

**North Riverside Public Library District  
Board of Trustees  
Regular Meeting, May 15<sup>th</sup>, 2023  
6:00pm**

**1. Open of Meeting**

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

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

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

**2. Open Forum**

**3. Consent Agenda**

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

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

Secretary:

- a. Minutes of the April 3<sup>rd</sup>, 2023 Committee of the Whole Meeting
- b. Minutes of the April 17<sup>th</sup>, 2023 Regular Board Meeting
- c. Correspondence

Treasurer:

- a. April 2023 Financial Statements
- b. Authorization to transfer \$95,000 to checking

Non-resident card holder ordinance

**4. President's Report**

- A. Board action log (informational)

**5. Director's Report**

- A. See weekly emails
- B. Year in review

**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. Swearing in new trustees (action)
- B. Decennial Committee (discussion)
- C. Capital Improvement Assessment Plan (action)

I, \_\_\_\_\_, make a motion to approve the bid in the amount of \$\_\_\_\_\_ from \_\_\_\_\_ as presented. I, \_\_\_\_\_, second. Vote: \_\_\_\_ aye \_\_\_\_ nay Motion carried/rejected.

- D. Director's Review (action)

I, \_\_\_\_\_, make a motion to approve the changes to the director's review form as presented. I, \_\_\_\_\_, second. Vote: \_\_\_\_ aye \_\_\_\_ nay Motion carried/rejected.

- E. HR Source Salary Survey (informational)

## **8. Closed session**

## **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 June 19<sup>th</sup>, 2023 at 6:00 p.m.**

**North Riverside Public Library District**

**Special Meeting Minutes  
Village Pub North Riverside  
8839 Cermak Rd.  
North Riverside, IL 60546  
Meeting, April 25<sup>th</sup>, 2023**

**1. Open of Meeting**

- A. Meeting began at 5pm
- B. Determination of quorum – In attendance: Greg Gordon, Kathy Bonnar, John Mathias, Kathy Bonnar, Kyle Johnson (6:01pm). Absent: Jeanne Ottenweller, Annette Corgiat
- C. Recognition of visitors to the meeting: Natalie Starosta, Mike Bradley, Veronica Martinez, Karen Quinn, Natalie Aguirre, Ross LeMesurier, Carlene O'Brien, Barbara Silvestri, Joe Silhavey, Jess Cervanka, Patty Almazan, Clark Williamson, Laurie Swade, Kathleen Spale, Denice Mitska, Pat Trinco, Nadia Nammari, Koula Tricocci, Lenora Giurini, Vera Wilt

**2. Open Forum**

**3. Recognition of Service**

- A. Discussion to congratulate Staff, Board and Foundation & Friends members- Vice President Gordon congratulated staff and Foundation & Friends members on the wonderful job they have done to create a warm and welcoming library.

**4. Adjournment**

Meeting adjourned at 8:05pm.

# **NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

## **Minutes of the meeting of April 17, 2023**

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

A. The meeting was called to order by Trustee Gordon at 6:00 p.m. Roll call was taken.  
Present: Trustee Kathy Bonnar, Trustee Greg Gordon, Trustee Kyle Johnson, Trustee John Mathias, Trustee Jeanine Ottenweller, Trustee Ken Rouleau  
Absent: Trustee Annette Corgiat  
Also Present: Natalie Starosta, Library Director; Jill Cannizzo

B. A quorum was established.

C. There were no visitors present tonight.

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

### **2. Open Forum**

### **3. Consent Agenda**

A. I, Trustee Mathias make a motion to remove letters a and b from the consent agenda. I, Trustee Johnson second the motion. A roll call vote was taken.

Ayes: Trustee Bonnar, Trustee Gordon, Trustee Johnson, Trustee Mathias, Trustee Ottenweller Trustee Rouleau

Nays: None

Motion Carried

I, Trustee mathias made a motion to approve the amended consent agenda. I, Trustee Johnson second the motion. A roll call vote was taken.

Ayes: Trustee Bonnar, Trustee Gordon, Trustee Johnson, Trustee Mathias, Trustee Ottenweller Trustee Rouleau

Nays: None

Motion Carried

### **Treasurer**

a. February 2023 Financial Statements – Natalie drove to the ALA conference and that was why the number of miles was so high. Line item for invoices for 2020, the check apparently got lost so it was reissued.

b. Authorization to transfer \$70,000 to checking account, there was some discussion on how this amount is figured out.

c. I, Trustee Gordon make a motion to approve the treasurer's report and the transfer the \$70,000.00 to the checking account. I, Trustee Bonnar second the motion. A roll call vote was taken.

Ayes: Trustee Bonnar, Trustee Gordon, Trustee Johnson, Trustee Mathias, Trustee Ottenweller Trustee Rouleau

Nays: None

Motion Carried

## Secretary

- a. All read and approve the minutes.
- b. No correspondence

## 4. President's Report

Trustee Corgiat is out of town, nothing to report

## 5. Director's Report

Mayor's golf outing is coming up on Monday, June 12<sup>th</sup>. Does anyone want to go to the lunch? Let Director Starosta know so she can register for the event.

Director's University is something that you need to apply to and be accepted. Director Starosta went. It is only for Library directors to get together and discuss things related to Libraries.

Trustees are required to do 3 hours every fiscal year.

## 6. Committee Reports

### a. Advocacy (Trustee Johnson) Nothing tonight

Trustee Johnson said he has a way that he does things at work that schedules who is doing what and who they are to report to. He will talk to Trustee Mathias to work on that.

### b. Buildings & Grounds (Trustee Rouleau)

The lights came in for the hallway. Bryant and Trustee Rouleau will get them in.

There was some discussion about the basement. Trustee Rouleau doesn't think it is necessary to get multiple quotes for this project. Trustee Rouleau is going to try to get the person that did the other rooms last time. The project is under \$25,000.00 so it is not required to get 3 bids. There will be more discussion on this at the next Committee of the Whole meeting.

### c. Finance (Trustee Bonnar)

Nothing to report tonight

### d. Personnel (Trustee Gordon)

Nothing to report tonight

### e Policy (Trustee Bonnar, Trustee Ottenweller)

Nothing to report tonight

### f. Strategic Planning (Trustee Mathias)

Closed meeting minutes will be discussed later. Trustee Mathias Attended a Fast Forward Library Webinar. One idea is when planning strategic planning he got a flow chart to use for future. SWOT analysis was also discussed in the Webinar.

### g. Grants (Director Starosta)

Director applied for the Dollar General grant. She is looking for some grants for digitization costs.

## 7. New Business

A. Decennial Committee - Director sent Trustees a sample for May 1<sup>st</sup>. She is looking for an answer to the question about Open Meetings Act training.

B. Service Award – Veronica Martinez – 5 year award, she is ill so she is not here tonight. It will be brought up at the dinner next week.

## C. Meeting Room Policy update

I, Trustee Ottenweller make a motion to approve the updated meeting room policy (5.8.3) as presented. I, Trustee Johnson second the motion. All ayes, motion carried.

## D. Vacation and Sick Time Policy Update

I, Trustee Gordon make a motion to approve the updated vacation time policy (9.3.13) and sick time policy (9.3.13) as presented . I, Trustee Rouleau second the motion. All ayes, motion carried.

## E. Budget Amendment

I, Trustee Mathias make a motion to approve the amendment to the 2022-23 budget as presented. I, Trustee Bonnar second the motion. Roll call vote was taken.

Ayes: Trustee Bonnar, Trustee Gordon, Trustee Johnson, Trustee Mathias, Trustee Ottenweller Trustee Rouleau

Nays: None

Motion Carried

## 8. Closed Session

I, Trustee Mathias make a motion to go into closed session to review the minutes of the February 12<sup>th</sup> closed session at 7:02 pm. I, Trustee Johnson second the motion. All ayes, motion carried.

Trustee Mathias gave all trustees a copy of the minutes to review. There was no discussion. When the minutes are released it will be just content. There is a typo that needs to be corrected.

9. I, Trustee Mathias make a motion to close the closed session and return to open session at 7:05 pm. I, Trustee Johnson second the motion. A roll call vote was taken.

Ayes: Trustee Bonnar, Trustee Gordon, Trustee Johnson, Trustee Mathias, Trustee Ottenweller Trustee Rouleau

Nays: None

Motion Carried

10. I, Trustee Mathias make a motion to approve the closed session minutes form February 12, 2022 with the correction of the typo. I, Trustee Ottenweller second the motion. A roll call vote was taken.

Ayes: Trustee Bonnar, Trustee Gordon, Trustee Johnson, Trustee Mathias, Trustee Ottenweller Trustee Rouleau

Nays: None

Motion Carried

11. I, Trustee Rouleau make a motion to adjourn the meeting. I, Trustee Mathias second the motion. All ayes, motion carried.

The next Board meeting is scheduled for May 15, 2023 at 6:00 p.m.

Respectfully Submitted  
Jill M. Cannizzo

# **North Riverside Public Library**

2400 S. Des Plaines Avenue  
North Riverside, Illinois 60546

Minutes  
Committee of the Whole  
Board of Trustees  
May 1<sup>st</sup>, 2023  
6:00 PM

## **1. Open of Meeting**

- A. Call to order at 6pm by Annette Corgiat.
- B. Determination of quorum: In attendance: Kathy Bonnar, Ken Rouleau, Annette Corgiat, Greg Gordon, John Mathias, and Kyle Johnson. Absent: Jeanne Ottenweller. Also in attendance: Natalie Starosta.
- C. There were no visitors.
- D. Motion made by Trustee Rouleau to approve the agenda with the removal of 8b, 9b, and 10b. Treasurer Bonnar seconded. All aye. Motion carried.

## **2. Open Forum**

There were no visitors.

## **3. Minutes**

- A. Minutes of April 3<sup>rd</sup>, 2023 Committee of Whole Meeting were reviewed and no changes were recommended.

## **4. Finance**

- A. FY24 draft Budget - There were no questions or discussion of the draft budget outside of salaries. Vice President Gordon discussed the issue of staff leaving for higher paying jobs at local libraries. President Corgiat requested that Director Starosta send the 2022 IPLAR data to all trustees. Secretary Mathias noted that it may be possible to raise compensation packages over time depending on the economic situation. Director Starosta directed trustees to review the budget justification document that accompanies the FY24 draft budget and shows the recommended percentages of salary and benefits to total library budgets. Vice President Gordon requested a quote on a salary survey from HR Source.

## **5. Advocacy**

- A. Centennial Celebration - no report.
- B. Senior Fair - no report.
- C. Advocacy webinars - no report.

## **6. Building & Grounds**

- A. Lower Level update discussion - Trustee Rouleau informed the Board that the contractor walked through the space and will be presenting us to a quote for the proposed work this week. President Corgiat expressed concern for the cost of removing the wall between the kitchenette and Story Time room as well



as adding a wall in the current storage room. Trustee Rouleau will investigate the need for permits for the proposed sections 1, 2, 3 of the project. Item to be added to the June CoW agenda.

- B. Capital Improvements Assessment Plan - Trustee Rouleau urged all Board members to review the capital improvement assessment plans. Item will be added to the May regular Board meeting.

**7. Personnel**

- A. Director's Review - Vice President Gordon will be adding additional questions to the director's review document and has asked that the Board review and vote to approve the document at the May regular Board meeting.
- B. FY24 Compensation discussion - Se 4a above.

**8. Policy**

- A. Policy Review Schedule - Policy review schedule will be added into the Board Action Log spread sheet for future use.
- ~~B. Retirement recognition policy draft - Tabled for June~~

**9. Strategic Planning**

- A. Chapter 11 in IL Standards review - Tabled for June.
- B. Secretary Mathias talked about the possibility of adding window security film to the front windows in case of civil unrest in the future. Director Starosta will request updated quotes for future CoW meeting.
- ~~C. Review Trustee Handbook - Tabled for June~~

**10. Other Business**

- A. ALA Annual Conference - Director Starosta asked all Trustees to let her know if they would like to attend ALA.
- ~~B. Brainstorm Committee Responsibilities and Expectations - Tabled for June~~

**11. Adjournment**

Motion made by Trustee Rouleau to adjourn the meeting at 6:55pm.  
Motion seconded by Trustee Johnson. All aye.

The Library Board meeting is scheduled for Monday, May 15<sup>th</sup>, 2023 at 6:00pm.

