services	0.00	0.00	5,000.00	5,000.00	100.00%
Credit Bureau	122.90	122.90	600.00	477.10	79.52%
Telephone	465.11	465.11	7,000.00	6,534.89	93.36%
Postage	30.71	30.71	700.00	669.29	95.61%
Treasurer's Bond	0.00	0.00	500.00	500.00	100.00%
Liability Insurance	23,818.30	23,818.30	29,000.00	5,181.70	17.87%
Audit Fees	0.00	0.00	4,200.00	4,200.00	100.00%
Travel	0.00	0.00	200.00	200.00	100.00%
Seminars,Conferences,Meetings	0.00	0.00	500.00	500.00	100.00%
Membership Dues	515.00	515.00	750.00	235.00	31.33%
Accounting Expenses	0.00	0.00	3,000.00	3,000.00	100.00%
Staff Development	100.00	100.00	4,000.00	3,900.00	97.50%
Bond repayment	0.00	0.00	119,900.00	119,900.00	100.00%
Credit Card/Bank Fees	63.84	63.84	900.00	836.16	92.91%
Miscellaneous Expense	302.41	302.41	8,000.00	7,697.59	96.22%
Board Expense	77.75	77.75	1,250.00	1,172.25	93.78%
Capital Expense	0.00	0.00	10,000.00	10,000.00	100.00%
Total Administration	<u>25,532.77</u>	<u>25,532.77</u>	<u>196,100.00</u>	<u>170,567.23</u>	<u>86.98%</u>
Technology					
Technology Supplies	81.53	81.53	1,000.00	918.47	91.85%
Computer Consultant	0.00	0.00	2,000.00	2,000.00	100.00%
Network Maintenance	0.00	0.00	2,000.00	2,000.00	100.00%
Computer Hardware & Equipment	0.00	0.00	6,000.00	6,000.00	100.00%
E-Library Subscription Svs	229.99	229.99	9,500.00	9,270.01	97.58%
Computer Software	0.00	0.00	2,000.00	2,000.00	100.00%
Total Technology	<u>311.52</u>	<u>311.52</u>	<u>22,500.00</u>	<u>22,188.48</u>	<u>98.62%</u>
Total Operating Expense	<u>111,335.74</u>	<u>111,335.74</u>	<u>1,410,750.00</u>	<u>1,299,414.26</u>	<u>92.11%</u>
Miscellaneous Expenses					
Lost ILL Expense	9.92	9.92	0.00	(9.92)	0.00%
Total Miscellaneous Expenses	<u>9.92</u>	<u>9.92</u>	<u>0.00</u>	<u>(9.92)</u>	<u>0.00%</u>
Total Budgeted Expenses	<u>118,815.88</u>	<u>118,815.88</u>	<u>1,478,350.00</u>	<u>1,359,534.12</u>	<u>91.96%</u>

**Riverside Public Library
List of RBTW Sponsors, 2024
As of February 8, 2024**

Received:

1 Adelsbach Insurance Agency	200.00	Chocolate table
2 Ivins Funeral Home	100.00	
3 Kersey Construction Co.	100.00	
4 Riverside Friends of the Library	1,250.00	
5 Joseph M. Dvorak	250.00	Mediterranean & Mezze
6 Gaslight Realty	500.00	Wine glasses
7 Chew Chew/ Sawmilly	100.00	
8 Sheila Gentile	250.00	
9 Proven Business Systems	500.00	
10 Wright Services Corp	150.00	
11 Rory Dominick & Partners (PayPal)	<u>250.00</u>	Sparkling & Sushi
Total received	3,650.00	

Promised:

12 Patrick Leone	200.00	Raffle basket
13 Holton Bros.	250.00	Sweets table
14 Studio GC	<u>750.00</u>	
Total promised	1,200.00	

Total sponsors 4,850.00

We kicked off a new year in CYS with Winter Break programs, including one of our favorites, library mini-golf! We had some program adjustments due to Library closures, and our storytimes were very popular this month.

Highlights

School Outreach—Anne continued visiting District 96 Early Learners classes; each month she drops off a set of board books for the classes to enjoy. Francesca continued storytime visits to the Riverside Presbyterian Church Preschool. Check out pictures from the storytimes on RPC Preschool’s Facebook account.

STEAM Programs—Riverside resident, Carlyn Sherman, donated twenty Kiwi Crates and similar kits to the CYS department. Since these kits are consumable and can’t be circulated, we had a Family STEAM Kit day over winter break. Families could sign up and complete a kit at the Library or take it home. People were really excited about this program. Thank you to Carlyn Sherman for the generous donation.

Nikki also lead STEAM Explorers this month. Kids designed a town and used a micro-grid to illuminate their buildings.

Storytimes—Anne and Bridget presented Mini-Movers and Mini Storytimes, Mandi continued presenting Friday Storytimes and Bridget presented the Saturday storytime this month. We had some big numbers at our storytimes this month, which was awesome!

We had a new guest storytime presenter this month. Coach Tony of Ninja Squad in North Riverside, came by the Library and offered to lead Ninja Storytimes at the Library. His first one was postponed due to the weather closure. Thankfully, he was available the following week and he and a co-worker read a story from our collection, and then lead the children through a ninja course. It was interactive and fun for our patrons. Thank you, Coach Tony!

