



**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

**North Riverside Public Library District
Board of Trustees
Regular Meeting, August 19th, 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 July 15th, 2024 Regular Board Meeting
- b. Minutes of the August 5th, 2024 Committee of the Whole Meeting
- c. Minutes of the August 5th, 2024 Strategic Planning Committee
- d. Minutes of the August 5th, 2024 Advocacy Committee
- e. Minutes of the August 5th, 2024 Policy Committee
- f. Correspondence

Treasurer:

- a. July 2024 Financial Statements
- b. Authorization to transfer \$90,000 from the money market account which currently has a balance as of 08/15/2024 of:
 - a. First American Money Market: \$274,778.41
 - b. First American Checking: \$5,288.45
 - c. IL Fund: \$610,713.02
 - i. Total: \$890,779.88

4. President's Report

- A. Board action log (informational)
- B. Foundation & Friends representative report (informational)

5. Director's Report

- A. See attached Director and Department Head Reports

6. Committee Reports

- A. Advocacy (Otteweller) (informational)
- B. Building & Grounds (Rouleau) (informational)
- C. Finance (Mathias) (informational)
- D. Personnel (Gordon) (informational)
- E. Policy (Bonnar) (informational)



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- F. Strategic Planning (Johnson/Corgiat) (informational)
- G. Grants (Starosta) (informational)

7. New Business

- A. Secretary's Audit (action)
- B. Director's Evaluation (action)
- C. Policy Section #3 (action)
- D. Marketing Plan Proposal (discussion / 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 September 16th, 2024 at 6:00 p.m.

**No CoW meeting scheduled for September due to Labor Day closure.

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue
North Riverside, IL 60546

Minutes of the meeting of July 15, 2024

1. Open of Meeting

A. The meeting was called to order by Trustee Corgiat at 6:07 p.m. Roll call was taken.
Present: Trustee Kathy Bonnar, Trustee Annette Corgiat, Trustee Greg Gordon, Trustee Kyle Johnson, Trustee John Mathias, Trustee Jeanne Ottenweller Trustee Ken Rouleau
Absent: none
Also Present: Director Starosta & Jill Cannizzo

B. A quorum was established.

C. There were no visitors present tonight.

D. I, Trustee Ottenweller make a motion to approve the agenda as presented. I, Trustee Rouleau 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 as presented. I, Trustee Johnson second the motion.

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 April 20th Strategic Planning Committee Meeting, June 17th regular Board meeting and the July 1st Committee of the whole meeting.

b. No correspondence tonight

Treasurer

a. June 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 \$93,461.51 in Checking \$158.77, and \$458,851.83 in IL Fund as of 7/11/2024.

4. President's Report

President Corgiat thanked Director Starosta for being in the fourth of July parade. President Corgiat was told that the village is sending out a survey in about 2 to 3 months.

5. Director's Report

Director Starosta sends weekly emails. Things have been very busy with summer reading program going on.

6. Committee Reports

A. Advocacy (Trustee Ottenweller)

The next meeting will be after the next Committee of the Whole meeting on August 5th. Trustee Ottenweller picked up a Bookmark from a doctor's office from the Oak Park Library. She would like to look at some from the other libraries in the area before creating one for North Riverside.

B. Buildings & Grounds (Trustee Rouleau)

Trustee Rouleau reported that Jim from Trimline has been told to go ahead with the fence.

C. Finance (Trustee Mathias)

Trustee Mathias reported that on the IL Funds he has the statement for last month and it is looking pretty good. It has accumulated over \$7,000.00 since January. There has not been much deposited from tax bills yet. Capitol One there was a little interest so now it should be 0 new interest paid. Since the accountants have now produced the full budget for the year, if anyone is interested you can look at it to see where thing went over or under. Monitor the budget for the new fiscal year. Trustee Mathias want to work with Trustee Rouleau to make a plan for the next 5 years.

D. Personnel (Trustee Gordon)

Trustee Gordon reported that everyone participated in the Director's evaluation. Thank you for that. He is working on that. He mentioned a salary survey that Director Starosta sent out for everyone to look at just for reference.

E. Policy (Trustee Bonnar)

Trustee Bonnar nothing to report tonight. The committee will work on 3 and 4.

F. Strategic Planning (Trustee Johnson)

Trustee Johnson scheduled the next meeting for August 5th at 5:30 p.m. He will send out an email to the committee to see if that works.

G. Grants (Director Starosta)

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

7. New Business

A. Secretary Audit Committee

I, Trustee Mathias make a motion to approve Trustee Rouleau and Johnson to be the Secretary Audit Committee. I, Trustee Ottenweller second the motion. All ayes, motion carried.

B. Building and Maintenance Ordinance

I, Trustee Mathias make a motion to approve the Building and Maintenance Ordinance as presented. I, Trustee Rouleau second the motion.

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

C. Marketing Job Description

I, Trustee Ottenweller make a motion to approve the marketing job description. I, Trustee Gordon second the motion. All ayes, motion carried.

8. I, Trustee Rouleau make a motion to adjourn the meeting at 6:47 p.m. I, Trustee Mathias second the motion. All ayes, motion carried.

The next Board meeting is scheduled for August 19, 2024 at 6:00 p.m.

Respectfully Submitted

Jill M. Cannizzo

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Minutes
Committee of the Whole
Board of Trustees
August 5th, 2024

1. Open of Meeting

- A. Call to order - Meeting called to order by Annette Corgiat at 5:54pm.
- B. Determination of quorum - Kathy Bonnar, Ken Rouleau, Annette Corgiat, Greg Gordon, John Mathias, Kyle Johnson, Jeanne Ottenweller.
- C. Recognition of visitors to the meeting - Mike Bradley, Britney Musial and virtually Natalie Starosta.
- D. Approval of agenda and requested changes to agenda - Secretary Johnson made a motion to approve the agenda as presented. Motion seconded by Trustee Rouleau. All aye. Motion carried.

2. Open Forum

No comments.

3. Special Marketing Plan Presentation and Q&A

A.

4. Advocacy

- A. Advocacy Ideas - The Advocacy Committee will be meeting directly following the CoW.

5. Building & Grounds

- A. Lower Level update discussion - No updates.
- B. Painting/wall repair update - Work has been completed.
- C. FY25 Repair/Replacement plans - See attached condensed word document which details the projects planned for the next several years, estimated capital reserve growth and planned capital spending. No comments.

6. Finance

- A. Treasurer Mathias reported that there is approximately \$200,000 remaining to pay on the loan. It is possible to pay that off early. He has calculated an approximately 10% increase in property tax revenue over last fiscal year. He reported incoming tax revenue funds and expressed concerns over rising costs and possible building issues. Director Starosta noted that in FY24 the library spent \$53,000 less than it received in revenue.
- B. Review FY25 Budget and Appropriation Ordinance - No Comments. The hearing notice has been published. The hearing and ordinance vote will be at the September Board meeting.

7. Personnel

- A. Director's Evaluation - Vice President Gordon has completed the numerical portion of the evaluation and is currently

working to compile the comments. The evaluation will be added to the August Board meeting as an action item.

8. Policy

A. Update on Policy Section 2 - President Corgiat had nothing new to report. She is still working with the attorney and annuity company.

B. Review Policy Section 3 - Trustee Bonnar discussed the proposed changes and updates to Section 3. No questions. Section 3 will be added to the August Board meeting as an action item.

9. Strategic Planning

A. No updates to report.

10. Other Business

A. Annexation discussion - Hines - Hospital area - Tabled until following the election. Item will be removed from the agenda until December 2024.

B. Committee responsibilities and expectations - President Corgiat discussed how she expects committee meetings to be in the future. Only one meeting may be held per month on a first come first serve basis.

11. Adjournment

Trustee Rouleau made a motion to adjourn the meeting at 6:58pm. The motion was seconded by Treasurer Mathais. All aye. Motion carried.

The Library Board meeting is scheduled for Monday, August 19th, 2024 at 6:00pm.

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Minutes

Strategic Planning Committee

August 5th, 2024

1. Open of Meeting

- A. Call to order - Meeting was called to order by Chair Kyle Johnson at 5:31pm.
- B. Determination of quorum - Committee Members in attendance were: Kyle Johnson, John Mathias, Greg Gordon, and Annette Corgiat.
- C. Recognition of visitors to the meeting - Kathy Bonnar, Mike Bradley, Britney Musial and virtually Natalie Starosta.
- D. Approval of agenda and requested changes to agenda - Vice President Gordon made the motion to approve the agenda as stated. Motion seconded by Treasurer Mathias. All aye. Motion carried.

2. Open Forum

No comments.

3. Strategic Planning

- A. Review of previous strategic planning surveys: Chair Johnson handed out copies of the 2013, 2015 and 2019 surveys to the committee members and asked that they review those for the next meeting. He said that using the same questions from the 2019 survey would make the most sense since it would be easiest to compare prior data and measure change.
 - i. There was a discussion on using an incentive for answering the surveys. But there was concern over how many people from out of the area would submit a survey. If an incentive is offered, it will be for North Riverside residents only.
 - ii. The committee discussed the fact that many people who answer surveys are disgruntled over some issue or another so there is the possibility not all of the feedback will be positive.
 - iii. The committee discussed how to reach non-users and how much it would cost to print and mail the survey and a stamped return envelop to all North Riverside households. In 2015, the last time the survey was mailed - no mailing in 2019, it cost about \$2,300. Natalie will ask the current printing company for an estimate. The goal is to send the survey out in the Spring of 2025.
 - iv. The committee will review the previous surveys, and the current Recreation survey as well as create a calendar for the strategic planning process at the next meeting.
 - No date set.

B. Work on 2025 strategic planning survey composition: No work completed. Tabled for next meeting.

4. Adjournment

Motion made by Chair Johnson to adjourn the meeting at 5:54pm.

Motion seconded by Treasurer Mathias. All aye. Motion carried.

The Library Board meeting is scheduled for Monday, August 19th, 2024 at 6:00pm.

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Minutes

Advocacy Committee

August 5th, 2024

1. Open of Meeting

- A. Call to order - Meeting called to order by Chair Ottenweller at 6:59pm.
- B. Determination of quorum - Kathy Bonnar, Jeanne Ottenweller, Kyle Johnson and Annette Corgiat.
- C. Recognition of visitors to the meeting - John Mathias, Mike Bradley, Britney Musial, and virtually Natalie Starosta.
- D. Approval of agenda and requested changes to agenda- Secretary Johnson made a motion to approve the agenda as presented. Motion seconded by Trustee Bonnar. All aye. Motion carried.

2. Open Forum

No comments.

3. Advocacy

- A. Discussion of ILA Advocacy Toolkit
 - i. Develop the Advocacy Plan - Chair Ottenweller discussed the sample plan provided in the ILA Advocacy Toolkit. Director Starosta will resend a link to the toolkit to committee members to review before the next meeting.
 - ii. Advocacy Action Tips - Chair Ottenweller discussed the "Know Your Library and Community" idea. Currently the Village is restructuring the former Neighborhood Services committee which would be a great please to spread information about the library. Chair Ottenweller will be handing out bookmarks and goody bags for participants at her local Block Party from the Library. President Corgiat said that in the future she will talk about the library at the Mater Christi Women's Guild meetings.
 - iii. She also talked about the recent presentation by United for Libraries in which several presenters talked about how the Board should be reflective of the community it serves. President Corgiat said that they have had 2 Hispanic board members in the past but no one from that part of the community has been interested in serving on the Board.
- B. Presentation of previous advocacy efforts by Annette Corgiat - No presentation. Tabled for next meeting.

4. Adjournment

Motion made by Secretary Johnson to adjourn the meeting at 7:36pm. Motion seconded by President Corgiat. All aye. Motion carried.

The Library Board meeting is scheduled for Monday, August 19th, 2024
at 6:00pm.

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Minutes
Policy Committee
August 5th, 2024

1. Open of Meeting

- A. Call to order - Meeting called to order by Chair Bonnar at 7:36pm.
- B. Determination of quorum - Kathy Bonnar, Kyle Johnson, Jeanne Ottenweller, and Annette Corgiat.
- C. Recognition of visitors to the meeting - John Mathias, Mike Bradley, Britney Musial, and virtually Natalie Starosta.
- D. Approval of agenda and requested changes to agenda - Secretary Johnson made a motion to approve the agenda as presented. Trustee Ottenweller seconded the motion. All aye. Motion carried.

2. Open Forum

No comments.

3. Policy Committee

- A. Review of how each section is reviewed and goals of the committee - Chair Bonnar and Director Starosta reviewed the current process of reviewing policies which is a 4 step process. 1. Director and staff review policy section. Draft change suggestions. 2. Director and Chair meet, discuss, and update drafted changes. 3. Review draft changes at Policy Committee meeting. 4. Bring draft changes/updates to the CoW for review.
- B. The Committee also discussed that not only is the Committee responsible for reviewing and updating the policies but also suggesting possible additions.

4. Adjournment

Motion made by Secretary Johnson to adjourn the meeting at 7:48pm. Motion seconded by Trustee Bonnar. All aye. Motion carried.

The Library Board meeting is scheduled for Monday, August 19th, 2024 at 6:00pm.

