

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
+1 312 626 6799 US (Chicago)

B&A Hearing and Regular Meeting, September 21, 2020
6:00 PM

1. Opening B&A Hearing
2. Comments
3. Closing B&A Hearing

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 (Allen Pineda, chairman)

4. Committee Reports

- A. Building and Grounds (Ken Rouleau, chairman)
- B. Policy (Kathy Bonnar, chairman)
- C. Personnel (Greg Gordon, chairman)
- D. Strategic Plan (P.J. Folz, chairman)

5. President

6. Director's Report

Agenda
North Riverside Public Library Board of Trustees
Regular Meeting
September 21, 2020
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7. Other Action Items

- A. Minutes:
 - a. August 17, 2020 (action)
- B. B&A Ordinance (action)
- C. Consent Agenda (informational/actionable)
- D. Longevity bonuses (discussion)
- E. Holiday Party (discussion)
- F. Resolution authorizing IGA (action)

8. Information items

- A. Committee Meetings
- B. Memorial Books & Donations Report
- 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 October 19th, 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, August 17, 2020
6:00 PM

1. Open of Meeting

- A. Call to order by President Corgiat at 6:00pm.
- 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, arriving at 6:08pm 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 Secretary Folz. All aye.

2. Open Forum

No comment.

3. Financial reports

- A. Finance Committee Report (Allen Pineda, chairman)
 - Final report for the fiscal year will be finished by the accountant later this week. Nothing else to report at this time.
- B. Motion made by Treasurer Allen Pineda to approve the budget amendment of \$40,000 to fund new computer equipment out of the interest earned from our annuities and seconded by Trustee Kathy Bonnar. Roll call: all aye.

4. Committee Reports

- A. Building and Grounds (Ken Rouleau, chairman)
 - 1. HVAC training completed successfully. UV Light treatment cost was out of budget. Continuing to review other ideas and grants for funding.
 - 2. Investigation of remote lockers.
- B. Policy (Kathy Bonnar, chairman)
 - 1. Remote Working Policy: Motion made by Trustee Bonnar to approve the Remote Working Policy. Seconded by Secretary Folz. All aye

5. President

No report.

6. Director's Report

New newsletter coming out for the Fall. Investigation of new databases we are looking into and have subscribed to. Added a second Zoom account to prevent scheduling conflicts. We are working to repair several current hotspots to get them back into circulation. Addition of Tutor.com and engaging in partnership with the local schools as well as 16 new EBSCO

databases. Library card signups are still available online. Spanish programming continues to grow.

7. Other Action Items

A. Minutes:

- a. July 20, 2020: Motion made by Trustee Rouleau to approve the meeting minutes. Seconded by Treasurer Pineda. All aye.

B. IMRF IRS Code 125 as IMRF Earnings Ordinance 08-01-2020: Motion made by Trustee Rouleau to approve the IMRF IRS Code 125 as IMRF Earnings Ordinance 08-01-2020 Ordinance. Seconded by Vice President Gordon. All aye.

C. Holiday Closure Addition: Motion made by Trustee Bonnar to approve the Holiday Closure Addition. Seconded by Trustee Mathias. All aye.

D. Review of B&A Ordinance, IMRF Audit Findings and Memorandum on the re-assessment of the Mall Property: Director Starosta reviewed each of the above documents. Passed IMRF audit with the one finding of missing the above Code 125 Ordinance.

8. Information items

- A. Committee Meetings: none
- B. Memorial Books & Donations Report: none
- C. Correspondence: none
- 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 6:55pm. Seconded by Treasurer Pineda. All aye.

Management Report

North Riverside Public Library District
For the period ended July 31, 2020



Prepared on
September 2, 2020

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Profit and Loss

July 2020

	Total
INCOME	
6903-01 Fines & Fees	3,839.28
6904-01 Donations	2,586.72
6905-01 Grants	1,500.00
Interest	
6906-01 Interest Earned	37.38
Total Interest	37.38
Property Taxes	
6901-01 Property Tax	94,604.27
6901-04 Tax Revenue-Audit Fund	743.18
6901-05 Tax Revenue-Liability Ins	451.15
6901-06 Tax Revenue-Unemploy Ins	159.25
6901-07 Tax Revenue-Bldg Fund	4,831.00
6901-08 Tax Revenue-SS	3,636.57
6901-12 Property Tax - IMRF Fund	1,327.20
Total Property Taxes	105,752.62
Total Income	113,716.00
GROSS PROFIT	
EXPENSES	
8360-01 Grants	100.00
Advertising & Marketing	
8385-01 Memorials & Tributes	16.94
Total Advertising & Marketing	16.94
Benefits	
7600-05 Health Insurance	-240.00
7670-01 Taxes-Fica Expense	2,831.25
Total Benefits	2,591.25
Building Expense	
8306-07 Building Supplies	151.04
8308-07 Service Contracts	9,710.31
Total Building Expense	9,861.35
Computers/Technology	
8175-01 MLS Computer Fund	5,433.75
Total Computers/Technology	5,433.75
Insurance	
7660-06 Unemployment Insurance	-1,599.36
Total Insurance	-1,599.36
Legal & Professional Services	
8402-01 Legal Fees	900.00
8430-01 Payroll Expenses	406.04
Total Legal & Professional Services	1,306.04
Library Materials	

