



**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

**North Riverside Public Library District
Board of Trustees
Regular Meeting, May 20th, 2024
6:00pm**

1. Open of Meeting

- A. Call to order
- B. Determination of quorum
- C. Recognition of visitors to the meeting
- D. Approval of agenda

2. Open Forum

3. Consent Agenda

Secretary:

- a. Minutes of the April 15th, 2024 Regular Board Meeting
- b. Minutes of the May 6th, 2024 Committee of the Whole Meeting
- c. Correspondence

Treasurer:

- a. April 2024 Financial Statements
- b. Authorization to transfer \$90,000 from the money market account which currently has a balance as of 05/16/2024 of:
 - a. First American Money Market: \$232,902.50
 - b. First American Checking: \$-2,855.97
 - c. IL Fund: \$454,718.54
 - i. Total: \$684,765.07

4. President's Report

- A. Board action log (informational)

5. Director's Report

- A. See attached Director and Department Head Reports

6. Committee Reports

- A. Advocacy (Ottenweller) (informational)
- B. Building & Grounds (Rouleau) (informational)
- C. Finance (Mathias) (informational)
- D. Personnel (Gordon) (informational)
- E. Policy (Bonnar) (informational)
- F. Strategic Planning (Johnson/Corgiat) (informational)
- G. Grants (Starosta) (informational)

7. New Business

- A. Draft FY25 Working Budget (discussion)



**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

- B. Draft Director's Review (discussion)
 - C. Updated Section 1 of the Policy Manual (action)
 - D. Updated Director's Succession Plan (action)
- 8. Closed session**
- 9. Return to open session**
- 10. Possible action item** (pertaining to closed session discussion)
- 11. Adjournment**

Note: Agenda items may be added that pertain to discussion or information.

No items may be added to the final agenda that require Board action.

Next regular Board Meeting is scheduled for June 17th, 2024 at 6:00 p.m.

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Minutes
Committee of the Whole
Board of Trustees
May 6th, 2024

1. Open of Meeting

- A. Call to order: Meeting called to order by Vice President Gordon at 6:03pm.
- B. Determination of quorum: In attendance: Greg Gordon, Ken Rouleau, Kathy Bonnar, John Mathias, Kyle Johnson, and Jeanne Ottenweller. Absent: Annette Corgiat. Also in attendance: Director Starosta.
- C. Recognition of visitors to the meeting: No visitors were present.
- D. Approval of agenda and requested changes to agenda: Secretary Johnson made a motion to approve the agenda as presented. Trustee Rouleau seconded the motion. All voted aye. Motion carried.

2. Open Forum

No comments.

3. Advocacy

- A. Board Self Evaluation: Director Starosta noted that there are still 2 trustees who have not completed the self evaluation.
- B. Trustee Ottenweller asked the Director to explain the staff committees. Director Starosta talked about the 3 staff committees: Special Events, Diversity, Equity and Inclusion, and the Advertising and Outreach (which currently focuses on social media).
- C. Trustee Ottenweller asked Treasurer Mathias if he could explain what the Foundation and Friends group does and if there is a Board liaison who should be reporting back what they are doing at the Board meetings. Treasurer Mathias said the Foundation & Friends goal is to get donation. Then the Library makes a formal request for funding for something and the Foundation & Friends discusses. Trustee Ottenweller asked when the last fund raiser was and what plans were for future fund raising. Treasurer Mathias talked about the author event in October 2023 and investments in short term CD's. Director Starosta brought up the Foundation & Friends discussion to have another author event. Trustee Ottenweller asked how much the Foundation & Friends raised on the event - Treasurer Mathias said around \$500, Director Starosta reminded him that they spend 2 or 3 hundred dollars on food. Vice President Gordon noted that President Corgiat is officially the liaison

to the group and asked how many/which Board members were also voting members on the Foundation & Friends. Director Starosta noted that as of last year, both President Corgiat and Treasurer Mathias are voting members on the Foundation & Friends group. Vice President Gordon expressed concern over the appearance of impropriety with the voting members and the fact that the Board's treasurer also serves as the Foundation & Friends Treasurer. Treasurer Mathias said that he had asked about this in the past and was told it was fine. Vice President Gordon asked Director Starosta to talk to the Library's legal council about the issue.

D. Advocacy Ideas: Tabled for next meeting.

4. Building & Grounds

A. Lower Level update discussion: No update.

B. Painting/wall repair update: Project has not been started yet but Director Starosta is in contact with the painter.

C. Brick/Lintel repair update: Project has been half completed with the removal and replacement of the old seal remaining after the mortar has cured.

D. Trustee Rouleau also addressed other Trustees' concerns over the state of the roof. In the most recent roof inspection (last week) the inspector talked about the good condition of the roof but also brought up consideration of removing the skylights in the future to prevent any possible leakage or future condensation issues. He also said that they could take a core sample of the current roof during the next inspection to evaluate the condition and put together a replacement quote for the future.

5. Finance

A. Draft working budget: Director Starosta noted that the draft FY25 working budget is in the Google drive and she handed out printed copies of the Budget Justification document which details all changes for each line item. Treasurer Mathias talked about the IL Funds interest rate at 5.4% and the library has about \$425,000 invested. In April the library earned about \$1,500 in interest. He noted that the most recent Riverside Township newsletter stated that Cook County expects to be delaying tax bills until September/October but that we should have enough funds to last. Vice President Gordon expressed concern over the two possibilities - 2% or 3% COLA with no merit raises this year. He talked about his concern that if we only award 2%, we will be below COLA again. Trustee Bonnar was concerned that most of our employees are leaving for pay to other nearby libraries. Trustee Ottenweller asked is there is money for 3% and where the other funds are going. Vice President Gordon expressed concern over the sharp increase in funds to the building. Treasurer Mathias said that he had asked Director Starosta to budget \$130,000 in this funds as follows: \$34,000 for planned current repairs, \$35,000 for capital reserve fund, and \$60,000 for the lower level update however this would be a \$95,000 increase in this line item which was not possible in one year. Treasurer Mathis

talked about concern over inflation rates and how they will intersect revenue. He also talked about alternative funding such as a black box notice and higher levy rate which is not possible currently, investment in IL Funds to create larger interest payments, and possible fund raisers. Trustee Bonnar noted that it is only a \$6,000 difference between 2% and 3%. Trustee Ottenweller asked about the Foundation & Friends future fund raising events and funding for the library. Treasurer Mathias said he would continue to monitor funds. Item will be added to the May Board meeting for continued discussion.

6. Personnel

A. Draft director's review: Vice President Gordon talked about how the President would like to see the director's review reformatted to focus on competencies. Director Starosta collected other director reviews for use in updating the review. Many of these reviews were from HR Source and had a similar format. Vice President Gordon liked the fact that there is an emphasis on thinking about the competencies (several points under each). This review has a 3 point rather than 5 point scale. Each category has a section for comments and Part 2 requires that Board members provide examples. Secretary Johnson asked if a 0 would be counted as a 0 in tabulations or not counted - not counted. Vice President Gordon asked that any concern/suggestions be submitted to him prior to the May Board meeting. Item will be added to the May Board meeting for continued discussion.

7. Policy

A. Review section 1 of the NRPLD Policy Manual - Trustee Bonnar reviewed the sections highlighted in yellow (proposed changes). Vice President Gordon noted that all language - current, struck out (which indicates current but proposed removal), and yellow highlighted (which indicates proposed addition) are in the document. No language has yet been removed. Item will be added to the May Board meeting as an action item.

B. Review of section 2 of the NRPLD Policy Manual: Section 2 of the Policy manual was presented with a few proposed changes and Trustee Bonnar noted that there will be additional changes to update our policies to allow for the annuity investment that the library currently has. Sections 2 and 3 will be added to the June Committee of the Whole meeting.

8. Strategic Planning

A. Trustee Manual: For review of committee responsibilities.
B. Secretary Johnson is reviewing the files provided to him by Vice President Gordon from previous strategic plans.

9. Other Business

A. Marketing Plan Consultant quotes: Director Starosta will resend the quotes to the Board for discussion at the June Committee of the Whole meeting. Vice President Gordon wondered if it would be possible to have an intern create a

marketing plan for the library or someone in a marketing position.

- B. Annexation discussion - Hines - Hospital area: Tabled
- C. Updated Director's Succession Plan - Director Starosta noted that the document has been expanded to add references to additional files. Item will be added to the May Board meeting as an action item.

- D. Committee responsibilities and expectations: Director Starosta noted that there were 2 committees not completely filled and 2 Board members who had not chosen a second committee. The Committees are as follows:

Advocacy (February, August):

- Chair: Jeanne Ottenweller
- Member: Kathy Bonnar
 Kyle Johnson
- Exofficio: Annette Corgiat

Building & Grounds (February, August):

- Chair: Ken Rouleau
- Member: John Mathias
- Member: Jeanne Ottenweller
- Exofficio: Annette Corgiat

Finance (March, May, July, August, October):

- Chair: John Mathias
- Member: Ken Rouleau
 Greg Gordon
- Exofficio: Annette Corgiat

Personnel (May):

- Chair: Greg Gordon
- Member: Ken Rouleau
 Kathy Bonnar
- Exofficio: Annette Corgiat

Policy (Feb, March, April, May, June, July, Oct, Nov):

- Chair: Kathy Bonnar
- Member: Jeanne Ottenweller
 Kyle Johnson
- Exofficio: Annette Corgiat

Strategic Planning (February, August):

- Chair: Kyle Johnson / Annette Corgiat
- Member: Greg Gordon
- Member: John Mathias
- Exofficio: Annette Corgiat

10. Adjournment

Trustee Rouleau made a motion to adjourn the meeting at 7:23pm. Trustee Ottenweller seconded the motion. All aye. Motion carried.

The Library Board meeting is scheduled for Monday, May 20th, 2024 at 6:00pm.

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue
North Riverside, IL 60546

Minutes of the meeting of April 15, 2024

1. Open of Meeting

A. The meeting was called to order by Trustee Corgiat at 6:05 p.m. Roll call was taken.
Present: Trustee Kathy Bonnar, Trustee Annette Corgiat, Trustee Greg Gordon, Trustee John Mathias, Trustee Jeanne Ottenweller Trustee Ken Rouleau
Trustee Kyle Johnson was present remotely
Absent: no one
Also Present: Jill Cannizzo & Director Starosta

B. A quorum was established.

C. There were no visitors present tonight.

D. I, Trustee Rouleau make a motion to approve the agenda as presented. I, Trustee Bonnar second the motion. All ayes, motion carried.

2. Open Forum

No one was present.

3. Consent Agenda

A. I, Trustee Mathias make a motion to approve the consent agenda with corrections to the March 18th Decennial meeting and the March 18th Board meeting minutes of a couple typos of his last name. Trustee Mathias has a few minor items on the treasurer's report. I, Trustee Rouleau second the motion. Roll call vote was taken.

Ayes: Trustee Kathy Bonnar, Trustee Annette Corgiat, Trustee Greg Gordon, Trustee Kyle Johnson, Trustee John Mathias, Trustee Jeanne Ottenweller Trustee Ken Rouleau
Nays: None
Motion Carried.

Secretary

- a. All read and agree to the minutes of the March 18th Decennial Meeting, March 18th Board Meeting, April 1st Committee of the Whole Meeting.
- b. No Correspondence tonight.

Treasurer

- a. February 2024 Financial Statements –Director Starosta will add the current statements on the drive.
- b. Authorization to transfer \$90,000 from the money market account which currently has a balance of \$621,907.47 in Checking -20,438.40, and \$153,144.12 in IL Fund as of 4/10/2024.

I, Trustee Mathias make a motion to approve the April 2024 financial statements, and authorize the transfer of \$90,000 from the money market. I, Trustee Ottenweller seconded the motion. A roll call vote was taken.

Ayes: Trustee Kathy Bonnar, Trustee Annette Corgiat, Trustee Greg Gordon, Trustee Kyle Johnson, Trustee John Mathias, Trustee Jeanne Ottenweller Trustee Ken Rouleau

Nays: None
Motion Carried.

4. President's Report

Board Action Log – Nothing to address this evening
Volunteer luncheon was yesterday and was very nice.

5. Director's Report

Director Starosta sends weekly emails. If there are any questions about these reports, email her. Her focus right now is Summer Reading Program.

6. Committee Reports

A. Advocacy (Trustee Ottenweller)

Nothing to report tonight. She has been looking at the ILR website to look for advocacy ideas. Each committee should have 3 people. The committees shouldn't need to meet more than 2 times a year. Email Natalie to let her know what committee you want to be on. At the next committee of the whole meeting the list will be compiled and presented.

B. Buildings & Grounds (Trustee Rouleau)

Trustee Rouleau reported that the sprinkler system is taken care of. Email from Mr. Melvin about the section of fence that fell and landed against his garage. Director Starosta got a quote to fix the fence. Trustee Rouleau reported that the posts are in good shape and do not need to be replaced. Director Starosta will get more quotes that do not include replacing the posts. The fence is just deteriorating. Director Starosta emailed him back but he says he didn't hear anything. She will try to get in touch with him again.

C. Finance (Trustee Mathias)

Trustee Mathias looking for the rest of the year. If Cook County gives deposits in August and September things will be fine. If they push it back to December there may be some funding problems in October or November. The IL Funds account is 5% the money market is about half of that. If we move the 300,000 from the money market to the IL Funds it will make more money. He wants to give that a try and see what happens. Trustee Mathias is working with Director Starosta on the budget. The building repairs account is the other thing that is open and needs to be figured out. The third item that needs to be discussed is the increase is 3% and Director Starosta put in 2% and 3% figures for COLA.

D. Personnel (Trustee Gordon)

Trustee Gordon reported that he sent an email on April 1st and would like to get comments back within the next week.

E. Policy (Trustee Bonnar)

Trustee Bonnar reported that she is continuing to work on policies that need to be voted on.

F. Strategic Planning (Trustee Johnson)

Trustee Johnson met with President Corgiat and got some information from past plans. Trustee Johnson, Trustee Gordon and President Corgiat will be meeting on Saturday to work on this. Director Starosta reported that a one question survey done in the Library will collect some data from people that are coming here and are invested in the library. It could be done on a white board in the hallway or in Youth Services depending on the

type of question and where it would be the most relevant. Trustee Johnson suggested that the question could also be done on social media.

G. Grants (Director Starosta)

Director Starosta reported that there are no new grants right now.

7. New Business

A. Painting / wall repair quote

I, Trustee Rouleau make a motion to approve the quote from Mario in the amount of \$7985.00 plus any taxes on materials needed for the painting and wall repair. Trustee Ottenweller seconded the motion. All ayes, motion carried.

B. Brick / lintel repair quote

I, Trustee Rouleau make a motion to approve the quote from Harling, Inc. in the amount of \$1870.00 for the brick and lintel repair that doesn't include a permit but Trustee Rouleau doesn't think a permit is needed. Trustee Gordon seconded the motion. All ayes, motion carried.

C. Library cleaning quote

I, Trustee Rouleau make a motion to approve the quote from Clean Net of Illinois in the amount of \$1299.00 per month with the Library providing the cleaning supplies. Trustee Mathias seconded the motion. All ayes, motion carried.

8. I, Trustee Rouleau make a motion to adjourn the meeting at 7:20 p.m. I, Trustee Mathias second the motion. All ayes, motion carried.

The next Board meeting is scheduled for May 20, 2024 at 6:00 p.m.

Respectfully Submitted

Jill M. Cannizzo

Management Report

North Riverside Public Library District
For the period ended April 30, 2024



Prepared on
May 14, 2024

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Profit and Loss

July 2023 - April 2024

	Total
INCOME	
6903-01 Fines & Fees	5,335.36
6904-01 Donations	14,115.43
6905-01 Grants	55,190.27
Interest	
6906-01 Interest	14,165.00
Total Interest	14,165.00
Property Taxes	
6901-01 Property Tax	1,020,734.10
6901-04 Tax Revenue-Audit Fund	6,971.29
6901-05 Tax Revenue-Liability Ins	4,000.51
6901-06 Tax Revenue-Unemploy Ins	1,057.28
6901-07 Tax Revenue-Bldg Fund	49,152.83
6901-08 Tax Revenue-SS	36,121.59
6901-12 Property Tax - IMRF Fund	10,289.09
Total Property Taxes	1,128,326.69
Total Income	1,217,132.75
GROSS PROFIT	1,217,132.75
EXPENSES	
8360-01 Grants	24,369.51
Advertising & Marketing	
8365-01 Library Promotion	127.00
8370-01 Postage	808.24
8375-01 Advertising	2,402.06
8385-01 Memorials & Tributes	77.59
8399-01 ILL Loss/Damage	39.17
8404-01 Staff Recognition	1,046.87
8410-01 Printing	8,473.90
Total Advertising & Marketing	12,974.83
Bank Charges & Fees	
8396-01 Bank Charges & Fees	1,128.67
Total Bank Charges & Fees	1,128.67
Benefits	
7600-05 Health Insurance	31,744.56
7650-09 IMRF	39,024.36
7660-06 Unemployment Insurance	-1,523.06
7670-01 Taxes-Fica Expense	38,026.03
Total Benefits	107,271.89
Building Expense	
8306-07 Building Supplies & Maintenance	7,328.25

	Total
8308-07 Service Contracts	35,568.60
8315-07 Fees & Permits	1,007.00
8320-07 Building & Grounds	0.00
8330-01 Casual Labor	650.00
8335-07 Building Repairs	41,858.00
Total Building Expense	86,411.85
Computers/Technology	
8171-01 Tech Service	40,102.42
8172-01 Computer Equipment	941.69
8172-02 Digital Divide Project	0.00
8175-01 SWAN	17,753.46
8180-01 Software	2,198.14
8190-01 Website	1,060.38
Total Computers/Technology	62,056.09
Insurance	
8460-05 Liability Insurance	20,344.00
Total Insurance	20,344.00
Interest Paid	
8601-02 Debt Service-Interest	4,497.17
8701-02 Debt Certificate Principle	27,800.00
Total Interest Paid	32,297.17
Legal & Professional Services	
8400-01 Accounting	10,310.00
8401-04 Audit	7,950.00
8402-01 Legal Fees	5,089.86
8405-01 Appraisal	425.00
8406-01 Collection Agency	88.65
8430-01 Payroll Expenses	8,697.00
Total Legal & Professional Services	32,560.51
Library Materials	
8090-01 Adult A/V	6,047.60
8091-01 Children's A/V	851.62
8096-01 Teen A/V	2,056.25
8105-01 Adult Fiction/Non-Fiction	16,611.96
8106-01 Children Fiction / Non-Fiction	11,343.72
8107-01 Teen Fiction/Non-Fiction	5,901.26
8108-01 eBooks	0.00
8120-01 Newspapers	3,723.12
8130-01 Internet Databases	10,381.37
8140-01 Periodicals	848.08
Total Library Materials	57,764.98
Office Supplies & Software	
8202-01 Office Supplies	7,921.25

	Total
Total Office Supplies & Software	7,921.25
Programs & Strategic Initiatives	
8150-01 Children's Programs	5,096.02
8153-01 Teen Programs	2,747.15
8154-01 Makerspaces/library of things	3,499.97
8155-01 Adult Programs	8,961.07
8158-01 Strategic Initiatives	240.80
Total Programs & Strategic Initiatives	20,545.01
Salaries	
7504-01 Circulation	91,311.26
7505-01 Adult Services	46,501.70
7506-01 Youth Services	82,412.34
7507-01 Pages	8,656.97
7508-01 Administration	253,808.94
7509-01 Facilities	17,235.21
Total Salaries	499,926.42
Travel & Training	
7700-01 Educational Training Trustees	75.00
7800-01 Educational Staff Training	4,113.98
8342-01 Lodging, Meals, Mileage	2,342.25
8355-01 Memberships	2,320.40
8390-01 Mileage Reimbursement	0.00
Total Travel & Training	8,851.63
Utilities	
8301-07 Internet/Phone	16,923.10
8302-07 Electricity	24,452.51
8303-07 Gas	4,802.35
8304-07 Water/Garbage	2,687.56
Total Utilities	48,865.52
Total Expenses	1,023,289.33
NET OPERATING INCOME	193,843.42
OTHER EXPENSES	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	-2,474.01
Total Other Miscellaneous Expense	-2,474.01
Total Other Expenses	-2,474.01
NET OTHER INCOME	2,474.01
NET INCOME	\$196,317.43

Balance Sheet

As of April 30, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	231,484.94
1500-04 Cash-Audit Fund	1,396.00
1500-05 Cash-Liability Insurance Fund	12,319.00
1500-06 Cash-Unemployment Ins Fund	0.00
1500-07 Cash-Building Fund	-0.27
1500-08 Cash-Social Security Fund	0.00
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	-32,297.17
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	23,608.79
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	242,902.50
1501-01 First American Checking (5001)	9,370.08
1509-07 Cash - IPTIP IL Funds	454,718.54
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	763,906.15
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
Total Accounts Receivable	0.00
Other Current Assets	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	2,013.07
2400-05 Prepaid Expenses 05	0.00
2400-07 Prepaid Expense	179.35
Total Other Current Assets	772,003.66
Total Current Assets	1,535,909.81
TOTAL ASSETS	\$1,535,909.81

LIABILITIES AND EQUITY
Liabilities**Current Liabilities****Accounts Payable**

4100-01 Accounts Payable	0.00
4100-02 Accounts Payable UC Fund	0.00
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00

Total Accounts Payable	0.00
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Other Current Liabilities

4002-01 IMRF - Employee Contribution	0.00
4003-01 Child Support	0.00
4200-01 Accrued Wages	17,961.93
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	409.90
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00

Total Other Current Liabilities	18,371.83
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Total Current Liabilities	18,371.83
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Total Liabilities	18,371.83
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Equity

3200-00 Retained Earnings	-87,999.45
5600-01 General Fund Balance	1,703,307.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	1,396.00
5600-05 Public Liability Fund Balance	11,900.00
5600-06 Unemployment Insurance Fund Balance	-3,383.00
5600-07 Building Fund Balance	-223,829.00
5600-08 Social Security Fund Balance	-18,304.00
5600-09 Pension Fund Balance	-91,867.00
Opening Balance Equity	0.00

	Total
Net Income	196,317.43
Total Equity	1,517,537.98
TOTAL LIABILITIES AND EQUITY	\$1,535,909.81



