

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 8, 2024 in the Foley Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm**
- II. Roll Call**
- III. Welcome Guests**
- IV. Public Comment**
- V. Approve Minutes of September 10, 2024 – *Action Item***
- VI. Review of September Bills—*Action Item***
- VII. Review of September Financial Statements—*Action Item***
- VIII. Committee Reports**
 - A. Finance – Jane Birmingham**
 - B. Building & Grounds – Ken Circo**
 - C. Policy & Bylaws – Dan Loucks**
 - D. Technology – Nancy DeFauw and Michael Hagins**
 - E. Communications and Marketing – Courtney Greve Hack**
- IX. 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**
- X. Director's Report—Janice Foley**
- XI. Unfinished Business**
 - A. 2025 Operating Budget – *Action Item***
- XII. New Business**
 - A. January 2025 In-service – *Action Item***
- XIII. Announcements**
- XIV. Correspondence & FYIs**
- XV. Executive Session**
 - A. Approve Executive Session Minutes of April 9, 2024—*Action Item***
 - B. Semiannual Review of Confidential Executive Session Minutes—*Action Item***
- XVI. Adjournment**



**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
September 10, 2024**

Held Tuesday, September 10, 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; Jane Birmingham, Treasurer; 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 7:00 pm by President Ken Circo.

Review of Minutes

Courtney Greve Hack moved, and Michael Hagins seconded, that the Board approve the minutes of the August 13, 2024 regular meeting.

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills - July

Courtney Greve Hack 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 23866 through 23887, 23889 and 23891 through 23896, in the total amount of \$115,144.57, which includes payroll through July 19, 2024.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills - August

Courtney Greve Hack moved, and Dan Loucks seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23897 through 23910, 23912, 23914 through 23916, 23918 through 23928 and 23930 through 23936, in the total amount of \$125,058.50, which includes payroll through August 30, 2024.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements - July

Courtney Greve Hack moved, and Jane Birmingham seconded, that the Board approve the financial statements for July 31, 2024, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements - August

Courtney Greve Hack moved, and Dan Loucks seconded, that the Board approve the financial statements for August 31, 2024, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Building and Grounds

The Board discussed landscape maintenance around the front entrance of the library. The cost of mulch would be over \$1,000, which is not in this year's budget. The area could also use more topsoil. The Board discussed having a work day next year to complete this work.

The carpeting project is almost finished. The only remaining areas are the handicap ramp hallway and the side entrance hallway by the elevator. These areas will be re-carpeted with a heavier carpet stock to accommodate high traffic areas. Because these are entrance / exit areas into the building, the library will need to be closed for a few hours one morning to accommodate this work.

The Board discussed and approved closing one Wednesday morning in October. Janice will follow-up with Johnson Flooring to schedule.

President Circo asked if we can look into using the heavier grade carpet for the Patron Services area as well, once we begin that project. Janice will check on this.

Policy and Bylaws

The Board asked that approval for both the Purchasing Policy and the Photography and Videography Policy be tabled at this time; and be sent to Michael Marrs for legal review.

Trustee Loucks reviewed the Holton contract and sent back to Janice.

Marketing and Communication

Trustee Greve Hack reported that the Caroline Woods author talk and discussion will be held here at the library on Tuesday, September 24th. We have 30 registrations so far.

Staff Reports

In CYS, Summer Reading completed another successful program with 40% of the folks that began completing. This is what we expect year to year. One of our newer

programs, Tummy Time, has experienced low attendance. This is normal as new programs generally take a while to catch on.

One of the Patron Services computers "retired" without much notice. A spare computer was able to be utilized and updated rather quickly.

In Information Services, the database contracting issues were resolved. We ended up getting more services for the same price. We're currently promoting the monthly book discussions. We had 15 attendees at our last meeting.

The Trustees noticed our attendance numbers were up in CYS. This is common as school starts. Once school activities and sports begin, we likely will see the numbers decrease.

Director's Report

RIVERSIDEOPOLY will return 100% of its' proceeds as profit. We need a few Trustees to volunteer for the RBTW committee. The Library 95th anniversary open house is scheduled for Sunday, April 6, 2025. Dewey, our construction mascot, will be updated to use during the year. A staff committee has been formed to begin planning activities for the year to celebrate.

The increased cost of the elevator inspection was discussed. The Board plans to include these additional costs in the budget every 5 years.

New Business

2024 Tax Levy and Preliminary 2025 Operating Budget

Courtney Greve Hack moved, and Jane Birmingham seconded, that the Board approve the 2025 Tax Levy.

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

Nays: None

Abstained: None

The motion passed.

The Board discussed the preliminary 2025 operating budget. The Board discussed several budget items including: IMRF, FICA, health insurance, legal fees and telephone expenses. We're still waiting for the final liability insurance expense. The Board asked for the legal fees to be increased to \$5,000. The final budget will be voted on at the October meeting.

Holiday Closings for 2025

Courtney Greve Hack moved, and Christine Long seconded, that the Board approve the 2025 Holiday Closings.

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

Nays: None

Abstained: None

The motion passed.

Riverside Public Library 95th Anniversary Information

See Director's Report above.

Correspondence and Announcements

The Board acknowledged the receipt of the Illinois Libraries: Agencies of Impact report. The Board discussed the inclusion of various RPL programs in the Village Calendar of the Sesquicentennial events. The Library included the following events in the calendar:

Reading Between the Wines, RPL 95th Anniversary Open House, Summer Reading Program, Community Fair and the Poetry Reading Contest.

Adjournment

Upon motion by Courtney Greve Hack, seconded by Dan Loucks, and passed unanimously, the meeting was adjourned at 7:46 pm.

