

**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, September 13, 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 August 9, 2022—Action Item**
- V. Review of Current Bills—Action Item**
- VI. Review of Financial Statements—Action Item**
  - A. Revised Intergovernmental Agreement—Action Item**
- VII. Committee Reports**
  - A. Finance—Michael Hagins**
    - 1. Preliminary 2023 Budget and 2022 Tax Levy**
  - B. Building & Grounds—Ken Circo**
  - C. Policy & Bylaws—Patrick White**
  - D. Technology—Michael Hagins**
  - E. Communications—Courtney Greve Hack**
  - F. Strategic Long Range Plan Committee—Jane Birmingham and Christine Long**
- VIII. Staff Reports—August**
  - 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. Holiday Closings 2023—Action Item**
- XII. Announcements**
- XIII. Correspondence & FYIs**
- 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  
August 9, 2022**

**Held Tuesday**, August 9, 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; Michael Hagins, Treasurer; Jane Birmingham, Secretary; Christine Long, Trustee; Jen Pacourek, Trustee; and Patrick White, Trustee

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

**Absent:** Courtney Greve Hack, Vice President

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

**Review of Minutes**

Jen Pacourek moved, and Michael Hagins seconded, that the Board approve the minutes of the July 12, 2022 regular meeting.

Ayes: Birmingham, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Review of Current Bills**

Jen Pacourek moved, and Jane Birmingham seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 22953 through 22989, z0007 and z0008, in the total amount of \$78,230.51, which includes payroll through July 31, 2022.

Roll Call Vote:

Ayes: Birmingham, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Review of Financial Statements**

Jen Pacourek moved, and Jane Birmingham seconded, that the Board approve the financial statements for July 31, 2022, subject to audit.

Roll Call Vote:

Ayes: Birmingham, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Committee Reports**

**Finance**

After receiving legal guidance from attorney Seema Patel, the Board discussed the final tally of expenses for the lower level renovation and the plan for the unused portion of

the funds. Excess funds totaling \$248,712.54 will most likely be used to pay down the referendum bonds, but this decision will be up to the Village. The Library Director will await an update from Karin Johns and Jessica Frances. Additional funds have been reimbursed to the Library for previously incurred lower level renovation expenses, and these funds will be added to the Working Cash Fund for future projects and expenditures.

### **Building & Grounds**

The Library Director stated that Holton Brothers will install the rain cap spark arrester on the chimney when they come out for their next visit in the fall.

### **Policy and Bylaws**

Patrick White moved, and Jen Pacourek seconded, that the Board approve the Photography and Videography Policy.

Ayes: Birmingham, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### **Communications**

Diane Silva stated that the autumn newsletter will be going to press in a few days, and will be sent out to residents by the end of the month.

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

Christine Long moved, and Jane Birmingham seconded, that the Board approve the value statements as part of the Strategic Long Range Plan.

Ayes: Birmingham, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### **Staff Reports**

The Board reviewed the staff reports.

### **Director's Report**

The Board reviewed the Library Director's report.

### **New Business**

#### **Fall Hours**

Christine Long moved, and Jane Birmingham seconded, that the Board approve the new Library hours beginning September 6, 2022, as follows: Mon-Thu 9am – 9pm, Fri 9am – 5pm, Sat 9am – 3pm and Sun 1pm – 5pm.

Ayes: Birmingham, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### **Complaint Regarding Original Description of Jolliet and Marquette Painting**

Ken Circo moved, and Jen Pacourek seconded, that the Board add a disclaimer to the original description of the painting, as follows: The artwork, "Pere Marquette and Louis Jolliet at Chicago Portage (near Riverside) September, 1673" by Edgar Spier Cameron (American, 1862-1944), and the accompanying artist's description, are presented here

as originally created. The views of the artist do not necessarily represent the views of the Riverside Public Library, or its Board of Trustees.

Ayes: Pacourek

Nays: Birmingham, Hagins, Long, White

Abstained: None

The motion did not pass.

Ken Circo moved, and Patrick White seconded, that the Board remove the original description of the painting by Edgar Spier Cameron entitled, "Pere Marquette and Louis Jolliet at Chicago Portage (near Riverside) September, 1673."

Ayes: Birmingham, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### **Adjournment**

Upon motion by Michael Hagins, seconded by Jane Birmingham, and passed unanimously, the meeting was adjourned at 9:04 pm.

---

President

---

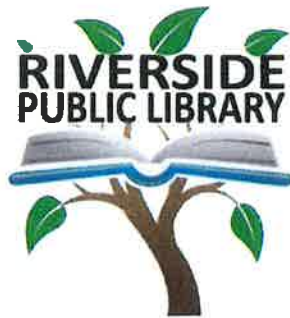
Secretary

**Riverside Public Library**

**CASH DISBURSEMENTS**

**AUGUST - 2022**

**ACCOUNTS PAYABLE DISBURSEMENTS**



**TOTAL FOR AUGUST 2022 ACCOUNTS PAYABLE,  
AND AUGUST 2022 PAYROLL = \$66,888.25**

The Riverside Public Library  
 Check/Voucher Register - A/P Checks  
 From 8/1/2022 Through 8/31/2022

Check Number	Check Date	Payee	Check Amount	Transaction Description
22990	8/3/2022	Coverall North America, Inc	1,948.00	Cleaning services- August
22991	8/3/2022	Delta Dental of Illinois- Vision	46.72	Vision insurance- August
22992	8/3/2022	Jim Gary	100.00	Farmers Market music
22993	8/3/2022	Mark Grzelak	100.00	Farmers Market music
22994	8/3/2022	Lofton Landscaping Company	255.00	July landscaping
22995	8/3/2022	William Macy	100.00	Farmers Market music
22996	8/3/2022	Madison National Life	30.72	Life insurance- August
22997	8/3/2022	NCPERS-IL IMRF	32.00	Term life- Forsyth & Silva
22998	8/3/2022	Jonathan Platt	100.00	Farmers Market music
22999	8/3/2022	Worldwin Media NFP	100.00	Farmers Market music
23000	8/9/2022	American Association of Notaries	59.90	Notary fee & package
23001	8/9/2022	Blue Cross Blue Shield of Illinois	5,295.85	HMO medical- Sugust 2022
23002	8/9/2022	Colley Elevator Co.	280.00	Elevator inspector's fee
23003	8/9/2022	GT Mechanical Projects & Design, Inc.	848.01	Replace faulty VCMX board
23004	8/9/2022	Klein, Thorpe & Jenkins, Ltd.	45.00	Legal fees
23005	8/9/2022	North Suburban Employee Benefit Coop	285.00	HMO medical- July 2022
23006	8/9/2022	North Suburban Employee Benefit Coop	866.46	PPO medical- July 2022
23007	8/9/2022	Village of Riverside	386.19	Water & sewer, May & June 2022
23008	8/9/2022	TIAA, FSB	550.00	Copier rental
23009	8/18/2022	Business Card	1,799.43	Credit card purchases
23010	8/18/2022	Municipal Backflow	65.00	Inspect LL sprinkler system
23011	8/18/2022	Village of Riverside	5,742.19	August 2022 IMRF
23012	8/22/2022	Delta Dental of Illinois - Risk	61.05	HMO dental- August
23013	8/30/2022	Encyclopedia Britannica, Inc.	350.00	Britannica online subscription
23014	8/30/2022	Klein, Thorpe & Jenkins, Ltd.	382.50	Consult regarding bond proceeds
Z0009	8/25/2022	Comcast Cable	233.85	High speed internet
Z0010	8/25/2022	Comcast Cable	443.12	Phone
1316	8/5/2022	Administration	4,130.56	Group: 01; Pay Date: 8/5/2022
1317	8/5/2022	Information Services	4,966.05	Group: 02; Pay Date: 8/5/2022
1318	8/5/2022	Children & Youth Services	3,442.37	Group: 03; Pay Date: 8/5/2022
1319	8/5/2022	Patron Services	6,084.97	Group: 04; Pay Date: 8/5/2022
1320	8/5/2022	Information Services	169.35	Group: 02; Pay Date: 8/5/2022
1321	8/19/2022	Administration	4,233.72	Group: 01; Pay Date: 8/19/2022
1322	8/19/2022	Information Services	4,741.52	Group: 02; Pay Date: 8/19/2022
1323	8/19/2022	Children & Youth Services	3,677.89	Group: 03; Pay Date: 8/19/2022
1324	8/19/2022	Patron Services	<u>6,046.73</u>	Group: 04; Pay Date: 8/19/2022
Total			57,999.15	
EFTPS Electronic Tax Payment- Employer Portion 08/05/2022			1,899.28	
EFTPS Electronic Tax Payment- Employer Portion 08/19/2022			<u>1,913.42</u>	
Report Total			<u>61,811.85</u>	

The Riverside Public Library  
Check/Voucher Register - A/P Checks  
From 9/13/2022 Through 9/13/2022

<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Amount</u>	<u>Transaction Description</u>
23015	9/13/2022	SYNCB/Amazon	468.97	Amazon charges
23016	9/13/2022	Anderson Pest Control	135.40	Triannual barrier treatment
23017	9/13/2022	Cintas Corporation LOC. 769	1,005.81	Restroom supplies/ mat service
23018	9/13/2022	Colley Elevator Co.	213.00	Elevator inspection
23019	9/13/2022	FedEx	95.89	Shipping charges for 3D printer
23020	9/13/2022	Ingram Library Services	1,856.87	Various
23021	9/13/2022	Lofton Landscaping Company	255.00	August landscaping
23022	9/13/2022	Midwest Tape	823.81	Digital subscriptions
23023	9/13/2022	NICOR Gas	<u>221.65</u>	Gas bill
Report Total			<u>5,076.40</u>	

**Riverside Public Library**

**FINANCIAL REPORTS**

**For 8 Months Ending**

**August 31, 2022**

**UNAUDITED**





**Riverside Public Library**  
**Cash Balances**  
**As of 08/31/2022**

	<b>Balance, <u>08/31/2022</u></b>
<b>Consolidated Operating Funds:</b>	
First American- Checking	125,305.54
First American- Payroll	<u>18,682.82</u>
Total First American accounts	143,988.36
<b>Illinois Funds</b>	
General Fund	494,559.66
Audit Fund	(995.94)
IMRF Fund	(37,235.55)
FICA Fund	33,199.13
Unemployment Comp Fund	(4,689.87)
Special Reserve Fund	6,408.54
Working Cash Fund	270,172.99
Library Bond Fund	<u>248,817.48</u>
Total Illinois Funds	1,010,236.44
Total Operating Funds Cash Balances	1,154,224.80
<b>Gift &amp; Endowment Funds:</b>	
Library Gift Fund	84,470.48
Batko Endowment Fund	5,886.82
Lower Level Renovation Fund	50,814.05
General Endowment Fund	9,876.74
Kovalsky Endowment Fund	340.87
Dardwin Fund	<u>17,889.50</u>
Total Gift & Endowment Funds	169,278.46
<b>Total Funds</b>	<b><u>1,323,503.26</u></b>

