



**NORTH RIVERSIDE  
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

**North Riverside Public Library District  
Board of Trustees  
Regular Meeting, March 18<sup>th</sup>, 2024  
6:30pm**

**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 February 19<sup>th</sup>, 2024 Regular Board Meeting
- b. Minutes of the March 4<sup>th</sup>, 2024 Committee of the Whole Meeting
- c. Correspondence

Treasurer:

- a. February 2024 Financial Statements
- b. Authorization to transfer \$85,000 from the money market account which currently has a balance of \$571,270.71 in Money Market, \$7,516.45 in Checking, and \$152,444.59 in IL Fund as of 03/11/24 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 (Ottenweller) (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. Discussion of Committee responsibilities (discussion)

**8. Closed session**



**NORTH RIVERSIDE**  
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NORTH RIVERSIDE, IL

**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 April 15<sup>th</sup>, 2024 at 6:30 p.m.



# **NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

## **Minutes of the meeting of February 19, 2024**

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

A. The meeting was called to order by Trustee Corgiat at 6:09 p.m. Roll call was taken.  
Present: Trustee Kathy Bonnar, Trustee Annette Corgiat, Trustee Greg Gordon, Trustee Kyle Johnson, Trustee Ken Rouleau  
Trustee John Mathias was preset remotely  
Absent: Trustee Jeanne Ottenweller  
Also Present: Jill Cannizzo & Director Starosta

B. A quorum was established.

C. There were no visitors present tonight.

D. I, Trustee Gordon make a motion to approve the agenda with 7C removed from the agenda. I, Trustee Johnson second the motion. All ayes, motion carried.

### **2. Open Forum**

No one was present.

### **3. Consent Agenda**

A. I, Trustee Roulea make a motion to approve the consent agenda as presented I, Trustee Johnson second the motion. All ayes, motion carried.

### **Secretary**

- a. All read and agree to the minutes of the January 29th Regular Board Meeting as presented
- b. All read and agree to the minutes of the February 5<sup>th</sup> Committee of the Whole Meeting as presented
- c. All read and agree to the minutes of the February 5<sup>th</sup> Decennial Committee Meeting as presented.
- d. A few thank you notes from Gloria, Colleen at Parks & Rec, Elaine, and one from all of the staff.

### **Treasurer**

- a. January 2024 Financial Statements –the financial statements are not on the drive. Director Starosta is going to look into why that happened and try to fix it before the next meeting.
- b. Authorization to transfer \$90,000 from the money market account which currently has a balance of \$159,091.00 as of 2/12/2024.

I, Trustee Mathias make a motion to approve the January 2024 financial statements, authorize the transfer of \$90,000 from the money market account which currently has a balance of \$159,091.00. I, Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Trustee Kathy Bonnar, Trustee Annette Corgiat, Trustee Greg Gordon, Trustee Kyle Johnson, Trustee Ken Rouleau

Nays: None

Motion Carried

#### 4. President's Report

Board Action Log - The statue should be washed in March, There is a new maintenance person or company being hired and that would be part of their job.

#### 5. Director's Report

Director Starosta sends weekly emails. If there are any questions about these reports, email her. Programs have been full again. Maybe getting rid of the movie matinees as only a few people have been attending those. February is cross training month. Staff will spend 4 hours in each of the other 2 departments. That gives them an idea of what the other departments actually are doing.

#### 6. Committee Reports

##### A. Advocacy (Trustee Ottenweller)

Trustee Ottenweller is absent and sent nothing tonight.

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

They are working on cleaning and waiting for the painting estimates.

##### C. Finance (Trustee Matthias)

Trustee Matthias reported that he talked to Sirector Starosta to watch receipts of what is coming in from tax money. Then there will be a more realistic amount to work with.

##### D. Personnel (Trustee Gordon)

Trustee Gordon had nothing to report tonight

##### E. Policy (Trustee Bonnar)

Trustee Bonnar reported that the committee spent a lot of time going over policies and will continue to do so.

##### F. Strategic Planning (Trustee Johnson)

Trustee Johnson reported that he has been working on the roles and responsibilities chart. He needs access to add things to the Google drive. Director Starosta asked if the library needed a consultant for strategic planning. Trustee Johnson asked about cost. Director Starosta will look for quotes. Trustee Gordon said that there may be enough people on the Board that have some experience that could work on this. The hardest part is getting people to answer a survey to get data to work with.

G. Grants (Director Starosta)

Director Starosta applied for 2 grants through Dollar General

7. New Business

A. Review closed session minutes

There are no minutes that aren't released. An audio recording hasn't been able to be voted on because it hasn't been long enough.

B. Salary Survey Quote from HR Source

This is something that has been discussed many times. It is very difficult to define comparable.

I, Trustee Gordon make a motion to accept HR Source's quote of \$4060.00 to do the salary survey. I, Trustee Bonnar second the motion. Roll Call vote was taken.

Ayes: Trustee Kathy Bonnar, Trustee Annette Corgiat, Trustee Greg Gordon, Trustee Kyle Johnson, Trustee Ken Rouleau

Nays: None

Motion Carried

D. I, Trustee Gordon make a motion to change meeting time to 6:30 p.m. for the next Board meeting on March 18<sup>th</sup> to 6:30 p.m. so the Decennial meeting can be held at 6:00 p.m.

8. I, Trustee Rouleau make a motion to adjourn the meeting at 6:58 p.m. I, Trustee Johnson second the motion. All ayes, motion carried.

The next Board meeting is scheduled for March 18, 2024 at 6:30 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  
March 4<sup>th</sup>, 2024  
6:00 PM

## **1. Open of Meeting**

- A. Call to order - Meeting was called to order at 6pm by Annette Corgiat.
- B. Determination of quorum - In attendance: Annette Corgiat, John Mathias, Jeanne Ottenweller, Kathy Bonnar, Ken Rouleau, Greg Gordon (arrived at 6:28pm), Kyle Johnson (virtually logged on at 6:22pm)
- C. Recognition of visitors to the meeting - Darren Schretter from Studio GC.
- D. Approval of agenda and requested changes to agenda - President Corgiat proposed that 4.a. be moved before 3. Treasurer Mathias added that he would be speaking about account balances in section 5.a.. Treasurer Mathais motioned to accept the agenda as amended. Trustee Rouleau seconded. All aye. Motion carried.

## **2. Open Forum**

No audience in attendance.

**4.a** Darren Schretter presented Studio GC's findings in their completed Facility Assessment plan. He pointed out several capital improvement projects including the deterioration of the roof, ADA compliance upgrades and work on the building 'envelope' - the exterior and insulation. The Board had no questions.

## **3. Advocacy**

- A. Trustee Ottenweller will discuss advocacy plans at the April Committee of the Whole meeting.

## **4. Building & Grounds**

- A. Moved above
- B. Lower Level update discussion - Discussion about the need to open up the lower level kitchenette attached to the Story Time room as that was one of the spots identified as an ADA compliance issue.
- C. Painting/wall repair quote - no discussion.

## **5. Finance**

- A. Trustee Mathias presented the current balances in the checking, money market and IL fund accounts. He talked about different revenues (taxes, grants, donations, interest, etc.) and their stability. And asked Director Starosta to begin adding the Capital One credit card bill to the Board packets

so that the Board will be able to view every expenditure of the library in detail in the future.

**6. Personnel**

- A. Benchmarking Salary Survey update - Director Starosta noted that HR Source will be able to begin the survey in May/June of this year. Vice President Gordon asked that it be moved back so that we will receive the results in time for the FY26 budget planning.

**7. Policy**

- A. Review section 1 / 2 of the NRPLD Policy Manual - Director Starosta talked about the changes to sections 4.1, 4.2 and 6 which were a result of February CoW discussion. President Corgiat asked that the review be tabled until the April CoW meeting.

**8. Strategic Planning**

- A. Trustee Manual - Trustee Johnson noted that he is not finished and will work on something to present at the April CoW meeting.

**9. Other Business**

- A. Annexation discussion - Hines - Hospital area - Director Starosta reminded the Board that unlike the previous annexation, there are residents in the area and this annexation will require a referendum. She expressed concern that with the upcoming Presidential election, we may want to delay work on the annexation until FY25. Tabled.
- B. Updated Director's Succession Plan - Director Starosta noted that this is an update of the previous succession plan that she created 2 years ago. Treasurer Mathias would like to see more details on how to do each aspect of the director's job. Vice President Gordon asked that the plan be amended to include references to the already created How to manuals that the Director has made. Tabled for the April Committee of the Whole meeting.
- C. National Library Week (April 7-13), National Library Employee Day - April 9 - After a spirited discussion, the Board will provide lunch for the staff members on a day to be decided by the Director and will coordinate a dinner for the Board and volunteers- date to be determined.

**10. Adjournment**

Trustee Rouleau made a motion to adjourn the meeting at 8:15pm. Treasurer Mathais seconded the motion. All aye. Motion carried.

The Library Board meeting is scheduled for Monday, March 18<sup>th</sup>, 2024 at 6:30pm. \*Note: New time.

# Management Report

North Riverside Public Library District  
For the period ended February 29, 2024



Prepared on  
**March 6, 2024**

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# Profit and Loss

July 2023 - February 2024

	Total
<b>INCOME</b>	
6903-01 Fines & Fees	3,896.93
6904-01 Donations	10,054.90
6905-01 Grants	30,190.27
Interest	
6906-01 Interest	8,562.05
<b>Total Interest</b>	<b>8,562.05</b>
Property Taxes	
6901-01 Property Tax	594,677.28
6901-04 Tax Revenue-Audit Fund	4,022.80
6901-05 Tax Revenue-Liability Ins	2,315.66
6901-06 Tax Revenue-Unemploy Ins	615.01
6901-07 Tax Revenue-Bldg Fund	28,513.40
6901-08 Tax Revenue-SS	20,957.93
6901-12 Property Tax - IMRF Fund	5,992.72
<b>Total Property Taxes</b>	<b>657,094.80</b>
<b>Total Income</b>	<b>709,798.95</b>
<b>GROSS PROFIT</b>	<b>709,798.95</b>
<b>EXPENSES</b>	
8360-01 Grants	22,750.78
Advertising & Marketing	
8365-01 Library Promotion	127.00
8370-01 Postage	1,098.24
8375-01 Advertising	1,902.06
8385-01 Memorials & Tributes	77.59
8399-01 ILL Loss/Damage	39.17
8404-01 Staff Recognition	1,029.28
8410-01 Printing	5,118.90
<b>Total Advertising &amp; Marketing</b>	<b>9,392.24</b>
Bank Charges & Fees	
8396-01 Bank Charges & Fees	1,159.94
<b>Total Bank Charges &amp; Fees</b>	<b>1,159.94</b>
Benefits	
7600-05 Health Insurance	26,137.38
7650-09 IMRF	27,507.15
7660-06 Unemployment Insurance	1,996.53
7670-01 Taxes-Fica Expense	31,177.90
<b>Total Benefits</b>	<b>86,818.96</b>
Building Expense	
8306-07 Building Supplies & Maintenance	7,272.25



	Total
8308-07 Service Contracts	35,531.15
8315-07 Fees & Permits	1,007.00
8320-07 Building & Grounds	0.00
8330-01 Casual Labor	450.00
8335-07 Building Repairs	38,673.32
<b>Total Building Expense</b>	<b>82,933.72</b>
Computers/Technology	
8171-01 Tech Service	37,388.47
8172-01 Computer Equipment	1,374.79
8172-02 Digital Divide Project	0.00
8175-01 SWAN	17,753.46
8180-01 Software	1,676.14
8190-01 Website	1,076.86
<b>Total Computers/Technology</b>	<b>59,269.72</b>
Insurance	
8460-05 Liability Insurance	20,344.00
<b>Total Insurance</b>	<b>20,344.00</b>
Interest Paid	
8601-02 Debt Service-Interest	4,497.17
8701-02 Debt Certificate Principle	27,800.00
<b>Total Interest Paid</b>	<b>32,297.17</b>
Legal & Professional Services	
8400-01 Accounting	10,059.00
8401-04 Audit	7,950.00
8402-01 Legal Fees	4,686.65
8405-01 Appraisal	425.00
8406-01 Collection Agency	49.25
8430-01 Payroll Expenses	7,142.55
<b>Total Legal &amp; Professional Services</b>	<b>30,312.45</b>
Library Materials	
8090-01 Adult A/V	5,243.14
8091-01 Children's A/V	851.62
8096-01 Teen A/V	1,862.72
8105-01 Adult Fiction/Non-Fiction	15,226.76
8106-01 Children Fiction / Non-Fiction	10,707.23
8107-01 Teen Fiction/Non-Fiction	4,867.58
8108-01 eBooks	5,000.00
8120-01 Newspapers	2,912.35
8130-01 Internet Databases	10,037.49
<b>Total Library Materials</b>	<b>56,708.89</b>
Office Supplies & Software	
8202-01 Office Supplies	6,489.63
<b>Total Office Supplies &amp; Software</b>	<b>6,489.63</b>

	Total
Programs & Strategic Initiatives	
8150-01 Children's Programs	5,524.86
8153-01 Teen Programs	1,994.15
8154-01 Makerspaces/library of things	2,454.55
8155-01 Adult Programs	8,817.12
8158-01 Strategic Initiatives	240.80
<b>Total Programs &amp; Strategic Initiatives</b>	<b>19,031.48</b>
Salaries	
7504-01 Circulation	71,583.23
7505-01 Adult Services	38,191.78
7506-01 Youth Services	66,719.48
7507-01 Pages	6,984.37
7508-01 Administration	208,397.86
7509-01 Facilities	17,235.21
<b>Total Salaries</b>	<b>409,111.93</b>
Travel & Training	
7800-01 Educational Staff Training	3,692.50
8342-01 Lodging, Meals, Mileage	2,082.78
8355-01 Memberships	1,991.40
8390-01 Mileage Reimbursement	0.00
<b>Total Travel &amp; Training</b>	<b>7,766.68</b>
Utilities	
8301-07 Internet/Phone	11,979.07
8302-07 Electricity	23,308.82
8303-07 Gas	3,101.87
8304-07 Water/Garbage	2,342.31
<b>Total Utilities</b>	<b>40,732.07</b>
<b>Total Expenses</b>	<b>885,119.66</b>
<b>NET OPERATING INCOME</b>	<b>-175,320.71</b>
<b>NET INCOME</b>	<b>\$ -175,320.71</b>

# Balance Sheet

As of February 29, 2024

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1500-01 First American MM (5015)	177,545.55
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	-32,297.17
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	23,608.79
1500-13 Capital Projects	30,000.00
<b>Total 1500-01 First American MM (5015)</b>	<b>188,963.11</b>
1501-01 First American Checking (5001)	18,278.25
1509-07 Cash - IPTIP IL Funds	152,444.59
1512-02 Kadlec Annuity #71797	56,915.03
<b>Total Bank Accounts</b>	<b>416,600.98</b>
<b>Accounts Receivable</b>	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
<b>Total Accounts Receivable</b>	<b>0.00</b>
<b>Other Current Assets</b>	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	2,013.07
2400-05 Prepaid Expenses 05	0.00
2400-07 Prepaid Expense	179.35
<b>Total Other Current Assets</b>	<b>772,003.66</b>
<b>Total Current Assets</b>	<b>1,188,604.64</b>
<b>TOTAL ASSETS</b>	<b>\$1,188,604.64</b>

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**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

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<b>Total Accounts Payable</b>	<b>20,892.61</b>
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**Other Current Liabilities**

4002-01 IMRF - Employee Contribution	2,427.56
4003-01 Child Support	0.00
4200-01 Accrued Wages	17,961.93
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	1,422.70
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

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<b>Total Other Current Liabilities</b>	<b>21,812.19</b>
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<b>Total Current Liabilities</b>	<b>42,704.80</b>
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<b>Total Liabilities</b>	<b>42,704.80</b>
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**Equity**

3200-00 Retained Earnings	-87,999.45
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	-175,320.71
Total Equity	1,145,899.84
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,188,604.64</b>



# North Riverside Public Library District

## Balance Sheet As of February 29, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	177,545.55
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	-32,297.17
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	23,608.79
1500-13 Capital Projects	30,000.00
<b>Total 1500-01 First American MM (5015)</b>	<b>188,963.11</b>
1501-01 First American Checking (5001)	18,278.25
1509-07 Cash - IPTIP IL Funds	152,444.59
1512-02 Kadlec Annuity #71797	56,915.03
<b>Total Bank Accounts</b>	<b>\$416,600.98</b>
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	2,013.07
2400-05 Prepaid Expenses 05	0.00
2400-07 Prepaid Expense	179.35
<b>Total Other Current Assets</b>	<b>\$772,003.66</b>
<b>Total Current Assets</b>	<b>\$1,188,604.64</b>



# North Riverside Public Library District

## Balance Sheet As of February 29, 2024

		TOTAL
<b>TOTAL ASSETS</b>		<b>\$1,188,604.64</b>
<b>LIABILITIES AND EQUITY</b>		
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
<b>Total Accounts Payable</b>		<b>\$20,892.61</b>
Other Current Liabilities		
4002-01 IMRF - Employee Contribution		2,427.56
4003-01 Child Support		0.00
4200-01 Accrued Wages		17,961.93
4220-01 Federal Withholding		0.00
4230-01 ICMA Retirement		1,422.70
4240-01 State Withholding		0.00
4250-01 FICA Withholding		0.00
4265-01 Cafeteria Plan		0.00
4300-01 Deferred Tax Rev - Corp FD		0.00
4300-04 Deferred Tax Rev - Audit Fund		0.00
4300-05 Deferred Tax Rev Liability Fund		0.00
4300-06 Deferred Tax Rev Unemployment		0.00
4300-07 Deferred Tax Rev Building Fund		0.00
4300-08 Deferred Tax Rev SS		0.00
4300-09 Deferred Tax Rev Pension		0.00
4470-07 Due to/from Corp - Building fund		0.00
<b>Total Other Current Liabilities</b>		<b>\$21,812.19</b>
<b>Total Current Liabilities</b>		<b>\$42,704.80</b>
<b>Total Liabilities</b>		<b>\$42,704.80</b>
Equity		
3200-00 Retained Earnings		-87,999.45
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 February 29, 2024

	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	-175,320.71
<b>Total Equity</b>	<b>\$1,145,899.84</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,188,604.64</b>





