

Agenda
North Riverside Public Library District
Board of Trustees
Regular Meeting, September 20th, 2021
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

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)

A. Secretary:

Minutes of the August 16th, 2021 Regular Board Meeting
Correspondence

B. Treasurer:

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

4. President's Report

5. Director's Report

6. Committee Reports

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

7. New Business

- A. Director's Review (action)
- B. Updated Patron Conduct Policy (action)

8. Old Business

- A. Resolution to Declare and Fill a Board Vacancy (action)
- B. Closed Session Minutes Review (action)

9. **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)

10. **Return to open session**

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

12. **Adjournment**

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

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

Next regular Board Meeting is scheduled for October 18th, 2021 at 6:00 p.m.

**B&A Hearing
North Riverside Public Library District
Board of Trustees
August 16th, 2021
6:00 PM**

1. Open Budget and Appropriations Hearing
 - a. Call to order
 - i. The meeting was called to order by President Corgiat at 6:06 p.m. Roll call was taken.
Present: Annette Corgiat, Ken Rouleau, Greg Gordon, John Mathias, Jeanne Ottenweller, Kathy Bonnar
Absent: [Vacant Treasurer Position]
Also Present: Director Starosta & Marla Curran
 - b. Quorum was established
2. Open Forum
 - a. A motion was made by Rouleau and seconded by Mathias to approve the B&A Hearing. All ayes, **motion carried.**
3. Close Hearing

**Minutes
North Riverside Public Library District
Board of Trustees
Regular Meeting, August 16th, 2021
6:00 PM following B&A Hearing**

1. Open of Meeting
 - A. Call to order
The meeting was called to order by President Corgiat at 6:06 p.m. Roll call was taken.
Present: Annette Corgiat, Ken Rouleau, Greg Gordon, John Mathias, Jeanne Ottenweller, Kathy Bonnar
Absent: [Vacant Treasurer Position]
Also Present: Director Starosta & Marla Curran
 - B. Quorum was established
 - C. No visitors were present
 - D. A motion was made by Trustee Rouleau and seconded by Trustee Gordon to approve the agenda as written/amended. All ayes, **motion carried.**
2. **Open Forum**
[No visitors]
3. **Consent Agenda**

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

A. Secretary:

Minutes of the July 19th, 2021 Regular Board Meeting
Correspondence

B. Treasurer:

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

4. President's Report

Nothing to report

5. Director's Report

Nothing to report

6. Committee Reports

A. Building & Grounds (informational) (Natalie)

- **Carpet in Lower Level** estimated to be completed week before or week of Labor Day (Sept. 6, 2021).
- **Kay Subaitis Book Sale Room:** Fireplace is being shipped for the Kay Subaitis Book Sale Room. Estimating a *\$1300-1400 cost—with hopes of splitting cost with foundation-- for printing and postage to 3100 households for Book Room and Mary Kadlec Donor Tree postcard advertisements*
- **Concrete and Asphalt Removal and Replacement:** It is the wish of the North Riverside Public Library to hire Mike's Concrete to replace all of the concrete in front of and on the side of the front of the building unless Mike's Concrete is unable to do the work prior to the parking lot paving. *Mike's Concrete quote: \$14,330.00.* Both Magana Construction and Rose Paving recommend removal and replacement of some of the concrete and grinding down other portions. We recommend M&J Asphalt Paving for the parking lot removal and replacement and tuckpointing the catch basins which have slight deterioration. *The parking lot and tuckpointing cost will be: \$31,294 plus an additional \$4,500 one day delay fee in order to rewire electric for future use for a total of: \$35,794.*
- **Digital Library Sign:** The idea of erecting a digital sign on the existing library signage in the parking lot is getting negative reception and feedback from Village of North Riverside. There is currently a ban on digital signs that are not already erected inside North Riverside. It is our belief that the Village does not want the library to have better advertisement in this form. The proposed sign will have higher resolution that will equal better visibility to drivers and less of a distraction than the low-resolution signs that the North Riverside Village and Fire Department already have existing in front of their buildings. Until a variance can be proposed, any action for the digital sign will be put off until the minimum of next month's meeting.
- **Smart Book Lockers:** After reviewing the quotes and speaking with libraries who have each of these locker systems, we recommend Smiota's book locker system. This company is actively working to integrate with our current ILS and will have that

option in the future. Currently, they have a script that will pull the needed data from our system to input all of our patrons into the Smiota locker for ease of locker assignment. They recommended filling lockers a minimum of twice: In the morning before opening hours, and again prior to closing time for the best use of the space. We anticipate the popularity to even possibly require a third stocking period most days. The quoted price includes two units and a variety of locker door sizes to accommodate materials of many different sizes/quantities. Marla is currently working on artwork to wrap the lockers. Units will be placed on the brick wall next to the meeting room door and will stick out approximately 6 inches past the building. Custom wrapping will add an additional estimated \$2,400 to the cost of any of the locker units, totaling \$17,033 for the Smiota lockers.

B. Personnel (informational) (Greg)

- **Director Evaluations:** The evaluations are compiled, but technical error created a subject heading error that disturbed the order of the evaluation. Therefore, Greg will hand out the draft now, fix the error at home and email the corrected, final version to everyone ASAP. The director evaluations consist of quantitative values and qualitative comments.
- **Committee of the Whole:** Due to the director evaluations and two or three potential Trustee interviews [see *New Business*], a Committee of the Whole Meeting is necessary in the very near future.
 - Date of: Mon, Aug. 30 @ 6:00pm for Committee of the Whole (CoW)

C. Policy (informational) (Kathy)

- There is nothing to report for Old Business policies.

D. Strategic Planning (informational) (John)

- **Annexation:** We will be filing an Ordinance of Intent to Annex, followed by an Annexation Ordinance for the properties at 1st Ave./Cermak Ave. that currently do not pay taxes to the North Riverside Public Library District.

7. New Business

A. Prospective trustee interviews (informational)

- a. There are two possible trustees that have sent in resumes for the Treasurer position and need to be interviewed prior to Board decision. There was a third potential interviewee, but his resume came in past the deadline.

B. Resolution to Declare and Fill a Board Vacancy (action)

A motion was made to move the vacancy vote to the Committee of Whole meeting on Mon., 8/30 @ 6:00pm by Gordon and was seconded by Bonnar

Roll call vote: All ayes, Motion **carried**.

C. Annexation Ordinance (action)

A motion was made by Mathias and seconded by Ottenweller to approve the Ordinance of Intent to Annex and following Annexation Ordinance.

Roll call vote: All ayes, Motion **carried**.

D. Concrete & asphalt (action)

A motion was made by Rouleau and seconded by Mathias to approve the Concrete and Asphalt Quotes to award the concrete replacement to Mike's Concrete and the asphalt replacement to M&J Asphalt.

Roll call vote: All ayes, Motion **carried**.

E. Digital message board (sign) (action)

A motion was made by Corgiat and seconded by Rouleau to move this vote to the September 2021 Board meeting.

Roll call vote: All ayes, Motion **carried**.

F. Smart Lockers (action)

A motion was made by Rouleau and seconded by Ottenweller to approve the Smart Locker quote from Smiota for \$17,033.

Roll call vote: All ayes, Motion **carried**.

8. Old Business

A. Closed Session Minutes Review (action)

A motion was made by Gordon and seconded by Rouleau to continue the release of closed meeting minutes until the September 2021 Board meeting.

Roll call vote: All ayes, Motion **carried**.

B. B&A Ordinance (action)

A motion was made by Rouleau and seconded by Mathias to approve the B&A Ordinance.

Roll call vote: All ayes, Motion **carried**.

C. Updated PTO Policy (action)

A motion was made by Bonnar and seconded by Gordon to approve the update to the PTO policy- 8-01-21

Roll call vote: All ayes, Motion **carried**.

9. Closed session

There was no meeting in closed session.

10. Return to open session

There was no closed session and therefore no need to return to open session.

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

There were no action items stemming from a closed session.

12. Adjournment

A motion was made by Rouleau and seconded by Mathias to adjourn the meeting at 7:03 pm. All ayes, motion **carried**.

Committee of the Whole meeting scheduled August 30th, 2021 at 6:00 p.m.

Next regular Board Meeting is scheduled for September 20th, 2021 at 6:00 p.m.

Management Report

North Riverside Public Library District
For the period ended August 31, 2021



Prepared on

September 17, 2021

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Profit and Loss

July - August, 2021

	Total
INCOME	
6903-01 Fines & Fees	1,247.22
6905-01 Grants	9,162.50
6910-01 Misc. Revenue	7,248.00
Interest	
6906-01 Interest Earned	17.89
Total Interest	17.89
Total Income	17,675.61
GROSS PROFIT	
17,675.61	
EXPENSES	
8360-01 Grants	930.85
Advertising & Marketing	
8365-01 Library Promotion	45.02
8370-01 Postage	2.80
8385-01 Memorials & Tributes	152.99
8410-01 Printing	2,569.90
Total Advertising & Marketing	2,770.71
Bank Charges & Fees	
8396-01 Bank Charges & Fees	19.00
Total Bank Charges & Fees	19.00
Benefits	
7600-05 Health Insurance	4,996.56
7620-01 Payroll Expenses	40.00
7650-09 IMRF Pension	6,600.32
7670-01 Taxes-Fica Expense	6,247.49
Total Benefits	17,884.37
Building Expense	
8306-07 Building Supplies	901.53
8308-07 Service Contracts	8,961.85
8315-07 Fees & Permits	
8335-07 Bulding Repairs	45,256.09
Total Building Expense	55,119.47
Computers/Technology	
8171-01 Tech Service	19,596.90
8172-01 Computer Equipment	66.47
8175-01 MLS Computer Fund	16.57
8180-01 Software	95.58
8190-01 Website	74.97
Total Computers/Technology	19,850.49
Insurance	
7660-06 Unemployment Insurance	-1,494.77
Total Insurance	-1,494.77