**The Riverside Public Library**  
**Balance Sheet- Operating Funds - Consolidated Report- Operating Funds**  
**Operating Fund**  
**As of 8/31/2022**

	<b>Current Period Balance</b>
<b>Assets</b>	
Illinois Fund-Operating Fund	484,837.35
1st American-Checking Account	136,527.57
1st American-Payroll Account	267.71
Property Tax Receivable	618,222.14
Due from Other Funds	916.36
Due from other groups	(236.25)
Due from Friends of the Library	1,829.84
Staff Receivables	(28.77)
Fixed Assets	1,260,414.00
Amount Provided for Vacation	<u>23,590.00</u>
<b>Total Assets</b>	<u><u>2,526,339.95</u></u>
<b>Liabilities</b>	
Accounts Payable	5,076.40
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	325.18
IMRF Payable	(47.90)
Deferred Property Taxes	618,222.14
Accrued Vacation Pay	23,590.00
Health Insurance Payable	(526.89)
Term Life Insurance Payable	(128.00)
Due to Library Gift Fund	885.00
Due to Friends of the Library	192.00
Due to Historical Society	164.90
Investment in Fixed Assets	<u>1,260,414.00</u>
<b>Total Liabilities</b>	<u><u>1,908,106.26</u></u>
<b>Fund Balances</b>	
<b>Beginning Fund Balances</b>	
Assigned for Operations	583,685.71
Restricted for Audit	(97.25)
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	<u>256.63</u>
<b>Total Beginning Fund Balances</b>	582,043.88
Excess Revenues/(Expenditures)	<u>36,189.81</u>
<b>Total Fund Balances</b>	<u><u>618,233.69</u></u>
<b>Total Liabilities &amp; Fund Balances</b>	<u><u>2,526,339.95</u></u>

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE  
From 8/1/2022 Through 8/31/2022

	Current Period Actual	Current Year Actual-8 mos. ending 8/31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Revenues</b>					
Property Taxes					
2020 Property Tax revenue	0.00	14,305.83	0.00	14,305.83	0.00%
2021 Property tax revenue	<u>0.00</u>	<u>689,609.62</u>	<u>1,307,832.00</u>	<u>(618,222.38)</u>	<u>(47.27)%</u>
Total Property Taxes	0.00	703,915.45	1,307,832.00	(603,916.55)	(46.18)%
Inter Government Funds	19,139.97	40,413.92	16,000.00	24,413.92	152.59%
Interest	1,044.65	3,767.20	250.00	3,517.20	1,406.88%
Fees for Services	1,088.17	6,985.28	4,900.00	2,085.28	42.56%
Misc Revenue	<u>262.95</u>	<u>1,812.09</u>	<u>1,450.00</u>	<u>362.09</u>	<u>24.97%</u>
Total Revenues	<u>21,535.74</u>	<u>756,893.94</u>	<u>1,330,432.00</u>	<u>(573,538.06)</u>	<u>(43.11)%</u>
<b>Total Revenue</b>	<u>21,535.74</u>	<u>756,893.94</u>	<u>1,330,432.00</u>	<u>(573,538.06)</u>	<u>(43.11)%</u>
<b>Expenditures</b>					
Personnel Services	63,417.96	515,070.55	855,192.00	340,121.45	39.77%
Supplies	606.70	14,501.01	18,700.00	4,198.99	22.45%
Building & Equip Maint	5,680.70	51,164.99	86,800.00	35,635.01	41.05%
Adult Information Sources	1,706.85	20,765.45	38,200.00	17,434.55	45.64%
Electronic Resources	1,441.64	41,589.05	63,200.00	21,610.95	34.19%
CYS Information Sources	661.61	6,795.46	12,050.00	5,254.54	43.61%
Marketing/Public Relations	72.98	11,513.75	16,200.00	4,686.25	28.93%
Administration	937.82	49,600.67	204,050.00	154,449.33	75.69%
Technology	<u>456.41</u>	<u>8,974.12</u>	<u>20,000.00</u>	<u>11,025.88</u>	<u>55.13%</u>
Total Expenditures	<u>74,982.67</u>	<u>719,975.05</u>	<u>1,314,392.00</u>	<u>594,416.95</u>	<u>45.22%</u>
<b>Miscellaneous Expenses</b>					
Misc Expenses	<u>49.59</u>	<u>729.08</u>	<u>0.00</u>	<u>(729.08)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>49.59</u>	<u>729.08</u>	<u>0.00</u>	<u>(729.08)</u>	<u>0.00%</u>
<b>Total Expenditures</b>	<u>75,032.26</u>	<u>720,704.13</u>	<u>1,314,392.00</u>	<u>593,687.87</u>	<u>45.17%</u>
<b>Excess Revenues(Expenditures)</b>	<u>(53,496.52)</u>	<u>36,189.81</u>	<u>16,040.00</u>	<u>20,149.81</u>	

**The Riverside Public Library**  
**Statement of Revenues and Expenditures - Budget Report of Revenues-BRE**  
**From 8/1/2022 Through 8/31/2022**

	Current Period Actual	Current Year Actual 8 mos. ending 08/31/2022	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
<b>Property Taxes</b>					
2020 Property Tax revenue	0.00	14,305.83	0.00	14,305.83	0.00%
2021 Property tax revenue	<u>0.00</u>	<u>689,609.62</u>	<u>1,307,832.00</u>	<u>(618,222.38)</u>	<u>(47.27)%</u>
<b>Total Property Taxes</b>	<u>0.00</u>	<u>703,915.45</u>	<u>1,307,832.00</u>	<u>(603,916.55)</u>	<u>(46.18)%</u>
<b>Inter Government Funds</b>					
Per capita state grants	13,714.55	13,714.55	10,000.00	3,714.55	37.15%
Corporate Replacement Taxes	<u>5,425.42</u>	<u>26,699.37</u>	<u>6,000.00</u>	<u>20,699.37</u>	<u>344.99%</u>
<b>Total Inter Government Funds</b>	<u>19,139.97</u>	<u>40,413.92</u>	<u>16,000.00</u>	<u>24,413.92</u>	<u>152.59%</u>
<b>Interest on Operating Funds</b>					
Interest-Illinois Funds	<u>1,044.65</u>	<u>3,767.20</u>	<u>250.00</u>	<u>3,517.20</u>	<u>1,406.88%</u>
<b>Total Interest on Operating Funds</b>	<u>1,044.65</u>	<u>3,767.20</u>	<u>250.00</u>	<u>3,517.20</u>	<u>1,406.88%</u>
<b>Fees &amp; Services</b>					
Fines	188.70	958.72	1,000.00	(41.28)	(4.13)%
Fax Fees	44.50	459.50	225.00	234.50	104.22%
Maker Space fees/Internet fees	0.00	13.00	0.00	13.00	0.00%
Printing Fees	235.82	1,421.98	1,000.00	421.98	42.20%
Book & Video Sales	452.16	2,852.16	2,000.00	852.16	42.61%
Adult Replacement Fees	119.99	237.92	100.00	137.92	137.92%
CYS Replacement Fees	22.00	135.00	200.00	(65.00)	(32.50)%
ILL Fees	0.00	30.00	50.00	(20.00)	(40.00)%
Lost Book Credit	0.00	52.00	125.00	(73.00)	(58.40)%
Meeting Room Charges	<u>25.00</u>	<u>825.00</u>	<u>200.00</u>	<u>625.00</u>	<u>312.50%</u>
<b>Total Fees &amp; Services</b>	<u>1,088.17</u>	<u>6,985.28</u>	<u>4,900.00</u>	<u>2,085.28</u>	<u>42.56%</u>
<b>Miscellaneous Revenue</b>					
Miscellaneous Revenue	13.70	459.09	200.00	259.09	129.54%
Liability Insurance Refund	0.00	722.00	0.00	722.00	0.00%
Memorial Book Donations	249.25	604.25	500.00	104.25	20.85%
Donations	0.00	26.75	500.00	(473.25)	(94.65)%
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>262.95</u>	<u>1,812.09</u>	<u>1,450.00</u>	<u>362.09</u>	<u>24.97%</u>
<b>Total Revenues</b>	<u>21,535.74</u>	<u>756,893.94</u>	<u>1,330,432.00</u>	<u>(573,538.06)</u>	<u>(43.11)%</u>

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE  
From 8/1/2022 Through 8/31/2022

	Current Period Actual	Current Year Actual-8 mos.ending 8//31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Personnel Services</b>					
Staff Salaries	51,937.34	419,128.71	704,390.00	285,261.29	40.50%
Health & Life Insurance	3,839.62	30,701.94	45,766.00	15,064.06	32.92%
Employer's Portion - IMRF	3,789.05	31,936.54	49,550.00	17,613.46	35.55%
Employer's Portion - FICA	3,812.70	32,403.94	53,886.00	21,482.06	39.87%
Unemployment Comp Expense	39.25	899.42	1,600.00	700.58	43.79%
<b>Total Personnel Services</b>	<b>63,417.96</b>	<b>515,070.55</b>	<b>855,192.00</b>	<b>340,121.45</b>	<b>39.77%</b>
<b>Materials &amp; Supplies</b>					
Office Supplies	22.62	1,489.93	3,000.00	1,510.07	50.34%
Library Supplies	39.25	3,529.43	4,000.00	470.57	11.76%
CYS Supplies	15.49	168.12	500.00	331.88	66.38%
Info Services Supplies	0.00	0.00	200.00	200.00	100.00%
Building Maintenance Supplies	529.34	7,395.17	9,000.00	1,604.83	17.83%
Ink Cartridges	0.00	1,918.36	2,000.00	81.64	4.08%
<b>Total Materials &amp; Supplies</b>	<b>606.70</b>	<b>14,501.01</b>	<b>18,700.00</b>	<b>4,198.99</b>	<b>22.45%</b>
<b>Contractual Services</b>					
Janitorial	1,948.00	15,584.00	26,000.00	10,416.00	40.06%
Water	386.19	1,110.03	2,000.00	889.97	44.50%
Gas	221.65	8,408.15	10,000.00	1,591.85	15.92%
Building Maintenance	1,233.85	11,130.71	23,000.00	11,869.29	51.61%
Small Equipment Maintenance	0.00	618.75	700.00	81.25	11.61%
Equipment Maintenance	1,341.01	9,093.78	9,000.00	(93.78)	(1.04)%
Furnishings & Equipment	0.00	0.00	5,000.00	5,000.00	100.00%
Copier Rental & Maintenance	550.00	5,219.57	11,100.00	5,880.43	52.98%
Internet Expense/Patron SS	267.83	5,232.66	6,200.00	967.34	15.60%
<b>Total Contractual Services</b>	<b>5,948.53</b>	<b>56,397.65</b>	<b>93,000.00</b>	<b>36,602.35</b>	<b>39.36%</b>
<b>Information Sources</b>					
On-line Data Bases	1,173.81	18,931.64	30,000.00	11,068.36	36.89%
Books	911.27	11,616.38	20,500.00	8,883.62	43.33%
Standing Order Books	269.54	2,624.72	4,000.00	1,375.28	34.38%
Periodicals	249.92	3,894.23	8,500.00	4,605.77	54.19%
DVD	236.72	2,002.17	4,000.00	1,997.83	49.95%
Audio Books	0.00	117.46	650.00	532.54	81.93%
Shipping Charges	20.00	193.79	50.00	(143.79)	(287.58)%
Library of Things/CreateSpace exp.	19.40	316.70	500.00	183.30	36.66%
<b>Total Information Sources</b>	<b>2,880.66</b>	<b>39,697.09</b>	<b>68,200.00</b>	<b>28,502.91</b>	<b>41.79%</b>
<b>Children/Youth Services</b>					
CYS Juvenile Books	262.32	3,204.58	4,000.00	795.42	19.89%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Video Games	0.00	194.91	250.00	55.09	22.04%
CYS Young Adult	153.08	1,263.81	2,000.00	736.19	36.81%
CYS Easy Books	144.20	1,717.15	3,500.00	1,782.85	50.94%
CYS Audio Books	0.00	114.95	200.00	85.05	42.52%
CYS Compact Discs	0.00	0.00	100.00	100.00	100.00%
CYS DVD	102.01	213.86	1,000.00	786.14	78.61%
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>661.61</b>	<b>6,795.46</b>	<b>12,050.00</b>	<b>5,254.54</b>	<b>43.61%</b>
<b>Marketing/Public Relations</b>					

