

**Agenda**  
**North Riverside Public Library District**  
**Board of Trustees**  
**Regular Meeting, March 21<sup>st</sup>, 2022**  
**6:00 PM**

**1. Open of Meeting**

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

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

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

A. Secretary:

Minutes of the February 21<sup>st</sup>, 2022 Regular Board Meeting  
Correspondence

B. Treasurer:

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

**5. President's Report**

**6. Director's Report**

**7. Committee Reports**

- A. Advocacy (Johnson) (informational)
- B. Building & Grounds (Rouleau) (informational)
- C. Finance (Bonnar) (informational)
- D. Personnel (Gordon) (informational)

- E. Policy (Bonnar, Ottenweller) (informational)
- F. Strategic Planning (Mathias) (informational)

## 8. New Business

## 9. Old Business

### A. Closed Session Minutes Review (action)

I, \_\_\_\_\_, make a motion to release the following minutes/for the following minutes to remain closed: \_\_\_\_\_. I, \_\_\_\_\_, second. Roll call vote: \_\_\_\_ Corgiat, \_\_\_\_ Gordon, \_\_\_\_ Mathias, \_\_\_\_ Rouleau, \_\_\_\_ Bonnar, \_\_\_\_ Ottenweller, \_\_\_\_ Johnson. Motion carried/failed

I, \_\_\_\_\_, make a motion to approve the destruction of the recording of \_\_\_\_\_ released minutes as they are more than 18 months old. I, \_\_\_\_\_, second. Roll call vote: \_\_\_\_ Corgiat, \_\_\_\_ Gordon, \_\_\_\_ Mathias, \_\_\_\_ Rouleau, \_\_\_\_ Bonnar, \_\_\_\_ Ottenweller, \_\_\_\_ Johnson. Motion carried/failed

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

## 11. Return to open session

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

## 13. Adjournment

I, \_\_\_\_\_, make a motion to adjourn the meeting at \_\_\_\_\_ p.m. I, \_\_\_\_\_, second. \_\_\_\_ aye \_\_\_\_ nay

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

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

**Next regular Board Meeting is scheduled for April 18<sup>th</sup>, 2022 at 6:00 p.m.**

**Minutes**  
**North Riverside Public Library District**  
**Board of Trustees**  
**Regular Meeting, February 21<sup>st</sup>, 2022**  
**6:00 PM**

**1. Open of Meeting**

A. Call to order – 6:00 PM

B. Quorum was established

**Present:** Annette Corgiat, Greg Gordon, John Mathias, Ken Rouleau, Kyle Johnson, Kathy Bonnar, and Jeanne Ottenweller

**Absent:** [None]

**Also Present:** Director Natalie Starosta, Marla Curran

C. **Guests:** [None]

D. Approval of agenda

A motion was made by Trustee Rouleau and seconded by Trustee Ottenweller to approve the agenda as written. All ayes, motion **carried**.

**2. Open Forum**

- No visitors

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

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

A. Secretary:

Minutes of the November 15<sup>th</sup>, 2021 Regular Board Meeting and November 29<sup>th</sup>, 2021 Special Board Meeting

B. Treasurer (Bonnar):

December 2021, January 2022 Financial Statements

- All financials are on track

Authorization to transfer \$120,000 to checking

- No authorization in January, so \$60,000 monthly amount is doubled for February

**5. President's Report**

- Nothing to report

**6. Director's Report**

- \$25,000 legislative grant to be completed this week
  - Received \$75,000 last FY: 25k for carpet; 50k for concrete/asphalt
  - This year's amount is approved for programs and services

- NRPL Foundation paying for Annex room renovation located at the bottom of the stairs near the YS department
  - Construction estimated to be finished this week (2/21/22)
- Progress being made on all staff and patrons learning more hard skills

## 7. Committee Reports

### A. Advocacy (informational)

- Minor updates:
  - Getting all Board Members business cards to use within the community
  - Director Starosta started a document for community outreach ideas
  - Also has put together a Google Form that is like a survey for information Board Members might want on business cards or website pages.

### B. Building & Grounds (informational) (Ken)

- Small flooding in basement on Saturday – Mechanical room into server room again
  - Plumber cannot find where the water is coming from
  - MPC is going to come and check the boilers to see if it could be from them
  - Insurance adjuster is pushing the flooding to the insurance company
  - Not coming from sink or from concrete—it's not condensation, it's standing water "like a pond"
  - Sump pumps do not run when it happens

### C. Personnel (informational) (Greg)

- Nikki Duran moving from the Youth Services Department to the Adult Services department as a Teen/Adult Programmer
- Several staff anniversaries will announced at next meeting

### D. Policy (informational) (Jeanne - Personnel) (Kathy – Patron)

- Having the patron and personnel policies onto the NRPL website will be transparent
- Board members will be reviewing if these are appropriate policies to be made public
- President Corgiat does not want the personnel policy to be online
  - Many businesses do have the policy
  - Vice President Gordon wants Natalie to double check with the lawyer that the personnel policy can be posted online
- President Corgiat wants both policies to be updated into one document instead of two separate documents

### E. Strategic Planning (informational) (John)

- Digital Signage update:
  - Need funding from the bank before we can file variances with the Village
    - Similar signs around town – digital signs, like the one for Tony's Foods that now belongs to Urban Air Adventure Park by Famous Dave's BBQ

## 8. New Business

### A. Updated Patron Code of Conduct (discussion/action)

A motion was made by Trustee Gordon and seconded by Trustee Johnson to approve the revised mask policy effective date March 1<sup>st</sup>, 2022. All ayes, motion **carried**.

- Masks will now be *encouraged* for the upper level, and *required* for the lower level

## 9. Old Business

### A. Closed Session Minutes Review (action)

A motion was made by Trustee Gordon and seconded by Trustee Rouleau to release the following minutes: December 13, 2010; June 10, 2013; November 1, 2016; May 19, 2017; August 23, 2017; January 20, 2018; June 28, 2018. All ayes, motion **carried**.

A motion was made by Trustee Gordon and seconded by Trustee Rouleau to approve the destruction of the recording of the December 13, 2010; June 10, 2013; November 1, 2016; May 19, 2017; August 23, 2017; January 20, 2018; and June 28, 2018 released minutes as they are more than 18 months old. All ayes, motion **carried**.

## 13. Adjournment

A motion was made by Trustee Rouleau and seconded by Trustee Ottenweller to adjourn the meeting at 6:35 p.m. All ayes, motion **carried**.

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

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

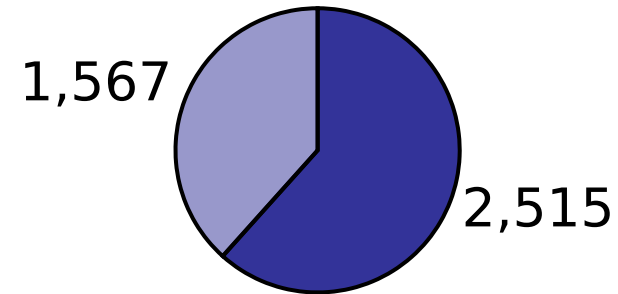
**Next regular Board Meeting is scheduled for March 21<sup>st</sup>, 2022 at 6:00 p.m.**

## Item Library

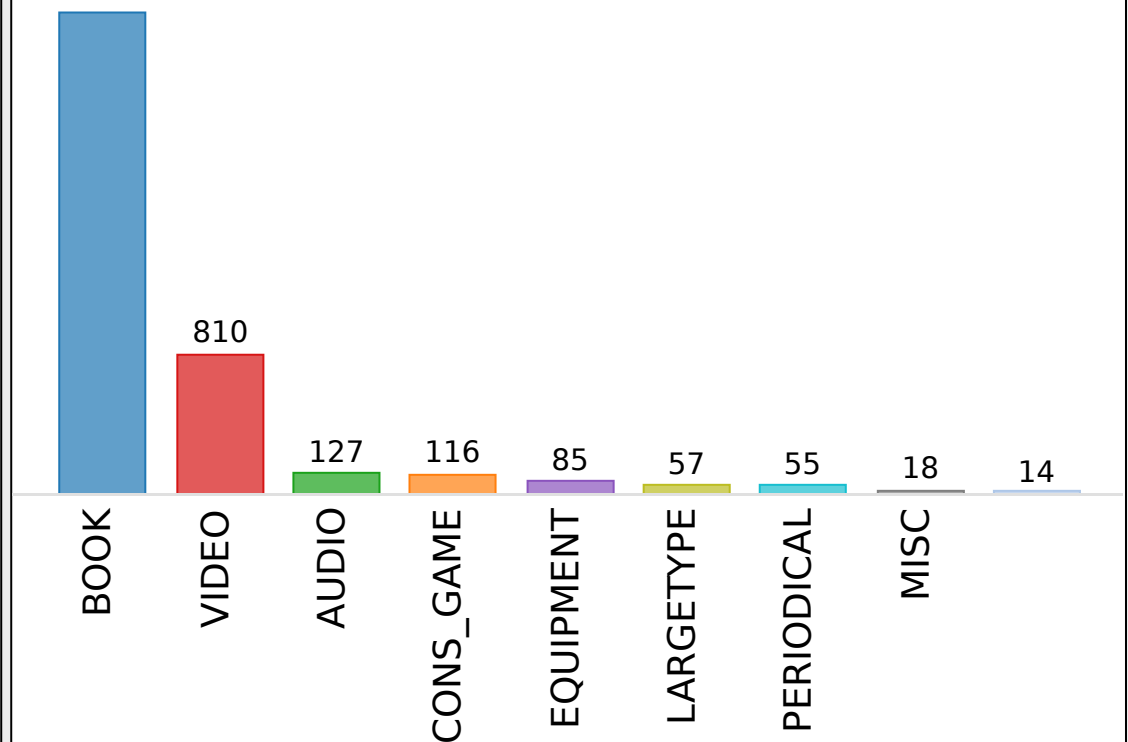
NRS

## Checkouts &amp; Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
<b>Total</b>	<b>4,082</b>	<b>100.00%</b>
Charge Item Part B	2,515	61.61%
Renew Item	1,567	38.39%



Item Cat1	Transactions	% of Total
<b>Total</b>	<b>4,082</b>	<b>100.00%</b>
BOOK	2,800	68.59%
VIDEO	810	19.84%
AUDIO	127	3.11%
CONS_GAME	116	2.84%
EQUIPMENT	85	2.08%
LARGETYPE	57	1.40%
PERIODICAL	55	1.35%
MISC	18	0.44%
	14	0.34%



## Item Library

NRS

## Checkouts &amp; Renewals of Your Items

Item Type	Transactions	% of Total
<b>Total</b>	<b>4,082</b>	<b>100.00%</b>
<b>BOOK</b>	2,308	56.54%
<b>BOOK_NEW</b>	485	11.88%
<b>DVD_FEAT</b>	483	11.83%
<b>DVD_NEWFEA</b>	104	2.55%
<b>CONSOLEGAM</b>	87	2.13%
<b>DVD_BOXSET</b>	81	1.98%
<b>CD_AUDIO</b>	77	1.89%
<b>EQUIPMENTC</b>	66	1.62%
<b>PERIODICAL</b>	55	1.35%
<b>DVD</b>	47	1.15%
<b>BLURAY_FEA</b>	45	1.10%
<b>LARGETYPE</b>	45	1.10%
<b>CD_SPOKEN</b>	34	0.83%
<b>CONSOLENEW</b>	30	0.73%
<b>BLURAY_NFE</b>	29	0.71%
<b>EQUIPMENT</b>	19	0.47%
<b>REALIA</b>	18	0.44%
<b>DVD_NEWFEJ</b>	15	0.37%
<b>PAPERBACK</b>	15	0.37%
<b>LARGETYPEN</b>	12	0.29%
<b>CD_NEW</b>	8	0.20%
<b>CD_SPOKNEW</b>	8	0.20%
<b>NS_ILL_VID</b>	4	0.10%
<b>DVD_NEW</b>	3	0.07%
<b>DVD_BOXNEW</b>	2	0.05%
<b>NS_ILL_PRT</b>	2	0.05%

Item Home Location	Transactions	% of Total
<b>Total</b>	<b>4,082</b>	<b>100.00%</b>
<b>STACKS</b>	1,671	40.94%
<b>STACKS_JUV</b>	1,495	36.62%
<b>NEW_ADULT</b>	482	11.81%
<b>YOUNGADULT</b>	220	5.39%
<b>NEW_JUV</b>	160	3.92%
<b>NEW_YA</b>	47	1.15%
<b>ILL_IN</b>	6	0.15%
<b>ON-ORDER</b>	1	0.02%

