

**Agenda**  
**North Riverside Public Library District**  
**Board of Trustees**  
**Regular Meeting, February 21<sup>st</sup>, 2022**  
**6:00 PM**

**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**

Audience Note: If you wish to speak to the Board, please read and complete the open forum sheet provided and give it to the Board Secretary.

**3. Consent Agenda** (one motion/approval for everything listed here, all items can be removed from the consent agenda at anyone's request at any meeting)

I, \_\_\_\_\_, make a motion to approve the consent agenda as presented. I, \_\_\_\_\_, second. \_\_\_\_ aye \_\_\_\_ nay

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

A. Secretary:

Minutes of the November 15<sup>th</sup>, 2021 Regular Board Meeting and November 29<sup>th</sup>, 2021  
Special Board Meeting  
Correspondence

B. Treasurer:

December 2021, January 2022 Financial Statements  
Authorization to transfer \$120,000 to checking

**5. President's Report**

**6. Director's Report**

**7. Committee Reports**

- A. Advocacy (informational)
- B. Building & Grounds (informational)
- C. Personnel (informational)
- D. Policy (informational)
- E. Strategic Planning (informational)

**8. New Business**

**A. Updated Patron Code of Conduct (discussion/action)**

I, \_\_\_\_\_, make a motion to approve the revised mask policy effective date March 1<sup>st</sup>, 2022. I, \_\_\_\_\_, second. \_\_\_aye \_\_\_ nay

**9. Old Business**

**A. Closed Session Minutes Review (action)**

I, \_\_\_\_\_, make a motion to release the following minutes/for the following minutes to remain closed: \_\_\_\_\_. I, \_\_\_\_\_, second. Roll call vote: \_\_\_ Corgiat, \_\_\_ Gordon, \_\_\_ Mathias, \_\_\_ Rouleau, \_\_\_ Bonnar, \_\_\_ Ottenweller, \_\_\_ Johnson. Motion carried/failed

I, \_\_\_\_\_, make a motion to approve the destruction of the recording of \_\_\_\_\_ released minutes as they are more than 18 months old. I, \_\_\_\_\_, second. Roll call vote: \_\_\_ Corgiat, \_\_\_ Gordon, \_\_\_ Mathias, \_\_\_ Rouleau, \_\_\_ Bonnar, \_\_\_ Ottenweller, \_\_\_ Johnson. Motion carried/failed

**10. Closed session** (The Board of Trustees may decide, by a roll call vote, to convene in closed session if there are matters to discuss confidentially, in accordance with the Open Meetings Act)

**11. Return to open session**

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

**13. 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 March 21<sup>st</sup>, 2022 at 6:00 p.m.**

**Minutes**  
**North Riverside Public Library District**  
**Board of Trustees**  
**Regular Meeting, November 15<sup>th</sup>, 2021**  
**6:00 PM**

**1. Open of Meeting**

A. Call to order - 6:02pm

**Present:** Greg Gordon, Ken Rouleau, John Mathias, Jeanne Ottenweller,  
Kyle Johnson

**Absent:** Annette Corgiat and Treasurer Kathy Bonnar

**Also Present:** Director Starosta, Marla Curran

B. Quorum was established

C. **Guests:** Dave Jelonek, representing auditor

D. Approval of agenda

- Change in agenda: Taking out closed meeting minutes (no closed meeting minutes available tonight)
- A motion was made by Trustee Rouleau and seconded by Trustee Mathias to approve the agenda as amended. All ayes, motion **carried**.

**2. Open Forum**

- [No visitors]

**3. Audit**

- Jelonek did not have any disagreements or significant errors during audit. Everything went smoothly. Books were mainly correct, minus minor reclassifications of item lines (common).
- Library is on track as of June 30, 2021
- Performance of the library for the year and facts are presented in the form of: Basic financial statements (governmental funds, balance sheets, state of deposition) that show 3 main funds: General, Building & Capital Projects (Everything else in minor columns)
  - Total fund balance of General fund = \$1.4 million in equity (including annuity) - Exhibits fiscal health and responsibility
  - Not a lot of liability in the funds (positive)
  - \$3.6 million full accrual (capital assets, depreciation, debt certificates, net pension liability, etc.)
  - IMRF plan only active for 2.5 years, net pension assets projected in the near future
  - Capital projects leveled
  - Nonmajor funds spent over property taxes in planned spending
  - Depreciation exceeded capital assets in 2020
  - This year is similar in comparison to last year
- ☐ Budget to actual:
  - a. General fund: Library spent within budget
  - Building fund: Library spent within budget

- IMRF pension liability vs. Net position: Increase of \$1,100 (NRPL has been participating for 2.5 years; will not level out until 10 years in)
  - Library reports June 30, IMRF reports in December so there is a 6month lag.
- ☐ Smaller funds: SS, unemployment, audit, insurance, IMRF. Overages in these funds come from General fund.
- ☐ Slight gain in unemployment insurance (otherwise within budget).
- ☐ For a first-year audit with the new company, the process went smoothly thanks to the processes that Director Starosta has in place.
- A motion was made by Trustee Rouleau and seconded by Trustee Mathias to approve the 2020-2021 Audit as presented. All ayes, motion **carried**.

**4. Consent Agenda** (one motion/approval for everything listed here, all items can be removed from the consent agenda at anyone's request at any meeting)

- A motion was made by Trustee Mathias and seconded by Trustee Rouleau to approve the consent agenda as presented. All ayes, motion **carried**.

A. Secretary:

Minutes of the October 18<sup>th</sup>, 2021 Regular Board Meeting  
Correspondence

B. Treasurer:

October 2021 Financial Statements  
Authorization to transfer \$60,000 to checking

**5. President's Report**

- [Not here tonight – Nothing to report]

**6. Director's Report**

- Final report from the Illinois Historical Society
  - Approved to do concrete and asphalt
  - Can now get \$50,000 from the State
- Have a couple of grants pending
- Foundation: Asking for \$25,000
  - New/repared shades for meeting room
  - Renovation of Makerspace Annex downstairs
  - Security film on windows in front so they cannot break (prevent break-in)
- ☐ Riverside Township
  - Asking \$4,000 for angled shelving for adult stacks for disabled, vision impaired and senior patrons.

## 7. Committee Reports

### A. Building & Grounds (informational)

- In the lower level, there are pipes that run under the floor for ground water drainage. On the blueprints, there's a line right where the moisture is on the new carpet. Looking into this more.
- Concrete walkways outside are done
  - Sprinkler pipe does need to be repaired from damage during concrete installation
- ☐ Asphalt installation put off until Spring because of Winter

### B. Personnel (informational)

[Nothing to report] (see new business)

### C. Policy (informational)

[Nothing to report]

### D. Strategic Planning (informational)

- Still waiting for annexation time
- Will also be looking into Hines VA Hospital at a future Committee of the Whole meeting

## 8. New Business

### A. Annexation motion

- A motion was made by Trustee Rouleau and seconded by Trustee Ottenweller to approve the annexation document as presented. All ayes, motion **carried**.

### B. Cost of Living Increases (action)

- A motion was made by Trustee Ottenweller and seconded by Trustee Rouleau to approve the proposed Cost of Living increase at 2% at a cost of \$11,065. All ayes, motion **carried**.

### C. 2022 Meeting and Holiday schedule (action)

- A motion was made by Trustee Rouleau and seconded by Trustee Mathias to approve the consent agenda as presented. All ayes, motion **carried**.

### D. Pay scale document (discussion/action)

- A motion was made by Trustee Mathias and seconded by Trustee Rouleau to approve the proposed pay scale document as written. All ayes, motion **carried**.

## 9. Old Business

- [Nothing to Report]

## 13. Adjournment

- A motion was made by Trustee Rouleau and seconded by Trustee Gordon to adjourn the meeting at 6:42 PM. All ayes, motion **carried**.

*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.*

**Special Board Meeting is scheduled for November 29<sup>th</sup>, 2021 at 6:00 p.m.**

**Next regular Board Meeting is scheduled for January 17<sup>th</sup>, 2021 at 6:00 p.m.**

# Management Report

North Riverside Public Library District  
For the period ended January 31, 2022



Prepared on  
February 14, 2022

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# Profit and Loss

July 2021 - January 2022

	Total
<b>INCOME</b>	
6903-01 Fines & Fees	2,383.28
6904-01 Donations	2,524.18
6905-01 Grants	97,806.00
6910-01 Misc. Revenue	7,248.00
Interest	
6906-01 Interest Earned	47.10
<b>Total Interest</b>	<b>47.10</b>
Property Taxes	
6901-01 Property Tax	431,156.95
6901-04 Tax Revenue-Audit Fund	3,387.00
6901-05 Tax Revenue-Liability Ins	2,056.14
6901-06 Tax Revenue-Unemploy Ins	725.76
6901-07 Tax Revenue-Bldg Fund	22,017.20
6901-08 Tax Revenue-SS	16,573.58
6901-12 Property Tax - IMRF Fund	6,048.75
<b>Total Property Taxes</b>	<b>481,965.38</b>
<b>Total Income</b>	<b>591,973.94</b>
<b>GROSS PROFIT</b>	<b>591,973.94</b>
<b>EXPENSES</b>	
8360-01 Grants	74,290.23
Advertising & Marketing	
8361-01 Donations	255.00
8365-01 Library Promotion	180.01
8370-01 Postage	3,315.59
8375-01 Advertising	37.96
8385-01 Memorials & Tributes	658.95
8404-01 Staff Recognition	246.00
8410-01 Printing	5,265.88
<b>Total Advertising &amp; Marketing</b>	<b>9,959.39</b>
Bank Charges & Fees	
8396-01 Bank Charges & Fees	19.00
<b>Total Bank Charges &amp; Fees</b>	<b>19.00</b>
Benefits	
7600-05 Health Insurance	14,044.85
7620-01 Payroll Expenses	40.00
7650-09 IMRF Pension	19,179.69
7670-01 Taxes-Fica Expense	24,843.16
<b>Total Benefits</b>	<b>58,107.70</b>
Building Expense	
8305-07 Building & Ground	18,713.00
8306-07 Building Supplies	4,766.80