President

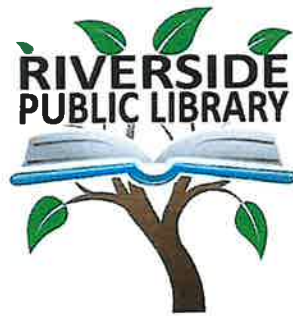
Secretary

Riverside Public Library

CASH DISBURSEMENTS

SEPTEMBER - 2024

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR SEPTEMBER 2024 ACCOUNTS PAYABLE
AND SEPTEMBER 2024 PAYROLL = \$78,372.31**

Including voided checks #23938, 23946 and 23947

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 9/1/2024 Through 9/30/2024

Check Number	Check Date	Payee	Check Amount	Transaction Description
23937	9/5/2024	Kenneth Smoller	150.00	Last Comiskey Program
23939	9/10/2024	Fox Valley Fire and Safety	776.00	FAID Testing
23940	9/10/2024	Lofton Landscaping Company	275.00	Landscaping
23941	9/10/2024	NCPERS Group Life Ins	32.00	Term Life- Forsyth & Silva
23942	9/10/2024	Northern Illinois Raptob Rehab & Educ	445.00	Northern Illinois Raptor Presentation
23943	9/10/2024	Riverside Brookfield High School	50.00	2024-2025 Yearbook
23944	9/10/2024	Riverside Township Lions Club	1,625.00	Person of the Year Tickets
23945	9/10/2024	Skandacor	88.80	Book covers
23948	9/12/2024	Delta Dental of Illinois- Vision	45.71	Vision - Sept24
23949	9/12/2024	Delta Dental of Illinois - Risk	76.55	Dental - Sept24a
23950	9/12/2024	Ruth Anne Huston	22.05	Bookie's Chicago
23951	9/12/2024	Violet Vevet Cooking Classes LLC	325.00	Churros with Chef Violeta
23952	9/16/2024	Coverall North America, Inc	1,948.00	Cleaning Services - September
23953	9/17/2024	Midwest Tape	855.09	Digital Subscriptions August
23954	9/19/2024	Alarm Detection Systems, Inc.	1,141.62	Quarterly Charges Oct-Dec
23955	9/19/2024	Colley Elevator Co.	904.00	Elevator FAID Testing
23956	9/19/2024	Dell Marketing L.P.	2,300.76	Dell Laptop
23957	9/19/2024	Garvey's Office Products	48.50	Paper
23958	9/19/2024	Greg Hannah Plumbing	190.50	Sink Battery Replacement
23959	9/19/2024	North Suburban Employee Benefit Co	270.00	PPO Dental - August
23960	9/19/2024	North Suburban Employee Benefit Co	3,681.00	PPO Medical - August
23961	9/19/2024	SWAN	70.00	EXPO Registration
23962	9/19/2024	Unique Management Services, Inc.	98.50	August Placements
23963	9/20/2024	Business Card	1,096.10	Business Card Purchases
23965	9/24/2024	Colley Elevator Co.	226.00	Elevator Inspection
23966	9/24/2024	Heartland Business Systems, LLC	360.00	Phone System Update
23967	9/24/2024	Village of Riverside	5,524.28	September 2024 - IMRF
23968	9/24/2024	Jane Wilhelm	150.00	2.5 hrs accounting services
1531	9/13/2024	Administration	3,872.52	Group: 01; Pay Date: 9/13/2024
1532	9/13/2024	Information Services	6,158.41	Group: 02; Pay Date: 9/13/2024
1533	9/13/2024	Children & Youth Services	3,707.24	Group: 03; Pay Date: 9/13/2024
1534	9/13/2024	Patron Services	6,432.15	Group: 04; Pay Date: 9/13/2024
1535	9/16/2024	Administration	58.11	Group: 01; Pay Date: 9/16/2024
1536	9/27/2024	Administration	4,067.16	Group: 01; Pay Date: 9/27/2024
1537	9/27/2024	Information Services	6,158.39	Group: 02; Pay Date: 9/27/2024
1538	9/27/2024	Children & Youth Services	4,326.28	Group: 03; Pay Date: 9/27/2024
1539	9/27/2024	Patron Services	<u>7,092.45</u>	Group: 04; Pay Date: 9/27/2024
Total checks and pay vouchers			64,648.17	
	9/13/2024	EFTPS- Employer Portion	2,037.44	
	9/21/2024	EFTPS- Employer Portion	4.59	
	9/27/2024	EFTPS- Employer Portion	2,176.14	
ACH00036	9/30/2024	Comcast Cable	233.85	High Speed Internet
ACH00037	9/30/2024	Comcast Cable	465.13	Phone Bill
ACH00038	9/30/2024	Leaf	<u>789.70</u>	Copier Contract
Report Total			<u>70,355.02</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 10/8/2024 Through 10/8/2024

<u>Check Numbr</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Amount</u>	<u>Transaction Description</u>
23969	10/8/2024	Amazon Capital Sevices	711.64	Amazon Purchases
23970	10/8/2024	Cintas Corporation LOC. 769	1,151.48	mats/cleaning supplies
23971	10/8/2024	Coverall North America, Inc	1,948.00	Cleaning Services
23973	10/8/2024	Ingram Library Services	2,942.12	1 title
23974	10/8/2024	Midwest Tape	856.26	Digital Subscriptions - September 2024
23975	10/8/2024	NICOR Gas	<u>407.79</u>	Gas Bill
Report Total			<u>8,017.29</u>	

Riverside Public Library

FINANCIAL REPORTS

For 9 Months Ending

September 30, 2024

UNAUDITED



**Riverside Public Library
Cash Balances
As of 9/30/2024**

	Balance, <u>9/30/2024</u>
Consolidated Operating Funds:	
First American- Checking	46,726.20
First American- Payroll	<u>268.21</u>
Total First American accounts	46,994.41
Illinois Funds	
Tax/Reserve Fund	1,371,390.52
Capital Improvements Fund	48,076.54
Special Reserve Fund	10,901.67
Working Cash Fund	270,700.09
Library Bond Fund	<u>54,365.73</u>
Total Illinois Funds	1,755,434.55
Total Operating Funds Cash Balances	1,802,428.96
Gift & Endowment Funds:	
Library Gift Fund	133,156.65
Batko Endowment Fund	6,520.87
Lower Level Renovation Fund	56,181.03
General Endowment Fund	10,940.54
Darwin Fund	<u>17,833.55</u>
Total Gift & Endowment Funds	224,632.64
Total Funds	<u>2,027,061.60</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 9/30/2024

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	1,371,390.51
1st American-Checking Account	38,851.60
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	1,707.29
Due from Gift Fund	436.19
Due from other groups	547.53
Due from Friends of the Library	419.88
Staff Receivables	(52.49)
Fixed Assets	2,100,381.00
Total Assets	3,542,238.23
Liabilities	
Accounts Payable	8,017.29
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,119.22
IMRF Payable	(199.70)
Deferred Property Taxes	70,580.86
Accrued Payroll	18,548.84
Health Insurance Payable	(262.93)
Term Life Insurance Payable	(136.00)
Due to Other Funds	100.00
Due to Library Gift Fund	363.39
Due to Friends of the Library	369.00
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	2,199,148.40
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)	462,767.30
Total Fund Balances	1,343,089.83
Total Liabilities & Fund Balances	3,542,238.23

