



**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

**North Riverside Public Library District
Board of Trustees
Regular Meeting, April 15th, 2024
6:00pm**

1. Open of Meeting

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

2. Open Forum

3. Consent Agenda

Secretary:

- a. Minutes of the March 18th, 2024 Decennial Committee Meeting
- b. Minutes of the March 18th, 2024 Regular Board Meeting
- c. Minutes of the April 1st, 2024 Committee of the Whole Meeting
- d. Correspondence

Treasurer:

- a. March 2024 Financial Statements
- b. Authorization to transfer \$90,000 from the money market account which currently has a balance as of 04/10/2024 of:
 - a. First American Money Market: \$621,907.47
 - b. First American Checking: \$-20,438.40
 - c. IL Fund: \$153,144.12
 - i. Total: \$754,613.19

4. President's Report

- A. Board action log (informational)

5. Director's Report

- A. See attached Director and Department Head Reports

6. Committee Reports

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

7. New Business



**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

- A. Painting/wall repair quote (action)
 - B. Brick/lintel repair quote (action)
 - C. Library cleaning quote (action)
- 8. Closed session**
- 9. Return to open session**
- 10. Possible action item** (pertaining to closed session discussion)
- 11. Adjournment**

Note: Agenda items may be added that pertain to discussion or information.

No items may be added to the final agenda that require Board action.

Next regular Board Meeting is scheduled for May 20th, 2024 at 6:00 p.m.

**North Riverside Public Library District
Decennial Committee Meeting
March 18th, 2024
6pm Meeting Minutes**

1. Open of Meeting

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

2. Open Forum

There was no discussion.

3. Decennial Committee Business

- A. Completed Report (action) – Greg Gordon and Natalie Starosta provided the committee with a recap of the report and work done over the past 3 meetings. 3 spelling errors were noted and will be corrected in the final report. The Committee discussed how to make this report visible to the public as they see it as valuable tool in our advocacy efforts.
- B. Motion made by John Mathias and seconded by Kathy Bonnar to approve the completed Decennial Committee Report as amended. Roll Call Vote: Kathy Bonnar - aye, Ken Rouleau - aye, Greg Gordon - aye, Natalie Starosta - aye, Gina Sierra - aye, Kyle Johnson - aye, John Mathias - aye, Annette Corgiat - aye, and Lenora Giurini - aye. Motion carried.

4. Adjournment

Motion made by John Mathias and seconded by Ken Rouleau to adjourn the meeting at 6:24pm.

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue
North Riverside, IL 60546

Minutes of the meeting of March 18, 2024

1. Open of Meeting

A. The meeting was called to order by Trustee Corgiat at 6:30 p.m. Roll call was taken.
Present: Trustee Kathy Bonnar, Trustee Annette Corgiat, Trustee Greg Gordon, Trustee Kyle Johnson, Trustee John Mathias, Trustee Jeanne Ottenweller Trustee Ken Rouleau
Absent: No one
Also Present: Jill Cannizzo & Director Starosta

B. A quorum was established.

C. There were no visitors present tonight.

D. I, Trustee Johnson make a motion to approve the agenda as presented. I, Trustee Mathias second the motion. All ayes, motion carried.

2. Open Forum

No one was present.

3. Consent Agenda

A. I, Trustee Matthias make a motion to approve the consent agenda with corrections to the February 19th minutes of a couple typos and. March 4th meeting minutes have John's last name incorrect a couple times. I, Trustee Rouleau second the motion. All ayes, motion carried.

Secretary

- a. All read and agree to the minutes of the February 19th Regular Board Meeting with the corrections to a few typos
- b. All read and agree to the minutes of the March 4th Committee of the Whole Meeting with the corrections to John's last name

Treasurer

- a. February 2024 Financial Statements –Director Starosta will add the current statements on the drive.
- 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, and \$152,444.59 in IL Fund as of 3/11/2024.

I, Trustee Mathias make a motion to approve the February 2024 financial statements, and authorize the transfer of \$85,000 from the money market account which currently has a balance of \$571,270.71. 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 John Mathias, Trustee Jeanne Ottenweller Trustee Ken Rouleau
Nays: None

Motion Carried

4. President's Report

Board Action Log – Nothing to address this evening

5. Director's Report

Director Starosta sends weekly emails. If there are any questions about these reports, email her. Trustee Mathias asked some questions and Director Starosta answered them.

6. Committee Reports

A. Advocacy (Trustee Ottenweller)

Trustee Ottenweller reported that she and Director Starosta were talking about some ideas for advocacy. She would like all Board members to fill out the survey. She also asked about attending the village board meeting so the Library is represented. There is also the neighborhood services committee meetings that someone can go to represent the Library. She also asked if anyone has ever represented the Library at the Proviso and Riverside township Board meetings. She is also doing some research on other advocacy ideas. There was some discussion about the small libraries in the village. The Library does not have anything to do with those unless someone comes in and asks for books. There are several businesses that use the Library for meetings.

B. Buildings & Grounds (Trustee Rouleau)

Trustee Rouleau reported that the pumps were checked and they are fine. There was an estimate for power washing the planters and the front of the building. The planters need to have some work done before they are filled this year. They are pricing a few other smaller projects. There is nothing else tonight.

C. Finance (Trustee Mathias)

Trustee Mathias reported that he and Trustee Rouleau met and started working on budgeting some buildings and grounds things that need to be done in the future it will be approximately 5 to 7 years in the future.

D. Personnel (Trustee Gordon)

Trustee Gordon reported that he is focusing on the Director's performance review right now.

E. Policy (Trustee Bonnar)

Trustee Bonnar reported that she and Director Starosta have been going over the policies at the next meeting they will go over the policies and get them ready to vote on.

F. Strategic Planning (Trustee Johnson)

Trustee Johnson reported that Director Starosta is securing quotes from some strategic planning consultants.

G. Grants (Director Starosta)

Director Starosta the legislative grant can be started to spend on April 1st. AARP grant is being worked on. Congressionally directed spending is being worked on.

7. New Business

A. Discussion of Committee responsibilities There was an email that went out about chairmanship. In the past there was 2 other people on each committee. Then if you need a committee meeting you have those other people to call. This will be discussed further at the next committee of the whole meeting and then decide how to go about that.

8. I, Trustee Rouleau make a motion to adjourn the meeting at 7:37 p.m. I, Trustee Gordon second the motion. All ayes, motion carried.

The next Board meeting is scheduled for April 15, 2024 at 6:00 p.m.

Respectfully Submitted
Jill M. Cannizzo

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Minutes
Committee of the Whole
Board of Trustees
April 1st, 2024

1. Open of Meeting

- A. Call to order - Meeting was called to order by Annette Corgiat at 6:05pm.
- B. Determination of quorum - In attendance: Annette Corgiat, Greg Gordon, John Mathias, Ken Rouleau, Kyle Johnson, Jeanne Ottenweller. Absent: Kathy Bonnar. Also in attendance: Natalie Starosta.
- C. Recognition of visitors to the meeting - No visitors.
- D. Approval of agenda and requested changes to agenda - Trustee Rouleau made a motion to accept the agenda as presented. Treasurer Mathias seconded. All voted aye. Motion carried.

2. Open Forum

No comments.

3. Advocacy

- A. Trustee Ottenweller discussed the two upcoming Trustee trainings through the ILA on April 9th and in May with special emphasis on the May event on crafting a director's review. President Corgiat informed Trustee Ottenweller that she has a number of documents from the library's past that talk about possible advocacy efforts that could be pursued that she will share.
- B. Trustee Ottenweller mentioned a recent email sent to the Board, Foundation and Director from a community member asking if the library has considered a book bike. Director Starosta talked about the process the Library management team went through to evaluate the usefulness of a book bike several years ago and the decision not to pursue grants or additional funding which she also responded to the community member.
- C. Continuing education for Trustees: Treasurer Mathias talked about the ALA training he recently completed - a three day training directed at the expectations of directors and trustees. He is willing to share the links to the recorded trainings with any trustees interested in watching them. Director Starosta reminded Trustees that only one Trustee has completed the 3 hours of continuing education for the year.
- D. Board Self Evaluation - Only 3 Trustees have completed the evaluation that is designed to help the Director and Advocacy Chair find targeted trainings for Trustees.

4. Building & Grounds

- A. Lower Level update discussion - Tabled for May CoW meeting
- B. Painting/wall repair quote - Trustee Rouleau presented the repair quote and discussed the areas that would be addressed. Item will be added as an action item to the April Board meeting.
- C. Brick/Lintel repair - Trustee Rouleau presented the two quotes for the necessary brick/lintel repair that was identified in the recent Building Assessment plan. Item will be added as an action item to the April Board meeting.
- D. Library cleaning - Director Starosta presented the quotes for library cleaning services to the Board with a discussion about two of the companies that are able to do minor maintenance in addition to the cleaning services. Item will be added as an action item to the April Board meeting.

5. Finance

- A. Treasurer Mathias noted that he now has access to the two First American accounts - checking and money market. He presented the account totals to the Board. He has requested the IL Funds statement monthly and presented the current balance of the account.
- B. Treasurer Mathias talked about how the tax money from Cook County is deposited randomly. There were no deposits from Cook County from January 1st through February 15th, from February 16th through March there were numerous deposits of tax revenue into the Money Market account. He theorized that if Cook County reverts to their previous "M" pattern of tax deposits with the next deposits in August/September, the library will be in good shape. He has questions about the future timeliness of funds from Cook County. Treasurer Mathias plans to monitor costs and inflation along with tax revenues to be sure that we are not overspending.
- C. Treasurer Mathias noted that the draft FY25 Working Budget needs an additional line for capital improvements.
- D. Treasurer Mathias would like the Trustees to brainstorm additional revenue sources for the library. He asked if the library is able to solicit donations or do fund raising. Director Starosta said that we are but would need to have a conversation with the Foundation so as not to overstep. Treasurer Mathias noted that while grants are all well and good, he is more interested in the library applying for grants that replace budgeted categories rather than those that provide the library with additional funding for non budgeted categories.

6. Personnel

- A. Draft director's review - Vice President Gordon handed out copies of the draft questions for the upcoming director's review. He noted that the number of questions has been reduced in response to Trustee comments from last year's review. Now there are approximately 20 draft questions. He acknowledged that last year and in previous years, there was concern from both Trustees and staff members about being asked to answer questions in areas that they do not specifically have

knowledge of. In response, the new questions will have questions directed only at staff and some questions only directed at Trustees. He asked that Trustees review the proposed questions and send any comments, questions or suggestions directly to him via email. President Corgiat asked if these questions were from the original review. Tabled for May CoW meeting.

7. Policy

A. Review section 1 of the NRPLD Policy Manual - Tabled for May CoW meeting

8. Strategic Planning

A. Strategic Plan Consultant quotes - Secretary Johnson presented the two strategic planning consultant quotes and what they covered. He does not believe that the library should go this route. Vice President Gordon talked about how the Library is able to do this process internally but that the costs in the quotes is justified for the work that is being proposed. Trustee Ottenweller asked what a Strategic Plan actually is. Trustee Johnson said that it is basically a 5 year plan created through data from the community. President Corgiat added that this is a way for the Library to gauge if we are addressing the needs of the community. Treasurer Mathias asked if a question could be added asking if the residents would support a future referendum.

B. Trustee Manual - Director Starosta noted that no Trustee has proposed any changes or updates to the Trustee Manual.

9. Other Business

A. Marketing Plan Consultant quotes - Director Starosta discussed the marketing plan quote. Tabled for May CoW meeting.

B. Annexation discussion - Hines - Hospital area - Tabled for May CoW meeting

C. Updated Director's Succession Plan - Director Starosta noted that she has made the suggested changes. Review at the May CoW meeting.

D. Committee responsibilities and expectations - President Corgiat asked if any Trustees had given any thought to their committee responsibilities and expectations. Vice President Gordon expressed concern over the lack of discussion in the Committee of the Whole meetings. Secretary Johnson suggested that the future Committee of the Whole meetings be focused on one meeting per month along with the regular items like the Finance and Building & Grounds. President Corgiat talked about separate meetings for the various committees in addition to the Committee of the Whole meeting. She expressed concern over the lack of a Chamber of Commerce in the Village and the changing life/atmosphere in the Village but talked about how the Committees should still function as they did in prior years - with a chair who calls the committee meetings once or twice a year per committee. She will meet with Director Starosta to discuss setting up a calendar of committee meetings to propose at the May CoW meeting.

E. President Corgiat informed the Trustees that the Appreciation Dinner will be held on April 14th at the Village Pub restaurant at 4pm. She asked that the director invite Board, staff (current and retired), Foundation and any library volunteers to the event.

10. Adjournment

Motion made by Trustee Rouleau and seconded by Vice President Gordon to adjourn the meeting at 7:40pm.

The Library Board meeting is scheduled for Monday, April 15th, 2024 at 6:00pm.

Management Report

North Riverside Public Library District
For the period ended March 31, 2024



Prepared on
April 11, 2024

Table of Contents

Profit and Loss3

Balance Sheet.....6

Profit and Loss

July 2023 - March 2024

	Total
INCOME	
6903-01 Fines & Fees	4,200.69
6904-01 Donations	10,885.97
6905-01 Grants	30,190.27
Interest	
6906-01 Interest	10,975.49
Total Interest	10,975.49
Property Taxes	
6901-01 Property Tax	1,020,734.10
6901-04 Tax Revenue-Audit Fund	6,971.29
6901-05 Tax Revenue-Liability Ins	4,000.51
6901-06 Tax Revenue-Unemploy Ins	1,057.28
6901-07 Tax Revenue-Bldg Fund	49,152.83
6901-08 Tax Revenue-SS	36,121.59
6901-12 Property Tax - IMRF Fund	10,289.09
Total Property Taxes	1,128,326.69
Total Income	1,184,579.11
GROSS PROFIT	1,184,579.11
EXPENSES	
8360-01 Grants	22,970.51
Advertising & Marketing	
8365-01 Library Promotion	127.00
8370-01 Postage	808.24
8375-01 Advertising	2,402.06
8385-01 Memorials & Tributes	77.59
8399-01 ILL Loss/Damage	39.17
8404-01 Staff Recognition	1,046.87
8410-01 Printing	8,473.90
Total Advertising & Marketing	12,974.83
Bank Charges & Fees	
8396-01 Bank Charges & Fees	1,128.67
Total Bank Charges & Fees	1,128.67
Benefits	
7600-05 Health Insurance	28,731.28
7650-09 IMRF	27,507.15
7660-06 Unemployment Insurance	3,187.05
7670-01 Taxes-Fica Expense	34,618.86
Total Benefits	94,044.34
Building Expense	
8306-07 Building Supplies & Maintenance	7,328.25

	Total
8308-07 Service Contracts	39,034.96
8315-07 Fees & Permits	1,007.00
8330-01 Casual Labor	550.00
8335-07 Building Repairs	41,383.82
Total Building Expense	89,304.03
Computers/Technology	
8171-01 Tech Service	39,322.42
8172-01 Computer Equipment	941.69
8175-01 SWAN	17,753.46
8180-01 Software	2,198.14
8190-01 Website	1,060.38
Total Computers/Technology	61,276.09
Insurance	
8460-05 Liability Insurance	20,344.00
Total Insurance	20,344.00
Interest Paid	
8601-02 Debt Service-Interest	4,497.17
8701-02 Debt Certificate Principle	27,800.00
Total Interest Paid	32,297.17
Legal & Professional Services	
8400-01 Accounting	9,358.00
8401-04 Audit	7,950.00
8402-01 Legal Fees	4,966.25
8405-01 Appraisal	425.00
8406-01 Collection Agency	59.10
8430-01 Payroll Expenses	7,838.10
Total Legal & Professional Services	30,596.45
Library Materials	
8090-01 Adult A/V	6,047.60
8091-01 Children's A/V	851.62
8096-01 Teen A/V	2,056.25
8105-01 Adult Fiction/Non-Fiction	15,255.85
8106-01 Children Fiction / Non-Fiction	10,767.64
8107-01 Teen Fiction/Non-Fiction	5,267.23
8120-01 Newspapers	3,723.12
8130-01 Internet Databases	9,993.43
8140-01 Periodicals	848.08
Total Library Materials	54,810.82
Office Supplies & Software	
8202-01 Office Supplies	7,921.25
Total Office Supplies & Software	7,921.25
Programs & Strategic Initiatives	

	Total
8150-01 Children's Programs	5,096.02
8153-01 Teen Programs	2,747.15
8154-01 Makerspaces/library of things	3,499.97
8155-01 Adult Programs	8,961.07
8158-01 Strategic Initiatives	240.80
Total Programs & Strategic Initiatives	20,545.01
Salaries	
7504-01 Circulation	81,401.28
7505-01 Adult Services	42,601.24
7506-01 Youth Services	75,020.10
7507-01 Pages	7,786.35
7508-01 Administration	231,103.40
7509-01 Facilities	17,235.21
Total Salaries	455,147.58
Travel & Training	
7700-01 Educational Training Trustees	75.00
7800-01 Educational Staff Training	4,113.98
8342-01 Lodging, Meals, Mileage	2,342.25
8355-01 Memberships	2,261.40
Total Travel & Training	8,792.63
Utilities	
8301-07 Internet/Phone	13,825.76
8302-07 Electricity	22,635.86
8303-07 Gas	4,023.00
8304-07 Water/Garbage	2,470.71
Total Utilities	42,955.33
Total Expenses	955,108.71
NET OPERATING INCOME	229,470.40
NET INCOME	\$229,470.40

Balance Sheet

As of March 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	570,489.91
1500-04 Cash-Audit Fund	1,396.00
1500-05 Cash-Liability Insurance Fund	12,319.00
1500-07 Cash-Building Fund	-0.27
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	-32,297.17
1500-12 Cash - IMRF Fund	23,608.79
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	581,907.47
1501-01 First American Checking (5001)	12,008.58
1509-07 Cash - IPTIP IL Funds	153,144.12
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	803,975.20
Other Current Assets	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2400-01 Prepaid Expenses	2,013.07
2400-07 Prepaid Expense	179.35
Total Other Current Assets	772,003.66
Total Current Assets	1,575,978.86
TOTAL ASSETS	\$1,575,978.86

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

4002-01 IMRF - Employee Contribution	4,039.25
4200-01 Accrued Wages	17,961.93
4230-01 ICMA Retirement	3,286.73

Total Other Current Liabilities **25,287.91**

Total Current Liabilities **25,287.91**

Total Liabilities **25,287.91**

Equity

3200-00 Retained Earnings	-87,999.45
5600-01 General Fund Balance	1,703,307.00
5600-03 Capital Projects Fund Balance	30,000.00

	Total
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
Net Income	229,470.40
Total Equity	1,550,690.95
TOTAL LIABILITIES AND EQUITY	\$1,575,978.86



North Riverside Public Library District

Balance Sheet As of March 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	570,489.91
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
Total 1500-01 First American MM (5015)	581,907.47
1501-01 First American Checking (5001)	12,008.58
1509-07 Cash - IPTIP IL Funds	153,144.12
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	\$803,975.20
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	2,013.07
2400-05 Prepaid Expenses 05	0.00
2400-07 Prepaid Expense	179.35
Total Other Current Assets	\$772,003.66
Total Current Assets	\$1,575,978.86
TOTAL ASSETS	\$1,575,978.86



North Riverside Public Library District

Balance Sheet As of March 31, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	0.00
4100-02 Accounts Payable UC Fund	0.00
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	4,039.25
4003-01 Child Support	0.00
4200-01 Accrued Wages	17,961.93
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	3,286.73
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00
Total Other Current Liabilities	\$25,287.91
Total Current Liabilities	\$25,287.91
Total Liabilities	
\$25,287.91	
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



North Riverside Public Library District

Balance Sheet As of March 31, 2024

	TOTAL
Opening Balance Equity	0.00
Net Income	229,470.40
Total Equity	\$1,550,690.95
TOTAL LIABILITIES AND EQUITY	\$1,575,978.86