North Riverside Public Library District

Check Detail Report

April 2024

Date	Num	Name	Memo/Description	Amount
04/01/2024	15980	STRICTLY SELF DEFENSE LLC	SELF DEFENSE TRAINING DEPOSIT	49.00
04/10/2024	15981	AT&T 1	1850728800	229.21
04/10/2024	15982	Colley Elevator Co.	INV. 256614 - ELEVATOR INSPECTIONS SERVICE	434.00
04/10/2024	15983	CENGAGE Learning	INV. 84110354 - ADULT FICTION / NON FICTION	63.18
04/10/2024	15984	Franczek Radelet	INV 230076 - PROFESSIONAL SERVICES FEB 2024	68.35
04/10/2024	15985	Hinckley Springs	2429867 032024	29.98
04/10/2024	15986	INGRAM LIBRARY SERVICES	ADULT/ CHILDREN/ TEEN - FICTION / NON FICTIN	1,117.61
04/10/2024	15987	Illinois Office of the State Fire Marshal	INV 9692905 - BOILER INSPECTION	200.00
04/10/2024	15988	LEAF	INV 16276790 - SERVICE CONTRACT	743.34
04/10/2024	15989	Lyons Electric Company, Inc	INV 19206 - LIGHT ON LIGHT POLE SOUTH SIDE IS OUT	474.18
04/10/2024	15990	LIMRICC	MONTHLY BILLING APRIL 2024	3,253.28
04/10/2024	15992	Midwest Tape	INV 505271865 - HOOPLA	387.94
04/10/2024	15993	NAEIR	INV M356594 - BASIC MEMBER	59.00
04/10/2024	15994	Paychex - Human Resource Services	INV 13859463	57.00
04/10/2024	15995	Quinlan Security Systems	INV 34390 - CLOSED CIRCUIT TELEVISION SYSTEM ADDITIONS	519.75
04/10/2024	15996	SPARKLES ENTERTAINMENT, INC	SUMMER READING KICK OFF PARTY	1,150.00
04/10/2024	15997	Trimline Landscaping	SALTIN JAN 22 SNOW PLOWING JAN 23 SLATING FEB 23	310.00
04/10/2024	15998	Village of N. Riverside	ACCOUNT # 0148240015-00	216.85
04/10/2024	15999	Unique Management Services, Inc	INV 6124216	29.55
04/10/2024	16001	Lauterbach & Amen, LLP	INV 89590 - MARCH 2024	952.00
04/10/2024	16003	INGRAM LIBRARY SERVICES	ADULT FICTION / NON FICTION	406.20
04/10/2024	16006	Mission Square - 304650	6043786 - RETIREMENT	405.28
04/15/2024	16007	AEP ENERGY	AEP ENERGY # 3014417557 Utility # 7582359915 MARCH 2024	1,816.65
04/15/2024	16008	COMCAST .	ACCT# 904053498 INV 198895515	2,684.39
04/15/2024	16009	Comcast	Acct# 8771 20 134 0118334 - APRIL 2024	183.74
04/15/2024	16010	EnvisionWare, Inc.	INV -INV-US-97593 - PC RESERVATION AND LTP1 IGRATION	780.00
04/15/2024	16011	INGRAM LIBRARY SERVICES	81218788, 81218786 - CHILDREN FICTION / NON FICTION	20.38

04/15/2024	16012	Roscoe	Acct#1889-07544 INV 1842411	275.17
04/15/2024	16013	Elena Yescas	INV 1575 - WINDOW, STATUE, VARIOUS ROOM CLEANING	1,595.00
04/15/2024	16014	INGRAM LIBRARY SERVICES	ADULT/CHILDREN/ TEEN - FICTION/ NON FICTION	958.85
04/15/2024	16015	Nitech Fire & Security Industies, Inc	INV 371605 - FROM MAY 1, 2024, THROUGH JULY 31, 2024	326.40
04/15/2024	16016	Franczek Radelet	INV 223307 - PROFESSIONAL SERV THROUGH MAY 2023	55.26
04/15/2024	16017	Jill Cannizzo	BOARD MINUTES APRIL 15, 2024	100.00
Total				\$ 19,951.54



North Riverside Public Library District

Balance Sheet As of April 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	231,484.94
1500-04 Cash-Audit Fund	1,396.00
1500-05 Cash-Liability Insurance Fund	12,319.00
1500-06 Cash-Unemployment Ins Fund	0.00
1500-07 Cash-Building Fund	-0.27
1500-08 Cash-Social Security Fund	0.00
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	-32,297.17
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	23,608.79
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	242,902.50
1501-01 First American Checking (5001)	9,370.08
1509-07 Cash - IPTIP IL Funds	454,718.54
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	\$763,906.15
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	2,013.07
2400-05 Prepaid Expenses 05	0.00
2400-07 Prepaid Expense	179.35
Total Other Current Assets	\$772,003.66
Total Current Assets	\$1,535,909.81
TOTAL ASSETS	\$1,535,909.81



North Riverside Public Library District

Balance Sheet
As of April 30, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	0.00
4100-02 Accounts Payable UC Fund	0.00
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	0.00
4003-01 Child Support	0.00
4200-01 Accrued Wages	17,961.93
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	409.90
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00
Total Other Current Liabilities	\$18,371.83
Total Current Liabilities	\$18,371.83
Total Liabilities	\$18,371.83
Equity	
3200-00 Retained Earnings	-87,999.45
5600-01 General Fund Balance	1,703,307.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	1,396.00
5600-05 Public Liability Fund Balance	11,900.00
5600-06 Unemployment Insurance Fund Balance	-3,383.00
5600-07 Building Fund Balance	-223,829.00
5600-08 Social Security Fund Balance	-18,304.00
5600-09 Pension Fund Balance	-91,867.00



North Riverside Public Library District

Balance Sheet
As of April 30, 2024

	TOTAL
Opening Balance Equity	0.00
Net Income	196,317.43
Total Equity	\$1,517,537.98
TOTAL LIABILITIES AND EQUITY	\$1,535,909.81



North Riverside Public Library District Budget vs. Actuals FY24 July - April 2024

	April 2024 MTD Actual	FY24 YTD Actual	FY24 Budget	over Budget	% of Budget
Income					
6901-14 Estimated loss due to property assessment appeals	0.00	0.00	-10,000.00	10,000.00	0.00%
6903-01 Fines & Fees	1,134.67	5,335.36	12,000.00	-6,664.64	44.46%
6904-01 Donations	3,229.46	14,115.43	35,000.00	-20,884.57	40.33%
6905-01 Grants	25,000.00	55,190.27	120,000.00	-64,809.73	45.99%
6907-01 Credit Card Income	0.00	0.00	2,500.00	-2,500.00	0.00%
6920-01 Unrealized Income-Annuities	0.00	0.00	20,000.00	-20,000.00	0.00%
6906-01 Interest	3,189.51	14,165.00	3,000.00	11,165.00	472.17%
6901-01 Property Tax	0.00	1,128,326.69	1,174,665.00	-46,338.31	96.06%
Total Income	\$ 32,553.64	\$ 1,217,132.75	\$ 1,357,165.00	-\$ 140,032.25	89.68%
Expenses					
8360-01 Grants	1,399.00	24,369.51	100,000.00	-75,630.49	24.37%
Advertising & Marketing					
8361-01 Donations	0.00	0.00	35,000.00	-35,000.00	0.00%
8365-01 Library Promotion	0.00	127.00	5,500.00	-5,373.00	2.31%
8370-01 Postage	0.00	808.24	3,200.00	-2,391.76	25.26%
8375-01 Advertising	0.00	2,402.06	4,500.00	-2,097.94	53.38%
8385-01 Memorials & Tributes	0.00	77.59	500.00	-422.41	15.52%
8399-01 ILL Loss/Damage	0.00	39.17	250.00	-210.83	15.67%
8404-01 Staff Recognition	0.00	1,046.87	2,500.00	-1,453.13	41.87%
8410-01 Printing	0.00	8,473.90	12,000.00	-3,526.10	70.62%
Total Advertising & Marketing	\$ 0.00	\$ 12,974.83	\$ 63,450.00	-\$ 50,475.17	20.45%
Bank Charges & Fees					
8396-01 Bank Charges & Fees	0.00	1,128.67	500.00	628.67	225.73%
Total Bank Charges & Fees	\$ 0.00	\$ 1,128.67	\$ 500.00	\$ 628.67	225.73%
Benefits					
7600-05 Health Insurance	3,013.28	31,744.56	32,000.00	-255.44	99.20%
7650-09 IMRF	11,517.20	39,024.36	49,250.00	-10,225.64	79.24%
7660-06 Unemployment Insurance	-4,710.11	-1,523.06	1,000.00	-2,523.06	-152.31%
7670-01 Taxes-Fica Expense	3,407.17	38,026.03	38,655.00	-628.97	98.37%
Total Benefits	\$ 13,227.54	\$ 107,271.89	\$ 120,905.00	-\$ 13,633.11	88.72%
Building Expense					
8306-07 Building Supplies & Maintenance	0.00	7,328.25	12,000.00	-4,671.75	61.07%
8308-07 Service Contracts	-3,466.36	35,568.60	30,500.00	5,068.60	116.62%
8315-07 Fees & Permits	0.00	1,007.00	1,950.00	-943.00	51.64%
8330-01 Casual Labor	100.00	650.00	900.00	-250.00	72.22%
8335-07 Building Repairs	474.18	41,858.00	30,000.00	11,858.00	139.53%
Total Building Expense	-\$ 2,892.18	\$ 86,411.85	\$ 75,350.00	\$ 11,061.85	114.68%
Computers/Technology					
8171-01 Tech Service	780.00	40,102.42	25,000.00	15,102.42	160.41%
8172-01 Computer Equipment	0.00	941.69	5,000.00	-4,058.31	18.83%
8175-01 SWAN	0.00	17,753.46	24,500.00	-6,746.54	72.46%
8180-01 Software	0.00	2,198.14	1,500.00	698.14	146.54%
8190-01 Website	0.00	1,060.38	3,500.00	-2,439.62	30.30%
8195-01 Email	0.00	0.00	500.00	-500.00	0.00%
Total Computers/Technology	\$ 780.00	\$ 62,056.09	\$ 60,000.00	\$ 2,056.09	103.43%
Insurance					
8460-05 Liability Insurance	0.00	20,344.00	24,000.00	-3,656.00	84.77%
Total Insurance	\$ 0.00	\$ 20,344.00	\$ 24,000.00	-\$ 3,656.00	84.77%
Interest Paid					

8601-02 Debt Service-Interest	0.00	4,497.17	16,500.00	-12,002.83	27.26%
8701-02 Debt Certificate Principle	0.00	27,800.00	28,000.00	-200.00	99.29%
Total Interest Paid	\$ 0.00	\$ 32,297.17	\$ 44,500.00	-\$ 12,202.83	72.58%
Legal & Professional Services					
8400-01 Accounting	952.00	10,310.00	17,000.00	-6,690.00	60.65%
8401-04 Audit	0.00	7,950.00	9,200.00	-1,250.00	86.41%
8402-01 Legal Fees	123.61	5,089.86	6,000.00	-910.14	84.83%
8405-01 Appraisal	0.00	425.00	1,500.00	-1,075.00	28.33%
8406-01 Collection Agency	29.55	88.65	500.00	-411.35	17.73%
8430-01 Payroll Expenses	858.90	8,697.00	6,500.00	2,197.00	133.80%
8435-01 Background Checks	0.00	0.00	200.00	-200.00	0.00%
Total Legal & Professional Services	\$ 1,964.06	\$ 32,560.51	\$ 40,900.00	-\$ 8,339.49	79.61%
Library Materials					
8090-01 Adult A/V	0.00	6,047.60	9,200.00	-3,152.40	65.73%
8091-01 Children's A/V	0.00	851.62	3,600.00	-2,748.38	23.66%
8096-01 Teen A/V	0.00	2,056.25	3,300.00	-1,243.75	62.31%
8100-01 Replacement Materials	0.00	0.00	2,000.00	-2,000.00	0.00%
8103-01 Foreign Lang. Materials	0.00	0.00	3,000.00	-3,000.00	0.00%
8105-01 Adult Fiction/Non-Fiction	1,356.11	16,611.96	26,000.00	-9,388.04	63.89%
8106-01 Children Fiction / Non-Fiction	576.08	11,343.72	17,000.00	-5,656.28	66.73%
8107-01 Teen Fiction/Non-Fiction	634.03	5,901.26	9,500.00	-3,598.74	62.12%
8108-01 eBooks	0.00	0.00	6,500.00	-6,500.00	0.00%
8120-01 Newspapers	0.00	3,723.12	3,600.00	123.12	103.42%
8130-01 Internet Databases	387.94	10,381.37	18,000.00	-7,618.63	57.67%
8140-01 Periodicals	0.00	848.08	1,600.00	-751.92	53.01%
Total Library Materials	\$ 2,954.16	\$ 57,764.98	\$ 103,300.00	-\$ 45,535.02	55.92%
Office Supplies & Software					
8202-01 Office Supplies	0.00	7,921.25	13,500.00	-5,578.75	58.68%
Total Office Supplies & Software	\$ 0.00	\$ 7,921.25	\$ 13,500.00	-\$ 5,578.75	58.68%
Programs & Strategic Initiatives					
8150-01 Children's Programs	0.00	5,096.02	6,300.00	-1,203.98	80.89%
8153-01 Teen Programs	0.00	2,747.15	2,900.00	-152.85	94.73%
8154-01 Makerspaces/library of things	0.00	3,499.97	5,200.00	-1,700.03	67.31%
8155-01 Adult Programs	0.00	8,961.07	6,000.00	2,961.07	149.35%
8156-01 Technology Programs	0.00	0.00	750.00	-750.00	0.00%
8158-01 Strategic Initiatives	0.00	240.80	2,000.00	-1,759.20	12.04%
Total Programs & Strategic Initiatives	\$ 0.00	\$ 20,545.01	\$ 23,150.00	-\$ 2,604.99	88.75%
Salaries					
7504-01 Circulation	9,909.98	91,311.26	85,500.00	5,811.26	106.80%
7505-01 Adult Services	3,900.46	46,501.70	77,500.00	-30,998.30	60.00%
7506-01 Youth Services	7,392.24	82,412.34	95,000.00	-12,587.66	86.75%
7507-01 Pages	870.62	8,656.97	11,000.00	-2,343.03	78.70%
7508-01 Administration	22,705.54	253,808.94	300,000.00	-46,191.06	84.60%
7509-01 Facilities	0.00	17,235.21	30,000.00	-12,764.79	57.45%
Total Salaries	\$ 44,778.84	\$ 499,926.42	\$ 599,000.00	-\$ 99,073.58	83.46%
Travel & Training					
7700-01 Educational Training Trustees	0.00	75.00	500.00	-425.00	15.00%
7800-01 Educational Staff Training	0.00	4,113.98	5,500.00	-1,386.02	74.80%
8342-01 Lodging, Meals, Mileage	0.00	2,342.25	2,200.00	142.25	106.47%
8355-01 Memberships	59.00	2,320.40	2,450.00	-129.60	94.71%
8390-01 Mileage Reimbursement	0.00	0.00	0.00	0.00	
Total Travel & Training	\$ 59.00	\$ 8,851.63	\$ 10,650.00	-\$ 1,798.37	83.11%
Utilities					
8301-07 Internet/Phone	3,097.34	16,923.10	12,300.00	4,623.10	137.59%
8302-07 Electricity	1,816.65	24,452.51	16,500.00	7,952.51	148.20%
8303-07 Gas	779.35	4,802.35	8,860.00	-4,057.65	54.20%
8304-07 Water/Garbage	216.85	2,687.56	5,000.00	-2,312.44	53.75%

Total Utilities	\$ 5,910.19	\$ 48,865.52	\$ 42,660.00	\$ 6,205.52	114.55%
8395-01 Miscellaneous Expense	-2,474.01	-2474.01	0.00	0.00	0%
Total Expenses	\$ 65,706.60	\$ 1,020,815.32	\$ 1,321,865.00	-\$ 298,575.67	77.23%
Net Operating Income	-\$ 33,152.96	\$ 196,317.43	\$ 35,300.00	\$ 158,543.42	556.14%
Net Income	-\$ 33,152.96	\$ 196,317.43	\$ 35,300.00	\$ 158,543.42	556.14%

North Riverside Public Library District

Profit and Loss

May 2023 - April 2024

	May 23	Jun 23	Jul 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	April 24	Total
Beginning Cash	\$ 755,891.18	\$ 665,915.85	\$ 513,194.47	\$ 415,504.52	\$ 330,767.09	\$ 243,003.27	\$ 161,633.18	\$ 177,725.88	\$ 417,359.68	\$ 306,798.83	\$ 338,163.76	\$ 723,634.27	
Income													
6903-01 Fines & Fees	247.78	269.83	624.09	1,700.36	130.22	201.33	576.70	271.17	166.18	226.88	303.76	1,134.67	4,718.30
6904-01 Donations	503.09	1,323.05	1,270.66	4,839.53	329.63	532.04	1,212.76	771.79	452.77	645.72	831.07	3,229.46	12,712.11
6905-01 Grants		199.29	10,953.35	3,922.92			7,500.00	7,814.00				25,000.00	30,389.56
6915-07 Loan Proceeds													0.00
Interest	1,838.88	1,678.71	1,374.85	1,270.08	962.83	764.73	446.96	1,418.12	1,285.29	1,039.19	2,413.44	3,189.51	14,493.08
Property Taxes		3,000.15		10,777.97			124,516.56	366,331.31		155,468.96	471,231.89		1,131,326.84
Total Income	\$ 2,589.75	\$ 6,471.03	\$ 14,222.95	\$ 22,510.86	\$ 1,422.68	\$ 1,498.10	\$ 134,252.98	\$ 376,606.39	\$ 1,904.24	\$ 157,380.75	\$ 474,780.16	\$ 32,553.64	\$ 1,193,639.89
Gross Profit	\$ 2,589.75	\$ 6,471.03	\$ 14,222.95	\$ 22,510.86	\$ 1,422.68	\$ 1,498.10	\$ 134,252.98	\$ 376,606.39	\$ 1,904.24	\$ 157,380.75	\$ 474,780.16	\$ 32,553.64	\$ 1,193,639.89
Expenses													
8360-01 Grants	2,146.12	17,593.11	2,036.49	344.49	575.48	7,014.58	3,222.41	360.60	1,516.00	7,680.73	486.39	1,399.00	42,976.40
8360-01 Petty Cash													0.00
8380-01 Telephone	1,031.00												1,031.00
Advertising & Marketing	2,195.95	5,665.84	181.21	1,080.56	3,080.73	12.00	691.72	3,383.41	259.65	412.96	4,053.80		21,017.83
Bank Charges & Fees	370.96	31.27	31.27			144.00	34.91	420.91	61.39	467.46			1,562.17
Benefits	10,067.39	16,762.49	7,081.22	11,563.01	14,824.90	4,931.03	13,459.78	15,384.23	7,809.83	14,367.96	7,849.05	13,227.54	124,100.89
Building Expense	7,504.19	14,328.73	10,995.03	6,205.62	8,637.83	5,221.94	15,335.64	12,994.60	10,198.63	13,344.43	8,655.16	-2,892.18	113,421.80
Computers/Technology	4,568.11	4,164.19	29,485.91	5,623.63	-2,279.31	3,122.20	9,217.02	3,003.09	8,624.41	2,472.77	2,538.30	780.00	70,540.32
Insurance									20,344.00				20,344.00
Interest Paid		4,829.93						32,297.17					37,127.10
Legal & Professional Services	2,660.82	3,851.52	75.32	682.50	1,563.00	3,880.89	11,672.37	2,816.21	4,584.32	2,434.84	2,170.02	1,964.06	36,391.81
Library Materials	7,190.38	17,481.30	14,214.29	6,518.15	3,852.31	4,721.68	7,929.47	5,522.74	6,704.15	7,246.10	6,689.09	2,954.16	88,069.66
Office Supplies & Software	1,530.95	4,092.60		65.00	612.66	936.92	1,898.30	332.27	1,581.80	1,062.68	1,431.62		13,544.80
Programs & Strategic Initiatives	3,118.63	6,313.80	1,894.89	1,949.87	3,632.48	3,568.89	3,138.39	1,075.23	1,760.92	2,010.81	1,956.01		30,419.92
Salaries	43,487.86	55,843.45	41,069.69	67,701.10	44,498.01	45,362.30	45,761.50	53,711.01	43,859.98	67,148.34	46,035.65	44,778.84	554,478.89
Travel & Training	2,217.05	272.00	168.33		247.20	1,358.47		55.00	1,600.99	4,336.69	1,025.95	59.00	11,281.68
Utilities	4,316.87	7,962.18	4,679.25	5,514.36	9,941.21	2,593.29	5,798.77	5,616.12	3,559.02	3,030.05	6,418.61	5,910.19	59,429.73
Misc Expense													-2,474.01
Total Expenses	\$ 92,406.28	\$ 159,192.41	\$ 111,912.90	\$ 107,248.29	\$ 89,186.50	\$ 82,868.19	\$ 118,160.28	\$ 136,972.59	\$ 112,465.09	\$ 126,015.82	\$ 89,309.65	\$ 65,706.60	\$ 1,225,738.00
Net Operating Income	(89,816.53)	(152,721.38)	(97,689.95)	(84,737.43)	(87,763.82)	(81,370.09)	16,092.70	239,633.80	(110,560.85)	31,364.93	385,470.51	(33,152.96)	(32,098.11)
Net Income	(89,816.53)	(152,721.38)	(97,689.95)	(84,737.43)	(87,763.82)	(81,370.09)	16,092.70	239,633.80	(110,560.85)	31,364.93	385,470.51	(33,152.96)	(32,098.11)
Ending Cash	\$ 666,074.65	\$ 513,194.47	\$ 415,504.52	\$ 330,767.09	\$ 243,003.27	\$ 161,633.18	\$ 177,725.88	\$ 417,359.68	\$ 306,798.83	\$ 338,163.76	\$ 723,634.27	\$ 690,481.31	

May 2023 - April 2024



Payment Information		
Payment Due Date	For online and phone payments, the deadline is 8pm ET.	
May 13, 2024		
New Balance	Minimum Payment Due	
\$6,060.40	\$606.00	
<p>LATE PAYMENT WARNING: If we do not receive your minimum payment by your due date, you may have to pay a \$39.00 late fee and your APRs may be increased up to the Penalty APR of 34.65%.</p> <p>MINIMUM PAYMENT WARNING: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:</p>		
If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...
Minimum Payment	7 Years	\$7,903
If you would like information about credit counseling services, call 1-888-326-8055.		

