

**North Riverside Public Library District
Board of Trustees
Regular Meeting, November 21st, 2022
6:00pm**

1. Open of Meeting

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

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

2. Open Forum

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 remove letter ___ from the consent agenda for discussion and approve the remaining items. I, _____, second. Roll call vote: ___ Corgiat, ___ Gordon, ___ Mathias, ___ Rouleau, ___ Bonnar, ___ Ottenweller, ___ Johnson. Motion carried/failed

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

A. Secretary:

Minutes of the October 17th, 2022 Regular Board Meeting
Correspondence

B. Treasurer:

October 2022 Financial Statements
Authorization to transfer \$60,000 to checking

5. President's Report

6. Director's Report

7. Committee Reports

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

8. New Business

A. Updated staff job descriptions (action)

I, _____, make a motion to accept the updated job and standardized descriptions as presented. I, _____, second. ____ aye ____ nay Motion carried/failed

B.

9. Old Business

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 January 16th, 2023 at 6:00 p.m. *Note: The December 19th regular Board meeting is canceled.

**North Riverside Public Library District
Board of Trustees
Meeting Minutes, October 17th, 2022**

1. Meeting

- A. Call to order: The meeting was called to order by President Corgiat at 6:15pm.
- B. Determination of quorum: In attendance were: Annette Corgiat, Ken Rouleau, Kathy Bonnar, John Mathais, Kyle Johnson, Jeanne Ottenweller (virtually). Absent was Greg Gordon.
- C. Recognition of visitors to the meeting: Also in attendance were David Jalonek from GW & Associates Audit Firm, Britney Musial, Mike Bradley, and Director Starosta (virtually)
- D. Approval of agenda: A motion was made by Trustee Rouleau to approve the agenda as written, seconded by Treasurer Bonnar. All trustees voted aye. Motion carried.

2. Open Forum

No comments.

3. Consent Agenda

Secretary Mathais made a motion to approve the consent agenda as written, seconded by Trustee Rouleau. Roll call vote: aye - Corgiat, absent - Gordon, aye - Mathias, aye - Rouleau, aye - Bonnar, aye - Ottenweller, aye - Johnson. Motion carried.

A. Secretary:

Minutes of the September 19th, 2022 Regular Board Meeting
Correspondence

B. Treasurer:

September 2022 Financial Statements
Authorization to transfer \$60,000 to checking

5. President's Report

Nothing to report

6. Director's Report

- Director Starosta talked about the planning underworks for the winter programming and upcoming newsletter.

7. Committee Reports

- A. Advocacy (Johnson) (informational) - Trustee Johnson reminded the Board of the upcoming Winter Fest (Tree Lighting) which included a request from the Village for the library to decorate the building and a wreath that was supplied by the Village. Winter Fest will be December 7th.
- B. Building & Grounds (Rouleau) (informational) - Trustee Rouleau noted the refrigerator in the main floor meeting room will be repaired a second time because of leaks.
- C. Finance (Bonnar) (informational) - Nothing new to report.

D. Personnel (Gordon) (informational) - Vice President Gordon was absent. President Corgiat noted that there was nothing to report.

E. Policy (Bonnar, Ottenweller) (informational) - Nothing to report

F. Strategic Planning (Mathias) (informational) - Secretary Mathias reported that he and Director Starosta reviewed Chapters 7 and 8 of the Illinois Standards book with nothing substantial to work on. Secretary Mathias noted his recent use of the new book lockers and encouraged all other trustees to do so. Secretary Mathias also attended the Community Services meeting and reported on a revenue shift in the Village.

8. New Business

A. Audit Presentation (action)

David Jalonek from GW & Associates presented the NRPL annual audit with a clean opinion. He noted that due to GASB 67 which was added this year the report includes all leases. Motion was made by Trustee Johnson and seconded by Secretary Mathias to accept the annual audit. Roll call vote: aye - Corgiat, absent - Gordon, aye - Mathias, aye - Rouleau, aye - Bonnar, aye - Ottenweller, aye - Johnson. Motion carried.

B. Levy Ordinance (action)

Motion made by Trustee Rouleau to approve the annual Levy Ordinance as presented, seconded by Treasurer Bonnar. Roll call vote: aye - Corgiat, absent - Gordon, aye - Mathias, aye - Rouleau, aye - Bonnar, aye - Ottenweller, aye - Johnson. Motion carried.

C. Director's review (discussion & action)

Motion made by Trustee Johnson to approve the annual director's review as presented, seconded by Trustee Rouleau. Roll call vote: aye - Corgiat, absent - Gordon, aye - Mathias, aye - Rouleau, aye - Bonnar, aye - Ottenweller, aye - Johnson. Motion carried.

D. Personnel Policy updates and additions (discussion & action)

Motion made by Trustee Rouleau to approve the annual personnel policy update and additions as presented, seconded by Secretary Mathias. Roll call vote: aye - Corgiat, absent - Gordon, aye - Mathias, aye - Rouleau, aye - Bonnar, aye - Ottenweller, aye - Johnson. Motion carried.

E. Authorization to move non-penalty funds from Illinois Funds to checking (discussion & action)

Motion made by Secretary Mathias to approve Director Starosta removing funds from the Illinois Fund account in the amount of \$75,000 as presented, seconded by Trustee Johnson. Roll call vote: aye - Corgiat, absent - Gordon, aye - Mathias, aye - Rouleau, aye - Bonnar, aye - Ottenweller, aye - Johnson. Motion carried.

9. Old Business

- There was no old business.

10. Closed session

- There was no closed session.

11. Adjournment

- Motion made by Trustee Rouleau to adjourn the meeting at 7:10pm and seconded by by Secretary Mathias.

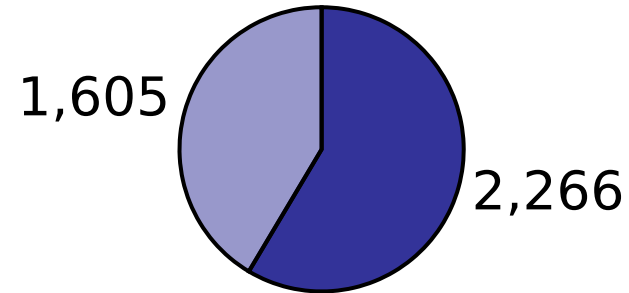
Note: Agenda items may be added that pertain to discussion or information. No items may be added to the final agenda that require Board action. Next regular Board Meeting is scheduled for November 21st, 2022 at 6:00 p.m. *Note: The December 19th regular Board meeting is canceled.

Item Library

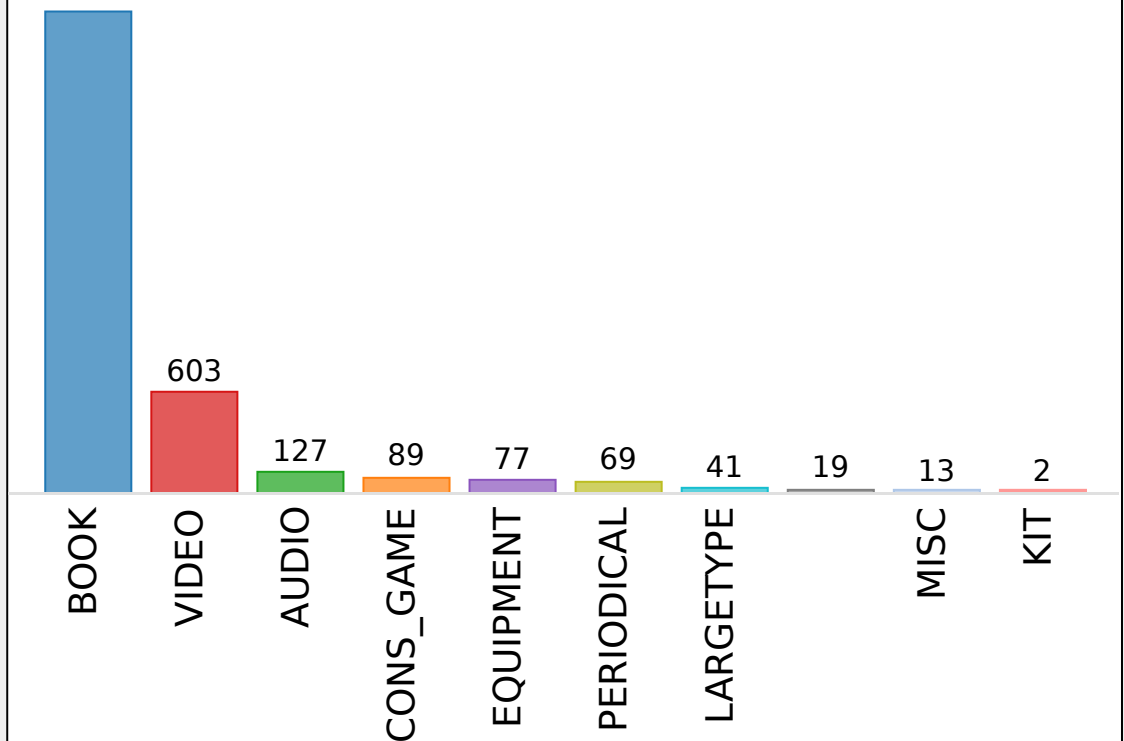
NRS

Checkouts & Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
Total	3,871	100.00%
Charge Item Part B	2,266	58.54%
Renew Item	1,605	41.46%



Item Cat1	Transactions	% of Total
Total	3,871	100.00%
BOOK	2,831	73.13%
VIDEO	603	15.58%
AUDIO	127	3.28%
CONS_GAME	89	2.30%
EQUIPMENT	77	1.99%
PERIODICAL	69	1.78%
LARGETYPE	41	1.06%
	19	0.49%
MISC	13	0.34%
KIT	2	0.05%



Item Library

NRS

Checkouts & Renewals of Your Items

Item Type	Transactions	% of Total	Item Home Location	Transactions	% of Total
Total	3,871	100.00%	Total	3,871	100.00%
BOOK	2,365	61.10%	STACKS_JUV	1,612	41.64%
BOOK_NEW	489	12.63%	STACKS	1,368	35.34%
DVD_FEAT	309	7.98%	NEW_ADULT	540	13.95%
DVD_NEWFEA	107	2.76%	YOUNGADULT	181	4.68%
DVD_BOXSET	83	2.14%	NEW_JUV	128	3.31%
CONSOLEGAM	77	1.99%	NEW_YA	32	0.83%
PERIODICAL	69	1.78%	ILL_IN	10	0.26%
EQUIPMENTC	62	1.60%			
CD_SPOKEN	49	1.27%			
CD_AUDIO	42	1.08%			
DVD	32	0.83%			
BLURAY_NFE	31	0.80%			
LARGETYPE	27	0.70%			
DVD_BOXNEW	18	0.46%			
CD_SPOKNEW	15	0.39%			
EQUIPMENT	15	0.39%			
BLURAY_FEA	14	0.36%			
CONSOLENEW	14	0.36%			
REALIA	13	0.34%			
DVD_NEWFEJ	12	0.31%			
LARGETYPEN	10	0.26%			
CD_NEW	7	0.18%			
PAPERBACK	4	0.10%			
BOOK_J	2	0.05%			
KIT_NEW	2	0.05%			
DVD_FEAT_J	1	0.03%			
ILL-BOOK	1	0.03%			

Item Library

Checkouts & Renewals of Your Items

User Library	Trans Stat User Profile Name	Transactions	% of Total
Total		3,871	100.00%
		1,445	37.33%
NRS	NRS_ADULT	1,240	32.03%
	NRS_JUV	192	4.96%
RSS	RSS_ADULT	96	2.48%
FPS	FPS_ADULT	86	2.22%
MWS	MWS_ADULT	61	1.58%
BYS	BYS_ADULT	59	1.52%
OPS	OPS_PATRON	34	0.88%
CIS	CIS_ADULT	30	0.77%
SCD	SCD_PATRON	27	0.70%
GED	GED_PATRON	22	0.57%
INS	INS_PATRON	22	0.57%
TPS	TPS_PATRON	22	0.57%
BFS	BFS_PATRON	21	0.54%
DGS	DGS_PATRON	21	0.54%
GVD	GVD_PATRON	20	0.52%
NRS	CHICAGO_P	20	0.52%
LGS	LGS_PATRON	17	0.44%
LPS	LPS_PATRON	17	0.44%
BLD	BLD_PATRON	16	0.41%
CSD	CSD_PATRON	16	0.41%
BRS	BRS_ADULT	12	0.31%
FMS	FMS_PATRON	12	0.31%
TFS	TFS_PATRON	11	0.28%
VPD	VPD_PATRON	11	0.28%
WRS	WRS_PATRON	11	0.28%
CIS	CIS_JUV	10	0.26%

