

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 7:00 pm on Tuesday, September 10, 2024 in the Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:00 pm
- II. Roll Call
- III. Welcome Guests
- IV. Public Comment
- V. Approve Minutes of August 13, 2024 – *Action Item*
- VI. Review of July Bills—*Action Item*
Review of August Bills – *Action Item*
- VII. Review of July Financial Statements—*Action Item*
Review of August Financial Statements – *Action Item*
- VIII. Committee Reports
 - A. Finance – Jane Birmingham
 - B. Building & Grounds – Ken Circo
 - C. Policy & Bylaws – Dan Loucks
 1. Purchasing Policy – *Action Item*
 2. Photography and Videography Policy – *Action Item*
 - D. Technology – Nancy DeFauw and Michael Hagins
 - E. Communications and Marketing – Courtney Greve Hack
- IX. 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
- X. Director's Report—Janice Foley
- XI. Unfinished Business
- XII. New Business
 - A. 2024 Tax Levy and Preliminary 2025 Operating Budget – *Action Item*
 - B. Holiday Closings 2025 – *Action Item*
 - C. RPL 95th Anniversary Information
- XIII. Announcements
- XIV. Correspondence & FYIs
 - A. Illinois Libraries: Agencies of Impact report
 - B. Riverside Sesquicentennial Call for Events
- XV. Executive Session

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



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

Held Tuesday, August 13, 2024 in the Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:00 pm.

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

Also in Attendance: Janice Foley, Library Director; Diane Silva, Assistant Director; Ashley Vimont, Bookkeeper and Lisa Garay, Office Administrator.

Called to order at 7:02 pm by President Ken Circo.

Review of Minutes

Dan Loucks moved, and Courtney Greve Hack seconded, that the Board approve the minutes of the June 11, 2024 regular meeting.

Ayes: DeFauw, Greve Hack, Hagins, Loucks

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Courtney Greve Hack moved, and Nancy DeFauw seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23830 through 23859 and 23861 through 23865, in the total amount of \$118,974.53, which includes payroll through June 21, 2024.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Courtney Greve Hack moved, and Michael Hagins seconded, that the Board approve the financial statements for June 30, 2024, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Building and Grounds

Masonry permit was approved after we provided a sample of stone to be used for the repair. Board members discussed getting more mulch for the flower beds in the front.

Policy and Bylaws

Trustee Loucks is working on the Holton contract edits and will get back to Janice.

Technology

Trustees Hagins and De Fauw reported the new all-in-one computer were unboxed and are being set-up. Bill Borst suggested we wait until next year to replace the server. They seem to be lasting longer and are also unusually expensive at the moment. The new self-checkout station for the lower level should arrive soon. Director Foley reported that she was contacted by our telephone representative. MyTel will no longer be supported after December 2025. We have a meeting scheduled on Monday to discuss this further.

Marketing and Communication

Trustee Greve Hack will be leading a discussion with Riverside author, Caroline Woods, here at the library on Tuesday, September 24th.

Staff Reports

Many Trustees noted how busy we've been this summer. Overall library attendance numbers were up compared to last summer.

Diane explained the database contracting issues in a bit more detail. We'll monitor our stats going forward and obtain pricing for Consumer Reports in preparation for next year.

Trustee Long commented on the positive resolution to the book group discussion updates. All thought that changing the meeting times to evenings would be well received.

Trustee Long also asked about our recent digital usage (Hoopla, Libby, etc.). Diane reported that we are seeing about the same usage month to month. The goal is to re-allocate the database budget dollars and other savings from periodicals to digital resources over the next few years.

Director's Report

We finally heard back from the State Library letting us know that we didn't not receive the construction grant. RIVERSIDEOPOLY is almost ready to go into production.

Trustees Long and Greve Hack are working on invitations for Director Foley's Person of the Year dinner.

Trustee Greve Hack will review the draft purchasing policy. An updated draft will be shared for our next meeting.

Harvest Bingo tickets will go on sale online at 9am on Saturday, September 14th.

New Business

Physical Program Liability Release

The Board discussed the issue of adding a program liability release for programming that includes physical activity or movement. It was noted that the Library's insurance covers injuries. The Board recommended adding language to our program descriptions to accurately reflect the inclusion of physical movement when needed.

Library Trustee Elections

Information of the upcoming April 2025 municipal elections was shared with the Board. Of note, the date for petition circulation and filing with the Board of Elections has been moved up by one month.

Correspondence and Announcements

The Board acknowledged the receipt of the signed CSAGSI amendment, the Illinois State Library Construction Grant letter, and the tangible property assets insurance valuation letter. The Board also acknowledged the receipt of the thank you letter from the family of Charles Brom

Adjournment

Upon motion by Courtney Greve Hack, seconded by Nancy DeFauw, and passed unanimously, the meeting was adjourned at 7:49 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

JULY - 2024

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR JULY 2024 ACCOUNTS PAYABLE
AND JULY 2024 PAYROLL = \$115,144.57**

Including voided checks #23888 and 23890

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 7/1/2024 Through 7/31/2024

Check Numbr	Check Date	Payee	Check Amount	Transaction Description
23866	7/6/2024	Alarm Detection Systems, Inc.	1,141.62	Quarterly charges
23867	7/6/2024	Blue Cross Blue Shield of Illinois	4,880.81	HMO medical- July
23868	7/6/2024	Chinese Intercultural, LLC	340.00	Chinese papercutting program
23869	7/6/2024	Delta Dental of Illinois - Risk	76.55	HMO dental- July
23870	7/6/2024	Delta Dental of Illinois- Vision	45.71	HMO vision- July
23871	7/6/2024	Lofton Landscaping Company	275.00	July landscaping
23872	7/6/2024	NCPERS Group Life Ins	32.00	Term life- Forsyth & Silva
23873	7/6/2024	Village of Riverside	300.00	Wireless alarm- 3rd quarter
23874	7/18/2024	Encyclopedia Britannica, Inc.	1,000.00	Britannica Library Subscription
23875	7/18/2024	Friends of the Riverside Public Library	300.00	Reimbursement for Riversideopoly \$ ree'd - Wintrust
23876	7/18/2024	LIMRiCC-UCGA	187.43	2nd quarter 2024 UC Expense
23877	7/18/2024	Business Card	4,835.60	Credit Card Purchases
23878	7/18/2024	North Suburban Employee Benefit Coc	270.00	PPO Dental - June
23879	7/18/2024	North Suburban Employee Benefit Coc	3,681.00	PPO Medical - June
23880	7/18/2024	Village of Riverside	5,615.02	July 2024 IMRF
23881	7/24/2024	GT Mechanical Projects & Design, Inc.	338.54	Replaced heater compressor
23882	7/24/2024	Johnson Floor Company, Inc.	25,443.00	New Carpet - Phase 2
23883	7/24/2024	Scholastic Library Publishing	281.57	SRP Book Prizes
1511	7/5/2024	Administration	4,238.17	Group: 01; Pay Date: 7/5/2024
1512	7/5/2024	Information Services	6,158.37	Group: 02; Pay Date: 7/5/2024
1513	7/5/2024	Children & Youth Services	3,853.53	Group: 03; Pay Date: 7/5/2024
1514	7/5/2024	Patron Services	6,791.10	Group: 04; Pay Date: 7/5/2024
1515	7/19/2024	Administration	4,125.82	Group: 01; Pay Date: 7/19/2024
1516	7/19/2024	Information Services	6,158.40	Group: 02; Pay Date: 7/19/2024
1517	7/19/2024	Children & Youth Services	4,014.68	Group: 03; Pay Date: 7/19/2024
1518	7/19/2024	Patron Services	<u>6,592.29</u>	Group: 04; Pay Date: 7/19/2024
		Total checks and pay vouchers	90,976.21	
	7/5/2024	EFTPS- Employer Portion	2,120.61	
	7/19/2024	EFTPS- Employer Portion	2,106.72	
ACH00030	7/23/2024	ACH Payment -Leaf	766.00	Copier Contract
ACH00031	7/23/2024	ACH Payment -Comcast Cable	462.44	High Speed Internet
ACH00032	7/23/2024	ACH Payment -Comcast Cable	<u>233.85</u>	Phone Bill
Report Total			<u>96,665.83</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 8/13/2024 Through 8/13/2024

Check Number	Check Date	Payee	Check Amount	Transaction Description
23884	8/13/2024	Amazon Capital Sevices	920.59	Amazon purchases
23885	8/13/2024	Cintas Corporation LOC, 769	1,207.80	Restroom supplies/ mat service
23886	8/13/2024	Colley Elevator Co.	452.00	Elevator Inspection
23887	8/13/2024	Demco, Inc.	323.78	Book tape, book covers
23889	8/13/2024	Garvey's Office Products	50.95	Trash bags
23891	8/13/2024	Ingram Library Services	1,733.72	Various
23892	8/13/2024	Midwest Tape	853.13	Digital Subscriptions
23893	8/13/2024	RAILS Library System	1,485.00	eRead Illinois Membership Fee - Boundless jul24-
23894	8/13/2024	Rivistas, LLC	2,596.27	Publications
23895	8/13/2024	SWAN	8,806.25	EBSCO Databases
23896	8/13/2024	Unique Management Services, Inc.	<u>49.25</u>	June Placements
Report Total			<u>18,478.74</u>	

Riverside Public Library

CASH DISBURSEMENTS

AUGUST - 2024

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR AUGUST 2024 ACCOUNTS PAYABLE
AND AUGUST 2024 PAYROLL = \$125,058.50**

