

Agenda
North Riverside Public Library District
Board of Trustees
Regular Meeting, June 20th, 2022
6:00 PM

1. Open of Meeting

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

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 May 16th, 2022 Regular Board Meeting
Correspondence

B. Treasurer:

May 2022 Financial Statements
Authorization to transfer \$80,000 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. Staff wage increase – COLA (action)
- B. Illinois Libraries Presents IGA (action)
- C. 2022/2023 Meeting Date Resolution (action)
- D. B&M Ordinance (action)
- E. Closed session minutes review (action)

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 July 18th, 2022 at 6:00 p.m.

Agenda
North Riverside Public Library District
Board of Trustees
Regular Meeting, May 16th, 2022
6:00 PM

Zoom Meeting information:

Join Zoom Meeting

<https://us02web.zoom.us/j/87538915233?pwd=QURzWldNSmpaenZqa0RGa2xkQXlsUT09>

Meeting ID: 875 3891 5233

Passcode: 872982

One tap mobile

+13126266799,,87538915233# US (Chicago)

6:05pm

1. Open of Meeting

A. Call to order - 6:05pm

Present: Annette Corgiat, John Mathias, Jeanne Ottenweller, Kyle Johnson

Absent: Greg Gordon, Ken Rouleau

Also Present: Director Natalie Starosta

B. Quorum was established

C. No guests present

D. Approval of agenda

A motion was made by John Mathias to approve the agenda as written. Seconded by Kyle Johnson. The ayes carried.

2. Open Forum

No guests present for open forum.

3. Consent Agenda

A. Secretary:

Minutes of the April 18th, 2022 Regular Board Meeting

No correspondence.

B. Treasurer:

March 2022 Financial Statements

Authorization to transfer \$80,000 to checking.

A motion was made by John Mathias to approve the agenda as written. Seconded by Jeanne Ottenweller. The ayes carried.

5. President's Report

Annette will be distributing information regarding the 4th of July. She is currently in the process of securing a golf cart, as securing a vehicle has hit a snag due to the high demand in the current automobile market. Director Starosta has candy remaining from last year's 4th of July.

6. Director's Report

Statistics were distributed to board members' folders. Director Starosta encouraged trustees to direct their continuing education plans and expenses directly to the Director.

7. Committee Reports

- A. Advocacy (Johnson) (informational)
Sent out item to trustees listing businesses that were reached out to last year and notes on who had responded. If connections exist, trustees should coordinate with Kyle to reach out to them so that Kyle is not cold-calling.
- B. Building & Grounds (Rouleau) (informational)
Due to parking lot repaving, May 25th – 28th the library will be closed. Jeanne asked whether book lockers are live, which Director Starosta confirmed.
- C. Finance (Bonnar) (informational)
(Director Starosta speaking on behalf of Board Member Bonnar)
Draft working budget is in New Business, and was reviewed last board meeting and during the previous committee of the whole meeting (to be voted on at the present meeting). Also, the Building and Maintenance Ordinance for next years levy will be reviewed in more detail.
- D. Personnel (Gordon) (informational)
(Director Starosta speaking on behalf of Board Member Gordon)
Noted that the Director's Evaluation is upcoming, but nothing else relating to personal discussed.
- E. Policy (Bonnar, Ottenweller) (informational)
(Board Member Ottenweller speaking on behalf of both Members)
The review of policy updates was initiated during the previous committee of the whole meeting and will be on the agenda for the June board meeting.
- F. Strategic Planning (Mathias) (informational)
When board member John was talking to Director Starosta, they suggested adding an event every 6 month to the board calendar for closed session minute-review. Also, for future committee of the whole meetings, members can turn to Mathias for help trustees update their tablets. Mathias also suggested systematizing an overarching manual for current and future trustees, which would be an amendable file. Director Starosta explained that this document is currently being composed and will be shared with the board by July 1st.

8. New Business

- A. Draft 2022/2023 Working Budget (action)
A motion was made by John Mathias to approve the agenda as written. Seconded by Kyle Johnson. The ayes carried.

B. B&M Ordinance Review (informational)

Director Starosta reviewed in more detail the annual building and maintenance ordinance discussed during the April board meeting, specifying that: it will be voted on during the June 2022 meeting, it is a 0.2% levy that is specifically for building and maintenance, it is voted on every year, and the draft document is available for board members to review prior to the June board meeting.

9. Old Business

No old business to discuss.

10. Closed session

N/A

11. Return to open session

N/A

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

N/A

13. Adjournment

A motion was made by Jeanne Ottenweller to approve the agenda as written. Seconded by John Matthias. The ayes carried.

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

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

Next regular Board Meeting is scheduled for June 20th, 2022 at 6:00 p.m.



North Riverside Public Library District

Balance Sheet
As of May 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	191,746.01
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	0.00
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)	368,460.05
1501-01 First American Checking (5001)	111,243.15
1505-07 Chase Bank	7,766.98
1509-07 Cash - IPTIP IL Funds	94,536.95
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	\$638,922.16

	TOTAL
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
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	\$1,408,733.40
TOTAL ASSETS	\$1,408,733.40

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	0.00
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	688.10
4003-01 Child Support	0.00
4200-01 Accrued Wages	13,911.42
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	812.47
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00
Total Other Current Liabilities	\$15,411.99
Total Current Liabilities	\$15,411.99
Total Liabilities	\$15,411.99
Equity	
3200-00 Retained Earnings	337.39
5600-01 General Fund Balance	1,441,271.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	4,281.00
5600-05 Public Liability Fund Balance	43,302.00
5600-06 Unemployment Insurance Fund Balance	4,404.00
5600-07 Building Fund Balance	-134,324.00
5600-08 Social Security Fund Balance	-3,185.00
5600-09 Pension Fund Balance	-42,705.00
Opening Balance Equity	0.00
Net Income	49,940.02
Total Equity	\$1,393,321.41
TOTAL LIABILITIES AND EQUITY	\$1,408,733.40

North Riverside Public Library District
Budget vs Actual
May 2022

REVENUE		Actual	Budget	92% % of Budget
6904-01	Donations	\$ 13,595	\$ 10,000	136%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ -	\$ (15,000)	0%
6903-01	Fees and fines	\$ 8,034	\$ 5,000	161%
6905-01	Grants	\$ 152,581	\$ 50,000	305%
6906-01	Interest	\$ 201	\$ 1,500	13%
6901-01	Property tax	\$ 1,051,631	\$ 1,124,759	93%
6915-15	Loan Proceeds	\$ -	\$ 172,000	0%
6920-01	Unrealized Income Annuities	\$ 3,333	\$ 20,000	17%
6909-01	Memorial Books/Lost & Paid Materials	\$ -	\$ -	0%
6910-01	Miscellaneous Revenue	\$ 7,248	\$ -	0%
	Total	\$ 1,236,623	\$ 1,368,259	90%

OPERATING EXPENSES	Actual	Budget	% of Budget
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SALARIES

7504-01	Clerks	\$ 205,099	\$ 222,200	92%
7507-01	Pages	\$ 34,631	\$ 27,200	127%
7508-01	Administration	\$ 276,582	\$ 288,775	96%
7509-01	Salaries - Grant	\$ 2,628	\$ -	0%
	Total	\$ 518,939	\$ 543,442	95%

BENEFITS

7600-05	health insurance	\$ 27,267	\$ 31,200	87%
7650-09	IMRF	\$ 34,759	\$ 31,840	109%
7660-06	unemployment insurance	\$ (983)	\$ 800	-123%
7670-08	social security/mcare	\$ 39,476	\$ 37,257	106%
	Total	\$ 100,519	\$ 101,097	99%

TRAINING

7700-01	educational training trustees	\$ 999	\$ 500	200%
7800-01	educational training staff	\$ 3,702	\$ 4,500	82%
	Total	\$ 4,701	\$ 5,000	94%

OPERATING EXPENSES

Actual

Budget

92%
% of Budget**MATERIALS**

8090-01	books on CD-adult	\$ 987	\$ 1,500	66%
8091-01	books on CD-children	\$ 701	\$ 700	100%
8096-01	compact disks-music-adult	\$ -	\$ 400	0%
8097-01	compact disks-music-children	\$ 509	\$ 1,000	51%
8104-01	adult fiction	\$ 11,850	\$ 14,500	82%
8105-01	adult nonfiction	\$ 7,368	\$ 9,500	78%
8106-01	children's fiction/nonfiction	\$ 11,553	\$ 18,000	64%
8107-01	YA Fiction/nonfiction	\$ 5,565	\$ 6,000	93%
8108-01	eBooks	\$ 8,668	\$ 5,000	173%
8115-01	adult large print	\$ 1,894	\$ 2,000	95%
8120-01	newspapers	\$ 1,671	\$ 3,400	49%
8130-01	internet databases	\$ 10,987	\$ 16,000	69%
8140-01	adult periodicals	\$ 900	\$ 900	100%
8141-01	Children's Periodicals	\$ 380	\$ 500	76%
8160-01	adult DVDs-feature movies	\$ 4,309	\$ 6,000	72%
8161-01	Adult Games	\$ -	\$ 1,300	0%
8162-01	children's DVDs-movies	\$ 1,112	\$ 1,400	79%
8163-01	ya DVDs	\$ 499	\$ 1,400	36%
8164-01	foreign language DVDs	\$ 305	\$ -	0%
8166-01	children's games	\$ 2,255	\$ 2,500	90%
Total		\$ 71,513	\$ 92,000	78%

PROGRAMS

8150-01	children's programs	\$ 2,762	\$ 3,000	92%
8152-01	children's summer reading program	\$ 2,398	\$ 4,000	60%
8153-01	ya programs	\$ 1,099	\$ 2,000	55%
8154-01	Makerspaces/library of things	\$ 3,821	\$ 4,000	96%
8155-01	adult programs	\$ 5,167	\$ 4,000	129%
8156-01	Technology programs	\$ 31	\$ 1,000	3%
8157-01	senior programs	\$ 445	\$ 2,000	22%
Total		\$ 15,723	\$ 20,000	79%

STRATEGIC INITIATIVES

8158-01	Strategic Initiatives	\$ 26	\$ 2,000	1%
Total		\$ 26	\$ 2,000	1%

OPERATING EXPENSES

Actual

Budget

92%
% of Budget**COMPUTERS**

8171-01	information technology	\$ 38,111	\$ 18,500	206%
8172-01	new computer equipment	\$ 9,735	\$ 10,000	97%
8172-02	Digital Divide Project	\$ 9	\$ -	0%
8175-01	mls computer fund	\$ 22,442	\$ 23,000	98%
8180-01	software	\$ 933	\$ 1,500	62%
8190-01	website	\$ 7,424	\$ 7,500	99%
8195-01	email	\$ 34	\$ 500	7%
	Total	\$ 78,687	\$ 61,000	129%

OFFICE SUPPLIES

8202-01	Office Supplies	\$ 9,237	\$ 14,000	66%
	Total	\$ 9,237	\$ 14,000	66%

UTILITIES- OPERATING EXPENSE

8301-07	telephone	\$ 15,630	\$ 13,500	116%
8302-07	electricity	\$ 15,244	\$ 30,000	51%
8303-07	gas	\$ 7,203	\$ 6,000	120%
8304-07	water/garbage	\$ 1,325	\$ 2,000	66%
	Total	\$ 39,401	\$ 51,500	77%

BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 5,226	\$ 12,000	44%
8308-07	service contracts	\$ 35,347	\$ 43,000	82%
8315-07	fees and permits	\$ -	\$ 1,950	0%
8330-01	casual labor	\$ 75	\$ 3,500	2%
8335-07	building repairs	\$ 113,478	\$ 204,000	56%
	Total	\$ 154,126	\$ 264,450	58%

TRAVEL

8342-01	lodging/meals/mileage	\$ 135	\$ 2,000	7%
	Total	\$ 135	\$ 2,000	7%

OPERATING EXPENSES

Actual

Budget

92%
% of Budget**OTHER EXPENSES**

8355-01	memberships	\$ 2,466	\$ 2,200	112%
8360-01	Grants	\$ 79,660	\$ 50,000	159%
8361-01	Donations	\$ 12,233	\$ 10,000	122%
8365-01	library promotion	\$ 880	\$ 6,000	15%
8370-01	postage	\$ 3,317	\$ 3,000	111%
8375-01	Advertising	\$ 171	\$ 4,500	4%
8385-01	memorials and tributes	\$ 659	\$ 500	132%
8396-01	bank charges and fees	\$ 397	\$ 150	264%
8399-01	ILL Loss/Damage	\$ 138	\$ 250	55%
Total		\$ 99,920	\$ 76,600	130%

OUTSIDE SERVICES

8400-01	accounting	\$ 10,630	\$ 15,000	71%
8401-01	audit	\$ 8,450	\$ 12,000	70%
8402-01	legal fees	\$ 8,513	\$ 6,000	142%
8404-01	Staff Recognition	\$ 473	\$ 2,500	19%
8405-01	appraisal	\$ 438	\$ 2,500	18%
8406-01	collection agency	\$ 171	\$ 200	85%
8408-01	strategic plan	\$ -	\$ 500	0%
8410-01	printing	\$ 7,962	\$ 10,000	80%
8430-01	payroll expenses	\$ 6,185	\$ 5,000	124%
8435-01	background checks	\$ 171	\$ 200	86%
Total		\$ 42,992	\$ 53,900	80%

INSURANCE

8460-05	liability insurance package	\$ 19,497	\$ 19,500	100%
Total		\$ 19,497	\$ 19,500	100%

DEBT

8601-02	Debt Certificate Interest	\$ 5,565	\$ 16,500	0%
8701-02	Debt Certificate Principle	\$ 25,700	\$ 43,500	59%
Total		\$ 31,265	\$ 60,000	52%

TOTAL OPERATING EXPENSES

\$ 1,186,683	\$ 1,366,489	87%
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NET INCOME