	Total
Legal & Professional Services	
8400-01 Accounting	1,815.00
8402-01 Legal Fees	3,437.32
8406-01 Collection Agency	17.90
8430-01 Payroll Expenses	906.42
Total Legal & Professional Services	6,176.64
Library Materials	
8090-01 Books on CD - Adult	77.89
8091-01 Books on CD - Children	94.88
8097-01 Music CD - Children	144.88
8104-01 Adult Fiction	2,968.39
8105-01 Adult Non-Fiction	810.49
8106-01 Children Fiction / Non-Fiction	1,574.54
8107-01 Young Adult Fiction/Non-Fiction	1,463.48
8108-01 eBooks	1,840.46
8115-01 Adult Large Print	173.48
8130-01 Databases	10,075.52
8160-01 Adult DVDs - Fiction	806.60
8162-01 Children DVDs	394.54
8163-01 YA DVDs	107.70
8164-01 Foreign Lang. DVDs	7.98
8166-01 Games	50.99
8399-01 ILL Loss/Damage	15.90
Total Library Materials	20,607.72
Office Supplies & Software	
8202-01 Office Supplies	3,039.65
Total Office Supplies & Software	3,039.65
Programs & Strategic Initiatives	
8150-01 Children's Programs	341.91
8152-01 Children's Summer Reading Program	462.37
8154-01 Makerspaces/library of things	235.40
8155-01 Adult Programs	1,157.67
8156-01 Technology Programs	5.97
8157-01 Senior Programs	85.00
Total Programs & Strategic Initiatives	2,288.32
Salaries	
7504-01 Library Clerks	36,236.42
7507-01 Library Pages	4,849.58
7508-01 Administrators	41,059.30
7509-01 Salaries - Grant	0.00
8330-01 Casual Labor	75.00
Total Salaries	82,220.30
Travel & Training	
7800-01 Staff Training	428.99

	Total
8342-01 Lodging, Meals, Mileage	35.84
8355-01 Memberships	730.90
Total Travel & Training	1,195.73
Utilities	
8301-01 Utilities	33.60
8301-07 Telephone	3,538.53
8302-07 Electricity	4,121.01
8303-07 Natural Gas	681.04
8304-07 Water/Garbage	532.42
Total Utilities	8,906.60
Total Expenses	219,515.08
NET OPERATING INCOME	-201,839.47
NET INCOME	\$ -201,839.47

Balance Sheet

As of August 31, 2021

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	252,512.95
1500-04 Cash-Audit Fund	14,280.89
1500-05 Cash-Liability Insurance Fund	55,729.31
1500-06 Cash-Unemployment Ins Fund	4,824.63
1500-07 Cash-Building Fund	-205,332.61
1500-08 Cash-Social Security Fund	36,622.54
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	23,032.79
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	188,061.71
1501-01 First American Checking (5001)	64,650.88
1505-07 Chase Bank	7,766.48
1509-07 Cash - IPTIP IL Funds	94,388.89
1512-02 Kadlec Annuity #71797	53,582.49
1515-01 BMO Harris	0.00
Total Bank Accounts	408,450.45
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
Total Accounts Receivable	0.00
Other Current Assets	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	0.00
2400-05 Prepaid Expenses 05	0.00
Total Other Current Assets	769,811.24
Total Current Assets	1,178,261.69
TOTAL ASSETS	\$1,178,261.69

LIABILITIES AND EQUITY

	Total
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	5,395.25
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	5,395.25
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	-487.71
4003-01 Child Support	0.00
4200-01 Accrued Wages	11,802.51
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	2,229.92
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00
Total Other Current Liabilities	13,544.72
Total Current Liabilities	18,939.97
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
Total Long-Term Liabilities	0.00
Total Liabilities	18,939.97
Equity	
3200-00 Retained Earnings	-2,578.81
5600-01 General Fund Balance	1,440,067.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	7,153.00
5600-05 Public Liability Fund Balance	56,565.00
5600-06 Unemployment Insurance Fund Balance	3,297.00
5600-07 Building Fund Balance	-158,975.00
5600-08 Social Security Fund Balance	1,743.00
5600-09 Pension Fund Balance	-16,110.00
Opening Balance Equity	0.00

	Total
Net Income	-201,839.47
Total Equity	1,159,321.72
TOTAL LIABILITIES AND EQUITY	\$1,178,261.69

North Riverside Public Library District
Budget vs Actual
August 2021

17%

REVENUE		Actual	Budget	% of Budget
6904-01	Donations	\$ -	\$ 10,000	0%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ -	\$ (15,000)	0%
6903-01	Fees and fines	\$ 1,247	\$ 5,000	25%
6905-01	Grants	\$ 9,163	\$ 50,000	18%
6906-01	Interest	\$ 18	\$ 1,500	1%
6901-01	Property tax	\$ -	\$ 1,124,759	0%
6915-15	Loan Proceeds	\$ -	\$ 172,000	0%
6920-01	Unrealized Income Annuities	\$ -	\$ 20,000	0%
6910-01	Miscellaneous Revenue	\$ 7,248	\$ -	0%
	Total	\$ 17,676	\$ 1,368,259	1%

OPERATING EXPENSES	Actual	Budget	% of Budget
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SALARIES

7504-01	Circulation	\$ 36,236	\$ 76,600	47%
7505-01	Adult Services	\$ -	\$ 57,900	0%
7506-01	Youth Services	\$ -	\$ 87,700	0%
7507-01	Pages	\$ 4,850	\$ 27,200	18%
7508-01	Administration	\$ 41,059	\$ 288,775	14%
7509-01	Salaries - Grant	\$ -	\$ -	0%
	Total	\$ 82,145	\$ 543,442	15%

BENEFITS

7600-05	health insurance	\$ 4,997	\$ 31,200	16%
7620-01	payroll expenses	\$ 40	\$ -	
7650-09	IMRF	\$ 6,600	\$ 31,840	21%
7660-06	unemployment insurance	\$ (1,495)	\$ 800	-187%
7670-08	social security/mcare	\$ 6,247	\$ 37,257	17%
	Total	\$ 16,390	\$ 101,097	16%

TRAINING

7700-01	educational training trustees	\$ -	\$ 500	0%
7800-01	educational training staff	\$ 429	\$ 4,500	10%
	Total	\$ 429	\$ 5,000	9%

			17%
OPERATING EXPENSES	Actual	Budget	% of Budget

MATERIALS

8090-01	books on CD-adult	\$ 78	\$ 1,500	5%
8091-01	books on CD-children	\$ 95	\$ 700	14%
8096-01	compact disks-music-adult	\$ -	\$ 400	0%
8097-01	compact disks-music-children	\$ 145	\$ 1,000	14%
8104-01	adult fiction	\$ 2,968	\$ 14,500	20%
8105-01	adult nonfiction	\$ 810	\$ 9,500	9%
8106-01	children's fiction/nonfiction	\$ 1,575	\$ 18,000	9%
8107-01	YA Fiction/nonfiction	\$ 1,463	\$ 6,000	24%
8108-01	eBooks	\$ 1,840	\$ 5,000	37%
8115-01	adult large print	\$ 173	\$ 2,000	9%
8120-01	newspapers	\$ -	\$ 3,400	0%
8130-01	internet databases	\$ 10,076	\$ 16,000	63%
8140-01	adult periodicals	\$ -	\$ 900	0%
8141-01	Children's Periodicals	\$ -	\$ 500	0%
8160-01	adult DVDs-feature movies	\$ 807	\$ 6,000	13%
8161-01	Adult Games	\$ -	\$ 1,300	0%
8162-01	children's DVDs-movies	\$ 395	\$ 1,400	28%
8163-01	ya DVDs	\$ 108	\$ 1,400	8%
8164-01	foreign language DVDs	\$ 8	\$ -	0%
8166-01	children's games	\$ 51	\$ 2,500	2%
	Total	\$ 20,592	\$ 92,000	22%

PROGRAMS

8150-01	children's programs	\$ 342	\$ 3,000	11%
8152-01	children's summer reading program	\$ 462	\$ 4,000	12%
8153-01	ya programs	\$ -	\$ 2,000	0%
8154-01	Makerspaces/library of things	\$ 235	\$ 4,000	6%
8155-01	adult programs	\$ 1,158	\$ 4,000	29%
8156-01	Technology programs	\$ 6	\$ 1,000	1%
8157-01	senior programs	\$ 85	\$ 2,000	4%
	Total	\$ 2,288	\$ 20,000	11%

STRATEGIC INITIATIVES

8158-01	Strategic Initiatives	\$ -	\$ 2,000	0%
	Total	\$ -	\$ 2,000	0%

OPERATING EXPENSES		Actual	Budget	17% % of Budget
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COMPUTERS

8171-01	information technology	\$ 19,597	\$ 18,500	106%
8172-01	new computer equipment	\$ 66	\$ 10,000	1%
8175-01	mls computer fund	\$ 17	\$ 23,000	0%
8180-01	software	\$ 96	\$ 1,500	6%
8190-01	website	\$ 75	\$ 7,500	1%
8195-01	email	\$ -	\$ 500	0%
	Total	\$ 19,850	\$ 61,000	33%

OFFICE SUPPLIES

8202-01	Office Supplies	\$ 3,040	\$ 14,000	22%
	Total	\$ 3,040	\$ 14,000	22%

UTILITIES- OPERATING EXPENSE

8301-01	utilities	\$ 34	\$ -	
8301-07	telephone	\$ 3,539	\$ 13,500	26%
8302-07	electricity	\$ 4,121	\$ 30,000	14%
8303-07	gas	\$ 681	\$ 6,000	11%
8304-07	water/garbage	\$ 532	\$ 2,000	27%
	Total	\$ 8,907	\$ 51,500	17%

BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 902	\$ 12,000	8%
8308-07	service contracts	\$ 8,962	\$ 43,000	21%
8315-07	fees and permits	\$ -	\$ 1,950	0%
8330-01	casual labor	\$ 75	\$ 3,500	2%
8335-07	building repairs	\$ 45,256	\$ 204,000	22%
	Total	\$ 55,194	\$ 264,450	21%

TRAVEL

8342-01	lodging/meals/mileage	\$ 36	\$ 2,000	2%
	Total	\$ 36	\$ 2,000	2%

OPERATING EXPENSES

Actual

Budget

17%
% of Budget**OTHER EXPENSES**

8355-01	memberships	\$ 731	\$ 2,200	33%
8360-01	Grants	\$ 931	\$ 50,000	2%
8361-01	Donations	\$ -	\$ 10,000	0%
8365-01	library promotion	\$ 45	\$ 6,000	1%
8370-01	postage	\$ 3	\$ 3,000	0%
8375-01	Advertising	\$ -	\$ 4,500	0%
8385-01	memorials and tributes	\$ 153	\$ 500	31%
8396-01	bank charges and fees	\$ 19	\$ 150	13%
8399-01	ILL Loss/Damage	\$ 16	\$ 250	6%
	Total	\$ 1,897	\$ 76,600	2%

OUTSIDE SERVICES

8400-01	accounting	\$ 1,815	\$ 15,000	12%
8401-01	audit	\$ -	\$ 12,000	0%
8402-01	legal fees	\$ 3,437	\$ 6,000	57%
8404-01	Staff Recognition	\$ -	\$ 2,500	0%
8405-01	appraisal	\$ -	\$ 2,500	0%
8406-01	collection agency	\$ 18	\$ 200	9%
8408-01	strategic plan	\$ -	\$ 500	0%
8410-01	printing	\$ 2,570	\$ 10,000	26%
8430-01	payroll expenses	\$ 906	\$ 5,000	18%
8435-01	background checks	\$ -	\$ 200	0%
	Total	\$ 8,747	\$ 53,900	16%

INSURANCE

8460-05	liability insurance package	\$ -	\$ 19,500	0%
8470-05	directors/officers insurance	\$ -	\$ -	0%
	Total	\$ -	\$ 19,500	0%

OTHER EXPENSES

8360-01	Petty Cash	\$ -	\$ -	0%
8395-01	Miscellaneous Expense	\$ -	\$ -	0%
	Total	\$ -	\$ -	0%

OTHER EXPENSES

8600-01	Bond Interest		\$ -	0%
8600-02	Bond Principal		\$ -	0%
8601-02	Debt Certificate Interest	\$ -	\$ 16,500	0%
8701-02	Debt Certificate Principle	\$ -	\$ 43,500	0%
	Total	\$ -	\$ 60,000	0%

TOTAL OPERATING EXPENSES

\$ 219,515 \$ 1,366,489

16%

NET INCOME

\$ (201,839) \$ 1,770

North Riverside Public Library District

Balance Sheet As of August 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	252,512.95
1500-04 Cash-Audit Fund	14,280.89
1500-05 Cash-Liability Insurance Fund	55,729.31
1500-06 Cash-Unemployment Ins Fund	4,824.63
1500-07 Cash-Building Fund	-205,332.61
1500-08 Cash-Social Security Fund	36,622.54
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	23,032.79
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	188,061.71
1501-01 First American Checking (5001)	64,650.88
1505-07 Chase Bank	7,766.48
1509-07 Cash - IPTIP IL Funds	94,388.89
1512-02 Kadlec Annuity #71797	53,582.49
1515-01 BMO Harris	0.00
Total Bank Accounts	\$408,450.45
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	0.00
2400-05 Prepaid Expenses 05	0.00
Total Other Current Assets	\$769,811.24
Total Current Assets	\$1,178,261.69
TOTAL ASSETS	\$1,178,261.69

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	5,395.25
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	\$5,395.25
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	-487.71
4003-01 Child Support	0.00
4200-01 Accrued Wages	11,802.51
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	2,229.92
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00
Total Other Current Liabilities	\$13,544.72
Total Current Liabilities	\$18,939.97
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$18,939.97
Equity	
3200-00 Retained Earnings	-2,578.81
5600-01 General Fund Balance	1,440,067.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	7,153.00
5600-05 Public Liability Fund Balance	56,565.00
5600-06 Unemployment Insurance Fund Balance	3,297.00
5600-07 Building Fund Balance	-158,975.00
5600-08 Social Security Fund Balance	1,743.00
5600-09 Pension Fund Balance	-16,110.00
Opening Balance Equity	0.00

	TOTAL
Net Income	-201,839.47
Total Equity	\$1,159,321.72
TOTAL LIABILITIES AND EQUITY	\$1,178,261.69



**North Riverside Public Library District
Check Detail
August 2021**

Date	Name	Memo/Description	Amount
08/02/2021	SWANK	Movie licenses renew 8/1/21-7/31/22	355.00
08/02/2021	Midwest Tape	Hoopla July 2021	307.98
08/02/2021	Shaw Media	B&A ordinance	65.82
08/02/2021	Midwest Tape	Hoopla past due	777.22
08/02/2021	Marla Curran	July Board meeting	75.00
08/11/2021	Coverall North America	08/01/21 - 08/31/2021	1,227.56
08/11/2021	AT&T 1	Billing for 08/16/2021 09/15/2021	63.10
08/11/2021	Comcast	Internet SERV Aug 07 2021 - Sept 6 2021	293.40
08/11/2021	AT&T..	s668163163-21173	296.26
08/11/2021	AEP ENERGY	06/25/21 - 07/27/21	2,167.42
08/11/2021	Village of N. Riverside	Business License, Water Operations	532.42
08/11/2021	Empire Today	Carpet and Install, Deposit on Moisture	23,128.72
08/11/2021	Call One	July 2021 service	530.56
08/11/2021	BA Solutions	1/2 down payment for LED lighting upgrade	18,195.00
08/16/2021	Terminix	Invoice 410809522	102.00
08/31/2021	AT&T..	S668163163-21234	296.26
08/31/2021	AT&T	708Z4004304042 AUG 16 - SEPT 15	719.44
08/31/2021	Amazon	BROOM	36.98
08/31/2021	Baker & Taylor	Children Fiction/Non Fiction, Adult Fiction, YA, CD Children	144.73
08/31/2021	Black Stone	books on CD	42.94
08/31/2021	CENGAGE Learning	Adult large Print	99.41
08/31/2021	CAPITAL ONE	Office supplies, Postage, Building supplies, Adult DVDs, computer equipment, Staff training, Tech Services, Memberships, Databases, Adult Programs, Foreign DVDs, grants, Library of things, Strategic Adult programs, children programs, games, Music CD Children, children fiction, Ill lost damage, Library promotion, Building repairs	7,117.00
08/31/2021	Franczek Radelet	Services rendered Throught August 30 20221	2,858.50
08/31/2021	FIRST AMERICAN BANK .	Databases, technology programs, software, Website, bank fees	66.83
08/31/2021	CORAZON D GARCIA	Adult Program September 16	50.00
08/31/2021	GRASSO GRAPHICS	Summer Newsletter 2021, Business Cards	2,569.90
08/31/2021	Hinckley Springs	2429867 081121	122.89

08/31/2021	HILDEBRAND SPORTING GOODS	Memorials and Tributes	45.00
08/31/2021	Impact Networking. LLC	5 cartons of copy paper	207.72
08/31/2021	Technology Management Rev Fund	Billing T2200368	133.00
08/31/2021	INGRAM LIBRARY SERVICES	Adult Fiction,Adult Non Fiction,Children Fiction / Non Fiction,Ya Fiction /Non Fiction	3,730.54
08/31/2021	ILLINOIS STORM CHASERS	Adult Programs	150.00
08/31/2021	INTERACTIVE SCIENCE, INC	Databases	498.84
08/31/2021	LEAF	3 COPIERS 12135724	1,031.00
08/31/2021	Lauterbach & Amen, LLP	Professional Services July 2021	915.00
08/31/2021	Midwest Tape	YA DVDs, Children DVDs	303.35
08/31/2021	OverDrive, Inc	E-books	494.31
08/31/2021	Colette Stubitsch	Brushes	4.40
08/31/2021	Seaway Supply Co.	Toilet Paper, Fragrance, NABC, Kitchen Towels, Clorox Wipes	152.32
08/31/2021	SWAN	Reciprocal borrowing, computer technology, reciprocal borrowing	16.57
08/31/2021	Unique Management Services, Inc	Total Cumulative Recovery	17.90
08/31/2021	Karolis Usonis	Adult Programs Reimbursement	2.29
08/31/2021	Elizabeth Webster	64 miles round trip to St. Charles public library	35.84
08/31/2021	W&E BAUM	Blank Leaves	39.08
08/31/2021	Trimline Landscaping	April-July Service	2,725.00
08/31/2021	Nicor Gas	Nicor Gas Payment	267.77
08/31/2021	Paychex - Human Resource Services	Payroll 08.21	456.36
08/31/2021	ICMA	August ICMA	3,950.62
Total			77,419.25