## Item Library

NRS

## Checkouts &amp; Renewals of Your Items

User Library	Trans Stat User Profile Name	Transactions	% of Total
<b>Total</b>		<b>4,082</b>	<b>100.00%</b>
		1,424	34.88%
<b>NRS</b>	<b>NRS_ADULT</b>	1,413	34.62%
	<b>NRS_JUV</b>	239	5.85%
<b>RSS</b>	<b>RSS_ADULT</b>	105	2.57%
<b>BYS</b>	<b>BYS_ADULT</b>	61	1.49%
<b>NRS</b>	<b>CHICAGO_P</b>	52	1.27%
<b>BFS</b>	<b>BFS_PATRON</b>	38	0.93%
<b>DGS</b>	<b>DGS_PATRON</b>	30	0.73%
<b>FPS</b>	<b>FPS_ADULT</b>	29	0.71%
<b>MWS</b>	<b>MWS_ADULT</b>	27	0.66%
<b>GED</b>	<b>GED_PATRON</b>	22	0.54%
<b>INS</b>	<b>INS_PATRON</b>	22	0.54%
<b>LPS</b>	<b>LPS_PATRON</b>	22	0.54%
<b>GVD</b>	<b>GVD_PATRON</b>	21	0.51%
<b>SCD</b>	<b>SCD_PATRON</b>	21	0.51%
<b>CSD</b>	<b>CSD_PATRON</b>	20	0.49%
<b>OPS</b>	<b>OPS_PATRON</b>	20	0.49%
<b>VPD</b>	<b>VPD_PATRON</b>	19	0.47%
<b>BRS</b>	<b>BRS_ADULT</b>	18	0.44%
<b>ILL_LIBS</b>	<b>CHICAGO_P</b>	18	0.44%
<b>SFS</b>	<b>SFS_ADULT</b>	18	0.44%
<b>RFS</b>	<b>RFS_JUV</b>	17	0.42%
<b>EPS</b>	<b>EPS_PATRON</b>	15	0.37%
<b>WCS</b>	<b>WCS_PATRON</b>	15	0.37%
<b>BLD</b>	<b>BLD_PATRON</b>	14	0.34%
<b>RFS</b>	<b>RFS_ADULT</b>	13	0.32%
<b>TPS</b>	<b>TPS_PATRON</b>	13	0.32%



Item Library

NRS

Checkouts & Renewals of Your Items

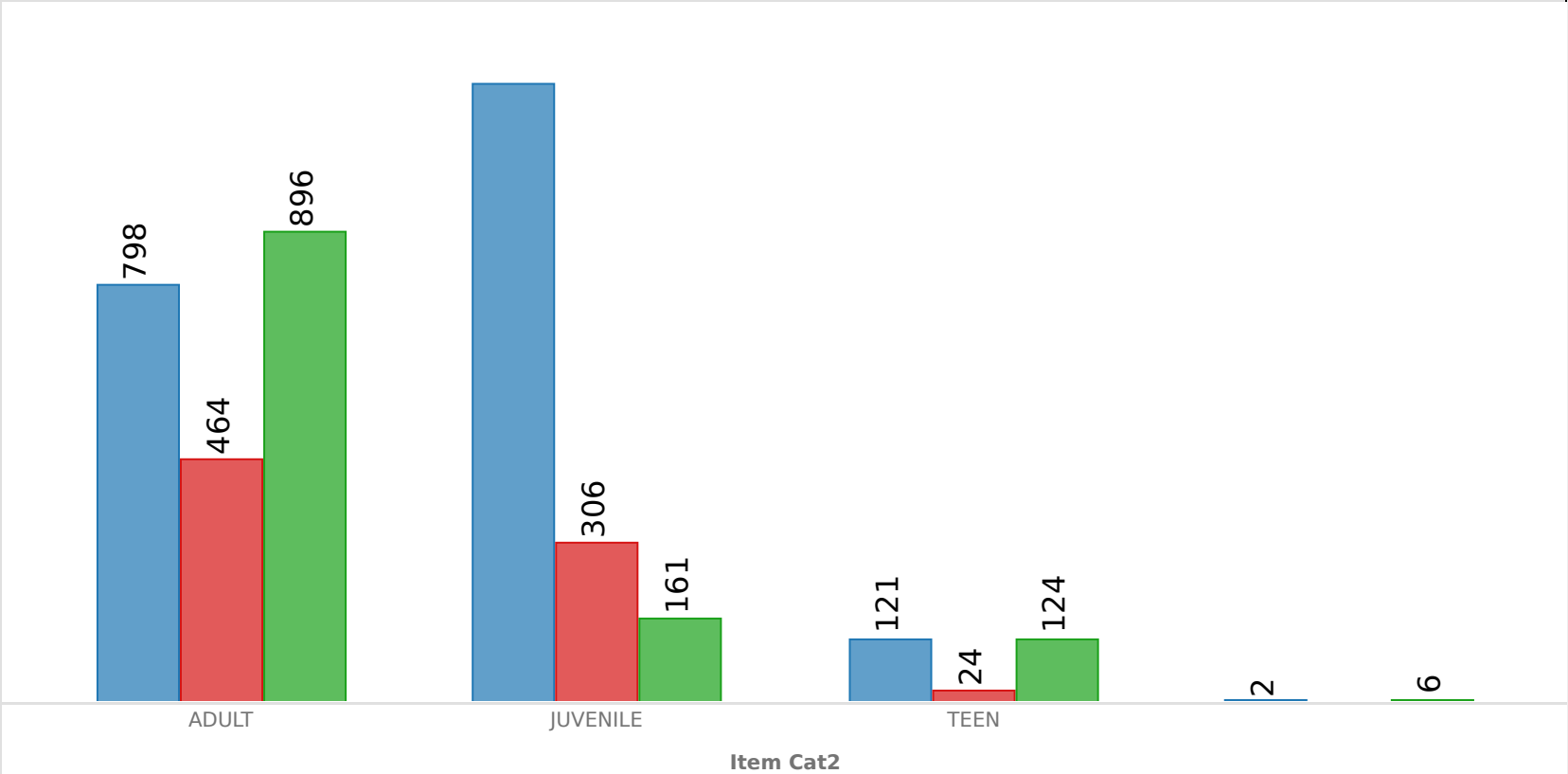
Item Cat2	Transactions	% of Total
ADULT	2,158	52.87%
JUVENILE	1,647	40.35%
TEEN	269	6.59%
	8	0.20%
Total	4,082	100.00%

Item Cat3	Transactions	% of Total
FICTION	2,101	51.47%
NONFICTION	794	19.45%
	1,187	29.08%
Total	4,082	100.00%

Circs by Cat2 & Cat3

Item Cat3

- FICTION
- NONFICTION
- 

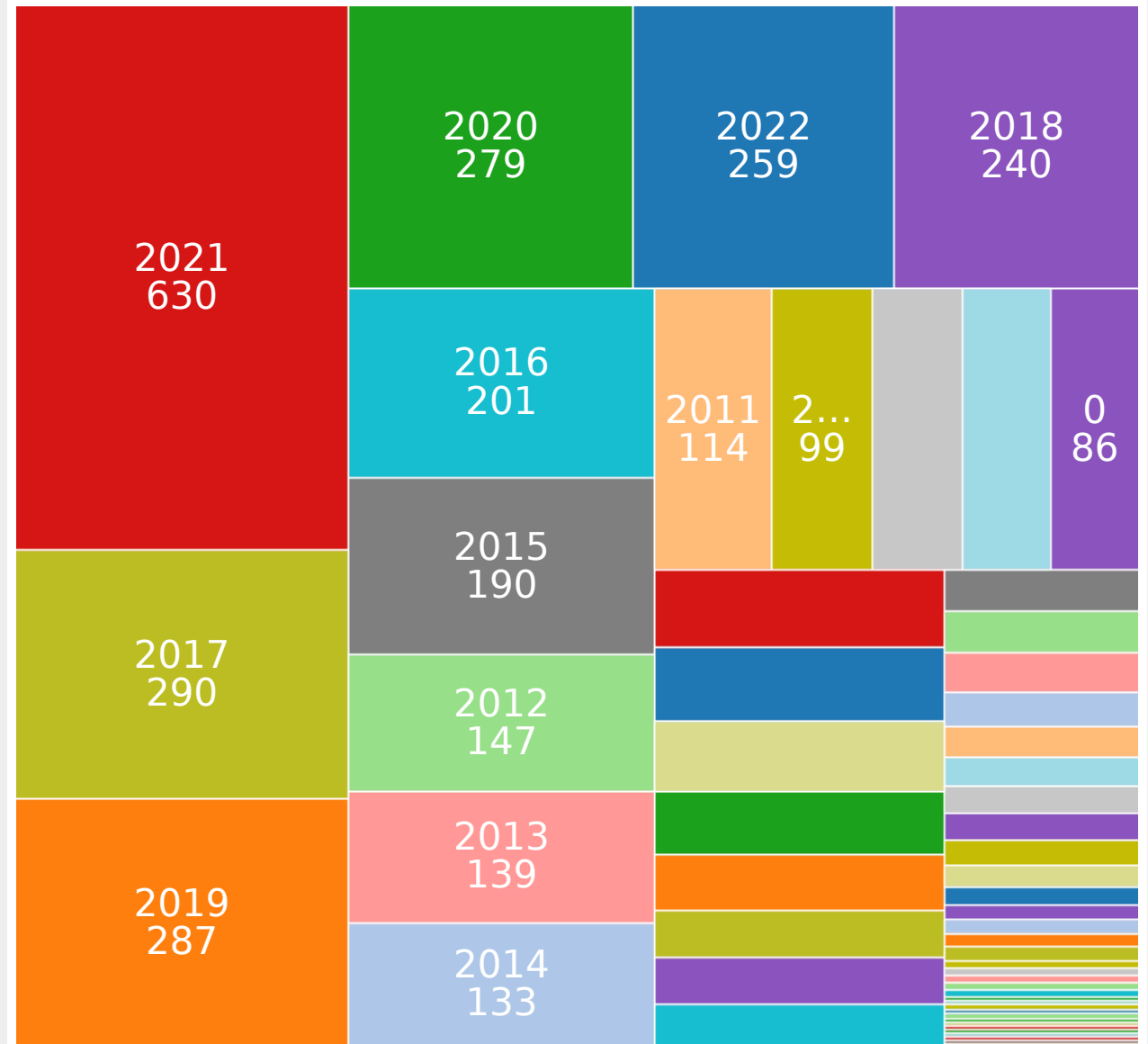


## Item Library

NRS

## Checkouts &amp; Renewals of Your Items

Publication Year	Transactions	% of Total
<b>Total</b>	<b>4,082</b>	<b>100.00%</b>
<b>2021</b>	630	15.43%
<b>2017</b>	290	7.10%
<b>2019</b>	287	7.03%
<b>2020</b>	279	6.83%
<b>2022</b>	259	6.34%
<b>2018</b>	240	5.88%
<b>2016</b>	201	4.92%
<b>2015</b>	190	4.65%
<b>2012</b>	147	3.60%
<b>2013</b>	139	3.41%
<b>2014</b>	133	3.26%
<b>2011</b>	114	2.79%
<b>2010</b>	99	2.43%
<b>2007</b>	87	2.13%
<b>0</b>	86	2.11%
<b>2008</b>	86	2.11%
<b>2005</b>	78	1.91%
<b>2006</b>	73	1.79%
<b>2009</b>	71	1.74%
<b>2004</b>	64	1.57%
<b>2003</b>	56	1.37%
<b>2001</b>	48	1.18%
<b>2002</b>	47	1.15%
<b>2000</b>	43	1.05%
<b>1996</b>	28	0.69%
<b>1999</b>	28	0.69%
<b>1997</b>	26	0.64%
<b>1998</b>	24	0.59%
<b>1995</b>	21	0.51%
<b>1992</b>	19	0.47%



