

Agenda
North Riverside Public Library District
Board of Trustees
2400 S. Des Plaines Avenue
North Riverside, Illinois
Regular Meeting, February 17, 2020
6:00 PM

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

Audience Note: If you wish to speak to the Board, please read and complete the open forum sheet provided and give it to the Board Secretary.

3. Financial reports

- A. Finance Committee Report (Allen Pineda, chairman)
- B. Approval of Financial Statements (action)
- C. Approval of Check Detail Report #20-2 in the amount of \$59,242.73 (action)
- D. Authorization to transfer \$50,000 from the money market to the checking account (action)

4. Committee Reports

- A. Building and Grounds (Ken Rouleau, chairman)
 - 1. HVAC (information)
 - 2. Capital Improvements (information)
- B. Strategic Planning (P. J. Folz, chairman)
 - 1. 2020 Strategic Plan (information)
- C. Personnel (Greg Gordon, chairman)
- D. Policy (Kathy Bonnar, chairman)

5. President

6. Director's Report

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7. Other Action Items

- A. Approval of the minutes
 - a. January 20, 2020 Board Meeting (action)
 - b. February 3, 2020 Special Board Meeting (action)
- B. Closed Session Minutes Review (action)

8. Information items

- A. Committee Meetings
- B. Memorial Books & Donations Report
- C. Correspondence
- D. Board action log
- E. Trustee continuing education
- F. Grants & Advocacy
- G. RAILS & SWAN

9. Closed session (The Board of Trustees may decide, by a roll call vote, to convene in closed session if there are matters to discuss confidentially, in accordance with the Open Meetings Act)

10. Return to open session

11. Possible action item (pertaining to closed session discussion)

12. 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 March 16th, 2020 at 6:00 p.m.

Management Report

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



Prepared on
February 14, 2020

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Profit and Loss

July 2019 - January 2020

	Total
INCOME	
6903-01 Fines & Fees	15,399.34
6904-01 Donations	9,213.87
6905-01 Grants	19,266.00
6909-01 Memorial Books/Lost & Paid Mat	25.00
6920-01 Unrealized Income-Annuities	-24,520.48
Billable Expense Income	436.25
Interest	
6906-01 Interest Earned	1,545.87
6907-02 Interest Income Bond Fund	0.00
Total Interest	1,545.87
Property Taxes	
6901-01 Property Tax	418,041.16
6901-04 Tax Revenue-Audit Fund	3,281.93
6901-05 Tax Revenue-Liability Ins	2,066.20
6901-06 Tax Revenue-Unemploy Ins	850.89
6901-07 Tax Revenue-Bldg Fund	21,394.26
6901-08 Tax Revenue-SS	15,924.08
6901-12 Property Tax - IMRF Fund	5,834.59
Total Property Taxes	467,393.11
Total Income	488,758.96
GROSS PROFIT	
EXPENSES	
8360-01 Grants	19,671.23
8365-07 Building Promo	420.00
Advertising & Marketing	
8361-01 Donations	901.02
8365-01 Library Promotion	1,760.45
8370-01 Postage	1,627.38
8375-01 Advertising	971.78
8385-01 Memorials & Tributes	4,412.50
8404-01 Staff Recognition	544.35
8408-01 Strategic Plan	631.29
8410-01 Printing	4,161.97
Total Advertising & Marketing	15,010.74
Bank Charges & Fees	0.00
8396-01 Bank Charges & Fees	523.01
Total Bank Charges & Fees	523.01
Benefits	
7600-05 Health Insurance	15,884.90
7650-09 IMRF Pension	16,940.67
7670-01 Taxes-Fica Expense	21,938.68

