

**Agenda**  
**North Riverside Public Library District**  
**Board of Trustees**  
2400 S. Des Plaines Avenue  
North Riverside, Illinois  
**Regular Meeting, May 20, 2019**  
**6:00 PM**

**\* Swearing-in of new and re-elected board members**

**1. Open of Meeting**

- A. Call to order
- B. Determination of quorum
- C. Recognition of visitors to the meeting
- D. Approval of agenda

**2. Open Forum**

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

**3. Financial reports**

- A. Finance Committee Report (Brad Lanken, chairman)
- B. Approval of Financial Statements (action)
- C. Approval of Check Detail Report #19-5 in the amount of \$77,682.03 (action)
- D. Authorization to transfer \$80,000 from the money market to the checking account (action)
- E. FY 2019/2020 Budget (action)

**4. Committee Reports**

- A. Building and Grounds (Ken Rouleau, chairman)
  - 1. HVAC & Lighting project (informational)
  - 2. Refrigerator/Ice Maker (informational)
- B. Strategic Planning (P. J. Folz, chairman)
- C. Personnel (Greg Gordon, chairman)
- D. Policy (action)

**5. President**

**6. Director's Report**

- A. Mayor's Golf Outing & Luncheon

Agenda  
North Riverside Public Library Board of Trustees  
Regular Meeting  
May 20, 2019  
Page 2

**7. Other Action Items**

- A. Approval of the minutes
  - 1. April 15, 2019 Board Meeting (action)
- B. Non-resident Card Ordinance (action)
- C. Regular Monthly Meeting Schedule (action)
- D. 4<sup>th</sup> of July Planning - Circulation (information)
- E. Nomination of Officers for the Board (information)

**8. Information items**

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

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

**10. Return to open session**

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

**12. Adjournment**

*Note: Agenda items may be added that pertain to discussion or information.  
No items may be added to the final agenda that require Board action.*

**Next regular Board Meeting is scheduled for June 17<sup>th</sup>, 2019 at 7:00pm.**

**North Riverside Public Library District**  
**Budget vs Actual**  
April 2019

<b>REVENUE</b>	<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>
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6904-01	Donations	\$ 5,966.24	\$ 9,500	63%
6901-15	Estimated Loss Due to Property Assessment Appeals - Current Year	\$ -	\$ -	0%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ -	\$ (15,000)	0%
6903-01	Fees and fines	\$ 9,603.80	\$ 12,000	80%
6905-01	Grants	\$ 46,230.00	\$ 40,000	116%
6906-01	Interest	\$ 7,257.79	\$ 220	3299%
6901-01	Property tax	\$ 969,728.88	\$ 1,020,000	95%
6920-01	Unrealized Income Annuities	\$ 13,504.00	\$ 45,000	30%
	<b>Total</b>	<b>\$ 1,052,291</b>	<b>\$ 1,111,720</b>	<b>95%</b>

<b>OPERATING EXPENSES</b>	<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>
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**SALARIES**

7504-01	library clerks	\$ 123,197	\$ 166,574	74%
7507-01	library pages	\$ 20,866	\$ 19,839	105%
7508-01	administrators	\$ 236,366	\$ 297,636	79%
	<b>Total</b>	<b>\$ 380,429</b>	<b>\$ 484,049</b>	<b>79%</b>

**BENEFITS**

7600-05	health insurance	\$ 23,868	\$ 28,800	83%
7614-06	workers compensation	\$ -	\$ 2,300	0%
7650-09	pension fund	\$ 17,769	\$ 27,399	65%
7660-06	unemployment insurance	\$ 1,383	\$ 500	277%
7670-08	social security/mcare	\$ 28,873	\$ 36,033	80%
	<b>Total</b>	<b>\$ 71,893</b>	<b>\$ 95,032</b>	<b>76%</b>

**TRAINING**

7700-01	educational training trustees	\$ -	\$ 500	0%
7800-01	educational training staff	\$ 2,234	\$ 3,000	74%
	<b>Total</b>	<b>\$ 2,234</b>	<b>\$ 3,500</b>	<b>64%</b>

**OPERATING EXPENSES**

Actual

Budget

% of Budget

**MATERIALS**

8090-01	books on CD-adult	\$ 1,075	\$ 2,000	54%
8091-01	books on CD-children	\$ 481	\$ 700	69%
8096-01	compact disks-music-adult	\$ 391	\$ 400	98%
8097-01	compact disks-music-children	\$ 889	\$ 1,000	89%
8103-01	foreign language books	\$ 4,520	\$ -	0%
8104-01	adult fiction	\$ 12,510	\$ -	0%
8105-01	adult nonfiction	\$ 8,999	\$ 30,000	30%
8106-01	children's fiction/nonfiction	\$ 16,371	\$ 25,000	65%
8107-01	adult reference	\$ -	\$ -	0%
8108-01	eBooks	\$ 4,602	\$ 5,000	92%
8109-01	children's reference	\$ -	\$ -	0%
8115-01	adult large print	\$ 1,528	\$ 2,500	61%
8120-01	newspapers	\$ 3,619	\$ 2,500	145%
8130-01	internet databases	\$ 5,375	\$ 10,000	54%
8140-01	adult periodicals	\$ 926	\$ 900	103%
8141-01	Children's Periodicals	\$ 484	\$ 600	81%
8160-01	adult DVDs-feature movies	\$ 3,868	\$ 6,800	57%
8161-01	adult DVDs-documentary/travel	\$ 678	\$ 1,500	45%
8162-01	children's DVDs-movies	\$ 1,686	\$ 3,800	44%
8163-01	ya DVDs	\$ 1,243	\$ -	0%
8164-01	foreign language DVDs	\$ -	\$ -	0%
8166-01	children's games	\$ 1,713	\$ 2,500	69%
	<b>Total</b>	<b>\$ 70,959</b>	<b>\$ 95,200</b>	<b>75%</b>

**PROGRAMS**

8150-01	children's programs	\$ 1,910	\$ 4,500	42%
8152-01	children's summer reading program	\$ 4,608	\$ 4,500	102%
8153-01	ya programs	\$ 575	\$ -	0%
8155-01	adult programs	\$ 3,568	\$ 7,000	51%
8157-01	senior programs	\$ 2,257	\$ -	0%
	<b>Total</b>	<b>\$ 12,917</b>	<b>\$ 16,000</b>	<b>81%</b>

**STRATEGIC INITIATIVES**

8158-01	Strategic Initiatives	\$ 1,370	\$ 4,000	34%
	<b>Total</b>	<b>\$ 1,370</b>	<b>\$ 4,000</b>	<b>34%</b>

**OPERATING EXPENSES**

Actual

Budget

% of Budget

**COMPUTERS**

8171-01	information technology	\$ 8,597	\$ 12,000	72%
8172-01	new computer equipment	\$ 1,467	\$ 12,500	12%
8175-01	mls computer fund	\$ 18,532	\$ 18,956	98%
8180-01	software	\$ 1,029	\$ 1,000	103%
8190-01	website	\$ 463	\$ 500	93%
8195-01	email	\$ 35	\$ 125	28%
<b>Total</b>		<b>\$ 30,123</b>	<b>\$ 45,081</b>	<b>67%</b>

**OFFICE SUPPLIES**

8202-01	Office Supplies	\$ 13,659	\$ 14,500	94%
<b>Total</b>		<b>\$ 13,659</b>	<b>\$ 14,500</b>	<b>94%</b>

**UTILITIES- OPERATING EXPENSE**

8301-07	telephone	\$ 12,592	\$ 15,000	84%
8302-07	electricity	\$ 23,225	\$ 31,500	74%
8303-07	gas	\$ 5,314	\$ 6,500	82%
8304-07	water/garbage	\$ 1,798	\$ 1,800	100%
<b>Total</b>		<b>\$ 42,929</b>	<b>\$ 54,800</b>	<b>78%</b>

**BUILDING EXPENSE**

8306-07	building supplies and maintenance	\$ 21,429	\$ 12,000	179%
8308-07	service contracts	\$ 49,057	\$ 38,000	129%
8315-07	fees and permits	\$ 2,007	\$ 1,500	134%
8320-07	Building and Grounds	\$ 1,158	\$ 18,000	6%
8330-01	casual labor	\$ 600	\$ 3,500	17%
8335-07	building repairs	\$ 40,226	\$ 58,000	69%
<b>Total</b>		<b>\$ 114,477</b>	<b>\$ 131,000</b>	<b>87%</b>

**TRAVEL**

8341-01	meals & dinners	\$ -	\$ -	0%
8342-01	lodging/meals/mileage	\$ 1,643	\$ 1,600	103%
<b>Total</b>		<b>\$ 1,643</b>	<b>\$ 1,600</b>	<b>103%</b>

**OPERATING EXPENSES**

Actual

Budget

% of Budget

**OTHER EXPENSES**

8355-01	memberships	\$ 1,922	\$ 1,500	128%
8365-01	library promotion	\$ 2,400	\$ 6,000	40%
8370-01	postage	\$ 2,303	\$ 2,000	115%
8375-01	public relations	\$ 2,522	\$ 500	504%
8385-01	memorials and tributes	\$ -	\$ 500	0%
8432-01	mileage reimbursement	\$ -	\$ -	0%
8396-01	bank charges and fees	\$ 315	\$ 150	210%
8399-01	ILL Loss/Damage	\$ 62	\$ 250	25%
<b>Total</b>		<b>\$ 9,524</b>	<b>\$ 10,900</b>	<b>87%</b>

**OUTSIDE SERVICES**

8400-01	accounting	\$ 13,100	\$ 13,000	101%
8401-01	audit	\$ 9,500	\$ 7,700	123%
8402-01	legal fees	\$ 3,099	\$ 6,000	52%
8404-01	public information	\$ 1,710	\$ 3,000	57%
8405-01	appraisal	\$ 80	\$ 450	18%
8305-01	architect/building consultant	\$ -	\$ -	0%
8406-01	collection agency	\$ 98	\$ 200	49%
8408-01	strategic plan	\$ -	\$ 500	0%
8410-01	printing	\$ 9,265	\$ 10,000	93%
8430-01	payroll expenses	\$ 7,492	\$ 4,500	166%
8435-01	background checks	\$ (69)	\$ 150	-46%
<b>Total</b>		<b>\$ 44,275</b>	<b>\$ 45,500</b>	<b>97%</b>

**INSURANCE**

8460-05	liability insurance package	\$ 15,753	\$ 13,000	121%
8470-05	directors/officers insurance	\$ -	\$ -	0%
<b>Total</b>		<b>\$ 15,753</b>	<b>\$ 13,000</b>	<b>121%</b>

**OTHER EXPENSES**

8360-01	Petty Cash	\$ 18,435	\$ -	0%
8360-01	Grants	\$ 11,502		0%
8365-07	Building Promo	\$ 1,871	\$ -	0%
8395-01	Miscellaneous Expense	\$ 654	\$ -	0%
<b>Total</b>		<b>\$ 31,809</b>	<b>\$ -</b>	<b>0%</b>

**OTHER EXPENSES**

8600-01	Bond Interest	\$ 3,810	\$ -	0%
8601-02	Debt Certificate Interest	\$ -	\$ 2,500	0%
<b>Total</b>		<b>\$ 3,810</b>	<b>\$ 2,500</b>	<b>152%</b>

