

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

**Join Zoom Meeting**  
**<https://zoom.us/j/94837377664?pwd=TGlZa2thRU9jdzNNbmw1K2hDTDFUZz09>**

**Meeting ID: 948 3737 7664**  
**Passcode: 017634**

**Dial by your location**  
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**Passcode: 017634**  
**Find your local number: <https://zoom.us/u/arSkVZcyK>**

**Regular Meeting, October 19<sup>th</sup>, 2020**  
**6:00 PM**

1. **Open of Meeting**
  - A. Call to order
  - B. Determination of quorum
  - C. Recognition of visitors to the meeting
  - D. Approval of agenda
2. **Open Forum**

Audience Note: If you wish to speak to the Board, please read and complete the open forum sheet provided and give it to the Board Secretary.
3. **Consent Agenda** (one motion/approval for everything listed here, all items can be removed from the consent agenda at anyone's request at any meeting)
  - A. Secretary:

Minutes of the September 21<sup>st</sup>, 2020 Regular Board Meeting  
Correspondence
  - B. Finance:

September 2020 Financial Statements  
Authorization to transfer \$50,000 to checking
4. **President's Report**
5. **Director's Report**

To include: Donations, Grants/Advocacy, SWAN/RAILS, trustee continuing education

**6. New Business**

- A. Personnel: Director's Review (information/action)
- B. Levy Ordinance (informational)
- C. Book Sale Room (discussion)

**7. Old Business**

- A. Strategic Plan (discussion/action)
- B. Longevity Bonuses (discussion/action)
- C. Holiday Party (discussion/action)

**8. 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)

**9. Return to open session**

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

**11. 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 November 16<sup>th</sup>, 2020 at 6:00 p.m.**

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

**Regular Meeting Minutes, September 21, 2020**  
**6:00 PM**

**B&A Hearing:**

1. Hearing opened by President Corgiat at 6:05pm. In attendance: President Annette Corgiat, Vice President Greg Gordon, Trustee Ken Rouleau, Secretary PJ Folz, Trustee Kathy Bonnar, Trustee John Mathias. Absent: Treasurer Allen Pineda.
  2. No comments.
  3. Motion made by Vice President Gordon to close the meeting at 6:08pm. Seconded by Trustee Rouleau. Roll call vote. Aye: President Annette Corgiat, Vice President Greg Gordon, Trustee Ken Rouleau, Secretary PJ Folz, Trustee Kathy Bonnar, Trustee John Mathias. Nay: none.
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**1. Open of Meeting**

- A. Call to order by President Corgiat at 6:09pm.
- B. Determination of quorum: In attendance: President Annette Corgiat, Vice President Greg Gordon, Trustee Ken Rouleau, Secretary PJ Folz, Trustee Kathy Bonnar, Trustee John Mathias. Absent: Treasurer Allen Pineda.
- C. Recognition of visitors to the meeting: In attendance Director Natalie Starosta.
- D. Approval of agenda: Motion made by Trustee Rouleau to approve the agenda as presented and seconded by Vice President Gordon. All aye.

**2. Open Forum**

No comment.

**3. Financial reports**

- A. Finance Committee Report (Allen Pineda, chairman)  
Monthly financial report was reviewed. Nothing else to report at this time. Motion made by Trustee Rouleau and seconded by Secretary Folz to approve the August 2020 Financial Report. Roll call vote. All aye.

**4. Committee Reports**

- A. Building and Grounds (Ken Rouleau, chairman)
  1. President Corgiat requested that Trimline be contacted to do Fall cleanup and evaluate the shrubs against the fence. Director Starosta will do so this week.
- B. Policy (Kathy Bonnar, chairman)  
Nothing to report.
- C. Personnel (Greg Gordon, chairman)  
Vice President Gordon requested that director's evaluation forms be returned to him by Monday the 28<sup>th</sup>.
- D. Strategic Plan (PJ Folz, chairman)

Secretary Folz has begun review with other Board members of the Strategic Plan draft outline. Director Starosta will send the link to the editable Google doc to all Board members.

**5. President**

No report.

**6. Director's Report**

**7. Other Action Items**

A. Minutes:

- a. August 17, 2020: Motion made by Trustee Rouleau to approve the meeting minutes. Seconded by Trustee Mathias. All aye.

B. B&A Ordinance: Motion made by Trustee Rouleau to approve the B&A Ordinance. Seconded by Vice President Gordon. Roll call vote. All aye. No nay.

C. Consent Agenda: Board discussed the consent agenda and decided to try it for the October meeting.

D. Longevity Bonuses and the upcoming Holiday Party were discussed and tabled for the October Meeting.

E. Resolution Authorizing IGA: Motion made by Trustee Rouleau to approve the IGA with Cook County. Seconded by Trustee Bonnar. All aye.