Account Summary	
Previous Balance	\$6,532.90
Payments	- \$6,532.90
Other Credits	- \$55.55
Transactions	+ \$6,115.95
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
New Balance	= \$6,060.40
Revolving Credit Limit	\$17,000.00
Available Revolving Credit (as of Apr 18, 2024)	\$10,939.60
Cash Advance Credit Limit	\$7,500.00
Available Credit for Cash Advances	\$7,500.00

Rewards Summary	Rewards as of: 04/17/2024	
Rewards Balance	Track and redeem your rewards with our mobile app or on capitalone.com	
\$821.43		
Previous Balance	Earned This Period	Redeemed this period
\$704.41	\$117.02	\$0.00

Account Notifications

Please check page 5 of this statement for your Account Notifications.

Pay or manage your account at capitalone.com

Customer Service: 1-800-867-0904

See reverse for Important Information



NATALIE STAROSTA
 NORTH RIVERSIDE PUBLIC LIBRARY DISTR
 2400 DESPLAINES AVE
 RIVERSIDE, IL 60546-1520



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Payment Due Date: **May 13, 2024**

Account ending in 3899

New Balance	Minimum Payment Due	Amount Enclosed
\$6,060.40	\$606.00	\$ _____

Capital One
 P.O. Box 4069
 Carol Stream IL 60197-4069

Please send us this portion of your statement and only one check (or one money order) payable to Capital One to ensure your payment is processed promptly. Allow at least seven business days for delivery.



How can I Avoid Paying Interest Charges? If you pay your New Balance in full by the due date **each month**, we will not charge interest on new transactions that post to the purchase balance. If you have been paying in full **without** Interest Charges, but fail to pay your next New Balance in full, we will charge interest on the unpaid balance. Interest Charges on Cash Advances and Special Transfers start on the transaction date. Promotional offers may allow you to pay less than the total New Balance and avoid paying interest on new transactions that post to your purchase balance. See the front of your statement for additional information.

How is the Interest Charge Determined? Interest Charges accrue from the date of the transaction, date the transaction is processed or the first day of the Billing Cycle. Interest accrues daily on every unpaid amount until it is paid in full. Interest accrued during a Billing Cycle posts to your account at the end of the Billing cycle and appears on your next statement. You may owe Interest Charges even if you pay the entire New Balance one month, but did not do so the prior month. Once you start accruing Interest Charges, you generally must pay your New Balance in full two consecutive Billing Cycles before Interest Charges stop being posted to your Statement. Interest Charges are added to the corresponding segment of your account.

Do you assess a Minimum Interest Charge? We may assess a minimum Interest Charge of \$0.00 for each Billing Cycle if your account is subject to an Interest Charge.

How do you Calculate the Interest Charge? We use a method called Average Daily Balance (including new transactions).

1. First, for each segment we take the beginning balance each day and add in new transactions and the periodic Interest Charge on the previous day's balance. Then we subtract any payments and credits for that segment as of that day. The result is the daily balance for each segment. However, if your previous statement balance was zero or a credit amount, new transactions which post to your purchase segment are not added to the daily balance.

2. Next, for each segment, we add the daily balances together and divide the sum by the number of days in the Billing Cycle. The result is the Average Daily Balance for each segment.

3. At the end of each Billing Cycle, we multiply your Average Daily Balance for each segment by the daily periodic rate (APR divided by 365) for that segment, and then we multiply the result by the number of days in the Billing Cycle. We add the Interest Charges for all segments together. The result is your total Interest Charge for the Billing Cycle.

The Average Daily Balance is referred to as the Balance Subject to Interest Rate in the Interest Charge Calculation section of this Statement.

NOTE: Due to rounding or a minimum Interest Charge, this calculation may vary slightly from the Interest Charge actually assessed.

How can I Avoid Membership Fees? If a Renewal Notice is printed on this statement, you may avoid paying an annual membership Fee by contacting Customer Service fewer than 40 days after the annual membership Fee was assessed to request that we close your account. To avoid paying a monthly membership Fee, close your account and we will stop assessing your monthly membership Fee.

How can I Close My Account? You can contact Customer Service anytime to request that we close your account.

How do you Process Payments? When you make a payment, you authorize us to initiate an ACH or electronic payment that will be debited from your bank account or other related account. When you provide a check or check information to make a payment, you authorize us to use information from the check to make a one-time ACH or other electronic transfer from your bank account. We may also process it as a check transaction. Funds may be withdrawn from your bank account as soon as the same day we process your payment.

How do you Apply My Payment? We generally apply payments up to your Minimum Payment first to the balance with the lowest APR (including 0% APR), and then to balances with higher APRs. We apply any part of your payment exceeding your Minimum Payment to the balance with the highest APR, and then to balances with lower APRs.

Billing Rights Summary (Does not Apply to Small Business Accounts)

What To Do If You Think You Find A Mistake On Your Statement: If you think there is an error on your statement, write to us at:
P.O. Box 30285, Salt Lake City, UT 84130-0285.

In your letter, give us the following information:

- Account information: Your name and account number.
- Dollar amount: The dollar amount of the suspected error.
- Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us or notify us electronically, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question. We will notify you in writing within 30 days of our receipt of your letter. While we investigate whether or not there has been an error, the following are true:
 - We cannot try to collect the amount in question, or report you as delinquent on that amount. The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
 - While you do not have to pay the amount in question until we send you a notice about the outcome of our investigation, you are responsible for the remainder of your balance.
 - We can apply any unpaid amount against your credit limit. Within 90 days of our receipt of your letter, we will send you a written notice explaining either that we corrected the error (to appear on your next statement) or the reasons we believe the bill is correct.

Your Rights If You Are Dissatisfied With Your Purchase: If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, the following must be true:

- 1) You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify; and
- 2) You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: P.O. Box 30285, Salt Lake City, UT 84130-0285. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

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ETC-08 07/13/2023



Pay online at capitalone.com



Pay using the Capital One mobile app



Customer Service 1-800-867-0904

Changing your mailing address?

You can change your address by signing into your account online or by calling Customer Service.

Any written request on this form will not be honored.

How do I Make Payments? You may make your payment in several ways:

1. Online Banking by logging into your account;
2. Capital One Mobile Banking app for approved electronic devices;
3. Calling the telephone number listed on the front of this statement and providing the required payment information;
4. Sending mail payments to the address on the front of this statement with the payment coupon or your account information.

When will you Credit My Payment?

- ◆ For mobile, online or over the phone, as of the business day we receive it, as long as it is made **by 8 p.m. ET**.
- ◆ For mail, as of the business day we receive it, as long as it is received **by 5 p.m. local time** at our processing center. You must send the bottom portion of this statement and your check to the payment address on the front of this statement. Please allow at least seven (7) business days for mail delivery. Mailed payments received by us at any other location or payments in any other form may not be credited as of the day we receive them.

Transactions

Visit capitalone.com to see detailed transactions.

NATALIE STAROSTA #3899: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Apr 4	Apr 5	Mailed Payment. Thank You!	- \$6,532.90

NATALIE STAROSTA #3899: Transactions

Trans Date	Post Date	Description	Amount
Mar 28	Mar 29	NORTHRIVERSIDEVILLAGE7087625877IL	\$81.80
Apr 2	Apr 4	HOMEDEPOT.COM800-430-3376GA	\$18.90
Apr 2	Apr 4	THE HOME DEPOT #1901BROADVIEWIL	\$29.70
Apr 3	Apr 5	HOMEDEPOT.COM800-430-3376GA	\$76.76
Apr 3	Apr 5	HOMEDEPOT.COM800-430-3376GA	\$39.92
Apr 4	Apr 5	THE UPS STORE 2361ALGONQUINIL	\$12.67
Apr 5	Apr 6	VENMO *AMANDA BRUSKI8558124430NY	\$50.00
Apr 8	Apr 10	THE HOME DEPOT #1901BROADVIEWIL	\$51.65
Apr 9	Apr 10	KRISPY KREME #247HILLSIDEIL	\$40.67
Apr 11	Apr 12	POTBELLYOAK PARKIL	\$207.51
Apr 12	Apr 13	HOMELESS TRAININGHENDERSONVILLTN	\$49.00
Apr 12	Apr 13	HOMELESS TRAININGHENDERSONVILLTN	\$99.00
Apr 12	Apr 13	WALDO COONEY - BERWYNBERWYNIL	\$135.88
Apr 13	Apr 13	PANERA BREAD #601019 0708-409-9910IL	\$68.84
Apr 14	Apr 16	VILLAGE PUBNORTH RIVERSIIL	\$783.00
Apr 15	Apr 16	JETS PIZZA - IL-019MACOMBMI	\$59.76
Apr 16	Apr 17	CFS FLOWERS AND GIFTSNEEDHAMMA	\$84.02
Apr 17	Apr 18	AMZN Mktp US*Y99RK6NA3Amzn.com/billWA	\$49.99

NATALIE STAROSTA #3899: Total Transactions **\$1,939.07**

BRITNEY MUSIAL #9066: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Mar 25	Mar 26	AMZN Mktp USAmzn.com/billWA	- \$0.19
Apr 1	Apr 2	AMZN Mktp USAmzn.com/billWA	- \$17.59
Apr 10	Apr 10	AMZN Mktp USAmzn.com/billWA	- \$12.89
Apr 10	Apr 10	AMZN Mktp USAmzn.com/billWA	- \$12.99
Apr 10	Apr 10	AMZN Mktp USAmzn.com/billWA	- \$11.89

Transactions (Continued)

BRITNEY MUSIAL #9066: Transactions

Trans Date	Post Date	Description	Amount
Mar 25	Mar 25	AMZN Mktp US*RH7XR5VZ1Amzn.com/billWA	\$59.99
Mar 27	Mar 27	AMZN Mktp US*4I1RG3DB3Amzn.com/billWA	\$32.75
Mar 28	Mar 29	AMZN Mktp US*RA97H2692Amzn.com/billWA	\$11.98
Apr 1	Apr 1	AMZN Mktp US*Z126F3403Amzn.com/billWA	\$186.30
Apr 1	Apr 2	AMAZON.COM*RA61E5D31SEATTLEWA	\$16.59
Apr 2	Apr 2	AMZN Mktp US*YN3159KB3Amzn.com/billWA	\$113.61
Apr 6	Apr 8	AMZN Mktp US*NM55I93B3Amzn.com/billWA	\$34.10
Apr 6	Apr 8	AMZN Mktp US*ZW19Q6WD3Amzn.com/billWA	\$54.17
Apr 8	Apr 9	AMZN Mktp US*VS1SI0Q53Amzn.com/billWA	\$43.90
Apr 8	Apr 9	AMAZON.COM*NU4W08BL3SEATTLEWA	\$34.90
Apr 9	Apr 9	AMZN Mktp US*W07HS1MI3Amzn.com/billWA	\$375.92
Apr 9	Apr 10	AMZN Mktp US*E20IA5723Amzn.com/billWA	\$137.19
Apr 11	Apr 11	AMZN Mktp US*4F6X28833Amzn.com/billWA	\$371.98
Apr 11	Apr 12	AMZN Mktp US*2Y84S7HK3Amzn.com/billWA	\$28.89
Apr 11	Apr 12	CRICUTSOUTH JORDANUT	\$1.79
Apr 11	Apr 12	CRICUTSOUTH JORDANUT	\$1.79
Apr 11	Apr 12	UBER EATS8005928996CA	\$7.77
Apr 11	Apr 12	UBER EATS8005928996CA	\$69.90
Apr 11	Apr 13	POTBELLY #2390AK PARKIL	\$39.40
Apr 14	Apr 15	AMZN Mktp US*HROKP3HK3Amzn.com/billWA	\$40.15
BRITNEY MUSIAL #9066: Total Transactions			\$1,663.07

VERONICA MARTINEZ #6021: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
VERONICA MARTINEZ #6021: Transactions			
Mar 31	Apr 1	AMZN MKTP US*KH4UK5HY3SEATTLEWA	\$36.86
Apr 9	Apr 10	TARGET 00020818BROADVIEWIL	\$110.07
Apr 16	Apr 17	AMZN Mktp US*3F9RR9KH3Amzn.com/billWA	\$40.05
VERONICA MARTINEZ #6021: Total Transactions			\$186.98

Transactions (Continued)

KAREN QUINN #6313: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
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KAREN QUINN #6313: Transactions

Trans Date	Post Date	Description	Amount
Apr 5	Apr 8	DEMCO INC800-9624463WI	\$678.54

KAREN QUINN #6313: Total Transactions			\$678.54
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MIKE BRADLEY #3731: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
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MIKE BRADLEY #3731: Transactions

Trans Date	Post Date	Description	Amount
Mar 25	Mar 25	Amazon.com*RH3JB7XB1Amzn.com/billWA	\$11.99
Mar 26	Mar 27	AMAZON.COM*PA27Q5Q23SEATTLEWA	\$73.91
Mar 29	Mar 30	Amazon.com*8U60S44C3Amzn.com/billWA	\$10.98
Apr 2	Apr 2	AMZN Mktp US*RA6RQ9SM1Amzn.com/billWA	\$32.32
Apr 2	Apr 3	AMAZON.COM*YL99532H3SEATTLEWA	\$43.95
Apr 7	Apr 8	AMZN Mktp US*UK5SA9343Amzn.com/billWA	\$137.94
Apr 9	Apr 9	Amazon.com*T24SF3AU3Amzn.com/billWA	\$50.88

MIKE BRADLEY #3731: Total Transactions			\$361.97
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NATALIE CASTILLO #6852: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
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NATALIE CASTILLO #6852: Transactions

Trans Date	Post Date	Description	Amount
Mar 25	Mar 26	AMZN Mktp US*RA93666D0Amzn.com/billWA	\$103.97
Mar 25	Mar 26	AMZN Mktp US*RH0L525A1Amzn.com/billWA	\$59.10
Mar 26	Mar 27	AMAZON.COM*RA8047002SEATTLEWA	\$28.75
Apr 4	Apr 5	AMZN Mktp US*CP5JD5YX3Amzn.com/billWA	\$169.00
Apr 4	Apr 5	AMZN Mktp US*PL1HJ6IA3Amzn.com/billWA	\$5.33
Apr 4	Apr 5	THRIFT BOOKS GLOBAL, L2532752241WA	\$39.82
Apr 7	Apr 8	AMZN Mktp US*282UF6YT3Amzn.com/billWA	\$91.07
Apr 9	Apr 10	PLAYAWAY PRODUCTS LLCSONOH	\$56.99
Apr 9	Apr 10	PLAYAWAY PRODUCTS LLCSONOH	\$613.58
Apr 15	Apr 16	AMZN Mktp US*PD66H0I83Amzn.com/billWA	\$37.97
Apr 15	Apr 17	OTC BRANDS INCOMAHANE	\$80.74

NATALIE CASTILLO #6852: Total Transactions			\$1,286.32
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Transactions (Continued)			
Total Transactions for This Period			\$6,115.95
Fees			
Trans Date	Post Date	Description	Amount
Total Fees for This Period			\$0.00
Interest Charged			
Interest Charge on Purchases			\$0.00
Interest Charge on Cash Advances			\$0.00
Interest Charge on Other Balances			\$0.00
Total Interest for This Period			\$0.00
Totals Year-to-Date			
Total Fees charged			\$134.00
Total Interest charged			\$333.46

Interest Charge Calculation			
Your Annual Percentage Rate (APR) is the annual interest rate on your account.			
Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charged
Purchases	26.24% P	\$0.00	\$0.00
Cash Advances	32.24% P	\$0.00	\$0.00
Variable APRs: If you have a letter code displayed next to any of the above APRs, this means they are variable APRs. They may increase or decrease based on one of the following indices (reported in The Wall Street Journal) as described below.			
Code next to your APR(s)	How do we calculate your APR(s)?	When your APR(s) will change	
P	Prime Rate + margin	The first day of the Billing Cycles that end in Jan., April, July and Oct.	
L	3 month LIBOR + margin		
D	Prime Rate + margin	The first day of each Billing Cycle	
F	1 month LIBOR + margin		

Account Notifications	
	Your minimum payment will be the greater of (1) \$15; or (2) 10% of the balance up to your credit limit plus 100% of the amount above the credit limit, plus new interest and late payment fees, plus any past due amounts. If your Account charges off, the entire balance is due immediately.
	You can find changes to your Rewards program by logging into your account and navigating to the Rewards FAQ section.



Protect yourself from scams.
 When dealing with uninvited contacts from people, businesses, or social networking sites, always use caution.

Scan this QR Code with your phone's camera to learn more or visit www.capitalone.com/stopscams

530486-EN



Director

Advocacy:

We are in the process of creating a yearly calendar of events for our social media teams to use when promoting not only library events but local happenings, national holidays, and our services to expand the variety of what we are showing on our social media in response to trainings on social media viewing by our end users which shows that having more diversified offerings drives additional usage.

I spoke with the head of the iLEAD Trustee Learning Portal about the upcoming addition of classes targeted toward Trustee training.

I participated in a discussion with many libraries and the Secretary of State about their support of upcoming bills to increase the penalty of calling bomb threats into libraries and increasing the threshold of when official bidding is required.

I participated in the Pulse bus Corridor Advisory Group meeting to stay updated on the proposed updates to the Cermak bus line.

We are in the process of registering with Access to Care to be an intake site for people applying for their services – healthcare at low/no cost for people who do not qualify for Medicare/Medicade and/or their employer health insurance.

I have reached out the Ames, Komarek and RB High School to schedule a time during their staff in-services to speak with their teachers about what we have to offer them and their students. We have had positive responses from both Komarek and RB and are still working to get a response from Ames. Presentations will be in August/September.

Legal/Financial:

Work has continued on the FY25 draft budget. Work will continue this month on the budget justification documents for the Board to review.

Utica found that no claim was needed for the fence failure and removed the request for review/claim from our account.

After reports of increased number of FOIA audits in libraries in and around our area, we updated our posted information and I have reviewed the information available on our website as well as sending information on how to handle these and 1st Amendment Audit situation to all staff.

Following notification from RAILS of the Digital Accessibility Investigation lawsuits filed against several Illinois libraries with the Office of Civil Rights for the U.S. Department of Education



concerning possible violations to ADA, I have begun working with the other staff members who post on the website to update our Alternative text fields for screen readers. We will be looking to other updates that may be necessary such as creating greater contrast in some areas, reviewing all links for proper documentation for screen readers and more. Ancel Glink attorneys provided a memo detailing a number of actions libraries can take to identify and rectify any possible ADA issues including adoption of the new Web Content Accessibility Guidelines which will not go into effect until 2027. We are reviewing these guidelines.

Library Building:

We completed the back flow testing with Flowtech. Ollson Roofing completed their 2x per year roof inspection and rated the roof a 2 (good) condition with only minor repairs being made. USA Fire Protection repacked an outlet that was found to have a minor leak. MPC reviewed and updated the HVAC system.

Harling Masonry has completed the brick repair/replacement and seal replacement on the North side of the building around the Director's window. The approved painter is currently on another job but will be setting up a schedule for painting in May with expectations of beginning the project in June.

We have received a quote to remove and replace the fencing panels from Peerless Fence for the FY25 Budget and are soliciting additional quotes.

Work has continued to clean up the maintenance areas of the library including sorting tools, sorting fasteners, labeling chemicals, clearing pathways to the electrical area and disposing of old unusable paints and stains. This work is expected to be completed in April/May.

Training:

Our new 'intern' volunteer from SERCO began at the beginning of May and will continue through the beginning of June. She has worked on projects for both Adult and Youth services as well as shelving and general cleaning.

5 staff members were accepted into the Professional day at C2E2 this year to learn more about upcoming series, books, manga/graphic novels, and topics of interest to teens and young adults as well as network for future programming and materials.



Adult and Teen/Tween Department

In April, we had two largely successful programs which was the Self Defense class and DIY Candle Program. Those who attended Self Defense wanted to see it done again, so we were considering running this program at least twice a year. We likewise introduced a Mystery Quilt Project program to reach the sewers in our community and because of it, we got to connect with local Quilt Guilds! We've made a lot of lasting connections and cannot wait to do more with these local groups.

Maddie has been nonstop getting praise for how exciting she makes the chalkboard in the teen department. Most of the teens have said her amazing art pieces draws the eye. Mel has been told by many people that they love it when she runs programs because of how much she goes above and beyond to make their crafts super unique. Britney has been told that the volunteer program she has set up makes it super easy and streamlined so teens can get their community service requirements done in a timely manner. Our community is the absolute best and we appreciate everything they do for us!

Adult Active Programs

Hatha Yoga	5
Yoga	11
Bunny/Chick Mason Jars	7
Tai Chi	5
Book Page Initial	4
Club de Lectura	4
Self Defense Class	15
DIY Candles	15
8 Total Active Programs	66 total participants

Teen/Tween Active Programs

Felt Monsters	7
Shoe Charms	5
Self Defense Class	5
DIY Candles	1
Mystery Quilt Project	4
5 Total Active Programs	22 total participants



Adult/Teen Passive Programs

Craft Exchange	15
Seed Exchange	33
Makerspace	270
Book Displays	26
Bookmarks/Buttons	12
Air Hockey Table	7
Doodle Board	49
Reference Questions	97
Mini Bunny Pom Pom	25
Mystery Quilt Project	10
Drawstring Bunny Bag	16
Brisket Rib Rub	27
12 Total Passive Programs	587 Total participants

Technology Department

In March, we had a total of 18 more one-on-one appointments here in the library for tech and digital preservation help. We also had two tech help sessions at Cantata Senior Living, which had 4 participants. Cantata will be having us back in May, where we'll be joined by someone from Brookfield Library who is interested in partnering with us on this program.

Youth Services Department

During the month of April, we had a lot of exciting programs with great attendance. Elizabeth hosted her first Book vs. Movie club where the kids read, discussed, and participated in themed activities. Later in the month, they were able to watch the movie together to review similarities and differences. Additionally, Andrea facilitated the first Saturday morning Baby and Me program with Storytime, discussion, and sensory activities for parents and children. Gloria also created very successful art programs for all ages. Finally, Alex created a guessing jar, where kids guessed how many “rain drop” pebbles were in a jar for the chance to win a prize. This had a whopping 86 participants in total. We are in the midst of planning for summer reading, so the department has been very busy with preparations. We are very excited for summer reading!

