

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, November 8, 2022 in the Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm
- II. Roll Call
- III. Welcome Guests
- IV. Approve Minutes of October 11, 2022—*Action Item*
- V. Review of Current Bills—*Action Item*
- VI. Review of Financial Statements—*Action Item*
- VII. Committee Reports
 - A. Finance—Michael Hagins
 - B. Building & Grounds—Ken Circo
 - C. Policy & Bylaws—Patrick White
 - D. Technology—Michael Hagins
 - E. Communications—Courtney Greve Hack
 - F. Strategic Long Range Plan Committee—Jane Birmingham and Christine Long
 1. Strategic Plan 2023-2026—*Action Item*
- VIII. Staff Reports—October
 - A. Children & Youth Services Manager—Nora Durbin
 - B. Patron Services & Computer Services Manager—Sharon Shroyer
 - C. Information Services—Diane Silva
 - D. Monthly Statistics
- IX. Director's Report—Janice Foley
- X. Unfinished Business
 - A. Per Capita Grant Application—*Action Item*
- XI. New Business
 - A. 2023 Board Meeting Dates—*Action Item*
- XII. Announcements
- XIII. Correspondence & FYIs
- XIV. Executive Session
 - A. Library Director's Evaluation—*To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1))*

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



**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
October 11, 2022**

Held Tuesday, October 11, 2022 in the Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

In Attendance: Ken Circo, President; Jane Birmingham, Secretary; Christine Long, Trustee; Jen Pacourek, Trustee; and Patrick White, Trustee

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

Absent: Courtney Greve Hack, Vice President; Michael Hagins, Treasurer

Called to order at 7:31 pm by President Ken Circo.

Review of Minutes

Jen Pacourek moved, and Christine Long seconded, that the Board approve the minutes of the September 13, 2022 regular meeting.

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Jen Pacourek moved, and Jane Birmingham seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23024 through 23059, 23061 through 23065, z00011 and z00012, in the total amount of \$94,894.00, including voided check number 23060, which includes payroll through September 30, 2022.

Roll Call Vote:

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Jen Pacourek moved, and Jane Birmingham seconded, that the Board approve the financial statements for September 30, 2022, subject to audit.

Roll Call Vote:

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance—Final 2023 Budget and 2022 Tax Levy

Jane Birmingham moved, and Jen Pacourek seconded, that the Board approve the final 2023 Budget and 2022 Tax Levy.

Roll Call Vote:

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Building & Grounds

The Library Director stated that the fire safety inspection was completed at the Library. The only item of concern was a 'sticky' emergency exit door on the Terrace, which will be addressed.

Communications

The Library Director, Courtney Greve Hack, Christine Long and Jen Pacourek attended the Village Board meeting on October 6, 2022 where the intergovernmental agreement between the Village of Riverside and the Library in regards to the referendum bond funds was approved. Bob Uphues, editor of the Riverside-Brookfield Landmark, called the Library Director the following day seeking information for a Landmark article pertaining to the bond funds and the future plans for the lower level. To keep the community up-to-date, the Board suggested that Courtney Greve Hack write a press release for inclusion in the December newsletter outlining the total cost of the renovation and the Library's plans for the excess funds.

Strategic Long Range Plan Committee

The Board reviewed the final draft of the Strategic Long Range Plan and will vote on approval of the plan at the next Board meeting.

Staff Reports

The Board reviewed the staff reports.

Director's Report

The Board reviewed the Library Director's report. The Library Director stated that she will be reapplying for the Live and Learn Construction Grant this year and she has incorporated suggested changes. Darren Schretter, of Studio GC, will review the grant, adjust the budget numbers, and create a mock-up of the area.

New Business

Per Capita Grant Application

The Board reviewed the per capita grant application and made a few suggestions, including the need for a marketing plan and trustee orientation training. Jen Pacourek stated that the Library Director had done a good job on the application. The per capita grant application will be added to the November agenda for approval.

Special Event Application December 17, 2022

Patrick White moved, and Jen Pacourek seconded, that the Board approve the special event application for a wedding to be held on December 17, 2022.

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Special Event Application October 22, 2022 or October 23, 2022

Patrick White moved, and Jen Pacourek seconded, that the Board approve the special event application for a going away party to be held on October 22, 2022 or October 23, 2022.

Ayes: Birmingham, Long, Pacourek, White
Nays: None
Abstained: None
The motion passed.

Recess to Executive Session

Jen Pacourek moved, and Christine Long seconded, that the Board convene in Executive Session to discuss the minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 (5 ILCS 120/2(c)(21)) at 8:22 pm.

Roll Call Vote:
Ayes: Birmingham, Long, Pacourek, White
Nays: None
Abstained: None
The motion passed.

Return to Regular Session

The Board returned to Regular Session at 8:26 pm.

Review of Executive Session Minutes

Patrick White moved, and Jen Pacourek seconded, that the Board approve the executive session minutes of April 12, 2022.

Ayes: Birmingham, Long, Pacourek, White
Nays: None
Abstained: None
The motion passed.

Jane Birmingham moved, and Christine Long seconded, that following a review of the executive session minutes of April 12, 2022, which remain confidential, the Board agreed by consensus to release to the public the following executive session minutes: April 12, 2022. All other executive session minutes remain confidential.

Ayes: Birmingham, Long, Pacourek, White
Nays: None
Abstained: None
The motion passed.

Adjournment

Upon motion by Christine Long, seconded by Jen Pacourek, and passed unanimously, the meeting was adjourned at 8:27 pm.

President

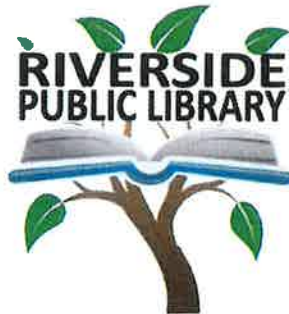
Secretary

Riverside Public Library

CASH DISBURSEMENTS

OCTOBER - 2022

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR OCTOBER 2022 ACCOUNTS PAYABLE,
AND OCTOBER 2022 PAYROLL = \$74,604.19**

including voided check #23096

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 10/1/2022 Through 10/31/2022

