

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 8, 2023 in the Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm
- II. Roll Call
- III. Welcome Guests
- IV. Public Comment
- V. Approve Minutes of July 11, 2023 – *Action Item*
- VI. Review of June Bills - *Action Item*
Review of June Financial Statements – *Action Item*
- VII. Review of July Bills—*Action Item*
Review of July Financial Statements – *Action Item*
- VIII. Committee Reports
 - A. Finance – Jane Birmingham
 - B. Building & Grounds – Ken Circo
 - C. Policy & Bylaws – Dan Loucks
 1. Identity Protection Policy - *Action Item*
 2. Public Use of Library Space Policy and Display Release Waiver – *Action Item*
 - D. Technology – Michael Hagins
 - E. Communications and Marketing – Courtney Greve Hack
- IX. Staff Reports—June
 - A. Children & Youth Services Manager—Nora Durbin
 - B. Patron Services & Computer Services Manager—Sharon Shroyer
 - C. Information Services—Diane Silva
 - D. Monthly Statistics
- X. Director's Report—Janice Foley
- XI. Unfinished Business
- XII. New Business
 - A. Audit Report
 - B. Motion to Destroy Closed Board Session Audio Recordings – *Action Item*
- XIII. Announcements
- XIV. Correspondence & FYIs
 - A. Blackburn College thank you letter
- 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
July 11, 2023**

Held Tuesday, July 11, 2023 in the Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

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

Also in Attendance: Janice Foley, Library Director; Diane Silva, Assistant Director; Lisa Garay, Administrative Assistant and Michael Marrs, Library Attorney

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

Review of Sine Die Minutes

Courtney Greve Hack moved, and Michael Hagins seconded, that the Board approve the minutes of the May 9, 2023 Sine Die meeting.

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

Nays: None

Abstained: None

The motion passed.

Review of Minutes

Nancy DeFauw moved, and Christine Long seconded, that the Board approve the minutes of the May 9, 2023 regular meeting.

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Courtney Greve Hack moved, and Dan Loucks seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23331 through 23340, 23342 through 23351, and 23366 through 23379; including voided checks 23341 and 23352 through 23365, in the total amount of \$97,984.89, which includes payroll through May 26, 2023.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

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

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

Jane Birmingham reported the new signature cards and bonding process are complete.

Building and Grounds

Ken Circo reported the masonry repair project is now complete.

Policy & Bylaws – Investment of Public Funds Policy

Courtney Greve Hack moved, and Michael Hagins seconded, the approval of the updated Investment of Public Funds Policy.

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

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws – Fund Balance Policy

Courtney Greve Hack moved, and Dan Loucks seconded, the approval of the updated Fund Balance Policy.

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

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws – Leave of Absence Policy

Dan Loucks moved, and Christine Long seconded, the approval of the updated Leave of Absence Policy.

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

Nays: None

Abstained: None

The motion passed.

Policy & Bylaws – Tutoring Policy

Nancy DeFauw moved, and Courtney Greve Hack seconded, the approval of the updated Tutoring Policy.

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

Nays: None

Abstained: None

The motion passed.

Technology

Michael Hagins reported the Library signed a new printer / copier lease which saves the Library \$25 per month. The current lease was about to expire.

Communications and Marketing

Courtney Greve Hack shared praise for the Library's recent social media posts. A question was raised as to whether the Library had experienced an increase in our printing costs from Minuteman. To date, we have not.

Staff Reports

The Board reviewed the staff reports from May and June.

The summer reading program got off to a great start. Just over 300 children – based on popcorn tickets collected – attended the event.

Diane Silva reported the Spanish language collection is now complete. We will start to market the collection in the upcoming weeks. The Spot is hosting a 3D printing mini-camp this month. The camp is already at capacity.

The Library has changed their magazine subscription service from Ebsco to Rivistas, which resulted in a 20% savings. The Board asked about this month's Hoopla requests. Diane reported fewer issues with patron's receiving the "capacity exceeded" message.

Sharon Shroyers is continuing to recover from her car accident. She is now in a rehab facility in the north suburbs.

Courtney Greve Hack asked about the group of chess players that are now meeting again in the Library. Their attendance is not reported in the statistics as this is not a Library program. Things are going well and it's expected that they will continue to meet here on Monday evenings.

Director's Report

The Board reviewed the Library Director's report. At the June Friends meeting, they asked if the Library Board would be willing to once again donate bottled water and popcorn treats for the October Harvest Bingo fundraiser. The Library Board agreed to donate these items and would like to fund this purchase with their budgeted funds. The Library Trustees also would like to sponsor a bingo game at the event. It was suggested they sponsor a game in memory of Mr. Bryan Eddy. He was a dedicated patron and donor who passed away a few years ago.

New Business

Recommendation for Awarding Construction Project

Courtney Greve Hack moved and Dan Loucks seconded, the approval of Studio GC's recommendation to award the Maker Space Interior Renovation construction contract to D Kersey Construction Company for a total of \$155,555.00.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Open Meetings Act Training – Michael Marrs

Michael Marrs presented a training session on the Open Meetings Act.

Correspondence

The Board acknowledged receipt of various thank you notes and donations from the Riverside Junior Women's Charity and the Riverside branch of the American Association of University Women (AAUW).

Adjournment

Upon motion by Courtney Greve Hack, seconded by Jane Birmingham, and passed unanimously, the meeting was adjourned at 9:17 pm.

President

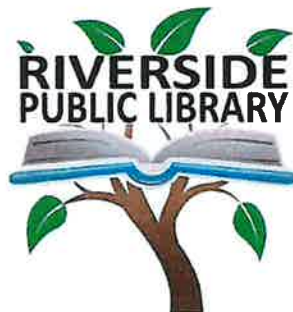
Secretary

Riverside Public Library

CASH DISBURSEMENTS

JUNE - 2023

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR JUNE 2023 ACCOUNTS PAYABLE,
AND JUNE 2023 PAYROLL = \$85,392.09**

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 6/1/2023 Through 6/30/2023

Number	Check Date Payee	Check Amount	Transaction Description
23380	6/7/2023 Blue Cross Blue Shield of Illinois	5,457.83	HMO medical- June
23381	6/7/2023 Coverall North America, Inc	1,948.00	Cleaning services- June
23382	6/7/2023 Art Guerro	100.00	Farmers market music
23383	6/7/2023 Ian Leith	100.00	Farmers market music
23384	6/7/2023 William Maciejewski	100.00	Farmers market music
23385	6/7/2023 NCPERS-IL IMRF	32.00	Term life- Forsyth & Silva
23386	6/7/2023 Kimberly Schilling	341.00	Animals for Awareness- SRP kick-off
23387	6/7/2023 Mark Sramek	100.00	Farmers Market music
23388	6/13/2023 Anderson Pest Control	135.40	Triannual barrier treatment
23389	6/13/2023 Aquamist Plumbing & Lawn Sprinkling Co.	125.00	RPZ test
23390	6/13/2023 Cynthia Clampitt	190.00	Waltzing Australia program
23391	6/13/2023 Dell Marketing L.P.	119.98	Dell Active Pen
23392	6/13/2023 Delta Dental of Illinois - Risk	76.55	HMO dental- June
23393	6/13/2023 Delta Dental of Illinois- Vision	32.65	Vision- June
23394	6/13/2023 Houchen Bindery, Ltd.	335.00	Binding of Board minutes
23395	6/13/2023 Business Card	2,890.56	Credit card purchases
23396	6/13/2023 North Suburban Employee Benefit Coop	270.00	PPO dental- May
23397	6/13/2023 North Suburban Employee Benefit Coop	1,767.58	PPO medical- May
23398	6/13/2023 RAILS Library System	2,349.26	Overdrive
23399	6/13/2023 Village of Riverside	688.37	Water & sewer, March & April
23400	6/13/2023 SWAN	5,917.75	Quarterly SWAN fees
23401	6/13/2023 Thomson Reuters- West	312.60	IL State Bar Association
23402	6/13/2023 TIAA, FSB	550.00	Copier rental
23403	6/21/2023 Alarm Detection Systems, Inc.	1,092.45	Quarterly chages, July-Sept
23404	6/21/2023 Karen Burr	100.00	Farmers market music
23405	6/21/2023 Colley Elevator Co.	226.00	Elevator inspection
23406	6/21/2023 William D. Delmonico	100.00	Farmers market music
23407	6/21/2023 Mark Dvorak	100.00	Farmers market music
23408	6/21/2023 Katie Kostner	100.00	Farmers market music
23409	6/21/2023 Municipal Backflow	75.00	Fire protection test
23410	6/21/2023 Village of Riverside	5,251.84	June 2023 IMRF
23411	6/21/2023 Unique Management Services, Inc.	39.40	May placements
23412	6/28/2023 Madison National Life	38.94	Life insurance- June
1401	6/9/2023 Administration	3,857.73	Group: 01; Pay Date: 6/9/2023
1402	6/9/2023 Information Services	5,076.34	Group: 02; Pay Date: 6/9/2023
1403	6/9/2023 Children & Youth Services	4,430.31	Group: 03; Pay Date: 6/9/2023
1404	6/9/2023 Patron Services	6,645.05	Group: 04; Pay Date: 6/9/2023
1405	6/9/2023 Information Services	123.75	Group: 02; Pay Date: 6/9/2023
1406	6/23/2023 Administration	4,003.35	Group: 01; Pay Date: 6/23/2023
1407	6/23/2023 Information Services	5,183.03	Group: 02; Pay Date: 6/23/2023
1408	6/23/2023 Children & Youth Services	4,346.92	Group: 03; Pay Date: 6/23/2023
1409	6/23/2023 Patron Services	<u>7,028.10</u>	Group: 04; Pay Date: 6/23/2023
	Total	71,757.74	
	6/27/2023 Electronic payment- Comcast	447.43	Phones
	6/24/2023 Electronic payment- Comcast	233.85	Internet
	06/09/2023 EFTPS Electronic Payment- Employer portion	2,030.54	
	6/23/2023 EFTPS Electronic Payment- Employer portion	<u>2,077.11</u>	
		<u>76,546.67</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 7/11/2023 Through 7/11/2023

