

Agenda
North Riverside Public Library District
Board of Trustees
2400 S. Des Plaines Avenue
North Riverside, Illinois
Regular Meeting, August 19, 2019
6:00 PM

1. Open of Meeting

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

2. Open Forum

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

3. Financial reports

- A. Finance Committee Report (Allen Pineda, chairman)
- B. Approval of Financial Statements (action)
- C. Approval of Check Detail Report #19-8 in the amount of \$34,063.32 (action)
- D. Authorization to transfer \$60,000 from the money market to the checking account (action)

4. Committee Reports

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

5. President

6. Director's Report

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7. Other Action Items

- A. Approval of the minutes
 - a. July 15, 2019 Board Meeting (action)
- B. Secretary's Audit (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 September 16th, 2019 at 6:00 p.m.

2019/20 Approved

REVENUE	2016-2017	2017-2018	2018-2019	2019--2020	CHANGE
total	\$ 972,720	\$ 992,720	\$ 1,111,720	\$ 1,615,220	\$ 503,500
OPERATING EXPENSES	2016-2017	2017-2018	2018-2019	2019--2020	CHANGE
SALARIES	\$ 492,133	\$ 475,190	\$ 484,049	\$ 501,608	\$ 17,559
BENEFITS	\$ 73,748	\$ 80,458	\$ 95,032	\$ 99,297	\$ 4,265
TRAINING	\$ 2,000	\$ 3,000	\$ 3,500	\$ 5,000	\$ 1,500
MATERIALS	\$ 93,240	\$ 84,740	\$ 95,200	\$ 93,100	\$ (2,100)
PROGRAMS	\$ 10,500	\$ 12,000	\$ 16,000	\$ 18,000	\$ 2,000
STRATEGIC INITIATIVES	\$ 8,000	\$ 8,000	\$ 4,000	\$ 4,000	\$ -
COMPUTERS	\$ 33,822	\$ 30,822	\$ 45,081	\$ 44,300	\$ (781)
OFFICE SUPPLIES	\$ 22,000	\$ 10,000	\$ 14,500	\$ 13,000	\$ (1,500)
UTILITIES- OPERATING EXPE	\$ 47,210	\$ 47,210	\$ 54,800	\$ 54,300	\$ (500)
BUILDING EXPENSE	\$ 99,700	\$ 99,700	\$ 131,000	\$ 577,250	\$ 446,250
TRAVEL	\$ 1,600	\$ 2,400	\$ 1,600	\$ 2,000	\$ 400
OTHER EXPENSES	\$ 9,200	\$ 9,200	\$ 50,900	\$ 60,400	\$ 9,500
OUTSIDE SERVICES	\$ 56,300	\$ 56,750	\$ 45,500	\$ 47,850	\$ 2,350
INSURANCE	\$ 8,840	\$ 8,840	\$ 13,000	\$ 15,000	\$ 2,000
OTHER EXPENSES	\$ 2,075	\$ 2,490	\$ 2,500	\$ 10,800	\$ 8,300
TOTAL OPERATING EXPENSES	\$ 960,368	\$ 930,800	\$ 1,056,662	\$ 1,545,905	\$ 489,243
NET INCOME	\$ 12,352	\$ 61,920	\$ 55,058	\$ 69,315	\$ 14,257
DEBT SERVICE	\$ 40,000	\$ 30,000	\$ 30,000	\$ 49,000	\$ 19,000
RETAINED EARNINGS	\$ (27,648)	\$ 31,920	\$ 25,058	\$ 20,315	\$ (4,743)

2019/20 Approved

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

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

Account

REVENUE		2016-2017	2017-2018	2018-2019	2019--2020	CHANGE
	carryover from previous year					
6901-01	property tax	\$ 970,000	\$ 970,000	\$ 1,020,000	\$ 1,050,000	\$ 30,000
6903-01	fees and fines	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -
6904-01	Donations	\$ 5,000	\$ 5,000	\$ 9,500	\$ 8,000	\$ (1,500)
6905-01	grants	\$ 5,500	\$ 5,500	\$ 40,000	\$ 40,000	\$ -
	Mary Kadlec estate	\$ -	\$ -			\$ -
6906-01	interest	\$ 220	\$ 220	\$ 220	\$ 220	\$ -
	Loan - debt services				\$ 500,000	
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ (40,000)	\$ (20,000)	\$ (15,000)	\$ (15,000)	\$ -
6901-15	Estimated Loss Due to Property Assessment Appeals - Current Year					\$ -
	Unrealized Income Annuities	\$ 20,000	\$ 20,000	\$ 45,000	\$ 20,000	\$ (25,000)
	total	\$ 972,720	\$ 992,720	\$ 1,111,720	\$ 1,615,220	\$ 503,500

OPERATING EXPENSES	2016-2017	2017-2018	2018-2019	2019--2020	CHANGE
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SALARIES

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

BENEFITS

4230-01	ICMA					
7600-05	health insurance	\$ 24,290	\$ 31,000	\$ 28,800	\$ 29,700	\$ 900
7614-06	workers compensation	\$ 1,444	\$ 1,444	\$ 2,300	\$ 2,300	\$ -
7650-09	pension fund	\$ 12,488	\$ 12,488	\$ 27,399	\$ 31,452	\$ 4,053
7660-08	unemployment insurance	\$ 1,500	\$ 1,500	\$ 500	\$ 700	\$ 200
7670-08	social security/mcare	\$ 34,026	\$ 34,026	\$ 36,033	\$ 35,145	\$ (888)
	total	\$ 73,748	\$ 80,458	\$ 95,032	\$ 99,297	\$ 4,265

TRAINING

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

2019/20 Approved

OPERATING EXPENSES		2016-2017	2017-2018	2018-2019	2019-2020	CHANGE
MATERIALS						
8090-01	books on CD-adult	\$ 2,600	\$ 1,500	\$ 2,000	\$ 1,500	\$ (500)
8091-01	books on CD-children	\$ 600	\$ 600	\$ 700	\$ 700	\$ -
8096-01	compact disks-music-adult	\$ 975	\$ 975	\$ 400	\$ 400	\$ -
8097-01	compact disks-music-children	\$ 1,265	\$ 1,265	\$ 1,000	\$ 1,000	\$ -
8103-01	foreign language books			\$ 5,000	\$ 3,000	\$ (2,000)
8104-01	adult fiction			\$ 15,000	\$ 14,500	\$ (500)
8105-01	adult nonfiction	\$ 24,000	\$ 24,000	\$ 10,000	\$ 9,500	\$ (500)
8106-01	children's fiction/nonfiction	\$ 22,000	\$ 22,000	\$ 25,000	\$ 18,000	\$ (7,000)
8107-01	ya fiction/nonfiction	\$ 5,000	\$ 1,000	\$ -	\$ 6,000	\$ 6,000
8108-01	eBooks	\$ 6,000	\$ 4,000	\$ 5,000	\$ 5,000	\$ -
8115-01	adult large print	\$ 1,800	\$ 1,800	\$ 2,500	\$ 2,000	\$ (500)
8120-01	newspapers	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
8130-01	internet databases	\$ 9,600	\$ 9,600	\$ 10,000	\$ 14,000	\$ 4,000
8140-01	adult periodicals	\$ 3,900	\$ 2,500	\$ 900	\$ 900	\$ -
8141-01	Children's Periodicals	\$ 1,100	\$ 1,100	\$ 600	\$ 600	\$ -
8160-01	adult DVDs	\$ 4,800	\$ 4,800	\$ 6,000	\$ 7,000	\$ 1,000
8161-01	adult games	\$ 1,000	\$ 1,000	\$ 1,300	\$ 500	\$ (800)
8162-01	children's DVDs-movies	\$ 4,100	\$ 4,100	\$ 1,800	\$ 1,500	\$ (300)
8163-01	ya DVDs			\$ 2,000	\$ 1,500	\$ (500)
8164-01	foreign language DVDs			\$ 1,000	\$ 500	\$ (500)
8166-01	children's games	\$ 1,800	\$ 1,800	\$ 2,500	\$ 2,500	\$ -
	total	\$ 93,240	\$ 84,740	\$ 95,200	\$ 93,100	\$ (2,100)
PROGRAMS						
8150-01	children's programs	\$ 3,000	\$ 3,500	\$ 3,000	\$ 3,000	\$ -
8152-01	children's summer reading program	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,000	\$ (500)
8153-01	ya programs			\$ 1,500	\$ 1,500	\$ -
8154-01	makerspaces/library of things				\$ 2,500	\$ 2,500
8155-01	adult programs	\$ 3,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -
8156-01	technology programs				\$ 1,000	\$ 1,000
8157-01	senior programs			\$ 3,000	\$ 2,000	\$ (1,000)
	total	\$ 10,500	\$ 12,000	\$ 16,000	\$ 18,000	\$ 2,000
STRATEGIC INITIATIVES						
8158-01	Strategic Initiatives	\$ 8,000	\$ 8,000	\$ 4,000	\$ 4,000	\$ -
	total	\$ 8,000	\$ 8,000	\$ 4,000	\$ 4,000	\$ -
COMPUTERS						
8171-01	information technology	\$ 9,200	\$ 9,200	\$ 12,000	\$ 12,000	\$ -
8172-01	new computer equipment	\$ 7,000	\$ 4,000	\$ 12,500	\$ 11,500	\$ (1,000)
8175-01	mls computer fund	\$ 16,197	\$ 16,197	\$ 18,956	\$ 19,000	\$ 44
8180-01	software	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
8190-01	website	\$ 300	\$ 300	\$ 500	\$ 500	\$ -
8195-01	email	\$ 125	\$ 125	\$ 125	\$ 300	\$ 175
	total	\$ 33,822	\$ 30,822	\$ 45,081	\$ 44,300	\$ (781)
OFFICE SUPPLIES						
8202-01	Office Supplies	\$ 22,000	\$ 10,000	\$ 14,500	\$ 13,000	\$ (1,500)
	total	\$ 22,000	\$ 10,000	\$ 14,500	\$ 13,000	\$ (1,500)