# Management Report

North Riverside Public Library District  
For the period ended April 30, 2023



Prepared on

**May 12, 2023**

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# Profit and Loss

July 2022 - April 2023

	Total
<b>INCOME</b>	
6903-01 Fines & Fees	18,939.69
6904-01 Donations	19,221.28
6905-01 Grants	98,565.90
6915-07 Loan Proceeds	50,000.00
Interest	
6906-01 Interest	5,620.05
<b>Total Interest</b>	<b>5,620.05</b>
Property Taxes	
6901-01 Property Tax	987,853.29
6901-04 Tax Revenue-Audit Fund	6,634.87
6901-05 Tax Revenue-Liability Ins	3,828.15
6901-06 Tax Revenue-Unemploy Ins	1,020.44
6901-07 Tax Revenue-Bldg Fund	47,213.87
6901-08 Tax Revenue-SS	34,707.96
6901-12 Property Tax - IMRF Fund	9,952.80
<b>Total Property Taxes</b>	<b>1,091,211.38</b>
<b>Total Income</b>	<b>1,283,558.30</b>
<b>GROSS PROFIT</b>	<b>1,283,558.30</b>
<b>EXPENSES</b>	
8360-01 Grants	53,683.78
8360-01 Petty Cash	114.34
Advertising & Marketing	
8365-01 Library Promotion	1,903.50
8370-01 Postage	2,793.97
8375-01 Advertising	463.42
8385-01 Memorials & Tributes	145.41
8404-01 Staff Recognition	1,109.97
8410-01 Printing	8,653.05
<b>Total Advertising &amp; Marketing</b>	<b>15,069.32</b>
Bank Charges & Fees	
8396-01 Bank Charges & Fees	899.05
<b>Total Bank Charges &amp; Fees</b>	<b>899.05</b>
Benefits	
7600-05 Health Insurance	23,330.22
7650-09 IMRF	29,996.15
7660-06 Unemployment Insurance	3,909.18
7670-01 Taxes-Fica Expense	34,920.60
<b>Total Benefits</b>	<b>92,156.15</b>
Building Expense	
8305-07 Building & Ground	600.00
8306-07 Building Supplies & Maintenance	2,514.34

	Total
8308-07 Service Contracts	25,724.49
8315-07 Fees & Permits	2,053.00
8330-01 Casual Labor	225.00
8335-07 Building Repairs	20,533.57
<b>Total Building Expense</b>	<b>51,650.40</b>
Computers/Technology	
8171-01 Tech Service	20,121.25
8172-01 Computer Equipment	1,105.15
8175-01 SWAN	22,940.61
8180-01 Software	506.74
8190-01 Website	75.97
<b>Total Computers/Technology</b>	<b>44,749.72</b>
Insurance	
8460-05 Liability Insurance	21,795.00
<b>Total Insurance</b>	<b>21,795.00</b>
Interest Paid	
8601-02 Debt Service-Interest	5,041.48
<b>Total Interest Paid</b>	<b>5,041.48</b>
Legal & Professional Services	
8400-01 Accounting	10,273.00
8401-04 Audit	8,500.00
8402-01 Legal Fees	7,254.56
8405-01 Appraisal	2,655.00
8406-01 Collection Agency	295.50
8430-01 Payroll Expenses	6,350.30
<b>Total Legal &amp; Professional Services</b>	<b>35,328.36</b>
Library Materials	
8090-01 Adult A/V	5,022.20
8091-01 Children's A/V	1,017.10
8096-01 Teen A/V	1,668.82
8103-01 Foreign Lang. Materials	67.03
8104-01 Adult Fiction	14.31
8105-01 Adult Fiction/Non-Fiction	18,916.28
8106-01 Children Fiction / Non-Fiction	10,538.45
8107-01 Teen Fiction/Non-Fiction	5,594.45
8108-01 eBooks	1,234.25
8120-01 Newspapers	3,143.88
8130-01 Internet Databases	15,303.09
8140-01 Periodicals	956.77
8162-01 Children DVDs-movies	78.72
<b>Total Library Materials</b>	<b>63,555.35</b>
Office Supplies & Software	
8202-01 Office Supplies	6,615.48
<b>Total Office Supplies &amp; Software</b>	<b>6,615.48</b>

	Total
Programs & Strategic Initiatives	
8150-01 Children's Programs	3,441.77
8152-01 Children's Summer Reading Program	335.00
8153-01 Teen Programs	1,725.28
8154-01 Makerspaces/library of things	3,430.57
8155-01 Adult Programs	4,167.46
8156-01 Technology Programs	17.91
<b>Total Programs &amp; Strategic Initiatives</b>	<b>13,117.99</b>
Salaries	
7504-01 Circulation	70,577.80
7505-01 Adult Services	57,766.55
7506-01 Youth Services	64,566.40
7507-01 Pages	8,027.73
7508-01 Administration	235,453.54
7509-01 Facilities	22,831.31
<b>Total Salaries</b>	<b>459,223.33</b>
Travel & Training	
7700-01 Educational Training Trustees	814.37
7800-01 Educational Staff Training	1,355.58
8342-01 Lodging, Meals, Mileage	2,950.04
8355-01 Memberships	2,084.90
8390-01 Mileage Reimbursement	1,500.34
<b>Total Travel &amp; Training</b>	<b>8,705.23</b>
Utilities	
8301-07 Internet/Phone	14,545.72
8302-07 Electricity	12,422.08
8303-07 Gas	7,474.75
8304-07 Water/Garbage	2,459.76
<b>Total Utilities</b>	<b>36,902.31</b>
<b>Total Expenses</b>	<b>908,607.29</b>
<b>NET OPERATING INCOME</b>	<b>374,951.01</b>
<b>OTHER EXPENSES</b>	
8701-02 Debt Certificate Principle	76,700.00
<b>Total Other Expenses</b>	<b>76,700.00</b>
<b>NET OTHER INCOME</b>	<b>-76,700.00</b>
<b>NET INCOME</b>	<b>\$298,251.01</b>

# Balance Sheet

As of April 30, 2023

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1500-01 First American MM (5015)	627,552.88
1500-04 Cash-Audit Fund	2,877.00
1500-05 Cash-Liability Insurance Fund	30,806.00
1500-06 Cash-Unemployment Ins Fund	1,451.00
1500-07 Cash-Building Fund	0.00
1500-08 Cash-Social Security Fund	0.00
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	-5,097.82
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	0.00
1500-13 Capital Projects	30,000.00
<b>Total 1500-01 First American MM (5015)</b>	<b>663,980.27</b>
1501-01 First American Checking (5001)	-2,835.05
1509-07 Cash - IPTIP IL Funds	97,421.13
1512-02 Kadlec Annuity #71797	56,915.03
<b>Total Bank Accounts</b>	<b>815,481.38</b>
<b>Accounts Receivable</b>	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
<b>Total Accounts Receivable</b>	<b>0.00</b>
<b>Other Current Assets</b>	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	1,219.20
2400-05 Prepaid Expenses 05	0.00
2400-07 Prepaid Expense	618.53
<b>Total Other Current Assets</b>	<b>771,648.97</b>
<b>Total Current Assets</b>	<b>1,587,130.35</b>
<b>TOTAL ASSETS</b>	<b>\$1,587,130.35</b>

## LIABILITIES AND EQUITY

### Liabilities

	Total
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
4100-01 Accounts Payable	15,423.36
4100-02 Accounts Payable UC Fund	421.97
4100-05 Accounts Payable Liability Fund	2,822.43
4100-06 Accounts Payable Unemployment Fund	219.91
4100-07 Accounts Payable Building Fund	13,867.40
4100-09 Accounts Payable Pension Fund	0.00
<b>Total Accounts Payable</b>	<b>32,755.07</b>
<b>Other Current Liabilities</b>	
4002-01 IMRF - Employee Contribution	1,935.75
4003-01 Child Support	0.00
4200-01 Accrued Wages	14,099.66
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	6,060.76
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>22,096.17</b>
<b>Total Current Liabilities</b>	<b>54,851.24</b>
<b>Total Liabilities</b>	<b>54,851.24</b>
<b>Equity</b>	
3200-00 Retained Earnings	-90,305.90
5600-01 General Fund Balance	1,576,256.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	2,877.00
5600-05 Public Liability Fund Balance	27,984.00
5600-06 Unemployment Insurance Fund Balance	1,231.00
5600-07 Building Fund Balance	-231,989.00
5600-08 Social Security Fund Balance	-10,943.00
5600-09 Pension Fund Balance	-71,082.00
Opening Balance Equity	0.00
Net Income	298,251.01
<b>Total Equity</b>	<b>1,532,279.11</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,587,130.35</b>







# North Riverside Public Library District

## Balance Sheet As of April 30, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
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<b>Total 1500-01 First American MM (5015)</b>	<b>663,980.27</b>
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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	
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2200-09 Due to/from Pension Fund	0.00
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<b>Total Other Current Assets</b>	<b>\$771,648.97</b>
<b>Total Current Assets</b>	<b>\$1,587,130.35</b>
<b>TOTAL ASSETS</b>	<b>\$1,587,130.35</b>



# North Riverside Public Library District

## Balance Sheet As of April 30, 2023

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	15,423.36
4100-02 Accounts Payable UC Fund	421.97
4100-05 Accounts Payable Liability Fund	2,822.43
4100-06 Accounts Payable Unemployment Fund	219.91
4100-07 Accounts Payable Building Fund	13,867.40
4100-09 Accounts Payable Pension Fund	0.00
<b>Total Accounts Payable</b>	<b>\$32,755.07</b>
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	1,935.75
4003-01 Child Support	0.00
4200-01 Accrued Wages	14,099.66
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	6,060.76
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>\$22,096.17</b>
<b>Total Current Liabilities</b>	<b>\$54,851.24</b>
<b>Total Liabilities</b>	<b>\$54,851.24</b>
Equity	
3200-00 Retained Earnings	-90,305.90
5600-01 General Fund Balance	1,576,256.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	2,877.00
5600-05 Public Liability Fund Balance	27,984.00
5600-06 Unemployment Insurance Fund Balance	1,231.00
5600-07 Building Fund Balance	-231,989.00



# North Riverside Public Library District

## Balance Sheet

As of April 30, 2023

	TOTAL
5600-08 Social Security Fund Balance	-10,943.00
5600-09 Pension Fund Balance	-71,082.00
Opening Balance Equity	0.00
Net Income	298,251.01
<b>Total Equity</b>	<b>\$1,532,279.11</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,587,130.35</b>

**North Riverside Public Library District**  
**Budget vs Actual**  
04/30/2023

83%

**REVENUE**

		Actual	Budget	Variance	% of Budget
6915-07	Loan Funds	50,000	50,000	-	100%
6904-01	Donations	19,221	35,000	15,779	55%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	-	(15,000)	(15,000)	0%
6903-01	Fees and fines	18,940	17,500	(1,440)	108%
6905-01	Grants	98,566	100,000	1,434	99%
6906-01	Interest	5,620	3,200	(2,420)	176%
6901-01	Property tax	1,091,211	1,118,750	27,539	98%
6920-01	Unrealized Income Annuities	-	20,000	20,000	0%
6907-01	Credit Card Income	-	2,500	2,500	0%
	<b>Total</b>	<b>\$ 1,283,558</b>	<b>\$ 1,331,950</b>	<b>\$ 48,392</b>	<b>96%</b>

**OPERATING EXPENSES**

**SALARIES**

7504-01	Circulation	70,578	90,000	19,422	78%
7505-01	Adult Services	57,767	72,000	14,233	80%
7506-01	Youth Services	64,566	85,000	20,434	76%
7507-01	Pages	8,028	10,000	1,972	80%
7508-01	Administration	235,454	279,000	43,546	84%
7509-01	Facilities	22,831	30,000	7,169	0%
	<b>Total</b>	<b>\$ 459,223</b>	<b>\$ 566,000</b>	<b>\$ 106,777</b>	<b>81%</b>

**BENEFITS**

7600-05	health insurance	23,330	31,400	8,070	74%
7650-09	IMRF	29,996	48,000	18,004	62%
7670-08	social security/mcare	34,921	40,000	5,079	87%
7660-06	Unemployment Insurance	3,909	909	(3,000)	0%
	<b>Total</b>	<b>\$ 92,156</b>	<b>\$ 120,309</b>	<b>28,153</b>	<b>77%</b>

**TRAINING**

7700-01	educational training trustees	814	1,200	386	68%
7800-01	educational training staff	1,356	6,200	4,844	22%
	<b>Total</b>	<b>\$ 2,170</b>	<b>\$ 7,400</b>	<b>\$ 5,230</b>	<b>29%</b>

<b>OPERATING EXPENSES</b>		<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	83% <b>% of Budget</b>
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#### **MATERIALS**

8090-01	Adult A/V	5,022	9,000	3,978	56%
8091-01	Children's A/V	1,017	3,400	2,383	30%
8096-01	Teen A/V	1,669	3,100	1,431	54%
8103-01	Foreign Language Materials	67	2,000	1,933	3%
8105-01	Adult fiction/nonfiction	18,931	25,000	6,069	76%
8105-02	Books-Restricted Fund	-	0	0	0%
8106-01	Children's fiction/nonfiction	10,538	16,000	5,462	66%
8115-01	Adult Large Print	-	0	0	0%
8107-01	Teen fiction/nonfiction	5,594	9,000	3,406	62%
8108-01	eBooks	1,234	5,500	4,266	22%
8120-01	newspapers	3,144	3,500	356	90%
8130-01	internet databases	15,303	16,000	697	96%
8140-01	Periodicals	957	1,500	543	64%
8154-01	Makerspaces/library of things	3,431	5,000	1,569	69%
8160-01	Adult DVD's-Fiction	79	0	(79)	787200%
	<b>Total</b>	<b>\$ 66,986</b>	<b>\$ 99,000</b>	<b>\$ 32,014</b>	<b>68%</b>

#### **PROGRAMS**

8150-01	Children's Programs	3,777	6,100	2,323	62%
8153-01	Teen Programs	1,725	2,900	1,175	59%
8155-01	Adult programs	4,167	6,500	2,333	64%
8156-01	Technology programs	18	500	482	4%
	<b>Total</b>	<b>\$ 9,687</b>	<b>\$ 16,000</b>	<b>\$ 6,313</b>	<b>61%</b>

#### **STRATEGIC INITIATIVES**

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

**OPERATING EXPENSES**

Actual

Budget

Variance

83%  
% of Budget**COMPUTERS**

8171-01	Technology Service	20,121	25,000	4,879	80%
8172-01	Computer Equipment	1,105	4,000	2,895	28%
8175-01	SWAN	22,941	23,500	559	98%
8180-01	software	507	750	243	68%
8190-01	website	76	8,500	8,424	1%
8195-01	email	-	500	500	0%
	<b>Total</b>	<b>\$ 44,750</b>	<b>\$ 62,250</b>	<b>\$ 17,500</b>	72%

