

**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, May 10, 2022 in the Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546**

- I. Call to Order 7:30 pm**
- II. Roll Call**
- III. Welcome Guests**
- IV. Approve Minutes of April 12, 2022—Action Item**
- V. Review of Current Bills—Action Item**
- VI. Review of Financial Statements—Action Item**
  - A. Lower Level Renovation Expenses
- VII. Committee Reports**
  - A. Finance—Jen Pacourek
  - B. Building & Grounds—Ken Circo
  - C. Policy & Bylaws—Patrick White
  - D. Technology—Michael Hagins
  - E. Communications—Courtney Greve Hack and Christine Long
  - F. Long Range Strategic Plan Committee—Jane Birmingham and Christine Long
- VIII. Staff Reports—April**
  - A. Children & Youth Services Manager—Nora Durbin
  - B. Patron Services & Computer Services Manager—Sharon Shroyer
  - C. Information Services—Diane Silva
  - D. Monthly Statistics
- IX. Director's Report—Janice Foley**
- X. Unfinished Business**
- XI. New Business**
  - A. Property Tax Bill Delay
- XII. Announcements**
- XIII. Correspondence & FYIs**
  - A. Simone McNeil Thank You
- XIV. 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.*
- XV. Adjournment**



**Minutes of the Regular Board Meeting  
of the  
Riverside Public Library Board of Trustees  
April 12, 2022**

**Held Monday**, April 12, 2022 in the Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

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

**Also in Attendance:** Janice Foley, Library Director; Diane Silva, Assistant Director; and Jane Wilhelm, Bookkeeper

**Absent:** Courtney Greve Hack, Vice President; Michael Hagins, Trustee; and Christine Lane, Administrative Assistant

Called to order at 7:32 pm by President Ken Circo.

**Welcome Guests:** Ann Marie Dixon and Lindsay Morrison

Christine Long arrived at 7:35.

**Review of Minutes**

Jen Pacourek moved, and Patrick White seconded, that the Board approve the minutes of the March 14, 2022 special meeting.

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Review of Current Bills**

Jen Pacourek moved, and Jane Birmingham seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 22768 through 22805, 22807 through 22812, and z00001, in the total amount of \$84,222.76, including voided check number 22806, which includes payroll through March 31, 2022.

Roll Call Vote:

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Review of Financial Statements**

Jen Pacourek moved, and Christine Long seconded, that the Board approve the financial statements for March 31, 2022, subject to audit.

Roll Call Vote:

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

## **Committee Reports**

### **Building and Grounds**

The Library Director stated that the masonry work will probably start at the end of May.

The Landscape Advisory Commission is sponsoring a No-Mow May to highlight the benefits of not mowing. The Library Director met with Dan Tabb, Director of Public Works, and Michael Collins, Village Forester, who marked off a white square on the side of the Library that will not get mowed in support of the No-Mow May campaign.

Roy Diblik, who helped design the Library's original landscaping with the Garden Club, approached the Library Director wanting to donate plants to spruce up the landscaping. The Library Director will contact Joan Wiaduck of the Riverside Garden Club for their help in caring for the new plants. Also, Roy Diblik noticed invasive geraniums in the landscaping so he talked with Village Forester Michael Collins, who will gather a group from FLOS and the Village to remove these invasive plants from the Library.

Ken Circo expressed concern about a water sensor box that is in disrepair on the exterior of the building. The Library Director stated that Aquamist will look at it when they come.

Ken Circo stated that there is a light outside the Library that is shining toward the street rather than on the entrance area of the Library. The Library Director will make a note to have the light tipped back to the proper angle.

### **Long Range Strategic Plan Committee**

Jane Birmingham stated that she, Janice Foley, Diane Silva, and Christine Long met last week to discuss the survey results. Three hundred eighty-five responses were received. The committee consolidated the responses and evaluated the results. There was great feedback regarding the Maker Space technology, which is exciting, as the Library is in the process of expanding its offerings. Respondents were not generally aware of all the Library of Things that we offer, so marketing is a priority.

Diane Silva summarized the ratings the Library received, which were overwhelmingly positive. Some respondents asked for services that do not fall under the Library's umbrella, but are perhaps issues that need to be addressed at the community level. Jane Birmingham stated that the committee will meet again to discuss how the Library can get the word out about what we do offer, and to try to align the needs of the respondents with what the staff can provide.

Of note was the low return rate from ages 13-18, so the committee plans to target this age group to give them another opportunity to provide feedback. Diane Silva pointed out that during the last two years the Library lost a subgroup of kids who would have otherwise become accustomed to visiting the Library but because of the pandemic could not.

Jen Pacourek emphasized the need to share the results of the survey with the public, and to thank them for participating.

The Library Director stated that the committee will also review the Mission and Vision statements to make sure that they are still in line with what the Library plans to do in the future.

## **Staff Reports**

The Board reviewed the staff reports. The Library Director stated that Bob Uphues, editor of the Riverside-Brookfield Landmark, used the Library's newspaper archives to reference an article from 1930 about the Chamber of Commerce for a current Landmark article. He also used the archives for an article he's writing on the 1950 census, and interviewed Beverly Scheer, a volunteer in Genealogy.

## **Director's Report**

The Board reviewed the Library Director's report.

Ken Circo, on behalf of the Board, thanked the Friends of the Library officers, Lindsay Morrison and Ann Marie Dixon, for the Friends' pledge to purchase a glow forge, 3-D printer and mold maker for the Library. Lindsay Morrison stated that the Friends are glad to contribute towards a goal that the community is excited about. She informed the Board that a mailer will be going out soon to let the community know about the Friends' commitment to donating these items, and to ask them to join in this endeavor. Ken Circo also thanked them for their social media posts to get the word out about the Long Range Strategic Plan Survey.

The Library Director stated that Patrick White was correct in his assessment of the need for a 3-D printer. The Library was not informed of this need until the community was asked in the survey. The Board discussed space issues and staffing issues for the new technology.

## **New Business**

### **2022 Annual Resolution Authorizing Library Nonresident Cards**

Jen Pacourek moved, and Christine Long seconded, that the Board adopt the 2022 Annual Resolution Authorizing Library Nonresident Cards.

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### **Board Member Succession Plan**

Jen Pacourek stated that the terms of four Board members will be up next year, and she emphasized the importance of recruiting new members with particular skill sets if any current trustees will not be running for re-election. She announced that she will not be running again, but she is happy to start coordinating and planning for recruits once other Board members have made their decision.

### **Announcements**

Ken Circo signed the Certificate of Commendation for Simone McNeil, who will be retiring as the Board President of Friends of the Library. The certificate will be presented at the Friends meeting next week.

Ken Circo expressed how awesome it is that the Library was one of the features in the ILA Reporter for its renovation project. The Library Director stated that Studio GC was really excited as this is their first project to be featured in the ILA Reporter.

### **Recess to Executive Session**

Jane Birmingham moved, and Jen Pacourek 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 8:30 pm.

Roll Call Vote:

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Return to Regular Session**

The Board returned to Regular Session at 8:38pm.

**Review of Executive Session Minutes**

Jen Pacourek moved, and Christine Long seconded, that the Board approve the executive session minutes of October 12, 2021; November 9, 2021; and December 14, 2021.

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Patrick White moved, and Jen Pacourek seconded, that following a review of the executive session minutes from February 14, 2017 through December 14, 2021, which remain confidential, the Board agreed by consensus to release to the public the following executive session minutes:

February 14, 2017  
March 14, 2017  
August 8, 2017  
January 12, 2021  
May 11, 2021

September 14, 2021  
October 12, 2021  
November 9, 2021  
December 14, 2021

All other executive session minutes remain confidential.

