



**NORTH RIVERSIDE  
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

**North Riverside Public Library District  
Board of Trustees  
Regular Meeting, July 21<sup>st</sup>, 2025  
6:00pm**

**1. Open of Meeting**

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

**2. Open Forum**

**3. Consent Agenda**

- a. Minutes of the June 16<sup>th</sup>, 2025 Regular Board Meeting
- b. Minutes of the June 21<sup>st</sup>, 2025 Special Board Meeting
- c. Minutes of the June 25<sup>th</sup>, 2025 Special Board Meeting
- d. Minutes of the July 7<sup>th</sup>, 2025 Committee of the Whole Meeting
- e. June 2025 Financial Statements
- f. Authorization to transfer \$90,000 from the money market account which currently has a balance as of 6/30/2025 of:
  - First American Money Market: \$75,736.43
  - First American Checking: \$3,539.12
  - IL Fund: \$532,807.24
  - Total: \$612,082.79**

**4. President's Report**

**5. Director's Report**

**6. Committee Reports**

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



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**7. New Business**

- A. Approval of resolution to add Jennifer Cutshall as the designated IMRF agent for North Riverside Public Library District (action).
- B. Approval of resolution to add Jennifer Cutshall and Jeanne Ottenweller as authorized signers on the First American bank accounts as of July 21<sup>st</sup> (action).
- C. Approval of form update to add Jennifer Cutshall as principal authority, authorized signer and authorized trader for IL Funds account and remove Britney Musial (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 August 18, 2025 at 6:00 p.m.

# NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

## Minutes of the June 16, 2025 Regular Board Meeting

### 1. Open of Meeting

A. The meeting was called to order by President Gordon at 6:02 p.m. Roll call was taken.

Present: Trustee Kathy Bonnar, Trustee Fernando Flores, Trustee Greg Gordon, Trustee John Mathias, Trustee Jeanne Ottenweller, Trustee Ken Rouleau

Absent: Trustee Annette Corgiat

Also Present: Britney Musial, Michael Bradley & Jill Cannizzo

B. A quorum was established.

C. . Recognition of visitors. Mike Giacobbi was present.

### D. Approval of agenda

Trustee Rouleau made a motion to approve the agenda as presented. Trustee Ottenweller seconded the motion.

All in favor, Trustee Mathias did not vote, motion carried

### E. Open Forum

Mike was present to discuss the Bridge Club in December to May once a month. He was requesting a variance of the contract. They would like to start at 10:15 instead of 10:30. He also asked for a variance for the fee for the cleaning and usage. Right now, there is a fee for that. There was no further discussion. Mike left the meeting at 6:10 p.m.

### 3. Consent Agenda

Trustee Ottenweiler made a motion to approve the consent agenda as presented. Trustee Rouleau seconded the motion.

Ayes: Trustee Kathy Bonnar, Trustee Greg Gordon, Trustee John Mathias, Trustee Jeanne Ottenweller, Trustee Ken Rouleau

Nays: None

Motion carried

### Secretary

a. All Board members read the minutes and they were all fine.

b. No correspondence

### Treasurer

a. May 2025 Financial statements all is fine

b. Authorization to transfer \$90,000 from the money market account. Account balances as of 5/31/2025 of First American Money Market \$112,497.66, Checking \$20,340.56, and IL Fund \$530,874.64.

#### 4. President's Report

Foundation and Friends representative report

Trustee Mathias reported that they sent a check for Children's Zumba and Yoga classes.

#### 5. Director's Report

Acting Director Musial sends weekly reports. Nothing to add tonight.

#### 6. Committee Reports

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

Trustee Ottenweller reported that her block is having a block party and last year there were goody bags promoting the Library. Do we want to do that again? Something promotional would be nice.

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

Trustee Rouleau reported that a new flag was put up. Jeff from Trimline will plant the 2 planters in front.

##### C. Finance (Trustee Mathias)

Projecting forward the income side is a little flat due to taxes. On the expense side there is one loan that needs to be paid off.

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

June 21<sup>st</sup> at 8:30 is the next set of interviews for the Director position.

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

There will be a policy voted on in New Business.

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

Nothing to report tonight.

##### G. Grants (Britney)

Finishing up Age Optional Grant. The impact grant for tech programs is also being worked on.

#### 7. New Business

##### A. Approval of Policy 6.1

There were no changes made to the policy.

Trustee Ottenweller made a motion to approve policy 6.1. Trustee Bonnar seconded the motion. All ayes, motion carried.

##### B. Update signers for First American Bank Accounts

Trustee Ottenweller made a motion to approve the resolution to update signers for the First American Bank Accounts to remove John Mathias and Annette Corgiat and add Jeanne Ottenweller. Trustee Bonnar seconded the motion. All Ayes, John Nay, Motion carried.

##### C. Approval of the Building and Maintenance Ordinance

Trustee Rouleau made a motion to approve the building and maintenance ordinance.

Trustee Mathias seconded the motion. A roll call vote was taken

D. FY26 budget approval with proposed salary adjustments.

Trustee Ottenweller made a motion to approve the FY26 budget with proposed salary adjustments. Trustee Bonnar seconded the motion. A roll call vote was taken

Ayes: Trustee Kathy Bonnar, Trustee Fernando Flores, Trustee Greg Gordon, Trustee Jeanne Ottenweller, Trustee Ken Rouleau

Nay: Trustee John Mathias

Motion carried.

E. Update on Director's Search was discussed earlier in the meeting.

F. Non – Resident Card Ordinance

Trustee Rouleau made a motion to approve FY26 Non-resident Card Ordinance 25-06-01. Trustee Ottenweller seconded the motion. All ayes, motion carried.

8. Adjournment

Trustee Rouleau made a motion to adjourn the meeting at 6:53 p.m. Trustee Mathias seconded the motion. All ayes, motion carried.

The next Board meeting is scheduled for July 16, 2025 at 6:00 p.m.

Respectfully Submitted

Jill M. Cannizzo

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**  
2400 S. DesPlaines Avenue  
North Riverside, IL 60546

**Minutes of the June 21, 2025 Special Board Meeting**

**1. Open of Meeting**

A. The meeting was called to order by President Gordon at 9:02 a.m. Roll call was taken.

Present: President Greg Gordon, Trustee Ken Rouleau, Trustee Jeanne Ottenweller, Trustee John Mathias, Trustee Annette Corgiat, Trustee Kathy Bonnar

Absent: Trustee Fernando Flores

B. A quorum was established.

C. Staff present: Britney Musial, Mike Bradley, Karen Quinn, Natalie Aguirre, Maddie Borth, Melanie Artz, Gissely Herrera

D. Also present: Jim Deiters and Alex Todd, Deiters & Todd Library Consultants

**2. Approval of agenda**

A. Trustee Mathias moved to approve the agenda as written, seconded by Trustee Rouleau. A voice vote was taken: All ayes, motion carried.

B. The purpose of this Special Meeting is to interview finalist candidates to fill the position of library director. President Gordon introduced the library consultants, who reviewed steps in the candidate interview/selection process they would facilitate during the day. This process calls for trustees and staff in a shared session to hear short presentations from each candidate for Library Director – one in the morning and one in the afternoon -- then in subsequent separate Board/Staff sessions interview them. Subsequently, working as separate groups, trustees and staff will discuss the information provided by the candidates and then rank them. A mid-session recess for lunch is scheduled as well. Using this process, the consultants explained, it was likely that the Board would make the final hiring decision by the end of the day.

C. Trustee Mathias moved to open an Executive Session as allowed by ILCS 102/2 (c)(1), the appointment, employment, compensation for specific employees of the public body, seconded by Trustee Rouleau. A voice vote was taken: All ayes, motion carried.

**3. Executive Session**

A. The Executive Session was called to order by President Gordon at 9:20 a.m.

Roll call was taken. Present: President Greg Gordon, Trustee Ken Rouleau, Trustee Jeanne Ottenweller, Trustee John Mathias, Trustee Annette Corgiat, Trustee Kathy Bonnar.

Absent: Trustee Fernando Flores.

B. The process for the morning session was conducted by the library consultants, as described above.

#### **4. Recess**

A. President Gordon called a recess for lunch at 11:30 a.m.

#### **5. Reconvene Open Meeting**

A. The meeting was reconvened by President Gordon at 12:30 p.m.

Roll call was taken. Present: President Greg Gordon, Trustee Ken Rouleau, Trustee Jeanne Ottenweller, Trustee John Mathias, Trustee Kathy Bonnar

Absent: Trustee Fernando Flores, Trustee Annette Corgiat

B. A quorum was established.

#### **6. Executive Session**

A. Trustee Mathias moved to open an Executive Session as allowed by ILCS 102/2 (c)(1), the appointment, employment, compensation for specific employees of the public body, seconded by Trustee Rouleau. Roll call vote was taken: All ayes, motion carried.

B. The process as described above, facilitated by the library consultants, continued for the afternoon session. A consensus emerged.

C. Trustee Rouleau moved to select Jennifer Cutshall as the preferred candidate for the position of library director, seconded by trustee Mathias. Roll call vote was taken: All ayes, motion carried.

D. Trustee Rouleau moved to close the Executive Session and reconvene the open meeting, seconded by Trustee Mathias. Voice vote was taken: All ayes, motion carried.