Including voided checks #23913 and 23917

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 8/1/2024 Through 8/31/2024

Check Number	Check Date	Payee	Check Amount	Transaction Description
23897	8/7/2024	Blue Cross Blue Shield of Illinois	4,880.81	HMO medical - August
23898	8/7/2024	Coverall North America, Inc	1,948.00	Cleaning services - August
23899	8/7/2024	Delta Dental of Illinois - Risk	76.55	HMO Dental - August
23900	8/7/2024	Delta Dental of Illinois- Vision	45.71	Vision - August
23901	8/7/2024	Fullmer Locksmith Service	2,595.00	lock changes
23902	8/7/2024	Lofton Landscaping Company	275.00	Landscaping - August
23903	8/7/2024	NCPERS Group Life Ins	32.00	Term Life - Forsyth & Silva
23904	8/7/2024	Village of Riverside	516.93	Water and Sewer - May and June
23905	8/7/2024	Background Screening Consultants, LI	28.00	Background check
23906	8/8/2024	Madison National Life	32.19	Life Insurance - August
23907	8/15/2024	Anderson Pest Control	135.40	Triannual Barrier Treatment
23908	8/15/2024	GT Mechanical Projects & Design, Inc.	1,032.86	Heater/AC Maint.
23909	8/15/2024	Madison National Life	32.19	Life Insurance - July
23910	8/15/2024	Business Card	2,948.74	Credit Card Purchases
23912	8/20/2024	Fox Valley Fire and Safety	1,088.45	Backflow Preventer Service
23914	8/20/2024	GT Mechanical Projects & Design, Inc.	622.00	Maintenance Agreement 1 of 4
23915	8/20/2024	Web Computer Consultants	585.00	Computer Consulting Services
23916	8/26/2024	Blue Cross Blue Shield of Illinois	4,880.81	HMO Medical - September
23918	8/26/2024	Madison National Life	32.19	Life Insurance - September
23919	8/26/2024	North Suburban Employee Benefit Cor	270.00	PPO Dental - July
23920	8/26/2024	North Suburban Employee Benefit Cor	3,681.00	PPO Medical - July
23921	8/26/2024	Village of Riverside	8,581.60	August 2024 IMRF
23922	8/27/2024	Risk Program Administrators	232.00	workers compensation insurance
23936	8/31/2024	Future Systems	1,798.00	Lights Maintenance
1519	8/2/2024	Administration	5,138.71	Group: 01; Pay Date: 8/2/2024
1520	8/2/2024	Information Services	6,158.38	Group: 02; Pay Date: 8/2/2024
1521	8/2/2024	Children & Youth Services	4,047.98	Group: 03; Pay Date: 8/2/2024
1522	8/2/2024	Patron Services	6,582.08	Group: 04; Pay Date: 8/2/2024
1523	8/16/2024	Administration	4,042.23	Group: 01; Pay Date: 8/16/2024
1524	8/16/2024	Information Services	6,158.39	Group: 02; Pay Date: 8/16/2024
1525	8/16/2024	Children & Youth Services	4,168.80	Group: 03; Pay Date: 8/16/2024
1526	8/16/2024	Patron Services	6,545.45	Group: 04; Pay Date: 8/16/2024
1527	8/30/2024	Administration	4,792.55	Group: 01; Pay Date: 8/30/2024
1528	8/30/2024	Information Services	6,158.40	Group: 02; Pay Date: 8/30/2024
1529	8/30/2024	Children & Youth Services	4,152.66	Group: 03; Pay Date: 8/30/2024
1530	8/30/2024	Patron Services	<u>6,498.49</u>	Group: 04; Pay Date: 8/30/2024
Report Total			100,794.55	
	8/2/2024	EFTPS - Employer Portion	2,200.32	
	8/16/2024	EFTPS - Employer Portion	2,104.83	
	8/30/2024	EFTPS - Employer Portion	2,168.67	
ACH00033	8/27/2024	Comcast Cable	233.85	internet
ACH00034	8/27/2024	Comcast Cable	465.35	phone bill
ACH00035	8/27/2024	Leaf	<u>789.70</u>	copier
			<u>108,757.27</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 9/10/2024 Through 9/10/2024

Check Number	Check Date	Payee	Check Amount	Transaction Description
23923	9/10/2024	Amazon Capital Sevices	1,214.22	Amazon - August 2024
23924	9/10/2024	Matthew Bender & Co., Inc.	269.10	Employment in IL #54
23925	9/10/2024	Cintas Corporation LOC. 769	1,151.48	mats and restroom supplies
23926	9/10/2024	Colley Elevator Co.	226.00	elevator inspection
23927	9/10/2024	Coverall North America, Inc	1,948.00	late july invoice - cleaning services
23928	9/10/2024	Garvey's Office Products	169.89	trash bags/copier paper
23930	9/10/2024	Ingram Library Services	2,497.11	Various
23931	9/10/2024	D. Kersey Construction Co.	4,581.00	LL locksets
23932	9/10/2024	Midwest Tape	854.09	digital subscriptions
23933	9/10/2024	Minuteman Press of Lyons	3,127.08	newsletter
23934	9/10/2024	NICOR Gas	204.16	gas bill
23935	9/10/2024	Unique Management Services, Inc.	<u>59.10</u>	April Placements - past due
Report Total			<u>16,301.23</u>	

Riverside Public Library

FINANCIAL REPORTS

For 7 Months Ending

July 31, 2024

UNAUDITED



**Riverside Public Library
Cash Balances
As of 7/31/2024**

	Balance, <u>7/31/2024</u>
Consolidated Operating Funds:	
First American- Checking	64,088.86
First American- Payroll	<u>268.21</u>
Total First American accounts	64,357.07
Illinois Funds	
Tax/Reserve Fund	1,118,580.44
Capital Improvements Fund	73,044.16
Special Reserve Fund	10,805.70
Working Cash Fund	268,317.40
Library Bond Fund	<u>61,665.59</u>
Total Illinois Funds	1,532,413.29
Total Operating Funds Cash Balances	1,596,770.36
Gift & Endowment Funds:	
Library Gift Fund	132,590.30
Batko Endowment Fund	6,463.47
Lower Level Renovation Fund	55,686.53
General Endowment Fund	10,844.25
Dardwin Fund	<u>17,676.57</u>
Total Gift & Endowment Funds	223,261.12
Total Funds	<u>1,820,031.48</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 7/31/2024

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	1,118,580.43
1st American-Checking Account	78,697.74
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	471,391.82
Due from Other Funds	28,689.33
Due from other groups	547.53
Due from Friends of the Library	44.46
Staff Receivables	(52.05)
Fixed Assets	2,100,381.00
Total Assets	3,756,255.67
Liabilities	
Accounts Payable	19,349.74
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,035.92
IMRF Payable	(199.70)
Deferred Property Taxes	471,391.37
Accrued Payroll	18,548.84
Health Insurance Payable	(87.43)
Term Life Insurance Payable	(112.00)
Due to Other Funds	220.00
Due to Library Gift Fund	50.00
Due to Friends of the Library	8.00
Due to Olmsted Society	20.00
Due to Historical Society	305.00
Due to Preservation Commission	3.00
Investment in Fixed Assets	2,100,381.00
Total Liabilities	2,610,853.17
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	878,364.36
Restricted for Audit	3,502.75
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	256.63
Total Beginning Fund Balances	880,322.53
Excess Revenues/(Expenditures)	265,079.97
Total Fund Balances	1,145,402.50
Total Liabilities & Fund Balances	3,756,255.67

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 7/1/2024 Through 7/31/2024

	Current Period Actual	Current Year Actual-7 mos.ending 7/31/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2022 Property Tax Revenue	0.00	30,145.55	0.00	30,145.55	0.00%
2023 Property Tax revenue	<u>253,774.97</u>	<u>975,145.40</u>	<u>1,438,045.00</u>	<u>(462,899.60)</u>	<u>(32.19)%</u>
Total Property Taxes	253,774.97	1,005,290.95	1,438,045.00	(432,754.05)	(30.09)%
Inter Government Funds	17,345.23	31,937.34	25,000.00	6,937.34	27.75%
Interest	4,062.91	29,849.33	9,000.00	20,849.33	231.66%
Fees for Services	1,076.50	7,424.56	6,830.00	594.56	8.71%
Misc Revenue	5.00	(7,852.14)	200.00	(8,052.14)	(4,026.07)%
Total Revenues	<u>276,264.61</u>	<u>1,066,650.04</u>	<u>1,479,075.00</u>	<u>(412,424.96)</u>	<u>(27.88)%</u>
Total Revenue	<u>276,264.61</u>	<u>1,066,650.04</u>	<u>1,479,075.00</u>	<u>(412,424.96)</u>	<u>(27.88)%</u>
Expenditures					
Personnel Services	71,139.32	531,292.20	985,500.00	454,207.80	46.09%
Supplies	1,286.85	9,750.94	18,500.00	8,749.06	47.29%
Contractual Services	3,975.76	49,948.27	113,000.00	63,051.73	55.80%
Information Services	4,298.86	21,230.09	37,000.00	15,769.91	42.62%
Electronic Resources	13,605.21	37,529.21	67,600.00	30,070.79	44.48%
Children/Youth Services	193.73	5,151.52	12,650.00	7,498.48	59.28%
Marketing/Public Relations	531.36	10,614.38	25,500.00	14,885.62	58.37%
Administration	791.58	52,863.47	196,100.00	143,236.53	73.04%
Technology	<u>1,395.59</u>	<u>10,846.87</u>	<u>22,500.00</u>	<u>11,653.13</u>	<u>51.79%</u>
Total Expenditures	<u>97,218.26</u>	<u>729,226.95</u>	<u>1,478,350.00</u>	<u>749,123.05</u>	<u>50.67%</u>
Miscellaneous Expenses					
Misc Expenses	(6.93)	72,335.13	0.00	(72,335.13)	0.00%
Total Miscellaneous Expenses	<u>(6.93)</u>	<u>72,335.13</u>	<u>0.00</u>	<u>(72,335.13)</u>	<u>0.00%</u>
Total Expenditures	<u>97,211.33</u>	<u>801,562.08</u>	<u>1,478,350.00</u>	<u>676,787.92</u>	<u>45.78%</u>
Excess Revenues(Expenditures)	<u>179,053.28</u>	<u>265,087.96</u>	<u>725.00</u>	<u>264,362.96</u>	

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 7/1/2024 Through 7/31/2024

	Current Period Actual	Current Year Actual 7 mos. ending 7/31//2024	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2022 Property Tax Revenue	0.00	30,145.55	0.00	30,145.55	0.00%
2023 Property Tax revenue	<u>253,774.97</u>	<u>975,145.40</u>	<u>1,438,045.00</u>	<u>(462,899.60)</u>	<u>(32.19)%</u>
Total Property Taxes	<u>253,774.97</u>	<u>1,005,290.95</u>	<u>1,438,045.00</u>	<u>(432,754.05)</u>	<u>(30.09)%</u>
Inter Government Funds					
Per capita state grants	13,807.53	13,807.53	13,000.00	807.53	6.21%
Corporate Replacement Taxes	<u>3,537.70</u>	<u>18,129.81</u>	<u>12,000.00</u>	<u>6,129.81</u>	<u>51.08%</u>
Total Inter Government Funds	<u>17,345.23</u>	<u>31,937.34</u>	<u>25,000.00</u>	<u>6,937.34</u>	<u>27.75%</u>
Interest on Operating Funds					
Interest-Illinois Funds	4,062.91	29,769.50	9,000.00	20,769.50	230.77%
Interest- Riverside Bank	<u>0.00</u>	<u>79.83</u>	<u>0.00</u>	<u>79.83</u>	<u>0.00%</u>
Total Interest on Operating Funds	<u>4,062.91</u>	<u>29,849.33</u>	<u>9,000.00</u>	<u>20,849.33</u>	<u>231.66%</u>
Fees for Services					
Fines	368.06	1,557.45	500.00	1,057.45	211.49%
Fax Fees	0.00	3.50	250.00	(246.50)	(98.60)%
SPOT revenue/'internet fees'	0.00	50.00	0.00	50.00	0.00%
Printing Fees	233.24	2,137.60	1,500.00	637.60	42.51%
Book & Video Sales	401.50	2,742.75	4,000.00	(1,257.25)	(31.43)%
Adult Replacement Fees	0.00	226.56	75.00	151.56	202.08%
CYS Replacement Fees	30.00	158.00	100.00	58.00	58.00%
ILL Fees	0.00	55.00	40.00	15.00	37.50%
Lost Book Credit	41.70	180.70	50.00	130.70	261.40%
The SPOT revenue	2.00	113.00	215.00	(102.00)	(47.44)%
Meeting Room Charges	<u>0.00</u>	<u>200.00</u>	<u>100.00</u>	<u>100.00</u>	<u>100.00%</u>
Total Fees for Services	<u>1,076.50</u>	<u>7,424.56</u>	<u>6,830.00</u>	<u>594.56</u>	<u>8.71%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	2.00	(8,677.80)	200.00	(8,877.80)	(4,438.90)%
Liability Insurance Refund	0.00	715.56	0.00	715.56	0.00%
Donations	<u>3.00</u>	<u>110.10</u>	<u>0.00</u>	<u>110.10</u>	<u>0.00%</u>
Total Miscellaneous Revenue	<u>5.00</u>	<u>(7,852.14)</u>	<u>200.00</u>	<u>(8,052.14)</u>	<u>(4,026.07)%</u>
Total Revenues	<u>276,264.61</u>	<u>1,066,650.04</u>	<u>1,479,075.00</u>	<u>(412,424.96)</u>	<u>(27.88)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 7/1/2024 Through 7/31/2024