	Total
Total Benefits	54,764.25
Building Expense	
8306-07 Building Supplies	2,708.15
8308-07 Service Contracts	34,231.87
8315-07 Fees & Permits	1,793.00
8320-07 Building & Grounds	140,684.37
8335-07 Bulding Repairs	883.15
Total Building Expense	180,300.54
Computers/Technology	
8171-01 Tech Service	7,081.65
8172-01 Computer Equipment	8,532.84
8175-01 MLS Computer Fund	16,507.30
8180-01 Software	936.58
8190-01 Website	201.62
8195-01 Email	200.00
Total Computers/Technology	33,459.99
Insurance	
7660-06 Unemployment Insurance	-857.47
8460-05 Liability Insurance	16,709.00
Total Insurance	15,851.53
Legal & Professional Services	
8305-01 Architect/Building Consultant	200.00
8400-01 Accounting	5,725.00
8401-04 Audit	10,028.38
8402-01 Legal Fees	1,882.23
8405-01 Appraisal	450.00
8406-01 Collection Agency	125.30
8430-01 Payroll Expenses	4,003.16
Total Legal & Professional Services	22,414.07
Library Materials	
8090-01 Books on CD - Adult	1,010.03
8091-01 Books on CD - Children	287.27
8096-01 Music CD - Adult	238.09
8097-01 Music CD - Children	541.48
8104-01 Adult Fiction	7,927.72
8105-01 Adult Non-Fiction	5,717.70
8106-01 Children Fiction / Non-Fiction	12,850.12
8107-01 Young Adult Fiction/Non-Fiction	4,206.29
8108-01 eBooks	3,929.18
8115-01 Adult Large Print	920.03
8120-01 Newspapers	3,757.59
8130-01 Databases	6,964.96
8140-01 Adult Periodicals	900.00
8141-01 Children/YA Periodicals	419.64

	Total
8160-01 Adult DVDs - Fiction	3,628.62
8161-01 Adult Games	910.29
8162-01 Children DVDs	1,066.43
8163-01 YA DVDs	863.61
8166-01 Games	1,413.62
8399-01 ILL Loss/Damage	133.00
Total Library Materials	57,685.67
Office Supplies & Software	
8202-01 Office Supplies	7,741.18
Total Office Supplies & Software	7,741.18
Programs & Strategic Initiatives	
8150-01 Children's Programs	1,501.42
8152-01 Children's Summer Reading Program	1,083.46
8153-01 Young Adult Programs	843.64
8154-01 Makerspaces/library of things	1,533.44
8155-01 Adult Programs	2,418.28
8157-01 Senior Programs	944.49
8158-01 Strategic Initiatives	988.07
Total Programs & Strategic Initiatives	9,312.80
Salaries	
7504-01 Library Clerks	103,122.43
7507-01 Library Pages	19,495.83
7508-01 Administrators	163,511.84
7509-01 Salaries - Grant	2,448.75
8330-01 Casual Labor	450.00
Total Salaries	289,028.85
Travel & Training	
7800-01 Staff Training	1,963.63
8342-01 Lodging, Meals, Mileage	748.93
8355-01 Memberships	1,902.00
Total Travel & Training	4,614.56
Utilities	
8301-07 Telephone	7,885.51
8302-07 Electricity	19,165.62
8303-07 Natural Gas	2,069.72
8304-07 Water/Garbage	872.69
Total Utilities	29,993.54
Total Expenses	740,791.96
NET OPERATING INCOME	-252,033.00
OTHER EXPENSES	
8700-03 Interfund Transfer Capital Project	-15,000.00
8700-07 Interfund Transfer Building Fund	15,000.00
Total Other Expenses	0.00
NET OTHER INCOME	0.00
NET INCOME	\$ -252,033.00