	Total
8090-01 Books on CD - Adult	174.73
8104-01 Adult Fiction	86.15
8105-01 Adult Non-Fiction	17.61
8106-01 Children Fiction / Non-Fiction	151.95
8107-01 Young Adult Fiction/Non-Fiction	145.61
8108-01 eBooks	387.98
8115-01 Adult Large Print	24.69
8120-01 Newspapers	245.70
8130-01 Databases	757.93
Total Library Materials	1,992.35
Office Supplies & Software	
8202-01 Office Supplies	811.49
Total Office Supplies & Software	811.49
Programs & Strategic Initiatives	
8155-01 Adult Programs	355.00
Total Programs & Strategic Initiatives	355.00
Salaries	
7504-01 Library Clerks	13,492.59
7507-01 Library Pages	1,455.50
7508-01 Administrators	21,101.84
7509-01 Salaries - Grant	1,200.00
Total Salaries	37,249.93
Travel & Training	
8355-01 Memberships	350.00
Total Travel & Training	350.00
Utilities	
8301-07 Telephone	920.55
8303-07 Natural Gas	285.75
Total Utilities	1,206.30
Total Expenses	59,675.04
NET OPERATING INCOME	54,040.96
OTHER EXPENSES	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	7,938.34
Total Other Miscellaneous Expense	7,938.34
Total Other Expenses	7,938.34
NET OTHER INCOME	-7,938.34
NET INCOME	\$46,102.62

Balance Sheet

As of July 31, 2020

		Total
ASSETS		
Current Assets		
Bank Accounts		
1500-01 First American MM (5015)		70,866.43
1500-04 Cash-Audit Fund		16,621.07
1500-05 Cash-Liability Insurance Fund		73,240.27
1500-06 Cash-Unemployment Ins Fund		3,729.50
1500-07 Cash-Building Fund		251,641.92
1500-08 Cash-Social Security Fund		37,750.77
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		11,630.34
1500-13 Capital Projects		30,000.00
Total 1500-01 First American MM (5015)		513,189.51
1501-01 First American Checking (5001)		2,350.37
1505-07 Chase Bank		7,765.70
1509-07 Cash - IPTIP IL Funds		94,315.47
1512-02 Kadlec Annuity #71797		56,672.96
1515-01 BMO Harris		0.00
Total Bank Accounts		674,294.01
Accounts Receivable		
2000-01 RE Taxes Receivable-Corp		516,399.94
2000-04 Taxes Receivable-Audit		4,054.12
2000-05 Taxes Receivable-Insurance		2,525.88
2000-06 Taxes Receivable-Liab Insur		996.17
2000-07 Taxes Recievable-Bldg Fund		26,361.64
2000-08 Taxes Receivable-SS Fund		19,780.21
2000-09 Taxes Receivable-Pension Fund		7,112.52
Total Accounts Receivable		577,230.48
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
Total Other Current Assets		751,084.56
Total Current Assets		2,002,609.05
TOTAL ASSETS		\$2,002,609.05
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		

	Total
4100-01 Accounts Payable	0.00
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	0.00
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	2,398.41
4003-01 Child Support	122.59
4200-01 Accrued Wages	11,802.51
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	3,733.19
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	516,399.12
4300-04 Deferred Tax Rev - Audit Fund	4,054.12
4300-05 Deferred Tax Rev Liability Fund	2,525.88
4300-06 Deferred Tax Rev Unemployment	996.17
4300-07 Deferred Tax Rev Building Fund	26,361.64
4300-08 Deferred Tax Rev SS	19,780.21
4300-09 Deferred Tax Rev Pension	7,112.52
Total Other Current Liabilities	595,286.36
Total Current Liabilities	595,286.36
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
Total Long-Term Liabilities	0.00
Total Liabilities	595,286.36
Equity	
3200-00 Retained Earnings	-166,750.93
5600-01 General Fund Balance	1,384,362.00
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	46,102.62
Total Equity	1,407,322.69
TOTAL LIABILITIES AND EQUITY	\$2,002,609.05

North Riverside Public Library District
Budget vs Actual
July 2020

8%

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	\$ 1,500.00	\$ 50,000	3%
6906-01	Interest	\$ 37.38	\$ 1,000	4%
6901-01	Property tax	\$ 105,752.62	\$ 1,072,000	10%
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%
	Total	\$ 113,716	\$ 1,148,000	10%

OPERATING EXPENSES	Actual	Budget	% of Budget
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SALARIES

7504-01	library clerks	\$ 13,493	\$ 196,375	7%
7507-01	library pages	\$ 1,456	\$ 25,168	6%
7508-01	administrators	\$ 21,102	\$ 279,810	8%
7509-01	Salaries - Grant	\$ 1,200	\$ -	0%
	Total	\$ 37,250	\$ 506,620	7%

BENEFITS

7600-05	health insurance	\$ (240)	\$ 31,000	-1%
7614-06	workers compensation	\$ -	\$ 2,500	0%
7650-09	pension fund	\$ -	\$ 31,796	0%
7660-06	unemployment insurance	\$ (1,599)	\$ 800	-200%
7670-08	social security/mcare	\$ 2,831	\$ 38,354	7%
	Total	\$ 992	\$ 104,450	1%

TRAINING

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

OPERATING EXPENSES

Actual

Budget

8%
% of Budget**MATERIALS**

8090-01	books on CD-adult	\$	175		0%
8091-01	books on CD-children	\$	-		0%
8096-01	compact disks-music-adult	\$	-		0%
8097-01	compact disks-music-children	\$	-		0%
8103-01	foreign language books	\$	-		0%
8104-01	adult fiction	\$	86		0%
8105-01	adult nonfiction	\$	18		0%
8106-01	children's fiction/nonfiction	\$	152		0%
8107-01	YA Fiction/nonfiction	\$	146		0%
8108-01	eBooks	\$	388		0%
8115-01	adult large print	\$	25		0%
8120-01	newspapers	\$	246		0%
8130-01	internet databases	\$	758		0%
8140-01	adult periodicals	\$	-		0%
8141-01	Children's Periodicals	\$	-		0%
8160-01	adult DVDs-feature movies	\$	-		0%
8161-01	Adult Games	\$	-		0%
8162-01	children's DVDs-movies	\$	-		0%
8163-01	ya DVDs	\$	-		0%
8164-01	foreign language DVDs	\$	-		0%
8166-01	children's games	\$	-		0%
	Total	\$	1,992	\$ -	0%

