



**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

**North Riverside Public Library District
Board of Trustees
Regular Meeting, November 20th, 2023
6:00pm**

1. Open of Meeting

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

2. Open Forum

3. Consent Agenda

Secretary:

- a. Minutes of the November 6th, 2023 Committee of the Whole Meeting
- b. Minutes of the October 16th, 2023 Decennial Committee Meeting
- c. Minutes of the October 16th, 2023 Regular Board Meeting
- d. Correspondence

Treasurer:

- a. October 2023 Financial Statements
- b. Authorization to transfer \$50,000 from the money market account which currently has a balance of \$63,134.79 as of 11/13/23 to checking.
- c. Authorization to transfer up to \$100,000 from the money market account or the IL Funds account to checking.

4. President's Report

- A. Board action log (informational)

5. Director's Report

- A. See attached Director and Department Head Reports

6. Committee Reports

- A. Advocacy (Otteweller) (informational)
- B. Building & Grounds (Rouleau) (informational)
- C. Finance (Mathias) (informational)
- D. Personnel (Gordon) (informational)
- E. Policy (Bonnar) (informational)
- F. Strategic Planning (Johnson/Corgiat) (informational)
- G. Grants (Starosta) (informational)

7. New Business

- A. Resolution to Add Signers from the First American Bank Accounts (action)
- B. December Board Meetings (action)



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8. Closed session

9. Return to open session

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

11. Adjournment

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 January 15th, 2024 at 6:00 p.m.

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Minutes
Committee of the Whole
Board of Trustees
November 6th, 2023

1. Open of Meeting

- A. Call to order - Meeting called to order by President Corgiat at 6:15pm.
- B. Determination of quorum - In attendance: Annette Corgiat, Greg Gordon, John Mathias, Kyle Johnson, Jeanne Ottenweller, Ken Rouleau, Kathy Bonnar. Absent: none. Also in attendance: Natalie Starosta
- C. Recognition of visitors to the meeting - No visitors
- D. Approval of agenda and requested changes to agenda - Vice President Gordon made a motion to approve the agenda as presented. Trustee Rouleau seconded the motion. All aye. Motion carried.

2. Open Forum

Audience Members wishing to address the Board: please complete the open forum sheet provided and give it to the Board Secretary.

3. Minutes

- A. October 2nd, 2023 minutes (already approved in the Oct. Board meeting) - Reviewed by Trustees. This will be removed from the agenda going forward as the minutes are approved at the Board meeting.

4. Finance

- A. Comptroller's Report Submitted - Treasurer Mathias noted that this has been reviewed.
- B. IL Funds Discussion - Treasurer Mathias talked about the current rate of return for IL Funds at 5%. Director Starosta provided historical data so Treasurer Mathis can review previous rates. He asked that Director Starosta look into the process of quickly moving funds from our First American accounts to IL Funds account on a monthly or tri monthly basis to capitalize on which institution has a higher interest rate. Treasurer Mathias will email Director Starosta up to several times a week for the next month or two inquiring about tax distributions. Vice President Gordon noted that that is the Director's job to keep track of and it will be presented in the monthly financials. Treasurer Mathias also talked about the surprise he had that the tax rate for the library on his tax bill was not the 4.99% approved by the

Board but a lower rate. Director Starosta talked about tax distribution to different types of properties.

5. Advocacy

- A. Board self evaluation survey - Trustee Ottenweller noted that in the Google drive is a board self evaluation form that was created by Director Starosta but has not been completed by the Trustees. Director Starosta explained that this form was to help the Trustees determine what areas they feel they need additional support and information to be the most effective. Director Starosta will resend the form to all Trustees in this week's NRPL update.

6. Building & Grounds

- A. Capital Improvement Plan - Director Starosta noted that Studio GC came to the library for a last review as they work to complete the plan. The Board requested that it be presented at the Committee of the Whole in February 2024. Director Starosta will schedule this with Studio GC.
- B. Lower Level update discussion - Tabled for future CoW meeting.
- C. Painting/wall repair quote - Tabled for future CoW meeting.

7. Personnel

- A. Holiday gift cards - Director Starosta presented the yearly gift card survey for staff. These gift cards come directly from our credit card points that we accrue throughout the year. The Board would like to go ahead with the gift cards for staff. Director Starosta will begin send out the survey and get the cards ordered asap. Vice President Gordon asked about doing card for the staff from the Board. Director Starosta said that she is able to do this but Vice President Gordon will take care of them. President Corgiat noted that in other organizations the entire Board has done cards for staff.
- B. Volunteer Job description - Trustee Ottenweller noted a spelling mistake (dusting) which will be corrected. Director Starosta talked about how this is an informational job description created for a new organization that the library is partnering with, Southwest Suburban Cook County American Job Center (SERCO). President Corgiat expressed deep concern over any organization tied to Cook County and requested that the link to their website be sent to her. Treasurer Mathias asked that the link be sent to all Trustees. Trustee Ottenweller looked at the organization and was excited that its in North Riverside (on Cermak Rd.). President Corgiat talked about how she has invited the Madrigal singers to sing at the library. She noted that they library always had the singers here every holiday since the building opened in an event hosted by the former Friends of the Library group. She has not heard back from them as of yet. She would like to bring this back along with the carolers from Mater Christi.

8. Policy

- A. Review beginning in January - Trustee Bonnar talked about how the review of all policies in the policy manual will begin according to the Board approved schedule, in January 2024

with the Governance section. President Corgiat expressed concern about the ways that the Board will be able to suggest changes/edits to policies. Trustee Bonnar said that she and the director are open to suggestions from the Board. Director Starosta noted that the review process is already listed in the Board action log. President Corgiat would like to have a group reading of all policies as they are reviewed in a meeting as a previous Policy Committee Chair had done. Vice President Gordon did not see a need to read each policy during a meeting.

9. Strategic Planning

- A. Trustee Johnson talked about reviewing the current Strategic Plan which is broken up into 4 pillars. He believes that those pillars are good places to focus. He plans to go through our current and previous projects to put them in the 4 pillared categories for current and future reference.
- B. Trustee Manual - No discussion.
- C. Discussion of Committee Responsibilities and Expectations - Tabled for future meeting.

10. Other Business

- A. Annexation discussion - Hines - Hospital area - tabled until future CoW meeting. Director Starosta will put together information about the EAV of the proposed area. Treasurer Mathias reminded the Board that this will require a referendum.

11. Adjournment

Trustee Rouleau made a motion to adjourn the meeting at 6:58pm. Motion was seconded by Trustee Ottenweller. All aye. Motion carried.

The Library Board meeting is scheduled for Monday, November 20th, 2023 at 6:00pm.

**North Riverside Public Library District
Decennial Committee
Minutes**

October 16th, 2023

1. Open of Meeting

- A. Call to order – Meeting was called to order at 7:06pm by Chair Greg Gordon.
- B. Determination of quorum – In attendance were: Kathy Bonnar, Annette Corgiat, Greg Gordon, John Mathias, Kyle Johnson, Natalie Starosta, Gina Sierra, Lenora Giurini, and Jeanne Ottenweller. Absent: Ken Rouleau.
- C. Recognition of visitors to the meeting – No visitors were present.
- D. Approval of agenda – Annette Corgiat made a motion to approve the agenda as written. The motion was seconded by John Mathias. All committee members voted aye. Motion carried.

2. Open Forum

- There were no comments.

3. Decennial Committee Business

- A. Future Meeting Schedule (review)
 - 1. Date: 6pm, January 22nd, 2024; Reviewing IX – XIII
 - 2. Date: March 25th, 2024; Reviewing and approving completed report
- B. Reviewing V-VIII (informational/discussion) – The committee discussed sections V-VIII. Director Starosta presented on the data she had put together for those sections. Members discussed VI c. and VII b. to suggest other organizations for future partnerships.

4. Adjournment

John Mathias made a motion to adjourn the meeting at 8pm. The motion was seconded by Kyle Johnson. All committee members voted aye. Motion carried.

**REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON LOCAL GOVERNMENT
EFFICIENCY ACT**

I. Unit of government submitting this report:

Name of Library: North Riverside Public Library District

Address of Main Library Office: 2400 S. Des Plaines Ave. North Riverside, IL 60546

II. Information about our Library

A. We are located in Cook County. There are 99 libraries in our County.

B. The population of the territory in which our Library is located is 7,426 (as of 2020 census).

C. We have 25 employees of the North Riverside Public Library (not including board members).

D. Our annual budget for FY23 is: \$1,331,950.

E. Our Library's equalized assessed valuation (EAV) for 2023 is \$257,600,963 (issued Aug 2022 for 2021 tax rate).

III. Information about Our Committee

A. Committee Members:

Board President: Annette Corgiat

Board Vice President: Greg Gordon

Board Treasurer: Kathy Bonnar

Board Secretary: John Mathias

Trustee: Ken Rouleau

Trustee: Jeanne Ottenweller

Trustee: Kyle Johnson

Library Director: Natalie Starosta

Library Resident: Lenora Giurini

Library Resident: Gina Sierra

Note: Per 50 ILCS 70/10(b), the committee membership must include all the elected or appointed members of the library board of trustees (President and Trustees), the Executive Director or other official of the Library, and two residents appointed by the Board President. The President may appoint more than two residents if deemed appropriate.

B. Dates that our Committee Met (50 ILCS 70/20)

First Meeting (must occur prior to June 10, 2023): May 1st, 2023

Second Meeting: October 16th, 2023

Third Meeting: _____

Additional Meetings (List All, if any): _____

IV. Core Programs or Services Offered by our Library

A. Our Library offers the following core services and programs:

- Access to a variety of printed, audio/visual and digital/virtual materials (45,000+),
- Access to streaming services,
- Access to a variety of in person and virtual programming,
- Access to a variety of databases from home and for in library use (including: ,
- English language learning programs and materials,
- Spanish language materials and programs,
- Test taking services,
- Meeting rooms and study rooms,
- 24/7 materials pick up with our locker system,
- Bike rack, repair stand and pump,
- License plate sticker renewal,
- Notary services,
- Access to various items in Studio 2400, including: VHS to DVD or digital transfer equipment, Cassette to CD or digital transfer equipment, green screen equipment, photos and negative scanning equipment, digital music equipment, musical instruments,
- Access to items in the Build Guild with staff oversight, including: 3d printers, laser engraver/cutters equipment, sewing machines and embroidery machine, sublimation printers, mug and clothing presses, Accuquilt and dies, Circuit and Silhouette machines,
- Use of the NRPLD Ellison die cut machine and dies,
- Lending a variety of items (350+) in our toy lending library, including: Coco melon doll, puppets, robots, manipulatives for dexterity, AWE tablets, games, puzzles, sensory items,
- Lending a variety of items (300+) in our Library of Things, including: workout equipment, cooking equipment, karaoke equipment, speakers, microphones, Xbox, PS2, PS4, Oculus, digital camera, microphone and light, Computers, tablets, and hotspot lending, board games, stamp sets, knitting and crochet tools, tag cutter and grommet sets, puzzles, furniture dolly, moving blankets, tools, cake pans, cookie cutters,
- Scanning, Faxing and printing services

B. Other core services/programs we could possibly provide:

- Passport services,
- Sustainable programming,
- Programs focused on financial literacy, health literacy, culinary literacy, cultural literacy and social connections

V. Awards and Recognitions

Our Library has received the following awards, distinctions and recognitions:

- 2 staff members awarded the ALA Emerging Leaders program
- 1 staff member was awarded the Robert P. Doyle ILA Conference Grant

VI. Intergovernmental Agreements

A. We partner with or have Intergovernmental Agreements with the following other governments (*list as many as you have*):

Entity: Services Offered:

RAILS – continuing education resources, delivery services, advocacy,

SWAN – cataloging, databases, shared training resources,

IL State Library – OCLC cataloging services, 501(c)3 pass through

IL Libraries Presents – cost sharing for large literary programs (virtual)

Cook County – grant funding for Corona Virus Relief Funds

Illinois Funds – secure investments

B. Our Library's efficiency has increased through intergovernmental cooperation in the following ways (*list cost savings, avoiding duplicated services, etc.*):

Shared catalog system, delivery of library materials between libraries, shared database subscription services, discounts on various library services and material purchases through negotiated discounts, continuing education resources for staff, board and foundation and friends groups, collaborative advocacy resources, cost sharing for large literary programming, pass through grant funding

C. Other intergovernmental institutions that we **could** work with and for what services:

- Village of North Riverside – hosting a story walk (rotating story walk), hosting a library provided little free library(ies)

- Riverside and Proviso Townships – Providing programming, providing spaces for outreach programming, coordinating on programs, hosting story walks
 - Cook County Forest Preserves – Program locations, coordinating on programming and grants
 - School Districts – Cards for school employees, books for classroom libraries
 - State of Illinois – Speakers and programs
 - VA/Hospital – location for outreach programming, setting up a little free library
-

VII. Community Partnerships

A. We partner with the following organizations (*list as many as you have*):

Organization: Services Offered:

- School District 208, 94 and 96 – Cards for kids at school open houses,
 - Village of North Riverside Recreation – Cooperative advertising, co-sponsored events,
 - Girl and Boy Scouts – provide meeting space, groups complete projects for the library (i.e.: table building, little free libraries, etc.)
 - Age Options – advocacy for senior issues, advertising services, free programs, grant funds
 - Aging Care Connections – advocacy for senior issues
 - Interfaith Community Partners – materials delivery and pick up from home bound seniors, rides for seniors to the library
 - Caledonia – Technology programming
 - Cantata - Technology programming
 - NR Homeschool Group – teaching about library resources, providing programs
 - NR Historical Society – providing display spaces, providing storage space, providing meeting space
 - North Riverside Mall – creation and maintenance of a book nook
 - Local daycares and Montessori schools – provide books for in classroom libraries
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B. Other organizations we **could** possibly partner with and for what services:

- Athletic groups (Cubs, Bulls, Sox, Hawks, school mascots) – to put their logos on library cards, cross promote, etc.
- Non-profits in the area
- Small Businesses
- Lyola School Center or Ronald McDonald House – to provide in hospital library
- Clinics/Hospital – provide reading materials for residents/on-line access to digital materials

- Book Stores
- Fitness Centers – possible fitness classes at the library
 - Meals on wheels – recipients can opt in to receive a book with their meals

VIII. Review of Laws, Policies, Rules and Procedures, Training Materials, and other Documents

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the Library in order to evaluate our compliance and to determine if any of the foregoing should be amended.