Check Number	Check Date	Payee	Check Amount	Transaction Description
23066	10/4/2022	Leslie Goddard	350.00	Route 66 program
23067	10/4/2022	Ian Leith	100.00	Farmers market music
23068	10/6/2022	Blue Cross Blue Shield of Illinois	5,295.85	HMO medical- October 2022
23069	10/6/2022	Belcore Electric	835.00	Exterior electrical
23070	10/6/2022	Jordan Bravo	23.33	Vinyl & transfer tape for Cricut
23071	10/6/2022	Coverall North America, Inc	1,948.00	Cleaning services- October
23072	10/6/2022	Delta Dental of Illinois - Risk	61.05	HMO dental- October
	10/6/2022	Delta Dental of Illinois - Risk	40.19	HMO vision- October
23073	10/6/2022	Delta Dental of Illinois- Vision	6.53	PPO vision- October
23074	10/6/2022	Klein, Thorpe & Jenkins, Ltd.	292.50	Legal through 08/31/2022
23075	10/6/2022	NCPERS-IL IMRF	32.00	Term life- Forsyth & Silva
23076	10/6/2022	North Suburban Employee Benefit Coc	285.00	PPO dental- September 2022
23077	10/6/2022	North Suburban Employee Benefit Coc	866.46	PPO medical- September 2022
23078	10/6/2022	Village of Riverside	297.00	Water & sewer July & August
23079	10/12/2022	Friends of the Riverside Public Library	650.00	Bingo sponsorship (Eddy & Robinson \$)
23080	10/12/2022	Madison National Life	30.72	Life insurance- October
23081	10/12/2022	Business Card	559.82	Credit card purchases
23082	10/12/2022	TIAA, FSB	550.00	Copier rental
23083	10/18/2022	Abila, Inc	158.58	Monthly accounting charge
23084	10/18/2022	SYNCB/Amazon	180.33	Amazon charges
23085	10/18/2022	Village of Riverside	300.00	Wireless alarm 4th quarter
23086	10/18/2022	Unique Management Services, Inc.	29.55	September placements
23087	10/25/2022	Colley Elevator Co.	213.00	Elevator inspection
23088	10/25/2022	Garvey's Office Products	9.78	Calendar refills
23089	10/25/2022	LIMRiCC-UCGA	130.69	3rd quarter 2022 UC expense
23090	10/25/2022	Village of Riverside	5,681.24	October 2022 IMRF
23091	10/25/2022	SWAN	5,917.75	Quarterly fees
	10/25/2022	SWAN	199.62	Reciprocal borrowing
23092	10/25/2022	Unique Management Services, Inc.	19.70	August placements
Z00013	10/1/2022	Comcast Cable	233.85	High speed internet
Z00014	10/8/2022	Comcast Cable	442.06	Phone bill
1337	10/14/2022	Administration	3,716.37	Group: 01; Pay Date: 10/14/2022
1338	10/14/2022	Information Services	4,795.65	Group: 02; Pay Date: 10/14/2022
1339	10/14/2022	Children & Youth Services	3,251.06	Group: 03; Pay Date: 10/14/2022
1340	10/14/2022	Patron Services	6,202.00	Group: 04; Pay Date: 10/14/2022
1341	10/28/2022	Administration	4,175.42	Group: 01; Pay Date: 10/28/2022
1342	10/28/2022	Information Services	4,795.65	Group: 02; Pay Date: 10/28/2022
1343	10/28/2022	Children & Youth Services	3,533.52	Group: 03; Pay Date: 10/28/2022
1344	10/28/2022	Patron Services	<u>6,268.43</u>	Group: 04; Pay Date: 10/28/2022
		Total	62,477.70	
		EFTPS Electronic Tax Payment- Employer Portion 10/14/2022	1,835.15	
		EFTPS Electronic Tax Payment- Employer Portion 10/28/2022	1,911.74	
		Report Total	<u>66,224.59</u>	

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 11/8/2022 Through 11/8/2022

<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Amount</u>	<u>Transaction Description</u>
23093	11/8/2022	Amazon Capital Sevices	950.11	Amazon purchases
23094	11/8/2022	Cintas Corporation LOC. 769	973.65	Restroom supplies/ mat service
23095	11/8/2022	GT Mechanical Projects & Design, Inc.	1,657.50	Replace VCMX control board
23097	11/8/2022	Ingram Library Services	2,312.08	Books
23098	11/8/2022	Midwest Tape	917.66	Digital subscriptions
23099	11/8/2022	NICOR Gas	679.73	Gas bill
23100	11/8/2022	Proven Business Systems	323.87	Copier click charges
23101	11/8/2022	Web Computer Consultants	<u>565.00</u>	Consulting services
Report Total			<u>8,379.60</u>	

Riverside Public Library

FINANCIAL REPORTS

For 10 Months Ending

October 31, 2022

UNAUDITED



**Riverside Public Library
Cash Balances
As of 10/31/2022**

	Balance, <u>10/31/2022</u>
Consolidated Operating Funds:	
First American- Checking	68,849.61
First American- Payroll	<u>268.20</u>
Total First American accounts	69,117.81
Illinois Funds	
General Fund	420,325.97
Audit Fund	(995.94)
IMRF Fund	(51,429.72)
FICA Fund	23,853.29
Unemployment Comp Fund	(4,820.56)
Special Reserve Fund	6,438.49
Working Cash Fund	271,435.18
Library Bond Fund	<u>249,979.90</u>
Total Illinois Funds	914,786.61
Total Operating Funds Cash Balances	983,904.42
Gift & Endowment Funds:	
Library Gift Fund	82,568.89
Batko Endowment Fund	5,914.31
Lower Level Renovation Fund	50,955.18
General Endowment Fund	9,922.87
Kovalsky Endowment Fund	342.48
Dardwin Fund	<u>17,851.20</u>
Total Gift & Endowment Funds	167,554.93
Total Funds	<u>1,151,459.35</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 10/31/2022

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	386,933.04
1st American-Checking Account	55,567.89
1st American-Payroll Account	267.71
Property Tax Receivable	618,222.14
Due from Other Funds	901.35
Due from other groups	96.17
Due from Friends of the Library	(148.85)
Staff Receivables	(23.85)
Fixed Assets	1,260,414.00
Amount Provided for Vacation	<u>23,590.00</u>
Total Assets	<u><u>2,345,819.60</u></u>
Liabilities	
Accounts Payable	8,379.60
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	259.42
IMRF Payable	(47.90)
Deferred Property Taxes	618,222.14
Accrued Vacation Pay	23,590.00
Health Insurance Payable	(457.71)
Term Life Insurance Payable	(152.00)
Due to Other Funds	120.00
Due to Library Gift Fund	2,950.00
Due to Friends of the Library	477.00
Due to Historical Society	170.90
Investment in Fixed Assets	<u>1,260,414.00</u>
Total Liabilities	<u><u>1,913,864.88</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	<u>582,043.88</u>
Excess Revenues/(Expenditures)	<u>(150,089.16)</u>
Total Fund Balances	<u><u>431,954.72</u></u>
Total Liabilities & Fund Balances	<u><u>2,345,819.60</u></u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 10/1/2022 Through 10/31/2022

