

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 14, 2023 in the Program 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 October 10, 2023 – *Action Item*
- VI. Review of October Bills - *Action Item*
- VII. Review of October Financial Statements – *Action Item*
- VIII. Committee Reports
 - A. Finance – Jane Birmingham
 - B. Building & Grounds – Ken Circo
 - C. Policy & Bylaws – Dan Loucks
 - D. Technology – Michael Hagins
 - E. Communications and Marketing – Courtney Greve Hack
- IX. 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
- X. Director's Report –Janice Foley
- XI. Unfinished Business
 - A. Revised 2023 Tax Levy and 2024 Operating Budget – *Action Item*
- XII. New Business
 - A. 2024 Board Meeting Dates – *Action Item*
 - B. Illinois Paid Leave for All Workers Act
 - C. C4 Preliminary Recommended Initiatives – *Possible Action Item*
- XIII. Announcements
- XIV. Correspondence & FYIs
- XV. Executive Session
 - A. Library Director's Review - *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.
- XVI. Adjournment



**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
October 10, 2023**

Held Tuesday, October 10, 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; Jane Wilhelm, Accountant and Lisa Garay, Administrative Assistant.

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

Review of Minutes

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

Ayes: Birmingham, 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 23505 through 23533 and 23535 through 23539 including voided check number 23534, in the total amount of \$101,463.22, which includes payroll through September 29, 2023.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Jane Birmingham moved, and Michael Hagins seconded, that the Board approve the financial statements for September 30, 2023, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Nancy DeFauw arrived at 7:44 pm.

Committee Reports

Building and Grounds

Ken Circo reported that we received the outdoor lighting quote. The exterior electrical wires are outdated and most need to be replaced. The quote is between \$1,250 – 1,400. We're hoping to get this completed by the end of the year. There is money in the budget in the Building and Maintenance account to cover this. We're following up with Charlie Pipal, chair of Preservation Commission regarding any paperwork that might be needed.

The SPOT update / renovations will start the week of October 23rd and continue through November 22nd. Final completion is scheduled for December 7th.

The November Library Board meeting will need to be relocated either to the Program Room or the Great Room due to the construction.

The lower level carpet will be cleaned this weekend.

Technology

Michael Hagins reported the fax line has been installed by the copier. The fax machine has been temporarily moved by the copier. We're still waiting for the coin box to be re-installed.

Staff Reports

The Board reviewed the staff reports from September. Trustee Greve Hack commented in approval of the return and increased numbers in the after school programs.

Director's Report

The Board reviewed the September Director's report. The September staff in service was well received. We're planning for another in service in the upcoming months. We will be participating in Parks and Rec's Trunk or Treat event on October 18th. Our entry will be decorated as "The Haunted Library". President Circo thanked everyone that staffed the Library's table at this summer's Farmer's Market. Harvest Bingo is Saturday, October 14th.

President Circo reminded everyone that the Library Director's review form is included in your Board packet. Please complete and return to his mailbox.

Unfinished Business

2023 Tax Levy and 2024 Operating Budget

Courtney Greve Hack moved, and Michael Hagins seconded, the motion to approve the 2023 Tax Levy and the final 2024 Operating Budget.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Trustee Birmingham commented and clarified the legal fees expense line item. Trustee Greve Hack commented positively on the increased funds for staff development.

Czech & Slovak American Genealogy Society of Illinois (CSAGSI) agreement

Courtney Greve Hack moved, and Dan Loucks seconded, that the Board approve the updated CSAGSI agreement.

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

Nays: None
Abstained: None
The motion passed.

New Business

Per Capita Grant Application

Jane Birmingham moved, and Christine Long seconded, that the Board approve the Per Capita Grant application with revisions.

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

Nays: None

Abstained: None

The motion passed.

Trustee Greve Hack noted her appreciation for the time and effort that goes into completing this grant application.

Disaster/Emergency Plan

Nancy DeFauw moved, and Courtney Greve Hack seconded, that the Board approve the updated Disaster / Emergency Plan.

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

Nays: None

Abstained: None

The motion passed.

Announcements

We are checking dates in February with Peter Boutsikakis for Reading Between the Wines. President Circo and Library staff will be hanging the rondelay that was donated by Dr. David Bonnette in the Terrace later this week. Planning continues for the Holiday Stroll. Janice is working on the volunteer sign-up. The Trustees are encouraged to volunteer. Director Foley and Assistant Director Silva have volunteered for the Riverside 150th anniversary commission.

Recess to Executive Session

Courtney Greve Hack 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 8:15 pm.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Return to Regular Session

The Board returned to Regular Session at 8:18 pm.

Review of Executive Session Minutes

Courtney Greve Hack moved, and Michael Hagins seconded, that the Board approve the executive session minutes of April 11, 2023.

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

Nays: None

Abstained: None

The motion passed.

Courtney Greve Hack moved, and Dan Loucks seconded, that following a review of the executive session minutes of April 11, 2023, which remain confidential, the Board agreed by consensus to release to the public the following executive session minutes: April 11, 2023. All other executive session minutes remain confidential.

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

Nays: None

Abstained: None

The motion passed.

Adjournment

Upon motion by Nancy DeFauw, seconded by Dan Loucks, and passed unanimously, the meeting was adjourned at 8:20 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

OCTOBER - 2023

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR OCTOBER 2023 ACCOUNTS PAYABLE,
AND OCTOBER 2023 PAYROLL = \$97,573.37**

Including voided check #23572

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 10/1/2023 Through 10/31/2023

Number	Check Date	Payee	Check Amount	Transaction Description
23540	10/9/2023	Blue Cross Blue Shield of Illinois	5,457.83	HMO medical- October
23541	10/9/2023	Coverall North America, Inc	1,948.00	Cleaning services- October
23542	10/9/2023	Dell Marketing L.P.	8,729.90	10 PC's
23543	10/9/2023	Delta Dental of Illinois - Risk	76.55	HMO dental- October
23544	10/9/2023	Delta Dental of Illinois- Vision	32.65	Vision- October
23545	10/9/2023	GT Mechanical Projects & Design, Inc.	587.00	Maintenance agrrement 2/4
23546	10/9/2023	Lofton Landscaping Company	260.00	September landscaping
23547	10/9/2023	Madison National Life	32.19	Life insurance- October
23548	10/9/2023	NCPERS-IL IMRF	32.00	Term life- Forsyth & Silva
23549	10/9/2023	North Suburban Employee Benefit Coop	216.00	PPO dental- September
23550	10/9/2023	North Suburban Employee Benefit Coop	1,767.58	PPO medical- September
23551	10/9/2023	Village of Riverside	410.70	Water & sewer, July & August
23552	10/9/2023	Unique Management Services, Inc.	108.35	August placements
23553	10/9/2023	Ehris Urban	200.00	History of witches program
23554	10/9/2023	Web Computer Consultants	810.00	Service after power outage
23555	10/17/2023	Raymond W. Johnson	150.00	Resurrection Mary program
23556	10/17/2023	Dan Jungclas	200.00	Family Tree Archive program
23557	10/17/2023	Business Card	1,299.28	Credit card purchases
23558	10/17/2023	Village of Riverside	300.00	Wireless alarm- 4th quarter
23559	10/26/2023	LIMRiCC-UCCA	145.39	3rd quarter 2023 UC expense
23560	10/26/2023	RAILS Library System	135.00	Illinois Library Presents 07/23-06/24
23561	10/26/2023	Village of Riverside	5,274.53	October IMRF
23562	10/26/2023	Showcases	85.32	50 CD jewel cases
23563	10/26/2023	SWAN	6,350.43	Quarterly fees, reciprocal borrowing
23564	10/26/2023	Unique Management Services, Inc.	68.95	September placements
1438	10/13/2023	Administration	4,122.43	Group: 01; Pay Date: 10/13/2023
1439	10/13/2023	Information Services	5,183.02	Group: 02; Pay Date: 10/13/2023
1440	10/13/2023	Children & Youth Services	4,111.59	Group: 03; Pay Date: 10/13/2023
1441	10/13/2023	Patron Services	6,872.50	Group: 04; Pay Date: 10/13/2023
1442	10/13/2023	Patron Services	156.17	Group: 04; Pay Date: 10/9/2023
1443	10/27/2023	Administration	4,163.93	Group: 01; Pay Date: 10/27/2023
1444	10/27/2023	Information Services	5,183.02	Group: 02; Pay Date: 10/27/2023
1445	10/27/2023	Children & Youth Services	4,142.91	Group: 03; Pay Date: 10/27/2023
1446	10/27/2023	Patron Services	<u>7,224.93</u>	Group: 04; Pay Date: 10/27/2023
Total, checks and pay vouchers			75,838.15	
10/26/2023 Electronic Payment- Comcast			233.85	High speed internet
10/30/2023 Electronic Payment- Comcast			458.13	Phone bill
10/13/2023 EFTPS- Employer portion			2,062.49	
10/27/2023 EFTPS- Employer portion			<u>2,089.42</u>	
Report Total			<u>80,682.04</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 11/14/2023 Through 11/14/2023

