

**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, October 11, 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 September 13, 2022—*Action Item*
- V. Review of Current Bills—*Action Item*
- VI. Review of Financial Statements—*Action Item*
- VII. Committee Reports
  - A. Finance—Michael Hagins
    1. Final 2023 Budget and 2022 Tax Levy—*Action Item*
  - B. Building & Grounds—Ken Circo
  - C. Policy & Bylaws—Patrick White
  - D. Technology—Michael Hagins
  - E. Communications—Courtney Greve Hack
  - F. Strategic Long Range Plan Committee—Jane Birmingham and Christine Long
    1. SLRP In Progress
- VIII. Staff Reports—September
  - 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. Per Capita Grant Application
  - B. Special Event Applications—*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.*

  - A. Approve Executive Session Minutes of April 12, 2022—*Action Item*
  - B. Semiannual Review of Confidential Executive Session Minutes—*Action Item*
- XV. Adjournment



**Minutes of the Regular Board Meeting  
of the  
Riverside Public Library Board of Trustees  
September 13, 2022**

**Held Tuesday**, September 13, 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; Courtney Greve Hack, Vice 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

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

**Review of Minutes**

Jen Pacourek moved, and Christine Long seconded, that the Board approve the minutes of the August 9, 2022 regular meeting.

Ayes: Birmingham, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Courtney Greve Hack arrived at 7:32

**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 22990 through 23023, z0009 and z0010, in the total amount of \$66,888.25, which includes payroll through August 31, 2022.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

**Review of Financial Statements**

Courtney Greve Hack moved, and Jen Pacourek seconded, that the Board approve the financial statements for August 31, 2022, subject to audit.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

## **Committee Reports**

### **Finance—Intergovernmental Agreement**

Courtney Greve Hack moved, and Christine Long seconded, that the Board approve the updated Intergovernmental Agreement, subject to revision in Section 2.F.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

### **Finance—Preliminary 2023 Budget and 2022 Tax Levy**

The Board discussed the preliminary 2023 budget and 2022 tax levy. The Board will vote on approval of the final draft at the October Board meeting, after which it will be sent on to the Village for approval at the Village Board meeting.

### **Building & Grounds**

Ken Circo stated that routine maintenance, such as lawn care, elevator inspection and pest control, had been completed. The Library Director stated that the Library is still on the schedule with Holton Bros. for masonry repairs, and for the installation of the chimney cap/spark arrester.

### **Communications**

Courtney Greve Hack stated that she will draft talking points for a future press release regarding the Lower Lever Renovation bond funds. Diane Silva suggested that Courtney Greve Hack write a blurb for the front page of the next newsletter.

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

Christine Long stated that the SLRP committee will be scheduling a meeting soon.

### **Staff Reports**

The Board reviewed the staff reports. Ken Circo congratulated Nora Durbin on a great job with summer reading, and thanked Sharon Shroyer for making the wands. Courtney Greve Hack thanked the Library for promoting composting for the Riverside Community Garden.

### **Director's Report**

The Board reviewed the Library Director's report. Courtney Greve Hack commented that she loves that the Library will be digitizing the Riverside-Brookfield Landmark microfilm thanks to a grant from Riverside Township.

### **New Business**

#### **Holiday Closings 2023**

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the Holiday Closings, as follows:

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.

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

### **Announcements**

The Library Director announced that the Library will be participating in the Holiday Stroll this year, which is being held on Friday, December 2, 2022.

### **Adjournment**

Upon motion by Jen Pacourek, seconded by Jane Birmingham, and passed unanimously, the meeting was adjourned at 8:42 pm.

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President

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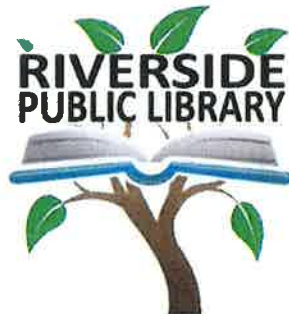
Secretary

**Riverside Public Library**

**CASH DISBURSEMENTS**

**SEPTEMBER - 2022**

**ACCOUNTS PAYABLE DISBURSEMENTS**



**TOTAL FOR SEPTEMBER 2022 ACCOUNTS PAYABLE,  
AND SEPTEMBER 2022 PAYROLL = \$94,894.00**

**including voided check #23060**

The Riverside Public Library  
 Check/Voucher Register - A/P Checks  
 From 9/1/2022 Through 9/30/2022

Check Number	Check Date	Payee	Check Amount	Transaction Description
23024	9/7/2022	Jennifer Ashley	100.00	Farmers Market music
23025	9/7/2022	Blue Cross Blue Shield of Illinois	5,295.85	HMO medical- September 2022
23026	9/7/2022	Liz Berg Music LLC	100.00	Farmers Market music
23027	9/7/2022	Coverall North America, Inc	1,948.00	Cleaning services- September
23028	9/7/2022	Delta Dental of Illinois - Risk	61.05	HMO dental- September
23029	9/7/2022	Delta Dental of Illinois- Vision	46.72	Vision insurance
23030	9/7/2022	Garvey's Office Products	48.90	Copy paper
23031	9/7/2022	Jason Gelb	100.00	Farmers Market music
23032	9/7/2022	Art Guerro	100.00	Farmers Market music
23033	9/7/2022	Madison National Life	30.72	Life insurance- September
23034	9/7/2022	NCPERS-IL IMRF	32.00	Term life- Forsyth & Silva
23035	9/7/2022	Riverside Brookfield High School	50.00	2022-2023 yearbook
23036	9/8/2022	North Suburban Employee Benefit Coop	285.00	PPO dental- August
23037	9/8/2022	Unique Management Services, Inc.	49.25	July placements
23038	9/8/2022	University of Illinois Extension	50.00	09/07/2022 Zoom program
23039	9/13/2022	Illinois Library Association	150.00	Membership dues- Foley
23040	9/13/2022	Carol LaChapelle	175.00	Writing Stories program
23041	9/13/2022	Business Card	724.61	Credit card purchases
23042	9/13/2022	North Suburban Employee Benefit Coop	866.46	PPO medical- August
23043	9/13/2022	Jacquie Schattner	150.00	Genealogy program
23044	9/13/2022	TIAA, FSB	550.00	Copier rental
23045	9/15/2022	Riverside Township Lions Club	300.00	5 Person of the Year dinner tickets
23046	9/20/2022	American Association of Notaries	86.90	Notary application for Gabe Fisher
23047	9/21/2022	Riverside Township	200.00	Harvest Bingo deposit
23048	9/26/2022	Alarm Detection Systems, Inc.	1,045.41	Quarterly charges Oct-Dec
23049	9/26/2022	Aquamist Plumbing & Lawn Sprinkling Co.	180.00	Winterization of sprinkler system
23050	9/26/2022	Colley Elevator Co.	213.00	Elevator inspection
23051	9/26/2022	GT Mechanical Projects & Design, Inc.	559.00	Maintenance agreement 2/4
23052	9/26/2022	Minuteman Press of Lyons	3,043.21	Fall newsletter
23053	9/26/2022	Village of Riverside	8,511.93	September 2022 IMRF
Z00011	9/21/2022	Comcast Cable	233.85	Comcast internet
Z00012	9/21/2022	Comcast Cable	443.12	Comcast- phone
1325	9/2/2022	Administration	3,934.68	Group: 01; Pay Date: 9/2/2022
1326	9/2/2022	Information Services	4,749.10	Group: 02; Pay Date: 9/2/2022
1327	9/2/2022	Children & Youth Services	3,693.22	Group: 03; Pay Date: 9/2/2022
1328	9/2/2022	Patron Services	6,037.62	Group: 04; Pay Date: 9/2/2022
1329	9/16/2022	Administration	3,988.34	Group: 01; Pay Date: 9/16/2022
1330	9/16/2022	Information Services	4,793.72	Group: 02; Pay Date: 9/16/2022
1331	9/16/2022	Children & Youth Services	3,408.82	Group: 03; Pay Date: 9/16/2022
1332	9/16/2022	Patron Services	5,596.20	Group: 04; Pay Date: 9/16/2022
1333	9/30/2022	Administration	4,244.00	Group: 01; Pay Date: 9/30/2022
1334	9/30/2022	Information Services	4,795.67	Group: 02; Pay Date: 9/30/2022
1335	9/30/2022	Children & Youth Services	3,546.45	Group: 03; Pay Date: 9/30/2022
1336	9/30/2022	Patron Services	<u>6,220.74</u>	Group: 04; Pay Date: 9/30/2022
Total			80,738.54	
EFTPS Electronic Tax Payment- Employer Portion 09/02/2022			1,872.58	
EFTPS Electronic Tax Payment- Employer Portion 09/16/2022			1,811.21	
EFTPS Electronic Tax Payment- Employer Portion 09/30/2022			<u>1,915.16</u>	
Report Total			<u>86,337.49</u>	