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

	Mar 2024 MTD Actual	FY24 YTD Actual	FY24 Budget	over Budget	% of Budget
Income					
6901-14 Estimated loss due to property assessment appeals	0.00	0.00	-10,000.00	10,000.00	0.00%
6903-01 Fines & Fees	303.76	4,200.69	12,000.00	-7,799.31	35.01%
6904-01 Donations	831.07	10,885.97	35,000.00	-24,114.03	31.10%
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	2,413.44	10,975.49	3,000.00	7,975.49	365.85%
6901-01 Property Tax	471,231.89	1,128,326.69	1,174,665.00	-46,338.31	96.06%
Total Income	\$ 474,780.16	\$ 1,184,579.11	\$ 1,357,165.00	-\$ 172,585.89	87.28%
Expenses					
8360-01 Grants	486.39	22,970.51	100,000.00	-77,029.49	22.97%
Advertising & Marketing					
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	500.00	808.24	3,200.00	-2,391.76	25.26%
8375-01 Advertising	0.00	2,402.06	4,500.00	-2,097.94	53.38%
8385-01 Memorials & Tributes	0.00	77.59	500.00	-422.41	15.52%
8399-01 ILL Loss/Damage	0.00	39.17	250.00	-210.83	15.67%
8404-01 Staff Recognition	198.80	1,046.87	2,500.00	-1,453.13	41.87%
8410-01 Printing	3,355.00	8,473.90	12,000.00	-3,526.10	70.62%
Total Advertising & Marketing	\$ 4,053.80	\$ 12,974.83	\$ 63,450.00	-\$ 50,475.17	20.45%
Bank Charges & Fees					
8396-01 Bank Charges & Fees	0.00	1,128.67	500.00	628.67	225.73%
Total Bank Charges & Fees	\$ 0.00	\$ 1,128.67	\$ 500.00	\$ 628.67	225.73%
Benefits					
7600-05 Health Insurance	3,013.28	28,731.28	32,000.00	-3,268.72	89.79%
7650-09 IMRF	0.00	27,507.15	49,250.00	-21,742.85	55.85%
7660-06 Unemployment Insurance	1,394.81	3,187.05	1,000.00	2,187.05	318.71%
7670-01 Taxes-Fica Expense	3,440.96	34,618.86	38,655.00	-4,036.14	89.56%
Total Benefits	\$ 7,849.05	\$ 94,044.34	\$ 120,905.00	-\$ 26,860.66	77.78%
Building Expense					
8306-07 Building Supplies & Maintenance	255.85	7,328.25	12,000.00	-4,671.75	61.07%
8308-07 Service Contracts	5,588.81	39,034.96	30,500.00	8,534.96	127.98%
8315-07 Fees & Permits	0.00	1,007.00	1,950.00	-943.00	51.64%
8330-01 Casual Labor	100.00	550.00	900.00	-350.00	61.11%
8335-07 Building Repairs	2,710.50	41,383.82	30,000.00	11,383.82	137.95%
Total Building Expense	\$ 8,655.16	\$ 89,304.03	\$ 75,350.00	\$ 13,954.03	118.52%
Computers/Technology					
8171-01 Tech Service	1,933.95	39,322.42	25,000.00	14,322.42	157.29%
8172-01 Computer Equipment	7.99	941.69	5,000.00	-4,058.31	18.83%
8175-01 SWAN	0.00	17,753.46	24,500.00	-6,746.54	72.46%
8180-01 Software	553.86	2,198.14	1,500.00	698.14	146.54%
8190-01 Website	42.50	1,060.38	3,500.00	-2,439.62	30.30%
8195-01 Email	0.00	0.00	500.00	-500.00	0.00%
Total Computers/Technology	\$ 2,538.30	\$ 61,276.09	\$ 60,000.00	\$ 1,276.09	102.13%
Insurance					
8460-05 Liability Insurance	0.00	20,344.00	24,000.00	-3,656.00	84.77%
Total Insurance	\$ 0.00	\$ 20,344.00	\$ 24,000.00	-\$ 3,656.00	84.77%
Interest Paid					

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%
Total Interest Paid	\$ 0.00	\$ 32,297.17	\$ 44,500.00	-\$ 12,202.83	72.58%
Legal & Professional Services					
8400-01 Accounting	1,165.00	9,358.00	17,000.00	-7,642.00	55.05%
8401-04 Audit	0.00	7,950.00	9,200.00	-1,250.00	86.41%
8402-01 Legal Fees	290.62	4,966.25	6,000.00	-1,033.75	82.77%
8405-01 Appraisal	0.00	425.00	1,500.00	-1,075.00	28.33%
8406-01 Collection Agency	9.85	59.10	500.00	-440.90	11.82%
8430-01 Payroll Expenses	704.55	7,838.10	6,500.00	1,338.10	120.59%
8435-01 Background Checks	0.00	0.00	200.00	-200.00	0.00%
Total Legal & Professional Services	\$ 2,170.02	\$ 30,596.45	\$ 40,900.00	-\$ 10,303.55	74.81%
Library Materials					
8090-01 Adult A/V	885.91	6,047.60	9,200.00	-3,152.40	65.73%
8091-01 Children's A/V	0.00	851.62	3,600.00	-2,748.38	23.66%
8096-01 Teen A/V	193.53	2,056.25	3,300.00	-1,243.75	62.31%
8100-01 Replacement Materials	0.00	0.00	2,000.00	-2,000.00	0.00%
8103-01 Foreign Lang. Materials	0.00	0.00	3,000.00	-3,000.00	0.00%
8105-01 Adult Fiction/Non-Fiction	1,528.45	15,255.85	26,000.00	-10,744.15	58.68%
8106-01 Children Fiction / Non-Fiction	1,414.54	10,767.64	17,000.00	-6,232.36	63.34%
8107-01 Teen Fiction/Non-Fiction	664.63	5,267.23	9,500.00	-4,232.77	55.44%
8108-01 eBooks	0.00	0.00	6,500.00	-6,500.00	0.00%
8120-01 Newspapers	810.77	3,723.12	3,600.00	123.12	103.42%
8130-01 Internet Databases	343.18	9,993.43	18,000.00	-8,006.57	55.52%
8140-01 Periodicals	848.08	848.08	1,600.00	-751.92	53.01%
Total Library Materials	\$ 6,689.09	\$ 54,810.82	\$ 103,300.00	-\$ 48,489.18	53.06%
Office Supplies & Software					
8202-01 Office Supplies	1,431.62	7,921.25	13,500.00	-5,578.75	58.68%
Total Office Supplies & Software	\$ 1,431.62	\$ 7,921.25	\$ 13,500.00	-\$ 5,578.75	58.68%
Programs & Strategic Initiatives					
8150-01 Children's Programs	13.64	5,096.02	6,300.00	-1,203.98	80.89%
8153-01 Teen Programs	753.00	2,747.15	2,900.00	-152.85	94.73%
8154-01 Makerspaces/library of things	1,045.42	3,499.97	5,200.00	-1,700.03	67.31%
8155-01 Adult Programs	143.95	8,961.07	6,000.00	2,961.07	149.35%
8156-01 Technology Programs	0.00	0.00	750.00	-750.00	0.00%
8158-01 Strategic Initiatives	0.00	240.80	2,000.00	-1,759.20	12.04%
Total Programs & Strategic Initiatives	\$ 1,956.01	\$ 20,545.01	\$ 23,150.00	-\$ 2,604.99	88.75%
Salaries					
7504-01 Circulation	9,818.05	81,401.28	85,500.00	-4,098.72	95.21%
7505-01 Adult Services	4,409.46	42,601.24	77,500.00	-34,898.76	54.97%
7506-01 Youth Services	8,300.62	75,020.10	95,000.00	-19,979.90	78.97%
7507-01 Pages	801.98	7,786.35	11,000.00	-3,213.65	70.79%
7508-01 Administration	22,705.54	231,103.40	300,000.00	-68,896.60	77.03%
7509-01 Facilities	0.00	17,235.21	30,000.00	-12,764.79	57.45%
Total Salaries	\$ 46,035.65	\$ 455,147.58	\$ 599,000.00	-\$ 143,852.42	75.98%
Travel & Training					
7700-01 Educational Training Trustees	75.00	75.00	500.00	-425.00	15.00%
7800-01 Educational Staff Training	421.48	4,113.98	5,500.00	-1,386.02	74.80%
8342-01 Lodging, Meals, Mileage	259.47	2,342.25	2,200.00	142.25	106.47%
8355-01 Memberships	270.00	2,261.40	2,450.00	-188.60	92.30%
8390-01 Mileage Reimbursement	0.00	0.00	0.00	0.00	
Total Travel & Training	\$ 1,025.95	\$ 8,792.63	\$ 10,650.00	-\$ 1,857.37	82.56%
Utilities					
8301-07 Internet/Phone	3,222.53	13,825.76	12,300.00	1,525.76	112.40%
8302-07 Electricity	2,146.55	22,635.86	16,500.00	6,135.86	137.19%
8303-07 Gas	921.13	4,023.00	8,860.00	-4,837.00	45.41%
8304-07 Water/Garbage	128.40	2,470.71	5,000.00	-2,529.29	49.41%

Total Utilities	\$ 6,418.61	\$ 42,955.33	\$ 42,660.00	\$ 295.33	100.69%
8395-01 Miscellaneous Expense	0.00	0.00	0.00	0.00	0%
Total Expenses	\$ 89,309.65	\$ 955,108.71	\$ 1,321,865.00	-\$ 366,756.29	72.25%
Net Operating Income	\$ 385,470.51	\$ 229,470.40	\$ 35,300.00	\$ 194,170.40	650.06%
Net Income	\$ 385,470.51	\$ 229,470.40	\$ 35,300.00	\$ 194,170.40	650.06%



**North Riverside Public Library District
Check Detail
March 2024**

Date	Num	Name	Memo/Description	Amount
03/04/2024	15924	Black Stone	INV. 2142428 - ADULT A/V	67.99
03/04/2024	15925	BRADY INDUSTRIES	INV 8682505	112.00
03/04/2024	15926	COMCAST .	ACCT# 904053498 INV 193961259	1,333.54
03/04/2024	15927	Gail Galivan	TAI CHI APRIL 17, 2024	60.00
03/04/2024	15928	Hinckley Springs	2429867 022124	29.98
03/04/2024	15929	INGRAM LIBRARY SERVICES	ADULT/TEEN - FICTION/ NON FICTION	1,040.21
03/04/2024	15930	Lauterbach & Amen, LLP	INV 87743 - 1099 PREPARATION	213.00
03/04/2024	15931	LEAF	INV 16125666	743.34
03/04/2024	15932	Martin Petersen Company, Inc.	INV # SM23103-3 - BUILDING REPAIRS	786.00
03/04/2024	15933	Midwest Tape	INV 505128040 - HOOPLA	304.20
03/04/2024	15934	Mission Square - 304650	6228189, 6697994 - RETIREMENT	810.70
03/04/2024	15935	MARLA C. SPAARGAREN	SPRING NEWSLETTER	500.00
03/04/2024	15936	Village of N. Riverside	ACCOUNT # 0148240015-00	128.40
03/04/2024	15937	VIOLET VELVET COOKING CLASSES	50 COOKES MAY 31ST., 2024	180.00
03/04/2024	15938	Gail Galivan	TAI CHI APRIL 17, 2024	60.00
03/04/2024	15939	Gail Galivan	TAI CHI JUNE 19, 2024	60.00
03/04/2024	15943	Terminix	Invoice 443668483	116.00
03/06/2024	15942	ELIZABETH NGUYEN	reissue of 2/29/24 payroll	815.35
03/13/2024	15944	AEP ENERGY	AEP ENERGY # 3014417557 - 1/26-3/4/2024	2,146.55
03/13/2024	15945	AT&T 1	ACCOUNT # 831-001-2131 606 INV. 1242246808	63.10
03/13/2024	15946	Black Stone	INV. 2144075 - ADULT A/V	32.00
03/13/2024	15947	Comcast	Acct# 8771 20 134 0118334 - 3/7-46/2024	184.26
03/13/2024	15948	CENGAGE Learning	INV. 84010332 - ADULT FICTION / NON FICTION	158.35
03/13/2024	15949	Franczek Radelet	INV 229312,229313 - PROFESSIONAL SERV/TAX RATE OBJECTION	290.62
03/13/2024	15950	INGRAM LIBRARY SERVICES	CHILDREN FICTON / NON FICTON	865.37
03/13/2024	15951	Lauterbach & Amen, LLP	INV 88436 - FEB 2024	952.00
03/13/2024	15952	LIMRICC	MONTHLY BILLING MARCH 2024	3,253.28
03/13/2024	15953	TBS	Inv# 020724-112 -4TH QUATER OCT- DECEMBER	78.88

03/13/2024	15954	Unique Management Services, Inc	INV 6123108	9.85
03/13/2024	15955	INGRAM LIBRARY SERVICES	ADULT, TEEN, CHILDREN - FICTION/NONFICTION	747.27
03/13/2024	15956	Black Stone	INV. JE 29551	89.58
03/13/2024	15957	Flow-Technics, Inc	INV 000010772 - ANNUAL INSPECTION 2024	462.00
03/18/2024	15958	Proven IT.com	INV 1156010	254.16
03/18/2024	15959	STUDIO GC ARCHITECTURE & INTERIORS	INV 23083.04	1,462.50
03/19/2024	15960	Outsource Solutions Group	INV 78427	68.16
03/26/2024	15961	AT&T 1	ACCOUNT # 831-001-2131 606 INV. S0000757651	229.21
03/26/2024	15962	Black Stone	INV. 2144826	98.39
03/26/2024	15963	CAPITAL ONE	SOFTWARE, MEMBERSHIPS, GRANTS, ADULT/TEEN PROGRAMS	6,532.90
03/26/2024	15964	COMCAST .	ACCT# 904053498 INV 196419853	1,333.54
03/26/2024	15965	Jill Cannizzo	BOARD MINUTES MARCH, 2024	100.00
03/26/2024	15966	CENGAGE Learning	INV. 84022984 - ADULT FICTION / NON FICTION	52.48
03/26/2024	15967	FIRST AMERICAN BANK .	TEEN PROGRAMS & MISC LIBRARY PURCHASES	180.39
03/26/2024	15968	GRASSO GRAPHICS	INV 33009 - SPRING NEWSLETTER 2024	3,355.00
03/26/2024	15969	INGRAM LIBRARY SERVICES	ADULT, CHILDREN, TEEN - FICTION/NONFICTION	715.31
03/26/2024	15970	Outsource Solutions Group	INV 78356	1,865.79
03/26/2024	15971	Roscoe	Acct#1889-07544 INV 1838738	275.17
03/26/2024	15972	Terminix	Invoice 444564420	116.00
03/26/2024	15973	WT.COX INFORMATION SERVICES	ACCOUNT 2092888 - MAGAZINES	848.08
03/26/2024	15974	Proven IT.com	INV 1156010	254.16
03/26/2024	15975	FIRST AMERICAN BANK .	INTERNET DATABASES, SOFTWARE, WEBSITE	113.34
03/26/2024	15976	FIRST AMERICAN BANK .	OFFICE SUPPLIES	42.88
03/26/2024	15977	Elena Yescas	INV 1557 2ND CHECK - CLEANING (FEB 18 - MAR 18 2024)	1,900.00
03/26/2024	15978	Chicago Sun-times	26 WEEKS ACCT # 163827	269.80
03/26/2024	15979	Elena Yescas	INV 1567 - CLEANING (MAR 18 - APR 18 2024)	1,900.00

Total \$ 38,661.08

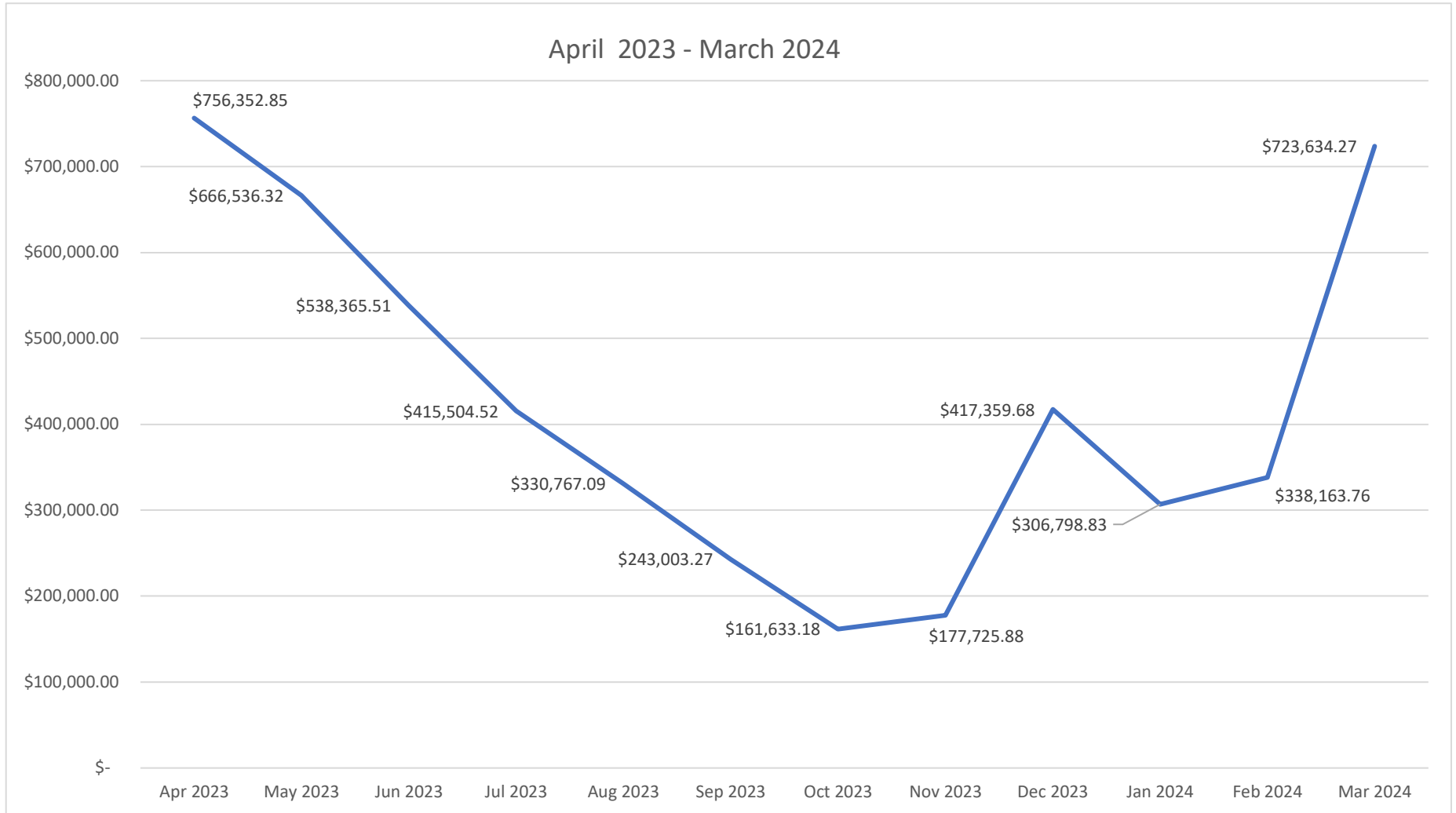
North Riverside Public Library District

Profit and Loss

April 2023 - March 2024

	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Total
Beginning Cash	\$ 495,627.37	\$ 755,891.18	\$ 665,915.85	\$ 513,194.47	\$ 415,504.52	\$ 330,767.09	\$ 243,003.27	\$ 161,633.18	\$ 177,725.88	\$ 417,359.68	\$ 306,798.83	\$ 338,163.76	
Income													
6903-01 Fines & Fees	2,192.35	247.78	269.83	624.09	1,700.36	130.22	201.33	576.70	271.17	166.18	226.88	303.76	6,910.65
6904-01 Donations	4,331.21	503.09	1,323.05	1,270.66	4,839.53	329.63	532.04	1,212.76	771.79	452.77	645.72	831.07	17,043.32
6905-01 Grants			199.29	10,953.35	3,922.92			7,500.00	7,814.00				30,389.56
6915-07 Loan Proceeds													0.00
Interest	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	2,413.44	16,241.71
Property Taxes	341,781.40		3,000.15		10,777.97			124,516.56	366,331.31		155,468.96	471,231.89	1,473,108.24
Total Income	\$ 350,053.59	\$ 2,589.75	\$ 6,471.03	\$ 14,222.95	\$ 22,510.86	\$ 1,422.68	\$ 1,498.10	\$ 134,252.98	\$ 376,606.39	\$ 1,904.24	\$ 157,380.75	\$ 474,780.16	\$ 1,543,693.48
Gross Profit	\$ 350,053.59	\$ 2,589.75	\$ 6,471.03	\$ 14,222.95	\$ 22,510.86	\$ 1,422.68	\$ 1,498.10	\$ 134,252.98	\$ 376,606.39	\$ 1,904.24	\$ 157,380.75	\$ 474,780.16	\$ 1,543,693.48
Expenses													
8360-01 Grants	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	486.39	49,583.62
8360-01 Petty Cash													0.00
8380-01 Telephone		1,031.00											1,031.00
Advertising & Marketing	1,584.88	2,195.95	5,665.84	181.21	1,080.56	3,080.73	12.00	691.72	3,383.41	259.65	412.96	4,053.80	22,602.71
Bank Charges & Fees		370.96	31.27	31.27			144.00	34.91	420.91	61.39	467.46		1,562.17
Benefits	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	7,849.05	135,493.02
Building Expense	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	8,655.16	117,630.92
Computers/Technology	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	77,863.31
Insurance										20,344.00			20,344.00
Interest Paid			4,829.93						32,297.17				37,127.10
Legal & Professional Services	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	2,170.02	38,789.83
Library Materials	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	6,689.09	93,214.92
Office Supplies & Software	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	1,431.62	14,891.70
Programs & Strategic Initiatives	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	1,760.92	2,010.81	1,956.01	32,737.01
Salaries	42,907.85	43,487.86	55,843.45	41,069.69	67,701.10	44,498.01	45,362.30	45,761.50	53,711.01	43,859.98	67,148.34	46,035.65	597,386.74
Travel & Training	541.27	2,217.05	272.00	168.33		247.20	1,358.47		55.00	1,600.99	4,336.69	1,025.95	11,822.95
Utilities	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	6,418.61	63,446.78
Total Expenses	\$ 89,789.78	\$ 92,406.28	\$ 159,192.41	\$ 111,912.90	\$ 107,248.29	\$ 89,186.50	\$ 82,868.19	\$ 118,160.28	\$ 136,972.59	\$ 112,465.09	\$ 126,015.82	\$ 89,309.65	\$ 1,315,527.78
Net Operating Income	260,263.81	(89,816.53)	(152,721.38)	(97,689.95)	(84,737.43)	(87,763.82)	(81,370.09)	16,092.70	239,633.80	(110,560.85)	31,364.93	385,470.51	228,165.70
Net Income	260,263.81	(89,816.53)	(152,721.38)	(97,689.95)	(84,737.43)	(87,763.82)	(81,370.09)	16,092.70	239,633.80	(110,560.85)	31,364.93	385,470.51	228,165.70
Ending Cash	\$ 755,891.18	\$ 666,074.65	\$ 513,194.47	\$ 415,504.52	\$ 330,767.09	\$ 243,003.27	\$ 161,633.18	\$ 177,725.88	\$ 417,359.68	\$ 306,798.83	\$ 338,163.76	\$ 723,634.27	

April 2023 - March 2024



Payment Information							
Payment Due Date Apr 13, 2024	For online and phone payments, the deadline is 8pm ET.						
New Balance \$6,532.90	Minimum Payment Due \$653.00						
<p>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%.</p> <p>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:</p> <table border="1"> <thead> <tr> <th>If you make no additional charges using this card and each month you pay...</th> <th>You will pay off the balance shown on this statement in about...</th> <th>And you will end up paying an estimated total of...</th> </tr> </thead> <tbody> <tr> <td>Minimum Payment</td> <td>7 Years</td> <td>\$8,510</td> </tr> </tbody> </table>		If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...	Minimum Payment	7 Years	\$8,510
If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...					
Minimum Payment	7 Years	\$8,510					
If you would like information about credit counseling services, call 1-888-326-8055.							