#### **7. Reconvene Open Meeting**

A. Roll call was taken. Present: President Greg Gordon, Trustee Ken Rouleau, Trustee Jeanne Ottenweller, Trustee John Mathias, Trustee Kathy Bonnar

Absent: Trustee Fernando Flores, Trustee Annette Corgiat

B. The open meeting was reconvened at 3:05 p.m.

A. Referring to the current staff compensation guide, President Gordon moved that he be authorized to offer the position to Jennifer Cutshall, with an annual salary of \$88,000 and all benefits as described in the Personnel policies, seconded by Trustee Rouleau. Roll call vote was taken: All ayes, motion carried.

**8. Adjournment**

A. Trustee Mathais moved to adjourn the meeting, seconded by Trustee Rouleau. Voice vote was taken: All ayes, motion carried.

B. President Gordon adjourned the meeting at 3:25 p.m.

*Respectfully Submitted*  
*Greg Gordon*

## **NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

### **Minutes of the June 25, 2025 Special Board Meeting**

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

A. The meeting was called to order by President Gordon at 10:32 a.m. Roll call was taken.

Present: President Greg Gordon, Trustee Ken Rouleau, Trustee Jeanne Ottenweller, Trustee John Mathias

Absent: Trustee Fernando Flores, Trustee Annette Corgiat, Trustee Kathy Bonnar

B. A quorum was established.

C. Staff present: Acting Director Britney Musial

#### **2. Approval of agenda**

A. Trustee Mathias moved to approve the agenda as written, seconded by Trustee Rouleau. A voice vote was taken: All ayes, motion carried.

#### **3. Personnel**

A. President Gordon reported that with assistance from Deiters & Todd Library Consultants, the Board has completed a thorough search for a new director. The vacancy was posted on appropriate media. Two-dozen applicants responded, Deiters & Todd conducted 10 screening interviews via telephone and recommended six individuals for further review. Those six semi-finalists were interviewed via Zoom by the Board, narrowing the candidates to two. Those two were interviewed by the Board and by our managers and interested staff members, who provided their observations and recommendation to the Board. Working in a session facilitated by Deiters & Todd, the Board selected the preferred candidate. An offer was made to that individual, and she accepted.

B. President Gordon moved that the Board ratify the selection of Jennifer Cutshall to the position of Director of the North Riverside Public Library, with an annual salary of \$88,000, full benefits as allowed by our personnel policies, and a planned start date of July 7, 2025. The motion was seconded by John Mathias. Roll call vote was taken: All ayes, motion approved.

#### **4. Adjournment**

A. There being no further business, Trustee Mathias moved to adjourn the meeting, seconded by Trustee Ottenweller. Voice vote was taken: All ayes, motion carried.

President Gordon adjourned the meeting at 10:40 a.m.

*Respectfully Submitted*  
*Greg Gordon*

## NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

### Minutes of the July 7, 2025 Committee of the Whole Meeting

#### 1. Open of Meeting

A. The meeting was called to order by Trustee Rouleau at 6:05 p.m. Roll call was taken.

Present: Trustee Kathy Bonnar, Trustee Fernando Flores, Trustee John Mathias,  
Trustee Jeanne Ottenweller, Trustee Ken Rouleau

Absent: Trustee Annette Corgiat, President Greg Gordon

Also Present: Jenny Cutshall, Britney Musial, & Jill Cannizzo

B. A quorum was established.

C. Recognition of visitors. No one was present.

D. Approval of agenda and requested changes to the agenda.

Trustee Ottenweller made a motion to approve the agenda as presented. Trustee Bonnar seconded the motion. All ayes, motion carried.

#### 2. Open Forum

No one was present

#### 3. Advocacy

A. Trustee Ottenweller reported that they are waiting for the new director to be more settled and then they will have a meeting.

#### 4. Buildings and Grounds

A. Jeff will plant the flowers soon. Ken has the sprinkler system ready to go.

#### 5. Finance

A. Review the Budget and Appropriation Ordinance to be approved at the next meeting.

#### 6. Personnel

A. Director's Search Update

The new director, Jenny Cutshall started today.

#### 7. Policy

A. Remove policy 6.1 from the agenda as it was already approved. Nothing additional to report tonight.

#### 8. Strategic Planning

Nothing tonight

#### 9. Other Business

A. Foundation and Friends Funding discussion tabled until a future meeting. Trustee Mathias reported that the foundation gets requests from the Library Director and then if it gets approved the foundation gives the Library the money. They are always trying to raise more funds.

B. Need for separate committee meetings vs. committee of the whole only. Trustee Rouleau suggested that the committee discuss things at this meeting rather than having separate meetings for all of the committees. If your committee needs a separate meeting it can be scheduled. The meetings need to be posted and a quorum would be the committee chair, 2 committee members and the director. If 2 trustees come in and talk to the director, that is okay and is not considered a meeting. Meetings will be set by the committee chair on an as needed basis. This will be discussed at another meeting when President Gordon is present and the new committees are established.

#### 10. Adjournment

Trustee Mathias made a motion to adjourn the meeting at 6:21 p.m. Trustee Ottenweller seconded the motion. All ayes, motion carried.

Respectfully Submitted  
Jill M. Cannizzo

# Management Report

North Riverside Public Library District  
For the period ended June 30, 2025



Prepared on  
July 14, 2025

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# Profit and Loss

July 2024 - June 2025

	<b>Total</b>
<b>INCOME</b>	
6903-01 Fines & Fees	3,964.78
6904-01 Donations	15,545.47
6905-01 Grants	44,817.53
Interest	
6906-01 Interest	28,986.06
<b>Total Interest</b>	<b>28,986.06</b>
Property Taxes	
6901-01 Property Tax Revenue - Corporate Fund	1,049,068.38
6901-04 Property Tax Revenue - Audit Fund	7,825.09
6901-05 Property Tax Revenue - Liability Insurance	13,399.61
6901-06 Property Tax Revenue - Unemployment Insurance	1,174.38
6901-07 Property Tax Revenue - Building Fund	47,914.78
6901-08 Property Tax Revenue - Social Security Fund	37,166.25
6901-12 Property Tax Revenue - IMRF Fund	46,946.66
<b>Total Property Taxes</b>	<b>1,203,495.15</b>
<b>Total Income</b>	<b>1,296,808.99</b>
<b>GROSS PROFIT</b>	<b>1,296,808.99</b>
<b>EXPENSES</b>	
8360-01 Grants	32,925.93
Advertising & Marketing	
8361-01 Donations	740.45
8365-01 Library Promotion	255.00
8370-01 Postage	2,261.90
8375-01 Advertising	563.10
8385-01 Memorials & Tributes	7.00
8399-01 ILL Loss/Damage	448.44
8404-01 Staff Recognition	937.68
8410-01 Printing	10,139.64
<b>Total Advertising &amp; Marketing</b>	<b>15,353.21</b>
Bank Charges & Fees	
8396-01 Bank Charges & Fees	675.35
<b>Total Bank Charges &amp; Fees</b>	<b>675.35</b>
Benefits	
7600-05 Health Insurance	40,329.71
7650-09 IMRF	45,243.11
7660-06 Unemployment Insurance	-60.38
7670-01 Taxes-Fica Expense	43,328.53
<b>Total Benefits</b>	<b>128,840.97</b>
Building Expense	

	<b>Total</b>
8306-07 Building Supplies & Maintenance	6,640.00
8308-07 Service Contracts	53,524.42
8315-07 Fees & Permits	1,007.00
8330-01 Casual Labor	1,650.00
8335-07 Building Repairs	114,640.69
<b>Total Building Expense</b>	<b>177,462.11</b>
Computers/Technology	
8171-01 Tech Service	33,570.70
8172-01 Computer Equipment	4,847.25
8175-01 SWAN	21,495.31
8180-01 Software	2,900.64
8190-01 Website	1,960.90
<b>Total Computers/Technology</b>	<b>64,774.80</b>
Insurance	
8460-05 Liability Insurance	21,700.00
<b>Total Insurance</b>	<b>21,700.00</b>
Interest Paid	
8601-01 Debt Certificate Interest	0.00
8601-02 Debt Service-Interest	7,315.65
8701-02 Debt Certificate Principle	28,900.00
<b>Total Interest Paid</b>	<b>36,215.65</b>
Legal & Professional Services	
8400-01 Accounting	8,975.00
8401-04 Audit	8,400.00
8402-01 Legal Fees	17,390.35
8406-01 Collection Agency	118.20
8430-01 Payroll Expenses	11,487.50
<b>Total Legal &amp; Professional Services</b>	<b>46,371.05</b>
Library Materials	
8090-01 Adult A/V	6,075.56
8091-01 Children's A/V	3,010.03
8096-01 Teen A/V	2,066.95
8105-01 Adult Fiction/Non-Fiction	13,127.66
8106-01 Children Fiction / Non-Fiction	7,123.21
8107-01 Teen Fiction/Non-Fiction	5,240.65
8108-01 eBooks	7,803.28
8120-01 Newspapers	4,830.69
8130-01 Internet Databases	19,830.64
8140-01 Periodicals	984.09
<b>Total Library Materials</b>	<b>70,092.76</b>
Office Supplies & Software	
8202-01 Office Supplies	9,643.03
<b>Total Office Supplies &amp; Software</b>	<b>9,643.03</b>