**8. Information items**

A. Committee Meetings: none

B. Memorial Books & Donations Report: Perpetual Book Sale will begin in the lobby next week.

C. Correspondence: Thank you cards for previous Holiday Party.

D. Board action log: no change

E. Trustee continuing education: none

F. Grants & Advocacy: still ongoing.

G. RAILS & SWAN: none

**9. Closed session**

None

**10. Return to open session**

N/A

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

**12. Adjournment**

Motion made by Trustee Rouleau to adjourn the meeting at 6:48pm. Seconded by Vice President Gordon. All aye.

# Management Report

North Riverside Public Library District

For the period ended September 30, 2020



Prepared on

October 21, 2020

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# Profit and Loss

July - September, 2020

	Total
<b>INCOME</b>	
6903-01 Fines & Fees	3,839.28
6904-01 Donations	2,586.72
6905-01 Grants	3,000.00
Interest	
6906-01 Interest Earned	82.07
<b>Total Interest</b>	<b>82.07</b>
Property Taxes	
6901-01 Property Tax	345,828.11
6901-04 Tax Revenue-Audit Fund	2,716.70
6901-05 Tax Revenue-Liability Ins	1,649.22
6901-06 Tax Revenue-Unemploy Ins	582.12
6901-07 Tax Revenue-Bldg Fund	17,659.84
6901-08 Tax Revenue-SS	13,293.57
6901-12 Property Tax - IMRF Fund	4,851.66
<b>Total Property Taxes</b>	<b>386,581.22</b>
<b>Total Income</b>	<b>396,089.29</b>
<b>GROSS PROFIT</b>	<b>396,089.29</b>
<b>EXPENSES</b>	
8360-01 Grants	750.00
Advertising & Marketing	
8361-01 Donations	27,000.00
8385-01 Memorials & Tributes	64.27
8410-01 Printing	1,972.07
<b>Total Advertising &amp; Marketing</b>	<b>29,036.34</b>
Benefits	
7600-05 Health Insurance	2,114.65
7650-09 IMRF Pension	5,390.96
7670-01 Taxes-Fica Expense	8,536.36
<b>Total Benefits</b>	<b>16,041.97</b>
Building Expense	
8306-07 Building Supplies	347.38
8308-07 Service Contracts	15,947.97
<b>Total Building Expense</b>	<b>16,295.35</b>
Computers/Technology	
8171-01 Tech Service	4,204.95
8175-01 MLS Computer Fund	5,433.75
<b>Total Computers/Technology</b>	<b>9,638.70</b>
Insurance	
7660-06 Unemployment Insurance	-867.30
<b>Total Insurance</b>	<b>-867.30</b>
Legal & Professional Services	

	Total
8400-01 Accounting	4,075.00
8402-01 Legal Fees	900.00
8430-01 Payroll Expenses	1,236.32
<b>Total Legal &amp; Professional Services</b>	<b>6,211.32</b>
Library Materials	
8090-01 Books on CD - Adult	310.47
8097-01 Music CD - Children	45.97
8104-01 Adult Fiction	1,549.40
8105-01 Adult Non-Fiction	1,495.33
8106-01 Children Fiction / Non-Fiction	1,405.83
8107-01 Young Adult Fiction/Non-Fiction	988.12
8108-01 eBooks	2,254.49
8115-01 Adult Large Print	370.35
8120-01 Newspapers	560.42
8130-01 Databases	2,801.42
8160-01 Adult DVDs - Fiction	140.43
8162-01 Children DVDs	353.27
8163-01 YA DVDs	128.94
<b>Total Library Materials</b>	<b>12,404.44</b>
Office Supplies & Software	
8202-01 Office Supplies	1,219.14
<b>Total Office Supplies &amp; Software</b>	<b>1,219.14</b>
Programs & Strategic Initiatives	
8150-01 Children's Programs	750.00
8152-01 Children's Summer Reading Program	750.00
8155-01 Adult Programs	910.25
<b>Total Programs &amp; Strategic Initiatives</b>	<b>2,410.25</b>
Salaries	
7504-01 Library Clerks	41,053.51
7507-01 Library Pages	4,797.88
7508-01 Administrators	63,305.52
7509-01 Salaries - Grant	3,150.00
<b>Total Salaries</b>	<b>112,306.91</b>
Travel & Training	
8355-01 Memberships	585.00
<b>Total Travel &amp; Training</b>	<b>585.00</b>
Utilities	
8301-07 Telephone	3,811.84
8302-07 Electricity	1,793.58
8303-07 Natural Gas	639.42
8304-07 Water/Garbage	114.40
<b>Total Utilities</b>	<b>6,359.24</b>
<b>Total Expenses</b>	<b>212,391.36</b>
<b>NET OPERATING INCOME</b>	<b>183,697.93</b>



