

Agenda
North Riverside Public Library District
Board of Trustees
Regular Meeting, July 19th, 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 June 21st, 2021 Regular Board Meeting
Correspondence

B. Finance:

June 2021 Financial Statements
Authorization to transfer \$60,000 to checking

4. President's Report

5. Director's Report

6. Committee Reports

- A. Building & Grounds (informational)
- B. Personnel (informational)
- C. Policy (informational)
- D. Strategic Planning (informational)

7. New Business

- A. First American Account Signers Resolution (action)
- B. Secretary's Audit (action)
- C. Audit RFP Review (action)
- D. Lower Level Carpeting (action)
- E. Annual Treasurer's Report (action)
- F. Annexation (informational)
- G. Annual Meeting Schedule Ordinance (action)
- H. B&A Ordinance & Notice (informational)

8. Old Business

- A. Closed Session Minutes Review (action)
- B. B&M Ordinance(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 August 16th, 2021 at 6:00 p.m.

Minutes

North Riverside Public Library District

Board of Trustees

North Riverside Library is inviting you to a scheduled Zoom meeting.

Regular Meeting, June 21st, 2021

6:00 PM

1. Open of Meeting

A. Call to order: Called to order at 6:02pm by President Corgiat.

B. Determination of quorum: President Annette Corgiat, Secretary John Mathias, Trustee Jeanne Ottenweller, Trustee Kathy Bonnar, Trustee Ken Rouleau, Vice President Greg Gordon; Absent: Allan Pineda

C. Recognition of visitors to the meeting: Director Starosta

D. Approval of agenda: Motion made by Trustee Rouleau and seconded by Secretary Mathias. All aye.

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) Motion made by Secretary Mathias and seconded by Trustee Rouleau. Roll call vote – all aye.

A. Secretary:

Minutes of the May 17th, 2021 Regular Board Meeting

Correspondence : none

B. Finance:

May 2021 Financial Statements

Authorization to transfer \$60,000 to checking

4. President's Report

- 4th of July update. Parade at 10am on July 4th from Forest View to Veteran's Park – anticipated 1-1.5 hrs. No vehicles from Rizza Ford this year. Still seeking a car. Will have an update later this week.

5. Director's Report

- Update on on-going projects around the library. Additional leaves purchased.

6. Committee Reports

A. Building & Grounds (informational) - Landscaping, Mullermist – look at the watering system in the planters,

B. Personnel (informational) - Director's review in progress

C. Policy (informational) - In New Business

D. Strategic Planning (informational) - On Dropbox

7. New Business

A. New Recording Secretary (discussion) - Jill Cannizo has resigned. Marla Curran will begin in July.

B. B&M Ordinance Review (discussion) - No discussion.

C. 2021/2022 Working Budget (action) - Motioned by Trustee Rouleau and seconded by Vice President Gordon. Roll call vote: all aye.

D. Non-Resident Card Ordinance (action) - Motion made by Trustee Bonnar and seconded by Secretary Mathias. All aye.

E. LED Lighting (action) - Motion made by Trustee Rouleau and seconded by Trustee Bonnar to approve the quote by BA Solutions. Roll call vote: all aye.

F. Holiday Policy Update (action) - Motion made by Vice President Gordon and seconded by Trustee Bonnar to approve the update. All aye.

8. Old Business

A. Closed Session Minutes Review (action) - Tabled until July 2021

B. Vacation/Sick Time Policy Update (action) - Tabled for CoW

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** – Motion made by Trustee Rouleau and seconded by Secretary Mathias to end the meeting at 6:54pm. 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 July 19th, 2021 at 6:00 p.m.

Management Report

North Riverside Public Library District
For the period ended June 30, 2021



Prepared on
July 15, 2021

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Profit and Loss

July 2020 - June 2021

	Total
INCOME	
6903-01 Fines & Fees	20,981.29
6904-01 Donations	39,163.18
6905-01 Grants	19,387.50
6909-01 Memorial Books/Lost & Paid Mat	38.03
Interest	
6906-01 Interest Earned	222.09
Total Interest	222.09
Property Taxes	
6901-01 Property Tax	907,375.69
6901-04 Tax Revenue-Audit Fund	7,128.00
6901-05 Tax Revenue-Liability Ins	4,327.19
6901-06 Tax Revenue-Unemploy Ins	1,527.38
6901-07 Tax Revenue-Bldg Fund	46,335.47
6901-08 Tax Revenue-SS	34,879.34
6901-12 Property Tax - IMRF Fund	12,729.65
Total Property Taxes	1,014,302.72
Total Income	1,094,094.81
GROSS PROFIT	1,094,094.81
EXPENSES	
8360-01 Grants	13,500.70
Advertising & Marketing	
8361-01 Donations	28,428.13
8365-01 Library Promotion	1,422.09
8370-01 Postage	2,753.10
8375-01 Advertising	25.00
8385-01 Memorials & Tributes	5,157.89
8404-01 Staff Recognition	1,569.82
8410-01 Printing	8,572.61
Total Advertising & Marketing	47,928.64
Bank Charges & Fees	
8396-01 Bank Charges & Fees	5.00
Total Bank Charges & Fees	5.00
Benefits	
7600-05 Health Insurance	15,859.77
7650-09 IMRF Pension	39,172.17
7670-01 Taxes-Fica Expense	39,807.66
Total Benefits	94,839.60
Building Expense	
8306-07 Building Supplies	4,604.09
8308-07 Service Contracts	46,277.69
8315-07 Fees & Permits	1,007.00