We also had our Stuffed Animal Storytime this month. It was also postponed due to weather. Two weeks later, kids came to the Library with their stuffed friends on a Friday afternoon. Then I read the kids and their stuffed animals some stories. We tucked in their stuffed animals and overnight, the animals had adventures while being watched over by Popcorn, our desk dog. Thank you to Nikki for helping me capture photos of the fun, and for putting together a slide show to present to the kids when they picked up their stuffed friends on Saturday morning.

CHILDREN & YOUTH SERVICES STATISTICS – December 2024	
Reference questions asked	<u>171</u>
Informational questions asked	<u>218</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
1/2/2024	Legopalooza	3	15		12	
1/2/2024	Family STEAM: Kiwi Crates					20
1/4/2024	New Parents Group	2			2	
1/4-1/7	Library Mini Golf					82

CHILDREN & YOUTH SERVICES – January 2024 – Nora Durbin

1/5/2024	Snowball Storytime	25	5		18	
1/6/2024	First Saturday Storytime	8			5	
1/8/2024	D96 Early Learners Storytime 1	4			5	
1/8/2024	D96 Early Learners Storytime 2	8			5	
1/8/2024	D96 Early Learners Storytime 3	22			5	
1/8/2024	D96 Early Learners Storytime 4	26			5	
1/10/2024	Storytime at RPC 1	9			1	
1/10/2024	Storytime at RPC 2	10			1	
1/10/2024	Storytime at RPC 3	11			2	
1/10/2024	RB Transitions Book Club			6	2	
1/13/2024	Take Home Craft					12
1/16-1/17	Drop In Art Project	5	3			
1/17/2024	RB Transitions Book Club			6	2	
1/18/2024	New Parents Group	1			2	
1/18/2024	Pokemon Meet Up		2		1	
1/19/2024	Ninja Storytime		6		4	
1/20/2024	Legopalooza		2		2	
1/22/2024	Mini Movers Storytime	7			7	
1/23/2024	Mini Storytime	5			3	
1/23/2024	Little Hands Playtime	5			3	
1/24/2024	Storytime at RPC 1	9			1	
1/24/2024	Storytime at RPC 2	10			1	
1/24/2024	Storytime at RPC 3	11			2	
1/24/2024	RB Transitions Book Club			6	2	
1/24/2024	STEAM Explorers		8		7	
1/26/2024	All Ages Storytime	5			5	
1/26/2024	Stuffed Animal Storytime	2	6		7	
1/27/2024	Stuffed Animal Pick Up Breakfast	2	6		7	
1/27/2024	Family Playtime	7	3		9	
1/29/2024	Mini Movers Storytime	23			22	
1/30/2024	Mini Storytime	8			7	
1/30/2024	Little Hands Playtime	9			8	
1/31/2024	RB Transitions Book Club			6	2	
1/2-1/31	Blue Board Question					72
Phone Charger Checkout				11 teens		
Board Game Usage				52 games		
Nintendo Switch Usage				12 teens		
After School		15 days	387 kids and teens			
Interactions with non-English speakers				2 patrons		

Patron and Computer Services

January 2024

Sharon Shroyer

Patron Services

We have the new NCOA (National Change of Address list) from SWAN and will be doing our annual house cleaning of updating patrons who have moved within Riverside; those who have moved nearby but are no longer our patrons; and those who have moved farther afield to exotic places like Lone Tree, CO and Bettendorf, IA.

I did keep an eye on Hoopla use for the month of January. There were 16 days where our budget was exhausted before 4 pm. On 12 of those 16 days, our daily budget was reached before noon; on 5 days before 9 am. We used all but \$0.11 of our monthly budget. The most borrowed book by our patrons was Harry Potter and the Order of the Phoenix, which was borrowed 4 times in January. In fact, 3 Harry Potter titles were in our top 10 for the month.

Computer Services

The microform machine was installed on the third genealogy computer instead of on a separate computer designated for that alone. This saves space in the area so that it does not seem overcrowded. Since the printer is also a scanner, we have eliminated the stand alone scanner there too.

The computer used for cataloging and serials, gave up the ghost in January. It was going to be replaced in February, with a newer machine that was no longer needed in the adult OPAC area, but it decided to accelerate the timeline. Gabe used another PC for cataloging and I had the other unit setup by the end of the day.

I was able to successfully troubleshoot the installation of the new copier to those with newer computers; Diane S., Henry, and myself. Anyone who was hooked up to the old copier, had no issues. It was just us. I did the exact opposite of what was always done before, and voila! It worked.

The new materials for our Library of Things were processed in January and the shelves in back of Patron Services were re-arranged to fit everything just a bit better and to get some of the larger items like the pickle ball and croquet sets off the floor, so that we are safer in the department.

We have received three quotes for solutions to the Great Room AV problem. While all are expensive, I do feel one solution is more in line for what we are looking for. I am looking carefully at all of them to make sure we have a good idea of the scope of the project going forward.

I also have two quotes for new self-checkout solutions. One from Meescan and one from Envisionware. I am looking for one more option so that we have a wide selection to choose from going forward.

Since I am once again, blissfully, back to driving a car and walking, I took the old genealogy computers, two small screens, and the dead cataloging computer and gutted them for recycling. Once you get rid of the plastic and metal components that can go in the regular trash, you just have a few lovely portable bags with some wires, batteries and a motherboard or two. It makes recycling much easier.

We had two interactions with non-English speaking patrons at the PS desk in January.

