

**North Riverside Public Library District
Board of Trustees
Regular Meeting, February 20th, 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

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

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

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

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

A. Secretary:

Minutes of the January 16th, 2023 Regular Board Meeting
Correspondence

B. Treasurer:

January 2023 Financial Statements
Authorization to transfer \$70,000 to checking

5. President's Report

- A. Board action log (informational)

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. Approval of Job Descriptions (action)

I, _____, make a motion to approve the updated and new job descriptions as presented. I, _____, second. Vote: ____ aye ____ nay Motion carried/rejected.

B.

9. Old Business

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

A. 5 ILCS 120/2© Personnel: The appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of a public body.

11. Return to open session

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

13. Adjournment

I, _____, make a motion to adjourn the meeting at _____p.m. I, _____, second. ____ aye ____ nay

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

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

Next regular Board Meeting is scheduled for March 20th, 2023 at 6:00 p.m.

**North Riverside Public Library District
Board of Trustees
Regular Meeting, January 16, 2023
6:00pm**

1. Open of Meeting

A. Call to order. The meeting was called to order at 6:00 PM.

Directors in attendance were President Corgiat and Trustees Rouleau, Gordon, Mathias, Ottenweller and Johnson. Trustee Bonnar arrived at 6:07 PM. Staff present included were Natalie Starosta, Britney Musial, Mike Bradley, and Barbara Silvestri (secretary).

B. Determination of quorum – A quorum was established.

C. Recognition of visitors to the meeting – No visitors were in attendance.

D. Approval of agenda

I, Ken Rouleau, make a motion to approve the agenda as written. I, John Mathias second 6 aye 0 nay

2. Open Forum

No comments.

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

I, John Mathias, make a motion to approve the consent agenda as presented. I, Kyle Johnson, second. Roll call vote: aye-Corgiat, aye-Gordon, aye- Mathias, aye-Rouleau, aye-Bonnar, aye-Ottenweller, aye-Johnson. Motion carried.

A. Secretary:

Minutes of the November 21st, 2022, Regular Board Meeting

There was no correspondence.

B. Treasurer:

November 2022 & December 2022 Financial Statements

Authorization to transfer \$130,000 to checking (for Dec. and Jan.) As reported by Director, Starosta, \$65,000 is dedicated to December 2022 and, \$65,000 is dedicated to January 2023.

4. President's Report

President Corgiat reported that a new crosswalk feature from the library (across the street) to the Village Hall has been installed. It allows a pedestrian to push a button for the walk signal to be activated.

President Corgiat asked Director Starosta about the Board Action Log. Director Starosta reported that the Board Action Log is on Google drive for the convenience and review pf board members.

5. Director's Report

Regarding library policies, Director Starosta said she previously made printed copies and saved them on Google drive.

6. Committee Reports

- A. Advocacy (Johnson) (informational) - Nothing to report
- B. Building & Grounds (Rouleau) (informational) - Nothing to report
- C. Finance (Bonnar) (informational) - Nothing to report
- D. Personnel (Gordon) (informational) - Trustee Gordon reported that the position descriptions will be discussed at the next Committee of the Whole meeting. Director Starosta reported that one staff member will be leaving and announcements for the job opening will be posted soon.
- E. Policy (Bonnar, Ottenweller) (informational) - Nothing to report
- F. Strategic Planning (Mathias) (informational) - Trustee Mathias said he would review closed meeting procedures with Director Starosta.

7. New Business

- A. Reappoint Director as NRPL's official FOIA and OMA officer (action)
I, Ken Rouleau, make a motion to approve appointing the director as NRPL's FOIA and OMA officer for 2023 as presented. I, Jeanne Ottenweller, second. Vote: 7 aye 0 nay
Motion carried.
- A. Review/Release Closed Session Minutes (action)
This session will be tabled until July 2023.

8. Adjournment

I, Ken Brouleau, make a motion to adjourn the meeting at 6:27 PM. I, Kyle Johnson, second. 7 aye 0 nay

Next regular Board Meeting is scheduled for February 20th, 2023, at 6:00 p.m.

Agenda
North Riverside Public Library District
Committee of the Whole Meeting
Board of Trustees
November 7, 2022
6:00 PM

1) Opening of Meeting

- a) Call to order – 6:07 PM
Present: Annette Corgiat, John Mathias, Greg Gordon, and Kathy Bonnar,
- b) Quorum was established
- c) Guest: Barbara Silvestri
- d) Staff present: Britney Musial, Mike Bradley
- e) Approval of agenda
- A motion was made by Greg Gordon to approve the agenda as written. John Mathias seconded. All ayes, motion carried.

2) Open Forum

- a) N/A

3) Special Technology Presentation

Mike Bradley presented information on using the library's outdoor lockers. He additionally took questions from board members on the use of their library-issued tablets.

4) Minutes

The minutes of the Committee of the Whole, August 1, 2022, meeting was accepted. John Mathias approved, and Kathy Bonnar seconded. All ayes, motion carried.

5) Finance

There was nothing to report.

6) Advocacy

The Village Tree Lighting Ceremony, Dec 7th, 6-8 PM closely coincides with the time of the library's Open House time, 5:30-8 PM. The hope is that those attending the tree lighting will also visit the library and vise versa.

7) Building & Grounds

A. Lower-level update discussion

John Mathias addressed the topic based on the architect's recommendations. These recommendations have been summarized in a spreadsheet which was displayed on the screen as prepared by Director Natalie Starosta.

John recommended that each item on the spreadsheet be discussed in a "pro" vs "concerned" status. Each item was discussed, and questions were answered by staff, Britney Musial. Many of the recommendations appeared to require minimal changes

with minimal costs for the interior of the library. The exterior recommendations, on the other hand, will require excessive costs and will be addressed at a future date.

8) Personnel

Greg Gordan reported that job descriptions have been updated. Anette Corgiat asked that a modification date be included with each update.

9) Policy

There was nothing to report.

10) Strategic Planning

- A. John Mathias reported that the issues presented in Standards for IL Public Libraries Chapters 7 & 8 indicate that the North Riverside Public Library District is in compliance.
- B. All board members present agree that clarification is needed to complete self-evaluations and further discussion will be required.

11) Adjournment

The library board meeting is scheduled for Monday, November 21, 2022, at 6:00 PM.
A motion to adjourn was made by Greg Gordon and seconded by John Mathias



North Riverside Public Library District

Balance Sheet

As of January 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	142,431.00
1500-04 Cash-Audit Fund	10,620.72
1500-05 Cash-Liability Insurance Fund	46,771.81
1500-06 Cash-Unemployment Ins Fund	5,762.51
1500-07 Cash-Building Fund	41,213.15
1500-08 Cash-Social Security Fund	31,023.44
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	-5,097.82
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	34,931.20
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	314,047.22
1501-01 First American Checking (5001)	13,333.89
1505-07 Chase Bank	0.00
1509-07 Cash - IPTIP IL Funds	96,316.24
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	\$480,612.38
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	1,219.20
2400-05 Prepaid Expenses 05	0.00
2400-07 Prepaid Expense	618.53

	TOTAL
Total Other Current Assets	\$771,648.97
Total Current Assets	\$1,252,261.35
TOTAL ASSETS	\$1,252,261.35
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	15,423.36
4100-02 Accounts Payable UC Fund	421.97
4100-05 Accounts Payable Liability Fund	2,822.43
4100-06 Accounts Payable Unemployment Fund	219.91
4100-07 Accounts Payable Building Fund	13,867.40
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	\$32,755.07
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	1,973.35
4003-01 Child Support	0.00
4200-01 Accrued Wages	14,099.66
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	4,038.75
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	\$20,111.76
Total Current Liabilities	\$52,866.83
Total Liabilities	\$52,866.83
Equity	
3200-00 Retained Earnings	-109,015.90
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

	TOTAL
Net Income	-34,633.58
Total Equity	\$1,199,394.52
TOTAL LIABILITIES AND EQUITY	\$1,252,261.35

Management Report

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



Prepared on
February 17, 2023

Table of Contents

Profit and Loss3

Balance Sheet.....6

Profit and Loss

July 2022 - January 2023

	Total
INCOME	
6903-01 Fines & Fees	16,291.35
6904-01 Donations	12,094.94
6905-01 Grants	73,565.90
6915-07 Loan Proceeds	50,000.00
Interest	
6906-01 Interest	2,241.67
Total Interest	2,241.67
Property Taxes	
6901-01 Property Tax	455,841.87
6901-04 Tax Revenue-Audit Fund	3,061.64
6901-05 Tax Revenue-Liability Ins	1,766.49
6901-06 Tax Revenue-Unemploy Ins	470.88
6901-07 Tax Revenue-Bldg Fund	21,786.69
6901-08 Tax Revenue-SS	16,015.89
6901-12 Property Tax - IMRF Fund	4,592.70
Total Property Taxes	503,536.16
Total Income	657,730.02
GROSS PROFIT	657,730.02
EXPENSES	
8360-01 Grants	42,593.27
Advertising & Marketing	
8365-01 Library Promotion	1,260.00
8370-01 Postage	983.64
8375-01 Advertising	463.42
8404-01 Staff Recognition	134.92
8410-01 Printing	6,093.60
Total Advertising & Marketing	8,935.58
Bank Charges & Fees	
8396-01 Bank Charges & Fees	431.22
Total Bank Charges & Fees	431.22
Benefits	
7600-05 Health Insurance	15,047.16
7650-09 IMRF	19,830.19
7660-06 Unemployment Insurance	-748.17
7670-01 Taxes-Fica Expense	23,602.69
Total Benefits	57,731.87
Building Expense	
8306-07 Building Supplies & Maintenance	1,270.57
8308-07 Service Contracts	18,991.96
8315-07 Fees & Permits	39.00
8330-01 Casual Labor	75.00

	Total
8335-07 Building Repairs	17,065.57
Total Building Expense	37,442.10
Computers/Technology	
8171-01 Tech Service	11,302.28
8172-01 Computer Equipment	471.38
8175-01 SWAN	17,207.77
8180-01 Software	223.02
8190-01 Website	75.97
Total Computers/Technology	29,280.42
Insurance	
8460-05 Liability Insurance	3,788.00
Total Insurance	3,788.00
Interest Paid	
8601-02 Debt Service-Interest	5,041.48
Total Interest Paid	5,041.48
Legal & Professional Services	
8400-01 Accounting	7,265.00
8401-04 Audit	8,500.00
8402-01 Legal Fees	6,143.41
8405-01 Appraisal	2,655.00
8406-01 Collection Agency	246.25
8430-01 Payroll Expenses	4,549.45
Total Legal & Professional Services	29,359.11
Library Materials	
8090-01 Adult A/V	3,298.21
8091-01 Children's A/V	916.28
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	10,965.15
8105-02 Books-Restricted Fund	880.11
8106-01 Children Fiction / Non-Fiction	7,993.58
8107-01 Teen Fiction/Non-Fiction	4,195.18
8108-01 eBooks	1,228.31
8115-01 Adult Large Print	66.72
8120-01 Newspapers	2,675.99
8130-01 Internet Databases	12,829.55
8140-01 Periodicals	956.77
8160-01 Adult DVDs - Fiction	263.79
8162-01 Children DVDs-movies	78.72
Total Library Materials	47,840.91
Office Supplies & Software	
8202-01 Office Supplies	4,824.43
Total Office Supplies & Software	4,824.43

	Total
Programs & Strategic Initiatives	
8150-01 Children's Programs	2,335.02
8153-01 Teen Programs	1,358.61
8154-01 Makerspaces/library of things	2,099.83
8155-01 Adult Programs	2,890.37
8156-01 Technology Programs	13.93
Total Programs & Strategic Initiatives	8,697.76
Salaries	
7504-01 Circulation	48,528.57
7505-01 Adult Services	39,305.02
7506-01 Youth Services	42,583.75
7507-01 Pages	5,347.98
7508-01 Administration	159,197.75
7509-01 Facilities	15,473.81
Total Salaries	310,436.88
Travel & Training	
7700-01 Educational Training Trustees	814.37
8342-01 Lodging, Meals, Mileage	1,083.81
8355-01 Memberships	2,134.00
Total Travel & Training	4,032.18
Utilities	
8301-07 Internet/Phone	10,193.75
8302-07 Electricity	9,041.89
8303-07 Gas	4,497.24
8304-07 Water/Garbage	1,495.51
Total Utilities	25,228.39
Total Expenses	615,663.60
NET OPERATING INCOME	42,066.42
OTHER EXPENSES	
8701-02 Debt Certificate Principle	76,700.00
Total Other Expenses	76,700.00
NET OTHER INCOME	-76,700.00
NET INCOME	\$ -34,633.58

