

**North Riverside Public Library District  
Board of Trustees  
Regular Meeting, April 17<sup>th</sup>, 2023  
6:00pm**

**1. Open of Meeting**

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

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

I, \_\_\_\_\_, second. \_\_\_\_ aye \_\_\_\_ nay

**2. Open Forum**

**3. Consent Agenda**

I, \_\_\_\_\_, make a motion to remove letter \_\_\_\_ from the consent agenda for discussion and approve the remaining items. I, \_\_\_\_\_, second. Roll call vote: \_\_\_\_ Corgiat, \_\_\_\_ Gordon, \_\_\_\_ Mathias, \_\_\_\_ Rouleau, \_\_\_\_ Bonnar, \_\_\_\_ Ottenweller, \_\_\_\_ Johnson. Motion carried/rejected

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

Secretary:

- a. Minutes of the March 6<sup>th</sup>, 2023 Committee of the Whole Meeting
- b. Minutes of the March 20<sup>th</sup>, 2023 Regular Board Meeting
- c. Correspondence

Treasurer:

- a. March 2023 Financial Statements
- b. Authorization to transfer \$70,000 to checking

**4. President's Report**

- A. Board action log (informational)

**5. Director's Report**

**6. 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)
- G. Grants (Starosta) (informational)

## 7. New Business

- A. Decennial Committee (discussion)
- B. Service Award – Veronica Martinez (discussion)
- C. Meeting Room Policy update (action)

I, \_\_\_\_\_, make a motion to approve the updated meeting room policy (5.8.3) as presented. I, \_\_\_\_\_, second. Vote: \_\_\_\_ aye \_\_\_\_ nay Motion carried/rejected.

- D. Vacation and Sick Time Policy update (action)

I, \_\_\_\_\_, make a motion to approve the updated vacation time policy (9.3.15) and sick time policy (9.3.13) as presented. I, \_\_\_\_\_, second. Vote: \_\_\_\_ aye \_\_\_\_ nay Motion carried/rejected.

- E. Budget Amendment (action)

I, \_\_\_\_\_, make a motion to approve the amendment to the 2022-2023 budget as presented. I, \_\_\_\_\_, second. Vote: \_\_\_\_ aye \_\_\_\_ nay Roll call vote: \_\_\_\_ Corgiat, \_\_\_\_ Gordon, \_\_\_\_ Mathias, \_\_\_\_ Rouleau, \_\_\_\_ Bonnar, \_\_\_\_ Ottenweller, \_\_\_\_ Johnson. Motion carried/rejected.

## 8. Closed session

- A. Review closed session minutes under section 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.

## 9. Return to open session

### 10. Possible action item (pertaining to closed session discussion)

- A. Approve closed session minutes

## 11. 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 May 15<sup>th</sup>, 2023 at 6:00 p.m.**

# **NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

## **Minutes of the meeting of March 20, 2023**

### **1. Open of Meeting**

A. The meeting was called to order by Trustee Corgiat at 6:06 p.m. Roll call was taken.

Present: Annette Corgiat, Greg Gordon, Kyle Johnson, John Mathias, Jeanine Ottenweller Ken Rouleau

Absent: Kathy Bonnar

Also Present: Jill Cannizzo, Michael, Brittany

B. A quorum was established.

C. There were no visitors present tonight.

D. I, Trustee Rouleau make a motion to approve the agenda as written. Trustee Mathias seconded the motion. All ayes, motion carried.

### **2. Open Forum**

### **3. Consent Agenda**

A.I, Trustee Gordon make a motion to approve the consent agenda with removal of letter 3B and the rest as presented. I, Trustee Mathias second the motion. A roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Kyle Johnson, John Mathias, Jeanine Ottenweller Ken Rouleau

Nays: None

Motion Carried

### **Secretary**

a. All read and approve the minutes.

b. No correspondence

### **Treasurer**

a. February 2023 Financial Statements

b. Authorization to transfer \$85,000 to checking Trustee account

c. I, Trustee Mathias make a motion to transfer the \$85,000.00 to the checking account. I, Trustee Johnson second the motion. A roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Kyle Johnson, John Mathias, Jeanine Ottenweller Ken Rouleau

Nays: None

Motion Carried

### **4. President's Report**

A Board Action Log Annette is looking into when the statue will be cleaned.

At the neighborhood's services meeting Joe Mengoni asked about a letter that he received at Seguin's for a resident there that he had an outstanding bill for a movie that he never returned. Annette took the letter from Joe and is going to investigate further and then figure out what to do. He has been blocked from checking out materials from

the Library. He was here recently and was not nice to the staff. The Library is out \$182.00 from this person. Mike said it is up to the Board as to what to do in this case. Annette will call Joe and ask that the caseworker call Natalie and discuss this situation and see what they can work out. There was some discussion. Annette will follow up with Joe.

#### 5. Director's Report

Nothing tonight as Natalie is absent.

#### 6. Committee Reports

a. Advocacy (Johnson) Nothing tonight

b. Buildings & Grounds (Rouleau) Lighting for the foyer. Ken got another price. He will get more details and report next time.

c. Finance (Bonnar) Kathy is absent tonight, nothing to report

d. Personnel (Gordon) Updated grievance policy  
Starting next month, it is time start to do the evaluation process for all of the staff.

e Policy (Bonnar, Ottenweller) Nothing to report tonight

e. Strategic Planning (Mathias) Everyone is required to take sexual harassment training and get a certificate at the end. Some still need to do the statement of economic interest again. Greg approved the minutes of the closed session meeting. If you navigate to the February 2023 Board meeting minutes, there are 3 months of financial data. John asked Natalie to put the financial statements in the right months packet. October 2022 folder there is a mistake that the January financial statements are in there. They should not be in there. October 2022 is still missing. That needs to be corrected. Board meeting of 2021-2022 February 2022, there is a mixture of December and January financial reports John will talk to Natalie about correcting this.

f. Grants (Starosta) Brittany is working on the Project Next Generation grant due in March and the money would come in May

#### 7. New Business

A. Grievance Policy 9.6.7 update

I, Trustee Gordon make a motion to approve the updated grievance policy (9.6.7 )as presented. I, Trustee Ottenweller second the motion. A roll call vote was taken. All in favor, motion carried.

B. Foyer Lighting Replacement tabled until next meeting.

I, Trustee Rouleau make a motion to approve the purchase and installation of 2 new foyer lighting fixtures. It will probably be installed by Ken and Bryant. I, Trustee Johnson second the motion. All in favor, motion carried.

8. I, trustee Rouleau make a motion to adjourn the meeting at 6:58 p.m. I, Trustee Mathias second the motion. All ayes, motion carried.

The next Board meeting is scheduled for April 17, 2023 at 6:00 p.m.

Respectfully Submitted  
Jill M. Cannizzo

# **North Riverside Public Library**

2400 S. Des Plaines Avenue  
North Riverside, Illinois 60546

Minutes  
Committee of the Whole  
Board of Trustees  
March 6<sup>th</sup>, 2023  
6:00 PM

## **1. Open of Meeting**

- A. Call to order: Meeting called to order by President Corgiat at 6:04pm.
- B. Determination of quorum: A quorum of Trustees were present including: Annette Corgiat, Greg Gordon, Kathy Bonnar, John Mathias, Ken Rouleau, Jeanne Ottenweller and Kyle Johnson. Also in attendance: Director Natalie Starost.
- C. Recognition of visitors to the meeting: There were no visitors.
- D. Approval of agenda and requested changes to agenda: Secretary Mathias made a motion to approve the agenda as presented. Trustee Rouleau seconded the motion. All voted aye.

## **2. Open Forum**

No comments.

## **3. Minutes**

- A. Vice President Gordon made a motion to accept Minutes of February 6<sup>th</sup>, 2023 Committee of Whole Meeting as presented. Treasurer Bonnar seconded the motion. Trustee Rouleau abstained as he was not in attendance for the February 6<sup>th</sup> meeting. All remaining Trustees voted aye.

## **4. Finance**

- A. Insurance policy review: President Corgiat asked the Finance, Personnel and Building & Grounds committee if they reviewed the insurance plans held by the library. The plans were not reviewed but Director Starosta answered questions as they were presented. Vice President Gordon asked that in the future the director present new insurance policies or substantial changes to the Board at the time of renewal. Treasurer Bonnar asked that the director keep the Board apprised of challenges other libraries encounter that may effect they type or quantity of insurance needed in the future. Secretary Mathias asked to see yearly costs in the future for comparison.

## **5. Advocacy**

- A. Centennial Celebration - President Corgiat noted that there has not been any communication from the Recreation Department on the celebration. Director Starosta informed the Board that she met with the new Recreation director about programming

that will be planned for this Fall/Winter. Director Starosta has requested to join the Centennial Committee.

- B. Senior Fair - President Corgiat informed the Board that the Village will be hosting the Senior Fair on May 11<sup>th</sup>. She has purchased and will man the Foundation & Friends table. Director Starosta added that the Library has also purchased a table and will be demoing Build Guild items and have give aways.
- C. Advocacy webinars - Director Starosta reminded the Board of the RAILS webinars for Trustees on advocacy which are upcoming or have been recently released. President Corgiat requested that the director resend the information.

**6. Building & Grounds**

- A. Lower Level update discussion - Director Starosta directed the Trustees through the lower level update plan as currently exists. Pointing out what would be in phases 1-5, which items would be more costly and how each would address different demographics, solve current issues with the space, and improve the accessibility of areas currently designated for staff. Secretary Mathias asked Board members to look through the proposed phases and react to each one. President Corgiat noted that she would like the original architects to give a presentation on the space. Director Starosta told the Board that she has met with Dawn Newman, from Newman Architects, and hopes to hear back about a quote on the design plan and architectural drawings. Discussion tabled for next Committee of the Whole meeting.
- B. Capital Improvements Assessment Plan - Director Starosta explained that these plans would identify issues with the facility, compliance issues and other concerns, provide cost estimates on repair/replacement for future budgeting processes. The Board reviewed the 5 provided quotes and requested the Director Starosta provide sample plans from 3 or the 5 companies for review at the next meeting.
- C. Foyer lighting - Trustee Rouleau provided the history of the light fixtures and why there is only one in the foyer. Director Starosta led Trustees to the foyer area to inspect the lighting needs and presented 2 possible solutions. The Board will vote on a solution at the next Board meeting.

**7. Personnel**

Nothing to report.

**8. Policy**

- A. Grievance Policy 9.6.7 - Vice President Gordon discussed the fact that the current grievance policy does not address the needs of direct reports to the director. Trustee Ottenweller made a suggestion to change wording to prevent confusion. The policy update will be on the agenda of the next Board meeting.

**9. Strategic Planning**

- A. Chapter 9 in IL Standards review - Secretary Mathias noted that we are in compliance with the expectations of Chapter 9.
- B. Review Trustee Handbook - tabled for next meeting

## **10. Other Business**

- A. Website demonstration - Director Starosta presented the new website to the Board, navigating around the site to show the different features and noted that the new site is in usability testing phase, followed by 2<sup>nd</sup> edits and then the website will be rolled out. The launch is set for May prior to Summer Reading. President Corgiat was concerned about the Foundation & Friends section as they are in the process of creating their own website. Director Starosta noted that when the F&F's new site is complete, the information on the Library's site will be removed and the tab will redirect to the F&F's site rather than to the tabs currently there.
- B. Library Celebration Dinner - Director Starosta noted that several staff members requested appreciations similar to what other local libraries do rather than the dinner. Director Starosta will ask employees to take an anonymous survey following the dinner to help prepare for next year's staff/volunteer appreciation.
- C. Committee Responsibilities and Expectations - not discussed

## **11. Adjournment**

Trustee Rouleau made a motion to adjourn the meeting at 8:30pm.  
Trustee Ottenweller seconded the motion. All aye.

The Library Board meeting is scheduled for Monday, March 20<sup>th</sup>, 2023 at 6:00pm.