Check Numbr	Check Date	Payee	Check Amount	Transaction Description
23413	7/11/2023	Amazon Capital Sevices	1,884.42	Amazon charges
23414	7/11/2023	Bob the Gutterman, LLC	450.00	Clean gutters and downspouts
23415	7/11/2023	Cintas Corporation LOC. 769	769.68	Restroom supplies/ mat service
23416	7/11/2023	Dell Marketing L.P.	1,577.79	1 PC (Calamia)
23417	7/11/2023	Garvey's Office Products	49.90	Copy paper
23418	7/11/2023	Growing Community Media	343.00	Maker space reno notice
23419	7/11/2023	Ingram Library Services	1,581.71	Various
23420	7/11/2023	Klein, Thorpe & Jenkins, Ltd.	427.50	Legal services through 5/31/2021
23421	7/11/2023	Lofton Landscaping Company	260.00	June landscaping
23422	7/11/2023	Midwest Tape	856.85	Digital subscriptions
23423	7/11/2023	NICOR Gas	257.32	Gas bill
23424	7/11/2023	Proven Business Systems	318.30	Copier click charges May-June
23425	7/11/2023	Unique Management Services, Inc.	<u>68.95</u>	June placements
Report Total			<u>8,845.42</u>	

Riverside Public Library

FINANCIAL REPORTS

For 6 Months Ending

June 30, 2023

UNAUDITED



**Riverside Public Library
Cash Balances
As of 06/30/2023**

	Balance, <u>06/30/2023</u>
Consolidated Operating Funds:	
First American- Checking	118,020.05
First American- Payroll	<u>268.20</u>
Total First American accounts	118,288.25
 Riverside Bank savings	 3,583.12
 Illinois Funds	
General Fund	717,005.56
Audit Fund	3,281.77
IMRF Fund	16,728.42
FICA Fund	21,522.38
Unemployment Comp Fund	508.73
Capital Improvements Fund	42,961.95
Special Reserve Fund	10,451.62
Working Cash Fund	275,351.02
Library Bond Fund	<u>248,485.86</u>
Total Illinois Funds	1,336,297.31
 Total Operating Funds Cash Balances	 1,454,585.56
 Gift & Endowment Funds:	
Library Gift Fund	100,796.42
Batko Endowment Fund	6,093.32
Lower Level Renovation Fund	52,497.67
General Endowment Fund	10,223.26
Dardwin Fund	<u>16,664.35</u>
 Total Gift & Endowment Funds	 186,275.02
 Total Funds	 <u>1,640,860.58</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 6/30/2023

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	759,046.88
1st American-Checking Account	112,089.81
1st American-Payroll Account	267.71
Riverside Bank savings account	3,620.12
Property Tax Receivable	1,755,588.66
Due from Other Funds	(85.19)
Due from other groups	(352.47)
Due from Friends of the Library	12.98
Staff Receivables	(34.96)
Fixed Assets	1,260,414.00
Amount Provided for Vacation	<u>23,590.00</u>
Total Assets	<u><u>3,914,157.54</u></u>
Liabilities	
Accounts Payable	8,845.42
Federal W/H & FICA Payable	(67.07)
State W/H Payable	(0.20)
State Unemployment Payable	1,133.59
IMRF Payable	(47.90)
Deferred Property Taxes	756,545.21
Accrued Payroll	18,548.84
Accrued Vacation Pay	23,590.00
Health Insurance Payable	(373.97)
Term Life Insurance Payable	(109.64)
Due to Other Funds	2,275.00
Due to Library Gift Fund	1,193.54
Due to Friends of the Library	140.00
Due to Historical Society	365.00
Due to Preservation Commission	3.00
Investment in Fixed Assets	<u>1,260,414.00</u>
Total Liabilities	<u><u>2,072,454.82</u></u>
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	583,685.71
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	582,043.88
Excess Revenues/(Expenditures)	<u>1,259,658.84</u>
Total Fund Balances	<u><u>1,841,702.72</u></u>
Total Liabilities & Fund Balances	<u><u>3,914,157.54</u></u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 6/1/2023 Through 6/30/2023

	Current Period Actual	Current Year Actual-6 mos.ending 06/30/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2021 Property tax revenue	0.00	317,458.60	0.00	317,458.60	0.00%
2022 Property Tax Revenue	2,229.83	683,814.16	1,259,965.00	(576,150.84)	(45.73)%
Lower Level Bond revenue	<u>0.00</u>	<u>0.00</u>	<u>121,800.00</u>	<u>(121,800.00)</u>	<u>(100.00)%</u>
Total Property Taxes	<u>2,229.83</u>	<u>1,001,272.76</u>	<u>1,381,765.00</u>	<u>(380,492.24)</u>	<u>(27.54)%</u>
Inter Government Funds	6,049.66	25,569.15	23,000.00	2,569.15	11.17%
Interest	3,544.87	17,051.01	1,250.00	15,801.01	1,264.08%
Fees for Services	971.01	6,801.12	4,988.00	1,813.12	36.35%
Misc Revenue					
The SPOT revenue	0.00	10.00	5,000.00	(4,990.00)	(99.80)%
Donations-Junior Women's Club	500.00	500.00	0.00	500.00	0.00%
Other	<u>12.50</u>	<u>230.79</u>	<u>550.00</u>	<u>(319.21)</u>	<u>(58.04)%</u>
Total Misc Revenue	<u>512.50</u>	<u>740.79</u>	<u>5,550.00</u>	<u>(4,809.21)</u>	<u>(86.65)%</u>
Total Revenues	<u>13,307.87</u>	<u>1,051,434.83</u>	<u>1,416,553.00</u>	<u>(365,118.17)</u>	<u>(25.78)%</u>
Total Revenue	<u>13,307.87</u>	<u>1,051,434.83</u>	<u>1,416,553.00</u>	<u>(365,118.17)</u>	<u>(25.78)%</u>
Expenditures					
Personnel Services	67,890.68	436,205.65	912,800.00	476,594.35	52.21%
Supplies	715.57	7,745.08	20,450.00	12,704.92	62.13%
Contractual Services	6,719.82	39,834.58	102,500.00	62,665.42	61.14%
Adult Information Sources	3,926.25	17,219.48	42,060.00	24,840.52	59.06%
Electronic Resources	10,952.69	25,996.47	65,240.00	39,243.53	60.15%
CYS Information Sources	59.04	4,722.48	12,300.00	7,577.52	61.61%
Marketing/Public Relations	589.71	9,115.31	21,800.00	12,684.69	58.19%
Administration	1,341.41	49,692.41	209,350.00	159,657.59	76.26%
Technology	<u>1,875.52</u>	<u>13,191.38</u>	<u>21,000.00</u>	<u>7,808.62</u>	<u>37.18%</u>
Total Expenditures	<u>94,070.69</u>	<u>603,722.84</u>	<u>1,407,500.00</u>	<u>803,777.16</u>	<u>57.11%</u>
Miscellaneous Expenses					
Misc Expenses	<u>0.00</u>	<u>42,065.97</u>	<u>0.00</u>	<u>(42,065.97)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>0.00</u>	<u>42,065.97</u>	<u>0.00</u>	<u>(42,065.97)</u>	<u>0.00%</u>
Total Expenditures	<u>94,070.69</u>	<u>645,788.81</u>	<u>1,407,500.00</u>	<u>761,711.19</u>	<u>54.12%</u>
Excess Revenues(Expenditures)	<u>(80,762.82)</u>	<u>405,646.02</u>	<u>9,053.00</u>	<u>396,593.02</u>	

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 6/1/2023 Through 6/30/2023

	Current Period Actual	Current Year Actual 6 mos.ending 6/30/2023	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2021 Property tax revenue	0.00	317,458.60	0.00	317,458.60	0.00%
2022 Property Tax Revenue	2,229.83	683,814.16	1,259,965.00	(576,150.84)	(45.73)%
Lower Level Bond revenue	0.00	0.00	121,800.00	(121,800.00)	(100.00)%
Total Property Taxes	<u>2,229.83</u>	<u>1,001,272.76</u>	<u>1,381,765.00</u>	<u>(380,492.24)</u>	<u>(27.54)%</u>
Inter Government Funds					
Per capita state grants	0.00	0.00	13,000.00	(13,000.00)	(100.00)%
Corporate Replacement Taxes	6,049.66	25,569.15	10,000.00	15,569.15	155.69%
Total Inter Government Funds	<u>6,049.66</u>	<u>25,569.15</u>	<u>23,000.00</u>	<u>2,569.15</u>	<u>11.17%</u>
Interest on Operating Funds					
Interest-Illinois Funds	3,534.68	17,027.43	1,250.00	15,777.43	1,262.19%
Interest- Riverside Bank	10.19	23.58	0.00	23.58	0.00%
Total Interest on Operating Funds	<u>3,544.87</u>	<u>17,051.01</u>	<u>1,250.00</u>	<u>15,801.01</u>	<u>1,264.08%</u>
Fees & Services					
Fines	227.79	1,120.28	500.00	620.28	124.06%
Fax Fees	56.50	223.00	250.00	(27.00)	(10.80)%
Maker Space fees/Internet fees	0.00	25.80	3.00	22.80	760.00%
Printing Fees	315.27	2,039.00	1,200.00	839.00	69.92%
Book & Video Sales	330.45	3,046.05	2,500.00	546.05	21.84%
Adult Replacement Fees	0.00	20.00	100.00	(80.00)	(80.00)%
CYS Replacement Fees	11.00	202.00	200.00	2.00	1.00%
ILL Fees	5.00	69.99	35.00	34.99	99.97%
Lost Book Credit	0.00	5.00	100.00	(95.00)	(95.00)%
Meeting Room Charges	25.00	50.00	100.00	(50.00)	(50.00)%
Total Fees & Services	<u>971.01</u>	<u>6,801.12</u>	<u>4,988.00</u>	<u>1,813.12</u>	<u>36.35%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	6.60	110.40	200.00	(89.60)	(44.80)%
Memorial Book Donations	0.00	0.00	250.00	(250.00)	(100.00)%
Donations	5.90	120.39	100.00	20.39	20.39%
The SPOT revenue	0.00	10.00	5,000.00	(4,990.00)	(99.80)%
Donations-Junior Women's Club	500.00	500.00	0.00	500.00	0.00%
Total Miscellaneous Revenue	<u>512.50</u>	<u>740.79</u>	<u>5,550.00</u>	<u>(4,809.21)</u>	<u>(86.65)%</u>
Total Revenues	<u>13,307.87</u>	<u>1,051,434.83</u>	<u>1,416,553.00</u>	<u>(365,118.17)</u>	<u>(25.78)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 6/1/2023 Through 6/30/2023

