

Management Report

North Riverside Public Library District

For the period ended September 30, 2019



Prepared on

October 10, 2019

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Profit and Loss

July - September, 2019

	Total
INCOME	
6903-01 Fines & Fees	5,117.84
6904-01 Donations	2,189.98
6909-01 Memorial Books/Lost & Paid Mat	25.00
6920-01 Unrealized Income-Annuities	-3,672.81
Billable Expense Income	436.25
Interest	
6906-01 Interest Earned	685.72
6907-02 Interest Income Bond Fund	0.00
Total Interest	685.72
Property Taxes	
6901-01 Property Tax	413,624.97
6901-04 Tax Revenue-Audit Fund	3,247.26
6901-05 Tax Revenue-Liability Ins	2,044.37
6901-06 Tax Revenue-Unemploy Ins	841.91
6901-07 Tax Revenue-Bldg Fund	21,168.25
6901-08 Tax Revenue-SS	15,755.86
6901-12 Property Tax - IMRF Fund	5,772.95
Total Property Taxes	462,455.57
Total Income	467,237.55
GROSS PROFIT	467,237.55
EXPENSES	
8360-01 Grants	5,877.51
8365-07 Building Promo	420.00
Advertising & Marketing	
8365-01 Library Promotion	567.58
8370-01 Postage	1,754.79
8375-01 Advertising	90.00
8385-01 Memorials & Tributes	98.90
8410-01 Printing	2,350.00
Total Advertising & Marketing	4,861.27
Bank Charges & Fees	0.00
8396-01 Bank Charges & Fees	170.00
Total Bank Charges & Fees	170.00
Benefits	
7600-05 Health Insurance	6,673.95
7650-09 IMRF Pension	18,177.28
7670-01 Taxes-Fica Expense	8,735.37
Total Benefits	33,586.60
Building Expense	
8306-07 Building Supplies	1,151.35
8308-07 Service Contracts	16,313.70

	Total
8315-07 Fees & Permits	393.00
8320-07 Building & Grounds	1,831.36
8335-07 Bulding Repairs	64.80
Total Building Expense	19,754.21
Computers/Technology	
8171-01 Tech Service	4,487.40
8172-01 Computer Equipment	8,799.29
8175-01 MLS Computer Fund	5,719.12
8190-01 Website	69.98
8195-01 Email	453.50
Total Computers/Technology	19,529.29
Insurance	
7660-06 Unemployment Insurance	-813.08
Total Insurance	-813.08
Interest Paid	
8600-01 Bond Interest	20,847.67
Total Interest Paid	20,847.67
Legal & Professional Services	
8400-01 Accounting	1,725.00
8402-01 Legal Fees	186.75
8405-01 Appraisal	237.50
8406-01 Collection Agency	26.85
8430-01 Payroll Expenses	1,275.26
Total Legal & Professional Services	3,451.36
Library Materials	
8090-01 Books on CD - Adult	241.24
8091-01 Books on CD - Children	139.46
8096-01 Music CD - Adult	84.86
8097-01 Music CD - Children	288.52
8104-01 Adult Fiction	3,802.81
8105-01 Adult Non-Fiction	2,479.52
8106-01 Children Fiction / Non-Fiction	3,426.70
8107-01 Young Adult Fiction/Non-Fiction	1,732.28
8108-01 eBooks	380.19
8115-01 Adult Large Print	250.15
8120-01 Newspapers	770.72
8130-01 Databases	2,500.00
8160-01 Adult DVDs - Fiction	1,280.41
8162-01 Children DVDs	364.47
8163-01 YA DVDs	414.32
8166-01 Games	673.94
8399-01 ILL Loss/Damage	42.00
Total Library Materials	18,871.59
Office Supplies & Software	