	Total
8308-07 Service Contracts	23,032.27
8315-07 Fees & Permits	
8320-07 Building & Grounds	10,229.00
8335-07 Bulding Repairs	68,873.48
<b>Total Building Expense</b>	<b>125,614.55</b>
Computers/Technology	
8171-01 Tech Service	29,110.50
8172-01 Computer Equipment	97.57
8172-02 Digital Divide Project	9.06
8175-01 MLS Computer Fund	16,558.57
8180-01 Software	577.02
8190-01 Website	1,048.94
8195-01 Email	33.60
<b>Total Computers/Technology</b>	<b>47,435.26</b>
Insurance	
7660-06 Unemployment Insurance	-967.98
8460-05 Liability Insurance	3,066.00
<b>Total Insurance</b>	<b>2,098.02</b>
Interest Paid	
8601-02 Debt Service-Interest	5,565.41
<b>Total Interest Paid</b>	<b>5,565.41</b>
Legal & Professional Services	
8400-01 Accounting	6,970.00
8401-04 Audit	8,450.00
8402-01 Legal Fees	7,834.21
8405-01 Appraisal	438.00
8406-01 Collection Agency	116.35
8430-01 Payroll Expenses	4,178.31
8435-01 Background Checks	57.00
<b>Total Legal &amp; Professional Services</b>	<b>28,043.87</b>
Library Materials	
8090-01 Books on CD - Adult	261.65
8091-01 Books on CD - Children	190.78
8097-01 Music CD - Children	362.29
8104-01 Adult Fiction	7,792.65
8105-01 Adult Non-Fiction	4,124.11
8106-01 Children Fiction / Non-Fiction	6,684.91
8107-01 Young Adult Fiction/Non-Fiction	4,119.95
8108-01 eBooks	4,326.87
8115-01 Adult Large Print	855.39
8120-01 Newspapers	970.07
8130-01 Databases	8,783.40
8140-01 Adult Periodicals	900.00
8141-01 Children/YA Periodicals	379.96

	Total
8160-01 Adult DVDs - Fiction	2,799.76
8162-01 Children DVDs	790.11
8163-01 YA DVDs	363.59
8164-01 Foreign Lang. DVDs	37.93
8166-01 Games	495.47
8399-01 ILL Loss/Damage	87.12
<b>Total Library Materials</b>	<b>44,326.01</b>
Office Supplies & Software	
8202-01 Office Supplies	3,713.09
<b>Total Office Supplies &amp; Software</b>	<b>3,713.09</b>
Programs & Strategic Initiatives	
8150-01 Children's Programs	2,303.69
8152-01 Children's Summer Reading Program	858.29
8153-01 Young Adult Programs	672.26
8154-01 Makerspaces/library of things	3,018.21
8155-01 Adult Programs	3,426.57
8156-01 Technology Programs	22.92
8157-01 Senior Programs	276.00
8158-01 Strategic Initiatives	25.98
<b>Total Programs &amp; Strategic Initiatives</b>	<b>10,603.92</b>
Salaries	
7504-01 Library Clerks	128,778.27
7507-01 Library Pages	22,640.56
7508-01 Administrators	173,312.05
7509-01 Salaries - Grant	1,812.56
8330-01 Casual Labor	75.00
<b>Total Salaries</b>	<b>326,618.44</b>
Travel & Training	
7700-01 Trustee Training	11.28
7800-01 Staff Training	1,083.04
8342-01 Lodging, Meals, Mileage	113.84
8355-01 Memberships	1,820.90
<b>Total Travel &amp; Training</b>	<b>3,029.06</b>
Utilities	
8301-01 Utilities	203.01
8301-07 Telephone	12,079.96
8302-07 Electricity	10,108.10
8303-07 Natural Gas	2,130.34
8304-07 Water/Garbage	982.20
<b>Total Utilities</b>	<b>25,503.61</b>
<b>Total Expenses</b>	<b>764,927.56</b>
<b>NET OPERATING INCOME</b>	<b>-172,953.62</b>
<b>OTHER EXPENSES</b>	
8701-02 Debt Certificate Principle	25,700.00

	Total
Total Other Expenses	25,700.00
NET OTHER INCOME	-25,700.00
NET INCOME	\$ -198,653.62

# Balance Sheet

As of January 31, 2022

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1500-01 First American MM (5015)	56,401.19
1500-04 Cash-Audit Fund	7,665.45
1500-05 Cash-Liability Insurance Fund	44,977.59
1500-06 Cash-Unemployment Ins Fund	5,129.21
1500-07 Cash-Building Fund	22,000.58
1500-08 Cash-Social Security Fund	16,561.06
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	29,652.97
1500-13 Capital Projects	30,000.00
<b>Total 1500-01 First American MM (5015)</b>	<b>188,779.26</b>
1501-01 First American Checking (5001)	46,491.63
1505-07 Chase Bank	7,766.72
1509-07 Cash - IPTIP IL Funds	94,399.20
1512-02 Kadlec Annuity #71797	53,582.49
1515-01 BMO Harris	0.00
<b>Total Bank Accounts</b>	<b>391,019.30</b>
<b>Accounts Receivable</b>	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
<b>Total Accounts Receivable</b>	<b>0.00</b>
<b>Other Current Assets</b>	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	0.00
2400-05 Prepaid Expenses 05	0.00
<b>Total Other Current Assets</b>	<b>769,811.24</b>
<b>Total Current Assets</b>	<b>1,160,830.54</b>
<b>TOTAL ASSETS</b>	<b>\$1,160,830.54</b>

## LIABILITIES AND EQUITY

	Total
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
4100-01 Accounts Payable	0.00
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00
<b>Total Accounts Payable</b>	<b>0.00</b>
<b>Other Current Liabilities</b>	
4002-01 IMRF - Employee Contribution	1,378.88
4003-01 Child Support	0.00
4200-01 Accrued Wages	13,911.42
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	812.47
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00
<b>Total Other Current Liabilities</b>	<b>16,102.77</b>
<b>Total Current Liabilities</b>	<b>16,102.77</b>
<b>Total Liabilities</b>	<b>16,102.77</b>
<b>Equity</b>	
3200-00 Retained Earnings	337.39
5600-01 General Fund Balance	1,441,271.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	4,281.00
5600-05 Public Liability Fund Balance	43,302.00
5600-06 Unemployment Insurance Fund Balance	4,404.00
5600-07 Building Fund Balance	-134,324.00
5600-08 Social Security Fund Balance	-3,185.00
5600-09 Pension Fund Balance	-42,705.00
Opening Balance Equity	0.00
Net Income	-198,653.62
<b>Total Equity</b>	<b>1,144,727.77</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,160,830.54</b>



# North Riverside Public Library District

## Balance Sheet

As of January 31, 2022

		TOTAL
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1500-01 First American MM (5015)		56,401.19
1500-04 Cash-Audit Fund		7,665.45
1500-05 Cash-Liability Insurance Fund		44,977.59
1500-06 Cash-Unemployment Ins Fund		5,129.21
1500-07 Cash-Building Fund		22,000.58
1500-08 Cash-Social Security Fund		16,561.06
1500-09 Cash-Pension Fund		-23,608.79
1500-10 Cash-Debt Service Fund		0.00
1500-11 Equipment Fund		0.00
1500-12 Cash - IMRF Fund		29,652.97
1500-13 Capital Projects		30,000.00
<b>Total 1500-01 First American MM (5015)</b>		<b>188,779.26</b>
1501-01 First American Checking (5001)		46,491.63
1505-07 Chase Bank		7,766.72
1509-07 Cash - IPTIP IL Funds		94,399.20
1512-02 Kadlec Annuity #71797		53,582.49
1515-01 BMO Harris		0.00
<b>Total Bank Accounts</b>		<b>\$391,019.30</b>



	TOTAL
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	0.00
2400-05 Prepaid Expenses 05	0.00
<b>Total Other Current Assets</b>	<b>\$769,811.24</b>
<b>Total Current Assets</b>	<b>\$1,160,830.54</b>
<b>TOTAL ASSETS</b>	<b>\$1,160,830.54</b>

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	0.00
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	1,378.88
4003-01 Child Support	0.00
4200-01 Accrued Wages	13,911.42
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	812.47
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00
<b>Total Other Current Liabilities</b>	<b>\$16,102.77</b>
<b>Total Current Liabilities</b>	<b>\$16,102.77</b>
<b>Total Liabilities</b>	<b>\$16,102.77</b>
Equity	
3200-00 Retained Earnings	337.39
5600-01 General Fund Balance	1,441,271.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	4,281.00
5600-05 Public Liability Fund Balance	43,302.00
5600-06 Unemployment Insurance Fund Balance	4,404.00
5600-07 Building Fund Balance	-134,324.00
5600-08 Social Security Fund Balance	-3,185.00
5600-09 Pension Fund Balance	-42,705.00
Opening Balance Equity	0.00
Net Income	-198,653.62
<b>Total Equity</b>	<b>\$1,144,727.77</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,160,830.54</b>

**North Riverside Public Library District**  
**Budget vs Actual**  
January 2021

58%

<b>REVENUE</b>		<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>
6904-01	Donations	\$ 2,524	\$ 10,000	25%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ -	\$ (15,000)	0%
6903-01	Fees and fines	\$ 2,383	\$ 5,000	48%
6905-01	Grants	\$ 97,806	\$ 50,000	196%
6906-01	Interest	\$ 47	\$ 1,500	3%
6901-01	Property tax	\$ 481,965	\$ 1,124,759	43%
6915-15	Loan Proceeds	\$ -	\$ 172,000	0%
6920-01	Unrealized Income Annuities	\$ -	\$ 20,000	0%
6909-01	Memorial Books/Lost & Paid Materials	\$ -	\$ -	0%
6910-01	Miscellaneous Revenue	\$ 7,248	\$ -	0%
	<b>Total</b>	<b>\$ 591,974</b>	<b>\$ 1,368,259</b>	<b>43%</b>

<b>OPERATING EXPENSES</b>	<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>
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**SALARIES**

7504-01	Clerks	\$ 128,778	\$ 222,200	58%
7507-01	Pages	\$ 22,641	\$ 27,200	83%
7508-01	Administration	\$ 173,312	\$ 288,775	60%
7509-01	Salaries - Grant	\$ 1,813	\$ -	0%
	<b>Total</b>	<b>\$ 326,543</b>	<b>\$ 543,442</b>	<b>60%</b>

**BENEFITS**

7600-05	health insurance	\$ 14,045	\$ 31,200	45%
7620-01	payroll expenses	\$ 40	\$ -	
7650-09	IMRF	\$ 19,180	\$ 31,840	60%
7660-06	unemployment insurance	\$ (968)	\$ 800	-121%
7670-08	social security/mcare	\$ 24,843	\$ 37,257	67%
	<b>Total</b>	<b>\$ 57,140</b>	<b>\$ 101,097</b>	<b>57%</b>

**TRAINING**

7700-01	educational training trustees	\$ 11	\$ 500	2%
7800-01	educational training staff	\$ 1,083	\$ 4,500	24%
	<b>Total</b>	<b>\$ 1,094</b>	<b>\$ 5,000</b>	<b>22%</b>

