

**North Riverside Public Library District
Board of Trustees
Regular Meeting, March 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

Secretary:

- a. Minutes of the February 20th, 2023 Regular Board Meeting
- b. Correspondence

Treasurer:

- a. February 2023 Financial Statements
- b. Authorization to transfer \$85,000 to checking

4. President's Report

- A. Board action log (informational)

5. Director's Report

6. Committee Reports

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

- F. Strategic Planning (Mathias) (informational)
- G. Grants (Starosta) (informational)

7. New Business

A. Grievance Policy 9.6.7 update (action)

I, _____, make a motion to approve the updated grievance policy (9.6.7) as presented. I, _____, second. Vote: ____ aye ____ nay Motion carried/rejected.

B. Foyer lighting replacement (action)

I, _____, make a motion to approve the purchase and installation of 2 new foyer lighting fixtures. I, _____, second. Vote: ____ aye ____ nay Motion carried/rejected.

8. 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)

9. Return to open session

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

11. Adjournment

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

*Note: Agenda items may be added that pertain to discussion or information.
No items may be added to the final agenda that require Board action.*

Next regular Board Meeting is scheduled for April 17th, 2023 at 6:00 p.m.

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Minutes
Committee of the Whole
Board of Trustees
February 6th, 2023
6:00 PM

1. Open of Meeting

- A. Call to order: President Corgiat called the meeting to order at 6:08pm.
- B. Determination of quorum: President Corgiat, Vice President Gordon, Treasurer Bonnar, Secretary Mathias, and Trustee Ottenweller were in attendance. Trustees Rouleau and Johnson were absent.
- C. Recognition of visitors to the meeting: Director Starosta was in attendance.
- D. Approval of agenda and requested changes to agenda: Secretary Mathias made a motion to approve the agenda as presented. Vice President Gordon seconded. All aye.

2. Open Forum

N/A

3. Minutes

- A. Accept Minutes of November 7, 2022 Committee of Whole Meeting: Treasurer Bonnar made a motion to approve the minutes as presented. Trustee Ottenweller seconded. Aye: Gordon, Mathias, Ottenweller and Bonnar. Abstain: Corgiat.

4. Finance

- A. Tax levy funds: Director Starosta informed the Board that Cook County tax bills have been released but not yet mailed. While they are generally due at the beginning of March, a bill was passed to change the due date to April 3rd. Secretary Mathias asked if our funds will be able to cover the month gap. Director Starosta informed the Board that the Library has 4 months funds in the bank. President Corgiat asked about our accounting firm and financial reports. Director Starosta explained Lauterbach & Amen's titling practice (monthly title rather than numeric) and the difference between a warrant list and check detail report.

5. Advocacy

- A. Director Starosta has contacted Sue, the Village administrator, about this year's Centennial celebration in North Riverside. She also reported that this year is the 25th anniversary of the ground breaking for NRPL's building (April 11).

6. Building & Grounds

- A. Lower Level update discussion - President Corgiat requested the number of babies that would be served by the proposed new baby garden area. Director Starosta will present statistics at the next meeting. President Corgiat asked if all staff members in the Youth Services Department were included in the planning. Director Starosta discussed the collaboration with Natalie (YS manager) and who was included in the process. Trustees tabled the tour of the lower level with proposed updates until the March Committee of the Whole meeting.
 - B. Capital Improvements Assessment Plan: Director Starosta informed the Trustees of the required Capital Improvement Plan for the upcoming IPLAR. A Capital Improvement study was done in 2015 but never used because of its complexity. Trustees discussed the 2 current quotes for services and the requirements of going to bid for the project vs reviewing quotes and the need of additional quotes. Vice President Gordon requested the Director Starosta seek one more quote for the March Committee of the Whole meeting.
- 7. Personnel**
- A. Updated job description - Vice President Gordon presented the updated job descriptions. Director Starosta discussed how the job descriptions were created, how staff were included in the process. President Corgiat asked about how back ground checks are conducted, for whom, and who has access to those records. Director Starosta explained the process. Vice President Gordon asked that the approval of the job descriptions be moved to the February Board agenda.
- 8. Policy**
- A. No updates currently.
- 9. Strategic Planning**
- A. Secretary Mathias discussed the soon to be completed closed session minutes review process which will be added to the Trustee Manual. Vice President Gordon asked about the upcoming new website. He asked for a demo and walk through of the website at the next Committee of the Whole meeting to give the Board a chance to weigh in on the site. President Corgiat noted that she had not received the site link. Director Starosta will resend the link and walk through the site at the March CoW meeting.
- 10. Additional Discussion:**
- A. President Corgiat noted that the Board's annual appreciation dinner will be held on April 23rd (the first day of National Library Week) from 4-7pm at JC's Pub. Staff, volunteers, Foundation & Friends members and Board Trustees will be invited. The Board will not issue any drink tickets this year because of cost. President Corgiat will make the reservation at JC's Pub. Director Starosta will send out an invitation to the event.
- 11. Adjournment**
- A. Secretary Mathias made a motion to adjourn the meeting at 7:30pm. Vice President Gordon seconded. All aye.

**North Riverside Public Library District
Board of Trustees
Regular Meeting Minutes
February 20th, 2023**

1. Open of Meeting

- A. Call to order: Meeting was called to order by President Corgiat at 6:07pm
- B. Determination of quorum: A quorum was in attendance: Annette Corgiat, Greg Gordon, Kathy Bonnar, John Mathias, Ken Rouleau, Kyle Johnson, Jeanne Ottenweller.
- C. Recognition of visitors to the meeting: Also in attendance were Natalie Starosta and Laurie Swade (who left the meeting at 6:14pm).
- D. Approval of agenda: Vice President Gordon made a motion to amend the agenda as follows: move #7D to follow the consent agenda. Motion was seconded by Treasurer Bonnar. All aye. Motion carried.

2. Open Forum

No comments

3. Consent Agenda

Vice President Gordon made a motion to approve the consent agenda with the correction of Ken Rouleau's name in the minutes. Motion seconded by Secretary Bonnar.
Roll call vote: ☐ Corgiat, ☒ Gordon, ☐ Mathias, ☐ Rouleau, ☒ Bonnar, ☐ Ottenweller, ☐ Johnson. Motion carried.

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

4. President's Report

A. Board action log (informational) – Discussed the needs for community members to support the upcoming Village play, “The Music Man”, in April.

5. Director's Report

Discussed the upcoming publication of the spring newsletter.

6. Committee Reports

- A. Advocacy (Johnson) (informational): No report.
- B. Building & Grounds (Rouleau) (informational): President Corgiat asked about moving the statue in front of the building and cleaning it.
- C. Finance (Bonnar) (informational): No report.
- D. Personnel (Gordon) (informational): Moved to follow #3. Presentation of two services awards. Laurie Swade for 15 years service and Natalie Starosta for 5 years service.
- E. Policy (Bonnar, Ottenweller) (informational): No report.
- F. Strategic Planning (Mathias) (informational): Noted closed minutes procedure will be added to the trustee handbook. Recommended all trustees watch the 1st amendment audit

presentation. Discussion of financial reports and request for Vice President Gordon that the Director note to the Board if they are missing any documents prior to voting.

7. New Business

A. Approval of Job Descriptions (action)

Vice President Gordon made a motion to approve the updated and new job descriptions as presented. Secretary Mathias seconded. All aye. Motion carried.

8. Closed session : President Corgiat made a motion to enter closed session under 5 ILCS 120/2(c) Personnel: the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of a public body at 6:35pm. Motion seconded by Vice President Gordon. Roll call vote: ☐ Corgiat, ☒ Gordon, ☐ Mathias, ☐ Rouleau, ☐ Bonnar, ☐ Ottenweller, ☐ Johnson. Motion carried.

9. Return to open session : Vice President Gordon made a motion to return to open session at 6:42pm. Motion seconded by Trustee Johnson. Roll call vote: ☐ Corgiat, ☒ Gordon, ☐ Mathias, ☐ Rouleau, ☐ Bonnar, ☐ Ottenweller, ☐ Johnson. Motion carried.

10. Adjournment

Motion made by Trustee Rouleau to adjourn the meeting at 6:44pm. Motion seconded by Secretary Mathias. All aye. Motion carried.