	Current Period Actual	Current Year Actual-10 mos.ending 10/31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2020 Property Tax revenue	0.00	14,305.83	0.00	14,305.83	0.00%
2021 Property tax revenue	0.00	689,609.62	1,307,832.00	(618,222.38)	(47.27)%
Total Property Taxes	0.00	703,915.45	1,307,832.00	(603,916.55)	(46.18)%
Inter Government Funds	0.00	40,413.92	16,000.00	24,413.92	152.59%
Interest	1,093.21	5,862.89	250.00	5,612.89	2,245.16%
Fees for Services	1,062.55	8,889.55	4,900.00	3,989.55	81.42%
Misc Revenue	342.20	2,429.20	1,450.00	979.20	67.53%
Total Revenues	2,497.96	761,511.01	1,330,432.00	(568,920.99)	(42.76)%
Total Revenue	2,497.96	761,511.01	1,330,432.00	(568,920.99)	(42.76)%
Expenditures					
Personnel Services	62,357.18	668,779.85	855,192.00	186,412.15	21.80%
Supplies	854.69	16,363.43	18,700.00	2,336.57	12.50%
Building & Equip Maint	7,396.95	64,475.63	86,800.00	22,324.37	25.72%
Adult Information Sources	2,282.24	26,052.30	38,200.00	12,147.70	31.80%
Electronic Resources	7,069.26	49,730.92	63,200.00	13,469.08	21.31%
CYS Information Sources	586.09	9,006.79	12,050.00	3,043.21	25.25%
Marketing/Public Relations	55.95	14,594.13	16,200.00	1,605.87	9.91%
Administration	1,130.82	51,697.25	204,050.00	152,352.75	74.66%
Technology	610.96	9,785.76	20,000.00	10,214.24	51.07%
Total Expenditures	82,344.14	910,486.06	1,314,392.00	403,905.94	30.73%
Miscellaneous Expenses					
Misc Expenses	334.35	1,114.11	0.00	(1,114.11)	0.00%
Total Miscellaneous Expenses	334.35	1,114.11	0.00	(1,114.11)	0.00%
Total Expenditures	82,678.49	911,600.17	1,314,392.00	402,791.83	30.64%
Excess Revenues(Expenditures)	(80,180.53)	(150,089.16)	16,040.00	(166,129.16)	

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 10/1/2022 Through 10/31/2022

	Current Period Actual	Current Year Actual 10 mos. ending 10/31/2022	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2020 Property Tax revenue	0.00	14,305.83	0.00	14,305.83	0.00%
2021 Property tax revenue	<u>0.00</u>	<u>689,609.62</u>	<u>1,307,832.00</u>	<u>(618,222.38)</u>	<u>(47.27)%</u>
Total Property Taxes	<u>0.00</u>	<u>703,915.45</u>	<u>1,307,832.00</u>	<u>(603,916.55)</u>	<u>(46.18)%</u>
Inter Government Funds					
Per capita state grants	0.00	13,714.55	10,000.00	3,714.55	37.15%
Corporate Replacement Taxes	<u>0.00</u>	<u>26,699.37</u>	<u>6,000.00</u>	<u>20,699.37</u>	<u>344.99%</u>
Total Inter Government Funds	<u>0.00</u>	<u>40,413.92</u>	<u>16,000.00</u>	<u>24,413.92</u>	<u>152.59%</u>
Interest on Operating Funds					
Interest-Illinois Funds	<u>1,093.21</u>	<u>5,862.89</u>	<u>250.00</u>	<u>5,612.89</u>	<u>2,245.16%</u>
Total Interest on Operating Funds	<u>1,093.21</u>	<u>5,862.89</u>	<u>250.00</u>	<u>5,612.89</u>	<u>2,245.16%</u>
Fees & Services					
Fines	88.54	1,130.28	1,000.00	130.28	13.03%
Fax Fees	30.50	527.00	225.00	302.00	134.22%
Maker Space fees/Internet fees	0.00	13.00	0.00	13.00	0.00%
Printing Fees	218.85	1,880.63	1,000.00	880.63	88.06%
Book & Video Sales	379.66	3,562.72	2,000.00	1,562.72	78.14%
Adult Replacement Fees	10.00	247.92	100.00	147.92	147.92%
CYS Replacement Fees	5.00	166.00	200.00	(34.00)	(17.00)%
ILL Fees	5.00	35.00	50.00	(15.00)	(30.00)%
Lost Book Credit	0.00	52.00	125.00	(73.00)	(58.40)%
Meeting Room Charges	<u>325.00</u>	<u>1,275.00</u>	<u>200.00</u>	<u>1,075.00</u>	<u>537.50%</u>
Total Fees & Services	<u>1,062.55</u>	<u>8,889.55</u>	<u>4,900.00</u>	<u>3,989.55</u>	<u>81.42%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	32.05	713.09	200.00	513.09	256.55%
Liability Insurance Refund	0.00	722.00	0.00	722.00	0.00%
Memorial Book Donations	300.00	944.20	500.00	444.20	88.84%
Donations	10.15	49.91	500.00	(450.09)	(90.02)%
Lions Club/Books on Tape Revenue	<u>0.00</u>	<u>0.00</u>	<u>250.00</u>	<u>(250.00)</u>	<u>(100.00)%</u>
Total Miscellaneous Revenue	<u>342.20</u>	<u>2,429.20</u>	<u>1,450.00</u>	<u>979.20</u>	<u>67.53%</u>
Total Revenues	<u>2,497.96</u>	<u>761,511.01</u>	<u>1,330,432.00</u>	<u>(568,920.99)</u>	<u>(42.76)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 10/1/2022 Through 10/31/2022