Item Library

NRS

Checkouts & Renewals of Your Items

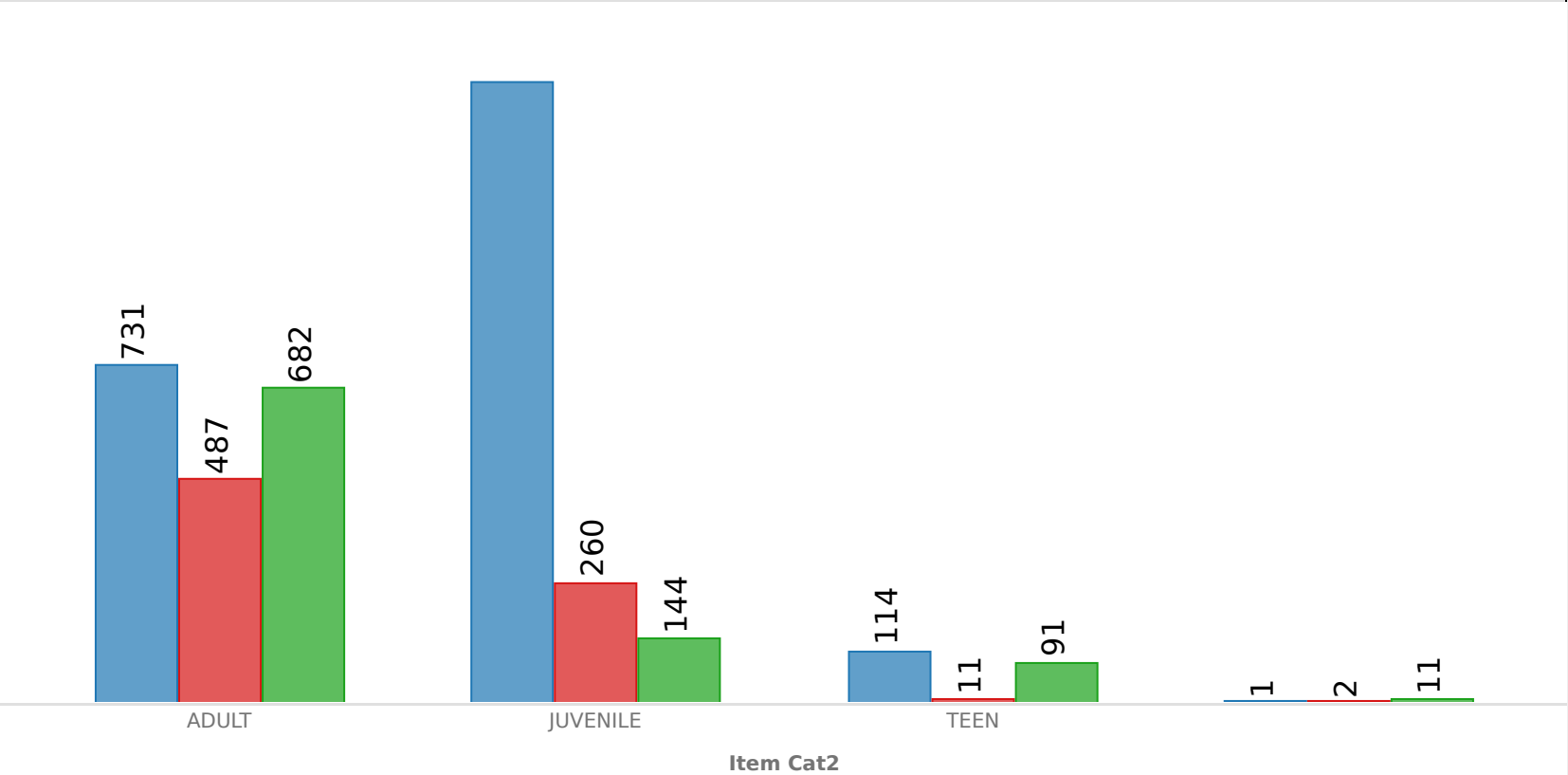
Item Cat2	Transactions	% of Total
ADULT	1,900	49.08%
JUVENILE	1,741	44.98%
TEEN	216	5.58%
	14	0.36%
Total	3,871	100.00%

Item Cat3	Transactions	% of Total
FICTION	2,183	56.39%
NONFICTION	760	19.63%
	928	23.97%
Total	3,871	100.00%

Circs by Cat2 & Cat3

Item Cat3

- FICTION
- NONFICTION
-

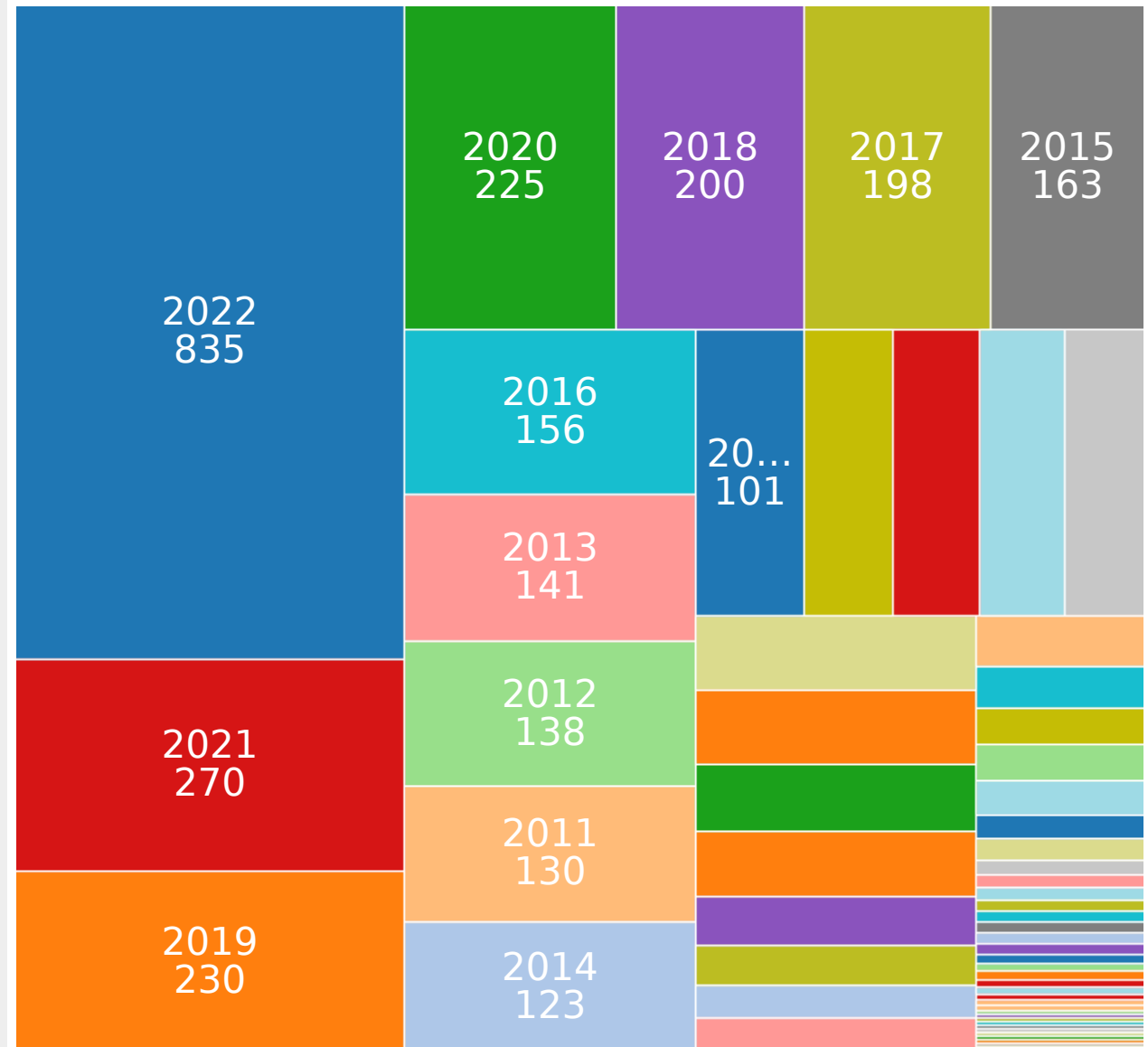


Item Library

NRS

Checkouts & Renewals of Your Items

Publication Year	Transactions	% of Total
Total	3,871	100.00%
2022	835	21.57%
2021	270	6.97%
2019	230	5.94%
2020	225	5.81%
2018	200	5.17%
2017	198	5.11%
2015	163	4.21%
2016	156	4.03%
2013	141	3.64%
2012	138	3.56%
2011	130	3.36%
2014	123	3.18%
2006	101	2.61%
2010	83	2.14%
2005	81	2.09%
2008	79	2.04%
2007	74	1.91%
0	68	1.76%
2009	68	1.76%
2004	61	1.58%
2003	60	1.55%
2002	45	1.16%
2001	36	0.93%
1999	31	0.80%
1998	30	0.77%
1996	27	0.70%
2000	23	0.59%
1995	20	0.52%
1997	20	0.52%
1993	19	0.49%



Station Library

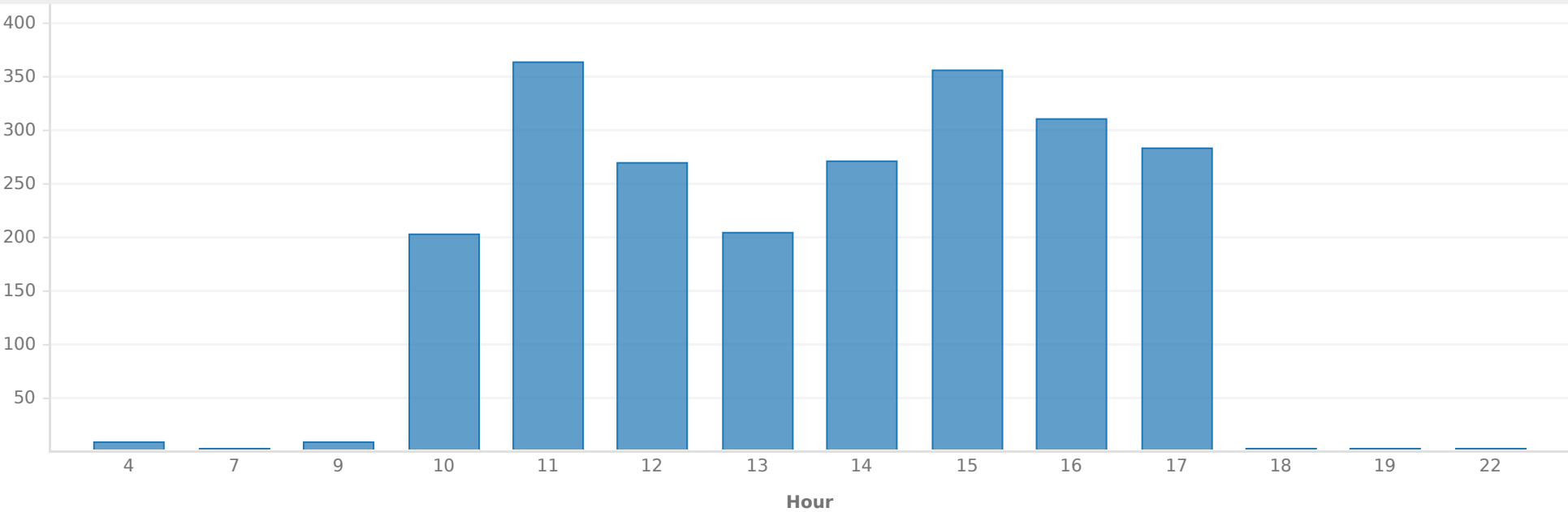
NRS

Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total
Total	3,642	100.00%
Charge Item Part B	2,140	58.76%
Renew Item	1,502	41.24%