2019/20 Approved

OPERATING EXPENSES		2016-2017	2017-2018	2018-2019	2019--2020	CHANGE
UTILITIES- OPERATING EXPENSE						
8301-07	telephone	\$ 12,510	\$ 12,510	\$ 15,000	\$ 13,000	\$ (2,000)
8302-07	electricity	\$ 27,500	\$ 27,500	\$ 31,500	\$ 32,000	\$ 500
8303-07	gas	\$ 6,300	\$ 6,300	\$ 6,500	\$ 7,500	\$ 1,000
8304-07	water/garbage	\$ 900	\$ 900	\$ 1,800	\$ 1,800	\$ -
	total	\$ 47,210	\$ 47,210	\$ 54,800	\$ 54,300	\$ (500)
BUILDING EXPENSE						
8306-07	building supplies	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -
8308-07	service contracts	\$ 35,000	\$ 35,000	\$ 38,000	\$ 41,000	\$ 3,000
8315-07	fees and permits	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,750	\$ 250
8320-07	Building and Grounds	\$ 35,000	\$ 35,000	\$ 18,000	\$ 15,000	\$ (3,000)
8330-01	casual labor	\$ 2,200	\$ 2,200	\$ 3,500	\$ 3,500	\$ -
8335-07	building repairs	\$ 14,000	\$ 14,000	\$ 58,000	\$ 504,000	\$ 446,000
	total	\$ 99,700	\$ 99,700	\$ 131,000	\$ 577,250	\$ 446,250
TRAVEL						
8341-01	meals & dinners	\$ -	\$ -	\$ -	\$ -	\$ -
8342-01	lodging/meals/mileage	\$ 1,600	\$ 2,400	\$ 1,600	\$ 2,000	\$ 400
	total	\$ 1,600	\$ 2,400	\$ 1,600	\$ 2,000	\$ 400
OTHER EXPENSES						
8355-01	memberships	\$ 1,500	\$ 1,500	\$ 1,500	\$ 2,000	\$ 500
8360-01	grants			\$ 40,000	\$ 40,000	\$ -
8361-01	donations				\$ 8,000	\$ 8,000
8365-01	library promotion	\$ 4,400	\$ 4,400	\$ 6,000	\$ 5,000	\$ (1,000)
8370-01	postage	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
8375-01	advertising	\$ 500	\$ 500	\$ 500	\$ 2,500	\$ 2,000
8385-01	memorials and tributes	\$ 150	\$ 150	\$ 500	\$ 500	\$ -
8396-01	bank charges and fees	\$ 150	\$ 150	\$ 150	\$ 150	\$ -
8399-01	ILL Loss/Damage	\$ 500	\$ 500	\$ 250	\$ 250	\$ -
	total	\$ 9,200	\$ 9,200	\$ 50,900	\$ 60,400	\$ 9,500
OUTSIDE SERVICES						
8400-01	accounting	\$ 25,500	\$ 25,500	\$ 13,000	\$ 14,500	\$ 1,500
8401-01	audit	\$ 7,000	\$ 7,000	\$ 7,700	\$ 9,500	\$ 1,800
8402-01	legal fees	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -
8404-01	staff recognition	\$ 3,000	\$ 3,000	\$ 3,000	\$ 2,000	\$ (1,000)
8405-01	appraisal	\$ 450	\$ 450	\$ 450	\$ 1,500	\$ 1,050
8305-01	architech/bulding consultant	\$ -	\$ -	\$ -	\$ -	\$ -
8406-01	collection agency	\$ 200	\$ 200	\$ 200	\$ 200	\$ -
8408-01	strategic plan	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
8410-01	printing	\$ 10,000	\$ 10,000	\$ 10,000	\$ 9,000	\$ (1,000)
8430-01	payroll expenses	\$ 3,550	\$ 4,000	\$ 4,500	\$ 4,500	\$ -
8435-01	background checks	\$ 100	\$ 100	\$ 150	\$ 150	\$ -
	total	\$ 56,300	\$ 56,750	\$ 45,500	\$ 47,850	\$ 2,350

Proposed

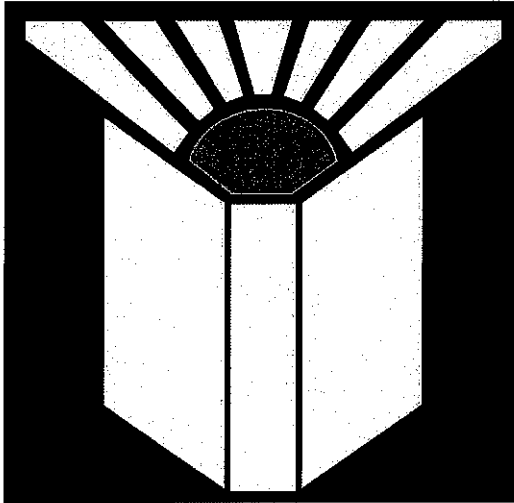
2019/20 Approved

OPERATING EXPENSES		2016-2017	2017-2018	2018-2019	2019--2020	CHANGE
INSURANCE						
8460-05	liability insurance package	\$ 8,840	\$ 8,840	\$ 13,000	\$ 15,000	\$ 2,000
8470-05	directors/officers insurance					\$ -
	total	\$ 8,840	\$ 8,840	\$ 13,000	\$ 15,000	\$ 2,000
OTHER EXPENSES						
8600-01	Bond Interest	\$ -	\$ -	\$ -	\$ -	\$ -
8601-02	Debt Certificate Interest	\$ 2,075	\$ 2,490	\$ 2,500	\$ 10,800	\$ 8,300
	total	\$ 2,075	\$ 2,490	\$ 2,500	\$ 10,800	\$ 8,300
TOTAL OPERATING EXPENSES		\$ 960,368	\$ 930,800	\$ 1,056,662	\$ 1,545,905	\$ 489,243
NET INCOME		\$ 12,352	\$ 61,920	\$ 55,058	\$ 69,315	\$ 14,257
DEBT SERVICE						
8700-02	Bond Principle	\$ -	\$ -		\$ -	\$ -
8701-02	Debt Certificate Principle	\$ 40,000	\$ 30,000	\$ 30,000	\$ 49,000	\$ 19,000
	total	\$ 40,000	\$ 30,000	\$ 30,000	\$ 49,000	\$ 19,000
RETAINED EARNINGS			\$ 31,920	\$ 25,058	\$ 20,315	\$ (4,743)