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE  
From 8/1/2022 Through 8/31/2022

	Current Period Actual	Current Year Actual-8 mos.ending 8/31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Programming	0.00	152.12	400.00	247.88	61.97%
Adult Programming	22.00	2,969.55	4,000.00	1,030.45	25.76%
Library Programs	0.00	441.01	500.00	58.99	11.80%
Advertising Expenses	50.98	201.72	1,000.00	798.28	79.83%
Binding	0.00	0.00	300.00	300.00	100.00%
Newsletter Expense	0.00	7,749.35	10,000.00	2,250.65	22.51%
<b>Total Marketing/Public Relations</b>	<b>72.98</b>	<b>11,513.75</b>	<b>16,200.00</b>	<b>4,686.25</b>	<b>28.93%</b>
<b>Administration</b>					
Legal Services	427.50	562.50	1,000.00	437.50	43.75%
Credit Bureau	(15.00)	209.00	600.00	391.00	65.17%
Telephone	443.12	5,742.48	9,000.00	3,257.52	36.19%
Postage	26.14	549.39	800.00	250.61	31.33%
Treasurer's Bond	(300.00)	200.00	500.00	300.00	60.00%
Liability Insurance	0.00	20,494.00	20,000.00	(494.00)	(2.47)%
Audit Fees	0.00	3,900.00	3,800.00	(100.00)	(2.63)%
Travel	0.00	0.00	50.00	50.00	100.00%
Seminars, Conferences, Meetings	0.00	307.68	300.00	(7.68)	(2.56)%
Membership Dues	159.90	673.90	1,000.00	326.10	32.61%
Accounting Expenses	158.57	887.84	2,000.00	1,112.16	55.61%
Staff Development	0.00	281.92	1,000.00	718.08	71.81%
Bond repayment	0.00	15,050.00	118,600.00	103,550.00	87.31%
Credit Card/Bank Fees	37.59	152.07	400.00	247.93	61.98%
Miscellaneous Expense	0.00	349.89	2,000.00	1,650.11	82.51%
Board Expense	0.00	240.00	1,000.00	760.00	76.00%
Capital Expense	0.00	0.00	42,000.00	42,000.00	100.00%
<b>Total Administration</b>	<b>937.82</b>	<b>49,600.67</b>	<b>204,050.00</b>	<b>154,449.33</b>	<b>75.69%</b>
<b>Technology</b>					
Technology Supplies	0.00	501.19	1,000.00	498.81	49.88%
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	0.00	17,424.75	27,000.00	9,575.25	35.46%
Computer Hardware & Equipment	0.00	846.45	5,000.00	4,153.55	83.07%
E-Library Subscription Svs	456.41	6,936.10	7,500.00	563.90	7.52%
Computer Software	0.00	690.38	1,500.00	809.62	53.97%
<b>Total Technology</b>	<b>456.41</b>	<b>26,398.87</b>	<b>47,000.00</b>	<b>20,601.13</b>	<b>43.83%</b>
<b>Total Operating Expense</b>	<b>74,982.67</b>	<b>719,975.05</b>	<b>1,314,392.00</b>	<b>594,416.95</b>	<b>45.22%</b>
<b>Miscellaneous Expenses</b>					
Memorial & Gift Materials	49.59	378.08	0.00	(378.08)	0.00%
ILL Fee Expense	0.00	9.57	0.00	(9.57)	0.00%
Lost ILL Expense	0.00	341.43	0.00	(341.43)	0.00%
<b>Total Miscellaneous Expenses</b>	<b>49.59</b>	<b>729.08</b>	<b>0.00</b>	<b>(729.08)</b>	<b>0.00%</b>
<b>Total Budgeted Expenses</b>	<b>75,032.26</b>	<b>720,704.13</b>	<b>1,314,392.00</b>	<b>593,687.87</b>	<b>45.17%</b>

**The Riverside Public Library**  
 Balance Sheet - Library Gift Fund  
 As of 8/31/2022

	Current Period Balance
<b>Assets</b>	
Illinois Funds Cash	84,470.45
Due from Other Funds	885.00
Total Assets	85,355.45
<b>Liabilities</b>	
Due to Other Funds	433.49
Total Liabilities	433.49
<b>Fund Balance</b>	
Beginning Fund Balance	78,008.83
Excess Revenues(Expenditures)	6,913.13
Total Fund Balance	84,921.96
Total Liabilities & Fund Balance	85,355.45

**The Riverside Public Library**  
 Statement of Revenues and Expenditures - Library Gift Fund-BRE  
 From 8/1/2022 Through 8/31/2022

	Current Period Actual	Current Year Actual- 8 mos. ending 8/31/2022
<b>Revenue</b>		
Interest	156.29	464.05
Miscellaneous Revenue	0.00	4,000.00
Contributions & Donations	885.00	7,202.17
Summer Reading Donations	0.00	3,000.00
Total Revenue	1,041.29	14,666.22
<b>Expenditures</b>		
Office Supplies	0.00	142.85
Building Maint	0.00	1,035.00
Furnishings & Equipment	0.00	3,447.50
Summer Reading Expenses	386.62	2,705.37
Memorial expenditures	46.87	191.79
Adult Programs	0.00	175.00
Miscellaneous Expense	0.00	55.58
Total Expenditures	433.49	7,753.09
Excess Revenues(Expenditures)	607.80	6,913.13

**The Riverside Public Library**  
 Balance Sheet - Lower Level Renovation  
 As of 8/31/2022

	Current Period Balance
<b>Assets</b>	
Illinois Funds-Designated	50,814.08
Total Assets	50,814.08
<b>Liabilities</b>	
Due to Other Funds	95.89
Total Liabilities	95.89
<b>Fund Balance - Designated</b>	
Beginning Fund Balance-Designated	52,964.65
Excess Revenues(Expenditures)	(2,246.46)
Total Fund Balance - Designated	50,718.19
<b>Total Liabilities &amp; Fund Balance</b>	<b>50,814.08</b>

**The Riverside Public Library**  
 Statement of Revenues and Expenditures - Lower Level Renovation  
 From 8/1/2022 Through 8/31/2022

	Current Period Actual	Current Year Actual- 8 mos. ending 08/31/2022
<b>Revenues</b>		
Interest	94.07	287.13
Total Revenues	94.07	287.13
<b>Expenditures</b>		
Renovation Expenses	95.89	2,533.59
Total Expenditures	95.89	2,533.59
<b>Excess Revenues(Expenditures)</b>	<b>(1.82)</b>	<b>(2,246.46)</b>



**The Riverside Public Library**  
Balance Sheet - Library Bond Fund  
As of 8/31/2022

	Current Period Balance
<b>Assets</b>	
Illinois Funds-Designated	249,204.46
Due from Other Funds	0.00
Total Assets	249,204.46
<b>Liabilities</b>	
Due to Other Funds	386.98
Total Liabilities	386.98
<b>Fund Balance - Designated</b>	
Beginning Fund Balance-Designated	524,888.61
Excess Revenues(Expenditures)	(276,071.13)
Total Fund Balance - Designated	248,817.48
<b>Total Liabilities &amp; Fund Balance</b>	<b>249,204.46</b>

**The Riverside Public Library**  
Statement of Revenues and Expenditures - Library Bond Fund  
From 8/1/2022 Through 8/31/2022

	Current Period Actual	Current Year Actual- 8 mos. ending 8/31/2022
<b>Revenue</b>		
Interest	491.92	2,216.81
Total Revenue	491.92	2,216.81
<b>Expenditures</b>		
Lower Level Renovation Expense	386.98	98,426.15
Transfer to Other Funds	179,861.79	179,861.79
Total Expenditures	180,248.77	278,287.94
<b>Excess Revenues(Expenditures)</b>	<b>(179,756.85)</b>	<b>(276,071.13)</b>

**Riverside Public Library**  
**Lower Level Renovation Expenses**  
**As of 08/31/2022**

**BOND FUND RENOVATION EXPENSES:**

<u>Date</u>	<u>Amount</u>	<u>Vendor</u>	<u>Description</u>	<u>Bond Fund amounts paid, by vendor:</u>
07/29/20	315.00	Growing Community Media	Legal notice	Lo Destro 631,121.58
07/31/20	15,740.76	Studio GC	Construction documentation	LFI 91,951.00
07/31/20	853.07	Studio GC	Schematic design	Bradford 72,847.51
09/01/20	44.00	Klein, Thorpe & Jenkins	Legal fees	Fox Valley Fire and Safety 62,740.00
09/10/20	3,100.00	Village of Riverside	Permits	Henricksen 41,120.24
09/30/20	6,397.98	Studio GC	Design and services	Studio GC 31,315.54
10/31/20	122,706.98	Lo Destro Construction Company	Invoice through 10/31/2020	Cutting Edge Contractors 27,583.45
09/30/20	1,279.60	Studio GC	Construction documentation	KI 24,600.00
10/22/20	3,500.00	Hallett Movers	Relocate Lower Level books, etc.	CSI Creative 18,572.35
10/14/20	4,011.18	Village of Riverside	Lower Level bond expenses	Bullseye 14,740.00
10/10/20	6.18	MBNA/Berwyn Ace	Keys	Village of Riverside 8,879.76
11/27/20	440.00	Klein, Thorpe & Jenkins	Legal	Hallett 7,550.00
11/30/20	2,559.18	Studio GC	Design and services	Meilahn Mfg. Co. 6,605.00
11/30/20	114,901.23	Lo Destro Construction Company	Construction invoice through 11/30/2020	Dell 6,643.47
12/10/20	22,215.84	Bradford	1/3 deposit for shelves	Demco 2,855.18
12/31/20	101,838.45	Lo Destro Construction Company	Construction invoice through 12/31/2020	ASI 5,297.00
01/07/21	24,005.00	LFI	Furniture	Klein, Thorpe & Jenkins 1,606.00
01/08/21	14,834.00	LFI	Furniture	ABT 1,443.99
01/11/21	19,099.88	Henricksen	Furniture	GT Mechanical 1,115.00
01/11/21	644.72	Henricksen	Furniture	Securitas 988.63
01/22/21	14,834.00	LFI	Furniture	Belcore 968.00
01/25/21	600.81	Studio GC	Design and services	School Specialties 906.44
01/31/21	352.00	Klein, Thorpe & Jenkins	Sprinkler system legal	Novak's 487.67
02/16/21	968.00	Belcore	Fire alarm review fees	Colley Elevator 389.00
02/23/21	24,600.00	KI	Furniture	Growing Community Media 315.00
03/05/21	4,050.00	Hallett Movers	Move back books and furniture	Future Electronic Systems 3,081.00
02/28/21	1,115.00	GT Mechanical	Heating adjustment	Bella's Window Washing 580.00
03/09/21	44,431.67	Bradford	Shelving	Hannah Plumbing 215.00
03/09/21	940.00	Bradford	Shelving	Maker Space expenses 17,316.30
03/10/21	200.00	Village of Riverside	Sprinkler flow test	Follett Launchpads 386.98
03/10/21	652.00	MBNA	Refrigerator	Misc 4,544.96
03/10/21	325.90	Amazon	Label tape	* Ribbon cutting & Renovation Celebration 2,404.77
02/28/21	55,801.59	Lo Destro Construction Company	Construction costs	<b>Total paid thru 08/31/2022</b>
01/31/21	122,491.91	Lo Destro Construction Company	Construction costs	<b>1,091,170.82</b>
04/27/21	644.72	Henricksen	Furniture	
04/21/21	311.45	Amazon	Kitchen supplies, voice amplifier	
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	