Ayes: Birmingham, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Adjournment**

Upon motion by Jane Birmingham, seconded by Jen Pacourek, and passed unanimously, the meeting was adjourned at 8:41 pm.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**Riverside Public Library**

**CASH DISBURSEMENTS**

**APRIL - 2022**

**ACCOUNTS PAYABLE DISBURSEMENTS**



**TOTAL FOR APRIL 2022 ACCOUNTS PAYABLE,  
AND APRIL 2022 PAYROLL = \$111,570.34**

**Including voided check #22853**

The Riverside Public Library  
 Check/Voucher Register - A/P Checks  
 From 4/1/2022 Through 4/30/2022

Check Number	Check Date	Payee	Check Amount	Transaction Description
22813	4/4/2022	Blue Cross Blue Shield of Illinois	4,593.83	HMO medical- April
22814	4/4/2022	Bella's Window Washing & Gutter Cleaning	1,160.00	Window washing
22815	4/4/2022	Coverall North America, Inc	1,948.00	Cleaning services- April
22816	4/4/2022	Delta Dental of Illinois - Risk	61.05	HMO dental- April
22817	4/4/2022	Delta Dental of Illinois- Vision	46.72	Vision insurance
22818	4/4/2022	Madison National Life	30.72	Life insurance- April
22819	4/4/2022	NCPERS-IL IMRF	32.00	Term life- Forsyth & Silva
22820	4/12/2022	Dell Marketing L.P.	759.85	Dell Latitude 3520
22821	4/12/2022	Future Electronic Systems	2,927.00	Surveillance camera update
22822	4/12/2022	Heartland Business Systems	314.65	Service contract + reenlistment fees
22823	4/12/2022	Business Card	780.89	Credit card purchases
22824	4/12/2022	News Bank, Inc	1,051.00	Suburban Life online 11/22-10/23
22825	4/12/2022	North Suburban Employee Benefit Coop	285.00	PPO dental- March
22826	4/12/2022	North Suburban Employee Benefit Coop	866.46	PPO medical- March
22827	4/12/2022	Proquest	1,916.16	Ancestry Library
22828	4/12/2022	Village of Riverside	300.00	Wireless alarm, 2nd quarter
22829	4/12/2022	Village of Riverside	235.80	Water & sewer, Jan & Feb
22830	4/12/2022	SWAN	5,753.50	SWAN fees
22831	4/12/2022	TIAA, FSB	550.00	Copier rental
22832	4/18/2022	Hinsdale Nurseries, Inc.	500.00	Kovalsky tree
22833	4/19/2022	ASI Sign Innovations	2,604.00	Balance of Lower level signage
22834	4/19/2022	AT & T	648.03	Phone bills
22835	4/19/2022	Dell Marketing L.P.	1,548.70	1 PC
22836	4/19/2022	Garvey's Office Products	127.86	Misc. office supplies
22837	4/19/2022	LIMRiCC-UCGA	511.28	1st quarter 2022 UC expense
22838	4/19/2022	Lo Destro Construction Company	1,306.00	New kitchen door closer
22839	4/19/2022	Michelle Nichols	165.00	Skywatching program
22840	4/19/2022	Unique Management Services, Inc.	26.85	March placements
22841	4/19/2022	United States Treasury	11.64	EIN 36-3339122. Form 941. 1st Quarter 2022
22842	4/28/2022	Laurence Cotton	125.00	Olmsted Bringing Nature to the City program
22843	4/28/2022	Village of Riverside	8,605.30	April 2022 IMRF
22844	4/28/2022	Unique Management Services, Inc.	107.40	Dec 2021 & Jan 2022 placements
Z00002	4/30/2022	Comcast Cable	233.85	High speed internet
1279	4/1/2022	Administration	3,867.22	Group: 01; Pay Date: 4/1/2022
1280	4/1/2022	Information Services	5,322.40	Group: 02; Pay Date: 4/1/2022
1281	4/1/2022	Children & Youth Services	3,672.65	Group: 03; Pay Date: 4/1/2022
1282	4/1/2022	Patron Services	6,232.88	Group: 04; Pay Date: 4/1/2022
1283	4/1/2022	Administration	223.42	Group: 01; Pay Date: 4/1/2022
1284	4/15/2022	Administration	4,195.20	Group: 01; Pay Date: 4/15/2022
1285	4/15/2022	Information Services	5,244.44	Group: 02; Pay Date: 4/15/2022
1286	4/15/2022	Children & Youth Services	3,893.63	Group: 03; Pay Date: 4/15/2022
1287	4/15/2022	Patron Services	6,582.82	Group: 04; Pay Date: 4/15/2022
1288	4/29/2022	Administration	4,137.00	Group: 01; Pay Date: 4/29/2022
1289	4/29/2022	Information Services	5,066.74	Group: 02; Pay Date: 4/29/2022
1290	4/29/2022	Children & Youth Services	3,551.97	Group: 03; Pay Date: 4/29/2022
1291	4/29/2022	Patron Services	<u>5,957.27</u>	Group: 04; Pay Date: 4/29/2022
Total			98,081.18	
EFTPS Electronic Tax Payment- Employer portion 04/01/2022			1,959.92	
EFTPS Electronic Tax Payment- Employer portion 04/15/2022			2,012.67	
EFTPS Electronic Tax Payment- Employer portion 04/29/2022			<u>1,900.53</u>	
			<u>103,954.30</u>	

The Riverside Public Library  
 Check/Voucher Register - A/P Checks  
 From 5/10/2022 Through 5/10/2022

Check Number	Check Date	Payee	Check Amount	Transaction Description
22845	5/10/2022	SYNCB/Amazon	1,273.05	Amazon purchases
22846	5/10/2022	Anderson Pest Control	135.40	Triannual barrier treatment
22847	5/10/2022	Aquamist Plumbing & Lawn Sprinkling Co.	305.00	RPZ test & spring start-up
22848	5/10/2022	Benson & Benson Design, Inc.	24.20	3 name tags
22849	5/10/2022	Cintas Corporation LOC. 769	634.52	Restroom supplies/ mat service
22850	5/10/2022	Colley Elevator Co.	213.00	Elevator inspection
22851	5/10/2022	Garvey's Office Products	44.90	Copy paper
22852	5/10/2022	GT Mechanical Projects & Design, Inc.	561.63	Heating repair
22854	5/10/2022	Ingram Library Services	2,139.90	Various
22855	5/10/2022	Klein, Thorpe & Jenkins, Ltd.	135.00	Legal fees- audit
22856	5/10/2022	Lofton Landscaping Company	250.00	Spring cleanup
22857	5/10/2022	Midwest Tape	643.98	Digital subscriptions
22858	5/10/2022	NICOR Gas	928.71	Gas bill
22859	5/10/2022	Proven Business Systems	258.58	Copier- click charges
22860	5/10/2022	Rowman & Littlefield Publishing Group	54.00	US Govt Manual
22861	5/10/2022	Jane Wilhelm	<u>14.17</u>	Drinks & dessert for staff meeting
Report Total			<u>7,616.04</u>	



**Riverside Public Library**

**FINANCIAL REPORTS**

**For 4 Months Ending**

**April 30, 2022**

**UNAUDITED**



**Riverside Public Library**  
**Cash Balances**  
**As of 04/30/2022**

	<b>Balance, <u>04/30/2022</u></b>
<b>Consolidated Operating Funds:</b>	
First American- Checking	63,993.37
First American- Payroll	<u>268.20</u>
Total First American accounts	64,261.57
<b>Illinois Funds</b>	
General Fund	837,135.21
Audit Fund	2,839.86
IMRF Fund	(15,135.32)
FICA Fund	47,739.38
Unemployment Comp Fund	(4,402.39)
Special Reserve Fund	6,377.79
Working Cash Fund	89,576.03
Library Bond Fund	<u>474,402.95</u>
Total Illinois Funds	1,438,533.51
<b>Total Operating Funds Cash Balances</b>	<b>1,502,795.08</b>
<b>Gift &amp; Endowment Funds:</b>	
Library Gift Fund	81,038.29
Batko Endowment Fund	5,858.58
Lower Level Renovation Fund	52,973.28
General Endowment Fund	9,829.31
Kovalsky Endowment Fund	1,282.68
Dardwin Fund	<u>17,803.61</u>
<b>Total Gift &amp; Endowment Funds</b>	<b>168,785.75</b>
<b>Total Funds</b>	<b><u>1,671,580.83</u></b>