January 2024 Information Services Update

Diane Silva

New LOT items –

Thanks to a generous donation, we were able to replace our very popular (and unreturned) metal detector AND add some new items to the Library of Things. Patrons can now borrow a trail camera, photography light box, paper shredder, and a light therapy kit to battle seasonal affective disorder.

Collection Management –

With Gabe fully added to the IS team, he has some added responsibilities. The first is taking on the DVD collection. He is in the midst of a large weeding project as the shelves are currently jam-packed. He is also now responsible for ordering new items for the collection and researching what our patrons checkout most to help guide his selections.

The Spot –

In 2024, we are offering new opportunities for people to learn and try out The Spot. Jordan has added a Spot Tech Help session monthly allowing patrons to drop in with questions. Additionally Jordan and Nikki planned and executed our first drop-in crafting session. In January, patrons could make a 20-minute appointment to design and carve a cutting board on the Glowforge. It was a wonderful way to introduce both design software and the equipment to a wide-variety of users. All attendees had minimal to no experience with digital design and the project was a peek at how easy it is to make something special. We will be offering at least one drop-in project quarterly.

Jordan and Nikki also ran a Teen Camp using the Cricut to create a personalized tote bag. The attendees were really enthusiastic and came away with lots of new skills and cool bags.

Legal Documentation – In response to IL Public Act 103-0343 requiring all paid individuals to be entered into IDES as employees, Brent and Lisa have been following up with all 2024 programmers to make sure we have a W-9 in place. Most have already been received allowing Jane to complete necessary filings.

Programming –

Programming in January often switches to a virtual platform to accommodate weather. While numbers for ILP virtual author talks are strong, this month our virtual programs had lower attendance that we anticipated. It's unclear if this was program related or part of patron's moving away from desiring virtual options. We will keep an eye on the numbers as the year progresses.

The SPOT Appointments/projects – 3
Speculating our AI Future – ILP – 12
The Spot Teen Camp - 4
The Spot Drop In Cutting Boards - 11
Craft Inspirations Jars – 10
Lyric Opera - 24
Drop in Tech Help (2 sessions) – 2
Virtual Yoga (4 sessions) – 10
A Grateful Veteran (Zoom) – 4
Vincent Van Gogh (Zoom) – 10

Dolphin and Human Hearing - 16
Asahi (3 sessions) – 17
Meditation (2 session) – 6
Genealogy Club – 5
Intro to the Digital Library - 3

Passive

Spice Kits – 52
Seed Packets Take/Leave –8
Various Passive – 50
Board Game Borrowing - 6

Patron Interactions – We had 707 patron interactions this month. One use of the translation podium, 4 interactions with ESL patrons.

Riverside Public Library
Miscellaneous Statistics - January 2024

	Jan-24	Jan-23	YTD 2024	YTD 2023
Reference Statistics				
Questions Asked - Adult	707	903	707	903
Questions Asked - Youth Services	389	534	389	534

Internet Usage - Adult	247	293	247	293
- CY5	121	134	121	134
Total Usage	368	427	368	427

Holdings				
Adult Titles Added	107	128	107	128
CYS Titles Added	96	94	96	94
Total Titles Added	203	222	203	222
Adult Titles Withdrawn	73	73	73	73
YS Titles Withdrawn	0	55	0	55
Total Titles Withdrawn	73	128	73	128

Total Holdings			63293	63446
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Library Programs - Active				
Children 0-5	23	21	23	21
Children 6-11	5	9	5	9
YA 12-18	3	2	3	2
Adults 19+	26	11	26	11
General Interest (Mixed)	5	2	5	2
Totals	62	45	62	45

Library Programs - Active Attendance				
Children 0-5	237	230	237	230
Children 6-11	56	97	56	97
YA 12-18	21	6	21	6
Adults 19+	364	332	364	332
General Interest (Mixed)	192	102	192	102
Totals	870	767	870	767

Library Programs - Passive				
Children 0-5	2	0	2	0
Children 6-11	0	2	0	2
YA 12-18	0	0	0	0
Adults 19+	2	1	2	1
General Interest (Mixed)	4	2	4	2
Totals	8	5	8	5

Library Programs - Passive Attendance				
Children 0-5	23	0	23	0
Children 6-11	0	56	0	56
YA 12-18	0	0	0	0
Adults 19+	60	52	60	52
General Interest (Mixed)	172	102	172	102
Totals	255	210	255	210

Community Programs Attendance	16	8	16	8
	151	78	151	78

	Jan-24	Jan-23	YTD 2024	YTD 2023
New Library Cards Issued	54	46	54	46
Library Attendance	6654	6718	6654	6718
Notary Service	16	11	16	11
Checkouts	5039	5502	5039	5503
Renewals	3417	3538	3417	3538
Checkins	5704	5956	5704	5956
Total Circulation	14160	14996	14160	14997
Interlibrary Loans				
Loaned	1000	1283	1000	1283
Borrowed	1285	1094	1285	1094
Reciprocal Borrowing				
Loaned to Other Library Patrons	582	520	582	520
RPL Patrons Borrowing Elsewhere	1547	1100	1547	1100
Digital Resources				
Hoopla	386	394	386	394
Boundless (Axis360)	113	142	113	142
Libby (Digital Library of Illinois)	1566	1227	1566	1227
Flipster Downloads and Views	15	52	15	52
Web Site Total Hits	787	4818	787	4818
Wireless Statistics	5080	944	5080	944
Online Databases				
Ancestry.com				
Searches	232	781	232	781
Returns	163	2988	163	2988
Encyclopaedia Britannica				
Sessions	52	45	52	45
Newsbank				
Searches	4	31	4	31
Consumers Reports				
Sessions	2	5	2	5
Searches	27	103	27	103

