



**NORTH RIVERSIDE  
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

**North Riverside Public Library District  
Board of Trustees  
B&A Hearing, September 16<sup>th</sup>, 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

I, \_\_\_\_\_, make a motion to approve the agenda as written/amended. I,  
\_\_\_\_\_, second. \_\_\_ aye \_\_\_ nay

**2. Open Forum**

**3. Adjournment**

I, \_\_\_\_\_, make a motion to adjourn the meeting at \_\_\_\_\_ p.m. I,  
\_\_\_\_\_, second. \_\_\_ aye \_\_\_ nay

**North Riverside Public Library District  
Board of Trustees  
Regular Meeting, September 16<sup>th</sup>, 2024  
Following B&A Hearing**

**1. Open of Meeting**

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

I, \_\_\_\_\_, make a motion to approve the agenda as written/amended.  
I, \_\_\_\_\_, second. \_\_\_ aye \_\_\_ nay

**2. Open Forum**

**3. Consent Agenda**

I, \_\_\_\_\_, make a motion to remove letter \_\_\_ from the consent agenda for  
discussion and approve the remaining items. I, \_\_\_\_\_, second. Roll call



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vote: \_\_\_ Corgiat, \_\_\_ Gordon, \_\_\_ Mathias, \_\_\_ Rouleau, \_\_\_ Bonnar, \_\_\_ Ottenweller, \_\_\_ Johnson. Motion carried/failed

I, \_\_\_\_\_, make a motion to approve the consent agenda as presented. I, \_\_\_\_\_, second. Roll call vote: \_\_\_ Corgiat, \_\_\_ Gordon, \_\_\_ Mathias, \_\_\_ Rouleau, \_\_\_ Bonnar, \_\_\_ Ottenweller, \_\_\_ Johnson. Motion carried/failed

**Secretary:**

- a. Minutes of the August 19<sup>th</sup>, 2024 Regular Board Meeting
- b. Correspondence

**Treasurer:**

- a. August 2024 Financial Statements
- b. Authorization to transfer \$90,000 from the money market account which currently has a balance as of 09/12/2024 of:
  - a. First American Money Market: \$154,968.15
  - b. First American Checking: \$-233.14
  - c. IL Fund: \$763,094.41
    - i. Total: \$917,829.42

**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 (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. Unfinished Business**

- A. Director's Evaluation (action)

I, \_\_\_\_\_, make a motion to approve the Director's Evaluation as presented/amended. I, \_\_\_\_\_, second. Vote: \_\_\_ aye \_\_\_ nay Motion carried/rejected.



**B. Marketing Plan Proposal (discussion / action)**

I, \_\_\_\_\_, make a motion to approve the Marketing Plan Proposal from Mike Barzacchini Communication for \$1575 / \$2200. I, \_\_\_\_\_, second. Roll call vote: \_\_\_ Corgiat, \_\_\_ Gordon, \_\_\_ Mathias, \_\_\_ Rouleau, \_\_\_ Bonnar, \_\_\_ Ottenweller, \_\_\_ Johnson. Motion carried/failed

**8. New Business**

**A. Annual Treasurer’s Report (action)**

I, \_\_\_\_\_, make a motion to approve the annual Treasurer’s report. I, \_\_\_\_\_, second. Vote: \_\_\_ aye \_\_\_ nay Motion carried/rejected.

**B. Budget and Appropriations (B&A) Ordinance (action)**

I, \_\_\_\_\_, make a motion to approve the annual Budget and Appropriations Ordinance. I, \_\_\_\_\_, second. Roll call vote: \_\_\_ Corgiat, \_\_\_ Gordon, \_\_\_ Mathias, \_\_\_ Rouleau, \_\_\_ Bonnar, \_\_\_ Ottenweller, \_\_\_ Johnson. Motion carried/failed

**C. Fence Panel Replacement Quote (action)**

I, \_\_\_\_\_, make a motion to approve the fence panel replacement for \$ \_\_\_\_\_. I, \_\_\_\_\_, second. Roll call vote: \_\_\_ Corgiat, \_\_\_ Gordon, \_\_\_ Mathias, \_\_\_ Rouleau, \_\_\_ Bonnar, \_\_\_ Ottenweller, \_\_\_ Johnson. Motion carried/failed

**D. Service Award – Gloria Kroc (5 yrs) (action)**

I, \_\_\_\_\_, make a motion to approve the Service Award for 5 years of Service to Gloria Kroc. I, \_\_\_\_\_, second. Vote: \_\_\_ aye \_\_\_ nay Motion carried/rejected.

**9. Closed session**

**10. Return to open session**

**11. Possible action item (pertaining to closed session discussion)**

**12. Adjournment**

I, \_\_\_\_\_, make a motion to adjourn the meeting at \_\_\_\_\_ p.m. I, \_\_\_\_\_, second. \_\_\_ aye \_\_\_ nay

***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 October 21<sup>st</sup>, 2024 at 6:00 p.m.



**North Riverside Public Library District  
Board of Trustees  
Minutes, August 19<sup>th</sup>, 2024**

**1. Open of Meeting**

- A. Call to order – Meeting was called to order by Annette Corgiat at 6:04pm.
- B. Determination of quorum – In attendance: Ken Rouleau, Annette Corgiat, Greg Gordon, John Mathias, Kyle Johnson, and Jeanne Ottenweller. Absent: Kathy Bonnar. Also attending: Natalie Starosta.
- C. Recognition of visitors to the meeting – No visitors.
- D. Approval of agenda – A motion was made by Trustee Rouleau to approve the agenda as presented. The motion was seconded by Secretary Johnson. Vote: all aye. Motion carried.

**2. Open Forum**

No comments.

- 3. Consent Agenda** A motion was made by Treasurer Mathias and seconded by Trustee Rouleau to approve the consent agenda as presented. Roll call vote: Ken Rouleau - aye, Annette Corgiat - aye, Greg Gordon - aye, John Mathias - aye, Kyle Johnson - aye, and Jeanne Ottenweller – aye. Motion carried.

Secretary:

- a. Minutes of the July 15<sup>th</sup>, 2024 Regular Board Meeting
- b. Minutes of the August 5<sup>th</sup>, 2024 Committee of the Whole Meeting
- c. Minutes of the August 5<sup>th</sup>, 2024 Strategic Planning Committee
- d. Minutes of the August 5<sup>th</sup>, 2024 Advocacy Committee
- e. Minutes of the August 5<sup>th</sup>, 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) – President Corgiat noted that at this time the Board should be planning involvement in the annual Village Autumn Fest. She asked Director Starosta what is being done with this. Director Starosta stated that she has asked staff if there are any volunteers to cook this year's chili entry. There



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are none. She will be sending an email to the Board and Foundation to see if there are any volunteers to cook.

- B. Foundation & Friends representative report (informational) – President Corgiat who serves as the Board Liaison on the Foundation & Friends group reported on the recent Ipad raffle which made \$391.99 from ticket sales. The Ipad cost \$529. They had sold tickets at the Village concert series and online. Posters had been at the Library circulation desk and flyers handed out to patrons Director Starosta reported. President Corgiat talked about the upcoming author event with Neil Fischer on October 20<sup>th</sup>. And she reported that the Foundation is working on a membership drive this year.

### 5. Director's Report

- A. See attached Director and Department Head Reports – Director Starosta talked about the Summer Reading program and planning for Fall and Winter programming.

### 6. Committee Reports

- A. Advocacy (Otteweller) (informational) – Trustee Otteweller has not heard how the goodie bags at the block party were received but will report on it later. She asked that Director Starosta send the Board the Foundation's fund raising tool kit that President Corgiat and Treasurer Mathias suggested might work as a marketing plan.
- B. Building & Grounds (Rouleau) (informational) - Trustee Rouleau discussed the fence panel replacement quote from Trimline. This will be an action item on the September Board agenda.
- C. Finance (Mathias) (informational) – Treasurer Mathias noted that the IL Funds earned approximately \$1800 in interest last month at a 5.37% interest rate. He said that property taxes are coming in and nearly all received and that he didn't expect any additional property tax funding until March 2025. He noted that Director Starosta has set up autopayment on the Capital One credit card, worked with Lauterbach & Amen to recategorize several expenses from FY24 and that she attended the recent United for Libraries Conference fund raising day. He would like to learn more about the upcoming switch in payroll software, attended the recent RAILS presentation on Budgeting for Small Libraries and will be attending the IMET investing presentation in September.
- D. Personnel (Gordon) (informational) – Vice President Gordon discussed the Director's evaluation. He will provide all Board members and the Director with the full evaluation after he finishes updating the comments section for discussion at the September Board meeting.
- E. Policy (Bonnar) (informational) - Not in attendance.



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- F. Strategic Planning (Johnson/Corgiat) (informational) – Secretary Johnson noted that Director Starosta had sent him a Strategic Planning timeline based on her work on the 2020 strategic plan. He plans to use this and is working to schedule the next meeting in October.
- G. Grants (Starosta) (informational) – Nothing to report.

**7. New Business**

- A. Secretary's Audit (action) – Trustee Johnson made a motion to approve the Secretary's Audit. Motion seconded by Treasurer Mathias. Vote: all aye. Motion carried.
- B. Director's Evaluation (action) – Tabled for September Board meeting.
- C. Policy Section #3 (action) – Motion made by Trustee Ottenweller to approve the Policy Section #3 update. Motion seconded by Secretary Johnson. Vote: all aye. Motion carried. President Corgiat provided an update on Policy Section #2 Finance which is still being reviewed by both the library attorney and the attorneys for Athene. Currently they do not recommend removing the funds invested with Athene because of the loss of interest revenue.
- D. Marketing Plan Proposal (discussion / action) – Tabled for September Board meeting.

**8. Adjournment**

Motion made by Trustee Rouleau and seconded by Trustee Ottenweller to adjourn the meeting at 7:20pm. Vote: all aye. Motion carried.

# Management Report

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



Prepared on  
September 11, 2024

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# Profit and Loss

July - August, 2024

	<b>Total</b>
<b>INCOME</b>	
6903-01 Fines & Fees	665.05
6904-01 Donations	3,768.56
6905-01 Grants	11,027.61
Interest	
6906-01 Interest	5,640.35
<b>Total Interest</b>	<b>5,640.35</b>
Property Taxes	
6901-01 Property Tax Revenue - Corporate Fund	479,541.60
6901-04 Property Tax Revenue - Audit Fund	3,576.94
6901-05 Property Tax Revenue - Liability Insurance	6,125.12
6901-06 Property Tax Revenue - Unemployment Insurance	536.82
6901-07 Property Tax Revenue - Building Fund	21,902.42
6901-08 Property Tax Revenue - Social Security Fund	16,989.13
6901-12 Property Tax Revenue - IMRF Fund	21,459.88
<b>Total Property Taxes</b>	<b>550,131.91</b>
<b>Total Income</b>	<b>571,233.48</b>
<b>GROSS PROFIT</b>	<b>571,233.48</b>
<b>EXPENSES</b>	
8360-01 Grants	2,854.21
Advertising & Marketing	
8365-01 Library Promotion	84.99
<b>Total Advertising &amp; Marketing</b>	<b>84.99</b>
Bank Charges & Fees	
8396-01 Bank Charges & Fees	168.94
<b>Total Bank Charges &amp; Fees</b>	<b>168.94</b>
Benefits	
7600-05 Health Insurance	9,559.98
7650-09 IMRF	7,783.19
7660-06 Unemployment Insurance	1,099.26
7670-01 Taxes-Fica Expense	8,527.96
<b>Total Benefits</b>	<b>26,970.39</b>
Building Expense	
8306-07 Building Supplies & Maintenance	454.61
8308-07 Service Contracts	8,506.81
8330-01 Casual Labor	200.00
8335-07 Building Repairs	2,045.00
<b>Total Building Expense</b>	<b>11,206.42</b>
Computers/Technology	
8171-01 Tech Service	3,692.40

	<b>Total</b>
8175-01 SWAN	5,395.50
8180-01 Software	1,593.70
8190-01 Website	159.98
<b>Total Computers/Technology</b>	<b>10,841.58</b>
Legal & Professional Services	
8400-01 Accounting	2,875.00
8402-01 Legal Fees	724.83
8430-01 Payroll Expenses	1,583.12
<b>Total Legal &amp; Professional Services</b>	<b>5,182.95</b>
Library Materials	
8090-01 Adult A/V	385.71
8096-01 Teen A/V	423.88
8105-01 Adult Fiction/Non-Fiction	2,560.37
8106-01 Children Fiction / Non-Fiction	905.96
8107-01 Teen Fiction/Non-Fiction	1,101.49
8120-01 Newspapers	722.97
8130-01 Internet Databases	5,384.24
<b>Total Library Materials</b>	<b>11,484.62</b>
Office Supplies & Software	
8202-01 Office Supplies	631.54
<b>Total Office Supplies &amp; Software</b>	<b>631.54</b>
Programs & Strategic Initiatives	
8150-01 Children's Programs	753.24
8153-01 Teen Programs	47.80
8155-01 Adult Programs	47.80
8158-01 Strategic Initiatives	5.99
<b>Total Programs &amp; Strategic Initiatives</b>	<b>854.83</b>
Salaries	
7504-01 Circulation	24,595.63
7505-01 Adult Services	11,456.24
7506-01 Youth Services	16,820.88
7507-01 Pages	945.15
7508-01 Administration	58,126.04
7509-01 Facilities	0.00
<b>Total Salaries</b>	<b>111,943.94</b>
Travel & Training	
7800-01 Educational Staff Training	-72.00
8355-01 Memberships	990.00
<b>Total Travel &amp; Training</b>	<b>918.00</b>
Utilities	
8301-07 Internet/Phone	4,310.76
8302-07 Electricity	5,171.50

	<b>Total</b>
8303-07 Gas	549.57
8304-07 Water/Garbage	248.63
<b>Total Utilities</b>	<b>10,280.46</b>
<b>Total Expenses</b>	<b>193,422.87</b>
<b>NET OPERATING INCOME</b>	<b>377,810.61</b>
<b>OTHER EXPENSES</b>	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	5,915.49
<b>Total Other Miscellaneous Expense</b>	<b>5,915.49</b>
<b>Total Other Expenses</b>	<b>5,915.49</b>
<b>NET OTHER INCOME</b>	<b>-5,915.49</b>
<b>NET INCOME</b>	<b>\$371,895.12</b>

# Balance Sheet

As of August 31, 2024

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1500-01 First American MM (5015)	140,332.99
1500-04 Cash-Audit Fund	-85.00
1500-05 Cash-Liability Insurance Fund	-6,168.00
1500-06 Cash-Unemployment Ins Fund	-1,451.00
1500-07 Cash-Building Fund	-0.27
1500-08 Cash-Social Security Fund	0.00
1500-09 Cash-Pension Fund	0.21
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
<b>Total 1500-01 First American MM (5015)</b>	<b>149,988.15</b>
1501-01 First American Checking (5001)	25,719.89
1509-07 Cash - IPTIP IL Funds	763,094.31
1512-02 Kadlec Annuity #71797	55,804.99
<b>Total Bank Accounts</b>	<b>994,607.34</b>
<b>Accounts Receivable</b>	
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
2100-01 Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>581,106.72</b>
<b>Other Current Assets</b>	
1500-01 Kadlec Annuity	263,634.37
1500-02 Kadlect Annuity #19563	120,375.23
1500-03 Kadlec Annuity #37743	441,601.79
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
<b>Total Other Current Assets</b>	<b>828,824.97</b>

	Total
<b>Total Current Assets</b>	<b>2,404,539.03</b>
<b>TOTAL ASSETS</b>	<b>\$2,404,539.03</b>

## LIABILITIES AND EQUITY

### Liabilities

#### Current Liabilities

##### Accounts Payable

4100-01 Accounts Payable	11,894.99
4100-02 Accounts Payable UC Fund	0.00
4100-05 Accounts Payable Liability Fund	3,386.66
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	5,315.85
4100-09 Accounts Payable Pension Fund	0.00

