

**North Riverside Public Library District
Board of Trustees
Regular Meeting, August 21st, 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 July 3rd, 2023 Committee of the Whole Meeting
- b. Minutes of the July 17th, 2023 Regular Board Meeting
- c. Correspondence

Treasurer:

- a. July 2023 Financial Statements
- b. Authorization to transfer \$78,000 from the money market account which currently has a balance of \$303,133.28 as of 8/16/23 to checking.

4. President's Report

- A. Board action log (informational)

5. Director's Report

- A. Weekly emails

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. Compensation (action)

I, _____, make a motion to approve the proposed (7% or 5%) COLA increase for all staff excluding the director as presented. I, _____, second. Roll call vote: ___ Corgiat, ___ Gordon, ___ Mathias, ___ Rouleau, ___ Bonnar, ___ Ottenweller, ___ Johnson. Motion carried/rejected

B. Director's Compensation (action)

I, _____, make a motion to approve the proposed (7% or 5%) COLA increase for the director as presented. I, _____, second. Roll call vote: ___ Corgiat, ___ Gordon, ___ Mathias, ___ Rouleau, ___ Bonnar, ___ Ottenweller, ___ Johnson. Motion carried/rejected

C. Budget and Appropriations Ordinance (action)

I, _____, make a motion to approve the proposed B&A Ordinance as presented. I, _____, second. Roll call vote: ___ Corgiat, ___ Gordon, ___ Mathias, ___ Rouleau, ___ Bonnar, ___ Ottenweller, ___ Johnson. Motion carried/rejected

D. Secretary's Audit (action)

I, _____, make a motion to approve the secretary's audit as presented by President Corgiat and Trustee Rouleau. I, _____, second. ___ aye ___ nay

E. 2023-2025 Committee Assignments Proposal:

I, _____, make a motion to approve the proposed committee appointments as presented.

Personnel: Gerg Gordon

Building and Grounds: Ken Rouleau

Policy: Kathy Bonnar

Advocacy: Jeanne Ottenweller

Finance: John Mathias

Strategic Planning: Kyle Johnson and Annette Corgiat

I, _____, second. Roll call vote: ___ Corgiat, ___ Gordon, ___ Mathias, ___ Rouleau, ___ Bonnar, ___ Ottenweller, ___ Johnson. Motion carried/rejected

F. 2023-2025 Board Officer Slate Proposal: President Annette Corgiat, Vice President Greg Gordon, Treasurer John Mathias, Secretary Kyle Johnson.

I, _____, make a motion to approve the proposed slate of officers as presented. I, _____, second. Roll call vote: ____ Corgiat, ____ Gordon, ____ Mathias, ____ Rouleau, ____ Bonnar, ____ Ottenweller, ____ Johnson. Motion carried/rejected

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 September 18th, 2023 at 6:00 p.m.

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue
North Riverside, IL 60546

Minutes of the meeting of July 17, 2023

1. Open of Meeting

A. The meeting was called to order by Trustee Corgiat at 6:07 p.m. Roll call was taken.

Present: Trustee Kathy Bonnar, Trustee Annette Corgiat, Trustee Kyle Johnson, Trustee John Mathias, Trustee Jeanne Ottenweller, Trustee Ken Rouleau

Absent: Trustee Greg Gordon

Also Present: Jill Cannizzo & Director Starosta, Nicole Kozlowski from Lauterbach & Amen accounting firm

B. A quorum was established.

C. There were no visitors present tonight.

D. I, Trustee Mathias make a motion to approve the agenda as amended with questions to the June financial statements and the transfer of \$80,000 and with the addition of setting a slate of officers at the Board Action Log in the president's report. I, Trustee Rouleau second the motion. All ayes, motion carried.

2. Open Forum

No one was present.

3. Nicole Kozlowski from Lauterbach & Amen talked about how to get a better picture of cash flow. She made a power point presentation and explained it to everyone. Trustee Mathias also talked about how this can be used for future. Nicole said that she can try to have financial reports including the cash flow chart to Director Starosta to put on the Google Drive so that the Board can look at them by the Wednesday before the meeting.

4. Consent Agenda

A. I, Trustee Mathias make a motion to approve the consent agenda with the removal of letters a and b from the Treasurer's Report for further questioning. I, Trustee Johnson second the motion. A roll call vote was taken.

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

Nays: None

Motion Carried

Secretary

a. All read and approve the minutes.

b. No correspondence

Treasurer

a. June 2023 Financial Statements – If you look at the check detail, there was a question about the Capital One check. Director Starosta said it was a duplicate check because they did not receive the first check.

- b. There was some discussion about the \$80,000 transfer. There are 3 payrolls in August. Trustee Mathias would like to see the Agenda show where the transfer is coming from and what the balance is.

5. President's Report

A. Board Action Log

Nominations for officers of the Board which will be voted on next month.

Trustee Mathias nominated Trustee Corgiat to be President. Trustee Johnson seconded the nomination.

Trustee Corgiat nominated Trustee Gordon to be Vice President. Trustee Rouleau seconded the nomination.

Trustee Corgiat nominated Trustee Mathias to be Treasurer. Trustee Rouleau seconded the nomination.

Trustee Corgiat nominated Trustee Johnson to be secretary. Trustee Mathias seconded the nomination.

These nominations are for 2 years. This slate of officers will be voted on next month.

There was some discussion about the quarterly newsletters. Some people are not getting them in the mail. There is nothing that the Board can do, they go to the Post Office and then they are in control at that point.

6. Director's Report

A. Director Starosta sends weekly emails. If there any questions about these reports, email her. New website should be up soon. She will send an email to Board members once that is done.

7. Committee Reports

A. Advocacy (Trustee Johnson)

Trustee Johnson had nothing tonight.

B. Buildings & Grounds (Trustee Rouleau)

Trustee Rouleau reported that Larry the contractor that looked at the basement reached out to see where things are with the project. He was told that there should be some decision by next month. Board members need to see final costs and what the project entails before voting on this.

Somehow the HVAC got hacked and the settings were all messed up. This has been fixed.

C. Finance (Trustee Bonnar)

Trustee Bonnar had nothing to report tonight

D. Personnel (Trustee Gordon)

Trustee Gordon is absent, nothing to report tonight

E. Policy (Trustee Bonnar, Trustee Ottenweller)

Trustee Bonnar & Trustee Ottenweller have nothing to report tonight

F. Strategic Planning (Trustee Mathias)

Trustee Mathias had nothing to report tonight

G. Grants (Director Starosta)

Applied for ALA grant and in process of applying for holocaust exhibit grant.

8. New Business

A. Capital Improvement Assessment Plan

I, Trustee Rouleau make a motion to approve the bid in the amount of \$9,750.00 from Studio GC as presented. I, Trustee Ottenweller second the motion. A roll call vote was taken.

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

Nays: None

Motion Carried

B. Compensation

Tabled until next meeting so there is more time to look at this further. There was some discussion.

I, Trustee Mathias make a motion to table the compensation proposal until next meeting. I, Trustee Ottenweller second the motion. All ayes, motion carried.

C. Building and Maintenance Ordinance

I, Trustee Rouleau make a motion to approve the proposed Building and Maintenance Ordinance as presented. I, Trustee Mathias second the motion.

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

Nays: None

Motion Carried

D. Retirement Recognition Policy

I, Trustee Rouleau make a motion to approve the proposed Retirement Recognition Policy as presented. I, Trustee Johnson second the motion.

All in favor, Motion Carried

E. Budget and Appropriation Ordinance

It was discussed at Committee of the Whole and will be on the August agenda to be voted on.

8. I, Trustee Mathias make a motion to go into closed session under 2(c)(21)

Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act. I, Trustee Rouleau second the motion. All ayes, motion carried.

I, Trustee Mathias make a motion to return to open session. I, Trustee Rouleau seconded the motion. All ayes, motion carried.

I, Trustee Mathias make a motion to release the minutes of February 20, 2023. I, Trustee Rouleau seconded the motion. All ayes, motion carried.

9. I, Trustee Rouleau make a motion to adjourn the meeting at 7:31 p.m. I, Trustee Johnson second the motion. All ayes, motion carried.

The next Board meeting is scheduled for August 21, 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
July 3th, 2023
6:00 PM

1. Open of Meeting

- A. Meeting was called to order by Annette Corgiat at 6pm.
- B. Determination of quorum: In attendance: Annette Corgiat, Greg Gordon, John Mathias, Ken Rouleau, Jeanne Ottenweller. Attending virtually: Kyle Johnson who joined at 6:05pm. Absent: Kathy Bonnar.
- C. Recognition of visitors to the meeting: Also in attendance Natalie Starosta.
- D. Approval of agenda and requested changes to agenda: Secretary Mathias made a motion to approve the agenda as presented. Trustee Rouleau seconded. All aye.

2. Open Forum

No Comments.

3. Minutes

- A. Review Minutes of June 5th, 2023 Committee of Whole Meeting. The minutes were located in a different folder and need to be moved. Director Starosta will move them.

4. Finance

- A. FY24 draft Budget - No discussion.
- B. Building and Maintenance Ordinance - Director Starosta presented the annual B&M Ordinance. No questions. Item will be added to the July Board meeting agenda.
- C. Budget and Appropriations Ordinance - Director Starosta presented the annual B&A Ordinance and explained the ordinance. Secretary Mathias commented that this must be a mechanism for keeping the library from going over budget. Director Starosta explained the process of amending your B&A Ordinance when necessary.

5. Advocacy

- No additional information about a chart of responsibilities.
- A. Centennial Celebration- July 30th - No comments.
 - B. Advocacy webinars - No comments.

6. Building & Grounds

- A. Capital Improvement Plan - Trustee Rouleau discussed the need to move forward with this in light of the upcoming IPLAR and the Board's desire to have better information for financial planning. He recommends Studio GC. Motion will be put on the Board agenda for July.

- B. Lower Level update discussion - Trustee Rouleau discussed the quote to renovate the former periodicals/storage room and create a usable space open to the public as well as a work room for the youth services department. Director Starosta will create a financial plan for paying for the improvements.
- 7. **Personnel**
 - A. Director's Review - Vice President Gordon distributed the review today and would like everyone to reflect on it Item moved to August Board meeting.
 - B. FY24 Compensation discussion - Vice President Gordon asked that this be moved forward to the Board agenda for July to show our staff that the Board values them. Secretary Mathias would like to see additional financial data before making a decision. President Corgiat would like the Board to return to the previous plan which was to allocate a specific amount of money for the Director to distribute as she sees fit to staff.
- 8. **Policy**
 - A. Retirement recognition policy draft - Vice President Gordon was concerned about providing a leaf on the donor tree for years of service but after Director Starosta's explanation, accepted the idea. There were several concerns over giving a plaque to Trustees at the completion of their service as some trustees have left on less positive terms. Director Starosta is working to update. Item to be added to the July Board meeting agenda.
- 9. **Strategic Planning**
 - A. Chapter 11 in IL Standards - Secretary Mathias reviewed Chapter 11. No discussion.
- 10. **Other Business**
 - A. Brainstorm Committee Responsibilities and Expectations - no discussion.
- 11. **Adjournment**

Motion made by Trustee Rouleau to adjourn the meeting at 7:53pm. Seconded by Vice President Gordon. All aye.

The Library Board meeting is scheduled for Monday, July 17th, 2023 at 6:00pm.

Management Report

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



Prepared on
August 17, 2023

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Profit and Loss

July 2023

	Total
INCOME	
6903-01 Fines & Fees	624.09
6904-01 Donations	1,270.66
6905-01 Grants	10,953.35
Interest	
6906-01 Interest	1,374.85
Total Interest	1,374.85
Total Income	14,222.95
GROSS PROFIT	
	14,222.95
EXPENSES	
8360-01 Grants	2,036.49
Advertising & Marketing	
8404-01 Staff Recognition	181.21
Total Advertising & Marketing	181.21
Bank Charges & Fees	
8396-01 Bank Charges & Fees	31.27
Total Bank Charges & Fees	31.27
Benefits	
7600-05 Health Insurance	3,220.40
7660-06 Unemployment Insurance	737.31
7670-01 Taxes-Fica Expense	3,123.51
Total Benefits	7,081.22
Building Expense	
8306-07 Building Supplies & Maintenance	4,382.09
8308-07 Service Contracts	3,319.94
8320-07 Building & Grounds	0.00
8330-01 Casual Labor	75.00
8335-07 Building Repairs	3,218.00
Total Building Expense	10,995.03
Computers/Technology	
8171-01 Tech Service	21,571.15
8172-01 Computer Equipment	484.08
8175-01 SWAN	9,359.24
8180-01 Software	1,421.46
8190-01 Website	58.98
Total Computers/Technology	32,894.91
Legal & Professional Services	
8400-01 Accounting	1,866.00
8402-01 Legal Fees	11.02
8430-01 Payroll Expenses	-1,801.70