Proposed

Management Report

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



Prepared on
August 13, 2019

For management use only

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Profit and Loss

July 2019

	Total
INCOME	
6903-01 Fines & Fees	498.88
6904-01 Donations	914.67
6920-01 Unrealized Income-Annuities	-1,286.40
Interest	
6906-01 Interest Earned	286.35
Total Interest	286.35
Property Taxes	
6901-01 Property Tax	165,679.17
6901-04 Tax Revenue-Audit Fund	1,300.70
6901-05 Tax Revenue-Liability Ins	818.89
6901-06 Tax Revenue-Unemploy Ins	337.23
6901-07 Tax Revenue-Bldg Fund	8,479.03
6901-08 Tax Revenue-SS	6,311.07
6901-12 Property Tax - IMRF Fund	2,312.38
Total Property Taxes	185,238.47
Total Income	185,651.97
GROSS PROFIT	185,651.97
EXPENSES	
8360-01 Grants	3,003.51
8365-07 Building Promo	420.00
Advertising & Marketing	
8365-01 Library Promotion	202.66
8370-01 Postage	31.75
8385-01 Memorials & Tributes	98.90
8410-01 Printing	170.00
Total Advertising & Marketing	503.31
Bank Charges & Fees	
8396-01 Bank Charges & Fees	10.00
Total Bank Charges & Fees	10.00
Benefits	
7600-05 Health Insurance	2,464.65
7650-09 IMRF Pension	-289.42
7670-01 Taxes-Fica Expense	2,870.74
Total Benefits	5,045.97
Building Expense	
8306-07 Building Supplies	177.61
8308-07 Service Contracts	5,148.77
8315-07 Fees & Permits	393.00
Total Building Expense	5,719.38
Computers/Technology	
8171-01 Tech Service	2,011.85

	Total
8172-01 Computer Equipment	38.64
8175-01 MLS Computer Fund	5,544.31
8195-01 Email	53.50
Total Computers/Technology	7,648.30
Insurance	
7660-06 Unemployment Insurance	-1,645.48
Total Insurance	-1,645.48
Legal & Professional Services	
8400-01 Accounting	850.00
8402-01 Legal Fees	129.15
8405-01 Appraisal	237.50
8430-01 Payroll Expenses	528.52
Total Legal & Professional Services	1,745.17
Library Materials	
8090-01 Books on CD - Adult	221.25
8091-01 Books on CD - Children	92.98
8096-01 Music CD - Adult	62.99
8097-01 Music CD - Children	101.29
8104-01 Adult Fiction	314.50
8105-01 Adult Non-Fiction	219.16
8106-01 Children Fiction / Non-Fiction	215.84
8107-01 Young Adult Fiction/Non-Fiction	294.80
8108-01 eBooks	125.99
8115-01 Adult Large Print	74.72
8120-01 Newspapers	338.80
8160-01 Adult DVDs - Fiction	496.18
8162-01 Children DVDs	82.18
8163-01 YA DVDs	129.44
8166-01 Games	336.97
8399-01 ILL Loss/Damage	15.00
Total Library Materials	3,122.09
Office Supplies & Software	
8202-01 Office Supplies	890.17
Total Office Supplies & Software	890.17
Programs & Strategic Initiatives	
8150-01 Children's Programs	522.68
8152-01 Children's Summer Reading Program	576.14
8153-01 Young Adult Programs	47.46
8155-01 Adult Programs	724.42
8157-01 Senior Programs	132.03
Total Programs & Strategic Initiatives	2,002.73
Salaries	
7504-01 Library Clerks	12,175.13
7507-01 Library Pages	2,277.84

	Total
7508-01 Administrators	23,312.59
8330-01 Casual Labor	75.00
Total Salaries	37,840.56
Travel & Training	
7800-01 Staff Training	0.00
8342-01 Lodging, Meals, Mileage	96.08
8355-01 Memberships	350.00
Total Travel & Training	446.08
Utilities	
8301-07 Telephone	2,087.82
8303-07 Natural Gas	566.78
Total Utilities	2,654.60
Total Expenses	69,406.39
NET OPERATING INCOME	116,245.58
NET INCOME	\$116,245.58

Balance Sheet

As of July 31, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts	
1501-01 First American Checking (5001)	-27,218.44
1502-01 1st American Bank Donation A/C	15,000.00
Total 1501-01 First American Checking (5001)	-12,218.44
1505-07 Chase Bank	7,752.73
1509-07 Cash - IPTIP IL Funds	93,007.63
1512-02 Kadlec Annuity #71797	54,894.96
1515-01 BMO Harris	270.39
eSPIRIT Checking (7115)	0.00
First American MM (5015)	131,485.23
1500-04 Cash-Audit Fund	14,556.56
1500-05 Cash-Liability Insurance Fund	96,749.01
1500-06 Cash-Unemployment Ins Fund	3,950.12
1500-07 Cash-Building Fund	-27,790.39
1500-08 Cash-Social Security Fund	17,393.16
1500-09 Cash-Pension Fund	25,205.00
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	3,184.00
1500-13 Capital Projects	15,000.00
1511-01 Invest/Savings 1st American Bank	477,522.72
Total First American MM (5015)	757,255.41
Total Bank Accounts	900,962.68
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	428,377.88
2000-04 Taxes Receivable-Audit	3,364.48
2000-05 Taxes Receivable-Insurance	2,070.30
2000-06 Taxes Receivable-Liab Insur	776.12
2000-07 Taxes Recievable-Bldg Fund	21,871.74
2000-08 Taxes Receivable-SS Fund	16,436.01
2000-09 Taxes Receivable-Pension Fund	5,952.83
Total Accounts Receivable	478,849.36
Other Current Assets	
1500-01 Kadlec Annuity	233,152.00
1500-02 Kadlect Annuity #19563	110,706.77
1500-03 Kadlec Annuity #37743	426,873.87
2200-01 Due to/from Special Accounts	0.00
2200-07 Due to/from Building Fund	0.00
Total Other Current Assets	770,732.64
Total Current Assets	2,150,544.68

	Total
TOTAL ASSETS	\$2,150,544.68
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	19,910.04
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	179.83
4100-07 Accounts Payable Building Fund	3,007.09
4100-09 Accounts Payable Pension Fund	8,467.24
Total Accounts Payable	31,564.20
Other Current Liabilities	
4200-01 Accrued Wages	8,451.88
4220-01 Federal Withholding	0.00
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	3,384.18
4300-01 Deferred Tax Rev - Corp FD	428,377.06
4300-04 Deferred Tax Rev - Audit Fund	3,364.48
4300-05 Deferred Tax Rev Liability Fund	2,070.30
4300-06 Deferred Tax Rev Unemployment	776.12
4300-07 Deferred Tax Rev Building Fund	21,871.74
4300-08 Deferred Tax Rev SS	16,436.01
4300-09 Deferred Tax Rev Pension	5,952.83
Total Other Current Liabilities	490,684.60
Total Current Liabilities	522,248.80
Long-Term Liabilities	
8701-02 Debt Certificate Principle	17.30
Total Long-Term Liabilities	17.30
Total Liabilities	522,266.10
Equity	
3200-00 Retained Earnings	174,750.41
5600-01 General Fund Balance	1,291,700.59
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	15,000.00
5600-04 Audit Fund	13,791.00
5600-05 Public Liability Fund Balance	104,053.00
5600-06 Unemployment Insurance Fund Balance	3,191.00
5600-07 Building Fund Balance	-115,771.00
5600-08 Social Security Fund Balance	7,793.00
5600-09 Pension Fund Balance	17,525.00
Opening Balance Equity	0.00
Net Income	116,245.58
Total Equity	1,628,278.58