Check Number	Check Date	Payee	Check Amount	Transaction Description
23565	11/14/2023	Amazon Capital Sevices	875.92	Amazon purchases
23566	11/14/2023	Cintas Corporation LOC. 769	966.24	Restroom supplies/ mat service
23567	11/14/2023	Colley Elevator Co.	226.00	Elevator inspection
23568	11/14/2023	Dell Marketing L.P.	4,572.84	3 genealogy computers + stands
23569	11/14/2023	Demco, Inc.	235.74	Label protectors, book covers
23570	11/14/2023	Garvey's Office Products	204.78	Calendars, planners, copy paper, towels, rubber bands
23571	11/14/2023	Heartland Business Systems, LLC	648.75	Move phone line for fax machine
23573	11/14/2023	Ingram Library Services	3,447.99	Various
23574	11/14/2023	KC Cleaning, Inc.	800.00	Lower level carpet cleaning
23575	11/14/2023	Klein, Thorpe & Jenkins, Ltd.	292.50	Legal regarding CSAGSI agreement
23576	11/14/2023	Lofton Landscaping Company	260.00	October landscaping
23577	11/14/2023	Midwest Tape	832.68	Digital subscriptions
23578	11/14/2023	Minuteman Press of Lyons	3,061.58	Holiday newsletter
23579	11/14/2023	NICOR Gas	<u>466.31</u>	Gas bill
Report Total			<u>16,891.33</u>	

Riverside Public Library

FINANCIAL REPORTS

For 10 Months Ending

October 31, 2023

UNAUDITED



**Riverside Public Library
Cash Balances
As of 10/31/2023**

	Balance, <u>10/31/2023</u>
Consolidated Operating Funds:	
First American- Checking	29,228.95
First American- Payroll	<u>268.20</u>
Total First American accounts	29,497.15
 Riverside Bank savings	 6,077.23
 Illinois Funds	
Tax/Reserve Fund	497,586.25
Capital Improvements Fund	43,756.59
Special Reserve Fund	10,645.00
Working Cash Fund	261,488.90
Library Bond Fund	<u>243,166.71</u>
Total Illinois Funds	1,056,643.45
 Total Operating Funds Cash Balances	 1,092,217.83
 Gift & Endowment Funds:	
Library Gift Fund	112,818.74
Batko Endowment Fund	6,206.06
Lower Level Renovation Fund	53,468.76
General Endowment Fund	10,412.36
Dardwin Fund	<u>16,972.61</u>
 Total Gift & Endowment Funds	 199,878.53
 Total Funds	 <u>1,292,096.36</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 10/31/2023

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	497,586.25
1st American-Checking Account	26,448.20
1st American-Payroll Account	268.20
Riverside Bank savings account	6,202.18
Property Tax Receivable	1,740,820.28
Due from Other Funds	5,658.88
Due from other groups	647.53
Due from Friends of the Library	25.96
Staff Receivables	(3.89)
Fixed Assets	1,260,414.00
Prepaid Expense	421.20
Amount Provided for Vacation	23,590.00
Total Assets	3,562,078.79
Liabilities	
Accounts Payable	16,891.33
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	941.77
IMRF Payable	(47.90)
Deferred Property Taxes	741,776.83
Accrued Payroll	18,548.84
Accrued Vacation Pay	23,590.00
Health Insurance Payable	42.08
Term Life Insurance Payable	(152.00)
Due to Other Funds	3,375.00
Due to Library Gift Fund	89.24
Due to Friends of the Library	337.00
Due to Historical Society	600.00
Due to Preservation Commission	3.00
Investment in Fixed Assets	1,260,414.00
Total Liabilities	2,066,348.62
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	1,437,713.45
Restricted for Audit	3,502.75
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	256.63
Total Beginning Fund Balances	1,439,671.62
Excess Revenues/(Expenditures)	56,058.55
Total Fund Balances	1,495,730.17
Total Liabilities & Fund Balances	3,562,078.79

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 10/1/2023 Through 10/31/2023

	Current Period Actual	Current Year Actual-10 mos. ending 10/31/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2021 Property tax revenue	0.00	324,695.69	0.00	324,695.69	0.00%
2022 Property Tax Revenue	0.00	698,582.56	1,259,965.00	(561,382.44)	(44.56)%
Lower Level Bond revenue	0.00	0.00	121,800.00	(121,800.00)	(100.00)%
Total Property Taxes	0.00	1,023,278.25	1,381,765.00	(358,486.75)	(25.94)%
Inter Government Funds	0.00	44,963.12	23,000.00	21,963.12	95.49%
Interest	2,440.96	28,647.84	1,250.00	27,397.84	2,191.83%
Fees for Services	734.79	11,201.08	4,988.00	6,213.08	124.56%
Misc Revenue					
The SPOT revenue	0.00	45.00	5,000.00	(4,955.00)	(99.10)%
Donations-Junior Women's Club	0.00	500.00	0.00	500.00	0.00%
Other	7.35	256.60	550.00	(293.40)	(53.35)%
Total Misc Revenue	7.35	801.60	5,550.00	(4,748.40)	(85.56)%
Total Revenues	<u>3,183.10</u>	<u>1,108,891.89</u>	<u>1,416,553.00</u>	<u>(307,661.11)</u>	<u>(21.72)%</u>
Total Revenue	<u>3,183.10</u>	<u>1,108,891.89</u>	<u>1,416,553.00</u>	<u>(307,661.11)</u>	<u>(21.72)%</u>
Expenditures					
Personnel Services	68,469.94	737,873.16	912,800.00	174,926.84	19.16%
Supplies	1,195.22	12,398.04	20,450.00	8,051.96	39.37%
Contractual Services	4,879.57	66,191.43	102,500.00	36,308.57	35.42%
Adult Information Sources	3,282.42	31,350.88	42,060.00	10,709.12	25.46%
Electronic Resources	7,441.01	49,728.30	65,240.00	15,511.70	23.78%
CYS Information Sources	911.98	9,053.83	12,300.00	3,246.17	26.39%
Marketing/Public Relations	3,588.52	17,116.55	21,800.00	4,683.45	21.48%
Administration	1,852.20	60,491.53	209,350.00	148,858.47	71.11%
Technology	9,687.86	26,193.67	21,000.00	(5,193.67)	(24.73)%
Total Expenditures	<u>101,308.72</u>	<u>1,010,397.39</u>	<u>1,407,500.00</u>	<u>397,102.61</u>	<u>28.21%</u>
Miscellaneous Expenses					
Misc Expenses	10.93	42,014.88	0.00	(42,014.88)	0.00%
Total Miscellaneous Expenses	<u>10.93</u>	<u>42,014.88</u>	<u>0.00</u>	<u>(42,014.88)</u>	<u>0.00%</u>
Total Expenditures	<u>101,319.65</u>	<u>1,052,412.27</u>	<u>1,407,500.00</u>	<u>355,087.73</u>	<u>25.23%</u>
Excess Revenues(Expenditures)	<u>(98,136.55)</u>	<u>56,479.62</u>	<u>9,053.00</u>	<u>47,426.62</u>	

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 10/1/2023 Through 10/31/2023

	Current Period Actual	Current Year Actual 10 mos.ending 10/31//2023	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2021 Property tax revenue	0.00	324,695.69	0.00	324,695.69	0.00%
2022 Property Tax Revenue	0.00	698,582.56	1,259,965.00	(561,382.44)	(44.56)%
Lower Level Bond revenue	0.00	0.00	121,800.00	(121,800.00)	(100.00)%
Total Property Taxes	0.00	1,023,278.25	1,381,765.00	(358,486.75)	(25.94)%
Inter Government Funds					
Per capita state grants	0.00	13,714.55	13,000.00	714.55	5.50%
Corporate Replacement Taxes	0.00	31,248.57	10,000.00	21,248.57	212.49%
Total Inter Government Funds	0.00	44,963.12	23,000.00	21,963.12	95.49%
Interest on Operating Funds					
Interest-Illinois Funds	2,421.60	28,573.86	1,250.00	27,323.86	2,185.91%
Interest- Riverside Bank	19.36	73.98	0.00	73.98	0.00%
Total Interest on Operating Funds	2,440.96	28,647.84	1,250.00	27,397.84	2,191.83%
Fees & Services					
Fines	185.62	2,041.92	500.00	1,541.92	308.38%
Fax Fees	65.50	441.00	250.00	191.00	76.40%
Maker Space fees/Internet fees	8.00	33.80	3.00	30.80	1,026.67%
Printing Fees	116.57	3,075.78	1,200.00	1,875.78	156.31%
Book & Video Sales	359.10	4,706.60	2,500.00	2,206.60	88.26%
Adult Replacement Fees	0.00	270.00	100.00	170.00	170.00%
CYS Replacement Fees	0.00	221.99	200.00	21.99	10.99%
ILL Fees	0.00	74.99	35.00	39.99	114.26%
Lost Book Credit	0.00	110.00	100.00	10.00	10.00%
Meeting Room Charges	0.00	225.00	100.00	125.00	125.00%
Total Fees & Services	734.79	11,201.08	4,988.00	6,213.08	124.56%
Miscellaneous Revenue					
Miscellaneous Revenue	0.95	117.76	200.00	(82.24)	(41.12)%
Memorial Book Donations	0.00	0.00	250.00	(250.00)	(100.00)%
Donations	6.40	138.84	100.00	38.84	38.84%
The SPOT revenue	0.00	45.00	5,000.00	(4,955.00)	(99.10)%
Donations-Junior Women's Club	0.00	500.00	0.00	500.00	0.00%
Total Miscellaneous Revenue	7.35	801.60	5,550.00	(4,748.40)	(85.56)%
Total Revenues	3,183.10	1,108,891.89	1,416,553.00	(307,661.11)	(21.72)%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 10/1/2023 Through 10/31/2023

