

Management Report

North Riverside Public Library District
For the period ended August 31, 2020



Prepared on

September 22, 2020

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Profit and Loss

July - August, 2020

	Total
INCOME	
6903-01 Fines & Fees	3,839.28
6904-01 Donations	2,586.72
6905-01 Grants	1,500.00
Interest	
6906-01 Interest Earned	60.21
Total Interest	60.21
Property Taxes	
6901-01 Property Tax	336,882.65
6901-04 Tax Revenue-Audit Fund	2,646.43
6901-05 Tax Revenue-Liability Ins	1,606.56
6901-06 Tax Revenue-Unemploy Ins	567.06
6901-07 Tax Revenue-Bldg Fund	17,203.03
6901-08 Tax Revenue-SS	12,949.70
6901-12 Property Tax - IMRF Fund	4,726.15
Total Property Taxes	376,581.58
Total Income	384,567.79
GROSS PROFIT	
EXPENSES	
8360-01 Grants	550.00
Advertising & Marketing	
8385-01 Memorials & Tributes	64.27
8410-01 Printing	1,972.07
Total Advertising & Marketing	2,036.34
Benefits	
7600-05 Health Insurance	2,354.65
7650-09 IMRF Pension	2,682.53
7670-01 Taxes-Fica Expense	5,667.20
Total Benefits	10,704.38
Building Expense	
8306-07 Building Supplies	171.04
8308-07 Service Contracts	12,771.02
Total Building Expense	12,942.06
Computers/Technology	
8171-01 Tech Service	1,633.00
8175-01 MLS Computer Fund	5,433.75
Total Computers/Technology	7,066.75
Insurance	
7660-06 Unemployment Insurance	-1,218.84
Total Insurance	-1,218.84
Legal & Professional Services	
8400-01 Accounting	3,175.00

	Total
8402-01 Legal Fees	900.00
8430-01 Payroll Expenses	812.08
Total Legal & Professional Services	4,887.08
Library Materials	
8090-01 Books on CD - Adult	244.58
8104-01 Adult Fiction	573.54
8105-01 Adult Non-Fiction	1,084.68
8106-01 Children Fiction / Non-Fiction	431.09
8107-01 Young Adult Fiction/Non-Fiction	298.61
8108-01 eBooks	573.45
8115-01 Adult Large Print	24.69
8120-01 Newspapers	866.36
8130-01 Databases	1,315.93
8163-01 YA DVDs	22.49
Total Library Materials	5,435.42
Office Supplies & Software	
8202-01 Office Supplies	891.48
Total Office Supplies & Software	891.48
Programs & Strategic Initiatives	
8155-01 Adult Programs	680.00
Total Programs & Strategic Initiatives	680.00
Salaries	
7504-01 Library Clerks	27,236.37
7507-01 Library Pages	3,171.38
7508-01 Administrators	42,203.68
7509-01 Salaries - Grant	1,950.00
Total Salaries	74,561.43
Travel & Training	
8355-01 Memberships	585.00
Total Travel & Training	585.00
Utilities	
8301-07 Telephone	1,642.65
8302-07 Electricity	1,607.15
8303-07 Natural Gas	478.37
Total Utilities	3,728.17
Total Expenses	122,849.27
NET OPERATING INCOME	261,718.52
OTHER EXPENSES	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	10,923.93
Total Other Miscellaneous Expense	10,923.93
Total Other Expenses	10,923.93
NET OTHER INCOME	-10,923.93
NET INCOME	\$250,794.59