	<b>Total</b>
Programs & Strategic Initiatives	
8150-01 Children's Programs	5,110.20
8153-01 Teen Programs	2,188.75
8154-01 Makerspaces/library of things	2,659.26
8155-01 Adult Programs	5,469.86
8156-01 Technology Programs	194.97
8158-01 Strategic Initiatives	403.38
<b>Total Programs &amp; Strategic Initiatives</b>	<b>16,026.42</b>
Salaries	
7504-01 Circulation	124,662.99
7505-01 Adult Services	62,786.04
7506-01 Youth Services	89,952.19
7507-01 Pages	945.15
7508-01 Administration	288,579.05
7509-01 Facilities	0.00
<b>Total Salaries</b>	<b>566,925.42</b>
Travel & Training	
7700-01 Educational Training Trustees	144.54
7800-01 Educational Staff Training	4,336.98
8342-01 Lodging, Meals, Mileage	36.49
8355-01 Memberships	3,106.54
<b>Total Travel &amp; Training</b>	<b>7,624.55</b>
Utilities	
8301-07 Internet/Phone	18,145.84
8302-07 Electricity	23,659.28
8303-07 Gas	5,519.83
8304-07 Water/Garbage	2,357.82
<b>Total Utilities</b>	<b>49,682.77</b>
<b>Total Expenses</b>	<b>1,244,314.02</b>
<b>NET OPERATING INCOME</b>	<b>52,494.97</b>
<b>OTHER EXPENSES</b>	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	20.01
8490-01 Athene Program Expenses	3,584.09
<b>Total Other Miscellaneous Expense</b>	<b>3,604.10</b>
<b>Total Other Expenses</b>	<b>3,604.10</b>
<b>NET OTHER INCOME</b>	<b>-3,604.10</b>
<b>NET INCOME</b>	<b>\$48,890.87</b>

# Balance Sheet

As of June 30, 2025

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1500-01 First American MM (5015)	436,361.25
1500-04 Cash-Audit Fund	4,004.00
1500-05 Cash-Liability Insurance Fund	2,663.00
1500-06 Cash-Unemployment Ins Fund	-2,675.00
1500-07 Cash-Building Fund	-232,731.00
1500-08 Cash-Social Security Fund	-27,016.00
1500-09 Cash-Pension Fund	-95,257.00
1500-10 Cash-Debt Service Fund	-39,612.82
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	0.00
1500-13 Capital Projects	30,000.00
<b>Total 1500-01 First American MM (5015)</b>	<b>75,736.43</b>
1501-01 First American Checking (5001)	-16,346.48
1501-02 Athene Special Programs	11,740.91
<b>Total 1501-01 First American Checking (5001)</b>	<b>-4,605.57</b>
1509-07 Cash - IPTIP IL Funds	532,807.24
1512-02 Kadlec Annuity #71797	40,848.99
<b>Total Bank Accounts</b>	<b>644,787.09</b>
<b>Accounts Receivable</b>	
2000-01 RE Taxes Receivable-Corp	525,368.74
2000-04 Taxes Receivable-Audit	3,917.88
2000-05 Taxes Receivable-Insurance	6,709.93
2000-06 Taxes Receivable-Liab Insur	587.58
2000-07 Taxes Recievable-Bldg Fund	24,980.48
2000-08 Taxes Receivable-SS Fund	18,612.24
2000-09 Taxes Receivable-Pension Fund	0.00
2000-12 Property Tax Recievable - IMRF	23,509.87
2100-01 Accounts Receivable	11,028.00
<b>Total Accounts Receivable</b>	<b>614,714.72</b>
<b>Other Current Assets</b>	
1500-01 Kadlec Annuity	300,720.37
1500-02 Kadlect Annuity #19563	120,202.23
1500-03 Kadlec Annuity #37743	441,601.79
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	0.00
2400-05 Prepaid Expenses 05	0.00

	<b>Total</b>
2400-07 Prepaid Expense	-74.00
<b>Total Other Current Assets</b>	<b>862,450.39</b>
<b>Total Current Assets</b>	<b>2,121,952.20</b>
<b>TOTAL ASSETS</b>	<b>\$2,121,952.20</b>

## 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	4,261.00

<b>Total Accounts Payable</b>	<b>4,261.00</b>
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##### Other Current Liabilities

4002-01 IMRF - Employee Contribution	1,413.64
4003-01 Child Support	0.00
4200-01 Accrued Wages	21,317.59
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	269.17
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	525,368.74
4300-04 Deferred Tax Rev - Audit Fund	3,917.88
4300-05 Deferred Tax Rev Liability Fund	6,709.93
4300-06 Deferred Tax Rev Unemployment	587.58
4300-07 Deferred Tax Rev Building Fund	24,980.48
4300-08 Deferred Tax Rev SS	18,612.24
4300-09 Deferred Tax Rev Pension	0.00
4300-12 Deferred Tax Rev - IMRF	23,509.87
4470-07 Due to/from Corp - Building fund	0.00

<b>Total Other Current Liabilities</b>	<b>626,687.12</b>
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<b>Total Current Liabilities</b>	<b>630,948.12</b>
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#### Total Liabilities

<b>630,948.12</b>
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### Equity

3200-00 Retained Earnings	398.21
5600-01 General Fund Balance	1,775,472.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	4,004.00

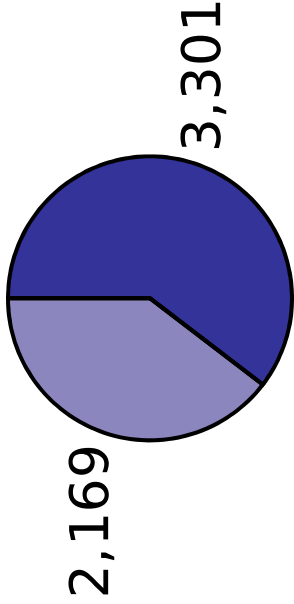
	<b>Total</b>
5600-05 Public Liability Fund Balance	-724.00
5600-06 Unemployment Insurance Fund Balance	-2,675.00
5600-07 Building Fund Balance	-237,828.00
5600-08 Social Security Fund Balance	-27,016.00
5600-09 Pension Fund Balance	-99,518.00
Opening Balance Equity	0.00
Net Income	48,890.87
<b>Total Equity</b>	<b>1,491,004.08</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,121,952.20</b>

## Item Library

NRS

### Checkouts & Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
<b>Total</b>	<b>5,470</b>	<b>100.00%</b>
Charge Item Part B	3,301	60.35%
Renew Item	2,169	39.65%



Item Cat1	Transactions	% of Total
<b>Total</b>	<b>5,470</b>	<b>100.00%</b>
BOOK	4,074	74.48%
VIDEO	680	12.43%
CONS_GAME	257	4.70%
AUDIO	192	3.51%
EQUIPMENT	140	2.56%
LARGETYPE	53	0.97%
PERIODICAL	50	0.91%
MISC	18	0.33%
	6	0.11%



### Item Library

NRS

### Checkouts & Renewals of Your Items

Item Type	Transactions	% of Total
<b>Total</b>	<b>5,470</b>	<b>100.00%</b>
BOOK	3,713	67.88%
BOOK_NEW	451	8.24%
DVD_FEAT	450	8.23%
CONSOLEGAM	233	4.26%
DVD_BOXSET	88	1.61%
TOY	84	1.54%
CD_AUDIO	70	1.28%
PERIODICAL	51	0.93%
BLURAY_FEA	50	0.91%
DVD_NEWFEA	42	0.77%
LARGETYPE	37	0.68%
EQUIPMENT	36	0.66%
DVD	27	0.49%
CONSOLENEW	26	0.48%
CD_SPOKEN	17	0.31%
LARGETYPEN	17	0.31%
MISC_NONPR	17	0.31%
EQUIPMENTC	15	0.27%
CD_SPOKNEW	13	0.24%
BLURAY_NFE	12	0.22%
BLURAY_BOX	3	0.05%
DVD_BOXNEW	3	0.05%
DVD_NEW	3	0.05%
NS_IILL_PRT	3	0.05%
BLURAY_BXN	2	0.04%
CD_NEW	2	0.04%
KIT	2	0.04%

Item Home Location	Transactions	% of Total
<b>Total</b>	<b>5,470</b>	<b>100.00%</b>
STACKS_JUV	2,901	53.03%
STACKS	1,557	28.46%
YOUNGADULT	437	7.99%
NEW_JUV	265	4.84%
NEW_ADULT	258	4.72%
NEW_YA	46	0.84%
ILL_IN	5	0.09%
ASK_STAFF	1	0.02%

### Item Library

NRS

### Checkouts & Renewals of Your Items

User Library	Trans Stat	User Profile Name	Transactions	% of Total
<b>Total</b>			<b>5,470</b>	<b>100.00%</b>
NRS		NRS_ADULT	2,432	44.46%
		NRS_JUV	1,079	19.73%
RSS		RSS_ADULT	334	6.11%
BYS		BYS_ADULT	206	3.77%
OPS		OPS_PATRON	131	2.39%
FPS		FPS_ADULT	77	1.41%
MWS		MWS_ADULT	76	1.39%
BFS		BFS_PATRON	70	1.28%
CIS		CIS_JUV	58	1.06%
SCD		SCD_PATRON	43	0.79%
RSS		RSS_JUV	38	0.69%
DGS		DGS_PATRON	35	0.64%
CIS		CIS_ADULT	34	0.62%
LPS		LPS_PATRON	33	0.60%
TPS		TPS_PATRON	30	0.55%
BLD		BLD_PATRON	29	0.53%
BRS		BRS_ADULT	29	0.53%
GED		GED_PATRON	28	0.51%
BYS		BYS_JUV	27	0.49%
TFS		TFS_PATRON	25	0.46%
GVD		GVD_PATRON	22	0.40%
VPD		VPD_PATRON	22	0.40%
OZS		OPS_PATRON	20	0.37%
CSD		CSD_PATRON	18	0.33%
HDS		HDS_ADULT	18	0.33%
ILL_LIBS		CHICAGO_P	18	0.33%
INS		INS_PATRON	18	0.33%

