

Agenda
North Riverside Public Library District
Board of Trustees
2400 S. Des Plaines Avenue
North Riverside, Illinois
Regular Meeting, January 21, 2019
7:00 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 (Brad Lanken, chairman)
- B. Approval of Financial Statements (action)
- C. Approval of Check Detail Report #19-1 (action)
- D. Authorization to transfer \$50,000 from the money market to the checking account (action)

4. Committee Reports

- A. Building and Grounds (Ken Rouleau, chairman)
- B. Strategic Planning (P. J. Folz, chairman)
- C. Personnel (Greg Gordon, chairman)
- D. Policy (Priscilla Skenandore, chairman)

5. President

6. Director's Report

Agenda
North Riverside Public Library Board of Trustees
Regular Meeting
January 21, 2019
Page 2

7. Other Action Items

- A. Approval of the minutes
 - 1. November 19, 2018 Board Meeting (action)
 - 2. December 17, 2018 Board Meeting (action)
- B. Show Your Library Card Program (informational)

8. Information items

- A. Committee Meetings
- B. Calendar
- C. Memorial Books Report
- D. Correspondence
- E. Board action log
- F. Trustee continuing education
 - a. March 1st Legislative Update
 - b. March 16th ILA Trustee Forum
 - c. 2020 ALA attendance
- G. Grants
- H. Advocacy
- I. 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 February 18th, 2019 at 7:00pm.

North Riverside Public Library District
Check Detail
December 2018

Date	Transaction Type	Name	Memo/Description	Amount
12/03/2018	Check	BBC Hollydays	Program for Dec 1 2018	\$ 295.00
12/03/2018	Check	Amazon	Music CD (Adult), Children Programs, Adult Programs, Senior Program, Adult DVD Fiction/Non Fiction, Games, Office Supplies, Grants, Donations	\$ 1,177.01
12/03/2018	Check	Elizabeth Boden	Trip to Guadalajara to attend the FIL	\$ 78.40
12/03/2018	Check	Coverall North America	Cleaning services for December	\$ 1,227.56
12/03/2018	Check	Gale/CENGAGE Learning	Adult Large print	\$ 25.60
12/03/2018	Check	Colley Elevator Co.	Replaced damaged button	\$ 439.00
12/03/2018	Check	Mary Cooper	Craft 11/28/18, Cookies & Marshmallows	\$ 24.54
12/03/2018	Check	Chicago Tribune	Newspaper subscription 1 year	\$ 779.48
12/03/2018	Check	Crain's	1 Year Subscription	\$ 119.00
12/03/2018	Check	Diamond Graphics	Winter Newsletter	\$ 2,180.00
12/03/2018	Check	EBSCO	Disney Junior	\$ 11.00
12/03/2018	Check	Technology Management Rev Fund	Billing # T2222065 Invoice # T1909920	\$ 76.00
12/03/2018	Check	Innovative Label Technology, Inc	Labels	\$ 198.13
12/03/2018	Check	J.P. Cooke Co	Stamps	\$ 197.26
12/03/2018	Check	Lauterback & Amen, LLP	Professional services rendered for October 2018	\$ 850.00
12/03/2018	Check	Landmark	1 Year Subscription	\$ 27.00
12/03/2018	Check	Joanne McMahon	Bigocize on December 19	\$ 50.00
12/03/2018	Check	Britney Musial	Teen Program Pizza	\$ 20.09
12/03/2018	Check	Popular Subscription Service	Adult Periodicals	\$ 892.35
12/03/2018	Check	Proven IT.com	Copiers	\$ 228.54
12/03/2018	Check	Penguin Random House	Books on CD	\$ 33.75
12/07/2018	Check	Karen Quinn	Things for the Dec 4 program	\$ 25.59
12/07/2018	Check	Trimline Landscaping	November Service plus sknow plowing	\$ 1,030.00
12/07/2018	Check	Nicolette Vaillancourt	Pumpkins for STEM-tastic 11/05/2018 (Childrens Programs)	\$ 5.45
12/07/2018	Check	West Town Mechanical	Maintenance Contract 12/01/2018 - 12/31/2018, Service for equipment failure	\$ 849.00
12/07/2018	Check	Johnson Floor Company, Inc.	Stair tread replacement	\$ 1,683.00
12/07/2018	Check	Cheryl Plaza	Senior Program Paint a Snowman	\$ 50.00

12/07/2018	Check	LEAF	2 toshibas 3065 and 1 toshiba 357	\$	1,026.00
12/07/2018	Check	Roscoe	Mats11/27/18	\$	131.06
12/07/2018	Check	Home Depot Credit Services	Inv # Statement from November	\$	103.88
12/07/2018	Check	Dynegy Energy Services	Inv# 147121718111 from November	\$	1,920.33
12/07/2018	Check	Franczek Radelet	Legal fees	\$	212.11
12/07/2018	Check	ICMA	1st PAYMENT December, 2nd PAYMENT November	\$	2,617.75
12/07/2018	Check	Village of N. Riverside	Water bill	\$	382.50
12/07/2018	Check	Midwest Tape	CD's for children, Children DVD's, YA DVD's	\$	219.85
12/07/2018	Check	INGRAM LIBRARY SERVICES	Adult non Fiction	\$	188.90
12/07/2018	Check	Demco	Tags, Labels, all easel	\$	244.13
12/07/2018	Check	CHASE	Grants, Office Supplies, Training, Postage, Fines and Fees, Building Grounds, YA Programs, Children Programs, Adult Programs, ALA Membership, Adult Fiction, Senior Programs, Carry over past bill	\$	9,503.00
12/07/2018	Expense	Nicor Gas	Nicor Gas Payment	\$	441.52
12/10/2018	Check	Baker & Taylor	Adult Fiction, Adult Non Fiction, Children Fiction, Children Non Fiction	\$	2,457.85
12/10/2018	Check	Bichthuy Nguyen	Adult Programs, Children Programs	\$	50.00
12/10/2018	Check	Gail Galivan	Tai Chi class Januart 17	\$	50.00
12/10/2018	Check	Kirsten Velasco	Medical Marijuana program 1/24/2019	\$	100.00
12/10/2018	Check	AT&T	Acct # 708-442-031600076	\$	46.56
12/10/2018	Check	AT&T 1	AT&T	\$	63.10
12/10/2018	Check	Popular Subscription Service	Children YA periodicals	\$	436.74
12/10/2018	Check	Unique Management Services, Inc	November Placements	\$	8.95
12/10/2018	Check	Comcast	Tech Services Dec 7 - Jan 6	\$	229.85
12/10/2018	Check	Greg Gordon	Holiday Gift Cards	\$	571.50
12/10/2018	Check	Quill Corporation	Coffee, pens, white out Mini Moos	\$	101.04
12/10/2018	Expense	IMRF	IMRF - November 2018	\$	3,478.25
12/12/2018	Check	LIMRICC	Four members	\$	2,419.65
12/12/2018	Check	Call One	Account 1214699-1141076	\$	458.97
12/12/2018	Check	ATLAS c/o Amy Crump	Event on December 7 - Training	\$	15.00
12/12/2018	Check	Cathy Kolessar	Meditation and Relaxation January 28 2019	\$	50.00

12/12/2018	Check	Michelle Helm	Mixed Media Art Class January 31	\$	75.00
12/13/2018	Expense	Paychex - Human Resource Services	Payroll 12.13.18	\$	157.28
12/14/2018	Expense	Paychex - Human Resource Services	Payroll Fee	\$	58.44
12/18/2018	Check	Barbara Silvestri	Newsletter and Holiday cards to sponsors, Postage	\$	18.43
12/18/2018	Check	OverDrive, Inc	Ebooks	\$	139.97
12/18/2018	Check	Fullmer Locksmith Service	Installed new master code in the washrooms	\$	234.00
12/18/2018	Check	Control Engineering Corp	Investigating heating issue	\$	366.00
12/18/2018	Check	BMO Harris Bank	Adobe	\$	31.86
12/18/2018	Check	Mueltermist Sercice Corporation	Anual Sprinkler service, RPZ certification	\$	773.00
12/27/2018	Expense	Paychex - Human Resource Services	Payroll 12.27.18	\$	149.01
Total				\$	42,104.23

North Riverside Public Library District
Budget vs Actual
December 2018

REVENUE		Actual	Budget	50% % of Budget
6904-01	Donations	\$ 1,418.25	\$ 9,500	15%
6901-15	Estimated Loss Due to Property Assessment Appeals - Current Year	\$ -	\$ -	0%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ -	\$ (15,000)	0%
6903-01	Fees and fines	\$ 5,146.41	\$ 12,000	43%
6905-01	Grants	\$ 45,730.00	\$ 6,500	704%
6906-01	Interest	\$ 5,918.83	\$ 220	2690%
6901-01	Property tax	\$ 448,826.11	\$ 1,020,000	44%
	Billable Expense Income	\$ -	\$ -	0%
6920-01	Unrealized Income Annuities	\$ 13,504.00	\$ 45,000	30%
	Total	\$ 520,544	\$ 1,078,220	48%