	Current Period Actual	Current Year Actual- 7 mos.ending 7/31/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	57,935.03	435,838.03	815,000.00	379,161.97	46.52%
Health & Life Insurance	5,557.92	37,663.52	64,000.00	26,336.48	41.15%
Employer's Portion - IMRF	3,376.97	24,985.26	45,000.00	20,014.74	44.48%
Employer's Portion - FICA	4,227.33	32,023.16	60,000.00	27,976.84	46.63%
Unemployment Comp Expense	42.07	782.23	1,500.00	717.77	47.85%
Total Personnel Services	<u>71,139.32</u>	<u>531,292.20</u>	<u>985,500.00</u>	<u>454,207.80</u>	<u>46.09%</u>
Supplies					
Office Supplies	8.04	1,097.46	3,000.00	1,902.54	63.42%
Library Supplies	391.43	3,031.82	3,500.00	468.18	13.38%
Building Maintenance Supplies	606.80	4,547.68	10,000.00	5,452.32	54.52%
Ink Cartridges	280.58	1,073.98	2,000.00	926.02	46.30%
Total Supplies	<u>1,286.85</u>	<u>9,750.94</u>	<u>18,500.00</u>	<u>8,749.06</u>	<u>47.29%</u>
Contractual Services					
Janitorial	0.00	11,688.00	30,000.00	18,312.00	61.04%
Water	0.00	1,309.82	4,000.00	2,690.18	67.25%
Gas	0.00	4,749.85	17,000.00	12,250.15	72.06%
Building Maintenance	977.60	14,006.92	30,000.00	15,993.08	53.31%
Small Equipment Maintenance	0.00	0.00	1,000.00	1,000.00	100.00%
Equipment Maintenance	2,232.16	11,416.08	12,000.00	583.92	4.87%
Furnishings & Equipment	0.00	1,300.50	8,000.00	6,699.50	83.74%
Copier Rental & Maintenance	766.00	5,477.10	11,000.00	5,522.90	50.21%
Total Contractual Services	<u>3,975.76</u>	<u>49,948.27</u>	<u>113,000.00</u>	<u>63,051.73</u>	<u>55.80%</u>
Electronic Resources					
On-line Data Bases	6,153.63	15,743.65	30,000.00	14,256.35	47.52%
SWAN Computer	5,855.75	18,534.75	30,000.00	11,465.25	38.22%
Internet Expense	1,553.85	2,956.95	3,100.00	143.05	4.61%
Patron Subscription services	41.98	293.86	4,500.00	4,206.14	93.47%
Total Electronic Resources	<u>13,605.21</u>	<u>37,529.21</u>	<u>67,600.00</u>	<u>30,070.79</u>	<u>44.48%</u>
Information Services					
Books	1,354.84	9,816.49	20,500.00	10,683.51	52.11%
Standing Order Books	166.64	2,509.43	4,000.00	1,490.57	37.26%
Periodicals	2,596.27	6,980.57	7,000.00	19.43	0.28%
Videos	165.23	1,257.65	4,000.00	2,742.35	68.56%
Audio Books	0.00	0.00	500.00	500.00	100.00%
Library of Things expenses	0.00	300.56	500.00	199.44	39.89%
The SPOT expenses	15.88	365.39	500.00	134.61	26.92%
Total Information Services	<u>4,298.86</u>	<u>21,230.09</u>	<u>37,000.00</u>	<u>15,769.91</u>	<u>42.62%</u>
Children/Youth Services					
CYS Juvenile Books	96.03	2,796.33	5,000.00	2,203.67	44.07%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Reference Books	0.00	0.00	500.00	500.00	100.00%
CYS Video Games	0.00	198.78	300.00	101.22	33.74%
CYS Young Adult	18.73	807.56	2,000.00	1,192.44	59.62%
CYS Easy Books	78.97	980.29	3,000.00	2,019.71	67.32%
CYS Audio Books	0.00	0.00	200.00	200.00	100.00%
CYS Compact Discs	0.00	0.00	100.00	100.00	100.00%
CYS DVD	0.00	225.14	700.00	474.86	67.84%
CYS Toys & Puzzles	0.00	15.99	100.00	84.01	84.01%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%
CYS STEAM	0.00	127.43	400.00	272.57	68.14%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 7/1/2024 Through 7/31/2024

	Current Period Actual	Current Year Actual- 7 mos.ending 7/31/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Total Children/Youth Services	<u>193.73</u>	<u>5,151.52</u>	<u>12,650.00</u>	<u>7,498.48</u>	<u>59.28%</u>
Marketing/Public Relations					
CYS Programming	0.00	282.58	1,500.00	1,217.42	81.16%
Adult Programming	531.36	3,521.03	6,000.00	2,478.97	41.32%
Library Programs	0.00	485.00	1,000.00	515.00	51.50%
Advertising Expenses	0.00	71.61	1,000.00	928.39	92.84%
Newsletter Expense	<u>0.00</u>	<u>6,254.16</u>	<u>16,000.00</u>	<u>9,745.84</u>	<u>60.91%</u>
Total Marketing/Public Relations	<u>531.36</u>	<u>10,614.38</u>	<u>25,500.00</u>	<u>14,885.62</u>	<u>58.37%</u>
Administration					
Shipping Charges	42.00	241.06	600.00	358.94	59.82%
Legal Services	0.00	925.50	5,000.00	4,074.50	81.49%
Credit Bureau	49.25	408.55	600.00	191.45	31.91%
Telephone	462.44	3,526.65	7,000.00	3,473.35	49.62%
Postage	29.54	577.24	700.00	122.76	17.54%
Treasurer's Bond	0.00	500.00	500.00	0.00	0.00%
Liability Insurance	0.00	23,818.30	29,000.00	5,181.70	17.87%
Audit Fees	0.00	4,120.00	4,200.00	80.00	1.90%
Travel	0.00	0.00	200.00	200.00	100.00%
Seminars,Conferences,Meetings	0.00	159.90	500.00	340.10	68.02%
Membership Dues	0.00	694.00	750.00	56.00	7.47%
Accounting Expenses	183.25	2,330.06	3,000.00	669.94	22.33%
Staff Development	7.69	1,362.70	4,000.00	2,637.30	65.93%
Bond repayment	0.00	12,450.00	119,900.00	107,450.00	89.62%
Credit Card/Bank Fees	5.83	234.39	900.00	665.61	73.96%
Miscellaneous Expense	0.00	1,159.54	8,000.00	6,840.46	85.51%
Board Expense	0.00	344.00	1,250.00	906.00	72.48%
Capital Expense	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>100.00%</u>
Total Administration	<u>780.00</u>	<u>52,851.89</u>	<u>196,100.00</u>	<u>143,248.11</u>	<u>73.05%</u>
Technology					
Technology Supplies	0.00	498.04	1,000.00	501.96	50.20%
Computer Consultant	0.00	0.00	2,000.00	2,000.00	100.00%
Network Maintenance	0.00	199.50	2,000.00	1,800.50	90.03%
Computer Hardware & Equipment	0.00	(913.15)	6,000.00	6,913.15	115.22%
E-Library Subscription Svs	1,395.59	9,874.48	9,500.00	(374.48)	(3.94)%
Computer Software	<u>0.00</u>	<u>1,188.00</u>	<u>2,000.00</u>	<u>812.00</u>	<u>40.60%</u>
Total Technology	<u>1,395.59</u>	<u>10,846.87</u>	<u>22,500.00</u>	<u>11,653.13</u>	<u>51.79%</u>
Total Operating Expense	<u>83,601.47</u>	<u>691,686.16</u>	<u>1,410,750.00</u>	<u>719,063.84</u>	<u>50.97%</u>
Miscellaneous Expenses					
ILL Fee Expense	0.00	20.26	0.00	(20.26)	0.00%
Lost ILL Expense	(6.93)	12.82	0.00	(12.82)	0.00%
Transfer to Other Funds	<u>0.00</u>	<u>72,302.05</u>	<u>0.00</u>	<u>(72,302.05)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>(6.93)</u>	<u>72,335.13</u>	<u>0.00</u>	<u>(72,335.13)</u>	<u>0.00%</u>
Total Budgeted Expenses	<u>97,199.75</u>	<u>801,550.50</u>	<u>1,478,350.00</u>	<u>676,799.50</u>	<u>45.78%</u>

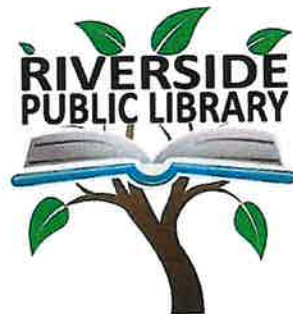
Riverside Public Library

FINANCIAL REPORTS

For 8 Months Ending

August 31, 2024

UNAUDITED



Riverside Public Library
Cash Balances
As of 8/31/2024

	Balance, 8/31/2024
Consolidated Operating Funds:	
First American- Checking	64,410.29
First American- Payroll	<u>268.21</u>
Total First American accounts	64,678.50
Illinois Funds	
Tax/Reserve Fund	1,445,417.74
Capital Improvements Fund	47,870.87
Special Reserve Fund	10,855.02
Working Cash Fund	269,541.85
Library Bond Fund	<u>59,298.48</u>
Total Illinois Funds	1,832,983.96
Total Operating Funds Cash Balances	1,897,662.46
Gift & Endowment Funds:	
Library Gift Fund	132,860.10
Batko Endowment Fund	6,492.96
Lower Level Renovation Fund	55,940.65
General Endowment Fund	10,893.74
Dardwin Fund	<u>17,757.24</u>
Total Gift & Endowment Funds	223,944.69
Total Funds	<u>2,121,607.15</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 8/31/2024

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	1,044,607.22
1st American-Checking Account	48,679.85
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	70,581.31
Due from Other Funds	5,350.97
Due from Gift Fund	100.24
Due from other groups	547.53
Due from Friends of the Library	355.46
Staff Receivables	(52.49)
Fixed Assets	<u>2,100,381.00</u>
Total Assets	3,228,526.50
Liabilities	
Accounts Payable	16,301.23
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,092.14
IMRF Payable	(199.70)
Deferred Property Taxes	70,580.86
Accrued Payroll	18,548.84
Health Insurance Payable	(1,597.14)
Term Life Insurance Payable	(120.00)
Due to Friends of the Library	319.00
Due to Olmsted Society	20.00
Due to Historical Society	305.00
Due to Preservation Commission	3.00
Investment in Fixed Assets	<u>2,100,381.00</u>
Total Liabilities	2,205,573.66
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	878,364.36
Restricted for Audit	3,502.75
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	<u>256.63</u>
Total Beginning Fund Balances	<u>880,322.53</u>
Excess Revenues/(Expenditures)	<u>142,630.31</u>
Total Fund Balances	1,022,952.84
Total Liabilities & Fund Balances	3,228,526.50