<b>Total Accounts Payable</b>	<b>20,597.50</b>
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##### Other Current Liabilities

4002-01 IMRF - Employee Contribution	2,543.05
4003-01 Child Support	0.00
4200-01 Accrued Wages	21,317.59
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	580.80
4240-01 State Withholding	602.07
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

<b>Total Other Current Liabilities</b>	<b>606,150.23</b>
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<b>Total Current Liabilities</b>	<b>626,747.73</b>
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<b>Total Liabilities</b>	<b>626,747.73</b>
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### Equity

3200-00 Retained Earnings	-3,323.82
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

	<b>Total</b>
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
Net Income	371,895.12
<b>Total Equity</b>	<b>1,777,791.30</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,404,539.03</b>



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

	August 2024 MTD Actual	FY25 YTD Actual	FY25 Budget	over Budget	% of Budget
<b>Income</b>					
6901-14 Estimated loss due to property assessment appeals	0.00	0.00	0.00	0.00	
6903-01 Fines & Fees	168.76	665.05	6,000.00	-5,334.95	11.08%
6904-01 Donations	956.28	3,768.56	35,000.00	-31,231.44	10.77%
6905-01 Grants	0.00	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	3,501.25	5,640.35	4,500.00	1,140.35	125.34%
6901-01 Property Tax	273,310.57	550,131.91	1,175,000.00	-624,868.09	46.82%
<b>Total Income</b>	<b>\$ 277,936.86</b>	<b>\$ 571,233.48</b>	<b>\$ 1,333,500.00</b>	<b>-\$ 762,266.52</b>	<b>42.84%</b>
<b>Expenses</b>					
8360-01 Grants	1,645.00	2,854.21	100,000.00	-97,145.79	2.85%
<b>Advertising &amp; Marketing</b>					
8361-01 Donations	0.00	0.00	35,000.00	-35,000.00	0.00%
8365-01 Library Promotion	0.00	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%
<b>Total Advertising &amp; Marketing</b>	<b>\$ 0.00</b>	<b>\$ 84.99</b>	<b>\$ 51,450.00</b>	<b>-\$ 51,365.01</b>	<b>0.17%</b>
<b>Bank Charges &amp; Fees</b>					
8396-01 Bank Charges & Fees	67.96	168.94	500.00	-331.06	33.79%
<b>Total Bank Charges &amp; Fees</b>	<b>\$ 67.96</b>	<b>\$ 168.94</b>	<b>\$ 500.00</b>	<b>-\$ 331.06</b>	<b>33.79%</b>
<b>Benefits</b>					
7600-05 Health Insurance	3,146.66	9,559.98	33,500.00	-23,940.02	28.54%
7650-09 IMRF	3,522.00	7,783.19	48,854.00	-41,070.81	15.93%
7660-06 Unemployment Insurance	401.63	1,099.26	4,000.00	-2,900.74	27.48%
7670-01 Taxes-Fica Expense	3,474.93	8,527.96	46,945.00	-38,417.04	18.17%
<b>Total Benefits</b>	<b>\$ 10,545.22</b>	<b>\$ 26,970.39</b>	<b>\$ 133,299.00</b>	<b>-\$ 106,328.61</b>	<b>20.23%</b>
<b>Building Expense</b>					
8306-07 Building Supplies & Maintenance	362.91	454.61	9,500.00	-9,045.39	4.79%
8308-07 Service Contracts	5,097.24	8,506.81	46,500.00	-37,993.19	18.29%
8315-07 Fees & Permits	0.00	0.00	2,200.00	-2,200.00	0.00%
8330-01 Casual Labor	100.00	200.00	1,000.00	-800.00	20.00%
8335-07 Building Repairs	2,045.00	2,045.00	94,000.00	-91,955.00	2.18%
<b>Total Building Expense</b>	<b>\$ 7,605.15</b>	<b>\$ 11,206.42</b>	<b>\$ 153,200.00</b>	<b>-\$ 141,993.58</b>	<b>7.31%</b>
<b>Computers/Technology</b>					
8171-01 Tech Service	3,692.40	3,692.40	10,800.00	-7,107.60	34.19%
8172-01 Computer Equipment	0.00	0.00	2,500.00	-2,500.00	0.00%
8175-01 SWAN	5,395.50	5,395.50	22,500.00	-17,104.50	23.98%
8180-01 Software	1,518.70	1,593.70	1,250.00	343.70	127.50%
8190-01 Website	0.00	159.98	1,200.00	-1,040.02	13.33%
8195-01 Email	0.00	0.00	0.00	0.00	
<b>Total Computers/Technology</b>	<b>\$ 10,606.60</b>	<b>\$ 10,841.58</b>	<b>\$ 38,250.00</b>	<b>-\$ 27,408.42</b>	<b>28.34%</b>
<b>Insurance</b>					
8460-05 Liability Insurance	0.00	0.00	21,000.00	-21,000.00	0.00%
<b>Total Insurance</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 21,000.00</b>	<b>-\$ 21,000.00</b>	<b>0.00%</b>
<b>Interest Paid</b>					

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%
<b>Total Interest Paid</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 36,800.00</b>	<b>-\$ 36,800.00</b>	<b>0.00%</b>
<b>Legal &amp; Professional Services</b>					
8400-01 Accounting	1,335.00	2,875.00	13,500.00	-10,625.00	21.30%
8401-04 Audit	0.00	0.00	8,200.00	-8,200.00	0.00%
8402-01 Legal Fees	724.83	724.83	5,500.00	-4,775.17	13.18%
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	1,017.16	1,583.12	7,500.00	-5,916.88	21.11%
8435-01 Background Checks	0.00	0.00	200.00	-200.00	0.00%
<b>Total Legal &amp; Professional Services</b>	<b>\$ 3,076.99</b>	<b>\$ 5,182.95</b>	<b>\$ 35,500.00</b>	<b>-\$ 30,317.05</b>	<b>14.60%</b>
<b>Library Materials</b>					
8090-01 Adult A/V	92.78	385.71	8,000.00	-7,614.29	4.82%
8091-01 Children's A/V	0.00	0.00	2,800.00	-2,800.00	0.00%
8096-01 Teen A/V	0.00	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	2,560.37	2,560.37	23,000.00	-20,439.63	11.13%
8106-01 Children Fiction / Non-Fiction	905.96	905.96	15,000.00	-14,094.04	6.04%
8107-01 Teen Fiction/Non-Fiction	1,101.49	1,101.49	7,000.00	-5,898.51	15.74%
8108-01 eBooks	0.00	0.00	5,000.00	-5,000.00	0.00%
8120-01 Newspapers	0.00	722.97	3,600.00	-2,877.03	20.08%
8130-01 Internet Databases	3,328.74	5,384.24	18,000.00	-12,615.76	29.91%
8140-01 Periodicals	0.00	0.00	900.00	-900.00	0.00%
<b>Total Library Materials</b>	<b>\$ 7,989.34</b>	<b>\$ 11,484.62</b>	<b>\$ 85,500.00</b>	<b>-\$ 74,015.38</b>	<b>13.43%</b>
<b>Office Supplies &amp; Software</b>					
8202-01 Office Supplies	136.77	631.54	10,500.00	-9,868.46	6.01%
<b>Total Office Supplies &amp; Software</b>	<b>\$ 136.77</b>	<b>\$ 631.54</b>	<b>\$ 10,500.00</b>	<b>-\$ 9,868.46</b>	<b>6.01%</b>
<b>Programs &amp; Strategic Initiatives</b>					
8150-01 Children's Programs	494.89	753.24	6,500.00	-5,746.76	11.59%
8153-01 Teen Programs	19.89	47.80	2,800.00	-2,752.20	1.71%
8154-01 Makerspaces/library of things	0.00	0.00	3,500.00	-3,500.00	0.00%
8155-01 Adult Programs	19.89	47.80	5,500.00	-5,452.20	0.87%
8156-01 Technology Programs	0.00	0.00	0.00	0.00	
8158-01 Strategic Initiatives	0.00	5.99	0.00	5.99	
<b>Total Programs &amp; Strategic Initiatives</b>	<b>\$ 534.67</b>	<b>\$ 854.83</b>	<b>\$ 18,300.00</b>	<b>-\$ 17,445.17</b>	<b>4.67%</b>
<b>Salaries</b>					
7504-01 Circulation	10,311.12	24,595.63	115,600.00	-91,004.37	21.28%
7505-01 Adult Services	5,134.88	11,456.24	67,290.00	-55,833.76	17.03%
7506-01 Youth Services	6,831.62	16,820.88	98,000.00	-81,179.12	17.16%
7507-01 Pages	0.00	945.15	15,300.00	-14,354.85	6.18%
7508-01 Administration	23,386.64	58,126.04	306,000.00	-247,873.96	19.00%
7509-01 Facilities	0.00	0.00	0.00	0.00	
<b>Total Salaries</b>	<b>\$ 45,664.26</b>	<b>\$ 111,943.94</b>	<b>\$ 602,190.00</b>	<b>-\$ 490,246.06</b>	<b>18.59%</b>
<b>Travel &amp; Training</b>					
7700-01 Educational Training Trustees	0.00	-72.00	250.00	-322.00	-28.80%
7800-01 Educational Staff Training	0.00	0.00	4,000.00	-4,000.00	0.00%
8342-01 Lodging, Meals, Mileage	0.00	0.00	1,000.00	-1,000.00	0.00%
8355-01 Memberships	590.00	990.00	2,000.00	-1,010.00	49.50%
8390-01 Mileage Reimbursement	0.00	0.00	0.00	0.00	
<b>Total Travel &amp; Training</b>	<b>\$ 590.00</b>	<b>\$ 918.00</b>	<b>\$ 7,250.00</b>	<b>-\$ 6,332.00</b>	<b>12.66%</b>
<b>Utilities</b>					
8301-07 Internet/Phone	4,063.54	4,310.76	10,261.00	-5,950.24	42.01%
8302-07 Electricity	5,171.50	5,171.50	20,000.00	-14,828.50	25.86%
8303-07 Gas	197.31	549.57	6,000.00	-5,450.43	9.16%
8304-07 Water/Garbage	248.63	248.63	3,500.00	-3,251.37	7.10%



<b>Total Utilities</b>	<b>\$ 9,680.98</b>	<b>\$ 10,280.46</b>	<b>\$ 39,761.00</b>	<b>-\$ 29,480.54</b>	<b>25.86%</b>
8395-01 Miscellaneous Expense	5,915.49	5,915.49	0.00	0.00	0%
<b>Total Expenses</b>	<b>\$ 98,142.94</b>	<b>\$ 193,422.87</b>	<b>\$ 1,333,500.00</b>	<b>-\$ 1,140,077.13</b>	<b>14.50%</b>
<b>Net Operating Income</b>	<b>\$ 173,878.43</b>	<b>\$ 371,895.12</b>	<b>\$ 0.00</b>	<b>\$ 377,810.61</b>	
<b>Net Income</b>	<b>\$ 173,878.43</b>	<b>\$ 371,895.12</b>	<b>\$ 0.00</b>	<b>\$ 377,810.61</b>	



**North Riverside Public Library District**  
**Check Detail Report**  
**August 2024**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Amount</b>
08/01/2024	16161	AT&T 1	ACCOUNT # 831-001-2131 606 INV. 1748911905	63.10
08/01/2024	16162	AEP ENERGY	AEP ENERGY # 3014417557 - 5/30-6/28/24	2,451.40
08/01/2024	16163	ALI BAGHDADI	REISSUE OF CHECK FOR JULY 16 PROGRAM	100.00
08/01/2024	16164	Black Stone	INV. 2163725	92.78
08/01/2024	16165	COMCAST .	ACCT# *****3498 INV 209180088	1,332.01
08/01/2024	16166	CENGAGE Learning	INV. 84654014 - Adult Fiction/Nonfiction	78.72
08/01/2024	16167	FIRST AMERICAN BANK .	JULY STATEMENT - Teen/Adult Fiction, Bank Charges	3,252.27
08/01/2024	16168	Hinckley Springs	2429867 071024	29.98
08/01/2024	16169	Illinois Library Association	2024-20025 INSTITUTIONAL MEMBERSHIP	225.00
08/01/2024	16170	Johnson Controls Security Solutions	customer # 01300113034337 INV 40358111- 8/01/24-10/31/24	110.94
08/01/2024	16171	MEESCAN INC	INV 2401156	1,438.20
08/01/2024	16172	Nitech Fire & Security Industries, Inc	INV 372212 - 8/1-10/31	326.40
08/01/2024	16173	Ollis Book Corporation	INV 249045 - Children Fiction / Non Fiction	199.98
08/01/2024	16174	Outsource Solutions Group	INV 80000 MONTHLY AGREEMENT	1,848.64
08/01/2024	16175	Preferred Plumbing Inc	INV 7553 - REPLACED THE VACUUM BREAKER	260.00
08/01/2024	16176	RAILS	INV 12770 - ILLINOIS LIBRARY PRESENTS 7/2024-6/2025	365.00
08/01/2024	16177	Roscoe	Acct#1889-07544 INV 1853902	275.17
08/01/2024	16178	RELIABLE FIRE & SECURITY	INV 112233	567.55
08/01/2024	16179	SWAN	INV. 11201, 11266 - 7/1-9/30/24, EBESCO DATABASES	8,346.00
08/01/2024	16180	Terminix	Invoice 449010039	124.00
08/01/2024	16181	WAREHOUSE DIRECT INC	5760082-0 - BUILDING SUPPLIES	121.08
08/01/2024	16182	FIRST AMERICAN BANK .	JULY STATEMENT - Office Supplies, Adult/Children/Teen Programs	196.44

08/01/2024	16183	CENGAGE Learning	INV. 84668695 - ADULT FICTION / NON FICTION	163.95
08/01/2024	16184	Ollis Book Corporation	INV 249046 - Children Fiction / Non Fiction	310.25
08/01/2024	16185	LEAF	INV 16892667	821.82
08/01/2024	16186	Natalie Starosta	REIMBURSEMENT PLAYHOUSE	45.00
08/01/2024	16187	CLEAN NET OF OF ILLINOIS, INC	INV. CHI0062063 - August 2024	1,299.00
08/01/2024	16188	FIRST AMERICAN BANK .	JULY STATEMENT - Library Materials & Software	70.84
08/01/2024	16189	Ollis Book Corporation	INV 249077 - Children Fiction / Non Fiction	215.68
08/01/2024	16190	Mario Vargas	Paint and wall repair	1,785.00
08/01/2024	16191	Ollis Book Corporation	INV 249079 - Children Fiction / Non Fiction	180.05
08/01/2024	16192	Midwest Tape	INV 505842907 - HOOPLA	339.26
08/15/2024	16194	Village of N. Riverside	WATER	248.63
08/15/2024	16195	Proven IT.com	INV 1190010 - Copy Machine	719.21
08/15/2024	16196	Lauterbach & Amen, LLP	INV93118 remainder	364.00
08/15/2024	16197	RAILS	IL Library Laws & Rules	25.00
08/15/2024	16198	Mission Square - 304650	BATCH 622406 & 6456665	815.80
08/15/2024	16199	Roscoe	Acct#1889-07544 INV 1857376	275.17
08/15/2024	16200	Constellation Newenergy, Inc.	Account # ****6874 Utility #7582359915	2,720.10
08/15/2024	16201	Terminix	Invoice 449010039	124.00
08/15/2024	16202	MARIANNE MOHRHUSEN	ZUMBA FOR KIDS December 19, 2024	75.00
08/15/2024	16203	MARIANNE MOHRHUSEN	Yoga & Story time - Oct 2 2024	75.00
08/15/2024	16204	MARIANNE MOHRHUSEN	Yoga & Story time - Nov 13 2024	75.00
08/15/2024	16205	MARIANNE MOHRHUSEN	Yoga & Story time - Dec 11 2024	75.00
08/15/2024	16206	Comcast	Acct# 8771 20 134 0118334	184.99
08/15/2024	16207	COMCAST .	ACCT# *****3498 INV 211692367	2,483.44
08/15/2024	16208	Hinckely Springs	2429867 080724	241.83
08/19/2024	16209	JAIME CERVANTES	MARIACHI NOVEMBER 1ST DEPOSIT	400.00