	Current Period Actual	Current Year Actual-10 mos. ending 10/31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	51,002.04	546,382.49	704,390.00	158,007.51	22.43%
Health & Life Insurance	3,839.62	38,381.17	45,766.00	7,384.83	16.14%
Employer's Portion - IMRF	3,748.83	41,302.06	49,550.00	8,247.94	16.65%
Employer's Portion - FICA	3,746.89	41,749.78	53,886.00	12,136.22	22.52%
Unemployment Comp Expense	19.80	964.35	1,600.00	635.65	39.73%
Total Personnel Services	62,357.18	668,779.85	855,192.00	186,412.15	21.80%
Materials & Supplies					
Office Supplies	430.60	2,249.81	3,000.00	750.19	25.01%
Library Supplies	0.00	3,715.06	4,000.00	284.94	7.12%
CYS Supplies	0.00	208.04	500.00	291.96	58.39%
Info Services Supplies	0.00	7.99	200.00	192.01	96.00%
Building Maintenance Supplies	418.50	8,247.40	9,000.00	752.60	8.36%
Ink Cartridges	5.59	1,935.13	2,000.00	64.87	3.24%
Total Materials & Supplies	854.69	16,363.43	18,700.00	2,336.57	12.50%
Contractual Services					
Janitorial	1,948.00	19,480.00	26,000.00	6,520.00	25.08%
Water	297.00	1,407.03	2,000.00	592.97	29.65%
Gas	679.73	9,375.33	10,000.00	624.67	6.25%
Building Maintenance	3,085.35	14,944.34	23,000.00	8,055.66	35.02%
Small Equipment Maintenance	0.00	1,021.30	700.00	(321.30)	(45.90)%
Equipment Maintenance	513.00	11,604.19	9,000.00	(2,604.19)	(28.94)%
Furnishings & Equipment	0.00	0.00	5,000.00	5,000.00	100.00%
Copier Rental & Maintenance	873.87	6,643.44	11,100.00	4,456.56	40.15%
Internet Expense/Patron SS	233.85	5,734.34	6,200.00	465.66	7.51%
Total Contractual Services	7,630.80	70,209.97	93,000.00	22,790.03	24.51%
Information Sources					
On-line Data Bases	917.66	20,654.08	30,000.00	9,345.92	31.15%
Books	1,206.26	14,510.19	20,500.00	5,989.81	29.22%
Standing Order Books	324.09	3,532.80	4,000.00	467.20	11.68%
Periodicals	171.92	4,101.15	8,500.00	4,398.85	51.75%
DVD	322.78	2,693.26	4,000.00	1,306.74	32.67%
Audio Books	180.38	297.84	650.00	352.16	54.18%
Shipping Charges	53.48	304.76	50.00	(254.76)	(509.52)%
Library of Things/CreateSpace exp.	23.33	612.30	500.00	(112.30)	(22.46)%
Total Information Sources	3,199.90	46,706.38	68,200.00	21,493.62	31.52%
Children/Youth Services					
CYS Juvenile Books	289.19	4,223.64	4,000.00	(223.64)	(5.59)%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Video Games	0.00	194.91	250.00	55.09	22.04%
CYS Young Adult	82.24	1,802.22	2,000.00	197.78	9.89%
CYS Easy Books	141.18	2,297.56	3,500.00	1,202.44	34.36%
CYS Audio Books	0.00	114.95	200.00	85.05	42.52%
CYS Compact Discs	0.00	0.00	100.00	100.00	100.00%
CYS DVD	73.48	287.31	1,000.00	712.69	71.27%
CYS Toys & Puzzles	0.00	0.00	100.00	100.00	100.00%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%
CYS Steam	0.00	86.20	500.00	413.80	82.76%
CYS Shipping Charges	0.00	0.00	50.00	50.00	100.00%
Total Children/Youth Services	586.09	9,006.79	12,050.00	3,043.21	25.25%
Marketing/Public Relations					

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 10/1/2022 Through 10/31/2022

	Current Period Actual	Current Year Actual-10 mos. ending 10/31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Programming	0.00	152.12	400.00	247.88	61.97%
Adult Programming	55.95	3,006.72	4,000.00	993.28	24.83%
Library Programs	0.00	441.01	500.00	58.99	11.80%
Advertising Expenses	0.00	201.72	1,000.00	798.28	79.83%
Binding	0.00	0.00	300.00	300.00	100.00%
Newsletter Expense	0.00	10,792.56	10,000.00	(792.56)	(7.93)%
Total Marketing/Public Relations	55.95	14,594.13	16,200.00	1,605.87	9.91%
Administration					
Legal Services	292.50	855.00	1,000.00	145.00	14.50%
Credit Bureau	49.25	307.50	600.00	292.50	48.75%
Telephone	442.06	6,627.66	9,000.00	2,372.34	26.36%
Postage	10.47	574.32	800.00	225.68	28.21%
Treasurer's Bond	0.00	200.00	500.00	300.00	60.00%
Liability Insurance	0.00	20,494.00	20,000.00	(494.00)	(2.47)%
Audit Fees	0.00	3,900.00	3,800.00	(100.00)	(2.63)%
Travel	0.00	0.00	50.00	50.00	100.00%
Seminars, Conferences, Meetings	0.00	307.68	300.00	(7.68)	(2.56)%
Membership Dues	0.00	850.90	1,000.00	149.10	14.91%
Accounting Expenses	317.15	1,204.99	2,000.00	795.01	39.75%
Staff Development	0.00	281.92	1,000.00	718.08	71.81%
Bond repayment	0.00	15,050.00	118,600.00	103,550.00	87.31%
Credit Card/Bank Fees	19.39	153.39	400.00	246.61	61.65%
Miscellaneous Expense	0.00	349.89	2,000.00	1,650.11	82.51%
Board Expense	0.00	540.00	1,000.00	460.00	46.00%
Capital Expense	0.00	0.00	42,000.00	42,000.00	100.00%
Total Administration	1,130.82	51,697.25	204,050.00	152,352.75	74.66%
Technology					
Technology Supplies	0.00	574.00	1,000.00	426.00	42.60%
Computer Consultant	565.00	565.00	2,500.00	1,935.00	77.40%
Network Maintenance	0.00	6.99	2,500.00	2,493.01	99.72%
SWAN Computer	5,917.75	23,342.50	27,000.00	3,657.50	13.55%
Computer Hardware & Equipment	0.00	846.45	5,000.00	4,153.55	83.07%
E-Library Subscription Svs	11.98	6,960.06	7,500.00	539.94	7.20%
Computer Software	33.98	833.26	1,500.00	666.74	44.45%
Total Technology	6,528.71	33,128.26	47,000.00	13,871.74	29.51%
Total Operating Expense	82,344.14	910,486.06	1,314,392.00	403,905.94	30.73%
Miscellaneous Expenses					
Memorial & Gift Materials	134.73	563.49	0.00	(563.49)	0.00%
ILL Fee Expense	0.00	9.57	0.00	(9.57)	0.00%
Lost ILL Expense	199.62	541.05	0.00	(541.05)	0.00%
Total Miscellaneous Expenses	334.35	1,114.11	0.00	(1,114.11)	0.00%
Total Budgeted Expenses	82,678.49	911,600.17	1,314,392.00	402,791.83	30.64%

The Riverside Public Library
 Balance Sheet - Library Gift Fund
 As of 10/31/2022

	Current Period Balance
Assets	
Illinois Funds Cash	82,568.86
Due from Other Funds	3,070.00
Total Assets	85,638.86
Liabilities	
Due to Other Funds	784.46
Total Liabilities	784.46
Fund Balance	
Beginning Fund Balance	78,008.83
Excess Revenues(Expenditures)	6,845.57
Total Fund Balance	84,854.40
Total Liabilities & Fund Balance	85,638.86