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 8/1/2024 Through 8/31/2024

	Current Period Actual	Current Year Actual-7 mos.ending 7/31/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2022 Property Tax Revenue	0.00	30,145.55	0.00	30,145.55	0.00%
2023 Property Tax revenue	<u>0.00</u>	<u>975,145.40</u>	<u>1,438,045.00</u>	<u>(462,899.60)</u>	<u>(32.19)%</u>
Total Property Taxes	0.00	1,005,290.95	1,438,045.00	(432,754.05)	(30.09)%
Inter Government Funds	3,165.39	35,102.73	25,000.00	10,102.73	40.41%
Interest	6,026.79	35,876.12	9,000.00	26,876.12	298.62%
Fees for Services	1,664.83	9,089.39	6,830.00	2,259.39	33.08%
Misc Revenue	<u>38.20</u>	<u>(7,813.94)</u>	<u>200.00</u>	<u>(8,013.94)</u>	<u>(4,006.97)%</u>
Total Revenues	<u>10,895.21</u>	<u>1,077,545.25</u>	<u>1,479,075.00</u>	<u>(401,529.75)</u>	<u>(27.15)%</u>
Total Revenue	<u>10,895.21</u>	<u>1,077,545.25</u>	<u>1,479,075.00</u>	<u>(401,529.75)</u>	<u>(27.15)%</u>
Expenditures					
Personnel Services	108,761.58	640,053.78	985,500.00	345,446.22	35.05%
Supplies	962.67	10,713.61	18,500.00	7,786.39	42.09%
Contractual Services	12,493.50	62,441.77	113,000.00	50,558.23	44.74%
Information Services	2,450.38	23,680.47	37,000.00	13,319.53	36.00%
Electronic Resources	2,577.50	40,106.71	67,600.00	27,493.29	40.67%
Children/Youth Services	639.56	5,791.08	12,650.00	6,858.92	54.22%
Marketing/Public Relations	3,319.10	13,593.48	25,500.00	11,906.52	46.69%
Administration	1,741.78	54,605.25	196,100.00	141,494.75	72.15%
Technology	<u>715.84</u>	<u>11,562.71</u>	<u>22,500.00</u>	<u>10,937.29</u>	<u>48.61%</u>
Total Expenditures	<u>133,661.91</u>	<u>862,548.86</u>	<u>1,478,350.00</u>	<u>615,801.14</u>	<u>41.65%</u>
Miscellaneous Expenses					
Misc Expenses	<u>0.00</u>	<u>72,335.13</u>	<u>0.00</u>	<u>(72,335.13)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>0.00</u>	<u>72,335.13</u>	<u>0.00</u>	<u>(72,335.13)</u>	<u>0.00%</u>
Total Expenditures	<u>133,661.91</u>	<u>934,883.99</u>	<u>1,478,350.00</u>	<u>543,466.01</u>	<u>36.76%</u>
Excess Revenues(Expenditures)	<u>(122,766.70)</u>	<u>142,661.26</u>	<u>725.00</u>	<u>141,936.26</u>	<u>=</u>

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 8/1/2024 Through 8/31/2024

	Current Period Actual	Current Year Actual 7 mos.ending 7/31//2024	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2022 Property Tax Revenue	0.00	30,145.55	0.00	30,145.55	0.00%
2023 Property Tax revenue	<u>0.00</u>	<u>975,145.40</u>	<u>1,438,045.00</u>	<u>(462,899.60)</u>	<u>(32.19)%</u>
Total Property Taxes	<u>0.00</u>	<u>1,005,290.95</u>	<u>1,438,045.00</u>	<u>(432,754.05)</u>	<u>(30.09)%</u>
Inter Government Funds					
Per capita state grants	0.00	13,807.53	13,000.00	807.53	6.21%
Corporate Replacement Taxes	<u>3,165.39</u>	<u>21,295.20</u>	<u>12,000.00</u>	<u>9,295.20</u>	<u>77.46%</u>
Total Inter Government Funds	<u>3,165.39</u>	<u>35,102.73</u>	<u>25,000.00</u>	<u>10,102.73</u>	<u>40.41%</u>
Interest on Operating Funds					
Interest-Illinois Funds	6,026.79	35,796.29	9,000.00	26,796.29	297.74%
Interest- Riverside Bank	<u>0.00</u>	<u>79.83</u>	<u>0.00</u>	<u>79.83</u>	<u>0.00%</u>
Total Interest on Operating Funds	<u>6,026.79</u>	<u>35,876.12</u>	<u>9,000.00</u>	<u>26,876.12</u>	<u>298.62%</u>
Fees for Services					
Fines	349.25	1,906.70	500.00	1,406.70	281.34%
Fax Fees	0.00	3.50	250.00	(246.50)	(98.60)%
SPOT revenue/internet fees'	0.00	50.00	0.00	50.00	0.00%
Printing Fees	352.98	2,490.58	1,500.00	990.58	66.04%
Book & Video Sales	537.60	3,280.35	4,000.00	(719.65)	(17.99)%
Adult Replacement Fees	28.00	254.56	75.00	179.56	239.41%
CYS Replacement Fees	19.00	177.00	100.00	77.00	77.00%
ILL Fees	0.00	55.00	40.00	15.00	37.50%
Lost Book Credit	70.00	250.70	50.00	200.70	401.40%
The SPOT revenue	8.00	121.00	215.00	(94.00)	(43.72)%
Meeting Room Charges	<u>300.00</u>	<u>500.00</u>	<u>100.00</u>	<u>400.00</u>	<u>400.00%</u>
Total Fees for Services	<u>1,664.83</u>	<u>9,089.39</u>	<u>6,830.00</u>	<u>2,259.39</u>	<u>33.08%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	31.95	(8,645.85)	200.00	(8,845.85)	(4,422.93)%
Liability Insurance Refund	0.00	715.56	0.00	715.56	0.00%
Donations	<u>6.25</u>	<u>116.35</u>	<u>0.00</u>	<u>116.35</u>	<u>0.00%</u>
Total Miscellaneous Revenue	<u>38.20</u>	<u>(7,813.94)</u>	<u>200.00</u>	<u>(8,013.94)</u>	<u>(4,006.97)%</u>
Total Revenues	<u>10,895.21</u>	<u>1,077,545.25</u>	<u>1,479,075.00</u>	<u>(401,529.75)</u>	<u>(27.15)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 8/1/2024 Through 8/31/2024

	Current Period Actual	Current Year Actual- 7 mos.ending 7/31/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	88,618.77	524,456.80	815,000.00	290,543.20	35.65%
Health & Life Insurance	8,451.66	46,115.18	64,000.00	17,884.82	27.95%
Employer's Portion - IMRF	5,161.11	30,146.37	45,000.00	14,853.63	33.01%
Employer's Portion - FICA	6,473.82	38,496.98	60,000.00	21,503.02	35.84%
Unemployment Comp Expense	56.22	838.45	1,500.00	661.55	44.10%
Total Personnel Services	108,761.58	640,053.78	985,500.00	345,446.22	35.05%
Supplies					
Office Supplies	111.83	1,209.29	3,000.00	1,790.71	59.69%
Library Supplies	61.63	3,093.45	3,500.00	406.55	11.62%
Building Maintenance Supplies	621.43	5,169.11	10,000.00	4,830.89	48.31%
Ink Cartridges	167.78	1,241.76	2,000.00	758.24	37.91%
Total Supplies	962.67	10,713.61	18,500.00	7,786.39	42.09%
Contractual Services					
Janitorial	1,948.00	13,636.00	30,000.00	16,364.00	54.55%
Water	516.93	1,826.75	4,000.00	2,173.25	54.33%
Gas	204.16	4,954.01	17,000.00	12,045.99	70.86%
Building Maintenance	6,764.85	20,771.77	30,000.00	9,228.23	30.76%
Small Equipment Maintenance	389.00	389.00	1,000.00	611.00	61.10%
Equipment Maintenance	1,880.86	13,296.94	12,000.00	(1,296.94)	(10.81)%
Furnishings & Equipment	0.00	1,300.50	8,000.00	6,699.50	83.74%
Copier Rental & Maintenance	789.70	6,266.80	11,000.00	4,733.20	43.03%
Total Contractual Services	12,493.50	62,441.77	113,000.00	50,558.23	44.74%
Electronic Resources					
On-line Data Bases	854.09	16,597.74	30,000.00	13,402.26	44.67%
SWAN Computer	0.00	18,534.75	30,000.00	11,465.25	38.22%
Internet Expense	233.85	3,190.80	3,100.00	(90.80)	(2.93)%
Patron Subscription services	1,489.56	1,783.42	4,500.00	2,716.58	60.37%
Total Electronic Resources	2,577.50	40,106.71	67,600.00	27,493.29	40.67%
Information Services					
Books	1,384.22	11,200.71	20,500.00	9,299.29	45.36%
Standing Order Books	629.02	3,138.45	4,000.00	861.55	21.54%
Periodicals	20.00	7,000.57	7,000.00	(0.57)	(0.01)%
Videos	167.75	1,425.40	4,000.00	2,574.60	64.36%
Audio Books	0.00	0.00	500.00	500.00	100.00%
Library of Things expenses	168.79	469.35	500.00	30.65	6.13%
The SPOT expenses	80.60	445.99	500.00	54.01	10.80%
Total Information Services	2,450.38	23,680.47	37,000.00	13,319.53	36.00%
Children/Youth Services					
CYS Juvenile Books	255.89	3,052.22	5,000.00	1,947.78	38.96%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Reference Books	0.00	0.00	500.00	500.00	100.00%
CYS Video Games	0.00	198.78	300.00	101.22	33.74%
CYS Young Adult	187.84	995.40	2,000.00	1,004.60	50.23%
CYS Easy Books	195.83	1,176.12	3,000.00	1,823.88	60.80%
CYS Audio Books	0.00	0.00	200.00	200.00	100.00%
CYS Compact Discs	0.00	0.00	100.00	100.00	100.00%
CYS DVD	0.00	225.14	700.00	474.86	67.84%
CYS Toys & Puzzles	0.00	15.99	100.00	84.01	84.01%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%
CYS STEAM	0.00	127.43	400.00	272.57	68.14%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 8/1/2024 Through 8/31/2024

