

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

**Topic: Board Meeting**  
**Time: Jun 21, 2021 05:45 PM Central Time (US and Canada)**

**Join Zoom Meeting**  
**<https://us02web.zoom.us/j/85755423440?pwd=cFFQYk5Hc1dHc2RLMGczSFVOUUxLQT09>**

**Meeting ID: 857 5542 3440**  
**Passcode: 797891**  
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**+13126266799,,85755423440#,,, \*797891# US (Chicago)**  
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**Dial by your location**  
**+1 312 626 6799 US (Chicago)**  
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**Find your local number: <https://us02web.zoom.us/u/k84cyxcr>**

**Regular Meeting, June 21<sup>st</sup>, 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 May 17<sup>th</sup>, 2021 Regular Board Meeting  
Correspondence
  - B. Finance:  
May 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. New Recording Secretary (discussion)
- B. B&M Ordinance Review (discussion)
- C. 2021/2022 Working Budget (action)
- D. Non-Resident Card Ordinance (action)
- E. LED Lighting (action)
- F. Holiday Policy Update (action)

**8. Old Business**

- A. Closed Session Minutes Review (action)
- B. Vacation/Sick Time Policy Update (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 July 19<sup>th</sup>, 2021 at 6:00 p.m.**

**Minutes  
North Riverside Public Library District  
Board of Trustees**

**Regular Meeting, May 17<sup>th</sup>, 2021  
6:00 PM**

**1. Open of Meeting**

- A. Call to order: President Corgiat opened the meeting at 6:03pm
- B. Determination of quorum: In attendance – Annette Corgiat, John Mathias, Kathy Bonnar, Ken Rouleau, Jeanne Ottenweller, Al Pineda; 6:05pm – Greg Gordon
- C. Recognition of visitors to the meeting: Director Natalie Starosta
- D. Approval of agenda: Ken motions, John seconded – 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): Al motion to accept, Ken second – roll call all aye

A. Secretary:

Minutes of the April 19<sup>th</sup>, 2021 Regular Board Meeting

Correspondence : Thank you from Joanne Gustella, Note from Lizzy Boden thanking the Board and Director for their work

B. Finance:

April 2021 Financial Statements

Authorization to transfer \$60,000 to checking

**4. President's Report**

- o Thanks to PJ for her service on the Board
- o Mayor's golf outing but no luncheon

**5. Director's Report**

- Reopening prep.

**6. Committee Reports**

- A. Building & Grounds (informational) - Inspection on roof passed with good grade, LED lighting quotes discussion, Beginning work on parking lot and concrete quotes for replacement
- B. Personnel (informational) - Director review
- C. Policy (informational) - Diversity, Equity and Inclusion discussion
- D. Strategic Planning (informational) - N/A

**7. New Business**

- A. Oath of Office for new trustees (action) - Three trustees, John Mathias, Greg Gordon, Jeanne Ottenweller, read the oath of office

- B. Electing new officers (action): Trustee Ken Rouleau made a motion to approve the slate of officers, seconded by Treasurer Al Pineda. Roll call vote – all aye. President – Annette Corgiat, Vice President - Greg Gordon, Treasurer – Al Pineda, Secretary (Strategic Planning) – John Mathias
- C. Vacation/Sick Time Policy Update (discussion & action): Discussion of minimum time worked, amount of time accrued, discussion that this would make us more marketable; Tabled for next month
- D. Board Continuing Education (discussion): Short takes 10-15 min continuing ed trainings for Board at each meeting starting next month.
- E. Note from John Mathias: 2023 is the 100 year anniversary of North Riverside – begin planning now or coordinating with other organizations? Statistic reports.