**OFFICE SUPPLIES**

8202-01	Office Supplies	6,615	13,500	6,885	49%
	<b>Total</b>	<b>\$ 6,615</b>	<b>\$ 13,500</b>	<b>\$ 6,885</b>	49%

**UTILITIES- OPERATING EXPENSE**

8301-07	Internet/phone	14,546	13,500	(1,046)	108%
8302-07	electricity	12,422	19,000	6,578	65%
8303-07	gas	7,475	7,500	25	100%
8304-07	water/garbage	2,460	5,000	2,540	49%
	<b>Total</b>	<b>\$ 36,902</b>	<b>\$ 45,000</b>	<b>\$ 8,098</b>	82%

**BUILDING EXPENSE**

8305-07	Building & Grounds	\$ 600	\$ -		0%
8306-07	building supplies and maintenance	2,514	11,000	8,486	23%
8308-07	service contracts	25,724	23,000	(2,724)	112%
8315-07	fees and permits	2,053	1,950	(103)	105%
8330-01	casual labor	225	900	675	25%
8335-07	building repairs	20,534	34,000	13,466	60%
	<b>Total</b>	<b>\$ 51,650</b>	<b>\$ 70,850</b>	<b>\$ 19,800</b>	73%

**TRAVEL**

8342-01	lodging/meals/mileage	4,450	2,800	(1,650)	159%
	<b>Total</b>	<b>\$ 4,450</b>	<b>\$ 2,800</b>	<b>\$ (1,650)</b>	159%

<b>OPERATING EXPENSES</b>		Actual	Budget	Variance	83% % of Budget
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#### OTHER EXPENSES

8355-01	memberships	\$ 2,085	\$ 2,700	615	77%
8360-01	Grants	\$ 53,798	\$ 100,000	46,202	54%
8361-01	Donations	\$ -	\$ 35,000	35,000	0%
8365-01	library promotion	\$ 1,904	\$ 5,000	3,097	38%
8370-01	postage	\$ 2,794	\$ 3,000	206	93%
8375-01	Advertising	\$ 463	\$ 4,500	4,037	10%
8385-01	memorials and tributes	\$ 145	\$ 500	355	29%
8395-01	Miscellaneous Expense	\$ -	\$ -	-	0%
8396-01	bank charges and fees	\$ 899	\$ 1,000	101	90%
8399-01	ILL Loss/Damage	\$ -	\$ 250	250	0%
<b>Total</b>		<b>\$ 62,088</b>	<b>\$ 151,950</b>	<b>89,862</b>	<b>41%</b>

#### DEBT SERVICE

8701-02	Debt Service - Principal	76,700	76,700	-	100%
8601-02	Debt Service - Interest	5,041	16,500	11,459	31%
<b>Total</b>		<b>\$ 81,741</b>	<b>\$ 93,200</b>	<b>\$ 11,459</b>	<b>88%</b>

#### OUTSIDE SERVICES

8400-01	accounting	10,273	17,000	6,727	60%
8401-01	audit	8,500	8,500	-	100%
8402-01	legal fees	7,255	7,500	245	97%
8404-01	Staff Recognition	1,110	2,500	1,390	44%
8405-01	appraisal	2,655	2,655	-	100%
8406-01	collection agency	296	500	205	59%
8410-01	printing	8,653	11,000	2,347	79%
8430-01	payroll expenses	6,350	7,500	1,150	85%
8435-01	background checks	-	200	200	0%
<b>Total</b>		<b>\$ 45,091</b>	<b>\$ 57,355</b>	<b>\$ 12,264</b>	<b>79%</b>

#### INSURANCE

8460-05	liability insurance package	21,795	21,795	-	100%
<b>Total</b>		<b>\$ 21,795</b>	<b>\$ 21,795</b>	<b>\$ -</b>	<b>100%</b>

<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 985,307</b>	<b>\$ 1,236,209</b>	<b>\$ 333,243</b>	<b>80%</b>
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<b>TOTAL OPERATING NET INCOME</b>	<b>\$ 298,251</b>	<b>\$ 95,741</b>	<b>\$ (284,852)</b>	<b>312%</b>
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**North Riverside Public Library District**  
**Check Detail**  
**April 2023**

Date	Num	Name	Memo/Description	Amount
04/04/2023	15334	Greg Miller	24 cubby storage tower	315.00
04/12/2023	15335	AEP ENERGY	AEP ENERGY # 3014417557 Utility # 3563062012 02/27/2023 TO 03/28/2023 29 DAYS	1,306.91
04/12/2023	15336	Black Stone	INV 2094159	63.99
04/12/2023	15337	CAPITAL ONE	FEBRUARY / MARCH STATEMENT	12,988.05
04/12/2023	15338	Colley Elevator Co.	Inv 240072 - 3 MONTH INSPECTION	434.00
04/12/2023	15339	CENGAGE Learning	INV. 80891027, 80938060 - ADULT LARGE PRINT	123.16
04/12/2023	15340	COMCAST .	ACCT# 904053498 INV 170170768	1,234.20
04/12/2023	15341	Comcast	Acct# 8771 20 134 0118334 Internet SERV APR 07 2023 TO MAY 06 2023	177.85
04/12/2023	15342	DEBRA M. DUDEK	INTERNET ARCHIVE APRIL 5, 2023	200.00
04/12/2023	15343	4IMPRINT	SOLID COTTON TOTES	643.50
04/12/2023	15344	Flow-Technics, Inc	INV 000010088 - ANNUAL INSPECTION	462.00
04/12/2023	15345	Franczek Radelet	INV 221375 - PROFESSIONAL SERVICES RENDERED THROUGH FEBRUARY 28 2023	11.02
04/12/2023	15346	Hinckley Springs	2429867 032223	245.34
04/12/2023	15347	INGRAM LIBRARY SERVICES	VIEW COPY PAPER - ADULT AND TEEN FICTION / NON FICTION	914.52
04/12/2023	15348	Lauterbach & Amen, LLP	INV 77312 - SERVICES RENDERED FOR THE MONTH OF MARCH2023	933.00
04/12/2023	15349	LIMRICC	Four members APRIL	3,041.02
04/12/2023	15350	LEAF	SERVICE CONTRACT INV 14526706	711.60
04/12/2023	15351	Midwest Tape	INV 503585063 - ADULT A/V	329.03
04/12/2023	15352	News Bank Inc	Inv # RN1077380 Customer Number 17710 - DATABASES	1,379.00
04/12/2023	15353	Quinlan Security Systems	INV 32219 - CLOSED CIRCUIT TELEVISION SYSTEM ADDITIONS	504.60
04/12/2023	15354	Roscoe	Acct#1889-07544 INV 1789904-00 - MATS	42.45
04/12/2023	15355	SWAN	INV. 10210 - SWAN FEES 4/1/2023 - 6/30/2023	5,674.25
04/12/2023	15356	Colette Stubitsch	SPICE CLUB AND SNACKS	85.34
04/12/2023	15357	Secure Document Solutions	INV. 22397 - RECURRING SHREDDING	65.00
04/12/2023	15358	Terminix	Invoice 431669310	107.82
04/12/2023	15359	Village of N. Riverside	WATER AND GARBAGE	367.00
04/12/2023	15360	VIOLETA TRUJEQUE DEL RIVERO	PUMPKIN SPICE MUFFINS NOV 15, 2023	310.00
04/14/2023	15361	Black Stone	INV 2095413	61.56
04/14/2023	15362	INGRAM LIBRARY SERVICES	CHILDREN FICTION / NON FICTION	512.50
04/14/2023	15363	JON MUELLER	FLIP BOOK ANIMATON 04/22/23	150.00

04/14/2023	15364	INGRAM LIBRARY SERVICES	ADULT AND CHILDREN FICTION / NON FICTION	730.95
04/14/2023	15365	SANDRA DIVERSIONES INFLABLES	SUMMER READING KICKOFF 06/03/2023 - INFLATABLE	335.00
04/17/2023	15366	Johnson Controls Security Solutions	customer # 01300113034337 INV 38710275 - 05/01/23 - 07/31/23	110.94
04/17/2023	15367	Roscoe	Acct#1889-07544 INV 1793700 - MATS	253.76
04/17/2023	15368	Jill Cannizzo	BOARD MINUTES APRIL 17 2023	75.00
04/17/2023	15369	Natalie Starosta	reimbursement 434 miles for Director's University 2.0	284.27
04/17/2023	15370	Nitech Fire & Security Industries, Inc	INV 369168 - SERVICE FROM May 1 2023 THROUGH July 31 2023	320.40
04/17/2023	15371	Peregrine, Stine, Newman, Ritzman & Bruckner, Ltd.	Inv 62362 - Legal Services Feb 1 2023 - March 31 2023	900.00
04/26/2023	15372	Village Pub	Celebration Dinner - 25 people	761.65
04/30/2023	ACH	Paychex - Human Resource Services	PAYROLL FEES	554.00
04/30/2023	ACH	IMRF	IMRF - MARCH	6,465.81
04/10/2023	ACH	Nicor Gas	Nicor Gas - Jan	931.09

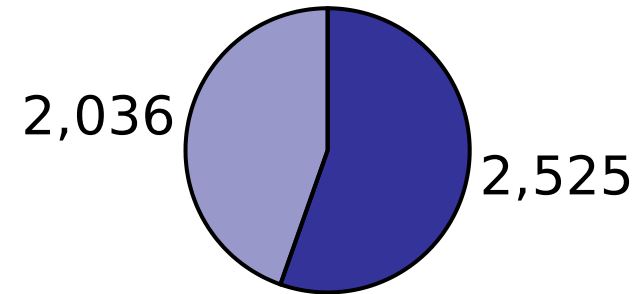
**Total \$ 45,116.58**

## Item Library

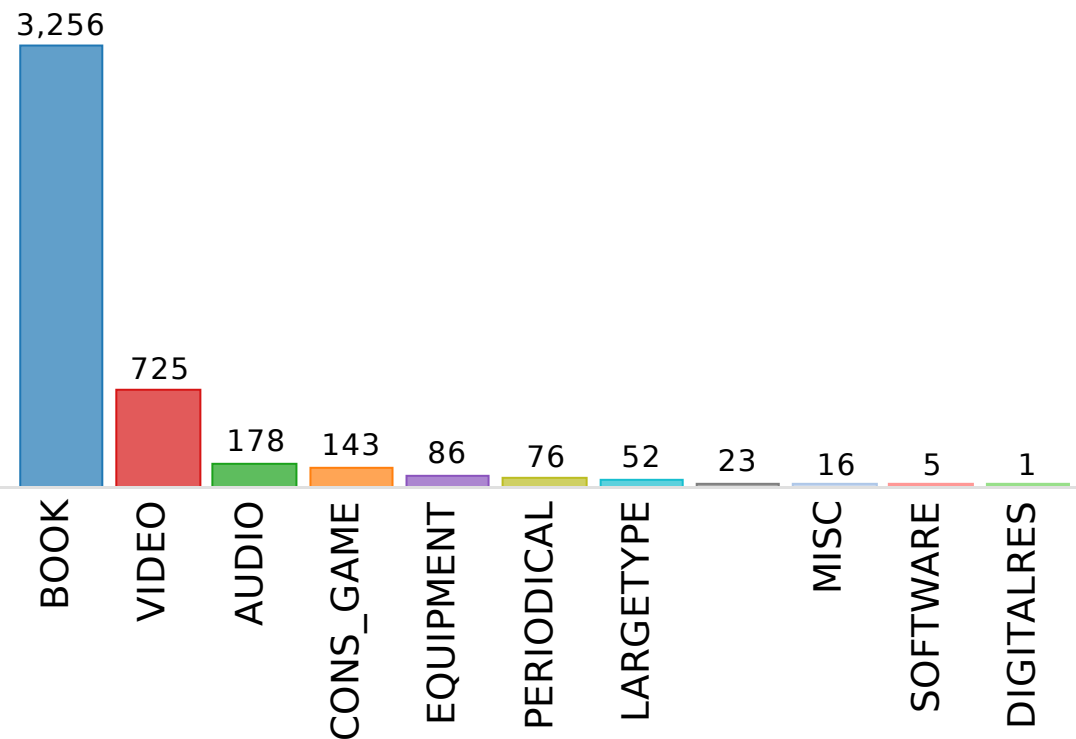
NRS

## Checkouts &amp; Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
<b>Total</b>	<b>4,561</b>	<b>100.00%</b>
Charge Item Part B	2,525	55.36%
Renew Item	2,036	44.64%



Item Cat1	Transactions	% of Total
<b>Total</b>	<b>4,561</b>	<b>100.00%</b>
BOOK	3,256	71.39%
VIDEO	725	15.90%
AUDIO	178	3.90%
CONS_GAME	143	3.14%
EQUIPMENT	86	1.89%
PERIODICAL	76	1.67%
LARGETYPE	52	1.14%
	23	0.50%
MISC	16	0.35%
SOFTWARE	5	0.11%
DIGITALRES	1	0.02%