Trans Stat Station Login User Access	Transactions	% of Total
Total	3,642	100.00%
AUTORENEW	1,354	37.18%
NRSCIRCSR	1,189	32.65%
NRSTECHSR	879	24.14%
SIPCHK	203	5.57%
PUBLIC	17	0.47%

Average Transactions per Hour



Station Library

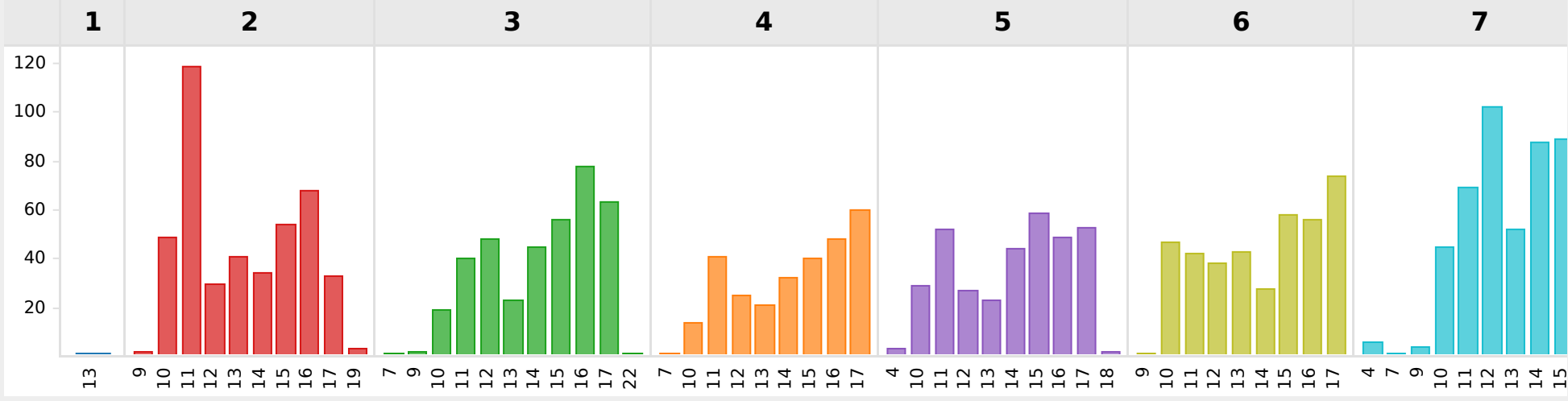
NRS

Checkouts & Renewals at Your Library

Trans Stat Dow	Transactions	% of Total
Sunday	1	0.04%
Monday	433	18.92%
Tuesday	376	16.43%
Wednesday	282	12.33%
Thursday	341	14.90%
Friday	387	16.91%
Saturday	468	20.45%

Hour	Transactions	% of Total
7	3	0.13%
9	9	0.40%
10	203	8.91%
11	363	15.94%
12	270	11.85%
13	204	8.96%
14	271	11.90%
15	356	15.63%
16	311	13.65%
17	283	12.42%
18	2	0.09%
19	3	0.13%

Circs by Hour and Day



Station Library

Checkouts & Renewals at Your Library

Library Users at Your Library

User Library	Transactions	% of Total
Total	2,288	100.00%
NRS	1,847	80.73%
RSS	107	4.68%
FPS	84	3.67%
MWS	66	2.88%
BYS	56	2.45%
CIS	38	1.66%
OPS	15	0.66%
BFS	12	0.52%
BRS	11	0.48%
LPS	11	0.48%
WCS	5	0.22%
EPS	4	0.17%
ILL_LIBS	4	0.17%
LGS	4	0.17%
LYS	4	0.17%
OZS	4	0.17%
RFS	4	0.17%
GHS	3	0.13%
GSD	3	0.13%
OES	2	0.09%
DGS	1	0.04%
MED	1	0.04%
SCD	1	0.04%
TFS	1	0.04%

Library Items at Your Library

Item Library	Transactions	% of Total
Total	2,288	100.00%
NRS	1,867	81.60%
OPS	21	0.92%
SCD	18	0.79%
AMS	17	0.74%
BLD	15	0.66%
OLS	14	0.61%
WRS	14	0.61%
DGS	13	0.57%
TPS	13	0.57%
GED	12	0.52%
BYS	10	0.44%
ESS	10	0.44%
BDD	9	0.39%
HDS	9	0.39%
MED	9	0.39%
FPD	8	0.35%
LGS	8	0.35%
ITD	7	0.31%
OBD	7	0.31%
WVD	7	0.31%
CIS	6	0.26%
FRS	6	0.26%
GHS	6	0.26%
INS	6	0.26%

Station Library

NRS

Checkouts & Renewals by Library & User Profile at Your Library

Library Users/Profiles at Your Library

User Library	Trans Stat User Profile Name	Transactions	% of Total
Total		2,288	100.00%
NRS	NRS_ADULT	1,590	69.49%
	NRS_JUV	232	10.14%
RSS	RSS_ADULT	99	4.33%
FPS	FPS_ADULT	84	3.67%
MWS	MWS_ADULT	66	2.88%
BYS	BYS_ADULT	52	2.27%
CIS	CIS_ADULT	29	1.27%
NRS	CHICAGO_P	20	0.87%
OPS	OPS_PATRON	15	0.66%
BFS	BFS_PATRON	12	0.52%
BRS	BRS_ADULT	11	0.48%
LPS	LPS_PATRON	11	0.48%
CIS	CIS_JUV	9	0.39%
RSS	RSS_JUV	6	0.26%
BYS	BYS_JUV	4	0.17%
EPS	EPS_PATRON	4	0.17%
ILL_LIBS	CHICAGO_P	4	0.17%
LYS	LYS_ADULT	4	0.17%
NRS	NRSCIRCSR	4	0.17%
OZS	OPS_PATRON	4	0.17%
RFS	RFS_ADULT	4	0.17%
WCS	WCS_JUV	4	0.17%
GHS	GHS_PATRON	3	0.13%
GSD	ONLINE	3	0.13%
LGS	LGS_PATRON	3	0.13%
OES	OPS_PATRON	2	0.09%
RSS	INTACC_MED	2	0.09%
DGS	DGS_PATRON	1	0.04%

Library Items/Profiles at Your Library

Item Library	Trans Stat User Profile Name	Transactions	% of Total
Total		2,288	100.00%
NRS	NRS_ADULT	1,232	53.85%
	NRS_JUV	192	8.39%
	RSS_ADULT	92	4.02%
	FPS_ADULT	80	3.50%
	MWS_ADULT	61	2.67%
	BYS_ADULT	51	2.23%
	CIS_ADULT	29	1.27%
	CHICAGO_P	24	1.05%
	OPS_PATRON	21	0.92%
OPS	NRS_ADULT	18	0.79%
SCD	NRS_ADULT	16	0.70%
BLD	NRS_ADULT	14	0.61%
AMS	NRS_ADULT	13	0.57%
DGS	NRS_ADULT	13	0.57%
NRS	BFS_PATRON	12	0.52%
	BRS_ADULT	11	0.48%
OLS	NRS_ADULT	11	0.48%
TPS	NRS_ADULT	11	0.48%
WRS	NRS_ADULT	11	0.48%
BYS	NRS_ADULT	10	0.44%
ESS	NRS_ADULT	10	0.44%
GED	NRS_ADULT	10	0.44%
NRS	CIS_JUV	9	0.39%
HDS	NRS_ADULT	8	0.35%
LGS	NRS_ADULT	8	0.35%
NRS	LPS_PATRON	8	0.35%
FPD	NRS_ADULT	7	0.31%
BDD	NRS_ADULT	6	0.26%
INS	NRS_ADULT	6	0.26%

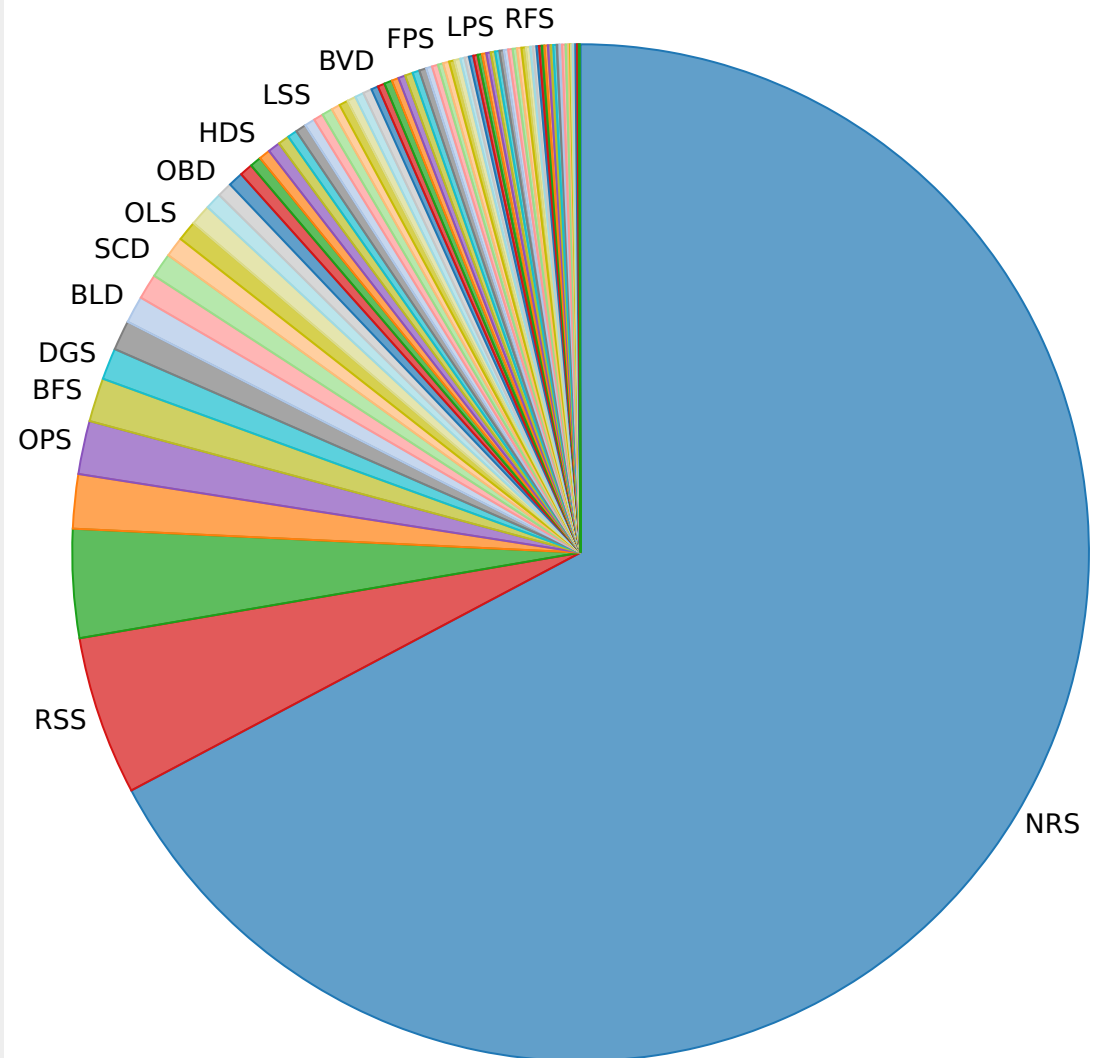
User Library

NRS

Checkouts & Renewals from Your Patrons

Item Library	Transactions	% of Total
Total	2,167	100.00%
NRS	1,457	67.24%
RSS	109	5.03%
BYS	75	3.46%
LGS	37	1.71%
OPS	37	1.71%
BFS	30	1.38%
DGS	22	1.02%
WRS	20	0.92%
BLD	19	0.88%
AMS	17	0.78%
SCD	17	0.78%
ESS	14	0.65%
OLS	14	0.65%
TPS	14	0.65%
GED	12	0.55%
OBD	10	0.46%
WMS	10	0.46%
NLS	9	0.42%
BDD	8	0.37%
HDS	8	0.37%
SFS	8	0.37%
WVD	8	0.37%
CIS	7	0.32%
FPD	7	0.32%
ITD	7	0.32%

Your Users Checkout Items from...