	Total
8202-01 Office Supplies	4,326.12
Total Office Supplies & Software	4,326.12
Programs & Strategic Initiatives	
8150-01 Children's Programs	941.79
8152-01 Children's Summer Reading Program	1,335.50
8153-01 Young Adult Programs	467.41
8154-01 Makerspaces/library of things	457.72
8155-01 Adult Programs	1,472.27
8157-01 Senior Programs	168.29
Total Programs & Strategic Initiatives	4,842.98
Salaries	
7504-01 Library Clerks	38,404.14
7507-01 Library Pages	7,950.17
7508-01 Administrators	68,553.56
8330-01 Casual Labor	225.00
Total Salaries	115,132.87
Travel & Training	
7800-01 Staff Training	238.89
8342-01 Lodging, Meals, Mileage	637.89
8355-01 Memberships	1,844.00
Total Travel & Training	2,720.78
Utilities	
8301-07 Telephone	3,978.79
8302-07 Electricity	9,925.72
8303-07 Natural Gas	1,404.02
8304-07 Water/Garbage	166.47
Total Utilities	15,475.00
Total Expenses	269,054.17
NET OPERATING INCOME	198,183.38
NET INCOME	\$198,183.38

Balance Sheet

As of September 30, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	699,032.92
1500-04 Cash-Audit Fund	12,028.97
1500-05 Cash-Liability Insurance Fund	85,365.99
1500-06 Cash-Unemployment Ins Fund	2,572.40
1500-07 Cash-Building Fund	-53,279.41
1500-08 Cash-Social Security Fund	15,439.06
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	3,460.57
1500-13 Capital Projects	15,000.00
1511-01 Invest/Savings 1st American Bank	0.00
Total 1500-01 First American MM (5015)	804,689.71
1501-01 First American Checking (5001)	52,474.06
1502-01 1st American Bank Donation A/C	0.00
Total 1501-01 First American Checking (5001)	52,474.06
1505-07 Chase Bank	7,754.70
1509-07 Cash - IPTIP IL Funds	93,181.22
1512-02 Kadlec Annuity #71797	54,894.96
1515-01 BMO Harris	260.40
eSPIRIT Checking (7115)	0.00
Total Bank Accounts	1,013,255.05
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
2200-07 Due to/from Building Fund	0.00
Total Other Current Assets	747,498.56
Total Current Assets	2,262,884.81

	Total
TOTAL ASSETS	\$2,262,884.81
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	0.00
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	511,298.25
Total Current Liabilities	532,939.74
Long-Term Liabilities	
8701-02 Debt Certificate Principle	17.30
Total Long-Term Liabilities	17.30
Total Liabilities	532,957.04
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	198,183.38

	Total
Total Equity	1,729,927.77
TOTAL LIABILITIES AND EQUITY	\$2,262,884.81



North Riverside Public Library District

BALANCE SHEET

As of September 30, 2019

	TOTAL
ASSETS	
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2200-01 Due to/from Special Accounts	0.00
2200-07 Due to/from Building Fund	0.00
Total Other Current Assets	\$747,498.56
Total Current Assets	\$2,262,884.81
TOTAL ASSETS	\$2,262,884.81
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	0.00
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5600-07 Building Fund Balance	55,964.00
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5600-09 Pension Fund Balance	16,738.00
Opening Balance Equity	0.00
Net Income	198,183.38
Total Equity	\$1,729,927.77
TOTAL LIABILITIES AND EQUITY	\$2,262,884.81

North Riverside Public Library District
Budget vs Actual
September 2019

REVENUE	Actual	Budget	% of Budget
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6904-01	Donations	\$ 2,189.98	\$ 8,000	27%
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	\$ 5,117.84	\$ 12,000	43%
6905-01	Grants		\$ 40,000	0%
6906-01	Interest	\$ 685.72	\$ 220	312%
6901-01	Property tax	\$ 462,455.57	\$ 1,050,000	44%
6920-01	Unrealized Income Annuities	\$ (3,672.81)	\$ 20,000	-18%
6909-01	Memorial Books/Lost & Paid Materials	\$ 25.00	\$ -	0%
	Billable Expense Income	\$ 436.25	\$ -	0%
	Total	\$ 467,238	\$ 1,115,220	42%

OPERATING EXPENSES	Actual	Budget	% of Budget
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SALARIES

7504-01	library clerks	\$ 38,404	\$ 173,785	22%
7507-01	library pages	\$ 7,950	\$ 18,316	43%
7508-01	administrators	\$ 68,554	\$ 304,240	23%
	Total	\$ 114,908	\$ 496,341	23%