#### **8. Old Business**

- A. Closed Session Minutes Review (action) - Motion made by Greg and seconded by Kathy to release the closed session minutes from 9/13/10, 10/11/10, 6/13/11 - no minutes/no recording, 7/11/11, 8/13/12. All aye. Motion made by Greg and seconded by Ken to keep the following minutes closed: 1/12/09, 12/10/12, 11/14/11. All aye. Motion made by Greg and seconded by Al to destroy the audio recordings from the released closed session minutes. 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:** Ken seconded by Greg 7:15pm

*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 June 21<sup>st</sup>, 2021 at 6:00 p.m.**

# Management Report

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



Prepared on

June 15, 2021

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# Profit and Loss

July 2020 - May 2021

	Total
<b>INCOME</b>	
6903-01 Fines & Fees	20,365.81
6904-01 Donations	38,663.18
6905-01 Grants	19,387.50
6909-01 Memorial Books/Lost & Paid Mat	38.03
Interest	
6906-01 Interest Earned	213.51
<b>Total Interest</b>	<b>213.51</b>
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
<b>Total Property Taxes</b>	<b>1,014,302.72</b>
<b>Total Income</b>	<b>1,092,970.75</b>
<b>GROSS PROFIT</b>	<b>1,092,970.75</b>
<b>EXPENSES</b>	
8360-01 Grants	13,215.19
Advertising & Marketing	
8361-01 Donations	28,428.13
8365-01 Library Promotion	1,282.10
8370-01 Postage	1,755.45
8375-01 Advertising	25.00
8385-01 Memorials & Tributes	4,931.24
8404-01 Staff Recognition	1,289.41
8410-01 Printing	8,572.61
<b>Total Advertising &amp; Marketing</b>	<b>46,283.94</b>
Bank Charges & Fees	
8396-01 Bank Charges & Fees	5.00
<b>Total Bank Charges &amp; Fees</b>	<b>5.00</b>
Benefits	
7600-05 Health Insurance	16,139.77
7650-09 IMRF Pension	31,147.63
7670-01 Taxes-Fica Expense	35,999.46
<b>Total Benefits</b>	<b>83,286.86</b>
Building Expense	
8306-07 Building Supplies	3,082.71
8308-07 Service Contracts	41,904.22
8315-07 Fees & Permits	1,007.00

	Total
8320-07 Building & Grounds	11,728.02
8335-07 Bulding Repairs	1,015.00
<b>Total Building Expense</b>	<b>58,736.95</b>
Computers/Technology	
8170-01 Computer Supplies	500.00
8171-01 Tech Service	26,839.37
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
<b>Total Computers/Technology</b>	<b>72,848.83</b>
Insurance	
7660-06 Unemployment Insurance	-152.52
8460-05 Liability Insurance	17,590.00
<b>Total Insurance</b>	<b>17,437.48</b>
Interest Paid	
8600-02 Debt Service-Principal	33,115.83
<b>Total Interest Paid</b>	<b>33,115.83</b>
Legal & Professional Services	
8400-01 Accounting	10,075.00
8401-04 Audit	10,000.00
8402-01 Legal Fees	4,356.66
8406-01 Collection Agency	8.95
8430-01 Payroll Expenses	6,332.66
8435-01 Background Checks	114.00
<b>Total Legal &amp; Professional Services</b>	<b>30,887.27</b>
Library Materials	
8090-01 Books on CD - Adult	1,244.23
8097-01 Music CD - Children	470.12
8103-01 Foreign Lang. Books	886.05
8104-01 Adult Fiction	9,328.48
8105-01 Adult Non-Fiction	7,905.82
8106-01 Children Fiction / Non-Fiction	5,571.44
8107-01 Young Adult Fiction/Non-Fiction	3,783.99
8108-01 eBooks	7,070.64
8115-01 Adult Large Print	1,408.63
8120-01 Newspapers	1,714.75
8130-01 Databases	15,682.89
8140-01 Adult Periodicals	900.00
8141-01 Children/YA Periodicals	287.81
8160-01 Adult DVDs - Fiction	2,167.41
8161-01 Adult Games	843.49
8162-01 Children DVDs	944.14
8163-01 YA DVDs	539.00