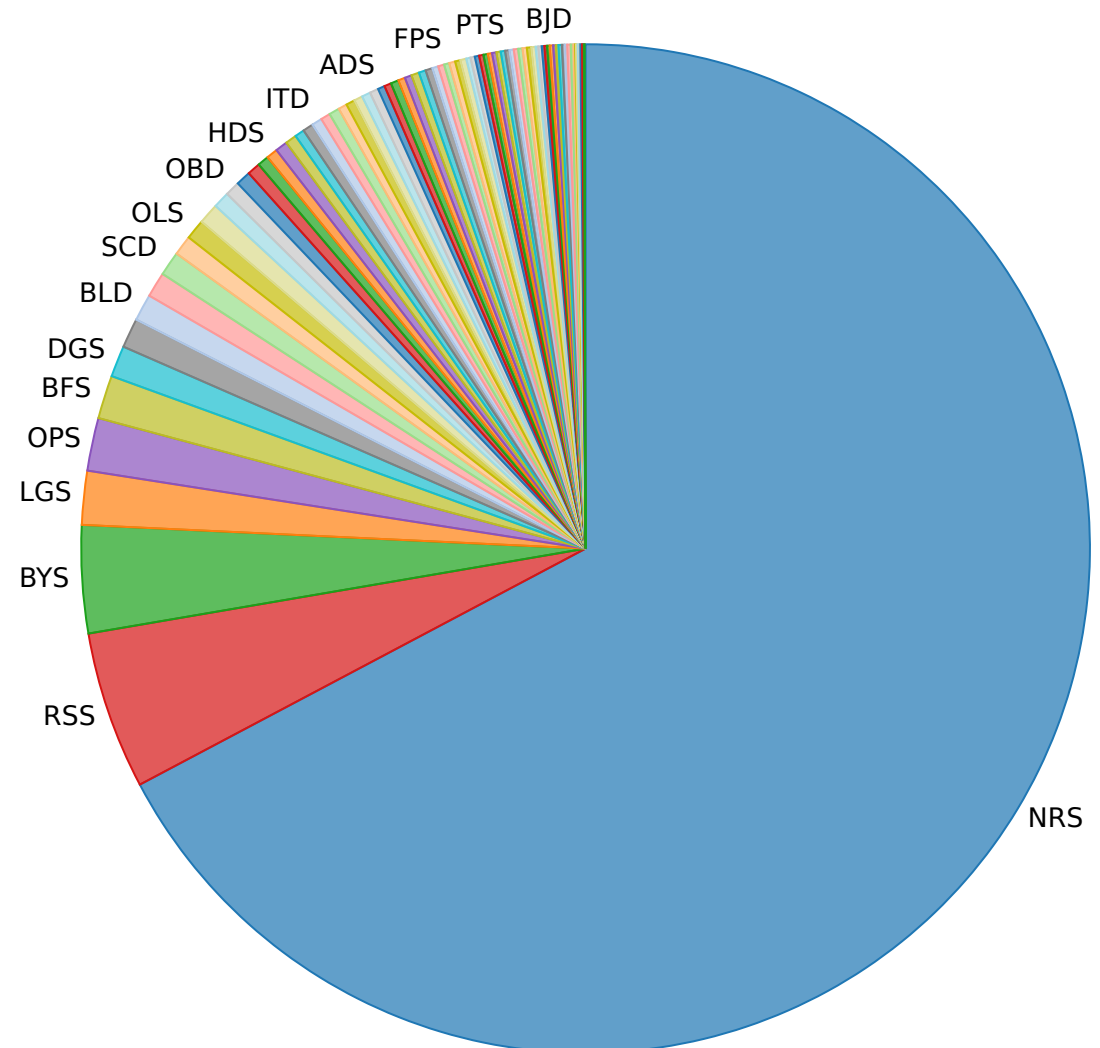


User Library

Checkouts & Renewals from Your Patrons

Station Library	Transaction	% of Total
Total	2,167	100.00%
NRS	1,847	85.23%
RSS	104	4.80%
BYS	76	3.51%
BFS	39	1.80%
LGS	28	1.29%
OPS	17	0.78%
NRS_L	10	0.46%
DGS	9	0.42%
SFS	6	0.28%
WRS	5	0.23%
FPS	4	0.18%
OZS	4	0.18%
ESS	3	0.14%
OBD	3	0.14%
WMS	3	0.14%
CIS	2	0.09%
HSS	2	0.09%
NLS	2	0.09%
LPS	1	0.05%
MCS	1	0.05%
MDS	1	0.05%

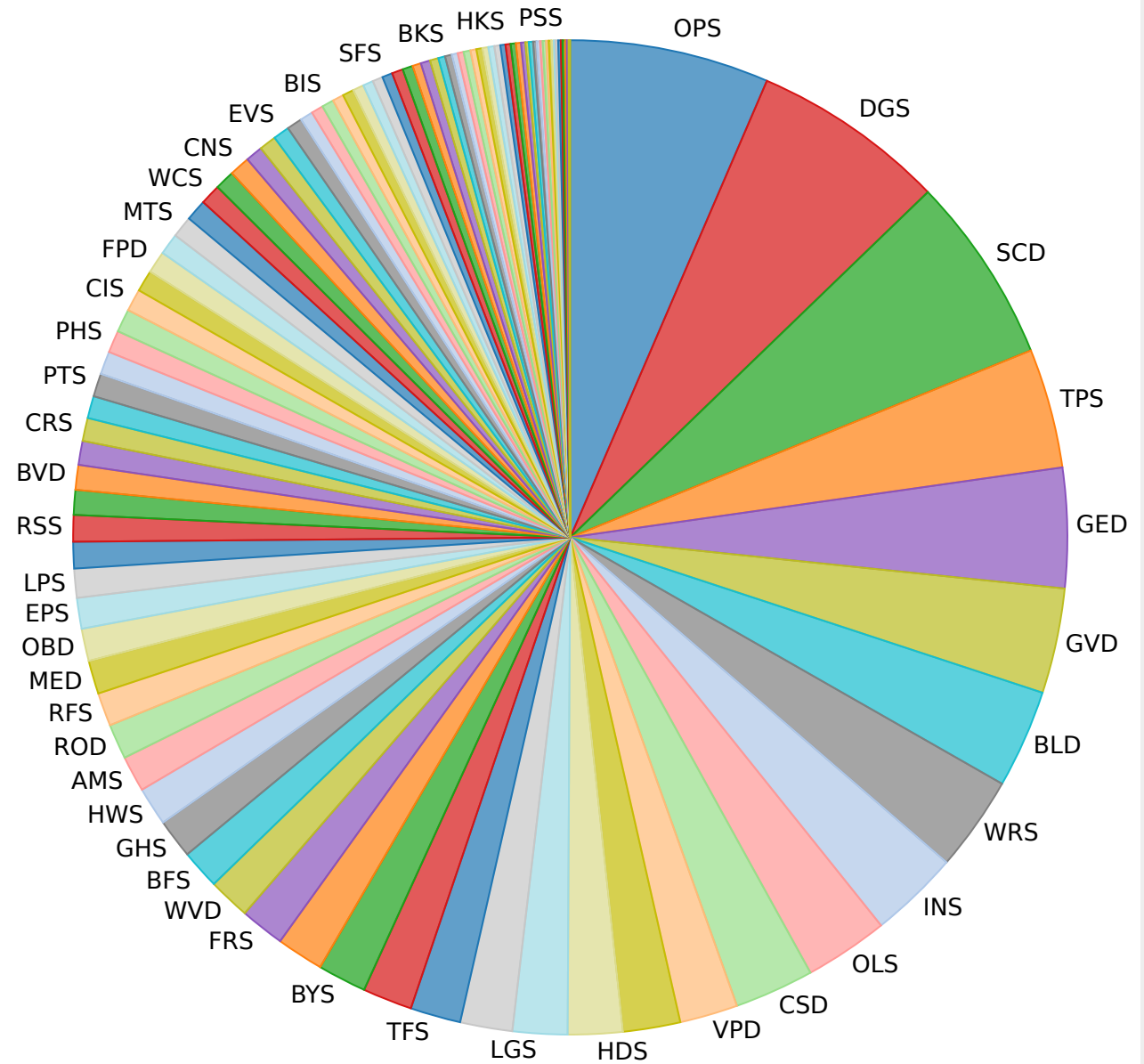
Your Users Checkout at...



Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
Total	1,061,954	100.00%
OPS	68,365	6.44%
DGS	67,090	6.32%
SCD	64,414	6.07%
TPS	41,414	3.90%
GED	41,388	3.90%
GVD	36,327	3.42%
BLD	33,752	3.18%
WRS	32,879	3.10%
INS	30,768	2.90%
OLS	29,013	2.73%
CSD	27,368	2.58%
VPD	20,257	1.91%
BDD	19,618	1.85%
HDS	18,842	1.77%
LGS	18,828	1.77%
WMS	17,979	1.69%
TFS	17,567	1.65%
ESS	16,986	1.60%
BYS	16,919	1.59%
GSD	16,211	1.53%
FRS	15,443	1.45%
WVD	14,266	1.34%
BFS	13,662	1.29%
GHS	13,650	1.29%
HWS	13,139	1.24%
AMS	12,403	1.17%
ROD	12,015	1.13%
RFS	11,694	1.10%
MED	11,376	1.07%
OBD	11,223	1.06%
EPS	10,653	1.00%
LPS	10,066	0.95%
WCD	9,132	0.86%
RSS	8,997	0.85%

