

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, March 12, 2024 in the Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm**
- II. Roll Call**
- III. Welcome Guests**
- IV. Public Comment**
- V. Approve Minutes of February 13, 2024—Action Item**
- VI. Review of Current Bills—Action Item**
- VII. Review of Financial Statements—Action Item**
- VIII. Committee Reports**
 - A. Finance—Jane Birmingham**
 - B. Building & Grounds—Ken Circo**
 - C. Policy & Bylaws—Dan Loucks**
 - D. Technology—Michael Hagins**
 - E. Communications and Marketing—Courtney Greve Hack**
 - F. Reading Between the Wines - Christine Long and Jane Birmingham**
- IX. Staff Reports—February**
 - 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. New Carpet Quotes —Action Item**
- XII. New Business**
 - A. Staff In-Service - Action Item**
- XIII. Announcements**
- XIV. Correspondence & FYIs**
 - A. Thank You from the Family of Richard Reichle**
- XV. Executive Session**

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



**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
February 13, 2024**

Held Tuesday, February 13, 2024 in the Program Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

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

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

Absent: None

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

Review of Minutes

Christine Long moved, and Courtney Greve Hack seconded, that the Board approve the minutes of the January 9, 2024 regular meeting.

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Courtney Greve Hack moved, and Michael Hagins seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23647 through 23688, in the total amount of \$148,997.37, which includes payroll through January 19, 2024.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Courtney Greve Hack moved, and Dan Loucks seconded, that the Board approve the financial statements for January 9, 2024, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

Trustee Birmingham noted that the tax bills for the second half of 2023 were released and are due March 1st.

Building and Grounds

Studio GC contract is complete. The SPOT renovation / construction project is essentially finished. We are still waiting for a few minor fixes. President Circo mentioned the heating equipment issues and repairs from the weekend of January 13, 14 and 15. The trustees discussed the need for a maintenance contract. We currently have a four-year contract. The furnace was installed in 2015.

Policy and Bylaws

Trustee Loucks asked once again on the status of the CSAGSI agreement. The Library Director shared that we still have not yet received the agreement back from them. Trustee Loucks suggested sending them a letter from the Board requesting their signature and return of the contract by March 15, 2024.

Technology

Trustee Hagins reported on the many new updates and additions in the technology area.

Great Room AV system selection is moving forward. Sharon is getting more information. The quotes are quite high as this point. Friends of the Library said they would contribute. Janice mentioned that we are considering asking FLOS to contribute as well since it's their programs that require this equipment upgrade.

We're thinking of adding a second self-checkout near the Patron Services desk. We have three new staff computers and three new computers in Genealogy. All the SPOT computers are now installed. Upcoming projects include swapping out the time clock laptop and OPAC laptop with one of the old staff computers.

The Library of Things was added many new items: trail camera, photography light box, paper shredder and a light therapy kit.

Communications and Marketing

The Board thanked Trustee Greve Hack for sending and working with the Landmark on the RBTW media advisory /press.

Reading Between the Wines

Trustee Long and Birmingham reported on the planning to date for Reading Between the Wines. Peter Boutsikakis just let us know that there was a change in the vendors. He had one vendor drop out, but already found another to replace him. We decided to provide a charcuterie cup to each attendee. The contents of the cups along with everything we need to assemble the cups will be purchased from Riverside Foods. Library staff and volunteers will assemble the cups.

LaBarra has agreed to keep their kitchen open a bit later that evening to accommodate folks that might walk over after the event ends.

The sponsorship efforts have gone very well. We currently have received \$4,650 and have another \$1,200 promised.

The Board agreed to be a sponsor again this year by contributing \$20 –\$25 dollars to purchase several bottles of wine for a raffle basket. The committee will work with Peter to purchase items from the vendors who will be featured at the event.

Staff Reports

The Board reviewed the staff reports from January.

Several Board members mentioned the stuffed animal story-telling and overnight adventure.

Diane Silva reported that due to Public Act 103-0343, we are now required to record our presenters as employees. Therefore, we now need to ask for their W-9 forms.

The Glowforge drop-in crafting session was a success.

Sesquicentennial planning going well, but still in the early stages. The Library will take on some specific programming at the Farmer's Market and probably for Summer Reading as well. Friends is updating the Riverside-opoly game.

Director's Report

January is always a busy month. Reading Between the Wines has contributed to this. The sponsorship drive has gone very well.

The second carpet quote was included in the packet for review and discussion.

New Business

New Carpet Quotes

The Board review the two quotes provided in the Board materials. Both quotes are for carpet squares, not continuous carpeting. The squares are much easier to replace and also are much less likely to "buckle" due to changes in temperature and / or humidity. The carpeting near the entrance and in the handicap hallway will be a higher grade / more durable carpet. The carpeting was last replaced in 2005.

The Board decided to review the two quotes a bit further and vote at the March meeting.

Painting Quote for the Great Room

Jane Birmingham moved, and Nancy DeFauw seconded, that the Board approve the quote from ColorPro Painters / Don Schuetz Contracting of \$3,840 for painting in the Great Room to cover water damage resulting from a masonry leak.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

IPLAR Report

Jane Birmingham moved, and Christine Long seconded, that the Board approve our 2023 Illinois Public Library Report (IPLAR) report with the noted edits / updates.

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

Nays: None

Abstained: None

The motion passed.

RPL Annual Report

The Board reviewed the RPL annual report. They suggested a few minor edits and wording changes. The report will be included in the Spring newsletter.

Change in Summer Hours

Courtney Greve Hack moved, and Nancy DeFauw seconded, that the Board approve the proposed change to the Library's summer hours of closing one hour earlier on Mondays, Tuesdays, Wednesdays and Thursdays.

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

Nays: None

Abstained: None

The motion passed.

Correspondence and Announcements

Director Foley mentioned the new COVID requirements for employees returning to work after a positive COVID test.