	Current Period Actual	Current Year Actual-6 mos.ending 6/30/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	55,990.08	362,495.44	756,400.00	393,904.56	52.08%
Health & Life Insurance	4,620.29	26,475.95	55,000.00	28,524.05	51.86%
Employer's Portion - IMRF	3,118.87	19,828.83	42,000.00	22,171.17	52.79%
Employer's Portion - FICA	4,107.65	26,589.50	58,000.00	31,410.50	54.16%
Unemployment Comp Expense	53.79	815.93	1,400.00	584.07	41.72%
Total Personnel Services	<u>67,890.68</u>	<u>436,205.65</u>	<u>912,800.00</u>	<u>476,594.35</u>	<u>52.21%</u>
Materials & Supplies					
Office Supplies	144.22	952.59	3,000.00	2,047.41	68.25%
Library Supplies	68.20	1,416.37	4,000.00	2,583.63	64.59%
CYS Supplies	46.68	147.92	600.00	452.08	75.35%
Info Services Supplies	57.99	57.99	350.00	292.01	83.43%
Building Maintenance Supplies	371.19	4,362.98	10,000.00	5,637.02	56.37%
Ink Cartridges	27.29	807.23	2,500.00	1,692.77	67.71%
Total Materials & Supplies	<u>715.57</u>	<u>7,745.08</u>	<u>20,450.00</u>	<u>12,704.92</u>	<u>62.13%</u>
Contractual Services					
Janitorial	1,948.00	11,688.00	28,000.00	16,312.00	58.26%
Water	688.37	1,735.58	2,500.00	764.42	30.58%
Gas	257.32	6,591.41	15,000.00	8,408.59	56.06%
Building Maintenance	1,394.68	7,828.62	30,000.00	22,171.38	73.90%
Small Equipment Maintenance	0.00	220.00	1,000.00	780.00	78.00%
Equipment Maintenance	1,443.45	6,377.53	12,000.00	5,622.47	46.85%
Furnishings & Equipment	119.70	238.04	5,000.00	4,761.96	95.24%
Copier Rental & Maintenance	868.30	5,155.40	9,000.00	3,844.60	42.72%
Total Contractual Services	<u>6,719.82</u>	<u>39,834.58</u>	<u>102,500.00</u>	<u>62,665.42</u>	<u>61.14%</u>
Electronic Resources					
On-line Data Bases	3,206.11	10,987.99	30,740.00	19,752.01	64.26%
SWAN Computer	5,917.75	11,835.50	27,000.00	15,164.50	56.16%
Internet Expense	1,793.85	2,963.10	3,000.00	36.90	1.23%
Patron Subscription services	34.98	209.88	4,500.00	4,290.12	95.34%
Total Electronic Resources	<u>10,952.69</u>	<u>25,996.47</u>	<u>65,240.00</u>	<u>39,243.53</u>	<u>60.15%</u>
Information Sources					
Books	947.96	8,257.33	20,500.00	12,242.67	59.72%
Standing Order Books	502.57	2,006.31	4,000.00	1,993.69	49.84%
Periodicals	737.88	4,181.21	8,500.00	4,318.79	50.81%
DVD	183.30	1,082.76	4,000.00	2,917.24	72.93%
Audio Books	0.00	53.34	60.00	6.66	11.10%
Library of Things expenses	99.99	127.79	0.00	(127.79)	0.00%
The SPOT expenses	1,454.55	1,510.74	5,000.00	3,489.26	69.79%
Total Information Sources	<u>3,926.25</u>	<u>17,219.48</u>	<u>42,060.00</u>	<u>24,840.52</u>	<u>59.06%</u>
Children/Youth Services					
CYS Juvenile Books	39.08	1,768.21	4,000.00	2,231.79	55.79%
CYS Periodicals	0.00	349.99	250.00	(99.99)	(40.00)%
CYS Reference Books	0.00	0.00	1,500.00	1,500.00	100.00%
CYS Video Games	0.00	0.00	250.00	250.00	100.00%
CYS Young Adult	0.00	1,229.66	2,000.00	770.34	38.52%
CYS Board Books	0.00	28.22	0.00	(28.22)	0.00%
CYS Easy Books	0.00	1,150.10	3,000.00	1,849.90	61.66%
CYS DVD	19.96	169.66	700.00	530.34	75.76%
CYS Toys & Puzzles	0.00	26.64	100.00	73.36	73.36%
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 6/1/2023 Through 6/30/2023

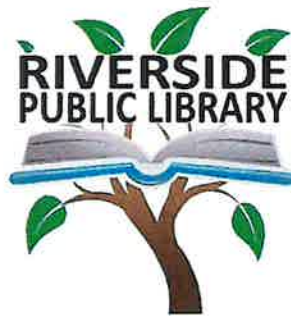
	Current Period Actual	Current Year Actual-6 mos.ending 6/30/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Steam	0.00	0.00	400.00	400.00	100.00%
Total Children/Youth Services	<u>59.04</u>	<u>4,722.48</u>	<u>12,300.00</u>	<u>7,577.52</u>	<u>61.61%</u>
Marketing/Public Relations					
CYS Programming	16.59	227.52	300.00	72.48	24.16%
Adult Programming	221.17	1,842.63	4,000.00	2,157.37	53.93%
Library Programs	0.00	655.66	500.00	(155.66)	(31.13)%
Advertising Expenses	0.00	0.00	1,500.00	1,500.00	100.00%
Binding	351.95	351.95	500.00	148.05	29.61%
Newsletter Expense	0.00	<u>6,037.55</u>	<u>15,000.00</u>	<u>8,962.45</u>	<u>59.75%</u>
Total Marketing/Public Relations	<u>589.71</u>	<u>9,115.31</u>	<u>21,800.00</u>	<u>12,684.69</u>	<u>58.19%</u>
Administration					
Shipping Charges	58.37	277.16	450.00	172.84	38.41%
Legal Services	427.50	4,807.90	1,500.00	(3,307.90)	(220.53)%
Credit Bureau	97.35	307.55	600.00	292.45	48.74%
Telephone	447.43	3,313.32	9,000.00	5,686.68	63.19%
Postage	24.29	158.29	1,000.00	841.71	84.17%
Treasurer's Bond	0.00	0.00	500.00	500.00	100.00%
Liability Insurance	0.00	22,591.10	25,000.00	2,408.90	9.64%
Audit Fees	0.00	70.70	3,900.00	3,829.30	98.19%
Seminars,Conferences,Meetings	0.00	350.00	500.00	150.00	30.00%
Membership Dues	0.00	664.00	700.00	36.00	5.14%
Accounting Expenses	171.26	1,230.17	2,500.00	1,269.83	50.79%
Staff Development	0.00	1,161.98	2,000.00	838.02	41.90%
Bond repayment	0.00	13,400.00	121,800.00	108,400.00	89.00%
Credit Card/Bank Fees	65.83	199.43	900.00	700.57	77.84%
Miscellaneous Expense	0.00	811.53	8,000.00	7,188.47	89.86%
Board Expense	49.38	349.28	1,000.00	650.72	65.07%
Capital Expense	0.00	0.00	30,000.00	30,000.00	100.00%
Total Administration	<u>1,341.41</u>	<u>49,692.41</u>	<u>209,350.00</u>	<u>159,657.59</u>	<u>76.26%</u>
Technology					
Technology Supplies	56.15	565.94	1,000.00	434.06	43.41%
Computer Consultant	0.00	0.00	2,500.00	2,500.00	100.00%
Network Maintenance	0.00	1.99	2,500.00	2,498.01	99.92%
Computer Hardware & Equipment	1,809.38	4,916.01	6,000.00	1,083.99	18.07%
E-Library Subscription Svs	9.99	5,233.98	7,500.00	2,266.02	30.21%
Computer Software	0.00	<u>2,473.46</u>	<u>1,500.00</u>	<u>(973.46)</u>	<u>(64.90)%</u>
Total Technology	<u>1,875.52</u>	<u>13,191.38</u>	<u>21,000.00</u>	<u>7,808.62</u>	<u>37.18%</u>
Total Operating Expense	<u>83,118.00</u>	<u>577,726.37</u>	<u>1,342,260.00</u>	<u>764,533.63</u>	<u>56.96%</u>
Miscellaneous Expenses					
Lost ILL Expense	0.00	65.97	0.00	(65.97)	0.00%
Transfer to Other Funds	0.00	42,000.00	0.00	<u>(42,000.00)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>0.00</u>	<u>42,065.97</u>	<u>0.00</u>	<u>(42,065.97)</u>	<u>0.00%</u>
Total Budgeted Expenses	<u>94,070.69</u>	<u>645,788.81</u>	<u>1,407,500.00</u>	<u>761,711.19</u>	<u>54.12%</u>

Riverside Public Library

CASH DISBURSEMENTS

JULY - 2023

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR JULY 2023 ACCOUNTS PAYABLE,
AND JULY 2023 PAYROLL = \$115,540.28**