Management Report

North Riverside Public Library District
For the period ended February 28, 2023



Prepared on
March 15, 2023

Table of Contents

Profit and Loss3

Balance Sheet.....6

Profit and Loss

July 2022 - February 2023

	Total
INCOME	
6903-01 Fines & Fees	16,508.39
6904-01 Donations	13,614.29
6905-01 Grants	73,565.90
6915-07 Loan Proceeds	50,000.00
Interest	
6906-01 Interest	3,019.00
Total Interest	3,019.00
Property Taxes	
6901-01 Property Tax	457,381.22
6901-04 Tax Revenue-Audit Fund	3,071.98
6901-05 Tax Revenue-Liability Ins	1,772.46
6901-06 Tax Revenue-Unemploy Ins	472.47
6901-07 Tax Revenue-Bldg Fund	21,860.26
6901-08 Tax Revenue-SS	16,069.97
6901-12 Property Tax - IMRF Fund	4,608.21
Total Property Taxes	505,236.57
Total Income	661,944.15
GROSS PROFIT	661,944.15
EXPENSES	
8360-01 Grants	44,175.14
8360-01 Petty Cash	114.34
Advertising & Marketing	
8365-01 Library Promotion	1,260.00
8370-01 Postage	983.64
8375-01 Advertising	463.42
8404-01 Staff Recognition	234.92
8410-01 Printing	6,093.60
Total Advertising & Marketing	9,035.58
Bank Charges & Fees	
8396-01 Bank Charges & Fees	643.59
Total Bank Charges & Fees	643.59
Benefits	
7600-05 Health Insurance	17,848.18
7650-09 IMRF	22,731.69
7660-06 Unemployment Insurance	908.58
7670-01 Taxes-Fica Expense	26,811.36
Total Benefits	68,299.81
Building Expense	
8306-07 Building Supplies & Maintenance	1,294.56
8308-07 Service Contracts	20,933.88
8315-07 Fees & Permits	1,046.00

	Total
8330-01 Casual Labor	75.00
8335-07 Building Repairs	19,285.57
Total Building Expense	42,635.01
Computers/Technology	
8171-01 Tech Service	15,253.62
8172-01 Computer Equipment	996.41
8175-01 SWAN	17,266.36
8180-01 Software	223.02
8190-01 Website	75.97
Total Computers/Technology	33,815.38
Insurance	
8460-05 Liability Insurance	21,795.00
Total Insurance	21,795.00
Interest Paid	
8601-02 Debt Service-Interest	5,041.48
Total Interest Paid	5,041.48
Legal & Professional Services	
8400-01 Accounting	8,198.00
8401-04 Audit	8,500.00
8402-01 Legal Fees	6,217.54
8405-01 Appraisal	2,655.00
8406-01 Collection Agency	246.25
8430-01 Payroll Expenses	5,015.15
Total Legal & Professional Services	30,831.94
Library Materials	
8090-01 Adult A/V	3,701.71
8091-01 Children's A/V	973.45
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	12,716.51
8105-02 Books-Restricted Fund	880.11
8106-01 Children Fiction / Non-Fiction	8,165.07
8107-01 Teen Fiction/Non-Fiction	4,305.53
8108-01 eBooks	1,228.31
8115-01 Adult Large Print	66.72
8120-01 Newspapers	2,675.99
8130-01 Internet Databases	13,165.84
8140-01 Periodicals	956.77
8160-01 Adult DVDs - Fiction	263.79
8162-01 Children DVDs-movies	78.72
Total Library Materials	50,671.07
Office Supplies & Software	
8202-01 Office Supplies	5,057.93

	Total
Total Office Supplies & Software	5,057.93
Programs & Strategic Initiatives	
8150-01 Children's Programs	2,812.65
8153-01 Teen Programs	1,358.61
8154-01 Makerspaces/library of things	2,318.80
8155-01 Adult Programs	3,028.84
8156-01 Technology Programs	13.93
Total Programs & Strategic Initiatives	9,532.83
Salaries	
7504-01 Circulation	55,344.46
7505-01 Adult Services	45,012.63
7506-01 Youth Services	48,144.54
7507-01 Pages	6,130.98
7508-01 Administration	180,413.69
7509-01 Facilities	17,573.81
Total Salaries	352,620.11
Travel & Training	
7700-01 Educational Training Trustees	814.37
8342-01 Lodging, Meals, Mileage	2,119.79
8355-01 Memberships	2,190.00
Total Travel & Training	5,124.16
Utilities	
8301-07 Internet/Phone	10,430.17
8302-07 Electricity	10,039.69
8303-07 Gas	5,638.47
8304-07 Water/Garbage	2,092.76
Total Utilities	28,201.09
Total Expenses	707,594.46
NET OPERATING INCOME	-45,650.31
OTHER EXPENSES	
8701-02 Debt Certificate Principle	76,700.00
Total Other Expenses	76,700.00
NET OTHER INCOME	-76,700.00
NET INCOME	\$ -122,350.31

Balance Sheet

As of February 28, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	14,567.36
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)	186,183.58
1501-01 First American Checking (5001)	53,174.89
1509-07 Cash - IPTIP IL Funds	96,647.30
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	392,920.80
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	1,164,569.77
TOTAL ASSETS	\$1,164,569.77
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
Total Accounts Payable	32,755.07
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	1,992.88
4200-01 Accrued Wages	14,099.66
4230-01 ICMA Retirement	4,044.37
Total Other Current Liabilities	20,136.91

	Total
Total Current Liabilities	52,891.98
Total Liabilities	52,891.98
Equity	
3200-00 Retained Earnings	-109,015.90
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	-122,350.31
Total Equity	1,111,677.79
TOTAL LIABILITIES AND EQUITY	\$1,164,569.77



North Riverside Public Library District

Balance Sheet As of February 28, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	14,567.36
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)	186,183.58
1501-01 First American Checking (5001)	53,174.89
1505-07 Chase Bank	0.00
1509-07 Cash - IPTIP IL Funds	96,647.30
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	\$392,920.80
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	\$1,164,569.77
TOTAL ASSETS	\$1,164,569.77

	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	1,992.88
4003-01 Child Support	0.00
4200-01 Accrued Wages	14,099.66
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	4,044.37
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	\$20,136.91
Total Current Liabilities	\$52,891.98
Total Liabilities	\$52,891.98
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	-122,350.31
Total Equity	\$1,111,677.79
TOTAL LIABILITIES AND EQUITY	\$1,164,569.77

North Riverside Public Library District
Budget vs Actual
02/28/2023

67%

REVENUE		Actual	Budget	Variance	% of Budget
6904-01	Donations	13,614	35,000	21,386	39%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	-	(15,000)	(15,000)	0%
6903-01	Fees and fines	16,508	5,000	(11,508)	330%
6905-01	Grants	73,566	100,000	26,434	74%
6906-01	Interest	3,019	1,500	(1,519)	201%
6901-01	Property tax	505,237	1,118,750	613,513	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		\$ 661,944	\$ 1,268,250	\$ 606,306	52%

OPERATING EXPENSES

SALARIES

7504-01	Circulation	55,344	91,500	36,156	60%
7505-01	Adult Services	45,013	72,000	26,987	63%
7506-01	Youth Services	48,145	87,700	39,555	55%
7507-01	Pages	6,131	10,200	4,069	60%
7508-01	Administration	180,414	279,000	98,586	65%
7509-01	Facilities	17,574	30,000	12,426	0%
Total		\$ 352,620	\$ 570,400	\$ 217,780	62%

BENEFITS

7600-05	health insurance	17,848	31,400	13,552	57%
7650-09	IMRF	22,732	47,680	24,948	48%
7670-08	social security/mcare	26,811	37,958	11,147	71%
7660-06	Unemployment Insurance	909	-	(909)	0%
Total		\$ 68,300	\$ 117,038	48,738	58%

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	67% % of Budget
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MATERIALS

8090-01	Adult A/V	3,702	9,000	5,298	41%
8091-01	Children's A/V	973	3,400	2,427	29%
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	12,731	25,000	12,269	51%
8105-02	Books-Restricted Fund	880	0	(880)	8801100%
8106-01	Children's fiction/nonfiction	8,165	16,000	7,835	51%
8115-01	Adult Large Print	67	0	(67)	667200%
8107-01	Teen fiction/nonfiction	4,306	9,000	4,694	48%
8108-01	eBooks	1,228	5,500	4,272	22%
8120-01	newspapers	2,676	3,500	824	76%
8130-01	internet databases	13,166	16,000	2,834	82%
8140-01	Periodicals	957	1,500	543	64%
8154-01	Makerspaces/library of things	2,319	5,000	2,681	46%
8160-01	Adult DVD's-Fiction	343	0	(343)	3425100%
	Total	\$ 52,990	\$ 99,000	\$ 46,010	54%

PROGRAMS

8150-01	Children's Programs	2,813	6,100	3,287	46%
8153-01	Teen Programs	1,359	2,900	1,541	47%
8155-01	Adult programs	3,029	6,000	2,971	50%
8156-01	Technology programs	14	1,000	986	1%
	Total	\$ 7,214	\$ 16,000	\$ 8,786	45%

STRATEGIC INITIATIVES

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

OPERATING EXPENSES		Actual	Budget	Variance	67% % of Budget
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COMPUTERS

8171-01	Technology Service	15,254	25,000	9,746	61%
8172-01	Computer Equipment	996	5,000	4,004	20%
8175-01	SWAN	17,266	23,500	6,234	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	\$ 33,815	\$ 63,000	\$ 29,185	54%

OFFICE SUPPLIES

8202-01	Office Supplies	5,058	13,500	8,442	37%
	Total	\$ 5,058	\$ 13,500	\$ 8,442	37%

UTILITIES- OPERATING EXPENSE

8301-07	Internet/phone	10,430	9,000	(1,430)	116%
8302-07	electricity	10,040	23,000	12,960	44%
8303-07	gas	5,638	5,500	(138)	103%
8304-07	water/garbage	2,093	2,300	207	91%
	Total	\$ 28,201	\$ 39,800	\$ 11,599	71%

BUILDING EXPENSE

8306-07	building supplies and maintenance	1,295	11,000	9,705	12%
8308-07	service contracts	20,934	23,000	2,066	91%
8315-07	fees and permits	1,046	1,950	904	54%
8330-01	casual labor	75	900	825	8%
8335-07	building repairs	19,286	34,000	14,714	57%
	Total	\$ 42,635	\$ 70,850	\$ 28,215	60%