	Total
TOTAL LIABILITIES AND EQUITY	\$2,150,544.68



North Riverside Public Library District

BALANCE SHEET

As of July 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1501-01 First American Checking (5001)	-27,218.44
1502-01 1st American Bank Donation A/C	15,000.00
Total 1501-01 First American Checking (5001)	-12,218.44
1505-07 Chase Bank	7,752.73
1509-07 Cash - IPTIP IL Funds	93,007.63
1512-02 Kadlec Annuity #71797	54,894.96
1515-01 BMO Harris	270.39
eSPIRIT Checking (7115)	0.00
First American MM (5015)	131,485.23
1500-04 Cash-Audit Fund	14,556.56
1500-05 Cash-Liability Insurance Fund	96,749.01
1500-06 Cash-Unemployment Ins Fund	3,950.12
1500-07 Cash-Building Fund	-27,790.39
1500-08 Cash-Social Security Fund	17,393.16
1500-09 Cash-Pension Fund	25,205.00
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	3,184.00
1500-13 Capital Projects	15,000.00
1511-01 Invest/Savings 1st American Bank	477,522.72
Total First American MM (5015)	757,255.41
Total Bank Accounts	\$900,962.68
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	428,377.88
2000-04 Taxes Receivable-Audit	3,364.48
2000-05 Taxes Receivable-Insurance	2,070.30
2000-06 Taxes Receivable-Liab Insur	776.12
2000-07 Taxes Recievable-Bldg Fund	21,871.74
2000-08 Taxes Receivable-SS Fund	16,436.01
2000-09 Taxes Receivable-Pension Fund	5,952.83
Total Accounts Receivable	\$478,849.36
Other Current Assets	
1500-01 Kadlec Annuity	233,152.00
1500-02 Kadlect Annuity #19563	110,706.77
1500-03 Kadlec Annuity #37743	426,873.87

	TOTAL
2200-01 Due to/from Special Accounts	0.00
2200-07 Due to/from Building Fund	0.00
Total Other Current Assets	\$770,732.64
Total Current Assets	\$2,150,544.68
TOTAL ASSETS	\$2,150,544.68

LIABILITIES AND EQUITY

Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	19,910.04
4100-05 Accounts Payable Liability	0.00
Fund	
4100-06 Accounts Payable	179.83
Unemployment Fund	
4100-07 Accounts Payable Building	3,007.09
Fund	
4100-09 Accounts Payable Pension	8,467.24
Fund	
Total Accounts Payable	\$31,564.20
Other Current Liabilities	
4200-01 Accrued Wages	8,451.88
4220-01 Federal Withholding	0.00
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	3,384.18
4300-01 Deferred Tax Rev - Corp FD	428,377.06
4300-04 Deferred Tax Rev - Audit Fund	3,364.48
4300-05 Deferred Tax Rev Liability	2,070.30
Fund	
4300-06 Deferred Tax Rev	776.12
Unemployment	
4300-07 Deferred Tax Rev Building	21,871.74
Fund	
4300-08 Deferred Tax Rev SS	16,436.01
4300-09 Deferred Tax Rev Pension	5,952.83
Total Other Current Liabilities	\$490,684.60
Total Current Liabilities	\$522,248.80
Long-Term Liabilities	
8701-02 Debt Certificate Principle	17.30
Total Long-Term Liabilities	\$17.30
Total Liabilities	\$522,266.10
Equity	
3200-00 Retained Earnings	174,750.41
5600-01 General Fund Balance	1,291,700.59
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	15,000.00
5600-04 Audit Fund	13,791.00
5600-05 Public Liability Fund Balance	104,053.00
5600-06 Unemployment Insurance Fund	3,191.00

	TOTAL
Balance	
5600-07 Building Fund Balance	-115,771.00
5600-08 Social Security Fund Balance	7,793.00
5600-09 Pension Fund Balance	17,525.00
Opening Balance Equity	0.00
Net Income	116,245.58
Total Equity	\$1,628,278.58
TOTAL LIABILITIES AND EQUITY	\$2,150,544.68

North Riverside Public Library District
Budget vs Actual
July 2019

REVENUE		Actual	Budget	% of Budget
6904-01	Donations	\$ 914.67	\$ 8,000	11%
6901-15	Estimated Loss Due to Property Assessment Appeals - Current Year	\$ -	\$ -	0%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ -	\$ (15,000)	0%
6903-01	Fees and fines	\$ 498.67	\$ 12,000	4%
6905-01	Grants	\$ -	\$ 40,000	0%
6906-01	Interest	\$ 286.35	\$ 220	130%
6901-01	Property tax	\$ 185,238.47	\$ 1,050,000	18%
6920-01	Unrealized Income Annuities	\$ (1,286.40)	\$ 20,000	-6%
	Total	\$ 185,652	\$ 1,115,220	17%

OPERATING EXPENSES		Actual	Budget	% of Budget
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SALARIES

7504-01	library clerks	\$ 12,175	\$ 173,785	7%
7507-01	library pages	\$ 2,278	\$ 18,316	12%
7508-01	administrators	\$ 23,313	\$ 304,240	8%
	Total	\$ 37,766	\$ 496,341	8%

BENEFITS

7600-05	health insurance	\$ 2,465	\$ 29,700	8%
7614-06	workers compensation	\$ -	\$ 2,300	0%
7650-09	pension fund	\$ (289)	\$ 31,452	-1%
7660-06	unemployment insurance	\$ (1,645)	\$ 700	-235%
7670-08	social security/mcare	\$ 2,871	\$ 35,145	8%
	Total	\$ 3,400	\$ 99,297	3%

TRAINING

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

OPERATING EXPENSES

Actual

Budget

% of Budget

MATERIALS

8090-01	books on CD-adult	\$ 221	\$ 1,500	15%
8091-01	books on CD-children	\$ 93	\$ 700	13%
8096-01	compact disks-music-adult	\$ 63	\$ 400	16%
8097-01	compact disks-music-children	\$ 101	\$ 1,000	10%
8103-01	foreign language books	\$ -	\$ 3,000	0%
8104-01	adult fiction	\$ 315	\$ 14,500	0%
8105-01	adult nonfiction	\$ 219	\$ 9,500	2%
8106-01	children's fiction/nonfiction	\$ 216	\$ 18,000	1%
8107-01	YA Fiction/nonfiction	\$ 295	\$ 6,000	0%
8108-01	eBooks	\$ 126	\$ 5,000	3%
8109-01	children's reference	\$ -	\$ -	0%
8115-01	adult large print	\$ 75	\$ 2,000	4%
8120-01	newspapers	\$ 339	\$ 2,500	14%
8130-01	internet databases	\$ -	\$ 14,000	0%
8140-01	adult periodicals	\$ -	\$ 900	0%
8141-01	Children's Periodicals	\$ -	\$ 600	0%
8160-01	adult DVDs-feature movies	\$ 496	\$ 7,000	7%
8161-01	Adult Games	\$ -	\$ 500	0%
8162-01	children's DVDs-movies	\$ 82	\$ 1,500	5%
8163-01	ya DVDs	\$ 129	\$ 1,500	0%
8164-01	foreign language DVDs	\$ -	\$ 500	0%
8166-01	children's games	\$ 337	\$ 2,500	13%
Total		\$ 3,107	\$ 93,100	3%

PROGRAMS

8150-01	children's programs	\$ 523	\$ 3,000	17%
8152-01	children's summer reading program	\$ 574	\$ 4,000	14%
8153-01	ya programs	\$ 47	\$ 1,500	3%
8154-01	Makerspaces/library of things	\$ -	\$ 2,500	
8155-01	adult programs	\$ 724	\$ 4,000	18%
8156-01	Technology programs	\$ -	\$ 1,000	0%
8157-01	senior programs	\$ 132	\$ 2,000	0%
Total		\$ 2,001	\$ 18,000	11%