Including voided check #23441

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 7/1/2023 Through 7/31/2023

Check Number	Check Date	Payee	Check Amount	Transaction Description
23426	7/12/2023	Alejandra Alvarez	200.00	Board and manager photos
23427	7/12/2023	Coverall North America, Inc	1,948.00	Cleaning Services- July
23428	7/12/2023	Delta Dental of Illinois - Risk	76.55	HMO dental- July
23429	7/12/2023	Delta Dental of Illinois- Vision	6.53	PPO vision- July
23430	7/12/2023	NCPERS-IL IMRF	32.00	Term Life- Forsyth & Silva
23431	7/12/2023	Molly Page	250.00	Smartphone Photography program
23432	7/12/2023	Rivistas, LLC	2,811.74	Periodicals, magazines
23433	7/12/2023	Village of Riverside	300.00	Wireless alarm, 3rd quarter
23434	7/19/2023	Blue Cross Blue Shield of Illinois	5,457.83	HMO medical- July
23435	7/19/2023	Delta Dental of Illinois- Vision	26.12	HMO vision- July
23436	7/19/2023	GT Mechanical Projects & Design, Inc.	587.00	Maintenance agreement 1/4
23437	7/19/2023	Holton Brothers, Inc.	23,720.00	Masonry repairs- SW gable and west stairs
23438	7/19/2023	Library Furniture International	3,214.50	Display case for lower level
23439	7/19/2023	Madison National Life	32.19	Life insurance- July
23440	7/19/2023	Business Card	5,379.37	Credit card purchases
23442	7/19/2023	North Suburban Employee Benefit Coop	1,767.58	PPO medical- June
23443	7/19/2023	Village of Riverside	5,204.04	July 2023 IMRF
23444	7/19/2023	Jacquie Schattner	160.00	Central Europe genealogy program
23445	7/19/2023	SWAN	9,748.50	EBSCO databases & quarterly fees
23446	7/20/2023	North Suburban Employee Benefit Coop	216.00	PPO dental
23447	7/24/2023	Friends of the Riverside Public Library	112.10	Net receipts, Jan-June 2023
23448	7/24/2023	Paul Halvey	100.00	Farmers market music
23449	7/24/2023	LIMRiCC-UCGA	222.80	2nd quarter 2023 UC eexpense
23450	7/24/2023	William Maciejewski	100.00	Farmers Market music
23451	7/24/2023	Ollis Book Corporation	868.44	44 titles
23452	7/24/2023	Lucas Sanor	100.00	Farmers market music
23453	7/24/2023	Scholastic Inc	345.00	5 books for SRP
23454	7/24/2023	Warehouse Direct	104.25	Toner
1410	7/7/2023	Administration	4,026.93	Group: 01; Pay Date: 7/7/2023
1411	7/7/2023	Information Services	5,183.02	Group: 02; Pay Date: 7/7/2023
1412	7/7/2023	Children & Youth Services	3,936.77	Group: 03; Pay Date: 7/7/2023
1413	7/7/2023	Patron Services	7,017.61	Group: 04; Pay Date: 7/7/2023
1414	7/21/2023	Administration	3,819.18	Group: 01; Pay Date: 7/21/2023
1415	7/21/2023	Information Services	5,183.03	Group: 02; Pay Date: 7/21/2023
1416	7/21/2023	Children & Youth Services	4,226.25	Group: 03; Pay Date: 7/21/2023
1417	7/21/2023	Patron Services	<u>6,490.17</u>	Group: 04; Pay Date: 7/21/2023
		Total	102,973.50	
	7/28/2023	Electronic Payment- Comcast	233.85	High speed internet
	7/31/2023	Electronic Payment- Comcast	453.90	Phone
	7/7/2023	'S Electronic tax payment- Employer portion	2,038.22	
	7/21/2023	'S Electronic tax payment- Employer portion	<u>1,989.66</u>	
		Report total	<u>107,689.13</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 8/8/2023 Through 8/8/2023

Check Number	Check Date	Payee	Check Amount	Transaction Description
23455	8/8/2023	Amazon Capital Sevices	1,064.59	Amazon charges
23456	8/8/2023	Matthew Bender & Co., Inc.	243.10	Employment in Illinois
23457	8/8/2023	Cintas Corporation LOC. 769	791.56	Restroom supplies/ mat service
23458	8/8/2023	Colley Elevator Co.	226.00	Elevator inspection
23459	8/8/2023	Demco, Inc.	244.03	Labels, book tape
23460	8/8/2023	Encyclopedia Britannica, Inc.	375.00	Britannica Library subscription
23461	8/8/2023	Garvey's Office Products	68.04	Rubber bands, folding towels
23462	8/8/2023	Ingram Library Services	2,274.16	Various
23463	8/8/2023	Klein, Thorpe & Jenkins, Ltd.	69.10	Legal regarding CSAGSI
23464	8/8/2023	Midwest Tape	834.96	Digital subscriptions
23465	8/8/2023	NICOR Gas	208.60	Gas bill
23466	8/8/2023	RAILS Library System	1,350.00	eRead Illinois- Axis 360
23467	8/8/2023	Warehouse Direct	<u>101.89</u>	Toner
Report Total			<u>7,851.03</u>	

Riverside Public Library

FINANCIAL REPORTS

For 7 Months Ending

July 31, 2023

UNAUDITED



**Riverside Public Library
Cash Balances
As of 07/31/2023**

	Balance, <u>07/31/2023</u>
Consolidated Operating Funds:	
First American- Checking	43,477.40
First American- Payroll	<u>20,356.35</u>
Total First American accounts	63,833.75
 Riverside Bank savings	 4,165.15
 Illinois Funds	
General Fund	675,349.32
Audit Fund	3,281.77
IMRF Fund	16,728.42
FICA Fund	21,522.38
Unemployment Comp Fund	508.73
Capital Improvements Fund	43,155.71
Special Reserve Fund	10,498.79
Working Cash Fund	276,592.84
Library Bond Fund	<u>249,099.67</u>
Total Illinois Funds	1,296,737.63
 Total Operating Funds Cash Balances	 1,360,571.38
 Gift & Endowment Funds:	
Library Gift Fund	105,592.70
Batko Endowment Fund	6,120.81
Lower Level Renovation Fund	52,734.45
General Endowment Fund	10,269.36
Dardwin Fund	<u>16,739.51</u>
 Total Gift & Endowment Funds	 191,456.83
 Total Funds	 <u>1,552,028.21</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 7/31/2023

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	717,390.64
1st American-Checking Account	47,818.86
1st American-Payroll Account	267.71
Riverside Bank savings account	4,165.15
Property Tax Receivable	1,755,588.66
Due from Other Funds	22,761.06
Due from other groups	(52.47)
Staff Receivables	(51.78)
Fixed Assets	1,260,414.00
Amount Provided for Vacation	<u>23,590.00</u>
Total Assets	<u><u>3,831,891.83</u></u>
Liabilities	
Accounts Payable	7,851.15
Federal W/H & FICA Payable	(67.07)
State W/H Payable	(0.20)
State Unemployment Payable	957.42
IMRF Payable	(47.90)
Deferred Property Taxes	756,545.21
Accrued Payroll	18,548.84
Accrued Vacation Pay	23,590.00
Health Insurance Payable	(1,091.29)
Term Life Insurance Payable	(112.00)
Due to Other Funds	5,778.00
Due to Friends of the Library	60.00
Due to Historical Society	387.00
Due to Preservation Commission	3.00
Investment in Fixed Assets	<u>1,260,414.00</u>
Total Liabilities	<u><u>2,072,816.16</u></u>
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	583,685.71
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	582,043.88
Excess Revenues/(Expenditures)	<u>1,177,031.79</u>
Total Fund Balances	<u><u>1,759,075.67</u></u>
Total Liabilities & Fund Balances	<u><u>3,831,891.83</u></u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 7/1/2023 Through 7/31/2023

	Current Period Actual	Current Year Actual-7 mos.ending 07/31/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2021 Property tax revenue	0.00	317,458.60	0.00	317,458.60	0.00%
2022 Property Tax Revenue	0.00	683,814.16	1,259,965.00	(576,150.84)	(45.73)%
Lower Level Bond revenue	0.00	0.00	121,800.00	(121,800.00)	(100.00)%
Total Property Taxes	0.00	1,001,272.76	1,381,765.00	(380,492.24)	(27.54)%
Inter Government Funds	13,714.55	39,283.70	23,000.00	16,283.70	70.80%
Interest	3,356.29	20,407.30	1,250.00	19,157.30	1,532.58%
Fees for Services	808.05	7,609.17	4,988.00	2,621.17	52.55%
Misc Revenue					
The SPOT revenue	0.00	10.00	5,000.00	(4,990.00)	(99.80)%
Donations-Junior Women's Club	0.00	500.00	0.00	500.00	0.00%
Other	1,498.00	1,728.79	550.00	1,178.79	214.33%
Total Misc Revenue	1,498.00	2,238.79	5,550.00	(3,311.21)	(59.66)%
Total Revenues	<u>19,376.89</u>	<u>1,070,811.72</u>	<u>1,416,553.00</u>	<u>(345,741.28)</u>	<u>(24.41)%</u>
Total Revenue	<u>19,376.89</u>	<u>1,070,811.72</u>	<u>1,416,553.00</u>	<u>(345,741.28)</u>	<u>(24.41)%</u>
Expenditures					
Personnel Services	66,712.03	502,917.68	912,800.00	409,882.32	44.90%
Supplies	1,248.21	8,993.29	20,450.00	11,456.71	56.02%
Contractual Services	8,817.68	48,652.26	102,500.00	53,847.74	52.53%
Adult Information Sources	5,126.97	22,346.45	42,060.00	19,713.55	46.87%
Electronic Resources	14,017.29	40,013.76	65,240.00	25,226.24	38.67%
CYS Information Sources	1,604.78	6,327.26	12,300.00	5,972.74	48.56%
Marketing/Public Relations	258.99	9,374.30	21,800.00	12,425.70	57.00%
Administration	1,236.56	50,928.97	209,350.00	158,421.03	75.67%
Technology	3,058.37	16,249.75	21,000.00	4,750.25	22.62%
Total Expenditures	<u>102,080.88</u>	<u>705,803.72</u>	<u>1,407,500.00</u>	<u>701,696.28</u>	<u>49.85%</u>
Miscellaneous Expenses					
Misc Expenses	(62.02)	42,003.95	0.00	(42,003.95)	0.00%
Total Miscellaneous Expenses	<u>(62.02)</u>	<u>42,003.95</u>	<u>0.00</u>	<u>(42,003.95)</u>	<u>0.00%</u>
Total Expenditures	<u>102,018.86</u>	<u>747,807.67</u>	<u>1,407,500.00</u>	<u>659,692.33</u>	<u>46.87%</u>
Excess Revenues(Expenditures)	<u>(82,641.97)</u>	<u>323,004.05</u>	<u>9,053.00</u>	<u>313,951.05</u>	