	Current Period Actual	Current Year Actual- 10 mos. ending 10/31/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	56,541.19	613,193.20	756,400.00	143,206.80	18.93%
Health & Life Insurance	4,613.54	44,930.11	55,000.00	10,069.89	18.31%
Employer's Portion - IMRF	3,132.35	33,771.44	42,000.00	8,228.56	19.59%
Employer's Portion - FICA	4,151.91	44,986.11	58,000.00	13,013.89	22.44%
Unemployment Comp Expense	30.95	992.30	1,400.00	407.70	29.12%
Total Personnel Services	<u>68,469.94</u>	<u>737,873.16</u>	<u>912,800.00</u>	<u>174,926.84</u>	<u>19.16%</u>
Materials & Supplies					
Office Supplies	365.37	1,982.31	3,000.00	1,017.69	33.92%
Library Supplies	469.72	2,618.77	4,000.00	1,381.23	34.53%
CYS Supplies	0.00	277.59	600.00	322.41	53.73%
Info Services Supplies	24.45	109.77	350.00	240.23	68.64%
Building Maintenance Supplies	355.68	6,073.32	10,000.00	3,926.68	39.27%
Ink Cartridges	(20.00)	1,336.28	2,500.00	1,163.72	46.55%
Total Materials & Supplies	<u>1,195.22</u>	<u>12,398.04</u>	<u>20,450.00</u>	<u>8,051.96</u>	<u>39.37%</u>
Contractual Services					
Janitorial	1,948.00	19,480.00	28,000.00	8,520.00	30.43%
Water	410.70	2,858.77	2,500.00	(358.77)	(14.35)%
Gas	466.31	7,802.42	15,000.00	7,197.58	47.98%
Building Maintenance	941.56	15,936.22	30,000.00	14,063.78	46.88%
Small Equipment Maintenance	0.00	1,283.80	1,000.00	(283.80)	(28.38)%
Equipment Maintenance	1,113.00	11,864.98	12,000.00	135.02	1.13%
Furnishings & Equipment	0.00	311.84	5,000.00	4,688.16	93.76%
Copier Rental & Maintenance	0.00	6,653.40	9,000.00	2,346.60	26.07%
Total Contractual Services	<u>4,879.57</u>	<u>66,191.43</u>	<u>102,500.00</u>	<u>36,308.57</u>	<u>35.42%</u>
Electronic Resources					
On-line Data Bases	832.68	19,525.50	30,740.00	11,214.50	36.48%
SWAN Computer	6,339.50	24,514.50	27,000.00	2,485.50	9.21%
Internet Expense	233.85	2,338.50	3,000.00	661.50	22.05%
Patron Subscription services	34.98	3,349.80	4,500.00	1,150.20	25.56%
Total Electronic Resources	<u>7,441.01</u>	<u>49,728.30</u>	<u>65,240.00</u>	<u>15,511.70</u>	<u>23.78%</u>
Information Sources					
Books	1,977.44	14,592.83	20,500.00	5,907.17	28.82%
Standing Order Books	455.84	4,053.08	4,000.00	(53.08)	(1.33)%
Periodicals	464.40	8,262.34	8,500.00	237.66	2.80%
Videos	251.03	1,977.47	4,000.00	2,022.53	50.56%
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	133.71	2,284.03	5,000.00	2,715.97	54.32%
Total Information Sources	<u>3,282.42</u>	<u>31,350.88</u>	<u>42,060.00</u>	<u>10,709.12</u>	<u>25.46%</u>
Children/Youth Services					
CYS Juvenile Books	410.02	4,125.03	4,000.00	(125.03)	(3.13)%
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	239.12	250.00	10.88	4.35%
CYS Young Adult	211.41	1,867.34	2,000.00	132.66	6.63%
CYS Easy Books	287.63	1,994.30	3,000.00	1,005.70	33.52%
CYS DVD	7.79	316.28	700.00	383.72	54.82%
CYS Toys & Puzzles	0.00	86.58	100.00	13.42	13.42%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%
CYS Steam	(4.87)	75.19	400.00	324.81	81.20%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 10/1/2023 Through 10/31/2023

	Current Period Actual	Current Year Actual- 10 mos.ending 10/31/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Total Children/Youth Services	911.98	9,053.83	12,300.00	3,246.17	26.39%
Marketing/Public Relations					
CYS Programming	10.59	245.98	300.00	54.02	18.01%
Adult Programming	485.00	3,186.62	4,000.00	813.38	20.33%
Library Programs	0.00	655.66	500.00	(155.66)	(31.13)%
Advertising Expenses	31.35	515.74	1,500.00	984.26	65.62%
Binding	0.00	351.95	500.00	148.05	29.61%
Newsletter Expense	3,061.58	12,160.60	15,000.00	2,839.40	18.93%
Total Marketing/Public Relations	3,588.52	17,116.55	21,800.00	4,683.45	21.48%
Administration					
Shipping Charges	60.99	549.33	450.00	(99.33)	(22.07)%
Legal Services	292.50	6,388.10	1,500.00	(4,888.10)	(325.87)%
Credit Bureau	162.30	519.10	600.00	80.90	13.48%
Telephone	1,106.88	5,782.43	9,000.00	3,217.57	35.75%
Postage	29.76	422.05	1,000.00	577.95	57.80%
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	4,070.70	3,900.00	(170.70)	(4.38)%
Seminars, Conferences, Meetings	0.00	350.00	500.00	150.00	30.00%
Membership Dues	0.00	914.00	700.00	(214.00)	(30.57)%
Accounting Expenses	171.26	2,070.08	2,500.00	429.92	17.20%
Staff Development	0.00	1,261.98	2,000.00	738.02	36.90%
Bond repayment	0.00	13,400.00	121,800.00	108,400.00	89.00%
Credit Card/Bank Fees	28.31	324.14	900.00	575.86	63.98%
Miscellaneous Expense	0.20	817.93	8,000.00	7,182.07	89.78%
Board Expense	0.00	1,030.59	1,000.00	(30.59)	(3.06)%
Capital Expense	0.00	0.00	30,000.00	30,000.00	100.00%
Total Administration	1,852.20	60,491.53	209,350.00	148,858.47	71.11%
Technology					
Technology Supplies	41.97	749.00	1,000.00	251.00	25.10%
Computer Consultant	810.00	810.00	2,500.00	1,690.00	67.60%
Network Maintenance	0.00	1.99	2,500.00	2,498.01	99.92%
Computer Hardware & Equipment	8,795.90	15,469.68	6,000.00	(9,469.68)	(157.83)%
E-Library Subscription Svcs	9.99	6,659.54	7,500.00	840.46	11.21%
Computer Software	30.00	2,503.46	1,500.00	(1,003.46)	(66.90)%
Total Technology	9,687.86	26,193.67	21,000.00	(5,193.67)	(24.73)%
Total Operating Expense	93,867.71	960,669.09	1,342,260.00	381,590.91	28.43%
Miscellaneous Expenses					
Lost ILL Expense	10.93	14.88	0.00	(14.88)	0.00%
Transfer to Other Funds	0.00	42,000.00	0.00	(42,000.00)	0.00%
Total Miscellaneous Expenses	10.93	42,014.88	0.00	(42,014.88)	0.00%
Total Budgeted Expenses	101,319.65	1,052,412.27	1,407,500.00	355,087.73	25.23%

We had super spooky October full of fall programs! We also continued weeding with the focus on J fiction and CDs this month. Thank you to Nikki for her hard work weeding this month! Bridget also returned from her maternity leave at the end of the month. Welcome back, Bridget! Our subscription book bags program also returned this month. It is always such a rewarding challenge to find interesting books for our participants.