Adjournment

Upon motion by Courtney Greve Hack, seconded by Dan Loucks, and passed unanimously, the meeting was adjourned at 8:46 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

FEBRUARY - 2024

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR FEBRUARY 2024 ACCOUNTS PAYABLE
AND FEBRUARY 2024 PAYROLL = \$98,957.13**

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 2/1/2024 Through 2/29/2024

Number	Check Date	Payee	Check Amount	Transaction Description
23689	2/8/2024	Blue Cross Blue Shield of Illinois	4,880.81	HMO medical- February, 2024
23690	2/8/2024	Coverall North America, Inc	1,948.00	Cleaning services- February
23691	2/8/2024	Delta Dental of Illinois - Risk	76.55	HMO dental- February
23692	2/8/2024	Delta Dental of Illinois- Vision	45.71	Vision- February
23693	2/8/2024	Madison National Life	32.19	Life insurance- February
23694	2/8/2024	NCPERS Group Life Ins	32.00	Term life- Forsyth & Silva
23695	2/8/2024	Village of Riverside	425.11	Water & Sewer, November & December
23696	2/8/2024	Jeffrey P. Smith	200.00	Blacklist Black Sunday program
23697	2/9/2024	Illinois Liquor Control Commission	25.00	RBTW liquor permit
23698	2/14/2024	Bullseye Cleaning Service, Inc.	87.50	Snow removal x 1- December
23699	2/14/2024	GT Mechanical Projects & Design,	637.00	Assess heat in study room
	2/14/2024	GT Mechanical Projects & Design,	1,419.82	Repair heat
23700	2/14/2024	Klein, Thorpe & Jenkins, Ltd.	855.00	Legal regarding PLAWA and budget
23701	2/14/2024	Business Card	3,717.85	Credit card purchases
23702	2/14/2024	North Suburban Employee Benefit	270.00	PPO dental- January
23703	2/14/2024	North Suburban Employee Benefit	3,681.00	PPO medical- January
23704	2/14/2024	Today's Business Solutions Inc.	2,394.70	Annual contract
23705	2/14/2024	Unique Management Services, Inc.	68.95	January placements
23706	2/21/2024	Chinese Intercultural, LLC	235.00	Chinese zodiac program
23707	2/21/2024	CSI Creative	1,702.48	1/2 Cindy Vitek wall hanging
23708	2/21/2024	Heartland Business Systems, LLC	280.00	Annual service agreement
23709	2/21/2024	Holton Brothers, Inc.	3,935.00	Masonry repairs on retaining wall
23710	2/21/2024	Raymond W. Johnson	150.00	Circuit Court archives program
23711	2/21/2024	D. Kersey Construction Co.	1,200.00	Remove & replace 2 light fixtures
23712	2/21/2024	Rich's Galaxy Upholstery, Inc	500.00	Recover Great Room chair
23713	2/21/2024	Village of Riverside	5,621.66	February 2024 IMRF
23714	2/21/2024	Village of Riverside	99.46	January 2024 IMRF- employer additional amount
23715	2/21/2024	StudioGC	910.00	Basic Services- Maker Space
23716	2/27/2024	Schuetz Contracting	3,840.00	Repair and repaint Great Room and elevator hallway
1471	2/2/2024	Administration	4,270.79	Group: 01; Pay Date: 2/2/2024
1472	2/2/2024	Information Services	6,208.38	Group: 02; Pay Date: 2/2/2024
1473	2/2/2024	Children & Youth Services	4,485.43	Group: 03; Pay Date: 2/2/2024
1474	2/2/2024	Patron Services	7,075.17	Group: 04; Pay Date: 2/2/2024
1475	2/16/2024	Administration	4,246.47	Group: 01; Pay Date: 2/16/2024
1476	2/16/2024	Information Services	6,158.39	Group: 02; Pay Date: 2/16/2024
1477	2/16/2024	Children & Youth Services	4,453.29	Group: 03; Pay Date: 2/16/2024
1478	2/16/2024	Patron Services	<u>6,595.48</u>	Group: 04; Pay Date: 2/16/2024
		Total checks & pay vouchers	82,764.19	
	2/2/2024	EFTPS- Employer portion	2,210.76	
	2/16/2024	EFTPS- Employer portion	2,159.89	
	2/22/2024	Electronic payment- Comcast	233.85	High-speed internet
	2/29/2024	Electronic payment- Comcast	464.72	Phone
	2/13/2024	Electronic payment- LEAF	<u>881.10</u>	Copier rental
		Report Total	<u>88,714.51</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 3/12/2024 Through 3/12/2024

Check Number	Check Date	Payee	Check Amount	Transaction Description
23717	3/12/2024	Amazon Capital Sevices	1,688.36	Amazon purchases
23718	3/12/2024	Bullseye Cleaning Service, Inc.	175.00	Snow removal x 2
23719	3/12/2024	Cintas Corporation LOC. 769	966.24	Restroom supplies/ mat service
23720	3/12/2024	Colley Elevator Co.	226.00	Elevator inspection
23721	3/12/2024	Demco, Inc.	359.14	Labels, tape, book covers
23722	3/12/2024	EnvisionWare, Inc.	775.29	Self-checkout license & maintenance
23723	3/12/2024	Future Electronic Systems	867.00	Camera improvements to LL #2
23724	3/12/2024	Garvey's Office Products	128.08	Copy paper, rubber bands
23725	3/12/2024	Ingram Library Services	2,850.07	Various
23726	3/12/2024	Midwest Tape	824.37	Digital subscriptions
23727	3/12/2024	Minuteman Press of Lyons	127.29	900 bookmarks
23728	3/12/2024	NICOR Gas	1,235.52	Gas bill
23729	3/12/2024	OCLC Inc	<u>20.26</u>	Fee for book ordered (Boncure)
Report Total			<u>10,242.62</u>	

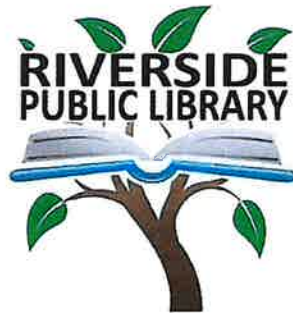
Riverside Public Library

FINANCIAL REPORTS

For 2 Months Ending

February 29, 2024

UNAUDITED



**Riverside Public Library
Cash Balances
As of 2/29/2024**

	Balance, <u>2/29/2024</u>
Consolidated Operating Funds:	
First American- Checking	98,346.95
First American- Payroll	<u>21,627.83</u>
Total First American accounts	119,974.78
Riverside Bank savings	8,912.77
Illinois Funds	
Tax/Reserve Fund	726,929.26
Capital Improvements Fund	77,916.57
Special Reserve Fund	10,563.88
Working Cash Fund	266,240.19
Library Bond Fund	<u>86,037.53</u>
Total Illinois Funds	1,167,687.43
Total Operating Funds Cash Balances	1,296,574.98
Gift & Endowment Funds:	
Library Gift Fund	128,347.36
Batko Endowment Fund	6,318.79
Lower Level Renovation Fund	54,440.28
General Endowment Fund	10,601.54
Dardwin Fund	<u>17,280.99</u>
Total Gift & Endowment Funds	216,988.96
Total Funds	<u>1,513,563.94</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 2/29/2024