TRAVEL

8342-01	lodging/meals/mileage	2,120	1,000	(1,120)	212%
	Total	\$ 2,120	\$ 1,000	\$ (1,120)	212%

OPERATING EXPENSES		Actual	Budget	Variance	67% % of Budget
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OTHER EXPENSES

8355-01	memberships	\$ 2,190	\$ 2,200	10	100%
8360-01	Grants	\$ 44,289	\$ 100,000	55,711	44%
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	\$ 644	\$ 150	(494)	429%
8399-01	ILL Loss/Damage	\$ -	\$ 250	250	0%
	Total	\$ 49,830	\$ 150,600	100,770	33%

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	8,198	17,000	8,802	48%
8401-01	audit	8,500	9,000	500	94%
8402-01	legal fees	6,218	6,000	(218)	104%
8404-01	Staff Recognition	235	2,500	2,265	9%
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	5,015	5,500	485	91%
8435-01	background checks	-	200	200	0%
	Total	\$ 37,160	\$ 52,900	\$ 15,740	70%

INSURANCE

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

TOTAL OPERATING EXPENSES	\$ 784,294	\$ 1,221,688	\$ 519,135	64%
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TOTAL OPERATING NET INCOME	\$ (122,350)	\$ 46,562	\$ 87,171	-263%
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North Riverside Public Library District
Check Detail
February 2023

Date	Num	Name	Memo/Description	Amount
02/01/2023	15230	CAPITAL ONE	DECEMBER/ JANUARY STATEMENT	4,446.90
02/01/2023	15231	INGRAM LIBRARY SERVICES	ADULT FICTION / NON FICTION, CHILDREN FICTION / NON FICTION	533.07
02/01/2023	15232	MARIANNE MOHRHUSEN	PRESCHOOL YOGA & STORYTIME MARCH 8 2022	75.00
02/01/2023	15233	LEAF	INV 14267782 3 COPIERS	711.60
02/01/2023	15234	Colette Stubitsch	REIMBUSTMENT CRAFTERDARK SUPPLIES	10.31
02/01/2023	15235	SWAN	10109 RECIPROCAL BORROWING & INTER-LIBRARY LOANS	58.59
02/01/2023	15236	Travelers Insurance	Account # 2744M1193 Policy # 0106864353 lb	2,854.00
02/01/2023	15237	Utica National Insurance Group	Act # 100943170 COMMERCIAL INSURANCE & WOKRERS COMP	15,153.00
02/01/2023	15238	Village of N. Riverside	INV 00003480 ELEVATOR, FIRE AND SIGN INSPECTION	1,007.00
02/06/2023	15239	LIMRICC	Four members FEBRUARY	3,041.02
02/06/2023	15240	INGRAM LIBRARY SERVICES	ADULT FICTION / NON FICTION TEEN FICTION / NON FICTION	259.38
02/06/2023	15241	FAIR GAMES	FAMILY FAIR GAME NIGHT MARCH 10 2023	150.00
02/06/2023	15242	MARIANNE MOHRHUSEN	PRESCHOOL YOGA & STORYTIME APRIL 12 2022	75.00
02/06/2023	15243	PAWSITIVE THERAPY TROUPE	READ TO THE DOGS MARCH 28 2022	100.00
02/06/2023	15244	TBS	Inv# 013023-42 FAX 3RD QUATER 2023 JULY SEP	58.24
02/06/2023	15245	Outsource Solutions Group	Inv 73038	3,749.18
02/08/2023	15246	Midwest Tape	INV 503311446 Adult A/V	306.31
02/08/2023	15247	Hinckley Springs	2429867 012523	27.50
02/08/2023	15248	Martin Petersen Company, Inc.	INV # SX22400 STEAM HUMIDIFIERA	2,220.00
02/08/2023	15249	Terminix	Invoice 429650958	107.82
02/08/2023	15250	Village of N. Riverside	ACCOUNT # 0148240015-00	597.25
02/08/2023	15251	Franczek Radelet	INV 219457, 219455	74.13
02/08/2023	15252	Lauterbach & Amen, LLP	INV 74538 Profesional services rendered from JANUARY 2023	933.00
02/08/2023	15253	PAWSITIVE THERAPY TROUPE	READ TO THE DOGS MAY 23 2022	100.00
02/08/2023	15254	MARIANNE MOHRHUSEN	PRESCHOOL YOGA & STORYTIME MAY 10 2022	75.00
02/10/2023	15255	Amazon Capital Services	ACT # A3PDRUYV7DUA EV INV 1YMR-DICV-NPYC	114.34
02/10/2023	15256	Village of N. Riverside	SENIOR FAIR MAY 11 2023 REGISTRATION	75.00
02/10/2023	15257	Trimline Landscaping	JANUARY SNOW PLOWING AND SALTING	1,095.00
02/10/2023	15258	Elizabeth Webster	CIRCULATION ROUNTABLE MEETING AT PROSPECT HEIGHTS	36.68
02/10/2023	15259	Comcast	Acct# 8771 20 134 0118334 Internet SERV FEB 07 2023 - MAR 6 2023	178.18

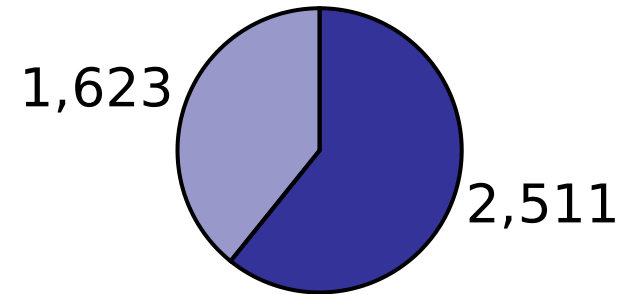
02/10/2023	15260 INGRAM LIBRARY SERVICES	MULTIPLE INVOICES ADULT FICTION / NON FICTION TEEN FICTION / NON FICTION	820.87
02/10/2023	15261 AEP ENERGY	AEP ENERGY # 3014417557 Utility # 3563062012 12/28/22 TO 01/27/23 30 DAYS	997.80
02/10/2023	15262 FARONICS	QUOTE 225653 DEEP FREEZE ENT	202.16
02/10/2023	15263 INGRAM LIBRARY SERVICES	FICTION	270.45
02/13/2023	Nicor Gas	Nicor Gas - Jan	1,141.23
02/21/2023	15264 Village Pub	Celebration Dinner- deposit	100.00
02/22/2023	ICMA	ICMA 5/2022	787.34
02/22/2023	Paychex - Human Resource Services	Paychex Fees	465.70
02/28/2023	IMRF	IMRF Dec	4,177.08
TOTAL			47,185.13

Item Library

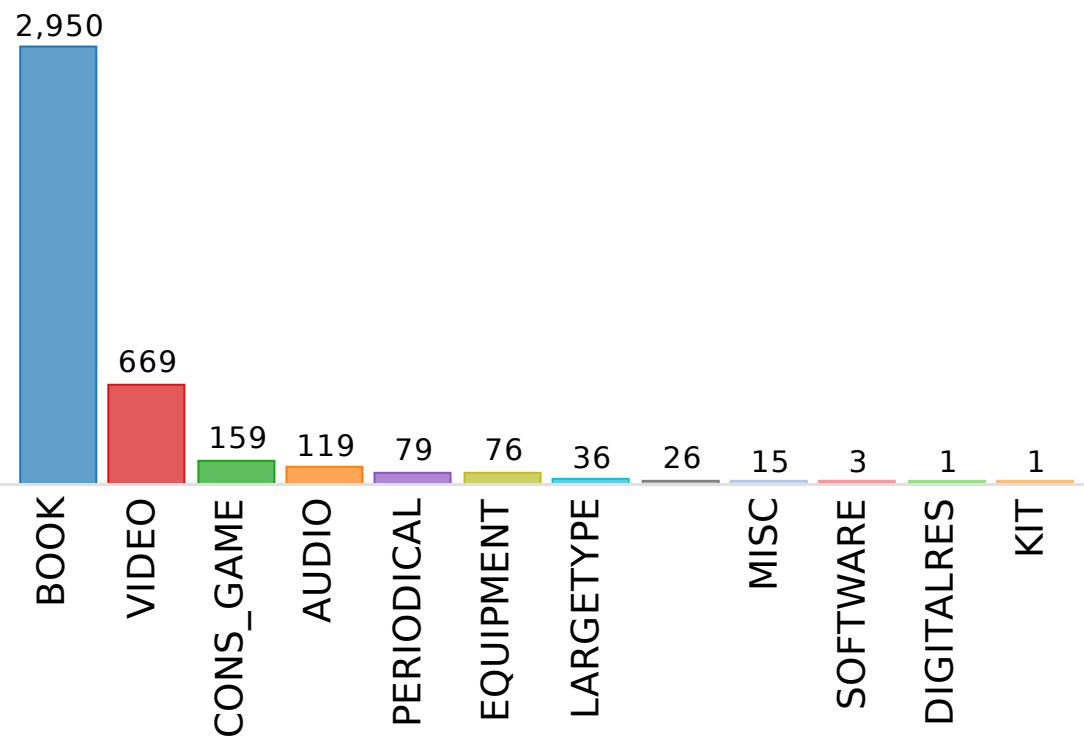
NRS

Checkouts & Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
Total	4,134	100.00%
Charge Item Part B	2,511	60.74%
Renew Item	1,623	39.26%