405 Reference Questions answered during the month of April at the Youth Services Help Desk.

Program title:	Program Facilitator:	Date:	Ages 0-5:	Ages 6-11:	Teen:	Adults:
Morning Munchkins	Karen	4/1/2024	4	1	0	3
Whimsical Wednesdays	Alex	4/3/2024				



**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

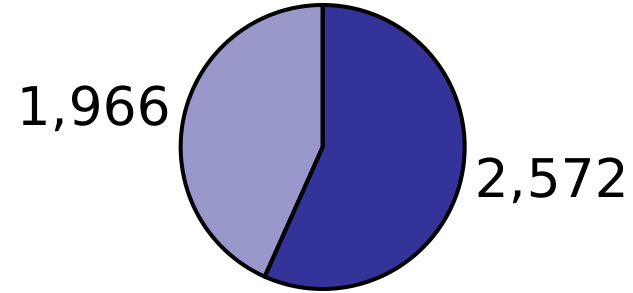
Chess Club	Elizabeth	4/3/2024	2	5		3
Art Discoveries	Gloria	4/4/2024	15	0	0	8
Film Fest Fridays	Alex or Natalie	4/5/2024	0	3	0	2
Baby and Me	Andrea	4/6/2024	4			4
Morning Munchkins	Karen	4/8/2024	9	0	0	9
Silly Science	Andrea	4/8/2024	5	1	0	6
Whimsical Wednesdays	Alex	4/10/2024	5	0	0	6
Preschool Yoga Storytime	Natalie	4/10/2024	6	1		5
Lego Free Build	Elizabeth	4/10/2024	5	2	0	5
Stay and Play	Natalie	4/11/2024	1			1
Book VS Movie	Elizabeth	4/15/2024	0	10	0	0
Morning Munchkins	Karen	4/15/2024	8	0	0	8
Village Preschool s/t	Karen	4/16/2024	14	0	0	2
Whimsical Wednesdays	Alex	4/17/2024	12	0	0	7
Zumba for kids	Natalie	4/17/2024	4	9		8
Chess Club	Elizabeth	4/17/2024	7	7		5
After School Art Escape	Gloria	4/18/2024	0	8	0	1
Village Preschool s/t	Karen	4/19/2024	14	0	0	2
Lego Missions	Elizabeth	4/19/2024	0	11	0	0
Morning Munchkins	Karen	4/22/2024	6	0	0	7
Science Explorers	Andrea	4/22/2024	0	2	0	0
Whimsical Wednesdays	Alex	4/24/2024	3	0	0	3
Book VS Movie	Elizabeth	4/24/2024	0	10	0	1
Stay and Play	Andrea	4/25/2024	2			2
Pokeclub	Elizabeth	4/26/2024	0	2	0	1
Pokeclub JR	Andrea/Gloria	4/26/2024	3	6		6
Morning Munchkins	Karen	4/29/2024	8			8
April Guessing Jar	Alex	4/1/24-4/30/24		86 total		

Item Library

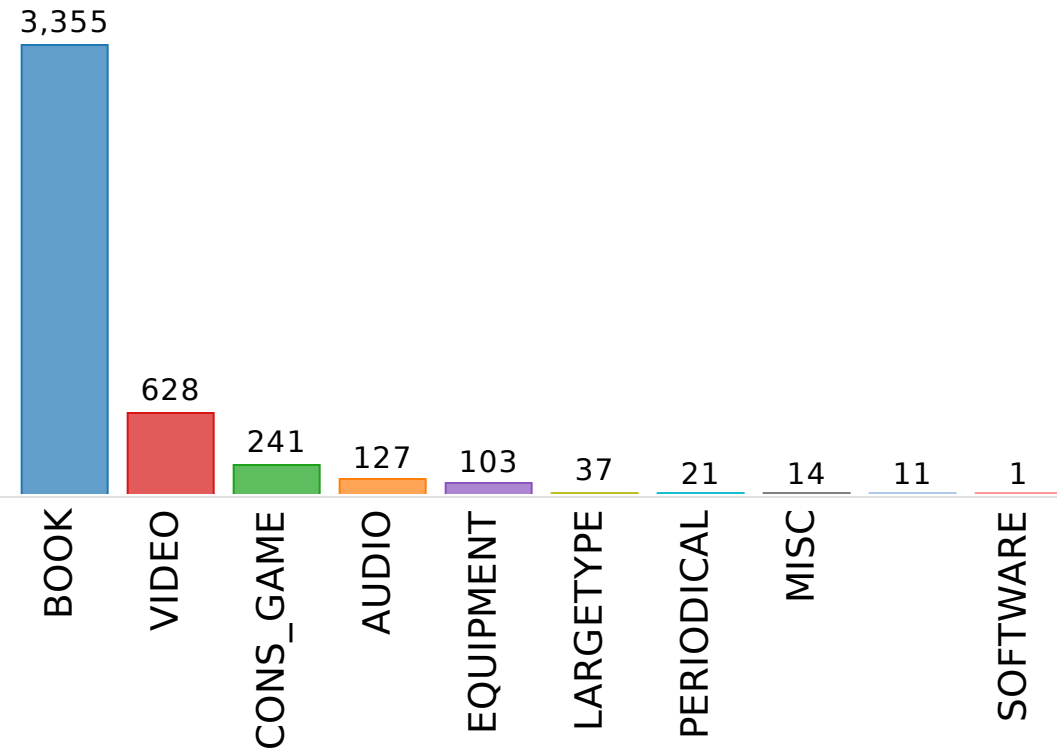
NRS

Checkouts & Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
Total	4,538	100.00%
Charge Item Part B	2,572	56.68%
Renew Item	1,966	43.32%



Item Cat1	Transactions	% of Total
Total	4,538	100.00%
BOOK	3,355	73.93%
VIDEO	628	13.84%
CONS_GAME	241	5.31%
AUDIO	127	2.80%
EQUIPMENT	103	2.27%
LARGETYPE	37	0.82%
PERIODICAL	21	0.46%
MISC	14	0.31%
	11	0.24%
SOFTWARE	1	0.02%



Item Library

NRS

Checkouts & Renewals of Your Items

Item Type	Transactions	% of Total	Item Home Location	Transactions	% of Total
Total	4,538	100.00%	Total	4,538	100.00%
BOOK	2,927	64.50%	STACKS_JUV	2,122	46.76%
BOOK_NEW	445	9.81%	STACKS	1,478	32.57%
DVD_FEAT	324	7.14%	NEW_ADULT	337	7.43%
CONSOLEGAM	193	4.25%	YOUNGADULT	316	6.96%
DVD_BOXSET	113	2.49%	NEW_JUV	223	4.91%
DVD_NEWFEA	76	1.67%	NEW_YA	55	1.21%
CD_AUDIO	58	1.28%	ILL_IN	7	0.15%
BLURAY_FEA	53	1.17%			
CONSOLENEW	47	1.04%			
TOY	40	0.88%			
EQUIPMENT	37	0.82%			
DVD	36	0.79%			
LARGETYPE	30	0.66%			
EQUIPMENTC	26	0.57%			
PERIODICAL	21	0.46%			
BOOK_J	17	0.37%			
BLURAY_NFE	14	0.31%			
CD_SPOKEN	14	0.31%			
REALIA	14	0.31%			
PAPERBACK	10	0.22%			
CD_SPOKNEW	9	0.20%			
DVD_BOXNEW	8	0.18%			
LARGETYPEN	7	0.15%			
CD_NEW	5	0.11%			
DVD_NEWFEJ	4	0.09%			
NS_ILL_PRT	4	0.09%			
NS_ILL_VID	3	0.07%			

Item Library

NRS

Checkouts & Renewals of Your Items

User Library	Trans Stat User Profile Name	Transactions	% of Total
Total		4,538	100.00%
NRS	NRS_ADULT	2,127	46.87%
	NRS_JUV	487	10.73%
RSS	RSS_ADULT	239	5.27%
BYS	BYS_ADULT	225	4.96%
	BYS_JUV	80	1.76%
OPS	OPS_PATRON	78	1.72%
RSS	RSS_JUV	77	1.70%
BFS	BFS_PATRON	73	1.61%
MWS	MWS_ADULT	64	1.41%
LPS	LPS_PATRON	63	1.39%
OZS	OPS_PATRON	59	1.30%
FPS	FPS_ADULT	52	1.15%
ILL_LIBS	CHICAGO_P	45	0.99%
SCD	SCD_PATRON	42	0.93%
DGS	DGS_PATRON	34	0.75%
PHS	PHS_PATRON	29	0.64%
WCS	WCS_PATRON	29	0.64%
INS	INS_PATRON	28	0.62%
TPS	TPS_PATRON	27	0.59%
CIS	CIS_ADULT	25	0.55%
GED	GED_PATRON	25	0.55%
GVD	GVD_PATRON	23	0.51%
CSD	CSD_PATRON	22	0.48%
RFS	RFS_ADULT	22	0.48%
LGS	LGS_PATRON	21	0.46%
BLD	BLD_PATRON	20	0.44%
VRD	VRD_PATRON	19	0.42%

Item Library

NRS

Checkouts & Renewals of Your Items

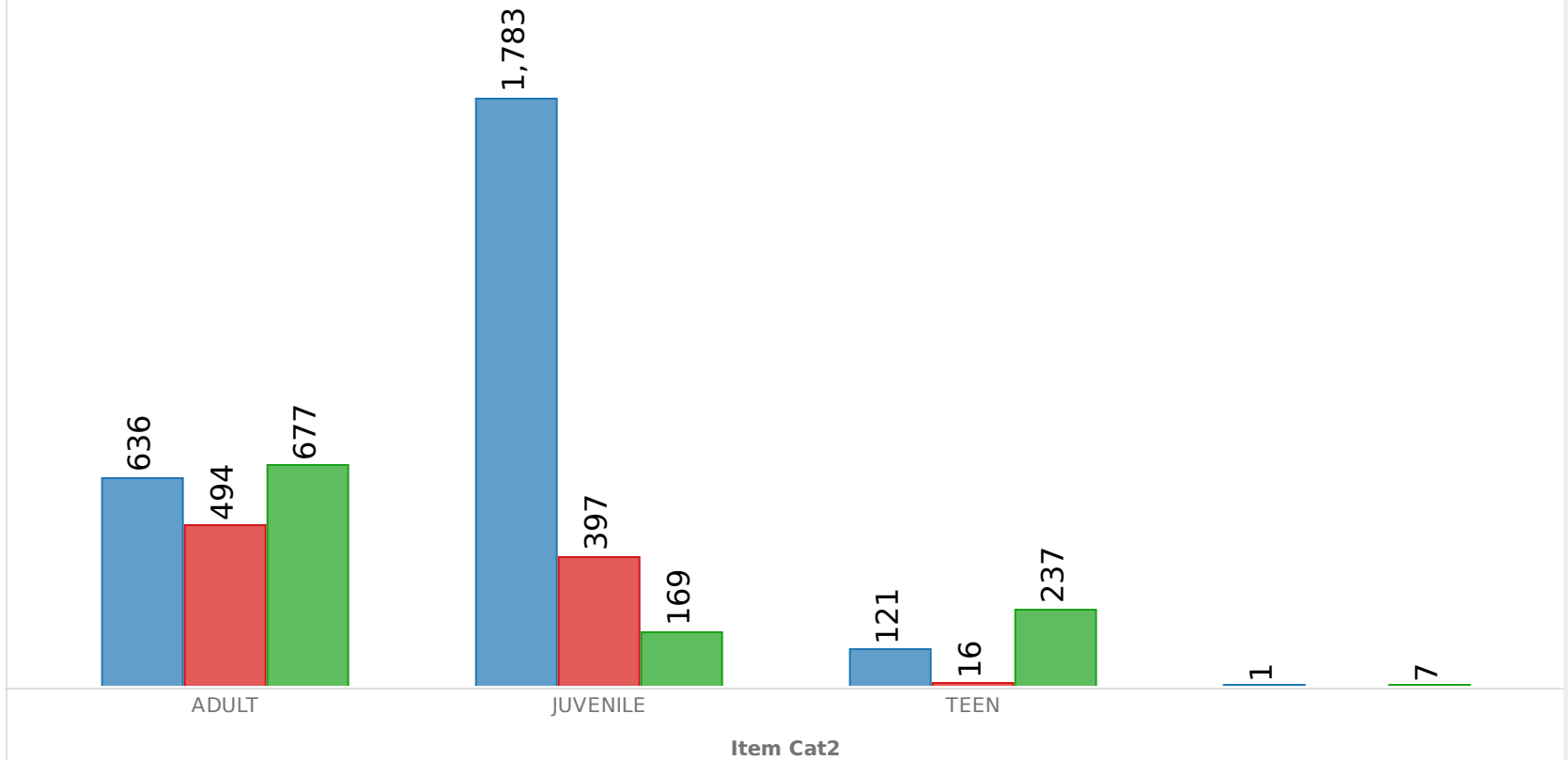
Item Cat2	Transactions	% of Total
ADULT	1,807	39.82%
JUVENILE	2,349	51.76%
TEEN	374	8.24%
	8	0.18%
Total	4,538	100.00%

Item Cat3	Transactions	% of Total
FICTION	2,541	55.99%
NONFICTION	907	19.99%
	1,090	24.02%
Total	4,538	100.00%

Circs by Cat2 & Cat3

Item Cat3

- FICTION
- NONFICTION
-

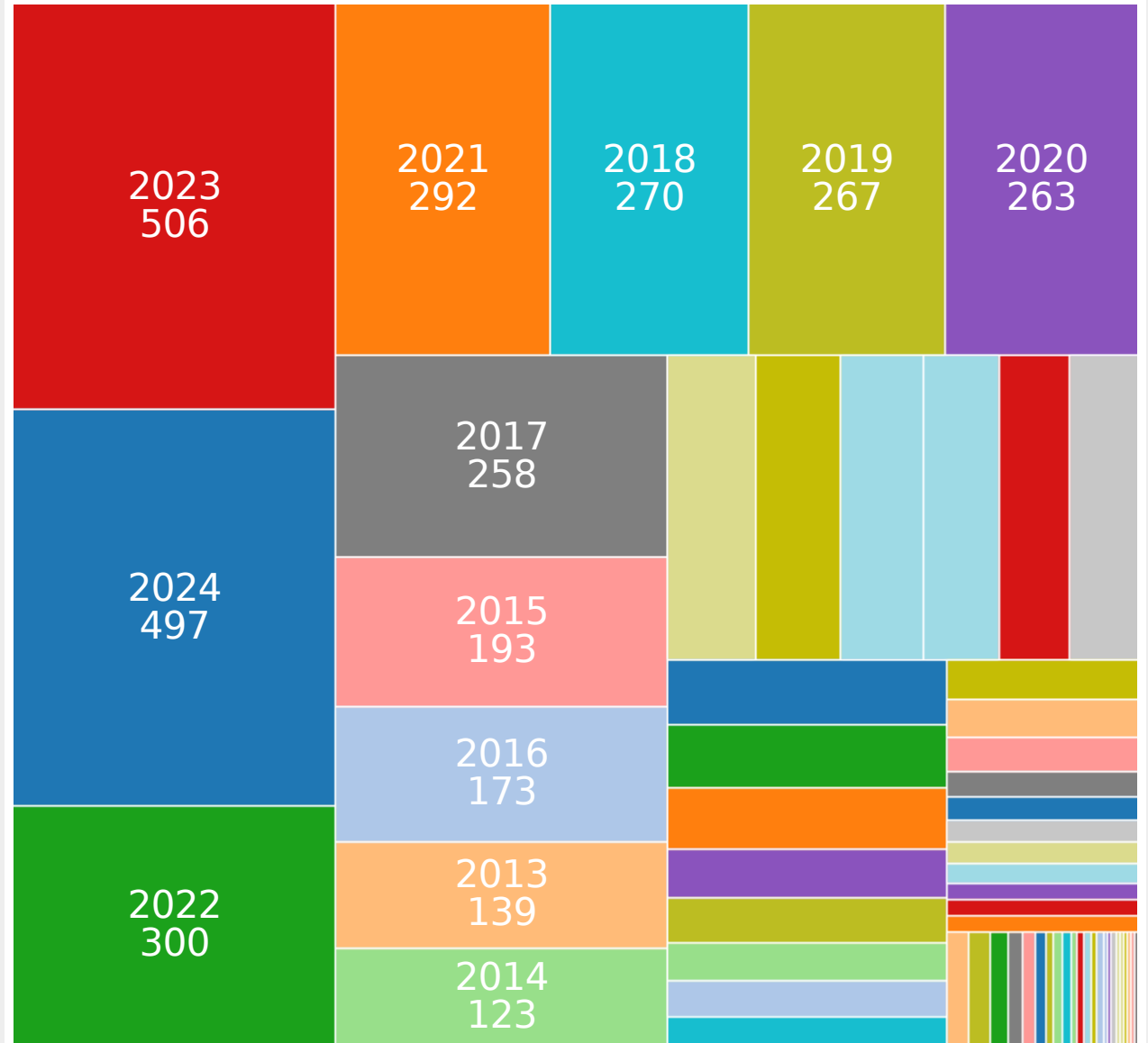


Item Library

NRS

Checkouts & Renewals of Your Items

Publication Year	Transactions	% of Total
Total	4,538	100.00%
2023	506	11.15%
2024	497	10.95%
2022	300	6.61%
2021	292	6.43%
2018	270	5.95%
2019	267	5.88%
2020	263	5.80%
2017	258	5.69%
2015	193	4.25%
2016	173	3.81%
2013	139	3.06%
2014	123	2.71%
2011	103	2.27%
2012	101	2.23%
2010	98	2.16%
0	88	1.94%
2007	83	1.83%
2009	80	1.76%
2008	69	1.52%
2006	68	1.50%
2005	66	1.45%
2004	53	1.17%
2003	49	1.08%
1998	41	0.90%
2000	38	0.84%
2002	31	0.68%
1996	29	0.64%
1997	27	0.59%
1999	26	0.57%



Station Library

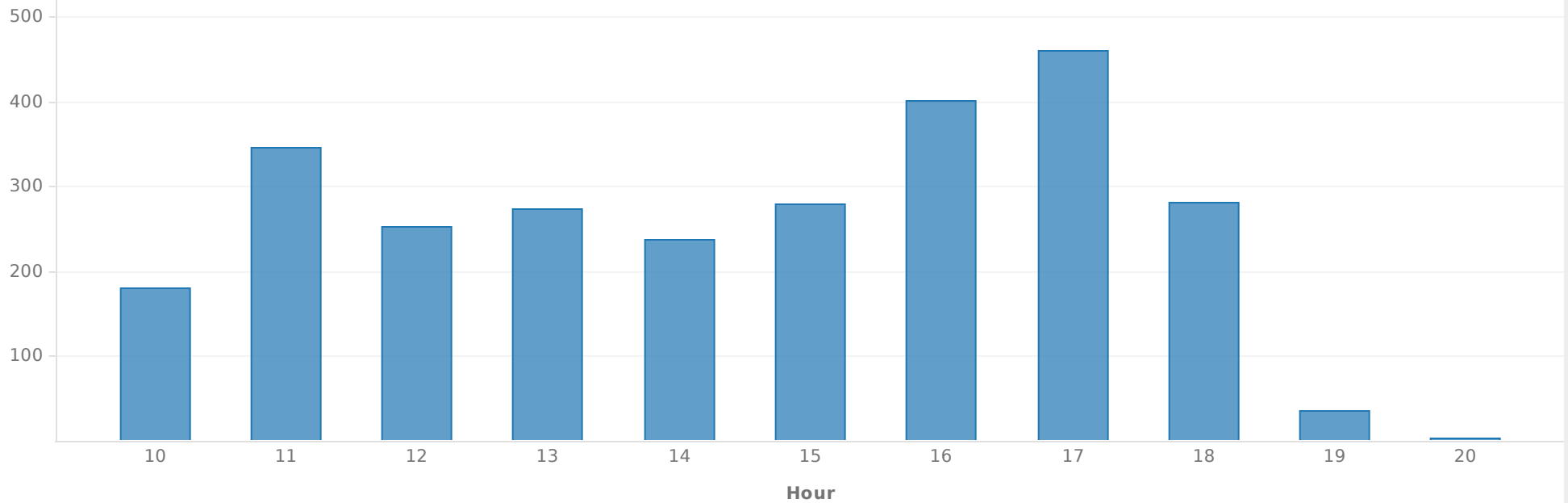
NRS

Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total
Total	4,580	100.00%
Charge Item Part B	2,560	55.90%
Renew Item	2,020	44.10%

Trans Stat Station Login User Access	Transactions	% of Total
Total	4,580	100.00%
AUTORENEW	1,829	39.93%
NRSCIRCSR	1,548	33.80%
SIPCHK	902	19.69%
NRSTECHSR	292	6.38%
PUBLIC	9	0.20%

Average Transactions per Hour



Station Library

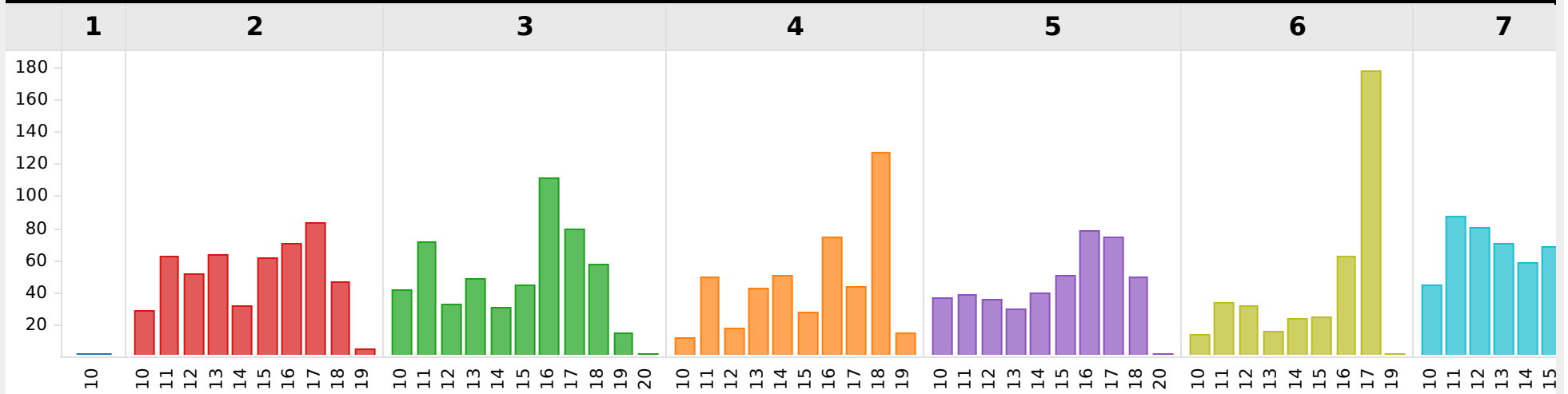
NRS

Checkouts & Renewals at Your Library

Trans Stat Dow	Transactions	% of Total
Sunday	1	0.04%
Monday	509	18.50%
Tuesday	537	19.52%
Wednesday	463	16.83%
Thursday	438	15.92%
Friday	387	14.07%
Saturday	416	15.12%

