



**NORTH RIVERSIDE  
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

**North Riverside Public Library District  
Board of Trustees  
Regular Meeting, August 18, 2025  
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 July 21, 2025 Regular Board Meeting
  - b. Minutes of the August 4, 2025 Committee of the Whole Meeting
  - c. Correspondence

Treasurer:

  - a. July 2025 Financial Statements
  - b. Authorization of transfer of \$200,000 from the IL Funds to First American Bank  
Current balances as of August 14, 2025 of:
    - i. First American Money Market: \$116,000
    - ii. First American Checking: \$72,653
    - iii. IL Fund: \$234,793Total: \$423,446
4. **President's Report**
5. **Director's Report**
6. **Committee Reports**

Policy (Bonnar)

  - a. Meeting Room Policy (review only)
  - b. Social Media Policy (review only)
7. **New Business**

Deiters & Todd Presentation
8. **Closed session**
9. **Return to open session**



**NORTH RIVERSIDE  
PUBLIC LIBRARY**

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NORTH RIVERSIDE, IL

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 September 16<sup>th</sup>, 2025 at 6:00 p.m.

**\*\*No CoW meeting scheduled for September due to Labor Day closure.\*\***

# NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

## Minutes of the July 21, 2025 Regular Board Meeting

1. Open of Meeting
  - a. The meeting was called to order by President Gordon at 6:07 p.m. Roll call was taken.  
Present: Trustee Kathy Bonnar, Trustee Annette Corgiat, President Greg Gordon, Trustee John Mathias, Trustee Jeanne Ottenweller  
Absent: Trustee Fernando Flores, Trustee Ken Rouleau  
Also Present: Director Jenny Cutshall, Britney Musial, & Jill Cannizzo
  - b. A quorum was established.
  - c. Recognition of visitors. No one was present.
  - d. Approval of agenda  
Trustee Mathias made a motion to approve the agenda as presented. Trustee Ottenweller seconded the motion.  
All in favor, motion carried
2. Open Forum  
No visitors were present.
3. Consent Agenda  
Trustee Mathias made a motion to approve the consent agenda as presented. Trustee Ottenweller seconded the motion.  
Ayes: Trustee Kathy Bonnar, Trustee Annette Corgiat, President Greg Gordon, Trustee John Mathias, Trustee Jeanne Ottenweller  
Nays: None  
Motion carried
4. President  
The September Committee of the Whole meeting falls on Labor Day. The meeting will be cancelled due to its being a Federal Holiday.
5. Director's Report
  - The planters out front have been filled and the sprinklers are working again.
  - The North Riverside Garden Club contacted the Library to plan an event.
  - Geek Week and the Summer Reading Program are both in full swing.
6. Committee Reports
  - a. Advocacy  
Trustee Ottenweller is having a block party and would like to distribute Library promotional materials at the event.
  - b. Buildings & Grounds  
Director Cutshall reported that Trustee Rouleau is working on getting information concerning the HVAC maintenance and repair.
  - c. Finance (Trustee Ottenweller)  
Nothing to report.
  - d. Personnel  
Nothing to report.

e. Policy  
Nothing to report.

f. Strategic Planning  
Nothing to report.

g. Grants  
Nothing to report tonight.

7. New Business

- a. Trustee Ottenweller made a motion to approve the resolution to add Jennifer Cutshall as the designated IMRF agent for North Riverside Public Library District. Trustee Corgiat seconded the motion. A roll call vote was taken.  
Ayes: Bonnar, Corgiat, Gordon, Mathias, Ottenweller  
Nays: none  
Motion carried.
- b. Trustee Bonnar made a motion to approve the resolution to add Jennifer Cutshall and Jeanne Ottenweller as authorized signers on the First American bank accounts as of July 21<sup>st</sup>. Trustee Ottenweller seconded the motion. A roll call vote was taken.  
Ayes: Bonnar, Corgiat, Gordon, Mathias, Ottenweller  
Nays: none  
Motion carried.
- c. Trustee Ottenweller made a motion to approve of form update to add Jennifer Cutshall as principal authority, authorized signer and authorized trader for IL Funds account and remove Britney Musial. Trustee Mathias seconded the motion. A roll call vote was taken.  
Ayes: Bonnar, Corgiat, Gordon, Mathias, Ottenweller  
Nays: none  
Motion carried.

8. Adjournment

Trustee Mathias made a motion to adjourn the meeting at 6:42 p.m. Trustee Ottenweller seconded the motion. All ayes, motion carried.

The next Board meeting is scheduled for August 18, 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 August 4, 2025 Committee of the Whole Meeting

1. Open of Meeting
  - a. The meeting was called to order by President Gordon at 6:00 p.m. Roll call was taken.  
Present: Trustee Annette Corgiat, Trustee Fernando Flores, President Greg Gordon, Trustee John Mathias, Trustee Jeanne Ottenweller  
Absent: Trustee Kathy Bonnar  
Trustee Ken Rouleau arrived at 6:10pm  
Also Present: Director Jenny Cutshall & 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 Mathias made a motion to approve the agenda with an addition of 9.5 Trustees and director who does what. Trustee Ottenweller seconded the motion. A roll call vote was taken.  
Ayes: Corgiat, Flores, Gordon, Mathias, Ottenweller  
Nays: None  
Motion carried.
2. Open Forum  
No one was present.
3. Advocacy  
Trustee Ottenweller reported that she will be distributing Library promotional materials to her neighbors at an upcoming block party.
4. Buildings and Grounds
  - a. The locksmith has been contacted regarding repair of three exterior doors.
  - b. North Riverside Public Works notified the Library they will be removing and replacing light posts near to the sidewalk.
  - c. The landscaping service has been contacted regarding the removal of overgrowth in the outbuilding and the upkeep of the planting bed alongside the fence line.
5. Finance  
Director Cutshall reported the First American Bank accounts were briefly overdrawn. All returned checks are being reissued. Director Cutshall has an upcoming meeting scheduled with the bank to discuss putting preventative measures in place to prevent any recurrence.
6. Personnel  
Friday, August 8, 2025 is an In-service day for Library staff.
7. Policy  
Nothing to report.

8. Strategic Planning

Nothing to report.

9. Other Business

Trustees discussed the need for separate committee meetings as opposed to Committee of the Whole.

9.5. President Gordon plans to invite Dieters & Todd Library Consulting to give a presentation for trustees at an upcoming meeting.

10. Adjournment

Trustee Rouleau made a motion to adjourn the meeting at 6:55 p.m. Trustee Mathias seconded the motion. All ayes, motion carried.

Respectfully Submitted,  
Jill M. Cannizzo

# Management Report

North Riverside Public Library District  
For the period ended July 31, 2025



Prepared on  
**August 13, 2025**

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# Profit and Loss

July 2025

	<b>Total</b>
<b>INCOME</b>	
6903-01 Fines & Fees	76.04
6904-01 Donations	25.91
Interest	
6906-01 Interest	1,987.34
<b>Total Interest</b>	<b>1,987.34</b>
<b>Total Income</b>	<b>2,089.29</b>
<b>GROSS PROFIT</b>	
<b>2,089.29</b>	
<b>EXPENSES</b>	
8360-01 Grants	3,487.35
Advertising & Marketing	
8365-01 Library Promotion	59.54
8399-01 ILL Loss/Damage	72.51
8404-01 Staff Recognition	138.94
8410-01 Printing	3,429.64
<b>Total Advertising &amp; Marketing</b>	<b>3,700.63</b>
Bank Charges & Fees	
8396-01 Bank Charges & Fees	1,908.60
<b>Total Bank Charges &amp; Fees</b>	<b>1,908.60</b>
Benefits	
7600-05 Health Insurance	3,311.57
7650-09 IMRF	2,676.57
7660-06 Unemployment Insurance	-1,125.88
7670-01 Taxes-Fica Expense	5,716.41
<b>Total Benefits</b>	<b>10,578.67</b>
Building Expense	
8306-07 Building Supplies & Maintenance	496.81
8308-07 Service Contracts	5,323.94
8330-01 Casual Labor	200.00
8335-07 Building Repairs	45.00
<b>Total Building Expense</b>	<b>6,065.75</b>
Computers/Technology	
8171-01 Tech Service	5,169.57
8175-01 SWAN	5,502.25
8180-01 Software	129.73
8190-01 Website	164.98
<b>Total Computers/Technology</b>	<b>10,966.53</b>
Legal & Professional Services	
8400-01 Accounting	971.00
8402-01 Legal Fees	7,500.00

	<b>Total</b>
8430-01 Payroll Expenses	1,262.50
8435-01 Background Checks	19.00
<b>Total Legal &amp; Professional Services</b>	<b>9,752.50</b>
Library Materials	
8090-01 Adult A/V	623.95
8091-01 Children's A/V	922.72
8096-01 Teen A/V	121.86
8105-01 Adult Fiction/Non-Fiction	1,770.96
8106-01 Children Fiction / Non-Fiction	996.60
8107-01 Teen Fiction/Non-Fiction	449.24
8120-01 Newspapers	285.84
8130-01 Internet Databases	249.98
8140-01 Periodicals	39.00
<b>Total Library Materials</b>	<b>5,460.15</b>
Office Supplies & Software	
8202-01 Office Supplies	1,136.02
<b>Total Office Supplies &amp; Software</b>	<b>1,136.02</b>
Programs & Strategic Initiatives	
8150-01 Children's Programs	1,179.93
8153-01 Teen Programs	356.15
8154-01 Makerspaces/library of things	843.25
8155-01 Adult Programs	107.84
<b>Total Programs &amp; Strategic Initiatives</b>	<b>2,487.17</b>
Salaries	
7504-01 Circulation	14,181.72
7505-01 Adult Services	8,477.33
7506-01 Youth Services	11,596.66
7507-01 Pages	0.00
7508-01 Administration	40,908.42
7509-01 Facilities	0.00
<b>Total Salaries</b>	<b>75,164.13</b>
Travel & Training	
7700-01 Educational Training Trustees	270.75
7800-01 Educational Staff Training	0.00
8355-01 Memberships	435.00
<b>Total Travel &amp; Training</b>	<b>705.75</b>
Utilities	
8301-07 Internet/Phone	1,504.64
8302-07 Electricity	2,877.68
8303-07 Gas	421.54
<b>Total Utilities</b>	<b>4,803.86</b>
<b>Total Expenses</b>	<b>136,217.11</b>
<b>NET OPERATING INCOME</b>	<b>-134,127.82</b>