Balance Sheet

As of January 31, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	76,054.93
1500-04 Cash-Audit Fund	12,063.64
1500-05 Cash-Liability Insurance Fund	70,387.82
1500-06 Cash-Unemployment Ins Fund	2,581.38
1500-07 Cash-Building Fund	-68,053.40
1500-08 Cash-Social Security Fund	15,607.28
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	3,522.21
1500-13 Capital Projects	30,000.00
1511-01 Invest/Savings 1st American Bank	0.00
Total 1500-01 First American MM (5015)	159,873.07
1501-01 First American Checking (5001)	219,852.28
1502-01 1st American Bank Donation A/C	0.00
Total 1501-01 First American Checking (5001)	219,852.28
1505-07 Chase Bank	7,761.82
1509-07 Cash - IPTIP IL Funds	93,768.28
1512-02 Kadlec Annuity #71797	56,672.96
1515-01 BMO Harris	230.44
eSPIRIT Checking (7115)	0.00
Total Bank Accounts	538,158.85
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	440,112.96
2000-04 Taxes Receivable-Audit	3,455.20
2000-05 Taxes Receivable-Insurance	2,175.26
2000-06 Taxes Receivable-Liab Insur	895.81
2000-07 Taxes Recievable-Bldg Fund	22,523.79
2000-08 Taxes Receivable-SS Fund	16,764.80
2000-09 Taxes Receivable-Pension Fund	6,142.63
Total Accounts Receivable	492,070.45
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
Total Other Current Assets	751,084.56
Total Current Assets	1,781,313.86
TOTAL ASSETS	\$1,781,313.86

	Total
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	0.00
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	0.00
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	1,162.86
4003-01 Child Support	38.49
4200-01 Accrued Wages	9,869.21
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	2,236.62
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	440,112.14
4300-04 Deferred Tax Rev - Audit Fund	3,455.20
4300-05 Deferred Tax Rev Liability Fund	2,175.26
4300-06 Deferred Tax Rev Unemployment	895.81
4300-07 Deferred Tax Rev Building Fund	22,523.79
4300-08 Deferred Tax Rev SS	16,764.80
4300-09 Deferred Tax Rev Pension	6,142.63
Total Other Current Liabilities	505,376.81
Total Current Liabilities	505,376.81
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
Total Long-Term Liabilities	0.00
Total Liabilities	505,376.81
Equity	
3200-00 Retained Earnings	-0.95
5600-01 General Fund Balance	1,384,362.00
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

	Total
Net Income	-252,033.00
Total Equity	1,275,937.05
TOTAL LIABILITIES AND EQUITY	\$1,781,313.86



North Riverside Public Library District

BALANCE SHEET

As of January 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	76,054.93
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1500-09 Cash-Pension Fund	17,709.21
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
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Total Other Current Assets	\$751,084.56
Total Current Assets	\$1,781,313.86
TOTAL ASSETS	\$1,781,313.86
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Current Liabilities	
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4100-01 Accounts Payable	0.00
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
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Total Liabilities	\$505,376.81
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3200-00 Retained Earnings	-0.95
5600-01 General Fund Balance	1,384,362.00
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

	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	-252,033.00
Total Equity	\$1,275,937.05
TOTAL LIABILITIES AND EQUITY	\$1,781,313.86

North Riverside Public Library District
Budget vs Actual
January 2020

REVENUE		Actual	Budget	58% % of Budget
6904-01	Donations	\$ 9,213.87	\$ 8,000	115%
6901-15	Estimated Loss Due to Property Assessment Appeals - Current Year		\$ -	0%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years		\$ (15,000)	0%
6903-01	Fees and fines	\$ 15,399.34	\$ 12,000	128%
6905-01	Grants	\$ 19,266.00	\$ 150,000	13%
6906-01	Interest	\$ 1,545.87	\$ 220	703%
6901-01	Property tax	\$ 467,393.11	\$ 1,050,000	45%
6920-01	Unrealized Income Annuities	\$ (24,520.48)	\$ 20,000	-123%
6909-01	Memorial Books/Lost & Paid Materials	\$ 25.00	\$ -	0%
	Billable Expense Income	\$ 436.25	\$ -	0%
	Total	\$ 488,759	\$ 1,225,220	40%

OPERATING EXPENSES	Actual	Budget	% of Budget
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SALARIES