Hour	Transactions	% of Total
10	180	6.54%
11	346	12.58%
12	252	9.16%
13	273	9.92%
14	237	8.62%
15	280	10.18%
16	402	14.61%
17	461	16.76%
18	282	10.25%
19	36	1.31%
20	2	0.07%

Circs by Hour and Day



Station Library

NRS

Checkouts & Renewals at Your Library

Library Users at Your Library

User Library	Transactions	% of Total
Total	2,751	100.00%
NRS	1,971	71.65%
RSS	227	8.25%
BYS	187	6.80%
MWS	65	2.36%
FPS	49	1.78%
BFS	42	1.53%
OZS	29	1.05%
CIS	26	0.95%
WCS	23	0.84%
ILL_LIBS	18	0.65%
LPS	18	0.65%
OPS	17	0.62%
PHS	12	0.44%
LYS	11	0.40%
EPS	9	0.33%
LGS	8	0.29%
SFS	8	0.29%
BRS	7	0.25%
GED	7	0.25%
RFS	7	0.25%
INS	4	0.15%
OES	2	0.07%
BKS	1	0.04%
BWS	1	0.04%
EVS	1	0.04%
HDS	1	0.04%

Library Items at Your Library

Item Library	Transactions	% of Total
Total	2,751	100.00%
NRS	2,234	81.21%
TPS	26	0.95%
DGS	20	0.73%
BLD	18	0.65%
GED	18	0.65%
OLS	15	0.55%
SCD	15	0.55%
OPS	14	0.51%
WRS	14	0.51%
ROD	13	0.47%
ESS	12	0.44%
PHS	12	0.44%
ADD	11	0.40%
GSD	11	0.40%
HDS	11	0.40%
NLS	11	0.40%
VPD	11	0.40%
BYS	10	0.36%
FPS	10	0.36%
TFS	9	0.33%
ADS	8	0.29%
BDD	8	0.29%

Station Library

NRS

Checkouts & Renewals by Library & User Profile at Your Library

Library Users/Profiles at Your Library

User Library	Trans Stat User Profile Name	Transactions	% of Total
Total		2,751	100.00%
NRS	NRS_ADULT	1,611	58.56%
	NRS_JUV	354	12.87%
RSS	RSS_ADULT	170	6.18%
BYS	BYS_ADULT	115	4.18%
	BYS_JUV	72	2.62%
MWS	MWS_ADULT	65	2.36%
RSS	RSS_JUV	56	2.04%
FPS	FPS_ADULT	49	1.78%
BFS	BFS_PATRON	36	1.31%
OZS	OPS_PATRON	29	1.05%
WCS	WCS_PATRON	23	0.84%
CIS	CIS_ADULT	19	0.69%
ILL_LIBS	CHICAGO_P	18	0.65%
LPS	LPS_PATRON	18	0.65%
OPS	OPS_PATRON	17	0.62%
PHS	PHS_PATRON	12	0.44%
LYS	LYS_ADULT	11	0.40%
EPS	EPS_PATRON	9	0.33%
LGS	LGS_PATRON	8	0.29%
SFS	SFS_ADULT	8	0.29%
CIS	CIS_JUV	7	0.25%
GED	GED_PATRON	7	0.25%
BFS	BFS_TEACH	6	0.22%
BRS	BRS_ADULT	6	0.22%
RFS	RFS_ADULT	6	0.22%
INS	INS_PATRON	4	0.15%
NRS	CHICAGO_P	4	0.15%

Library Items/Profiles at Your Library

Item Library	Trans Stat User Profile Name	Transactions	% of Total
Total		2,751	100.00%
NRS	NRS_ADULT	1,259	45.77%
	NRS_JUV	281	10.21%
	RSS_ADULT	142	5.16%
	BYS_ADULT	113	4.11%
	BYS_JUV	69	2.51%
	MWS_ADULT	54	1.96%
	RSS_JUV	54	1.96%
	OPS_PATRON	46	1.67%
	BFS_PATRON	31	1.13%
	WCS_PATRON	23	0.84%
	CHICAGO_P	22	0.80%
	FPS_ADULT	22	0.80%
DGS	NRS_ADULT	16	0.58%
NRS	LPS_PATRON	16	0.58%
TPS	NRS_ADULT	16	0.58%
NRS	CIS_ADULT	15	0.55%
BLD	NRS_ADULT	13	0.47%
NRS	PHS_PATRON	12	0.44%
OLS	NRS_ADULT	12	0.44%
OPS	NRS_ADULT	12	0.44%
NRS	LYS_ADULT	11	0.40%
BYS	NRS_ADULT	10	0.36%
ESS	NRS_ADULT	10	0.36%
NLS	NRS_ADULT	10	0.36%
SCD	NRS_ADULT	10	0.36%
GED	NRS_ADULT	9	0.33%
NRS	EPS_PATRON	9	0.33%
ROD	NRS_ADULT	9	0.33%

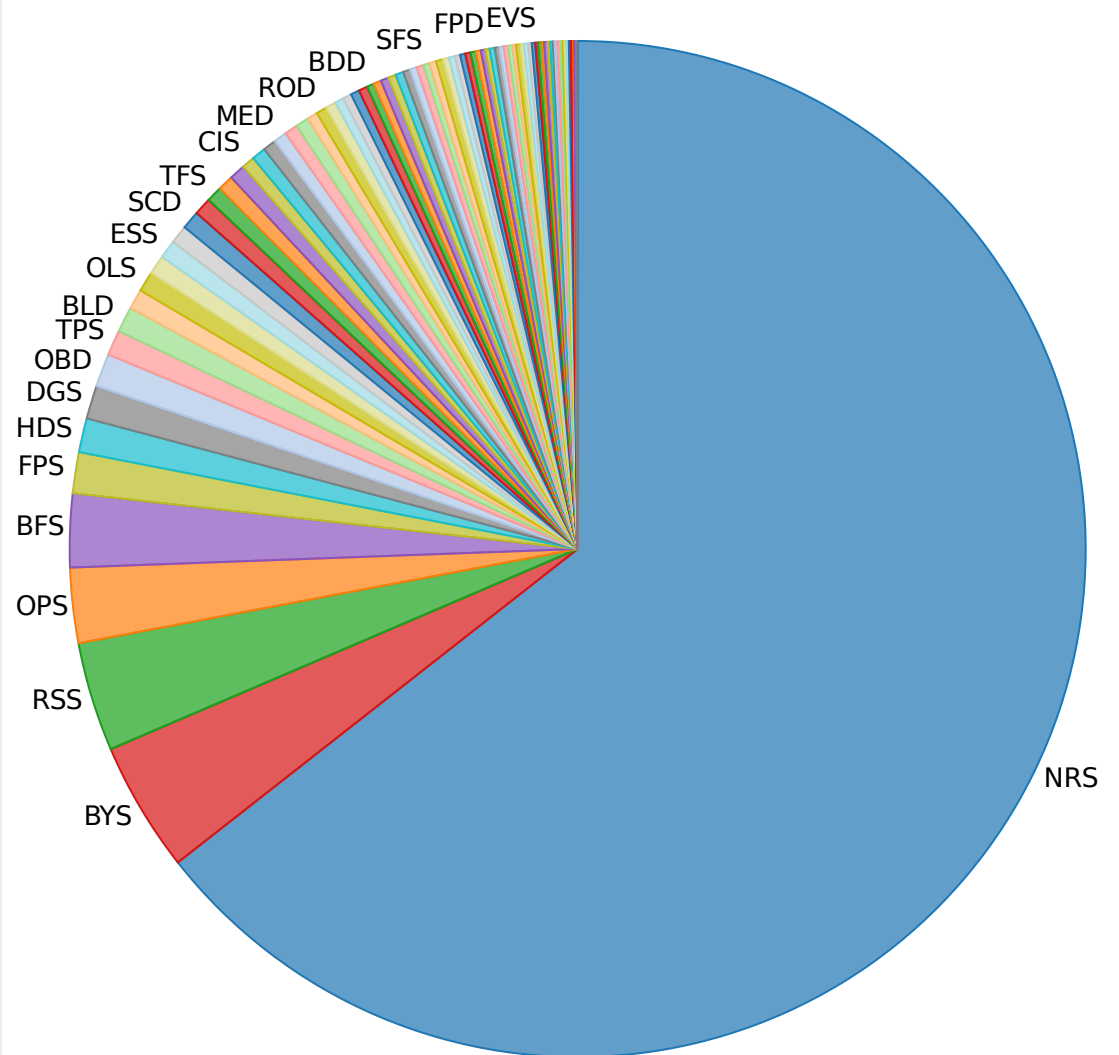
User Library

NRS

Checkouts & Renewals from Your Patrons

Item Library	Transactions	% of Total
Total	4,075	100.00%
NRS	2,624	64.39%
BYS	168	4.12%
RSS	142	3.48%
OPS	97	2.38%
BFS	95	2.33%
FPS	54	1.33%
HDS	44	1.08%
DGS	43	1.06%
OBD	43	1.06%
TPS	33	0.81%
BLD	32	0.79%
GED	27	0.66%
OLS	26	0.64%
ADD	24	0.59%
ESS	24	0.59%
RFS	24	0.59%
SCD	24	0.59%
WRS	22	0.54%
TFS	21	0.52%
MTS	20	0.49%
NLS	20	0.49%
CIS	18	0.44%
INS	18	0.44%

Your Users Checkout Items from...



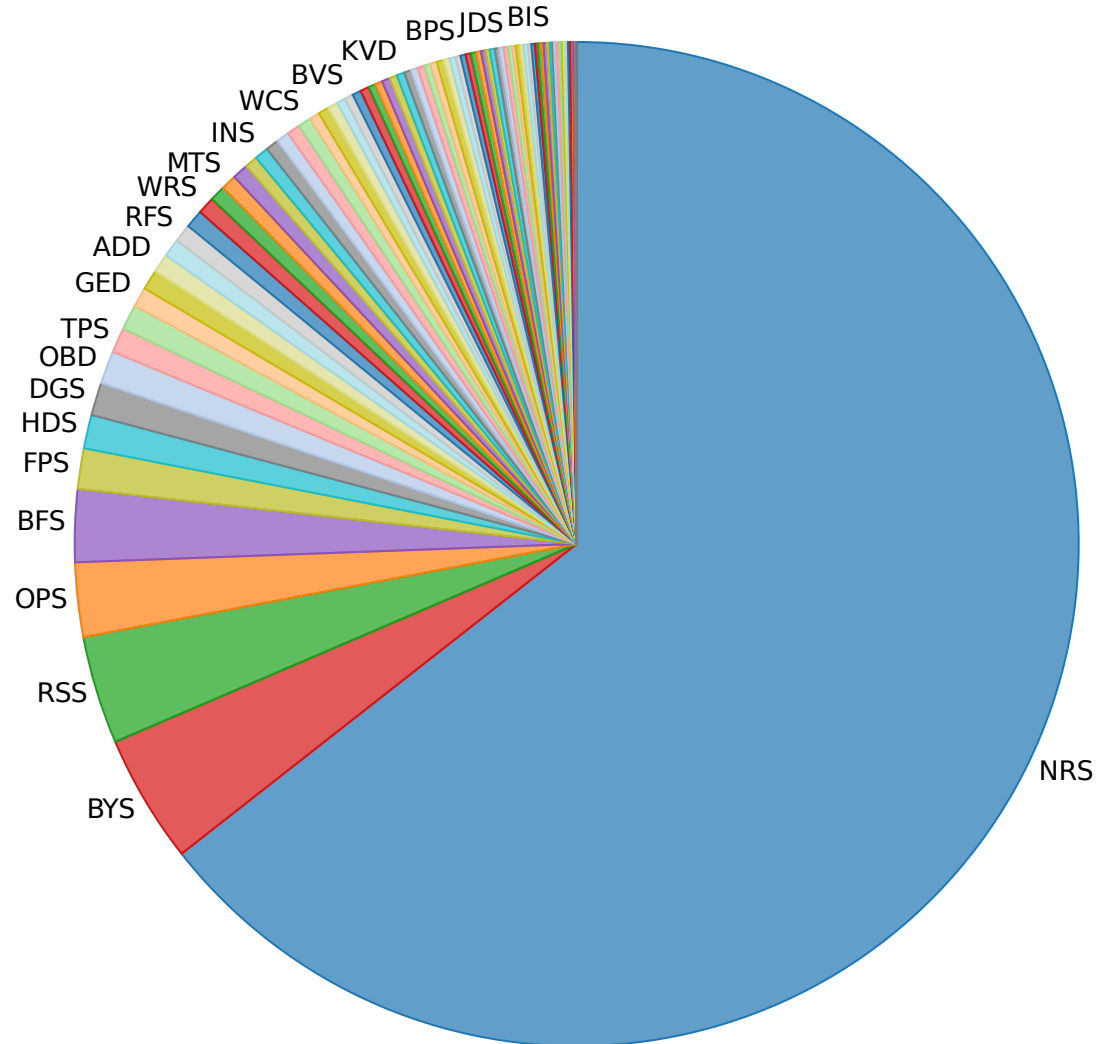
User Library

NRS

Checkouts & Renewals from Your Patrons

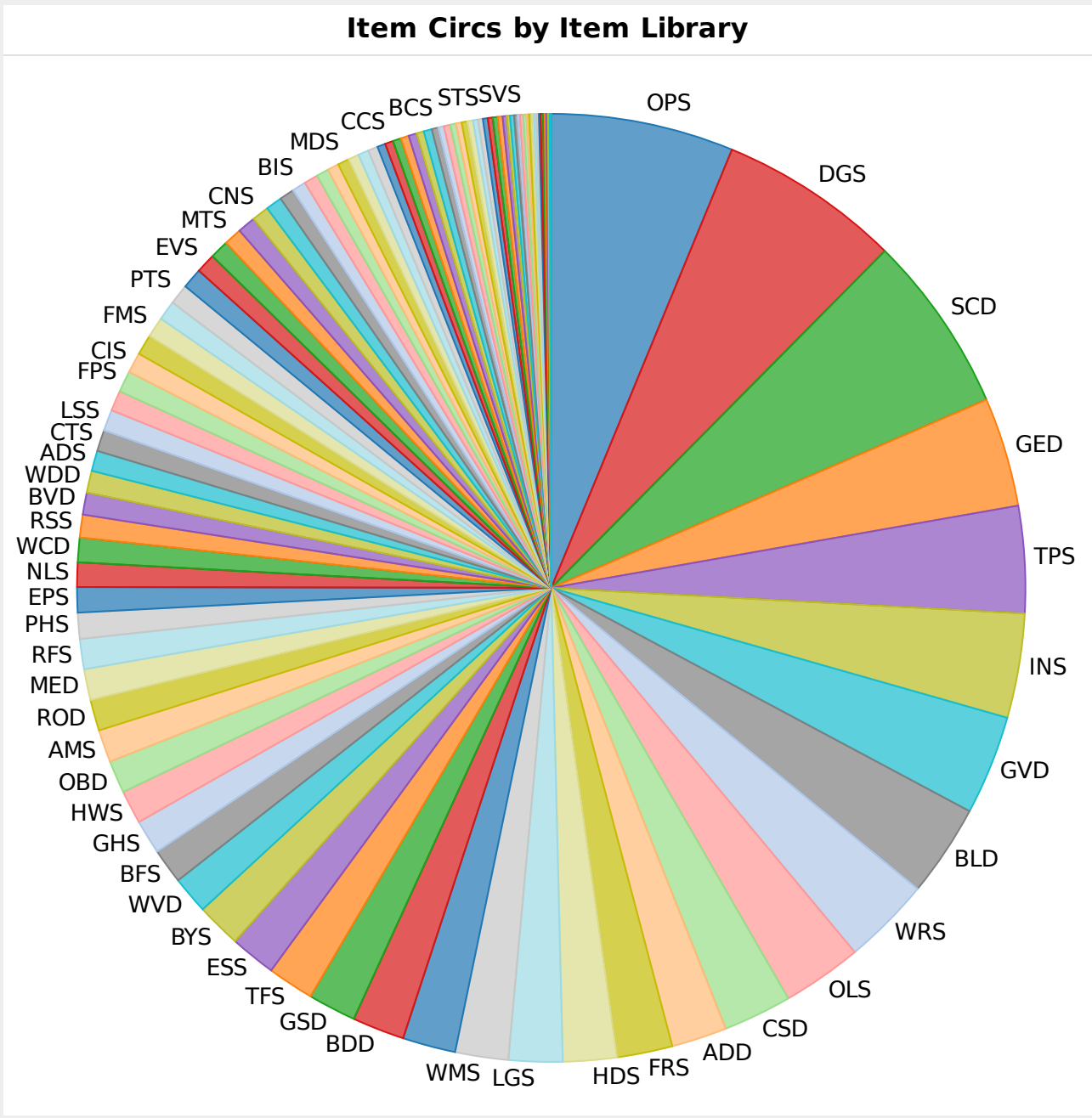
Station Library	Transactions	% of Total
Total	4,075	100.00%
NRS	3,338	81.91%
BYS	178	4.37%
RSS	166	4.07%
BFS	105	2.58%
OPS	72	1.77%
FPS	40	0.98%
OBD	30	0.74%
HDS	26	0.64%
RFS	21	0.52%
DGS	14	0.34%
CIS	11	0.27%
BRS	9	0.22%
LGS	9	0.22%
WRS	8	0.20%
WCS	7	0.17%
ADD	6	0.15%
CRS	6	0.15%
GED	6	0.15%
NLS	6	0.15%
INS	5	0.12%
GHS	4	0.10%
TFS	4	0.10%
SFS	2	0.05%

Your Users Checkout at...



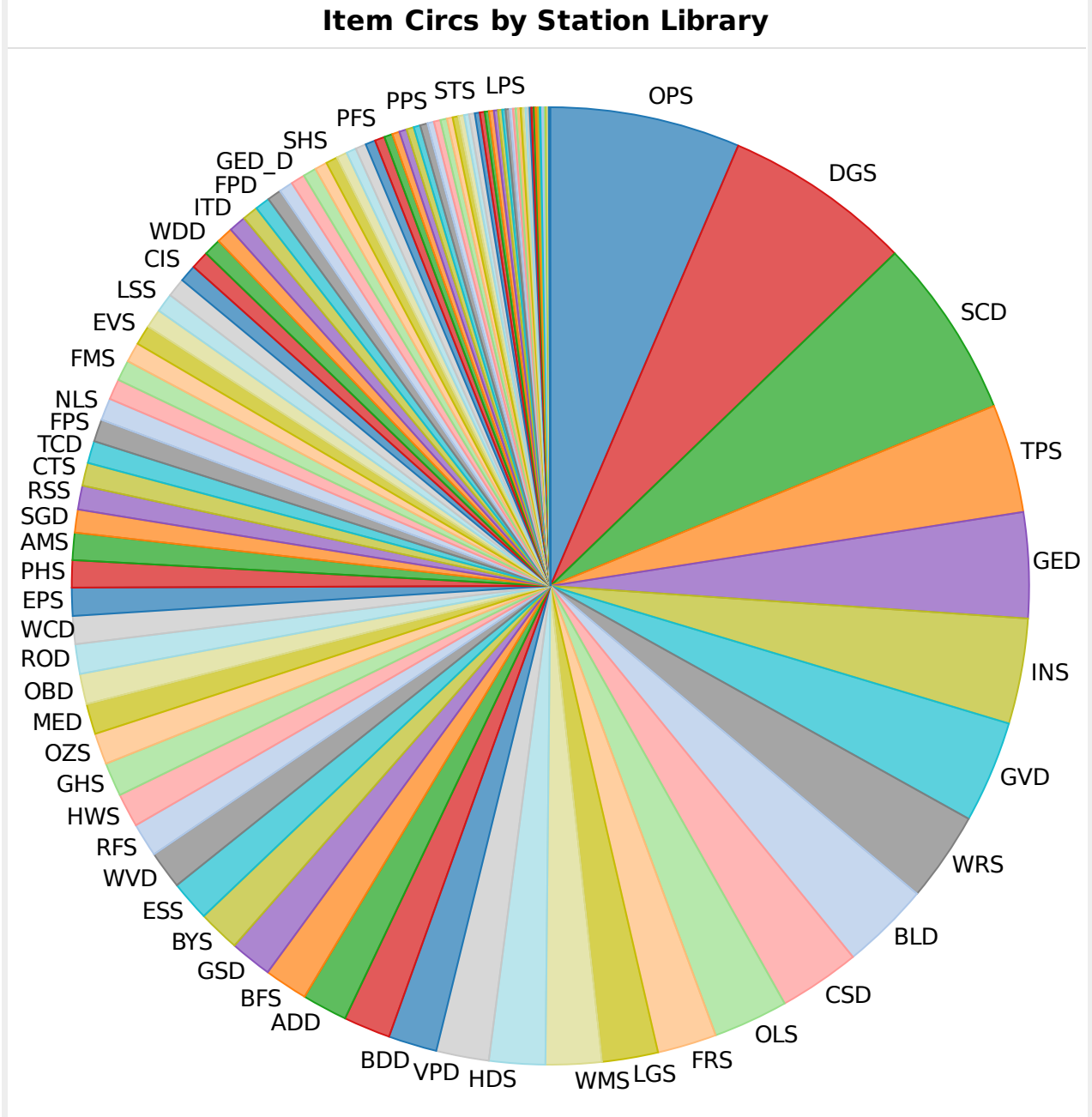
Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
Total	1,067,705	100.00%
OPS	66,279	6.21%
DGS	66,039	6.19%
SCD	64,842	6.07%
GED	39,710	3.72%
TPS	39,050	3.66%
INS	37,898	3.55%
GVD	36,074	3.38%
BLD	33,525	3.14%
WRS	32,045	3.00%
OLS	29,258	2.74%
CSD	24,629	2.31%
ADD	20,373	1.91%
FRS	20,222	1.89%
HDS	19,547	1.83%
LGS	19,386	1.82%
WMS	19,333	1.81%
VPD	19,193	1.80%
BDD	19,105	1.79%
GSD	17,493	1.64%
TFS	16,972	1.59%
ESS	16,677	1.56%
BYS	16,076	1.51%
WVD	13,629	1.28%
BFS	12,876	1.21%
GHS	12,569	1.18%
HWS	11,956	1.12%
OBD	11,921	1.12%
AMS	11,845	1.11%
ROD	11,420	1.07%
MED	11,284	1.06%
RFS	10,805	1.01%
PHS	9,510	0.89%
EDC	0,326	0.03%