**North Riverside Public Library District**  
**Budget vs. Actuals FY24**  
July - February 2024

	Feb 2024 MTD Actual	FY24 YTD Actual	FY24 Budget	over Budget	% of Budget
<b>Income</b>					
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	226.88	3,896.93	12,000.00	-8,103.07	32.47%
6904-01 Donations	645.72	10,054.90	35,000.00	-24,945.10	28.73%
6905-01 Grants	0.00	30,190.27	120,000.00	-89,809.73	25.16%
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	1,039.19	8,562.05	3,000.00	5,562.05	285.40%
6901-01 Property Tax	155,468.96	657,094.80	1,174,665.00	-517,570.20	55.94%
<b>Total Income</b>	<b>\$ 157,380.75</b>	<b>\$ 709,798.95</b>	<b>\$ 1,357,165.00</b>	<b>-\$ 647,366.05</b>	<b>52.30%</b>
<b>Expenses</b>					
8360-01 Grants	7,680.73	22,750.78	100,000.00	-77,249.22	22.75%
<b>Advertising &amp; Marketing</b>					
8361-01 Donations	0.00	0.00	35,000.00	-35,000.00	0.00%
8365-01 Library Promotion	0.00	127.00	5,500.00	-5,373.00	2.31%
8370-01 Postage	392.76	1,098.24	3,200.00	-2,101.76	34.32%
8375-01 Advertising	0.00	1,902.06	4,500.00	-2,597.94	42.27%
8385-01 Memorials & Tributes	0.00	77.59	500.00	-422.41	15.52%
8399-01 ILL Loss/Damage	20.20	39.17	250.00	-210.83	15.67%
8404-01 Staff Recognition	0.00	1,029.28	2,500.00	-1,470.72	41.17%
8410-01 Printing	0.00	5,118.90	12,000.00	-6,881.10	42.66%
<b>Total Advertising &amp; Marketing</b>	<b>\$ 412.96</b>	<b>\$ 9,392.24</b>	<b>\$ 63,450.00</b>	<b>-\$ 54,057.76</b>	<b>14.80%</b>
<b>Bank Charges &amp; Fees</b>					
8396-01 Bank Charges & Fees	467.46	1,159.94	500.00	659.94	231.99%
<b>Total Bank Charges &amp; Fees</b>	<b>\$ 467.46</b>	<b>\$ 1,159.94</b>	<b>\$ 500.00</b>	<b>\$ 659.94</b>	<b>231.99%</b>
<b>Benefits</b>					
7600-05 Health Insurance	2,893.28	26,137.38	32,000.00	-5,862.62	81.68%
7650-09 IMRF	3,672.85	27,507.15	49,250.00	-21,742.85	55.85%
7660-06 Unemployment Insurance	2,672.23	1,996.53	1,000.00	996.53	199.65%
7670-01 Taxes-Fica Expense	5,129.60	31,177.90	38,655.00	-7,477.10	80.66%
<b>Total Benefits</b>	<b>\$ 14,367.96</b>	<b>\$ 86,818.96</b>	<b>\$ 120,905.00</b>	<b>-\$ 34,086.04</b>	<b>71.81%</b>
<b>Building Expense</b>					
8306-07 Building Supplies & Maintenance	1,860.23	7,272.25	12,000.00	-4,727.75	60.60%
8308-07 Service Contracts	3,585.35	35,531.15	30,500.00	5,031.15	116.50%
8315-07 Fees & Permits		1,007.00	1,950.00	-943.00	51.64%
8330-01 Casual Labor	100.00	450.00	900.00	-450.00	50.00%
8335-07 Building Repairs	7,798.85	38,673.32	30,000.00	8,673.32	128.91%
<b>Total Building Expense</b>	<b>\$ 13,344.43</b>	<b>\$ 82,933.72</b>	<b>\$ 75,350.00</b>	<b>\$ 7,583.72</b>	<b>110.06%</b>
<b>Computers/Technology</b>					
8171-01 Tech Service	1,703.79	37,388.47	25,000.00	12,388.47	149.55%
8172-01 Computer Equipment	566.36	1,374.79	5,000.00	-3,625.21	27.50%
8175-01 SWAN	170.76	17,753.46	24,500.00	-6,746.54	72.46%
8180-01 Software	31.86	1,676.14	1,500.00	176.14	111.74%
8190-01 Website	0.00	1,076.86	3,500.00	-2,423.14	30.77%
8195-01 Email	0.00	0.00	500.00	-500.00	0.00%
<b>Total Computers/Technology</b>	<b>\$ 2,472.77</b>	<b>\$ 59,269.72</b>	<b>\$ 60,000.00</b>	<b>-\$ 730.28</b>	<b>98.78%</b>
<b>Insurance</b>					
8460-05 Liability Insurance	0.00	20,344.00	24,000.00	-3,656.00	84.77%
<b>Total Insurance</b>	<b>\$ 0.00</b>	<b>\$ 20,344.00</b>	<b>\$ 24,000.00</b>	<b>-\$ 3,656.00</b>	<b>84.77%</b>
<b>Interest Paid</b>					

8601-02 Debt Service-Interest	0.00	4,497.17	16,500.00	-12,002.83	27.26%
8701-02 Debt Certificate Principle	0.00	27,800.00	28,000.00	-200.00	99.29%
<b>Total Interest Paid</b>	<b>\$ 0.00</b>	<b>\$ 32,297.17</b>	<b>\$ 44,500.00</b>	<b>-\$ 12,202.83</b>	<b>72.58%</b>
<b>Legal &amp; Professional Services</b>					
8400-01 Accounting		10,059.00	17,000.00	-6,941.00	59.17%
8401-04 Audit		7,950.00	9,200.00	-1,250.00	86.41%
8402-01 Legal Fees	606.69	4,686.65	6,000.00	-1,313.35	78.11%
8405-01 Appraisal	425.00	425.00	1,500.00	-1,075.00	28.33%
8406-01 Collection Agency	9.85	49.25	500.00	-450.75	9.85%
8430-01 Payroll Expenses	1,393.30	7,142.55	6,500.00	642.55	109.89%
8435-01 Background Checks	0.00	0.00	200.00	-200.00	0.00%
<b>Total Legal &amp; Professional Services</b>	<b>\$ 2,434.84</b>	<b>\$ 30,312.45</b>	<b>\$ 40,900.00</b>	<b>-\$ 10,587.55</b>	<b>74.11%</b>
<b>Library Materials</b>					
8090-01 Adult A/V	840.71	5,243.14	9,200.00	-3,956.86	56.99%
8091-01 Children's A/V	40.94	851.62	3,600.00	-2,748.38	23.66%
8096-01 Teen A/V	801.11	1,862.72	3,300.00	-1,437.28	56.45%
8100-01 Replacement Materials		0.00	2,000.00	-2,000.00	0.00%
8103-01 Foreign Lang. Materials		0.00	3,000.00	-3,000.00	0.00%
8105-01 Adult Fiction/Non-Fiction	1,671.16	15,226.76	26,000.00	-10,773.24	58.56%
8106-01 Children Fiction / Non-Fiction	764.19	10,707.23	17,000.00	-6,292.77	62.98%
8107-01 Teen Fiction/Non-Fiction	736.73	4,867.58	9,500.00	-4,632.42	51.24%
8108-01 eBooks		5,000.00	6,500.00	-1,500.00	76.92%
8120-01 Newspapers	414.00	2,912.35	3,600.00	-687.65	80.90%
8130-01 Internet Databases	1,977.26	10,037.49	18,000.00	-7,962.51	55.76%
8140-01 Periodicals	0.00	0.00	1,600.00	-1,600.00	0.00%
<b>Total Library Materials</b>	<b>\$ 7,246.10</b>	<b>\$ 56,708.89</b>	<b>\$ 103,300.00</b>	<b>-\$ 46,591.11</b>	<b>54.90%</b>
<b>Office Supplies &amp; Software</b>					
8202-01 Office Supplies	1,062.68	6,489.63	13,500.00	-7,010.37	48.07%
<b>Total Office Supplies &amp; Software</b>	<b>\$ 1,062.68</b>	<b>\$ 6,489.63</b>	<b>\$ 13,500.00</b>	<b>-\$ 7,010.37</b>	<b>48.07%</b>
<b>Programs &amp; Strategic Initiatives</b>					
8150-01 Children's Programs	616.65	5,524.86	6,300.00	-775.14	87.70%
8153-01 Teen Programs	457.10	1,994.15	2,900.00	-905.85	68.76%
8154-01 Makerspaces/library of things	394.75	2,454.55	5,200.00	-2,745.45	47.20%
8155-01 Adult Programs	542.31	8,817.12	6,000.00	2,817.12	146.95%
8156-01 Technology Programs		0.00	750.00	-750.00	0.00%
8158-01 Strategic Initiatives		240.80	2,000.00	-1,759.20	12.04%
<b>Total Programs &amp; Strategic Initiatives</b>	<b>\$ 2,010.81</b>	<b>\$ 19,031.48</b>	<b>\$ 23,150.00</b>	<b>-\$ 4,118.52</b>	<b>82.21%</b>
<b>Salaries</b>					
7504-01 Circulation	13,514.43	71,583.23	85,500.00	-13,916.77	83.72%
7505-01 Adult Services	6,402.59	38,191.78	77,500.00	-39,308.22	49.28%
7506-01 Youth Services	11,082.14	66,719.48	95,000.00	-28,280.52	70.23%
7507-01 Pages	1,249.93	6,984.37	11,000.00	-4,015.63	63.49%
7508-01 Adminstration	34,058.31	208,397.86	300,000.00	-91,602.14	69.47%
7509-01 Facilities	840.94	17,235.21	30,000.00	-12,764.79	57.45%
<b>Total Salaries</b>	<b>\$ 67,148.34</b>	<b>\$ 409,111.93</b>	<b>\$ 599,000.00</b>	<b>-\$ 189,888.07</b>	<b>68.30%</b>
<b>Travel &amp; Training</b>					
7700-01 Educational Training Trustees	0.00	0.00	500.00	-500.00	0.00%
7800-01 Educational Staff Training	2,368.82	3,692.50	5,500.00	-1,807.50	67.14%
8342-01 Lodging, Meals, Mileage	1,160.37	2,082.78	2,200.00	-117.22	94.67%
8355-01 Memberships	807.50	1,991.40	2,450.00	-458.60	81.28%
8390-01 Mileage Reimbursement	0.00	0.00	0.00	0.00	
<b>Total Travel &amp; Training</b>	<b>\$ 4,336.69</b>	<b>\$ 7,766.68</b>	<b>\$ 10,650.00</b>	<b>-\$ 2,883.32</b>	<b>72.93%</b>
<b>Utilities</b>					
8301-07 Internet/Phone	429.48	11,979.07	12,300.00	-320.93	97.39%
8302-07 Electricity	1,682.78	23,308.82	16,500.00	6,808.82	141.27%
8303-07 Gas	789.39	3,101.87	8,860.00	-5,758.13	35.01%
8304-07 Water/Garbage	128.40	2,342.31	5,000.00	-2,657.69	46.85%

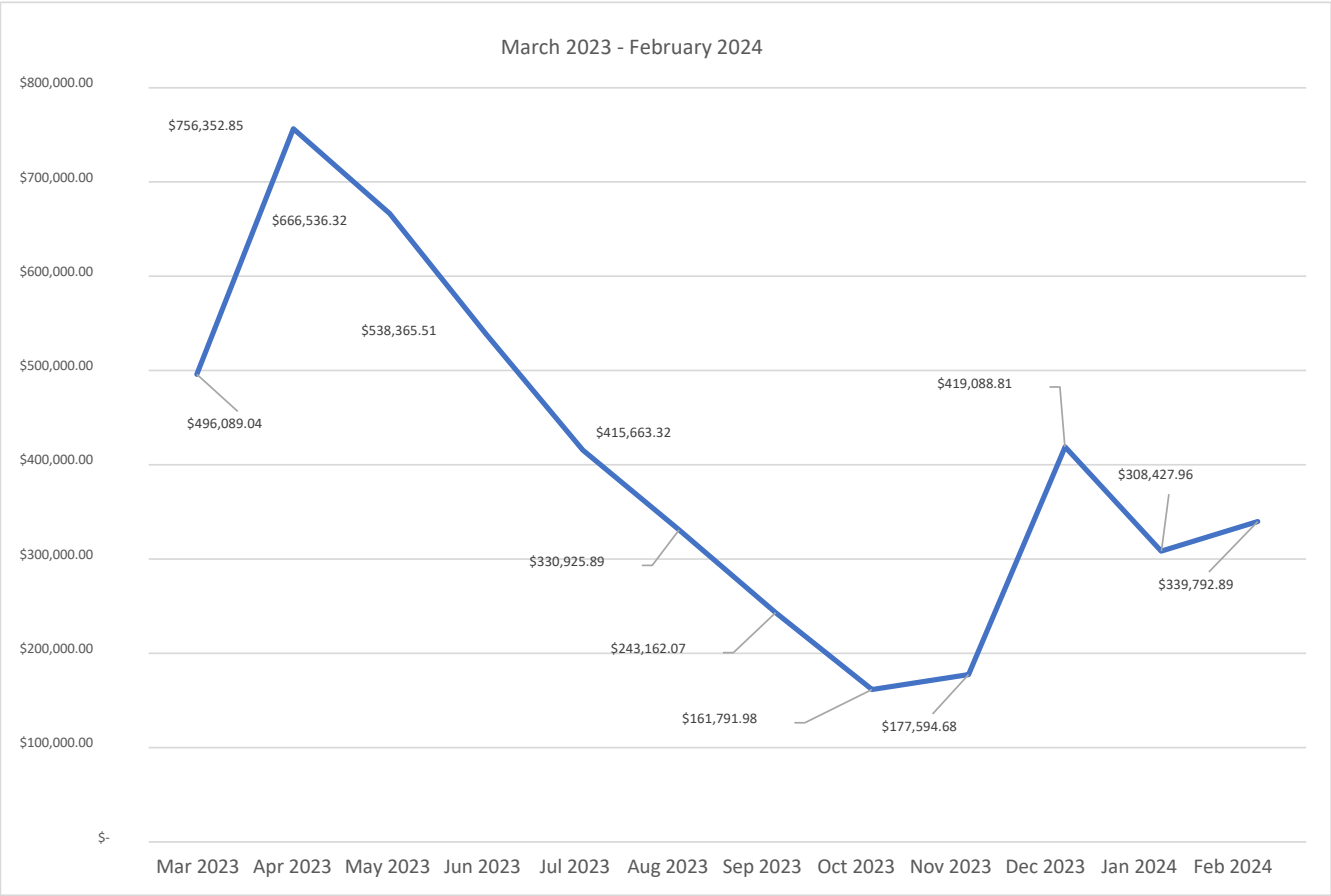
<b>Total Utilities</b>	<b>\$ 3,030.05</b>	<b>\$ 40,732.07</b>	<b>\$ 42,660.00</b>	<b>-\$ 1,927.93</b>	<b>95.48%</b>
8395-01 Miscellaneous Expense	0.00	0.00	0.00	0.00	0%
<b>Total Expenses</b>	<b>\$ 126,015.82</b>	<b>\$ 885,119.66</b>	<b>\$ 1,321,865.00</b>	<b>-\$ 436,745.34</b>	<b>66.96%</b>
<b>Net Operating Income</b>	<b>\$ 31,364.93</b>	<b>-\$ 175,320.71</b>	<b>\$ 35,300.00</b>	<b>-\$ 210,620.71</b>	<b>-496.66%</b>
<b>Net Income</b>	<b>\$ 31,364.93</b>	<b>-\$ 175,320.71</b>	<b>\$ 35,300.00</b>	<b>-\$ 210,620.71</b>	<b>-496.66%</b>



## North Riverside Public Library District Check Detail Report February 2024

Date	Num	Name	Memo/Description	Amount
02/05/2024	15876	AEP ENERGY	AEP ENERGY # 3014417557 12/27/2023 TO 01/26/2024	1,682.78
02/05/2024	15877	AT&T 1	ACCOUNT # 831-001-2131 606 INV. 5478406800	63.10
02/05/2024	15878	BRADY INDUSTRIES	INV 8587400, 8587402	71.12
02/05/2024	15879	Black Stone	INV. 2138207 - ADULT A/V	31.19
02/05/2024	15880	CRAFT & HOBBY	LIB SUBSCRIPTION INV 4595	1,563.00
02/05/2024	15881	CENGAGE Learning	INV. 83325199	30.39
02/05/2024	15882	CAPITAL ONE	JAN STATEMENT - CHILDREN/TEEN/ ADULT A/V & SUPPLIES	10,452.79
02/05/2024	15883	Franczek Radelet	INV 228619, 228620	39.69
02/05/2024	15884	Fullmer Locksmith Service	INV N39950 - FRONT ENTRY DOOR, ADJUST AND TEST	128.00
02/05/2024	15885	Hinckley Springs	2429867 012424	139.90
02/05/2024	15886	INGRAM LIBRARY SERVICES	ADULT/CHILDREN/TEEN FICTION/NONFICTION	1,362.39
02/05/2024	15887	INDUSTRIAL APPRAISAL COMPANY	INV 5376535, 5376535 - REVALUATION REPORTS	425.00
02/05/2024	15888	Johnson Controls Security Solutions	# 01300113034337 INV 39726387 02/01/24 - 04/30/24	110.94
02/05/2024	15889	LEAF	INV 15972802	743.34
02/05/2024	15890	Mission Square - 304650	6095438, 6520861	1,293.64
02/05/2024	15891	Martin Petersen Company, Inc.	INV # S38827, T22151, S38722	6,084.41
02/05/2024	15892	Midwest Tape	INV 504986930, 504994648 - ADULT A/V & DATABASES	368.66
02/05/2024	15893	Paychex - Human Resource Services	INV 13726675	57.00
02/05/2024	15894	SWAN	INV. 10922 - RECIPROCAL BORROWING & INTER-LIBRARY	170.76
02/05/2024	15895	Terminix	Invoice 442454431	116.00
02/05/2024	15896	Village of N. Riverside	ACCOUNT # 0148240015-00	128.40
02/05/2024	15897	INGRAM LIBRARY SERVICES	ADULT & TEEN FICTION/NONFICTION	129.52
02/05/2024	15898	RAILS	INV 11952 - MOVIE LICENSE 01/01/24 TO 12/31/24	373.00
02/15/2024	15900	Comcast	Acct# 8771 20 134 0118334 - 2/7/24-3/6/24	366.38
02/15/2024	15901	HR SOURCE	INV 19477 - LEGAL REVIEW OF INVESTIGATION REPORT	567.00
02/15/2024	15902	INGRAM LIBRARY SERVICES	79702029, 7970028, 79702027 - ADULT FICTION/NON FICTION	76.53
02/15/2024	15903	LIMRICC Unemployment Compensaton Group Account	3RD QUATER UGCA	135.80
02/15/2024	15904	LIMRICC	MONTHLY BILLING FEBRUARY 2024	3,253.28
02/15/2024	15905	Lyons Electric Company, Inc	INV 18661A - OUTLET NOT WORKING IN BOOK CASE	352.00
02/15/2024	15906	Unique Management Services, Inc	INV 6122018	9.85
02/15/2024	15907	Elena Yescas	Inv 1557 - CLEANING 2/18/24-3/18/24	1,900.00
02/15/2024	15908	Jill Cannizzo	BOARD MINUTES FEBRUARY 19, 2024	100.00
02/15/2024	15909	Elena Yescas	Inv 1558 - BASEMENT FAUCENT CHANGE	200.00
02/15/2024	15910	INGRAM LIBRARY SERVICES	ADULT/CHILDREN/TEEN FICTION/NONFICTION	462.61
02/15/2024	15911	CENGAGE Learning	INV. 83843005, 83856293	242.82

