

Agenda
North Riverside Public Library District
Board of Trustees
2400 S. Des Plaines Avenue
North Riverside, Illinois
Regular Meeting, March 18, 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 #19-3 (action)
- D. Authorization to transfer \$80,000 from the money market to the checking account (action)
- E. *2019/2020 Budget (action)*

4. Committee Reports

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

5. President

6. Director's Report

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7. Other Action Items

- A. Approval of the minutes
 - 1. February 18, 2019 Board Meeting (action)

8. Information items

- A. Committee Meetings
- B. Calendar
- C. Memorial Books Report
- D. Correspondence
- E. Board action log
- F. Trustee continuing education
- 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 April 15th, 2019 at 7:00pm.

4. A. 1.

- HVAC quotes from the 5 companies recommended continue to be received.

4. B. 1.

- Strategic Initiatives Mini Grants for Staff were reviewed on March 1st. Out of the 6 grant applications we received, 3 were granted and one was held over for the May review.

- Approved applications included: new sign holders for the slat wall, book shelf display shelves, and a new display rack for YA. The application held over for May was for 2 new book carts. And the two not approved were for plants/statuary for the library and painting the ceiling in Children's.

- Since its inception at the beginning of the 2018/2019 fiscal year, the Strategic Initiatives Mini Grants for staff members have brought in 15 applications (through 3 review cycles – 1 cycle remains for this budget year) and has distributed \$2800. We hope to continue this level of staff interaction and increase it for the future.

North Riverside Public Library District
Budget vs Actual
February 2018

REVENUE		Actual	Budget	% 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	\$ 8,127.03	\$ 12,000	68%
6905-01	Grants	\$ 45,730.00	\$ 40,000	114%
6906-01	Interest	\$ 6,499.58	\$ 220	2954%
6901-01	Property tax	\$ 535,945.76	\$ 1,020,000	53%
	Billable Expense Income	\$ -	\$ -	0%
6920-01	Unrealized Income Annuities	\$ 13,504.00	\$ 45,000	30%
	Total	\$ 611,225	\$ 1,111,720	55%

OPERATING EXPENSES		Actual	Budget	% of Budget
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SALARIES

7504-01	library clerks	\$ 99,468	\$ 166,574	60%
7507-01	library pages	\$ 16,316	\$ 19,839	82%
7508-01	administrators	\$ 191,203	\$ 297,636	64%
	Total	\$ 306,988	\$ 484,049	63%

BENEFITS

7600-05	health insurance	\$ 18,772	\$ 28,800	65%
7614-06	workers compensation	\$ -	\$ 2,300	0%
7650-09	pension fund	\$ 14,358	\$ 27,399	52%
7660-06	unemployment insurance	\$ 2,407	\$ 500	481%
7670-08	social security/mcare	\$ 23,292	\$ 36,033	65%
	Total	\$ 58,829	\$ 95,032	62%

TRAINING

7700-01	educational training trustees	\$ -	\$ 500	0%
7800-01	educational training staff	\$ 1,977	\$ 3,000	66%
	Total	\$ 1,977	\$ 3,500	56%

OPERATING EXPENSES		Actual	Budget	% of Budget
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MATERIALS

8090-01	books on CD-adult	\$ 861	\$ 2,000	43%
8091-01	books on CD-children	\$ 402	\$ 700	57%
8096-01	compact disks-music-adult	\$ 325	\$ 400	81%
8097-01	compact disks-music-children	\$ 738	\$ 1,000	74%
8103-01	foreign language books	\$ 2,487	\$ -	0%
8104-01	adult fiction	\$ 9,649	\$ -	0%
8105-01	adult nonfiction	\$ 7,293	\$ 30,000	24%
8106-01	children's fiction/nonfiction	\$ 13,114	\$ 25,000	52%
8107-01	adult reference	\$ -	\$ -	0%
8108-01	eBooks	\$ 4,165	\$ 5,000	83%
8109-01	children's reference	\$ -	\$ -	0%
8115-01	adult large print	\$ 1,206	\$ 2,500	48%
8120-01	newspapers	\$ 3,619	\$ 2,500	145%
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	\$ 3,013	\$ 6,800	44%
8161-01	adult DVDs-documentary/travel	\$ 574	\$ 1,500	38%
8162-01	children's DVDs-movies	\$ 1,316	\$ 3,800	35%
8163-01	ya DVDs	\$ 1,146	\$ -	0%
8164-01	foreign language DVDs	\$ -	\$ -	0%
8166-01	children's games	\$ 858	\$ 2,500	34%
Total		\$ 56,526	\$ 95,200	59%