7504-01	library clerks	\$ 103,122	\$ 173,785	59%
7507-01	library pages	\$ 19,496	\$ 18,316	106%
7508-01	administrators	\$ 163,512	\$ 304,240	54%
7509-01	Salaries - Grant	\$ 2,449	\$ -	0%
	Total	\$ 288,579	\$ 496,341	58%

BENEFITS

7600-05	health insurance	\$ 15,885	\$ 29,700	53%
7614-06	workers compensation		\$ 2,300	0%
7650-09	pension fund	\$ 16,941	\$ 31,452	54%
7660-06	unemployment insurance	\$ (857)	\$ 700	-122%
7670-08	social security/mcare	\$ 21,939	\$ 35,145	62%
	Total	\$ 53,907	\$ 99,297	54%

TRAINING

7700-01	educational training trustees	\$ -	\$ 500	0%
7800-01	educational training staff	\$ 1,964	\$ 4,500	44%
	Total	\$ 1,964	\$ 5,000	39%

OPERATING EXPENSES	Actual	Budget	58% % of Budget
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MATERIALS

8090-01	books on CD-adult	\$ 1,010	\$ 1,500	67%
8091-01	books on CD-children	\$ 287	\$ 700	41%
8096-01	compact disks-music-adult	\$ 238	\$ 400	60%
8097-01	compact disks-music-children	\$ 541	\$ 1,000	54%
8103-01	foreign language books		\$ -	0%
8104-01	adult fiction	\$ 7,928	\$ 14,500	55%
8105-01	adult nonfiction	\$ 5,718	\$ 9,500	60%
8106-01	children's fiction/nonfiction	\$ 12,850	\$ 18,000	71%
8107-01	YA Fiction/nonfiction	\$ 4,206	\$ 6,000	0%
8108-01	eBooks	\$ 3,929	\$ 5,000	79%
8115-01	adult large print	\$ 920	\$ 2,000	46%
8120-01	newspapers	\$ 3,758	\$ 3,500	107%
8130-01	internet databases	\$ 6,965	\$ 14,000	50%
8140-01	adult periodicals	\$ 900	\$ 900	100%
8141-01	Children's Periodicals	\$ 420	\$ 600	70%
8160-01	adult DVDs-feature movies	\$ 3,629	\$ 7,000	52%
8161-01	Adult Games	\$ 910	\$ 1,500	61%
8162-01	children's DVDs-movies	\$ 1,066	\$ 1,500	71%
8163-01	ya DVDs	\$ 864	\$ 1,500	58%
8164-01	foreign language DVDs		\$ -	0%
8166-01	children's games	\$ 1,414	\$ 2,500	57%
	Total	\$ 57,553	\$ 91,600	63%

PROGRAMS

8150-01	children's programs	\$ 1,501	\$ 3,000	50%
8152-01	children's summer reading program	\$ 1,083	\$ 4,000	27%
8153-01	ya programs	\$ 844	\$ 1,500	56%
8154-01	Makerspaces/library of things	\$ 1,533	\$ 4,000	
8155-01	adult programs	\$ 2,418	\$ 4,000	60%
8156-01	Technology programs		\$ 1,000	0%
8157-01	senior programs	\$ 944	\$ 2,000	0%
	Total	\$ 8,325	\$ 19,500	43%

STRATEGIC INITIATIVES

8158-01	Strategic Initiatives	\$ 988	\$ 4,000	25%
	Total	\$ 988	\$ 4,000	25%

OPERATING EXPENSES	Actual	Budget	58% % of Budget
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COMPUTERS

8171-01	information technology	\$ 7,082	\$ 12,000	59%
8172-01	new computer equipment	\$ 8,533	\$ 11,500	74%
8175-01	mls computer fund	\$ 16,507	\$ 19,000	87%
8180-01	software	\$ 937	\$ 1,000	94%
8190-01	website	\$ 202	\$ 7,500	3%
8195-01	email	\$ 200	\$ 300	67%
	Total	\$ 33,460	\$ 51,300	65%