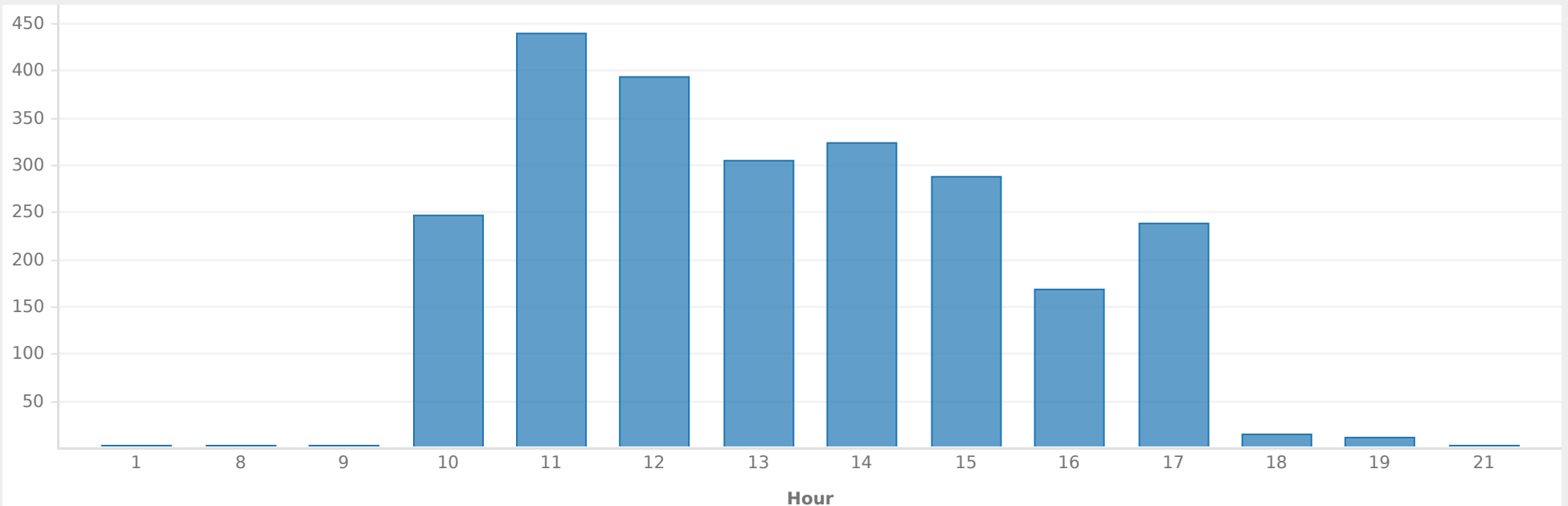
## Station Library

### Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total
<b>Total</b>	<b>3,877</b>	<b>100.00%</b>
Charge Item Part B	2,355	60.74%
Renew Item	1,522	39.26%

Trans Stat Station Login User Access	Transactions	% of Total
<b>Total</b>	<b>3,877</b>	<b>100.00%</b>
NRSCIRCSR	1,804	46.53%
AUTORENEW	1,375	35.47%
NRSTECHSR	619	15.97%
OFFLINE	62	1.60%
PUBLIC	17	0.44%

### Average Transactions per Hour



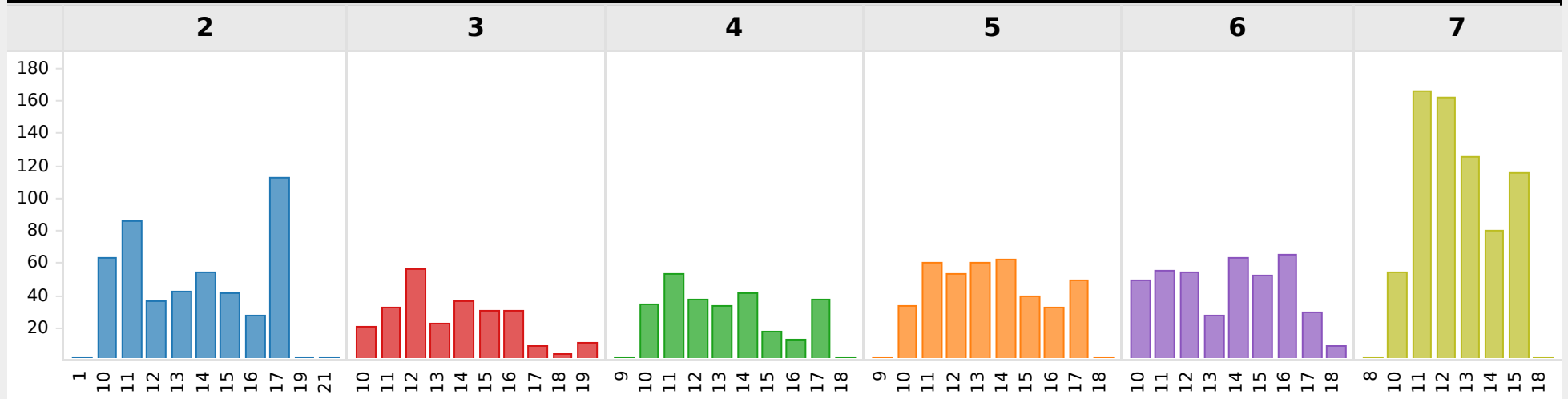
## Station Library

### Checkouts & Renewals at Your Library

Trans Stat Dow	Transactions	% of Total
Monday	469	18.75%
Tuesday	256	10.23%
Wednesday	273	10.91%
Thursday	393	15.71%
Friday	405	16.19%
Saturday	706	28.22%

Hour	Transactions	% of Total
8	1	0.04%
9	2	0.08%
10	256	10.24%
11	453	18.11%
12	400	15.99%
13	314	12.55%
14	338	13.51%
15	299	11.96%
16	170	6.80%
17	239	9.56%
18	16	0.64%
19	12	0.48%
21	1	0.04%

### Circs by Hour and Day



## Station Library

### Checkouts & Renewals at Your Library

#### Library Users at Your Library

User Library	Transactions	% of Total
<b>Total</b>	<b>2,502</b>	<b>100.00%</b>
NRS	2,111	84.37%
RSS	107	4.28%
BYS	55	2.20%
BFS	32	1.28%
MWS	32	1.28%
FPS	28	1.12%
LPS	23	0.92%
BRS	18	0.72%
SFS	17	0.68%
RFS	16	0.64%
ILL_LIBS	13	0.52%
LYS	10	0.40%
WCS	10	0.40%
CIS	9	0.36%
EPS	9	0.36%
OPS	4	0.16%
BIS	3	0.12%
LGS	2	0.08%
OES	2	0.08%
WRS	1	0.04%

#### Library Items at Your Library

Item Library	Transactions	% of Total
<b>Total</b>	<b>2,502</b>	<b>100.00%</b>
NRS	2,089	83.49%
BYS	22	0.88%
ESS	19	0.76%
OPS	19	0.76%
BLD	18	0.72%
SCD	16	0.64%
DGS	15	0.60%
OBD	14	0.56%
WVD	13	0.52%
WRS	11	0.44%
BIS	10	0.40%
GED	10	0.40%
AMS	9	0.36%
BDD	9	0.36%
TPS	9	0.36%
GVD	8	0.32%
INS	8	0.32%
TFS	8	0.32%
LGS	7	0.28%
NLS	7	0.28%
OLS	7	0.28%
ADS	6	0.24%
BKS	6	0.24%
WMS	6	0.24%

## Station Library

NRS

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

#### Library Users/Profiles at Your Library

User Library	Trans Stat User Profile Name	Transactions	% of Total
<b>Total</b>		<b>2,502</b>	<b>100.00%</b>
NRS	NRS_ADULT	1,786	71.38%
	NRS_JUV	254	10.15%
RSS	RSS_ADULT	102	4.08%
BYS	BYS_ADULT	55	2.20%
NRS	CHICAGO_P	53	2.12%
BFS	BFS_PATRON	32	1.28%
MWS	MWS_ADULT	32	1.28%
FPS	FPS_ADULT	28	1.12%
LPS	LPS_PATRON	23	0.92%
BRS	BRS_ADULT	18	0.72%
SFS	SFS_ADULT	17	0.68%
RFS	RFS_JUV	16	0.64%
ILL_LIBS	CHICAGO_P	12	0.48%
LYS	LYS_ADULT	10	0.40%
WCS	WCS_PATRON	10	0.40%
CIS	CIS_ADULT	9	0.36%
EPS	EPS_PATRON	9	0.36%
NRS	NRSCIRCJR	9	0.36%
	NRSCIRCJR	5	0.20%
RSS	RSS_JUV	5	0.20%
NRS	BYS_ADULT	4	0.16%
OPS	OPS_PATRON	4	0.16%
BIS	BIS_ADULT	3	0.12%
LGS	LGS_PATRON	2	0.08%
OES	OPS_PATRON	2	0.08%
ILL_LIBS	INTACC_MED	1	0.04%
WRS	WRS_PATRON	1	0.04%

#### Library Items/Profiles at Your Library

Item Library	Trans Stat User Profile Name	Transactions	% of Total
<b>Total</b>		<b>2,502</b>	<b>100.00%</b>
NRS	NRS_ADULT	1,411	56.39%
	NRS_JUV	239	9.55%
	RSS_ADULT	102	4.08%
	CHICAGO_P	64	2.56%
	BYS_ADULT	58	2.32%
	BFS_PATRON	30	1.20%
	MWS_ADULT	27	1.08%
	FPS_ADULT	22	0.88%
ESS	NRS_ADULT	19	0.76%
NRS	BRS_ADULT	18	0.72%
OPS	NRS_ADULT	18	0.72%
BLD	NRS_ADULT	17	0.68%
NRS	SFS_ADULT	17	0.68%
	LPS_PATRON	16	0.64%
	RFS_JUV	16	0.64%
SCD	NRS_ADULT	16	0.64%
DGS	NRS_ADULT	15	0.60%
OBD	NRS_ADULT	13	0.52%
WVD	NRS_ADULT	12	0.48%
BYS	NRS_JUV	11	0.44%
WRS	NRS_ADULT	11	0.44%
BIS	NRS_ADULT	10	0.40%
BYS	NRS_ADULT	10	0.40%
GED	NRS_ADULT	10	0.40%
NRS	LYS_ADULT	10	0.40%
	WCS_PATRON	10	0.40%
	CIS_ADULT	9	0.36%
	EPS_PATRON	9	0.36%
	NRSCIRCJR	9	0.36%