OPERATING EXPENSES	Actual	Budget	% of Budget
---------------------------	--------	--------	-------------

SALARIES

7504-01	library clerks	\$ 78,151	\$ 166,574	47%
7507-01	library pages	\$ 12,168	\$ 19,839	61%
7508-01	administrators	\$ 146,096	\$ 297,636	49%
	Total	\$ 236,415	\$ 484,049	49%

BENEFITS

7600-05	health insurance	\$ 13,724	\$ 28,800	48%
7614-06	workers compensation	\$ -	\$ 2,300	0%
7650-09	pension fund	\$ 8,347	\$ 27,399	30%
7660-06	unemployment insurance	\$ 1,542	\$ 500	308%
7670-08	social security/mcare	\$ 17,924	\$ 36,033	50%
	Total	\$ 41,537	\$ 95,032	44%

TRAINING

7700-01	educational training trustees	\$ -	\$ 500	0%
7800-01	educational training staff	\$ 715	\$ 3,000	24%
	Total	\$ 715	\$ 3,500	20%

OPERATING EXPENSES

Actual

Budget

50%
% of Budget**MATERIALS**

8090-01	books on CD-adult	\$ 384	\$ 2,000	19%
8091-01	books on CD-children	\$ 363	\$ 700	52%
8096-01	compact disks-music-adult	\$ 249	\$ 400	62%
8097-01	compact disks-music-children	\$ 462	\$ 1,000	46%
8103-01	foreign language books	\$ -	\$ -	0%
8104-01	adult fiction	\$ 6,528	\$ -	0%
8105-01	adult nonfiction	\$ 6,145	\$ 30,000	20%
8106-01	children's fiction/nonfiction	\$ 8,475	\$ 25,000	34%
8107-01	adult reference	\$ -	\$ -	0%
8108-01	eBooks	\$ 812	\$ 5,000	16%
8109-01	children's reference	\$ -	\$ -	0%
8115-01	adult large print	\$ 881	\$ 2,500	35%
8120-01	newspapers	\$ 3,581	\$ 2,500	143%
8130-01	internet databases	\$ 4,375	\$ 10,000	44%
8140-01	adult periodicals	\$ 926	\$ 900	103%
8141-01	Children's Periodicals	\$ 459	\$ 600	76%
8160-01	adult DVDs-feature movies	\$ 2,060	\$ 6,800	30%
8161-01	adult DVDs-documentary/travel	\$ 461	\$ 1,500	31%
8162-01	children's DVDs-movies	\$ 1,059	\$ 3,800	28%
8163-01	ya DVDs	\$ 764	\$ -	0%
8164-01	foreign language DVDs	\$ -	\$ -	0%
8166-01	children's games	\$ 858	\$ 2,500	34%
	Total	\$ 38,842	\$ 95,200	41%

PROGRAMS

8150-01	children's programs	\$ 1,407	\$ 4,500	31%
8152-01	children's summer reading program	\$ 2,461	\$ 4,500	55%
8153-01	ya programs	\$ 264	\$ -	0%
8155-01	adult programs	\$ 1,829	\$ 7,000	26%
8157-01	senior programs	\$ 1,688	\$ -	0%
	Total	\$ 7,649	\$ 16,000	48%

STRATEGIC INITIATIVES

8158-01	Strategic Initiatives	\$ 819	\$ 4,000	20%
	Total	\$ 819	\$ 4,000	20%

OPERATING EXPENSES

Actual

Budget

50%
% of Budget**COMPUTERS**

8171-01	information technology	\$ 4,896	\$ 12,000	41%
8172-01	new computer equipment	\$ 1,409	\$ 12,500	11%
8175-01	mls computer fund	\$ 9,166	\$ 18,956	48%
8180-01	software	\$ 764	\$ 1,000	76%
8190-01	website	\$ 368	\$ 500	74%
8195-01	email	\$ -	\$ 125	0%
	Total	\$ 16,602	\$ 45,081	37%

OFFICE SUPPLIES

8202-01	Office Supplies	\$ 7,305	\$ 14,500	50%
	Total	\$ 7,305	\$ 14,500	50%

UTILITIES- OPERATING EXPENSE

8301-07	telephone	\$ 6,320	\$ 15,000	42%
8302-07	electricity	\$ 14,586	\$ 31,500	46%
8303-07	gas	\$ 1,979	\$ 6,500	30%
8304-07	water/garbage	\$ 1,482	\$ 1,800	82%
	Total	\$ 24,368	\$ 54,800	44%

BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 20,047	\$ 12,000	167%
8308-07	service contracts	\$ 28,218	\$ 38,000	74%
8315-07	fees and permits	\$ 1,232	\$ 1,500	82%
8320-07	Building and Grounds	\$ 1,158	\$ 18,000	6%
8330-01	casual labor	\$ 375	\$ 3,500	11%
8335-07	building repairs	\$ 33,613	\$ 58,000	58%
	Total	\$ 84,642	\$ 131,000	65%

TRAVEL

8341-01	meals & dinners	\$ -	\$ -	0%
8342-01	lodging/meals/mileage	\$ 1,147	\$ 1,600	72%
	Total	\$ 1,147	\$ 1,600	72%

OPERATING EXPENSES

Actual

Budget

50%
% of Budget**OTHER EXPENSES**

8355-01	memberships	\$ 917	\$ 1,500	61%
8365-01	library promotion	\$ 1,836	\$ 6,000	31%
8370-01	postage	\$ 1,748	\$ 2,000	87%
8375-01	public relations	\$ 1,378	\$ 500	276%
8385-01	memorials and tributes	\$ -	\$ 500	0%
8432-01	mileage reimbursement	\$ -	\$ -	0%
8396-01	bank charges and fees	\$ 246	\$ 150	164%
8399-01	ILL Loss/Damage	\$ 20	\$ 250	8%
	Total	\$ 6,145	\$ 10,900	56%

OUTSIDE SERVICES

8400-01	accounting	\$ 8,650	\$ 13,000	67%
8401-01	audit	\$ 9,500	\$ 7,700	123%
8402-01	legal fees	\$ 1,532	\$ 6,000	26%
8404-01	public information	\$ 1,665	\$ 3,000	55%
8405-01	appraisal	\$ -	\$ 450	0%
8305-01	architect/building consultant	\$ -	\$ -	0%
8406-01	collection agency	\$ 63	\$ 200	31%
8408-01	strategic plan	\$ -	\$ 500	0%
8410-01	printing	\$ 7,085	\$ 10,000	71%
8430-01	payroll expenses	\$ 4,592	\$ 4,500	102%
8435-01	background checks	\$ -	\$ 150	0%
	Total	\$ 33,087	\$ 45,500	73%

INSURANCE

8460-05	liability insurance package	\$ -	\$ 13,000	0%
8470-05	directors/officers insurance	\$ -	\$ -	0%
	Total	\$ -	\$ 13,000	0%

OTHER EXPENSES

8360-01	Petty Cash	\$ 17,093	\$ -	0%
8365-07	Building Promo	\$ 1,080	\$ -	0%
8395-01	Miscellaneous Expense	\$ 654	\$ -	0%
	Total	\$ 18,827	\$ -	0%

OTHER EXPENSES

8600-01	Bond Interest	\$ 1,514	\$ -	0%
8601-02	Debt Certificate Interest	\$ -	\$ 2,500	0%
	Total	\$ 1,514	\$ 2,500	61%