**TOTAL OPERATING EXPENSES**

\$ 847,806 \$ 1,016,662

83%

**NET INCOME**

\$ 204,485



# North Riverside Public Library District

## BALANCE SHEET

As of April 30, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1501-01 First American Checking (5001)	15,718.31
1502-01 1st American Bank Donation A/C	15,000.00
<b>Total 1501-01 First American Checking (5001)</b>	<b>30,718.31</b>
1505-07 Chase Bank	7,744.92
1507-07 Cash - IPTIP IL Funds	92,257.02
1512-02 Kadlec Annuity #71797	53,018.00
1515-01 BMO Harris	310.34
eSPIRIT Checking (7115)	16.92
First American MM (5015)	93,879.16
1500-04 Cash-Audit Fund	17,702.56
1500-05 Cash-Liability Insurance Fund	102,176.01
1500-06 Cash-Unemployment Ins Fund	5,090.12
1500-07 Cash-Building Fund	201,889.61
1500-08 Cash-Social Security Fund	29,805.16
1500-09 Cash-Pension Fund	25,359.00
1500-10 Cash-Debt Service Fund	8,333.00
1500-11 Equipment Fund	15,000.00
1500-12 Cash - IMRF Fund	3,184.00
1511-01 Invest/Savings 1st American Bank	257,209.25
<b>Total First American MM (5015)</b>	<b>759,627.87</b>
<b>Total Bank Accounts</b>	<b>\$943,693.38</b>
Accounts Receivable	
2000-04 Taxes Receivable-Audit	3,062.83
2000-05 Taxes Receivable-Insurance	4,669.57
2000-06 Taxes Receivable-Liab Insur	602.52
2000-07 Taxes Recievable-Bldg Fund	22,795.52
2000-08 Taxes Receivable-SS Fund	16,368.59
2000-09 Taxes Receivable-Pension Fund	4,669.57
<b>Total Accounts Receivable</b>	<b>\$52,168.60</b>
Other Current Assets	
1500-01 Kadlec Annuity	233,152.00
1500-02 Kadlect Annuity #19563	109,636.00
1500-03 Kadlec Annuity #37743	431,108.00
2200-01 Due to/from Special Accounts	105,231.00
2200-07 Due to/from Building Fund	-105,231.00

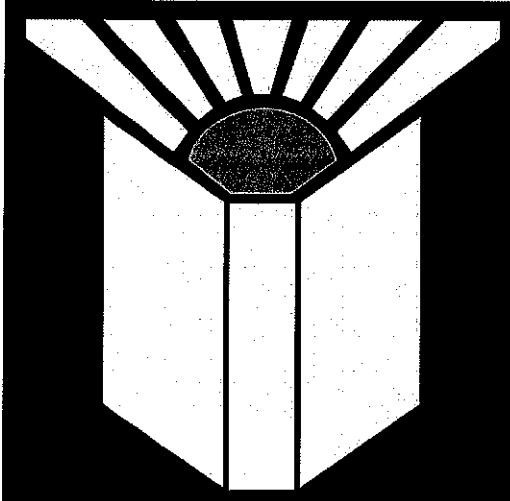
	TOTAL
<b>Total Other Current Assets</b>	<b>\$773,896.00</b>
<b>Total Current Assets</b>	<b>\$1,769,757.98</b>
<b>TOTAL ASSETS</b>	<b>\$1,769,757.98</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	31,167.72
4100-05 Accounts Payable Liability	11,357.70
Fund	
4100-07 Accounts Payable Building	10,539.88
Fund	
<b>Total Accounts Payable</b>	<b>\$53,065.30</b>
Other Current Liabilities	
4200-01 Accrued Wages	7,788.47
4220-01 Federal Withholding	0.00
4240-01 State Withholding	0.00
4250-01 FICA Withholding	62.54
4265-01 Cafeteria Plan	4,716.42
4300-01 Deferred Tax Rev - Corp FD	449,935.39
4300-04 Deferred Tax Rev - Audit Fund	3,062.83
4300-05 Deferred Tax Rev Liability	4,669.57
Fund	
4300-06 Deferred Tax Rev	602.52
Unemployment	
4300-07 Deferred Tax Rev Building	22,795.52
Fund	
4300-08 Deferred Tax Rev SS	16,368.59
4300-09 Deferred Tax Rev Pension	4,669.57
<b>Total Other Current Liabilities</b>	<b>\$514,671.42</b>
<b>Total Current Liabilities</b>	<b>\$567,736.72</b>
Long-Term Liabilities	
8701-02 Debt Certificate Principle	-30,605.20
<b>Total Long-Term Liabilities</b>	<b>\$ -30,605.20</b>
<b>Total Liabilities</b>	<b>\$537,131.52</b>
Equity	
3200-00 Retained Earnings	-631,466.85
5600-01 General Fund Balance	1,427,430.12
5600-02 Debt Service Fund Balance	-187,569.25
5600-03 Capital Projects Fund Balance	14,720.00
5600-04 Audit Fund	12,445.83
5600-05 Public Liability Fund Balance	54,663.91
5600-06 Unemployment Insurance Fund	572.28
Balance	
5600-07 Building Fund Balance	-44,177.60
5600-08 Social Security Fund Balance	7,456.54
5600-09 Pension Fund Balance	25,511.57
Opening Balance Equity	349,208.45
Net Income	203,831.46



	TOTAL
Total Equity	\$1,232,626.46
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,769,757.98</b>

# Management Report

North Riverside Public Library District  
For the period ended April 30, 2019



Prepared on  
**May 8, 2019**

For management use only

**Table of Contents**

---

Profit and Loss .....3

Balance Sheet.....7

# Profit and Loss

July 2018 - April 2019

	Total
<b>INCOME</b>	
6903-01 Fines & Fees	9,603.80
6904-01 Donations	5,966.24
6905-01 Grants	46,230.00
6920-01 Unrealized Income-Annuities	13,504.00
Billable Expense Income	0.00
Interest	
6906-01 Interest Earned	2,736.78
6907-02 Interest Income Bond Fund	4,521.01
<b>Total Interest</b>	<b>7,257.79</b>
Property Taxes	
6901-01 Property Tax	867,517.78
6901-04 Tax Revenue-Audit Fund	6,813.47
6901-05 Tax Revenue-Liability Ins	4,192.60
6901-06 Tax Revenue-Unemploy Ins	1,571.73
6901-07 Tax Revenue-Bldg Fund	44,293.06
6901-08 Tax Revenue-SS	33,284.98
6901-12 Property Tax - IMRF Fund	12,055.26
<b>Total Property Taxes</b>	<b>969,728.88</b>
<b>Total Income</b>	<b>1,052,290.71</b>
<b>GROSS PROFIT</b>	<b>1,052,290.71</b>
<b>EXPENSES</b>	
8360-01 Grants	11,502.19
8360-01 Petty Cash	18,435.21
8365-07 Building Promo	1,871.29
Advertising & Marketing	
8365-01 Library Promotion	2,399.66
8370-01 Postage	2,303.37
8375-01 Public Relations	2,522.27
8404-01 Public Information	1,709.64
8410-01 Printing	9,265.00
<b>Total Advertising &amp; Marketing</b>	<b>18,199.94</b>
Bank Charges & Fees	
8396-01 Bank Charges & Fees	315.38
<b>Total Bank Charges &amp; Fees</b>	<b>315.38</b>
Benefits	
7600-05 Health Insurance	23,868.25
7650-09 IMRF Pension	17,769.02
7670-01 Taxes-Fica Expense	26,212.78
7670-08 Social Security/Mcare	2,660.34
<b>Total Benefits</b>	<b>70,510.39</b>
Building Expense	

	Total
8306-07 Building Supplies	21,428.65
8308-07 Service Contracts	49,057.29
8315-07 Fees & Permits	2,007.00
8320-07 Building & Grounds	1,158.07
8335-07 Bulding Repairs	40,225.71
<b>Total Building Expense</b>	<b>113,876.72</b>
Computers/Technology	
8171-01 Tech Service	8,596.95
8172-01 Computer Equipment	1,467.10
8175-01 MLS Computer Fund	18,532.00
8180-01 Software	1,029.35
8190-01 Website	462.53
8195-01 Email	35.25
<b>Total Computers/Technology</b>	<b>30,123.18</b>
Insurance	
7660-06 Unemployment Insurance	1,382.97
8460-05 Liability Insurance	15,753.00
<b>Total Insurance</b>	<b>17,135.97</b>
Interest Paid	
8600-01 Bond Interest	3,810.01
<b>Total Interest Paid</b>	<b>3,810.01</b>
Legal & Professional Services	
8400-01 Accounting	13,100.00
8401-04 Audit	9,500.00
8402-01 Legal Fees	3,099.38
8405-01 Appraisal	80.00
8406-01 Collection Agency	98.45
8430-01 Payroll Expenses	7,491.59
8435-01 Background Checks	-69.00
<b>Total Legal &amp; Professional Services</b>	<b>33,300.42</b>
Library Materials	
8090-01 Books on CD - Adult	1,074.67
8091-01 Books on CD - Children	480.69
8096-01 Music CD - Adult	391.43
8097-01 Music CD - Children	889.34
8103-01 Foreign Lang. Books	4,520.03
8104-01 Adult Fiction	12,510.34
8105-01 Adult Non-Fiction	8,999.27
8106-01 Children Fiction / Non-Fiction	16,371.49
8108-01 eBooks	4,601.86
8115-01 Adult Large Print	1,528.43
8120-01 Newspapers	3,618.96
8130-01 Databases	5,374.87
8140-01 Adult Periodicals	926.35

	Total
8141-01 Children/YA Periodicals	483.74
8160-01 Adult DVDs - Fiction	3,868.14
8161-01 Adult DVDs - Non-fiction	677.71
8162-01 Children DVDs	1,685.97
8163-01 YA DVDs	1,243.03
8166-01 Games	1,712.84
8399-01 ILL Loss/Damage	61.50
<b>Total Library Materials</b>	<b>71,020.66</b>
Office Supplies & Software	
8202-01 Office Supplies	13,659.20
<b>Total Office Supplies &amp; Software</b>	<b>13,659.20</b>
Programs & Strategic Initiatives	
8150-01 Children's Programs	1,909.72
8152-01 Children's Summer Reading Program	4,607.93
8153-01 Young Adult Programs	574.93
8155-01 Adult Programs	3,567.82
8157-01 Senior Programs	2,257.07
8158-01 Strategic Initiatives	1,369.73
<b>Total Programs &amp; Strategic Initiatives</b>	<b>14,287.20</b>
Salaries	
7504-01 Library Clerks	123,196.70
7507-01 Library Pages	20,866.37
7508-01 Administrators	236,365.92
8330-01 Casual Labor	600.00
<b>Total Salaries</b>	<b>381,028.99</b>
Travel & Training	
7800-01 Staff Training	2,234.33
8342-01 Lodging, Meals, Mileage	1,642.93
8355-01 Memberships	1,922.17
<b>Total Travel &amp; Training</b>	<b>5,799.43</b>
Utilities	
8301-01 Utilities	1,073.52
8301-07 Telephone	11,518.41
8302-07 Electricity	23,225.12
8303-07 Natural Gas	5,314.49
8304-07 Water/Garbage	1,797.90
<b>Total Utilities</b>	<b>42,929.44</b>
<b>Total Expenses</b>	<b>847,805.62</b>
<b>NET OPERATING INCOME</b>	<b>204,485.09</b>
<b>OTHER EXPENSES</b>	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	653.63
<b>Total Other Miscellaneous Expense</b>	<b>653.63</b>
<b>Total Other Expenses</b>	<b>653.63</b>

	Total
NET OTHER INCOME	-653.63
NET INCOME	\$203,831.46

# Balance Sheet

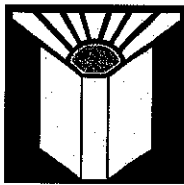
As of April 30, 2019

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1501-01 First American Checking (5001)	15,718.31
1502-01 1st American Bank Donation A/C	15,000.00
<b>Total 1501-01 First American Checking (5001)</b>	<b>30,718.31</b>
1505-07 Chase Bank	7,744.92
1507-07 Cash - IPTIP IL Funds	92,257.02
1512-02 Kadlec Annuity #71797	53,018.00
1515-01 BMO Harris	310.34
eSPIRIT Checking (7115)	16.92
First American MM (5015)	93,879.16
1500-04 Cash-Audit Fund	17,702.56
1500-05 Cash-Liability Insurance Fund	102,176.01
1500-06 Cash-Unemployment Ins Fund	5,090.12
1500-07 Cash-Building Fund	201,889.61
1500-08 Cash-Social Security Fund	29,805.16
1500-09 Cash-Pension Fund	25,359.00
1500-10 Cash-Debt Service Fund	8,333.00
1500-11 Equipment Fund	15,000.00
1500-12 Cash - IMRF Fund	3,184.00
1511-01 Invest/Savings 1st American Bank	257,209.25
<b>Total First American MM (5015)</b>	<b>759,627.87</b>
<b>Total Bank Accounts</b>	<b>943,693.38</b>
<b>Accounts Receivable</b>	
2000-04 Taxes Receivable-Audit	3,062.83
2000-05 Taxes Receivable-Insurance	4,669.57
2000-06 Taxes Receivable-Liab Insur	602.52
2000-07 Taxes Recievable-Bldg Fund	22,795.52
2000-08 Taxes Receivable-SS Fund	16,368.59
2000-09 Taxes Receivable-Pension Fund	4,669.57
<b>Total Accounts Receivable</b>	<b>52,168.60</b>
<b>Other Current Assets</b>	
1500-01 Kadlec Annuity	233,152.00
1500-02 Kadlect Annuity #19563	109,636.00
1500-03 Kadlec Annuity #37743	431,108.00
2200-01 Due to/from Special Accounts	105,231.00
2200-07 Due to/from Building Fund	-105,231.00
<b>Total Other Current Assets</b>	<b>773,896.00</b>
<b>Total Current Assets</b>	<b>1,769,757.98</b>
<b>TOTAL ASSETS</b>	<b>\$1,769,757.98</b>