PROGRAMS

8150-01	children's programs	\$	-		0%
8152-01	children's summer reading program	\$	-		0%
8153-01	ya programs	\$	-		0%
8154-01	Makerspaces/library of things	\$	-		
8155-01	adult programs	\$	355		0%
8156-01	Technology programs	\$	-		0%
8157-01	senior programs	\$	-		0%
	Total	\$	355	\$ -	0%

STRATEGIC INITIATIVES

8158-01	Strategic Initiatives	\$	-	\$ 2,000	0%
	Total	\$	-	\$ 2,000	0%

OPERATING EXPENSES	Actual	Budget	8% % of Budget
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COMPUTERS

8171-01	information technology	\$ -	\$ 15,000	0%
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%
	Total	\$ 5,434	\$ 53,300	10%

OFFICE SUPPLIES

8202-01	Office Supplies	\$ 811	\$ 14,000	6%
	Total	\$ 811	\$ 14,000	6%

UTILITIES- OPERATING EXPENSE

8301-07	telephone	\$ 921	\$ 13,500	7%
8302-07	electricity	\$ -	\$ 30,000	0%
8303-07	gas	\$ 286	\$ 7,000	4%
8304-07	water/garbage	\$ -	\$ 2,000	0%
	Total	\$ 1,206	\$ 52,500	2%

BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 151	\$ 12,000	1%
8308-07	service contracts	\$ 9,710	\$ 42,500	23%
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%
	Total	\$ 9,861	\$ 91,750	11%

TRAVEL

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

OPERATING EXPENSES		Actual	Budget	8% % of Budget
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OTHER EXPENSES

8355-01	memberships	\$ 350	\$ 2,200	16%
8360-01	Grants	\$ 100	\$ 50,000	0%
8361-01	Donations	\$ -	\$ 8,000	0%
8365-01	library promotion	\$ -	\$ 6,000	0%
8370-01	postage	\$ -	\$ 2,500	0%
8375-01	Advertising	\$ -	\$ 4,500	0%
8385-01	memorials and tributes	\$ 17	\$ 500	3%
8432-01	mileage reimbursement	\$ -	\$ -	0%
8396-01	bank charges and fees	\$ -	\$ 150	0%
8399-01	ILL Loss/Damage	\$ -	\$ 250	0%
Total		\$ 467	\$ 74,100	1%

OUTSIDE SERVICES

8400-01	accounting	\$ -	\$ 15,000	0%
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	\$ -	\$ 10,000	0%
8430-01	payroll expenses	\$ 406	\$ 4,500	9%
8435-01	background checks	\$ -	\$ 150	0%
Total		\$ 1,306	\$ 50,800	3%

INSURANCE

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

OTHER EXPENSES

8360-01	Petty Cash	\$ -	\$ -	0%
8395-01	Miscellaneous Expense	\$ 7,938	\$ -	0%
Total		\$ 7,938	\$ -	0%

OTHER EXPENSES

8600-01	Bond Interest	\$ -	\$ -	0%
8600-02	Bond Principal	\$ -	\$ -	0%
8601-02	Debt Certificate Interest	\$ -	\$ 18,559	0%
8701-02	Debt Certificate Prinicple	\$ -	\$ 39,100	0%
Total		\$ -	\$ 57,659	0%

TOTAL OPERATING EXPENSES	\$ 67,613	\$ 1,031,429	7%
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NET INCOME	\$ 46,103	\$ 116,571
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North Riverside Public Library District

BALANCE SHEET

As of July 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	70,866.43
1500-04 Cash-Audit Fund	16,621.07
1500-05 Cash-Liability Insurance Fund	73,240.27
1500-06 Cash-Unemployment Ins Fund	3,729.50
1500-07 Cash-Building Fund	251,641.92
1500-08 Cash-Social Security Fund	37,750.77
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	11,630.34
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	513,189.51
1501-01 First American Checking (5001)	2,350.37
1505-07 Chase Bank	7,765.70
1509-07 Cash - IPTIP IL Funds	94,315.47
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2000-04 Taxes Receivable-Audit	4,054.12
2000-05 Taxes Receivable-Insurance	2,525.88
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2000-07 Taxes Recievable-Bldg Fund	26,361.64
2000-08 Taxes Receivable-SS Fund	19,780.21
2000-09 Taxes Receivable-Pension Fund	7,112.52
Total Accounts Receivable	\$577,230.48
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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
Total Other Current Assets	\$751,084.56
Total Current Assets	\$2,002,609.05
TOTAL ASSETS	\$2,002,609.05



North Riverside Public Library District

BALANCE SHEET

As of July 31, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	0.00
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	2,398.41
4003-01 Child Support	122.59
4200-01 Accrued Wages	11,802.51
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	3,733.19
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	516,399.12
4300-04 Deferred Tax Rev - Audit Fund	4,054.12
4300-05 Deferred Tax Rev Liability Fund	2,525.88
4300-06 Deferred Tax Rev Unemployment	996.17
4300-07 Deferred Tax Rev Building Fund	26,361.64
4300-08 Deferred Tax Rev SS	19,780.21
4300-09 Deferred Tax Rev Pension	7,112.52
Total Other Current Liabilities	\$595,286.36
Total Current Liabilities	\$595,286.36
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$595,286.36
Equity	
3200-00 Retained Earnings	-166,750.93
5600-01 General Fund Balance	1,384,362.00
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 July 31, 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	46,102.62
Total Equity	\$1,407,322.69
TOTAL LIABILITIES AND EQUITY	\$2,002,609.05