	Total
8399-01 ILL Loss/Damage	122.11
<b>Total Library Materials</b>	<b>60,871.00</b>
Office Supplies & Software	
8202-01 Office Supplies	5,482.11
<b>Total Office Supplies &amp; Software</b>	<b>5,482.11</b>
Programs & Strategic Initiatives	
8150-01 Children's Programs	1,756.07
8152-01 Children's Summer Reading Program	1,961.54
8153-01 Young Adult Programs	42.95
8154-01 Makerspaces/library of things	669.19
8155-01 Adult Programs	2,327.64
8156-01 Technology Programs	7.96
8157-01 Senior Programs	839.69
<b>Total Programs &amp; Strategic Initiatives</b>	<b>7,605.04</b>
Salaries	
7504-01 Library Clerks	185,672.09
7507-01 Library Pages	18,020.25
7508-01 Administrators	258,084.56
7509-01 Salaries - Grant	11,762.50
<b>Total Salaries</b>	<b>473,539.40</b>
Travel & Training	
7700-01 Trustee Training	555.00
7800-01 Staff Training	925.67
8355-01 Memberships	1,167.77
<b>Total Travel &amp; Training</b>	<b>2,648.44</b>
Utilities	
8301-07 Telephone	24,436.24
8302-07 Electricity	15,664.04
8303-07 Natural Gas	4,095.28
8304-07 Water/Garbage	343.20
<b>Total Utilities</b>	<b>44,538.76</b>
<b>Total Expenses</b>	<b>950,502.10</b>
<b>NET OPERATING INCOME</b>	<b>142,468.65</b>
<b>OTHER EXPENSES</b>	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	46,381.10
<b>Total Other Miscellaneous Expense</b>	<b>46,381.10</b>
<b>Total Other Expenses</b>	<b>46,381.10</b>
<b>NET OTHER INCOME</b>	<b>-46,381.10</b>
<b>NET INCOME</b>	<b>\$96,087.55</b>

# Balance Sheet

As of May 31, 2021

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1500-01 First American MM (5015)	558,170.19
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
<b>Total 1500-01 First American MM (5015)</b>	<b>493,718.95</b>
1501-01 First American Checking (5001)	54,982.37
1505-07 Chase Bank	7,766.24
1509-07 Cash - IPTIP IL Funds	94,383.87
1512-02 Kadlec Annuity #71797	53,582.49
1515-01 BMO Harris	0.00
<b>Total Bank Accounts</b>	<b>704,433.92</b>
<b>Accounts Receivable</b>	
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
<b>Total Accounts Receivable</b>	<b>0.00</b>
<b>Other Current Assets</b>	
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
<b>Total Other Current Assets</b>	<b>769,811.24</b>
<b>Total Current Assets</b>	<b>1,474,245.16</b>
<b>TOTAL ASSETS</b>	<b>\$1,474,245.16</b>

## LIABILITIES AND EQUITY

	Total
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
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
<b>Total Accounts Payable</b>	<b>0.00</b>
<b>Other Current Liabilities</b>	
4002-01 IMRF - Employee Contribution	1,095.65
4003-01 Child Support	0.00
4200-01 Accrued Wages	11,802.51
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	912.47
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
<b>Total Other Current Liabilities</b>	<b>13,810.63</b>
<b>Total Current Liabilities</b>	<b>13,810.63</b>
<b>Long-Term Liabilities</b>	
8701-02 Debt Certificate Principle	0.00
<b>Total Long-Term Liabilities</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>13,810.63</b>
<b>Equity</b>	
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	96,087.55
<b>Total Equity</b>	<b>1,460,434.53</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,474,245.16</b>

**North Riverside Public Library District**  
**Budget vs Actual**  
May 2021

92%  
**% of Budget**

**REVENUE**

**Actual**

**Budget**

6904-01	Donations	\$ 38,663	\$ 8,000	483%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ -	\$ (15,000)	0%
6903-01	Fees and fines	\$ 20,366	\$ 12,000	170%
6905-01	Grants	\$ 19,388	\$ 50,000	39%
6906-01	Interest	\$ 214	\$ 1,000	21%
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%
	<b>Total</b>	<b>\$ 1,092,971</b>	<b>\$ 1,148,000</b>	<b>95%</b>

