

Agenda
North Riverside Public Library District
Board of Trustees
2400 S. Des Plaines Avenue
North Riverside, Illinois
Regular Meeting, November 18, 2019
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. Financial reports

- A. 2018/19 Audit (action)
- B. Finance Committee Report (Allen Pineda, chairman)
- C. Approval of Financial Statements (action)
- D. Approval of Check Detail Report #19-10 in the amount of \$60,558.63 (action)
- E. Authorization to transfer \$80,000 from the money market to the checking account (action)

4. Committee Reports

- A. Building and Grounds (Ken Rouleau, chairman)
 - 1. HVAC (information)
 - 2. Capital Improvements (information)
- B. Strategic Planning (P. J. Folz, chairman)
 - 1. 2020 Strategic Plan (information)
- C. Personnel (Greg Gordon, chairman)
 - 1. New circulation clerk (information)
- D. Policy (Kathy Bonnar, chairman)
 - 1. Policy Manual Update (action)

5. President

6. Director's Report

- A. Build Guild
- B. Holiday Open House (Dec. 4)

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7. Other Action Items

- A. Approval of the minutes
 - a. October 21, 2019 Board Meeting (action)
- B. North Riverside Historical Society Archives contract (action)
- C. Truth in Taxation (action)
- D. Levy Ordinance (action)

8. Information items

- A. Committee Meetings
- B. Memorial Books & Donations Report
 - a. Richard Soumar
 - b. Jean Kadow
- C. Correspondence
- D. Board action log
- E. Trustee continuing education
- F. Grants & Advocacy
- G. 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 December 16th, 2019 at 6:00 p.m.

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
2400 S. DesPlaines Avenue
North Riverside, IL 60546

Minutes of the meeting of October 21, 2019

1. Open of Meeting

A. The meeting was called to order by President Corgiat at 6:36 p.m. Roll call was taken.

Present: Kathy Bonnar, Greg Gordon, Ken Rouleau, Al Pineda

Absent: Brad Lanken, P. J. Folz

Also Present: Natalie Starosta & Jill Cannizzo

B. A quorum was established.

C. John Mathias was present.

D. Trustee Rouleau made a motion to approve the agenda with the amendment the meeting started at 6:30 p.m. Trustee Pineda seconded the motion. All ayes, motion carried.

Trustee Gordon made a motion that beginning in January 2020 the committee of the whole will meet on the first Monday of the month at 6:00 p.m. and the Board will meet on the third Monday of the month at 6:00 p.m. Trustee Pineda seconded the motion. A roll call vote was taken.

Ayes: Kathy Bonnar, Greg Gordon, Ken Rouleau, Al Pineda

Nays: None

Motion carried.

2. Open Forum

John did not want to speak at this time.

3. Financial Reports

A. Director Starosta reported that we are just under budget at this time. There needs to be a budget amendment because there has been more grant money brought in than anticipated.

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

Ayes: Kathy Bonnar, Greg Gordon, Ken Rouleau, Al Pineda

Nays: None

Motion carried.

C. Trustee Rouleau made a motion to approve the check detail report #19-10 in the amount of \$44,437.86. Trustee Gordon seconded the motion. A roll call vote was taken.

Ayes: Kathy Bonnar, Greg Gordon, Ken Rouleau, Al Pineda

Nays: None

Motion carried.

D. Trustee Rouleau made a motion to approve the transfer of \$15,000.00 from the Building Fund to the Capital Fund. Trustee Pineda seconded the motion. A roll call vote was taken.

Ayes: Kathy Bonnar, Greg Gordon, Ken Rouleau, Al Pineda

Nays: None

Motion carried.

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

Ayes: Kathy Bonnar, Greg Gordon, Ken Rouleau, Al Pineda

Nays: None

Motion carried.

E. Trustee Gordon made a motion to approve the budget amendment as presented. Trustee seconded the motion. A roll call vote was taken.

Ayes: Kathy Bonnar, Greg Gordon, Ken Rouleau, Al Pineda

Nays: None

Motion carried.