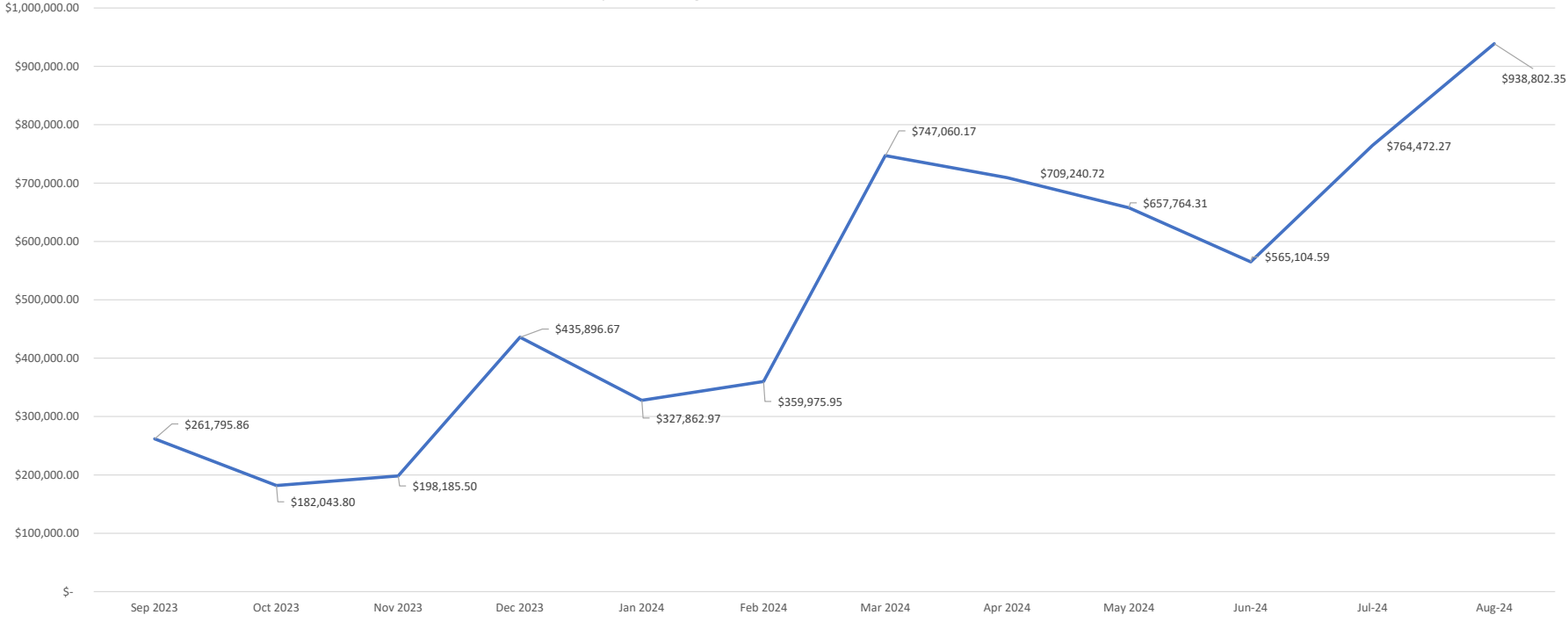
08/19/2024	16210	CENGAGE Learning	INV. 84782253, 84776627 - ADULT FICTION / NON FICTION	209.88
08/19/2024	16211	Outsource Solutions Group	INV 80392	1,843.76
08/19/2024	16212	Franczek Radelet	INV 233010, 233009 - Professional Services	724.83
08/19/2024	16213	Lauterbach & Amen, LLP	INV 94218	971.00
08/19/2024	16214	Terminix	Invoice 66825076	124.00
08/19/2024	16215	LIMRiCC	MONTHLY BILLING AUGUST 2024	3,386.66
08/19/2024	16216	MARIANNE MOHRHUSEN	ZUMBA FOR KIDS DECEMBER 19, 2024	75.00
08/19/2024	16217	TBS	INV 080524-24 - 2ND QUATER APRIL-JUNE COST PER FAX	48.64
08/19/2024	16218	Jill Cannizzo	BOARD MINUTES AUGUST 19, 2024	100.00
08/19/2024	16219	Trimline Landscaping	JUNE SERVICES - MOV & TRIM & BAG, WEEDING	300.00
08/20/2024	16220	JAIME CERVANTES	MARIACHI NOVEMBER 1ST - 11/1/24	1,200.00

**Total \$44,921.45**

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

	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	April 24	May 24	June 24	July 24	Aug 24	Total
<b>Beginning Cash</b>	\$ 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	
<b>Income</b>													
6903-01 Fines & Fees	130.22	201.33	576.70	271.17	166.18	226.88	303.76	401.01	160.52	108.82	496.29	168.76	3,211.64
6904-01 Donations	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	956.28	10,452.26
6905-01 Grants	0.00	0.00	7,500.00	7,814.00	0.00	0.00	0.00	25,000.00	0.00	1,288.38	11,027.61	0.00	52,629.99
6915-07 Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest	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	3,501.25	22,195.08
Property Taxes	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	273,310.57	1,711,295.39
<b>Total Income</b>	<b>\$ 1,422.68</b>	<b>\$ 1,498.10</b>	<b>\$ 134,252.98</b>	<b>\$ 376,606.39</b>	<b>\$ 1,904.24</b>	<b>\$ 157,380.75</b>	<b>\$ 474,780.16</b>	<b>\$ 29,731.86</b>	<b>\$ 44,496.91</b>	<b>\$ 6,476.81</b>	<b>\$ 293,296.62</b>	<b>\$ 277,936.86</b>	<b>\$ 1,799,784.36</b>
<b>Gross Profit</b>	<b>\$ 1,422.68</b>	<b>\$ 1,498.10</b>	<b>\$ 134,252.98</b>	<b>\$ 376,606.39</b>	<b>\$ 1,904.24</b>	<b>\$ 157,380.75</b>	<b>\$ 474,780.16</b>	<b>\$ 29,731.86</b>	<b>\$ 44,496.91</b>	<b>\$ 6,476.81</b>	<b>\$ 293,296.62</b>	<b>\$ 277,936.86</b>	<b>\$ 1,799,784.36</b>
<b>Expenses</b>													
8360-01 Grants	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	1,645.00	34,386.43
8360-01 Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8380-01 Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advertising & Marketing	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	0.00	22,665.28
Bank Charges & Fees	0.00	144.00	34.91	420.91	61.39	467.46	0.00	0.00	33.48	263.41	100.98	67.96	1,594.50
Benefits	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	10,545.22	135,175.82
Building Expense	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	7,605.15	102,908.04
Computers/Technology	-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	10,606.60	50,114.63
Insurance	0.00	0.00	0.00	0.00	20,344.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,344.00
Interest Paid	0.00	0.00	0.00	32,297.17	0.00	0.00	0.00	0.00	0.00	3,952.40	0.00	0.00	36,249.57
Legal & Professional Services	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	3,076.99	40,016.14
Library Materials	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	7,989.34	68,598.65
Office Supplies & Software	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	136.77	12,531.43
Programs & Strategic Initiatives	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	534.67	18,449.81
Salaries	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	45,664.26	602,132.58
Travel & Training	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	590.00	10,913.84
Utilities	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	9,680.98	54,085.73
Misc Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,474.01	396.03	0.00	0.00	5,915.49	3,837.51
<b>Total Expenses</b>	<b>\$ 89,186.50</b>	<b>\$ 82,868.19</b>	<b>\$ 118,160.28</b>	<b>\$ 136,972.59</b>	<b>\$ 112,465.09</b>	<b>\$ 126,015.83</b>	<b>\$ 89,309.65</b>	<b>\$ 62,212.36</b>	<b>\$ 97,449.51</b>	<b>\$ 99,629.57</b>	<b>\$ 95,279.93</b>	<b>\$ 98,142.94</b>	<b>\$ 1,214,003.96</b>
<b>Net Operating Income</b>	<b>(87,763.82)</b>	<b>(81,370.09)</b>	<b>16,092.70</b>	<b>239,633.80</b>	<b>(110,560.85)</b>	<b>31,364.92</b>	<b>385,470.51</b>	<b>(32,480.50)</b>	<b>(53,348.63)</b>	<b>(93,152.76)</b>	<b>198,016.69</b>	<b>173,878.43</b>	<b>585,780.40</b>
<b>Balance Sheet Adjustments</b>	<b>(1,986.95)</b>	<b>1,618.03</b>	<b>49.00</b>	<b>(1,922.63)</b>	<b>2,527.15</b>	<b>748.06</b>	<b>1,613.71</b>	<b>(5,338.95)</b>	<b>1,872.22</b>	<b>493.04</b>	<b>1,350.99</b>	<b>451.65</b>	<b>1,475.32</b>
<b>Net Income</b>	<b>(89,750.77)</b>	<b>(79,752.06)</b>	<b>16,141.70</b>	<b>237,711.17</b>	<b>(108,033.70)</b>	<b>32,112.98</b>	<b>387,084.22</b>	<b>(37,819.45)</b>	<b>(51,476.41)</b>	<b>(92,659.72)</b>	<b>199,367.68</b>	<b>174,330.08</b>	<b>587,255.72</b>
<b>Ending Cash</b>	<b>\$ 261,795.86</b>	<b>\$ 182,043.80</b>	<b>\$ 198,185.50</b>	<b>\$ 435,896.67</b>	<b>\$ 327,862.97</b>	<b>\$ 359,975.95</b>	<b>\$ 747,060.17</b>	<b>\$ 709,240.72</b>	<b>\$ 657,764.31</b>	<b>\$ 565,104.59</b>	<b>\$ 764,472.27</b>	<b>\$ 938,802.35</b>	

Sep 2023 - Aug 2024



Payment Information		
Payment Due Date	For online and phone payments, the deadline is 8pm ET.	
<b>Sep 13, 2024</b>		
New Balance	Minimum Payment Due	
<b>\$11,194.79</b>	<b>\$1,119.00</b>	
<p><b>LATE PAYMENT WARNING:</b> 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><b>MINIMUM PAYMENT WARNING:</b> 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	8 Years	\$14,488
If you would like information about credit counseling services, call 888-326-8055.		

Account Summary	
Previous Balance	\$5,915.49
Payments	- \$5,915.49
Other Credits	- \$131.07
Transactions	+ \$11,325.86
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
<b>New Balance</b>	<b>= \$11,194.79</b>
Revolving Credit Limit	\$17,000.00
Available Revolving Credit (as of Aug 19, 2024)	\$5,805.21
Cash Advance Credit Limit	\$7,500.00
Available Credit for Cash Advances	\$5,805.21

Rewards Summary		Rewards as of: 08/19/2024	
<b>Rewards Balance</b>	<b>\$435.33</b>	Track and redeem your rewards with our mobile app or on <a href="https://capitalone.com">capitalone.com</a>	
<b>Previous Balance</b>	<b>Earned This Period</b>	<b>Redeemed this period</b>	
\$565.03	\$220.30	-\$350.00	

**Account Notifications**

Please check page 6 of this statement for your Account Notifications.

Pay or manage your account at [capitalone.com](https://capitalone.com)

Customer Service: 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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Scan this QR Code with your phone's camera to download the top-rated Capital One Mobile app.

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

Account ending in 3899

New Balance	Minimum Payment Due	Amount Enclosed
<b>\$11,194.79</b>	<b>\$1,119.00</b>	\$ _____

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](https://capitalone.com)



Pay using the Capital One mobile app



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](https://capitalone.com) to see detailed transactions.

### NATALIE STAROSTA #3899: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Aug 8	Aug 8	CAPITAL ONE AUTOPAY PYMTAuthDate 08-Aug	-\$5,915.49

### NATALIE STAROSTA #3899: Transactions

Trans Date	Post Date	Description	Amount
Jul 19	Jul 20	TECHSOUP4156339300CA	\$80.00
Jul 30	Jul 30	AMERICAN LIBRARY ASSOC860-347-6933IL	\$58.50
Aug 2	Aug 3	TST* NOTHING BUNDT CAKLA GRANGEIL	\$126.90
Aug 7	Aug 8	SWANK MOTION PICTURESSAINT LOUISMO	\$475.00
Aug 8	Aug 8	PANERA BREAD #601019 0708-409-9910IL	\$91.11
Aug 8	Aug 9	HOMELESS TRAININGHENDERSONVILLTN	\$49.00
Aug 9	Aug 10	SALERNOS PIZZA OF OAK708-3831500IL	\$206.39
Aug 10	Aug 10	PANERA BREAD #601019 0708-409-9910IL	\$83.25
Aug 10	Aug 10	AMAZON MKTPL*RM88Q7ECOAmzn.com/billWA	\$286.68
Aug 10	Aug 12	Amazon.com*RM1W76B92Amzn.com/billWA	\$70.24
Aug 14	Aug 15	BATTERIES PLUS #0891OAK PARKIL	\$2.05
Aug 14	Aug 16	HILDEBRAND SPORTING GOBROADVIEWIL	\$7.00
Aug 16	Aug 17	CISCO SYSTEMS / WEBEXSAN JOSECA	\$162.00

**NATALIE STAROSTA #3899: Total Transactions** **\$1,698.12**

### BRITNEY MUSIAL #9066: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Jul 26	Jul 29	KAHOOT! ASAOSLODUB	-\$120.00
Aug 17	Aug 19	Amazon.comAmzn.com/billWA	-\$0.99

### BRITNEY MUSIAL #9066: Transactions

Trans Date	Post Date	Description	Amount
Jul 19	Jul 20	Amazon Fresh*CI6ZG5RZ3North RiversiWA	\$16.42
Jul 19	Jul 20	AMAZON.COM*RS0N44KR1SEATTLEWA	\$69.00
Jul 19	Jul 20	ACCUQUILTOMAHANE	\$288.72
Jul 22	Jul 23	AMAZON MKTPL*RJ9SH1GG2Amzn.com/billWA	\$407.06
Jul 23	Jul 23	AMAZON.COM*RJ3N77DK0SEATTLEWA	\$118.45
Jul 24	Jul 25	AMAZON MKTPL*RJOWZ0871Amzn.com/billWA	\$290.00
Jul 26	Jul 27	KAHOOT! ASAOSLODUB	\$120.00
Jul 28	Jul 29	AMAZON MKTPL*RV9ZU1ZG1Amzn.com/billWA	\$318.14
Jul 28	Jul 29	AMAZON.COM*RV69A2VF0SEATTLEWA	\$79.86
Jul 29	Jul 30	AMAZON.COM*RV1FK32A2SEATTLEWA	\$68.85