	<b>Total</b>
<b>OTHER EXPENSES</b>	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	-825.14
8490-01 Athene Program Expenses	3,960.91
<b>Total Other Miscellaneous Expense</b>	<b>3,135.77</b>
<b>Total Other Expenses</b>	<b>3,135.77</b>
<b>NET OTHER INCOME</b>	<b>-3,135.77</b>
<b>NET INCOME</b>	<b>\$ -137,263.59</b>

# Balance Sheet

As of July 31, 2025

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1500-01 First American MM (5015)	223,568.75
1500-04 Cash-Audit Fund	6,168.31
1500-05 Cash-Liability Insurance Fund	-7,169.21
1500-06 Cash-Unemployment Ins Fund	202.80
1500-07 Cash-Building Fund	-348,682.49
1500-08 Cash-Social Security Fund	-28,739.36
1500-09 Cash-Pension Fund	-93,301.80
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	0.00
1500-13 Capital Projects	283,953.00
<b>Total 1500-01 First American MM (5015)</b>	<b>36,000.00</b>
1501-01 First American Checking (5001)	-14,000.40
1501-02 Athene Special Programs	11,740.91
<b>Total 1501-01 First American Checking (5001)</b>	<b>-2,259.49</b>
1509-07 Cash - IPTIP IL Funds	434,793.46
1512-02 Kadlec Annuity #71797	40,848.99
<b>Total Bank Accounts</b>	<b>509,382.96</b>
<b>Accounts Receivable</b>	
2000-01 RE Taxes Receivable-Corp	508,219.23
2000-04 Taxes Receivable-Audit	4,133.89
2000-05 Taxes Receivable-Insurance	11,185.83
2000-06 Taxes Receivable-Liab Insur	2,188.53
2000-07 Taxes Recievable-Bldg Fund	40,414.89
2000-08 Taxes Receivable-SS Fund	23,344.33
2000-09 Taxes Receivable-Pension Fund	0.00
2000-12 Property Tax Recievable - IMRF	24,317.00
2100-01 Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>613,803.70</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	1,933.04
2400-05 Prepaid Expenses 05	0.00

	<b>Total</b>
2400-07 Prepaid Expense	841.78
<b>Total Other Current Assets</b>	<b>865,299.21</b>
<b>Total Current Assets</b>	<b>1,988,485.87</b>
<b>TOTAL ASSETS</b>	<b>\$1,988,485.87</b>

## LIABILITIES AND EQUITY

### Liabilities

#### Current Liabilities

##### Accounts Payable

4100-01 Accounts Payable	17,857.18
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	5,109.66
4100-09 Accounts Payable Pension Fund	2,676.57

<b>Total Accounts Payable</b>	<b>25,643.41</b>
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##### Other Current Liabilities

4002-01 IMRF - Employee Contribution	2,763.88
4003-01 Child Support	0.00
4200-01 Accrued Wages	28,715.87
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	1,467.39
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	508,219.23
4300-04 Deferred Tax Rev - Audit Fund	4,133.89
4300-05 Deferred Tax Rev Liability Fund	11,185.83
4300-06 Deferred Tax Rev Unemployment	2,188.53
4300-07 Deferred Tax Rev Building Fund	40,414.89
4300-08 Deferred Tax Rev SS	23,344.33
4300-09 Deferred Tax Rev Pension	0.00
4300-12 Deferred Tax Rev - IMRF	24,317.00
4470-07 Due to/from Corp - Building fund	0.00

<b>Total Other Current Liabilities</b>	<b>646,750.84</b>
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<b>Total Current Liabilities</b>	<b>672,394.25</b>
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#### Total Liabilities

<b>672,394.25</b>
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### Equity

3200-00 Retained Earnings	11,242.00
5600-01 General Fund Balance	1,636,626.41
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	283,953.00
5600-04 Audit Fund	6,168.31

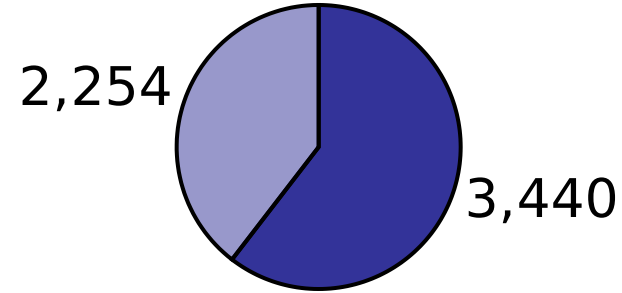
	<b>Total</b>
5600-05 Public Liability Fund Balance	-7,169.21
5600-06 Unemployment Insurance Fund Balance	202.80
5600-07 Building Fund Balance	-352,950.37
5600-08 Social Security Fund Balance	-28,739.36
5600-09 Pension Fund Balance	-95,978.37
Opening Balance Equity	0.00
Net Income	-137,263.59
<b>Total Equity</b>	<b>1,316,091.62</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,988,485.87</b>

### Item Library

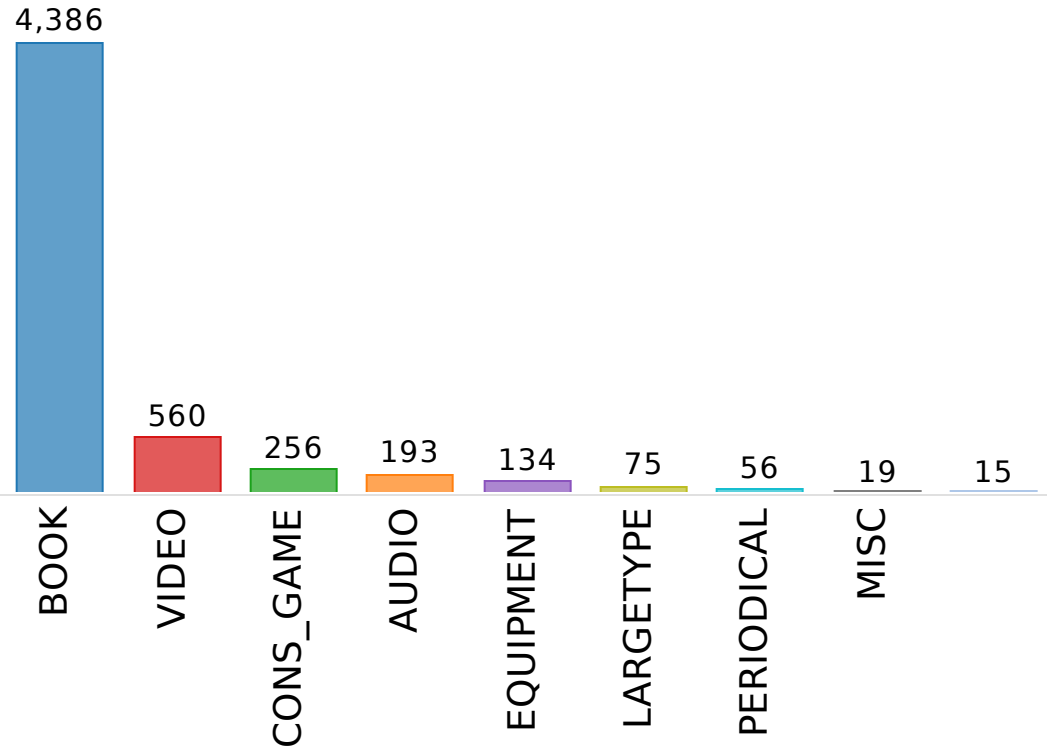
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#### Checkouts & Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
<b>Total</b>	<b>5,694</b>	<b>100.00%</b>
Charge Item Part B	3,440	60.41%
Renew Item	2,254	39.59%



Item Cat1	Transactions	% of Total
<b>Total</b>	<b>5,694</b>	<b>100.00%</b>
BOOK	4,386	77.03%
VIDEO	560	9.83%
CONS_GAME	256	4.50%
AUDIO	193	3.39%
EQUIPMENT	134	2.35%
LARGETYPE	75	1.32%
PERIODICAL	56	0.98%
MISC	19	0.33%
	15	0.26%