Balance Sheet

As of January 31, 2023

		Total
ASSETS		
Current Assets		
Bank Accounts		
1500-01 First American MM (5015)		142,431.00
1500-04 Cash-Audit Fund		10,620.72
1500-05 Cash-Liability Insurance Fund		46,771.81
1500-06 Cash-Unemployment Ins Fund		5,762.51
1500-07 Cash-Building Fund		41,213.15
1500-08 Cash-Social Security Fund		31,023.44
1500-09 Cash-Pension Fund		-23,608.79
1500-10 Cash-Debt Service Fund		-5,097.82
1500-11 Equipment Fund		0.00
1500-12 Cash - IMRF Fund		34,931.20
1500-13 Capital Projects		30,000.00
Total 1500-01 First American MM (5015)		314,047.22
1501-01 First American Checking (5001)		13,333.89
1505-07 Chase Bank		0.00
1509-07 Cash - IPTIP IL Funds		96,316.24
1512-02 Kadlec Annuity #71797		56,915.03
Total Bank Accounts		480,612.38
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		1,219.20
2400-05 Prepaid Expenses 05		0.00
2400-07 Prepaid Expense		618.53
Total Other Current Assets		771,648.97
Total Current Assets		1,252,261.35
TOTAL ASSETS		\$1,252,261.35
LIABILITIES AND EQUITY		

	Total
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	15,423.36
4100-02 Accounts Payable UC Fund	421.97
4100-05 Accounts Payable Liability Fund	2,822.43
4100-06 Accounts Payable Unemployment Fund	219.91
4100-07 Accounts Payable Building Fund	13,867.40
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	32,755.07
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	1,973.35
4003-01 Child Support	0.00
4200-01 Accrued Wages	14,099.66
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	4,038.75
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	20,111.76
Total Current Liabilities	52,866.83
Total Liabilities	52,866.83
Equity	
3200-00 Retained Earnings	-109,015.90
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	-34,633.58
Total Equity	1,199,394.52

	Total
TOTAL LIABILITIES AND EQUITY	\$1,252,261.35

North Riverside Public Library District
Budget vs Actual
01/31/2023

58%

REVENUE	Actual	Budget	Variance	% of Budget
----------------	---------------	---------------	-----------------	--------------------

6904-01	Donations	12,095	35,000	22,905	35%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	-	(15,000)	(15,000)	0%
6903-01	Fees and fines	16,291	5,000	(11,291)	326%
6905-01	Grants	73,566	100,000	26,434	74%
6906-01	Interest	2,242	1,500	(742)	149%
6901-01	Property tax	503,536	1,118,750	615,214	45%
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%
	Total	\$ 657,730	\$ 1,268,250	\$ 610,520	52%

OPERATING EXPENSES

SALARIES

7504-01	Circulation	48,529	91,500	42,971	53%
7505-01	Adult Services	39,305	72,000	32,695	55%
7506-01	Youth Services	42,584	87,700	45,116	49%
7507-01	Pages	5,348	10,200	4,852	52%
7508-01	Administration	159,198	279,000	119,802	57%
7509-01	Facilities	15,474	30,000	14,526	0%
	Total	\$ 310,437	\$ 570,400	\$ 259,963	54%

BENEFITS

7600-05	health insurance	15,047	31,400	16,353	48%
7650-09	IMRF	19,830	47,680	27,850	42%
7670-08	social security/mcare	23,603	37,958	14,355	62%
7660-06	Unemployment Insurance	(748)	-	748	0%
	Total	\$ 57,732	\$ 117,038	\$ 59,306	49%

TRAINING

7700-01	educational training trustees	814	500	(314)	163%
7800-01	educational training staff	-	4,500	4,500	0%
	Total	\$ 814	\$ 5,000	\$ 4,186	16%

OPERATING EXPENSES

Actual

Budget

Variance

58%
% of Budget**MATERIALS**

8090-01	Adult A/V	3,298	9,000	5,702	37%
8091-01	Children's A/V	916	3,400	2,484	27%
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	10,979	25,000	14,021	44%
8105-02	Books-Restricted Fund	880	0	(880)	8801100%
8106-01	Children's fiction/nonfiction	7,994	16,000	8,006	50%
8115-01	Adult Large Print	67	0	(67)	667200%
8107-01	Teen fiction/nonfiction	4,195	9,000	4,805	47%
8108-01	eBooks	1,228	5,500	4,272	22%
8120-01	newspapers	2,676	3,500	824	76%
8130-01	internet databases	12,830	16,000	3,170	80%
8140-01	Periodicals	957	1,500	543	64%
8154-01	Makerspaces/library of things	2,100	5,000	2,900	42%
8160-01	Adult DVD's-Fiction	343	0	(343)	3425100%
Total		\$ 49,941	\$ 99,000	\$ 49,059	50%

PROGRAMS

8150-01	Children's Programs	2,335	6,100	3,765	38%
8153-01	Teen Programs	1,359	2,900	1,541	47%
8155-01	Adult programs	2,890	6,000	3,110	48%
8156-01	Technology programs	14	1,000	986	1%
Total		\$ 6,598	\$ 16,000	\$ 9,402	41%

STRATEGIC INITIATIVES

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

OPERATING EXPENSES		Actual	Budget	Variance	58% % of Budget
---------------------------	--	---------------	---------------	-----------------	---------------------------

COMPUTERS

8171-01	Technology Service	11,302	25,000	13,698	45%
8172-01	Computer Equipment	471	5,000	4,529	9%
8175-01	SWAN	17,208	23,500	6,292	73%
8180-01	software	223	1,500	1,277	15%
8190-01	website	76	7,500	7,424	1%
8195-01	email	-	500	500	0%
	Total	\$ 29,280	\$ 63,000	\$ 33,720	46%

OFFICE SUPPLIES

8202-01	Office Supplies	4,824	13,500	8,676	36%
	Total	\$ 4,824	\$ 13,500	\$ 8,676	36%

UTILITIES- OPERATING EXPENSE

8301-07	Internet/phone	10,194	9,000	(1,194)	113%
8302-07	electricity	9,042	23,000	13,958	39%
8303-07	gas	4,497	5,500	1,003	82%
8304-07	water/garbage	1,496	2,300	804	65%
	Total	\$ 25,228	\$ 39,800	\$ 14,572	63%

BUILDING EXPENSE

8306-07	building supplies and maintenance	1,271	11,000	9,729	12%
8308-07	service contracts	18,992	23,000	4,008	83%
8315-07	fees and permits	39	1,950	1,911	2%
8330-01	casual labor	75	900	825	8%
8335-07	building repairs	17,066	34,000	16,934	50%
	Total	\$ 37,442	\$ 70,850	\$ 33,408	53%

TRAVEL

8342-01	lodging/meals/mileage	1,084	1,000	(84)	108%
	Total	\$ 1,084	\$ 1,000	\$ (84)	108%

OPERATING EXPENSES

Actual

Budget

Variance

58%
% of Budget**OTHER EXPENSES**

8355-01	memberships	\$ 2,134	\$ 2,200	66	97%
8360-01	Grants	\$ 42,593	\$ 100,000	57,407	43%
8361-01	Donations	\$ -	\$ 35,000	35,000	0%
8365-01	library promotion	\$ 1,260	\$ 5,000	3,740	25%
8370-01	postage	\$ 984	\$ 3,000	2,016	33%
8375-01	Advertising	\$ 463	\$ 4,500	4,037	10%
8385-01	memorials and tributes	\$ -	\$ 500	500	0%
8395-01	Miscellaneous Expense	\$ -	\$ -	-	0%
8396-01	bank charges and fees	\$ 431	\$ 150	(281)	287%
8399-01	ILL Loss/Damage	\$ -	\$ 250	250	0%
Total		\$ 47,866	\$ 150,600	102,734	32%

DEBT SERVICE

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

OUTSIDE SERVICES

8400-01	accounting	7,265	17,000	9,735	43%
8401-01	audit	8,500	9,000	500	94%
8402-01	legal fees	6,143	6,000	(143)	102%
8404-01	Staff Recognition	135	2,500	2,365	5%
8405-01	appraisal	2,655	1,500	(1,155)	177%
8406-01	collection agency	246	200	(46)	123%
8410-01	printing	6,094	11,000	4,906	55%
8430-01	payroll expenses	4,549	5,500	951	83%
8435-01	background checks	-	200	200	0%
Total		\$ 35,588	\$ 52,900	\$ 17,312	67%

INSURANCE

8460-05	liability insurance package	3,788	20,600	16,812	18%
Total		\$ 3,788	\$ 20,600	\$ 16,812	18%

TOTAL OPERATING EXPENSES	\$ 692,364	\$ 1,221,688	\$ 611,066	57%
---------------------------------	-------------------	---------------------	-------------------	-----

TOTAL OPERATING NET INCOME	\$ (34,634)	\$ 46,562	\$ (546)	-74%
-----------------------------------	--------------------	------------------	-----------------	------



North Riverside Public Library District
Check Detail
January 2023

Date	Num	Name	Memo/Description	Amount
01/10/2023	15188	AEP ENERGY	AEP ENERGY # 3014417557 11/23/22 - 12/28/22 35 days	1,105.20
01/10/2023	15189	Black Stone	2080447	31.19
01/10/2023	15190	Baker & Taylor	2037194560	32.14
01/10/2023	15191	OLIVIA BORTH	TAROT CARDS JANUARY 7 2023	200.00
01/10/2023	15192	Comcast	Acct# 8771 20 134 0118334 - Internet SERV JAN 07 2023 - FEB 6 2023	178.18
01/10/2023	15193	Colley Elevator Co.	Inv 236584 - 3 MONTHS INSPECTION	409.00
01/10/2023	15194	CAPITAL ONE	NOVEMBE/DECEMBER STATEMENT, ADULT A/V, GRANTS, TEEN A/V	6,505.43
01/10/2023	15195	Findaway	INV 415878 - CHILDREN A/V	811.15
01/10/2023	15196	Hinckley Springs	2429867 122822	27.50
01/10/2023	15197	INGRAM LIBRARY SERVICES	72955802, 72955803, 72955801 - CHILDREN FICTION / NON FICTION	66.37
01/10/2023	15198	LEAF	INV 14137268 - 3 COPIERS	711.60
01/10/2023	15199	Midwest Tape	INV 501375725 - Adult A/V	298.00
01/10/2023	15200	Ollis Book Corporation	248379, 248380 - Children Fiction / Non Fiction	477.34
01/10/2023	15201	Quinlan Security Systems	INV 31820 - CLOSED CIRCUIT TELEVISION SYSTEM ADDITIONS	504.60
01/10/2023	15202	Terminix	Invoice 427157520	107.82
01/10/2023	15203	Utica National Insurance Group	Act # 100943170, COMMERCIAL PACKAGE RENEWAL, WORKERS COMP	3,788.00
01/11/2023	15204	Brian Michalski	AWESOME AUSTRALIA APRIL 19 2023	330.00
01/11/2023	15205	INGRAM LIBRARY SERVICES	VARIOUS FICTION / NON FICTION	804.60
01/11/2023	15206	SWAN	10023 - CHARGES FOR JANUARY -MARCH 2023	5,674.25
01/11/2023	15207	Martin Petersen Company, Inc.	INV # SM22095-2, S36724	2,587.00
01/11/2023	15208	Barbara Silvestri	REIMBURSMENT FOR POSTAGE	3.32
01/11/2023	15209	MARIANNE MOHRHUSEN	PRESCHOOL YOGA FEBRUARY 8 2023	75.00
01/16/2023		Nicor Nicor Gas	Nicor Gas - Jan	1,053.25
01/27/2023	15210	AT&T 1	INVINV. 0305645709	63.10
01/27/2023	15211	MELANIE ARTZ	CRAFTERNOON	44.25
01/27/2023	15212	Black Stone	2082876, 2082484	95.98
01/27/2023	15213	COMCAST .	ACCT# 904053498 INV 163406514	1,199.56
01/27/2023	15214	CENGAGE Learning	INV. 79960920 - ADULT LARGE PRINT	30.39

01/27/2023	15215 Demco	INV 7240329	201.96
01/27/2023	15216 FIRST AMERICAN BANK .	JANUARY STATEMENT-INTERNET DATABASES, TECHNOLY PROGRAMS	90.03
01/27/2023	15217 INGRAM LIBRARY SERVICES	ADULT FICTION / NON FICTION, TEEN FICTION / NON FICTION	676.04
01/27/2023	15218 Johnson Controls Security Solutions	customer # 01300113034337 INV 38345432 - 02/01/23 - 04/30/23	110.94
01/27/2023	15219 LIMRiCC	Four members JANUARY	3,041.02
01/27/2023	15220 Illinois Library Association	NATALIE STAROSTA 2023 ILA MEMBERSHIP UNTIL JANUARY 31 2024	150.00
01/27/2023	15221 Nitech Fire & Security Industies, Inc	INV 368559 - SERVICE FROM FEB 1 2023 THROUGH APRIL 30 2023	320.40
01/27/2023	15222 Outsource Solutions Group	Inv 72483, 72773, 72366	3,023.02
01/27/2023	15223 Olsson Roofing Company, Inc	I22003773-performed & completed schedules maintenance per agreement	700.00
01/27/2023	15224 Roscoe	Acct#1889-07544 INV 1782279 - MATS	248.76
01/27/2023	15225 Secure Document Solutions	INV. 21730 - recurring shredding	65.00
01/27/2023	15226 Terminix	Invoice 429036518	107.82
01/27/2023	15227 Trimline Landscaping	DECEMBER SERVICES SALTING, PLOWING	490.00
01/27/2023	15228 Unique Management Services, Inc	INV 6108088	78.80
01/27/2023	15229 Gary Wenstrup	THE HISTORY OF FLEETWOOD MAC MAY 10 2023	250.00
01/31/2023	Paychex Paychex	Paychex	869.75
01/31/2023	IMRF IMRF	IMRF Dec	4,177.08
Total			\$ 41,814.84