## LIABILITIES AND EQUITY



	Total
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
4100-01 Accounts Payable	31,167.72
4100-05 Accounts Payable Liability Fund	11,357.70
4100-07 Accounts Payable Building Fund	10,539.88
<b>Total Accounts Payable</b>	<b>53,065.30</b>
<b>Other Current Liabilities</b>	
4200-01 Accrued Wages	7,788.47
4220-01 Federal Withholding	0.00
4240-01 State Withholding	0.00
4250-01 FICA Withholding	62.54
4265-01 Cafeteria Plan	4,716.42
4300-01 Deferred Tax Rev - Corp FD	449,935.39
4300-04 Deferred Tax Rev - Audit Fund	3,062.83
4300-05 Deferred Tax Rev Liability Fund	4,669.57
4300-06 Deferred Tax Rev Unemployment	602.52
4300-07 Deferred Tax Rev Building Fund	22,795.52
4300-08 Deferred Tax Rev SS	16,368.59
4300-09 Deferred Tax Rev Pension	4,669.57
<b>Total Other Current Liabilities</b>	<b>514,671.42</b>
<b>Total Current Liabilities</b>	<b>567,736.72</b>
<b>Long-Term Liabilities</b>	
8701-02 Debt Certificate Principle	-30,605.20
<b>Total Long-Term Liabilities</b>	<b>-30,605.20</b>
<b>Total Liabilities</b>	<b>537,131.52</b>
<b>Equity</b>	
3200-00 Retained Earnings	-631,466.85
5600-01 General Fund Balance	1,427,430.12
5600-02 Debt Service Fund Balance	-187,569.25
5600-03 Capital Projects Fund Balance	14,720.00
5600-04 Audit Fund	12,445.83
5600-05 Public Liability Fund Balance	54,663.91
5600-06 Unemployment Insurance Fund Balance	572.28
5600-07 Building Fund Balance	-44,177.60
5600-08 Social Security Fund Balance	7,456.54
5600-09 Pension Fund Balance	25,511.57
Opening Balance Equity	349,208.45
Net Income	203,831.46
<b>Total Equity</b>	<b>1,232,626.46</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,769,757.98</b>



# North Riverside Public Library District

## Check Detail

### March 2019

Date	Transaction Type	Name	Memo/Description	Amount
04/04/2019	Expense	Paychex - Human Resource Services	Payroll 4.4.19	\$ 146.37
04/04/2019	Expense	Paychex - Human Resource Services	Payroll 4.18.19	\$ 149.01
04/04/2019	Expense	IMRF	IMRF - March 2019	\$ 3,567.79
04/05/2019	Check	Amazon	Children summer reading, children programs, children fiction/non fiction, adult programs, grants, adult dvds fiction/non fiction, games, office supplies, music cd adults, children dvds	\$ 2,083.89
04/05/2019	Check	AT&T..	INV S668163163-19081	\$ 290.18
04/05/2019	Check	AT&T	INV 708-442-03160076, 708-Z40-0430-404-2	\$ 432.16
04/05/2019	Check	Baker & Taylor	Adult fiction/non fiction, Children fiction/non fiction	\$ 1,062.03
04/05/2019	Check	Elizabeth Boden	Parking for C2E2	\$ 15.00
04/05/2019	Check	BMO Harris Bank	March statement - Adobe	\$ 31.86
04/05/2019	Check	Robert Burton	The Art of Alfred Hitchcock May 9 2019	\$ 175.00
04/05/2019	Check	Jill Cannizzo	Board Minutes April	\$ 75.00
04/05/2019	Check	Mary Cooper	Book club and movie, cupcakes, popcorn, napkins, paper plates	\$ 14.99
04/05/2019	Check	CHASE	Grants, adult programs, strategic initiatives, children summer, YA periodicals, public relations, staff training, office supplies, library promo, bank fees	\$ 5,972.26
04/05/2019	Check	Colley Elevator Co.	Elevator inspection service for 3 months April 2019	\$ 393.00
04/05/2019	Check	Coverall North America	Cleaning services for April	\$ 1,227.56
04/05/2019	Check	Gale/CENGAGE Learning	Adult Large Print	\$ 174.78
04/05/2019	Check	Dynegy Energy Services	March 2019	\$ 2,271.18
04/05/2019	Check	Demco	office supplies	\$ 588.41
04/05/2019	Check	Franczek Radelet	Legal fees	\$ 69.30
04/05/2019	Check	Hinckley Springs	2429867 032719	\$ 142.88
04/05/2019	Check	Illinois Library Association	Elizabeth Boden Membership	\$ 75.00
04/05/2019	Check	INGRAM LIBRARY SERVICES	Adult fiction/non fiction	\$ 682.16
04/05/2019	Check	Lauterback & Amen, LLP	Legal and profesional for February	\$ 850.00
04/05/2019	Check	LEAF	Services for 2 toshibas	\$ 683.50
04/05/2019	Check	LIMRICC	Monthly Billing April 19	\$ 2,464.65
04/05/2019	Check	LIMRICC Unemployment Compensation Group Account	Unemployment Compensation	\$ 167.27
04/05/2019	Check	Gail Galivan	Tai Chi class June 3 2019	\$ 50.00
04/05/2019	Check	Libraries First	Museum Adventure pass 2019	\$ 75.00
04/05/2019	Check	Veronica Martinez	21 miles and 2 tables and 1 cabinet	\$ 42.18
04/05/2019	Check	Britney Musial	Parking 3 days for C2E2	\$ 61.00
04/05/2019	Check	Midwest Tape	Books on CD, musci CD, children DVDs, YA DVDs	\$ 113.44
04/05/2019	Check	Joanne McMahon	Bigocize on April 17	\$ 50.00
04/05/2019	Check	OverDrive, Inc	Ebooks	\$ 120.99

04/05/2019	Check	Penguin Random House	Books on CD	\$	90.00
04/05/2019	Check	Cheryl Plaza	Senior Program Decorate a Birdhouse	\$	25.00
04/05/2019	Check	Quinlan Security Systems	CCTV System Additional cameras	\$	399.60
04/05/2019	Check	Karen Quinn	Project Next Generation grant Mentor - 3 hrs	\$	75.00
04/05/2019	Check	Roscoe	Mats March	\$	131.06
04/05/2019	Check	SWAN	3rd Qtr fees April 1 2019 to June 30 2019	\$	4,582.75
04/05/2019	Check	Utica National Insurance Group	100943170	\$	70.00
04/05/2019	Check	ICMA	Payroll 02/21/2019, 03/14/2019, 04/04/2019	\$	3,942.96
04/05/2019	Check	Versatile Computer Services	Technology Contract March	\$	750.00
04/05/2019	Check	Betsy Webster	Indian Trails 60 miles, Arlington Heights 50 miles	\$	63.80
04/05/2019	Check	West Town Mechanical	Contract Invoice for period 4/1/2019 - 4/30/2019	\$	264.00
04/08/2019	Check	Village of N. Riverside	Water	\$	157.27
04/09/2019	Expense	Nicor Gas	Nicor Gas Payment	\$	1,146.60
04/12/2019	Expense	Paychex - Human Resource Services	April Payroll Services	\$	58.44
04/15/2019	Check	Baker & Taylor	Inv. 203443103, 2034447646, 2034458242	\$	635.26
04/15/2019	Check	Gale/CENGAGE Learning	Adult Large Print	\$	98.76
04/15/2019	Check	Annette Corgiat	Flowers	\$	77.00
04/15/2019	Check	Comcast	Tech Services April 7 2019 - May 6 2019	\$	229.85
04/15/2019	Check	Call One	Account 1214689-1141076	\$	459.60
04/15/2019	Check	Demco	Spine Laser, Silver Tag	\$	373.16
04/15/2019	Check	INGRAM LIBRARY SERVICES	39500178, 39500179, 39516295	\$	47.87
04/15/2019	Check	Technology Management Rev Fund	billing T2222065 Inv T1922559 FY 2019	\$	133.00
04/15/2019	Check	Johnson Controls Security Solutions	Quarterly Bill 05/01/19 - 07/31/19	\$	110.94
04/15/2019	Check	Nitech Fire & Security Industries, Inc	Alarm monitoring and Fire Alarm Service May. 1 2019 - July 31 2019	\$	315.90
04/15/2019	Check	Quinlan Security Systems	CCTV System Additional Cameras added on 4/10/19	\$	1,569.20
04/15/2019	Check	Quill Corporation	Inv 8435726, 8502700, 8513642	\$	98.20
04/15/2019	Check	Seaway Supply Co.	Hand Towels, Paper towels, Toilet paper	\$	155.34
04/15/2019	Check	TBS	fax Program Jan- Mar 459	\$	73.44
04/15/2019	Check	Trimline Landscaping	Salting	\$	120.00
04/15/2019	Check	West Town Mechanical	Work performed 4/4/19 fan pressure	\$	1,241.39
04/22/2019	Check	AT&T	Monthly Service April 10 - May 9	\$	259.39
04/22/2019	Check	Baker & Taylor	Adult fiction/non fiction, Children fiction/non fiction	\$	1,184.77
04/22/2019	Check	Big Run Wolf Ranch	Summer reading program	\$	440.00
04/22/2019	Check	Mary Cooper	Popcorn, Napkins for movie, Table covers	\$	9.75
04/22/2019	Check	Demco	Silver Tag, blue Ray Security Case	\$	429.93
04/22/2019	Check	Franczek Radelet	Legal fees	\$	66.15
04/22/2019	Check	First American Bank	Notice of Final Payment Due	\$	30,622.50

04/22/2019	Check	Gail Galivan	Tai Chi class July 1 3 2019	\$	50.00
04/22/2019	Check	INGRAM LIBRARY SERVICES	39558364, 39582929	\$	74.07
04/22/2019	Check	Latin American Book Source, Inc	Grant foreign language books	\$	189.76
04/22/2019	Check	Lauterback & Amen, LLP	Legal and profesional for March	\$	850.00
04/22/2019	Check	LIMRICC	Four members	\$	400.44
04/22/2019	Check	Midwest Tape	Music cd, children dvds	\$	113.18
04/22/2019	Check	Marcelain Toscanaille	Senior Programs	\$	200.00
04/22/2019	Check	Veronica Martinez	Loan to get 20 + Chairs from Rails on Shaumburg	\$	24.00
04/22/2019	Check	Joanne McMahon	Bigocize on May 17	\$	50.00
04/22/2019	Check	Cheryl Plaza	Decorate a Birdhouse April 24 2019 supplies	\$	19.80
04/22/2019	Check	Roscoe	Mats April	\$	131.06
04/22/2019	Check	SWAN	reciprocal borrowing & Inter Librry Loans	\$	201.00
04/22/2019	Check	Barbara Silvestri	Postage for Postcards	\$	70.00
04/22/2019	Check	Terminix	Inv # 385111783	\$	84.00
04/22/2019	Check	UNITED STATES POSTAL SERVICE	Summer Newsletter, Postage	\$	400.00
			<b>Total</b>	<b>\$</b>	<b>77,682.03</b>

## 2019/20 Draft

In the change column, the parentheses means less than last year.

No parenthesis means more than last year. A dash means it's the same.