	Current Period Actual	Current Year Actual- 7 mos.ending 7/31/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Total Children/Youth Services	<u>639.56</u>	<u>5,791.08</u>	<u>12,650.00</u>	<u>6,858.92</u>	<u>54.22%</u>
Marketing/Public Relations					
CYS Programming	83.09	365.67	1,500.00	1,134.33	75.62%
Adult Programming	108.93	3,289.96	6,000.00	2,710.04	45.17%
Library Programs	0.00	485.00	1,000.00	515.00	51.50%
Advertising Expenses	0.00	71.61	1,000.00	928.39	92.84%
Newsletter Expense	<u>3,127.08</u>	<u>9,381.24</u>	<u>16,000.00</u>	<u>6,618.76</u>	<u>41.37%</u>
Total Marketing/Public Relations	<u>3,319.10</u>	<u>13,593.48</u>	<u>25,500.00</u>	<u>11,906.52</u>	<u>46.69%</u>
Administration					
Shipping Charges	42.00	283.06	600.00	316.94	52.82%
Legal Services	0.00	925.50	5,000.00	4,074.50	81.49%
Credit Bureau	59.10	467.65	600.00	132.35	22.06%
Telephone	465.35	3,992.00	7,000.00	3,008.00	42.97%
Postage	20.41	597.65	700.00	102.35	14.62%
Treasurer's Bond	0.00	500.00	500.00	0.00	0.00%
Liability Insurance	232.00	24,050.30	29,000.00	4,949.70	17.07%
Audit Fees	0.00	4,120.00	4,200.00	80.00	1.90%
Travel	0.00	0.00	200.00	200.00	100.00%
Seminars,Conferences,Meetings	0.00	159.90	500.00	340.10	68.02%
Membership Dues	578.00	1,272.00	750.00	(522.00)	(69.60)%
Accounting Expenses	183.25	2,513.31	3,000.00	486.69	16.22%
Staff Development	116.24	1,478.94	4,000.00	2,521.06	63.03%
Bond repayment	0.00	12,450.00	119,900.00	107,450.00	89.62%
Credit Card/Bank Fees	17.43	263.40	900.00	636.60	70.73%
Miscellaneous Expense	28.00	1,187.54	8,000.00	6,812.46	85.16%
Board Expense	0.00	344.00	1,250.00	906.00	72.48%
Capital Expense	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>100.00%</u>
Total Administration	<u>1,741.78</u>	<u>54,605.25</u>	<u>196,100.00</u>	<u>141,494.75</u>	<u>72.15%</u>
Technology					
Technology Supplies	120.85	618.89	1,000.00	381.11	38.11%
Computer Consultant	585.00	585.00	2,000.00	1,415.00	70.75%
Network Maintenance	0.00	199.50	2,000.00	1,800.50	90.03%
Computer Hardware & Equipment	0.00	(913.15)	6,000.00	6,913.15	115.22%
E-Library Subscription Svs	9.99	9,884.47	9,500.00	(384.47)	(4.05)%
Computer Software	<u>0.00</u>	<u>1,188.00</u>	<u>2,000.00</u>	<u>812.00</u>	<u>40.60%</u>
Total Technology	<u>715.84</u>	<u>11,562.71</u>	<u>22,500.00</u>	<u>10,937.29</u>	<u>48.61%</u>
Total Operating Expense	<u>131,084.41</u>	<u>822,442.15</u>	<u>1,410,750.00</u>	<u>588,307.85</u>	<u>41.70%</u>
Miscellaneous Expenses					
ILL Fee Expense	0.00	20.26	0.00	(20.26)	0.00%
Lost ILL Expense	0.00	12.82	0.00	(12.82)	0.00%
Transfer to Other Funds	<u>0.00</u>	<u>72,302.05</u>	<u>0.00</u>	<u>(72,302.05)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>0.00</u>	<u>72,335.13</u>	<u>0.00</u>	<u>(72,335.13)</u>	<u>0.00%</u>
Total Budgeted Expenses	<u>133,661.91</u>	<u>934,883.99</u>	<u>1,478,350.00</u>	<u>543,466.01</u>	<u>36.76%</u>



**DRAFT
PURCHASING POLICY
September 2024**

This purchasing policy has been established to govern the purchase of goods and services for the Riverside Public Library. The State of Illinois statutes govern purchases of the Library. The statutes {75 ILCS 5/5-5} require contracts in excess of \$25,000 to be let by sealed bidding. It is the policy of the Library Board of Trustees to use, in addition to any statutory requirements, the most responsible business practices in its purchases. All purchases of goods and services should be made within the parameters of the approved Operating Budget and approved by the Library Board in the form of the monthly financial reports.

The Library Director and/or his/her designee shall have the authority to make purchases without further Board approval if purchase adheres to the standards outlined below and if expense is within the Board approved budget. The Library Director and select staff are authorized to purchase materials for the public, standard supplies and replacement of items as presented in the annual budget. Administrative staff is authorized to enter into routine repair and maintenance contracts as permitted by the budget without prior Budget approval. The Library Director is authorized to sign contracts on behalf of the Library.

Purchases up to \$3,000

The Library Director is authorized to spend up to \$3,000 on any single item not accounted for in the budget without prior approval of the Library Board. Purchases less than \$3,000 will be purchased at the best possible price considering needs, quality, and delivery and service capability.

Purchases between \$3,000 and \$24,999

Purchases for products and services more than \$3,000 but less than \$25,000 will be made based on at least three competitive proposals, whenever possible, with attention to cost, vendor references, and the quality of the product or service. The Library Board must approve the purchases within this range prior to acceptance.

Purchases over \$25,000

Except as otherwise provided by specific direction of the Library Board, all purchases or contracts in excess of \$25,000 shall be subject to a competitive bidding process. Contracts for services of individuals possessing a high degree of professional skill, where ability of the individual plays an important part may be obtained by obtaining written proposals instead of competitive bidding. When such written proposals exceed \$25,000, the Board will be asked to waive bids and approve entering into a contract.

Contracts for materials, utilities, emergency services, or that are only available from a single source and are not adaptable to award by competitive bidding, shall not be subject to the competitive

bidding process. Such contracts will be presented to the Library Board requesting approval to waive bids and enter into a formal contract.

When competitive bidding is not required:

- a. Where goods or services to be procured are economically procured from only one source.
- b. Where the services required are for professional skills. Professional services such as an auditor, attorney, architect or engineer, which involved specialized expertise, use of professional judgment and/or a high degree of creativity.
- c. In emergencies involving public health, public safety, or where immediate expenditure is necessary.
- d. Contracts for the maintenance or servicing of equipment, which are made with the manufacturers or authorized service agents of that equipment.
- e. Where the goods or services are procured from another governmental agency or through a library cooperative program in which the prices have been previously determined by competitive bidding.
- f. Purchases and contracts for the use, purchase or installation of proprietary software
- g. Contracts, which by their nature are not adapted to award by competitive bidding such as utility services for water, light or heat.

It shall be unethical for any Library employee involved in making procurement decisions to have personal investments in any business entity that will create a conflict between their private interests and their public duties. It shall be unethical for any person to offer, give, or agree to give any Riverside Public Library employee or for any Riverside Public Library employee to solicit, demand, accept or agree to accept from any vendor or business, a gift or gratuity in any amount in connection with any decision, approval, disapproval or recommendation concerning a solicitation.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 9/03/2024
Re: Photo and Video Policy

With the rise of First Amendment audits, (Lyons Library has one in late August), I reviewed our current policy and discovered that many points in our policy were in fact not legal. I searched other Illinois libraries policies and discovered that almost all of them had updated theirs to cover First Amendment Audit legalities. Rather than cut and add to our old policy, I have compiled a new one which covers all of the requirements for photo and video recordings in the Library. Both are attached for your perusal.



Photography, Video/Audio Recording Policy (2/12/19)

As a public library, our top priority is providing library services to the community. As far as photography in the libraries, generally, public buildings are subject to similar rules associated with a sidewalk or a public park, meaning that there are few restrictions that can be placed on a photographer when they wish to take photos or video in open, public areas of a facility. That being said, we have the right to impose certain time, place, or manner restrictions for safety reasons and for continuous library operations.

In order to protect the rights of individual patrons and to reduce distractions, photographing, video or audio recording; including but not limited to all forms of Social Media outlets, Skype, and Facetime, on library property is restricted as follows:

Under no circumstances may the public or members of the media take photographs or record video or audio without the express permission of any library patron or staff member who would be prominently included within the composition or recording. Taking photographs or videotaping of a minor, an individual under the age of 18, requires the permission of the minor's parent or guardian. The library undertakes no responsibility for obtaining these releases.

Photography or video recording for commercial purposes is not permitted without approval by the director or the director's designee; such approval must be requested in writing and in advance.

Community organizations and schools holding scheduled events, meetings, or performances on Library property may arrange for their own photography or videotaping/recording of their event. Such photography and videotaping is restricted to the space reserved by the group, the people in the group, and the group is responsible for any necessary releases and permissions.

Library staff often takes pictures or records videos at library events to use in library publicity materials and on the library's website or other social media outlets. The library reserves the right to document its services and the public's use of the library. Official representatives of the library may take photographs, videotape or use other recording devices within the library and at library-related events and activities for library purposes. These photographs and video may be copied, displayed, published (including on the library's website or other social media outlets), and telecast for such purposes as promotion, publicity, and news to inform the public about the library. All such photography/videotaping will be in accordance with library procedures.

Photographing, videotaping or use of other recording devices may not interfere with the provision of library services. Staff will terminate any photography, videotaping or audio recording session that appears to compromise public safety, security or infringes on staff members' or patrons' right to privacy. Members of the public that refuse to comply may be asked to leave the library.

Approved by the Riverside Public Library Board of Trustees 2/12/19



To maintain an environment that allows patrons to freely access library information and resources requires the Library to enact policies that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, the Library has adopted the following policy regarding the taking of photos or videos inside the Library.

GENERAL POLICY

As stated in Illinois Public Act 098-1142, permission is not required for taking photographs or videos in the public areas of the Library for personal, non-commercial use if no tripods, lights or other specialized equipment is used. However, there may be areas where the taking of photographs or videos is prohibited (rest rooms, rooms reserved for nursing, protected archival materials). Taking photographs or videos of, or in, areas reserved for staff only use is prohibited. Persons taking photographs and videos shall not compromise a patron or staff members right to privacy, harass, intimidate, or threaten a patron or staff member, or block aisles, walkways, stairwells, doors, or exits.

EXTERIOR PHOTOGRAPHY AND VIDEOS

Taking photographs and videos outside of the library building and/or of the library grounds does not require permission. However, the activity may not impede patrons or staff from entering or exiting the building.

COMMERCIAL PHOTOGRAPHY AND VIDEOS

The Library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the Library and is in accordance with the rest of this policy. The Library may charge a fee to offset costs incurred by the Library to provide access to the facility and prior permission must be requested from the Library Director and/or the Library Board of Trustees.

PHOTOGRAPHY AND VIDEOS OF MATERIALS AND RESOURCES

The Library permits the taking of photographs and videos of its publicly available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

LIBRARY PHOTOGRAPHY, VIDEOS, AND RECORDING

The Riverside Public Library may take photos, videos and audio recordings at the Library and during Library events and programs to use in its publicity materials and on its website and social media sites. The library reserves the right to document its services and the public's use of the Library building and grounds. Any individual that does not wish the Library to use a photograph or video of them or their child should inform a staff member prior to, or while, such photos or videos are being taken.

LIBRARY BOARD MEETINGS

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5ILCS 120/1 ET. Seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film or other means and shall not disrupt the meeting or create a safety hazard.

LIABILITY

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all the necessary releases and permissions required by law from persons who can be identified in any photograph or video for copyrighted materials. The Library undertakes no responsibility for obtaining these releases or permissions.