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	726,929.27
1st American-Checking Account	174,803.23
1st American-Payroll Account	268.20
Riverside Bank savings account	9,092.28
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	941,011.68
Due from Other Funds	10,661.11
Due from other groups	647.53
Staff Receivables	(46.10)
Fixed Assets	1,260,414.00
Amount Provided for Vacation	<u>23,590.00</u>
Total Assets	<u><u>3,105,078.40</u></u>
Liabilities	
Accounts Payable	10,242.62
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,263.92
IMRF Payable	(199.70)
Deferred Property Taxes	(58,031.77)
Accrued Payroll	18,548.84
Accrued Vacation Pay	23,590.00
Health Insurance Payable	(365.99)
Term Life Insurance Payable	(177.12)
Due to Other Funds	4,530.20
Due to Library Gift Fund	50.00
Due to Friends of the Library	493.38
Due to Historical Society	194.00
Due to Preservation Commission	3.00
Investment in Fixed Assets	<u>1,260,414.00</u>
Total Liabilities	<u><u>1,260,494.81</u></u>
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	1,878,936.36
Restricted for Audit	3,502.75
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	<u>256.63</u>
Total Beginning Fund Balances	1,880,894.53
Excess Revenues/(Expenditures)	<u>(36,310.94)</u>
Total Fund Balances	<u><u>1,844,583.59</u></u>
Total Liabilities & Fund Balances	<u><u>3,105,078.40</u></u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 2/1/2024 Through 2/29/2024

	Current Period Actual	Current Year Actual-2 mo.ending 2/29/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2022 Property Tax Revenue	16,354.28	16,354.28	0.00	16,354.28	0.00%
2023 Property Tax revenue	<u>155,880.35</u>	<u>155,880.35</u>	<u>1,438,045.00</u>	<u>(1,282,164.65)</u>	<u>(89.16)%</u>
Total Property Taxes	172,234.63	172,234.63	1,438,045.00	(1,265,810.37)	(88.02)%
Inter Government Funds	0.00	1,258.12	25,000.00	(23,741.88)	(94.97)%
Interest	2,878.90	6,230.96	9,000.00	(2,769.04)	(30.77)%
Fees for Services	1,157.18	1,794.66	6,830.00	(5,035.34)	(73.72)%
Misc Revenue	<u>3.50</u>	<u>23.20</u>	<u>200.00</u>	<u>(176.80)</u>	<u>(88.40)%</u>
Total Revenues	<u>176,274.21</u>	<u>181,541.57</u>	<u>1,479,075.00</u>	<u>(1,297,533.43)</u>	<u>(87.73)%</u>
Total Revenue	<u>176,274.21</u>	<u>181,541.57</u>	<u>1,479,075.00</u>	<u>(1,297,533.43)</u>	<u>(87.73)%</u>
Expenditures					
Personnel Services	73,290.75	141,052.19	985,500.00	844,447.81	85.69%
Supplies	1,313.02	3,374.86	18,500.00	15,125.14	81.76%
Contractual Services	12,821.03	23,238.14	113,000.00	89,761.86	79.44%
Information Services	2,288.95	5,816.28	37,000.00	31,183.72	84.28%
Electronic Resources	1,100.20	8,570.42	67,600.00	59,029.58	87.32%
Children/Youth Services	952.11	1,721.41	12,650.00	10,928.59	86.39%
Marketing/Public Relations	514.49	1,468.92	25,500.00	24,031.08	94.24%
Administration	2,936.10	28,468.87	196,100.00	167,631.13	85.48%
Technology	<u>3,799.72</u>	<u>4,111.24</u>	<u>22,500.00</u>	<u>18,388.76</u>	<u>81.73%</u>
Total Expenditures	<u>99,016.37</u>	<u>217,822.33</u>	<u>1,478,350.00</u>	<u>1,260,527.67</u>	<u>85.27%</u>
Miscellaneous Expenses					
Misc Expenses	<u>20.26</u>	<u>30.18</u>	<u>0.00</u>	<u>(30.18)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>20.26</u>	<u>30.18</u>	<u>0.00</u>	<u>(30.18)</u>	<u>0.00%</u>
Total Expenditures	<u>99,036.63</u>	<u>217,852.51</u>	<u>1,478,350.00</u>	<u>1,260,497.49</u>	<u>85.26%</u>
Excess Revenues(Expenditures)	<u>77,237.58</u>	<u>(36,310.94)</u>	<u>725.00</u>	<u>(37,035.94)</u>	