**OPERATING EXPENSES**

Actual

Budget

58%  
% of Budget**MATERIALS**

8090-01	books on CD-adult	\$ 262	\$ 1,500	17%
8091-01	books on CD-children	\$ 191	\$ 700	27%
8096-01	compact disks-music-adult		\$ 400	0%
8097-01	compact disks-music-children	\$ 362	\$ 1,000	36%
8104-01	adult fiction	\$ 7,793	\$ 14,500	54%
8105-01	adult nonfiction	\$ 4,124	\$ 9,500	43%
8106-01	children's fiction/nonfiction	\$ 6,685	\$ 18,000	37%
8107-01	YA Fiction/nonfiction	\$ 4,120	\$ 6,000	69%
8108-01	eBooks	\$ 4,327	\$ 5,000	87%
8115-01	adult large print	\$ 855	\$ 2,000	43%
8120-01	newspapers	\$ 970	\$ 3,400	29%
8130-01	internet databases	\$ 8,783	\$ 16,000	55%
8140-01	adult periodicals	\$ 900	\$ 900	100%
8141-01	Children's Periodicals	\$ 380	\$ 500	76%
8160-01	adult DVDs-feature movies	\$ 2,800	\$ 6,000	47%
8161-01	Adult Games		\$ 1,300	0%
8162-01	children's DVDs-movies	\$ 790	\$ 1,400	56%
8163-01	ya DVDs	\$ 364	\$ 1,400	26%
8164-01	foreign language DVDs	\$ 38	\$ -	0%
8166-01	children's games	\$ 495	\$ 2,500	20%
	<b>Total</b>	<b>\$ 44,239</b>	<b>\$ 92,000</b>	<b>48%</b>

**PROGRAMS**

8150-01	children's programs	\$ 2,304	\$ 3,000	77%
8152-01	children's summer reading program	\$ 858	\$ 4,000	21%
8153-01	ya programs	\$ 672	\$ 2,000	34%
8154-01	Makerspaces/library of things	\$ 3,018	\$ 4,000	75%
8155-01	adult programs	\$ 3,427	\$ 4,000	86%
8156-01	Technology programs	\$ 23	\$ 1,000	2%
8157-01	senior programs	\$ 276	\$ 2,000	14%
	<b>Total</b>	<b>\$ 10,578</b>	<b>\$ 20,000</b>	<b>53%</b>

**STRATEGIC INITIATIVES**

8158-01	Strategic Initiatives	\$ 26	\$ 2,000	1%
	<b>Total</b>	<b>\$ 26</b>	<b>\$ 2,000</b>	<b>1%</b>

**OPERATING EXPENSES**

Actual

Budget

58%  
% of Budget**COMPUTERS**

8171-01	information technology	\$ 29,111	\$ 18,500	157%
8172-01	new computer equipment	\$ 98	\$ 10,000	1%
8172-02	Digital Divide Project	\$ 9	\$ -	0%
8175-01	mls computer fund	\$ 16,559	\$ 23,000	72%
8180-01	software	\$ 577	\$ 1,500	38%
8190-01	website	\$ 1,049	\$ 7,500	14%
8195-01	email	\$ 34	\$ 500	7%
	<b>Total</b>	<b>\$ 47,435</b>	<b>\$ 61,000</b>	<b>78%</b>

**OFFICE SUPPLIES**

8202-01	Office Supplies	\$ 3,713	\$ 14,000	27%
	<b>Total</b>	<b>\$ 3,713</b>	<b>\$ 14,000</b>	<b>27%</b>

**UTILITIES- OPERATING EXPENSE**

8301-07	telephone	\$ 12,283	\$ 13,500	91%
8302-07	electricity	\$ 10,108	\$ 30,000	34%
8303-07	gas	\$ 2,130	\$ 6,000	36%
8304-07	water/garbage	\$ 982	\$ 2,000	49%
	<b>Total</b>	<b>\$ 25,504</b>	<b>\$ 51,500</b>	<b>50%</b>

**BUILDING EXPENSE**

8305-07	Building & Grounds	\$ 28,942	\$ -	0%
8306-07	building supplies and maintenance	\$ 4,767	\$ 12,000	40%
8308-07	service contracts	\$ 23,032	\$ 43,000	54%
8315-07	fees and permits		\$ 1,950	0%
8330-01	casual labor	\$ 75	\$ 3,500	2%
8335-07	building repairs	\$ 68,873	\$ 204,000	34%
	<b>Total</b>	<b>\$ 125,690</b>	<b>\$ 264,450</b>	<b>48%</b>

**TRAVEL**

8342-01	lodging/meals/mileage	\$ 114	\$ 2,000	6%
	<b>Total</b>	<b>\$ 114</b>	<b>\$ 2,000</b>	<b>6%</b>

**OPERATING EXPENSES**

Actual

Budget

58%  
% of Budget**OTHER EXPENSES**

8355-01	memberships	\$ 1,821	\$ 2,200	83%
8360-01	Grants	\$ 74,290	\$ 50,000	149%
8361-01	Donations	\$ 255	\$ 10,000	3%
8365-01	library promotion	\$ 180	\$ 6,000	3%
8370-01	postage	\$ 3,316	\$ 3,000	111%
8375-01	Advertising	\$ 38	\$ 4,500	1%
8385-01	memorials and tributes	\$ 659	\$ 500	132%
8396-01	bank charges and fees	\$ 19	\$ 150	13%
8399-01	ILL Loss/Damage	\$ 87	\$ 250	35%
	<b>Total</b>	<b>\$ 80,665</b>	<b>\$ 76,600</b>	105%

**OUTSIDE SERVICES**

8400-01	accounting	\$ 6,970	\$ 15,000	46%
8401-01	audit	\$ 8,450	\$ 12,000	70%
8402-01	legal fees	\$ 7,834	\$ 6,000	131%
8404-01	Staff Recognition	\$ 246	\$ 2,500	10%
8405-01	appraisal	\$ 438	\$ 2,500	18%
8406-01	collection agency	\$ 116	\$ 200	58%
8408-01	strategic plan	\$ -	\$ 500	0%
8410-01	printing	\$ 5,266	\$ 10,000	53%
8430-01	payroll expenses	\$ 4,178	\$ 5,000	84%
8435-01	background checks	\$ 57	\$ 200	29%
	<b>Total</b>	<b>\$ 33,556</b>	<b>\$ 53,900</b>	62%

**INSURANCE**

8460-05	liability insurance package	\$ 3,066	\$ 19,500	16%
8470-05	directors/officers insurance	\$ -	\$ -	0%
	<b>Total</b>	<b>\$ 3,066</b>	<b>\$ 19,500</b>	16%

**OTHER EXPENSES**

8360-01	Petty Cash	\$ -	\$ -	0%
8395-01	Miscellaneous Expense	\$ -	\$ -	0%
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	0%

**OTHER EXPENSES**

8600-01	Bond Interest	\$ -	\$ -	0%
8600-02	Bond Principal	\$ -	\$ -	0%
8601-02	Debt Certificate Interest	\$ 5,565	\$ 16,500	0%
8701-02	Debt Certificate Principle	\$ 25,700	\$ 43,500	59%
	<b>Total</b>	<b>\$ 31,265</b>	<b>\$ 60,000</b>	52%

**TOTAL OPERATING EXPENSES**

\$ 790,628	\$ 1,366,489	58%
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**NET INCOME**

\$ (198,654)	\$ 1,770
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01/31/2022	Check	Martin Petersen Company, Inc.	MAINTENANCE PER AGREEMENT SM21907-2, HOT WATER PUMP INVOICE S35232	\$	4,277.38
01/31/2022	Check	Midwest Tape	ADULT DVD, YA DVD	\$	112.70
01/31/2022	Check	Nitech Fire & Security Industries, Inc	Service from FEB 1 2022 - APRIL 30 2022	\$	320.40
01/31/2022	Check	OverDrive, Inc	DECEMBER	\$	458.89
01/31/2022	Check	Paychex - Human Resource Services	INV 12228901	\$	57.00
01/31/2022	Check	PALOS HEIGHTS PUBLIC LIBRARY	15 SEATS FOR CHRIS BOHJALIAN	\$	17.85
01/31/2022	Check	Secure Document Solutions	regular Schedule Secure document destruction	\$	65.00
01/31/2022	Check	SWAN	DATABASES	\$	5,514.00
01/31/2022	Check	Smiota Inc.	2ND PAYMENT	\$	8,996.50
01/31/2022	Check	Technology Management Rev Fund	billing T2214115	\$	133.00
01/31/2022	Check	INGRAM LIBRARY SERVICES	DECEMBER & JANUARY INVOICES	\$	2,021.09
01/31/2022	Check	Roscoe	MATS	\$	161.98
01/31/2022	Check	VERY SMART PEOPLE LLC	PROGRAM DISCOVER NFT's	\$	200.00
01/31/2022	Check	WILLIAM HAZELGROVE	TITANIC PROGRAM	\$	225.00
01/31/2022	Expense	Paychex - Human Resource Services	Payroll 01.22	\$	823.76
01/31/2022	Expense	Nicor Gas	Nicor Gas Payment	\$	807.68
01/31/2022	Expense	ICMA	ICMA 1/2022	\$	2,901.27
01/31/2022	Expense	IMRF	IMRF December	\$	4,622.57
<b>Total</b>				<b>\$</b>	<b>74,769.49</b>

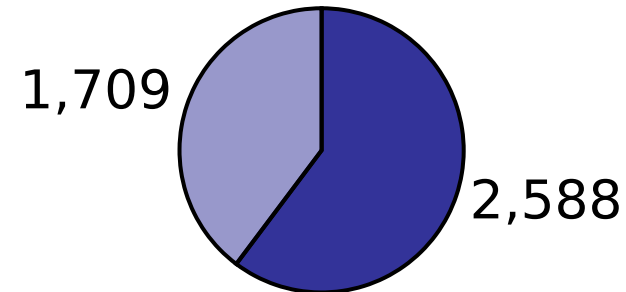


## Item Library

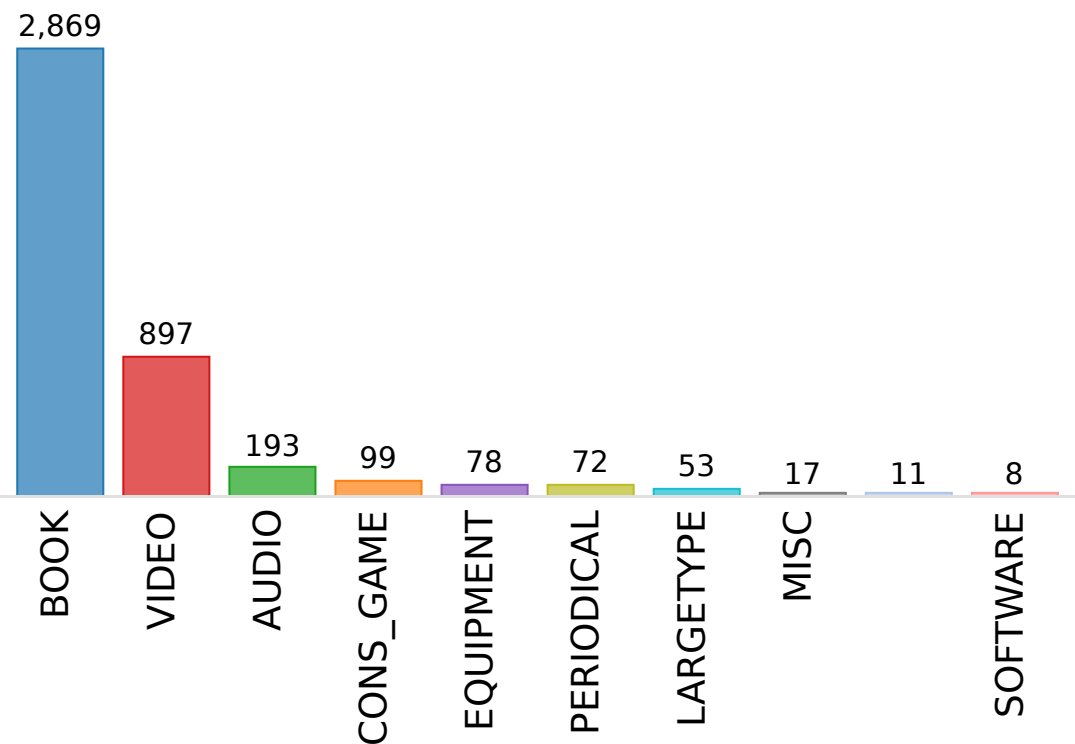
NRS

## Checkouts &amp; Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
<b>Total</b>	<b>4,297</b>	<b>100.00%</b>
Charge Item Part B	2,588	60.23%
Renew Item	1,709	39.77%