The Riverside Public Library  
 Check/Voucher Register - A/P Checks  
 From 10/11/2022 Through 10/11/2022

Check Number	Check Date	Payee	Check Amount	Transaction Description
23054	10/11/2022	SYNCB/Amazon	1,016.24	Amazon charges
23055	10/11/2022	Amazon Capital Sevices	550.97	Amazon charges
23056	10/11/2022	Cintas Corporation LOC. 769	799.45	Restroom supplies/ mat service
23057	10/11/2022	Demco, Inc.	143.60	Book supplies
23058	10/11/2022	Fredricksen Fire Equipment	402.55	Annual maintenance, extinguisher, service call
23059	10/11/2022	Garvey's Office Products	70.10	Trash bags
23061	10/11/2022	Ingram Library Services	4,052.37	Various
23062	10/11/2022	Lofton Landscaping Company	254.00	September landscaping
23063	10/11/2022	Midwest Tape	804.78	Digital subscriptions
23064	10/11/2022	NICOR Gas	287.45	Gas bill
23065	10/11/2022	Debby Reelitz	<u>175.00</u>	Modern Calligraphy program
Report Total			<u>8,556.51</u>	

**Riverside Public Library**

**FINANCIAL REPORTS**

**For 9 Months Ending**

**September 30, 2022**

**UNAUDITED**





**Riverside Public Library**  
**Cash Balances**  
**As of 09/30/2022**

	<b>Balance, <u>09/30/2022</u></b>
<b>Consolidated Operating Funds:</b>	
First American- Checking	48,733.26
First American- Payroll	<u>268.20</u>
Total First American accounts	49,001.46
<b>Illinois Funds</b>	
General Fund	510,495.43
Audit Fund	(1,077.68)
IMRF Fund	(46,100.44)
FICA Fund	27,219.46
Unemployment Comp Fund	(4,696.86)
Special Reserve Fund	6,421.81
Working Cash Fund	270,731.63
Library Bond Fund	<u>249,331.96</u>
Total Illinois Funds	1,012,325.31
Total Operating Funds Cash Balances	1,061,326.77
<b>Gift &amp; Endowment Funds:</b>	
Library Gift Fund	85,097.18
Batko Endowment Fund	5,898.97
Lower Level Renovation Fund	50,823.11
General Endowment Fund	9,897.16
Kovalsky Endowment Fund	341.57
Dardwin Fund	<u>17,926.48</u>
Total Gift & Endowment Funds	169,984.47
<b>Total Funds</b>	<b><u>1,231,311.24</u></b>

**The Riverside Public Library**  
**Balance Sheet- Operating Funds - Consolidated Report- Operating Funds**  
**Operating Fund**  
**As of 9/30/2022**

	<b>Current Period Balance</b>
<b>Assets</b>	
Illinois Fund-Operating Fund	485,839.83
1st American-Checking Account	33,146.19
1st American-Payroll Account	277.71
Property Tax Receivable	618,222.14
Due from Other Funds	911.39
Due from other groups	(403.83)
Due from Friends of the Library	38.17
Staff Receivables	(22.55)
Fixed Assets	1,260,414.00
Amount Provided for Vacation	23,590.00
<b>Total Assets</b>	<b>2,422,013.05</b>
<b>Liabilities</b>	
Accounts Payable	8,556.51
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	370.31
IMRF Payable	(47.90)
Deferred Property Taxes	618,222.14
Accrued Vacation Pay	23,590.00
Health Insurance Payable	281.41
Term Life Insurance Payable	(136.00)
Due to Other Funds	780.00
Due to Library Gift Fund	(2,735.00)
Due to Friends of the Library	472.00
Due to Historical Society	170.90
Investment in Fixed Assets	1,260,414.00
<b>Total Liabilities</b>	<b>1,909,877.80</b>
<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	256.63
<b>Total Beginning Fund Balances</b>	<b>582,043.88</b>
Excess Revenues/(Expenditures)	(69,908.63)
<b>Total Fund Balances</b>	<b>512,135.25</b>
<b>Total Liabilities &amp; Fund Balances</b>	<b>2,422,013.05</b>

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE  
From 9/1/2022 Through 9/30/2022

	Current Period Actual	Current Year Actual-9 mos. ending 9/30/2022	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	0.00	689,609.62	1,307,832.00	(618,222.38)	(47.27)%
Total Property Taxes	0.00	703,915.45	1,307,832.00	(603,916.55)	(46.18)%
Inter Government Funds	0.00	40,413.92	16,000.00	24,413.92	152.59%
Interest	1,002.48	4,769.68	250.00	4,519.68	1,807.87%
Fees for Services	841.72	7,827.00	4,900.00	2,927.00	59.73%
Misc Revenue	274.91	2,087.00	1,450.00	637.00	43.93%
Total Revenues	<u>2,119.11</u>	<u>759,013.05</u>	<u>1,330,432.00</u>	<u>(571,418.95)</u>	<u>(42.95)%</u>
<b>Total Revenue</b>	<u>2,119.11</u>	<u>759,013.05</u>	<u>1,330,432.00</u>	<u>(571,418.95)</u>	<u>(42.95)%</u>
<b>Expenditures</b>					
Personnel Services	91,352.12	606,422.67	855,192.00	248,769.33	29.09%
Supplies	1,007.73	15,508.74	18,700.00	3,191.26	17.07%
Building & Equip Maint	5,913.69	57,078.68	86,800.00	29,721.32	34.24%
Adult Information Sources	3,004.61	23,770.06	38,200.00	14,429.94	37.77%
Electronic Resources	1,072.61	42,661.66	63,200.00	20,538.34	32.50%
CYS Information Sources	1,625.24	8,420.70	12,050.00	3,629.30	30.12%
Marketing/Public Relations	3,024.43	14,538.18	16,200.00	1,661.82	10.26%
Administration	1,025.66	50,566.43	204,050.00	153,483.57	75.22%
Technology	200.68	9,174.80	20,000.00	10,825.20	54.13%
Total Expenditures	<u>108,226.77</u>	<u>828,141.92</u>	<u>1,314,392.00</u>	<u>486,250.08</u>	<u>36.99%</u>
<b>Miscellaneous Expenses</b>					
Misc Expenses	50.68	779.76	0.00	(779.76)	0.00%
Total Miscellaneous Expenses	<u>50.68</u>	<u>779.76</u>	<u>0.00</u>	<u>(779.76)</u>	<u>0.00%</u>
<b>Total Expenditures</b>	<u>108,277.45</u>	<u>828,921.68</u>	<u>1,314,392.00</u>	<u>485,470.32</u>	<u>36.93%</u>
<b>Excess Revenues(Expenditures)</b>	<u>(106,158.34)</u>	<u>(69,908.63)</u>	<u>16,040.00</u>	<u>(85,948.63)</u>	