**Riverside Public Library  
Lower Level Renovation Expenses  
As of 08/31/2022**

**BOND FUND RENOVATION EXPENSES:**

<u>Date</u>	<u>Amount</u>	<u>Vendor</u>	<u>Description</u>
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 5C	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 5C	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
08/16/21	2,693.00	ASI	Signage
08/24/21	156.08	Riverside Foods	Prosecco & juice
08/28/21	412.50	Anthony Giannini	Snow Cones for Reno Celebration
09/30/21	14,740.00	Bullseye Cleaning Services	Post-construction upper level deep clean and dusting
08/11/21	100.04	Amazon	Games & gift bags for Renovation Celebration
09/01/21	9,176.71	CSI Creative	1/2 of lower level wall art
08/20/21	202.91	MBNA	Signage for Renovation Celebration
08/04/21	2,393.49	Dell	3 laptops
10/10/21	403.78	Amazon	Sneeze guard, toys, vacuum, light
10/05/21	988.63	Securitas	Install for CYS phones
10/19/21	6,577.00	LFI	Kit display shelves & credenza
11/17/21	1,062.72	Demco	Steel book supports
11/24/21	2,549.98	Dell	2 laptops
12/02/21	1,296.52	Demco	Steel book supports

**Riverside Public Library**  
**Lower Level Renovation Expenses**  
**As of 08/31/2022**

**BOND FUND RENOVATION EXPENSES:**

<u>Date</u>	<u>Amount</u>	<u>Vendor</u>	<u>Description</u>
12/04/21	84.16	MBNA	Tablecloths
12/08/21	495.94	Demco	Steel book supports
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	Mellahn	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
05/05/22	215.00	Hannah Plumbing	Replace bathroom handle
05/26/22	263.52	Henricksen	Coat racks
05/16/22	2,945.38	Foley/Prusa3D	3D printer
05/04/22	399.29	MBNA/Toybox Labs	Mini 3D printer
05/31/22	1,800.00	Belcore	Additional outlets for maker space
05/31/22	8,290.00	Glowforge	Laser cutter & engraver
06/04/22	1,149.61	MBNA/Today's Classroom	Printer cart
06/04/22	497.00	MBNA/Home Depot	Cart for Glowforge
06/04/22	187.27	MBNA/Web Restaurant Store	Cart for mold maker
06/04/22	124.29	MBNA/Nintendo	Switch
06/06/22	1,700.00	Dell	Computer for lower level
06/09/22	82.50	Grayson Pacourek	Create Space set-up and training
06/28/22	19,883.88	Lo Destro Construction Company	Construction services
06/30/22	913.73	Amazon	Embroidery sewing machine & supplies
06/30/22	737.50	Amazon	Mayku FormBox & cast sheets
06/30/22	123.75	Grayson Pacourek	Create Space set-up and training
06/24/22	244.00	Clear Space Junk Removal	Clean out lower level storage closet
07/04/22	65.98	Lowes	Vacuum cleaner for mold maker
08/04/22	386.98	Follett School Solutions	Launchpads
	<b>1,091,170.82</b>		

**Total Bond Fund Expenses paid**

Riverside Public Library  
Lower Level Renovation Expenses  
As of 08/31/2022

**WATER FOUNTAIN, PLUMBING AND ELEVATOR EXPENSES:**

Date	Amount	Vendor	Description
04/23/20	3,600.00	Hannah Plumbing	Install new water fountain
3/10/2020	1,196.70	Hannah Plumbing	Install new water heater
12/15/2020	2,950.00	Hannah Plumbing	Repair leak
06/02/2020	2,266.60	Klein Thorpe & Jenkins	Legal expenses regarding elevator
06/30/2020	66.40	Klein Thorpe & Jenkins	Legal expenses regarding elevator
07/28/2020	66.00	Klein Thorpe & Jenkins	Legal expenses regarding elevator
08/25/2020	66.00	Klein Thorpe & Jenkins	Legal expenses regarding elevator
07/14/2020	322.00	Wednesday Journal	Elevator public notice
01/21/2021	37,152.00	Colley Elevator	New elevator
02/17/2021	13,872.00	Colley Elevator	New elevator
03/09/2021	510.00	Colley Elevator	Elevator smoke detector
03/22/2021	408.00	Colley Elevator	Elevator smoke sensor
04/13/2021	204.00	Colley Elevator	Elevator repair
02/03/2021	3,900.00	G&I Electric	Elevator relectrical
03/09/2021	8,251.00	Belcore Electric	Elevator smoke detector run
04/19/2021	160.00	MidCo Systems	Elevator- 911 repair
	<b>74,990.70</b>		

Total water fountain, etc.

**LOWER LEVEL FUND EXPENSES:**

Date	Amount	Vendor	Description
07/01/19	5,949.24	Studio GC	Design costs
07/26/19	271.30	Klein Thorpe & Jenkins	Legal fees
09/16/19	989.00	Klein Thorpe & Jenkins	Legal fees
10/01/19	474.60	Klein Thorpe & Jenkins	Legal fees
10/31/19	789.40	Studio GC	Design costs
11/22/19	1,125.00	Klein Thorpe & Jenkins	Legal fees
11/30/19	383.15	Stucio GC	Design costs
12/03/19	74.50	Min-Jteman Press	Referendum flyers
12/12/19	1,551.40	Klein Thorpe & Jenkins	Legal fees
04/14/20	446.20	Klein Thorpe & Jenkins	Legal fees
03/31/20	1,893.11	Stucio GC	Design costs
04/30/20	1,706.13	Stucio GC	Design costs
04/30/20	15,548.85	Stucio GC	Design costs
05/31/20	7,774.43	Stucio GC	Design costs
06/30/20	12,957.37	Stucio GC	Design costs
12/07/20	3,529.00	Vibe	Vibe board, stand styluses
03/16/20	35,618.00	Construction Solutions of Illinois	Payment for Early Learners
10/30/20	2,471.57	MidCo	1/2 new phone system
01/12/21	1,776.98	ABT	TV and wall mount
11/04/21	1,247.17	MBWA	Cricut machine and button maker
11/10/21	384.33	Amazon	Amazon charges
12/10/21	19.54	Amazon	Amazon charges

**Riverside Public Library  
Lower Level Renovation Expenses  
As of 08/31/2022**


<u>Date</u>	<u>Amount</u>	<u>Vendor</u>	<u>Description</u>
02/28/22	19.70	Amazon	Amazon charges
03/10/22	12.99	Amazon	Amazon charges
03/14/22	21.74	Amazon	Extension cables
03/12/22	74.72	Amazon	Mouse & external CD drive
04/19/22	1,548.70	Dell	2 PCs
04/15/22	<u>759.85</u>	Dell	1 PC
<b>Total expenses from Lower Level Fund</b>	<b>99,417.97</b>		
<b>Misc expenses (future amounts, etc.)</b>	<b>1,050.77</b>		

**Total expenses covered by Bond proceeds:**  
1,266,630.26



# Library Board Memorandum

---

**To:** Board of Trustees  
**From:** Janice Foley, Library Director   
**Date:** 9/6/22  
**Re:** Revised Intergovernmental Agreement

---

Attached is the updated Intergovernmental Agreement that Michael Marrs and Seema Patel have approved. The Library Board must approve this agreement in order to keep the remaining bond money to use for capital improvements to the Lower Level. After your approval, it will be sent to the Village Board for their decision.

I am working with our architects to identify the changes and additions we would like on the Lower Level. This includes a dedicated area for the Makerspace, and one study room.

We will be happy to answer any questions you may have at the Board meeting.

**FIRST AMENDMENT TO AN  
INTERGOVERNMENTAL AGREEMENT BETWEEN THE  
VILLAGE OF RIVERSIDE AND THE RIVERSIDE PUBLIC LIBRARY  
RELATIVE TO THE ISSUANCE AND ADMINISTRATION OF \$1,500,000 GENERAL  
OBLIGATION LIBRARY BONDS**

This First Amendment (the "First Amendment") to an "Intergovernmental Agreement between the Village of Riverside and the Riverside Public Library relative to the Issuance and Administration of \$1,500,000 General Obligation Library Bonds" between the **VILLAGE OF RIVERSIDE**, an Illinois municipal corporation (the "Village") and the **RIVERSIDE PUBLIC LIBRARY**, an Illinois public library ("Library") is made and entered into this day of \_\_\_\_\_, 2022 (the "Effective Date").

**RECITALS**

**WHEREAS**, the Village and Library have previously entered into an Intergovernmental Agreement ("IGA") dated June 9, 2020, relative to the issuance and administration of One Million Five Hundred Thousand and 00/100 (\$1,500,000) in General Obligation Library Bonds (the "Bonds"). The Bonds were issued by the Village for the purpose of facilitating the interior renovation and furnishing of the lower level of the Riverside Public Library building by the Library (the "Renovation Project"); and

**WHEREAS**, the sale of the Bonds occurred on June 18, 2020, and a subsequent closing occurred on July 7, 2020; and

**WHEREAS**, the proceeds from the sale of the Bonds (the "Bond Proceeds") were then used to complete the Renovation Project; and

**WHEREAS**, for various reasons, including lower than anticipated bids and a decrease in construction costs, the entire amount of the Bond Proceeds was not needed to complete the Renovation Project. The amount of remaining Bond Proceeds is currently Two Hundred Forty-Eight Thousand Eight Hundred Seventeen and 48/100 Dollars (\$248,817.48); and

**WHEREAS**, the IGA provides that any Bond Proceeds not needed to pay the costs of the Renovation Project or any legally authorized expenses related to issuance and administration of the Library Bonds, or remaining in the Library Bond Account three (3) years following the issuance of the Library Bonds, shall be promptly surrendered to the Village for use in repaying the principal and interest on the Library Bonds; and

**WHEREAS**, the Library and Village have discussed the Library's future capital needs, and find it to be in their mutual best interests to amend the IGA to allow the Library to retain the excess Bond Proceeds for use in future capital projects; and

**WHEREAS**, it is in the best interests of the Village and the Library to enter into this First Amendment to the IGA relative to the approved use of the remaining Bond Proceeds.