North Riverside Public Library District

Check Detail

July 2020

Date	Name	Memo/Description	Amount
07/02/2020	Cathy Kolessar	Vendor PPD North Riverside	\$ 150.00
07/02/2020	Liz Berg	Vendor PPD North Riverside	\$ 75.00
07/09/2020	Chase	Tel Chase Credit Crd Epay	\$ 2,870.26
07/11/2020	AT&T	Telephone	\$ 450.85
07/11/2020	BMO Harris Bank	Late Fee	\$ 40.80
07/11/2020	L-K fire extinguisher Service INc	Service and Maintenance of Fire Extinguishers	\$ 327.40
07/11/2020	Coverall North America	March Service	\$ 1,227.56
07/11/2020	Colley Elevator Co.	Services - Elevator Light Replacement	\$ 393.00
07/11/2020	LEAF	Building Service Contracts	\$ 2,136.65
07/11/2020	Home Depot Credit Services	Covid Supplies	\$ 151.04
07/11/2020	Demco	INV 6812377, 6813039	\$ 572.03
07/11/2020	Black Stone	Books on CD	\$ 174.73
07/11/2020	Baker & Taylor	Library Materials	\$ 383.71
07/11/2020	Quinlan Security Systems	CCTV System Additional cameras	\$ 474.60
07/13/2020	Nicor Gas	Nicor Gas Payment	\$ 285.75
07/14/2020	USA Today	July 2020 USA Today newspaper subscription renewal	\$ 245.70
07/14/2020	SWAN	swan Fees	\$ 6,170.75
07/14/2020	SWANK	Movie licenses reneal 8/1/20-7/31/21	\$ 355.00
07/14/2020	RAILS	HR Source membership fee July 1, 2020-June 30, 2021	\$ 350.00
07/14/2020	Recorded Books, Inc	Circulations	\$ 20.93
07/14/2020	OverDrive, Inc	Orders	\$ 387.98
07/14/2020	MIDCO	Phone system work	\$ 320.00
07/14/2020	Demco	OFFICE SUPPLIES	\$ 197.32
07/14/2020	Colley Elevator Co.	Inspection	\$ 240.00
07/20/2020	CHASE	Autopay busppd Chase Credit Crd	\$ 4,843.08
07/21/2020	Nitech Fire & Security Industies, Inc	Service from Aug 1 2020 through October 31 2020	\$ 315.90
07/21/2020	Elena Yescas	Cleaning Services	\$ 4,050.00
07/21/2020	Gail Galivan	2 Clases 07/06/2020 and 07/20/2020	\$ 100.00

07/21/2020	CENGAGE Learning	Adult Large Print	\$	24.69
07/21/2020	Peregrine, Stine, Newman, Ritzman & Bruckner, Ltd.	Legal Services rendered	\$	900.00
07/21/2020	INGRAM LIBRARY SERVICES	Adult non fiction & Memorials	\$	34.55
07/21/2020	Johnson Controls Security Solutions	customer # 01300113034337 Inv 34156202, 34552171	\$	225.20
07/25/2020	Web Commerce Partners, Inc	Dymo	\$	42.14
07/31/2020	Paychex - Human Resource Services	Payroll Expenses	\$	406.04
07/31/2020	Comcast		\$	469.70
		Total	\$	29,412.36

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

Regular Meeting, August 17, 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 _____ Regular Board Meeting
 - B. Finance:
_____(month) Financial Statement,
Check Detail List _____
4. ~~**Committee Reports (moved to be in either new or old business as needed)**~~
5. **President's Report**
6. **Director's Report**

To include: Donations, Grants/Advocacy, SWAN/RAILS

Agenda
North Riverside Public Library Board of Trustees
Regular Meeting
August 17, 2020
Page 2

7. New Business (new items brought before the Board)

~~A. Minutes:~~

~~a. July 20, 2020 (action)~~

- B. IMRF IRS Code 125 as IMRF earnings Ordinance 08-01-2020 (action)
- C. Holiday Closure Addition – Election Day November 3, 2020 (action)
- D. B&A Ordinance (informational)
- E. IMRF Audit (informational)
- F. Memorandum: re-assessment of the Mall (informational)

8. Old Business (anything continued from the previous meeting(s))

~~A. Committee Meetings~~

~~B. Memorial Books & Donations Report~~

- C. Correspondence (in new business when needed)
- D. Board action log (for reference – could change this to a google doc for up to date editing)
- E. Trustee continuing education (in new business or Director's/President's report)
- ~~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 September 21st, 2020 at 6:00 p.m.

**INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT
FOR
CORONAVIRUS RELIEF FUNDS**



COUNTY OF COOK, ILLINOIS

North Riverside Public Library District

(Cook County, Illinois Library District (Subrecipient))

Entered into this 21 day of September, 2020

SUBAWARD INFORMATION

The following information is provided pursuant to 2 C.F.R. 200.331(a)(1):

- Subrecipient's name (must match the name associated with its unique entity identifier):
North Riverside Public Library District
- Subrecipient's unique entity identifier (DUNS): 112399332
- Subaward Period of Performance Start and End Date: July 1, 2020, through December 30, 2020.
- Total Amount of Federal Funds allocated to the Subrecipient: \$ \$5,000
- Federal Award Program Description:

Cook County has received Coronavirus Relief Funds pursuant to the CARES Act, a portion of which it has chosen to allocate in the spirit of intergovernmental cooperation to other units of local government in Cook County. Available funds may be distributed to units of local government as allocated by the Cook County Bureau of Finance based upon the balance of funds available and proposed use of such funds.
- Name of Federal Awarding Agency: U.S. Department of Treasury
- Name of pass-through entity: Cook County, IL
- Contact Information for pass-through entity: Ammar M. Rizki, Chief Financial Officer, Cook County Bureau of Finance, 118 N. Clark Street, Suite 1127. Chicago, Illinois 60602. Email Info: SuburbanCovidFundingRequest@cookcountyil.gov
- Award is for Research & Development (R&D): NO

THIS AGREEMENT entered this 21 day of September, 2020, by and between the County of Cook, Illinois, a body politic and corporate of the State of Illinois, through the Office of the Chief Financial Officer and Bureau of Finance (herein called "Cook County"), and North Riverside Public Library District (herein called "Subrecipient") a unit of local government under the Illinois Constitution. Cook County and Subrecipient shall sometimes be referred to herein individually as the "Party" and collectively as the "Parties."