**OPERATING EXPENSES**

**Actual**

**Budget**

**% of Budget**

**SALARIES**

7504-01	library clerks	\$ 185,672	\$ 196,375	95%
7507-01	library pages	\$ 18,020	\$ 25,168	72%
7508-01	administrators	\$ 258,085	\$ 279,810	92%
7509-01	Salaries - Grant	\$ 11,763	\$ -	0%
	<b>Total</b>	<b>\$ 473,539</b>	<b>\$ 506,620</b>	<b>93%</b>

**BENEFITS**

7600-05	health insurance	\$ 16,140	\$ 31,000	52%
7614-06	workers compensation	\$ -	\$ 2,500	0%
7650-09	pension fund	\$ 31,148	\$ 31,796	98%
7660-06	unemployment insurance	\$ (153)	\$ 800	-19%
7670-08	social security/mcare	\$ 35,999	\$ 38,354	94%
	<b>Total</b>	<b>\$ 83,134</b>	<b>\$ 104,450</b>	<b>80%</b>

**TRAINING**

7700-01	educational training trustees	\$ 555	\$ 500	111%
7800-01	educational training staff	\$ 926	\$ 4,750	19%
	<b>Total</b>	<b>\$ 1,481</b>	<b>\$ 5,250</b>	<b>28%</b>

<b>OPERATING EXPENSES</b>		Actual	Budget	92% % of Budget
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#### **MATERIALS**

8090-01	books on CD-adult	\$ 1,244		0%
8091-01	books on CD-children	\$ -		0%
8096-01	compact disks-music-adult	\$ -		0%
8097-01	compact disks-music-children	\$ 470		0%
8103-01	foreign language books	\$ 886		0%
8104-01	adult fiction	\$ 9,328		0%
8105-01	adult nonfiction	\$ 7,906		0%
8106-01	children's fiction/nonfiction	\$ 5,571		0%
8107-01	YA Fiction/nonfiction	\$ 3,784		0%
8108-01	eBooks	\$ 7,071		0%
8115-01	adult large print	\$ 1,409		0%
8120-01	newspapers	\$ 1,715		0%
8130-01	internet databases	\$ 15,683		0%
8140-01	adult periodicals	\$ 900		0%
8141-01	Children's Periodicals	\$ 288		0%
8160-01	adult DVDs-feature movies	\$ 2,167		0%
8161-01	Adult Games	\$ 843		0%
8162-01	children's DVDs-movies	\$ 944		0%
8163-01	ya DVDs	\$ 539		0%
8164-01	foreign language DVDs	\$ -		0%
8166-01	children's games	\$ -		0%
<b>Total</b>		<b>\$ 60,749</b>	<b>\$ -</b>	0%

#### **PROGRAMS**

8150-01	children's programs	\$ 1,756		0%
8152-01	children's summer reading program	\$ 1,962		0%
8153-01	ya programs	\$ 43		0%
8154-01	Makerspaces/library of things	\$ 669		
8155-01	adult programs	\$ 2,328		0%
8156-01	Technology programs	\$ 8		0%
8157-01	senior programs	\$ 840		0%
<b>Total</b>		<b>\$ 7,605</b>	<b>\$ -</b>	0%

#### **STRATEGIC INITIATIVES**

8158-01	Strategic Initiatives	\$ -	\$ 2,000	0%
<b>Total</b>		<b>\$ -</b>	<b>\$ 2,000</b>	0%

<b>OPERATING EXPENSES</b>	<b>Actual</b>	<b>Budget</b>	<b>92% % of Budget</b>
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#### COMPUTERS

8170-01	Compuer Supplies	\$ 500	\$ -	0%
8171-01	information technology	\$ 26,839	\$ 15,000	179%
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%
	<b>Total</b>	<b>\$ 72,849</b>	<b>\$ 53,300</b>	<b>137%</b>