PROGRAMS

8150-01	children's programs	\$ 1,632	\$ 4,500	36%
8152-01	children's summer reading program	\$ 2,568	\$ 4,500	57%
8153-01	ya programs	\$ 446	\$ -	0%
8155-01	adult programs	\$ 2,574	\$ 7,000	37%
8157-01	senior programs	\$ 1,788	\$ -	0%
Total		\$ 9,007	\$ 16,000	56%

STRATEGIC INITIATIVES

8158-01	Strategic Initiatives	\$ 1,291	\$ 4,000	32%
Total		\$ 1,291	\$ 4,000	32%

OPERATING EXPENSES		Actual	Budget	% of Budget
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COMPUTERS

8171-01	information technology	\$ 7,121	\$ 12,000	59%
8172-01	new computer equipment	\$ 1,409	\$ 12,500	11%
8175-01	mls computer fund	\$ 13,748	\$ 18,956	73%
8180-01	software	\$ 828	\$ 1,000	83%
8190-01	website	\$ 463	\$ 500	93%
8195-01	email	\$ 35	\$ 125	28%
Total		\$ 23,604	\$ 45,081	52%

OFFICE SUPPLIES

8202-01	Office Supplies	\$ 10,600	\$ 14,500	73%
Total		\$ 10,600	\$ 14,500	73%

UTILITIES- OPERATING EXPENSE

8301-07	telephone	\$ 9,329	\$ 15,000	62%
8302-07	electricity	\$ 18,837	\$ 31,500	60%
8303-07	gas	\$ 3,445	\$ 6,500	53%
8304-07	water/garbage	\$ 1,482	\$ 1,800	82%
Total		\$ 33,094	\$ 54,800	60%

BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 20,782	\$ 12,000	173%
8308-07	service contracts	\$ 36,719	\$ 38,000	97%
8315-07	fees and permits	\$ 1,614	\$ 1,500	108%
8320-07	Building and Grounds	\$ 1,158	\$ 18,000	6%
8330-01	casual labor	\$ 450	\$ 3,500	13%
8335-07	building repairs	\$ 33,613	\$ 58,000	58%
Total		\$ 94,336	\$ 131,000	72%

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	% of Budget
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OTHER EXPENSES

8355-01	memberships	\$ 1,644	\$ 1,500	110%
8365-01	library promotion	\$ 2,255	\$ 6,000	38%
8370-01	postage	\$ 1,892	\$ 2,000	95%
8375-01	public relations	\$ 2,405	\$ 500	481%
8385-01	memorials and tributes	\$ -	\$ 500	0%
8432-01	mileage reimbursement	\$ -	\$ -	0%
8396-01	bank charges and fees	\$ 256	\$ 150	171%
8399-01	ILL Loss/Damage	\$ 20	\$ 250	8%
Total		\$ 8,472	\$ 10,900	78%