\$ 49,940	\$ 1,770
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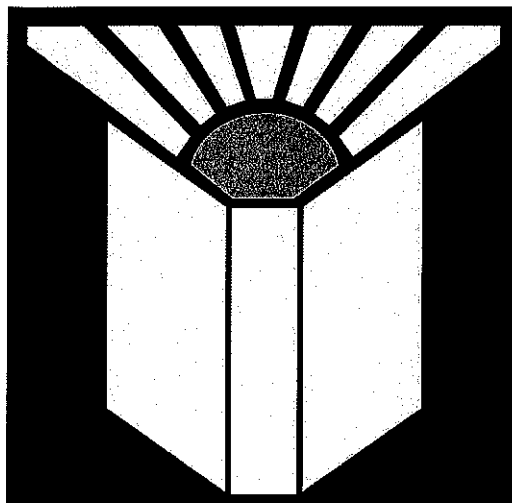
North Riverside Public Library District
Check Detail
 May 2022

Date	Num	Name	Memo/Description	Amount
05/04/2022	14809	Baker & Taylor	CHILDREN FICTION & NON FICTION	\$ 132.76
05/04/2022	14810	Black Stone	BOOKS ON CD ADULTS	\$ 72.00
05/04/2022	14811	CAPITAL ONE	APRIL STATEMENT - Adult DVDS, Staff Recognition, Office Supplies, Memberships, Building Repairs, Adult Programs, Donations, Trustee Training, Advertising, Children Fiction, Games, Buildi Guilt, Grants, Music CD, Fees, Etc.	\$ 5,415.32
5/4/2022	14812	CENGAGE Learning	Adult large Print	\$ 151.95
05/04/2022	14813	COMCAST .	ACCT# 904053498 INV 144082527	\$ 642.54
05/04/2022	14814	Maria M. Curran	SUMMER NEWSLETTER	\$ 100.00
05/04/2022	14815	FIRST AMERICAN BANK .	APRIL STATEMENT - Databases, Technology Programs, Software	\$ 188.23
05/04/2022	14816	Francozek Radelet	PROFESSIONAL SERVICES GHROUGH MARCH 31 2022	\$ 55.12
05/04/2022	14817	Hinckley Springs	2429867 042022	\$ 26.50
05/04/2022	14818	Illinois Office of the State Fire Marshal	Inspection Biotes	\$ 200.00
05/04/2022	14819	INGRAM LIBRARY SERVICES	Adult Fiction, Adult Non Fiction, Children Fiction	\$ 1,618.57
05/04/2022	14820	Johnson Controls Security Solutions	05/01/22-07/31/22	\$ 110.94
05/04/2022	14821	Kevin Kelly	CHILDREN SUMMER READING MAGIC PERFORMANCE	\$ 300.00
05/04/2022	14822	Lauterbach & Amen, LLP	Profesional services for the month of April 2022	\$ 915.00
05/04/2022	14823	LEAF	3 COPIERS 13161189	\$ 668.00
05/04/2022	14824	Veronica Martinez	REIMBURSEMENT - Suplies for Pinata and office supplies	\$ 64.77
05/04/2022	14825	Midwest Tape	Databases, Children Books, DVDS	\$ 296.36
05/04/2022	14826	Muellemist Service Corporation	RPZ CERTIFICATION	\$ 135.00
05/04/2022	14827	Nitech Fire & Security Industries, Inc	BURGLAR ALARM MONITORING & FIRE ALARM SERVICE MAY 1 2022 - JULY 31 2022	\$ 320.40
05/04/2022	14828	OverDrive, Inc	CHILDREN FICTION/ NON FICTION	\$ 647.82
05/04/2022	14829	Paychex - Human Resource Services	INV 12489776	\$ 57.00
05/04/2022	14830	Roscoe	MATS	\$ 161.98
05/04/2022	14831	Colette Stubitsch	COUPON ERRAND	\$ 3.33
05/04/2022	14832	TBS	ANNUAL LICENSE AND SUPPORT FOR SCAN SYSTEM	\$ 695.00
05/04/2022	14833	Technology Management Rev Fund	billing T2222384	\$ 133.00
05/04/2022	14834	Terminix	Invoice 418948539	\$ 102.00
05/04/2022	14835	United States Alliance Fire Protection, Inc	annual sprinkler inspection panel	\$ 350.00
05/04/2022	14836	Utica National Insurance Group	Act # 100943170	\$ 768.00
05/04/2022	14837	Gary Wenstrup	THE BEATLES	\$ 225.00
05/04/2022	14838	Maria M. Curran	SUMMER NEWSLETTER	\$ 400.00
05/04/2022	14839	Rosewood Construction Group	Electrical, Mechanical, Fire sprinklers, Install floor and base, framing, drywall and painting	\$ 13,423.00
05/18/2022	14840	AEP ENERGY	AEP ENERGY # 3014417557 Utility # 3563082012	\$ 1,333.88

05/18/2022	14841	Black Stone	BOOKS ON CD ADULTS	\$	36.00
05/18/2022	14842	Baker & Taylor	CHILDREN FICTION 0 NON FICTION	\$	178.25
05/18/2022	14843	COMCAST .	146150512	\$	646.89
05/18/2022	14844	Comcast	Internet SERV MAY 02 2022 - JUN 6 2022	\$	328.73
05/18/2022	14845	INGRAM LIBRARY SERVICES	Adult Fiction/ Non-fiction, Children Fiction/ Non-Fiction, YA, Damage	\$	848.16
05/18/2022	14846	Cathy Kolessar	STRECHING AND MEDITATION 06/06/22	\$	50.00
05/18/2022	14847	LIMRiCC	APRIL	\$	2,722.43
05/18/2022	14848	OverDrive, Inc	E-BOOKS	\$	237.06
05/18/2022	14849	Outsource Solutions Group	Tech Services, Computer Equipment	\$	1,775.35
05/18/2022	14850	Roscoe	MATS	\$	161.88
05/18/2022	14851	Secure Document Solutions	regular Schedule Secure document destruction	\$	65.00
05/18/2022	14852	TBS	ANNUAL LICENSE AND SUPPORT FOR SCAN SYSTEM	\$	39.68
05/18/2022	14853	Terminix	Invoice 419957253	\$	102.00
05/18/2022	14854	Unique Management Services, Inc	INV 6089332	\$	9.85
05/18/2022	14855	Versatile Computer Services	INV 15420, 15481, 15619, 15669, 15689, 16014	\$	3,924.88
05/24/2022	14856	Franczek Radelet	INV 213077, 213079	\$	183.96
05/24/2022	14857	FIRST AMERICAN BANK .	MAY STATEMENT - Databases, Technology programs, Bank Fees, Children Summer Reading Program, Office Supplies, Software	\$	1,161.46
05/24/2022	14858	INGRAM LIBRARY SERVICES	April & May Invoices	\$	687.47
05/24/2022	14859	Veronica Martinez	BUILDING SUPPLIES	\$	21.20
05/24/2022	14860	MPLC	Licences for movie July 01 2022 - JULY 01 2023	\$	169.20
05/24/2022	14861	Midwest Tape	ADULT DVDS	\$	22.49
05/24/2022	14862	OverDrive, Inc	ADULT PRINT LARGE	\$	730.46
05/24/2022	14863	Martin Petersen Company, Inc.	PERFORM MAINTENANCE AS PER AGREEMENT	\$	496.00
05/24/2022	14864	Elizabeth Webster	TRAVEL TO WHEATON	\$	17.46
05/24/2022	14865	WILLIAM HAZELGROVE	THE INVENTING ANNA OF THE GILDRED AGE	\$	300.00
05/24/2022	14866	Cathy Kolessar	STRECHING AND MEDITATION 06/20/22	\$	50.00
05/24/2022	14867	Cathy Kolessar	CHAIR YOGA 06/27/22	\$	50.00
05/24/2022	14868	Cathy Kolessar	STRETCHING AND MEDITATON 07/18/22	\$	50.00
05/24/2022	14869	CAPITAL ONE	MAY STATEMENT - Grants, Tech Service, Adult DVD, Memberships, Computer Equipment, Postage, Website, Adult Programs, Music CD, Office Supplies, Donations, Marketing, Games, Staff Recognition, Newspapers, etc.	\$	13,531.96
05/31/2022		Nicor Gas	Nicor Gas Payment	\$	1,143.20
05/31/2022		Paychex - Human Resource Services	Payroll 05.22	\$	446.16
05/31/2022		ICMA	ICMA 5/2022	\$	4,343.64
05/31/2022		IMRF	IMRF - May 2022	\$	4,637.68
Total				\$	68,900.17

Management Report

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



Prepared on
June 20, 2022

For management use only

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Profit and Loss

July 2021 - May 2022

	Total
INCOME	
6903-01 Fines & Fees	8,034.15
6904-01 Donations	13,594.82
6905-01 Grants	152,581.00
6910-01 Misc. Revenue	7,248.00
6920-01 Unrealized Income-Annuities	3,332.54
Interest	
6906-01 Interest Earned	201.46
Total Interest	201.46
Property Taxes	
6901-01 Property Tax	940,768.71
6901-04 Tax Revenue-Audit Fund	7,390.33
6901-05 Tax Revenue-Liability Ins	4,486.42
6901-06 Tax Revenue-Unemploy Ins	1,583.58
6901-07 Tax Revenue-Bldg Fund	48,040.72
6901-08 Tax Revenue-SS	36,162.95
6901-12 Property Tax - IMRF Fund	13,198.12
Total Property Taxes	1,051,630.83
Total Income	1,236,622.80
GROSS PROFIT	1,236,622.80
EXPENSES	
8360-01 Grants	79,659.66
Advertising & Marketing	
8361-01 Donations	12,232.74
8365-01 Library Promotion	879.61
8370-01 Postage	3,317.15
8375-01 Advertising	170.98
8385-01 Memorials & Tributes	658.95
8399-01 ILL Loss/Damage	138.11
8404-01 Staff Recognition	472.84
8410-01 Printing	7,961.86
Total Advertising & Marketing	25,832.24
Bank Charges & Fees	
8396-01 Bank Charges & Fees	396.50
Total Bank Charges & Fees	396.50
Benefits	
7600-05 Health Insurance	27,267.41
7650-09 IMRF Pension	34,758.63
7660-06 Unemployment Insurance	-983.08
7670-01 Taxes-Fica Expense	39,475.83
Total Benefits	100,518.79
Building Expense	

	Total
8305-07 Building & Ground	18,713.00
8306-07 Building Supplies	5,226.22
8308-07 Service Contracts	35,347.31
8315-07 Fees & Permits	
8320-07 Building & Grounds	10,229.00
8330-01 Casual Labor	75.00
8335-07 Bulding Repairs	84,535.85
Total Building Expense	154,126.38
Computers/Technology	
8170-01 Computer Supplies	750.00
8171-01 Tech Service	37,361.41
8172-01 Computer Equipment	9,735.24
8172-02 Digital Divide Project	9.06
8175-01 MLS Computer Fund	22,441.55
8180-01 Software	932.72
8190-01 Website	7,423.60
8195-01 Email	33.60
Total Computers/Technology	78,687.18
Insurance	
8460-05 Liability Insurance	19,497.00
Total Insurance	19,497.00
Interest Paid	
8601-02 Debt Service-Interest	5,565.41
Total Interest Paid	5,565.41
Legal & Professional Services	
8400-01 Accounting	10,630.00
8401-04 Audit	8,450.00
8402-01 Legal Fees	8,512.58
8405-01 Appraisal	438.00
8406-01 Collection Agency	170.95
8430-01 Payroll Expenses	6,185.18
8435-01 Background Checks	171.00
Total Legal & Professional Services	34,557.71
Library Materials	
8090-01 Books on CD - Adult	986.69
8091-01 Books on CD - Children	700.77
8097-01 Music CD - Children	509.18
8104-01 Adult Fiction	11,850.00
8105-01 Adult Non-Fiction	7,368.38
8106-01 Children Fiction / Non-Fiction	11,553.01
8107-01 Young Adult Fiction/Non-Fiction	5,565.28
8108-01 eBooks	8,667.86
8115-01 Adult Large Print	1,894.25
8120-01 Newspapers	1,671.13

	Total
8130-01 Databases	10,986.57
8140-01 Adult Periodicals	900.00
8141-01 Children/YA Periodicals	379.96
8160-01 Adult DVDs - Fiction	4,309.25
8162-01 Children DVDs	1,111.96
8163-01 YA DVDs	498.54
8164-01 Foreign Lang. DVDs	305.00
8166-01 Games	2,255.36
Total Library Materials	71,513.19
Office Supplies & Software	
8202-01 Office Supplies	9,237.22
Total Office Supplies & Software	9,237.22
Programs & Strategic Initiatives	
8150-01 Children's Programs	2,762.12
8152-01 Children's Summer Reading Program	2,397.76
8153-01 Young Adult Programs	1,098.80
8154-01 Makerspaces/library of things	3,821.37
8155-01 Adult Programs	5,167.09
8156-01 Technology Programs	30.88
8157-01 Senior Programs	445.20
8158-01 Strategic Initiatives	25.98
Total Programs & Strategic Initiatives	15,749.20
Salaries	
7504-01 Library Clerks	205,098.89
7507-01 Library Pages	34,630.77
7508-01 Administrators	276,582.12
7509-01 Salaries - Grant	2,627.56
Total Salaries	518,939.34
Travel & Training	
7700-01 Trustee Training	998.91
7800-01 Staff Training	3,702.04
8342-01 Lodging, Meals, Mileage	134.63
8355-01 Memberships	2,465.90
Total Travel & Training	7,301.48
Utilities	
8301-07 Telephone	15,630.28
8302-07 Electricity	15,243.63
8303-07 Natural Gas	7,203.06
8304-07 Water/Garbage	1,324.51
Total Utilities	39,401.48
Total Expenses	1,160,982.78
NET OPERATING INCOME	75,640.02
OTHER EXPENSES	
8701-02 Debt Certificate Principle	25,700.00

	Total
Total Other Expenses	25,700.00
NET OTHER INCOME	-25,700.00
NET INCOME	\$49,940.02