	Total
Total Legal & Professional Services	75.32
Library Materials	
8090-01 Adult A/V	270.39
8105-01 Adult Fiction/Non-Fiction	2,447.77
8106-01 Children Fiction / Non-Fiction	2,010.39
8107-01 Teen Fiction/Non-Fiction	689.50
8108-01 eBooks	5,000.00
8130-01 Internet Databases	387.24
Total Library Materials	10,805.29
Programs & Strategic Initiatives	
8150-01 Children's Programs	442.48
8155-01 Adult Programs	1,636.61
8158-01 Strategic Initiatives	240.80
Total Programs & Strategic Initiatives	2,319.89
Salaries	
7504-01 Circulation	6,426.15
7505-01 Adult Services	3,345.16
7506-01 Youth Services	7,244.44
7507-01 Pages	715.50
7508-01 Administration	21,215.94
7509-01 Facilities	2,122.50
Total Salaries	41,069.69
Travel & Training	
8342-01 Lodging, Meals, Mileage	168.33
8390-01 Mileage Reimbursement	0.00
Total Travel & Training	168.33
Utilities	
8301-07 Internet/Phone	1,375.84
8302-07 Electricity	2,819.51
8303-07 Gas	483.90
Total Utilities	4,679.25
Total Expenses	112,337.90
NET OPERATING INCOME	-98,114.95
NET INCOME	\$ -98,114.95

Balance Sheet

As of July 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	299,145.49
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	-9,927.75
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	0.00
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	330,742.95
1501-01 First American Checking (5001)	5,323.35
1509-07 Cash - IPTIP IL Funds	98,702.41
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	491,683.74
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	525,936.37
2000-04 Taxes Receivable-Audit	3,991.06
2000-05 Taxes Receivable-Insurance	3,991.06
2000-06 Taxes Receivable-Liab Insur	523.83
2000-07 Taxes Recievable-Bldg Fund	25,443.04
2000-08 Taxes Receivable-SS Fund	18,957.55
2000-09 Taxes Receivable-Pension Fund	16,463.13
Total Accounts Receivable	595,306.04
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	2,013.07
2400-05 Prepaid Expenses 05	0.00
2400-07 Prepaid Expense	179.35
Total Other Current Assets	772,003.66
Total Current Assets	1,858,993.44
TOTAL ASSETS	\$1,858,993.44

LIABILITIES AND EQUITY
Liabilities**Current Liabilities****Accounts Payable**

4100-01 Accounts Payable	13,788.74
4100-02 Accounts Payable UC Fund	0.00
4100-05 Accounts Payable Liability Fund	419.38
4100-06 Accounts Payable Unemployment Fund	204.29
4100-07 Accounts Payable Building Fund	6,480.20
4100-09 Accounts Payable Pension Fund	0.00

Total Accounts Payable	20,892.61
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Other Current Liabilities

4002-01 IMRF - Employee Contribution	929.87
4003-01 Child Support	0.00
4200-01 Accrued Wages	17,961.93
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	1,434.40
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	525,936.37
4300-04 Deferred Tax Rev - Audit Fund	3,991.06
4300-05 Deferred Tax Rev Liability Fund	3,991.06
4300-06 Deferred Tax Rev Unemployment	523.83
4300-07 Deferred Tax Rev Building Fund	25,443.04
4300-08 Deferred Tax Rev SS	18,957.55
4300-09 Deferred Tax Rev Pension	16,463.13
4470-07 Due to/from Corp - Building fund	0.00

Total Other Current Liabilities	615,632.24
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Total Current Liabilities	636,524.85
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Total Liabilities	636,524.85
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Equity

3200-00 Retained Earnings	-3,750.46
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

	Total
Net Income	-98,114.95
Total Equity	1,222,468.59
TOTAL LIABILITIES AND EQUITY	\$1,858,993.44



North Riverside Public Library District

Balance Sheet As of July 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	299,145.49
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	-9,927.75
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	0.00
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	330,742.95
1501-01 First American Checking (5001)	5,323.35
1509-07 Cash - IPTIP IL Funds	98,702.41
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	\$491,683.74
Accounts Receivable	
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2000-04 Taxes Receivable-Audit	3,991.06
2000-05 Taxes Receivable-Insurance	3,991.06
2000-06 Taxes Receivable-Liab Insur	523.83
2000-07 Taxes Recievable-Bldg Fund	25,443.04
2000-08 Taxes Receivable-SS Fund	18,957.55
2000-09 Taxes Receivable-Pension Fund	16,463.13
Total Accounts Receivable	\$595,306.04
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	2,013.07
2400-05 Prepaid Expenses 05	0.00
2400-07 Prepaid Expense	179.35
Total Other Current Assets	\$772,003.66
Total Current Assets	\$1,858,993.44
TOTAL ASSETS	\$1,858,993.44

North Riverside Public Library District

Balance Sheet As of July 31, 2023

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	13,788.74
4100-02 Accounts Payable UC Fund	0.00
4100-05 Accounts Payable Liability Fund	419.38
4100-06 Accounts Payable Unemployment Fund	204.29
4100-07 Accounts Payable Building Fund	6,480.20
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	\$20,892.61
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	929.87
4003-01 Child Support	0.00
4200-01 Accrued Wages	17,961.93
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	1,434.40
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	525,936.37
4300-04 Deferred Tax Rev - Audit Fund	3,991.06
4300-05 Deferred Tax Rev Liability Fund	3,991.06
4300-06 Deferred Tax Rev Unemployment	523.83
4300-07 Deferred Tax Rev Building Fund	25,443.04
4300-08 Deferred Tax Rev SS	18,957.55
4300-09 Deferred Tax Rev Pension	16,463.13
4470-07 Due to/from Corp - Building fund	0.00
Total Other Current Liabilities	\$615,632.24
Total Current Liabilities	\$636,524.85
Total Liabilities	\$636,524.85
Equity	
3200-00 Retained Earnings	-3,750.46
5600-01 General Fund Balance	1,576,256.00
5600-02 Debt Service Fund Balance	0.00
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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

North Riverside Public Library District

Balance Sheet As of July 31, 2023

	TOTAL
Opening Balance Equity	0.00
Net Income	-98,114.95
Total Equity	\$1,222,468.59
TOTAL LIABILITIES AND EQUITY	\$1,858,993.44



North Riverside Public Library District
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
July 2023 - July 2023

	Jul 2023		Total		% of Budget
	MTD Actual	YTD Actual	Budget	over Budget	
Income					
6901-14 Estimated loss due to property assessment appeals	0.00	0.00	-10,000.00	10,000.00	0.00%
6903-01 Fines & Fees	624.09	624.09	12,000.00	-11,375.91	5.20%
6904-01 Donations	1,270.66	1,270.66	35,000.00	-33,729.34	3.63%
6905-01 Grants	10,953.35	10,953.35	120,000.00	-109,046.65	9.13%
6907-01 Credit Card Income	0.00	0.00	2,500.00	-2,500.00	0.00%
6920-01 Unrealized Income-Annuities	0.00	0.00	20,000.00	-20,000.00	0.00%
Interest					
6906-01 Interest	1,374.85	1,374.85	3,000.00	-1,625.15	45.83%
Total Interest	\$ 1,374.85	\$ 1,374.85	\$ 3,000.00	-\$ 1,625.15	45.83%
Property Taxes					
6901-01 Property Tax	0.00	0.00	1,174,665.00	-1,174,665.00	0.00%
Total Property Taxes	\$ 0.00	\$ 0.00	\$ 1,174,665.00	-\$ 1,174,665.00	0.00%
Total Income	\$ 14,222.95	\$ 14,222.95	\$ 1,357,165.00	-\$ 1,342,942.05	1.05%
Gross Profit	\$ 14,222.95	\$ 14,222.95	\$ 1,357,165.00	-\$ 1,342,942.05	1.05%
Expenses					
8360-01 Grants	2,036.49	2,036.49	100,000.00	-97,963.51	2.04%
Advertising & Marketing			0.00	0.00	
8361-01 Donations	0.00	0.00	35,000.00	-35,000.00	0.00%
8365-01 Library Promotion	0.00	0.00	5,500.00	-5,500.00	0.00%
8370-01 Postage	0.00	0.00	3,200.00	-3,200.00	0.00%
8375-01 Advertising	0.00	0.00	4,500.00	-4,500.00	0.00%
8385-01 Memorials & Tributes	0.00	0.00	500.00	-500.00	0.00%
8399-01 ILL Loss/Damage	0.00	0.00	250.00	-250.00	0.00%
8404-01 Staff Recognition	181.21	181.21	2,500.00	-2,318.79	7.25%
8410-01 Printing	0.00	0.00	12,000.00	-12,000.00	0.00%
Total Advertising & Marketing	\$ 181.21	\$ 181.21	\$ 63,450.00	-\$ 63,268.79	0.29%
Bank Charges & Fees					
8396-01 Bank Charges & Fees	31.27	31.27	500.00	-468.73	6.25%
Total Bank Charges & Fees	\$ 31.27	\$ 31.27	\$ 500.00	-\$ 468.73	6.25%
Benefits					
7600-05 Health Insurance	3,220.40	3,220.40	32,000.00	-28,779.60	10.06%
7650-09 IMRF	0.00	0.00	49,250.00	-49,250.00	0.00%
7660-06 Unemployment Insurance	737.31	737.31	1,000.00	-262.69	73.73%
7670-01 Taxes-Fica Expense	3,123.51	3,123.51	38,655.00	-35,531.49	8.08%
Total Benefits	\$ 7,081.22	\$ 7,081.22	\$ 120,905.00	-\$ 113,823.78	5.86%
Building Expense					
8306-07 Building Supplies & Maintenance	4,382.09	4,382.09	12,000.00	-7,617.91	36.52%
8308-07 Service Contracts	3,319.94	3,319.94	30,500.00	-27,180.06	10.89%
8315-07 Fees & Permits	0.00	0.00	1,950.00	-1,950.00	0.00%
8330-01 Casual Labor	75.00	75.00	900.00	-825.00	8.33%
8335-07 Building Repairs	3,218.00	3,218.00	30,000.00	-26,782.00	10.73%
Total Building Expense	\$ 10,995.03	\$ 10,995.03	\$ 75,350.00	-\$ 64,354.97	14.59%
Computers/Technology					
8171-01 Tech Service	21,571.15	21,571.15	25,000.00	-3,428.85	86.28%
8172-01 Computer Equipment	484.08	484.08	5,000.00	-4,515.92	9.68%
8175-01 SWAN	9,359.24	9,359.24	24,500.00	-15,140.76	38.20%
8180-01 Software	1,421.46	1,421.46	1,500.00	-78.54	94.76%
8190-01 Website	58.98	58.98	3,500.00	-3,441.02	1.69%
8195-01 Email	0.00	0.00	500.00	-500.00	0.00%

Total Computers/Technology	\$ 32,894.91	\$ 32,894.91	\$ 60,000.00	-\$ 27,105.09	54.82%
Insurance					
8460-05 Liability Insurance	0.00	0.00	24,000.00	-24,000.00	0.00%
Total Insurance	\$ 0.00	\$ 0.00	\$ 24,000.00	-\$ 24,000.00	0.00%
Interest Paid					
8601-02 Debt Service-Interest	0.00	0.00	16,500.00	-16,500.00	0.00%
8701-02 Debt Certificate Principle	0.00	0.00	28,000.00	-28,000.00	0.00%
Total Interest Paid	\$ 0.00	\$ 0.00	\$ 44,500.00	-\$ 44,500.00	0.00%
Legal & Professional Services					
8400-01 Accounting	1,866.00	1,866.00	17,000.00	-15,134.00	10.98%
8401-04 Audit	0.00	0.00	9,200.00	-9,200.00	0.00%
8402-01 Legal Fees	11.02	11.02	6,000.00	-5,988.98	0.18%
8405-01 Appraisal	0.00	0.00	1,500.00	-1,500.00	0.00%
8406-01 Collection Agency	0.00	0.00	500.00	-500.00	0.00%
8430-01 Payroll Expenses	-1,801.70	-1,801.70	6,500.00	-8,301.70	-27.72%
8435-01 Background Checks	0.00	0.00	200.00	-200.00	0.00%
Total Legal & Professional Services	\$ 75.32	\$ 75.32	\$ 40,900.00	-\$ 40,824.68	0.18%
Library Materials					
8090-01 Adult A/V	270.39	270.39	9,200.00	-8,929.61	2.94%
8091-01 Children's A/V	0.00	0.00	3,600.00	-3,600.00	0.00%
8096-01 Teen A/V	0.00	0.00	3,300.00	-3,300.00	0.00%
8100-01 Replacement Materials	0.00	0.00	2,000.00	-2,000.00	0.00%
8103-01 Foreign Lang. Materials	0.00	0.00	3,000.00	-3,000.00	0.00%
8105-01 Adult Fiction/Non-Fiction	2,447.77	2,447.77	26,000.00	-23,552.23	9.41%
8106-01 Children Fiction / Non-Fiction	2,010.39	2,010.39	17,000.00	-14,989.61	11.83%
8107-01 Teen Fiction/Non-Fiction	689.50	689.50	9,500.00	-8,810.50	7.26%
8108-01 eBooks	5,000.00	5,000.00	6,500.00	-1,500.00	76.92%
8120-01 Newspapers	0.00	0.00	3,600.00	-3,600.00	0.00%
8130-01 Internet Databases	387.24	387.24	18,000.00	-17,612.76	2.15%
8140-01 Periodicals	0.00	0.00	1,600.00	-1,600.00	0.00%
Total Library Materials	\$ 10,805.29	\$ 10,805.29	\$ 103,300.00	-\$ 92,494.71	10.46%
Office Supplies & Software					
8202-01 Office Supplies	0.00	0.00	13,500.00	-13,500.00	0.00%
Total Office Supplies & Software	\$ 0.00	\$ 0.00	\$ 13,500.00	-\$ 13,500.00	0.00%
Programs & Strategic Initiatives					
8150-01 Children's Programs	442.48	442.48	6,300.00	-5,857.52	7.02%
8153-01 Teen Programs	0.00	0.00	2,900.00	-2,900.00	0.00%
8154-01 Makerspaces/library of things	0.00	0.00	5,200.00	-5,200.00	0.00%
8155-01 Adult Programs	1,636.61	1,636.61	6,000.00	-4,363.39	27.28%
8156-01 Technology Programs	0.00	0.00	750.00	-750.00	0.00%
8158-01 Strategic Initiatives	240.80	240.80	2,000.00	-1,759.20	12.04%
Total Programs & Strategic Initiatives	\$ 2,319.89	\$ 2,319.89	\$ 23,150.00	-\$ 20,830.11	10.02%
Salaries					
7504-01 Circulation	6,426.15	6,426.15	85,500.00	-79,073.85	7.52%
7505-01 Adult Services	3,345.16	3,345.16	77,500.00	-74,154.84	4.32%
7506-01 Youth Services	7,244.44	7,244.44	95,000.00	-87,755.56	7.63%
7507-01 Pages	715.50	715.50	11,000.00	-10,284.50	6.50%
7508-01 Adminstration	21,215.94	21,215.94	300,000.00	-278,784.06	7.07%
7509-01 Facilities	2,122.50	2,122.50	30,000.00	-27,877.50	7.08%
Total Salaries	\$ 41,069.69	\$ 41,069.69	\$ 599,000.00	-\$ 557,930.31	6.86%
Travel & Training					
7700-01 Educational Training Trustees	0.00	0.00	500.00	-500.00	0.00%
7800-01 Educational Staff Training	0.00	0.00	5,500.00	-5,500.00	0.00%
8342-01 Lodging, Meals, Mileage	168.33	168.33	2,200.00	-2,031.67	7.65%
8355-01 Memberships	0.00	0.00	2,450.00	-2,450.00	0.00%
8390-01 Mileage Reimbursement	0.00	0.00	0.00	0.00	
Total Travel & Training	\$ 168.33	\$ 168.33	\$ 10,650.00	-\$ 10,481.67	1.58%