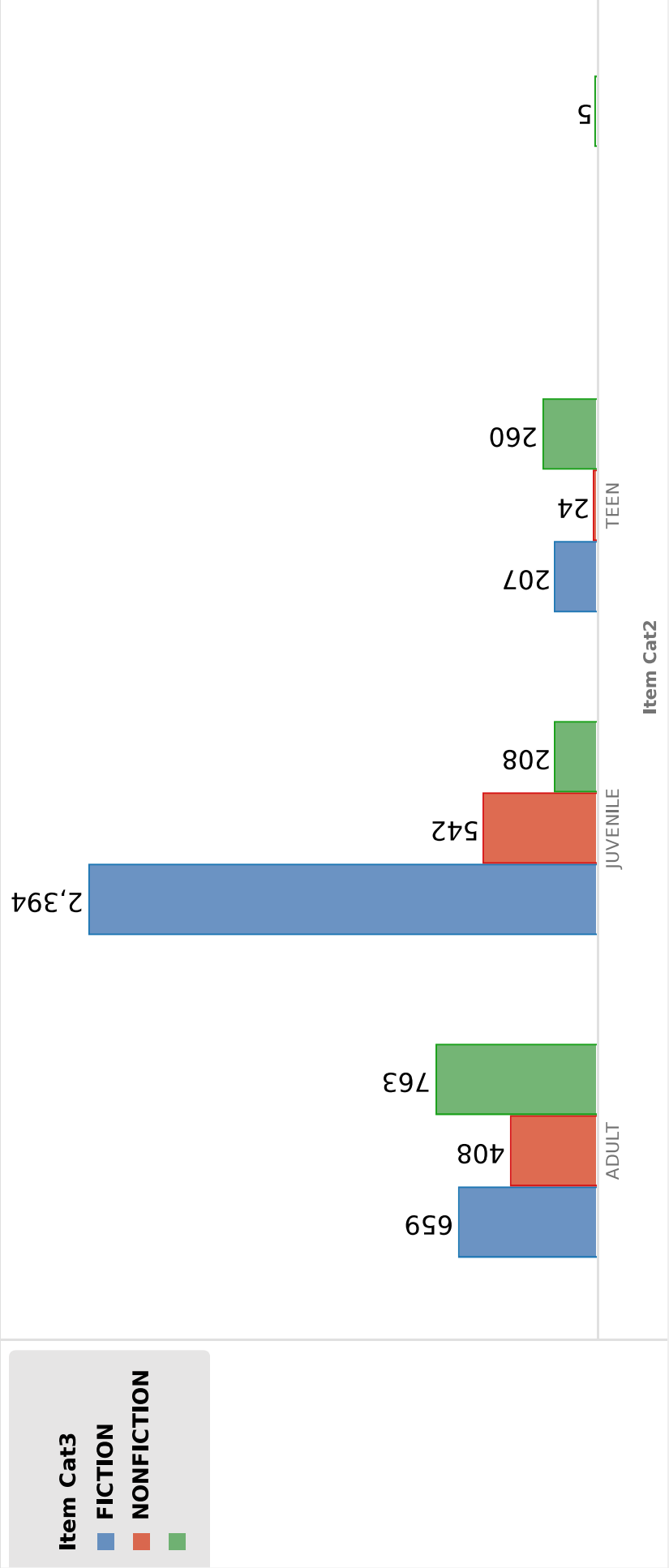
## Item Library

NRS

### Checkouts & Renewals of Your Items

Item Cat2	Transactions	% of Total	Item Cat3	Transactions	% of Total
<b>ADULT</b>	1,830	33.46%	<b>FICTION</b>	3,260	59.60%
<b>JUVENILE</b>	3,144	57.48%	<b>NONFICTION</b>	974	17.81%
<b>TEEN</b>	491	8.98%		1,236	22.60%
<b>Total</b>	<b>5,470</b>	<b>100.00%</b>	<b>Total</b>	<b>5,470</b>	<b>100.00%</b>

### Circls by Cat2 & Cat3

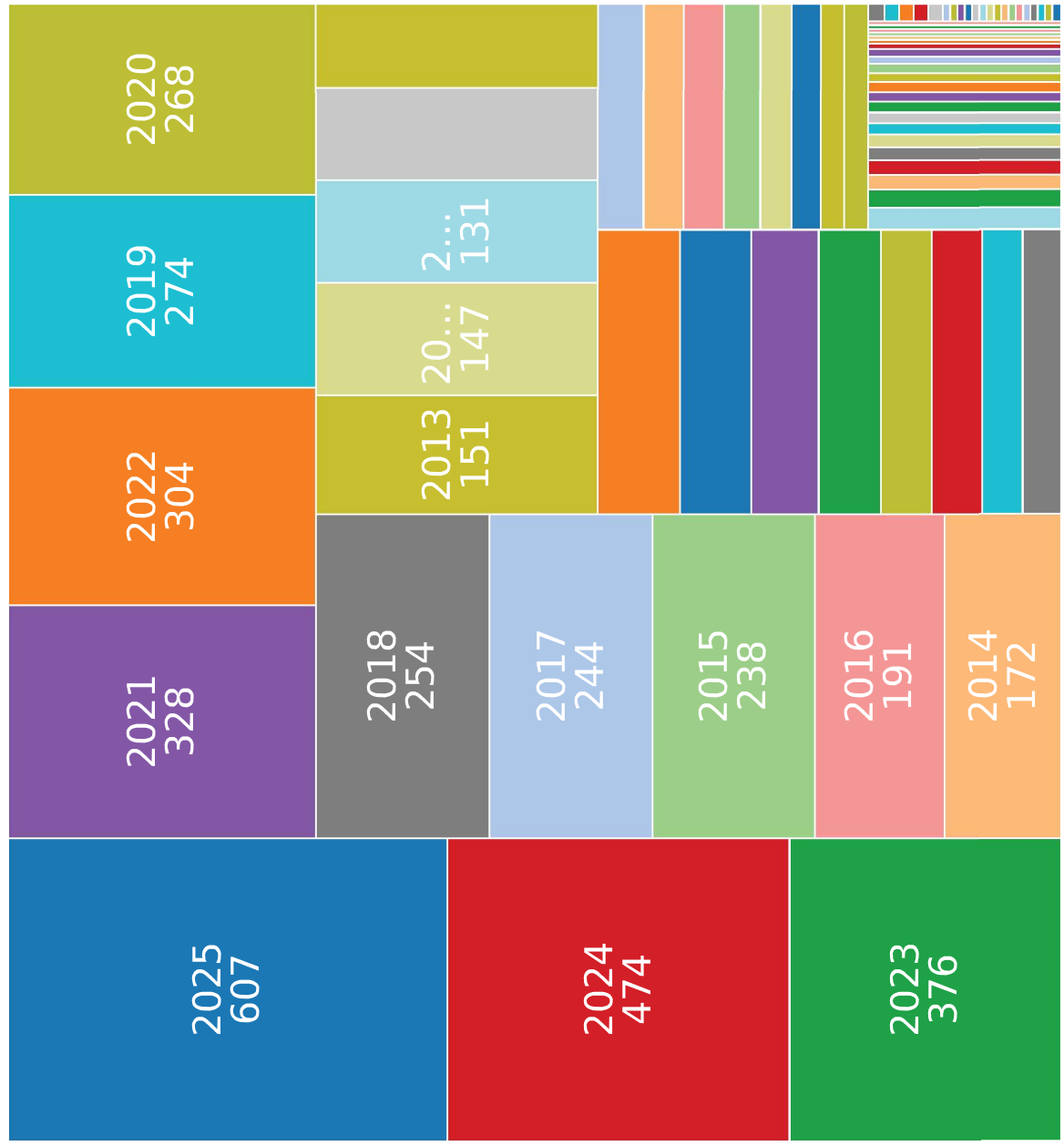


### Item Library

NRS

### Checkouts & Renewals of Your Items

Publication Year	Transactions	% of Total
<b>Total</b>	<b>5,470</b>	<b>100.00%</b>
2025	607	11.10%
2024	474	8.67%
2023	376	6.87%
2021	328	6.00%
2022	304	5.56%
2019	274	5.01%
2020	268	4.90%
2018	254	4.64%
2017	244	4.46%
2015	238	4.35%
2016	191	3.49%
2014	172	3.14%
2013	151	2.76%
2012	147	2.69%
2011	131	2.39%
2010	122	2.23%
0	106	1.94%
2006	106	1.94%
2009	92	1.68%
2005	88	1.61%
2007	79	1.44%
2004	67	1.22%
2008	67	1.22%
2003	52	0.95%
2002	48	0.88%
2001	46	0.84%
1998	42	0.77%
2000	40	0.73%
1999	38	0.69%