4. Committee Reports

A. Buildings and Grounds (Ken Rouleau, chairman)

1. HVAC - Natalie has been meeting with MPC the HVAC people and they are working on the wiring. They are moving along.

2. Capital Improvements - working on the book sale room and the small group meeting room

B. Strategic Planning (P.J. Folz, chairman)

1. 2020 Strategic Plan - the survey has 227 completions as of tonight. Next Tuesday is the first community open house and is at Komarek School.

C. Personnel (Greg Gordon, chairman)

Nothing tonight

D. Policy (Kathy Bonnar, chairman)

1. Policy Manual Update

Tabled until next month for vote.

Anything that was a procedure was taken out of the policy manual and put into a procedure manual.

5. President

Nothing to report.

6. Director's Report

7. Other Action Items

A. Approval of minutes

Trustee Rouleau made a motion to approve the minutes of the September 16, 2019 Board meeting with the change that the meeting was called to order by Trustee Gordon. Trustee Gordon seconded the motion. All ayes, motion carried.

B. Resolution to determine funds

Trustee Gordon made a motion to approve resolution to determine funds.

Trustee Pineda seconded the motion. A roll call vote was taken

Ayes: Kathy Bonnar, Greg Gordon, Ken Rouleau, Al Pineda

Nays: None

Motion carried.

C. Book Sale Room

Trustee Gordon made a motion to approve moving forward with plan option two for the book sale room. Trustee Rouleau seconded the motion. All ayes, motion carried.

D. Small Group Meeting Room

Trustee Gordon made a motion to approve moving forward with the plan for the small group meeting room. Trustee Pineda seconded the motion. All ayes, motion carried.

E. Glass Wall

Trustee Gordon made a motion to approve the teen area glass wall. Trustee Rouleau seconded the motion. All ayes, motion carried.

F. New Shelving

Trustee Bonnar made a motion to approve the new shelving for picture books. Trustee Gordon seconded the motion. All ayes, motion carried.

G. North Riverside Historical Society Archives

The North Riverside Historical Society wants to put their Archives in the Library with one of the following agreements. One, that the Historical Society maintains them and the Library would only house the items. The other option would be that they donate the archives to the Library and the Library would maintain them.

There is a grant that could be applied for to help pay for getting the items digitized. There was some discussion. They are meeting the beginning of November. Trustee Rouleau will bring it up at that meeting and see what they are thinking they want. Then the Board will have a separate meeting to discuss this further and then make a decision.

H. Levy Ordinance Review

This is in the Board packet so that everyone can review it and be ready to vote in November

8. Information Items

A. Committee meetings - None added tonight. All meetings go through the director.

B. Memorial Books Report - nothing tonight

C. Correspondence - nothing tonight

D. Board Action Log - all up to date

E. Trustee Continuing Education - nothing tonight

F. Grants & Advocacy - It's been a busy year so far for grants. They will continue to work on other grants that come up.

G. Rails and Swan - nothing tonight

9. Adjournment

Trustee Gordon made a motion to adjourn the meeting at 8:10 p.m. Trustee Rouleau seconded the motion. All ayes, motion carried.

The next Board meeting is scheduled for Monday, November 18 at 6:00 p.m.