	Total
8320-07 Building & Grounds	12,351.82
8335-07 Bulding Repairs	2,141.85
Total Building Expense	66,382.45
Computers/Technology	
8170-01 Computer Supplies	500.00
8171-01 Tech Service	27,826.12
8172-01 Computer Equipment	22,500.22
8175-01 MLS Computer Fund	21,735.00
8180-01 Software	376.24
8190-01 Website	898.00
Total Computers/Technology	73,835.58
Insurance	
7660-06 Unemployment Insurance	420.76
8460-05 Liability Insurance	17,590.00
Total Insurance	18,010.76
Interest Paid	
8600-02 Debt Service-Principal	33,115.83
8601-01 Debt Certificate Interest	5,676.79
Total Interest Paid	38,792.62
Legal & Professional Services	
8400-01 Accounting	10,975.00
8401-04 Audit	10,000.00
8402-01 Legal Fees	4,366.11
8406-01 Collection Agency	8.95
8430-01 Payroll Expenses	6,884.48
8435-01 Background Checks	285.00
Total Legal & Professional Services	32,519.54
Library Materials	
8090-01 Books on CD - Adult	1,279.17
8091-01 Books on CD - Children	503.82
8097-01 Music CD - Children	577.91
8103-01 Foreign Lang. Books	1,071.89
8104-01 Adult Fiction	11,533.70
8105-01 Adult Non-Fiction	8,579.96
8106-01 Children Fiction / Non-Fiction	7,318.41
8107-01 Young Adult Fiction/Non-Fiction	5,705.03
8108-01 eBooks	8,843.50
8115-01 Adult Large Print	1,606.15
8120-01 Newspapers	1,714.75
8130-01 Databases	15,694.85
8140-01 Adult Periodicals	900.00
8141-01 Children/YA Periodicals	287.81
8160-01 Adult DVDs - Fiction	2,798.29
8161-01 Adult Games	843.49

	Total
8162-01 Children DVDs	1,206.63
8163-01 YA DVDs	867.06
8164-01 Foreign Lang. DVDs	3.98
8166-01 Games	717.65
8399-01 ILL Loss/Damage	122.11
Total Library Materials	72,176.16
Office Supplies & Software	
8202-01 Office Supplies	7,133.34
Total Office Supplies & Software	7,133.34
Programs & Strategic Initiatives	
8150-01 Children's Programs	2,094.29
8152-01 Children's Summer Reading Program	2,863.11
8153-01 Young Adult Programs	169.72
8154-01 Makerspaces/library of things	1,773.59
8155-01 Adult Programs	2,949.09
8156-01 Technology Programs	7.96
8157-01 Senior Programs	1,080.39
Total Programs & Strategic Initiatives	10,938.15
Salaries	
7504-01 Library Clerks	206,943.02
7507-01 Library Pages	20,047.60
7508-01 Administrators	284,845.82
7509-01 Salaries - Grant	11,762.50
Total Salaries	523,598.94
Travel & Training	
7700-01 Trustee Training	705.58
7800-01 Staff Training	1,187.99
8355-01 Memberships	1,473.74
Total Travel & Training	3,367.31
Utilities	
8301-07 Telephone	26,362.98
8302-07 Electricity	17,199.65
8303-07 Natural Gas	4,607.01
8304-07 Water/Garbage	495.10
Total Utilities	48,664.74
Total Expenses	1,051,693.53
NET OPERATING INCOME	42,401.28
OTHER EXPENSES	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	46,381.10
Total Other Miscellaneous Expense	46,381.10
Total Other Expenses	46,381.10
NET OTHER INCOME	-46,381.10
NET INCOME	\$ -3,979.82

Balance Sheet

As of June 30, 2021

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	492,501.13
1500-04 Cash-Audit Fund	14,280.89
1500-05 Cash-Liability Insurance Fund	55,729.31
1500-06 Cash-Unemployment Ins Fund	4,824.63
1500-07 Cash-Building Fund	-205,332.61
1500-08 Cash-Social Security Fund	36,622.54
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	23,032.79
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	428,049.89
1501-01 First American Checking (5001)	27,574.53
1505-07 Chase Bank	7,766.36
1509-07 Cash - IPTIP IL Funds	94,383.87
1512-02 Kadlec Annuity #71797	53,582.49
1515-01 BMO Harris	0.00
Total Bank Accounts	611,357.14
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
Total Accounts Receivable	0.00
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	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	0.00
2400-05 Prepaid Expenses 05	0.00
Total Other Current Assets	769,811.24
Total Current Assets	1,381,168.38
TOTAL ASSETS	\$1,381,168.38