STRATEGIC INITIATIVES

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

OPERATING EXPENSES

Actual

Budget

% of Budget

COMPUTERS

8171-01	information technology	\$ 2,012	\$ 12,000	17%
8172-01	new computer equipment	\$ 39	\$ 11,500	0%
8175-01	mls computer fund	\$ 5,544	\$ 19,000	29%
8180-01	software	\$ -	\$ 1,000	0%
8190-01	website	\$ -	\$ 7,500	0%
8195-01	email	\$ 54	\$ 300	18%
	Total	\$ 7,648	\$ 51,300	15%

OFFICE SUPPLIES

8202-01	Office Supplies	\$ 890	\$ 13,000	7%
	Total	\$ 890	\$ 13,000	7%

UTILITIES- OPERATING EXPENSE

8301-07	telephone	\$ 2,088	\$ 13,000	16%
8302-07	electricity	\$ -	\$ 32,000	0%
8303-07	gas	\$ 567	\$ 7,500	8%
8304-07	water/garbage	\$ -	\$ 1,800	0%
	Total	\$ 2,655	\$ 54,300	5%

BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 178	\$ 12,000	1%
8308-07	service contracts	\$ 5,149	\$ 41,000	13%
8315-07	fees and permits	\$ 393	\$ 1,750	22%
8320-07	Building and Grounds	\$ -	\$ 18,000	0%
8330-01	casual labor	\$ 75	\$ 3,500	2%
8335-07	building repairs	\$ -	\$ 14,000	0%
	Total	\$ 5,794	\$ 90,250	6%

TRAVEL

8341-01	meals & dinners	\$ -	\$ -	0%
8342-01	lodging/meals/mileage	\$ 96	\$ 2,000	5%
	Total	\$ 96	\$ 2,000	5%

OPERATING EXPENSES

Actual

Budget

% of Budget

OTHER EXPENSES

8355-01	memberships	\$ 350	\$ 2,000	18%
8360-01	Grants	\$ 3,004	\$ 40,000	8%
8361-01	Donations	\$ -	\$ 8,000	0%
8365-01	library promotion	\$ 203	\$ 6,000	3%
8370-01	postage	\$ 32	\$ 2,500	1%
8375-01	Advertising	\$ -	\$ 3,500	0%
8385-01	memorials and tributes	\$ 99	\$ 500	20%
8432-01	mileage reimbursement	\$ -	\$ -	0%
8396-01	bank charges and fees	\$ 10	\$ 150	7%
8399-01	ILL Loss/Damage	\$ 15	\$ 250	6%
Total		\$ 3,712	\$ 62,900	6%

OUTSIDE SERVICES

8400-01	accounting	\$ 850	\$ 14,500	6%
8401-01	audit	\$ -	\$ 9,500	0%
8402-01	legal fees	\$ 129	\$ 6,000	2%
8404-01	Staff Recognition	\$ -	\$ 2,000	0%
8405-01	appraisal	\$ 238	\$ 1,500	16%
8305-01	architect/building consultant	\$ -	\$ -	0%
8406-01	collection agency	\$ -	\$ 200	0%
8408-01	strategic plan	\$ -	\$ 500	0%
8410-01	printing	\$ 170	\$ 9,000	2%
8430-01	payroll expenses	\$ 529	\$ 4,500	12%
8435-01	background checks	\$ -	\$ 150	0%
Total		\$ 1,915	\$ 47,850	4%

INSURANCE

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

OTHER EXPENSES

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

OTHER EXPENSES

8600-01	Bond Interest	\$ -	\$ -	0%
8600-02	Bond Principal	\$ -	\$ -	0%
8601-02	Debt Certificate Interest	\$ -	\$ 2,500	0%
Total		\$ -	\$ 2,500	0%

TOTAL OPERATING EXPENSES	\$ 69,404	\$ 1,054,838	7%
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NET INCOME	\$ 116,247	\$ 60,382
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North Riverside Public Library District

Check Detail

July 2019

Date	Transaction Type	Name	Memo/Description	Amount
07/08/2019	Check	Gail Galivan	Tai Chi class Aug 5/2019	\$ 50.00
07/08/2019	Check	Cathy Kolessar	Meditation and Relaxation August 28 2019	\$ 50.00
07/08/2019	Check	Jez Layman	Astrology 101 July 22	\$ 150.00
07/08/2019	Check	Michelle Nichols	Astronomy using your eyes	\$ 150.00
07/08/2019	Check	Bichthuy Nguyen	Program for July	\$ 50.00
07/08/2019	Check	Popular Subscription Service	Adult Non Fiction	\$ 199.00
07/08/2019	Check	University of Illinois Extension	pruning tress	\$ 50.00
07/08/2019	Check	Versatile Computer Services	Technology Contract May	\$ 750.00
07/08/2019	Check	West Town Mechanical	Maintenance for 7/01/19 - 7/31/19	\$ 272.00
07/08/2019	Check	Joanne McMahon	Bigcize on July 17	\$ 63.00
07/08/2019	Check	AT&T..	INV S668163163-19173	\$ 290.18
07/08/2019	Check	LIMRICC	Monthly Billing June 19 - Four members	\$ 2,464.85
07/08/2019	Check	Innovative Label Technology, Inc	Labels	\$ 151.61
07/08/2019	Check	Demco	tags, scotch book tape	\$ 320.29
07/08/2019	Check	SWAN	Swan fees 1st quarter July 1 2019 to sept 30 2019	\$ 5,369.50
07/08/2019	Check	Coverall North America	Cleaning services for July	\$ 1,227.56
07/08/2019	Check	Colley Elevator Co.	Elevator Inspection service for 3 months starting July 1	\$ 393.00
07/08/2019	Check	Karen Quinn	Project Next Generation grant Mentor - 3 hrs June	\$ 45.00
07/08/2019	Check	Mike Susina	Next Generation Grant mentor June 13 hrs	\$ 195.00
07/08/2019	Check	CHASE	Children Programs, meals, YA programs, children summer, memorials and tributes, tech services, grants, adult programs, building supplies, email, library promotions	\$ 2,636.34
07/09/2019	Expense	Nicor Gas	Nicor Gas Payment	\$ 566.78
07/09/2019	Expense	IMRF	IMRF - June 2019	\$ 3,564.77
07/11/2019	Expense	Paychex - Human Resource Services	Payroll 7.11.19	\$ 158.80
07/12/2019	Expense	Paychex - Human Resource Services	July Payroll	\$ 58.44
07/15/2019	Check	AT&T 1	INV IL834752 Cust. 0701010033322	\$ 83.10
07/15/2019	Check	Call One	Account 1214699-1141076: June 15 - July 14 & July 15 - Aug 14	\$ 928.12
07/15/2019	Check	Plasticards Inc. dba Rainbow Printing	Promotions	\$ 420.00
07/15/2019	Check	Mary Cooper	Book club cookies	\$ 3.07
07/15/2019	Check	Diamond Graphics	Business cards	\$ 170.00
07/15/2019	Check	Bichthuy Nguyen	Program for August	\$ 50.00
07/15/2019	Check	Penguin Random House	Books on CD	\$ 221.25
07/15/2019	Check	USA Today	July 2019 USA Today newspaper subscription renewal	\$ 336.80
07/15/2019	Check	Baker & Taylor	Adult fiction, Children fiction/non fiction, YA fiction/non fiction	\$ 652.10