### Account

<b>REVENUE</b>		2016-2017	2017-2018	2018-2019	2019--2020	CHANGE
	carryover from previous year					
6901-01	property tax	\$ 970,000	\$ 970,000	\$ 1,020,000	\$ 1,050,000	\$ 30,000
6903-01	fees and fines	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -
6904-01	Donations	\$ 5,000	\$ 5,000	\$ 9,500	\$ 8,000	\$ (1,500)
6905-01	grants	\$ 5,500	\$ 5,500	\$ 40,000	\$ 40,000	\$ -
	Mary Kadlec estate	\$ -	\$ -			\$ -
6906-01	interest	\$ 220	\$ 220	\$ 220	\$ 220	\$ -
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ (40,000)	\$ (20,000)	\$ (15,000)	\$ (15,000)	\$ -
6901-15	Estimated Loss Due to Property Assessment Appeals - Current Year					\$ -
	Unrealized Income Annuities	\$ 20,000	\$ 20,000	\$ 45,000	\$ 20,000	\$ (25,000)
	<b>total</b>	<b>\$ 972,720</b>	<b>\$ 992,720</b>	<b>\$ 1,111,720</b>	<b>\$ 1,115,220</b>	<b>\$ 3,500</b>

<b>OPERATING EXPENSES</b>	2016-2017	2017-2018	2018-2019	2019--2020	CHANGE
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#### SALARIES

7504-01	library clerks	\$ 204,893	\$ 240,733	\$ 166,574	\$ 173,785	\$ 7,211
7507-01	library pages	\$ 25,787	\$ 29,106	\$ 19,839	\$ 18,316	\$ (1,523)
7508-01	administrators	\$ 261,453	\$ 205,351	\$ 292,369	\$ 304,240	\$ 11,871
	<b>total</b>	<b>\$ 492,133</b>	<b>\$ 475,190</b>	<b>\$ 484,049</b>	<b>\$ 501,608</b>	<b>\$ 17,559</b>

#### BENEFITS

7600-05	health insurance	\$ 24,290	\$ 31,000	\$ 28,800	\$ 29,700	\$ 900
7614-06	workers compensation	\$ 1,444	\$ 1,444	\$ 2,300	\$ 2,300	\$ -
7650-09	pension fund	\$ 12,488	\$ 12,488	\$ 27,399	\$ 31,452	\$ 4,053
7660-06	unemployment insurance	\$ 1,500	\$ 1,500	\$ 500	\$ 700	\$ 200
7670-08	social security/mcare	\$ 34,026	\$ 34,026	\$ 36,033	\$ 35,145	\$ (888)
	<b>total</b>	<b>\$ 73,748</b>	<b>\$ 80,458</b>	<b>\$ 95,032</b>	<b>\$ 99,297</b>	<b>\$ 4,265</b>

#### TRAINING

7700-01	educational training trustees	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
7800-01	educational training staff	\$ 1,500	\$ 2,500	\$ 3,000	\$ 4,500	\$ 1,500
	<b>total</b>	<b>\$ 2,000</b>	<b>\$ 3,000</b>	<b>\$ 3,500</b>	<b>\$ 5,000</b>	<b>\$ 1,500</b>

## 2019/20 Draft

<b>OPERATING EXPENSES</b>		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019--2020</b>	<b>CHANGE</b>
<b>MATERIALS</b>						
8090-01	books on CD-adult	\$ 2,600	\$ 1,500	\$ 2,000	\$ 1,500	\$ (500)
8091-01	books on CD-children	\$ 600	\$ 600	\$ 700	\$ 700	\$ -
8096-01	compact disks-music-adult	\$ 975	\$ 975	\$ 400	\$ 400	\$ -
8097-01	compact disks-music-children	\$ 1,265	\$ 1,265	\$ 1,000	\$ 1,000	\$ -
8103-01	foreign language books			\$ 5,000	\$ 3,000	\$ (2,000)
8104-01	adult fiction			\$ 15,000	\$ 14,500	\$ (500)
8105-01	adult nonfiction	\$ 24,000	\$ 24,000	\$ 10,000	\$ 9,500	\$ (500)
8106-01	children's fiction/nonfiction	\$ 22,000	\$ 22,000	\$ 25,000	\$ 18,000	\$ (7,000)
8107-01	ya fiction/nonfiction	\$ 5,000	\$ 1,000	\$ -	\$ 6,000	\$ 6,000
8108-01	eBooks	\$ 6,000	\$ 4,000	\$ 5,000	\$ 5,000	\$ -
8115-01	adult large print	\$ 1,800	\$ 1,800	\$ 2,500	\$ 2,000	\$ (500)
8120-01	newspapers	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
8130-01	internet databases	\$ 9,600	\$ 9,600	\$ 10,000	\$ 14,000	\$ 4,000
8140-01	adult periodicals	\$ 3,900	\$ 2,500	\$ 900	\$ 900	\$ -
8141-01	Children's Periodicals	\$ 1,100	\$ 1,100	\$ 600	\$ 600	\$ -
8160-01	adult DVDs	\$ 4,800	\$ 4,800	\$ 6,000	\$ 7,000	\$ 1,000
8161-01	adult games	\$ 1,000	\$ 1,000	\$ 1,300	\$ 500	\$ (800)
8162-01	children's DVDs-movies	\$ 4,100	\$ 4,100	\$ 1,800	\$ 1,500	\$ (300)
8163-01	ya DVDs			\$ 2,000	\$ 1,500	\$ (500)
8164-01	foreign language DVDs			\$ 1,000	\$ 500	\$ (500)
8166-01	children's games	\$ 1,800	\$ 1,800	\$ 2,500	\$ 2,500	\$ -
	<b>total</b>	<b>\$ 93,240</b>	<b>\$ 84,740</b>	<b>\$ 95,200</b>	<b>\$ 93,100</b>	<b>\$ (2,100)</b>
<b>PROGRAMS</b>						
8150-01	children's programs	\$ 3,000	\$ 3,500	\$ 3,000	\$ 3,000	\$ -
8152-01	children's summer reading program	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,000	\$ (500)
8153-01	ya programs			\$ 1,500	\$ 1,500	\$ -
8154-01	makerspaces/library of things				\$ 2,500	\$ 2,500
8155-01	adult programs	\$ 3,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -
8156-01	technology programs				\$ 1,000	\$ 1,000
8157-01	senior programs			\$ 3,000	\$ 2,000	\$ (1,000)
	<b>total</b>	<b>\$ 10,500</b>	<b>\$ 12,000</b>	<b>\$ 16,000</b>	<b>\$ 18,000</b>	<b>\$ 2,000</b>
<b>STRATEGIC INITIATIVES</b>						
8158-01	Strategic Initiatives	\$ 8,000	\$ 8,000	\$ 4,000	\$ 4,000	\$ -
	<b>total</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ -</b>
<b>COMPUTERS</b>						
8171-01	information technology	\$ 9,200	\$ 9,200	\$ 12,000	\$ 12,000	\$ -
8172-01	new computer equipment	\$ 7,000	\$ 4,000	\$ 12,500	\$ 11,500	\$ (1,000)
8175-01	mls computer fund	\$ 16,197	\$ 16,197	\$ 18,956	\$ 19,000	\$ 44
8180-01	software	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
8190-01	website	\$ 300	\$ 300	\$ 500	\$ 7,500	\$ 7,000
8195-01	email	\$ 125	\$ 125	\$ 125	\$ 300	\$ 175
	<b>total</b>	<b>\$ 33,822</b>	<b>\$ 30,822</b>	<b>\$ 45,081</b>	<b>\$ 51,300</b>	<b>\$ 6,219</b>
<b>OFFICE SUPPLIES</b>						
8202-01	Office Supplies	\$ 22,000	\$ 10,000	\$ 14,500	\$ 13,000	\$ (1,500)
	<b>total</b>	<b>\$ 22,000</b>	<b>\$ 10,000</b>	<b>\$ 14,500</b>	<b>\$ 13,000</b>	<b>\$ (1,500)</b>

## 2019/20 Draft

OPERATING EXPENSES		2016-2017	2017-2018	2018-2019	2019--2020	CHANGE
<b>UTILITIES- OPERATING EXPENSE</b>						
8301-07	telephone	\$ 12,510	\$ 12,510	\$ 15,000	\$ 13,000	\$ (2,000)
8302-07	electricity	\$ 27,500	\$ 27,500	\$ 31,500	\$ 32,000	\$ 500
8303-07	gas	\$ 6,300	\$ 6,300	\$ 6,500	\$ 7,500	\$ 1,000
8304-07	water/garbage	\$ 900	\$ 900	\$ 1,800	\$ 1,800	\$ -
	<b>total</b>	<b>\$ 47,210</b>	<b>\$ 47,210</b>	<b>\$ 54,800</b>	<b>\$ 54,300</b>	<b>\$ (500)</b>
<b>BUILDING EXPENSE</b>						
8306-07	building supplies	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -
8308-07	service contracts	\$ 35,000	\$ 35,000	\$ 38,000	\$ 41,000	\$ 3,000
8315-07	fees and permits	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,750	\$ 250
8320-07	Building and Grounds	\$ 35,000	\$ 35,000	\$ 18,000	\$ 18,000	\$ -
8330-01	casual labor	\$ 2,200	\$ 2,200	\$ 3,500	\$ 3,500	\$ -
8335-07	building repairs	\$ 14,000	\$ 14,000	\$ 58,000	\$ 14,000	\$ (44,000)
	<b>total</b>	<b>\$ 99,700</b>	<b>\$ 99,700</b>	<b>\$ 131,000</b>	<b>\$ 90,250</b>	<b>\$ (40,750)</b>
<b>TRAVEL</b>						
8341-01	meals & dinners	\$ -	\$ -	\$ -	\$ -	\$ -
8342-01	lodging/meals/mileage	\$ 1,600	\$ 2,400	\$ 1,600	\$ 2,000	\$ 400
	<b>total</b>	<b>\$ 1,600</b>	<b>\$ 2,400</b>	<b>\$ 1,600</b>	<b>\$ 2,000</b>	<b>\$ 400</b>
<b>OTHER EXPENSES</b>						
8355-01	memberships	\$ 1,500	\$ 1,500	\$ 1,500	\$ 2,000	\$ 500
8360-01	grants			\$ 40,000	\$ 40,000	\$ -
8361-01	donations				\$ 8,000	\$ 8,000
8365-01	library promotion	\$ 4,400	\$ 4,400	\$ 6,000	\$ 6,000	\$ -
8370-01	postage	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,500	\$ 500
8375-01	advertising	\$ 500	\$ 500	\$ 500	\$ 3,500	\$ 3,000
8385-01	memorials and tributes	\$ 150	\$ 150	\$ 500	\$ 500	\$ -
8396-01	bank charges and fees	\$ 150	\$ 150	\$ 150	\$ 150	\$ -
8399-01	ILL Loss/Damage	\$ 500	\$ 500	\$ 250	\$ 250	\$ -
	<b>total</b>	<b>\$ 9,200</b>	<b>\$ 9,200</b>	<b>\$ 50,900</b>	<b>\$ 62,900</b>	<b>\$ 12,000</b>
<b>OUTSIDE SERVICES</b>						
8400-01	accounting	\$ 25,500	\$ 25,500	\$ 13,000	\$ 14,500	\$ 1,500
8401-01	audit	\$ 7,000	\$ 7,000	\$ 7,700	\$ 9,500	\$ 1,800
8402-01	legal fees	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -
8404-01	staff recognition	\$ 3,000	\$ 3,000	\$ 3,000	\$ 2,000	\$ (1,000)
8405-01	appraisal	\$ 450	\$ 450	\$ 450	\$ 1,500	\$ 1,050
8305-01	architect/buidling consultant	\$ -	\$ -	\$ -	\$ -	\$ -
8406-01	collection agency	\$ 200	\$ 200	\$ 200	\$ 200	\$ -
8408-01	strategic plan	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
8410-01	printing	\$ 10,000	\$ 10,000	\$ 10,000	\$ 9,000	\$ (1,000)
8430-01	payroll expenses	\$ 3,550	\$ 4,000	\$ 4,500	\$ 4,500	\$ -
8435-01	background checks	\$ 100	\$ 100	\$ 150	\$ 150	\$ -
	<b>total</b>	<b>\$ 56,300</b>	<b>\$ 56,750</b>	<b>\$ 45,500</b>	<b>\$ 47,850</b>	<b>\$ 2,350</b>