TOTAL OPERATING EXPENSES

\$ 519,614

\$ 1,016,662

51%

NET INCOME

\$ 929

North Riverside Public Library District

BALANCE SHEET

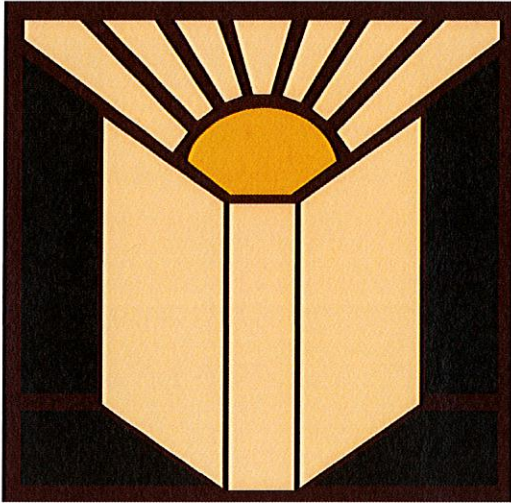
As of December 31, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1501-01 First American Checking (5001)	32,348.46
1502-01 1st American Bank Donation A/C	15,000.00
Total 1501-01 First American Checking (5001)	47,348.46
1505-07 Chase Bank	7,735.28
1507-07 Cash - IPTIP IL Funds	91,703.03
1512-02 Kadlec Annuity #71797	52,800.00
1515-01 BMO Harris eSPIRIT Checking (7115)	340.30
First American MM (5015)	16.92
1500-04 Cash-Audit Fund	-97,552.52
1500-05 Cash-Liability Insurance Fund	17,702.56
1500-06 Cash-Unemployment Ins Fund	102,176.01
1500-07 Cash-Building Fund	5,090.12
1500-08 Cash-Social Security Fund	201,889.61
1500-09 Cash-Pension Fund	29,805.16
1500-10 Cash-Debt Service Fund	25,359.00
1500-11 Equipment Fund	8,333.00
1500-12 Cash - IMRF Fund	15,000.00
1511-01 Invest/Savings 1st American Bank	3,184.00
Total First American MM (5015)	257,209.25
Total Bank Accounts	\$768,140.18
Accounts Receivable	
2000-04 Taxes Receivable-Audit	3,062.83
2000-05 Taxes Receivable-Insurance	4,669.57
2000-06 Taxes Receivable-Liab Insur	602.52
2000-07 Taxes Recievable-Bldg Fund	22,795.52
2000-08 Taxes Receivable-SS Fund	16,368.59
2000-09 Taxes Receivable-Pension Fund	4,669.57
Total Accounts Receivable	\$52,168.60
Other Current Assets	
1500-01 Kadlec Annuity	233,466.25
1500-02 Kadlect Annuity #19563	110,815.76
1500-03 Kadlec Annuity #37743	431,910.41
2200-01 Due to/from Special Accounts	105,231.00
2200-07 Due to/from Building Fund	-105,231.00
Total Other Current Assets	\$776,192.42
Total Current Assets	\$1,596,501.20

	TOTAL
TOTAL ASSETS	\$1,596,501.20
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	31,167.72
4100-05 Accounts Payable Liability	11,357.70
Fund	
4100-07 Accounts Payable Building	10,539.88
Fund	
Total Accounts Payable	\$53,065.30
Other Current Liabilities	
4200-01 Accrued Wages	7,788.47
4220-01 Federal Withholding	0.00
4240-01 State Withholding	0.00
4250-01 FICA Withholding	62.54
4265-01 Cafeteria Plan	3,756.42
4300-01 Deferred Tax Rev - Corp FD	449,935.39
4300-04 Deferred Tax Rev - Audit Fund	3,062.83
4300-05 Deferred Tax Rev Liability	4,669.57
Fund	
4300-06 Deferred Tax Rev	602.52
Unemployment	
4300-07 Deferred Tax Rev Building	22,795.52
Fund	
4300-08 Deferred Tax Rev SS	16,368.59
4300-09 Deferred Tax Rev Pension	4,669.57
Total Other Current Liabilities	\$513,711.42
Total Current Liabilities	\$566,776.72
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$566,776.72
Equity	
3200-00 Retained Earnings	-631,466.85
5600-01 General Fund Balance	1,427,430.12
5600-02 Debt Service Fund Balance	-187,569.25
5600-03 Capital Projects Fund Balance	14,720.00
5600-04 Audit Fund	12,445.83
5600-05 Public Liability Fund Balance	54,663.91
5600-06 Unemployment Insurance Fund	572.28
Balance	
5600-07 Building Fund Balance	-44,177.60
5600-08 Social Security Fund Balance	7,456.54
5600-09 Pension Fund Balance	25,511.57
Opening Balance Equity	349,208.45
Net Income	929.48
Total Equity	\$1,029,724.48
TOTAL LIABILITIES AND EQUITY	\$1,596,501.20

Management Report

North Riverside Public Library District
For the period ended December 31, 2018



Prepared on
January 17, 2019

For management use only

Table of Contents

Profit and Loss3

Balance Sheet.....6

Profit and Loss

July - December, 2018

	Total
INCOME	
6901-01 Property Tax	401,519.08
6901-04 Tax Revenue-Audit Fund	3,153.52
6901-05 Tax Revenue-Liability Ins	1,940.49
6901-06 Tax Revenue-Unemploy Ins	727.45
6901-07 Tax Revenue-Bldg Fund	20,500.46
6901-08 Tax Revenue-SS	15,405.51
6901-12 Property Tax - IMRF Fund	5,579.60
6903-01 Fines & Fees	5,146.41
6904-01 Donations	1,418.25
6905-01 Grants	45,730.00
6906-01 Interest Earned	1,615.82
6907-02 Interest Income Bond Fund	4,303.01
6920-01 Unrealized Income-Annuities	13,504.00
Billable Expense Income	0.00
Total Income	520,543.60
GROSS PROFIT	520,543.60
EXPENSES	
8360-01 Petty Cash	17,093.33
8365-07 Building Promo	1,080.00
Advertising & Marketing	
8365-01 Library Promotion	1,836.46
8370-01 Postage	1,747.50
8375-01 Public Relations	1,377.70
8404-01 Public Information	1,664.64
8410-01 Printing	7,085.00
Total Advertising & Marketing	13,711.30
Bank Charges & Fees	
8396-01 Bank Charges & Fees	246.38
Total Bank Charges & Fees	246.38
Benefits	
7600-05 Health Insurance	13,724.15
7650-09 IMRF Pension	8,347.16
7670-01 Taxes-Fica Expense	15,263.78
7670-08 Social Security/Mcare	2,660.34
Total Benefits	39,995.43
Building Expense	
8306-07 Building Supplies	20,046.76
8308-07 Service Contracts	28,217.62
8315-07 Fees & Permits	1,232.00
8320-07 Building & Grounds	1,158.07
8335-07 Bulding Repairs	33,613.04

	Total
Total Building Expense	84,267.49
Computers/Technology	
8171-01 Tech Service	4,895.55
8172-01 Computer Equipment	1,408.67
8175-01 MLS Computer Fund	9,165.50
8180-01 Software	763.91
8190-01 Website	367.87
Total Computers/Technology	16,601.50
Insurance	
7660-06 Unemployment Insurance	1,541.65
Total Insurance	1,541.65
Interest Paid	
8600-01 Bond Interest	1,513.59
Total Interest Paid	1,513.59
Legal & Professional Services	
8400-01 Accounting	8,650.00
8401-04 Audit	9,500.00
8402-01 Legal Fees	1,532.33
8406-01 Collection Agency	62.65
8430-01 Payroll Expenses	4,592.18
Total Legal & Professional Services	24,337.16
Library Materials	
8090-01 Books on CD - Adult	383.73
8091-01 Books on CD - Children	363.04
8096-01 Music CD - Adult	248.60
8097-01 Music CD - Children	461.65
8104-01 Adult Fiction	6,528.27
8105-01 Adult Non-Fiction	6,144.56
8106-01 Children Fiction / Non-Fiction	8,475.22
8108-01 eBooks	811.98
8115-01 Adult Large Print	880.52
8120-01 Newspapers	3,580.96
8130-01 Databases	4,374.87
8140-01 Adult Periodicals	926.35
8141-01 Children/YA Periodicals	458.74
8160-01 Adult DVDs - Fiction	2,060.47
8161-01 Adult DVDs - Non-fiction	461.25
8162-01 Children DVDs	1,058.99
8163-01 YA DVDs	764.25
8166-01 Games	858.45
8399-01 ILL Loss/Damage	20.00
Total Library Materials	38,861.90
Office Supplies & Software	
8202-01 Office Supplies	7,305.06

	Total
Total Office Supplies & Software	7,305.06
Programs & Strategic Initiatives	
8150-01 Children's Programs	1,407.33
8152-01 Children's Summer Reading Program	2,461.49
8153-01 Young Adult Programs	264.26
8155-01 Adult Programs	1,828.81
8157-01 Senior Programs	1,687.58
8158-01 Strategic Initiatives	818.79
Total Programs & Strategic Initiatives	8,468.26
Salaries	
7504-01 Library Clerks	78,150.68
7507-01 Library Pages	12,168.10
7508-01 Administrators	146,096.07
8330-01 Casual Labor	375.00
Total Salaries	236,789.85
Travel & Training	
7800-01 Staff Training	715.49
8342-01 Lodging, Meals, Mileage	1,147.02
8355-01 Memberships	917.00
Total Travel & Training	2,779.51
Utilities	
8301-07 Telephone	6,320.34
8302-07 Electricity	14,586.45
8303-07 Natural Gas	1,979.26
8304-07 Water/Garbage	1,482.03
Total Utilities	24,368.08
Total Expenses	518,960.49
NET OPERATING INCOME	1,583.11
OTHER EXPENSES	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	653.63
Total Other Miscellaneous Expense	653.63
Total Other Expenses	653.63
NET OTHER INCOME	-653.63
NET INCOME	\$929.48