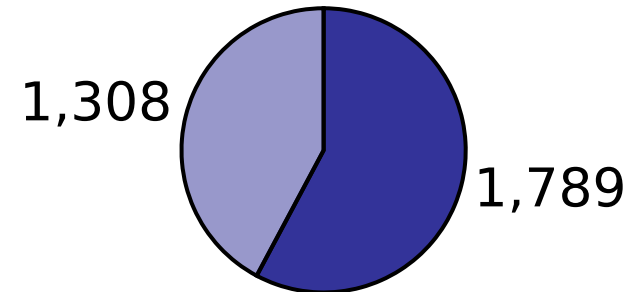
Item Library

NRS

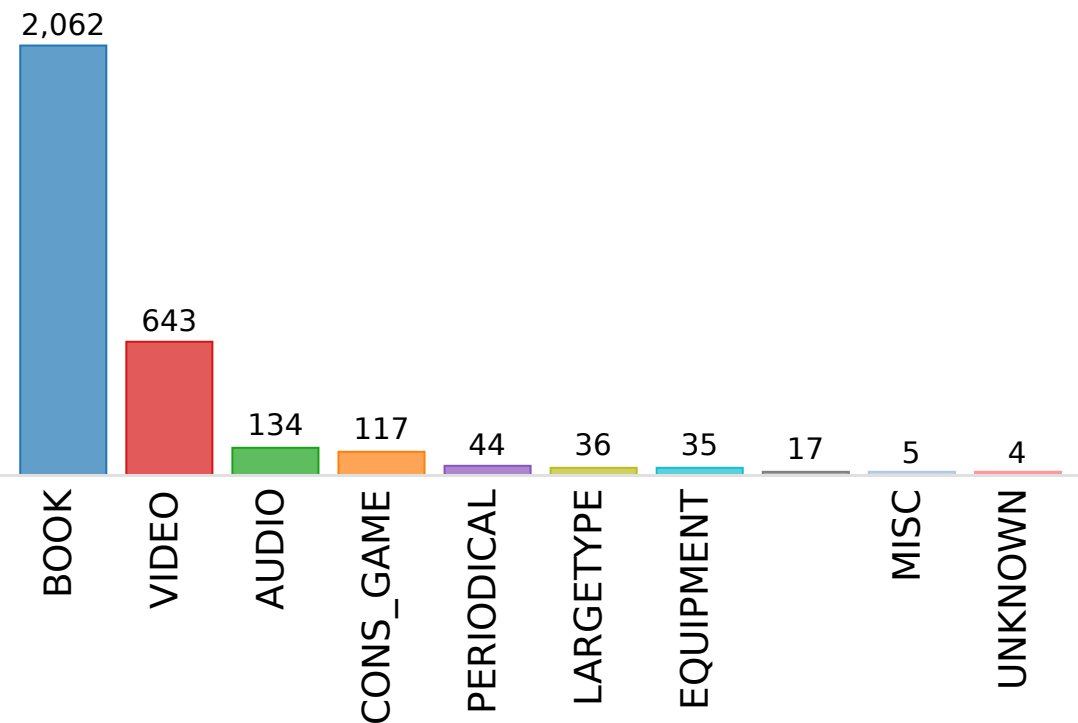


Checkouts & Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
Total	3,097	100.00%
Charge Item Part B	1,789	57.77%
Renew Item	1,308	42.23%



Item Cat1	Transactions	% of Total
Total	3,097	100.00%
BOOK	2,062	66.58%
VIDEO	643	20.76%
AUDIO	134	4.33%
CONS_GAME	117	3.78%
PERIODICAL	44	1.42%
LARGETYPE	36	1.16%
EQUIPMENT	35	1.13%
	17	0.55%
MISC	5	0.16%
UNKNOWN	4	0.13%



Item Library

NRS



Checkouts & Renewals of Your Items

Item Type	Transactions	% of Total
Total	3,097	100.00%
BOOK	1,661	53.63%
BOOK_NEW	375	12.11%
DVD_FEAT	342	11.04%
DVD_NEWFEA	102	3.29%
CD_AUDIO	89	2.87%
CONSOLEGAM	87	2.81%
DVD	78	2.52%
DVD_BOXSET	73	2.36%
PERIODICAL	44	1.42%
CONSOLENEW	32	1.03%
CD_SPOKEN	28	0.90%
LARGETYPE	27	0.87%
PAPERBACK	26	0.84%
EQUIPMENTC	21	0.68%
BLURAY_FEA	19	0.61%
BLURAY_NFE	18	0.58%
CD_NEW	14	0.45%
EQUIPMENT	14	0.45%
NS_ILL_PRT	13	0.42%
DVD_BOXNEW	10	0.32%
LARGETYPEN	9	0.29%
REALIA	5	0.16%
CD_SPOKNEW	3	0.10%
DVD_NEW	2	0.06%
DVD_NEWFEJ	2	0.06%
NS_ILL_VID	2	0.06%
PAPERBACKN	1	0.03%

Item Home Location	Transactions	% of Total
Total	3,097	100.00%
STACKS	1,578	50.95%
STACKS_JUV	626	20.21%
NEW_ADULT	476	15.37%
YOUNGADULT	311	10.04%
NEW_YA	59	1.91%
NEW_JUV	31	1.00%
ILL_IN	15	0.48%
INPROCESS	1	0.03%

Item Library

NRS



Checkouts & Renewals of Your Items

User Library	Trans Stat User Profile Name	Transactions	% of Total
Total		3,097	100.00%
		1,198	38.68%
NRS	NRS_ADULT	920	29.71%
BYS	BYS_ADULT	133	4.29%
NRS	NRS_JUV	96	3.10%
RSS	RSS_ADULT	42	1.36%
SCD	SCD_PATRON	34	1.10%
OPS	OPS_PATRON	31	1.00%
DGS	DGS_PATRON	29	0.94%
INS	INS_PATRON	22	0.71%
FPS	FPS_ADULT	21	0.68%
GVD	GVD_PATRON	21	0.68%
EPS	EPS_PATRON	19	0.61%
LPS	LPS_PATRON	19	0.61%
HDS	HDS_ADULT	17	0.55%
TPS	TPS_PATRON	17	0.55%
WCS	WCS_PATRON	17	0.55%
GED	GED_PATRON	16	0.52%
LYS	LYS_ADULT	16	0.52%
WRS	WRS_PATRON	16	0.52%
LGS	LGS_PATRON	15	0.48%
OLS	OLS_PATRON	15	0.48%
TFS	TFS_PATRON	14	0.45%
BFS	BFS_PATRON	13	0.42%
FRS	FRS_PATRON	13	0.42%
VPD	VPD_PATRON	13	0.42%
ILL_LIBS	CHICAGO_P	12	0.39%
CSD	CSD_PATRON	11	0.36%

Item Library

NRS

Checkouts & Renewals of Your Items

Item Cat2	Transactions	% of Total
ADULT	2,060	66.52%
JUVENILE	647	20.89%
TEEN	374	12.08%
	16	0.52%
Total	3,097	100.00%

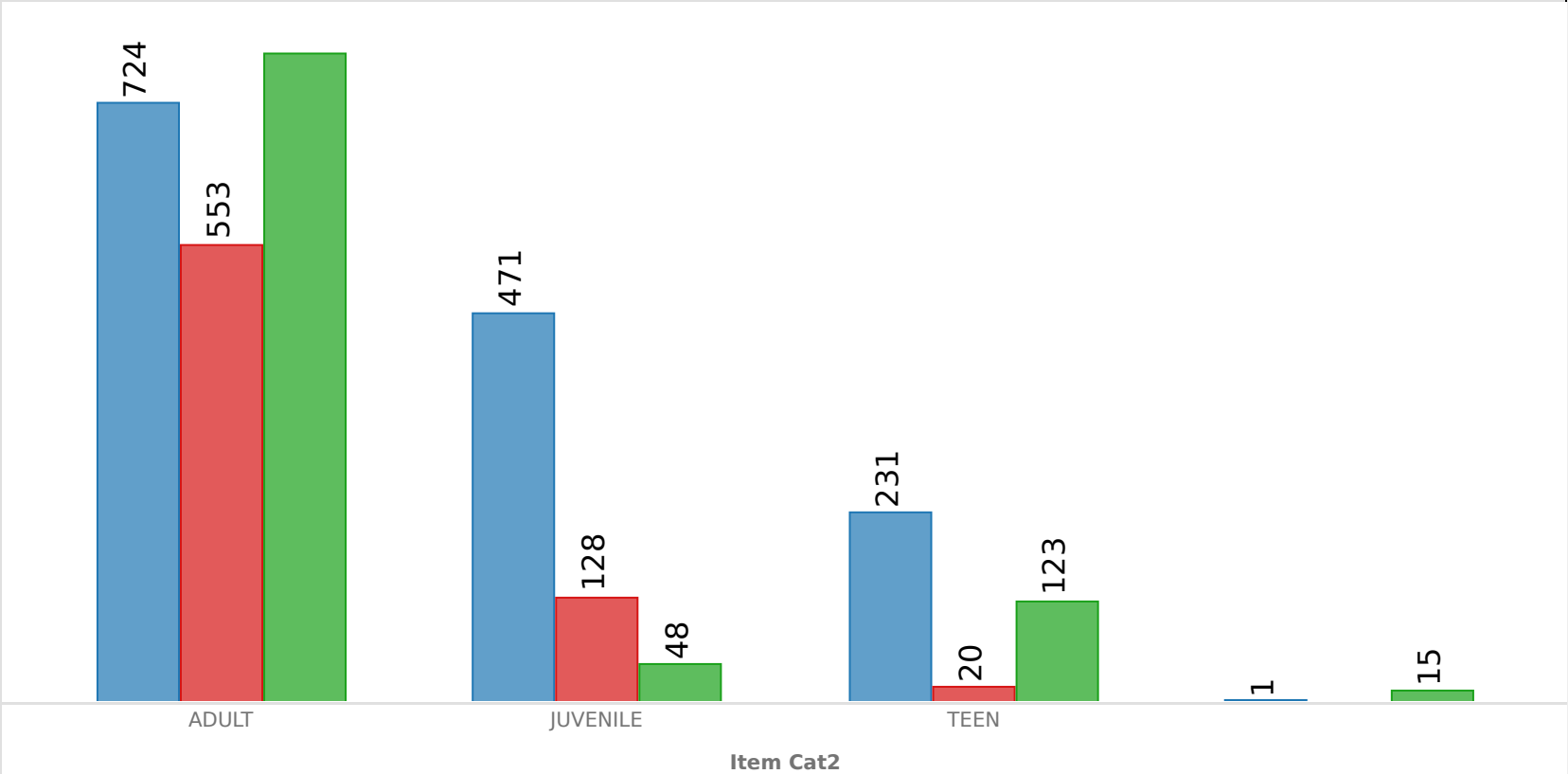
Item Cat3	Transactions	% of Total
FICTION	1,427	46.08%
NONFICTION	701	22.63%
	969	31.29%
Total	3,097	100.00%