LIABILITIES AND EQUITY

	Total
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	5,395.25
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	5,395.25
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	-152.36
4003-01 Child Support	0.00
4200-01 Accrued Wages	11,802.51
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	3,755.82
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	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00
Total Other Current Liabilities	15,405.97
Total Current Liabilities	20,801.22
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
Total Long-Term Liabilities	0.00
Total Liabilities	20,801.22
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	-3,979.82
Total Equity	1,360,367.16
TOTAL LIABILITIES AND EQUITY	\$1,381,168.38

North Riverside Public Library District
Budget vs Actual
June 2021

REVENUE		Actual	Budget	100% % of Budget
6904-01	Donations	\$ 39,163	\$ 8,000	490%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ -	\$ (15,000)	0%
6903-01	Fees and fines	\$ 20,981	\$ 12,000	175%
6905-01	Grants	\$ 19,388	\$ 50,000	39%
6906-01	Interest	\$ 222	\$ 1,000	22%
6901-01	Property tax	\$ 1,014,303	\$ 1,072,000	95%
6915-15	Loan Proceeds	\$ -	\$ -	0%
6920-01	Unrealized Income Annuities	\$ -	\$ 20,000	0%
6909-01	Memorial Books/Lost & Paid Materials	\$ 38	\$ -	0%
Total		\$ 1,094,095	\$ 1,148,000	95%

OPERATING EXPENSES		Actual	Budget	% of Budget
SALARIES				
7504-01	library clerks	\$ 206,943	\$ 196,375	105%
7507-01	library pages	\$ 20,048	\$ 25,168	80%
7508-01	administrators	\$ 284,846	\$ 279,810	102%
7509-01	Salaries - Grant	\$ 11,763	\$ -	0%
Total		\$ 523,599	\$ 506,620	103%
BENEFITS				
7600-05	health insurance	\$ 15,860	\$ 31,000	51%
7614-06	workers compensation	\$ -	\$ 2,500	0%
7650-09	pension fund	\$ 39,172	\$ 31,796	123%
7660-06	unemployment insurance	\$ 421	\$ 800	53%
7670-08	social security/mcare	\$ 39,808	\$ 38,354	104%
Total		\$ 95,260	\$ 104,450	91%
TRAINING				
7700-01	educational training trustees	\$ 706	\$ 500	141%
7800-01	educational training staff	\$ 1,188	\$ 4,750	25%
Total		\$ 1,894	\$ 5,250	36%

OPERATING EXPENSES	Actual	Budget	100% % of Budget
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MATERIALS

8090-01	books on CD-adult	\$ 1,279		0%
8091-01	books on CD-children	\$ 504		0%
8096-01	compact disks-music-adult	\$ -		0%
8097-01	compact disks-music-children	\$ 578		0%
8103-01	foreign language books	\$ 1,072		0%
8104-01	adult fiction	\$ 11,534		0%
8105-01	adult nonfiction	\$ 8,580		0%
8106-01	children's fiction/nonfiction	\$ 7,318		0%
8107-01	YA Fiction/nonfiction	\$ 5,705		0%
8108-01	eBooks	\$ 8,844		0%
8115-01	adult large print	\$ 1,606		0%
8120-01	newspapers	\$ 1,715		0%
8130-01	internet databases	\$ 15,695		0%
8140-01	adult periodicals	\$ 900		0%
8141-01	Children's Periodicals	\$ 288		0%
8160-01	adult DVDs-feature movies	\$ 2,798		0%
8161-01	Adult Games	\$ 843		0%
8162-01	children's DVDs-movies	\$ 1,207		0%
8163-01	ya DVDs	\$ 867		0%
8164-01	foreign language DVDs	\$ 4		0%
8166-01	children's games	\$ 718		0%
	Total	\$ 72,054	\$ -	0%

PROGRAMS

8150-01	children's programs	\$ 2,094		0%
8152-01	children's summer reading program	\$ 2,863		0%
8153-01	ya programs	\$ 170		0%
8154-01	Makerspaces/library of things	\$ 1,774		
8155-01	adult programs	\$ 2,949		0%
8156-01	Technology programs	\$ 8		0%
8157-01	senior programs	\$ 1,080		0%
	Total	\$ 10,938	\$ -	0%

STRATEGIC INITIATIVES

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

OPERATING EXPENSES	Actual	Budget	100% % of Budget
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COMPUTERS

8170-01	Compuer Supplies	\$ 500	\$ -	0%
8171-01	information technology	\$ 27,826	\$ 15,000	186%
8172-01	new computer equipment	\$ 22,500	\$ 10,000	225%
8175-01	mls computer fund	\$ 21,735	\$ 19,000	114%
8180-01	software	\$ 376	\$ 1,500	25%
8190-01	website	\$ 898	\$ 7,500	12%
8195-01	email	\$ -	\$ 300	0%
	Total	\$ 73,836	\$ 53,300	139%