	Jan-24	Jan-23	YTD 2024	YTD 2023
EBSCO Online Databases				
Academic Search Premiere Searches	0	46	0	46
Auto Repair Source Searches	0	0	0	0
Biography Reference Center Searches	0	1	0	1
Business Source Premier Searches	3	16	3	16
Consumer Health Complete Searches	1	1	1	1
History Reference Center Searches	0	7	0	7
Legal Information Ref. Center Searches	0	0	0	0
Literary Reference Center Searches	5	76	5	76
Masterfile Searches	15	52	15	52
Middle Search Plus Search	0	2	0	2
Newspaper Search Plus Search	0	30	0	30
Novelist Searches	1	4	1	4
Points of View Ref. Center Searches	0	75	0	75
Primary Search Searches	1	1	1	1
Science Reference Center Searches	0	4	0	4
Small Business Center Searches	0	2	0	2
Additional Statistics				
Newspaper Archives Searches	16	27	16	27
Museum Passes Issued	3	9	3	9
Library of Things Equipment	34	75	34	75
Kits	11	31	11	31
Spot Collection Use	18	4	18	4

**Library Director's Report
January 2024
Janice Foley**

Administration

As is required at the beginning of each year, the Library's Certification was completed. This entails confirming our participation in a State Library Consortium, which in our case is RAILS. Another mandatory beginning of the year document is the Illinois Public Library Annual Report (fondly called IPLAR). IPLAR must be filed by each public library within 60 days of the budget year ending. Every year the data is compiled by the State and is available for anyone to see.

We closed due to the weather on Friday, January 12. Due to a HVAC heating problem, we closed early on Sunday, January 14 and were closed all day on Monday, January 15. GT Mechanical came out on Monday, January 15, and determined that a part on one of the units had burnt out and needed to be replaced. They also reset the morning start time to compensate for the intense cold. They will re-adjust the timing when the seasons change. We were able to reopen on Tuesday, January 16.

The Staff Holiday Party was held on January 19 at Village Pub. Everyone had an enjoyable time. Twenty of our twenty-six employees were present! A big thank you to Jane Wilhelm and Lisa Garay for being in charge of selecting the venue, deciding on the menu and picking very tasty desserts to go with the meal.

Reading Between the Wines

Reading Between the Wines (RBTW) ticket sales began on January 17 and by January 23 we had sold out! We sold 252 Wine tasting tickets, 29 Sparkling and Sushi and 26 Mediterranean Mezze tickets. Sponsorship letters were mailed in early January and we have had a good response. The RBTW Committee has been working hard and met several times during the month. Trustees Birmingham and Long will update the Board about RBTW at the February meeting. The Special Events Permit application was submitted to the Village. Once I receive the approval and Village Liquor Permit, I will apply for the Liquor License from the State.

Advocacy

The Chamber Board meeting was held January 17 followed by the Chamber Holiday Party at LaBarra. The monthly meeting was held on January 30. At this meeting, I began a one-year term as Secretary for the Chamber.

The Friends met virtually on January 16. At their meeting they approved sponsoring RBTW at a level of \$1,125. They also announced that their 2024 Membership Drive would begin in February.

Ongoing

The managers met in January.

The Genealogy Club met on January 23. Five people attended. We have good news. Beverly, one of the Genealogy Volunteers, will be returning to volunteer after a 5 month leave. She will be coming in every Saturday from 9 -11 am and 1 -3 pm. Her Tuesday volunteer days were always well attended and she has been missed. We will now have the Saturday hours and the Thursday 10 -2 pm hours provided by our other Genealogy Volunteer, Dawn.

Buildings and Grounds

The 2024 Library Construction Grant was submitted on January 31. The grant would cover half of the remodeling costs needed in the Patron Services Department, if funded. The finger crossing waiting period has begun. We will know by April if we are chosen.

Several carpet companies were contacted to give estimates for new carpeting for the Main floor. I requested area breakdowns since the RBTW fundraising efforts are being used to re-carpet the Great Room. The breakdown will also help us to spread out the project since some areas are not as worn as others.

I have also received a quote for the painting of the Great Room. We were waiting until the masonry work repaired the leaking area. The quote is in the packet for your perusal.

A security camera has been installed in the Study Room and one will also be installed in the SPOT to help us with our security in these areas.

Bullseye was need for several snow removals during the month.

Routine elevator inspection occurred.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 2/05/2024
Re: New Carpeting Quotes

Attached please find quotes from two carpet companies. I feel fortunate that we were able to get two to come out and give us a quote. Because the Reading Between the Wines is a fund raiser for the Great Room carpeting project, I had the upper level carpeting project broken into three different projects with their associated costs. I have carpet samples to choose from after a decision is made on the project. There are three different levels of carpeting quality, which explains the three costs in each section. The Great Room project should be able to be covered by the money raised at RBTW.

Cork was suggested as an alternative to carpet. However, both sales people said that although they offer this product, they would not recommend it for a library. Yearly upkeep, resealing and furniture weight would be a concern.