#### OFFICE SUPPLIES

8202-01	Office Supplies	\$ 5,482	\$ 14,000	39%
	<b>Total</b>	<b>\$ 5,482</b>	<b>\$ 14,000</b>	<b>39%</b>

#### UTILITIES- OPERATING EXPENSE

8301-07	telephone	\$ 24,436	\$ 13,500	181%
8302-07	electricity	\$ 15,664	\$ 30,000	52%
8303-07	gas	\$ 4,095	\$ 7,000	59%
8304-07	water/garbage	\$ 343	\$ 2,000	17%
	<b>Total</b>	<b>\$ 44,539</b>	<b>\$ 52,500</b>	<b>85%</b>

#### BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 3,083	\$ 12,000	26%
8308-07	service contracts	\$ 41,904	\$ 42,500	99%
8315-07	fees and permits	\$ 1,007	\$ 1,750	58%
8320-07	Building and Grounds	\$ 11,728	\$ -	0%
8330-01	casual labor	\$ -	\$ 3,500	0%
8335-07	building repairs	\$ 1,015	\$ 32,000	3%
	<b>Total</b>	<b>\$ 58,737</b>	<b>\$ 91,750</b>	<b>64%</b>

#### TRAVEL

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

**OPERATING EXPENSES**

Actual

Budget

92%  
% of Budget**OTHER EXPENSES**

8355-01	memberships	\$ 1,168	\$ 2,200	53%
8360-01	Grants	\$ 13,215	\$ 50,000	26%
8361-01	Donations	\$ 28,428	\$ 8,000	355%
8365-01	library promotion	\$ 1,282	\$ 6,000	21%
8370-01	postage	\$ 1,755	\$ 2,500	70%
8375-01	Advertising	\$ 25	\$ 4,500	1%
8385-01	memorials and tributes	\$ 4,931	\$ 500	986%
8432-01	mileage reimbursement	\$ -	\$ -	0%
8396-01	bank charges and fees	\$ 5	\$ 150	3%
8399-01	ILL Loss/Damage	\$ 122	\$ 250	49%
<b>Total</b>		<b>\$ 50,932</b>	<b>\$ 74,100</b>	<b>69%</b>

**OUTSIDE SERVICES**

8400-01	accounting	\$ 10,075	\$ 15,000	67%
8401-01	audit	\$ 10,000	\$ 9,750	103%
8402-01	legal fees	\$ 4,357	\$ 6,000	73%
8404-01	Staff Recognition	\$ 1,289	\$ 2,200	59%
8405-01	appraisal	\$ -	\$ 2,500	0%
8305-01	architech/building 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	\$ 6,333	\$ 4,500	141%
8435-01	background checks	\$ 114	\$ 150	76%
<b>Total</b>		<b>\$ 40,749</b>	<b>\$ 50,800</b>	<b>80%</b>

**INSURANCE**

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

**OTHER EXPENSES**

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

**OTHER EXPENSES**

8600-01	Bond Interest		\$ -	0%
8600-02	Bond Principal		\$ -	0%
8601-02	Debt Certificate Interest	\$ -	\$ 18,559	0%
8701-02	Debt Certificate Priniple	\$ 33,115	\$ 39,100	85%
<b>Total</b>		<b>\$ 33,115</b>	<b>\$ 57,659</b>	<b>57%</b>

**TOTAL OPERATING EXPENSES**

\$ 996,883	\$ 1,031,429
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97%

**NET INCOME**

\$ 96,088	\$ 116,571
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# North Riverside Public Library District

## Balance Sheet As of May 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	558,170.19
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
<b>Total 1500-01 First American MM (5015)</b>	<b>493,718.95</b>
1501-01 First American Checking (5001)	54,982.37
1505-07 Chase Bank	7,766.24
1509-07 Cash - IPTIP IL Funds	94,383.87
1512-02 Kadlec Annuity #71797	53,582.49
1515-01 BMO Harris	0.00
<b>Total Bank Accounts</b>	<b>\$704,433.92</b>
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
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
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
<b>Total Other Current Assets</b>	<b>\$769,811.24</b>
<b>Total Current Assets</b>	<b>\$1,474,245.16</b>
<b>TOTAL ASSETS</b>	<b>\$1,474,245.16</b>

