

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

Join Zoom Meeting
<https://zoom.us/j/94837377664?pwd=TGlZa2thRU9jdzNNbmw1K2hDTDFUZz09>

Meeting ID: 948 3737 7664
Passcode: 017634

Dial by your location
+1 312 626 6799 US (Chicago)

Regular Meeting, January 18th, 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

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

4. President's Report

5. Director's Report

- a. To include: Donations, Grants/Advocacy, SWAN/RAILS, trustee continuing education

6. Committee Reports

- a. Building & Grounds (informational)
 - i. Installation of baffle in HVAC
- b. Personnel (informational)
- c. Policy (informational)

- d. Strategic Planning (informational)

7. New Business

- a. Longevity awards (action)
- b. Closed Session Minutes Review (action)
- c. Director's Succession Plan (action)
- d. Board Bylaws (review/action)

8. Old Business

- a. Kay Subaitis Room (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 February 15th, 2021 at 6:00 p.m.

Management Report

North Riverside Public Library District

For the period ended December 31, 2020



Prepared on

January 18, 2021

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Profit and Loss

July - December, 2020

	Total
INCOME	
6903-01 Fines & Fees	20,226.54
6904-01 Donations	13,565.18
6905-01 Grants	10,500.00
Interest	
6906-01 Interest Earned	163.83
Total Interest	163.83
Property Taxes	
6901-01 Property Tax	407,691.62
6901-04 Tax Revenue-Audit Fund	3,202.68
6901-05 Tax Revenue-Liability Ins	1,944.25
6901-06 Tax Revenue-Unemploy Ins	686.26
6901-07 Tax Revenue-Bldg Fund	20,818.92
6901-08 Tax Revenue-SS	15,671.59
6901-12 Property Tax - IMRF Fund	5,719.55
Total Property Taxes	455,734.87
Total Income	500,190.42
GROSS PROFIT	500,190.42
EXPENSES	
8360-01 Grants	2,085.40
Advertising & Marketing	
8361-01 Donations	27,000.00
8385-01 Memorials & Tributes	64.27
8410-01 Printing	3,944.14
Total Advertising & Marketing	31,008.41
Benefits	
7600-05 Health Insurance	4,001.07
7650-09 IMRF Pension	17,503.67
7670-01 Taxes-Fica Expense	18,786.63
Total Benefits	40,291.37
Building Expense	
8306-07 Building Supplies	2,366.54
8308-07 Service Contracts	26,400.93
8320-07 Building & Grounds	282.74
8335-07 Bulding Repairs	375.00
Total Building Expense	29,425.21
Computers/Technology	
8170-01 Computer Supplies	500.00
8171-01 Tech Service	21,233.38
8172-01 Computer Equipment	8,450.88
8175-01 MLS Computer Fund	5,433.75
8190-01 Website	720.00

	Total
Total Computers/Technology	36,338.01
Insurance	
7660-06 Unemployment Insurance	-732.99
Total Insurance	-732.99
Legal & Professional Services	
8400-01 Accounting	7,650.00
8401-04 Audit	3,500.00
8402-01 Legal Fees	3,151.65
8406-01 Collection Agency	8.95
8430-01 Payroll Expenses	3,410.81
8435-01 Background Checks	57.00
Total Legal & Professional Services	17,778.41
Library Materials	
8090-01 Books on CD - Adult	586.82
8097-01 Music CD - Children	204.05
8104-01 Adult Fiction	3,932.45
8105-01 Adult Non-Fiction	3,690.56
8106-01 Children Fiction / Non-Fiction	2,572.04
8107-01 Young Adult Fiction/Non-Fiction	1,294.69
8108-01 eBooks	2,809.43
8115-01 Adult Large Print	494.45
8120-01 Newspapers	1,649.75
8130-01 Databases	6,394.11
8160-01 Adult DVDs - Fiction	287.10
8162-01 Children DVDs	540.88
8163-01 YA DVDs	324.85
8399-01 ILL Loss/Damage	23.00
Total Library Materials	24,804.18
Office Supplies & Software	
8202-01 Office Supplies	3,194.55
Total Office Supplies & Software	3,194.55
Programs & Strategic Initiatives	
8150-01 Children's Programs	1,173.82
8152-01 Children's Summer Reading Program	1,185.10
8153-01 Young Adult Programs	5.14
8155-01 Adult Programs	1,497.13
8157-01 Senior Programs	200.00
Total Programs & Strategic Initiatives	4,061.19
Salaries	
7504-01 Library Clerks	92,720.53
7507-01 Library Pages	9,387.57
7508-01 Administrators	137,761.96
7509-01 Salaries - Grant	7,266.25
Total Salaries	247,136.31