RIGHTS SUBJECT TO COMPLIANCE WITH POLICY

The Library reserves the right to ask any individual or group violating this policy to cease taking of photographs or videos.

Approved by the Riverside Public Library Board of Trustees x/xx/xxxx

August was a month of endings and beginnings. We wrapped up our Summer Reading Program and our Library Passport Program. Then we shifted into the beginning of the school year.

Anne, Mandi and I also began weeding the picture book collection.

Highlights

Summer Reading Program—Our summer reading program wrapped up this month. We had 515 participants birth through 8th grade in our program, and 207 of those participants finished the program. That means 40% of participants finished the program. Finishers were able to enter a drawing to win one of our grand prizes, which included Melissa and Doug toys, STEAM kits, craft kits, board games, and more. Central School's PTO sponsored a donut giveaway for any Central student that finished the program. That really boosted Central's number of finishers. I will reach out to other PTOs and PTAs to see if they would like to do a similar program next summer.

Thanks to CYS staff and generally RPL staff for all of the extra work they do over the summer to make our SRP great!

Storytimes and Programs for Young Children—Mandi continued planning and presenting our Friday storytimes this month. Unfortunately, due to weather, very few of our summer Friday storytimes were outside.

Anne planned and presented two storytimes at the Community Garden this month.

Audrey Connelly of NannyNonProfit presented a food themed storytime and ran a food drive.

Stephanie Roldan of The Treehouse presented a Yoga Storytime this month. We are so thankful that we get to work with community partners!

The kids loved Fran's Clay Day. Bridget's Tummy Time needs more time to grow; her activities are so fun and engaging.

Mandi presented a Shoe Tying workshop again this summer, which is a great way for kids to work on their shoe tying skills, as they get ready for back to school.

We also wrapped up the Library Passport program. This program had patrons visiting local libraries to receive stamps on their passport. If they visited all four libraries (Riverside, Brookfield, LaGrange and LaGrange Park), they could return their passport to their home library to be entered into a prize drawing for a basket of swag from all four libraries. We had 15 families finish this program from Riverside. I have already been communicating with the other libraries about how we can make the program even better next year.

Other Programs—Giant Games was popular again. People just love stopping by to play Candyland in the stacks. People also really loved Fran's passive activity which had them guessing, *Who wrote it? Taylor Swift or Shakespeare*. Nikki made some eye catching back to school bookmarks with booklists.

I was approached a few months ago by Emma Lopez, a current senior at RB. She has been teaching a bilingual coding class at Brookfield Public Library since January 2024 and wanted to expand the program to the Riverside Public Library. She gave me information about her goals and training and we decided to

partner with her group Codifica + Code, to offer monthly coding programs for kids in grades 3-5 this school year, the first of which was this month.

Back to School—Kids went back to school this month and right away started returning to the Library after school. We are seeing high schoolers and middle schoolers. We have had great after school numbers. You may notice that we rearranged the furniture in the Teen Room to make new areas to socialize and study. The teens are enjoying this new set up.

RB's transitions book club returned to the Library this month. We are happy to have them back.

Community Outreach—I attended a meeting at the Brookfield Zoo as part of their King Conservation Leadership Academy (KCLA) Advisory Council. KCLA is responsible for outreach programs at the Zoo, including the ZAP storytimes we participate in over the summer and at Holiday Magic. However, it is so much more including middle school, high school, and family programming. The advisory council was put on hold during Covid, but they are rebuilding. They are looking for feedback from community partners on how to get the most out of these programs and how to share information about these programs with the communities that could most benefit from the programs. I look forward to working with them more in the future.

CHILDREN & YOUTH SERVICES STATISTICS – August 2024	
Reference questions asked	<u>170</u>
Informational questions asked	<u>203</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
8/1/2024	Riverside Camp Storytime 1	19			4	
8/1/2024	Riverside Camp Storytime 2	10			3	
8/2/2024	Yoga Storytime	16	2		12	
5-Aug	Riverside Camp Storytime	20			5	
8/6/2024	Garden Storytime	2			2	
8/6/2024	Tummy Time	1			1	
8/7/2024	Farmer's Market					49
8/8/2024	Shoe Tying Workshop		4			
8/9/2024	All Ages Storytime	15	4		12	
8/6-8/10	Giant Games					59
8/13/2024	Tummy Time	2			2	
8/14/2024	Farmer's Market					40
8/15/2024	Nanny Nonprofit Storytime	12			7	
8/16/2024	All Ages Storytime	12			7	
8/20/2024	Tummy Time	1			1	
8/20/2024	Garden Storytime	5	1		3	
8/21/2024	RB Transitions			10	3	

CHILDREN & YOUTH SERVICES – August 2024 – Nora Durbin

8/21/2024	Clay Day	15			6	
8/21/2024	Farmer's Market					80
8/23/2024	All Ages Storytime	19			12	
8/27/2024	Tummy Time	1			2	
8/28/2024	RB Transitions			10	3	
8/28/2024	Farmer's Market					56
8/29/2024	Codifica + Code		4		1	
8/30/2024	All Ages Storytime	13			10	
8/1-8/31	Blue Board Question					215
8/1-8/31	Library Passport Stamps Given					21
8/1-8/31	CYS Summer Reading Finishers					207
8/1-8/31	Olympic Reading Challenge					6
6/1-8/31	Library Passport Finishers					15
Phone Charger Checkout		14				
Board Game Usage		59				
Nintendo Switch Usage		12				
Study Room Usage		28				
After School (12 days)		380				
Interactions with non-English speakers		0				

Patron and Computer Services

August 2024

Sharon Shroyer

Patron Services

It was a quiet August for Patron Services. We did have our yearly onslaught of returned juvenile books in August as the summer reading program ended.

Shelves were moved and re-labeled this summer in the staging area to make room for the boxes that are packed with our discarded material from donations and material that have been weeded from the collection. Better World Books has a 40 box minimum for free pickup. It is a very good service that provides the labels and the shipping boxes at no cost to us. In the 15 years that we have been using them, we have shipped over 32,000 books that have either been sold, donated or recycled. 97% of the recycled books are turned into reusable fiber and are not dumped into landfills.

Computer Services

I am installing the reservation software on the new CYS computers and will begin rolling them out next week.

The new financial laptop was ordered and arrived in August. I just have to transfer all the files and it will be ready to go.

Our ILL computer suddenly decided it wanted to retire. I moved our spare computer over to the ILL desk with minimum changes and time involved.

August 2024 Information Services Update

Diane Silva

Book Discussion Update –

Jordan's August book discussion of Matt Haig's *The Midnight Library* hit a record 15 guests. The event was promoted in the Landmark and highlighted on our social media. For the Fall, we plan a special email summarizing all the upcoming 2024 discussions along with information on our new writers group. We're hopeful that we'll continue to see more interest as we move all discussions to evenings.

The SPOT –

On August 13 in CYS, Jordan and Nikki hosted the Library's first ToyBox 3D printing drop in program. 28 kids got to pick any project that was under 15 minutes to print – lots of visitors made figurines or jewelry. Someone even made a roach! We plan more drop in options in the future – including something for adults in late 2024.

Summer Reading –

Our total registrations for 2024 were 171 adults/teens, which was lower than the 211 in 2023. That said, we had 48 finishers compared to 46 last year. The lower registrations can likely be attributed to fewer kick-off party numbers, but overall participation was constant. Early in the month, we drew finisher prizes for 3 \$50 gift cards (LaBarra, Riverside Foods, or Chew Chew) and a Riversidopoly game.

Ravinia was late with their Words and Music ticket offering this year. We did, however, get some in early July and were able to distribute them.

Another Database Update –

Early this summer we made the decision to discontinue database access to the Suburban Life. The price was going up to \$1115 for the year and only provided access to 2007-2013. In years prior, Newsbank had been giving us promotional access to their America's News Magazines collection, but that was expiring. \$1115 for 6 years of archives just didn't make sense based on usage. Newsbank was notified in late July and last week called to offer continued access to the Suburban Life and America's News Magazines PLUS new access to Heritage Hub, their online obituary service, for \$1115. Janice's eyes literally lit up. Heritage Hub has hundreds of years of obituaries from hundreds of news sources. It's a great addition to our genealogy collection.

Programming

August is our quiet programming month. Things will kick up by a lot in September

The SPOT Appointments -10 (3 staff levels)

The SPOT Zipper Pouch - Teens (2) – 8

The SPOT DIY Coasters - 1

Drop in Tech Help (1 sessions) – 2

Virtual Yoga (4 sessions) – 10

Book Discussion – 15

Asahi (4 sessions) – 17

Meditation (2 session) – 10

Genealogy Club – 7

Medicare – 10

Knitting Club (4 sessions) – 16

Exam Proctor - 1

Passive

Spice Kits – 65

Seed Packets Take/Leave –6

Various Passive – 198

Board Game Borrowing - 9

Patron Interactions – We had 753 patron interactions this month. 1 interaction with ESL patrons.

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

	Aug-24	Aug-23	YTD 2024	YTD 2023
Reference Statistics				
Questions Asked - Adult	753	857	6415	5570
Questions Asked - Youth Services	373	624	3084	4444

Internet Usage - Adult	260	323	2011	2366
- CYS	395	281	1958	1615
Total Usage	655	604	3969	3981

Holdings				
Adult Titles Added	185	152	1315	1049
CYS Titles Added	73	124	583	705
Total Titles Added	258	276	1898	1754
Adult Titles Withdrawn	317	31	1177	1136
YS Titles Withdrawn	5	18	114	815
Total Titles Withdrawn	322	49	1291	1951

Total Holdings			63830	63155
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Library Programs - Active				
Children 0-5	16	8	198	155
Children 6-11	3	2	75	82
YA 12-18	2	0	33	17
Adults 19+	31	17	234	148
General Interest (Mixed)	14	9	62	41
Totals	66	36	602	443

Library Programs - Active Attendance				
Children 0-5	163	105	2066	1455
Children 6-11	43	23	1826	2119
YA 12-18	8	8	331	325
Adults 19+	271	243	3115	3253
General Interest (Mixed)	955	451	5594	1806
Totals	1440	830	12932	8958

Library Programs - Passive				
Children 0-5	0	0	30	0
Children 6-11	0	1	8	7
YA 12-18	0	0	1	1
Adults 19+	2	3	26	20
General Interest (Mixed)	10	9	41	25
Totals	12	13	106	53

Library Programs - Passive Attendance				
Children 0-5	0	0	566	0
Children 6-11	0	9	77	168
YA 12-18	0	0	10	12
Adults 19+	71	60	585	534
General Interest (Mixed)	730	451	172	1104
Totals	801	520	1410	1818