	Total
<b>OTHER EXPENSES</b>	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	14,240.64
<b>Total Other Miscellaneous Expense</b>	<b>14,240.64</b>
<b>Total Other Expenses</b>	<b>14,240.64</b>
<b>NET OTHER INCOME</b>	<b>-14,240.64</b>
<b>NET INCOME</b>	<b>\$169,457.29</b>

# Balance Sheet

As of September 30, 2020

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1500-01 First American MM (5015)	147,132.93
1500-04 Cash-Audit Fund	18,594.59
1500-05 Cash-Liability Insurance Fund	74,438.34
1500-06 Cash-Unemployment Ins Fund	4,152.37
1500-07 Cash-Building Fund	264,470.76
1500-08 Cash-Social Security Fund	47,407.77
1500-09 Cash-Pension Fund	17,709.21
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	15,154.80
1500-13 Capital Projects	30,000.00
<b>Total 1500-01 First American MM (5015)</b>	<b>619,060.77</b>
1501-01 First American Checking (5001)	17,573.26
1505-07 Chase Bank	7,765.82
1509-07 Cash - IPTIP IL Funds	94,315.47
1512-02 Kadlec Annuity #71797	56,672.96
1515-01 BMO Harris	0.00
<b>Total Bank Accounts</b>	<b>795,388.28</b>
<b>Accounts Receivable</b>	
2000-01 RE Taxes Receivable-Corp	436,360.40
2000-04 Taxes Receivable-Audit	3,427.90
2000-05 Taxes Receivable-Insurance	2,080.96
2000-06 Taxes Receivable-Liab Insur	734.51
2000-07 Taxes Recievable-Bldg Fund	22,282.88
2000-08 Taxes Receivable-SS Fund	16,773.57
2000-09 Taxes Receivable-Pension Fund	6,121.74
<b>Total Accounts Receivable</b>	<b>487,781.96</b>
<b>Other Current Assets</b>	
1500-01 Kadlec Annuity	232,007.33
1500-02 Kadlect Annuity #19563	110,302.36
1500-03 Kadlec Annuity #37743	408,774.87
2200-01 Due to/from Special Accounts	0.00
2400-01 Prepaid Expenses	6,274.86
2400-05 Prepaid Expenses 05	5,163.40
<b>Total Other Current Assets</b>	<b>762,522.82</b>
<b>Total Current Assets</b>	<b>2,045,693.06</b>
<b>TOTAL ASSETS</b>	<b>\$2,045,693.06</b>

## LIABILITIES AND EQUITY

### Liabilities

	Total
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
4100-01 Accounts Payable	7,475.17
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	7,013.61
4100-09 Accounts Payable Pension Fund	2,667.52
<b>Total Accounts Payable</b>	<b>17,156.30</b>
<b>Other Current Liabilities</b>	
4002-01 IMRF - Employee Contribution	1,199.16
4003-01 Child Support	122.59
4200-01 Accrued Wages	11,802.51
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	-1,322.22
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	436,359.58
4300-04 Deferred Tax Rev - Audit Fund	3,427.90
4300-05 Deferred Tax Rev Liability Fund	2,080.96
4300-06 Deferred Tax Rev Unemployment	734.51
4300-07 Deferred Tax Rev Building Fund	22,282.88
4300-08 Deferred Tax Rev SS	16,773.57
4300-09 Deferred Tax Rev Pension	6,121.74
<b>Total Other Current Liabilities</b>	<b>499,583.18</b>
<b>Total Current Liabilities</b>	<b>516,739.48</b>
<b>Long-Term Liabilities</b>	
8701-02 Debt Certificate Principle	0.00
<b>Total Long-Term Liabilities</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>516,739.48</b>
<b>Equity</b>	
3200-00 Retained Earnings	-168,473.76
5600-01 General Fund Balance	1,384,361.05
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	15,000.00
5600-04 Audit Fund	10,082.00
5600-05 Public Liability Fund Balance	69,141.00
5600-06 Unemployment Insurance Fund Balance	2,068.00
5600-07 Building Fund Balance	34,805.00
5600-08 Social Security Fund Balance	5,994.00
5600-09 Pension Fund Balance	6,519.00
Opening Balance Equity	0.00
Net Income	169,457.29
<b>Total Equity</b>	<b>1,528,953.58</b>