Utilities						
8301-07 Internet/Phone	1,375.84	1,375.84	12,300.00	-10,924.16	11.19%	
8302-07 Electricity	2,819.51	2,819.51	16,500.00	-13,680.49	17.09%	
8303-07 Gas	483.90	483.90	8,860.00	-8,376.10	5.46%	
8304-07 Water/Garbage	0.00	0.00	5,000.00	-5,000.00	0.00%	
Total Utilities	\$ 4,679.25	\$ 4,679.25	\$ 42,660.00	-\$ 37,980.75	10.97%	
Total Expenses	\$ 112,337.90	\$ 112,337.90	\$ 1,321,865.00	-\$ 1,209,527.10	8.50%	
Net Operating Income	-\$ 98,114.95	-\$ 98,114.95	\$ 35,300.00	-\$ 133,414.95	-277.95%	
Net Income	-\$ 98,114.95	-\$ 98,114.95	\$ 35,300.00	-\$ 133,414.95	-277.95%	

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North Riverside Public Library District
Check Detail
July 2023

Date	Num	Name	Memo/Description	Amount
07/03/2023	15525	Natalie Starosta	reimbursement 257 miles for ALA Annual	168.33
07/03/2023	15526	Trimline Landscaping	June MOW & TRIM, FERTILIZING, mulch	1,535.00
07/03/2023	15527	LIMRICC Unemployment Compensaton Group Account	2nd Quarter UGCA	204.29
07/14/2023	15528	AEP ENERGY	AEP ENERGY # 3014417557 05/25/2023 TO 06/26/2023	2,819.51
07/14/2023	15529	MELANIE ARTZ	CRAFTERDARK PROGRAM	133.33
07/14/2023	15530	Madison Borth	CRAFTERDARK PROGRAM	133.33
07/14/2023	15531	Comcast	Acct# 8771 20 134 0118334 JUL 07 2023 TO AUG 06 2023	177.96
07/14/2023	15532	Colley Elevator Co.	Inv 244140 ELEVATOR INSPECTION SERVICE FOR 3 MONTHS	434.00
07/14/2023	15533	EnvisionWare, Inc.	INV -US-65980 ANNUAL MAINTENANCE SUBSCRIPTION	548.91
07/14/2023	15534	GISSELY HERRERA	SUMMER READING KICKOFF PARTY	107.49
07/14/2023	15535	United States Treasury	36-3242278 Form 720-V 2ND QUARTER	9.00
07/14/2023	15536	INGRAM LIBRARY SERVICES	CHILDREN & TEEN FICTION / NON FICTION	590.73
07/14/2023	15537	Library Furniture International	Inv 8577 Building grounds	4,100.00
07/14/2023	15538	Lauterbach & Amen, LLP	INV 80058 SERVICES RENDERED FOR JUNE 2023	933.00
07/14/2023	15539	LIMRICC	FIRST QUATER ENDING MARCH 31	419.38
07/14/2023	15540	Midwest Tape	503972553, 503972554, 503972556 ADULT A/V	81.45
07/14/2023	15541	MEESCAN INC	INV 2301218	1,389.60
07/14/2023	15542	Mission Square - 304650	6065810, 6476550, 6293617, 6420455	1,862.01
07/14/2023	15543	Outsource Solutions Group	QUOTE 001797 WATCHUARD FIREWALL RENEWAL	1,025.61
07/14/2023	15544	Roscoe	Acct#1889-07544 INV 1805121 MATS	253.76
07/14/2023	15545	RAILS	INV 10910 HR SOURCE MEMBERSHIP FEE 7.1.2023 - 6.30.2021	400.00
07/14/2023	15546	Terminix	Invoice 434955275	116.00
07/14/2023	15547	Outsource Solutions Group	INV 74753	4,373.00
07/14/2023	15548	INGRAM LIBRARY SERVICES	ADULT & CHILDREN FICTION / NON FICTION	899.94
07/14/2023	15549	Midwest Tape	INV 504012030 HOOPLA	330.02
07/14/2023	15550	Jill Cannizzo	BOARD MINUTES JULY 17 2023	75.00
07/14/2023	15551	INGRAM LIBRARY SERVICES	ADULT FICTION / NON FICTION	230.08

07/14/2023	15552 INGRAM LIBRARY SERVICES	ADULT & TEEN FICTION / NON FICTION	769.24
07/14/2023	15553 LIMRICC	MONTHLY BILLING JULY 2023	3,041.02
07/14/2023	15554 SWAN	EBSCO DATABASES 7/1/23-6/30/24 SWAN FEES 07/01-9/30/23	9,225.25
07/14/2023	15555 INGRAM LIBRARY SERVICES	CHILDREN FICTION / NON FICTION	628.48
07/14/2023	15556 Lauterbach & Amen, LLP	INV 74271 SERVICES RENDERED FOR THE MONTH OF 12/22	933.00
07/14/2023	15557 INGRAM LIBRARY SERVICES	CHILDREN FICTIN / NON FICTION	298.22
07/17/2023	15558 Black Stone	ADULT A/V 2109356	103.99
07/17/2023	15559 CENGAGE Learning	INV. 81538904 ADULT LARGE PRINT	127.16
07/17/2023	15560 BILL GORGO	FINDING YOUR COMIC VOICE AUGUST 10, 2023	250.00
07/17/2023	15561 INGRAM LIBRARY SERVICES	ADULT & TEEN FICTION / NON FICTION	1,229.78
07/17/2023	15562 Johnson Controls Security Solutions	customer #01300113034337 INV 39060474 8/1/23-10/31/23	110.94
07/17/2023	15563 MARTIN V. RICCARDO	VAMPIRES. OCTOBER 19, 2023	150.00
07/17/2023	15564 RACHEL SADOWSKI	MAKE YOUR OWN SOAP AUGUST 3, 2023	425.00
07/17/2023	15565 Outsource Solutions Group	INV 75272	1,623.63
07/26/2023	15566 COMCAST .	ACCT# 904053498 INV 177152589	1,197.88
07/26/2023	15567 Franczek Radelet	INV 223959 PROFESSIONAL SERVICES THROUGH 6/30/2023	11.02
07/26/2023	15568 FIRST AMERICAN BANK .	DATABASES, WEBSITES, SOFTWARE, EQUIPMENT, BANK FEE	620.42
07/26/2023	15569 Hinckely Springs	2429867 071223	199.85
07/26/2023	15570 Martin Petersen Company, Inc.	INV # S37619, T22096	3,218.00
07/26/2023	15571 ANNE NICHOLS	YOGA OCTOBER 30 2023	50.00
07/26/2023	15572 Nitech Fire & Security Industries, Inc	INV 369787 SERVICE FROM 8/1/2023, THROUGH 10/31/2023	320.40
07/26/2023	15573 Ollis Book Corporation	INV 248583 Children Fiction / Non Fiction	358.04
07/26/2023	15574 Outsource Solutions Group	AGREEMENT 100 HOUR PREPAID INV 75333	14,000.00
07/26/2023	15575 OverDrive, Inc	01658MG23023034, H-0092137 LIB PART - FUTURE CONTENT	5,000.00
07/26/2023	15576 RELIABLE FIRE & SECURITY	INV 89023 SERVICE CONTRACTS	433.84
07/26/2023	15577 SWAN	INV. 10524 RECIPROCAL BORROWING	133.99
07/26/2023	15578 Terminix	Invoice 435634942	116.00
07/26/2023	15579 FIRST AMERICAN BANK .	ADULT FICTION / NON FICTION, ADULT A/V, ADULT PROGRAM	2,366.17
07/26/2023	15580 ANNE NICHOLS	STRECHING / MEDITATION NOVEMBER 13, 2023	50.00

07/26/2023	15581 FIRST AMERICAN BANK .	JULY - NATALIE A - STRATEGIC INITIATIVES CHILDREN'S	334.99
07/26/2023	15582 ANNE NICHOLS	YOGA NOVEMBER 27, 2023	50.00
07/26/2023	15583 FIRST AMERICAN BANK .	JULY STATEMENT VERONICA MARTINEZ BUILDING SUPPLIES	82.24
07/26/2023	15584 ANNE NICHOLS	STRECHING / MEDITATION SEPTEMBER 11, 2023	50.00
07/26/2023	15585 Natalie Starosta	REIMBURSEMENT STAFF APPR	181.21
			TOTAL 71,040.49

August 2022 - July 2023
Cash Flow Summary



North Riverside Public Library District
Profit and Loss
August 2022 - July 2023

	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Total
Beginning Cash	\$ 366,354.99	\$ 348,705.99	\$ 218,711.42	\$ 147,826.21	\$ 114,271.97	\$ 248,586.33	\$ 423,468.26	\$ 335,751.53	\$ 496,089.04	\$ 756,352.85	\$ 666,536.32	\$ 538,365.51	
Income													
6903-01 Fines & Fees	500.09	6,663.19	1,034.41	562.80	320.21	7,082.46	217.04	238.95	2,192.35	247.78	269.83	624.09	19,953.20
6904-01 Donations	3,227.92	505.65	7,046.78	-9.60	16.85	410.02	1,519.35	1,275.78	4,331.21	503.09	1,323.05	1,270.66	21,420.76
6905-01 Grants	50,000.00	10,953.35			12,612.55			25,000.00			199.29	10,953.35	109,718.54
6915-07 Loan Proceeds				30,000.00	20,000.00								50,000.00
Interest	243.04	212.64	320.91	115.26	339.30	835.90	777.33	852.42	1,748.63	1,838.88	1,678.71	1,374.85	10,337.87
Property Taxes					203,952.88	299,583.28	1,700.41	244,193.41	341,781.40		3,000.15		1,094,211.53
Total Income	\$ 53,971.05	\$ 18,334.83	\$ 8,402.10	\$ 30,668.46	\$ 237,241.79	\$ 307,911.66	\$ 4,214.13	\$ 271,560.56	\$ 350,053.59	\$ 2,589.75	\$ 6,471.03	\$ 14,222.95	\$ 1,305,641.90
Gross Profit	\$ 53,971.05	\$ 18,334.83	\$ 8,402.10	\$ 30,668.46	\$ 237,241.79	\$ 307,911.66	\$ 4,214.13	\$ 271,560.56	\$ 350,053.59	\$ 2,589.75	\$ 6,471.03	\$ 14,222.95	\$ 1,305,641.90
Expenses													
8360-01 Grants	100.00	23,713.31		3,676.37	1,735.84	3,077.61	1,581.87	2,901.42	6,607.22	2,146.12	17,646.45	2,036.49	65,222.70
8360-01 Petty Cash							114.34						114.34
8380-01 Telephone										1,031.00			1,031.00
Advertising & Marketing	563.13	3,269.72	417.42	500.00	3,217.03	3.32	100.00	4,448.86	1,584.88	2,195.95	5,484.63	181.21	21,966.15
Bank Charges & Fees		21.15		39.50	370.57		212.37	255.46		370.96		31.27	1,301.28
Benefits	9,856.82	12,807.97	7,036.83	3,349.70	6,364.24	8,245.67	10,567.94	12,464.21	11,392.13	10,067.39	12,213.70	7,081.22	111,447.82
Building Expense	5,090.10	15,872.82	1,658.92	1,576.66	2,660.73	6,552.72	5,192.91	4,806.27	4,209.12	7,504.19	12,262.66	10,995.03	78,382.13
Computers/Technology	1,376.67	1,889.68	7,566.73	928.28	1,164.44	8,808.83	4,534.96	3,611.35	7,322.99	4,568.11	3,632.26	32,894.91	78,299.21
Insurance						3,788.00	18,007.00						21,795.00
Interest Paid					31,741.48	50,000.00					4,829.93	0.00	86,571.41
Legal & Professional Services	5,611.35	6,358.58	10,021.70	3,134.20	1,444.50	948.55	1,472.83	2,098.40	2,398.02	2,660.82	1,965.50	75.32	38,189.77
Library Materials	4,532.60	10,995.56	6,126.40	4,574.51	6,475.49	5,595.55	2,830.16	7,739.02	5,145.26	7,190.38	9,394.14	10,805.29	81,404.36
Office Supplies & Software	39.93	1,476.53	116.91	798.58	1,457.48	399.60	233.50	210.65	1,346.90	1,530.95	4,092.60		11,703.63
Programs & Strategic Initiatives	159.91	4,304.93	101.99	1,141.47	1,334.88	918.27	835.07	868.07	2,317.09	3,118.63	7,064.39	2,319.89	24,484.59
Salaries	39,764.58	63,560.48	42,338.74	41,633.75	41,037.23	40,187.32	42,183.23	63,695.37	42,907.85	43,487.86	51,981.18	41,069.69	553,847.28
Travel & Training		654.00		31.25	150.00	905.00	1,091.98	3,439.80	541.27	2,217.05	272.00	168.33	9,470.68
Utilities	4,524.96	3,404.67	3,901.67	2,838.43	3,773.52	3,599.29	2,972.70	4,684.17	4,017.05	4,316.87	3,802.40	4,679.25	46,514.98
Total Expenses	\$ 71,620.05	\$ 148,329.40	\$ 79,287.31	\$ 64,222.70	\$ 102,927.43	\$ 133,029.73	\$ 91,930.86	\$ 111,223.05	\$ 89,789.78	\$ 92,406.28	\$ 134,641.84	\$ 112,337.90	\$ 1,231,746.33
Net Operating Income	(17,649.00)	(129,994.57)	(70,885.21)	(33,554.24)	134,314.36	174,881.93	(87,716.73)	160,337.51	260,263.81	(89,816.53)	(128,170.81)	(98,114.95)	73,895.57
Net Income	(17,649.00)	(129,994.57)	(70,885.21)	(33,554.24)	134,314.36	174,881.93	(87,716.73)	160,337.51	260,263.81	(89,816.53)	(128,170.81)	(98,114.95)	73,895.57
Ending Cash	\$ 348,705.99	\$ 218,711.42	\$ 147,826.21	\$ 114,271.97	\$ 248,586.33	\$ 423,468.26	\$ 335,751.53	\$ 496,089.04	\$ 756,352.85	\$ 666,536.32	\$ 538,365.51	\$ 440,250.56	