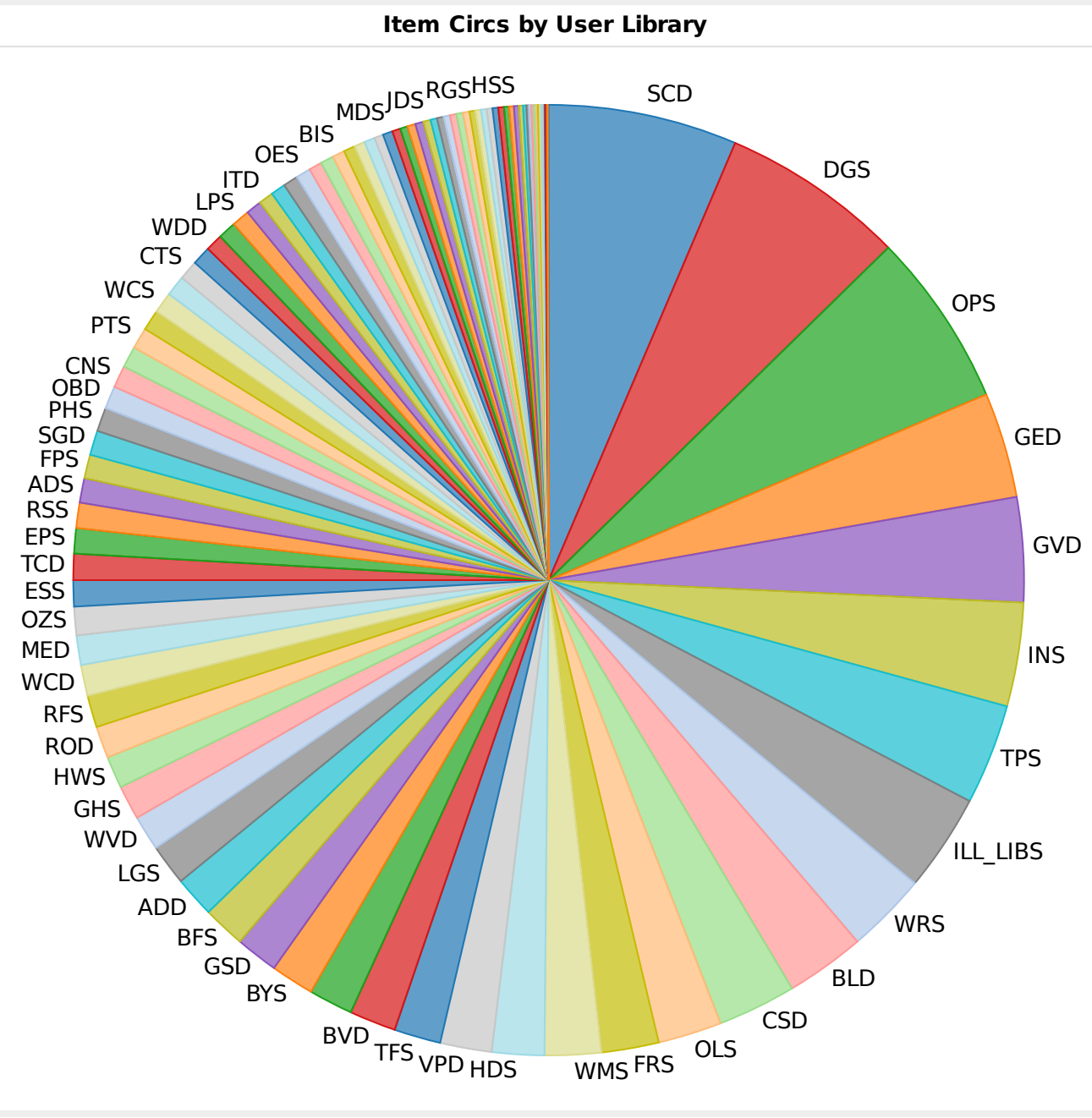
Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
Total	1,067,705	100.00%
OPS	68,309	6.40%
DGS	67,918	6.36%
SCD	64,776	6.07%
TPS	39,287	3.68%
GED	38,028	3.56%
INS	37,951	3.55%
GVD	36,612	3.43%
WRS	32,484	3.04%
BLD	31,967	2.99%
CSD	29,412	2.75%
OLS	26,838	2.51%
FRS	21,275	1.99%
LGS	20,271	1.90%
WMS	20,271	1.90%
HDS	20,168	1.89%
VPD	18,807	1.76%
BDD	17,694	1.66%
TFS	16,769	1.57%
ADD	16,364	1.53%
BFS	15,639	1.46%
GSD	15,177	1.42%
BYS	15,115	1.42%
ESS	14,498	1.36%
WVD	13,667	1.28%
RFS	12,252	1.15%
HWS	12,126	1.14%
GHS	12,089	1.13%
OZS	11,426	1.07%
MED	10,900	1.02%
OBD	10,833	1.01%
ROD	10,787	1.01%
WCD	10,127	0.95%
EDS	10,055	0.94%



Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
Total	1,067,705	100.00%
SCD	68,350	6.40%
DGS	66,629	6.24%
OPS	63,471	5.94%
GED	38,277	3.58%
GVD	37,951	3.55%
INS	37,512	3.51%
TPS	36,479	3.42%
ILL_LIBS	35,426	3.32%
WRS	29,452	2.76%
BLD	28,538	2.67%
CSD	28,517	2.67%
OLS	23,296	2.18%
FRS	20,672	1.94%
WMS	20,462	1.92%
HDS	19,019	1.78%
VPD	18,550	1.74%
TFS	17,098	1.60%
BVD	16,801	1.57%
BDD	15,889	1.49%
BYS	15,830	1.48%
GSD	15,556	1.46%
BFS	15,272	1.43%
ADD	14,865	1.39%
LGS	14,796	1.39%
WVD	12,918	1.21%
GHS	12,484	1.17%
HWS	11,513	1.08%
ROD	11,493	1.08%
RFS	11,440	1.07%
WCD	11,348	1.06%
MED	10,814	1.01%
OZS	10,363	0.97%
ESS	0,121	0.00%





2024-2025 (FY25) Working Budget

Budget Justification

This document is intended to explain budgetary changes between the previous year and the proposed budget for the coming fiscal year. The goal for FY25 is to work with the levy capture amount from FY24 with the anticipated levy increase amount being designated for the capital reserve fund.

Revenue:

6901-01 Property Tax – The increase of \$335 is reflective of a conservative levy funding estimate.

6903-01 Fees and Fines – The budgeted \$6,000 is a conservative number based on the FY24 budget and a decrease of \$1,500 over the FY24 budgeted number. Funds in this line item vary depending on usage of paid services (printing, lost materials, etc.)

6904-01 Donations – The \$35,000 budget is anticipated from sales of the leaves on the Mary Kadlec donor wall tree, funds from the Foundation & Friends, and other donations and is reflected in the spending line 8361-01. No change over last year.

6905-01 Grants – The \$100,000 budget is based on ongoing grant applications and is reflected in the spending line 8360-01. No change over last year.

6906-01 Interest – The anticipated \$2,000 increase in funding is based on an actual revenue received in the FY24 budget year.

6901-14 Estimated loss due to property assessment appeals – This line item anticipates rebates to residents and has not been used in the past several years due to Public Act 102-0519 Levy Adjustment act.

Credit Card Income – The budgeted \$3,000 is used to purchase gift cards for giveaways.

Unrealized income (Annuities) – The \$10,000 is based on the resolution passed in 2023 authorizing the withdrawal of \$10,000 yearly to support the library.

Operating Expenses:

Salaries – You will again see each department represented below. Each proposed amount includes a cost-of-living increase (up to 3% for all employees based on the CPI of 3.1%) with no merit raises described below. Standards for Illinois Public Libraries: Serving our Public 4.0 (chapter 3) expects libraries to spend between up to 60% of their overall budget on salaries for staff. Proposed salaries will account for 44.83% of NRPL's budget.



7504-01 Circulation – We have budgeted for 133.75 hours per week at a cost of \$114,449 for the year which includes a 3% cost of living increase for all positions however no merit raises which would be awarded to employees at the discretion of the manager.

7505-01 Adult Services – We budgeted 78 hours per week at a cost of \$66,992 for the year which includes a 3% cost of living increase for all positions as well as an additional 14 hour per week marketing position however no merit raises which would be awarded to employees at the discretion of the manager.

7506-01 Youth Services - We budgeted 89 hours per week at a cost of \$97,235 for the year which includes a 3% cost of living increase for all positions, however no merit raises which would be awarded to employees at the discretion of the manager.

7507-01 Pages - We budgeted 19.5 hours per week at a cost of \$15,087 for the year which includes a minimum wage increase for the position however no merit raises which would be awarded to employees at the discretion of the manager.

7508-01 Administration - We budgeted 215 hours per week at a cost of \$304,027 for the year, which includes a 3% cost of living increase for all positions, however no merit raises which would be awarded to employees at the discretion of the director. *Note, the increase of 15 hours is reflective of moving the administrative assistant from Youth Services to Administration.

7509-01 Facilities – Janitorial and minor facilities work has been moved to 8308-07 Service Contracts.

Benefits – Minimal changes have been made to this section to reflect actual spending. This section reflects the budget for employee health insurance, our IMRF pension plans (currently 12 employees – director, 4 managers, 3 Circ staff, 2 AS staff, 2 YS staff, unemployment insurance and employer’s share of social security and Medicare for all employees. Standards for Illinois Public Libraries: Serving our Public 4.0 (chapter 3) expects libraries to spend between up to 70% of their overall budget on a combination of salaries, health insurance, IMRF and social security/Medicare. The proposed total compensation packages described above will account for 54.52% of NRPL’s budget.

7600-05 Health Insurance – Limricc health insurance has an estimated \$1,500 increase for this coming year for the library’s current plans.

7650-09 IMRF – With the changes to staffing increases in wages but a decrease in our percentage lead to the anticipated \$396 decrease over last year due to the wages paid to the participants.

7660-06 Unemployment insurance – The \$3,000 increase reflects anticipated increases in premiums as well as logging items differently in the system (formerly all under 8460-05 Insurance).

7670-08 Social Security/Medicare – The \$8,290 increase is reflective of staff pay.



Training

Overall, you will see a \$1,750 decrease from last year's budget which reflects that work toward a more conservative spending goal.

7700-01 Educational training Trustees – Line item decreased by \$250 from FY24 budget to reflect anticipated spending.

7800-01 Educational training Staff - Line item decreased by \$1,500 from FY24 budget to reflect anticipated spending.

Materials

Overall, you will see a \$13,650 decrease over last year's budget. Total spending for our materials budget line items is \$90,850 which is 6.81% of our total budget. Standards for Illinois Public Libraries: Serving our Public 4.0 expects libraries to spend between 8% and 12% of their overall budget on materials for patrons.

8100-01 Replacement Materials – This line item is new this year and will help to track the actual costs spent replacing lost/damaged materials that have been charged to patrons. We have budgeted \$2,000 as an estimate.

Programs

These line items reflect our NRPL budgeted spending for programming. These line items do not reflect spending on programs in these areas that are grant or donation funded. There is no change in budgeting in Children's, Teen's, and Adult's program spending.

8156-01 Technology Programs – This line will not be directly funded in FY25.

Strategic Initiatives

8158-01 Strategic Initiatives – This line item will not be directly funded in FY25.

Computers

This section reflects NRPL's spending on technology as well as our SWAN fees which primarily pay for our cataloging system.

8171-01 Technology Service – The \$14,200 anticipated decrease reflects the application to the Federal Government's E-rate program for managed IT services (Category 2) which will pay for 60% of our IT services. This application will be approved or denied by the end of June 2024.

8172-01 Computer Equipment – The \$2,000 decrease reflects anticipated replacement of several fewer units the previously anticipated.



**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

8175-01 SWAN— This fund pays for our SWAN fees which include our cooperative library catalog. The \$2,000 decrease reflects an anticipated decrease in coop fees from SWAN.

8180-01 Software – \$250 decrease reflects no new software purchase planned.

8190-01 Website – \$2,300 decrease reflects the cost of website maintenance and occasional updates rather than new website addition.

8195-01 Email – No funding for this line item as the spam filter is covered in 8171-01 Technology Service.

Utilities

8301-07 Internet/phone – \$3,239 decrease based on the grant to fund 60% of internet services for the library through the Federal Government E-rate grant program.

8302-07 Electricity – The \$3,500 budgeted increase is based on the past several bills. Investigation is underway to identify the reason for the increased usage.

8303-07 Gas – The \$2,860 decrease is reflective of this past year’s usage.

8304-07 Water/Garbage – Anticipated spending \$3,500 for Village provided services.

Building Expense

The following line items reflect the maintenance and upgrades to the facility.

8306-07 Building Supplies – The budgeted \$2,500 decrease from last year’s budget is reflective of planned spending.

8308-07 Service Contracts – The \$16,000 increase is reflected of increases in service contract prices and the addition of the cleaning company.

8335-07 Building Repairs – The budgeted \$94,000 is reflective of anticipated repairs (\$34,000 – ADA complaint railing update, fence panel replacement, heat map of the library) and fully funding the lower-level renovation project (\$60,000). Overages in this line item will be moved to IL Fund for planned facility upgrades as detailed in our Capital Improvement Plan.

Other Expenses

8355-01 Memberships – The \$250 decrease reflects less staff professional memberships.

8360-01 Grants – No change. Reminder: Grant expenditures are directly linked to 6905-01 Grants in revenue.



8361-01 Donations – No change. Reminder: Donations expenditures are directly linked to 6904-01 Donations in revenue.

8365-01 Library Promotion – The decrease of \$4,000 to reflect a more conservative fiscal approach. This will continue to pay for tables at outreach events, participation in the museum pass program, IL Libraries presents program.

8370-01 Postage – Decrease of \$1,200 based on actual spending in FY24.

8375-01 Advertising – No funding for FY25.

8385-01 Memorials and tributes – Decrease of \$250.

8396-01 Bank charges and fees – Increase of \$250.

8399-01 ILL Loss/damage – No change

Outside Services

8330-01 Casual Labor – Increase of \$100 to reflect increased pay for recording secretary for 11 months (no anticipated December Board meeting).

8400-01 Accounting – Decrease of \$3,500 based on FY24 spending to date.

8401-01 Audit – Decrease of \$1,000 is reflective of actual costs with GW&A in FY24.

8402-01 Legal Fees – The \$500 decrease reflects less anticipated legal questions.

8404-01 Staff recognition – Decrease of \$2,000. Staff recognition will include holiday gift cards and one 5-year recognition. Other recognitions have been canceled for the upcoming year.

8405-01 Appraisal – The \$950 decrease is reflective of the fact we will not need a new full appraisal.

8305-01 Architect/Building Consultant – No funding.

8406-01 Collection Agency – A \$50 decrease in funding is reflective of less usage over FY24.

8408-01 Strategic Plan – No funding.

8410-01 Printing – No change.

8430-01 Payroll Expenses – The \$1,000 increase is reflective of anticipated spending. We will be exploring new payroll companies to compare costs.

Insurance



**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

8460-05 Liability Insurance Package – The \$3,000 decrease is reflective of a budgeting change with an increase in 7660-06 Unemployment insurance.

Debt Services

8601-02 Debt Certificate Interest – The \$7,500 decrease is based on the actual interest paid in FY24.

8701-02 Debt Certificate Principle – The \$200 decrease is based on the actual payment required in FY25.

In the change column, the parentheses means less than last year.
 No parenthesis means more than last year. A dash means it's the same.

Account				Actual				
REVENUE	2022-2023	2023-2024	YTD	2%COLA	3%COLA	Difference		
	loan funds							
6901-01	property tax	#####	#####	#####	#####	#####	\$	335
6903-01	fees and fr	\$ 5,000	\$ 7,500	\$ 3,897	\$ 6,000	\$ 6,000	\$	(1,500)
6904-01	Donations	\$ 35,000	\$ 35,000	\$ 10,055	\$ 35,000	\$ 35,000	\$	-
6905-01	grants	#####	#####	\$ 30,190	#####	#####	\$	-
	Mary Kadlec estate						\$	-
6906-01	interest	\$ 1,500	\$ 2,500	\$ 8,562	\$ 4,500	\$ 4,500	\$	2,000
6901-14	Loss Due to	\$ (15,000)	\$ (10,000)		\$ -	\$ -	\$	10,000
6901-15	Loss Due to		\$ -				\$	-
	Card income	\$ 3,000	\$ 3,000		\$ 3,000	\$ 3,000	\$	-
	Unrealized Income	\$ 20,000	\$ 20,000		\$ 10,000	\$ 10,000	\$	(10,000)
total		#####	#####	#####	#####	#####	\$	835
Revenue minus grants, donations, annuitie				#####	#####			
OPERATING	2022-2023	2023-2024	Actual YTD	2%COLA	3%COLA	Difference		
SALARIES								
7504-01	Circulation	\$ 91,500	\$ 85,500		#####	#####	\$ 28,949	#####
7505-01	Adult Serv	\$ 72,000	\$ 77,500		\$ 66,300	\$ 66,992	\$ (10,508)	\$ 66,992
7506-01	Youth Ser	\$ 87,700	\$ 95,000		\$ 96,300	\$ 97,235	\$ 2,235	\$ 97,235
7507-01	Pages	\$ 10,200	\$ 11,000		\$ 14,945	\$ 15,087	\$ 4,087	\$ 15,087
7508-01	Administra	#####	#####		#####	#####	\$ 4,027	#####
7509-01	Facilities	\$ 30,000	\$ 30,000		\$ -		\$ (30,000)	\$ -
total		#####	#####		#####	#####	\$ (1,210)	#####
BENEFITS								
4230-01	ICMA							
7600-05	health insu	\$ 31,400	\$ 32,000	\$ 26,137	\$ 33,500	\$ 33,500	\$ 1,500	
7614-06	workers compensator	\$ -	\$ -				\$ -	
7650-09	IMRF	\$ 47,680	\$ 49,250	\$ 27,507	\$ 48,375	\$ 48,854	\$ (396)	
7660-06	unemployr	\$ -	\$ 1,000	\$ 1,997	\$ 4,000	\$ 4,000	\$ 3,000	
7670-08	social sec	\$ 37,958	\$ 38,655	\$ 31,178	\$ 46,486	\$ 46,945	\$ 8,290	
total		#####	#####		#####	#####	\$ 12,394	
TRAINING								
7700-01	education	\$ 500	\$ 500		\$ 250	\$ 250	\$ (250)	
7800-01	education	\$ 4,500	\$ 5,500		\$ 4,000	\$ 4,000	\$ (1,500)	
total		\$ 5,000	\$ 6,000		\$ 4,250	\$ 4,250	\$ (1,750)	
OPERATING	2022-2023	2023-2024	Actual YTD	2%COLA	3%COLA	Difference		

MATERIALS

8090-01	Adult A/V	\$ 9,000	\$ 9,200	\$ 8,200	\$ 8,200	\$ (1,000)
8091-01	Children's	\$ 3,400	\$ 3,400	\$ 3,000	\$ 2,800	\$ (600)
8096-01	Teen A/V	\$ 3,100	\$ 3,200	\$ 2,500	\$ 2,400	\$ (800)
8103-01	Foreign La	\$ 2,000	\$ 3,000	\$ 1,700		\$ (3,000)
8105-01	Adult fictio	\$ 25,000	\$ 26,000	\$ 24,000	\$ 23,750	\$ (2,250)
8106-01	Children's	\$ 16,000	\$ 17,000	\$ 15,500	\$ 15,250	\$ (1,750)
8107-01	Teen fictio	\$ 9,000	\$ 9,000	\$ 7,500	\$ 7,450	\$ (1,550)
8108-01	eBooks	\$ 5,500	\$ 5,500	\$ 5,000	\$ 5,000	\$ (500)
8120-01	newspape	\$ 3,500	\$ 3,600	\$ 3,600	\$ 3,600	\$ -
8130-01	internet da	\$ 16,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ -
8140-01	Periodicals	\$ 1,500	\$ 1,600	\$ 900	\$ 900	\$ (700)
8154-01	Makerspac	\$ 5,000	\$ 5,000	\$ 4,000	\$ 3,500	\$ (1,500)
	total	\$ 99,000	#####	\$ 93,900	\$ 90,850	\$ (13,650)

PROGRAMS

8150-01	Children's	\$ 6,100	\$ 7,000	\$ 7,000	\$ 7,000	\$ -
8153-01	Teen Prog	\$ 2,900	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
8155-01	Adult Prog	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -
8156-01	Technolog	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ (1,000)
	total	\$ 16,000	\$ 17,000	\$ 16,000	\$ 16,000	\$ (1,000)

STRATEGIC INITIATIVES

8158-01	Strategic I	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ (2,000)
	total	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ (2,000)

COMPUTERS

8171-01	Technolog	\$ 25,000	\$ 25,000	\$ 10,800	\$ 10,800	\$ (14,200)
8172-01	Computer	\$ 5,000	\$ 5,000	\$ 3,000	\$ 3,000	\$ (2,000)
8175-01	SWAN	\$ 23,500	\$ 24,500	\$ 22,500	\$ 22,500	\$ (2,000)
8180-01	Software	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,250	\$ (250)
8190-01	Website	\$ 7,500	\$ 3,500	\$ 1,200	\$ 1,200	\$ (2,300)
8195-01	Email	\$ 500	\$ 500	\$ 200	\$ -	\$ (500)
	total	\$ 63,000	\$ 60,000	\$ 39,200	\$ 38,750	\$ (21,250)

OFFICE SUPPLIES

8202-01	Office Supp	\$ 13,500	\$ 13,500	\$ 11,500	\$ 11,000	\$ (2,500)
	total	\$ 13,500	\$ 13,500	\$ 11,500	\$ 11,000	\$ (2,500)