02/15/2024	15912	Zoobean Inc	INV 30880 - BEANSTACK PLUS 3/24/24- 3/23/25	1,044.75
02/20/2024	15913	FIRST AMERICAN BANK .	CHILDREN PROGRAMS	92.36
02/20/2024	15914	GISSELY HERRERA	MOVIE MATINEE	50.00
02/20/2024	15915	INGRAM LIBRARY SERVICES	ADULT/CHILDREN/TEEN FICTION/NONFICTION	847.62
02/20/2024	15916	Outsource Solutions Group	INV 77988	1,615.79
02/20/2024	15917	Roscoe	Acct#1889-07544 INV 1835089	275.17
02/20/2024	15918	Elena Yescas	Inv 1559 - BASEMENT FAUCENT CHANGE & FLOOR CLEANER	100.00
02/20/2024	15919	FIRST AMERICAN BANK .	TEEN PROGRAMS	10.99
02/20/2024	15920	FIRST AMERICAN BANK .	INTERNET DATABASES & SOFTWARE	93.83
02/20/2024	15923	Lyons Electric Company, Inc	INV 18172A - TROUBLESHOOT LIGHTING	1,234.44
02/28/2024	15921	CAPITAL ONE	FEB STATEMENT - CHILDREN/TEEN/ ADULT A/V & SUPPLIES	6,634.11
02/28/2024	15922	UNITED STATES POSTAL SERVICE	permit #47 BULK MAILING / MARKETING MAIL	320.00
Total				\$ 45,550.35



# North Riverside Public Library District Profit and Loss

February 2023 - January 2024

	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Total
<b>Beginning Cash</b>	\$ 335,289.86	\$ 495,627.37	\$ 755,891.18	\$ 666,074.65	\$ 513,353.27	\$ 415,663.32	\$ 330,925.89	\$ 243,162.07	\$ 161,791.98	\$ 177,594.68	\$ 419,088.81	\$ 308,427.96	
<b>Income</b>													
6903-01 Fines & Fees	238.95	2,192.35	247.78	269.83	624.09	1,700.36	130.22	201.33	576.70	951.05	166.18	226.88	7,525.72
6904-01 Donations	1,275.78	4,331.21	503.09	1,323.05	1,270.66	4,839.53	329.63	532.04	1,212.76	2,706.82	452.77	645.72	19,423.06
6905-01 Grants	25,000.00			199.29	10,953.35	3,922.92			7,500.00	7,814.00			55,389.56
6915-07 Loan Proceeds													0.00
Interest	852.42	1,748.63	1,838.88	1,678.71	1,374.85	1,270.08	962.83	764.73	446.96	1,418.12	1,285.29	1,039.19	14,680.69
Property Taxes	244,193.41	341,781.40		3,000.15		10,777.97			124,516.56	366,331.31		155,468.96	1,246,069.76
<b>Total Income</b>	<b>\$ 271,560.56</b>	<b>\$ 350,053.59</b>	<b>\$ 2,589.75</b>	<b>\$ 6,471.03</b>	<b>\$ 14,222.95</b>	<b>\$ 22,510.86</b>	<b>\$ 1,422.68</b>	<b>\$ 1,498.10</b>	<b>\$ 134,252.98</b>	<b>\$ 379,221.30</b>	<b>\$ 1,904.24</b>	<b>\$ 157,380.75</b>	<b>\$ 1,343,088.79</b>
<b>Gross Profit</b>	<b>\$ 271,560.56</b>	<b>\$ 350,053.59</b>	<b>\$ 2,589.75</b>	<b>\$ 6,471.03</b>	<b>\$ 14,222.95</b>	<b>\$ 22,510.86</b>	<b>\$ 1,422.68</b>	<b>\$ 1,498.10</b>	<b>\$ 134,252.98</b>	<b>\$ 379,221.30</b>	<b>\$ 1,904.24</b>	<b>\$ 157,380.75</b>	<b>\$ 1,343,088.79</b>
<b>Expenses</b>													
8360-01 Grants	2,901.42	6,607.22	2,146.12	17,593.11	2,036.49	344.49	575.48	7,014.58	3,222.41	360.60	1,516.00	7,680.73	51,998.65
8360-01 Petty Cash													0.00
8380-01 Telephone			1,031.00										1,031.00
Advertising & Marketing	4,448.86	1,584.88	2,195.95	5,665.84	181.21	1,080.56	3,080.73	12.00	981.72	3,383.41	259.65	412.96	23,287.77
Bank Charges & Fees	255.46		370.96	31.27	31.27			144.00	34.91	420.91	61.39	467.46	1,817.63
Benefits	12,464.21	11,392.13	10,067.39	16,762.49	7,081.22	11,563.01	14,824.90	4,931.03	13,459.78	15,384.23	7,809.83	14,367.96	140,108.18
Building Expense	4,806.27	4,209.12	7,504.19	14,328.73	10,995.03	6,205.62	8,637.83	5,221.94	15,335.64	12,994.60	10,198.63	13,344.43	113,782.03
Computers/Technology	3,611.35	7,322.99	4,568.11	4,164.19	29,485.91	5,623.63	-2,279.31	3,122.20	9,217.02	3,003.09	8,624.41	2,472.77	78,936.36
Insurance											20,344.00		20,344.00
Interest Paid				4,829.93						32,297.17			37,127.10
Legal & Professional Services	2,098.40	2,398.02	2,660.82	3,851.52	75.32	682.50	1,563.00	3,880.89	11,672.37	2,816.21	4,584.32	2,434.84	38,718.21
Library Materials	7,739.02	5,145.26	7,190.38	17,481.30	14,214.29	6,518.15	3,852.31	4,721.68	7,929.47	5,522.74	6,704.15	7,246.10	94,264.85
Office Supplies & Software	210.65	1,346.90	1,530.95	4,092.60		65.00	612.66	936.92	1,898.30	332.27	1,581.80	1,062.68	13,670.73
Programs & Strategic Initiatives	868.07	2,317.09	3,118.63	6,313.80	1,894.89	1,949.87	3,632.48	3,568.89	3,138.39	1,075.23	1,860.92	2,010.81	31,749.07
Salaries	63,695.37	42,907.85	43,487.86	55,843.45	41,069.69	67,701.10	44,498.01	45,362.30	45,761.50	54,465.59	43,859.98	67,148.34	615,801.04
Travel & Training	3,439.80	541.27	2,217.05	272.00	168.33		247.20	1,358.47		55.00	1,600.99	4,336.69	14,236.80
Utilities	4,684.17	4,017.05	4,316.87	7,962.18	4,679.25	5,514.36	9,941.21	2,593.29	5,798.77	5,616.12	3,559.02	3,030.05	61,712.34
<b>Total Expenses</b>	<b>\$ 111,223.05</b>	<b>\$ 89,789.78</b>	<b>\$ 92,406.28</b>	<b>\$ 159,192.41</b>	<b>\$ 111,912.90</b>	<b>\$ 107,248.29</b>	<b>\$ 89,186.50</b>	<b>\$ 82,868.19</b>	<b>\$ 118,450.28</b>	<b>\$ 137,727.17</b>	<b>\$ 112,565.09</b>	<b>\$ 126,015.82</b>	<b>\$ 1,338,585.76</b>
<b>Net Operating Income</b>	<b>160,337.51</b>	<b>260,263.81</b>	<b>(89,816.53)</b>	<b>(152,721.38)</b>	<b>(97,689.95)</b>	<b>(84,737.43)</b>	<b>(87,763.82)</b>	<b>(81,370.09)</b>	<b>15,802.70</b>	<b>241,494.13</b>	<b>(110,660.85)</b>	<b>31,364.93</b>	<b>4,503.03</b>
<b>Net Income</b>	<b>160,337.51</b>	<b>260,263.81</b>	<b>(89,816.53)</b>	<b>(152,721.38)</b>	<b>(97,689.95)</b>	<b>(84,737.43)</b>	<b>(87,763.82)</b>	<b>(81,370.09)</b>	<b>15,802.70</b>	<b>241,494.13</b>	<b>(110,660.85)</b>	<b>31,364.93</b>	<b>4,503.03</b>

Payment Information

Payment Due Date

Mar 13, 2024

For online and phone payments, the deadline is 8pm ET.

New Balance

\$6,634.11

Minimum Payment Due

\$792.48

LATE PAYMENT WARNING:

If we do not receive your minimum payment by your due date, you may have to pay a \$39.00 late fee and your APRs may be increased up to the Penalty APR of 34.65%.

MINIMUM PAYMENT WARNING:

If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:

If you make no additional charges using this card and each month you pay...

Minimum Payment

You will pay off the balance shown on this statement in about...

7 Years

And you will end up paying an estimated total of...

\$8,603

If you would like information about credit counseling services, call 1-888-326-8055.

Account Summary	
Previous Balance	\$10,452.79
Payments	- \$10,452.79
Other Credits	- \$25.30
Transactions	+ \$6,419.93
Cash Advances	+ \$0.00
Fees Charged	+ \$95.00
Interest Charged	+ \$144.48
<b>New Balance</b>	<b>= \$6,634.11</b>
Revolving Credit Limit	\$17,000.00
Available Revolving Credit (as of Feb 17, 2024)	\$10,365.89
Cash Advance Credit Limit	\$7,500.00
Available Credit for Cash Advances	\$7,500.00

Rewards Summary	Rewards as of: 02/16/2024	
<b>Rewards Balance</b>	Track and redeem your rewards with our mobile app or on <a href="https://capitalone.com">capitalone.com</a>	
\$769.03		
<b>Previous Balance</b>	<b>Earned This Period</b>	<b>Redeemed this period</b>
\$629.58	\$139.45	\$0.00

## Account Notifications

- i

Your minimum payment will be the greater of (1) \$15; or (2) 10% of the balance up to your credit limit plus 100% of the amount above the credit limit, plus new interest and late payment fees, plus any past due amounts. If your Account charges off, the entire balance is due immediately.

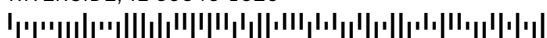
Pay or manage your account at [capitalone.com](https://capitalone.com)

Customer Service: 1-800-867-0904

See reverse for Important Information



NATALIE STAROSTA  
NORTH RIVERSIDE PUBLIC LIBRARY DISTR  
2400 DESPLAINES AVE  
RIVERSIDE, IL 60546-1520



Payment Due Date: Mar 13, 2024

Account ending in 3899

New Balance	Minimum Payment Due	Amount Enclosed
\$6,634.11	\$792.48	\$ _____

Please send us this portion of your statement and only one check (or one money order) payable to Capital One to ensure your payment is processed promptly. Allow at least seven business days for delivery.

Capital One  
P.O. Box 4069  
Carol Stream IL 60197-4069



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the Capital One Mobile app.

Scan this QR Code with your phone's camera to download the top-rated Capital One Mobile app.



**How can I Avoid Paying Interest Charges?** If you pay your New Balance in full by the due date **each month**, we will not charge interest on new transactions that post to the purchase balance. If you have been paying in full **without** Interest Charges, but fail to pay your next New Balance in full, we will charge interest on the unpaid balance. Interest Charges on Cash Advances and Special Transfers start on the transaction date. Promotional offers may allow you to pay less than the total New Balance and avoid paying interest on new transactions that post to your purchase balance. See the front of your statement for additional information.

**How is the Interest Charge Determined?** Interest Charges accrue from the date of the transaction, date the transaction is processed or the first day of the Billing Cycle. Interest accrues daily on every unpaid amount until it is paid in full. Interest accrued during a Billing Cycle posts to your account at the end of the Billing cycle and appears on your next statement. You may owe Interest Charges even if you pay the entire New Balance one month, but did not do so the prior month. Once you start accruing Interest Charges, you generally must pay your New Balance in full two consecutive Billing Cycles before Interest Charges stop being posted to your Statement. Interest Charges are added to the corresponding segment of your account.

**Do you assess a Minimum Interest Charge?** We may assess a minimum Interest Charge of \$0.00 for each Billing Cycle if your account is subject to an Interest Charge.

**How do you Calculate the Interest Charge?** We use a method called Average Daily Balance (including new transactions).

1. First, for each segment we take the beginning balance each day and add in new transactions and the periodic Interest Charge on the previous day's balance. Then we subtract any payments and credits for that segment as of that day. The result is the daily balance for each segment. However, if your previous statement balance was zero or a credit amount, new transactions which post to your purchase segment are not added to the daily balance.

2. Next, for each segment, we add the daily balances together and divide the sum by the number of days in the Billing Cycle. The result is the Average Daily Balance for each segment.

3. At the end of each Billing Cycle, we multiply your Average Daily Balance for each segment by the daily periodic rate (APR divided by 365) for that segment, and then we multiply the result by the number of days in the Billing Cycle. We add the Interest Charges for all segments together. The result is your total Interest Charge for the Billing Cycle.

The Average Daily Balance is referred to as the Balance Subject to Interest Rate in the Interest Charge Calculation section of this Statement.

NOTE: Due to rounding or a minimum Interest Charge, this calculation may vary slightly from the Interest Charge actually assessed.

**How can I Avoid Membership Fees?** If a Renewal Notice is printed on this statement, you may avoid paying an annual membership Fee by contacting Customer Service fewer than 40 days after the annual membership Fee was assessed to request that we close your account. To avoid paying a monthly membership Fee, close your account and we will stop assessing your monthly membership Fee.

**How can I Close My Account?** You can contact Customer Service anytime to request that we close your account.

**How do you Process Payments?** When you make a payment, you authorize us to initiate an ACH or electronic payment that will be debited from your bank account or other related account. When you provide a check or check information to make a payment, you authorize us to use information from the check to make a one-time ACH or other electronic transfer from your bank account. We may also process it as a check transaction. Funds may be withdrawn from your bank account as soon as the same day we process your payment.

**How do you Apply My Payment?** We generally apply payments up to your Minimum Payment first to the balance with the lowest APR (including 0% APR), and then to balances with higher APRs. We apply any part of your payment exceeding your Minimum Payment to the balance with the highest APR, and then to balances with lower APRs.

**Billing Rights Summary (Does not Apply to Small Business Accounts)**

**What To Do If You Think You Find A Mistake On Your Statement:** If you think there is an error on your statement, write to us at:

P.O. Box 30285, Salt Lake City, UT 84130-0285.

In your letter, give us the following information:

- Account information: Your name and account number.
- Dollar amount: The dollar amount of the suspected error.
- Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us or notify us electronically, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question. We will notify you in writing within 30 days of our receipt of your letter. While we investigate whether or not there has been an error, the following are true:
  - We cannot try to collect the amount in question, or report you as delinquent on that amount. The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
  - While you do not have to pay the amount in question until we send you a notice about the outcome of our investigation, you are responsible for the remainder of your balance.
  - We can apply any unpaid amount against your credit limit. Within 90 days of our receipt of your letter, we will send you a written notice explaining either that we corrected the error (to appear on your next statement) or the reasons we believe the bill is correct.

**Your Rights If You Are Dissatisfied With Your Purchase:** If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, the following must be true:

- 1) You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify; and
- 2) You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: P.O. Box 30285, Salt Lake City, UT 84130-0285. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

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ETC-08 07/13/2023



Pay online at capitalone.com



Pay using the Capital One mobile app



Customer Service 1-800-867-0904

## Changing your mailing address?

You can change your address by signing into your account online or by calling Customer Service.

Any written request on this form will not be honored.

**How do I Make Payments?** You may make your payment in several ways:

1. Online Banking by logging into your account;
2. Capital One Mobile Banking app for approved electronic devices;
3. Calling the telephone number listed on the front of this statement and providing the required payment information;
4. Sending mail payments to the address on the front of this statement with the payment coupon or your account information.

**When will you Credit My Payment?**

- ◆ For mobile, online or over the phone, as of the business day we receive it, as long as it is made **by 8 p.m. ET**.
- ◆ For mail, as of the business day we receive it, as long as it is received **by 5 p.m. local time** at our processing center. You must send the bottom portion of this statement and your check to the payment address on the front of this statement. Please allow at least seven (7) business days for mail delivery. Mailed payments received by us at any other location or payments in any other form may not be credited as of the day we receive them.

## Transactions

Visit [capitalone.com](https://capitalone.com) to see detailed transactions.