**The Riverside Public Library**  
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE  
From 9/1/2022 Through 9/30/2022

	Current Period Actual	Current Year Actual 9 mos.ending 09/30/2022	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
<b>Property Taxes</b>					
2020 Property Tax revenue	0.00	14,305.83	0.00	14,305.83	0.00%
2021 Property tax revenue	0.00	689,609.62	1,307,832.00	(618,222.38)	(47.27)%
<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	0.00	13,714.55	10,000.00	3,714.55	37.15%
Corporate Replacement Taxes	0.00	26,699.37	6,000.00	20,699.37	344.99%
<b>Total Inter Government Funds</b>	<u>0.00</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	1,002.48	4,769.68	250.00	4,519.68	1,807.87%
<b>Total Interest on Operating Funds</b>	<u>1,002.48</u>	<u>4,769.68</u>	<u>250.00</u>	<u>4,519.68</u>	<u>1,807.87%</u>
<b>Fees &amp; Services</b>					
Fines	83.02	1,041.74	1,000.00	41.74	4.17%
Fax Fees	37.00	496.50	225.00	271.50	120.67%
Maker Space fees/Internet fees	0.00	13.00	0.00	13.00	0.00%
Printing Fees	239.80	1,661.78	1,000.00	661.78	66.18%
Book & Video Sales	330.90	3,183.06	2,000.00	1,183.06	59.15%
Adult Replacement Fees	0.00	237.92	100.00	137.92	137.92%
CYS Replacement Fees	26.00	161.00	200.00	(39.00)	(19.50)%
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	125.00	950.00	200.00	750.00	375.00%
<b>Total Fees &amp; Services</b>	<u>841.72</u>	<u>7,827.00</u>	<u>4,900.00</u>	<u>2,927.00</u>	<u>59.73%</u>
<b>Miscellaneous Revenue</b>					
Miscellaneous Revenue	221.95	681.04	200.00	481.04	240.52%
Liability Insurance Refund	0.00	722.00	0.00	722.00	0.00%
Memorial Book Donations	39.95	644.20	500.00	144.20	28.84%
Donations	13.01	39.76	500.00	(460.24)	(92.05)%
Lions Club/Books on Tape Revenue	0.00	0.00	250.00	(250.00)	(100.00)%
<b>Total Miscellaneous Revenue</b>	<u>274.91</u>	<u>2,087.00</u>	<u>1,450.00</u>	<u>637.00</u>	<u>43.93%</u>
<b>Total Revenues</b>	<u>2,119.11</u>	<u>759,013.05</u>	<u>1,330,432.00</u>	<u>(571,418.95)</u>	<u>(42.95)%</u>

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE  
From 9/1/2022 Through 9/30/2022

	Current Period Actual	Current Year Actual-9 mos.ending 09/30/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Personnel Services</b>					
Staff Salaries	76,251.74	495,380.45	704,390.00	209,009.55	29.67%
Health & Life Insurance	3,839.61	34,541.55	45,766.00	11,224.45	24.53%
Employer's Portion - IMRF	5,616.69	37,553.23	49,550.00	11,996.77	24.21%
Employer's Portion - FICA	5,598.95	38,002.89	53,886.00	15,883.11	29.48%
Unemployment Comp Expense	45.13	944.55	1,600.00	655.45	40.97%
<b>Total Personnel Services</b>	<b>91,352.12</b>	<b>606,422.67</b>	<b>855,192.00</b>	<b>248,769.33</b>	<b>29.09%</b>
<b>Materials &amp; Supplies</b>					
Office Supplies	329.28	1,819.21	3,000.00	1,180.79	39.36%
Library Supplies	185.63	3,715.06	4,000.00	284.94	7.12%
CYS Supplies	39.92	208.04	500.00	291.96	58.39%
Info Services Supplies	7.99	7.99	200.00	192.01	96.00%
Building Maintenance Supplies	433.73	7,828.90	9,000.00	1,171.10	13.01%
Ink Cartridges	11.18	1,929.54	2,000.00	70.46	3.52%
<b>Total Materials &amp; Supplies</b>	<b>1,007.73</b>	<b>15,508.74</b>	<b>18,700.00</b>	<b>3,191.26</b>	<b>17.07%</b>
<b>Contractual Services</b>					
Janitorial	1,948.00	17,532.00	26,000.00	8,468.00	32.57%
Water	0.00	1,110.03	2,000.00	889.97	44.50%
Gas	287.45	8,695.60	10,000.00	1,304.40	13.04%
Building Maintenance	728.28	11,858.99	23,000.00	11,141.01	48.44%
Small Equipment Maintenance	402.55	1,021.30	700.00	(321.30)	(45.90)%
Equipment Maintenance	1,997.41	11,091.19	9,000.00	(2,091.19)	(23.24)%
Furnishings & Equipment	0.00	0.00	5,000.00	5,000.00	100.00%
Copier Rental & Maintenance	550.00	5,769.57	11,100.00	5,330.43	48.02%
Internet Expense/Patron SS	267.83	5,500.49	6,200.00	699.51	11.28%
<b>Total Contractual Services</b>	<b>6,181.52</b>	<b>62,579.17</b>	<b>93,000.00</b>	<b>30,420.83</b>	<b>32.71%</b>
<b>Information Sources</b>					
On-line Data Bases	804.78	19,736.42	30,000.00	10,263.58	34.21%
Books	1,687.55	13,303.93	20,500.00	7,196.07	35.10%
Standing Order Books	583.99	3,208.71	4,000.00	791.29	19.78%
Periodicals	35.00	3,929.23	8,500.00	4,570.77	53.77%
DVD	368.31	2,370.48	4,000.00	1,629.52	40.74%
Audio Books	0.00	117.46	650.00	532.54	81.93%
Shipping Charges	57.49	251.28	50.00	(201.28)	(402.56)%
Library of Things/CreateSpace exp.	272.27	588.97	500.00	(88.97)	(17.79)%
<b>Total Information Sources</b>	<b>3,809.39</b>	<b>43,506.48</b>	<b>68,200.00</b>	<b>24,693.52</b>	<b>36.21%</b>
<b>Children/Youth Services</b>					
CYS Juvenile Books	729.87	3,934.45	4,000.00	65.55	1.64%
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	456.17	1,719.98	2,000.00	280.02	14.00%
CYS Easy Books	439.23	2,156.38	3,500.00	1,343.62	38.39%
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	(0.03)	213.83	1,000.00	786.17	78.62%
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>1,625.24</b>	<b>8,420.70</b>	<b>12,050.00</b>	<b>3,629.30</b>	<b>30.12%</b>
<b>Marketing/Public Relations</b>					

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE  
From 9/1/2022 Through 9/30/2022