	Total
Travel & Training	
7800-01 Staff Training	10.00
8355-01 Memberships	585.00
Total Travel & Training	595.00
Utilities	
8301-07 Telephone	14,004.85
8302-07 Electricity	6,193.09
8303-07 Natural Gas	1,267.10
8304-07 Water/Garbage	114.40
Total Utilities	21,579.44
Total Expenses	457,564.49
NET OPERATING INCOME	42,625.93
OTHER EXPENSES	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	37,836.53
Total Other Miscellaneous Expense	37,836.53
Total Other Expenses	37,836.53
NET OTHER INCOME	-37,836.53
NET INCOME	\$4,789.40

Balance Sheet

As of December 31, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	-54,085.25
1500-04 Cash-Audit Fund	19,080.57
1500-05 Cash-Liability Insurance Fund	74,733.37
1500-06 Cash-Unemployment Ins Fund	4,256.51
1500-07 Cash-Building Fund	267,629.84
1500-08 Cash-Social Security Fund	49,785.79
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	16,022.69
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	425,132.73
1501-01 First American Checking (5001)	12,495.11
1505-07 Chase Bank	7,766.00
1509-07 Cash - IPTIP IL Funds	94,360.76
1512-02 Kadlec Annuity #71797	56,672.96
1515-01 BMO Harris	0.00
Total Bank Accounts	596,427.56
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	1,846,732.34
TOTAL ASSETS	\$1,846,732.34

LIABILITIES AND EQUITY

Liabilities

	Total
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	6,275.96
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	0.00
Total Accounts Payable	13,289.57
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	0.01
4003-01 Child Support	122.59
4200-01 Accrued Wages	11,802.51
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	2,566.66
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	502,272.91
Total Current Liabilities	515,562.48
Long-Term Liabilities	
8701-02 Debt Certificate Principle	-33,115.83
Total Long-Term Liabilities	-33,115.83
Total Liabilities	482,446.65
Equity	
3200-00 Retained Earnings	-168,473.76
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	4,789.40
Total Equity	1,364,285.69

	Total
TOTAL LIABILITIES AND EQUITY	\$1,846,732.34

North Riverside Public Library District
Budget vs Actual
December 2020

50%

REVENUE

Actual

Budget

% of Budget

6904-01	Donations	\$ 13,565.18	\$ 8,000	170%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ -	\$ (15,000)	0%
6903-01	Fees and fines	\$ 20,226.54	\$ 12,000	169%
6905-01	Grants	\$ 10,500.00	\$ 50,000	21%
6906-01	Interest	\$ 163.83	\$ 1,000	16%
6901-01	Property tax	\$ 455,734.87	\$ 1,072,000	43%
6915-15	Loan Proceeds	\$ -	\$ -	0%
6920-01	Unrealized Income Annuities	\$ -	\$ 20,000	0%
6909-01	Memorial Books/Lost & Paid Materials	\$ -	\$ -	0%
	Total	\$ 500,190	\$ 1,148,000	44%

OPERATING EXPENSES

Actual

Budget

% of Budget

SALARIES

7504-01	library clerks	\$ 92,721	\$ 196,375	47%
7507-01	library pages	\$ 9,388	\$ 25,168	37%
7508-01	administrators	\$ 137,762	\$ 279,810	49%
7509-01	Salaries - Grant	\$ 7,266	\$ -	0%
	Total	\$ 247,136	\$ 506,620	49%

BENEFITS

7600-05	health insurance	\$ 4,001	\$ 31,000	13%
7614-06	workers compensation	\$ -	\$ 2,500	0%
7650-09	pension fund	\$ 17,504	\$ 31,796	55%
7660-06	unemployment insurance	\$ (733)	\$ 800	-92%
7670-08	social security/mcare	\$ 18,787	\$ 38,354	49%
	Total	\$ 39,558	\$ 104,450	38%

TRAINING

7700-01	educational training trustees	\$ -	\$ 500	0%
7800-01	educational training staff	\$ 10	\$ 4,750	0%
	Total	\$ 10	\$ 5,250	0%