Balance Sheet

As of May 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	191,746.01
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	0.00
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)	368,460.05
1501-01 First American Checking (5001)	111,243.15
1505-07 Chase Bank	7,766.98
1509-07 Cash - IPTIP IL Funds	94,536.95
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	638,922.16
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	1,408,733.40
TOTAL ASSETS	\$1,408,733.40

LIABILITIES AND EQUITY

Liabilities

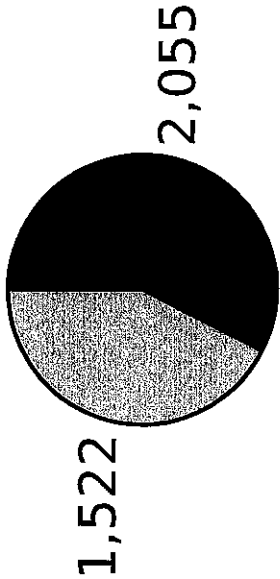
	Total
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	0.00
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	0.00
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	688.10
4003-01 Child Support	0.00
4200-01 Accrued Wages	13,911.42
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	812.47
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00
Total Other Current Liabilities	15,411.99
Total Current Liabilities	15,411.99
Total Liabilities	15,411.99
Equity	
3200-00 Retained Earnings	337.39
5600-01 General Fund Balance	1,441,271.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	4,281.00
5600-05 Public Liability Fund Balance	43,302.00
5600-06 Unemployment Insurance Fund Balance	4,404.00
5600-07 Building Fund Balance	-134,324.00
5600-08 Social Security Fund Balance	-3,185.00
5600-09 Pension Fund Balance	-42,705.00
Opening Balance Equity	0.00
Net Income	49,940.02
Total Equity	1,393,321.41
TOTAL LIABILITIES AND EQUITY	\$1,408,733.40

Item Library

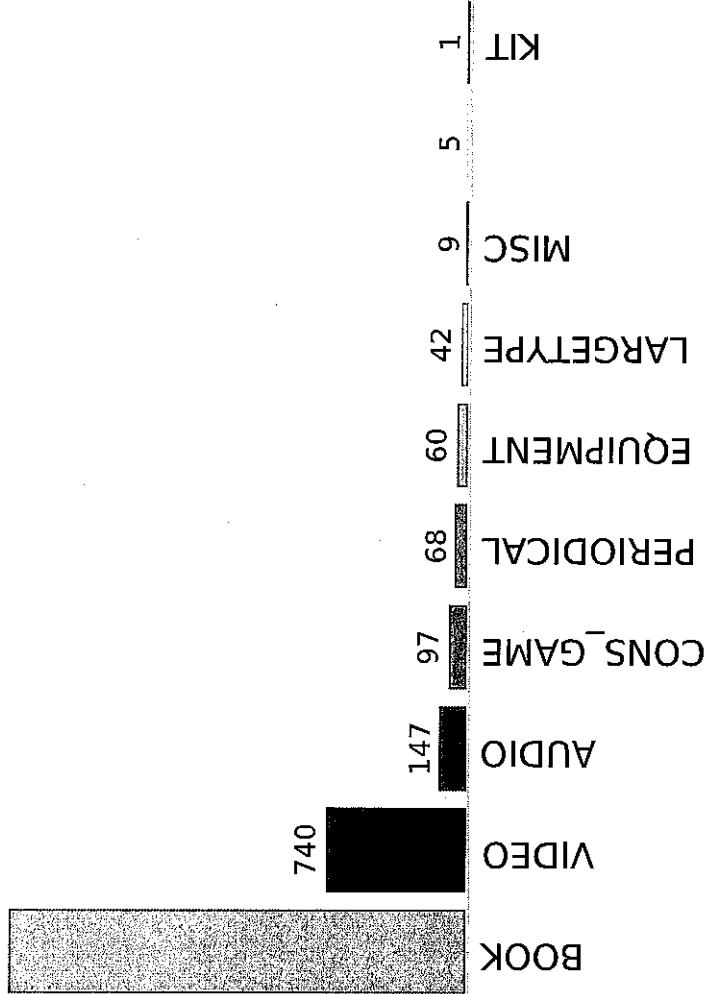
NRS

Checkouts & Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
Total	3,577	100.00%
Charge Item Part B	2,055	57.45%
Renew Item	1,522	42.55%



Item Cat1	Transactions	% of Total
Total	3,577	100.00%
BOOK	2,408	67.32%
VIDEO	740	20.69%
AUDIO	147	4.11%
CONS_GAME	97	2.71%
PERIODICAL	68	1.90%
EQUIPMENT	60	1.68%
LARGETYPE	42	1.17%
MISC	9	0.25%
	5	0.14%
KIT	1	0.03%



Item Library

NRS

Checkouts & Renewals of Your Items

Item Type	Transaction:	% of Total
Total	3,577	100.00%
BOOK	1,943	54.32%
BOOK_NEW	453	12.66%
DVD_FEAT	377	10.54%
DVD_NEWFEA	114	3.19%
CONSOLEGAM	84	2.35%
DVD_BOXSET	83	2.32%
PERIODICAL	68	1.90%
CD_AUDIO	67	1.87%
BLURAY_FEA	56	1.57%
CD_SPOKEN	56	1.57%
DVD	48	1.34%
EQUIPMENTC	47	1.31%
BLURAY_NFE	33	0.92%
LARGETYPE	31	0.87%
PAPERBACK	19	0.53%
CONSOLENEW	16	0.45%
DVD_BOXNEW	15	0.42%
CD_NEW	13	0.36%
EQUIPMENT	13	0.36%
LARGETYPEN	10	0.28%
REALIA	9	0.25%
CD_SPOKNEW	7	0.20%
DVD_NEW	7	0.20%
DVD_NEWFEJ	5	0.14%
DVD_FEAT_J	2	0.06%
KIT_NEW	1	0.03%

Item Home Location	Transaction:	% of Total
Total	3,577	100.00%
STACKS	1,546	43.22%
STACKS_JUV	1,180	32.99%
NEW_ADULT	506	14.15%
YOUNGADULT	187	5.23%
NEW_JUV	118	3.30%
NEW_YA	40	1.12%

Item Library

NRS

Checkouts & Renewals of Your Items

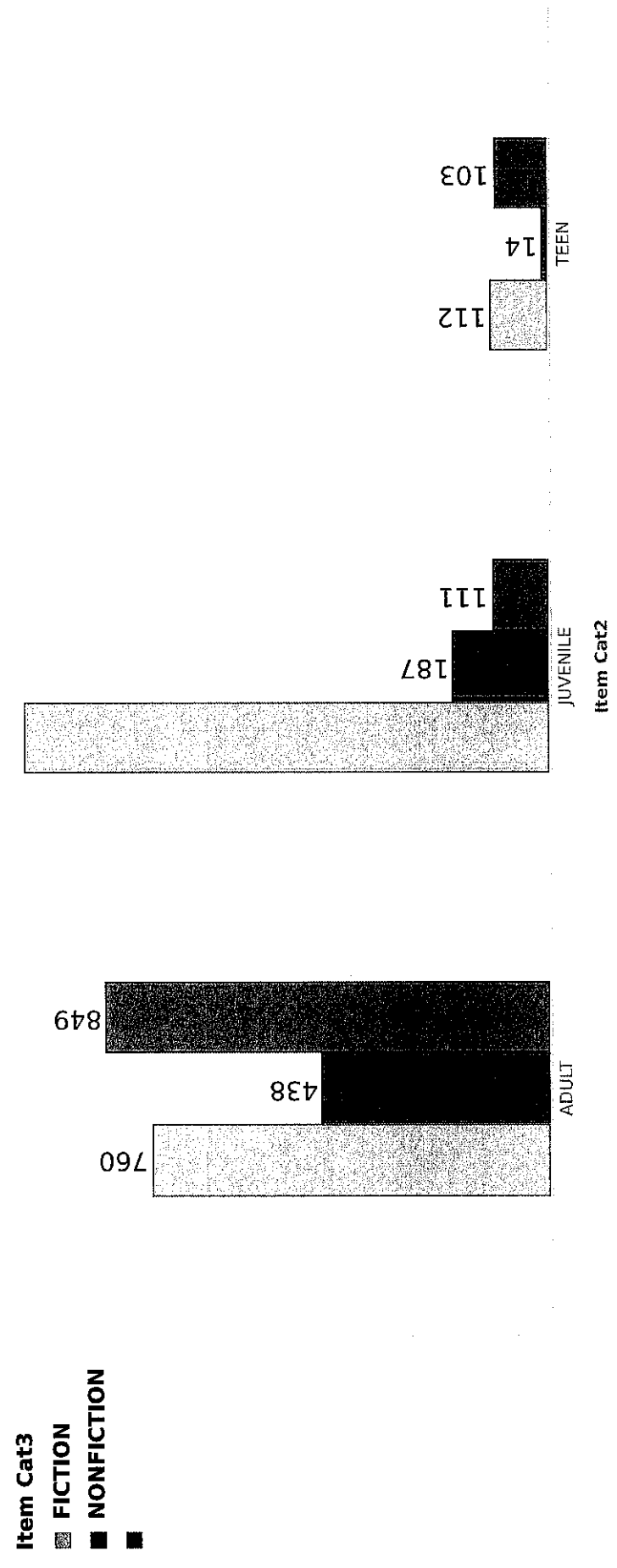
User Library	Trans Stat	User Profile Name	Transactions	% of Total
Total			3,577	100.00%
NRS		NRS_ADULT	1,386	38.75%
		NRS_JUV	1,209	33.80%
RSS		RSS_ADULT	200	5.59%
BYS		BYS_ADULT	92	2.57%
MWS		MWS_ADULT	76	2.12%
FPS		FPS_ADULT	55	1.54%
BFS		BFS_PATRON	34	0.95%
OPS		OPS_PATRON	22	0.62%
GVD		GVD_PATRON	22	0.62%
DGS		DGS_PATRON	19	0.53%
GED		GED_PATRON	18	0.50%
WMS		WMS_PATRON	18	0.50%
INS		INS_PATRON	18	0.50%
RFS		RFS_JUV	17	0.48%
SCD		SCD_PATRON	17	0.48%
FRS		FRS_PATRON	16	0.45%
TFS		TFS_PATRON	15	0.42%
ILL_LIBS		CHICAGO_P	15	0.42%
BRS		CHICAGO_P	14	0.39%
NRS		BRS_ADULT	13	0.36%
FPS		FPS_JUV	12	0.34%
VPD		VPD_PATRON	11	0.31%
WRS		WRS_PATRON	11	0.31%
CSD		CSD_PATRON	11	0.31%
RFS		RFS_ADULT	9	0.25%
ROD		ROD_PATRON	9	0.25%

Item Library

NRS

Checkouts & Renewals of Your Items					
Item Cat2			Item Cat3		
	Transactions	% of Total		Transactions	% of Total
ADULT	2,047	57.23%	FICTION	1,875	52.42%
JUVENILE	1,301	36.37%	NONFICTION	639	17.86%
TEEN	229	6.40%		1,063	29.72%
Total	3,577	100.00%	Total	3,577	100.00%

Circs by Cat2 & Cat3

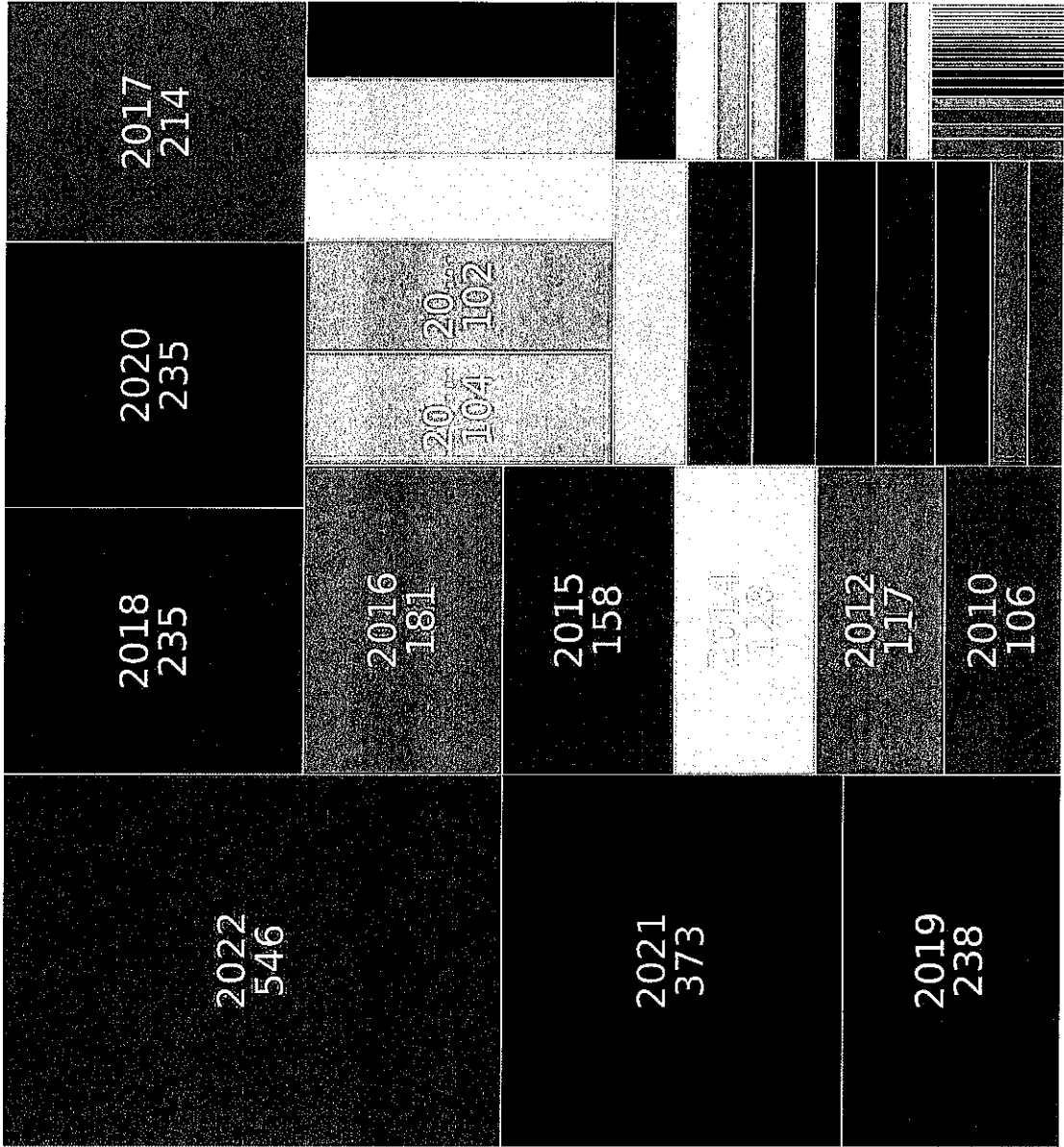


Item Library

NRS

Checkouts & Renewals of Your Items

Publication Year	Transactions	% of Total
Total	3,577	100.00%
2022	546	15.26%
2021	373	10.43%
2019	238	6.65%
2018	235	6.57%
2020	235	6.57%
2017	214	5.98%
2016	181	5.06%
2015	158	4.42%
2014	128	3.58%
2012	117	3.27%
2010	106	2.96%
2011	104	2.91%
2013	102	2.85%
2008	78	2.18%
2009	71	1.98%
2005	70	1.96%
2007	66	1.85%
2006	59	1.65%
2003	57	1.59%
0	54	1.51%
2004	54	1.51%
2002	50	1.40%
2000	34	0.95%
2001	31	0.87%
1999	29	0.81%
1998	18	0.50%
1997	16	0.45%
1990	13	0.36%
1991	13	0.36%
1994	13	0.36%