Respectfully Submitted
Jill M. Cannizzo

Management Report

North Riverside Public Library District
For the period ended October 31, 2019



Prepared on

November 13, 2019

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Profit and Loss

July - October, 2019

	Total
INCOME	
6903-01 Fines & Fees	5,657.69
6904-01 Donations	2,729.83
6905-01 Grants	19,266.00
6909-01 Memorial Books/Lost & Paid Mat	25.00
6920-01 Unrealized Income-Annuities	-24,520.48
Billable Expense Income	436.25
Interest	
6906-01 Interest Earned	1,104.59
6907-02 Interest Income Bond Fund	0.00
Total Interest	1,104.59
Property Taxes	
6901-01 Property Tax	416,089.18
6901-04 Tax Revenue-Audit Fund	3,266.61
6901-05 Tax Revenue-Liability Ins	2,056.55
6901-06 Tax Revenue-Unemploy Ins	846.92
6901-07 Tax Revenue-Bldg Fund	21,294.36
6901-08 Tax Revenue-SS	15,849.72
6901-12 Property Tax - IMRF Fund	5,807.34
Total Property Taxes	465,210.68
Total Income	469,909.56
GROSS PROFIT	
469,909.56	
EXPENSES	
8360-01 Grants	8,481.35
8365-07 Building Promo	420.00
Advertising & Marketing	
8361-01 Donations	390.24
8365-01 Library Promotion	670.63
8370-01 Postage	1,756.09
8375-01 Advertising	419.50
8385-01 Memorials & Tributes	98.90
8404-01 Staff Recognition	145.95
8410-01 Printing	2,350.00
Total Advertising & Marketing	5,831.31
Bank Charges & Fees	0.00
8396-01 Bank Charges & Fees	190.00
Total Bank Charges & Fees	190.00
Benefits	
7600-05 Health Insurance	8,928.09
7650-09 IMRF Pension	19,964.41
7670-01 Taxes-Fica Expense	13,126.16
Total Benefits	42,018.66

	Total
Building Expense	
8306-07 Building Supplies	1,501.67
8308-07 Service Contracts	22,837.90
8315-07 Fees & Permits	786.00
8320-07 Building & Grounds	1,999.09
8335-07 Bulding Repairs	64.80
Total Building Expense	27,189.46
Computers/Technology	
8171-01 Tech Service	5,370.40
8172-01 Computer Equipment	9,704.60
8175-01 MLS Computer Fund	10,913.81
8180-01 Software	841.00
8190-01 Website	69.98
8195-01 Email	453.50
Total Computers/Technology	27,353.29
Insurance	
7660-06 Unemployment Insurance	-1,472.18
Total Insurance	-1,472.18
Legal & Professional Services	
8400-01 Accounting	3,950.00
8401-04 Audit	7,800.00
8402-01 Legal Fees	284.40
8405-01 Appraisal	450.00
8406-01 Collection Agency	44.75
8430-01 Payroll Expenses	2,025.49
Total Legal & Professional Services	14,554.64
Library Materials	
8090-01 Books on CD - Adult	543.84
8091-01 Books on CD - Children	287.27
8096-01 Music CD - Adult	106.40
8097-01 Music CD - Children	337.48
8104-01 Adult Fiction	4,822.01
8105-01 Adult Non-Fiction	3,281.49
8106-01 Children Fiction / Non-Fiction	4,473.97
8107-01 Young Adult Fiction/Non-Fiction	1,931.53
8108-01 eBooks	632.15
8115-01 Adult Large Print	597.11
8120-01 Newspapers	3,236.59
8130-01 Databases	6,916.99
8160-01 Adult DVDs - Fiction	1,835.64
8162-01 Children DVDs	551.85
8163-01 YA DVDs	619.97
8166-01 Games	673.94
8399-01 ILL Loss/Damage	94.00

	Total
Total Library Materials	30,942.23
Office Supplies & Software	
8202-01 Office Supplies	5,446.09
Total Office Supplies & Software	5,446.09
Programs & Strategic Initiatives	
8150-01 Children's Programs	1,105.76
8152-01 Children's Summer Reading Program	1,335.50
8153-01 Young Adult Programs	573.93
8154-01 Makerspaces/library of things	496.72
8155-01 Adult Programs	1,786.42
8157-01 Senior Programs	405.18
8158-01 Strategic Initiatives	451.82
Total Programs & Strategic Initiatives	6,155.33
Salaries	
7504-01 Library Clerks	60,822.10
7507-01 Library Pages	11,635.43
7508-01 Administrators	100,206.32
8330-01 Casual Labor	300.00
Total Salaries	172,963.85
Travel & Training	
7800-01 Staff Training	653.83
8342-01 Lodging, Meals, Mileage	637.89
8355-01 Memberships	1,844.00
Total Travel & Training	3,135.72
Utilities	
8301-07 Telephone	5,193.09
8302-07 Electricity	12,974.04
8303-07 Natural Gas	1,733.70
8304-07 Water/Garbage	635.31
Total Utilities	20,536.14
Total Expenses	363,745.89
NET OPERATING INCOME	106,163.67
OTHER EXPENSES	
8700-03 Interfund Transfer Capital Project	-15,000.00
8700-07 Interfund Transfer Building Fund	15,000.00
Total Other Expenses	0.00
NET OTHER INCOME	0.00
NET INCOME	\$106,163.67