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 7/1/2023 Through 7/31/2023

	Current Period Actual	Current Year Actual 7 mos.ending 7/31/2023	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2021 Property tax revenue	0.00	317,458.60	0.00	317,458.60	0.00%
2022 Property Tax Revenue	0.00	683,814.16	1,259,965.00	(576,150.84)	(45.73)%
Lower Level Bond revenue	0.00	0.00	121,800.00	(121,800.00)	(100.00)%
Total Property Taxes	<u>0.00</u>	<u>1,001,272.76</u>	<u>1,381,765.00</u>	<u>(380,492.24)</u>	<u>(27.54)%</u>
Inter Government Funds					
Per capita state grants	13,714.55	13,714.55	13,000.00	714.55	5.50%
Corporate Replacement Taxes	0.00	25,569.15	10,000.00	15,569.15	155.69%
Total Inter Government Funds	<u>13,714.55</u>	<u>39,283.70</u>	<u>23,000.00</u>	<u>16,283.70</u>	<u>70.80%</u>
Interest on Operating Funds					
Interest-Illinois Funds	3,356.29	20,383.72	1,250.00	19,133.72	1,530.70%
Interest- Riverside Bank	0.00	23.58	0.00	23.58	0.00%
Total Interest on Operating Funds	<u>3,356.29</u>	<u>20,407.30</u>	<u>1,250.00</u>	<u>19,157.30</u>	<u>1,532.58%</u>
Fees & Services					
Fines	54.50	1,174.78	500.00	674.78	134.96%
Fax Fees	50.00	273.00	250.00	23.00	9.20%
Maker Space fees/Internet fees	0.00	25.80	3.00	22.80	760.00%
Printing Fees	253.55	2,292.55	1,200.00	1,092.55	91.05%
Book & Video Sales	398.00	3,444.05	2,500.00	944.05	37.76%
Adult Replacement Fees	27.00	47.00	100.00	(53.00)	(53.00)%
CYS Replacement Fees	0.00	202.00	200.00	2.00	1.00%
ILL Fees	0.00	69.99	35.00	34.99	99.97%
Lost Book Credit	0.00	5.00	100.00	(95.00)	(95.00)%
Meeting Room Charges	25.00	75.00	100.00	(25.00)	(25.00)%
Total Fees & Services	<u>808.05</u>	<u>7,609.17</u>	<u>4,988.00</u>	<u>2,621.17</u>	<u>52.55%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	1,495.00	1,605.40	200.00	1,405.40	702.70%
Memorial Book Donations	0.00	0.00	250.00	(250.00)	(100.00)%
Donations	3.00	123.39	100.00	23.39	23.39%
The SPOT revenue	0.00	10.00	5,000.00	(4,990.00)	(99.80)%
Donations-Junior Women's Club	0.00	500.00	0.00	500.00	0.00%
Total Miscellaneous Revenue	<u>1,498.00</u>	<u>2,238.79</u>	<u>5,550.00</u>	<u>(3,311.21)</u>	<u>(59.66)%</u>
Total Revenues	<u><u>19,376.89</u></u>	<u><u>1,070,811.72</u></u>	<u><u>1,416,553.00</u></u>	<u><u>(345,741.28)</u></u>	<u><u>(24.41)%</u></u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 7/1/2023 Through 7/31/2023

	Current Period Actual	Current Year Actual-7 mos.ending 7/31/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	54,933.48	417,428.92	756,400.00	338,971.08	44.81%
Health & Life Insurance	4,613.54	31,089.49	55,000.00	23,910.51	43.47%
Employer's Portion - IMRF	3,090.50	22,919.33	42,000.00	19,080.67	45.43%
Employer's Portion - FICA	4,027.88	30,617.38	58,000.00	27,382.62	47.21%
Unemployment Comp Expense	46.63	862.56	1,400.00	537.44	38.39%
Total Personnel Services	66,712.03	502,917.68	912,800.00	409,882.32	44.90%
Materials & Supplies					
Office Supplies	51.89	1,004.48	3,000.00	1,995.52	66.52%
Library Supplies	289.37	1,705.74	4,000.00	2,294.26	57.36%
CYS Supplies	41.83	189.75	600.00	410.25	68.38%
Info Services Supplies	0.00	57.99	350.00	292.01	83.43%
Building Maintenance Supplies	378.35	4,741.33	10,000.00	5,258.67	52.59%
Ink Cartridges	486.77	1,294.00	2,500.00	1,206.00	48.24%
Total Materials & Supplies	1,248.21	8,993.29	20,450.00	11,456.71	56.02%
Contractual Services					
Janitorial	1,948.00	13,636.00	28,000.00	14,364.00	51.30%
Water	0.00	1,735.58	2,500.00	764.42	30.58%
Gas	208.60	6,800.01	15,000.00	8,199.99	54.67%
Building Maintenance	5,474.28	13,302.90	30,000.00	16,697.10	55.66%
Small Equipment Maintenance	0.00	220.00	1,000.00	780.00	78.00%
Equipment Maintenance	1,113.00	7,490.53	12,000.00	4,509.47	37.58%
Furnishings & Equipment	73.80	311.84	5,000.00	4,688.16	93.76%
Copier Rental & Maintenance	0.00	5,155.40	9,000.00	3,844.60	42.72%
Total Contractual Services	8,817.68	48,652.26	102,500.00	53,847.74	52.53%
Electronic Resources					
On-line Data Bases	5,968.96	16,956.95	30,740.00	13,783.05	44.84%
SWAN Computer	6,339.50	18,175.00	27,000.00	8,825.00	32.69%
Internet Expense	1,673.85	4,636.95	3,000.00	(1,636.95)	(54.56)%
Patron Subscription services	34.98	244.86	4,500.00	4,255.14	94.56%
Total Electronic Resources	14,017.29	40,013.76	65,240.00	25,226.24	38.67%
Information Sources					
Books	1,202.66	9,459.99	20,500.00	11,040.01	53.85%
Standing Order Books	510.81	2,517.12	4,000.00	1,482.88	37.07%
Periodicals	3,135.74	7,316.95	8,500.00	1,183.05	13.92%
DVD	243.24	1,326.00	4,000.00	2,674.00	66.85%
Audio Books	0.00	53.34	60.00	6.66	11.10%
Library of Things expenses	0.00	127.79	0.00	(127.79)	0.00%
The SPOT expenses	34.52	1,545.26	5,000.00	3,454.74	69.09%
Total Information Sources	5,126.97	22,346.45	42,060.00	19,713.55	46.87%
Children/Youth Services					
CYS Juvenile Books	1,159.73	2,927.94	4,000.00	1,072.06	26.80%
CYS Periodicals	0.00	349.99	250.00	(99.99)	(40.00)%
CYS Reference Books	0.00	0.00	1,500.00	1,500.00	100.00%
CYS Video Games	239.12	239.12	250.00	10.88	4.35%
CYS Young Adult	0.00	1,229.66	2,000.00	770.34	38.52%
CYS Board Books	(28.22)	0.00	0.00	0.00	0.00%
CYS Easy Books	234.15	1,384.25	3,000.00	1,615.75	53.86%
CYS DVD	0.00	169.66	700.00	530.34	75.76%
CYS Toys & Puzzles	0.00	26.64	100.00	73.36	73.36%
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 7/1/2023 Through 7/31/2023

	Current Period Actual	Current Year Actual-7 mos.ending 7/31/2023	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>1,604.78</u>	<u>6,327.26</u>	<u>12,300.00</u>	<u>5,972.74</u>	<u>48.56%</u>
Marketing/Public Relations					
CYS Programming	0.00	227.52	300.00	72.48	24.16%
Adult Programming	258.99	2,101.62	4,000.00	1,898.38	47.46%
Library Programs	0.00	655.66	500.00	(155.66)	(31.13)%
Advertising Expenses	0.00	0.00	1,500.00	1,500.00	100.00%
Binding	0.00	351.95	500.00	148.05	29.61%
Newsletter Expense	0.00	6,037.55	15,000.00	8,962.45	59.75%
Total Marketing/Public Relations	<u>258.99</u>	<u>9,374.30</u>	<u>21,800.00</u>	<u>12,425.70</u>	<u>57.00%</u>
Administration					
Shipping Charges	62.10	339.26	450.00	110.74	24.61%
Legal Services	69.10	4,877.00	1,500.00	(3,377.00)	(225.13)%
Credit Bureau	0.00	307.55	600.00	292.45	48.74%
Telephone	453.90	3,767.22	9,000.00	5,232.78	58.14%
Postage	63.39	221.68	1,000.00	778.32	77.83%
Treasurer's Bond	0.00	0.00	500.00	500.00	100.00%
Liability Insurance	0.00	22,591.10	25,000.00	2,408.90	9.64%
Audit Fees	0.00	70.70	3,900.00	3,829.30	98.19%
Seminars,Conferences,Meetings	0.00	350.00	500.00	150.00	30.00%
Membership Dues	0.00	664.00	700.00	36.00	5.14%
Accounting Expenses	326.15	1,556.32	2,500.00	943.68	37.75%
Staff Development	0.00	1,161.98	2,000.00	838.02	41.90%
Bond repayment	0.00	13,400.00	121,800.00	108,400.00	89.00%
Credit Card/Bank Fees	19.51	218.94	900.00	681.06	75.67%
Miscellaneous Expense	0.00	811.53	8,000.00	7,188.47	89.86%
Board Expense	242.41	591.69	1,000.00	408.31	40.83%
Capital Expense	0.00	0.00	30,000.00	30,000.00	100.00%
Total Administration	<u>1,236.56</u>	<u>50,928.97</u>	<u>209,350.00</u>	<u>158,421.03</u>	<u>75.67%</u>
Technology					
Technology Supplies	0.00	565.94	1,000.00	434.06	43.41%
Computer Consultant	0.00	0.00	2,500.00	2,500.00	100.00%
Network Maintenance	0.00	1.99	2,500.00	2,498.01	99.92%
Computer Hardware & Equipment	1,662.78	6,578.79	6,000.00	(578.79)	(9.65)%
E-Library Subscription Svs	1,395.59	6,629.57	7,500.00	870.43	11.61%
Computer Software	0.00	2,473.46	1,500.00	(973.46)	(64.90)%
Total Technology	<u>3,058.37</u>	<u>16,249.75</u>	<u>21,000.00</u>	<u>4,750.25</u>	<u>22.62%</u>
Total Operating Expense	<u>88,063.59</u>	<u>665,789.96</u>	<u>1,342,260.00</u>	<u>676,470.04</u>	<u>50.40%</u>
Miscellaneous Expenses					
Lost ILL Expense	(62.02)	3.95	0.00	(3.95)	0.00%
Transfer to Other Funds	0.00	42,000.00	0.00	(42,000.00)	0.00%
Total Miscellaneous Expenses	<u>(62.02)</u>	<u>42,003.95</u>	<u>0.00</u>	<u>(42,003.95)</u>	<u>0.00%</u>
Total Budgeted Expenses	<u>102,018.86</u>	<u>747,807.67</u>	<u>1,407,500.00</u>	<u>659,692.33</u>	<u>46.87%</u>