	Total
TOTAL LIABILITIES AND EQUITY	\$2,045,693.06

**North Riverside Public Library District**  
**Budget vs Actual**  
September 2020

25%

**REVENUE**

Actual

Budget

% of Budget

6904-01	Donations	\$ 2,586.72	\$ 8,000	32%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ -	\$ (15,000)	0%
6903-01	Fees and fines	\$ 3,839.28	\$ 12,000	32%
6905-01	Grants	\$ 3,000.00	\$ 50,000	6%
6906-01	Interest	\$ 82.07	\$ 1,000	8%
6901-01	Property tax	\$ 386,581.22	\$ 1,072,000	36%
6915-15	Loan Proceeds	\$ -	\$ -	0%
6920-01	Unrealized Income Annuities	\$ -	\$ 20,000	0%
6909-01	Memorial Books/Lost & Paid Materials	\$ -	\$ -	0%
	Billable Expense Income	\$ -	\$ -	0%
	<b>Total</b>	<b>\$ 396,089</b>	<b>\$ 1,148,000</b>	<b>35%</b>

**OPERATING EXPENSES**

Actual

Budget

% of Budget

**SALARIES**

7504-01	library clerks	\$ 41,054	\$ 196,375	21%
7507-01	library pages	\$ 4,798	\$ 25,168	19%
7508-01	administrators	\$ 63,306	\$ 279,810	23%
7509-01	Salaries - Grant	\$ 3,150	\$ -	0%
	<b>Total</b>	<b>\$ 112,307</b>	<b>\$ 506,620</b>	<b>22%</b>

**BENEFITS**

7600-05	health insurance	\$ 2,115	\$ 31,000	7%
7614-06	workers compensation	\$ -	\$ 2,500	0%
7650-09	pension fund	\$ 5,391	\$ 31,796	17%
7660-06	unemployment insurance	\$ (867)	\$ 800	-108%
7670-08	social security/mcare	\$ 8,536	\$ 38,354	22%
	<b>Total</b>	<b>\$ 15,175</b>	<b>\$ 104,450</b>	<b>15%</b>

**TRAINING**

7700-01	educational training trustees	\$ -	\$ 500	0%
7800-01	educational training staff	\$ -	\$ 4,750	0%
	<b>Total</b>	<b>\$ -</b>	<b>\$ 5,250</b>	<b>0%</b>

**OPERATING EXPENSES**

Actual

Budget

25%  
% of Budget**MATERIALS**

8090-01	books on CD-adult	\$	310		0%
8091-01	books on CD-children	\$	-		0%
8096-01	compact disks-music-adult	\$	-		0%
8097-01	compact disks-music-children	\$	46		0%
8103-01	foreign language books	\$	-		0%
8104-01	adult fiction	\$	1,549		0%
8105-01	adult nonfiction	\$	1,495		0%
8106-01	children's fiction/nonfiction	\$	1,406		0%
8107-01	YA Fiction/nonfiction	\$	988		0%
8108-01	eBooks	\$	2,254		0%
8115-01	adult large print	\$	370		0%
8120-01	newspapers	\$	560		0%
8130-01	internet databases	\$	2,801		0%
8140-01	adult periodicals	\$	-		0%
8141-01	Children's Periodicals	\$	-		0%
8160-01	adult DVDs-feature movies	\$	140		0%
8161-01	Adult Games	\$	-		0%
8162-01	children's DVDs-movies	\$	353		0%
8163-01	ya DVDs	\$	129		0%
8164-01	foreign language DVDs	\$	-		0%
8166-01	children's games	\$	-		0%
	<b>Total</b>	<b>\$</b>	<b>12,404</b>	<b>\$ -</b>	<b>0%</b>

**PROGRAMS**

8150-01	children's programs	\$	750		0%
8152-01	children's summer reading program	\$	750		0%
8153-01	ya programs	\$	-		0%
8154-01	Makerspaces/library of things	\$	-		
8155-01	adult programs	\$	910		0%
8156-01	Technology programs	\$	-		0%
8157-01	senior programs	\$	-		0%
	<b>Total</b>	<b>\$</b>	<b>2,410</b>	<b>\$ -</b>	<b>0%</b>

**STRATEGIC INITIATIVES**

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

<b>OPERATING EXPENSES</b>	<b>Actual</b>	<b>Budget</b>	25% <b>% of Budget</b>
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#### **COMPUTERS**

8171-01	information technology	\$ 4,205	\$ 15,000	28%
8172-01	new computer equipment	\$ -	\$ 10,000	0%
8175-01	mls computer fund	\$ 5,434	\$ 19,000	29%
8180-01	software	\$ -	\$ 1,500	0%
8190-01	website	\$ -	\$ 7,500	0%
8195-01	email	\$ -	\$ 300	0%
	<b>Total</b>	<b>\$ 9,639</b>	<b>\$ 53,300</b>	<b>18%</b>

#### **OFFICE SUPPLIES**

8202-01	Office Supplies	\$ 1,219	\$ 14,000	9%
	<b>Total</b>	<b>\$ 1,219</b>	<b>\$ 14,000</b>	<b>9%</b>