**NOW, THEREFORE,** in consideration of the foregoing recitals, the mutual promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties hereby amend the IGA as follows:

**SECTION I. Recitals.** The above recitals are incorporated into and made a part of this Agreement by reference.

**SECTION II. Amendment to Section 2.F.** Section 2 of the IGA, setting forth the Parties' respective duties and obligations relative to the Library Bonds, including but not limited to the disposition of any remaining Bond Proceeds, is amended at subsection F. to read in its entirety as follows:

F. ~~The Library acknowledges its understanding that all Library Bond Proceeds must be expended within three (3) years of issuance of the Library Bonds.~~ Any Library Bond Proceeds not needed to pay the costs of the Renovation Project or any legally authorized expenses related to issuance and administration of the Library Bonds, or remaining in the Library Bond Account three (3) years following the issuance of the Library Bonds, shall be promptly surrendered to the Village for use in repaying the principal and interest on the Library Bonds or, upon mutual agreement of the Parties and with the approval of bond counsel, may be held by the Library and used for future capital improvements.

**SECTION III. Integration.** This First Amendment, together with the IGA, constitutes the complete agreement of the Parties with respect to its subject matter, and there are no other representations, promises or agreements concerning this First Amendment or the IGA, except as contained herein. This First Amendment and the IGA may only be later modified by the written agreement of the Parties.

**SECTION IV. Order of Precedence.** Except as expressly amended or modified by the terms of this First Amendment, all terms of the IGA shall remain in full force and effect. To the extent of any conflict between this First Amendment and the IGA, this First Amendment controls.

**SECTION V. Counterparts; Authority to Sign.** This First Amendment may be executed in one or more counterparts, each of which shall constitute an original, but all of which taken together shall constitute one and the same instrument. Each party represents and warrants that the representative signing this First Amendment on its behalf has all right and authority to bind and commit that party to the terms and conditions of this Amendment.

**SECTION VI. Effective Date.** This First Amendment shall be effective on the date of execution by the last party to sign below, and such date shall be inserted on page 1 as the Effective Date of this First Amendment.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

IN WITNESS WHEREOF, the undersigned duly authorized representatives of the Village and the Library have caused this First Amendment to be executed.

VILLAGE OF RIVERSIDE  
Cook County, Illinois

RIVERSIDE PUBLIC LIBRARY  
Cook County, Illinois

Date: \_\_\_\_\_, 2022

Date: \_\_\_\_\_, 2022

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
President

Attest:

Attest:

By: \_\_\_\_\_  
Village Clerk

By: \_\_\_\_\_  
Secretary



MOTION TO APPROVE AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF RIVERSIDE AND THE RIVERSIDE PUBLIC LIBRARY RELATIVE TO THE ISSUANCE AND ADMINISTRATION OF \$1,500,000 GENERAL OBLIGATION LIBRARY BONDS

Meeting Date: June 18, 2020
Submitted By: Michael Marrs, Village Attorney
Department: Legal

- Ordinance
Resolution
Bid Authorization/Award
Information
Other (checked)

PREVIOUS BOARD/COMMISSION ACTIVITY

Pursuant to a request from the Riverside Public Library seeking the issuance of not to exceed \$1,500,000 in General Obligation Bonds for the renovation of the Library’s lower level (the “Renovation Project”), the Board of Trustees has taken various steps to facilitate such a bond issuance. Those steps have included the placement of a successful referendum question on the March 17, 2020 General Primary Election ballot, and, most recently, approval at its May 21, 2020 Village Board meeting of “An Ordinance providing for the issuance of not to exceed \$1,500,000 General Obligation Bonds, Series 2020B, for the purpose of paying the costs of renovating the interior of the lower level of the Riverside Public Library building and furnishing necessary equipment in connection therewith, providing for the levy and collection of taxes to pay said bonds, and authorizing the sale of said bonds to the purchaser thereof.”

The bond sale is anticipated to take place on June 18, followed by a bond closing on July 7.

EXECUTIVE SUMMARY

Unlike other instances where the Village has issued bonds, where only the Village was directly involved in use of the proceeds, the bond sale proceeds in this case will be utilized by the Library for the Renovation Project. This Intergovernmental Agreement was suggested by the Village as a means of setting forth the respective obligations of the Village and Library relative to the issuance of the bonds, deposit and use of the proceeds, administration and reportings related to the bonds, and other related issues.

All costs related to the bonds, including the drafting of this Agreement and reimbursements by the Library to the Village of staff time related to bond administration, are being paid by the Library.



## ACTION PROPOSED

**Action Requested:**     Approval             Discussion             Information

A MOTION TO APPROVE AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF RIVERSIDE AND THE RIVERSIDE PUBLIC LIBRARY RELATIVE TO THE ISSUANCE AND ADMINISTRATION OF \$1,500,000 GENERAL OBLIGATION LIBRARY BONDS

## ATTACHMENTS

- AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF RIVERSIDE AND THE RIVERSIDE PUBLIC LIBRARY RELATIVE TO THE ISSUANCE AND ADMINISTRATION OF \$1,500,000 GENERAL OBLIGATION LIBRARY BONDS

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE  
VILLAGE OF RIVERSIDE AND THE RIVERSIDE PUBLIC LIBRARY  
RELATIVE TO THE ISSUANCE AND ADMINISTRATION OF \$1,500,000 GENERAL  
OBLIGATION LIBRARY BONDS**

This Intergovernmental Agreement ("Agreement") is entered into this 9 day of June, 2020, by and between the Village of Riverside (hereinafter referred to as the "Village"), an Illinois municipal corporation, and the Riverside Public Library, an Illinois public library (hereinafter referred to as the "Library").

**WHEREAS**, Article VII, Section 10(a) of the Illinois Constitution of 1970 authorizes units of local government to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance; and

**WHEREAS**, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to exercise jointly with any public agency of the State of Illinois, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities and undertakings; and

**WHEREAS**, both the Village and the Library are committed to a working relationship that will enhance the community which they jointly serve; and

**WHEREAS**, the Library is undertaking the interior renovation and furnishing of the lower level of its library building (the "Renovation Project"). The Renovation Project shall benefit the residents of the Village; and

**WHEREAS**, the Library has proposed an issuance of General Obligation Bonds by the Village in an amount not to exceed \$1,500,000 in order to fund the Renovation Project; and

**WHEREAS**, the Library Board unanimously approved a Resolution approving a plan for renovation and funding and requesting that the Village of Riverside submit a proposition to issue not to exceed \$1,500,000 General Obligation Library Bonds (the "Library Bonds") to the voters of the Village of Riverside at the general primary election on March 17, 2020; and

**WHEREAS**, the Village Board, pursuant to a request from the Library, approved a referendum question for placement on the March 17, 2020 General Primary Election Ballot relative to the issuance of the Library Bonds; and

**WHEREAS**, at the March 17, 2020 General Primary Election, the referendum question approving the issuance of the Library Bonds was approved after receiving 73.13% of the vote; and

**WHEREAS**, on May 21, 2020, the Board of Trustees of the Village of Riverside approved an Ordinance providing for the issuance of the Library Bonds; and

**WHEREAS**, the sale of the bonds is currently anticipated to occur on June 18, 2020, with a closing on July 7, 2020; and

**WHEREAS**, the residents of the Village will realize benefits from the Renovation Project; and

**WHEREAS**, the Village and the Library recognize that it is desirable to memorialize the their mutual understanding of the Parties' respective duties and responsibilities relative to the Library Bonds in this Intergovernmental Agreement, and find it to be in the mutual best interests of the Village and the Library to enter into this Agreement.

**NOW THEREFORE**, in consideration of the foregoing recitals and the mutual covenants and agreements herein contained, the Village and Library, both Illinois units of local government, agree as follows:

1. The recitals contained above are incorporated herein by reference.
2. The Parties' respective duties and obligations relative to the Library Bonds are as follows:
  - A. The proceeds of the sale of the Library Bonds (the "Library Bond Proceeds") shall, promptly following receipt of the Proceeds by the Village, be transferred by the Village into an account controlled by the Library (the "Library Bond Account") specifically created by the Library for the purpose of holding the Library Bond Proceeds.
  - B. The Library Bond Proceeds deposited into the Library Bond Account shall be used by the Library exclusively for the purposes of funding the Renovation Project and paying any legally authorized expenses related to issuance and administration of the Library Bonds.
  - C. The property tax payments authorized by issuance of the Library Bonds shall be levied and collected by the Village in the same manner as its general corporate taxes, and shall be deposited into the Village's Bond and Interest Fund.
  - D. The Village shall be responsible for the financial oversight, principal and interest payments, and reporting requirements related to the Library Bonds. This includes responsibility for the semi-annual payments of principal and interest and compliance with annual filing requirements.

E. The Library shall be responsible for the financial oversight and use of the Library Bond proceeds and reporting of the expenditure of the proceeds in connection with the Renovation Project.

F. The Library acknowledges its understanding that all Library Bond Proceeds must be expended within three (3) years of issuance of the Library Bonds. Any Library Bond Proceeds not needed to pay the costs of the Renovation Project or any legally authorized expenses related to issuance and administration of the Library Bonds, or remaining in the Library Bond Account three (3) years following the issuance of the Library Bonds, shall be promptly surrendered to the Village for use in repaying the principal and interest on the Library Bonds.

G. The Library shall be responsible for all costs and expenses related to the Library Bonds. Such responsibility includes reimbursement to the Village for reasonable Village staff time and expenses incurred in bond administration. Reimbursements of reasonable Village staff time and expenses incurred in bond administration shall be made by the Library to the Village from time to time upon request and following receipt of a statement from the Village detailing such staff time and expenses.

H. Following receipt of the Library Bond Proceeds, the Library shall provide reports to the Village every six (6) months, or more frequently upon the request of the Village, on a form provided by the Village as to the use and expenditure of the Library Bond Proceeds. The Library shall promptly provide to the Village, upon request, copies of all invoices paid with the Library Bond Proceeds.

3. The Parties, by execution of this Agreement, do hereby accept and agree to carrying out their respective duties and obligations as stated in Paragraph 2 above. The Parties agree to do, execute, acknowledge, and deliver all documents and to take all actions necessary or desirable to comply with the provisions of this Agreement and the intent hereof.