Account Summary	
Previous Balance	\$6,634.11
Payments	- \$6,634.11
Other Credits	- \$83.28
Transactions	+ \$6,616.18
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
New Balance	= \$6,532.90
Revolving Credit Limit	\$17,000.00
Available Revolving Credit (as of Mar 19, 2024)	\$10,467.10
Cash Advance Credit Limit	\$7,500.00
Available Credit for Cash Advances	\$7,500.00

*****Important Notice*****

We are unable to provide your Rewards Summary on this month's statement. To review your current Rewards balance or for additional Rewards information, please log in to your account at capitalone.com, the Capital One Mobile Banking app, or call the customer service number on this statement.

Account Notifications

Please check page 6 of this statement for your Account Notifications.

Pay or manage your account at 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





Protect yourself from scams.
 When dealing with uninvited contacts from people, businesses, or social networking sites, always use caution.

Scan this QR Code with your phone's camera to learn more or visit www.capitalone.com/stopscams

430615-EN

Payment Due Date: **Apr 13, 2024**

Account ending in 3899

New Balance	Minimum Payment Due	Amount Enclosed
\$6,532.90	\$653.00	\$ _____

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

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.



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.

© 2023 Capital One. Capital One is a federally registered service mark

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 to see detailed transactions.

NATALIE STAROSTA #3899: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Mar 1	Mar 2	Mailed Payment. Thank You!	-\$6,634.11
Mar 2	Mar 4	THE HOME DEPOT #1901BROADVIEWIL	-\$10.98
Mar 7	Mar 9	THE HOME DEPOT #1901BROADVIEWIL	-\$14.98

NATALIE STAROSTA #3899: Transactions

Trans Date	Post Date	Description	Amount
Feb 20	Feb 21	WHENTOWORK INCTUSTINCA	\$522.00
Feb 20	Feb 22	HOMEDEPOT.COM800-430-3376GA	\$119.99
Feb 20	Feb 22	THE HOME DEPOT #1901BROADVIEWIL	\$761.92
Feb 22	Feb 24	HOMEDEPOT.COM800-430-3376GA	\$57.41
Feb 26	Feb 27	AED SUPERSTOREWOODRUFFWI	\$206.13
Mar 1	Mar 1	PANERA BREAD #606004 0708-797-0024IL	\$97.46
Mar 2	Mar 2	COSTCO *ANNUAL RENEWAL800-774-2678WA	\$120.00
Mar 2	Mar 4	THE HOME DEPOT #1901BROADVIEWIL	\$40.86
Mar 7	Mar 8	TLF*THE FLOWER SHOP ATWHITTIERCA	\$90.86
Mar 8	Mar 8	ILLINOIS LIBRARY ASSOC312-644-1896IL	\$150.00
Mar 8	Mar 8	ILLINOIS LIBRARY ASSOC312-644-1896IL	\$75.00
Mar 15	Mar 16	DOLLAR TREEBROADVIEWIL	\$27.50
Mar 15	Mar 18	THE HOME DEPOT #1901BROADVIEWIL	\$17.02

NATALIE STAROSTA #3899: Total Transactions **\$2,286.15**

VERONICA MARTINEZ #6021: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Mar 4	Mar 5	AMZN Mktp USAmzn.com/billWA	-\$18.98

VERONICA MARTINEZ #6021: Transactions

Trans Date	Post Date	Description	Amount
Feb 28	Feb 29	AMZN Mktp US*RZ8SX8392Amzn.com/billWA	\$40.00
Feb 29	Mar 1	AMZN Mktp US*RN4UX4FC0Amzn.com/billWA	\$43.98
Mar 1	Mar 2	AMZN Mktp US*RZ6SN3MA2Amzn.com/billWA	\$194.76

VERONICA MARTINEZ #6021: Total Transactions **\$278.74**

BRITNEY MUSIAL #9066: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Mar 6	Mar 7	AMZN Mktp USAmzn.com/billWA	-\$14.95
Mar 10	Mar 11	AMZN Mktp USAmzn.com/billWA	-\$12.96

Transactions (Continued)

Trans Date	Post Date	Description	Amount
Mar 13	Mar 14	AMZN Mktp USAmzn.com/billWA	-\$0.11

BRITNEY MUSIAL #9066: Transactions

Trans Date	Post Date	Description	Amount
Feb 19	Feb 20	AMZN Mktp US*RW3A31XB0Amzn.com/billWA	\$138.41
Feb 22	Feb 22	AMZN Mktp US*RW4CZ2I80Amzn.com/billWA	\$14.99
Feb 22	Feb 23	MICHAELS #9490800-642-4235TX	\$50.28
Feb 23	Feb 24	AMZN Mktp US*RI0I91W41Amzn.com/billWA	\$43.90
Feb 23	Feb 24	SILHOUETTE AMERICA-8018019838937UT	\$36.78
Feb 24	Feb 24	Amazon.com*RZ30W9JPOAmzn.com/billWA	\$27.97
Feb 26	Feb 27	AMAZON RETAIL* BM8154SEATTLEWA	\$53.78
Feb 27	Feb 27	Amazon.com*RW52L3XT1Amzn.com/billWA	\$13.99
Feb 29	Feb 29	AMZN Mktp US*RZ74P9Y10Amzn.com/billWA	\$13.98
Feb 29	Mar 1	Amazon.com*RN4EN54MOAmzn.com/billWA	\$69.99
Feb 29	Mar 1	AMZN Mktp US*RN69T9Z60Amzn.com/billWA	\$299.51
Mar 1	Mar 2	Etsy.com*NRPL2400BROOKLYNNY	\$0.20
Mar 1	Mar 4	JEWEL OSCO 1403STICKNEYIL	\$10.48
Mar 4	Mar 4	AMZN Mktp US*RN3BG8B00Amzn.com/billWA	\$35.70
Mar 4	Mar 4	AMZN Mktp US*RZOHP2UH2Amzn.com/billWA	\$195.89
Mar 5	Mar 5	AMZN Mktp US*RN85Y1C12Amzn.com/billWA	\$314.04
Mar 7	Mar 7	AMZN Mktp US*RN81U51B2Amzn.com/billWA	\$36.98
Mar 7	Mar 8	S&S WORLDWIDE, INC.COLCHESTERCT	\$414.33
Mar 8	Mar 9	HOTELSCOM7277752961425HOTELS.COMWA	\$295.30
Mar 11	Mar 12	AMAZON.COM*RN2JY4YV2SEATTLEWA	\$33.48
Mar 12	Mar 12	AMZN Mktp US*RN9A50BL1Amzn.com/billWA	\$125.36
Mar 12	Mar 13	CIRCLE K 00100CHAMPAIGNIL	\$12.92
Mar 12	Mar 13	FARRENS PUB & EATERYCHAMPAIGNIL	\$102.06
Mar 13	Mar 13	AMZN Mktp US*R657N80J2Amzn.com/billWA	\$49.99
Mar 13	Mar 13	AMZN Mktp US*R687D90F2Amzn.com/billWA	\$238.68
Mar 13	Mar 15	UIUC PARKING DEPT2173333530IL	\$2.80
Mar 13	Mar 15	UIUC PARKING DEPT2173333530IL	\$2.80
Mar 13	Mar 15	UIUC PARKING DEPT2173333530IL	\$2.80
Mar 13	Mar 15	UIUC PARKING DEPT2173333530IL	\$2.80
Mar 16	Mar 16	AMZN Mktp US*R60Q60LY1Amzn.com/billWA	\$103.92

BRITNEY MUSIAL #9066: Total Transactions			\$2,744.11
---	--	--	-------------------

Transactions (Continued)

MIKE BRADLEY #3731: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Feb 28	Feb 28	Amazon.comAmzn.com/billWA	- \$5.30
Mar 13	Mar 14	AMAZON.COMSEATTLEWA	- \$5.02

MIKE BRADLEY #3731: Transactions

Trans Date	Post Date	Description	Amount
Feb 20	Feb 20	AMZN Mktp US*RW0491OC2Amzn.com/billWA	\$11.45
Feb 20	Feb 21	Amazon.com*RW7MS86W0Amzn.com/billWA	\$14.98
Feb 26	Feb 27	Amazon.com*RW6OX8WI2Amzn.com/billWA	\$140.33
Feb 27	Feb 28	Amazon.com*RZ83N1KR0Amzn.com/billWA	\$9.96
Mar 3	Mar 4	D J*WALL-ST-JOURNAL800-568-7625NJ	\$164.97
Mar 4	Mar 5	AMZN MKTP US*RZ9114UA2SEATTLEWA	\$7.99
Mar 4	Mar 5	CHICAGO TRIB SUBSCRIPTCHICAGOIL	\$324.00
Mar 11	Mar 11	Amazon.com*RN9YZ6G01Amzn.com/billWA	\$13.97
Mar 11	Mar 12	UBER TRIP8005928996CA	\$51.13
Mar 11	Mar 12	AMAZON.COM*RN1L845A1SEATTLEWA	\$184.56
Mar 12	Mar 12	UBER TRIP8005928996CA	\$19.98
Mar 12	Mar 13	UBER TRIP8005928996CA	\$28.30
Mar 12	Mar 13	UBER TRIP8005928996CA	\$27.47
Mar 12	Mar 13	SHAW SUBURBAN MEDIA-SUCRYSTAL LAKEIL	\$52.00
Mar 13	Mar 14	UBER TRIP8005928996CA	\$20.97
Mar 13	Mar 14	UBER* TRIPSAN FRANCISCOCA	\$20.94
Mar 14	Mar 15	UBER TRIP8005928996CA	\$20.95
Mar 15	Mar 15	UBER TRIP8005928996CA	\$69.73
Mar 18	Mar 19	Amazon.com*RH7979860Amzn.com/billWA	\$25.93

MIKE BRADLEY #3731: Total Transactions **\$1,209.61**

KAREN QUINN #6313: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
------------	-----------	-------------	--------

KAREN QUINN #6313: Transactions

Trans Date	Post Date	Description	Amount
------------	-----------	-------------	--------

NATALIE CASTILLO #6852: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
------------	-----------	-------------	--------

Transactions (Continued)

NATALIE CASTILLO #6852: Transactions

Trans Date	Post Date	Description	Amount
Mar 1	Mar 2	AB* ABEBOOKS.CO KADFFISEATTLEWA	\$14.88
Mar 1	Mar 2	AB* ABEBOOKS.CO KADFFJSEATTLEWA	\$6.36
Mar 4	Mar 4	AMZN Mktp US*RZ3YP3UC2Amzn.com/billWA	\$48.98
Mar 4	Mar 5	AMZN Mktp US*RZ2M48WP2Amzn.com/billWA	\$7.39
Mar 13	Mar 13	AMZN Mktp US*R675R20N2Amzn.com/billWA	\$19.96
NATALIE CASTILLO #6852: Total Transactions			\$97.57

Total Transactions for This Period **\$6,616.18**

Fees

Trans Date	Post Date	Description	Amount
Total Fees for This Period			\$0.00

Interest Charged

Interest Charge on Purchases	\$0.00
Interest Charge on Cash Advances	\$0.00
Interest Charge on Other Balances	\$0.00
Total Interest for This Period	\$0.00

Totals Year-to-Date

Total Fees charged	\$134.00
Total Interest charged	\$333.46

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	\$0.00	\$0.00
Cash Advances	32.24% P	\$0.00	\$0.00

Variable APRs: 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	

Account Notifications

-  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.
-  You can find changes to your Rewards program by logging into your account and navigating to the Rewards FAQ section.



Protect yourself from scams.

When dealing with uninvited contacts from people, businesses, or social networking sites, always use caution.

Scan this QR Code with your phone's camera to learn more or visit

www.capitalone.com/stopscams

530486-EN



**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

Director

Advocacy:

Reminder: The Library Advocacy and Funding Conference (virtual) is July 24-26th. 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 most recent Board documents and am working to find the best way to display our Decennial report in a featured section as well as in our general documents. I've also updated the required FOIA documents.

We are in the process of creating a yearly calendar of events for our social media teams to use when promoting not only library events but local happenings, national holidays, and our services to expand the variety of what we are showing on our social media in response to trainings on social media viewing by our end users which shows that having more diversified offerings drives additional usage.

I have reached out the Ames, Komarek and RB High School to schedule a time during their staff in-services to speak with their teachers about what we have to offer them and their students. We have had positive responses from both Komarek and RB and are still working to get a response from Ames. Presentations will be in August/September.

Legal/Financial:

I submitted an application on behalf of Gissely, one of our Circulation Supervisors, for the Illinois Library Association's Inclusive Travel Grant for National Conferences in the amount of \$2,000 which will cover her airfare to California to attend the ALA Annual Conference at the end of June, her conference registration and her hotel as well as any incidentals. That money will be paid directly to Gissely.

I have also requested a letter of recommendation from NR's Mayor for the congressionally directed spending request that was submitted last month.

Work has continued on the FY25 draft budget. Work will begin this coming month on the budget justification documents for the Board to review.

Library Building:

We completed the back flow testing with Flowtech.

Mullermist reactivated our sprinkler system and will be adding the front planters to the maintenance contract we have

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 old unusable paints and stains. This work is expected to be completed in April/May.



Work has been completed in cleaning out the Computer room which now holds current equipment and necessary packaging, all extension cords for library use and accessories for any technology equipment.

Training:

We completed the planning for the 2nd quarterly in-service of the year. Each quarter is devoted to a different topic. The 2nd quarter focuses on additional de-escalation training and how to deal with prejudicial comments prior to our large influx of people during Summer Reading which will kick off on the first Saturday of June (June 1st). We will discuss expectations for staff during the Summer Reading Kickoff. In addition, we will continue to talk about the NRPL Culture statement: "Together we proactively strive to be a diverse institution that values inclusivity, mutual respect, and kindness. We promote creativity in a space dedicated to providing equal opportunity to employees and patrons alike. (new para) We recognize and respect that each individual brings unique qualities and ideas to the North Riverside Public Library to help further our mission."

8 staff members were able to attend the virtual training by Ryan Dowd on mental illness and how to handle problem behaviors. All of them noted how practically useful this is in front line work. Natalie A. attended meetings of the Youth Services Managers. Both Natalie A. & S. attended a meeting with the Birth to 5 initiative in Western Cook County to work toward additional partnerships.

Adult and Teen/Tween Department

In March, we had a large focus on Spring themes. We had a hugely successful program on Spring Cleaning that everyone attending would love to have the speaker again to help them with their organization at home. Spring Break saw a lot of teens coming through who were super excited to see the we had Resin as a program for them which is extremely popular. We focused on gardening and our Seed Exchange was a hit! So many people praised our use of the card catalogue and loved that they could swap seeds. Lastly, the Clothes Swap was something everyone loved, especially knowing we drop off any extra clothes to a local shelter. We have promised to keep the Clothes Swap as a twice a year program!

Maddie received a gift from someone who comes to every program of hers, praising how patient she is and how helpful she is during the programs.

Mel received praise from multiple people about how creative her displays are and how much she has helped expand people's comfort zones on different genres.

Britney received a gift from someone who comes to every teen program and was told how she makes the programs so much fun and comfortable.

Our community is the absolute best and we appreciate everything they do for us!



Adult Active Programs

DIY Garden Marker	26
Shamrock Mason Jars	14
Yoga	7
Clear the Clutter!	14
Corned Beef Seasoning	25
Cord Keeper	16
Clothes Swap	11
Yoga	13
Tai Chi	8
Spring Wreath	12
Club de Lectura	3
11 Total Active Programs	149 total participants

Adult/Teen Passive Programs

Craft Exchange	3
Seed Exchange	5
Makerspace	24

Book Displays	14
Bookmarks/Buttons	10
Air Hockey Table	3
Doodle Board	17
Reference Questions	32
10 Total Passive Programs	108 Total participants

Teen/Tween Active Programs

DIY Cloud Lights	5
Bubble Tea Drink and Keychain	10
Clothes Swap	5
DIY Mugs	5
Clear the Clutter	3
Resin	8
6 Total Active Programs	36 total participants

Technology Department

TECH TEAM - In March, we had a total of 11 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 7 participants. Cantata will be having us back for two more sessions in April.

Youth Services Department

During the month of March, we had many special programs that had a great turnout. Notably, our Book Mark Contest had 15 participants, and the Youth Services Department selected four skilled winners. These winners won a prize and will have their bookmark printed to be given out at the library. Additionally, we had our largest Reptile Roadshow ever with a total 67 attendees. We had many excited families who were able to interact with many reptiles from Ali's Reptile Den. Finally, at the end of our month, Youth Services Associate, Alex, hosted Silly Art Night where kids used many mediums such as buttons, pom poms, markers, and paper to create their own silly version of their favorite character in a book. They are currently on display in the Youth Services hallway for all to see. We had tons of positive feedback from our programs, and we have many patrons looking forward to our upcoming programming.