Item Cat1	Transactions	% of Total
<b>Total</b>	<b>4,297</b>	<b>100.00%</b>
BOOK	2,869	66.77%
VIDEO	897	20.88%
AUDIO	193	4.49%
CONS_GAME	99	2.30%
EQUIPMENT	78	1.82%
PERIODICAL	72	1.68%
LARGETYPE	53	1.23%
MISC	17	0.40%
	11	0.26%
SOFTWARE	8	0.19%



## Item Library

NRS

## Checkouts &amp; Renewals of Your Items

Item Type	Transactions	% of Total
<b>Total</b>	<b>4,297</b>	<b>100.00%</b>
<b>BOOK</b>	2,309	53.74%
<b>BOOK_NEW</b>	549	12.78%
<b>DVD_FEAT</b>	526	12.24%
<b>DVD_NEWFEA</b>	132	3.07%
<b>CD_AUDIO</b>	105	2.44%
<b>DVD_BOXSET</b>	96	2.23%
<b>CONSOLEGAM</b>	84	1.95%
<b>PERIODICAL</b>	72	1.68%
<b>CD_SPOKEN</b>	69	1.61%
<b>EQUIPMENTC</b>	68	1.58%
<b>DVD</b>	51	1.19%
<b>LARGETYPE</b>	45	1.05%
<b>BLURAY_FEA</b>	43	1.00%
<b>BLURAY_NFE</b>	31	0.72%
<b>PAPERBACK</b>	18	0.42%
<b>CONSOLENEW</b>	17	0.40%
<b>REALIA</b>	17	0.40%
<b>CD_SPOKNEW</b>	10	0.23%
<b>EQUIPMENT</b>	10	0.23%
<b>CD_NEW</b>	9	0.21%
<b>CD_ROM</b>	8	0.19%
<b>DVD_BOXNEW</b>	8	0.19%
<b>LARGETYPEN</b>	8	0.19%
<b>DVD_NEW</b>	3	0.07%
<b>DVD_NEWFEJ</b>	3	0.07%
<b>NS_ILL_PRT</b>	3	0.07%
<b>NS_ILL_VID</b>	2	0.05%

Item Home Location	Transactions	% of Total
<b>Total</b>	<b>4,297</b>	<b>100.00%</b>
<b>STACKS</b>	1,795	41.77%
<b>STACKS_JUV</b>	1,499	34.88%
<b>NEW_ADULT</b>	553	12.87%
<b>YOUNGADULT</b>	237	5.52%
<b>NEW_JUV</b>	165	3.84%
<b>NEW_YA</b>	42	0.98%
<b>ILL_IN</b>	5	0.12%
<b>ON-ORDER</b>	1	0.02%

## Item Library

NRS

## Checkouts &amp; Renewals of Your Items

User Library	Trans Stat User Profile Name	Transactions	% of Total
<b>Total</b>		<b>4,297</b>	<b>100.00%</b>
		1,527	35.54%
<b>NRS</b>	<b>NRS_ADULT</b>	1,434	33.37%
	<b>NRS_JUV</b>	170	3.96%
<b>RSS</b>	<b>RSS_ADULT</b>	104	2.42%
<b>BYS</b>	<b>BYS_ADULT</b>	77	1.79%
<b>BFS</b>	<b>BFS_PATRON</b>	68	1.58%
<b>DGS</b>	<b>DGS_PATRON</b>	47	1.09%
<b>FPS</b>	<b>FPS_ADULT</b>	46	1.07%
<b>OPS</b>	<b>OPS_PATRON</b>	42	0.98%
<b>SCD</b>	<b>SCD_PATRON</b>	41	0.95%
<b>GVD</b>	<b>GVD_PATRON</b>	38	0.88%
<b>MWS</b>	<b>MWS_ADULT</b>	37	0.86%
<b>INS</b>	<b>INS_PATRON</b>	34	0.79%
<b>GED</b>	<b>GED_PATRON</b>	30	0.70%
<b>LPS</b>	<b>LPS_PATRON</b>	27	0.63%
<b>LGS</b>	<b>LGS_PATRON</b>	26	0.61%
<b>TPS</b>	<b>TPS_PATRON</b>	24	0.56%
<b>CSD</b>	<b>CSD_PATRON</b>	20	0.47%
<b>ILL_LIBS</b>	<b>CHICAGO_P</b>	18	0.42%
<b>LYS</b>	<b>LYS_ADULT</b>	16	0.37%
<b>NRS</b>	<b>CHICAGO_P</b>	16	0.37%
<b>SGD</b>	<b>SGD_PATRON</b>	15	0.35%
<b>WRS</b>	<b>WRS_PATRON</b>	15	0.35%
<b>EPS</b>	<b>EPS_PATRON</b>	13	0.30%
<b>MED</b>	<b>MED_USER</b>	13	0.30%
<b>BLD</b>	<b>BLD_PATRON</b>	12	0.28%
<b>SFS</b>	<b>SFS_ADULT</b>	12	0.28%

Item Library

NRS

Checkouts & Renewals of Your Items

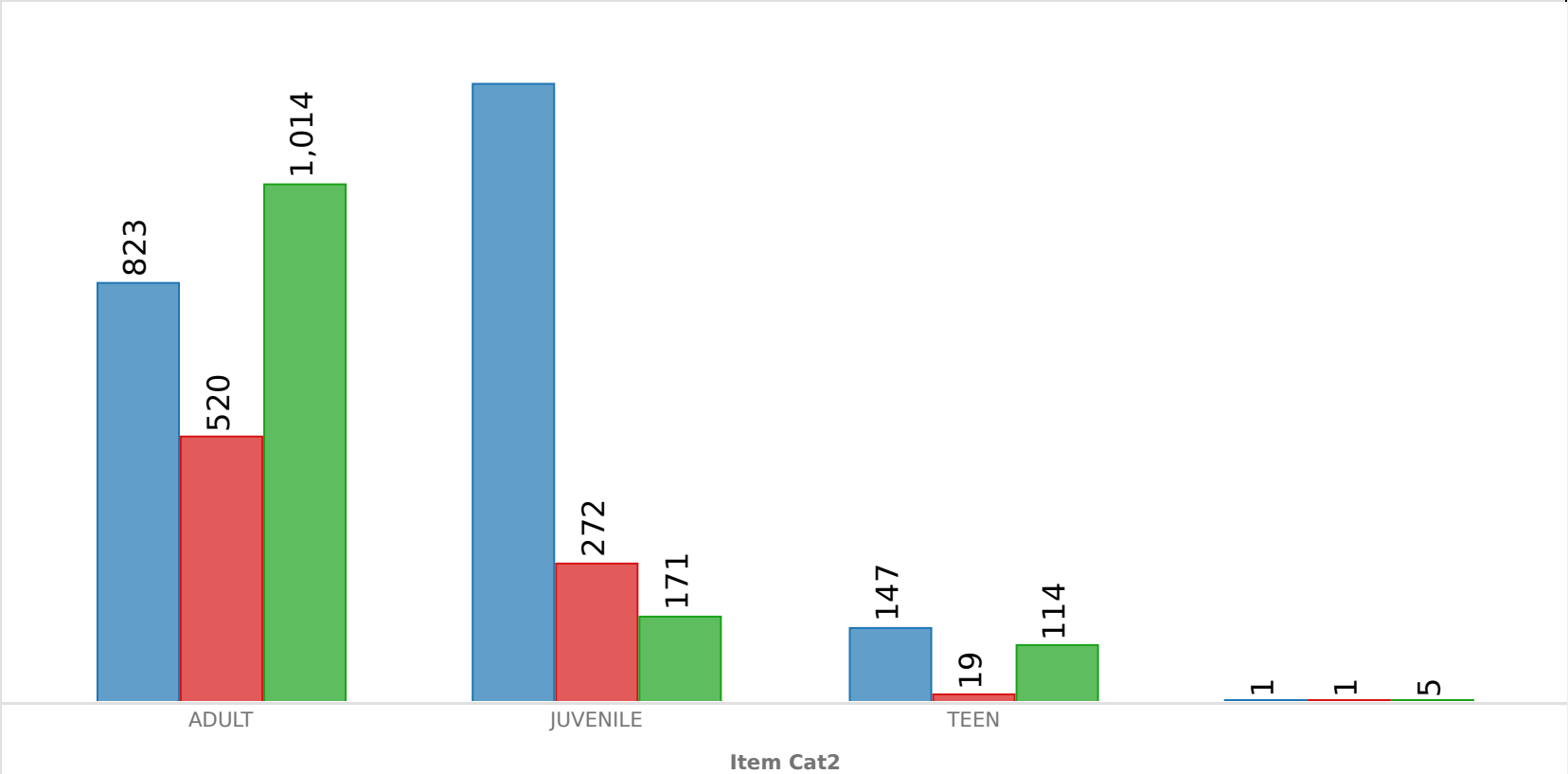
Item Cat2	Transactions	% of Total
ADULT	2,357	54.85%
JUVENILE	1,653	38.47%
TEEN	280	6.52%
	7	0.16%
Total	4,297	100.00%

Item Cat3	Transactions	% of Total
FICTION	2,181	50.76%
NONFICTION	812	18.90%
	1,304	30.35%
Total	4,297	100.00%