4. The Parties each retain the right to enforce the terms of this Agreement in any civil or equitable legal action.

5. Nothing in this Agreement shall be deemed to create any right of any kind in any third party. Nothing in this Agreement shall be deemed to create any liability by the Village for the debts and obligations of the Library.

6. Any communication pertaining to this agreement must be in writing and be delivered by one party to the other at its administrative office either personally, by facsimile or through the U.S. Mail by certified mail, postage prepaid. Any notice shall be delivered to the following:

If to the Village, to:

Ms. Jessica Frances  
Village Manager  
27 Riverside Road  
Riverside, Illinois 60546  
Telephone: 708-447-2700  
Facsimile: 708-447-2704

If to the Library, to:

Ms. Janice Foley  
Library Director  
Riverside Public Library  
1 Burling Road  
Riverside, Illinois 60546

7. This Agreement shall be executed in two counterparts so that the Village and the Library shall each have a copy of this Agreement containing original signatures. Each of the counterparts shall be executed by the Village and Library and the counterparts shall be regarded for all purposes as one original and shall constitute and be but one and the same.

8. This Agreement has been prepared for the benefit of both parties and no part shall be construed against a party by virtue of that party drafting all or part of this Agreement.

9. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois. The parties agree that for the purpose of any litigation relative to this Agreement and its enforcement, venue shall be in the Circuit Court of Cook County, Illinois and the parties consent to the in personam jurisdiction of said Court for any such action or proceeding.

10. This Agreement shall inure to the benefit of, and shall be binding upon, the Village and the Library, and their respective successors and assigns.

11. Failure of any party to this Agreement to insist upon the strict and prompt performance of the terms, covenants, agreements and/or conditions set forth herein, or any of them, upon any other party imposed, shall not constitute or otherwise be construed as a waiver or relinquishment of any party's right thereafter to enforce any such term, covenant, agreement and/or condition, but the same shall continue in full force and effect.

12. The respective Village and Library officers who have executed this Agreement warrant that they have been lawfully authorized by the governing Boards of the Village and Library to execute this Agreement on behalf of the Village and Library. The Village and Library shall, upon request, deliver to each other copies of any and all documents reasonably required



to legally evidence the authority to so execute this Agreement on behalf of the respective parties.

13. If any provision of this Agreement is held invalid by a court of competent jurisdiction, or in the event such a court shall determine that the Village or Library does not have the power to perform any such provision, such provision shall be deemed to be excised herefrom and the invalidity thereof shall not affect any of the other provisions contained herein, and such judgment or decree shall relieve the Village or the Library from performance under such invalid provision of this Agreement.

14. The Village and the Library shall act in good faith and take all necessary actions to cooperate with each other to fulfill their mutual obligations under this Agreement.

15. This Agreement will terminate at the time that the Renovation Project is completed and the Library Bonds have been retired.

16. This Agreement shall be signed last by the Village, and the Village President shall affix the date on which he signs this Agreement on page 1 hereof, which date shall be the effective date of this Agreement.

IN WITNESS WHEREOF, the undersigned duly authorized representatives of the Village and the Library have caused this Agreement to be executed.

VILLAGE OF RIVERSIDE  
Cook County, Illinois

RIVERSIDE PUBLIC LIBRARY  
Cook County, Illinois

Date: June 8, 2020

Date: June 9, 2020

By: Benjamin Sells  
President

By: Kevin W. Winduck  
President

Attest:


Attest:

By: Atty Haley  
Village Clerk

By: Conroy Green  
Secretary



# Library Board Memorandum

**To:** Board of Trustees   
**From:** Janice Foley, Library Director and Jane Wilhelm, Accountant  
**Date:** 9/7/2022  
**Re:** Preliminary 2023 Operating Budget and 2022 Tax Levy

---

The Finance Committee met to discuss the levy and budget process. Jane and I met numerous times, and attached you will find the preliminary draft of next year's budget and tax levy.

We received the Levy Edit Report from the Village. The totals on this report provide us with the figures we can use to calculate next year's financial information. Our agency grand total before the addition of the referendum's non cap funds was \$1,229,568. To this total, we add the 5% CPI increase in order to come up with next year's tax levy amount of \$1,291,046. The amount of additional tax money we will receive from the referendum to pay off the year's bond payment is \$121,800. After adding the bond money to the tax levy, our total levy is \$1,412,846.

The first section of the 2022 Tax Levy Ordinance reflects the breakdown of the tax money allocation for next year. Audit, IMRF, FICA, Unemployment and Bond revenues can only be used for those specific accounts. The Operations line item is what our operating budget is based upon.

As you can see from the proposed Operating Budget, our non-property tax revenue estimates are extremely conservative as we felt it was better to underestimate and have a surplus rather than overestimate and possibly have a shortfall.

While the 5% CPI is the largest increase we have had in many years, most of the budget totals are in line with what they have been over the past years. We have increased in categories that we know may face annual increases in costs or contracts and have allotted \$50,000 for the Capital Expense line item. Personnel costs continues to be the highest budgeted category but staff is also the most visible and valuable in a public service institution!

The levy and budget need to be approved at the October Board meeting in order for us to send to the Village for formal approval. Please look at this preliminary copy carefully and bring any questions to the September meeting, or send them to me before the meeting so I can make sure we have the answers/information you are requesting.

RIVERSIDE PUBLIC LIBRARY  
LIBRARY OPERATING FUND  
PROPOSED OPERATING BUDGET 2023

	Actual 2021	Budgeted F/Y 2022	PROPOSED 2023 BUDGET						TOTAL FUNDS
			OPERATING FUND	AUDIT FUND	IMRF FUND	FICA FUND	UNEMPLOY COMP FUND	Bond Activity	
<b>BEG FUND BAL (CASH RESERVE):</b>									
<b>ESTIMATED REVENUES:</b>									
<b>3100 TAXES</b>									
3113-01-001 Property Tax-Operations	1,140,688.66	1,080,232	1,185,746	3,900					1,185,746
3113-01-007 Property Tax-Audit	4,075	3,800							3,900
3113-01-008 Property Tax-IMRF	62,196	50,000			42,000				42,000
3113-01-009 Property Tax-FICA	60,051	53,900				58,000			58,000
3113-01-010 Property Tax-Unemployment	1,394	1,300					1,400		1,400
3850-01 Bonds- referendum		118,600						121,800	121,800
<b>TOTAL PROPERTY TAXES</b>	<b>1,268,405</b>	<b>1,307,832</b>	<b>1,185,746</b>	<b>3,900</b>	<b>42,000</b>	<b>58,000</b>	<b>1,400</b>	<b>121,800</b>	<b>1,412,846</b>
<b>3200 INTERGOVERNMENTAL</b>									
3210 PerCapita State Grant	13,091	10,000	6,800						6,800
3220 Corp Replacement Tax	15,659	6,000	10,000						10,000
<b>TOTAL INTERGOVERNMENTAL</b>	<b>28,750</b>	<b>16,000</b>	<b>16,800</b>						<b>16,800</b>
<b>3300 INTEREST</b>									
3310 Interest on Investments	245	250	1,250						1,250
<b>TOTAL INTEREST</b>	<b>245</b>	<b>250</b>	<b>1,250</b>						<b>1,250</b>
<b>3400 FEES &amp; SERVICES</b>									
3415 Fines & Fees	1,831	1,000	500						500
3420 Fax Fees	338	225	250						250
3425 CreateSpace user fees			3						3
3430 Printing Fees	1,565	1,000	1,200						1,200
3435 Book and Video Sales	2,288	2,000	2,500						2,500
3495 Miscellaneous/Other	379	200	200						200
3535 Liability Insurance Refund									
3810 Donations		500							
3808 Memorial book donations	1,146	500	100						100
3801 Adult replacement fees	340	100	250						250
3802 CYS Replacement fees	261	200	100						100
3825 Meeting Room Rental		200	200						200
3816 ILL Fees	64	50	100						100
3817 Lost Book credit	15	125	35						35
3821 Lions Club Book Donation			100						100
3822 CreateSpace donations		250							
<b>TOTAL FEES &amp; SERVICES</b>	<b>8,226</b>	<b>6,350</b>	<b>5,000</b>						<b>5,000</b>
<b>TOTAL REVENUES</b>	<b>1,305,625</b>	<b>1,330,432</b>	<b>1,214,334</b>	<b>3,900</b>	<b>42,000</b>	<b>58,000</b>	<b>1,400</b>	<b>121,800</b>	<b>1,441,434</b>
<b>TOTAL FUNDS AVAILABLE</b>	1,305,625	1,330,432	<b>1,214,334</b>	<b>3,900</b>	<b>42,000</b>	<b>58,000</b>	<b>1,400</b>	<b>121,800</b>	<b>1,441,434</b>
<b>ESTIMATED EXPENDITURES</b>									
<b>4410 PERSONNEL SERVICES</b>									
4102 Regular Salaries	644,047	704,390	750,000						750,000
4130 Health Insurance	41,157	45,766	49,000						49,000
4140 IMRF	54,658	49,550	42,000						42,000
4141 FICA	46,558	53,886	58,000						58,000
4142 Unemployment	980	1,600					1,400		1,400
<b>TOTAL PERSONNEL SERVICES</b>	<b>787,400</b>	<b>855,192</b>	<b>799,000</b>		<b>42,000</b>	<b>58,000</b>	<b>1,400</b>		<b>900,400</b>

<b>4200</b>	<b>MATERIALS &amp; SUPPLIES</b>				
4201	Office Supplies	1,982	3,000	3,000	3,000
4202	Library Supplies	2,692	4,000	4,000	4,000
4204	Youth Services Supplies	222	500	600	600
4206	Adult Program Supplies	41	200	350	350
4241	Bldg Maint Supplies	7,269	9,000	10,000	10,000
4902	Ink Cartridges	2,047	2,000	2,500	2,500
	<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>14,253</b>	<b>18,700</b>	<b>20,450</b>	<b>20,450</b>

<b>4300</b>	<b>CONTRACTUAL SERVICES</b>				
4320	Janitorial	23,376	26,000	28,000	28,000
4324	Water	1,076	2,000	2,500	2,500
4326	Gas	9,873	10,000	15,000	15,000
4361	Building Maintenance	18,036	23,000	25,000	25,000
4362	Small Equip Maintenance	1,614	700	1,000	1,000
4363	Equipment Maint	11,886	9,000	12,000	12,000
4364	Furnishings & Equipment		5,000	25,000	25,000
4365	Copy Machine Rent/Maint	7,537	11,100	9,000	9,000
4918	Internet Expense (Comcast)	6,292	6,200	3,000	3,000
4919	Patron Subscription Services			4,500	4,500
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>79,691</b>	<b>93,000</b>	<b>125,000</b>	<b>125,000</b>

	<b>INFORMATION SERVICES</b>				
4411	On-Line Data Bases	22,467	30,000	30,000	30,000
4412	Fiction/Non-Fiction Books	16,836	20,500	20,500	20,500
4414	Standing Order Publications	3,347	4,000	4,000	4,000
4418	Periodicals	7,270	8,500	8,500	8,500
4420	DVD/Blu-Ray	2,330	4,000	4,000	4,000
4423	Audio Books	143	650	500	500
4442	CreateSpace/Library of Things exp		500	5,000	5,000
	<b>TOTAL INFORMATION SERVICES</b>	<b>52,393</b>	<b>68,150</b>	<b>72,500</b>	<b>72,500</b>