State laws applicable to Libraries

- (103-0100) Book Banning Law.
- (75 ILCS 16/) Public Library District Act of 1991.
- (5 ILCS 140/1 *et seq.*) Freedom of Information Act.
- (5 ILCS 120/1 *et seq.*) Open Meetings Act.
- 740 ILCS 174/ (Whistleblower Act)
- (820 ILCS 192/) Paid Leave for All Workers Act.
- (75 ILCS 70/) Library Records Confidentiality Act.
- (75 ILCS 55/) Library Property Sale Act.
- (75 ILCS 60/) Library Incorporation Act.
- (5 ILCS 165/) Filing of Copies Act.
- (5 ILCS 170/) Filmed Records Reproduction Act.
- (5 ILCS 420/) Illinois Governmental Ethics Act
- (15 ILCS 322/) Illinois Literacy Act
- (15 ILCS 323/) Accessible Electronic Information Act.
- (30 ILCS 15/) Public Funds Statement Publication Act.
- (30 ILCS 767/) Public Library Construction Act.
- (40 ILCS 5/) Illinois Pension Code.
- (820 ILCS 80/) Illinois Secure Choice Savings Program Act.
- (50 ILCS 105/) Public Officer Prohibited Activities Act.
- (50 ILCS 205/) Local Records Act.
- (50 ILCS 305/) Local Government Financial Statement Act.
- (50 ILCS 45/) Local Government Taxpayers' Bill of Rights Act.
- (820 ILCS 105/) Minimum Wage Law.
- (775 ILCS 5/) Illinois Human Rights Act.
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Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*)

- Training required for all trustees and members of committees within the first 90 days of the beginning of their term/appointment (including reelection terms)

- Required yearly for OMA officers (Library Director is appointed OMA officer in January every year)
- Certificates on file in Board files in Library Director's office
- 1.4 OMA Policy below:
- **Open Meetings Act**

Meetings covered under the Open Meetings Act

"Meeting" is defined as any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business. Advisory committees and/or subcommittees are also included. This includes in-person, telephonic and electronic assemblages.

Exceptions for Closed Meetings

Employment/Appointment Matters

Legal Matters

Business Matters [primarily concerned with purchase or lease of real property, or investments]

Security/Criminal Matters

Miscellaneous specific exception

The exceptions to the Open Meetings Act are limited in number and very specific. Because they are contrary to the general requirement that meetings

be open, the exceptions are to be strictly construed, extending only to subjects clearly within their scope.

Taping and Filming

The Library Board will permit the recording of the proceedings of a public meeting of the Board or Committee of the Board in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting. Meetings or portions of meetings which are permitted by the Act to be closed to the public may not be recorded by the public. The Chairperson of the Board or Committee may designate a location for recording equipment or camera, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting. The Chairperson of the Board or Committee shall be the Board member with authority to determine when any recording device or camera interferes with the conduct of a Board or committee meeting and may order that an interfering device be removed.

No recordings shall be allowed unless the person seeking to record a public meeting notifies the Library Director of his or her intent to record said meeting prior to the meeting. Further any requests for special accommodations must be made at least

two (2) business days before the meeting. The chairperson may in his or her sole discretion grant any special accommodation requests.

At the start of any meeting which is to be recorded, the chairperson shall notify the audience of the recording and advise all of their right to refuse to be filmed. The chairperson may prohibit the recording of any audience member who objects to the recording. The chairperson may impose additional rules or limitations on any recording, as he or she deem necessary or appropriate to preserve the orderly operation and decorum of the meeting. The chairperson shall order the immediate termination of any recording which is disruptive to the meeting, or which distracts, disturbs or is offensive to members of the public body, witnesses, or the audience.

No recording shall be used for a commercial for-profit enterprise, without the written approval of the chairperson and the village administrator.

Nothing in these rules shall be deemed to grant permission to publish or broadcast the recording of any individual. These rules may be modified on a temporary basis for good cause shown by a majority vote of the Library Board or Committee of the Board.

Minutes of Open Meetings

All public bodies shall keep written minutes of all their open meetings. Minutes shall include a summary of discussion on all matters propose, deliberated, or decided, and a record of any votes taken. That means that any discussion must be summarized, rather than just a simple note that a discussion took place.

The minutes of meetings open to the public shall be available for public inspection within 7 days of the approval of such minutes by the public body.

Minutes of Closed Meetings

Minutes of closed meetings are available only after a determination by the public body that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential after 18 months.

Public bodies are required to review closed meeting minutes at least twice a year to determine whether a need for confidentiality exists with respect to all or part of the minutes. A closed meeting may be held to conduct the mandated review, but determinations on such minutes are to be reported in open session. Minutes of closed meetings are exempt from inspection under the Freedom of Information Act until the public body makes the minutes available to the public. A closed meeting may be held to approve the minutes of a prior closed meeting.

Public Notice

Public notice must be given for all meetings by posting a copy of the notice at the principal office or at the building in which the meeting is to be held.

A schedule of regular meetings must be posted at the beginning of each calendar or fiscal year and shall state the regular dates, times, and places of such meetings. An agenda for each regular meeting is required to be posted 48 hours in advance of such meeting.

Public notice of any special meeting except a meeting held in the event of a bona fide emergency, or of any rescheduled regular meeting, or of any reconvened meeting, shall be given at least 48 hours before such meeting, which notice shall also include the agenda. Public notice is not necessary for a meeting to be reconvened within 24 hours or if the time and place of the reconvened meeting was announced at the original meeting and there is no change in the agenda.

The Act requires that notification be given to each news medium that has filed an annual request for notice. Such news media providing a local address or telephone number for notice are entitled to notice of special, emergency, rescheduled or reconvened meetings.

Public Meetings

Public meetings must be held at times and places convenient and open to the public.

If a public body holds a meeting without fulfilling the public notice and public convenience requirements, it has violated the Act.

Courts have ruled that a meeting is not held in a place "convenient" to the public if held in a room too small for the numbers of citizens who wished to attend.

New Open Meetings Act Training Requirement for 2012

Each elected and appointed member of a public body subject to OMA must successfully complete the electronic training between January 1, 2012, and January 1, 2013. Those persons who become members of a public body after January 1, 2012, must complete the electronic training not later than 90 days after the member takes the oath of office or otherwise assume responsibilities as a member of a public body. A member of the public body who completes the OMA training then files a copy of the certificate of completion with the public body.

Enforcement

Any person, including the State's Attorney of the county in which such noncompliance may occur, may bring a civil action in the circuit court for the judicial circuit in which the alleged noncompliance has occurred or is about to occur, prior to or within 60 days of the meeting.

Violation of the Act is a criminal offense, a Class C misdemeanor, punishable by a fine of up to \$1500 and imprisonment for up to 30 days.

Remote Board Meeting Participation

Under limited circumstances, Trustees unable to be physically present at a public meeting may participate in the meeting via communication devices. Communication devices include, without limitation, audio and/or video equipment which allows all Trustees and other meeting participants to interact on all motions, discussions and votes. The limited circumstances which allow a Trustee to participate via communication devices are personal illness or disability, employment purposes, family emergency or other emergency. A Trustee wishing to attend via communication devices must give advance notice to the Board Secretary of the desire to attend via communication devices (unless notice is impractical). The circumstances supporting use of communication devices shall be announced at the start of a meeting and such circumstances shall be noted in the minutes of the meeting.

Only Trustees attending in person shall be counted toward establishing a quorum. A majority of the quorum must vote in favor of a Trustee attending via communication devices. Trustees attending remotely will be so noted in the minutes

Policy on public comment

- Included in the 1.3 Board Meetings Policy (below) up for review in January 2024 with recommendations to remove the request form section and add a limit on the total amount of time for public comment.
- **Board Meetings**

The Board of Trustees will be scheduled to meet according to a schedule set each year by the Library Board of Trustees and approved at the December meeting. Other changes in time and /or place of meeting are to be decided by the Library District Board far enough in advance for the public to be notified as specified on the Open Meetings Act.

Visitors who wish to make a public comment at the meeting are asked to complete the request form and present it to the Board Secretary or other Library Trustee.

Public comments are permitted during the “Open Forum” portion of the Agenda. The Board President will invite visitors to address the Board and will determine the order in which speakers will be recognized. Prior to making any comments, each speaker will be asked to provide his or her name and address and his or her group affiliation (if any).

The President may also grant a request to address the Board during other portions of the meeting. The President has the discretion to determine the length of time and the number of times a speaker may speak. Each person is allowed a maximum of three (3)

minutes to speak. Comments should be brief and to the point. An immediate response from the Board is not required.

Minutes are a summary of the Board's discussions and actions. Speakers' requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the Board will be included in the Library's file rather than in the minutes.

Designation of OMA officer (5 ILCS 120/1.05(a))

- Board designates that Library Director as OMA officer each January

All Board Members have completed OMA Training (5 ILCS 120/1.05(b))

- Training required for all trustees and members of committees within the first 90 days of the beginning of their term./appointment (including reelection terms)

Schedule of Regular Meetings of the Library Board (5 ILCS 120/2.03)

- Regular meeting and Committee of the Whole meeting schedule is approved by the Board at the June or July Board meeting
- Latest resolution pasted below:

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

ORDINANCE 2023-06-01

ORDINANCE SETTING FORTH THE DATES OF REGULAR MEETINGS OF THE NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

Meetings are held in the Meeting Room of the North Riverside Library, 2400 S. Des Plaines Ave, North Riverside, Illinois 60546, generally on the third Monday of the month, starting at 6:00 p.m.

The dates for the fiscal year 2023 – 2024 are:

July 17th, 2023

August 21st, 2023

September 18th, 2023

October 16th, 2023

November 20th, 2023

December 18th, 2023

January 15th, 2024

February 19th, 2024

March 18th, 2024

April 15th, 2024

May 20th, 2024

June 17th, 2024

Special meetings may be held. Any special meeting will be posted at the library and on the library's website no less than 48 hours prior to the meeting.

Library Board of Trustees Committee of the Whole meetings of the North Riverside Public Library District will be held on the first Monday of each month as needed beginning at 6:00pm in the community room on the main floor of the North Riverside Public Library District (2400 S. Des Plaines Ave., North Riverside, IL 60546).

July 3rd, 2023

August 7th, 2023

~~September 4th, 2023~~

October 2nd, 2023

November 6th, 2023

December 4th, 2023

~~January 1st, 2024~~

February 5th, 2024

March 4th, 2024

April 1th, 2024

May 6st, 2024

June 3th, 2024

The North Riverside Public Library will be closed on the following holidays:

July 4th, 2023 – Independence Day

September 4th, 2023 – Labor Day

November 23rd, 2023 – Thanksgiving

December 23rd-25th, 2023 – Christmas

December 30th 2023 – January 1st, 2024 – New Year's

May 29th, 2024 – Memorial Day

Passed by the Board of Trustees of the North Riverside Public Library District this 19th day of June, 2023.

Approved: _____

Annette Corgiat, President

North Riverside Public Library District

Attest: _____

John Mathias, Secretary

North Riverside Public Library District

Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*)

- NRPLD follows all Freedom of Information Act laws. All Trustees and management staff are encouraged to take FOIA training.

Designation of FOIA Officer (5 ILCS 140/3.5(a))

- Board designates the Library Director as FOIA Officer at the January meeting

FOIA Officer Training (5 ILCS 140/3.5(b))

- FOIA Officer training is required yearly

Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))

- Per NRPLD's record retention schedule #39 "Freedom of Information Act" requests and denials are required to be retained for two years from the date of filing, then disposed of.

Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))

- All of this information is included on our new website under the transparency tab
- Law:

(5 ILCS 140/4) (from Ch. 116, par. 204)

Sec. 4. Each public body shall prominently display at each of its administrative or regional offices, make available for inspection and copying, and send through the mail if requested, each of the following:

(a) A brief description of itself, which will

include, but not be limited to, a short summary of its purpose, a block diagram giving its functional subdivisions, the total amount of its operating budget, the number and location of all of its separate offices, the approximate number of full and part-time employees, and the identification and membership of any board, commission, committee, or council which operates in an advisory capacity relative to the operation of the public body, or which exercises control over its policies or procedures, or to which the public body is required to report and be answerable for its operations; and

(b) A brief description of the methods whereby the public may request information and public records, a directory designating the Freedom of Information officer or officers, the address where requests for public records should be directed, and any fees allowable under Section 6 of this Act.

A public body that maintains a website shall also post this information on its website.

(Source: P.A. 96-542, eff. 1-1-10; 96-1000, eff. 7-2-10.)

List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)

- Meeting agendas, meeting minutes, monthly and yearly financial reports, audit reports, monthly and yearly statistical reports, ordinances, resolutions, budgets, invoices, check details, etc.

Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))

- Closed session minutes must be reviewed to determine if they remain closed at least every 6 months. NRPLD reviews closed session minutes at its January and July regular meetings. We currently have one closed session minute which has not been released.

IMRF Total Compensation Postings (5 ILCS 120/7.3)

- Total compensation and benefits postings are required for all staff whose total package will be over \$75,000. Currently this only includes the director but in FY24 will add the patron services manager. These will be posted on our new website in the transparency section.
- Below is the FY23 report:

Total Compensation and Benefits Package for North Riverside Public Library District FY22-23

- The total compensation and benefits package for employees of the North Riverside Public Library District making over \$75,000 is provided pursuant to 5 ILCS 120/7.3. A copy of the North Riverside Public Library District's total compensation package for

qualifying employees is available on the North Riverside Public Library District's website at www.nrpl.info

Position	Name	Annual Salary	Vacation Days Earned per year	Sick Days earned per year	Health Insurance	IMRF
Library Director	Natalie Starosta	79848	20	10	0	8144.49

Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 et seq.)

- The Library Director is the whistleblower auditing official.

All applicable officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 et seq.)

- All Board members as well as management staff who have spending authority are required to file a statement of economic interest each year prior to May 1st.

Sexual harassment prevention training (775 ILCS 5/2-109(C))

- Training is completed by Trustees and staff yearly.

Our Intergovernmental Agreements (IGA)

- Each intergovernmental agreement is approved by the Board of Trustees. Please see list of current IGA's in section IV.

Our budget and financial documents

- Monthly financial statements are included in the Board packet and posted on the new website as such. Annual financial documents such as our working budget, building and maintenance levy, budget and appropriation levy, levy, and annual audit report and listed on our website and available at the library. Notices for these documents' availability are published in the local newspaper as required.

State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.)

- All Trustees are required to file the Statement of Economic Interest form yearly with Cook County.

Reports on government efficiency, including "Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments" by Wendell Cox (2016);

IX. What Have We Done Well? (List any budget/levy freezes or reductions in the past decade; list new programs or services offered to residents over the past decade; list any ethics ordinances adopted; timely FOIA compliance; responsiveness to public; list any new intergovernmental agreements; list any increase in number of library patrons served, etc.)

X. What Inefficiencies Did We Identify/What Are our Next Steps?

XI. What Can We Do Better or More Efficiently?

XII. Studies on Governmental Efficiencies

Example: In preparing this report, we reviewed several studies on local government efficiency. These studies show that the average local government in Illinois serves 1800 residents compare to the national median of 2850 individuals.

XIII. Our Committee's Recommendations Regarding Increased Accountability and Efficiency:

Note: This Report must be filed with the county (or counties) no later than 18 months after the first committee meeting.

Submitted by: Greg Gordon

Chairman, Decennial Efficiency Committee

Date of Committee Approval of Report: _____

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue
North Riverside, IL 60546

Minutes of the meeting of October 16, 2023

1. Open of Meeting

A. The meeting was called to order by Trustee Corgiat at 6:04 p.m. Roll call was taken.
Present: Trustee Kathy Bonnar, Trustee Greg Gordon, Trustee Annette Corgiat, Trustee Kyle Johnson, Trustee John Mathias, Trustee Jeanne Ottenweller,
Absent: Trustee Ken Rouleau
Also Present: Director Starosta, David Jelonek from GW&A auditing firm

B. A quorum was established.

C. There were no visitors present tonight.

D. Trustee Mathias made a motion to approve the agenda as written. Trustee Johnson second the motion. All ayes, motion carried.