OFFICE SUPPLIES

8202-01	Office Supplies	\$ 7,133	\$ 14,000	51%
	Total	\$ 7,133	\$ 14,000	51%

UTILITIES- OPERATING EXPENSE

8301-07	telephone	\$ 26,363	\$ 13,500	195%
8302-07	electricity	\$ 17,200	\$ 30,000	57%
8303-07	gas	\$ 4,607	\$ 7,000	66%
8304-07	water/garbage	\$ 495	\$ 2,000	25%
	Total	\$ 48,665	\$ 52,500	93%

BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 4,604	\$ 12,000	38%
8308-07	service contracts	\$ 46,278	\$ 42,500	109%
8315-07	fees and permits	\$ 1,007	\$ 1,750	58%
8320-07	Building and Grounds	\$ 12,352	\$ -	0%
8330-01	casual labor	\$ -	\$ 3,500	0%
8335-07	building repairs	\$ 2,142	\$ 32,000	7%
	Total	\$ 66,382	\$ 91,750	72%

TRAVEL

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

OPERATING EXPENSES	Actual	Budget	100% % of Budget
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OTHER EXPENSES

8355-01	memberships	\$ 1,474	\$ 2,200	67%
8360-01	Grants	\$ 13,501	\$ 50,000	27%
8361-01	Donations	\$ 28,428	\$ 8,000	355%
8365-01	library promotion	\$ 1,422	\$ 6,000	24%
8370-01	postage	\$ 2,753	\$ 2,500	110%
8375-01	Advertising	\$ 25	\$ 4,500	1%
8385-01	memorials and tributes	\$ 5,158	\$ 500	1032%
8432-01	mileage reimbursement	\$ -	\$ -	0%
8396-01	bank charges and fees	\$ 5	\$ 150	3%
8399-01	ILL Loss/Damage	\$ 122	\$ 250	49%
	Total	\$ 52,888	\$ 74,100	71%

OUTSIDE SERVICES

8400-01	accounting	\$ 10,975	\$ 15,000	73%
8401-01	audit	\$ 10,000	\$ 9,750	103%
8402-01	legal fees	\$ 4,366	\$ 6,000	73%
8404-01	Staff Recognition	\$ 1,570	\$ 2,200	71%
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	\$ 8,573	\$ 10,000	86%
8430-01	payroll expenses	\$ 6,884	\$ 4,500	153%
8435-01	background checks	\$ 285	\$ 150	190%
	Total	\$ 42,662	\$ 50,800	84%

INSURANCE

8460-05	liability insurance package	\$ 17,590	\$ 17,000	103%
8470-05	directors/officers insurance	\$ -	\$ -	0%
	Total	\$ 17,590	\$ 17,000	103%

OTHER EXPENSES

8360-01	Petty Cash	\$ -	\$ -	0%
8395-01	Miscellaneous Expense	\$ 46,381	\$ -	0%
	Total	\$ 46,381	\$ -	0%

OTHER EXPENSES

8600-01	Bond Interest		\$ -	0%
8600-02	Bond Principal		\$ -	0%
8601-02	Debt Certificate Interest	\$ 5,677	\$ 18,559	0%
8701-02	Debt Certificate Prinicple	\$ 33,115	\$ 39,100	85%
	Total	\$ 38,792	\$ 57,659	67%

TOTAL OPERATING EXPENSES	\$ 1,098,074	\$ 1,031,429	106%
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NET INCOME	\$ (3,979)	\$ 116,571
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North Riverside Public Library District

Balance Sheet

As of June 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	492,501.13
1500-04 Cash-Audit Fund	14,280.89
1500-05 Cash-Liability Insurance Fund	55,729.31
1500-06 Cash-Unemployment Ins Fund	4,824.63
1500-07 Cash-Building Fund	-205,332.61
1500-08 Cash-Social Security Fund	36,622.54
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	23,032.79
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	428,049.89
1501-01 First American Checking (5001)	27,574.53
1505-07 Chase Bank	7,766.36
1509-07 Cash - IPTIP IL Funds	94,383.87
1512-02 Kadlec Annuity #71797	53,582.49
1515-01 BMO Harris	0.00
Total Bank Accounts	\$611,357.14

	TOTAL
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
Total Accounts Receivable	\$0.00
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	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	0.00
2400-05 Prepaid Expenses 05	0.00
Total Other Current Assets	\$769,811.24
Total Current Assets	\$1,381,168.38
TOTAL ASSETS	\$1,381,168.38

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	5,395.25
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	\$5,395.25
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	-152.36
4003-01 Child Support	0.00
4200-01 Accrued Wages	11,802.51
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	3,755.82
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	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00
Total Other Current Liabilities	\$15,405.97
Total Current Liabilities	\$20,801.22
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$20,801.22
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	-3,979.82
Total Equity	\$1,360,367.16
TOTAL LIABILITIES AND EQUITY	\$1,381,168.38