Management Report

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



Prepared on
February 16, 2023

Table of Contents

Profit and Loss3

Balance Sheet.....6

Profit and Loss

July - December, 2022

	Total
INCOME	
6903-01 Fines & Fees	9,429.49
6904-01 Donations	13,841.52
6905-01 Grants	73,565.90
6915-07 Loan Proceeds	50,000.00
Interest	
6906-01 Interest	1,405.77
Total Interest	1,405.77
Property Taxes	
6901-01 Property Tax	184,634.71
6901-04 Tax Revenue-Audit Fund	1,240.09
6901-05 Tax Revenue-Liability Ins	715.51
6901-06 Tax Revenue-Unemploy Ins	190.73
6901-07 Tax Revenue-Bldg Fund	8,824.51
6901-08 Tax Revenue-SS	6,487.09
6901-12 Property Tax - IMRF Fund	1,860.24
Total Property Taxes	203,952.88
Total Income	352,195.56
GROSS PROFIT	
EXPENSES	
8360-01 Grants	39,515.66
Advertising & Marketing	
8365-01 Library Promotion	1,260.00
8370-01 Postage	980.32
8375-01 Advertising	463.42
8404-01 Staff Recognition	134.92
8410-01 Printing	6,093.60
Total Advertising & Marketing	8,932.26
Bank Charges & Fees	
8396-01 Bank Charges & Fees	179.15
Total Bank Charges & Fees	179.15
Benefits	
7600-05 Health Insurance	12,246.14
7650-09 IMRF	16,928.67
7670-01 Taxes-Fica Expense	20,546.68
Total Benefits	49,721.49
Building Expense	
8306-07 Building Supplies & Maintenance	1,043.29
8308-07 Service Contracts	15,253.52
8315-07 Fees & Permits	39.00
8330-01 Casual Labor	75.00
8335-07 Building Repairs	14,478.57

	Total
Total Building Expense	30,889.38
Computers/Technology	
8171-01 Tech Service	8,279.26
8172-01 Computer Equipment	391.68
8175-01 SWAN	11,533.52
8180-01 Software	191.16
8190-01 Website	75.97
Total Computers/Technology	20,471.59
Interest Paid	
8601-02 Debt Service-Interest	252.07
Total Interest Paid	252.07
Legal & Professional Services	
8400-01 Accounting	7,265.00
8401-04 Audit	8,500.00
8402-01 Legal Fees	6,143.41
8405-01 Appraisal	2,655.00
8406-01 Collection Agency	167.45
8430-01 Payroll Expenses	3,679.70
Total Legal & Professional Services	28,410.56
Library Materials	
8090-01 Adult A/V	2,762.16
8091-01 Children's A/V	76.14
8096-01 Teen A/V	1,006.34
8103-01 Foreign Lang. Materials	67.03
8104-01 Adult Fiction	14.31
8105-01 Adult Fiction/Non-Fiction	10,462.23
8105-02 Books-Restricted Fund	880.11
8106-01 Children Fiction / Non-Fiction	6,839.67
8107-01 Teen Fiction/Non-Fiction	3,680.37
8108-01 eBooks	1,228.31
8115-01 Adult Large Print	66.72
8120-01 Newspapers	2,314.10
8130-01 Internet Databases	11,548.59
8140-01 Periodicals	956.77
8160-01 Adult DVDs - Fiction	263.79
8162-01 Children DVDs-movies	78.72
Total Library Materials	42,245.36
Office Supplies & Software	
8202-01 Office Supplies	4,424.83
Total Office Supplies & Software	4,424.83
Programs & Strategic Initiatives	
8150-01 Children's Programs	1,971.59
8153-01 Teen Programs	1,097.94
8154-01 Makerspaces/library of things	1,901.08

	Total
8155-01 Adult Programs	2,796.94
8156-01 Technology Programs	11.94
Total Programs & Strategic Initiatives	7,779.49
Salaries	
7504-01 Circulation	42,499.70
7505-01 Adult Services	34,193.85
7506-01 Youth Services	37,394.66
7507-01 Pages	4,760.73
7508-01 Administration	137,981.81
7509-01 Facilities	13,418.81
Total Salaries	270,249.56
Travel & Training	
7700-01 Educational Training Trustees	814.37
8342-01 Lodging, Meals, Mileage	1,083.81
8355-01 Memberships	1,229.00
Total Travel & Training	3,127.18
Utilities	
8301-07 Internet/Phone	8,752.91
8302-07 Electricity	7,936.69
8303-07 Gas	3,443.99
8304-07 Water/Garbage	1,495.51
Total Utilities	21,629.10
Total Expenses	527,827.68
NET OPERATING INCOME	-175,632.12
OTHER EXPENSES	
8701-02 Debt Certificate Principle	31,741.48
Total Other Expenses	31,741.48
NET OTHER INCOME	-31,741.48
NET INCOME	\$ -207,373.60

Balance Sheet

As of December 31, 2022

		Total
ASSETS		
Current Assets		
Bank Accounts		
1500-01 First American MM (5015)		-27,641.81
1500-04 Cash-Audit Fund		10,620.72
1500-05 Cash-Liability Insurance Fund		46,771.81
1500-06 Cash-Unemployment Ins Fund		5,762.51
1500-07 Cash-Building Fund		41,213.15
1500-08 Cash-Social Security Fund		31,023.44
1500-09 Cash-Pension Fund		-23,608.79
1500-10 Cash-Debt Service Fund		-5,097.82
1500-12 Cash - IMRF Fund		34,931.20
1500-13 Capital Projects		30,000.00
Total 1500-01 First American MM (5015)		143,974.41
1501-01 First American Checking (5001)		8,077.83
1509-07 Cash - IPTIP IL Funds		95,972.42
1512-02 Kadlec Annuity #71797		56,915.03
Total Bank Accounts		304,939.69
Accounts Receivable		
2000-01 RE Taxes Receivable-Corp		538,658.63
2000-04 Taxes Receivable-Audit		3,287.38
2000-05 Taxes Receivable-Insurance		1,721.17
2000-06 Taxes Receivable-Liab Insur		204.50
2000-07 Taxes Recievable-Bldg Fund		24,792.40
2000-08 Taxes Receivable-SS Fund		17,824.78
2000-09 Taxes Receivable-Pension Fund		3,674.28
Total Accounts Receivable		590,163.14
Other Current Assets		
1500-01 Kadlec Annuity		250,502.21
1500-02 Kadlect Annuity #19563		116,393.94
1500-03 Kadlec Annuity #37743		402,915.09
2400-01 Prepaid Expenses		1,219.20
2400-07 Prepaid Expense		618.53
Total Other Current Assets		771,648.97
Total Current Assets		1,666,751.80
TOTAL ASSETS		\$1,666,751.80
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
4100-01 Accounts Payable		15,423.36
4100-02 Accounts Payable UC Fund		421.97

	Total
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
Total Accounts Payable	32,755.07
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	1,973.35
4200-01 Accrued Wages	14,099.66
4230-01 ICMA Retirement	3,247.99
4300-01 Deferred Tax Rev - Corp FD	538,658.63
4300-04 Deferred Tax Rev - Audit Fund	3,287.38
4300-05 Deferred Tax Rev Liability Fund	1,721.17
4300-06 Deferred Tax Rev Unemployment	204.50
4300-07 Deferred Tax Rev Building Fund	24,792.40
4300-08 Deferred Tax Rev SS	17,824.78
4300-09 Deferred Tax Rev Pension	3,674.28
7660-06 Unemployment Insurance	-6,652.43
Total Other Current Liabilities	602,831.71
Total Current Liabilities	635,586.78
Total Liabilities	635,586.78
Equity	
3200-00 Retained Earnings	-104,505.38
5600-01 General Fund Balance	1,441,271.00
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
Net Income	-207,373.60
Total Equity	1,031,165.02
TOTAL LIABILITIES AND EQUITY	\$1,666,751.80



North Riverside Public Library District

Balance Sheet

As of December 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	-27,641.81
1500-04 Cash-Audit Fund	10,620.72
1500-05 Cash-Liability Insurance Fund	46,771.81
1500-06 Cash-Unemployment Ins Fund	5,762.51
1500-07 Cash-Building Fund	41,213.15
1500-08 Cash-Social Security Fund	31,023.44
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	-5,097.82
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	34,931.20
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	143,974.41
1501-01 First American Checking (5001)	8,077.83
1505-07 Chase Bank	0.00
1509-07 Cash - IPTIP IL Funds	95,972.42
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	\$304,939.69
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	538,658.63
2000-04 Taxes Receivable-Audit	3,287.38
2000-05 Taxes Receivable-Insurance	1,721.17
2000-06 Taxes Receivable-Liab Insur	204.50
2000-07 Taxes Recievable-Bldg Fund	24,792.40
2000-08 Taxes Receivable-SS Fund	17,824.78
2000-09 Taxes Receivable-Pension Fund	3,674.28
Total Accounts Receivable	\$590,163.14
Other Current Assets	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	1,219.20
2400-05 Prepaid Expenses 05	0.00
2400-07 Prepaid Expense	618.53
Total Other Current Assets	\$771,648.97
Total Current Assets	\$1,666,751.80
TOTAL ASSETS	\$1,666,751.80

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	15,423.36
4100-02 Accounts Payable UC Fund	421.97
4100-05 Accounts Payable Liability Fund	2,822.43
4100-06 Accounts Payable Unemployment Fund	219.91
4100-07 Accounts Payable Building Fund	13,867.40
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	\$32,755.07
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	1,973.35
4003-01 Child Support	0.00
4200-01 Accrued Wages	14,099.66
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	3,247.99
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	538,658.63
4300-04 Deferred Tax Rev - Audit Fund	3,287.38
4300-05 Deferred Tax Rev Liability Fund	1,721.17
4300-06 Deferred Tax Rev Unemployment	204.50
4300-07 Deferred Tax Rev Building Fund	24,792.40
4300-08 Deferred Tax Rev SS	17,824.78
4300-09 Deferred Tax Rev Pension	3,674.28
4470-07 Due to/from Corp - Building fund	0.00
7660-06 Unemployment Insurance	-6,652.43
Total Other Current Liabilities	\$602,831.71
Total Current Liabilities	\$635,586.78
Total Liabilities	\$635,586.78
Equity	
3200-00 Retained Earnings	-104,505.38
5600-01 General Fund Balance	1,441,271.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	4,281.00
5600-05 Public Liability Fund Balance	43,302.00
5600-06 Unemployment Insurance Fund Balance	4,404.00
5600-07 Building Fund Balance	-134,324.00
5600-08 Social Security Fund Balance	-3,185.00
5600-09 Pension Fund Balance	-42,705.00
Opening Balance Equity	0.00
Net Income	-207,373.60
Total Equity	\$1,031,165.02
TOTAL LIABILITIES AND EQUITY	\$1,666,751.80

North Riverside Public Library District
Budget vs Actual
12/31/2022

50%

REVENUE

Actual

Budget

% of Budget

6904-01	Donations	\$ 11,685	\$ 35,000	33%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ -	\$ (15,000)	0%
6903-01	Fees and fines	\$ 9,209	\$ 5,000	184%
6905-01	Grants	\$ 73,566	\$ 100,000	74%
6906-01	Interest	\$ 1,406	\$ 1,500	94%
6901-01	Property tax	\$ 203,953	\$ 1,118,750	18%
6920-01	Unrealized Income Annuities	\$ -	\$ 20,000	0%
6907-01	Credit Card Income	\$ -	\$ 3,000	0%
6915-01	Loan Proceeds	\$ 50,000	\$ 0	0%
6909-01	Memorial Books/Lost & Paid Materials	\$ -	\$ 0	0%
6910-01	Miscellaneous Revenue	\$ -	\$ 0	0%
	Total	\$ 349,818	\$ 1,268,250	28%

OPERATING EXPENSES

SALARIES

7504-01	Circulation	\$ 42,500	\$ 91,500	46%
7505-01	Adult Services	\$ 34,194	\$ 72,000	47%
7506-01	Youth Services	\$ 37,395	\$ 87,700	43%
7507-01	Pages	\$ 4,761	\$ 10,200	47%
7508-01	Administration	\$ 137,982	\$ 279,000	49%
7509-01	Facilities	\$ 13,419	\$ 30,000	0%
	Total	\$ 270,250	\$ 570,400	47%

BENEFITS

7600-05	health insurance	\$ 12,246	\$ 31,400	39%
7650-09	IMRF	\$ 16,929	\$ 47,680	36%
7670-08	social security/mcare	\$ 20,547	\$ 37,958	54%
7660-06	Unemployment Insurance	\$ (235)	\$ -	0%
	Total	\$ 49,486	\$ 117,038	42%

TRAINING

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

OPERATING EXPENSES	Actual	Budget	50% % of Budget
---------------------------	---------------	---------------	---------------------------