Highlights

School's Out Programs—District 96 had a couple days off this month. We filled those days with exciting programs. We showed the movie *Hotel Transylvania* and Francesca ran a Spooky Bingo program.

After School Programs—This month I lead an after school Library Tour. While many kids get a Library tour on a school field trip, homeschool students don't always get this opportunity. One family attended this program.

In addition to our monthly Pokémon meet up, we offered a couple of spooky after school programs. Jordan planned and lead an after school drop in program where kids could make their own customizable potion bottles.

I planned and presented a candy science themed STEAM Explorers. We did a color diffusion experiment with Skittles, found out why the "M" will float off M&Ms, and built structures with candy corn and toothpicks.

Storytimes—Anne's Mini Movers Storytimes continued this month along with the Mini Storytimes before our Tuesday morning Little Hands Activity.

Mandi continued presenting Friday All Ages Storytimes, most of which were inside due to weather.

School Outreach—Francesca continued storytime visits to the Riverside Presbyterian Church Preschool and RPC Preschool continued their visits to the library. Anne continued her monthly visits to the District 96 Early Learners classrooms.

New Parents Group—Thank you to Diane who lead a class on infant massage for our New Parents Group. We are still working on building this group.

Halloween Storytime and Parade—We had a great turnout for our annual Halloween event. The costumes were terrific; some of our favorites were Santa and Elton John. Francesca and I planned and presented the storytime. The parade (complete with trick or treat stops) wouldn't be possible without Library-wide staff support. Thank you to all the staff members who helped this year!

CHILDREN & YOUTH SERVICES – October 2023 – Nora Durbin

CHILDREN & YOUTH SERVICES STATISTICS – October 2023	
Reference questions asked	<u>212</u>
Informational questions asked	<u>336</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
10/2/2023	Mini Movers Storytime	3			3	
10/2/2023	D96 Early Learners Storytime 1	6			4	
10/2/2023	D96 Early Learners Storytime 2	6			4	
10/2/2023	D96 Early Learners Storytime 3	15			3	
10/2/2023	D96 Early Learners Storytime 4	21			4	
10/3/2023	Mini Storytime	4			5	
10/3/2023	Little Hands Activity Time	7			4	
10/4/2023	RB Transitions Book Club			7	4	
10/5/2023	New Parents Group	1			1	
10/5/2023	Family Library Tour					5
10/6/2023	All Ages Storytime	13			12	
10/7/2023	First Saturday Storytime	7	2		7	
10/9/2023	Mini Movers Storytime	17			9	
10/9/2023	Subscription Book Bags					33
10/9/2023	Not So Spooky Movie		10		3	
10/10/2023	Mini Storytime	4			4	
10/10/2023	Little Hands Activity Time	9			9	
10/10/2023	Spooky Bingo	3	7		5	
10/11/2023	Storytime at RPC 1	10			2	
10/11/2023	Storytime at RPC 2	10			2	
10/11/2023	Storytime at RPC 3	10			2	
10/11/2023	RB Transitions Book Club			8	4	
10/12/2023	Pokémon Meet Up		8		2	
10/13/2023	All Ages Storytime	4			4	
10/14- 10/16	Weekend Take Home Craft					30
10/16/2023	Mini Movers Storytime	7			7	
10/17/2023	Mini Storytime	5			6	
10/17/2023	Little Hands Activity Time	10			10	
10/18/2023	RPC Visit to the Library	20			4	
10/18/2023	Drop In Potion Bottles					20
10/20/2023	All Ages Storytime	12			9	
10/23/2023	Mini Movers Storytime	5			5	
10/24/2023	Mini Storytime	4			4	

CHILDREN & YOUTH SERVICES – October 2023 – Nora Durbin

10/24/2023	Little Hands Activity Time	6			6	
10/25/2023	Storytime at RPC 1	10			2	
10/25/2023	Storytime at RPC 2	10			2	
10/25/2023	Storytime at RPC 3	10			2	
10/25/2023	STEAM Explorers		13			
10/27/2023	All Ages Storytime	6			5	
10/31/2023	Halloween Storytime & Parade	50			60	
10/1-10/31	Blue Board Question					190
Phone Charger Checkout				24 teens		
Board Game Usage				44 games		
Nintendo Switch Usage				35 teens		
After School		21 days		776 kids and teens		

October 2023

Sharon Shroyer

Patron Services

October was a very busy month. I continue to write instructions not only for Patron Services but for Computer Services too. I am trying to write instructions as I have to do some of the daily and some of the more obscure tasks that I deal with. Last month, I finished the instructions for adding closed dates to the WorkFlows software. This is something that we now do manually that influences the loan period of our materials. All the major holidays need to be entered along with any other days that we are closed, Mother's Day and all the Sundays in the summer, etc. We had to submit our quarterly delivery counts to RAILS, so I wrote up the procedures for submitting the data to RAILS. I also did instructions on what needs to be done when checking a patron record for errors, and the procedure of installing the MyPC booking module on staff computers. This is only done on 5 specific staff computers so it is one of the more obscure software installations that I do. It might be several years in between installations, so that was an excellent one to check off my list.

Gabe is now entering the digital download codes that I used to enter into our Vudu account and into the SWAN catalog. I had finished those instructions in September, so that came in handy.

Computer Services

Henry's new laptop was finished at the beginning of the month. I am planning at looking at both Henry and Diane's old laptops to see which one will replace the laptop in our staff room. That computer is used as the server for our time clock software, so the software will also be updated when I replace it.

I had to repair two staff laptops and repair one circulating laptop in October. The one laptop had a damaged screen and although Jane has a separate monitor connected to that laptop, the screen for the laptop needed to be replaced. I was looking forward to this repair as I have never had to replace a laptop screen. After waiting for the new screen to come in, and delaying the repair for a week because of one obstinate screw and the fact she needed it back to run payroll, the screen was replaced. I love learning new things!

I also updated some software that was causing a few issues with the five adult internet computers. I also updated them all and everything seems to be working well.

I moved all of the CSAGSI equipment upstairs in preparation of the construction in that area. I did hook up the three computers on the atrium desk but did not hook up the microfilm unit, scanner and PC that they are connected to because they are so large

and bulky for the atrium desk. The printer was also not connected and I set all of those computers to print to the PS desk printer. The new CSAGSI computers came in the last week of October and I will be setting them up the week of November 6th.

I watched a vendor demo of a different self-checkout system than we currently have. The system is called Meescan, and it was recommended by Ian Nosek at SWAN. It uses iPads instead of PC's. One license covers as many checkout points as you want, including an app version that patrons can use on their phones. It can also display our catalog, acting as an OPAC too. The demo looked very nice, with options for a freestanding model, desktop and wall mount version. I also plan on looking into what our current system, Envisionware has to offer and want to find at least a third option, so that I can see what system might be best for us overall.

I have also been working on my new computer, stopping to write directions for functions only I do as I move things over to the new PC and deleting all the old files that are no longer needed.

I have Bill Borst coming out to see what options we have for installing a more robust AV solution in the Great Room in addition to having OPAC's in the stacks.

We did have the fax line moved to the copier area in anticipation of patrons sending their own faxes. We hit a brick wall there when we found out that Canon copiers cannot work with our coin vending machine to charge patrons for the fax. The rep for the copiers never mentioned this and the company that has the vending kiosk, which works with the software for our public reservation and printing software, informed us that it would not work. We are waiting to hear back from the copier people, if we can at least password protect that option. In the meantime, we just moved the fax machine over there to use the new phone line temporarily. Staff is still sending out the faxes for patrons.

October 2023 Information Services Update
Diane Silva

Social Media Archiving - Our archiving platform, Pagefreezer, is finally up and running. It took them a long time to figure out the very basic issue that was keeping the Facebook backups from running successfully. After lots of escalating, their tech team was able to get us running and we now have this data, along with our Instagram feed, retained if needed.

Genealogy Research - I am endlessly impressed with our genealogy volunteers. This month we received a request from the Manager of the Citizen Information Bureau in Slavicin, Czech Republic, forwarded to me from the Riverside History Museum. The request focused on Joseph Janecka Jr, a 1985 Riverside Person of the Year, who was born in Slavicin. I requested assistance from Dawn, one of our volunteers, and her work in response was simply amazing. She was able to trace Janecka's life including his wife and family here in Riverside and then did extensive research on his parents and step-mother. The requester was enormously appreciative of the thoroughness of the research. We are enormously lucky to have this collection, but the bigger prize are these extraordinary researchers.

The SPOT – Nikki finalized the plan for our 2023 custom Holiday Stroll ornament. She was able to print about 18 before it was discovered that we need a replacement air filter. Unfortunately they are currently sold out of replacements. The SPOT renovation (and new Glowforge filter system) can't come soon enough! If we aren't able to make more, we will take orders at the Stroll.