Management Report

North Riverside Public Library District
For the period ended July 31, 2024



Prepared on
August 15, 2024

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Profit and Loss

July 2024

	Total
INCOME	
6903-01 Fines & Fees	496.29
6904-01 Donations	2,812.28
6905-01 Grants	11,027.61
Interest	
6906-01 Interest	2,139.10
Total Interest	2,139.10
Property Taxes	
6901-01 Property Tax Revenue - Corporate Fund	241,300.94
6901-04 Property Tax Revenue - Audit Fund	1,799.88
6901-05 Property Tax Revenue - Liability Insurance	3,082.11
6901-06 Property Tax Revenue - Unemployment Insurance	270.12
6901-07 Property Tax Revenue - Building Fund	11,021.10
6901-08 Property Tax Revenue - Social Security Fund	8,548.77
6901-12 Property Tax Revenue - IMRF Fund	10,798.42
Total Property Taxes	276,821.34
Total Income	293,296.62
GROSS PROFIT	293,296.62
EXPENSES	
8360-01 Grants	1,209.21
Advertising & Marketing	
8365-01 Library Promotion	84.99
Total Advertising & Marketing	84.99
Bank Charges & Fees	
8396-01 Bank Charges & Fees	100.98
Total Bank Charges & Fees	100.98
Benefits	
7600-05 Health Insurance	6,413.32
7650-09 IMRF	4,261.19
7660-06 Unemployment Insurance	697.63
7670-01 Taxes-Fica Expense	5,053.03
Total Benefits	16,425.17
Building Expense	
8306-07 Building Supplies & Maintenance	91.70
8308-07 Service Contracts	3,409.57
8330-01 Casual Labor	100.00
Total Building Expense	3,601.27
Computers/Technology	
8180-01 Software	75.00
8190-01 Website	159.98

	Total
Total Computers/Technology	234.98
Legal & Professional Services	
8400-01 Accounting	1,540.00
8430-01 Payroll Expenses	565.96
Total Legal & Professional Services	2,105.96
Library Materials	
8090-01 Adult A/V	292.93
8096-01 Teen A/V	423.88
8120-01 Newspapers	722.97
8130-01 Internet Databases	2,055.50
Total Library Materials	3,495.28
Office Supplies & Software	
8202-01 Office Supplies	494.77
Total Office Supplies & Software	494.77
Programs & Strategic Initiatives	
8150-01 Children's Programs	258.35
8153-01 Teen Programs	27.91
8155-01 Adult Programs	27.91
8158-01 Strategic Initiatives	5.99
Total Programs & Strategic Initiatives	320.16
Salaries	
7504-01 Circulation	14,284.51
7505-01 Adult Services	6,321.36
7506-01 Youth Services	9,989.26
7507-01 Pages	945.15
7508-01 Administration	34,739.40
7509-01 Facilities	0.00
Total Salaries	66,279.68
Travel & Training	
7800-01 Educational Staff Training	-72.00
8355-01 Memberships	400.00
Total Travel & Training	328.00
Utilities	
8301-07 Internet/Phone	247.22
8303-07 Gas	352.26
Total Utilities	599.48
Total Expenses	95,279.93
NET OPERATING INCOME	198,016.69
NET INCOME	\$198,016.69

Balance Sheet

As of July 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	363,094.06
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	-36,249.57
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)	370,559.22
1501-01 First American Checking (5001)	33,200.03
1509-07 Cash - IPTIP IL Funds	360,713.02
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	821,387.30
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	506,996.74
2000-04 Taxes Receivable-Audit	973.88
2000-05 Taxes Receivable-Insurance	9,211.93
2000-06 Taxes Receivable-Liab Insur	563.58
2000-07 Taxes Recievable-Bldg Fund	22,994.48
2000-08 Taxes Receivable-SS Fund	17,836.24
2000-09 Taxes Receivable-Pension Fund	0.00
2000-12 Property Tax Recievable - IMRF	22,529.87
Total Accounts Receivable	581,106.72
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	2,920.34
2400-05 Prepaid Expenses 05	0.00
2400-07 Prepaid Expense	293.24
Total Other Current Assets	773,024.82
Total Current Assets	2,175,518.84

	Total
TOTAL ASSETS	\$2,175,518.84
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	2,392.44
4003-01 Child Support	0.00
4200-01 Accrued Wages	20,781.08
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	1,211.83
4240-01 State Withholding	301.03
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	506,996.74
4300-04 Deferred Tax Rev - Audit Fund	973.88
4300-05 Deferred Tax Rev Liability Fund	9,211.93
4300-06 Deferred Tax Rev Unemployment	563.58
4300-07 Deferred Tax Rev Building Fund	22,994.48
4300-08 Deferred Tax Rev SS	17,836.24
4300-09 Deferred Tax Rev Pension	0.00
4300-12 Deferred Tax Rev - IMRF	22,529.87
4470-07 Due to/from Corp - Building fund	0.00
Total Other Current Liabilities	605,793.10
Total Current Liabilities	605,793.10
Total Liabilities	605,793.10
Equity	
3200-00 Retained Earnings	-37,510.95
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

	Total
5600-08 Social Security Fund Balance	-18,304.00
5600-09 Pension Fund Balance	-91,867.00
Opening Balance Equity	0.00
Net Income	198,016.69
Total Equity	1,569,725.74
TOTAL LIABILITIES AND EQUITY	\$2,175,518.84



North Riverside Public Library District Budget vs. Actuals FY25 July - June 2025

	July 2024 MTD Actual	FY25 YTD Actual	FY25 Budget	over Budget	% of Budget
Income					
6901-14 Estimated loss due to property assessment appeals	0.00	0.00	0.00	0.00	
6903-01 Fines & Fees	496.29	496.29	6,000.00	-5,503.71	8.27%
6904-01 Donations	2,812.28	2,812.28	35,000.00	-32,187.72	8.04%
6905-01 Grants	11,027.61	11,027.61	100,000.00	-88,972.39	11.03%
6907-01 Credit Card Income	0.00	0.00	3,000.00	-3,000.00	0.00%
6920-01 Unrealized Income-Annuities	0.00	0.00	10,000.00	-10,000.00	0.00%
6906-01 Interest	2,139.10	2,139.10	4,500.00	-2,360.90	47.54%
6901-01 Property Tax	276,821.34	276,821.34	1,175,000.00	-898,178.66	23.56%
Total Income	\$ 293,296.62	\$ 293,296.62	\$ 1,333,500.00	-\$ 1,040,203.38	21.99%
Expenses					
8360-01 Grants	1,209.21	1,209.21	100,000.00	-98,790.79	1.21%
Advertising & Marketing					
8361-01 Donations	0.00	0.00	35,000.00	-35,000.00	0.00%
8365-01 Library Promotion	84.99	84.99	1,500.00	-1,415.01	5.67%
8370-01 Postage	0.00	0.00	2,000.00	-2,000.00	0.00%
8375-01 Advertising	0.00	0.00	0.00	0.00	
8385-01 Memorials & Tributes	0.00	0.00	200.00	-200.00	0.00%
8399-01 ILL Loss/Damage	0.00	0.00	250.00	-250.00	0.00%
8404-01 Staff Recognition	0.00	0.00	500.00	-500.00	0.00%
8410-01 Printing	0.00	0.00	12,000.00	-12,000.00	0.00%
Total Advertising & Marketing	\$ 84.99	\$ 84.99	\$ 51,450.00	-\$ 51,365.01	0.17%
Bank Charges & Fees					
8396-01 Bank Charges & Fees	100.98	100.98	500.00	-399.02	20.20%
Total Bank Charges & Fees	\$ 100.98	\$ 100.98	\$ 500.00	-\$ 399.02	20.20%
Benefits					
7600-05 Health Insurance	6,413.32	6,413.32	33,500.00	-27,086.68	19.14%
7650-09 IMRF	4,261.19	4,261.19	48,854.00	-44,592.81	8.72%
7660-06 Unemployment Insurance	697.63	697.63	4,000.00	-3,302.37	17.44%
7670-01 Taxes-Fica Expense	5,053.03	5,053.03	46,945.00	-41,891.97	10.76%
Total Benefits	\$ 16,425.17	\$ 16,425.17	\$ 133,299.00	-\$ 116,873.83	12.32%
Building Expense					
8306-07 Building Supplies & Maintenance	91.70	91.70	9,500.00	-9,408.30	0.97%
8308-07 Service Contracts	3,409.57	3,409.57	46,500.00	-43,090.43	7.33%
8315-07 Fees & Permits	0.00	0.00	2,200.00	-2,200.00	0.00%
8330-01 Casual Labor	100.00	100.00	1,000.00	-900.00	10.00%
8335-07 Building Repairs	0.00	0.00	94,000.00	-94,000.00	0.00%
Total Building Expense	\$ 3,601.27	\$ 3,601.27	\$ 153,200.00	-\$ 149,598.73	2.35%
Computers/Technology					
8171-01 Tech Service	0.00	0.00	10,800.00	-10,800.00	0.00%
8172-01 Computer Equipment	0.00	0.00	2,500.00	-2,500.00	0.00%
8175-01 SWAN	0.00	0.00	22,500.00	-22,500.00	0.00%
8180-01 Software	75.00	75.00	1,250.00	-1,175.00	6.00%
8190-01 Website	159.98	159.98	1,200.00	-1,040.02	13.33%
8195-01 Email	0.00	0.00	0.00	0.00	
Total Computers/Technology	\$ 234.98	\$ 234.98	\$ 38,250.00	-\$ 38,015.02	0.61%
Insurance					
8460-05 Liability Insurance	0.00	0.00	21,000.00	-21,000.00	0.00%
Total Insurance	\$ 0.00	\$ 0.00	\$ 21,000.00	-\$ 21,000.00	0.00%
Interest Paid					

8601-02 Debt Service-Interest	0.00	0.00	9,000.00	-9,000.00	0.00%
8701-02 Debt Certificate Principle	0.00	0.00	27,800.00	-27,800.00	0.00%
Total Interest Paid	\$ 0.00	\$ 0.00	\$ 36,800.00	-\$ 36,800.00	0.00%
Legal & Professional Services					
8400-01 Accounting	1,540.00	1,540.00	13,500.00	-11,960.00	11.41%
8401-04 Audit	0.00	0.00	8,200.00	-8,200.00	0.00%
8402-01 Legal Fees	0.00	0.00	5,500.00	-5,500.00	0.00%
8405-01 Appraisal	0.00	0.00	450.00	-450.00	0.00%
8406-01 Collection Agency	0.00	0.00	150.00	-150.00	0.00%
8430-01 Payroll Expenses	565.96	565.96	7,500.00	-6,934.04	7.55%
8435-01 Background Checks	0.00	0.00	200.00	-200.00	0.00%
Total Legal & Professional Services	\$ 2,105.96	\$ 2,105.96	\$ 35,500.00	-\$ 33,394.04	5.93%
Library Materials					
8090-01 Adult A/V	292.93	292.93	8,000.00	-7,707.07	3.66%
8091-01 Children's A/V	0.00	0.00	2,800.00	-2,800.00	0.00%
8096-01 Teen A/V	423.88	423.88	2,200.00	-1,776.12	19.27%
8100-01 Replacement Materials	0.00	0.00	0.00	0.00	
8103-01 Foreign Lang. Materials	0.00	0.00	0.00	0.00	
8105-01 Adult Fiction/Non-Fiction	0.00	0.00	23,000.00	-23,000.00	0.00%
8106-01 Children Fiction / Non-Fiction	0.00	0.00	15,000.00	-15,000.00	0.00%
8107-01 Teen Fiction/Non-Fiction	0.00	0.00	7,000.00	-7,000.00	0.00%
8108-01 eBooks	0.00	0.00	5,000.00	-5,000.00	0.00%
8120-01 Newspapers	722.97	722.97	3,600.00	-2,877.03	20.08%
8130-01 Internet Databases	2,055.50	2,055.50	18,000.00	-15,944.50	11.42%
8140-01 Periodicals	0.00	0.00	900.00	-900.00	0.00%
Total Library Materials	\$ 3,495.28	\$ 3,495.28	\$ 85,500.00	-\$ 82,004.72	4.09%
Office Supplies & Software					
8202-01 Office Supplies	494.77	494.77	10,500.00	-10,005.23	4.71%
Total Office Supplies & Software	\$ 494.77	\$ 494.77	\$ 10,500.00	-\$ 10,005.23	4.71%
Programs & Strategic Initiatives					
8150-01 Children's Programs	258.35	258.35	6,500.00	-6,241.65	3.97%
8153-01 Teen Programs	27.91	27.91	2,800.00	-2,772.09	1.00%
8154-01 Makerspaces/library of things	0.00	0.00	3,500.00	-3,500.00	0.00%
8155-01 Adult Programs	27.91	27.91	5,500.00	-5,472.09	0.51%
8156-01 Technology Programs	0.00	0.00	0.00	0.00	
8158-01 Strategic Initiatives	5.99	5.99	0.00	5.99	
Total Programs & Strategic Initiatives	\$ 320.16	\$ 320.16	\$ 18,300.00	-\$ 17,979.84	1.75%
Salaries					
7504-01 Circulation	14,284.51	14,284.51	115,600.00	-101,315.49	12.36%
7505-01 Adult Services	6,321.36	6,321.36	67,290.00	-60,968.64	9.39%
7506-01 Youth Services	9,989.26	9,989.26	98,000.00	-88,010.74	10.19%
7507-01 Pages	945.15	945.15	15,300.00	-14,354.85	6.18%
7508-01 Administration	34,739.40	34,739.40	306,000.00	-271,260.60	11.35%
7509-01 Facilities	0.00	0.00	0.00	0.00	
Total Salaries	\$ 66,279.68	\$ 66,279.68	\$ 602,190.00	-\$ 535,910.32	11.01%
Travel & Training					
7700-01 Educational Training Trustees	0.00	0.00	250.00	-250.00	0.00%
7800-01 Educational Staff Training	-72.00	-72.00	4,000.00	-4,072.00	-1.80%
8342-01 Lodging, Meals, Mileage	0.00	0.00	1,000.00	-1,000.00	0.00%
8355-01 Memberships	400.00	400.00	2,000.00	-1,600.00	20.00%
8390-01 Mileage Reimbursement	0.00	0.00	0.00	0.00	
Total Travel & Training	\$ 328.00	\$ 328.00	\$ 7,250.00	-\$ 6,922.00	4.52%
Utilities					
8301-07 Internet/Phone	247.22	247.22	10,261.00	-10,013.78	2.41%
8302-07 Electricity	0.00	0.00	20,000.00	-20,000.00	0.00%
8303-07 Gas	352.26	352.26	6,000.00	-5,647.74	5.87%
8304-07 Water/Garbage	0.00	0.00	3,500.00	-3,500.00	0.00%