### Item Library

NRS

### Checkouts & Renewals of Your Items

Item Type	Transactions	% of Total	Item Home Location	Transactions	% of Total
<b>Total</b>	<b>5,694</b>	<b>100.00%</b>	<b>Total</b>	<b>5,694</b>	<b>100.00%</b>
<b>BOOK</b>	4,095	71.92%	<b>STACKS_JUV</b>	3,035	53.30%
<b>BOOK_NEW</b>	411	7.22%	<b>STACKS</b>	1,634	28.70%
<b>DVD_FEAT</b>	340	5.97%	<b>YOUNGADULT</b>	471	8.27%
<b>CONSOLEGAM</b>	229	4.02%	<b>NEW_ADULT</b>	298	5.23%
<b>DVD_BOXSET</b>	80	1.40%	<b>NEW_JUV</b>	196	3.44%
<b>TOY</b>	80	1.40%	<b>NEW_YA</b>	46	0.81%
<b>PERIODICAL</b>	56	0.98%	<b>ILL_IN</b>	12	0.21%
<b>DVD_NEWFEA</b>	51	0.90%	<b>ASK_STAFF</b>	2	0.04%
<b>LARGETYPE</b>	50	0.88%			
<b>BLURAY_FEA</b>	48	0.84%			
<b>CD_AUDIO</b>	42	0.74%			
<b>EQUIPMENT</b>	35	0.61%			
<b>CONSOLENEW</b>	28	0.49%			
<b>CD_SPOKEN</b>	26	0.46%			
<b>LARGETYPEN</b>	26	0.46%			
<b>DVD</b>	22	0.39%			
<b>MISC_NONPR</b>	19	0.33%			
<b>EQUIPMENTC</b>	15	0.26%			
<b>BLURAY_NFE</b>	12	0.21%			
<b>NS_ILL_PRT</b>	8	0.14%			
<b>DVD_BOXNEW</b>	5	0.09%			
<b>NS_ILL_VID</b>	4	0.07%			
<b>CD_SPOKNEW</b>	3	0.05%			
<b>DVD_NEW</b>	3	0.05%			
<b>KIT</b>	3	0.05%			
<b>BLURAY_BOX</b>	1	0.02%			
<b>BLURAY_BOXN</b>	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>5,694</b>	<b>100.00%</b>
<b>NRS</b>	<b>NRS_ADULT</b>	2,610	45.84%
	<b>NRS_JUV</b>	891	15.65%
<b>RSS</b>	<b>RSS_ADULT</b>	353	6.20%
<b>OPS</b>	<b>OPS_PATRON</b>	180	3.16%
<b>BYS</b>	<b>BYS_ADULT</b>	169	2.97%
<b>BFS</b>	<b>BFS_PATRON</b>	134	2.35%
<b>FPS</b>	<b>FPS_ADULT</b>	81	1.42%
<b>SCD</b>	<b>SCD_PATRON</b>	53	0.93%
<b>CIS</b>	<b>CIS_JUV</b>	49	0.86%
<b>BYS</b>	<b>BYS_JUV</b>	48	0.84%
<b>DGS</b>	<b>DGS_PATRON</b>	48	0.84%
<b>OZS</b>	<b>OPS_PATRON</b>	42	0.74%
<b>CIS</b>	<b>CIS_ADULT</b>	40	0.70%
<b>LPS</b>	<b>LPS_PATRON</b>	39	0.68%
<b>MWS</b>	<b>MWS_ADULT</b>	37	0.65%
<b>INS</b>	<b>INS_PATRON</b>	36	0.63%
<b>GED</b>	<b>GED_PATRON</b>	34	0.60%
<b>CSD</b>	<b>CSD_PATRON</b>	30	0.53%
<b>BRS</b>	<b>BRS_ADULT</b>	28	0.49%
<b>RSS</b>	<b>RSS_JUV</b>	28	0.49%
<b>TPS</b>	<b>TPS_PATRON</b>	28	0.49%
<b>BLD</b>	<b>BLD_PATRON</b>	26	0.46%
<b>BRS</b>	<b>BRS_JUV</b>	26	0.46%
<b>VPD</b>	<b>VPD_PATRON</b>	26	0.46%
<b>GVD</b>	<b>GVD_PATRON</b>	24	0.42%
<b>MCS</b>	<b>MCS_ADULT</b>	24	0.42%
<b>ERS</b>	<b>ERS_PATRON</b>	18	0.32%

### Item Library

NRS

### Checkouts & Renewals of Your Items

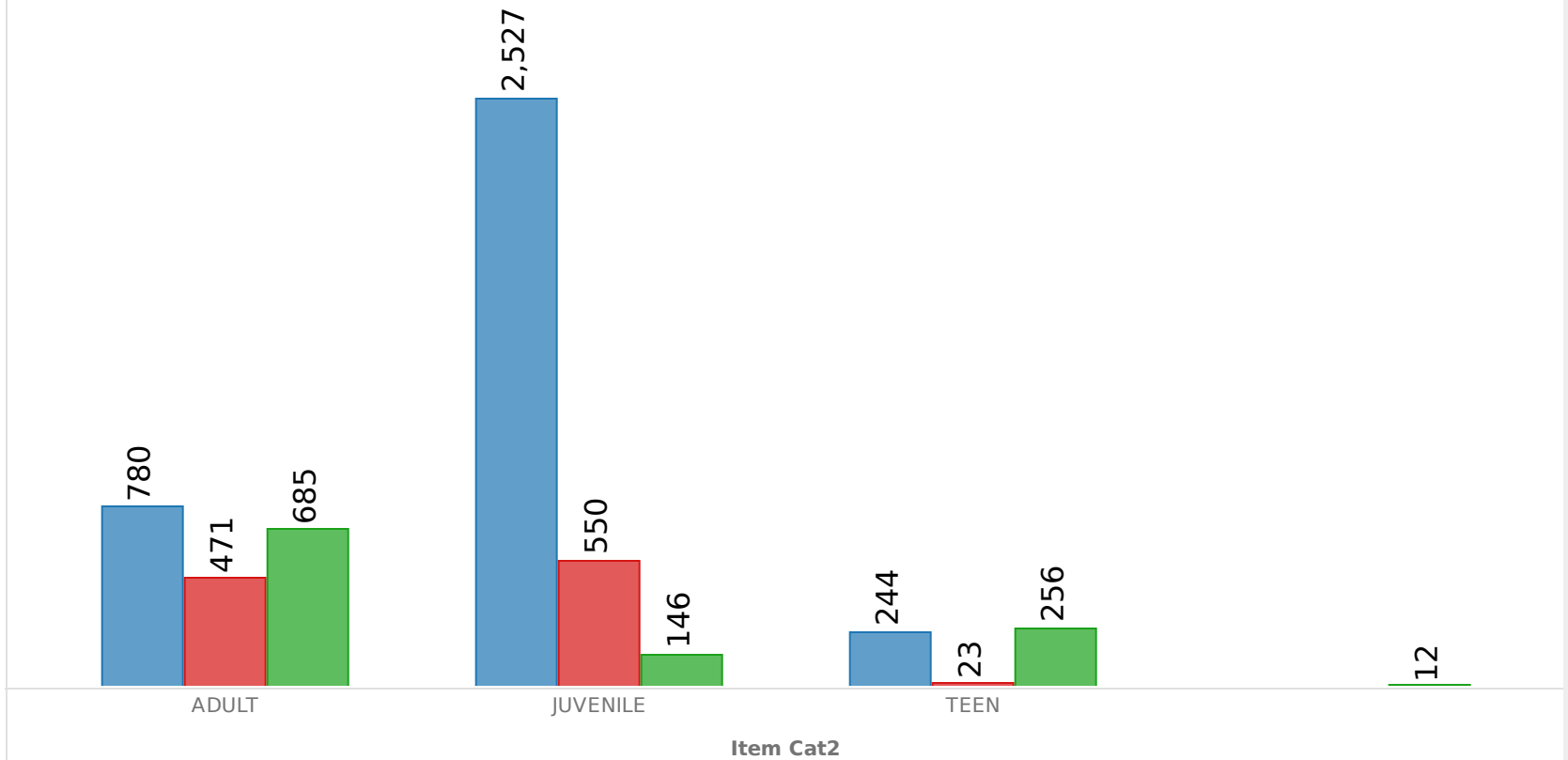
Item Cat2	Transactions	% of Total
ADULT	1,936	34.00%
JUVENILE	3,223	56.60%
TEEN	523	9.19%
	12	0.21%
<b>Total</b>	<b>5,694</b>	<b>100.00%</b>

Item Cat3	Transactions	% of Total
FICTION	3,551	62.36%
NONFICTION	1,044	18.34%
	1,099	19.30%
<b>Total</b>	<b>5,694</b>	<b>100.00%</b>