**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

440 Reference Questions answered during the month of March at the Youth Services Help Desk.

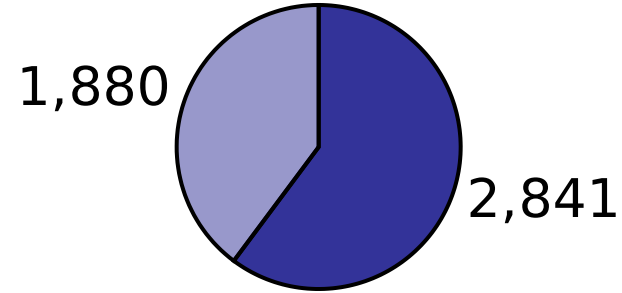
Program title:	Program Facilitator:	Date:	Ages 0-5:	Ages 6-11:	Teen:	Adults:
Book Mark Contest	YS Staff	3/1/2024	5	10		
Take and Make Friday	YS Staff	3/1/2024	12			
Morning Munchkins	Karen	3/4/2024	11	0	0	10
Mini Music Makers	Andrea	3/8/2024	7	0		6
Take and Make Friday	YS Staff	3/8/2024	12			
Morning Munchkins	Karen	3/11/2024	8	0	0	8
Village PreK s/t	Karen	3/12/2024	15			2
Preschool Yoga	Hired Programmer	3/13/2024	9			9
Village PreK s/t	Karen	3/15/2024	11	0	0	2
Take and Make Friday	YS Staff	3/15/2024	12			
Morning Munchkins	Karen	3/18/2024	2	0	0	2
Zumba Kids	Hired Programmer	3/20/2024	1	5		3
Reptile Roadshow	Hired Programmer	3/21/2024	17	25		25
Take and Make Friday	YS Staff	3/22/2024	12			
Morning Munchkins	Karen	3/25/2024	8	1	0	6
Silly Art Night	Alex	3/27/2024	5	16	0	5

Item Library

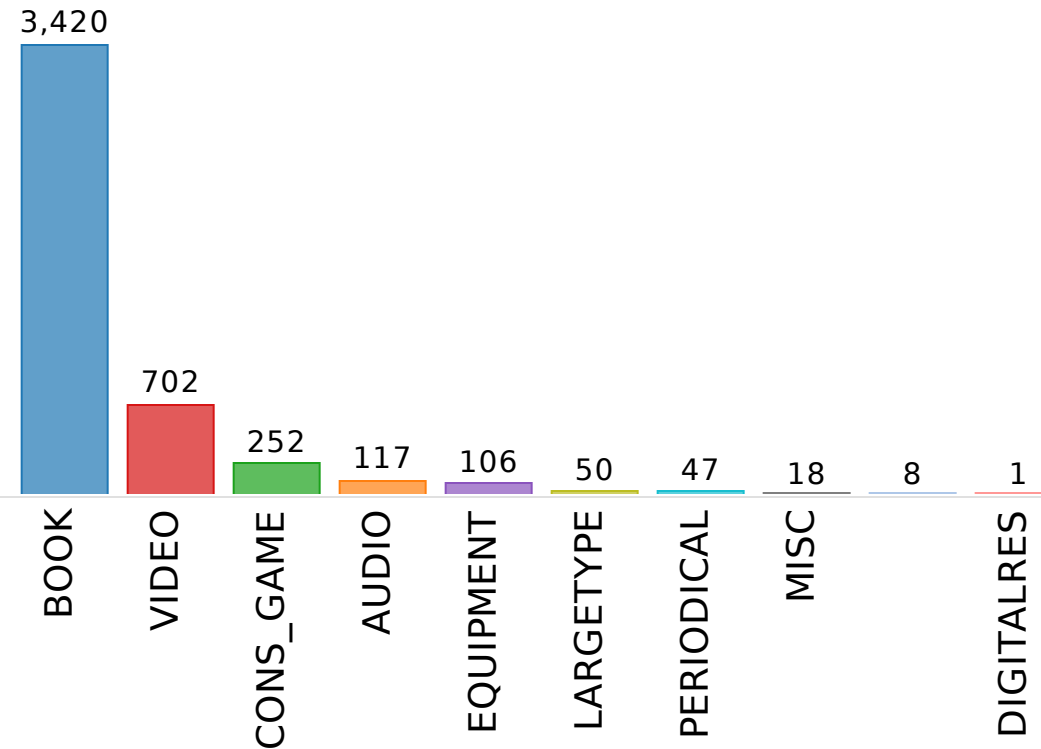
NRS

Checkouts & Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
Total	4,721	100.00%
Charge Item Part B	2,841	60.18%
Renew Item	1,880	39.82%



Item Cat1	Transactions	% of Total
Total	4,721	100.00%
BOOK	3,420	72.44%
VIDEO	702	14.87%
CONS_GAME	252	5.34%
AUDIO	117	2.48%
EQUIPMENT	106	2.25%
LARGETYPE	50	1.06%
PERIODICAL	47	1.00%
MISC	18	0.38%
	8	0.17%
DIGITALRES	1	0.02%



Item Library

NRS

Checkouts & Renewals of Your Items

Item Type	Transactions	% of Total	Item Home Location	Transactions	% of Total
Total	4,721	100.00%	Total	4,721	100.00%
BOOK	3,005	63.65%	STACKS_JUV	2,187	46.32%
BOOK_NEW	454	9.62%	STACKS	1,537	32.56%
DVD_FEAT	320	6.78%	NEW_ADULT	392	8.30%
CONSOLEGAM	190	4.02%	YOUNGADULT	304	6.44%
DVD_NEWFEA	123	2.61%	NEW_JUV	224	4.74%
DVD_BOXSET	114	2.41%	NEW_YA	73	1.55%
BLURAY_FEA	73	1.55%	ILL_IN	4	0.08%
CONSOLENEW	61	1.29%			
PERIODICAL	47	1.00%			
TOY	41	0.87%			
CD_AUDIO	39	0.83%			
LARGETYPE	39	0.83%			
DVD	38	0.80%			
EQUIPMENT	35	0.74%			
EQUIPMENTC	31	0.66%			
BLURAY_NFE	19	0.40%			
REALIA	16	0.34%			
LARGETYPEN	12	0.25%			
PAPERBACK	11	0.23%			
DVD_BOXNEW	9	0.19%			
CD_NEW	8	0.17%			
BOOK_J	7	0.15%			
CD_SPOKEN	7	0.15%			
CD_SPOKNEW	6	0.13%			
DVD_FEAT_J	6	0.13%			
DVD_NEWFEJ	4	0.08%			
NS_ILL_PRT	4	0.08%			

Item Library

NRS

Checkouts & Renewals of Your Items

User Library	Trans Stat User Profile Name	Transactions	% of Total
Total		4,721	100.00%
NRS	NRS_ADULT	2,287	48.44%
	NRS_JUV	465	9.85%
RSS	RSS_ADULT	334	7.07%
BYS	BYS_ADULT	169	3.58%
BFS	BFS_PATRON	87	1.84%
OPS	OPS_PATRON	86	1.82%
FPS	FPS_ADULT	76	1.61%
RSS	RSS_JUV	72	1.53%
WCS	WCS_PATRON	62	1.31%
LPS	LPS_PATRON	60	1.27%
CIS	CIS_ADULT	58	1.23%
ILL_LIBS	CHICAGO_P	50	1.06%
MWS	MWS_ADULT	49	1.04%
GVD	GVD_PATRON	38	0.80%
LGS	LGS_PATRON	38	0.80%
SCD	SCD_PATRON	38	0.80%
DGS	DGS_PATRON	33	0.70%
INS	INS_PATRON	33	0.70%
CSD	CSD_PATRON	30	0.64%
BYS	BYS_JUV	25	0.53%
BLD	BLD_PATRON	22	0.47%
OLS	OLS_PATRON	20	0.42%
ADD	ADD_ADULT	19	0.40%
SGD	SGD_PATRON	19	0.40%
GED	GED_PATRON	18	0.38%
OZS	OPS_PATRON	17	0.36%
TRP	TRP_PATRON	17	0.36%

Item Library

NRS

Checkouts & Renewals of Your Items

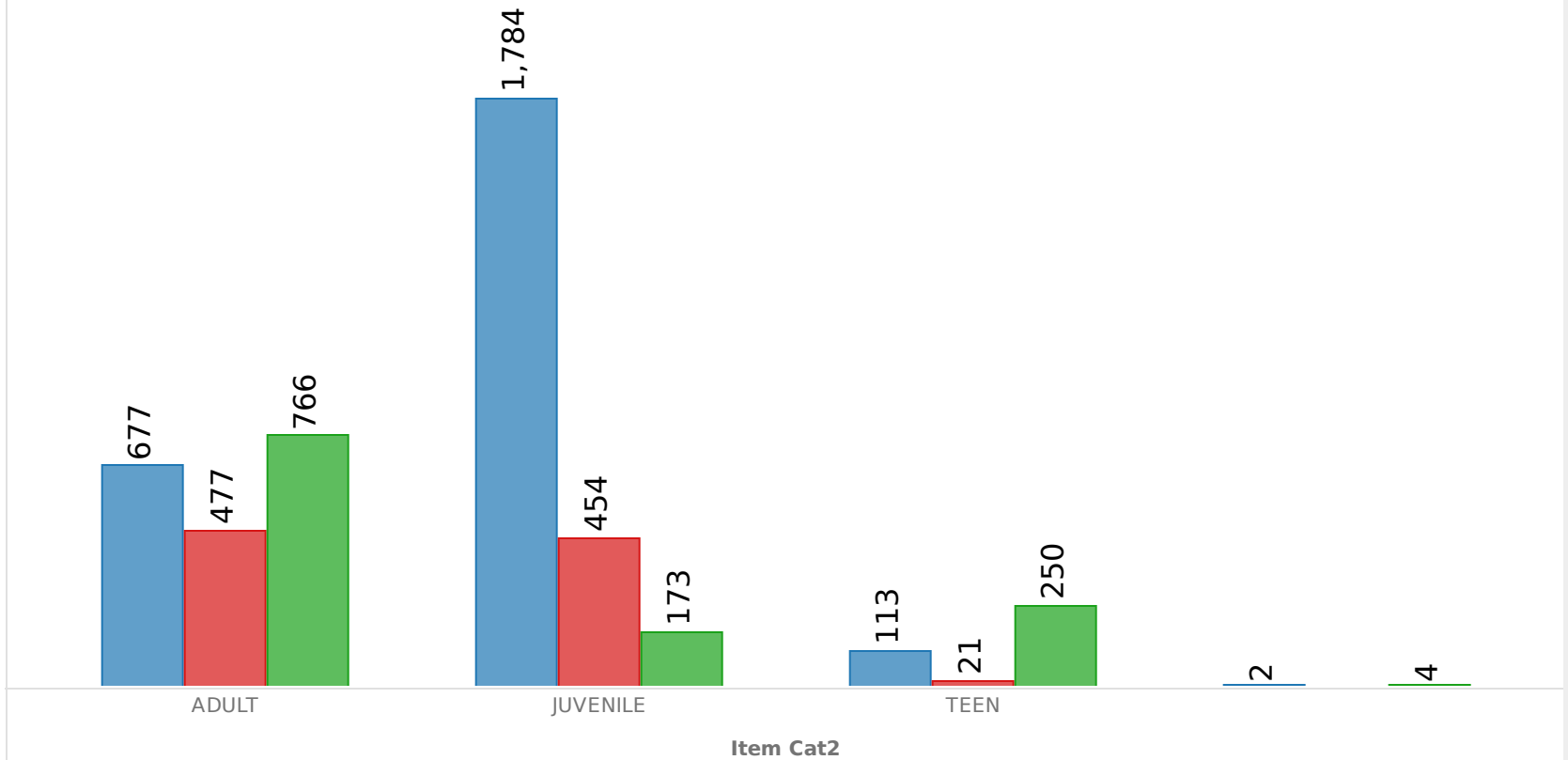
Item Cat2	Transactions	% of Total
ADULT	1,920	40.67%
JUVENILE	2,411	51.07%
TEEN	384	8.13%
	6	0.13%
Total	4,721	100.00%

Item Cat3	Transactions	% of Total
FICTION	2,576	54.56%
NONFICTION	952	20.17%
	1,193	25.27%
Total	4,721	100.00%

Circs by Cat2 & Cat3

Item Cat3

- FICTION
- NONFICTION
-

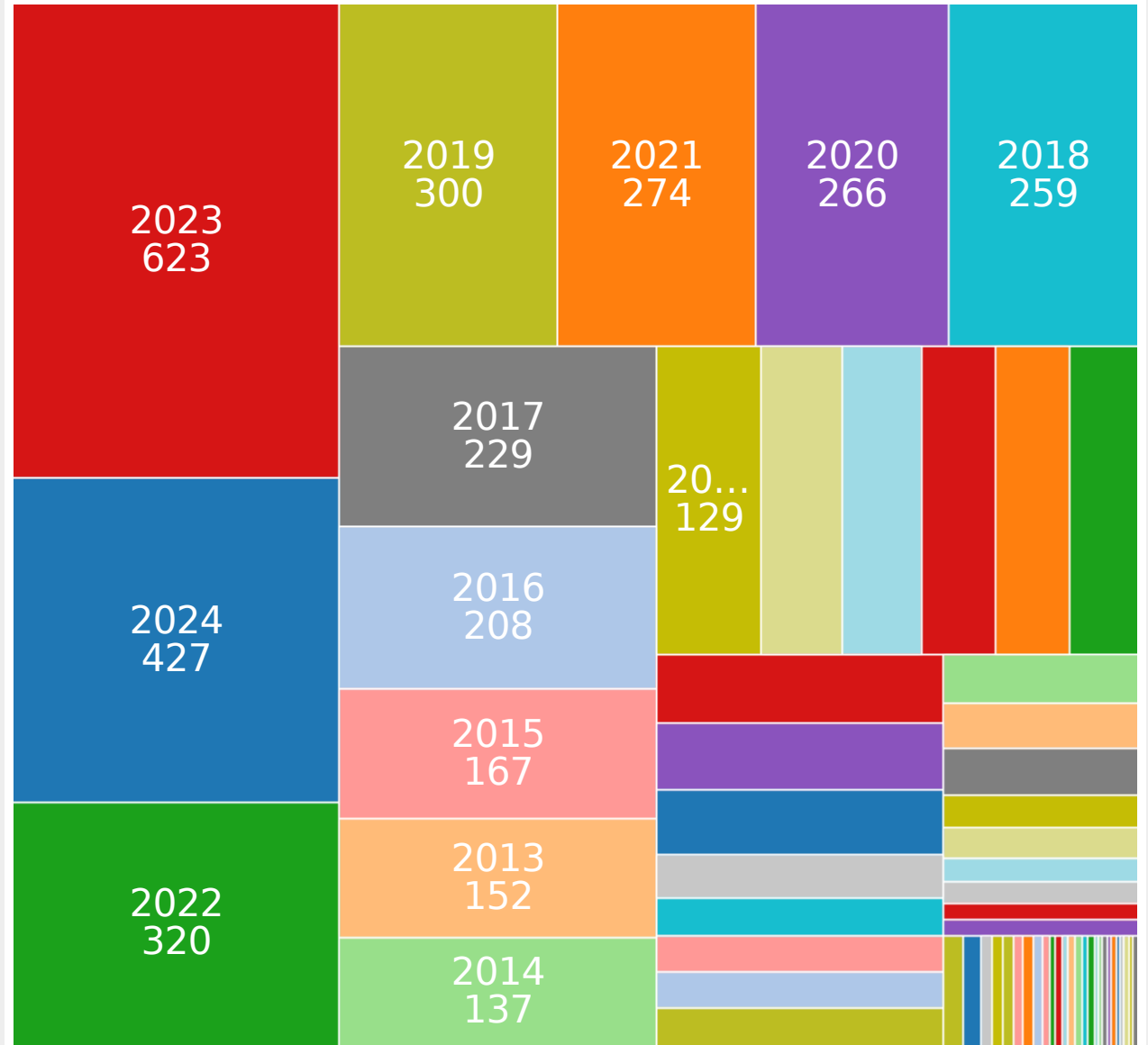


Item Library

NRS

Checkouts & Renewals of Your Items

Publication Year	Transactions	% of Total
Total	4,721	100.00%
2023	623	13.20%
2024	427	9.04%
2022	320	6.78%
2019	300	6.35%
2021	274	5.80%
2020	266	5.63%
2018	259	5.49%
2017	229	4.85%
2016	208	4.41%
2015	167	3.54%
2013	152	3.22%
2014	137	2.90%
2012	129	2.73%
2011	101	2.14%
2010	98	2.08%
0	91	1.93%
2005	91	1.93%
2006	85	1.80%
2007	79	1.67%
2004	76	1.61%
2008	76	1.61%
2009	49	1.04%
2002	44	0.93%
1999	43	0.91%
2000	42	0.89%
2003	42	0.89%
1998	37	0.78%
1997	36	0.76%
2001	36	0.76%



Station Library

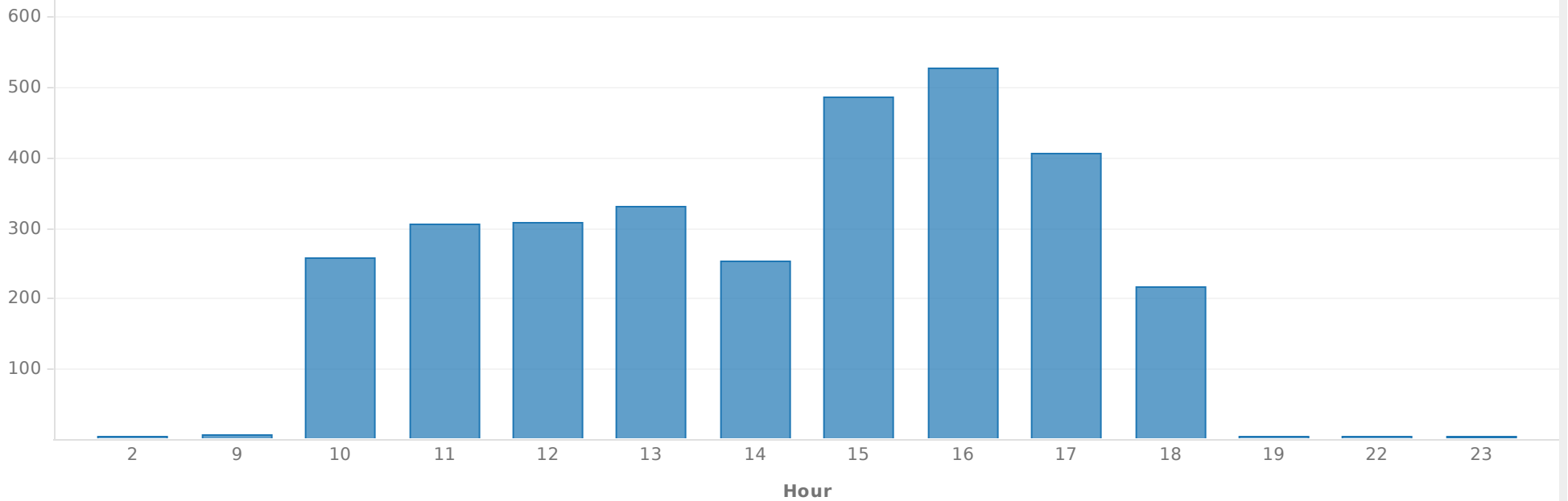
NRS

Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total
Total	4,798	100.00%
Charge Item Part B	2,923	60.92%
Renew Item	1,875	39.08%

Trans Stat Station Login User Access	Transactions	% of Total
Total	4,798	100.00%
NRSCIRCSR	1,728	36.02%
AUTORENEW	1,692	35.26%
SIPCHK	945	19.70%
NRSTECHSR	422	8.80%
PUBLIC	11	0.23%

Average Transactions per Hour



Station Library

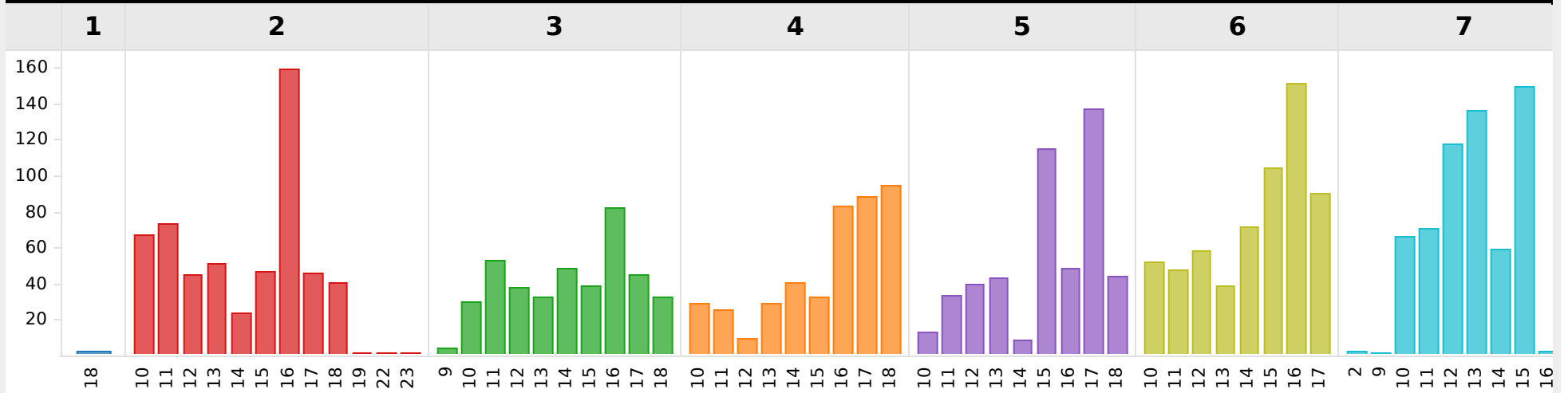
NRS

Checkouts & Renewals at Your Library

Trans Stat Dow	Transactions	% of Total
Sunday	3	0.10%
Monday	557	17.93%
Tuesday	406	13.07%
Wednesday	434	13.97%
Thursday	484	15.58%
Friday	614	19.77%
Saturday	608	19.58%

Hour	Transactions	% of Total
9	6	0.19%
10	257	8.29%
11	305	9.84%
12	309	9.97%
13	331	10.68%
14	254	8.19%
15	487	15.71%
16	527	17.00%
17	406	13.10%
18	216	6.97%
19	2	0.06%