### Transactions (Continued)

Trans Date	Post Date	Description	Amount
Jul 29	Jul 30	AMAZON.COM*RV5FL4HU0SEATTLEWA	\$110.77
Jul 29	Jul 30	OVERDRIVE DIST21657368860H	\$244.76
Jul 30	Jul 31	AMAZON MKTPL*RV79E2DPOAmzn.com/billWA	\$39.99
Jul 31	Aug 1	LS FAIR GAMELA GRANGEIL	\$78.36
Jul 31	Aug 1	FIVE BELOW 706COUNTRYSIDEIL	\$187.15
Aug 3	Aug 5	AMAZON MKTPL*RF16L63R1Amzn.com/billWA	\$34.77
Aug 5	Aug 5	AMZN Mktp US*RF7X94GJ1Amzn.com/billWA	\$14.69
Aug 5	Aug 6	GOOGLE *YouTube Videosg.co/helppay#CA	\$9.99
Aug 5	Aug 7	DEMCO INC800-9624463WI	\$143.66
Aug 6	Aug 7	INGRAM LIBRARY SERVICELA VERGNETN	\$1,776.10
Aug 6	Aug 7	INGRAM LIBRARY SERVICELA VERGNETN	\$1,020.71
Aug 7	Aug 7	Amazon.com*RM6KZ2CW2Amzn.com/billWA	\$12.59
Aug 7	Aug 7	AMAZON MKTPL*RF4AG87G1Amzn.com/billWA	\$166.93
Aug 7	Aug 7	AMAZON MKTPL*RF4LM6I10Amzn.com/billWA	\$234.95
Aug 9	Aug 10	AMAZON MKTPL*RM1EO7TPOAmzn.com/billWA	\$48.98
Aug 10	Aug 12	AMZN Mktp US*RM70I4EM1Amzn.com/billWA	\$93.42
Aug 11	Aug 12	TARGET.COM *800-591-3869MN	\$0.25
Aug 11	Aug 12	TARGET.COM *800-591-3869MN	\$109.89
Aug 12	Aug 13	AMZN Mktp US*RM5UW8881Amzn.com/billWA	\$33.95
Aug 12	Aug 13	AMAZON RETA* RM57Z2962SEATTLEWA	\$18.28
Aug 14	Aug 15	AMAZON MKTPL*RU3701Z82Amzn.com/billWA	\$54.92
Aug 17	Aug 17	AMAZON.COM*RU31W4091SEATTLEWA	\$65.46
Aug 17	Aug 19	Amazon.com*RU11Q9232Amzn.com/billWA	\$393.69
Aug 18	Aug 19	GLOWFORGE.COMSEATTLEWA	\$239.00
<b>BRITNEY MUSIAL #9066: Total Transactions</b>			<b>\$6,909.76</b>

#### NATALIE CASTILLO #6852: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Aug 7	Aug 7	THRIFT BOOKS GLOBAL, L2532752241WA	-\$3.79
Aug 7	Aug 7	THRIFT BOOKS GLOBAL, L2532752241WA	-\$6.29

#### NATALIE CASTILLO #6852: Transactions

Trans Date	Post Date	Description	Amount
Jul 20	Jul 22	INGRAM LIBRARY SERVICELA VERGNETN	\$273.94
Jul 21	Jul 22	AMZN Mktp US*RJ2E624H1Amzn.com/billWA	\$12.86
Jul 22	Jul 23	SQ *NORTH RIVERSIDE PUNorth RiversiIL	\$21.00
Jul 22	Jul 24	OTC BRANDS *800-875-80MAHANE	\$31.34
Jul 24	Jul 24	AMAZON MKTPL*RJ80C55F1Amzn.com/billWA	\$141.69

### Transactions (Continued)

Trans Date	Post Date	Description	Amount
Jul 24	Jul 26	OTC BRANDS *800-875-80MAHANE	\$131.09
Jul 26	Jul 26	AMAZON MKTPL*RV3D00382Amzn.com/billWA	\$42.86
Jul 31	Aug 1	AMAZON MKTPL*RV1QE59R0Amzn.com/billWA	\$41.76
Aug 1	Aug 2	THRIFT BOOKS GLOBAL, L2532752241WA	\$16.37
Aug 2	Aug 5	OTC BRANDS *800-875-80MAHANE	\$51.24
Aug 4	Aug 5	AMAZON RETA* RF57Y8MU0SEATTLEWA	\$28.98
Aug 4	Aug 5	AMAZON MKTPL*RF3GR11K1Amzn.com/billWA	\$100.85
Aug 15	Aug 15	AMAZON RETA* RU2Y440Z1SEATTLEWA	\$33.35
Aug 16	Aug 17	INGRAM LIBRARY SERVICE LA VERGNETN	\$797.23
<b>NATALIE CASTILLO #6852: Total Transactions</b>			<b>\$1,724.56</b>

#### 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
Jul 19	Jul 20	AMAZON.COM*RS8MS69B1SEATTLEWA	\$98.70
Jul 20	Jul 22	TARGET 00024901HILLSIDEIL	\$20.58
Jul 22	Jul 23	MICHAELS STORES 8634NO RIVERSIDEIL	\$19.77
Jul 25	Jul 26	MICHAELS STORES 8634NO RIVERSIDEIL	\$10.97
Jul 25	Jul 27	HOBBY-LOBBY #919NORTH RIVERSIIL	\$4.48
Jul 29	Jul 30	FIVE BELOW 7045HILLSIDEIL	\$4.40
Aug 3	Aug 3	AMAZON MKTPL*RF6090ANOAmzn.com/billWA	\$62.11
<b>VERONICA MARTINEZ #6021: Total Transactions</b>			<b>\$221.01</b>

#### 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
Aug 5	Aug 5	AMAZON MKTPL*RF27W1DK2Amzn.com/billWA	\$179.99
<b>KAREN QUINN #6313: Total Transactions</b>			<b>\$179.99</b>

#### MIKE BRADLEY #3731: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
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### Transactions (Continued)

#### MIKE BRADLEY #3731: Transactions

Trans Date	Post Date	Description	Amount
Aug 1	Aug 2	USPS.COM CLICKNSHIP800-3447779DC	\$30.45
Aug 3	Aug 5	APPLE.COM/BILL866-712-7753CA	\$99.00
Aug 9	Aug 10	CHICAGO TRIB SUBSCRIPTCHICAGOIL	\$424.00
Aug 15	Aug 16	AMAZON MARK* RU0VT51D2SEATTLEWA	\$38.97
<b>MIKE BRADLEY #3731: Total Transactions</b>			<b>\$592.42</b>

**Total Transactions for This Period** **\$11,325.86**

#### Fees

Trans Date	Post Date	Description	Amount
<b>Total Fees for This Period</b>			<b>\$0.00</b>

#### Interest Charged

Interest Charge on Purchases	\$0.00
Interest Charge on Cash Advances	\$0.00
Interest Charge on Other Balances	\$0.00
<b>Total Interest for This Period</b>	<b>\$0.00</b>

#### Totals Year-to-Date

<b>Total Fees charged</b>	<b>\$173.00</b>
<b>Total Interest charged</b>	<b>\$658.85</b>

### 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.
-  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](http://www.capitalone.com/stopscams)

530486-EN





## **Director**

### Advocacy:

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

And: Which language(s) do you speak at home? Responses 8/12/24-8/28/24 (79 total responses); English (various spellings) – 34; Spanish/Espanol – 13; Spanish and English – 10; Polish – 4; Tamil (Indian) English (Telugu) – 3; Ukrainian – 2; Dylexia Elingish – 1; Engles and bebe wangwide – 1; Spangles – 1; Spanish/English Greek/Italian – 1; Greek – 1; English Polish – 1; English Spanish Polish – 1; English and Thai – 1; English Germen – 1; Japanese & English – 1; French + English – 1; Korean – 1; Tagalog (Philippines) - 1

I reached out to Grasso Graphics, the printers who print and mail our newsletter. They suggested that we add additional pages and envelope to the current newsletter as the most economical way to mail the strategic plan survey with an estimated cost of \$2000. This cost is subject to change between now and next Spring.

Working with the Green Alliance to host a program here and working with Xandi from Wright to Learn to host the next digital inclusion grant meeting both in September.

I am working with a community member who will be leading the new NR Book Club which is scheduled to meet in September, October and early December.

We hosted the quarterly meeting of the NR Collaboration Committee and discussed upcoming programming we are able to collaborate on, the possible upcoming digital equity grant which will allow collaborations to apply for and marketing efforts.

### Legal/Financial:

Completed prep work for the annual audit. Auditors completed their one on site day on August 27<sup>th</sup>. Both Lauterbach & Amen and I have followed up several times to answer additional questions from GW&A. They plan to present the completed audit at the October Board meeting as in the past.

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 submitted the IPLAR and ILL NET survey.

Reviewed the local election official's handbook. I am waiting for Cook County to schedule their election training so that I can submit our open positions for the ballot, certify the ballot, and submit candidate information.

#### Library Building:

We received a quote on fence panel replacement from Jeff at Trimline.

Chicago Backflow technicians came to inspect our backflow preventer which is leaking. Because its original to the building, parts are difficult to find. They will provide an estimate to replace the fixture.

Two large boxes of old batteries including those from emergency lights, hot spots, etc. were recycled at Battery's Plus.

#### Training:

I was able to attend the first half of an AI Readiness training focused on Microsoft Co-Piolet provided by Outsource Solutions Group. I will be seeking additional training on the topic for myself and staff.

I attended a short presentation on E-rate's upcoming cyber security grant funding. More information will be coming in the future.

I took part in a short webinar provided by ILA on Library Safety.

Held the quarterly staff in-service on August 9<sup>th</sup> where we took a virtual training from Ryan Dowd on better understanding teens and their reasoning and a second training from RAILS "Working in the 'Grey Area': Boundaries for Library Staff" followed by discussion on boundary setting which was recommended for staff by our EDI staff committee. I talked about the continuation of the 1<sup>st</sup> Amendment Audits and upcoming DNC. We held a short teem building exercise intermixing departments and concluded with departmental meetings. The next in-service day is scheduled for October 11<sup>th</sup>.





I attended LIMRICC Insurance’s annual presentation detailing the open enrollment period, the plan’s change from Aetna to Blue Cross Blue Shield and the changes in coverage between the two companies.

Jeanne, Greg and I attended the first day of the United for Libraries Trustee conference. Several of these programs discussed Board succession planning, recruiting new Board members based on the skills lacking in current Board members (i.e. seeking a retired bookkeeper or CPA for financial skills, someone who works in or around marketing, etc.), as well as advocating for the Library in good and challenging times. I also attended the 2<sup>nd</sup> day which was focused on fund raising for Foundations and Friends groups. Many of the ideas were transferable to the Library itself including an annual appeal which is often included in the last newsletter of the year, printing Library Thank You cards for donations to the Library, as well as a talk about the viability of larger programs.

### **Adult and Teen/Tween Department**

In August, we hosted our annual end of Summer Reading Tie Dye Event! We likewise ended Summer Reading and got to see the excitement the people had over their raffle winnings. We had 124 sign ups which resulted in 22 Weekly Raffle Winners and 8 Big Raffle Winners! We have now been working on making everything Fall themed and have exciting updates within the Build Guild.

The Special Events Committee met to discuss and finalize events during Haunted Library Week. We are also helping create a Community Ofrenda! We are also already beginning planning for the Open House in December and have been excited to host local partnerships! Those have been underway and now we are in the process of mapping out where individuals will be stationed within the library.

#### **Adult Active Programs**

Craft Exchange	23
Yoga	8
Mini Summer Centerpiece	15
Tie Dye	15
Tai Chi	7
Traditional Churros	20
Potter Paper Flowers	5
Club De Lectura	6
Blood Drive	30



Yoga	9
<b>10 Total Active Programs</b>	<b>138 total participants</b>

### Teen/Tween Active Programs

BVI Coding	3
Shoe Charms	9
Tie Dye	5
Traditional Churros	7
Tiny Food Kits	10
Graphic Novel Society	9
Karaoke	5
<b>7 Total Active Programs</b>	<b>48 total participants</b>

### Adult/Teen Passive Programs

Craft Exchange	84
Seed Exchange	34
Makerspace	375
Book Displays	49
Bookmarks/Buttons	48
Air Hockey Table	21
Doodle Board	108
Pet Bandanas	20
Healthy Glow Tea	28
Book Page Banner	26
Summer Reading	124
Back to School	26
<b>12 Total Passive Programs</b>	<b>943 Total participants</b>

## Tech Team

Tech Team Updates: In August, we had a total of 7 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 3 participants. Cantata has asked us back for two more sessions in August.



**Youth Services Department**

The summer reading challenge was a success with 147 active readers, 70 completed challenges, and 1,292 badges earned by children 5<sup>th</sup> grade and under. We are currently planning a winter reading challenge for kids to further encourage community literacy. We had excellent attendance for our programs this month. Two notable programs were our Craftapalooza collaboration with the forest preserve, which was orchestrated by Miss Alex and the end of summer reading tie dye event, which was a multigenerational event. We are looking forward to the fall and winter months for our programming, and we are very proud of the community participation from the summer.

Program title:	Program Facilitator:	Date:	Ag es 0-5:	Ag es 6-11:	Tee n:	Adul ts:
Story and Stroll	Natalie	8/1/2024	0			
Summer Art Discoveries	Gloria	8/1/2024	6	6	0	9
Film Festival Fridays	Natalie	8/2/2024	12		1	4
Morning Munchkins	Karen	8/5/2024	18	0	0	13
Silly Science	Andrea	8/5/2024	7	3	0	6
Whimsical Wednesdays	Alex	8/7/2024	7	2	0	8
Story and Stroll	Veronica	8/8/2024	0	0	0	0
3 R's and Papermaking	Andrea	8/8/2024	2	1	0	2
Craftapalooza	Alex	8/9/2024	22			45
Morning Munchkins	Karen	8/12/2024	13			8
Whimsical Wednesdays	Alex	8/14/2024	11	0	0	7
Preschool Yoga & Storytime	Natalie	8/14/2024	10	1	0	8
Story and Stroll	Natalie	8/15/2024	0			
Summer Art Adventures	Gloria	8/15/2024	1	5	0	1



**NORTH RIVERSIDE  
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

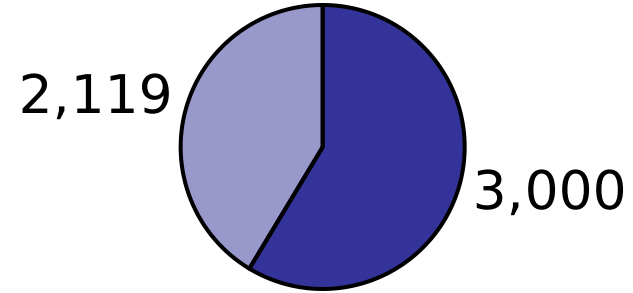
Comic Book Creations	Andrea	8/16/2024	0	4	0	0
Tie Dye	Natalie	8/17/2024		20		
Morning Munchkins	Karen	8/19/2024	14	2	0	11
Science Explorers	Andrea /Gloria	8/19/2024	0	1	0	0
Whimsical Wednesdays	Alex	8/21/2024	9	1	0	5
Lego Free Build	Veronica	8/21/2024	1	2	0	2
Story and Stroll	Natalie	8/22/2024	0			
Family Back to School Bingo Bash	Alex	8/23/2024	4	24	1	11
Morning Munchkins	Karen	8/26/2024	12	0	0	10
Whimsical Wednesdays	Alex	8/28/2024	7	0	0	5
Story and Stroll	Natalie	8/29/2024	2	0	0	2
Baby & Me (Bilingual)	Andrea	8/31/2024	1	0	0	1

### Item Library

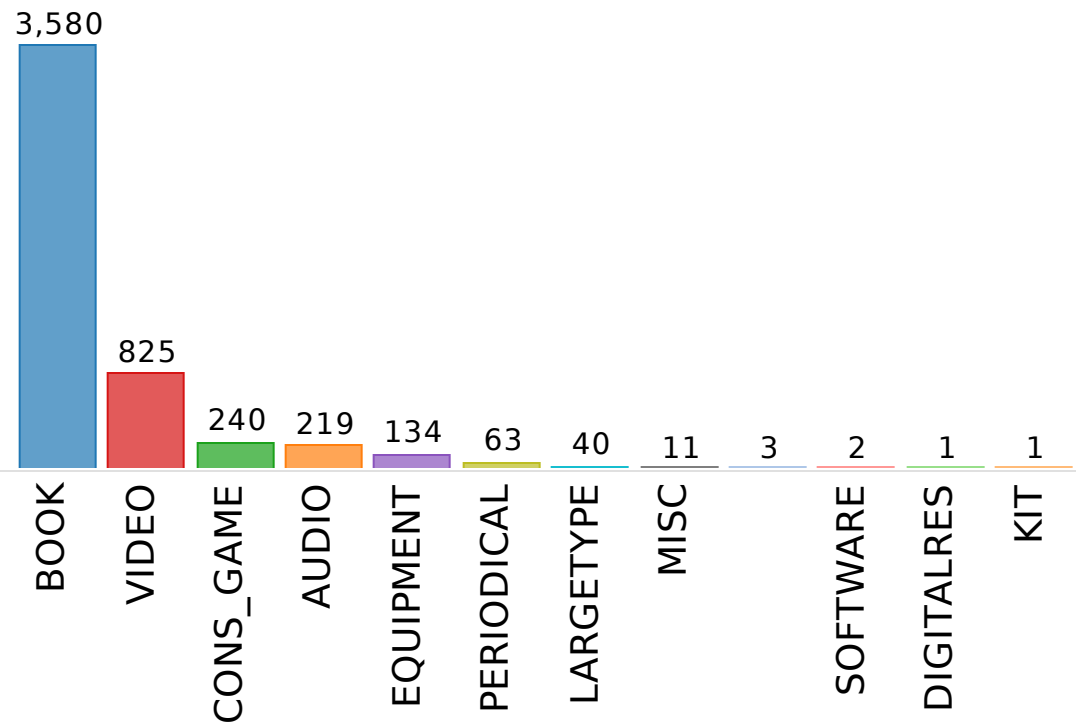
NRS v

#### Checkouts & Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
<b>Total</b>	<b>5,119</b>	<b>100.00%</b>
Charge Item Part B	3,000	58.61%
Renew Item	2,119	41.39%