Standard Proposal

JOHNSON FLOOR COMPANY, INC.

9690 W. 55th Street • Countryside, IL 60525 • 708-354-5510 • Fax 708-354-9205
Janice Foley, Director
Riverside Public Library
1 Burling Rd.
Riverside, IL 60546

Date: January 29, 2024
Project: Riverside Public Library
Carpet Replacement
Location: Riverside, IL

Please See Price Breakdown Below

We agree to supply labor and materials to install new J+J Flooring Carpet tile for the Riverside Public Library. This project is for the replacement of existing carpet / carpet tile on the main level of the library. We have broken down pricing into the following areas:

- 1.) Price 1: Great Room + Friend of Library area + Movie and Audio
- 2.) Price 2: Adult Non-Fiction + Adult Mysteries Section
- 3.) Price 3: Staff Areas + Patron Services Areas
- 4.) Price 4: Walk Off Carpet Tile (Accessible Entrance + Employee Entrance)

This past week, we submitted several different styles of carpet from a single manufacturer, J+J Flooring Group. Out of the sample carpet styles submitted we have further broken down the pricing into the following as lower-cost, mid-cost, and high-cost options. The following carpet styles have been used for the various pricing options:

- | | |
|-----------------------------------|--------------------------------------|
| 1.) Economical / Low Cost Option: | J+J Flooring Group, <i>Intrinsic</i> |
| 2.) Mid-Level Cost Option: | J+J Flooring Group, <i>Elemental</i> |
| 3.) Highest-Cost Option: | J+J Flooring Group, <i>Craftwork</i> |

For Price 4, the walk off carpet price, we have used J+J Flooring, *Catwalk II* for pricing purposes.

The following operations have been priced into the different price options:

- 1.) Plastic protection of existing stacks / Dust Control
- 2.) Minor Furniture Moving (Chairs, tables, etc.)
- 3.) Demolition of existing carpet
- 4.) Floor Preparation
- 5.) Installation of new carpet tile

The prices below are subject to the following clarifications and exclusions:

- 1.) We exclude any overtime work.
- 2.) We exclude any moisture mitigation work.
- 3.) We exclude the removal / complete grinding of existing adhesives. Standard sanding and scraping + skim coat underlayment should be sufficient to achieve a smooth substrate for new adhesive.
- 4.) Floor Preparation has been figured for One (1) skim coat with cementitious patch (ex. Ardex Feather Finish).
- 5.) We exclude any resilient and/or wood millwork base. This includes the removal and reinstallation of any wood trim.

NOTE: Payment in full is expected upon satisfactory completion of the work described above unless prior written arrangements have been made.

FOR TERMS AND CONDITIONS, PLEASE SEE REVERSE SIDE

- 6.) Dust control will be achieved with vacuuming, Negative air heap machines, and plastic placement.
- 7.) All existing bookshelves will be covered with a minimum 2 mil plastic sheeting to protect shelves and books.
- 8.) All existing bookshelves will remain in place for the duration of the project.
- 9.) Carpet has not been figured for material purposes under the stacks. If owner would elect to obtain extra carpet for if shelves are moved, that would be an extra cost for material.
- 10.) We have given a separate cost for providing a dumpster for disposal of existing carpet.
- 11.) We exclude any disconnecting or moving of electronic devices.

PRICING

Price 1: Great Room + Friends of Library + Movie / Audio Room

For New J+J Flooring, <i>Intrinsic</i> + Floor Preparation.....	\$ 11,379.00
For Demolition of Existing Carpet.....	\$ 4,536.00
For Minor Furniture Moving.....	\$ 350.00
For Plastic Protection + Dust Control.....	<u>\$ 300.00</u>
Total for Price 1 with J+J Flooring, <i>Intrinsic</i>	\$ 16,565.00

For Mid-Level Cost Carpet: Price 1 with J+J Flooring, *Elemental* **Add \$ 1,439.00**

For High-Level Cost Carpet: Price 1 with J+J Flooring, *Craftwork* **Add\$ 4,951.00**

Price 2: Adult Non-Fiction + Adult Mysteries

For New J+J Flooring, <i>Intrinsic</i> + Floor Preparation.....	\$ 15,491.00
For Demolition of Existing Carpet.....	\$ 6,208.00
For Minor Furniture Moving.....	\$ 826.00
For Plastic Protection + Dust Control.....	<u>\$ 911.00</u>
Total for Price 1 with J+J Flooring, <i>Intrinsic</i>	\$ 23,436.00

For Mid-Level Cost Carpet: Price 1 with J+J Flooring, *Elemental* **Add \$ 2,007.00**

For High-Level Cost Carpet: Price 1 with J+J Flooring, *Craftwork* **Add\$ 6,902.00**

Price 3: Staff Areas + Patron Services Areas

For New J+J Flooring, <i>Intrinsic</i> + Floor Preparation.....	\$ 4,148.00
For Demolition of Existing Carpet.....	\$ 1,429.00
For Minor Furniture Moving.....	\$ 1,250.00
For Plastic Protection + Dust Control.....	<u>\$ 300.00</u>
Total for Price 1 with J+J Flooring, <i>Intrinsic</i>	\$ 7,127.00

For Mid-Level Cost Carpet: Price 1 with J+J Flooring, *Elemental* **Add \$ 2,007.00**

For High-Level Cost Carpet: Price 1 with J+J Flooring, *Craftwork* **Add\$ 6,902.00**

Price 4: Walk Off Tile for Accessible Entrance + Staff Entrance.....\$ 4,525.00

For Dumpster for Demolished existing Carpet.....\$ 2,000.00

If the prices above are agreeable, please provide a purchase order for the work.

