

Agenda
North Riverside Public Library District
Board of Trustees
North Riverside Library is inviting you to a scheduled Zoom meeting.

Regular Meeting, February 15th, 2021
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. **Consent Agenda** (one motion/approval for everything listed here, all items can be removed from the consent agenda at anyone's request at any meeting)
 - A. Secretary:

Minutes of the January 18th, 2021 Regular Board Meeting
Correspondence
 - B. Finance:

January 2021 Financial Statements
Authorization to transfer \$60,000 to checking
4. **President's Report**
5. **Director's Report**
 - a. To include: Donations, Grants/Advocacy, SWAN/RAILS, Trustee Continuing Ed (Kay Subaitis Donations) (PNG)
 - b. 2019-20 Annual Report from O'Neill & Gaspardo
6. **Committee Reports**
 - a. **Building & Grounds** (informational)
 - i. Room renovation – Kay's room update.
 - b. **Personnel** (informational)
 - c. **Policy** (informational)
 - d. **Strategic Planning** (informational)
7. **New Business**
8. **Old Business**
 - A. Closed Session Minutes Review (action)

- B. Director's Succession Plan (action)
- C. Board Bylaws revision (discussion & action)

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 15th, 2021 at 6:00 p.m.

Minutes
North Riverside Public Library District
Board of Trustees
Regular Meeting, January 18th, 2021
6:00 PM

1. Open of Meeting

- a. Call to order – Meeting called to order by Vice President Gordon at 6:01 p.m.
- b. Determination of quorum – President Annette Corgiat, Vice President Greg Gordon, Treasurer Allan Pineda, Secretary PJ Folz, Trustee Ken Rouleau, Trustee Kathy Bonnar, Trustee John Mathias
- c. Recognition of visitors to the meeting – Director Natalie Starosta, Interim Director Lizzy Boden
- d. Approval of agenda – A motion was made by Trustee Rouleau, seconded by President Corgiat. All aye.

2. Open Forum

- a. 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. Consent Agenda – A motion was made by President Corgiat to approve the Consent Agenda as presented, seconded by Trustee Bonnar. All aye

- a. Secretary:
 - i.Minutes of the December 21st, 2020 Regular Board Meeting
 - ii.Correspondence – Thank you card from Staff
- b. Finance:
 - i.December 2020 Financial Statements
 - ii.Authorization to transfer \$50,000 to checking

4. President's Report

- None

5. Director's Report

- a. Discussion of updates to the NRPL Reopening Plan – Phase 3 of reopening tied to the area being classified Tier 2 and Phase 4 mitigation. Phase 3 is the reopening of the lobby and computer appointments.
- b. Donations continue to arrive in memory of Kay Subaitis. Additional donations for Adult Services Programming and materials.
- c. SWAN in discussion about EBSCO database subscriptions.

6. Committee Reports

- a. Building & Grounds (informational)
 - i.Room renovation – Kay's room discussion.
 - ii.Installation of baffle in HVAC by MPC for the new HVAC system.
- b. Personnel (informational) No updates
- c. Policy (informational) Policy updates listed in New Business

d. Strategic Planning (informational) No updates

7. New Business

- a. Longevity awards (action) - Motion made by Vice President Gordon to recognize and honor 8 employees for Service Awards for 5, 10, 15 and 30 years of service, seconded by Treasurer Pineda. All aye.
- b. Closed Session Minutes Review (action) - The review of closed session minutes was tabled until next board meeting.
- c. Director's Succession Plan (action) - The Director's Succession Plan was discussed and has been tabled until next board meeting.
- d. Board Bylaws (review/action) - Board Bylaws updates were discussed and tabled until next month's Committee of the Whole meeting on February 1st

8. Old Business

- a. Kay Subaitis Room (action) - A motion made by Trustee Rouleau to approve the bid on the Kay Subaitis Room by Rosewood construction, second President Corgiat. Roll call - all aye.

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 – A motion was made by Trustee Rouleau to adjourn the meeting at 6:51p.m., seconded by Treasurer Pineda. All aye.

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 Committee of the Whole meeting scheduled for February 1st, 2021 at 6:00 p.m.

Next regular Board Meeting is scheduled for February 15th, 2021 at 6:00 p.m.