OPERATING EXPENSES

Actual

Budget

50%
% of Budget**MATERIALS**

8090-01	books on CD-adult	\$ 587		0%
8091-01	books on CD-children	\$ -		0%
8096-01	compact disks-music-adult	\$ -		0%
8097-01	compact disks-music-children	\$ 205		0%
8103-01	foreign language books	\$ -		0%
8104-01	adult fiction	\$ 3,932		0%
8105-01	adult nonfiction	\$ 3,691		0%
8106-01	children's fiction/nonfiction	\$ 2,572		0%
8107-01	YA Fiction/nonfiction	\$ 1,295		0%
8108-01	eBooks	\$ 2,809		0%
8115-01	adult large print	\$ 494		0%
8120-01	newspapers	\$ 1,650		0%
8130-01	internet databases	\$ 6,394		0%
8140-01	adult periodicals	\$ -		0%
8141-01	Children's Periodicals	\$ -		0%
8160-01	adult DVDs-feature movies	\$ 287		0%
8161-01	Adult Games	\$ -		0%
8162-01	children's DVDs-movies	\$ 541		0%
8163-01	ya DVDs	\$ 325		0%
8164-01	foreign language DVDs	\$ -		0%
8166-01	children's games	\$ -		0%
	Total	\$ 24,782	\$ -	0%

PROGRAMS

8150-01	children's programs	\$ 1,174		0%
8152-01	children's summer reading program	\$ 1,185		0%
8153-01	ya programs	\$ 5		0%
8154-01	Makerspaces/library of things	\$ -		
8155-01	adult programs	\$ 1,497		0%
8156-01	Technology programs	\$ -		0%
8157-01	senior programs	\$ 200		0%
	Total	\$ 4,061	\$ -	0%

STRATEGIC INITIATIVES

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

OPERATING EXPENSES	Actual	Budget	50% % of Budget
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COMPUTERS

8170-01	Compuer Supplies	\$ 500	\$ -	0%
8171-01	information technology	\$ 21,233	\$ 15,000	142%
8172-01	new computer equipment	\$ 8,451	\$ 10,000	85%
8175-01	mls computer fund	\$ 5,434	\$ 19,000	29%
8180-01	software	\$ -	\$ 1,500	0%
8190-01	website	\$ 720	\$ 7,500	10%
8195-01	email	\$ -	\$ 300	0%
	Total	\$ 36,338	\$ 53,300	68%

OFFICE SUPPLIES

8202-01	Office Supplies	\$ 3,195	\$ 14,000	23%
	Total	\$ 3,195	\$ 14,000	23%

UTILITIES- OPERATING EXPENSE

8301-07	telephone	\$ 14,005	\$ 13,500	104%
8302-07	electricity	\$ 6,193	\$ 30,000	21%
8303-07	gas	\$ 1,267	\$ 7,000	18%
8304-07	water/garbage	\$ 114	\$ 2,000	6%
	Total	\$ 21,579	\$ 52,500	41%

BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 2,367	\$ 12,000	20%
8308-07	service contracts	\$ 26,401	\$ 42,500	62%
8315-07	fees and permits	\$ -	\$ 1,750	0%
8320-07	Building and Grounds	\$ 283	\$ -	0%
8330-01	casual labor	\$ -	\$ 3,500	0%
8335-07	building repairs	\$ 375	\$ 32,000	1%
	Total	\$ 29,425	\$ 91,750	32%

TRAVEL

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

OPERATING EXPENSES	Actual	Budget	50% % of Budget
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OTHER EXPENSES

8355-01	memberships	\$ 585	\$ 2,200	27%
8360-01	Grants	\$ 2,085	\$ 50,000	4%
8361-01	Donations	\$ 27,000	\$ 8,000	338%
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	\$ 23	\$ 250	9%
	Total	\$ 29,758	\$ 74,100	40%

OUTSIDE SERVICES

8400-01	accounting	\$ 7,650	\$ 15,000	51%
8401-01	audit	\$ 3,500	\$ 9,750	36%
8402-01	legal fees	\$ 3,152	\$ 6,000	53%
8404-01	Staff Recognition	\$ -	\$ 2,200	0%
8405-01	appraisal	\$ -	\$ 2,500	0%
8305-01	architech/buidling consultant	\$ -	\$ -	0%
8406-01	collection agency	\$ 9	\$ 200	4%
8408-01	strategic plan	\$ -	\$ 500	0%
8410-01	printing	\$ 3,944	\$ 10,000	39%
8430-01	payroll expenses	\$ 3,411	\$ 4,500	76%
8435-01	background checks	\$ 57	\$ 150	38%
	Total	\$ 21,723	\$ 50,800	43%

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	\$ 37,837	\$ -	0%
	Total	\$ 37,837	\$ -	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	\$ 33,115	\$ 39,100	178%
	Total	\$ 33,115	\$ 57,659	57%