### NATALIE STAROSTA #3899: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Feb 8	Feb 9	Mailed Payment. Thank You!	- \$10,452.79

### NATALIE STAROSTA #3899: Transactions

Trans Date	Post Date	Description	Amount
Jan 19	Jan 20	AMTRAK NRTHEAST CAFE QWASHINGTONDC	\$12.00
Jan 20	Jan 22	UNITED 01642702074602UNITED.COMTX	\$30.00
Jan 20	Jan 22	KONA GRILL BALTIMORE 1BALTIMOREMD	\$56.18
Jan 21	Jan 23	BALTIMORE CONVENTION CBALTIMOREMD	\$18.00
Jan 22	Jan 22	DD *SUPANOSPRIMESTEAKSAN FRANCISCOCA	\$24.38
Jan 22	Jan 23	668 - @EASE - BWIBALTIMOREMD	\$15.66
Jan 22	Jan 24	CREATIVE FOOD BWIBALTIMOREMD	\$11.91
Jan 22	Jan 24	CREATIVE FOODS AT BWIBALTIMOREMD	\$12.71
Jan 25	Jan 26	DOM UNIVSCOTTSDALESTAZ	\$1,612.62
Feb 8	Feb 9	CALLTEAMONE.COMSUWANEEGA	\$530.00
Feb 9	Feb 9	AMERICAN LIBRARY ASSOC860-347-6933IL	\$170.10
Feb 9	Feb 9	AMERICAN LIBRARY ASSOC860-347-6933IL	\$189.00
Feb 13	Feb 13	AMERICAN LIBRARY ASSOC860-347-6933IL	\$47.40
Feb 13	Feb 14	THE UPS STORE 5674RIVERSIDEIL	\$72.76
Feb 14	Feb 15	DOLLAR TREEBROADVIEWIL	\$15.13
Feb 15	Feb 16	DOLLAR TREEALGONQUINIL	\$6.75

**NATALIE STAROSTA #3899: Total Transactions** **\$2,824.60**

### BRITNEY MUSIAL #9066: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Jan 20	Jan 22	Amazon.comAmzn.com/billWA	- \$3.00
Feb 10	Feb 10	Amazon.comAmzn.com/billWA	- \$0.51
Feb 13	Feb 13	Amazon.comAmzn.com/billWA	- \$2.00
Feb 13	Feb 13	Amazon.comAmzn.com/billWA	- \$4.48
Feb 14	Feb 14	Amazon.comAmzn.com/billWA	- \$4.96

### BRITNEY MUSIAL #9066: Transactions

Trans Date	Post Date	Description	Amount
Jan 20	Jan 20	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$224.00
Jan 20	Jan 20	Etsy.com*CozyCardCoBROOKLYNNY	\$34.38
Jan 23	Jan 24	ACCUQUILTOMAHANE	\$53.93
Jan 24	Jan 24	Amazon.com*R85CE39K1Amzn.com/billWA	\$22.96

Additional Information on the next page

### Transactions (Continued)

Trans Date	Post Date	Description	Amount
Jan 25	Jan 26	MICHAELS #9490800-642-4235TX	\$13.27
Jan 26	Jan 26	AMZN Mktp US*R06HR84N1Amzn.com/billWA	\$8.59
Jan 26	Jan 27	AMZN Mktp US*R05YG8WR0Amzn.com/billWA	\$7.85
Jan 26	Jan 27	AMZN Mktp US*R07QX31A2Amzn.com/billWA	\$3.99
Jan 26	Jan 27	MICHAELS.COM800-642-4235TX	\$8.66
Jan 28	Jan 29	Amazon.com*R027Y2GG1Amzn.com/billWA	\$138.00
Jan 29	Jan 30	AMZN Mktp US*R26B681S0Amzn.com/billWA	\$100.52
Feb 2	Feb 3	BLT*COASTAL BUSINESSMARYLAND HEIGMO	\$235.00
Feb 6	Feb 6	AMZN Mktp US*RB6N21482Amzn.com/billWA	\$174.31
Feb 6	Feb 8	DEMCO INC800-9624463WI	\$192.70
Feb 7	Feb 8	REI* C2E2 CHICAGO COMINORWALKCT	\$41.80
Feb 7	Feb 8	REI* C2E2 CHICAGO COMINORWALKCT	\$41.80
Feb 7	Feb 8	REI* C2E2 CHICAGO COMINORWALKCT	\$41.80
Feb 9	Feb 10	Amazon.com*RB4DP3Z81Amzn.com/billWA	\$144.60
Feb 9	Feb 10	AMZN Mktp US*RB7PZ94E1Amzn.com/billWA	\$13.98
Feb 12	Feb 13	Amazon.com*RI05P6XH0Amzn.com/billWA	\$216.11
Feb 16	Feb 17	AMZN Mktp US*RI7RP8C71Amzn.com/billWA	\$210.61
<b>BRITNEY MUSIAL #9066: Total Transactions</b>			<b>\$1,928.86</b>

#### KAREN QUINN #6313: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Jan 31	Feb 8	ZORO TOOLS INCBUFFALO GROVEIL	- \$8.84

#### KAREN QUINN #6313: Transactions

Trans Date	Post Date	Description	Amount
Jan 31	Feb 2	ZORO TOOLS INCBUFFALO GROVEIL	\$150.32

**KAREN QUINN #6313: Total Transactions** **\$150.32**

#### MIKE BRADLEY #3731: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Feb 14	Feb 15	Amazon.comAmzn.com/billWA	- \$1.51

#### MIKE BRADLEY #3731: Transactions

Trans Date	Post Date	Description	Amount
Jan 20	Jan 20	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$58.00
Jan 21	Jan 22	AMER ASSOC NOTARIES713-644-2299TX	\$19.00
Jan 23	Jan 24	AMAZON.COM*R08WJ6M60SEATTLEWA	\$19.96
Jan 23	Jan 24	GROWING COMMUNITY MEDIOAK PARKIL	\$45.00

## Transactions (Continued)

Trans Date	Post Date	Description	Amount
Jan 30	Jan 30	Amazon.com*R29324XU0Amzn.com/billWA	\$32.95
Feb 6	Feb 6	Amazon.com*R254D2QR1Amzn.com/billWA	\$19.98
Feb 9	Feb 9	Amazon.com*RB4H64FK1Amzn.com/billWA	\$11.98
Feb 9	Feb 9	Amazon.com*RB55045V2Amzn.com/billWA	\$12.97
Feb 10	Feb 12	Amazon.com*RI6151L80Amzn.com/billWA	\$79.82
Feb 10	Feb 12	Amazon.com*RI87Z1LGOAmzn.com/billWA	\$16.49
Feb 13	Feb 13	AMZN Mktp US*RB5E85BT1Amzn.com/billWA	\$41.01
Feb 16	Feb 16	Amazon.com*RI7M75W30Amzn.com/billWA	\$14.69

**MIKE BRADLEY #3731: Total Transactions** **\$371.85**

### VERONICA MARTINEZ #6021: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
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### VERONICA MARTINEZ #6021: Transactions

Trans Date	Post Date	Description	Amount
Jan 18	Jan 20	THE HOME DEPOT 1901BROADVIEWIL	\$80.62
Jan 19	Jan 20	SP VENMILLOXFORDMA	\$107.03
Jan 23	Jan 24	LA GRANGE PK ACE HRDWRLA GRANGE PARIL	\$49.47
Jan 25	Jan 26	TARGET 00020818BROADVIEWIL	\$55.44
Feb 1	Feb 2	SAMSClub #6384HODGKINSIL	\$124.83
Feb 6	Feb 7	AMZN MKTP US*RB0TK9XF0SEATTLEWA	\$44.47
Feb 12	Feb 13	AMZN Mktp US*RB6818Y82Amzn.com/billWA	\$75.56

**VERONICA MARTINEZ #6021: Total Transactions** **\$537.42**

### NATALIE CASTILLO #6852: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
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### NATALIE CASTILLO #6852: Transactions

Trans Date	Post Date	Description	Amount
Jan 30	Jan 31	eBay O*24-11125-63591San JoseCA	\$5.04
Jan 31	Feb 1	WALGREENS #6046HILLSIDEIL	\$4.89
Jan 31	Feb 1	SAIGON MARKETCAROL STREAMIL	\$54.79
Feb 1	Feb 3	OTC BRANDS INCOMAHANE	\$76.69
Feb 2	Feb 3	AMZN Mktp US*R22UD43W1Amzn.com/billWA	\$46.94
Feb 6	Feb 7	AMAZON.COM*RB2ZQ1GU0SEATTLEWA	\$119.80
Feb 7	Feb 8	REI* C2E2 CHICAGO COMINORWALKCT	\$41.80
Feb 9	Feb 9	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$100.00

### Transactions (Continued)

Trans Date	Post Date	Description	Amount
Feb 9	Feb 10	MICHAELS #9490800-642-4235TX	\$65.97
Feb 11	Feb 12	AMZN Mktp US*RBOE18KS2Amzn.com/billWA	\$46.93
Feb 16	Feb 17	JIFFYSHIRTS.COMWILMINGTONDE	\$44.03
<b>NATALIE CASTILLO #6852: Total Transactions</b>			<b>\$606.88</b>
<b>Total Transactions for This Period</b>			<b>\$6,419.93</b>

### Fees

Trans Date	Post Date	Description	Amount
Feb 17	Feb 17	CAPITAL ONE MEMBER FEE	\$95.00
<b>Total Fees for This Period</b>			<b>\$95.00</b>

### Interest Charged

Interest Charge on Purchases	\$144.48
Interest Charge on Cash Advances	\$0.00
Interest Charge on Other Balances	\$0.00
<b>Total Interest for This Period</b>	<b>\$144.48</b>

### Totals Year-to-Date

<b>Total Fees charged</b>	<b>\$134.00</b>
<b>Total Interest charged</b>	<b>\$333.46</b>

### Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charged
Purchases	26.24% P	\$6,893.41	\$144.48
Cash Advances	32.24% P	\$0.00	\$0.00
<b>Variable APRs:</b> If you have a letter code displayed next to any of the above APRs, this means they are variable APRs. They may increase or decrease based on one of the following indices (reported in The Wall Street Journal) as described below.			
Code next to your APR(s)	How do we calculate your APR(s)?	When your APR(s) will change	
P	Prime Rate + margin	The first day of the Billing Cycles that end in Jan., April, July and Oct.	
L	3 month LIBOR + margin		
D	Prime Rate + margin	The first day of each Billing Cycle	
F	1 month LIBOR + margin		



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530486-EN



# Director

## Advocacy:

The Library Advocacy and Funding Conference (virtual) is July 24-26<sup>th</sup>. Topics will focus on outreach, donor research, grants, legislation, coalition building, digital tactics, and marketing. With a special focus on the banned books epidemic in America.

I've updated the library website to include the mission statement in two locations and continued to work to improve the site's flow.

Additional promotion on social media has led to increased usage of our virtual programs through our partnership with Illinois Libraries Presents. This has included presentations that by cook book authors, custom designers, historical fiction authors, and more. The next line up to 10 presentations will begin in April/May.

## Legal/Financial:

I attended and approved the SWAN annual budget. The State Library is in process currently of applying for state wide access to a variety of databases. Illinois is one of less than 10 states who do not currently offer this to their residents. We hope that those databases will become available in FY25 or FY26 which will help all libraries add additional digital resources in the future.

I submitted a grant application to AARP for funds focused on health and food literacy. I am in the process of submitting a request for congressional directed spending to both our US Senators and Congressional Representatives for FY25 budget.

Work has continued on the FY25 draft budget but I am currently waiting for the staff salary survey to be conducted by HR Source and the Capital Needs Assessment from Studio GC. The results of these documents will be included in the FY25 draft budget.

I fulfilled one FOIA request for SmartProcure for our purchasing data.

## Library Building:

We completed backflow testing and passed with no issues.

Testing of our interior sprinkler system is scheduled for March.

Work has continued to clean up the maintenance areas of the library including sorting tools, sorting fasteners, labeling chemicals, clearing pathways to the electrical area and disposing of expired or unusable items. We have also disposed of 4 pallets which were in the two mechanical rooms and are currently searching for the owner of a music stand found during cleaning. This work is expected to be completed in April/May.

Work has continued cleaning out the computer/server room including disposing of equipment boxes, old equipment and continued sorting and categorizing of cords and accessories. Work should be completed in April/May.

In addition, the Adult Services Department and I are working on cleaning out and inventorying the main floor work room to make space for some of the AS program materials that are used on a regular basis.

## Training:

We completed the February cross training month for the staff. Adult/Teen Services, Circulation, and Youth Services staff members spent 4 hours at the other two departments to help each department gain a greater understanding of what all of our staff do, be able to assist with and better understand programs and services offered by different



departments and create a more cohesive environment. Some staff members were exempted from some departments based on their regular work with those departments.

## Adult and Teen/Tween Department

### Adult and Teen/Tween Department

In February, we held our annual Blind Date With a Book and had a successful turnout because of the better way we wrapped the books and included a bookmark raffle ticket along with some stickers. We likewise had wrapped books tucked away all over so patrons got to explore the library while looking for a “blind date” that they could take home. We likewise backed up the YS Department at the Komarek Stream Night and got to chat with a lot of the teen volunteers and the parents who are always so glad to see that we have so much to offer for their age groups. Finally, here are some significant quotes we have gotten from our patrons:

#### Adult quotes:

“[Blind Date] was a such a great way to get me to read out of my comfort zone.”

“Last year’s Clothes Swap was great so I’m so excited you’re doing it again!”

“I am so happy the Build Guild is here. It’s so easy to make unique gifts.”

#### Teen quotes:

“Can I have more of these diamond keychains? Can you do this program again?”

“The chalkboard wall is so pretty. I love seeing what to do the library.”

“I really can keep this whole tarot card deck? That’s awesome!”

#### Adult Active Programs

Blind Date With a Book	10
Love to Pieces Wreath	9
Secure Family Attachment	1
Love in a Snowglobe	9
Yoga	12
Movie Matinee	3
Seguas y Saludables	1
DIY Pattern Weights	25
Jambalaya Seasoning	28
Tai Chi	5
Hatha Yoga	10
Felt Succulents	17
Stream Night	153
<b>13 Total Active Programs</b>	<b>283 total participants</b>

#### Adult/Teen Passive Programs

Craft Exchange	87
Seed Exchange	145
Makerspace	182
Book Displays	75
Bookmarks/Buttons	101
Air Hockey Table	43
Doodle Board	84
Reference Questions	203
Visits to Teen	58
Visits to Adult	116
<b>10 Total Passive Programs</b>	<b>1094 Total participants</b>

#### Teen/Tween Active Programs

Blind Date With a Book	7
T Shirt Transformation	6
Diamond Keychain	10
Intro to Tarot Cards	5
Stream Night	7
<b>4 Total Active Programs</b>	<b>35 total participants</b>

## Technology Department

TECH TEAM - In February, we had a total of 14 more one-on-one appointments here in the library for tech and digital preservation help. We also had two tech help sessions at Cantata Senior Living, which had 5 participants. Cantata will be having us back for two more sessions in February.

## Youth Services Department

During the month of February, most of our programs had full sign ups, and our attendance was very successful. A program that is worth highlighting is the Lunar New Year program, which was planned and executed by Youth Services Associate, Elizabeth with the help of the Youth Services team. A wonderful dragon dance team preformed at the program and Elizabeth organized a presentation with activities that allowed kids and families to learn more about the culture behind Lunar New Year. It was an engaging program that all of the participants were excited about. We got a ton of positive feedback.

Additionally, in partnership with local Komarek School, YS Manager, Natalie, joined several other library staff members to attend and host activities at their annual STREAM Night, where the theme was Dig Into the Past. We brought four different activities based on the theme including Dinosaur and hieroglyphic based activities. It was a great outreach opportunity and it was wonderful to see members of the community.

A final passive program that occurred during the month of February was curated by YS Associate, Alex. She created a display in conjunction with Valentine's Day called "Love Your Library" where patrons were able to fill out a heart with the prompt "I love my library because..."

Here are some direct quotes from our patrons:

"I love my library because..."

- "It has the best librarians and books"
- "I like seeing the librarians"
- "The staff is super nice and welcoming"
- "Endless books! Awesome programs! What's not to love?!?!?"
- "The library lets me look at book and read at my own pace"
- "They are just awesome! Always so friendly"
- "Helps me read and find good books. I love my library."

Program title:	Program Facilitator:	Date:	Ages 0-5:	Ages 6-11:	Teen:	Adults:
Baby an Me	Andrea	2/1/2024	4			4
Art Discoveries	Gloria	2/1/2024	5	1		4
Take and Make Friday	Natalie	2/2/2024	12			
Graphic Novel Book Club	Elizabeth	2/2/2024	0	4		
Morning Munchkins	Karen	2/5/2024	8	0	0	8
Silly Science	Andrea	2/5/2024	3	2		4

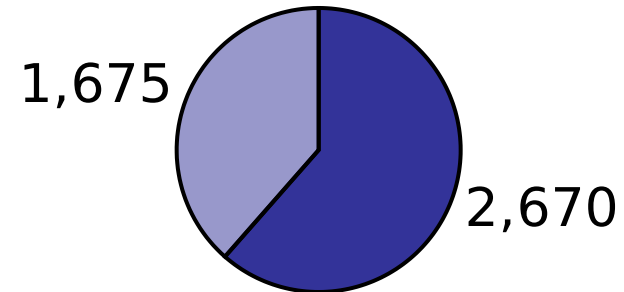
Whimsical Wednesdays	Alex	2/7/2024	7	0	0	4
Lego Free Build	Elizabeth	2/7/2024	1	6		1
Poke Club	Elizabeth	2/8/2024	0	16		
Poke Club JR	Andrea	2/8/2024	5	7		6
Take and Make Friday	Natalie	2/9/2024	12			
Morning Munchkins	Karen	2/12/2024	11	0	0	10
Village PreK S/T	Karen	2/13/2024	14	0	0	2
Whimsical Wednesdays	Alex	2/14/2024	8	0	0	6
Preschool Yoga	Natalie	2/14/2024	13			12
Lego Missions	Elizabeth	2/14/2024	0	10		
Baby and Me	Andrea	2/15/2024	5			6
After School Art Escape	Gloria	2/15/2024	0	11	0	0
Village PreK S/T	Karen	2/16/2024	14	0	0	2
Take and Make Friday	Natalie	2/16/2024		46		
Lunar New Year Party	Elizabeth	2/16/2024	5	16	1	17
Morning Munchkins	Karen	2/19/2024	4	1	0	4
Science Explorers	Andrea	2/19/2024		8		
Whimsical Wednesdays	Alex	2/21/2024	13	0	0	9
Take and Make Friday	Natalie	2/23/2024		12		
Graphic Novel Book Club	Elizabeth	2/23/2024	0	9		
Morning Munchkins	Karen	2/26/2024	8	0	0	8
Whimsical Wednesdays	Alex	2/28/2024	7			5
Art Discoveries	Gloria	2/29/2024	8	4		8
STREAM Night	Natalie	2/29/2024		153		