OUTSIDE SERVICES

8400-01	accounting	\$ 10,350	\$ 13,000	80%
8401-01	audit	\$ 9,500	\$ 7,700	123%
8402-01	legal fees	\$ 2,964	\$ 6,000	49%
8404-01	public information	\$ 1,710	\$ 3,000	57%
8405-01	appraisal	\$ -	\$ 450	0%
8305-01	architect/building consultant	\$ -	\$ -	0%
8406-01	collection agency	\$ 90	\$ 200	45%
8408-01	strategic plan	\$ -	\$ 500	0%
8410-01	printing	\$ 7,085	\$ 10,000	71%
8430-01	payroll expenses	\$ 6,776	\$ 4,500	151%
8435-01	background checks	\$ -	\$ 150	0%
Total		\$ 38,474	\$ 45,500	85%

INSURANCE

8460-05	liability insurance package	\$ 15,683	\$ 13,000	121%
8470-05	directors/officers insurance	\$ -	\$ -	0%
Total		\$ 15,683	\$ 13,000	121%

OTHER EXPENSES

8360-01	Petty Cash	\$ 19,763	\$ -	0%
8365-07	Building Promo	\$ 1,234	\$ -	0%
8395-01	Miscellaneous Expense	\$ 654	\$ -	0%
Total		\$ 21,650	\$ -	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	\$ 683,191	\$ 1,016,662	67%
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NET INCOME	\$ (71,966)
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North Riverside Public Library District

BALANCE SHEET

As of February 28, 2019

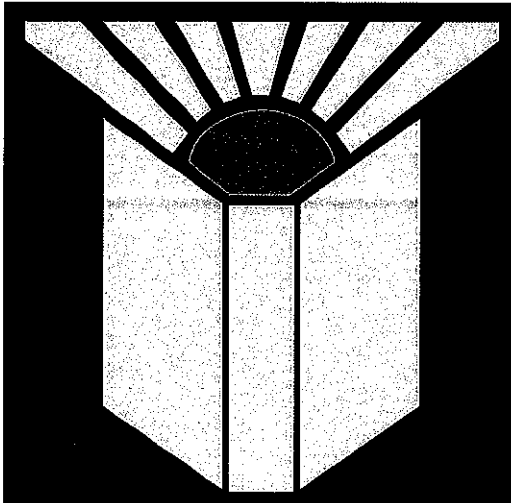
	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1501-01 First American Checking (5001)	82,251.19
1502-01 1st American Bank Donation A/C	15,000.00
Total 1501-01 First American Checking (5001)	97,251.19
1505-07 Chase Bank	7,737.38
1507-07 Cash - IPTIP IL Funds	92,063.56
1512-02 Kadlec Annuity #71797	52,800.00
1515-01 BMO Harris	330.32
eSPIRIT Checking (7115)	16.92
First American MM (5015)	-220,223.82
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)	445,524.89
Total Bank Accounts	\$695,724.26
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
Total Other Current Assets	\$776,192.42
Total Current Assets	\$1,524,085.28
TOTAL ASSETS	\$1,524,085.28
LIABILITIES AND EQUITY	
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	4,236.42
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	\$514,191.42
Total Current Liabilities	\$567,256.72
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$567,256.72
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	-71,966.44