TOTAL OPERATING EXPENSES	\$ 495,402	\$ 1,031,429	48%
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NET INCOME	\$ 4,789	\$ 116,571
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North Riverside Public Library District

BALANCE SHEET

As of December 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	-54,085.25
1500-04 Cash-Audit Fund	19,080.57
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1500-06 Cash-Unemployment Ins Fund	4,256.51
1500-07 Cash-Building Fund	267,629.84
1500-08 Cash-Social Security Fund	49,785.79
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	16,022.69
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	425,132.73
1501-01 First American Checking (5001)	12,495.11
1505-07 Chase Bank	7,766.00
1509-07 Cash - IPTIP IL Funds	94,360.76
1512-02 Kadlec Annuity #71797	56,672.96
1515-01 BMO Harris	0.00
Total Bank Accounts	\$596,427.56



North Riverside Public Library District

BALANCE SHEET

As of December 31, 2020

	TOTAL
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
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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
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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	\$1,846,732.34
TOTAL ASSETS	\$1,846,732.34



North Riverside Public Library District

BALANCE SHEET

As of December 31, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	6,275.96
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	0.00
Total Accounts Payable	\$13,289.57
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	0.01
4003-01 Child Support	122.59
4200-01 Accrued Wages	11,802.51
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	2,566.66
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	\$502,272.91
Total Current Liabilities	\$515,562.48
Long-Term Liabilities	
8701-02 Debt Certificate Principle	-33,115.83
Total Long-Term Liabilities	\$ -33,115.83
Total Liabilities	\$482,446.65
Equity	
3200-00 Retained Earnings	-168,473.76
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 December 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	4,789.40
Total Equity	\$1,364,285.69
TOTAL LIABILITIES AND EQUITY	\$1,846,732.34



North Riverside Public Library District
Check Detail
December 2020

Date	Transaction Type	Name	Memo/Description	Amount
12/01/2020	Check	Amazon	Music CD for children	\$ 28.96
12/01/2020	Check	AT&T	708Z40043004 2 Nov 16 Dec 15	\$ 359.72
12/01/2020	Check	Admaryz Avila	craft supplies	\$ 11.03
12/01/2020	Check	Black Stone	Books on CD	\$ 74.68
12/01/2020	Check	Coverall North America	October cleaning	\$ 1,227.56
12/01/2020	Check	Cathy Kolessar	Meditation and Stretching 10/19/20 and 11/16/20	\$ 100.00
12/01/2020	Check	Midwest Tape	YA DVD	\$ 36.73
12/01/2020	Check	O'NEIL & GASPARD, LLC	Service rendered during October 2020	\$ 3,500.00
12/01/2020	Check	OverDrive, Inc	library Materials e-books	\$ 240.46
12/01/2020	Check	Proven IT.com	copy machines	\$ 180.91
12/01/2020	Check	Recorded Books, Inc	Circulations	\$ 32.89
12/01/2020	Check	Terminix	Invoice 402121209	\$ 98.00
12/01/2020	Check	Trimline Landscaping	MOV & TRIM, FETILIZING, SEPTEMBER AND OCTOBER	\$ 555.00
12/01/2020	Check	Outsource Solutions Group	Inv 55455, 54799	\$ 1,332.97
12/01/2020	Check	INGRAM LIBRARY SERVICES	Adult Non Fiction	\$ 750.91
12/01/2020	Check	Baker & Taylor	Adult Fiction, Children Fiction, Children Non Fiction, YA	\$ 1,236.95
12/01/2020	Check	CARLYN LLOYD	Holiday Concert	\$ 300.00
12/01/2020	Check	STEFANIE ROCK	Program in February 2021	\$ 150.00
12/01/2020	Check	CLARENCE GOODMAN	Program in January 2021	\$ 250.00
12/01/2020	Check	Cathy Kolessar	Program on December 7	\$ 50.00
12/05/2020	Check	Cathy Kolessar	Stretching and Meditation DECEMBER 21	\$ 50.00
12/05/2020	Check	AT&T..	S668163163-20296	\$ 296.26
12/05/2020	Check	Anna Alecci	Refund	\$ 23.00
12/05/2020	Check	Dynegy Energy Services	Inv 147121720111	\$ 1,203.15
12/05/2020	Check	Paychex - Human Resource Services	INV 11516021	\$ 57.00