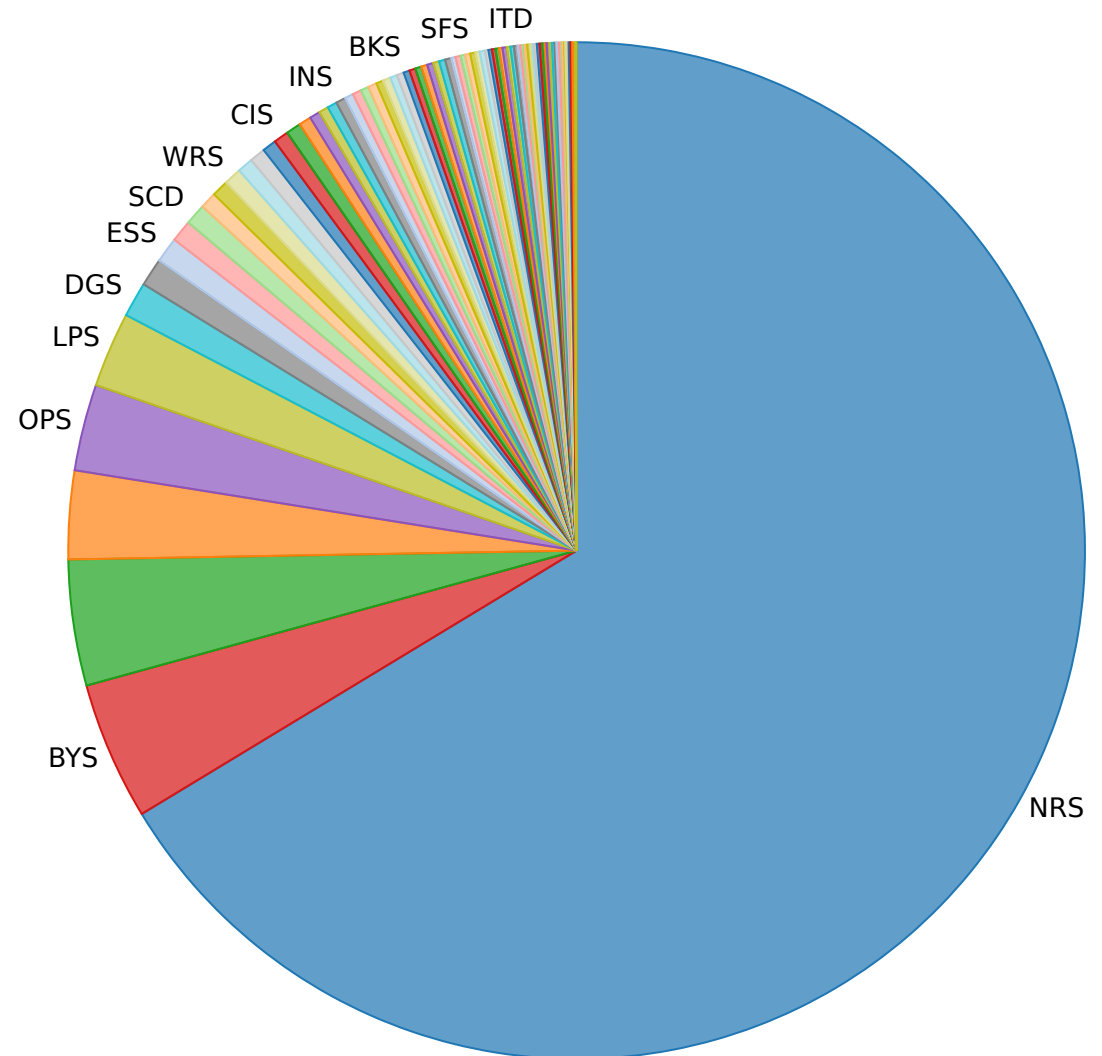
## User Library

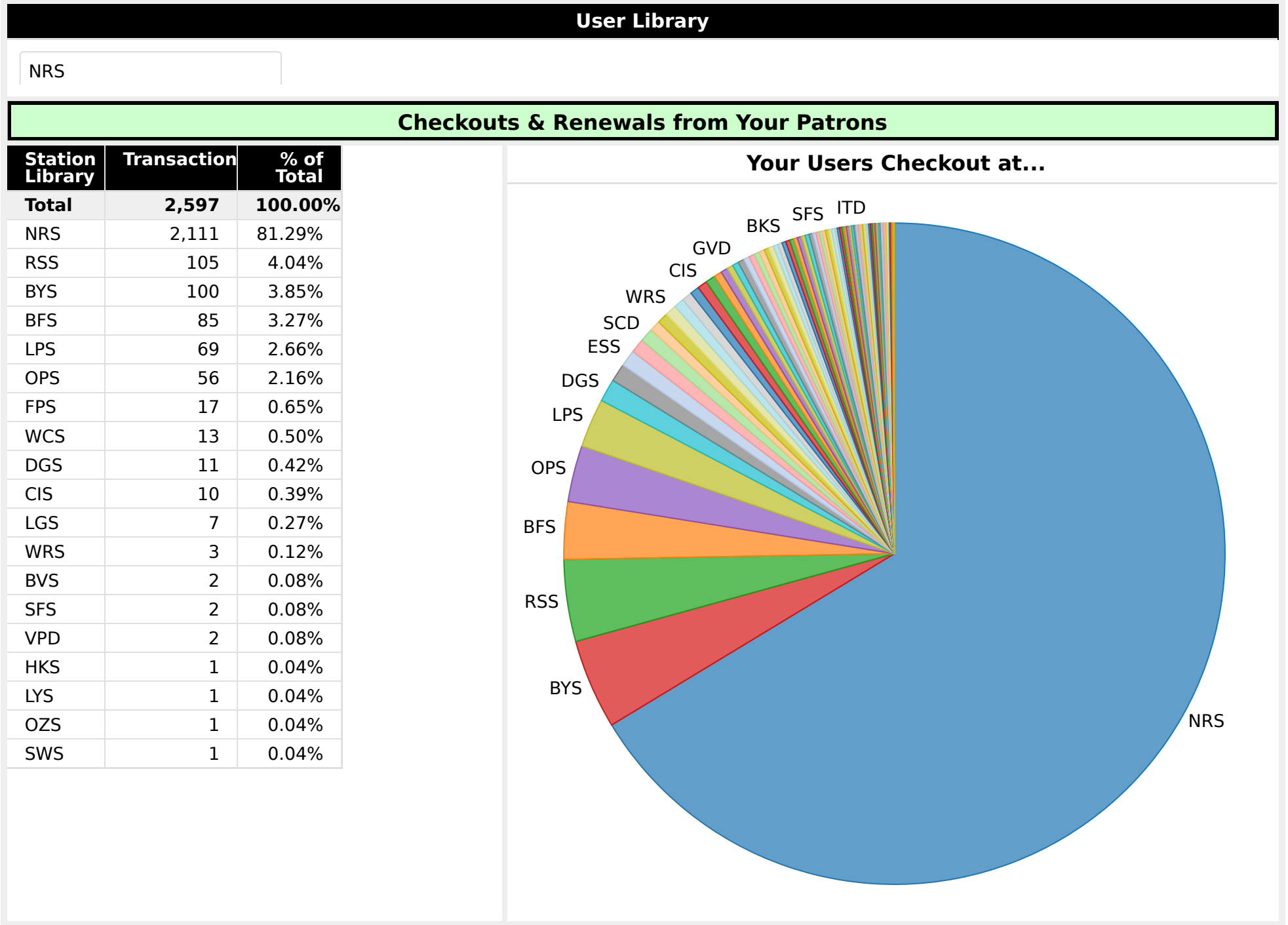
NRS

## Checkouts &amp; Renewals from Your Patrons

Item Library	Transactions	% of Total
<b>Total</b>	<b>2,597</b>	<b>100.00%</b>
NRS	1,722	66.31%
BYS	114	4.39%
RSS	104	4.00%
BFS	73	2.81%
OPS	71	2.73%
LPS	62	2.39%
DGS	29	1.12%
FPS	23	0.89%
ESS	21	0.81%
BLD	18	0.69%
SCD	17	0.65%
GED	14	0.54%
WCS	14	0.54%
WRS	14	0.54%
LGS	13	0.50%
OBD	13	0.50%
BIS	12	0.46%
CIS	12	0.46%
WVD	12	0.46%
AMS	10	0.39%
TFS	9	0.35%
BDD	8	0.31%
GVD	8	0.31%
INS	8	0.31%
NLC	7	0.27%

## Your Users Checkout Items from...



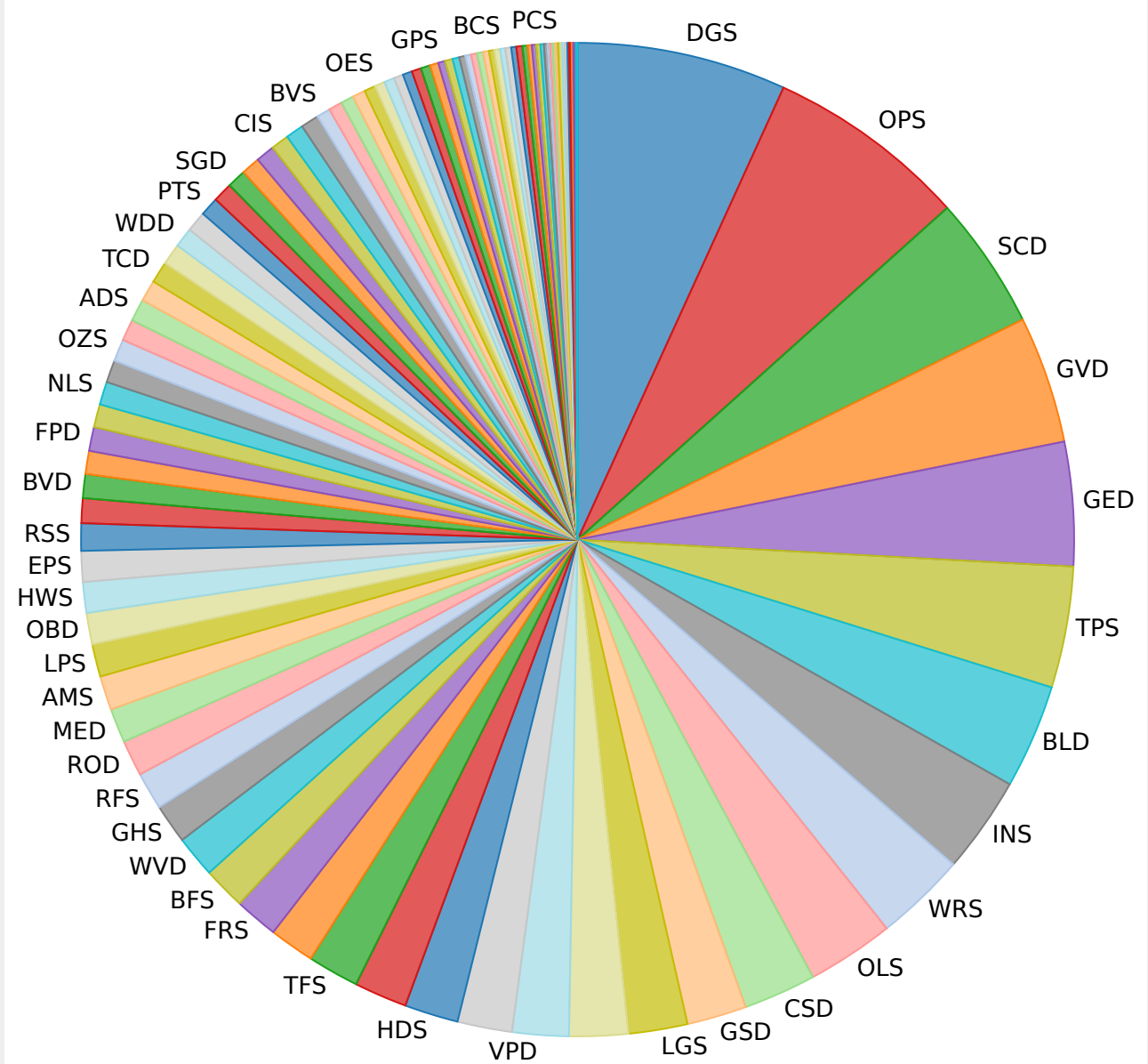




### Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
<b>Total</b>	<b>948,935</b>	<b>100.00%</b>
DGS	64,233	6.77%
OPS	62,297	6.56%
SCD	41,229	4.34%
GVD	39,178	4.13%
GED	38,262	4.03%
TPS	37,276	3.93%
BLD	32,127	3.39%
INS	29,855	3.15%
WRS	28,239	2.98%
OLS	27,003	2.85%
CSD	22,323	2.35%
GSD	18,442	1.94%
LGS	18,255	1.92%
BDD	18,188	1.92%
VPD	17,442	1.84%
ESS	16,821	1.77%
HDS	16,456	1.73%
WMS	16,299	1.72%
TFS	15,888	1.67%
BYS	14,014	1.48%
FRS	13,422	1.41%
BFS	13,094	1.38%
WVD	12,991	1.37%
GHS	12,113	1.28%
RFS	11,563	1.22%
ROD	11,285	1.19%
MED	10,531	1.11%
AMS	10,481	1.10%
LPS	9,986	1.05%
OBD	9,692	1.02%
HWS	9,572	1.01%
EPS	9,560	1.01%
RSS	8,243	0.87%
WCD	7,731	0.81%