North Riverside Public Library District

Check Detail

June 2021

Date	Name	Memo/Description	Amount
06/03/2021	AT&T	INV S668163163-21142	294.26
06/03/2021	CAPITAL ONE	Memberships, Grants, Staff Training, Adult Programs, Office Supplies, Library of Things, Senior Programs, YA Programs, Building Supplies, Children Programs, Children Fiction/Non Fiction, Children Summer Reading, Music CD Children, Adult DVD Fiction, Building Grounds, Building Repairs, Foreign Language, Adult Non Fiction, Foreign Language DVD, Memorials and Tributes, Foreign Language Books, YA DVDs, Games	5,696.50
06/03/2021	The Cook County Clerk	Notary Commission Karen	10.00
06/03/2021	Hinckley Springs	2429867 051921	112.88
06/03/2021	INGRAM LIBRARY SERVICES	Adult Fiction	83.36
06/03/2021	Lauterbach & Amen, LLP	May 2021 Professional Services	900.00
06/03/2021	Veronica Martinez	Clorox Wipes And Paper Towels	32.20
06/03/2021	Midwest Tape	YA DVDs	47.98
06/03/2021	Olsson Roofing Company, Inc	Scheduled Maintenance	675.00
06/03/2021	OverDrive, Inc	E-Books	264.95
06/03/2021	Paychex - Human Resource Services	INV 11871579	171.00
06/03/2021	Recorded Books, Inc	RB digital	11.96
06/03/2021	THOMAS FLEMING COMPANY	Flagpole Cable Repair	722.00
06/03/2021	United States Alliance Fire Protection, Inc	Annual Sprinkler Repair Panel	320.00
06/03/2021	Baker & Taylor	Children Fiction/Non Fiction, Adult Fiction, YA	1,424.92
06/08/2021	Home Depot Credit Services	Bolts, Shockwave	54.10
06/08/2021	Outsource Solutions Group	Tech Services, Computer Equipment	740.00
06/08/2021	United States Treasury	Form 720-V	7.62
06/29/2021	AT&T 1	Billing for 06/16/2021 07/15/2021	63.10
06/29/2021	AT&T	708Z4004304042 JUN 16 - JUL 15, 40844203160076 JUN 10 - JUL 9	449.56
06/29/2021	Black Stone	Books on CD	34.94
06/29/2021	Baker & Taylor	Children Fiction/Non Fiction, Adult Fiction, Young Adult	1,536.97
06/29/2021	Call One	PAST DUE SINCE	530.16
06/29/2021	Coverall North America	May cleaning	1,227.56
06/29/2021	Comcast	Internet SERV Jun 07 2021 - Jul 6 2021	293.40
06/29/2021	Dynegy Energy Services	Inv 14712721051	1,535.61
06/29/2021	Franczek Radelet	Inv 204205	9.45
06/29/2021	HR SOURCE	Staff training	150.00
06/29/2021	Hinckley Springs	2429867 061621	26.50
06/29/2021	INGRAM LIBRARY SERVICES	Adult fiction	538.33

06/29/2021	Cathy Kolessar	Stretching and meditation 06/07/21	50.00
06/29/2021	Muellermist Sercice Corporation	Service Repair Call	125.55
06/29/2021	Midwest Tape	YA DVDs, Children DVDs	309.58
06/29/2021	OverDrive, Inc	E-Books	1,507.91
06/29/2021	Cathy Kolessar	Stretching and Meditation 06/21/2021	50.00
06/29/2021	Proven IT.com	Copy Machines	223.26
06/29/2021	Quinlan Security Systems	CCTV System Additions	692.70
06/29/2021	Terminix	Invoice 408630756	102.00
06/29/2021	Technology Management Rev Fund	Billing # T2222065 Inv. T2128163	133.00
06/29/2021	KAROLIS USONIS	Adult Programs Reimbursement	4.50
06/29/2021	Village of N. Riverside	Business License, Water Operations	151.90
06/29/2021	Cathy Kolessar	GAMERCIZE JUNE 28 2021	50.00
06/30/2021	CAPITAL ONE	Staff Recognition, Office Supplies, Adult DVD, Trustee Training, Building Grounds, Postage, Building Supplies, Makerspace, Memorials and Tributes, Library Promotion, Children Summer Reading, Books on CD, Children Fiction, Children DVD, YA DVD, Music CD Children, YA Fiction, Games, Foreign Lang, Grants, Adult Programs, Senior Programs	6,296.27
06/30/2021	LEAF	Copier Contract, Documentation Fee	1,327.40
06/30/2021	AT&T..	s668163163-21173	296.26
06/30/2021	Midwest Tape	YA DVDs, Children DVDs	47.48
06/30/2021	Outsource Solutions Group	Tech Services, Computer Equipment	113.75
06/30/2021	Barbara Silvestri	Treats	82.50
06/30/2021	INGRAM LIBRARY SERVICES	Adult Fiction	978.83
06/30/2021	CENGAGE Learning	Adult large Print	197.52
06/30/2021	Baker & Taylor	Children Fiction/Non Fiction, Adult Fiction, Young Adult	1,568.43
06/30/2021	Paychex - Human Resource Services	Payroll 06.21	544.20
06/30/2021	Nicor Gas	Nicor Gas Payment	511.73
06/01/2021	HVAC Loan	HVAC Loan Payment	5,676.79
Total \$			39,005.87