## 2019/20 Draft

<b>OPERATING EXPENSES</b>		2016-2017	2017-2018	2018-2019	2019--2020	CHANGE
<b>INSURANCE</b>						
8460-05	liability insurance package	\$ 8,840	\$ 8,840	\$ 13,000	\$ 15,000	\$ 2,000
8470-05	directors/officers insurance					\$ -
	<b>total</b>	<b>\$ 8,840</b>	<b>\$ 8,840</b>	<b>\$ 13,000</b>	<b>\$ 15,000</b>	<b>\$ 2,000</b>
<b>OTHER EXPENSES</b>						
8600-01	Bond Interest	\$ -	\$ -	\$ -	\$ -	\$ -
8601-02	Debt Certificate Interest	\$ 2,075	\$ 2,490	\$ 2,500	\$ 2,500	\$ -
	<b>total</b>	<b>\$ 2,075</b>	<b>\$ 2,490</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ -</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 960,368</b>	<b>\$ 930,800</b>	<b>\$ 1,056,662</b>	<b>\$ 1,060,105</b>	<b>\$ 3,443</b>
<b>NET INCOME</b>		<b>\$ 12,352</b>	<b>\$ 61,920</b>	<b>\$ 55,058</b>	<b>\$ 55,115</b>	<b>\$ 57</b>
<b>DEBT SERVICE</b>						
8700-02	Bond Principle	\$ -	\$ -			\$ -
8701-02	Debt Certificate Principle	\$ 40,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -
	<b>total</b>	<b>\$ 40,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ -</b>
<b>RETAINED EARNINGS</b>			<b>\$ 31,920</b>	<b>\$ 25,058</b>	<b>\$ 25,115</b>	<b>\$ 57</b>



## 2019/20 Draft

<b>REVENUE</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019--2020</b>	<b>CHANGE</b>
total	\$ 972,720	\$ 992,720	\$ 1,111,720	\$ 1,115,220	\$ 3,500
<b>OPERATING EXPENSES</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019--2020</b>	<b>CHANGE</b>
<b>SALARIES</b>	\$ 492,133	\$ 475,190	\$ 484,049	\$ 501,608	\$ 17,559
<b>BENEFITS</b>	\$ 73,748	\$ 80,458	\$ 95,032	\$ 99,297	\$ 4,265
<b>TRAINING</b>	\$ 2,000	\$ 3,000	\$ 3,500	\$ 5,000	\$ 1,500
<b>MATERIALS</b>	\$ 93,240	\$ 84,740	\$ 95,200	\$ 93,100	\$ (2,100)
<b>PROGRAMS</b>	\$ 10,500	\$ 12,000	\$ 16,000	\$ 18,000	\$ 2,000
<b>STRATEGIC INITIATIVES</b>	\$ 8,000	\$ 8,000	\$ 4,000	\$ 4,000	\$ -
<b>COMPUTERS</b>	\$ 33,822	\$ 30,822	\$ 45,081	\$ 51,300	\$ 6,219
<b>OFFICE SUPPLIES</b>	\$ 22,000	\$ 10,000	\$ 14,500	\$ 13,000	\$ (1,500)
<b>UTILITIES- OPERATING EXPE</b>	\$ 47,210	\$ 47,210	\$ 54,800	\$ 54,300	\$ (500)
<b>BUILDING EXPENSE</b>	\$ 99,700	\$ 99,700	\$ 131,000	\$ 90,250	\$ (40,750)
<b>TRAVEL</b>	\$ 1,600	\$ 2,400	\$ 1,600	\$ 2,000	\$ 400
<b>OTHER EXPENSES</b>	\$ 9,200	\$ 9,200	\$ 50,900	\$ 62,900	\$ 12,000
<b>OUTSIDE SERVICES</b>	\$ 56,300	\$ 56,750	\$ 45,500	\$ 47,850	\$ 2,350
<b>INSURANCE</b>	\$ 8,840	\$ 8,840	\$ 13,000	\$ 15,000	\$ 2,000
<b>OTHER EXPENSES</b>	\$ 2,075	\$ 2,490	\$ 2,500	\$ 2,500	\$ -
<b>TOTAL OPERATING EXPENS</b>	\$ 960,368	\$ 930,800	\$ 1,056,662	\$ 1,060,105	\$ 3,443
<b>NET INCOME</b>	\$ 12,352	\$ 61,920	\$ 55,058	\$ 55,115	\$ 57
<b>DEBT SERVICE</b>	\$ 40,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -
<b>RETAINED EARNINGS</b>	\$ (27,648)	\$ 31,920	\$ 25,058	\$ 25,115	\$ 57

*Proposed*



## 2019/20 Draft

Building Repairs	
HVAC	\$ 350,000
Parking lot?	\$ 50,000
Light replacement	\$ 20,000
Concrete building skirt replace	\$ 20,000
Total	\$ 440,000

### 2020 in Chicago

ALA Vendor	Ala Conf 1 day	ALA full conf
\$75/free	\$215	\$320
Admaryz	Sarah	Natalie
Clark	Betsy	Lizzy
Rowette		Susan
Mary		Britney
everyone else		Nikki
Except linda		Karen
Board members		Mike

\$ 2,670  
\$ (1,830)

#### Internet databases list:

Kanopy	\$ 2,500
Hoopla	\$ 3,000
RB Digital	\$ 1,000
Mango Languages	\$ 1,500
IL Ereads	\$ 700
Biblioboard	
Netflix	\$ 175
Total	\$ 8,875

### **2019/2020 Budget Justification:**

This budget is broken up in a different way than previous budgets. Although there is a detailed line item working budget for staff, the budget attached here as the draft is the category budget. I am asking for approval of the categories rather than the line items.

There are several reasons for this change. This working budget is our represents our goal numbers, however changes happen frequently which make us reevaluate our spending through out the year. For examples: Something happens to Mike and we lose him part way through the year. Rather than replace Mike with a full time person we find two part time people who are amazing and we hire them. However rather than being administrators, they would be in the clerk column which would substantially change our line item allocations but not the total we plan to spend in the budget category Salaries. Having approved the budget category means that we can make that change without making various budget adjustments at the board meetings.

Budget adjustments would still be needed between categories (moving funds from Benefits to Salaries if we were for example no longer paying health insurance but paying for an additional part time employee).

**Revenue:** Major changes come in the property tax line (6901-01).

- Property Tax (6901-01) is expected to rise \$50,000 based on our levy amount. The 2017/2018 levy year is expected to collect between \$4,000-6,000 more than the budgeted amount.
- Estimated Loss due to property assessment appeals (6901-14) is decreased based on this year's current \$6000 loss which is a continuation of the trend of decreases in loss over the past 5 years.
- Unrealized income from annuities increase is being used to fund the upgrades we need to our carpeting (part of which will be 1/3 will be paid on this budget year and the remainder as well as shelf moving will be on next budget year, repairs/upgrades to our HVAC system, and replacement of our lighting fixtures.

**Expenditures:** Changes come in most line items based on changes in priorities and desire to allocate funds to the areas that we identified in our strategic plan as focus areas.

- Salaries (7504-7508): this number is reflective of a 2% cost of living increase to all employees and merit raises expected to our staff in all line items to reflect their efforts and outcomes.
- Benefits (7600-7670): The increase in benefits is based in enrolling in the IMRF pension fund (7650-09) for 8 employees who would be eligible and doing away with the 6% retirement payment to full time staff members.
- Training (7700-7800): There is a small increase in staff training (7800-01) which we are encouraging them to use through a program of application and reporting and is reflective of the upcoming ALA Annual Conference in June of 2020.

- Materials (8090-8166): Little or no change. Several comments in our Strategic plan noted that we need to work on keeping current with our offerings. Best practice suggestions in librarianship recommend between 12-15% of a library's budget to be spent on materials. This increase brings us up to 8.8% of our budget. I would like to increase this and our program budget each year to bring us up to best practice numbers. The increases here are spread throughout the line items. In addition, we are adding additional line items for foreign language DVD's (8164-01) and foreign language books (8103-01) to reflect spending goals in these categories more transparently to our community. And we are removing the line items for both adult and children's reference.
- Programs (8150-8155): The creation of Makerspace/Library of Things (8154-01) and Technology Programs (8156-01) are reflective of surveys at the library and the strategic plan surveys which called for creating/expanding technology programming and availability in the library.
- Strategic Initiatives (8158-01): No or little change.
- Computers (8171-8195): Increases to the information technology (8171-01) reflect purchasing hotspots for lending and anticipate increases in technology maintenance costs. Major changes in this category are centered in the new computer equipment (8172-01) line item. Our patron computers are 6-10+ years old. Providing access to the internet was a focus in our Strategic plan goals and is difficult to do with aging technology. Our goal would be to begin a plan of replacement and upgrades to our technology, creating a sustainable schedule of replacement for the future. Focus will be on upgrading our infrastructure before upgrading our computers.
- Office Supplies (8202-01): No or little change.
- Utilities (8301-8304): Increases reflect actual spending and our change from a T1 internet connection partly provided through ATT to a fiber line which will also be partly provided by ATT and estimated increases in electricity provided by our electrical supplier.
- Building Expenses (8306-8335): Building supplies and maintenance (8306-07)'s decrease reflects the completion of the carpeting project. **\*\*Note\*\* current budget proposal lacks the quotes for HVAC replacement. Expectations are for the expenditures to be recorded under Building Repairs (8335-07)**
- Travel (8341-8342): Minor increase reflects upcoming ALA Annual conference in 2020 in Chicago.
- Other Expenses (8355-8399): Donations (8361-01) has been created as a line item to directly reflect the funds coming in as donations to the library. Funding for this item as well as the Grants (8360-01) are dependent on how much is received in revenue for each corresponding line item (6904-01, 6905-01). Advertising (8375-01) was also increased to account for expected increases in advertising for upcoming programs, events, and new services.
- Outside Services (8400-8435): No or little change.
- Insurance (8460-8470): Changes reflect actual spending based on the 2018-2019 fiscal year.
- Other Expenses (8600-8601)/Debt Services (8700-8701): Reflects expectation of our new loan.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue

North Riverside, IL 60546

**Minutes of the meeting of April 15, 2019**

**1. Open of Meeting**

A. The meeting was called to order by Vice President Gordon at 7:05 p.m. Roll call was taken.

Present: Al Pineda, Greg Gordon, Brad Lanken, Ken Rouleau.

Absent: Annette Corgiat, P. J. Folz, Priscilla Skenandore.

Also Present: Asst. Director Susan Locander

B. A quorum was established.

C. Trustee-elect Kathy Bonnar attended as a visitor.

D. Trustee Lanken made a motion to approve the agenda as presented. Trustee Rouleau seconded the motion. All ayes, motion carried.

2. There were no requests to speak to the Board during the Open Forum.

**3. Financial Reports**

A. Treasurer Lanken and Vice President Gordon reviewed the account balances. Trustee Lanken will look further into certain line items and report at the next meeting.

B. Trustee Lanken made a motion to approve the financial statements. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau

Nays: None

Motion carried.

C. Trustee Lanken made a motion to approve the check detail #19-04 in the amount of \$45,957.13 Trustee Pineda seconded the motion. A roll call vote was taken.

Ayes: Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau

Nays: None

Motion carried.

D. Trustee Lanken made a motion to approve the authorization to transfer \$60,000. Trustee Gordon seconded the motion. A roll call vote was taken.

Ayes: Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau

Nays: None

Motion carried.

E. 2019/2020 Budget – No further discussion at this time.

**4. Committee Reports**

A. Buildings and Grounds (Ken Rouleau, chairman)

1. HVAC & Lighting project - Trustee Rouleau plans to follow up with Tom Fiedler (West Town), and will have an update at the next meeting.

B. Strategic Planning (P.J. Folz, chairman)  
Trustee Folz was absent.

C. Personnel (Greg Gordon, chairman)  
No report.

D. Policy (Priscilla Skenandore, chairman)  
Trustee Skenandore was absent. Vice President Gordon moved to approve the updated Personnel Policy with the understanding that there will be some minor edits for clarity. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau

Nays: None

Motion carried.