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 9/1/2024 Through 9/30/2024

	Current Period Actual	Current Year Actual-9 mos.ending 9/30/2024	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	0.00	1,375,955.91	1,438,045.00	(62,089.09)	(4.32)%
Total Property Taxes	0.00	1,406,101.46	1,438,045.00	(31,943.54)	(2.22)%
Inter Government Funds	590.41	35,693.14	25,000.00	10,693.14	42.77%
Interest	5,972.78	41,848.90	9,000.00	32,848.90	364.99%
Fees for Services	1,349.72	10,450.56	6,830.00	3,620.56	53.01%
Misc Revenue	57.10	(7,756.84)	200.00	(7,956.84)	(3,978.42)%
Total Revenues	7,970.01	1,486,337.22	1,479,075.00	7,262.22	0.49%
Total Revenue	<u>7,970.01</u>	<u>1,486,337.22</u>	<u>1,479,075.00</u>	<u>7,262.22</u>	<u>0.49%</u>
Expenditures					
Personnel Services	68,130.52	708,184.30	985,500.00	277,315.70	28.14%
Supplies	812.72	11,526.33	18,500.00	6,973.67	37.70%
Contractual Services	9,504.61	71,946.38	113,000.00	41,053.62	36.33%
Information Services	2,093.50	25,773.97	37,000.00	11,226.03	30.34%
Electronic Resources	1,998.18	42,104.89	67,600.00	25,495.11	37.71%
Children/Youth Services	1,082.80	6,873.88	12,650.00	5,776.12	45.66%
Marketing/Public Relations	502.72	14,096.20	25,500.00	11,403.80	44.72%
Administration	2,054.24	56,659.49	196,100.00	139,440.51	71.11%
Technology	2,369.17	13,931.88	22,500.00	8,568.12	38.08%
Total Expenditures	88,548.46	951,097.32	1,478,350.00	527,252.68	35.66%
Miscellaneous Expenses					
Misc Expenses	0.00	72,335.13	0.00	(72,335.13)	0.00%
Total Miscellaneous Expenses	0.00	72,335.13	0.00	(72,335.13)	0.00%
Total Expenditures	<u>88,548.46</u>	<u>1,023,432.45</u>	<u>1,478,350.00</u>	<u>454,917.55</u>	<u>30.77%</u>
Excess Revenues(Expenditures)	<u>(80,578.45)</u>	<u>462,904.77</u>	<u>725.00</u>	<u>462,179.77</u>	<u>1</u>

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 9/1/2024 Through 9/30/2024

	Current Period Actual	Current Year Actual 9 mos. ending 9/30/2024	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	0.00	1,375,955.91	1,438,045.00	(62,089.09)	(4.32)%
Total Property Taxes	0.00	1,406,101.46	1,438,045.00	(31,943.54)	(2.22)%
Inter Government Funds					
Per capita state grants	0.00	13,807.53	13,000.00	807.53	6.21%
Corporate Replacement Taxes	590.41	21,885.61	12,000.00	9,885.61	82.38%
Total Inter Government Funds	590.41	35,693.14	25,000.00	10,693.14	42.77%
Interest on Operating Funds					
Interest-Illinois Funds	5,972.78	41,769.07	9,000.00	32,769.07	364.10%
Interest- Riverside Bank	0.00	79.83	0.00	79.83	0.00%
Total Interest on Operating Funds	5,972.78	41,848.90	9,000.00	32,848.90	364.99%
Fees for Services					
Fines	148.87	2,055.57	500.00	1,555.57	311.11%
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	432.34	2,922.92	1,500.00	1,422.92	94.86%
Book & Video Sales	378.01	3,669.81	4,000.00	(330.19)	(8.25)%
Adult Replacement Fees	79.00	333.56	75.00	258.56	344.75%
CYS Replacement Fees	65.00	242.00	100.00	142.00	142.00%
ILL Fees	0.00	55.00	40.00	15.00	37.50%
Lost Book Credit	240.00	490.70	50.00	440.70	881.40%
The SPOT revenue	6.50	127.50	215.00	(87.50)	(40.70)%
Meeting Room Charges	0.00	500.00	100.00	400.00	400.00%
Total Fees for Services	1,349.72	10,450.56	6,830.00	3,620.56	53.01%
Miscellaneous Revenue					
Miscellaneous Revenue	50.85	(8,595.00)	200.00	(8,795.00)	(4,397.50)%
Liability Insurance Refund	0.00	715.56	0.00	715.56	0.00%
Donations	6.25	122.60	0.00	122.60	0.00%
Total Miscellaneous Revenue	57.10	(7,756.84)	200.00	(7,956.84)	(3,978.42)%
Total Revenues	7,970.01	1,486,337.22	1,479,075.00	7,262.22	0.49%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 9/1/2024 Through 9/30/2024