MATERIALS

8090-01	Adult A/V	\$ 2,762	\$ 9,000	31%
8091-01	Children's A/V	\$ 76	\$ 3,400	2%
8096-01	Teen A/V	\$ 1,006	\$ 3,100	32%
8103-01	Foreign Language Materials	\$ 67	\$ 2,000	3%
8105-01	Adult fiction/nonfiction	\$ 10,477	\$ 25,000	42%
8105-02	Books-Restricted Fund	\$ 880	\$ 0	8801100%
8106-01	Children's fiction/nonfiction	\$ 6,840	\$ 16,000	43%
8115-01	Adult Large Print	\$ 67	\$ 0	667200%
8107-01	Teen fiction/nonfiction	\$ 3,680	\$ 9,000	41%
8108-01	eBooks	\$ 1,228	\$ 5,500	22%
8120-01	newspapers	\$ 2,314	\$ 3,500	66%
8130-01	internet databases	\$ 11,549	\$ 16,000	72%
8140-01	Periodicals	\$ 957	\$ 1,500	64%
8154-01	Makerspaces/library of things	\$ 1,901	\$ 5,000	38%
8160-01	Adult DVD's-Fiction	\$ 343	\$ 0	3425100%
	Total	\$ 44,146	\$ 99,000	45%

PROGRAMS

8150-01	Children's Programs	\$ 1,972	\$ 6,100	32%
8153-01	Teen Programs	\$ 1,098	\$ 2,900	38%
8155-01	Adult programs	\$ 2,797	\$ 6,000	47%
8156-01	Technology programs	\$ 12	\$ 1,000	1%
	Total	\$ 5,878	\$ 16,000	37%

STRATEGIC INITIATIVES

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

OPERATING EXPENSES

Budget

50%
% of Budget**COMPUTERS**

8171-01	Technology Service	\$ 8,279	\$ 25,000	33%
8172-01	Computer Equipment	\$ 392	\$ 5,000	8%
8175-01	SWAN	\$ 11,534	\$ 23,500	49%
8180-01	software	\$ 191	\$ 1,500	13%
8190-01	website	\$ 76	\$ 7,500	1%
8195-01	email	\$ -	\$ 500	0%
	Total	\$ 20,472	\$ 63,000	32%

OFFICE SUPPLIES

8202-01	Office Supplies	\$ 4,425	\$ 13,500	33%
	Total	\$ 4,425	\$ 13,500	33%

UTILITIES- OPERATING EXPENSE

8301-07	Internet/phone	\$ 8,753	\$ 9,000	97%
8302-07	electricity	\$ 7,937	\$ 23,000	35%
8303-07	gas	\$ 3,444	\$ 5,500	63%
8304-07	water/garbage	\$ 1,496	\$ 2,300	65%
	Total	\$ 21,629	\$ 39,800	54%

BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 1,043	\$ 11,000	9%
8308-07	service contracts	\$ 15,254	\$ 23,000	66%
8315-07	fees and permits	\$ 39	\$ 1,950	2%
8330-01	casual labor	\$ 75	\$ 900	8%
8335-07	building repairs	\$ 14,479	\$ 34,000	43%
	Total	\$ 30,889	\$ 70,850	44%

TRAVEL

8342-01	lodging/meals/mileage	\$ 1,084	\$ 1,000	108%
	Total	\$ 1,084	\$ 1,000	108%

OPERATING EXPENSES	Actual	Budget	50% % of Budget
---------------------------	---------------	---------------	----------------------------

OTHER EXPENSES

8355-01	memberships	\$ 1,229	\$ 2,200	56%
8360-01	Grants	\$ 39,516	\$ 100,000	40%
8361-01	Donations	\$ -	\$ 35,000	0%
8365-01	library promotion	\$ 1,260	\$ 5,000	25%
8370-01	postage	\$ 980	\$ 3,000	33%
8375-01	Advertising	\$ 463	\$ 4,500	10%
8385-01	memorials and tributes	\$ -	\$ 500	0%
8395-01	Miscellaneous Expense	\$ -	\$ -	0%
8396-01	bank charges and fees	\$ 431	\$ 150	287%
8399-01	ILL Loss/Damage	\$ -	\$ 250	0%
	Total	\$ 43,880	\$ 150,600	29%

Debt Service

8701-02	Debt Service - Principal	\$ 26,700	\$ 28,000	0%
8601-02	Debt Service - Interest	\$ 5,041	\$ 16,500	0%
	Total	\$ 31,741	\$ 44,500	0%

OUTSIDE SERVICES

8400-01	accounting	\$ 7,265	\$ 17,000	43%
8401-01	audit	\$ 8,500	\$ 9,000	94%
8402-01	legal fees	\$ 6,143	\$ 6,000	102%
8404-01	Staff Recognition	\$ 135	\$ 2,500	5%
8405-01	appraisal	\$ 2,655	\$ 1,500	177%
8406-01	collection agency	\$ 167	\$ 200	84%
8410-01	printing	\$ 6,094	\$ 11,000	55%
8430-01	payroll expenses	\$ 3,680	\$ 5,500	67%
8435-01	background checks	\$ -	\$ 200	0%
	Total	\$ 34,639	\$ 52,900	65%

INSURANCE

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

TOTAL OPERATING EXPENSES	\$ 559,334	\$ 1,221,688	46%
---------------------------------	-------------------	---------------------	------------

TOTAL NET INCOME	\$ (209,516)	\$ 46,562	-450%
-------------------------	---------------------	------------------	--------------



North Riverside Public Library District
Check Detail
December 2022

Date	Num	Name	Memo/Description	Amount
12/02/2022	15139	Baker & Taylor	CHILDREN PROGRAMS	58.03
12/02/2022	15140	Black Stone	2075402	95.99
12/02/2022	15141	CAPITAL ONE	OCTOBER / NOVEMBER STATEMENT	6,527.43
12/02/2022	15142	STEVE DARNALL	GOLDEN AGE OF RADIO DECEMBER 7 2022	250.00
12/02/2022	15143	Gail Galivan	TAI CHI DECEMBER 7 2022	60.00
12/02/2022	15144	INGRAM LIBRARY SERVICES	ADULT,CHILDREN, TEEN FICTION / NON FICTION	733.35
12/02/2022	15145	LIMRICC Unemployment Compensaton Group Account	THIRD ENDING SEPTEMBER 30	219.91
12/02/2022	15146	LEAF	3 COPIERS 14012449	695.60
12/02/2022	15147	Veronica Martinez	REIMBURSEMENT OFFICE SUPPLIES AND BUILDING SUPPLIES	63.57
12/02/2022	15148	Midwest Tape	HOOPLA INV 503039528, ADULT AV	234.29
12/02/2022	15149	Roscoe	Acct#1889-07544 INV 1774617, MATS	161.98
12/02/2022	15150	Colette Stubitsch	REIMBUSTMENT CRAT SUPPLIES	43.50
12/02/2022	15151	AEP ENERGY	AEP ENERGY # 3014417557 10/25/22 - 11/23/22 29 days	960.91
12/02/2022	15152	Gail Galivan	TAI CHI JANUARY 18 2023	60.00
12/02/2022	15153	LETICIA MADRIGAL	YOGA JANUARY 23 2023	50.00
12/02/2022	15154	Gail Galivan	TAI CHI FEBRUARY 15 2023	60.00
12/02/2022	15155	LETICIA MADRIGAL	STRECHING AND MEDITATION FEBRUARY 6 2023	50.00
12/02/2022	15156	LETICIA MADRIGAL	YOGA FEBRUARY 20 2023	50.00
12/02/2022	15157	OverDrive, Inc	2777837,2737439	489.95
12/05/2022	15158	Village of N. Riverside	ACCOUNT # 0148240015-00, DECEMBER	275.31
12/05/2022	15159	GRASSO GRAPHICS	WINTER NEWSLETTER 2022	2,993.32
12/05/2022	15160	OverDrive, Inc	22357962	248.41
12/12/2022	15161	Black Stone	2076100	58.35
12/12/2022	15162	Comcast	Internet SERV DEC 07 2022 - JAN 6 2023	172.35
12/12/2022	15163	Hinckley Springs	2429867 113022	112.49
12/12/2022	15164	GISELY HERRERA	REIMBURSTMENT PROGRAM SUPPLIES	47.82
12/12/2022	15165	Lauterbach & Amen, LLP	Profesional services rendered from November 2022	933.00
12/12/2022	15166	Libraries First	Museum Adventure pass 2022, Library promotions INV 8447	100.00

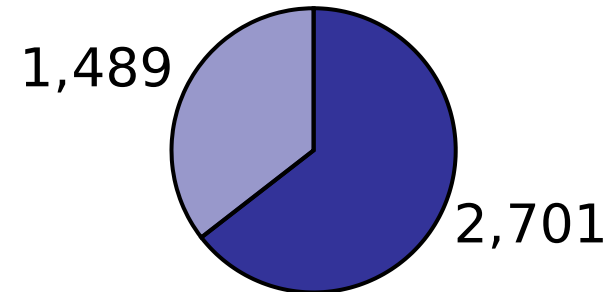
12/12/2022	15167	Laconi Annual Membership 2022	150.00
12/12/2022	15168 Seaway Supply Co.	Inv # 189622 - supplies	146.25
12/12/2022	15169 Trimline Landscaping	OCTOBER NOVEMBER SERVICES	460.00
12/12/2022	15170 Unique Management Services, Inc	INV 6107102	49.25
12/12/2022	15171 WT.COX INFORMATION SERVICES	MAGAZINES	956.77
12/19/2022	15172 AT&T 1	INV IL838946, IL838902, 6314805706	191.20
12/19/2022	15173 NATALIE AGUIRRE	REIMBURSEMENT FOR YOGA PROGRAMS	75.00
12/19/2022	15174 Black Stone	2078393	40.00
12/19/2022	15175 CENGAGE Learning	ADULT LARGE PRINT	152.75
12/19/2022	15176 COMCAST .	ACCT# 904053498 INV 161181826	1,191.80
12/19/2022	15177 FAIR GAMES	CHILDREN, TEEN, AND ADULT PROGRAMS	150.00
12/19/2022	15178 Versatile Computer Services	DEEP FREEZE ENT NA VERSION UPGRADE 7 PIECES	202.16
12/19/2022	15179 INGRAM LIBRARY SERVICES	ADULT FICTION/ NON FICTION, TEEN FICTION / NON FICTION	980.94
12/19/2022	15180 MARIANNE MOHRHUSEN	PRESCHOOL YOGA JANUARY 11 2023	75.00
12/19/2022	15181 Midwest Tape	Adult A/V	20.99
12/19/2022	15182 Muellermist Sercice Corporation	ANNUAL PREPAID SERVICES AND TEST CERTIFICATION	698.00
12/19/2022	15183 Proven IT.com	copy machines	179.30
12/19/2022	15184 SWANK MOVIE LICENSING USA	Movie licenses 01/01/23- 12/31/23	355.00
12/19/2022	15185 Technology Management Rev Fund	Billing # T2222065 Inv. T2311282	133.00
12/19/2022	15186 Terminix	Invoice 427766067	107.82
12/19/2022	15187 FIRST AMERICAN BANK .	INTERNET DATABASES, TECHNOLOGY PROGRAMS, SOFTWARE	68.83
12/31/2022	Paychex Paychex - Human Resource Services	Paychex December	55.00
12/31/2022	IMRF IMRF	IMRF Dec	4,214.70
		Total	26,459.32

Item Library

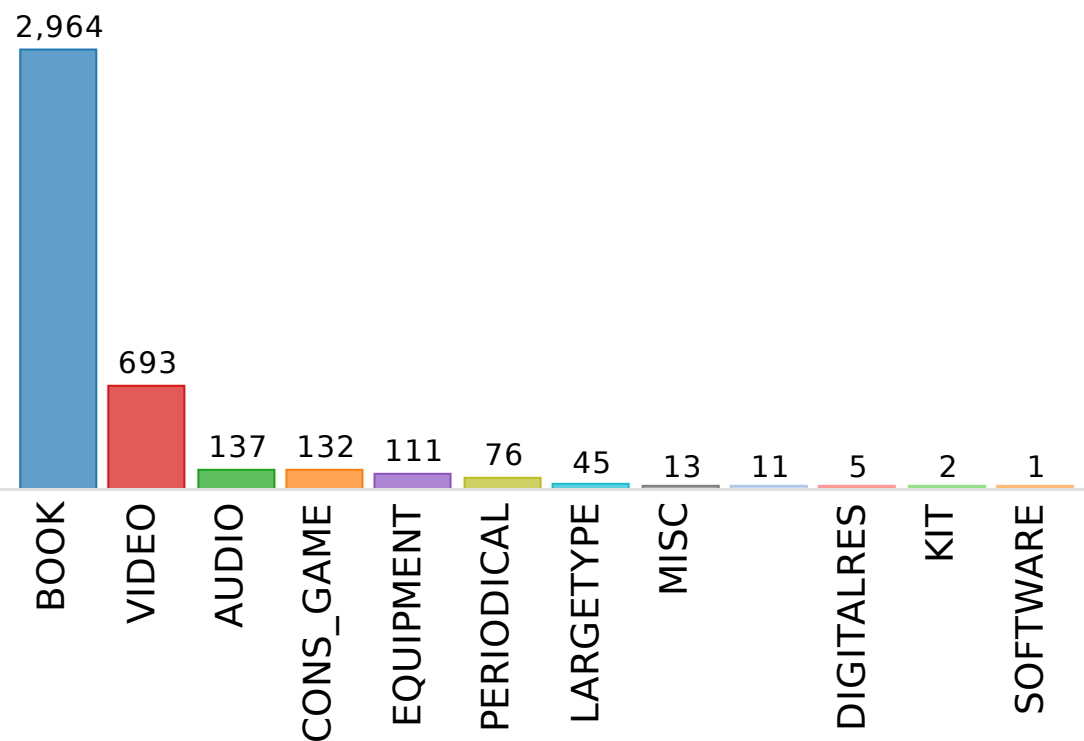
NRS

Checkouts & Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
Total	4,190	100.00%
Charge Item Part B	2,701	64.46%
Renew Item	1,489	35.54%