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 2/1/2024 Through 2/29/2024

	Current Period Actual	Current Year Actual- 2 mos.ending 2/29/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	59,822.50	116,033.17	815,000.00	698,966.83	85.76%
Health & Life Insurance	5,590.11	9,745.16	64,000.00	54,254.84	84.77%
Employer's Portion - IMRF	3,328.62	6,445.12	45,000.00	38,554.88	85.68%
Employer's Portion - FICA	4,370.65	8,475.64	60,000.00	51,524.36	85.87%
Unemployment Comp Expense	178.87	353.10	1,500.00	1,146.90	76.46%
Total Personnel Services	73,290.75	141,052.19	985,500.00	844,447.81	85.69%
Supplies					
Office Supplies	156.73	269.58	3,000.00	2,730.42	91.01%
Library Supplies	523.55	690.76	3,500.00	2,809.24	80.26%
CYS Supplies	5.99	36.67	0.00	(36.67)	0.00%
Building Maintenance Supplies	575.86	1,888.78	10,000.00	8,111.22	81.11%
Ink Cartridges	50.89	489.07	2,000.00	1,510.93	75.55%
Total Supplies	1,313.02	3,374.86	18,500.00	15,125.14	81.76%
Contractual Services					
Janitorial	1,948.00	3,896.00	30,000.00	26,104.00	87.01%
Water	425.11	425.11	4,000.00	3,574.89	89.37%
Gas	1,235.52	2,862.58	17,000.00	14,137.42	83.16%
Building Maintenance	5,737.08	9,819.68	30,000.00	20,180.32	67.27%
Small Equipment Maintenance	0.00	0.00	1,000.00	1,000.00	100.00%
Equipment Maintenance	1,645.82	3,639.27	12,000.00	8,360.73	69.67%
Furnishings & Equipment	948.40	948.40	8,000.00	7,051.60	88.14%
Copier Rental & Maintenance	881.10	1,647.10	11,000.00	9,352.90	85.03%
Total Contractual Services	12,821.03	23,238.14	113,000.00	89,761.86	79.44%
Electronic Resources					
On-line Data Bases	824.37	1,679.26	30,000.00	28,320.74	94.40%
SWAN Computer	0.00	6,339.50	30,000.00	23,660.50	78.87%
Internet Expense	233.85	467.70	3,100.00	2,632.30	84.91%
Patron Subscription services	41.98	83.96	4,500.00	4,416.04	98.13%
Total Electronic Resources	1,100.20	8,570.42	67,600.00	59,029.58	87.32%
Information Services					
Books	1,553.55	2,675.71	20,500.00	17,824.29	86.95%
Standing Order Books	563.40	797.89	4,000.00	3,202.11	80.05%
Periodicals	0.00	1,415.42	7,000.00	5,584.58	79.78%
Videos	172.00	321.36	4,000.00	3,678.64	91.97%
Audio Books	0.00	0.00	500.00	500.00	100.00%
Library of Things expenses	0.00	539.89	500.00	(39.89)	(7.98)%
The SPOT expenses	0.00	66.01	500.00	433.99	86.80%
Total Information Services	2,288.95	5,816.28	37,000.00	31,183.72	84.28%
Children/Youth Services					
CYS Juvenile Books	348.01	677.04	5,000.00	4,322.96	86.46%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Reference Books	0.00	0.00	500.00	500.00	100.00%
CYS Video Games	138.79	138.79	300.00	161.21	53.74%
CYS Young Adult	133.47	400.43	2,000.00	1,599.57	79.98%
CYS Easy Books	119.70	293.01	3,000.00	2,706.99	90.23%
CYS Audio Books	0.00	0.00	200.00	200.00	100.00%
CYS Compact Discs	0.00	0.00	100.00	100.00	100.00%
CYS DVD	196.15	196.15	700.00	503.85	71.98%
CYS Toys & Puzzles	15.99	15.99	100.00	84.01	84.01%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 2/1/2024 Through 2/29/2024

	Current Period Actual	Current Year Actual- 2 mos ending 2/29/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS STEAM	0.00	0.00	400.00	400.00	100.00%
Total Children/Youth Services	<u>952.11</u>	<u>1,721.41</u>	<u>12,650.00</u>	<u>10,928.59</u>	<u>86.39%</u>
Marketing/Public Relations					
CYS Programming	26.87	78.36	1,500.00	1,421.64	94.78%
Adult Programming	487.62	905.56	6,000.00	5,094.44	84.91%
Library Programs	0.00	485.00	1,000.00	515.00	51.50%
Advertising Expenses	0.00	0.00	1,000.00	1,000.00	100.00%
Newsletter Expense	0.00	0.00	<u>16,000.00</u>	<u>16,000.00</u>	<u>100.00%</u>
Total Marketing/Public Relations	<u>514.49</u>	<u>1,468.92</u>	<u>25,500.00</u>	<u>24,031.08</u>	<u>94.24%</u>
Administration					
Shipping Charges	33.66	70.41	600.00	529.59	88.27%
Legal Services	855.00	855.00	5,000.00	4,145.00	82.90%
Credit Bureau	68.95	191.85	600.00	408.15	68.03%
Telephone	744.72	1,209.83	7,000.00	5,790.17	82.72%
Postage	30.55	61.26	700.00	638.74	91.25%
Treasurer's Bond	0.00	0.00	500.00	500.00	100.00%
Liability Insurance	0.00	23,818.30	29,000.00	5,181.70	17.87%
Audit Fees	0.00	0.00	4,200.00	4,200.00	100.00%
Travel	0.00	0.00	200.00	200.00	100.00%
Seminars,Conferences,Meetings	0.00	0.00	500.00	500.00	100.00%
Membership Dues	0.00	515.00	750.00	235.00	31.33%
Accounting Expenses	254.53	254.53	3,000.00	2,745.47	91.52%
Staff Development	899.58	999.58	4,000.00	3,000.42	75.01%
Bond repayment	0.00	0.00	119,900.00	119,900.00	100.00%
Credit Card/Bank Fees	31.13	94.97	900.00	805.03	89.45%
Miscellaneous Expense	17.98	320.39	8,000.00	7,679.61	96.00%
Board Expense	0.00	77.75	1,250.00	1,172.25	93.78%
Capital Expense	0.00	0.00	<u>10,000.00</u>	<u>10,000.00</u>	<u>100.00%</u>
Total Administration	<u>2,936.10</u>	<u>28,468.87</u>	<u>196,100.00</u>	<u>167,631.13</u>	<u>85.48%</u>
Technology					
Technology Supplies	151.74	233.27	1,000.00	766.73	76.67%
Computer Consultant	0.00	0.00	2,000.00	2,000.00	100.00%
Network Maintenance	0.00	0.00	2,000.00	2,000.00	100.00%
Computer Hardware & Equipment	0.00	0.00	6,000.00	6,000.00	100.00%
E-Library Subscription Svs	3,647.98	3,877.97	9,500.00	5,622.03	59.18%
Computer Software	0.00	0.00	<u>2,000.00</u>	<u>2,000.00</u>	<u>100.00%</u>
Total Technology	<u>3,799.72</u>	<u>4,111.24</u>	<u>22,500.00</u>	<u>18,388.76</u>	<u>81.73%</u>
Total Operating Expense	<u>97,916.17</u>	<u>209,251.91</u>	<u>1,410,750.00</u>	<u>1,201,498.09</u>	<u>85.17%</u>
Miscellaneous Expenses					
ILL Fee Expense	20.26	20.26	0.00	(20.26)	0.00%
Lost ILL Expense	0.00	9.92	0.00	(9.92)	0.00%
Total Miscellaneous Expenses	<u>20.26</u>	<u>30.18</u>	<u>0.00</u>	<u>(30.18)</u>	<u>0.00%</u>
Total Budgeted Expenses	<u>99,036.63</u>	<u>217,852.51</u>	<u>1,478,350.00</u>	<u>1,260,497.49</u>	<u>85.26%</u>