## Item Library

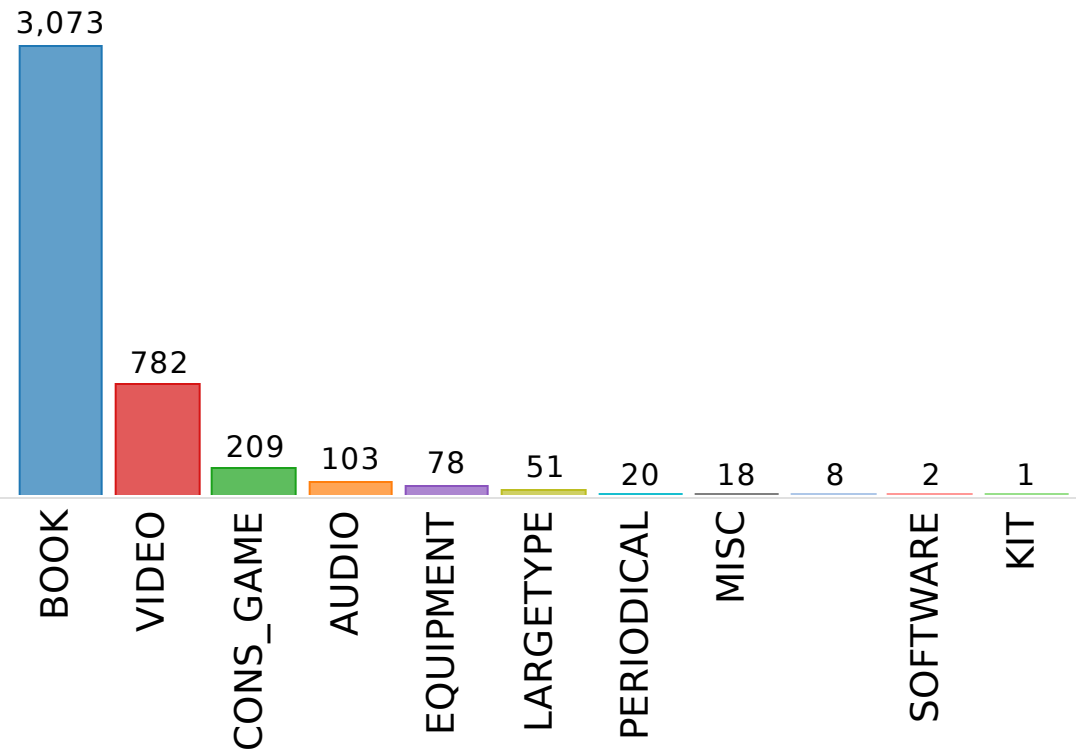
NRS

## Checkouts &amp; Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
<b>Total</b>	<b>4,345</b>	<b>100.00%</b>
Charge Item Part B	2,670	61.45%
Renew Item	1,675	38.55%



Item Cat1	Transactions	% of Total
<b>Total</b>	<b>4,345</b>	<b>100.00%</b>
BOOK	3,073	70.72%
VIDEO	782	18.00%
CONS_GAME	209	4.81%
AUDIO	103	2.37%
EQUIPMENT	78	1.80%
LARGETYPE	51	1.17%
PERIODICAL	20	0.46%
MISC	18	0.41%
	8	0.18%
SOFTWARE	2	0.05%
KIT	1	0.02%



## Item Library

NRS

## Checkouts &amp; Renewals of Your Items

Item Type	Transactions	% of Total
<b>Total</b>	<b>4,345</b>	<b>100.00%</b>
BOOK	2,673	61.52%
BOOK_NEW	439	10.10%
DVD_FEAT	414	9.53%
CONSOLEGAM	161	3.71%
DVD_NEWFEA	116	2.67%
BLURAY_FEA	84	1.93%
DVD_BOXSET	83	1.91%
CONSOLENEW	48	1.10%
CD_AUDIO	47	1.08%
LARGETYPE	42	0.97%
EQUIPMENT	33	0.76%
TOY	32	0.74%
DVD	31	0.71%
BLURAY_NFE	26	0.60%
DVD_BOXNEW	20	0.46%
PERIODICAL	20	0.46%
REALIA	18	0.41%
EQUIPMENTC	13	0.30%
CD_SPOKEN	11	0.25%
LARGETYPEN	8	0.18%
PAPERBACK	5	0.12%
DVD_FEAT_J	4	0.09%
CD_NEW	3	0.07%
CD_SPOKNEW	3	0.07%
BOOK_J	2	0.05%
CD_ROM	2	0.05%
DVD_NEWFEI	2	0.05%

Item Home Location	Transactions	% of Total
<b>Total</b>	<b>4,345</b>	<b>100.00%</b>
STACKS_JUV	1,896	43.64%
STACKS	1,505	34.64%
NEW_ADULT	378	8.70%
YOUNGADULT	281	6.47%
NEW_JUV	218	5.02%
NEW_YA	63	1.45%
ILL_IN	4	0.09%

## Item Library

NRS

## Checkouts &amp; Renewals of Your Items

User Library	Trans Stat User Profile Name	Transactions	% of Total
<b>Total</b>		<b>4,345</b>	<b>100.00%</b>
<b>NRS</b>	<b>NRS_ADULT</b>	2,016	46.40%
	<b>NRS_JUV</b>	476	10.96%
<b>RSS</b>	<b>RSS_ADULT</b>	347	7.99%
<b>BYS</b>	<b>BYS_ADULT</b>	168	3.87%
<b>BFS</b>	<b>BFS_PATRON</b>	102	2.35%
<b>FPS</b>	<b>FPS_ADULT</b>	77	1.77%
<b>OPS</b>	<b>OPS_PATRON</b>	76	1.75%
<b>ILL_LIBS</b>	<b>CHICAGO_P</b>	52	1.20%
<b>MWS</b>	<b>MWS_ADULT</b>	49	1.13%
<b>WCS</b>	<b>WCS_PATRON</b>	46	1.06%
<b>RSS</b>	<b>RSS_JUV</b>	42	0.97%
<b>BYS</b>	<b>BYS_JUV</b>	40	0.92%
<b>SCD</b>	<b>SCD_PATRON</b>	35	0.81%
<b>DGS</b>	<b>DGS_PATRON</b>	31	0.71%
<b>CIS</b>	<b>CIS_JUV</b>	30	0.69%
<b>ADD</b>	<b>ADD_ADULT</b>	29	0.67%
<b>WRS</b>	<b>WRS_PATRON</b>	28	0.64%
<b>GVD</b>	<b>GVD_PATRON</b>	27	0.62%
<b>INS</b>	<b>INS_PATRON</b>	26	0.60%
<b>CIS</b>	<b>CIS_ADULT</b>	24	0.55%
<b>CSD</b>	<b>CSD_PATRON</b>	24	0.55%
<b>LPS</b>	<b>LPS_PATRON</b>	24	0.55%
<b>GED</b>	<b>GED_PATRON</b>	22	0.51%
<b>EPS</b>	<b>EPS_PATRON</b>	21	0.48%
<b>RFS</b>	<b>RFS_ADULT</b>	19	0.44%
<b>LGS</b>	<b>LGS_PATRON</b>	18	0.41%
<b>OPS</b>	<b>OPS_PATRON</b>	18	0.41%

Item Library

NRS

Checkouts & Renewals of Your Items

Item Cat2	Transactions	% of Total
ADULT	1,886	43.41%
JUVENILE	2,103	48.40%
TEEN	350	8.06%
	6	0.14%
Total	4,345	100.00%

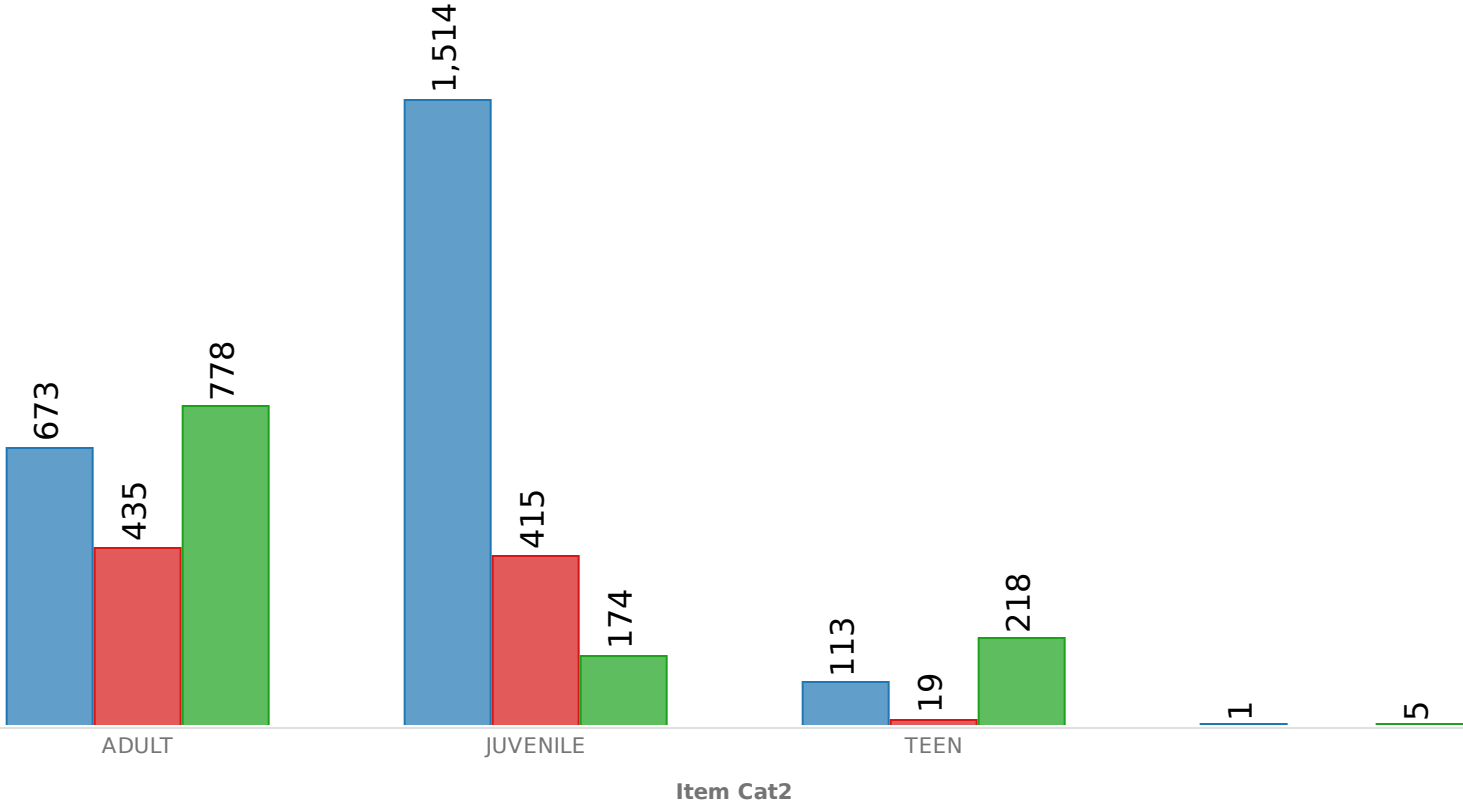
Item Cat3	Transactions	% of Total
FICTION	2,301	52.96%
NONFICTION	869	20.00%
	1,175	27.04%
Total	4,345	100.00%

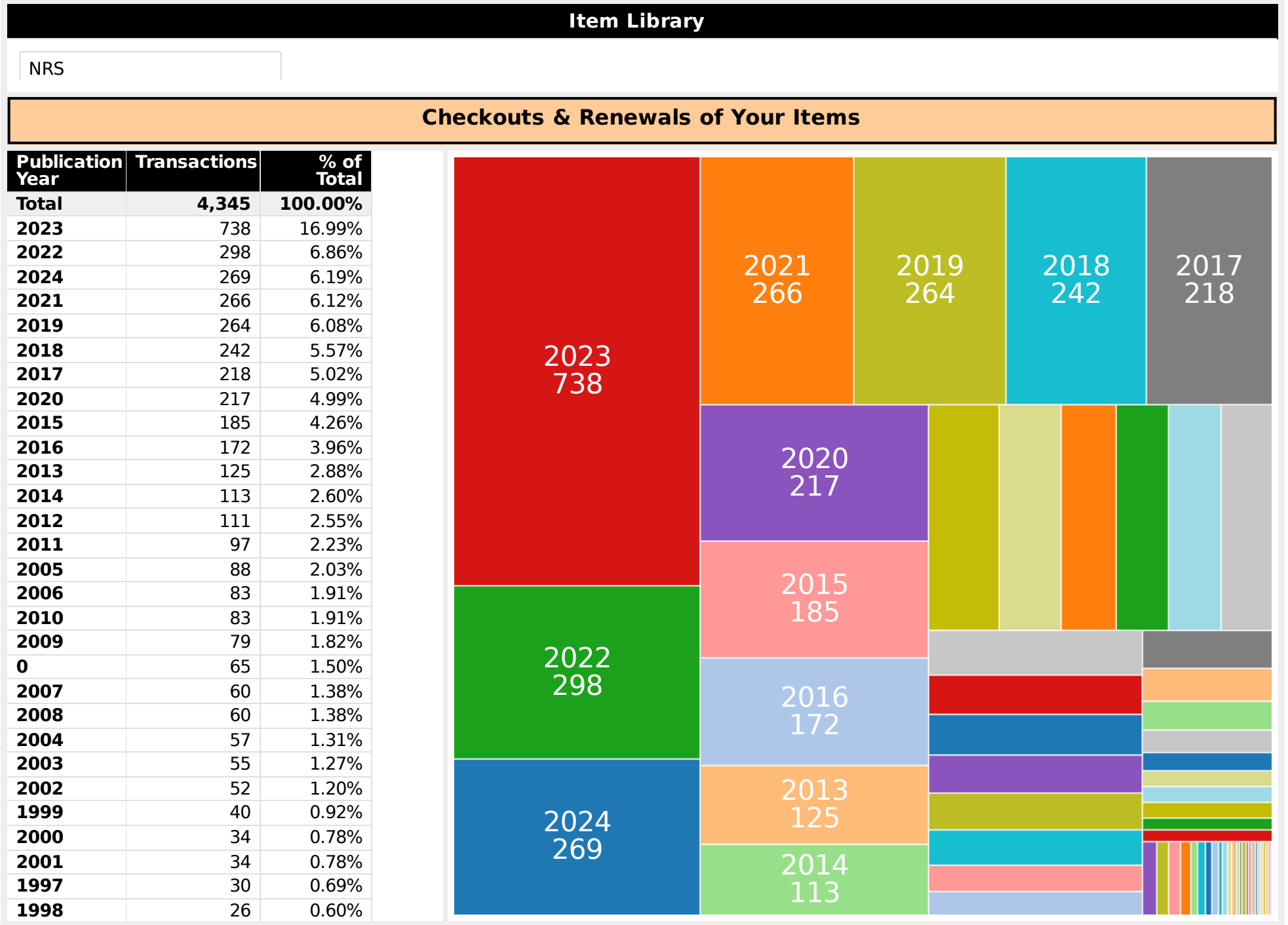
Circs by Cat2 & Cat3

Item Cat3

FICTION

NONFICTION







Station Library

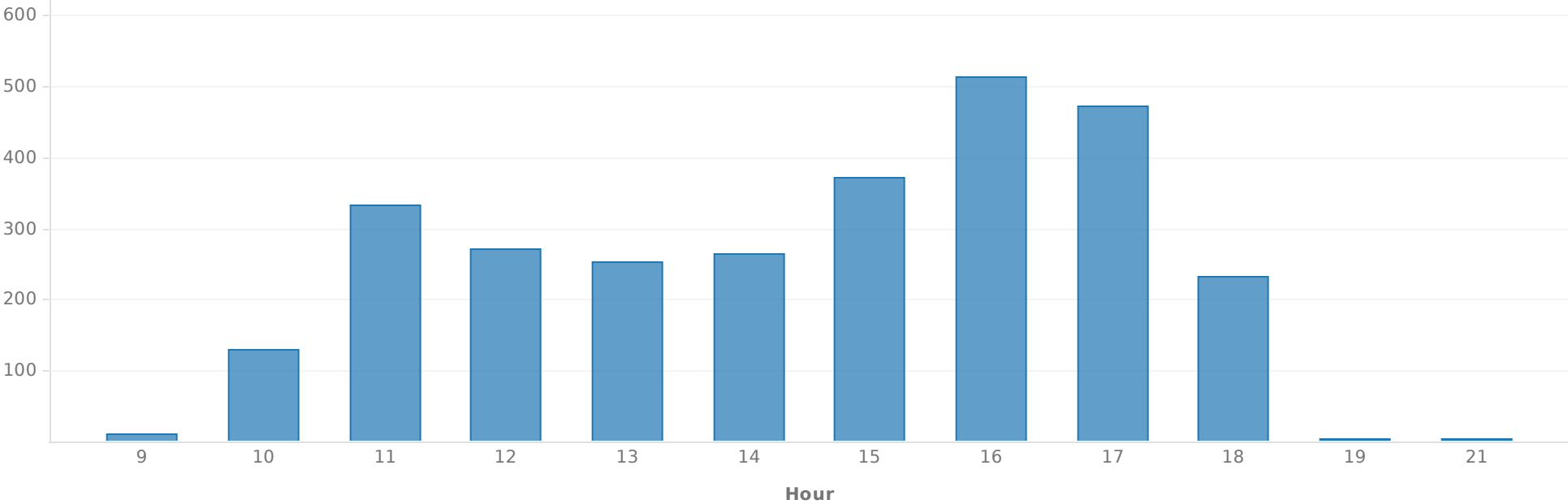
NRS

Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total
Total	4,395	100.00%
Charge Item Part B	2,693	61.27%
Renew Item	1,702	38.73%

Trans Stat Station Login User Access	Transactions	% of Total
Total	4,395	100.00%
NRSCIRCSR	1,551	35.29%
AUTORENEW	1,538	34.99%
SIPCHK	861	19.59%
NRSTECHSR	433	9.85%
PUBLIC	12	0.27%