Director Report

Library:

- GW&A came in to do the in library portion of the audit for 2 days
- Worked on the IPLAR
- Continued work on file sorting
- Working to create on-boarding packet for new staff members
- Continued work on uploading documents to the new website

Personnel:

- Held quarterly half day in-service for staff Friday morning – talk about upcoming staff led committees, customer service webinar, sorting and moving picture book shelving
-

The Governor approved an update to OMA in regards to Trustees being allowed to attend meeting virtually (with voting privileges). Previously there were 3 reasons you could attend virtually: 1. Personal illness/disability; 2. Employment purposes or the business of the public body ; or 3. Family or other emergency. The Governor added: 4. If the absence is due to unexpected childcare obligation. P.A. 103-311

-
- In order to stay in compliance with the new law, the Board Bylaws will have to be updated. The current Bylaws read as follows:
-
- 5.9 Electronic conferencing for meeting attendance and voting requirements is permissible as long as the meeting is conducted in accordance with the Open Meetings Act [5 ILCS 120/7]:
- a. A Board member may attend a meeting through electronic conferencing if his or her physical presence at the meeting is prevented due to i) personal illness or disability, ii) employment purposes or the business of the Board, or iii) family or other emergency.

Library:

- We received thank you's from Brookfield Zoo, Solutions for Care and NR Rec Dept for participating in their events last week
- We held our 2nd Community Connections Committee meeting with 6 organizations in attendance
- Created a basket for the Age Options raffle
- Completed Erate reimbursement request after issued form 498
- Updated grants presentation for Monday
- Continued work on uploading documents to the new website
-

Personnel:

- Alexandra will be starting in two weeks in youth services
- We have offered a position to a candidate in adult services but she is considering it through the weekend

Library:

- Completed initial registration of Illinois.gov grant portal
- On Tuesday we were on of the guest libraries providing story times at the Brookfield Zoo this summer

- On Friday we had a booth at the Solutions for Care Healthy Living Event in their parking lot
- Started work on the Illinois Public Library Annual Report
- Began work on updating documents on website and searching for bugs – website is live
- Planning to change all email addresses to @nrpl.info
- In process of creating the document breakdown required by FOIA to be on our website and posting it
- Updated available computers to windows 11
- Coordinating with Foundation for digitization project

Personnel:

- I will be taking a week of vacation time from August 28th through September 1st
- Finished interviewing for open YS and AS positions decision will be made next week

Library:

- Attended the Cook County Digital Equity program with Kathy
- Replied to FOIA request from NBC
- Continued file sorting project
- Filed quarterly grant reports
- Began work on a culture statement for library staff members
- Continued work on assembling audit documents
- Attended training on Medicare education for employers
- Continued work on yearly audit
- Discussed board officer elections with attorney
- Attended meeting with payroll system on new features
- Completed application for holocaust traveling exhibit grant – waiting for support letters
- We were awarded \$7814 for the project next generation grant (all teen focused)
- Continued work on erate
- Updated information for IL revenue site

Personnel:

- We began interviewing candidates for the AS and YS open positions

Adult and Teen/Tween Department

In July, we collaborated with Youth Services to create our second Geek Week program for the library. Based on the notes from last year, we created daily themes that were based on Genres and had a lot of praise that people loved having the themed genres rather than specific day fandom. Patrons dressed up and loved the items that they were able to create. They loved the photo opportunities we created and we've had an increase in "likes" on our social media!

Maddie has taken over overseeing the Build Guild. We had displayed our Auto Press during the Summer Reading Kick Off Party in June, and because of that, we had an increase in Build Guild appointments. Maddie with Mel and Britney as a backup have had 46 appointments that resulted in 172 items made. Patrons love working with Maddie and Mel!

Mel has taken over doing the collection development and has created specific displays for themed months, awareness days, or specifically designed displays related to a program we are having. She has found new, unique places for displays and because of her knowledge in what she has been purchasing, we have seen an increase in patrons taking the displays which just for one month, 36 were taken out.

Britney with the help of Mel and Maddie have created Take and Makes for teens that center around their needs with schooling and their extracurriculars. Suggestion boxes are now throughout the department so we can tailor requests on what teens need from the library rather than assuming what they want. Because of this, we have seen an increase in teens within the department where they have said they love the atmosphere we have at NRPL compared to the other surrounding libraries.

Finally, we have been taking notes on patron feedback based on the Take and Makes and programs. Here are some of the quotes from our patrons:

Adult quotes:

"Please tell me you're doing Spice Club in the Fall! I love what you come up with!"

"You guys create the cutest crafts. I put the Fruit Banner up in my kitchen and everyone always asks where I got it and I get to say I MADE it at the library!"

"Those matching mugs with coasters that we made last week? They were a HIT with my sister!"

"The mugs I made for my nephew's graduation, I thought he was going to hate it because it's not cool or something, but he actually loved it! I think probably because his prom date was on it with him...still! They were super cute!"

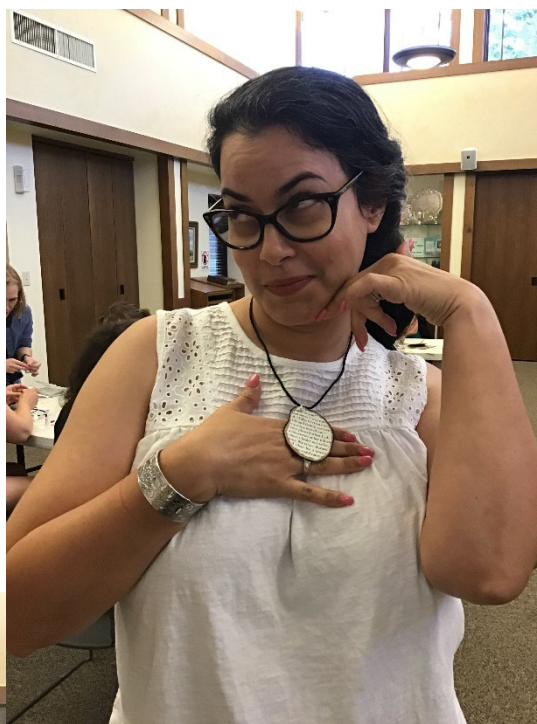
"I'm so excited for the upcoming Fall programs. You guys choose the best programs!"

Teen quotes:

"Can you do resin again? Please? I have so many keychain ideas to give to my friends!"

"DUDE I just made a fidget spinner from scratch! This is SO COOL. Can I make another? Can you do this again so I can bring them to school?"

"Thank you for doing the DnD program. I finally understand how to play and I was super embarrassed that it seemed like everyone but me knew how to. Can we do a campaign together at the library?"



Adult Active Programs

Chair Yoga		7
Monthly Movie	Mel	4
Scrap American Flag	Mel and Britney	10
Windy City Radio		7
Geek Week Saturday	Maddie	6
Geek Week Friday	Maddie	6
Geek Week Thursday	Maddie	8
Geek Week Wednesday	Mel	15
Geek Week Tuesday	Mel	7
Geek Week Monday	Maddie	7
Tai Chi		6
Chair Yoga		12
Koko Movie	Maddie	8
Upcycled Book Jewelry	Maddie and Britney	16
Crochet and Knitting	Mel	5
Fruit Banner Slices	Mel	25
Spice Club	Mel, Maddie, Britney	26
Mini Pin Cushion	Maddie	25
Summer Reading	Mel, Maddie, Britney	66
Visits to Teen	Britney	554
Visits to Adult	Mel and Maddie	1264
20 Total Active Programs		2084 total participants

Adult/Teen Passive Programs

Craft Exchange	Maddie	
Seed Exchange	Mel	
Makerspace	Maddie, Mel, Britney	
Book Displays	Mel	
Bookmarks/Buttons	Mel	
Air Hockey Table		
Doodle Board	Britney	
Reference Questions	Britney, Maddie, Mel	
8 Total Passive Programs		640 Total participants

Teen/Tween Active Programs

Sewing 101	Maddie	
Geek Week Saturday	Britney	
Geek Week Friday	Britney	
Geek Week Thursday	Britney	
Geek Week Wednesday	Britney	
Geek Week Tuesday	Mel	
Geek Week Monday	Mel	
DIY Zines	Maddie	
Video Game Tournament	Britney	
Pop Socket	Britney and Mel	
Stop Motion Animation	Maddie	
Sewing Kit	Maddie	
DIY Fidget Spinner	Britney and Maddie	
Summer Reading	Britney, Maddie, and Mel	
Volunteers	Britney	
15 Total Active Programs		167 total participants

July 2023 Technology

In July, we had a total of 19 people in our tech help sessions. We had 11 one-on-one appointments, and we were excited to bring back our offsite tech help program for senior residents at Cantata Senior Living. Our first session on July 28 had 8 participants.

July 2023 Youth Services Program Updates and Statistics

In July, Youth Services was excited to partner with the Brookfield Zoo to bring ZAP! Storytime to their campers and people from our community. Natalie A. worked with zoo employees to curate and showcase a penguin themed storytime. 102 people came to the storytime, which made it the largest turnout Brookfield Zoo had all summer for any of their storytimes. After the completion of the storytime, Brookfield generously donated hundreds of Brookfield Zoo tickets for Youth Services to give away to our summer readers. We now have a great contact at the Brookfield Zoo and are planning to return next year for more storytimes.

July was also the first time we were able to bring the program, Kids Kitchen, to our community. Youth Services Associate, Elizabeth, created the program and used the grant funded kitchen supplies for the kids to create bento boxes.

Finally, Youth Services collaborated with Adult and Teen Services to bring the second annual Geek Week program to the community. Everyone in youth services worked together to create 7 themed programs and activities. It was very successful and we had a wonderful turnout throughout the week of events.