Circs by Cat2 & Cat3

Item Cat3

- FICTION
- NONFICTION
- 

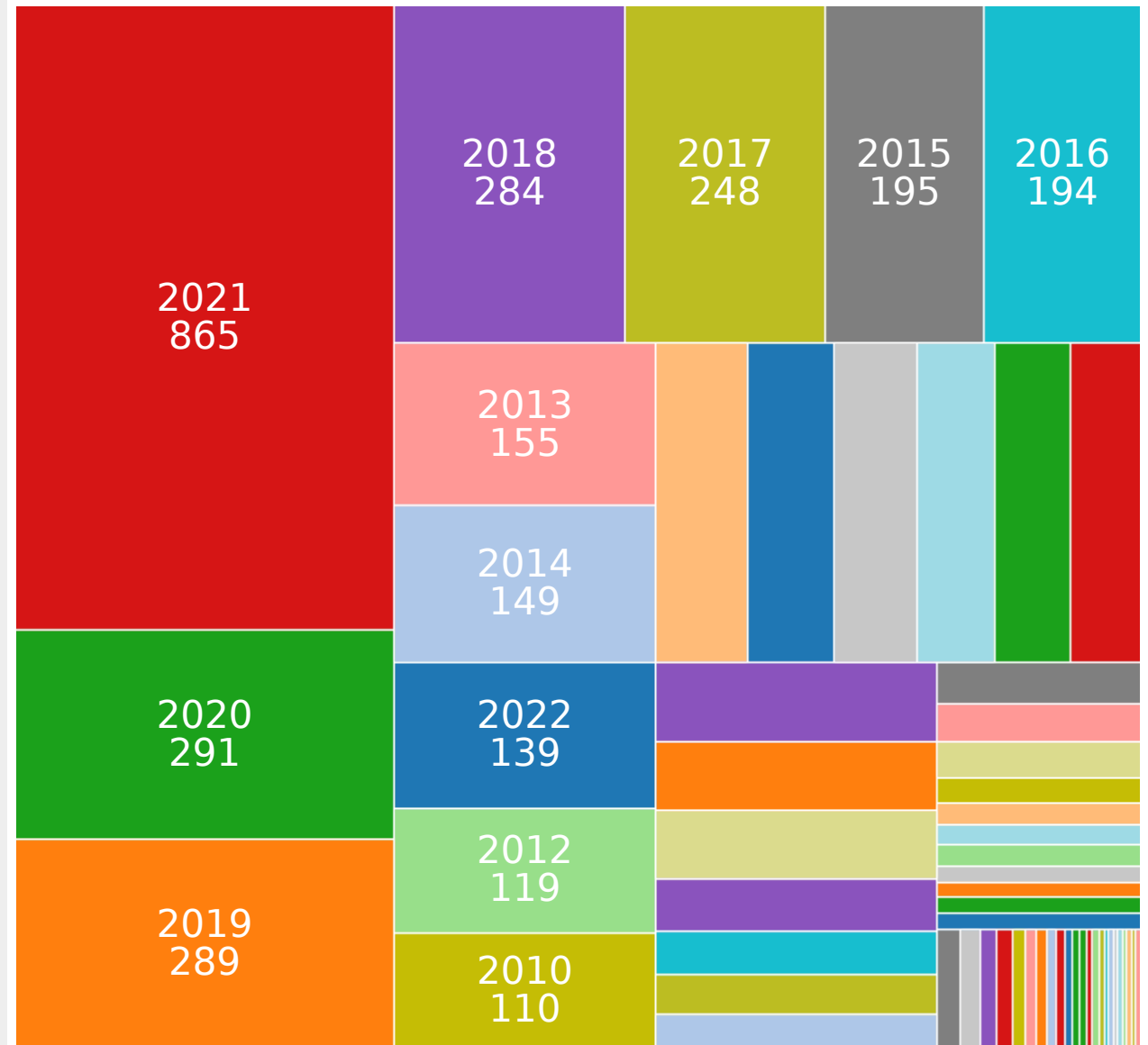


## Item Library

NRS

## Checkouts &amp; Renewals of Your Items

Publication Year	Transactions	% of Total
<b>Total</b>	<b>4,297</b>	<b>100.00%</b>
2021	865	20.13%
2020	291	6.77%
2019	289	6.73%
2018	284	6.61%
2017	248	5.77%
2015	195	4.54%
2016	194	4.51%
2013	155	3.61%
2014	149	3.47%
2022	139	3.23%
2012	119	2.77%
2010	110	2.56%
2011	106	2.47%
2006	103	2.40%
2007	97	2.26%
2008	91	2.12%
2004	87	2.02%
2005	82	1.91%
0	80	1.86%
2003	71	1.65%
2009	71	1.65%
2002	54	1.26%
2000	44	1.02%
2001	41	0.95%
1998	34	0.79%
1999	30	0.70%
1997	28	0.65%
1993	27	0.63%
1994	19	0.44%
1995	17	0.40%



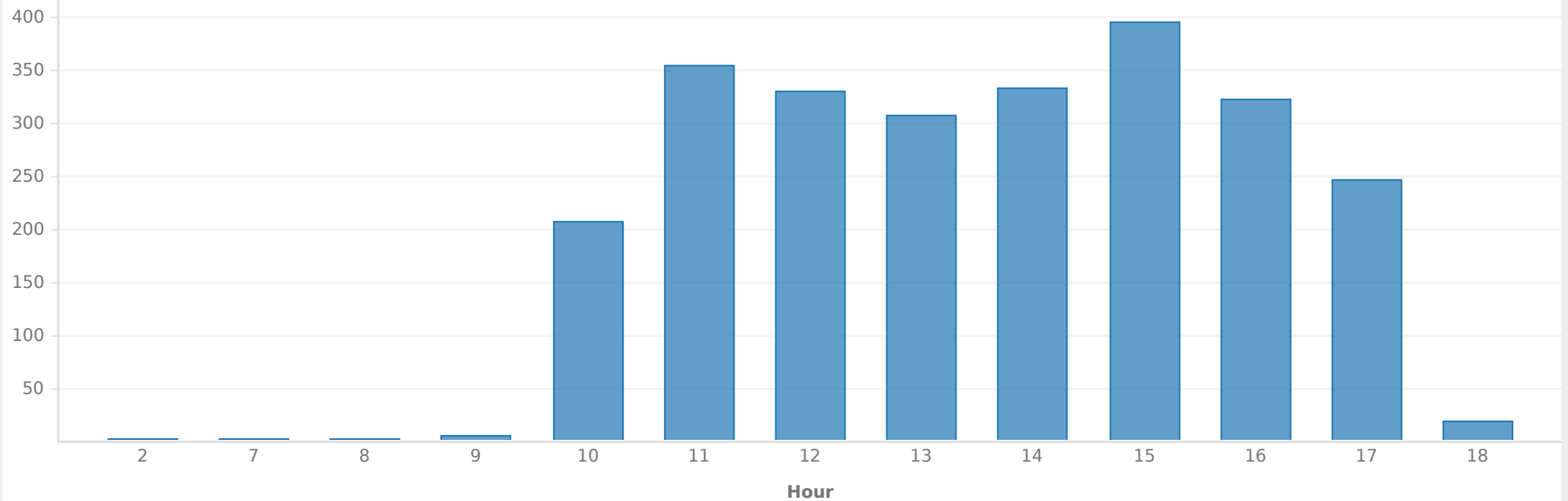
## Station Library

### Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total
<b>Total</b>	<b>4,080</b>	<b>100.00%</b>
Charge Item Part B	2,358	57.79%
Renew Item	1,722	42.21%

Trans Stat Station Login User Access	Transactions	% of Total
<b>Total</b>	<b>4,080</b>	<b>100.00%</b>
NRSCIRCSR	1,661	40.71%
AUTORENEW	1,550	37.99%
NRSTECHSR	847	20.76%
PUBLIC	22	0.54%

### Average Transactions per Hour



## Station Library

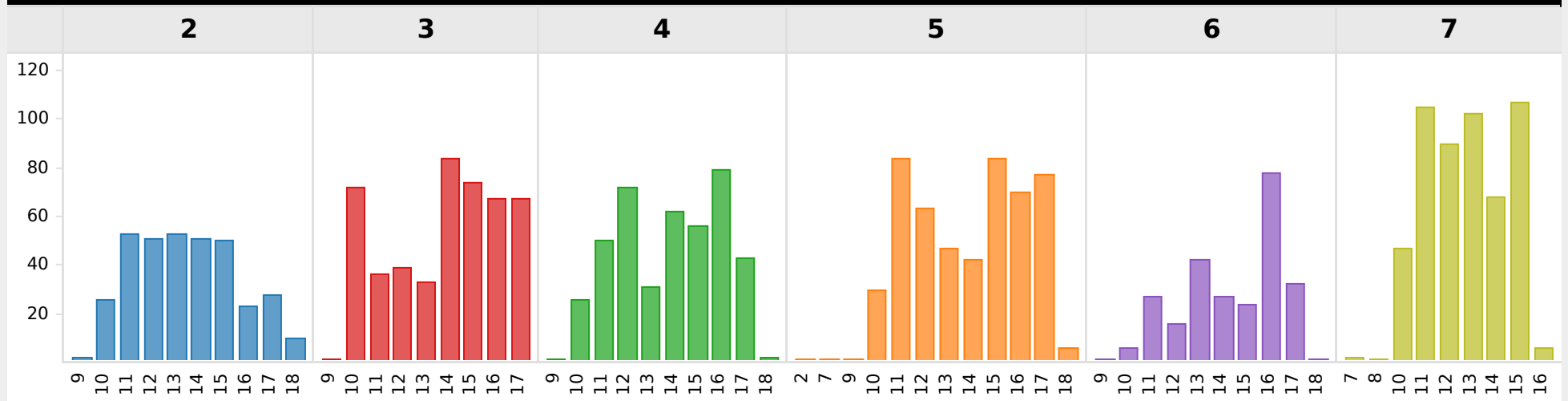
NRS

### Checkouts & Renewals at Your Library

Trans Stat Dow	Transactions	% of Total
Monday	347	13.72%
Tuesday	473	18.70%
Wednesday	422	16.68%
Thursday	506	20.00%
Friday	254	10.04%
Saturday	528	20.87%

Hour	Transactions	% of Total
7	3	0.12%
8	1	0.04%
9	6	0.24%
10	207	8.19%
11	355	14.04%
12	331	13.09%
13	308	12.18%
14	334	13.21%
15	395	15.62%
16	323	12.77%
17	247	9.77%
18	19	0.75%

### Circs by Hour and Day



## Station Library

### Checkouts & Renewals at Your Library

#### Library Users at Your Library

User Library	Transactions	% of Total
<b>Total</b>	<b>2,530</b>	<b>100.00%</b>
NRS	2,089	82.57%
RSS	97	3.83%
BYS	72	2.85%
BFS	53	2.09%
FPS	46	1.82%
MWS	38	1.50%
LPS	21	0.83%
LYS	19	0.75%
LGS	12	0.47%
CIS	11	0.43%
BRS	10	0.40%
EPS	10	0.40%
ILL_LIBS	10	0.40%
OPS	10	0.40%
SFS	10	0.40%
OZS	9	0.36%
WCS	8	0.32%
BIS	2	0.08%
AMS	1	0.04%
BLD	1	0.04%
RFS	1	0.04%