**The Riverside Public Library**  
**Balance Sheet- Operating Funds - Consolidated Report- Operating Funds**  
**Operating Fund**  
**As of 4/30/2022**

	<b>Current Period Balance</b>
<b>Assets</b>	
Illinois Fund-Operating Fund	868,176.66
1st American-Checking Account	44,036.36
1st American-Payroll Account	267.71
Property Tax Receivable	(653,586.38)
Due from Other Funds	9,196.42
Due from other groups	2,050.01
Staff Receivables	(6.03)
Fixed Assets	1,260,414.00
Amount Provided for Vacation	23,590.00
<b>Total Assets</b>	<b>1,554,138.75</b>
<b>Liabilities</b>	
Accounts Payable	7,596.53
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	404.79
IMRF Payable	(47.90)
Deferred Property Taxes	(653,586.38)
Accrued Payroll	19,588.00
Accrued Vacation Pay	23,590.00
Health Insurance Payable	(355.21)
Term Life Insurance Payable	(132.52)
Due to Library Gift Fund	300.00
Due to Friends of the Library	42.00
Due to Historical Society	79.90
Investment in Fixed Assets	1,260,414.00
<b>Total Liabilities</b>	<b>657,832.64</b>
<b>Fund Balances</b>	
<b>Beginning Fund Balances</b>	
Assigned for Operations	559,667.88
Restricted for Audit	(97.25)
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	256.63
<b>Total Beginning Fund Balances</b>	558,026.05
<b>Excess Revenues/(Expenditures)</b>	338,280.06
<b>Total Fund Balances</b>	<b>896,306.11</b>
<b>Total Liabilities &amp; Fund Balances</b>	<b>1,554,138.75</b>

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE  
From 4/1/2022 Through 4/30/2022

	Current Period Actual	Current Year Actual-4 mos.ending 4/30/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Revenues</b>					
Property Taxes					
2020 Property Tax revenue	2,035.85	11,007.68	0.00	11,007.68	0.00%
2021 Property tax revenue	<u>24,329.82</u>	<u>679,396.14</u>	<u>1,307,832.00</u>	<u>(628,435.86)</u>	<u>(48.05)%</u>
Total Property Taxes	26,365.67	690,403.82	1,307,832.00	(617,428.18)	(47.21)%
Inter Government Funds	9,324.67	14,510.57	16,000.00	(1,489.43)	(9.31)%
Interest	343.88	618.14	250.00	368.14	147.26%
Fees for Services	628.37	2,389.24	4,900.00	(2,510.76)	(51.24)%
Misc Revenue	<u>7.85</u>	<u>1,290.69</u>	<u>1,450.00</u>	<u>(159.31)</u>	<u>(10.99)%</u>
Total Revenues	<u>36,670.44</u>	<u>709,212.46</u>	<u>1,330,432.00</u>	<u>(621,219.54)</u>	<u>(46.69)%</u>
<b>Total Revenue</b>	<u>36,670.44</u>	<u>709,212.46</u>	<u>1,330,432.00</u>	<u>(621,219.54)</u>	<u>(46.69)%</u>
<b>Expenditures</b>					
Personnel Services	95,109.38	286,341.29	855,192.00	568,850.71	66.52%
Supplies	636.68	7,303.23	18,700.00	11,396.77	60.95%
Building & Equip Maint	6,684.88	32,598.78	86,800.00	54,201.22	62.44%
Adult Information Sources	1,582.97	9,349.48	38,200.00	28,850.52	75.52%
Electronic Resources	9,630.47	21,735.55	63,200.00	41,464.45	65.61%
CYS Information Sources	503.68	3,536.58	12,050.00	8,513.42	70.65%
Marketing/Public Relations	470.30	6,171.00	16,200.00	10,029.00	61.91%
Administration	1,447.84	25,237.85	204,050.00	178,812.15	87.63%
Technology	<u>2,282.17</u>	<u>4,929.17</u>	<u>20,000.00</u>	<u>15,070.83</u>	<u>75.35%</u>
Total Expenditures	<u>118,348.37</u>	<u>397,202.93</u>	<u>1,314,392.00</u>	<u>917,189.07</u>	<u>69.78%</u>
<b>Miscellaneous Expenses</b>					
Misc Expenses	<u>9.60</u>	<u>413.30</u>	<u>0.00</u>	<u>(413.30)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>9.60</u>	<u>413.30</u>	<u>0.00</u>	<u>(413.30)</u>	<u>0.00%</u>
<b>Total Expenditures</b>	<u>118,357.97</u>	<u>397,616.23</u>	<u>1,314,392.00</u>	<u>916,775.77</u>	<u>69.75%</u>
<b>Excess Revenues(Expenditures)</b>	<u>(81,687.53)</u>	<u>311,596.23</u>	<u>16,040.00</u>	<u>295,556.23</u>	

**The Riverside Public Library**  
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE  
From 4/1/2022 Through 4/30/2022

	Current Period Actual	Current Year Actual 4 mos. ending 4/30/2022	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
<b>Property Taxes</b>					
2020 Property Tax revenue	2,035.85	11,007.68	0.00	11,007.68	0.00%
2021 Property tax revenue	<u>24,329.82</u>	<u>679,396.14</u>	<u>1,307,832.00</u>	<u>(628,435.86)</u>	<u>(48.05)%</u>
<b>Total Property Taxes</b>	<u>26,365.67</u>	<u>690,403.82</u>	<u>1,307,832.00</u>	<u>(617,428.18)</u>	<u>(47.21)%</u>
<b>Inter Government Funds</b>					
Per capita state grants	0.00	0.00	10,000.00	(10,000.00)	(100.00)%
Corporate Replacement Taxes	<u>9,324.67</u>	<u>14,510.57</u>	<u>6,000.00</u>	<u>8,510.57</u>	<u>141.84%</u>
<b>Total Inter Government Funds</b>	<u>9,324.67</u>	<u>14,510.57</u>	<u>16,000.00</u>	<u>(1,489.43)</u>	<u>(9.31)%</u>
<b>Interest on Operating Funds</b>					
Interest-Illinois Funds	<u>343.88</u>	<u>618.14</u>	<u>250.00</u>	<u>368.14</u>	<u>147.26%</u>
<b>Total Interest on Operating Funds</b>	<u>343.88</u>	<u>618.14</u>	<u>250.00</u>	<u>368.14</u>	<u>147.26%</u>
<b>Fees &amp; Services</b>					
Fines	179.70	438.22	1,000.00	(561.78)	(56.18)%
Fax Fees	52.50	259.00	225.00	34.00	15.11%
Printing Fees	200.42	656.27	1,000.00	(343.73)	(34.37)%
Book & Video Sales	182.75	905.75	2,000.00	(1,094.25)	(54.71)%
Adult Replacement Fees	0.00	46.00	100.00	(54.00)	(54.00)%
CYS Replacement Fees	15.00	71.00	200.00	(129.00)	(64.50)%
ILL Fees	0.00	10.00	50.00	(40.00)	(80.00)%
Lost Book Credit	(2.00)	3.00	125.00	(122.00)	(97.60)%
Meeting Room Charges	<u>0.00</u>	<u>0.00</u>	<u>200.00</u>	<u>(200.00)</u>	<u>(100.00)%</u>
<b>Total Fees &amp; Services</b>	<u>628.37</u>	<u>2,389.24</u>	<u>4,900.00</u>	<u>(2,510.76)</u>	<u>(51.24)%</u>
<b>Miscellaneous Revenue</b>					
Miscellaneous Revenue	7.85	381.94	200.00	181.94	90.97%
Liability Insurance Refund	0.00	722.00	0.00	722.00	0.00%
Memorial Book Donations	0.00	175.00	500.00	(325.00)	(65.00)%
Donations	0.00	11.75	500.00	(488.25)	(97.65)%
Lions Club/Books on Tape Revenue	<u>0.00</u>	<u>0.00</u>	<u>250.00</u>	<u>(250.00)</u>	<u>(100.00)%</u>
<b>Total Miscellaneous Revenue</b>	<u>7.85</u>	<u>1,290.69</u>	<u>1,450.00</u>	<u>(159.31)</u>	<u>(10.99)%</u>
<b>Total Revenues</b>	<u>36,670.44</u>	<u>709,212.46</u>	<u>1,330,432.00</u>	<u>(621,219.54)</u>	<u>(46.69)%</u>