12/05/2020	Check	Kansas City Public Library	Travel Grant	\$	750.00
12/05/2020	Check	LIMRiCC Unemployment Compensaton Group Account	Unemployment Compensaton	\$	144.77
12/05/2020	Check	Midwest Tape	Adult DVDs	\$	67.71
12/05/2020	Check	Technology Management Rev Fund	billing T2222065	\$	133.00
12/05/2020	Check	Outsource Solutions Group	Tech Services and Computer Equipment	\$	6,208.42
12/05/2020	Check	Cathy Kolessar	January 4 2021 program	\$	50.00
12/08/2020	Check	Lauterbach & Amen, LLP	October Accounting Services	\$	900.00
12/08/2020	Check	LEAF	Copier Contract August and September	\$	187.55
12/08/2020	Check	Veronica Martinez	brown paper bags with handles	\$	65.86
12/08/2020	Expense	Nicor Gas	Nicor Gas Payment	\$	273.34
12/16/2020	Check	Terminix	Invoice 402964112	\$	98.00
12/16/2020	Check	Flow-Technics, Inc	Annual Inspection Dec 2020	\$	375.00
12/16/2020	Check	Comcast	Internet SERV DEC 07 2020 - Jan 6 2021	\$	229.85
12/16/2020	Check	Shaw Media	Tax levy ordinance	\$	440.70
12/16/2020	Check	Marla Curran	Carfterdark holiday supplies	\$	35.40
12/16/2020	Check	Outsource Solutions Group	Tech Services and Computer Equipment	\$	3,184.41
12/16/2020	Expense	GRASSO GRAPHICS	Advertising & Marketing	\$	1,972.07
12/31/2020	Expense	Paychex - Human Resource Services	Payroll 12.10.20 and 12.21.20	\$	597.90
12/31/2020	Expense	Miscellaneous Expense	CCD NORTH RIVERSIDE	\$	149.79
12/31/2020	Expense	Miscellaneous Expense	CCD NORTH RIVERSIDE	\$	50.00
12/31/2020	Expense	Lauterbach & Amen	Monthly Accounting Services	\$	900.00
Total				\$	28,959.95

Minutes
North Riverside Public Library District
Board of Trustees
Regular Meeting, December 21st, 2020
6:00 PM

1. **Open of Meeting**

- a. Call to order - Meeting called to order at 6:06pm by President Annette Corgiat
- b. Determination of quorum – President Annette Corgiat, Vice President Greg Gordon, Treasurer Allen Pineda, Secretary PJ Folz, Trustee Ken Rouleau, Trustee Kathy Bonnar, Trustee John Mathias
- c. Recognition of visitors to the meeting- Director Natalie Starosta
- d. Approval of agenda - A motion was made by Trustee Rouleau to approve the agenda as presented, seconded by Treasurer Pineda. 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 Secretary Folz to approve the consent agenda as presented, seconded by Trustee Rouleau. All aye.

- a. Secretary:
 - i. Minutes of the November 16th, 2020 Regular Board Meeting, November 30th, 2020 Special Board Meeting
 - ii. Correspondence (none)
- b. Finance:
 - i. October and November 2020 Financial Statements
 - ii. Authorization to transfer \$50,000 to checking

4. **President's Report**

None

5. **Director's Report**

- a. Donations continuing in Memory of Kay as well as for programming and materials.
- b. Early testing for new State Certification through RAILS.
- c. Continuing to apply for grants and extend outreach activity.
- d. Continuing to investigate exterior book lockers.
- e. Staff very excited by gift cards and restaurant gift certificates.

6. **Committee Reports**

- a. Building & Grounds (informational) None

- b. Personnel (informational) None
- c. Policy (informational) Trustee Bonnar is working on Board bylaws review which has been tabled until the January meeting.
- d. Strategic Planning (informational) None

7. **New Business**

- a. Raises (action) A motion was made by Vice President Gordon to approve the proposed raises and 2 additional weeks of vacation for Director Starosta beginning January 1st, seconded by Trustee Bonnar. Roll call vote – all aye.
- b. Audit (action)- A motion made by Trustee Rouleau to approve the audit as presented, seconded by Treasurer Pineda. Roll call - all aye.

8. **Old Business**

- a. Book Sale Room (discussion) - Investigation into renovation continuing.
- b. Longevity Bonuses (discussion/action) - Vice President Gordon made a motion to approve the new employee recognition procedure, seconded by Trustee Bonnar. 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 Trustee Rouleau to adjourn the meeting at 6:37pm, seconded by Trustee Mathias. 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 regular Board Meeting is scheduled for January 18th, 2021 at 6:00 p.m.