Total Utilities	\$ 599.48	\$ 599.48	\$ 39,761.00	-\$ 39,161.52	1.51%
8395-01 Miscellaneous Expense	0.00	0.00	0.00	0.00	0%
Total Expenses	\$ 95,279.93	\$ 95,279.93	\$ 1,333,500.00	-\$ 1,238,220.07	7.15%
Net Operating Income	\$ 198,016.69	\$ 198,016.69	\$ 0.00	\$ 198,016.69	
Net Income	\$ 198,016.69	\$ 198,016.69	\$ 0.00	\$ 198,016.69	



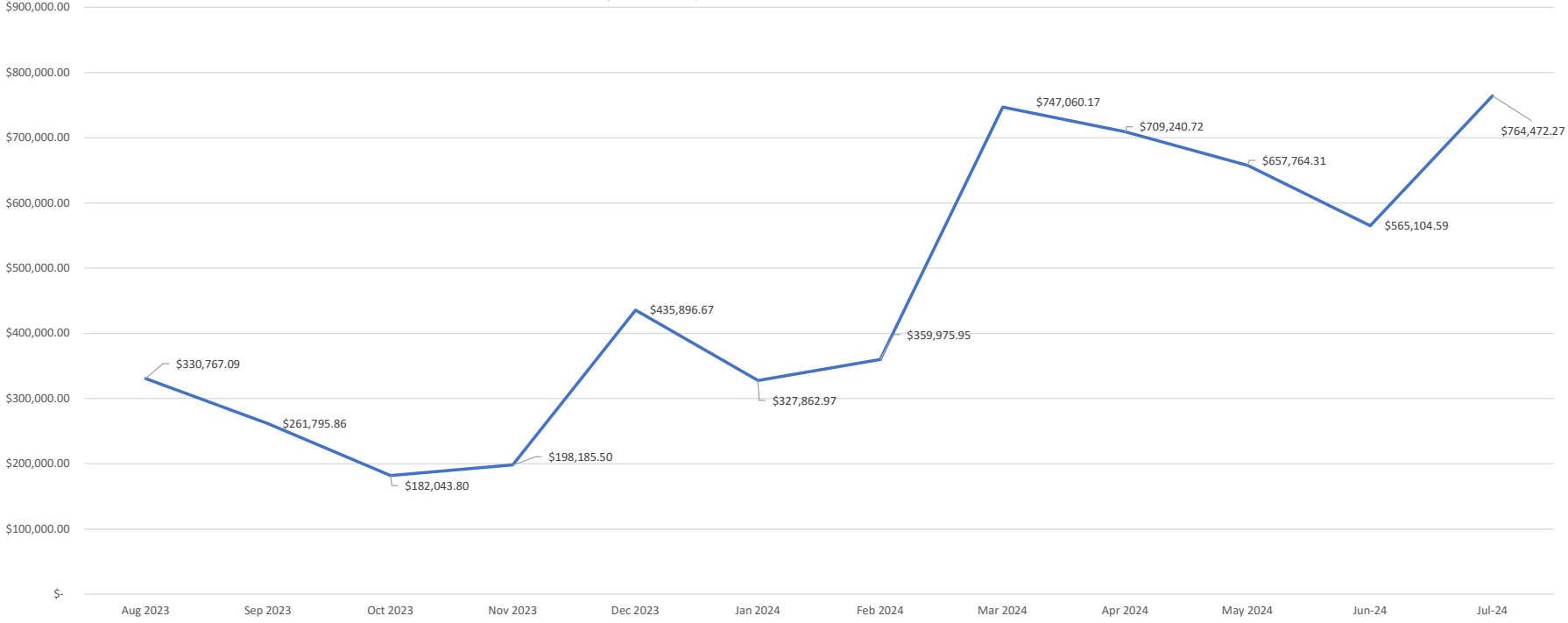
North Riverside Public Library District
Check Detail Report
July 2024

Date	Num	Name	Memo/Description	Amount
07/11/2024	16144	AT&T 1	ACCOUNT # 831-001-2131 606 INV. 6861941904	63.10
07/11/2024	16145	Colley Elevator Co.	INn. 262159	335.00
07/11/2024	16146	CLEAN NET OF OF ILLINOIS, INC	INV. CHI0061829	1299.00
07/11/2024	16147	CyberOptik	Inv # 9798 one year	99.00
07/11/2024	16148	Midwest Tape	INV 505696981	329.33
07/11/2024	16149	THE J.P. COOKE COMPANY	INV. 839394	168.56
07/11/2024	16150	LIMRiCC	MONTHLY BILLING JUNE AND JULY 2024	6773.32
07/11/2024	16151	LEAF	INV 16736923	821.82
07/11/2024	16152	Lauterbach & Amen, LLP	INV93118	1540.00
07/11/2024	16153	Mission Square - 304650	BATCH 6652168	631.03
07/11/2024	16154	Proquest LLC	ACCOUNT # 154512 INV. 70851067	1526.17
07/11/2024	16155	Quinlan Security Systems	INV 34946	519.75
07/11/2024	16156	RAILS	INV 12426	400.00
07/11/2024	16157	WELLPOWER COACHING	SELF-DEFENSE JULY 18TH	350.00
07/11/2024	16158	Colley Elevator Co.	INn. 261266	434.00
07/11/2024	16159	Jill Cannizzo	BOARD MINUTES JULY 15, 2024	100.00
07/11/2024	16160	Comcast	Acct# 8771 20 134 0118334	184.12
Total \$				15,574.20

North Riverside Public Library District
Profit and Loss
 Aug 2023 - July 2024

	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	April 24	May 24	June 24	July 24	Total
Beginning Cash	\$ 435,830.72	\$ 351,546.63	\$ 261,795.86	\$ 182,043.80	\$ 198,185.50	\$ 435,896.67	\$ 327,862.97	\$ 359,975.95	\$ 747,060.17	\$ 709,240.72	\$ 657,764.31	\$ 565,104.59	
Income													
6903-01 Fines & Fees	1,700.36	130.22	201.33	576.70	271.17	166.18	226.88	303.76	401.01	160.52	108.82	496.29	4,743.24
6904-01 Donations	4,839.53	329.63	532.04	1,212.76	771.79	452.77	645.72	831.07	1,141.34	456.87	309.71	2,812.28	14,335.51
6905-01 Grants	3,922.92			7,500.00	7,814.00				25,000.00		1,288.38	11,027.61	56,552.91
6915-07 Loan Proceeds													0.00
Interest	1,270.08	962.83	764.73	446.96	1,418.12	1,285.29	1,039.19	2,413.44	3,189.51	2,656.60	2,378.06	2,139.10	19,963.91
Property Taxes	10,777.97	0.00	0.00	124,516.56	366,331.31	0.00	155,468.96	471,231.89	0.00	41,222.92	2,391.84	276,821.34	1,448,762.79
Total Income	\$ 22,510.86	\$ 1,422.68	\$ 1,498.10	\$ 134,252.98	\$ 376,606.39	\$ 1,904.24	\$ 157,380.75	\$ 474,780.16	\$ 29,731.86	\$ 44,496.91	\$ 6,476.81	\$ 293,296.62	\$ 1,544,358.36
Gross Profit	\$ 22,510.86	\$ 1,422.68	\$ 1,498.10	\$ 134,252.98	\$ 376,606.39	\$ 1,904.24	\$ 157,380.75	\$ 474,780.16	\$ 29,731.86	\$ 44,496.91	\$ 6,476.81	\$ 293,296.62	\$ 1,544,358.36
Expenses													
8360-01 Grants	344.49	575.48	7,014.58	3,222.41	360.60	1,516.00	7,680.73	486.39	1,399.00	2,273.29	7,003.74	1,209.21	33,085.92
8360-01 Petty Cash													0.00
8380-01 Telephone													0.00
Advertising & Marketing	1,080.56	3,080.73	12.00	691.72	3,383.41	259.65	412.96	4,053.80	0.00	3,226.25	7,459.77	84.99	23,745.84
Bank Charges & Fees	0.00	0.00	144.00	34.91	420.91	61.39	467.46	0.00	0.00	33.48	263.41	100.98	1,526.54
Benefits	11,563.01	14,824.90	4,931.03	13,459.78	15,384.23	7,809.83	14,367.97	7,849.05	9,733.30	11,894.74	7,950.60	16,425.17	136,193.61
Building Expense	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	14,186.47	6,019.10	3,601.27	101,508.51
Computers/Technology	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	10,498.71	1,295.86	234.98	45,131.66
Insurance	0.00	0.00	0.00	0.00	0.00	20,344.00	0.00	0.00	0.00	0.00	0.00		20,344.00
Interest Paid	0.00	0.00	0.00	0.00	32,297.17	0.00	0.00	0.00	0.00	0.00	3,952.40		36,249.57
Legal & Professional Services	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	1,689.90	2,057.58	2,105.96	37,621.65
Library Materials	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	6,244.84	5,249.49	3,495.28	67,127.46
Office Supplies & Software	65.00	612.66	936.92	1,898.30	332.27	1,581.80	1,062.68	1,431.62	0.00	812.08	3,231.56	494.77	12,459.66
Programs & Strategic Initiatives	1,949.87	3,632.48	3,568.89	3,138.39	1,075.23	1,760.92	2,010.81	1,956.01	0.00	2,105.42	-1,653.17	320.16	19,865.01
Salaries	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	45,373.65	53,659.36	66,279.68	624,169.42
Travel & Training	0.00	247.20	1,358.47	0.00	55.00	1,600.99	4,336.69	1,025.95	59.00	511.33	801.21	328.00	10,323.84
Utilities	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	-1,400.65	2,338.66	599.48	49,919.11
Misc Expense									-2,474.01	396.03			-2,077.98
Total Expenses	\$ 107,248.29	\$ 89,186.50	\$ 82,868.19	\$ 118,160.28	\$ 136,972.59	\$ 112,465.09	\$ 126,015.83	\$ 89,309.65	\$ 62,212.36	\$ 97,449.51	\$ 99,629.57	\$ 95,279.93	\$ 1,217,193.82
Net Operating Income	(84,737.43)	(87,763.82)	(81,370.09)	16,092.70	239,633.80	(110,560.85)	31,364.92	385,470.51	(32,480.50)	(53,348.63)	(93,152.76)	198,016.69	327,164.54
Balance Sheet Adjustments	453.34	(1,986.95)	1,618.03	49.00	(1,922.63)	2,527.15	748.06	1,613.71	(5,338.95)	1,872.22	493.04	1,350.99	1,477.01
Net Income	(84,284.09)	(89,750.77)	(79,752.06)	16,141.70	237,711.17	(108,033.70)	32,112.98	387,084.22	(37,819.45)	(51,476.41)	(92,659.72)	199,367.68	328,641.55
Ending Cash	\$ 351,546.63	\$ 261,795.86	\$ 182,043.80	\$ 198,185.50	\$ 435,896.67	\$ 327,862.97	\$ 359,975.95	\$ 747,060.17	\$ 709,240.72	\$ 657,764.31	\$ 565,104.59	\$ 764,472.27	

Aug 2023 - July 2024



Payment Information		
Payment Due Date	For online and phone payments, the deadline is 8pm ET.	
Aug 13, 2024		
New Balance	Minimum Payment Due	
\$5,915.49	\$591.00	
<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	\$7,718
If you would like information about credit counseling services, call 888-326-8055.		

Account Summary	
Previous Balance	\$3,354.01
Payments	- \$3,354.01
Other Credits	- \$57.37
Transactions	+ \$5,972.86
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
New Balance	= \$5,915.49
Revolving Credit Limit	\$17,000.00
Available Revolving Credit (as of Jul 19, 2024)	\$11,084.51
Cash Advance Credit Limit	\$7,500.00
Available Credit for Cash Advances	\$7,500.00

Rewards Summary	Rewards as of: 07/19/2024	
Rewards Balance	Track and redeem your rewards with our mobile app or on capitalone.com	
\$565.03		
Previous Balance	Earned This Period	Redeemed this period
\$432.80	\$132.23	\$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: 800-867-0904

See reverse for Important Information



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



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

Account ending in 3899

New Balance	Minimum Payment Due	Amount Enclosed
\$5,915.49	\$591.00	\$ _____

Capital One
 P.O. Box 4069
 Carol Stream IL 60197-4069-69

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



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Customer Service 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
Jul 8	Jul 8	CAPITAL ONE AUTOPAY PYMTAuthDate 08-Jul	-\$3,354.01
Jul 8	Jul 9	AMAZON MKTPLACE PMTSAmzn.com/billWA	-\$57.37

NATALIE STAROSTA #3899: Transactions

Trans Date	Post Date	Description	Amount
Jun 29	Jul 1	AMAZON MKTPL*RC3MC8YU0Amzn.com/billWA	\$114.74
Jul 2	Jul 2	EB ATLAS MEMBERSHIP 28014137200CA	\$55.20
Jul 3	Jul 4	WALMART.COMWALMART.COMAR	\$393.11
Jul 10	Jul 11	MEIJER # 206ALGONQUINIL	\$6.46
Jul 16	Jul 17	AMAZON MAR* 112-697978SEATTLEWA	\$359.98
Jul 18	Jul 18	AMERICAN LIBRARY ASSOC860-347-6933IL	\$53.50
Jul 18	Jul 18	AMERICAN LIBRARY ASSOC860-347-6933IL	\$53.50