Average Transactions per Hour



Station Library

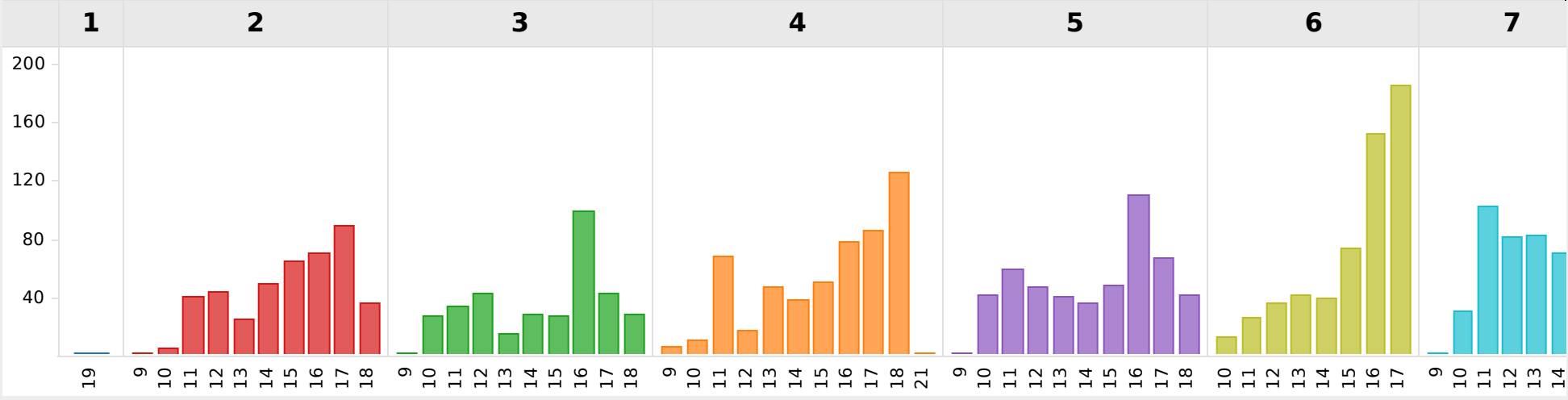
NRS

Checkouts & Renewals at Your Library

Trans Stat Dow	Transactions	% of Total
Sunday	1	0.04%
Monday	429	15.02%
Tuesday	351	12.29%
Wednesday	533	18.66%
Thursday	496	17.36%
Friday	571	19.99%
Saturday	476	16.66%

Hour	Transactions	% of Total
9	12	0.42%
10	131	4.59%
11	333	11.66%
12	271	9.49%
13	254	8.89%
14	265	9.28%
15	371	12.99%
16	513	17.96%
17	472	16.52%
18	233	8.16%
19	1	0.04%
21	1	0.04%

Circs by Hour and Day



## Station Library

### Checkouts & Renewals at Your Library

#### Library Users at Your Library

User Library	Transactions	% of Total
<b>Total</b>	<b>2,857</b>	<b>100.00%</b>
NRS	2,055	71.93%
RSS	292	10.22%
BYS	199	6.97%
FPS	75	2.63%
BFS	48	1.68%
MWS	40	1.40%
WCS	28	0.98%
ILL_LIBS	22	0.77%
CIS	19	0.67%
ADD	17	0.60%
BRS	9	0.32%
EPS	9	0.32%
LYS	9	0.32%
LGS	8	0.28%
OPS	7	0.25%
OZS	6	0.21%
LPS	4	0.14%
SFS	3	0.11%
MCS	2	0.07%
TFS	2	0.07%
BWS	1	0.04%
OES	1	0.04%
SCD	1	0.04%

#### Library Items at Your Library

Item Library	Transactions	% of Total
<b>Total</b>	<b>2,857</b>	<b>100.00%</b>
NRS	2,280	79.80%
BLD	32	1.12%
SCD	25	0.88%
OPS	23	0.81%
TPS	23	0.81%
ESS	21	0.74%
DGS	17	0.60%
WRS	17	0.60%
ADD	13	0.46%
GED	13	0.46%
OLS	13	0.46%
BFS	12	0.42%
FPS	11	0.39%
GVD	10	0.35%
HWS	10	0.35%
INS	10	0.35%
MTS	10	0.35%
PTS	10	0.35%
TFS	10	0.35%
BDD	9	0.32%
FPD	9	0.32%
LSS	9	0.32%

## Station Library

NRS

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

#### Library Users/Profiles at Your Library

User Library	Trans Stat User Profile Name	Transactions	% of Total
<b>Total</b>		<b>2,857</b>	<b>100.00%</b>
NRS	NRS_ADULT	1,710	59.85%
	NRS_JUV	345	12.08%
RSS	RSS_ADULT	263	9.21%
BYS	BYS_ADULT	161	5.64%
FPS	FPS_ADULT	75	2.63%
BFS	BFS_PATRON	45	1.58%
MWS	MWS_ADULT	40	1.40%
BYS	BYS_JUV	38	1.33%
RSS	RSS_JUV	29	1.02%
WCS	WCS_PATRON	28	0.98%
ILL_LIBS	CHICAGO_P	22	0.77%
ADD	ADD_ADULT	17	0.60%
CIS	CIS_ADULT	13	0.46%
EPS	EPS_PATRON	9	0.32%
LYS	LYS_ADULT	9	0.32%
LGS	LGS_PATRON	8	0.28%
OPS	OPS_PATRON	7	0.25%
CIS	CIS_JUV	6	0.21%
OZS	OPS_PATRON	6	0.21%
BRS	BRS_ADULT	5	0.18%
	BRS_JUV	4	0.14%
LPS	LPS_PATRON	4	0.14%
BFS	BFS_TEACH	3	0.11%
SFS	SFS_ADULT	3	0.11%
MCS	MCS_ADULT	2	0.07%
TFS	TFS_PATRON	2	0.07%
BWS	BWS_ADULT	1	0.04%

#### Library Items/Profiles at Your Library

Item Library	Trans Stat User Profile Name	Transactions	% of Total
<b>Total</b>		<b>2,857</b>	<b>100.00%</b>
NRS	NRS_ADULT	1,291	45.19%
	NRS_JUV	293	10.26%
	RSS_ADULT	227	7.95%
	BYS_ADULT	128	4.48%
	FPS_ADULT	51	1.79%
	BFS_PATRON	43	1.51%
	MWS_ADULT	40	1.40%
	BYS_JUV	38	1.33%
	RSS_JUV	29	1.02%
	WCS_PATRON	28	0.98%
BLD	NRS_ADULT	25	0.88%
NRS	CHICAGO_P	22	0.77%
ESS	NRS_ADULT	19	0.67%
OPS	NRS_ADULT	19	0.67%
NRS	ADD_ADULT	17	0.60%
TPS	NRS_ADULT	14	0.49%
DGS	NRS_ADULT	13	0.46%
SCD	NRS_ADULT	13	0.46%
OLS	NRS_ADULT	12	0.42%
NRS	OPS_PATRON	11	0.39%
WRS	NRS_ADULT	11	0.39%
ADD	NRS_ADULT	9	0.32%
NRS	CIS_ADULT	9	0.32%
	EPS_PATRON	9	0.32%
	LYS_ADULT	9	0.32%
TFS	NRS_ADULT	9	0.32%
BDD	NRS_ADULT	8	0.28%
INS	NRS_ADULT	8	0.28%

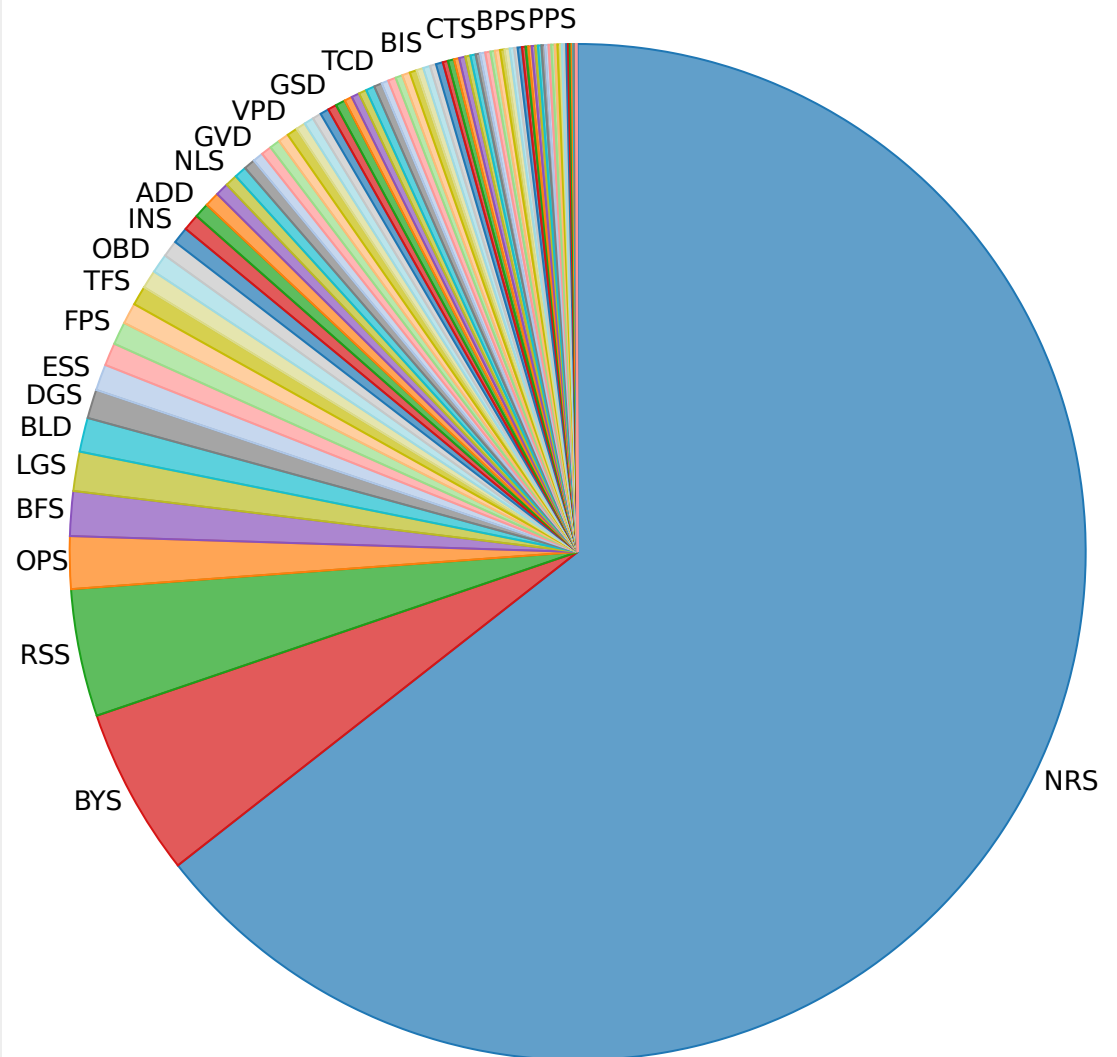
## User Library

NRS

## Checkouts &amp; Renewals from Your Patrons

Item Library	Transactions	% of Total
<b>Total</b>	<b>3,870</b>	<b>100.00%</b>
NRS	2,492	64.39%
BYS	207	5.35%
RSS	157	4.06%
OPS	65	1.68%
BFS	55	1.42%
LGS	48	1.24%
BLD	42	1.09%
DGS	35	0.90%
ESS	33	0.85%
TPS	28	0.72%
FPS	27	0.70%
SCD	26	0.67%
TFS	24	0.62%
GED	23	0.59%
OBD	23	0.59%
WRS	21	0.54%
INS	20	0.52%
OLS	20	0.52%
ADD	19	0.49%
BDD	18	0.47%
WMS	16	0.41%
NLS	15	0.39%
WCS	15	0.39%

## Your Users Checkout Items from...

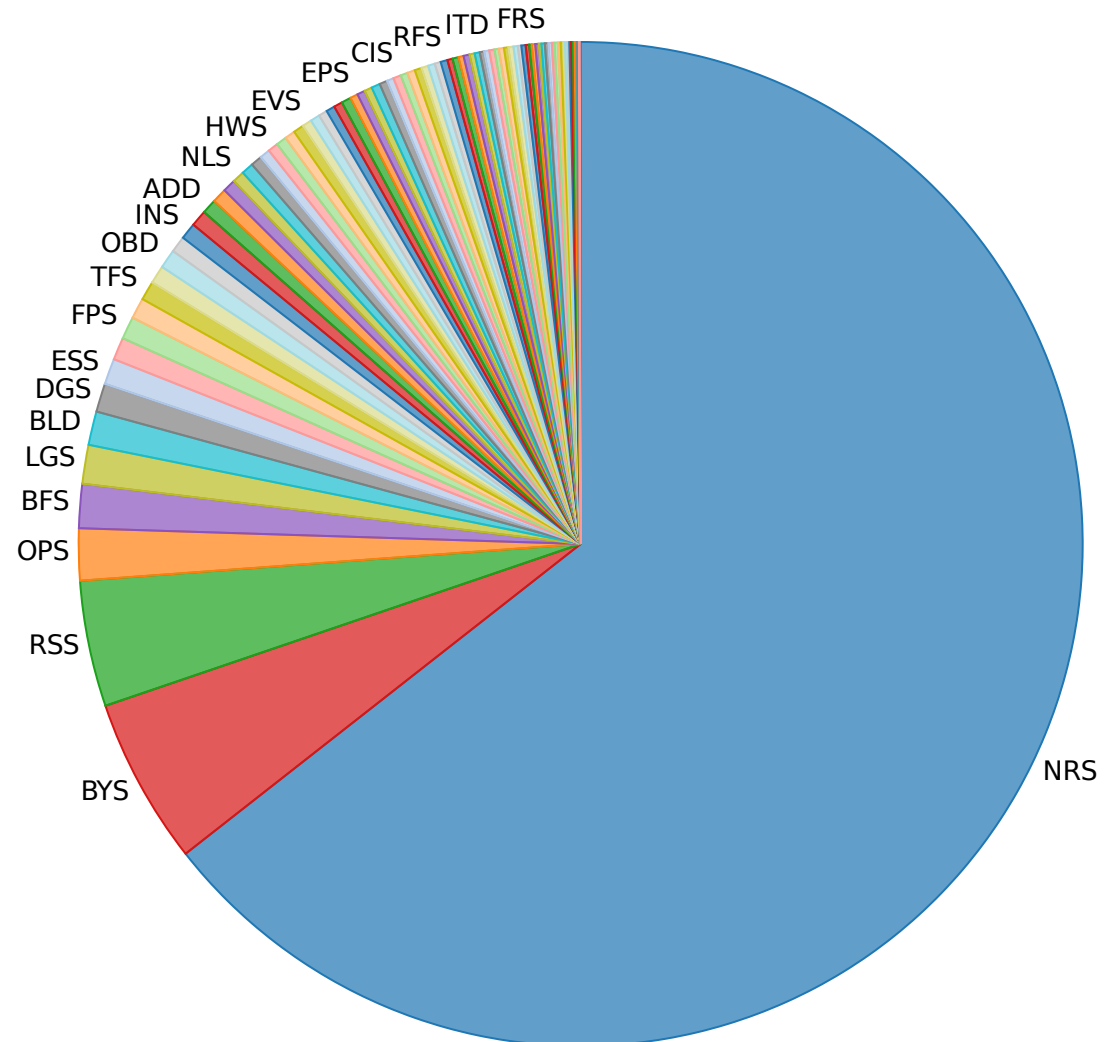


## User Library

### Checkouts & Renewals from Your Patrons

Station Library	Transactions	% of Total
<b>Total</b>	<b>3,870</b>	<b>100.00%</b>
NRS	3,210	82.95%
BYS	213	5.50%
RSS	166	4.29%
BFS	62	1.60%
DGS	51	1.32%
LGS	37	0.96%
OPS	30	0.78%
FPS	19	0.49%
OBD	15	0.39%
LPS	14	0.36%
WCS	11	0.28%
EPS	8	0.21%
GED	7	0.18%
TFS	5	0.13%
WRS	5	0.13%
LYS	4	0.10%
INS	3	0.08%
RFS	2	0.05%
SFS	2	0.05%
WMS	2	0.05%
BRS	1	0.03%
CIS	1	0.03%
FPD	1	0.03%

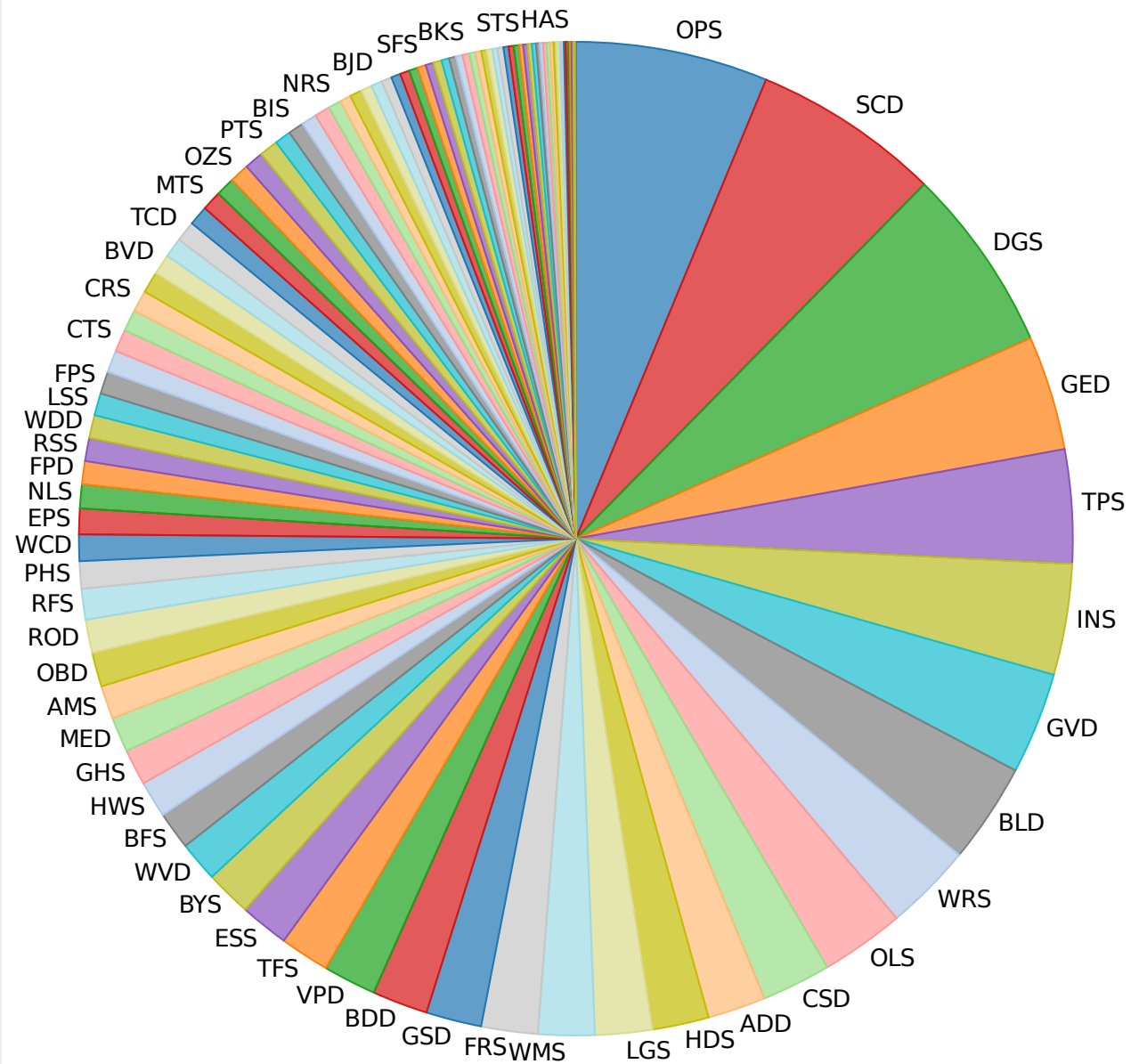
### Your Users Checkout at...



### Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
<b>Total</b>	<b>1,030,987</b>	<b>100.00%</b>
OPS	64,132	6.22%
SCD	63,124	6.12%
DGS	61,992	6.01%
GED	38,409	3.73%
TPS	38,125	3.70%
INS	37,084	3.60%
GVD	34,202	3.32%
BLD	33,374	3.24%
WRS	29,705	2.88%
OLS	28,101	2.73%
CSD	23,012	2.23%
ADD	19,552	1.90%
HDS	19,042	1.85%
LGS	18,970	1.84%
WMS	18,944	1.84%
FRS	18,942	1.84%
GSD	18,603	1.80%
BDD	18,549	1.80%
VPD	17,962	1.74%
TFS	16,495	1.60%
ESS	16,448	1.60%
BYS	15,189	1.47%
WVD	13,597	1.32%
BFS	12,637	1.23%
HWS	12,206	1.18%
GHS	12,177	1.18%
MED	11,536	1.12%
AMS	11,441	1.11%
OBD	11,371	1.10%
ROD	11,168	1.08%
RFS	10,278	1.00%
PHS	9,165	0.89%
WCD	8,724	0.85%

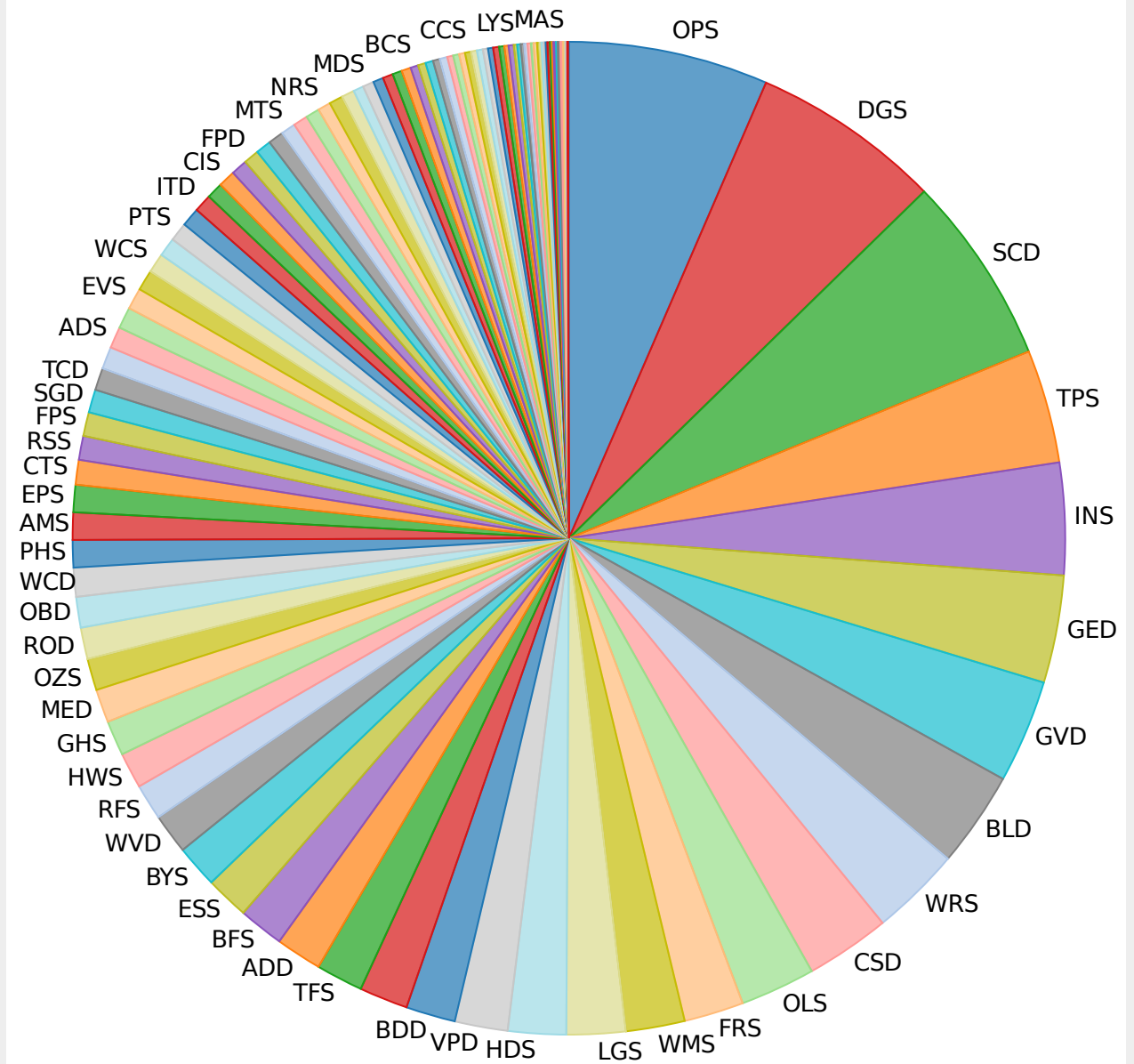
#### Item Circs by Item Library



### Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
<b>Total</b>	<b>1,030,987</b>	<b>100.00%</b>
OPS	66,586	6.46%
DGS	63,921	6.20%
SCD	63,522	6.16%
TPS	38,192	3.70%
INS	37,604	3.65%
GED	36,064	3.50%
GVD	34,738	3.37%
BLD	31,866	3.09%
WRS	30,537	2.96%
CSD	28,300	2.74%
OLS	25,161	2.44%
FRS	20,041	1.94%
WMS	19,841	1.92%
LGS	19,703	1.91%
HDS	19,405	1.88%
VPD	17,866	1.73%
BDD	16,639	1.61%
GSD	16,349	1.59%
TFS	15,789	1.53%
ADD	15,451	1.50%
BFS	15,191	1.47%
ESS	14,574	1.41%
BYS	14,276	1.38%
WVD	13,327	1.29%
RFS	12,100	1.17%
HWS	12,046	1.17%
GHS	11,743	1.14%
MED	11,033	1.07%
OZS	10,758	1.04%
ROD	10,533	1.02%
OBD	10,183	0.99%
WCD	9,872	0.96%
BLD	9,226	0.90%

#### Item Circs by Station Library

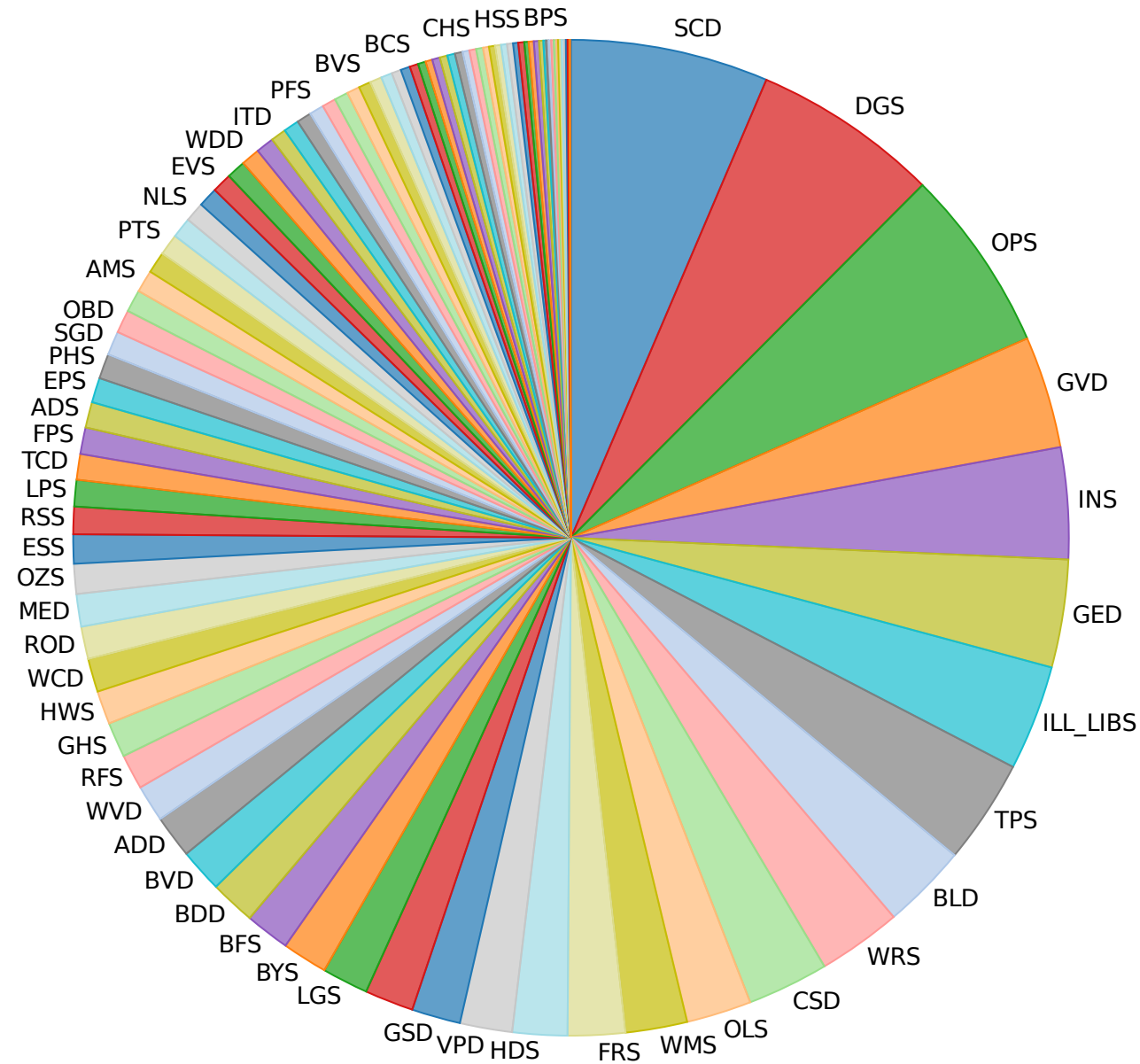




### Checkouts & Renewals from all SWAN Libraries

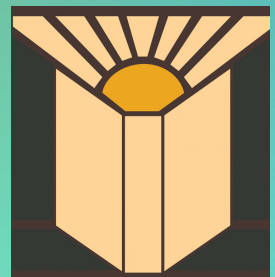
User Library	Transactions	% of Total
<b>Total</b>	<b>1,030,987</b>	<b>100.00%</b>
SCD	65,998	6.40%
DGS	62,326	6.05%
OPS	61,596	5.97%
GVD	37,606	3.65%
INS	37,072	3.60%
GED	36,008	3.49%
ILL_LIBS	35,220	3.42%
TPS	35,023	3.40%
BLD	28,547	2.77%
WRS	28,105	2.73%
CSD	27,292	2.65%
OLS	21,863	2.12%
WMS	20,424	1.98%
FRS	19,316	1.87%
HDS	18,188	1.76%
VPD	17,529	1.70%
GSD	16,390	1.59%
TFS	16,224	1.57%
LGS	15,491	1.50%
BYS	15,126	1.47%
BFS	15,031	1.46%
BDD	15,005	1.46%
BVD	14,853	1.44%
ADD	14,269	1.38%
WVD	12,288	1.19%
RFS	11,750	1.14%
GHS	11,555	1.12%
HWS	11,266	1.09%
WCD	11,199	1.09%
ROD	10,941	1.06%
MED	10,846	1.05%
OZS	10,157	0.99%
ESS	9,462	0.92%

#### Item Circs by User Library



# Trustee Handbook

North Riverside Public Library Trustee Orientation Handbook



# Welcome to the Board of Trustees

Dear New NRPL Trustee,

Welcome to your new position as a library board trustee. We thank you for your commitment to the North Riverside Public Library District and your willingness to serve as an official on behalf of our organization.

To help acclimate you to your new position, you will be supplied with documents that will introduce you to the role and duties of a trustee, the laws that the board has set for their governance, and other pertinent materials that will give you a deeper understanding of how the library is run. During your orientation, the library director and board president will meet with you to discuss the following:

- ☐ Library Board Bylaws and Policies
- ☐ Trustee Ethics Statement
- ☐ Library mission statement & strategic plan (see below)
- ☐ Organizational chart of library staff
- ☐ Your role as a library trustee
- ☐ Calendar of board meetings
- ☐ Budget for current fiscal year
- ☐ Recent board packets, minutes, and accompanying files
- ☐ Open Meetings Act (OMA) training

Please feel free to reach out to your fellow board members should you have questions about the role. They would be glad to assist you and help orient you to the position. For your convenience, a current list of board members and their contact information will be provided.

If you are interested in further reading regarding library trustee roles, legal issues, and additional training, consider visiting the Public Library Administrator & Trustee webpage for the Office of the Illinois Secretary of State found at:

<https://www.cyberdriveillinois.com/departments/library/libraries/trustee.html>

Once again, welcome to the North Riverside Public Library! We are glad to have you.

Annette Corgiat  
NRPLD Board President





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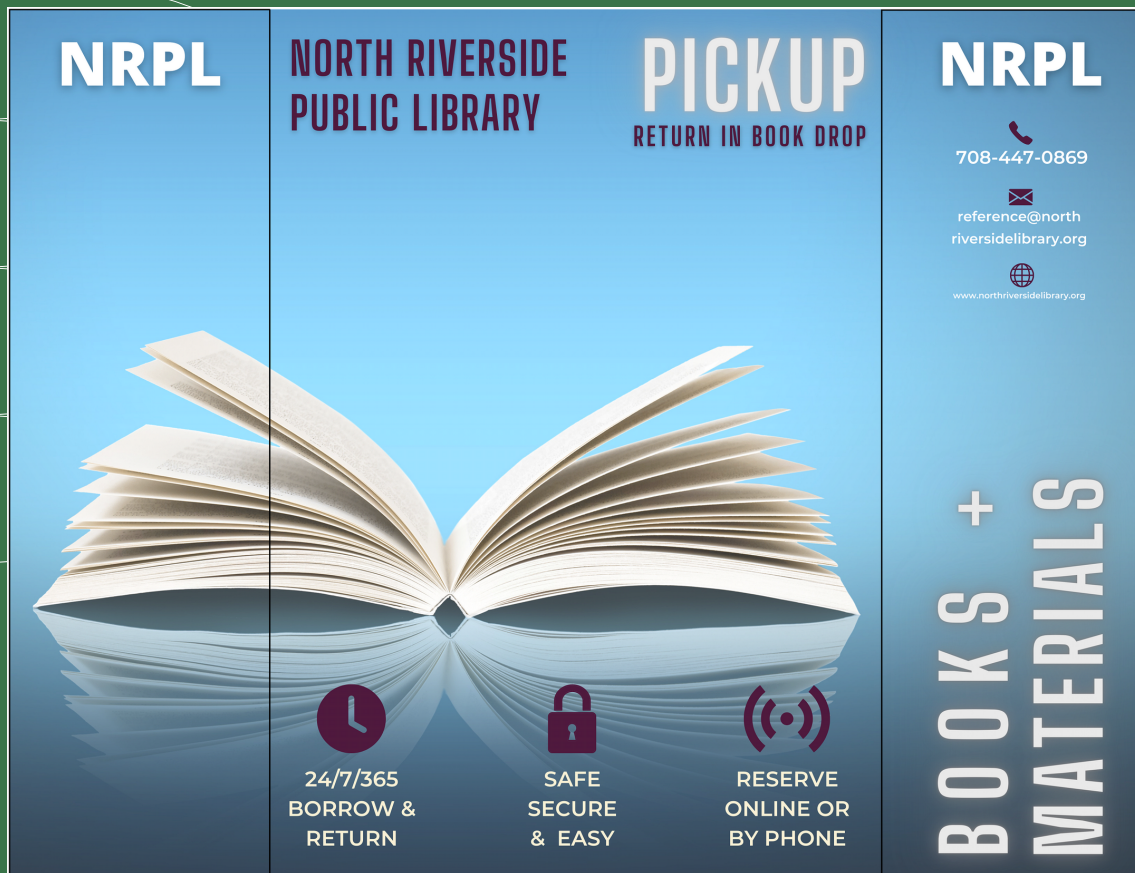


Photo: NRPL Smart locker design

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# NRPL Strategic Plan

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## MISSION:

– EXPLORE, LEARN, EMPOWER AND CREATE

### Values:

- Innovation
- Embrace Creativity
- Accessible to Everyone
- Collaboration
- Engagement
- Continuously raise the bar
- Inclusivity
- Welcoming
- Partnerships within Our Community
- Enrichment

Vision: If we are successful in our Mission, we will see these changes around us...