	TOTAL
Total Equity	\$956,828.56
TOTAL LIABILITIES AND EQUITY	\$1,524,085.28

Management Report

North Riverside Public Library District
For the period ended February 28, 2019



Prepared on
March 13, 2019

For management use only

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Profit and Loss

July 2018 - February 2019

	Total
INCOME	
6903-01 Fines & Fees	8,127.03
6904-01 Donations	1,418.25
6905-01 Grants	45,730.00
6920-01 Unrealized Income-Annuities	13,504.00
Billable Expense Income	0.00
Interest	
6906-01 Interest Earned	2,196.57
6907-02 Interest Income Bond Fund	4,303.01
Total Interest	6,499.58
Property Taxes	
6901-01 Property Tax	479,456.17
6901-04 Tax Revenue-Audit Fund	3,765.63
6901-05 Tax Revenue-Liability Ins	2,317.15
6901-06 Tax Revenue-Unemploy Ins	868.65
6901-07 Tax Revenue-Bldg Fund	24,479.71
6901-08 Tax Revenue-SS	18,395.81
6901-12 Property Tax - IMRF Fund	6,662.64
Total Property Taxes	535,945.76
Total Income	611,224.62
GROSS PROFIT	611,224.62
EXPENSES	
8360-01 Grants	1,327.46
8360-01 Petty Cash	18,435.21
8365-07 Building Promo	1,233.62
Advertising & Marketing	
8365-01 Library Promotion	2,254.65
8370-01 Postage	1,891.67
8375-01 Public Relations	2,405.28
8404-01 Public Information	1,709.64
8410-01 Printing	7,085.00
Total Advertising & Marketing	15,346.24
Bank Charges & Fees	
8396-01 Bank Charges & Fees	256.38
Total Bank Charges & Fees	256.38
Benefits	
7600-05 Health Insurance	18,771.68
7650-09 IMRF Pension	14,358.17
7670-01 Taxes-Fica Expense	20,631.25
7670-08 Social Security/Mcare	2,660.34
Total Benefits	56,421.44
Building Expense	

	Total
8306-07 Building Supplies	20,782.35
8308-07 Service Contracts	36,718.88
8315-07 Fees & Permits	1,614.00
8320-07 Building & Grounds	1,158.07
8335-07 Bulding Repairs	33,613.04
Total Building Expense	93,886.34
Computers/Technology	
8171-01 Tech Service	7,121.25
8172-01 Computer Equipment	1,408.67
8175-01 MLS Computer Fund	13,748.25
8180-01 Software	827.63
8190-01 Website	462.53
8195-01 Email	35.25
Total Computers/Technology	23,603.58
Insurance	
7660-06 Unemployment Insurance	2,407.49
8460-05 Liability Insurance	15,683.00
Total Insurance	18,090.49
Interest Paid	
8600-01 Bond Interest	1,513.59
Total Interest Paid	1,513.59
Legal & Professional Services	
8400-01 Accounting	10,350.00
8401-04 Audit	9,500.00
8402-01 Legal Fees	2,963.93
8406-01 Collection Agency	89.50
8430-01 Payroll Expenses	6,776.05
Total Legal & Professional Services	29,679.48
Library Materials	
8090-01 Books on CD - Adult	860.93
8091-01 Books on CD - Children	401.52
8096-01 Music CD - Adult	324.53
8097-01 Music CD - Children	738.45
8103-01 Foreign Lang. Books	2,487.38
8104-01 Adult Fiction	9,648.59
8105-01 Adult Non-Fiction	7,293.47
8106-01 Children Fiction / Non-Fiction	13,113.69
8108-01 eBooks	4,164.94
8115-01 Adult Large Print	1,205.51
8120-01 Newspapers	3,618.96
8130-01 Databases	4,374.87
8140-01 Adult Periodicals	926.35
8141-01 Children/YA Periodicals	458.74
8160-01 Adult DVDs - Fiction	3,013.11

	Total
8161-01 Adult DVDs - Non-fiction	574.38
8162-01 Children DVDs	1,315.55
8163-01 YA DVDs	1,146.33
8166-01 Games	858.45
8399-01 ILL Loss/Damage	20.00
Total Library Materials	56,545.75
Office Supplies & Software	
8202-01 Office Supplies	10,600.41
Total Office Supplies & Software	10,600.41
Programs & Strategic Initiatives	
8150-01 Children's Programs	1,632.32
8152-01 Children's Summer Reading Program	2,567.85
8153-01 Young Adult Programs	445.58
8155-01 Adult Programs	2,573.60
8157-01 Senior Programs	1,787.53
8158-01 Strategic Initiatives	1,290.79
Total Programs & Strategic Initiatives	10,297.67
Salaries	
7504-01 Library Clerks	99,468.36
7507-01 Library Pages	16,316.27
7508-01 Administrators	191,203.13
8330-01 Casual Labor	450.00
Total Salaries	307,437.76
Travel & Training	
7800-01 Staff Training	1,977.49
8342-01 Lodging, Meals, Mileage	1,147.02
8355-01 Memberships	1,644.00
Total Travel & Training	4,768.51
Utilities	
8301-07 Telephone	9,328.90
8302-07 Electricity	18,837.22
8303-07 Natural Gas	3,445.35
8304-07 Water/Garbage	1,482.03
Total Utilities	33,093.50
Total Expenses	682,537.43
NET OPERATING INCOME	-71,312.81
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	\$ -71,966.44