OFFICE SUPPLIES

8202-01	Office Supplies	\$ 7,741	\$ 13,000	60%
	Total	\$ 7,741	\$ 13,000	60%

UTILITIES- OPERATING EXPENSE

8301-07	telephone	\$ 7,886	\$ 13,000	61%
8302-07	electricity	\$ 19,166	\$ 32,000	60%
8303-07	gas	\$ 2,070	\$ 7,500	28%
8304-07	water/garbage	\$ 873	\$ 1,800	48%
	Total	\$ 29,994	\$ 54,300	55%

BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 2,708	\$ 12,000	23%
8308-07	service contracts	\$ 34,232	\$ 41,000	83%
8315-07	fees and permits	\$ 1,793	\$ 1,750	102%
8320-07	Building and Grounds	\$ 140,684	\$ 18,000	782%
8330-01	casual labor	\$ 450	\$ 3,500	13%
8335-07	building repairs	\$ 883	\$ 14,000	6%
	Total	\$ 180,751	\$ 90,250	200%

TRAVEL

8341-01	meals & dinners	\$ -	\$ -	0%
8342-01	lodging/meals/mileage	\$ 749	\$ 2,000	37%
	Total	\$ 749	\$ 2,000	37%

OPERATING EXPENSES

Actual

Budget

58%
% of Budget**OTHER EXPENSES**

8355-01	memberships	\$ 1,902	\$ 2,000	95%
8360-01	Grants	\$ 19,671	\$ 150,000	13%
8361-01	Donations	\$ 901	\$ 8,000	11%
8365-01	library promotion	\$ 2,180	\$ 6,000	36%
8370-01	postage	\$ 1,627	\$ 2,500	65%
8375-01	Advertising	\$ 972	\$ 3,500	28%
8385-01	memorials and tributes	\$ 4,413	\$ 500	883%
8432-01	mileage reimbursement		\$ -	0%
8396-01	bank charges and fees	\$ 523	\$ 150	349%
8399-01	ILL Loss/Damage	\$ 133	\$ 250	53%
	Total	\$ 32,322	\$ 172,900	19%

OUTSIDE SERVICES

8400-01	accounting	\$ 5,725	\$ 14,500	39%
8401-01	audit	\$ 10,028	\$ 9,500	106%
8402-01	legal fees	\$ 1,882	\$ 6,000	31%
8404-01	Staff Recognition	\$ 544	\$ 2,000	27%
8405-01	appraisal	\$ 450	\$ 1,500	30%
8305-01	architech/building consultant	\$ 200	\$ -	0%
8406-01	collection agency	\$ 125	\$ 200	63%
8408-01	strategic plan	\$ 631	\$ 500	126%
8410-01	printing	\$ 4,162	\$ 9,000	46%
8430-01	payroll expenses	\$ 4,003	\$ 4,500	89%
8435-01	background checks		\$ 150	0%
	Total	\$ 27,752	\$ 47,850	58%

INSURANCE

8460-05	liability insurance package	\$ 16,709	\$ 15,000	111%
8470-05	directors/officers insurance	\$ -	\$ -	0%
	Total	\$ 16,709	\$ 15,000	111%

OTHER EXPENSES

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

OTHER EXPENSES

8600-01	Bond Interest	\$ -	\$ -	0%
8600-02	Bond Principal	\$ -	\$ -	0%
8601-02	Debt Certificate Interest	\$ -	\$ 2,500	0%
8701-02	Debt Certificate Principle	\$ -	\$ 30,000	0%
	Total	\$ -	\$ 32,500	0%

TOTAL OPERATING EXPENSES

\$ 740,792

\$ 1,194,838

62%

NET INCOME

\$ (252,033)