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE  
From 4/1/2022 Through 4/30/2022

	Current Period Actual	Current Year Actual-4 mos. ending 4/30/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Personnel Services</b>					
Staff Salaries	79,553.20	236,199.05	704,390.00	468,190.95	66.47%
Health & Life Insurance	3,839.61	15,343.46	45,766.00	30,422.54	66.47%
Employer's Portion - IMRF	5,678.32	16,907.41	49,550.00	32,642.59	65.88%
Employer's Portion - FICA	5,873.12	17,214.94	53,886.00	36,671.06	68.05%
Unemployment Comp Expense	165.13	676.43	1,600.00	923.57	57.72%
<b>Total Personnel Services</b>	<b>95,109.38</b>	<b>286,341.29</b>	<b>855,192.00</b>	<b>568,850.71</b>	<b>66.52%</b>
<b>Materials &amp; Supplies</b>					
Office Supplies	160.10	1,271.18	3,000.00	1,728.82	57.63%
Library Supplies	0.00	1,442.38	4,000.00	2,557.62	63.94%
CYS Supplies	98.27	144.65	500.00	355.35	71.07%
Info Services Supplies	0.00	0.00	200.00	200.00	100.00%
Building Maintenance Supplies	338.53	4,075.30	9,000.00	4,924.70	54.72%
Ink Cartridges	39.78	369.72	2,000.00	1,630.28	81.51%
<b>Total Materials &amp; Supplies</b>	<b>636.68</b>	<b>7,303.23</b>	<b>18,700.00</b>	<b>11,396.77</b>	<b>60.95%</b>
<b>Contractual Services</b>					
Janitorial	1,948.00	7,792.00	26,000.00	18,208.00	70.03%
Water	235.80	456.60	2,000.00	1,543.40	77.17%
Gas	928.71	6,892.48	10,000.00	3,107.52	31.08%
Building Maintenance	1,384.16	7,014.49	23,000.00	15,985.51	69.50%
Small Equipment Maintenance	0.00	315.00	700.00	385.00	55.00%
Equipment Maintenance	1,379.63	5,096.98	9,000.00	3,903.02	43.37%
Furnishings & Equipment	0.00	0.00	5,000.00	5,000.00	100.00%
Copier Rental & Maintenance	808.58	5,031.23	11,100.00	6,068.77	54.67%
Internet Expense/Patron SS	265.83	1,041.34	6,200.00	5,158.66	83.20%
<b>Total Contractual Services</b>	<b>6,950.71</b>	<b>33,640.12</b>	<b>93,000.00</b>	<b>59,359.88</b>	<b>63.83%</b>
<b>Information Sources</b>					
On-line Data Bases	3,611.14	9,187.21	30,000.00	20,812.79	69.38%
Books	1,238.06	5,277.48	20,500.00	15,222.52	74.26%
Standing Order Books	205.21	1,142.33	4,000.00	2,857.67	71.44%
Periodicals	0.00	1,696.64	8,500.00	6,803.36	80.04%
DVD	69.73	933.41	4,000.00	3,066.59	76.66%
Audio Books	54.97	54.97	650.00	595.03	91.54%
Shipping Charges	15.00	87.69	50.00	(37.69)	(75.38)%
Library of Things	0.00	156.96	500.00	343.04	68.61%
<b>Total Information Sources</b>	<b>5,194.11</b>	<b>18,536.69</b>	<b>68,200.00</b>	<b>49,663.31</b>	<b>72.82%</b>
<b>Children/Youth Services</b>					
CYS Juvenile Books	311.69	1,962.09	4,000.00	2,037.91	50.95%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Video Games	0.00	0.00	250.00	250.00	100.00%
CYS Young Adult	74.11	442.39	2,000.00	1,557.61	77.88%
CYS Easy Books	90.89	978.96	3,500.00	2,521.04	72.03%
CYS Audio Books	26.99	26.99	200.00	173.01	86.50%
CYS Compact Discs	0.00	0.00	100.00	100.00	100.00%
CYS DVD	0.00	39.95	1,000.00	960.05	96.00%
CYS Toys & Puzzles	0.00	0.00	100.00	100.00	100.00%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%
CYS Steam	0.00	86.20	500.00	413.80	82.76%
CYS Shipping Charges	0.00	0.00	50.00	50.00	100.00%
<b>Total Children/Youth Services</b>	<b>503.68</b>	<b>3,536.58</b>	<b>12,050.00</b>	<b>8,513.42</b>	<b>70.65%</b>
<b>Marketing/Public Relations</b>					

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE  
From 4/1/2022 Through 4/30/2022

	Current Period Actual	Current Year Actual-4 mos.ending 4/30/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Programming	6.92	146.94	400.00	253.06	63.27%
Adult Programming	313.48	1,645.16	4,000.00	2,354.84	58.87%
Library Programs	149.90	224.90	500.00	275.10	55.02%
Advertising Expenses	0.00	0.00	1,000.00	1,000.00	100.00%
Binding	0.00	0.00	300.00	300.00	100.00%
Newsletter Expense	0.00	4,154.00	10,000.00	5,846.00	58.46%
<b>Total Marketing/Public Relations</b>	<u>470.30</u>	<u>6,171.00</u>	<u>16,200.00</u>	<u>10,029.00</u>	<u>61.91%</u>
<b>Administration</b>					
Legal Services	135.00	135.00	1,000.00	865.00	86.50%
Credit Bureau	134.25	170.05	600.00	429.95	71.66%
Telephone	962.68	2,765.42	9,000.00	6,234.58	69.27%
Postage	26.04	426.65	800.00	373.35	46.67%
Treasurer's Bond	0.00	0.00	500.00	500.00	100.00%
Liability Insurance	0.00	20,494.00	20,000.00	(494.00)	(2.47)%
Audit Fees	0.00	20.00	3,800.00	3,780.00	99.47%
Travel	0.00	0.00	50.00	50.00	100.00%
Seminars,Conferences,Meetings	14.17	14.17	300.00	285.83	95.28%
Membership Dues	0.00	335.00	1,000.00	665.00	66.50%
Accounting Expenses	158.58	253.56	2,000.00	1,746.44	87.32%
Staff Development	15.82	281.92	1,000.00	718.08	71.81%
Bond repayment	0.00	0.00	118,600.00	118,600.00	100.00%
Credit Card/Bank Fees	10.30	67.19	400.00	332.81	83.20%
Miscellaneous Expense	(9.00)	274.89	2,000.00	1,725.11	86.26%
Board Expense	0.00	0.00	1,000.00	1,000.00	100.00%
Capital Expense	0.00	0.00	42,000.00	42,000.00	100.00%
<b>Total Administration</b>	<u>1,447.84</u>	<u>25,237.85</u>	<u>204,050.00</u>	<u>178,812.15</u>	<u>87.63%</u>
<b>Technology</b>					
Technology Supplies	46.62	165.19	1,000.00	834.81	83.48%
Computer Consultant	0.00	0.00	2,500.00	2,500.00	100.00%
Network Maintenance	0.00	0.00	2,500.00	2,500.00	100.00%
SWAN Computer	5,753.50	11,507.00	27,000.00	15,493.00	57.38%
Computer Hardware & Equipment	2,008.38	2,191.18	5,000.00	2,808.82	56.18%
E-Library Subscription Svs	227.17	2,540.82	7,500.00	4,959.18	66.12%
Computer Software	0.00	31.98	1,500.00	1,468.02	97.87%
<b>Total Technology</b>	<u>8,035.67</u>	<u>16,436.17</u>	<u>47,000.00</u>	<u>30,563.83</u>	<u>65.03%</u>
<b>Total Operating Expense</b>	<u>118,348.37</u>	<u>397,202.93</u>	<u>1,314,392.00</u>	<u>917,189.07</u>	<u>69.78%</u>
<b>Miscellaneous Expenses</b>					
Memorial & Gift Materials	9.60	275.91	0.00	(275.91)	0.00%
Lost ILL Expense	0.00	137.39	0.00	(137.39)	0.00%
<b>Total Miscellaneous Expenses</b>	<u>9.60</u>	<u>413.30</u>	<u>0.00</u>	<u>(413.30)</u>	<u>0.00%</u>
<b>Total Budgeted Expenses</b>	<u>118,357.97</u>	<u>397,616.23</u>	<u>1,314,392.00</u>	<u>916,775.77</u>	<u>69.75%</u>