Circs by Cat2 & Cat3

Item Cat3

FICTION

NONFICTION



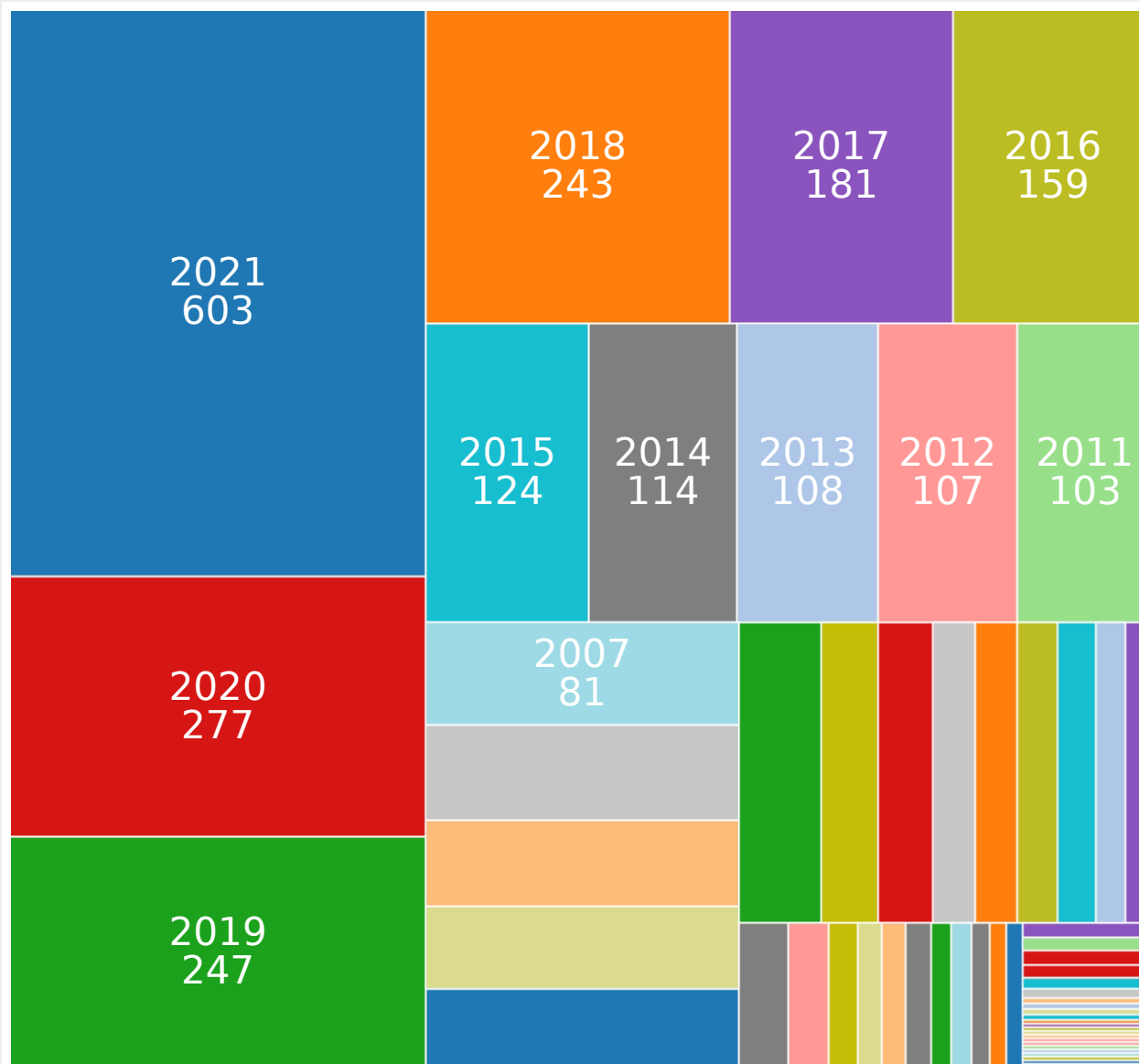
Item Library

NRS



Checkouts & Renewals of Your Items

Publication Year	Transactions	% of Total
Total	3,097	100.00%
2021	603	19.47%
2020	277	8.94%
2019	247	7.98%
2018	243	7.85%
2017	181	5.84%
2016	159	5.13%
2015	124	4.00%
2014	114	3.68%
2013	108	3.49%
2012	107	3.45%
2011	103	3.33%
2007	81	2.62%
2006	76	2.45%
2010	69	2.23%
2008	66	2.13%
2005	64	2.07%
2003	62	2.00%
2009	44	1.42%
2004	42	1.36%
0	33	1.07%
2002	32	1.03%
2000	31	1.00%
1999	30	0.97%
1997	22	0.71%
2001	21	0.68%
1998	18	0.58%
1996	15	0.48%
1993	11	0.36%
1950	9	0.29%
1992	9	0.29%



Station Library

NRS

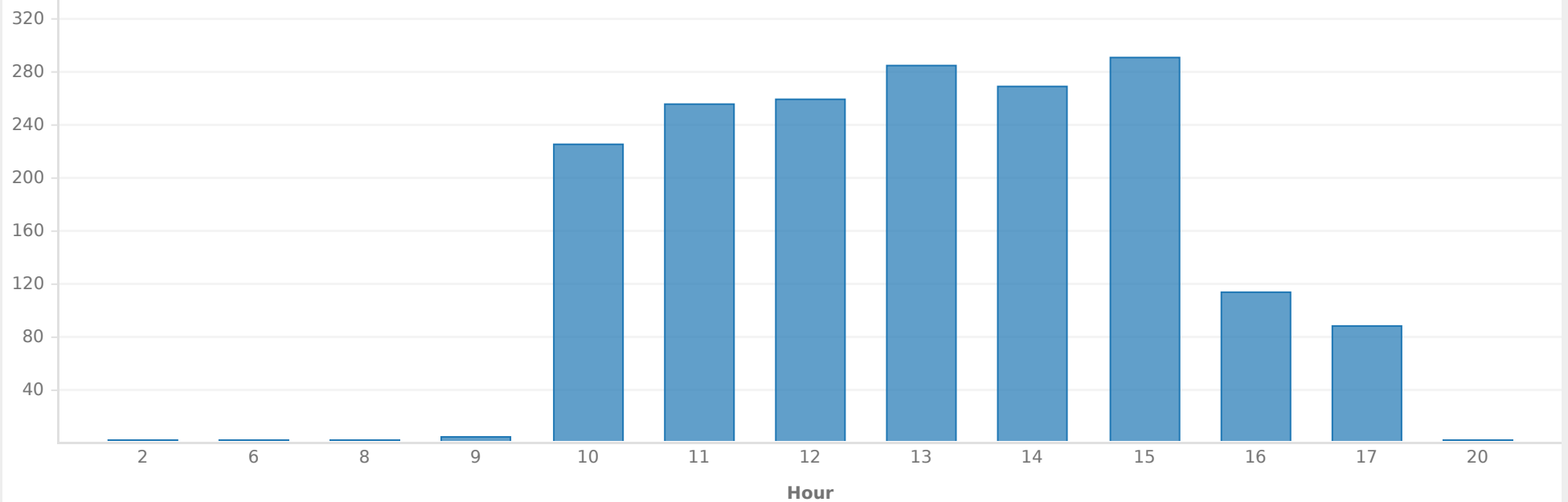


Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total
Total	3,016	100.00%
Charge Item Part B	1,705	56.53%
Renew Item	1,311	43.47%

Trans Stat Station Login User Access	Transactions	% of Total
Total	3,016	100.00%
NRSCIRCSR	1,499	49.70%
AUTORENEW	1,217	40.35%
NRSTECHSR	294	9.75%
PUBLIC	6	0.20%

Average Transactions per Hour



Station Library

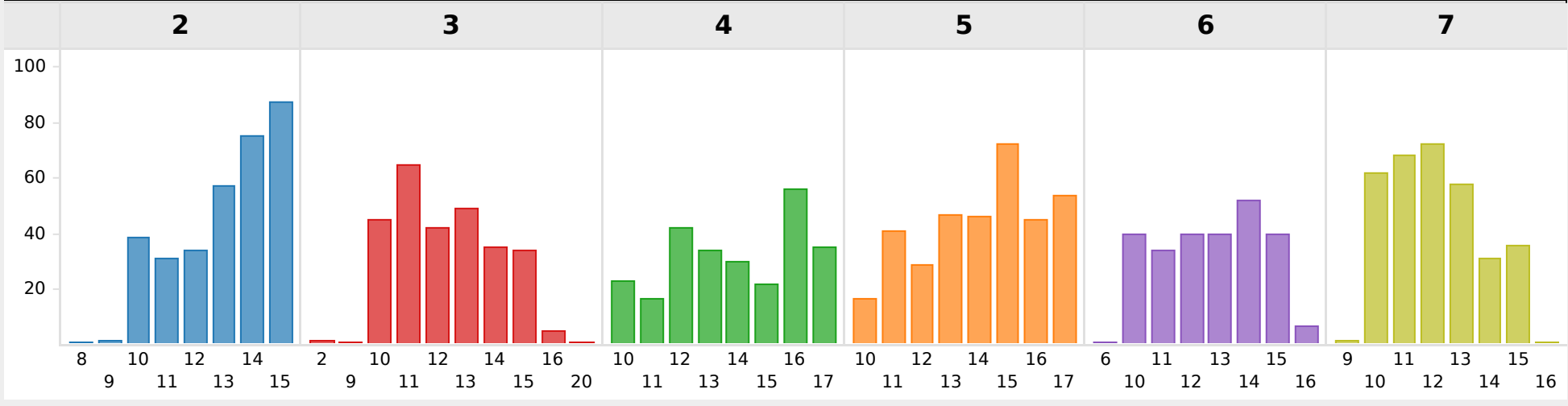
NRS

Checkouts & Renewals at Your Library

Trans Stat Dow	Transactions	% of Total
Monday	326	18.12%
Tuesday	279	15.51%
Wednesday	259	14.40%
Thursday	351	19.51%
Friday	254	14.12%
Saturday	330	18.34%