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 2/1/2024 Through 2/29/2024

	Current Period Actual	Current Year Actual 2 mo.ending 2/29//2024	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2022 Property Tax Revenue	16,354.28	16,354.28	0.00	16,354.28	0.00%
2023 Property Tax revenue	<u>155,880.35</u>	<u>155,880.35</u>	<u>1,438,045.00</u>	<u>(1,282,164.65)</u>	<u>(89.16)%</u>
Total Property Taxes	<u>172,234.63</u>	<u>172,234.63</u>	<u>1,438,045.00</u>	<u>(1,265,810.37)</u>	<u>(88.02)%</u>
Inter Government Funds					
Per capita state grants	0.00	0.00	13,000.00	(13,000.00)	(100.00)%
Corporate Replacement Taxes	<u>0.00</u>	<u>1,258.12</u>	<u>12,000.00</u>	<u>(10,741.88)</u>	<u>(89.52)%</u>
Total Inter Government Funds	<u>0.00</u>	<u>1,258.12</u>	<u>25,000.00</u>	<u>(23,741.88)</u>	<u>(94.97)%</u>
Interest on Operating Funds					
Interest-Illinois Funds	2,851.42	6,174.66	9,000.00	(2,825.34)	(31.39)%
Interest- Riverside Bank	<u>27.48</u>	<u>56.30</u>	<u>0.00</u>	<u>56.30</u>	<u>0.00%</u>
Total Interest on Operating Funds	<u>2,878.90</u>	<u>6,230.96</u>	<u>9,000.00</u>	<u>(2,769.04)</u>	<u>(30.77)%</u>
Fees for Services					
Fines	186.37	294.52	500.00	(205.48)	(41.10)%
Fax Fees	0.00	3.50	250.00	(246.50)	(98.60)%
Printing Fees	446.71	650.63	1,500.00	(849.37)	(56.62)%
Book & Video Sales	507.10	707.10	4,000.00	(3,292.90)	(82.32)%
Adult Replacement Fees	0.00	21.91	75.00	(53.09)	(70.79)%
CYS Replacement Fees	0.00	0.00	100.00	(100.00)	(100.00)%
ILL Fees	17.00	42.00	40.00	2.00	5.00%
Lost Book Credit	0.00	0.00	50.00	(50.00)	(100.00)%
The SPOT revenue	0.00	0.00	215.00	(215.00)	(100.00)%
Meeting Room Charges	<u>0.00</u>	<u>75.00</u>	<u>100.00</u>	<u>(25.00)</u>	<u>(25.00)%</u>
Total Fees for Services	<u>1,157.18</u>	<u>1,794.66</u>	<u>6,830.00</u>	<u>(5,035.34)</u>	<u>(73.72)%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	0.00	1.00	200.00	(199.00)	(99.50)%
Donations	<u>3.50</u>	<u>22.20</u>	<u>0.00</u>	<u>22.20</u>	<u>0.00%</u>
Total Miscellaneous Revenue	<u>3.50</u>	<u>23.20</u>	<u>200.00</u>	<u>(176.80)</u>	<u>(88.40)%</u>
Total Revenues	<u>176,274.21</u>	<u>181,541.57</u>	<u>1,479,075.00</u>	<u>(1,297,533.43)</u>	<u>(87.73)%</u>

**Riverside Public Library
List of RBTW Sponsors, 2024
As of March 7, 2024**

Sponsors:		
1 Adelsbach Insurance Agency	200.00	Chocolate table
2 Ivins Funeral Home	100.00	
3 Kersey Construction Co.	100.00	
4 Riverside Friends of the Library	1,250.00	
5 Joseph M. Dvorak	250.00	Mediterranean & Mezze
6 Gaslight Realty	500.00	Wine glasses
7 Chew Chew/ Sawmilly	100.00	
8 Sheila Gentile	250.00	
9 Proven Business Systems	500.00	
10 Wright Services Corp	150.00	
11 Studio GC	750.00	
12 Porfirio for the People	1,000.00	
13 Rory Dominick & Partners (PayPal)	250.00	Sparkling & Sushi
14 Holton Brothers	250.00	Dessert table
15 Wintrust Financial	250.00	
16 First American Bank	<u>250.00</u>	
Total cash received	6,150.00	
In kind:		
17 Patrick Leone	200.00	Raffle basket
Total donations in kind:	200.00	
Total sponsors	<u>6,350.00</u>	

**Riverside Public Library
Reading Between the Wines, 2024
Revenue and Expenses
As of March 7, 2024**

<u>Revenue:</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>Total</u>
TicketLeap			10,300.00	10,300.00
Tickets- Cash & Check	440.00	240.00	120.00	800.00
Tickets- Square			80.00	80.00
Sponsors- check	2,500.00	3,150.00		5,650.00
Sponsors- PayPal	250.00			250.00
Sponsors- ACH		250.00		250.00
Sponsors- donations in-kind (raffle basket)		200.00		200.00
Raffle tickets		985.00	220.00	1,205.00
Total Revenue				18,735.00