WHEREAS, on March 13, 2020, the President of the United States issued a Proclamation on Declaring a National Public Health Emergency as a result of the COVID-19 outbreak; and

WHEREAS, on March 27, 2020, the President of the United States signed into law the Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act"); and

WHEREAS, the CARES Act established the Coronavirus Relief Fund ("CRF"), which provides aid to certain eligible local governments to address necessary expenditures due to the COVID-19 Public Health Emergency; and

WHEREAS, Cook County qualified as an eligible local government and received CRF funding from the U.S. Department of Treasury; and

WHEREAS, federal guidance issued by the U.S. Department of Treasury indicates that a unit of local government may transfer a portion of its CRF funding to a smaller unit of local government provided that such transfer qualifies as a "necessary expenditure" to the Public Health Emergency and meets the criteria of Section 601 (d) of the Social Security Act as added by Section 5001 of the CARES Act; and

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and other applicable law permit and encourage units of local government to cooperate with and support each other in the exercise of their authority and the performance of their responsibilities; and

WHEREAS, the Illinois Intergovernmental Cooperation Act authorizes units of local government to combine, transfer or jointly exercise any power, privilege, function, or authority which either of them may exercise, and to enter into agreements for the performance of governmental services, activities, or undertakings, and

WHEREAS, Cook County acknowledges that there are units of local government within Cook County that were not eligible to receive a portion of CRF and Cook County, through the spirit of intergovernmental cooperation, desires to provide a portion of its CRF funding to aid such units of local government in addressing the impacts of the COVID-19 Public Health Emergency; and

WHEREAS, Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act requires that units of local government use the funds received to cover only those costs that (1) are necessary expenditures incurred due to the public health emergency with respect to the COVID-19; (2) were not accounted for in the budget most recently approved as of March 27, 2020, (the date of enactment of the CARES Act) for the state or local government; and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and

WHEREAS, in order to provide funds for Subrecipient to pay necessary expenditures it has or will incur due to the COVID-19 public health emergency, the Parties have agreed that Cook County, in its sole and absolute discretion, may reimburse Subrecipient for eligible expenses as provided herein.

NOW, THEREFORE, the Parties mutually agree as follows:

I. AGREEMENT TERM

- A. This Agreement shall become effective on the date of execution, and end on December 30, 2020 (the

“Initial Term”).

- B. This Agreement may be extended beyond the Initial Term only upon the written approval of both Parties; provided, however, that all terms and conditions of this Agreement shall remain in full force and effect unless this Agreement is specifically amended.
- C. Cook County, in its sole and absolute discretion, may terminate this Agreement at any time.

II. ACTIVITIES & ELIGIBLE EXPENSES

A. Activities

Subrecipient shall be responsible for administering all COVID-19 response activities in a manner satisfactory to Cook County and consistent with any standards required as a condition of providing these funds. Allowable activities must be directly tied to response and recovery efforts related to COVID-19 and must be allowable pursuant to the CRF requirements.

B. Eligible Expenses

Cook County, in its sole and absolute discretion, may reimburse and/or provide funding to Subrecipient for “Eligible Expenses” as described on Attachment A of this Agreement. Notwithstanding anything herein to the contrary, “Eligible Expenses” shall not include lost revenue. Failure of Subrecipient to comply with the provisions of this Agreement, including non-compliance with 2 C.F.R. 200, may result in expenses being disallowed, withholding of federal funds, and/or termination of this Agreement.

III. NOTICES

Notices to Cook County as required by this Agreement shall be delivered in writing, via email and addressed to Cook County as set forth below. Notices to Subrecipient as required by this Agreement shall be in writing, via email and addressed to Subrecipient as set forth below. All such notices shall also be deemed duly given if personally delivered, or if deposited in the United States mail, registered or certified return receipt requested.

Ammar M. Rizki
Chief Financial Officer
Cook County Bureau of Finance
118 N. Clark Street, Suite 1127
Chicago, IL 60602
SuburbanCovidFundingRequest@cookcountyil.gov

Name of Subrecipient: North Riverside Public Library District
Address: 2400 S. Des Plaines Ave. North Riverside, IL 60546
Email: starostan@northriversidelibrary.org

IV. TERMS & CONDITIONS

The following requirements are applicable to all activities undertaken with CRF funds.

A. Compliance with State and Local Requirements

Subrecipient acknowledges that this Agreement requires compliance with the regulations of the State of Illinois and with all applicable state and local orders, laws, regulations, rules, policies, and certifications governing any activities undertaken during the performance of this Agreement.

B. Compliance with Federal Requirements

Subrecipient acknowledges that Eligible Expenses funded or reimbursed by Cook County to Subrecipient are not considered to be grants but are “other financial assistance” under 2 C.F.R. 200.40. This Agreement requires compliance with certain provisions of Title 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Subrecipient agrees to comply with all applicable federal laws, regulations, and policies governing the funds provided under this Agreement. Subrecipient further agrees to utilize available funds under this Agreement to supplement rather than supplant funds otherwise available.

During the performance of this Agreement, the Subrecipient shall comply with all applicable federal laws and regulations, including, including, but not limited to, the following:

- Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. 7501-7507).
- Subrecipients are subject to a single audit or program specific audit pursuant to 2 C.F.R. 200.501(a) when Subrecipient spends \$750,000 or more in federal awards during their fiscal year.
- Fund payments are subject to 2 C.F.R. 200.303 regarding internal controls.
- Fund payments are subject to 2 C.F.R. 200.330 through 200.332 regarding subrecipient monitoring and management.
- Fund payments are subject to Subpart F regarding audit requirements.

Subcontracts, if any, shall contain a provision making them subject to all of the provisions stipulated in this Agreement, including but not limited to 2 C.F.R. 200.303, 2 C.F.R. 200.330-332, 2 C.F.R. 200.501(a), and 2 C.F.R. Part 200 Subpart F.

With respect to any conflict between such federal requirements and the terms of this Agreement and/or the provisions of state law and except as otherwise required under federal law or regulation, the more stringent requirement shall control.