Program title:	Program Facilitator:	Date:	Ages 0-5:	Ages 6-11:
Big & Little	Karen	7/3/2023	10	6 adults
Safari ABCs	Laurie	7/5/2023	4	5 adults
Village Daycamp	Karen	7/6/2023	32	4 counselors
Baby & Me	Andrea	7/7/2023	4	3 adults
Big & Little	Karen	7/10/2023	10	9 adults
Village Daycamp	Karen	7/11/2023	10	4 counselors
Science Explorers (Geek Week)	Andrea	7/10/2023	4	7 (4 adults)
Geek Week: Horror and Spooky Craft	Natalie	7/10/2023	3	4
My First Storytime	Natalie	7/11/2023	0	0
Geek Week: History and Mystery Lester the Llama Mystery	Elizabeth	7/11/2023	5	15 (1 adult)
Safari ABCs	Laurie	7/12/2023	1	(1 adult)
Preschool Yoga and Storytime		7/12/2023	5	0 (4 adults)
Geek Week: Comic and Graphic Novels Pop Funko and Cape craft	Andrea	7/12/2023	10	25
Art Adventures	Gloria	7/13/2023	4	21 (8 adults)
Geek Week: Science Fiction and Fantasy Take and Make	Natalie	7/13/2023	36	
Pokemon Super Fans	Elizabeth	7/14/2023	5	17 (7 adults)
Take and Make Friday	Natalie	7/14/2023	12	
Geek Week: Romance and Friendship Buttons and friendship bracelets	Andrea	7/14/2023	10	20 (5 adults)
Geek Week: Pop culture Scav. Hunt	Elizabeth	7/15/2023	1	13 (6 adults)
Big & Little	Karen	7/17/2023	9	(7 adults)

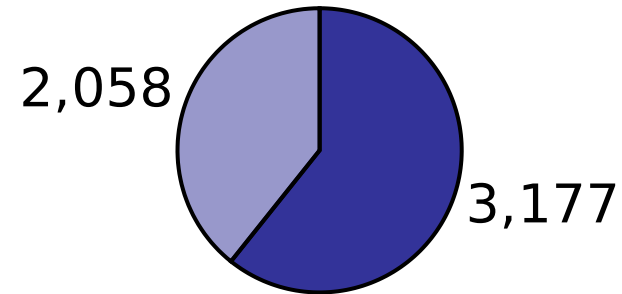
Kids Kitchen	Elizabeth	7/18/2023	0	11 (1 adult)
Safari ABCs	Natalie	7/19/2023	0	0
Reptile Roadshow	Natalie	7/20/2023	10	13 (17 adults)
Take and Make Friday	Natalie	7/21/2023	12	
Baby & Me	Andrea	7/21/2023	0	0
Lego Club	Elizabeth	7/21/2023	7	10 (7 adults)
Big & Little	Karen	7/24/2023	11	7
Village Daycamp	Karen	7/25/2023	14	4 counselors
Village Daycamp	Karen	7/26/2023	23	6 counselors
Science Explorers	Andrea	7/24/2023	8	3 (5 adults)
ZAP! Storytime	Natalie	7/25/2023	28	35 (39 adults)
My First Storytime	Laurie	7/25/2023	0	0
Safari ABCs	Laurie	7/26/2023	2	(2 adults)
Graphic Novel Book Club	Elizabeth	7/27/2023	0	14
Take and Make Friday	Natalie	7/28/2023	24	
Big & Little	Karen	7/31/2023	8	7 adults

Item Library

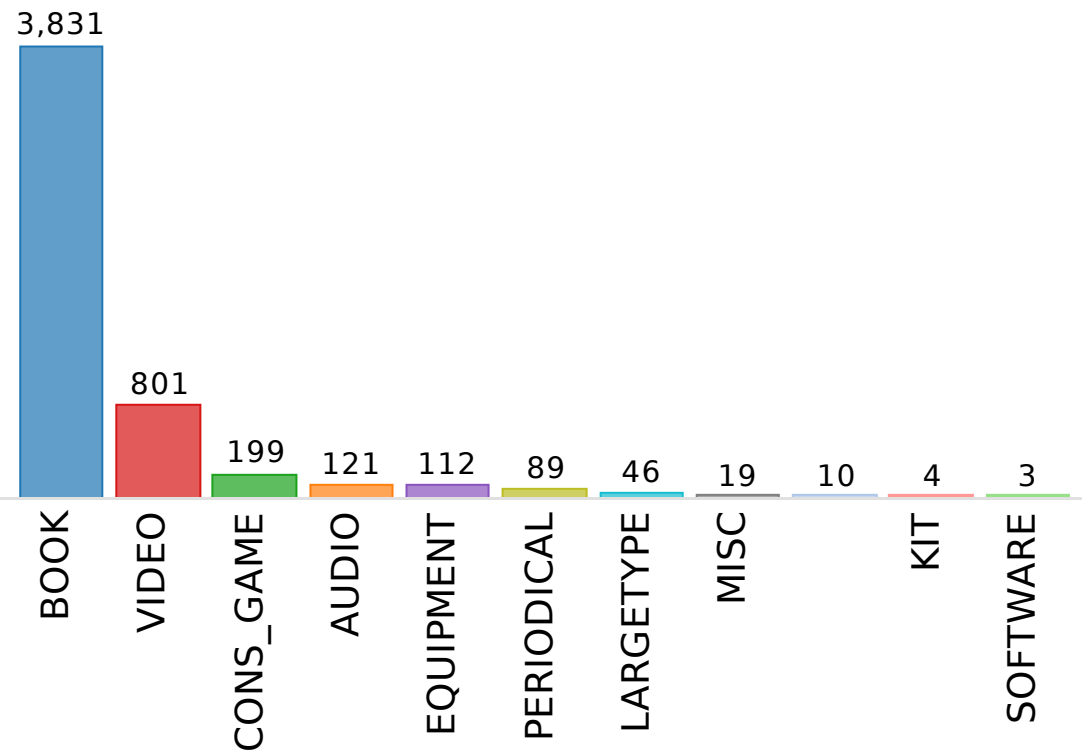
NRS

Checkouts & Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
Total	5,235	100.00%
Charge Item Part B	3,177	60.69%
Renew Item	2,058	39.31%



Item Cat1	Transactions	% of Total
Total	5,235	100.00%
BOOK	3,831	73.18%
VIDEO	801	15.30%
CONS_GAME	199	3.80%
AUDIO	121	2.31%
EQUIPMENT	112	2.14%
PERIODICAL	89	1.70%
LARGETYPE	46	0.88%
MISC	19	0.36%
	10	0.19%
KIT	4	0.08%
SOFTWARE	3	0.06%



Item Library

NRS

Checkouts & Renewals of Your Items

Item Type	Transactions	% of Total
Total	5,235	100.00%
BOOK	3,259	62.25%
BOOK_NEW	606	11.58%
DVD_FEAT	389	7.43%
CONSOLEGAM	169	3.23%
DVD_NEWFEA	141	2.69%
BLURAY_FEA	89	1.70%
PERIODICAL	89	1.70%
DVD_BOXSET	87	1.66%
CD_AUDIO	55	1.05%
BLURAY_NFE	44	0.84%
TOY	43	0.82%
EQUIPMENT	37	0.71%
DVD	33	0.63%
EQUIPMENTC	32	0.61%
CONSOLENEW	30	0.57%
LARGETYPE	28	0.53%
CD_SPOKEN	20	0.38%
REALIA	19	0.36%
LARGETYPEN	17	0.32%
PAPERBACK	11	0.21%
DVD_BOXNEW	10	0.19%
BOOK_J	4	0.08%
CD_NEW	4	0.08%
KIT_J	4	0.08%
CD_ROM	3	0.06%
CD_SPOKNEW	3	0.06%

Item Home Location	Transactions	% of Total
Total	5,235	100.00%
STACKS_JUV	2,398	45.81%
STACKS	1,620	30.95%
NEW_ADULT	560	10.70%
YOUNGADULT	359	6.86%
NEW_JUV	233	4.45%
NEW_YA	61	1.17%
ILL_IN	4	0.08%

Item Library

NRS

Checkouts & Renewals of Your Items

User Library	Trans Stat User Profile Name	Transactions	% of Total
Total		5,235	100.00%
		1,925	36.77%
NRS	NRS_ADULT	1,654	31.60%
	NRS_JUV	345	6.59%
RSS	RSS_ADULT	188	3.59%
BYS	BYS_ADULT	133	2.54%
BFS	BFS_PATRON	89	1.70%
OPS	OPS_PATRON	73	1.39%
BYS	BYS_JUV	58	1.11%
FPS	FPS_ADULT	41	0.78%
BRS	BRS_JUV	33	0.63%
DGS	DGS_PATRON	28	0.53%
WMS	WMS_PATRON	28	0.53%
ILL_LIBS	CHICAGO_P	25	0.48%
SCD	SCD_PATRON	23	0.44%
WCS	WCS_JUV	21	0.40%
FRS	FRS_PATRON	17	0.32%
TPS	TPS_PATRON	17	0.32%
EPS	EPS_PATRON	16	0.31%
GVD	GVD_PATRON	16	0.31%
LGS	LGS_PATRON	16	0.31%
LYS	LYS_ADULT	16	0.31%
WRS	WRS_PATRON	16	0.31%
BRS	BRS_ADULT	14	0.27%
CIS	CIS_ADULT	13	0.25%
INS	INS_PATRON	13	0.25%
MWS	MWS_ADULT	13	0.25%

Item Library

NRS

Checkouts & Renewals of Your Items

Item Cat2	Transactions	% of Total
ADULT	2,181	41.66%
JUVENILE	2,623	50.11%
TEEN	425	8.12%
	6	0.11%
Total	5,235	100.00%

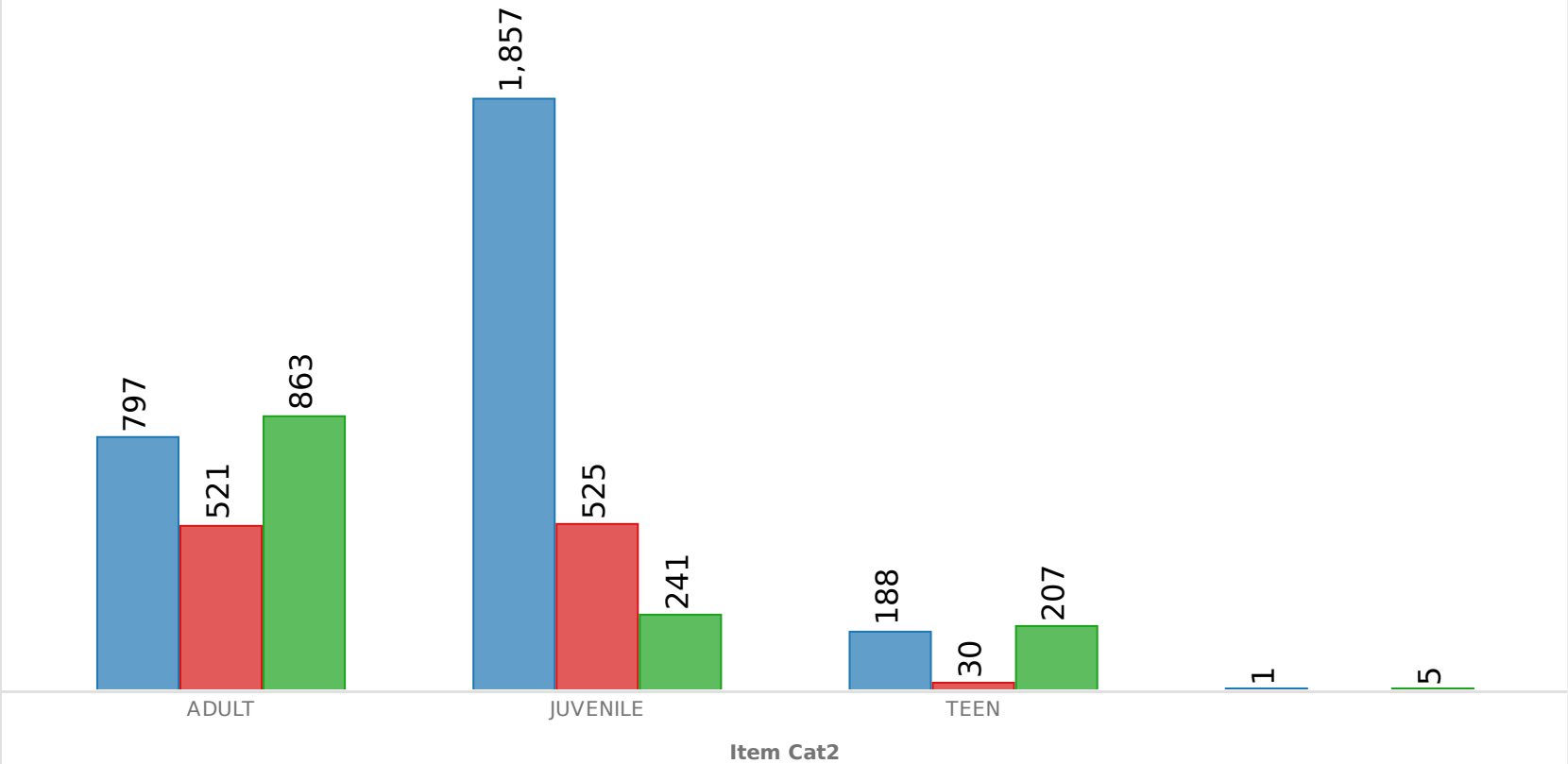
Item Cat3	Transactions	% of Total
FICTION	2,843	54.31%
NONFICTION	1,076	20.55%
	1,316	25.14%
Total	5,235	100.00%