## Station Library

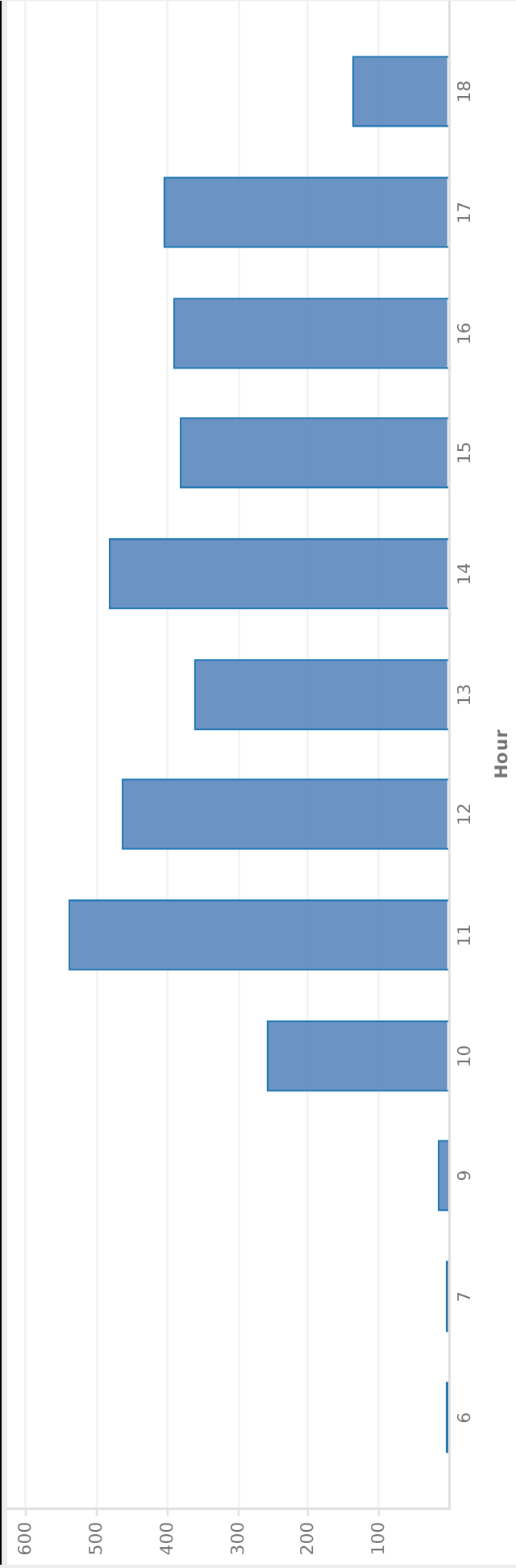
NRS

### Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total
<b>Total</b>	<b>5,416</b>	<b>100.00%</b>
Charge Item Part B	3,211	59.29%
Renew Item	2,205	40.71%

Trans Stat Station Login User Access	Transactions	% of Total
<b>Total</b>	<b>5,416</b>	<b>100.00%</b>
NRSCIRCSR	2,057	37.98%
AUTORENEW	1,982	36.60%
SIPCHK	1,191	21.99%
NRSTECHSR	160	2.95%
PUBLIC	26	0.48%

### Average Transactions per Hour



### Station Library

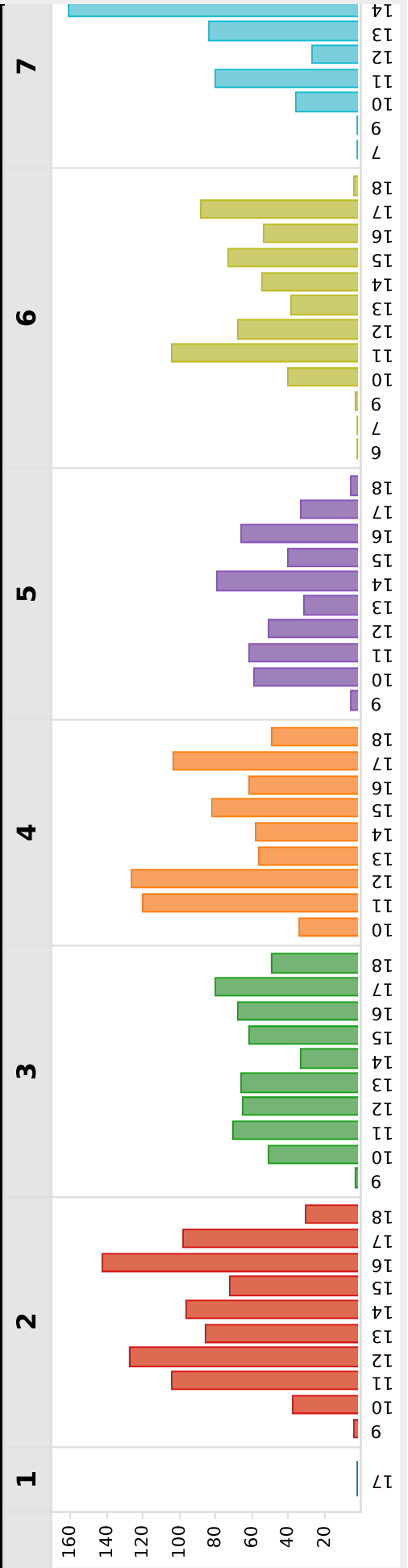
NRS

### Checkouts & Renewals at Your Library

Trans Stat Dow	Transactions	% of Total
Sunday	1	0.03%
Monday	795	23.15%
Tuesday	546	15.90%
Wednesday	689	20.06%
Thursday	430	12.52%
Friday	527	15.35%
Saturday	446	12.99%

Hour	Transactions	% of Total
7	3	0.09%
9	17	0.50%
10	257	7.49%
11	539	15.70%
12	464	13.52%
13	360	10.49%
14	481	14.01%
15	382	11.13%
16	390	11.36%
17	403	11.74%
18	137	3.99%

### Circes by Hour and Day



## Station Library

NRS

### Checkouts & Renewals at Your Library

Library Users at Your Library		
User Library	Transactions	% of Total
<b>Total</b>	<b>3,434</b>	<b>100.00%</b>
NRS	2,709	78.89%
RSS	266	7.75%
BYS	150	4.37%
FPS	56	1.63%
CIS	54	1.57%
OPS	46	1.34%
MWS	43	1.25%
BFS	28	0.82%
LPS	18	0.52%
BRS	13	0.38%
EPS	11	0.32%
SAS	9	0.26%
OES	6	0.17%
RFS	5	0.15%
WCS	5	0.15%
TFS	3	0.09%
HKS	2	0.06%
LGS	2	0.06%
LYS	2	0.06%
MCS	2	0.06%
BWS	1	0.03%
ILL_LIBS	1	0.03%
OZS	1	0.03%
TPS	1	0.03%

Library Items at Your Library		
Item Library	Transactions	% of Total
<b>Total</b>	<b>3,434</b>	<b>100.00%</b>
NRS	2,934	85.44%
OPS	19	0.55%
ADD	16	0.47%
DGS	15	0.44%
INS	14	0.41%
OLS	14	0.41%
SCD	14	0.41%
BFS	13	0.38%
ESS	13	0.38%
MTS	13	0.38%
TPS	13	0.38%
BLD	12	0.35%
TFS	12	0.35%
GSD	11	0.32%
GVD	11	0.32%
BYS	10	0.29%
GED	10	0.29%
RPS	9	0.26%
WMS	9	0.26%
WRS	9	0.26%
FPD	8	0.23%
WCS	8	0.23%

### Station Library

NRS

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

Library Users/Profiles at Your Library				Library Items/Profiles at Your Library			
User Library	Trans Stat User Profile Name	Transactions	% of Total	Item Library	Trans Stat User Profile Name	Transactions	% of Total
<b>Total</b>		<b>3,434</b>	<b>100.00%</b>	<b>Total</b>		<b>3,434</b>	<b>100.00%</b>
NRS	NRS_ADULT	1,910	55.62%	NRS	NRS_ADULT	1,508	43.91%
	NRS_JUV	787	22.92%		NRS_JUV	726	21.14%
RSS	RSS_ADULT	234	6.81%		RSS_ADULT	217	6.32%
BYS	BYS_ADULT	126	3.67%		BYS_ADULT	124	3.61%
FPS	FPS_ADULT	55	1.60%		FPS_ADULT	47	1.37%
OPS	OPS_PATRON	44	1.28%		OPS_PATRON	44	1.28%
MWS	MWS_ADULT	43	1.25%		MWS_ADULT	43	1.25%
CIS	CIS_JUV	37	1.08%		CIS_JUV	37	1.08%
RSS	RSS_JUV	32	0.93%		RSS_JUV	32	0.93%
BFS	BFS_PATRON	28	0.82%		BFS_PATRON	26	0.76%
BYS	BYS_JUV	24	0.70%		BYS_JUV	24	0.70%
LPS	LPS_PATRON	18	0.52%		LPS_PATRON	18	0.52%
CIS	CIS_ADULT	17	0.50%		CIS_ADULT	17	0.50%
EPS	EPS_PATRON	11	0.32%	ADD	NRS_ADULT	14	0.41%
NRS	ONLINE	9	0.26%	OPS	NRS_ADULT	14	0.41%
SAS	SAS_ADULT	9	0.26%	OLS	NRS_ADULT	13	0.38%
BRS	BRS_ADULT	8	0.23%	DGS	NRS_ADULT	12	0.35%
OES	OPS_PATRON	6	0.17%	MTS	NRS_ADULT	12	0.35%
BRS	BRS_JUV	5	0.15%	SCD	NRS_ADULT	12	0.35%
RFS	RFS_ADULT	5	0.15%	TPS	NRS_ADULT	12	0.35%
WCS	WCS_PATRON	5	0.15%	BFS	NRS_ADULT	11	0.32%
NRS	NRSCIRC	3	0.09%	ESS	NRS_ADULT	11	0.32%
TFS	TFS_PATRON	3	0.09%	INS	NRS_ADULT	11	0.32%
HKS	HKS_PATRON	2	0.06%	NRS	EPS_PATRON	11	0.32%
LGS	LGS_PATRON	2	0.06%	TFS	NRS_ADULT	11	0.32%
LYS	LYS_ADULT	2	0.06%	BYS	NRS_ADULT	9	0.26%
MCS	MCS_ADULT	2	0.06%	GVD	NRS_ADULT	9	0.26%
				NRS	ONLINE	9	0.26%