# Management Report

North Riverside Public Library District  
For the period ended March 31, 2023



Prepared on

April 14, 2023

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# Profit and Loss

July 2022 - March 2023

	Total
<b>INCOME</b>	
6903-01 Fines & Fees	16,747.34
6904-01 Donations	14,890.07
6905-01 Grants	98,565.90
6915-07 Loan Proceeds	50,000.00
Interest	
6906-01 Interest	3,486.00
<b>Total Interest</b>	<b>3,486.00</b>
Property Taxes	
6901-01 Property Tax	678,444.94
6901-04 Tax Revenue-Audit Fund	4,556.75
6901-05 Tax Revenue-Liability Ins	2,629.14
6901-06 Tax Revenue-Unemploy Ins	700.83
6901-07 Tax Revenue-Bldg Fund	32,425.88
6901-08 Tax Revenue-SS	23,836.99
6901-12 Property Tax - IMRF Fund	6,835.45
<b>Total Property Taxes</b>	<b>749,429.98</b>
<b>Total Income</b>	<b>933,119.29</b>
<b>GROSS PROFIT</b>	
<b>EXPENSES</b>	
8360-01 Grants	47,126.56
8360-01 Petty Cash	114.34
Advertising & Marketing	
8365-01 Library Promotion	1,260.00
8370-01 Postage	2,763.64
8375-01 Advertising	463.42
8385-01 Memorials & Tributes	109.41
8404-01 Staff Recognition	234.92
8410-01 Printing	8,653.05
<b>Total Advertising &amp; Marketing</b>	<b>13,484.44</b>
Bank Charges & Fees	
8396-01 Bank Charges & Fees	899.05
<b>Total Bank Charges &amp; Fees</b>	<b>899.05</b>
Benefits	
7600-05 Health Insurance	20,529.20
7650-09 IMRF	25,560.79
7660-06 Unemployment Insurance	3,017.50
7670-01 Taxes-Fica Expense	31,656.53
<b>Total Benefits</b>	<b>80,764.02</b>
Building Expense	
8305-07 Building & Ground	600.00
8306-07 Building Supplies & Maintenance	1,573.13

	Total
8308-07 Service Contracts	24,024.58
8315-07 Fees & Permits	2,053.00
8330-01 Casual Labor	150.00
8335-07 Building Repairs	20,071.57
<b>Total Building Expense</b>	<b>48,472.28</b>
Computers/Technology	
8171-01 Tech Service	18,801.25
8172-01 Computer Equipment	996.41
8175-01 SWAN	17,266.36
8180-01 Software	286.74
8190-01 Website	75.97
<b>Total Computers/Technology</b>	<b>37,426.73</b>
Insurance	
8460-05 Liability Insurance	21,795.00
<b>Total Insurance</b>	<b>21,795.00</b>
Interest Paid	
8601-02 Debt Service-Interest	5,041.48
<b>Total Interest Paid</b>	<b>5,041.48</b>
Legal & Professional Services	
8400-01 Accounting	9,340.00
8401-04 Audit	8,500.00
8402-01 Legal Fees	6,343.54
8405-01 Appraisal	2,655.00
8406-01 Collection Agency	295.50
8430-01 Payroll Expenses	5,796.30
<b>Total Legal &amp; Professional Services</b>	<b>32,930.34</b>
Library Materials	
8090-01 Adult A/V	4,436.67
8091-01 Children's A/V	1,017.10
8096-01 Teen A/V	1,411.21
8103-01 Foreign Lang. Materials	67.03
8104-01 Adult Fiction	14.31
8105-01 Adult Fiction/Non-Fiction	17,483.34
8106-01 Children Fiction / Non-Fiction	9,846.17
8107-01 Teen Fiction/Non-Fiction	5,411.53
8108-01 eBooks	1,234.25
8120-01 Newspapers	2,887.91
8130-01 Internet Databases	13,565.08
8140-01 Periodicals	956.77
8162-01 Children DVDs-movies	78.72
<b>Total Library Materials</b>	<b>58,410.09</b>
Office Supplies & Software	
8202-01 Office Supplies	5,268.58
<b>Total Office Supplies &amp; Software</b>	<b>5,268.58</b>

	Total
Programs & Strategic Initiatives	
8150-01 Children's Programs	3,151.99
8153-01 Teen Programs	1,358.61
8154-01 Makerspaces/library of things	2,813.55
8155-01 Adult Programs	3,458.84
8156-01 Technology Programs	17.91
<b>Total Programs &amp; Strategic Initiatives</b>	<b>10,800.90</b>
Salaries	
7504-01 Circulation	65,360.33
7505-01 Adult Services	52,817.87
7506-01 Youth Services	57,923.64
7507-01 Pages	7,244.73
7508-01 Administration	212,237.60
7509-01 Facilities	20,731.31
<b>Total Salaries</b>	<b>416,315.48</b>
Travel & Training	
7700-01 Educational Training Trustees	814.37
7800-01 Educational Staff Training	1,355.58
8342-01 Lodging, Meals, Mileage	2,910.04
8355-01 Memberships	1,867.90
8390-01 Mileage Reimbursement	1,216.07
<b>Total Travel &amp; Training</b>	<b>8,163.96</b>
Utilities	
8301-07 Internet/Phone	13,133.67
8302-07 Electricity	11,115.17
8303-07 Gas	6,543.66
8304-07 Water/Garbage	2,092.76
<b>Total Utilities</b>	<b>32,885.26</b>
<b>Total Expenses</b>	<b>819,898.51</b>
<b>NET OPERATING INCOME</b>	<b>113,220.78</b>
OTHER EXPENSES	
8701-02 Debt Certificate Principle	76,700.00
<b>Total Other Expenses</b>	<b>76,700.00</b>
<b>NET OTHER INCOME</b>	<b>-76,700.00</b>
<b>NET INCOME</b>	<b>\$36,520.78</b>

# Balance Sheet

As of March 31, 2023

		Total
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1500-01 First American MM (5015)		354,411.26
1500-04 Cash-Audit Fund		2,877.00
1500-05 Cash-Liability Insurance Fund		30,806.00
1500-06 Cash-Unemployment Ins Fund		1,451.00
1500-07 Cash-Building Fund		0.00
1500-08 Cash-Social Security Fund		0.00
1500-09 Cash-Pension Fund		-23,608.79
1500-10 Cash-Debt Service Fund		-5,097.82
1500-11 Equipment Fund		0.00
1500-12 Cash - IMRF Fund		0.00
1500-13 Capital Projects		30,000.00
<b>Total 1500-01 First American MM (5015)</b>		<b>390,838.65</b>
1501-01 First American Checking (5001)		9,235.81
1509-07 Cash - IPTIP IL Funds		96,647.30
1512-02 Kadlec Annuity #71797		56,915.03
<b>Total Bank Accounts</b>		<b>553,636.79</b>
<b>Accounts Receivable</b>		
2000-01 RE Taxes Receivable-Corp		0.00
2000-04 Taxes Receivable-Audit		0.00
2000-05 Taxes Receivable-Insurance		0.00
2000-06 Taxes Receivable-Liab Insur		0.00
2000-07 Taxes Recievable-Bldg Fund		0.00
2000-08 Taxes Receivable-SS Fund		0.00
2000-09 Taxes Receivable-Pension Fund		0.00
<b>Total Accounts Receivable</b>		<b>0.00</b>
<b>Other Current Assets</b>		
1500-01 Kadlec Annuity		250,502.21
1500-02 Kadlect Annuity #19563		116,393.94
1500-03 Kadlec Annuity #37743		402,915.09
2200-01 Due to/from Special Accounts		0.00
2200-09 Due to/from Pension Fund		0.00
2400-01 Prepaid Expenses		1,219.20
2400-05 Prepaid Expenses 05		0.00
2400-07 Prepaid Expense		618.53
<b>Total Other Current Assets</b>		<b>771,648.97</b>
<b>Total Current Assets</b>		<b>1,325,285.76</b>
<b>TOTAL ASSETS</b>		<b>\$1,325,285.76</b>

## LIABILITIES AND EQUITY

### Liabilities

	Total
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
4100-01 Accounts Payable	15,423.36
4100-02 Accounts Payable UC Fund	421.97
4100-05 Accounts Payable Liability Fund	2,822.43
4100-06 Accounts Payable Unemployment Fund	219.91
4100-07 Accounts Payable Building Fund	13,867.40
4100-09 Accounts Payable Pension Fund	0.00
<b>Total Accounts Payable</b>	<b>32,755.07</b>
<b>Other Current Liabilities</b>	
4002-01 IMRF - Employee Contribution	2,640.97
4003-01 Child Support	0.00
4200-01 Accrued Wages	14,099.66
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	5,241.18
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00
<b>Total Other Current Liabilities</b>	<b>21,981.81</b>
<b>Total Current Liabilities</b>	<b>54,736.88</b>
<b>Total Liabilities</b>	<b>54,736.88</b>
<b>Equity</b>	
3200-00 Retained Earnings	-90,305.90
5600-01 General Fund Balance	1,576,256.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	2,877.00
5600-05 Public Liability Fund Balance	27,984.00
5600-06 Unemployment Insurance Fund Balance	1,231.00
5600-07 Building Fund Balance	-231,989.00
5600-08 Social Security Fund Balance	-10,943.00
5600-09 Pension Fund Balance	-71,082.00
Opening Balance Equity	0.00
Net Income	36,520.78
<b>Total Equity</b>	<b>1,270,548.88</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,325,285.76</b>







# North Riverside Public Library District

## Balance Sheet

As of March 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	354,411.26
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1500-13 Capital Projects	30,000.00
<b>Total 1500-01 First American MM (5015)</b>	<b>390,838.65</b>
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<b>Total Bank Accounts</b>	<b>\$553,636.79</b>
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2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
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1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	1,219.20
2400-05 Prepaid Expenses 05	0.00
2400-07 Prepaid Expense	618.53
<b>Total Other Current Assets</b>	<b>\$771,648.97</b>
<b>Total Current Assets</b>	<b>\$1,325,285.76</b>

	TOTAL
<b>TOTAL ASSETS</b>	<b>\$1,325,285.76</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	15,423.36
4100-02 Accounts Payable UC Fund	421.97
4100-05 Accounts Payable Liability Fund	2,822.43
4100-06 Accounts Payable Unemployment Fund	219.91
4100-07 Accounts Payable Building Fund	13,867.40
4100-09 Accounts Payable Pension Fund	0.00
<b>Total Accounts Payable</b>	<b>\$32,755.07</b>
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	2,640.97
4003-01 Child Support	0.00
4200-01 Accrued Wages	14,099.66
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	5,241.18
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00
<b>Total Other Current Liabilities</b>	<b>\$21,981.81</b>
<b>Total Current Liabilities</b>	<b>\$54,736.88</b>
<b>Total Liabilities</b>	<b>\$54,736.88</b>
Equity	
3200-00 Retained Earnings	-90,305.90
5600-01 General Fund Balance	1,576,256.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	2,877.00
5600-05 Public Liability Fund Balance	27,984.00
5600-06 Unemployment Insurance Fund Balance	1,231.00
5600-07 Building Fund Balance	-231,989.00
5600-08 Social Security Fund Balance	-10,943.00
5600-09 Pension Fund Balance	-71,082.00
Opening Balance Equity	0.00
Net Income	36,520.78
<b>Total Equity</b>	<b>\$1,270,548.88</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,325,285.76</b>



**North Riverside Public Library District**  
**Budget vs Actual**  
03/31/2023

<b>REVENUE</b>		<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>75% % of Budget</b>
6904-01	Donations	14,890	35,000	20,110	43%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	-	(15,000)	(15,000)	0%
6903-01	Fees and fines	16,747	5,000	(11,747)	335%
6905-01	Grants	98,566	100,000	1,434	99%
6906-01	Interest	3,486	1,500	(1,986)	232%
6901-01	Property tax	749,430	1,118,750	369,320	67%
6920-01	Unrealized Income Annuities	-	20,000	20,000	0%
6907-01	Credit Card Income	-	3,000	3,000	0%
6915-01	Loan Proceeds	50,000	0	(50,000)	0%
<b>Total</b>		<b>\$ 933,119</b>	<b>\$ 1,268,250</b>	<b>\$ 335,131</b>	<b>74%</b>

**OPERATING EXPENSES**

**SALARIES**

7504-01	Circulation	65,360	91,500	26,140	71%
7505-01	Adult Services	52,818	72,000	19,182	73%
7506-01	Youth Services	57,924	87,700	29,776	66%
7507-01	Pages	7,245	10,200	2,955	71%
7508-01	Administration	212,238	279,000	66,762	76%
7509-01	Facilities	20,731	30,000	9,269	0%
<b>Total</b>		<b>\$ 416,315</b>	<b>\$ 570,400</b>	<b>\$ 154,085</b>	<b>73%</b>

**BENEFITS**

7600-05	health insurance	20,529	31,400	10,871	65%
7650-09	IMRF	25,561	47,680	22,119	54%
7670-08	social security/mcare	31,657	37,958	6,301	83%
7660-06	Unemployment Insurance	3,018	-	(3,018)	0%
<b>Total</b>		<b>\$ 80,764</b>	<b>\$ 117,038</b>	<b>\$ 36,274</b>	<b>69%</b>

**TRAINING**

7700-01	educational training trustees	814	500	(314)	163%
7800-01	educational training staff	1,356	4,500	3,144	30%
<b>Total</b>		<b>\$ 2,170</b>	<b>\$ 5,000</b>	<b>\$ 2,830</b>	<b>43%</b>

<b>OPERATING EXPENSES</b>		<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	75% <b>% of Budget</b>
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#### **MATERIALS**