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

ANNUAL TREASURER'S REPORT FOR

FISCAL YEAR ENDING JUNE 30, 2021

Summary of Condition

	Total
Revenue	
Taxes	\$1,014,303
Fines/Fees	\$20,981
Grants & Donations	\$58,551
Interest	\$222
Misc.	\$38
Total Revenues	\$1,094,095
Expenditures	
Culture & Recreation	\$1,098,074
Capital	\$0
Total Expenditures	\$1,098,074
Net Changes in Fund Balances	(\$3,979)

Disbursements - Aggregate

Vendor Payments over \$2,500:

AT&T \$10,232.40; Baker & Taylor \$21,397.58; Call One \$14,885.04; Capital One \$21,000.73; Chase \$39,456.72; Comcast \$3,904.58; Coverall North America \$14,730.72; Demco \$2,738.73; Dynergy Energy Services \$13,688.99; Elena Yescas \$6,950.00; First American Bank \$14,385.51; Grasso Graphics \$8,572.61; IMRF \$20,545.41; Ingram Library Services \$11,837.60; Lauterbach & Amen, LLP \$13,250.00; LIMRiCC \$13,700.38; Midwest Tape \$7,686.91; MPC \$484,575.00; Nicor Gas \$4,095.28; O'Neil & Gaspardo, LLC \$10,000.00; Outsource Solutions Group \$80,928.08; Quinlan Security Systems \$2,591.10; Sound Design \$3,836.00; SWAN \$24,864.72; Trimline Landscaping \$7,300.00; Utica National Insurance Group \$16,346.00; W&E Baum \$4,847.19; Vendors Paid under \$2,500.00: \$132,761.02; Total All Vendors: \$1,032,081.76

Personnel Services:

Under \$25,000; Avila, Admaryz; Bonilla, Sarah; Colins, Rowett; Cooper, Mary; Curran, Marla; Dabney, Janae; Duran, Nicole; Fingers, Alice; Gallegos, Athziry; Guastella, Joanne; Harris, Empress; Kroc, Gloria; Kutlesa, Katarina; LeMesurier, Ross; Martinez, Veronica; Mastandrea, Lucy; Meade, Constance; O'Brien, Carlene; Richardson, David; Rouleau, Bryant; Silhavy, Joseph, Silvestri, Barbara; Stubitsch, Colette,

Swade, Laurie, Usonis, Karolis, Vassos, Christine, Webster, Elizabeth, Williamson, Clark \$25,000-49,999;
Boden, Elizabeth; Musial, Britney \$50,000-74,999 Bradley, Michael; Locander, Susan \$75,000-\$99,999
Starosta, Natalie; Gross Payroll: \$523,598.93

APPROVED: _____

Annette Corgiat, Board President/Interim-Treasurer

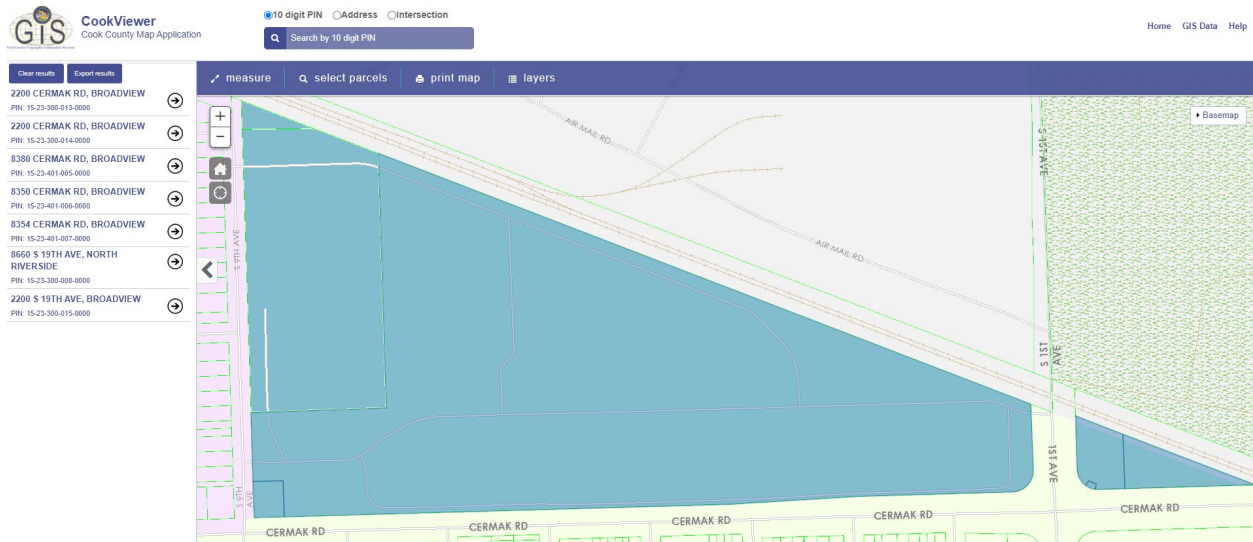
Board of Library Trustees

North Riverside Public Library District

Cook County, Illinois

Strategic Plan – Annexation

In an effort to match our boundaries with those of the Village and increase revenue for the library, we are proposing to annex the businesses and National Guard properties just north of Cermak Ave (see map below)