Marketing – The November/December newsletter hit mailboxes at the end of the month. Thanks to Brent for organizing and all the staff (Mandi, Lisa, Nora, etc) who take time to review and check it.

Programming - October was a huge programming month with some great partnerships. We hosted the Outside the Box in conjunction with FLOS and the Riverside Arts Center and Riverside-artist Alex Brightbill set up a Dia de los Muertos altar and gave a presentation on her holiday traditions. Dulce Mami Café donated Mexican hot chocolate for the event. We also got a huge turnout for Resurrection Mary and a virtual look at the history of witches. Riverside loves the spooky stuff! Thanks to all staff who helped set up and take down the Great Room for each event. Also, kudos to Fran who put together a different passive program each week this month!

The SPOT Appointments/projects – 3
Crafting Connections: Family Recipe - 5
Stephen Graham Jones – ILP – 4
Grace Lin – ILP - 4
Graveyard Terrarium – The Spot – 15
Drop in Tech Help (2 sessions) – 3
Knitting Club – 16
If the Broom Fits... History of Witches – 33
Outside the Box – 81
Lyric Opera – 16

Resurrection Mary – 53
Genealogy: Preserving Your Research – 8
Meditation (2 session) – 9
Riverside Reads Book Club – 1

Passive

Spice Kits – 50
Seed Packets Take/Leave – 2
Various Passive – 196
Board Game Borrowing - 6

Patron Interactions – We had 865 patron interactions this month.

Riverside Public Library
Miscellaneous Statistics - October 2023

	Oct-23	Oct-22	YTD 2023	YTD 2022
Reference Statistics				
Questions Asked - Adult	865	755	4713	7216
Questions Asked - Youth Services	548	651	5480	5423
Internet Usage - Adult				
- CYS	418	319	3110	2524
Total Usage	645	439	5099	3740
Holdings				
Adult Titles Added	149	125	1326	1420
CYS Titles Added	73	76	835	985
Total Titles Added	222	201	2161	2405
Adult Titles Withdrawn	79	94	1246	954
YS Titles Withdrawn	379	7	1212	764
Total Titles Withdrawn	458	101	2458	1718
Total Holdings			63055	63303
Adult Programs				
Number of Library Programs	18	18	155	156
Number of Community Programs	14	3	112	35
Library Program Attendance	269	277	417	1468
Community Program Attendance	155	42	1229	403
Total Adult Program Attendance	424	319	1646	1871
Total Adult Passive Prog. Users	248	52	1031	395
Children and Youth Services				
Children 0-11 Passive Programs	3	1	29	33
Children 0-11 Active Programs	36	36	320	288
YA 12-18 Passive Programs	0	6	13	25
YA 12-18 Active Programs	2	0	45	20
Number of Passive CYS Programs	0	7	39	58
Number of Active CYS Programs	0	36	327	308
Children Pass. Prog. Attendance	240	27	997	1543
YA Passive Prog. Attendance	0	103	480	296
Children Active Prog. Attendance	597	590	5892	7136
YA Active Prog. Attendance	23	0	455	255
Total Passive Prog. Attendance	240	130	1477	1839
Total Active Prog. Attendance	620	590	6347	7391
New Library Cards Issued	52	57	520	589
Library Attendance	8470	7253	78769	69599
Faxes sent by Patrons	21	14	148	180
Notary Service	20	8	160	196
Checkouts	4815	5310	53524	54990
Renewals	3823	3758	34964	35768
Checkins	5664	5869	57266	62021
Total Circulation	14302	14937	145754	152779

Interlibrary Loans

Loaned	988	991	9870	9351
Borrowed	1142	1027	11009	11144

Reciprocal Borrowing

Loaned to Other Library Patrons	464	678	5566	6166
RPL Patrons Borrowing Elsewhere	1158	976	11203	9090

Digital Resources

Hoopla	367	438	3699	3756
Axis360	116	122	1128	1334
Libby (Digital Library of Illinois)	1325	1070	12693	9947
Flipster Downloads and Views	95	13	353	586

Web Site

Total Hits	4165	3965	42982	39128
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Wireless Statistics

	1172	1051	9218	17177
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Online Databases**Ancestry.com**

Searches	370	603	6634	5234
Returns	1017	1253	13071	5355

Encyclopaedia Britannica

Sessions	51	11	315	132
Documents	51	11	316	307

Newsbank

Searches	0	13	97	62
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EBSCO Online Databases

Academic Search Premiere				
Searches	47	33	478	248
Requests	47	33	478	247
Auto Repair Source				
Searches	0	0	0	0
Results	0	0	0	0
Biography Reference Center				
Searches	7	5	31	25
Requests	9	5	34	21
Business Source Premier				
Searches	92	18	317	308
Results	92	18	317	308
Consumer Health Complete				
Searches	2	0	5	8
Results	2	0	5	0
Consumers Reports				
Sessions	4	3	41	54
Searches	21	31	603	656
History Reference Center				
Searches	30	4	67	40
Results	30	4	67	40
Legal Information Ref. Center				
Searches	0	0	0	9
Results	0	0	0	9
Literary Reference Center				
Searches	32	20	401	246
Requests	32	20	401	246
Masterfile				
Searches	57	20	377	363
Requests	57	20	377	363
Middle Search Plus				
Search	11	3	57	14
Results	11	3	57	10
Newspaper Search Plus				
Search	26	9	170	121
Results	26	9	170	116
Novelist				
Searches	1	0	25	57
Requests	0	0	20	80
Points of View Ref. Center				
Searches	85	14	366	153
Results	85	14	366	153
Primary Search				
Searches	3	0	16	5
Results	3	0	16	2
Science Reference Center				
Searches	24	6	68	55
Results	24	6	41	53
Small Business Center				
Searches	3	0	15	1
Results	4	0	28	1

Additional Statistics

Newspaper Archives

Searches

6	27	141	246
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Museum Passes

Issued

13	12	140	58
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Library of Things

Equipment

59	59	613	356
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Kits

15	11	157	86
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Spot Collection

Equipment

7	1	51	18
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Library Director's Report October 2023

Administration

Charlie Pipal's School of the Art Institute of Chicago (SAIC) students have been coming once a week to the Library as part of a student drawing project. Ken can better explain this project, which is a required course for architects. In the end, we will receive a copy of the completed work.

After the October Board Meeting I submitted the Levy/Operating Budget to Karin Johns. You will see in the November packet that we had to make several changes. The Board will need to approve the revised numbers at the November meeting.

I am working on a Study Room Policy. We hope to be able to open the room in January so we want to make sure we have the use guidelines all shored up.

I applied for a grant from the Township. The grant involves the purchase of three Ipads and swivel stands so we can have one at each of the service desks in the Library. We will download a translator app on them so staff can communicate with our growing non-English speaking patrons. The decision will be made at their November 21 meeting.

The annual Halloween Story time and Parade took place on October 31. It is always such a fun time seeing the young children so excited in their costumes (and the every present unhappy children in their costumes, lol). The CYS staff did a great job organizing and executing the event.

Advocacy

The Friends of the Library met on October 17. They were very pleased with the success of the Bingo. They made over \$6,000. They want to use this money to pay for the screen/sound system we want to get for the Great Room. With larger programs being held in the Great Room, we need better AV equipment. Sharon is currently trying to get an AV specialist to come in and give us a quote. The Friends are also giving the staff holiday gift cards this year. This solves the dilemma of having to tax staff for money related gifts. We appreciate their generosity.

In addition, Friends are providing gift cards to recognize this years' staff anniversaries. We have several this year: one 25 year, one 20 year, one 15 year, three 10 year and four 5 year anniversaries! Staff are able to pick from Riverside Foods, Aunt Diana's, Chew Chew or Sawmilly. All of these places are always donors to the Library.

The annual Friends Appreciation Dinner will take place on December 5 at Chew Chew.

The Library participated in the Village's Trunk or Treat on October 18. Our Haunted Library was visited by 273 children. It was fun passing out Halloween bookmarks, sticky ghosts and candy to those in attendance. Thanks to Diane Silva, Nora Durbin and Fran Perry for joining me at the event.

Planning for the Holiday Stroll continues. I will be rolling out the Signup Genius soon so we can get an idea of the number of volunteers we will have. We love when the Trustees help out so please consider coming to the Library December 1!

Ongoing

Managers meetings and Social Media meetings continued this month.

Genealogy Club had an excellent program on October 23. Dan Junclas spoke on how to keep a family archive (printed records, papers, and other important documents) so it will last for generations to come. We had eight patrons in attendance.

Building and Grounds

While Charlie Pipal was walking around the building, he noticed damage to the west retaining wall (wall sticking out by Terrace). I contacted John Holton from Holton Brothers Masonry and he came out to investigate. He submitted a repair quote which was under \$4,000. After checking with Ken, we decided to try and get the work done before the end of this year to prevent further damage from the weather. When I submitted the permit application, I was informed that I also needed to get a Certificate of Appropriateness. Fortunately, Charlie is the head of the Preservation Commission so we had quick approval. Holton Brothers said they would work on it as soon as the weather cooperates.