The Riverside Public Library
 Statement of Revenues and Expenditures - Library Gift Fund-BRE
 From 10/1/2022 Through 10/31/2022

	Current Period Actual	Current Year Actual- 9 mos..ending 10/31/22
Revenue		
Interest	216.45	855.69
Miscellaneous Revenue	120.00	550.00
Contributions & Donations	2,800.00	7,617.17
Friends of the Library Donations	0.00	4,000.00
Summer Reading Donations	0.00	3,000.00
Bryan Eddy Memorial	150.00	150.00
Total Revenue	3,286.45	16,172.86
Expenditures		
Office Supplies	0.00	142.85
Building Maint	0.00	1,035.00
Furnishings & Equipment	0.00	3,447.50
Summer Reading Expenses	132.79	3,382.50
Bryan Eddy memorial expenditures	600.00	600.00
Memorial expenditures	51.67	338.86
Adult Programs	0.00	325.00
Miscellaneous Expense	0.00	55.58
Total Expenditures	784.46	9,327.29
Excess Revenues(Expenditures)	2,501.99	6,845.57



Library Board Memorandum

To: Board of Trustees
From: Strategic Long Range Planning Committee
Date: 11/1/2022
Re: SLRP Final Document

Attached is the completed document for the STRATEGIC LONG RANGE PLAN 2023. From the Community Survey through the meetings we had, we worked hard to get to this point, and we are very pleased with the end product of our committee work. We hope that you will also support this, and vote to approve at the upcoming Board meeting.

RIVERSIDE PUBLIC LIBRARY

STRATEGIC PLAN 2023 - 2026

VISION

As one of the cornerstones of our historic and vibrant village, Riverside Public Library provides an environment where people of all ages, backgrounds and cultures are welcome to learn and grow throughout their lives.

MISSION

To promote lifelong learning and discovery through our diverse resources, enrichment opportunities and cooperative partnerships.

OUR C.A.R.E VALUES

C COLLABORATIVE

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

A ADAPTABLE

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

E ENGAGED

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

R RESPONSIBLE

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



C

COLLABORATIVE

1. Continue critical partnerships with community and state organizations.
2. Identify opportunities for structured and planned cooperation with local and regional resources.
3. Plan and implement a recurring Organization and Services Fair.

A

ADAPTABLE

1. Respond efficiently to changes across a variety of landscapes, including technology, health and safety, and social issues.
2. Continue to investigate and implement service changes that encourage easier library use for patrons.
3. Be attentive to evolving information-seeking patterns and initiate any new approaches needed to the ways we communicate with patrons and staff.

R

RESPONSIBLE

1. Investigate specific main level upgrades while continuing to assess and prioritize both short and long term building needs.
2. Focus on customer services with an eye toward training while ensuring staff are safe and supported.
3. Identify and implement a more robust approach to digital recordkeeping.

E

ENGAGED

1. Curate a robust and varied collection, from traditional print materials to cutting-edge tools, that offer value to patrons of all ages.
2. Realize proactive changes in operations and staffing may be needed to support a dynamic, flexible approach in meeting the needs of each patron we serve.
3. Provide open and honest communication with the community using a variety of print and digital mediums.

This fall has been full of programs in CYS! Welcomed our new CYS Librarian, Nikki Duran. Nikki previously worked at North Riverside and Oak Brook Libraries. She has focused on older kids and teens in the past and will be helping with programming. Welcome Nikki!

Highlights

Halloween Storytime and Parade—We were so happy to have the return of our big indoor Halloween Storytime and Parade this year! Kids and their caregivers came in costume and Anne and I presented stories, rhymes and songs. After the storytime, kids paraded through the Library and collected treats from staff members. Thank you to all the staff who helped out on this day! Families really enjoyed it!

Storytimes— Our weekly storytimes continue to be popular this fall. The ticketing system is working well and both Mondays and Fridays bring in lots of kids and caregivers. Thank you to Anne, Bridget and Jordan for planning and presenting these storytimes. And thank you to Stephanie Roldan of Back to Nature Fitness & Adventures for leading Yoga Storytimes again this month.

After School— Our Pokémon meet up this month was very well attended. Kids love sharing, trading and talking about their cards. A few enthusiastic chess players came to our Chess meet up. We really hope this group will grow.

School's Out Programs—There were two days off school this month, so we did one program each day. I planned STEAM Explorers, which focused on hands on science projects for younger including making sticky ice and a lemon volcano. Mary planned a Halloween themed Nailed It! Program for older kids. Kids attempted to make brain cupcakes and edible Halloween haunted houses. Both programs were messy, hands on fun!

School Outreach—Anne visited the D96 Early Learners classrooms this month. RPC preschool visited this month and looked at books in our Program Room.

We also welcomed local home school families for book talks and a tour of the Library. I highlighted some of our new books, including some exciting nonfiction that parents may want to use in their lessons. We then went on a tour of the Library, similar to the tour I give for school field trips. It was a fun, informative day for all.

Family and Weekend Programs—Families enjoyed dropping in for our Family Playtime and Legopalooza. Mary also made a “Make Your Own Rock Candy” take home kit for Science Saturday. For our weekend take home craft, Mary made a Frankenstein toilet paper roll craft. Kids shared with me that they saw the craft here and decided to make even more toilet paper roll monsters at home.