Circs by Hour and Day



Station Library

NRS

Checkouts & Renewals at Your Library

Library Users at Your Library

User Library	Transactions	% of Total
Total	3,106	100.00%
NRS	2,258	72.70%
RSS	298	9.59%
BYS	155	4.99%
FPS	75	2.41%
MWS	56	1.80%
BFS	51	1.64%
LPS	32	1.03%
WCS	32	1.03%
CIS	31	1.00%
ILL_LIBS	28	0.90%
LGS	20	0.64%
OPS	15	0.48%
BPS	10	0.32%
EPS	10	0.32%
RFS	8	0.26%
BRS	7	0.23%
SFS	6	0.19%
OLS	4	0.13%
OZS	4	0.13%
DGS	2	0.06%
LYS	1	0.03%
MCS	1	0.03%
OES	1	0.03%
SAS	1	0.03%

Library Items at Your Library

Item Library	Transactions	% of Total
Total	3,106	100.00%
NRS	2,478	79.78%
ESS	26	0.84%
OPS	25	0.80%
BLD	22	0.71%
LGS	22	0.71%
OLS	20	0.64%
SCD	20	0.64%
DGS	17	0.55%
MTS	17	0.55%
ADD	15	0.48%
TPS	15	0.48%
WRS	15	0.48%
HDS	13	0.42%
PHS	13	0.42%
BDD	12	0.39%
CIS	12	0.39%
FPD	12	0.39%
HWS	12	0.39%
VPD	12	0.39%
NLS	11	0.35%
TFS	11	0.35%
BVS	10	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
Total		3,106	100.00%
NRS	NRS_ADULT	1,935	62.30%
	NRS_JUV	317	10.21%
RSS	RSS_ADULT	233	7.50%
BYS	BYS_ADULT	134	4.31%
FPS	FPS_ADULT	75	2.41%
RSS	RSS_JUV	65	2.09%
MWS	MWS_ADULT	56	1.80%
BFS	BFS_PATRON	51	1.64%
LPS	LPS_PATRON	32	1.03%
CIS	CIS_ADULT	29	0.93%
ILL_LIBS	CHICAGO_P	28	0.90%
WCS	WCS_PATRON	27	0.87%
BYS	BYS_JUV	21	0.68%
LGS	LGS_PATRON	19	0.61%
OPS	OPS_PATRON	15	0.48%
BPS	BPS_PATRON	10	0.32%
EPS	EPS_PATRON	10	0.32%
BRS	BRS_ADULT	7	0.23%
SFS	SFS_ADULT	6	0.19%
RFS	RFS_ADULT	5	0.16%
WCS	WCS_JUV	5	0.16%
NRS	CHICAGO_P	4	0.13%
OZS	OPS_PATRON	4	0.13%
OLS	OLS_PATRON	3	0.10%
RFS	RFS_JUV	3	0.10%
CIS	CIS_JUV	2	0.06%
DGS	DGS_PATRON	2	0.06%

Library Items/Profiles at Your Library

Item Library	Trans Stat User Profile Name	Transactions	% of Total
Total		3,106	100.00%
NRS	NRS_ADULT	1,462	47.07%
	NRS_JUV	274	8.82%
	RSS_ADULT	193	6.21%
	BYS_ADULT	110	3.54%
	RSS_JUV	65	2.09%
	FPS_ADULT	49	1.58%
	BFS_PATRON	47	1.51%
	MWS_ADULT	47	1.51%
	CHICAGO_P	32	1.03%
	LPS_PATRON	32	1.03%
	CIS_ADULT	28	0.90%
	WCS_PATRON	26	0.84%
ESS	NRS_ADULT	24	0.77%
NRS	BYS_JUV	21	0.68%
	OPS_PATRON	19	0.61%
BLD	NRS_ADULT	18	0.58%
OPS	NRS_ADULT	18	0.58%
LGS	NRS_ADULT	17	0.55%
DGS	NRS_ADULT	16	0.52%
OLS	NRS_ADULT	16	0.52%
NRS	LGS_PATRON	14	0.45%
TPS	NRS_ADULT	14	0.45%
ADD	NRS_ADULT	13	0.42%
SCD	NRS_ADULT	13	0.42%
VPD	NRS_ADULT	11	0.35%
FPD	NRS_ADULT	10	0.32%
MTS	NRS_ADULT	10	0.32%
NLS	NRS ADULT	10	0.32%

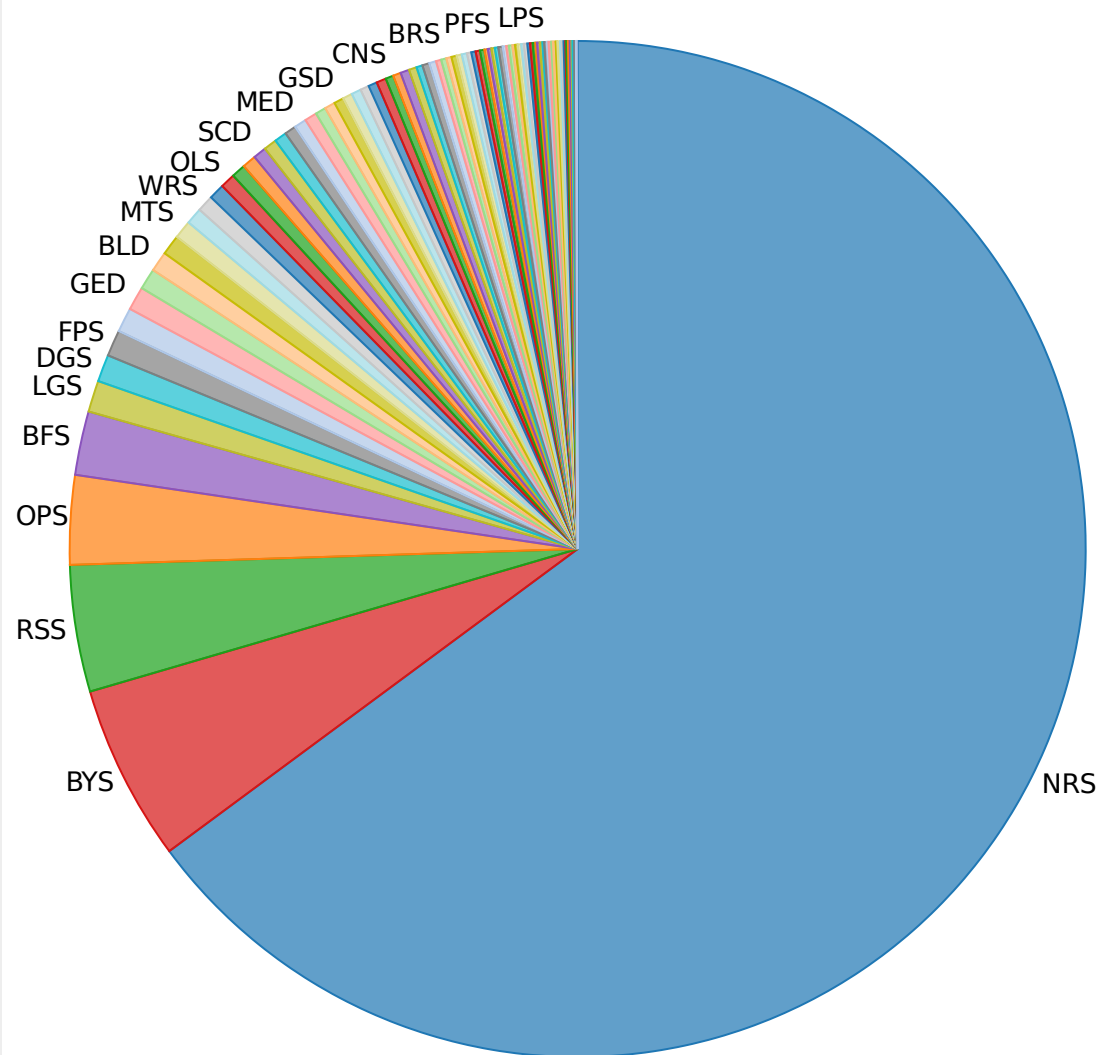
User Library

NRS

Checkouts & Renewals from Your Patrons

Item Library	Transactions	% of Total
Total	4,254	100.00%
NRS	2,758	64.83%
BYS	239	5.62%
RSS	171	4.02%
OPS	121	2.84%
BFS	86	2.02%
LGS	42	0.99%
DGS	37	0.87%
FPS	36	0.85%
ESS	32	0.75%
GED	32	0.75%
ADD	29	0.68%
BLD	27	0.63%
TPS	27	0.63%
MTS	25	0.59%
TFS	23	0.54%
WRS	22	0.52%
VPD	21	0.49%
OLS	20	0.47%
CIS	19	0.45%
HDS	19	0.45%
SCD	18	0.42%
BVS	17	0.40%
NLS	17	0.40%

Your Users Checkout Items from...



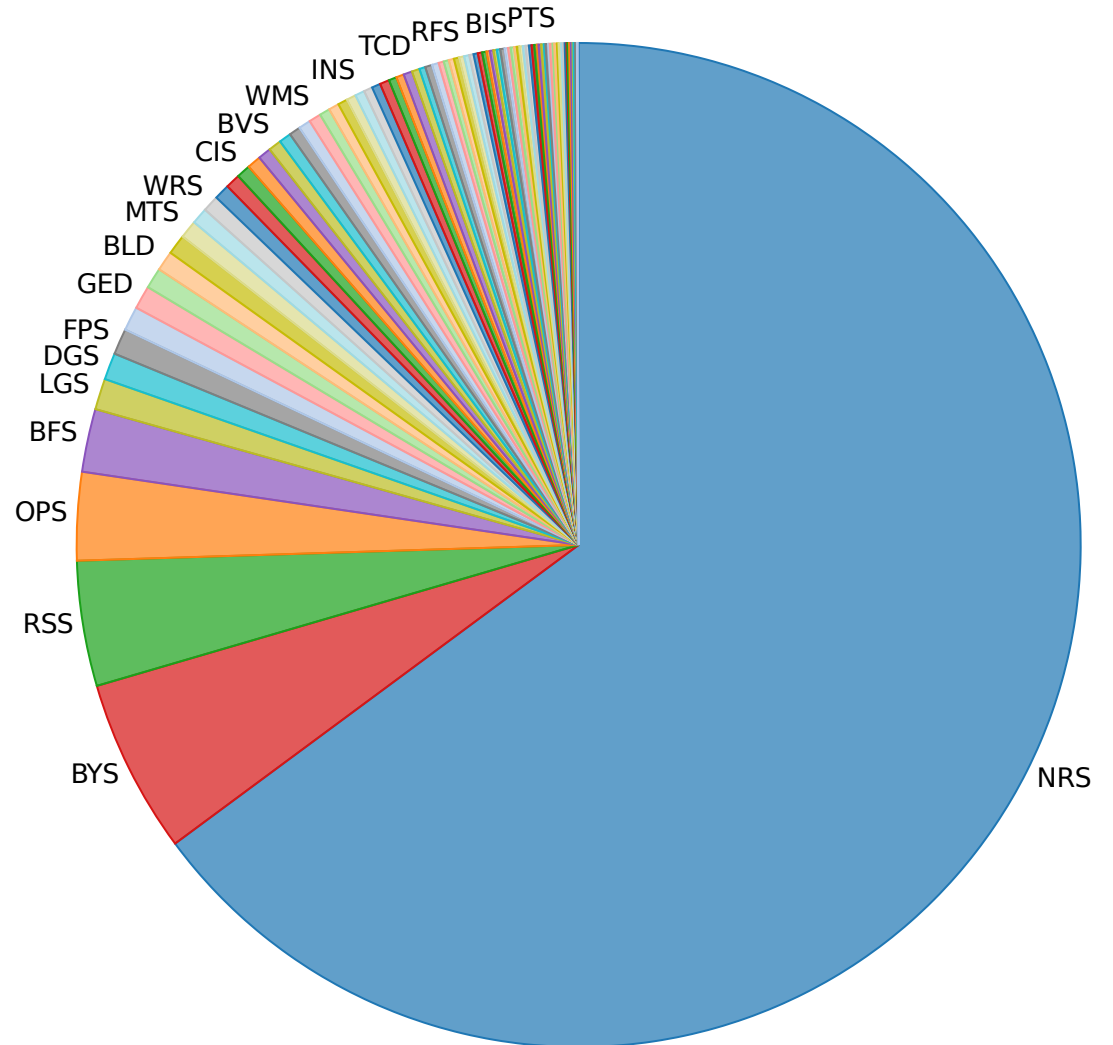
User Library

NRS

Checkouts & Renewals from Your Patrons

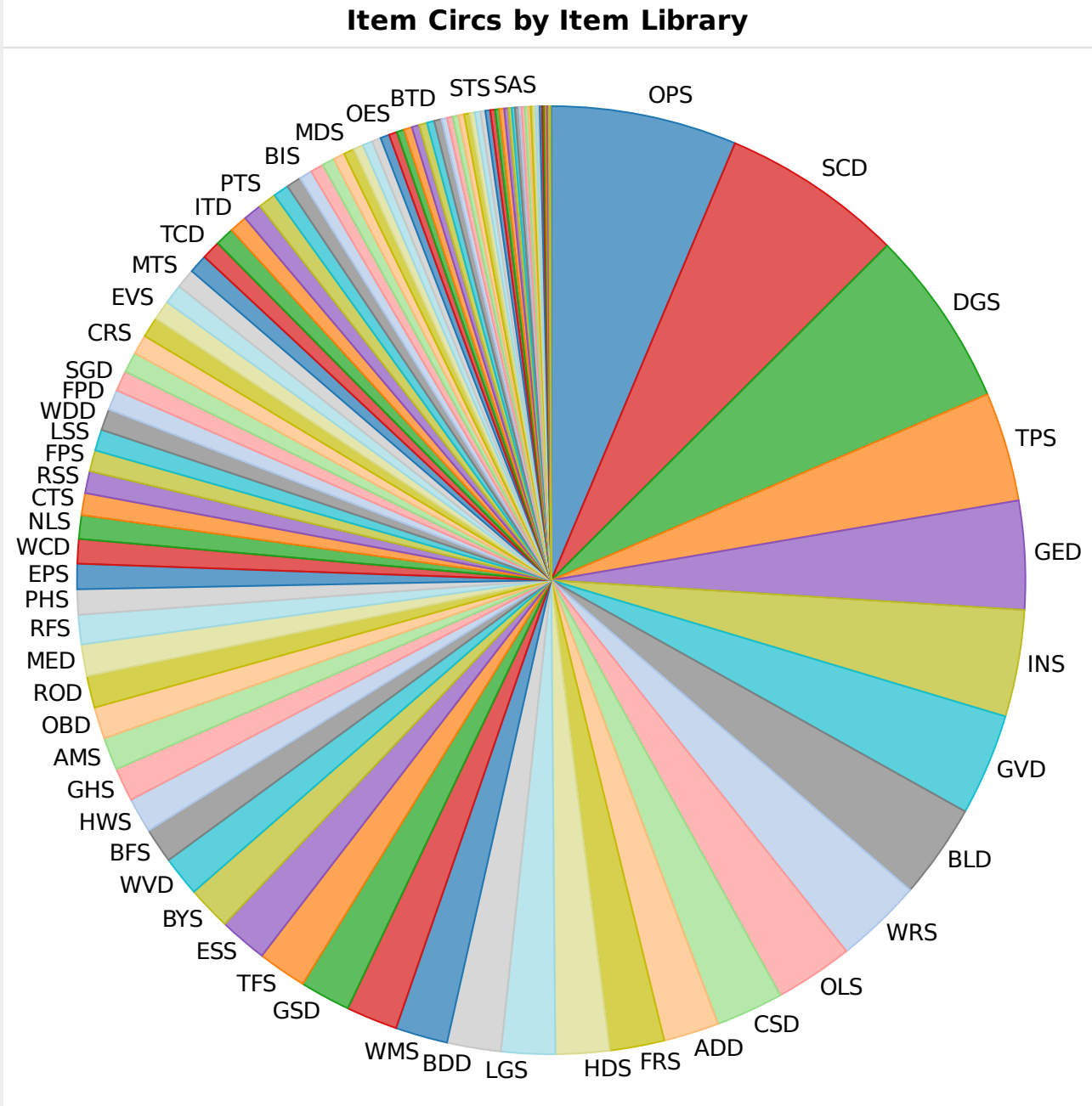
Station Library	Transactions	% of Total
Total	4,254	100.00%
NRS	3,506	82.42%
BYS	256	6.02%
RSS	184	4.33%
BFS	91	2.14%
OPS	87	2.05%
FPS	26	0.61%
LGS	22	0.52%
DGS	14	0.33%
GED	11	0.26%
ADD	8	0.19%
TFS	8	0.19%
WMS	6	0.14%
CRS	5	0.12%
BVS	4	0.09%
OBD	4	0.09%
RFS	4	0.09%
WRS	4	0.09%
BRS	3	0.07%
CIS	3	0.07%
LPS	3	0.07%
EPS	1	0.02%
HDS	1	0.02%
INS	1	0.02%

Your Users Checkout at...



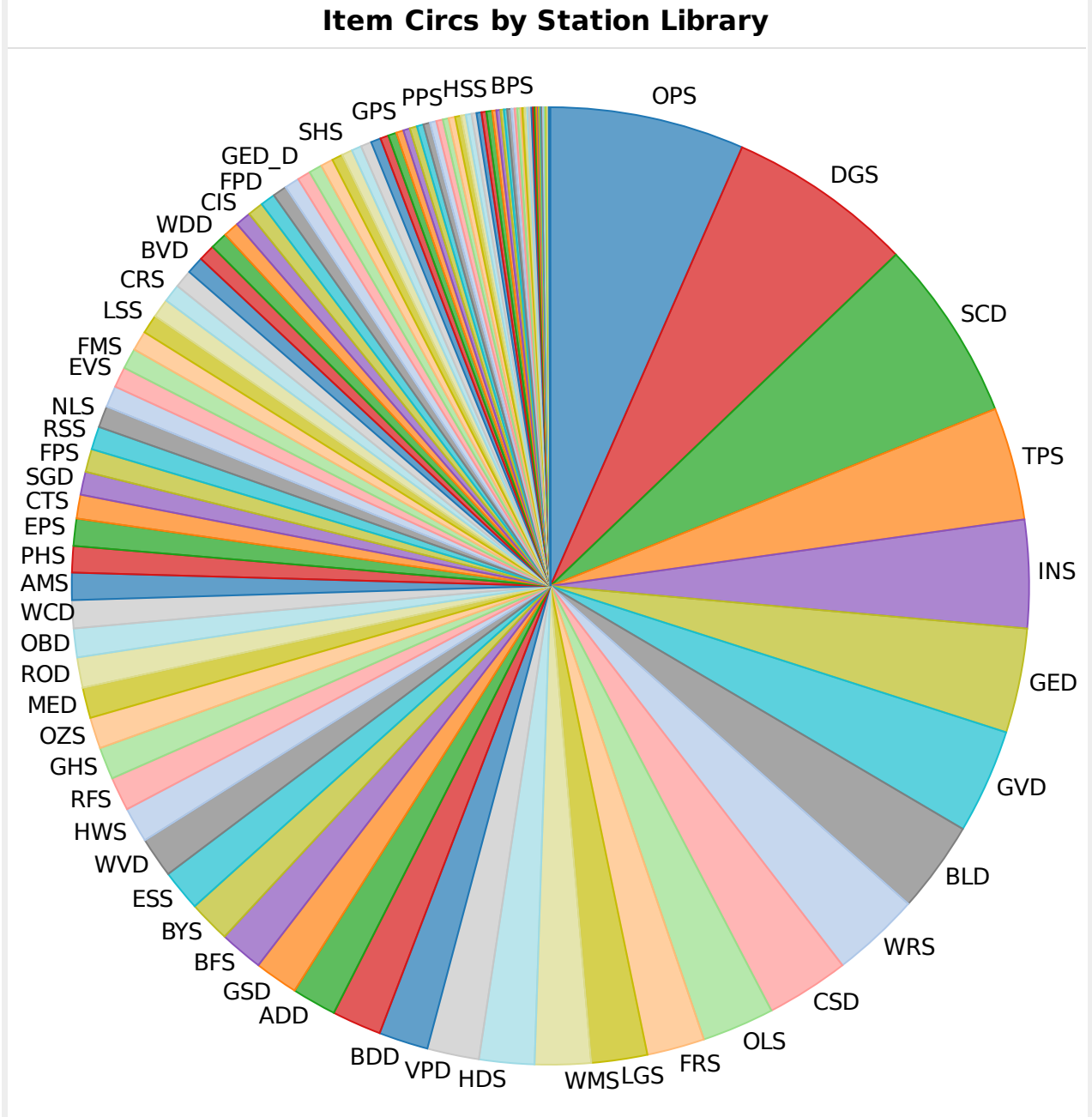
Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
Total	1,102,514	100.00%
OPS	69,585	6.31%
SCD	68,315	6.20%
DGS	66,734	6.05%
TPS	41,076	3.73%
GED	40,737	3.69%
INS	39,885	3.62%
GVD	38,485	3.49%
BLD	35,562	3.23%
WRS	32,571	2.95%
OLS	29,635	2.69%
CSD	25,388	2.30%
ADD	20,798	1.89%
FRS	20,365	1.85%
HDS	20,242	1.84%
LGS	20,186	1.83%
BDD	20,151	1.83%
WMS	19,752	1.79%
VPD	19,391	1.76%
GSD	18,725	1.70%
TFS	18,497	1.68%
ESS	17,947	1.63%
BYS	16,718	1.52%
WVD	14,960	1.36%
BFS	13,289	1.21%
HWS	12,916	1.17%
GHS	12,684	1.15%
AMS	12,241	1.11%
OBD	12,066	1.09%
ROD	11,993	1.09%
MED	11,886	1.08%
RFS	10,970	0.99%
PHS	9,597	0.87%
EDS	0,216	0.02%