<u>Expenses:</u>			
Village of Riverside	85.00	Liquor & special events permit	
Illinois Liour Contol Commission	25.00	Liquor permit	
MBNA/ Bargain Mugs	661.44	Wine glasses	
Garay	8.66	Cookie samples at Pticek's	
Aunt Diana's	200.00	Chocolates	
Minuteman	317.50	250 Program books	
Amazon	11.00	500 plastic cups	
Amazon	13.80	2 picture frames	
Amazon	21.89	16-pack tablecloths	
Amazon	7.99	500 food prep gloves	
Amazon	32.99	350 coffee cups	
Amazon	5.99	40 zip gallon bags	
Amazon	16.30	food wrap	
Web Restaurant Store- pitchers	40.51	pitchers	
Minuteman	317.50	250 program books	
Riverside Foods	1,710.00	285 charcuterie cups @ \$6 each	
Riverside Foods	64.79	11 22# bags of ice @ \$5.89 eaach	
Riverside Foods	<u>140.00</u>	2 cases of Tilquin Lambic beer @ \$70 each	
Total Riverside Foods	1,914.79		
Riverside Foods/ Mezza:	20.00	Village Batch Kalamata olives	
	16.00	Village Batch plum olives	
	33.00	Mythology Feta	
	10.00	Flour	
	3.00	Sugar	
	5.00	Yeast	
	3.50	Village Batch Organic Sea Salt	
	3.50	Village Batch Organic Rosemary	
	16.00	Village Batch Organic EVOO	
	32.00	Fage Whole Milk Yogurt	
	30.00	Village Batch Organic wildflower honey	
	10.00	Walnuts	
	3.00	Cinnamon	
	18.00	6 service spoons @\$3 each	
	16.00	Serving trays for focaccia	
	7.00	Serving bowls for olives	
	12.00	Plastic plates	
	6.00	Napkins	
	5.00	Plastic spoons & forks	
	3.00	Ice	
	<u>48.00</u>	Bakery assistant	
Total Riverside Foods Mezza	300.00		
Stella's: Sushi	250.00		
<u>Sweets Table:</u>			
Pticek's	177.48	10 dozen cookieies	
Sweet Ride Bakery	<u>90.00</u>	3 pans of brownies	
Total Sweets Table	267.48		

Total expenses **4,497.84**

Net revenue **14,237.16**

February was a busy month with special storytimes and programs, Winter Reading and the return of subscription book bags.

Highlights

Winter Reading Program—We ran a winter reading program during the month of February. Participants stopped by the Library to pick up a reading log. They had to read for 15 days during the month of February to complete the program. We had 39 kids and teens complete the program. Those that completed the program got to enter a drawing to win one of the book sets we had on display in the department.

Storytimes—Anne, Bridget and Mandi continued planning and presenting storytimes this month. We also had some special storytimes this month. Coach Tony of Ninja Squad in North Riverside presented another Ninja Storytime. Stephanie Roldan of The Treehouse in Berwyn led a Yoga Storytime. Both of these programs are patron favorites. Thank you to Stephanie and Tony for these programs!

We also partnered with the Brookfield Zoo for ZAP! Storytime with the Brookfield Zoo. The theme was Winter Animals Near. I read a book about what animals do in the winter. Then Emily and Graig from the Brookfield Zoo presented the kids with multiple stations with activities including winter animal shadow puppets, an indoor snow station, animal footprint making, snowflake light boxes and more. We always love partnering with the Brookfield Zoo and hope to partner on more fun programs in the future.

After School Programming—Our Pokémon meet up was popular again this month. Francesca planned and presented our Crafternoon program. Participants made heart shaped pillows. Nikki planned and presented our STEAM Explorers program. Participants learned about balance and made paper plate and pipe cleaner marble mazes.

Subscription Book Bags—We always get positive feedback for our Subscription Book Bags program. February was the first month of our three month session.

Study Room Usage—I will now be reporting on the number of users in the study room each month. Patrons are really happy that we now have a study room available.

CHILDREN & YOUTH SERVICES STATISTICS – February 2024	
Reference questions asked	<u>168</u>
Informational questions asked	<u>227</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
2/2/2024	Yoga Storytime	9			8	
2/3/2024	First Saturday Storytime	4			5	
2/3/2024	Storytime Craft					12
2/5/2024	Mini Movers Storytime	6			6	
2/5/2024	February Subscription Book Bags					21
2/6/2024	Mini Storytime	6			6	

CHILDREN & YOUTH SERVICES – February 2024 – Nora Durbin

2/6/2024	Little Hands Playtime	6		6	
2/6/2024	D96 Early Learners Storytime 1	8		5	
2/6/2024	D96 Early Learners Storytime 2	25		7	
2/6/2024	D96 Early Learners Storytime 3	5		5	
2/6/2024	D96 Early Learners Storytime 4	28		7	
2/6/2024	Storytime at RPC 1	10		2	
2/6/2024	Storytime at RPC 2	10		2	
2/6/2024	Storytime at RPC 3	10		2	
2/7/2024	RB Transitions Book Club		6	2	
2/8/2024	Pokemon Club		9	3	
2/9/2024	Ninja Storytime	8		4	
2/10/2024	Legopalooza	2	4	5	
2/10-2/11	Take Home Craft				20
2/12/2024	Mini Movers Storytime	7		7	
2/12/2024	Building Blocks Storytime Visit	10		2	
2/13/2024	Little Hands Playtime	7		4	
2/13/2024	Mini Storytime	7		5	
2/13/2024	Crafternoon: Heart Pillows		4		
2/14/2024	RB Transitions Book Club		6	2	
2/16/2024	All Ages Storytime	15		11	
2/17/2024	ZAP! Storytime with Brookfield Zoo	6	2	6	
2/19/2024	Mini Movers Storytime	6		6	
2/19/2024	Presidents' Day Bingo		5	3	
2/21/2024	RPC Library Visit	23		3	
2/23/2024	All Ages Storytime	20		12	
2/24/2024	Family Playtime	4		4	
2/26/2024	Mini Movers Storytime	13		12	
2/27/2024	Mini Storytime	9		8	
2/27/2024	Little Hands Playtime	9		8	
2/28/2024	RB Transitions Book Club		8	2	
2/28/2024	STEAM Explorers		3		
2/1-2/29	Winter Reading Finishers				39
2/1-2/29	Blue Board Questions				120
Phone Charger Checkout				11 teens	
Board Game Usage				44 games	
Nintendo Switch Usage				8 teens	
Study Room Usage				21 users	
After School	20 days			554 kids and teens	
Interactions with non-English speakers				0	

Patron and Computer Services

February 2024

Sharon Shroyer

Patron Services

We are almost done with our annual patron cleanup project. And as I have been doing regularly, I am writing up all the procedures and instructions for the project as I go.