2. Open Forum

No one was present.

3. David Jelonek presented the FY 23 audit to the Board which included a clean opinion but the recommendation that the library's policy on investments be updated to include the ability to invest in annuities which is not mentioned in the policy. There were no question from Trustees.

4. Consent Agenda

A. Trustee Mathias made a motion to approve the consent agenda. Trustee Ottenweller second the motion. A roll call vote was taken.

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

Nays: None

Motion Carried

Secretary

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

Treasurer

- a. September 2023 Financial Statements.
- b. There was some discussion about the \$75,000 transfer.

5. President's Report

A. Board Action Log – No library business to report. Trustee Corgiat spoke about the Foundation and Friends author event with Neil Fischer which drew 40 attendees.

6. Director's Report

A. Director Starosta attached her report and the departmental reports. She talked about the upcoming programs and the plans for the library cookbook which would be for sale at the library's 25th building anniversary in 2024.

7. Committee Reports

A. Advocacy (Trustee Ottenweller)

Trustee Ottenweller noted that the special meeting was held on October 7th to discuss committee responsibilities and expectations.

B. Buildings & Grounds (Trustee Rouleau)

Trustee Rouleau was absent. Director Starosta noted that the elevator was recently repaired as it was stuck on the 1st floor and the bearing on the boiler is scheduled for replacement.

C. Finance (Trustee Mathias)

Trustee Mathias discussed the funds held in the IL Fund account and the possibility of moving them over to a CD or into the First American money market account.

D. Personnel (Trustee Gordon)

Trustee Gordon had nothing to report tonight

E. Policy (Trustee Bonnar)

Trustee Bonnar noted the new business item for updating the Open Meetings Act policy to reflect changes in the law.

F. Strategic Planning (Trustee Johnson)

Trustee Johnson had nothing to report tonight

G. Grants (Director Starosta)

Director Starosta is looking into several federal grants for the future.

8. New Business

A. Levy Ordinance

Trustee Mathias made a motion to approve the levy ordinance as presented. Trustee Gordon second the motion. A roll call vote was taken.

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

Nays: None

Motion Carried

B. OMA Policy Update

Trustee Mathias made a motion to approve the Open Meetings Act policy update as presented. Trustee Johnson second the motion. All ayes, motion carried.

C. FY23 Audit

Trustee Mathias made a motion to approve the FY23 audit as presented. Trustee Johnson second the motion.

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

Nays: None

Motion Carried

9. Trustee Mathias made a motion to adjourn the meeting at 7:00 p.m. Trustee Gordon second the motion. All ayes, motion carried.

The next Board meeting is scheduled for November 20, 2023 at 6:00 p.m.

Respectfully Submitted
Natalie Starosta

Management Report

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



Prepared on
November 8, 2023

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Profit and Loss

July - October, 2023

	Total
INCOME	
6903-01 Fines & Fees	2,656.00
6904-01 Donations	6,971.86
6905-01 Grants	14,876.27
Interest	
6906-01 Interest	4,372.49
Total Interest	4,372.49
Property Taxes	
6901-01 Property Tax	9,757.09
6901-04 Tax Revenue-Audit Fund	65.54
6901-05 Tax Revenue-Liability Ins	37.81
6901-06 Tax Revenue-Unemploy Ins	10.07
6901-07 Tax Revenue-Bldg Fund	466.34
6901-08 Tax Revenue-SS	342.81
6901-12 Property Tax - IMRF Fund	98.31
Total Property Taxes	10,777.97
Total Income	39,654.59
GROSS PROFIT	39,654.59
EXPENSES	
8360-01 Grants	9,971.04
Advertising & Marketing	
8375-01 Advertising	1,601.84
8385-01 Memorials & Tributes	12.00
8404-01 Staff Recognition	181.21
8410-01 Printing	2,559.45
Total Advertising & Marketing	4,354.50
Bank Charges & Fees	
8396-01 Bank Charges & Fees	175.27
Total Bank Charges & Fees	175.27
Benefits	
7600-05 Health Insurance	11,503.46
7650-09 IMRF	11,266.17
7660-06 Unemployment Insurance	2,320.05
7670-01 Taxes-Fica Expense	13,406.94
Total Benefits	38,496.62
Building Expense	
8306-07 Building Supplies & Maintenance	4,735.42
8308-07 Service Contracts	18,593.00
8320-07 Building & Grounds	0.00
8330-01 Casual Labor	450.00

	Total
8335-07 Building Repairs	7,482.00
Total Building Expense	31,260.42
Computers/Technology	
8171-01 Tech Service	27,675.35
8172-01 Computer Equipment	679.05
8175-01 SWAN	9,359.24
8180-01 Software	1,516.84
8190-01 Website	130.95
Total Computers/Technology	39,361.43
Legal & Professional Services	
8400-01 Accounting	3,789.00
8402-01 Legal Fees	1,902.41
8430-01 Payroll Expenses	510.30
Total Legal & Professional Services	6,201.71
Library Materials	
8090-01 Adult A/V	1,762.28
8091-01 Children's A/V	85.70
8096-01 Teen A/V	275.00
8105-01 Adult Fiction/Non-Fiction	7,597.87
8106-01 Children Fiction / Non-Fiction	5,592.61
8107-01 Teen Fiction/Non-Fiction	2,370.66
8108-01 eBooks	5,000.00
8120-01 Newspapers	164.39
8130-01 Internet Databases	3,045.23
Total Library Materials	25,893.74
Office Supplies & Software	
8202-01 Office Supplies	1,614.58
Total Office Supplies & Software	1,614.58
Programs & Strategic Initiatives	
8150-01 Children's Programs	3,139.30
8153-01 Teen Programs	879.55
8154-01 Makerspaces/library of things	796.97
8155-01 Adult Programs	5,989.51
8158-01 Strategic Initiatives	240.80
Total Programs & Strategic Initiatives	11,046.13
Salaries	
7504-01 Circulation	33,387.35
7505-01 Adult Services	17,397.56
7506-01 Youth Services	32,913.48
7507-01 Pages	3,342.93
7508-01 Administration	101,422.93
7509-01 Facilities	10,166.85
Total Salaries	198,631.10

	Total
Travel & Training	
7800-01 Educational Staff Training	1,323.68
8342-01 Lodging, Meals, Mileage	225.32
8355-01 Memberships	225.00
8390-01 Mileage Reimbursement	0.00
Total Travel & Training	1,774.00
Utilities	
8301-07 Internet/Phone	7,070.47
8302-07 Electricity	12,562.34
8303-07 Gas	1,569.73
8304-07 Water/Garbage	1,525.57
Total Utilities	22,728.11
Total Expenses	391,508.65
NET OPERATING INCOME	-351,854.06
OTHER EXPENSES	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	3.69
Total Other Miscellaneous Expense	3.69
Total Other Expenses	3.69
NET OTHER INCOME	-3.69
NET INCOME	\$ -351,857.75

Balance Sheet

As of October 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	34,420.06
1500-04 Cash-Audit Fund	1,396.00
1500-05 Cash-Liability Insurance Fund	12,319.00
1500-06 Cash-Unemployment Ins Fund	0.00
1500-07 Cash-Building Fund	-0.27
1500-08 Cash-Social Security Fund	0.00
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	23,608.79
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	78,134.79
1501-01 First American Checking (5001)	3,557.21
1509-07 Cash - IPTIP IL Funds	100,076.80
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	238,683.83
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
Total Accounts Receivable	0.00
Other Current Assets	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	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	1,010,687.49
TOTAL ASSETS	\$1,010,687.49

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	1,081.99
4003-01 Child Support	0.00
4200-01 Accrued Wages	17,961.93
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	1,463.16
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00

Total Other Current Liabilities	20,507.08
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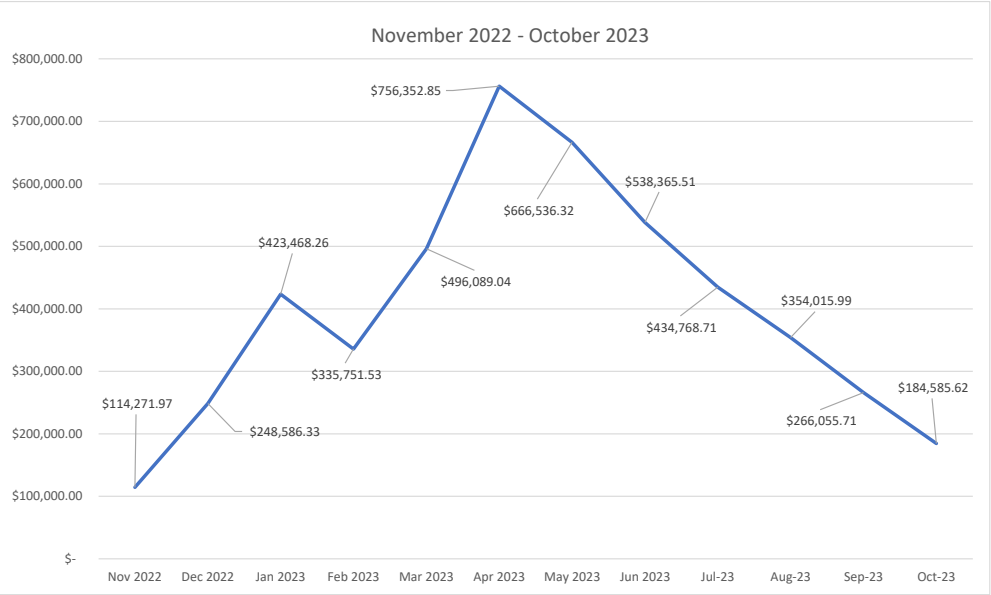
Total Current Liabilities	41,399.69
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Total Liabilities	41,399.69
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Equity

3200-00 Retained Earnings	-88,074.45
5600-01 General Fund Balance	1,703,307.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	1,396.00
5600-05 Public Liability Fund Balance	11,900.00
5600-06 Unemployment Insurance Fund Balance	-3,383.00
5600-07 Building Fund Balance	-223,829.00
5600-08 Social Security Fund Balance	-18,304.00
5600-09 Pension Fund Balance	-91,867.00
Opening Balance Equity	0.00

	Total
Net Income	-351,857.75
Total Equity	969,287.80
TOTAL LIABILITIES AND EQUITY	\$1,010,687.49



\$ 0.00

North Riverside Public Library District
Profit and Loss

November 2022 - October 2023

	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sept 23	Oct 23	Total
Beginning Cash	\$ 147,826.21	\$ 114,271.97	\$ 248,586.33	\$ 423,468.26	\$ 335,751.53	\$ 496,089.04	\$ 756,352.85	\$ 666,536.32	\$ 532,883.66	\$ 440,250.56	\$ 354,015.99	\$ 266,055.71	
Income													
6903-01 Fines & Fees	562.80	320.21	7,082.46	217.04	238.95	2,192.35	247.78	269.83	624.09	1,700.36	130.22	201.33	13,787.42
6904-01 Donations	-9.60	16.85	410.02	1,519.35	1,275.78	4,331.21	503.09	1,323.05	1,270.66	4,839.53	329.63	532.04	16,341.61
6905-01 Grants		12,612.55			25,000.00			199.29	10,953.35	3,922.92			52,688.11
6915-07 Loan Proceeds	30,000.00	20,000.00											50,000.00
Interest	115.26	339.30	835.90	777.33	852.42	1,748.63	1,838.88	1,678.71	1,374.85	1,270.08	962.83	764.73	12,558.92
Property Taxes		203,952.88	299,583.28	1,700.41	244,193.41	341,781.40		3,000.15		10,777.97			1,104,989.50
Total Income	\$ 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	\$ 22,510.86	\$ 1,422.68	\$ 1,498.10	\$ 1,250,365.56
Gross Profit	\$ 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	\$ 22,510.86	\$ 1,422.68	\$ 1,498.10	\$ 1,250,365.56
Expenses													
8360-01 Grants	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	344.49	575.48	7,014.58	49,343.94
8360-01 Petty Cash				114.34									114.34
8380-01 Telephone							1,031.00						1,031.00
Advertising & Marketing	500.00	3,217.03	3.32	100.00	4,448.86	1,584.88	2,195.95	5,484.63	181.21	1,080.56	3,080.73	12.00	21,889.17
Bank Charges & Fees	39.50	370.57		212.37	255.46		370.96		31.27			144.00	1,424.13
Benefits	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	10,901.15	14,921.36	4,931.03	112,499.74
Building Expense	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	8,364.62	8,737.83	5,321.94	78,184.68
Computers/Technology	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	5,623.63	-2,279.31	3,122.20	73,932.65
Insurance			3,788.00	18,007.00									21,795.00
Interest Paid		31,741.48	50,000.00					4,829.93					86,571.41
Legal & Professional Services	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	682.50	1,563.00	3,880.89	22,324.53
Library Materials	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	6,518.15	3,848.62	4,721.68	74,838.25
Office Supplies & Software	798.58	1,457.48	399.60	233.50	210.65	1,346.90	1,530.95	4,092.60		65.00	612.66	936.92	11,684.84
Programs & Strategic Initiatives	1,141.47	1,334.88	918.27	835.07	868.07	2,317.09	3,118.63	7,064.39	2,319.89	1,949.87	3,632.48	3,568.89	29,069.00
Salaries	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	67,701.10	44,498.01	45,362.30	565,744.89
Travel & Training	31.25	150.00	905.00	1,091.98	3,439.80	541.27	2,217.05	272.00	168.33		247.20	1,358.47	10,422.35
Utilities	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	5,514.36	9,941.21	2,593.29	52,732.54
Miscellaneous Expense											3.69		3.69
Total Expenses	\$ 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	\$ 108,745.43	\$ 89,382.96	\$ 82,968.19	\$ 1,213,606.15
Net Operating Income	(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)	(86,234.57)	(87,960.28)	(81,470.09)	36,759.41
Net Income	(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)	(86,234.57)	(87,960.28)	(81,470.09)	36,759.41
Ending Cash	\$ 114,271.97	\$ 248,586.33	\$ 423,468.26	\$ 335,751.53	\$ 496,089.04	\$ 756,352.85	\$ 666,536.32	\$ 538,365.51	\$ 434,768.71	\$ 354,015.99	\$ 266,055.71	\$ 184,585.62	



North Riverside Public Library District

Balance Sheet

As of October 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	34,420.06
1500-04 Cash-Audit Fund	1,396.00
1500-05 Cash-Liability Insurance Fund	12,319.00
1500-06 Cash-Unemployment Ins Fund	0.00
1500-07 Cash-Building Fund	-0.27
1500-08 Cash-Social Security Fund	0.00
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	23,608.79
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	78,134.79
1501-01 First American Checking (5001)	3,557.21
1509-07 Cash - IPTIP IL Funds	100,076.80
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	\$238,683.83
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	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	\$1,010,687.49