Balance Sheet

As of December 31, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts	
1501-01 First American Checking (5001)	32,348.46
1502-01 1st American Bank Donation A/C	15,000.00
Total 1501-01 First American Checking (5001)	47,348.46
1505-07 Chase Bank	7,735.28
1507-07 Cash - IPTIP IL Funds	91,703.03
1512-02 Kadlec Annuity #71797	52,800.00
1515-01 BMO Harris	340.30
eSPIRIT Checking (7115)	16.92
First American MM (5015)	-97,552.52
1500-04 Cash-Audit Fund	17,702.56
1500-05 Cash-Liability Insurance Fund	102,176.01
1500-06 Cash-Unemployment Ins Fund	5,090.12
1500-07 Cash-Building Fund	201,889.61
1500-08 Cash-Social Security Fund	29,805.16
1500-09 Cash-Pension Fund	25,359.00
1500-10 Cash-Debt Service Fund	8,333.00
1500-11 Equipment Fund	15,000.00
1500-12 Cash - IMRF Fund	3,184.00
1511-01 Invest/Savings 1st American Bank	257,209.25
Total First American MM (5015)	568,196.19
Total Bank Accounts	768,140.18
Accounts Receivable	
2000-04 Taxes Receivable-Audit	3,062.83
2000-05 Taxes Receivable-Insurance	4,669.57
2000-06 Taxes Receivable-Liab Insur	602.52
2000-07 Taxes Recievable-Bldg Fund	22,795.52
2000-08 Taxes Receivable-SS Fund	16,368.59
2000-09 Taxes Receivable-Pension Fund	4,669.57
Total Accounts Receivable	52,168.60
Other Current Assets	
1500-01 Kadlec Annuity	233,466.25
1500-02 Kadlect Annuity #19563	110,815.76
1500-03 Kadlec Annuity #37743	431,910.41
2200-01 Due to/from Special Accounts	105,231.00
2200-07 Due to/from Building Fund	-105,231.00
Total Other Current Assets	776,192.42
Total Current Assets	1,596,501.20
TOTAL ASSETS	\$1,596,501.20

LIABILITIES AND EQUITY

	Total
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	31,167.72
4100-05 Accounts Payable Liability Fund	11,357.70
4100-07 Accounts Payable Building Fund	10,539.88
Total Accounts Payable	53,065.30
Other Current Liabilities	
4200-01 Accrued Wages	7,788.47
4220-01 Federal Withholding	0.00
4240-01 State Withholding	0.00
4250-01 FICA Withholding	62.54
4265-01 Cafeteria Plan	3,756.42
4300-01 Deferred Tax Rev - Corp FD	449,935.39
4300-04 Deferred Tax Rev - Audit Fund	3,062.83
4300-05 Deferred Tax Rev Liability Fund	4,669.57
4300-06 Deferred Tax Rev Unemployment	602.52
4300-07 Deferred Tax Rev Building Fund	22,795.52
4300-08 Deferred Tax Rev SS	16,368.59
4300-09 Deferred Tax Rev Pension	4,669.57
Total Other Current Liabilities	513,711.42
Total Current Liabilities	566,776.72
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
Total Long-Term Liabilities	0.00
Total Liabilities	566,776.72
Equity	
3200-00 Retained Earnings	-631,466.85
5600-01 General Fund Balance	1,427,430.12
5600-02 Debt Service Fund Balance	-187,569.25
5600-03 Capital Projects Fund Balance	14,720.00
5600-04 Audit Fund	12,445.83
5600-05 Public Liability Fund Balance	54,663.91
5600-06 Unemployment Insurance Fund Balance	572.28
5600-07 Building Fund Balance	-44,177.60
5600-08 Social Security Fund Balance	7,456.54
5600-09 Pension Fund Balance	25,511.57
Opening Balance Equity	349,208.45
Net Income	929.48
Total Equity	1,029,724.48
TOTAL LIABILITIES AND EQUITY	\$1,596,501.20

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
Circulation Statistics FY 18-19															
5	FY 18/19		JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTALS
6	Patron Circ		9288	8225	6393	6167	7228	7233	0	0	0	0	0	0	44534
7	Renewals		5480	4394	3294	4518	3972	4003							25661
8	Items Sent Out		2662	2518	2176	230	2173	2208							11967
9	Items Requested		522	756	445	754	569	480							3526
10			624	557	478	665	514	542							3380
12	Books 18/19		4687	3723	3100	3670	3279	3369	0	0	0	0	0	0	21828
13	Adult		1692	1,558	1242	1362	1355	1399							8608
14	Spanish Lang.		14	20	5	5	12	27							83
15	Juvenile		2755	1,969	1737	2126	1768	1831							12186
16	YA		240	196	121	182	156	139							1034
17															
19	Music 18/19		248	257	245	259	238	229	0	0	0	0	0	0	1476
20	Adult		177	187	173	193	208	184							1122
21	Juvenile		32	28	33	41	17	16							167
22	YA		39	42	39	25	13	29							187
23															
25	AudBk 18/19		135	143	111	120	111	111	0	0	0	0	0	0	731
26	Adult		107	120	87	96	98	101							609
27	Juvenile		19	16	20	18	6	9							88
28	YA		9	7	4	6	7	1							34
29															
31	DVD 18/19		2631	2470	1733	2505	2154	2238	0	0	0	0	0	0	13731
32	Adult		1622	1726	1157	1546	1526	1606							9183
33	Juvenile		654	458	367	667	447	435							3028
34	YA		355	286	209	292	181	197							1520
35															
37	Periodicals 18/19		203	159	121	105	203	114	0	0	0	0	0	0	905
38	Adult		168	154	114	103	201	109							849
39	Juvenile		28	5	0	0	1	5							39
40	YA		7	0	7	2	1	0							17