Item Cat1	Transactions	% of Total
Total	4,190	100.00%
BOOK	2,964	70.74%
VIDEO	693	16.54%
AUDIO	137	3.27%
CONS_GAME	132	3.15%
EQUIPMENT	111	2.65%
PERIODICAL	76	1.81%
LARGETYPE	45	1.07%
MISC	13	0.31%
	11	0.26%
DIGITALRES	5	0.12%
KIT	2	0.05%
SOFTWARE	1	0.02%



Item Library

NRS

Checkouts & Renewals of Your Items

Item Type	Transactions	% of Total
Total	4,190	100.00%
BOOK	2,559	61.07%
BOOK_NEW	416	9.93%
DVD_FEAT	301	7.18%
DVD_NEWFEA	138	3.29%
CONSOLEGAM	110	2.63%
DVD_BOXSET	109	2.60%
EQUIPMENTC	90	2.15%
PERIODICAL	76	1.81%
CD_SPOKEN	55	1.31%
BLURAY_FEA	52	1.24%
CD_AUDIO	51	1.22%
DVD	33	0.79%
BLURAY_NFE	32	0.76%
LARGETYPE	29	0.69%
EQUIPMENT	27	0.64%
DVD_BOXNEW	22	0.53%
CONSOLENEW	21	0.50%
LARGETYPEN	15	0.36%
REALIA	13	0.31%
CD_SPOKNEW	11	0.26%
CD_NEW	8	0.19%
DVD_NEWFEJ	8	0.19%
PAPERBACK	8	0.19%
ILL-BOOK	2	0.05%
KIT_J	2	0.05%
CD_ROM	1	0.02%

Item Home Location	Transactions	% of Total
Total	4,190	100.00%
STACKS_JUV	1,763	42.08%
STACKS	1,543	36.83%
NEW_ADULT	520	12.41%
YOUNGADULT	204	4.87%
NEW_JUV	104	2.48%
NEW_YA	48	1.15%
CHECKEDOUT	4	0.10%
ILL_IN	4	0.10%

Item Library

NRS

Checkouts & Renewals of Your Items

User Library	Trans Stat User Profile Name	Transactions	% of Total
Total		4,190	100.00%
NRS	NRS_ADULT	1,438	34.32%
		1,333	31.81%
NRS	NRS_JUV	245	5.85%
RSS	RSS_ADULT	225	5.37%
BFS	BFS_PATRON	106	2.53%
BYS	BYS_ADULT	80	1.91%
FPS	FPS_ADULT	61	1.46%
OPS	OPS_PATRON	54	1.29%
ILL_LIBS	CHICAGO_P	46	1.10%
MWS	MWS_ADULT	33	0.79%
FPS	FPS_JUV	27	0.64%
INS	INS_PATRON	27	0.64%
OZS	OPS_PATRON	27	0.64%
LPS	LPS_PATRON	24	0.57%
DGS	DGS_PATRON	21	0.50%
BRS	BRS_JUV	19	0.45%
SCD	SCD_PATRON	19	0.45%
ESS	ESS_ADULT	17	0.41%
GVD	GVD_PATRON	17	0.41%
TPS	TPS_PATRON	15	0.36%
GED	GED_PATRON	13	0.31%
LGS	LGS_PATRON	12	0.29%
WCD	WCD_PATRON	12	0.29%
BRS	BRS_ADULT	11	0.26%
CIS	CIS_ADULT	11	0.26%
EPS	EPS_PATRON	11	0.26%

Item Library

NRS

Checkouts & Renewals of Your Items

Item Cat2	Transactions	% of Total
ADULT	2,067	49.33%
JUVENILE	1,864	44.49%
TEEN	253	6.04%
	6	0.14%
Total	4,190	100.00%

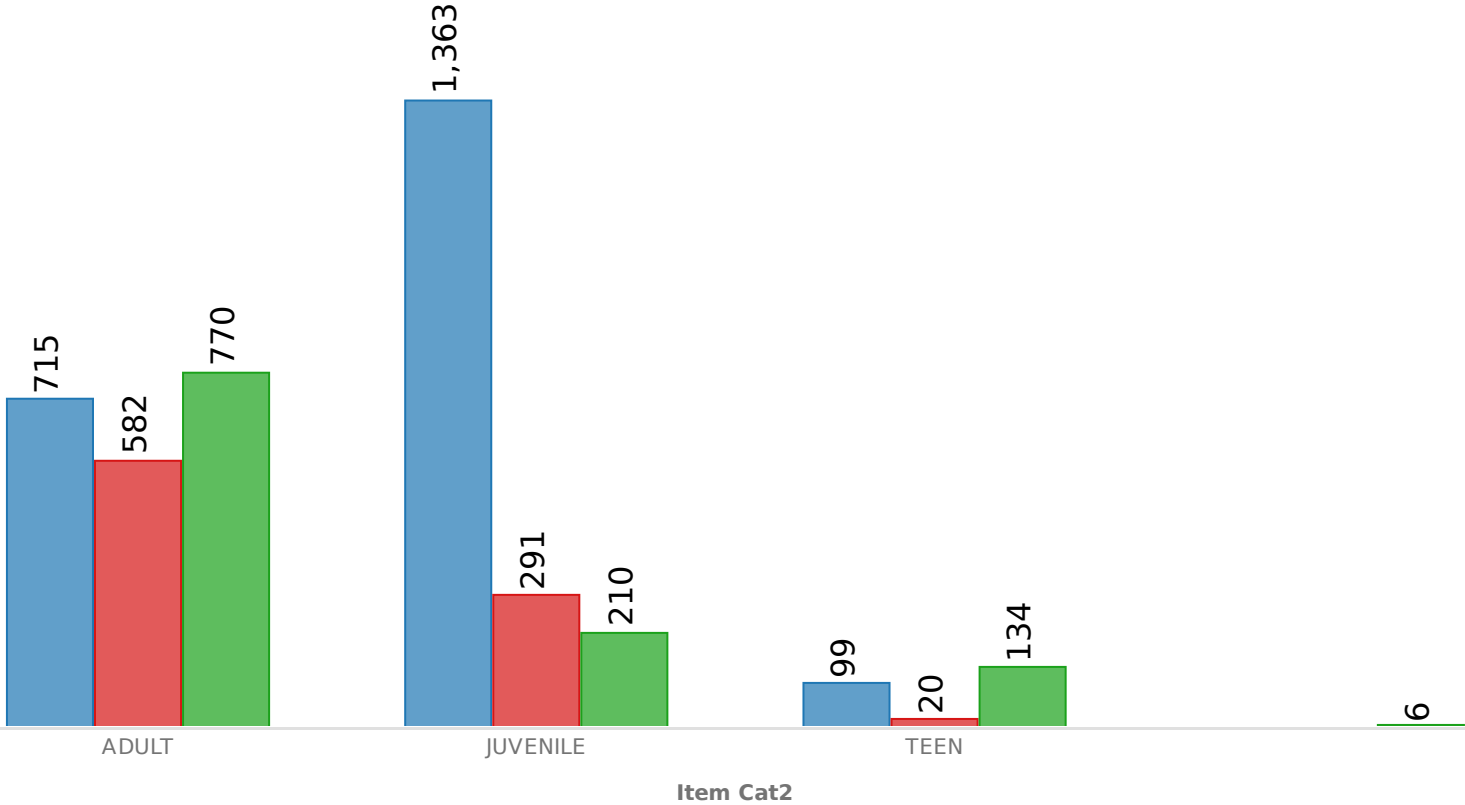
Item Cat3	Transactions	% of Total
FICTION	2,177	51.96%
NONFICTION	893	21.31%
	1,120	26.73%
Total	4,190	100.00%

Circs by Cat2 & Cat3

Item Cat3

FICTION

NONFICTION

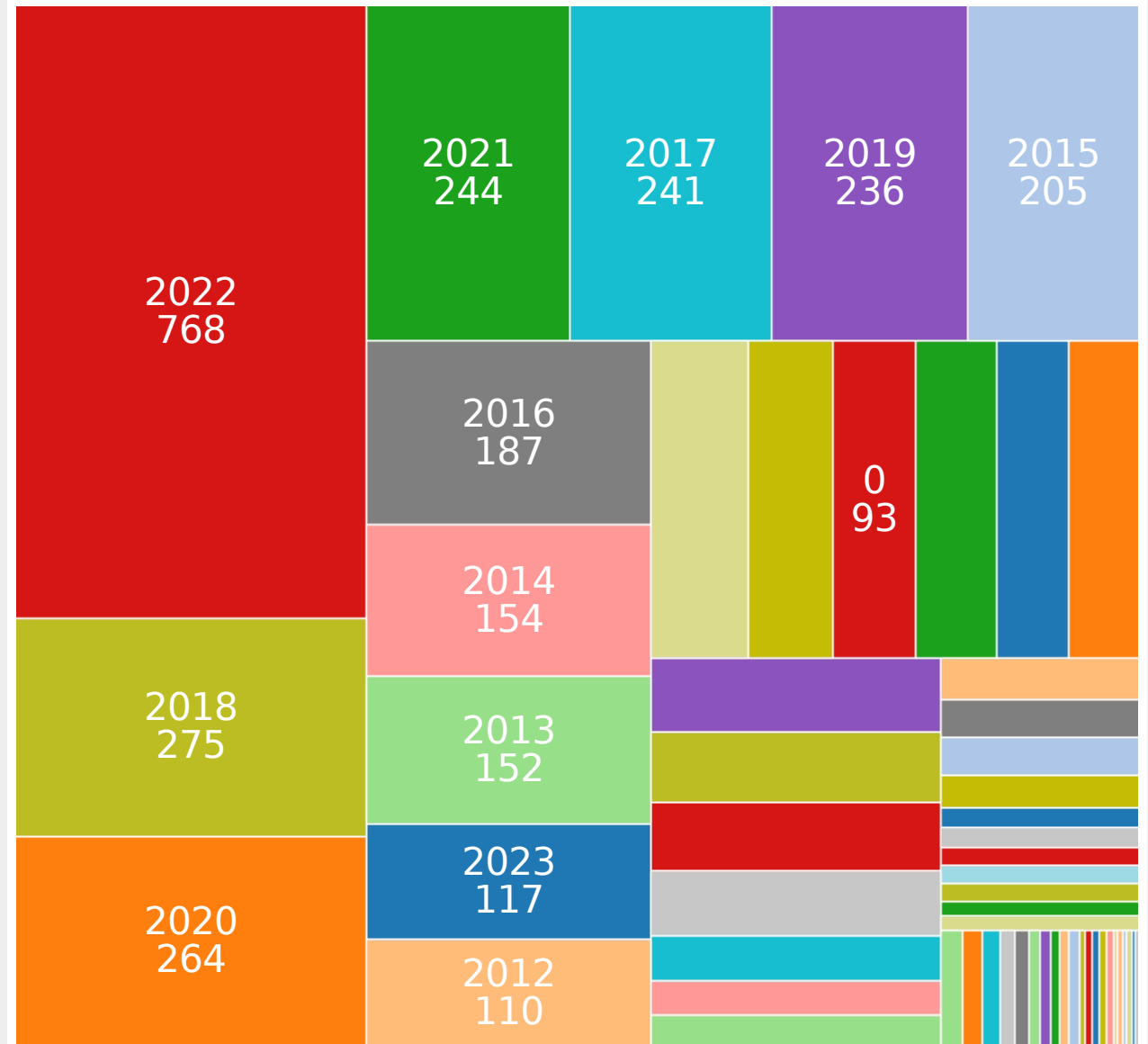


Item Library

NRS

Checkouts & Renewals of Your Items

Publication Year	Transactions	% of Total
Total	4,190	100.00%
2022	768	18.33%
2018	275	6.56%
2020	264	6.30%
2021	244	5.82%
2017	241	5.75%
2019	236	5.63%
2015	205	4.89%
2016	187	4.46%
2014	154	3.68%
2013	152	3.63%
2023	117	2.79%
2012	110	2.63%
2010	109	2.60%
2011	97	2.32%
0	93	2.22%
2006	92	2.20%
2008	81	1.93%
2005	79	1.89%
2004	76	1.81%
2003	73	1.74%
2007	70	1.67%
2009	67	1.60%
2002	46	1.10%
1999	37	0.88%
1998	32	0.76%
1997	29	0.69%
2001	27	0.64%
2000	26	0.62%
----	22	0.55%