The exit door in the Terrace has been slowly warping and during our most recent safety inspection, the department pointed out that the door sticking is a safety hazard. I contacted Don Schoef who has worked on our doors before and he is currently working on the repair in his shop. A piece of plywood has been put in place of the door until it is complete. He is only charging us for the labor of the repair since we are longtime customers.

Construction work has started on the lower level. The demo of walls took place over two days and now we are waiting for subcontractors to begin their work. A negative occurrence from the construction is that the lower level emergency door was propped open to bring in equipment and as a result we have had several mice sightings around the Library, one live capture, one dead in a drawer and others running around. If we continue to see this number, I will contact our exterminator. Kersey has been told of the problem and promises to be more diligent with the door.

Routine elevator maintenance took place this month, as well as the final few weeks of lawn care. As of November 1, the fireplace can be lit.

Onward to Thanksgiving!



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Jane Wilhelm, Accountant
Date: 10/17/2023
Re: Revised Levy and 2024 Operating Budget

After submitting the Library's Levy and 2024 Budget to the Village, Finance Manager Karin Johns contacted me and asked for the Budget Summary by Fund Type, which is a separate document they need each year.

After receiving that document, Ms. Johns got back to me and said we need to include the cost of the renovation\ construction (estimated around \$175,000) in our operating budget number. Although it will appear that we have a deficit in the Operating Budget total, we have the money in the Bond Fund so we more than cover the construction expense. The Board needs to vote once again to approve these revised documents.

RIVERSIDE PUBLIC LIBRARY- TAX LEVY ORDINANCE FOR 2023

OPERATIONS	1,207,445
AUDIT	4,200
IMRF	45,000
FICA	60,000
UNEMPLOYMENT	1,500
BOND	<u>119,900</u>
TOTAL LEVY	1,438,045

	2024 PROPOSED BUDGET	PROPOSED 2023 TAX LEVY USED	OTHER REVENUE SOURCES USED
PERSONNEL SERVICES	985,500	985,500	0
MATERIALS & SUPPLIES	193,500	15,000	178,500
CONTRACTUAL SERVICES	113,000	113,000	0
ELECTRONIC RESOURCES	67,600	58,000	9,600
INFORMATION SERVICES	46,000	46,000	0
CHILDREN/YOUTH SERVICES	12,650	12,650	0
MARKETING/PUBLIC RELATIONS	28,500	13,000	15,500
ADMINISTRATION EXPENSE	68,700	64,995	3,705
TECHNOLOGY EXPENSE	30,200	10,000	20,200
BOND PAYMENT	<u>119,900</u>	<u>119,900</u>	<u>0</u>
TOTAL	1,665,550	1,438,045	227,505

EXHIBIT A

RIVERSIDE PUBLIC LIBRARY
2024 BUDGET SUMMARY BY FUND TYPE

	OPERATING FUND	WORKING CASH	SPECIAL RESERVE 80-B	GIFT FUND 80-C	GEN'L ENDOW FUND	BATKO ENDOWMENT	LOWER LEVEL RENOVATION	BOND FUND	DARDWIN ENDOWMENT	CAPITAL IMPROVEMENTS FUND	LIBRARY TOTAL
TOTAL REVENUES	1,479,075	7,200	7,500	9,000	300	200	1,500	800	500	12,000	1,518,075
TOTAL EXPENDITURES	1,478,350	7,200	-	5,000	-	-	-	-	-	-	1,490,550
NET	725 \$	-	7,500	4,000	300	200	1,500	800	500	-	27,525
REVENUES											
TAXES	1,438,045										1,438,045
INTERGOVERNMENTAL	25,000										25,000
FEES AND SERVICES	7,030										7,030
INTEREST	9,000	7,200	300	3,000	300	200	1,500	800	500	2,000	24,800
MISCELLANEOUS				6,000							6,000
TRANSFERS IN			7,200							10,000	17,200
TOTAL REVENUES	1,479,075	7,200	7,500	9,000	300	200	1,500	800	500	12,000	1,518,075
EXPENDITURES											
PERSONNEL SERVICES	\$ 985,500										985,500
MATERIALS AND SUPPLIES	18,500						175,000				193,500
CONTRACTUAL SERVICES	113,000										113,000
ELECTRONIC RESOURCES	67,600										67,600
INFORMATION SERVICES	46,000										46,000
YOUTH SERVICES	12,650										12,650
MARKETING/ PUBLIC RELATIONS	26,000			2,500							28,500
ADMINISTRATION	66,200			2,500							68,700
TECHNOLOGY EXPENSES	13,000										13,000
CAPITAL PURCHASES	-										-
BOND DEBT	119,900										119,900
TRANSFERS OUT	10,000	7,200									17,200
TOTAL EXPENDITURES	1,478,350	7,200	-	5,000	-	-	-	-	-	-	1,665,550
ESTIMATED BEGINNING FUND BALANCE	\$ 420,000	\$ 250,000	\$ 11,000	\$ 115,000	\$ 10,500	\$ 6,200	\$ 53,000	\$ 248,000	\$ 17,000	\$ 70,000	\$ 1,210,700
ESTIMATED ENDING FUND BALANCE	\$ 420,725	\$ 260,000	\$ 18,500	\$ 119,000	\$ 10,800	\$ 6,400	\$ 54,500	\$ 248,800	\$ 17,500	\$ 82,000	\$ 1,238,225
NET (REVENUES LESS EXPENDITURES)	\$ 725	\$ -	\$ 7,500	\$ 4,000	\$ 300	\$ 200	\$ 1,500	\$ 800	\$ 500	\$ -	\$ 27,525

RIVERSIDE PUBLIC LIBRARY
LIBRARY- All Funds
PROPOSED OPERATING BUDGET 2024

	Actual 2022	Budgeted F/Y 2023	PROPOSED 2024 BUDGET						TOTAL FUNDS
			ALL FUNDS	AUDIT FUND	IMRF FUND	FICA FUND	UNEMPLOY COMP FUND	Bond Activity	
BEG FUND BAL (CASH RESERVE):									
ESTIMATED REVENUES:									
3100 TAXES									
3116-01-001 Property Tax-Operations	1,776,204.00	1,154,665	1,207,445						1,207,445
3116-01-007 Property Tax-Audit	3,182	3,900	4,200						4,200
3116-01-008 Property Tax-IMRF	48,570	42,000		45,000					45,000
3116-01-009 Property Tax-FICA	46,895	58,000		60,000					60,000
3116-01-010 Property Tax-Unemployment	1,089	1,400			1,500				1,500
3850-01 Bonds- referendum	118,600	121,800					119,900		119,900
TOTAL PROPERTY TAXES	1,994,540	1,381,765	1,207,445	4,200	45,000	60,000	1,500	119,900	1,438,045
3200 INTERGOVERNMENTAL									
3210 PerCapita State Grant	13,715	13,000							13,000
3220 Corp Replacement Tax	26,699	10,000							12,000
TOTAL INTERGOVERNMENTAL	40,414	23,000							25,000
3300 INTEREST									
3310 Interest on Investments	7,395	1,250							24,800
TOTAL INTEREST	7,395	1,250							24,800
3400 FEES & SERVICES									
3415 Fines & Fees	1,542	500							500
3420 Fax fees	605	250							250
3425 SPOT user fees	13	3							15
3430 Printing Fees	2,447	1,200							1,500
3435 Book and Video Sales	4,281	2,500							4,000
3495 Miscellaneous/Other	525	200							200
3535 Liability Insurance/Refund	722								
3810 Donations	141	100							6,000
3808 Memorial book donations	1,044	250							
3801 Adult replacement fees	248	100							75
3802 CYS Replacement fees	181	200							100
3825 Meeting Room Rental	1,475	100							100
3816 ILL Fees	35	35							40
3817 Lost Book credit- ILL	52	100							50
3899 Transfers in									17,200
3822 SPOT revenue		5,000							200
TOTAL FEES & SERVICES	13,311	10,538							30,230
TOTAL REVENUES	2,055,660	1,416,553	1,287,475	4,200	45,000	60,000	1,500	119,900	1,518,075
TOTAL FUNDS AVAILABLE	2,055,660	1,416,553	1,287,475	4,200	45,000	60,000	1,500	119,900	1,518,075
ESTIMATED EXPENDITURES									
4410 PERSONNEL SERVICES									
4102 Regular Salaries	671,882	756,400							815,000
4130 Health Insurance	47,114	55,000							64,000
4140 IMRF	49,062	42,000		45,000					45,000
4141 FICA	49,613	58,000			60,000				60,000
4142 Unemployment	1,023	1,400				1,500			1,500
TOTAL PERSONNEL SERVICES	818,694	912,800							985,500
4200 MATERIALS & SUPPLIES									
4201 Office Supplies	2,512	3,000							3,000
4202 Library Supplies	3,880	4,000							3,500