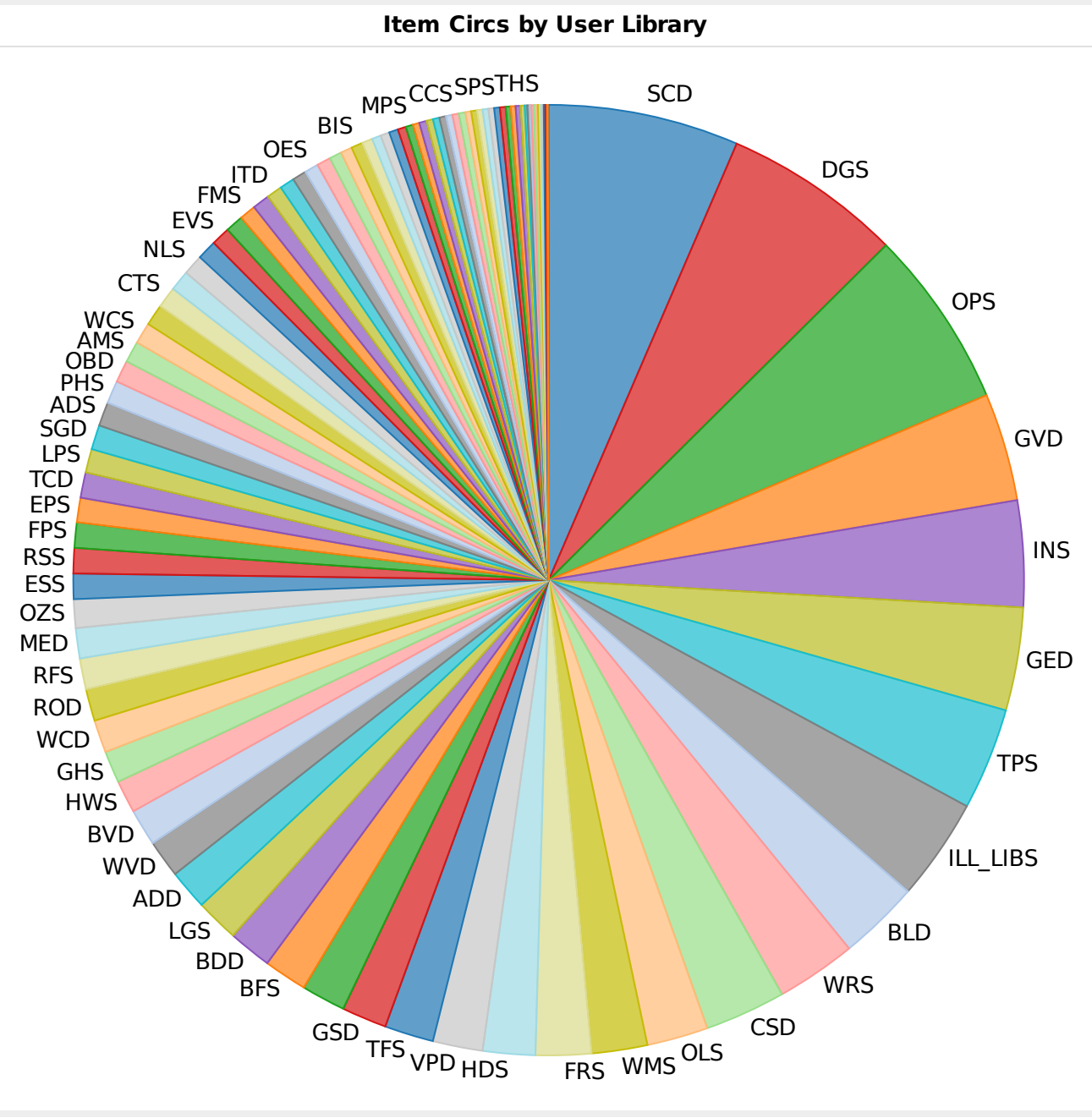
Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
Total	1,102,514	100.00%
OPS	72,053	6.54%
DGS	69,011	6.26%
SCD	67,912	6.16%
TPS	41,832	3.79%
INS	40,188	3.65%
GED	38,937	3.53%
GVD	38,854	3.52%
BLD	34,086	3.09%
WRS	33,075	3.00%
CSD	30,822	2.80%
OLS	27,064	2.45%
FRS	21,214	1.92%
LGS	20,868	1.89%
WMS	20,775	1.88%
HDS	20,604	1.87%
VPD	19,295	1.75%
BDD	18,323	1.66%
TFS	18,292	1.66%
ADD	16,607	1.51%
GSD	16,367	1.48%
BFS	16,043	1.46%
BYS	15,741	1.43%
ESS	15,419	1.40%
WVD	14,991	1.36%
HWS	12,929	1.17%
RFS	12,571	1.14%
GHS	12,141	1.10%
OZS	11,633	1.06%
MED	11,302	1.03%
ROD	11,283	1.02%
OBD	10,604	0.96%
WCD	10,535	0.96%
AMS	10,104	0.92%



Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
Total	1,102,514	100.00%
SCD	71,060	6.45%
DGS	67,033	6.08%
OPS	66,956	6.07%
GVD	40,536	3.68%
INS	39,932	3.62%
GED	38,573	3.50%
TPS	38,223	3.47%
ILL_LIBS	38,144	3.46%
BLD	30,459	2.76%
WRS	30,121	2.73%
CSD	30,066	2.73%
OLS	23,117	2.10%
WMS	20,821	1.89%
FRS	20,767	1.88%
HDS	19,509	1.77%
VPD	18,943	1.72%
TFS	18,379	1.67%
GSD	16,655	1.51%
BYS	16,561	1.50%
BFS	16,331	1.48%
BDD	16,250	1.47%
LGS	16,051	1.46%
ADD	15,229	1.38%
WVD	13,962	1.27%
BVD	13,766	1.25%
HWS	12,176	1.10%
GHS	12,134	1.10%
WCD	12,027	1.09%
ROD	11,955	1.08%
RFS	11,876	1.08%
MED	11,116	1.01%
OZS	10,674	0.97%
ESS	0,619	0.06%



2024/25 Draft

In the change column, the parentheses means less than last year.
No parenthesis means more than last year. A dash means it's the same.

Account					Based on	
REVENUE	2022-2023	2023-2024	2024-2025	last year's	Difference	
				levy		
	loan funds					
6901-01	property tax	\$ 1,118,750	\$ 1,174,665	\$ 1,233,386	\$ 1,161,000	\$ 58,721
6903-01	fees and fines	\$ 5,000	\$ 7,500	\$ 8,500	\$ 5,000	\$ 1,000
6904-01	Donations	\$ 35,000	\$ 35,000	\$ 35,000		\$ -
6905-01	grants	\$ 100,000	\$ 100,000	\$ 100,000		\$ -
	Mary Kadlec estate					\$ -
6906-01	interest	\$ 1,500	\$ 2,500	\$ 4,500	\$ 4,500	\$ 2,000
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ (15,000)	\$ (10,000)	\$ (10,000)		\$ -
6901-15	Estimated Loss Due to Property Assessment Appeals - Current Year		\$ -			\$ -
	Credit Card income	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
	Unrealized Income Annuities	\$ 20,000	\$ 20,000	\$ 20,000		\$ -
	total	\$ 1,268,250	\$ 1,332,665	\$ 1,394,386	\$ 1,173,500	\$ 61,721

OPERATING EXPENSES		2022-2023	2023-2024	2024-2025	Last year's	Difference
					levy	
SALARIES						
7504-01	Circulation	\$ 91,500	\$ 85,500	\$ 124,000	\$ 121,000	\$ 38,500
7505-01	Adult Services	\$ 72,000	\$ 77,500	\$ 67,500	\$ 66,000	\$ (10,000)
7506-01	Youth Services	\$ 87,700	\$ 95,000	\$ 99,750	\$ 98,000	\$ 4,750
7507-01	Pages	\$ 10,200	\$ 11,000	\$ 16,000	\$ 15,500	\$ 5,000
7508-01	Administration	\$ 279,000	\$ 300,000	\$ 308,500	\$ 304,500	\$ 8,500
7509-01	Facilities	\$ 30,000	\$ 30,000	\$ -		\$ (30,000)
	total	\$ 570,400	\$ 599,000	\$ 615,750	\$ 605,000	\$ 16,750
BENEFITS						
4230-01	ICMA					
7600-05	health insurance	\$ 31,400	\$ 32,000	\$ 33,500	\$ 33,500	\$ 1,500
7614-06	workers compensation		\$ -			\$ -
7650-09	IMRF	\$ 47,680	\$ 49,250	\$ 49,255	\$ 49,000	\$ 5
7660-06	unemployment insurance	\$ -	\$ 1,000	\$ 1,300	\$ 1,300	\$ 300
7670-08	social security/mcare	\$ 37,958	\$ 38,655	\$ 47,203	\$ 47,000	\$ 8,548
	total	\$ 117,038	\$ 120,905	\$ 131,258	\$ 130,800	\$ 10,353
TRAINING						
7700-01	educational training trustees	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
7800-01	educational training staff	\$ 4,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ -
	total	\$ 5,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -

Proposed

2024/25 Draft

OPERATING EXPENSES		2022-2023	2023-2024	2024-2025	Last year's levy	Difference
MATERIALS						
8090-01	Adult A/V	\$ 9,000	\$ 9,200	\$ 9,200	\$ 9,000	\$ -
8091-01	Children's A/V	\$ 3,400	\$ 3,400	\$ 3,800	\$ 3,500	\$ 400
8096-01	Teen A/V	\$ 3,100	\$ 3,200	\$ 3,200	\$ 3,000	\$ -
8103-01	Foreign Language Materials	\$ 2,000	\$ 3,000	\$ 3,600	\$ 3,000	\$ 600
8105-01	Adult fiction/nonfiction	\$ 25,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ -
8106-01	Children's fiction/nonfiction	\$ 16,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ -
8107-01	Teen fiction/nonfiction	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ -
8108-01	eBooks	\$ 5,500	\$ 5,500	\$ 5,800	\$ 5,500	\$ 300
8120-01	newspapers	\$ 3,500	\$ 3,600	\$ 3,600	\$ 3,600	\$ -
8130-01	internet databases	\$ 16,000	\$ 18,000	\$ 19,500	\$ 18,500	\$ 1,500
8140-01	Periodicals	\$ 1,500	\$ 1,600	\$ 1,600	\$ 1,600	\$ -
8154-01	Makerspace/LoT	\$ 5,000	\$ 5,000	\$ 5,500	\$ 5,000	\$ 500
	total	\$ 99,000	\$ 104,500	\$ 107,800	\$ 104,700	\$ 3,300
PROGRAMS						
8150-01	Children's Programs	\$ 6,100	\$ 7,000	\$ 7,200	\$ 7,000	\$ 200
8153-01	Teen Programs	\$ 2,900	\$ 3,000	\$ 3,200	\$ 3,000	\$ 200
8155-01	Adult Programs	\$ 6,000	\$ 6,000	\$ 6,200	\$ 6,000	\$ 200
8156-01	Technology Programs	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ -
	total	\$ 16,000	\$ 17,000	\$ 17,600	\$ 16,000	\$ 600
STRATEGIC INITIATIVES						
8158-01	Strategic Initiatives	\$ 2,000	\$ 2,000	\$ 1,000	\$ -	\$ (1,000)
	total	\$ 2,000	\$ 2,000	\$ 1,000	\$ -	\$ (1,000)
COMPUTERS						
8171-01	Technology service	\$ 25,000	\$ 25,000	\$ 27,000	\$ 27,000	\$ 2,000
8172-01	Computer Equipment	\$ 5,000	\$ 5,000	\$ 5,000	\$ 3,500	\$ -
8175-01	SWAN	\$ 23,500	\$ 24,500	\$ 22,500	\$ 22,500	\$ (2,000)
8180-01	Software	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
8190-01	Website	\$ 7,500	\$ 3,500	\$ 3,500	\$ 1,500	\$ -
8195-01	Email	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
	total	\$ 63,000	\$ 60,000	\$ 60,000	\$ 56,500	\$ -
OFFICE SUPPLIES						
8202-01	Office Supplies	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ -
	total	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ -

Proposed

2024/25 Draft

OPERATING EXPENSES		2022-2023	2023-2024	2024-2025	Last year's levy	Difference
UTILITIES- OPERATING EXPENSE						
8301-07	Internet/phone	\$ 9,000	\$ 13,500	\$ 10,750	\$ 10,750	\$ (2,750)
8302-07	electricity	\$ 23,000	\$ 16,500	\$ 17,000	\$ 17,000	\$ 500
8303-07	gas	\$ 5,500	\$ 8,860	\$ 9,250	\$ 9,250	\$ 390
8304-07	water/garbage	\$ 2,300	\$ 3,250	\$ 3,500	\$ 3,500	\$ 250
	total	\$ 39,800	\$ 42,110	\$ 40,500	\$ 40,500	\$ (1,610)
BUILDING EXPENSE						
8306-07	building supplies	\$ 11,000	\$ 12,000	\$ 12,000	\$ 11,000	\$ -
8308-07	service contracts	\$ 23,000	\$ 30,500	\$ 49,500	\$ 49,500	\$ 19,000
8315-07	fees and permits	\$ 1,950	\$ 1,950	\$ 2,200	\$ 2,200	\$ 250
8330-01	casual labor	\$ 900	\$ 900	\$ 1,100	\$ 1,100	\$ 200
8335-07	building repairs	\$ 34,000	\$ 34,000	\$ 35,000	\$ 30,000	\$ 1,000
	total	\$ 70,850	\$ 79,350	\$ 99,800	\$ 93,800	\$ 20,450
TRAVEL						
8342-01	lodging/meals/mileage	\$ 1,000	\$ 2,200	\$ 2,200	\$ 2,200	\$ -
	total	\$ 1,000	\$ 2,200	\$ 2,200	\$ 2,200	\$ -
OTHER EXPENSES						
8355-01	memberships	\$ 2,200	\$ 2,450	\$ 2,000	\$ 2,000	\$ (450)
8360-01	grants	\$ 100,000	\$ 100,000	\$ 100,000	\$	\$ -
8361-01	donations	\$ 35,000	\$ 35,000	\$ 35,000	\$	\$ -
8365-01	library promotion	\$ 5,000	\$ 5,500	\$ 5,500	\$ 5,500	\$ -
8370-01	postage	\$ 3,000	\$ 3,200	\$ 3,250	\$ 3,500	\$ 50
8375-01	advertising	\$ 4,500	\$ 4,500	\$ 4,000	\$ 4,000	\$ (500)
8385-01	memorials and tributes	\$ 500	\$ 500	\$ 250	\$ 250	\$ (250)
8396-01	bank charges and fees	\$ 150	\$ 250	\$ 500	\$ 500	\$ 250
8399-01	ILL Loss/Damage	\$ 250	\$ 250	\$ 250	\$ 250	\$ -
	total	\$ 150,600	\$ 151,650	\$ 150,750	\$ 16,000	\$ (900)
OUTSIDE SERVICES						
8400-01	accounting	\$ 17,000	\$ 17,000	\$ 18,000	\$ 18,000	\$ 1,000
8401-01	audit	\$ 9,000	\$ 9,200	\$ 9,500	\$ 9,200	\$ 300
8402-01	legal fees	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -
8404-01	staff recognition	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,000	\$ -
8405-01	appraisal	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
8305-01	architech/buiding consultant	\$	\$ 3,000	\$ 3,000	\$ -	\$ -
8406-01	collection agency	\$ 200	\$ 400	\$ 450	\$ 450	\$ 50
8408-01	strategic plan	\$ -	\$ -	\$ 7,500	\$ 2,500	\$ 7,500
8410-01	printing	\$ 11,000	\$ 12,000	\$ 12,500	\$ 12,500	\$ 500
8430-01	payroll expenses	\$ 5,500	\$ 6,500	\$ 6,600	\$ 6,600	\$ 100
8435-01	background checks	\$ 200	\$ 200	\$ 250	\$ 250	\$ 50
	total	\$ 52,900	\$ 58,300	\$ 67,800	\$ 59,000	\$ 9,500

2024/25 Draft

OPERATING EXPENSES		2022-2023	2023-2024	2024-2025	Last year's levy	Difference
INSURANCE						
8460-05	liability insurance package	\$ 20,600	\$ 24,000	\$ 25,400	\$ 25,000	\$ 1,400
8470-05	directors/officers insurance					\$ -
	total	\$ 20,600	\$ 24,000	\$ 25,400	\$ 25,000	\$ 1,400
OTHER EXPENSES						
8600-01	Bond Interest					
8601-02	Debt Certificate Interest	\$ 16,500	\$ 16,500	\$ 10,000	\$ 9,750	\$ (6,500)
	total	\$ 16,500	\$ 16,500	\$ 10,000	\$ 9,750	\$ (6,500)
DEBT SERVICE						
8700-02	Bond Principle	\$ -				\$ -
8701-02	Debt Certificate Principle	\$ 28,000	\$ 28,000	\$ 28,000	\$ 27,800	\$ -
	total	\$ 28,000	\$ 28,000	\$ 28,000	\$ 27,800	\$ -
TOTAL OPERATING EXPENSES		\$ 1,266,188	\$ 1,325,015	\$ 1,377,358	\$ 1,206,550	\$ 52,343
NET INCOME		\$ 2,062	\$ 7,650	\$ 17,028	\$ (33,050)	\$ 9,378

Recommendation from IL Standards

% of expenses spent on collection:	8 to 12%	7.89%	7.83%	8.68%
	60% avg			
% of expenses spent on staff pay:	min	45.21%	44.71%	50.14%
	70% avg			
% of pay with benefits	min	54.26%	54.14%	60.88%

2024/25 Draft

3% COLA	3% + merit	total merit	merit %	2% COLA	2% + merit	total merit	merit %
\$ 120,295	\$ 124,000	\$ 3,705	3.08%	\$ 119,620	\$ 123,325	\$ 3,705	3.10%
\$ 65,857	\$ 67,500	\$ 1,643	2.49%	\$ 64,365	\$ 66,008	\$ 1,643	2.55%
\$ 97,243	\$ 99,750	\$ 2,507	2.58%	\$ 96,300	\$ 98,807	\$ 2,507	2.60%
\$ 15,210	16000	\$ 790	5.19%	\$ 15,210	\$ 16,000	\$ 790	5.19%
\$ 304,027	\$ 308,500	\$ 4,473	1.47%	\$ 301,075	\$ 305,548	\$ 4,473	1.49%
\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
\$ 602,632	\$ 615,750	\$ 13,118	2.18%	\$ 596,570	\$ 609,688	\$ 13,118	2.20%
IMRF Total: \$ 49,255				IMRF Total: \$ 48,854			
Soc/Mcare: \$ 47,203				Soc/Mcare: \$ 46,839			

Proposed

Personnel Expenses	Appropriation	Levy
Salaries	\$565,000	558,000
Audio-visual materials and services	23,000	20,000
Books	55,000	55,000
Periodicals	3,000	3,000
Other media	24,500	28,000
Library programs	80,500	20,000
Office supplies	18,000	18,000
Printing	15,000	14,000
Postage	5,200	5,200
Legal fees	12,000	9,000
Public information	12,000	9,000
Health insurance	45,000	35,000
Library promotion and miscellaneous service fees	38,500	27,400
Utilities	52,700	50,200
Telephone	18,500	16,000
Contingency	10,000	5,000
Petty Cash	600	0

Capital	Appropriation	Levy
Information technology	102,000	28,000
Strategic initiatives	9,500	0
Debt service costs	63,000	30,000

Contractual		
Accounting	19,500	17,500
Service contracts	68,000	58,000

Professional Education and Training		
-------------------------------------	--	--