North Riverside Public Library District

Balance Sheet As of October 31, 2023

	TOTAL
TOTAL ASSETS	\$1,010,687.49
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	1,081.99
4003-01 Child Support	0.00
4200-01 Accrued Wages	17,961.93
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	1,463.16
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00
Total Other Current Liabilities	\$20,507.08
Total Current Liabilities	\$41,399.69
Total Liabilities	\$41,399.69
Equity	
3200-00 Retained Earnings	-88,074.45
5600-01 General Fund Balance	1,703,307.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	1,396.00
5600-05 Public Liability Fund Balance	11,900.00



North Riverside Public Library District

Balance Sheet

As of October 31, 2023

	TOTAL
5600-06 Unemployment Insurance Fund Balance	-3,383.00
5600-07 Building Fund Balance	-223,829.00
5600-08 Social Security Fund Balance	-18,304.00
5600-09 Pension Fund Balance	-91,867.00
Opening Balance Equity	0.00
Net Income	-351,857.75
Total Equity	\$969,287.80
TOTAL LIABILITIES AND EQUITY	\$1,010,687.49



North Riverside Public Library District

Budget vs. Actuals FY24

July - October 2023

	Oct 2023 MTD Actual	FY24 YTD Actual	FY24 Budget	over Budget	% of 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	201.33	2,656.00	12,000.00	-9,344.00	22.13%
6904-01 Donations	532.04	6,971.86	35,000.00	-28,028.14	19.92%
6905-01 Grants	0.00	14,876.27	120,000.00	-105,123.73	12.40%
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%
6906-01 Interest	764.73	4,372.49	3,000.00	1,372.49	145.75%
6901-01 Property Tax	0.00	10,777.97	1,174,665.00	-1,163,887.03	0.92%
Total Income	\$ 1,498.10	\$ 39,654.59	\$ 1,357,165.00	-\$ 1,317,510.41	2.92%
Expenses					
8360-01 Grants	7,014.58	9,971.04	100,000.00	-90,028.96	9.97%
Advertising & Marketing					
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	1,601.84	4,500.00	-2,898.16	35.60%
8385-01 Memorials & Tributes	12.00	12.00	500.00	-488.00	2.40%
8399-01 ILL Loss/Damage	0.00	0.00	250.00	-250.00	0.00%
8404-01 Staff Recognition	0.00	181.21	2,500.00	-2,318.79	7.25%
8410-01 Printing	0.00	2,559.45	12,000.00	-9,440.55	21.33%
Total Advertising & Marketing	\$ 12.00	\$ 4,354.50	\$ 63,450.00	-\$ 59,095.50	6.86%
Bank Charges & Fees					
8396-01 Bank Charges & Fees	144.00	175.27	500.00	-324.73	35.05%
Total Bank Charges & Fees	\$ 144.00	\$ 175.27	\$ 500.00	-\$ 324.73	35.05%
Benefits					
7600-05 Health Insurance	2,801.02	11,503.46	32,000.00	-20,496.54	35.95%
7650-09 IMRF	0.00	11,266.17	49,250.00	-37,983.83	22.88%
7660-06 Unemployment Insurance	384.24	2,320.05	1,000.00	1,320.05	232.01%
7670-01 Taxes-Fica Expense	1,745.77	13,406.94	38,655.00	-25,248.06	34.68%
Total Benefits	\$ 4,931.03	\$ 38,496.62	\$ 120,905.00	-\$ 82,408.38	31.84%
Building Expense					
8306-07 Building Supplies & Maintenance	49.76	4,735.42	12,000.00	-7,264.58	39.46%
8308-07 Service Contracts	4,386.18	18,593.00	30,500.00	-11,907.00	60.96%
8315-07 Fees & Permits	0.00	0.00	1,950.00	-1,950.00	0.00%
8330-01 Casual Labor	100.00	450.00	900.00	-450.00	50.00%
8335-07 Building Repairs	786.00	7,482.00	30,000.00	-22,518.00	24.94%
Total Building Expense	\$ 5,321.94	\$ 31,260.42	\$ 75,350.00	-\$ 44,089.58	41.49%
Computers/Technology					
8171-01 Tech Service	2,801.53	27,675.35	25,000.00	2,675.35	110.70%
8172-01 Computer Equipment	184.98	679.05	5,000.00	-4,320.95	13.58%
8175-01 SWAN	0.00	9,359.24	24,500.00	-15,140.76	38.20%
8180-01 Software	63.72	1,516.84	1,500.00	16.84	101.12%
8190-01 Website	71.97	130.95	3,500.00	-3,369.05	3.74%
8195-01 Email	0.00	0.00	500.00	-500.00	0.00%
Total Computers/Technology	\$ 3,122.20	\$ 39,361.43	\$ 60,000.00	-\$ 20,638.57	65.60%
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	952.00	3,789.00	17,000.00	-13,211.00	22.29%
8401-04 Audit	0.00	1,902.41	9,200.00	-7,297.59	20.68%
8402-01 Legal Fees	1,891.39	0.00	6,000.00	-6,000.00	0.00%
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	1,037.50	510.30	6,500.00	-5,989.70	7.85%
8435-01 Background Checks	0.00	0.00	200.00	-200.00	0.00%
Total Legal & Professional Services	\$ 3,880.89	\$ 6,201.71	\$ 40,900.00	-\$ 34,698.29	15.16%
Library Materials					
8090-01 Adult A/V	811.94	1,762.28	9,200.00	-7,437.72	19.16%
8091-01 Children's A/V	11.98	85.70	3,600.00	-3,514.30	2.38%
8096-01 Teen A/V	275.00	275.00	3,300.00	-3,025.00	8.33%
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	1,146.37	7,597.87	26,000.00	-18,402.13	29.22%
8106-01 Children Fiction / Non-Fiction	1,073.72	5,592.61	17,000.00	-11,407.39	32.90%
8107-01 Teen Fiction/Non-Fiction	782.57	2,370.66	9,500.00	-7,129.34	24.95%
8108-01 eBooks	0.00	5,000.00	6,500.00	-1,500.00	76.92%
8120-01 Newspapers	164.39	164.39	3,600.00	-3,435.61	4.57%
8130-01 Internet Databases	455.71	3,045.23	18,000.00	-14,954.77	16.92%
8140-01 Periodicals	0.00	0.00	1,600.00	-1,600.00	0.00%
Total Library Materials	\$ 4,721.68	\$ 25,893.74	\$ 103,300.00	-\$ 77,406.26	25.07%
Office Supplies & Software					
8202-01 Office Supplies	936.92	1,614.58	13,500.00	-11,885.42	11.96%
Total Office Supplies & Software	\$ 936.92	\$ 1,614.58	\$ 13,500.00	-\$ 11,885.42	11.96%
Programs & Strategic Initiatives					
8150-01 Children's Programs	989.92	3,139.30	6,300.00	-3,160.70	49.83%
8153-01 Teen Programs	396.54	879.55	2,900.00	-2,020.45	30.33%
8154-01 Makerspaces/library of things	308.48	796.97	5,200.00	-4,403.03	15.33%
8155-01 Adult Programs	1,873.95	5,989.51	6,000.00	-10.49	99.83%
8156-01 Technology Programs	0.00	0.00	750.00	-750.00	0.00%
8158-01 Strategic Initiatives	0.00	240.80	2,000.00	-1,759.20	12.04%
Total Programs & Strategic Initiatives	\$ 3,568.89	\$ 11,046.13	\$ 23,150.00	-\$ 12,103.87	47.72%
Salaries					
7504-01 Circulation	8,126.07	33,387.35	85,500.00	-52,112.65	39.05%
7505-01 Adult Services	4,271.59	17,397.56	77,500.00	-60,102.44	22.45%
7506-01 Youth Services	7,237.42	32,913.48	95,000.00	-62,086.52	34.65%
7507-01 Pages	758.63	3,342.93	11,000.00	-7,657.07	30.39%
7508-01 Adminstration	22,705.54	101,422.93	300,000.00	-198,577.07	33.81%
7509-01 Facilities	2,263.05	10,166.85	30,000.00	-19,833.15	33.89%
Total Salaries	\$ 45,362.30	\$ 198,631.10	\$ 599,000.00	-\$ 400,368.90	33.16%
Travel & Training					
7700-01 Educational Training Trustees	0.00	0.00	500.00	-500.00	0.00%
7800-01 Educational Staff Training	1,323.68	1,323.68	5,500.00	-4,176.32	24.07%
8342-01 Lodging, Meals, Mileage	34.79	225.32	2,200.00	-1,974.68	10.24%
8355-01 Memberships	0.00	225.00	2,450.00	-2,225.00	9.18%
8390-01 Mileage Reimbursement	0.00	0.00	0.00	0.00	
Total Travel & Training	\$ 1,358.47	\$ 1,774.00	\$ 10,650.00	-\$ 8,876.00	16.66%
Utilities					
8301-07 Internet/Phone	1,485.06	7,070.47	12,300.00	-5,229.53	57.48%
8302-07 Electricity	0.00	12,562.34	16,500.00	-3,937.66	76.14%
8303-07 Gas	275.34	1,569.73	8,860.00	-7,290.27	17.72%
8304-07 Water/Garbage	832.89	1,525.57	5,000.00	-3,474.43	30.51%

Total Utilities	\$ 2,593.29	\$ 22,728.11	\$ 42,660.00	-\$ 19,931.89	53.28%
8395-01 Miscellaneous Expense	0.00	3.69	0.00	0.00	0%
Total Expenses	\$ 82,968.19	\$ 391,512.34	\$ 1,321,865.00	-\$ 930,356.35	29.62%
Net Operating Income	-\$ 81,470.09	-\$ 351,857.75	\$ 35,300.00	-\$ 387,154.06	-996.76%
Net Income	-\$ 81,470.09	-\$ 351,857.75	\$ 35,300.00	-\$ 387,154.06	-996.76%



North Riverside Public Library District
Check Detail
October 2023

Date	Num	Name	Memo/Description	Amount
10/02/2023	15675	Amazon	ACOUNT 60457 8781 008220 2 ADULT, TEEN A/V	535.00
10/02/2023	15676	CAPITAL ONE	SEPTEMBER STATEMENT	6963.23
10/02/2023	15677	Demco	INV 7371409	67.16
10/02/2023	15678	FIRST AMERICAN BANK .	AUGUST AND SEPTEMBER STATEMENT NATALIE STAROSTA	274.63
10/02/2023	15679	Franczek Radelet	INV 225313, 225314 PROFESSIONAL SERVICES	136.39
10/02/2023	15680	GISSELY HERRERA	TEEN PROGRAM	88.22
10/02/2023	15681	INGRAM LIBRARY SERVICES	ADULT, CHILDREN, TEEN FICTION / NON FICTION	2302.98
10/02/2023	15682	LEAF	SERVICE CONTRACT INV 153771609	743.34
10/02/2023	15683	Martin Petersen Company, Inc.	INV # SM23103-1 CONTRACT STATUS 1 OF 4	786.00
10/02/2023	15684	Outsource Solutions Group	INV 76033 MONTHLY BILLING FOR SEPTEMBER	1663.57
10/02/2023	15685	INCREDIBLE BATS	INCREDIBLE BATS OCTOBER 27, 2023	400.00
10/02/2023	15686	Proven IT.com	copy machines INV 1092622	319.54
10/02/2023	15687	Quality Backflow Testing, Inc	INV 31267 BLACFLOW TEST SEPTEMBER 2023	600.00
10/02/2023	15688	Roscoe	Acct#1889-07544 INV 1816349 MATS	253.30
10/02/2023	15689	Terminix	Invoice 438131202	116.00
10/02/2023	15690	TBS	Inv# 092123-22 2ND QUATER APRIL- JUNE	29.60
10/02/2023	15691	FIRST AMERICAN BANK .	AUGUST AND SEPTEMBER STATEMENT NATALIE AGUIRRE	895.90
10/02/2023	15692	FIRST AMERICAN BANK .	AUGUST AND SEPTEMBER STATEMENT BRITNEY MUSIAL	5168.93
10/02/2023	15693	Midwest Tape	INV 504430164 INTERNET DATABASES	351.77
10/14/2023	15694	AT&T 1	ACCOUNT # 831-001-2131 606 INV. 4280022800	63.10
10/14/2023	15695	Comcast	Acct# 8771 20 134 0118334 OCT 07 - NOV 06 2023	182.12
10/14/2023	15696	Colley Elevator Co.	Inv 248444 ELEVATOR INSPECTION SERVICE	434.00
10/14/2023	15697	INGRAM LIBRARY SERVICES	ADULT, CHILDREN, TEEN FICTION / NON FICTION	447.22
10/14/2023	15698	LIMRiCC	MONTHLY BILLING OCTOBER 2023	3041.02
10/14/2023	15699	Lauterbach & Amen, LLP	INV 83181 PROFESSIONAL SERVICES SEPTEMBER 2023	952.00
10/14/2023	15700	Mission Square - 304650	6575176, 6720383	858.05
10/14/2023	15701	Outsource Solutions Group	INV 76033	1137.96
10/14/2023	15702	Trimline Landscaping	SEPTEMBER 2023 SERVICES	325.00

10/14/2023	15703	Village of N. Riverside	WATER AND GARBAGE	832.89
10/14/2023	15704	Elena Yescas	Inv 15261210 Cleaning Services	1595.00
10/14/2023	15705	COMCAST .	ACCT# 904053498 INV 184260994	1210.24
10/14/2023	15706	Black Stone	ADULT A/V INV 2116894	67.96
10/14/2023	15707	INGRAM LIBRARY SERVICES	CHILDREN FICTION / NON FICTION	246.15
10/14/2023	15708	Midwest Tape	INV 504471147	19.99
10/14/2023	15709	Peregrine, Stine, Newman, Ritzman & Bruckner, Ltd.	Inv 62482 Legal Services April 1 2023 - Sept. 31 2023	1755.00
10/14/2023	15710	Jill Cannizzo	BOARD MINUTES OCTOBER 16, 2023	100.00
10/14/2023	15711	INGRAM LIBRARY SERVICES	CHILDREN FICTION / NON FICTION INV 78113374	6.31

Total \$ 34,969.57

Director

Advocacy:

In an effort to make our library more cohesive, we planned for and completed the update of all @northriversidelibrary.org email addresses to reflect the web address of our new website. This may require you to log back into your account with your new email address ending in @nrpl.info but your password will have remained the same. There were some minor issues with the change over including needing to update the printer/scanner. We are still in process of updating the website but all @northriversidelibrary.org email addresses are still valid and will forward over to the updated @nrpl.info email.

We participated in the inaugural Cook County Digital Inclusion week which Cook County intends to host each year. All organizations participating are encouraged to hold computer classes, computer lab hours, or talks during the week and post on Cook County's website. Grant funding will be available in the future for programs.

I've begun coordinating with Southwest Suburban Cook County American Job Center. They work with out of work and out of school youth (ages 16-24) to train them for jobs. In November we will have 1 or 2 of their participants. These participants are volunteers at the library and will help with cleaning, shelf reading, weeding, washing books, cleaning DVDs and CDs and more. Volunteer hours are tracked and the youth are paid for the Southwest Suburban Cook County American Job Center pays them for their work.

Legal/Financial:

In October, I completed updating the Director's succession plan which will be on the agenda for Board approval at an upcoming meeting. This includes information on how to access our accounts, who our contacts are at various institutions and what the process is if the director is unavailable short term and long term.