NATALIE STAROSTA #3899: Total Transactions **\$1,036.49**

VERONICA MARTINEZ #6021: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
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VERONICA MARTINEZ #6021: Transactions

Trans Date	Post Date	Description	Amount
Jun 19	Jun 21	HOBBY-LOBBY #919NORTH RIVERSIIL	\$15.99
Jun 21	Jun 21	AMZN Mktp US*YD4NI1FP3Amzn.com/billWA	\$14.36
Jun 23	Jun 24	AMAZON MAR* VERONICA 8SEATTLEWA	\$30.97
Jul 8	Jul 10	THE HOME DEPOT #1901BROADVIEWIL	\$27.35
Jul 10	Jul 10	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$58.00
Jul 16	Jul 17	TARGET 00020818BROADVIEWIL	\$41.45
Jul 17	Jul 18	AMZN Mktp US*RS4MI16C0Amzn.com/billWA	\$252.00

VERONICA MARTINEZ #6021: Total Transactions **\$440.12**

BRITNEY MUSIAL #9066: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
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BRITNEY MUSIAL #9066: Transactions

Trans Date	Post Date	Description	Amount
Jun 21	Jun 22	LS FAIR GAMELA GRANGEIL	\$101.42
Jun 23	Jun 24	AMAZON.COM*RG3S02B02SEATTLEWA	\$159.98
Jun 24	Jun 25	AMZN Mktp US*RG4YC6SZ2Amzn.com/billWA	\$44.99
Jun 24	Jun 25	AMZN Mktp US*RG71KODZ2Amzn.com/billWA	\$89.98

Transactions (Continued)

Trans Date	Post Date	Description	Amount
Jun 25	Jun 26	AMAZON MKTPL*RG5XI7WL1Amzn.com/billWA	\$254.48
Jun 26	Jun 26	AMAZON.COM*RC60A50S2SEATTLEWA	\$73.96
Jun 28	Jun 29	AMAZON.COM*RC5PP31K2SEATTLEWA	\$22.95
Jun 29	Jul 1	PAYPAL *GRAEPHILLIP4029357733CA	\$59.85
Jun 30	Jul 1	AMAZON MKTPL*RC8BR4QQ1Amzn.com/billWA	\$10.99
Jul 1	Jul 2	Etsy.com*USBROOKLYNNY	\$0.20
Jul 3	Jul 4	AMAZON MKTPL*R71NF7JO2Amzn.com/billWA	\$300.05
Jul 5	Jul 6	BESTBUYCOM806947745637888BESTBUYMN	\$129.00
Jul 5	Jul 6	HP *HP.COM STORE888-345-5409CA	\$132.64
Jul 5	Jul 6	AMZN Mktpl US*R71XE7M02Amzn.com/billWA	\$12.92
Jul 5	Jul 6	FIVEBELOW.COM 18444523PHILADELPHIAPA	\$64.82
Jul 9	Jul 9	AMAZON MKTPL*RYORG5CF1Amzn.com/billWA	\$587.81
Jul 13	Jul 15	INGRAM LIBRARY SERVICE LA VERGNETN	\$986.23
Jul 14	Jul 15	AMAZON.COM*RY5FW8KL1SEATTLEWA	\$32.94
Jul 15	Jul 16	AMAZON.COM*RS5WJ1FE2SEATTLEWA	\$129.84
Jul 16	Jul 16	AMZN Mktpl US*RS6PE5FJ2Amzn.com/billWA	\$14.10
Jul 18	Jul 19	Prusa ResearchPragueCZE	\$63.12
BRITNEY MUSIAL #9066: Total Transactions			\$3,272.27

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
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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
Jun 21	Jun 21	Disney Plus8889057888CA	\$139.99
Jun 24	Jun 24	Amazon.com*RC43F83X0Amzn.com/billWA	\$14.95
Jun 24	Jun 25	AMAZON MKTPL*RC4KQ6A60Amzn.com/billWA	\$32.97
Jun 30	Jul 1	Amazon.com*RC0DU9DZ2Amzn.com/billWA	\$25.96
Jun 30	Jul 1	AMAZON MKTPL*RC2599232Amzn.com/billWA	\$62.94
Jul 14	Jul 15	AMAZON MKTPL*RY6OY72C1Amzn.com/billWA	\$38.46

MIKE BRADLEY #3731: Total Transactions			\$315.27
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Transactions (Continued)

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
Jul 3	Jul 4	PLAYAWAY PRODUCTS LLC SOLON OH	\$622.11
Jul 10	Jul 11	PLAYAWAY PRODUCTS LLC SOLON OH	\$50.34
Jul 14	Jul 15	AMAZON MKTPL*RS78B8FW0Amzn.com/billWA	\$207.15
Jul 19	Jul 19	AMAZON MKTPL*RS0U442P1Amzn.com/billWA	\$29.11

NATALIE CASTILLO #6852: Total Transactions	\$908.71
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Total Transactions for This Period	\$5,972.86
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Fees

Trans Date	Post Date	Description	Amount
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Total Fees for This Period	\$0.00
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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
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Totals Year-to-Date

Total Fees charged	\$173.00
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Total Interest charged	\$658.85
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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

- i** 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.
- i** You can find changes to your Rewards program by logging into your account and navigating to the Rewards FAQ section.
- i** You are enrolled in AutoPay. You've selected to pay the New Balance shown on this statement, which will be debited from your bank account on your scheduled payment date. If your payment is more than the current balance on your scheduled payment date, we will only debit the current balance.



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:

Reached out to Mike to discuss a Marketing Plan presentation and discussion for the August 5th CoW meeting.

Results of the latest strategic in library survey question (How did you learn about our programs?):

Website: 50; Newsletter: 37; Social Media 28; Flyer 34; Friends and Family 57; Newspaper 19 = Total of 225 responses

Natalie S., Eric and Veronica M. took part in this year's 4th of July parade.

Legal/Financial:

Worked with Lauterbach & Amen to reclassify several items into the correct budget categories.

*Please note that the FY24 budget ended with a net operating income of \$53,956.34 which I recommend be moved to our Capital Reserve Fund for future capital expenditures.

Work continues on the following issue: 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.

Completed and filed the yearly records disposal certificate for 2024. Received the approval and sorted and disposed of the approved documents.

Reviewing and planning compliance with SB3567 which requires posting the Truth in Taxation notices on the home page or directly linked to it.

Working on the IPLAR with plans to complete in mid August.

Annette requested an update on a minor issues between the landscaper Jeff and the painter Mario. Mario accused Jeff of scratching his car while Jeff was leaf blowing. We reviewed the video recording. Based on the video, a recording of which both men have, Jeff could not have caused the scratch.

Reviewed documents on the updated timeline for the April 2025 election for Library Trustees. Informed the 2 trustees who are up for reelection of the changes, printed their packets and 2 extra packets for any community members who may wish to run for a Library Trustee position.



Library Building:

Wall repair has been completed around the library.

The new smart lockers have been installed but are awaiting two back ordered parts before they can be branded.

Preferred Plumbing repaired the middle stall in the main floor women's bathroom which was leaking.

The various meeting/programming spots around the library (Teen spot, study rooms 1 & 2, Studio 2400, Story Time room, Meeting Room and the Build Guild) were used a total of 1379 times in FY24 or a total of 2779.1 hours for a return to the tax payers of an estimated \$68,950 based on the updated library ROI calculator.

Training:

I attended the ALA council meeting during ALA's Annual Conference.

I attended a virtual presentation about the upcoming call for a new Erate funding for cyber security in the Fall.

I attended an in person meeting about creating a grant application for an upcoming grant focused on narrowing the digital divide in our communities.

All Youth Services staff members attended a training on dealing with unattended children in the department. This is always a concern but especially during the summer and on school breaks.

We are working on the August 9th Staff in-service training plan to finalize that for next month.

Adult and Teen/Tween Department



In July, we held our annual Geek Week and it was a blast! We had so many people requesting it along with what their favorite genre of day was, so we made sure to incorporate everyone's suggestions and they had so much fun! They especially loved the trivia day and were extremely excited to likewise win prizes and the end of the week Raffle!

The Special Events Committee met to discuss the upcoming Haunted Library Week given how popular Geek Week is. We are going to make sure to have every day as a featured "haunted" day to keep it all exciting with crafts, speakers, Bingo/Lotería, and the means to get prizes.

Adult Active Programs

Fuel Your Journey	4
Yoga	8
Beaded Sunglasses	12
Mosaic Art	6
Tai Chi	7
Self Defense	21
Geek Week: Fantasy	7
Geek Week: Cartoon/Anime	6
Geek Week: Nostalgia Day	8
Geek Week: Sci-Fi Day	7
Geek Week: Superhero Day	4
Geek Week: Tolkien Day	5
Painted Coasters	15
Club de Lectura	3
Yoga	8
16 Total Active Programs	121 total participants

Teen/Tween Active Programs

Beaded Sunglasses	6
Cross Stitch	4
Circuits and Coding	1
Movies in the Teen Spot	4
Ice Cream Bookmarks	15
Self Defense	6
Cupcake Design	9
Geek Week: Fantasy	15
Geek Week: Cartoon/Anime	8
Geek Week: Nostalgia Day	6



Geek Week: Sci-Fi Day	5
Geek Week: Superhero Day	7
Geek Week: Tolkien Fan Meet Up	3
Graphic Novel Society	7
14 Total Active Programs	96 total participants

Adult/Teen Passive Programs

Craft Exchange	23
Seed Exchange	42
Makerspace	435
Book Displays	89
Bookmarks/Buttons	67
Air Hockey Table	52
Doodle Board	353
Reference Questions	502
Firework Wreath	26
Utensil Holder	25
Salmon Seasoning	28
Summer Reading	125
12 Total Passive Programs	1767 Total participants

Tech Team

In July, we had a total of 9 more one-on-one appointments in the library for individual tech help and digital preservation help. We also had two tech help sessions at Cantata Senior Living, which had 5 participants. Cantata has asked us back for two more sessions in August.

Youth Services Department

The summer reading challenge is in full swing and we have children logging their progress and coming to claim prizes daily. We are looking forward to the conclusion of the challenge to see how many of our young readers earn their completion certificate. This month has also consisted of much success with our regularly scheduled programs along with three special programs we had. We had our third annual Geek Week where we had many families come down to do crafts or take home kits and treats. Additionally, Ms. Alex created and executed a the highly anticipated Bluey Party. Many excited kids and parents took part in the games, activities, and photo opportunity that were created for the program. Finally, Ms. Natalie collaborated with the Brookfield Zoo to take part in their second annual ZAP! Storytime at the Zoo. There were stories, songs, and activities related to the theme of



brown bears. Both zoo campers and North Riverside Public Library patrons were in attendance, and it was a great opportunity to promote literacy at the zoo! We are looking forward to August and all of the exciting programs we have coming up.

651 Reference Questions answered during the month of July at the Youth Services Help Desk.

Program title:	Program Facilitator:	Date:	Ages 0-5:	Ages 6-11:	Teen:	Adults:
Morning Munchkins s/t	Karen	7/1/2024	11	3	0	7
Silly Science	Andrea	7/1/2024	6	2	0	6
Daycamp s/t	Karen	7/2/2024	18	0	0	7
Film Festival Fridays	Natalie	7/5/2024		2	1	
Take and Make Friday		7/5/2024		12		
Morning Munchkins s/t	Karen	7/8/2024	16	4	0	10
Daycamp s/t	Karen	7/9/2024	26	0	0	7
Whimsical Wednesdays	Natalie	7/10/2024	12			10
Preschool Yoga Storytime	Natalie	7/10/2024	14			7
Story and Stroll	Natalie	7/11/2024	0			
Art Discoveries	Gloria	7/11/2024	10	0	0	6
Take and Make Friday		7/12/2024		12		
Comic Book Creations	Andrea	7/12/2024	0	5	0	0
Morning Munchkins s/t	Karen	7/15/2024	16	1	0	10
Science Explorers	Andrea	7/15/2024	0	6	0	0
Village Daycamp s/t	Karen	7/16/2024	26	0	0	8
Reptile Rodeo	Natalie	7/17/2024	11	18	3	22
Whimsical Wednesdays	Alex	7/17/2024	7	1	0	5
Art Adventures	Gloria	7/18/2024	0	4	0	1
Take and Make Friday		7/19/2024		12		
Morning Munchkins s/t	Karen	7/22/2024	9	0	0	7
Geek Week Fantasy		7/22/24		44		
Village Daycamp s/t	Karen	7/23/2024	31	0	0	7
Geek Week Cartoon		7/23/2024		24		
Geek Week Nostalgia		7/24/2024	8		4	
Lego Club FreeBuild	Vero	7/24/2024	0	0	0	0
Geek Week Sci Fi		7/25/2024		24		
Zumba for Kids	Vero	7/25/2024	1	5	0	4
Take and Make Friday		7/26/2024		12		
Geek Week Superhero		7/26/2024		24		
Geek Week Tolkien Fan	Vero	7/27/2024	5			7
Baby and Me	Andrea	7/27/2024	6	0	0	6



**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

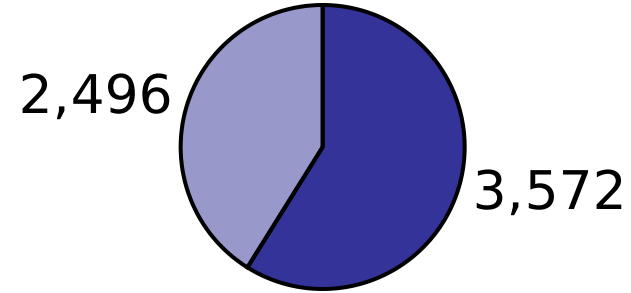
Geek Week Scavenger Hunt	Andrea	7/27/2024	24	45	5	1
Bluey Party	Alex	7/27/2024	28	3	2	23
Morning Munchkins s/t	Karen	7/29/2024	19	1	0	18