	Current Period Actual	Current Year Actual-9 mos.ending 09/30/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Programming	0.00	152.12	400.00	247.88	61.97%
Adult Programming	(18.78)	2,950.77	4,000.00	1,049.23	26.23%
Library Programs	0.00	441.01	500.00	58.99	11.80%
Advertising Expenses	0.00	201.72	1,000.00	798.28	79.83%
Binding	0.00	0.00	300.00	300.00	100.00%
Newsletter Expense	3,043.21	10,792.56	10,000.00	(792.56)	(7.93)%
<b>Total Marketing/Public Relations</b>	<u>3,024.43</u>	<u>14,538.18</u>	<u>16,200.00</u>	<u>1,661.82</u>	<u>10.26%</u>
<b>Administration</b>					
Legal Services	0.00	562.50	1,000.00	437.50	43.75%
Credit Bureau	49.25	258.25	600.00	341.75	56.96%
Telephone	443.12	6,185.60	9,000.00	2,814.40	31.27%
Postage	14.46	563.85	800.00	236.15	29.52%
Treasurer's Bond	0.00	200.00	500.00	300.00	60.00%
Liability Insurance	0.00	20,494.00	20,000.00	(494.00)	(2.47)%
Audit Fees	0.00	3,900.00	3,800.00	(100.00)	(2.63)%
Travel	0.00	0.00	50.00	50.00	100.00%
Seminars,Conferences,Meetings	0.00	307.68	300.00	(7.68)	(2.56)%
Membership Dues	236.90	850.90	1,000.00	149.10	14.91%
Accounting Expenses	0.00	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	(18.07)	134.00	400.00	266.00	66.50%
Miscellaneous Expense	0.00	349.89	2,000.00	1,650.11	82.51%
Board Expense	300.00	540.00	1,000.00	460.00	46.00%
Capital Expense	0.00	0.00	42,000.00	42,000.00	100.00%
<b>Total Administration</b>	<u>1,025.66</u>	<u>50,566.43</u>	<u>204,050.00</u>	<u>153,483.57</u>	<u>75.22%</u>
<b>Technology</b>					
Technology Supplies	72.81	574.00	1,000.00	426.00	42.60%
Computer Consultant	0.00	0.00	2,500.00	2,500.00	100.00%
Network Maintenance	6.99	6.99	2,500.00	2,493.01	99.72%
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	11.98	6,948.08	7,500.00	551.92	7.36%
Computer Software	108.90	799.28	1,500.00	700.72	46.71%
<b>Total Technology</b>	<u>200.68</u>	<u>26,599.55</u>	<u>47,000.00</u>	<u>20,400.45</u>	<u>43.41%</u>
<b>Total Operating Expense</b>	<u>108,226.77</u>	<u>828,141.92</u>	<u>1,314,392.00</u>	<u>486,250.08</u>	<u>36.99%</u>
<b>Miscellaneous Expenses</b>					
Memorial & Gift Materials	50.68	428.76	0.00	(428.76)	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>	<u>50.68</u>	<u>779.76</u>	<u>0.00</u>	<u>(779.76)</u>	<u>0.00%</u>
<b>Total Budgeted Expenses</b>	<u>108,277.45</u>	<u>828,921.68</u>	<u>1,314,392.00</u>	<u>485,470.32</u>	<u>36.93%</u>

**The Riverside Public Library**  
 Balance Sheet - Library Gift Fund  
 As of 9/30/2022


	Current Period Balance
<b>Assets</b>	
Illinois Funds Cash	85,097.15
Due from Other Funds	<u>(1,955.00)</u>
Total Assets	<u><u>83,142.15</u></u>
<b>Liabilities</b>	
Due to Other Funds	<u>789.74</u>
Total Liabilities	<u>789.74</u>
<b>Fund Balance</b>	
Beginning Fund Balance	78,008.83
Excess Revenues(Expenditures)	<u>4,343.58</u>
Total Fund Balance	<u><u>82,352.41</u></u>
<b>Total Liabilities &amp; Fund Balance</b>	<u><u>83,142.15</u></u>

**The Riverside Public Library**  
 Statement of Revenues and Expenditures - Library Gift Fund-BRE  
 From 9/1/2022 Through 9/30/2022

	Current Period Actual	Current Year Actual- 9 mos..ending 9/30/2022
<b>Revenue</b>		
Interest	175.19	639.24
Miscellaneous Revenue	430.00	430.00
Contributions & Donations	(2,385.00)	4,817.17
Friends of the Library Donations	0.00	4,000.00
Summer Reading Donations	<u>0.00</u>	<u>3,000.00</u>
Total Revenue	<u><u>(1,779.81)</u></u>	<u><u>12,886.41</u></u>
<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	544.34	3,249.71
Memorial expenditures	95.40	287.19
Adult Programs	150.00	325.00
Miscellaneous Expense	<u>0.00</u>	<u>55.58</u>
Total Expenditures	<u><u>789.74</u></u>	<u><u>8,542.83</u></u>
<b>Excess Revenues(Expenditures)</b>	<u><u>(2,569.55)</u></u>	<u><u>4,343.58</u></u>



# Library Board Memorandum

**To:** Board of Trustees   
**From:** Janice Foley, Library Director, and Jane Wilhelm, Accountant  
**Date:** 10/6/22  
**Re:** 2023 Operating Budget and 2022 Tax Levy

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Michael Marrs contacted me on Monday, October 3 to talk about the budget. He had talked with Karin Johns from the Village and they had discussed including potential growth into the levy request. We had done this for several years under our previous financial coordinator but had stopped due to our fundraising and referendum efforts. Jane and I met with Karin on Tuesday to discuss this option.

If we go just with the CPI rate, when the county does the EAV and other calculations the amount received is often under the percentage. This year, because we did not get the Final Tax Levy reports, and consequently the current EAV, our receipts from last year's levy may actually be higher than expected. Karin Johns said the Village always asks for more than the CPI because of the incomplete report, as well as for potential tax growth. She encouraged us to do the same because it could result in more money for the Library and exponentially more in future years. Jane and I reconfigured the levy to the 7% as encouraged by the Village. We have incorporated into our budget increases in three categories (Furnishings and Equipment, Building Maintenance and Miscellaneous Expenses) which are not essential to our day to day operations. but rather more like cushioning that can easily be reversed after we know what our tax levy rate will be in June 2023.

Karin Johns needed a preliminary budget for the Truth in Taxation exercise she must do for the Levy process by October 7. I told her it was preliminary and could be subject to change if the Library Board wanted changes at their October 11 meeting. I sent the 7% version as it is easier to decrease a budget request after printing in a newspaper rather than increasing and not giving the public notice.



**RIVERSIDE PUBLIC LIBRARY- TAX LEVY ORDINANCE FOR 2022**

OPERATIONS	1,213,259
AUDIT	3,900
IMRF	42,000
FICA	58,000
UNEMPLOYMENT	1,400
BOND	<u>121,800</u>
TOTAL LEVY	1,440,359

	<b>2023 PROPOSED BUDGET</b>	<b>PROPOSED 2022 TAX LEVY USED</b>	<b>OTHER REVENUE SOURCES USED</b>
PERSONNEL SERVICES	912,800	912,800	0
MATERIALS & SUPPLIES	20,450	19,450	1,000
CONTRACTUAL SERVICES	130,000	128,450	1,550
INFORMATION SERVICES	72,500	70,000	2,500
CHILDREN/YOUTH SERVICES	12,600	12,000	600
MARKETING/PUBLIC RELATIONS	21,800	18,659	3,141
ADMINISTRATION EXPENSE	111,550	110,200	1,350
TECHNOLOGY EXPENSE	48,000	47,000	1,000
BOND PAYMENT	<u>121,800</u>	<u>121,800</u>	<u>0</u>
TOTAL	1,451,500	1,440,359	11,141