Balance Sheet

As of August 31, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	188,166.35
1500-04 Cash-Audit Fund	18,524.32
1500-05 Cash-Liability Insurance Fund	74,395.68
1500-06 Cash-Unemployment Ins Fund	4,137.31
1500-07 Cash-Building Fund	264,013.95
1500-08 Cash-Social Security Fund	47,063.90
1500-09 Cash-Pension Fund	17,709.21
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	15,029.29
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	659,040.01
1501-01 First American Checking (5001)	58,593.28
1505-07 Chase Bank	7,765.76
1509-07 Cash - IPTIP IL Funds	94,315.47
1512-02 Kadlec Annuity #71797	56,672.96
1515-01 BMO Harris	0.00
Total Bank Accounts	876,387.48
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	436,360.40
2000-04 Taxes Receivable-Audit	3,427.90
2000-05 Taxes Receivable-Insurance	2,080.96
2000-06 Taxes Receivable-Liab Insur	734.51
2000-07 Taxes Recievable-Bldg Fund	22,282.88
2000-08 Taxes Receivable-SS Fund	16,773.57
2000-09 Taxes Receivable-Pension Fund	6,121.74
Total Accounts Receivable	487,781.96
Other Current Assets	
1500-01 Kadlec Annuity	232,007.33
1500-02 Kadlect Annuity #19563	110,302.36
1500-03 Kadlec Annuity #37743	408,774.87
2200-01 Due to/from Special Accounts	0.00
2400-01 Prepaid Expenses	6,274.86
2400-05 Prepaid Expenses 05	5,163.40
Total Other Current Assets	762,522.82
Total Current Assets	2,126,692.26
TOTAL ASSETS	\$2,126,692.26

LIABILITIES AND EQUITY

Liabilities

	Total
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	7,475.17
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	7,013.61
4100-09 Accounts Payable Pension Fund	2,667.52
Total Accounts Payable	17,156.30
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	1,199.20
4003-01 Child Support	122.59
4200-01 Accrued Wages	11,802.51
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	-1,100.00
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	436,359.58
4300-04 Deferred Tax Rev - Audit Fund	3,427.90
4300-05 Deferred Tax Rev Liability Fund	2,080.96
4300-06 Deferred Tax Rev Unemployment	734.51
4300-07 Deferred Tax Rev Building Fund	22,282.88
4300-08 Deferred Tax Rev SS	16,773.57
4300-09 Deferred Tax Rev Pension	6,121.74
Total Other Current Liabilities	499,805.44
Total Current Liabilities	516,961.74
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
Total Long-Term Liabilities	0.00
Total Liabilities	516,961.74
Equity	
3200-00 Retained Earnings	-169,034.12
5600-01 General Fund Balance	1,384,361.05
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	15,000.00
5600-04 Audit Fund	10,082.00
5600-05 Public Liability Fund Balance	69,141.00
5600-06 Unemployment Insurance Fund Balance	2,068.00
5600-07 Building Fund Balance	34,805.00
5600-08 Social Security Fund Balance	5,994.00
5600-09 Pension Fund Balance	6,519.00
Opening Balance Equity	0.00
Net Income	250,794.59
Total Equity	1,609,730.52