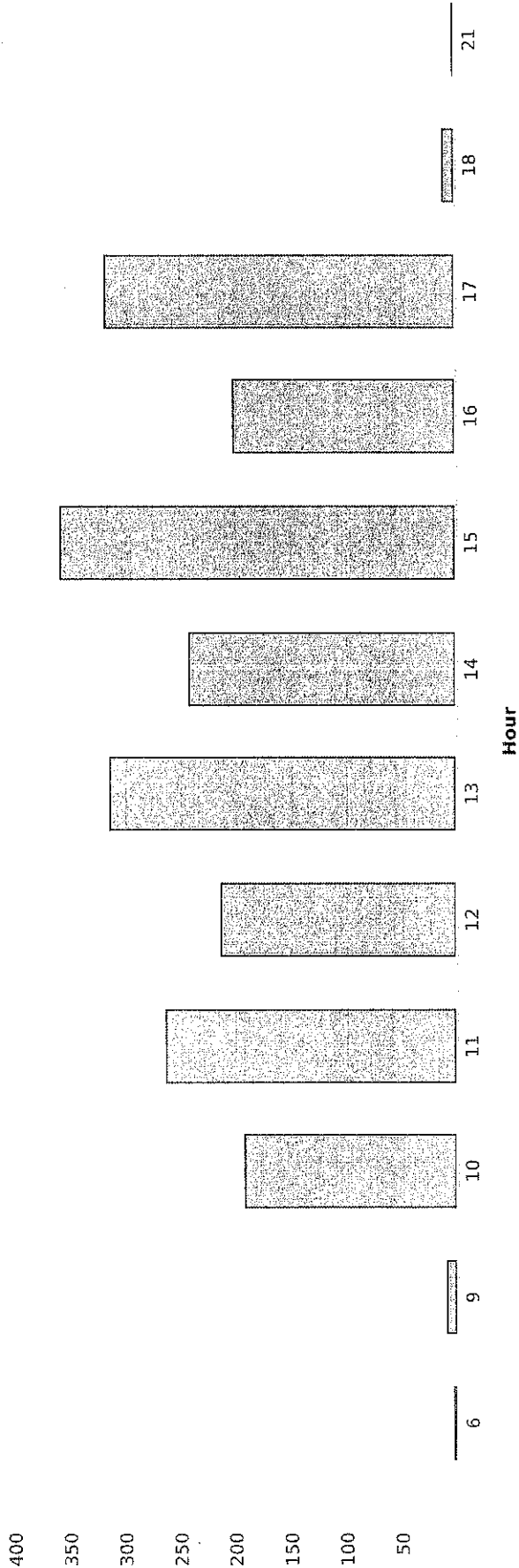
Station Library

NRS

Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total	Trans Stat Station Login User Access	Transactions	% of Total
Total	3,499	100.00%	Total	3,499	100.00%
Charge Item Part B	2,045	58.45%	NRSCIRCSR	1,424	40.70%
Renew Item	1,454	41.55%	AUTORENEW	1,370	39.15%
			NRSTECHSR	696	19.89%
			PUBLIC	9	0.26%

Average Transactions per Hour



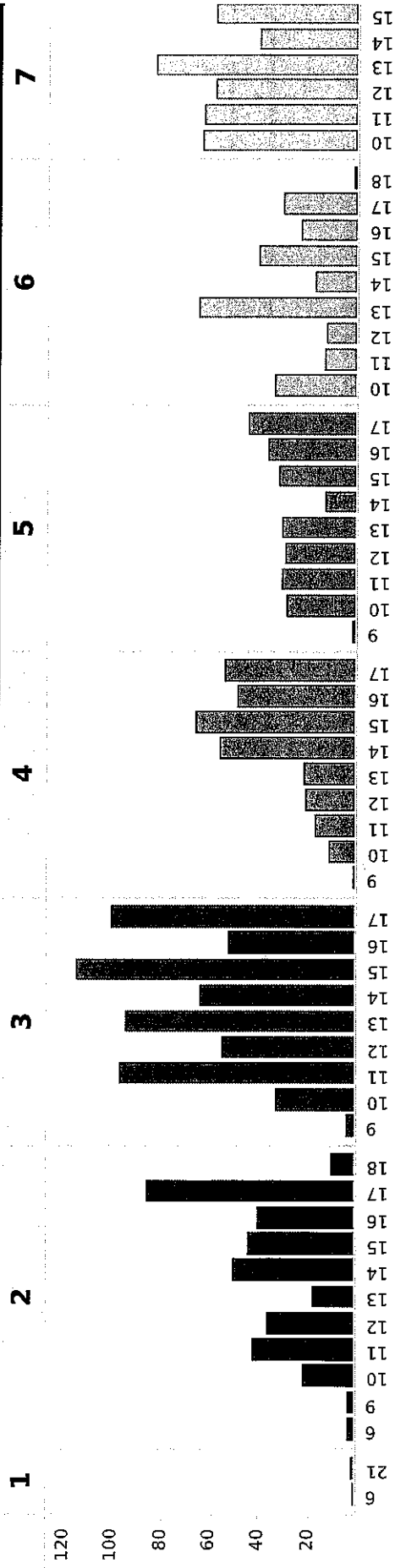
Station Library

NRS

Checkouts & Renewals at Your Library

Trans Stat Dow	Transactions	% of Total	Hour	Transactions	% of Total
Sunday	3	0.14%	9	10	0.47%
Monday	354	16.63%	10	193	9.08%
Tuesday	614	28.84%	11	264	12.42%
Wednesday	297	13.95%	12	214	10.07%
Thursday	250	11.74%	13	313	14.73%
Friday	242	11.37%	14	242	11.39%
Saturday	369	17.33%	15	357	16.80%
			16	202	9.51%
			17	316	14.87%
			18	12	0.56%
			21	2	0.09%

Circs by Hour and Day



Station Library

NRS

Checkouts & Renewals at Your Library

Library Users at Your Library

User Library	Transactions	% of Total
Total	2,129	100.00%
NRS	1,769	83.09%
RSS	88	4.13%
BYS	64	3.01%
MWS	58	2.72%
FPS	41	1.93%
WMS	18	0.85%
BRS	16	0.75%
RFS	16	0.75%
BFS	10	0.47%
ILL_LIBS	10	0.47%
LPS	10	0.47%
OPS	6	0.28%
LGS	5	0.23%
BPS	4	0.19%
WCS	4	0.19%
CIS	3	0.14%
LYS	2	0.09%
BWS	1	0.05%
MED	1	0.05%
OBD	1	0.05%
SFS	1	0.05%
TFS	1	0.05%

Library Items at Your Library

Item Library	Transactions	% of Total
Total	2,129	100.00%
NRS	1,756	82.48%
OPS	26	1.22%
BLD	18	0.85%
OLS	17	0.80%
SCD	16	0.75%
DGS	15	0.70%
TPS	14	0.66%
WRS	13	0.61%
WVD	12	0.56%
ESS	10	0.47%
GSD	10	0.47%
BDD	9	0.42%
GED	9	0.42%
INS	9	0.42%
FPD	8	0.38%
BVS	7	0.33%
BYS	7	0.33%
GVD	6	0.28%
MED	6	0.28%
OBD	6	0.28%
RPS	6	0.28%
BVD	5	0.23%
GWS	5	0.23%
...

Station Library

NRS

Checkouts & Renewals by Library & User Profile at Your Library

Library Users/Profiles at Your Library				Library Items/Profiles at Your Library			
User Library	Trans Stat User Profile Name	Transactions	% of Total	Item Library	Trans Stat User Profile Name	Transactions	% of Total
Total		2,129	100.00%	Total		2,129	100.00%
NRS	NRS_ADULT	1,547	72.66%	NRS	NRS_ADULT	1,207	56.69%
	NRS_JUV	201	9.44%		NRS_JUV	200	9.39%
RSS	RSS_ADULT	88	4.13%		RSS_ADULT	86	4.04%
BYS	BYS_ADULT	63	2.96%		BYS_ADULT	62	2.91%
MWS	MWS_ADULT	58	2.72%		MWS_ADULT	55	2.58%
FPS	FPS_ADULT	30	1.41%		FPS_ADULT	25	1.17%
WMS	WMS_PATRON	18	0.85%	OPS	NRS_ADULT	25	1.17%
RFS	RFS_JUV	16	0.75%	NRS	CHICAGO_P	22	1.03%
BRS	BRS_ADULT	13	0.61%	OLS	NRS_ADULT	17	0.80%
NRS	CHICAGO_P	12	0.56%	BLD	NRS_ADULT	16	0.75%
FPS	FPS_JUV	11	0.52%	NRS	RFS_JUV	16	0.75%
BFS	BFS_PATRON	10	0.47%	SCD	NRS_ADULT	15	0.70%
ILL_LIBS	CHICAGO_P	10	0.47%	TPS	NRS_ADULT	14	0.66%
LPS	LPS_PATRON	10	0.47%	DGS	NRS_ADULT	13	0.61%
NRS	NRSCIRCJR	7	0.33%	NRS	BRS_ADULT	13	0.61%
OPS	OPS_PATRON	6	0.28%	WRS	NRS_ADULT	13	0.61%
LGS	LGS_STAFF	5	0.23%	NRS	FPS_JUV	11	0.52%
BPS	BPS_PATRON	4	0.19%		BFS_PATRON	10	0.47%
WCS	WCS_PATRON	4	0.19%	ESS	NRS_ADULT	9	0.42%
BRS	BRS_JUV	3	0.14%	GSD	NRS_ADULT	9	0.42%
CIS	CIS_ADULT	3	0.14%	INS	NRS_ADULT	9	0.42%
LYS	LYS_ADULT	2	0.09%	NRS	WMS_PATRON	9	0.42%
NRS	NRSCIRCJR	2	0.09%	FPD	NRS_ADULT	8	0.38%
BWS	BWS_ADULT	1	0.05%	GED	NRS_ADULT	8	0.38%
BYS	BYS_JUV	1	0.05%	WVD	NRS_ADULT	8	0.38%
MED	MED_USER	1	0.05%	BDD	NRS_ADULT	7	0.33%
OBD	OBD_PATRON	1	0.05%	BYS	NRS_ADULT	7	0.33%
SFS	SFS_ADULT	1	0.05%	NRS	NRSCIRCJR	7	0.33%
				BVS	NRS_ADULT	6	0.28%

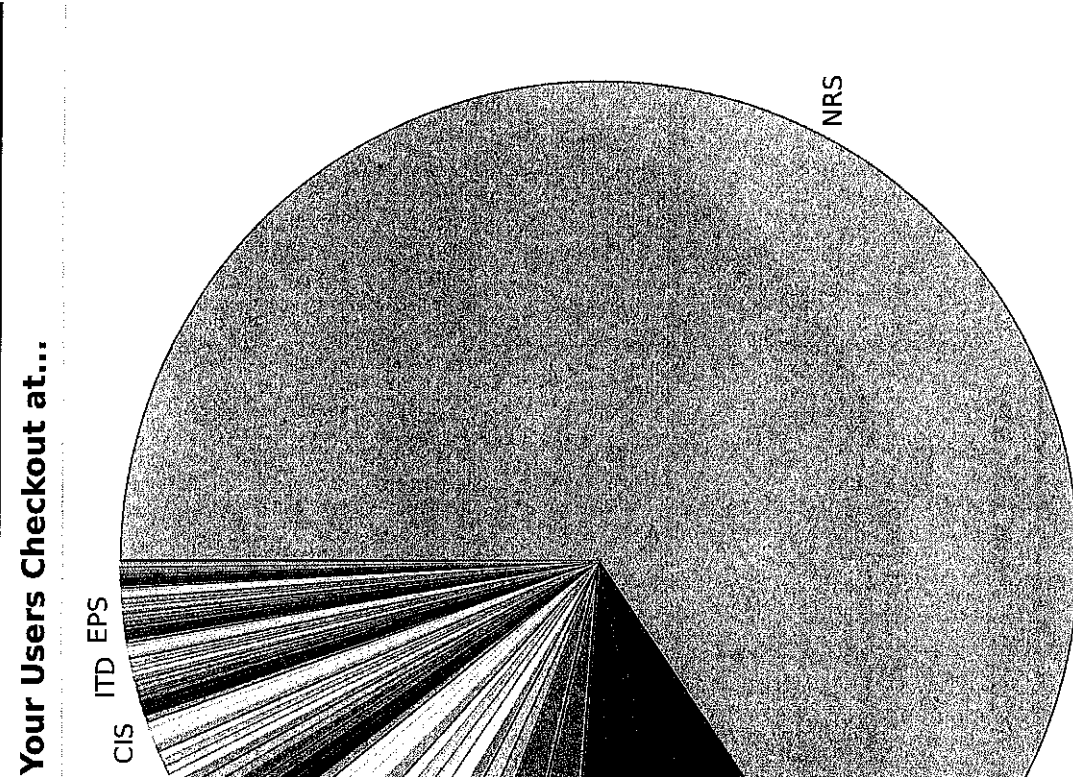
NRS

Your Users Checkout Items from...