**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	
<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	1,213,259					1,213,259
3113-01-007 Property Tax-Audit	4,075	3,800	3,900					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>1,213,259</b>	<b>3,900</b>	<b>42,000</b>	<b>58,000</b>	<b>121,800</b>	<b>1,440,359</b>
<b>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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,800</b>
<b>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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,250</b>
<b>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	100					100
3808 Memorial book donations	1,146	500	250					250
3801 Adult replacement fees	340	100	100					100
3802 CYS Replacement fees	261	200	200					200
3825 Meeting Room Rental		200	100					100
3816 ILL Fees	64	50	35					35
3817 Lost Book credit	15	125	100					100
3821 Lions Club Book Donation								
3822 CreateSpace donations		250	-					-
<b>TOTAL FEES &amp; SERVICES</b>	<b>8,226</b>	<b>6,350</b>	<b>5,000</b>	<b>3,900</b>	<b>42,000</b>	<b>58,000</b>	<b>121,800</b>	<b>1,468,947</b>
<b>TOTAL REVENUES</b>	<b>1,305,625</b>	<b>1,330,432</b>	<b>1,241,847</b>	<b>3,900</b>	<b>42,000</b>	<b>58,000</b>	<b>121,800</b>	<b>1,468,947</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>1,305,625</b>	<b>1,330,432</b>	<b>1,241,847</b>	<b>3,900</b>	<b>42,000</b>	<b>58,000</b>	<b>121,800</b>	<b>1,468,947</b>
<b>ESTIMATED EXPENDITURES</b>								
<b>4410 PERSONNEL SERVICES</b>								
4102 Regular Salaries	644,047	704,390	756,400					756,400
4130 Health Insurance	41,157	45,766	55,000					55,000
4140 IMRF	54,658	49,550	42,000		42,000			42,000
4141 FICA	46,558	53,886	58,000		58,000			58,000
4142 Unemployment	980	1,600	1,400		1,400			1,400
<b>TOTAL PERSONNEL SERVICES</b>	<b>787,400</b>	<b>855,192</b>	<b>811,400</b>	<b>-</b>	<b>42,000</b>	<b>58,000</b>	<b>1,400</b>	<b>912,800</b>

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

<b>4300</b>	<b>CONTRACTUAL SERVICES</b>						
4320	Janitorial	23,376	26,000	28,000	28,000		28,000
4324	Water	1,076	2,000	2,500	2,500		2,500
4326	Gas	9,873	10,000	15,000	15,000		15,000
4361	Building Maintenance	18,036	23,000	30,000	30,000		30,000
4362	Small Equip Maintenance	1,614	700	1,000	1,000		1,000
4363	Equipment Maint	11,886	9,000	12,000	12,000		12,000
4364	Furnishings & Equipment	7,537	5,000	25,000	25,000		25,000
4365	Copy Machine Rent/Maint	6,292	11,100	9,000	9,000		9,000
4918	Internet Expense (Comcast)		6,200	3,000	3,000		3,000
4919	Patron Subscription Services			4,500	4,500		4,500
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>79,691</b>	<b>93,000</b>	<b>130,000</b>	<b>130,000</b>		<b>130,000</b>

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

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

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

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

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	12,000	-	12,000
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	107,650	3,900	233,350
<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, 4999 OTHER MISC EXPENSES		90,000	-	-	-	-
TOTAL EXPENSES		1,281,254	1,314,392	1,224,400	3,900	1,451,500
<b>OPERATING BALANCE</b>		24,371	16,040	17,447	-	17,447
<b>END FUND BAL (CASH RESERVES)</b>		24,371	16,040	17,447	-	17,447

## Vision

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

## Mission

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

## Values

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

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

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

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

## Goals

### Collaborative

- A. Continue critical partnerships with community and state organizations
- B. Identify opportunities for structured and planned cooperation with local and regional resources
- C. Plan and implement a recurring Organization and Service Fair

### Adaptable

- A. Respond efficiently to changes across a variety of landscapes, including technology, health and safety, and social issues.
- B. Continue to investigate and implement service changes that encourage easier library use for patrons
- C. **Be attentive to evolving information-seeking patterns and initiate any new approaches needed to the ways we communicate with patrons and staff – (this is the one I pulled from the old one that kind of alludes to social media)**

### Responsible

- A. Investigate specific main level upgrades while continuing to assess and prioritize both short and long term building needs
- B. Focus on Customer Services with an eye toward training and services while ensuring staff are safe and supported **(this was a pretty vague 'customer service' item that I expanded)**
- C. Identify and implement a more robust approach to digital recordkeeping

### Engaged

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

Everyone is back to school and we are back to after-school in CYS this month! Also, we had some changes to our programming for little ones during the day while bringing back some old favorites. Our RB transitions student worker, Bianca, returned this month and we are so glad she is back working with us this fall.

### **Highlights**

*Storytimes*— Our weekly storytimes are back this fall with some changes. We are not requiring registration for any of our weekday storytimes after receiving feedback from patrons. The storytimes are drop-in but we do give out tickets as people arrive to control the number of participants in the room.

Our Mini-Movers are popular again, with numbers growing as the weeks go by. We shortened the time between the storytime sessions, shifting to 9:30 am and 10:15 am so that people can get home before lunch or in time to pick up older siblings from preschool. The 1:30 pm storytime hasn't found a following yet. Thank you to Anne and Bridget for planning and implementing these storytimes.

Friday storytimes are still outside, but we added two sessions, so that numbers could be smaller if we have to move inside because of weather. Thank you to Jordan for bundling up and leading these storytimes.

A big thank you to Stephanie Roldan of Back to Nature Fitness & Adventures for leading Yoga Storytimes this month for us! Kids and their adults love moving while listening to stories.

*After School*— We are working on new after school programming. We have three “meet ups” scheduled each month where kids and/or teens can meet up with others who share their interest. The Pokémon meet up was very successful, one family came to the Chess meet up, and only one teen came to the Manga & Anime Meet Up. We hope that these programs can build a following over time.

We also started showing a movie once a week in the Teen Room which has been a fun after school program.

Our desk dog, Popcorn, had his birthday party this month after school. We had cupcakes and played party games including musical chairs and Bozo buckets.

*School Outreach*—Anne visited the D96 Early Learners classrooms this year. The teachers were really happy to have her back!

RPC preschool visited this month for a story walk and activity in our Program Room.

Mary and I hosted the St. Mary School 2<sup>nd</sup> Graders for their annual field trip. The field trip consisted of a storytime, a tour of the Library, a scavenger hunt on the lower level and a short movie. These two classes were so well behaved and they were a joy to have at the Library!

*Family and Weekend Programs*—A big thank you to Val Jisa for leading another successful Family Birding walk this month. We are so glad that she shares her knowledge and time with our patrons.

Families enjoyed dropping in for our Family Playtime and Legopalooza. Mary created another great take home craft; families loved the paper lion kit.

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

Reference questions asked	<u>312</u>
Informational questions asked	<u>327</u>

<b>Program Name</b>	<b>Date</b>	<b>Attendance</b>
D96 Early Learners Storytimes (4 sessions)	9/6/22	55 kids, 20 adults
Today's Feature: Teen Movie: Men in Black	9/7/22	3 teens
RB Transitions Book Club	9/7/22	6 teens, 3 adults
Pokémon Meet Up	9/8/22	10 kids, 3 adults, 1 teen
Family Birding	9/10/22	2 kids, 7 adults
Family Playtime	9/10/22	7 kids, 9 adults
Weekend Take Home Craft	9/10-9/11	23 kids
Mini Movers Storytime (3 sessions)	9/12/22	10 kids, 10 adults
Little Hands Playtime	9/13/22	8 kids, 7 adults
Today's Feature: Teen Movie: Thor Love & Thunder	9/14/22	10 teens
RB Transitions Book Club	9/14/22	5 teens, 3 adults
Chess Meet Up	9/15/22	1 kid, 3 adults
Friday Storytime (2 sessions)	9/16/22	11 kids, 11 adults
Mini Movers Storytime (3 sessions)	9/19/22	21 kids, 19 adults
Little Hands Playtime	9/20/22	3 kids, 3 adults
Today's Feature: Teen Movie: A Cinderella Story	9/21/22	9 teens
RB Transitions Book Club	9/21/22	6 teens, 3 adults
Friday Storytime (2 sessions)	9/23/22	30 kids, 17 adults
Legopalooza	9/24/22	8 kids, 4 adults
Mini Movers Storytime (3 sessions)	9/26/22	23 kids, 22 adults
Popcorn's Birthday Party	9/26/22	4 kids, 1 adult
Little Hands Playtime	9/27/22	7 kids, 7 adults
RPC Preschool Visit	9/28/22	10 kids, 2 adults
RB Transitions Book Club	9/28/22	7 teens, 5 adults
Friday Yoga Storytime (2 sessions)	9/30/22	20 kids, 15 adults
St. Mary's 2 <sup>nd</sup> Grade Field Trip	9/30/22	27 kids, 2 adults
After School	20 days	646 kids and teens
Phone Charger Checkout		4 teens
Board Game Usage		42 games
Nintendo Switch Usage		11 teens