BENEFITS

7600-05	health insurance	\$ 6,674	\$ 29,700	22%
7614-06	workers compensation		\$ 2,300	0%
7650-09	pension fund	\$ 18,177	\$ 31,452	58%
7660-06	unemployment insurance	\$ (813)	\$ 700	-116%
7670-08	social security/mcare	\$ 8,735	\$ 35,145	25%
	Total	\$ 32,774	\$ 99,297	33%

TRAINING

7700-01	educational training trustees	\$ -	\$ 500	0%
7800-01	educational training staff	\$ 239	\$ 4,500	5%
	Total	\$ 239	\$ 5,000	5%

OPERATING EXPENSES

Actual

Budget

% of Budget

MATERIALS

8090-01	books on CD-adult	\$ 241	\$ 1,500	16%
8091-01	books on CD-children	\$ 139	\$ 700	20%
8096-01	compact disks-music-adult	\$ 85	\$ 400	21%
8097-01	compact disks-music-children	\$ 289	\$ 1,000	29%
8103-01	foreign language books		\$ 3,000	0%
8104-01	adult fiction	\$ 3,803	\$ 14,500	0%
8105-01	adult nonfiction	\$ 2,480	\$ 9,500	26%
8106-01	children's fiction/nonfiction	\$ 3,427	\$ 18,000	19%
8107-01	YA Fiction/nonfiction	\$ 1,732	\$ 6,000	0%
8108-01	eBooks	\$ 380	\$ 5,000	8%
8109-01	children's reference		\$ -	0%
8115-01	adult large print	\$ 250	\$ 2,000	13%
8120-01	newspapers	\$ 771	\$ 2,500	31%
8130-01	internet databases	\$ 2,500	\$ 14,000	18%
8140-01	adult periodicals		\$ 900	0%
8141-01	Children's Periodicals		\$ 600	0%
8160-01	adult DVDs-feature movies	\$ 1,280	\$ 7,000	18%
8161-01	Adult Games		\$ 500	0%
8162-01	children's DVDs-movies	\$ 364	\$ 1,500	24%
8163-01	ya DVDs	\$ 414	\$ 1,500	0%
8164-01	foreign language DVDs		\$ 500	0%
8166-01	children's games	\$ 674	\$ 2,500	27%
	Total	\$ 18,830	\$ 93,100	20%

PROGRAMS

8150-01	children's programs	\$ 942	\$ 3,000	31%
8152-01	children's summer reading program	\$ 1,336	\$ 4,000	33%
8153-01	ya programs	\$ 467	\$ 1,500	31%
8154-01	Makerspaces/library of things	\$ 458	\$ 2,500	
8155-01	adult programs	\$ 1,472	\$ 4,000	37%
8156-01	Technology programs		\$ 1,000	0%
8157-01	senior programs	\$ 168	\$ 2,000	0%
	Total	\$ 4,843	\$ 18,000	27%

STRATEGIC INITIATIVES

8158-01	Strategic Initiatives	\$ -	\$ 4,000	0%
	Total	\$ -	\$ 4,000	0%

OPERATING EXPENSES

Actual

Budget

% of Budget

COMPUTERS

8171-01	information technology	\$ 4,487	\$ 12,000	37%
8172-01	new computer equipment	\$ 8,799	\$ 11,500	77%
8175-01	mls computer fund	\$ 5,719	\$ 19,000	30%
8180-01	software		\$ 1,000	0%
8190-01	website	\$ 70	\$ 7,500	1%
8195-01	email	\$ 454	\$ 300	151%
	Total	\$ 19,529	\$ 51,300	38%

OFFICE SUPPLIES

8202-01	Office Supplies	\$ 4,326	\$ 13,000	33%
	Total	\$ 4,326	\$ 13,000	33%

UTILITIES- OPERATING EXPENSE

8301-07	telephone	\$ 3,979	\$ 13,000	31%
8302-07	electricity	\$ 9,926	\$ 32,000	31%
8303-07	gas	\$ 1,404	\$ 7,500	19%
8304-07	water/garbage	\$ 166	\$ 1,800	9%
	Total	\$ 15,475	\$ 54,300	28%

BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 1,151	\$ 12,000	10%
8308-07	service contracts	\$ 16,314	\$ 41,000	40%
8315-07	fees and permits	\$ 393	\$ 1,750	22%
8320-07	Building and Grounds	\$ 1,831	\$ 18,000	10%
8330-01	casual labor	\$ 225	\$ 3,500	6%
8335-07	building repairs	\$ 65	\$ 14,000	0%
	Total	\$ 19,979	\$ 90,250	22%

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	\$ 5,878	\$ 40,000	15%
8361-01	Donations		\$ 8,000	0%
8365-01	library promotion	\$ 568	\$ 6,000	9%
8370-01	postage	\$ 1,755	\$ 2,500	70%
8375-01	Advertising	\$ 90	\$ 3,500	3%
8385-01	memorials and tributes	\$ 99	\$ 500	20%
8432-01	mileage reimbursement		\$ -	0%
8396-01	bank charges and fees	\$ 170	\$ 150	113%
8399-01	ILL Loss/Damage	\$ 42	\$ 250	17%
Total		\$ 10,445	\$ 62,900	17%

OUTSIDE SERVICES

8400-01	accounting	\$ 1,725	\$ 14,500	12%
8401-01	audit		\$ 9,500	0%
8402-01	legal fees	\$ 187	\$ 6,000	3%
8404-01	Staff Recognition		\$ 2,000	0%
8405-01	appraisal	\$ 238	\$ 1,500	16%
8305-01	architect/bulding consultant		\$ -	0%
8406-01	collection agency	\$ 27	\$ 200	13%
8408-01	strategic plan		\$ 500	0%
8410-01	printing	\$ 2,350	\$ 9,000	26%
8430-01	payroll expenses	\$ 1,275	\$ 4,500	28%
8435-01	background checks		\$ 150	0%
Total		\$ 5,801	\$ 47,850	12%

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	\$ 20,848	\$ -	0%
8600-02	Bond Principal	\$ -	\$ -	0%
8601-02	Debt Certificate Interest	\$ -	\$ 2,500	0%
Total		\$ 20,848	\$ 2,500	834%

TOTAL OPERATING EXPENSES

\$ 269,054

\$ 1,054,838

26%

NET INCOME

\$ 198,183

\$ 60,382



North Riverside Public Library District

Check Detail

September 2019

Date	Transaction Type	Name	Memo/Description	Amount
09/03/2019	Check	AT&T	Monthly Service JUL 16 - AUG 15 708Z40043004, 708-442-0316007 JUL 10 - Aug 9	\$ 572.24
09/03/2019	Check	AT&T..	INV S668163163-19234	\$ 290.18
09/03/2019	Check	ADAMZ ENTERTAINMENT	CHRISTMAS PROGRAM 12/04/19 AT 7:30 PM	\$ 297.00
09/03/2019	Check	Amazon	Amazon August Statement - Adult Music CD, Children CD, Children Fiction/Non Fiction, Children Programs, Children Summer, YA Programs, Adult DVD, Children DVD, Computer Equipment, Office Supplies, Building Supplies	\$ 6,869.74
09/03/2019	Check	CENGAGE Learning	Adult Large Print	\$ 100.71
09/03/2019	Check	Coverall North America	September service	\$ 1,227.56
09/03/2019	Check	Mary Cooper	Popcorn, cups, napkins, cookies	\$ 42.73
09/03/2019	Check	Diamond Graphics	Fall Bookmark	\$ 2,180.00
09/03/2019	Check	Dynegy Energy Services	Bill month August 2019	\$ 3,195.20
09/03/2019	Check	Hinckley Springs	2429867 081419	\$ 168.41
09/03/2019	Check	Home Depot Credit Services	rumblestone Med	\$ 193.70
09/03/2019	Check	ICMA	1 August, 1 September	\$ 2,687.18
09/03/2019	Check	Gail Galivan	Tai Chi class October 9 2019	\$ 50.00
09/03/2019	Check	Cathy Kolessar	Meditation and Relaxation October 28 2019	\$ 50.00
09/03/2019	Check	Lauterback & Amen, LLP	Legal and profesional for July 2019	\$ 875.00
09/03/2019	Check	LEAF	Services for 2 toshibas Inv 9682520	\$ 683.50
09/04/2019	Check	Maria Lopez	Paid for a book and then returned	\$ 27.00
09/04/2019	Check	MIDAMERICA BOOKS	Children fiction -nonfiction	\$ 132.65
09/04/2019	Check	Bichthuy Nguyen	Program for October 18 & 19	\$ 100.00
09/04/2019	Check	Cheryl Plaza	Material for 8/28 and class on 09/25	\$ 36.53
09/04/2019	Check	Proven IT.com	services from 05/20/2019 - 08/19/2019	\$ 825.68
09/04/2019	Check	Bryant Rouleau	items bought on Amazon	\$ 241.98
09/04/2019	Check	Scholastic	Children summer reading program	\$ 2.92
09/04/2019	Check	Seaway Supply Co.	bags towel rolls, toilet paper	\$ 102.50
09/04/2019	Check	Secure Document Solutions	regular Schedule Secure document destruction	\$ 65.00
09/04/2019	Check	Betsy Webster	Fee to attend LACONI	\$ 15.00
09/04/2019	Check	West Town Mechanical	Maintenance for 9/01/19 - 9/30/19, Work performed on 7/31/19	\$ 1,531.44
09/04/2019	Check	Franczek Radelet	Professional Services through June 30 2019	\$ 57.60
09/04/2019	Check	Veronica Martinez	2 irons, day of the dead program, postage	\$ 136.85
09/04/2019	Check	CHASE	August Statement - Building Repairs, Postage, Staff training, Makerspace, Children Summer, Computer Equipment, Office Supplies, Grants, Lodging and Meals, Bank Fees, Adult Programs, Building Grounds, YA Programs, Library promotion	\$ 3,332.91
09/04/2019	Check	UNITED STATES POSTAL SERVICE	Postage	\$ 1,200.00
09/05/2019	Expense	Paychex - Human Resource Services	Payroll 9.5.19	\$ 159.02