Balance Sheet

As of October 31, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	661,593.80
1500-04 Cash-Audit Fund	12,048.32
1500-05 Cash-Liability Insurance Fund	85,378.17
1500-06 Cash-Unemployment Ins Fund	2,577.41
1500-07 Cash-Building Fund	-68,153.30
1500-08 Cash-Social Security Fund	15,532.92
1500-09 Cash-Pension Fund	25,069.21
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	3,494.96
1500-13 Capital Projects	30,000.00
1511-01 Invest/Savings 1st American Bank	0.00
Total 1500-01 First American MM (5015)	767,541.49
1501-01 First American Checking (5001)	-4,710.26
1502-01 1st American Bank Donation A/C	0.00
Total 1501-01 First American Checking (5001)	-4,710.26
1505-07 Chase Bank	7,758.58
1509-07 Cash - IPTIP IL Funds	93,495.97
1512-02 Kadlec Annuity #71797	54,894.96
1515-01 BMO Harris	240.43
eSPIRIT Checking (7115)	0.00
Total Bank Accounts	919,221.17
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	449,111.31
2000-04 Taxes Receivable-Audit	3,525.85
2000-05 Taxes Receivable-Insurance	2,219.74
2000-06 Taxes Receivable-Liab Insur	914.13
2000-07 Taxes Recievable-Bldg Fund	22,984.34
2000-08 Taxes Receivable-SS Fund	17,107.60
2000-09 Taxes Receivable-Pension Fund	6,268.23
Total Accounts Receivable	502,131.20
Other Current Assets	
1500-01 Kadlec Annuity	228,220.33
1500-02 Kadlect Annuity #19563	108,320.36
1500-03 Kadlec Annuity #37743	410,957.87
2200-01 Due to/from Special Accounts	0.00
Total Other Current Assets	747,498.56
Total Current Assets	2,168,850.93
TOTAL ASSETS	\$2,168,850.93

	Total
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	11,469.36
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	76.10
4100-09 Accounts Payable Pension Fund	10,096.03
Total Accounts Payable	21,641.49
Other Current Liabilities	
4200-01 Accrued Wages	9,167.87
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	-2,014.17
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	449,110.49
4300-04 Deferred Tax Rev - Audit Fund	3,525.85
4300-05 Deferred Tax Rev Liability Fund	2,219.74
4300-06 Deferred Tax Rev Unemployment	914.13
4300-07 Deferred Tax Rev Building Fund	22,984.34
4300-08 Deferred Tax Rev SS	17,107.60
4300-09 Deferred Tax Rev Pension	6,268.23
Total Other Current Liabilities	509,284.08
Total Current Liabilities	530,925.57
Long-Term Liabilities	
8701-02 Debt Certificate Principle	17.30
Total Long-Term Liabilities	17.30
Total Liabilities	530,942.87
Equity	
3200-00 Retained Earnings	35,909.39
5600-01 General Fund Balance	1,287,777.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	15,000.00
5600-04 Audit Fund	12,757.00
5600-05 Public Liability Fund Balance	95,642.00
5600-06 Unemployment Insurance Fund Balance	3,355.00
5600-07 Building Fund Balance	55,964.00
5600-08 Social Security Fund Balance	8,602.00
5600-09 Pension Fund Balance	16,738.00
Opening Balance Equity	0.00
Net Income	106,163.67
Total Equity	1,637,908.06