	Current Period Actual	Current Year Actual- 9 mos.ending 9//30/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	57,802.13	582,258.93	815,000.00	232,741.07	28.56%
Health & Life Insurance	2,760.75	48,875.93	64,000.00	15,124.07	23.63%
Employer's Portion - IMRF	3,322.39	33,468.76	45,000.00	11,531.24	25.62%
Employer's Portion - FICA	4,218.17	42,715.15	60,000.00	17,284.85	28.81%
Unemployment Comp Expense	27.08	865.53	1,500.00	634.47	42.30%
Total Personnel Services	<u>68,130.52</u>	<u>708,184.30</u>	<u>985,500.00</u>	<u>277,315.70</u>	<u>28.14%</u>
Supplies					
Office Supplies	68.48	1,277.77	3,000.00	1,722.23	57.41%
Library Supplies	172.27	3,265.72	3,500.00	234.28	6.69%
Building Maintenance Supplies	487.88	5,656.99	10,000.00	4,343.01	43.43%
Ink Cartridges	84.09	1,325.85	2,000.00	674.15	33.71%
Total Supplies	<u>812.72</u>	<u>11,526.33</u>	<u>18,500.00</u>	<u>6,973.67</u>	<u>37.70%</u>
Contractual Services					
Janitorial	3,896.00	17,532.00	30,000.00	12,468.00	41.56%
Water	0.00	1,826.75	4,000.00	2,173.25	54.33%
Gas	407.79	5,361.80	17,000.00	11,638.20	68.46%
Building Maintenance	1,173.00	21,944.77	30,000.00	8,055.23	26.85%
Small Equipment Maintenance	190.50	579.50	1,000.00	420.50	42.05%
Equipment Maintenance	3,047.62	16,344.56	12,000.00	(4,344.56)	(36.20)%
Furnishings & Equipment	0.00	1,300.50	8,000.00	6,699.50	83.74%
Copier Rental & Maintenance	789.70	7,056.50	11,000.00	3,943.50	35.85%
Total Contractual Services	<u>9,504.61</u>	<u>71,946.38</u>	<u>113,000.00</u>	<u>41,053.62</u>	<u>36.33%</u>
Electronic Resources					
On-line Data Bases	1,711.35	18,309.09	30,000.00	11,690.91	38.97%
SWAN Computer	0.00	18,534.75	30,000.00	11,465.25	38.22%
Internet Expense	233.85	3,424.65	3,100.00	(324.65)	(10.47)%
Patron Subscription services	52.98	1,836.40	4,500.00	2,663.60	59.19%
Total Electronic Resources	<u>1,998.18</u>	<u>42,104.89</u>	<u>67,600.00</u>	<u>25,495.11</u>	<u>37.71%</u>
Information Services					
Books	1,538.10	12,738.81	20,500.00	7,761.19	37.86%
Standing Order Books	389.14	3,527.59	4,000.00	472.41	11.81%
Periodicals	0.00	7,000.57	7,000.00	(0.57)	(0.01)%
Videos	113.81	1,539.21	4,000.00	2,460.79	61.52%
Audio Books	0.00	0.00	500.00	500.00	100.00%
Library of Things expenses	0.00	469.35	500.00	30.65	6.13%
The SPOT expenses	52.45	498.44	500.00	1.56	0.31%
Total Information Services	<u>2,093.50</u>	<u>25,773.97</u>	<u>37,000.00</u>	<u>11,226.03</u>	<u>30.34%</u>
Children/Youth Services					
CYS Juvenile Books	363.42	3,415.64	5,000.00	1,584.36	31.69%
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	292.86	1,288.26	2,000.00	711.74	35.59%
CYS Easy Books	264.92	1,441.04	3,000.00	1,558.96	51.97%
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	161.60	386.74	700.00	313.26	44.75%
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 9/1/2024 Through 9/30/2024

	Current Period Actual	Current Year Actual- 9 mos.ending 9/30/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Total Children/Youth Services	<u>1,082.80</u>	<u>6,873.88</u>	<u>12,650.00</u>	<u>5,776.12</u>	<u>45.66%</u>
Marketing/Public Relations					
CYS Programming	14.98	380.65	1,500.00	1,119.35	74.62%
Adult Programming	475.00	3,764.96	6,000.00	2,235.04	37.25%
Library Programs	0.00	485.00	1,000.00	515.00	51.50%
Advertising Expenses	12.74	84.35	1,000.00	915.65	91.56%
Newsletter Expense	0.00	9,381.24	16,000.00	6,618.76	41.37%
Total Marketing/Public Relations	<u>502.72</u>	<u>14,096.20</u>	<u>25,500.00</u>	<u>11,403.80</u>	<u>44.72%</u>
Administration					
Shipping Charges	42.00	325.06	600.00	274.94	45.82%
Legal Services	0.00	925.50	5,000.00	4,074.50	81.49%
Credit Bureau	98.50	566.15	600.00	33.85	5.64%
Telephone	825.13	4,817.13	7,000.00	2,182.87	31.18%
Postage	8.80	606.45	700.00	93.55	13.36%
Treasurer's Bond	0.00	500.00	500.00	0.00	0.00%
Liability Insurance	0.00	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	70.00	229.90	500.00	270.10	54.02%
Membership Dues	0.00	1,272.00	750.00	(522.00)	(69.60)%
Accounting Expenses	183.24	2,696.55	3,000.00	303.45	10.12%
Staff Development	84.85	1,563.79	4,000.00	2,436.21	60.91%
Bond repayment	0.00	12,450.00	119,900.00	107,450.00	89.62%
Credit Card/Bank Fees	36.72	300.12	900.00	599.88	66.65%
Miscellaneous Expense	250.00	1,437.54	8,000.00	6,562.46	82.03%
Board Expense	455.00	799.00	1,250.00	451.00	36.08%
Capital Expense	0.00	0.00	10,000.00	10,000.00	100.00%
Total Administration	<u>2,054.24</u>	<u>56,659.49</u>	<u>196,100.00</u>	<u>139,440.51</u>	<u>71.11%</u>
Technology					
Technology Supplies	0.00	618.89	1,000.00	381.11	38.11%
Computer Consultant	0.00	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	2,300.76	1,387.61	6,000.00	4,612.39	76.87%
E-Library Subscription Svs	68.41	9,952.88	9,500.00	(452.88)	(4.77)%
Computer Software	0.00	1,188.00	2,000.00	812.00	40.60%
Total Technology	<u>2,369.17</u>	<u>13,931.88</u>	<u>22,500.00</u>	<u>8,568.12</u>	<u>38.08%</u>
Total Operating Expense	<u>86,550.28</u>	<u>908,992.43</u>	<u>1,410,750.00</u>	<u>501,757.57</u>	<u>35.57%</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	0.00	72,302.05	0.00	(72,302.05)	0.00%
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>88,548.46</u>	<u>1,023,432.45</u>	<u>1,478,350.00</u>	<u>454,917.55</u>	<u>30.77%</u>

We started this month with a new worker from RB's Transitions program. Khamyra has been coming to the Library as part of the Transitions book club, and she is now coming twice a week to help in CYS. She is doing a great job with board book shelving, toy cleaning, book organizing and other special projects.

This month's Blue Board Question asked people about their favorite fall activity. Patrons loved apple picking, playing in leaves and carving pumpkins.

Highlights

Storytimes and Programs for Young Children—We switched up how we are doing Monday and Friday storytimes this fall. We have found success with doing 15 minute Mini Storytimes on Mondays, followed by playtime. So we decided to move our Friday storytimes to this same format. It is working really well. Thanks to Bridget, Anne and Mandi for planning those programs.