C. Hold Harmless

Subrecipient shall hold harmless, release, and defend Cook County from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient’s performance or nonperformance of the services or subject matter called for in this Agreement.

D. Indemnification

Subrecipient shall indemnify Cook County, its officers, agents, employees, and the federal awarding agency, from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by Subrecipient and/or its agents, employees or sub-contractors, excepting only loss, injury or damage determined to be solely caused by the gross negligence or willful misconduct of personnel employed by Cook County. It is the intent of the Parties to this Agreement to provide the broadest possible indemnification for Cook County. Subrecipient shall reimburse Cook County for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which Subrecipient is obligated to indemnify,

defend and hold harmless Cook County under this Agreement.

E. Misrepresentations & Noncompliance

Subrecipient hereby asserts, certifies and reaffirms that all representations and other information contained in Subrecipient's application, request for funding, or request for reimbursement are true, correct and complete, to the best of Subrecipient's knowledge, as of the date of this Agreement. Subrecipient acknowledges that all such representations and information have been relied on by Cook County to provide the funding under this Agreement.

Subrecipient shall promptly notify Cook County, in writing, of the occurrence of any event or any material change in circumstances which would make any Subrecipient representation or information untrue or incorrect or otherwise impair Subrecipient's ability to fulfill Subrecipient's obligations under this Agreement.

F. Workers' Compensation

Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employee involved in the performance of this Agreement.

G. Insurance

Subrecipient shall carry sufficient insurance coverage to protect any funds provided to Subrecipient under this Agreement from loss due to theft, fraud and/or undue physical damage. Subrecipients that are self-insured shall maintain excess coverage over and above its self-insured retention limits.

H. Amendments

This Agreement may be amended at any time only by a written instrument signed by both Parties. Such amendments shall not invalidate this Agreement, nor relieve or release either Party from its obligations under this Agreement. Cook County may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Parties.

I. Suspension or Termination

Cook County may suspend or terminate this Agreement if Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to), the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and Federal awarding agency guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Subrecipient to Cook County reports that are incorrect or incomplete in any material respect.

J. Program Fraud & False or Fraudulent Statements or Related Acts

Subrecipient and any subcontractors must comply with 31 U.S.C. Chapter 38, Administrative Remedies for False Claims and Statements, which shall apply to the activities and actions of Subrecipient and any subcontractors pertaining to any matter resulting from a contract.

K. Debarment / Suspension and Voluntary Exclusion

1. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Nonprocurement Debarment and Suspension).
 2. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. A contract award must not be made to parties listed in the Systems of Award Management ("SAM") Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at www.sam.gov.
- L. Governing Law and Venue. This Agreement shall be interpreted under, and governed by, the laws of the State of Illinois, without regard to conflicts of laws principles. Any claim, suit, action, or proceeding brought in connection with this Agreement shall be in the Circuit Court of Cook County and each party hereby irrevocably consents to the personal and subject matter jurisdiction of such court and waives any claim that such court does not constitute a convenient and appropriate venue for such claims, suits, actions, or proceedings.

V. ADMINISTRATIVE REQUIREMENTS

A. Financial Management

Subrecipient agrees to comply with and agrees to adhere to appropriate accounting principles and procedures, utilize adequate internal controls, and maintain necessary source documentation for all Eligible Expenses.

B. Duplication of Benefits; Subrogation

Subrecipient shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155) and in accordance with Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 132 Stat. 3442), which amended section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155).

If Subrecipient receives duplicate benefits from another source, Subrecipient must refund the benefits provided by Cook County to Cook County.

Subrecipient must execute and deliver a Duplication of Benefits and Subrogation Agreement ("Duplication of Benefits Certification"), in the form attached hereto as Attachment B. Subrecipient shall comply with all terms and conditions of the Duplication of Benefits Certification, including, without limitation, Subrecipient's obligation to promptly notify Cook County of any disaster assistance received from any other source.

C. Documentation & Recordkeeping

As required by 2 C.F.R. 200.331(a)(5), Cook County, or any duly authorized representative of Cook County, shall have the right of access to any records, documents, financial statements, papers, or other records of Subrecipient that are pertinent to this Agreement, in order to comply with any audits pertaining to funds allocated to Subrecipient under this Agreement. The right of access also includes timely and reasonable access

to Subrecipient's personnel for the purpose of interview and discussion related to such documents. The right of access is not limited to the required retention period, as set forth in paragraph D below, but lasts as long as the records are retained.

D. Record Retention

Subrecipient shall retain sufficient records, which may include, but are not limited to financial records, supporting documents, statistical records, and all other Subrecipient records pertinent to the Agreement to show its compliance with the terms of this Agreement, as well as the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of five (5) years from the date of submission of the final expenditure report.

E. Internal Controls

Subrecipient must comply with 2 C.F.R. 200.303 and establish and maintain effective internal control over the funds allocated under this Agreement and provide reasonable assurance that the Subrecipient is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission.

F. Personally Identifiable Information

Subrecipient must comply with 2 C.F.R. 200.303(e) and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 C.F.R. 200.82, and other information designated as sensitive or the Subrecipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

G. Monitoring & Compliance

Cook County shall evaluate the Subrecipient's risk of noncompliance and monitor the activities of Subrecipient as necessary to ensure that the CRF funds are used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of this Agreement. Monitoring of Subrecipient shall include reviewing invoices for eligible expenses, reviewing payroll logs, applicable contracts and other documentation that may be requested by the County to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

Cook County shall verify that Subrecipient is audited as required by 2 C.F.R. Part 200 Subpart F—Audit Requirements. Cook County may take enforcement action against noncompliant Subrecipient as described in 2 C.F.R. 200.338 Remedies for noncompliance of this part and in program regulations

H. Close-Outs

Subrecipient shall close-out its use of funds under this Agreement by complying with the closeout procedures set forth in 2 C.F.R. 200.343 and the procedures described below. Subrecipient's obligation to Cook County will not terminate until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to:

Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that Subrecipient has control over funding provided under this Agreement.