\$ 30,382



North Riverside Public Library District

Check Detail

January 2020

Date	Transaction Type	Name	Memo/Description	Amount
01/03/2020	Check	AT&T	Inv 708-442-0316007	\$ 34.20
01/03/2020	Check	AT&T..	INV S668163163-19356	\$ 296.26
01/03/2020	Check	Amazon	Children Programs, Children Fiction/Non Fiction, YA Programs, Adult DVDs, Office Supplies, Children DVD, Music CD Adults, Building Supplies, Comp	\$ 2,147.99
01/03/2020	Check	Baker & Taylor	Adult Fiction, Children Fiction, YA Fiction/Non Fiction, Donations	\$ 2,821.67
01/03/2020	Check	Colley Elevator Co.	services elevator inspection 3 months	\$ 393.00
01/03/2020	Check	Coverall North America	January service	\$ 1,227.56
01/03/2020	Check	Demco	Scotch and silver tag	\$ 301.84
01/03/2020	Check	Dynegy Energy Services	Bill month November 2019	\$ 576.46
01/03/2020	Check	Cathy Kolessar	Meditation and Relaxation February 24 2020	\$ 50.00
01/03/2020	Check	Gail Galivan	Tai Chi class February 10 2020	\$ 50.00
01/03/2020	Check	INGRAM LIBRARY SERVICES	Adult Non Fiction, Donations	\$ 264.16
01/03/2020	Check	Technology Management Rev Fund	Billing # T2222065 Inv. T2011929	\$ 133.00
01/03/2020	Check	LEAF	Services for 2 toshibas Inv 10069382	\$ 700.55
01/03/2020	Check	Lauterback & Amen, LLP	Services for November 2019	\$ 875.00
01/03/2020	Check	Landmark	2 Year Subscription	\$ 52.00
01/03/2020	Check	Midwest Tape	Music CD Children, Children DVDs	\$ 95.18
01/03/2020	Check	Cheryl Plaza	Class January 29 and Material	\$ 31.03
01/03/2020	Check	SWAN	swan Fees	\$ 5,369.50
01/03/2020	Check	Travelers Insurance	Account # 2744M1193 Policy # 0106864353 lb	\$ 1,244.00
01/03/2020	Check	Terminix	Inv # 392454899	\$ 87.00
01/03/2020	Check	Utica National Insurance Group	Act # 100943170	\$ 15,465.00
01/03/2020	Check	O'NEIL & GASPARD, LLC	Service rendered during November 2019 Engagement letter	\$ 2,003.38
01/06/2020	Check	West Town Mechanical	Invoice period 01/01/2020 - 01/31/2020	\$ 272.00
01/06/2020	Check	LIMRICC	Monthly Billing January 20	\$ 117.00
01/06/2020	Check	Illinois Library Association	Membership through July 31 2020	\$ 225.00
01/06/2020	Check	Elena Yescas	Window Cleaning	\$ 1,450.00
01/06/2020	Check	Jill Cannizzo	Reprint - December Minutes	\$ 75.00
01/06/2020	Check	CHASE	Bank Fees, Service Contracts, Library of things, Building supplies, Grants, Children Program, Staff Training, Adult Programs, Memberships, YA Programs, Library Promotions, Advertising, Children Fiction/Non Fiction, Travel, Donations	\$ 3,232.78
01/06/2020	Check	Versatile Computer Services	Tech Services	\$ 750.00
01/06/2020	Check	Roscoe	Mats December	\$ 141.47
01/06/2020	Check	AT&T 1	INV IL835664 Cust. 0701010033322	\$ 63.10
01/06/2020	Check	Unique Management Services, Inc	December Placements	\$ 35.80
01/17/2020	Check	Baker & Taylor	Adult fiction, Children Fiction/Non Fiction, YA Fiction/Non Fiction	\$ 1,964.42
01/17/2020	Check	Black Stone	Books on CD	\$ 61.90
01/17/2020	Check	BMO Harris Bank	Adobe Software, Webiste	\$ 126.52
01/17/2020	Check	Mary Cooper	GOODIES FOR SENIORS	\$ 44.20
01/17/2020	Check	Comcast	Telephone Service 01/07/2020 - 02/06/2020	\$ 229.85