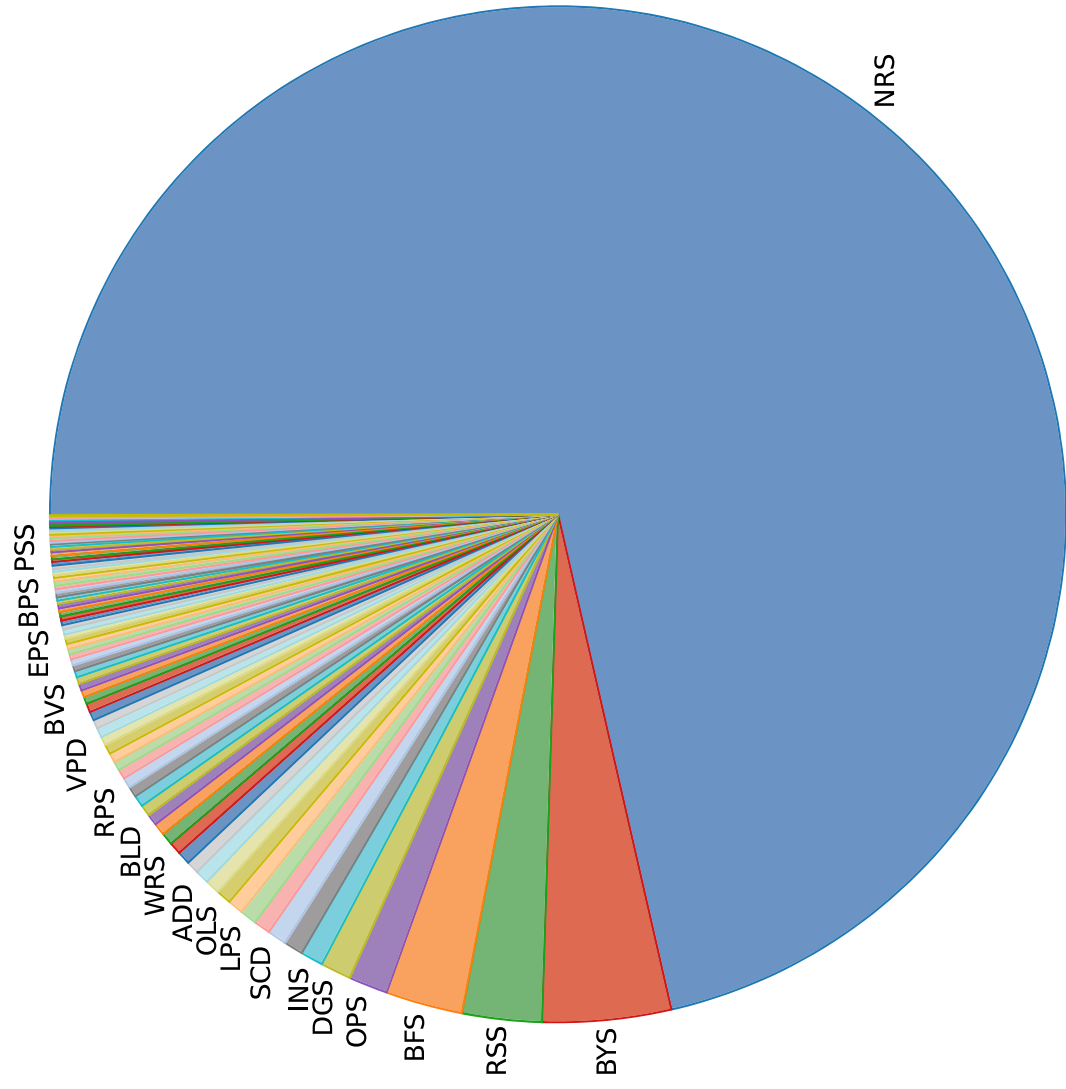
**User Library**

NRS

**Checkouts & Renewals from Your Patrons**

Item Library	Transactions	% of Total
<b>Total</b>	<b>4,947</b>	<b>100.00%</b>
NRS	3,532	71.40%
BYS	201	4.06%
RSS	126	2.55%
BFS	120	2.43%
OPS	62	1.25%
DGS	49	0.99%
INS	35	0.71%
ESS	31	0.63%
SCD	30	0.61%
CIS	26	0.53%
LPS	26	0.53%
HDS	24	0.49%
OLS	24	0.49%
TPS	23	0.46%
ADD	22	0.44%
TFS	20	0.40%
WCS	20	0.40%
WRS	20	0.40%
FPD	19	0.38%
MTS	19	0.38%
BLD	18	0.36%
OBD	18	0.36%
RFS	18	0.36%

Your Users Checkout Items from...



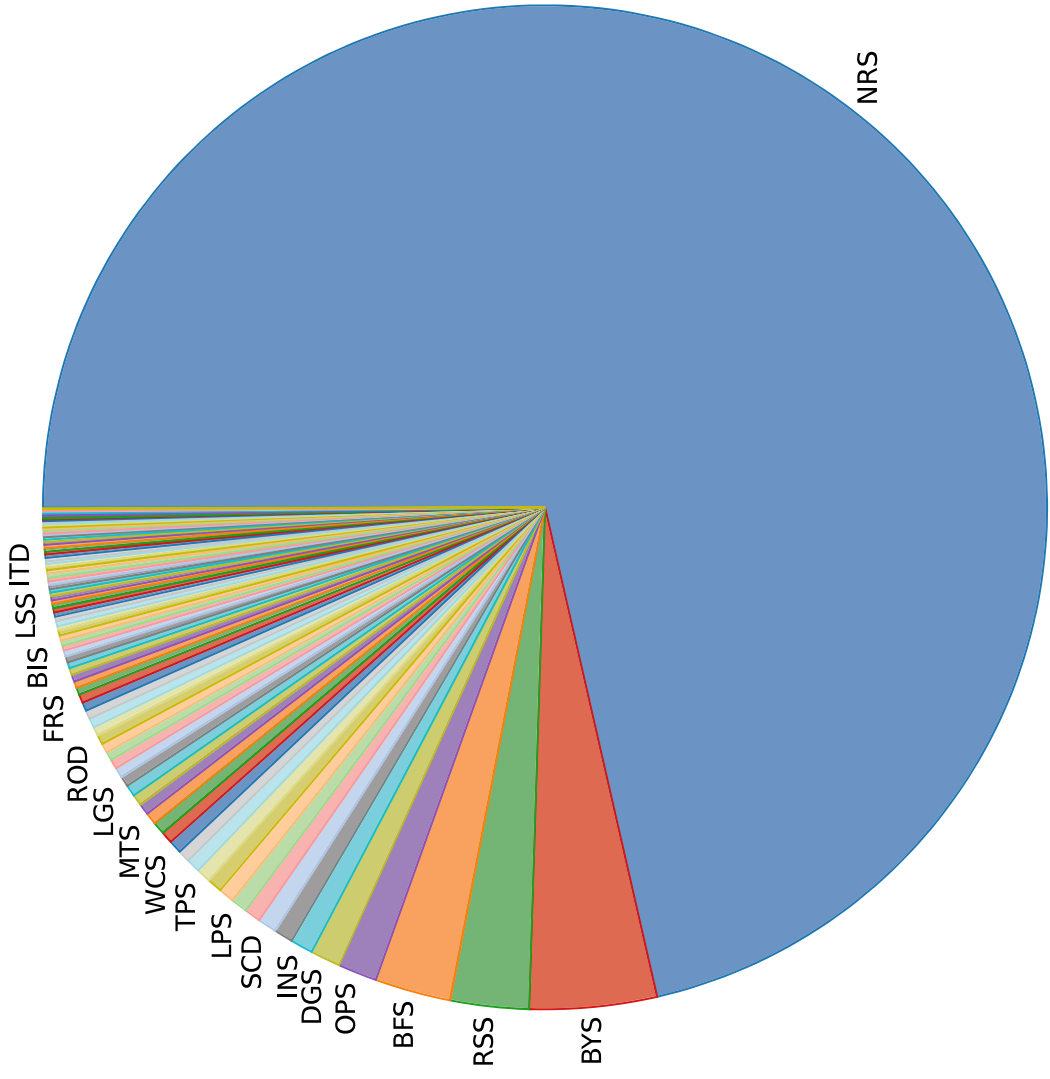
## User Library

NRS

### Checkouts & Renewals from Your Patrons

Station Library	Transaction	% of Total
<b>Total</b>	<b>4,947</b>	<b>100.00%</b>
NRS	4,281	86.54%
BYS	226	4.57%
RSS	147	2.97%
BFS	117	2.37%
OPS	34	0.69%
DGS	24	0.49%
LPS	24	0.49%
CIS	15	0.30%
HDS	13	0.26%
OBD	12	0.24%
INS	11	0.22%
RFS	10	0.20%
LGS	7	0.14%
WCS	6	0.12%
ESS	4	0.08%
SWS	4	0.08%
FPS	3	0.06%
WRS	3	0.06%
HKS	2	0.04%
BRS	1	0.02%
GHS	1	0.02%
PTS	1	0.02%
SFS	1	0.02%