Item Cat1	Transactions	% of Total
Total	4,134	100.00%
BOOK	2,950	71.36%
VIDEO	669	16.18%
CONS_GAME	159	3.85%
AUDIO	119	2.88%
PERIODICAL	79	1.91%
EQUIPMENT	76	1.84%
LARGETYPE	36	0.87%
	26	0.63%
MISC	15	0.36%
SOFTWARE	3	0.07%
DIGITALRES	1	0.02%
KIT	1	0.02%



Item Library

Checkouts & Renewals of Your Items

Item Type	Transactions	% of Total	Item Home Location	Transactions	% of Total
Total	4,134	100.00%	Total	4,134	100.00%
BOOK	2,585	62.53%	STACKS_JUV	1,903	46.03%
BOOK_NEW	391	9.46%	STACKS	1,382	33.43%
DVD_FEAT	345	8.35%	NEW_ADULT	420	10.16%
CONSOLEGAM	129	3.12%	YOUNGADULT	234	5.66%
DVD_NEWFEA	104	2.52%	NEW_JUV	121	2.93%
DVD_BOXSET	80	1.94%	NEW_YA	54	1.31%
PERIODICAL	79	1.91%	ILL_IN	20	0.48%
CD_AUDIO	55	1.33%			
BLURAY_FEA	53	1.28%			
DVD	50	1.21%			
EQUIPMENTC	32	0.77%			
CONSOLENEW	31	0.75%			
CD_SPOKEN	27	0.65%			
EQUIPMENT	23	0.56%			
TOY	22	0.53%			
LARGETYPE	20	0.48%			
BLURAY_NFE	19	0.46%			
DVD_BOXNEW	16	0.39%			
LARGETYPEN	15	0.36%			
REALIA	15	0.36%			
PAPERBACK	11	0.27%			
CD_NEW	9	0.22%			
DVD_NEWFEJ	9	0.22%			
CD_SPOKNEW	6	0.15%			
DVD_FEAT_J	4	0.10%			
CD_ROM	3	0.07%			

Item Library

Checkouts & Renewals of Your Items

User Library	Trans Stat User Profile Name	Transactions	% of Total
Total		4,134	100.00%
		1,444	34.93%
NRS	NRS_ADULT	1,312	31.74%
	NRS_JUV	305	7.38%
RSS	RSS_ADULT	143	3.46%
BYS	BYS_ADULT	75	1.81%
FPS	FPS_ADULT	53	1.28%
WCS	WCS_JUV	47	1.14%
OPS	OPS_PATRON	37	0.90%
BFS	BFS_PATRON	36	0.87%
ILL_LIBS	CHICAGO_P	36	0.87%
SCD	SCD_PATRON	31	0.75%
INS	INS_PATRON	30	0.73%
OZS	OPS_PATRON	28	0.68%
WCS	WCS_PATRON	25	0.60%
CIS	CIS_JUV	24	0.58%
TPS	TPS_PATRON	24	0.58%
NRS	NONSWAN_RB	19	0.46%
LPS	LPS_PATRON	17	0.41%
WRS	WRS_PATRON	16	0.39%
DGS	DGS_PATRON	15	0.36%
LGS	LGS_PATRON	14	0.34%
MTS	MTS_PATRON	14	0.34%
CIS	CIS_ADULT	13	0.31%
EPS	EPS_PATRON	13	0.31%
FRS	FRS_PATRON	13	0.31%
GVD	GVD_PATRON	13	0.31%

Item Library

NRS

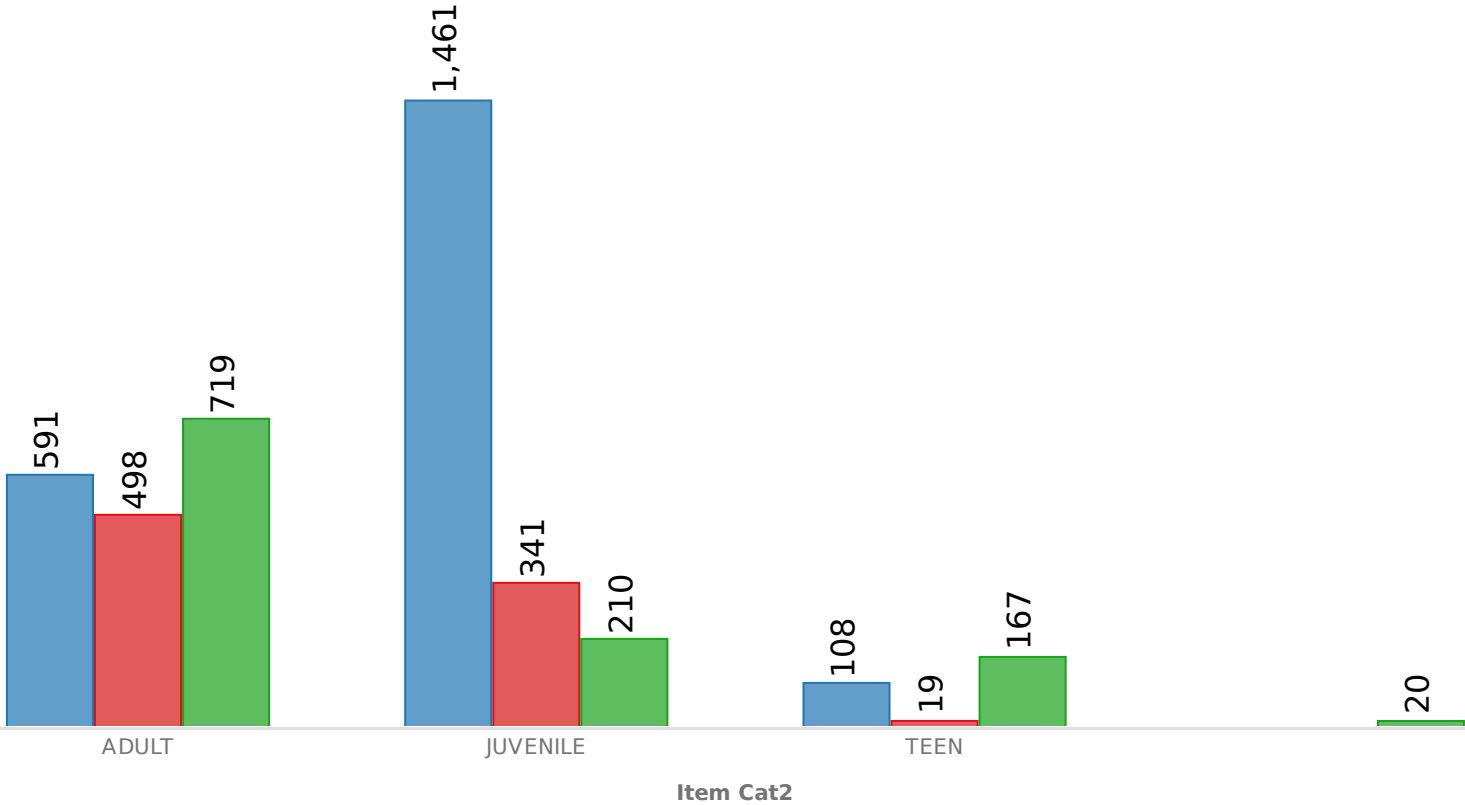
Checkouts & Renewals of Your Items

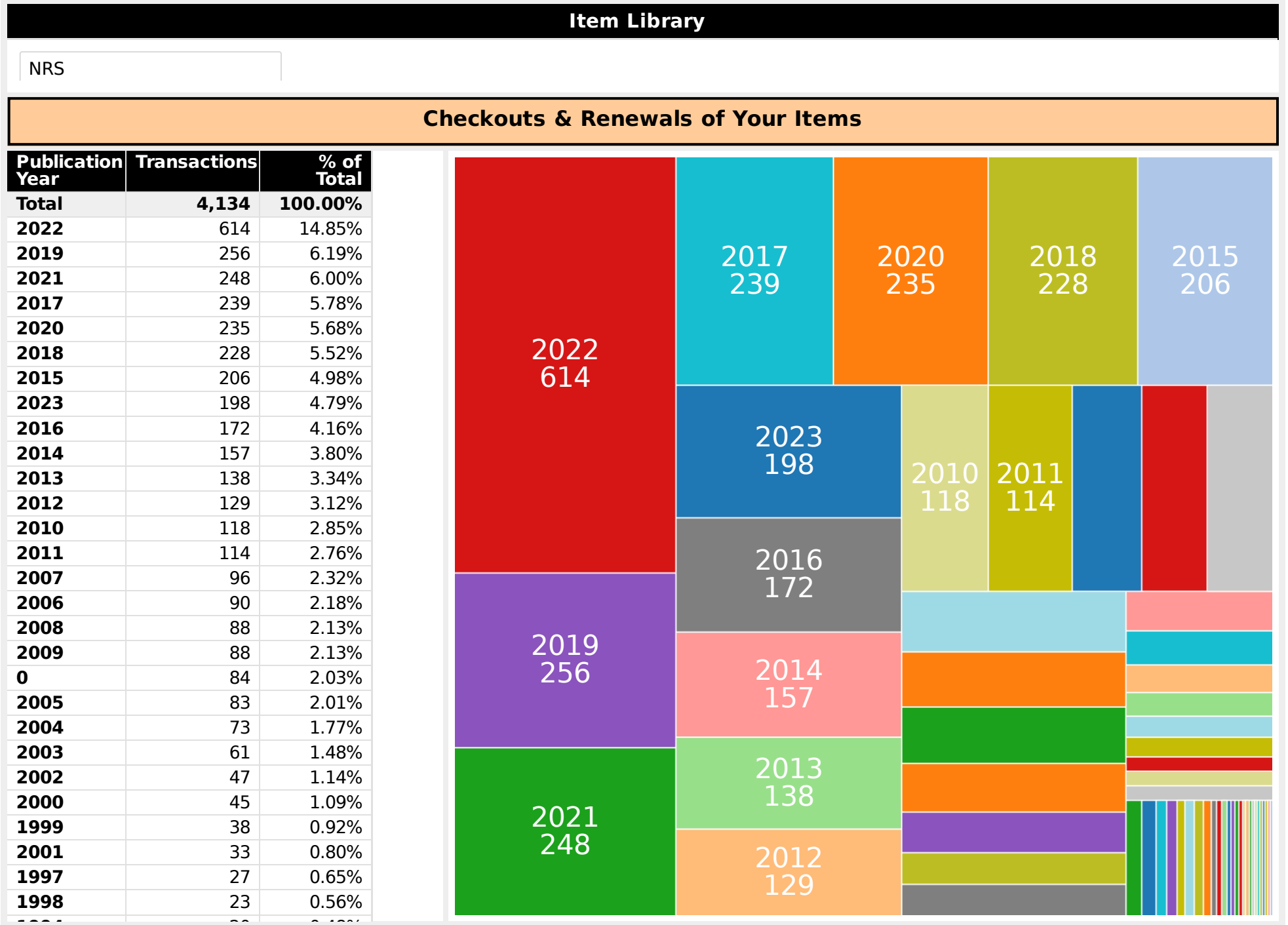
Item Cat2	Transactions	% of Total
ADULT	1,808	43.73%
JUVENILE	2,012	48.67%
TEEN	294	7.11%
	20	0.48%
Total	4,134	100.00%