Francesca has been trained on adding our new juvenile titles to LibraryAware new book lists. We are trying to centralize all the functions so that new material is processed in one area and then put out for the public. This cuts down on issues that pop up later, such as material still showing as InProcessing instead of On Shelf. I have also re-assigned several reports to Diane Forsyth to process on a weekly and monthly basis.

There were a few changes in procedures for PS in February. First, we have capped vacation loans for equipment to two per patron per year. I have seen that this procedure has been abused by some patrons in the past. No one is constantly on vacation. The second is the procedure for a patron to bring in a replacement book for one that they have lost or damaged. This change makes more sense because we may not want to replace that particular item, travel books, for example; or a hot title that we might have had more than one item of.

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

Computer Services

The microform machine that was re-installed on the genealogy computer downstairs last month, installed with absolutely no problem. However, entering the license number on that machine was, challenging. You have thirty days to enter it or the software shuts down. For 28 days, the machine would not accept the number. I emailed tech support several times, set and re-set passwords, jumped through every hoop imaginable. On day 29, the software finally accepted the license number. I love when software plays with me.

Two new computers were configured and set up in February. The first was for Jordan. The new laptop replaced a very old and slow laptop that will be recycled. The second was for Nora. Hers was also older and will simply be recycled. Next up, will be the spare CYS laptop and replacing our time clock laptop with a newer laptop that has been replaced recently. This laptop, in addition to mine, are the only workstations that run 24/7.

A very finicky barcode reader was replaced at the PS desk. The new laser has been a welcome addition.

February 2024 Information Services Update

Diane Silva

New Partnerships

Landscape Advisory Commission – I met with Andrea Jakubas and David Barker, both members of the LAC, at their request. The LAC is interested in collaborating with the Library to get more visibility in the community, specifically related to educational materials that they create. As a result, the LAC purchased a pamphlet stand that the Library is keeping next to the Little Seed Library. The stand is marked as belonging to LAC and filled with materials created by LAC and the Illinois Extension and Conservation@home offices.

LAC is also interested in co-hosting programming, working in conjunction with the C4 Living Infrastructure team. The LAC/C4 reached out about offering a Natural Lawn Care program at the end of March. Offered at no cost through Conservation@home, our first cosponsored event is scheduled for late March.

ILP Season 4 – Illinois Libraries Presents has announced the 2024-2025 Season 4 opener. Neil Gaiman will be our author talk for September! I am continuing to work as the Data/Numbers co-chair so we get the entire 11-program season for \$135.

The Spot – This year we are looking at ways to show patrons just how easy it is to use The Spot. We have already successfully introduced crafts and camps. In February, Jordan and Nikki planned our new offering – DIY Craft Kits. The kits will be available for the cost of the supplies. It will include step-by-step instructions for creating a prepared craft, eliminating the need to design a file. This offering will be periodic and is currently scheduled for March and May.

The SPOT Appointments/projects – 6

Jerry Craft – ILP – 5

Medicare - 13

Hollywood Blacklist (Zoom) - 8

Craft Paint Pouring – 9

Julia Quinn – ILP - 11

Drop in Tech Help (1 sessions) – 2

Virtual Yoga (4 sessions) – 12

Power of the Chinese Zodiac (Zoom) – 5

BYOB Book Club - 5

Asahi (5 sessions) – 28

Meditation (2 session) – 12

Genealogy: Clerk of the Court– 13

Passive

Spice Kits – 50

Seed Packets Take/Leave –13

Various Passive – 238

Board Game Borrowing - 5

Patron Interactions – We had 807 patron interactions this month. 1 use of the translation podium, 2 interactions with ESL patrons.

**Riverside Public Library
Miscellaneous Statistics - February 2024**

	Feb-24	Feb-23	YTD 2024	YTD 2023
Reference Statistics				
Questions Asked - Adult	807	682	1514	1585
Questions Asked - Youth Services	395	616	784	1150

Internet Usage - Adult	283	283	530	576
- CYS	185	187	306	321
Total Usage	468	470	836	897

Holdings				
Adult Titles Added	128	98	235	226
CYS Titles Added	73	39	169	133
Total Titles Added	201	137	404	359
Adult Titles Withdrawn	155	144	228	217
YS Titles Withdrawn	1	47	1	102
Total Titles Withdrawn	156	191	229	319

Total Holdings			63338	63392
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Library Programs - Active				
Children 0-5	24	25	47	46
Children 6-11	4	7	9	16
YA 12-18	1	2	4	4
Adults 19+	2	16	28	27
General Interest (Mixed)	7	5	12	7
Totals	38	55	100	100

Library Programs - Active Attendance				
Children 0-5	240	199	477	429
Children 6-11	23	48	79	145
YA 12-18	4	7	25	13
Adults 19+	360	539	724	871
General Interest (Mixed)	455	110	647	212
Totals	1082	903	1952	1670

Library Programs - Passive				
Children 0-5	4	0	6	0
Children 6-11	1	1	1	3
YA 12-18	0	0	0	0
Adults 19+	4	1	6	2
General Interest (Mixed)	5	2	9	4
Totals	14	4	22	9

Library Programs - Passive Attendance				
Children 0-5	22	0	45	0
Children 6-11	9	24	9	80
YA 12-18	0	0	0	0
Adults 19+	78	52	138	104
General Interest (Mixed)	429	38	172	140
Totals	538	114	364	324

Community Programs Attendance	13	8	29	16
	134	86	285	164

	Feb-24	Feb-23	YTD 2024	YTD 2023
New Library Cards Issued	51	46	105	92
Library Attendance	7792	6778	14446	13496
Notary Service	10	9	26	20
Checkouts	4884	4815	9923	10318
Renewals	3217	3115	6634	6653
Checkins	5454	5325	11158	11281
Total Circulation	13555	13255	27715	28252
Interlibrary Loans				
Loaned	993	942	1993	2225
Borrowed	1194	1186	2479	2280
Reciprocal Borrowing				
Loaned to Other Library Patrons	596	499	1178	1019
RPL Patrons Borrowing Elsewhere	1406	1033	2953	2133
Digital Resources				
Hoopla	390	352	776	746
Boundless (Axis360)	113	102	226	244
Libby (Digital Library of Illinois)	1500	1075	3066	2302
Flipster Downloads and Views	13	24	28	76
Web Site Total Hits	4577	4116	5364	8934
Wireless Statistics	839	1014	5919	1958
Online Databases				
Ancestry.com				
Searches	487	1838	719	2619
Returns	1285	1728	1448	4716
Encyclopaedia Britannica				
Sessions	47	30	99	75
Newsbank				
Searches	76	3	96	34
Consumers Reports				
Searces	11	0	13	5
Views	152	0	179	103