	Total
TOTAL LIABILITIES AND EQUITY	\$2,126,692.26



North Riverside Public Library District
Check Detail
August 2020

Date	Name	Memo/Description	Amount
08/10/2020	Nicor Gas	Nicor Gas Payment	192.62
08/11/2020	Midwest Tape	YA DVDs	22.49
08/11/2020	AT&T 1	INV IL 836314, 836432, 836591, 836729 Cust. 0701010033322	252.40
08/11/2020	Gail Galivan	Tai Chi Class August 3 2020	50.00
08/11/2020	Black Stone	Inv 1176178, 1176639	69.85
08/11/2020	Terminix	Invoice period 08/01/2020 - 08/31/2020	93.00
08/11/2020	Shaw Media	B&A ordinance	80.78
08/11/2020	Secure Document Solutions	regular Schedule Secure document destruction	65.00
08/11/2020	West Town Mechanical	Inv # S12092388	272.00
08/11/2020	Coverall North America	August Inv 1010662738	1,227.56
08/15/2020	Secretary of State	Mary's Notary Reneval	10.00
08/15/2020	Rex Newell	Antiques Appraisal	250.00
08/15/2020	Illinois Library Association	2020-2021 ILA INSTITUTIONAL MEMBERSHIP RENEVAL	225.00
08/15/2020	Baker & Taylor	Adult Fiction, Children Fiction/Non Fiction, YA Fiction/Non Fiction, Adult Fiction	919.53
08/15/2020	INGRAM LIBRARY SERVICES	Adult Non Fiction & Memorials and Tributes	1,114.40
08/15/2020	TBS	Cost per fax program 3rd Qtr. Oct-Dec	85.76
08/15/2020	LIMRICC	August Billing - Four members	253.00
08/15/2020	Quality Backflow Testing, Inc	AUGUST 2020 TEST	480.00
08/15/2020	ICMA	W.O JUNE - AUGUST	4,142.94
08/15/2020	Roscoe	Mats INV 1655687	70.89
08/15/2020	LEAF	2 TOSHIBAS	87.50
08/15/2020	The Wall Street Journal	Newspaper 1 year renewal 2020	539.88
08/15/2020	Technology Management Rev Fund	billing T2222065	133.00
08/15/2020	Dynegy Energy Services	Inv 147121720061 current charges prior months dues	1,607.15
08/15/2020	Lauterbach & Amen, LLP	June Services, Year End Workpapers, July Services	3,175.00
08/15/2020	Comcast	July and August Services	469.70
08/15/2020	Home Depot Credit Services	Covid Supplies	20.00
08/15/2020	SWAN	Reciprocal borrowing	58.00

08/17/2020	Quill Corporation	Inv 8891722 from 2018	14.99
08/17/2020	Interactive Sciences, Inc	Wowbrary sponsorship from July 26 2020 through July 25 2021	500.00
08/17/2020	Illinois Office of the State Fire Marshal	Inspection Bioles	200.00
08/17/2020	OverDrive, Inc	Books	185.47
08/18/2020	West Town Mechanical	Invoice period June/July 2020	544.00
08/18/2020	Versatile Computer Services	Tech Services inv. 15669, 15869	1,500.00
08/18/2020	MISC	Autopay Chase Credit Card	3,210.59
08/27/2020	Cathy Kolessar	Grants	250.00
08/27/2020	Grasso Graphics	Advertising & Marketing	1,972.07
8/27/2020	LIMRiCC	Health Insurance	2,581.65
8/31/2020	IMRF	IMRF - August	3,881.73
08/31/2020	Paychex - Human Resource Services	August Payroll	406.04
Total			\$ 31,213.99

North Riverside Public Library District
Budget vs Actual
August 2020

17%

REVENUE		Actual	Budget	% of Budget
6904-01	Donations	\$ 2,586.72	\$ 8,000	32%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ -	\$ (15,000)	0%
6903-01	Fees and fines	\$ 3,839.28	\$ 12,000	32%
6905-01	Grants	\$ 1,500.00	\$ 50,000	3%
6906-01	Interest	\$ 60.21	\$ 1,000	6%
6901-01	Property tax	\$ 376,581.58	\$ 1,072,000	35%
6915-15	Loan Proceeds	\$ -	\$ -	0%
6920-01	Unrealized Income Annuities	\$ -	\$ 20,000	0%
6909-01	Memorial Books/Lost & Paid Materials	\$ -	\$ -	0%
	Billable Expense Income	\$ -	\$ -	0%
	Total	\$ 384,568	\$ 1,148,000	33%

OPERATING EXPENSES	Actual	Budget	% of Budget
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SALARIES

7504-01	library clerks	\$ 27,236	\$ 196,375	14%
7507-01	library pages	\$ 3,171	\$ 25,168	13%
7508-01	administrators	\$ 42,204	\$ 279,810	15%
7509-01	Salaries - Grant	\$ 1,950	\$ -	0%
	Total	\$ 74,561	\$ 506,620	15%