User Library

Checkouts & Renewals from Your Patrons

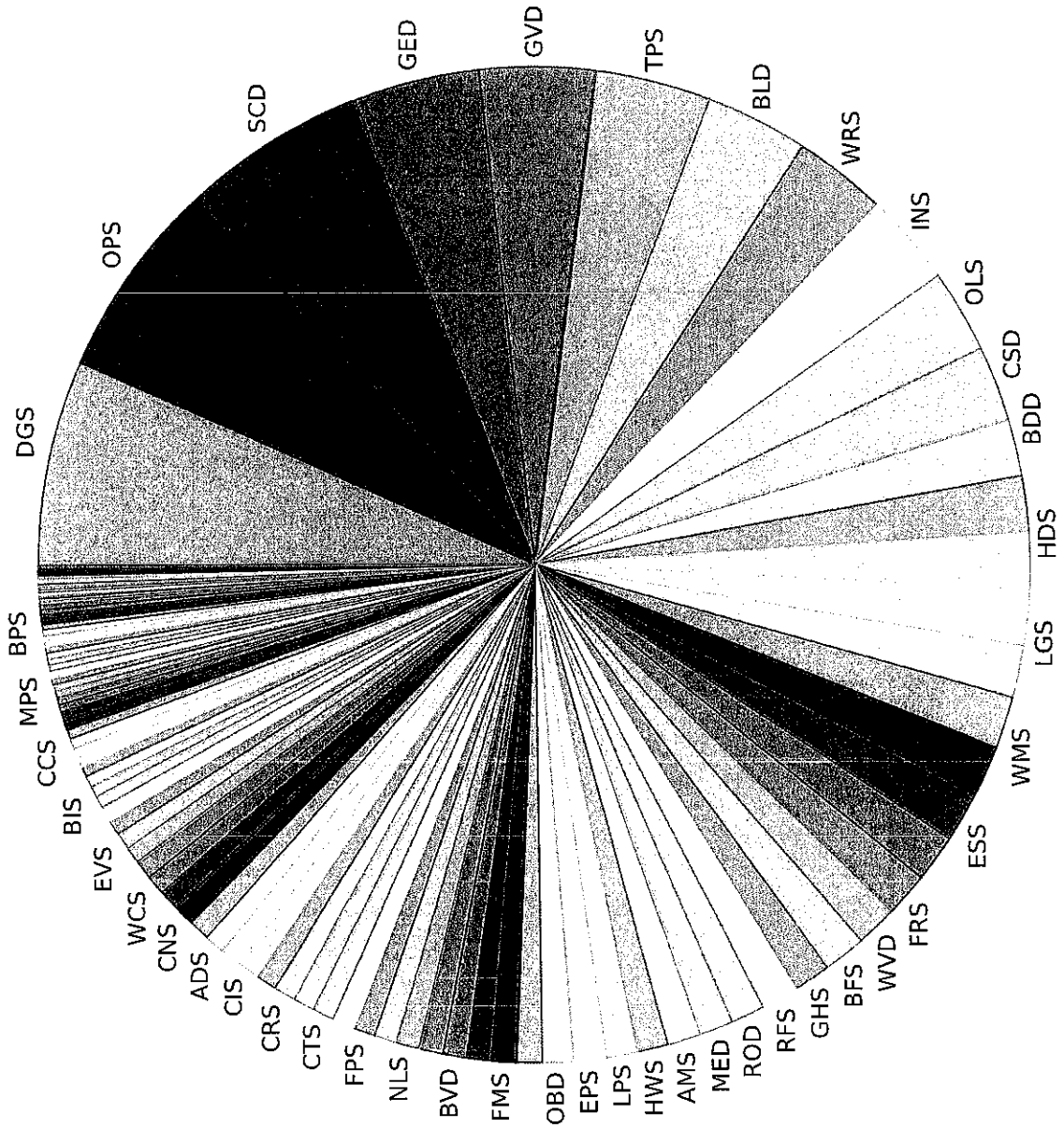
Station Library	Transaction	% of Total
Total	2,184	100.00%
NRS	1,769	81.00%
BYS	124	5.68%
BFS	120	5.49%
RSS	55	2.52%
OPS	20	0.92%
LPS	19	0.87%
OBD	19	0.87%
LGS	13	0.60%
FPS	8	0.37%
WCS	8	0.37%
WRS	5	0.23%
VPD	4	0.18%
DGS	3	0.14%
NRS_L	3	0.14%
CIS	2	0.09%
EPS	2	0.09%
INS	2	0.09%
OLS	2	0.09%
OZS	2	0.09%
BKS	1	0.05%
BWS	1	0.05%
SFS	1	0.05%
WMS	1	0.05%



Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
Total	999,728	100.00%
DGS	66,381	6.64%
OPS	65,141	6.52%
SCD	59,938	6.00%
GED	40,949	4.10%
GVD	37,721	3.77%
TPS	37,626	3.76%
BLD	33,507	3.35%
WRS	30,552	3.06%
INS	29,619	2.96%
OLS	27,392	2.74%
CSD	24,325	2.43%
BDD	18,367	1.84%
GSD	18,276	1.83%
HDS	18,240	1.82%
LGS	17,929	1.79%
VPD	17,004	1.70%
WMS	16,850	1.69%
TFS	16,426	1.64%
ESS	16,263	1.63%
BYS	15,705	1.57%
FRS	14,152	1.42%
WVD	13,963	1.40%
BFS	13,575	1.36%
GHS	12,032	1.20%
RFS	11,982	1.20%
ROD	11,286	1.13%
MED	10,805	1.08%
AMS	10,684	1.07%
HWS	10,471	1.05%
LPS	10,275	1.03%
EPS	10,266	1.03%
OBD	10,158	1.02%
WCD	8,405	0.84%
FMS	8,074	0.80%

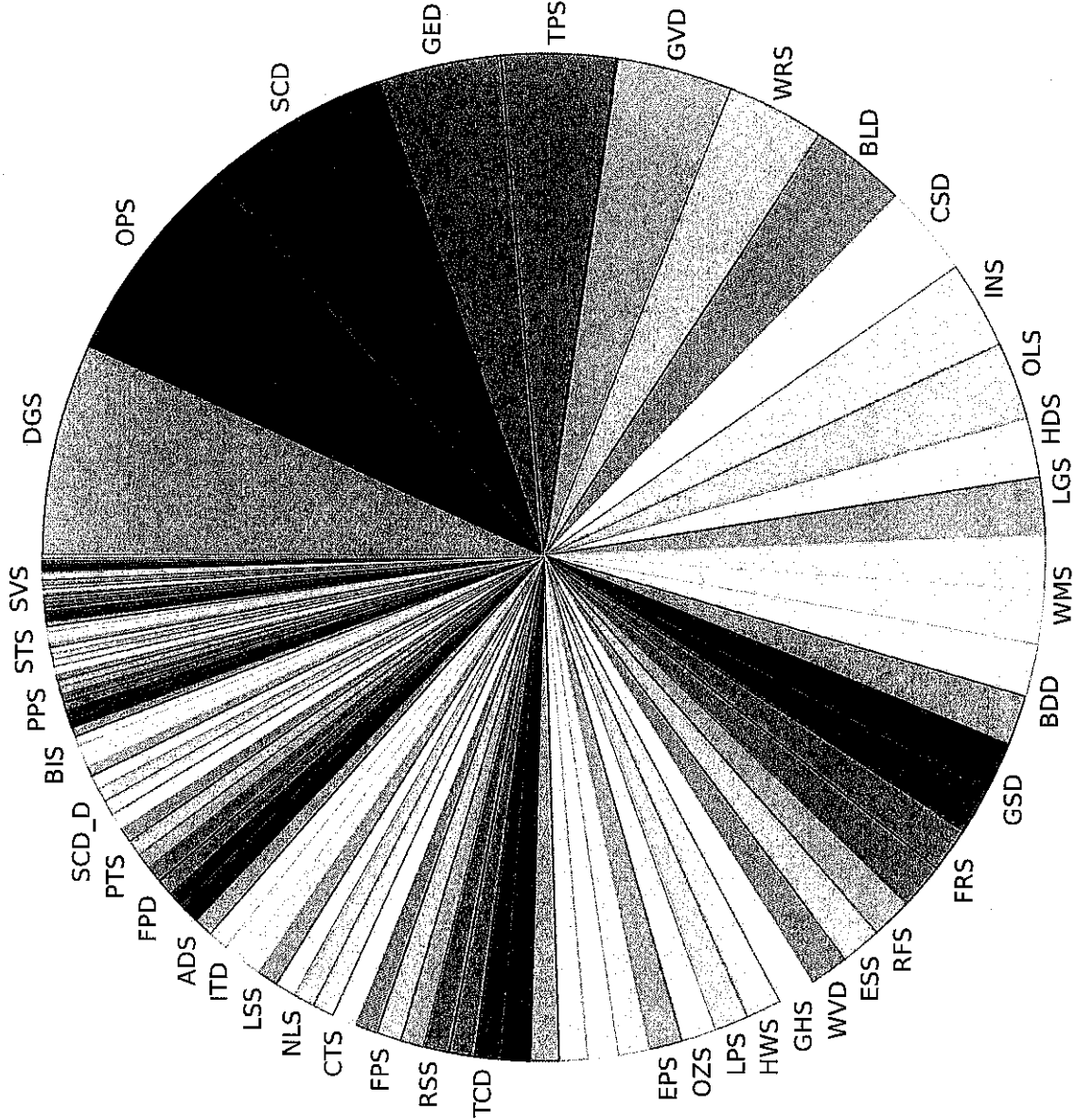
Item Circs by Item Library



Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
Total	999,728	100.00%
DGS	67,917	6.79%
OPS	67,756	6.78%
SCD	59,814	5.98%
GED	39,512	3.95%
TPS	37,235	3.72%
GVD	37,160	3.72%
WRS	31,733	3.17%
BLD	31,563	3.16%
CSD	29,187	2.92%
INS	28,303	2.83%
OLS	24,997	2.50%
HDS	19,015	1.90%
LGS	18,706	1.87%
WMS	17,405	1.74%
VPD	17,084	1.71%
BDD	16,773	1.68%
TFS	16,152	1.62%
GSD	15,665	1.57%
BFS	15,018	1.50%
FRS	14,545	1.45%
BYS	14,513	1.45%
RFS	13,511	1.35%
ESS	12,953	1.30%
WVD	12,790	1.28%
GHS	11,750	1.18%
HWS	11,119	1.11%
LPS	11,094	1.11%
OZS	10,975	1.10%
EPS	10,876	1.09%
ROD	9,966	1.00%
MED	9,592	0.96%
WCD	9,384	0.94%
OBD	9,028	0.90%
AMS	8,880	0.89%