Stephanie Roldan of The Treehouse presented a Yoga Storytime this month. Coach Adriana of Ninja squad Gym presented to Ninja Storytimes this month. Our patrons love having these community partner storytimes!

We saw some growth with Bridget's Tummy Time program this month. It was awesome seeing both moms and dads coming in with their little ones.

After School Programs—We had some fun after school programs this month. Nikki taught kids to make their own dragon eggs. Fran had a Lays Potato Chip taste test, where 6th through 8th graders picked their favorite flavor of chip (it was barbeque!). Middle schoolers also participated in a cupcake decorating contest lead by Fran. A yellow ducky cupcake was named the winner.

Special Programs—Representatives from Northern Illinois Raptor Rehab and Education came to the Library for a Saturday program. They shared stories of how they help rehab raptors, how we can be better coexist with raptors and why raptors are important. They brought along multiple live birds and a huge display of educational materials and biological artifacts, which were on display in the Community Room after the presentation in the Great Room. It was standing room only in the Great Room and patrons remarked that they really enjoyed the program.

Before, during and after the program, representatives from Riverside Cross Community Climate Collaborative (C4) were on hand in the CYS department to lead an owl craft for kids. Thank you to the committee members for planning and presenting a fun and engaging activity!

September was National Library Card Sign-Up Month. ALA's theme this year was Libraries: More Than Meets the Eye. To go along with this Transformers theme, kids that stopped by the desk this month could show us their Riverside library card, and be entered to win one of 4 Transformers toys. All participants got a wacky wall walker. It was a fun way to encourage kids to get library cards and reward those who already had cards.

Emma Lopez came back for her second session of Codifica + Code. I sat in on the class and helped Emma with answered questions and keeping the kids focused. This month they learned about Python. Emma's class is well organized and engaging.

School Outreach—Anne reached out to D96 Early Learners and scheduled storytimes for the year starting in October. Bridget talked to the CE LADSE class at Hollywood and had her first visit this month.

CHILDREN & YOUTH SERVICES – September 2024 – Nora Durbin

Fran started visiting RPC preschool. I talked with Joan Kanatas and set up times for RPC to visit the Library. I also talked with Ann Jablonsky at Building Blocks and scheduled our first visits to their school for next month. Bridget also scheduled days for Building Blocks’ preK students to visit the Library, with their first visit happening in September.

I also worked with Katie Moroney from Hauser on scheduling an October date for an after school library club field trip.

St. Mary’s 2nd graders came for their annual field trip. Fran and I gave library tours. Mandi and Nikki helped with a library scavenger hunt. I did a library themed storytime; they loved *Bats at the Library*. They finished the day watching an episode of *Magic School Bus Rides Again*. It was a great field trip; the kids were so kind and well behaved.

Continuing Education—Nikki attended a class at Indian Prairie Library about Copyright and Crafting. She learned about how images can be used legally in a maker project. She came away with resources and a better understand of how to find free use photos. She also got to check out their Maker Space!

CHILDREN & YOUTH SERVICES STATISTICS – September 2024	
Reference questions asked	<u>158</u>
Informational questions asked	<u>187</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
9/4/2024	RB Transitions			9	3	
9/6/2024	Yoga Storytime	9			7	
9/7/2024	Drop In Craft					5
9/9/2024	Mini Storytime	8			8	
9/9/2024	Little Hands Playtime	11			10	
9/10/2024	Tummy Time	4			4	
9/10/2024	Storytime at RPC 1	10			2	
9/10/2024	Storytime at RPC 2	10			2	
9/10/2024	Storytime at RPC 3	10			2	
9/11/2024	RB Transitions			9	3	
9/11/2024	Make a Dragon Egg		6		1	
9/12/2024	Ninja Storytime	4			4	
9/12/2024	Pokemon Club		1			
13-Sep	Mini Storytime	13			10	
9/13/2024	Little Hands Playtime	13			10	
9/14/2024	Northern Illinois Raptor Program					65
9/14/2024	Owl Craft with the LAC					15
9/16/2024	Mini Storytime	17			17	
9/16/2024	Little Hands Playtime	14			11	
9/17/2024	Building Blocks at RPL	6			2	

CHILDREN & YOUTH SERVICES – September 2024 – Nora Durbin

9/17/2024	Cupcake Decorating			5		
9/18/2024	Clay Day	1			1	
9/18/2024	RB Transitions			9	3	
9/19/2024	RPC Visits the Library	25			4	
9/19/2024	Lays Chip Tastes Test			6		
9/19/2024	Codifica + Code		5			
9/20/2024	Mini Storytime	5			5	
9/20/2024	Little Hands Playtime	8			6	
9/20/2024	St. Mary's 2nd Grade Field Trip		29		2	
9/23/2024	Mini Storytime	15			14	
9/23/2024	Little Hands Playtime	15			14	
9/24/2024	Tummy Time	4			4	
9/24/2024	Storytime at RPC 1	10			2	
9/24/2024	Storytime at RPC 2	10			2	
9/24/2024	Storytime at RPC 3	10			2	
9/25/2024	RB Transitions			9	3	
9/26/2024	Ninja Storytime	7			8	
9/27/2024	Mini Storytime	13			12	
9/27/2024	Little Hands Playtime	10			9	
9/28/2024	Family Playtime	10	2		7	
9/30/2024	Mini Storytime	10			10	
9/30/2024	Little Hands Playtime	9			9	
9/30/2024	Hollywood CD LADSE Class		8		3	
9/1-9/30	Blue Board Question					95
9/1-9/30	Library Card Month Drawing Participants					15
Phone Charger Checkout	25					
Board Game Usage	26					
Nintendo Switch Usage	4					
Study Room Usage	41					
After School (20 days)	792					
Interactions with non-English speakers	1					

Patron and Computer Services

September 2024

Sharon Shroyer

Patron Services

The new configuration of shelves in the staging area appears to be working. Maureen shipped off another 40 boxes to Better World Books in September.

Our regular hours resumed on September 3rd. The first few Sundays have been slow for Patron Services, as they usually are at the beginning of the school year. The better the Bears do, the slower it is so I, unfortunately, see a busy fall in our future.

The September wand sale at the Farmer's Market is always fun but not as successful as in previous years, only 9 in three weeks, but the last week was the best, 5 wands sold. It was fun to be back at the market after missing out completely last year because of my accident.