Corporate	1,248,000	1,011,500
Buildings, Maintenance and Equipment (Special Tax)	375,900	49,000
Social Security (Special Tax)	48,000	36,000
Audit (Special Tax)	14,750	7,000
IMRF (Special Tax)	45,500	10,200
Liability Insurance (Special Tax)	29,200	4,000
Unemployment Insurance (Special Tax)	3,500	1,050
Memorial Fund (No levy)	17,500	-0-
	1,782,350	1,118,750
Total	1,782,350	1,118,750

Library trustees	1,000	700
Library staff	6,500	4,500
	\$1,248,000	\$1,011,500
Total	1,248,000.00	1,011,500.00

General Fund	1,204,288.92
Debt Service Fund	28,910
Audit Fund	15,998
Public Liability Fund	101,124
Unemployment Insurance Fund	4,457
Building Fund	18,500
Social Security Fund	15,740
Pension Fund	22,471
	1,411,488.92

SALARIES**BENEFITS**

7504-01	7505-01	7506-01	7507-01	7508-01	7509-01	7600-05	7614-06
\$124,000	\$67,500	\$99,750	\$16,000	\$308,500	\$0	\$33,500	\$0
Circulation	Adult Services	Youth Services	Pages	Admin	Facilities	health insurance	workers compensation

Joe	Maddison	Andrea	Lucy	Natalie S.	n/a	LIMRiCC	Utica Natio
Ross	Melanie	Elizabeth		Britney			
Gissely		Gloria		Mike			
Mary		Alexandra		Karen			
Veronica R.				Natalie A.			
Eric				Veronica M.			
Laurie							
Jessica							

			TRAINING		MATERIALS			
7650-09	7660-06	7670-08	7700-01	7800-01	8090-01	8091-01	8096-01	8103-01
\$49,255	\$1,300	\$47,203	\$500	\$5,500	\$9,200	\$3,800	\$3,200	\$3,600
pension fund	unemployment insurance	social security	educational training trustees	educational training staff	Adult AV	Children's AV	Teen AV	Foreign Lang.
IMRF	LIMRiCC		ALA ILA	ALA ILA other	Midwest Tæ Penguin Rar	Amazon	Midwest Tæ Amazon	Midwest ta

IS

STRATEG COMPUTERS

8153-01	8155-01	8156-01	8158-01	8171-01	8172-01	8175-01	8180-01	8190-01
\$3,200	\$6,200	\$1,000	\$1,000	\$27,000	\$5,000	\$22,500	\$1,500	\$3,500
Teen programs	adult programs	Technology programs	Strategic Initiatives	Tech. service	new computer equipment	SWAN	software	website

ILA Constance Gertz - Knit
Chris McBri David Clark - Chicago b
Scholastic Funny Valentine Press
Gary Wenstrup - Histor
Grace Dumelle - Heart
Jim Gibbons Historcal
John Lynn Prairie State
Michael Niksik - Cookin
William Pack - Essential
Raymond Widders - Ge

Outsource Amazon SWAN Adobe Crez Web Newtr
MX Guard I

	OFFICE SUPPLIES- UTILITIES- OPERATING EXPENSE					BUILDING EXPENSE		
8195-01	8202-01	8301-07	8302-07	8303-07	8304-07	8306-07	8308-07	8315-07
\$500	\$13,500	\$10,750	\$17,000	\$9,250	\$3,500	\$12,000	\$49,500	\$2,200
email	Office Supplies	Internet/Tel ephone	electricity	gas	water/garbage	building supplies and maintenance	service contracts	fees and permits
DNH Domain	Amazon Rubber Stamp Staples Brodart Ikea Demco Elm USA - D Ferrara Cand Innovative la ID Label Inc. Impact Numbers Au Quill Seaway Sup Superior Aw Tribune Pro Versatile Co Web Comm	AT&T Comcast	Dynegy	Nicor Gas	Village of N	Hinckley spr Home Depot Quill Seaway Sup	Envision Wa Colley Elevat Coverall Hinckley spr K&S Sprinkle L-K Fire Extir LEAF Muellermist Midco Telep Nitech Fire & Olsson Roofi Proven IT Quality Back Quinlan Secu Roscoe Com Terminix Trimline Lan Tyco Integra West Town I Yescas Clear	Village of N

OUTSIDE SERVICES

8375-01	8385-01	8396-01	8399-01	8400-01	8401-01	8402-01	8404-01	8405-01
\$4,000	\$250	\$500	\$250	\$18,000	\$9,500	\$6,000	\$2,500	\$1,500
Advertising	memorials and tributes	bank charges and fees	ILL Loss/Damage	accounting	audit	legal fees	Staff recognition	appraisal

Jimmy Johr Belmonte Florist Don Abernathy O'Neill & G Franczek R Facebook Industrial A
 yard signs Superior Awards Lautenbach GW&A Peregrine, !

						INSURANCE OTHER EXPENSES		
8305-01	8406-01	8408-01	8410-01	8430-01	8435-01	8460-05	8600-01	8601-02
\$3,000	\$450	\$7,500	\$12,500	\$6,600	\$250	\$25,400	\$0	\$10,000
architect/ building consultant	collection agency	strategic plan	printing	payroll expenses	background checks	liability insurance package	Bond Interest	Debt Certificate Interest

Illinois Office Unique Management - Job at Diamond Gr Paychex Paychex Utica National Insurance Group
 Vista Print

DEBT SERVICE

8700-02	8701-02
---------	---------

\$0	\$28,000
-----	----------

Bond Principle	Debt Certificate Principle
-------------------	----------------------------------

Directors Evaluation 2023-24
Working Draft April 1, 2024

Developing/managing the budget

- 1) Recommends and adheres to deadlines for managing the budget
- 2) Completes preparation of budget recommendations prior to presenting to the Board.
- 3) Actively seeks national, state and/or local funding for the benefit of the library and its patrons.

Professional awareness

- 4) Meets the 9-hour continuing education requirement from RAILS standards
- 5) Is involved with local, state and/or national library organizations and keeps up to date with changes in public librarianship.

Interactions with the Board

- 6) Communicates directly with individual officers and committee chairs about matters that fall within their areas of Board responsibility and collaborates with them on potential solutions/opportunities.
- 7) Takes initiative in making necessary decisions.
- 8) Implements Board decisions on a timely basis.
- 9) Is consistent in decisions that affect the staff and/or public.
- 10) Informs trustees about library-related legal and advocacy changes and developments.

Use of the library

- 11) Tracks and analyzes circulation trends and in-house use and shares them with the Board.
- 12) Effectively communicates to the public information about new services.
- 13) Manages the library in accordance with processes and principles detailed in the library's policies.

Community

- 14) Reaches out to community groups for partnerships and encourages management staff to do so.

Maintenance and improvements of library building/grounds

- 15) Maintains library building and grounds within imposed budgetary constraints.
- 16) Has an ongoing program that provides adequate information on the need for facilities improvements/updates.
- 17) Establishes and maintains facilities that are functionally appropriate.

Establishing priorities

- 18) The director's priorities are in concert with the library Strategic Plan.

- 19) Plans are updated frequently enough to reflect changing circumstances.
- 20) Provides adequate information to the board on the implementation and revision of short- and long-term planning.



January:

- CoW: 1st Monday (may be cancelled if falls on New Year's)
- Board: 3rd Monday
 - o Appoint FOIA/OMA Officer
 - o Review Closed Session Minutes

February:

- CoW: 1st Monday
 - o Strategic Planning – Set/Review Goals for 2nd half of FY
 - o Building & Grounds – Set/Review Projects for 2nd half of FY
 - o Policy – Review Section 1 & 2
 - o Advocacy – March is Reading Month, Summer Reading Kickoff, Village events
- Board: 3rd Monday

March:

- CoW: 1st Monday
 - o Finance – 1st Draft Working Budget
 - o Policy – Review Section 3 & 4
- Board: 3rd Monday

April:

- CoW: 1st Monday
 - o Policy – Review section 5
- Board: 3rd Monday

May:

- CoW: 1st Monday
 - o Personnel – Revise if needed the Director's review, discuss merit bonus pool and COLA raises
 - o Policy – Review Section 6
 - o Finance - Review B&M Ordinance (publish notice)
- Board: 3rd Monday



June:

- CoW: 1st Monday
 - o Policy – Review Section 7
- Board: 3rd Monday
 - o Approve B&M Ordinance (must be passed by 1st week of July)

July:

- CoW: 1st Monday
 - o Policy – Review Section 8
 - o Finance - Review B&A Ordinance (publish notice)
- Board: 3rd Monday
 - o Review Closed Session Minutes

August:

- CoW: 1st Monday
 - o Finance - Begin Levy review
 - o Strategic Planning - Set/Review Goals for 1st half of FY
 - o Building & Grounds – Set/Review Projects for 1st half of FY
 - o Advocacy – September is Library Card Sign Up Month, Autumn Fest, Halloween Events, Winter Open House
- Board: 3rd Monday
 - o Approve Secretary’s audit

September:

- CoW: 1st Monday (normally cancelled as falls on Labor Day)
- Board: 3rd Monday

October:

- CoW: 1st Monday
 - o Finance - Complete Levy review
 - o Policy – Review 1st half of Section 9
- Board: 3rd Monday
 - o Approve Audit
 - o Approve Levy



November:

- CoW: 1st Monday
 - o Policy – Review 2nd half of Section 9
- Board: 3rd Monday
 - o Approve Levy & Audit if not already done

December:

- CoW: 1st Monday (normally cancelled because of Holidays)
- Board: 3rd Monday (normally cancelled because of Holidays)

Committee sign up:

Advocacy (February, August):

- Chair: Jeanne Ottenweller
- Member:
- Member:
- Ex officio: Annette Corgiat

Building & Grounds (February, August):

- Chair: Ken Rouleau
- Member:
- Member:
- Ex officio: Annette Corgiat

Finance (March, May, July, August, October):

- Chair: John Mathias
- Member:
- Member:
- Ex officio: Annette Corgiat

Personnel (May):

- Chair: Greg Gordon
- Member:
- Member:
- Ex officio: Annette Corgiat



**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

Policy (Feb, March, April, May, June, July, Oct, Nov):

- Chair: Kathy Bonnar
- Member:
- Member:
- Ex officio: Annette Corgiat

Strategic Planning (February, August):

- Chair: Kyle Johnson / Annette Corgiat
- Member:
- Member:
- Ex officio: Annette Corgiat

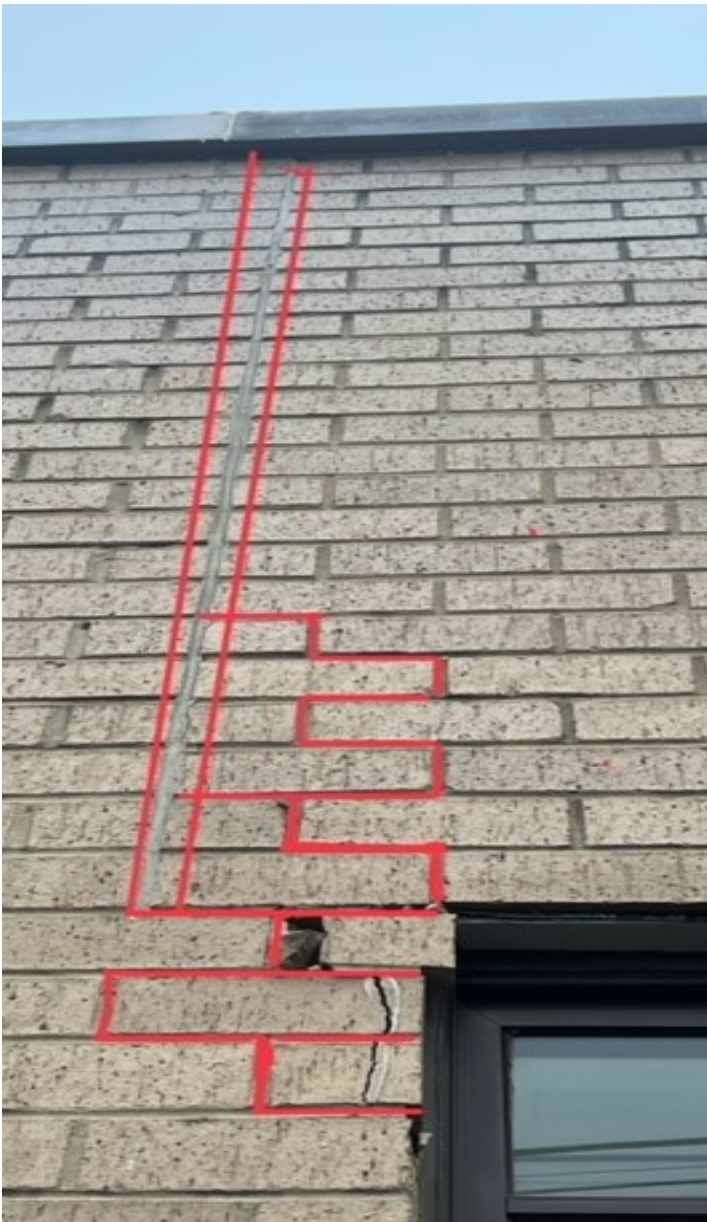
March 19, 2024

Natalie Starosta
North Riverside Public Library
2400 Des Plaines Ave.
North Riverside, IL 60545

Dear Natalie

We propose to furnish all necessary labor, material, equipment and insurance to complete the work at 2400 Des Plaines Avenue, North Riverside, Illinois 60545, as specified and outlined below.

Location: The first floor window lintel on the south elevation and the adjacent caulk expansion joint. (As seen in photo below.)



Scope:

- Erect pipe scaffold to access the window lintel.
- Brick repair – up to 12 brick are including up
 - Remove and replace any cracked and/or spalled brick. New brick to match existing as close as possible with brick from stock at local brickyard.
 - Mortar shall consist of a type “N” masonry cement.
 - Rebuild in a sound and plumb condition.
 - Joint profile and color to match existing as close as possible.
- Inspect the backup steel and lintel.
- Sealant replacement – up to 15 lineal feet is included.
 - Cut out existing sealant joint 100%.
Before the application the joint shall be thoroughly clean, dry and free from dust, oil, grease and any foreign matter.
 - Apply primer to prepared joints. At the joint install proper sized closed cell backer rod and BASF 150 (one part silyl-terminated polyether) sealant with an 80 pound pressure gun and tooled finished to a smooth and concave profile immediately after to insure firm, full contact with the inner face of the joints.
 - Excess material shall be scraped off with a caulking tool or knife.

TOTAL PRICE: \$1,870.00

(PRICE SUBJECT TO CHANGE IN THIRTY DAYS)

CLARIFICATIONS: Permits not included. Permit purchasing services available on request. Building owner to provide a source of water and electric, to include 220 Volt, 30 amp, single phase power for swingstage scaffolding. No removal of obstructions (signs, conduits, lights, pipes, mechanicals etc.). Work will be done as close to obstructions as practical. Any utility lines that interfere with the project will be identified by Harling, Inc. and wrapped or removed by the owner.

TERMS: A 30% material purchasing and scheduling deposit will be invoiced before the commencement of work. The balance is due thirty days after the receipt of the final invoice. 2% interest per month will be charged on any outstanding balance, translating to an effective rate of 24% per annum.

EXHIBITS: Exhibit A, Harling, Inc., Standard Terms and Conditions

ACCEPTANCE: This proposal is expressly limited to the terms and conditions herein contained and those specifically identified and incorporated by reference. Acceptance of this proposal by the Owner is expressly made contingent upon: 1) acceptance of this proposal without change modification; or, 2) negotiation of mutually acceptable contract terms. Except as noted above, for purposes of this proposal any and all other terms and conditions, written or oral, are expressly hereby rejected by Harling, Inc. The Owner may not rely on this proposal except at its own risk, until such time as the parties reduce to writing their mutual agreement on the Contract terms.

PLEASE SIGN BELOW AND INITIAL EACH PAGE OF THE TERMS AND CONDITIONS

ACCEPTED BY: _____

TITLE: _____ DATE: _____

Sincerely,

Patrick Brenner

INITIAL _____

Exhibit A - Harling, Inc. Standard Contract Terms and Conditions

General – Detailed descriptions of installation methods and materials to be installed on for the scope of work identified above are available on request. All equipment required to perform the Work will be erected and maintained during the course of performance. Owner to provide access to needed utility connections. Work areas will be broom swept to remove accumulations of our debris, which will be removed on a regular basis. All Work shall be performed in a good and workmanlike manner by persons skilled in their trades. Contract Insurance – Harling, Inc. shall provide Workers Compensation, Comprehensive General Liability, Excess Liability, Automobile Liability and Installation Floater insurance as per the attached schedule. **Owner and Owner's Agent agree to bear the premium cost for any additional insurance coverage required by Owner and Owner's Agent that is (a) in excess of current policy limits shown below, (b) alters or expands coverages and/or (c) is in addition to the insurance policies currently maintained by Harling, Inc.**

A. Harling, Inc. shall maintain during the life of this agreement the following insurance and minimum limits of liability:

<u>Policy</u>	<u>Limits</u>
General Liability	
Each Occurrence	\$1,000,000
Fire Damage (Any One Fire)	\$300,000
Medical Expense (Any One Person)	\$10,000
General Aggregate	\$2,000,000
Products – Completed Operations (Aggregate)	\$2,000,000
Automobile Liability	
Combined Single Limit (Each Accident)	\$1,000,000
Workers Compensation and Employer's Liability (Statutory Limits)	
Each Accident	\$500,000
Disease (Each Employee)	\$500,000
Disease (Policy Limit)	\$500,000
Excess Liability	
Each Occurrence	\$2,000,000
Aggregate	\$2,000,000
(Excess Liability Underlying Insurance: General Liability, Automobile Liability, Worker's Compensation and Employer's Liability.)	
Installation Floater	\$250,000

B. Builder's Risk - Harling, Inc. maintains the Installation Floater coverage shown above to protect its work during the course of the project. On Projects for which the contract amount is in excess of \$250,000, Owner shall purchase and maintain property insurance written on a builders risk "all risk" format in an amount not less than the Contract price. Harling, Inc.'s maximum liability for any deductible under any all risk policy obtained by Owner shall not exceed \$10,000 for any one occurrence. Alternatively, Owner can request that Harling, Inc. obtain such insurance, the cost of which shall be added to the contract price. In no event shall Harling, Inc. have any liability for any business interruption, loss of use or consequential damages for any loss or claim arising out of the work performed under this agreement.

Waiver of Subrogation - The Owner and Harling, Inc. waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents and employees, each of the other, and (2) the Architect, Architect's consultants, separate contractors, and any of their subcontractors, sub-subcontractors, agents and employees, including the right of subrogation on any Worker's Compensation, General Liability, Auto Liability, Property Insurance and Excess Insurance policies except such rights as they have to proceeds of such insurance held by the owner as fiduciary. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a legal liability for said loss, a duty of indemnification, contractual or otherwise, didn't have an insurable interest in the property damaged or did not pay the insurance premium directly or indirectly.

Indemnity- To the fullest extent permitted by law, Harling, Inc. and Owner agree to indemnify, keep and save harmless the other from and against claims, damages and losses arising out of or resulting from performance of the Work, provided that such claim, damage or loss is 1) attributable to bodily injury, sickness, disease or death or 2) to injury or destruction of tangible property (other than the Work itself), but only to the extent caused by their respective negligent acts, errors or omissions (or by anyone directly or indirectly is employed by them or anyone for whose acts they may be liable) and limited to the available liability insurance covering this contractual risk.

Limitation of Liability – The Harling, Inc.'s liability to the Owner on any claim or dispute shall be no greater than the limits of its insurance coverage as set out in the attached schedule (excluding claims or disputes on the warranty obligation below, which limits liability to the dollar value of this Agreement).

Warranties – Owner acknowledges that this contract is for a partial repair of an integrated façade system and was performed at the Owner's direction. Harling, Inc. warrants that all workmanship and all materials employed in the Work shall be free of defects for a period of one year from the date of substantial completion of the Work. Harling, Inc.'s warranty does not extend to defects or damage caused by: (1) normal wear and tear during normal usage, (2) use for a purpose for which the Project was not intended, (3) improper or insufficient maintenance, (4) modifications to the Work performed by the Owner or Others and/or (5) abuse. If any defects in the work are found within the warranty period, Owner will notify Harling, Inc. in writing and Harling, Inc. will investigate and determine if the defect is covered by this warranty. Any defect covered under this warranty will be corrected by Harling, Inc. within a reasonable time following such determination. Owner agrees that the Harling, Inc.'s liability for breach of this warranty shall not exceed dollar amount of its contract with Owner. Harling, Inc. expressly disclaims and Owner waives any other warranty, express or implied at law, and extends this warranty in lieu of any and all warranties which may otherwise exist or are implied in fact or law, including those of Merchantability and Fitness for a Particular Purpose. **IN ADDITION TO THE FOREGOING, HARLING, INC. DISCLAIMS AND DISAVOWS ANY AND ALL RESPONSIBILITY OR LIABILITY FOR ANY MOLD CONDITION OR FORMATION, REMEDIATION THEREOF OR CONSEQUENTIAL DAMAGE ASSOCIATED WITH SUCH MOLD CONDITION OR FORMATION OF ANY KIND WHETHER DISCOVERED PRIOR TO OR FOLLOWING THE DATE OF SUBSTANTIAL COMPLETION.**

Safety – Harling, Inc. will have overall responsibility for safety precautions and programs in the performance of its work. Harling, Inc. will seek to avoid injury, loss or damage to persons or property at the worksite, materials and equipment stored at on-site or off-site locations for use in the Work; and property located at the worksite and adjacent to work areas, whether or not the property is part of the Work.