**The Riverside Public Library**  
 Balance Sheet - Library Gift Fund  
 As of 4/30/2022

	Current Period Balance
<b>Assets</b>	
Illinois Funds Cash	81,038.26
Due from Other Funds	300.00
Total Assets	81,338.26
<b>Liabilities</b>	
Due to Other Funds	287.43
Total Liabilities	287.43
<b>Fund Balance</b>	
Beginning Fund Balance	67,695.25
Excess Revenues(Expenditures)	13,355.58
Total Fund Balance	81,050.83
Total Liabilities & Fund Balance	81,338.26

**The Riverside Public Library**  
 Statement of Revenues and Expenditures - Library Gift Fund-BRE  
 From 4/1/2022 Through 4/30/2022

	Current Period Actual	Current Year Actual- 4 mos..ending 4/30/2022
<b>Revenue</b>		
Interest	31.38	61.67
Contributions & Donations	300.00	5,317.17
Summer Reading Donations	0.00	3,000.00
Total Revenue	331.38	8,378.84
<b>Expenditures</b>		
Office Supplies	142.85	142.85
Building Maint	0.00	1,035.00
Furnishings & Equipment	0.00	3,447.50
Summer Reading Expenses	144.58	711.49
Total Expenditures	287.43	5,336.84
Excess Revenues(Expenditures)	43.95	3,042.00



**The Riverside Public Library**  
 Balance Sheet - Lower Level Renovation  
 As of 4/30/2022

	Current Period Balance
<b>Assets</b>	
Illinois Funds-Designated	52,973.31
Total Assets	52,973.31
<b>Liabilities</b>	
Due to Other Funds	856.31
Total Liabilities	856.31
<b>Fund Balance - Designated</b>	
Beginning Fund Balance-Designated	56,320.65
Excess Revenues(Expenditures)	(4,203.65)
Total Fund Balance - Designated	52,117.00
<b>Total Liabilities &amp; Fund Balance</b>	52,973.31

**The Riverside Public Library**  
 Statement of Revenues and Expenditures - Lower Level Renovation  
 From 4/1/2022 Through 4/30/2022

	Current Period Actual	Current Year Actual- 4 mos. ending 4/30/2022
<b>Revenues</b>		
Interest	20.79	41.35
Total Revenues	20.79	41.35
<b>Expenditures</b>		
Renovation Expenses	856.31	889.00
Total Expenditures	856.31	889.00
<b>Excess Revenues(Expenditures)</b>	(835.52)	(847.65)

**The Riverside Public Library**  
**Balance Sheet - Library Bond Fund**  
As of 4/30/2022

	Current Period Balance
<b>Assets</b>	
Illinois Funds-Designated	474,402.95
Due from Other Funds	0.00
Total Assets	474,402.95
<b>Liabilities</b>	
Due to Other Funds	7,552.68
Total Liabilities	7,552.68
<b>Fund Balance - Designated</b>	
Beginning Fund Balance-Designated	1,086,762.60
Excess Revenues(Expenditures)	(619,912.33)
Total Fund Balance - Designated	466,850.27
<b>Total Liabilities &amp; Fund Balance</b>	<b>474,402.95</b>

**The Riverside Public Library**  
**Statement of Revenues and Expenditures - Library Bond Fund**  
From 4/1/2022 Through 4/30/2022

	Current Period Actual	Current Year Actual- 4 mos. ending 4/30/2022
<b>Revenue</b>		
Interest	187.37	378.13
Total Revenue	187.37	378.13
<b>Expenditures</b>		
Lower Level Renovation Expense	7,552.68	58,416.47
Total Expenditures	7,552.68	58,416.47
<b>Excess Revenues(Expenditures)</b>	<b>(7,365.31)</b>	<b>(58,038.34)</b>



**Riverside Public Library**  
**Lower Level Renovation Expenses/Bond fund**  
**Bond Fund (Account 4454-14)**  
**As of 4/30/2022**

<b>2021</b>	<b>Vendor</b>	
04/15/21	1,443.99 ABT	Refrigerator, TVs
04/17/21	906.44 School Specialties	Storage cabinet
04/21/21	19,099.88 Henricksen	Furniture
04/27/21	1,104.00 Henricksen	Furniture
04/29/21	1,568.58 Village of Riverside	Sprinkler permit
04/30/21	1,695.78 Studio GC	Construction administration
05/10/21	222.88 MBNA	Keys, corner guards
05/13/21	185.00 Colley Elevator	Inspection fee
05/17/21	204.00 Colley Elevator	Fire recall testing
05/17/21	100.00 Bradford	Shelving backstops
05/19/21	12,403.00 Fox Valley Fire and Safety	Sprinkler system
05/25/21	572.00 Klein, Thorpe & Jenkins	Legal
04/30/21	1,341.56 Studio GC	Design & services
05/10/21	510.67 Amazon	Nintendo & supplies
06/03/21	24,118.34 Lo Destro Construction Company	April construction costs
06/03/21	19,970.80 Lo Destro Construction Company	May construction costs
06/03/21	24,308.00 LFI	Tables and chairs
06/14/21	22,513.63 Lo Destro Construction Company	March construction costs
06/22/21	6,577.00 LFI	Display unit and credenza
06/30/21	637.84 Amazon	Supplies
06/30/21	800.00 Fox Valley Fire and Safety	Sprinkler
06/30/21	450.00 Fox Valley Fire and Safety	Sprinkler
06/30/21	49,087.00 Fox Valley Fire and Safety	Sprinkler
06/30/21	198.00 Klein, Thorpe & Jenkins	Legal
06/30/21	177.19 Minuteman	Printing
07/01/21	487.67 Novak's	Electrical & Lighting
07/04/21	16.13 MBNA	Misc.
07/10/21	199.70 Amazon	Electrical supplies
07/12/21	1,870.00 Bradford	Shelving
07/14/21	846.80 Studio GC	Design & services
07/14/21	23,831.77 Lo Destro Construction Company	Work thru 6/30/2021
08/01/21	53.80 Courtney Greve-Hack	Gift card for photographer
08/03/21	95.00 Twilight Party Rental	Portable sink
08/08/21	75.00 Village of Riverside	Alcohol permit
08/10/21	279.66 Amazon	Tattoos, treats & diaper pail
08/11/21	500.00 Leonardo Music	Music for Renovation Celebration
08/13/21	126.00 Minuteman Press	Thank You banner
08/13/21	22.00 Benson & Benson	Signs

**Riverside Public Library**  
**Lower Level Renovation Expenses/Bond fund**  
**Bond Fund (Account 4454-14)**  
**As of 4/30/2022**