Computer Services

All of the public CYS computers are installed and are working well. These computers mark the first time we are using wireless keyboards and mice for the public. It looks so much nicer without all the cords.

The former CYS machines are now being upgraded and configured for staff use in some locations and will also replace our upper and lower level OPAC's. Those old, retired computers will then be recycled using the company that I used earlier this year. The first one finished, was the one at the processing desk, which was quite old. The next one will be replacing the problematic laptop that Brent has been using. Switching to an all-in-one for this location should alleviate the performance issues that the laptop was having.

With one exception, all of the staff computers have the new version of WorkFlows installed. That project and the installation of the new financial laptop were delayed with a problem with zombie IP addresses. These IP addresses do not clear from the memory or time out of the network and will cause a computer to fail to connect to the internet or in this case, not connect to the staff network. This rarely happens but it has happened a couple of times in September. I have asked Bill Borst, who is the one who solves this issue, if there is a more permanent solution or if this was just extremely bad timing. In any event, I am shooting for the installation of the financial laptop this coming Friday.

All of the adult public computers have been updated to Windows 11. Strangely, I had to uninstall Microsoft Office completely after the upgrade and then reinstall it. I have never had that particular issue before but I now know to check next time I upgrade a workstation.

September 2024 Information Services Update

Diane Silva

AARP Tax Aide

We got the great news this month that AARP has found a person to lead the regional tax aide program. After a post-Covid hiatus, we are thrilled to be a 2025 host site. The tax-aide program provides critical assistance to seniors and other individuals who need help pulling basic taxes together. Appointments begin on February 7.

95th Anniversary and 2025 programming

A team of staff from all departments has begun meeting to begin planning events and special promos for our 2025 anniversary. There will be an Anniversary Open House on April 6 (we hope all the Trustees can attend!) along with a variety of activities through the year.

At the same time, Brent and Lisa are busy pulling together our 2025 offerings and have most of the calendar in place. It's a really diverse group of events with lots of hyper-local offerings.

Poetry Contest Reading

The staff and members of the Riverside 150 Commission selected winners of the 2024 Poetry Contest. A sesquicentennial event is being planned for January 15. It will begin with turning on a special anniversary illumination at the Water Tower followed by a reading of the 2024 winners and selected works by prior winners. There will then be a reception hosted by the Library to kick off the year's celebration.

Programming

The SPOT Appointments -10

The SPOT Quilted Pillow (2) – 7

Last Comiskey – 22

Grassroots Democracy – 4

Churros – 19

Nobody's Fool (VIRTUAL) – 4

Caroline Woods - 32

Drop in Tech Help (1 sessions) – 2

Virtual Yoga (4 sessions) – 3

Book Discussion – 11

Asahi (4 sessions) – 17

CRAFT: Magic Wands - 8

Meditation (2 session) – 10

Genealogy Club – 10

Knitting Club (2 sessions) – 16

LAC Plant Giveaway - 46

Passive

Spice Kits – 50

Seed Packets Take/Leave –1

Various Passive – 225

Board Game Borrowing - 1

Patron Interactions – We had 726 patron interactions this month. 4 interactions with ESL patrons.

Riverside Public Library
Miscellaneous Statistics - September 2024

	Sep-24	Sep-23	YTD 2024	YTD 2023
Reference Statistics				
Questions Asked - Adult	726	822	7141	6392
Questions Asked - Youth Services	345	488	3429	4932

Internet Usage - Adult	241	326	2252	2692
- CYS	196	147	2154	1762
Total Usage	437	473	4406	4454

Holdings				
Adult Titles Added	215	128	1530	1049
CYS Titles Added	129	57	712	762
Total Titles Added	344	185	2242	1811
Adult Titles Withdrawn	248	31	1425	1167
YS Titles Withdrawn	130	18	244	833
Total Titles Withdrawn	378	49	1669	2000

Total Holdings			63796	63291
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Library Programs - Active				
Children 0-5	30	15	228	170
Children 6-11	5	3	80	85
YA 12-18	6	1	39	18
Adults 19+	32	16	266	164
General Interest (Mixed)	5	2	67	43
Totals	78	37	680	480

Library Programs - Active Attendance				
Children 0-5	291	111	2357	1566
Children 6-11	51	20	1877	2139
YA 12-18	47	4	378	329
Adults 19+	434	293	3549	3546
General Interest (Mixed)	405	126	5999	1932
Totals	1228	554	14160	9512

Library Programs - Passive				
Children 0-5	9	0	39	0
Children 6-11	0	0	8	7
YA 12-18	0	0	1	1
Adults 19+	3	2	29	22
General Interest (Mixed)	4	2	45	27
Totals	16	4	122	57

Library Programs - Passive Attendance				
Children 0-5	170	0	736	0
Children 6-11	0	0	77	168
YA 12-18	0	0	10	12
Adults 19+	52	52	637	586
General Interest (Mixed)	325	126	172	1230
Totals	547	178	1632	1996

Community Programs Attendance	11	15	101	95
	89	0	853	855

	Sep-24	Sep-23	YTD 2024	YTD 2023
New Library Cards Issued	58	46	476	468
Library Attendance	8777	7539	76765	70299
Notary Service	17	19	147	140
Checkouts	4713	6265	45671	48710
Renewals	3298	3420	31019	31141
Checkins	5807	4012	52223	51532
Total Circulation	13818	13697	128913	131383
Interlibrary Loans				
Loaned	964	975	8518	8882
Borrowed	1042	1088	9893	9867
Reciprocal Borrowing				
Loaned to Other Library Patrons	528	441	5403	5102
RPL Patrons Borrowing Elsewhere	1167	1089	11513	10045
Digital Resources				
Hoopla	372	381	3469	3332
Boundless	156	76	1154	1012
Libby (Digital Library of Illinois)	1719	1313	13416	11368
Flipster Downloads and Views	3	28	88	258
Web Site Total Hits	4602	4105	37581	38817
Wireless Statistics	1026	1131	11548	6114
Online Databases				
Ancestry.com				
Searches	281	514	3813	6264
Returns	192	1164	5631	12054
Encyclopaedia Britannica				
Sessions	16	13	193	265
Newsbank				
Searches	0	10	204	97
Consumers Reports				
Searces	5	0	65	37
Views	81	0	818	582