### Circs by Cat2 & Cat3

Item Cat3

- FICTION
- NONFICTION
- 

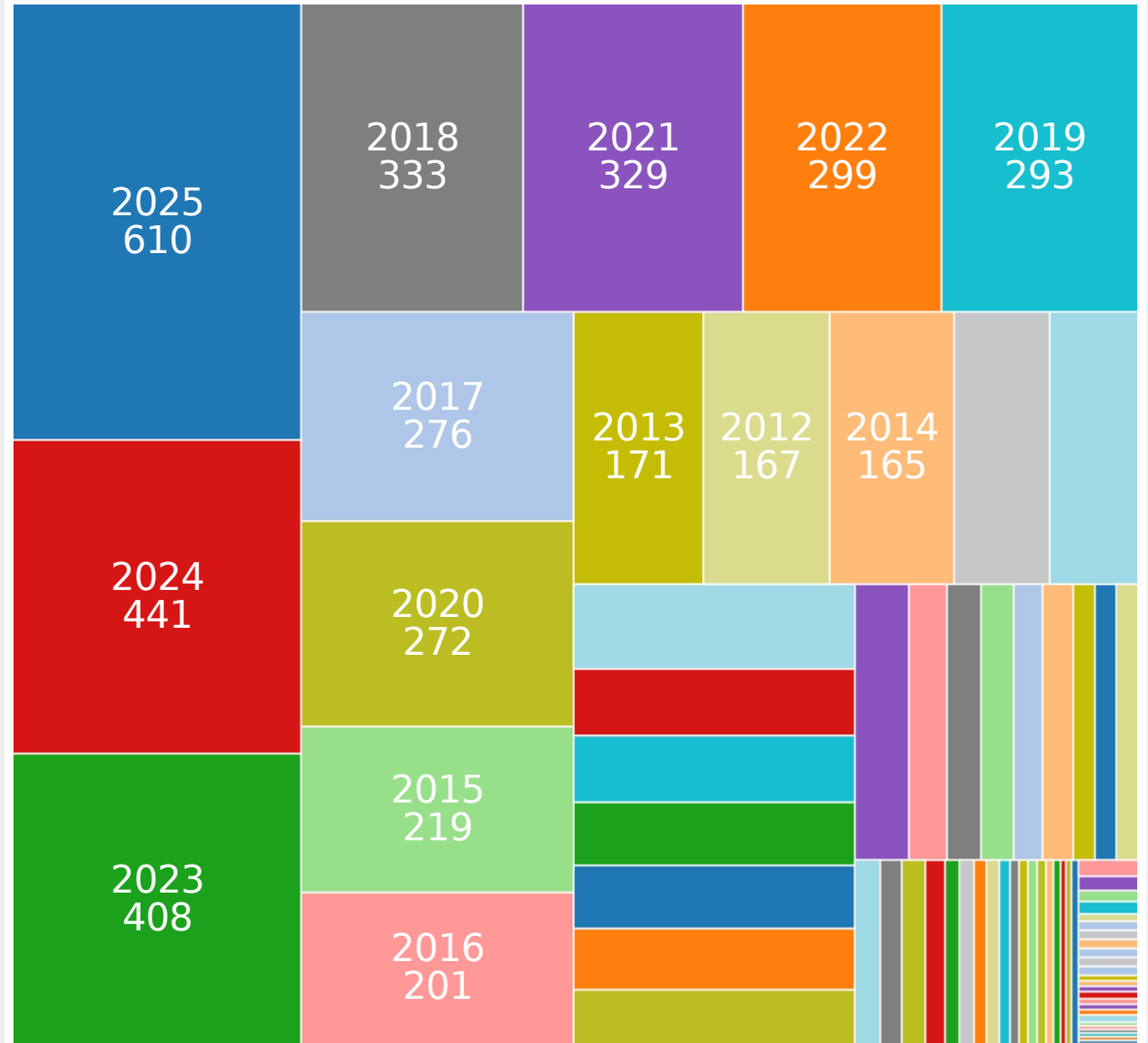


### Item Library

NRS

### Checkouts & Renewals of Your Items

Publication Year	Transactions	% of Total
<b>Total</b>	<b>5,694</b>	<b>100.00%</b>
2025	610	10.71%
2024	441	7.74%
2023	408	7.17%
2018	333	5.85%
2021	329	5.78%
2022	299	5.25%
2019	293	5.15%
2017	276	4.85%
2020	272	4.78%
2015	219	3.85%
2016	201	3.53%
2013	171	3.00%
2012	167	2.93%
2014	165	2.90%
2010	126	2.21%
2011	115	2.02%
0	114	2.00%
2008	92	1.62%
2003	91	1.60%
2007	86	1.51%
2009	86	1.51%
2006	84	1.48%
2004	75	1.32%
2005	72	1.26%
2000	49	0.86%
2002	46	0.81%
1999	44	0.77%
2001	40	0.70%
1998	39	0.68%



### Station Library

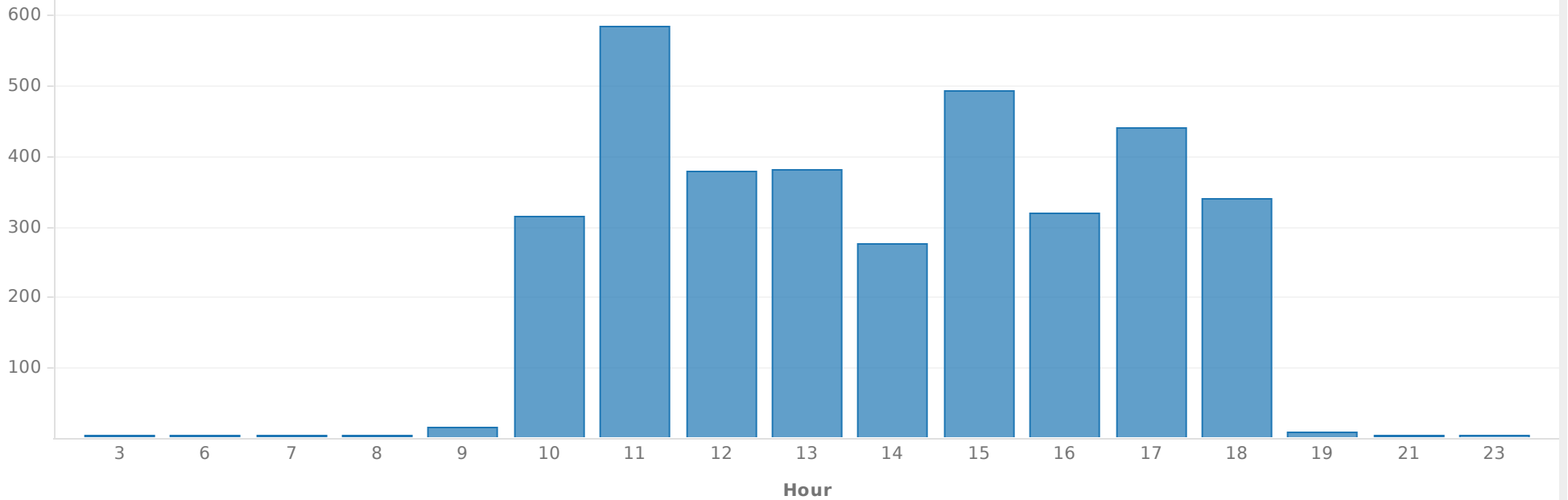
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### Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total
<b>Total</b>	<b>5,557</b>	<b>100.00%</b>
Charge Item Part B	3,332	59.96%
Renew Item	2,225	40.04%

Trans Stat Station Login User Access	Transactions	% of Total
<b>Total</b>	<b>5,557</b>	<b>100.00%</b>
NRSCIRCSR	2,232	40.17%
AUTORENEW	1,999	35.97%
SIPCHK	1,000	18.00%
NRSTECHSR	304	5.47%
PUBLIC	18	0.32%
TPSCOMM	4	0.07%

### Average Transactions per Hour



### Station Library

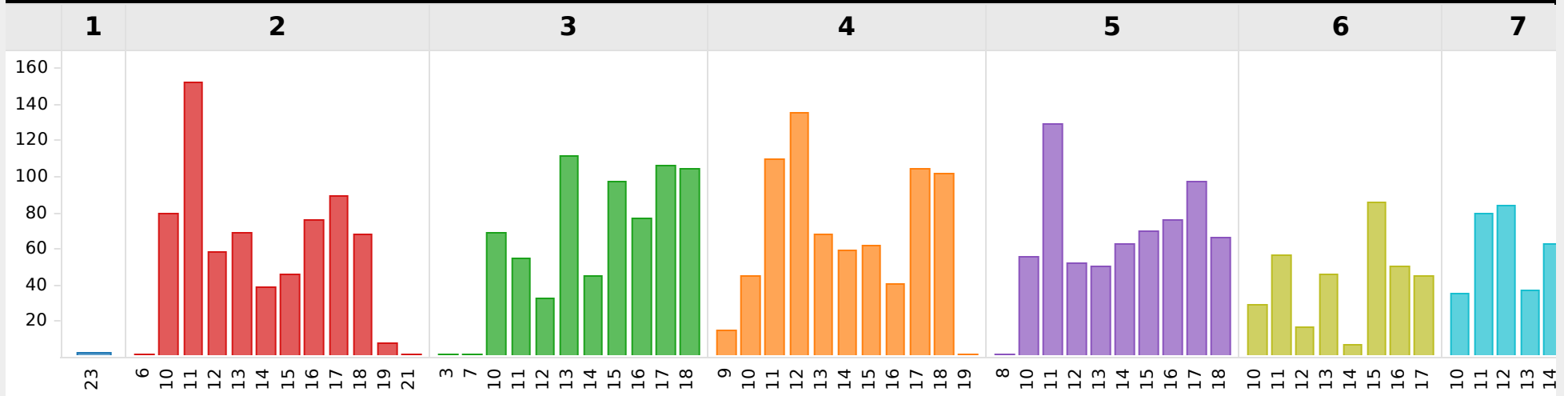
NRS

### Checkouts & Renewals at Your Library

Trans Stat Dow	Transactions	% of Total
Sunday	3	0.08%
Monday	687	19.31%
Tuesday	699	19.65%
Wednesday	742	20.85%
Thursday	660	18.55%
Friday	337	9.47%
Saturday	430	12.09%

Hour	Transactions	% of Total
7	1	0.03%
8	1	0.03%
9	15	0.42%
10	314	8.84%
11	583	16.41%
12	379	10.67%
13	381	10.72%
14	276	7.77%
15	492	13.85%
16	320	9.01%
17	441	12.41%
18	340	9.57%
19	9	0.25%
21	1	0.03%

### Circs 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>3,558</b>	<b>100.00%</b>
NRS	2,712	76.22%
RSS	258	7.25%
BYS	123	3.46%
BFS	105	2.95%
FPS	79	2.22%
OPS	79	2.22%
CIS	40	1.12%
BRS	31	0.87%
OZS	23	0.65%
MWS	21	0.59%
MCS	17	0.48%
LPS	14	0.39%
EPS	13	0.37%
DGS	8	0.22%
ILL_LIBS	5	0.14%
SFS	5	0.14%
LYS	4	0.11%
GED	3	0.08%
TFS	3	0.08%
TPS	3	0.08%
WCS	3	0.08%
WMS	3	0.08%
FPD	2	0.06%
RFS	2	0.06%
BVD	1	0.03%
EVS	1	0.03%

##### Library Items at Your Library

Item Library	Transactions	% of Total
<b>Total</b>	<b>3,558</b>	<b>100.00%</b>
NRS	3,010	84.60%
OPS	26	0.73%
DGS	19	0.53%
BYS	17	0.48%
TPS	17	0.48%
GED	15	0.42%
OLS	15	0.42%
INS	13	0.37%
RSS	13	0.37%
FRS	12	0.34%
BDD	11	0.31%
ESS	11	0.31%
GSD	11	0.31%
SCD	11	0.31%
ADD	10	0.28%
VPD	10	0.28%
WVD	10	0.28%
BLD	9	0.25%
CIS	9	0.25%
HWS	9	0.25%
WRS	9	0.25%
AMS	8	0.22%