#### **UTILITIES- OPERATING EXPENSE**

8301-07	telephone	\$ 3,812	\$ 13,500	28%
8302-07	electricity	\$ 1,794	\$ 30,000	6%
8303-07	gas	\$ 639	\$ 7,000	9%
8304-07	water/garbage	\$ 114	\$ 2,000	6%
	<b>Total</b>	<b>\$ 6,359</b>	<b>\$ 52,500</b>	<b>12%</b>

#### **BUILDING EXPENSE**

8306-07	building supplies and maintenance	\$ 347	\$ 12,000	3%
8308-07	service contracts	\$ 15,948	\$ 42,500	38%
8315-07	fees and permits	\$ -	\$ 1,750	0%
8320-07	Building and Grounds	\$ -	\$ -	0%
8330-01	casual labor	\$ -	\$ 3,500	0%
8335-07	building repairs	\$ -	\$ 32,000	0%
	<b>Total</b>	<b>\$ 16,295</b>	<b>\$ 91,750</b>	<b>18%</b>

#### **TRAVEL**

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

**OPERATING EXPENSES**

Actual

Budget

25%  
% of Budget**OTHER EXPENSES**

8355-01	memberships	\$ 585	\$ 2,200	27%
8360-01	Grants	\$ 750	\$ 50,000	2%
8361-01	Donations	\$ 27,000	\$ 8,000	338%
8365-01	library promotion	\$ -	\$ 6,000	0%
8370-01	postage	\$ -	\$ 2,500	0%
8375-01	Advertising	\$ -	\$ 4,500	0%
8385-01	memorials and tributes	\$ 64	\$ 500	13%
8432-01	mileage reimbursement	\$ -	\$ -	0%
8396-01	bank charges and fees	\$ -	\$ 150	0%
8399-01	ILL Loss/Damage	\$ -	\$ 250	0%
<b>Total</b>		<b>\$ 28,399</b>	<b>\$ 74,100</b>	<b>38%</b>

**OUTSIDE SERVICES**

8400-01	accounting	\$ 4,075	\$ 15,000	27%
8401-01	audit	\$ -	\$ 9,750	0%
8402-01	legal fees	\$ 900	\$ 6,000	15%
8404-01	Staff Recognition	\$ -	\$ 2,200	0%
8405-01	appraisal	\$ -	\$ 2,500	0%
8305-01	architech/buidling consultant	\$ -	\$ -	0%
8406-01	collection agency	\$ -	\$ 200	0%
8408-01	strategic plan	\$ -	\$ 500	0%
8410-01	printing	\$ 1,972	\$ 10,000	20%
8430-01	payroll expenses	\$ 1,236	\$ 4,500	27%
8435-01	background checks	\$ -	\$ 150	0%
<b>Total</b>		<b>\$ 8,183</b>	<b>\$ 50,800</b>	<b>16%</b>

**INSURANCE**

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

**OTHER EXPENSES**

8360-01	Petty Cash	\$ -	\$ -	0%
8395-01	Miscellaneous Expense	\$ 14,241	\$ -	0%
<b>Total</b>		<b>\$ 14,241</b>	<b>\$ -</b>	<b>0%</b>

**OTHER EXPENSES**

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

**TOTAL OPERATING EXPENSES**

\$ 226,632

\$ 1,031,429

22%

**NET INCOME**

\$ 169,457

\$ 116,571





# North Riverside Public Library District

## BALANCE SHEET

As of September 30, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	147,132.93
1500-04 Cash-Audit Fund	18,594.59
1500-05 Cash-Liability Insurance Fund	74,438.34
1500-06 Cash-Unemployment Ins Fund	4,152.37
1500-07 Cash-Building Fund	264,470.76
1500-08 Cash-Social Security Fund	47,407.77
1500-09 Cash-Pension Fund	17,709.21
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	15,154.80
1500-13 Capital Projects	30,000.00
<b>Total 1500-01 First American MM (5015)</b>	<b>619,060.77</b>
1501-01 First American Checking (5001)	17,573.26
1505-07 Chase Bank	7,765.82
1509-07 Cash - IPTIP IL Funds	94,315.47
1512-02 Kadlec Annuity #71797	56,672.96
1515-01 BMO Harris	0.00
<b>Total Bank Accounts</b>	<b>\$795,388.28</b>