	<b>CHILDREN/YOUTH SERVICES</b>				
4551	CYS Juvenile Books	4,777	4,000	4,000	4,000
4552	CYS Periodicals	21	250	250	250
4554	CYS Reference Books			1,500	1,500
4555	CYS Video Games	21	250	250	250
4556	CYS Young Adult	893	2,000	2,000	2,000
4558	CYS Board Books				
4560	CYS Easy Books	2,980	3,500	3,000	3,000
4561	CYS on-line databases	(138)			
4562	CYS Audio Books		200	200	200
4563	CYS Compact Discs	10	100	100	100
4565	CYS DVD	464	1,000	700	700
4566	CYS Toys & Puzzles		100	100	100
4567	CYS Storytime Resources		100	100	100
4568	CYS STEAM		500	400	400
4570	Shipping Charges		50		
	<b>TOTAL YOUTH SERVICES</b>	<b>9,028</b>	<b>12,050</b>	<b>12,600</b>	<b>12,600</b>

	<b>MARKETING/PUBLIC RELATIONS</b>				
4509	CYS Program costs	386	400	300	300
4609	Adult Program costs	3,111	4,000	4,000	4,000
4610	Library Programming	697	500	500	500
4615	Advertising/Public Relations	500	1,000	1,500	1,500
4630	Binding	200	300	500	500
4648	PR Newsletters	9,000	10,000	15,000	15,000

\*[Mobile Beacon, Hulu, Netflix, Nintendo, Circuit]

TOTAL MARKETING/PUBLIC RELATIONS		13,894	16,200	21,800	-	21,800
<b>ADMINISTRATION</b>						
4425	Shipping Charges	39	50	450	-	450
4703	Legal Service	983	1,000	1,500	-	1,500
4709	Credit Bureau	830	600	600	-	600
4711	Telephone	7,547	9,000	9,000	-	9,000
4712	Postage	615	800	1,000	-	1,000
4732	Treasurer's Bond	500	500	500	-	500
4733	Liability Insurance	17,000	20,000	25,000	-	25,000
4737	Audit Fees	3,810	3,800	3,900	-	3,900
4740	Travel	-	50	-	-	-
4744	Seminars, Conf, Mtgs.	411	300	500	-	500
4745	Membership Dues	1,114	1,000	700	-	700
4746	Accounting Expenses	2,022	2,000	2,500	-	2,500
4747	Staff Development	568	1,000	2,000	-	2,000
4794	Credit Card/Bank Fees	225	400	900	-	900
4795	Miscellaneous	1,236	2,000	7,821	-	7,821
4797	Loan Payment (not Bond)	44,110	-	-	-	-
4798	Board Expense	400	1,000	1,000	-	1,000
4793	Bond repayment	112,750	118,600	121,800	-	121,800
4799	Capital Expense	-	42,000	50,000	-	50,000
TOTAL ADMINISTRATION COSTS		194,159	204,100	103,471	3,900	229,171
<b>TECHNOLOGY</b>						
4901	Technology Supplies	951	1,000	1,000	-	1,000
4905	Computer Consultant	2,054	2,500	2,500	-	2,500
4910	Network Maintenance	1,616	2,500	2,500	-	2,500
4915	SWAN Computer	22,952	27,000	27,000	-	27,000
4920	Hardware & Equipment	6,117	5,000	6,000	-	6,000
4924	E-Library Subscription Services	6,725	7,500	7,500	-	7,500
4925	Software	20	1,500	1,500	-	1,500
TOTAL TECHNOLOGY EXPENSES		40,435	47,000	48,000	-	48,000
4808,4816,4817, z OTHER MISC EXPENSES		90,000	-	-	-	-
TOTAL EXPENSES		1,281,254	1,314,392	1,202,821	3,900	1,429,921
<b>OPERATING BALANCE</b>		24,371	16,040	11,513	-	11,513
<b>END FUND BAL (CASH RESERVES)</b>		24,371	16,040	11,513	-	11,513

**RIVERSIDE PUBLIC LIBRARY- TAX LEVY ORDINANCE FOR 2023**

OPERATIONS	1,185,746
AUDIT	3,900
IMRF	42,000
FICA	58,000
UNEMPLOYMENT	1,400
BOND	<u>121,800</u>
TOTAL LEVY	1,412,846

	<b>2023 PROPOSED BUDGET</b>	<b>PROPOSED 2022 TAX LEVY USED</b>	<b>OTHER REVENUE SOURCES USED</b>
PERSONNEL SERVICES	900,400	900,400	0
MATERIALS & SUPPLIES	20,450	19,450	1,000
CONTRACTUAL SERVICES	125,000	123,900	1,100
INFORMATION SERVICES	72,500	70,000	2,500
CHILDREN/YOUTH SERVICES	12,600	12,000	600
MARKETING/PUBLIC RELATIONS	21,800	18,000	3,800
ADMINISTRATION EXPENSE	107,371	100,296	7,075
TECHNOLOGY EXPENSE	48,000	47,000	1,000
BOND PAYMENT	<u>121,800</u>	<u>121,800</u>	<u>0</u>
TOTAL	1,429,921	1,412,846	17,075

We wrapped up summer and Summer Reading this month in CYS. We really had a great program this summer! It was so nice to be back to pre-pandemic numbers in terms of participation. Thank you to our staff and volunteers who made this summer a success. I would also like to thank Amy Jacksic, Aunt Diana's, the Chicago Union Ultimate Frisbee team, Classic Cinemas, Kane County Cougars and Lou Malnati's for their donations and support of our Summer Reading Program.

### **Highlights**

*Storytimes*— We had camp storytimes and Friday storytimes this month. Jordan's storytimes on Fridays are still very popular. Anne and Jordan finished up our camp storytimes with some safari and carnival themed stories.

*Giant Games*— We had giant games in the department for a week this August. The games included giant Yahtzee, giant Jenga, giant Tic-Tac-Toe, giant Match Game, and giant Candyland. It was a fun indoor activity for families to enjoy throughout the week.

*Ask an RB Student*—We had one RB student and one soon to be RB student attend the event. The two had a long chat and many questions were answered.

*CYS at the Farmer's Market*— Anne created a "Will it Float?" project for the Farmer's Market. Mary found a way to make rafts out of duct tape and popsicle sticks. Anne brought a variety of items that kids could place on their rafts to see if items would sink or float. Janice continued the popular find the produce item game. Thanks to Jane and Brent for filling in for me at the market when I was out sick.

*Volunteers*— We were so happy to have volunteers back this summer! The response from our teens was overwhelming. We want to thank them for all of their help!

*Summer Reading Wrap Up*— A big thank you to the CYS staff for all of their hard work this summer! We were so happy to have a "normal" summer reading program this summer. With our activities, we offered some old favorites and added new favorites like our grade level groups. We received lots of positive feedback from parents and guardians about our activities this summer.

The reading program portion of the summer was a big success as well. We had a total of 627 participants in our kids program which covered babies up through 8<sup>th</sup> grade (with a couple of 9<sup>th</sup> graders). Of those 627 participants, 274 finished the program, meaning 43.7% of participants finished the program. If we compare our numbers for this year to our last "normal" year, in 2019 we had 509 participants (babies through 12 grade) and 178 finishers, meaning 35% of participants finished in 2019. I am so happy with our growing numbers across the board and I am hopeful that we can continue to grow our youth programming during the school year.

*After School*—High school students, St. Mary's students and District 96 students came back to the Library in the after school hours at the end of the month. We are happy to have them back and hope they enjoy some of the fun offerings we have planned in September.

*RB Transitions*—The book club from RB's transitions program returned this month. We are so glad to have them back. Their first book of the year is *Chomp* by Carl Hiaasen.



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

Reference questions asked	<u>237</u>
Informational questions asked	<u>249</u>

<b>Program Name</b>	<b>Date</b>	<b>Attendance</b>
Farmer's Market	8/3/22	38 kids and teens
Summer Camp ST	8/4/22	18 kids, 5 adults
Outdoor Storytime	8/5/22	25 kids, 15 adults
Giant Games	8/6/22- 8/12/22	55 kids, 35 adults
Ask an RB Student	8/9/22	2 teens
Summer Camp ST	8/11/22	12 kids, 2 adults
Outdoor Storytime	8/12/22	32 kids, 12 adults
Farmer's Market	8/17/22	60 kids and teens
Outdoor Storytime	8/19/22	35 kids, 15 adults
Farmer's Market	8/24/22	58 kids and teens
Outdoor Storytime	8/26/22	28 kids, 20 adults
RB Transitions	8/31/22	7 teens, 4 adults
Farmer's Market	8/31/22	59 kids and teens
After School	12 days	254 kids and teens
Phone Charger Checkout		5
Board Game Usage		50 games
Nintendo Switch Usage		0
Summer Reading Sign Up for Babies through 8 <sup>th</sup> Graders this summer		627 participants (525 kids and 102 teens)
Summer Reading Finishers for Babies through 8 <sup>th</sup> Graders this summer		274 finishers (237 kids and 37 teens)
Number of Volunteers		98 teens
Number of Volunteer Hours Completed		543 hours

**August 2022**  
**Sharon Shroyer**

**Patron Services**

In my last report, I mentioned that the Tiki Tunes speakers were not working. Sharper Image did indeed send us two replacements. They did not work either. Finally, the third set that Sharper Image sent worked perfectly. Personally, I am very glad to finally have Tiki torches off my desk.

Gabe Fisher is doing his practicum for his LTA certificate here. Since there is little at the desk that Gabe is not familiar with, for his work in Patron Services, he is taking over the myriad of SWAN reports that need to be dealt with on a daily, weekly, and monthly basis. He will also be doing some interlibrary loan work, processing, material repair and statistics.

Magic wands will be available this fall starting at the Farmers Market on September 7<sup>th</sup>, and then at the PS desk. It's always fun to make some of those.

Since we had such good luck selling all those donated Frank Lloyd Wright books on eBay, we will now try our luck with some signed first edition books that have been donated to the Friends book sale.

**Computer Services**

KnowBe4, the company that we purchased the security staff training software from, sent out a training video for all staff to watch and then take a test on. We will be continuing to send out phishing and spam training as the year progresses.

One of our new hotspots is malfunctioning. I have contacted Mobile Beacon and they have sent a new replacement unit.

August 2022  
Information Services Update  
Diane Silva

Seed Library Collaboration –

Janice and I met with Ellen Rosenwinkel from the Riverside Community Garden this month. Ellen manages the Garden's Free Seed Library and the Library is going to become their host site. The seed library will be moved to the Great Room sometime in October when the weather becomes too cool for the seeds to live outdoors. It will be housed under the botanical box in the Great Room. It will be likely return to the garden for Summer. Ellen and the Garden will maintain the seed library, including all signage and inventory control. The Library will promote the seeds and also co-sponsor a seed preservation program in September.