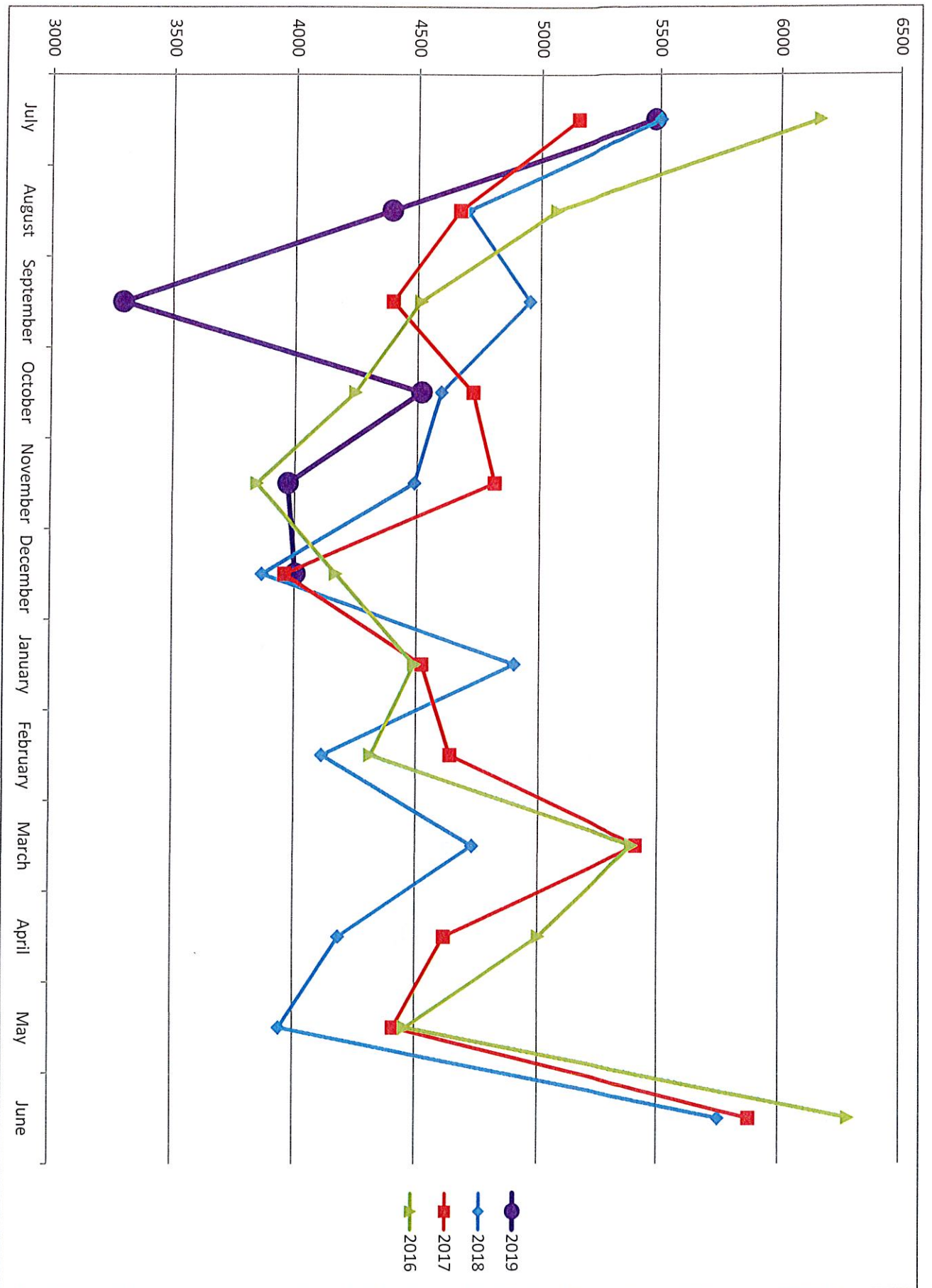
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
41															
44	Videogames 18/19		132	97	97	76	72	57	0	0	0	0	0	0	531
45	Juvenile		97	51	33	43	35	43							302
46	YA		35	46	64	33	37	14							229
47															
48	Museum Passes		21	21	7	12	7	14							82
49	Puppets		7	8	7	8	11	4							45
50															
52	Kindles FY 18/19		0	0	0	0	0	0	0	0	0	0	0	0	0
53															
54	Kits														0
55	Equipment		36	20	26	31	34	47							194
56															
57	TOTAL ADULT		3823	3786	2806	3343	3429	3460	0	0	0	0	0	0	20647
58	TOTAL JUV		3592	2535	2197	2903	2285	2343	0	0	0	0	0	0	15855
59	TOTAL YA		685	577	444	540	395	380	0	0	0	0	0	0	3021
60															
61	VISITS														Totals
64	Visits FY 18/19		11476	10537	8239	10442	8429	8331							57454
65															
68	Reference FY 18/19														1382
69	Senior		19	81	67	123	61	118							469
70	Adult		62	173	138	206	71	135							785
71	YA/Kids		16	18	17	30	25	22							128
72															
75	Computer FY 18/19		668	623	679	553	468	0	0	0	0	0	0	0	2991
76	Adult		616	569	621	519	442								2767
77	Juvenile		52	54	58	34	26								224
78	WI-FI FY 16/17														0
79	WI-FI FY 18/19														0
80															
86	# Programs														
89	FY 18/19		67	55	50	67	68	67	0	0	0	0	0	0	374

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
90	Senior		3	3	4	4	5	6							25
91	S - Passive		5	5	2	4	4	4							24
92	Adult		0	0	5	9	7	7							28
93	A - Passive		0	0	0	0	1	0							1
94	Tech Program		3	12	8	7	10	3							43
95	YA		8	4	1	4	5	10							32
96	YA - Passive		1	2	0	0	0	0							3
97	Elementary		19	9	8	10	9	7							62
98	E - Passive		4	3	4	4	3	6							24
99	Pre K		17	10	12	22	21	16							98
100	Pre K - passive		7	7	6	3	3	8							34
101	Co-Sponsored														0
102															
103	Program Attendance														Totals
106	FY 18/19		1078	948	769	1124	1087	1133	0	0	0	0	0	0	6139
107	Senior		39	28	44	31	52	58							252
108	S - Passive		25	40	18	45	43	50							221
109	Adult		0	0	30	72	30	41							173
110	A - Passive		0	0	0	0	160	0							160
111	Tech Program		3	12	6	7	10	4							42
112	Young Adult		43	35	3	25	8	42							156
113	YA - Passive		10	50	0	0	0	0							60
114	Elementary		183	144	70	121	54	104							676
115	E - Passive		177	220	148	316	260	315							1436
116	Pre K		238	74	144	247	190	171							1064
117	Pre K - passive		360	345	306	260	280	348							1899
118															
121	Vol. Hours 18/19		39	21	25	52	22	37							196
123	# of Volunteers 18/19		142	18	21	27	6	8							
125															
126	Cardholders 6/30/17														
127	Cardholders 6/30/18														
128	Added or renewed		61	81	52	46	42	38							320

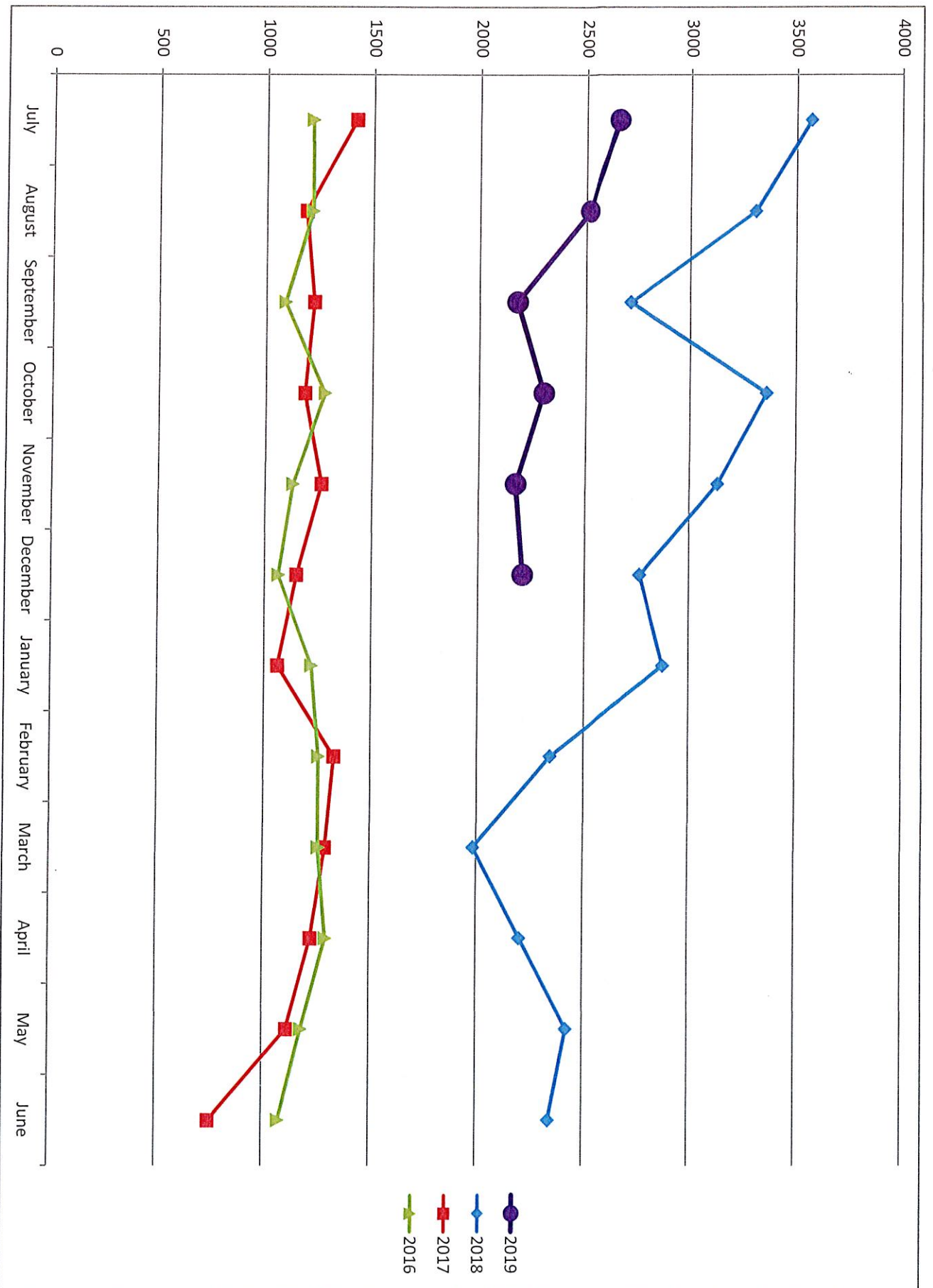
[illegible]

	P	Q
1		
2		
5		Note: Renewal numbers are highly inflated since SWAN added "Automatic Renewals" functionality.
6		
7		
8		
9		
10		
12		
13		
14		
15		
16		
17		
19		
20		
21		
22		
23		
25		
26		
27		
28		
29		
31		
32		
33		
34		
35		
37		
38		
39		
40		