5. President

President Corgiat was absent; Vice President Gordon had no report.

6. Director's Report

As Director Starosta is on maternity leave, Assistant Director Locander reported.

A. Peregrine, Stime, et al, sent a Board Transition memo re: installation of Library Trustees. Vice President Gordon noted that the Oath of Office included in the memo is not the same as what's been previously used. Assistant Director Locander will follow-up.

B. The LACONI Annual Trustee Banquet will be Friday, May 10<sup>th</sup>. Rebecca Vnuk, Executive Director of LibraryReads will be the speaker. Any Board members interested in attending, please respond by Sunday, May 5<sup>th</sup> (the ticket deadline).

C. The AARP Tax Aide Program at the library served 171 clients; adult reference interactions increased with the increased patron traffic this program created.

D. Write-in candidate totals from April's election will be available by or before April 23, 2019 per an email from the Cook County Clerk's Office.

7. Other Action Items

A. Approval of minutes

Trustee Lanken made a motion to approve the minutes of the March 18, 2019 Board meeting. Trustee Pineda seconded the motion. All ayes, motion carried.

8. Information Items

A. Committee meetings - none added tonight.

B. Calendar – no changes at this time

C. Memorial Books Report – Nineteen memorial books have been donated since January, 2019.

D. Correspondence - nothing tonight.

E. Board Action Log - all up to date.

F. Trustee Continuing Education – LACONI Annual Trustee Banquet will take place on May 10.

G. Grants – Of the ten grants recently applied for, we are still awaiting word on five. Adult Services Librarian Lizzy Boden was awarded the 2019 Robert P. Doyle ILA Conference Grant for Support Staff which includes a one year ILA membership.

H. Advocacy - Nothing tonight

I. RAILS AND SWAN -. Nothing tonight

9. Adjournment

Trustee Lanken made a motion to adjourn the meeting at 7:34 p.m. Trustee Rouleau seconded the motion. All ayes, motion carried.

The next Board meeting is scheduled for Monday, May 20 at 6:00 p.m.

Respectfully Submitted

Assistant Director Susan Locander



**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue

North Riverside, IL 60546

**Minutes of the Special Meeting of April 25, 2019**

1. Open of Meeting

A. The meeting was called to order by President Corgiat at 6:40 p.m. Roll call was taken.

Present: PJ Folz, Greg Gordon, Brad Lanken, Annette Corgiat.

Absent: Al Pineda, Ken Rouleau, Priscilla Skenandore.

Also Present: Asst. Director Susan Locander

B. A quorum was established with four board members present.

C. There were no visitors.

D. Trustee Lanken made a motion to approve the agenda as presented. Trustee Gordon seconded the motion. All ayes, motion carried.

2. There were no requests to speak to the Board.

3. Trustee Lanken made a motion to approve the transfer of funds in the amount of \$30,000.00 for the payment to First American Bank due May 1, 2019. Trustee Gordon seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, PJ Folz, Greg Gordon, Brad Lanken

All ayes, motion carried.

4. Adjournment

Trustee Lanken made a motion to adjourn the meeting at 6:45 p.m. Trustee Gordon seconded the motion. All ayes, motion carried.

The next Board meeting is scheduled for Monday, May 20 at 6:00 p.m.

Respectfully Submitted

Assistant Director Susan Locander

**ORDINANCE 19-05-01**  
**2019 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 2019-20 fiscal year, commencing July 1, 2019, and ending June 30, 2020, 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 determine 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 \_\_\_\_\_ day of \_\_\_\_\_, 2019, 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

**North Riverside Public Library District**  
**Annual Meeting Schedule**  
**Fiscal Year 2019 (July 1<sup>st</sup>, 2019 – June 30<sup>th</sup>, 2020)**

Library Board of Trustee meetings of the North Riverside Public Library District are held on the third Monday of each month beginning at 7:00pm in the community room on the main floor of the North Riverside Public Library District (2400 S. Des Plaines Ave., North Riverside, IL 60546).

July 15<sup>th</sup>, 2019

August 19<sup>th</sup>, 2019

September 16<sup>th</sup>, 2019

October 14<sup>th</sup>, 2019

November 18<sup>th</sup>, 2019

December 16<sup>th</sup>, 2019

January 20<sup>th</sup>, 2020

February 17<sup>th</sup>, 2020

March 16<sup>th</sup>, 2020

April 12<sup>th</sup>, 2020

May 18<sup>th</sup>, 2020

June 15<sup>th</sup>, 2020

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Special meetings may be held. Any special meeting will be posted at the library and on the library's website no less than 48 hours prior to the meeting.

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Library Board of Trustees Committee of the Whole meetings of the North Riverside Public Library District will be held on the second Monday of each month beginning at 6:30pm in the community room on the main floor of the North Riverside Public Library District (2400 S. Des Plaines Ave., North Riverside, IL 60546).

July 8<sup>th</sup>, 2019

August 12<sup>th</sup>, 2019

September 9<sup>th</sup>, 2019

October 7<sup>th</sup>, 2019

November 11<sup>th</sup>, 2019

December 9<sup>th</sup>, 2019

January 13<sup>th</sup>, 2020

February 10<sup>th</sup>, 2020

March 9<sup>th</sup>, 2020

April 13<sup>th</sup>, 2020

May 11<sup>th</sup>, 2020

June 8<sup>th</sup>, 2020

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	<b>Circulation Statistics FY 18-19</b>															
2			<b>JULY</b>	<b>AUG.</b>	<b>SEPT.</b>	<b>OCT.</b>	<b>NOV.</b>	<b>DEC.</b>	<b>JAN.</b>	<b>FEB.</b>	<b>MAR.</b>	<b>APR.</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTALS</b>	
5	<b>FY 18/19</b>		<b>9288</b>	<b>8225</b>	<b>6393</b>	<b>6167</b>	<b>7228</b>	<b>7233</b>	<b>8164</b>	<b>8067</b>	<b>8815</b>	<b>8436</b>	<b>0</b>	<b>0</b>	<b>78016</b>	
6	Patron Circ		5480	4394	3294	4518	3972	4003	4532	4381	4854	4560			43988	
7	Renewals		2662	2518	2176	230	2173	2208	2426	2407	2638	2513			21951	
8	Items Sent Out		522	756	445	754	569	480	553	603	653	645			5980	
9	Items Requested		624	557	478	665	514	542	653	676	670	718			6097	
10																
12	<b>Books 18/19</b>		<b>4687</b>	<b>3723</b>	<b>3100</b>	<b>3670</b>	<b>3279</b>	<b>3369</b>	<b>3714</b>	<b>3747</b>	<b>4219</b>	<b>3988</b>	<b>0</b>	<b>0</b>	<b>37496</b>	
13	Adult		1692	1,558	1242	1362	1355	1399	1488	1509	1625	1591			14821	
14	Spanish Lang.		14	20	5	5	12	27	36	21	35	39			214	
15	Juvenile		2755	1,969	1737	2126	1768	1831	2060	2088	2407	2176			20917	
16	YA		240	196	121	182	156	139	166	150	187	221			1758	
17																
19	<b>Music 18/19</b>		<b>248</b>	<b>257</b>	<b>245</b>	<b>259</b>	<b>238</b>	<b>229</b>	<b>226</b>	<b>243</b>	<b>237</b>	<b>183</b>	<b>0</b>	<b>0</b>	<b>2365</b>	
20	Adult		177	187	173	193	208	184	180	193	180	156			1831	
21	Juvenile		32	28	33	41	17	16	26	36	29	17			275	
22	YA		39	42	39	25	13	29	20	14	28	10			259	
23																
25	<b>AudBk 18/19</b>		<b>135</b>	<b>143</b>	<b>111</b>	<b>120</b>	<b>111</b>	<b>111</b>	<b>153</b>	<b>131</b>	<b>180</b>	<b>145</b>	<b>0</b>	<b>0</b>	<b>1340</b>	
26	Adult		107	120	87	96	98	101	130	108	136	122			1105	
27	Juvenile		19	16	20	18	6	9	18	19	28	16			169	
28	YA		9	7	4	6	7	1	5	4	16	7			66	
29																
31	<b>DVD 18/19</b>		<b>2631</b>	<b>2470</b>	<b>1733</b>	<b>2505</b>	<b>2154</b>	<b>2238</b>	<b>2475</b>	<b>2305</b>	<b>2373</b>	<b>2370</b>	<b>0</b>	<b>0</b>	<b>23254</b>	
32	Adult		1622	1726	1157	1546	1526	1606	1870	1858	1807	1884			16602	
33	Juvenile		654	458	367	667	447	435	538	436	541	465			5008	
34	YA		355	286	209	292	181	197	67	11	25	21			1644	
35																
37	<b>Periodicals 18/19</b>		<b>203</b>	<b>159</b>	<b>121</b>	<b>105</b>	<b>203</b>	<b>114</b>	<b>141</b>	<b>127</b>	<b>129</b>	<b>154</b>	<b>0</b>	<b>0</b>	<b>1456</b>	
38	Adult		168	154	114	103	201	109	135	117	129	138			1368	
39	Juvenile		28	5	0	0	1	5	1	10	0	12			62	
40	YA		7	0	7	2	1	0	5	0	0	4			26	