Hour	Transactions	% of Total
8	1	0.06%
9	5	0.28%
10	226	12.58%
11	256	14.25%
12	259	14.42%
13	285	15.87%
14	269	14.98%
15	291	16.20%
16	114	6.35%
17	89	4.96%
20	1	0.06%

Circs by Hour and Day



Station Library

NRS



Checkouts & Renewals at Your Library

Library Users at Your Library

User Library	Transactions	% of Total
Total	1,799	100.00%
NRS	1,491	82.88%
BYS	159	8.84%
RSS	43	2.39%
LPS	19	1.06%
FPS	15	0.83%
LYS	15	0.83%
EPS	12	0.67%
BRS	9	0.50%
ILL_LIBS	9	0.50%
WCS	7	0.39%
BFS	5	0.28%
OPS	5	0.28%
LGS	4	0.22%
BWS	1	0.06%
CIS	1	0.06%
DGS	1	0.06%
MWS	1	0.06%
OZS	1	0.06%
TFS	1	0.06%

Library Items at Your Library

Item Library	Transactions	% of Total
Total	1,799	100.00%
NRS	1,301	72.32%
OPS	27	1.50%
BYS	21	1.17%
OLS	21	1.17%
INS	20	1.11%
DGS	16	0.89%
SCD	16	0.89%
GED	15	0.83%
BLD	13	0.72%
ESS	11	0.61%
MED	11	0.61%
VPD	11	0.61%
WRS	11	0.61%
FPS	10	0.56%
GSD	10	0.56%
LPS	10	0.56%
BDD	9	0.50%
CCS	9	0.50%
PTS	9	0.50%
WDD	9	0.50%
GVD	8	0.44%
ROD	8	0.44%
TFS	8	0.44%
AMS	7	0.39%

Station Library

NRS

Checkouts & Renewals by Library & User Profile at Your Library

Library Users/Profiles at Your Library

User Library	Trans Stat User Profile Name	Transactions	% of Total
Total		1,799	100.00%
NRS	NRS_ADULT	1,371	76.21%
BYS	BYS_ADULT	157	8.73%
NRS	NRS_JUV	99	5.50%
RSS	RSS_ADULT	39	2.17%
LPS	LPS_PATRON	19	1.06%
FPS	FPS_ADULT	15	0.83%
LYS	LYS_ADULT	15	0.83%
EPS	EPS_PATRON	12	0.67%
NRS	ALA_OCLC	11	0.61%
ILL_LIBS	CHICAGO_P	9	0.50%
NRS	NRSCIRCJR	8	0.44%
WCS	WCS_PATRON	7	0.39%
BRS	BRS_ADULT	6	0.33%
OPS	OPS_PATRON	5	0.28%
LGS	LGS_PATRON	4	0.22%
RSS	RSS_JUV	4	0.22%
BFS	BFS_PATRON	3	0.17%
BRS	BRS_JUV	3	0.17%
BFS	BFS_TEACH	2	0.11%
BYS	BYS_JUV	2	0.11%
BWS	BWS_ADULT	1	0.06%
CIS	CIS_ADULT	1	0.06%
DGS	DGS_PATRON	1	0.06%
MWS	MWS_ADULT	1	0.06%
NRS	NRSCIRCSR	1	0.06%
	NRSTECHSR	1	0.06%
OZS	OPS_PATRON	1	0.06%
TFS	TFS_PATRON	1	0.06%

Library Items/Profiles at Your Library

Item Library	Trans Stat User Profile Name	Transactions	% of Total
Total		1,799	100.00%
NRS	NRS_ADULT	919	51.08%
	BYS_ADULT	127	7.06%
	NRS_JUV	96	5.34%
	RSS_ADULT	39	2.17%
OPS	NRS_ADULT	23	1.28%
BYS	NRS_ADULT	19	1.06%
INS	NRS_ADULT	19	1.06%
OLS	NRS_ADULT	19	1.06%
SCD	NRS_ADULT	16	0.89%
DGS	NRS_ADULT	15	0.83%
GED	NRS_ADULT	15	0.83%
NRS	LYS_ADULT	15	0.83%
BLD	NRS_ADULT	13	0.72%
NRS	LPS_PATRON	13	0.72%
	EPS_PATRON	12	0.67%
	FPS_ADULT	12	0.67%
	ALA_OCLC	11	0.61%
VPD	NRS_ADULT	11	0.61%
ESS	NRS_ADULT	10	0.56%
BDD	NRS_ADULT	9	0.50%
FPS	NRS_ADULT	9	0.50%
MED	NRS_ADULT	9	0.50%
NRS	CHICAGO_P	9	0.50%
PTS	NRS_ADULT	9	0.50%
WRS	NRS_ADULT	9	0.50%
GVD	NRS_ADULT	8	0.44%
NRS	NRSCIRCJR	8	0.44%
TFS	NRS_ADULT	8	0.44%
WDD	NRS_ADULT	8	0.44%

User Library

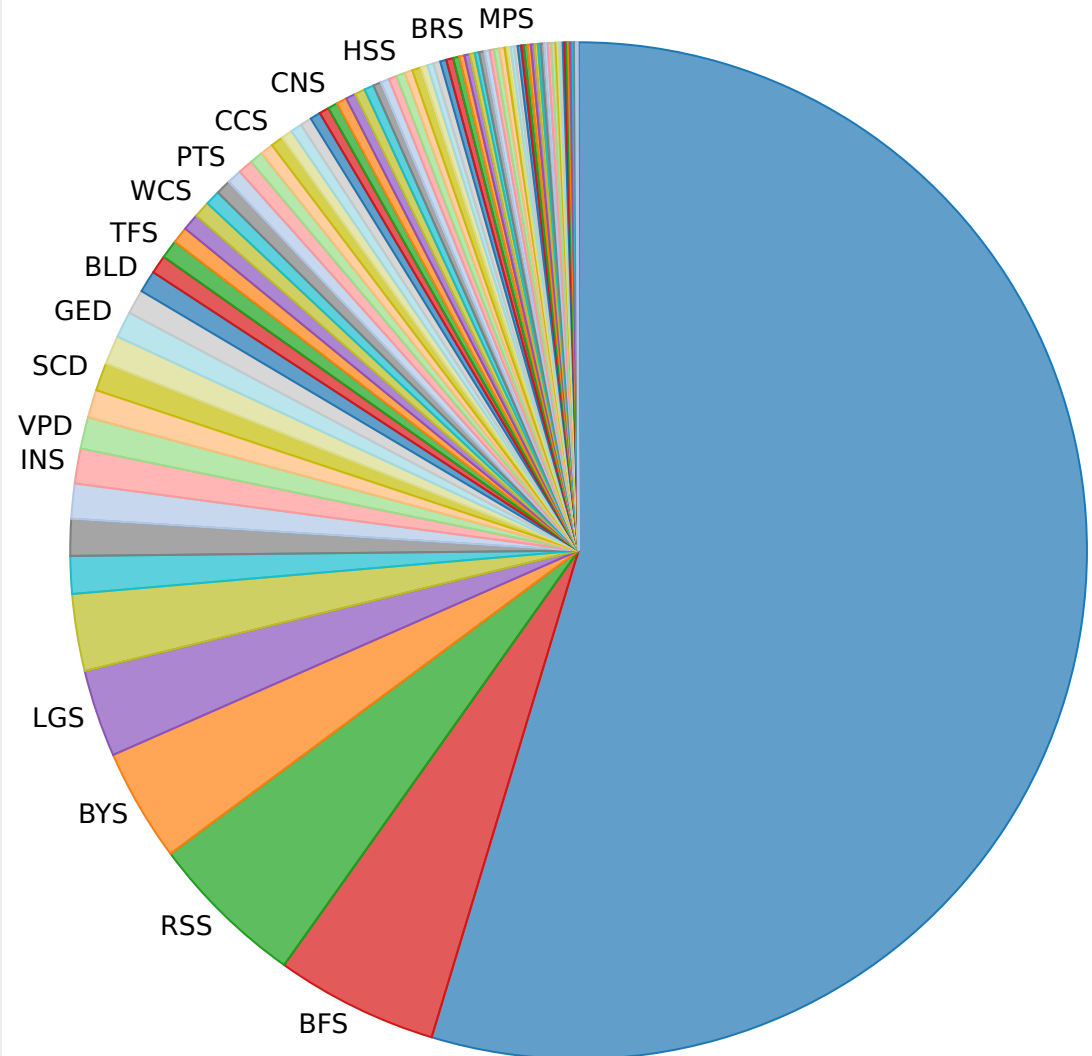
NRS



Checkouts & Renewals from Your Patrons

Item Library	Transactions	% of Total
Total	1,898	100.00%
NRS	1,037	54.64%
BFS	98	5.16%
RSS	95	5.01%
BYS	68	3.58%
LGS	53	2.79%
OPS	46	2.42%
LPS	23	1.21%
OLS	22	1.16%
FPS	21	1.11%
INS	21	1.11%
VPD	19	1.00%
OBD	17	0.90%
SCD	17	0.90%
WRS	17	0.90%
GED	16	0.84%
DGS	15	0.79%
BLD	13	0.68%
FPD	11	0.58%
TFS	11	0.58%
BDD	10	0.53%
ESS	10	0.53%
WCS	10	0.53%
AMS	9	0.47%
MED	9	0.47%
PTS	8	0.42%

Your Users Checkout Items from...