# North Riverside Public Library District

## BALANCE SHEET

As of September 30, 2020

	TOTAL
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	436,360.40
2000-04 Taxes Receivable-Audit	3,427.90
2000-05 Taxes Receivable-Insurance	2,080.96
2000-06 Taxes Receivable-Liab Insur	734.51
2000-07 Taxes Recievable-Bldg Fund	22,282.88
2000-08 Taxes Receivable-SS Fund	16,773.57
2000-09 Taxes Receivable-Pension Fund	6,121.74
<b>Total Accounts Receivable</b>	<b>\$487,781.96</b>
Other Current Assets	
1500-01 Kadlec Annuity	232,007.33
1500-02 Kadlect Annuity #19563	110,302.36
1500-03 Kadlec Annuity #37743	408,774.87
2200-01 Due to/from Special Accounts	0.00
2400-01 Prepaid Expenses	6,274.86
2400-05 Prepaid Expenses 05	5,163.40
<b>Total Other Current Assets</b>	<b>\$762,522.82</b>
<b>Total Current Assets</b>	<b>\$2,045,693.06</b>
<b>TOTAL ASSETS</b>	<b>\$2,045,693.06</b>



# North Riverside Public Library District

## BALANCE SHEET

As of September 30, 2020

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	7,475.17
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	7,013.61
4100-09 Accounts Payable Pension Fund	2,667.52
<b>Total Accounts Payable</b>	<b>\$17,156.30</b>
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	1,199.16
4003-01 Child Support	122.59
4200-01 Accrued Wages	11,802.51
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	-1,322.22
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	436,359.58
4300-04 Deferred Tax Rev - Audit Fund	3,427.90
4300-05 Deferred Tax Rev Liability Fund	2,080.96
4300-06 Deferred Tax Rev Unemployment	734.51
4300-07 Deferred Tax Rev Building Fund	22,282.88
4300-08 Deferred Tax Rev SS	16,773.57
4300-09 Deferred Tax Rev Pension	6,121.74
<b>Total Other Current Liabilities</b>	<b>\$499,583.18</b>
<b>Total Current Liabilities</b>	<b>\$516,739.48</b>
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$516,739.48</b>
Equity	
3200-00 Retained Earnings	-168,473.76
5600-01 General Fund Balance	1,384,361.05
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	15,000.00
5600-04 Audit Fund	10,082.00
5600-05 Public Liability Fund Balance	69,141.00



# North Riverside Public Library District

## BALANCE SHEET

As of September 30, 2020

	TOTAL
5600-06 Unemployment Insurance Fund Balance	2,068.00
5600-07 Building Fund Balance	34,805.00
5600-08 Social Security Fund Balance	5,994.00
5600-09 Pension Fund Balance	6,519.00
Opening Balance Equity	0.00
Net Income	169,457.29
<b>Total Equity</b>	<b>\$1,528,953.58</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,045,693.06</b>

**North Riverside Public Library District**  
**Check Detail**  
**September 2020**

<b>Date</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Amount</b>
09/01/2020	AT&T	708Z40043004 2, 708-442-0319007 6	1,263.75
09/01/2020	Black Stone	BOOKS ON CD	30.95
09/01/2020	Baker & Taylor	Adult Fiction, Children Fiction/Non Fiction, YA Fiction/Non Fiction, Adult Fiction	1,273.67
09/01/2020	CENGAGE Learning	Adult Large Print	148.79
09/01/2020	Dynegy Energy Services	Inv 147121720061 current charges prior months dues	186.43
09/01/2020	Gail Galivan	classes on 08/17/2020, 09/14/2020	100.00
09/01/2020	INGRAM LIBRARY SERVICES	Adult Non Fiction, Memorials and Tributes, Adult Non Fiction	396.69
09/01/2020	Cathy Kolessar	Meditation & Stretching 9/7/2020	50.00
09/01/2020	Midwest Tape	YA DVDs, Music CD kids, Adults DVD fiction, Children DVDs	371.77
09/01/2020	News Bank Inc	Databases	500.00
09/01/2020	Troy A Swanson	Fake news Sept 11 2020	200.00
09/01/2020	Village of N. Riverside	WATER	114.40
09/01/2020	OverDrive, Inc	Books	1,301.89
09/01/2020	AT&T..	S668163163-20235	612.49
09/01/2020	Trimline Landscaping	MOV & TRIM, FETILIZING, SPRING CLEANING PAST DUE	1,705.00
09/01/2020	The Wall Street Journal	Newspaper 1 year renewal 2020	233.94
09/01/2020	Demco	OFFICE SUPPLIES	272.99
09/01/2020	Roscoe	Mats	70.89
09/01/2020	Outsource Solutions Group	TECH SERVICES	948.95
09/01/2020	Recorded Books, Inc	Circulations	969.31
09/01/2020	Outsource Solutions Group	Library Foundation Donation	27,000.00
09/08/2020	Midwest Tape	YA DVDs, Music CD kids, Adults DVDs Fiction, Children DVDs	107.45
09/08/2020	Seaway Supply Co.	Toilet disinfectant, Floor cleaner, Kitchen towels, Clorox Wipes	176.34
09/08/2020	Versatile Computer Services	Tech Services LAST PAYMENT	750.00
09/08/2020	Elizabeth Webster	Clorox wipes	19.72