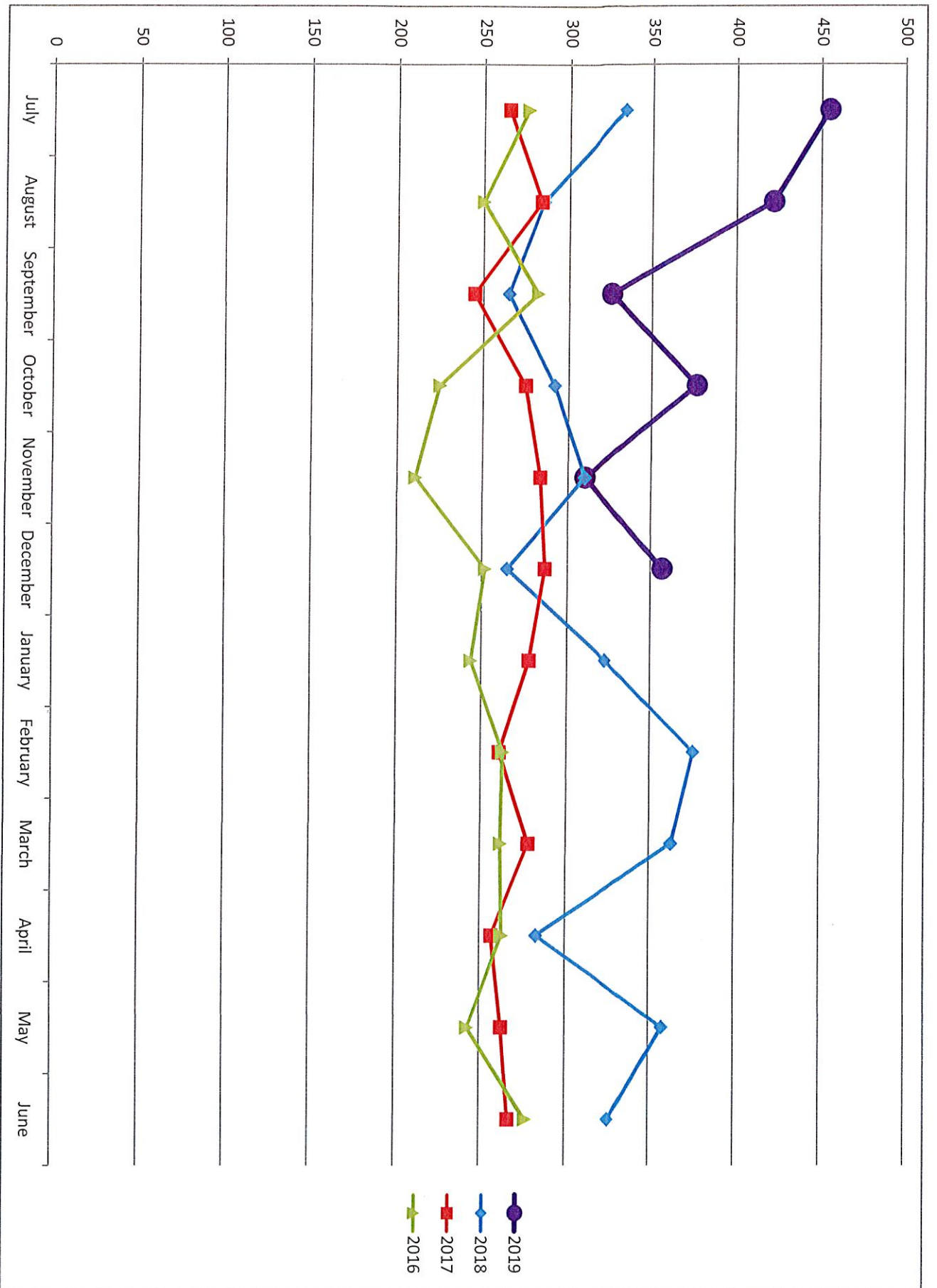
CHECKOUTS

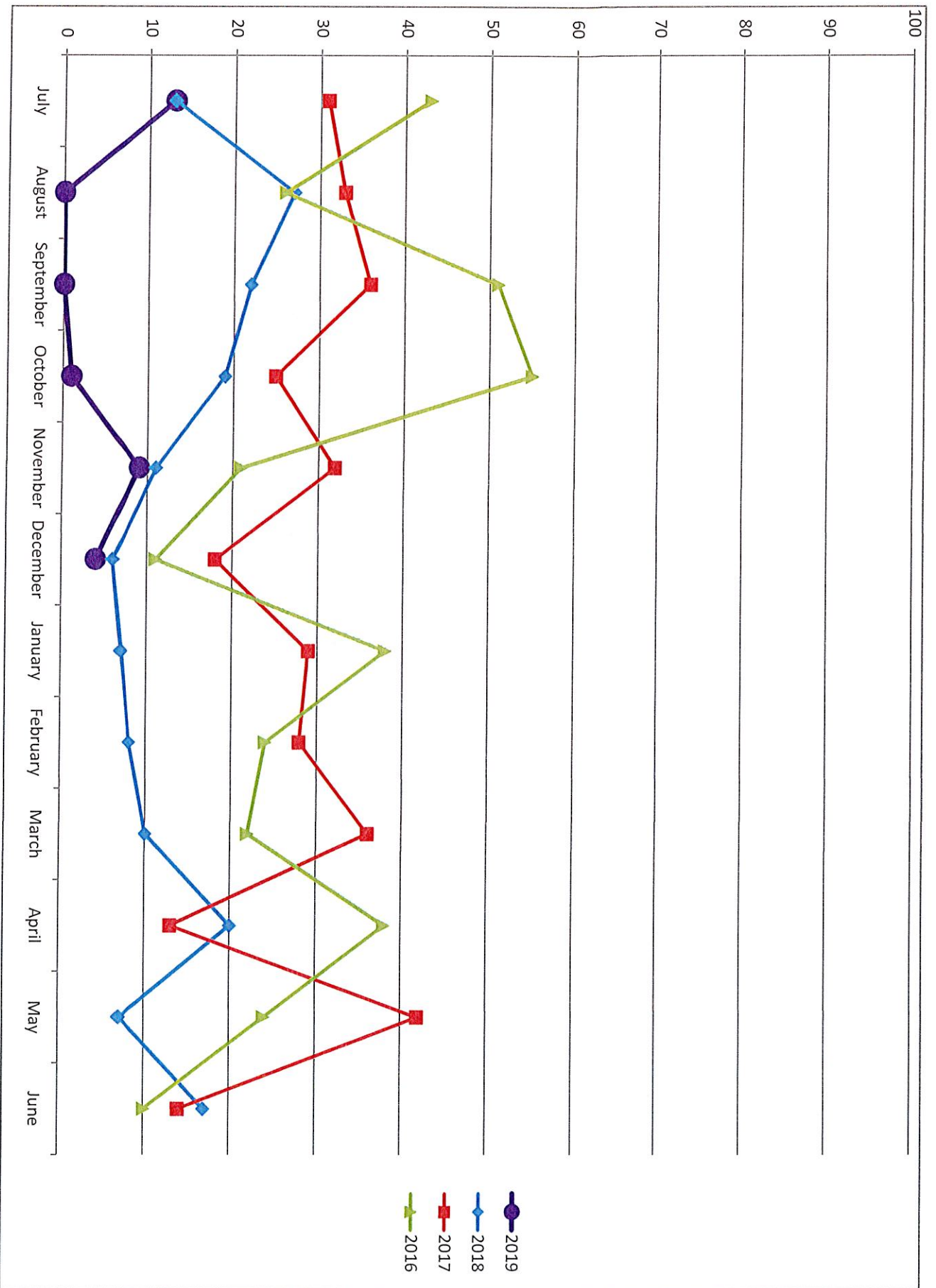


RENEWALS

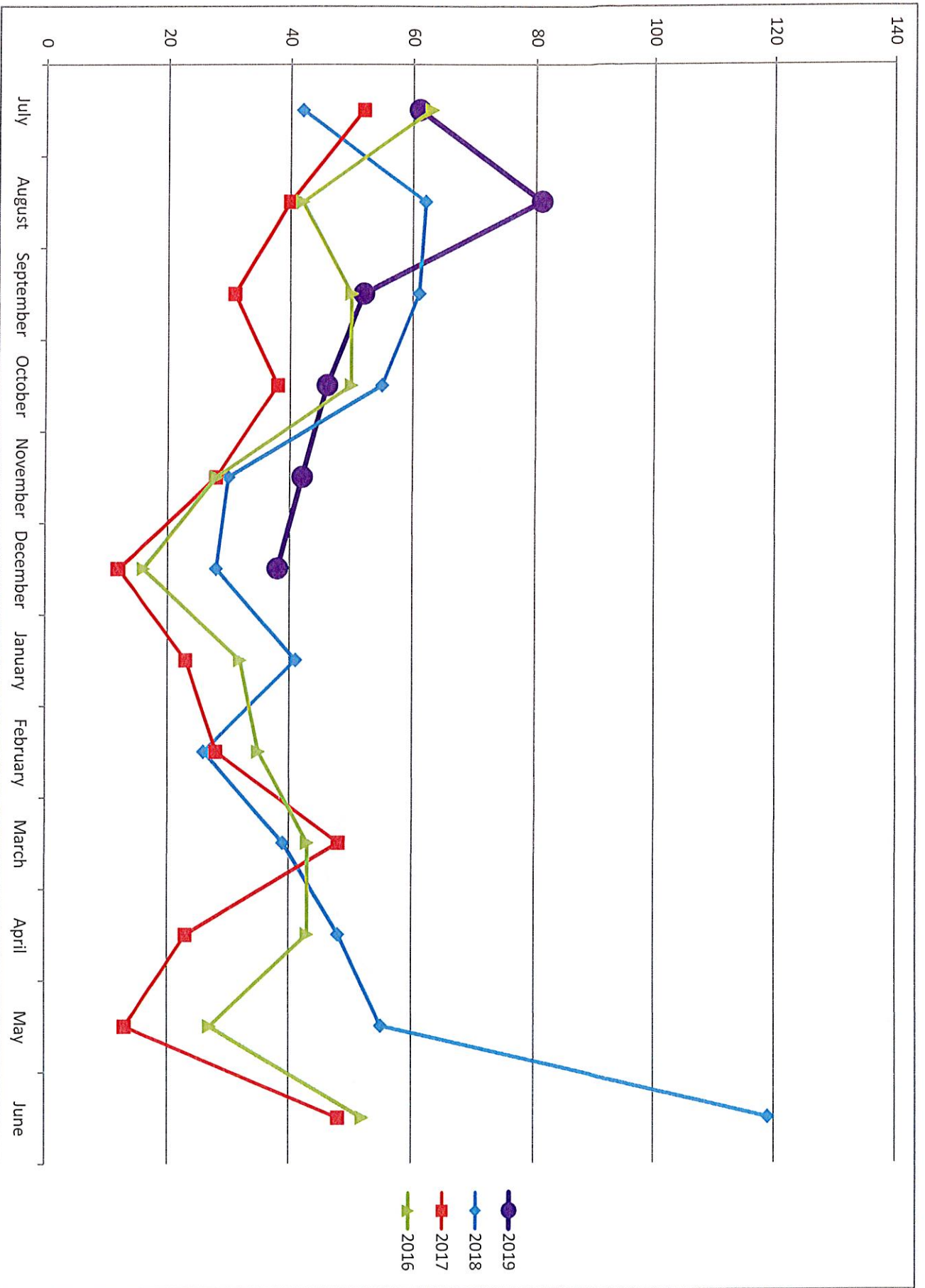


EBOOK CHECKOUTS

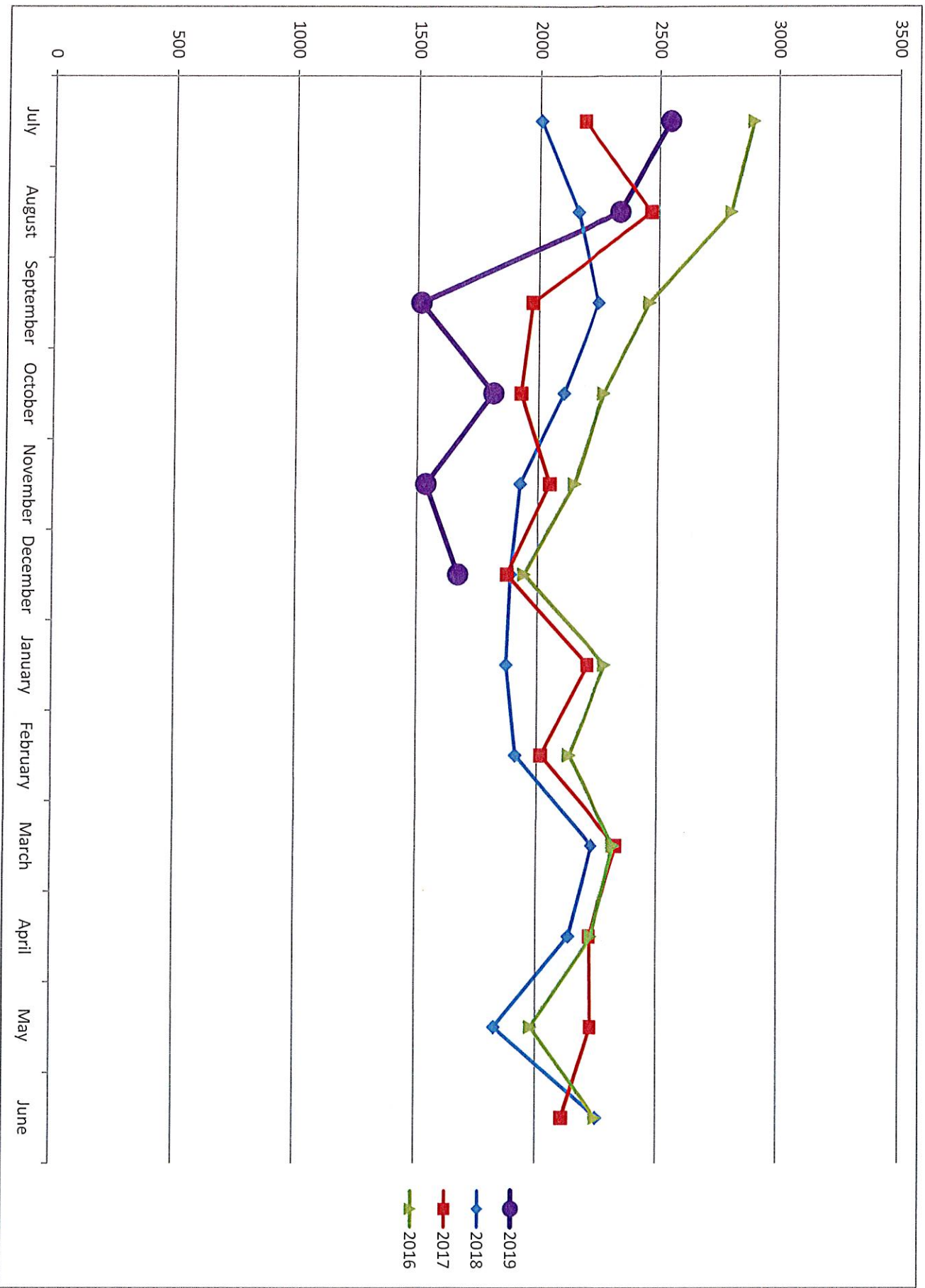




NEW CARDS



WEB VISITS



NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue

North Riverside, IL 60546

Minutes of the Levy Hearing and Board Meeting of November 19, 2018

Public Levy Hearing:

1. Meeting was called to order by Vice President Gordon at 7:02 p.m.. Roll call was taken.
 - a. Present: Greg Gordon, Al Pineda, Ken Rouleau, P. J. Folz
 - b. Absent: Priscilla Skenandore, Annette Corgiat, Brad Lanken
 - c. Also Present: Natalie Starosta, Director
 2. A quorum was established.
 3. The Levy Hearing was opened.
 4. There were no visitors and no comments at the Hearing.
 5. Vice President Gordon asked for a motion to close the Hearing. Trustee Rouleau made a motion to close the Levy Hearing at 7:03 p.m.. Motion was seconded by Trustee Pineda. All ayes, motion carried.
-

1. Open of Meeting

- A. The meeting was called to order by Vice President Gordon at 7:04 p.m. Roll call was taken.

Present: Greg Gordon, Al Pineda, Ken Rouleau, P. J. Folz, Priscilla Skenandore

Absent: Annette Corgiat, Brad Lanken

Also Present: Natalie Starosta, Director

- B. A quorum was established.

- C. There were no visitors at the meeting

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

2. Open Forum - No visitors

3. Financial Reports

- A. Treasurer Lanken was absent, Director Starosta reported. Not a lot happening right now. More interest has come in than was expected so that is good.