# North Riverside Public Library District

## Balance Sheet As of May 31, 2021

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
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
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	1,095.65
4003-01 Child Support	0.00
4200-01 Accrued Wages	11,802.51
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	912.47
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
<b>Total Other Current Liabilities</b>	<b>\$13,810.63</b>
<b>Total Current Liabilities</b>	<b>\$13,810.63</b>
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$13,810.63</b>
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

# North Riverside Public Library District

## Balance Sheet As of May 31, 2021

	TOTAL
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
Net Income	96,087.55
<b>Total Equity</b>	<b>\$1,460,434.53</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,474,245.16</b>



**North Riverside Public Library District**  
**Check Detail**  
**May 2021**

Date	Name	Memo/Description	Amount
05/06/2021	AT&T 1	Billing for 04/16/2021 05/15/2021	63.10
05/06/2021	AT&T	708Z4004304042	359.72
05/06/2021	AT&T	s668163163-21112	298.26
05/06/2021	Black Stone	Books on CD	104.84
05/06/2021	Baker & Taylor	Children Fiction/Non Fiction	238.60
05/06/2021	CAPITAL ONE	Library of Things, Senior Programs, Young Adult Programs, Building Supplies, Library Promotion, Children Fiction/Non Fiction, Children Summer Reading Program, Music CD Children, Adults DVD Fiction	4,113.93
05/06/2021	CENGAGE Learning	Adult Large Print	24.69
05/06/2021	Dynegy Energy Services	Inv 147121721021	1,320.54
05/06/2021	Home Depot Credit Services	Lamps	278.50
05/06/2021	Hinckley Springs	2429867 042121	26.50
05/06/2021	Impact Networking. LLC	5 cartons of copy paper	179.95
05/06/2021	Technology Management Rev Fund	billing T2122627	133.00
05/06/2021	INGRAM LIBRARY SERVICES	Adult Fiction, Foreign Lanuage Books, Adult Non Fiction	556.20
05/06/2021	Lauterbach & Amen, LLP	Professional Services April 2021	900.00
05/06/2021	Veronica Martinez	Toner for Fax Machines	72.59
05/06/2021	Midwest Tape	Adult DVDs, Databases	1,141.36
05/06/2021	Outsource Solutions Group	Tech Services, Computer Equipment	113.75
05/06/2021	Paychex - Human Resource Services	INV 11516021	57.00
05/06/2021	Recorded Books, Inc	RB Digital	250.00
05/06/2021	David Richardson	Makerspace Supplies	19.79
05/06/2021	W&E BAUM	Sublimation on Leaves	17.50
05/25/2021	AT&T 1	Billing for 05/16/2021 06/15/2021	63.10
05/25/2021	AT&T	708Z4004304042 MAY 16 - JUN 15, 40844203160076 MAY 10 - JUN 9	416.27
05/25/2021	Amazon	Office Supplies	244.81
05/25/2021	Black Stone	Books on CD	108.83
05/25/2021	Baker & Taylor	Children Fiction/Non Fiction, Adult Fiction, Young Adult	1,190.13
05/25/2021	Call One	Account 1214699-1141076 Inv 410281	525.80