### Station Library

NRS

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

#### Library Users/Profiles at Your Library

User Library	Trans Stat User Profile Name	Transactions	% of Total
<b>Total</b>		<b>3,558</b>	<b>100.00%</b>
NRS	NRS_ADULT	2,109	59.27%
	NRS_JUV	602	16.92%
RSS	RSS_ADULT	247	6.94%
BFS	BFS_PATRON	101	2.84%
BYS	BYS_ADULT	95	2.67%
OPS	OPS_PATRON	78	2.19%
FPS	FPS_ADULT	67	1.88%
BYS	BYS_JUV	28	0.79%
CIS	CIS_ADULT	25	0.70%
OZS	OPS_PATRON	23	0.65%
MWS	MWS_ADULT	21	0.59%
BRS	BRS_ADULT	18	0.51%
MCS	MCS_ADULT	17	0.48%
CIS	CIS_JUV	15	0.42%
LPS	LPS_PATRON	14	0.39%
BRS	BRS_JUV	13	0.37%
EPS	EPS_PATRON	13	0.37%
FPS	FPS_JUV	12	0.34%
RSS	RSS_JUV	11	0.31%
DGS	DGS_STAFF	8	0.22%
ILL_LIBS	CHICAGO_P	5	0.14%
SFS	SFS_ADULT	5	0.14%
BFS	BFS_TEACH	4	0.11%
LYS	LYS_ADULT	4	0.11%
GED	GED_PATRON	3	0.08%
TFS	TFS_PATRON	3	0.08%
TPS	TPS_PATRON	3	0.08%

#### Library Items/Profiles at Your Library

Item Library	Trans Stat User Profile Name	Transactions	% of Total
<b>Total</b>		<b>3,558</b>	<b>100.00%</b>
NRS	NRS_ADULT	1,678	47.16%
	NRS_JUV	541	15.21%
	RSS_ADULT	236	6.63%
	OPS_PATRON	97	2.73%
	BFS_PATRON	95	2.67%
	BYS_ADULT	85	2.39%
	FPS_ADULT	48	1.35%
	BYS_JUV	28	0.79%
	CIS_ADULT	23	0.65%
OPS	NRS_ADULT	22	0.62%
NRS	MWS_ADULT	20	0.56%
	BRS_ADULT	18	0.51%
	MCS_ADULT	17	0.48%
TPS	NRS_ADULT	17	0.48%
BYS	NRS_ADULT	15	0.42%
DGS	NRS_ADULT	15	0.42%
NRS	CIS_JUV	15	0.42%
	LPS_PATRON	14	0.39%
	BRS_JUV	13	0.37%
	EPS_PATRON	13	0.37%
OLS	NRS_ADULT	13	0.37%
GED	NRS_ADULT	12	0.34%
NRS	FPS_JUV	12	0.34%
ESS	NRS_ADULT	11	0.31%
NRS	RSS_JUV	11	0.31%
GSD	NRS_ADULT	10	0.28%
INS	NRS_ADULT	10	0.28%
WVD	NRS ADULT	9	0.25%

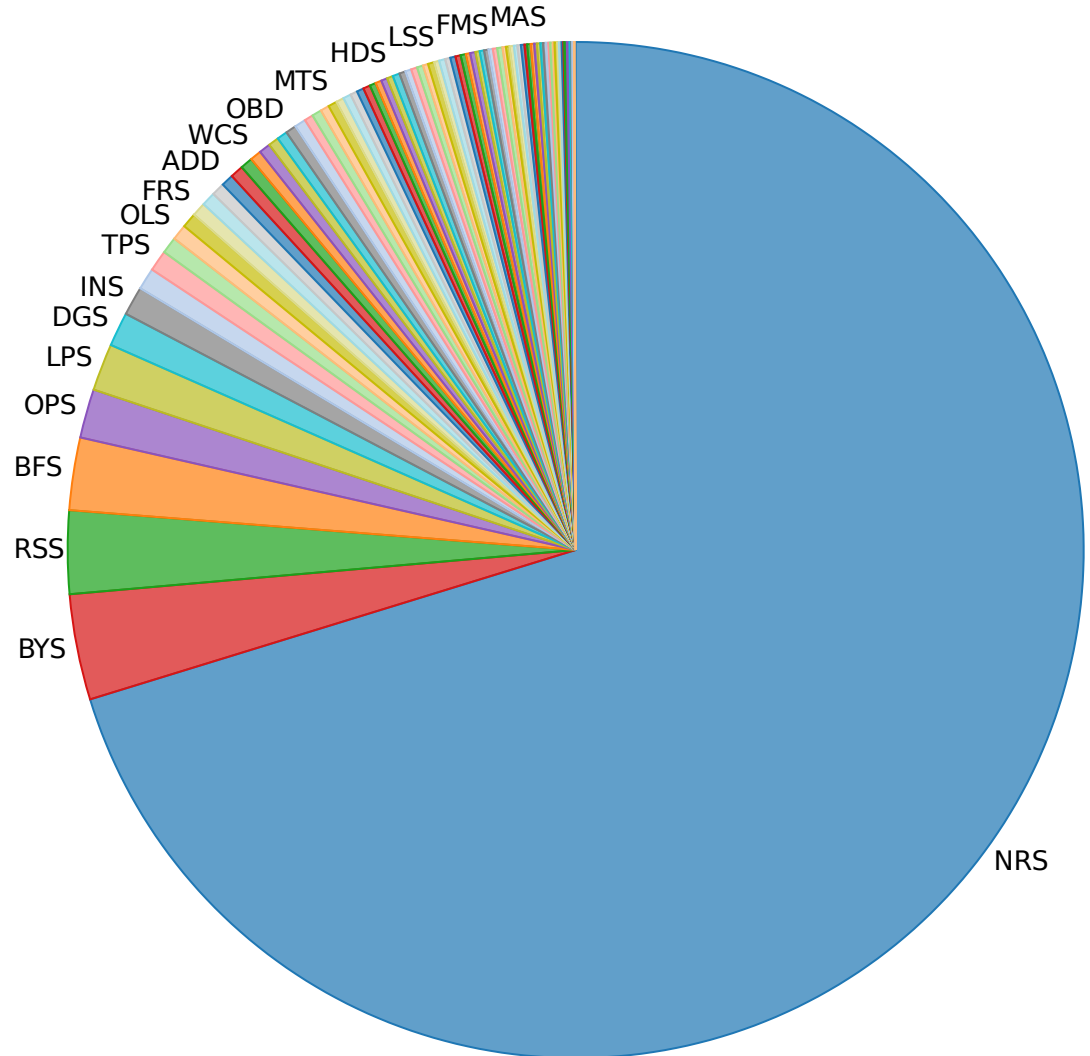
### User Library

NRS

### Checkouts & Renewals from Your Patrons

Item Library	Transactions	% of Total
<b>Total</b>	<b>4,987</b>	<b>100.00%</b>
NRS	3,502	70.22%
BYS	168	3.37%
RSS	131	2.63%
BFS	115	2.31%
OPS	78	1.56%
LPS	75	1.50%
DGS	53	1.06%
INS	46	0.92%
CIS	35	0.70%
TPS	33	0.66%
FPS	26	0.52%
OLS	26	0.52%
ESS	23	0.46%
FRS	22	0.44%
SCD	22	0.44%
GED	21	0.42%
ADD	20	0.40%
LGS	20	0.40%
MED	20	0.40%
WCS	18	0.36%
BLD	17	0.34%
FPD	17	0.34%
GSD	17	0.34%

Your Users Checkout Items from...