Item Cat3	Transactions	% of Total
FICTION	2,160	52.25%
NONFICTION	858	20.75%
	1,116	27.00%
Total	4,134	100.00%

Circs by Cat2 & Cat3

- Item Cat3
- FICTION
 - NONFICTION
 -





Station Library

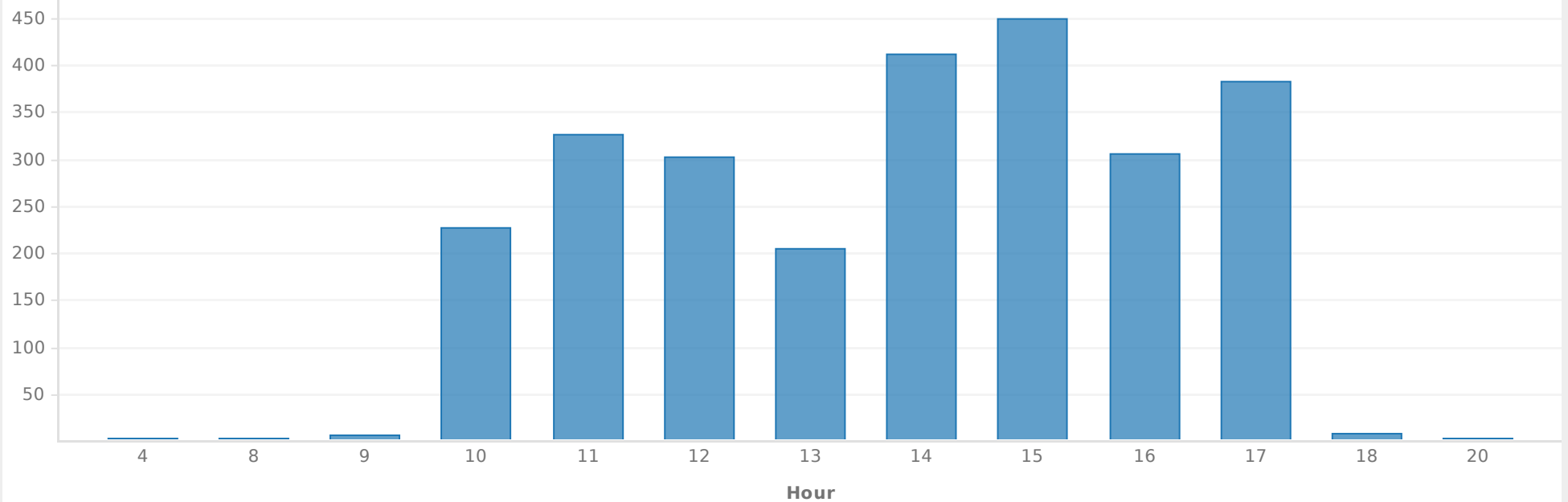
NRS

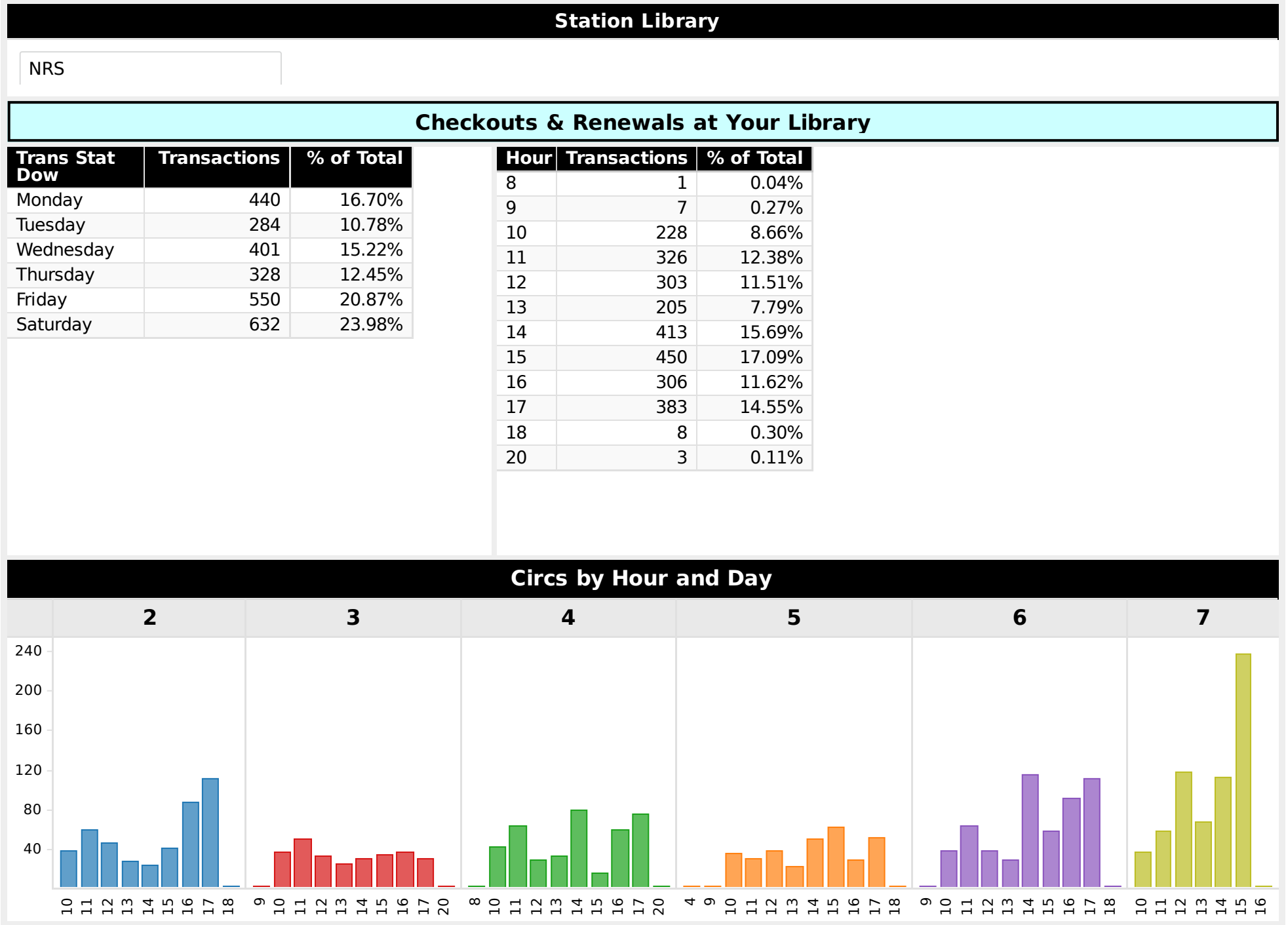
Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total
Total	4,072	100.00%
Charge Item Part B	2,462	60.46%
Renew Item	1,610	39.54%

Trans Stat Station Login User Access	Transactions	% of Total
Total	4,072	100.00%
AUTORENEW	1,437	35.29%
NRSCIRCSR	1,365	33.52%
NRSTECHSR	769	18.89%
SIPCHK	489	12.01%
PUBLIC	12	0.29%