Item Cat1	Transactions	% of Total
<b>Total</b>	<b>5,119</b>	<b>100.00%</b>
BOOK	3,580	69.94%
VIDEO	825	16.12%
CONS_GAME	240	4.69%
AUDIO	219	4.28%
EQUIPMENT	134	2.62%
PERIODICAL	63	1.23%
LARGETYPE	40	0.78%
MISC	11	0.21%
	3	0.06%
SOFTWARE	2	0.04%
DIGITALRES	1	0.02%
KIT	1	0.02%



### Item Library

NRS ▼

#### Checkouts & Renewals of Your Items

Item Type	Transactions	% of Total	Item Home Location	Transactions	% of Total
<b>Total</b>	<b>5,119</b>	<b>100.00%</b>	<b>Total</b>	<b>5,119</b>	<b>100.00%</b>
<b>BOOK</b>	3,226	63.02%	<b>STACKS_JUV</b>	2,391	46.71%
<b>BOOK_NEW</b>	405	7.91%	<b>STACKS</b>	1,744	34.07%
<b>DVD_FEAT</b>	403	7.87%	<b>YOUNGADULT</b>	394	7.70%
<b>CONSOLEGAM</b>	209	4.08%	<b>NEW_ADULT</b>	382	7.46%
<b>BLURAY_FEA</b>	120	2.34%	<b>NEW_JUV</b>	162	3.16%
<b>CD_AUDIO</b>	117	2.29%	<b>NEW_YA</b>	43	0.84%
<b>DVD_BOXSET</b>	111	2.17%	<b>ILL_IN</b>	3	0.06%
<b>DVD_NEWFEA</b>	81	1.58%			
<b>TOY</b>	72	1.41%			
<b>PERIODICAL</b>	63	1.23%			
<b>DVD</b>	60	1.17%			
<b>EQUIPMENT</b>	39	0.76%			
<b>LARGETYPE</b>	38	0.74%			
<b>CONSOLENEW</b>	33	0.64%			
<b>CD_SPOKEN</b>	31	0.61%			
<b>EQUIPMENTC</b>	31	0.61%			
<b>BLURAY_NFE</b>	29	0.57%			
<b>LARGETYPEN</b>	9	0.18%			
<b>CD_NEW</b>	8	0.16%			
<b>DVD_BOXNEW</b>	7	0.14%			
<b>DVD_FEAT_J</b>	7	0.14%			
<b>BLURAY_BXN</b>	4	0.08%			
<b>CD_SPOKNEW</b>	4	0.08%			
<b>KIT</b>	3	0.06%			
<b>CD_ROM</b>	2	0.04%			
<b>NS_ILL_PRT</b>	2	0.04%			
<b>BLURAY_BOX</b>	1	0.02%			

### Item Library

NRS ▼

#### Checkouts & Renewals of Your Items

User Library	Trans Stat User Profile Name	Transactions	% of Total
<b>Total</b>		<b>5,119</b>	<b>100.00%</b>
<b>NRS</b>	<b>NRS_ADULT</b>	2,531	49.44%
	<b>NRS_JUV</b>	805	15.73%
<b>RSS</b>	<b>RSS_ADULT</b>	203	3.97%
<b>BYS</b>	<b>BYS_ADULT</b>	159	3.11%
<b>BFS</b>	<b>BFS_PATRON</b>	109	2.13%
<b>FPS</b>	<b>FPS_ADULT</b>	75	1.47%
<b>OPS</b>	<b>OPS_PATRON</b>	73	1.43%
<b>ILL_LIBS</b>	<b>CHICAGO_P</b>	67	1.31%
<b>RSS</b>	<b>RSS_JUV</b>	65	1.27%
<b>LPS</b>	<b>LPS_PATRON</b>	48	0.94%
<b>CIS</b>	<b>CIS_ADULT</b>	43	0.84%
<b>SCD</b>	<b>SCD_PATRON</b>	38	0.74%
<b>CIS</b>	<b>CIS_JUV</b>	37	0.72%
<b>BYS</b>	<b>BYS_JUV</b>	33	0.64%
<b>GVD</b>	<b>GVD_PATRON</b>	32	0.63%
<b>DGS</b>	<b>DGS_PATRON</b>	31	0.61%
<b>WRS</b>	<b>WRS_PATRON</b>	31	0.61%
<b>GED</b>	<b>GED_PATRON</b>	30	0.59%
<b>MWS</b>	<b>MWS_ADULT</b>	30	0.59%
<b>WCS</b>	<b>WCS_JUV</b>	29	0.57%
<b>CSD</b>	<b>CSD_PATRON</b>	27	0.53%
<b>BLD</b>	<b>BLD_PATRON</b>	23	0.45%
<b>EPS</b>	<b>EPS_PATRON</b>	23	0.45%
<b>INS</b>	<b>INS_PATRON</b>	23	0.45%
<b>SFS</b>	<b>SFS_ADULT</b>	23	0.45%
<b>OZS</b>	<b>OPS_PATRON</b>	22	0.43%
<b>RES</b>	<b>RES_ADULT</b>	21	0.41%

### Item Library

NRS ▼

#### Checkouts & Renewals of Your Items

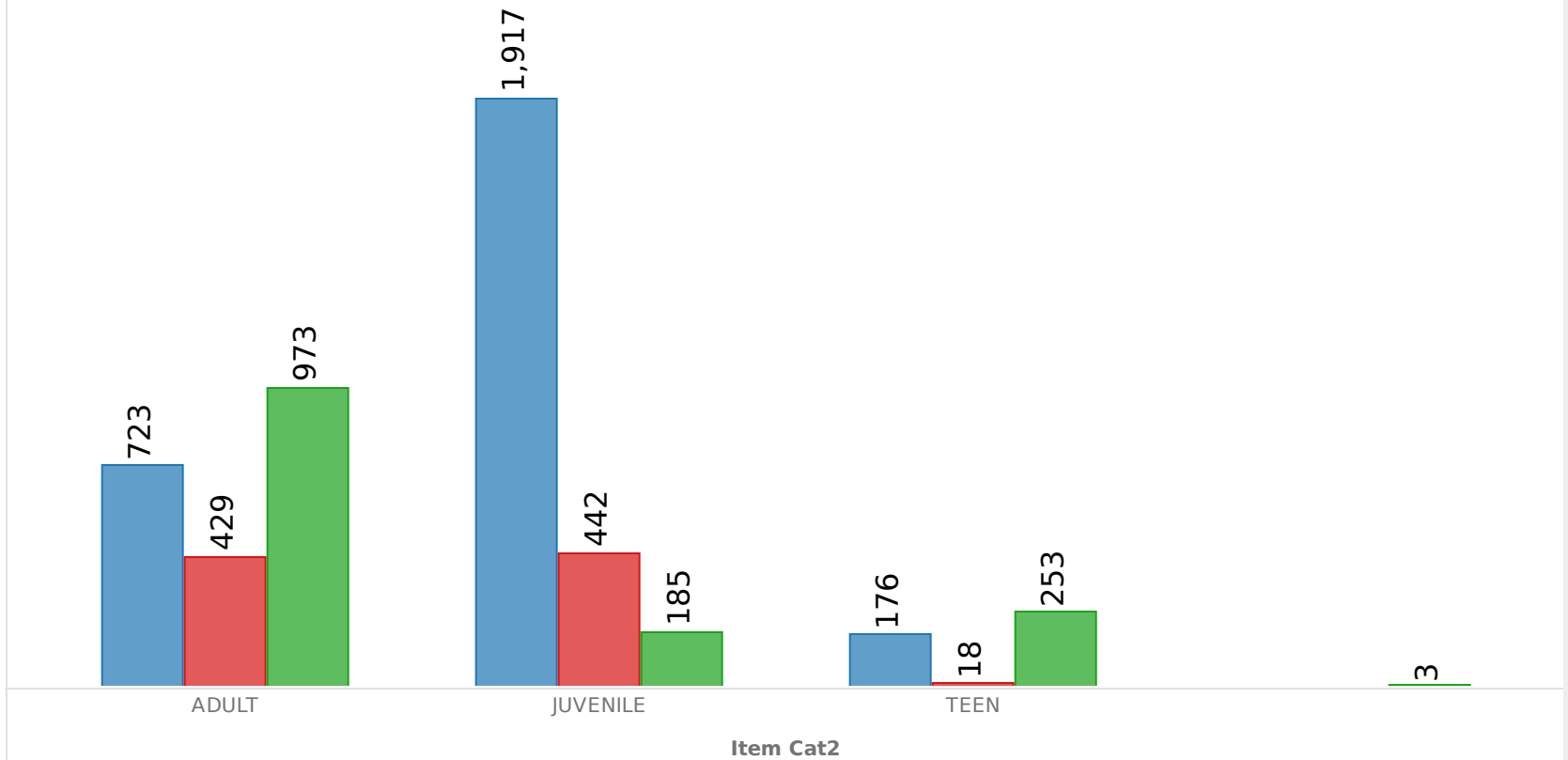
Item Cat2	Transactions	% of Total
ADULT	2,125	41.51%
JUVENILE	2,544	49.70%
TEEN	447	8.73%
	3	0.06%
<b>Total</b>	<b>5,119</b>	<b>100.00%</b>

Item Cat3	Transactions	% of Total
FICTION	2,816	55.01%
NONFICTION	889	17.37%
	1,414	27.62%
<b>Total</b>	<b>5,119</b>	<b>100.00%</b>

#### Circs by Cat2 & Cat3

Item Cat3

- FICTION
- NONFICTION
- 



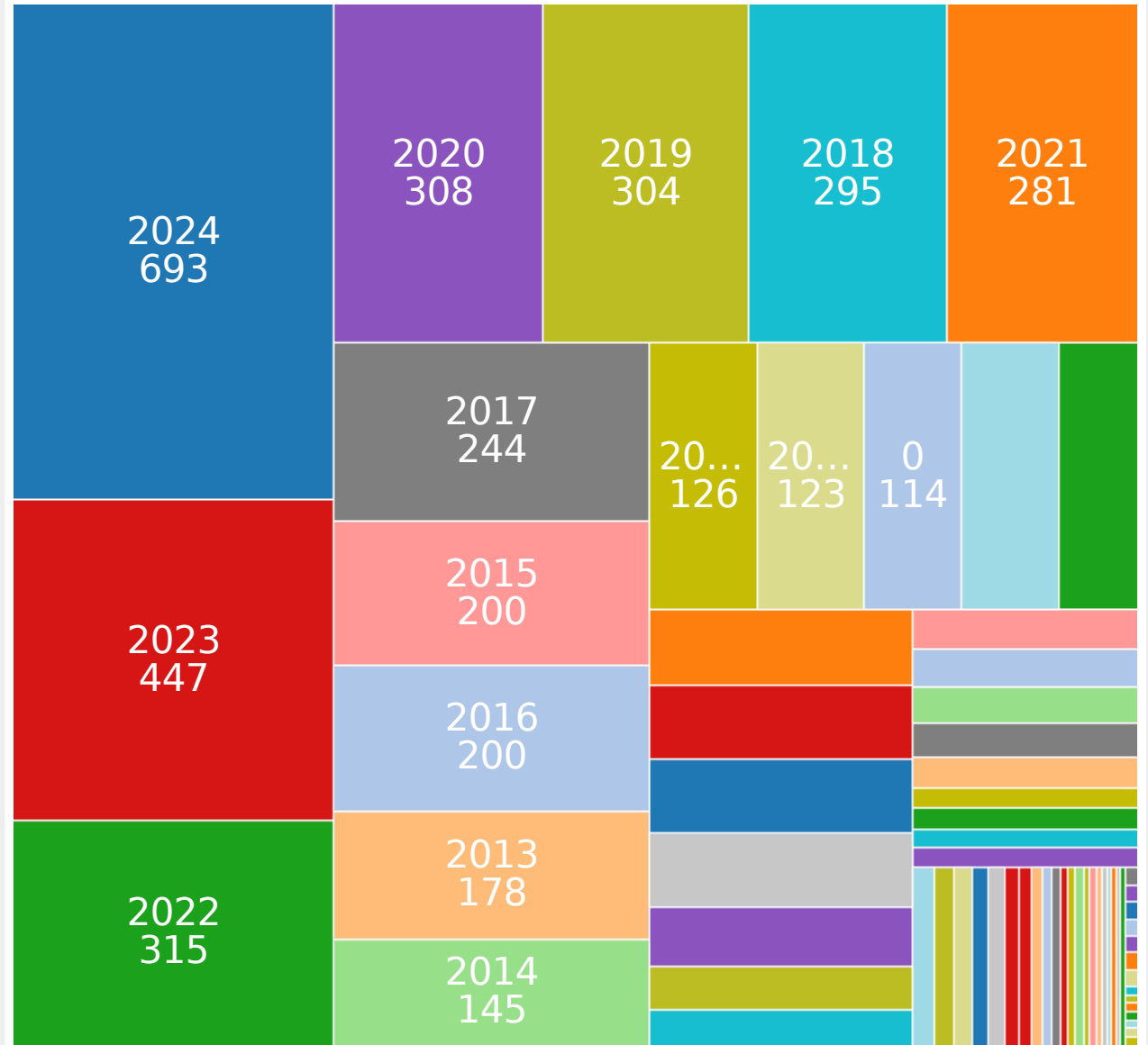


### Item Library

NRS v

### Checkouts & Renewals of Your Items

Publication Year	Transactions	% of Total
<b>Total</b>	<b>5,119</b>	<b>100.00%</b>
2024	693	13.54%
2023	447	8.73%
2022	315	6.15%
2020	308	6.02%
2019	304	5.94%
2018	295	5.76%
2021	281	5.49%
2017	244	4.77%
2015	200	3.91%
2016	200	3.91%
2013	178	3.48%
2014	145	2.83%
2012	126	2.46%
2011	123	2.40%
0	114	2.23%
2010	114	2.23%
2006	92	1.80%
2005	85	1.66%
2007	85	1.66%
2008	85	1.66%
2009	84	1.64%
2004	70	1.37%
2003	48	0.94%
2002	41	0.80%
1999	38	0.74%
2000	38	0.74%
1998	35	0.68%
2001	34	0.66%
1997	29	0.57%