The EAV from that area would increase the Library's EAV by \$1,496,203 which translates into a total levy of \$1,025,491.19 for the 2019 tax year or an increase of **\$5,760.38** based on our current taxing rate of .385%. There are no registered voters in this area.

Based on a memo from Franczek (our property attorney) we would follow the steps for uninhabited property which are as follows

By Ordinance.

1. To annex the described territory by ordinance, the Board of Trustees must
 - **Provide notice** of the proposed annexation ordinance by:
 - Informing the president of the board of trustees of each public library within one mile of the territory to be annexed.
 - (Board of Trustees may, *in addition*, post notice on a website maintained by the library district.)
2. At the Board of Trustees meeting where any proposed annexation is considered, the Board must:
 - Provide reasonable opportunity for public comment on the proposed annexation ordinance. The ordinance must include a description of the territory and a statement that no voters reside in the territory.
3. **Within 15 days** of passage of the annexation ordinance, the library district shall send to the president of each public library within one mile of the territory to be annexed:

- Notice of adoption of annexation ordinance **AND**
 - A copy of the map showing boundaries of the territory to be annexed.
4. The Board of Trustees shall, by ordinance, annex the described territory **60 days after**:
- Written notice of the ordinance is sent to each owner of record of the territory **AND**
 - Written receipt of notice from such owners.
 - (If an objection is filed by an owner of record to the inclusion of their land within the proposed annexation, or if an owner does not provide written receipt of notice within the 60 day period, **the property of that owner of record will be excluded from the annexation**).

The next step would be to work with an attorney to create the needed ordinance.

Audit RFP

Best practices in auditing note that your audit firm should change approximately every 5 years to prevent possible fraud. We have worked with O'Neill and Gaspardo for 14 years (from 2006-2020). This causes trouble when I apply for some grants that review our audit documents as well as simply not complying with best practices.

In June 2021 we sought bids for 3-5 years of audit service from the following companies: Tighe, Kress & Orr; Sikich; GW&A; Crowe; Baker Tilly; Vichow Krause, LLP; BKD LLP; Hearne & Associates; McClure Inserra; Seldon Fox LTD; Knutte & Associates; and Brian Zabel & Associates as well as our current audit company O'Neill & Gaspardo. We received responses from the following companies: Sikich; GW&A; Tighe, Kress & Orr; and Hearne & Associates. Each provided the information requested in the RFP (attached for reference). Below is a chart of their yearly costs including the average yearly increase:

Firm	21-22	22-23	23-24	Average Increase over 3 Years
Sikkich	\$10,300	\$10,610	\$10,925	2.90%
Tighe, Kress & Orr	\$12,500	\$12,750	\$13,000	1.94%
GW & Associates	\$8,000	\$8,150	\$8,300	1.82%
Hearne & Associates	\$9,050	\$9,425	\$9,775	3.78%

Based on the above chart as well as their qualification, we recommend GW & Associates.

ORDINANCE NO. 21-01

(.02% Building and Maintenance Tax)

WHEREAS, Illinois Statutes authorize the Library Trustees to levy a special tax in addition to the annual Public Library District tax for the purchase of sites and buildings, maintenance, equipment, and other purposes; and

WHEREAS, the amount of said special tax is .02% of the value of all the taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Library Trustees deem it advisable and necessary to levy said special tax for the 2021-2022 fiscal year.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the North Riverside Public Library District that:

SECTION 1: For the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for Library purposes, and maintenance, repairs, and alterations of Library buildings and equipment, a special tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, shall be and is levied for the 2021-2022 fiscal year.

SECTION 2: Notice of the adoption of this Ordinance shall be published in accordance with Illinois Statutes.

SECTION 3: This Ordinance shall be in full force and effect from and after its adoption.

Adopted July 19, 2021, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

APPROVED:

Annette Corgiat, President
Board of Library Trustees
North Riverside Public Library
District

(seal)

ATTEST:

John Mathias, Secretary
Board of Library Trustees
North Riverside Public Library District

Lower Level Carpeting

In an effort to make the library more welcoming, friendly and clean, we sought bids to replace the remaining broadloom carpet (staff breakroom, elevator, lower level – except the story time room) with carpet squares. We contacted and met with the following companies: Empire Today; DeSitter Flooring; Georgia Carpets; and Home Depot Carpet Installation. We received quotes back from Empire Today and DeSitter Flooring. Both companies quoted at prevailing wage.