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

Academic Search Premiere Searches	5	59	105	431
Auto Repair Source Searches	0	0	0	0
Biography Reference Center Searches	2	5	32	24
Business Source Premier Searches	11	33	150	225
Consumer Health Complete Searches	0	1	15	124
History Reference Center Searches	10	2	25	37
Legal Information Ref. Center Searches	0	0	3	0
Literary Reference Center Searches	25	44	238	369
Masterfile Searches	43	35	297	320
Middle Search Plus Search	2	11	19	46
Newspaper Search Plus Search	9	0	115	144
Novelist Searches	0	0	15	24
Points of View Ref. Center Searches	19	19	182	281
Primary Search Searches	0	7	1	13
Science Reference Center Searches	4	6	24	44
Small Business Center Searches	4	1	19	12

Additional Statistics

Newspaper Archives Searches	37	14	213	135
Museum Passes Issued	14	14	119	127
Library of Things Equipment	80	55	584	554
Kits	9	13	258	142
Spot Collection Use	10	8	96	44

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

Administration

As requested at the September Board meeting, I sent the Purchasing Policy to Michael Marrs for review. I hope to have it back by the October Meeting. After researching more Photo/Video/Filming Policies, I discovered that none of them list all the requirements for Commercial filming in the actual policy, but include them on an application. I updated this part on the draft, and sent it to Courtney. I then sent the draft to Michael Marrs to look at as well. I am currently working on the application form.

Diane, Lisa and I are making steady progress on the Employee Handbook. It is obvious from reading the current one that it was a product of the 1990s! A lot has changed since this original edition. Though we tried to keep current with updates as we made them, I believe this new version will serve the Library well in the future. It is our plan to have it completed in December and have available for review by the Board and then Michael in January.

The Management team is currently working on updating the Annual Evaluation Form for staff. It is extremely hard to find a "one form fits all" version but we keep on trying!

I submitted the 2024 Levy request to the Village. We now have to submit the Operating Budget for 2025. I made the adjustment to the Legal account suggested by the Board and the new budget version will be included in this month's Board Packet for approval.

Ashley has settled in the Bookkeeper position making the transition from Jane almost seamless. I am grateful that Jane took great care showing Ashley the daily/weekly/monthly/yearly responsibilities of the position. As an added benefit, Ashley is also a professional photographer and took photos at the Caroline Woods program on September 24.

Friends of the Library

The Friends met on September 17. Discussion centered around the upcoming Harvest Bingo, which again sold out. In addition, they discussed presale of RIVERSIDEOPOLY as well as asking for our requests for donations from them for the upcoming year. We will continue that discussion at the October meeting.

Community Outreach

Farmers' Market participation continued in September with the exception of September 25. Our last market of the season is October 2. It is our mini pumpkin decorating day! Orland Fasel, who has the garden booth at the Market, donates as many pumpkins as we need for the children participating in our scavenger hunt. The kids love to pick out their pumpkin and draw faces and decorations on them. Attendance in general was lower at the market than in previous years. We averaged around 40 participants each week down from 50-60 in previous years. Big thanks to Fran Perry who sat at every market, Sarah Nielsen who

represented the Friends at almost every market, and Diane, Sharon, Jordan, Brent and Gabe who served time in the tent as well over the 16 weeks. We will begin planning for 2025's market in January with a Farmers' Market Committee. We want to enhance our presence at the event, reaching out to more age groups and promoting the Library and our services better.

We have signed up for two Trunk or Treats in October. The Village TOT will take place on October 10 and the Ames TOT is on the 18! We have our treats ready and our car decorations too.

Chamber met on the September 19 at the Library. Holiday Stroll was discussed. We are registered and Santa is confirmed. We would love trustee participation at this fun event! Jordan and Nikki are hard at work with the special ornament for this year. Mark Friday, December 6th on your calendar! Our theme is peppermint/candy canes this year.

Ongoing

Management team met on an ongoing basis.

Social Media committee met this month.

All in the Family Genealogy Club met on September 24. Nine people were in attendance and we talked about the new Heritage Hub database.

Building and Grounds

Fire extinguisher inspection took place this month.

I contacted Lofton about going ahead with the mulch. Jane Birmingham explained to me how the drought can damage the trees and the mulch will help them survive.

The heavy duty carpeting for the handicap entrance and side entrance will be installed on October 9. The Library will need to be closed until 1 pm because access will be restricted for patrons. Ken approved the late opening.

Routine elevator maintenance and lawn care took place.

I want to thank the entire Board for their presence at the Person of the Year Dinner and for all the support you have given me and your great support of the Library. It is truly appreciated.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 9/30/2024
Re: Operating Budget 2025

Attached is the revised 2025 Operating Budget. The preliminary one was included in the September Board Packet and I was asked to increase the Legal Fee Category. In addition, we have received the amount of increase that will be occurring for the Health Insurance premiums, of which we pay 75 percent. The changes seen by this increase have been figured into personnel costs.

The Board will need to approve the 2025 Operating Budget at the October Meeting so it can be sent to the Village Trustees for inclusion with their Tax Levy and Operating Budgets. If you have any questions, please do not hesitate to contact me.