#### Library Items at Your Library

Item Library	Transactions	% of Total
<b>Total</b>	<b>2,530</b>	<b>100.00%</b>
NRS	2,044	80.79%
SCD	28	1.11%
ESS	26	1.03%
BLD	19	0.75%
BYS	17	0.67%
DGS	17	0.67%
OPS	17	0.67%
BDD	14	0.55%
GED	14	0.55%
OLS	13	0.51%
TPS	11	0.43%
VPD	11	0.43%
MED	10	0.40%
WVD	10	0.40%
BIS	9	0.36%
CIS	9	0.36%
SHS	9	0.36%
ADS	8	0.32%
FRS	8	0.32%
INS	8	0.32%
LGS	8	0.32%
LPS	8	0.32%
OBD	8	0.32%
RFS	7	0.28%



## Station Library

### 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>2,530</b>	<b>100.00%</b>
NRS	NRS_ADULT	1,884	74.47%
	NRS_JUV	177	7.00%
RSS	RSS_ADULT	96	3.79%
BYS	BYS_ADULT	72	2.85%
BFS	BFS_PATRON	53	2.09%
FPS	FPS_ADULT	46	1.82%
MWS	MWS_ADULT	38	1.50%
LPS	LPS_PATRON	21	0.83%
LYS	LYS_ADULT	16	0.63%
NRS	CHICAGO_P	16	0.63%
LGS	LGS_PATRON	12	0.47%
BRS	BRS_ADULT	10	0.40%
EPS	EPS_PATRON	10	0.40%
ILL_LIBS	CHICAGO_P	10	0.40%
OPS	OPS_PATRON	10	0.40%
SFS	SFS_ADULT	10	0.40%
OZS	OPS_PATRON	9	0.36%
CIS	CIS_JUV	8	0.32%
WCS	WCS_PATRON	8	0.32%
NRS	NRSCIRCJR	6	0.24%
CIS	CIS_ADULT	3	0.12%
LYS	LYS_JUV	3	0.12%
NRS	LSS_ADULT	3	0.12%
BIS	BIS_ADULT	2	0.08%
AMS	AMS_PATRON	1	0.04%
BLD	BLD_PATRON	1	0.04%
NRS	NRSCIRCSR	1	0.04%
	NRSTECHJR	1	0.04%

#### Library Items/Profiles at Your Library

Item Library	Trans Stat User Profile Name	Transactions	% of Total
<b>Total</b>		<b>2,530</b>	<b>100.00%</b>
NRS	NRS_ADULT	1,433	56.64%
	NRS_JUV	170	6.72%
	RSS_ADULT	94	3.72%
	BYS_ADULT	66	2.61%
	BFS_PATRON	52	2.06%
	MWS_ADULT	37	1.46%
	FPS_ADULT	35	1.38%
SCD	NRS_ADULT	27	1.07%
NRS	CHICAGO_P	26	1.03%
ESS	NRS_ADULT	25	0.99%
NRS	OPS_PATRON	19	0.75%
BLD	NRS_ADULT	17	0.67%
DGS	NRS_ADULT	16	0.63%
NRS	LYS_ADULT	16	0.63%
OPS	NRS_ADULT	16	0.63%
BYS	NRS_ADULT	15	0.59%
GED	NRS_ADULT	14	0.55%
NRS	LPS_PATRON	14	0.55%
BDD	NRS_ADULT	13	0.51%
NRS	LGS_PATRON	12	0.47%
OLS	NRS_ADULT	11	0.43%
VPD	NRS_ADULT	11	0.43%
MED	NRS_ADULT	10	0.40%
NRS	BRS_ADULT	10	0.40%
	EPS_PATRON	10	0.40%
	SFS_ADULT	10	0.40%
BIS	NRS_ADULT	9	0.36%
TPS	NRS_ADULT	9	0.36%
WVD	NRS ADULT	9	0.36%

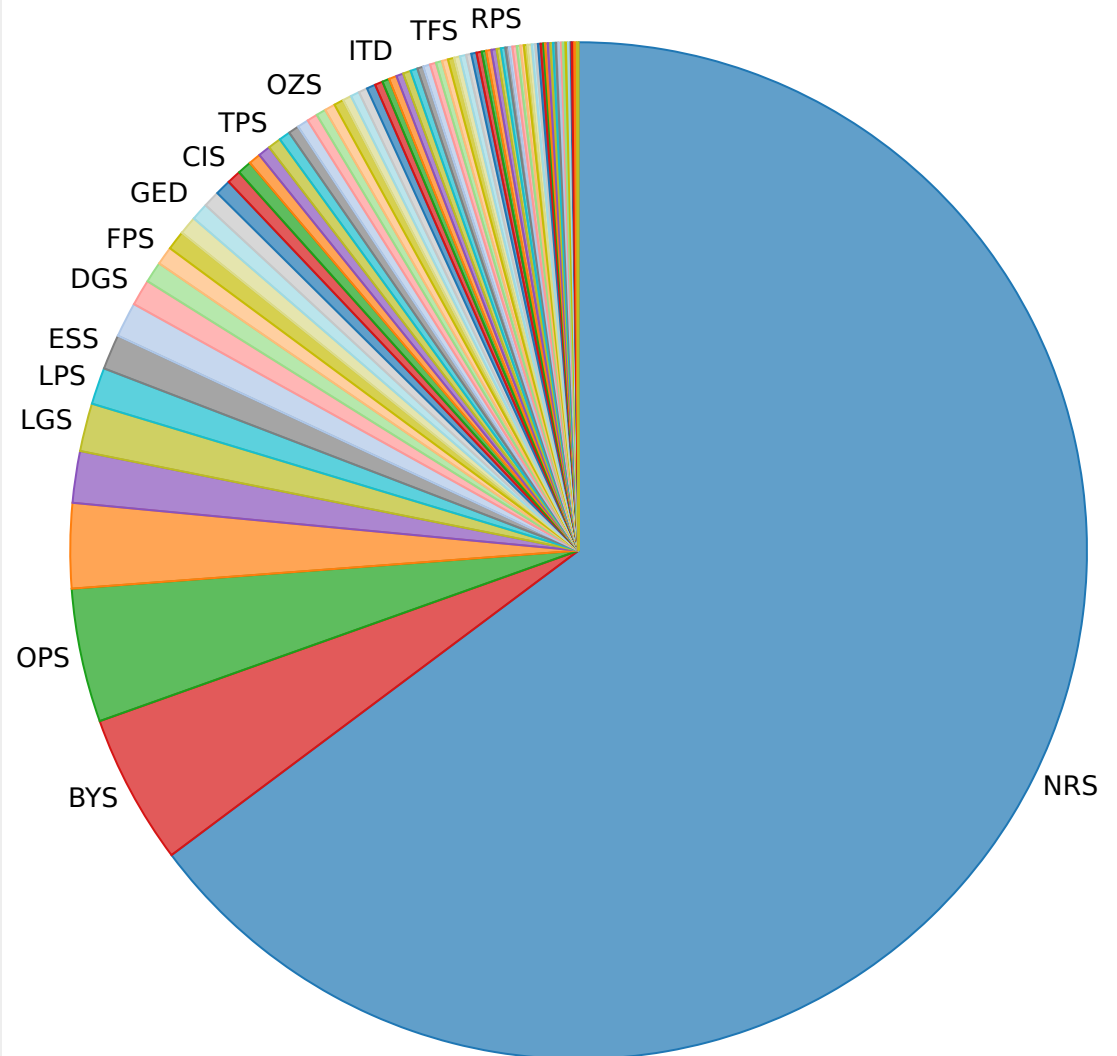
## User Library

NRS

## Checkouts &amp; Renewals from Your Patrons

Item Library	Transactions	% of Total
<b>Total</b>	<b>2,521</b>	<b>100.00%</b>
NRS	1,632	64.74%
BYS	121	4.80%
OPS	107	4.24%
RSS	68	2.70%
BFS	41	1.63%
LGS	39	1.55%
LPS	29	1.15%
ESS	28	1.11%
SCD	28	1.11%
DGS	21	0.83%
BLD	17	0.67%
FPS	15	0.60%
VPD	15	0.60%
WRS	15	0.60%
GED	14	0.56%
BDD	13	0.52%
OLS	13	0.52%
CIS	11	0.44%
MED	11	0.44%
INS	10	0.40%
OBD	10	0.40%
TPS	10	0.40%
BIS	9	0.36%
SHS	9	0.36%
WMD	8	0.32%