## Item Library

NRS

## Checkouts &amp; Renewals of Your Items

Item Type	Transactions	% of Total
<b>Total</b>	<b>4,561</b>	<b>100.00%</b>
BOOK	2,739	60.05%
BOOK_NEW	548	12.01%
DVD_FEAT	364	7.98%
DVD_NEWFEA	127	2.78%
CONSOLEGAM	103	2.26%
CD_AUDIO	87	1.91%
DVD_BOXSET	86	1.89%
PERIODICAL	76	1.67%
BLURAY_FEA	66	1.45%
DVD	62	1.36%
CONSOLENEW	41	0.90%
CD_SPOKEN	39	0.86%
LARGETYPE	32	0.70%
EQUIPMENT	30	0.66%
TOY	29	0.64%
EQUIPMENTC	28	0.61%
BLURAY_NFE	24	0.53%
LARGETYPEN	20	0.44%
REALIA	16	0.35%
DVD_BOXNEW	12	0.26%
PAPERBACK	11	0.24%
CD_NEW	6	0.13%
CD_ROM	6	0.13%
DVD_FEAT_J	3	0.07%
CD_SPOKNEW	2	0.04%
DVD_NEWFEJ	2	0.04%

Item Home Location	Transactions	% of Total
<b>Total</b>	<b>4,561</b>	<b>100.00%</b>
STACKS_JUV	1,990	43.63%
STACKS	1,579	34.62%
NEW_ADULT	550	12.06%
YOUNGADULT	192	4.21%
NEW_JUV	168	3.68%
NEW_YA	61	1.34%
ILL_IN	20	0.44%
CHECKEDOUT	1	0.02%

## Item Library

### Checkouts & Renewals of Your Items

User Library	Trans Stat User Profile Name	Transactions	% of Total
<b>Total</b>		<b>4,561</b>	<b>100.00%</b>
		1,902	41.70%
<b>NRS</b>	<b>NRS_ADULT</b>	1,206	26.44%
	<b>NRS_JUV</b>	301	6.60%
<b>RSS</b>	<b>RSS_ADULT</b>	166	3.64%
<b>BYS</b>	<b>BYS_ADULT</b>	124	2.72%
<b>ILL_LIBS</b>	<b>CHICAGO_P</b>	62	1.36%
<b>OPS</b>	<b>OPS_PATRON</b>	58	1.27%
<b>BFS</b>	<b>BFS_PATRON</b>	40	0.88%
<b>DGS</b>	<b>DGS_PATRON</b>	33	0.72%
<b>FPS</b>	<b>FPS_ADULT</b>	31	0.68%
<b>WCS</b>	<b>WCS_PATRON</b>	31	0.68%
<b>MWS</b>	<b>MWS_ADULT</b>	30	0.66%
<b>OZS</b>	<b>OPS_PATRON</b>	23	0.50%
<b>INS</b>	<b>INS_PATRON</b>	22	0.48%
<b>CIS</b>	<b>CIS_ADULT</b>	21	0.46%
<b>EPS</b>	<b>EPS_PATRON</b>	21	0.46%
<b>TPS</b>	<b>TPS_PATRON</b>	21	0.46%
<b>SCD</b>	<b>SCD_PATRON</b>	20	0.44%
<b>BYS</b>	<b>BYS_JUV</b>	18	0.39%
<b>GED</b>	<b>GED_PATRON</b>	16	0.35%
<b>TFS</b>	<b>TFS_PATRON</b>	15	0.33%
<b>WRS</b>	<b>WRS_PATRON</b>	15	0.33%
<b>GVD</b>	<b>GVD_PATRON</b>	14	0.31%
<b>HDS</b>	<b>HDS_ADULT</b>	13	0.29%
<b>LPS</b>	<b>LPS_PATRON</b>	13	0.29%
<b>BLD</b>	<b>BLD_PATRON</b>	12	0.26%

Item Library

NRS

Checkouts & Renewals of Your Items

Item Cat2	Transactions	% of Total
ADULT	2,136	46.83%
JUVENILE	2,145	47.03%
TEEN	259	5.68%
	21	0.46%
Total	4,561	100.00%

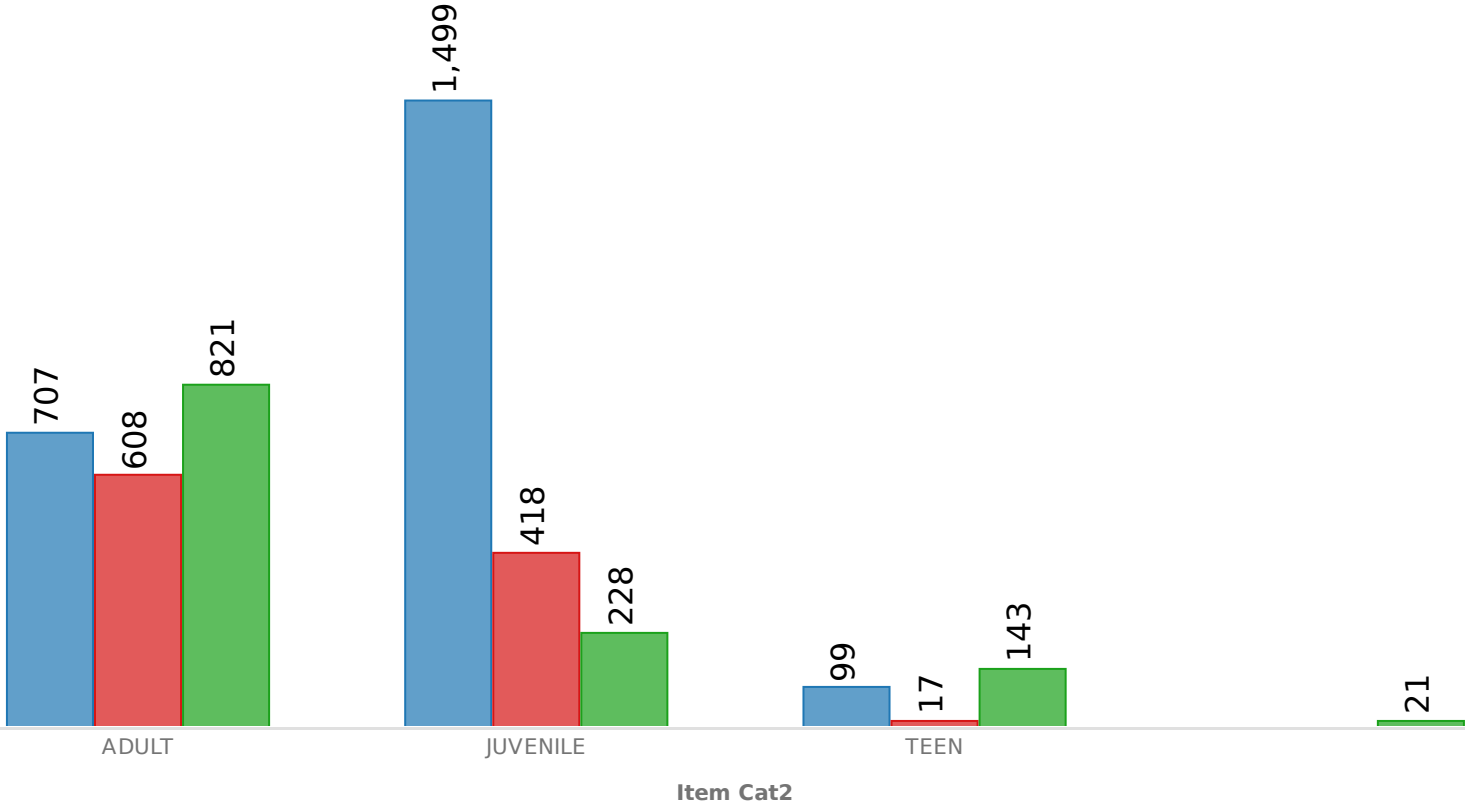
Item Cat3	Transactions	% of Total
FICTION	2,305	50.54%
NONFICTION	1,043	22.87%
	1,213	26.60%
Total	4,561	100.00%