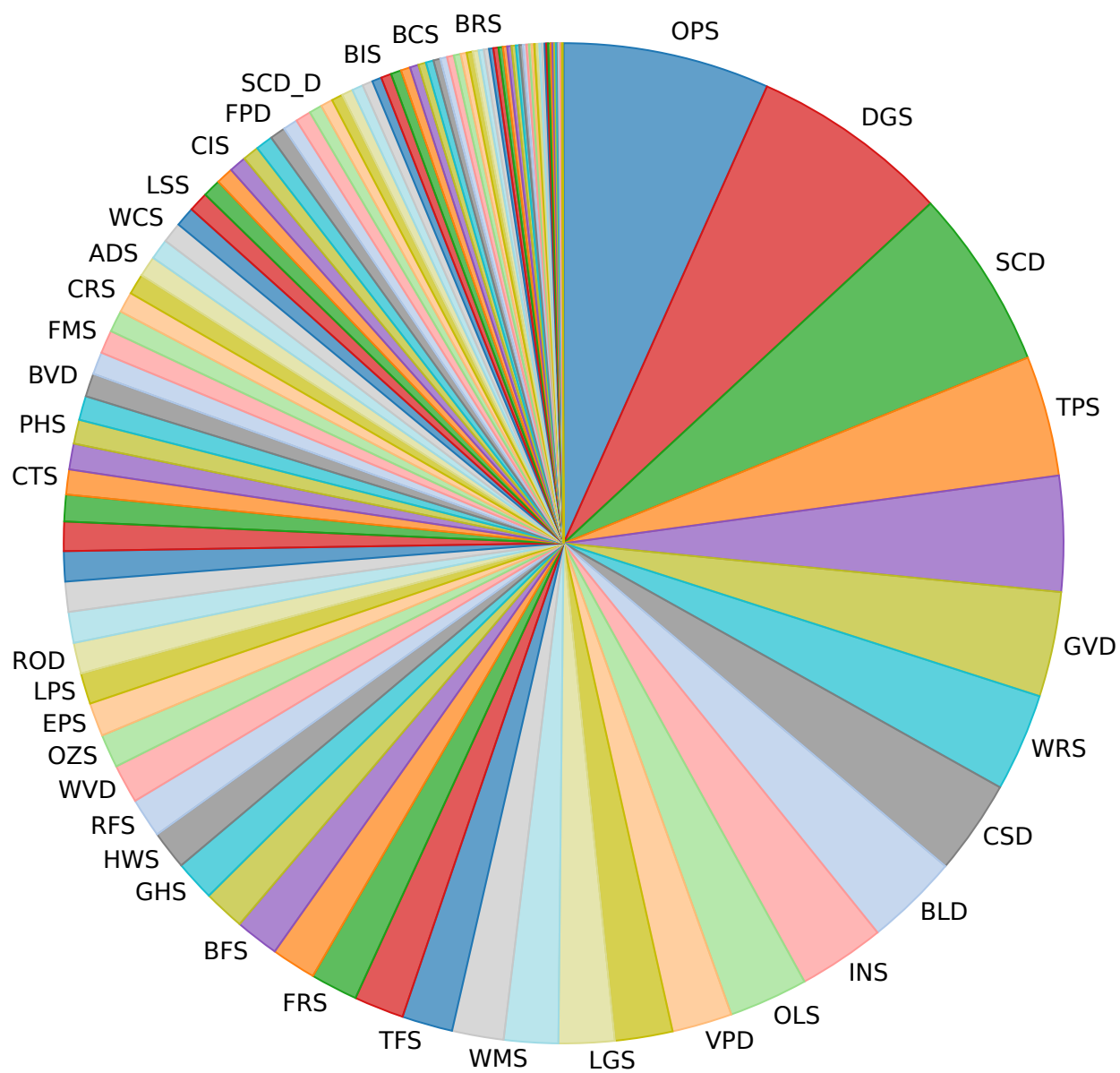
Item Circs by Item Library



Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
Total	1,061,954	100.00%
OPS	70,515	6.64%
DGS	68,306	6.43%
SCD	62,113	5.85%
TPS	41,269	3.89%
GED	39,450	3.71%
GVD	35,920	3.38%
WRS	33,751	3.18%
CSD	32,583	3.07%
BLD	32,116	3.02%
INS	29,683	2.80%
OLS	27,060	2.55%
VPD	20,739	1.95%
HDS	19,631	1.85%
LGS	19,407	1.83%
WMS	18,514	1.74%
BDD	17,720	1.67%
TFS	17,433	1.64%
GSD	17,119	1.61%
FRS	16,144	1.52%
BYS	15,402	1.45%
BFS	15,009	1.41%
ESS	14,245	1.34%
GHS	13,610	1.28%
HWS	13,558	1.28%
RFS	13,294	1.25%
WVD	13,265	1.25%
OZS	11,791	1.11%
EPS	11,445	1.08%
LPS	10,671	1.00%
ROD	10,555	0.99%
WCD	10,502	0.99%
MED	10,495	0.99%
AMS	10,286	0.97%
ORD	9,937	0.94%

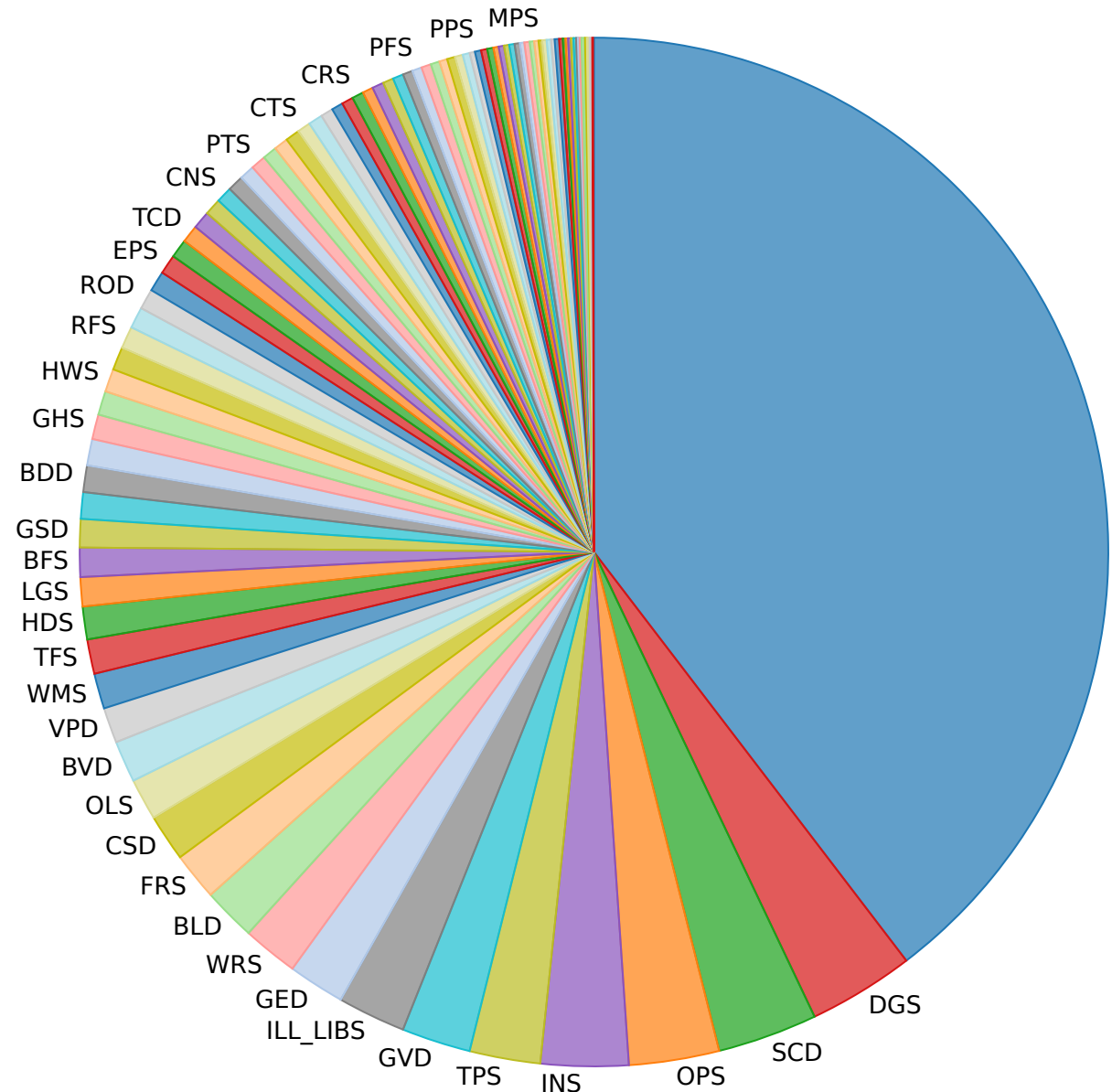
Item Circs by Station Library



Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
Total	1,061,954	100.00%
	420,488	39.60%
DGS	35,349	3.33%
SCD	33,187	3.13%
OPS	30,197	2.84%
INS	29,221	2.75%
TPS	23,550	2.22%
GVD	23,007	2.17%
ILL_LIBS	22,730	2.14%
GED	18,996	1.79%
WRS	18,343	1.73%
BLD	17,873	1.68%
FRS	15,782	1.49%
CSD	15,591	1.47%
OLS	13,955	1.31%
BVD	13,755	1.30%
VPD	12,066	1.14%
WMS	11,586	1.09%
TFS	11,464	1.08%
HDS	11,041	1.04%
LGS	9,788	0.92%
BFS	9,679	0.91%
GSD	9,542	0.90%
ESS	8,858	0.83%
BDD	8,794	0.83%
BYS	8,692	0.82%
GHS	8,246	0.78%
WVD	7,951	0.75%
HWS	7,800	0.73%
SGD	7,631	0.72%
RFS	7,435	0.70%
MED	7,119	0.67%
ROD	6,810	0.64%
LPS	6,789	0.64%
FPS	6,466	0.61%

Item Circs by User Library



Management Report

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



Prepared on

November 18, 2022

Table of Contents

Profit and Loss3

Balance Sheet.....6

Profit and Loss

July - October, 2022

	Total
INCOME	
6903-01 Fines & Fees	1,584.90
6904-01 Donations	13,469.92
6905-01 Grants	60,953.35
6910-01 Misc. Revenue	7,285.51
Interest	
6906-01 Interest	894.47
Total Interest	894.47
Total Income	84,188.15
GROSS PROFIT	
84,188.15	
EXPENSES	
8360-01 Grants	34,153.45
Advertising & Marketing	
8365-01 Library Promotion	660.00
8370-01 Postage	974.40
8375-01 Advertising	463.42
8404-01 Staff Recognition	17.13
8410-01 Printing	3,100.28
Total Advertising & Marketing	5,215.23
Bank Charges & Fees	
8396-01 Bank Charges & Fees	21.15
Total Bank Charges & Fees	21.15
Benefits	
7600-05 Health Insurance	12,726.14
7650-09 IMRF	8,719.02
7670-01 Taxes-Fica Expense	14,259.10
Total Benefits	35,704.26
Building Expense	
8306-07 Building Supplies & Maintenance	670.49
8308-07 Service Contracts	11,463.93
8315-07 Fees & Permits	39.00
8335-07 Building Repairs	14,478.57
Total Building Expense	26,651.99
Computers/Technology	
8171-01 Tech Service	6,600.70
8172-01 Computer Equipment	41.24
8175-01 SWAN	11,533.52
8180-01 Software	127.44
8190-01 Website	75.97
Total Computers/Technology	18,378.87
Legal & Professional Services	
8400-01 Accounting	3,919.00

	Total
8401-04 Audit	8,500.00
8402-01 Legal Fees	5,936.91
8405-01 Appraisal	2,655.00
8406-01 Collection Agency	118.20
8430-01 Payroll Expenses	1,016.15
Total Legal & Professional Services	22,145.26
Library Materials	
8090-01 Adult A/V	1,627.47
8096-01 Teen A/V	5.00
8103-01 Foreign Lang. Materials	49.99
8104-01 Adult Fiction	14.31
8105-01 Adult Fiction/Non-Fiction	7,978.77
8105-02 Books-Restricted Fund	880.11
8106-01 Children Fiction / Non-Fiction	5,384.82
8107-01 Teen Fiction/Non-Fiction	2,854.07
8108-01 eBooks	489.95
8115-01 Adult Large Print	66.72
8120-01 Newspapers	586.81
8130-01 Internet Databases	10,914.83
8160-01 Adult DVDs - Fiction	263.79
8162-01 Children DVDs-movies	78.72
Total Library Materials	31,195.36
Office Supplies & Software	
8202-01 Office Supplies	2,168.77
Total Office Supplies & Software	2,168.77
Programs & Strategic Initiatives	
8150-01 Children's Programs	1,255.07
8153-01 Teen Programs	860.07
8154-01 Makerspaces/library of things	1,792.91
8155-01 Adult Programs	1,787.13
8156-01 Technology Programs	7.96
Total Programs & Strategic Initiatives	5,703.14
Salaries	
7504-01 Circulation	29,338.65
7505-01 Adult Services	24,837.31
7506-01 Youth Services	25,429.40
7507-01 Pages	3,174.48
7508-01 Administration	95,549.93
7509-01 Facilities	9,248.81
Total Salaries	187,578.58
Travel & Training	
7700-01 Educational Training Trustees	814.37
8342-01 Lodging, Meals, Mileage	1,052.56
8355-01 Memberships	679.00

	Total
Total Travel & Training	2,545.93
Utilities	
8301-07 Internet/Phone	5,595.95
8302-07 Electricity	6,015.23
8303-07 Gas	724.17
8304-07 Water/Garbage	1,220.20
Total Utilities	13,555.55
Total Expenses	385,017.54
NET OPERATING INCOME	-300,829.39
OTHER EXPENSES	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	9,729.04
Total Other Miscellaneous Expense	9,729.04
Total Other Expenses	9,729.04
NET OTHER INCOME	-9,729.04
NET INCOME	\$ -310,558.43