8090-01	Adult A/V	4,437	9,000	4,563	49%
8091-01	Children's A/V	1,017	3,400	2,383	30%
8096-01	Teen A/V	1,411	3,100	1,689	46%
8103-01	Foreign Language Materials	67	2,000	1,933	3%
8105-01	Adult fiction/nonfiction	17,498	25,000	7,502	70%
8106-01	Children's fiction/nonfiction	9,846	16,000	6,154	62%
8107-01	Teen fiction/nonfiction	5,412	9,000	3,588	60%
8108-01	eBooks	1,234	5,500	4,266	22%
8120-01	newspapers	2,888	3,500	612	83%
8130-01	internet databases	13,565	16,000	2,435	85%
8140-01	Periodicals	957	1,500	543	64%
8154-01	Makerspaces/library of things	2,814	5,000	2,186	56%
8160-01	Adult DVD's-Fiction	79	0	(79)	787200%
<b>Total</b>		<b>\$ 61,224</b>	<b>\$ 99,000</b>	<b>\$ 37,776</b>	62%

#### **PROGRAMS**

8150-01	Children's Programs	3,152	6,100	2,948	52%
8153-01	Teen Programs	1,359	2,900	1,541	47%
8155-01	Adult programs	3,459	6,000	2,541	58%
8156-01	Technology programs	18	1,000	982	2%
<b>Total</b>		<b>\$ 7,987</b>	<b>\$ 16,000</b>	<b>\$ 8,013</b>	50%

#### **STRATEGIC INITIATIVES**

8158-01	Strategic Initiatives	-	2,000	2,000	0%
<b>Total</b>		<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	0%

**OPERATING EXPENSES**

Actual

Budget

Variance

75%  
% of Budget**COMPUTERS**

8171-01	Technology Service	18,801	25,000	6,199	75%
8172-01	Computer Equipment	996	5,000	4,004	20%
8175-01	SWAN	17,266	23,500	6,234	73%
8180-01	software	287	1,500	1,213	19%
8190-01	website	76	7,500	7,424	1%
8195-01	email	-	500	500	0%
	<b>Total</b>	<b>\$ 37,427</b>	<b>\$ 63,000</b>	<b>\$ 25,573</b>	59%

**OFFICE SUPPLIES**

8202-01	Office Supplies	5,269	13,500	8,231	39%
	<b>Total</b>	<b>\$ 5,269</b>	<b>\$ 13,500</b>	<b>\$ 8,231</b>	39%

**UTILITIES- OPERATING EXPENSE**

8301-07	Internet/phone	13,134	9,000	(4,134)	146%
8302-07	electricity	11,115	23,000	11,885	48%
8303-07	gas	6,544	5,500	(1,044)	119%
8304-07	water/garbage	2,093	2,300	207	91%
	<b>Total</b>	<b>\$ 32,885</b>	<b>\$ 39,800</b>	<b>\$ 6,915</b>	83%

**BUILDING EXPENSE**

8306-07	building supplies and maintenance	2,173	11,000	8,827	20%
8308-07	service contracts	24,025	23,000	(1,025)	104%
8315-07	fees and permits	2,053	1,950	(103)	105%
8330-01	casual labor	150	900	750	17%
8335-07	building repairs	20,072	34,000	13,928	59%
	<b>Total</b>	<b>\$ 48,472</b>	<b>\$ 70,850</b>	<b>\$ 22,378</b>	68%

**TRAVEL**

8342-01	lodging/meals/mileage	4,126	1,000	(3,126)	413%
	<b>Total</b>	<b>\$ 4,126</b>	<b>\$ 1,000</b>	<b>\$ (3,126)</b>	413%

**OPERATING EXPENSES**

Actual

Budget

Variance

75%  
% of Budget**OTHER EXPENSES**

8355-01	memberships	\$ 1,868	\$ 2,200	332	85%
8360-01	Grants	\$ 47,127	\$ 100,000	52,873	47%
8361-01	Donations	\$ -	\$ 35,000	35,000	0%
8365-01	library promotion	\$ 1,260	\$ 5,000	3,740	25%
8370-01	postage	\$ 2,764	\$ 3,000	236	92%
8375-01	Advertising	\$ 463	\$ 4,500	4,037	10%
8385-01	memorials and tributes	\$ 109	\$ 500	391	22%
8395-01	Miscellaneous Expense	\$ 114	\$ -	(114)	0%
8396-01	bank charges and fees	\$ 899	\$ 150	(749)	599%
8399-01	ILL Loss/Damage	\$ -	\$ 250	250	0%
	<b>Total</b>	<b>\$ 54,604</b>	<b>\$ 150,600</b>	<b>95,996</b>	<b>36%</b>

**DEBT SERVICE**

8701-02	Debt Service - Principal	76,700	0	(76,700)	0%
8601-02	Debt Service - Interest	5,041	0	(5,041)	0%
	<b>Total</b>	<b>\$ 81,741</b>	<b>\$ 0</b>	<b>\$ (81,741)</b>	<b>0%</b>

**OUTSIDE SERVICES**

8400-01	accounting	9,340	17,000	7,660	55%
8401-01	audit	8,500	9,000	500	94%
8402-01	legal fees	6,344	6,000	(344)	106%
8404-01	Staff Recognition	235	2,500	2,265	9%
8405-01	appraisal	2,655	1,500	(1,155)	177%
8406-01	collection agency	296	200	(96)	148%
8410-01	printing	8,653	11,000	2,347	79%
8430-01	payroll expenses	5,796	5,500	(296)	105%
8435-01	background checks	-	200	200	0%
	<b>Total</b>	<b>\$ 41,818</b>	<b>\$ 52,900</b>	<b>\$ 11,082</b>	<b>79%</b>

**INSURANCE**

8460-05	liability insurance package	21,795	20,600	(1,195)	106%
	<b>Total</b>	<b>\$ 21,795</b>	<b>\$ 20,600</b>	<b>\$ (1,195)</b>	<b>106%</b>

<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 896,599</b>	<b>\$ 1,221,688</b>	<b>\$ 406,831</b>	<b>73%</b>
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<b>TOTAL OPERATING NET INCOME</b>	<b>\$ 36,521</b>	<b>\$ 46,562</b>	<b>\$ (71,700)</b>	<b>78%</b>
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**North Riverside Public Library District**  
**Check Detail**  
**March 2023**

Date	Num	Name	Memo/Description	Amount
03/01/2023	15265	AT&T 1	9571595706	63.10
03/01/2023	15266	AURORA PUBLIC LIBRARY DISTRIC	INV. 2023-023 VIRTUAL AUTHOR VISIT PARTNER LIBRARIES	69.45
03/01/2023	15267	CAPITAL ONE	JANUARY/ FEBRUARY STATEMENT	5,721.63
03/01/2023	15268	COMCAST .	165642081	1,199.56
03/01/2023	15269	CENGAGE Learning	ADULT LARGE PRINT	151.15
03/01/2023	15270	FIRST AMERICAN BANK .	FEBRUARY STATEMENT	68.83
03/01/2023	15271	Franczek Radelet	PROFESSIONAL SERVICES RENDERED THROUGH JANUARY 31 2023	126.00
03/01/2023	15272	GRASSO GRAPHICS	SPRING 2023 NEWSLETTER	2,559.45
03/01/2023	15273	INGRAM LIBRARY SERVICES	CHILDREN FICTION / NON FICTION	344.24
03/01/2023	15274	Hinckley Springs	2429867 022223	146.90
03/01/2023	15275	LEAF	SERVICE CONTRACT INV 14397247	711.60
03/01/2023	15276	MIDCO	OLD INVOICES FROM 2020 1357206	1,031.00
03/01/2023	15277	Outsource Solutions Group	Inv 73169, 73290	1,676.59
03/01/2023	15278	Roscoe	Acct#1889-07544 INV 1786097	253.76
03/01/2023	15279	Smiota Inc.	ANNUAL MAINTENANCE AND SUPPORT	1,680.00
03/01/2023	15280	Unique Management Services, Inc	INV 6106109	19.70
03/03/2023	15281	UNITED STATES POSTAL SERVICE	Voided - Permit # 47	-
03/03/2023	15282	UNITED STATES POSTAL SERVICE	1 YEAR ADVANCE NEWSLETTERS	1,200.00
03/03/2023	15283	UNITED STATES POSTAL SERVICE	permit #47	290.00
03/03/2023	15284	Village of N. Riverside	INSPECTIONS PAST DUE 2021 ELEVATOR, FIRE SIGN	1,007.00
03/03/2023	15285	Outsource Solutions Group	Voided - Inv 73410	-
03/03/2023	15286	INGRAM LIBRARY SERVICES	FICTION/NON FICTION	768.96
03/06/2023	15287	Lauterbach & Amen, LLP	SERVICES RENDERED IN CONNECTION WITH 2022 1099s	209.00
03/06/2023	15288	Midwest Tape	INV 503440772	299.30
03/06/2023	15289	AEP ENERGY	01/27/2023 TO 02/27/2023 31 DAYS	1,075.48
03/06/2023	15290	INGRAM LIBRARY SERVICES	FICTION/NON FICTION	1,551.65
03/06/2023	15291	INGRAM LIBRARY SERVICES	FICTION/NON FICTION	409.80
03/06/2023	15292	LIMRICC	Four members FEBRUARY	3,041.02

03/06/2023	15293	Outsource Solutions Group	Inv 73410, 72906	169.75
03/06/2023	15294	Zoobean Inc	12 month license Plus 03/24/23 -003-23-24	995.00
03/06/2023	15295	Natalie Starosta	reimbursement 1856.6 miles for ALA LibLearnX	1,216.07
03/08/2023	15296	UNITED STATES POSTAL SERVICE	permit #47 BULK MAILING	290.00
03/20/2023	15297	AT&T 1	274496704	63.10
03/20/2023	15298	CENGAGE Learning	ADULT LARGE PRINT	91.17
03/20/2023	15299	Comcast	Internet SERV MAR 07 2023 TO APRIL 06 2023	178.18
03/20/2023	15300	COMCAST .	167896676	1,199.56
03/20/2023	15301	Gail Galivan	TAI CHI MARCH 15 2023	60.00
03/20/2023	15302	CLARENCE GOODMAN	HELL HATH, NOR FURY! MARCH 8, 2023	260.00
03/20/2023	15303	INGRAM LIBRARY SERVICES	ADULT FICTION / NON-FICTION	518.65
03/20/2023	15304	Lauterbach & Amen, LLP	SERVICES RENDERED FOR THE MONTH OF FEBRUARY 2023	933.00
03/20/2023	15305	LETICIA MADRIGAL	YOGA MARCH 27 2023	50.00
03/20/2023	15306	Martin Petersen Company, Inc.	CONTRACT STATUS 3 OF 4	786.00
03/20/2023	15307	Scholastic	CHILDREN PROGRAMS	99.97
03/20/2023	15308	Colette Stubitsch	REIMBUSTMENT FOR CRAFTS	21.81
03/20/2023	15309	Unique Management Services, Inc	INV 6110053	29.55
03/20/2023	15310	Trimline Landscaping	FEBRUARY 4 SALTING, 1 SNOW PLOWING	440.00
03/20/2023	15311	Gail Galivan	TAI CHI MAY 17 2023	60.00
03/20/2023	15312	INGRAM LIBRARY SERVICES	FICTION/NON FICTION	1,905.01
03/20/2023	15313	LETICIA MADRIGAL	YOGA MAY 22 2023	50.00
03/20/2023	15314	Gail Galivan	TAI CHI APRIL 19, 2023	60.00
03/20/2023	15315	INGRAM LIBRARY SERVICES	CHILDREN FICTION / NON FICTION	41.47
03/20/2023	15316	LETICIA MADRIGAL	STRECHING AND MEDITATION APRIL 10. 2023	50.00
03/20/2023	15317	INGRAM LIBRARY SERVICES	TEEN FICTION / NON FICTION	96.62
03/20/2023	15318	LETICIA MADRIGAL	YOGA APRIL 24, 2023	50.00
03/20/2023	15319	INGRAM LIBRARY SERVICES	CHILDREN FICTION / NON FICTION	637.07
03/20/2023	15320	LETICIA MADRIGAL	STRECHING AND MEDITATION MARCH 13, 2023	50.00
03/20/2023	15321	LETICIA MADRIGAL	STRECHING AND MEDITATION MAY 8, 2023	50.00
03/20/2023	15322	FIRST AMERICAN BANK .	MARCH STATEMENT	73.41