07/15/2019	Check	Midwest Tape	Music CD, children DVDs, Books on CD, YA DVDs	\$	361.56
07/15/2019	Check	Jill Cannizzo	July Minutes	\$	75.00
07/25/2019	Expense	Paychex - Human Resource Services	Payroll 7.25.19	\$	158.80
07/29/2019	Check	Amazon	Games, children fiction/non fiction, grants, adult DVDs, Music CDs, children summer reading program, computer equipment	\$	3,045.67
07/29/2019	Check	AT&T	Monthly Service JUL 16 - AUG 15 708240043004	\$	518.24
07/29/2019	Check	CENGAGE Learning	Adult Large Print	\$	74.72
07/29/2019	Check	Comcast	Tech Services Jun 7 2019 - Jul 6 2019	\$	229.85
07/29/2019	Check	Dost Valuation Group	Appraisal	\$	212.50
07/29/2019	Check	Eastern Illinois University	Loss and Damage	\$	15.00
07/29/2019	Check	Franczek Radelet	Professional Services through June 30 2019	\$	129.15
07/29/2019	Check	Gail Galivan	Tai Chi class Sept 2 2019	\$	50.00
07/29/2019	Check	Hinckley Springs	2429887 07/17/19	\$	74.00
07/29/2019	Check	INGRAM LIBRARY SERVICES	Adult non fiction	\$	20.16
07/29/2019	Check	Impact Networking, LLC	Inv # 1494172, 1494171, 1516996	\$	228.35
07/29/2019	Check	Johnson Controls Security Solutions	Quarterly Bill 08/01/19 - 10/31/19	\$	110.94
07/29/2019	Check	L-K fire extinguisher Service INC	Service and Maintenance of Fire Extinguishers	\$	388.40
07/29/2019	Check	Numbers Automation, Inc.	Office Supplies Toners	\$	79.00
07/29/2019	Check	Nitech Fire & Security Industries, Inc	Alarm monitoring and Fire Alarm Service Aug 1 2019 - Oct 31 2019	\$	315.90
07/29/2019	Check	Joanne McMahon	Bingocize Aug 21	\$	50.00
07/29/2019	Check	Olsson Roofing Company, Inc	Performed and completed scheduled maintenance per agreement	\$	650.00
07/29/2019	Check	Cheryl Plaza	Floral Field in Acrylic Craft	\$	25.00
07/29/2019	Check	Quill Corporation	Coffee,	\$	110.92
07/29/2019	Check	Roscoe	Mats May, June, July	\$	420.23
07/29/2019	Check	Lauterback & Arnen, LLP	Legal and professional for June 2019	\$	850.00
07/29/2019	Check	SWAN	Reciprocal Borrowing, collection agency	\$	174.81
07/29/2019	Check	Scholastic	Children summer reading program	\$	457.03
07/29/2019	Check	Seaway Supply Co.	towel multifold	\$	72.51
07/29/2019	Check	Terminix	Invoice 387864071	\$	87.00
07/29/2019	Check	TBS	Cost per fax program wnd Qtr 2019 April June	\$	86.24
07/29/2019	Check	Trimline Landscaping	landscaping	\$	655.00
07/29/2019	Check	Nicolette Vaillancourt	children summer reading program	\$	7.98
07/29/2019	Check	RAILS	Databases Membership Fee Jul 1 2019 to June 30 2020	\$	350.00
07/29/2019	Check	Technology Management Rev Fund	Billing # T2222065 Inv. T1935013	\$	133.00
07/29/2019	Check	Elizabeth Boden	Check REDO ALA conference Washington	\$	89.33
07/29/2019	Check	Appraisal Associates	PTAB Docket 17-24544	\$	25.00
07/31/2019	Check	OverDrive, Inc	e-books	\$	125.99
07/31/2019	Check	West Town Mechanical	Maintenance for 8/01/19 - 8/31/19	\$	272.00

07/31/2019	Check	AT&T..	INV S868163163-19203	\$	290.18
07/31/2019	Check	LEAF	Services for 2 toshibas Inv 9682520	\$	683.50
07/31/2019	Check	Deve Herzog's Marionettes	Children programs October program	\$	300.00
07/31/2019	Check	BMO Hams	Service Charge	\$	10.00
			Total	\$	34,063.32

August 16, 2019

Re: North Riverside Public Library Improvements - HVAC Proposal

Martin Petersen Company, Inc. is pleased to present the following proposal for the mechanical improvements to the North Riverside Public Library.

Boiler Replacement:

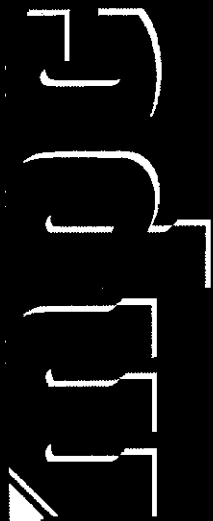
- Demo existing boilers
- Furnish & install (2) new high efficiency boilers
- Clean and refurbish (2) hot water pumps
 - Add VFDs to pumps to create variable flow system
- (2) Circulation pumps
- (1) Chemical pot feeder
- (1) Side-stream filter
- Air separator and expansion tank in good condition and to remain
- New CPVC boiler exhaust
- Reconnect boiler intake
- Hot water piping as needed
- Gas piping as needed
- Insulation
- Test & Balance
- Electrical as required for our installations

Condensing Unit Replacement:

- Demo existing ACCU, AHU refrigerant coil, and all refrigerant piping and specialties
- (1) New air cooled condensing unit
- (1) new AHU refrigerant coil
- Refrigerant piping and specialties
- (1) Crane pick from golf course
- Insulation
- Test & Balance
- Electrical as required for our installations

Humidifier Replacement:

- Demo existing steam generator and steam piping
- (1) New steam generator
- Steam piping as needed
- Gas piping as needed
- Insulation
- Test & Balance
- Electrical as required for our installations



Martin Petersen
Company, Inc.
9800 55th Street
Kenosha, WI 53144
P: 262.658.1326
F: 262.658.1048

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Meeting Room 112:

- Replace VAV 112 with a larger unit
- Existing ductwork and grilles are appropriately sized and are to remain
- Add Air Pear ceiling fans to circulate air
- Insulation
- Test & Balance
- Electrical as required for our installations

Controls System Replacement:

- MPC to provide new temperature controls:
 - Remove proprietary controls system and install Carrier controls and the Carrier iVu System for the following:
 - (28) VAV boxes
 - Boilers and pumps
 - Humidifier
 - Air Handling Unit
 - Condensing Unit
 - Radiant Ceiling Panels
 - (1) Cabinet Heater
 - Add demand control ventilation to ventilate each VAV zone with greater control based on occupant (CO2) levels
 - Add (1) humidity sensor per floor to better control space humidity

Additional Repairs/Replacements:

- Computer Room 121
 - Replace VAV 121 with a larger unit
 - Misc. ductwork and hot water piping as needed
- Study room 120
 - Replace VAV 120
 - Misc. ductwork and hot water piping as needed
- Computer Equipment Room L09
 - Add cooling to accommodate additional equipment
 - (1) Wall-mounted indoor air conditioner
 - (1) Outdoor condensing unit on grade – South side of building
 - Refrigeration piping
 - Condensate drain
 - Concrete pad
- Misc. Lower Level Adjustments
 - Investigate rattling ductwork – Necessary repairs to be on T&M basis
 - Recommission AHU energy recovery wheel
 - Replace VFD for energy recovery wheel
 - Replace AHU return fan VFD
 - AHU supply fan VFD to remain as this is in good condition
- Insulation
- Test & Balance
- Electrical as required for our installations

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Alternate 1:

- Renovate the book sale room:
 - (1) VAV box with hot water reheat
 - Tie into existing ductwork and hot water piping within the room
 - Grilles
 - Insulation
 - Test & Balance
 - MPC Controls for (1) VAV box

(Pricing breakouts provided for informational purposes with the assumption that the full project scope would be accepted)

Boiler Replacement	\$ 143,600
Condensing Unit Replacement	\$ 92,800
Humidifier Replacement	\$ 47,800
Meeting Room 112	\$ 30,000
Controls System Replacement	\$ 108,200
Additional Repairs/Replacements	\$ 23,800
<u>Alternate 1</u>	<u>\$ 9,900</u>

HVAC Proposal Total	\$ 456,100
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Exclusions:

- Cutting and patching of any surfaces
- Painting
- Temporary heating, cooling, ventilation, and filters
- Steel framing and supports
- Commissioning Authority
- Bond

We hope this is the information you desire. If you have any questions, please call me at (262) 818-4308.

Sincerely,

MARTIN PETERSEN COMPANY, INC

Margaret Donnell
Project Manager

STREET

Martin Petersen
Company, Inc.
9800 55th Street
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2019 Autumn Fest & Chili Cook-Off



September 27th 6:30-9pm

Join us at the North Riverside Village Commons for this annual family event! Enjoy live music by Dick Diamond & The Dusters, vote for your favorite chili, and have a BLAST as the evening ends with fireworks! Admission is FREE!