Balance Sheet

As of October 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	-136,702.59
1500-04 Cash-Audit Fund	10,620.72
1500-05 Cash-Liability Insurance Fund	46,771.81
1500-06 Cash-Unemployment Ins Fund	5,762.51
1500-07 Cash-Building Fund	41,213.15
1500-08 Cash-Social Security Fund	31,023.44
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	-5,097.82
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	34,931.20
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	34,913.63
1501-01 First American Checking (5001)	8,765.34
1505-07 Chase Bank	7,772.56
1509-07 Cash - IPTIP IL Funds	95,372.18
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	203,738.74
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	538,658.63
2000-04 Taxes Receivable-Audit	3,287.38
2000-05 Taxes Receivable-Insurance	1,721.17
2000-06 Taxes Receivable-Liab Insur	204.50
2000-07 Taxes Recievable-Bldg Fund	24,792.40
2000-08 Taxes Receivable-SS Fund	17,824.78
2000-09 Taxes Receivable-Pension Fund	3,674.28
Total Accounts Receivable	590,163.14
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	1,219.20
2400-05 Prepaid Expenses 05	0.00
2400-07 Prepaid Expense	618.53
Total Other Current Assets	771,648.97
Total Current Assets	1,565,550.85
TOTAL ASSETS	\$1,565,550.85

LIABILITIES AND EQUITY

	Total
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	15,423.36
4100-02 Accounts Payable UC Fund	421.97
4100-05 Accounts Payable Liability Fund	2,822.43
4100-06 Accounts Payable Unemployment Fund	219.91
4100-07 Accounts Payable Building Fund	13,867.40
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	32,755.07
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	2,719.69
4003-01 Child Support	0.00
4200-01 Accrued Wages	14,099.66
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	3,495.70
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	538,658.63
4300-04 Deferred Tax Rev - Audit Fund	3,287.38
4300-05 Deferred Tax Rev Liability Fund	1,721.17
4300-06 Deferred Tax Rev Unemployment	204.50
4300-07 Deferred Tax Rev Building Fund	24,792.40
4300-08 Deferred Tax Rev SS	17,824.78
4300-09 Deferred Tax Rev Pension	3,674.28
4470-07 Due to/from Corp - Building fund	0.00
7660-06 Unemployment Insurance	-5,662.60
Total Other Current Liabilities	604,815.59
Total Current Liabilities	637,570.66
Total Liabilities	637,570.66
Equity	
3200-00 Retained Earnings	-104,505.38
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	-310,558.43

	Total
Total Equity	927,980.19
TOTAL LIABILITIES AND EQUITY	\$1,565,550.85



North Riverside Public Library District

Balance Sheet As of October 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	-136,702.59
1500-04 Cash-Audit Fund	10,620.72
1500-05 Cash-Liability Insurance Fund	46,771.81
1500-06 Cash-Unemployment Ins Fund	5,762.51
1500-07 Cash-Building Fund	41,213.15
1500-08 Cash-Social Security Fund	31,023.44
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	-5,097.82
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	34,931.20
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	34,913.63
1501-01 First American Checking (5001)	8,765.34
1505-07 Chase Bank	7,772.56
1509-07 Cash - IPTIP IL Funds	95,372.18
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	\$203,738.74
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	538,658.63
2000-04 Taxes Receivable-Audit	3,287.38
2000-05 Taxes Receivable-Insurance	1,721.17
2000-06 Taxes Receivable-Liab Insur	204.50
2000-07 Taxes Recievable-Bldg Fund	24,792.40
2000-08 Taxes Receivable-SS Fund	17,824.78
2000-09 Taxes Receivable-Pension Fund	3,674.28
Total Accounts Receivable	\$590,163.14
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	1,219.20
2400-05 Prepaid Expenses 05	0.00
2400-07 Prepaid Expense	618.53
Total Other Current Assets	\$771,648.97
Total Current Assets	\$1,565,550.85
TOTAL ASSETS	\$1,565,550.85

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	15,423.36
4100-02 Accounts Payable UC Fund	421.97
4100-05 Accounts Payable Liability Fund	2,822.43
4100-06 Accounts Payable Unemployment Fund	219.91
4100-07 Accounts Payable Building Fund	13,867.40
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	\$32,755.07
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	2,719.69
4003-01 Child Support	0.00
4200-01 Accrued Wages	14,099.66
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	3,495.70
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	538,658.63
4300-04 Deferred Tax Rev - Audit Fund	3,287.38
4300-05 Deferred Tax Rev Liability Fund	1,721.17
4300-06 Deferred Tax Rev Unemployment	204.50
4300-07 Deferred Tax Rev Building Fund	24,792.40
4300-08 Deferred Tax Rev SS	17,824.78
4300-09 Deferred Tax Rev Pension	3,674.28
4470-07 Due to/from Corp - Building fund	0.00
7660-06 Unemployment Insurance	-5,662.60
Total Other Current Liabilities	\$604,815.59
Total Current Liabilities	\$637,570.66
Total Liabilities	\$637,570.66
Equity	
3200-00 Retained Earnings	-104,505.38
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	-310,558.43
Total Equity	\$927,980.19
TOTAL LIABILITIES AND EQUITY	\$1,565,550.85



North Riverside Public Library District

Budget vs Actual

10/31/2022

33%

REVENUE

Actual

Budget

% of Budget

6904-01	Donations	\$ 13,470	\$ 35,000	38%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ -	\$ (15,000)	0%
6903-01	Fees and fines	\$ 1,585	\$ 5,000	32%
6905-01	Grants	\$ 60,953	\$ 100,000	61%
6906-01	Interest	\$ 894	\$ 1,500	60%
6901-01	Property tax	\$ -	\$ 1,118,750	0%
6920-01	Unrealized Income Annuities	\$ -	\$ 20,000	0%
6907-01	Credit Card Income	\$ -	\$ 3,000	0%
6910-01	Miscellaneous Revenue	\$ 7,286	\$ 0	0%
	Total	\$ 84,188	\$ 1,268,250	7%

OPERATING EXPENSES

SALARIES

7504-01	Circulation	\$ 29,339	\$ 91,500	32%
7505-01	Adult Services	\$ 24,837	\$ 72,000	34%
7506-01	Youth Services	\$ 25,429	\$ 87,700	29%
7507-01	Pages	\$ 3,174	\$ 10,200	31%
7508-01	Administration	\$ 95,550	\$ 279,000	34%
7509-01	Facilities	\$ 9,249	\$ 30,000	0%
	Total	\$ 187,579	\$ 570,400	33%

BENEFITS

7600-05	health insurance	\$ 12,726	\$ 31,400	41%
7650-09	IMRF	\$ 8,719	\$ 47,680	18%
7670-08	social security/mcare	\$ 14,259	\$ 37,958	38%
	Total	\$ 35,704	\$ 117,038	31%

TRAINING

7700-01	educational training trustees	\$ 814	\$ 500	163%
7800-01	educational training staff	\$ -	\$ 4,500	0%
	Total	\$ 814	\$ 5,000	16%

OPERATING EXPENSES		Actual	Budget	33% % of Budget
---------------------------	--	--------	--------	--------------------

MATERIALS

8090-01	Adult A/V	\$ 1,627	\$ 9,000	18%
8091-01	Children's A/V	\$ -	\$ 3,400	0%
8096-01	Teen A/V	\$ 5	\$ 3,100	0%
8103-01	Foreign Language Materials	\$ 50	\$ 2,000	2%
8105-01	Adult fiction/nonfiction	\$ 7,993	\$ 25,000	32%
8105-02	Books-Restricted Fund	\$ 880	\$ 0	8801100%
8106-01	Children's fiction/nonfiction	\$ 5,385	\$ 16,000	34%
8115-01	Adult Large Print	\$ 67	\$ 0	667200%
8107-01	Teen fiction/nonfiction	\$ 2,854	\$ 9,000	32%
8108-01	eBooks	\$ 490	\$ 5,500	9%
8120-01	newspapers	\$ 587	\$ 3,500	17%
8130-01	internet databases	\$ 10,915	\$ 16,000	68%
8140-01	Periodicals	\$ -	\$ 1,500	0%
8154-01	Makerspaces/library of things	\$ 1,793	\$ 5,000	36%
8160-01	Adult DVD's-Fiction	\$ 343	\$ 0	3425100%
	Total	\$ 32,988	\$ 99,000	33%

PROGRAMS

8150-01	Children's Programs	\$ 1,255	\$ 6,100	21%
8153-01	Teen Programs	\$ 860	\$ 2,900	30%
8155-01	Adult programs	\$ 1,787	\$ 6,000	30%
8156-01	Technology programs	\$ 8	\$ 1,000	1%
	Total	\$ 3,910	\$ 16,000	24%

STRATEGIC INITIATIVES

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

OPERATING EXPENSES

Budget 33%
% of Budget

COMPUTERS

8171-01	Technology Service	\$ 6,601	\$ 25,000	26%
8172-01	Computer Equipment	\$ 41	\$ 5,000	1%
8175-01	SWAN	\$ 11,534	\$ 23,500	49%
8180-01	software	\$ 127	\$ 1,500	8%
8190-01	website	\$ 76	\$ 7,500	1%
8195-01	email	\$ -	\$ 500	0%
	Total	\$ 18,379	\$ 63,000	29%

OFFICE SUPPLIES

8202-01	Office Supplies	\$ 2,169	\$ 13,500	16%
	Total	\$ 2,169	\$ 13,500	16%

UTILITIES- OPERATING EXPENSE

8301-07	Internet/phone	\$ 5,596	\$ 9,000	62%
8302-07	electricity	\$ 6,015	\$ 23,000	26%
8303-07	gas	\$ 724	\$ 5,500	13%
8304-07	water/garbage	\$ 1,220	\$ 2,300	53%
	Total	\$ 13,556	\$ 39,800	34%

BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 670	\$ 11,000	6%
8308-07	service contracts	\$ 11,464	\$ 23,000	50%
8315-07	fees and permits	\$ 39	\$ 1,950	2%
8330-01	casual labor	\$ -	\$ 900	0%
8335-07	building repairs	\$ 14,479	\$ 34,000	43%
	Total	\$ 26,652	\$ 70,850	38%

TRAVEL

8342-01	lodging/meals/mileage	\$ 1,053	\$ 1,000	105%
	Total	\$ 1,053	\$ 1,000	105%

OPERATING EXPENSES		Actual	Budget	33% % of Budget
---------------------------	--	--------	--------	--------------------

OTHER EXPENSES

8355-01	memberships	\$ 679	\$ 2,200	31%
8360-01	Grants	\$ 34,153	\$ 100,000	34%
8361-01	Donations	\$ -	\$ 35,000	0%
8365-01	library promotion	\$ 660	\$ 5,000	13%
8370-01	postage	\$ 974	\$ 3,000	32%
8375-01	Advertising	\$ 463	\$ 4,500	10%
8385-01	memorials and tributes	\$ -	\$ 500	0%
8395-01	Miscellaneous Expense	\$ 9,729	\$ -	0%
8396-01	bank charges and fees	\$ 21	\$ 150	14%
8399-01	ILL Loss/Damage	\$ -	\$ 250	0%
Total		\$ 46,680	\$ 150,600	31%

OUTSIDE SERVICES

8400-01	accounting	\$ 3,919	\$ 17,000	23%
8401-01	audit	\$ 8,500	\$ 9,000	94%
8402-01	legal fees	\$ 5,937	\$ 6,000	99%
8404-01	Staff Recognition	\$ 17	\$ 2,500	1%
8405-01	appraisal	\$ 2,655	\$ 1,500	177%
8406-01	collection agency	\$ 118	\$ 200	59%
8410-01	printing	\$ 3,100	\$ 11,000	28%
8430-01	payroll expenses	\$ 1,016	\$ 5,500	18%
8435-01	background checks	\$ -	\$ 200	0%
Total		\$ 25,263	\$ 52,900	48%

INSURANCE

8460-05	liability insurance package	\$ -	\$ 20,600	0%
Total		\$ -	\$ 20,600	0%

TOTAL OPERATING EXPENSES	\$ 394,747	\$ 1,221,688	32%
---------------------------------	-------------------	---------------------	------------