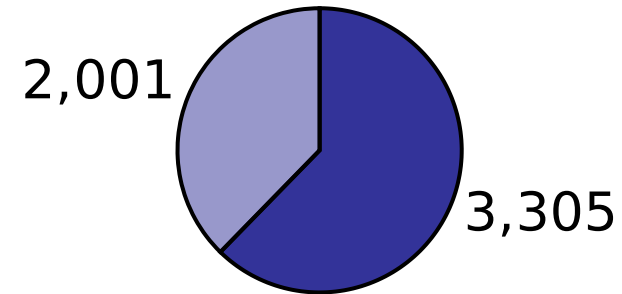
03/20/2023	15323	INGRAM LIBRARY SERVICES	TEEN FICTION / NON FICTION	13.12
03/20/2023	15324	Black Stone	INVOICES 2050731	31.99
03/20/2023	15325	Outsource Solutions Group	INV 73583	1,577.79
03/20/2023	15326	Black Stone	INVOICE 2053175	64.00
03/20/2023	15327	Proven IT.com	copy machines INV 1019845	145.22
03/20/2023	15328	Roscoe	MATS INV 1789904	254.40
03/20/2023	15329	Terminix	430912137	107.82
03/20/2023	15330	Black Stone	INVOICE 2087614	64.00
03/22/2023	15331	Jill Cannizzo	BOARD MINUTES MARCH 20, 2023	75.00
03/22/2023	15332	Outsource Solutions Group	INV 73715	123.50
03/22/2023	15333	Paychex - Human Resource Services	INV 13132436	57.00
03/31/2023		Nicor Gas	Nicor Gas	905.19
03/31/2023		Paychex - Human Resource Services	Paychex	724.15
03/31/2023		IMRF	IMRF	4,124.23
			<b>Total</b>	<b>\$ 44,467.97</b>

## Item Library

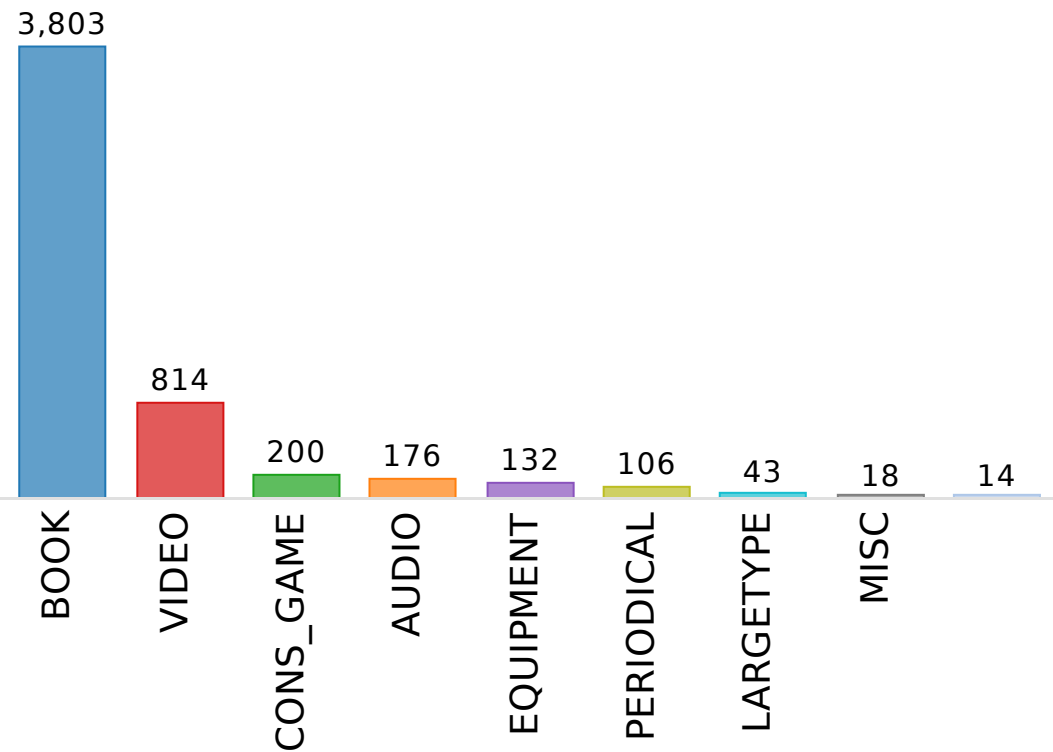
NRS

## Checkouts &amp; Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
<b>Total</b>	<b>5,306</b>	<b>100.00%</b>
Charge Item Part B	3,305	62.29%
Renew Item	2,001	37.71%



Item Cat1	Transactions	% of Total
<b>Total</b>	<b>5,306</b>	<b>100.00%</b>
BOOK	3,803	71.67%
VIDEO	814	15.34%
CONS_GAME	200	3.77%
AUDIO	176	3.32%
EQUIPMENT	132	2.49%
PERIODICAL	106	2.00%
LARGETYPE	43	0.81%
MISC	18	0.34%
	14	0.26%



## Item Library

NRS

## Checkouts &amp; Renewals of Your Items

Item Type	Transactions	% of Total
<b>Total</b>	<b>5,306</b>	<b>100.00%</b>
<b>BOOK</b>	3,285	61.91%
<b>BOOK_NEW</b>	562	10.59%
<b>DVD_FEAT</b>	407	7.67%
<b>CONSOLEGAM</b>	150	2.83%
<b>DVD_NEWFEA</b>	136	2.56%
<b>DVD_BOXSET</b>	112	2.11%
<b>PERIODICAL</b>	106	2.00%
<b>CD_AUDIO</b>	69	1.30%
<b>EQUIPMENTC</b>	61	1.15%
<b>BLURAY_FEA</b>	60	1.13%
<b>DVD</b>	55	1.04%
<b>CONSOLENEW</b>	52	0.98%
<b>CD_SPOKEN</b>	39	0.74%
<b>EQUIPMENT</b>	37	0.70%
<b>TOY</b>	34	0.64%
<b>BLURAY_NFE</b>	28	0.53%
<b>LARGETYPE</b>	22	0.41%
<b>LARGETYPEN</b>	20	0.38%
<b>REALIA</b>	18	0.34%
<b>PAPERBACK</b>	13	0.25%
<b>CD_NEW</b>	12	0.23%
<b>DVD_BOXNEW</b>	12	0.23%
<b>CD_SPOKNEW</b>	5	0.09%
<b>DVD_NEWFEJ</b>	5	0.09%
<b>DVD_FEAT_J</b>	3	0.06%
<b>CD_ROM</b>	2	0.04%

Item Home Location	Transactions	% of Total
<b>Total</b>	<b>5,306</b>	<b>100.00%</b>
<b>STACKS_JUV</b>	2,498	47.08%
<b>STACKS</b>	1,715	32.32%
<b>NEW_ADULT</b>	564	10.63%
<b>YOUNGADULT</b>	257	4.84%
<b>NEW_JUV</b>	189	3.56%
<b>NEW_YA</b>	73	1.38%
<b>ILL_IN</b>	8	0.15%
<b>CHECKEDOUT</b>	2	0.04%

## Item Library

### Checkouts & Renewals of Your Items

User Library	Trans Stat User Profile Name	Transactions	% of Total
<b>Total</b>		<b>5,306</b>	<b>100.00%</b>
		1,759	33.15%
<b>NRS</b>	<b>NRS_ADULT</b>	1,660	31.29%
	<b>NRS_JUV</b>	442	8.33%
<b>RSS</b>	<b>RSS_ADULT</b>	168	3.17%
<b>BFS</b>	<b>BFS_PATRON</b>	132	2.49%
<b>BYS</b>	<b>BYS_ADULT</b>	83	1.56%
<b>ILL_LIBS</b>	<b>CHICAGO_P</b>	82	1.55%
<b>OPS</b>	<b>OPS_PATRON</b>	63	1.19%
<b>MWS</b>	<b>MWS_ADULT</b>	51	0.96%
<b>WCS</b>	<b>WCS_JUV</b>	40	0.75%
<b>INS</b>	<b>INS_PATRON</b>	32	0.60%
<b>FPS</b>	<b>FPS_ADULT</b>	31	0.58%
<b>CIS</b>	<b>CIS_ADULT</b>	29	0.55%
<b>BRS</b>	<b>BRS_ADULT</b>	26	0.49%
<b>TPS</b>	<b>TPS_PATRON</b>	26	0.49%
<b>GED</b>	<b>GED_PATRON</b>	25	0.47%
<b>SCD</b>	<b>SCD_PATRON</b>	25	0.47%
<b>GVD</b>	<b>GVD_PATRON</b>	23	0.43%
<b>OZS</b>	<b>OPS_PATRON</b>	22	0.41%
<b>WCS</b>	<b>WCS_PATRON</b>	22	0.41%
<b>RFS</b>	<b>RFS_JUV</b>	21	0.40%
<b>DGS</b>	<b>DGS_PATRON</b>	19	0.36%
<b>BLD</b>	<b>BLD_PATRON</b>	17	0.32%
<b>EPS</b>	<b>EPS_PATRON</b>	17	0.32%
<b>FRS</b>	<b>FRS_PATRON</b>	17	0.32%
<b>NRS</b>	<b>NONSWAN_RB</b>	17	0.32%

Item Library

NRS

Checkouts & Renewals of Your Items

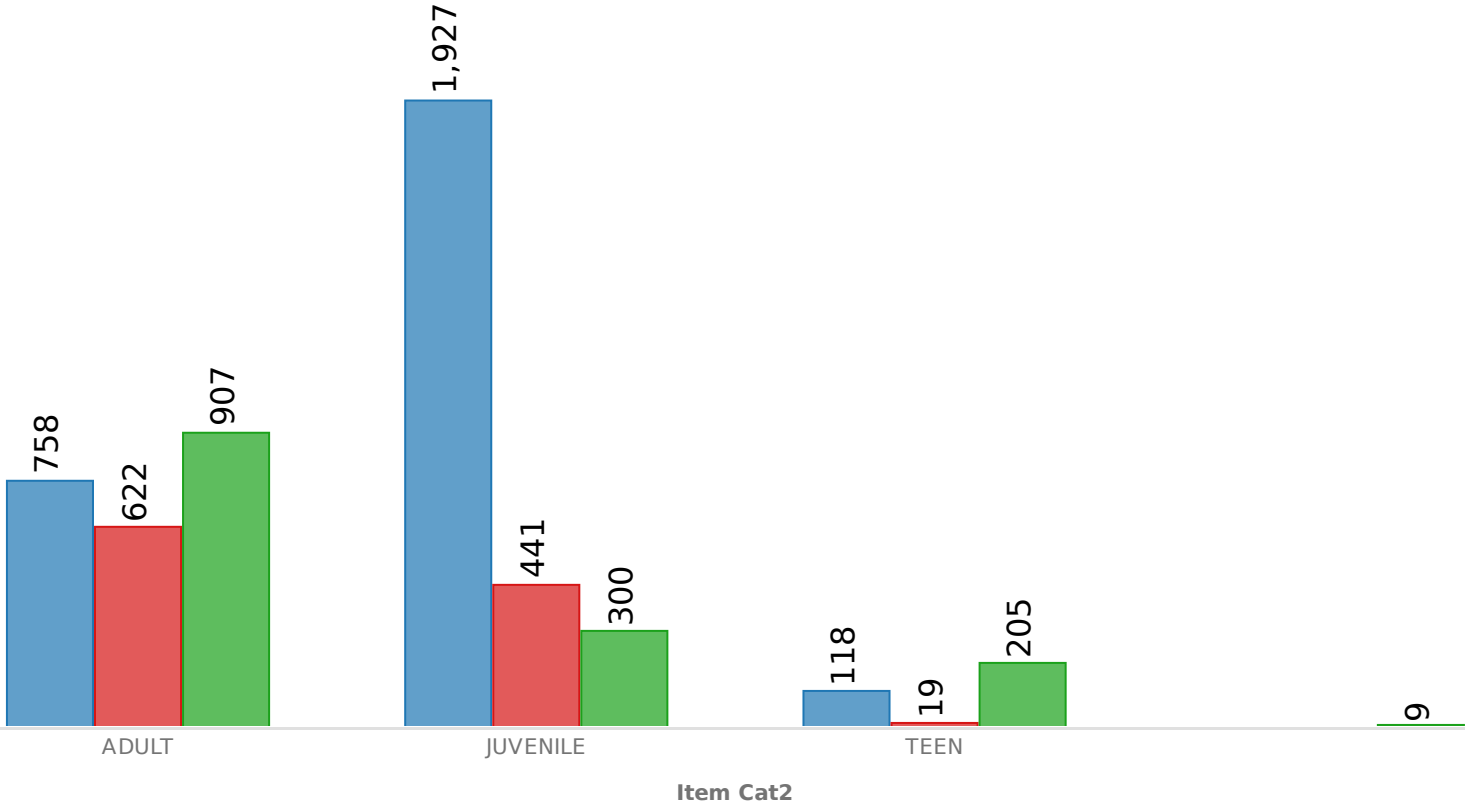
Item Cat2	Transactions	% of Total
ADULT	2,287	43.10%
JUVENILE	2,668	50.28%
TEEN	342	6.45%
	9	0.17%
Total	5,306	100.00%