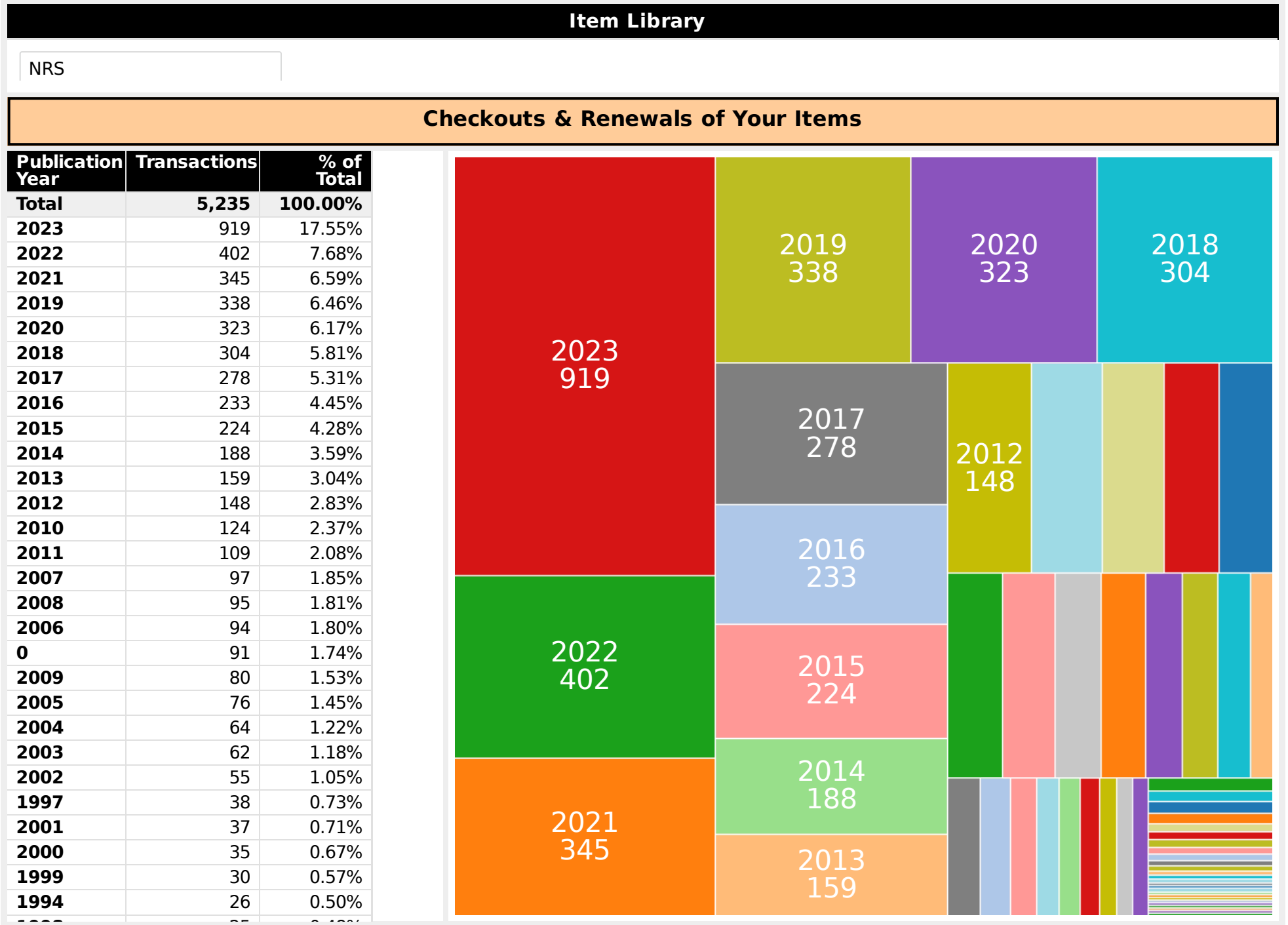
Circs by Cat2 & Cat3

Item Cat3

FICTION

NONFICTION





Station Library

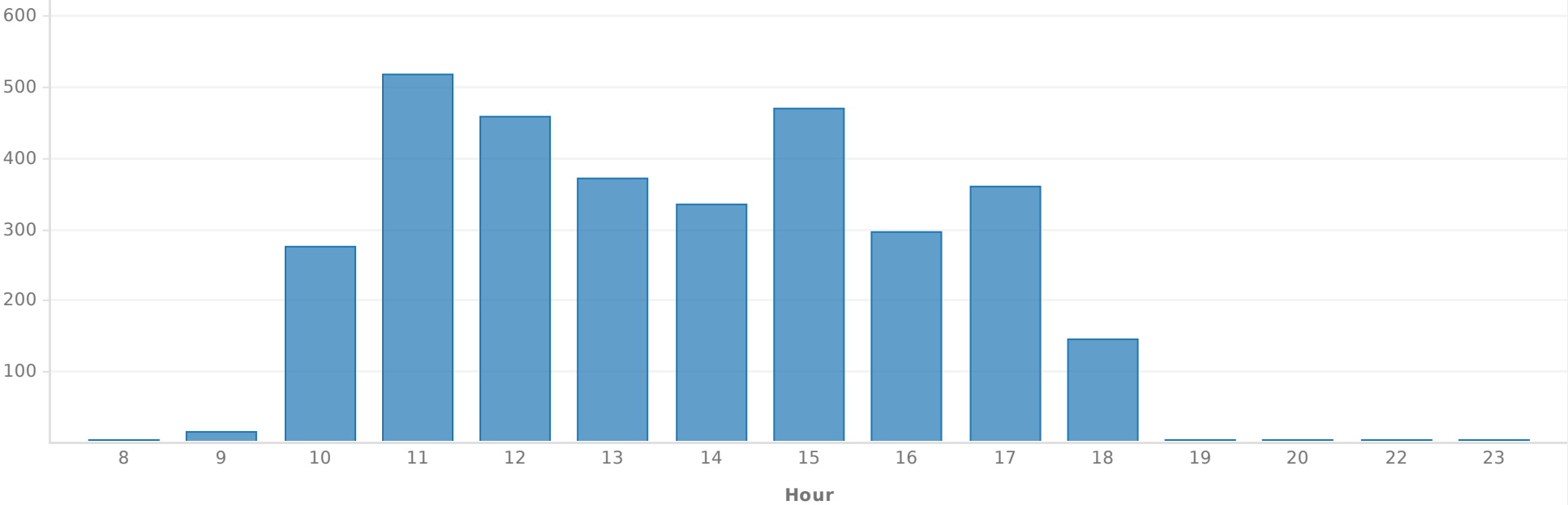
NRS

Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total
Total	5,203	100.00%
Charge Item Part B	3,115	59.87%
Renew Item	2,088	40.13%

Trans Stat Station Login User Access	Transactions	% of Total
Total	5,203	100.00%
AUTORENEW	1,944	37.36%
NRSCIRCSR	1,465	28.16%
SIPCHK	982	18.87%
NRSTECHSR	796	15.30%
PUBLIC	16	0.31%

Average Transactions per Hour



Station Library

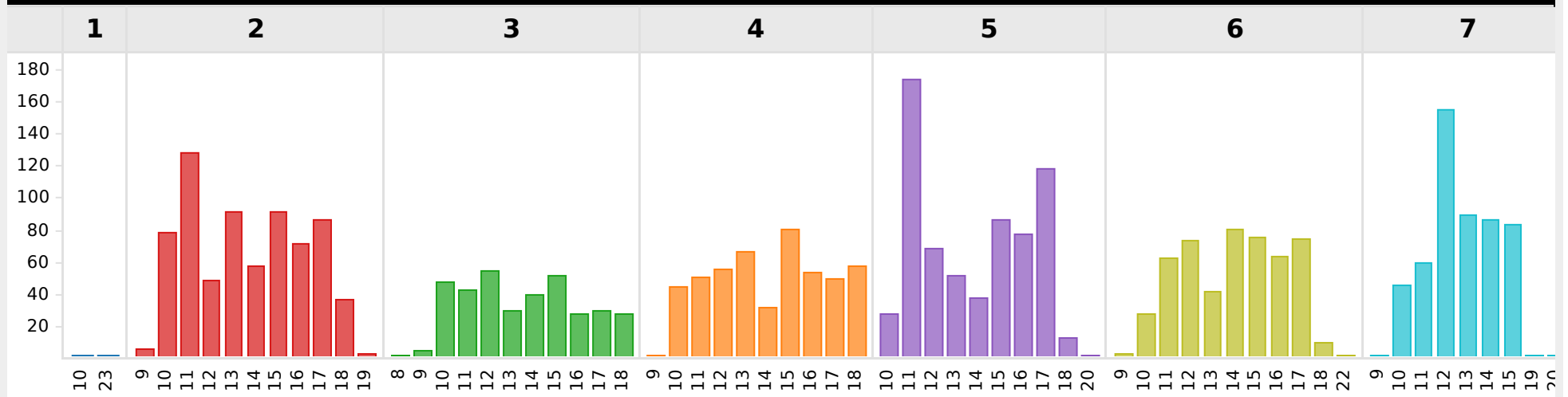
NRS

Checkouts & Renewals at Your Library

Trans Stat Dow	Transactions	% of Total
Sunday	2	0.06%
Monday	701	21.51%
Tuesday	360	11.05%
Wednesday	496	15.22%
Thursday	658	20.19%
Friday	517	15.86%
Saturday	525	16.11%

Hour	Transactions	% of Total
8	1	0.03%
9	17	0.52%
10	275	8.44%
11	519	15.93%
12	458	14.06%
13	372	11.42%
14	336	10.32%
15	471	14.46%
16	296	9.09%
17	360	11.05%
18	146	4.48%
19	4	0.12%
20	2	0.06%

Circs by Hour and Day



Station Library

Checkouts & Renewals at Your Library

Library Users at Your Library

User Library	Transactions	% of Total
Total	3,259	100.00%
NRS	2,489	76.37%
RSS	191	5.86%
BYS	185	5.68%
BFS	93	2.85%
OPS	49	1.50%
FPS	47	1.44%
BRS	46	1.41%
WCS	27	0.83%
ILL_LIBS	21	0.64%
CIS	20	0.61%
LYS	14	0.43%
MWS	13	0.40%
EPS	12	0.37%
SAS	12	0.37%
LGS	10	0.31%
WMS	8	0.25%
RFS	6	0.18%
LPS	5	0.15%
NLS	3	0.09%
CRS	2	0.06%
OZS	2	0.06%
BWS	1	0.03%
MCS	1	0.03%
SFS	1	0.03%
TFS	1	0.03%

Library Items at Your Library

Item Library	Transactions	% of Total
Total	3,259	100.00%
NRS	2,735	83.92%
BLD	21	0.64%
OLS	21	0.64%
OPS	21	0.64%
DGS	18	0.55%
BYS	15	0.46%
SCD	15	0.46%
GVD	14	0.43%
BDD	12	0.37%
MTS	12	0.37%
AMS	11	0.34%
GED	11	0.34%
GSD	11	0.34%
ROD	11	0.34%
VPD	11	0.34%
ESS	10	0.31%
TFS	10	0.31%
TPS	10	0.31%
INS	9	0.28%
NLS	9	0.28%
HDS	8	0.25%
PHS	8	0.25%

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		3,259	100.00%
NRS	NRS_ADULT	2,098	64.38%
	NRS_JUV	384	11.78%
RSS	RSS_ADULT	190	5.83%
BYS	BYS_ADULT	127	3.90%
BFS	BFS_PATRON	77	2.36%
BYS	BYS_JUV	58	1.78%
OPS	OPS_PATRON	49	1.50%
FPS	FPS_ADULT	47	1.44%
BRS	BRS_JUV	33	1.01%
ILL_LIBS	CHICAGO_P	21	0.64%
WCS	WCS_JUV	21	0.64%
LYS	LYS_ADULT	14	0.43%
BRS	BRS_ADULT	13	0.40%
CIS	CIS_ADULT	13	0.40%
MWS	MWS_ADULT	13	0.40%
EPS	EPS_PATRON	12	0.37%
SAS	SAS_ADULT	12	0.37%
BFS	HOMEBOUND	10	0.31%
LGS	LGS_PATRON	10	0.31%
WMS	WMS_PATRON	8	0.25%
CIS	CIS_JUV	7	0.21%
BFS	BFS_TEACH	6	0.18%
WCS	WCS_PATRON	6	0.18%
LPS	LPS_PATRON	5	0.15%
RFS	RFS_ADULT	4	0.12%
NLS	NLS_PATRON	3	0.09%
NRS	NRS_CIRCSP	2	0.06%

Library Items/Profiles at Your Library

Item Library	Trans Stat User Profile Name	Transactions	% of Total
Total		3,259	100.00%
NRS	NRS_ADULT	1,651	50.66%
	NRS_JUV	343	10.52%
	RSS_ADULT	184	5.65%
	BYS_ADULT	125	3.84%
	BFS_PATRON	77	2.36%
	BYS_JUV	58	1.78%
	OPS_PATRON	48	1.47%
	BRS_JUV	33	1.01%
	FPS_ADULT	33	1.01%
	WCS_JUV	21	0.64%
OLS	NRS_ADULT	20	0.61%
BLD	NRS_ADULT	19	0.58%
OPS	NRS_ADULT	19	0.58%
NRS	CHICAGO_P	17	0.52%
DGS	NRS_ADULT	16	0.49%
NRS	LYS_ADULT	14	0.43%
BYS	NRS_ADULT	13	0.40%
NRS	BRS_ADULT	13	0.40%
	MWS_ADULT	13	0.40%
GVD	NRS_ADULT	12	0.37%
NRS	CIS_ADULT	12	0.37%
	EPS_PATRON	12	0.37%
	SAS_ADULT	12	0.37%
SCD	NRS_ADULT	12	0.37%
BDD	NRS_ADULT	10	0.31%
GSD	NRS_ADULT	10	0.31%
NRS	HOMEBOUND	10	0.31%