### Station Library

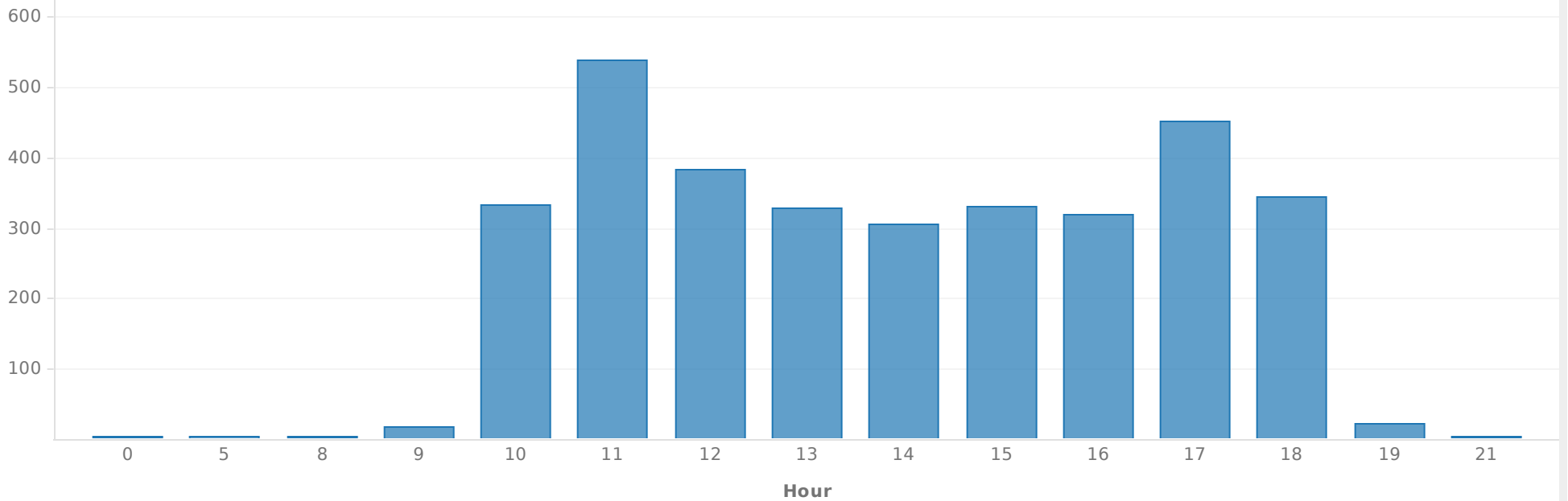
NRS ▼

#### Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total
<b>Total</b>	<b>5,385</b>	<b>100.00%</b>
Charge Item Part B	3,193	59.29%
Renew Item	2,192	40.71%

Trans Stat Station Login User Access	Transactions	% of Total
<b>Total</b>	<b>5,385</b>	<b>100.00%</b>
NRSCIRCSR	2,021	37.53%
AUTORENEW	1,998	37.10%
SIPCHK	904	16.79%
NRSTECHSR	394	7.32%
NRSCIRCJR	38	0.71%
PUBLIC	24	0.45%
OFFLINE	6	0.11%

#### Average Transactions per Hour



### Station Library

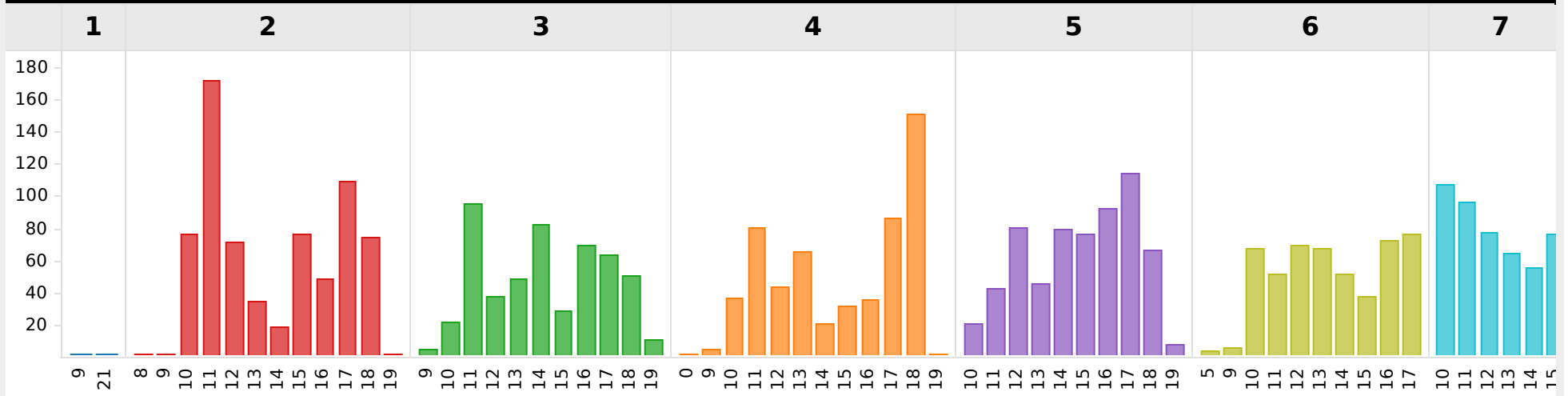
NRS ▼

### Checkouts & Renewals at Your Library

Trans Stat Dow	Transactions	% of Total
Sunday	2	0.06%
Monday	689	20.34%
Tuesday	517	15.26%
Wednesday	563	16.62%
Thursday	629	18.57%
Friday	508	15.00%
Saturday	479	14.14%

Hour	Transactions	% of Total
8	1	0.03%
9	19	0.56%
10	332	9.82%
11	539	15.94%
12	383	11.32%
13	329	9.73%
14	311	9.20%
15	330	9.76%
16	320	9.46%
17	451	13.34%
18	344	10.17%
19	22	0.65%
21	1	0.03%

### Circs by Hour and Day



### Station Library

NRS ▼

#### Checkouts & Renewals at Your Library

##### Library Users at Your Library

User Library	Transactions	% of Total
<b>Total</b>	<b>3,387</b>	<b>100.00%</b>
NRS	2,742	80.96%
RSS	198	5.85%
BYS	129	3.81%
FPS	69	2.04%
CIS	40	1.18%
LPS	30	0.89%
BFS	29	0.86%
WCS	25	0.74%
ILL_LIBS	22	0.65%
MWS	18	0.53%
OPS	16	0.47%
LYS	13	0.38%
EPS	12	0.35%
SFS	10	0.30%
RFS	9	0.27%
TFS	6	0.18%
BRS	5	0.15%
MCS	3	0.09%
OZS	3	0.09%
BPS	2	0.06%
OES	2	0.06%
ROD	2	0.06%
BWS	1	0.03%
LGS	1	0.03%

##### Library Items at Your Library

Item Library	Transactions	% of Total
<b>Total</b>	<b>3,387</b>	<b>100.00%</b>
NRS	2,641	77.97%
BLD	30	0.89%
ESS	30	0.89%
OPS	29	0.86%
DGS	26	0.77%
ADD	24	0.71%
ROD	24	0.71%
OLS	22	0.65%
TPS	22	0.65%
SCD	18	0.53%
BDD	16	0.47%
CIS	15	0.44%
HSS	15	0.44%
HDS	14	0.41%
VPD	14	0.41%
BYS	12	0.35%
INS	12	0.35%
WRS	12	0.35%
GSD	11	0.32%
RSS	11	0.32%
AMS	10	0.30%
BVS	10	0.30%

### 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
<b>Total</b>		<b>3,387</b>	<b>100.00%</b>
NRS	NRS_ADULT	2,210	65.25%
	NRS_JUV	529	15.62%
RSS	RSS_ADULT	140	4.13%
BYS	BYS_ADULT	109	3.22%
FPS	FPS_ADULT	68	2.01%
RSS	RSS_JUV	58	1.71%
CIS	CIS_ADULT	31	0.92%
LPS	LPS_PATRON	30	0.89%
BFS	BFS_PATRON	29	0.86%
ILL_LIBS	CHICAGO_P	22	0.65%
BYS	BYS_JUV	20	0.59%
MWS	MWS_ADULT	18	0.53%
OPS	OPS_PATRON	16	0.47%
WCS	WCS_JUV	16	0.47%
LYS	LYS_ADULT	13	0.38%
EPS	EPS_PATRON	12	0.35%
SFS	SFS_ADULT	10	0.30%
CIS	CIS_JUV	9	0.27%
RFS	RFS_ADULT	9	0.27%
WCS	WCS_PATRON	8	0.24%
TFS	TFS_PATRON	6	0.18%
BRS	BRS_ADULT	5	0.15%
MCS	MCS_ADULT	3	0.09%
OZS	OPS_PATRON	3	0.09%
BPS	BPS_PATRON	2	0.06%
OES	OPS_PATRON	2	0.06%
ROD	ROD_PATRON	2	0.06%

##### Library Items/Profiles at Your Library

Item Library	Trans Stat User Profile Name	Transactions	% of Total
<b>Total</b>		<b>3,387</b>	<b>100.00%</b>
NRS	NRS_ADULT	1,605	47.39%
	NRS_JUV	438	12.93%
	RSS_ADULT	133	3.93%
	BYS_ADULT	98	2.89%
	RSS_JUV	58	1.71%
	FPS_ADULT	43	1.27%
	LPS_PATRON	29	0.86%
	BFS_PATRON	28	0.83%
	CIS_ADULT	28	0.83%
ESS	NRS_ADULT	27	0.80%
OPS	NRS_ADULT	26	0.77%
BLD	NRS_ADULT	25	0.74%
DGS	NRS_ADULT	25	0.74%
NRS	CHICAGO_P	23	0.68%
	OPS_PATRON	21	0.62%
TPS	NRS_ADULT	21	0.62%
OLS	NRS_ADULT	20	0.59%
ROD	NRS_ADULT	20	0.59%
NRS	BYS_JUV	19	0.56%
	MWS_ADULT	18	0.53%
ADD	NRS_ADULT	16	0.47%
NRS	WCS_JUV	16	0.47%
SCD	NRS_ADULT	15	0.44%
CIS	NRS_ADULT	13	0.38%
HSS	NRS_ADULT	13	0.38%
NRS	LYS_ADULT	13	0.38%
BDD	NRS_ADULT	12	0.35%
HDS	NRS ADULT	12	0.35%

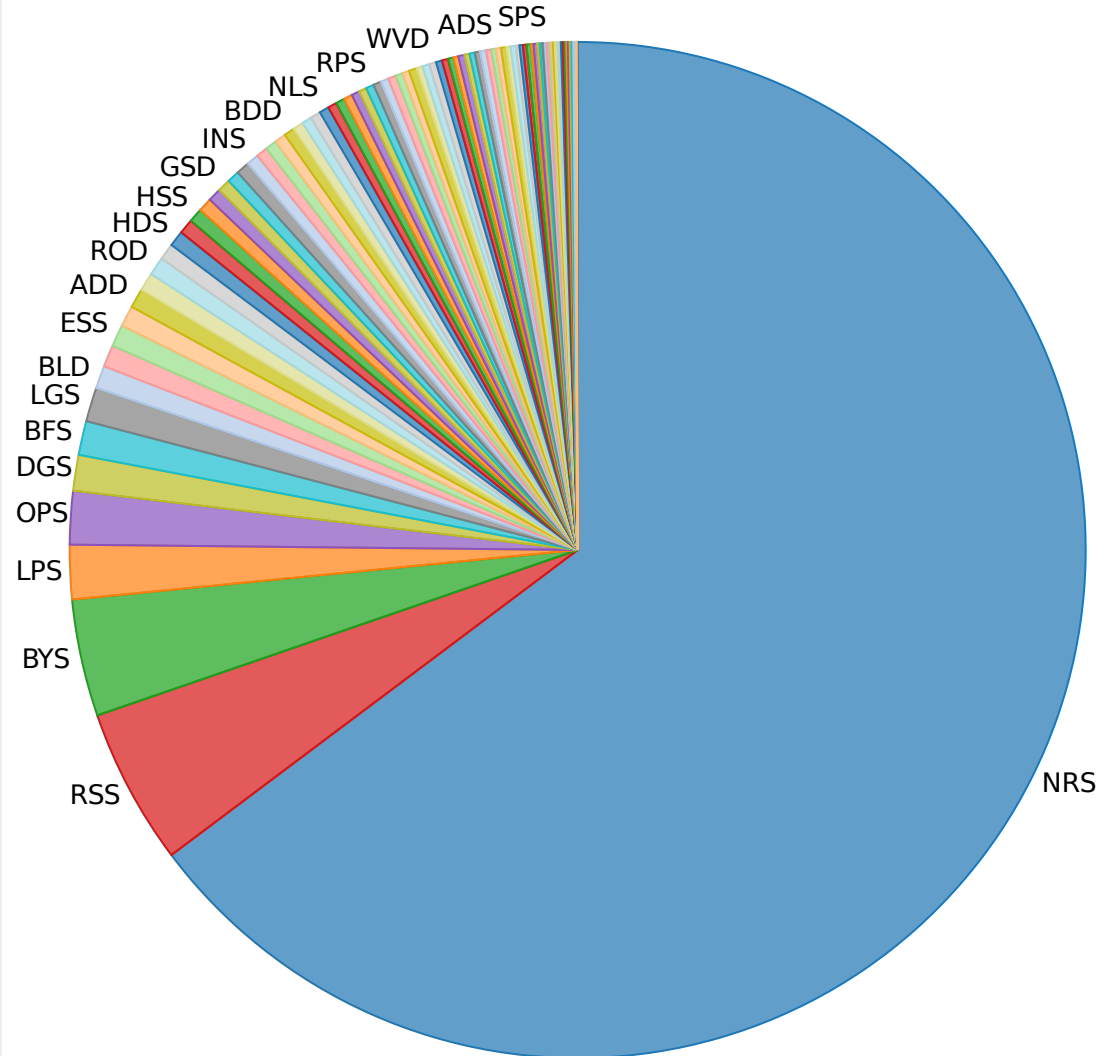
### User Library

NRS ▼

### Checkouts & Renewals from Your Patrons

Item Library	Transactions	% of Total
<b>Total</b>	<b>5,159</b>	<b>100.00%</b>
NRS	3,339	64.72%
RSS	256	4.96%
BYS	192	3.72%
LPS	89	1.73%
OPS	88	1.71%
DGS	58	1.12%
BFS	57	1.10%
LGS	56	1.09%
BLD	37	0.72%
WRS	36	0.70%
ESS	35	0.68%
TPS	35	0.68%
ADD	31	0.60%
OLS	31	0.60%
ROD	29	0.56%
FPS	27	0.52%
HDS	27	0.52%
SCD	24	0.47%
HSS	23	0.45%
OBD	23	0.45%
CIS	21	0.41%
GSD	21	0.41%
TFS	21	0.41%

Your Users Checkout Items from...