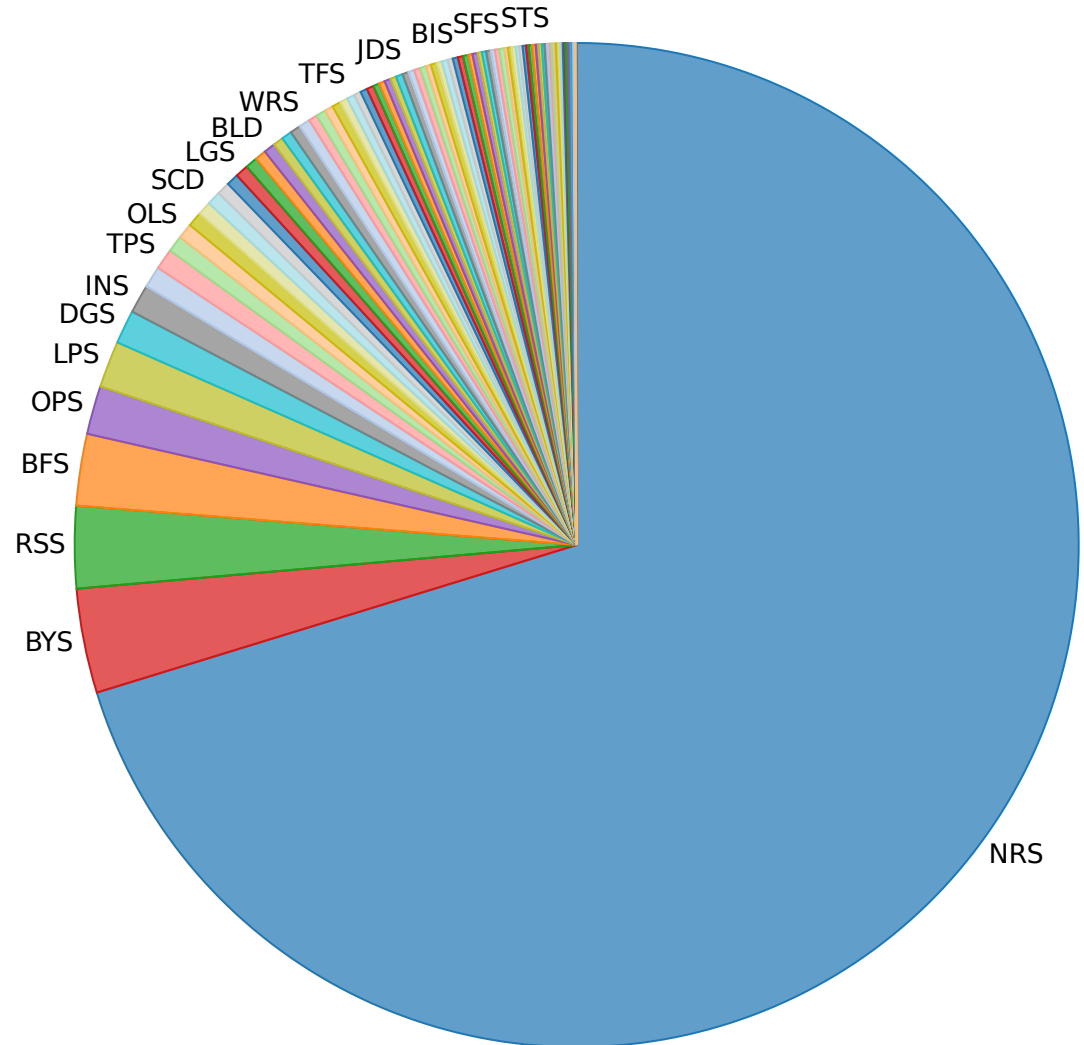
## User Library

NRS

### Checkouts & Renewals from Your Patrons

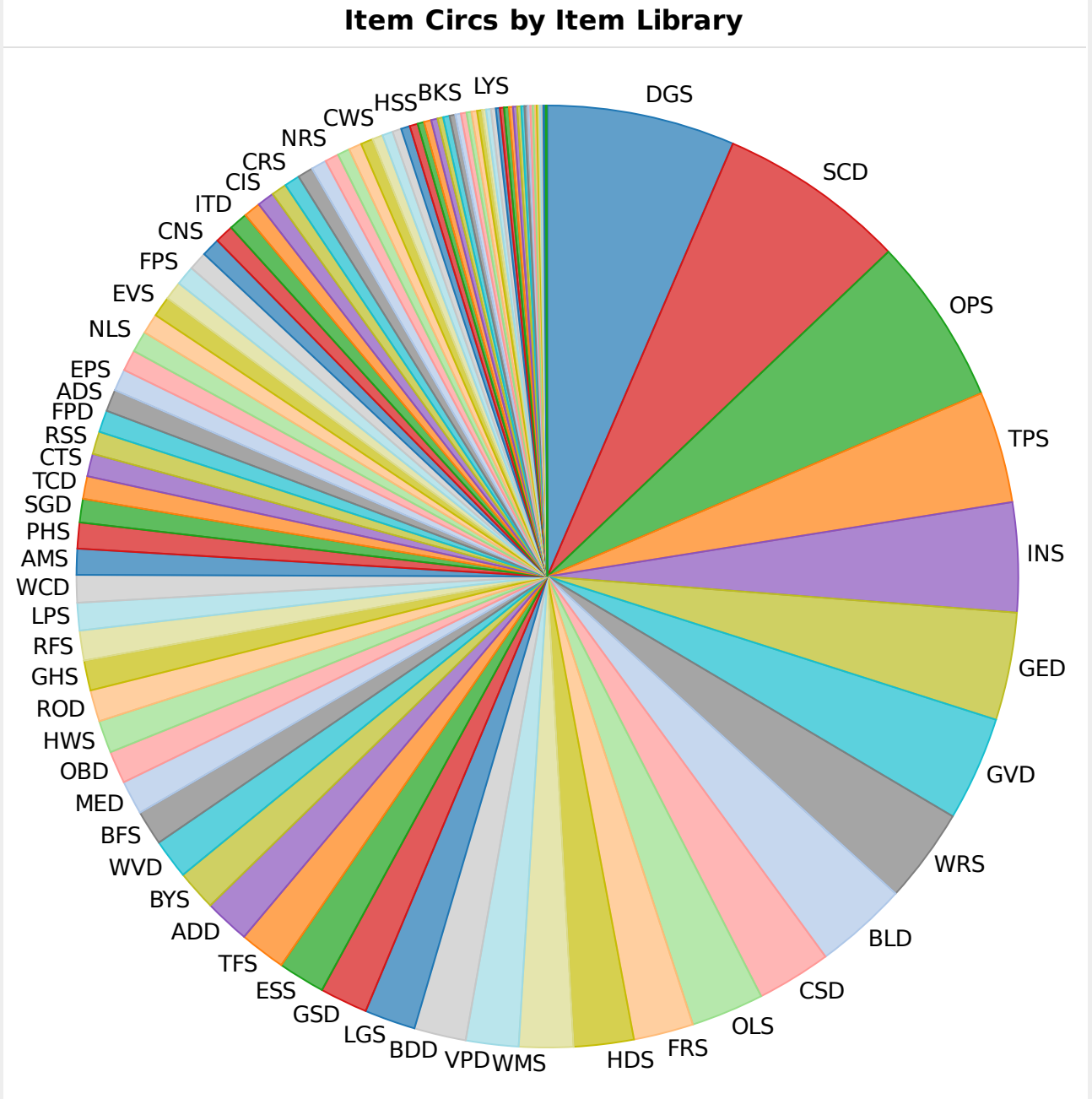
Station Library	Transactions	% of Total
<b>Total</b>	<b>4,987</b>	<b>100.00%</b>
NRS	4,266	85.54%
BYS	182	3.65%
RSS	145	2.91%
BFS	115	2.31%
LPS	77	1.54%
OPS	58	1.16%
INS	23	0.46%
DGS	20	0.40%
CIS	19	0.38%
FPS	19	0.38%
LGS	14	0.28%
MED	12	0.24%
RFS	9	0.18%
HDS	5	0.10%
HSS	5	0.10%
WRS	5	0.10%
OBD	4	0.08%
WCS	4	0.08%
BRS	2	0.04%
SWS	2	0.04%
EPS	1	0.02%

### Your Users Checkout at...



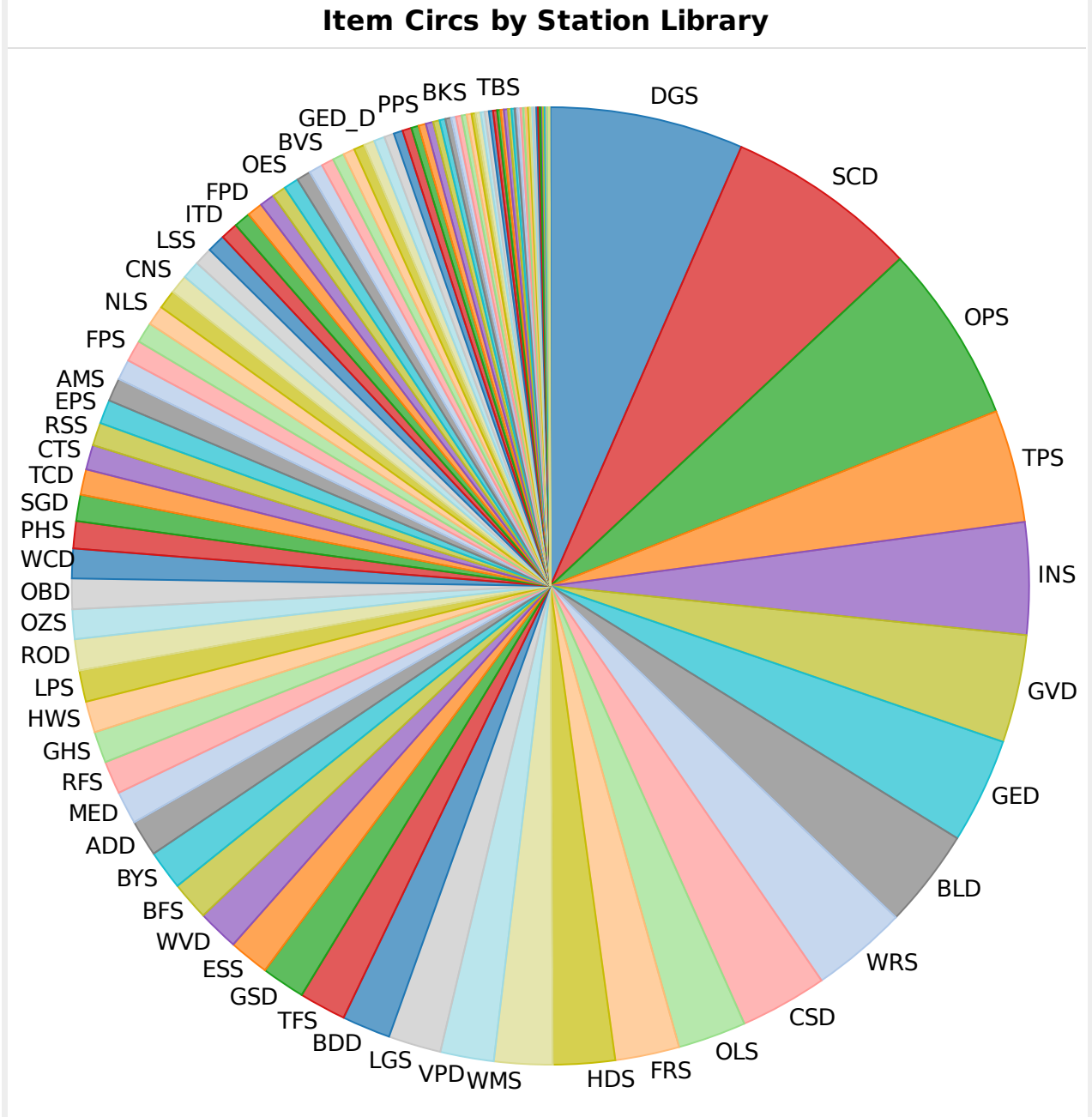
### Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
<b>Total</b>	<b>1,217,979</b>	<b>100.00%</b>
DGS	78,294	6.43%
SCD	78,228	6.42%
OPS	70,267	5.77%
TPS	46,644	3.83%
INS	45,657	3.75%
GED	44,820	3.68%
GVD	43,633	3.58%
WRS	39,595	3.25%
BLD	39,133	3.21%
CSD	30,890	2.54%
OLS	30,561	2.51%
FRS	25,139	2.06%
HDS	24,974	2.05%
WMS	22,716	1.87%
VPD	21,948	1.80%
BDD	21,792	1.79%
LGS	21,050	1.73%
GSD	20,014	1.64%
ESS	19,575	1.61%
TFS	19,271	1.58%
ADD	19,234	1.58%
BYS	16,880	1.39%
WVD	16,495	1.35%
BFS	14,395	1.18%
MED	14,369	1.18%
OBD	13,538	1.11%
HWS	13,381	1.10%
ROD	13,293	1.09%
GHS	12,629	1.04%
RFS	12,278	1.01%
LPS	11,785	0.97%
WCD	11,187	0.92%
AMS	10,950	0.90%