**September 2022**

**Sharon Shroyer**

### **Patron Services**

Gabe Fisher is doing very well with the various assigned reports, interlibrary loan processing, opening assignment and other tasks that he has taken on during his practicum for his LTA certificate. In October, he will be doing about 75% of the statistics that you will be receiving in your packet this month.

We did amazingly well with the magic wands at the Farmers Market in September, selling 59 wands. It's always fun to go to the market and see the kids and several adults pick out just the right wand for them.

September was National Library Card month and did we have a great giveaway that everyone liked. Janice made four beautiful library bags that were displayed on the balcony. Everyone wanted to buy one but they could only enter a drawing to get one by doing a fun Library Bingo that IS made up, adding a signature or picture to their account if needed, or just registering for a library card. We had a total of 98 entries and four winners. Patrons who registered for a library card in September, also got to select a giveaway of their choice.

Dana is once again working her way through the inventory process and once again we are fixing things as we find them.

### **Computer Services**

Our faulty hotspot has been replaced and is back in circulation. The mobile hotspots are by far our most popular item in our Library of Things collection, having gone out more than 1500 times since we started circulating them back in 2016.

We had an issue accessing Google for one day in September, due to a bad Malwarebytes update. That is extremely rare for that software. We have been using it since 2015 and this is the first issue we have had with it.

We have the new panoramic view camera in and it is great. I am processing it now and it will be available soon.

Our self-checkout machine is getting a bit older and we will need to replace it in 2023 or 2024. Since it was getting so little use, I was on the fence as to whether it was worth it to replace. However, the move to CYS has brought that question to a close. For 2021, the self-checkout was used to for 1608 items. It wasn't even used for 5 months in 2021. This year we are only through September and we have checked out 3578 items. That is 7.2% of all of our checkouts for this year compared to 2.6% for 2021.



September 2022  
Information Services Update  
Diane Silva

Digitization Update –

The digitization of the Landmark microfilm is progressing quickly. I received notice that the microfilm should be returned in mid-October. Thanks again to the Township for supporting this second round of work.

Programming –

The new season of ILP author talks kicked off with Marlee Matlin. We had 9 people attend the actual Zoom and another 1 who watched the video posted to Facebook.

Jordan ran the first of our CREATEcraft events, making etched wine glasses using the Cricut. The attendees loved it. This program will be monthly and is a great way to highlight our new tools. They also fill a need for more DIY in person programs. In the same vein, we hosted a writing workshop with Carol LaChapelle and multiple patrons asked us to bring her back. She will be returning in the new year.

We haven't run a drop in computing session in for a couple of years and we started that up again this month. I host an hour of support monthly and had a couple of people stay with a variety of questions. If we keep getting questions, this program will likely expand to 2 hours or multiple times per month.

Program Stats -

Virtual Composting – 8	Etched Wine Glasses – 11
Drop in Computing – 2	Modern Calligraphy – 6
Medicare para Hispanohablantes – 1	Writing Family Stories – 9
ILP – Marlee Matlin – 10	Genealogy: Using Newspapers – 8
Seed Saving with RCG - 11	Riverside Reads Book Club – 9
Meditation (2 events) – 8	Knitting Club – 5
	Spice Kits – 36

Patron Interactions –We had 755 patron interactions by phone, email or in person. Our first month of full 9 am – 9 pm hours and Sundays actually saw less patron activity than last month. By the end of the month, Sunday activity is already increasing as people realize we are open.

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

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

Questions Asked - Adult	755	579	6461	4918
Questions Asked - Youth Services	639	445	4772	4456

**Internet Usage - Adult  
- CYS**

**Total Usage**

	274	201	2205	1472
	127	86	1096	418
	<b>401</b>	<b>287</b>	<b>3301</b>	<b>1890</b>

**Holdings**

Adult Titles Added	154	144	1295	1088
CYS Titles Added	125	122	909	721
<b>Total Titles Added</b>	<b>279</b>	<b>266</b>	<b>2204</b>	<b>1809</b>

Adult Titles Withdrawn	100	190	862	1479
YS Titles Withdrawn	70	72	761	896
<b>Total Titles Withdrawn</b>	<b>170</b>	<b>262</b>	<b>1623</b>	<b>2375</b>

**Total Holdings**

**63203      62732**

**Adult Programs**

Number of Library Programs	16	8	138	76
Number of Community Programs	5	0	32	0
Library Program Attendance	98	86	1191	915
Community Program Attendance	62	0	361	0
<b>Total Adult Program Attendance</b>	<b>160</b>	<b>86</b>	<b>1552</b>	<b>915</b>
<b>Total Adult Take &amp; Make Users</b>	<b>36</b>	<b>136</b>	<b>346</b>	<b>388</b>

**Youth Services**

Kids Passive Programs	1	2	32	20
Kids Active Programs	30	25	252	112
Teens Passive Programs	7	1	19	5
Teens Active Programs	0	10	20	10
<b>Number of Passive CYS Programs</b>	<b>8</b>	<b>3</b>	<b>51</b>	<b>25</b>
<b>Number of Active CYS Programs</b>	<b>30</b>	<b>35</b>	<b>272</b>	<b>122</b>

Kids Passive Prog. Attendance	23	92	1516	1742
Teens Passive Prog. Attendance	60	16	193	65
Kids Active Prog. Attendance	420	256	6546	4509
Teens Active Prog. Attendance	0	56	255	57
<b>Total Passive Prog. Attendance</b>	<b>83</b>	<b>108</b>	<b>1709</b>	<b>1807</b>
<b>Total Active Prog. Attendance</b>	<b>420</b>	<b>312</b>	<b>6801</b>	<b>4566</b>

**New Library Cards Issued**

	64	45	532	317
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**Library Attendance**

	6882	5444	62346	32932
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**Faxes sent by Patrons**

20	17	166	111
23	14	188	90

**Notary Service**

Checkouts	5091	5547	49680	43650
Renewals	3507	3220	32010	27142
Checkins	5939	6220	56152	58435
<b>Total Circulation</b>	<b>14537</b>	<b>14987</b>	<b>137842</b>	<b>129227</b>

**Interlibrary Loans**

Loaned	969	915	8360	8383
Borrowed	1067	1212	10117	12297

**Reciprocal Borrowing**

Loaned to Other Library Patrons	598	455	5488	3625
RPL Patrons Borrowing Elsewhere	830	987	8114	7123

**Digital Resources**

Hoopla	384	305	3318	3224
Axis360	142	116	1212	1086
Digital Library of Illinois (MMM)	1033	836	8877	7378
Flipster Downloads and Views	38	26	518	742

**Web Site**

Total Hits	3976	3352	35163	562746
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**Wireless Statistics**

937	901	16126	21705
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**Online Databases**