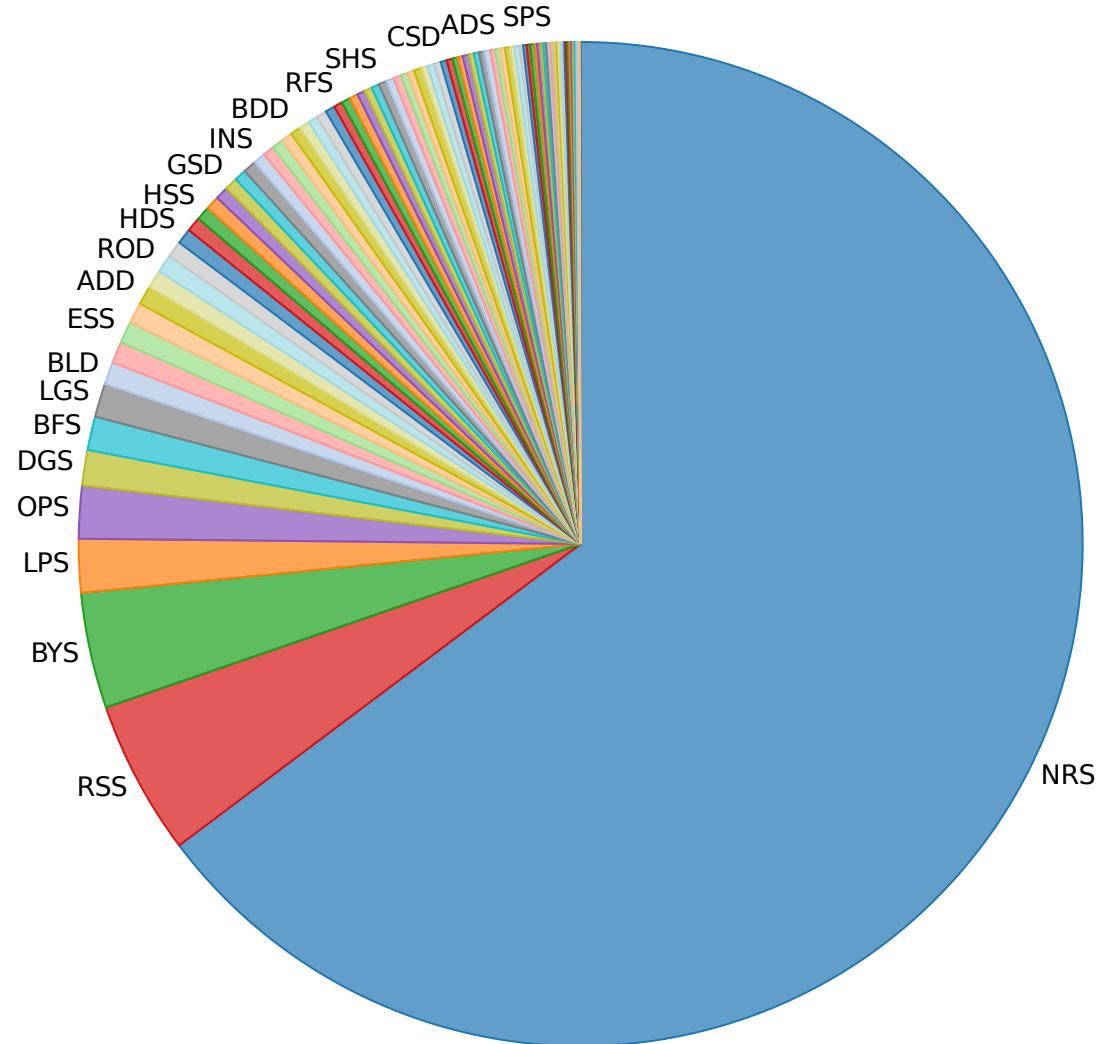
## User Library

NRS ▼

### Checkouts & Renewals from Your Patrons

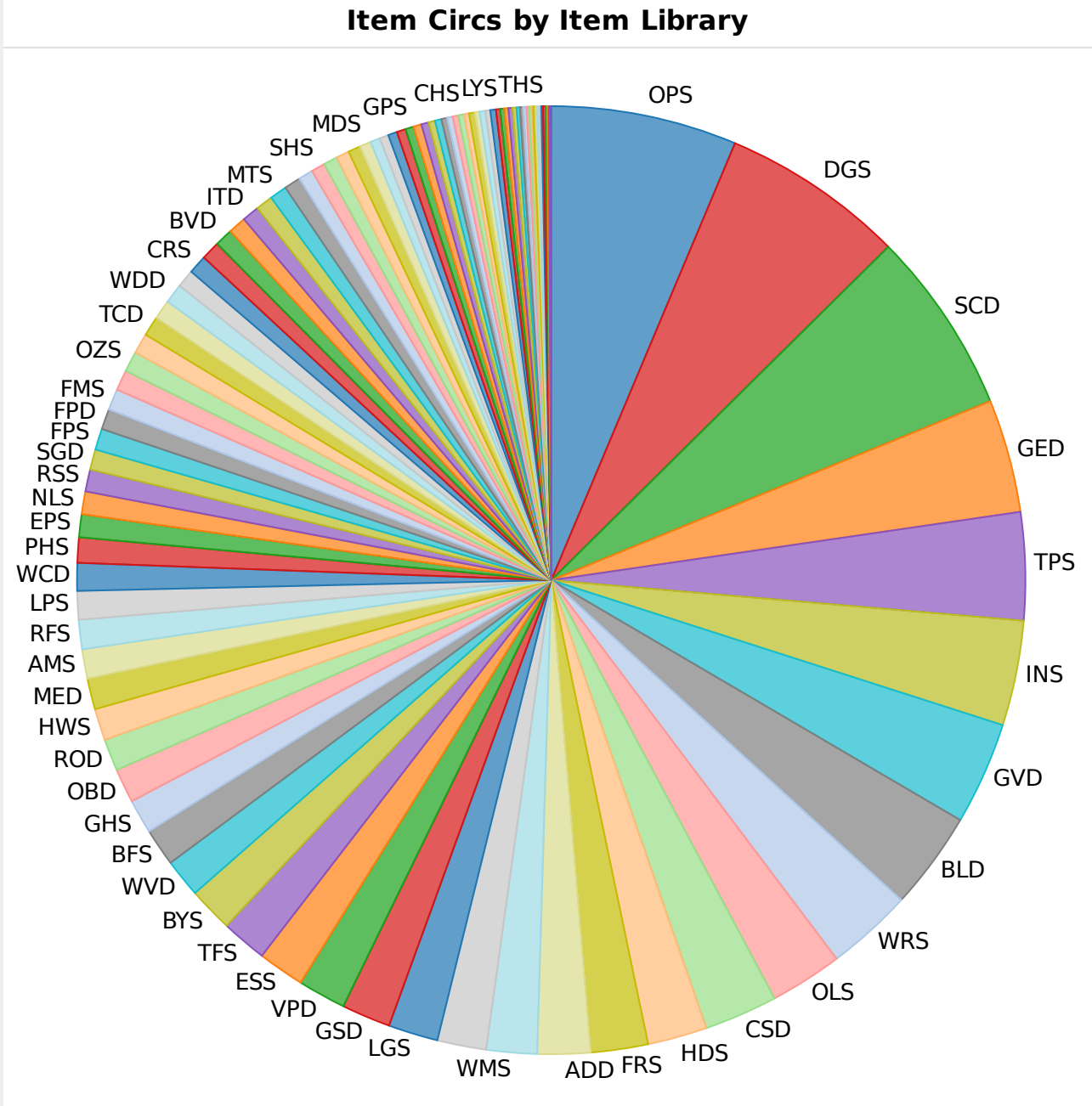
Station Library	Transactions	% of Total
<b>Total</b>	<b>5,159</b>	<b>100.00%</b>
NRS	4,316	83.66%
RSS	258	5.00%
BYS	207	4.01%
BFS	75	1.45%
LPS	74	1.43%
OPS	50	0.97%
LGS	48	0.93%
DGS	24	0.47%
NRS_L	20	0.39%
OBD	15	0.29%
FPS	12	0.23%
WCS	11	0.21%
WRS	11	0.21%
TFS	9	0.17%
HDS	7	0.14%
HSS	5	0.10%
RFS	4	0.08%
HKS	3	0.06%
LYS	2	0.04%
MWS	2	0.04%
VPD	2	0.04%
BRS	1	0.02%
JDS	1	0.02%

### Your Users Checkout at...



### Checkouts & Renewals from all SWAN Libraries

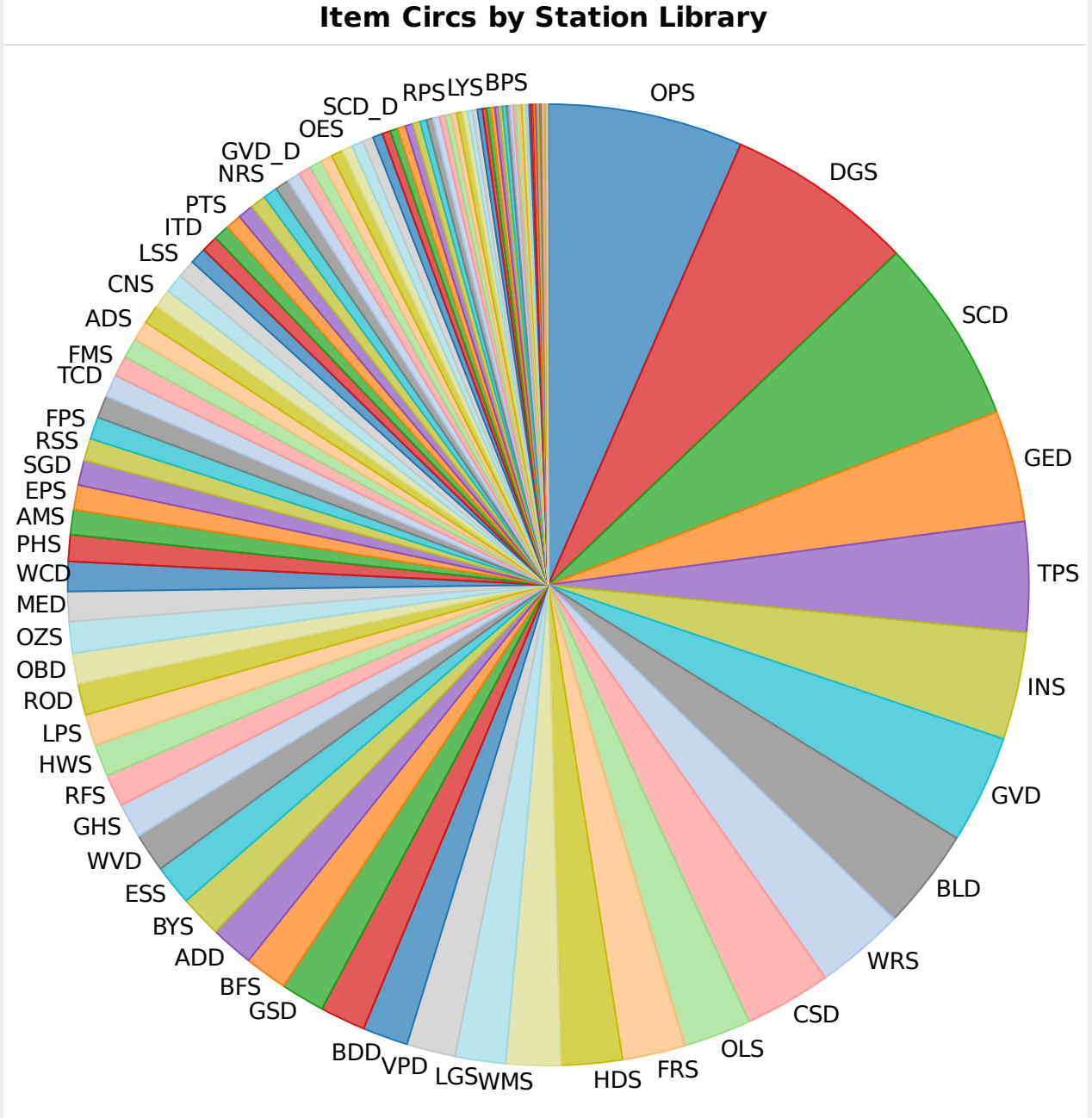
Item Library	Transactions	% of Total
<b>Total</b>	<b>1,117,623</b>	<b>100.00%</b>
OPS	70,335	6.29%
DGS	70,058	6.27%
SCD	69,858	6.25%
GED	43,159	3.86%
TPS	41,024	3.67%
INS	39,961	3.58%
GVD	39,202	3.51%
BLD	37,067	3.32%
WRS	32,854	2.94%
OLS	27,851	2.49%
CSD	27,758	2.48%
HDS	22,689	2.03%
FRS	21,676	1.94%
ADD	20,191	1.81%
WMS	19,371	1.73%
BDD	18,738	1.68%
LGS	18,698	1.67%
GSD	18,665	1.67%
VPD	18,442	1.65%
ESS	17,757	1.59%
TFS	17,409	1.56%
BYS	16,968	1.52%
WVD	14,599	1.31%
BFS	14,150	1.27%
GHS	13,149	1.18%
OBD	12,891	1.15%
ROD	12,229	1.09%
HWS	12,018	1.08%
MED	11,841	1.06%
AMS	11,366	1.02%
RFS	11,080	0.99%
LPS	10,844	0.97%
WCD	10,405	0.94%





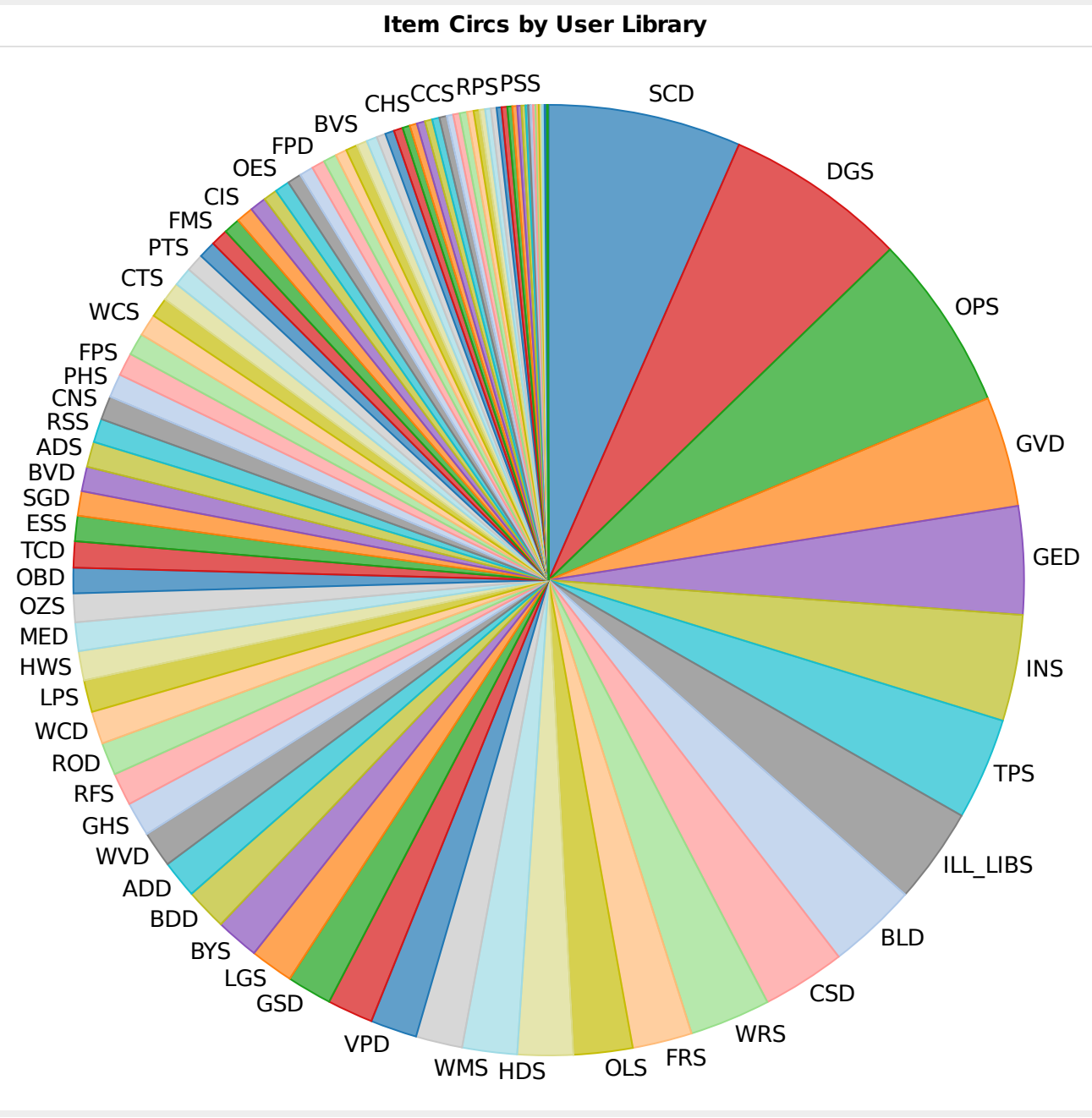
## Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
<b>Total</b>	<b>1,117,623</b>	<b>100.00%</b>
OPS	73,015	6.53%
DGS	70,794	6.33%
SCD	69,921	6.26%
GED	41,654	3.73%
TPS	41,403	3.70%
INS	40,503	3.62%
GVD	40,393	3.61%
BLD	37,894	3.39%
WRS	33,696	3.01%
CSD	32,491	2.91%
OLS	25,552	2.29%
FRS	23,405	2.09%
HDS	23,062	2.06%
WMS	20,488	1.83%
LGS	19,082	1.71%
PHS	19,082	1.71%
VPD	18,159	1.62%
BDD	17,078	1.53%
TFS	16,993	1.52%
GSD	16,713	1.50%
BFS	16,110	1.44%
ADD	16,078	1.44%
BYS	15,819	1.42%
ESS	15,293	1.37%
WVD	14,492	1.30%
GHS	12,983	1.16%
RFS	12,288	1.10%
HWS	11,972	1.07%
LPS	11,785	1.05%
ROD	11,716	1.05%
OBD	11,666	1.04%
OZS	11,616	1.04%
MED	11,243	1.01%
WCD	11,120	1.00%



## Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
<b>Total</b>	<b>1,117,623</b>	<b>100.00%</b>
SCD	72,871	6.52%
DGS	69,452	6.21%
OPS	66,884	5.98%
GVD	41,957	3.75%
GED	40,851	3.66%
INS	40,468	3.62%
TPS	38,789	3.47%
ILL_LIBS	36,261	3.24%
BLD	34,345	3.07%
CSD	31,518	2.82%
WRS	30,914	2.77%
FRS	22,534	2.02%
OLS	22,485	2.01%
HDS	20,904	1.87%
WMS	20,876	1.87%
TFS	17,678	1.58%
VPD	17,585	1.57%
BFS	17,515	1.57%
GSD	16,976	1.52%
LGS	16,583	1.48%
BYS	16,428	1.47%
BDD	15,702	1.40%
ADD	14,498	1.30%
WVD	13,601	1.22%
GHS	12,862	1.15%
RFS	12,507	1.12%
ROD	12,411	1.11%
WCD	12,322	1.10%
LPS	12,227	1.09%
HWS	11,098	0.99%
MED	11,018	0.99%
OZS	10,690	0.96%
OB	9,910	0.89%



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*



**NORTH RIVERSIDE  
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

Annual Receipts and Disbursements Report July 1, 2023 – June 30, 2024

Beginning balance for all funds – July 1, 2023:

Funds Received: Real Estate Taxes: \$1,141,941.45 , Fines and fees: \$4,871.04 , Interest Income: \$19,199.66 , Donations: \$12,793.89 ,Grants: \$56,478.89.