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 8/03/2023
Re: Updates to Identity Protection Policy and Public Use of Library Space Policy

Attached please find two policy documents for your review. If they meet with the approval of the Board, they will become the current policies in these areas.



The Riverside Public Library (Library) adopts this Identity Protection Policy pursuant to the Identity Protection Act, 5 ILCS 179/1 *et seq.* The Identity Protection Act requires units of local government to approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security Numbers which agencies collect, maintain, and use. It is important to safeguard Social Security Numbers (SSNs) against unauthorized access as SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of SSNs. The Identity Protection Act was passed in part to require government agencies to assess their personal information collection practices and make necessary changes to those practices to ensure confidentiality of SSNs.

Social Security Number Protection

Whenever an individual is asked to provide the Library with a SSN, the Library shall provide that individual with a statement of the purpose or purposes for which the Library is collecting and using the SSN. The Library shall also provide the statement of purpose upon request. A sample statement of purpose is attached as Exhibit A.

The Library shall not:

1. Publicly post or publicly display in any manner an individual's SSN. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
2. Print an individual's SSN on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a SSN over the Internet, unless the connection is secure or the SSN is encrypted.
4. Print an individual's SSN on any materials that are mailed to the individual, through the US Postal Service, any private mail service, electronic mail, or any similar method delivery, unless State or Federal law requires the SSN to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that

does not require an envelope or be visible on an envelope without the envelope having been opened.

In addition, the Library shall not:¹

1. Collect, use, or disclose a SSN from an individual unless:
 - a. Required to do so under State or Federal law, rules or regulations, or the collection, use or disclosure of the SSN is otherwise necessary for the performance of the Library's duties and responsibilities;
 - b. The need and purpose for the SSN number is documented before collection of the SSN; and
 - c. The SSN collected is relevant to the documented need and purpose.

¹These prohibitions do not apply in the following circumstances:

- (1) The disclosure of SSN to agents, employees, contractors, or subcontractors of a governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's Social Security number will be achieved.
- (2) The disclosure of Social Security Numbers pursuant to a court order, warrant, or subpoena.
- (3) The collection, use, or disclosure of Social Security Numbers in order to ensure the safety of: State and local government employees; person committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government facility.
- (4) The collection, use or disclosure of Social Security Numbers for internal verification or administrative purposes.
- (5) The disclosure of Social Security Numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.
- (6) The collection or use of Social Security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the Federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the Federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

2. Require an individual to use his or her SSN to access an Internet website.
3. Use the SSN for any purpose other than the purpose for which it was collected.

Requirement to Redact Social Security Numbers

The Library shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. The Library shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the Library shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits for a SSN are accessible as part of personal information.

Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect the confidentiality of SSNs.

Reviewed and Approved by the Riverside Public Library Board of Trustees April 12, 2011
Reviewed and Approved by the Riverside Public Library Board of Trustees November 8, 2016
Reviewed and Approved by the Riverside Public Library Board of Trustees August 8, 2023

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PUBLIC USE OF LIBRARY SPACE FOR DISPLAYS, NOTICES, HANDOUTS AND RELATED ACTIVITIES POLICY

August 2023 4/26/16

1. DISPLAYS

- A. **Permitted Uses.** Library display space may be used by: 1) Not-for-profit, non-commercial organizations which, by virtue of their purpose and membership, are deemed to be connected with the Library's goal of serving the educational, cultural, and civic needs of the Riverside community; ~~and 2) Individuals who wish to mount non-commercial exhibits of art works, handicrafts, or collections which enhance the Library's role as a cultural agency in the community.~~
- B. **Facilities.** ~~There are two display cases; one is located in the upper level atrium and the other is located in the Children and Youth Services department. No display shall be placed in these cases, nor will any case be reserved, without the formal approval of the appropriate staff member. Specific authorization from the Library Administration Director is required for an organization or individual to mount a display in some other area of the Library (Public Meeting Room, Great Room, etc.).~~
- C. **Application and Approval Process.** ~~Organizations and individuals wishing to use a display case must complete and submit a Library Display Case Reservation Request Form (see attached). Organizations must provide a liaison that is at least 18 years old. Individuals must be at least 18 years old or must provide a sponsor who is. The liaison/sponsor must sign the reservation requisite form and agree to bear ultimate responsibility for the display and to insure that it is mounted and removed on time and that its contents and design are consistent with the requirements and guidelines set forth in this policy statement. Reservation requests will not be approved unless and until all the information and signatures required for the request form have been provided.~~
- ~~D.~~ **Reservations.** Reservations for displays will be accepted up to 12 months in advance on a first-come, first-served basis. No group or individual may place more than three reservations for a given 12-month period. ~~Additional displays will be permitted without advance reservations if a case is available.~~
- ~~D.~~
- E. **Duration.** ~~A display case may be reserved for a maximum of two weeks to one calendar month.~~ Displays must be removed from the Library in a timely manner. The Library reserves the right to remove and dispose of any display left beyond its termination date. Displays must be set up and taken down during regular library hours.
- F. **Information About Displays.** The name of the organization ~~or individual using a display case~~ must appear clearly and prominently by the display. ~~A Display Information Form (see attached) must be completed for each display before it is mounted. Library staff will place the completed form uniformly in each display.~~

~~Completed Library Display Case Reservation Request forms are public records and will be made available to the public or press upon written request.~~

F.

G. Responsibility for Materials on Display. The Library is not liable for any damage to or theft of materials offered for display. A *Release, Waiver and Indemnity Agreement* must be signed by the person responsible for the display.

H. Focus and Appearance of Display General Guidelines. ~~The Library opens its display cases to outside organizations which meet the requirements of this policy in order to give such organizations an opportunity to inform the community about themselves; their purposes, goals, and services; and the activities or events they sponsor or become involved with. An organization should make such information the primary focus of its display.~~

Each display should be carefully planned, well thought out, and mounted in an interesting, informative and attractive manner. Lettering should be legible and attractive. Displays should visually enhance rather than detract from the areas of the Library in which they are located. An organization or individual will be asked to redo or remove any poorly executed display.

II. Posted Notices and Handouts

A. Permitted Uses. Limited space is available in the Library for not-for-profit, non-commercial, organizations' notices and handouts of an education, cultural, or civic nature. Individuals may not post notices in the Library.

B. Facilities. On the main level, notices will be posted on the bulletin board in the east entryway. Limited space for notices and handouts is available in the Children and Youth Services department. Specific authorization from the Library Director is required for an organization to have a notice posted or a handout displayed in any location.

C. Approval Process. No notice shall be posted, nor any handout displayed, without the approval of the Library Director. Organizations may not post notices or place handouts themselves; this will be done for them by Library staff after the notice or handout has been approved. The Library reserves the right to determine exactly where a notice or handout will be located, and how it is to be displayed.

D. Duration. Notices or handouts will be removed and disposed of after they become dated, or earlier if, in the opinion of the designated Library staff, they have been displayed for a reasonable period, and space is needed for other materials.

III. General Guidelines

A. Non-Compliance. The Library reserves the right to refuse or remove any display, notice, or handout which does not comply with these policies and guidelines.

B. Priorities. Display cases, bulletin boards, and areas where handouts may be

placed are also needed to publicize Library and Library-related programs, activities, services, and materials, and to post required legal notices. Priority shall be given to these needs.

- C. Prohibited Uses and Practices.** Library display facilities may not be used: to promote or advertise, whether directly or indirectly, a commercial product or service; to urge support or opposition to any political candidate or issue; or to urge support of or opposition to any religion or religious belief. No material which is obscene, defamatory, invades a particular person's privacy, or directly incites violence, may be posted or displayed. Materials and equipment which, in the opinion of the Library Director, are potentially dangerous to Library users, staff, or property may not be brought into any area of the Library.
- D. Solicitations.** Individuals may not solicit money or donations in the Library. Displays, notices, and handouts announcing or promoting fundraising programs and activities sponsored by not-for-profit, non-commercial organizations will be permitted, provided the requirements stipulated in this policy statement are met.
- E. Sales and Promotions.** Library-related organizations such as the Riverside Friends of the Library may have special sales or promotions in the Library. Any similar activity by another organization or individual is prohibited unless specifically authorized by the Library Board of Trustees.
- F. Sponsorship or Endorsement.** Use of Library space by an organization or individual for displays or related activities does not constitute Library sponsorship of that organization or individual or the viewpoints or activities they are promoting. Advertisements or announcement that either directly or indirectly imply otherwise shall not be permitted.
- G. Situations Not Covered.** Any situation not specifically covered above will be resolved by the Library Director.
- H. Appeal Process.** Decisions by the Library Director to refuse or remove a display, notices, or handout may be appealed. Such an appeal must be made in writing to the Library Board of Trustees no more than 14 days after formal notification of the Library Director's decision is received. After the written appeal is received, the Board President will appoint a committee of Library Trustees to review the matter. This committee will make its recommendation to the Board within 60 days, and the Board will make a determination about appeal.