Management Report

North Riverside Public Library District
For the period ended January 31, 2021



Prepared on
February 12, 2021

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Profit and Loss

January 2021

	Total
INCOME	
6903-01 Fines & Fees	8.00
6904-01 Donations	2,957.00
6905-01 Grants	500.00
Interest	
6906-01 Interest Earned	8.52
Total Interest	8.52
Total Income	3,473.52
GROSS PROFIT	3,473.52
EXPENSES	
8360-01 Grants	4,142.21
Advertising & Marketing	
8365-01 Library Promotion	370.00
8370-01 Postage	11.20
8375-01 Advertising	25.00
8404-01 Staff Recognition	900.00
Total Advertising & Marketing	1,306.20
Benefits	
7600-05 Health Insurance	7,680.82
7670-01 Taxes-Fica Expense	3,107.34
Total Benefits	10,788.16
Building Expense	
8308-07 Service Contracts	5,087.86
8315-07 Fees & Permits	1,007.00
8320-07 Building & Grounds	2,118.00
Total Building Expense	8,212.86
Computers/Technology	
8171-01 Tech Service	1,208.40
8172-01 Computer Equipment	13,686.15
8180-01 Software	227.50
Total Computers/Technology	15,122.05
Insurance	
7660-06 Unemployment Insurance	-4.65
8460-05 Liability Insurance	2,793.00
Total Insurance	2,788.35
Legal & Professional Services	
8400-01 Accounting	900.00
8401-04 Audit	6,500.00
8430-01 Payroll Expenses	786.90
Total Legal & Professional Services	8,186.90
Library Materials	
8090-01 Books on CD - Adult	207.26

	Total
8097-01 Music CD - Children	57.75
8104-01 Adult Fiction	1,676.94
8105-01 Adult Non-Fiction	1,255.64
8106-01 Children Fiction / Non-Fiction	803.39
8107-01 Young Adult Fiction/Non-Fiction	1,666.25
8108-01 eBooks	3,266.54
8115-01 Adult Large Print	297.58
8130-01 Databases	186.50
8140-01 Adult Periodicals	900.00
8141-01 Children/YA Periodicals	287.81
8160-01 Adult DVDs - Fiction	424.00
8162-01 Children DVDs	37.48
8163-01 YA DVDs	22.49
Total Library Materials	11,089.63
Office Supplies & Software	
8202-01 Office Supplies	295.54
Total Office Supplies & Software	295.54
Programs & Strategic Initiatives	
8150-01 Children's Programs	86.16
8152-01 Children's Summer Reading Program	20.46
Total Programs & Strategic Initiatives	106.62
Salaries	
7504-01 Library Clerks	15,383.64
7507-01 Library Pages	1,074.63
7508-01 Administrators	23,500.76
7509-01 Salaries - Grant	900.00
Total Salaries	40,859.03
Travel & Training	
7700-01 Trustee Training	450.00
8355-01 Memberships	100.00
Total Travel & Training	550.00
Utilities	
8301-07 Telephone	1,591.21
8302-07 Electricity	1,159.41
8303-07 Natural Gas	379.04
Total Utilities	3,129.66
Total Expenses	106,577.21
NET OPERATING INCOME	-103,103.69
OTHER EXPENSES	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	7,834.25
Total Other Miscellaneous Expense	7,834.25
Total Other Expenses	7,834.25
NET OTHER INCOME	-7,834.25

	Total
NET INCOME	\$ -110,937.94

Balance Sheet

As of January 31, 2021

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	245,556.05
1500-04 Cash-Audit Fund	10,355.57
1500-05 Cash-Liability Insurance Fund	53,346.37
1500-06 Cash-Unemployment Ins Fund	3,983.51
1500-07 Cash-Building Fund	-81,242.16
1500-08 Cash-Social Security Fund	17,414.79
1500-09 Cash-Pension Fund	-10,302.79
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	16,022.69
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	285,134.03
1501-01 First American Checking (5001)	41,455.60
1505-07 Chase Bank	7,766.06
1509-07 Cash - IPTIP IL Funds	94,367.59
1512-02 Kadlec Annuity #71797	53,582.49
1515-01 BMO Harris	0.00
Total Bank Accounts	482,305.77
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	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	162,913.00
2200-09 Due to/from Pension Fund	-13,306.00
2400-01 Prepaid Expenses	6,274.86
2400-05 Prepaid Expenses 05	5,163.40
Total Other Current Assets	930,856.50
Total Current Assets	1,900,944.23
TOTAL ASSETS	\$1,900,944.23

LIABILITIES AND EQUITY

	Total
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	14,616.28
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	9,367.60
4100-09 Accounts Payable Pension Fund	136.75
Total Accounts Payable	24,120.63
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	1,308.61
4003-01 Child Support	122.59
4200-01 Accrued Wages	11,802.51
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	1,045.94
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
4470-07 Due to/from Corp - Building fund	149,607.00
Total Other Current Liabilities	651,667.79
Total Current Liabilities	675,788.42
Long-Term Liabilities	
8701-02 Debt Certificate Principle	-33,115.83
Total Long-Term Liabilities	-33,115.83
Total Liabilities	642,672.59
Equity	
3200-00 Retained Earnings	606.98
5600-01 General Fund Balance	1,440,067.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	7,153.00
5600-05 Public Liability Fund Balance	56,565.00
5600-06 Unemployment Insurance Fund Balance	3,297.00
5600-07 Building Fund Balance	-158,975.00
5600-08 Social Security Fund Balance	1,743.00
5600-09 Pension Fund Balance	-16,110.00
Opening Balance Equity	0.00

	Total
Net Income	-106,075.34
Total Equity	1,258,271.64
TOTAL LIABILITIES AND EQUITY	\$1,900,944.23