Marketing –

Our Fall newsletter went to the printer mid-month. Thanks to Brent for his hard work getting it completed.

Programming –

We spent summer planning a variety of new programs that will be managed by staff. Sharon and Tony will be starting up a quarterly movie discussion group; Jordan will be leading both CREATEspace crafts and an evening BYOB book discussion; Brent and Maureen will continue monthly book discussions; Janice will be assisting me with monthly senior bingo; and I will be adding monthly drop in computing help and quarterly Digital Library information sessions. This approach is a departure from the last couple of years where we were largely reliant on outside programmers.

I met with Ray Cerrino from Aging Care Connections for a discussion of possible program partnerships and creative ways to help get the word out about their services.

Program Stats -

Digital Library 101 – 6	All in the Family: Genealogy Club – 7
Medicare para Hispanohablantes – 0	Riverside Reads Book Club – 9
Understanding Dementia - 7	Knitting Club – 6
Meditation (2 events) – 6	Spice Kits – 32
	Passive Jar Count - 214

Patron Interactions –We had 845 patron interactions by phone, email or in person.

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

	Aug-22	Aug-21	YTD 2022	YTD 2021
<b>Reference Statistics</b>				
Questions Asked - Adult	845	565	4335	3109
Questions Asked - Youth Services	486	234	2729	2805
<b>Internet Usage - Adult</b>				
	301	169	1491	866
<b>- CY5</b>	197	57	705	57
<b>Total Usage</b>	<b>498</b>	<b>226</b>	<b>2196</b>	<b>923</b>
<b>Holdings</b>				
Adult Titles Added	111	77	856	581
CYS Titles Added	100	86	603	443
<b>Total Titles Added</b>	<b>211</b>	<b>163</b>	<b>1459</b>	<b>1024</b>
Adult Titles Withdrawn	63	321	562	1089
YS Titles Withdrawn	95	34	595	575
<b>Total Titles Withdrawn</b>	<b>158</b>	<b>355</b>	<b>1157</b>	<b>1664</b>
<b>Total Holdings</b>			<b>63094</b>	<b>62728</b>
<b>Adult Programs</b>				
Number of Library Programs	9	4	94	50
Number of Community Programs	2	0	24	0
Library Program Attendance	53	67	773	650
Community Program Attendance	9	0	281	0
<b>Total Adult Program Attendance</b>	<b>62</b>	<b>67</b>	<b>1054</b>	<b>650</b>
<b>Total Adult Take &amp; Make Users</b>	<b>32</b>	<b>34</b>	<b>165</b>	<b>96</b>
<b>Youth Services</b>				
Kids Passive Programs	0	1	18	11
Kids Active Programs	12	3	125	65
Teens Passive Programs	1	0	12	2
Teens Active Programs	1	0	15	0
<b>Number of Passive CY5 Programs</b>	<b>1</b>	<b>1</b>	<b>30</b>	<b>13</b>
<b>Number of Active CY5 Programs</b>	<b>13</b>	<b>3</b>	<b>140</b>	<b>65</b>
Kids Passive Prog. Attendance	0	182	491	1231
Teens Passive Prog. Attendance	11	0	133	37
Kids Active Prog. Attendance	514	130	4384	3665
Teens Active Prog. Attendance	2	0	187	0
<b>Total Passive Prog. Attendance</b>	<b>11</b>	<b>182</b>	<b>624</b>	<b>1268</b>
<b>Total Active Prog. Attendance</b>	<b>516</b>	<b>130</b>	<b>4571</b>	<b>3665</b>
<b>New Library Cards Issued</b>	64	65	293	157
<b>Library Attendance</b>	7468	5835	38943	16895

<b>Faxes sent by Patrons</b>	20	11	107	73
<b>Notary Service</b>	25	13	135	50

Checkouts	5919	5231	32406	26399
Renewals	3774	3465	21312	17517
Checkins	6403	6332	37167	39407
<b>Total Circulation</b>	<b>16096</b>	<b>15028</b>	<b>90885</b>	<b>83323</b>

#### Interlibrary Loans

Loaned	1073	858	5369	5539
Borrowed	1195	1055	6733	8666

#### Reciprocal Borrowing

Loaned to Other Library Patrons	562	447	3322	1926
RPL Patrons Borrowing Elsewhere	1046	979	5853	4042

#### Digital Resources

Hoopla	412	389	2197	2201
Axis360	166	132	812	724
Digital Library of Illinois (MMM)	1046	904	5772	4903
Flipster Downloads and Views	26	81	428	668

#### Web Site

Total Hits	3850	3252	22859	552443
------------	------	------	-------	--------

#### Wireless Statistics

	883	3090	13170	16550
--	-----	------	-------	-------

#### Online Databases

Ancestry.com				
Searches	792	427	3305	6556
Returns	906	744	2946	4646
Encyclopaedia Britannica				
Sessions	4	1	95	11
Documents	131	1	230	15
Newsbank				
Searches	8	8	29	28

**EBSCO Online Databases**

Academic Search Premiere				
Searches	39	0	147	5
Requests	39	0	146	5
Auto Repair Source				
Searches	0	0	0	0
Results	0	0	0	0
Biography Reference Center				
Searches	5	0	10	7
Requests	5	0	10	4
Business Source Premier				
Searches	67	0	218	0
Results	67	0	218	0
Consumer Health Complete				
Searches	0	0	1	1
Results	0	0	0	1
Consumers Reports				
Sessions	6	6	36	62
Searches	55	74	490	950
History Reference Center				
Searches	3	0	22	3
Results	3	0	22	3
Legal Information Ref. Center				
Searches	1	1	5	1
Results	1	1	5	1
Literary Reference Center				
Searches	68	0	141	1
Requests	68	0	141	1
Masterfile				
Searches	31	0	220	42
Requests	31	0	220	27
Middle Search Plus				
Search	5	0	5	1
Results	5	0	5	1
Newspaper Search Plus				
Search	7	1	80	8
Results	7	1	80	36
Novelist				
Searches	1	149	44	393
Requests	1	149	42	471
Points of View Ref. Center				
Searches	28	0	84	0
Results	28	0	84	0
Primary Search				
Searches	0	0	3	1
Results	0	0	0	17
Science Reference Center				
Searches	3	0	32	28
Results	3	0	30	0
Small Business Center				
Searches	0	NA	NA	NA
Results	0	NA	NA	NA

**Additional Statistics**

Newspaper Archives

Searches

37	NA	155	NA
----	----	-----	----

Museum Passes

Issued

20	NA	54	NA
----	----	----	----

Library of Things

Equipment

62	NA	135	NA
----	----	-----	----

Kits

14	NA	47	NA
----	----	----	----

Create Collection

Equipment

3	NA	9	NA
---	----	---	----

**Online Learning**

Creative Bug

Sessions

3	NA	7	NA
---	----	---	----

Total Viewed

3	NA	3	NA
---	----	---	----

Universal Class

2	NA	4	NA
---	----	---	----

## LIBRARY DIRECTOR'S REPORT August 2022

### Administrative

Jane and I continued with budget preparation, and by the end of the month we had put together the preliminary draft for the September Board meeting. We will be meeting with Mike Hagins before the Board meeting so he can identify any areas of concern or clarification. With the 5% CPI, the highest we have had to work with in many, many years, we were able to allow for unknown price increases for utilities and services. A previous unknown, our IMRF contributions were almost 3% lower this year, which gave us some flexibility with personnel costs. The first draft is enclosed in this Board packet for your perusal. Please do not hesitate to ask any questions you may have.

Riverside Township awarded us a grant to cover the digitization of the remaining Riverside-Brookfield Landmark microfilms! We are very excited to be able to provide the complete coverage (as is Bob Uphues)! The Township Trustees were very complimentary of the Library and our service to the community. The grant is for \$5200.

Strategic Long Range Plan work continued with Diane and me brainstorming goals. We will then meet with the rest of the committee and compare the goals. Due to scheduling conflicts, our meeting may take place after the September meeting, but we hope to have the completed goals ready for the October packet.

Despite being told we would not get our big 3D printer before the fall, we received the seven box shipments over the last two weeks of August! I guess they must have increased production in the Czech Republic. Jordan is slowly beginning to organize and plan for the CREATE Space.

### Ongoing

Managers' meetings continued in August.

### Special Projects

Jane, Ken and I met with Jessica Frances and Karin Johns from the Village on August 29 to discuss the unspent Bond money. They were very supportive of us keeping the remaining money to use for projects on the Lower Level if we had a capital plan. When we brought up that we would love to have our architect draw up a new plan for our CREATE Space, they agreed that this would be a good way to spend the money. In order for us to actually keep the excess funds, our Board will have to vote to approve a new intergovernmental agreement concerning the bond money, and then the Village Board will have to approve the agreement, as well. They should be able to do that at an October Board meeting. In the meantime, I will be meeting with Darren from Studio GC to discuss all the options available to us.

I contacted Peter at Riverside Foods, and he seems to think that a February date for Reading between the Wines is doable. If the Board is interested in continuing this fun event, a committee should be formed to help with planning. Since we have a lot of this down pat, it should not be a major commitment of time, but input and support is valuable.



### **Advocacy**

Friends met on August 17. They are going full steam ahead with Harvest Bingo on October 15. The event will take place at Township Hall to provide more space for attendees due to COVID concerns. Diane suggested that, instead of sponsoring a game, the Board could sponsor a container of popcorn and water for each table/attendee. Please let me know your opinion on this option.

Our Farmers' Market participation continues to be popular! Those hidden veggies are of interest to kids of all ages! In September, we will be highlighting Library Card month while at the market.

### **Genealogy**

All in the Family Genealogy Club had another successful meeting this month. Our Tuesday and Thursday genealogy volunteers are extremely busy with genealogy seekers. It is rewarding to see the area get such great usage.

### **Building Maintenance**

Routine elevator maintenance, lawn care and quarterly pest control took place this month.

Our lower level sprinkler system passed the annual inspection. Access to the equipment was made easier due to the great organization of the Sprinkler Room (aka Homer's Room).



# Library Board Memorandum

---

**To:** Board of Trustees

**From:** Janice Foley, Library Director

**Date:** 8/24/22

**Re:** Holiday Closings 2023

---

The following holiday closings need to be considered and approved by the Board for 2023:

Jan 1, 2023 (Sun) – New Year’s Day\*  
Apr 9, 2023 (Sun) – Easter  
May 14, 2023 (Sun) – Mother’s Day  
May 29, 2023 (Mon) – Memorial Day\*  
Jul 3, 2023 (Mon) – Concert in the Park\*  
Jul 4, 2023 (Tue) – Independence Day\*  
Sep 4, 2023 (Mon) – Labor Day\*  
Nov 22, 2023 (Wed) – low patron usage, close at 5 pm  
Nov 23, 2023 (Thu) – Thanksgiving\*  
Dec 24, 2023 (Sun) – Christmas Eve\*  
Dec 25, 2023 (Mon) – Christmas Day\*

\* Eight paid holidays for full-time staff. Depending on the day of the week the holiday falls, alternate time off may need to be arranged in order to receive the holiday benefits. For all other closings, staff must use personal or vacation time to get paid.