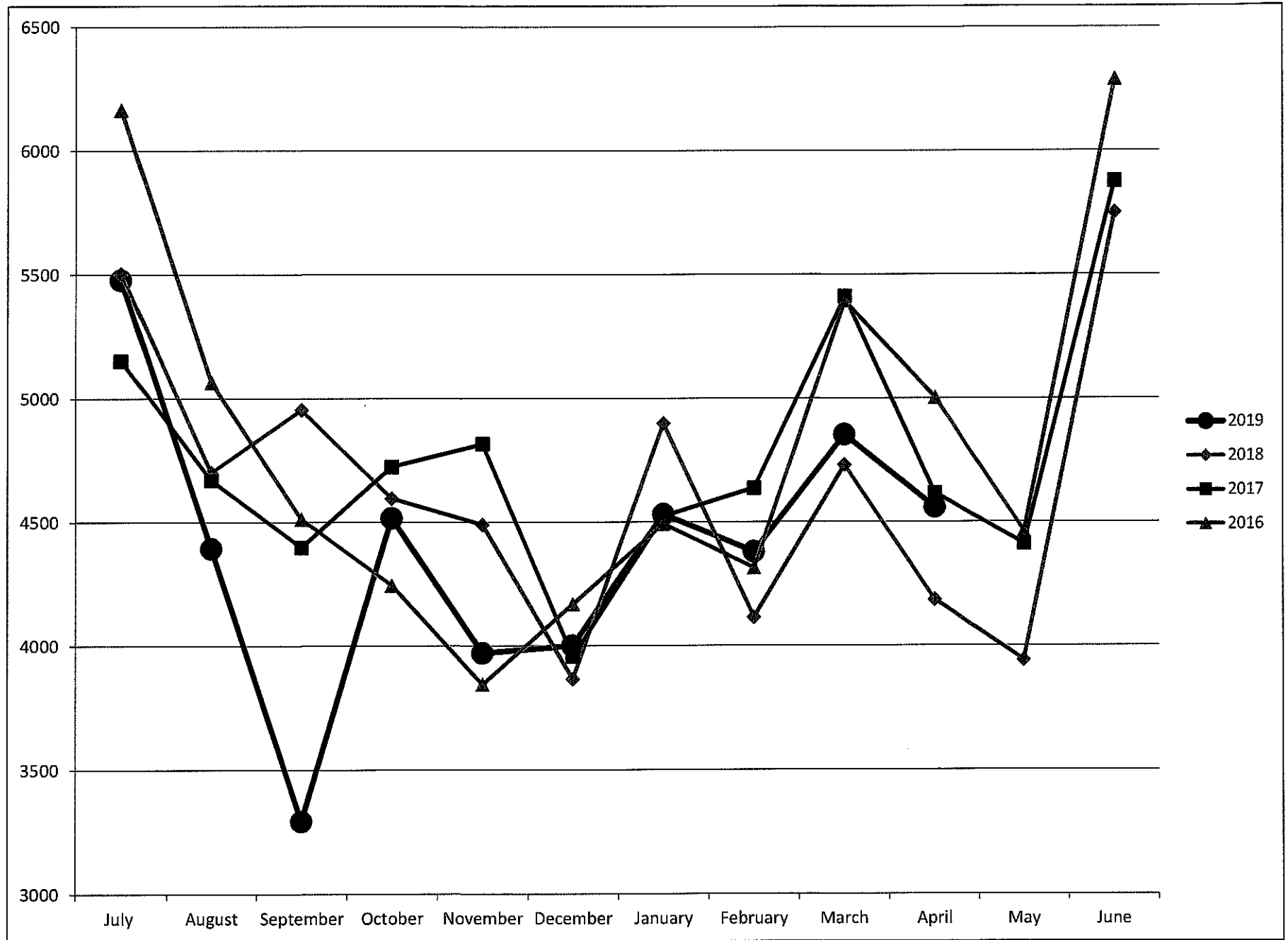
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
41																
44	<b>Videogames 18/19</b>		<b>132</b>	<b>97</b>	<b>97</b>	<b>76</b>	<b>72</b>	<b>57</b>	<b>107</b>	<b>93</b>	<b>203</b>	<b>128</b>	<b>0</b>	<b>0</b>	<b>1062</b>	
45	Juvenile		97	51	33	43	35	43	63	65	131	92			653	
46	YA		35	46	64	33	37	14	44	28	72	36			409	
47																
48	<b>Museum Passes</b>		<b>21</b>	<b>21</b>	<b>7</b>	<b>12</b>	<b>7</b>	<b>14</b>	<b>1</b>	<b>2</b>	<b>13</b>	<b>15</b>			<b>113</b>	
49	<b>Puppets</b>		<b>7</b>	<b>8</b>	<b>7</b>	<b>8</b>	<b>11</b>	<b>4</b>	<b>7</b>	<b>6</b>	<b>17</b>	<b>6</b>			<b>81</b>	
50																
52	<b>Kindles FY 18/19</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
53																
54	<b>Kits</b>														<b>0</b>	
55	<b>Equipment</b>		<b>36</b>	<b>20</b>	<b>26</b>	<b>31</b>	<b>34</b>	<b>47</b>	<b>64</b>	<b>57</b>	<b>66</b>	<b>71</b>			<b>452</b>	
56																
57	<b>TOTAL ADULT</b>		<b>3823</b>	<b>3786</b>	<b>2806</b>	<b>3343</b>	<b>3429</b>	<b>3460</b>	<b>3868</b>	<b>3844</b>	<b>3956</b>	<b>3977</b>	<b>0</b>	<b>0</b>	<b>36292</b>	
58	<b>TOTAL JUV</b>		<b>3592</b>	<b>2535</b>	<b>2197</b>	<b>2903</b>	<b>2285</b>	<b>2343</b>	<b>2713</b>	<b>2660</b>	<b>3153</b>	<b>2784</b>	<b>0</b>	<b>0</b>	<b>27165</b>	
59	<b>TOTAL YA</b>		<b>685</b>	<b>577</b>	<b>444</b>	<b>540</b>	<b>395</b>	<b>380</b>	<b>307</b>	<b>207</b>	<b>328</b>	<b>299</b>	<b>0</b>	<b>0</b>	<b>4162</b>	
60																
61	<b>VISITS</b>														<b>Totals</b>	
64	<b>Visits FY 18/19</b>		<b>11476</b>	<b>10537</b>	<b>8239</b>	<b>10442</b>	<b>8429</b>	<b>8331</b>	<b>8412</b>	<b>9332</b>	<b>10240</b>	<b>9462</b>			<b>94900</b>	
65																
68	<b>Reference FY 18/19</b>														<b>2342</b>	
69	Senior		19	81	67	123	61	118	90	181	69	93			902	
70	Adult		62	173	138	206	71	135	97	151	94	135			1262	
71	YA/Kids		16	18	17	30	25	22	10	17	6	17			178	
72																
75	<b>Computer FY 18/19</b>		<b>668</b>	<b>623</b>	<b>679</b>	<b>553</b>	<b>468</b>	<b>0</b>	<b>0</b>	<b>497</b>	<b>333</b>	<b>562</b>	<b>0</b>	<b>0</b>	<b>4383</b>	
76	Adult		616	569	621	519	442	--	--	--	315	527			3609	
77	Juvenile		52	54	58	34	26	--	--	--	18	35			277	
78	<b>WI-FI FY 16/17</b>														<b>0</b>	
79	<b>WI-FI FY 18/19</b>														<b>0</b>	
80																
86	<b># Programs</b>															
89	<b>FY 18/19</b>		<b>67</b>	<b>55</b>	<b>50</b>	<b>67</b>	<b>68</b>	<b>67</b>	<b>73</b>	<b>70</b>	<b>69</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>656</b>	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
90	Senior		3	3	4	4	5	6	5	7	11	10			58	
91	S - Passive		5	5	2	4	4	4	4	2	0	0			30	
92	Adult		0	0	5	9	7	7	9	12	8	11			68	
93	A - Passive		0	0	0	0	1	0	0	0	0	0			1	
94	Tech Program		3	12	8	7	10	3	8	8	6	9			74	
95	YA		8	4	1	4	5	10	10	7	5	9			63	
96	YA - Passive		1	2	0	0	0	0	2	4	2	1			12	
97	Elementary		19	9	8	10	9	7	7	6	4	7			86	
98	E - Passive		4	3	4	4	3	6	4	4	7	4			43	
99	Pre K		17	10	12	22	21	16	18	15	17	15			163	
100	Pre K - passive		7	7	6	3	3	8	6	5	9	4			58	
101	Co-Sponsored														0	
102																
103	<b>Program Attendance</b>														<b>Totals</b>	
106	<b>FY 18/19</b>		<b>1078</b>	<b>948</b>	<b>769</b>	<b>1124</b>	<b>1087</b>	<b>1133</b>	<b>1126</b>	<b>1103</b>	<b>1076</b>	<b>1173</b>	<b>0</b>	<b>0</b>	<b>10617</b>	
107	Senior		39	28	44	31	52	58	43	75	78	89			537	
108	S - Passive		25	40	18	45	43	50	39	19	0	0			279	
109	Adult		0	0	30	72	30	41	50	112	68	119			522	
110	A - Passive		0	0	0	0	160	0	0	0	0	0			160	
111	Tech Program		3	12	6	7	10	4	9	9	10	14			84	
112	Young Adult		43	35	3	25	8	42	44	22	13	21			256	
113	YA - Passive		10	50	0	0	0	0	45	54	8	4			171	
114	Elementary		183	144	70	121	54	104	70	27	55	70			898	
115	E - Passive		177	220	148	316	260	315	293	315	359	298			2701	
116	Pre K		238	74	144	247	190	171	223	137	105	223			1752	
117	Pre K - passive		360	345	306	260	280	348	310	333	380	335			3257	
118															360	
121	<b>Vol. Hours 18/19</b>		39	21	25	52	22	37	16	13.5	11	10			246.5	
123	<b># of Volunteers 18/19</b>		142	18	21	27	6	8	4	9	7	11				
125																
126	Cardholders 6/30/17															
127	<b>Cardholders 6/30/18</b>															
128	Added or renewed		61	81	52	46	42	38	51	45	51	72			539	

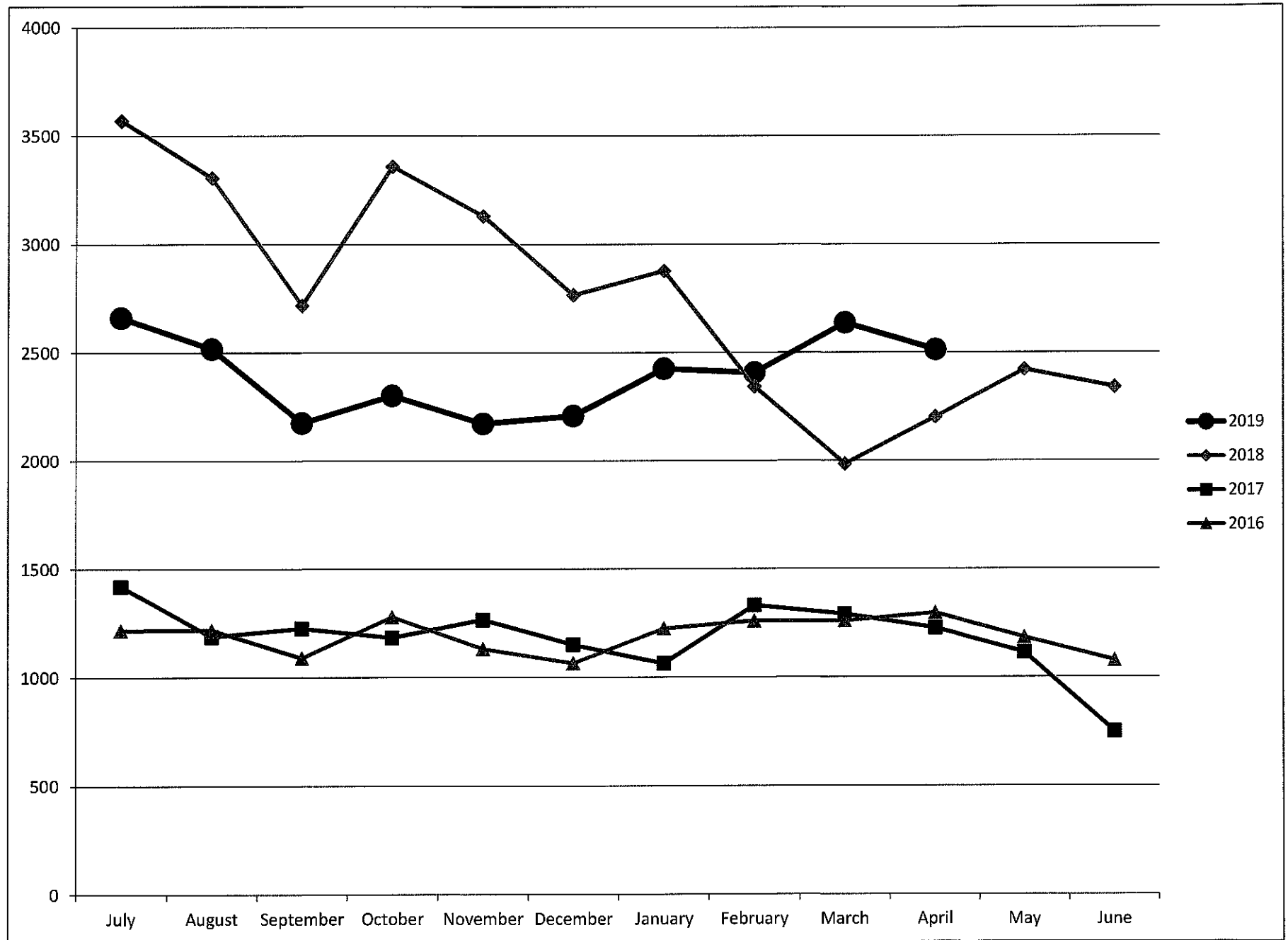
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
129	Deleted		0	0	0	0	0	0	0	0	0	0			0	
130															539	
131	Website visits 18/19		2547	2337	1512	1814	1535	1669	1784	1637	1742	1705			18282	
134																
135	Snapchat stats 18/19															
136																
137	Twitter Followers 18/19		87	88	88	87	88	85	90	89	90	91				
146																
147	Facebook 18/19															
148	Total likes		719	807	875	964	990	1085	1151	1215	1257	1325				
149	New likes		78	88	68	89	26	95	66	68	66	69			713	
150	Page views		180	232	328	334	302	300	404	297	299	238			2914	
151	Engaged		1149	1371	2460	1866	1597	2539	1789	1835	1498	1629			17733	
152	Reached		1485	2971	6615	3989	1214	9277	5592	4616	5269	5700			46728	
153																
156	Overdrive 18/19		455	422	326	390	310	357	432	314	361	332			3699	
158	Newsbank 18/19		0	0	3	19	1								23	
159	Mango Languages		2	1	16	5	11	0	1	0	0	0			36	
160	AtoZ Database		32	22	1	34	36	9	7	0	0	1			142	
161	RB Digital Magazines		13	0	0	1	9	4	1	1	11	13			53	
162	Ancestry.com		0	0	68	3	31	0	21	0	0	0			123	
163	Hoopla Total		77	107	105	123	105	103	126	112	138	113			1109	
164	Video/tv/music		41	59	44	46	39	33	49	27	55	46				
165	Audio/ebook/comic		36	48	61	77	66	70	77	85	83	67				
166																