09/08/2020	Tutor.com	Children Fiction/Non Fiction	2,250.00
09/09/2020	Nicor Gas	Nicor Gas Payment	161.05
09/12/2020	AT&T 1	Billing for 09-16-2020 - 10-15-2020	63.10
09/12/2020	Baker & Taylor	YA Fiction, Adult Fiction	616.44
09/12/2020	Black Stone	Books on CD	34.94
09/12/2020	Coverall North America	September cleaning	1,227.56
09/12/2020	Comcast	Sept 7 2020 - Oct 6 2020	229.85
09/12/2020	INGRAM LIBRARY SERVICES	Adult Non Fiction, Memorials and Tributes	13.96
09/12/2020	LEAF	2 TOSHIBAS	12.50
09/12/2020	OverDrive, Inc	Books, eBooks	379.15
09/12/2020	Technology Management Rev Fund	Billing # T2222065 Inv. T2100380	133.00
09/12/2020	Terminix	Invoice 399801229	93.00
09/17/2020	Cathy Kolessar	Meditation & Stretching 9/21/2020	50.00
09/17/2020	Lauterbach & Amen, LLP	Legal services from August	900.00
09/17/2020	Marla Curran	Craft Supplies, Material Database	46.43
09/17/2020	CENGAGE Learning	Adult Large Print	196.87
09/17/2020	Trimline Landscaping	MOV & TRIM, FETILIZING, AUGUST	340.00
09/18/2020	MISC	Autopay Chase Credit Card	3,316.71
09/21/2020	Midwest Tape	YA DVDs, Music CD kids, Adults DVD fiction, Children DVD	166.90
09/21/2020	Impact Networking. LLC	WIPES	34.95
09/21/2020	Outsource Solutions Group	MONTHLY NETWORK CARE INVOICE	740.00
09/30/2020	ICMA	W.O JUNE 1, JULY 2, AUG 1, AUG 20, SEPT 3, SEPT 17	2,865.19
09/30/2020	IMRF	IMRF - September 2020	3,903.22
09/30/2020	Paychex - Human Resource Services	September Payroll	424.24
<b>Total</b>			<b>\$ 57,004.48</b>

**TAX LEVY ORDINANCE**

**ORDINANCE 20-11-01**

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

**FISCAL YEAR JULY 1, 2020 to JUNE 30, 2021**

**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#09-01-20 (Budget and Appropriations Ordinance) previously passed by the Board is incorporated by reference.

**Section 2:** A tax in the sum of \$1,092,000 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, 2020 ending June 30, 2021 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	1,092,000

**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 30th day of November, 2020, pursuant to a roll call vote as follows:

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

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

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

\_\_\_\_\_

Annette Corgiat, President

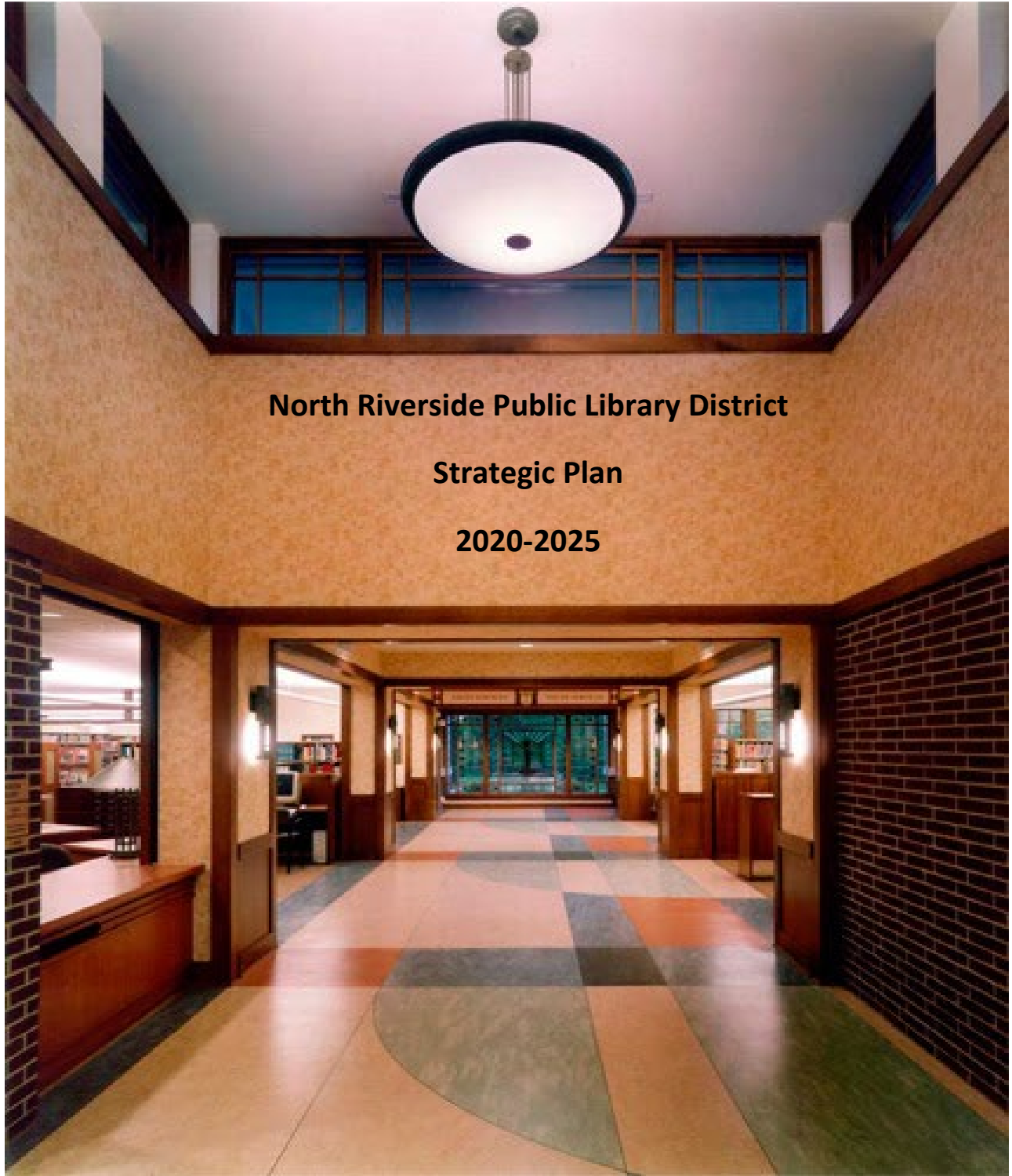
Board of Library Trustees

North Riverside Public Library District

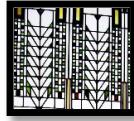
ATTEST:

\_\_\_\_\_

P.J. Folz, Secretary



**North Riverside Public Library District**  
**Strategic Plan**  
**2020-2025**



Mission Statement:

- Explore, Learn, and Connect with us in our community.



Values:

- Innovation
  - Continuously raise the bar
  - Embrace Creativity
- Inclusivity
  - Accessible to Everyone
  - Welcoming
- Collaboration
  - Partnerships within Our Community
  - Engagement
  - Enrichment



Vision: If we are successful in our Mission, we will see these changes around us...

- Create an environment to embrace ALL members of our changing community
- Dedication to lifelong learning
- More active and vibrant community hub
- Increased engagement with our own and neighboring communities
- Increased relevance to the community through our programs, interaction social media, materials circulation



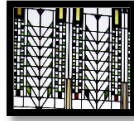
2019 North Riverside Library's Book Nook at the North Riverside Mall



### Priorities of Our Strategic Plan:

- Providing exceptional service to everyone
  - Create procedure for prioritizing, implementing and evaluating new initiatives
  - Seek new ways to serve patrons who are unable to visit during open hours
  - Increasing the diversity of materials we offer to better meet the needs of our community
- Exploring new ways to reach NR residents
  - Creative marketing strategy to reach out to all of our community
  - Special focus on reaching new residents in our community
  - Partnerships with other organizations
- Engaging our Community
  - Creating opportunities for community dialogue lead/facilitated by the library
  - Expanding services with a special focus on vulnerable and marginalized populations
- Work together as 1 team
  - Increased cross training between departments to foster better knowledge and the ability to build cross departmental collaboration
  - Encourage additional cross departmental programming
  - Increase effective means of communication between all departments





### Goals:

- 2020/2022

- Providing Exceptional Service:
  - Creation and implementation of a new website
  - Implementation of wireless printing
  - Self payment for copies/printing
  - Evaluate programs using Project Outcome or similar evaluation method
- Exploring New Ways to Reach NR Residents:
  - Creation of ongoing volunteer program
  - Creation of new marketing strategy
  - Creation of new ongoing Intern program
- Engaging Our Community:
  - Conversion of 2 unused spaces to a small group meeting room and Book Sale room in order to create more welcoming spaces to meet identified community needs.
  - Installation and promotion of donor wall to recognize current and future donors.
  -
- Work together as 1 team:
  - Creating a cross training matrix for all departments/employees
  - Work with the Library Foundation to promote events
  - Work towards purchasing sustainable program and staff supplies