Item Library

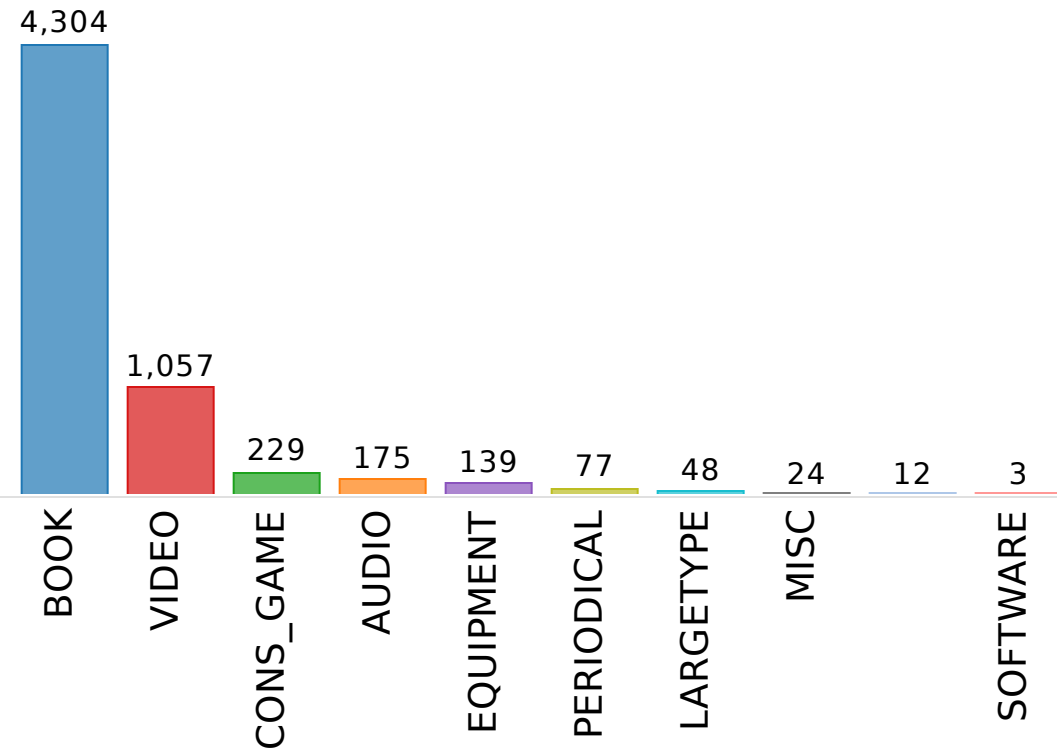
NRS ▼

Checkouts & Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
Total	6,068	100.00%
Charge Item Part B	3,572	58.87%
Renew Item	2,496	41.13%



Item Cat1	Transactions	% of Total
Total	6,068	100.00%
BOOK	4,304	70.93%
VIDEO	1,057	17.42%
CONS_GAME	229	3.77%
AUDIO	175	2.88%
EQUIPMENT	139	2.29%
PERIODICAL	77	1.27%
LARGETYPE	48	0.79%
MISC	24	0.40%
	12	0.20%
SOFTWARE	3	0.05%



Item Library

NRS ▼

Checkouts & Renewals of Your Items

Item Type	Transactions	% of Total	Item Home Location	Transactions	% of Total
Total	6,068	100.00%	Total	6,068	100.00%
BOOK	3,829	63.10%	STACKS_JUV	2,891	47.64%
DVD_FEAT	589	9.71%	STACKS	2,024	33.36%
BOOK_NEW	535	8.82%	YOUNGADULT	439	7.23%
CONSOLEGAM	196	3.23%	NEW_ADULT	358	5.90%
DVD	141	2.32%	NEW_JUV	289	4.76%
DVD_BOXSET	124	2.04%	NEW_YA	64	1.05%
TOY	93	1.53%	ILL_IN	3	0.05%
BLURAY_FEA	80	1.32%			
DVD_NEWFEA	77	1.27%			
PERIODICAL	77	1.27%			
CD_AUDIO	59	0.97%			
LARGETYPE	50	0.82%			
EQUIPMENT	37	0.61%			
CONSOLENEW	32	0.53%			
EQUIPMENTC	32	0.53%			
CD_SPOKEN	28	0.46%			
BLURAY_NFE	26	0.43%			
BOOK_J	11	0.18%			
DVD_FEAT_J	11	0.18%			
LARGETYPEN	10	0.16%			
DVD_BOXNEW	9	0.15%			
CD_SPOKNEW	6	0.10%			
CD_NEW	4	0.07%			
CD_ROM	3	0.05%			
BLURAY_BXN	2	0.03%			
NS_ILL_VID	2	0.03%			
BLURAY_BOX	1	0.02%			

Item Library

NRS ▼

Checkouts & Renewals of Your Items

User Library	Trans Stat User Profile Name	Transactions	% of Total
Total		6,068	100.00%
NRS	NRS_ADULT	3,124	51.48%
	NRS_JUV	999	16.46%
RSS	RSS_ADULT	272	4.48%
BYS	BYS_ADULT	131	2.16%
BFS	BFS_PATRON	121	1.99%
OPS	OPS_PATRON	116	1.91%
FPS	FPS_ADULT	90	1.48%
MWS	MWS_ADULT	86	1.42%
RSS	RSS_JUV	85	1.40%
CIS	CIS_ADULT	65	1.07%
DGS	DGS_PATRON	45	0.74%
CIS	CIS_JUV	44	0.73%
GED	GED_PATRON	42	0.69%
SCD	SCD_PATRON	40	0.66%
LPS	LPS_PATRON	39	0.64%
ILL_LIBS	CHICAGO_P	36	0.59%
EPS	EPS_PATRON	27	0.44%
BRS	BRS_JUV	25	0.41%
GVD	GVD_PATRON	25	0.41%
WRS	WRS_PATRON	25	0.41%
INS	INS_PATRON	24	0.40%
LYS	LYS_JUV	23	0.38%
RFS	RFS_ADULT	23	0.38%
CSD	CSD_PATRON	20	0.33%
OZS	OPS_PATRON	19	0.31%
TFS	TFS_PATRON	19	0.31%
HSS	HSS_PATRON	18	0.30%

Item Library

NRS ▼

Checkouts & Renewals of Your Items

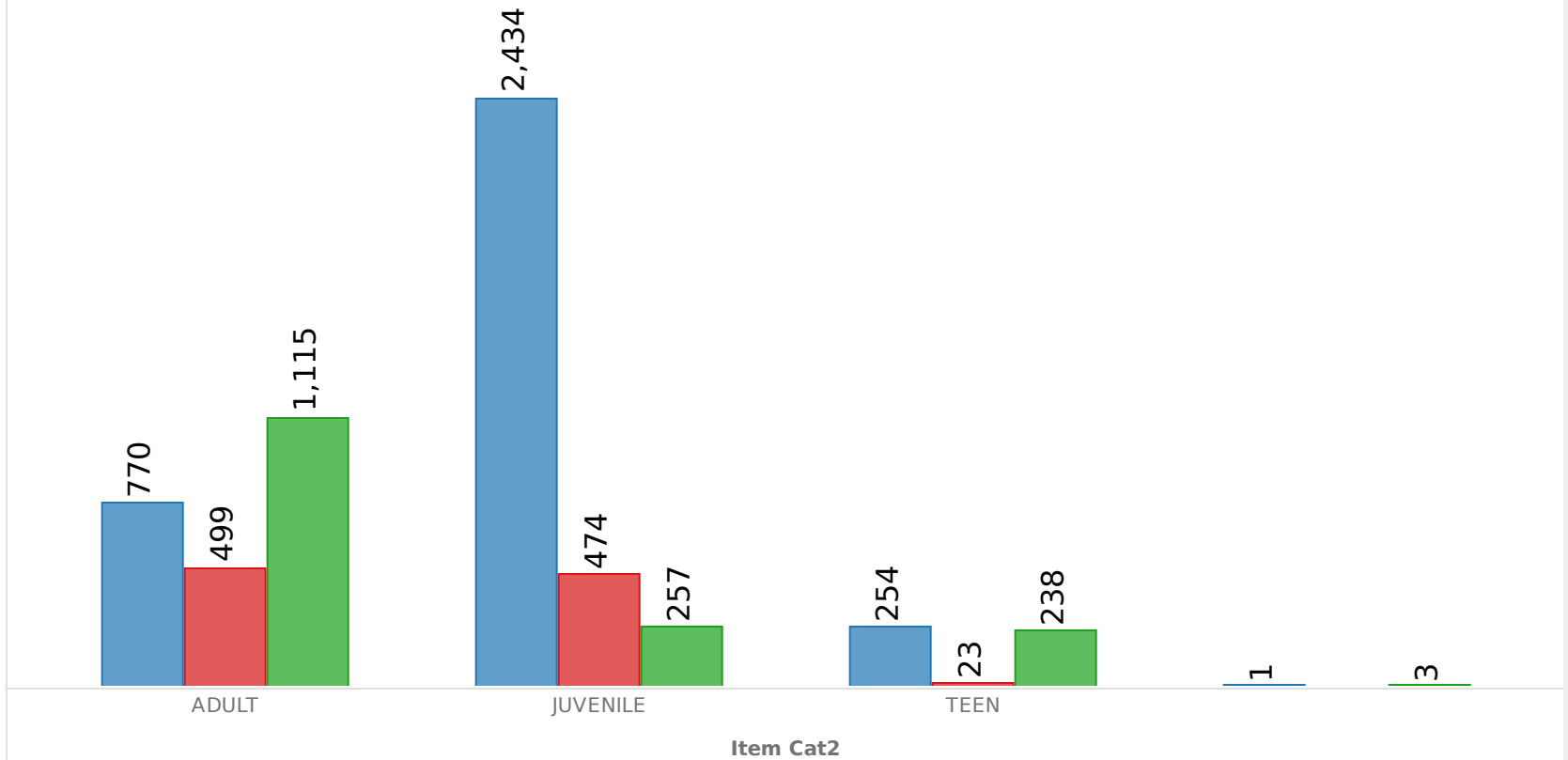
Item Cat2	Transactions	% of Total
ADULT	2,384	39.29%
JUVENILE	3,165	52.16%
TEEN	515	8.49%
	4	0.07%
Total	6,068	100.00%

Item Cat3	Transactions	% of Total
FICTION	3,459	57.00%
NONFICTION	996	16.41%
	1,613	26.58%
Total	6,068	100.00%

Circs by Cat2 & Cat3

Item Cat3

- FICTION
- NONFICTION
-

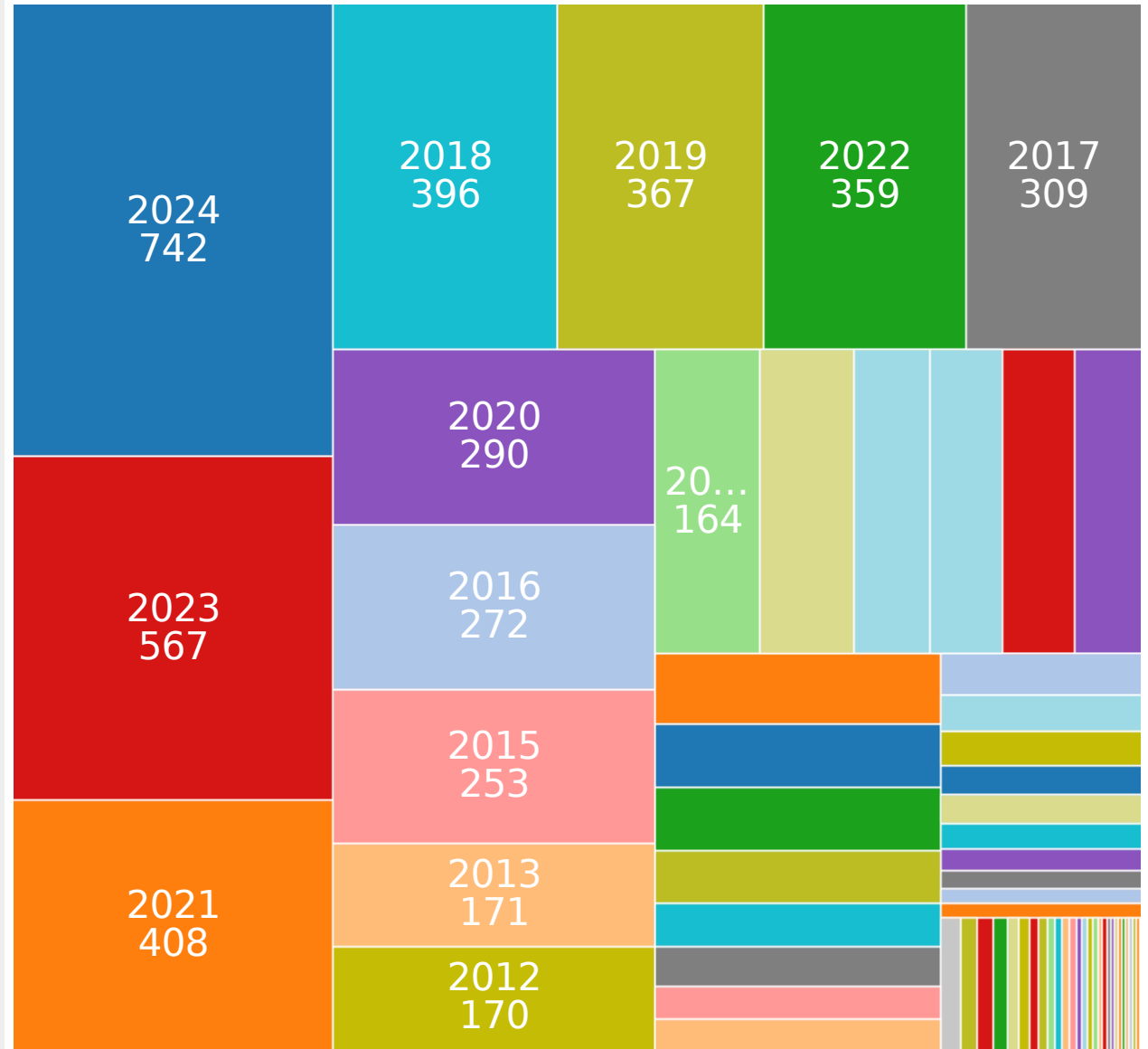


Item Library

NRS v

Checkouts & Renewals of Your Items

Publication Year	Transactions	% of Total
Total	6,068	100.00%
2024	742	12.23%
2023	567	9.34%
2021	408	6.72%
2018	396	6.53%
2019	367	6.05%
2022	359	5.92%
2017	309	5.09%
2020	290	4.78%
2016	272	4.48%
2015	253	4.17%
2013	171	2.82%
2012	170	2.80%
2014	164	2.70%
2011	145	2.39%
2010	119	1.96%
0	115	1.90%
2008	111	1.83%
2005	104	1.71%
2006	102	1.68%
2009	95	1.57%
2007	93	1.53%
2004	77	1.27%
2003	63	1.04%
2002	60	0.99%
2000	48	0.79%
1999	43	0.71%
2001	41	0.68%
1996	38	0.63%
1998	36	0.59%