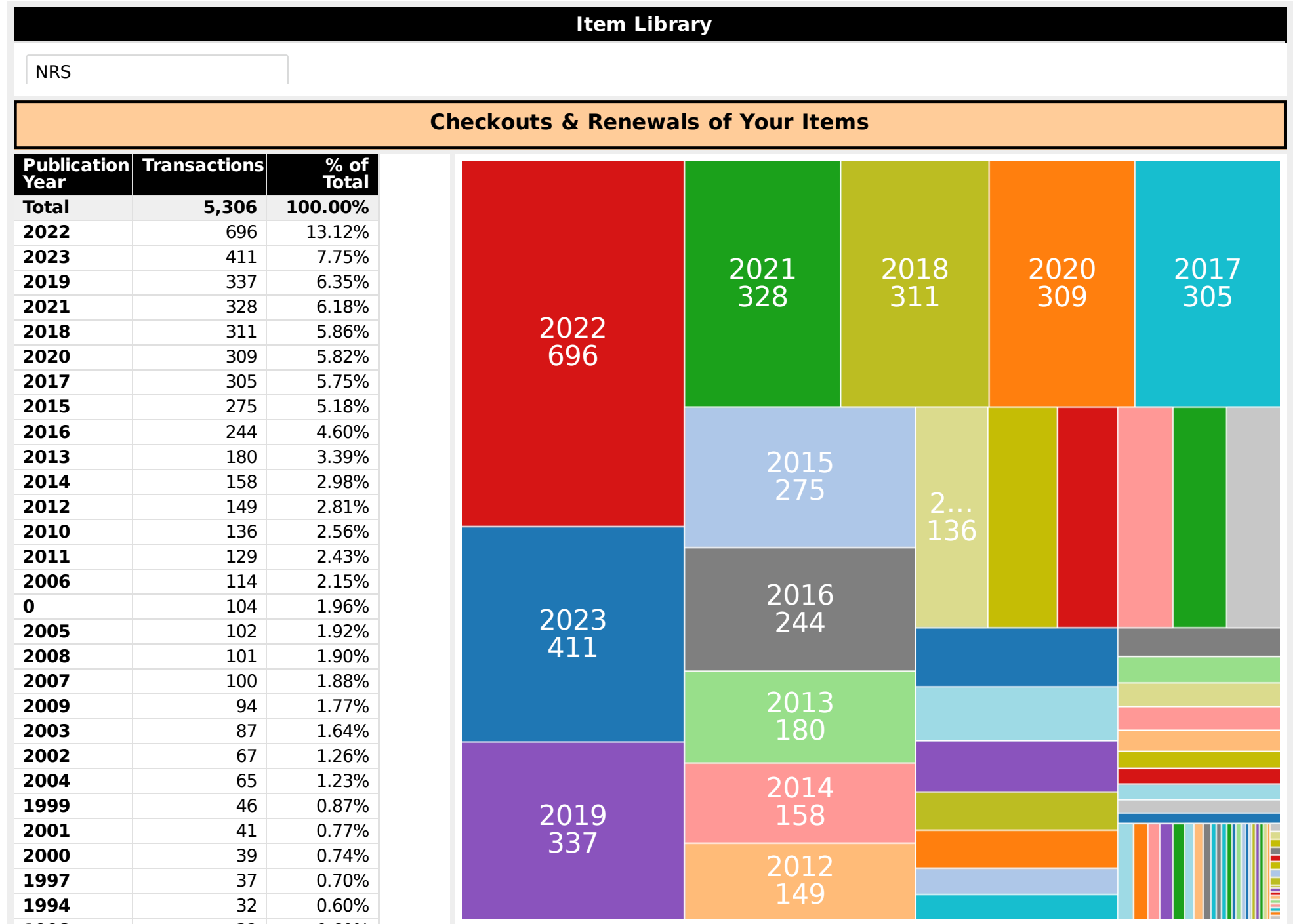
Item Cat3	Transactions	% of Total
FICTION	2,803	52.83%
NONFICTION	1,082	20.39%
	1,421	26.78%
Total	5,306	100.00%

Circs by Cat2 & Cat3

Item Cat3

- FICTION
- NONFICTION
- 





Station Library

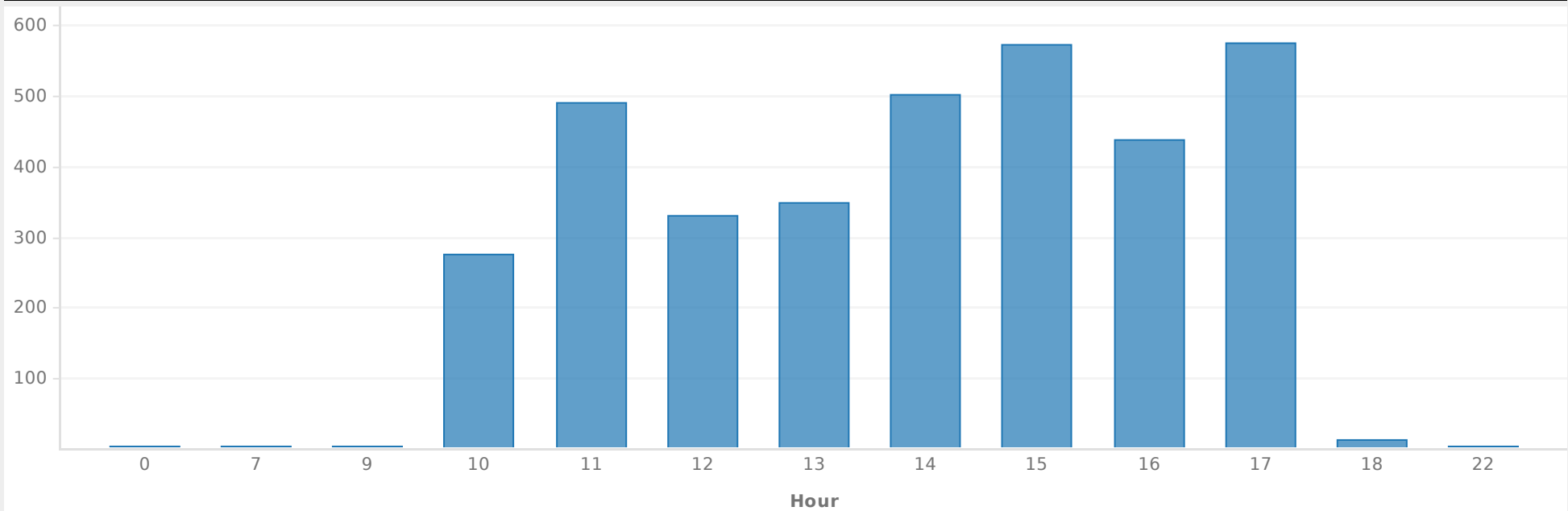
NRS

Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total
Total	5,327	100.00%
Charge Item Part B	3,317	62.27%
Renew Item	2,010	37.73%

Trans Stat Station Login User Access	Transactions	% of Total
Total	5,327	100.00%
AUTORENEW	1,742	32.70%
NRSCIRCSR	1,736	32.59%
NRSTECHSR	1,143	21.46%
SIPCHK	676	12.69%
OFFLINE	19	0.36%
PUBLIC	11	0.21%

Average Transactions per Hour



## Station Library

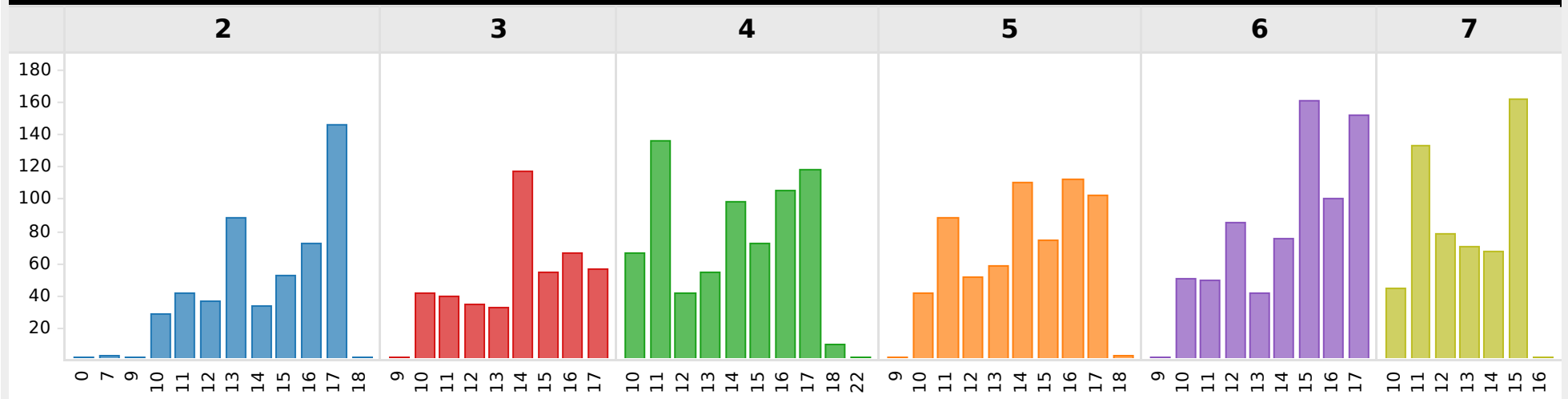
NRS

### Checkouts & Renewals at Your Library

Trans Stat Dow	Transactions	% of Total
Monday	510	14.23%
Tuesday	447	12.47%
Wednesday	705	19.67%
Thursday	645	17.99%
Friday	719	20.06%
Saturday	559	15.59%

Hour	Transactions	% of Total
7	3	0.08%
9	4	0.11%
10	276	7.71%
11	490	13.68%
12	331	9.24%
13	349	9.74%
14	503	14.04%
15	579	16.16%
16	458	12.79%
17	575	16.05%
18	14	0.39%

### Circs by Hour and Day





## Station Library

### Checkouts & Renewals at Your Library

#### Library Users at Your Library

User Library	Transactions	% of Total
<b>Total</b>	<b>3,585</b>	<b>100.00%</b>
NRS	2,797	78.02%
RSS	187	5.22%
BFS	105	2.93%
BYS	81	2.26%
ILL_LIBS	72	2.01%
WCS	61	1.70%
MWS	52	1.45%
CIS	44	1.23%
FPS	36	1.00%
BRS	26	0.73%
OPS	26	0.73%
RFS	22	0.61%
LPS	13	0.36%
OZS	13	0.36%
EPS	9	0.25%
TFS	9	0.25%
SAS	7	0.20%
MCS	5	0.14%
SFS	5	0.14%
GHS	4	0.11%
LGS	4	0.11%
LYS	3	0.08%
INS	2	0.06%
HDS	1	0.03%
WMS	1	0.03%

#### Library Items at Your Library

Item Library	Transactions	% of Total
<b>Total</b>	<b>3,585</b>	<b>100.00%</b>
NRS	2,873	80.14%
BLD	36	1.00%
OPS	35	0.98%
BFS	27	0.75%
OLS	27	0.75%
TPS	25	0.70%
DGS	24	0.67%
ESS	23	0.64%
BYS	22	0.61%
BDD	21	0.59%
SCD	21	0.59%
MED	18	0.50%
GED	17	0.47%
LSS	17	0.47%
WRS	13	0.36%
LGS	12	0.33%
FPD	11	0.31%
RSS	11	0.31%
VPD	11	0.31%
WCS	11	0.31%
GVD	10	0.28%
HDS	10	0.28%

## Station Library

NRS

### Checkouts & Renewals by Library & User Profile at Your Library

#### Library Users/Profiles at Your Library

User Library	Trans Stat User Profile Name	Transactions	% of Total
<b>Total</b>		<b>3,585</b>	<b>100.00%</b>
NRS	NRS_ADULT	2,269	63.29%
	NRS_JUV	483	13.47%
RSS	RSS_ADULT	168	4.69%
BFS	BFS_PATRON	104	2.90%
BYS	BYS_ADULT	74	2.06%
ILL_LIBS	CHICAGO_P	72	2.01%
MWS	MWS_ADULT	52	1.45%
WCS	WCS_JUV	39	1.09%
FPS	FPS_ADULT	36	1.00%
NRS	NONSWAN_RB	35	0.98%
BRS	BRS_ADULT	26	0.73%
CIS	CIS_JUV	26	0.73%
OPS	OPS_PATRON	26	0.73%
WCS	WCS_PATRON	22	0.61%
RFS	RFS_JUV	20	0.56%
CIS	CIS_ADULT	18	0.50%
RSS	RSS_JUV	16	0.45%
LPS	LPS_PATRON	13	0.36%
OZS	OPS_PATRON	13	0.36%
NRS	NRSCIRCSR	10	0.28%
EPS	EPS_PATRON	9	0.25%
TFS	TFS_PATRON	9	0.25%
BYS	BYS_JUV	7	0.20%
SAS	SAS_ADULT	7	0.20%
MCS	MCS_ADULT	5	0.14%
SFS	SFS_ADULT	5	0.14%
GHS	GHS_PATRON	4	0.11%