Average Transactions per Hour





Station Library

Checkouts & Renewals at Your Library

Library Users at Your Library

User Library	Transactions	% of Total
Total	2,635	100.00%
NRS	2,110	80.08%
RSS	149	5.65%
WCS	70	2.66%
BYS	66	2.50%
FPS	54	2.05%
CIS	34	1.29%
ILL_LIBS	32	1.21%
BFS	24	0.91%
LPS	19	0.72%
OZS	17	0.65%
MWS	13	0.49%
SFS	8	0.30%
SAS	7	0.27%
LYS	6	0.23%
LGS	5	0.19%
EPS	4	0.15%
OPS	4	0.15%
BRS	3	0.11%
BWS	3	0.11%
HDS	3	0.11%
RFS	2	0.08%
INS	1	0.04%
NLS	1	0.04%

Library Items at Your Library

Item Library	Transactions	% of Total
Total	2,635	100.00%
NRS	2,130	80.83%
SCD	21	0.80%
OPS	20	0.76%
DGS	19	0.72%
BLD	18	0.68%
BDD	15	0.57%
ESS	15	0.57%
GED	15	0.57%
LGS	14	0.53%
OLS	14	0.53%
HDS	13	0.49%
CIS	12	0.46%
LSS	12	0.46%
AMS	11	0.42%
INS	11	0.42%
ROD	10	0.38%
TPS	10	0.38%
CCS	9	0.34%
LPS	9	0.34%
MTS	9	0.34%
OBD	9	0.34%
BVS	8	0.30%

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		2,635	100.00%
NRS	NRS_ADULT	1,742	66.11%
	NRS_JUV	346	13.13%
RSS	RSS_ADULT	143	5.43%
BYS	BYS_ADULT	66	2.50%
FPS	FPS_ADULT	54	2.05%
WCS	WCS_JUV	47	1.78%
ILL_LIBS	CHICAGO_P	32	1.21%
CIS	CIS_JUV	23	0.87%
WCS	WCS_PATRON	23	0.87%
BFS	BFS_PATRON	22	0.83%
LPS	LPS_PATRON	19	0.72%
NRS	NONSWAN_RB	19	0.72%
OZS	OPS_PATRON	17	0.65%
MWS	MWS_ADULT	13	0.49%
CIS	CIS_ADULT	11	0.42%
SFS	SFS_ADULT	8	0.30%
SAS	SAS_ADULT	7	0.27%
LYS	LYS_ADULT	6	0.23%
LGS	LGS_PATRON	5	0.19%
EPS	EPS_PATRON	4	0.15%
OPS	OPS_PATRON	4	0.15%
BRS	BRS_ADULT	3	0.11%
BWS	BWS_ADULT	3	0.11%
HDS	HDS_ADULT	3	0.11%
RSS	INTACC_MED	3	0.11%
	RSS_JUV	3	0.11%
RFS	HOMEROUND	2	0.08%

Library Items/Profiles at Your Library

Item Library	Trans Stat User Profile Name	Transactions	% of Total
Total		2,635	100.00%
NRS	NRS_ADULT	1,310	49.72%
	NRS_JUV	304	11.54%
	RSS_ADULT	138	5.24%
	BYS_ADULT	66	2.50%
	WCS_JUV	47	1.78%
	FPS_ADULT	45	1.71%
	CHICAGO_P	32	1.21%
	CIS_JUV	23	0.87%
	WCS_PATRON	23	0.87%
	BFS_PATRON	22	0.83%
	OPS_PATRON	21	0.80%
DGS	NRS_ADULT	19	0.72%
NRS	NONSWAN_RB	19	0.72%
OPS	NRS_ADULT	18	0.68%
BLD	NRS_ADULT	17	0.65%
SCD	NRS_ADULT	16	0.61%
BDD	NRS_ADULT	15	0.57%
ESS	NRS_ADULT	15	0.57%
LGS	NRS_ADULT	13	0.49%
GED	NRS_ADULT	12	0.46%
LSS	NRS_ADULT	12	0.46%
NRS	MWS_ADULT	12	0.46%
OLS	NRS_ADULT	12	0.46%
HDS	NRS_ADULT	11	0.42%
NRS	CIS_ADULT	11	0.42%
	LPS_PATRON	10	0.38%
ROD	NRS_ADULT	10	0.38%

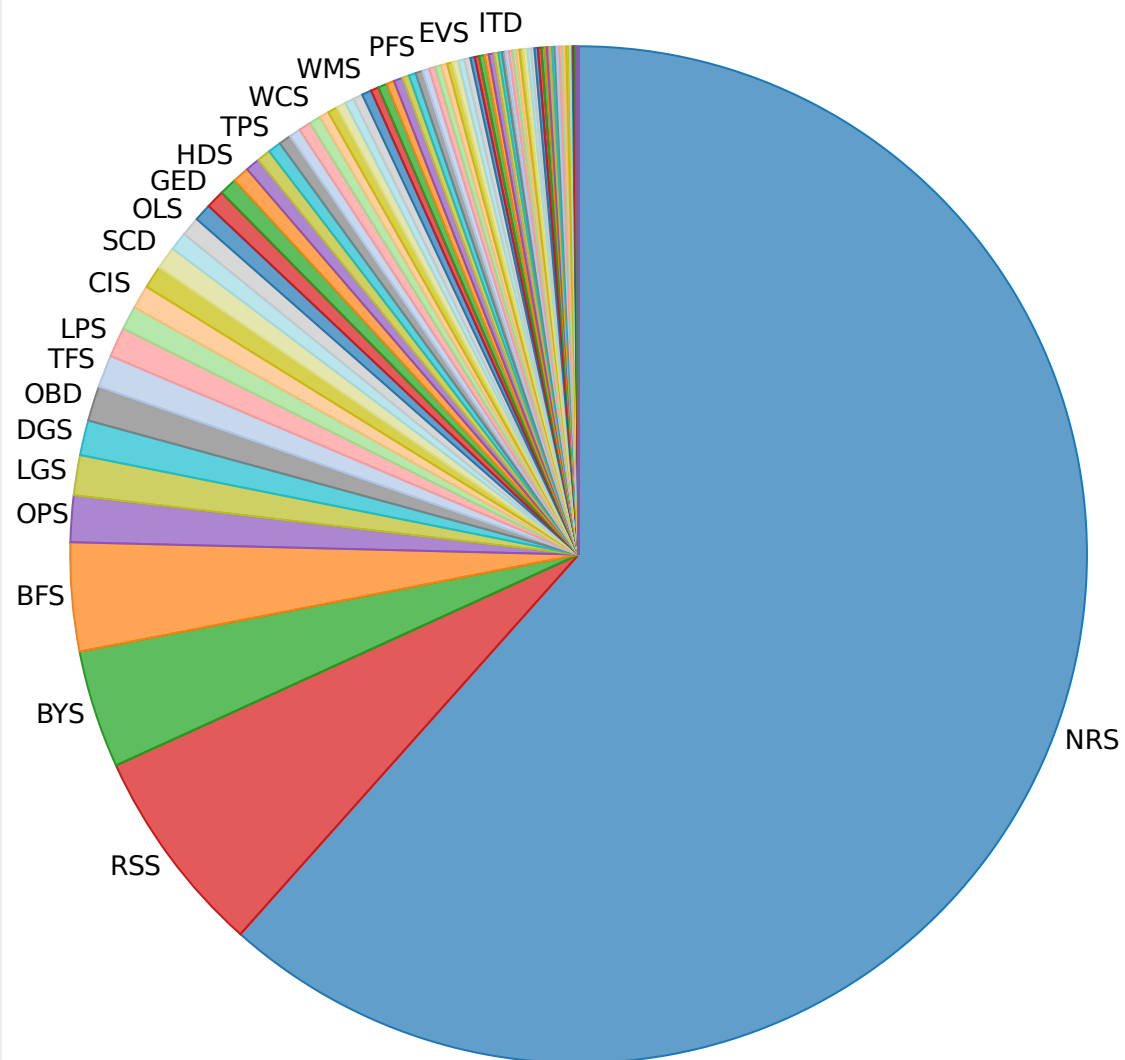
User Library

NRS

Checkouts & Renewals from Your Patrons

Item Library	Transactions	% of Total
Total	2,663	100.00%
NRS	1,639	61.55%
RSS	176	6.61%
BYS	100	3.76%
BFS	92	3.45%
OPS	39	1.46%
LGS	34	1.28%
DGS	30	1.13%
OBD	29	1.09%
TFS	28	1.05%
LPS	25	0.94%
BLD	20	0.75%
CIS	20	0.75%
INS	19	0.71%
SCD	19	0.71%
ESS	16	0.60%
OLS	16	0.60%
BDD	15	0.56%
GED	15	0.56%
RFS	15	0.56%
HDS	14	0.53%
FPD	12	0.45%
LSS	12	0.45%
TPS	11	0.41%

Your Users Checkout Items from...