Station Library

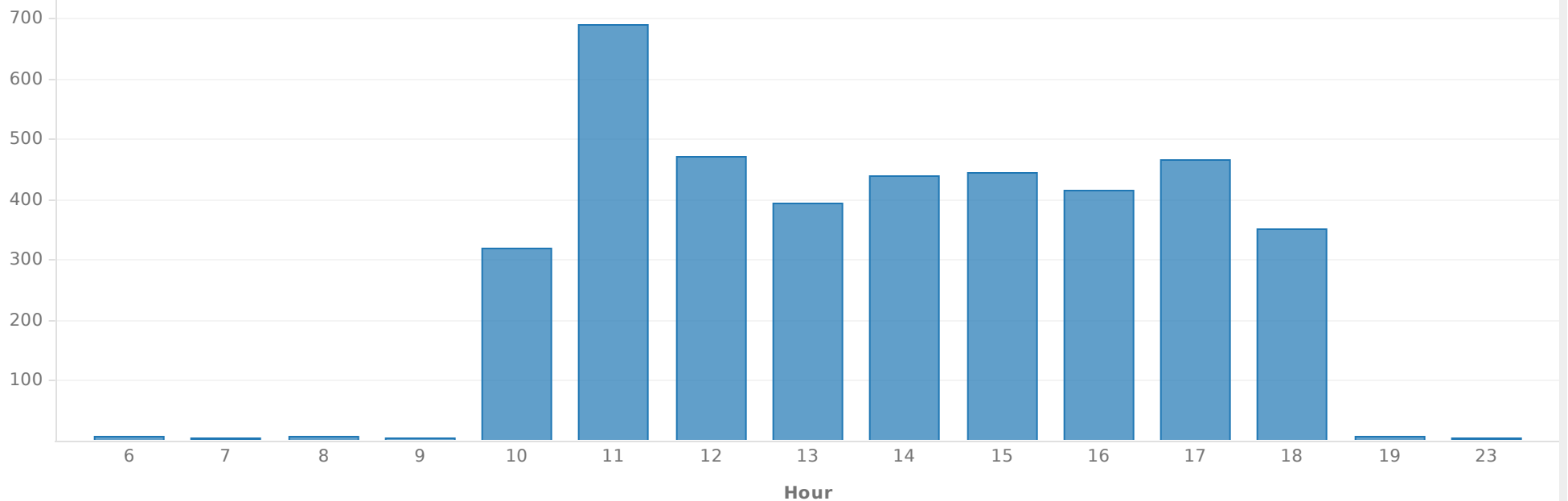
NRS ▼

Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total
Total	6,283	100.00%
Charge Item Part B	3,743	59.57%
Renew Item	2,540	40.43%

Trans Stat Station Login User Access	Transactions	% of Total
Total	6,283	100.00%
AUTORENEW	2,266	36.07%
NRSCIRCSR	2,260	35.97%
SIPCHK	1,128	17.95%
NRSTECHSR	595	9.47%
PUBLIC	34	0.54%

Average Transactions per Hour



Station Library

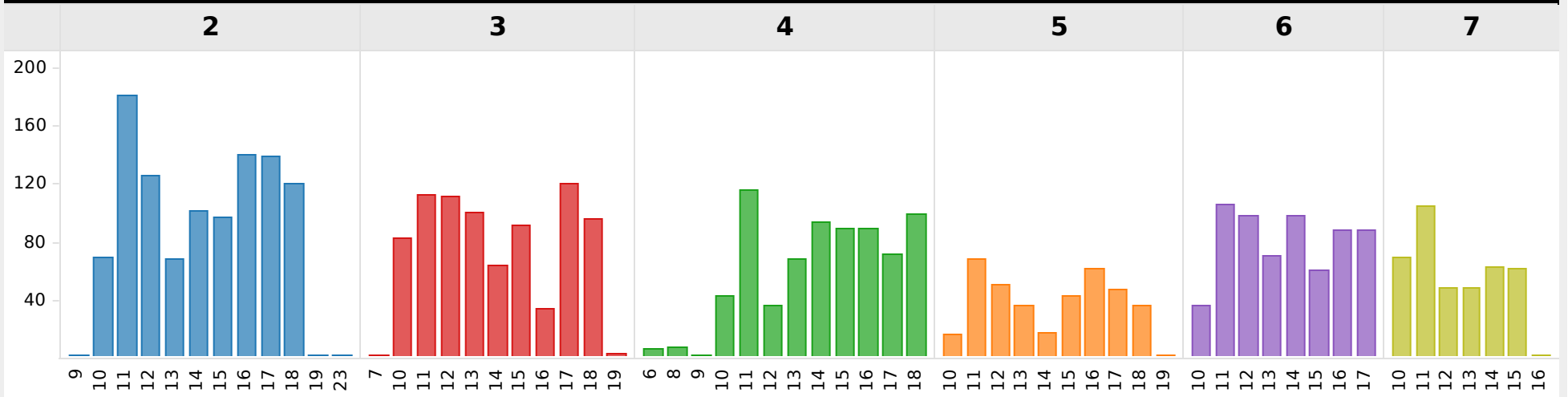
NRS v

Checkouts & Renewals at Your Library

Trans Stat Dow	Transactions	% of Total
Monday	1,047	26.06%
Tuesday	819	20.39%
Wednesday	722	17.97%
Thursday	383	9.53%
Friday	647	16.11%
Saturday	399	9.93%

Hour	Transactions	% of Total
7	1	0.02%
8	8	0.20%
9	2	0.05%
10	320	7.98%
11	690	17.21%
12	472	11.77%
13	394	9.83%
14	439	10.95%
15	444	11.08%
16	414	10.33%
17	467	11.65%
18	351	8.76%
19	7	0.17%

Circs by Hour and Day



Station Library

NRS ▼

Checkouts & Renewals at Your Library

Library Users at Your Library

User Library	Transactions	% of Total
Total	4,017	100.00%
NRS	3,210	79.91%
RSS	233	5.80%
BYS	94	2.34%
BFS	82	2.04%
CIS	81	2.02%
MWS	58	1.44%
FPS	51	1.27%
OPS	37	0.92%
BRS	24	0.60%
LPS	22	0.55%
LYS	22	0.55%
WCS	22	0.55%
EPS	18	0.45%
SAS	15	0.37%
HSS	11	0.27%
SFS	10	0.25%
GED	8	0.20%
RFS	7	0.17%
ILL_LIBS	3	0.07%
MCS	2	0.05%
ADD	1	0.02%
JDS	1	0.02%
LGS	1	0.02%
OES	1	0.02%
OLS	1	0.02%
OZS	1	0.02%
TFS	1	0.02%

Library Items at Your Library

Item Library	Transactions	% of Total
Total	4,017	100.00%
NRS	3,369	83.87%
OLS	31	0.77%
OPS	31	0.77%
ESS	28	0.70%
BLD	23	0.57%
DGS	23	0.57%
WRS	21	0.52%
ADD	18	0.45%
HDS	18	0.45%
GSD	16	0.40%
SCD	16	0.40%
FPD	15	0.37%
MED	15	0.37%
PHS	14	0.35%
TPS	13	0.32%
HWS	12	0.30%
AMS	11	0.27%
WCD	11	0.27%
BDD	10	0.25%
BYS	10	0.25%
CIS	10	0.25%
INS	10	0.25%

Station Library

NRS v

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		4,017	100.00%
NRS	NRS_ADULT	2,601	64.75%
	NRS_JUV	604	15.04%
RSS	RSS_ADULT	171	4.26%
BYS	BYS_ADULT	87	2.17%
BFS	BFS_PATRON	76	1.89%
RSS	RSS_JUV	62	1.54%
MWS	MWS_ADULT	58	1.44%
CIS	CIS_ADULT	51	1.27%
FPS	FPS_ADULT	51	1.27%
OPS	OPS_PATRON	37	0.92%
CIS	CIS_JUV	30	0.75%
LPS	LPS_PATRON	22	0.55%
EPS	EPS_PATRON	18	0.45%
LYS	LYS_JUV	18	0.45%
BRS	BRS_JUV	17	0.42%
SAS	SAS_ADULT	15	0.37%
WCS	WCS_JUV	13	0.32%
HSS	HSS_PATRON	11	0.27%
SFS	SFS_ADULT	10	0.25%
WCS	WCS_PATRON	9	0.22%
GED	GED_PATRON	8	0.20%
BRS	BRS_ADULT	7	0.17%
BYS	BYS_JUV	7	0.17%
RFS	RFS_ADULT	7	0.17%
BFS	BFS_TEACH	6	0.15%
LYS	LYS_ADULT	4	0.10%
ILL_LIBS	CHICAGO_P	3	0.07%

Library Items/Profiles at Your Library

Item Library	Trans Stat User Profile Name	Transactions	% of Total
Total		4,017	100.00%
NRS	NRS_ADULT	2,068	51.48%
	NRS_JUV	543	13.52%
	RSS_ADULT	152	3.78%
	BYS_ADULT	84	2.09%
	BFS_PATRON	74	1.84%
	RSS_JUV	62	1.54%
	MWS_ADULT	55	1.37%
	FPS_ADULT	45	1.12%
	CIS_ADULT	43	1.07%
	OPS_PATRON	37	0.92%
	CIS_JUV	30	0.75%
OPS	NRS_ADULT	28	0.70%
ESS	NRS_ADULT	22	0.55%
NRS	LPS_PATRON	22	0.55%
OLS	NRS_ADULT	21	0.52%
DGS	NRS_ADULT	20	0.50%
WRS	NRS_ADULT	19	0.47%
HDS	NRS_ADULT	18	0.45%
NRS	EPS_PATRON	18	0.45%
	LYS_JUV	18	0.45%
	BRS_JUV	17	0.42%
BLD	NRS_ADULT	15	0.37%
ADD	NRS_ADULT	14	0.35%
FPD	NRS_ADULT	14	0.35%
NRS	WCS_JUV	13	0.32%
SCD	NRS_ADULT	13	0.32%
PHS	NRS_ADULT	12	0.30%
AMS	NRS_ADULT	11	0.27%