Balance Sheet

As of February 28, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts	
1501-01 First American Checking (5001)	82,251.19
1502-01 1st American Bank Donation A/C	15,000.00
Total 1501-01 First American Checking (5001)	97,251.19
1505-07 Chase Bank	7,737.38
1507-07 Cash - IPTIP IL Funds	92,063.56
1512-02 Kadlec Annuity #71797	52,800.00
1515-01 BMO Harris	330.32
eSPIRIT Checking (7115)	16.92
First American MM (5015)	-220,223.82
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)	445,524.89
Total Bank Accounts	695,724.26
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	1,524,085.28
TOTAL ASSETS	\$1,524,085.28

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	4,236.42
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	514,191.42
Total Current Liabilities	567,256.72
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
Total Long-Term Liabilities	0.00
Total Liabilities	567,256.72
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	-71,966.44
Total Equity	956,828.56
TOTAL LIABILITIES AND EQUITY	\$1,524,085.28

North Riverside Public Library District
Check Detail
February 2019

Date	Transaction Type	Name	Memo/Description	Amount
02/01/2019	Check	Amazon	Music CD, Children programs, children fiction, strategic initiatives, magna tiles/Veronica, Adult dvds, Office supplies	\$ 1,138.06
02/01/2019	Check	AT&T	INV 708-442-03160076	\$ 93.09
02/01/2019	Check	Collaborative Summer Library Program	Children summer reading program	\$ 40.00
02/01/2019	Check	Call One	January	\$ 458.97
02/01/2019	Check	Gale/CENGAGE Learning	Adult Large Print	\$ 147.95
02/01/2019	Check	Mary Cooper	Book club, Juice, popcorn	\$ 31.98
02/01/2019	Check	Franczek Radelet	Legal fees	\$ 36.60
02/01/2019	Check	Johnson Controis Security Solutions	Quarterly Bill 02/01/19 - 04/30/19	\$ 110.94
02/01/2019	Check	Cathy Kolessar	Meditation and Relaxation February 28 2019	\$ 50.00
02/01/2019	Check	Lauterback & Amen, LLP	Professional services rendered for December 2018	\$ 850.00
02/01/2019	Check	LIMRICC	January	\$ 2,464.65
02/01/2019	Check	Latin American Book Source, Inc	grant foreign language books	\$ 2,487.38
02/01/2019	Check	midamerica books	Children fiction -nonfiction	\$ 107.70
02/01/2019	Check	MaROUS & COMPANY	Legal Fees Appraisal Services	\$ 450.00
02/01/2019	Check	Numbers Automation, Inc.	Office Supplies Toners	\$ 100.00
02/01/2019	Check	Nitech Fire & Security Industies, Inc	Alarm monitoring and Fire Alarm Service Feb. 1 2019 - April 30 2019	\$ 315.90
02/01/2019	Check	OverDrive, Inc	Ebooks	\$ 352.96
02/01/2019	Check	Ollis Book Corporation	Children fiction and non fiction	\$ 372.23
02/01/2019	Check	Cheryl Plaza	Senior Program Paint a Snowman pending to pay	\$ 2.64
02/01/2019	Check	Quill Corporation	mini moos, coffee, magna tiles box Grant Veronica	\$ 102.32
02/01/2019	Check	Roscoe	Mats January	\$ 131.06
02/01/2019	Check	Suburban Life	news paper renewal one Year	\$ 38.00
02/01/2019	Check	Terminix	Invoice 382466702	\$ 84.00
02/01/2019	Check	TBS	fax Program 4rd Qtr 2018	\$ 58.88
02/01/2019	Check	Technology Management Rev Fund	billing T2222065 Inv T1916267 FY 2019	\$ 133.00
02/01/2019	Check	Utica National Insurance Group	Act # 100943170	\$ 13,262.00
02/01/2019	Check	Versatile Computer Services	Technology Contract February	\$ 750.00
02/01/2019	Check	Village of N. Riverside	Public Inf, Senior fair	\$ 45.00