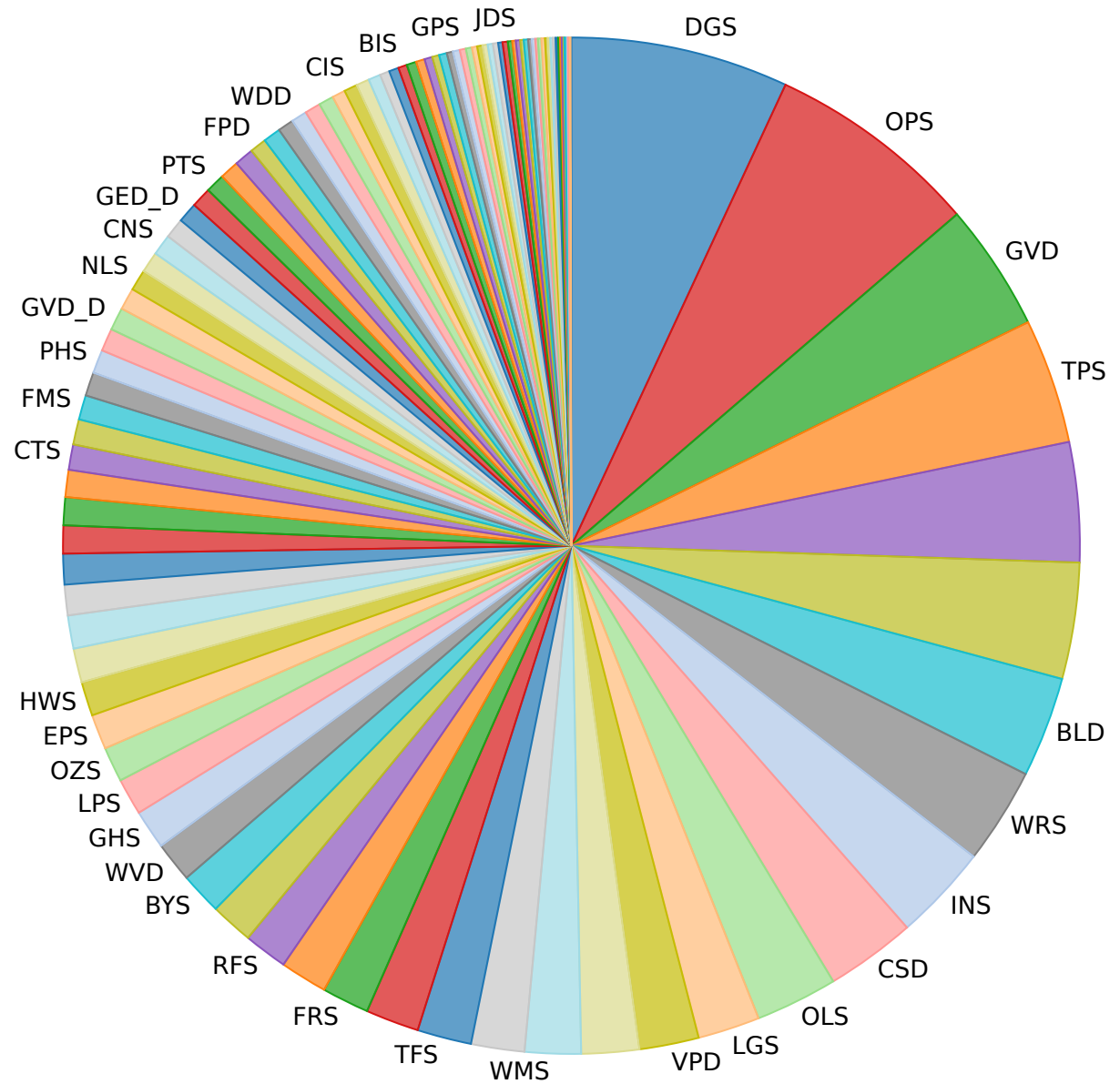
#### Item Circs by Item Library



### Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
<b>Total</b>	<b>948,935</b>	<b>100.00%</b>
DGS	65,308	6.88%
OPS	64,481	6.80%
GVD	38,453	4.05%
TPS	37,606	3.96%
GED	36,044	3.80%
SCD	35,077	3.70%
BLD	30,270	3.19%
WRS	29,126	3.07%
INS	29,006	3.06%
CSD	27,090	2.85%
OLS	24,938	2.63%
LGS	18,690	1.97%
VPD	17,815	1.88%
HDS	17,432	1.84%
WMS	16,760	1.77%
BDD	16,289	1.72%
TFS	16,177	1.70%
GSD	16,145	1.70%
FRS	14,265	1.50%
BFS	14,248	1.50%
RFS	13,107	1.38%
ESS	12,833	1.35%
BYS	12,636	1.33%
WVD	12,227	1.29%
GHS	11,878	1.25%
LPS	11,037	1.16%
OZS	10,654	1.12%
EPS	10,497	1.11%
HWS	10,234	1.08%
SCD_D	10,224	1.08%
ROD	9,961	1.05%
MED	9,371	0.99%
WCD	9,177	0.97%
RSS	8,540	0.90%

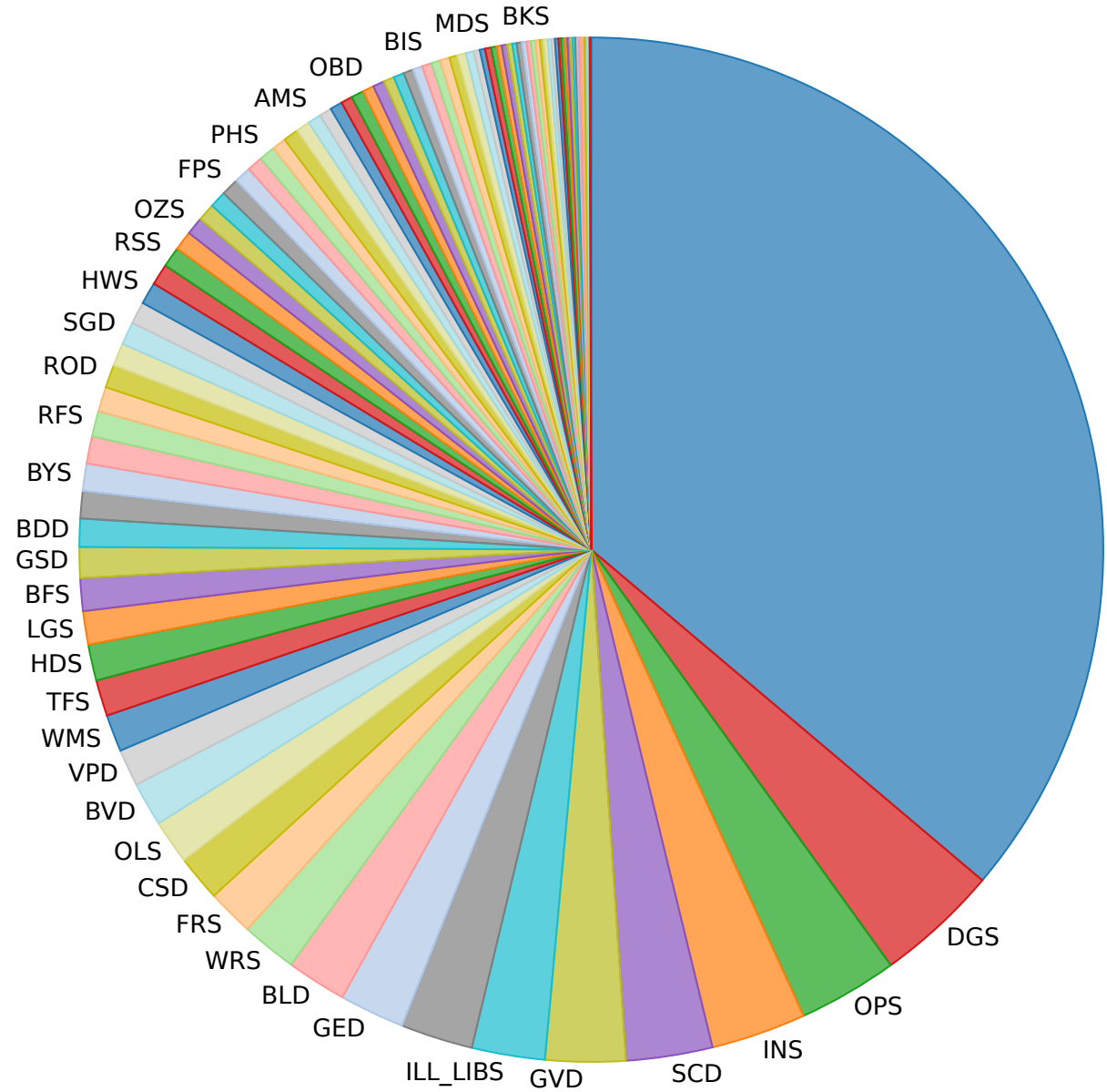
#### Item Circs by Station Library



### Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
<b>Total</b>	<b>948,935</b>	<b>100.00%</b>
	342,895	36.13%
DGS	37,041	3.90%
OPS	29,639	3.12%
INS	28,432	3.00%
SCD	25,940	2.73%
GVD	24,061	2.54%
ILL_LIBS	21,796	2.30%
TPS	21,519	2.27%
GED	19,467	2.05%
BLD	17,933	1.89%
WRS	16,607	1.75%
FRS	13,961	1.47%
CSD	13,840	1.46%
OLS	13,217	1.39%
BVD	13,044	1.37%
VPD	11,151	1.18%
WMS	11,086	1.17%
TFS	10,882	1.15%
HDS	10,744	1.13%
LGS	10,061	1.06%
BFS	9,731	1.03%
GSD	9,099	0.96%
BDD	8,448	0.89%
ESS	8,300	0.87%
BYS	8,235	0.87%
WVD	8,082	0.85%
RFS	7,633	0.80%
LPS	7,243	0.76%
ROD	7,051	0.74%
GHS	6,891	0.73%
SGD	6,833	0.72%
MED	6,575	0.69%
HWS	6,508	0.69%
FPS	6,453	0.68%

#### Item Circs by User Library



# Management Report

North Riverside Public Library District  
For the period ended February 28, 2022



Prepared on  
**April 1, 2022**

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# Profit and Loss

July 2021 - February 2022

	Total
<b>INCOME</b>	
6903-01 Fines & Fees	3,635.12
6904-01 Donations	5,065.78
6905-01 Grants	127,581.00
6910-01 Misc. Revenue	7,248.00
Interest	0.33
6906-01 Interest Earned	63.38
<b>Total Interest</b>	<b>63.71</b>
Property Taxes	
6901-01 Property Tax	564,534.10
6901-04 Tax Revenue-Audit Fund	4,434.76
6901-05 Tax Revenue-Liability Ins	2,692.20
6901-06 Tax Revenue-Unemploy Ins	950.28
6901-07 Tax Revenue-Bldg Fund	28,828.15
6901-08 Tax Revenue-SS	21,700.57
6901-12 Property Tax - IMRF Fund	7,919.89
<b>Total Property Taxes</b>	<b>631,059.95</b>
<b>Total Income</b>	<b>774,653.56</b>
<b>GROSS PROFIT</b>	
<b>EXPENSES</b>	
8360-01 Grants	74,407.17
Advertising & Marketing	
8361-01 Donations	255.00
8365-01 Library Promotion	180.01
8370-01 Postage	3,315.59
8375-01 Advertising	37.96
8385-01 Memorials & Tributes	658.95
8404-01 Staff Recognition	246.00
8410-01 Printing	5,265.88
<b>Total Advertising &amp; Marketing</b>	<b>9,959.39</b>
Bank Charges & Fees	
8396-01 Bank Charges & Fees	19.00
<b>Total Bank Charges &amp; Fees</b>	<b>19.00</b>
Benefits	
7600-05 Health Insurance	19,377.87
7620-01 Payroll Expenses	40.00
7650-09 IMRF Pension	22,277.56
7670-01 Taxes-Fica Expense	28,161.26
<b>Total Benefits</b>	<b>69,856.69</b>
Building Expense	
8305-07 Building & Ground	18,713.00
8306-07 Building Supplies	4,786.80

	Total
8308-07 Service Contracts	25,785.77
8315-07 Fees & Permits	
8320-07 Building & Grounds	10,229.00
8335-07 Bulding Repairs	78,528.48
<b>Total Building Expense</b>	<b>138,043.05</b>
Computers/Technology	
8171-01 Tech Service	29,110.50
8172-01 Computer Equipment	97.57
8172-02 Digital Divide Project	9.06
8175-01 MLS Computer Fund	16,413.26
8180-01 Software	577.02
8190-01 Website	1,048.94
8195-01 Email	33.60
<b>Total Computers/Technology</b>	<b>47,289.95</b>
Insurance	
7660-06 Unemployment Insurance	560.97
8460-05 Liability Insurance	18,729.00
<b>Total Insurance</b>	<b>19,289.97</b>
Interest Paid	
8601-02 Debt Service-Interest	5,565.41
<b>Total Interest Paid</b>	<b>5,565.41</b>
Legal & Professional Services	
8400-01 Accounting	7,885.00
8401-04 Audit	8,450.00
8402-01 Legal Fees	7,834.21
8405-01 Appraisal	438.00
8406-01 Collection Agency	134.25
8430-01 Payroll Expenses	4,621.77
8435-01 Background Checks	57.00
<b>Total Legal &amp; Professional Services</b>	<b>29,420.23</b>
Library Materials	
8090-01 Books on CD - Adult	261.65
8091-01 Books on CD - Children	190.78
8097-01 Music CD - Children	388.27
8104-01 Adult Fiction	7,792.65
8105-01 Adult Non-Fiction	4,124.11
8106-01 Children Fiction / Non-Fiction	7,061.26
8107-01 Young Adult Fiction/Non-Fiction	4,132.38
8108-01 eBooks	7,575.03
8115-01 Adult Large Print	855.39
8120-01 Newspapers	970.07
8130-01 Databases	9,091.72
8140-01 Adult Periodicals	900.00
8141-01 Children/YA Periodicals	379.96