<u>2021</u>	<u>Vendor</u>	
	2,693.00 ASI	Signage
* 08/16/21	156.08 Riverside Foods	Prosecco & juice
* 08/24/21	412.50 Anthony Giannini	Snow Cones for Reno Celebration
* 08/28/21	14,740.00 Bullseye Cleaning Services	Post-construction upper level deep clean and dusting
* 09/30/21	100.04 Amazon	Games & gift bags for Renovation Celebration
* 08/11/21	9,176.71 CSI Creative	1/2 of lower level wall art
* 09/01/21	202.91 MBNA	Signage for Renovation Celebration
* 08/20/21	2,393.49 Dell	3 laptops
08/04/21	403.78 Amazon	Sneeze guard, toys, vacuum, light
10/10/21	988.63 Securitas	Install for CYS phones
10/05/21	6,577.00 LFI	Kit display shelves & credenza
10/19/21	1,062.72 Demco	Steel book supports
11/17/21	2,549.98 Dell	2 laptops
11/24/21	1,296.52 Demco	Steel book supports
12/02/21	84.16 MBNA	Tablecloths
12/04/21	495.94 Demco	Steel book supports
12/08/21		
<u>2022</u>		
01/01/22	3,290.00 Bradford	Shelving
01/15/22	11,224.00 Cutting Edge Contractors	1/2 bathroom renovation
01/16/22	263.52 Henricksen	1/2 coat racks
01/17/22	6,605.00 Meilahh	Decorative trees
01/24/22	11,986.45 Cutting Edge Contractors	2nd 1/2 bathroom renovation
01/26/22	9,395.64 CSI Creative	Wall art
02/28/22	463.54 Amazon	Bathroom furnishings
03/04/22	535.64 MBNA	Bathroom dispenser & water filter
03/04/22	154.00 Future Electronic Systems	Service surveillance system
03/10/22	1,757.00 Lo Destro Construction Company	Install wall panels; move bookcase
03/24/22	816.00 LFI	Bulletin boards
03/28/22	4,373.00 Cutting Edge Contractors	Bathroom remodel
04/04/22	580.00 Bella's Window Washing	Window washing
04/13/22	1,306.00 Lo Destro Construction Company	Kitchen door repair
04/13/22	2,604.00 ASI	Balance of signage
04/07/22	2,927.00 Future Electronic Systems	Surveillance camera update
04/10/22	120.70 Amazon	Carpet steamer
04/10/22	14.98 Amazon	Adhesive
<b>Total paid</b>	<b><u>1,051,161.14</u></b>	

**Riverside Public Library**  
**Analysis of Late Second-Half Tax Collection**  
**2022**

<b>Available cash:</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Checking & IL Funds Tax/Reserve Fund	932,170.11	849,170.11	746,170.11	663,170.11	580,170.11	475,670.11	392,670.11	309,670.11
Other revenue								
<b>Beginning of month available cash balance</b>	<b>932,170.11</b>	<b>849,170.11</b>	<b>746,170.11</b>	<b>663,170.11</b>	<b>580,170.11</b>	<b>475,670.11</b>	<b>392,670.11</b>	<b>309,670.11</b>
<b>Less expenses:</b>								
Payroll	43,000.00	43,000.00	43,000.00	43,000.00	64,500.00	43,000.00	43,000.00	43,000.00
AP Invoices	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
Other payments due		20,000.00						118,600.00
Total expenses	83,000.00	103,000.00	83,000.00	83,000.00	104,500.00	83,000.00	83,000.00	201,600.00
<b>Month end available cash balance</b>	<b>849,170.11</b>	<b>746,170.11</b>	<b>663,170.11</b>	<b>580,170.11</b>	<b>475,670.11</b>	<b>392,670.11</b>	<b>309,670.11</b>	<b>108,070.11</b>
<b>Other sources of cash available:</b>								
Special Reserve Fund	6,377.79							
Working Cash Fund	89,576.03							
Gift Fund (to borrow against if necessary)	81,038.29							
	<u>176,992.11</u>							
Usual tax collections by month		260,000.00	352,000.00	10,000.00	3,000.00	3,000.00	3,000.00	3,000.00

Our May was super busy with programs and the return on field trips to the Library! We also had the opportunity to display District 96 Young Authors books this month. It is great to see the amazing stories and ideas the student authors come up with for their books. I am so glad we were able to display and share these student written books again this year.

### **Highlights**

*Storytimes*—April continued to be packed with storytimes. Although most of our sessions Mini-Movers storytimes are full with waiting lists, not everyone that was registered was showing up. We tried to send out email reminders and asked caregivers to tell us if they were unable to attend so that we could contact people on the waiting list. Some people let us know when they were unable to attend, others did not.

Jordan and I attempted to bring our Friday storytimes outside, but the weather didn't agree with that decision for most of the month. We moved the storytime inside on the Fridays it rained. Thankfully Jordan was able to have the last Friday storytime of the month outside!

*Preschool Visits*—Jordan visited RPC preschool, Anne visited the District 96 preschool classes, and I visited Building Blocks preschool. RPC preschool also visited the Library.

*Science Saturdays*—The RBHS Bionic Bulldogs presented two Intro to Robotics Workshops this month as part of our Science Saturdays program. The workshops were fun, engaging and hands on! Kids really enjoyed these programs and I want to thank all the Bionic Bulldogs for presenting such an awesome program!

*Weekend Take Home Craft*—Mary created an adorable caterpillar on a leaf craft for this month.

*Field Trips*—St. Mary School students came to the Library this month for two field trips. Anne planned and presented a poetry reading to 4<sup>th</sup> and 5<sup>th</sup> grade students as part of their poetry month field trip. Mary, Jordan and I hosted the 2<sup>nd</sup> graders. We gave tours, Jordan presented a storytime, Mary talked about Summer Reading and the students did a scavenger hunt. Both field trips were super fun and it was great to have groups back in the library again.

*Stuffed Animal Storytime*—Kids brought their stuffed animals to the Library for a storytime, and then the animals stayed over! Mary and I took pictures of the animals enjoying their time in the Library. They had a pizza party, played video games, and they even had ice cream! In the morning, the kids came back and watched a slide show of the animals' overnight antics. Bridget gave the kids a take home snack and everyone had a great time.

*Birds of a Feather*—Local birder Val Jisa led families on rainy, yet fun, bird walk. We had a good turn out even with the drizzle. Thanks so much to Val for presenting these engaging and informative programs!

*Subscription Book Bags*—We wrapped up the last month of Subscription Book Bags. We will for sure bring back this program in the fall.

**CHILDREN & YOUTH SERVICES STATISTICS – April 2022**

Reference questions asked	<u>251</u>
Informational questions asked	<u>262</u>

<b>Program Name</b>	<b>Date</b>	<b>Attendance</b>
1 <sup>st</sup> Saturday Storytime	4/2/22	9 teens, 6 adults
Early Learners Storytime visit (4 sessions)	4/4/22	67 kids, 20 adults
Mini-Movers (3 sessions)	4/4/22	13 kids, 13 adults
Weekend Take Home Craft	4/9-4/10	27 kids
St. Mary Poetry Field Trip (2 sessions)	4/11/22	48 kids, 6 adults
Mini-Movers (3 sessions)	4/11/22	16 kids, 14 adults
Building Blocks Visits (3 sessions)	4/12-4/14	37 kids, 7 adults
All Ages Storytime (2 sessions)	4/12/22	4 kids, 4 adults
RPC Library visit	4/13/22	12 kids, 2 adult
Friday Storytime	4/15/22	7 kids, 6 adults
Robotics Workshop (2 sessions)	4/16/22	25 kids, 4 teens
Mini-Movers (3 sessions)	4/18/22	14 kids, 14 adults
All Ages Storytime (2 sessions)	4/19/22	7 kids, 5 adults
RB Transitions	4/20/22	5 teens, 2 adults
Friday Storytime	4/22/22	1 kid, 1 adult
RPC Storytime	4/22/22	14 kids, 3 adults
Stuffed Animal Storytime & Sleepover	4/22-4/23	9 kids, 6 adults
Mini-Movers (3 sessions)	4/25/22	14 kids, 15 adults
All Ages Storytime (2 sessions)	4/26/22	5 kids, 5 adults
St. Mary 2 <sup>nd</sup> Grade Field Trip	4/28/22	27 kids, 3 adults
Friday Outdoor Storytime	4/29/22	13 kids, 13 adults
Birds of a Feather	4/30/22	6 kids, 10 adults
Blue Board Question (4 questions)	4/1-4/30	40 teens, 44 kids
Subscription Book Bags		44 kids, 2 teens
Teen Room Video Games		3 teens
Phone Charger Checkout		6 teens
After School Attendance	19 days	435 kids and teens



**April 2022**  
**Sharon Shroyer**

**Patron Services**

I am down to my last 45 patrons that need address verification. Hopefully, SWAN will be able to run this particular report yearly with far fewer patrons to contact.