02/01/2019	Check	Midwest Tape	Books on cd, music cd, children dvd, Ya dvd	\$	344.05
02/01/2019	Check	Baker & Taylor	Adult Fiction, Children Fiction, Books on cd	\$	1,658.01
02/01/2019	Check	BMO Harris Bank	Facebook library promotions, office supplies, printable cds, computer software, website, late fee	\$	269.66
02/01/2019	Check	AT&T.	INV S668163163-18356	\$	297.20
02/01/2019	Check	West Town Mechanical	Contract Invoice for period 2/1/2019 - 2/28/2019	\$	264.00
02/04/2019	Check	Hinckley Springs	2429867 013019	\$	72.53
02/04/2019	Check	LEAF	Services for 2 toshibas	\$	683.50
02/04/2019	Check	Peregrine, Stine, Newman, Ritzman & Bruckner, Ltd.	Legal Services rendered from October 2018 - December 2018	\$	945.00
02/04/2019	Check	Dynergy Energy Services	January 2019	\$	2,163.94
02/04/2019	Check	Coverall North America	Cleaning services for February	\$	1,227.56
02/04/2019	Check	Home Depot Credit Services	poptogg	\$	3.92
02/04/2019	Check	INGRAM LIBRARY SERVICES	adult non fiction	\$	16.14
02/04/2019	Check	Demco	Labels, Scotch tape, metal label peeler, classification labels, all purpose easel, highsmith resistant labels	\$	794.54
02/04/2019	Check	CHASE	January Statement	\$	3,821.46
02/08/2019	Expense	Paychex - Human Resource Services	Payroll 2.8.19	\$	149.01
02/15/2019	Check	Comcast	Tech Services Feb 7 2019 - Mar 6 2019	\$	229.85
02/15/2019	Check	The Cook County Clerk	Notary Public	\$	10.00
02/15/2019	Check	Jasmin Cardenas	How to Tell Your Story Workshop	\$	300.00
02/15/2019	Check	Gale/CENGAGE Learning	Adult Large Print	\$	50.03
02/18/2019	Check	Gail Galivan	Tai Chi class March 4 2019	\$	50.00
02/18/2019	Check	Michelle Helm	Mixed Media Art Class paid extra for supplies	\$	50.00
02/18/2019	Check	ICMA	Payroll date 01/10/19, 1/24/19, 2/7/19	\$	3,930.64
02/18/2019	Check	Il. Dept. Of Employment Security	ID 01592711129	\$	1,014.90
02/18/2019	Check	Cathy Kolessar	Meditation and Relaxation March 25 2019	\$	50.00
02/18/2019	Check	LIMRICC	Four members	\$	2,464.65
02/18/2019	Check	LIMRICC Unemployment Compensaton Group Account	Unemployment Compensaton	\$	118.23
02/18/2019	Check	Veronica Martinez	Postcard stamps and 3 envelopes	\$	40.12
02/18/2019	Check	Joanne McMahon	Bigocize on February 20	\$	50.00
02/18/2019	Check	OverDrive, Inc	Ebooks	\$	3,000.00
02/18/2019	Check	Quill Corporation	Post it, clear box, Moistener finger tip, coffee	\$	103.77
02/18/2019	Check	Quinlan Security Systems	CCTV System Additional Cameras 50% Deposit	\$	1,569.20