#### Library Items/Profiles at Your Library

Item Library	Trans Stat User Profile Name	Transactions	% of Total
<b>Total</b>		<b>3,585</b>	<b>100.00%</b>
NRS	NRS_ADULT	1,659	46.28%
	NRS_JUV	442	12.33%
	RSS_ADULT	164	4.57%
	BFS_PATRON	101	2.82%
	CHICAGO_P	72	2.01%
	BYS_ADULT	70	1.95%
	MWS_ADULT	49	1.37%
	OPS_PATRON	39	1.09%
	WCS_JUV	39	1.09%
OPS	NRS_ADULT	34	0.95%
BLD	NRS_ADULT	29	0.81%
NRS	BRS_ADULT	25	0.70%
OLS	NRS_ADULT	25	0.70%
DGS	NRS_ADULT	23	0.64%
NRS	FPS_ADULT	23	0.64%
TPS	NRS_ADULT	23	0.64%
ESS	NRS_ADULT	22	0.61%
NRS	WCS_PATRON	22	0.61%
	RFS_JUV	20	0.56%
BDD	NRS_ADULT	19	0.53%
BYS	NRS_ADULT	19	0.53%
BFS	NONSWAN_RB	18	0.50%
SCD	NRS_ADULT	18	0.50%
NRS	CIS_ADULT	17	0.47%
	NONSWAN_RB	17	0.47%
MED	NRS_ADULT	16	0.45%
NRS	CIS_JUV	16	0.45%

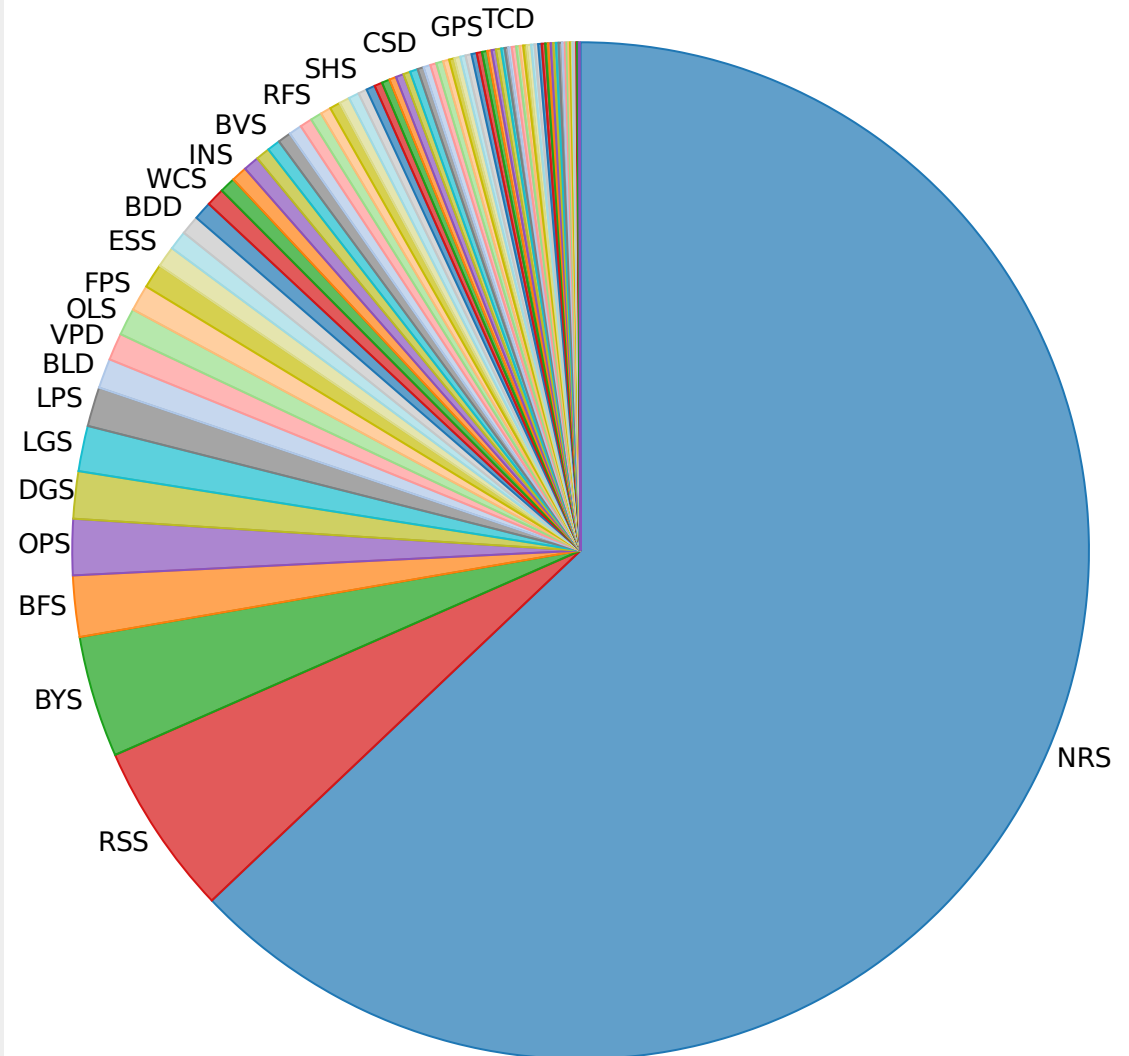
## User Library

NRS

## Checkouts &amp; Renewals from Your Patrons

Item Library	Transactions	% of Total
<b>Total</b>	<b>3,386</b>	<b>100.00%</b>
NRS	2,129	62.88%
RSS	187	5.52%
BYS	130	3.84%
BFS	66	1.95%
OPS	60	1.77%
DGS	51	1.51%
LGS	49	1.45%
LPS	42	1.24%
BLD	32	0.95%
VPD	30	0.89%
OLS	29	0.86%
FPS	28	0.83%
TPS	26	0.77%
ESS	23	0.68%
SCD	21	0.62%
BDD	20	0.59%
GVD	20	0.59%
WCS	20	0.59%
GED	17	0.50%
INS	17	0.50%
MED	17	0.50%
WRS	15	0.44%
BVS	14	0.41%

## Your Users Checkout Items from...

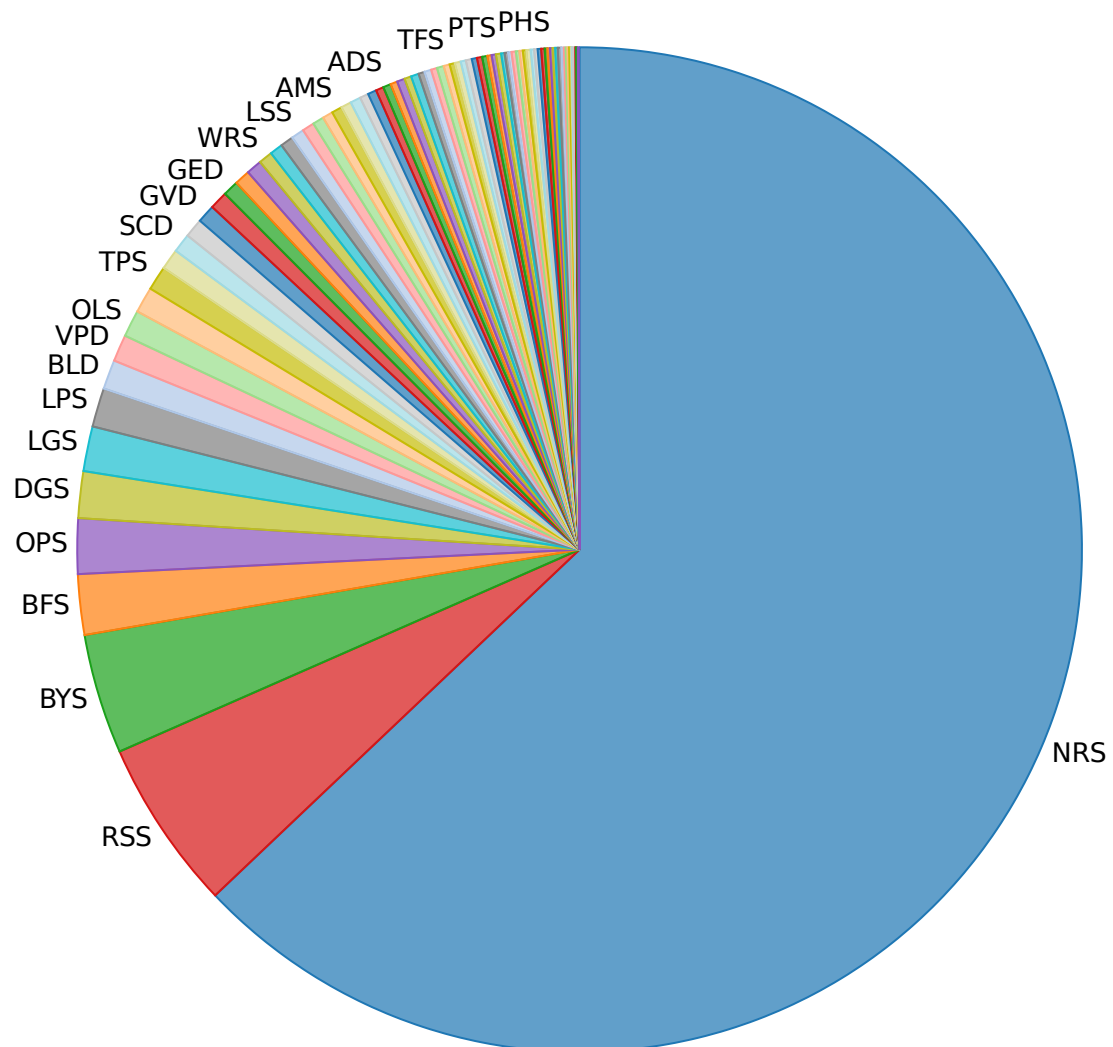


## User Library

### Checkouts & Renewals from Your Patrons

Station Library	Transaction	% of Total
<b>Total</b>	<b>3,386</b>	<b>100.00%</b>
NRS	2,797	82.60%
RSS	181	5.35%
BYS	115	3.40%
BFS	54	1.59%
LPS	41	1.21%
LGS	35	1.03%
OPS	28	0.83%
DGS	27	0.80%
FPS	20	0.59%
VPD	18	0.53%
RFS	11	0.32%
GVD	10	0.30%
WCS	10	0.30%
INS	7	0.21%
OZS	7	0.21%
OBD	6	0.18%
CIS	5	0.15%
NRS_L	5	0.15%
SFS	3	0.09%
BVS	2	0.06%
GED	2	0.06%
HDS	2	0.06%

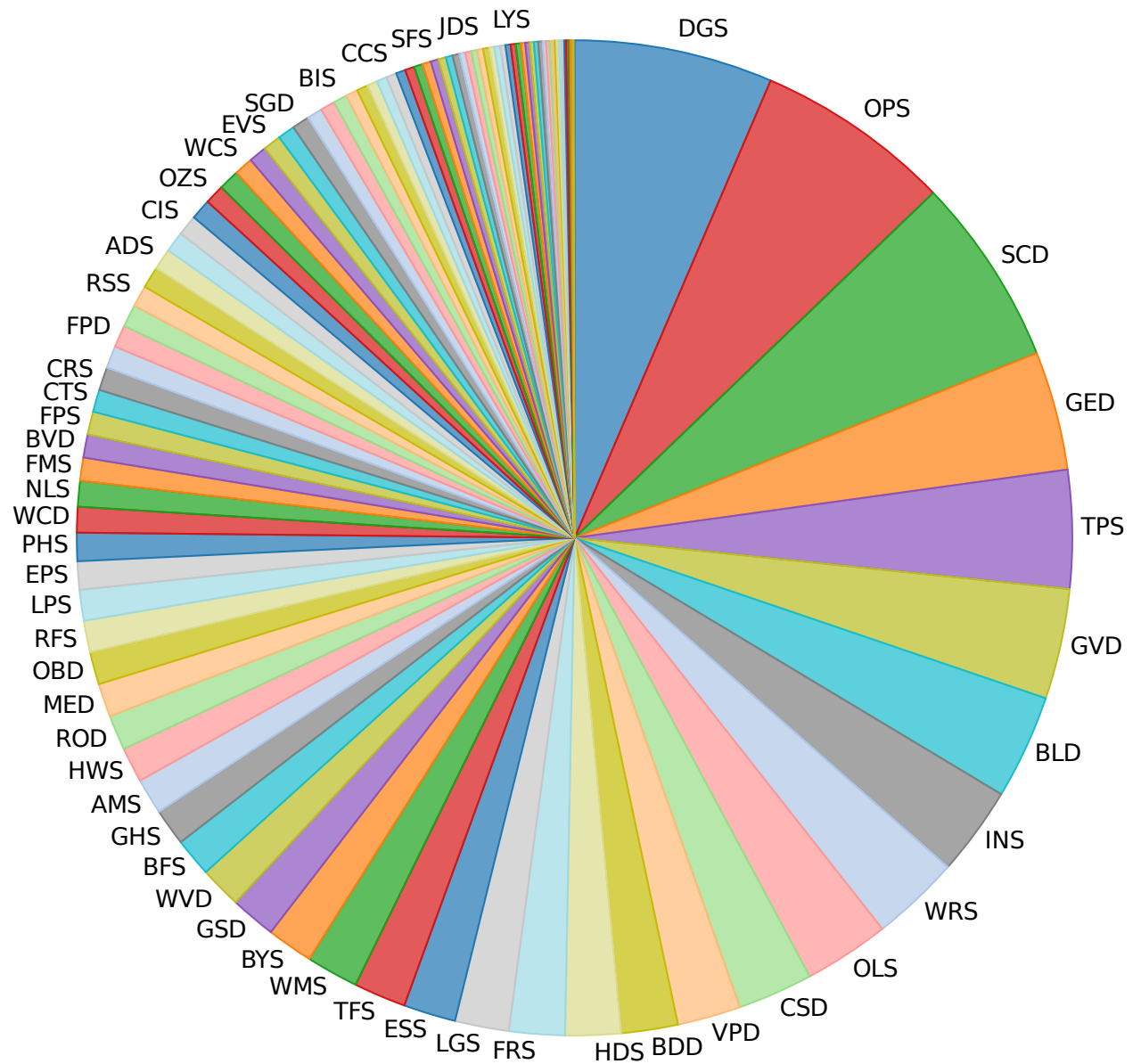
### Your Users Checkout at...



### Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
<b>Total</b>	<b>1,154,614</b>	<b>100.00%</b>
DGS	74,109	6.42%
OPS	73,354	6.35%
SCD	70,838	6.14%
GED	44,637	3.87%
TPS	44,227	3.83%
GVD	41,358	3.58%
BLD	39,281	3.40%
INS	33,334	2.89%
WRS	33,319	2.89%
OLS	32,077	2.78%
CSD	28,133	2.44%
VPD	23,928	2.07%
BDD	20,966	1.82%
HDS	20,949	1.81%
FRS	20,843	1.81%
LGS	20,360	1.76%
ESS	19,535	1.69%
TFS	19,487	1.69%
WMS	19,388	1.68%
BYS	17,356	1.50%
GSD	17,025	1.47%
WVD	15,661	1.36%
BFS	14,468	1.25%
GHS	14,030	1.22%
AMS	13,259	1.15%
HWS	13,226	1.15%
ROD	13,141	1.14%
MED	12,549	1.09%
OBD	12,193	1.06%
RFS	11,762	1.02%
LPS	11,507	1.00%
EPS	10,786	0.93%

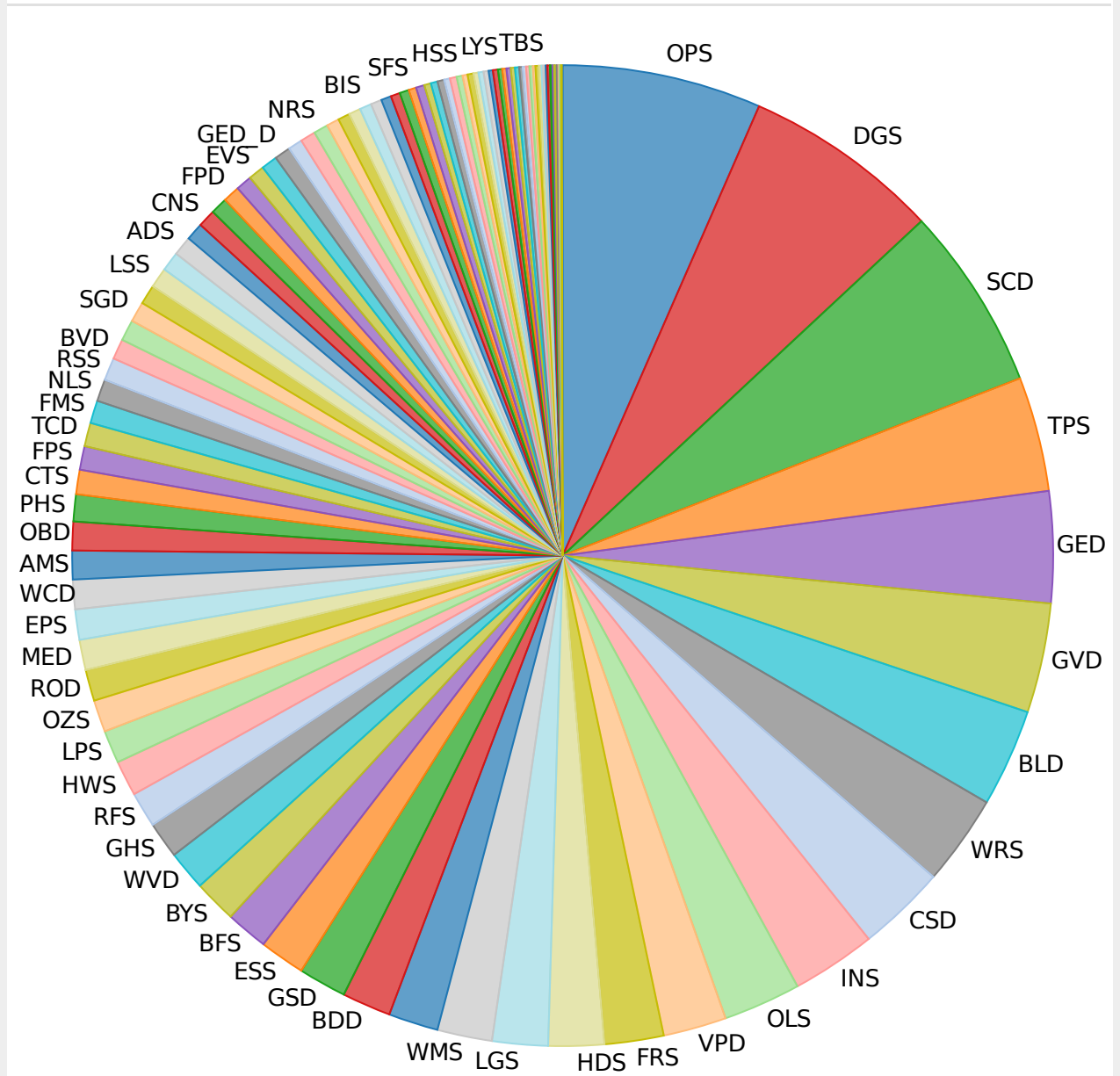
#### Item Circs by Item Library



### Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
<b>Total</b>	<b>1,154,614</b>	<b>100.00%</b>
OPS	75,269	6.52%
DGS	75,255	6.52%
SCD	69,911	6.05%
TPS	43,581	3.77%
GED	42,367	3.67%
GVD	41,652	3.61%
BLD	37,010	3.21%
WRS	34,396	2.98%
CSD	33,674	2.92%
INS	32,243	2.79%
OLS	29,512	2.56%
VPD	23,892	2.07%
FRS	22,538	1.95%
HDS	21,294	1.84%
LGS	21,161	1.83%
WMS	20,805	1.80%
TFS	18,933	1.64%
BDD	18,388	1.59%
GSD	18,247	1.58%
ESS	17,342	1.50%
BFS	16,292	1.41%
BYS	16,148	1.40%
WVD	15,201	1.32%
GHS	13,782	1.19%
RFS	13,432	1.16%
HWS	13,374	1.16%
LPS	12,632	1.09%
OZS	12,056	1.04%
ROD	11,851	1.03%
MED	11,699	1.01%
EPS	11,576	1.00%
WCD	11,224	0.97%

### Item Circs by Station Library

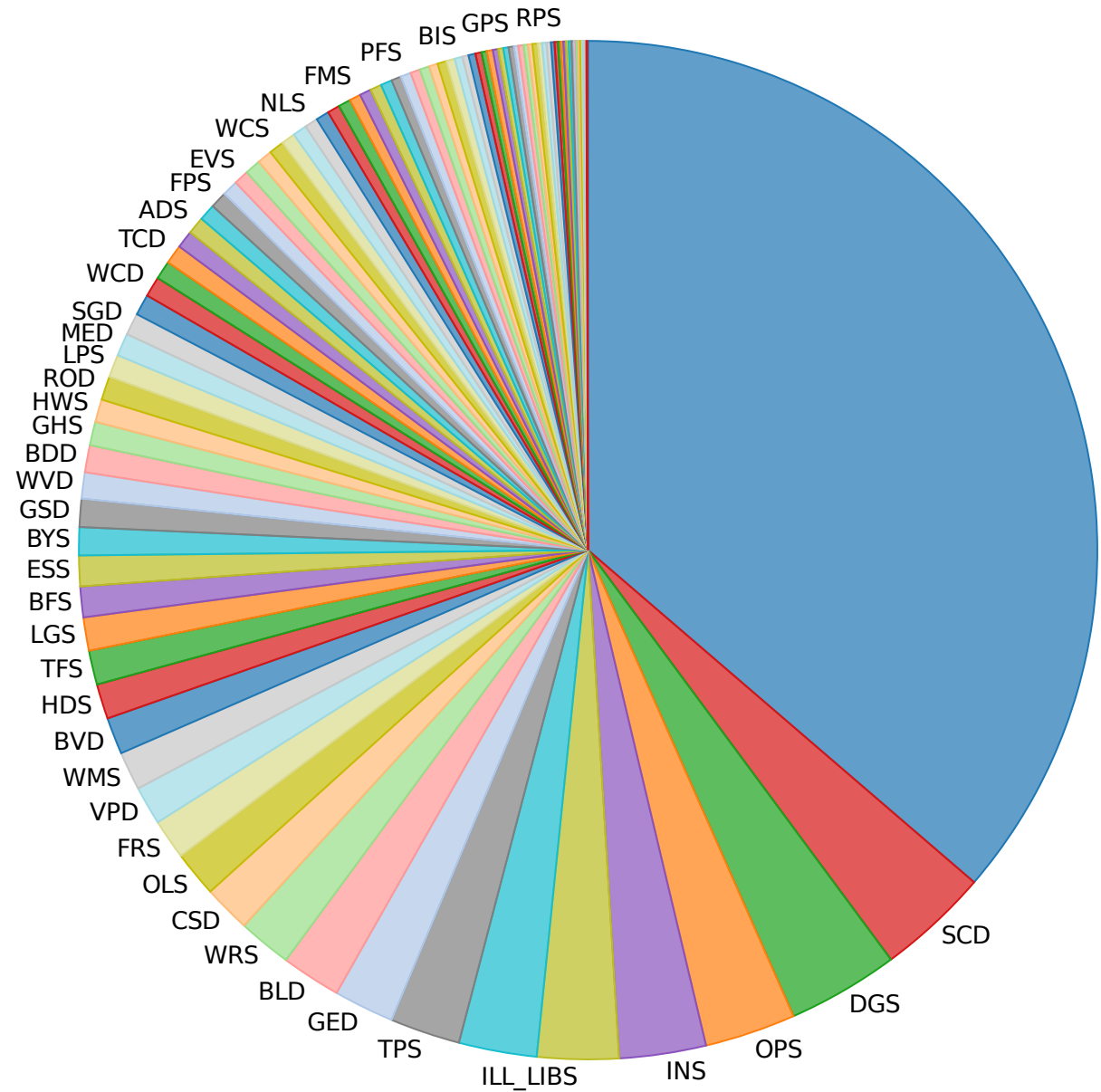




### Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
<b>Total</b>	<b>1,154,614</b>	<b>100.00%</b>
	418,878	36.28%
SCD	41,046	3.55%
DGS	40,826	3.54%
OPS	33,194	2.87%
INS	31,955	2.77%
ILL_LIBS	29,584	2.56%
GVD	28,609	2.48%
TPS	25,837	2.24%
GED	22,125	1.92%
BLD	21,724	1.88%
WRS	19,579	1.70%
CSD	17,231	1.49%
OLS	16,712	1.45%
FRS	14,611	1.27%
VPD	14,245	1.23%
WMS	14,018	1.21%
BVD	13,692	1.19%
HDS	12,771	1.11%
TFS	12,483	1.08%
LGS	12,020	1.04%
BFS	11,271	0.98%
ESS	11,184	0.97%
BYS	10,441	0.90%
GSD	10,220	0.89%
WVD	9,745	0.84%
BDD	9,646	0.84%
GHS	8,829	0.76%
HWS	8,465	0.73%
ROD	8,423	0.73%
LPS	8,403	0.73%
MED	8,355	0.72%
SGD	8,046	0.70%

#### Item Circs by User Library



(revised April 11, 2011)(revised February 13, 2012) (revised October 21, 2019)(reviewed August 16, 2022)

A) The library provides the use of some of its space as a service to groups and organizations, provided space is not already reserved for use by Library- related programs under conditions established by the North Riverside Public Library District Board of Trustees. The North Riverside Public Library welcomes use of its meeting rooms by persons or organizations for informational, educational, cultural, and civic meetings. Activities taking place in the meeting rooms must not be closed to any person due to age, gender, sex, race, religion, marital status, political affiliation, national origin, disabling condition, or any legally protected category.