	Total
TOTAL LIABILITIES AND EQUITY	\$2,168,850.93



North Riverside Public Library District

BALANCE SHEET

As of October 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	661,593.80
1500-04 Cash-Audit Fund	12,048.32
1500-05 Cash-Liability Insurance Fund	85,378.17
1500-06 Cash-Unemployment Ins Fund	2,577.41
1500-07 Cash-Building Fund	-68,153.30
1500-08 Cash-Social Security Fund	15,532.92
1500-09 Cash-Pension Fund	25,069.21
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	3,494.96
1500-13 Capital Projects	30,000.00
1511-01 Invest/Savings 1st American Bank	0.00
Total 1500-01 First American MM (5015)	767,541.49
1501-01 First American Checking (5001)	-4,710.26
1502-01 1st American Bank Donation A/C	0.00
Total 1501-01 First American Checking (5001)	-4,710.26
1505-07 Chase Bank	7,758.58
1509-07 Cash - IPTIP IL Funds	93,495.97
1512-02 Kadlec Annuity #71797	54,894.96
1515-01 BMO Harris	240.43
eSPIRIT Checking (7115)	0.00
Total Bank Accounts	\$919,221.17
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	449,111.31
2000-04 Taxes Receivable-Audit	3,525.85
2000-05 Taxes Receivable-Insurance	2,219.74
2000-06 Taxes Receivable-Liab Insur	914.13
2000-07 Taxes Recievable-Bldg Fund	22,984.34
2000-08 Taxes Receivable-SS Fund	17,107.60
2000-09 Taxes Receivable-Pension Fund	6,268.23
Total Accounts Receivable	\$502,131.20
Other Current Assets	
1500-01 Kadlec Annuity	228,220.33
1500-02 Kadlect Annuity #19563	108,320.36
1500-03 Kadlec Annuity #37743	410,957.87

	TOTAL
2200-01 Due to/from Special Accounts	0.00
Total Other Current Assets	\$747,498.56
Total Current Assets	\$2,168,850.93
TOTAL ASSETS	\$2,168,850.93
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	11,469.36
4100-05 Accounts Payable Liability	0.00
Fund	
4100-06 Accounts Payable	0.00
Unemployment Fund	
4100-07 Accounts Payable Building	76.10
Fund	
4100-09 Accounts Payable Pension	10,096.03
Fund	
Total Accounts Payable	\$21,641.49
Other Current Liabilities	
4200-01 Accrued Wages	9,167.87
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	-2,014.17
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	449,110.49
4300-04 Deferred Tax Rev - Audit Fund	3,525.85
4300-05 Deferred Tax Rev Liability	2,219.74
Fund	
4300-06 Deferred Tax Rev	914.13
Unemployment	
4300-07 Deferred Tax Rev Building	22,984.34
Fund	
4300-08 Deferred Tax Rev SS	17,107.60
4300-09 Deferred Tax Rev Pension	6,268.23
Total Other Current Liabilities	\$509,284.08
Total Current Liabilities	\$530,925.57
Long-Term Liabilities	
8701-02 Debt Certificate Principle	17.30
Total Long-Term Liabilities	\$17.30
Total Liabilities	\$530,942.87
Equity	
3200-00 Retained Earnings	35,909.39
5600-01 General Fund Balance	1,287,777.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	15,000.00
5600-04 Audit Fund	12,757.00
5600-05 Public Liability Fund Balance	95,642.00
5600-06 Unemployment Insurance Fund	3,355.00

	TOTAL
Balance	
5600-07 Building Fund Balance	55,964.00
5600-08 Social Security Fund Balance	8,602.00
5600-09 Pension Fund Balance	16,738.00
Opening Balance Equity	0.00
Net Income	106,163.67
Total Equity	\$1,637,908.06
TOTAL LIABILITIES AND EQUITY	\$2,168,850.93

North Riverside Public Library District
Budget vs Actual
October 2019

REVENUE	Actual	Budget	% of Budget
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6904-01	Donations	\$ 2,729.83	\$ 8,000	34%
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	\$ 5,657.69	\$ 12,000	47%
6905-01	Grants	\$ 19,266.00	\$ 150,000	13%
6906-01	Interest	\$ 1,104.59	\$ 220	502%
6901-01	Property tax	\$ 465,210.68	\$ 1,050,000	44%
6920-01	Unrealized Income Annuities	\$ (24,520.48)	\$ 20,000	-123%
6909-01	Memorial Books/Lost & Paid Materials	\$ 25.00	\$ -	0%
	Billable Expense Income	\$ 436.25	\$ -	0%
	Total	\$ 469,910	\$ 1,225,220	38%