TOTAL OPERATING NET INCOME	\$ (310,558)	\$ 46,562	-667%
-----------------------------------	---------------------	------------------	--------------

DEBT SERVICE

8701-02	Debt Certificate Principle	\$ -	\$ 28,000	0%
8601-02	Debt Certificate Interest	\$ -	\$ 16,500	0%
Total		\$ -	\$ 44,500	0%

TOTAL NET INCOME	\$ (310,558)	\$ 2,062	-15061%
-------------------------	---------------------	-----------------	----------------



North Riverside Public Library District
Check Detail
October 2022

Date	Num	Name	Memo/Description	Amount
10/03/2022	15056	INGRAM LIBRARY SERVICES	ADULT FICTION NON FICTION & TEEN FICTION / NON FICTION	1220.04
10/03/2022	15057	LEAF	INV 13764259 - 3 COPIERS 13521083	695.6
10/03/2022	15058	Roscoe	Acct#1889-07544 INV 1767060 - MATS	161.98
10/11/2022	15059	Black Stone	INV 2066577	67.99
10/11/2022	15060	Unique Management Services, Inc	INV 6105120	29.55
10/11/2022	15062	AT&T 1	10/16/22 - 11/15/22 - INV IL839338	63.1
10/11/2022	15063	Secure Document Solutions	INV. 20539 - APRIL INVOICES	67.96
10/11/2022	15064	LIMRiCC	Four members - OCTOBER	2772.43
10/11/2022	15065	Shaw Media	Acct#10073239 B & A ORDINANCE - INV 2011369	317.42
10/11/2022	15066	INGRAM LIBRARY SERVICES	PAST DUE INVOICES MAY	469.89
10/11/2022	15067	Unique Management Services, Inc	INV 6105120	29.55
10/11/2022	15068	INGRAM LIBRARY SERVICES	PAST DUE INVOICES JULY	521.56
10/11/2022	15069	INGRAM LIBRARY SERVICES	INVOICES SEPTEMBER	189.34
10/11/2022	15070	Compensaton Group Account	THIRD ENDING SEPTEMBER 30	236.04
10/11/2022	15071	INGRAM LIBRARY SERVICES	INVOICES OCTOBER	635.18
10/18/2022	15072	AEP ENERGY	8/25/22 - 09/26/22 AEP ENERGY # 3014417557 Utility # 3563062012	1375.76
10/18/2022	15073	Brodart Co.	BLUE RAY DISK - INV 610314	48.95
10/18/2022	15074	COMCAST .	ACCT# 904053498 INV 156788623	1191.8
10/18/2022	15075	INGRAM LIBRARY SERVICES	INVOICES OCTOBER	1206.97
10/18/2022	15076	Johnson Controls Security Solutions	11/01/22 01/31/23 - Customer # 01300113034337 INV 37987955	110.94
10/18/2022	15077	Lauterbach & Amen, LLP	Inv 71000 - Profesional services Month of September 2022	933
10/18/2022	15078	Midwest Tape	502756510 - Hoopla	202.92
10/18/2022	15079	Nitech Fire & Security Industies, Inc	INV 367986 - CHECKED ALL DEVICES nac4	320.4
10/18/2022	15080	Outsource Solutions Group	Inv 71306	117
10/18/2022	15081	Paychex - Human Resource Services	INV 12813059	57
10/18/2022	15082	SWAN	9786 - Charges for October - December 2022	5674.25
10/18/2022	15083	Technology Management Rev Fund	Billing # T2222065 Inv. T2303061	133

10/18/2022	15084 Village of N. Riverside	ACCOUNT # 0148240015-00	649.96
10/18/2022	15085 INGRAM LIBRARY SERVICES	Children Fiction / non fiction	1315.56
10/18/2022	15086 Outsource Solutions Group	Inv 71583 - AGREEMENT MONTHLY NETWORK	1417.65
10/18/2022	15087 CENGAGE Learning	79452362 - ADULT LARGE PRINT	152.72
10/18/2022	15088 INGRAM LIBRARY SERVICES	72093473, 72086814, 72093469	73.25
10/24/2022	15089 Marla M. Curran	DOWN PAYMENT INV 121 - WINTER NEWSLETTER 20% DOWN PAYMENT	100
10/24/2022	15090 OLIVIA BORTH	TAROT CARDS	100
10/24/2022	15091 Trimline Landscaping	AUGUST AND SEPTEMBER SERVICES	370
10/24/2022	15092 FIRST AMERICAN BANK .	OCTOBER STATEMENT - INTERNET DATABASES, TECHNOLOGY PROGRAMS, SOFTWARE	144.8
10/24/2022	15093 GW & ASSOCIATES PC	INV 2210382 - CONTRACTE AUDITING SERVICES RENDERED FOR FISCAL YEAR ENDED JUNE 30 2022	8500
10/24/2022	15094 Outsource Solutions Group	Inv 71684 - AGREEMENT MICROSOFT 365 MONTHLY	117
10/24/2022	15095 Black Stone	2069284	36
10/31/2022	IMRF IMRF	IMRF - Oct 2022	4178.16
		Total	36004.72

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Administrative Assistant/Promotional Services

DEPT: ADMINISTRATION

TYPE: Non-Exempt

JOB PURPOSE: To coordinate library supply purchasing and building maintenance as needed, create library promotional materials and manage volunteers.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. May supervise volunteers in all departments.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for the planning, development and delivery of promotional materials working with the adult, teen, and children's departments as well as the Friends and Foundation. This involves creating and coordinating our quarterly newsletter, various library handouts, posters, and special promotions in print; creating and curating digital content on our website; creating our e-newsletter and coordinating scheduling on our social media sites. Other duties as assigned. (60%)

Responsible for developing and administering a volunteer program. This involves maintaining records of volunteer service; interviewing volunteers for positions; and coordinating volunteer assignments. It also includes maintaining statistics on volunteer service to the library. Other duties as assigned. (40%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to work well with patrons and co-workers. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate the work of others. Intermediate to advanced Microsoft Office and Adobe Suite skills.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Commitment to work evenings and weekends regularly. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Adult and Senior Programmer
DEPT: ADULT SERVICES
TYPE: Non-Exempt

JOB PURPOSE: To create and provide library programming services to the adult and senior populations.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Adult Services Manager.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for the planning, development and delivery of services to adults and seniors. Conducts programming in-person, by phone, and through Zoom/Webex. Creates "Take & Make" program bags weekly. Plans programs to promote learning, reading, memory care, etc. to adults of all ages. Maintains programming statistics and provides reports and feedback on programs and services. Works with Adult Services Manager to develop and administer the programming budget. Interprets programs to the public through promotional material, publicity, and public relations. Maintains current awareness of trends in adult librarianship. (80%)

Staffs the reference desk to provide reference and reader's advisory assistance to adults of all ages. Maintains knowledge of library collection and services. Assists in planning and implanting special library events and the Summer Reading Program (SRP). (20%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to work well with patrons and co-workers. Dedication to problem-solving. Ability to provide information clearly and accurately to the public and library administration. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate multiple tasks. Knowledge of public library services and materials a plus.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer, create craft kits and conduct programming. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Familiarity with seniors and library programming or event planning a must. Commitment to work evenings and weekends. MLIS preferred, but not required. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Adult and Teen Services Manager
DEPT: ADULT SERVICES
TYPE: Exempt

JOB PURPOSE: To provide library services to the adult and teen population and to coordinate all adult and teen programming and outreach.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. May supervise paraprofessional staff members and/or volunteers in Adult Services Department.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for the planning, development, and delivery of services to adults and teens. This includes providing reference and reader's advisory service, collection development (selection and weeding) of age-appropriate materials, and programming to promote reading and learning to adults and teens of all ages. Maintains statistics and provides reports on programs and services; works with director to develop and administer the budget; interprets the collections to the public through promotional material, publicity, and public relations. Maintains current awareness of trends in adult librarianship. (80%)

Creates an outreach schedule and coordinates outreach for adult and teen services. Participates in the management team as well as the promotions team. Actively works to promote the library in the community. (20%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of public library services and materials, with a focus on adults and teens. Ability to work well with patrons and co-workers. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate the work of others.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Master's degree in Library Science. Commitment to work evenings and weekends regularly. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Adult Services Librarian and Programmer

DEPT: ADULT SERVICES

TYPE: Non-Exempt

JOB PURPOSE: To provide library services to the adult population and to coordinate all adult programming and outreach.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. May supervise paraprofessional staff members and/or volunteers in Adult Services Department.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for the planning, development, and delivery of services to adults. This includes providing reference and reader's advisory service, collection development (selection and weeding) of age-appropriate materials, and programming to promote reading and learning to adults of all ages. Also maintains statistics and provides reports on programs and services; works with director to develop and administer the budget; interprets the collections to the public through promotional material, publicity, and public relations. Maintains current awareness of trends in adult librarianship. (80%)

Creates an outreach schedule and coordinates outreach for adult services. Participates in the management team as well as the promotions team. Actively works to promote the library in the community. (20%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of public library services and materials, with a focus on adults. Ability to work well with patrons and co-workers. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate the work of others.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Master's degree in Library Science. Commitment to work evenings and weekends regularly. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Assistant Director

DEPT: ADMINISTRATION

TYPE: Non-Exempt

JOB PURPOSE: Responsible for assisting the Library Director with day to day operations, special projects and assumes all responsibilities of the Director in the Director's absence.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. May be asked to supervise staff and/or volunteers.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for assisting the Director in annual budget planning, policy suggestions and revisions for the Board and procedures for the library. Helps to implement budgets and policies after approval. Must be familiar with necessary report filings. Required to attend at least one Board meeting per quarter. Actively participates in outreach and creation/maintenance of community connections. Is the library backup for FOIA request. Works with Director to plan and coordinate all staff trainings (in person and virtual). Maintains a current awareness of trends in librarianship.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to work well with patrons and co-workers. Dedication to problem-solving. Ability to provide information clearly and accurately to the public and library administration. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate multiple tasks. Knowledge of public library services and materials a plus.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer, create craft kits and conduct programming. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: MLIS from an accredited university/school or similar work experience required. Commitment to work evenings and weekends. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Circulation Supervisor

DEPT: PATRON SERVICES

TYPE: Non-Exempt

JOB PURPOSE: To manage the proper functioning of the Circulation Department on a daily basis and provide the first impression of library services to patrons.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Technology Manager. May supervise circulation clerks, pages, and/or volunteers.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Oversees circulation staff and trains staff in circulation functions. Assists patrons in the use of library services, facilities and equipment. Interprets library policies for patrons, handles patron complaints, and encourages positive, friendly service from personnel. Sets goals for department and coordinates activities with library administration. Creates signage, displays and handouts to educate patrons and promote services. Oversees the return of books and materials to shelves or storage places. Maintains patron registration files and makes new and replacement library cards for patrons. Carries out procedures to identify and retrieve overdue materials and settles problems arising from late, damaged, or lost materials. Oversees the processing of billing notices, the routing of interlibrary loan requests, and the fulfilling of item holds. Reviews professional publications and attends meetings and continuing education workshops. Answers and directs telephone calls, performs routine circulation desk duties as necessary, and performs other tasks as assigned. Assists with annual performance reviews.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to deal with staff and the public in a courteous manner. Good communication skills. Desire to help people. Working knowledge of computer applications for library services. Ability to defuse upset patrons, explain procedures, and calmly rectify any misunderstandings while observing library standards and policies. Working knowledge of supervisory methods including delegation, scheduling, change management, evaluating performance, and maintaining morale. Ability to make decisions of other than a routine nature in order to meet controlling conditions.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English. Must be able to lift arms above shoulder level to retrieve items from shelves and lift and balance heavy books. Must be able to juggle several tasks at once including waiting on patrons and answering the telephone. May remain in a standing position for extended periods of time.