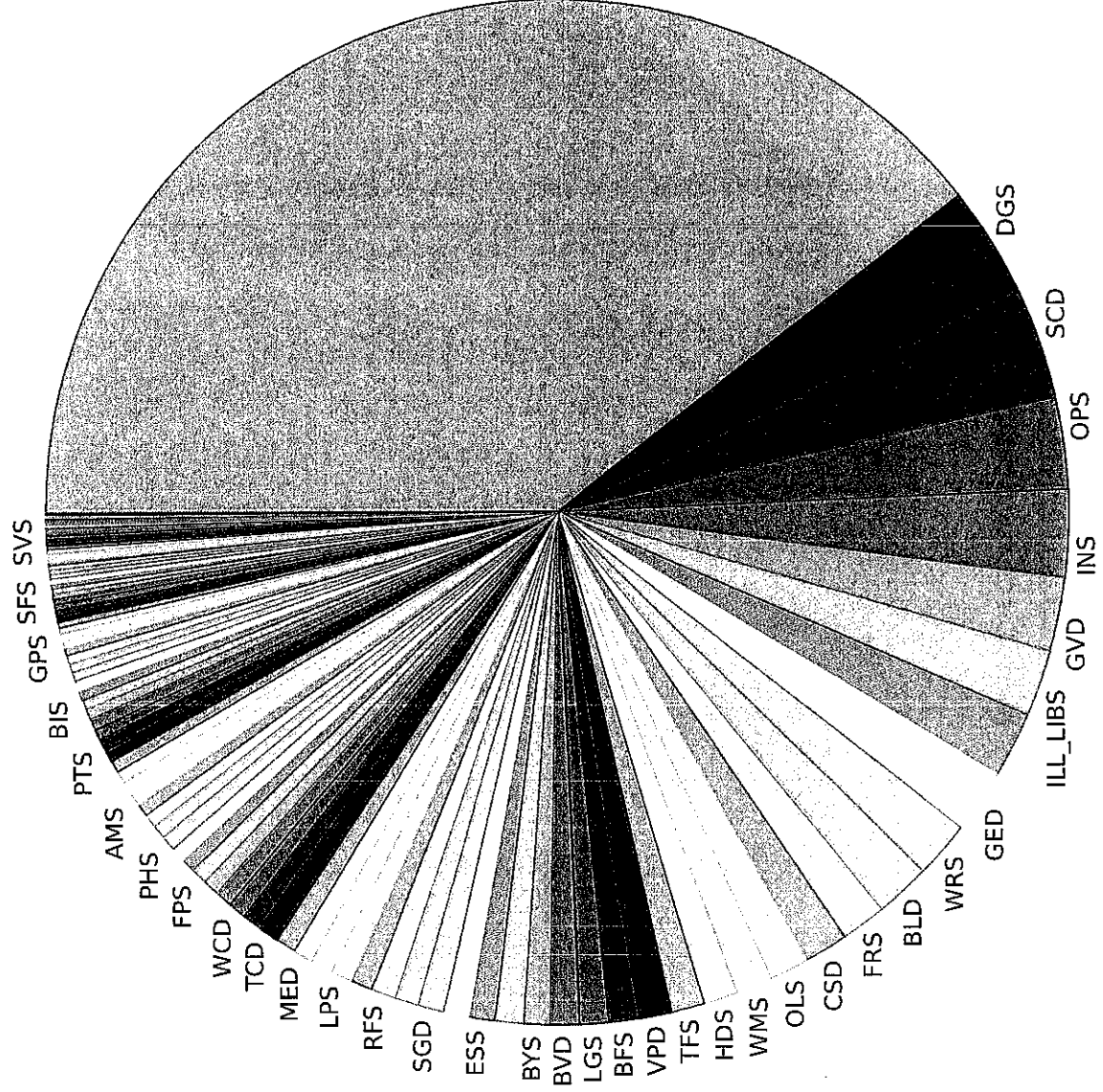
Item Circs by Station Library



Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
Total	999,728	100.00%
DGS	394,386	39.45%
SCD	35,328	3.53%
OPS	34,406	3.44%
INS	28,678	2.87%
GVD	27,667	2.77%
ILL_LIBS	23,318	2.33%
TPS	20,923	2.09%
GED	20,765	2.08%
WRS	19,921	1.99%
BLD	17,943	1.79%
FRS	17,611	1.76%
CSD	14,509	1.45%
OLS	13,705	1.37%
WMS	12,668	1.27%
HDS	11,216	1.12%
TFS	10,996	1.10%
VPD	10,219	1.02%
BFS	9,921	0.99%
LGS	9,769	0.98%
BVD	9,532	0.95%
BYS	9,024	0.90%
GSD	8,791	0.88%
ESS	8,721	0.87%
BDD	8,259	0.83%
SGD	7,997	0.80%
WVD	7,872	0.79%
RFS	7,688	0.77%
GHS	7,665	0.77%
LPS	7,032	0.70%
ROD	6,758	0.68%
MED	6,678	0.67%
HWS	6,535	0.65%
TCD	6,366	0.64%
	6,346	0.63%

Item Circs by User Library



**ILLINOIS LIBRARIES PRESENT:
INTERGOVERNMENTAL AGREEMENT FOR JOINT PURCHASING
OF LIBRARY PROGRAMMING, EVENTS AND SERVICES**

This Intergovernmental Agreement (“Agreement”) also known as “Illinois Libraries Present” is entered into this June 10, 2022, by and between the Northbrook Public Library an Illinois public library, (“Northbrook Library”), and North Riverside Public Library LIBRARY an Illinois public Library or Library District (the “Library”), and the Reaching Across Illinois Library System (“RAILS”), for the purpose of facilitating the joint purchasing of programming, events and services for the parties’ use.

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance;

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities or undertakings;

WHEREAS, the Government Joint Purchasing Act (30 ILCS 525/1, *et seq.*) authorizes governmental units to purchase personal property, supplies and services jointly with one or more other governmental units, all of which are parties to a joint purchasing agreement;

WHEREAS, the Northbrook Library desires to contract with other Illinois public libraries and library districts in order to purchase and procure library programming, events and services;

WHEREAS, the Northbrook Library and the LIBRARY desire to exercise their intergovernmental cooperation and joint purchasing authority by engaging in this Agreement whereby Northbrook Library and the LIBRARY may receive the programming, events and services and benefits therefrom and achieve economies of scale resulting from Northbrook Library’s and the LIBRARY’S jointly negotiating and contracting for programming

NOW, THEREFORE, IN CONSIDERATION for the mutual covenants herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Northbrook Library and LIBRARY agree as follows:

Section 1. Authority. The parties agree that the foregoing recitals describe the power and authority by which they intend to engage in the joint purchasing and intergovernmental cooperation described in this Agreement. In the event of the termination, failure or amendment of either of the powers described herein so that this agreement would otherwise become invalid, it is the parties’ intent for this agreement to rest on the other power which they are lawfully exercising.

Section 2. Shared Services.

A. The Northbrook Library agrees to: (i) competitively bid the procurement of the materials, programming, events and services described in Exhibit A for the use and benefit of Northbrook Library and LIBRARY, and (ii) negotiate contract(s) with the lowest responsible and responsive bidder(s) (each, a “CONTRACTING PROVIDER OF THE PROGRAM”) so that CONTRACTING PROVIDER OF THE PROGRAM shall allocate sufficient manpower and resources to provide its materials, programming, events and services (the “Services”) to satisfy the demands of both the Northbrook Library and the LIBRARY. However, by law, some contracts will not be subject to competitive bidding where the ability or fitness of the individual plays an important part. The contract with the CONTRACTING PROVIDER OF THE PROGRAM shall include requirements for CONTRACTING PROVIDER OF THE PROGRAM to (i) extend all contractual obligations to the LIBRARY to the same extent performed for the Northbrook Library, and (ii) designate personnel who will have direct contact to fulfill the provisions of this Agreement.

B. The scope of the Services required by and for the Northbrook Library and LIBRARY are more specifically described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

C. The Northbrook Library hereby assigns to the LIBRARY all of its rights, privilege and authority to enforce the terms of the CONTRACTING PROVIDER OF THE PROGRAM Contract and obtain any available remedies allowed thereunder, but only with respect to the Services performed for the LIBRARY, and provided that the LIBRARY shall not have the power to terminate the CONTRACTING PROVIDER OF THE PROGRAM’s Contract, except as to services for the LIBRARY, without Northbrook Library’s express, written consent. The Northbrook Library shall cooperate with the LIBRARY, at the LIBRARY’s sole expense, to the extent it is necessary for the LIBRARY to obtain any remedy described in this paragraph.

Section 3. Cost Allocation.

A. The Northbrook Library and Library parties agree to share the cost of Services as outlined in the attached scope of service according to the equitable formula for sharing costs agreed by the parties to this Agreement and outlined in Exhibit B, attached to this Agreement and incorporated as though fully set forth herein. Initial costs of \$10,225.00 in the aggregate will be paid by the 12 [twelve] member libraries of the IGA Steering and Programming Committees listed in Exhibit. Additionally, initial costs for services will also be drawn from the LIBRARY’s payment for services, mentioned in this Section 3.

B. Annually, RAILS shall send an invoice to the LIBRARY with a written calculation describing the share of such invoice for which the LIBRARY shall pay RAILS on behalf of Illinois Libraries Present. RAILS has the option to renegotiate its invoice obligations under this IGA in the last quarter, 2022. The LIBRARY shall also reimburse RAILS for its share of each invoice in accordance with the IL Prompt Payment Act. At the request of either party, CONTRACTING PROVIDER OF THE PROGRAM may provide additional resources and project work, outside the scope of Attachment A, to the Northbrook Library or LIBRARY. The party requesting the work shall be responsible for 100% of the cost.

B. The LIBRARY covenants to appropriate, budget and, when necessary, levy sufficient amounts in each fiscal year for the estimated fees for which it will be liable for the Services it receives.

Section 4. Termination. Either Party to this Agreement may terminate its participation in this Agreement upon ninety (90) days written notice to the other party (provided that if the CONTRACTING PROVIDER OF THE PROGRAM shall require greater advance notice, the CONTRACTING PROVIDER OF THE PROGRAM Contract shall control). Each Party shall remain liable for all costs accrued during the term prior to the effective date of the termination of this Agreement. The Library agrees that if it terminates its participation in this Agreement, that all pre-payments or deposits it has made for future programs are forfeited to Illinois Libraries Present.

Section 5. Records. Neither Party to this Agreement claims any proprietary interest of any nature whatsoever in any of the records of the other Party to this Agreement, provided that each Party shall cooperate with the other to the extent either Party receives a public records request related to the subject matter of this Agreement. Nothing herein shall be construed to require either Party to waive any available exemptions from disclosure described under applicable law.

Section 6. Miscellaneous.

A. Each party agrees that it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Except as otherwise provided herein, no Party may, by its own actions, obligate the other Party to this Agreement. This division of liability is solely intended to be between the Parties to this Agreement and should not be construed as a waiver of any defenses and immunities each Party may have against third party claims.

B. The Parties to this Agreement agree to abide by all of the general rules and regulations applicable to them.

C. Severability. The Parties intend for this Agreement to remain in full force and effect to the greatest extent permitted by law, and for all applications allowed by law, notwithstanding whether any particular provision or application hereof is found to be unenforceable. Any invalid provision and any unenforceable application shall be deemed severable from the remainder of the Agreement.

D. Term. This Agreement shall continue until terminated in accordance with Section 4.

E. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered by email, in person, or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to the Northbrook Public Library:

Executive Library Director
Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois 60062

If to the North Riverside Public Library

If to RAILS:

Reaching Across Illinois Library System
Re: Illinois Libraries Present
125 Tower Dr
Burr Ridge, IL 60527

F. Interpretation. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.


G. Additional Parties. This Agreement may be amended to add additional libraries. Each new library must adopt a resolution agreeing to be bound to the terms of this Agreement and the Northbrook Library must approve the addition of the new party.

H. Substitute Administrative Party. From time to time a library other than Northbrook Library may serve as the administrative party for the purpose of performing competitive bidding and contracting with CONTRACTING PROVIDER OF THE PROGRAMS. In those cases, the library serving as the administrative party shall have all the rights and responsibilities otherwise assigned to Northbrook Library in this Agreement and all other terms and conditions shall apply respectively.

I. Counterparts. This Agreement may be executed by facsimile, portable document format (.pdf) or other electronic means, and in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

SO AGREED.

NORTHBROOK PUBLIC LIBRARY LIBRARY


Jay Glaubinger (Oct 6, 2021 16:02 CDT)

By: Jay Glaubinger, Board President

By: _____

Date: September 23, 2021

Date: _____

REACHING ACROSS ILLINOIS LIBRARY SYSTEM

By:

Date:

EXHIBIT A

SCOPE OF SERVICES AND CONTRACT CONTRACTING PROVIDER OF THE PROGRAM

Illinois Libraries Present will provide one virtual program a month for all member libraries for a total of 6 programs during the January-June 2022 pilot period. Illinois Libraries Present aims to offer virtual programs featuring bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages.

Member libraries may choose which programs they market to their patrons. Patrons may sign up to watch themselves or libraries may elect to broadcast the presentation for their patrons. Illinois Libraries Present will provide technical assistance, marketing collateral, and post program data analysis for member libraries.

Member libraries may elect to have staff participate in one of the Illinois Libraries Present committees and assist in the planning and execution of the events:

- Steering Committee
- Programming Committee
- Event Production Committee
- Marketing Committee
- Data Analysis Committee

The committees will be responsible for carrying out the work of Illinois Libraries Present and contract with vendors with approval from Northbrook Library.

Following the pilot program, Illinois Libraries Present intends to offer one program a month. Libraries shall sign up for an annual membership and receive access to all programs offered during the membership year of January 1 -December 31.

SAMPLE CONTRACT

Service Contract
Northbrook Public Library
c/o Illinois Libraries Present
1201 Cedar Lane
Northbrook, Illinois 60062
(847) 272-6224

Date:

This is a contract between the Board of Library Trustees of the Village of
Northbrook (Library) and _____ (Contractor).

Address:

City, State, Zip:

Telephone number:

Arrangements will be made through _____.(Library representative).

Date and Time of Program:

Virtual Performance Platform: Zoom

Title of program:

Payment Terms:

The Library will pay the Contractor, as compensation for services rendered, \$ _____.
Payment is due within 30 days of the program date and payable to _____.

Technical requirements:

Please attach a sheet with any specific requirements for virtual performance requirements for the program. The Contractor agrees to arrive _____ before the performance is scheduled.

In accordance with the Americans with Disabilities Act, some programs may be live captioned by a certified captioner. Performers are required to provide in a timely manner, upon request, information including but not limited to: outlines, powerpoints, lists of unique words or phrases, and/or a list of names used for programs that will be live captioned. All certified captioners are bound by the National Association of Court Reporters and Captioners Code of Ethics. Any information supplied will be destroyed after the event.

Any performer that wishes to record their performance must request so in writing at least one week prior to the performance. The library reserves the right, in its sole discretion, to deny the recording of any program. The Library reserves the right, in its sole discretion, to deny the Contractor the right to record any virtual performance.

Force Majeure:

If either party is prevented from performing the obligations created because of illness, acts of God, strikes, etc. beyond the control of either of the parties, neither party shall be liable to the other.

Governing Law:

This Contract shall be governed by and construed in accordance with the laws of the State of Illinois, and venue for any dispute arising from this Contract will be in the courts of Cook County, Illinois.

Waiver:

Waiver by any party of any breach of any term, covenant or condition contained in this Contract shall not be deemed to be a waiver of such term, covenant or condition, or any subsequent breach of the same or any other term, covenant or condition contained in this Contract.

Termination:

The Library may terminate this Contract at any time, with or without cause. This Contract also may be terminated at any time upon the mutual agreement of the Library and Contractor. In the event this Contract is terminated for any reason, Contractor will not be entitled to any compensation or remuneration.

Library Recordings:

The Library reserves the right to audio or video record any live program, including virtual performances unless otherwise indicated. The Library may retain the record in its files, may make it available on the Internet, or make it available otherwise for educational or promotional purposes. The Library shall provide a copy of the recording to the Contractor, upon the Contractor's request.

- ☐ Contractor hereby authorizes the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.
- ☐ Contractor does not authorize the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.

If the Contractor is providing the Library with a recording of the Program, the Library will make the recording of the Contractor's program available to Library patrons who register for the Program until _____ (insert date that program will be available). After that date, the Library will no longer make the recording of the Contractor's Program available to Library patrons. The Contractor will retain all intellectual property rights to the Contractor's Program.