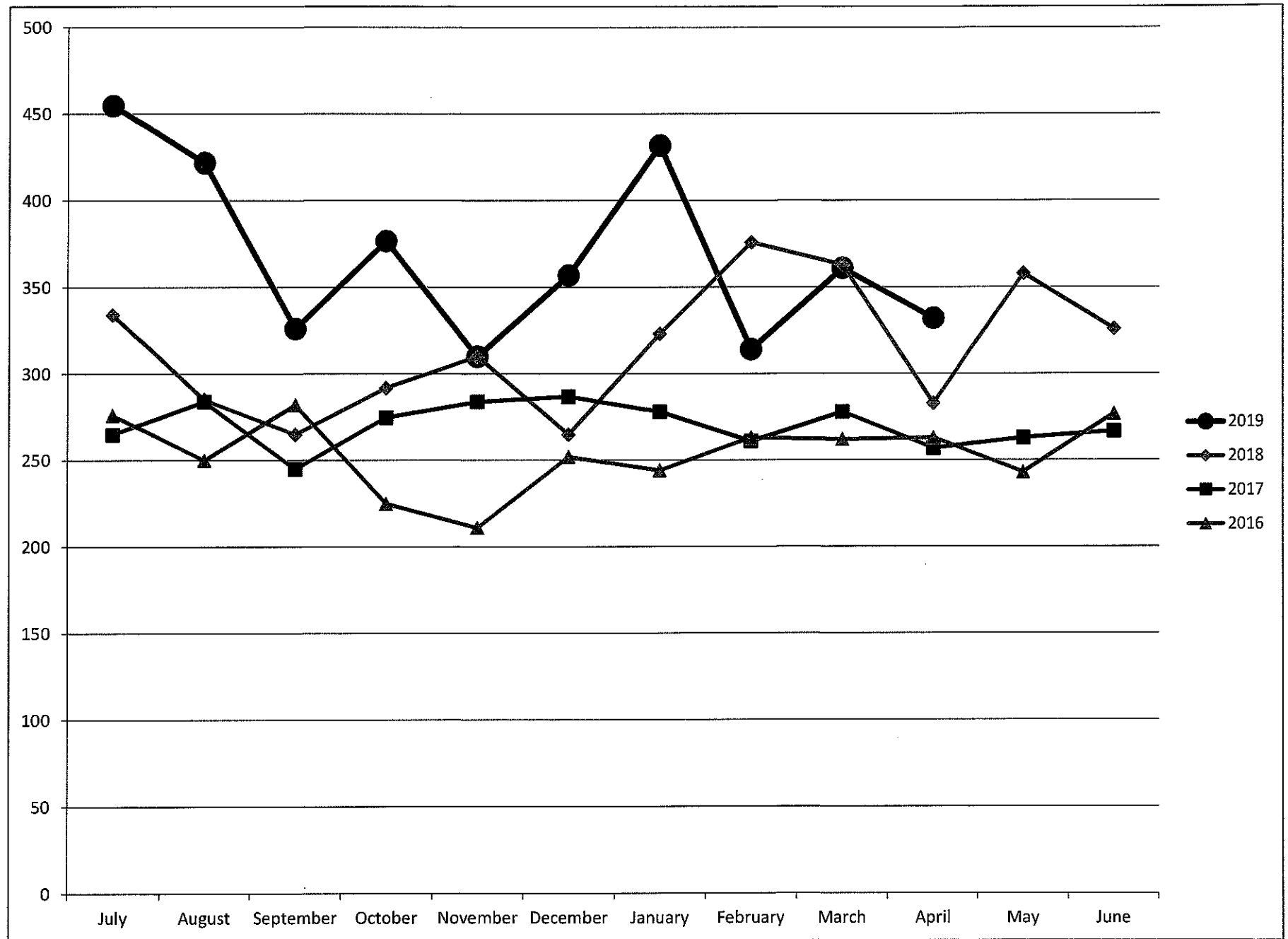
# CHECKOUTS



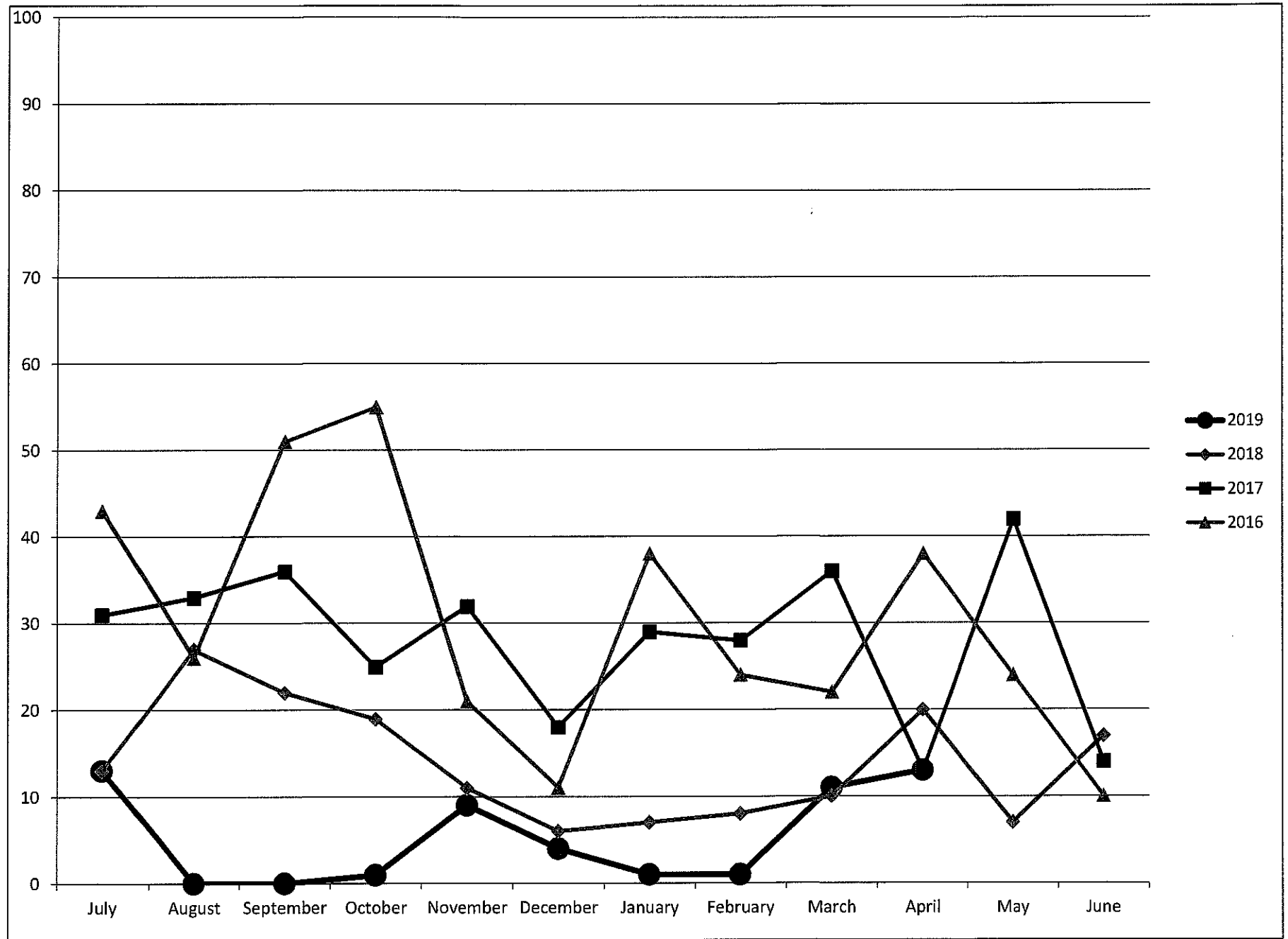
# RENEWALS



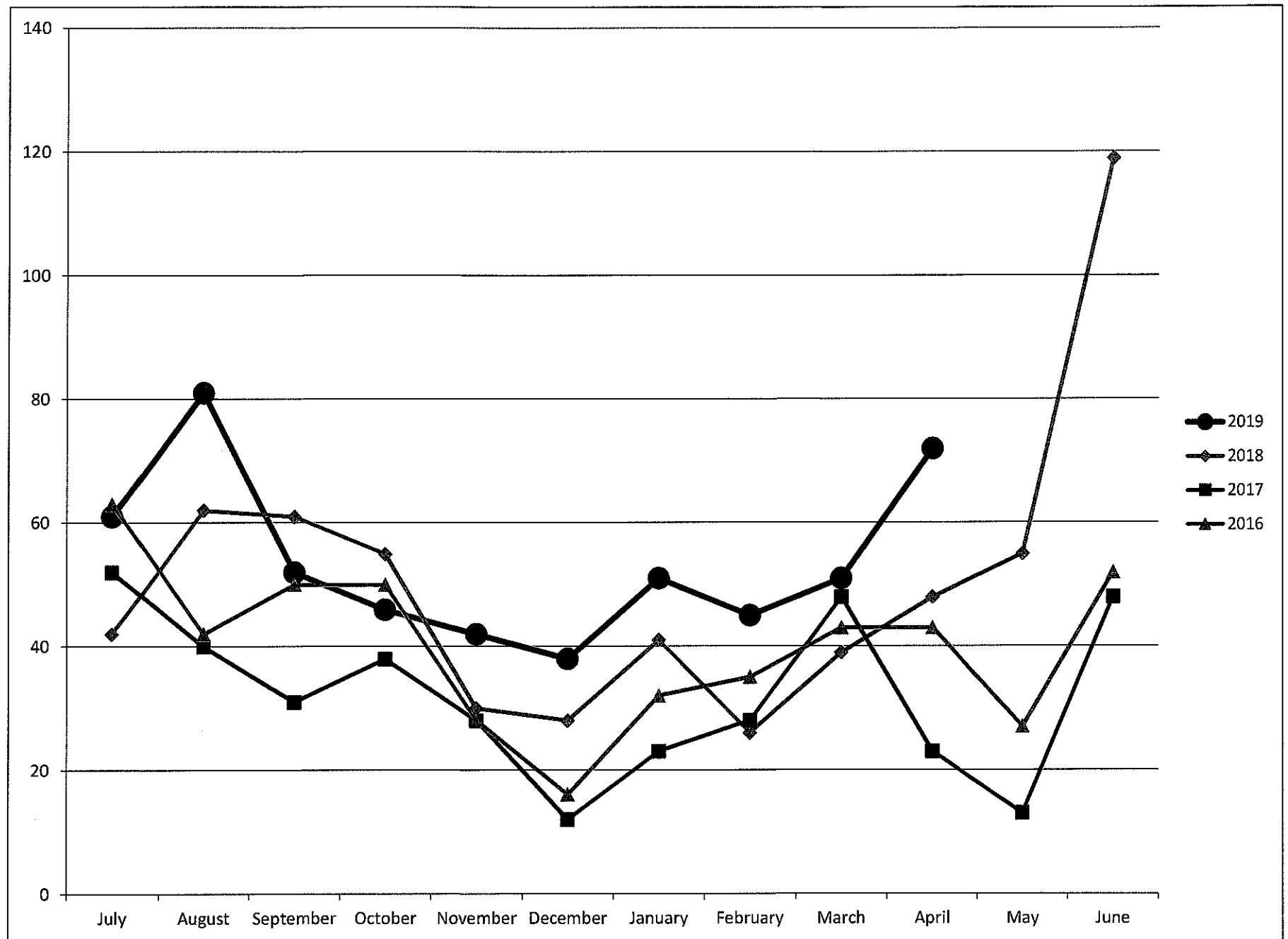
# EBOOK CHECKOUTS



# RBDIGITAL MAGAZINES (ZINIO)



# NEW CARDS



# WEB VISITS