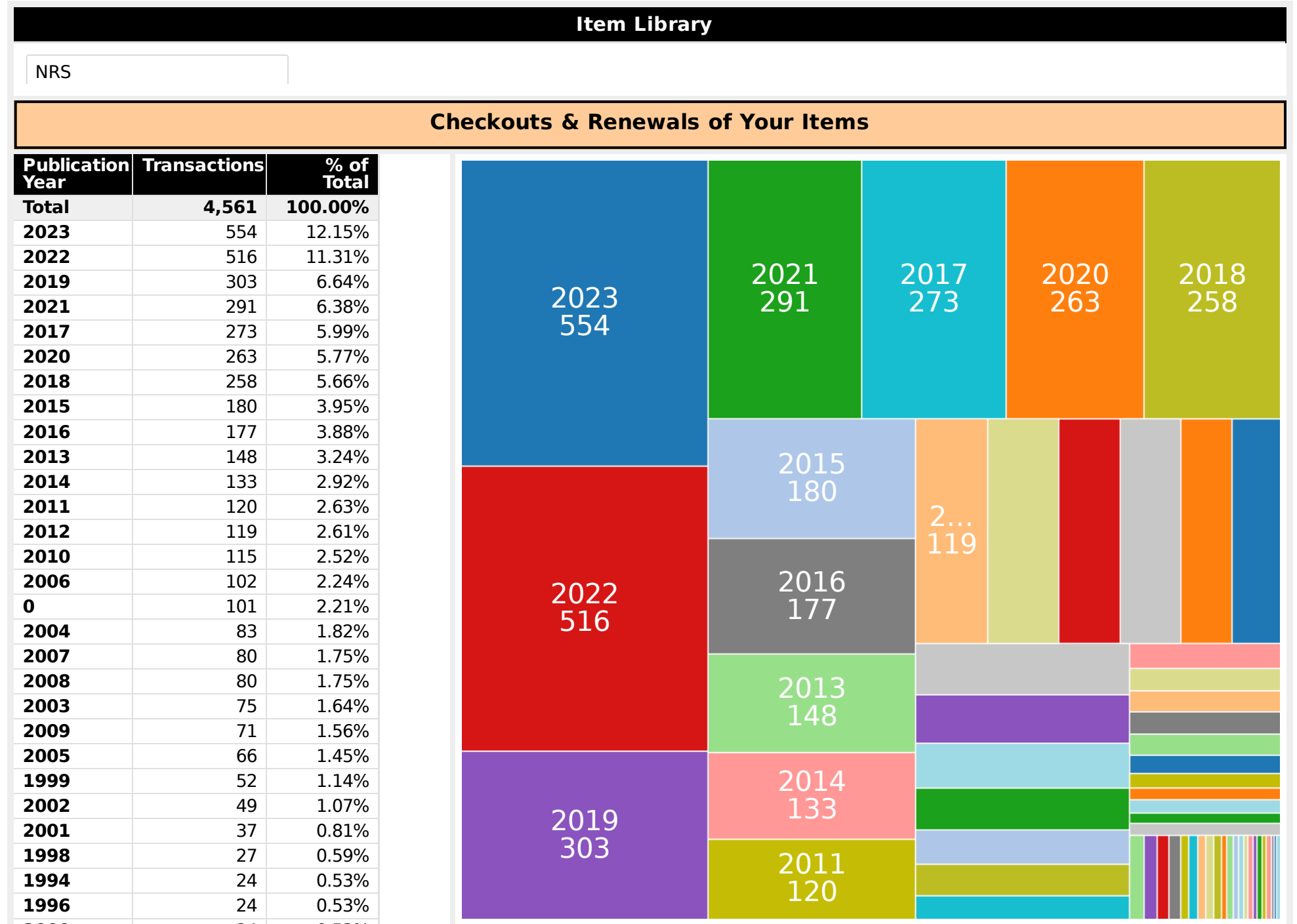
Circs by Cat2 & Cat3

Item Cat3

FICTION

NONFICTION





Station Library

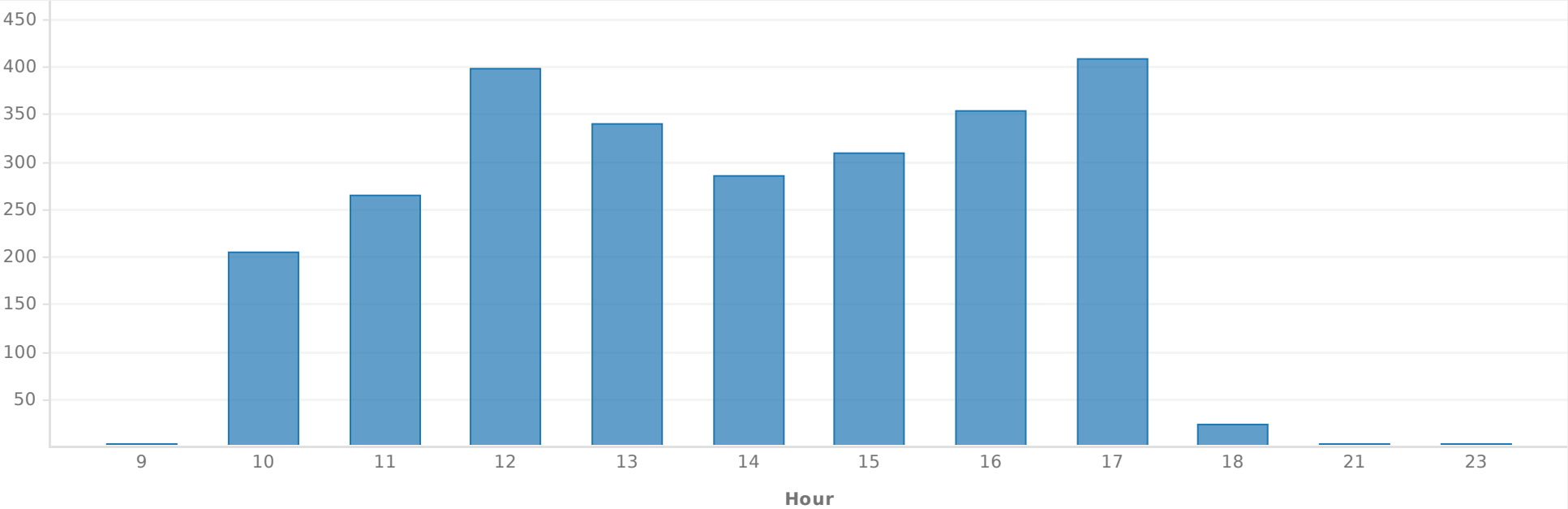
NRS

Checkouts & Renewals at Your Library

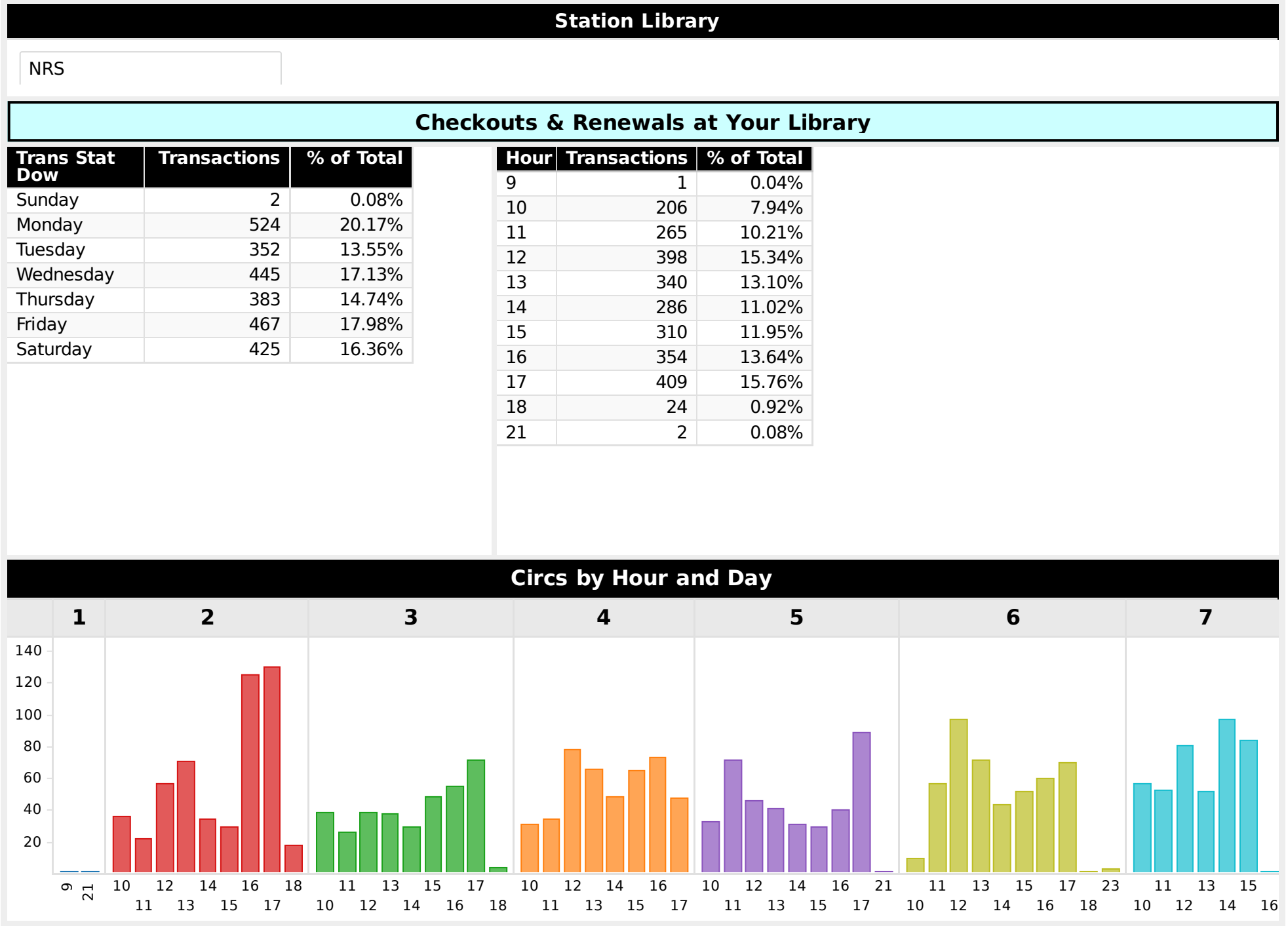
Trans Stat Command Desc	Transactions	% of Total
Total	4,434	100.00%
Charge Item Part B	2,464	55.57%
Renew Item	1,970	44.43%

Trans Stat Station Login User Access	Transactions	% of Total
Total	4,434	100.00%
AUTORENEW	1,836	41.41%
NRSCIRCSR	1,229	27.72%
NRSTECHSR	817	18.43%
SIPCHK	529	11.93%
PUBLIC	23	0.52%

Average Transactions per Hour







## Station Library

### Checkouts & Renewals at Your Library

#### Library Users at Your Library

User Library	Transactions	% of Total
<b>Total</b>	<b>2,598</b>	<b>100.00%</b>
NRS	1,949	75.02%
RSS	169	6.51%
BYS	137	5.27%
FPS	59	2.27%
ILL_LIBS	55	2.12%
OPS	35	1.35%
MWS	34	1.31%
BFS	31	1.19%
WCS	29	1.12%
CIS	25	0.96%
OZS	21	0.81%
EPS	14	0.54%
LPS	9	0.35%
BRS	8	0.31%
LYS	7	0.27%
RFS	5	0.19%
HDS	4	0.15%
MCS	3	0.12%
DGS	1	0.04%
INS	1	0.04%
LGS	1	0.04%
TPS	1	0.04%

#### Library Items at Your Library

Item Library	Transactions	% of Total
<b>Total</b>	<b>2,598</b>	<b>100.00%</b>
NRS	2,096	80.68%
DGS	23	0.89%
OPS	23	0.89%
BLD	19	0.73%
OLS	16	0.62%
INS	15	0.58%
TPS	15	0.58%
GED	14	0.54%
WVD	14	0.54%
AMS	12	0.46%
BDD	12	0.46%
BYS	12	0.46%
FPD	12	0.46%
SCD	12	0.46%
VPD	11	0.42%
ESS	10	0.38%
LGS	10	0.38%
TFS	10	0.38%
FPS	9	0.35%
GVD	9	0.35%
WRS	9	0.35%
BVS	8	0.31%

## 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>2,598</b>	<b>100.00%</b>
NRS	NRS_ADULT	1,608	61.89%
	NRS_JUV	336	12.93%
RSS	RSS_ADULT	168	6.47%
BYS	BYS_ADULT	119	4.58%
FPS	FPS_ADULT	59	2.27%
ILL_LIBS	CHICAGO_P	55	2.12%
OPS	OPS_PATRON	35	1.35%
MWS	MWS_ADULT	34	1.31%
WCS	WCS_PATRON	29	1.12%
BFS	BFS_PATRON	26	1.00%
OZS	OPS_PATRON	21	0.81%
BYS	BYS_JUV	18	0.69%
CIS	CIS_ADULT	18	0.69%
EPS	EPS_PATRON	14	0.54%
LPS	LPS_PATRON	9	0.35%
BRS	BRS_ADULT	8	0.31%
CIS	CIS_JUV	7	0.27%
LYS	LYS_ADULT	6	0.23%
BFS	BFS_TEACH	5	0.19%
RFS	RFS_ADULT	5	0.19%
HDS	HDS_ADULT	4	0.15%
NRS	CHICAGO_P	4	0.15%
MCS	MCS_JUV	2	0.08%
DGS	DGS_PATRON	1	0.04%
INS	INS_PATRON	1	0.04%
LGS	LGS_PATRON	1	0.04%
IYS	IYS_JUV	1	0.04%

#### Library Items/Profiles at Your Library

Item Library	Trans Stat User Profile Name	Transactions	% of Total
<b>Total</b>		<b>2,598</b>	<b>100.00%</b>
NRS	NRS_ADULT	1,203	46.30%
	NRS_JUV	301	11.59%
	RSS_ADULT	159	6.12%
	BYS_ADULT	110	4.23%
	CHICAGO_P	59	2.27%
	OPS_PATRON	54	2.08%
	MWS_ADULT	29	1.12%
	WCS_PATRON	29	1.12%
	BFS_PATRON	26	1.00%
	FPS_ADULT	26	1.00%
DGS	NRS_ADULT	19	0.73%
NRS	BYS_JUV	18	0.69%
OPS	NRS_ADULT	18	0.69%
BLD	NRS_ADULT	15	0.58%
NRS	CIS_ADULT	15	0.58%
INS	NRS_ADULT	14	0.54%
OLS	NRS_ADULT	14	0.54%
NRS	EPS_PATRON	13	0.50%
WVD	NRS_ADULT	13	0.50%
BYS	NRS_ADULT	11	0.42%
TPS	NRS_ADULT	11	0.42%
GED	NRS_ADULT	10	0.38%
VPD	NRS_ADULT	10	0.38%
AMS	NRS_ADULT	9	0.35%
NRS	LPS_PATRON	9	0.35%
BDD	NRS_ADULT	8	0.31%
ESS	NRS_ADULT	8	0.31%

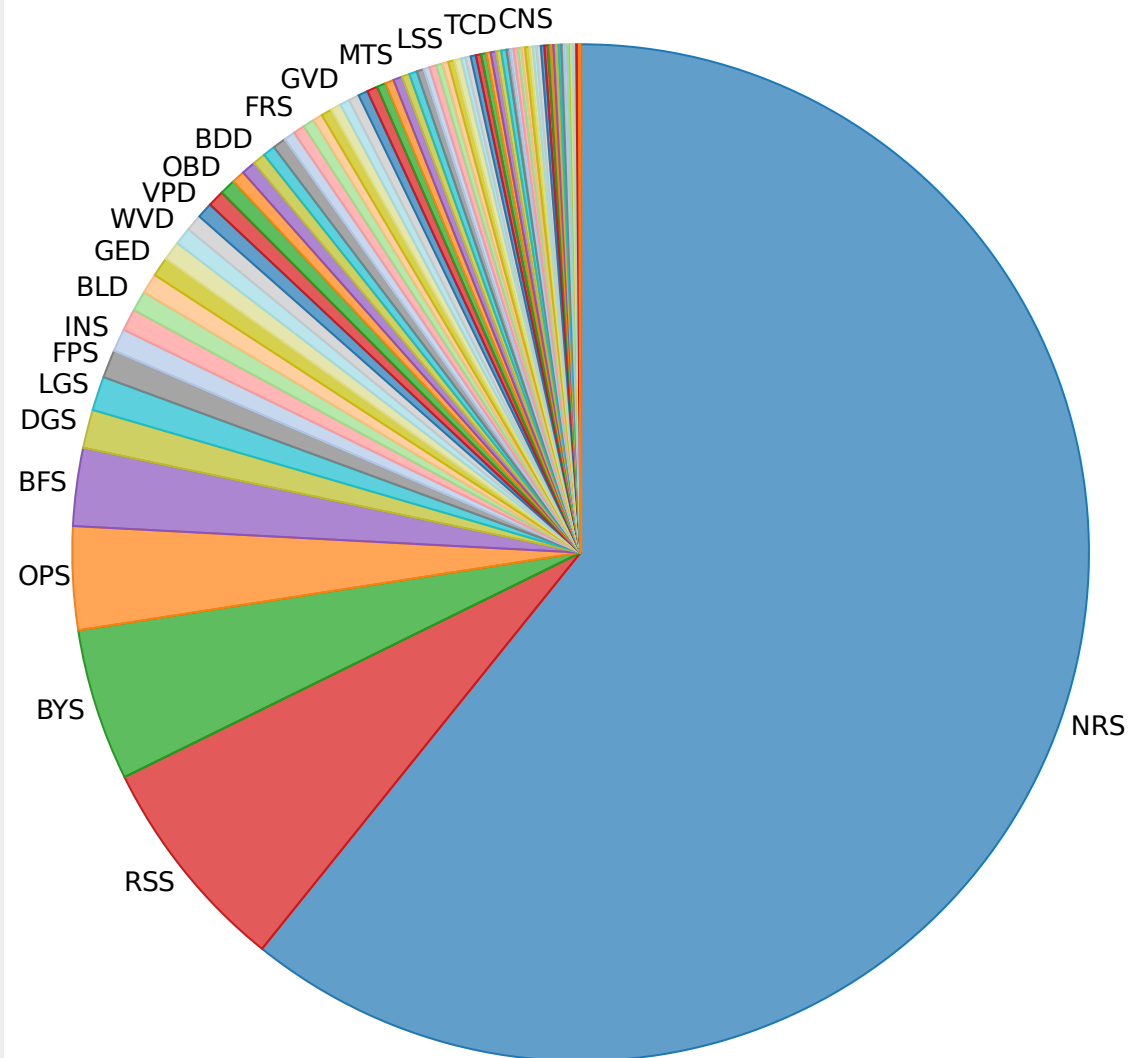
## User Library

NRS

## Checkouts &amp; Renewals from Your Patrons

Item Library	Transactions	% of Total
<b>Total</b>	<b>2,489</b>	<b>100.00%</b>
NRS	1,512	60.75%
RSS	173	6.95%
BYS	120	4.82%
OPS	82	3.29%
BFS	61	2.45%
DGS	31	1.25%
LGS	27	1.08%
FPS	22	0.88%
INS	18	0.72%
OLS	17	0.68%
BLD	16	0.64%
LPS	16	0.64%
GED	15	0.60%
TPS	15	0.60%
WVD	14	0.56%
SCD	13	0.52%
VPD	13	0.52%
WRS	13	0.52%
OBD	12	0.48%
AMS	11	0.44%
TFS	11	0.44%
BDD	10	0.40%
ESS	10	0.40%