Indemnification/Assumption of Risk:

I, the undersigned, agree that I _____ will indemnify and hold harmless the Northbrook Public Library, the Board of Library Trustees of the Village of Northbrook, its officers, agents and employees from and against any and all losses, liabilities, claims, demands, penalties, causes of action, damages, and costs and expenses (including reasonable attorneys' fees and court costs) arising out of or related to the acts and/or omissions of Contractor or in any way connected with the performance of this Contract.

Intellectual Property:

Contractor, and any of its performers or presenters, are solely responsible for complying with any and all applicable licensing, trademark, copyright, and other intellectual property laws and regulations relating to the Contractor's programs, performances, and merchandise sales.

Entire Agreement:

This Contract sets forth all the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, express or implied, between them, other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law and reduced in writing and signed by both parties. The duties and obligations of this Contract may not be assigned by Contractor without the express written approval of the Library

By signing this Contract, the parties stipulate that they have read and understand this Contract in its entirety. Each person signing the Contract represents that they have the authority to sign the Contract on behalf of their respective party.

LIBRARY: _____ DATE: _____

CONTRACTOR: _____ DATE: _____

EXHIBIT B

PRICE FORMULA AND LIBRARY'S AGREED CONTRIBUTION

Pricing shall be based upon the library's operating budget as recorded in the Illinois Public Library Annual Report 8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]. Prices shall be equitably set based on budgets within six membership tiers. Overall costs will be determined by the total number of participating libraries and estimated expenses for the coming year.

\$0-\$249,999
\$250,000-\$749,999
\$750,000-\$1,499,999
\$1,500,000-\$2,999,999
\$3,000,000-\$4,999,999
\$5,000,000+

The initial cost for the program will be for the 6-month pilot and cover all expenses including zoom licensing, presenter fees, marketing, legal, and other administrative costs.

Library's Operating Budget	Total Pilot Cost
\$0-\$249,999	\$40.00
\$250,000-\$749,999	\$75.00
\$750,000-\$1,499,999	\$200.00
\$1,500,000-\$2,999,999	\$375.00
\$3,000,000-\$4,999,999	\$750.00
\$5,000,000+	\$1,150.00

Annual costs will be billed based on the same model and updated annually based on cost projections for the coming year. Illinois Libraries Present will aim to operate on a cost recovery basis and keep enough funds in the fund balance to provide for 6 months of expenses.

Steering and Programming Committee Library Members:

Algonquin
Arlington Heights
Downers Grove

Effingham
Evanston
Fairview Heights
Fox River Valley
Niles
Northbrook
Oak Park
Schaumburg
Shorewood-Troy

ILP IGA

Final Audit Report

2021-10-07

Created:	2021-10-07
By:	Administration Assistant (adminasst@northbrook.info)
Status:	Signed
Transaction ID:	CBJCHBCAABAAxcccMj7LC6rfkfxIWGQ-q07zjFQzOnGnx

"ILP IGA" History

-  Document created by Administration Assistant (adminasst@northbrook.info)
2021-10-07 - 7:09:22 PM GMT
-  Document emailed to Jay Glaubinger (jayglaubinger@gmail.com) for signature
2021-10-07 - 7:09:46 PM GMT
-  Email viewed by Jay Glaubinger (jayglaubinger@gmail.com)
2021-10-07 - 9:01:41 PM GMT
-  Document e-signed by Jay Glaubinger (jayglaubinger@gmail.com)
Signature Date: 2021-10-07 - 9:02:58 PM GMT - Time Source: server
-  Agreement completed.
2021-10-07 - 9:02:58 PM GMT

Memorandum

DATE: May 31, 2022

TO: Board of Trustees

FROM: Steering Committee, Illinois Libraries Present

Jennifer Czajka, Arlington Heights Memorial Library
Kate Hall, Northbrook Public Library
Jason Katsion, Fox River Valley Public Library District
Melissa Morgan, Winnetka-Northfield Public Library District
Kate Niehoff, Schaumburg Township District Library
Jill Pifer, Fairview Heights Public Library
Arielle Raybuck, Northbrook Public Library
Shalyn Rodriguez, Shorewood-Troy District Library
Alexandra Skinner, Oak Park Public Library

RE: Illinois Libraries Present Intergovernmental Agreement

The pandemic has been challenging, but has also opened up doors to new opportunities. In 2021, a group of Illinois libraries launched a new Illinois cooperative called Illinois Libraries Present (ILP) to provide high-quality online events at equitable prices for participating member libraries of all sizes and budgets. We had 192 public libraries in Illinois participate in the pilot program from January – June 2022 and brought in speakers like humorist Jenny Lawson, musician Jeff Tweedy, and actor/writer Nick Offerman. We are now launching our first full season of programs and will be offering 12 programs from September 2022- June 2023.

In order to start this initiative, the Northbrook Public Library Board of Trustees passed the attached intergovernmental agreement. Libraries can join by approving the attached intergovernmental agreement which outlines your responsibilities. Libraries will be responsible for paying the fees as outlined below:

Operating Budget	# in State	Total Cost
\$0-\$249,999	312	\$80.00
\$250,000-\$749,999	127	\$150.00
\$750,000-\$1,499,999	53	\$400.00
\$1,500,000-\$2,999,999	36	\$750.00
\$3,000,000-\$4,999,999	36	\$1,500.00
\$5,000,000+	44	\$2,300.00

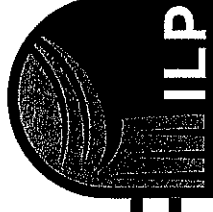
Upon approval, your library will be a full participant in the 2022-2023 Season. Your library will remain a member beyond the pilot period unless you notify us in writing of your intent to withdraw from the cooperative. Your library will be billed in September 2022.

We look forward to partnering with your library to bring patrons across Illinois access to nationally recognized and high-profile speakers and authors.

Illinois Libraries Present

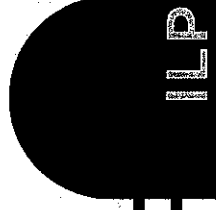
A Statewide Collaborative Virtual
Programming Venture

Contact us: illinoislibrariespresent@gmail.com



- Kate Hall, Northbrook Public Library (chair)
- Jennifer Czajka, Arlington Heights Memorial Library
- Jason Katsion, Fox River Valley Public Library
- Melissa Morgan, Winnetka-Northfield Public Library District
- Kate Niehoff, Schaumburg Township District Library
- Jill Pifer, Fairview Heights Public Library
- Arielle Raybuck, Northbrook Public Library
- Shalyn Rodriguez, Shorewood-Troy District Library
- Alexandra Skinner, Oak Park Public Library

Illinois Libraries Present provides high-quality online events at equitable prices for participating member libraries of all sizes and budgets; We connect communities and audiences across the state through shared event experiences





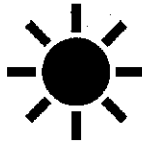
To provide high-quality, high-profile events



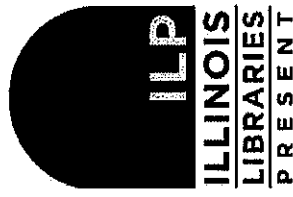
To reduce costs and maximize reach



To allow access for all libraries as equitably as possible

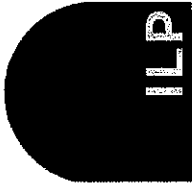


To define clear and distinct roles for committees



Member Libraries

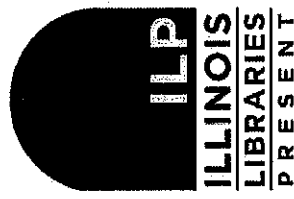
Acorn Public Library District	Cary Area Public Library District	Crab Orchard Public Library District
Algonquin Area Public Library District	Centralia Regional Library District	Crestwood Public Library District
Arlington Heights Memorial Library	Charleston Carnegie Public Library	Crete Public Library District
Aurora Public Library District	Chatham Areas Public Library District	Crystal Lake Public Library
Barclay Public Library District	Chester Public Library	Danvers Township Library
Barrington Area Library	Chicago Heights Public Library	Danville Public Library
Batavia Public Library District	Chicago Ridge Public Library	Decatur Public Library
Bensenville Community Public Library District	Chillicothe Public Library District	Deer Creek District Library
Bethalto Public Library District	Cicero Public Library	Deerfield Public Library
Bloomington Public Library	Cissna Park Community Library District	Dekalb Public Library
Blue Island Public Library	Clarendon Hills Public Library	Des Plaines Public Library
Bourbonnais Public Library District	Clayton Public Library District	Downers Grove Public Library
Bradley Public Library District	Coal City Public Library District	Dunlap Public Library District
Brown County Public Library District	Colona District Library	Duquoin Public Library
Carbondale Public Library	Cook Memorial Public Library District	East Moline Public Library
Carlinville Public Library	Cordova District Library	Edwardsville Public Library



Member Libraries

**ILLINOIS
LIBRARIES
PRESENT**

Effingham Public Library	Fremont Public Library District	Hinsdale Public Library
Eisenhower Public Library District	Galena Public Library District	Hodgkins Public Library District
Ela Area Public Library District	Galva Public Library District	Homer Township Public Library District
Elk Grove Village Public Library	Geneva Public Library District	Ida Public Library
Elmhurst Public Library	Genoa Public Library District	Illinois Prairie District Public Library
Evanston Public Library	Glen Carbon Centennial Library District	Indian Trails Public Library District
Evergreen Park Public Library	Glen Ellyn Public Library	Itasca Community Library
Fairview Heights Public Library	Glencoe Public Library	Jacksonville Public Library
Flossmoor Public Library	Glenside Public Library District	Johnsburg Public Library District
Fondulac Public Library District	Glenview Public Library	Joliet Public Library
Forest Park Public Library	Grayslake Area Public Library District	Kirkland Public Library
Forreston Public Library	Green Hills Public Library District	Lagrange Park Public Library District
Fossil Ridge Public Library District	Greenville Public Library	Lake Bluff Public Library
Fox River Valley Public Library District	Harrisburg Public Library District	Lake Forest Library
Frankfort Public Library District	Harvard Diggins Library	Lansing Public Library
Freeport Public Library	Highland Park Public Library	Lasalle Public Library



Member Libraries

Lillie M. Evans Library District	Morton Grove Public Library	Paw Paw Public Library District
Lisle Library District	Mount Morris Public Library	Pearl City Public Library District
Mahomet Public Library District	Mount Prospect Public Library	Peru Public Library
Manhattan-Elwood Public Library District	North Pike District Library	Plainfield Public Library District
Manteno Public Library District	Northbrook Public Library	Prairie Trails Public Library District
Marengo-Union Public Library District	O'Fallon Public Library	Prospect Heights Public Library District
Marquette Heights Public Library	Oak Park Public Library	Rantoul Public Library
Marshall Public Library	Oregon Public Library District	Richard A. Mautino Memorial Library
Mason City Public Library District	Orland Park Public Library	Rick Warren Memorial Public Library District
McHenry Public Library District	Palatine Public Library District	River East Public Library
Messenger Public Library of North Aurora	Palos Heights Public Library	River Forest Public Library
Mississippi Valley Library District	Palos Park Public Library	River Valley District Library
Mokena Community Public Library District	Paris Carnegie Public Library	Riverdale Public Library District
Moline Public Library	Park Forest Public Library	Riverside Public Library
Morrison & Mary Wiley Library	Park Ridge Public Library	Robinson Public Library District
Morrison-Talbott Library	Parlin-Ingersoll Public Library	Rochester Public Library District

Member Libraries

ILLINOIS
LIBRARIES
PRESENT

Rock Falls Public Library District	Stockton Township Public Library	Wauconda Area Public Library District
Rock Island Public Library	Sugar Grove Public Library District	Waukegan Public Library
Rockford Public Library	Sycamore Public Library	West Frankfort Public Library
Roselle Public Library District	Thomas Ford Memorial Library	Westchester Public Library
Schaumburg Township District Library	Three Rivers Public Library District	White Hall Township Library
Shelbyville Public Library	Tinley Park Public Library	White Oak Library District
Sherman Public Library District	Tolono Public Library District	Williamsville Public Library and Museum
Shorewood-Troy Public Library District	Town and Country Public Library District	Wilmette Public Library District
Six Mile Regional Library District	Urbana Free Library	Winfield Public Library
Skokie Public Library	Vernon Area Public Library	Winnetka-Northfield Public Library District
Smithton Public Library District	Villa Park Public Library	Wood Dale Public Library District
St. Charles Public Library	Village of Avon Public Library	Woodstock Public Library
Steger-South Chicago Heights Public Library District	Warren County Public Library District	Yorkville Public Library
Sterling Public Library	Warren Township Public Library	
Stinson Memorial Public Library District	Warren-Newport Public Library District	
	Warrenville Public Library District	

September 2022- June 2023 Programming

Operating Budget	Total Cost
\$0-\$249,999	\$80.00
\$250,000-\$749,999	\$150.00
\$750,000-\$1,499,999	\$400.00
\$1,500,000-\$2,999,999	\$750.00
\$3,000,000-\$4,999,999	\$1,500.00
\$5,000,000+	\$2,300.00

What you get

- ✓ Access to at least 12 programs offered over 10 months
- ✓ Professionally designed **marketing materials**
- ✓ Easy **online sign-up** for patrons
- ✓ High quality **event production** & tech support
- ✓ Post **program attendance** and data analysis
- ✓ Monthly financials with a **detailed accounting** of expenditures
- ✓ Access to an affordable **Zoom license** for other collaborative events

Season Kickoff: Oscar-winning Marlee Matlin!



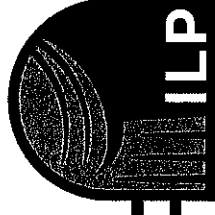
Next Steps

1. ~~Fill out a Membership Interest Form~~
2. Approve the Intergovernmental Agreement
3. Wait to be Billed in September 2022

Questions?

Contact us: illinoislibrariespresent@gmail.com

www.illinoislibrariespresent.com



NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

ORDINANCE 2022-03

ORDINANCE SETTING FORTH THE DATES OF REGULAR MEETINGS OF THE
NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

Meetings are held in the Meeting Room of the North Riverside Library, 2400 S. Des
Plaines Ave, North Riverside, Illinois 60546, generally on the third Monday of the month,
starting at 6:00 p.m.