Thank you.

Phil Johnson
Vice President



Proposal Budget with Interface Carpet Tile Options

Project:	Riverside Public Library - Main Area Flooring	Addenda:	-
From:	Juan Galindo, Project Executive	Drawing Date:	-
Date:	Wednesday, January 31, 2024		

Tax Exempt
 Interface Carpet, Style: Dot 2 Dot

Furnish & Install...

- A. Demo Demo Existing Broadloom Carpet
Demo Existing Rubber Wall Base
- B. Dumpster Commercial Grade Dumpster, Includes Delivery & Haul Away
- C. Floor Prep Sand, Scrape and Sweep Existing Adhesive Residue
Double Skim Coat up to 1/8" Cap
- D. Moving Furniture Moving as Necessary
- E. CPT-01 Commercial Grade Walk Off Carpet Tile
CPT-02 Commercial Grade Carpet Tile
- F. WB-01 Johnsonite/Roppe Rubber Cove Base, Color TBD, Size: 6"h x 1/8"
- G. Transitions Vinyl Transitions Where Needed
Rubber Stair Nosing

Interface Carpet, Style: Dot 2 Dot	Patron Services: \$	11,425.00
	Great Room, Movie & Audio: \$	26,641.00
	Internet, Adult Services & Adult Fiction: \$	32,250.00

Notes:

*Installation Price Includes; Sanding the Floor, Patching Saw Cuts & Control Joints Unless Noted Otherwise
 Not Responsible for Adverse conditions that may be discovered after existing floorcovering is removed.*

Exclusions:

Floor Preparation Beyond Stated in Installation Price
 Floor Leveling & Underlayment
 Installation of our material around furniture, fixtures, other trades or their debris.
 Protection or Final Cleaning of any newly installed flooring or adjacent spaces
 Moisture/pH/Asbestos Testing or Remediation
 Floor Waxing, Sealing, Final Cleaning, Vacuuming, Protection

Demo & Dumpsters
 Attic Stock
 Hauling debris or cleanup of other trades
 Overtime, Double Time or Shift Work
 Expansion Joint Metal Plate Covers

Qualifications:

Integral Flooring Systems to be consulted and must have final approval of floorcovering schedule.
 Unless noted, we have not viewed the existing job site conditions, and our pricing is based on architectural drawings only.
 This proposal is considered void after 60 days unless a signed contract has been received by Integral Flooring Systems

Accepted By: _____
Name
<small>Integral Flooring Systems guarantees all installations with a one-year labor warranty from final completion date. All labor to be completed Monday - Friday during standard business hours unless noted otherwise.</small>



Proposal Budget with Interface Carpet Tile Options

Project:	Riverside Public Library - Main Area Flooring	Addenda:	-
From:	Juan Galindo, Project Executive	Drawing Date:	-
Date:	Wednesday, January 31, 2024		

Tax Exempt
 Interface Carpet. Style: Mirror Mirror

Furnish & Install...			
A.	Demo	Demo Existing Broadloom Carpet Demo Existing Rubber Wall Base	
B.	Dumpster	Commercial Grade Dumpster, Includes Delivery & Haul Away	
C.	Floor Prep	Sand, Scrape and Sweep Existing Adhesive Residue Double Skim Coat up to 1/8" Cap	
D.	Moving	Furniture Moving as Necessary	
E.	CPT-01	Commercial Grade Walk Off Carpet Tile	
	CPT-02	Commercial Grade Carpet Tile	
F.	WB-01	Johnsonite/Roppe Rubber Cove Base, Color TBD, Size: 6"h x 1/8"	
G.	Transitions	Vinyl Transitions Where Needed Rubber Stair Nosing	
Interface Carpet. Style: Mirror Mirror			
		Patron Services: \$	11,425.00
		Great Room, Movie & Audio: \$	28,096.00
		Internet, Adult Services & Adult Fiction: \$	34,234.00

Notes:
 Installation Price Includes; Sanding the Floor, Patching Saw Cuts & Control Joints Unless Noted Otherwise
 Not Responsible for Adverse conditions that may be discovered after existing floorcovering is removed.

Exclusions:
 Floor Preparation Beyond Stated in Installation Price
 Floor Leveling & Underlayment
 Installation of our material around furniture, fixtures, other trades or their debris.
 Protection or Final Cleaning of any newly installed flooring or adjacent spaces
 Moisture/pH/Asbestos Testing or Remediation
 Floor Waxing, Sealing, Final Cleaning, Vacuuming, Protection

Demo & Dumpsters
 Attic Stock
 Hauling debris or cleanup of other trades
 Overtime, Double Time or Shift Work
 Expansion Joint Metal Plate Covers

Qualifications:
 Integral Flooring Systems to be consulted and must have final approval of floorcovering schedule.
 Unless noted, we have not viewed the existing job site conditions, and our pricing is based on architectural drawings only.
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Accepted By: _____
Name
Integral Flooring Systems guarantees all installations with a one-year labor warranty from final completion date. All labor to be completed Monday - Friday during standard business hours unless noted otherwise.