BENEFITS

7600-05	health insurance	\$ 2,355	\$ 31,000	8%
7614-06	workers compensation	\$ -	\$ 2,500	0%
7650-09	pension fund	\$ 2,683	\$ 31,796	8%
7660-06	unemployment insurance	\$ (1,219)	\$ 800	-152%
7670-08	social security/mcare	\$ 5,667	\$ 38,354	15%
	Total	\$ 9,486	\$ 104,450	9%

TRAINING

7700-01	educational training trustees	\$ -	\$ 500	0%
7800-01	educational training staff	\$ -	\$ 4,750	0%
	Total	\$ -	\$ 5,250	0%

OPERATING EXPENSES

Actual

Budget

17%
% of Budget**MATERIALS**

8090-01	books on CD-adult	\$	245		0%
8091-01	books on CD-children	\$	-		0%
8096-01	compact disks-music-adult	\$	-		0%
8097-01	compact disks-music-children	\$	-		0%
8103-01	foreign language books	\$	-		0%
8104-01	adult fiction	\$	574		0%
8105-01	adult nonfiction	\$	1,085		0%
8106-01	children's fiction/nonfiction	\$	431		0%
8107-01	YA Fiction/nonfiction	\$	299		0%
8108-01	eBooks	\$	573		0%
8115-01	adult large print	\$	25		0%
8120-01	newspapers	\$	866		0%
8130-01	internet databases	\$	1,316		0%
8140-01	adult periodicals	\$	-		0%
8141-01	Children's Periodicals	\$	-		0%
8160-01	adult DVDs-feature movies	\$	-		0%
8161-01	Adult Games	\$	-		0%
8162-01	children's DVDs-movies	\$	-		0%
8163-01	ya DVDs	\$	22		0%
8164-01	foreign language DVDs	\$	-		0%
8166-01	children's games	\$	-		0%
	Total	\$	5,435	\$ -	0%

PROGRAMS

8150-01	children's programs	\$	-		0%
8152-01	children's summer reading program	\$	-		0%
8153-01	ya programs	\$	-		0%
8154-01	Makerspaces/library of things	\$	-		0%
8155-01	adult programs	\$	680		0%
8156-01	Technology programs	\$	-		0%
8157-01	senior programs	\$	-		0%
	Total	\$	680	\$ -	0%

STRATEGIC INITIATIVES

8158-01	Strategic Initiatives	\$	-	\$ 2,000	0%
	Total	\$	-	\$ 2,000	0%

OPERATING EXPENSES	Actual	Budget	17% % of Budget
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COMPUTERS

8171-01	information technology	\$ 1,633	\$ 15,000	11%
8172-01	new computer equipment	\$ -	\$ 10,000	0%
8175-01	mls computer fund	\$ 5,434	\$ 19,000	29%
8180-01	software	\$ -	\$ 1,500	0%
8190-01	website	\$ -	\$ 7,500	0%
8195-01	email	\$ -	\$ 300	0%
	Total	\$ 7,067	\$ 53,300	13%

OFFICE SUPPLIES

8202-01	Office Supplies	\$ 891	\$ 14,000	6%
	Total	\$ 891	\$ 14,000	6%

UTILITIES- OPERATING EXPENSE

8301-07	telephone	\$ 1,643	\$ 13,500	12%
8302-07	electricity	\$ 1,607	\$ 30,000	5%
8303-07	gas	\$ 478	\$ 7,000	7%
8304-07	water/garbage	\$ -	\$ 2,000	0%
	Total	\$ 3,728	\$ 52,500	7%

BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 171	\$ 12,000	1%
8308-07	service contracts	\$ 12,771	\$ 42,500	30%
8315-07	fees and permits	\$ -	\$ 1,750	0%
8320-07	Building and Grounds	\$ -	\$ -	0%
8330-01	casual labor	\$ -	\$ 3,500	0%
8335-07	building repairs	\$ -	\$ 32,000	0%
	Total	\$ 12,942	\$ 91,750	14%