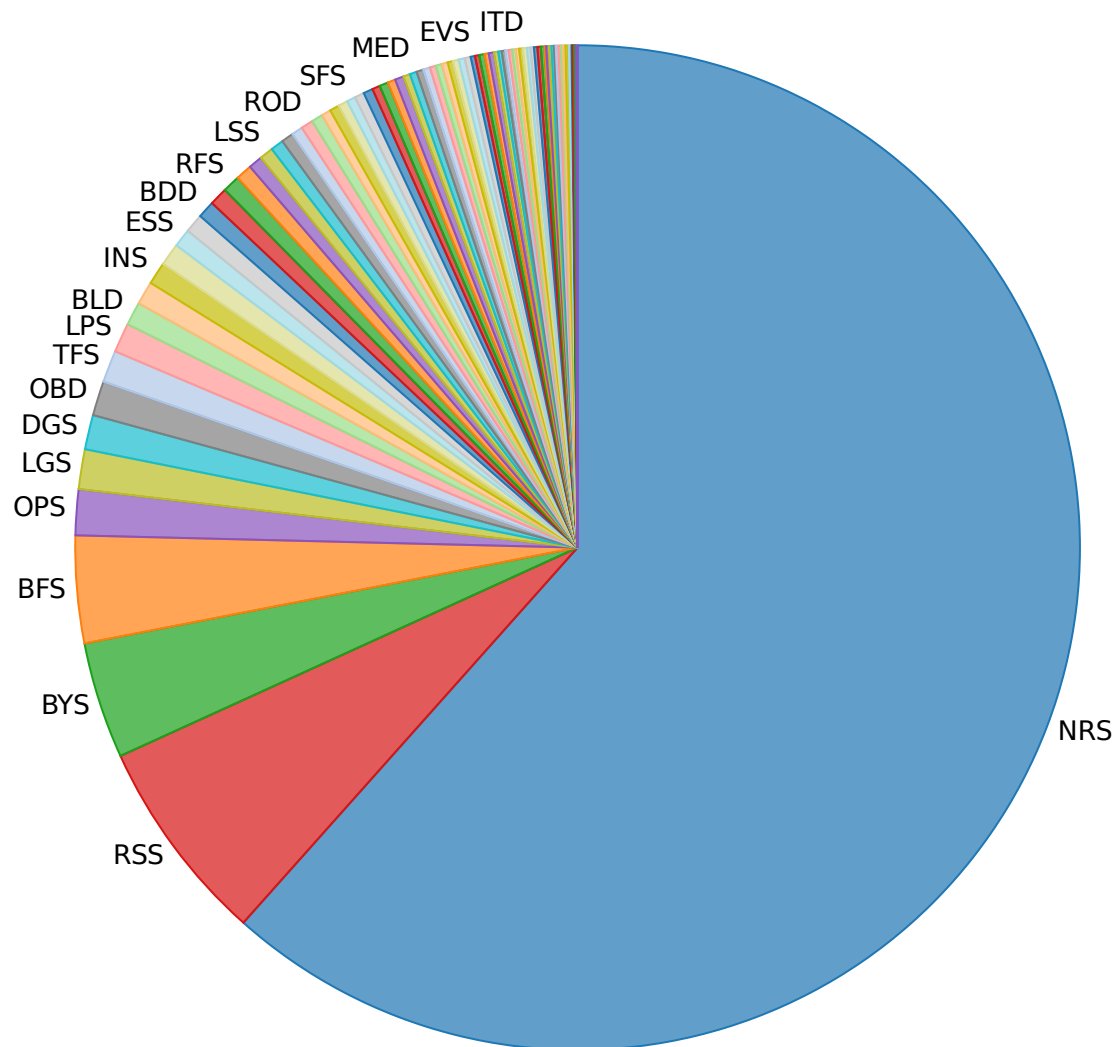


User Library

Checkouts & Renewals from Your Patrons

Station Library	Transaction	% of Total
Total	2,663	100.00%
NRS	2,110	79.23%
RSS	171	6.42%
BYS	112	4.21%
BFS	106	3.98%
LPS	23	0.86%
TFS	21	0.79%
LGS	19	0.71%
OPS	19	0.71%
OBD	18	0.68%
DGS	12	0.45%
RFS	11	0.41%
CIS	9	0.34%
INS	7	0.26%
FPS	6	0.23%
FPD	5	0.19%
OZS	5	0.19%
SFS	3	0.11%
GED	2	0.08%
HDS	2	0.08%
PHS	1	0.04%
VPD	1	0.04%

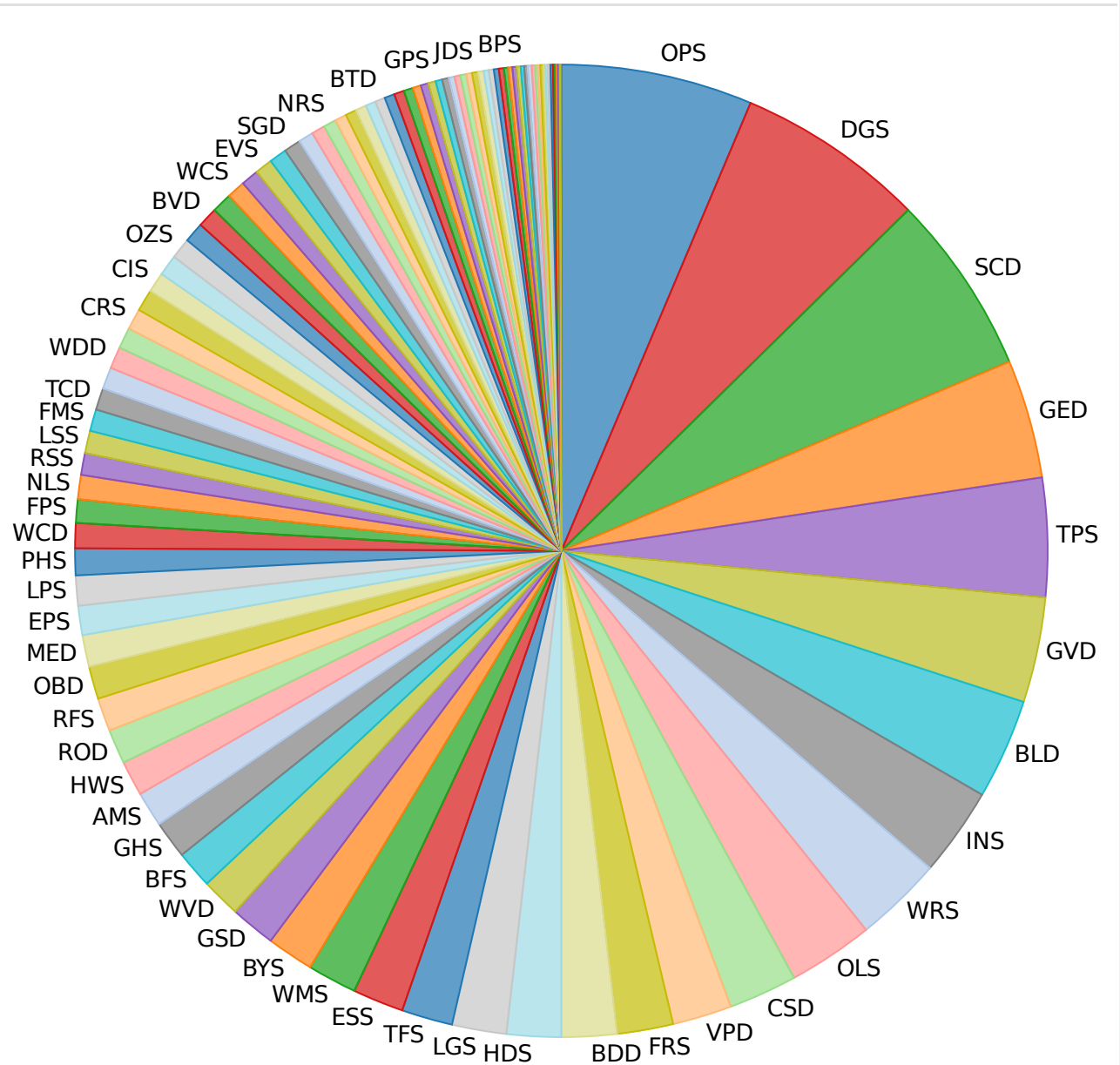
Your Users Checkout at...



Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
Total	1,008,967	100.00%
OPS	63,906	6.33%
DGS	63,299	6.27%
SCD	60,505	6.00%
GED	39,862	3.95%
TPS	39,856	3.95%
GVD	35,151	3.48%
BLD	33,711	3.34%
INS	29,783	2.95%
WRS	29,446	2.92%
OLS	28,514	2.83%
CSD	23,095	2.29%
VPD	19,720	1.95%
FRS	18,766	1.86%
BDD	18,562	1.84%
HDS	18,212	1.81%
LGS	18,123	1.80%
TFS	17,198	1.70%
ESS	17,051	1.69%
WMS	16,708	1.66%
BYS	15,463	1.53%
GSD	15,252	1.51%
WVD	13,287	1.32%
BFS	12,611	1.25%
GHS	12,587	1.25%
AMS	11,824	1.17%
HWS	11,674	1.16%
ROD	11,384	1.13%
RFS	11,279	1.12%
OBD	10,933	1.08%
MED	10,666	1.06%
EPS	9,908	0.98%
LPS	9,880	0.98%