- Create an environment to embrace ALL members of our changing community
- Dedication to lifelong learning
- More active and vibrant community hub
- Increased engagement with our own and neighboring communities
- Increased relevance to the community through our programs, interaction social media, materials circulation

# The Role of a Trustee

## 01

### Expectations

Library Trustees are our finest advocates in the community. Your role as trustee for NRPL focuses on working with administration to set the direction of the library, our mission and values, reviewing and updating policies, making sure our the library is financially secure and ensuring that the library's director is on track to make this the best library it can be.

Trustees serve as officers: President, Vice President, Secretary and Treasurer of the Library Board as well as heading committees both standing (finance, building and grounds, policy) and ad hoc (strategic planning, etc. ).

The Board work in collaboration with the director to generate annual revenue to foster NRPL's overall financial health and goals.

## 02

### Resources

You are never alone. Other trustees and the library director are here to support you in our journey to become the best trustee you can be! And there are many organizations that provide educational opportunities. **Trustees are required to take a minimum of 3 hours of continuing education each year.**

- FOIA/OMA - <https://foiapac.ilag.gov/> (Register for an account)
- RAILS Trustee Resources - <https://www.railslibraries.info/services/trustee>
- RAILS L2 account - <https://librarylearning.org/user/login> (Register for an L2 account)
- ILA Trustee Forum Link - <https://www.ila.org/forum/5/library-trustee-forum-ltf>
- IL State Library Resources - <https://www.cyberdriveillinois.com/departments/library/libraries/trustee.html>
- ALA account - <https://idp.ala.org/idp/Authn/UserPassword>
- Serving Our Public 4.0 & Trustee Fact File books

## 03

### And much more...

Don't forget to sign up for your RAILS L2 account for more networking opportunities here:  
<https://librarylearning.org/user/register>

Wear your new nametag and bring your business cards to events and be ready to talk about the library because, you will get questions from the community.

What is your favorite thing at the library? Graphic novels, Glowforge, checking out a yoga mat...



# Board & Director

## Board responsibilities

- Develop & adopt bylaws for board procedures
- Employ a competent and qualified director
- Determine and adopt written policies to govern the operation and programs of the library
- Develop a long-range plan for commitment of resources to meet the changing needs of the community
- Approve the annual budget to determine its adequacy for meeting goals and objectives
- Work actively for public and official support
- Explore all possible revenue sources
- Review and approve monthly financial statements in context of the annual budget.
- Know local and state laws
- Actively support state and national library legislation
- Inform general public about library plans and services
- Act as an advocate for library programs and services in the community at large

## Library Director responsibilities

- Develop and review bylaws with board
- Act as technical advisor to the board
- Recommend and draft policies for board action.
- Carry out approved policies
- Work with board to prepare a long-range plan by projecting needs and trends in library service
- Prepare the annual budget draft to achieve objectives as identified with the board
- Supply facts and figures to aid in interpreting the library's financial needs
- Attend budgetary meetings as a resource person
- Prepare and present monthly financial statements and bills for board action
- Know local and state laws
- Keep board informed of pending legislation, library trends, developments, and standards
- Report regularly to the library board, necessary government officials, the general public, and the state library agency

# Officers & Committees

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Officers are elected every 2 years by the Board (this is different from Library Board terms that you all ran for). A slate of officers are nominated at the June meeting and elected at the July meeting every other year.

## PRESIDENT

The President is responsible for presiding over meetings, appointing trustees to committees and other duties as proscribed by law. For more information and a full description, [click here](#).

## TREASURER

The Treasurer is responsible for overseeing the budget, B&M, B&A, Levy and audit in conjunction with the director. For more information and a full description, [click here](#).

## VICE PRESIDENT

The Vice President has one primary duty:  
1. Take over the President's duties if the President is unable to attend a meeting or resigns. For more information and a full description, [click here](#).

## SECRETARY

The Secretary has two primary responsibilities: 1. Responsibility for the minutes (open and closed session) and 2. Responsible to certify ordinances and resolutions as needed. For more information and a full description, [click here](#).

## COMMITTEES

Committees are generally one person who reports at the Committee of the Whole meetings (1st Monday each month). Committee heads work with the other trustees and director/library staff to make progress toward their goals. Some committees have monthly/quarterly/annual duties, others have long term goals, others are active as needed. All Committee chairs are appointed by the Board President. Click on the committee name for more info.

- **Advocacy:** Actively works to expand the visibility of NRPL at the local, state and national level. Works with director and staff members to connect with community organizations and forge stronger community connections. For more information and a full description, [click here](#).
- **Building & Grounds:** Primarily works with the director and facilities personnel to ensure that the building is maintained and upgrades are scheduled as needed. Safety issues are a key component of the committee. For more information and a full description, [click here](#).
- **Finance:** Headed by the Treasurer, the finance committee is responsible for ensuring that the library is properly funded, all reports and ordinances are created and submitted on time (see the Dates to Remember page). For more information and a full description, [click here](#).
- **Personnel:** This committee is dedicated to staff wages, benefits and reviews/hiring/termination of the director. This committee is responsible for review/adding/deleting policies in section 9 – personnel of the policy manual. For more information and a full description, [click here](#).
- **Policy – Review** and suggest additions, changes or deletions of the policies in section 1–8 of the policy manual to the Board following the Board approved review calendar.
- **Strategic Planning:** Works with the director and staff to update the strategic plan every 5 years, creates list of specific outcomes yearly and works to pursue those outcomes. For more information and a full description, [click here](#).



# This is NRPL

## STAFF

The NRPL Board hires and evaluates the Library Director. The Director is in charge of the daily running and management of all other staff members. We average about 25 staff members total spread over five departments (Adult, Circulation, Facilities, Pages, Teen and Youth) which all work together to make us an award-winning facility.

## FACILITY

NRPL is a 22,500 sqft building with two levels, three kitchen areas, seven bathrooms, and many offices/storage spaces. Built in 1999, the library has been continually updated and modernized. The most recent renovation was in 2021/22 and included a new book sale room, book lockers, concrete and asphalt, lower-level carpet and LED lighting.

## FINANCES

Funding is a main focus of the Library Board, most funding comes from our residents and businesses. We craft and pass three crucial ordinances: B&M, B&A and Levy which all come together to provide for our levy each year between June and December.

In addition to our levy, we apply for grants, do fundraising and collect fees. Increasing our fundraising efforts will be a key focus for NRPL over the next several years.



## ADVOCACY

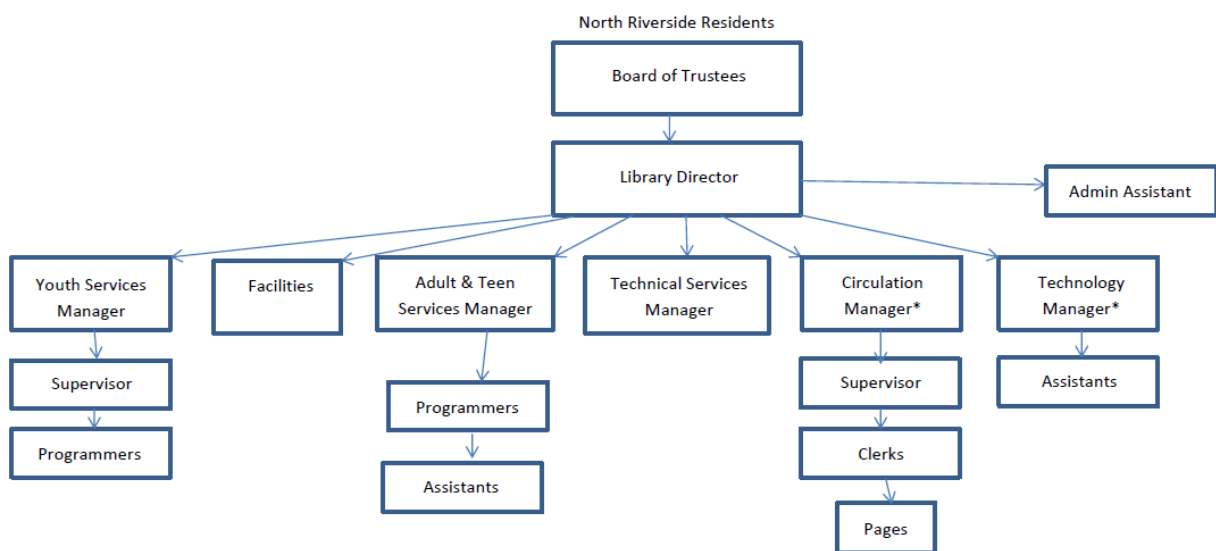
Whether you're going to pick up takeout or attending a concert in the park, be ready to talk about the library; how the library impacts our community, what we do, what we have and why the library is worth the money. Residents want to know and will ask about what the library is doing, planning, and how things are going.

You are our best advocate in the community!

Talk about Studio 2400, The Build Guild, Kay's Book Room, our Teen Spot, amazing programs, the Library of Things, or the North Riverside Historical dispa. We are so much more than just books! (but we have those too)

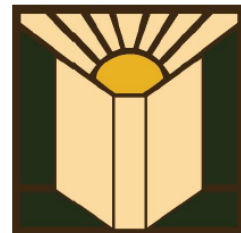
# Library Organization Chart

North Riverside Public Library District – Organizational Chart – Revised 2022



\* Circulation and Technology Managers are filled by one person.

Advertising duties are assigned to the Social Media Committee made up of staff from every department to create a cohesive advertising message.



Please refer to the "Trustee Reference Materials" folder of the Board's Google Drive for this and additional materials.



# Speak "Library"

Below are some common terms you may hear in meetings or at conferences/webinars:

- **Advocacy** - Is a focus on gaining public support for a particular topic or the library in general
- **ALA** - American Library Association is the overarching association for librarianship
- **District Library Establishment Act**: <https://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=993&ChapterID=16>
- **Circulation** - department (also known as public/patron services) who are our first point of contact with most patrons - answering phones, checking out/in materials, helping with computers, copier, fax and more!
- **Holds** - are material requested by a patron either from our or another library and placed on the hold shelf near the Library of Things
- **ILL** - Inter Library Loan (requesting books from other libraries or providing them to other libraries)
- **Illinois Library Services Map** - shows legal services areas of all public libraries in IL  
[https://www.ilsos.gov/departments/library/libraries/library\\_service\\_areas.html](https://www.ilsos.gov/departments/library/libraries/library_service_areas.html)
- **ILS** - Integrated Library System - Sirsi Dynix provided and monitored by SWAN (our library catalog)
- **IMRF** - Illinois Municipal Retirement Fund is a service the library participates in. Employees working an average of 20 hours or more are automatically enrolled in this pension plan.
- **IPLAR** - Illinois Public Library Annual Report is completed by the director generally in August and is required for a library to file to be eligible for State grants.
- **ISL** - Illinois State Library provides many services and most notably grant opportunities each year  
<https://www.ilsos.gov/departments/library/>
- **L2** - RAILS continuing education website <https://librarylearning.org/>
- **Levy** - The levy ordinance is passed yearly by the Library Board and sent to and collected by Cook County in yearly tax bills. The levy provides 90% of our funding on average.
- **Makerspace** (Build Guild, Annex, Studio 2400) - a place with equipment that is open for patrons to create, work on a project or learn about a new technology. Items in the Makerspace are used under the direction of a librarian
- **Per Capita Grant** - This is a yearly grant given to each library that applies for a set amount per person living in the district (generally around \$8,000).
- **PLA** - Public Library Association is a division of ALA with a specific focus on public libraries
- **Public Library District Act of 1991** - legal foundation document of all district libraries in IL  
<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=993&ChapterID=16>
- **Referendum** - Is a ballot proposal generally to raise additional funds for a set amount of time or to add additional property to the district boundaries.
- **RAILS** - "Reaching Across Illinois Library System" offers continuing education, resource sharing, discounts, delivery and more: <https://www.railslibraries.info/>
- **Statement of Economic Interest** - Each trustee will receive an email from Cook County to answer several economic interest questions online each year. Questions must be answered by May 1st (deadlines may vary)
- **SWAN** - offers our ILS (library catalog), education, discounts and more: <https://swanlibraries.net/>
- **Tech Services** - The group of people who do our cataloging (not working on our computers)

# Serving the Public

## SERVICES AND MATERIALS

### THE EVER-SHIFTING DIGITAL LANDSCAPE HAS CREATED ENDLESS OPPORTUNITIES FOR LIBRARIES.

Libraries thrive on anticipating the needs of our community, reaching out and connecting with our community and helping to strengthen connections. With the move to embrace and expand the digital landscape, NRPL has worked to continue to help our community grow with hybrid and on-line programming, virtual resources, 24/7 no contact holds pick up and growing our Library of Things to meet the changing needs of our population.

Our Library Board Trustees help to make these changes possible. Updating policies to make the Library fine free which removes barriers to library usage, authorizing spending for new smart lockers and even donating or soliciting donations to expand our list of items available for checkout.

Our Board members' passion for the Library and what we can bring to the community has helped us connect with local organizations, volunteers and so much more.

In a time when we are moving toward more digital inclusion, having active Board members who advocate for the

library with their friends, family and out in the community helps to get the word out about the worth of a library today.

As we move forward into new digital territory and continue doing what we do best, we will always need you help.

Help us secure funding  
Help us connect with our community  
Help us be fair and equitable in policies  
Help us be the best we can be!

Our Village deserves to have dedicated people who are seeking new ways to improve our home.

Thank you for serving with us!



Donating books to various organizations for the holidays.

# Dates to remember

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## IMPORTANT DATES:

### January:

- Review Closed Session Minutes (OMA (5 ILCS 120/2.06))
- Appoint FOIA/OMA officer (generally the director)

### February:

- Must submit Statement of Economic Interest list to Cook County (5 ILCS 420/4A-101 and 4A-106)

### March:

-

### April:

- Election (odd years) for 6 year terms (75 ILCS 16/30-20)
- 30th Last day to file Statement of Economic Interest with out penalties (5 ILCS 420/4A-101 and 4A 105)

### May:

- Adopt & Publish B&M ordinance (can be done in June) (75 ILCS 16/35-5 and 10 ILCS 5/28-2)
- Swear in new/reelected Board members (75 ILCS 16/30-40)

### June:

- 30th: End of Fiscal Year (75 ILCS 16/35-40)
- Approve working budget
- Conduct director's review
- Planning for 4th of July parade
- Meeting date ordinance (July or Dec. - currently we are in Dec.) (5 ILCS 120/2.03 and 75 ILCS 16/30-50)

### July:

- 1st: Beginning of the Fiscal Year
- Review Closed Session Minutes (OMA (5 ILCS 120/2.06))
- Secretary's Audit (75 ILCS 16/30-65)
- Treasurer's Report, Itemized statement (75 ILCS 16/30-65)
- Post B&A Ordinance (75 ILCS 16/30-85)

### August:

- B&A Ordinance Hearing and Approval (if 30 days have elapsed) (75 ILCS 16/30-85)
- File IPLAR
- Resolution to determine estimate of funds
- Post Levy Ordinance ((75 ILCS 16/30-85))

### September:

- NR Fall Harvest Festival
- Planning for holiday for staff
- Levy Ordinance Hearing & Approval (if 30 days have elapsed) (75 ILCS 16/30-85)

### October:

- Approve yearly financial audit

### November:

- File IL Comptroller's report (must be completed by December)(75 ILCS 16/30-45; 35 ILCS 200/30-30 and 50 ILCS 310/1)

### December:

- Library Holiday Open house event
- Library Board/staff dinner (or gift cards)
- Meeting date ordinance (July or Dec. - currently we are in Dec.) (5 ILCS 120/2.03 and 75 ILCS 16/30-50)



# Future Forward

## SERVICES

NRPL has a variety of services including:

- Notary, printing, copying, scanning, fax
- Build Guild (3D printer, Laser engraver & cutter, button maker, sewing/embroidery machines, laminating, AccuQuilt, Cricut machines, photography equipment
- Studio 2400 (video & audio conversion, music creation, green screen)

## FACILITY

In the next 10 years, we anticipate replacing the roof. Depending on technology, this would be the best time to install solar panels on the roof. In addition there is a unused room at the bottom of the main stairway which would be an ideal space to renovate for patron use. We are seeking funding for a building generator so we could become an emergency center. The facility will need refreshed paint and possible furniture upgrades.

## COMMUNITY

Our community is changing! The demographics are shifting and will continue to evolve. Making sure that we serve everyone equally is a prime concern of the Library and always will be.

We continue to expand our focus on the Latinx population in North Riverside with expanded Spanish language programming, materials and services. Many of our staff are also bilingual.

NRPL is working on our EDI initiatives both in internal hiring and external programming, materials and outreach and plan to continue this focus in the future.

And, finally, we have a goal of creating a more unified North Riverside with Lunch & Learn events for community organizations, so we can better communicate and collaborate for the good of all our residents.



# Current Board

NRPL's Board is composed of 7 trustees elected from within the library district boundaries.

Every odd number year, the North Riverside Library Board of Trustees has two or three positions on the ballot for a six year term.

If a trustee resigns before the end of that trustee's term, the Board interviews and appoints a new trustee to serve the remaining term until the next regular election, when the appointee is required to run for the remainder of the term or a new term.

A trustee must resign if that trustee moves out of the district or is imprisoned. A trustee may be removed if they miss more than 12 consecutive regularly scheduled meetings.

President: Annette Corgiat  
Phone: 708-442-7977  
Email:  
Term: April 2023

Vice President: Greg Gordon  
Phone: 708-912-9627  
Email:  
Term: April 2027

Treasurer: Kathy Bonnar  
Phone: 708-442-1561  
Email:  
Term: April 2023

Secretary: John Mathias  
Phone: 708-447-2513  
Email:  
Term: April 2027

Trustee: Ken Rouleau  
Phone: 708-751-1634  
Email:  
Term: April 2025

Trustee: Jeanne Ottenweller  
Phone: 708-542-8227  
Email:  
Term: April 2027

Trustee: Kyle Johnson  
Phone: 503-309-7632  
Email:  
Term: April 2023 (2 year remaining on term)





A stylized graphic featuring a sun with thick black rays rising over a horizon. The sky is divided into three vertical panels: a yellow-to-white gradient on the left, a light green-to-white gradient in the center, and a light blue-to-white gradient on the right. The sun is positioned at the top, with its semi-circular face spanning the center and right panels. The rays extend upwards from the sun's face. The entire graphic is set against a white background.

QUESTIONS? CONTACT:  
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[STAROSTAN@NORTHRIVERSIDELIBRARY.ORG](mailto:STAROSTAN@NORTHRIVERSIDELIBRARY.ORG)