QUALIFICATIONS FOR APPOINTMENT: Bachelor's degree or equivalent library and/or customer service experience. Commitment to work evenings and weekends regularly. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Circulation and Technology Manager

DEPT: PATRON SERVICES

TYPE: Exempt

JOB PURPOSE: To supervise circulation supervisor, clerks and pages. Provide excellent customer service interactions to patrons both in person, on the phone and through chat on the website.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. Supervises circulation supervisor(s), clerks and pages. May be asked to supervise volunteers.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Schedules, supervises, and evaluates circulation staff. Trains staff on new technologies/databases/updates to the cataloging system. Coordinates with the library's technology vendors and works with the library's IT contractor to maintain library technology and troubleshoot problems. Assists patrons on the public access computers. Creates technology classes including series as well as single classes on a variety of topics. Recommends technology-related and patron-related policies and procedures to Library Director and advises on long-term needs in relation to these areas. Creates signage, displays and handouts to educate patrons and promote technology and library services.

Works with Adult Services Librarians to promote eBooks and other emerging technologies. Troubleshoots issues with the online circulation system and acts as local liaison with SWAN on circulation matters. Assists in budget process related to technology including databases, equipment, software, website, etc. Applies for funding to improve or expand the library's technology to meet the needs of the community. Records monthly circulation statistics and creates other statistical reports as needed. Assists in maintaining the library's website. Keeps current with technology trends; reviews professional publications; and attends meetings and continuing education workshops. Supervises and provides continuing training to library staff and volunteers.

Additional Responsibilities:

Performs routine circulation desk duties as necessary. Assists patrons with reference questions, as needed. Encourages positive, friendly service from personnel. Defuses upset patrons, explains procedures, and rectifies any misunderstandings. Oversees billing and collections operations. Provides input on selecting materials for acquisition and withdrawal, primarily in the audiovisual collection. Advises library Director about departmental problems or changes. Assists in

performing non-circulation work in other departments, as needed. Performs other tasks as assigned by the Director.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES: Ability to work well with patrons and co-workers. Dedication to problem-solving. Ability to provide information clearly and accurately to the public and library administration. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate multiple tasks. Knowledge of public library services and materials a plus.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer, create craft kits and conduct programming. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: MLIS from an accredited university/school or similar work experience required. Commitment to work evenings and weekends. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Circulation Clerk
DEPT: PATRON SERVICES
TYPE: Non-Exempt

JOB PURPOSE: To provide excellent customer service interactions to patrons both in person, on the phone and through chat on the website.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Circulation Supervisor and Circulation Technology Manager. May be asked to supervise volunteers.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Performs tasks relating to circulating library materials, registering users, promoting library programs and services, and answering general information inquiries. Assists patrons at the Public Services desk with equipment including, but not limited to: public computers, printer, scanner, photocopier, and fax machine. May assist patrons with public computer questions, including, but not limited to: browsing the Internet, sending and receiving email, filling out online forms, and creating, editing, saving and retrieving documents. Handles incoming phone calls with a high level of customer service. Answers general information and directional questions. May work on special projects as assigned. May perform other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to work well with patrons and co-workers. Dedication to problem-solving. Ability to provide information clearly and accurately to the public and library administration. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate multiple tasks. Knowledge of public library services and materials a plus.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer, create craft kits and conduct programming. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Commitment to work evenings and weekends. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Library Director
DEPT: ADMINISTRATION
TYPE: Exempt

JOB PURPOSE: To create a dynamic library culture, connect with the community and continually improve the functionality and visibility of the library.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Board of Trustees.
Supervises all administrative staff. Assists with management of other staff and volunteers as needed.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Board: Attends Board of Trustee and Committee of the Whole meetings. Works with legal counsel to create necessary ordinances and resolutions. Works with the Board of Trustees to carry out the affairs of the North Riverside Public Library, including assisting in the formulation of policies and practices of the Board. Supports and requires the implementation of all board-approved strategic plans across departments. Develops and implements the necessary people and staff infrastructure that supports the library's objectives. Working with the library's management, creates the annual budget for presentation to the Board of Trustees for its discussion, possible amendment, and ultimate approval.

Staff: Directs and supports the recruiting, training and development, performance management, and retention of staff. Maintains an overview of library activities to hire and position staff to where they best serve the community and can realize their own success. Leads, implements, facilitates, and encourages professional development among staff members and mines the talents of staff to benefit library activities and goals. Creates opportunities for staff to suggest and implement improvements in library service, programs, and collections within a community-focused framework that supports the vision and mission of the North Riverside Public Library. Provides leadership to staff concerning the creation and implementation of innovative and inclusive practices in library management/administration and strategic planning.

Community Engagement and Relations: Expands community outreach to provide broader channels for the exchange of information, encouraging the library's responsiveness to the needs of the community and measuring and communicating impact with all stakeholders. Provides liaison initiatives to the business and school communities, positioning the library as a partner to them. Pursues partnerships with other organizations as appropriate to build offerings and audiences, consulting others knowledgeable in the field as appropriate in support of the library's role in community building and creating a shared and valued social infrastructure. Must be able to

envision the future and continue to build community with partners, patrons, and peer libraries on a local, regional and national level.

Service and Operations: Oversees the utilization and maintenance of the library's owned building and grounds. Leads the day-to-day operations of the library, including but not limited to: collections, communications, equity and anti-racism, human resources, operations, public services and programs, social services and public safety, and technology. Supervises the use and maintenance of technology to deliver, monitor, and enhance library services.

Budget and Finance: Maintains the financial integrity of the budget's implementation and administration. Oversees the appropriate solicitation, acceptance, and expenditure of restricted gifts. Oversees the provision of clear and complete reporting of library finances to the Board of Trustees for transparency for the community. Ensures that a professional audit of the library's finances is conducted every year and the results are reported to the Board of Trustees.

Communication: Acts as a conduit between the Board of Trustees and staff to ensure smooth coordination of articulations associated with daily operations, fundraising activities, and other pertinent communications related to the library. Facilitates, understands, and supports the leading and directing of all internal and external communications and public relations of the library. Oversees the continual development of the library's website and social media so that they are outstanding instruments for service delivery, information exchange, and public awareness. Must be able to clearly communicate and articulate library decisions and actions as they support the library's mission, vision, and goals—especially when others' values are not in alignment. Must be empathetic and skilled at problem-solving, conflict management, and resolution

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to work well with patrons and co-workers. Dedication to problem-solving. Ability to provide information clearly and accurately to the public and library administration. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate multiple tasks. Knowledge of public library services and materials a plus.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer, create craft kits and conduct programming. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: MLIS required. 2-5 years management experience recommended. Commitment to work evenings and weekends. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Maintenance

DEPT: MAINTENANCE

TYPE: Non-Exempt

JOB PURPOSE: To identify and repair or suggest repairs to the library building and grounds. To be responsive to library structure and grounds issues as identified by staff members.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. May supervise volunteers.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for repairing or replacing broken fixtures in the restrooms, stopping leaks and any maintenance, or for suggesting major repairs to be done by an outside company. Responsible for repairing or replacing broken light fixtures and burned out bulbs throughout the building. Responsible for minor painting projects and maintenance. Responsible for seasonal planting and decorating. Responsible for minor flooring repairs/replacement, cabinetry repair/replacement, and furniture repair/replacement. Responsible for implementing other updates as suggested or identified. (75%)

Works with different departments to give small “how to” programs. (5%)

Works to identify areas of improvement to the library facility and grounds and plans improvements within the budget with the director and head of the Library’s Building and Grounds committee. (20%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of maintenance of commercial facilities and grounds. Good verbal and written communication skills. Ability to work well with patrons and co-workers; relate well to the public and represent the library effectively to community groups; creatively solve problems and provide accurate information to the library administration; handle fast-paced, often multiple, inquiries from the staff; plan, lay out and coordinate the work of or with others; and work without supervision.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use tools and make repairs. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift materials weighing up to 50 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: High school diploma and minimum of 2 years facility maintenance experience. Commitment to work evenings and weekends regularly.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Page

DEPT: PATRON SERVICES

TYPE: Non-Exempt

JOB PURPOSE: To ensure the proper shelving and organization of library materials and assist with daily opening and closing operations.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Circulation and Technology Manager. May take direction from other department administrators as needed.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Shelves library materials and maintains order of library shelves. Empties book drops. Follows library opening and/or closing procedures. Refills paper in photocopiers. Retrieves items from shelves for interlibrary loan. Helps set up meeting rooms for library programs. Assists library patrons as needed or directs patrons to appropriate staff member(s). Assists with weeding projects and other special projects as needed. (90%)

Other duties as assigned. (10%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to deal with staff and the public in a courteous manner. Some familiarity with computers and email required.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Must have visual ability to see computer screen and read call numbers on books and bar code labels. Must be able to lift and carry bags of books or boxes weighing up to 40 pounds. Must be able to reach heights of greater than 60 inches. Must be able to walk distances of more than 50 feet within the building to shelve or retrieve materials. May be required to stand for extended intervals of time during work periods. Must be able to perform repetitive hand motion for extended periods of time. Must be able to bend to reach lower shelves.

QUALIFICATIONS FOR APPOINTMENT: Commitment to work evenings and weekends regularly. Library and/or customer service experience a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Technical Services Manager

DEPT: TECHNICAL SERVICES

TYPE: Non-Exempt

JOB PURPOSE: To process all materials, traditional and non, for all departments. Coordinate with other departments for reprocessing materials as needed.

ORGANIZATIONAL RELATIONSHIPS: Supervised by Library Director. May supervise volunteers or other staff for projects.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Obtains orders from Adult, Teen, Children, and A/V departments to categorize material purchased. Accepts packages to sort through material. Cross checks all material purchased is correct, follow up with department heads if there are any discrepancies. Processes all material in order to input into WorkFlows. Creates records as needed when items are not already in WorkFlows. Communicates with SWAN in regard to any changes with the record creating process or discrepancies with items. Stays up to date with changes by watching webinars, attending seminars or conferences, or communicating with other libraries. Purchases items to help process materials. Maintains standards throughout the library and delegates duties to others as needed. Creates Visual Processing Guide for others to learn how to process material when updates occur. Creates How-To documents in order to input material into WorkFlows when updates occur. Trains others as needed to act as back-ups and help with standardizing library. Assists with departmental weeding projects. Participates in management meetings. Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to deal with staff and the public in a courteous manner. Familiarity with computers, Microsoft Office, and email required.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Must have visual ability to see computer screen and read call numbers on books and bar code labels. Must be able to lift and carry bags of books or boxes weighing up to 40 pounds. Must be able to reach heights of greater than 60 inches. Must be able to walk distances of more than 50 feet within the building to run programs and help patrons as needed. May be required to stand for extended intervals of time during work periods. Must be able to perform repetitive hand motion for extended periods of time. Must be able to bend to reach lower shelves.

QUALIFICATIONS FOR APPOINTMENT: Commitment to work evenings and weekends regularly. Library and/or customer service experience a plus. Masters of Library Science (MLS degree) from an accredited ALA accredited university/school or comparable education or experience.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

APPROVED: 2/20/23

POSITION: Youth Services Manager

DEPT: YOUTH SERVICES

TYPE: Exempt

JOB PURPOSE: To provide library services to the youth population and to coordinate all children's programming and outreach. Collaborate with other departments on family/intergenerational programming and outreach.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. May supervise paraprofessional staff members and/or volunteers.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for the planning, development and delivery of all youth services and coordination and planning of family/intergenerational services. This includes supervision of programs, handouts, and outreach; collection development (selection and weeding) of materials; staff management and advocacy, including hiring, training, mentoring, scheduling and evaluating. Contributes to the library's quarterly newsletter. Maintains statistics and provides reports on programs and services; works with director to develop and administer the budget; interprets the collections to the public through promotional material, publicity, and public relations. Maintains current awareness of trends in youth librarianship and networks with others in the field. (80%)

Creates an outreach schedule and coordinates outreach for youth services and the library in general. Participates in the management team as well as the promotions team. Actively works to promote the library in the community. (20%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of public library services and materials, with a focus on current and emerging trends in librarianship. Ability to work well with patrons and co-workers. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate the work of others.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Master's degree in Library Science. Previous management experience a plus. Commitment to work evenings and weekends regularly. Bilingual in Spanish a plus.