OPERAT	2022-2023	2023-2024	Actual YTD	2%COLA	3%COLA	Difference
						\$ -

UTILITIES- OPERATING EXPENSE

8301-07	Internet/ph	\$ 9,000	\$ 13,500	\$ 10,261	\$ 10,261	\$ (3,239)
8302-07	electricity	\$ 23,000	\$ 16,500	\$ 20,000	\$ 20,000	\$ 3,500
8303-07	gas	\$ 5,500	\$ 8,860	\$ 6,000	\$ 6,000	\$ (2,860)
8304-07	water/garb	\$ 2,300	\$ 3,250	\$ 3,500	\$ 3,500	\$ 250
	total	\$ 39,800	\$ 42,110	\$ 39,761	\$ 39,761	\$ (2,349)

BUILDING EXPENSE

8306-07	building su	\$ 11,000	\$ 12,000	\$ 10,500	\$ 9,500	\$ (2,500)
8308-07	service co	\$ 23,000	\$ 30,500	\$ 46,500	\$ 46,500	\$ 16,000

8315-07	fees and p	\$ 1,950	\$ 1,950		\$ 2,200	\$ 2,200	\$ 250
8330-01	casual lab	\$ 900	\$ 900		\$ 1,000	\$ 1,000	\$ 100
8335-07	building re	\$ 34,000	\$ 34,000		\$ 94,000	\$ 94,000	\$ 60,000
	total	\$ 70,850	\$ 79,350		#####	#####	\$ 73,850

TRAVEL

8342-01	lodging/me	\$ 1,000	\$ 2,200		\$ 1,500	\$ 1,000	\$ (1,200)
	total	\$ 1,000	\$ 2,200		\$ 1,500	\$ 1,000	\$ (1,200)

OTHER EXPENSES

8355-01	membersh	\$ 2,200	\$ 2,450		\$ 2,000	\$ 2,000	\$ (450)
8360-01	grants	#####	#####		#####	#####	\$ -
8361-01	donations	\$ 35,000	\$ 35,000		\$ 35,000	\$ 35,000	\$ -
8365-01	library pro	\$ 5,000	\$ 5,500		\$ 1,500	\$ 1,500	\$ (4,000)
8370-01	postage	\$ 3,000	\$ 3,200		\$ 2,000	\$ 2,000	\$ (1,200)
8375-01	advertising	\$ 4,500	\$ 4,500		\$ 1,250	\$ -	\$ (4,500)
8385-01	memorials	\$ 500	\$ 500		\$ 250	\$ 250	\$ (250)
8396-01	bank char	\$ 150	\$ 250	\$ 1,160	\$ 500	\$ 500	\$ 250
8399-01	ILL Loss/D	\$ 250	\$ 250		\$ 250	\$ 250	\$ -
	total	#####	#####		#####	#####	\$ (10,150)

OUTSIDE SERVICES

8400-01	accounting	\$ 17,000	\$ 17,000		\$ 13,500	\$ 13,500	\$ (3,500)
8401-01	audit	\$ 9,000	\$ 9,200		\$ 8,200	\$ 8,200	\$ (1,000)
8402-01	legal fees	\$ 6,000	\$ 6,000		\$ 5,500	\$ 5,500	\$ (500)
8404-01	staff recog	\$ 2,500	\$ 2,500		\$ 500	\$ 500	\$ (2,000)
8405-01	appraisal	\$ 1,500	\$ 1,500		\$ 550	\$ 550	\$ (950)
8305-01	architect/b	\$ 3,000	\$ 3,000		\$ -	\$ -	\$ (3,000)
8406-01	collection	\$ 200	\$ 400		\$ 350	\$ 350	\$ (50)
8408-01	strategic p	\$ -	\$ -		\$ -	\$ -	\$ -
8410-01	printing	\$ 11,000	\$ 12,000	\$ 5,119	\$ 12,000	\$ 12,000	\$ -
8430-01	payroll exp	\$ 5,500	\$ 6,500		\$ 7,500	\$ 7,500	\$ 1,000
8435-01	backgroun	\$ 200	\$ 200		\$ 200	\$ 200	\$ -
	total	\$ 52,900	\$ 58,300		\$ 48,300	\$ 48,300	\$ (10,000)

OPERAT	2022-2023	2023-2024	Actual YTD	2%COLA	3%COLA	Difference
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INSURANCE

8460-05	liability ins	\$ 20,600	\$ 24,000	\$ 20,344	\$ 21,000	\$ 21,000	\$ (3,000)
8470-05	directors/officers insurance						\$ -
	total	\$ 20,600	\$ 24,000		\$ 21,000	\$ 21,000	\$ (3,000)

OTHER EXPENSES

8600-01	Bond Interest						\$ -
8601-02	Debt Certi	\$ 16,500	\$ 16,500	\$ 4,497	\$ 9,000	\$ 9,000	\$ (7,500)
	total	\$ 16,500	\$ 16,500		\$ 9,000	\$ 9,000	\$ (7,500)

DEBT SERVICE

8700-02	Bond Princ	\$ -	\$ -				\$ -
8701-02	Debt Certif	\$ 28,000	\$ 28,000	\$ 27,800	\$ 27,800	\$ 27,800	\$ (200)

total	\$ 28,000	\$ 28,000		\$ 27,800	\$ 27,800	\$ (200)
						\$ -
						\$ -
TOTAL OF	#####	#####	#####	#####	#####	\$ 8,485
						\$ -
						\$ -
NET INCO	\$ 2,062	\$ 7,650	#####	\$ 20	\$ -	\$ (7,650)

Recommendation from IL Standards

% of expenses 8 to 12% 60% avg	7.89%	0.00%	7.04%	6.81%
% of expenses min 70% avg	45.21%	0.00%	44.39%	44.83%
% of pay w min	54.26%	58.20%	54.02%	54.52%
% of expenses spent on collection minus grants & donations & annuities			7.90%	7.64%
% of expenses spent on staff pay minus grants and donations & annuities			49.81%	50.30%
% of pay with benefits minus grants and donations & annuities			60.94%	61.51%

3% + merit	total merit	merit %	2% COLA	2% + merit	total merit	merit %
#####	\$ 9,551	8.35%	#####	#####	\$ 9,551	8.43%
\$ 67,500	\$ 508	0.76%	\$ 66,300	\$ 66,808	\$ 508	0.77%
\$ 99,750	\$ 2,515	2.59%	\$ 96,300	\$ 98,815	\$ 2,515	2.61%
16000	\$ 913	6.05%	\$ 14,945	\$ 15,858	\$ 913	6.11%
#####	\$ 4,473	1.47%	#####	#####	\$ 4,473	1.49%
\$ -	\$ -		\$ -	\$ -	\$ -	
#####	\$ 17,960	3.00%	#####	#####	\$ 17,960	3.03%

IMRF Tota \$ 48,854
Soc/Mcare \$ 46,945

IMRF Tota \$ 48,375
Soc/Mcare \$ 46,486



BOARD EVALUATION OF DIRECTOR
PART I

- 3 Exceeds Expectations: Director has gone beyond what you would expect.
- 2 Meets Expectations: Director meets all or most of what you expect.
- 1 Does Not Meet Expectations: Director is not working at a level acceptable to you.
- 0 No Information: You have not had an opportunity to observe these behaviors.

Category 1: Organizational Leadership

	3	Exceeds Expectations	Competency Description <ul style="list-style-type: none">• Understands and implements the mission of the library.• Understands the needs of the library's customers and community and seeks to fill those needs through programs and community services.• Discusses with staff the paramount importance of customer service and models best practices behavior.• Proactive problem solver: gathers input, makes timely decisions and communicates results.
	2	Meets Expectations	
	1	Does Not Meet Expectations	
	0	No Information	
Add Comments:			

Category 2: Relationship with the Board

	3	Exceeds Expectations	Competency Description <ul style="list-style-type: none">• Communicates with board members to keep them informed about issues, needs and operation of this library.• Offers direction to the board when needed on issues requiring board action and makes appropriate recommendations based on thorough study and analysis.• Interprets the intent of and executes board policy.• Seeks and accepts constructive criticism of work from the board.
	2	Meets Expectations	
	1	Does Not Meet Expectations	
	0	No Information	
Add Comments			



Category 3: Business and Financial Management

	3	Exceeds Expectations	Competency Description <ul style="list-style-type: none">• Understands the financial needs of the library.• Ensures that library funds are spent appropriately, in compliance with the board's spending authority, and always in the best interest of those we serve.• Provides the Board accurate, understandable information about the financial status of the library through regular financial reports.• Makes well-supported budgeting recommendations to the board.• Explores new potential sources of finance for programs and services.• Ensures that all governmental and legal requirements of the library are met.
	2	Meets Expectations	
	1	Does Not Meet Expectations	
	0	No Information	
Add Comments:			

Category 4: Personal Strengths and Interpersonal Effectiveness

	3	Exceeds Expectations	Competency Description <ul style="list-style-type: none">• Establishes rapport and maintains productive relationships with staff, board, patrons and community.• Maintains high standards of professionalism in personal and professional relationships.• Handles differences openly, candidly and constructively, with the best interests of the library in mind.• Creates staff committees focused on attaining superior results.• Seeks input from others; creates a collegial atmosphere where ideas and information are easily exchanged.• Willingly accepts responsibility for actions and eagerly gives credit to staff.• Communicates and writes clearly; encourages a culture of open communication.• Actively works to enhance professional development; remains open to ideas, suggestions and feedback from the board.
	2	Meets Expectations	
	1	Does Not Meet Expectations	
	0	No Information	
Add Comments:			



Category 5: Personnel Management and Development

	3	Exceeds Expectations	Competency Description <ul style="list-style-type: none">• Prioritizes appropriate staff development funds and accounts for their use.• Analyzes staff functioning periodically to combine, eliminate and/or create new positions.• Emphasizes equal opportunity employment hiring practices in step with the changing needs of the community.• Delegates authority and efficiently organizes the work of personnel.• Inspires staff to do their best work by acting as supporter and motivator; provides necessary resources, encouragement and appreciation.• Assess and address staff performance in a direct and fair manner.
	2	Meets Expectations	
	1	Does Not Meet Expectations	
	0	No Information	
Add Comments:			

Category 6: Community Engagement

	3	Exceeds Expectations	Competency Description <ul style="list-style-type: none">• Advocates for the library before government entities, patrons, and the community.• Stays current with new ideas and trends among libraries.• Gains respect and support of those who use our library and services.
	2	Meets Expectations	
	1	Does Not Meet Expectations	
	0	No Information	
Add Comments:			



Category 7: Strategy and Innovation

	3	Exceeds Expectations	Competency Description <ul style="list-style-type: none">• Creates a vision that keeps the library on the cutting edge in technology, programming and services that will better serve patrons and the community.• Establishes strategic goals that enable the library to better serve the community and anticipate future needs.• Seeks out and promotes change; regularly proposes new ideas to the board for better service to customers and the community.• Constantly pushes to improve efficiency and effectiveness while seeking strong results.• Stays current with new ideas and trends among libraries.
	2	Meets Expectations	
	1	Does Not Meet Expectations	
	0	No Information	
Add Comments:			



BOARD EVALUATION OF DIRECTOR
PART II

Provide 2 or more examples where performance has been particularly effective:

1. _____

2. _____

3. _____

4. _____

Provide 2 or more examples where performance could be more effective:

2. _____

2. _____

3. _____

4. _____

1. Governance

1. Mission Statement and Objectives

The mission of the North Riverside Public Library District is to support the principles of intellectual freedom while meeting the needs of the district's diverse population by providing materials, programs and services that promote lifelong learning, a love of reading and the pursuit of knowledge.

2. Bylaws

1. Establishment and Authority [75 ILCS 16/30-35]

1.1 The North Riverside Public Library District was established in April, 1983. The District operates according to the provisions of Chapter 75, Act 16, of the Illinois Compiled Statutes, 1992 (The Illinois Public Library District Act of 1991).

1.2 These rules are supplementary to the provisions of the statutes of the State of Illinois, which hold precedence as they relate to the procedures of boards of library districts.

1.3 The office of the Board shall be located at the North Riverside Public Library District, 2400 S. Des Plaines Ave. North Riverside, Illinois 60546.

2. Purpose [75 ILCS 16/1-10]

2.1 The purpose of the North Riverside Public Library District is to provide a local institution of general education for its taxpayers. To this end, the Board of Trustees and its Staff shall carry out the spirit and intent of the Illinois Public Library District Act by establishing, supporting and maintaining a library within the District and by providing library services.

3. Board of Trustees [75 ILCS 16/30-10, 16/30-25]

3.1 The Board of Library Trustees of the Public Library District, North Riverside, Illinois is composed of seven members. Trustees are elected biennially for six-year staggered terms.

3.2 The term of each member of the Board of Trustees shall commence on the third Monday of the first month following election and continues until a successor is duly elected and qualified.

3.3 ~~A vacancy on the Board of Trustees shall be filled by the remaining Trustees within 90 days until the next regularly scheduled election of Trustees, at which time a Trustee must run to will be elected to fill the remainder of the unexpired term, in conformance with the Illinois Public Library District Act.~~ All vacancies shall be filled by appointment by the remaining trustees until the next regular

Policy Section 1

library election, at which time a trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held. If the vacancy is in the office of a trustee of a library district with an appointed board, the vacancy shall be filled by appointment by the remaining trustees. Vacancies shall be filled within 90 days after a vacancy has been declared. If the trustees fail to appoint a new member within 90 days after a vacancy has been declared, the State Librarian shall appoint an individual to fill the vacancy within 60 days after the trustees have failed to fill the vacancy. If the State Librarian fails to fill the vacancy within the 60 days after the trustees have failed to fill the vacancy, the vacancy shall be filled at the next regularly scheduled election. Notwithstanding any other provision of this Section, if a vacancy occurred prior to May 27, 2022 and that vacancy has not been filled by the trustees before the effective date of this amendatory Act of the 102nd General Assembly, the State Librarian shall fill the vacancy within 60 days after the effective date of this amendatory Act of the 102nd General Assembly.

(Source: P.A. 102-977, eff. 5-27-22; 102-1107, eff. 12-14-22.)

3.4 (75 ILCS 16/30-25) Sec. 30-25. Vacancies.

(a) Vacancies shall be declared in the office of trustee by the board when an elected or appointed trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the district, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by this Act, or (iv) has failed to pay the library taxes levied by the district. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy.

~~The Board of Trustees may declare a vacancy in the office of Trustee when an elected or appointed Trustee:~~

- ~~a. declines, fails or is unable to serve,~~
- ~~b. becomes a nonresident of the District,~~
- ~~c. is convicted of a misdemeanor by failing, neglecting or refusing to discharge any duty imposed upon him/her by the Illinois Public Library District Act of 1991, or~~
- ~~d. fails to pay the library taxes levied by this District~~

Before declaring a vacancy in the office of Trustee, the Trustee in question shall be notified in writing of the reason(s) why the Board of Trustees is considering declaring a vacancy in his/her office. The written notice shall be mailed at least fifteen (15) days before the date of a proposed meeting when the reason(s) for declaring a vacancy shall be considered by the Board of Trustees. The Trustee in question may be represented by an attorney and shall be given an opportunity to

be heard, produce witnesses and cross-examine witnesses at the meeting at which the vacancy of his/her office is to be considered by the Board of Trustees. Upon the affirmative vote of a majority of the Board of Trustees, a vacancy may be declared in the office of the Trustee for any one or more of the ~~four (4)~~ reasons set forth above. In the event a vacancy is declared in the office of Trustee, said vacancy shall be filled pursuant to the provisions of section 16/30-25 of Chapter 75 of the Illinois Compiled Statutes **stated in section 3.3.**

3.5 The Board shall appoint and fix compensation of a qualified librarian to act as administrator of the district's daily operations. The administrator shall hire other employees deemed necessary by the administrator, fix their compensation, and remove those employees.

The Board may also retain legal counsel and professional consultants as needed. (75 ILCS 16/30-55.35) Sec. 30-55.35)

~~In order to provide, support and maintain public library service within the District, the Board of Trustees shall have the exclusive powers and duties of governance of the District, providing for both physical and financial needs of the District and shall appoint a competent Librarian and necessary Staff, all in compliance with the provisions of the Illinois Public Library District Act and such other laws which may apply.~~

4. Officers [75 ILCS 16/30-40, 16/30-45; 5 ILCS 120/2.06]

4.1 The officers of the Board of Trustees shall be President, Vice-President, Treasurer and Secretary. They shall be elected at an organizational meeting following the regular Trustee election and certification and shall serve for **two years** or until their successors are elected. **A vacancy in an office shall be filled by the Board for the unexpired term within 90 days of the vacancy. All vacancies and new trustees must be reported to the Office of the Secretary of State within 60 days.**

4.2 The President shall preside over all meetings. In the President's absence, the Vice-President shall preside. In the absence of both the President and the Vice-President, a temporary chairman shall be elected by the Board of Trustees. The President shall perform all other duties as prescribed by law **(75 ILCS 16/30-45)**. The President shall, with the approval of the Board of Trustees, appoint committees. The President shall be ex officio member of all committees. The President shall not have nor exercise veto powers.

4.3 The Vice President shall preside over meetings in the absence of the President.

4.4 The Treasurer shall keep and maintain all District accounts and financial records during his/her term of office according to the Illinois Public Library District Act. These records shall be subject to yearly audit by a governmental CPA audit firm ~~two other Trustees appointed by the President as prescribed by the Illinois Public Library District Act.~~ The Treasurer shall perform all other duties as prescribed by law **(75 ILCS 16/30-45)**. The Treasurer shall give bond to the District to discharge

faithfully the duties of his/her office and to account to the District for all District funds coming into his/her hands and which bond shall be in such amount and with such sureties as shall be approved by the Board. The cost of such bond shall be borne by the District.

4.5 The Secretary shall keep and maintain appropriate minutes and records during his/her term of office according to the provisions of the Illinois Public Library District Act (75 ILCS 16/30-45). These records shall be subject to audit by two other Trustees appointed by the President as prescribed by law. The Secretary shall perform all other duties prescribed by law.

5. Meetings [75 ILCS 16/30-50; 5 ILCS 120/2, 2.01, 2.02, 2.03, 7]

5.1 At least five regular meetings of the Board shall be called each fiscal year.

5.2 Within thirty (30) days after the beginning of each fiscal year, the Secretary of the Board shall give public notice of the schedule of regular meetings of the Board for the ensuring fiscal year, stating the regular meeting dates, times and places of such meetings, by posting a copy of the notice at the Library.

5.3 The date, place and time of a particular regular meeting may be changed by the affirmative vote of a majority of the Trustees present and voting at the regular meeting prior to the meeting affected.

5.4 A special meeting of the Board may be called by any four (4) Trustees. No special meeting shall be held unless notice of the time and place thereof shall be given to all Trustees and posted for the public at least forty-eight (48) hours in advance of said special meeting, except in cases of bona fide emergency.

5.5 Public notice of any rescheduled regular meeting shall be given at least ten (10) days before such meeting by published legal notice and by posting public notice at the Library. In addition, notice of rescheduled or special meetings shall be given to any local news medium which has filed an annual request with the Secretary of the Board in compliance with Illinois statutes. Such public notice does not apply in the case of bona fide emergency or when the announcement of the time and place of a reconvened meeting has been made at the original meeting and there has been no change in the agenda of the meeting.

5.6 The Annual Meeting shall be held at a time and place selected by the Board. The purpose of this meeting is to provide for completion and presentation of the Annual and Financial Reports of the District, to review the Bylaw and Policy Manual of the District and to appoint standing committees.

5.7 Meetings of the Board and its committees shall be open to the public and shall be conducted in compliance with Illinois statutes.

a. The Board allows time for public comment during meetings. To ensure that public comment is heard and that the Board is able to conduct North Riverside Public Library District's business in a timely manner, the Board asks that all visitors be aware of the following:

1. Whether meeting in person or virtually, public comment is allowed during the time of Public Comment, which is scheduled early on the agenda of all regular meetings and most special meetings and committee meetings. The NRPLD Board of Trustees allows a total of thirty (30) minutes for public comment at this point in the agenda.
2. All speakers are asked to identify themselves at the beginning of their comments so that the participation of all who speak at the meeting can be part of the official record.
3. Speakers will be asked to limit comments to two (2) minutes. When several members of a group with a common purpose attend a meeting, the Board requests that the group designate a single person to represent and speak for the group.
4. A speaker who wants his or her remarks to be added to the Board record must provide a copy of those remarks to the Board Secretary prior to speaking, or, in the case of a virtual meeting, may send a digital copy of remarks to the Director or Secretary ahead of the meeting. If the spoken remarks do not follow the written text, the text will be discarded and not included in the Board record.

In most cases, the Board will consider visitors' comments and may respond at a future date.

~~The Board welcomes comments from the public who attend Board meetings. The Board provides a specific period on the agenda during meetings when citizens may comment.~~

- ~~1. All persons wishing to speak must sign up prior to the meeting. A sign-in roster will be provided. The roster will determine the speaking order for people who wish to make public comment. People wishing to address the Board will be asked to provide their name. Anyone refusing to identify himself or herself will be prohibited from speaking.~~
- ~~2. Public comments are limited to 2 (two) minutes per speaker.~~
- ~~3. A spokesperson representing several other parties or organization will also have two (2) minutes to make public comment.~~
- ~~4. If the number of people wishing to speak is large, the President or President pro tem may rule that a separate meeting be scheduled on a particular issue and ask that those wishing to comment do so at that meeting.~~
- ~~5. Public comments will be addressed to the Board, not to other members of the public.~~

~~_____ 6. The public comment portion of the meeting will be the first order of business at all meetings.~~

~~_____ 7. If at any time a speaker appearing before the Board exceeds the time limitations set forth in this policy or becomes abusive in language or behavior, the President or President pro tem may declare that person out of order and refuse him or her permission to continue to address the Board.~~

~~_____ 8. A written summary of public comments will be recorded in the minutes of the Board meeting at which the comments occurred.~~

5.8 A quorum of the Board shall consist of four (4) members and a majority of those present shall determine the vote taken on any question.