CHILDREN & YOUTH SERVICES STATISTICS – October 2022

Reference questions asked	<u>320</u>
Informational questions asked	<u>331</u>

CHILDREN & YOUTH SERVICES – October 2022 – Nora Durbin

Program Name	Date	Attendance
Sensory Storytime	10/1/22	1 kid, 1 adult
Mini Movers Storytime (2 sessions)	10/3/22	22 kids, 21 adults
D96 Early Learners Storytimes (4 sessions)	10/4/22	59 kids, 20 adults
Little Hands Playtime	10/4/22	14 kids, 13 adults
RB Transitions Book Club	10/5/22	8 teens, 4 adults
Friday Storytime (2 sessions)	10/7/22	13 kids, 10 adults
Family Playtime	10/8/22	7 kids, 6 adults
Weekend Take Home Craft	10/8-10/9	27 kids
Mini Movers Storytime (2 sessions)	10/10/22	14 kids, 11 adults
Steam Explorers	10/10/22	8 kids
Little Hands Playtime	10/11/22	7 kids, 3 adults
Nailed It! Challenge	10/11/22	11 kids
RB Transitions Book Club	10/11/22	6 teens, 3 adults
Pokémon Meet Up	10/13/22	14 kids, 1 teen
Friday Storytime (2 sessions)	10/14/22	14 kids, 14 adults
Science Saturday: DIY Rock Candy	10/15/22	14 kids
Mini Movers Storytime (2 sessions)	10/17/22	12 kids, 11 adults
Little Hands Playtime	10/18/22	7 kids, 7 adults
RPC Preschool Visit	10/19/22	12 kids, 2 adults
RB Transitions Book Club	10/19/22	6 teens, 3 adults
Chess Meet Up	10/20/22	3 kids
Friday Storytime (2 sessions)	10/21/22	14 kids, 12 adults
Legopalooza	10/22/22	17 kids, 7 adults
Mini Movers Storytime (2 sessions)	10/24/22	10 kids, 10 adults
Home School Program	10/25/22	8 kids, 3 adults
Little Hands Playtime	10/25/22	12 kids, 9 adults
RB Transitions Book Club	10/26/22	6 teens, 4 adults
Friday Yoga Storytime (2 sessions)	10/28/22	17 kids, 16 adults
Scratch Pumpkin Craft	10/29/22	23 kids
Halloween ST & Parade	10/31/22	50 kids, 30 adults
After School	19 days	556 kids and teens
Question of the Week (2 questions)		63 kids and teens
Phone Charger Checkout		10 teens
Board Game Usage		35 games
Nintendo Switch Usage		16 teens

October 2022
Sharon Shroyer

Patron Services

Dana Ginsberg is rapidly going through the ongoing inventory of the collection. She has finished with a few of some of the smaller areas that haven't been done recently, such as large print, travel, and biography. She has also finished the adult reference area where we are finding some records from long ago still in the system. Once we verify that those items are indeed gone, we will delete those records and save a bit of money on our SWAN bill.

I wanted to highlight one of the most important functions that we handle in Patron Services. Interlibrary loan and hold requests have always been a vital part of what we behind the desk and I have seen it change drastically since I started working here in 1989. Then, a hold card was filled out for every request. You had to call a library to send you the item you needed. You had to manually check all the holds regularly to make sure that the material was coming in. It was labor intensive for staff and restrictive and took longer to receive the material for the patrons who were only allowed 5 holds at a time. Now, patrons request their own material online through the catalog or the mobile app on their phone. Everything is automated, no phone calls necessary, and the overwhelming majority are placed without paper hold cards. In 2021, patrons requested 21,919 items. Patrons placed 17,017 of the holds themselves. We placed 4,902 for them, a total change in our workflow. They can now request up to 20 holds at one time. Of all the advances in library software, this has to rank as one of the most impactful that I have experienced.

Tony and I attempted a film discussion program in October of the movie *Get Out*. Unfortunately, only Tony and I attended the discussion. We are not defeated and will try this again in the spring.

Computer Services

The 360-degree camera is in the system and ready to circulate. If you haven't seen what this little camera can do, check it out. It is a lot of fun.

I reconfigured an older laptop for our new CYS assistant, Nikki Duran. It is not the long term solution for her but I will be ordering a new CYS laptop this month.

Speaking of new laptops, I am starting to order the last of the computers for this year before the end of the month. So I will be very busy with computers until the end of the year.

October 2022
Information Services Update
Diane Silva

Seed Library

The Riverside Community Garden's Little Seed Library officially moved under the botanical box in the Great Room where it will stay for the winter months. Once the weather begins to warm, it will move to the Community Garden for the summer and return next fall. We have already seen people both taking and donating seeds. Garden volunteers are fully financing and administering this Seed Library. A seed library is something both the Library and the LAC have looked into building and we are thrilled to partner with the RCG to provide this unique offering.

Digitization Update

The turnaround time on our second round of local newspaper digitization was fast. It is already up and accessible on our website. We will be promoting via social media in November, on our December event newsletter via email and then again in our Jan – March mailing. Thanks to the Riverside Township for funding this important project!

Create Collection

Jordan continues to make progress on policies and planning documents for public use of our expanding CREATE Collection. Our CREATE crafting programs have already been popular and will continue in November with a leather keychain made using our Cricut.

Programming

We had a full calendar of programming with month with both Leslie Goddard's Route 66 program and At Home in Chicago, a FLOS partnership. Our ILP author talk with Jesmyn Ward was postponed due to an illness in the author's family. We hope that will be rescheduled for spring.

Program Stats -

Remembering Route 66 – 36	Halloween Bath Bombs – 9
Drop in Computing – 1	Film Discussion – Viewing 1, Disc 0
Senior Housing Info – 3	Writing Family Stories – 9
At Home in Chicago with FLOS – 33	Genealogy Club – 7
Medicare – 9	Riverside Reads Book Club – 9
Meditation (1 events) – 2	Knitting Club (2 sessions) – 13
Jazz - 5	Spice Kits – 52

Patron Interactions –We had 835 patron interactions by phone, email or in person.

Riverside Public Library
Miscellaneous Statistics - October 2022

	Oct-22	Oct-21	YTD 2022	YTD 2021
Reference Statistics				
Questions Asked - Adult	755	616	7216	5534
Questions Asked - Youth Services	651	347	5423	4803
Internet Usage - Adult				
- CYS	319	223	2524	1695
Total Usage	439	331	3740	2221
Holdings				
Adult Titles Added	125	148	1420	1236
CYS Titles Added	76	175	985	896
Total Titles Added	201	323	2405	2132
Adult Titles Withdrawn	94	97	956	1576
YS Titles Withdrawn	7	13	768	909
Total Titles Withdrawn	101	110	1724	2485
Total Holdings			63303	62945
Adult Programs				
Number of Library Programs	18	13	156	89
Number of Community Programs	3	4	35	4
Library Program Attendance	277	93	1468	1008
Community Program Attendance	42	54	403	54
Total Adult Program Attendance	319	147	1871	1062
Total Adult Take & Make Users	36	80	382	468
Youth Services				
Kids Passive Programs	1	2	33	22
Kids Active Programs	36	24	288	136
Teens Passive Programs	6	1	25	6
Teens Active Programs	0	9	20	19
Number of Passive CYS Programs	7	3	58	28
Number of Active CYS Programs	36	33	308	155
Kids Passive Prog. Attendance	27	50	1543	1792
Teens Passive Prog. Attendance	103	7	296	72
Kids Active Prog. Attendance	590	318	7136	4827
Teens Active Prog. Attendance	0	45	255	102
Total Passive Prog. Attendance	130	57	1839	1864
Total Active Prog. Attendance	590	363	7391	4929
New Library Cards Issued	57	37	589	354
Library Attendance	7253	5903	69599	38835

Faxes sent by Patrons

14	10	180	121
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Notary Service