LIVE ENTERTAINMENT, CARNIVAL GAMES, FIREWORKS, FACE PAINTING, INFLATABLES, PETTING ZOO, COFFEE, BEVERAGE, BALLOON ARTIST, FREE CHILI SAMPLES (while supplies last), and PUMPKIN DECORATING (if available)

Those who purchase your food & beverage tickets in advance, they will be available beginning September 3RD at the Recreation office.

NO OUTSIDE FOOD, BEVERAGE OR COOLERS PERMITTED!

Pumpkin decorating is \$2/pumpkin. Call (708) 442-5515 with Visa or MasterCard



North Riverside Parks & Recreation

2401 S DesPlaines | (708) 442-5515 | www.facebook.com/NRRecreation

FREE Family FUN at the Village of North Riverside

Friday, September 27th from 6:30 pm-9 pm

Bring out the family for this annual event
of chili tasting, pumpkin decorating,
inflatables, petting zoo, balloon twisting,
face painting for the little ones, and live
music by

Dick Diamond & The Dusters!!

Concessions and beer will be available.
NO outside food, drink or coolers allowed!!



Chili samples will be offered between 7-8 pm – be sure to vote and help judge the contest!

Each participant will get table space and 2 chairs. Come ready to decorate your space!

Reserve your pumpkin for \$2 by calling the Rec at (708) 442-5515 with a Visa or MasterCard.

Autumn Fest &



☐ Yes, we will participate in the 2019 Annual Chili Cook-Off.

Name of Group/Organization: _____

Name of Contact Person: _____

Email: _____

Phone #: _____

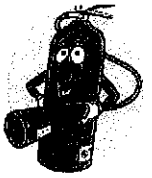
☐ No, we cannot participate this year.

Please turn on form to Nicole (nicolec@northriverside-il.org) or Kristen (kristenm@northriverside-il.or) no
later than September 6. Any questions, please call us at (708)442-5515.



AUTUMN FEST

CHILI COOK-OFF



Friday, September 27: Begins at 6:30 ends at 9PM

Thank you for participating in the 12th Annual Chili Cook-Off at Autumn Fest 2018.

Below are the official rules and regulations for the contest.

- **The Chili** - This is an "anything goes" Chili Cook-off. Chili may only consist of meats, chili peppers, pre-cooked or canned tomatoes, various spices, and other ingredients, such as any variety of beans. Pasta is strictly forbidden. No condiments on the side may be offered to enhance taste, i.e. cheese, sour cream, onions, crackers, etc.
- **Characteristics** - Chili will be judged on 5 characteristics: Taste, Consistency, Aroma, Color, and Bite. See attached for specific criteria.
- **Timeline-**
 - Chili must be pre-cooked and ready to serve at 7:00 pm (6:45pm for Judges)
(Chili Cook-Off will run from 7 pm – 8 pm/until supplies last)
 - Judging will take place at 7:15 pm. **Judges' sample will be taken before 7pm.**
 - Results will be revealed at 8:30 pm/8:45 pm.
- **Quantity** - Each contestant must bring their best chili in 2 Crockpots or similar container to keep your chili warm. Approximately 1 cup will be used for judging purposes. The rest will be used for public taste testing. Last year's tasting was very popular. **A FEW CONTESTANTS RAN OUT EARLY, SO IT IS IMPORTANT THAT YOU BRING THE REQUIRED AMOUNT.**
- **Supplies** - Contestants are responsible for supplying all of their own cooking utensils and their Crockpot. North Riverside Recreation will provide a tent with lights, table space, two chairs, and **ONE** outlet (for Crockpot). They will also provide tasting cups and spoons for public tasting.
- **Judging** - Each contestant will be assigned a number and be given an official judging cup. These cups will be judged by our expert judges. The contestant with the most points wins. The winners will receive the "Chili Cup", a spot in the Village Newsletter, and of course, bragging rights.
- **"Peoples' Choice" Award** - In addition to our expert judges, the chili will be judged by the public as well. The organization with the most votes will win a trophy and a spot in the Village Newsletter.
- **Jr. Chef Award-** In addition to our "Peoples' Choice Award," this is the 5th year that we are awarding the Jr. Chef Award. This award is for our children's organizations.
- **Cheering Section** - We encourage all contestants to decorate their tents and bring a cheering section. These can help to generate excitement for spectators throughout the event (not to mention, this will help to get votes for the "Peoples Choice" Award!)

Don't Forget! There is more to this event then a Chili Cook-Off.

Enjoy the live music of HiFi Superstar! Kids can enjoy jumping in the inflatables, face painting, or participating in pumpkin decorating (if pumpkins are available). Reserve your pumpkin for \$2 by calling the Recreation (708) 442-5515.

FOOD, BEER & OTHER CONCESSIONS WILL BE AVAILABLE FOR PURCHASE.



Chili Cook-off Official Judging Sheet

Fine chili should look good, smell good and taste good! Accordingly, each cup of chili is to be judged on five (5) criteria to arrive at one whole number. You will rate the chili on a scale from 1 to 10 for each of the five categories:

- a) Color - Chili should look appetizing, reddish brown is generally accepted as good.
 - b) Aroma - Chili should smell good. This also indicates what is in store when you taste it.
 - c) Consistency - Chili must have a good ratio between sauce and meat. It should not be dry, watery, grainy, lumpy, or greasy.
 - d) Taste - Taste, above all else is the most important factor. The taste should consist of the combination of the meat, spices, etc. with no particular ingredient being dominate.
 - e) Aftertaste - The aftertaste or bite is the heat created by the various types of spices and or peppers.
-

1. Judge each chili on its own merit. Do not attempt to compare one chili to another. Make your decision the first time, as the chili cannot be re-tasted after it is passed to the next judge.
2. Use a clean new spoon for each taste of chili.
3. Pace yourself. You will have several cups of chili to judge.
4. Clear your palate after tasting each of the different chili.
5. Place your score on the score sheet blank that corresponds to the judging number marked on the exterior of the cup you are judging. Keep your sheet folded when not entering scores.
6. Do not talk to your fellow judges about chili or compare notes or scores during the judging process. If you do, you will be asked to leave the judging area and your score sheet will be disregarded.
7. When finished, check your score sheet for correctness and legibility. Composite scores from all the judges will determine the winners.

If you have any questions, please ask.



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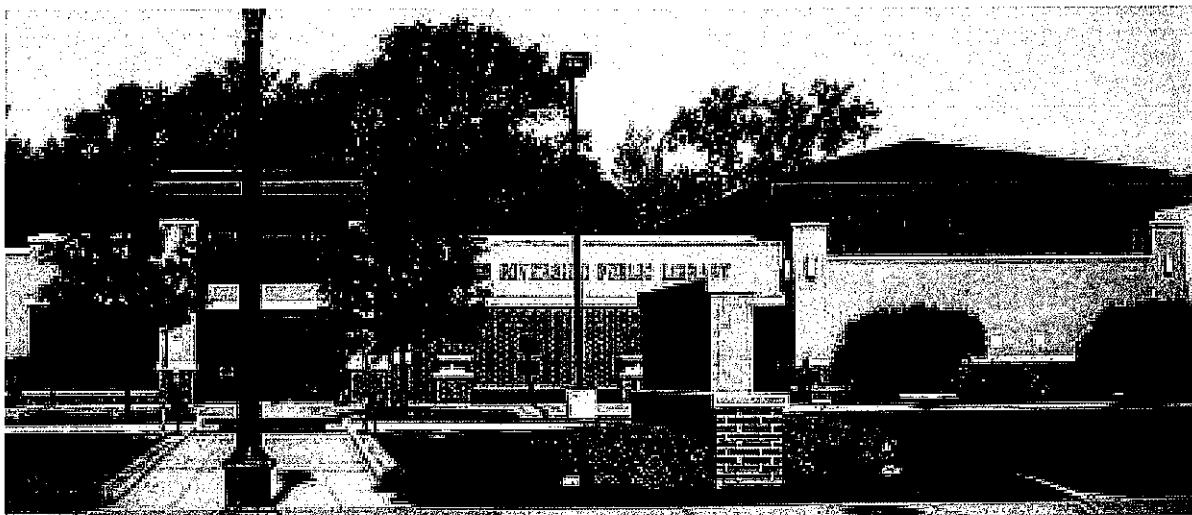
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ONLINE OR PRINTED AT THE LIBRARY BY
NOVEMBER 15TH, 2019 FOR YOUR CHANCE
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**WINNERS WILL BE ANNOUNCED NOV. 18TH ON OUR
FACEBOOK PAGE. WINNERS MUST BE RESIDENTS OF
NORTH RIVERSIDE, IL AND HAVE COMPLETELY FILLED
OUT THE QUESTIONNAIRE.**