Repair is Not Design – Harling, Inc. does not and is not providing professional design services. This contract is limited to providing repairs of the existing integrated façade system identified by Owner. Owner agrees all repairs shall utilize materials similar to those existing. Should the services of a licensed design professional be desired or required Owner shall secure the same under a separate contract.

Concealed or Unknown Worksite Conditions – Owner must inform Harling, Inc. of any known latent conditions that would materially change the Scope of Work. Owner also recognizes that apart from known conditions, that concealed or unknown worksite conditions may exist which cannot be detected by the visual inspection prior to establishing the Scope of Work. If (a) subsurface or other physical conditions are found, which are materially different than those indicated in the Scope of Work, or (b) unusual or unknown physical conditions are encountered at the worksite, Harling, Inc. will stop work and provide Owner with prompt written notice of the condition(s). Any such condition(s) will be the basis for the issuance of Change Order to the Work.

Hazardous Materials – Owner will make known any hazardous conditions at the worksite. To the extent these precautions are inadequate to prevent foreseeable bodily injury or death to persons resulting from such hazardous materials, including asbestos or polychlorinated biphenyl (PCB) which are encountered by Harling, Inc., it shall upon encountering said condition(s), stop work and report the conditions to the Owner in writing. The Owner shall investigate site for the presence of hazardous materials. The Owner shall also be responsible for the remediation of any area which poses a potentially hazardous condition at its sole cost and expense. In the event hazardous materials are encountered, Owner may

INITIAL _____

either terminate this Contract or request that the Harling, Inc. suspend Work, which request shall be the subject of a written Change Order. Any suspension of Work shall require Owner to pay Harling, Inc. any and all demobilization and remobilization costs thereby incurred. To the fullest extent permitted by law, Owner shall indemnify, keep and save Harling, Inc. harmless from and against any claims made by employees and/or third parties arising out of performance of the Work in the affected area.

Assignments – Neither the Owner nor Harling, Inc. shall assign this agreement without the written consent of the other except as to the assignment of the proceeds. The terms and conditions of this agreement are binding upon both parties, their partners, successors, assigns and legal representatives. If either party attempts to make such an assignment without securing the written consent of the other, that party shall, nevertheless, remain legally responsible for all obligations under this agreement.

Contractor's Rights of Collection of Overdue Payments - In the event Contractor is compelled to enforce Contractor's rights to payment under this Contract, then Owner shall in addition to interest be responsible to reimburse Contractor its expenses of collection of any monies due to the Contractor from the Owner, including but not limited to Contractor's expenses of filing, recording, perfection and foreclosure of any Mechanics Lien and any and all expenses incidental to any cause of action seeking collection of any sums owed by Owner to Contractor arising out of or relating to this Agreement including Contractor's reasonable attorney's fees incurred thereby

Proof of Funding – Proof of funding will be provided by the Owner, at the request of Harling, Inc. prior to the start of the work. Such proof may be in the form of an irrevocable letter of credit, acceptable to Harling, Inc.

Authorization – Owner and/or agent of Owner of the address of the worksite for which the Work identified in this proposal is to be performed hereby acknowledges that the party signing this agreement is authorized to sign and enter into contracts on behalf of the Owner.

No Third Party Beneficiaries – Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either Owner or Harling, Inc.

Accrual of Causes of Action - Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts or failures to act occurring prior to Substantial Completion or the date of issuance of the final Certificate of Payment for acts or failures to act occurring after Substantial Completion.

Termination - Harling, Inc. may terminate this Agreement if Work is stopped for a period of 3 consecutive days through no fault of Harling, Inc. as a result of the issuance of a stop work order by a court or public official having jurisdiction, an act of government, such as a declaration of national emergency ceasing all Work, Owner not making payment(s) on a Certificate for Payment within the time allotted and/or failure of the Owner to provide evidence of financial arrangements to satisfy payment obligations. The Owner may terminate this Agreement if Harling, Inc. persistently refuses to supply enough skilled workers or proper materials, fails to make payments to Subcontractors in accordance their respective agreements, persistently disregards laws, ordinance, rules, regulations or orders of public authority having jurisdiction and/or is otherwise in substantial breach of this Agreement.

Suspension by Owner - If, following the mobilization of Harling, Inc.'s equipment, material and labor at the worksite, Owner requests that Harling, Inc. suspend its performance of the contract, then Owner agrees to compensate Harling, Inc. for all reasonable equipment, labor and related demobilization and remobilization costs incurred by Harling, Inc. in its accommodation of Owner's request to suspend work. Any such request shall be confirmed and recorded via a mutually executed Change Order.

Changes to the Work – Harling, Inc. may request and/or the Owner may order changes in the Work or the timing and sequencing of the Work that impacts the price of the Work and dates of substantial or final completion. All such changes in the Work will be formalized in a written Change Order before such extra, changed or modified work is undertaken. Owner will neither be obligated to accept nor pay for any Work and Harling, Inc. will not be obligated to perform any Work outside the Scope of Work established in Harling, Inc.'s Proposal, unless and until both parties execute a written Change Order.

Requested Changes by Contractor - Harling, Inc. will notify Owner and/or Owner's representative in writing of a change in Work and prepare a detailed, written estimate of the change to the quantity and/or scope and price of work for review, investigation and acceptance by the Owner and/or Owner's representative. The Owner and Harling, Inc. shall negotiate in good faith the adjustments, as applicable to the price of the dates of substantial or final completion. Determination of cost will be by a mutually accepted, lump sum. Since time is of the essence, a period of no more than ten (10) business days shall elapse between the date of notice and either 1) execution of a written Change Order in a mutually agreed amount; or 2) written notice from Owner to Harling, Inc. to not proceed with said Change Order work.

Interim Directed Changes by Owner - Owner will notify Harling, Inc. in writing of any directed change to the scope of Work in the original contract. Harling, Inc. will prepare a detailed, written estimate of the directed changes to the quantity and/or scope and price of the Work for review, investigation and acceptance by the Owner and/or Owner's representative. The Owner and Harling, Inc. shall negotiate in good faith to adjust the price of the work and/or the dates of substantial or final completion in consequence of the Owner's directed change. Determination of cost will be by a mutually accepted, itemized lump sum. Since time is of the essence, a period of no more than ten (10) business days shall elapse between the date of notice and either 1) execution of a written Change Order in a mutual agreed amount; or 2) a written notice from Owner to Harling, Inc. to not proceed with said Change Order work.

Dispute Resolution - Unless otherwise agreed in writing, Harling, Inc. shall continue to work and maintain the schedule of the Work during any dispute resolution proceedings. If Harling, Inc. continues to perform, the Owner shall continue to make payments in accordance with this agreement. If a dispute arises out of or related to this agreement or any alleged breach, the parties agree to abide by the following dispute resolution process:

1. Owner and Harling, Inc. shall first attempt to resolve any claims and disputes through direct discussion and meeting of the designated representatives of both Owner and Harling, Inc.
2. Failure of the parties to reach agreement as identified above shall require the parties to convene an Executive Meeting, to include the project representatives, the Architect, if any, senior executives who shall have the authority to settle the dispute and, with notice to each party, legal counsel of the Owner and Harling, Inc., during which the matter shall be discussed and an attempt made in good faith to resolve the dispute. The parties shall meet within ten business (10) days of the referral of the dispute to the senior executives.
3. In the event the dispute is not settled within seven (7) days of the Executive Meeting, then the parties agree to mediate the dispute in accordance with the rules governing mediation promulgated by the American Arbitration Association for Construction Industry Disputes. The parties can jointly agree to the selection of a mediator. Failing agreement, the American Arbitration Association shall select the mediator from its list of approved Construction Industry Dispute mediators.
4. If the dispute is not settled within seven (7) days from the date of the mediation, then the parties shall litigate the dispute or claim in a court of competent jurisdiction, the venue being the State and County where the project is located. The prevailing party in litigation shall recover its reasonably incurred legal fees and expenses, reasonable expert or consultant's fees and any court costs from the non-prevailing party.

INITIAL _____

CLEANNET OF ILLINOIS, INC. SERVICES AGREEMENT

This is a cleaning agreement by and between **CleanNet of Illinois Inc. ("CleanNet")** and **North Riverside Public Library** located at **2400 Des Plaines Ave. North Riverside IL, 60546 ("Customer")**. For purposes of this Agreement, "CleanNet of Illinois, Inc." and "CleanNet" also mean the independent franchise operator providing services hereunder.

CleanNet of Illinois will provide for janitorial services to **Customer** per the attached proposal and per the following terms:

I. SERVICE CHARGE: CleanNet's monthly service charge will be **\$1,558.80** for cleaning services per the attached specifications (Exhibit A), plus any additional fees for paper products as indicated below plus the applicable taxes.

II. CHEMICALS & EQUIPMENT: CleanNet will provide all equipment and OSHA approved cleaning chemicals to clean the premises per attached specifications (Exhibit A).

III. OPTIONS FOR PRODUCTS:

Option 1: CleanNet can provide and include for the facility hand towels, trash liners, toilet paper and hand soap monthly for an additional cost of \$_____ per month. **OR**

Option 2: CleanNet can provide the hand towels, trash liners, toilet paper and hand soap to the facility and bill the facility per their use. **OR**

Option 3: Customer will provide its own hand towels, trash liners, toilet paper and hand soap, for restocking.
Customer shall have the right to select Option 3 in place of Options 1 and/or 2 at any time upon 90 days' notice to CleanNet.

IV. FREQUENCY OF SERVICE: Services are to be performed on a **3x** per week basis excluding the following six holidays: **New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.**

SERVICE DAYS: MON TUES WED THUR FRI SAT SUN

Covered areas: Exhibit A Schedule & SOW

Cleanable Square Feet: 16,500

V. PERFORMANCE: CleanNet will assign the janitorial services duties under this Agreement to an authorized, trained, insured, and bonded CleanNet franchisee. The franchisee shall thereafter have the rights and obligations of a party to this Agreement and will assign a service crew to perform the janitorial services ("Service Crew"). In the event a franchisee is unavailable for assignment of this Agreement, a subcontractor acceptable to Customer will be assigned with the prior written approval of Client. Any such subcontractor shall not be a party to this Agreement but shall be a subcontractor to CleanNet.

The Customer may make a written request for a change of franchisee or subcontractor for poor service or breach by the franchisee or subcontractor of any term of this Agreement.

VI. DURATION OF AGREEMENT: This Agreement and all service charges stated within this agreement are valid for one (1) year and will be automatically extended and renewed for another one (1) year term thereafter on the anniversary date based on the same terms and conditions, unless one of the parties gives written notice of termination ~~between one hundred and twenty (120) and ninety (90)~~ Thirty (30) days prior to the expiration date of the initial or renewal term, as the case may be. If termination notice is given timely, this agreement will expire at midnight of the anniversary date. Otherwise, this agreement may only be terminated for non-performance as set out in section VIII below. Should changes occur in the work schedule, frequency of service, or occupied square footage of premises, then the monthly service charge will be adjusted accordingly. However, any adjustment to this contract would have to be mutually agreed to by Customer and CleanNet in writing and signed by both parties. The customer agrees to an annual three (3%) percent increase in service pricing, with the new pricing to become effective at the beginning of the month in which the contract anniversary occurs.

Customer and CleanNet Initials ____ | ____

VII. PAYMENT AND ADJUSTMENTS: Customer agrees to pay CleanNet the total amount due under the terms of this Agreement at the end of the month (Due Date) for that month (by way of example, for services performed during the month of March, payment is due on or before March 31). Customer also agrees to pay any sales or use tax levied by any taxing authority on the value of services provided or supplies purchased. Payments not received within thirty (30) days past the due date are considered late. Interest on late payments will accrue at a rate of 1.5% monthly. Customer requests for a credit or deduction from an invoice the service default or inadequate or improper performance must be received in writing by CleanNet within 30 days of the service default date or performance deficiency date. Credit or deduction requests received after such time shall not be valid.

In the event of default on payments, Customer agrees to pay CleanNet's reasonable attorney fees and collection costs. Jurisdiction and venue for any action under this Agreement shall be in the state and county where CleanNet's office is located.

VIII. TERMINATION/CONTRACT: The Service Crew will perform all janitorial services specified in the work schedule labelled "Exhibit A " in a satisfactory manner. Customer reserves the right to request a Service Crew change at any time with or without cause, although, in the event of poor performance by the current Service Crew, Customer will give written notification specifying in detail the nature of any defect or failure in performance by the Service Crew. If CleanNet does not cure defect within thirty (30) days of receipt of notice to the satisfaction of Customer, CleanNet will arrange for a service-crew change at the written request of Customer. If CleanNet is unable to cure the defect within thirty (30) days of new service-crew placement (Default Period), Customer shall have the right to terminate this Agreement by giving CleanNet thirty (30) days' written notice from the end of the default period. CleanNet reserves the right to suspend services for non-payment by Customer.

IX. PERSONNEL: Customer agrees that during the term of this Agreement and for twelve (12) months thereafter, Customer will not employ, or permit to be employed, any person who has performed services under this agreement at Customer's location without the expressed written consent of CleanNet current Regional Director and the franchisee or subcontractor employing such person, including specifically, any employees of the CleanNet franchisee or subcontractor performing services hereunder.

WE AGREE TO THE TERMS OF THIS AGREEMENT

North Riverside Public Library	CleanNet of Illinois, Inc.
Name:	Alex Abeldaño, Account Executive
Title:	Sign: _____ Date: / /
Sign:	Mike Tichy, Regional Director
Date:	Sign: _____ Date: / /
Start Date: / /	Start Date: / /

CLEANNET OF ILLINOIS, INC. SERVICES AGREEMENT

This is a cleaning agreement by and between **CleanNet of Illinois Inc. ("CleanNet")** and **North Riverside Public Library** located at **2400 Des Plaines Ave. North Riverside IL, 60546 ("Customer")**. For purposes of this Agreement, "CleanNet of Illinois, Inc." and "CleanNet" also mean the independent franchise operator providing services hereunder.

CleanNet of Illinois will provide for janitorial services to **Customer** per the attached proposal and per the following terms:

I. SERVICE CHARGE: CleanNet's monthly service charge will be **\$1,299.00** for cleaning services per the attached specifications (Exhibit A), plus any additional fees for paper products as indicated below plus the applicable taxes.

II. CHEMICALS & EQUIPMENT: Customer will provide all equipment and OSHA approved cleaning chemicals to clean the premises per attached specifications (Exhibit A). **Customer and CleanNet Initials** ____ | ____

III. OPTIONS FOR PRODUCTS:

Option 1: CleanNet can provide and include for the facility hand towels, trash liners, toilet paper and hand soap monthly for an additional cost of \$_____ per month. **OR**

Option 2: CleanNet can provide the hand towels, trash liners, toilet paper and hand soap to the facility and bill the facility per their use. **OR**

Option 3: Customer will provide its own hand towels, trash liners, toilet paper and hand soap, for restocking.
Customer shall have the right to select Option 3 in place of Options 1 and/or 2 at any time upon 90 days' notice to CleanNet.

IV. FREQUENCY OF SERVICE: Services are to be performed on a **3x** per week basis excluding the following six holidays: **New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.**

SERVICE DAYS: MON TUES WED THUR FRI SAT SUN

Covered areas: Exhibit A Schedule & SOW

Cleanable Square Feet: 16,500

V. PERFORMANCE: CleanNet will assign the janitorial services duties under this Agreement to an authorized, trained, insured, and bonded CleanNet franchisee. The franchisee shall thereafter have the rights and obligations of a party to this Agreement and will assign a service crew to perform the janitorial services ("Service Crew"). In the event a franchisee is unavailable for assignment of this Agreement, a subcontractor acceptable to Customer will be assigned with the prior written approval of Client. Any such subcontractor shall not be a party to this Agreement but shall be a subcontractor to CleanNet.

The Customer may make a written request for a change of franchisee or subcontractor for poor service or breach by the franchisee or subcontractor of any term of this Agreement.

VI. DURATION OF AGREEMENT: This Agreement and all service charges stated within this agreement are valid for one (1) year and will be automatically extended and renewed for another one (1) year term thereafter on the anniversary date based on the same terms and conditions, unless one of the parties gives written notice of termination ~~between one hundred and twenty (120) and ninety (90)~~ Thirty (30) days prior to the expiration date of the initial or renewal term, as the case may be. If termination notice is given timely, this agreement will expire at midnight of the anniversary date. Otherwise, this agreement may only be terminated for non-performance as set out in section VIII below. Should changes occur in the work schedule, frequency of service, or occupied square footage of premises, then the monthly service charge will be adjusted accordingly. However, any adjustment to this contract would have to be mutually agreed to by Customer and CleanNet in writing and signed by both parties. The customer agrees to an annual three (3%) percent increase in service pricing, with the new pricing to become effective at the beginning of the month in which the contract anniversary occurs. **Customer and CleanNet Initials** ____ | ____

VII. PAYMENT AND ADJUSTMENTS: Customer agrees to pay CleanNet the total amount due under the terms of this Agreement at the end of the month (Due Date) for that month (by way of example, for services performed during the month of March, payment is due on or before March 31). Customer also agrees to pay any sales or use tax levied by any taxing authority on the value of services provided or supplies purchased. Payments not received within thirty (30) days past the due date are considered late. Interest on late payments will accrue at a rate of 1.5% monthly. Customer requests for a credit or deduction from an invoice the service default or inadequate or improper performance must be received in writing by CleanNet within 30 days of the service default date or performance deficiency date. Credit or deduction requests received after such time shall not be valid.

In the event of default on payments, Customer agrees to pay CleanNet's reasonable attorney fees and collection costs. Jurisdiction and venue for any action under this Agreement shall be in the state and county where CleanNet's office is located.

VIII. TERMINATION/CONTRACT: The Service Crew will perform all janitorial services specified in the work schedule labelled "Exhibit A " in a satisfactory manner. Customer reserves the right to request a Service Crew change at any time with or without cause, although, in the event of poor performance by the current Service Crew, Customer will give written notification specifying in detail the nature of any defect or failure in performance by the Service Crew. If CleanNet does not cure defect within thirty (30) days of receipt of notice to the satisfaction of Customer, CleanNet will arrange for a service-crew change at the written request of Customer. If CleanNet is unable to cure the defect within thirty (30) days of new service-crew placement (Default Period), Customer shall have the right to terminate this Agreement by giving CleanNet thirty (30) days' written notice from the end of the default period. CleanNet reserves the right to suspend services for non-payment by Customer.

IX. PERSONNEL: Customer agrees that during the term of this Agreement and for twelve (12) months thereafter, Customer will not employ, or permit to be employed, any person who has performed services under this agreement at Customer's location without the expressed written consent of CleanNet current Regional Director and the franchisee or subcontractor employing such person, including specifically, any employees of the CleanNet franchisee or subcontractor performing services hereunder.

WE AGREE TO THE TERMS OF THIS AGREEMENT

North Riverside Public Library	CleanNet of Illinois, Inc.
Name:	Alex Abeldaño, Account Executive
Title:	Sign: _____ Date: / /
Sign:	Mike Tichy, Regional Director
Date:	Sign: _____ Date: / /
Start Date: / /	Start Date: / /



ATLAS
AREA TRAINING FOR
 LIBRARIES & STAFF

TRUSTEE DAY WORKSHOP

SATURDAY, MAY 18, 2024

10 A.M. - 12 P.M.

TRUSTEE / DIRECTOR RELATIONS?

Orland Park Public Library

14921 Ravinia Avenue Orland Park, IL 60462

I learned what Library Board of Trustees do. Now what?
 How can I better connect my role as Trustee to advocate for the public.
 We've made our goals and plans but how can my Library provide better
 access to the community we serve? Trustee and Director relationships are
 important to grow and maintain for a successful community collaboration.

Join Kate Buckson, Director of St. Charles Public Library as she shares her
 experiences, learned lessons and tips to make your library thrive and
 succeed.

The cost is \$15 for ATLAS Members. \$20 for Non-Members.

Eventbrite Registration fees not included.

To Register by mail, complete the form below
 or use the QR Code for Eventbrite.

By Mail:

ATLAS c/o Jennifer Cutshall
Steger Public Library
 54 E. 31st St. Steger, IL 60475

[Scan or
 Click Here
 to Register:](#)



Library Name: _____

Library Address: _____

Attendees: _____

Email: _____

Phone Number: _____