Proposal Budget with Interface Carpet Tile Options

Project:	Riverside Public Library - Main Area Flooring	Addenda:	-
From:	Juan Galindo, Project Executive	Drawing Date:	-
Date:	Wednesday, January 31, 2024		

Tax Exempt
 Interface Carpet, Style: Neighborhood Smooth

Furnish & Install...

- A. Demo Demo Existing Broadloom Carpet
Demo Existing Rubber Wall Base
- B. Dumpster Commercial Grade Dumpster, Includes Delivery & Haul Away
- C. Floor Prep Sand, Scrape and Sweep Existing Adhesive Residue
Double Skim Coat up to 1/8" Cap
- D. Moving Furniture Moving as Necessary
- E. CPT-01 Commercial Grade Walk Off Carpet Tile
CPT-02 Commercial Grade Carpet Tile
- F. WB-01 Johnsonite/Roppe Rubber Cove Base, Color TBD, Size: 6"h x 1/8"
- G. Transitions Vinyl Transitions Where Needed
Rubber Stair Nosing

Interface Carpet, Style: Neighborhood Smooth

Patron Services:	\$	11,425.00
Great Room, Movie & Audio:	\$	27,498.00
Internet, Adult Services & Adult Fiction:	\$	33,418.00

Notes:

Installation Price Includes; Sanding the Floor, Patching Saw Cuts & Control Joints Unless Noted Otherwise
 Not Responsible for Adverse conditions that may be discovered after existing floorcovering is removed.

Exclusions:

Floor Preparation Beyond Stated in Installation Price

Floor Leveling & Underlayment

Installation of our material around furniture, fixtures, other trades or their debris.

Protection or Final Cleaning of any newly installed flooring or adjacent spaces

Moisture/pH/Asbestos Testing or Remediation

Floor Waxing, Sealing, Final Cleaning, Vacuuming, Protection

Qualifications:

Integral Flooring Systems to be consulted and must have final approval of floorcovering schedule.

Unless noted, we have not viewed the existing job site conditions, and our pricing is based on architectural drawings only.

This proposal is considered void after 60 days unless a signed contract has been received by Integral Flooring Systems

- Demo & Dumpsters
- Attic Stock
- Hauling debris or cleanup of other trades
- Overtime, Double Time or Shift Work
- Expansion Joint Metal Plate Covers

Accepted By:

Name

Integral Flooring Systems guarantees all installations with a one-year labor warranty from final completion date.
 All labor to be completed Monday - Friday during standard business hours unless noted otherwise.



1940 Internationale Pkwy, Suite 500
 Woodridge, IL 60517
 708.203.0008 Cell
 juan@integralfloors.com

Proposal Budget with Interface Carpet Tile Options

Project:	Riverside Public Library - Main Area Flooring		
From:	Juan Galindo, Project Executive	Addenda:	-
Date:	Wednesday, January 31, 2024	Drawing Date:	-

Tax Exempt
 Interface Carpet, Style: Open Air 405 & Open Air 415

Furnish & Install...			
A.	Demo	Demo Existing Broadloom Carpet Demo Existing Rubber Wall Base	
B.	Dumpster	Commercial Grade Dumpster, Includes Delivery & Haul Away	
C.	Floor Prep	Sand, Scrape and Sweep Existing Adhesive Residue Double Skim Coat up to 1/8" Cap	
D.	Moving	Furniture Moving as Necessary	
E.	CPT-01	Commercial Grade Walk Off Carpet Tile	
	CPT-02	Commercial Grade Carpet Tile	
F.	WB-01	Johnsonite/Roppe Rubber Cove Base, Color TBD, Size: 6"h x 1/8"	
G.	Transitions	Vinyl Transitions Where Needed Rubber Stair Nosing	
Interface Carpet, Style: Open Air 405 & Open Air 415			
		Patron Services: \$	11,425.00
		Great Room, Movie & Audio: \$	25,955.00
		Internet, Adult Services & Adult Fiction: \$	31,317.00

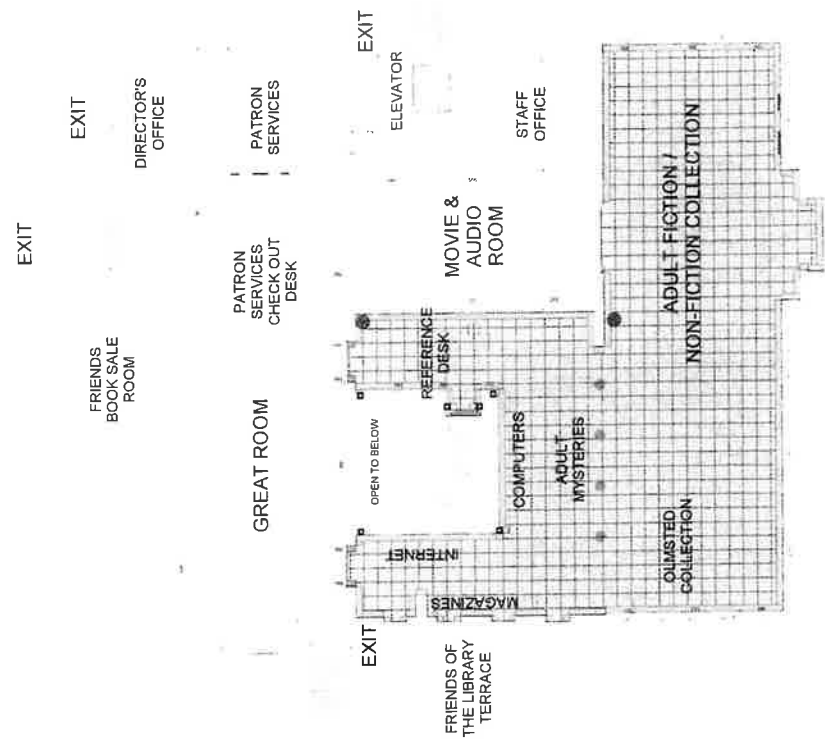
Notes:
 Installation Price Includes; Sanding the Floor, Patching Saw Cuts & Control Joints Unless Noted Otherwise
 Not Responsible for Adverse conditions that may be discovered after existing floorcovering is removed.