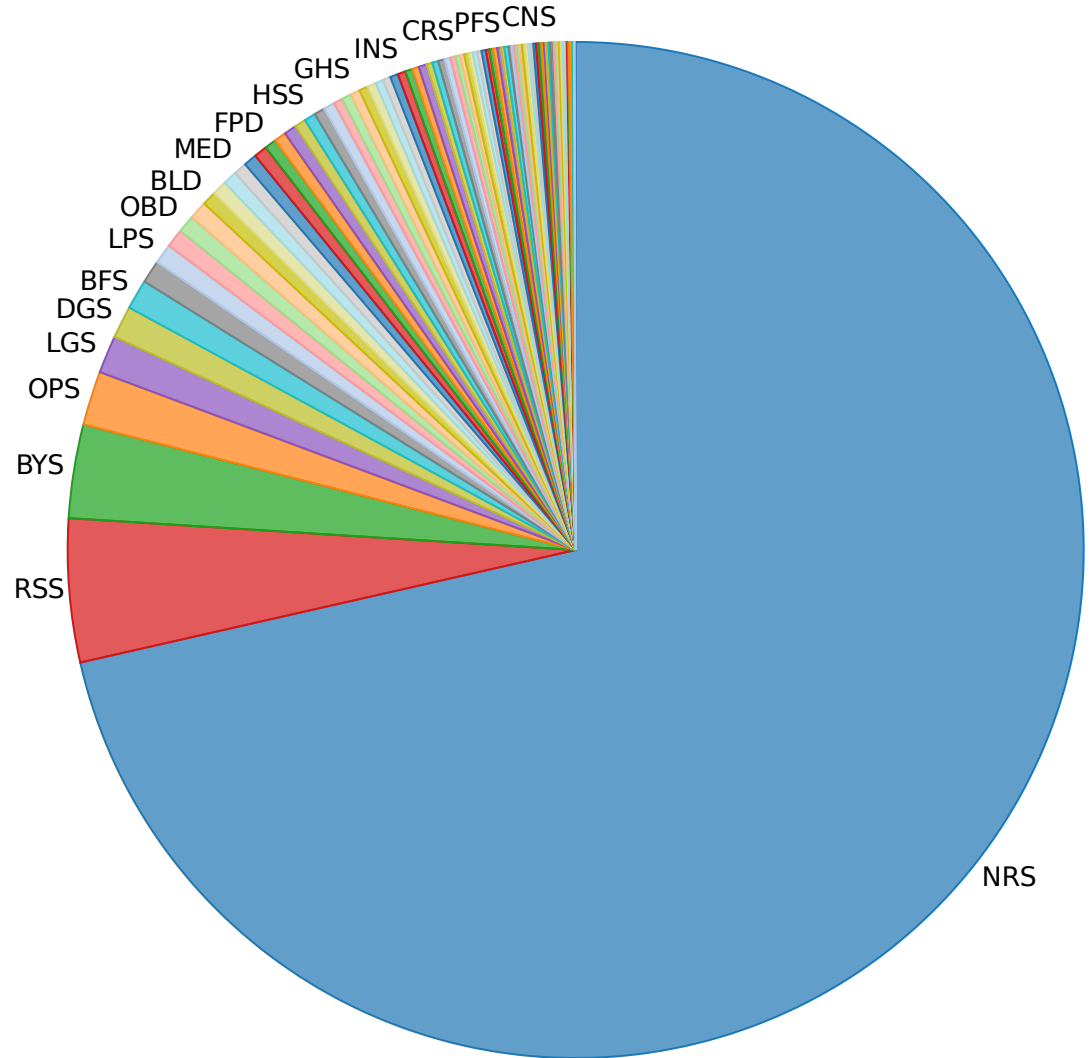
User Library

NRS v

Checkouts & Renewals from Your Patrons

Item Library	Transactions	% of Total
Total	5,782	100.00%
NRS	4,130	71.43%
RSS	262	4.53%
BYS	173	2.99%
OPS	99	1.71%
LGS	69	1.19%
DGS	59	1.02%
BFS	56	0.97%
WRS	41	0.71%
LPS	37	0.64%
ESS	33	0.57%
OBD	33	0.57%
OLS	33	0.57%
BLD	27	0.47%
TPS	27	0.47%
ADD	25	0.43%
MED	25	0.43%
AMS	24	0.42%
HDS	23	0.40%
FPD	22	0.38%
RFS	22	0.38%
SCD	22	0.38%
GSD	21	0.36%
HSS	21	0.36%

Your Users Checkout Items from...



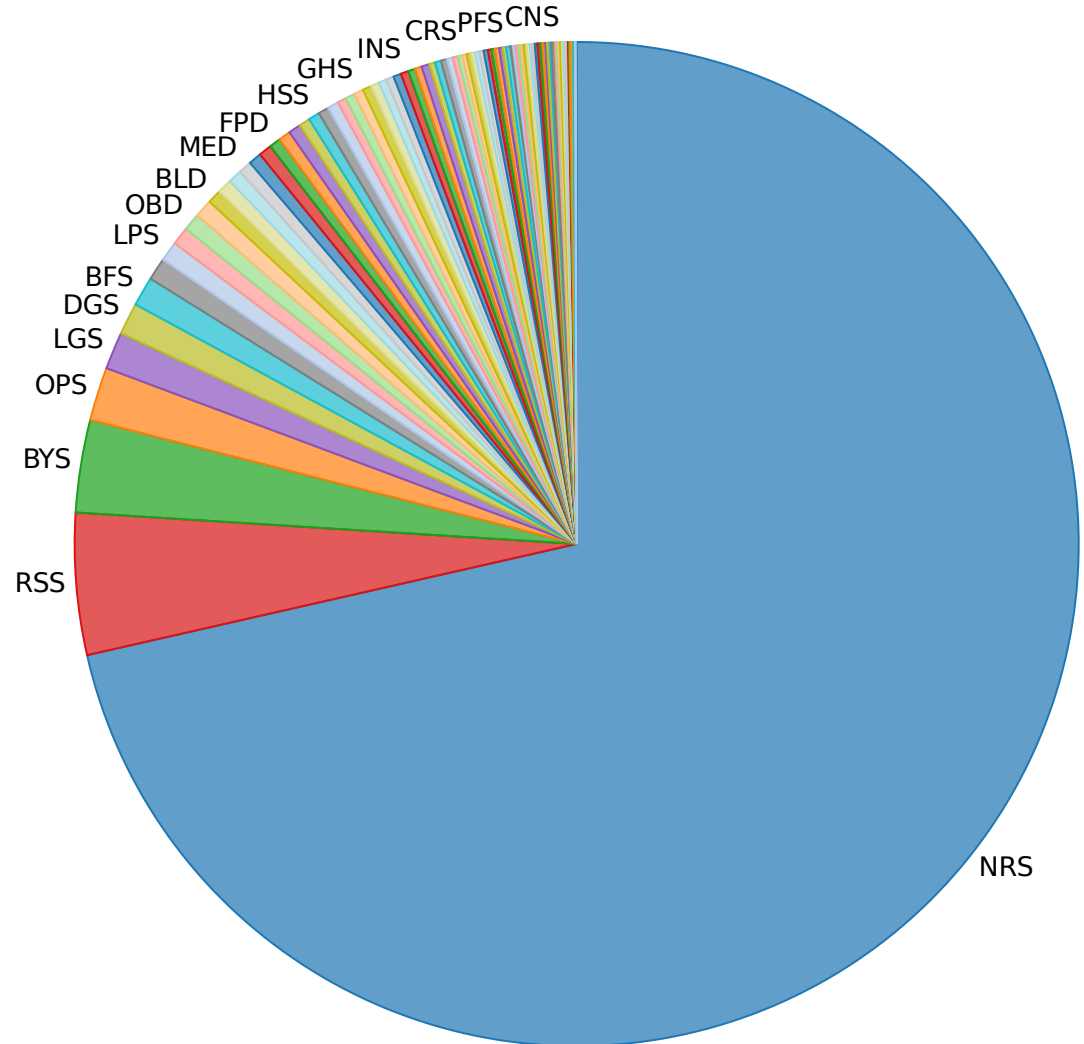
User Library

NRS ▼

Checkouts & Renewals from Your Patrons

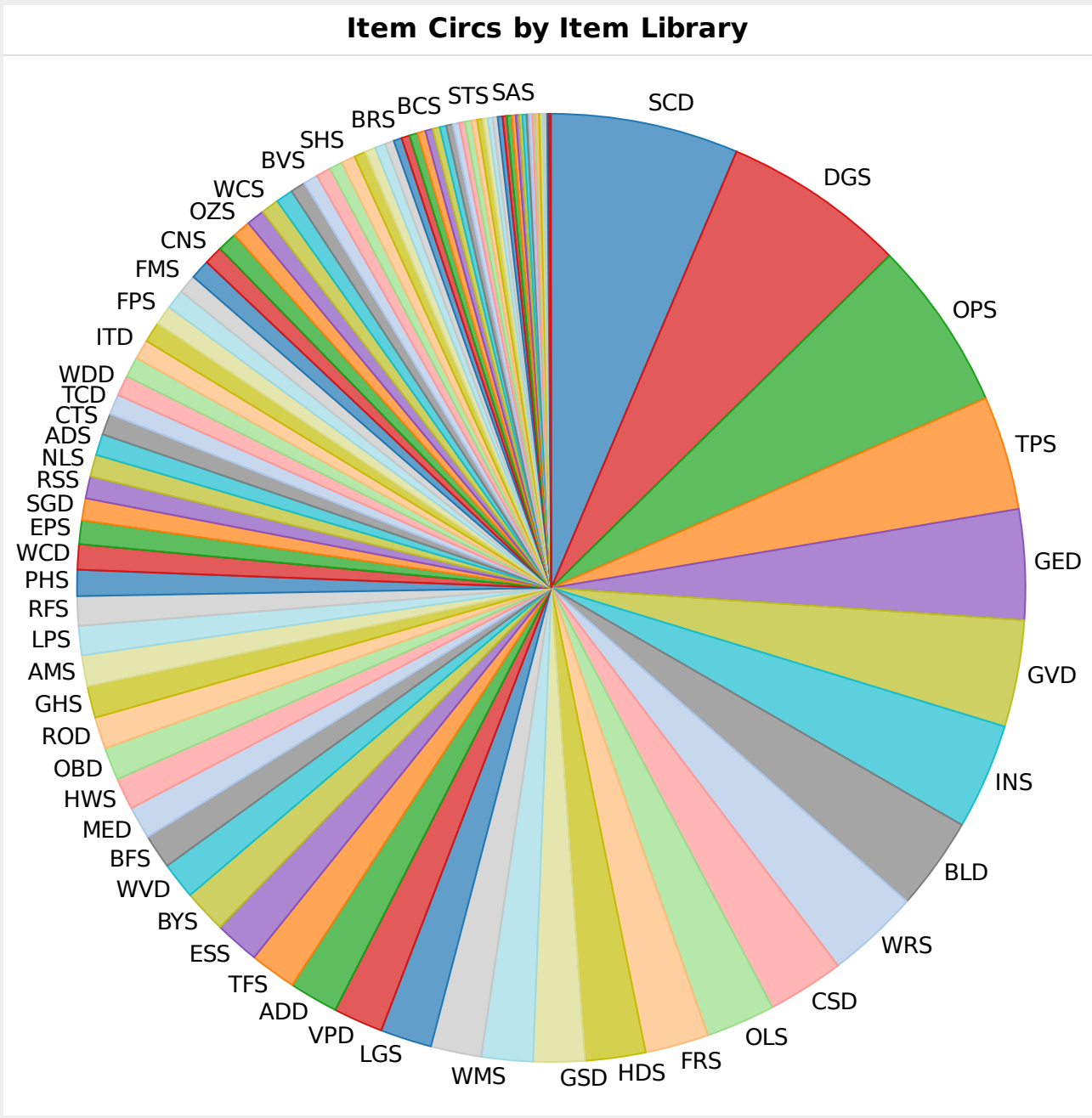
Station Library	Transactions	% of Total
Total	5,782	100.00%
NRS	4,987	86.25%
RSS	264	4.57%
BYS	179	3.10%
BFS	72	1.25%
LGS	59	1.02%
OPS	50	0.86%
LPS	33	0.57%
OBD	27	0.47%
DGS	26	0.45%
BRS	15	0.26%
FPS	12	0.21%
WRS	10	0.17%
RFS	9	0.16%
HSS	8	0.14%
MWS	6	0.10%
NRS_L	6	0.10%
VPD	4	0.07%
JDS	3	0.05%
TFS	3	0.05%
GED	2	0.03%
WCS	2	0.03%
CIS	1	0.02%
FPD	1	0.02%

Your Users Checkout at...



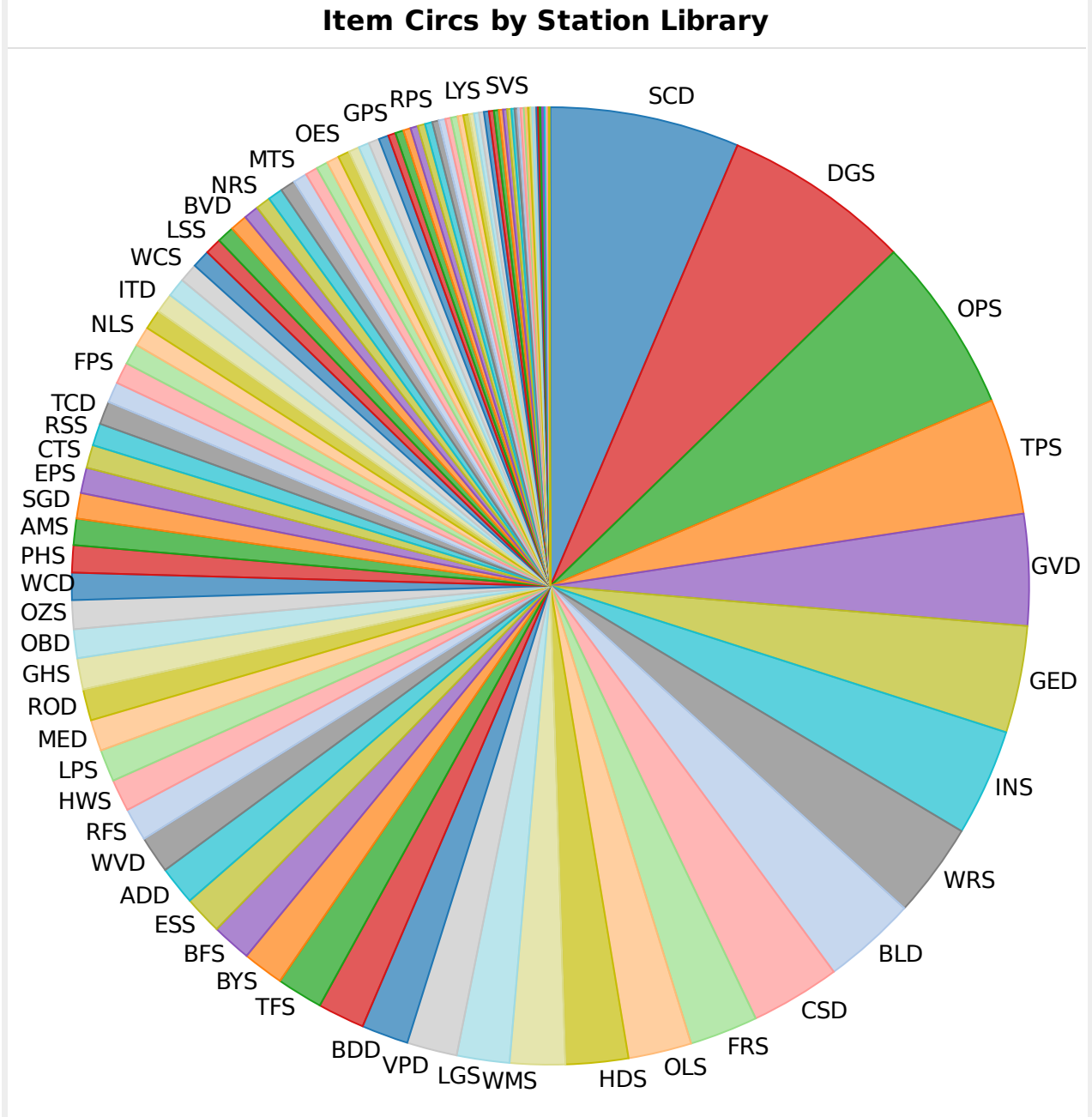
Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
Total	1,242,505	100.00%
SCD	78,906	6.35%
DGS	77,764	6.26%
OPS	72,063	5.80%
TPS	48,378	3.89%
GED	46,515	3.74%
GVD	45,163	3.63%
INS	44,877	3.61%
BLD	39,478	3.18%
WRS	39,232	3.16%
CSD	32,499	2.62%
OLS	29,467	2.37%
FRS	26,945	2.17%
HDS	25,606	2.06%
GSD	21,727	1.75%
WMS	21,616	1.74%
BDD	21,548	1.73%
LGS	21,543	1.73%
VPD	21,216	1.71%
ADD	20,605	1.66%
TFS	19,713	1.59%
ESS	18,980	1.53%
BYS	18,255	1.47%
WVD	15,583	1.25%
BFS	14,333	1.15%
MED	13,773	1.11%
HWS	13,694	1.10%
OBD	13,646	1.10%
ROD	13,575	1.09%
GHS	13,300	1.07%
AMS	13,179	1.06%
LPS	12,428	1.00%
RFS	12,401	1.00%
BLD	11,041	0.89%