At the end of September and through October I worked to have both the Foundation & Friends group and the Library recognized by an organization called Cybergrants to allow us to apply for additional grant funding through organizations such as Walmart. The Foundation & Friend application has been processed and was just approved. The Library is waiting on our IRS determination letter showing that we are a governmental non-profit organization.

After working with our sales rep at Outsource Solutions Group, I completed the first form for our next year's E-rate application which includes an application for both a rebate on our internet service (category 1) as well as several of our managed IT services (category 2). In January, I will work on the next step in the process.

Following the presentation and Board approval of the yearly audit, I completed and filed the annual Comptroller's report with the State. Both that and the approved levy were sent to Cook County for certification which is required by December.

Library Building:

After the moisture issues with the HVAC hack, we were concerned about possible mold issues. We conducted a mold test and none was found. We will be conducting another in a month to be sure that there is nothing.

The wooden folding tables were picked up and found a new home at a school.

MPC had completed the bearing replacement on the boiler. In addition they finished the quarterly maintenance cycle.

Fulmer Locksmith came to the library to replace the lock on the lower level women's restroom door which had a broken component.

Mullermist winterized the outdoor sprinkler system.

Smiota ordered and replaced a sensor in our book locker system.

Training:

I attended a conference by T-mobile about their expanding offerings for governments. T-mobile is working to offer more possibilities for hotspots for libraries but also coordinating with other governmental agencies to provide cyber security, additional technology upgrades and more.

In October we conducted our quarterly in person in-service which included half day of training with the Fire Department resulting in staff being certified in AED and CPR and completing the Stop the Bleed training. We finished the day decorating the lower level hallway for the Haunted Hallway event.

Adult and Teen/Tween Department

In October, we did our first ever Haunted Hallway. To keep with the theme of having community events, we will plan a Summer Reading Kick Off Party, an End of Summer Reading party, some fun activity in Fall, and then focus on our Open House in December. The community loves getting together and experiencing something fun at the library, so this will be a great opportunity for us to shine!

Maddie has been partnering with a film student to get more “how-to” videos created in our Build Guild. She will find ways to add them onto our website so people can learn what each machine does and also see a quick tutorial online. She is likewise cleaning up our YouTube channel with Britney so videos can be found easier.

Mel has been finding quicker and more efficient ways to get OCLC books in and out faster. She’s redesigned the whole process and has been working closely with other libraries to make it so. She also has worked with Britney to make our Overdrive/Libby a better process too.

Britney has been cleaning up the YouTube channel to help us have more cohesive videos so our patrons can find information easier. Everything will be under general playlists with consistent thumbnails and with better descriptions to help people find the video they want faster.

Megan was a huge help during Haunted Hallway and she’s been creating a lot of extremely helpful databases to help keep track of programming and plan events in the future. She’s hit the ground running with keeping resources up to date and has worked closely with Maddie to update the website copy.

Finally, here are some significant quotes we have gotten from our patrons:

Adult quotes:

“I have been here every day this week because of how many amazing programs you have!”

“The Haunted Hallway was super cute! I went through twice!”

“The lamination service is such a convenient thing. I tell everyone about your Build Guild.”

Teen quotes:

“The chalkboard looks awesome! It’s how I find the upcoming programs easier!”

“I can really draw on this board? I love drawing. This is so cool!”

“My friends are jealous that I made my own 3D keyboard cover. I can’t wait to make more for my whole keyboard.”

Adult Active Programs

Tassel Garlands	25
Spooky Mobile	9
Pocket Tissue Cozy	25
Tai Chi	3
Vampires: Creatures of the Night	6
Tarot How-To	19
Dry Turkey Brine	25
Movie Matinee	4
Scary Pillow	11
Club de Lectura	5
Chair Yoga	6
Haunted Hallway	11
Nesting Dolls	11
Tiny Canvas Art	12
Bingo/Loteria	6
Bats and Misunderstood Creatures	25
16 Total Active Programs	203 total participants

Adult/Teen Passive Programs

Craft Exchange	12
Seed Exchange	4
Makerspace	120
Book Displays	23

Bookmarks/Buttons	79
Air Hockey Table	6
Doodle Board	13
Reference Questions	68
Visits to Teen	310
Visits to Adult	372
10 Total Passive Programs	1007 Total participants

Teen/Tween Active Programs

Melted Crayon Art	8
Shrinky Dink	6
Frankenstein Stuffed Animal Creations	5
Haunted Hallway	14
TeenTober	12
Nesting Dolls	2
Tiny Canvas Art	11
Bingo/Loteria	4
Bats and Misunderstood Creatures	3
9 Total Active Programs	65 total participants

Technology Department

TECH TEAM - In October, we had a total of 9 one-on-one appointments here in the library for tech help, and we were back at Cantata Senior Living for two more sessions, providing tech help to 4 more residents. We also had two new tech classes, "Gmail Basics" and "Cybersecurity Basics," which we're doing in partnership with AT&T and the Public Library Association. We had 4 attendees at these classes. We'll have two new classes next month and will be back at Cantata for two more sessions as well.

Youth Services Department

During the month of October, we had a lot of successful special events. Our haunted hallway for kids, which was created and executed by staff, was a huge success with kids and families. There were a lot of families who said it was their child's first haunted house. They were appreciative of how much detail and time we put into the event. In addition to the hallway, Natalie ran a "spin the wheel" prize table, Elizabeth passed out tote bags to decorate, Karen collected canned goods, and adult services ran the hallway and the photo op.

The programs, Science Explorers, Lego Club, After School Art Escape, Take and Make Friday, Pokeclub, Pokeclub Jr, Graphic Novel Book Club, Kids Kitchen: Spooky Edition, had full sign ups and had high or full attendance/ participation.

Furthermore, Elizabeth and Andrea went to Mater Christi's trunk or treat where they gave away flyers for programs and resources, candy, and pencils with NRPL information on them. Many kids were happy to see their librarians at this community event.

Andrea and Natalie also attended Ames' Trunk or Treat where we passed out the same goodies along with a spin the wheel prize wheel where we gave away zoo passes and Pokémon cards. We were so popular at the trunk or treat that we had a long line at one point. Kids and families were happy to see their librarians at the school event.

We are seeing a lot of regular faces come in consistently to the Youth Services Department and we feel very confident that our hard work has created a steady flow of families and children who come to the library to use our resources, attend our programs, and interact with their favorite librarians. My team has cultivated and continues to cultivate a positive rapport with those in the community and I am very proud of our hard work that we have done and continue to do in order to get to this point.

Program title:	Program Facilitator:	Date:	Ages 0-5:	Ages 6-11:	Adults:
Morning Munchkins	Karen	10/2/2023	7	0	8
Science Explorers	Andrea	10/2/2023	9	3	6
Book Buddies	Alex	10/4/2023	4	0	3
Lego Club	Elizabeth	10/4/2023	6	4	5
After School Art Escape	Gloria	10/5/2023	3	7	6
Take and Makes	Natalie	10/6/2023	24		
Pokeclub	Elizabeth	10/6/2023	0	20	3
Pokeclub JR	Andrea	10/6/2023	2	9	5
Morning Munchkins	Karen	10/9/2023	4	0	4
Stickerpalooza	Natalie	10/10/2023	3	10	6

Book Buddies	Alex	10/11/2023	3		3
Bingo/ Loteria	Natalie	10/11/2023	5	8	9
Baby and Me	Andrea	10/12/2023	4		3
Take and Makes	Natalie	10/13/2023	24		
Morning Munchkins	Karen	10/16/2023	6	0	6
Village PreK s/t	Karen	10/17/2023	10	0	2
Science Explorers	Andrea	10/16/2023	5	3	4
Book Buddies	Alex	10/18/2023	0		
Preschool Yoga Storytime	Natalie	10/18/2023	7		8
Lego Club	Elizabeth	10/18/2023	5	5	
After School Art Escape	Gloria	10/19/2023	9	6	8
Village PreK s/t	Karen	10/20/2023	9	0	2
Take and Makes	Natalie	10/20/2023	12		
Morning Munchkins	Karen	10/23/2023	8 (including 2 walk-ins)	0	8 (including 2 walk-ins)
Haunted Hallway - Kids	YS Dept.	10/24/2023	30	15	19
Book Buddies	Veronica	10/25/2023	4		4
Kids Kitchen: Spooky Edition	Natalie	10/25/2023		9	
Day of the Dead Nesting Dolls	Natalie	10/25/2023		10	11
Baby and Me	Andrea	10/26/2023	1	0	1
Take and Makes	Natalie	10/27/2023		12	
Graphic Novel Book Club	Elizabeth	10/27/2023		12	
Bats and other Misunderstood	Andrea	10/27/2023		22	25
Ames Trunk or Treat	Andrea and Natalie	10/27/2023		190	
Morning Munchkins	Karen	10/30/2023	11	0	11
Science Explorers	Andrea	10/30/2023	3	2	2
TRICK OR TREAT!	YS Dept.	10/31/2023	35		

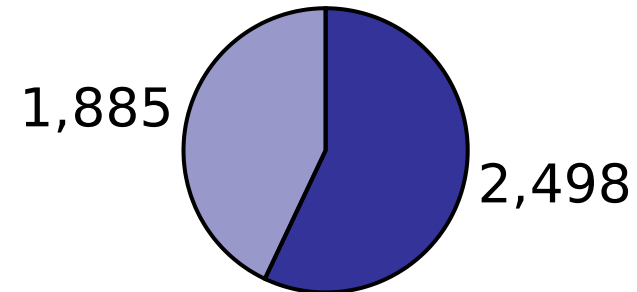
337 Reference Questions answered during the month of October at the Youth Services Help Desk.

Item Library

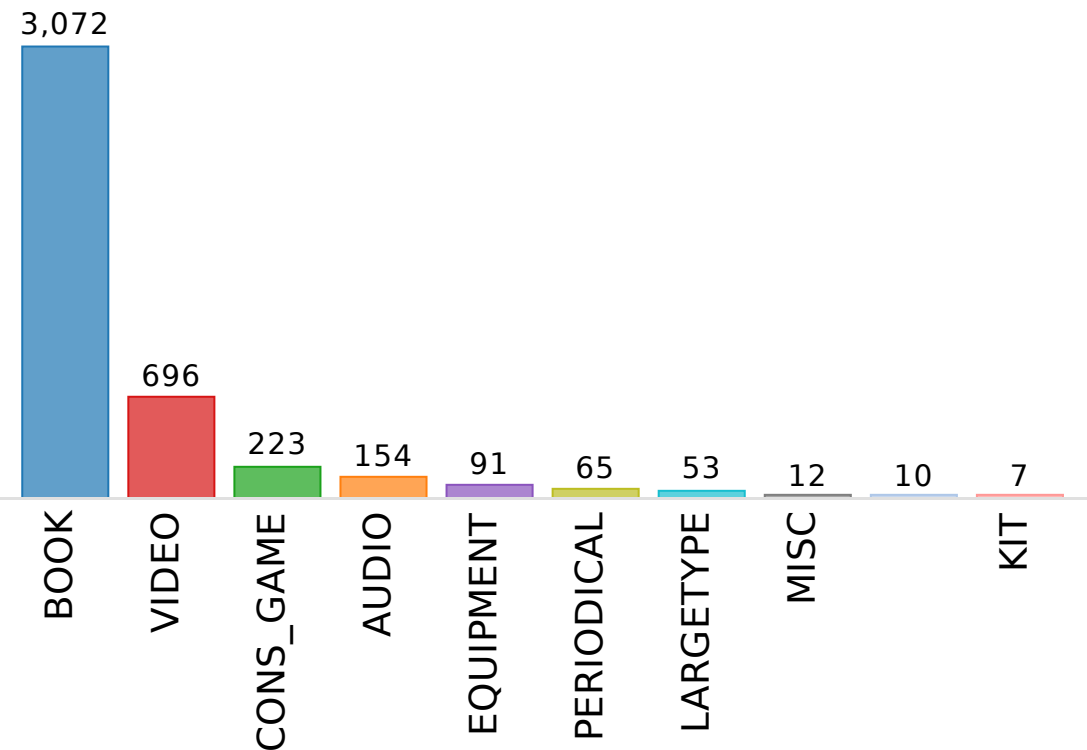
NRS

Checkouts & Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
Total	4,383	100.00%
Charge Item Part B	2,498	56.99%
Renew Item	1,885	43.01%



Item Cat1	Transactions	% of Total
Total	4,383	100.00%
BOOK	3,072	70.09%
VIDEO	696	15.88%
CONS_GAME	223	5.09%
AUDIO	154	3.51%
EQUIPMENT	91	2.08%
PERIODICAL	65	1.48%
LARGETYPE	53	1.21%
MISC	12	0.27%
	10	0.23%
KIT	7	0.16%



Item Library

Checkouts & Renewals of Your Items

Item Type	Transactions	% of Total
Total	4,383	100.00%
BOOK	2,691	61.40%
BOOK_NEW	431	9.83%
DVD_FEAT	369	8.42%
CONSOLEGAM	170	3.88%
DVD_NEWFEA	120	2.74%
BLURAY_FEA	65	1.48%
PERIODICAL	65	1.48%
DVD_BOXSET	58	1.32%
CONSOLENEW	55	1.25%
CD_AUDIO	53	1.21%
LARGETYPE	39	0.89%
BLURAY_NFE	35	0.80%
TOY	35	0.80%
EQUIPMENT	31	0.71%
DVD	29	0.66%
EQUIPMENTC	25	0.57%
CD_SPOKEN	19	0.43%
DVD_BOXNEW	17	0.39%
CD_NEW	14	0.32%
LARGETYPEN	12	0.27%
REALIA	12	0.27%
CD_SPOKNEW	11	0.25%
PAPERBACK	9	0.21%
KIT_J	7	0.16%
NS_ILL_PRT	6	0.14%
DVD_NEWFEJ	3	0.07%

Item Home Location	Transactions	% of Total
Total	4,383	100.00%
STACKS_JUV	1,931	44.06%
STACKS	1,450	33.08%
NEW_ADULT	461	10.52%
YOUNGADULT	299	6.82%
NEW_JUV	177	4.04%
NEW_YA	59	1.35%
ILL_IN	6	0.14%

Item Library

NRS

Checkouts & Renewals of Your Items

User Library	Trans Stat User Profile Name	Transactions	% of Total
Total		4,383	100.00%
		1,740	39.70%
NRS	NRS_ADULT	1,233	28.13%
RSS	RSS_ADULT	224	5.11%
NRS	NRS_JUV	223	5.09%
BYS	BYS_ADULT	186	4.24%
BFS	BFS_PATRON	86	1.96%
FPS	FPS_ADULT	52	1.19%
WCS	WCS_PATRON	45	1.03%
MWS	MWS_ADULT	34	0.78%
OPS	OPS_PATRON	32	0.73%
BYS	BYS_JUV	30	0.68%
DGS	DGS_PATRON	24	0.55%
GVD	GVD_PATRON	20	0.46%
TPS	TPS_PATRON	19	0.43%
WRS	WRS_PATRON	18	0.41%
SCD	SCD_PATRON	17	0.39%
CIS	CIS_ADULT	16	0.37%
GED	GED_PATRON	16	0.37%
ILL_LIBS	CHICAGO_P	16	0.37%
SFS	SFS_ADULT	15	0.34%
BLD	BLD_PATRON	14	0.32%
INS	INS_PATRON	14	0.32%
CSD	CSD_PATRON	12	0.27%
WMS	WMS_PATRON	12	0.27%
FRS	FRS_PATRON	11	0.25%
HDS	HDS_ADULT	10	0.23%