Station Library

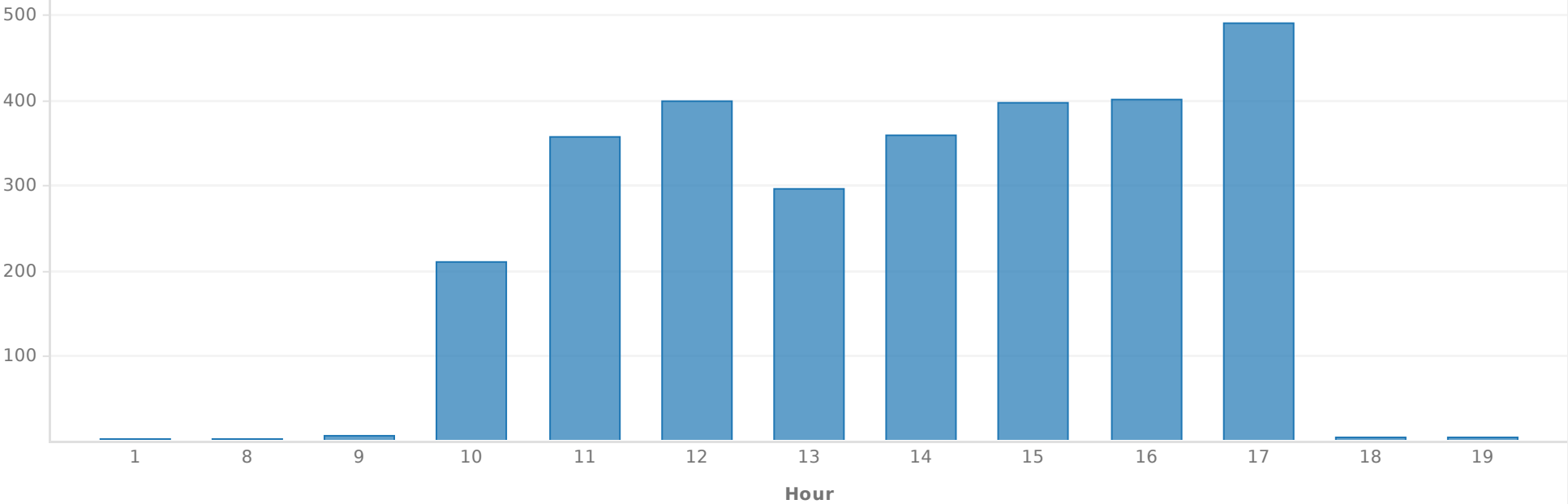
NRS

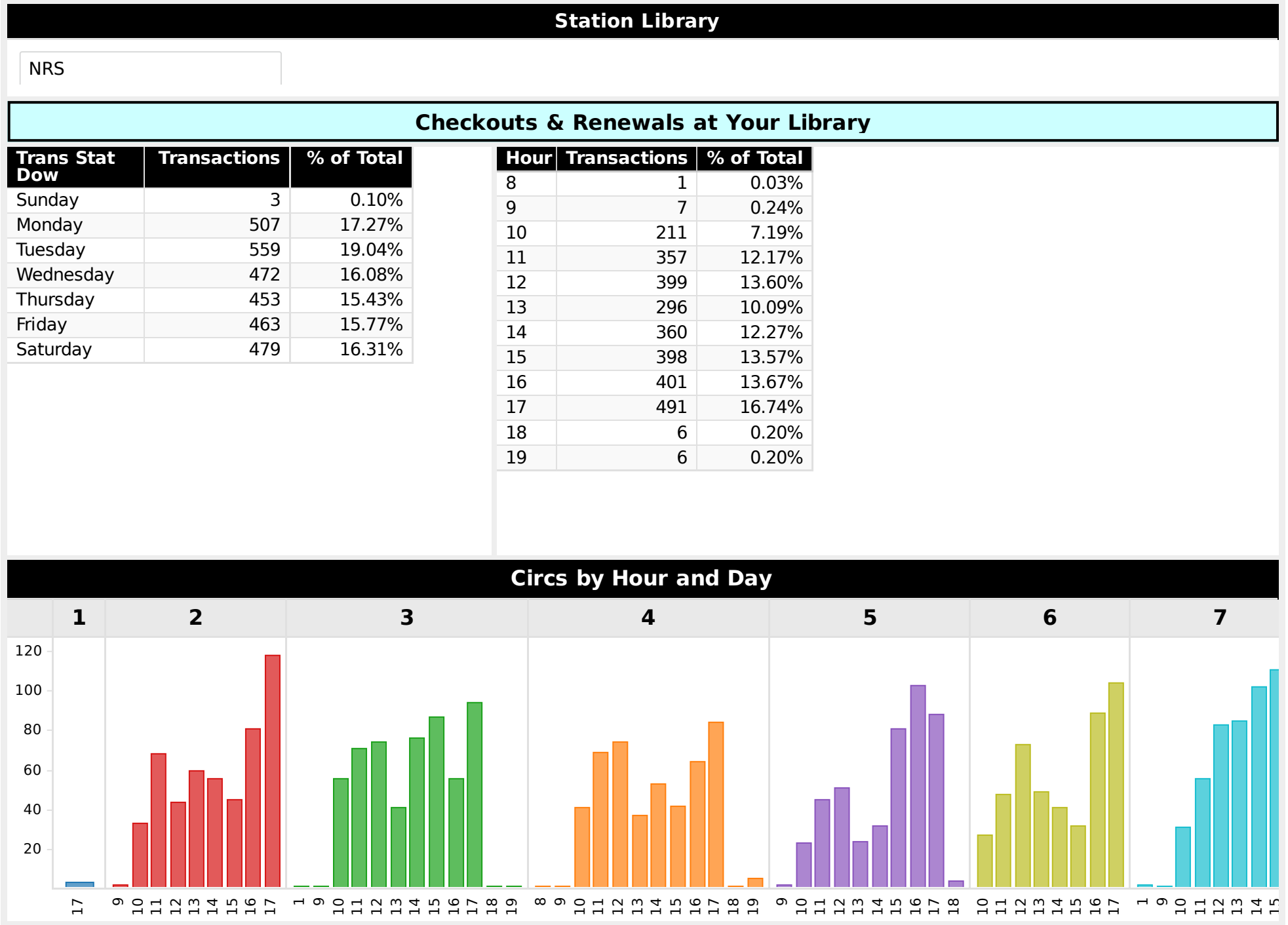
Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total
Total	4,290	100.00%
Charge Item Part B	2,711	63.19%
Renew Item	1,579	36.81%

Trans Stat Station Login User Access	Transactions	% of Total
Total	4,290	100.00%
NRSCIRCSR	1,623	37.83%
AUTORENEW	1,354	31.56%
NRSTECHSR	783	18.25%
SIPCHK	505	11.77%
PUBLIC	21	0.49%
NRSCIRCM	4	0.09%

Average Transactions per Hour





Station Library

Checkouts & Renewals at Your Library

Library Users at Your Library

User Library	Transactions	% of Total
Total	2,936	100.00%
NRS	2,199	74.90%
RSS	234	7.97%
FPS	101	3.44%
BFS	93	3.17%
BYS	81	2.76%
ILL_LIBS	41	1.40%
MWS	40	1.36%
BRS	30	1.02%
OPS	25	0.85%
OZS	24	0.82%
LPS	19	0.65%
CIS	10	0.34%
LGS	7	0.24%
EPS	6	0.20%
SFS	5	0.17%
WCS	5	0.17%
GHS	3	0.10%
GSD	3	0.10%
INS	3	0.10%
LYS	3	0.10%
BWS	2	0.07%
JDS	1	0.03%
NLS	1	0.03%

Library Items at Your Library

Item Library	Transactions	% of Total
Total	2,936	100.00%
NRS	2,378	80.99%
OPS	28	0.95%
BLD	26	0.89%
OLS	24	0.82%
INS	19	0.65%
SCD	19	0.65%
LGS	18	0.61%
TPS	18	0.61%
BDD	17	0.58%
ESS	17	0.58%
GED	17	0.58%
MED	15	0.51%
TFS	15	0.51%
RSS	14	0.48%
WRS	14	0.48%
DGS	13	0.44%
WDD	10	0.34%
FPD	9	0.31%
AMS	8	0.27%
BYS	8	0.27%
LSS	8	0.27%
MWS	8	0.27%

Station Library

NRS

Checkouts & Renewals by Library & User Profile at Your Library

Library Users/Profiles at Your Library

User Library	Trans Stat User Profile Name	Transactions	% of Total
Total		2,936	100.00%
NRS	NRS_ADULT	1,926	65.60%
	NRS_JUV	267	9.09%
RSS	RSS_ADULT	224	7.63%
BFS	BFS_PATRON	93	3.17%
BYS	BYS_ADULT	81	2.76%
FPS	FPS_ADULT	74	2.52%
ILL_LIBS	CHICAGO_P	41	1.40%
MWS	MWS_ADULT	40	1.36%
FPS	FPS_JUV	27	0.92%
OPS	OPS_PATRON	25	0.85%
OZS	OPS_PATRON	24	0.82%
BRS	BRS_JUV	19	0.65%
LPS	LPS_PATRON	19	0.65%
BRS	BRS_ADULT	11	0.37%
CIS	CIS_ADULT	10	0.34%
LGS	LGS_PATRON	7	0.24%
EPS	EPS_PATRON	6	0.20%
RSS	RSS_JUV	6	0.20%
SFS	SFS_ADULT	5	0.17%
WCS	WCS_PATRON	5	0.17%
NRS	NRSCIRCJR	4	0.14%
RSS	INTACC_MED	4	0.14%
GHS	GHS_PATRON	3	0.10%
GSD	GSD_ADULT	3	0.10%
INS	INS_PATRON	3	0.10%
BWS	BWS_ADULT	2	0.07%
IYS	IYS_ADULT	2	0.07%

Library Items/Profiles at Your Library

Item Library	Trans Stat User Profile Name	Transactions	% of Total
Total		2,936	100.00%
NRS	NRS_ADULT	1,433	48.81%
	NRS_JUV	245	8.34%
	RSS_ADULT	221	7.53%
	BFS_PATRON	93	3.17%
	BYS_ADULT	77	2.62%
	FPS_ADULT	55	1.87%
	OPS_PATRON	49	1.67%
	CHICAGO_P	40	1.36%
	MWS_ADULT	33	1.12%
	FPS_JUV	27	0.92%
OPS	NRS_ADULT	25	0.85%
BLD	NRS_ADULT	23	0.78%
OLS	NRS_ADULT	22	0.75%
INS	NRS_ADULT	19	0.65%
NRS	BRS_JUV	19	0.65%
LGS	NRS_ADULT	18	0.61%
SCD	NRS_ADULT	16	0.54%
BDD	NRS_ADULT	15	0.51%
ESS	NRS_ADULT	15	0.51%
MED	NRS_ADULT	15	0.51%
NRS	LPS_PATRON	15	0.51%
GED	NRS_ADULT	14	0.48%
TFS	NRS_ADULT	14	0.48%
TPS	NRS_ADULT	14	0.48%
WRS	NRS_ADULT	13	0.44%
DGS	NRS_ADULT	11	0.37%
NRS	BRS_ADULT	11	0.37%