## Your Users Checkout Items from...

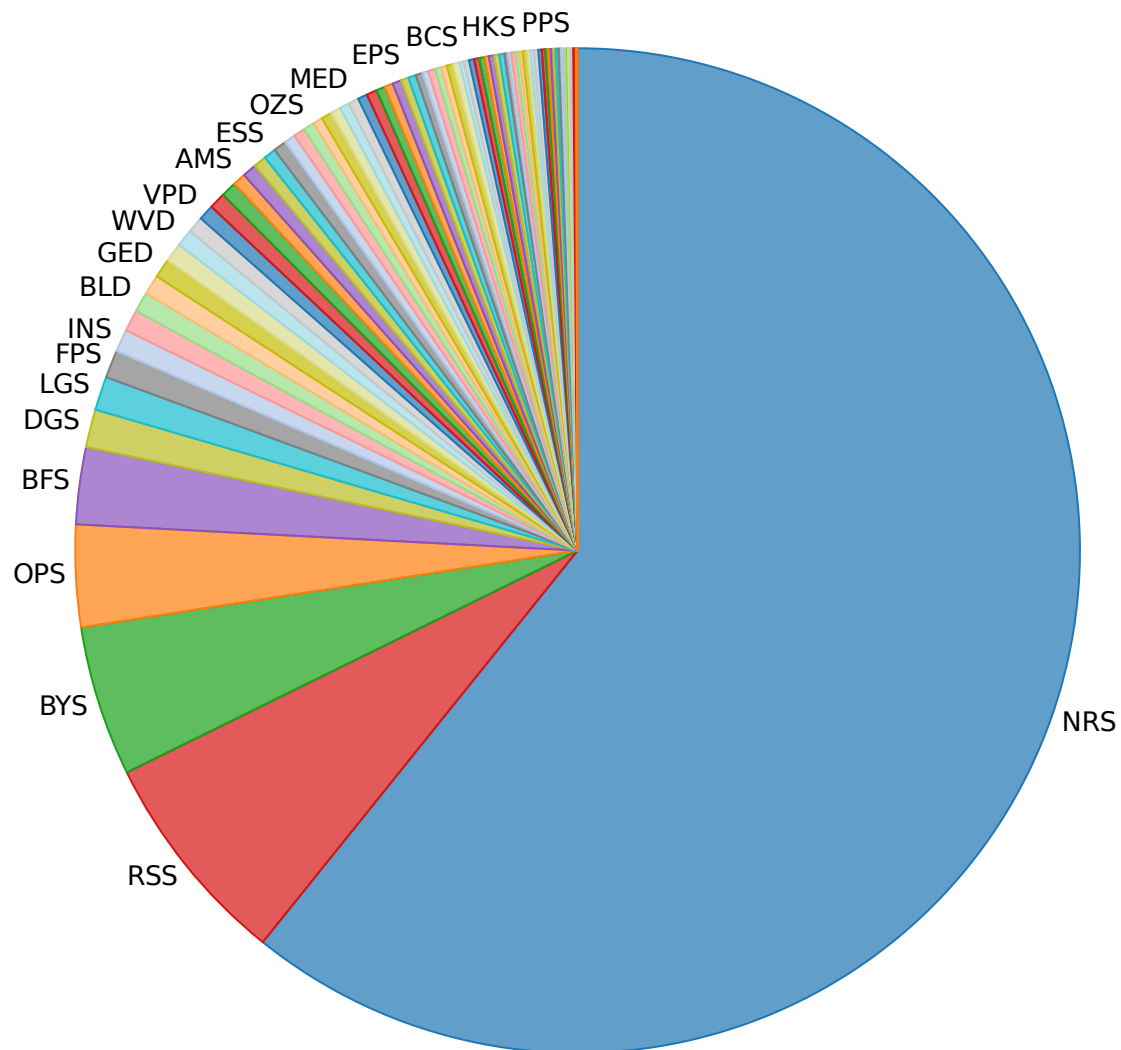


## User Library

### Checkouts & Renewals from Your Patrons

Station Library	Transaction	% of Total
<b>Total</b>	<b>2,489</b>	<b>100.00%</b>
NRS	1,949	78.30%
RSS	181	7.27%
BYS	117	4.70%
BFS	76	3.05%
OPS	57	2.29%
LGS	18	0.72%
LPS	15	0.60%
FPS	13	0.52%
NRS_L	12	0.48%
OZS	12	0.48%
DGS	9	0.36%
OBD	7	0.28%
WRS	6	0.24%
CIS	5	0.20%
RFS	4	0.16%
SFS	3	0.12%
HKS	2	0.08%
INS	2	0.08%
VPD	1	0.04%

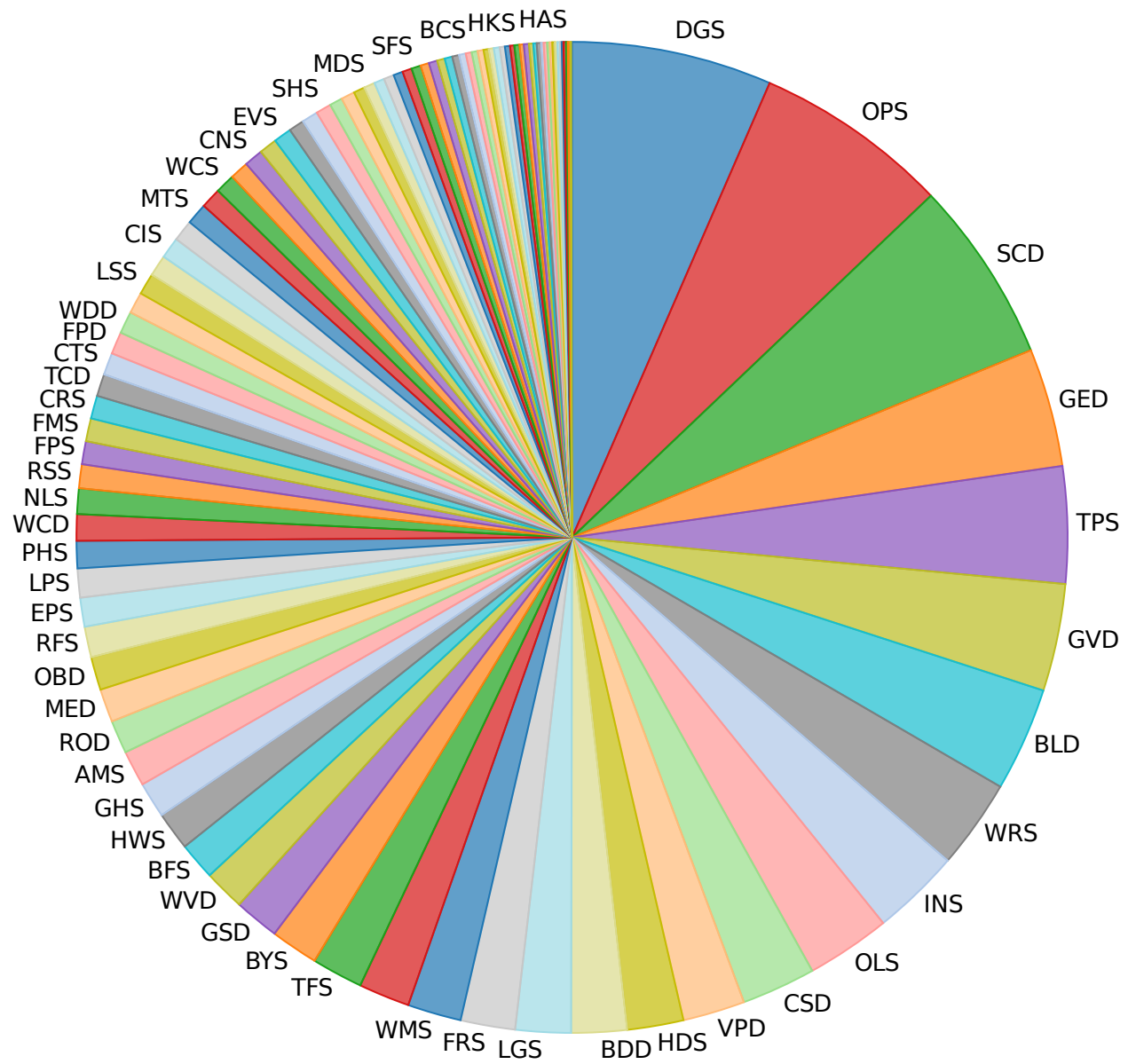
### Your Users Checkout at...



### Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
<b>Total</b>	<b>1,049,386</b>	<b>100.00%</b>
DGS	68,130	6.49%
OPS	66,720	6.36%
SCD	62,616	5.97%
GED	40,532	3.86%
TPS	39,781	3.79%
GVD	36,888	3.52%
BLD	35,408	3.37%
WRS	30,654	2.92%
INS	30,274	2.88%
OLS	28,723	2.74%
CSD	25,452	2.43%
VPD	21,310	2.03%
HDS	19,274	1.84%
BDD	18,901	1.80%
LGS	18,889	1.80%
FRS	18,692	1.78%
WMS	18,298	1.74%
ESS	17,628	1.68%
TFS	17,337	1.65%
BYS	16,524	1.57%
GSD	15,281	1.46%
WVD	14,056	1.34%
BFS	12,932	1.23%
HWS	12,918	1.23%
GHS	12,494	1.19%
AMS	12,026	1.15%
ROD	11,504	1.10%
MED	11,425	1.09%
OBD	11,406	1.09%
RFS	10,215	0.97%
EPS	9,998	0.95%
LPS	9,920	0.95%

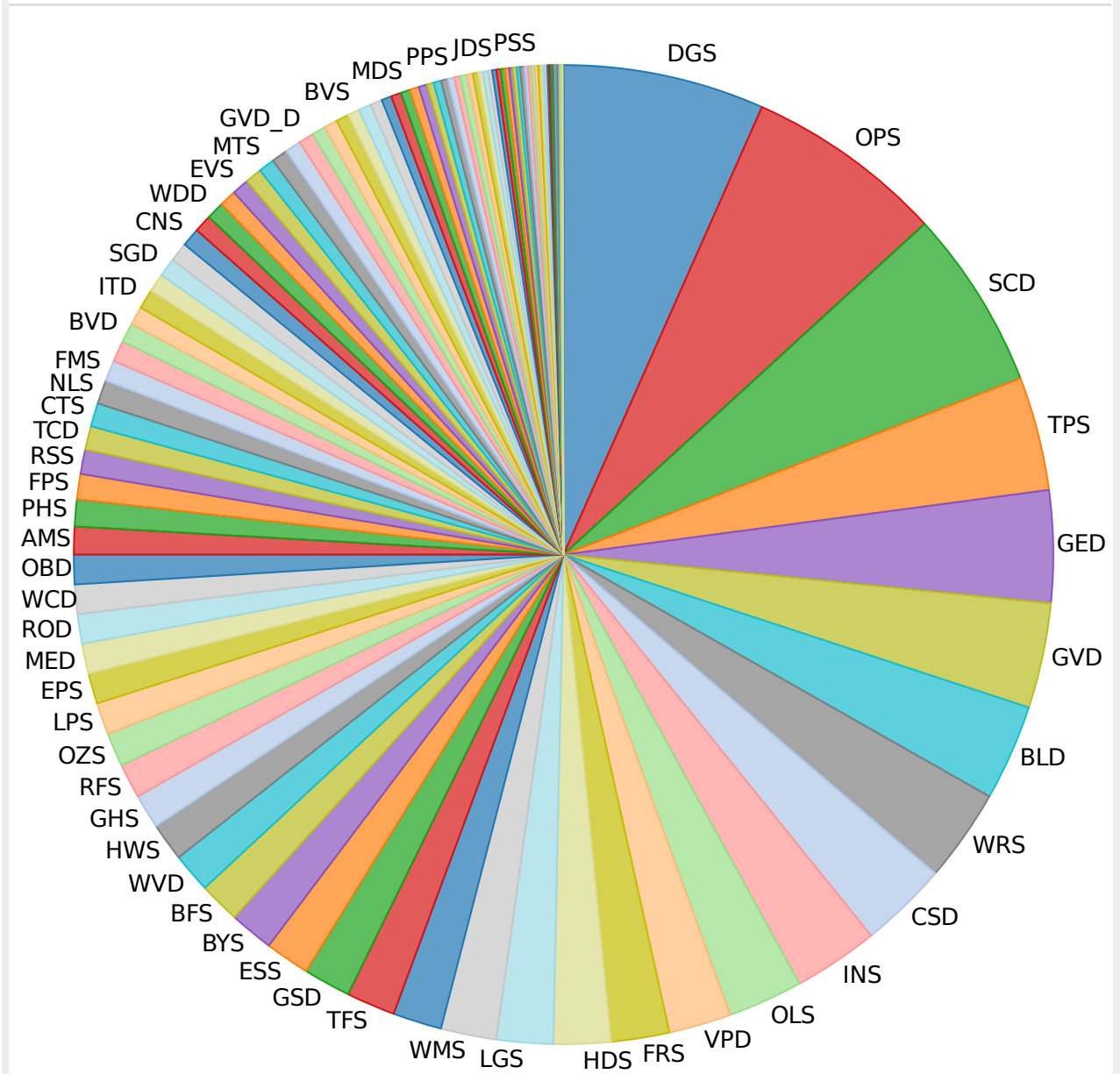
#### Item Circs by Item Library



### Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
<b>Total</b>	<b>1,049,386</b>	<b>100.00%</b>
DGS	69,237	6.60%
OPS	68,977	6.57%
SCD	62,264	5.93%
TPS	39,537	3.77%
GED	38,527	3.67%
GVD	36,648	3.49%
BLD	33,254	3.17%
WRS	31,851	3.04%
CSD	30,832	2.94%
INS	29,194	2.78%
OLS	26,148	2.49%
VPD	21,493	2.05%
FRS	20,217	1.93%
HDS	19,749	1.88%
LGS	19,492	1.86%
WMS	19,366	1.85%
BDD	16,827	1.60%
TFS	16,813	1.60%
GSD	16,386	1.56%
ESS	15,393	1.47%
BYS	15,166	1.45%
BFS	14,350	1.37%
WVD	13,581	1.29%
HWS	13,113	1.25%
GHS	12,185	1.16%
RFS	11,900	1.13%
OZS	11,713	1.12%
LPS	10,861	1.03%
EPS	10,641	1.01%
MED	10,504	1.00%
ROD	10,223	0.97%
WCD	10,209	0.97%