5.9 Electronic conferencing for meeting attendance and voting requirements is permissible as long as the meeting is conducted in accordance with the Open Meetings Act [5 ILCS 120/7]: **See Open Meetings Act below.**

~~a. A Board member may attend a meeting through electronic conferencing if his or her physical presence at the meeting is prevented due to i) personal illness or disability, ii) employment purposes or the business of the Board, or iii) family or other emergency.~~

~~b. A quorum of members of the Board must be physically present at the location of the meeting. Only additional members — those members not part of the required physically present quorum — may attend by electronic conferencing.~~

~~c. All Board members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site.~~

~~d. The meeting minutes shall indicate if a Board member was present by electronic conferencing.~~

~~e. A Board member who intends to attend a meeting by electronic conferencing must provide notice to the Board President or Director at least 24 hours prior to the meeting.~~

~~f. The location of the meeting shall be equipped with a suitable transmission system (e.g. speakerphone) in order that all in attendance, including the public audience, will be able to hear any input, vote, or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing such input, vote, or discussion.~~

5.10 *Robert's Rules of Order, Newly Revised* or its successor shall prevail on any question not prescribed by statute or by the District's established

rules. The rules of order, other than such rules that may be prescribed by statute, may be suspended at any time by the consent of a majority of the members present at a meeting.

6. Committees and System Representation [75 ILCS 16/30-45; 5 ILCS 120/2.06]

6.1 The following standing committees shall be appointed at the Annual Meeting: Advocacy, Building and Grounds, Finance, Personnel, **Policy, and Strategic Planning**. Members of standing committees shall serve for a term of **two (2) years** ~~one (1) year~~.

6.2 Ad hoc committees may be appointed from time-to-time as the Board may decide and direct.

6.3 All committee members shall be appointed by the President, with the consent of the Board.

~~6.4 The President shall designate, with the consent of the Board, a member of the Board to serve a three-year term, to be reviewed annually, as the District's representative to the Library system.~~

6.5 All Board committees shall take minutes of their meetings and shall submit them to the Library Board at the next regular meeting.

7. General Provisions [5 ILCS 120/2.02]

7.1 An agenda for each regular meeting of the Board of Trustees shall be prepared by the Director in consultation with the Board President preceding such meeting.

7.2 The regular order of business at all regular meetings shall be as follows:

1. Roll call and declaration of quorum
2. Public comment
3. Disposition of minutes of previous meeting(s)
4. Financial reports
5. Director and Staff reports
6. Committee reports
7. New business

8. ~~Old~~ **Unfinished** business

7.3 The District's fiscal year shall begin with July 1 and end with June 30.

8. Director [75 ILCS 16/30-55.35]

8.1 The Board shall appoint a competent Librarian, who shall be responsible to the Board of Trustees, to serve as Director.

8.2 Among the duties of the Director shall be the following:

- a. to serve as the chief administrative officer of the Library,
- b. to implement the decisions and policies of the Board of Trustees
- c. to direct and supervise all Staff,
- d. to submit regular reports to the Board and to recommend such policies ~~and procedures~~ as in the opinion of the Executive Director will promote the efficiency of the Library in its service to the public.

8.3 The Director shall hold only such financial authority as may be delegated by Board policy.

8.4 The Director shall be accountable to the Board through the President or a person so designated by the President.

9. Amendments

9.1 These rules may be amended by an affirmative majority vote of all the members of the Board of Trustees.

9.2 A proposed amendment to these rules shall be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

10. Severability

10.1 If any provision of these Bylaws enacted after their effective date is held invalid, such invalidity does not affect other provisions or applications of these Bylaws.

~~3. Board Meetings~~

~~(revised April 11, 2011)~~

~~(revised April 9, 2012) (revised October 21, 2019)~~

~~The Board of Trustees will be scheduled to meet according to a schedule set each year by the Library Board of Trustees and approved at the December meeting. Other changes in time and /or place of meeting are to be decided by the Library District Board far enough in advance for the public to be notified as specified on the Open Meetings Act.~~

~~Visitors who wish to make a public comment at the meeting are asked to complete the request form and present it to the Board Secretary or other Library Trustee.~~

~~Public comments are permitted during the "Open Forum" portion of the Agenda. The Board President will invite visitors to address the Board and will determine the order in which speakers will be recognized. Prior to making any comments, each speaker will be asked to provide his or her name and address and his or her group affiliation (if any).~~

~~The President may also grant a request to address the Board during other portions of the meeting. The President has the discretion to determine the length of time and the number of times a speaker may speak. Each person is allowed a maximum of three (3) minutes to speak. Comments should be brief and to the point. An immediate response from the Board is not required.~~

~~Minutes are a summary of the Board's discussions and actions. Speakers' requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the Board will be included in the Library's file rather than in the minutes.~~

4. Open Meetings Act

(adopted February 13, 2012) (revised January 13, 2014) (revised October 21, 2019) (revised July 20, 2020)

Meetings covered under the Open Meetings Act

"Meeting" is defined as any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business. Advisory committees and/or subcommittees are also included. This includes in-person, telephonic and electronic assemblages.

Exceptions for Closed Meetings

Employment/Appointment Matters

Legal Matters

Business Matters [primarily concerned with purchase or lease of real property, or investments]

Security/Criminal Matters

Miscellaneous specific
exception

The exceptions to the Open Meetings Act are limited in number and very specific. Because they are contrary to the general requirement that meetings

be open, the exceptions are to be strictly construed, extending only to subjects clearly within their scope.

Taping and Filming

The Library Board will permit the recording of the proceedings of a public meeting of the Board or Committee of the Board in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting. Meetings or portions of meetings which are permitted by the Act to be closed to the public may not be recorded by the public.

The Chairperson of the Board or Committee may designate a location for recording equipment or camera, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting. The Chairperson of the Board or Committee shall be the Board member with authority to determine when any recording device or camera interferes with the conduct of a Board or committee meeting and may order that an interfering device be removed.

No recordings shall be allowed unless the person seeking to record a public meeting notifies the Library Director of his or her intent to record said meeting prior to the meeting. Further any requests for special accommodations must be made at least two (2) business days before the meeting. The chairperson may in his or her sole discretion grant any special accommodation requests.

At the start of any meeting which is to be recorded, the chairperson shall notify the audience of the recording and advise all of their right to refuse to be filmed. The chairperson may prohibit the recording of any audience member who objects to the recording. The chairperson may impose additional rules or limitations on any recording, as he or she deem necessary or appropriate to preserve the orderly operation and decorum of the meeting. The chairperson shall order the immediate termination of any recording which is disruptive to the meeting, or which distracts, disturbs or is offensive to members of the public body, witnesses, or the audience.

No recording shall be used for a commercial for profit enterprise, without the written approval of the chairperson and the village administrator.

Nothing in these rules shall be deemed to grant permission to publish or broadcast the recording of any individual. These rules may be modified on a temporary basis for good cause shown by a majority vote of the Library Board or Committee of the Board.

Minutes of Open Meetings

All public bodies shall keep written minutes of all their open meetings. Minutes shall include a summary of discussion on all matters propose, deliberated, or decided, and a record of any votes taken. That means that any discussion must be summarized, rather than just a simple note that a discussion took place.

The minutes of meetings open to the public shall be available for public inspection within 7 days of the approval of such minutes by the public body.

Minutes of Closed Meetings

Minutes of closed meetings are available only after a determination by the public body that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential after 18 months.

Public bodies are required to review closed meeting minutes at least twice a year to determine whether a need for confidentiality exists with respect to all or part of the minutes. A closed meeting may be held to conduct the mandated review, but determinations on such minutes are to be reported in open session. Minutes of closed meetings are exempt from inspection under the Freedom of Information Act until the public body makes the minutes available to the public. A closed meeting may be held to approve the minutes of a prior closed meeting.

Public Notice

Public notice must be given for all meetings by posting a copy of the notice at the principal office or at the building in which the meeting is to be held.

A schedule of regular meetings must be posted at the beginning of each calendar or fiscal year and shall state the regular dates, times, and places of such meetings. An agenda for each regular meeting is required to be posted 48 hours in advance of such meeting.

Public notice of any special meeting except a meeting held in the event of a bona fide emergency, or of any rescheduled regular meeting, or of any reconvened meeting, shall be given at least 48 hours before such meeting, which notice shall also include the agenda. Public notice is not necessary for a meeting to be reconvened within 24 hours or if the time and place of the reconvened meeting was announced at the original meeting and there is no change in the agenda.

The Act requires that notification be given to each news medium that has filed an annual request for notice. Such news media providing a local address or telephone number for notice are entitled to notice of special, emergency, rescheduled or reconvened meetings.

Public Meetings

Public meetings must be held at times and places convenient and open to the public.

If a public body holds a meeting without fulfilling the public notice and public convenience requirements, it has violated the Act.

Courts have ruled that a meeting is not held in a place "convenient" to the public if held in a room too small for the numbers of citizens who wished to attend.

New Open Meetings Act Training Requirement for 2012

Each elected and appointed member of a public body subject to OMA must successfully complete the electronic training between January 1, 2012, and January 1, 2013. Those persons who become members of a public body after January 1, 2012, must complete the electronic training not later than 90 days after the member takes the oath of office or otherwise assume responsibilities as a member of a public body. A member of the public body who completes the OMA training then files a copy of the certificate of completion with the public body.

Enforcement

Any person, including the State's Attorney of the county in which such noncompliance may occur, may bring a civil action in the circuit court for the judicial circuit in which the alleged noncompliance has occurred or is about to occur, prior to or within 60 days of the meeting.

Violation of the Act is a criminal offense, a Class C misdemeanor, punishable by a fine of up to \$1500 and imprisonment for up to 30 days.

Remote Board Meeting Participation

Under limited circumstances, Trustees unable to be physically present at a public meeting may participate in the meeting via communication devices. Communication devices include, without limitation, audio and/or video equipment which allows all Trustees and other meeting participants to interact on all motions, discussions and votes. The limited circumstances which allow a Trustee to participate via communication devices are: (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency (4) unexpected childcare obligation. A Trustee wishing to attend via communication devices must give advance notice to the Board Secretary of the desire to attend via communication devices (unless notice is impractical). The circumstances supporting use of communication devices shall be announced at the start of a meeting and such circumstances shall be noted in the minutes of the meeting.

Only Trustees attending in person shall be counted toward establishing a quorum. A majority of the quorum must vote in favor of a Trustee attending via communication devices. Trustees attending remotely will be so noted in the minutes

5. Closures

(reviewed: April 9, 2012)(revised: October 13, 2014)(revised: February 20, 2018)
(revised October 21, 2019)

The hours of the Library are as follows:

MONDAY	10:00	a.m.	-	7	p.m.
TUESDAY.....	10:00	a.m.	-	7	p.m.
WEDNESDAY.....	10:00	a.m.	-	7	p.m.
THURSDAY.....	10:00	a.m.	-	7	p.m.
FRIDAY.....	10:00	a.m.	-	6	p.m.
SATURDAY.....	10:00	a.m.	-	4	p.m.
SUNDAY.....					Closed

A. Emergency

(Adopted April 14, 2014) (revised October 21, 2019)

To fulfill its mission of public service the North Riverside Public Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and the staff.

Incident Weather

However, inclement weather can cause transportation problems or locally hazardous conditions. At times when the weather becomes hazardous to the health and/or safety of the public and/or library staff, the Library will close, delay opening or close ahead of schedule. The decision to close or postpone the opening of the library due to inclement weather is reached at the discretion of the Library Director or, if the Library Director is not present, by administrators on duty.

However, if Riverside-Brookfield High School and its feeder elementary school districts choose not to open for the day, the North Riverside Public Library will delay opening and reassess the situation at 11 a.m. If conditions are improved, streets are accessible and the Library parking lot has been cleared, the Library may open later in the day.

System Failure

In the event of a power or HVAC failure, the decision to close will be made upon the following factors:

In warm weather months, if the inside temperature reaches 85 degrees, the staff will be retained for 30 minutes and all computer equipment will be shut off to avoid damage due to overheating. A core staff will be retained for an additional 30 minutes in case the building is able to be reopened. After the full hour, the Library will be closed for the day.

In cold weather months, if the inside temperature drops to 60 degrees, the same procedure will be followed.

In the event that the water to the building is not functioning, the building will close and will remain closed to staff and patrons until the water is turned back on. When water service resumes, the water will be tested for contaminants.

Power Outage

In the event of a power outage on or after 6 p.m., the building will be closed immediately for the day.

If the building is to close early, library patrons already in the facility will be notified immediately. No fewer than two staff members will remain in the Library until all patrons have vacated the premises.

If the library closes unexpectedly, the Library Board president will be called at any time.

Bomb threat, active shooter threat, other

Library staff will work with North Riverside Police Department to ensure the safe evacuation of the library building. The building will be closed for the remainder of the day but key staff will remain to work with the Policy Department as needed.

B. Holidays

The Library will be closed on the following days:

JANUARY 1 New Year's Day
MAY (Last Monday) Memorial Day
JULY 4 Independence Day
SEPTEMBER (first Monday) Labor Day
NOVEMBER (last Thursday) Thanksgiving Day
NOVEMBER (last Friday) Day after Thanksgiving Day
DECEMBER 24, (Christmas Eve)
DECEMBER 25, (Christmas Day)
DECEMBER 31, (New Year's Eve)

The Library will close at 6:00 p.m. on Thanksgiving Eve. In the event that Christmas Eve or New Year's Eve fall on a Sunday, the library will be close at 3pm the proceeding Saturday. In the event Christmas Day or New Year's Day fall on a Sunday, the library will be closed the following Monday.

C. Staff In-services

The North Riverside Public Library District works hard to provide continuing education opportunities to our staff members so that we are able to provide the best service possible to our community. In order to do so, the library will close for 4 days out of the year for staff in-services. In-services will be on the 2nd Friday of January, April, August and October.



North Riverside Public Library District Succession Plan

Purpose

This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the Director and to facilitate the transition to both interim and long-term leadership.

Succession Plan in the Event of a Temporary Absence: Short-Term

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the Director will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the Director, the director will inform the Board President of the absence, or a member of the staff will if the Director is unable. As soon as it is feasible, the President should convene a meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan was approved, the position of Acting Library Director would be:
Adult Services Manager

If this Acting Library Director is new to their position and fairly inexperienced with the library (less than one year), the Board may decide to appoint one of the back-up appointees to the acting executive position. The Board may also consider the option of splitting executive duties among the designated appointees.

Authority and Compensation of the Acting Library Director

The person appointed as Acting Library Director shall have the full authority for decision-making and independent action as the regular Library Director.

The Acting Library Director may be offered one of the following, to be determined by the board at the time of succession:

- A temporary salary increase to the entry-level salary of the Library Director position;
- A bi-weekly payroll bonus during the Acting Library Director period; or
- No additional compensation

Board Oversight

The Acting Library Director will be responsible for providing regular updates to the Board President on the work of the Acting Library Director during the leave of absence period and the Board President will be sensitive to the special support needs of the Acting Library Director in this temporary leadership role.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Library Director, the Board President will notify staff and Board members of the delegation of authority.

As soon as possible after the Acting Library Director has begun covering the unplanned absence, Board members and the Acting Library Director shall communicate the temporary leadership structure to the following key external supporters. This may include (but not be limited to):



- North Riverside Village Recreation Director & Village President
- Collaboration Committee
- RAILS
- SWAN

Completion of Short-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library should be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working their way back up to a full-time commitment.

Succession Plan in the Event of a Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: The Board will give immediate consideration, in consultation with the Acting Library Director, to either temporarily fill the management position left vacant by the Acting Library Director or hire an Interim Library Director. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the Acting Library Director to carry the duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced library director in the position.

Determination of if an Interim Library Director is needed

The criteria that the Board and Acting Library Director should consider when determining whether or not to hire an Interim Library Director (or consultant to the Acting Library Director) are as follows:

- Time of year
- Required fiscal responsibilities
- Special projects currently in progress or upcoming

Skills and experience an Interim Library Director needs:

- Significant experience as the director of an Illinois library district
- Ideally, prior experience as an Interim Library Director
- Flexible schedule to allow for on-site presence of a Director and to attend board meetings

If the Board and Acting Library Director determine that an Interim Library Director (or consultant to the Acting Library Director) is needed, a representative from the Board should contact the RAILS library system and ask for resources related to hiring an Interim Library Director.

Completion of Long-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library would be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working the way up to a full-time commitment.



The Board should pay close attention to the Personnel Manual leave policies when making determinations about the allowable absence of the Library Director. Questions related to leaves of absence may be directed to HR Source or the library’s attorney.

Succession Plan in Event of a Permanent Change in Library Director

A permanent change is one in which it is firmly determined that the Library Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint a Search Committee within 30 days to plan and carry out a transition to a new permanent Library Director. Currently there are three search committees active in the Chicagoland area: Dieters & Todd, HR Source, and Bradburry Miller. The board will also consider the need for outside consulting assistance (interim director) depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Search Committee will also determine the need for an Interim Library Director, and plan for the recruitment and selection of an Interim Library Director and/or permanent Library Director.

Acceptance of Emergency Succession Plan

This succession plan must be approved by the Board of Library Trustees and signed by the Board President and the Library Director upon its approval. This plan should be revised on an as-needed basis, or every three years, whichever comes first.

The library’s financial calendar of annual deadlines shall be included in this document along with other succession related information that would be necessary for the plan to be placed into immediate action.

Due to the sensitive nature of the information contained in this document, a physical copy will be printed and kept in a binder on the bookshelf in the director’s office. One additional copy may be kept by the Library Board President. A digital copy for editing shall be kept on the Library Director’s desktop computer.

Signatures of Approval for North Riverside Public Library District

Board President: _____ Date: _____

Board Secretary: _____ Date: _____

Library Director: _____ Date: _____

Information and Contact Inventory for North Riverside Public Library District

Knowing where our organization’s key information is located is critical so that if an emergency succession should occur, our library would be able to quickly continue work in the most efficient and effective way.

Bylaws: Copies included on Board Google Drive in the folder “Reference Materials for Trustees” and on the H drive under the Board folder. *If the Bylaws are updated, they must also be



updated on the NRPL.info website under the FOIA section – follow the How-to document for website updates in the How-to folder in the Bob drive.

Strategic Plan: Digital copy on website and H drive; physical copy in file cabinet under Strategic Plan.

Board Minutes: All Board meeting minutes are posted on the website, located in the H drive in the month in which they are approved, and physical copies are in drawer #13 in the Director's office. *Note that

Financial Information

- Employer Identification Number: 36-3242278

Current & previous audited financial statements: Tall black file cabinet in drawer #11, digitally on website and H drive under Bob – Financial – Audit

Financial statements: Board Google Drive for each month, created by Lauterbach & Amen and emailed to the Director, saved on H drive in Board folder in each month of Board Meeting and in print form in the Board packets in drawer #11.

Tax Exemption Certificate: Valid through 2025. Printed in bottom drawer of black filing cabinet, saved in H drive.

Passwords: See lastpass on the Director's computer and also the Access file in the Bob drive

Auditor

- Name: GW & Associates
- Contact: David Jelonek
- Phone Number/Email: David.jelonek@cpagwa.com

Accountant

- Name: Lauterbach & Amen
- Contact: Nicole Kozlowski
- Address: 668 N. River Rd. Naperville, IL 60563
- Phone Number/Email: 630-393-1483 nkozlowski@lauterbachamen.com

Banking

- Name: First American Bank (Riverside Branch)
 - Account #s: xxxxxxxxx(Checking), xxxxxxxxx (Money Market)
 - Authorized Signers: Annette Corgiat, Ken Rouleau, Greg Gordon, Natalie Starosta
- Name: Illinois Fund (IL Fund) – virtual access
 - Account #: xxxxxxxxx
 - Authorized representative: Natalie Starosta
- Name: Athene (Annuities) – no access directly - Jim Torgerson jetorgerson@gmail.com
 - Account #s: AXxxxxxxx, AXxxxxxxx, AXxxxxxxx,
 - Authorized representative: Annette Corgiat



Attorney

- Name: Roger Ritzman (Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.) – General legal inquiries, levy, ordinances
 - Phone Number/Email: Roger Ritzman rritzman@psnrb.com ; (630) 665-1900
- Name: Scott Metcalf (Franczek P.C.) – Property Tax appeals
 - Phone Number/Email: T. 312.786.6104 | F. 312.986.9192 | srm@franczek.com
- Name: HR Source – HR legal issues, can assist with policies and FOIA
 - Phone Number/Email: T: 800-448-4584, info@hrsourc.org

Fiscal Authority

Those authorized to make transfers and wire transfers and who are the authorized check signers:

- Board President
- Board Vice President
- Trustee
- Library Director

Human Resources Information

Employee records/personnel information/ I-9's: Current active library employees are located in the bottom drawer of the fire proof filing cabinet in Director's office; pervious employee files are located in the top and bottom drawers of the grey plastic file cabinet in Director's office

Payroll

- Company Name: Paychex
 - Account number: xxxxxxxx
 - Payroll Rep: Kenya Roberts
 - Phone Number/Email: kroberts3@paychex.com, or 844-729-9247 x5200609

Insurance Agent

- Company Name: Cook & Kocher
- Representative's Name: Mara Weiss
- Policy #: Various, check binder or check stubs under: Traveler's Insurance, Utica Insurance, Cook & Kocher – Also saved in H drive under Insurance
- Phone Number/Email: Phone: 847-692-9200 Fax: 847 692-9299 Email: maraw@cookandkocher.com

Some crucial times for our library are:

- **March-June:** Create next fiscal year's budget. Final budget must be approved by the board prior to the start of the fiscal year and posted to the library website and bulleting board once approved.
- **June:** New fiscal year ordinances: board meeting schedule, non-resident card. Ordinances should be posted in the library following board approval. Help with ordinances can be obtained from the attorney. Previous year copies are saved in H Drive under Ordinance/Levy folder for pervious year.
- **July-August:** Tentative budget & appropriation ordinance: the board should approve a tentative B&A a minimum of 30 days prior to the hearing. A notice of the public hearing



**NORTH RIVERSIDE
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NORTH RIVERSIDE, IL

must be published in the newspaper 30 days prior to the passing of the B&A. Annual financial audit prep: business manager should be in touch with the accountant and the auditor to schedule audit prep and on site audit work.

- **August-September:** Hold a hearing for the B & A; board passes the final B & A Ordinance along with the Treasurer's Certificate of Estimated Revenue. Both pieces should be posted to the website and filed with the County prior to the 4th Tuesday in September. Final B&A gets published in the newspaper.
- **October-November:** Board approval of the annual tax levy ordinance. Final levy should be posted to the website, filed with the County online, and a paper copy sent to the County as well. Presentation of the annual audit to the board of trustees.