OPERATING EXPENSES	Actual	Budget	% of Budget
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SALARIES

7504-01	library clerks	\$ 60,822	\$ 173,785	35%
7507-01	library pages	\$ 11,635	\$ 18,316	64%
7508-01	administrators	\$ 100,206	\$ 304,240	33%
	Total	\$ 172,664	\$ 496,341	35%

BENEFITS

7600-05	health insurance	\$ 8,928	\$ 29,700	30%
7614-06	workers compensation		\$ 2,300	0%
7650-09	pension fund	\$ 19,964	\$ 31,452	63%
7660-06	unemployment insurance	\$ (1,472)	\$ 700	-210%
7670-08	social security/mcare	\$ 13,126	\$ 35,145	37%
	Total	\$ 40,546	\$ 99,297	41%

TRAINING

7700-01	educational training trustees	\$ -	\$ 500	0%
7800-01	educational training staff	\$ 654	\$ 4,500	15%
	Total	\$ 654	\$ 5,000	13%

OPERATING EXPENSES

Actual

Budget

% of Budget

MATERIALS

8090-01	books on CD-adult	\$ 544	\$ 1,500	36%
8091-01	books on CD-children	\$ 287	\$ 700	41%
8096-01	compact disks-music-adult	\$ 106	\$ 400	27%
8097-01	compact disks-music-children	\$ 337	\$ 1,000	34%
8103-01	foreign language books		\$ -	0%
8104-01	adult fiction	\$ 4,822	\$ 14,500	0%
8105-01	adult nonfiction	\$ 3,281	\$ 9,500	35%
8106-01	children's fiction/nonfiction	\$ 4,474	\$ 18,000	25%
8107-01	YA Fiction/nonfiction	\$ 1,932	\$ 6,000	0%
8108-01	eBooks	\$ 632	\$ 5,000	13%
8115-01	adult large print	\$ 597	\$ 2,000	30%
8120-01	newspapers	\$ 3,237	\$ 3,500	92%
8130-01	internet databases	\$ 6,917	\$ 14,000	49%
8140-01	adult periodicals		\$ 900	0%
8141-01	Children's Periodicals		\$ 600	0%
8160-01	adult DVDs-feature movies	\$ 1,836	\$ 7,000	26%
8161-01	Adult Games		\$ 1,500	0%
8162-01	children's DVDs-movies	\$ 552	\$ 1,500	37%
8163-01	ya DVDs	\$ 620	\$ 1,500	0%
8164-01	foreign language DVDs		\$ -	0%
8166-01	children's games	\$ 674	\$ 2,500	27%
	Total	\$ 30,848	\$ 91,600	34%

PROGRAMS

8150-01	children's programs	\$ 1,106	\$ 3,000	37%
8152-01	children's summer reading program	\$ 1,336	\$ 4,000	33%
8153-01	ya programs	\$ 574	\$ 1,500	38%
8154-01	Makerspaces/library of things	\$ 497	\$ 4,000	
8155-01	adult programs	\$ 1,786	\$ 4,000	45%
8156-01	Technology programs		\$ 1,000	0%
8157-01	senior programs	\$ 405	\$ 2,000	0%
	Total	\$ 5,704	\$ 19,500	29%

STRATEGIC INITIATIVES

8158-01	Strategic Initiatives	\$ 452	\$ 4,000	11%
	Total	\$ 452	\$ 4,000	11%

OPERATING EXPENSES

Actual

Budget

% of Budget

COMPUTERS

8171-01	information technology	\$ 5,370	\$ 12,000	45%
8172-01	new computer equipment	\$ 9,705	\$ 11,500	84%
8175-01	mls computer fund	\$ 10,914	\$ 19,000	57%
8180-01	software	\$ 841	\$ 1,000	84%
8190-01	website	\$ 70	\$ 7,500	1%
8195-01	email	\$ 454	\$ 300	151%
	Total	\$ 27,353	\$ 51,300	53%