RIVERSIDE PUBLIC LIBRARY
LIBRARY OPERATING FUND
PROPOSED OPERATING BUDGET 2025

	Actual 2023	Budgeted F/Y 2024	PROPOSED 2025 BUDGET					TOTAL FUNDS
			OPERATING FUND	AUDIT FUND	IMRF FUND	FICA FUND	UNEMPLOY COMP FUND	
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	46,212	4,500	62,000	1,800	123,000	1,492,986
3200 INTERGOVERNMENTAL								
3210 PerCapita State Grant	13,715	13,000						13,000
3220 Corp Replacement Tax	27,854	12,000						14,000
TOTAL INTERGOVERNMENTAL	41,569	25,000						27,000
3300 INTEREST								
3310 Interest on Investments	33,746	9,000						11,000
TOTAL INTEREST	33,746	9,000						11,000
3400 FEES & SERVICES								
3415 Fines & Fees	2,527	500						700
3420 Fax Fees	526	250						
3425 SPOT user fees	81	215						200
3430 Printing Fees	3,988	1,500						1,500
3435 Book and Video Sales	5,504	4,000						3,600
3495 Miscellaneous/Other	8,824	200						200
3535 Liability Insurance Refund								
3810 Donations	167							
3808 Memorial book donations								
3801 Adult replacement fees	283	75						100
3802 CYS Replacement fees	243	100						100
3825 Meeting Room Rental	425	100						200
3816 ILL Fees	75	40						50
3817 Lost Book credit- ILL	110	50						100
TOTAL FEES & SERVICES	22,753	7,030						6,750
TOTAL REVENUES	811,405	1,421,032	46,212	4,500	62,000	1,800	123,000	1,537,736
TOTAL FUNDS AVAILABLE	811,405	1,421,032	46,212	4,500	62,000	1,800	123,000	1,537,736
ESTIMATED EXPENDITURES								
4410 PERSONNEL SERVICES								
4102 Regular Salaries	728,309	815,000						810,000
4130 Health & Life Insurance	54,157	64,000						74,000
4140 IMRF	39,993	45,000						50,000
4141 FICA	53,233	60,000						62,000
4142 Unemployment	1,034	1,500						1,800
TOTAL PERSONNEL SERVICES	876,726	985,500						997,800
4200 MATERIALS & SUPPLIES								
4201 Office Supplies	2,532	3,000						2,500
4202 Library Supplies	3,097	3,500						3,000
4241 Bldg Maint Supplies	7,812	10,000						9,000
4902 Ink Cartridges	2,704	2,000						1,500
TOTAL MATERIALS & SUPPLIES	16,145	18,500						16,000
4300 CONTRACTUAL SERVICES								
4320 Janitorial	23,376	30,000						30,000
4324 Water	3,314	4,000						4,000
4326 Gas	9,936	17,000						15,000
4361 Building Maintenance	20,797	30,000						32,000
4362 Small Equip Maintenance	1,284	1,000						1,000
4363 Equipment Maint	11,797	12,000						20,000

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

4366	Other leased equipment		44,819		
4364	Furnishings & Equipment	8,000	5,000		5,000
4365	Copy machine rental	11,000	11,000		11,000
4368	Copy Machine Rent- Principal				
4369	Copy Machine Rent- interest				
	TOTAL CONTRACTUAL SERVICES	113,000	118,000		118,000

	ELECTRONIC RESOURCES				
4411	Online databases	30,000	32,000		32,000
4915	SWAN Computer	30,000	30,000		30,000
4918	Internet Expense (Comcast)	3,100	3,200		3,200
4919	Patron Subscription Services	4,500	4,500		4,500
	TOTAL ELECTRONIC RESOURCES	67,600	69,700		69,700

*Mobile Beacon, Hulu, Netflix, Nintendo, Circuit)

4412	Fiction/Non-Fiction Books	20,500	20,500		20,500
4414	Standing Order Publications	4,500	4,500		4,500
4418	Periodicals	7,000	10,000		10,000
4420	DVD/Blu-Ray	4,000	3,000		3,000
4423	Audio Books	500			
4442	Library of Things	500	500		500
4443	SPOT expenses	500	650		650
	TOTAL INFORMATION SOURCES	37,059	39,150		39,150

	CHILDREN/YOUTH SERVICES				
4551	CYS Juvenile Books	5,000	5,000		5,000
4552	CYS Periodicals	250	250		250
4554	CYS Reference Books	500	500		500
4555	CYS Video Games	300	300		300
4556	CYS Young Adult	2,000	2,000		2,000
4558	CYS Board Books	3,000	3,000		3,000
4560	CYS Easy Books	200			
4562	CYS Audio Books	100			
4563	CYS Compact Discs	700	700		700
4565	CYS DVD	100	100		100
4566	CYS Toys & Puzzles	87	100		100
4567	CYS Storytime Resources	100	100		100
4588	CYS STEAM	400	400		400
	TOTAL YOUTH SERVICES	9,654	12,350		12,350

	MARKETING/PUBLIC RELATIONS				
4509	CYS Programming	1,500	1,000		1,000
4609	IS Programming	4,144	6,000		5,000
4610	Library Programs (Swank & Museum pass)	656	1,000		1,000
4615	Advertising/Public Relations	617	5,000		5,000
4630	Binding	352	200		200
4648	PR Newsletters	15,222	16,000		16,000
	TOTAL MARKETING/PUBLIC RELATIONS	21,290	28,200		28,200

	ADMINISTRATION				
4425	Shipping Charges	600	600		600
4703	Legal Service	5,000	5,000		5,000
4709	Credit Bureau	600	600		600
4711	Telephone	6,700	7,500		7,500
4712	Postage	459	1,000		1,000
4732	Treasurer's Bond	500	1,000		1,000
4733	Liability Insurance	29,000	27,000		27,000
4737	Audit Fees	4,200	4,500		4,500
4740	Travel	200	100		100
4744	Seminars, Conf, Mtgs.	382	400		400
4745	Membership Dues	914	750		750
4746	Accounting Expenses	2,413	3,000		3,000
4747	Staff Development	1,936	4,000		4,000
4794	Credit Card/Bank Fees	368	700		700
4795	Miscellaneous	1,300	8,500		8,500
4798	Board Expense	1,031	1,000		1,000
4799	Bond repayment	121,800	119,900		119,900
4799	Capital Expense	42,000	27,500		27,500
	TOTAL ADMINISTRATION COSTS	213,567	196,100		196,100

	TECHNOLOGY				
	TOTAL ADMINISTRATION COSTS	123,000	123,000		123,000
	TOTAL ADMINISTRATION COSTS	95,150	123,000		123,000
	TOTAL ADMINISTRATION COSTS	196,100	218,150		218,150

4901	Technology Supplies	1,039	1,000				1,000
4905	Computer Consultant	810	2,000				2,000
4910	Network Maintenance	1,317	2,000				2,000
4924	E-Library subscription services	7,654	9,500				14,500
4920	Hardware & Equipment	7,208	6,000				6,000
4925	Software	2,503	2,000				2,000
	TOTAL TECHNOLOGY EXPENSES	20,531	22,500				27,500
		15					
		1,370,814	1,478,350			123,000	1,526,850
	OPERATING BALANCE	(559,409)	(57,318)			1,800	10,886
	END FUND BAL (CASH RESERVES)	(559,409)	(57,318)			1,800	10,886

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



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 9/30/2024
Re: Staff In-service

We would like to hold a day of In-Service in January. We have a speaker in mind. However, I feel I shouldn't contact them before I have approval for the event. Although a definite date cannot be given, preferably it will be a Friday. Thank you for your consideration of this.