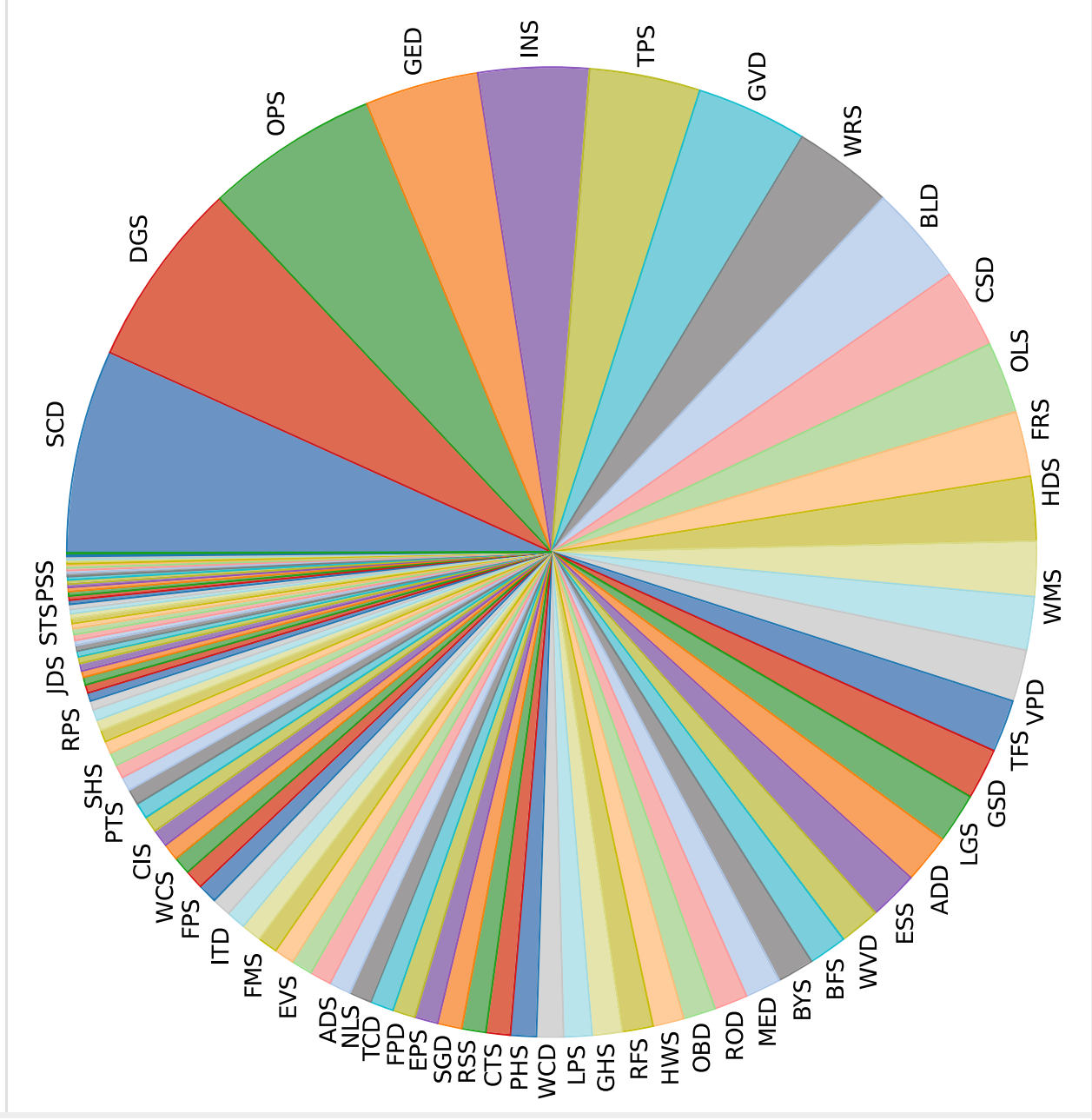
### Your Users Checkout at...



### Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
<b>Total</b>	<b>1,164,798</b>	<b>100.00%</b>
SCD	78,359	6.73%
DGS	72,580	6.23%
OPS	67,311	5.78%
GED	44,216	3.80%
INS	43,099	3.70%
TPS	43,037	3.69%
GVD	42,880	3.68%
WRS	38,945	3.34%
BLD	38,826	3.33%
CSD	30,534	2.62%
OLS	27,949	2.40%
FRS	25,062	2.15%
HDS	24,922	2.14%
WMS	21,596	1.85%
BDD	20,483	1.76%
VPD	20,347	1.75%
TFS	20,112	1.73%
GSD	19,848	1.70%
LGS	19,555	1.68%
ADD	19,048	1.64%
ESS	18,935	1.63%
WVD	16,066	1.38%
BFS	14,751	1.27%
BYS	14,179	1.22%
MED	13,818	1.19%
ROD	13,084	1.12%
OBD	12,640	1.09%
HWS	12,088	1.04%
RFS	11,873	1.02%
GHS	11,504	0.99%
LPS	10,937	0.94%
WCD	10,590	0.91%
BUC	10,016	0.86%