Meeting rooms shall be used for programs of an educational or civic nature and shall not be used in any way that interferes with regular library services and operations, or which causes a threat to the safety of library employees, patrons or property.

Use of the meeting rooms is governed by the following conditions and regulations.

B) Meeting rooms are available for use for up to four hours according to the following fee structure:

Non-profit North Riverside organizations - No charge For-

profit North Riverside organizations - \$50

Non-profit organizations from outside North Riverside – No charge For-

profit organizations from outside North Riverside - \$200

To obtain permission to use a meeting room, all of the above are required to submit to the Director or his designee a Meeting Room Application accompanied by a \$100 damage/cleanup deposit, which will be refunded if no damage is incurred nor cleanup required. Damages in excess of \$100.00 will be the responsibility of the applicant. Applications may be obtained from the Director or his designee or on our website.

Deposit for single use will be returned within seven days to applicant.

Deposit for multiple uses will be returned upon completion of term.

C) Permission to use a meeting room may be denied if the activity proposed would materially and substantially interfere with proper functions of the library, such as excessive noise, a significant safety hazard or a significant security risk.

D) Applications will be reviewed as soon as possible and assigned a space as availability allows.

E) Approval for one meeting does not imply approval for future meetings; individual applications should be made for each meeting date desired. Requests may be submitted in a batch; each request will be reviewed individually. Request renewals must be made annually if the group meets on a regular scheduled basis. Use of the meeting room, at no charge, to a single group shall be limited to two (2) times per month.



F) A group or organization which has been denied permission to use a meeting room by the Director or his designee may appeal the denial to the Library Board of Trustees at the Board's next regularly scheduled meeting. However, written notice of the appeal and all supporting written documentation are to be delivered to the Director or his designee at least five business days before the Board Meeting. At this Board meeting, the appellant may be granted up to fifteen minutes for a presentation that would support reversal of the denial by the Director or his designee. The Board of Trustees will deliberate on the appeal in open session and will attempt to complete its findings of fact and to reach a decision at the meeting, unless additional information is deemed necessary.

G) A Library staff member will check the meeting room before and after each scheduled use, and the Director or his designee will notify in writing the person who applied to use the room of damage incurred or cleanup required as well as of any violations of the meeting room regulations. The Administrative Librarian will also notify the Board of Trustees which may consider suspending the privilege of using the meeting room to that group/organization. The Board of Trustees, after giving proper notification and due process to that group/organization, may suspend the group/organization's meeting room privileges.

H) The Board of Trustees of the North Riverside Public Library will review the Meeting Rooms Policy and regulations periodically and reserves the right to amend them at anytime

The Library provides public meeting rooms to support the Library's mission of fulfilling the knowledge, information, enrichment, entertainment and cultural engagement needs of its community members. Meeting rooms are available to groups regardless of the beliefs and affiliations of their members. Meeting rooms are made available for the operational needs of the Library first, then to provide accommodations for educational, informational, cultural and civic functions consistent with the Library's mission. For the purposes of this policy, the term "meeting room" shall refer to the Main Floor Meeting room and the Story Time room as well as the two study rooms.

#### Availability and Use:

Meeting rooms are available on an equitable basis. Priority use of meeting rooms is as follows:

1. Library-sponsored programs and activities, including functions of the Library;
2. Educational, informational, cultural and civic programs sponsored or co-sponsored by the Library and related to its mission, collections and services;
3. Meetings of organizations whose purposes are educational, cultural or civic in nature and/or classified as a not-for-profit 501(c)(3);
4. Meetings of for-profit organizations.

#### Eligibility:

- The reservation holder must be 18 years of age or older and have a valid library card in good standing;
- The reservation holder is required to remain in the room during the reservation period;
- Reservations must be made one week, but no more than 3 months in advance, unless otherwise approved by the library administration.

#### Limitations:

Meeting rooms may not be reserved for:

- Commercial and for-profit purposes, e/g/ programs or events (including but not limited to workshops and seminars) held by for-profit organizations involving the sale, advertising, solicitation or promotion of any product or service;
- Social gatherings or private parties, such as birthday and graduation parties, and bridal/baby showers;
- Fundraising events and activities, except for those that result in a direct benefit to the Library and have received prior approval from Library administration;
- Political rallies and/or meetings organized for the purpose of campaigning or urging action such as voting for or against any candidate, party, position, question or referendum;
- Programs or gatherings when present a clear and present danger to the welfare of others;
- Programs which would disturb library users or interfere with the functions of the Library;
- Activities that interfere with the function, purpose, and mission of the Library;
- Any use or activity that is in violation of local, state, or federal laws.

#### General Regulations:

Users of the meeting rooms agree to abide by all Library policies and regulations. Failure to abide by Library policies and/or regulations will result in cancellation or refusal of future reservations.

1. All meetings must be open to the public free of charge. Donations may not be solicited as a condition of attendance.
2. Organizations may not ask for personal information from program attendees as a condition of attendance.
3. The reservation holder/organization is responsible for ensuring that its meeting complies with requirements of the Americans with Disabilities Act (ADA) and compliance shall be at the reservation holder's own cost and expense.
4. Light refreshments may be served if the reservation holder has paid the damage/cleaning deposit. Cooking is prohibited unless approved in advance by Library administration. All food and beverages must remain in the meeting room.
5. Children under 12 years of age must be supervised by a responsible caregiver at all times.
6. No reservation holder may transfer a room reservation to another person/organization.
7. Room fees must be paid in advance of the reservation in order to secure the reservation.
8. The reservation holder must supply their own equipment and supplies, excepting those provided by the Library per the equipment section of this policy (below). Equipment and supplies may not be stored at the Library without permission of the Library administration.
9. The library does not provide assistance in transporting supplies to the rooms or help with set-up beyond the initial set up, which is done by Library staff. Library staff are not available to help with meetings, take attendance or assist with registration.
10. Room setup arrangements are required at time of reservation unless otherwise approved by Library administration.
11. Reservations are not allowed before or after regular Library hours. Reservations are permitted thirty (30) minutes after opening and must end thirty (30) minutes prior to the closing of the Library. Failure to do this may result in the suspension of room reservation privileges.
12. Behavior that disturbs others is not permitted. The library has the right to cancel or interrupt use of the room at any time. All room reservations must adhere to the Library's Code of Conduct policy.
13. The Library reserves the right to cancel a meeting room reservation if a conflict arises with a library-sponsored program or there is an unforeseen event, such as a power outage or inclement weather. Staff will assist the individual in finding an alternate date or will refund the fees.
14. Failure to reimburse the Library for damages will result in the suspension of Library and/or room reservation privileges, and possible criminal charges.
15. By allowing the use of its meeting rooms, the Library does not endorse the activities or viewpoints of meeting room users.

Groups using the Library's meeting rooms must:

- Not state or imply that the group's activities are sponsored or presented in partnership with the Library.
- Not use the Library as a mailing address or list the Library's name, address, phone number or web address as its headquarters.
- Not publicize their meetings with a poster, leaflets or other publicity in the Library building without prior approval by staff prior to posting and removal immediately after use of the meeting room.

- Include the following disclaimer in all event listings, publications and advertisements:
    - o “This event is not affiliated with the North Riverside Public Library. Use of library meeting space does not constitute endorsement or approval of the organization, this program or its contents by the Library.”
  - Not solicit or campaign outside the meeting room before, during or after the meeting or event.
16. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with library regulations and policies. Library administration shall reserve the option to pre-empt or cancel any meeting at any time or refuse meeting room reservations.
17. The reservation holder is responsible for returning the room to its original condition.

#### Reservations:

The person reserving the room must check in at the Circulation/Patron Services desk at least fifteen (15) minutes prior to the room reservation time.

No group may use a meeting room more than twice a month.

#### Fees:

- Non-profit North Riverside organizations - No charge
- For-profit North Riverside organizations - \$50
- Non-profit organizations from outside North Riverside – No charge
- For-profit organizations from outside North Riverside - \$200

The Library may waive reservation fees at the discretion of the library administration.

#### Occupancy Limits:

Attendance in any meeting room is limited to occupancy limits established by the Fire Marshall or other applicable authority.

Per the Fire Marshal, the occupancy limits are as follows:

Main Floor Meeting Room: 64 people

Story Time Room: 40 people

Study Room 1: 12 people

Study Room 2: 15 people

#### Equipment:

The following equipment may be available upon request of use in the meeting room:

- Chairs
- Tables
- Podium
- Garbage cans
- Projector
- Webex Smart Board
- AV cables

The reservation holder shall be billed at replacement cost for any damage to furnishings and equipment. All fees for damage shall be paid within thirty (30) days. Failure to do so shall result in forfeiture of the right to use the meeting rooms.

Liability:

For and in consideration of the use of the meeting rooms and Library facilities, and as a condition of use, any person or group using the meeting rooms agrees to indemnify and hold harmless the Library from any and all actions or suits relating to its use of such rooms and facilities.

### 9.3.13. Sick Leave Benefits

*(Effective July 1, 2013)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)*

NRPL provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employees include all regular employees who have worked for the library for more than 90 days and are scheduled at least 2 days per week.

#### Earned Sick Time Table

Position: Total time off possible per year: Total time in hours earned per pay period:

Director 10 days (80 hrs) 3.08 hrs

Full Time Managers 10 days (80 hrs) 3.08 hrs

Part Time 1500 hrs+ 30 hours 1.15 hrs

Part Time 1000-1499 hrs 20 hours 0.77 hrs

Part Time 999-750 hrs 10 hours 0.38 hrs

Part Time 250-749 hrs 5 hours 0.193 hrs

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 30 calendar days' worth of sick leave benefits. Paid sick leave can be used in minimum increments of half hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member.

Employees must notify their supervisor before their scheduled start time whenever possible and must do so for every additional day of absence. If an employee is absent for 3 or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability/illness and any limitations to returning to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence.

These benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Unused sick time will be reported to IMRF upon termination of employment.

**\*Recommended update to last category to 0-749 hours 5 hours accrual at 0.193 hour accrual rate**

### 9.3.15. Vacation Benefits

*(Effective Date: 10/09/2006)(Revision Effective Date: 7/1/2019)(Revision Effective Date: 9/1/2021)(Revision Effective Date 10/18/2022)*

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Director
- Full Time Employees
- Regular Part Time Employees (Working at least 250 Hours per Year)

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

All regular employees scheduled a minimum of 2 days per week (250 hours per year) are eligible to accrue vacation time at the rates in the chart below.

Vacation time will begin accruing immediately upon hiring but will not be available until the employee satisfactorily completes the introductory period. In the event that the employee does not complete the introductory period, that vacation will not be paid to the employee upon termination.

All vacation time must be used in minimum of half hour increments and must be requested in written form to your supervisor no less than 2 days before the requested time and approved before that time will be granted. Vacation time can be negotiated upon employment.

Earned Vacation  
Time Table

Director		
Years of Employment	Total Time off possible Earned per Year	Time earned per pay period (in hours)
0 to 1	10 days (80 hrs)	3.08
1 to 3	15 days (120 hrs)	4.62
3 or more	20 days (160 hrs)	6.15
Full Time Managers		
Years of Employment	Total Time off possible Earned per Year	Time earned per pay period (in hours)
0 to 1	5 days (40 hrs)	1.54
1 to 2	10 days (80 hrs)	3.08
2 to 4	15 days (120 hrs)	4.62
5 or more	20 days (160 hrs)	6.15
Part time 1500 hrs+		
	60 hours	2.31
Part time 1000 hrs - 1499 hrs		
	40 hours	1.54
Part time 750 hrs - 999 hrs		
	20 hours	0.77
Part time 250 hrs - 749 hrs		
	10 hours	0.385

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Employees may carry over up to 20% of their total yearly accrued vacation time for 1 year on case-by-case basis.



Employees may choose to be paid for remaining vacation time in lieu of taking this time. NRPL encourages employees to take time off to relax; however, in the event that employees do not use all of their vacation time by the end of the fiscal year (June 30th), they may opt to be paid for a maximum of half (50%) of the time they have accrued in a given year.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. However, if NRPL, in its sole discretion, terminates employment for cause, forfeiture of unused personal and sick time may result.

\*Recommended update to last category to 0-749 hours 10 hours accrual at 0.385 hour accrual rate