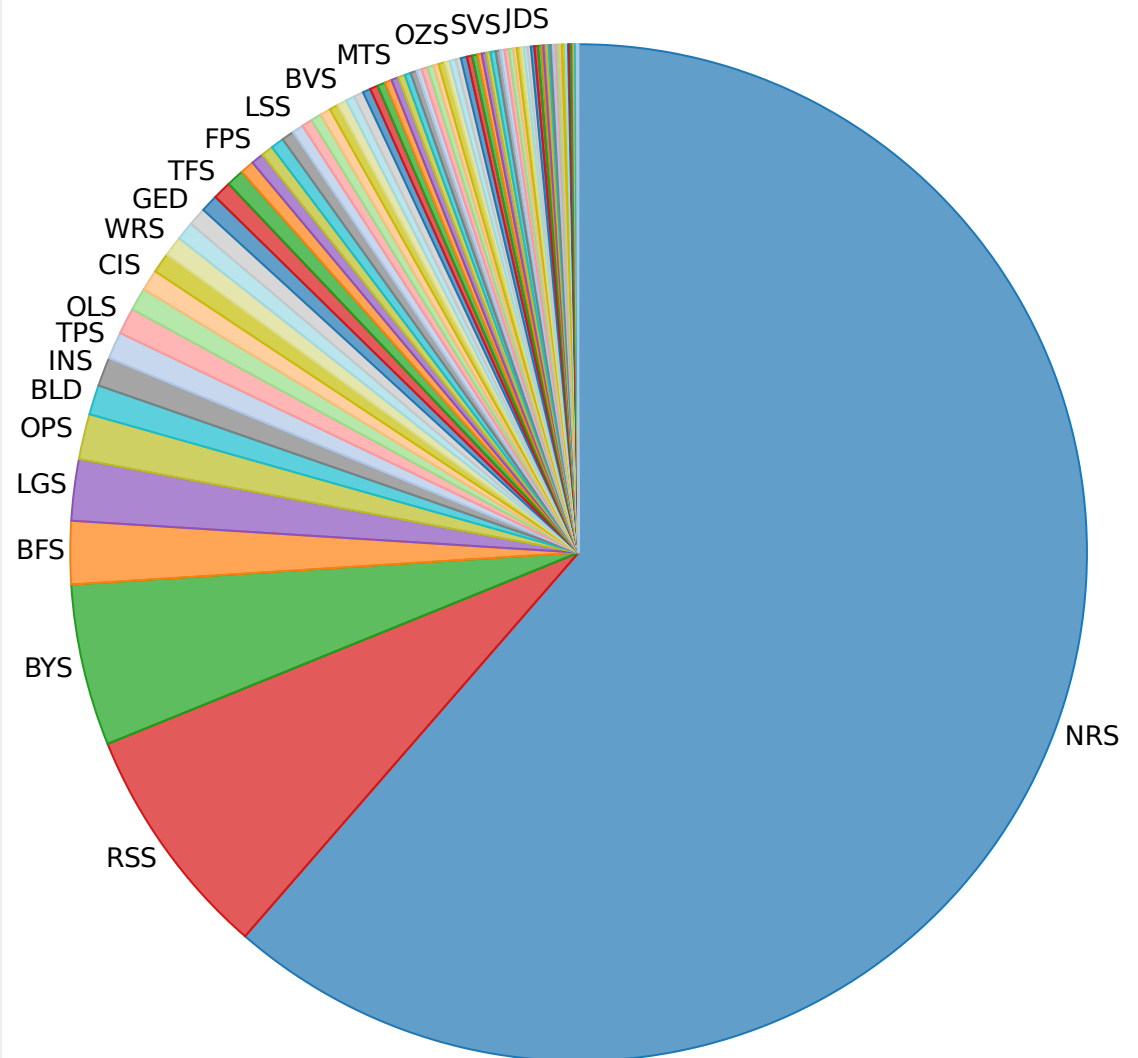
User Library

NRS

Checkouts & Renewals from Your Patrons

Item Library	Transactions	% of Total
Total	2,752	100.00%
NRS	1,689	61.37%
RSS	205	7.45%
BYS	142	5.16%
BFS	55	2.00%
LGS	53	1.93%
OPS	40	1.45%
BLD	26	0.94%
INS	25	0.91%
TPS	24	0.87%
OLS	23	0.84%
SCD	20	0.73%
CIS	18	0.65%
ESS	18	0.65%
WRS	17	0.62%
DGS	16	0.58%
GED	16	0.58%
MED	16	0.58%
TFS	16	0.58%
BDD	15	0.55%
LPS	12	0.44%
FPS	11	0.40%
RFS	11	0.40%
WCS	11	0.40%

Your Users Checkout Items from...

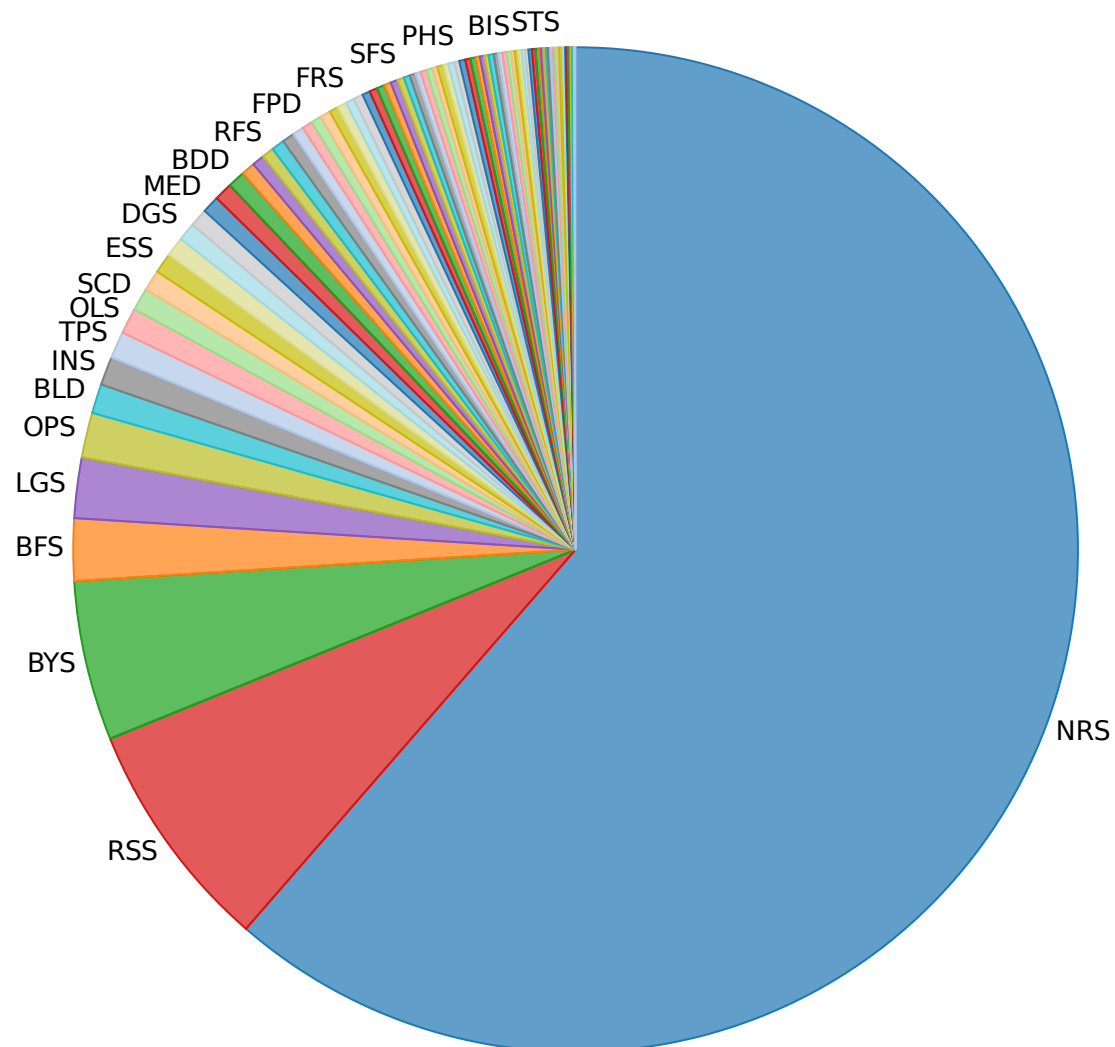


User Library

Checkouts & Renewals from Your Patrons

Station Library	Transaction	% of Total
Total	2,752	100.00%
NRS	2,199	79.91%
RSS	194	7.05%
BYS	159	5.78%
BFS	65	2.36%
LGS	33	1.20%
NRS_L	19	0.69%
LPS	15	0.55%
CIS	13	0.47%
OZS	9	0.33%
OPS	8	0.29%
FPS	6	0.22%
INS	6	0.22%
RFS	6	0.22%
DGS	5	0.18%
WCS	4	0.15%
WRS	4	0.15%
OBD	2	0.07%
BRS	1	0.04%
HDS	1	0.04%
HSS	1	0.04%
SFS	1	0.04%
TPS	1	0.04%

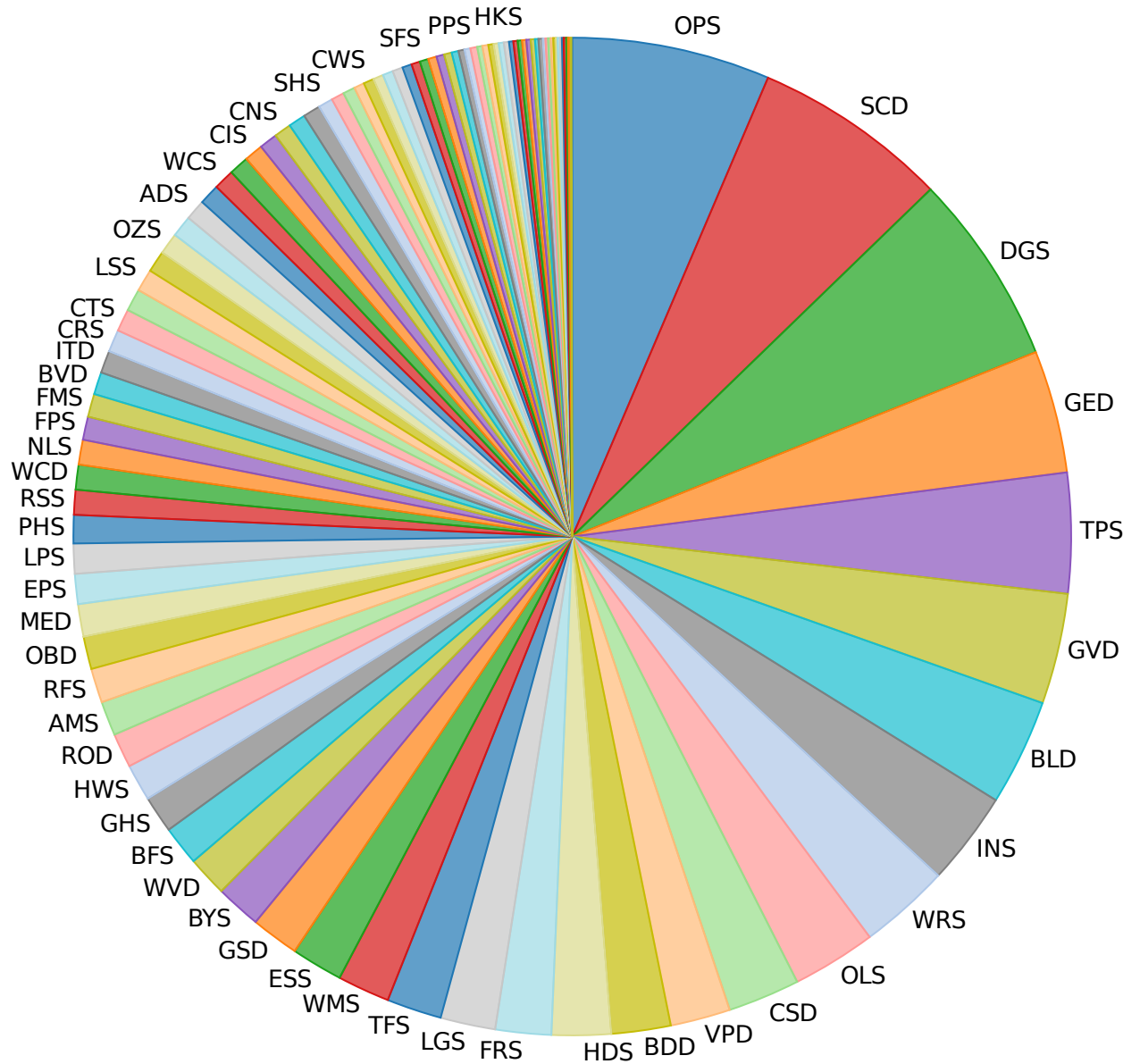
Your Users Checkout at...



Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
Total	1,087,607	100.00%
OPS	69,579	6.40%
SCD	68,734	6.32%
DGS	67,586	6.21%
GED	43,228	3.97%
TPS	42,336	3.89%
GVD	39,172	3.60%
BLD	37,416	3.44%
INS	32,946	3.03%
WRS	31,974	2.94%
OLS	29,601	2.72%
CSD	25,414	2.34%
VPD	20,996	1.93%
BDD	20,948	1.93%
HDS	20,700	1.90%
FRS	19,641	1.81%
LGS	19,412	1.78%
TFS	19,379	1.78%
WMS	18,569	1.71%
ESS	18,091	1.66%
GSD	16,680	1.53%
BYS	16,211	1.49%
WVD	14,089	1.30%
BFS	13,855	1.27%
GHS	13,227	1.22%
HWS	12,738	1.17%
ROD	12,161	1.12%
AMS	12,138	1.12%
RFS	12,009	1.10%
OBD	11,562	1.06%
MED	11,534	1.06%
EPS	10,587	0.97%
LPS	10,337	0.95%