Reviewed and approved by the Riverside Public Library Board of Trustees April 8, 1997
Reviewed and approved by the Riverside Public Library Board of Trustees April 12, 2016
Reviewed and approved by the Riverside Public Library Board of Trustees August 8, 2023

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Riverside Public Library
DISPLAY RELEASE, WAIVER AND INDEMNITY AGREEMENT

This release is in consideration of being permitted to store, display or exhibit artifacts, artwork or other items of personal property ("Releasor's Property") on the premises of the Riverside Public Library. The Releasor for him/herself and his/her personal representatives, heirs and next of kin, hereby releases the Riverside Public Library, its officers, trustees, agents, and employees ("Releasees") for all loss or account of loss, damage, destruction or theft of the Releasor's Property, whether caused by the negligence of Releasees or otherwise. The Releasor covenants not to sue the Riverside Public Library, its officers, trustees, agents or employees for any loss or damage or any claim of damage.

Releasor agrees to indemnify the Releasees from any loss, liability, damage or cost which Releasee may incur due to the presence of Releasor's Property in or on the premises of the Riverside Public Library, whether caused by the negligence of the Releasees or otherwise.

Releasor further states that he/she has carefully read this Agreement and knows the contents of this Agreement and signs this Agreement as his/her own free act. Releasor acknowledges that the insurance maintained by the Riverside Public Library does not apply to Releasor's Property, and Releasor shall bear full responsibility with respect to the maintenance of insurance.

Dates of Exhibition:

Date of agreement: _____

Releasor

RIVERSIDE PUBLIC LIBRARY

BY: _____

[Reviewed and Approved by the Riverside Public Library Board of Trustees August 8, 2023](#)
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Library Display Case Reservation Request Form

Applicant Name: _____

Address: _____

Phone #: _____ email: _____

Liaison/Sponsor [must be 18 years old or older]

Applicant Name: _____

Address: _____

Phone #: _____ email: _____

Briefly describe the nature and purpose of the proposed display:

~~Month you wish to reserve display case: _____
[cases are booked by the calendar month]~~

I have reviewed, understand, and agree to abide by the *Riverside Public Library POLICIES AND GUIDELINES REGARDING USE BY THE PUBLIC OF LIBRARY SPACE FOR DISPLAYS, NOTICES, HANDOUTS, AND RELATED ACTIVITIES* which govern the reservation and use of Library displays. I agree to assume responsibility for the display and to insure that it is mounted and removed on time and that its contents and design are consistent with the requirements and guidelines set forth in the above-mentioned policy. I have completed and signed the *Riverside Public Library Release, Waiver and Indemnity Agreement*. (over)

Signature of Liaison/Sponsor: _____ Date: _____

*Organizations must be not-for-profit and non-commercial, and must, by virtue of their purpose and membership, be connected with the Library's goal of serving and educational, cultural, and civic needs of the Riverside community. Displays by individuals are limited to exhibits ~~of~~ of artworks, ~~handicrafts, or collections~~ which enhance the Library's role as a cultural agency in the community.

For Library Use:

Application received by: _____ Date: _____

Application approved** by: _____ Date: _____

Comments/notes: _____

** Approval must be by the Library Director (for displays or handouts located on the main level), the Youth Services Manager (for the case located in the Youth Services Department)

Summer Reading continued to keep us busy in CYS this July. I want to thank the CYS staff for all of their hard work during the summer. We have gotten some great, positive feedback from parents who say they really appreciate the Summer Reading Program and the activities we provide over the summer. While the program wraps up July 31, we will give participants an extra week to turn in their reading logs and enter our grand prize raffle. I will report on final numbers for the program in my August report. I am also writing this report a little early as I will out of the building July 29 until August 5, so I will include a few late July programs in my August report as well.

Highlights

Storytimes—We continued our variety of storytimes this month. Mandi and I presented Friday storytimes, mostly outside. Anne presented mini-storytimes before our Little Hands Playtime on Tuesdays, a format we will continue this Fall because of its popularity. Francesca presented storytimes at the Community Garden, and after talking with our contact at the Community Garden, these storytimes will continue through October (weather permitting). Anne and I also continued presenting storytimes to Riverside Parks and Recreation summer camps.

Grade Level Groups—Grade level groups continued this month. 1st through 3rd graders in Adventure Club worked on fashion design with Mandi and dandelion painting with Nikki. 4th and 5th graders focused on architecture with Anne. They used popcorn boxes to create a replica of architect Jeanne Gang's St. Regis skyscraper in Chicago.

Kids 3D Mini-Camp—Jordan, Tess and Nikki ran a three-week mini-camp for kids entering 5th grade and up. In this program, kids learned how to use 3D object-building software. They then applied what they learned to make a 3D printed maze. This was a great first run for this type of program at the Spot. I think Jordan and Nikki now know some issues they need to work on and some changes they would like to make before they try to run this program again in the winter.

Late Over—This is one of our most popular summer programs. It fills up quickly each time we offer it. For the late over, kids entering 4th through 6th grade get to stay in the Library after we close on a Friday. We play library-wide hide and seek; watch a movie; eat pizza and a sweet treat; and play games including computer games, Nintendo Switch and board games. Kids stay from 5 pm to 7 pm. Thank you to Francesca who helped run this program and our two teen volunteers, Soleil and Kiran!

Other Activities—Our summer tradition of hiding Popcorn, our desk dog statue, around the department has continued this year. Kids love trying to find where he is hiding. We also offered some fun take home crafts including customizable book marks and a dinosaur hat. Our Blue Board Question of the month was "What's your favorite summer snack or treat?" Reading Buddies continues to have devoted participants as does both of our Pokémon Clubs.

CHILDREN & YOUTH SERVICES – July 2023 – Nora Durbin

CHILDREN & YOUTH SERVICES STATISTICS – July 1-28, 2023	
Reference questions asked	<u>187</u>
Informational questions asked	<u>278</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
7/1/2023	Family Playtime	7	0	0	5	
7/5-7/8	Take Home Craft					30
7/6/2023	Camp Storytime 1	12		3		
7/6/2023	Camp Storytime 2	12		2		
7/7/2023	All Ages Storytime	10	4		9	
7/8/2023	Legopalooza	2	5		4	
7/10-7/12	Take Home Craft					30
7/10/2023	Reading Buddies Session 1		5	6		
7/10/2023	Reading Buddies Session 2		3	6		
7/10/2023	Reading Buddies Session 3		2	6		
7/10/2023	Camp Storytime	16			5	
7/11 /23	Mini Storytime	3			3	
7/11/2023	Little Hands Playtime	5			3	
7/11/2023	Garden Storytime	6	4		9	
7/11/2023	Adventure Club		13			
7/12/2023	Bingo					18
7/12/2023	Kids 3D Mini Camp		4			
7/14/2023	All Ages Storytime	9	3		8	
7/14/2023	Pokemon Club		9	3	3	
7/14/2023	Pokemon Jr.		2	3	1	
7/15/2023	Family Playtime	3			2	
7/17-7/20	Take Home Craft					30
7/17/2023	Bubble Party					45
7/17/2023	Camp Storytime	14		4		
7/17/2023	Reading Buddies Session 1		3	4		
7/17/2023	Reading Buddies Session 2		2	4		
7/18/2023	Mini Storytime	3			3	
7/18/2023	Little Hands Playtime	5			4	
7/18/2023	Summer Squad		7	2		
7/19/2023	Kids 3D Mini Camp		3			
7/20/2023	Camp Storytime 1	13		4		
7/20/2023	Camp Storytime 2	8		2		
7/21/2023	All Ages Storytime	15	2		12	
7/21/2023	Late Over		20	2		

CHILDREN & YOUTH SERVICES – July 2023 – Nora Durbin

7/22/2023	Legopalooza		3				
7/24-7/27	Take Home Craft					30	
7/24/2023	Camp Storytime	16		4			
7/24/2023	Reading Buddies Session 1		6	6			
7/24/2023	Reading Buddies Session 2		1	6			
7/24/2023	Reading Buddies Session 3		5	6			
7/25/2023	Garden Storytime						
7/25/2023	Mini Storytime	6			6		
7/25/2023	Little Hands Playtime	6			6		
7/25/2023	Adventure Club		10	2	1		
7/26/2023	Kids 3D Mini Camp		4				
7/26/2023	Bingo					9	
7/28/2023	All Ages Storytime	12	3		9		
7/28/2023	Pokemon Club		5	4			
7/28/2023	Pokemon Jr.		7	4	3		
7/1-7/28	Blue Board Question					113	
Phone Charger Checkout							15 teens
Board Game Usage							57 games
Nintendo Switch Usage							11 teens
Summer Reading Program Sign Up for birth through 8 th Grade as of 7/28/23							576 kids and teens

July 2023
Sharon Shroyer

Patron Services

This month I get to write my report from rehab. I am currently thoroughly bored and anxious to get back to work. I have to thank my co-workers for all their cards, care packages, and good wishes. I am chilling out by coloring in my Depeche Mode coloring book that Janice and Kate sent me. I may need more black pencils though.

Staff have continued to help out and fill in for me and I am grateful for them. I am so lucky for everything and for everyone who has helped out. I hope the next report I write will be from my desk at the library.

I have signed a new contract with Better World Books. They have changed how many boxes they will accept per shipment, but we will work with the new requirements.

Computer Services

Diane Silva and I connected via phone and remote software and finished setting up her new laptop. We will be working on Henry's new PC when she gets back from vacation.

I am starting to look at PC's to replace the old computers in the genealogy area. I am looking at all-in-one computers that will make that area look cleaner and less cluttered.