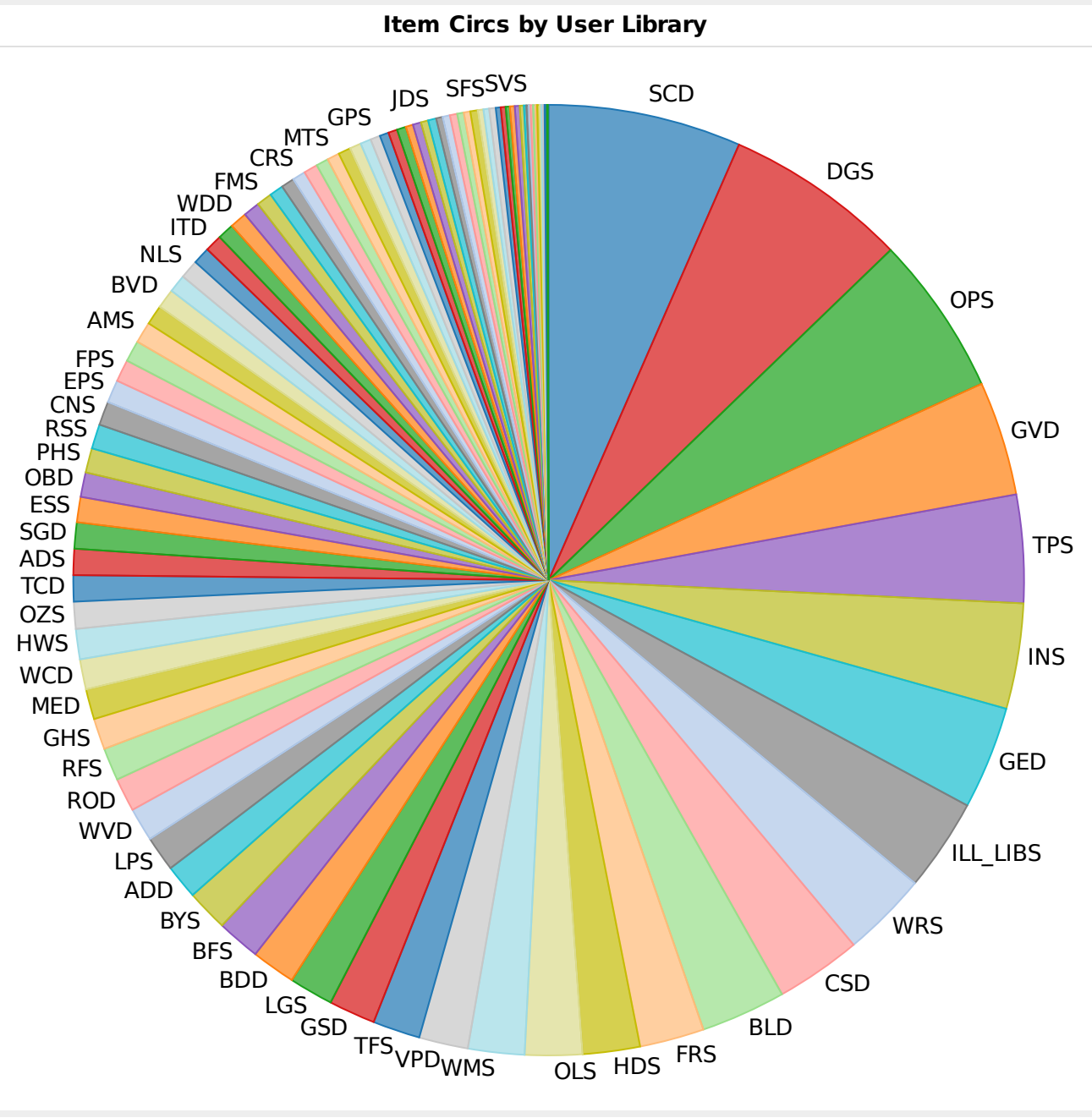
Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
Total	1,242,505	100.00%
SCD	78,982	6.36%
DGS	78,628	6.33%
OPS	73,965	5.95%
TPS	48,781	3.93%
GVD	46,335	3.73%
GED	44,978	3.62%
INS	44,763	3.60%
WRS	39,897	3.21%
BLD	39,449	3.17%
CSD	37,634	3.03%
FRS	28,309	2.28%
OLS	26,722	2.15%
HDS	26,334	2.12%
WMS	22,972	1.85%
LGS	22,178	1.78%
VPD	20,901	1.68%
BDD	19,850	1.60%
GSD	19,598	1.58%
TFS	19,454	1.57%
BYS	17,090	1.38%
BFS	16,523	1.33%
ESS	16,465	1.33%
ADD	16,089	1.29%
WVD	15,367	1.24%
RFS	13,852	1.11%
HWS	13,565	1.09%
LPS	13,469	1.08%
MED	13,173	1.06%
ROD	13,105	1.05%
GHS	13,039	1.05%
OBD	12,217	0.98%
OZS	11,960	0.96%
WCD	11,437	0.92%



Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
Total	1,242,505	100.00%
SCD	81,064	6.52%
DGS	77,262	6.22%
OPS	67,754	5.45%
GVD	48,270	3.88%
TPS	45,525	3.66%
INS	44,427	3.58%
GED	43,633	3.51%
ILL_LIBS	39,132	3.15%
WRS	36,171	2.91%
CSD	36,160	2.91%
BLD	36,030	2.90%
FRS	27,323	2.20%
HDS	24,171	1.95%
OLS	24,085	1.94%
WMS	23,811	1.92%
VPD	20,517	1.65%
TFS	20,094	1.62%
GSD	19,774	1.59%
LGS	18,667	1.50%
BDD	18,486	1.49%
BFS	18,224	1.47%
BYS	17,723	1.43%
ADD	14,660	1.18%
LPS	14,519	1.17%
WVD	14,464	1.16%
ROD	13,972	1.12%
RFS	13,894	1.12%
GHS	13,172	1.06%
MED	12,812	1.03%
WCD	12,775	1.03%
HWS	12,520	1.01%
OZS	11,462	0.92%
TCD	11,110	0.89%





**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

Annual Secretary's Audit

This is to testify that we have examined the secretary's minutes and other records for the past year and find that they are in order and have no errors or discrepancies for the fiscal year FY2024/2025.

Trustee Signature

Date

Printed Name

Trustee Signature

Date

Printed Name

3. Confidentiality

(adopted April 9, 2012) (reviewed August 15, 2013) (revised October 21, 2019)(reviewed August 16, 2022)

The North Riverside Public Library abides by Illinois Law (Illinois Library Records Confidentiality Act 75 ILCS 70), which states that the records of patron transactions and the identity of registered library patrons is confidential material. The North Riverside Public Library does not make available the records of patron transactions to any party except in compliance with the law. The North Riverside Public Library does not make available lists of registered library patrons except in compliance with the law.

3.1 Identity Protection Act

(adopted April 11, 2011) (reviewed March 14, 2012) (reviewed January 27, 2014) (revised October 21, 2019)(reviewed August 16, 2022)

The North Riverside Public Library adopts this Identity Protection Policy pursuant to the Identity Protection Act (5 ILCS 179). The Identity Protection Act requires units of local government to approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security Numbers which agencies collect, maintain and use. It is important to safeguard Social Security Numbers against unauthorized access as SSNs can be used to facilitate identity theft.

Whenever an individual is asked to provide the Library with a SSN, the Library shall provide that individual with a statement explaining the purpose for collecting and using the SSN.

Under the Identity Protection Act, the library is not allowed to 1) publicly post or display a person's SSN, 2) print a SSN on any card required to access products or services provided by the public entity, 3) require and individual to transmit a SSN over the Internet, 4) require and individual to use a SSN to access an Internet website, 5) print an individual's SSN on any materials mailed to the individual (unless required by law), 6) collect, use or disclose a SSN unless it is required to do so by law, the need and purpose for the SSN is documented before the collection of the SSN and the SSN collected is relevant to the documented need and purpose and 7) use a SSN for any purpose other than the purpose for which the SSN was collected.

When collecting SSNs, the Library shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five (5) sequential digits for a SSN are accessible as part of personal information.

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect the confidentiality of SSNs.

3.2 Video/Photo Policy

The North Riverside Public Library maintains an environment that allows patrons to access library information and resources. This requires the library to maintain policies that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well being. As a limited public forum, the library may provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, the library has adopted the following policy regarding the taking of photographs or videos inside the library building.

Permission is not required to take photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, spaces reserved for nursing, child care areas, museum artifacts, and archival materials), including areas reserved for staff use only. If tripods, lights, or other specialized equipment is to be used, requests must be made at least 24 hours in advance. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block library aisles, walkways, stairwells, doors, or exits.

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

The library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the library and accommodates the rest of this policy. The library may charge a fee to offset costs incurred by the library to provide access to the facility, and prior permission must be sought at least one week in advance.

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

The library may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites.

The library reserves the right to document its services and the public's use of the library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library website or social media site). Any individual that does not wish the library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken.

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

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

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

Mike Barzacchini Communication
Phone or Text: 224-633-6134
Email: mbarzacc@gmail.com

March 29, 2024

PROPOSAL: Marketing Plan Development
Prepared for Natalie Starosta, Director, North Riverside Public Library

1. Background: Information Gathering

- Review the current strategic plan.
- Review of any available formal or informal research.
- Review existing marketing, social media, community engagement plans, channels, and related documents.
- Identification of existing goals or key performance indicators (for example: number of library cardholders, event attendance).
- Interviews with the director, area managers, and any other key stakeholders identified by the library's director.
 - Note: Any patron insight, from either existing research or a few intercepts/brief interviews would be ideal.
- Community and peer scan.

Note: This stage includes one site visit. Any meetings or interviews can be conducted virtually or during that visit depending on client preference and availability.

2. Plan Development and Estimated Timeline

- Initial draft delivered within 28 days of signed proposal, depending on availability of interview subjects.
- Presentation of the draft plan to the director, with discussion and feedback.
- Revisions and presentation of the final plan to the director and their identified key stakeholders within 7-10 days following draft plan presentation.

3. Deliverables

- Marketing plan, including:
 - Executive Summary
 - Key Research/Analysis Findings
 - Audiences/Target Markets
 - Unique Proposition/Elevator Speech
 - Situation analysis (SWOT): What your company's strengths are
 - Recommended Strategies and Tactics
 - Budget Recommendations, if applicable
 - Timeline with specific milestones
 - Evaluation Goals and KPIs

- Presentation of the preliminary plan to the director (In-person or virtual)
- One round of revisions, incorporating the director's feedback.
- Final presentation to the director and any key stakeholders identified by the director (In-person or virtual).
- Comprehensive key message document (optional).
 - The development of the USP/elevator speech is included in the marketing plan estimate. As an option, I've also included the cost for the development of a complete key message document. Along with the elevator speech, this includes:
 - A list of key features.
 - A list of key benefits.
 - Organization descriptions in 15, 25, 100, and 250 words.
 - Key messaging variations for up to five audiences (10-25 words each).

5. Estimate

Marketing Plan Development, Recommendations, and Timeline	\$1,575
Key Messages (Optional)	\$625

All reasonable travel and other expenses are included in this estimate.

Approved by: Name _____ Title _____

Signature _____ Date _____

About Mike Barzacchini

“Only solutions.” That’s just one of Mike’s #marketingmantras developed during 30+ years as a professional communicator, including 20+ years leading the Marketing Services Department at Harper College in Palatine, Illinois. Mike presents at conferences and workshops nationally and regionally. He has also served on faculty for the Council for Advancement and Support of Education’s Summer Institute in Communications and Marketing from 2015-2023, chairing the institute from 2019-2023. Along with his higher education experience, Mike has created marketing campaigns for community nonprofits, healthcare organizations, government agencies, and small businesses. Whether he’s delivering a workshop, writing copy, or planning a campaign, Mike’s work is guided by three principles: access, usability, and audience focus.

Thank you for the opportunity to submit this proposal.

Mike Barzacchini Communication
 Phone or Text: 224-633-6134
 Email: mbarzacc@gmail.com

“The only thing that you absolutely have to know is the location of the library.” - Albert Einstein