## Your Users Checkout Items from...

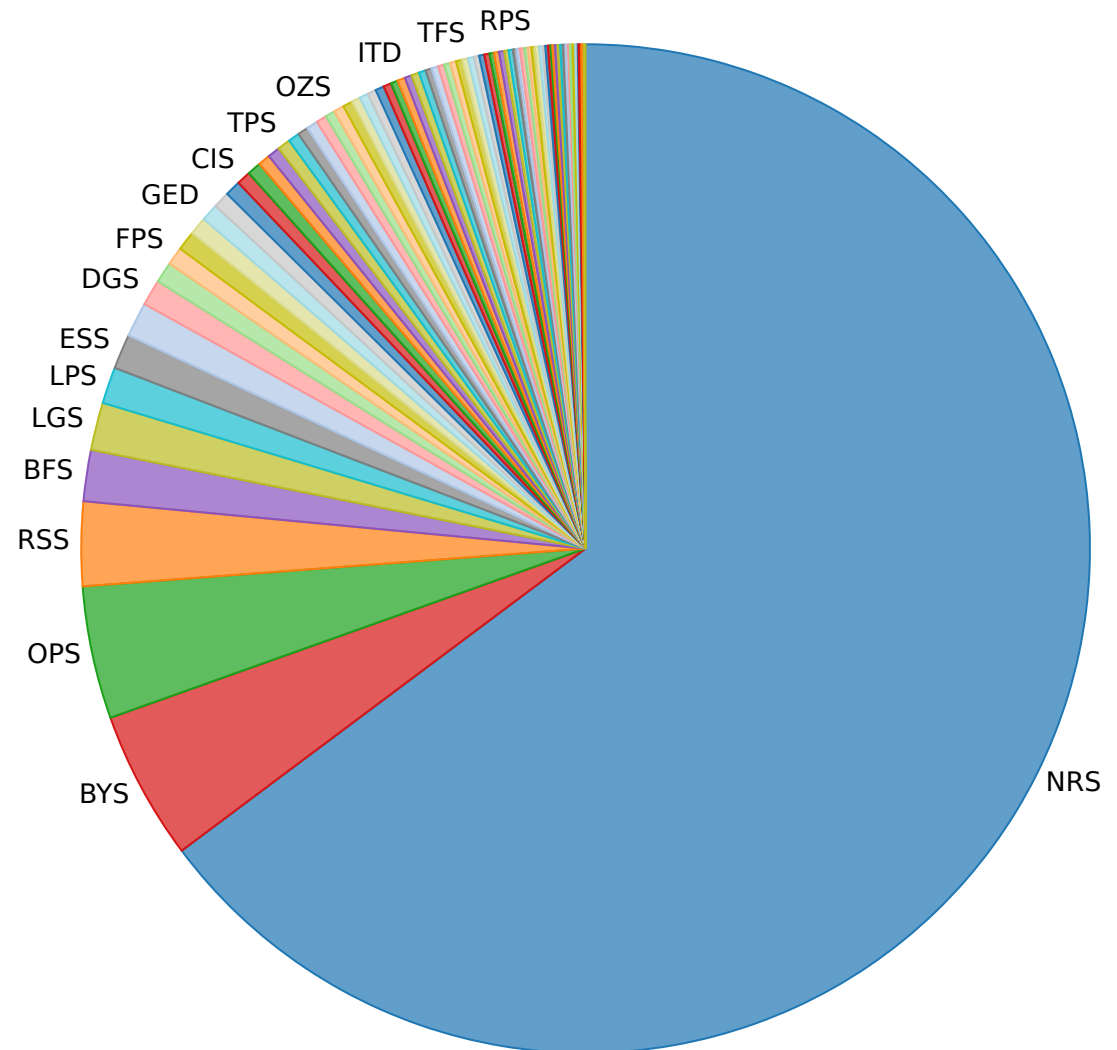


## User Library

### Checkouts & Renewals from Your Patrons

Station Library	Transaction	% of Total
<b>Total</b>	<b>2,521</b>	<b>100.00%</b>
NRS	2,089	82.86%
BYS	118	4.68%
OPS	89	3.53%
RSS	64	2.54%
BFS	49	1.94%
LGS	31	1.23%
LPS	25	0.99%
FPS	10	0.40%
OZS	7	0.28%
WRS	7	0.28%
RFS	6	0.24%
WCS	5	0.20%
BRS	3	0.12%
DGS	3	0.12%
NLS	3	0.12%
OBD	3	0.12%
OES	3	0.12%
VPD	3	0.12%
SFS	2	0.08%
CIS	1	0.04%

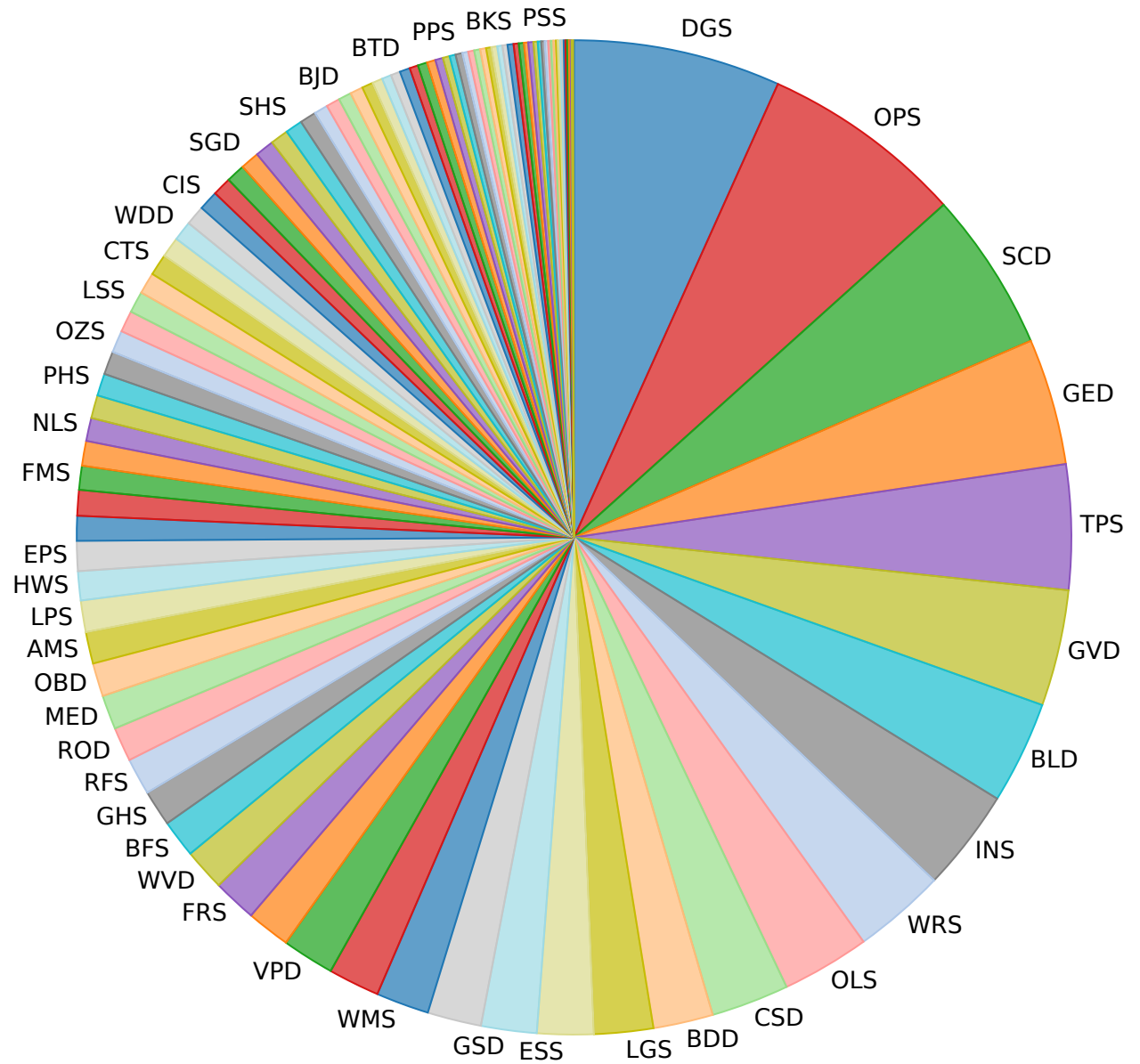
### Your Users Checkout at...



### Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
<b>Total</b>	<b>1,015,971</b>	<b>100.00%</b>
DGS	67,885	6.68%
OPS	67,428	6.64%
SCD	52,744	5.19%
GED	41,799	4.11%
TPS	41,079	4.04%
GVD	38,406	3.78%
BLD	33,774	3.32%
INS	33,699	3.32%
WRS	30,307	2.98%
OLS	29,085	2.86%
CSD	25,889	2.55%
BDD	19,574	1.93%
LGS	19,543	1.92%
ESS	18,563	1.83%
GSD	18,289	1.80%
HDS	17,919	1.76%
WMS	17,403	1.71%
TFS	17,128	1.69%
VPD	17,072	1.68%
BYS	14,411	1.42%
FRS	14,298	1.41%
WVD	13,860	1.36%
BFS	12,385	1.22%
GHS	12,087	1.19%
RFS	12,082	1.19%
ROD	11,319	1.11%
MED	11,085	1.09%
OBD	11,045	1.09%
AMS	10,535	1.04%
LPS	10,274	1.01%
HWS	9,784	0.96%
EPS	9,677	0.95%
RSS	8,392	0.83%
WCD	8,353	0.82%

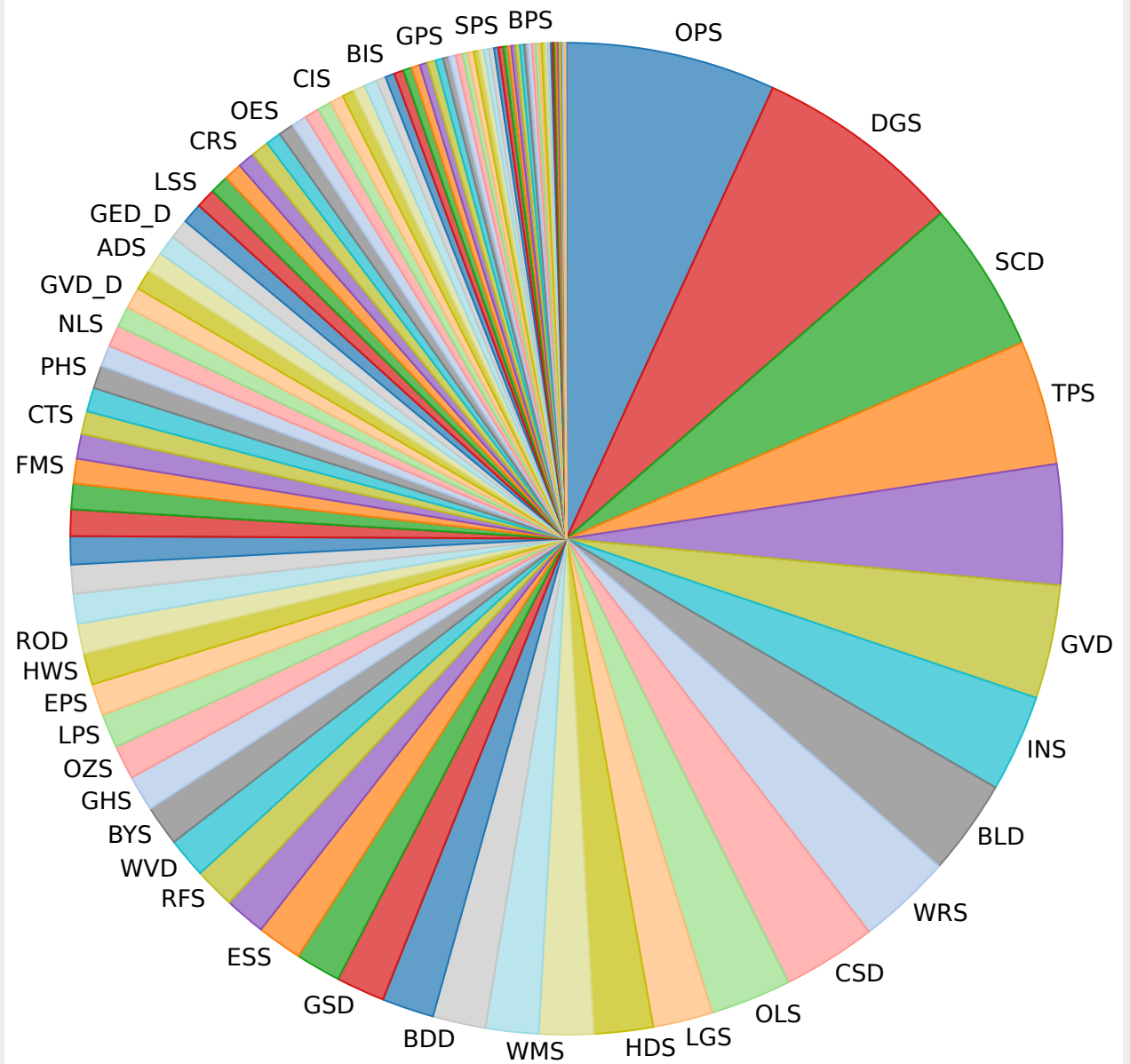
#### Item Circs by Item Library



### Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
<b>Total</b>	<b>1,015,971</b>	<b>100.00%</b>
OPS	69,086	6.80%
DGS	68,895	6.78%
SCD	50,077	4.93%
TPS	41,210	4.06%
GED	39,711	3.91%
GVD	37,611	3.70%
INS	32,084	3.16%
BLD	31,595	3.11%
WRS	31,340	3.08%
CSD	31,133	3.06%
OLS	26,782	2.64%
LGS	19,772	1.95%
HDS	19,380	1.91%
WMS	17,994	1.77%
TFS	17,545	1.73%
BDD	17,441	1.72%
VPD	17,366	1.71%
GSD	16,061	1.58%
FRS	14,986	1.48%
ESS	14,748	1.45%
BFS	13,746	1.35%
RFS	13,445	1.32%
WVD	13,385	1.32%
BYS	13,265	1.31%
GHS	11,633	1.15%
OZS	11,453	1.13%
LPS	11,263	1.11%
EPS	10,408	1.02%
HWS	10,374	1.02%
ROD	9,942	0.98%
MED	9,891	0.97%
WCD	9,679	0.95%
OBD	9,244	0.91%
RSS	8,673	0.85%