Feb-24	Feb-23	YTD 2024	YTD 2023
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EBSCO Online Databases

Academic Search Premiere Searches	13	59	13	105
Auto Repair Source Searches	0	0	0	0
Biography Reference Center Searches	0	4	0	5
Business Source Premier Searches	30	24	33	40
Consumer Health Complete Searches	0	0	1	1
History Reference Center Searches	3	6	3	13
Legal Information Ref. Center Searches	0	0	0	0
Literary Reference Center Searches	36	31	41	107
Masterfile Searches	16	22	31	74
Middle Search Plus Search	0	5	0	7
Newspaper Search Plus Search	10	12	10	42
Novelist Searches	4	13	5	17
Points of View Ref. Center Searches	4	46	4	121
Primary Search Searches	0	3	1	4
Science Reference Center Searches	0	27	0	31
Small Business Center Searches	0	0	0	2

Additional Statistics

Newspaper Archives Searches	34	15	50	42
Museum Passes Issued	7	7	10	16
Library of Things Equipment	38	57	72	132
Kits	16	17	49	48
Spot Collection Use	6	0	24	4

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

Administration

Preliminary audit work by Lauterbach and Amen commenced this month. Jane was able to provide them with the files they needed.

As part of our LIRA liability insurance membership, we received a no cost building appraisal by CBIZ. This was done so all members have accurate figures on potential replacement costs and property value. The inspector came on February 29 to do the appraisal. Once we received the report, I will share with the Board.

Construction Grant and the IPLAR report were submitted to the State Library. There is no date on when the grants will be decided.

Village Finance Director Karin Johns has left employment with the Village. I have not heard of a replacement as of yet.

Reading Between the Wines

Reading Between the Wines preparation was in full swing in February. We had several committee meetings and email conversations throughout the month. The Planning Committee worked hard to make the event fun and successful and I believe that is what we did! I cannot thank fellow committee members Jane Birmingham, Christine Long, Peter Boutsikakis, Diane Silva and Lisa Garay enough for all of the time and energy spent on making RBTW 5 such a great event. Our volunteers worked hard that night. We could not have done it without them. This year's sponsorships were the highest ever and we appreciate the support we received from all of them. The raffle was well received and made us almost \$1,300! The vendors thanked us for having such a well-organized venue for them to sample their products. Many in attendance said that they had the best time and felt this year's event was the best RBTW yet! We will have the final total of funds raised soon, but we most definitely have enough to re-carpet the Great Room!

Advocacy

The Friends of the Library met on February 20. Their membership drive kicked off this month and they are getting a good response. Due to the FOL social media post on newborn books, we had to add more board books to our collection! They donated \$200 to cover the cost of the new titles. Many of the Friends officers volunteered at RBTW; doing set up, working during the event and also helping with clean up! We are fortunate to have such supportive Friends.

The Chamber met on February 28. They are now doing monthly meeting via Zoom with quarterly in person meetings. Membership is growing slowly, but participation by members is still low.

Farmers' Market planning continued this month. Instead of the weekly vegetable and fruit stuffies being hidden, my daughter is crocheting a big cicada to be used instead. Since we have to put up with them, I thought we can have a little fun! All but two of the musicians have been scheduled for the market's music tents.

Ongoing

The managers met in February.

All in the Family Genealogy Club met on February 27. Guest Speaker, Ray Johnson, presented on Historic Research at the Cook County Clerk of the Circuit Court Archives. Thirteen people attended on a stormy night, which is a great turnout. The pamphlet files in the Genealogy Department were weeded and all materials were transferred from the two old file cabinets to the new one. One of our long time volunteers, Beverly, began working every Saturday. This is a great benefit for the patrons who come for assistance.

Buildings and Grounds

The unseasonably warm weather certainly helped us contain our snow removal costs this month! We found it necessary to call the exterminator for our boxelder bug infestation. They were flying around the Library and landing on staff and patrons. After the perimeter spray by Anderson Pest Control, we have not seen any hanging around.

The painting of the Great Room was completed before RBTW and it looks great! All the painting took place after the library was closed, so it presented no problems with smell, safety, etc.

The new blinds and projector screen were installed in the Community Room/SPOT. Two security cameras, one in the Study Room and the other in the SPOT were also installed this month.

Routine elevator maintenance took place this month. We have signed contracts for lawn care which will begin in the Spring, as well as an annual maintenance agreement for our phones.

Standard Proposal

JOHNSON FLOOR COMPANY, INC.

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

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

Please See Price Breakdown Below

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

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

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

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

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

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

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

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

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

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

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FOR TERMS AND CONDITIONS, PLEASE SEE REVERSE SIDE

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

PRICING

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

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

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

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

Price 2: Adult Non-Fiction + Adult Mysteries

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

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

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

Price 3: Staff Areas + Patron Services Areas

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

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

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

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

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

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

Thank you.

Phil Johnson
Vice President



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 2/27/2024
Re: Staff In-service

I would like to have approval from the Board to close for a staff in-service on Friday, April 26. We have found that Fridays work best for full day in-services because no employee has to put in a long day. We would close the whole day. With approval at the March meeting we will be able to get the closing in the April/May newsletter. Once approved, a committee of staff members will begin planning the event. Thank you for your consideration of this event.

Dear Janice,
What a honor
it is to dedicate a
book to my husband.
He would be very
proud. He loved
books and fireworks,
being a life long
resident. (- a few years)

Thank you
for your thoughtfulness
and kindness.

Sincerely,
Shelley Reichle

Perhaps you sent a lovely card,
Or sat quietly in a chair.
Perhaps you sent a funeral spray,
If so we saw it there.
Perhaps you spoke the kindest words,
As any friend could say;
Perhaps you were not there at all,
Just thought of us that day,
Whatever you did to console our hearts,
We thank you so much whatever the part.

By the family of

Gregory Reichle