Ancestry.com				
Searches	629	79	4631	7621
Returns	481	81	4102	6152
Encyclopaedia Britannica				
Sessions	17	12	121	33
Documents	17	12	296	47
Newsbank				
Searches	2	8	49	90

**EBSCO Online Databases**

Academic Search Premiere

Searches	18	1	215	71
Requests	18	1	214	71

Auto Repair Source

Searches	0	0	0	0
Results	0	0	0	0

Biography Reference Center

Searches	4	1	20	12
Requests	0	0	16	8

Business Source Premier

Searches	45	0	290	4
Results	45	0	290	4

Consumer Health Complete

Searches	4	0	8	5
Results	0	0	0	21

Consumers Reports

Sessions	10	7	51	86
Searches	100	84	625	1276

History Reference Center

Searches	6	0	36	29
Results	6	0	36	29

Legal Information Ref. Center

Searches	2	0	9	4
Results	2	0	9	4

Literary Reference Center

Searches	31	4	226	19
Requests	31	4	226	19

Masterfile

Searches	33	2	343	104
Requests	33	2	343	89

Middle Search Plus

Search	4	0	11	3
Results	0	0	7	3

Newspaper Search Plus

Search	5	0	95	23
Results	5	0	95	51

Novelist

Searches	12	96	61	844
Requests	37	127	85	1123

Points of View Ref. Center

Searches	16	0	128	4
Results	16	0	128	4

Primary Search

Searches	2	0	5	24
Results	2	0	2	39

Science Reference Center

Searches	10	0	49	28
Results	10	0	47	0

Small Business Center

Searches	0	NA	NA	NA
Results	0	NA	NA	NA

**Additional Statistics**

Newspaper Archives

Searches	18	NA	219	NA
Museum Passes Issued	13	NA	115	NA
Library of Things Equipment	59	NA	297	NA
Kits	20	NA	75	NA
Create Collection Equipment	2	NA	17	NA

**Online Learning**

Creative Bug Sessions	1	NA	14	NA
Total Viewed	0	NA	20	NA
Universal Class	1	NA	6	NA

## LIBRARY DIRECTOR'S REPORT September 2022

### Administrative

Another month flew by but a lot was accomplished!

Jane and I completed the preliminary Levy and Operating Budget for the September Board meeting, and made a few adjustments after the meeting to accommodate the approval of the full time Children and Youth Services position the Board supported. The final budget will need to be approved at the October board meeting; after which it will be sent to the Village for the Village Board's approval in November.

The Per Capita Grant Application was completed and will be presented to the Board for approval. We have been fortunate over the past few years that the State has funded the Per Capita at the full rate. We have accounted for only half payment each year so our revenues came in higher as a result!

The Strategic Long Range Plan Committee met twice this month and will be presenting a draft of the Goals to the Board. After any discussion, the final SLRP document will be drafted and will be ready for approval by the Board at the November Board meeting. We feel very positive about the direction we are heading with the Library, and the process has been very positive.

The managers and I completed the new Employee Evaluation forms for this year. The new ones have more input by the employee, including setting goals and determining more instruction or training. We had been using the previous form for many years, and we felt it was time for a change. Hopefully, the new process will be more beneficial for all involved.

### Ongoing

Managers' meetings continued in September.

### Special Projects

Diane and I met with Darren from Studio GC on September 7 to discuss the possible renovations that we could do if the Village approves the retention by the Library of the remaining Bond money. Darren is also giving me quotes for the lighting changes that are desperately needed in Patron Services and in the Atrium. On that same train of thought, I am submitting a grant proposal to the State for the Live and Learn Construction Grant 2023 for the Patron Services area renovation. I have incorporated all the suggestions from last year's grant and hope this new, stronger case version will be successful.

### Advocacy

The Friends met on September 20. At the meeting, Harvest Bingo was the topic of conversation. The event sold out in one week! I have ordered the popcorn bags from the Trustees for the attendees, and will get the water closer to the date. I have also printed a bookmark that thanks everyone for their support of the Library and the Friends, and tells them that the treats are courtesy of the Library Board of Trustees.

Our Farmers' Market participation for 2022 was very successful. Almost \$600 was raised on the sale of the Harry Potter wands, and the scavenger hunt participants remained steady with a jump on the last day when 86 participated in finding Peter T. Pumpkin for the chance to decorate a mini pumpkin. As in the past three years, the mini pumpkins were generously donated by Orland Fasel from Fasel Farms. We reach so many patrons at the market and are happy to have this opportunity.

The Person of the Year Dinner was held on September 22. It was a nice event and I know Connie Guardi appreciated the support from the Library. Ken, Patrick, Courtney, Nora and I were all in attendance.

### **Genealogy**

All in the Family Genealogy Club had a good turnout for their September 27 speaker, Jackie Schattner, who spoke on using European and US newspapers and directories for genealogical research. I am very pleased with how the AITF group has taken off.

### **Building Maintenance**


Routine lawn care took place this month. Annual fire extinguisher testing/replacement occurred.

Due to the side entrance light going out and the front yard electrical outlets not working correctly, we had an electrician from Belcore Electrical come and investigate. They replaced the side light and repaired the outlets.



# Library Board Memorandum

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**To:** Board of Trustees  
**From:** Janice Foley, Library Director   
**Date:** 10/04/22  
**Re:** Per Capita Grant Application 2023

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Attached is our Per Capita Grant Application for 2023. The application needs to be submitted by January 15, 2023 in order to qualify for Per Capita Grant money. The 2021 Per Capita Expenditure sheet, which needs to be included with the application, is also attached. Please let me know if you have any questions or additions.





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

**Illinois State Library**

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

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

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

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

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

**Legal Name of Library:** Riverside Public Library

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

**Contact information of the person completing this grant application:**

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

**Preparer's Title:** Library Director

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

**Preparer's Email Address:** janicefoley@riversidelibrary.org

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

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

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

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

**Service Area Population** 9298

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

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

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

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

**Chapter 1: Core Standards**

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

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

## Chapter 2: Governance and Administration

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

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

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

## Chapter 3: Personnel

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

As the largest expense of our budget, the Board is very aware of the importance of qualified staffing. They are also acutely concerned about appropriate salaries/benefits/appreciation of all the staff. With the 2025 \$15 minimum wage requirement approaching quickly, the Library has been proactive bringing staff wages up to speed. In addition, to solve a staffing concern in the Children and Youth Services Department, the Board approved the change from a PT to FT professional position. This change will help fill the position with a qualified candidate.

The management team created new Employee Evaluation forms which will begin in 2022 and give staff more input into goal setting and performance appraisals.

#### Chapter 4: Access

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

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

#### Chapter 5: Building Infrastructure and Maintenance

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

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

## Chapter 6: Safety

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

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

## Chapter 7: Collection Management

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

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

## Chapter 8: System Member Responsibilities and Resource Sharing

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

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

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

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

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

## Chapter 10: Programming

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

We are proud of our Programming efforts. We offer a variety of programs in person, hybrid and passive in our attempts to reach as many patrons as possible. We are fortunate to have partnerships with many community groups and organizations which increase our programming potential.

## Chapter 11: Youth/Young Adult Services

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

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

## Chapter 12: Technology

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

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

## Chapter 13: Marketing, Promotion and Collaboration

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

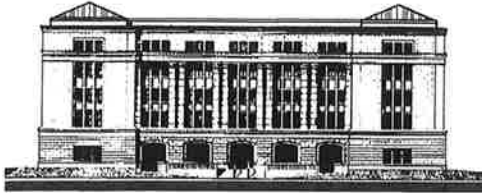
While we meet most of the standards for marketing, promotion and collaboration, we do not have a written marketing plan. The creation of one will be a goal for the new year. In addition, we are increasing the frequency of newsletters mailed to each home in order to publicize our services and programming in a more efficient manner.