8	13	196	103
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Checkouts

5310	5383	54990	49033
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Renewals

3758	3513	35768	30655
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Checkins

5869	6756	62021	65191
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Total Circulation

14937	15652	152779	144879
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Interlibrary Loans

Loaned

991	1000	9351	9383
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Borrowed

1027	1151	11144	13448
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Reciprocal Borrowing

Loaned to Other Library Patrons

678	341	6166	3966
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RPL Patrons Borrowing Elsewhere

976	975	9090	8098
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Digital Resources

Hoopla

438	304	3756	3528
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Axis360

122	111	1334	1197
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Digital Library of Illinois (MMM)

1070	864	9947	8242
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Flipster Downloads and Views

13	87	531	829
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Web Site

Total Hits

3965	3259	39128	566005
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Wireless Statistics

1051	2824	17177	24529
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Online Databases

Ancestry.com

Searches

603	137	5234	7758
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Returns

1253	110	5355	6262
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Encyclopaedia Britannica

Sessions

11	10	132	43
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Documents

11	10	307	57
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Newsbank

Searches

13	4	62	94
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EBSCO Online Databases

Academic Search Premiere				
Searches	33	13	248	84
Requests	33	13	247	84
Auto Repair Source				
Searches	0	0	0	0
Results	0	0	0	0
Biography Reference Center				
Searches	5	0	25	12
Requests	5	0	21	8
Business Source Premier				
Searches	18	0	308	4
Results	18	0	308	4
Consumer Health Complete				
Searches	0	0	8	5
Results	0	0	0	21
Consumers Reports				
Sessions	3	7	54	93
Searches	31	24	656	1300
History Reference Center				
Searches	4	0	40	29
Results	4	0	40	29
Legal Information Ref. Center				
Searches	0	0	9	4
Results	0	0	9	4
Literary Reference Center				
Searches	20	1	246	20
Requests	20	1	246	20
Masterfile				
Searches	20	0	363	104
Requests	20	0	363	89
Middle Search Plus				
Search	3	0	14	3
Results	3	0	10	3
Newspaper Search Plus				
Search	9	0	104	23
Results	9	0	104	51
Novelist				
Searches	0	56	61	900
Requests	0	106	85	1229
Points of View Ref. Center				
Searches	14	0	142	4
Results	14	0	142	4
Primary Search				
Searches	0	0	5	24
Results	0	0	2	39
Science Reference Center				
Searches	6	0	55	28
Results	6	0	53	0
Small Business Center				
Searches	0	NA	NA	NA
Results	0	NA	NA	NA

Additional Statistics

Newspaper Archives

Searches	27	NA	246	NA
Museum Passes Issued	12	NA	127	NA
Library of Things Equipment Kits	59	NA	356	NA
	11	NA	86	NA
Create Collection Equipment	5	NA	22	NA

Online Learning

Creative Bug Sessions	4	NA	18	NA
Total Viewed	4	NA	24	NA
Universal Class	1	NA	7	NA

LIBRARY DIRECTOR'S REPORT October 2022

Administrative

The month kicked off with the special event wedding on October 1. Everything went smoothly on our end although the officiant almost fainted during the ceremony! We booked another wedding for December 17. The couple met with me on October 18 to ask questions, etc. They paid the \$300 use fee, and will get the insurance certificate to me before the date. As this is only the ceremony, and not the reception, the event will last only a couple of hours.

I met on October 5 with Nancy DeFauw about the Library Trustee position that is up for election in 2023. I explained the duties and responsibilities associated with the position, and provided her with the paperwork necessary to file. We have not had any other inquiries about the open slots.

Jen, Christine, Courtney and I attended the October 6 Village Board Meeting where the Intergovernmental Agreement concerning the remaining Bond money was up for vote by the Village Trustees. Courtney spoke on behalf of the Library and did a great job explaining the reasons that we had a balance, and our plans for further renovations. The Village Trustees unanimously voted to have the Library retain the funds to use towards future lower level renovations and expenses.

Mike Hagins and I attended the October 20 Village Board Meeting where the initial Tax Levy and Operating Budget readings were held. No questions were asked about the Library portion of the Levy/Budget.

In addition to the Library being open for the Holiday Stroll on December 2, we will be hosting the official Santa!! This will certainly increase the attendance at the Library.

Ongoing

Managers' meetings continued in October.

Special Projects

Peter has chosen February 25 for the 2023 Reading Between the Wines event. The committee is in the process of scheduling a meeting to begin the planning!

Advocacy

Friends' Harvest Bingo was a big success! Thanks to all who attended, and to all of you for sponsoring the water/popcorn treats. They were very well received! The Township Hall was much roomier than the Library and the clean-up went quickly. The Friends estimate that they raised close to \$5200 on the event. This was the first year there were no leftover chocolate Bingo cards.

The Friends met on October 17 for their regular monthly meeting. At this meeting, a new treasurer was elected to replace Ann Marie Dixon who is moving out of town. Welcome to Laura Rubio who will now be treasurer.

The Friends met on October 17 for their regular monthly meeting. At this meeting, a new treasurer was elected to replace Ann Marie Dixon who is moving out of town. Welcome to Laura Rubio who will now be treasurer.

Genealogy

Our Genealogy Club had another great meeting on October 25. A core group of people continue to come each month, and the discussion we had this month was helpful to all. At the November meeting the attendees will be learning to make authentic Polish and Lithuanian Christmas ornaments. Speakers for next year are currently being booked. We are fortunate to have money donated in memory of Mary Kamin to pay for these great speakers. Our January speaker will discuss how to use Social Media for Genealogy.

Building Maintenance

The masonry work scheduled for this year has been postponed until Spring 2023. John Holton, from Holton Brothers, apologized, explaining they are having difficulties employing enough qualified masons, and they are very behind schedule. Our permit, which had already been approved and paid for, will be good for next year, according to the Assistant Village Manager, Ashley Monroe.

Routine lawn work continued, and monthly elevator maintenance was performed.



JESSE WHITE • Secretary of State & State Librarian
 Illinois State Library, Gwendolyn Brooks Building
 300 South Second Street, Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

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

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

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

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

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

Legal Name of Library: Riverside Public Library

Library's Control Number: 30579 **Branch Number:** 00 **Today's Date:** 09/30/2022

Contact information of the person completing this grant application:

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

Preparer's Title: Library Director

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

Preparer's Email Address: janicefoley@riversidelibrary.org

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

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

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

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

Service Area Population 9298

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

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

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

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

Chapter 1: Core Standards

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

The Riverside Public Library meets all of the Core Standards listed in Chapter 1 of *Serving Our Public 4.0: Standards for Public Libraries*. In 2022, we did a Community Survey to help us as we began working on our Strategic Long Range Plan. As a result of the feedback from the survey answers, we determined that a makerspace area/equipment was in high demand by our patrons and we have begun to develop a CREATESpace. The Strategic Long Range Planning (SLRP) Committee updated the Library's Mission and Vision statements and the Strategic Long Range Plan document will be completed by the end of 2022.