OFFICE SUPPLIES

8202-01	Office Supplies	\$ 5,446	\$ 13,000	42%
	Total	\$ 5,446	\$ 13,000	42%

UTILITIES- OPERATING EXPENSE

8301-07	telephone	\$ 5,193	\$ 13,000	40%
8302-07	electricity	\$ 12,974	\$ 32,000	41%
8303-07	gas	\$ 1,734	\$ 7,500	23%
8304-07	water/garbage	\$ 635	\$ 1,800	35%
	Total	\$ 20,536	\$ 54,300	38%

BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 1,502	\$ 12,000	13%
8308-07	service contracts	\$ 22,838	\$ 41,000	56%
8315-07	fees and permits	\$ 786	\$ 1,750	45%
8320-07	Building and Grounds	\$ 1,999	\$ 18,000	11%
8330-01	casual labor	\$ 300	\$ 3,500	9%
8335-07	building repairs	\$ 65	\$ 14,000	0%
	Total	\$ 27,489	\$ 90,250	30%

TRAVEL

8341-01	meals & dinners	\$ -	\$ -	0%
8342-01	lodging/meals/mileage	\$ 638	\$ 2,000	32%
	Total	\$ 638	\$ 2,000	32%

OPERATING EXPENSES

Actual

Budget

% of Budget

OTHER EXPENSES

8355-01	memberships	\$ 1,844	\$ 2,000	92%
8360-01	Grants	\$ 8,481	\$ 150,000	6%
8361-01	Donations	\$ 390	\$ 8,000	5%
8365-01	library promotion	\$ 671	\$ 6,000	11%
8370-01	postage	\$ 1,756	\$ 2,500	70%
8375-01	Advertising	\$ 420	\$ 3,500	12%
8385-01	memorials and tributes	\$ 99	\$ 500	20%
8432-01	mileage reimbursement		\$ -	0%
8396-01	bank charges and fees	\$ 190	\$ 150	127%
8399-01	ILL Loss/Damage	\$ 94	\$ 250	38%
Total		\$ 13,945	\$ 172,900	8%

OUTSIDE SERVICES

8400-01	accounting	\$ 3,950	\$ 14,500	27%
8401-01	audit	\$ 7,800	\$ 9,500	82%
8402-01	legal fees	\$ 284	\$ 6,000	5%
8404-01	Staff Recognition	\$ 146	\$ 2,000	7%
8405-01	appraisal	\$ 450	\$ 1,500	30%
8305-01	architech/building consultant		\$ -	0%
8406-01	collection agency	\$ 45	\$ 200	22%
8408-01	strategic plan		\$ 500	0%
8410-01	printing	\$ 2,350	\$ 9,000	26%
8430-01	payroll expenses	\$ 2,025	\$ 4,500	45%
8435-01	background checks		\$ 150	0%
Total		\$ 17,051	\$ 47,850	36%

INSURANCE

8460-05	liability insurance package	\$ -	\$ 15,000	0%
8470-05	directors/officers insurance	\$ -	\$ -	0%
Total		\$ -	\$ 15,000	0%

OTHER EXPENSES

8360-01	Petty Cash	\$ -	\$ -	0%
8365-07	Building Promo	\$ 420	\$ -	0%
8395-01	Miscellaneous Expense	\$ -	\$ -	0%
Total		\$ 420	\$ -	0%

OTHER EXPENSES

8600-01	Bond Interest	\$ -	\$ -	0%
8600-02	Bond Principal	\$ -	\$ -	0%
8601-02	Debt Certificate Interest	\$ -	\$ 2,500	0%
8701-02	Debt Certificate Principle	\$ -	\$ 30,000	0%
Total		\$ -	\$ 32,500	0%

TOTAL OPERATING EXPENSES

\$ 363,746

\$ 1,194,838

30%

NET INCOME

\$ 106,164

\$ 30,382

TAX LEVY ORDINANCE

ORDINANCE 19-11-01

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS**

FISCAL YEAR JULY 1, 2019 to JUNE 30, 2020

WHEREAS, applicable statutes authorize the Board of Library Trustees to levy taxes for library purposes.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the North Riverside Public Library District, Cook County, Illinois, as follows:

Section 1: Ordinance#09-01-19 (Budget and Appropriations Ordinance) previously passed by the Board is incorporated by reference.