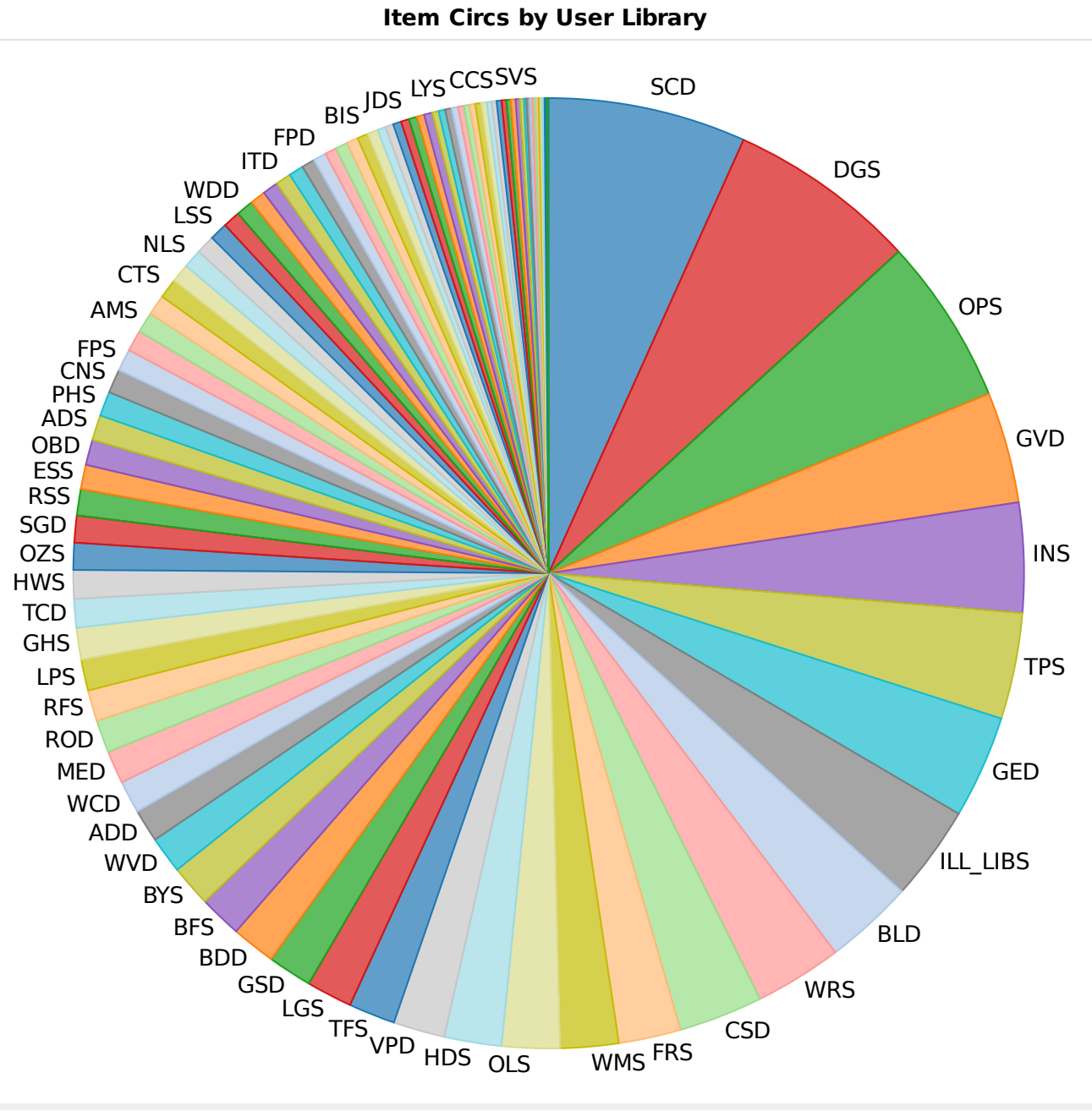
### Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
<b>Total</b>	<b>1,217,979</b>	<b>100.00%</b>
DGS	79,266	6.51%
SCD	79,102	6.49%
OPS	73,407	6.03%
TPS	46,455	3.81%
INS	45,750	3.76%
GVD	44,317	3.64%
GED	43,497	3.57%
BLD	40,435	3.32%
WRS	39,845	3.27%
CSD	35,664	2.93%
OLS	27,998	2.30%
FRS	26,452	2.17%
HDS	25,608	2.10%
WMS	23,733	1.95%
VPD	22,043	1.81%
LGS	21,780	1.79%
BDD	19,967	1.64%
TFS	19,073	1.57%
GSD	17,968	1.48%
ESS	16,740	1.37%
WVD	16,705	1.37%
BFS	16,225	1.33%
BYS	15,967	1.31%
ADD	14,852	1.22%
MED	13,704	1.13%
RFS	13,495	1.11%
GHS	12,943	1.06%
HWS	12,888	1.06%
LPS	12,842	1.05%
ROD	12,656	1.04%
OZS	12,456	1.02%
OBD	12,254	1.01%
WCD	12,152	1.00%



## Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
<b>Total</b>	<b>1,217,979</b>	<b>100.00%</b>
SCD	81,428	6.69%
DGS	78,547	6.45%
OPS	68,908	5.66%
GVD	46,067	3.78%
INS	45,428	3.73%
TPS	43,852	3.60%
GED	42,866	3.52%
ILL_LIBS	39,150	3.21%
BLD	36,738	3.02%
WRS	36,458	2.99%
CSD	34,686	2.85%
FRS	25,675	2.11%
WMS	24,201	1.99%
OLS	24,033	1.97%
HDS	23,538	1.93%
VPD	21,306	1.75%
TFS	19,477	1.60%
LGS	18,941	1.56%
GSD	18,199	1.49%
BDD	18,070	1.48%
BFS	17,765	1.46%
BYS	17,125	1.41%
WVD	15,413	1.27%
ADD	13,564	1.11%
WCD	13,531	1.11%
MED	13,423	1.10%
ROD	13,408	1.10%
RFS	13,025	1.07%
LPS	12,945	1.06%
GHS	12,934	1.06%
TCD	11,973	0.98%
HWS	11,823	0.97%
OZS	11,220	0.92%





# North Riverside Public Library

## Meeting Room Application

**Name of Organization:** \_\_\_\_\_

**Organization Type:**

\_\_\_\_\_ For Profit North Riverside Organization (**\$50 fee**)

\_\_\_\_\_ Non-Profit North Riverside Organization (**No fee**)

\_\_\_\_\_ For Profit Organization from outside North Riverside (**\$200 fee**)

\_\_\_\_\_ Non- Profit Organization from outside North Riverside (**No fee**)

**Fee Acknowledgement:**

I have attached the required refundable \$100 security/ cleanup fee (cash or check only) and any applicable fees as a separate payment (cash, check, or card accepted). **See above and Section B for more information.** *Make check out to: "North Riverside Public Library" and write "Meeting Room" by the "memo" section of the check.* \_\_\_\_\_ (**initial here**)

**Requesting Use of:**

\_\_\_\_\_ Main Floor Meeting Room (60 person capacity)

\_\_\_\_\_ Lower-Level Story Room (40 person capacity)

**Date of Requested Reservation:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Address of Applicant:** \_\_\_\_\_

\_\_\_\_\_

**Daytime Phone #:** \_\_\_\_\_

**Estimated Number of People Attending:** \_\_\_\_\_

**Purpose of Meeting:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Those attending non-Library-sponsored events are asked to park in the lot across Des Plaines Avenue.

This application will not be considered if not accompanied by the appropriate fee (see Section B) and a  
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refundable security/cleanup fee of \$100.

I understand that the North Riverside Public Library District and all employees working for the Library are not liable for any accidents or injuries incurred while the aforementioned group is using library facilities. The group assumes all responsibility in case of injury and assumes financial liability for medical expenses of its members. The group releases, waives, absolves and indemnifies the Library District from any financial responsibilities.

*By my signature, I agree to follow the policies and rules of the North Riverside Public Library District regarding use of the Meeting Room, a copy of which I have reviewed. I acknowledge that I have read the policy below in full.*

Applicant \_\_\_\_\_ Date \_\_\_\_\_

*North Riverside Public Library Staff Approval:*

Name/Title \_\_\_\_\_ Date \_\_\_\_\_

**Room requests can be submitted no earlier than 90 days in advance and must be submitted at least 2 weeks prior to the event. Library programs, events, and meetings take precedence over any room requests.**



## Meeting Room Policy

### North Riverside Public Library Meeting Room Policy and Application

**A)** The library provides the use of some of its space as a service to groups and organizations, provided space is not already reserved for use by Library- related programs under conditions established by the North Riverside Public Library District Board of Trustees. The North Riverside Public Library welcomes use of its meeting rooms by persons or organizations for informational, educational, cultural, and civic meetings. Activities taking place in the meeting rooms must not be closed to any person due to age, gender, sex, race, religion, marital status, political affiliation, national origin, disabling condition, or any legally protected category.

Meeting rooms shall be used for programs of an educational or civic nature and shall not be used in any way that interferes with regular library services and operations, or which causes a threat to the safety of library employees, patrons or property.

Use of the meeting rooms is governed by the following conditions and regulations.

**B)** Meeting rooms are available for use for up to four hours according to the following fee structure:

**Non-profit North Riverside organizations - No charge**

**For- profit North Riverside organizations - \$50**

**Non-profit organizations from outside North Riverside – No charge**

**For- profit organizations from outside North Riverside - \$200**

To obtain permission to use a meeting room, all of the above are required to submit to the Director or his designee a Meeting Room Application accompanied by a \$100 damage/cleanup deposit, which will be refunded if no damage is incurred nor cleanup required. Damages in excess of \$100.00 will be the responsibility of the applicant.