4703	Legal Service	990	1,500	5,000	5,000
4709	Credit Bureau	426	600	600	600
4711	Telephone	7,965	9,000	7,000	7,000
4712	Postage	624	1,000	700	700
4732	Treasurer's Bond	200	500	500	500
4733	Liability Insurance	20,494	25,000	29,000	29,000
4737	Audit Fees	3,900	3,900	4,200	4,200
4740	Travel	-	-	200	200
4744	Seminars, Conf, Mtgs.	308	500	500	500
4745	Membership Dues	851	700	750	750
4746	Accounting Expenses	1,364	2,500	3,000	3,000
4747	Staff Development	856	2,000	4,000	4,000
4794	Credit Card/Bank Fees	203	900	900	900
4795	Miscellaneous	957	8,000	10,500	10,500
4798	Board Expense	540	1,000	1,250	1,250
4793	Bond repayment	118,600	121,800	-	-
4799	Capital Expense	-	30,000	-	-
	TOTAL ADMINISTRATION COSTS	158,666	209,350	68,700	119,900
	4900 TECHNOLOGY				
4901	Technology Supplies	574	1,000	1,000	1,000
4905	Computer Consultant	565	2,500	2,000	2,000
4910	Network Maintenance	7	2,500	2,000	2,000
4920	Hardware & Equipment	3,588	6,000	6,000	6,000
4999	Transfers out			17,200	17,200
4925	Software	908	1,500	2,000	2,000
	TOTAL TECHNOLOGY EXPENSES	5,642	13,500	30,200	30,200
	4808,4816,4817, 4999 OTHER MISC EXPENSES	1,310	-	-	-
	TOTAL EXPENSES	1,201,632	1,407,500	1,439,150	1,665,550
				45,000	60,000
					119,900
					1,500
	OPERATING BALANCE	854,028	9,053	(151,675)	4,200
	END FUND BAL (CASH RESERVES)	854,028	9,053	(151,675)	4,200

#VALUE!



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 10/23/2023
Re: 2024 Library Board of Trustees Meeting Dates

The proposed 2024 Board Meeting dates are listed below. The Board votes to approve, or amend, as necessary.

January 9, 2024
February 13, 2024
March 12, 2024
April 9, 2024
May 14, 2024
June 11, 2024
July 9, 2024
August 13, 2024
September 10, 2024
October 8, 2024
November 12, 2024
December 10, 2024

JAF:lg



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Jane Wilhelm, Accountant
Date: 11/02/2023
Re: Paid Leave for All Workers Act

Beginning January 1, 2024 most Illinois employers must provide all employees with a minimum of one hour of paid leave per every forty hours worked. Several of our part time staff have not earned time off up to this point; so we will need to start providing them with paid leave.

Attached is the memo we will be sending to the employees who will be getting paid leave in the new year. Most of the staff who fall into this category will be earning less than 20 hours per year.

PAID LEAVE FOR ALL WORKERS ACT (P.A. 102-1143)

Beginning January 1, 2024, Illinois employers must provide all employees a minimum of one hour of paid leave (time off) per every forty hours worked. Paid leave may be taken for any reason, without documentation but it must be requested through proper channels.

Hourly staff who do not otherwise receive any benefits are eligible for the paid leave. We will be “front-loading” paid leave time by giving a full year’s worth of leave based on the number of hours budgeted for your position. For example, if you are budgeted to work 800 hours per year, you will be given 20 hours paid leave for the year. If you work more than the hours you are budgeted and you are entitled to additional leave hours, you will be notified by your supervisor about the increased number of hours. If you work less than the budgeted number of hours you will not have hours deducted. You will be notified of the number of hours you have available to use before the start of the new year.

These hours can be taken any time after March 30, 2024. They should be taken in a minimum of two-hour increments. The balance will show on your pay voucher as “PLAWA”.

These leave hours must be taken within the calendar year; unused hours cannot be carried over to the next year. If you have any questions about Paid Leave for All, please do not hesitate to contact Janice, Jane, or your immediate supervisor.

FW: C4 Preliminary Recommended Initiatives

From: Ashley Monroe

Sent: Wednesday, November 8, 2023 12:05 PM

To: 'janicefoley riversidelibrary.org' <janicefoley@riversidelibrary.org>

Subject: C4 Preliminary Recommended Initiatives

Hello Director Foley,

The Riverside Cross-Community Climate Collaborative (C4) Team is pleased to present for consideration by your Board and staff, the C4 Preliminary Recommended Initiatives.

As the introductory letter from Aberdeen Marsh-Ozga states, the purpose of the Team sharing this package, is to have essential community stakeholders evaluate the 32 broad objectives through a lens of answering several questions:

- 1) Are we, as a stakeholder, willing to adopt, explore, or lead any (or all) of the 32 actions proposed in the C4 Team Recommendations?
- 2) What is our role in developing future initiatives or implementing actions on our own or with partnerships?
- 3) What can the Library enact in its own short or long term plan?
- 4) What actions may take additional fiscal resources, community input, or partnerships to implement successfully?

C4 Team Members may attend one or more upcoming meetings to introduce or receive comments and feedback about this issue. Please know that they are providing it as information for your board and patrons to consider and determine how they may like to respond.

We will be sharing this widely with the public in January with revisions or comments from the stakeholders, so discussions amongst the board, affiliate groups, and staff are all appropriate. (It is currently publically available for anyone to review but our focus is currently on stakeholder input.)

The Village's C4 website page includes additional information for anyone that would like a deeper dive: <https://www.riverside.il.us/609/C4-Initiative>

Please let us know if you have questions!

Ashley



Ashley Monroe

Assistant Village Manager

Village of Riverside
27 Riverside Rd
Riverside, IL 60546

P: 708.447.2700 x 238

F: 708.447.2704

amonroe@riverside.il.us
[riverside.il.us](https://www.riverside.il.us)



November 7, 2023

Dear Riverside Public Library Board Members and Director Foley,

To do our part to mitigate the effects of climate change and ensure that our community and surrounding areas are healthy and prosperous well into the future, the Village of Riverside joined last year with 15 neighboring towns in a **Cross-Community Climate Collaborative (C4)**. Our pledge: to work together to achieve agreed upon equity, resilience, and climate protection goals, including the elimination of greenhouse gas emissions, by 2050. Our first task: to develop Climate Action & Resilience Plans, reflecting the needs and priorities of our respective communities.

Every Riverside taxing body, business, organization, and resident has a voice in Riverside's community-driven planning process and will have a role to play in effectuating the plan. On behalf of Riverside's C4 Team, I'd like to share our process to date and invite your feedback on the preliminary list of broad initiatives attached.

As a starting point, the C4 encourages plans to address six factors which influence the way in which a community is experienced: Place, Prosperity, Health & Well-Being, Connectivity, Living Infrastructure, and Resource Regeneration. In January, our Team asked residents to provide suggestions for Riverside through the lens of each of these factors via our *Road to 2050* event and companion survey. Of the hundreds of ideas generated, we identified those having the greatest potential positive impact on climate protection or resilience and which could be implemented fairly. In early summer, we conducted a survey series based on those ideas, engaging about 850 residents. We also held an *Asset Mapping* workshop in June to gauge public perception of Riverside's assets and vulnerabilities.

Meanwhile, we reviewed data on Riverside's current and projected needs in light of climate change and conducted gap analyses to assess whether the top community-generated ideas were sufficient to address those needs, or whether additional strategies were needed. If important needs were not adequately or optimally addressed by the ideas in hand we looked to other models, including the UN's Sustainable Development Goals and the Chicago Metropolitan Mayor's Caucus Greenest Region Compact, for guidance.

The thirty-two initiatives identified in the attached report represent a proposed framework for Riverside's Climate Action & Resilience Plan. More detailed analyses, including a statement of need for each initiative and proposed actions to effectuate each initiative, can be found [here](#) on the C4 page of the Village website. A comment form is also available on the website.

Please review these initiatives and consider the current and potential synergies with your mission and operations. We are happy to answer any questions you may have and are available to present at your next upcoming meeting to provide further context. We are asking all major stakeholders to provide feedback on the initiatives (including ideas, suggestions, concerns, and general comments) to C4Team@Riverside.il.us by **December 15**. This will enable us to further refine our recommendations before presenting them for public consideration in January.

Thank you for your partnership with the Village of Riverside on this. Your contributions will help ensure a Climate Action & Resilience Plan which makes sense for our entire community.