## Part II: Planned Use of Grant Funds

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

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



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

ilsos.gov

## Illinois Public Library Per Capita Grant Expenditures Report

Control Number: 30579 City: Riverside

Library Name: Riverside Public Library

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

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

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

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

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5

Safety — Chapter 6

Collection Management — Chapter 7

Library provides a percentage of its budget to purchase materials that best serve the community.

System Member Responsibilities and Resource Sharing — Chapter 8

Library share their resources with all Libraries.

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

Library provides a percentage of its budget to purchase materials that best serve the community.

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11

Library provides a percentage of its budget to purchase materials that best serve the community.

Technology — Chapter 12

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

Marketing, Promotion, and Collaboration — Chapter 13



# Library Board Memorandum

**To:** Board of Trustees  
**From:** Janice Foley, Library Director  
**Date:** 10/4/22  
**Re:** Special Event Library Rental

A handwritten signature in black ink, consisting of a series of loops and flourishes, positioned to the right of the "From:" line.

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We have received another application for a wedding to be held in the Library on December 17 from 4 – 7 pm. It is up to the Board to approve the request.

The October 1, 2022 wedding was very nice. However, it is very difficult to have two people set up and take down the chairs and move all the tables, so we have changed the application to having ALL setup be the responsibility of the applicant. Since we do not have any maintenance staff or building managers, I think it is the best route to take for special events which are not sponsored by the Library.

We have two staff on duty for every Special Event to make sure everything runs smoothly and to watch the door for non-event attendees thinking the Library is open for business.

JF:cl



**APPLICATION FOR USE OF LIBRARY FOR AFTER HOURS SPECIAL EVENTS**

After hours private Special Events may be held at the Library. Each request must be approved by the Library Board of Trustees. Approval and fees will be set based on the hours needed, the availability of staff and space, and the nature and size of the event. Fees must be paid at the time of booking.

Date of Request: 10/3/22

Contact Person: Adam Dremak

Address: 9325 Jackson ave Email: adamdremak@gmail.com  
Brookfield IL 60513

Home/Cell Phone: 708-309-0030 Work Phone: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Event: Wedding

Date(s) of Use: 12/17

Time Event Begins: 4pm Ends: 7pm Expected Attendance: 50

The **Great Room and/or Atrium** can accommodate groups up to 150 people, either standing or auditorium style seating. The Library has approximately 100 chairs, but additional chairs may be provided by the applicant, at their cost.

The **Community Room(s)** (34' x 17') seat a maximum of 50 auditorium style or 48 at tables.

The **Friends of the Library Terrace** (24' x 12') is available for small groups up to 20.

There is a **\$300 use fee** and a **\$100/per hour (2-hour minimum) charge** for all rooms. Use fee must be paid at the time of booking. This includes two staff members who stay for the entire event.

Please indicate if refreshments/food will be served: yes  no

All set up and cleanup is the responsibility of the applicant.

**Applicants are required to furnish a Certificate of Insurance showing \$1,000,000.00 general liability coverage. The Riverside Public Library should be named as additional insured on the certificate. If alcohol is to be served, a Village of Riverside liquor permit and liquor liability (DRAM) insurance will also be required before the event takes place.**

**WAIVER:**


I/we the Undersigned hereby waive and release any claims, causes of action, damages or demands I may have against the Riverside Public Library, its Board of Trustees, and employees thereof arising out of or in connection with my use of the aforesaid space. I further agree to defend and hold harmless the Riverside Public Library, its Board of Trustees, and employees thereof from any claims, causes of action, damages or demands which may be made on account of the aforesaid function. I further agree to assume all responsibility for the conduct and safety of my guests and assume all financial responsibility to make payment to the Riverside Public Library for any damages done to the Riverside Public Library by myself or my guests while in attendance at this function.

**I have read and understand the attached Meeting Room Policy and the Waiver, and will personally guarantee and be responsible for compliance.**

Signature: Adam M Dremak Date: 10/3/2022



# Library Board Memorandum

**To:** Board of Trustees   
**From:** Janice Foley, Library Director  
**Date:** 10/4/22  
**Re:** Rental of Library

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We have received a request to hold an event at the Library. It is a going away party for Ann Marie Dixon who has served as Friends of the Library Treasurer for the past 6 years. Because of her service to the Library through Friends, I would suggest waiving the usage fees, and having only the liquor liability and insurance as the only requirements for this private event. Diane Silva will be the Library representative at the event to insure that everything is under control.

JF:cl



Riverside Public Library  
 1 Burling Road  
 Riverside, IL 60546  
 708/442-6366 FAX 708/442-9462

**APPLICATION FOR USE OF LIBRARY FOR AFTER HOURS SPECIAL EVENTS**

After hours private Special Events may be held at the Library. Each request must be approved by the Library Board of Trustees. Approval and fees will be set based on the hours needed, the availability of staff and space, and the nature and size of the event. Fees must be paid at the time of booking.

Date of Request: 10/4/22

Contact Person: Diane Silva

Address: 365 Addison Rd Email: silvad@riversidelibrary.org

Home/Cell Phone: 630-750-6196 Work Phone: 708-442-6366 x 121

Name of Organization: \_\_\_\_\_

Event: Ann Marie Dixon Going Away Party

Date(s) of Use: 10/22/22 or 10/23/22 (10am-12pm)

Time Event Begins: 7pm Ends: 9pm Expected Attendance: 50

The **Great Room and/or Atrium** can accommodate groups up to 150 people, either standing or auditorium style seating. The Library has approximately 100 chairs, but additional chairs may be provided by the applicant, at their cost.

The **Community Room(s)** (34' x 17') seat a maximum of 50 auditorium style or 48 at tables.

The **Friends of the Library Terrace** (24' x 12') is available for small groups up to 20.

There is a **\$300 use fee** and a **\$100/per hour (2-hour minimum) charge** for all rooms. Use fee must be paid at the time of booking. This includes two staff members who stay for the entire event.

Please indicate if refreshments/food will be served: yes  no

All set up and cleanup is the responsibility of the applicant.

**Applicants are required to furnish a Certificate of Insurance showing \$1,000,000.00 general liability coverage. The Riverside Public Library should be named as additional insured on the certificate. If alcohol is to be served, a Village of Riverside liquor permit and liquor liability (DRAM) insurance will also be required before the event takes place.**

**WAIVER:**

I/we the Undersigned hereby waive and release any claims, causes of action, damages or demands I may have against the Riverside Public Library, its Board of Trustees, and employees thereof arising out of or in connection with my use of the aforesaid space. I further agree to defend and hold harmless the Riverside Public Library, its Board of Trustees, and employees thereof from any claims, causes of action, damages or demands which may be made on account of the aforesaid function. I further agree to assume all responsibility for the conduct and safety of my guests and assume all financial responsibility to make payment to the Riverside Public Library for any damages done to the Riverside Public Library by myself or my guests while in attendance at this function.

**I have read and understand the attached Meeting Room Policy and the Waiver, and will personally guarantee and be responsible for compliance.**

Signature:  Date: 10/04/22



# Library Board Memorandum

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**To:** Board of Trustees  
**From:** Janice Foley, Library Director  
**Date:** September 21, 2022  
**Re:** Executive Minutes Review

A handwritten signature in black ink, appearing to be "J. Foley", is written over the "From:" line of the memorandum.

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The Board is required by law to review all Executive Session Minutes semiannually to determine if any can be released to the public. In April 2022, the Board approved and released the following minutes:

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

Also in April 2022, the Board released the following minutes which had already been approved, but remained confidential:

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

The following executive session minutes, which remain confidential, will be available at the Board meeting for your review, and need to be **approved** and **reviewed for release**:

April 12, 2022