The dates for the fiscal year 2022 – 2023 are:

July 18 th , 2022	January 16 th , 2023
August 15 th , 2022	February 20 th , 2023
September 19 th , 2022	March 20 th , 2023
October 17 th , 2022	April 17 th , 2022
November 21 st , 2022	May 15 th , 2023
December 19 th , 2022	June 19 th , 2023

Passed by the Board of Trustees of the North Riverside Public Library District this 20th
day of June, 2022.

Approved: _____
Annette Corgiat, President
North Riverside Public Library District

Attest: _____
John Mathias, Secretary
North Riverside Public Library District

ORDINANCE NO. 22-01

(.02% Building and Maintenance Tax)

WHEREAS, Illinois Statutes authorize the Library Trustees to levy a special tax in addition to the annual Public Library District tax for the purchase of sites and buildings, maintenance, equipment, and other purposes; and

WHEREAS, the amount of said special tax is .02% of the value of all the taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Library Trustees deem it advisable and necessary to levy said special tax for the 2022-2023 fiscal year.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the North Riverside Public Library District that:

SECTION 1: For the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for Library purposes, and maintenance, repairs, and alterations of Library buildings and equipment, a special tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, shall be and is levied for the 2022-2023 fiscal year.

SECTION 2: Notice of the adoption of this Ordinance shall be published in accordance with Illinois Statutes.

SECTION 3: This Ordinance shall be in full force and effect from and after its adoption.

Adopted June 20, 2022, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

APPROVED:

Annette Corgiat, President
Board of Library Trustees
North Riverside Public Library
District

(seal)

ATTEST:

John Mathias, Secretary
Board of Library Trustees
North Riverside Public Library District

Recommendation: Release minutes; destroy recording

Minutes of Closed Meeting

North Riverside Public Library District, North Riverside, IL

Vote on Closing:

Date: 02/10/2014

Time: 8:39 p.m.

Members Aye: Unanimous

Members Nay: None

Place Of Meeting: North Riverside Public Library

Non-Members in Attendance:

Director Bob Lifka (excused from the closed session at 9 p.m.)

Members Present:

Annette Corgiat
P.J. Folz
Brad Lanken
Mary Lee
Kay Subaitis
Dave Witken

Members Absent:

Greg Gordon

Applicable Statutory Section:*

[See reverse for numbers, include any applicable ones]

2(c)(1)

Subject Matter Discussed:

[Description of all matters proposed, discussed or decided]

Trustee Lanken moved, seconded by Trustee Subaitis, to enter into closed session to discuss personnel matters related to specific employees.

Board members discussed a letter of resignation submitted by Director Bob Lifka, expressing his decision to retire by the end of the fiscal year. The director then answered questions related to his decision to leave the library, concluding that after 13 years in the position the time to leave is at hand. Board members asked questions to clarify the situation and better understand the Director's decision.

President Corgiat asked the Director to leave the session so the members could discuss the situation. Board members expressed their thoughts and concerns. President Corgait committed to talk to executive search consultants involved when Director Lifka was hired and determine desirable search processes.

Trustee Lee moved to come out of closed session, seconded by Trustee Witken and unanimously approved to in a roll-call vote of those present. The closed session was adjourned at 9:30 p.m.

Record of any Vote Taken: *[No final action may be taken in closed session]*

Specify movants and record tallies:

Prepared by: Greg Gordon
Vice President

Date: 06/04/2022

Exceptions Permitting Closed Sessions:*
Citation to Section

2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity.

2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

2(c)(3) The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

2(c)(4) Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.

2(c)(5) The purchase or lease of real property for the use of the public body.

2(c)(6) The setting of a price for sale or lease of property owned by the public body.

2(c)(7) The sale or purchase of securities, investments, or investment contracts.

2(c)(8) Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff the public or public property.

2(c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

2(c)(12) The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member.

2(c)(15) Professional ethics or performance when considered by an advisory body, appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.

2(c)(16) Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.

2(c)(21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act.

* The exceptions listed are those applicable to public libraries in the words of the statute. Other exceptions may apply to other forms of governmental bodies. Although stricken by statutory amendment, we believe a constitutional exception continues to exist permitting closed session to consult with an attorney on privileged matters.

Recommendation: Release minutes; destroy recording

Minutes of Closed Meeting

North Riverside Public Library District, North Riverside, IL

Vote on Closing:

Date: 09/09/2013

Time:

Members Aye: Unanimous

Members Nay: None

Place Of Meeting: North Riverside Public Library

Non-Members in Attendance:

None

Members Present:

Annette Corgiat
Greg Gordon
Mary Lee
Kay Subaitis
Dave Witken

Members Absent:

Brad Lanken
P.J. Folz

Applicable Statutory Section:*

[See reverse for numbers, include any applicable ones]

2(c)(1)

Subject Matter Discussed:

[Description of all matters proposed, discussed or decided]

Trustee Sabaitis moved, seconded by Trustee Lee, to enter into closed session to discuss personnel matters related to specific employees.

The Board discussed the Director's recently prepared self-evaluation of his performance for the past fiscal year and appropriate next steps. Some specific concerns about the Director's performance were expressed by members. There was a consensus that it would be desirable to schedule a subsequent session which all trustees would be able to attend and at which the Director could be present to discuss the self-evaluation. Trustee Subaitis will coordinate the meeting date/time.

Trustee Gordon made a motion to come out of closed session, seconded by Trustee Lee and unanimously approved to in a roll-call vote of those present.

Record of any Vote Taken: *[No final action may be taken in closed session]*

Specify movants and record tallies:

Prepared by: Greg Gordon
Vice President

Date: 06/04/2022

Exceptions Permitting Closed Sessions:*

Citation to Section

2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity.

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2(c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

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2(c)(16) Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.

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Recommendation: Release minutes; destroy recording

Minutes of Closed Meeting

North Riverside Public Library District, North Riverside, IL

Vote on Closing:

Date: 07/08/2013

Time:

Members Aye: Unanimous

Members Nay: None

Place Of Meeting: North Riverside Public Library

Non-Members in Attendance:

Director Bob Lifka

Members Present:

Annette Corgiat
Greg Gordon
P.J. Folz
Brad Lanken
Mary Lee
Kay Subaitis
Dave Witken

Members Absent:

None

Applicable Statutory Section:*

[See reverse for numbers, include any applicable ones]

2(c)(2); 2(c)(1)

Subject Matter Discussed:

[Description of all matters proposed, discussed or decided]

Trustee Sabaitis moved, seconded by Trustee Lee, to enter into closed session to discuss salary categories in the proposed fiscal budget. Director Lifka also was present.

The Board discussed proposed employee salary categories and the impact on the budget for the 2013/14 fiscal year. Comparisons between individuals within categories were noted and discussed. Director Lifka participated in the discussion and was asked clarifying questions related to categories and salary treatment for specific individuals.

Treasurer Lanken summarized the discussion and asked that the Board return to open session for a vote on the budget. Trustee Gordon made a motion to come out of closed session, seconded by Trustee Lee and unanimously approved to in a roll-call vote.

Record of any Vote Taken: *[No final action may be taken in closed session]*

Specify movants and record tallies:

Prepared by: Greg Gordon
Vice President

Date: 06/04/2022

Exceptions Permitting Closed Sessions:*

Citation to Section

2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity.

2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

2(c)(3) The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

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2(c)(8) Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff the public or public property.

2(c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

2(c)(12) The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member.

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2(c)(16) Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.

2(c)(21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act.

* The exceptions listed are those applicable to public libraries in the words of the statute. Other exceptions may apply to other forms of governmental bodies. Although stricken by statutory amendment, we believe a constitutional exception continues to exist permitting closed session to consult with an attorney on privileged matters.

- *Recommendation: Release minutes; destroy recording*

Minutes of Closed Meeting

North Riverside Public Library District, North Riverside, IL

Vote on Closing:

Date: 12/10/2012

Time: 8:05 p.m.

Members Aye: Unanimous

Members Nay: None

Place Of Meeting: North Riverside Public Library

Non-Members in Attendance:

Members Present:

Members Absent:

Annette Corgiat
Greg Gordon
Brad Lanken
Mary Lee
Joe Mengoni
Kay Subaitis
Gary Wittbrodt

None

Applicable Statutory Section:*

[See reverse for numbers, include any applicable ones]

2(c)(1)

Subject Matter Discussed:

[Description of all matters proposed, discussed or decided]

Trustee Subaitis moved, seconded by Trustee Lanken, to enter into closed session to discuss a personnel issue. The motion was unanimously approved in a roll call vote.

Trustee Subaitis opened the discussion and asked Trustee Lanken to tell the Board how he had tried to get a clearer understanding of the director's relationship with employees. Trustee Lanken said he'd asked three administrators for their thoughts, unanimously about the strengths and weaknesses of the director. The three met in private and provided Trustee Lanken with a written reply. He noted that one thing which surfaced that is especially concerning: there is uncertainty about whether the staff is supervised by the Director or by the Board. Trustee Sabaitis stressed that this misunderstanding is detrimental to the library and needs to be fixed.

A long discussion followed, with trustees generally agreeing that the Board has not clearly demonstrated that the Director is the operations authority, and at times Board members have directly handled matters that should have been left to the Director. The results, several trustees articulated, is a "dysfunctional" organization.

Considerable discussion followed, with individual trustees suggesting several steps the Director could take to remedy the situation. A consensus surfaced that called for the Board to underscore with the Director and the staff that the Board has entrusted the Director to manage the staff -- to be the final management authority.

Trustee Wittbrodt made a motion to come out of closed session, seconded by Trustee Mengoni and unanimously approved to in a voice vote. at 8:50 p.m.

Record of any Vote Taken: *[No final action may be taken in closed session]*

Specify movants and record tallies:

Prepared by: Greg Gordon
Vice President

Date: 06/04/2022

Exceptions Permitting Closed Sessions:*

Citation to Section

2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity.

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2(c)(6) The setting of a price for sale or lease of property owned by the public body.

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2(c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

2(c)(12) The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member.

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2(c)(21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act.

* The exceptions listed are those applicable to public libraries in the words of the statute. Other exceptions may apply to other forms of governmental bodies. Although stricken by statutory amendment, we believe a constitutional exception continues to exist permitting closed session to consult with an attorney on privileged matters.

Recommendation: Release minutes; destroy recording

Minutes of Closed Meeting

North Riverside Public Library District, North Riverside, IL

Vote on Closing:

Date: 11/14/2011

Time: 8:55 p.m.

Members Aye: Unanimous

Members Nay: None

Place Of Meeting: North Riverside Public Library

Non-Members in Attendance:

Members Present:

Members Absent:

Annette Corgiat
Greg Gordon
Brad Lanken
Mary Lee
Joe Mengoni
Kay Subaitis
Gary Wittbrodt

Applicable Statutory Section:*

[See reverse for numbers, include any applicable ones]

2(c)(1)

Subject Matter Discussed:

[Description of all matters proposed, discussed or decided]

Trustee Mengoni, moved at 8:55 p.m. to enter into closed session to discuss a personnel issue, seconded by Trustee Wittbrodt. The motion was unanimously approved in a roll call vote.

The session quickly focused on the shortcomings of the fiscal-year goals submitted for review by Director Lifka. Trustees overwhelmingly criticized the lack of specificity in the draft goals and the feeling that he had not picked up on their concerns in their previous discussion. Trustees also generally voiced the feeling that the director was not reaching out to them individually to focus on various performance aspects link to the Board committees structure. For example, Treasurer Lanken for goals related to financial matters and Personnel Committee Chair Kay Subaitis for matters relating to Personnel.

The discussion turned toward what was needed to finalize the director's goals, and there was general agreement during the discussion that a working meeting with the director should happen within the next week to wrap up the goals.

A follow-up session with the director the following week was preferred by most trustees.

A motion to adjourn the closed session was made and seconded, and unanimously approved in a roll call vote at 9:20 p.m.

Record of any Vote Taken: *[No final action may be taken in closed session]*

Specify movants and record tallies:

Prepared by: Greg Gordon
Vice President

Date: 06/04/2022

Exceptions Permitting Closed Sessions:*

Citation to Section

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2(c)(16) Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.

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* The exceptions listed are those applicable to public libraries in the words of the statute. Other exceptions may apply to other forms of governmental bodies. Although stricken by statutory amendment, we believe a constitutional exception continues to exist permitting closed session to consult with an attorney on privileged matters.

Recommendation: Release minutes; destroy recording

Minutes of Closed Meeting

North Riverside Public Library District, North Riverside, IL

Vote on Closing:

Date: 1/12/2009

Time: Unknown

Members Aye: Unanimous

Members Nay: None

Place Of Meeting: NRPL

Non-Members in Attendance:

Director Bob Lifka

Members Present:

Annette Corgiat
Andrea DeRosier
Brad Lanken
Mary Lee
James Manika
Kay Subaitis

Members Absent:

Curt Bley

Applicable Statutory Section:*

[See reverse for numbers, include any applicable ones]

Section 2(c)(1)

Subject Matter Discussed:

[Description of all matters proposed, discussed or decided]

President Corgiat and Director Lifka briefed board members about a workplace accommodation being considered for an employee.

Formal action on the part of the board was not needed or taken.

Kay Subaitis made a motion to come out of closed session and return to open session, seconded by Mary Lee. All members present voted aye. and the session was adjourned.

Record of any Vote Taken: *[No final action may be taken in closed session]*

Specify movants and record tallies:

No vote was taken.

Prepared by: Greg Gordon
Vice President

Date: 06/04/2022

Exceptions Permitting Closed Sessions:*

Citation to Section

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2(c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

2(c)(12) The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member.

2(c)(15) Professional ethics or performance when considered by an advisory body, appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.

2(c)(16) Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.

2(c)(21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act.

* The exceptions listed are those applicable to public libraries in the words of the statute. Other exceptions may apply to other forms of governmental bodies. Although stricken by statutory amendment, we believe a constitutional exception continues to exist permitting closed session to consult with an attorney on privileged matters.