Section 2: A tax in the sum of \$1,097,000 is levied upon all taxable property within the District, said tax levied to defray expenses and liabilities of the District for the fiscal year beginning July 1, 2019 ending June 30, 2020 for the specific objects and purposes indicated as follows:

CORPORATE

Personnel Expenses	Appropriation	Levy
Salaries	\$532,000	528,000
Audio-visual materials and services	23,000	20,000
Books	69,000	62,000
Periodicals	11,000	1,500
Other media	28,500	28,000
Library programs	53,500	20,000
Office supplies	21,000	15,000
Printing	11,000	11,000
Postage	5,200	2,200
Legal fees	12,000	7,000
Public information	12,000	4,000
Health insurance	45,000	34,500
Library promotion and miscellaneous service fees	38,500	25,274
Utilities	52,700	50,200
Telephone	18,500	16,000
Contingency	10,000	5,000
Petty Cash	600	0

Capital	Appropriation	Levy
Information technology	98,000	18,000
Strategic initiatives	7,500	4,000
Debt service costs	53,000	50,000

Contractual		
Accounting	19,500	17,500
Service contracts	68,000	58,000

Professional Education and Training		
Library trustees	1000	700
Library staff	4,500	3,500

Total	1,195,000.00	981,374.00
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BUILDINGS, MAINTENANCE AND EQUIPMENT (.02% SPECIAL TAX)

Building supplies and maintenance	38,000	10,000
Building repairs	169,000	15,000
Casual labor and fees	10,900	5,000
Building improvements	758,000	20,106
Total	975,900.00	50,106.00

SOCIAL SECURITY (SPECIAL TAX)

Social Security Fund	48,000.00	37,654.00
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AUDIT (SPECIAL TAX)

Audit	14,750.00	7,707.00
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IMRF (SPECIAL TAX)

IMRF	45,500.00	13,637.00
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LIABILITY INSURANCE (SPECIAL TAX)

Liability Insurance	Appropriations	Levy
Public liability insurance	18,500	4000
Workers' compensation insurance	4,600	43
Property insurance	5,000	700
Director's and Officers' insurance	1,100	0
Total	29,200.00	4,743.00

UNEMPLOYMENT INSURANCE (SPECIAL TAX)

Unemployment insurance	3,500.00	1,778.00
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MEMORIAL FUND (No Levy)

Books	\$4,500	\$ -0-
Audio – visual materials	4,500	-0-
Equipment	8,500	-0-
Total	17,500.00	-0-

SUMMARY

Corporate	1,195,000	981,374
Buildings, Maintenance and Equipment (Special Tax)	975,900	50,106
Social Security (Special Tax)	48,000	37,654
Audit (Special Tax)	14,750	7,707
IMRF (Special Tax)	45,500	13,637
Liability Insurance (Special Tax)	29,200	4,743
Unemployment Insurance (Special Tax)	3,500	1,778
Memorial Fund (No levy)	17,500	-0-
Total	2,329,350	1,097,000

Section2: The Secretary is authorized and directed to file a certified copy of this Ordinance with the County Clerk of Cook County within the time specified by law.

Section 3: This Ordinance is in full force and effect from and after its passage.

PASSED this 18th day of November, 2019, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Annette Corgiat, President

Board of Library Trustees

North Riverside Public Library District

ATTEST:

P.J. Folz, Secretary

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

I, P.J. Folz, Secretary , the duly qualified and acting Secretary of the Board of Library Trustees of the North Riverside Public Library District, Cook County, Illinois, and the keeper of the records thereof, hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

Adopted at a regular meeting of the said Board of Library Trustees held on November 18, 2019.

Date signed: November 18, 2019

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

North Riverside Public Library District
Cook County, Illinois

I, Annette Corgiat, hereby certify that I am the presiding officer of the North Riverside Public Library District Board of Trustees, and as such presiding officer I certify that the North Riverside Public Library District levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code – Truth in Taxation Law, 35 ILCS 200/18-60 through 18-25 (2002).

This certificate applies to the 2019 levy.

Signature of Presiding Officer

Date