Exclusions:
 Floor Preparation Beyond Stated in Installation Price
 Floor Leveling & Underlayment
 Installation of our material around furniture, fixtures, other trades or their debris.
 Protection or Final Cleaning of any newly installed flooring or adjacent spaces
 Moisture/pH/Asbestos Testing or Remediation
 Floor Waxing, Sealing, Final Cleaning, Vacuuming, Protection

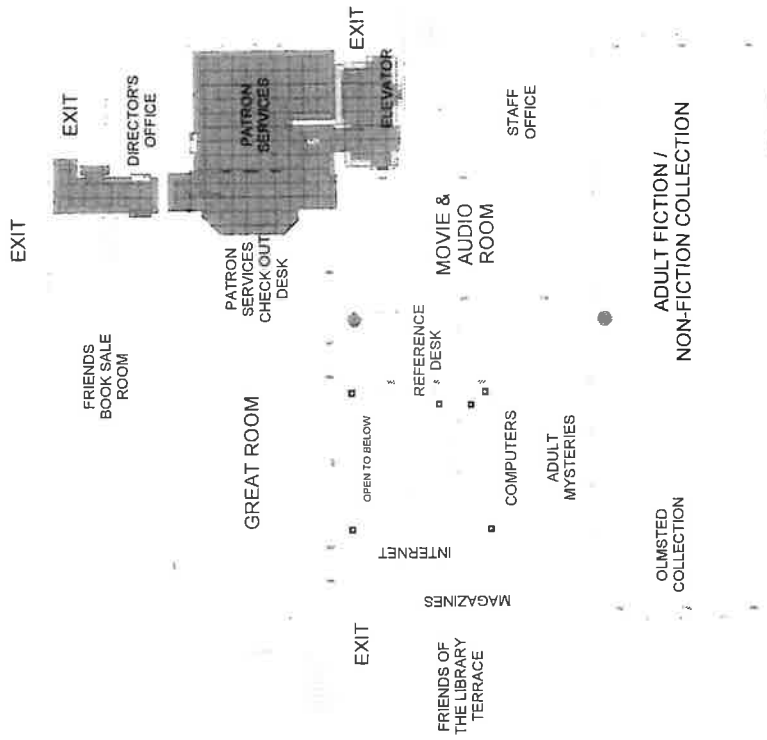
Demo & Dumpsters
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 Overtime, Double Time or Shift Work
 Expansion Joint Metal Plate Covers

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Accepted By: _____ Name Integral Flooring Systems guarantees all installations with a one-year labor warranty from final completion date. All labor to be completed Monday - Friday during standard business hours unless noted otherwise.
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Main Level Map
Riverside Public Library
Interior Renovation



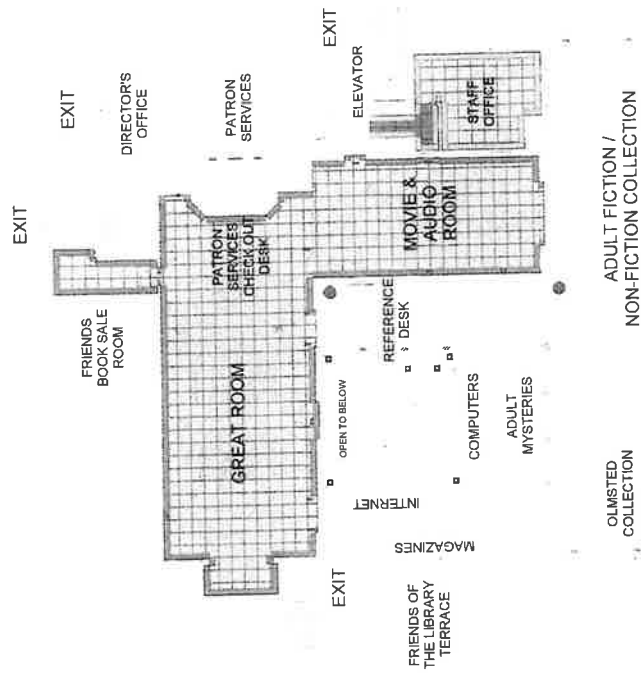
Main Level Map
Riverside Public Library
Interior Renovation



Riverside Public Library
 Level Interior Renovation
 Plan
 L Room, Mails, Audio

DATE: 10/1/03
 DRAWN BY: [Name]
 CHECKED BY: [Name]

PROJECT: Riverside Public Library
 1000 University Ave
 Riverside, CA 92507



Main Level Map
 Riverside Public Library
 Interior Renovation

A cultura is no better than its woods.
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