05/25/2021	CAROL STREAM PUBLIC LIBRARY	Online Documentary Passcode	17.71
05/25/2021	CENGAGE Learning	Adult Large Print	196.87
05/25/2021	Comcast	Internet SERV May 07 2021 - Jun 6 2021	303.40
05/25/2021	Coverall North America	May Cleaning	1,227.56
05/25/2021	FIRST AMERICAN BANK .	Databases, Technology Programs, Software	66.83
05/25/2021	GRASSO GRAPHICS	Summer Newsletter 2021, Business Cards	2,656.40
05/25/2021	INGRAM LIBRARY SERVICES	Adult Fiction, Foreign Language Books, Adult Non Fiction	686.75
05/25/2021	Illinois Library Association	Trustee Training Annette Corgiat	15.00
05/25/2021	Technology Management Rev Fund	Billing # T2222065 Inv. T2125436	133.00
05/25/2021	LEAF	Copier Contract April/May	1,438.62
05/25/2021	LIMRICC	Q2, Q3, Q4 incorrect contribution	524.78
05/25/2021	MPLC	Licences for movie July 01-2020-2012	141.00
05/25/2021	Midwest Tape	Music CD, Adult DVDs, Children DVDs	120.21
05/25/2021	OverDrive, Inc	Inv # 01658CO21210686	234.98
05/25/2021	Outsource Solutions Group	Tech Services, Computer Equipment	357.95
05/25/2021	Preferred Plumbing Inc	Building Repairs	640.00
05/25/2021	Proquest LLC	Ancestry Database	1,383.20
05/25/2021	Proven IT.com	Copy Machines	213.93
05/25/2021	RAILS	Senior Programs	9.96
05/25/2021	Terminix	Invoice 406729501	102.00
05/25/2021	TBS	Annual License and Support	695.00
05/25/2021	UNITED STATES POSTAL SERVICE	Permit # 47 and Postage	1,445.00
05/25/2021	WASTE MANAGEMENT	Building Grounds	86.28
05/25/2021	Adrian Brigham	The Story of Smoky the War Dog	150.00
05/31/2021	Nicor Gas	Nicor Gas Payment	520.74
05/31/2021	Paychex - Human Resource Services	Payroll 05.21	553.65
05/31/2021	ICMA	May ICMA	3,945.48
05/31/2021	First American Bank	May 2021 Credit Card Charges	14,385.51
05/31/2021	Account Analysis	Account Analysis Fee	5.00
Total			\$ 45,075.57

**ORDINANCE 21-06-01**  
**2021 ANNUAL ORDINANCE AUTHORIZING**  
**PUBLIC LIBRARY NON-RESIDENT CARDS**

**WHEREAS**, the North Riverside Public Library is a tax-supported public library; and

**WHEREAS**, people residing within the jurisdictional boundaries of the North Riverside Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

**WHEREAS** PA 92-0166 stipulates that “A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal address”; and

**WHEREAS** the Office of the Illinois Secretary of State has issued regulations defining “closest public library” and also providing three formulae which public libraries can use to determine the non-resident fee; and

**WHEREAS** the Board of Trustees of the North Riverside Public Library District has determined for its 2021-22 fiscal year, commencing July 1, 2021, and ending June 30, 2022, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

**NOW, THEREFORE, BE IT HEREBY ORDAINED** BY THE BOARD OF TRUSTEES OF THE NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT as follows:

**Section 1:** Individuals residing beyond the jurisdictional boundaries of the North Riverside Public Library District whose closest library is the North Riverside Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the North Riverside Public Library District, may purchase a non-resident fee card for the price calculated according to the Tax Bill Method (23 Ad. Code 3050.60(b)).

**Section 2:** Individuals residing beyond the jurisdictional boundaries of the North Riverside Public Library District but owning (as an individual, a partner, the principal stockholder or other joint owner) taxable property within the jurisdictional boundaries of the North Riverside Public Library District, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the North Riverside Public Library District, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

**Section 3:** The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of the

Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance; and (c) the fee formula as set forth herein.

**Section 4:** The North Riverside Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

**Section 5:** The North Riverside Public Library shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determined the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

**Section 6:** The Policy of the North Riverside Public Library for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

**Section 7:** A valid non-resident library card issued by the North Riverside Public Library pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

**Section 8:** No non-resident is eligible to receive a “local use” library card from the North Riverside Public Library.

ADOPTED this 21<sup>st</sup> day of June, 2021, by a roll call vote as follows:

AYES: \_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED by the President and Board of Library Trustees of the North Riverside Public Library District.

\_\_\_\_\_  
President, Board of Library Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Library Trustees