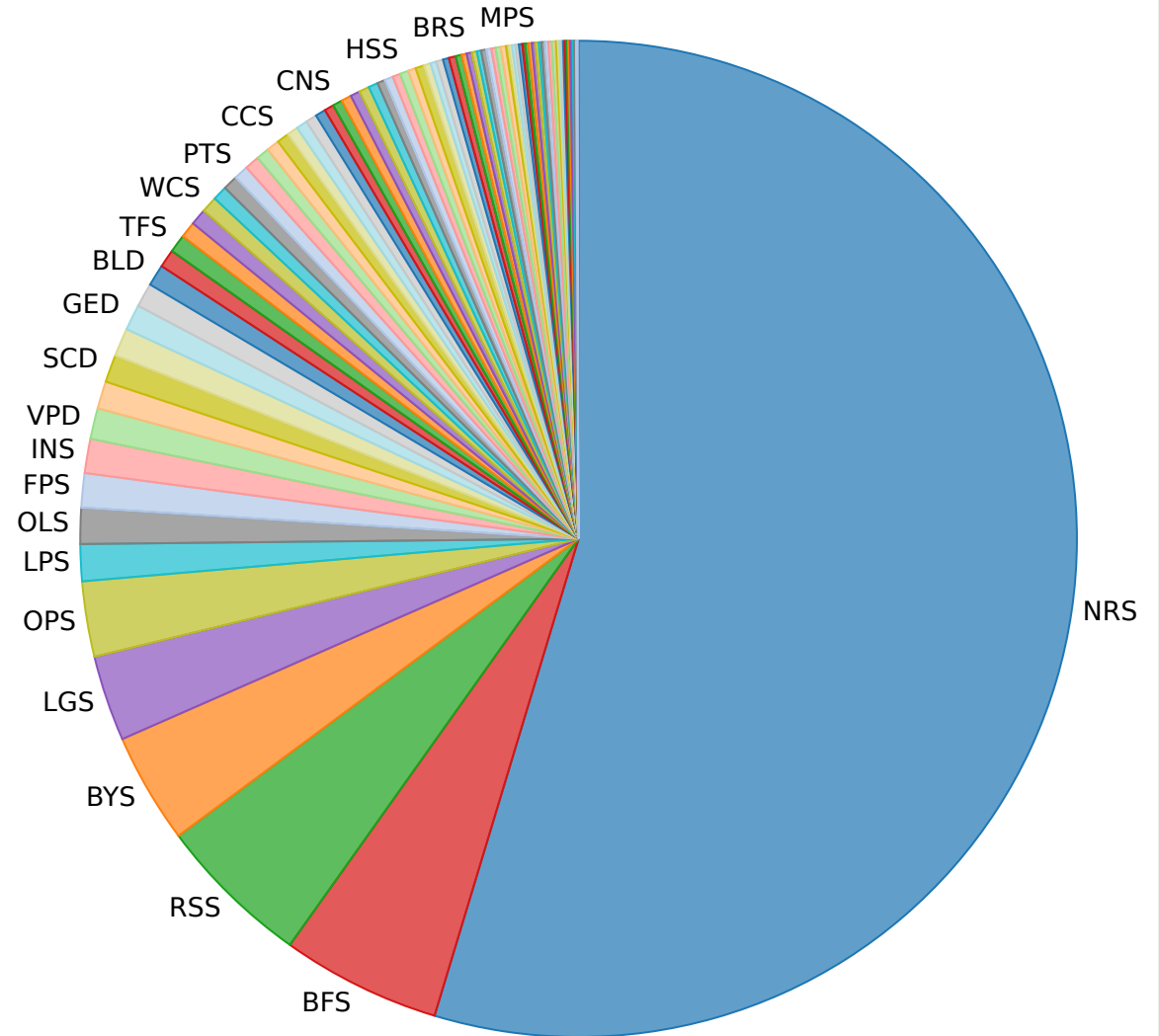
User Library



Checkouts & Renewals from Your Patrons

Station Library	Transaction	% of Total
Total	1,898	100.00%
NRS	1,491	78.56%
BFS	111	5.85%
RSS	95	5.01%
BYS	60	3.16%
LGS	53	2.79%
LPS	16	0.84%
OPS	16	0.84%
FPS	12	0.63%
OBD	10	0.53%
WRS	8	0.42%
VPD	7	0.37%
WCS	5	0.26%
FPD	4	0.21%
RFS	3	0.16%
SFS	3	0.16%
BRS	2	0.11%
BPS	1	0.05%
TFS	1	0.05%

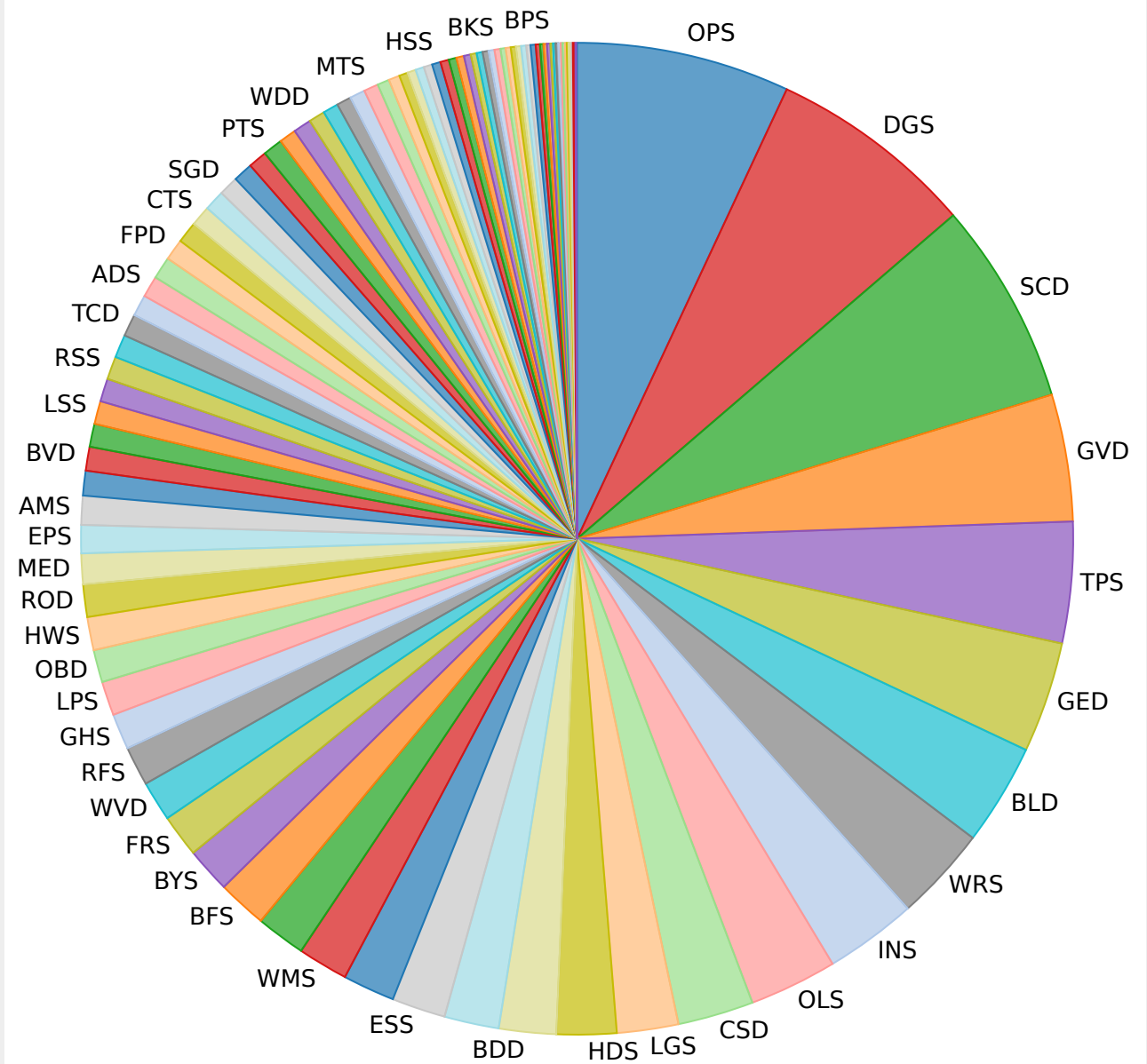
Your Users Checkout at...



Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
Total	1,120,167	100.00%
OPS	77,388	6.91%
DGS	75,604	6.75%
SCD	74,252	6.63%
GVD	46,216	4.13%
TPS	44,214	3.95%
GED	40,467	3.61%
BLD	37,130	3.31%
WRS	34,325	3.06%
INS	33,593	3.00%
OLS	32,119	2.87%
CSD	27,765	2.48%
LGS	22,417	2.00%
HDS	21,685	1.94%
BDD	20,875	1.86%
GSD	20,069	1.79%
ESS	19,589	1.75%
TFS	18,849	1.68%
WMS	18,387	1.64%
VPD	18,154	1.62%
BFS	17,873	1.60%
BYS	16,530	1.48%
FRS	15,493	1.38%
WVD	14,731	1.32%
RFS	14,389	1.28%
GHS	12,847	1.15%
LPS	12,487	1.11%
OBD	11,979	1.07%
HWS	11,923	1.06%
ROD	11,850	1.06%
MED	11,204	1.00%
EPS	10,485	0.94%
AMS	10,449	0.93%
WCD	9,076	0.81%
RVD	8,562	0.76%

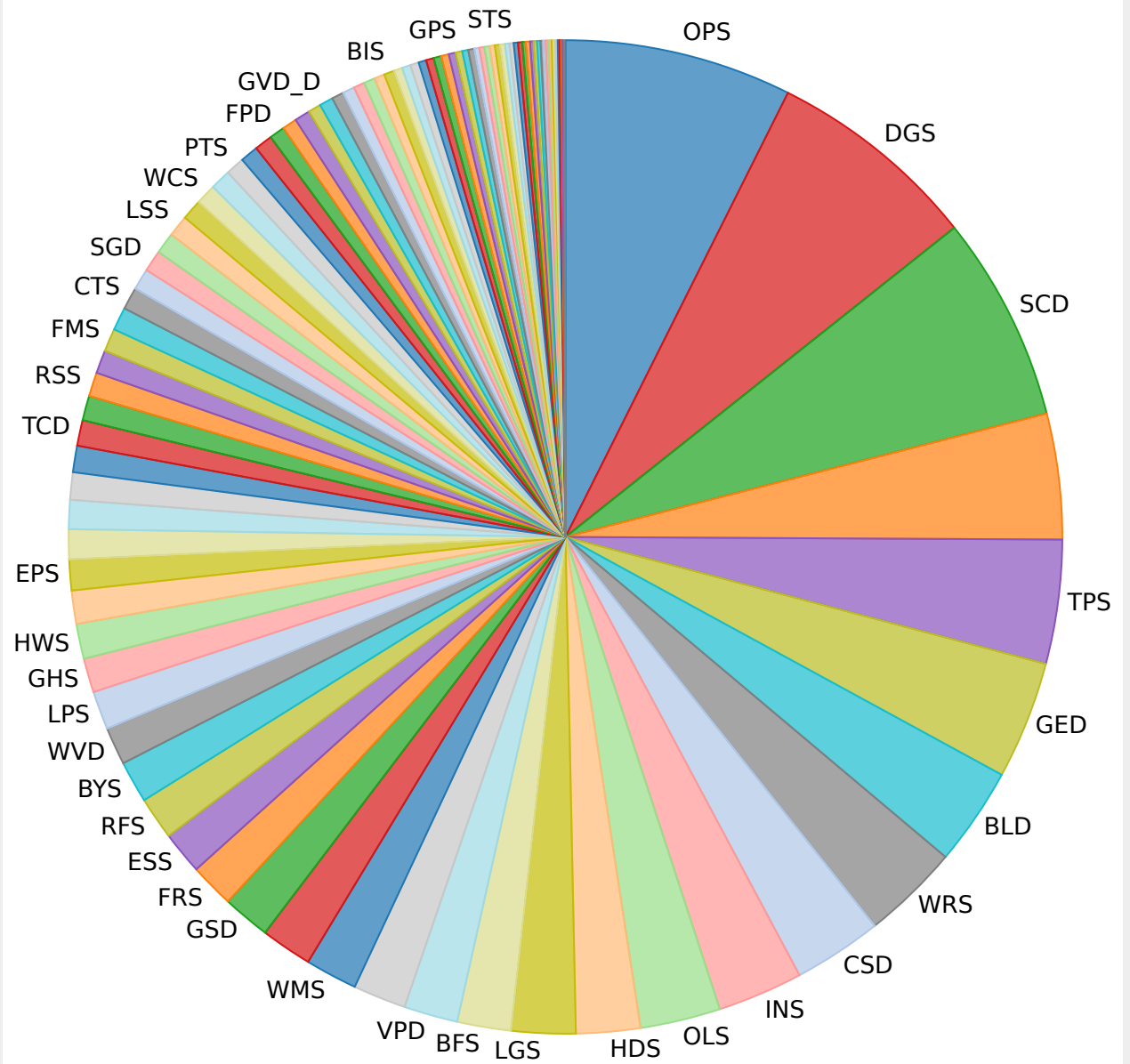
Item Circs by Item Library



Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
Total	1,120,167	100.00%
OPS	82,384	7.35%
DGS	77,668	6.93%
SCD	74,878	6.68%
GVD	45,850	4.09%
TPS	44,941	4.01%
GED	42,944	3.83%
BLD	35,838	3.20%
WRS	35,340	3.15%
CSD	32,411	2.89%
INS	31,103	2.78%
OLS	29,450	2.63%
HDS	23,288	2.08%
LGS	23,202	2.07%
BFS	19,814	1.77%
VPD	19,405	1.73%
TFS	19,294	1.72%
WMS	18,911	1.69%
BDD	18,805	1.68%
GSD	17,533	1.57%
FRS	15,943	1.42%
ESS	15,722	1.40%
RFS	15,615	1.39%
BYS	15,060	1.34%
WVD	13,930	1.24%
LPS	13,753	1.23%
GHS	12,653	1.13%
HWS	12,544	1.12%
OZS	12,179	1.09%
EPS	11,266	1.01%
ROD	10,742	0.96%
OBD	10,711	0.96%
WCD	9,991	0.89%
MED	9,710	0.87%
TCD	9,331	0.83%

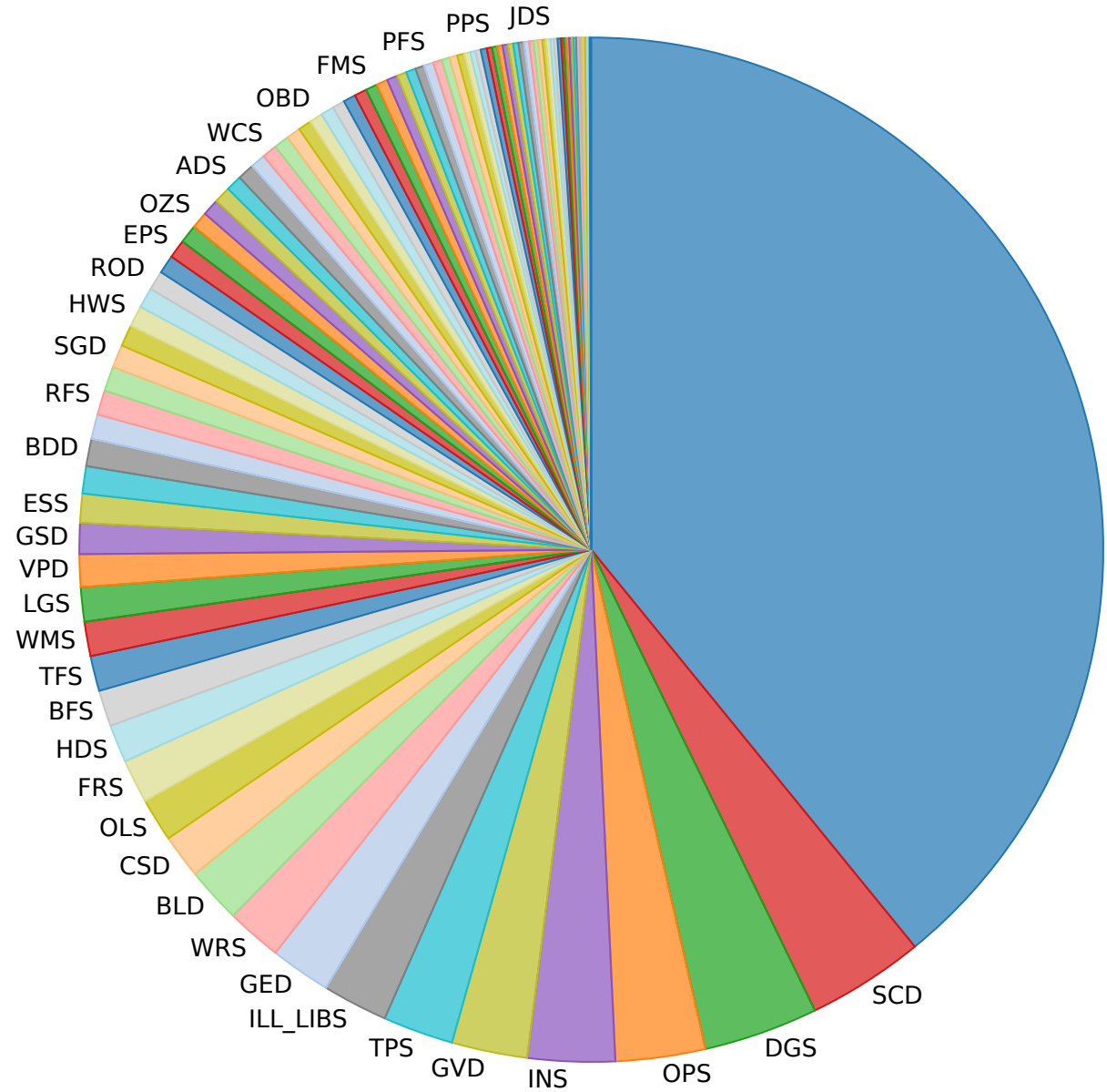
Item Circs by Station Library



Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
Total	1,120,167	100.00%
	437,762	39.08%
SCD	41,439	3.70%
DGS	40,282	3.60%
OPS	31,785	2.84%
INS	30,880	2.76%
GVD	26,842	2.40%
TPS	24,813	2.22%
ILL_LIBS	22,927	2.05%
GED	21,657	1.93%
WRS	19,615	1.75%
BLD	19,425	1.73%
CSD	15,548	1.39%
OLS	15,502	1.38%
FRS	15,494	1.38%
HDS	13,268	1.18%
BFS	12,940	1.16%
TFS	12,281	1.10%
WMS	12,219	1.09%
LGS	12,129	1.08%
VPD	11,542	1.03%
GSD	10,863	0.97%
ESS	10,178	0.91%
BYS	9,679	0.86%
BDD	9,634	0.86%
WVD	8,854	0.79%
RFS	8,699	0.78%
LPS	8,604	0.77%
SGD	8,082	0.72%
GHS	7,608	0.68%
HWS	7,452	0.67%
CNS	7,004	0.63%
ROD	6,937	0.62%
MED	6,575	0.59%
FPS	6,474	0.58%

Item Circs by User Library



III) EXTERNAL POLICIES

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)

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:

- 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.