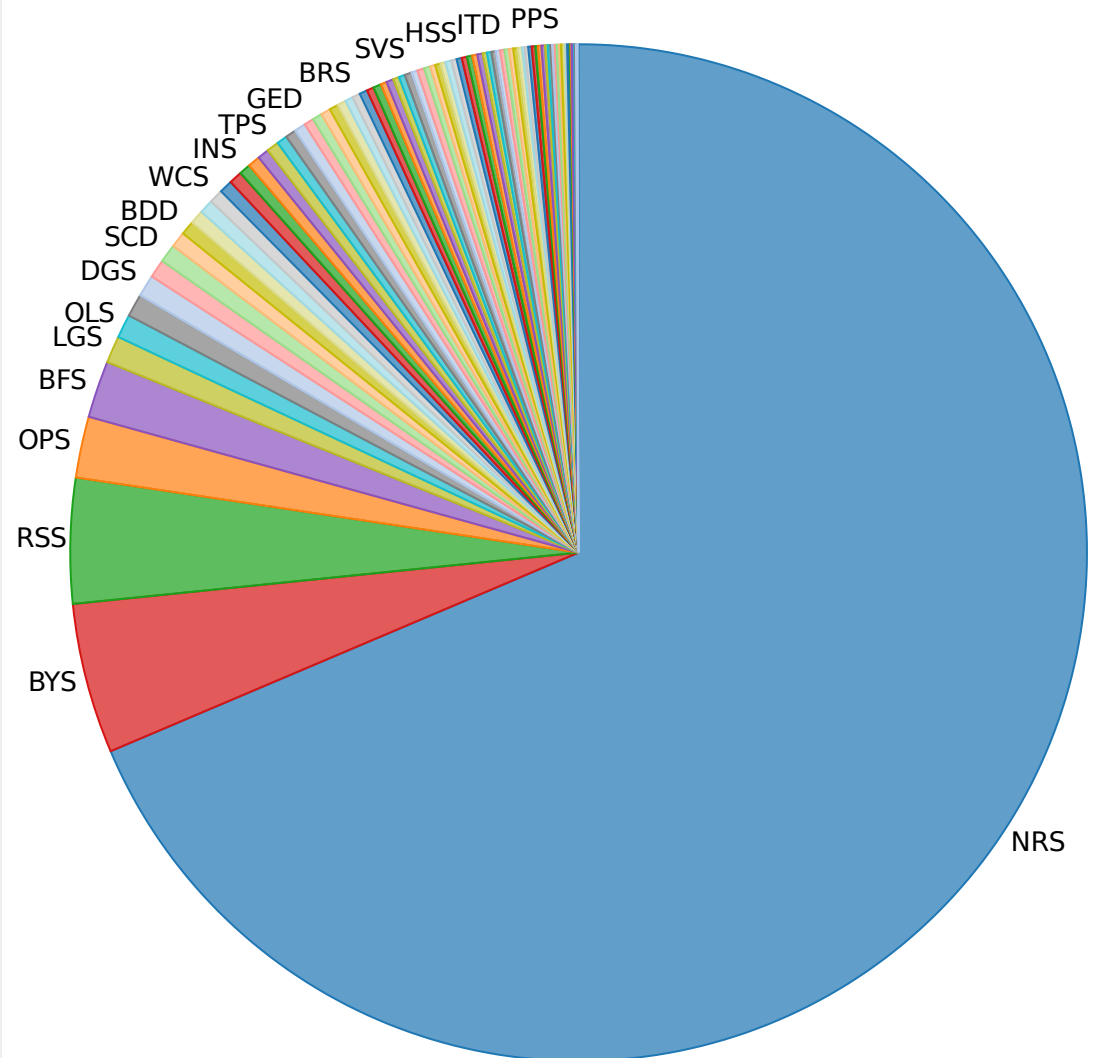
User Library

NRS

Checkouts & Renewals from Your Patrons

Item Library	Transactions	% of Total
Total	2,925	100.00%
NRS	2,006	68.58%
BYS	140	4.79%
RSS	116	3.97%
OPS	57	1.95%
BFS	53	1.81%
LGS	25	0.85%
OLS	22	0.75%
BLD	21	0.72%
DGS	20	0.68%
FPS	17	0.58%
SCD	17	0.58%
VPD	15	0.51%
BDD	13	0.44%
GVD	13	0.44%
TFS	13	0.44%
WCS	13	0.44%
AMS	12	0.41%
WRS	12	0.41%
INS	11	0.38%
LPS	11	0.38%
MTS	11	0.38%
TPS	11	0.38%
ESS	10	0.34%

Your Users Checkout Items from...

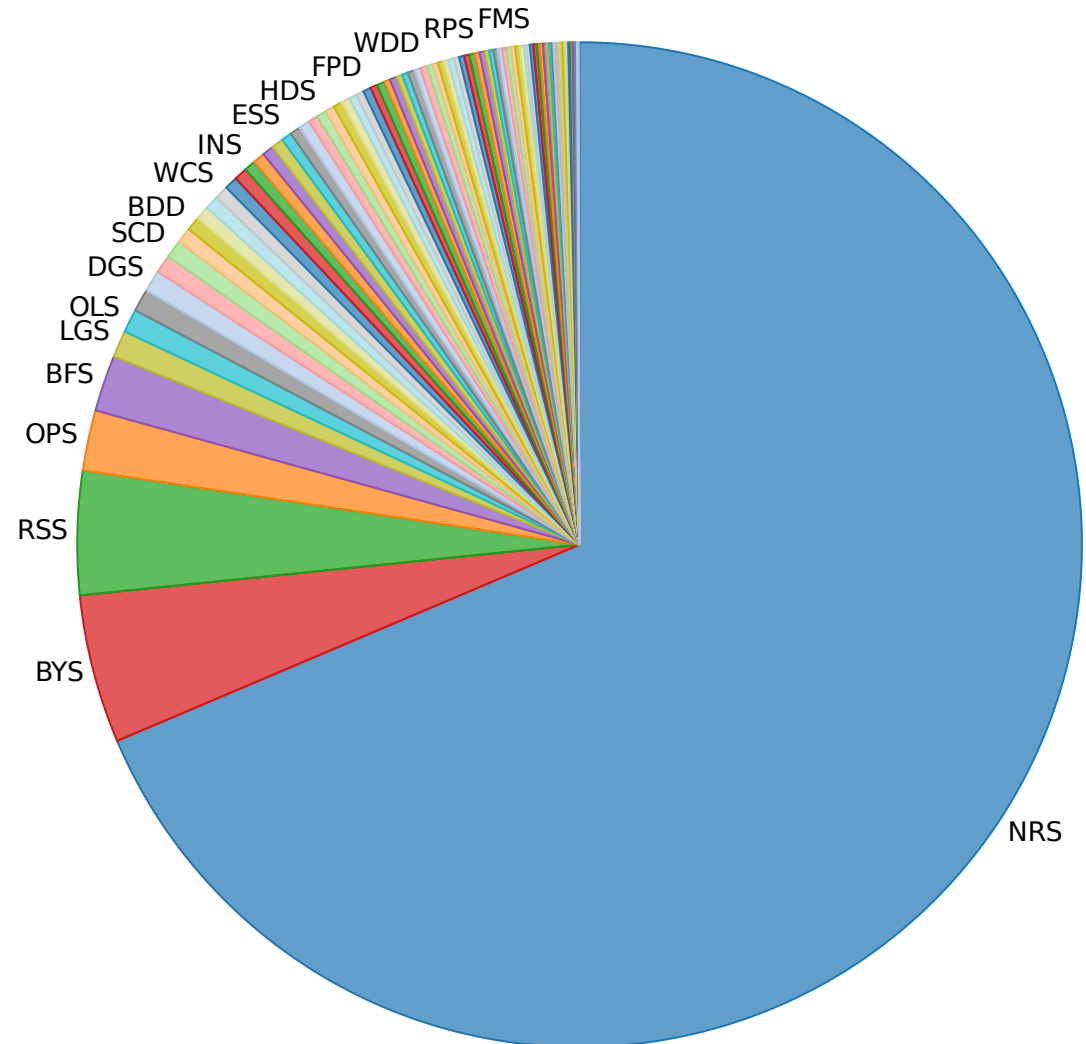


User Library

Checkouts & Renewals from Your Patrons

Station Library	Transaction	% of Total
Total	2,925	100.00%
NRS	2,489	85.09%
BYS	145	4.96%
RSS	127	4.34%
BFS	57	1.95%
OPS	36	1.23%
LGS	17	0.58%
FPS	12	0.41%
LPS	10	0.34%
WCS	7	0.24%
BRS	5	0.17%
SWS	5	0.17%
HKS	4	0.14%
TFS	4	0.14%
CIS	2	0.07%
DGS	2	0.07%
SFS_LO	2	0.07%
RFS	1	0.03%

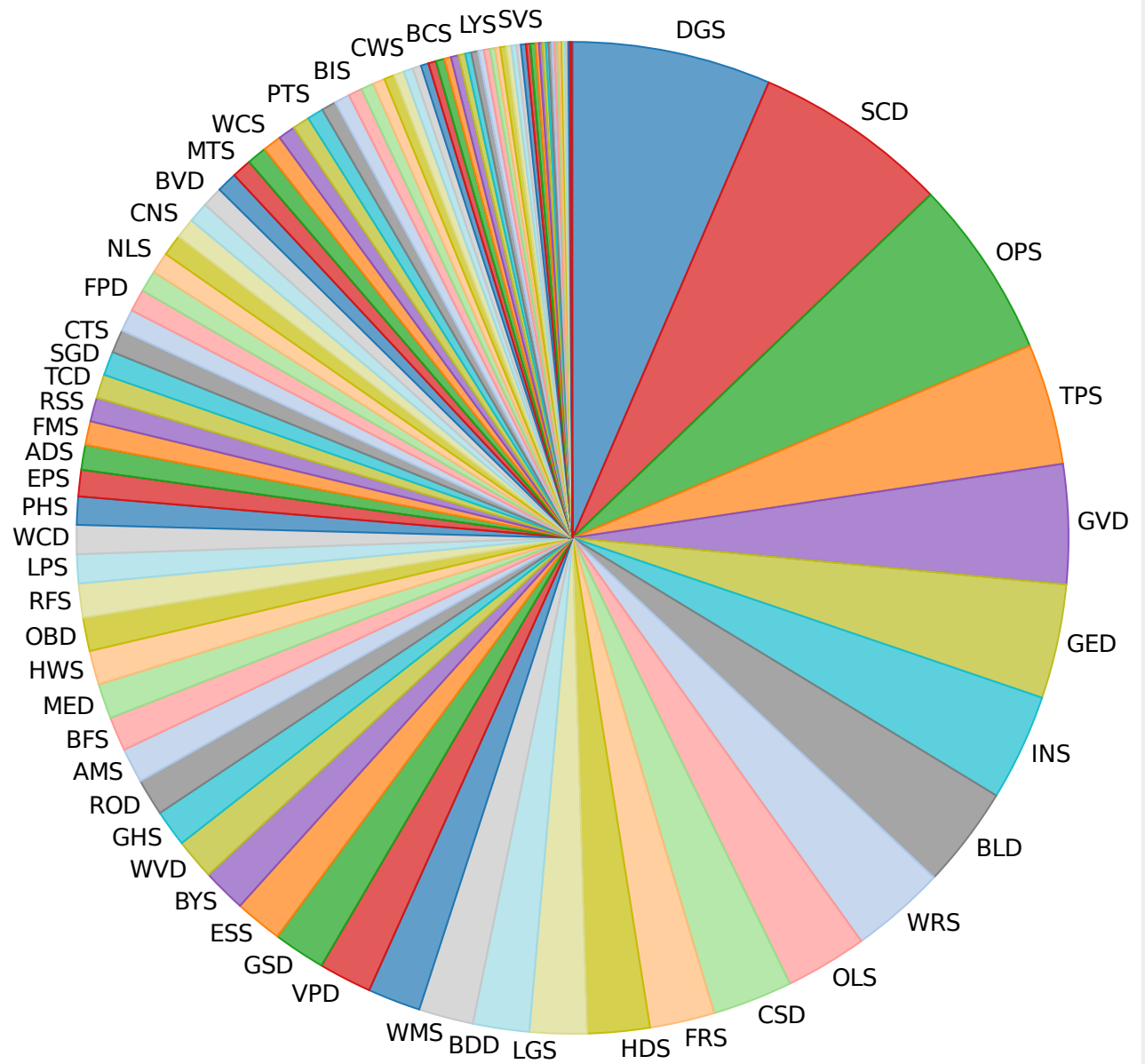
Your Users Checkout at...



Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
Total	1,228,421	100.00%
DGS	79,162	6.44%
SCD	78,310	6.37%
OPS	71,632	5.83%
TPS	48,365	3.94%
GVD	47,568	3.87%
GED	45,791	3.73%
INS	42,742	3.48%
BLD	40,457	3.29%
WRS	38,428	3.13%
OLS	32,593	2.65%
CSD	32,014	2.61%
FRS	26,147	2.13%
HDS	24,815	2.02%
LGS	22,990	1.87%
BDD	22,585	1.84%
WMS	21,524	1.75%
TFS	21,207	1.73%
VPD	21,117	1.72%
GSD	20,960	1.71%
ESS	19,046	1.55%
BYS	17,645	1.44%
WVD	16,116	1.31%
GHS	14,785	1.20%
ROD	14,497	1.18%
AMS	14,018	1.14%
BFS	13,886	1.13%
MED	13,755	1.12%
HWS	13,674	1.11%
OBD	13,557	1.10%
RFS	13,378	1.09%
LPS	11,895	0.97%
WCD	11,576	0.94%

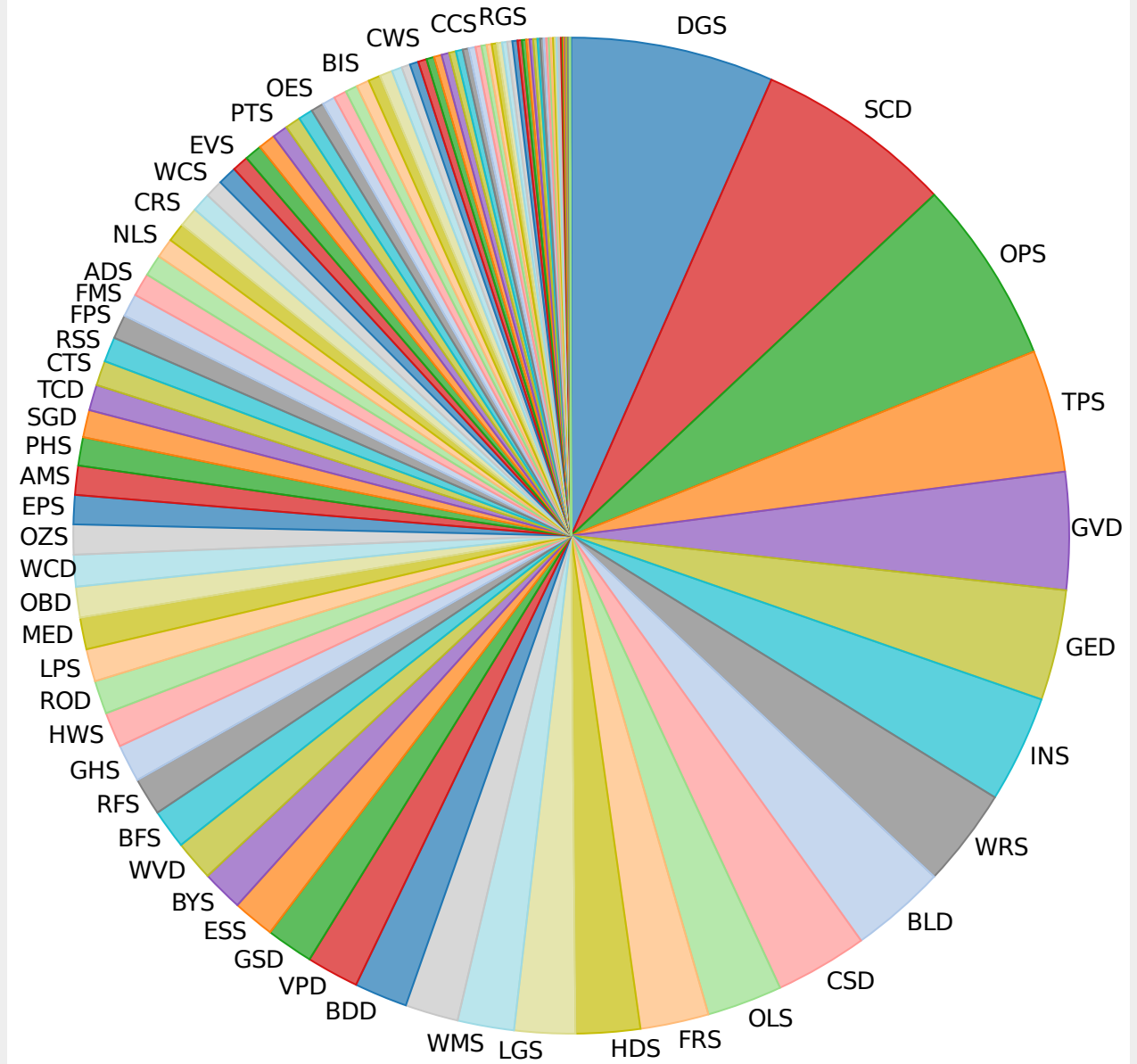
Item Circs by Item Library



Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
Total	1,228,421	100.00%
DGS	80,585	6.56%
SCD	78,923	6.42%
OPS	73,331	5.97%
TPS	48,572	3.95%
GVD	46,846	3.81%
GED	43,938	3.58%
INS	42,824	3.49%
WRS	39,077	3.18%
BLD	38,304	3.12%
CSD	36,975	3.01%
OLS	29,832	2.43%
FRS	27,474	2.24%
HDS	25,582	2.08%
LGS	24,051	1.96%
WMS	22,619	1.84%
TFS	21,149	1.72%
BDD	21,028	1.71%
VPD	20,968	1.71%
GSD	18,765	1.53%
ESS	16,746	1.36%
BYS	16,200	1.32%
WVD	15,984	1.30%
BFS	15,915	1.30%
RFS	15,099	1.23%
GHS	14,929	1.22%
HWS	13,863	1.13%
ROD	13,467	1.10%
LPS	12,745	1.04%
MED	12,728	1.04%
OBD	12,443	1.01%
WCD	12,392	1.01%
OZS	12,039	0.98%

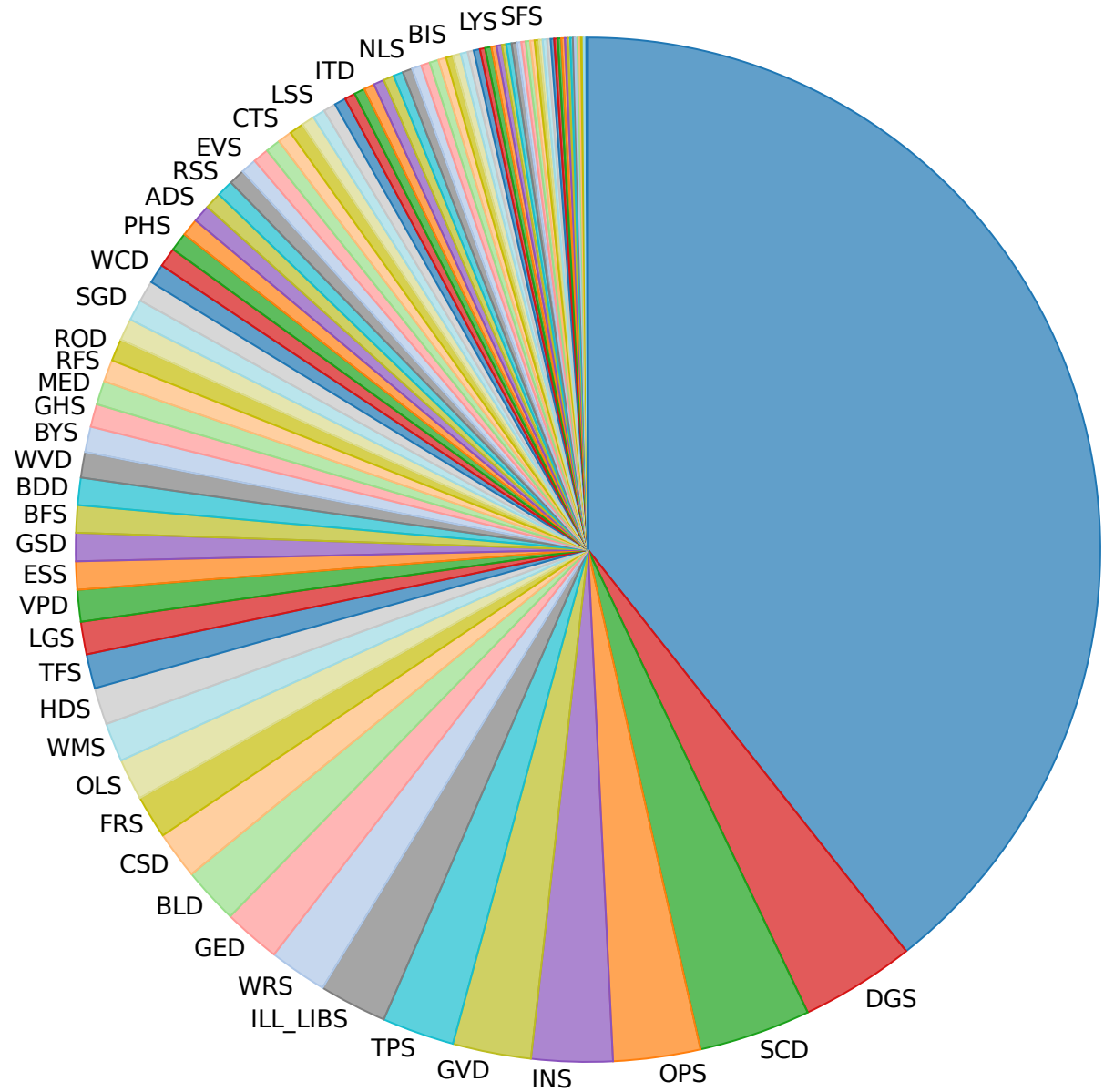
Item Circs by Station Library



Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
Total	1,228,421	100.00%
	482,867	39.31%
DGS	44,219	3.60%
SCD	43,478	3.54%
OPS	33,873	2.76%
INS	31,233	2.54%
GVD	30,461	2.48%
TPS	27,943	2.27%
ILL_LIBS	26,217	2.13%
WRS	22,558	1.84%
GED	22,144	1.80%
BLD	21,994	1.79%
CSD	18,305	1.49%
FRS	16,768	1.37%
OLS	16,026	1.30%
WMS	14,829	1.21%
HDS	14,557	1.19%
TFS	13,387	1.09%
LGS	12,585	1.02%
VPD	12,171	0.99%
ESS	11,006	0.90%
GSD	10,895	0.89%
BFS	10,530	0.86%
BDD	10,527	0.86%
WVD	10,058	0.82%
BYS	9,694	0.79%
GHS	9,099	0.74%
MED	8,960	0.73%
RFS	8,680	0.71%
ROD	8,556	0.70%
LPS	8,490	0.69%
SGD	8,248	0.67%
HWS	7,941	0.65%

Item Circs by User Library



BUDGET AND APPROPRIATION ORDINANCE

ORDINANCE NO. (23-08-01)

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS**

FISCAL YEAR JULY 1, 2023 to JUNE 30, 2024

This Ordinance constitutes the Budget and Appropriation Ordinance for the North Riverside Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

BE IT ORDAINED by the Board of Library Trustees of the North Riverside Public Library District as follows:

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

CORPORATE

Personnel Expenses	Appropriation
Salaries	\$685,250
Audio-visual materials and services	28,000
Books	75,000
Periodicals	4,500
Other media	38,000
Library programs	84,525
Office supplies	21,000
Printing	22,000
Postage	10,000
Legal fees	12,600
Public information	12,600
Health insurance	47,250

Library promotion and miscellaneous service fees	40,425
Utilities	55,350
Telephone	19,425
Contingency	10,050
Petty Cash	600
Information technology	107,200
Strategic initiatives	9,500
Debt service costs	63,000
Contractual	
Accounting	22,500
Service contracts	71,000
Professional Education and Training	
Library trustees	4,000
Library staff	8,500
Total	\$1,452,275.00

MEMORIAL FUND

Books	\$7,500
Audio – visual materials	7,500
Equipment	15,000
Total	30,000.00

AUDIT

\$16,750

IMRF

\$56,000

SOCIAL SECURITY

\$51,000

PUBLIC LIABILITY, PROPERTY, WORKERS' COMPENSATION, AND
DIRECTORS AND OFFICERS' INSURANCE

Liability Insurance	Appropriations
Public liability insurance	20,500
Workers' compensation insurance	6,200
Property insurance	7,000
Director's and Officers' insurance	3,500
Total	37,200.00

UNEMPLOYMENT COMPENSATION INSURANCE

5,500.00

BUILDINGS, MAINTENANCE AND EQUIPMENT

Building supplies and maintenance	41,000
Building repairs	160,000
Casual labor and fees	10,900
Building improvements	160,000
Total	371,900.00

SUMMARY

Corporate	1,452,275
Buildings, Maintenance and Equipment (Special Tax)	371,900
Social Security (Special Tax)	51,000
Audit (Special Tax)	16,750
IMRF (Special Tax)	56,000
Liability Insurance (Special Tax)	37,200
Unemployment Insurance (Special Tax)	5,500
Memorial Fund (No levy)	30,000
Total	2,020,625

SECTION 2: As part of the annual budget, it is stated:

- a. The cash on hand at the beginning of the fiscal year is \$912,962.

- b. The estimated cash expected to be received during the fiscal year from all sources is \$2,020,625.
- c. The estimated expenditures for the fiscal year are \$2,020,625.
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$913,612.
- e. The estimated amount of library taxes to be received during the fiscal year is \$1,233,386.
- f. The estimated amount of income to be received from sources other than library taxes during the fiscal year is \$787,239.

SECTION 3: Funds in the total amount of \$2,020,625.00 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.

SECTION 4: All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.

ADOPTED this 21st day of August, 2023 pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

APPROVED by me this 21st day of August, 2023.

Annette Corgiat, President

ATTEST:

John Mathias, Secretary

(seal)



NORTH RIVERSIDE
PUBLIC LIBRARY

NORTH RIVERSIDE, IL

Annual Secretary's Audit

This is to testify that we have examined the secretary's minutes and other records for the past year and find that they are in order and have no errors or discrepancies for the fiscal year FY2023/2024.

Trustee Signature

Date

Printed Name

Trustee Signature

Date

Printed Name