Item Library

NRS

Checkouts & Renewals of Your Items

Item Cat2	Transactions	% of Total
ADULT	1,918	43.76%
JUVENILE	2,094	47.78%
TEEN	365	8.33%
	6	0.14%
Total	4,383	100.00%

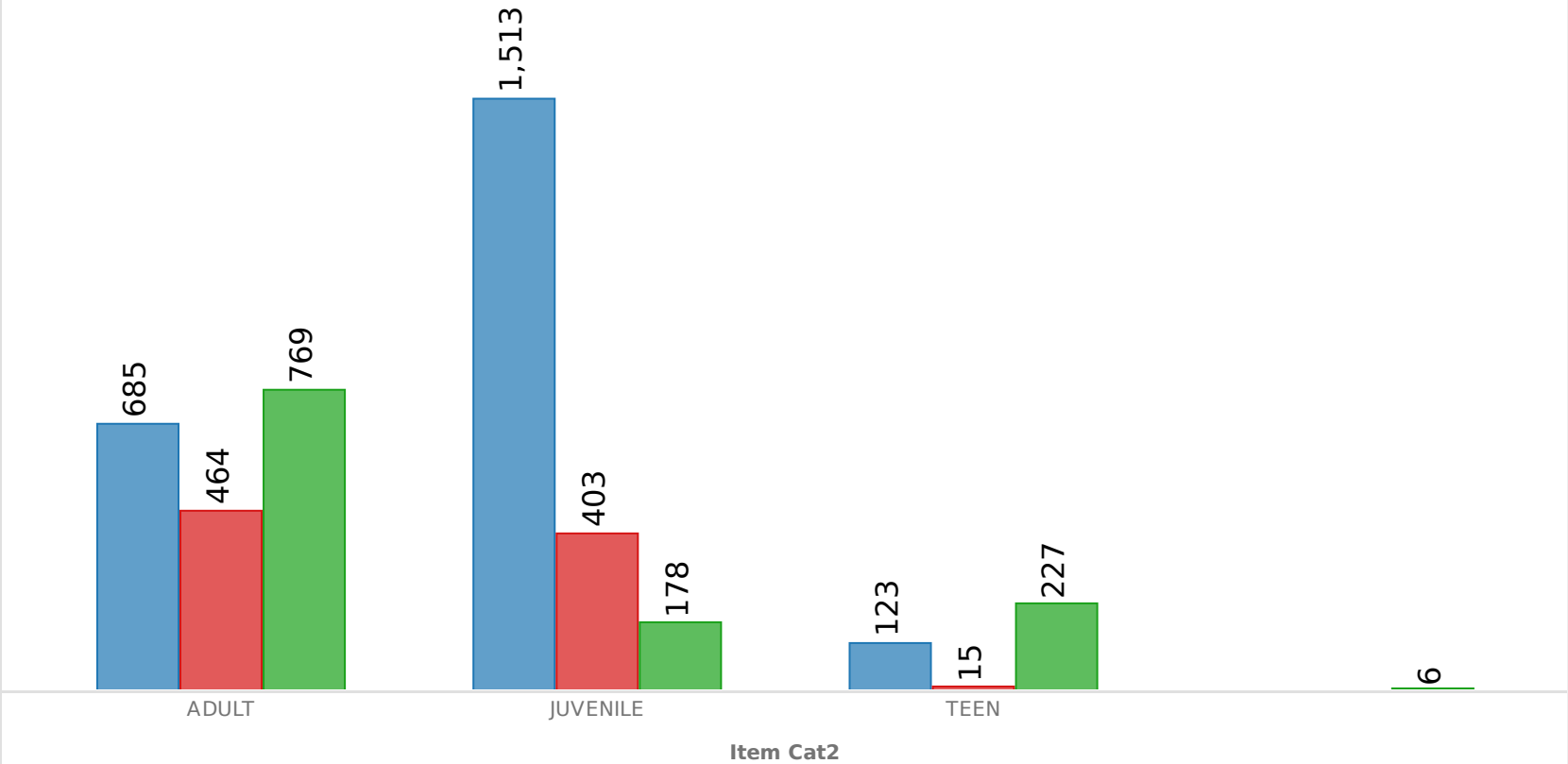
Item Cat3	Transactions	% of Total
FICTION	2,321	52.95%
NONFICTION	882	20.12%
	1,180	26.92%
Total	4,383	100.00%

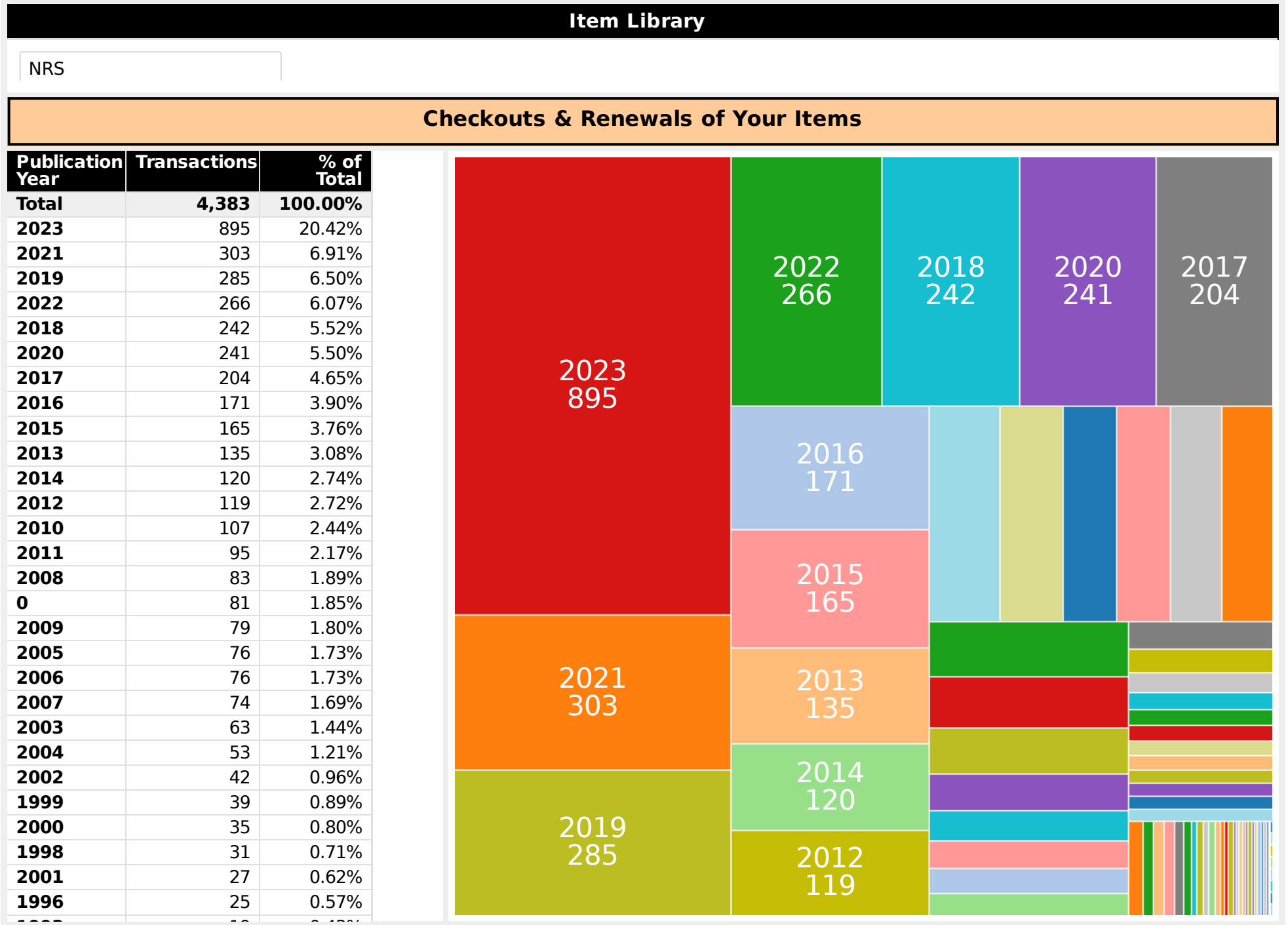
Circs by Cat2 & Cat3

Item Cat3

FICTION

NONFICTION





Station Library

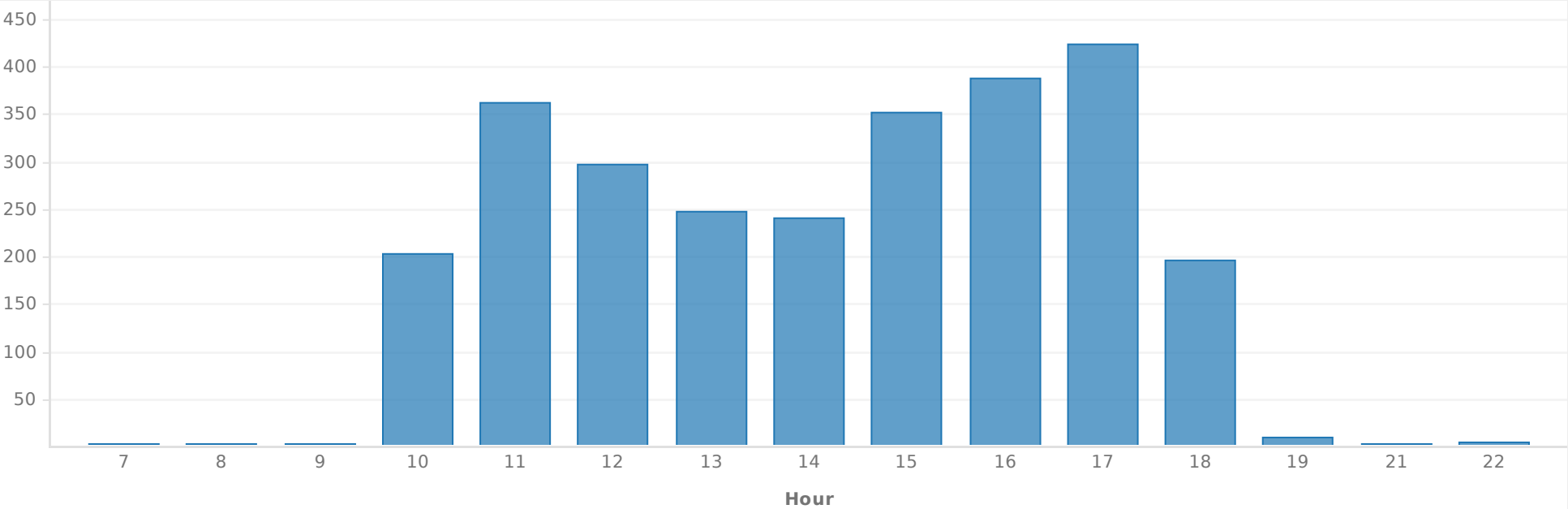
NRS

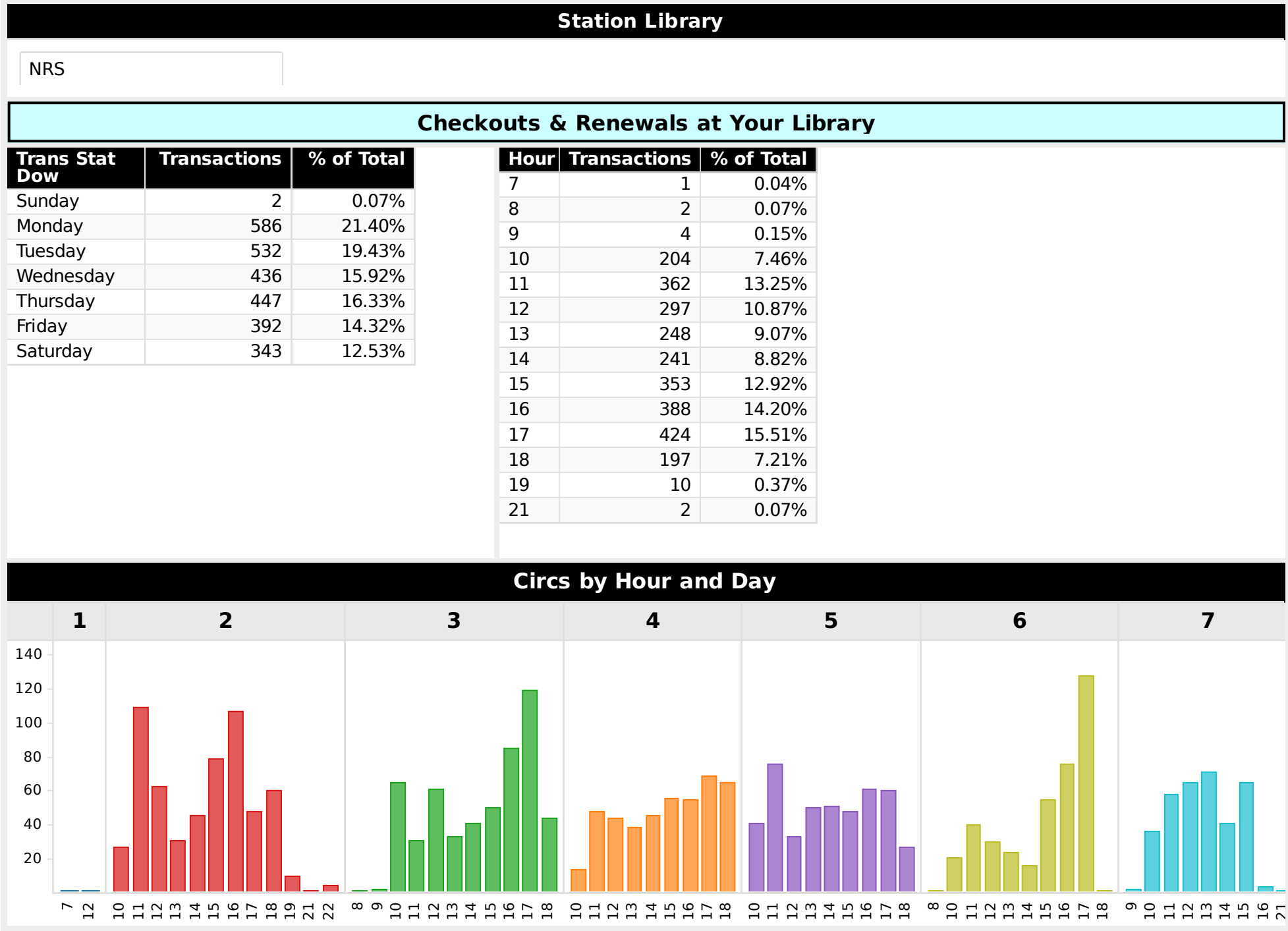
Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total
Total	4,567	100.00%
Charge Item Part B	2,587	56.65%
Renew Item	1,980	43.35%