Community Programs Attendance	23	11	90	80
	153	113	764	855

	Aug-24	Aug-23	YTD 2024	YTD 2023
New Library Cards Issued	64	43	418	422
Library Attendance	8222	11846	67988	62760
Notary Service	24	15	130	121
Checkouts	5202	5448	40958	42445
Renewals	3477	3804	27721	27721
Checkins	6115	5991	46416	47520
Total Circulation	14794	15243	115095	117686
Interlibrary Loans				
Loaned	918	946	7554	7907
Borrowed	1075	1234	8851	8779
Reciprocal Borrowing				
Loaned to Other Library Patrons	661	700	4875	4661
RPL Patrons Borrowing Elsewhere	1171	1286	10346	8956
Digital Resources				
Hoopla	381	428	3097	2951
Boundless	147	99	998	936
Libby (Digital Library of Illinois)	1574	1405	11697	10055
Flipster Downloads and Views	0	0	85	230
Web Site Total Hits	4319	4336	32979	34712
Wireless Statistics	626	801	10522	6114
Online Databases				
Ancestry.com				
Searches	462	307	3532	5750
Returns	709	948	5439	10890
Encyclopaedia Britannica				
Sessions	13	10	177	252
Newsbank				
Searches	0	7	204	87
Consumers Reports				
Searces	8	9	60	37
Views	103	156	737	582

	Aug-24	Aug-23	YTD 2024	YTD 2023
EBSCO Online Databases				
Academic Search Premiere Searches	5	23	100	372
Auto Repair Source Searches	0	0	0	0
Biography Reference Center Searches	5	2	30	19
Business Source Premier Searches	5	21	139	192
Consumer Health Complete Searches	5	1	15	123
History Reference Center Searches	5	0	15	35
Legal Information Ref. Center Searches	0	0	3	0
Literary Reference Center Searches	5	31	213	325
Masterfile Searches	8	58	254	285
Middle Search Plus Search	5	3	17	35
Newspaper Search Plus Search	7	24	106	144
Novelist Searches	0	4	15	24
Points of View Ref. Center Searches	5	20	163	262
Primary Search Searches	0	1	1	6
Science Reference Center Searches	5	2	20	38
Small Business Center Searches	5	3	15	11
Additional Statistics				
Newspaper Archives Searches	18	14	176	121
Museum Passes Issued	16	20	105	113
Library of Things Equipment	76	65	504	499
Kits	13	16	249	129
Spot Collection Use	13	8	86	36

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

Administration

Budget preparation was the main activity this month. Jane and I were able to prepare the 2024 tax levy and do the preliminary operating budget. I received an email from the Village Finance Director that the tax levy is due earlier to the Village this year. Previously, the levy and budget were due at the end of October for approval in November by the Village Board. This year the levy is due by September 27 and the operating budget is due by October 11. This means that the tax levy presented at this month's Library Board Meeting needs to be approved at this month's meeting. Because our tax levy is controlled by totals from Cook County and the Tax Levy Report, it is a pretty cut and dry report. The operating budget, which has more flexibility, will be presented as a preliminary report at the September meeting. However, changes can be made before the final Board vote at the October 8 meeting. After the preliminary preparations of the levy and budget, Jane and I met with Ashley and Diane to do an overview of the process. Copies of the documents were sent to Jane Birmingham. I am ready to answer any questions which may arise after you look at the information.

Lisa, Diane and I continue working on the Employee Handbook update. We are still on target for a draft copy available at the December meeting. This month, I also completed drafts of the purchasing policy and the updated photography and videography policy.

The RIVERSIDEOPOLY materials were completed and sent to the company for them to begin production of the game. All of the production costs were covered by the money raised by the sponsors. Therefore, all the money raised from selling the games will be profit and go towards the renovation of the Patron Services area.

Jane's last day as a regular employee was on August 29. The staff got together to send her off with a cannoli cake, card and monetary gift. She will be missed, but we wish her the best in retirement. She will continue to be available on a consulting basis when Ashley needs her help.

The entire staff was saddened by the tragic death of long-time patron Nellie Brennan. Because of our past involvement with a well-being check, Chief Buckley did contact me the evening of the train accident to let me know. The caring shown by the police and fire personnel, and all of the Library staff, is amazing. I am proud to be associated with Riverside and the Library.

Peter from Riverside Foods has confirmed he is on board for RBTW 2025. March 1, 2025 is the proposed date. If anyone knows of any conflict with this date, please let me know. We will, once again, be forming a Board committee to help plan the event. We need at least two trustees to volunteer for the committee.

The RPL Ninety Fifth Anniversary Committee has been established and met this month. We have some fun activities planned for our anniversary year. I have also found a graphic artist who is willing to update our construction Dewey mascot into a plain old library Dewey mascot. We can then use him in our publicity, etc. He should be done by December. The original artist declined updating Dewey, but gave us permission to use the image and work with another artist.

Friends of the Library

Friends did not meet this month, but Harvest Bingo planning continues to go smoothly with ticket sales beginning September 14!

Community Outreach and Partnerships

Farmers' Market continued this month. We averaged between 50 - 70 participants in the scavenger hunt each week! Always thinking about the future, I have decided to form a Farmers' Market Committee with interested staff members to plan for next year. Obviously, Dewey will be hiding out at the market; but, I think it would be good to start planning for other activities that promote the Library during the market.

Ongoing

Managers continued to meet weekly.

Genealogy Club had seven in attendance. We used the laptops from the SPOT to do some research together.

Building and Grounds

The Village approved the permit for masonry work. Holton will let us know when the work will begin. The carpet was put in the book sale room and the heavy duty carpet for the handicap and side entrances was selected and ordered. The carpeting for the area directly in back of the Patron Service desk will also be done in September. This was all planned for in the carpeting proposal earlier this year. We appreciate Johnson Carpeting's flexibility in completing the job.

A new State of Illinois rule for elevator inspections necessitated a test which included the elevator person, the elevator inspector and Fox Valley representative. The cost for FAID testing by Fox Valley was close to \$800. Fortunately, this testing only needs to be done every 5 years, but it was an unexpected, unbudgeted expense.

Routine lawn care continues. Lofton will be providing us with a cost estimate for mulch.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director and Ashley Vimont, Bookkeeper
Date: 9/04/2024
Re: 2024 Tax Levy and Preliminary 2025 Operating Budget

Attached is the 2024 tax levy and preliminary 2025 operating budget. We received the levy edit report from the Village so we had the most up to date figures to work with.

Our agency grand total before the addition of the referendum's non cap funds was \$1,324,938.00. To this total, we add the 3.4% CPI increase in order to come up with next year's tax levy amount of \$1,369,985.89. The amount of additional tax money we will receive from the referendum to pay off the year's bond payment is \$123,000. After adding the bond money to the tax levy, our total levy is \$1,492,985.89.

The first section of the 2024 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.

We have increased in categories that we know may face annual increases in costs or contracts and have allotted \$30,000 for the Capital Expense line item. While the Illinois Library Association's recommendation of percent of budget allotted for salaries and personnel costs is between 70%-75%, we come in at 72%.

The levy needs to be approved at our September meeting in order for us to send to the Village for formal approval. The operating budget can be approved at our September or October meeting as its' submission to the Village is due after our October meeting. 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- TAX LEVY ORDINANCE FOR 2024

OPERATIONS	1,255,474
AUDIT	4,500
IMRF	46,212
FICA	62,000
UNEMPLOYMENT	1,800
BOND	<u>123,000</u>
TOTAL LEVY	1,492,986

	2025 PROPOSED BUDGET	PROPOSED 2024 TAX LEVY USED	OTHER REVENUE SOURCES USED
PERSONNEL SERVICES	1,018,948	1,018,948	0
MATERIALS & SUPPLIES	16,000	16,000	0
CONTRACTUAL SERVICES	103,000	103,000	0
ELECTRONIC RESOURCES	67,700	60,288	7,412
INFORMATION SERVICES	38,150	32,000	6,150
CHILDREN/YOUTH SERVICES	12,350	10,000	2,350
MARKETING/PUBLIC RELATIONS	24,700	16,000	8,700
ADMINISTRATION EXPENSE	87,750	87,750	0
TECHNOLOGY EXPENSE	26,000	26,000	0
BOND PAYMENT	<u>123,000</u>	<u>123,000</u>	<u>0</u>
TOTAL	1,517,598	1,492,986	24,612

This section for Library purposes only!!	
<u>Calculation:</u>	
1,454,848.00	Per Agency tax report
<u>129,910.00</u>	less Bond payment, per Agency Tax Rate Report
<u>1,324,938.00</u>	
1,324,938.00	From above
<u>0.034</u>	3.4% increase
45,047.89	=increase in levy amount
<u>1,324,938.00</u>	from above
1,369,985.89	Budget amount
<u>123,000.00</u>	Add back bond payment, per Speer schedule
<u>1,492,985.89</u>	

RIVERSIDE PUBLIC LIBRARY
LIBRARY OPERATING FUND
PROPOSED OPERATING BUDGET 2025

		PROPOSED 2025 BUDGET					TOTAL FUNDS
OPERATING FUND	AUDIT FUND	IMRF FUND	FICA FUND	UNEMPLOY COMP FUND	Bond Activity		

	Actual 2023	Budgeted F/Y 2024	OPERATING FUND	AUDIT FUND	IMRF FUND	FICA FUND	UNEMPLOY COMP FUND	Bond Activity	TOTAL FUNDS
BEG FUND BAL (CASH RESERVE):									
ESTIMATED REVENUES:									
3100 TAXES									
3116-01-001 Property Tax-Operations	591,537.23	1,149,402							1,255,474
3116-01-007 Property Tax-Audit		4,200		4,500					4,500
3116-01-008 Property Tax-IMRF		45,000			46,212				46,212
3116-01-009 Property Tax-FICA		60,000				62,000			62,000
3116-01-010 Property Tax-Unemployment		1,500					1,800		1,800
3850-01 Bonds- referendum	121,800	119,900						123,000	123,000
TOTAL PROPERTY TAXES	713,337	1,380,002		4,500	46,212	62,000	1,800	123,000	1,492,986
3200 INTERGOVERNMENTAL									
3210 PerCapita State Grant	13,715	13,000	13,000						13,000
3220 Corp Replacement Tax	27,854	12,000	14,000						14,000
TOTAL INTERGOVERNMENTAL	41,569	25,000	27,000						27,000
3300 INTEREST									
3310 Interest on investments	33,746	9,000	11,000						11,000
TOTAL INTEREST	33,746	9,000	11,000						11,000
3400 FEES & SERVICES									
3415 Fines & Fees	2,527	500	700						700
3420 Fax Fees	526	250							
3425 SPOT user fees	81	215	200						200
3430 Printing Fees	3,988	1,500	1,500						1,500
3435 Book and Video Sales	5,504	4,000	3,600						3,600
3495 Miscellaneous/Other	8,824	200	200						200
3535 Liability Insurance Refund									
3810 Donations	167								
3808 Memorial book donations									
3801 Adult replacement fees	283	75	100						100
3802 CYS Replacement fees	243	100	100						100
3825 Meeting Room Rental	425	100	200						200
3816 ILL Fees	75	50	50						50
3817 Lost Book credit- ILL	110	40	100						100
TOTAL FEES & SERVICES	22,753	7,030	6,750						6,750
TOTAL REVENUES	811,405	1,421,032	44,750	4,500	46,212	62,000	1,800	123,000	1,537,736
TOTAL FUNDS AVAILABLE	811,405	1,421,032	44,750	4,500	46,212	62,000	1,800	123,000	1,537,736

(now Gift Fund transactions)
(now Gift Fund transactions)