Funds Received From All Sources: \$1,265,284.69

Expenditures by account in excess of \$2,500.00

Corporate Fund: AEP ENERGY \$32,063.33; CAPITAL ONE \$57,370.69; CENGAGE Learning \$2,568.20; Comcast \$2,604.88; COMCAST . 16,369.94; FIRST AMERICAN BANK . \$17,895.17; GRASSO GRAPHICS \$11,828.90; INGRAM LIBRARY SERVICES \$38,104.95; Lauterbach & Amen, LLP \$14,668.00; LEAF \$8,176.74; Library Furniture International \$5,615.00; LIMRiCC \$38,724.12; Martin Petersen Company, Inc. \$32,190.38; Midwest Tape \$4,771.17; Outsource Solutions Group \$43,445.15; OverDrive, Inc \$5,000.00; Peregrine, Stine, Newman, Ritzman & Bruckner, Ltd. \$2,542.50; Quality Backflow Testing, Inc \$6,600.00; Roscoe \$3,721.62; STUDIO GC ARCHITECTURE & INTERIORS \$9,750.00; SWAN \$27,105.71; Trimline Landscaping \$7,380.00; Village of N. Riverside \$4,036.89

Building Fund: Colley Elevator Co. \$3,306.50; Elena Yescas \$11,590.00; CLEAN NET OF OF ILLINOIS, INC \$3,097.62; Mario Vargas \$7,500.00

Audit Fund: GW & ASSOCIATES PC \$7,950.00

Insurance Liability Fund: Utica National Insurance Group \$20,344.00

Total Expenditures under \$2,500.00 in all accounts: \$779,041.47

Personal Services expenses: Total Gross Wags: \$595,927.12

Under \$24,999: J. Cervanka; P. Garcia; M. Johnson; R. LeMesurier; E. Rangel; V. Rodriguez; J. Silhavey; L. Swade; M. Artz; M. Tideman; G. Kroc; V. Martinez; E. Nguyen; A. Tsois; L. Mastandrea; C. Wiliamson; \$25,000-\$49,999: K. Quinn; G. Herrera; M. Borth; A. Arias Bahena; \$50,000-\$74,999: N. Aguirre; M. Bradley; B. Musial; \$75,000-\$100,000: N. Starosta

Total Disbursement in All Funds at June 30, 2024: \$1,213,406.33

Total Cash on Hand for all Funds at June 30, 2024: \$1,391,830.86

John Mathias, Treasurer

North Riverside Public Library District



**NORTH RIVERSIDE  
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

**BUDGET AND APPROPRIATION ORDINANCE**

**ORDINANCE NO. (24-08-01)**

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT  
COOK COUNTY, ILLINOIS**

**FISCAL YEAR JULY 1, 2024 to JUNE 30, 2025**

This Ordinance constitutes the Budget and Appropriation Ordinance for the North Riverside Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

**BE IT ORDAINED** by the Board of Library Trustees of the North Riverside Public Library District as follows:

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

CORPORATE

Personnel Expenses	Appropriation
Salaries	685,250.00
Audio-visual materials and services	29,000.00
Books	75,000.00
Periodicals	4,500.00
Other media	45,000.00
Library programs	85,975.00
Office supplies	25,500.00
Printing	38,975.00



**NORTH RIVERSIDE  
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

Postage	10,000.00
Legal fees	45,855.00
Public information	16,875.00
Health insurance	75,500.00
Library promotion and miscellaneous service fees	65,750.00
Utilities	55,350.00
Telephone	19,425.00
Contingency	10,050.00
Petty Cash	600.00
Information technology	107,200.00
Strategic initiatives	9,500.00
Debt service costs	63,000.00
Contractual	
Accounting	35,750.00
Service contracts	71,000.00
Professional Education and Training	
Library trustees	7,500.00
Library staff	15,000.00
Total	1,597,555.00

MEMORIAL FUND

Books	11,500.00
Audio – visual materials	7,500.00
Equipment	15,000.00
Total	34,000.00



**NORTH RIVERSIDE  
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

AUDIT

16,750.00

IMRF

7,200.00

SOCIAL SECURITY

60,000.00

PUBLIC LIABILITY, PROPERTY, WORKERS' COMPENSATION, AND DIRECTORS AND OFFICERS' INSURANCE

Liability Insurance	Appropriations
Public liability insurance	20,500.00
Workers' compensation insurance	6,200.00
Property insurance	7,800.00
Director's and Officers' insurance	4,200.00
<b>Total</b>	<b>38,700.00</b>

UNEMPLOYMENT COMPENSATION INSURANCE

7,500.00

BUILDINGS, MAINTENANCE AND EQUIPMENT

Building supplies and maintenance	52,000.00
Building repairs	215,000.00
Casual labor and fees	10,900.00
Building improvements	160,000.00
<b>Total</b>	<b>437,900.00</b>

SUMMARY

Corporate	1,597,555.00
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**NORTH RIVERSIDE  
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

Buildings, Maintenance and Equipment (Special Tax)	437,900.00
Social Security (Special Tax)	60,000.00
Audit (Special Tax)	16,750.00
IMRF (Special Tax)	7,200.00
Liability Insurance (Special Tax)	38,700.00
Unemployment Insurance (Special Tax)	7,500.00
Memorial Fund (No levy)	34,000.00
Total	2,199,605.00

SECTION 2: As part of the annual budget, it is stated:

- a. The cash on hand at the beginning of the fiscal year is \$612,762.
- b. The estimated cash expected to be received during the fiscal year from all sources is \$2,199,605.
- c. The estimated expenditures for the fiscal year are \$2,199,605.
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$612,762.
- e. The estimated amount of library taxes to be received during the fiscal year is \$1,262,178.
- f. The estimated amount of income to be received from sources other than library taxes during the fiscal year is \$927,427.

SECTION 3: Funds in the total amount of \$2,199,605.00 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.



**NORTH RIVERSIDE**  
**PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

SECTION 4: All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.



**NORTH RIVERSIDE  
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

ADOPTED this 19<sup>th</sup> day of August, 2024 pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

APPROVED by me this 29<sup>th</sup> day of August, 2024.

\_\_\_\_\_  
Annette Corgiat, President

ATTEST:

\_\_\_\_\_  
Kyle Johnson, Secretary

(seal)

STATE OF ILLINOIS     )  
                                  ) SS  
COUNTY OF COOK     )

CERTIFIED ESTIMATE OF REVENUES FOR THE FISCAL YEAR  
BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025

North Riverside Public Library District

I certify that I am the appointed, qualified and acting Treasurer of North Riverside Public Library District, Cook County, Illinois, and that, as such, I am the Chief Fiscal Officer of the Library District.

I further certify that the following is an estimate of revenues, by source, anticipated to be received by the NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT in the fiscal year July 1, 2024 to June 30, 2025:

A. Balance on hand as of July 1, 2024	\$1,391,830
B. Estimated revenues	
a. <u>Real Estate Taxes</u>	
General Fund	\$1,027,350
Social Security	40,000
Retirement Fund	15,750
Audit	8,200
Liability Insurance	5,500
Building Maintenance	81,200
Unemployment Compensation	2,200
b. <u>Operations</u>	
Rentals & Donations	65,000
Grants (Federal, State, Local)	280,000
Gifts and Memorials	37,500
Interest on Corporate Fund	6,500
Misc.	304,110
C. Total Estimated Cash and Revenues Available For Fiscal Year 2024-2025	\$3,265,140

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John Mathias  
Treasurer  
North Riverside Public Library District  
Date Signed: September 16<sup>th</sup>, 2024

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF COOK )

**CERTIFICATE OF AUTHENTICITY**

I, Kyle Johnson, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the North Riverside Public Library District of Cook County, Illinois.

I do further certify that the attached is a true and correct copy of that certain Ordinance 24-09-01 for said North Riverside Public Library District for the Fiscal Year beginning July 1, 2024 which was adopted by said Board of Trustees at a meeting held on September 16, 2024.

I do further certify that the attached Ordinance has not been amended, altered, changed, or repealed and is still in full force and effect.

IN WITNESS THEREOF, I have hereunto affixed my official signature and the corporate seal of said North Riverside Public Library District, Cook County, Illinois, at North Riverside, Illinois, on the 16th day of September, 2024.

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Kyle Johnson  
Secretary, the North Riverside Public Library  
District, Cook County, Illinois

# TRIMLINE LANDSCAPING INC.

MAINTENANCE DESIGN INSTALLATION

P.O. Box 148  
 Brookfield IL 60513  
 (708) 485-7575

NAME NORTH RIVERSIDE LIBRARY HOME ( ) \_\_\_\_\_  
 ADDRESS 2400 DESPLAINES WORK (708) 447-0869  
 CITY NORTH RIVERSIDE IL ZIP \_\_\_\_\_

- SOD / SEED Remove existing turf, prepare soil, install **Front / Back** \_\_\_\_\_
- MULCH / STONE Type \_\_\_\_\_
- EDGEING / TIMBER / RETAINING WALL \_\_\_\_\_
- LANDSCAPE LIGHTING \_\_\_\_\_
- PAVER BRICK / FLAGSTONE Patio Walkway Driveway \_\_\_\_\_
- REMOVE & REPLACE FENCE PANELS \_\_\_\_\_

Qty	Size	Material	Unit	Extension
		REMOVE & REPLACE 250' OF FENCE PANELS SOUTH SIDE OF LIBRARY WITH CEDAR LUMBER		\$12,450 <sup>00</sup>
		REMOVE & REPLACE 250' OF FENCE PANELS SOUTH SIDE OF LIBRARY WITH TREATED LUMBER		\$9,480 <sup>00</sup>
* DOES NOT INCLUDE REPLACING POSTS				

*Trimline Landscaping Inc. shall not be responsible for "Acts of God" or any other conditions beyond our direct control, but otherwise guarantees plant materials for one year unless neglected by purchasers.*

Agent [Signature] Date 7-22-24  
 Owner \_\_\_\_\_ Date \_\_\_\_\_

Total Plant Materials \_\_\_\_\_

DEPOSIT 50% \_\_\_\_\_  
 DUE ON COMPLETION \_\_\_\_\_  
 GRAND TOTAL \_\_\_\_\_

# PEERLESS FENCE

A Division of Peerless Enterprises, LLC.  
200 W River Dr \* St. Charles, IL 60174  
(630) 584-7710 \* Fax (630) 584-7746

## PROPOSAL AND ACCEPTANCE

Attn: Natalie Starosta

<b>Proposal submitted to:</b> North Riverside Public Library	<b>Phone:</b>	<b>Date:</b> 5/08/2024
<b>Street:</b> 2400 S. DesPlaines Ave.	<b>Fax:</b>	<b>Job Phone:</b> 708-447-0869
<b>City, State and Zip Code:</b> North Riverside, IL 60546	<b>Job Name:</b> Wood Fence Replacement	
<b>Email:</b> Starostan@northsidelibrary.org	<b>Date of Plans</b>	<b>Job Location:</b>

We hereby submit specifications and estimates: Furnish and Install:

- 250 LF of 6'H treated shadow box wood fence replacement to include:
  - Reuse existing wood posts.
  - New 2" x 4" treated wood stringers (3 per 8'W panel)
  - New 1" x 6" dog ear treated pickets.
  - New 1" x 6" dog ear treated pickets on pipe frame gate.
  - Removal and disposal of the existing wood fence panels.

**TOTAL INSTALLED PRICE - \$11,247.00**

- 250 LF of 6'H solid board wood fence replacement to include:
  - Reuse existing wood posts.
  - New 2" x 4" treated wood stringers (3 per 8'W panel)
  - 1" x 6" dog ear treated pickets.
  - Removal and disposal of the existing wood fence panels.

**TOTAL INSTALLED PRICE - \$10,863.00**

Proposal Based on:

**Due to current steel price increases & availability of materials our pricing can only be held for 15 days.**

Full Day Mobilizations. | Spoils spread along the fence line or piled on site. | Normal site conditions. | Peerless standard safety requirements. | Peerless standard certificate of insurance. | Specifications & Quantities Above. | Fence line established by others. Ability to access fence line with digging equipment and concrete truck. | Private utilities located by others.

**Quoted price is based on the current market cost. We reserve the right to adjust this quote based on market conditions at the time material is ordered and delivered to the job site.**

**Work performed per our current certificate of insurance.**

Exclusions: Bonds, permits, licenses and fees.

Payment to be made as follows: Net 30 days upon credit approval.

### OWNER MUST OBTAIN ALL PERMITS.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner, on a regular time basis according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Customer hereby assumes full responsibility for the location of the line upon which fence materials are to be installed and locate any and all private cable to include sprinkler systems, electric, septic fields, gas lines, grills, lighting, etc. Peerless Fence to Call J.U.L.I.E.

Authorized Signature:

*Chris Graf*

Chris Graf, Commercial Sales

PEERLESS FENCE

**Note: we may withdraw this proposal if not accepted within 15 days.**

I, THE UNDERSIGNED, HEREBY AGREE THAT IN THE EVENT OF DEFAULT IN THE PAYMENT OF ANY AMOUNT DUE, AND IF THIS ACCOUNT IS PLACED IN THE HANDS OF AN AGENCY OR ATTORNEY FOR COLLECTION OR LEGAL ACTION, TO PAY AN ADDITIONAL CHARGE EQUAL TO THE COST OF COLLECTIONS INCLUDING AGENCY AND ATTORNEY FEES AND COURT COSTS INCURRED AND PERMITTED BY LAWS GOVERNING THESE TRANSACTIONS. ALL PAST DUE ACCOUNTS WILL BE CHARGED AT THE RATE OF 1.5% ON UNPAID MONTHLY BALANCE.

ACCEPTANCE OF PROPOSAL. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