	Total
8160-01 Adult DVDs - Fiction	2,824.75
8162-01 Children DVDs	989.53
8163-01 YA DVDs	416.07
8164-01 Foreign Lang. DVDs	37.93
8166-01 Games	495.47
8399-01 ILL Loss/Damage	87.12
<b>Total Library Materials</b>	<b>48,574.14</b>
Office Supplies & Software	
8202-01 Office Supplies	3,713.09
<b>Total Office Supplies &amp; Software</b>	<b>3,713.09</b>
Programs & Strategic Initiatives	
8150-01 Children's Programs	2,303.69
8152-01 Children's Summer Reading Program	858.29
8153-01 Young Adult Programs	672.26
8154-01 Makerspaces/library of things	3,018.21
8155-01 Adult Programs	3,476.57
8156-01 Technology Programs	22.92
8157-01 Senior Programs	276.00
8158-01 Strategic Initiatives	25.98
<b>Total Programs &amp; Strategic Initiatives</b>	<b>10,653.92</b>
Salaries	
7504-01 Library Clerks	146,485.06
7507-01 Library Pages	25,740.03
7508-01 Administrators	195,986.51
7509-01 Salaries - Grant	1,945.56
8330-01 Casual Labor	75.00
<b>Total Salaries</b>	<b>370,232.16</b>
Travel & Training	
7700-01 Trustee Training	11.28
7800-01 Staff Training	1,083.04
8342-01 Lodging, Meals, Mileage	113.84
8355-01 Memberships	1,820.90
<b>Total Travel &amp; Training</b>	<b>3,029.06</b>
Utilities	
8301-07 Telephone	12,266.60
8302-07 Electricity	11,297.62
8303-07 Natural Gas	3,291.88
8304-07 Water/Garbage	1,131.27
<b>Total Utilities</b>	<b>27,987.37</b>
<b>Total Expenses</b>	<b>858,040.60</b>
<b>NET OPERATING INCOME</b>	<b>-83,387.04</b>
<b>OTHER EXPENSES</b>	
8701-02 Debt Certificate Principle	25,700.00
<b>Total Other Expenses</b>	<b>25,700.00</b>



	Total
NET OTHER INCOME	-25,700.00
NET INCOME	\$ -109,087.04

# Balance Sheet

As of February 28, 2022

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1500-01 First American MM (5015)	155,497.38
1500-04 Cash-Audit Fund	7,665.45
1500-05 Cash-Liability Insurance Fund	44,977.59
1500-06 Cash-Unemployment Ins Fund	5,129.21
1500-07 Cash-Building Fund	22,000.58
1500-08 Cash-Social Security Fund	16,561.06
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	29,652.97
1500-13 Capital Projects	30,000.00
<b>Total 1500-01 First American MM (5015)</b>	<b>287,875.45</b>
1501-01 First American Checking (5001)	38,424.34
1505-07 Chase Bank	7,766.85
1509-07 Cash - IPTIP IL Funds	94,413.73
1512-02 Kadlec Annuity #71797	53,582.49
<b>Total Bank Accounts</b>	<b>482,062.86</b>
<b>Accounts Receivable</b>	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
<b>Total Accounts Receivable</b>	<b>0.00</b>
<b>Other Current Assets</b>	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	0.00
2400-05 Prepaid Expenses 05	0.00
<b>Total Other Current Assets</b>	<b>769,811.24</b>
<b>Total Current Assets</b>	<b>1,251,874.10</b>
<b>TOTAL ASSETS</b>	<b>\$1,251,874.10</b>

## LIABILITIES AND EQUITY

### Liabilities

	Total
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
4100-01 Accounts Payable	0.00
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00
<b>Total Accounts Payable</b>	<b>0.00</b>
<b>Other Current Liabilities</b>	
4002-01 IMRF - Employee Contribution	1,375.61
4003-01 Child Support	0.00
4200-01 Accrued Wages	13,911.42
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	2,292.72
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00
<b>Total Other Current Liabilities</b>	<b>17,579.75</b>
<b>Total Current Liabilities</b>	<b>17,579.75</b>
<b>Total Liabilities</b>	<b>17,579.75</b>
<b>Equity</b>	
3200-00 Retained Earnings	337.39
5600-01 General Fund Balance	1,441,271.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	4,281.00
5600-05 Public Liability Fund Balance	43,302.00
5600-06 Unemployment Insurance Fund Balance	4,404.00
5600-07 Building Fund Balance	-134,324.00
5600-08 Social Security Fund Balance	-3,185.00
5600-09 Pension Fund Balance	-42,705.00
Opening Balance Equity	0.00
Net Income	-109,087.04
<b>Total Equity</b>	<b>1,234,294.35</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,251,874.10</b>



# North Riverside Public Library District

Balance Sheet  
As of February 28, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	155,497.38
1500-04 Cash-Audit Fund	7,665.45
1500-05 Cash-Liability Insurance Fund	44,977.59
1500-06 Cash-Unemployment Ins Fund	5,129.21
1500-07 Cash-Building Fund	22,000.58
1500-08 Cash-Social Security Fund	16,561.06
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	29,652.97
1500-13 Capital Projects	30,000.00
<b>Total 1500-01 First American MM (5015)</b>	<b>287,875.45</b>
1501-01 First American Checking (5001)	38,424.34
1505-07 Chase Bank	7,766.85
1509-07 Cash - IPTIP IL Funds	94,413.73
1512-02 Kadlec Annuity #71797	53,582.49
<b>Total Bank Accounts</b>	<b>\$482,062.86</b>

	TOTAL
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	0.00
2400-05 Prepaid Expenses 05	0.00
<b>Total Other Current Assets</b>	<b>\$769,811.24</b>
<b>Total Current Assets</b>	<b>\$1,251,874.10</b>
<b>TOTAL ASSETS</b>	<b>\$1,251,874.10</b>

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	0.00
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	1,375.61
4003-01 Child Support	0.00
4200-01 Accrued Wages	13,911.42
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	2,292.72
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00
<b>Total Other Current Liabilities</b>	<b>\$17,579.75</b>
<b>Total Current Liabilities</b>	<b>\$17,579.75</b>
<b>Total Liabilities</b>	<b>\$17,579.75</b>
Equity	
3200-00 Retained Earnings	337.39
5600-01 General Fund Balance	1,441,271.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	4,281.00
5600-05 Public Liability Fund Balance	43,302.00
5600-06 Unemployment Insurance Fund Balance	4,404.00
5600-07 Building Fund Balance	-134,324.00
5600-08 Social Security Fund Balance	-3,185.00
5600-09 Pension Fund Balance	-42,705.00
Opening Balance Equity	0.00
Net Income	-109,087.04
<b>Total Equity</b>	<b>\$1,234,294.35</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,251,874.10</b>

**North Riverside Public Library District**  
**Budget vs Actual**  
February 2021

67%

**REVENUE**

Actual

Budget

% of Budget

6904-01	Donations	\$ 5,066	\$ 10,000	51%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ -	\$ (15,000)	0%
6903-01	Fees and fines	\$ 3,635	\$ 5,000	73%
6905-01	Grants	\$ 127,581	\$ 50,000	255%
6906-01	Interest	\$ 64	\$ 1,500	4%
6901-01	Property tax	\$ 631,060	\$ 1,124,759	56%
6915-15	Loan Proceeds	\$ -	\$ 172,000	0%
6920-01	Unrealized Income Annuities	\$ -	\$ 20,000	0%
6909-01	Memorial Books/Lost & Paid Materials	\$ -	\$ -	0%
6910-01	Miscellaneous Revenue	\$ 7,248	\$ -	0%
	<b>Total</b>	<b>\$ 774,654</b>	<b>\$ 1,368,259</b>	<b>57%</b>

**OPERATING EXPENSES**

Actual

Budget

% of Budget

**SALARIES**

7504-01	Clerks	\$ 146,485	\$ 222,200	66%
7507-01	Pages	\$ 25,740	\$ 27,200	95%
7508-01	Administration	\$ 195,987	\$ 288,775	68%
7509-01	Salaries - Grant	\$ 1,946	\$ -	0%
	<b>Total</b>	<b>\$ 370,157</b>	<b>\$ 543,442</b>	<b>68%</b>

**BENEFITS**

7600-05	health insurance	\$ 19,378	\$ 31,200	62%
7650-09	IMRF	\$ 22,278	\$ 31,840	70%
7660-06	unemployment insurance	\$ 561	\$ 800	70%
7670-08	social security/mcare	\$ 28,161	\$ 37,257	76%
	<b>Total</b>	<b>\$ 70,377</b>	<b>\$ 101,097</b>	<b>70%</b>

**TRAINING**

7700-01	educational training trustees	\$ 11	\$ 500	2%
7800-01	educational training staff	\$ 1,083	\$ 4,500	24%
	<b>Total</b>	<b>\$ 1,094</b>	<b>\$ 5,000</b>	<b>22%</b>

**OPERATING EXPENSES**

Actual

Budget

67%  
% of Budget**MATERIALS**

8090-01	books on CD-adult	\$ 262	\$ 1,500	17%
8091-01	books on CD-children	\$ 191	\$ 700	27%
8096-01	compact disks-music-adult		\$ 400	0%
8097-01	compact disks-music-children	\$ 388	\$ 1,000	39%
8104-01	adult fiction	\$ 7,793	\$ 14,500	54%
8105-01	adult nonfiction	\$ 4,124	\$ 9,500	43%
8106-01	children's fiction/nonfiction	\$ 7,061	\$ 18,000	39%
8107-01	YA Fiction/nonfiction	\$ 4,132	\$ 6,000	69%
8108-01	eBooks	\$ 7,575	\$ 5,000	152%
8115-01	adult large print	\$ 855	\$ 2,000	43%
8120-01	newspapers	\$ 970	\$ 3,400	29%
8130-01	internet databases	\$ 9,092	\$ 16,000	57%
8140-01	adult periodicals	\$ 900	\$ 900	100%
8141-01	Children's Periodicals	\$ 380	\$ 500	76%
8160-01	adult DVDs-feature movies	\$ 2,825	\$ 6,000	47%
8161-01	Adult Games		\$ 1,300	0%
8162-01	children's DVDs-movies	\$ 990	\$ 1,400	71%
8163-01	ya DVDs	\$ 416	\$ 1,400	30%
8164-01	foreign language DVDs	\$ 38	\$ -	0%
8166-01	children's games	\$ 495	\$ 2,500	20%
<b>Total</b>		<b>\$ 48,487</b>	<b>\$ 92,000</b>	<b>53%</b>

**PROGRAMS**

8150-01	children's programs	\$ 2,304	\$ 3,000	77%
8152-01	children's summer reading program	\$ 858	\$ 4,000	21%
8153-01	ya programs	\$ 672	\$ 2,000	34%
8154-01	Makerspaces/library of things	\$ 3,018	\$ 4,000	75%
8155-01	adult programs	\$ 3,477	\$ 4,000	87%
8156-01	Technology programs	\$ 23	\$ 1,000	2%
8157-01	senior programs	\$ 276	\$ 2,000	14%
<b>Total</b>		<b>\$ 10,628</b>	<b>\$ 20,000</b>	<b>53%</b>

**STRATEGIC INITIATIVES**

8158-01	Strategic Initiatives	\$ 26	\$ 2,000	1%
<b>Total</b>		<b>\$ 26</b>	<b>\$ 2,000</b>	<b>1%</b>