Our In-Service day was informative and fun. Patron Services has a department meeting where some very good ideas were discussed.

In the last 4 months, we have made over \$340 on book sales to [sellbackyourbooks.com](http://sellbackyourbooks.com) and EBay alone.

Ricardo Ceja submitted his notice after 5 ½ years, and we said goodbye to him on Friday, April 29<sup>th</sup>. We will miss him but wish him the best of luck in all his future endeavors. Jessica Potter, who has been working selected hours at the PS desk since last November, has been able to pick up some of Ricardo's hours on Wednesdays and Fridays. Since we only have three more Sundays that we are open, I am not looking for anyone to fill the rest of Ricardo's hours at this time.

I have adjusted some of the records of our Library of Things and Create Collection in addition to our new online databases. I don't have complete numbers for April but I will have them going forward from May on.

**Computer Services**

I changed all of the catalog links for the new Aspen catalog on all of the public computers and OPAC's.

I had three Roku player in repair at the same time for three different issues. The most common of which is a patron accidentally signing out of one of our premium services. While I was updating them, I saw that they were very slow and in two instances, would not even load one of the services (Hulu) that we subscribe to. Since these streaming devices are eight years old, I thought updating with new devices was in order. Since we had one newer Roku device gifted to us by a patron who did not need theirs, I only purchased three new Roku's. The Roku players have been popular since we added them in 2014, going out 545 times in the last eight years. In addition to Netflix, Hulu, Disney+, and ESPN, patrons can view over 720 of our DVD titles via VUDU. Hopefully, the new devices will be in soon.

April 2022  
Information Services Update  
Diane Silva

AARP Wrap Up

We finished up the 2022 tax prep program offered through AARP. It wasn't quite as busy as in years past, but the volunteers reported that they were seeing the same thing in all locations. They will be back next spring and we expect to keep tracking back up to pre-pandemic numbers.

AARP provided us the following statistics:

Federal & State Returns e-filed: 88  
Federal & State Returns - Paper: 5  
Questions Only (no returns prepared): 8

Programming –

Spring programming numbers remain strong. This month we made the shift from mostly online programming to largely in-person events. Attendance for all these programs has been great, with patrons cooperating with the in-program mask requirements. We didn't get any attendees for our Medicare para Hispanohablantes event, but plan to continue offering it quarterly in partnership with the North Riverside Public Library.

We received lots of great feedback on the Skywatching program in particular. The presenter, Michelle Nichols, Director of Public Viewing at the Adler Planetarium, is always great and we look forward to inviting her back.

Renters Rights – 7	Riverside Reads Books Club – 12
Cricut 101 – 13	Genealogy Club – 5
Meditation (2 events) – 5	Evening with Offerman/Tweety (ILP), Zoom – 21
Lyric Opera – 24	Monty and Rose 2 – 26
Skywatching – 17	Native Plants - 30
AARP, various dates – see above	Spice Kits 48
Medicare para hispanohablantes -0	

Patron Interactions –We had 707 patron interactions either by phone or in-person. There were an additional 26 email interactions.

**Riverside Public Library  
Miscellaneous Statistics - April 2022**

	Apr-22	Apr-21	YTD 2022	YTD 2021
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**Reference Statistics**

Questions Asked - Adult	733	570	2870	2050
Questions Asked - Youth Services	513	556	1634	1968

**Internet Usage - Adult  
- CYS**

	272	185	952	479
	127	18	415	18
<b>Total Usage</b>	<b>399</b>	<b>203</b>	<b>1367</b>	<b>497</b>

**Holdings**

Adult Titles Added	130	110	611	403
CYS Titles Added	87	98	444	278
<b>Total Titles Added</b>	<b>217</b>	<b>208</b>	<b>1055</b>	<b>681</b>

Adult Titles Withdrawn	79	405	379	547
YS Titles Withdrawn	45	57	500	479
<b>Total Titles Withdrawn</b>	<b>124</b>	<b>462</b>	<b>879</b>	<b>1026</b>

**Total Holdings**

**62798      63313**

**Adult Programs**

Number of Library Programs	18	9	73	37
Number of Community Programs	4	0	14	0
Library Program Attendance	209	113	595	376
Community Program Attendance	32	0	149	0
<b>Total Adult Program Attendance</b>	<b>241</b>	<b>113</b>	<b>744</b>	<b>376</b>
<b>Total Adult Take &amp; Make Users</b>	<b>48</b>	<b>40</b>	<b>181</b>	<b>102</b>

**Youth Services**

Kids Passive Programs	3	1	16	8
Kids Active Programs	36	11	87	54
Teens Passive Programs	5	0	9	2
Teens Active Programs	2	0	8	0
<b>Number of Passive CYS Programs</b>	<b>8</b>	<b>1</b>	<b>25</b>	<b>10</b>
<b>Number of Active CYS Programs</b>	<b>38</b>	<b>11</b>	<b>95</b>	<b>54</b>

Kids Passive Prog. Attendance	115	154	442	772
Teens Passive Prog. Attendance	43	0	84	37
Kids Active Prog. Attendance	490	484	1789	3218
Teens Active Prog. Attendance	22	0	60	0
<b>Total Passive Prog. Attendance</b>	<b>158</b>	<b>154</b>	<b>526</b>	<b>809</b>
<b>Total Active Prog. Attendance</b>	<b>512</b>	<b>484</b>	<b>1849</b>	<b>3218</b>

**New Library Cards Issued**

	42	10	191	72
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**Library Attendance**

	6858	3930	24394	7050
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**Faxes sent by Patrons**

19	15	62	45
17	18	92	27

**Notary Service**

Checkouts

5372	4612	21960	17012
------	------	-------	-------

Renewals

3608	3137	14033	11007
------	------	-------	-------

Checkins

6399	5467	25035	27298
------	------	-------	-------

**Total Circulation**

<b>15379</b>	<b>13216</b>	<b>61028</b>	<b>55317</b>
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**Interlibrary Loans**

Loaned

969	905	3141	3869
-----	-----	------	------

Borrowed

1064	1592	4214	6495
------	------	------	------

**Reciprocal Borrowing**

Loaned to Other Library Patrons

484	488	2178	1160
-----	-----	------	------

RPL Patrons Borrowing Elsewhere

929	899	3832	2236
-----	-----	------	------

**Digital Resources**

Hoopla

323	368	1390	1440
-----	-----	------	------

Axis360

111	108	515	461
-----	-----	-----	-----

Digital Library of Illinois (MMM)

930	806	3761	3508
-----	-----	------	------

Flipster Downloads and Views

30	127	374	492
----	-----	-----	-----

Web Site

Total Hits

3939	2316	15219	546544
------	------	-------	--------

Wireless Statistics

3900	4404	14086	9613
------	------	-------	------

**Online Databases**

Ancestry.com

Searches

158	688	2040	5143
-----	-----	------	------

Returns

350	469	1609	2954
-----	-----	------	------

Encyclopaedia Britannica

Sessions

4	3	80	10
---	---	----	----

Documents

4	10	88	14
---	----	----	----

Newsbank

Searches

0	2	21	15
---	---	----	----

**EBSCO Online Databases**

Academic Search Premiere				
Searches	55	0	68	2
Requests	55	0	67	2
Auto Repair Source				
Searches	0	0	0	0
Results	0	0	0	0
Biography Reference Center				
Searches	1	4	1	7
Requests	1	4	1	4
Business Source Premier				
Searches	71	0	85	0
Results	71	0	85	0
Consumer Health Complete				
Searches	1	1	1	1
Results	0	1	0	1
Consumers Reports				
Sessions	5	14	24	47
Searches	70	262	333	765
History Reference Center				
Searches	13	1	16	3
Results	13	1	16	3
Legal Information Ref. Center				
Searches	0	0	0	0
Results	0	0	0	0
Literary Reference Center				
Searches	36	1	41	1
Requests	36	1	41	1
Masterfile				
Searches	142	24	150	42
Requests	142	24	150	27
Middle Search Plus				
Search	0	1	0	1
Results	0	1	0	1
Newspaper Search Plus				
Search	25	5	46	7
Results	25	32	46	35
Novelist				
Searches	0	0	42	238
Requests	0	0	40	318
Points of View Ref. Center				
Searches	33	0	34	0
Results	33	0	34	0
Primary Search				
Searches	0	1	3	1
Results	0	17	0	17
Science Reference Center				
Searches	2	0	23	24
Results	2	0	21	0
Small Business Center				
Searches	NA	NA	NA	NA
Results	NA	NA	NA	NA