Kind regards,

Aberdeen Marsh-Ozga
amarsh-ozga@riverside.il.us

Riverside C4 Team Recommended Priority Initiatives

Preliminary Report Presented November 2023



The Cross-Community Climate Collaborative (C4) asked its member communities to develop an action plan to address resiliency, equity, and environmental protection. The six priority pillars of concentration are: Place, Prosperity, Health & Wellbeing, Connectivity, Living Infrastructure and Resource Regeneration.

The C4 Team, represented by technical experts and invested Riverside residents, across a variety of specialties, has successfully evaluated hundreds of ideas and public feedback comments. They have analyzed the environmental implications of these actions, broadly assessed potential equity outcomes, and considered whether each would contribute to the long-term resiliency and viability of the Riverside Community.

Interwoven throughout each of these 32 initiatives, there must be emphasis upon communication and community education and training efforts. Community understanding is essential in order to enact and gain support for the proposed initiatives.

Please review the following initiatives and consider how you can keep Riverside a great place through the year 2050 and beyond.

This Report is a Draft: Please Tell Us What You Think!

Email Comments: C4Team@riverside.il.us

Visit our website for more information and a fillable comment form:

<https://www.riverside.il.us/609/C4-Initiative>



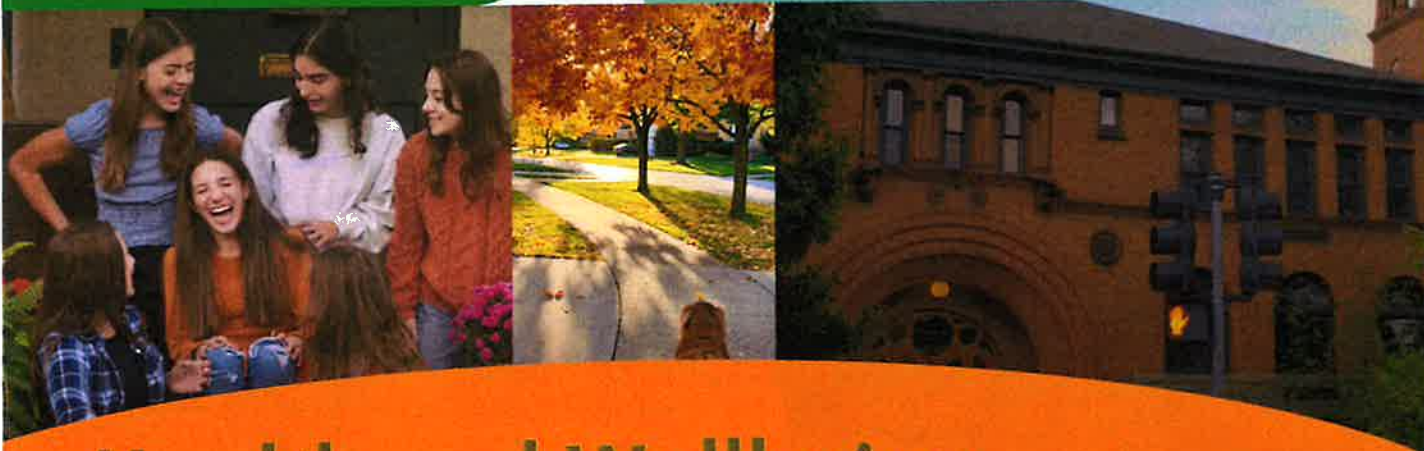
DRAFT

Place

- Enhance Gathering Spaces by Addressing Indoor Civic Infrastructure Needs
- Preserve Riverside's Culture and Identity
- Ensure Housing Security for All Riverside Residents
- Review Outdoor Lighting Best Practices and Analyze Lighting Needs Throughout the Community
- Reduce Noise Pollution from Mechanical Equipment

Prosperity

- Use Eco Tourism and Outdoor Recreation as an Economic Development Tool
- Expand Access to Educational Opportunities and Innovation
- Support Sustainable Business Practices
- Explore Opportunities for Adaptive Building Reuse and Building Density



Health and Wellbeing

- Expand Events, Resources, and/or Communications to Reduce Social Isolation & Loneliness
- Ensure Incorporation of Social Services and Crisis Intervention Into a Community Approach for Public Safety
- Encourage Policies and Programs Supporting Active Lifestyles through Use of Low-Carbon and Social Transit Options
- Promote Existing Community Garden Programs and Evaluate Potential for Expansion
- Incorporate Best Practices and Policies for Age- and Disability-Friendly Communities Throughout Planning Processes Undertaken by Community Organizations and the Village
- Assess De-Carbonization Plans to Ensure They Benefit, Rather Than Disadvantage, Individuals Living in Poverty or with Low Incomes



Connectivity

- Promote a Community Transition from GHG-Emitting Transportation Modes to Adoption of Bicycles, Pedestrian Paths, and Alternative Fuel Vehicles through Enhanced Infrastructure and Education
- Increase Access and Use of Available Local Public Transportation
- Reduce Needless Vehicle Idling
- Enhance Riverside’s Bicycle Readiness through Improvements to Wayfinding, Infrastructure, and Education
- Ensure Equitable Access for All Populations to Reliable, High-Quality Internet and Online Resources
- Improve Resiliency to Emergencies by Ensuring Residents and Essential Services are Protected and Connected to Information and Services

Resource Regeneration

- Decrease the Demand for Resources and Waste and Pollution Resulting from Resource Consumption
- Update Ordinances, Bylaws, Standards, Purchasing Rules, and Standard Operating Procedures to Align with Climate, Equity and Resilience Goals
- Increase Recycling Rates and the Materials Recycled
- Switch Energy Sources to Renewable Forms
- Reduce Energy Demand from Houses, Business and Institutions
- Advocate for Divestment from Fossil Fuels



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Living Infrastructure

- Mitigate Residential Flooding Through Local and Regional Land and Water Management Practices
- Promote Land and Water Management Environmental Best Practices in Residential, Business and Non-Profit Organizations
- Implement Land and Water Management Environmental Best Practices in Public Spaces
- Promote Volunteerism and Environmental Stewardship Opportunities
- Encourage Reduced Use of Gas-Powered Landscape Equipment



Draft Initiatives - November 2023

1. Enhance gathering spaces by addressing indoor civic infrastructure needs
2. Preserve Riverside's Culture and Identity
3. Ensure Housing Security for All Riverside Residents
4. Review Outdoor Lighting Best Practices and Analyze Lighting Needs Throughout the Community
5. Reduce Noise Pollution from Mechanical Equipment

6. Use Eco Tourism and Outdoor Recreation as an Economic Development Tool
7. Expand Access to Educational Opportunities and Innovation
8. Support Sustainable Business Practices
9. Explore Opportunities for Adaptive Building Reuse and Building Density

10. Expand Events, Resources, and/or Communications to Reduce Social Isolation & Loneliness
11. Ensure Incorporation of Social Services and Crisis Intervention Into a Community Approach for Public Safety
12. Encourage Policies and Programs Supporting Active Lifestyles through Use of Low-Carbon and Social Transit Options
13. Promote Existing Community Garden Programs and Evaluate Potential for Expansion
14. Incorporate Best Practices and Policies for Age- and Disability-Friendly Communities Throughout Planning Processes Undertaken by Community Organizations and the Village
15. Assess De-Carbonization Plans to Ensure They Benefit, Rather Than Disadvantage, Individuals Living in Poverty or with Low Incomes

16. Promote a Community Transition from GHG-Emitting Transportation Modes to Adoption of Bicycles, Pedestrian Paths, and Alternative Fuel Vehicles through Enhanced Infrastructure and Education
17. Increase Access and Use of Available Local Public Transportation
18. Reduce Needless Vehicle Idling
19. Enhance Riverside's Bicycle Readiness through Improvements to Wayfinding, Infrastructure, and Education
20. Ensure Equitable Access for All Populations to Reliable, High-Quality Internet and Online Resources
21. Improve Resiliency to Emergencies by Ensuring Residents and Essential Services are Protected and Connected to Information and Services

22. Mitigate Residential Flooding Through Local and Regional Land and Water Management Practices
23. Promote Land and Water Management Environmental Best Practices in Residential, Business and Non-Profit Organizations
24. Implement Land and Water Management Environmental Best Practices in Public Spaces
25. Promote Volunteerism and Environmental Stewardship Opportunities
26. Encourage Reduced Use of Gas-Powered Landscape Equipment

27. Decrease the Demand for Resources and Waste and Pollution Resulting from Resource Consumption
28. Update Ordinances, Bylaws, Standards, Purchasing Rules, and Standard Operating Procedures to Align with Climate, Equity and Resilience Goals
29. Increase Recycling Rates and the Materials Recycled
30. Switch Energy Sources to Renewable Forms
31. Reduce Energy Demand from Houses, Business and Institutions
32. Advocate for Divestment from Fossil Fuels

Place

Prosperity

Health &
Wellbeing

Connectivity

Living
Infrastructure

Resource
Regeneration

DRAFT