Chapter 2: Governance and Administration

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

The Library meets all components of the Governance and Administration checklist. The Library plans on fine tuning its Trustee Orientation Program during the first quarter of 2023 which will be in time to use for new Trustees elected in April 2023.

Written succession plans for internal and external talent development will be updated to ensure they are current with the needs of the Library and our patrons.

Chapter 3: Personnel

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

As the largest expense of our budget, the Board is very aware of the importance of qualified staffing. They are also acutely concerned about appropriate salaries/benefits/appreciation of all the staff. With the 2025 \$15 minimum wage requirement approaching quickly, the Library has been proactively bringing staff wages up to speed. In addition, to solve a staffing concern in the Children and Youth Services Department, the Board approved the change from a PT to FT professional position. This change will help fill the position with a qualified candidate. The management team created new Employee Evaluation forms which will begin in 2022 and give staff more input into goal setting and performance appraisals.

Chapter 4: Access

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

Being the caretakers of a 92 year old building, the Library works hard to provide easy access to the building. The recent renovation helped with ADA accessibility to the washrooms, shelving and water fountain. We have replaced our outdoor lighting to provide greater visibility. One of the biggest improvements was the addition of shelving signage for both Adult and Children's collections. As of September, we increased our hours to 65.5 per week. The additional eight hours help provide our patrons with greater usage of the library in the evenings and on Sundays.

Chapter 5: Building Infrastructure and Maintenance

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

Having an aging landmark status building can be challenging, but the Library's administration is committed to keeping it well maintained. We have been involved in an ongoing masonry plan which will continue with outdoor stair repair for one of our emergency exits. Preparing for unknown repairs or improvements, the Board has made sure our annual operating budget includes money in the Capital Reserve fund. It is also undertaking a small light replacement program in two areas of the Library in the coming year.

Chapter 6: Safety

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

The Library continues to make safety of all staff and patrons a priority and take the safety standards very seriously. Our relationship with our local police and fire departments is strong and this year we added four more security cameras to the lower level. They were of great help when we had to identify patrons after an incident in the Library. We will attempt to have frequent drills for weather emergencies as well as emerging situations.

Chapter 7: Collection Management

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

The Library is in compliance with the Collection Management Standards. In recent years we have added more digital resources which have been welcomed by our patrons. Interlibrary Loans and reciprocal borrowing are services greatly appreciated by our patrons as well. Our Collection Development Policy will be reviewed in 2023 and changes will be made as necessary.

Chapter 8: System Member Responsibilities and Resource Sharing

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

We are actively involved in resource sharing via Interlibrary Loan, reciprocal borrowing and SWAN membership. We understand the importance of sharing resources with all libraries. We are active RAILS system members and support their initiatives. We have been members of Illinois Libraries Present since its inception. Beginning with our founding SLS membership, we have availed ourselves to the support and opportunities the State's Library Systems have provided.

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

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

Our Reference desk is staffed every hour the Library is open to the public. We also meet all of the standards of Chapter 9 for Public Services. In addition to the Information Services staff, many of the Patron Services (Circulation) staff are very good providing Reader's Advisory to interested patrons.

Chapter 10: Programming

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

We are proud of our Programming efforts. We offer a variety of programs in person, hybrid and passive in our attempts to reach as many patrons as possible. We are fortunate to have partnerships with many community groups and organizations which increase our programming potential. Our membership in Illinois Libraries Present has given our patrons access to many great author programs.

Chapter 11: Youth/Young Adult Services

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

Our Children and Youth Services Department works hard to meet the informational, educational and recreational needs of our younger/youngest patrons. Staff come up with innovative ideas to strengthen their connections with parents and children alike. The CYS Department fulfills the standards for Youth/Young Adult Services and to further support efforts, the Library Board of Trustees recently approved the hiring of a full time professional to better staff the department.

Chapter 12: Technology

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

After several years of working towards these goals, and being spurred on by the COVID epidemic, we are happy to meet all of the Technology Standards. In addition, our Technology Committee, which includes a Trustee member, meets on a regular basis to discuss current and future issues and needs. The Library is starting a CREATESpace (makerspace) area in the library and have added a GLOWFORGE, 3D printer and other new technologies for patrons to utilize.

Chapter 13: Marketing, Promotion and Collaboration

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

We meet the standards for marketing, promotion and collaboration. The Library will be working on a formal, written marketing plan document in 2023. Our social media presence on Facebook and Instagram has helped us promote the Library and our programs and activities. Our Strategic Long Range Plan Survey responses obtained this past year reinforced the importance of our printed newsletters to the community. Because of the great response we get from them, we are increasing the frequency of newsletters mailed to each household in 2023.

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

Over the past 22 years, the Library has believed the best use of Per Capital Grant monies is to purchase books and other materials for our collection. Providing these resources directly impacts our patrons by increasing the availability. The funds are divided across all areas of our collection.



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

ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Control Number: 30579 **City:** Riverside

Library Name: Riverside Public Library

Exact amount of Per Capita Grant received in Fiscal Year 2021: \$ 13,091.00

Report on the use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Check the applicable standard(s) based on use of grant funds. For each chapter checked 1) briefly report how grant funds were used and 2) how this helped meet or make progress towards meeting the standard.

Core Standards — Chapter 1
Core 21 - The Library approved money to major budget categories (Library Materials)

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5

Safety — Chapter 6

Collection Management — Chapter 7
Library provides a percentage of its budget to purchase materials that best serve the community.

System Member Responsibilities and Resource Sharing — Chapter 8
Library share their resources with all Libraries.

Public Services: Reference and Reader's Advisory — Chapter 9
Library provides a percentage of its budget to purchase materials that best serve the community.

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11
Library provides a percentage of its budget to purchase materials that best serve the community.

Technology — Chapter 12
The library strives to compliment the print collection by purchasing electric materials and having them available.

Marketing, Promotion, and Collaboration — Chapter 13



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: October 19, 2022
Re: 2023 Board Meeting Dates

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

The 2023 Board Meeting dates listed below should be approved, or amended, as necessary.

January 10, 2023
February 14, 2023
March 14, 2023
April 11, 2023
May 9, 2023
June 13, 2023
July 11, 2023
August 8, 2023
September 12, 2023
October 10, 2023
November 14, 2023
December 12, 2023

JAF:cl