I. Audits & Inspections

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to Cook County, the Federal awarding agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be resolved by Subrecipient within 30 days after notice of such deficiencies by the Subrecipient. Failure of Subrecipient to comply with the audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments.

If Subrecipient expends \$750,000 or more in total federal assistance (all programs) in a single year, must have an audit conducted of Coronavirus Relief Funds in accordance with 2 C.F.R. Part 200, Subpart F—Audit Requirements. Subrecipient shall submit a copy of that audit to Cook County.

Subrecipients who do not meet the Single Audit threshold are required to have a program-specific Coronavirus Relief Funds audit conducted in accordance with § 200.507 - Program-Specific Audits and may be required to submit such copy of that audit to Cook County.

Issues arising out of noncompliance identified in a Single or Program-Specific Coronavirus Relief Funds audit are to receive priority status of remediation or possible return of all funds to Cook County.

J. Payment & Reporting Procedures

1. Payment Procedures

Cook County will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with the allocations and disbursement policies established by Cook County. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient; payments made for advances will require proof that the advance was used for an eligible expense on or before December 30, 2020.

Subrecipients should maintain a financial file with copies of back-up documentation for all paid eligible expenditures made by the Subrecipient during the eligible period. Documentation of expenditures will be reviewed and verified upon receipt by Cook County.

- a. Requests for reimbursement or funding must be submitted via email to SuburbanCovidFundingRequest@cookcountyil.gov.
- b. Notification letters approving requested funds will contain detailed instructions regarding delivery of approved funds to Subrecipient. Receipt of approved funds will be contingent on a fully executed Intergovernmental and Subrecipient Agreement. All CRF funds not expended by Subrecipient must be returned to Cook County by December 30, 2020, in compliance with the Close-Out Procedures contained in this Agreement.

2. Reporting Procedures. Subrecipient will be required to periodically report the status of projects approved for advance funding and will be required to tender to the County records addressing how the funding was used for eligible expenses on or before December 30, 2020. Such reporting may include documentation of invoices, submission of payroll logs, proof of contracts, etc. to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

VI. Personnel & Participation Conditions

1. Hatch Act

Subrecipient must comply with provisions of the Hatch Act of 1939 (Chapter 15 of Title V of the U.S.C.) limiting the political activities of public employees, as it relates to the programs funded.

2. Conflict of Interest

The Subrecipient shall maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

VII. ATTACHMENTS

All attachments to this Agreement are incorporated as if set out fully. In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

This Agreement contains the following attachments:

- Attachment A – Library District Application for CRF
- Attachment B – Duplication of Benefits Certification

VII. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

VIII. WAIVER

Cook County's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of Cook County to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

IX. CERTIFICATION

The subrecipient hereby certifies that they have the authority and approval from the governing body to execute this Agreement and request reimbursement or advance funding from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures. The subrecipient further certifies the funds received for reimbursement or advances from the Coronavirus Relief Funds were or will be used only to cover those costs that:

- a. Are *necessary expenditures* incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- b. Were not accounted for in the budget most recently approved as of March 27, 2020; and
- c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Subrecipient understands any award of funds pursuant to this agreement must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure and that the subrecipient has reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the subrecipient or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.

Subrecipient agrees that they will retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts in a manner consistent with §200.333 *Retention requirements for records* of 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Subrecipient understands any funds provided pursuant to this agreement cannot be used as a revenue replacement for lower than expected tax or other revenue collections and cannot be used for expenditures for which the subrecipient has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

X. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the Parties for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Parties relating to Cook County's allocation of CRF funding to Subrecipient. This Agreement is subject to availability of Federal assistance under the Coronavirus Relief Funds as authorized under the CARES Act. Cook County has no legal requirement to provide funding to any Subrecipient.

VI. SIGNATURE AUTHORITY

The following specific officers/officials, or their authorized designees, are required to sign this Agreement on behalf of the of Subrecipient. Note: If this Agreement is signed by a designee, a duly authenticated delegation of authority evidencing the signer's authority to execute the Agreement for and on behalf of the Subrecipient must be attached to the Agreement for review by Cook County.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement on the dates hereafter set forth below.

[INSERT SUBRECIPIENT]

Signed: _____
Its Duly Authorized Agent

Printed Name: _____

Title: _____

Date: _____

COOK COUNTY, ILLINOIS

Signed: _____
Its Duly Authorized Agent

Printed Name: _____

Title: _____

Date: _____

Approved as to form:

Signed: _____

Office of the Cook County State's Attorney

ATTACHMENT A – LIBRARY DISTRICT APPLICATION FOR CRF



**Cook County Library District Application
for
Coronavirus Relief Funds**

In order to request funding from Cook County under the Cook County COVID-19 Funding Response Plan, the Cook County Library District must complete the fields below in their entirety for Coronavirus Relief Funds and include all required documentation.

Questions regarding the Cook County COVID-19 Funding Response Plan and/or the application process should be submitted via email to SuburbanCovidFundingQuestions@cookcountyil.gov.

Completed applications must be submitted via email to:
SuburbanCovidFundingRequest@cookcountyil.gov. Please note that incomplete applications may cause a delay in processing.