**OPERATING EXPENSES**

Actual

Budget

67%  
% of Budget**COMPUTERS**

8171-01	information technology	\$ 29,111	\$ 18,500	157%
8172-01	new computer equipment	\$ 98	\$ 10,000	1%
8172-02	Digital Divide Project	\$ 9	\$ -	0%
8175-01	mls computer fund	\$ 16,413	\$ 23,000	71%
8180-01	software	\$ 577	\$ 1,500	38%
8190-01	website	\$ 1,049	\$ 7,500	14%
8195-01	email	\$ 34	\$ 500	7%
	<b>Total</b>	<b>\$ 47,290</b>	<b>\$ 61,000</b>	<b>78%</b>

**OFFICE SUPPLIES**

8202-01	Office Supplies	\$ 3,713	\$ 14,000	27%
	<b>Total</b>	<b>\$ 3,713</b>	<b>\$ 14,000</b>	<b>27%</b>

**UTILITIES- OPERATING EXPENSE**

8301-07	telephone	\$ 12,267	\$ 13,500	91%
8302-07	electricity	\$ 11,298	\$ 30,000	38%
8303-07	gas	\$ 3,292	\$ 6,000	55%
8304-07	water/garbage	\$ 1,131	\$ 2,000	57%
	<b>Total</b>	<b>\$ 27,987</b>	<b>\$ 51,500</b>	<b>54%</b>

**BUILDING EXPENSE**

8305-07	Building & Grounds	\$ 18,713	\$ -	0%
8306-07	building supplies and maintenance	\$ 4,787	\$ 12,000	40%
8308-07	service contracts	\$ 25,786	\$ 43,000	60%
8315-07	fees and permits	\$ -	\$ 1,950	0%
8330-01	casual labor	\$ 75	\$ 3,500	2%
8335-07	building repairs	\$ 88,757	\$ 204,000	44%
	<b>Total</b>	<b>\$ 138,118</b>	<b>\$ 264,450</b>	<b>52%</b>

**TRAVEL**

8342-01	lodging/meals/mileage	\$ 114	\$ 2,000	6%
	<b>Total</b>	<b>\$ 114</b>	<b>\$ 2,000</b>	<b>6%</b>

**OPERATING EXPENSES**

Actual

Budget

67%  
% of Budget**OTHER EXPENSES**

8355-01	memberships	\$ 1,821	\$ 2,200	83%
8360-01	Grants	\$ 74,407	\$ 50,000	149%
8361-01	Donations	\$ 255	\$ 10,000	3%
8365-01	library promotion	\$ 180	\$ 6,000	3%
8370-01	postage	\$ 3,316	\$ 3,000	111%
8375-01	Advertising	\$ 38	\$ 4,500	1%
8385-01	memorials and tributes	\$ 659	\$ 500	132%
8396-01	bank charges and fees	\$ 19	\$ 150	13%
8399-01	ILL Loss/Damage	\$ 87	\$ 250	35%
<b>Total</b>		<b>\$ 80,782</b>	<b>\$ 76,600</b>	105%

**OUTSIDE SERVICES**

8400-01	accounting	\$ 7,885	\$ 15,000	53%
8401-01	audit	\$ 8,450	\$ 12,000	70%
8402-01	legal fees	\$ 7,834	\$ 6,000	131%
8404-01	Staff Recognition	\$ 246	\$ 2,500	10%
8405-01	appraisal	\$ 438	\$ 2,500	18%
8406-01	collection agency	\$ 134	\$ 200	67%
8408-01	strategic plan		\$ 500	0%
8410-01	printing	\$ 5,266	\$ 10,000	53%
8430-01	payroll expenses	\$ 4,662	\$ 5,000	93%
8435-01	background checks	\$ 57	\$ 200	29%
<b>Total</b>		<b>\$ 34,972</b>	<b>\$ 53,900</b>	65%

**INSURANCE**

8460-05	liability insurance package	\$ 18,729	\$ 19,500	96%
8470-05	directors/officers insurance		\$ -	0%
<b>Total</b>		<b>\$ 18,729</b>	<b>\$ 19,500</b>	96%

**OTHER EXPENSES**

8360-01	Petty Cash	\$ -	\$ -	0%
8395-01	Miscellaneous Expense	\$ -	\$ -	0%
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	0%

**OTHER EXPENSES**

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

**TOTAL OPERATING EXPENSES**

\$ 883,740	\$ 1,366,489	65%
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**NET INCOME**

\$ (109,087)	\$ 1,770
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**North Riverside Public Library District**  
**Check Detail**  
**February 2022**

Date	Transaction Type	Name	Memo/Description	Amount
02/04/2022	Check	INGRAM LIBRARY SERVICES	CHILDREN FICTION / NON FICTION	\$ 233.19
02/04/2022	Check	Baker & Taylor	CHILDREN FICTION AND NON FICTION, YA FICTION	\$ 155.59
02/04/2022	Check	Midwest Tape	MUSIC CD CHILDREN, ADULT DVDS, DATABASES, CHILDREN DVDS	\$ 558.71
02/04/2022	Check	Home Depot Credit Services	LATE FEES	\$ 20.00
02/04/2022	Check	Lauterbach & Amen, LLP	Profesional services for the month of January 2022	\$ 915.00
02/04/2022	Check	Utica National Insurance Group	Act # 100943170	\$ 15,663.00
02/04/2022	Check	Cathy Kolessar	STRETCHING AND MEDITATION 2/07/2022	\$ 50.00
02/04/2022	Check	Cathy Kolessar	STRETCHING AND MEDITATION 2/21/2022	\$ 50.00
02/04/2022	Check	Cathy Kolessar	YOGA AND MEDITATION 2/28/2022	\$ 50.00
02/07/2022	Check	LEAF	3 COPIERS 1269226	\$ 668.00
02/07/2022	Check	OverDrive, Inc	MAINTENANCE FEE FROM JANUARY -DECEMBER 2022	\$ 3,000.00
02/07/2022	Check	Trimline Landscaping	DEEMBER 2021 AND JANUARY 2022	\$ 1,855.00
02/16/2022	Check	ATLAS door Repair	INV 4440	\$ 275.00
02/16/2022	Check	AEP ENERGY	12/28/21 - 01/28/22 31 days	\$ 1,189.52
02/16/2022	Check	AT&T 1	Billing for 02/16/2022 03/15/2022	\$ 63.10
02/16/2022	Check	MELANIE ARTZ	SHAMROCK SUPPLIES	\$ 16.94
02/16/2022	Check	Comcast	Internet SERV FEB 07 2022 - MAR 6 2022	\$ 328.94
02/16/2022	Check	Hinckley Springs	2429867 012622	\$ 26.50
02/16/2022	Check	Hallett Movers	Shelf moving for carpet install	\$ 9,050.00
02/16/2022	Check	Lyons Pinner Electric Co	RESET MAIN BREAKER IN DISTRIBUTION PANEL	\$ 330.00
02/16/2022	Check	LIMRiCC	JANUARY AND FEBRUARY	\$ 5,573.02
02/16/2022	Check	Midwest Tape	YA DVD'S	\$ 52.48
02/16/2022	Check	OverDrive, Inc	INVOICE 01658CO22017956	\$ 248.16
02/16/2022	Check	Terminix	Invoice 415928768, 416945698	\$ 204.00
02/16/2022	Check	Unique Management Services, Inc	INV 608827	\$ 17.90
02/16/2022	Check	Village of N. Riverside	Water Operations	\$ 149.07
02/28/2022	Expense	Nicor Gas	Nicor Gas Payment	\$ 1,161.54
02/28/2022	Expense	ICMA	ICMA 2/2022	\$ 1,475.81
02/28/2022	Expense	Paychex - Human Resource Services	Payroll 02.22	\$ 443.46
<b>TOTAL</b>				<b>\$ 43,823.93</b>

Recommendation: Release minutes; destroy recording

## Minutes of Closed Meeting

North Riverside Public Library District, North Riverside, IL

Vote on Closing:

Date:

Time:

Members Aye: Unanimous

Members Nay: None

Place Of Meeting: North Riverside Public Library

Non-Members in Attendance:

Members Present:

Members Absent:

Applicable Statutory Section:\*

*[See reverse for numbers, include any applicable ones]*

\_\_\_\_\_

Subject Matter Discussed:

*[Description of all matters proposed, discussed or decided]*

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

Specify movants and record tallies:

\_\_\_\_\_  
\_ Prepared by:

Date:

## **Exceptions Permitting Closed Sessions:\***

### **Citation to Section**

**2(c)(1)** The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act.

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

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

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

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

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

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

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

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

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

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

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

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

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

Recommendation: Release minutes; destroy recording

## Minutes of Closed Meeting

North Riverside Public Library District, North Riverside, IL

**Vote on Closing:**

**Date:**

**Time:**

**Members Aye:** Unanimous

**Members Nay:** None

**Place Of Meeting:** North Riverside Public Library

**Non-Members in Attendance:**

**Members Present:**

**Members Absent:**

**Applicable Statutory Section:\***

*[See reverse for numbers, include any applicable ones]*

\_\_\_\_\_

**Subject Matter Discussed:**

*[Description of all matters proposed, discussed or decided]*

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

Specify movants and record tallies:

\_\_\_\_\_  
\_ Prepared by:

Date:

## **Exceptions Permitting Closed Sessions:\***

### **Citation to Section**

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

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

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

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

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

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ROY I. PEREGRINE  
THOMAS M. NEWMAN  
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MARK A. RITZMAN

3/11/22

**CHRONOLOGY FOR ANNUAL FINANCIAL ORDINANCES**

**2022-2023 FISCAL YEAR**

**I. District Libraries**

The chronology in this outline is intended to assist District Libraries follow the steps preliminary to the filing of the annual Levy Ordinance.

Applicable Statutes include:

- a) The Municipal Budget Law (50 ILCS 330/1 et seq.);
- b) The Public Library District Act (75 ILCS 16/1-1 et seq.);
- c) The Truth in Taxation Law (TITA) (35 ILCS 200/18-55 et seq.);
- d) The Revenue Act (35 ILCS 200/18-10 et seq.);
- e) The Property Tax Extension Limitation Act (PTELL) (the "tax cap") (35 ILCS 200/18-185 et seq.).



## **II. City/Village Libraries**

City Libraries and Village Libraries are reminded to confer with City/Village representatives to confirm the time frame for providing the Library's levy for incorporation in the City/Village Levy Ordinance.

Reminder: Per the Local Library Act, the Library Board must submit to the City/Village, not less than 60 days prior to the date for the certification of the City/Village tax levy, a "statement of financial requirements of the library." 75 ILCS 5/4-10

The relevant statute provides as follows:

The board of trustees of a municipal library shall also submit to the city council, board of trustees or board of town trustees, along with the Illinois State Library, a statement of financial requirements of the library for the ensuing fiscal year for inclusion in the appropriation of the corporate authority, and of the amount of money which, in the judgment of the board of library trustees, will be necessary to levy for library purposes in the next annual tax levy ordinance. This statement shall be submitted no less than 60 days prior to when the tax levy must be certified under subsection (b) of Section 18-15 of the Property Tax Code. (75 ILCS 5/4-10)

As stated above, communication with City/Village representatives is important to confirm the time frame for providing to the City/Village the Library's "financial requirements."

• • •

### **WE RECOMMEND ADOPTING A FINANCIAL ORDINANCE CALENDAR NOT LATER THAN JUNE, 2022.**

**Adopting a calendar assures compliance with deadlines  
and coordinates required Board action with Board meeting dates.**

For your assistance, a Budget and Levy Calendar is attached.

## **SUGGESTED SEQUENCE OF EVENTS**

## **STATUTORY DEADLINE**

- A. Adopt Ordinance for  
“Building and Maintenance Tax”  
(.02% special tax).

July - November  
(see Note on p.7)

NOTE: THIS ORDINANCE AND A PUBLIC NOTICE  
MUST BE PUBLISHED WITHIN 15 DAYS AFTER THE  
ORDINANCE IS ADOPTED.

This tax is subject to a backdoor  
referendum – see Note on page 7.

We recommend adoption after July 1, 2022 and before  
November 1, 2022 per backdoor referendum regulations.

- B. Adopt a tentative Budget and Appropriation Ordinance.<sup>1</sup>

August 27, 2022

- C. Set a date for a public hearing to discuss  
the tentative Budget and Appropriation  
Ordinance.

August 27, 2022

The hearing may not coincide  
with any hearing required under TITA.

- D. Publish notice of the public hearing  
on the tentative Budget and  
Appropriation Ordinance at least 30  
days prior to the hearing.<sup>2</sup>

August 27, 2022

- E. Conduct the public hearing concerning  
the tentative Budget and Appropriation  
Ordinance.