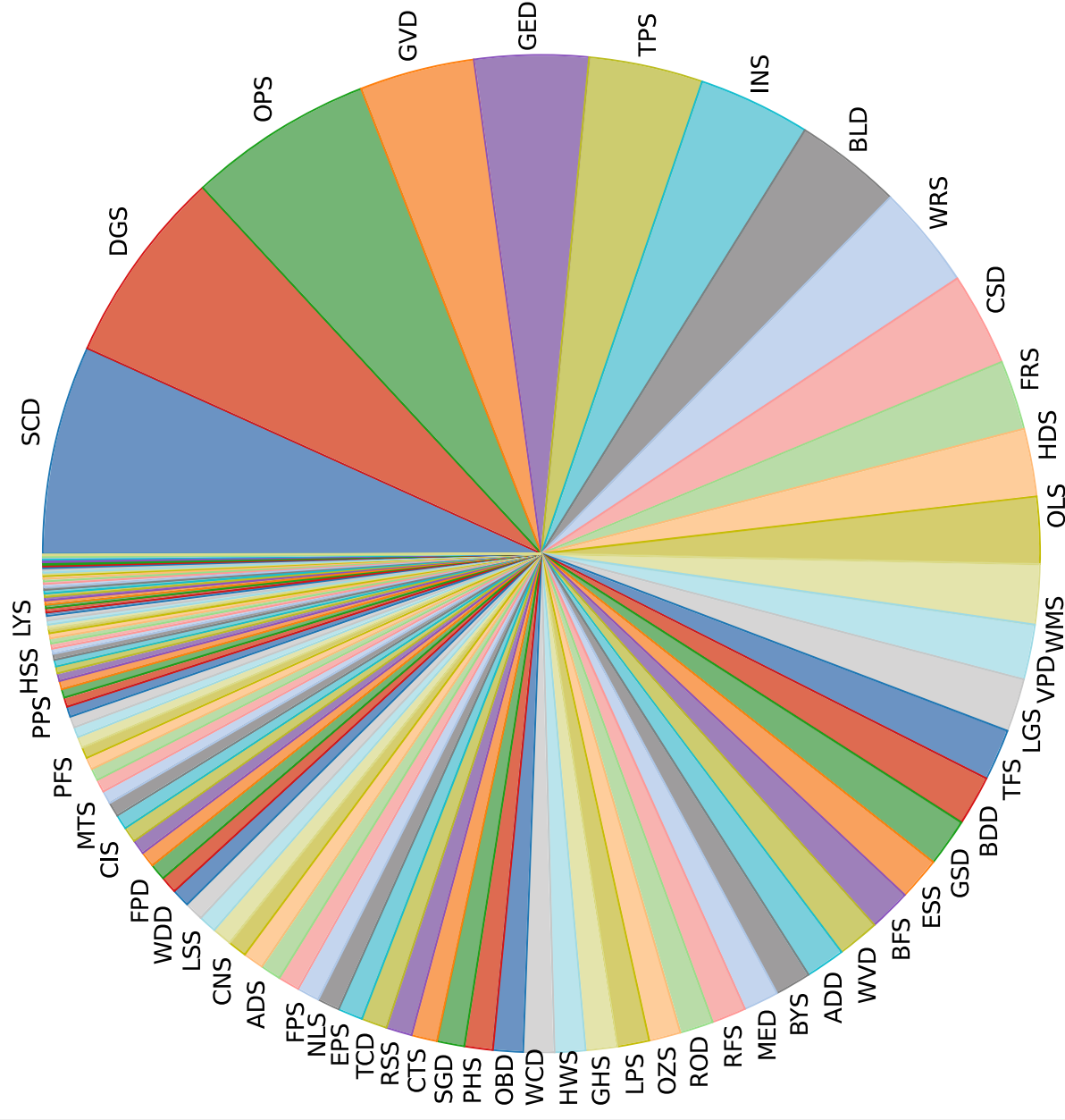
Item Circs by Item Library



## Checkouts & Renewals from all SWAN Libraries

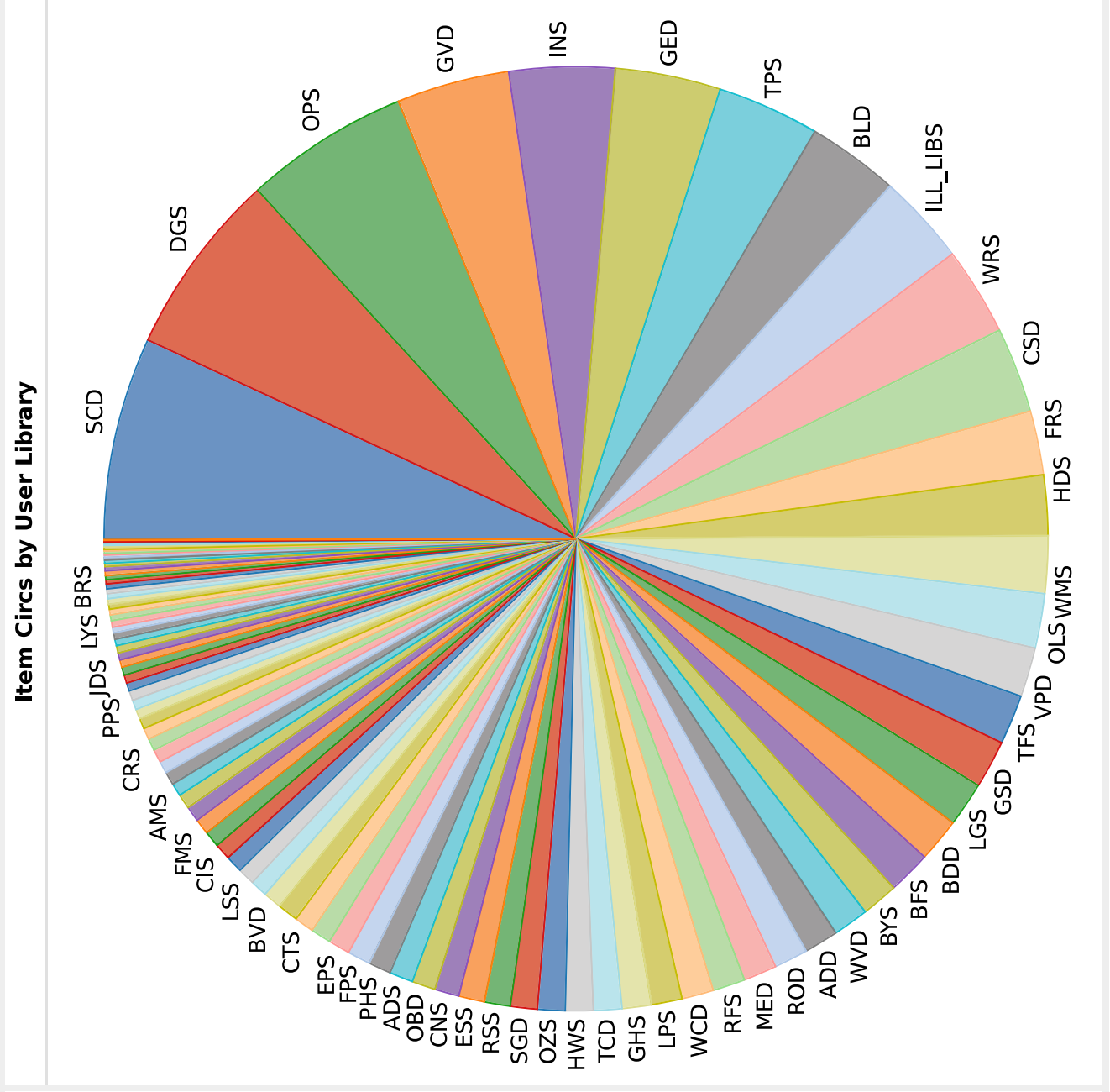
Station Library	Transactions	% of Total
<b>Total</b>	<b>1,164,798</b>	<b>100.00%</b>
SCD	78,400	6.73%
DGS	73,916	6.35%
OPS	69,845	6.00%
GVD	43,406	3.73%
GED	43,056	3.70%
TPS	42,953	3.69%
INS	42,457	3.65%
BLD	40,353	3.46%
WRS	39,197	3.37%
CSD	35,235	3.02%
FRS	26,373	2.26%
HDS	25,681	2.20%
OLS	25,223	2.17%
WMS	22,549	1.94%
VPD	20,538	1.76%
LGS	20,157	1.73%
TFS	19,559	1.68%
BDD	18,619	1.60%
GSD	18,034	1.55%
ESS	16,272	1.40%
BFS	16,043	1.38%
WVD	15,534	1.33%
ADD	15,077	1.29%
BYS	13,607	1.17%
MED	13,210	1.13%
RFS	13,106	1.13%
ROD	12,594	1.08%
OZS	11,994	1.03%
LPS	11,887	1.02%
GHS	11,865	1.02%
HWS	11,807	1.01%
WCD	11,471	0.98%
CRN	11,300	0.96%

### Item Circs by Station Library



### Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
<b>Total</b>	<b>1,164,798</b>	<b>100.00%</b>
SCD	80,380	6.90%
DGS	73,461	6.31%
OPS	65,655	5.64%
GVD	44,920	3.86%
INS	42,119	3.62%
GED	41,836	3.59%
TPS	40,788	3.50%
BLD	36,665	3.15%
ILL_LIBS	36,063	3.10%
WRS	35,474	3.05%
CSD	33,813	2.90%
FRS	25,767	2.21%
HDS	23,738	2.04%
WMS	22,929	1.97%
OLS	21,747	1.87%
VPD	19,905	1.71%
TFS	19,778	1.70%
GSD	18,871	1.62%
LGS	17,920	1.54%
BDD	17,363	1.49%
BFS	17,214	1.48%
BYS	14,649	1.26%
WVD	14,253	1.22%
ADD	13,628	1.17%
ROD	13,474	1.16%
MED	13,160	1.13%
RFS	12,866	1.10%
WCD	12,753	1.09%
LPS	12,266	1.05%
GHS	11,747	1.01%
TCD	11,207	0.96%
HWS	11,037	0.95%
CTS	11,022	0.95%



## Adult and Teen/Tween Department

June was the start of our Summer Reading Program along with our annual Kick Off Party which was exciting this year because we had great weather and the party got to be both inside and outside.

Special Events Committee: Discussing Geek Week.

### Adult Active Programs

Morning Coffee with NRPL	1
Kick Off Party	116
Yoga	10
Street Tacos	9
Napkin Decoupage Art	6
Tai Chi	2
Self Defense Class	8
Yoga	12
Movie Matinee	3
Summer Shadow Box	9
Club De Lectura	4
<b>11 Total Active Programs</b>	<b>93 total participants</b>

### Adult/Teen Passive Programs

Craft Exchange	45
Seed Exchange	233
Makerspace	632
Book Displays	96
Bookmarks/Buttons	112
Air Hockey Table	53
Doodle Board	145
Confetti Popper	20
Tiny Zipper Pouch	20
Mole Rub	25
<b>10 Total Passive Programs</b>	<b>1737 Total participants</b>

### Teen/Tween Active Programs

Kick Off Party	56
Street Tacos	3
Candy Tasting	12
Sewing Kit	15
Self Defense Class	3
Video Game Tournament	6
Graphic Novel Society	4
Life-Size Games	5
<b>5 Total Active Programs</b>	<b>14 total participants</b>

## **Tech Team Updates: June 2025**

In June, we had a total of 8 more one-on-one appointments in the library for individual tech help and digital preservation help. We also held two tech classes at the library, the first on smartphone photos and sharing and the second on understanding AI. These classes had 6 and 7 attendees, respectively. Our tech help sessions at Cantata Senior Living are on hiatus for the summer but should resume in the fall.

### **Monthly Trends:**

	<b>June</b>	<b>May</b>	<b>April</b>	<b>March</b>
<b>Individual Appointments</b>	8	8	10	12
<b>Program Attendance</b>	13	11	9	10
<b>Total Tech Help Visits</b>	21	19	19	22

## June 2025 Youth Services Update

June in Youth Services was busy. The beginning of the month started with our Summer Reading Kick Off Party. The library worked together to create a wonderful kickoff to promote literacy efforts through our Summer Reading Challenge. Youth Services partnered with The Pile Bookstore in Berwyn for a storytime. We are now planning other community collaborations for the future. The “Robotics Workshop for Kids!” program was fully attended and well received by families since there is interest in robotics and STEM opportunities for kids. Additionally, there were two successful Kids’ Kitchen programs run by Veronica and Andrea. Our food programs are very popular with families as well. The Youth Services Department is now planning for October, November, and December of this year and we are in the midst of the summer reading challenge.

### 907 Reference Questions answered during the month of June at the Youth Services Help Desk.

Program Title:	Program Facilitator:	Date:	Ages 0-5:	Ages 6-11:	Teen:	Adults:
Family Film Fridays	Andrea	6/6/2025	5	1	1	10
Take & Make Tuesday	All	6/10/202	5	12		
Village Daycamp s/t	Karen	6/10/202	5	26	0	10
Forest Preserve Picnic & ST	Vero	6/11/202	5	9		5
Pile Bookstore Storytime	Natalie	6/12/202	5	1		2
Kids' Kitchen (Littles)	Andrea	6/13/202	5	7		7
Take & Make Tuesday	All	6/17/202	5	12		
Village Daycamp s/t	Karen	6/17/202	5	34	0	9
Preschool Yoga ST	Natalie	6/18/202	5	8		5
Robotics Workshop for Kids	Natalie	6/19/202	5	14		12
Reptile Rodeo	Natalie	6/20/202	5	10		12
Hello Kitty & Friends Pajama Bash	Andrea	6/23/202	5	10	14	17
Take & Make Tuesday	All	6/24/202	5	12		

Village Daycamp s/t	Karen	6/24/202 5				
Zumba for 3-5th Grade	Natalie	6/25/202 5		4		
Homeschool Hub	Natalie	6/27/202 5	0			
Kids' Kitchen	Vero	6/27/202 5		5		3
Village Daycamp s/t	Karen	7/1/2025	24	0	0	9