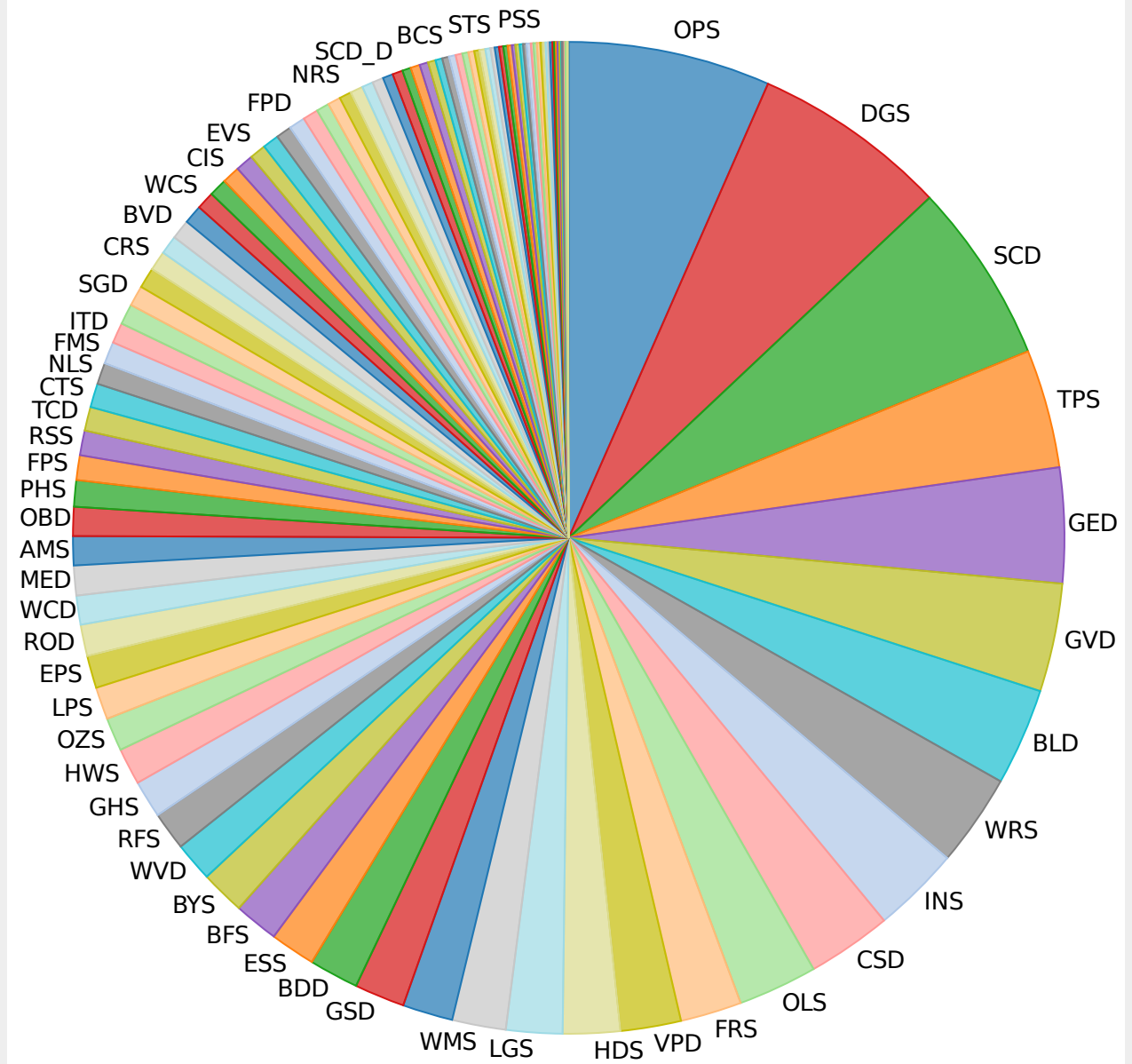
Item Circs by Item Library



Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
Total	1,008,967	100.00%
OPS	66,259	6.57%
DGS	64,224	6.37%
SCD	59,441	5.89%
TPS	39,192	3.88%
GED	37,633	3.73%
GVD	35,614	3.53%
BLD	31,994	3.17%
WRS	30,321	3.01%
INS	28,888	2.86%
CSD	27,667	2.74%
OLS	26,100	2.59%
FRS	20,280	2.01%
VPD	19,745	1.96%
HDS	18,707	1.85%
LGS	18,695	1.85%
WMS	17,474	1.73%
TFS	16,717	1.66%
GSD	16,370	1.62%
BDD	16,354	1.62%
ESS	14,923	1.48%
BFS	14,502	1.44%
BYS	14,494	1.44%
WVD	12,911	1.28%
RFS	12,569	1.25%
GHS	12,471	1.24%
HWS	11,982	1.19%
OZS	10,855	1.08%
LPS	10,847	1.08%
EPS	10,581	1.05%
ROD	10,229	1.01%
WCD	9,699	0.96%
MED	9,606	0.95%

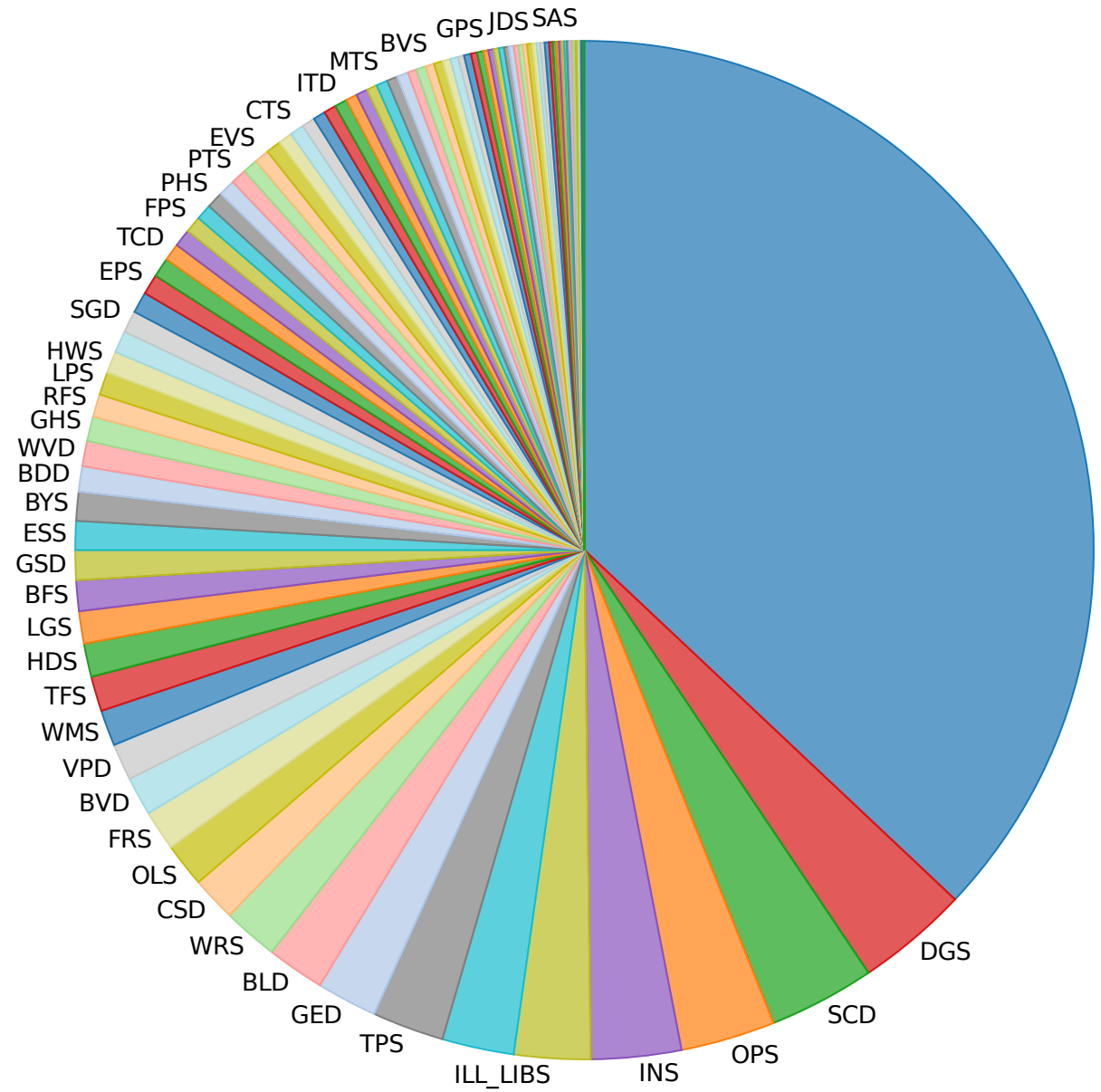
Item Circs by Station Library



Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
Total	1,008,967	100.00%
	373,263	36.99%
DGS	35,950	3.56%
SCD	33,896	3.36%
OPS	30,264	3.00%
INS	28,850	2.86%
ILL_LIBS	24,500	2.43%
GVD	22,966	2.28%
TPS	22,771	2.26%
GED	19,339	1.92%
BLD	18,655	1.85%
WRS	17,710	1.76%
CSD	14,182	1.41%
OLS	14,105	1.40%
FRS	12,914	1.28%
BVD	12,130	1.20%
VPD	11,860	1.18%
WMS	11,538	1.14%
TFS	11,187	1.11%
HDS	10,731	1.06%
LGS	10,168	1.01%
BFS	9,840	0.98%
GSD	9,532	0.94%
ESS	9,286	0.92%
BYS	9,174	0.91%
BDD	8,346	0.83%
WVD	8,008	0.79%
GHS	7,808	0.77%
RFS	7,480	0.74%
LPS	7,171	0.71%
HWS	7,064	0.70%
MED	7,060	0.70%
SGD	6,919	0.69%

Item Circs by User Library



Foyer lighting links:

<https://www.build.com/kichler-3279/s172086?uid=843216&searchId=izgC4tzxF2>

<https://www.build.com/quoizel-tfst2840/s1091989?uid=2621284&searchId=R9QSCwWfes>