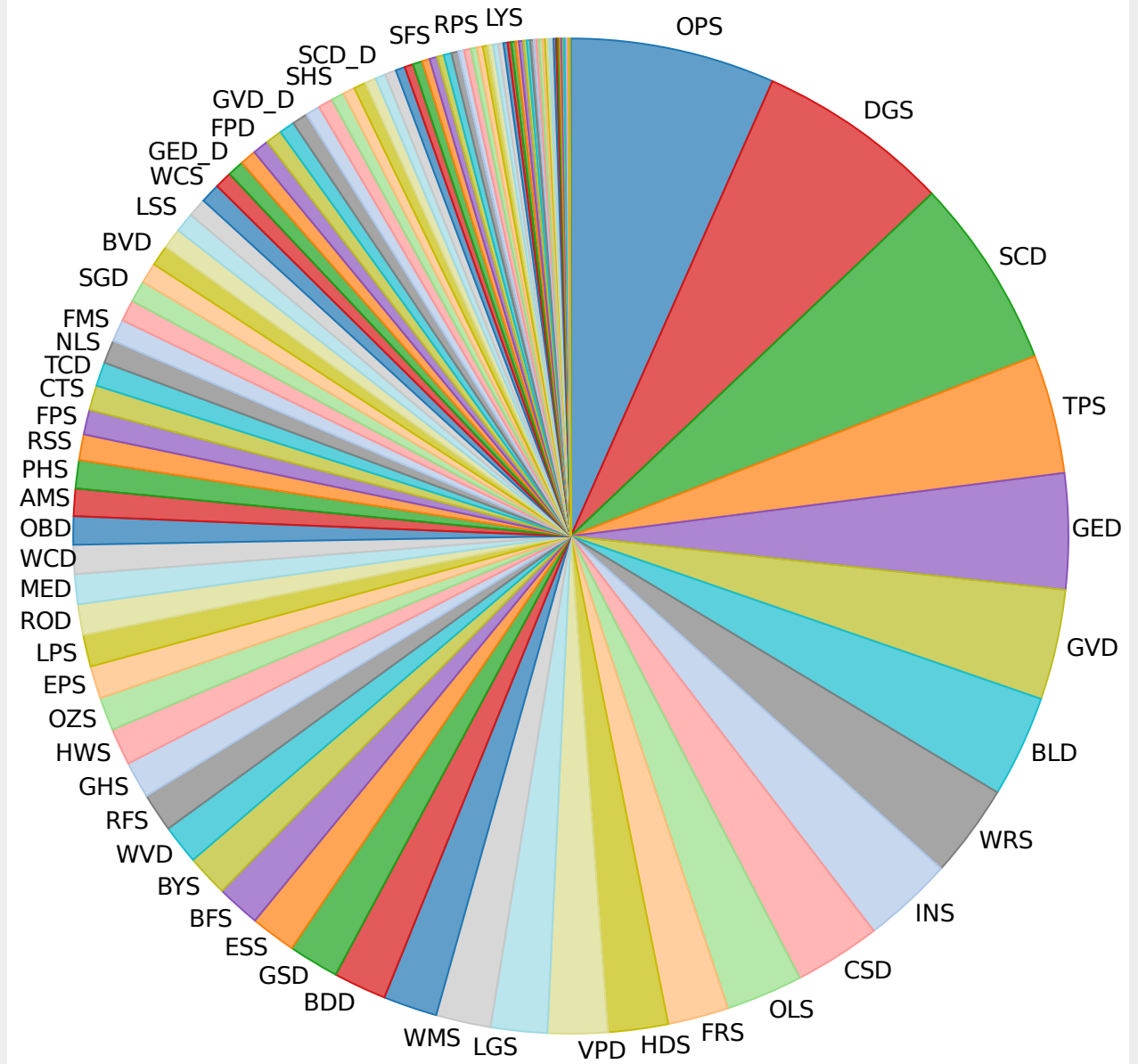
Item Circs by Item Library



Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
Total	1,087,607	100.00%
OPS	71,877	6.61%
DGS	68,369	6.29%
SCD	67,369	6.19%
TPS	41,854	3.85%
GED	40,750	3.75%
GVD	38,963	3.58%
BLD	35,931	3.30%
WRS	33,052	3.04%
INS	31,898	2.93%
CSD	30,746	2.83%
OLS	27,025	2.48%
FRS	21,405	1.97%
HDS	21,271	1.96%
VPD	21,205	1.95%
LGS	19,890	1.83%
WMS	19,411	1.78%
TFS	18,946	1.74%
BDD	18,813	1.73%
GSD	17,866	1.64%
ESS	15,801	1.45%
BFS	15,514	1.43%
BYS	14,708	1.35%
WVD	13,888	1.28%
RFS	13,634	1.25%
GHS	13,031	1.20%
HWS	12,906	1.19%
OZS	11,989	1.10%
EPS	11,362	1.04%
LPS	11,120	1.02%
ROD	10,894	1.00%
MED	10,592	0.97%
WCD	10,241	0.94%

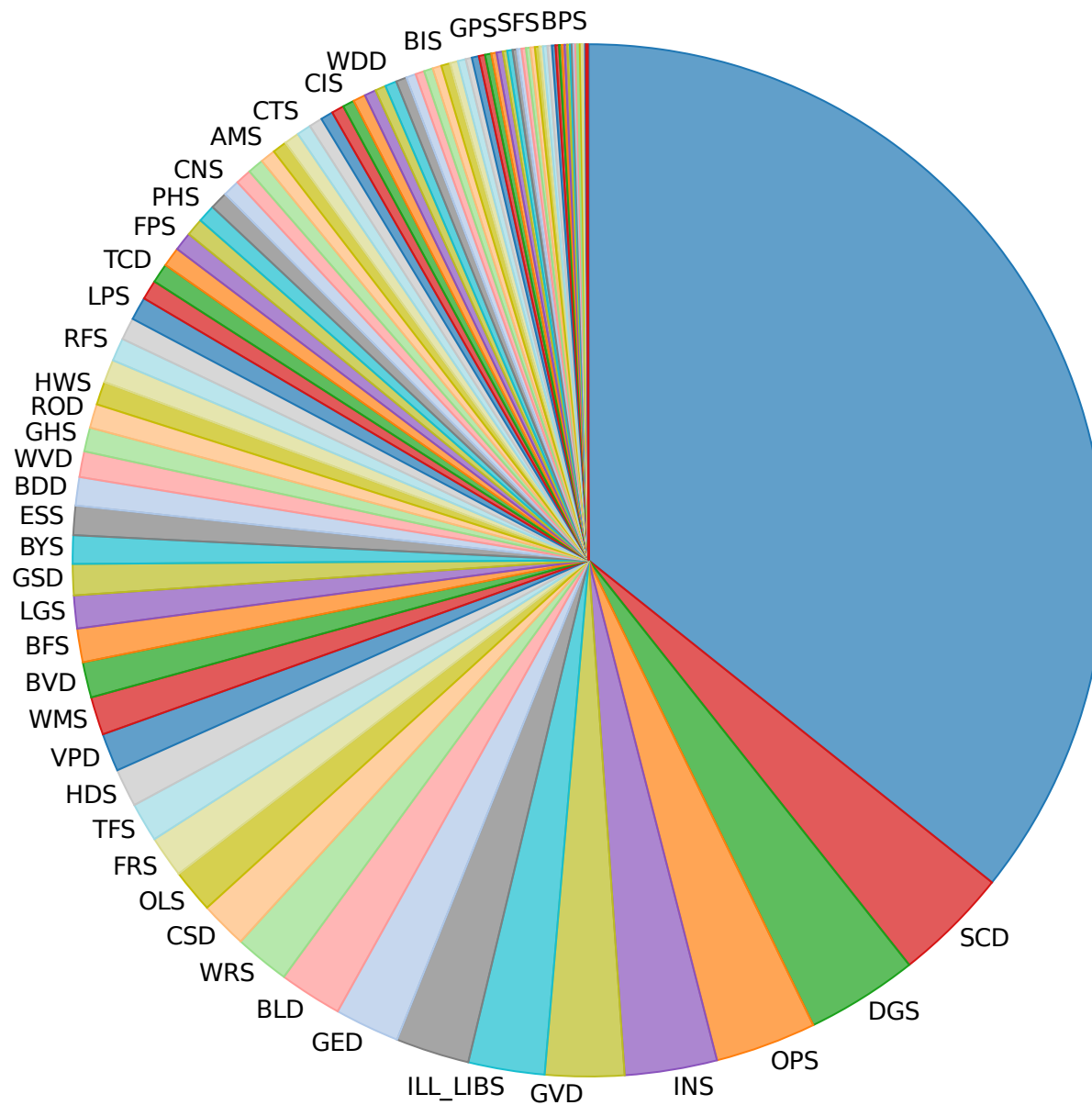
Item Circs by Station Library



Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
Total	1,087,607	100.00%
SCD	388,341	35.71%
DGS	39,029	3.59%
OPS	38,159	3.51%
INS	34,332	3.16%
GVD	31,454	2.89%
ILL_LIBS	27,140	2.50%
TPS	25,794	2.37%
GED	25,116	2.31%
BLD	22,113	2.03%
WRS	21,419	1.97%
CSD	18,801	1.73%
OLS	15,855	1.46%
FRS	14,880	1.37%
TFS	14,259	1.31%
HDS	13,185	1.21%
VPD	13,059	1.20%
WMS	13,025	1.20%
BVD	12,996	1.19%
BFS	12,098	1.11%
LGS	11,450	1.05%
GSD	10,968	1.01%
BYS	10,576	0.97%
ESS	9,944	0.91%
BDD	9,866	0.91%
WVD	9,699	0.89%
GHS	8,622	0.79%
ROD	8,335	0.77%
HWS	8,070	0.74%
MED	7,947	0.73%
RFS	7,793	0.72%
SGD	7,765	0.71%
SGD	7,751	0.71%

Item Circs by User Library



**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Administrative Assistant/Promotional Services

DEPT: ADMINISTRATION

TYPE: Non-Exempt

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

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

ESSENTIAL RESPONSIBILITIES AND DUTIES:

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

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

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

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

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

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

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Adult and Senior Programmer

DEPT: ADULT SERVICES

TYPE: Non-Exempt

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

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Adult Services Manager.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

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

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

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

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

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

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

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

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

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

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

ESSENTIAL RESPONSIBILITIES AND DUTIES:

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

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

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

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

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

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

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Adult Services Librarian and Programmer

DEPT: ADULT SERVICES

TYPE: Non-Exempt

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

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

ESSENTIAL RESPONSIBILITIES AND DUTIES:

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

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

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

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

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

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

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Assistant Director

DEPT: ADMINISTRATION

TYPE: Non-Exempt

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

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

ESSENTIAL RESPONSIBILITIES AND DUTIES:

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

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

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

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

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

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Circulation Supervisor

DEPT: PATRON SERVICES

TYPE: Non-Exempt

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

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

ESSENTIAL RESPONSIBILITIES AND DUTIES:

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

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

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

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

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

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Circulation and Technology Manager

DEPT: PATRON SERVICES

TYPE: Exempt

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

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

ESSENTIAL RESPONSIBILITIES AND DUTIES:

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

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

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

Additional Responsibilities:

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

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

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

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

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

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

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

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

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

ESSENTIAL RESPONSIBILITIES AND DUTIES:

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

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

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

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

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

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Library Director
DEPT: ADMINISTRATION
TYPE: Exempt

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

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

ESSENTIAL RESPONSIBILITIES AND DUTIES:

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

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

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

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

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

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

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

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

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

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

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

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Maintenance

DEPT: MAINTENANCE

TYPE: Non-Exempt

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

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

ESSENTIAL RESPONSIBILITIES AND DUTIES:

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

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

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

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

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

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

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

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Page

DEPT: PATRON SERVICES

TYPE: Non-Exempt

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

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

ESSENTIAL RESPONSIBILITIES AND DUTIES:

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

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

Other duties as assigned. (10%)

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

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

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

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Technical Services Manager

DEPT: TECHNICAL SERVICES

TYPE: Non-Exempt

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

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

ESSENTIAL RESPONSIBILITIES AND DUTIES:

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

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

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

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

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

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Technical Services Manager

DEPT: TECHNICAL SERVICES

TYPE: Non-Exempt

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

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

ESSENTIAL RESPONSIBILITIES AND DUTIES:

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

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

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

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

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

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

APPROVED: 2/20/23

POSITION: Youth Services Manager

DEPT: YOUTH SERVICES

TYPE: Exempt

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

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

ESSENTIAL RESPONSIBILITIES AND DUTIES:

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

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

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

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

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

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

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

APPROVED: 2/20/23

POSITION: Youth Services Manager

DEPT: YOUTH SERVICES

TYPE: Exempt

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

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

ESSENTIAL RESPONSIBILITIES AND DUTIES:

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

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

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

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

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

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

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Youth Services Programmer

DEPT: YOUTH SERVICES

TYPE: Non-Exempt

JOB PURPOSE: To create and provide library programming services to the youth population. Provide excellent customer service interactions to patrons both in person, on the phone and through chat on the website.

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

ESSENTIAL RESPONSIBILITIES AND DUTIES:

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

Responsible for the planning, development and delivery of services to birth through tween. Conducts programming in person, by phone and through Zoom/Webex. Assists with collection development. Responsible for ensuring materials and supplies are assembled for programs and kits. Contacts community organizations, schools, etc., to plan outreach/off site programming. Maintains programming statistics. Works with the youth services manager to suggest larger program series, departmental improvements, and staff training for budgeting. (80%)

Expected to remain current on trends in youth services librarianship. Special programs and projects as assigned. (20%)

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

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

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

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved: 2/20/23

POSITION: Youth Services Supervisor

DEPT: YOUTH SERVICES

TYPE: Non-Exempt

JOB PURPOSE: To supervise youth services programmers and volunteers. Provide excellent customer service interactions to patrons both in person, on the phone and through chat on the website.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Youth Services Manager. Supervises youth services programmers. May be asked to supervise volunteers.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

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

Responsible for assisting in the planning, development and delivery of programming and promotional materials specific to the youth services department. Focuses on creating outreach strategies and actively promotes the library in the community. Maintains a current awareness of trends in youth services librarianship. Assists with collection development. Assists in maintaining statistics for programming and reference transactions as well as study room and The Annex usage. Manages website and calendar content for the department. (75%)

Responsible for collaborating with other departments to provide intergenerational programming and outreach. Supervises volunteers. Other duties as assigned. (25%)

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

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

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