Applications may be obtained from the Director or his designee or on our website.

**Deposit for single use will be returned within seven days to applicant.**

**Deposit for multiple uses will be returned upon completion of term.**

**C)** Permission to use a meeting room may be denied if the activity proposed would materially and substantially interfere with proper functions of the library, such as excessive noise, a significant safety hazard or a significant security risk.

**D)** Applications will be reviewed as soon as possible and assigned a space as availability allows.

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**E)** Approval for one meeting does not imply approval for future meetings; individual applications should be made for each meeting date desired. Requests may be submitted in a batch; each request will be reviewed individually. Request renewals must be made annually if the group meets on a regular scheduled basis. Use of the meeting room, at no charge, to a single group shall be limited to two (2) times per month.

**F)** A group or organization which has been denied permission to use a meeting room by the Director or his designee may appeal the denial to the Library Board of Trustees at the Board's next regularly scheduled meeting. However, written notice of the appeal and all supporting written documentation are to be delivered to the Director or his designee at least five business days before the Board Meeting. At this Board meeting, the appellant may be granted up to fifteen minutes for a presentation that would support reversal of the denial by the Director or his designee. The Board of Trustees will deliberate on the appeal in open session and will attempt to complete its findings of fact and to reach a decision at the meeting, unless additional information is deemed necessary.

**G)** A Library staff member will check the meeting room before and after each scheduled use, and the Director or his designee will notify in writing the person who applied to use the room of damage incurred or cleanup required as well as of any violations of the meeting room regulations. The Administrative Librarian will also notify the Board of Trustees which may consider suspending the privilege of using the meeting room to that group/organization. The Board of Trustees, after giving proper notification and due process to that group/organization, may suspend the group/organization's meeting room privileges.

**H)** The Board of Trustees of the North Riverside Public Library will review the Meeting Rooms Policy and regulations periodically and reserves the right to amend them at anytime

The Library provides public meeting rooms to support the Library's mission of fulfilling the knowledge, information, enrichment, entertainment and cultural engagement needs of its community members. Meeting rooms are available to groups regardless of the beliefs and affiliations of their members. Meeting rooms are made available for the operational needs of the Library first, then to provide accommodations for educational, informational, cultural and civic functions consistent with the Library's mission. For the purposes of this policy, the term "meeting room" shall refer to the Main Floor Meeting room and the Story Time room as well as the two study rooms.

#### **Availability and Use:**

Meeting rooms are available on an equitable basis. Priority use of meeting rooms is as follows:

1. Library-sponsored programs and activities, including functions of the Library;
2. Educational, informational, cultural and civic programs sponsored or co-sponsored by the Library and related to its mission, collections and services;
3. Meetings of organizations whose purposes are educational, cultural or civic in nature and/or classified as a not-for-profit 501(c)(3);
4. Meetings of for-profit organizations.

#### **Eligibility:**

- The reservation holder must be 18 years of age or older and have a valid library card in good

standing;

- The reservation holder is required to remain in the room during the reservation period;
- Applications can be submitted no earlier than 90 days in advance and must be submitted at least two weeks prior to the requested event unless otherwise approved by the library administration.

### **Limitations:**

Meeting rooms may not be reserved for:

- Commercial and for-profit purposes, e/g/ programs or events (including but not limited to workshops and seminars) held by for-profit organizations involving the sale, advertising, solicitation or promotion of any product or service;
- Social gatherings or private parties, such as birthday and graduation parties, and bridal/baby showers;
- Fundraising events and activities, except for those that result in a direct benefit to the Library and have received prior approval from Library administration;
- Political rallies and/or meetings organized for the purpose of campaigning or urging action such as voting for or against any candidate, party, position, question or referendum;
- Programs or gatherings when present a clear and present danger to the welfare of others;
- Programs which would disturb library users or interfere with the functions of the Library;
- Activities that interfere with the function, purpose, and mission of the Library;
- Any use or activity that is in violation of local, state, or federal laws.

### **General Regulations:**

Users of the meeting rooms agree to abide by all Library policies and regulations. Failure to abide by Library policies and/or regulations will result in cancellation or refusal of future reservations.

1. All meetings must be open to the public free of charge. Donations may not be solicited as a condition of attendance.
2. Organizations may not ask for personal information from program attendees as a condition of attendance.
3. The reservation holder/organization is responsible for ensuring that its meeting complies with requirements of the Americans with Disabilities Act (ADA) and compliance shall be at the reservation holder's own cost and expense.
4. Light refreshments may be served if the reservation holder has paid the damage/cleaning deposit. Cooking is prohibited unless approved in advance by Library administration. All food and beverages must remain in the meeting room.
5. Children under 12 years of age must be supervised by a responsible caregiver at all times.
6. No reservation holder may transfer a room reservation to another person/organization.
7. Room fees must be paid in advance of the reservation in order to secure the reservation.
8. The reservation holder must supply their own equipment and supplies, excepting those provided by the Library per the equipment section of this policy (below). Equipment and supplies may not be stored at the Library without permission of the Library administration.
9. The library does not provide assistance in transporting supplies to the rooms or help with set-up beyond the initial set up, which is done by Library staff. Library staff are not available to help with meetings, take attendance or assist with registration.
10. Room setup arrangements are required at time of reservation unless otherwise approved by

Library administration.

11. Reservations are not allowed before or after regular Library hours. Reservations are permitted thirty (30) minutes after opening and must end thirty (30) minutes prior to the closing of the Library. Failure to do this may result in the suspension of room reservation privileges.
12. Behavior that disturbs others is not permitted. The library has the right to cancel or interrupt use of the room at any time. All room reservations must adhere to the Library's Code of Conduct policy.
13. The Library reserves the right to cancel a meeting room reservation if a conflict arises with a library-sponsored program or there is an unforeseen event, such as a power outage or inclement weather. Staff will assist the individual in finding an alternate date or will refund the fees.
14. Failure to reimburse the Library for damages will result in the suspension of Library and/or room reservation privileges, and possible criminal charges.
15. By allowing the use of its meeting rooms, the Library does not endorse the activities or viewpoints of meeting room users.

**Groups using the Library's meeting rooms must:**

- Not state or imply that the group's activities are sponsored or presented in partnership with the Library.
  - Not use the Library as a mailing address or list the Library's name, address, phone number or web address as its headquarters.
  - Not publicize their meetings with a poster, leaflets or other publicity in the Library building without prior approval by staff prior to posting and removal immediately after use of the meeting room.
  - Include the following disclaimer in all event listings, publications and advertisements:
    - o "This event is not affiliated with the North Riverside Public Library. Use of library meeting space does not constitute endorsement or approval of the organization, this program or its contents by the Library."
  - Not solicit or campaign outside the meeting room before, during or after the meeting or event.
16. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with library regulations and policies. Library administration shall reserve the option to pre-empt or cancel any meeting at any time or refuse meeting room reservations.
  17. The reservation holder is responsible for returning the room to its original condition.

**Reservations:**

The person reserving the room must check in at the Circulation/Patron Services desk at least fifteen (15) minutes prior to the room reservation time.

No group may use a meeting room more than twice a month. Fees:

- Non-profit North Riverside organizations - No charge
- For-profit North Riverside organizations - \$50
- Non-profit organizations from outside North Riverside – No charge
- For-profit organizations from outside North Riverside - \$200

The Library may waive reservation fees at the discretion of the library administration.

**Occupancy Limits:**

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Attendance in any meeting room is limited to occupancy limits established by the Fire Marshall or other applicable authority.

Per the Fire Marshal, the occupancy limits are as follows:

Main Floor Meeting Room: 60 people

Story Time Room: 40 people

**Equipment:**

The following equipment may be available upon request of use in the meeting room:

- Chairs
- Tables
- Podium
- Garbage cans
- Projector
- Webex Smart Board
- AV cables

The reservation holder shall be billed at replacement cost for any damage to furnishings and equipment. All fees for damage shall be paid within thirty (30) days. Failure to do so shall result in forfeiture of the right to use the meeting rooms.

**Liability:**

For and in consideration of the use of the meeting rooms and Library facilities, and as a condition of use, any person or group using the meeting rooms agrees to indemnify and hold harmless the Library from any and all actions or suits relating to its use of such rooms and facilities.

## Social Media Policy- Final

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### Purpose

This policy governs North Riverside Public Library's participation in online venues and social media, defined here as any facility for online publication and commentary, including but not limited to blogs, wikis, and social networking sites (e.g. *Facebook*, *Twitter*, and *Flickr*). The library makes use of these tools to reach out and be more easily accessible to current and potential library users. Social media allow the library to meet users where they are, and give staff and public a convenient way to interact and share information, ideas, and opinions on a range of topics related to the library's mission, collections and services.

### Rights and Responsibilities of the Library

The library's social media sites serve as "limited public forums." The library sets rules for use of its online venues and social media sites, just as it does for use of its other resources and communications. Comments/posts will be moderated by library staff for content and relevancy. ***The library reserves the right to deny or remove any comments, tags, and/or images.***

The library is not responsible for the content on the pages of friends, fans, or followers of the library. The library does not endorse or review content of third-party sites.

### User Responsibilities and Use Restrictions

***Users of all ages have the responsibility to protect their privacy*** and should not post personally identifying information, such as last name, school, age, phone number or address. The library does not act in place of, or in the absence of, a parent.

Users may not post comments, tags and images that impinge on another's privacy or that may be considered objectionable or inflammatory. Violations include, but are not limited to:

- off-topic and/or disruptive posts
- commercial promotions or spam
- duplicated posts from the same individual
- threatening language and personal attacks
- private, personal information published without consent
- obscene or libelous content
- copyright infringement/plagiarized material
- political advocacy
- posts that violate laws or library policies

NRPL will periodically evaluate the role and utility of its online venues and social media, which may be terminated at any time.