We had connectivity issues on July 29th. Henry tried rebooting the system to no avail. I tried remoting into the system but was totally blocked. I contacted Bill Borst, who was also locked out of the system. I contacted Comcast and they were unable to reach their modem. A service call was scheduled for Monday morning but the system was restored before we opened on Monday morning. I do like problems that resolve themselves,

July 2023 Information Services Update

Diane Silva

Other than a tornado drill, July was a quiet month in IS spent on all the regular things we do on a daily basis. With new Board members starting, It's a nice time to highlight the IS staff.

If you come to the library in the morning, you've definitely met Brent. He usually takes morning shift and has an extremely loyal fan base. There are people who walk in, see he isn't at the desk, and look so disappointed! In addition to great reference service and non-fiction book ordering, Brent heads up programming and creates the quarterly newsletter. These projects are on-going and require both creativity and attention to detail.

Jordan handles The Spot and fiction and movie ordering, along with desk shifts. His role at The Spot isn't just making appointments. He creates and runs monthly programs for adults and youth. He troubleshoots equipment and creates documentation to make it easier for patrons to succeed. He shows such dedication to making The Spot a reality. Also, thanks to Nikki for rounding out the team.

Henry covers evening shift on desk along with non-fiction ordering. He creates and maintains the website, creates all the program sliders and most of the widgets used for Facebook events. He also takes the lead on collection weeding using a schedule and reports to identify materials that are no longer circulating and determining if they should be removed. His attention to detail is always appreciated.

IS and PS split Gabe's time between us. He does the critical work of cataloging materials/magazines along with covering shifts at the IS desk. He's quickly getting comfortable with the wide range of questions!

I get so much positive feedback about how helpful and how thorough the team is, particularly with patrons who appreciate that we go the extra mile. I see them deal with challenging issues and patrons with true grace and humor. The Library is so lucky to have such great staff!

Illinois Libraries Present

Recently awarded the Illinois Library Association's 2023 Hugh C. Atkinson Memorial Award for Interlibrary Cooperation, ILP opens the 3rd season on September 6 with Colson Whitehead. I continue to work on the Data & Numbers team and will possibly be transitioning into a leadership role in 2024. This past month ILP also announced that fees for libraries with volunteers on staff would receive a huge discount (about 63%) on fees. Instead of \$365, we will be paying \$135 for a dozen programs!

Programming- due to vacation stats are incomplete

The SPOT Appointments/projects – 6

Mindful Chair Yoga (3 sessions) – 37

Boost Your Brain (1 sessions) - 5

Smartphone Photography – 16

Helping Seniors Tell Their Story – 4

Tech Help - 0

The Spot Craft – 11

Genealogy – TBD

Meditation (2 session) – 8

Riverside Reads Book Club – 6

Passive

Spice Kits – 50

Seed Packets Take/Leave – 7

Puzzle -17

Patron Interactions –Due to vacation, I don't have final stats for patron interactions

**Riverside Public Library
Miscellaneous Statistics - July 2023**

	Jul-23	Jul-22	YTD 2023	YTD 2022
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Reference Statistics

Questions Asked - Adult	NA	644	4713	4861
Questions Asked - Youth Services	465	687	3820	3647

**Internet Usage - Adult
- CYS**

	232	220	2043	1630
	216	127	1334	772
Total Usage	448	347	3377	2402

Holdings

Adult Titles Added	107	124	897	1030
CYS Titles Added	99	74	581	684
Total Titles Added	206	198	1478	1714

Adult Titles Withdrawn	58	78	1105	697
YS Titles Withdrawn	2	92	797	592
Total Titles Withdrawn	60	170	1902	1289

Total Holdings

	62928	63352
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Adult Programs

Number of Library Programs	13	10	109	113
Number of Community Programs	7	0	69	25
Library Program Attendance	136	133	292	1040
Community Program Attendance	76	0	855	290
Total Adult Program Attendance	212	133	1147	1330
Total Adult Passive Prog. Users	74	30	515	278

Children and Youth Services

Children 0-11 Passive Programs	5	1	19	24
Children 0-11 Active Programs	34	27	237	192
YA 12-18 Passive Programs	3	1	12	12
YA 12-18 Active Programs	8	2	38	16
Number of Passive CYS Programs	8	2	31	36
Number of Active CYS Programs	42	29	267	208

Children Pass. Prog. Attendance	165	30	511	1218
YA Passive Prog. Attendance	140	21	374	143
Children Active Prog. Attendance	426	433	4736	5187
YA Active Prog. Attendance	71	20	384	225
Total Passive Prog. Attendance	305	51	885	1361
Total Active Prog. Attendance	497	453	5120	5412

New Library Cards Issued

	62	71	379	404
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Library Attendance

	7844	7295	50914	47996
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Faxes sent by Patrons

	8	19	97	126
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Notary Service

	13	10	106	140
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Checkouts	5597	5697	36996	38670
Renewals	4109	3770	23917	24729
Checkins	6983	6379	41599	43810
Total Circulation	16689	15846	102512	107209

	Jul-23	Jul-22	YTD 2023	YTD 2022
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Interlibrary Loans

Loaned	869	1019	6961	5299
Borrowed	921	1120	7545	6735

Reciprocal Borrowing

Loaned to Other Library Patrons	524	635	3961	4328
RPL Patrons Borrowing Elsewhere	1066	834	7670	6238

Digital Resources

Hoopla	361	412	2523	2522
Axis360	102	137	837	904
Libby (Digital Library of Illinois)	1382	1066	8650	6798
Flipster Downloads and Views	41	29	230	454

Web Site

Total Hits	3981	3880	30376	27337
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Wireless Statistics

	NA	871	5072	14306
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Online Databases

Ancestry.com				
Searches	367	241	5443	3210
Returns	350	301	9942	2715

Encyclopaedia Britannica

Sessions	16	6	241	100
Documents	17	0	242	148

Newsbank

Searches	15	2	80	39
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	Jul-23	Jul-22	YTD 2023	YTD 2022
EBSCO Online Databases				
Academic Search Premiere				
Searches	24	28	349	158
Requests	24	28	349	157
Auto Repair Source				
Searches	0	0	0	0
Results	0	0	0	0
Biography Reference Center				
Searches	2	3	17	11
Requests	2	3	16	11
Business Source Premier				
Searches	2	15	171	178
Results	2	15	171	178
Consumer Health Complete				
Searches	0	0	1	4
Results	0	0	0	0
Consumers Reports				
Sessions	6	3	28	35
Searches	109	31	426	470
History Reference Center				
Searches	0	8	35	27
Results	0	8	35	27
Legal Information Ref. Center				
Searches	0	0	0	6
Results	0	0	0	6
Literary Reference Center				
Searches	10	19	294	127
Requests	10	19	294	127
Masterfile				
Searches	3	29	227	279
Requests	3	29	227	279
Middle Search Plus				
Search	0	2	32	2
Results	0	2	32	2
Newspaper Search Plus				
Search	4	0	120	100
Results	4	0	120	100
Novelist				
Searches	0	0	20	44
Requests	0	0	17	42
Points of View Ref. Center				
Searches	14	17	242	95
Results	14	17	242	95
Primary Search				
Searches	0	0	5	3
Results	0	0	5	0
Science Reference Center				
Searches	0	1	36	36
Results	0	1	9	34
Small Business Center				
Searches	0	1	8	1
Results	0	1	24	1

	Jul-23	Jul-22	YTD 2023	YTD 2022
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Additional Statistics

Newspaper Archives

Searches

	12	21	107	164
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Museum Passes

Issued

	21	24	93	58
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Library of Things

Equipment

	49	46	434	176
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Kits

	9	5	113	41
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Create Collection

Equipment

	2	4	28	12
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Online Learning

Creative Bug

Sessions

NA		3	12	10
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Total Viewed

NA		4	10	17
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Library Director's Report July 2023

Administration

Our parade contingent gave away over 2,000 library related stickers this year as we participated in the Village's Fourth of July Parade. Thank you to the following for braving the heat and the masses to represent the Library: Trustees - Jane Birmingham, Ken Circo, Nancy DeFauw, Courtney Greve Hack and Christine Long; Staff - Brent Bowles, Gabe Fisher, Dana Ginsberg, Maureen Rafa, Cathy Sauer; and Friends of the Library - Lindsay and David Morrison, Amy Jacksic, Nancy Morgan, Laura Rubio, Cristin Evans, and Cyndi Robinson. It was agreed upon that next year we are going to do a float. I believe Jane Birmingham and Christine Long will coordinate the efforts; as they both have experience making floats. Everyone is looking forward to that.

On July 5, local realtor Sheila Gentile sponsored the crafts at the Farmers' Market table. If a child finds the hidden fruit, they choose from one of 7 farm/vegetable related crafts to complete. This is the second year that Sheila has paid for a special craft. The Farmers' Market was actually cancelled on July 12 due to the threat of severe storms. This was the first time in many years that a market had been cancelled; but they were wise to do so as bad weather did occur. We continue to get above normal participation numbers for our Scavenger Hunt.

The bids for the SPOT/Study Room/Genealogy project were opened on Friday, July 7. We received 3 bids and the Board was able to approve the recommendation of Darren Schretter from Studio GC to accept the lowest bid by Kersey. Trustee Dan Loucks inquired about the wording for insurance coverage. After talking with Darren, he included the suggested revisions from Dan and sent the changes to Kersey. They agreed and signed the agreement as of July 25. If all goes according to plan, the work will begin in early September. Diane and Jordan have discussed plans for Spot usage during the construction, which she is happy to share with the Board.

I received a FOIA request from an NBC researcher who wanted all the information/correspondence/notes etc. from any material banning incidents at the Library since 2013. I contacted Ken and Courtney to advise them of this situation. In the time period requested, we had three instances: one, moving the Pride Month book display in the Children's area; second, the request to take down the artist's description of the Marquette and Joliet painting; and three, the reconsideration request of the book, *Gender Queer*. I was able to gather all the information requested and redact any personal emails or contact information of non-Library personnel. Courtney Greve Hack did a review of the material I collected. She noticed two emails, which had I missed. I included those in the submission and then I sent the information off. All this was done in a matter of four days. The response I received back from the requester was that he considered the request fulfilled and thanked me for the quick turn-around. Over 200 Chicago area libraries were sent this request, so he will be one busy researcher with all the results!