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

Ayes: Greg Gordon, Al Pineda, Ken Rouleau, Priscilla Skenandore, PJ Folz

Nays: None

Motion carried

- C. Vice President Gordon made a motion to approve check detail #18-10 in the amount of \$74,249.66. Trustee Pineda seconded the motion. A roll call vote was taken.

Ayes: Greg Gordon, Al Pineda, Ken Rouleau, Priscilla Skenandore, PJ Folz

Nays: None

Motion carried

D. Vice President Gordon made a motion to approve the authorization to transfer \$80,000. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Greg Gordon, Al Pineda, Ken Rouleau, Priscilla Skenandore

Nays: None

Motion carried

E. Vice President Gordon made a motion to transfer \$15,000 from the Liability Fund to the General Fund per recommendation of the auditor. Trustee Pineda seconded the motion. A roll call vote was taken.

Ayes: Greg Gordon, Al Pineda, Ken Rouleau, Priscilla Skenandore

Nays: None

Motion carried

4. Committee Reports

A. Buildings and Grounds (Ken Rouleau, chairman)

1. Incident report was reviewed and will be used from now on to document any incidents at the library for future reference/reporting.

2. Trustee Rouleau made a motion to begin having the restrooms locked as of December 1st with the code to enter the restrooms changed monthly and a nightly checklist for closing staff to review the rooms for damages. Trustee Pineda seconded the motion. All ayes, motion carried.

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

Director Starosta reported 4 people put in applications for the staff mini grants which will be reviewed December 4th.

C. Personnel (Greg Gordon, chairman)

Nothing to report.

D. Policy (Priscilla Skenandore, chairman)

Trustee Skenandore is working with Director Starosta on the Internet policy.

5. President

A. Election - President Corgiat is absent so this is tabled until next meeting.

6. Director's Report

Training volunteers for the Project Next Generation grant (teen technology) and for the Age Options grant (senior programs) are underway. These programs will be in our Winter newsletter coming out at the end of the month.

Craft supply exchange area will be one of the areas on display for the Library Open House December 8th.

A donation for teens came in for \$1,000.

The "What's your Library Worth?" calculator was used to give the Board the statistics for the first third of the year. Patrons would have spent \$532,225.95 on the services at the library this third.

7. Other Action Items

A. Trustee Pineda made a motion to approve the minutes of the October 15th Board meeting as amended to change "Trustee Gordon" to "Vice President Gordon". Trustee Skenandore seconded the motion. All ayes, motion carried.

B. Levy Ordinance

Trustee Rouleau made a motion to accept the Levy Ordinance for the Library #18-11-01. Trustee Pineda seconded the motion. A roll call vote was taken.

Ayes: Greg Gordon, Al Pineda, Ken Rouleau, PJ Folz, Priscilla Skenandore

Nays: None

Motion carried

C. Truth in Taxation Certificate

Trustee Rouleau made a motion to accept the Truth in Taxation Certificate for the Library. Trustee Skenandore seconded the motion. A roll call vote was taken.

Ayes: Greg Gordon, Al Pineda, Ken Rouleau, PJ Folz, Priscilla Skenandore

Nays: None

Motion carried

D. Closed session minutes procedure was discussed.

E. Director Starosta presented the new Tablet Agreement form and Trustees signed to acknowledge that they received their tablets.

8. Information Items

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

B. Calendar – This has been added to the Board Drop Box for future reference.

C. Memorial Books Report - \$1,000 donation.

D. Correspondence - None

E. Board Action Log - all up to date

F. Trustee Continuing Education

G. Grants

H. Advocacy – Director Starosta is working to chair the Learning Round Table's committee for the ALA Annual Conference programs and the Round Table's committee for Emerging Leaders.

I. RAILS AND SWAN - not much going on.

8. Adjournment

Trustee Rouleau made a motion to adjourn the meeting at 7:45 p.m. Trustee Skenandore seconded the motion. All ayes, motion carried.

The next Board meeting is scheduled for Monday, December 17, 2018 at 6:30 p.m.

Respectfully Submitted
Natalie Starosta

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue

North Riverside, IL 60546

Minutes of the meeting of December 17, 2018

1. Open of Meeting

A. The meeting was called to order by Trustee Corgiat at 6:35 p.m. Roll call was taken.

Present: Annette Corgiat, P. J. Folz, Greg Gordon, Al Pineda, Ken Rouleau, Priscilla Skenandore

Absent: Brad Lanken

Also Present: Natalie Starosta, Director; Jill Cannizzo, Lizzy Boden & Nathan Pasbrig from O'Neil & Gaspardo

B. A quorum was established.

C. Nathan Pasbrig from O'Neil & Gaspardo and Lizzy Boden were present.

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

2. Audit Presentation

Nathan Pasbrig from presented the audit report. The final reports will be here by the January meeting.

3. Open Forum

No visitors

4. Financial Reports

A. Treasurer Lanken was absent, Director Starosta reported the account balances. Not much changed.

B. Trustee Pineda made a motion to approve the financial statements, the check detail #18-12 in the amount of \$48,170.10 and the authorization to transfer \$50,000 as presented. Trustee Rouleau seconded the motion. A roll call vote was taken.

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

Nays: None

Motion carried

4. Committee Reports

A. Buildings and Grounds (Ken Rouleau, chairman)

1. Parking lot light replacement quote

Trustee Rouleau made a motion to approve the quote for the parking light replacement from Pinner Electric in the amount of \$5,000. Trustee Gordon seconded the motion. A roll call vote was taken.

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

Nays: None

Motion carried

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

Mini-Grant - 4 of them were awarded. One was turned down. It was for a camera and there are already new cameras. They were for signage for different items was awarded in part, a second white board was added on, miniature white boards were framed today and will be up soon. The next application is in March and there are already 4 coming in. It's working out really well.

C. Personnel (Greg Gordon, chairman)

Trustee Gordon purchased gift cards and cards for staff members and have them ready to go. They will be distributed before Christmas. President Corgiat ordered butter cookies for the staff and also sent taffy apples.

D. Policy (Priscilla Skenandore, chairman)

Personnel Policy Revision- Director Starosta reported that the policy manual has been rewritten. There were a lot of changes. It was quite old. It is now up to date and is much shorter and better organized. The board needs to look at it and let Natalie know if anything needs to be changed by the January Board meeting. Then comments can be looked at during that meeting.

The policies that are on hold are important to add into the policy book. It is a relatively short list. They will continue working on them.

5. President

A. Election - President Corgiat reported that at this point, there are 2 people that need to be re-elected, Priscilla and P.J. They both need to fill out the write in forms. Kathy Bonnar is running for the four year position.

January 13th is the Holiday dinner at JCs Pub. Spouses can come but it is their cost of \$25.00.

6. Director's Report

Director Starosta reported circulations statistics. Things are looking good, circulation is up, and programs are good. The enews letter is great. Veronica took it over. The images in the printed newsletter have gotten too small. The summer newsletter is going to be bigger so that will be helpful. They are working on a few new ideas too. Remind will send out email and text blasts to remind people of events they are signed up for and to let them know what new events are coming up. The other one is Open Source calendar. It is easier and will work better than the Google calendar. That is something they are going to start working on for next fall.

7. Other Action Items

A. Minutes will be approved at the next meeting as they did not get sent to drop box. Natalie will figure out why and get them out to everyone.

B. ILA Reporter - Director Starosta will take some pictures of the changes made on the first floor and submit them.

C. Emergency Closing Center - The library is not currently listed. Director Starosta signed up and is waiting for approval.

D. Furniture - The senior grant can be partly used for furniture. The current furniture is getting old and is not really comfortable. Some of the furniture will be switched out for the new stuff. Natalie showed pictures and samples of the wood and material. It will primarily replace the furniture around the fireplace. It will primarily be paid for by the grant and donations. A very little bit will come out of the budget. It will probably be ordered in January and then it will be put in as soon as it is all ready.

8. Information Items

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 - nothing tonight

E. Board Action Log -

1. Staff/Board Appreciation Dinner - President Corgiat already reported.

F. Trustee Continuing Education - In March there is a library legislative day. Natalie will email it out tomorrow. Let her know if you want to go so she can get you signed up.

G. Grants -. Financial documents need to be in by end of this calendar year. Natalie will be applying for an ALA grant to furnish the makers place. Lizzy, Brittney and Natalie are working on some presentations for the rooms and the grants.

H. Advocacy - Nothing tonight

I. RAILS AND SWAN -. Nothing tonight

8. Adjournment

Trustee Rouleau made a motion to adjourn the meeting at 8:06 p.m. Trustee Gordon seconded the motion. All ayes, motion carried.

The next Board meeting is scheduled for Monday, January 21, 2019 at 7:00 p.m.

Respectfully Submitted
Jill M. Cannizzo