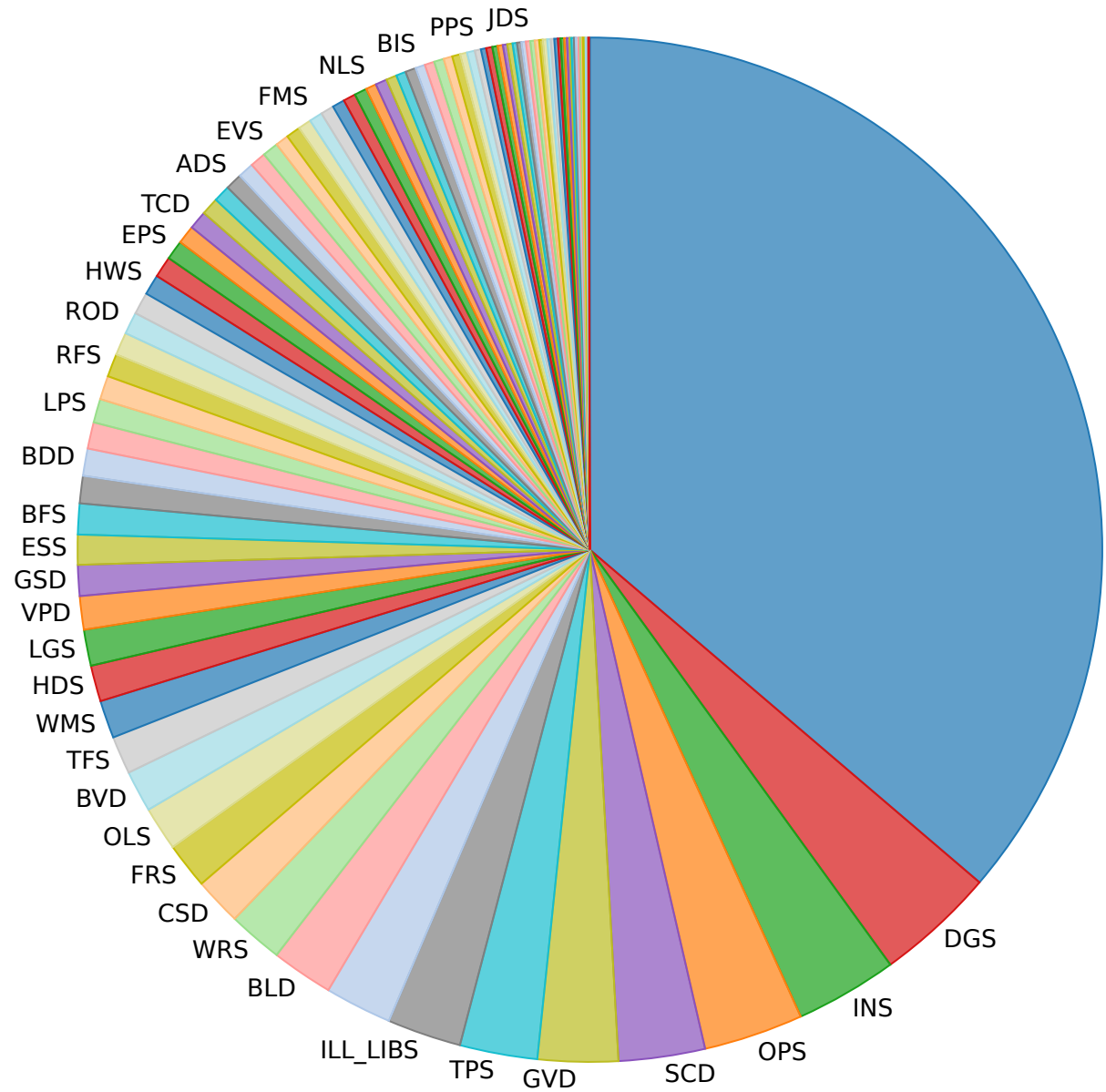
#### Item Circs by Station Library



### Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
<b>Total</b>	<b>1,015,971</b>	<b>100.00%</b>
	368,024	36.22%
DGS	38,389	3.78%
INS	32,600	3.21%
OPS	31,862	3.14%
SCD	27,684	2.72%
GVD	25,794	2.54%
TPS	24,838	2.44%
ILL_LIBS	23,817	2.34%
GED	21,452	2.11%
BLD	19,555	1.92%
WRS	17,618	1.73%
CSD	15,297	1.51%
FRS	14,669	1.44%
OLS	13,881	1.37%
BVD	13,370	1.32%
TFS	12,303	1.21%
WMS	12,040	1.19%
HDS	11,594	1.14%
LGS	11,534	1.14%
VPD	10,814	1.06%
GSD	9,723	0.96%
ESS	9,710	0.96%
BFS	9,686	0.95%
WVD	8,899	0.88%
BDD	8,841	0.87%
BYS	8,250	0.81%
LPS	7,818	0.77%
GHS	7,506	0.74%
RFS	7,436	0.73%
SGD	7,235	0.71%
ROD	7,077	0.70%
MED	7,036	0.69%
HWS	6,628	0.65%
WCD	6,564	0.65%

#### Item Circs by User Library





## *B) PATRONS*

### 2) PATRON CODE OF CONDUCT

(adopted June 8, 2009)

(revised September 10, 2012)

(revised March 11, 2013)

(revised December 9, 2013)

(revised May 9, 2016)

(revised September 20, 2021)

The Board of Library Trustees has the authority to determine rules and regulations for the government of the Library as may be expedient, including but not limited to, rules of behavior necessary to protect the rights of individuals to use Library materials and services, to protect the right of Library employees to conduct Library business without interference and to preserve Library materials and facilities. Illinois law authorizes the Board to “exclude from the use of the Library any person who willfully violates the rules prescribed by the Board.” (Illinois Compiled Statutes 75 ILCS 5/4-7)

The Board of Trustees believes that Library patrons have the right to use Library materials and services without being disturbed or impeded by other Library users; that Library patrons and employees have the right to an environment that is secure and comfortable; and that Library patrons and employees have a right to materials that are available and in good condition.

The general rules of behavior in the library are given below and will be posted at each level of the building. The actions that will be taken to enforce these rules are available for examination at any public service desk.

Unacceptable behavior includes:

- Mask wearing will be encouraged in the main level of the library facility and required in the lower level and any youth services events.
- Consuming food or beverages in containers without lids
- Smoking, including the use of electronic cigarettes, or using tobacco products
- Engaging in illegal activity while in the library building or on library property

- Interfering with the use of the library by other patrons or interfering with library employees' performance of their duties
- Creating an intimidating, hostile or offensive environment that disturbs or interferes with library employees.
- Defacing or marring library materials, building or property. Also, defacing, marring or in any way destroying or damaging library furnishings, walls, machines or other library or staff property
- Entering the building without shirt or footwear
- Lack of personal hygiene that is offensive to other patrons or staff
- Bringing pets or animals into the library other than service animals
- Operating wheeled vehicles or using wheeled footwear inside the building except for strollers or when used by a disabled person to access the library
- Use of cell phones is prohibited if it becomes disruptive to other patrons or staff
- Creating excessive noise within the library that disturbs other patrons
- Non-library solicitation, including distribution of leaflets, surveys, petitions or similar activity except as authorized by the library director
- Posting notices without approval of the library director
- Vulgar or disrespectful language and hate speech
- Physical contact with other patrons or staff or verbally or physically threatening, harassing or striking other patrons or staff
- Fighting or challenging to a fight
- Littering
- Neglecting to provide proper supervision of children
- Entering areas designated for use only by library staff or using equipment designated for use only by library staff
- Possession of firearms or other dangerous weapons of any type (except for law enforcement officers)

The above list is not all-inclusive and any behavior deemed unacceptable by the library staff also is prohibited

In addition, registered sex offenders are banned from entering areas of the library district that are dedicated/established for service to children less than 18 years of age. They are further banned from attending programs that are dedicated for service to children less than 18 years of age, unless acting as the sole parent/legal guardian for a child.

In cases in which it is deemed necessary to enforce library rules, the police will be



called for assistance.

An incident report shall be filed by the person in charge of the Library at the time if any infraction of the Standards of Public Conduct occurs.

It is at the discretion of library personnel to determine the point at which the above behaviors constitute a disruptive or abusive situation that may result in the following:

#### Disruption Policy:

- Any person (child or adult) causing a disruption on library property will be subject to the “one warning” rule. That is that the staff will inform the patron to behave in accordance with library policy and normal library behavior and on the second disruption (on the same day), the patron will be told to leave.
- A minor will be given the opportunity to phone their parent or guardian to inform them of the disruption.
- If the disruption is severe or if the patron threatens to injure an individual or damage property, the patron will be told to leave immediately without benefit of the “one warning” rule and police may be notified.
- Patrons who exit the premises prior to being asked to leave due to disruptive or inappropriate behavior will be notified by letter when possible that such behavior is unacceptable. The letter will explain that such behavior will not be tolerated in the future and failure to comply will result in the patron being asked to leave.

#### Expulsion of Patrons Policy:

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- Expulsion of a patron will occur when abusive behavior occurs. Extremely abusive behavior will result in library staff contacting authorities. Following a warning, the first occurrence will result in a week (7 day) expulsion. The second occurrence will result in a month (31- day) expulsion with readmission granted pending a face-to-face meeting of the adult patron with the director. The third occurrence will result in an indefinite expulsion. ~~Adult~~ Any patrons who have been indefinitely expelled may petition the Library Board of Trustees for readmission after 180 days.

In the event a patron barred from the use of the library attempts entry to the library during any such period of exclusion, the police will be summoned.