Empire Today: \$36,345.51 (does not include price of a dumpster for removal and construction materials)

DeSitter Flooring: \$39,500.00 (does include haul away)

Based on reviews and bid pricing, we recommend Empire Today to replace the carpeting in the above listed locations.

We also contacted Hallett movers to move the shelving for the project. They provided a quote for \$9,050.00. We recommend using Hallett Movers to move the shelving and furniture.

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

ORDINANCE 2021-02

ORDINANCE SETTING FORTH THE DATES OF REGULAR MEETINGS OF THE NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

Meetings are held in the Meeting Room of the North Riverside Library, 2400 S. Des Plaines Ave, North Riverside, Illinois 60546, generally on the third Monday of the month, starting at 6:00 p.m.

The dates for the fiscal year 2021 – 2022 are:

July 19th, 2021

August 16th, 2021

September 20th, 2021

October 18th, 2021

November 15th, 2021

December 20th, 2021

January 17th, 2022

February 21st, 2022

March 21st, 2022

April 18th, 2022

May 16th, 2022

June 20th, 2022

Passed by the Board of Trustees of the North Riverside Public Library District this 19th day of July, 2021.

APPROVED:

Annette Corgiat, President
Board of Library Trustees
North Riverside Public Library
District

(seal)

ATTEST:

John Mathias, Secretary
Board of Library Trustees
North Riverside Public Library District

First American Bank
New Account Signor's

Name_____

Home Address_____

City, State & Zip_____

Date of Birth_____

Mother's Maiden Name_____

Home Phone Number_____

Social Security Number_____

Email Address_____

Employer/Occupation_____

Driver's License # _____

D/L Issuing State_____

D/L Issue Date_____

D/L Expiration Date_____

Second Form of ID can include:

Illinois Voters Registration Card
Illinois Firearms Owner Card
Certified U.S. Birth Certificate
U.S. Alien Registration Card
U.S. Auto Registration Form
Student Identification Card
U.S. Passport

Second ID Number_____

Name_____

Home Address_____

City, State & Zip_____

Date of Birth_____

Mother's Maiden Name_____

Home Phone Number_____

Social Security Number_____

Email Address_____

Employer/Occupation_____

Driver's License # _____

D/L Issuing State_____

D/L Issue Date_____

D/L Expiration Date_____

Second Form of ID can include:

Illinois Voters Registration Card
Illinois Firearms Owner Card
Certified U.S. Birth Certificate
U.S. Alien Registration Card
U.S. Auto Registration Form
Student Identification Card
U.S. Passport

Second ID Number_____

North Riverside Public Library District

RESOLUTION 071920 TO REMOVE ACCOUNT SIGNATORIE

In order to provide ongoing services to its patrons, the North Riverside Public Library District (“NRPL” hereafter) has deemed it necessary to change the signatories of its bank accounts at First American Bank (the “Bank” hereafter).

The undersigned, being members of the NRPL Board of Trustees, therefore resolves as follows:

- that NRPL has the following accounts with the Bank:
 1. An operating account with account no. 050071035001 and account signatories of Annette Corgiat, Gregory Gordon, Kenneth Rouleau, Natalie Starosta, and Braddock Lanken;
 2. A money market account with account no. 005071035015 and account signatories of Annette Corgiat, Gregory Gordon, Kenneth Rouleau, Natalie Starosta, and Braddock Lanken;
- that Annette Corgiat, Gregory Gordon, Kenneth Rouleau, and Natalie Starosta will remain authorized signatories with respect to the above listed accounts;
- that Braddock Lanken is hereby removed as an authorized signatory for the accounts;
- that, with respect to each account, the Bank is authorized to accept and act upon any instructions relating to the accounts provided that those instructions are signed by Annette Corgiat, Gregory Gordon, Kenneth Rouleau, or Natalie Starosta;
- that the Bank is instructed to accept, and hold on behalf of NRPL, receipts for money, deeds, securities or other documents or papers or property or any indemnities if those are signed by Annette Corgiat, Gregory Gordon, Kenneth Rouleau, Natalie Starosta or Allan Pineda;
- that the Bank be furnished with NRPL’s Articles of Organization and any other documents requested by the Bank;
- that NRPL inform the Bank, in writing, of anything which alters the authorized signatories; authorization to sign on behalf of NRPL;
- that this consent will remain in force until rescinded in writing delivered to the Bank by any person authorized to do so on behalf of NRPL;
- that a copy of this consent be given to any person concerned or interested in this matter; and

Approved on this the _____ day of _____, 2021 by the North Riverside
Public Library District Board of Trustees.

Aye: _____

Nay: _____

Abstain: _____



NORTH RIVERSIDE
PUBLIC LIBRARY

NORTH RIVERSIDE, IL

Annual Secretary's Audit

This is to testify that we have examined the secretary's minutes and other records for the past year and find that they are in order and have no errors or discrepancies for the fiscal year FY2020/2021.

Trustee Signature

Date

Printed Name

Trustee Signature

Date

Printed Name