#### Item Circs by Station Library

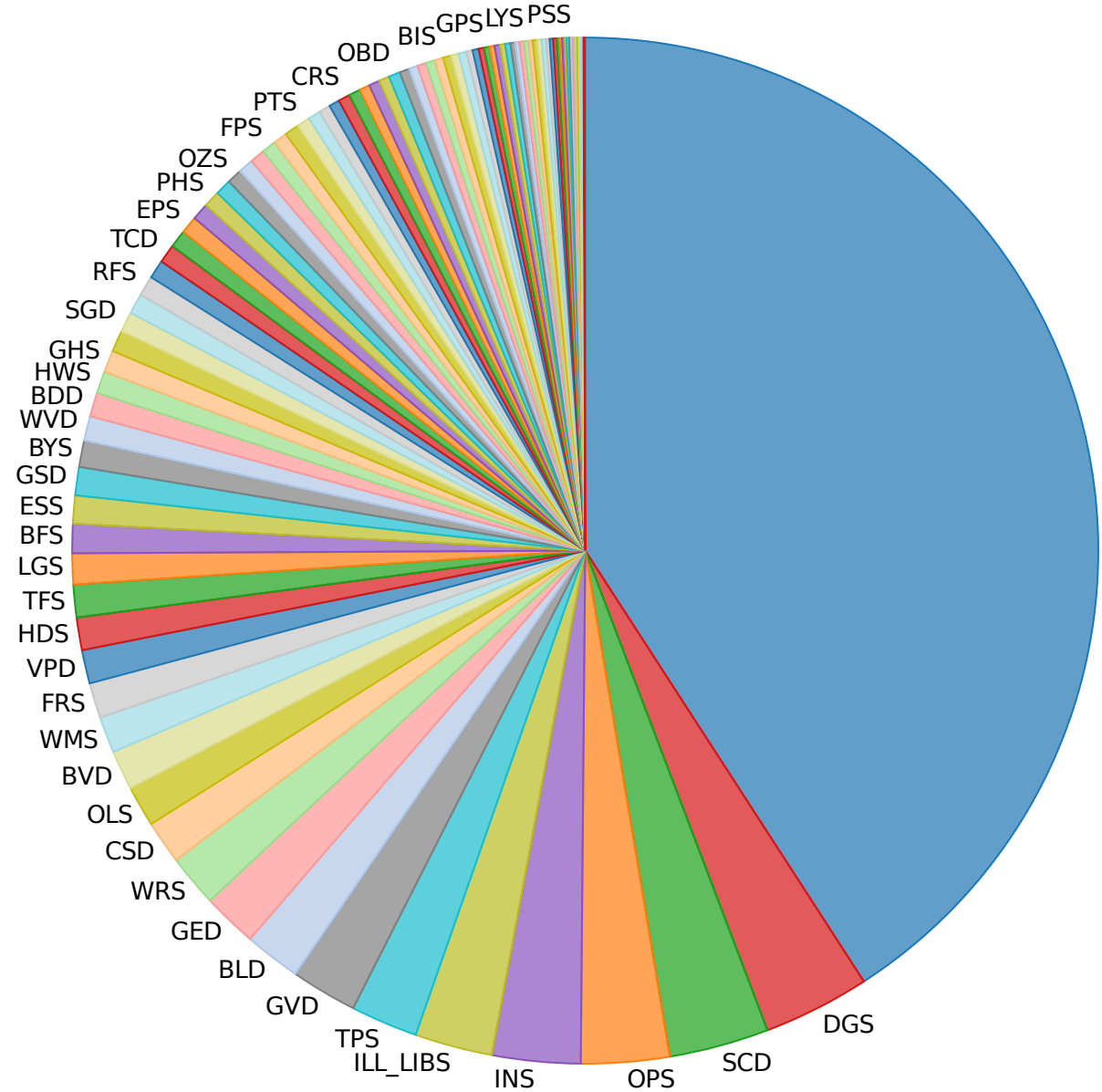




### Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
<b>Total</b>	<b>1,049,386</b>	<b>100.00%</b>
	428,492	40.83%
DGS	35,253	3.36%
SCD	33,024	3.15%
OPS	29,131	2.78%
INS	28,966	2.76%
ILL_LIBS	25,750	2.45%
TPS	22,120	2.11%
GVD	21,980	2.09%
BLD	18,492	1.76%
GED	18,150	1.73%
WRS	17,210	1.64%
CSD	14,238	1.36%
OLS	13,479	1.28%
BVD	13,072	1.25%
WMS	11,894	1.13%
FRS	11,793	1.12%
VPD	10,988	1.05%
HDS	10,961	1.04%
TFS	10,722	1.02%
LGS	10,291	0.98%
BFS	9,518	0.91%
ESS	9,424	0.90%
GSD	9,130	0.87%
BYS	8,924	0.85%
WVD	8,054	0.77%
BDD	7,874	0.75%
HWS	7,349	0.70%
GHS	7,318	0.70%
MED	6,906	0.66%
SGD	6,760	0.64%
LPS	6,693	0.64%
RFS	6,532	0.62%

#### Item Circs by User Library





## Director's Year in Review – 2022/23

\*Note: I was out on maternity leave for 3 months so this review covers my work over the 9 months I was in the library.

### Reports and Ordinances:

- 2022/23 saw the library upload every required ordinance and resolution in a timely manner to both RAILS (non-resident ordinance) and to Cook County (Levies, Resolutions, Reports) and the State Comptroller.
- Began work on collecting documents for required Decennial Committee in accordance with the sample report – to be completed early 2024

### Visibility/Education:

- Served on ALA's governance Board as a Councilor-at-Large
- Serve as board member for ALA's Learning Round Table
- Served on two ALA grant review committees
- Attended LibLearnX and will attend ALA Annual conference
- Served on PLA's Continuing Education Committee and Library Journal's Program Planning
- Completed numerous national, state and local webinars and trainings
- Continue to attend local directors meetings and grant meetings whenever possible
- Began work on local Collaboration Committee with the Library, Recreation and other organizations to provide better access to and planning for events and programs in the community
- Sent letters to all North Riverside businesses about donating to our Summer Reading program and possible future collaboration
- Reworking our "Show Your Library Card" program for roll out in 2024 to connect our patrons with local businesses

### Benefits:

- Continued updates to the personnel manual as well as review of job descriptions.
- Enrolling staff in Mission Square (formerly ICMA)'s 457 plan and maintaining both that and IMRF
- Continued educational updates and meetings on both plans above
- Solicited and reviewed 2 additional quotes for library building, director's and officers insurance
- Updated and simplified departmental spreadsheets for time off (vacation, sick and personal days) for managers
- Informed the Board about laws related to paid time off (covered by our updated policy) and retirement (covered by our 457 plan and IMRF)

### Staff:

- Hired and trained new youth services manager
- Discussed with various managers HR related topics and training

- Provided Personnel chair with list of staff who have left and reasons
- Provided Personnel chair and whole Board with salary benchmarking using 2021/22 data
- Set out a quarterly staff training schedule which will begin Fall 2023
- Put together welcome back bags for all new staff members including information on library policies, retirement options and benefits where applicable
- Worked with management staff on expanding hours
- Subscribed to a web based ap for staff scheduling allowing staff access to their schedule from anywhere
- Created a cross training month (February) when all staff are required to complete a cross training matrix in the other 2 departments (Adult/Teen Services, Circulation and Youth Services – excludes page and facilities)

#### Finances:

- Clean Audit with no findings
- Began working with DemandStar's free service to upload and classify all contracts – expect to complete in late 2023
- Created spending spreadsheets to help managers budget for materials and programs, grants and donations more easily
- Continued practice of working with management to set various parts of the yearly working budget
- Applied for but was denied for the bridge loan program through Cook County
- Working with staff to apply for additional grants, advocated for state funding, and on library fund raising efforts including:
  - o Project Next Generation Grant
  - o Age Options Grant
  - o Per Capita Grant
  - o State Legislative Grants
  - o Applied for: Dollar General Grant, Memory Lab grant,
  - o

#### Technology:

- Updated staff computers on established update schedule
- Added additional items to the Build Guild as well as the Library of Things
- Worked with Outsource Solutions Group to replace outdated switch, install new firewall, discussed moving email over to @nrpl.info to match the new website
- Worked with SWAN consortium and voted to approve group purchase of EBSCO databases
- Continued process of evaluating databases we offer for usage
- Worked with CyberOptik to finalize new website, including: writing all new content, design, legal FOIA requirements, ADA requirements, graphics, updated pictures, etc.

#### Building:

- Applied for and was awarded a grant to redesign the lower level youth services area by Library Journal's Design Institute, design completed by Chicago based architecture firm Studio GC
- Removed all files from lower level storage and began process to classifying them according to our record retention policy from the State
- Worked with Clark to create a list of priorities for the building
- Working with architects and construction companies to get a bid on a comprehensive capital improvement assessment plan for future budgeting and planning large capital projects
- Asked for grant funding for furniture for the youth services area from Riverside Township and the Foundation and Friends group. Defended and received grants. Received and built furniture.
- Completed removal and replacement of concrete apron around the building, asphalt parking lot, electrical under the parking lot leading to the lights
- Ordered new light fixtures for the entry way
- Removal of all failing wall paper – wall repair underway

#### Foundation/Friends:

- Attended and virtual host Foundation Meetings
- Completed name change with IRS and State
- Update annual forms
- Created Foundation & Friend square terminal site, updated site access
- Created section on the new library website for the Foundation & Friends
- Continued assistance with Foundation events (planning and promotion)

#### 2023/24 Goals

1. Create new technology, marketing and emergency plans for the library.
2. Encourage staff members to become more active in continuing education, organizations and outreach.
3. Work to expand the Collaboration Committee with additional organizations in North Riverside as well as those that serve North Riverside.
4. Focus on more outreach opportunities.

**ORDINANCE 23-06-01**  
**2023 ANNUAL ORDINANCE AUTHORIZING**  
**PUBLIC LIBRARY NON-RESIDENT CARDS**

**WHEREAS**, the North Riverside Public Library is a tax-supported public library; and

**WHEREAS**, people residing within the jurisdictional boundaries of the North Riverside Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

**WHEREAS** PA 92-0166 stipulates that “A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal address”; and

**WHEREAS** the Office of the Illinois Secretary of State has issued regulations defining “closest public library” and also providing three formulae which public libraries can use to determine the non-resident fee; and

**WHEREAS** the Board of Trustees of the North Riverside Public Library District has determined for its 2023-24 fiscal year, commencing July 1, 2023, and ending June 30, 2024, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

**NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE BOARD OF TRUSTEES OF THE NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT** as follows:

**Section 1:** Individuals residing beyond the jurisdictional boundaries of the North Riverside Public Library District whose closest library is the North Riverside Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the North Riverside Public Library District, may purchase a non-resident fee card for the price calculated according to the Tax Bill Method (23 Ad. Code 3050.60(b)).

**Section 2:** Individuals residing beyond the jurisdictional boundaries of the North Riverside Public Library District but owning (as an individual, a partner, the principal stockholder or other joint owner) taxable property within the jurisdictional boundaries of the North Riverside Public Library District, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the North Riverside Public Library District, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

**Section 3:** The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of the

Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance; and (c) the fee formula as set forth herein.

**Section 4:** The North Riverside Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

**Section 5:** The North Riverside Public Library shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determined the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

**Section 6:** The Policy of the North Riverside Public Library for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

**Section 7:** A valid non-resident library card issued by the North Riverside Public Library pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

**Section 8:** No non-resident is eligible to receive a “local use” library card from the North Riverside Public Library.

ADOPTED this 19<sup>th</sup> day of June, 2023, by a roll call vote as follows:

AYES: \_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED by the President and Board of Library Trustees of the North Riverside Public Library District.