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- Build Guild
- Memory Preservation Room
- Library of Things
- Craft Supply Exchange

Each visit, I am interested in
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Books

Large Print

CDs

DVDs

Magazines

Audiobooks

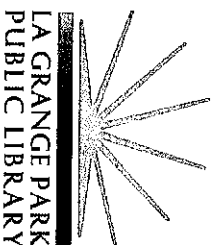
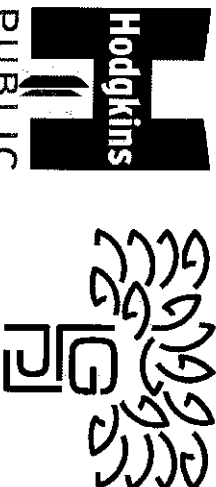
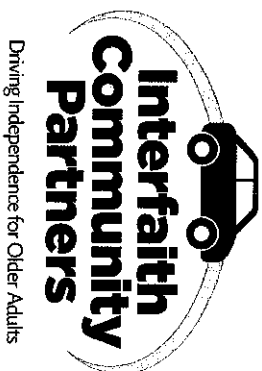
Other

Topics/subjects/genres I like:

Notes:



This Service is a
Partnership Between:



Library Delivery for Homebound Adults



A partnership between
Interfaith Community Partners
Brookfield Public Library
Hodgkins Public Library District
La Grange Public Library
La Grange Park Public Library
Thomas Ford Memorial Library

Home Library Delivery Application

Name _____

If you already have a library card, please list your library card number _____

Address _____ City _____ Zip _____

Phone _____ Email _____ Date of Birth _____

Reason for requesting service _____

Signature _____

How It Works

Every two weeks, volunteers from Interfaith Community Partners will deliver books and other library materials to your door. After two weeks, a volunteer will pick them up and drop off a new batch. That's all there is to it!

To sign up, fill out the form included in the brochure. Return to an ICP volunteer or mail it to:

La Grange Public Library
10 West Cossitt Avenue
La Grange, IL 60525



Home Library Delivery

Interfaith Community Partners (ICP) is working with local libraries to provide library materials to older adults who cannot get to the library.



2019/2020 Statistics									
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NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue
North Riverside, IL 60546

Minutes of the meeting of July 17, 2019

1. Open of Meeting

A. The meeting was called to order by President Corgiat at 7:00 p.m. Roll call was taken.

Present: Annette Corgiat, P. J. Folz, Greg Gordon, Ken Rouleau, Al Pineda
Kathy Bonnar called in to attend the meeting by phone at 7:05 p.m.

Absent: Brad Lanken

Also Present: Natalie Starosta & Jill Cannizzo

B. A quorum was established.

C. John Mathias was present.

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

2. Open Forum

John did not want to speak at this time.

3. Financial Reports

A. Treasurer Lanken is absent so Director Starosta reported. We were just a little over budget. It is all in the Treasurer's report for everyone to look at.

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

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Ken Rouleau, Al Pineda

Nays: None

Motion carried

C. Trustee Gordon made a motion to approve the check detail report #19-07 in the amount of \$46,839.09 Trustee Pineda seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Ken Rouleau, Al Pineda

Nays: None

Motion carried

D. Trustee Folz made a motion to approve the authorization to transfer \$70,000. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Ken Rouleau, Al Pineda

Nays: None

Motion carried

4. Committee Reports

A. Buildings and Grounds (Ken Rouleau, chairman)

1. HVAC and lighting project - They will be present at the next committee of the whole meeting to present their proposal.

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

2020 Strategic Plan Outline - Director Starosta included the timeline in the Board member packets. It is an outline of how things are going to go going forward. Trustee Folz will be meeting with Director Starosta in the next week or two to move forward. Trustee Gordon will be on the committee and work with Director Starosta and Trustee Folz.

C. Personnel (Greg Gordon, chairman)

Director's Review - The Board will go into closed session at the end of the meeting to discuss this further.

D. Policy (chairman)

Nothing to report tonight

5. President

4th of July - It went off well. The driver did a good job. There was plenty of candy to give out. Rizza Ford should get a thank you from the Library for the use of the truck. President Corgiat will take care of the thank you if Director Starosta gets her some Library stationary.

6. Director's Report

Director Starosta asked about the statistics report. All Board members agreed on the format that they liked better. The HVAC is not working properly and there have been a few complaints. All staff members know what is going on so they can explain to patrons. The new refrigerator is on the way.

7. Other Action Items

A. Approval of minutes

Trustee Rouleau made a motion to approve the minutes of the June 17, 2019 Board meeting. Trustee Pineda seconded the motion. All ayes, motion carried.

B. Slate of Officers for 2019/2020

Trustee Rouleau made a motion to approve the slate of officers for 2019/2020.

The officers are as follows:

President, Annette Corgiat;

Vice President, Greg Gordon;

Secretary, PJ Folz;

Trustee Gordon seconded the motion. All ayes, motion carried.

Al Pineda was nominated as treasurer. A roll call vote was taken, motion carried.

C. Review of Closed Session Minutes

Director Starosta will work on a way to get the minutes transcribed and a small group will meet and go over them.

D. B&M Ordinance

Trustee Rouleau made a motion to approve the B&M ordinance. Trustee Pineda seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Ken Rouleau, Al Pineda

Nays: None

Motion carried

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

B. Calendar - all up to date

C. Memorial Books Report - nothing tonight

D. Correspondence - A letter was sent to the Library about 2 programs and Director Starosta replied to the letter.

E. Board Action Log - nothing tonight

F. Trustee Continuing Education - nothing tonight

G. Grants - Per Capita Grant - Applying for a few new grants.

H. Advocacy - Nothing tonight

I. Rails and Swan -. Nothing tonight

9. Closed Session

Trustee Gordon made a motion to close the open meeting and go into closed session to discuss director performance. Trustee Pineda seconded the motion. All ayes, motion carried.

Trustee Gordon made a motion to come out of closed session. Trustee Rouleau seconded the motion. Roll call was taken.

10. Return to Open Session

Trustee Gordon made a motion to return to open session. Trustee Al Pineda seconded the motion. Roll call was taken.

Present: Annette Corgiat, P. J. Folz, Greg Gordon, Ken Rouleau, Al Pineda
Kathy Bonnar called in to attend the meeting by phone at 7:05 p.m.

Absent: Brad Lanken

Also Present: Natalie Starosta & Jill Cannizzo

11. Trustee Gordon made a motion that the Board approve the director's compensation at 2% plus a bonus of \$1000.00. Trustee Rouleau seconded the motion.

Ayes; Annette Corgiat, Greg Gordon, Ken Rouleau, Al Pineda

Abstain: P.J. Folz

Nays: None

Motion carried.

Adjournment

12. Trustee Gordon made a motion to adjourn the meeting at 8:15 p.m. Trustee Rouleau seconded the motion. All ayes, motion carried.

The next Board meeting is scheduled for Monday, August 19th at 7:00 p.m.

Respectfully Submitted

Jill M. Cannizzo



**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

Annual Secretary's Audit

This is to testify that we have examined the secretary's minutes and other records for the past year and find that they are in order and have no errors or discrepancies for the fiscal year FY2018/2019.

Trustee Signature

Date

Printed Name

Trustee Signature

Date

Printed Name