01/17/2020	Check	CENGAGE Learning	Adult Large Print	\$	74.72
01/17/2020	Check	Demco	INV 6744825, 6748734 Supplies	\$	292.60
01/17/2020	Check	Gail Galivan	Tai Chi class March 08 2020	\$	50.00
01/17/2020	Check	Hinckley Springs	2429867 010120	\$	138.95
01/17/2020	Check	ICMA	W.O 262431, 262435	\$	2,790.27
01/17/2020	Check	INGRAM LIBRARY SERVICES	Adult Non Fiction, Donations	\$	640.71
01/17/2020	Check	LIMRICC Unemployment Compensaton Group Account	Unemployment Compensaton	\$	165.86
01/17/2020	Check	Midwest Tape	Music CD Children, Children DVDs, Music CDs	\$	75.45
01/17/2020	Check	Joanne McMahon	Supplies and prizes for Bingocize	\$	24.49
01/17/2020	Check	Nitech Fire & Security Industries, Inc	Alarm monitoring and Fire Alarm Service 02/01/2020-004/30/2020	\$	315.90
01/17/2020	Check	OverDrive, Inc	Library participation Future Content purchases, Holds, Maintenance Fee	\$	3,000.00
01/17/2020	Check	Ollis Book Corporation	Children Fiction / Non Fiction	\$	269.59
01/17/2020	Check	Cheryl Plaza	Class February Wild Beach Acrylic	\$	25.00
01/17/2020	Check	Seaway Supply Co.	multifold and toilet paper	\$	87.34
01/17/2020	Check	Takle Consulting Group, LLC	strategic Initiatives	\$	536.25
01/17/2020	Check	Trimline Landscaping	snow plowing, salting	\$	380.00
01/17/2020	Check	Village of N. Riverside	Business license	\$	1,007.00
01/17/2020	Check	AT&T	Inv 708-442-0316007	\$	87.17
01/17/2020	Check	Olsson Roofing Company, Inc	Performed and completed scheduled maintenance per agreement	\$	750.00
01/20/2020	Check	TBS	Cost per fax program 3rd Qtr. Oct-Dec	\$	73.44
01/20/2020	Check	Amazon	Children Programs, Chidlren Fiction/Non Fiction, Grants, Adult DVDs, Office Supplies, Music CD Adults, Computer Equipment	\$	1,177.12
01/20/2020	Check	Paychex - Human Resource Services	INV 10948975	\$	57.00
01/31/2020	Expense	Paychex - Human Resource Services	Payroll January	\$	657.95
01/31/2020	Expense	IMRF	IMRF - December	\$	3,558.10
Total				\$	59,242.73

1301 W. Cossitt LaGrange, IL 60525
Phone: 708.354.5730 Fax: 708.354.0733 TTY: 708.352.5994
www.ladse.org

Ellie Ambuehl, Ed.D.
Executive Director

January 28, 2020

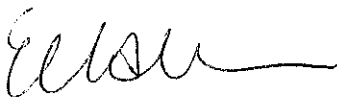
Natalie Starosta
Library Director
North Riverside Library
2400 Des Plaines Avenue
North Riverside, Illinois 60546

Dear Ms. Starosta,

It has come to my attention that the North Riverside Library donated several study carrels to our Emotional Disabilities (ED) Program at our LADSE North campus in North Riverside. Jessica Sredzinski, LADSE's ED Program Coordinator, shared that these carrels are much needed items for the classrooms and that they will be an important aid which will support our students with their studies.

Thank you for this generous contribution and for helping LADSE families.

Sincerely,



Ellie Ambuehl, Ed.D.
Executive Director

Supporting education for all children in the community school districts:

53 Butter	94 Komarek	102 LaGrange	107 Pleasantdale
61 Darlen	95 Brookfield-LaGrange Park	103 Lyons	204 Lyons Township High School
62 Gower	96 Riverside	105 LaGrange South	208 Riverside Brookfield High School
92 1/2 Westchester	101 Western Springs	106 LaGrange Highlands	