General Information		
Organization Name	Name of Requesting Official	Submission Date
North Riverside Public Library District	Natalie Starosta	09/21/2020
Request Description and Background Information		
<p>Explain <i>what</i> the expenditure will be or has been utilized for (materials, projects, services, etc.):</p> <p>These expenditures will be used to cover the cost of PPE for employees, hours spent by employees in duties different from their regular duties and the purchase and installation of clear barriers in the Library where our staff interact regularly with the public. This group of projects will include the costs of both materials and the cost of labor to build and install the barriers. We have and will purchased large sheets of plexiglass to create transparent shields and partitions that allow our staff to interact safely with our citizens.</p>		

<p>Indicate the total amount requested (project specific and date specific to the extent possible): \$5000</p>	
<p>Explain <i>how</i> expenditures will be or have been used to respond to the public health emergency (utilize the guiding questions below along with the attached Funding Guidance and FAQ document). Note: incomplete descriptions may lead to funding delays or denials of requests.</p> <ul style="list-style-type: none"> • <i>What impact will this project have or has had on your organization's service level / ability to reopen or maintain operations?</i> • <i>What segment and size of the population is the project expected to serve or has served?</i> • <i>How is the success of this project related to other projects?</i> • <i>What are the projected consequences, if the request is not approved or project is not reimbursed?</i> <p>These guards and PPE will allow us to protect our employees and reduce the spread of germs and bacteria. Coronavirus has rapidly forced us to change the way we do business and how we interact with our patrons. Our employees will feel more comfortable returning to work, reopening and serving the public when they feel they are safe.</p> <p>We have one library building which serves an estimated 70-90 people per day currently (in the COVID time) and previously served between 300-500 per day. We hope to see continued increases as a result of this project.</p> <p>The success of this project will effect how quickly we are able to fully reopen to the public. If not approved, we will have to implement some of the barriers more slowly due to budget concerns.</p>	
<p>Are any requested funds expected to be expended after December 30, 2020?</p>	<p>No</p>
<p>If any requested funds in this application are for expenses not yet incurred, when are such funds expected to be incurred (<i>please be as precise as possible</i>)?</p>	<p>Because of budgetary concerns, remaining materials will be purchased and installed between October and early December.</p>

Cook County Reimbursement Information: Cook County ("County") can only utilize Coronavirus Relief Funds ("CRF") for documented COVID-19 related expenses. The information below will assist the County to remain federally compliant. Please indicate below which type(s) of expenses your organization is submitting. You can click on the embedded link for a detailed list of eligibility criteria.

Description	Indicate CRF Eligibility Category
<p>The <u>Coronavirus Relief Fund</u> is used to cover costs that:</p> <ul style="list-style-type: none"> • Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); • Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and • Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. 	<p><input type="checkbox"/> Expenses of actions to facilitate compliance with COVID-19 related public health measures.</p> <p><input type="checkbox"/> Any other COVID-19 – related expenses reasonably necessary to the function of government that satisfy the fund's eligibility criteria.</p>
Department of the Treasury Coronavirus Relief Fund Frequently Asked Questions	

Required Attachments

- Signed IGA from Library District
- Board resolution authorizing the IGA
- Relevant invoices and/or receipts
- Vendor ID Form and relevant W-9

Signatures and Certification

1. The undersigned hereby certify that they have the authority and approval from the governing body on behalf of the applying Cook County Library District to submit this application and request reimbursement from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures.
2. I understand that this application is a component of the executed Intergovernmental and Sub-recipient Agreement between the parties.
3. I understand Cook County will rely on this certification as a material representation in reviewing and potentially approving this application.
4. I certify the use of funds submitted in this application for reimbursement from the Coronavirus Relief Funds were or will be used only to cover those costs that:
 - d. Are *necessary expenditures* incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - e. Were not accounted for in the budget most recently approved as of March 27, 2020; and
 - f. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
5. I understand any award of funds pursuant to this application must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. We

have reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the Library District or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.

6. I understand any funds provided pursuant to this application and certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.

7. I understand funds received pursuant to this application and certification cannot be used for expenditures for which the Library District has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

I certify that I have read the above certification and my statements contained herein as well as the application are true and correct to the best of my knowledge.

<hr/>	Library Director	09/21/2020
Library District Head (signature)	Title	Date
Natalie Starosta		
<hr/>		
Library District Head (printed)		

Effective: [NA]

ATTACHMENT B – DUPLICATION OF BENEFITS CERTIFICATION

In consideration of Subrecipient's receipt of funds or the commitment of funds by the Cook County, Subrecipient hereby assigns to Cook County all of Subrecipient's future rights to reimbursement and all payments received from any grant, subsidized loan, or insurance policies or coverage or any other reimbursement or relief program related to or administered by the Federal Emergency Management Agency, the Small Business Administration or any other source of funding that were the basis of the calculation of the portion of the Coronavirus Relief Funding transferred to the Subrecipient under the Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds Agreement entered into by and between Cook County, Illinois, and North Riverside Public Library District on September 21, 2020. Any such funds received by the Subrecipient shall be referred to herein as "additional funds."

Additional funds received by the Subrecipient that are determined to be a Duplication of Benefits ("DOB") shall be referred to herein as "DOB Funds." Subrecipient agrees to immediately notify Cook County of the source and receipt of additional funds related to the COVID-19 pandemic. Cook County shall notify the Federal awarding agency of the additional funding reported by Subrecipient to Cook County. Subrecipient agrees to reimburse Cook County for any additional funding received by the Subrecipient if such additional funding is determined to be a DOB by Cook County, the Federal awarding agency or an auditing agency. Subrecipient further agrees to apply for additional funds that the Subrecipient may be entitled to under any applicable Disaster Program in an effort to maximize funding sources available to the Subrecipient and Cook County.

Subrecipient acknowledges that in the event that Subrecipient makes or files any false, misleading, or fraudulent statement and/or omits or fails to disclose any material fact in connection with the funding under this Agreement, Subrecipient may be subject to civil and/or criminal prosecution by federal, State and/or local authorities. In any proceeding to enforce this Agreement, the Grantee shall be entitled to recover all costs of enforcement, including actual attorney's fees.

Subrecipient: North Riverside Public Library District

Signed: _____

Its Duly Authorized Agent

Printed Name: Natalie Starosta

Title: Library Director

Date: 9/21/20

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

North Riverside Public Library District

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) ►

Government

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

2400 S. Des Plaines Ave.

6 City, state, and ZIP code

North Riverside, IL 60546

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - _____

or

Employer identification number

3 6 - 3 2 4 2 2 7 8

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