**Additional Statistics**

Newspaper Archives

Searches	29	NA	102	NA
Museum Passes Issued	6	NA	17	NA
Library of Things Equipment	32	NA	32	NA
Kits	13	NA	13	NA
Create Collection Equipment	1	NA	1	NA

**Online Learning**

Creative Bug Sessions	3	NA	3	NA
Completed Classes	0	NA	0	NA
Universal Class	1	NA	1	NA

LIBRARY DIRECTOR'S REPORT  
April 2022



**Administrative**

The staff in-service was held on Tuesday, April 5. It was a very successful meeting with all but one staff member present! A variety of topics were covered, including the annual Sexual Harassment Prevention PowerPoint. There was also an opportunity for each department to meet as a group to discuss topics from the meeting, and to cover any issues occurring. The staff enjoyed a lunch, and participated in a fun white elephant gift exchange. The singing McDonald's Fish Filet was the highlight, and the most sought after gift of the afternoon. Thank you to the Board for allowing us to close the Library for the day, and for giving staff a chance to be together for this learning opportunity.

Summer Reading planning made great strides this month. We are excited that we will have a Kick-Off Party again! It will take place on Wednesday, June 1 from 4-7pm. We will be hiring an ice cream vendor to provide the treat for those who sign up that day. Please mark your calendar for the event as it is a fun way for Trustees to interact with staff and patrons.

The Strategic Long Range Planning Committee met on April 7 to discuss the results from the questionnaire and determine the next steps. More information and updates will come each month as we work on the plan.

**Ongoing**

Managers' Meetings continued in April.

**Advocacy**

The Friends of the Library elected their 2022-2023 officers at their April Meeting. Simone McNeil did not seek re-election so the Friends have a new president - Lindsay Morrison. Cristin Evans rejoined the board as Vice President of Membership. Continuing to serve on the Board: Sarah Nielsen, Vice President, Special Projects; Ann Marie Dixon, Treasurer; and Amy Jacksic, Secretary. Simone was presented a Certificate of Appreciation for her five years of service as the president.

At the meeting, the Friends approved the first donation to the Library for Maker Space equipment. The award was \$4,000 which will buy the 3D printer.

The annual donations/Friends membership newsletter was written and sent to the printer. Over half the cost of this issue is paid for by the Friends.

Thank you, Trustees Circo, Hagins, Birmingham and Long for representing the Library at the Frederick Law Olmsted 200 Birthday Celebration and Botanical Box unveiling. The Botanical Box is a gift to the Library in celebration of Olmsted's birthday. It was funded by FLOS and residents of the Village. It is displayed in the Great Room and is an attractive addition to the Library.

**Special Projects**

Jane and I submitted the bond money totals to Seema Patel at Chapman and Cutler. We are waiting for her response. She did say we can use bond money to purchase equipment for a Maker Space.

We were able to use some of the bond money to have the windows cleaned both inside and out. They are sparkling clean!

**Building Maintenance**

Routine elevator maintenance took place this month.


Aquamist turned on the watering system April 18.

The quarterly perimeter pest treatment occurred.

After many battles with AT&T due to large increases in costs, we have signed an agreement with Comcast to transfer service. This switch will save the Library over \$250 a month and \$3000 a year.



# Library Board Memorandum

**To:** Board of Trustees   
**From:** Janice Foley, Library Director and Jane Wilhelm, Accountant  
**Date:** 5/4/2022  
**Re:** Property Tax Bill Delay

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I am not sure if any of you are aware that the second installment of the tax bills are going to be delayed. It is predicted that unless something changes, they could be delayed until December. Obviously, this will affect all tax-supported institutions.

This delay has happened only one other time in my tenure as a director and we were able to weather the storm. It's at times like this that I am happy that the State Library has always encouraged libraries to have at least 3-5 months of "surplus" worked into budgets.

Jane has calculated how much money we have in the Illinois Funds Tax Reserve and how long we can go without any tax monies coming in. She will provide these numbers at the Board meeting. Obviously, we will eventually receive the money, it will just be delayed. At this time, we do not anticipate the need for any short term loans, etc.

We will keep you updated on the status of this issue. I have included an article which explains the problem.



# West Cook News

Wednesday, May 4, 2022

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## Cook County's Morrison on property tax bill delay: 'This is a serious financial situation that needs to be avoided'

LOCAL GOVERNMENT



By **David Beasley**  
Apr 28, 2022

Cook County's second-installment property tax bills are being delayed past the usual deadline of Aug. 1 to at least December, but they could possibly be pushed back even to January, a **Chicago Sun-Times** report said.

The delay could compel taxing bodies to take out short-term loans to handle expenses that are usually paid for with property taxes, the report said. The interest on those loans will become an additional bill for taxpayers. Such a delay would also mean that the second-installment payment will be due shortly before the following year's first-installment payment, which is typically due in January.

Cook County Commissioner Sean Morrison noted that a significant delay would result in a serious negative impact.

"The special meeting of the Cook County Finance Committee which I formally requested three weeks ago was held today," Morrison said in an April 25 **Facebook** post. "I requested this meeting to bring in all of the elected property

Cook County faces delays in sending out property tax bills. | nattan23/Pixabay



### ORGANIZATIONS IN THIS STORY

**Cook County**

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tax cycle stakeholders to address the real possibility of tax bills being delayed up to six months or more. If a significant delay does in fact occur, this will lead to local government taxing bodies across Cook County being forced to borrow funds to cover their pre-budgeted operating costs. This is a serious financial situation that needs to be avoided. I will continue to advocate for possible remedies with the hopes the Assessor's Office can meet its obligations in a timely manner which would then allow the Board of Review to process appeals."

The Cook County Assessor's Office has laid blame for the delay on a new data system; **Ryan**, a tax-services company, said in a recent release. The new system is believed to have delayed by several months the transmission of final 2021 real estate value assessment data from the Assessor's Office to the Cook County Board of Review. Second-installment property tax bills are typically sent out in June with a due date of Aug. 1.

Morrison is a member of the **Board of Commissioners**, which is comprised of 17 Cook County commissioners and headed by Democrat Toni Preckwinkle. Morrison represents the 17th District, which is home to approximately 300,000 residents.

Cook County has successfully met the Aug. 1 deadline each year since 2011 except for a two-month delay last year that was blamed on COVID-19, the Sun-Times report said. Some officials, including Board of Review Commissioner Larry Rogers Jr., are pointing the finger at first-term assessor Fritz Kaegi for implementing the new data system.

"This is squarely in Fritz Kaegi's lap," Rogers said in the report. "This is purely an implementation failure. He is the reason tax bills will go out late. He has failed to get his work done timely. He needs to own it."

"These are unavoidable delays," Scott Smith, a spokesperson for Kaegi, said in the report. "The county was very aware of it."

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## TRENDING

1

Police, school no comment on Heavyn Washington LT student attack video

2



Source: LTHS sophomore expelled after brutal attack on fellow student

3



Western Springs PD starts investigation of brutal LT student attack; 'it was a disturbing incident'

4

Western Springs police arrest Heavyn Washington, charge her with misdemeanor battery over LT attack

---

Dear Riverside Library  
Board of Trustees,

I thank you ever so much for  
the prompt commendation!

Best wishes for a  
successful year in guiding  
the Village's super asset - the  
Library.

Very truly yours,  
Sidney McNeil  
Chairman - FOL - President