TRAVEL

8341-01	Transportations	\$ -		0%
8342-01	lodging/meals/mileage	\$ -	\$ 2,000	0%
	Total	\$ -	\$ 2,000	0%

OPERATING EXPENSES	Actual	Budget	17% % of Budget
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OTHER EXPENSES

8355-01	memberships	\$ 585	\$ 2,200	27%
8360-01	Grants	\$ 550	\$ 50,000	1%
8361-01	Donations	\$ -	\$ 8,000	0%
8365-01	library promotion	\$ -	\$ 6,000	0%
8370-01	postage	\$ -	\$ 2,500	0%
8375-01	Advertising	\$ -	\$ 4,500	0%
8385-01	memorials and tributes	\$ 64	\$ 500	13%
8432-01	mileage reimbursement	\$ -	\$ -	0%
8396-01	bank charges and fees	\$ -	\$ 150	0%
8399-01	ILL Loss/Damage	\$ -	\$ 250	0%
	Total	\$ 1,199	\$ 74,100	2%

OUTSIDE SERVICES

8400-01	accounting	\$ 3,175	\$ 15,000	21%
8401-01	audit	\$ -	\$ 9,750	0%
8402-01	legal fees	\$ 900	\$ 6,000	15%
8404-01	Staff Recognition	\$ -	\$ 2,200	0%
8405-01	appraisal	\$ -	\$ 2,500	0%
8305-01	architech/buidling consultant	\$ -	\$ -	0%
8406-01	collection agency	\$ -	\$ 200	0%
8408-01	strategic plan	\$ -	\$ 500	0%
8410-01	printing	\$ 1,972	\$ 10,000	20%
8430-01	payroll expenses	\$ 812	\$ 4,500	18%
8435-01	background checks	\$ -	\$ 150	0%
	Total	\$ 6,859	\$ 50,800	14%

INSURANCE

8460-05	liability insurance package	\$ -	\$ 17,000	0%
8470-05	directors/officers insurance	\$ -	\$ -	0%
	Total	\$ -	\$ 17,000	0%

OTHER EXPENSES

8360-01	Petty Cash	\$ -	\$ -	0%
8395-01	Miscellaneous Expense	\$ 10,924	\$ -	0%
	Total	\$ 10,924	\$ -	0%

OTHER EXPENSES

8600-01	Bond Interest	\$ -	\$ -	0%
8600-02	Bond Principal	\$ -	\$ -	0%
8601-02	Debt Certificate Interest	\$ -	\$ 18,559	0%
8701-02	Debt Certificate Prinicple	\$ -	\$ 39,100	0%
	Total	\$ -	\$ 57,659	0%

TOTAL OPERATING EXPENSES	\$ 133,773	\$ 1,031,429	13%
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NET INCOME	\$ 250,795	\$ 116,571
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TOTAL ASSETS	\$2,126,692.26



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BALANCE SHEET

As of August 31, 2020

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LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
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4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	7,013.61
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4300-09 Deferred Tax Rev Pension	6,121.74
Total Other Current Liabilities	\$499,805.44
Total Current Liabilities	\$516,961.74
Long-Term Liabilities	
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Total Long-Term Liabilities	\$0.00
Total Liabilities	\$516,961.74
Equity	
3200-00 Retained Earnings	-169,034.12
5600-01 General Fund Balance	1,384,361.05
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	15,000.00
5600-04 Audit Fund	10,082.00
5600-05 Public Liability Fund Balance	69,141.00



North Riverside Public Library District

BALANCE SHEET

As of August 31, 2020

	TOTAL
5600-06 Unemployment Insurance Fund Balance	2,068.00
5600-07 Building Fund Balance	34,805.00
5600-08 Social Security Fund Balance	5,994.00
5600-09 Pension Fund Balance	6,519.00
Opening Balance Equity	0.00
Net Income	250,794.59
Total Equity	\$1,609,730.52
TOTAL LIABILITIES AND EQUITY	\$2,126,692.26