09/06/2019	Check	Baker & Taylor	Adult Fiction, Children Fiction/Non Fiction, YA Fiction/Non Fiction, Books on CD, Children DVDs	\$	3,224.13
09/06/2019	Check	Demco	INV 6666076, 6662981, 6671760	\$	1,017.12
09/06/2019	Check	Daphne Bechrakis	PNG August	\$	105.00
09/06/2019	Check	Midwest Tape	Music CD, Adult DVDs, Children DVDs, YA DVDs, Hoopla Database	\$	1,404.54
09/06/2019	Check	Riverside Brookfield High School	Robotic Club - Grants	\$	1,000.00
09/06/2019	Check	Mike Susina	PNG 9 hrs	\$	135.00
09/06/2019	Check	Technology Management Rev Fund	billing T2222065 Inv T2000414 FY 2019	\$	133.00
09/06/2019	Check	Terminix	Inv # 389172142	\$	87.00
09/06/2019	Check	Paula Hantak	Chicagoland Cemetery Safari	\$	125.00
09/06/2019	Check	INGRAM LIBRARY SERVICES	Adult non fiction	\$	547.40
09/09/2019	Check	Taran Lichtenberger	Climate Change 09/28/19	\$	150.00
09/09/2019	Check	Unique Management Services, Inc	August Placements	\$	8.95
09/11/2019	Check	Roscoe	Mats August	\$	139.38
09/11/2019	Check	Call One	Sept 15 - Oct. 14	\$	480.68
09/11/2019	Check	Versatile Computer Services	Technology Contract August	\$	750.00
09/11/2019	Check	Trimline Landscaping	July and August	\$	665.00
09/11/2019	Check	LIMRiCC	Four members	\$	2,464.65
09/13/2019	Check	OverDrive, Inc	e-books	\$	128.21
09/13/2019	Check	Superior Awards	Badge	\$	90.00
09/16/2019	Check	Jill Cannizzo	September Minutes	\$	75.00
09/19/2019	Expense	Paychex - Human Resource Services	Payroll 9.19.19	\$	164.34
09/30/2019	Expense	Nicor Gas	Nicor Gas Payment	\$	355.69
09/30/2019	Expense	IMRF	IMRF - August 2019	\$	3,679.10
09/30/2019	Expense	Paychex - Human Resource Services	Payroll September	\$	58.44
Total				\$	44,437.86