	Actual 2023	Budgeted F/Y 2024	OPERATING FUND	AUDIT FUND	IMRF FUND	FICA FUND	UNEMPLOY COMP FUND	Bond Activity	TOTAL FUNDS
ESTIMATED EXPENDITURES									
4410 PERSONNEL SERVICES									
4102 Regular Salaries	728,309	815,000	810,000						810,000
4130 Health & Life Insurance	54,157	64,000	70,000						70,000
4140 IMRF	39,993	45,000	50,000						50,000
4141 FICA	53,233	60,000	62,000						62,000
4142 Unemployment	1,034	1,500	1,800						1,800
TOTAL PERSONNEL SERVICES	876,726	985,500	993,800						993,800
4200 MATERIALS & SUPPLIES									
4201 Office Supplies	2,532	3,000	2,500						2,500
4202 Library Supplies	3,097	3,500	3,000						3,000
4241 Bldg Maint' Supplies	7,812	10,000	9,000						9,000
4902 Ink Cartridges	2,704	2,000	1,500						1,500
TOTAL MATERIALS & SUPPLIES	16,145	18,500	16,000						16,000
4300 CONTRACTUAL SERVICES									
4320 Janitorial	23,376	30,000	30,000						30,000
4324 Water	3,314	4,000	4,000						4,000
4326 Gas	9,936	17,000	15,000						15,000
4361 Building Maintenance	20,797	30,000	32,000						32,000
4362 Small Equip Maintenance	1,284	1,000	1,000						1,000
4363 Equipment Maint	11,797	12,000	20,000						20,000

4366	Other leased equipment	44,819				5,000
4364	Furnishings & Equipment	400				11,000
4365	Copy machine rental	3,688				
4368	Copy Machine Rent- Principal	4,069				
4369	Copy Machine Rent- Interest	431				
	TOTAL CONTRACTUAL SERVICES	123,912	113,000		118,000	118,000
	ELECTRONIC RESOURCES					
4411	Online databases	21,166	30,000		32,000	32,000
4915	SWAN Computer	24,515	30,000		30,000	30,000
4918	Internet Expense (Comcast)	2,806	3,100		3,200	3,200
4919	Patron Subscription Services	3,428	4,500		4,500	4,500
	TOTAL ELECTRONIC RESOURCES	51,915	67,600		69,700	69,700
	INFORMATION SOURCES					
4412	Fiction/Non-Fiction Books	17,151	20,500		20,500	20,500
4414	Standing Order Publications	4,353	4,000		4,500	4,500
4418	Periodicals	8,586	7,000		10,000	10,000
4420	DVD/Blu-Ray	2,296	4,000		3,000	3,000
4423	Audio Books	53	500			
4442	Library of Things	165	500		500	500
4443	SPOT expenses	4,454	500		650	650
	TOTAL INFORMATION SOURCES	37,059	37,000		39,150	39,150
	CHILDREN/YOUTH SERVICES					
4551	CYS Juvenile Books	4,407	5,000		5,000	5,000
4552	CYS Periodicals	350	250		250	250
4554	CYS Reference Books	-	500		500	500
4555	CYS Video Games	239	300		300	300
4556	CYS Young Adult	1,903	2,000		2,000	2,000
4558	CYS Board Books	-				
4560	CYS Easy Books	2,245	3,000		3,000	3,000
4562	CYS Audio Books	-	200			
4563	CYS Compact Discs	-	100			
4565	CYS DVD	316	700		700	700
4566	CYS Toys & Puzzles	87	100		100	100
4567	CYS Storyline Resources	108	100		100	100
4568	CYS STEAM	408	400		400	400
	TOTAL YOUTH SERVICES	9,654	12,650		12,350	12,350
	MARKETING/PUBLIC RELATIONS					
4509	CYS Programming	300	1,500		1,000	1,000
4609	IS Programming	4,144	6,000		5,000	5,000
4610	Library Programs (Swank & Museum pass)	656	1,000		1,000	1,000
4615	Advertising/Public Relations	617	1,000		5,000	5,000
4630	Binding	352			200	200
4648	PR Newsletters	15,222	16,000		16,000	16,000
	TOTAL MARKETING/PUBLIC RELATIONS	21,290	25,500		28,200	28,200
	ADMINISTRATION					
4425	Shipping Charges	585	600		600	600
4703	Legal Service	6,456	5,000		2,500	2,500
4709	Credit Bureau	561	600		600	600
4711	Telephone	6,700	7,000		7,500	7,500
4712	Postage	459	700		1,000	1,000
4732	Treasurer's Bond	-	500		1,000	1,000
4733	Liability Insurance	22,591	29,000		27,000	27,000
4737	Audit Fees	4,071	4,200		4,500	4,500
4740	Travel	-	200		100	100
4744	Seminars, Conf. Mtgs.	382	500		400	400
4745	Membership Dues	914	750		750	750
4746	Accounting Expenses	2,413	3,000		5,000	5,000
4747	Staff Development	1,936	4,000		4,000	4,000
4794	Credit Card/Bank Fees	368	900		700	700
4795	Miscellaneous	1,300	8,000		8,500	8,500
4798	Board Expense	1,031	1,250		1,000	1,000
4793	Bond repayment	121,800	119,900		123,000	123,000
4799	Capital Expense	42,000	10,000		30,000	30,000
	TOTAL ADMINISTRATION COSTS	213,567	196,100		95,150	218,150
	TECHNOLOGY					

4901	Technology Supplies	1,039	1,000	1,000	1,000	1,000
4905	Computer Consultant	810	2,000	2,000	2,000	2,000
4910	Network Maintenance	1,317	2,000	2,000	2,000	2,000
4924	E-Library subscription services	7,654	9,500	14,500	14,500	14,500
4920	Hardware & Equipment	7,208	6,000	6,000	6,000	6,000
4925	Software	2,503	2,000	2,000	2,000	2,000
	TOTAL TECHNOLOGY EXPENSES	20,531	22,500	27,500	27,500	27,500
	4808-4816-4817-499% OTHER MISC EXPENSES	15	-	-	-	-
	TOTAL EXPENSES	1,370,814	1,478,350	1,399,850	1,23,000	1,522,850
	OPERATING BALANCE	(559,409)	(57,318)	(1,355,100)	1,800	14,886
	END FUND BAL (CASH RESERVES)	(559,409)	(57,318)	(1,355,100)	1,800	14,886

at Worksheets\Operating budgets- to work on.xlsx\2025 Operating



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 09/03/24
Re: Holiday Closings - 2025

The following 2025 holiday closings need to be considered and approved by the Board:

January 1, 2025 (Wednesday) – New Year’s Day*
April 20, 2025 (Sunday) – Easter
May 11, 2025 (Sunday) – Mother’s Day
May 26, 2025 (Monday) – Memorial Day*
July 3, 2025 (Thursday) – Concert in the Park*
July 4, 2025 (Friday) – Independence Day*
August 9, 2025 (Saturday) – Riverside Sesquicentennial Celebration
September 1, 2025 (Monday) – Labor Day*
November 26, 2025 (Wednesday) – low patron usage, close at 5 pm
November 27, 2025 (Thursday) – Thanksgiving*
December 24, 2025 (Wednesday) – Christmas Eve*
December 25, 2025 (Thursday) – Christmas Day*
December 26, 2025 (Friday) – day after Christmas
December 31, 2025 (Wednesday) – New Year’s Eve, close at 5 pm

* 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.

Dear RAILS Member Library,

We have enclosed a new booklet showcasing the impact of libraries throughout Illinois. This report, *Illinois Libraries Agencies of Impact: A Data Study*, offers quantifiable examples to support your advocacy efforts.

One of our strategic plan goals is to help member libraries of all types and sizes demonstrate their value to their various stakeholders. This booklet is designed to assist you in doing just that.

You can view an online accessible version of *Agencies of Impact* on the My Library Is... website (mylibraryis.org/talking-points), or download a PDF.

Thank you for your continued dedication to libraries!

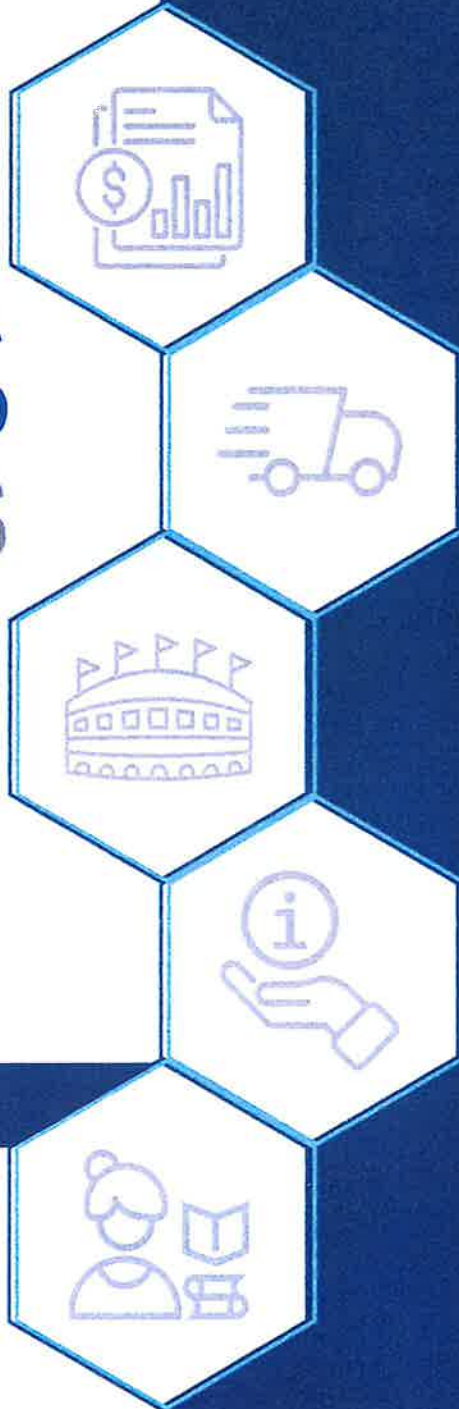


Monica Harris
RAILS Executive Director

ILLINOIS LIBRARIES

Agencies of Impact

A Data Study



Message from RAILS

At RAILS, our mission statement, "We Connect Libraries," reflects our belief in the transformative power of libraries. We go beyond brick-and-mortar walls, fostering collaboration and resource-sharing to empower libraries of all types and sizes.

This guide dives deep into the quantifiable impact of Illinois libraries, equipping you with data to demonstrate their value to your stakeholders. Whether you're a librarian, a board member, or a community advocate, this information will help you showcase:

- Return on Investment: Explore data revealing the tangible benefits libraries deliver in exchange for their operational costs.
- Staffing Expertise: Understand the qualifications and dedication of library professionals, highlighting their unique contribution to communities.
- Community Reach: Discover the extensive reach of libraries, showcasing how they serve diverse populations and bridge information gaps.

This information is crucial for everyone invested in the future of Illinois libraries. By understanding their true value as community hubs, logistics experts, and gateways to knowledge, we can make informed decisions about how to plan for the bright future of our communities. Funders can see the tangible benefits of their support, governing boards can optimize library services to better serve their communities, and the public can appreciate the full spectrum of resources that libraries offer.

Let's turn the page and discover the undeniable value of Illinois libraries.



A handwritten signature in blue ink, which reads "Monica Harris".

Monica Harris
Executive Director

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