\_\_\_\_\_  
President, Board of Library Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Library Trustees

PROPOSAL:

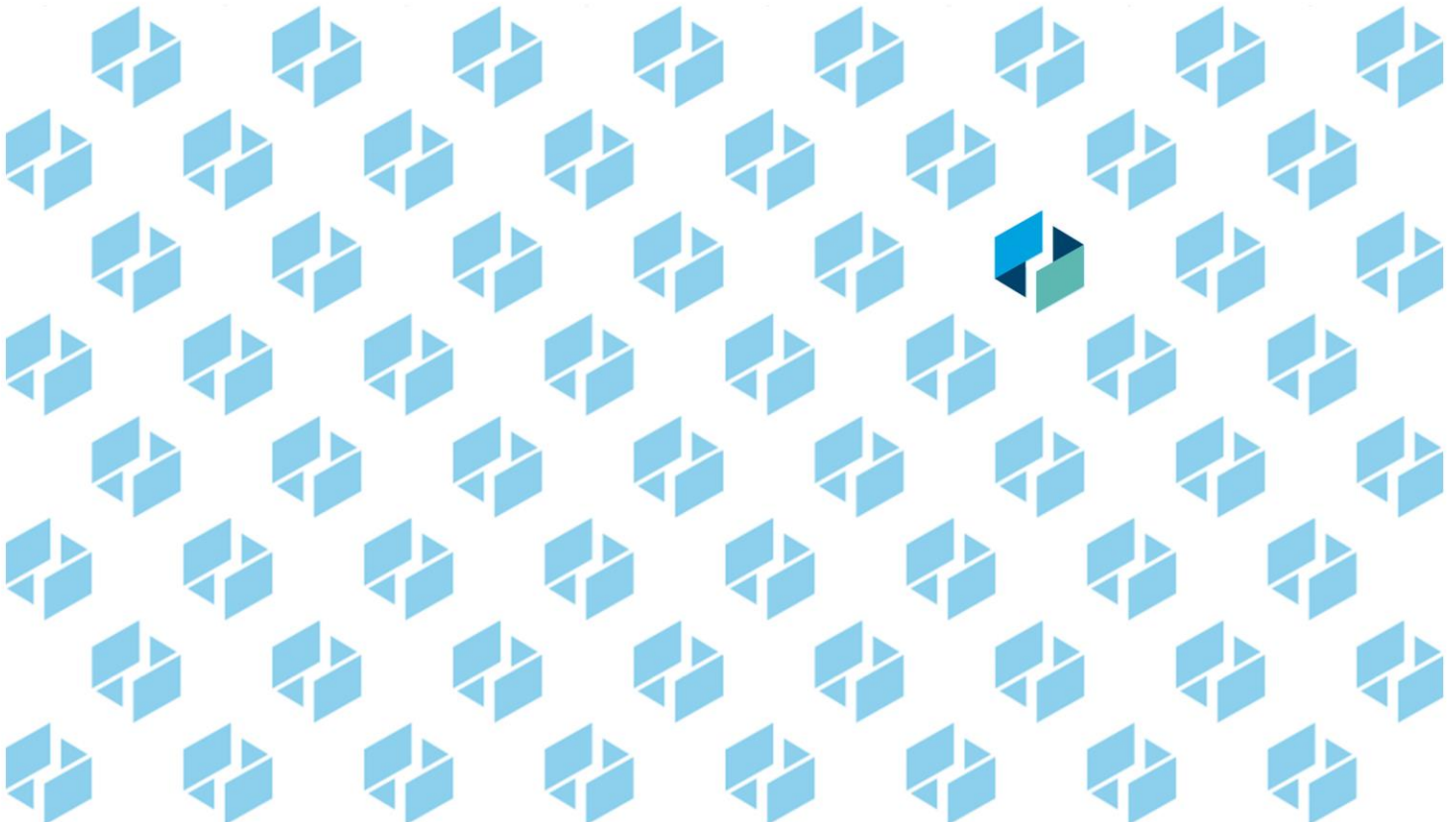
# NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

## Market Benchmarking Analysis & Structure Development Project

May 4, 2023

SUBMITTED BY:

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP  
Director, Compensation Services



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## About HR Source

HR Source has been a leader in providing service to employers for over a century. Through the years, HR Source has directed all of its efforts towards achieving a single purpose – to keep organizations strong, prosperous, and competitive by partnering to strengthen their human resource practices. Today, our strong and growing not-for-profit organization serves a diverse array of over 1,200 employers, including manufacturers, public employers, financial service providers and social service agencies.

HR Source delivers timely information, local and national benchmarking data, first-rate educational programs, forums for member networking and a menu of solutions to current management challenges. Our services focus on complying with complex regulations, attracting, and retaining talent, training employees to keep pace with today's constantly changing work environment, and building relationships with other employers and valuable resources.

HR Source's dedicated and experienced staff strive to provide our members and clients with the most current information, counsel, and best practices available. We believe the human side of the organization is the key differentiating factor and we endeavor to offer employers effective and efficient services which allow them to thrive.



## Our Unique Capabilities

HR Source has been conducting compensation, benefits, and human resource policy surveys since the early 1930's. The compensation analysts of HR Source use an analytical approach that utilizes this market data to create solutions that are focused on business strategy and regulatory compliance.

Organizations turn to HR Source for compensation and benchmarking services for many reasons including:

- HR Source is staffed with WorldatWork certified compensation experts who perform all work in-house.
- Our staff provides members/clients objective service free from internal pressures and influences.
- HR Source has a robust survey library and performs all work using valid, reliable data sources.
- Our analysis of current pay practices, with recommendations to help organizations achieve planned objectives, is delivered with all projects.
- HR Source is an ongoing resource for members to contact regarding compensation administration issues.

## Our Approach

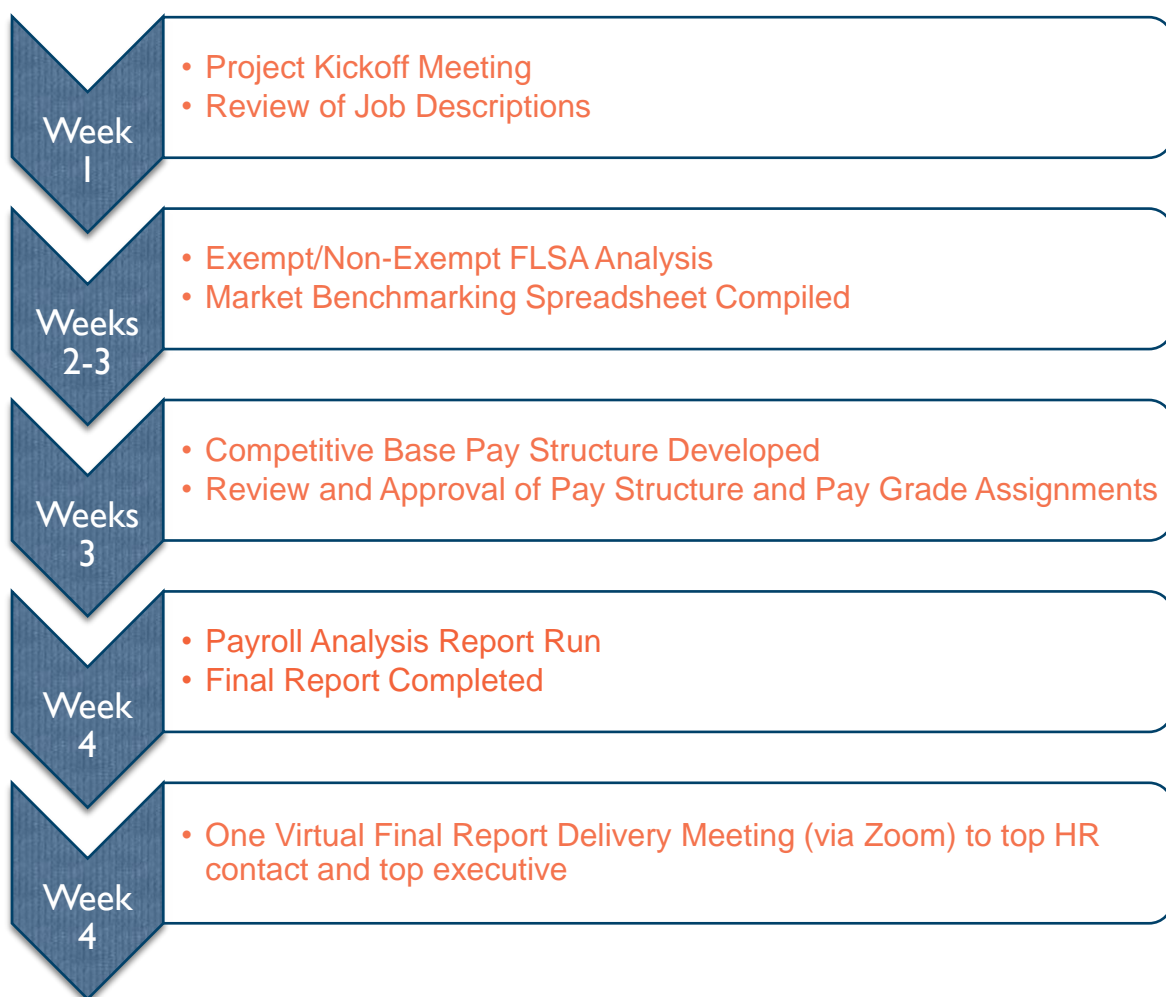
HR Source offers comprehensive market benchmarking services which include a review of the employer's compensation strategy, an analysis of the market using published salary surveys, and an analysis of current pay practices.

Milestone project steps are detailed below.

- Current job descriptions will be provided by the member/client which indicate essential job functions (including supervisory responsibilities, if applicable), and knowledge, skill, and ability requirements.
- The member/client and consultant will discuss the organization's compensation philosophy, survey sources, and comparable market to be used when finding appropriate position benchmarks.
- The analyst will calculate one competitive base pay structure based on an analysis of the marketplace as obtained from available surveys.
- The analyst will conduct an analysis of the organization's current pay levels and costs associated with implementing the proposed structure.
- If requested, the analyst will review the exemption status of each position under the Illinois Minimum Wage Law and the federal Fair Labor Standards Act.

## Timeline\*

Below is a proposed timetable. Should the North Riverside Public Library District agree to move forward with this project, a mutually agreeable timetable may be developed after the signed Letter of Agreement is received by HR Source.



\*There will likely be several weeks and/or months before the project can begin depending on the number of projects in-house. If you wish to move forward, we recommend returning a fully executed service agreement as soon as possible in order to secure a place in our work queue.

## Investment

The scope of the project represents all time and activities involved in the market benchmarking study.

**Up to 12 positions (Member Rate) . . . . . \$3,420.00**

To be eligible for member rates, an organization must be a member during the entire course of the project.

Project costs are based on the approximate number of jobs in the study as provided. After the project has begun, changes to the methodology or organizational demographics may result in additional fees. Once the competitive pay structure and pay grade assignments have been approved by the member/client, HR source will finalize all project documents. Any requests for changes once the project documents have been finalized will be subject to an hourly rate of \$200/hour. The costs and conditions set forth are valid for a period of ninety (90) days.

This estimate does not include the cost of obtaining industry specific survey data for sources other than those currently available to HR Source. Should a charge for survey data be applicable, HR Source will contact the North Riverside Public Library District for written authorization prior to proceeding.

## Project Team

### **Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP**

*Director, Compensation Services*

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP consults with clients on job evaluation systems, compensation system design, and on using survey data to benchmark compensation practices. Clients have included health and recreation agencies, libraries, non-profit and for-profit organizations. Kathryn also provides compensation, human resource, and supervisory/management training services for member organizations as a consultant and via the HR Hotline.

Kathryn O'Connor has worked in human resources over 15 years. Ms. O'Connor holds a Bachelor of Arts in Economics from Northwestern University. She is a Professional in Human Resources (PHR) as designated through the Human Resource Certification Institute (HRCI) and a certified professional through the Society of Human Resources Management. Additionally, she holds a Certified Compensation Professional (CCP) and Global Remuneration Professional (GRP) certificate through WorldatWork.

### **Joy Lynn Hyer, SPHR, SHRM-SCP, CCP**

*Senior Compensation/Survey Analyst*

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP consults with clients on job evaluation systems, compensation system design and on using survey data to benchmark compensation practices. Client industries have included health and recreation centers, libraries, manufacturing, professional services in both non-profit and for-profit organizations. Joy Lynn also provides assistance to member organizations in human resources via the HR Hotline and administers and analyzes employee and customer satisfaction/ engagement surveys.

Joy Lynn has worked in human resources over 15 years and holds a Bachelor of Arts from California State University, Long Beach. She is a Senior Professional in Human Resources (SPHR) as designated through the Human Resource Certification Institute (HRCI), and a senior certified professional through the Society of Human Resources Management (SHRM-SCP). Additionally, she holds a Certified Compensation Professional (CCP) certificate through WorldatWork.

# Letter of Agreement

May 4, 2023

HR Source agrees to offer the proposed compensation services for:

Member / Client Organization:	North Riverside Public Library District
Contact Name:	Natalie Starosta
Address:	2400 S. Des Plaines Ave, North Riverside, IL 60546
Telephone:	708-447-0869

Services to be offered: Per the proposal dated May 4, 2023, Market Benchmarking and Structure Development for up to 12 positions.

In exchange for these services, the above organization agrees to pay \$3,420. Prices may fluctuate if the project deviates from the project overview and scope as outlined above and are contingent with active membership with HR Source.

It is hereby understood and agreed that the parties to this agreement have the authority to enter into this agreement on behalf of their organizations and that the organizations will be bound by the explanation of procedures and fees described in this agreement.



\_\_\_\_\_  
HR Source Authorization

5/4/2023  
Date

\_\_\_\_\_  
North Riverside Public Library District Authorization

\_\_\_\_\_  
Date