Trans Stat Station Login User Access	Transactions	% of Total
Total	4,567	100.00%
AUTORENEW	1,829	40.05%
NRSCIRCSR	1,437	31.46%
SIPCHK	774	16.95%
NRSTECHSR	510	11.17%
PUBLIC	17	0.37%

Average Transactions per Hour





Station Library

Checkouts & Renewals at Your Library

Library Users at Your Library

User Library	Transactions	% of Total
Total	2,738	100.00%
NRS	1,932	70.56%
BYS	250	9.13%
RSS	237	8.66%
BFS	83	3.03%
FPS	68	2.48%
WCS	51	1.86%
MWS	36	1.31%
CIS	14	0.51%
ILL_LIBS	8	0.29%
SAS	8	0.29%
SFS	8	0.29%
BRS	7	0.26%
OPS	7	0.26%
LPS	6	0.22%
DGS	5	0.18%
EPS	5	0.18%
LGS	5	0.18%
LYS	4	0.15%
AMS	1	0.04%
BWS	1	0.04%
MCS	1	0.04%
RFS	1	0.04%

Library Items at Your Library

Item Library	Transactions	% of Total
Total	2,738	100.00%
NRS	2,173	79.36%
BLD	27	0.99%
DGS	26	0.95%
ESS	26	0.95%
TPS	20	0.73%
BDD	19	0.69%
AMS	14	0.51%
BYS	14	0.51%
SCD	14	0.51%
WVD	14	0.51%
GED	13	0.47%
OLS	12	0.44%
OPS	11	0.40%
WRS	11	0.40%
BIS	10	0.37%
GSD	10	0.37%
INS	10	0.37%
NLS	10	0.37%
BFS	9	0.33%
HDS	9	0.33%
MED	8	0.29%
MTS	8	0.29%

Station Library

NRS

Checkouts & Renewals by Library & User Profile at Your Library

Library Users/Profiles at Your Library

User Library	Trans Stat User Profile Name	Transactions	% of Total
Total		2,738	100.00%
NRS	NRS_ADULT	1,673	61.10%
	NRS_JUV	259	9.46%
RSS	RSS_ADULT	226	8.25%
BYS	BYS_ADULT	215	7.85%
BFS	BFS_PATRON	79	2.89%
FPS	FPS_ADULT	68	2.48%
WCS	WCS_PATRON	43	1.57%
MWS	MWS_ADULT	36	1.31%
BYS	BYS_JUV	30	1.10%
CIS	CIS_ADULT	14	0.51%
RSS	INTACC_MED	11	0.40%
SAS	SAS_ADULT	8	0.29%
SFS	SFS_ADULT	8	0.29%
WCS	WCS_JUV	8	0.29%
BRS	BRS_ADULT	7	0.26%
ILL_LIBS	CHICAGO_P	7	0.26%
OPS	OPS_PATRON	7	0.26%
LPS	LPS_PATRON	6	0.22%
EPS	EPS_PATRON	5	0.18%
LGS	LGS_PATRON	5	0.18%
BFS	BFS_TEACH	4	0.15%
BYS	BYS_TEACH	4	0.15%
LYS	LYS_ADULT	4	0.15%
DGS	DGS_PATRON	3	0.11%
	DGS_STAFF	2	0.07%
AMS	AMS_PATRON	1	0.04%
RWS	RWS_ADULT	1	0.04%

Library Items/Profiles at Your Library

Item Library	Trans Stat User Profile Name	Transactions	% of Total
Total		2,738	100.00%
NRS	NRS_ADULT	1,233	45.03%
	NRS_JUV	223	8.14%
	RSS_ADULT	217	7.93%
	BYS_ADULT	180	6.57%
	BFS_PATRON	77	2.81%
	FPS_ADULT	46	1.68%
	WCS_PATRON	43	1.57%
	MWS_ADULT	34	1.24%
	BYS_JUV	30	1.10%
BLD	NRS_ADULT	23	0.84%
ESS	NRS_ADULT	21	0.77%
TPS	NRS_ADULT	18	0.66%
DGS	NRS_ADULT	16	0.58%
BDD	NRS_ADULT	15	0.55%
NRS	CIS_ADULT	14	0.51%
AMS	NRS_ADULT	12	0.44%
BYS	NRS_ADULT	11	0.40%
WVD	NRS_ADULT	11	0.40%
OLS	NRS_ADULT	10	0.37%
OPS	NRS_ADULT	10	0.37%
SCD	NRS_ADULT	9	0.33%
BIS	NRS_ADULT	8	0.29%
INS	NRS_ADULT	8	0.29%
NLS	NRS_ADULT	8	0.29%
NRS	SAS_ADULT	8	0.29%
	SFS_ADULT	8	0.29%
	WCS_JUV	8	0.29%

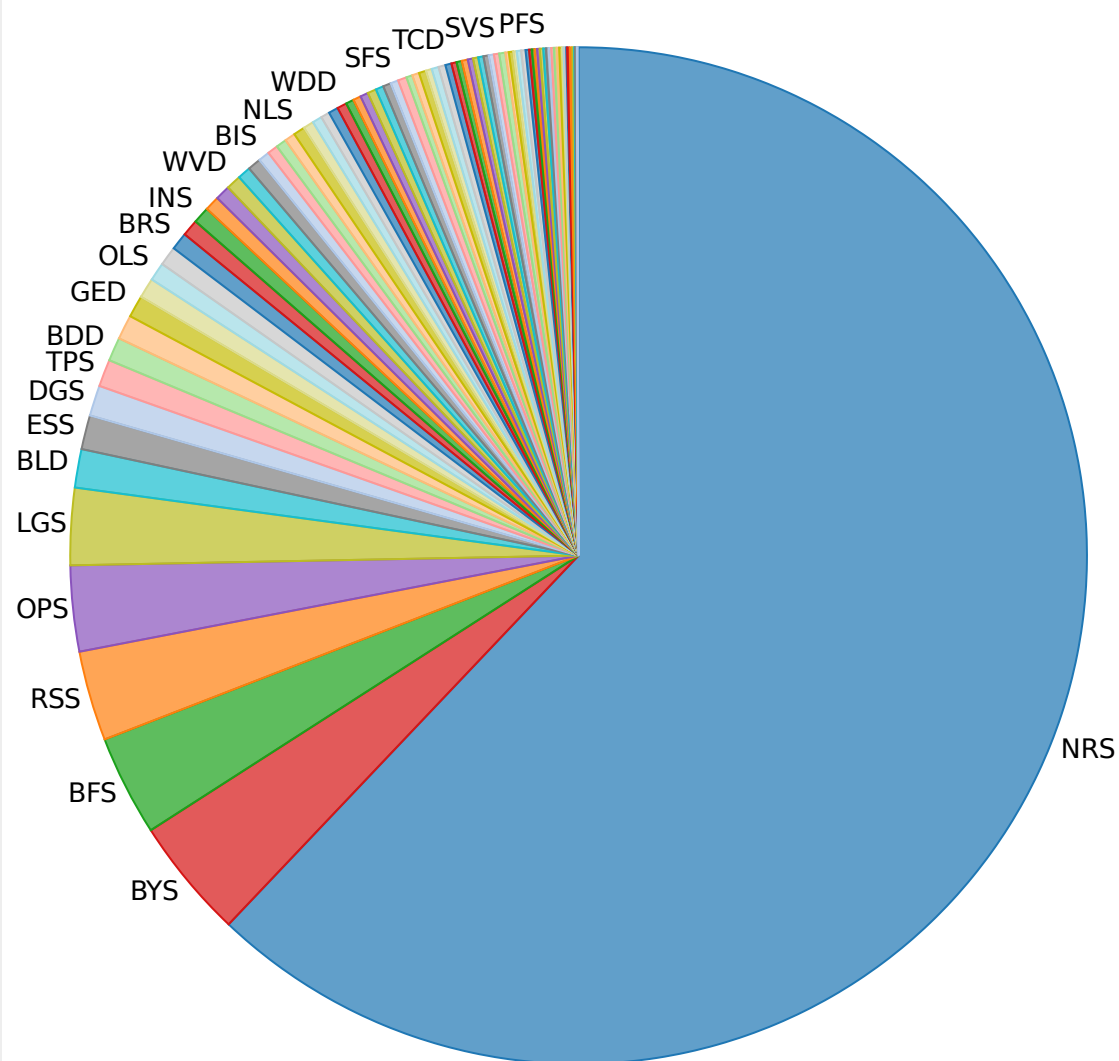
User Library

NRS

Checkouts & Renewals from Your Patrons

Item Library	Transactions	% of Total
Total	2,346	100.00%
NRS	1,456	62.06%
BYS	90	3.84%
BFS	75	3.20%
RSS	67	2.86%
OPS	64	2.73%
LGS	57	2.43%
BLD	29	1.24%
ESS	25	1.07%
DGS	23	0.98%
TPS	20	0.85%
BDD	18	0.77%
OBD	18	0.77%
GED	16	0.68%
AMS	15	0.64%
OLS	14	0.60%
WMS	14	0.60%
BRS	13	0.55%
WRS	13	0.55%
INS	12	0.51%
GSD	11	0.47%
SCD	11	0.47%
WVD	11	0.47%
FPS	10	0.43%

Your Users Checkout Items from...

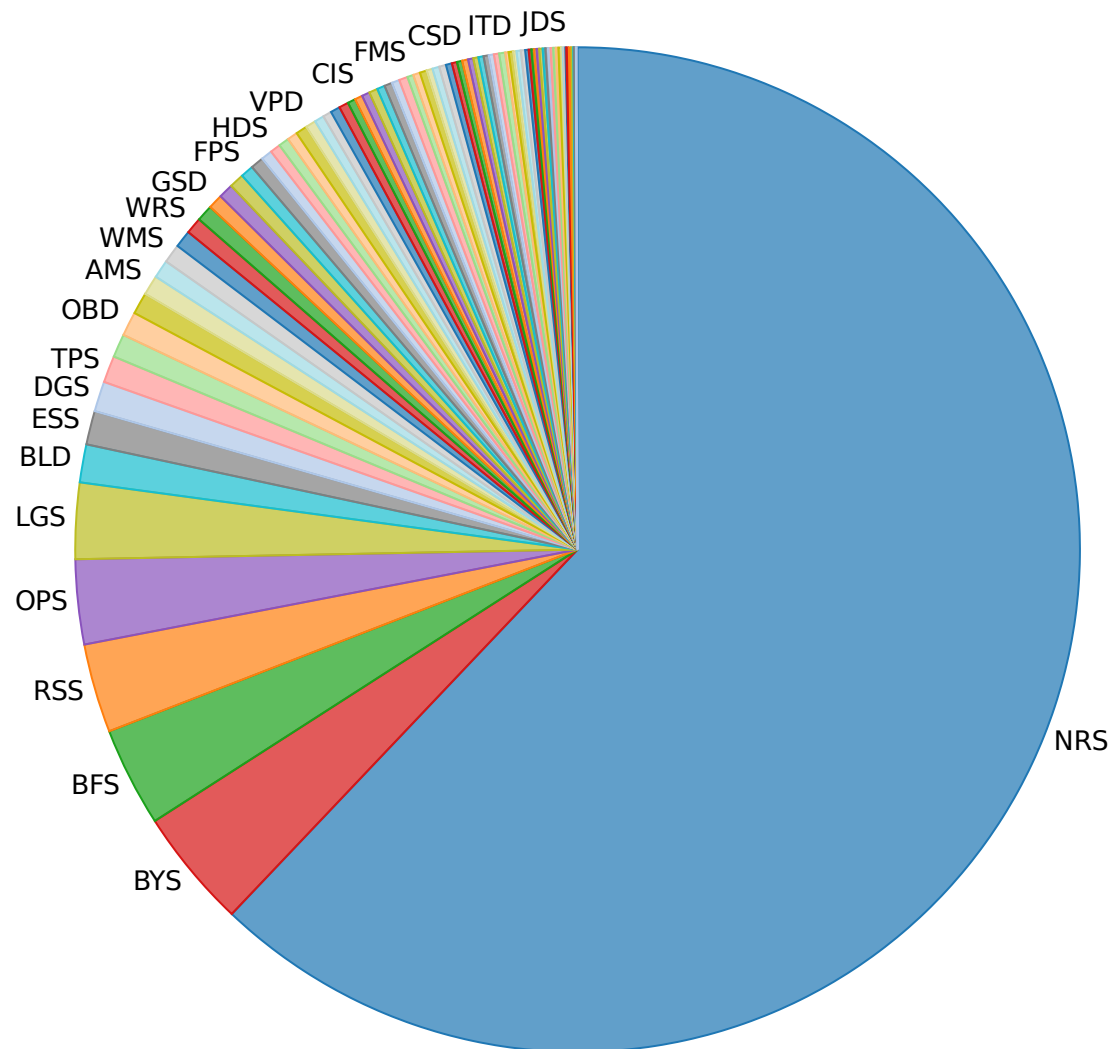


User Library

Checkouts & Renewals from Your Patrons

Station Library	Transaction	% of Total
Total	2,346	100.00%
NRS	1,932	82.35%
BYS	95	4.05%
BFS	80	3.41%
RSS	76	3.24%
OPS	52	2.22%
LGS	50	2.13%
BRS	17	0.72%
OBD	12	0.51%
WMS	7	0.30%
FPS	5	0.21%
DGS	4	0.17%
WRS	4	0.17%
GED	3	0.13%
RFS	3	0.13%
LPS	2	0.09%
TFS	2	0.09%
PPS	1	0.04%
SFS	1	0.04%

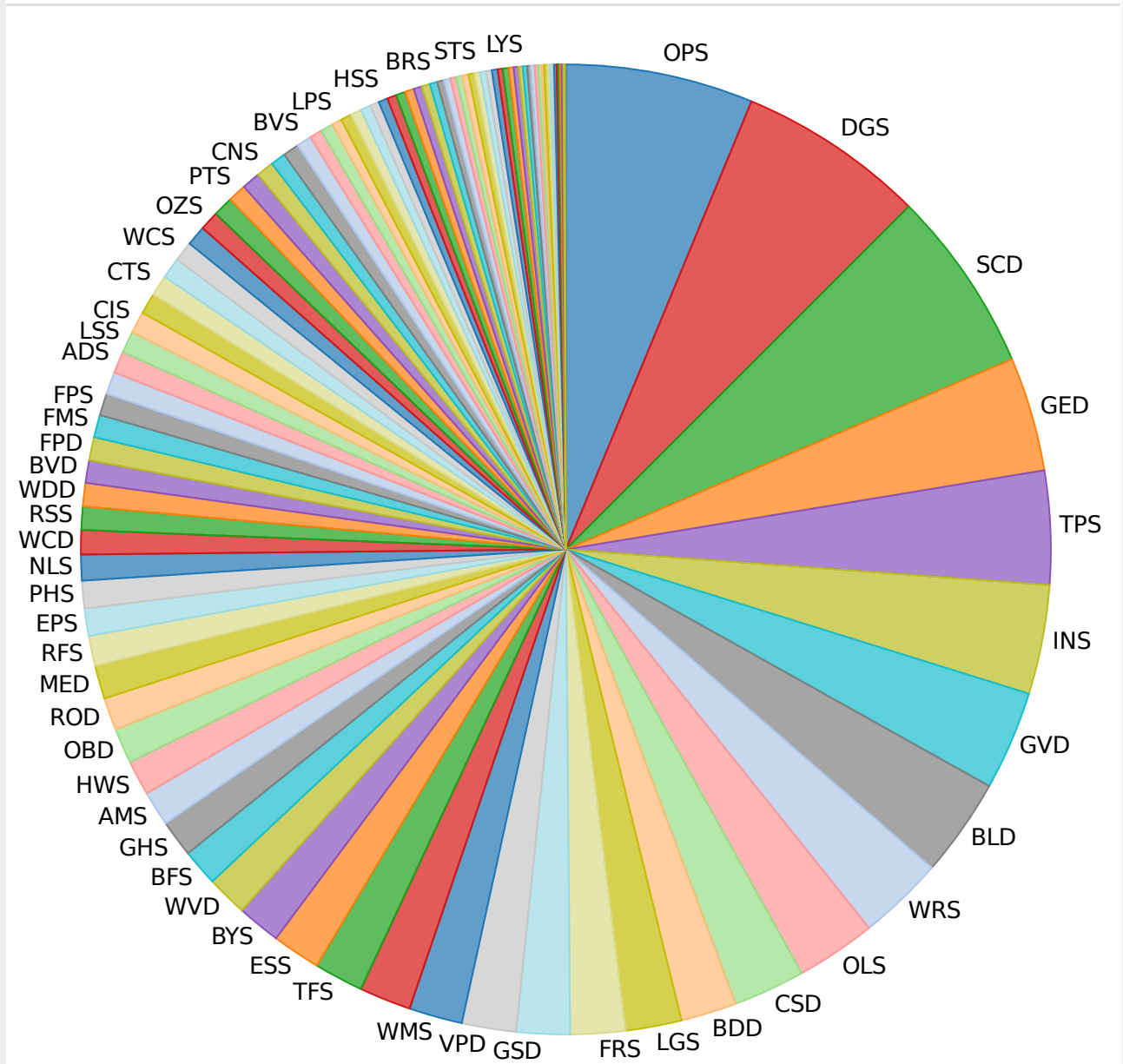
Your Users Checkout at...



Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
Total	1,076,492	100.00%
OPS	67,113	6.23%
DGS	67,001	6.22%
SCD	65,560	6.09%
GED	40,985	3.81%
TPS	40,690	3.78%
INS	39,099	3.63%
GVD	35,788	3.32%
BLD	35,271	3.28%
WRS	30,680	2.85%
OLS	28,814	2.68%
CSD	25,556	2.37%
BDD	20,220	1.88%
LGS	19,818	1.84%
FRS	19,735	1.83%
GSD	19,394	1.80%
VPD	19,295	1.79%
WMS	19,098	1.77%
HDS	18,711	1.74%
TFS	17,554	1.63%
ESS	17,217	1.60%
BYS	15,621	1.45%
WVD	14,713	1.37%
BFS	13,259	1.23%
GHS	12,976	1.21%
AMS	12,697	1.18%
HWS	12,551	1.17%
OBD	12,482	1.16%
ROD	11,794	1.10%
MED	11,681	1.09%
RFS	10,832	1.01%
EPS	9,952	0.92%
PHS	9,705	0.90%

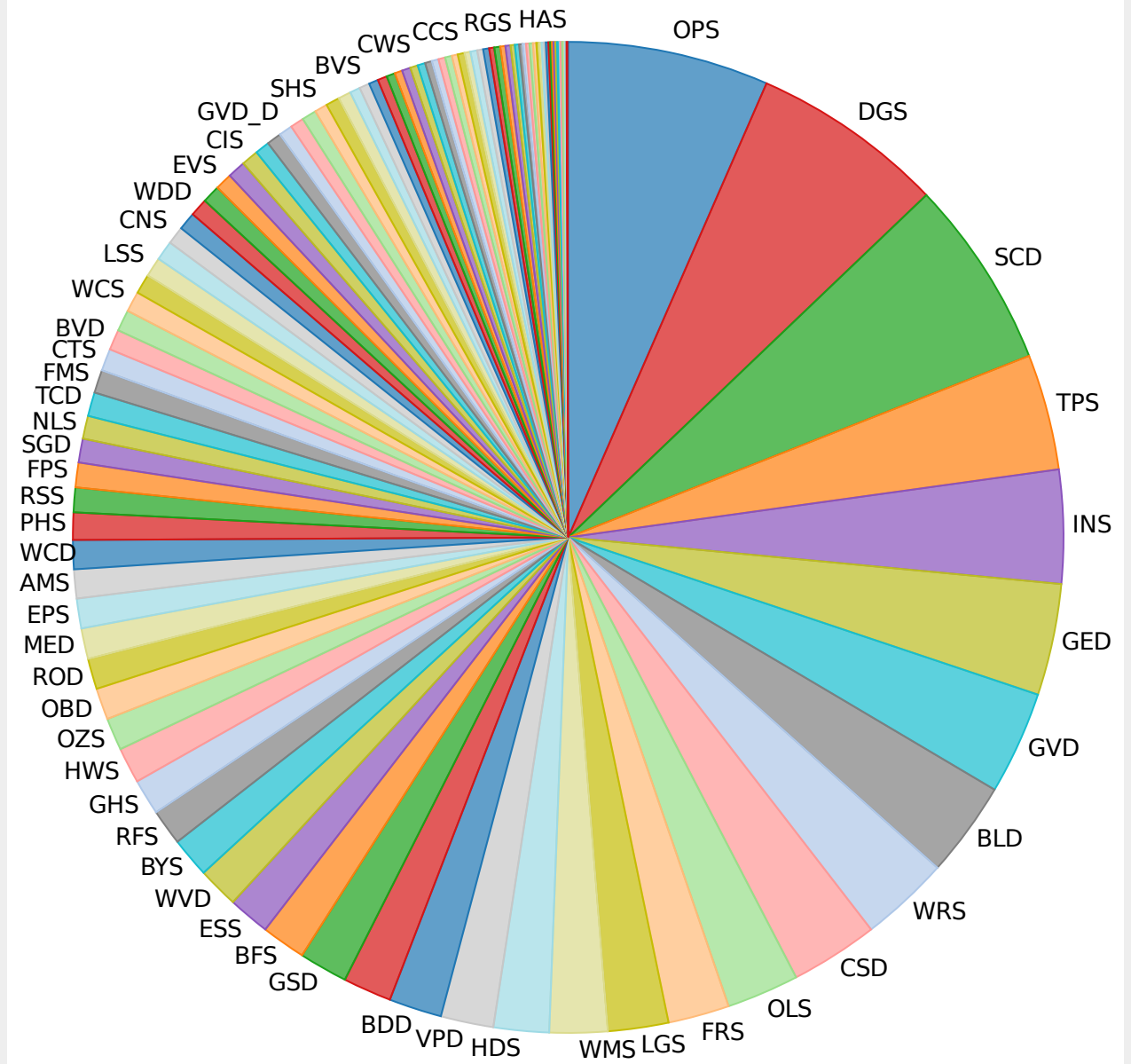
Item Circs by Item Library



Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
Total	1,076,492	100.00%
OPS	70,158	6.52%
DGS	68,094	6.33%
SCD	66,330	6.16%
TPS	40,708	3.78%
INS	39,632	3.68%
GED	39,278	3.65%
GVD	36,022	3.35%
BLD	33,634	3.12%
WRS	31,340	2.91%
CSD	30,670	2.85%
OLS	25,687	2.39%
FRS	21,409	1.99%
LGS	21,090	1.96%
WMS	20,493	1.90%
HDS	19,284	1.79%
VPD	18,821	1.75%
BDD	18,443	1.71%
TFS	17,114	1.59%
GSD	16,823	1.56%
BFS	15,682	1.46%
ESS	14,598	1.36%
WVD	14,451	1.34%
BYS	13,942	1.30%
RFS	12,611	1.17%
GHS	12,596	1.17%
HWS	12,462	1.16%
OZS	11,371	1.06%
OBD	10,980	1.02%
ROD	10,883	1.01%
MED	10,647	0.99%
EPS	10,573	0.98%
AMS	10,287	0.96%

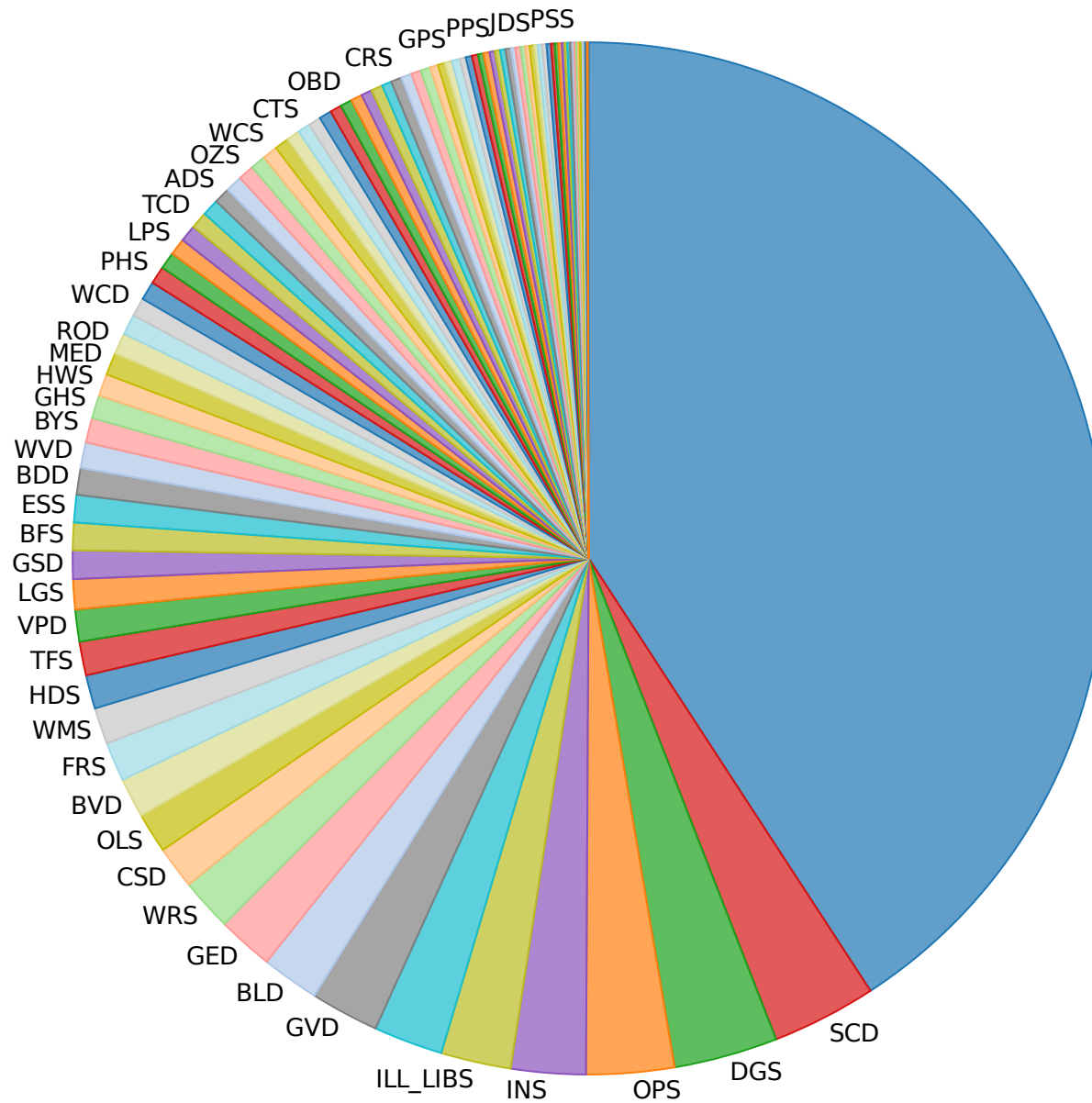
Item Circs by Station Library



Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
Total	1,076,492	100.00%
	438,932	40.77%
SCD	35,376	3.29%
DGS	34,890	3.24%
OPS	29,609	2.75%
INS	25,144	2.34%
ILL_LIBS	23,703	2.20%
TPS	23,394	2.17%
GVD	22,916	2.13%
BLD	19,361	1.80%
GED	18,833	1.75%
WRS	17,610	1.64%
CSD	14,470	1.34%
OLS	13,546	1.26%
BVD	13,186	1.22%
FRS	13,162	1.22%
WMS	12,495	1.16%
HDS	11,383	1.06%
TFS	11,122	1.03%
VPD	10,835	1.01%
LGS	10,159	0.94%
GSD	9,660	0.90%
BFS	9,355	0.87%
ESS	9,144	0.85%
BDD	9,116	0.85%
WVD	8,682	0.81%
BYS	8,317	0.77%
GHS	7,685	0.71%
HWS	7,595	0.71%
MED	7,358	0.68%
ROD	7,251	0.67%
RFS	6,952	0.65%
WCD	6,275	0.58%

Item Circs by User Library



North Riverside Public Library District

RESOLUTION 112023 TO ADD AND REMOVE ACCOUNT SIGNATORIES

In order to provide ongoing services to its patrons, the North Riverside Public Library District (“NRPL” hereafter) has deemed it necessary to change the signatories of its bank accounts at First American Bank (the “Bank” hereafter).

The undersigned, being members of the NRPL Board of Trustees, therefore resolves as follows:

- that NRPL has the following accounts with the Bank:
 1. An operating account with account no. xxxxxxxxxx and account signatories of Annette Corgiat, Gregory Gordon, Kenneth Rouleau, Natalie Starosta;
 2. A money market account with account no. xxxxxxxxxx and account signatories of Annette Corgiat, Gregory Gordon, Kenneth Rouleau, Natalie Starosta;
- that Annette Corgiat, Kenneth Rouleau, and Natalie Starosta will remain authorized signatories with respect to the above listed accounts;
- that John Mathias is hereby designated an authorized signatory for the accounts;
- that Greg Gordon is hereby removed as an authorized signatory for the accounts;
- that, with respect to each account, the Bank is authorized to accept and act upon any instructions relating to the accounts provided that those instructions are signed by Annette Corgiat, Kenneth Rouleau, Natalie Starosta, or John Mathias;
- that the Bank is instructed to accept, and hold on behalf of NRPL, receipts for money, deeds, securities or other documents or papers or property or any indemnities if those are signed by Annette Corgiat, Kenneth Rouleau, Natalie Starosta or John Mathias;
- that the Bank be furnished with NRPL’s Articles or Organization and any other documents requested by the Bank;
- that NRPL inform the Bank, in writing, of anything which alters the authorized signatories; authorization to sign on behalf of NRPL;
- that this consent will remain in force until rescinded in writing delivered to the Bank by any person authorized to do so on behalf of NRPL;
- that a copy of this consent be given to any person concerned or interested in this matter; and

Approved on this the ____ day of _____, 2021 by the North Riverside Public Library District Board of Trustees.

Aye: _____

Nay: _____

Abstain: _____