September 27, 2022

- F. After the public hearing on the tentative  
Budget and Appropriation Ordinance, adopt  
the Budget and Appropriation Ordinance in  
final form.<sup>3</sup>

September 27, 2022

- G. Publish the Budget and Appropriation Ordinance.

October 27, 2022

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1 The tentative Budget and Appropriation Ordinance must be posted and available for public inspection.  
50 ILCS 330/3

2 50 ILCS 330/3

3 The Public Library District Act provides that the Budget and Appropriation Ordinance shall be adopted no later  
than the 4<sup>th</sup> Tuesday in September. 75 ILCS 16/30-85(a)

## **SUGGESTED SEQUENCE OF EVENTS**

## **STATUTORY DEADLINE**

- |    |  |   |
|----|--|---|
| H. | File with the County Clerk a certified copy of the Budget and Appropriation Ordinance (within 30 days after adoption). <sup>4</sup>  | October 27, 2022  |
| I. | Adopt a Certified Estimate of Revenues by Source. <sup>5</sup>   | October 27, 2022  |
| J. | File with the County Clerk the Certified Estimate of Revenues by Source.   | October 27, 2022  |
| K. | Adopt a Resolution To Determine Estimate of Funds Needed. This Resolution should be adopted even if further compliance with TITA is not required. <sup>6</sup> Also, set a date for a TITA public hearing if a hearing is required. The TITA hearing may not coincide with the hearing on the tentative Budget and Appropriation Ordinance. <sup>7</sup><br><br>The TITA hearing will not take place until after publication (see the following Paragraph L).<br><br>See Note on page 8 about the Truth in Taxation Act. | November 16, 2022                                       |
| L. | Publish notice of the TITA hearing not less than seven (7) days no more than fourteen (14) days prior to the hearing. <sup>8</sup>   | Publication date depends on hearing date (7 to 14 days) |

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4 35 ILCS 200/18-50

5 This should be a separate document even if the same information is incorporated in the Budget and Appropriation Ordinance. 35 ILCS 200/18-50

6 This Resolution must be adopted not less than 20 days prior to the adoption of the Levy Ordinance. 35 ILCS 200/18-60. Accordingly, the statutory deadline is 20 days prior to the first Tuesday in December (the last day for adoption of the Levy Ordinance). We recommend adoption of the Resolution much earlier, however, for assistance in determining whether compliance with TITA is necessary.

NOTE: The relevant Statute does not require passage of a written Resolution. The Statute requires that the Board make a “determination” of the funds estimated to be necessary. The Statute does not specify the procedure for making this “determination”, i.e., via Ordinance, Resolution, Motion, etc. Our recommendation is that, given the importance of compliance with TITA and establishing a “paper trail”, the Library’s “determination of funds estimated to be necessary” be done via a written Resolution.

NOTE: The “tax cap” laws (PTELL) did not change the need to comply with TITA and TITA’s public hearing requirements.

7 35 ILCS 200/18-70

<b><u>SUGGESTED SEQUENCE OF EVENTS</u></b>	<b><u>STATUTORY DEADLINE</u></b>
M. Conduct the TITA public hearing.	December 6, 2022
N. Adopt the Levy Ordinance no sooner than seven (7) days after publication of the Budget and Appropriation Ordinance and no sooner than 20 days after adoption of the Resolution To Determine Estimate of Funds Needed. <sup>9</sup>	December 6, 2022
O. On or before the last Tuesday of December <sup>10</sup> file with the County Clerk a copy of the Levy Ordinance with the following certifications: <ol style="list-style-type: none"> <li>1. Certification of Authenticity (by the District Secretary);</li> <li>2. Certification of Compliance with TITA or Certificate of Inapplicability of TITA (by the District President). County Clerks request that you attach a copy of the "black border notice" if a TITA publication was made.</li> </ol>	December 27, 2022

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<sup>8</sup> 35 ILCS 200/18-80

<sup>9</sup> The Levy Ordinance must be enacted by the first Tuesday in December. (75 ILCS 16/30-85(b))

<sup>10</sup> The Levy Ordinance filing deadline is the last Tuesday of December. (75 ILCS 16/30-85(c))

To avoid any problem with filing and County Clerk holiday schedules, we recommend filing the Levy Ordinance with the County Clerk promptly after the Levy Ordinance is adopted.

## **NOTES**

### **I. TRUSTEE ELECTION REMINDER**

The next election at which Library Trustees will be elected is the Consolidated General Election to be held on Tuesday, April 4, 2023.

### **II. CALENDAR**

When setting up your financial ordinance calendar, be careful about Saturdays, Sundays and holidays for filings, Board meetings, and newspaper publications. We recommend using a non-holiday weekday before the deadline.

### **III. ORDINANCES**

The Public Library District Act provides that:

"Every ordinance shall contain an effective date, which shall be no later than 60 days after the enactment."<sup>11</sup>

\*\*\*\*\*

"Every ordinance shall be posted in a public area of the district library building within 3 days after the date of enactment and shall remain posted for 14 days." 75 ILCS 16/1-40

### **IV. FRONT DOOR REFERENDA**

If you anticipate going to referendum (e.g., bond issue, rate increase), there are deadlines established by the Illinois Election Code (10 ILCS 5/1-1 et seq.) concerning certification of a referendum.

Please confirm the applicable deadlines/filing dates if you plan a referendum. Realistically, the next referendum date is November 8, 2022.<sup>12</sup>

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<sup>11</sup> An Ordinance may recite "This Ordinance is effective immediately."

<sup>12</sup> June 28, 2022 is a possible date.

## **V. .02% SPECIAL TAX - BUILDING & MAINTENANCE**

The period from July-November is the timeframe to adopt the special .02% tax for “Building & Maintenance” and publish notice of the adoption.

Per backdoor referendum regulations, for the 2022-2023 fiscal year we recommend the .02% levy be adopted and published before November 1, 2022.

The date of a prospective referendum to be included in the notice to be published is April 4, 2023.

### **A. Preliminary Comments**

We recommend adopting the .02% Ordinance prior to adoption of the Levy Ordinance. This makes it clear the Board intended to incorporate in the levy its prior action on the .02% tax. The Levy Ordinance should incorporate the .02% tax.

Note the relevant Statute refers to adoption of “an ordinance” and also uses the word “resolution”. An ordinance should be used.

### **B. Election Dates**

For the 2022-2023 fiscal year (Levy Ordinance filed in the Fall, 2022), the date of the prospective referendum is April 4, 2023. For example, if the notice of the .02% Ordinance is published in October, 2022, and a backdoor referendum is sought, the Board will not know until after the April 4, 2023 referendum whether the tax is authorized.

If the voters disapprove the .02% tax at a referendum on April 4, 2023, the Board must abate that portion of the levy applicable to the .02% tax. The County, in turn, will modify the levy (the levy which was filed in the fall of 2022).

In any event, the Board will know within 30 days after publication of the Notice if a referendum on April 4, 2023 is necessary and can plan accordingly.

### **C. No Backdoor Referendum Petition Filed**

As a practical matter, the outcome of a referendum is moot if no backdoor referendum is sought within 30 days after publication of the Notice.

### **D. Pay Building/Maintenance Expenses From the General Fund/Corporate Fund**

Some Libraries opt to pay expenses for building and maintenance from their General Fund/Corporate/Fund. If so, there is no need to pass an Ordinance and publish a notice relative to a special tax levy for building and maintenance expenses.

## **VI. TRUTH IN TAXATION LAW**

Compliance with the Truth in Taxation Law (formerly Truth in Taxation Act, or TITA) requires newspaper publication of a “black border notice” and a public hearing if the proposed levy amount exceeds the prior year’s tax extension by more than 5%.

Note the comparison is not between the current levy and the previous levy. The comparison is between the current levy and the previous tax extension (the actual revenue as determined by the County Clerk). Typically, the tax extension amount/revenue is less than the amount levied. This reduction in the levy amount is based on limitations in revenue increases from year to year under the Property Tax Extension Limitation Law (PTELL) (“tax cap”).

Increases in revenue from year to year are limited by PTELL to the Consumer Price Index (CPI) or 5%, whichever is less. Historically, the CPI has been less than 5%.

A common strategy to maximize revenue without the need to publish the black border notice and hold a public hearing is to levy an amount slightly less than 5% higher than last year’s tax extension. For example, a levy amount which is 4.5% (or 4.99%) higher than last year’s tax extension should generate the maximum revenue without requiring a black border notice and a public hearing per TITA.

Example:

- a. Total previous year tax extension was \$2,500,000 (per the County Clerk’s spreadsheet/revenue calculations);
- b. Proposed levy for the current year is \$2,622,500, an increase of 4.9%, i.e.,  $\$2,500,000 \times 1.049 = \$2,622,500$ ). A black border notice and public hearing are not required.

If the levy is \$2,622,500, is it likely the District will receive \$2,622,500? No. Per PTELL limitations based on the CPI, the County Clerk will apply the CPI to the last tax extension to calculate revenue. If the CPI is 3%, the tax extension based on a levy of \$2,622,500 will be \$2,575,000, i.e.,  $\$2,500,000 \times 1.03 = \$2,575,000$ .\*

Caution: In Districts which have annexed territory and/or where there is significant new development, it may be prudent to levy an amount greater than 5% more than the previous tax extension (and comply with TITA) in order to receive the maximum revenue to which the District is entitled.

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\* Note that changes in the equalized assessed value (EAV) of property in the District are likely to affect the actual revenues/tax extension.

## **VII. ABATE BOND LEVY**

If there is an intention to abate a levy for bond debt, an abatement ordinance should be passed and filed with the County Clerk before December 31, 2022.

## **VIII. VENDOR INFORMATION**

If the tax levy amount is more than \$5,000,000, the Library shall make a good faith effort to collect and publish data about vendors.

Public Act 102-0265 provides in relevant part as follows:

Beginning in levy year 2022, each taxing district that has an aggregate property tax levy of more than \$5,000,000 for the applicable levy year shall make a good faith effort to collect and electronically publish data from all vendors and subcontractors doing business with the taxing district as to: (1) whether the vendor or subcontractor is a minority-owned, women-owned, or veteran-owned business, as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act; and (2) whether the vendor or subcontractor holds any certifications for those categories or if they are self-certifying; if the vendor self-certifies, then the taxing district shall publish whether the vendor qualifies as a small business under federal Small Business Administration standards.

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# BUDGET AND LEVY CALENDAR

## 2022-2023 FISCAL YEAR

<u>Action</u>	<u>Dates</u>
A. Adopt Building and Maintenance Tax Ordinance (.02%)	_____, 2022 (after 7/1/22 and before 11/1/22)
B. Publish backdoor referendum notice for Building and Maintenance Tax (.02%) (within 15 days of adoption)	_____, 2022 (before 11/1/22)
C. Prepare a tentative Budget and Appropriation Ordinance	_____, 2022 (before 8/27/22)
D. Set a date for a public hearing on the tentative Budget and Appropriation Ordinance	_____, 2022 (before 8/27/22)
E. Publish notice of the public hearing on the tentative Budget and Appropriation Ordinance	_____, 2022 (before 8/27/22)
F. Conduct the public hearing on the tentative Budget and Appropriation Ordinance and adopt the Budget and Appropriation Ordinance in final form	_____, 2022 (before 9/27/22)
G. Publish the Budget and Appropriation Ordinance	_____, 2022 (before 10/27/22)
H. File with the County Clerk a certified copy of the Budget and Appropriation Ordinance	_____, 2022 (before 10/27/22)
I. Adopt a Certified Estimate of Revenues by Source	_____, 2022 (before 10/27/22)
J. File with the County Clerk a Certified Estimate of Revenues by Source	_____, 2022 (before 10/27/22)
K. Adopt a Resolution To Determine Estimate of Funds Needed and, if necessary, set a date for T.I.T.A. hearing	_____, 2022 (before 11/16/22)
L. Publish notice of the T.I.T.A. hearing (7-14 days prior to hearing)	_____, 2022

<u><b>Action</b></u>	<u><b>Dates</b></u>
M. Conduct the public hearing pursuant to T.I.T.A.	_____, 2022 (before 12/6/22)
N. Adopt the Levy Ordinance	_____, 2022 (before 12/6/22)
O. File with the County Clerk a certified copy of the Levy Ordinance and certification of compliance with T.I.T.A.	_____, 2022 (before 12/27/22)