02/18/2019	Check	Scholastic	Children Fiction / Non Fiction	\$	152.10
02/18/2019	Check	Unique Management Services, Inc	January Placements	\$	17.90
02/18/2019	Check	INGRAM LIBRARY SERVICES	adult non fiction	\$	80.75
02/18/2019	Check	Midwest Tape	Music Cd Children, Adult Dvds, Children Dvds, YA Dvds	\$	299.81
02/18/2019	Check	Penguin Random House	Books on CD	\$	180.00
02/18/2019	Check	Ollis Book Corporation	Children fiction and non fiction	\$	413.99
02/18/2019	Check	Baker & Taylor	Children Fiction / Non Fiction, Adult Fiction	\$	1,726.23
02/18/2019	Check	Terminix	Invoice 383218111	\$	84.00
02/18/2019	Check	Mary Cooper	Movie and Book Club	\$	23.50
02/18/2019	Check	Call One	February	\$	463.51
02/18/2019	Check	BMO Harris Bank	Library promotion facebook, Software, Late Fee	\$	150.84
02/18/2019	Check	MIDCO	1 Year Maintenance Renewal Gold Agreement Feb 1 2019 - Jan 31 2020	\$	846.00
02/18/2019	Check	Jill Cannizzo	December Minutes	\$	75.00
02/21/2019	Expense	Paychex - Human Resource Services	Payroll 2.21.19	\$	146.37
02/28/2019	Expense	Nicor Gas	Nicor Gas Bill	\$	839.71
02/28/2019	Expense	IMRF	IMRF - January 2019	\$	3,490.96
02/28/2019	Expense	Paychex - Human Resource Services	Payroll 2.7.19	\$	58.44
			Total	\$	59,006.33

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Circulation Statistics FY 18-19														
2															
5	FY 18/19		9288	8225	6393	6167	7228	7233	8164	8067	0	0	0	0	60765
6	Patron Circ		5480	4394	3294	4518	3972	4003	4532	4381					34574
7	Renewals		2662	2518	2176	230	2173	2208	2426	2407					16800
8	Items Sent Out		522	756	445	754	569	480	553	603					4682
9	Items Requested		624	557	478	665	514	542	653	676					4709
10															
12	Books 18/19		4687	3723	3100	3670	3279	3369	3714	3747	0	0	0	0	29289
13	Adult		1692	1,558	1242	1362	1355	1399	1488	1509					11605
14	Spanish Lang.		14	20	5	5	12	27	36	21					140
15	Juvenile		2755	1,969	1737	2126	1768	1831	2060	2088					16334
16	YA		240	196	121	182	156	139	166	150					1350
17															
19	Music 18/19		248	257	245	259	238	229	226	243	0	0	0	0	1945
20	Adult		177	187	173	193	208	184	180	193					1495
21	Juvenile		32	28	33	41	17	16	26	36					229
22	YA		39	42	39	25	13	29	20	14					221
23															
25	AudBk 18/19		135	143	111	120	111	111	153	131	0	0	0	0	1015
26	Adult		107	120	87	96	98	101	130	108					847
27	Juvenile		19	16	20	18	6	9	18	19					125
28	YA		9	7	4	6	7	1	5	4					43
29															
31	DVD 18/19		2631	2470	1733	2505	2154	2238	2475	2305	0	0	0	0	18511
32	Adult		1622	1726	1157	1546	1526	1606	1870	1858					12911
33	Juvenile		654	458	367	667	447	435	538	436					4002
34	YA		355	286	209	292	181	197	67	11					1598
35															
37	Periodicals 18/19		203	159	121	105	203	114	141	127	0	0	0	0	1173
38	Adult		168	154	114	103	201	109	135	117					1101
39	Juvenile		28	5	0	0	1	5	1	10					50
40	YA		7	0	7	2	1	0	5	0					22

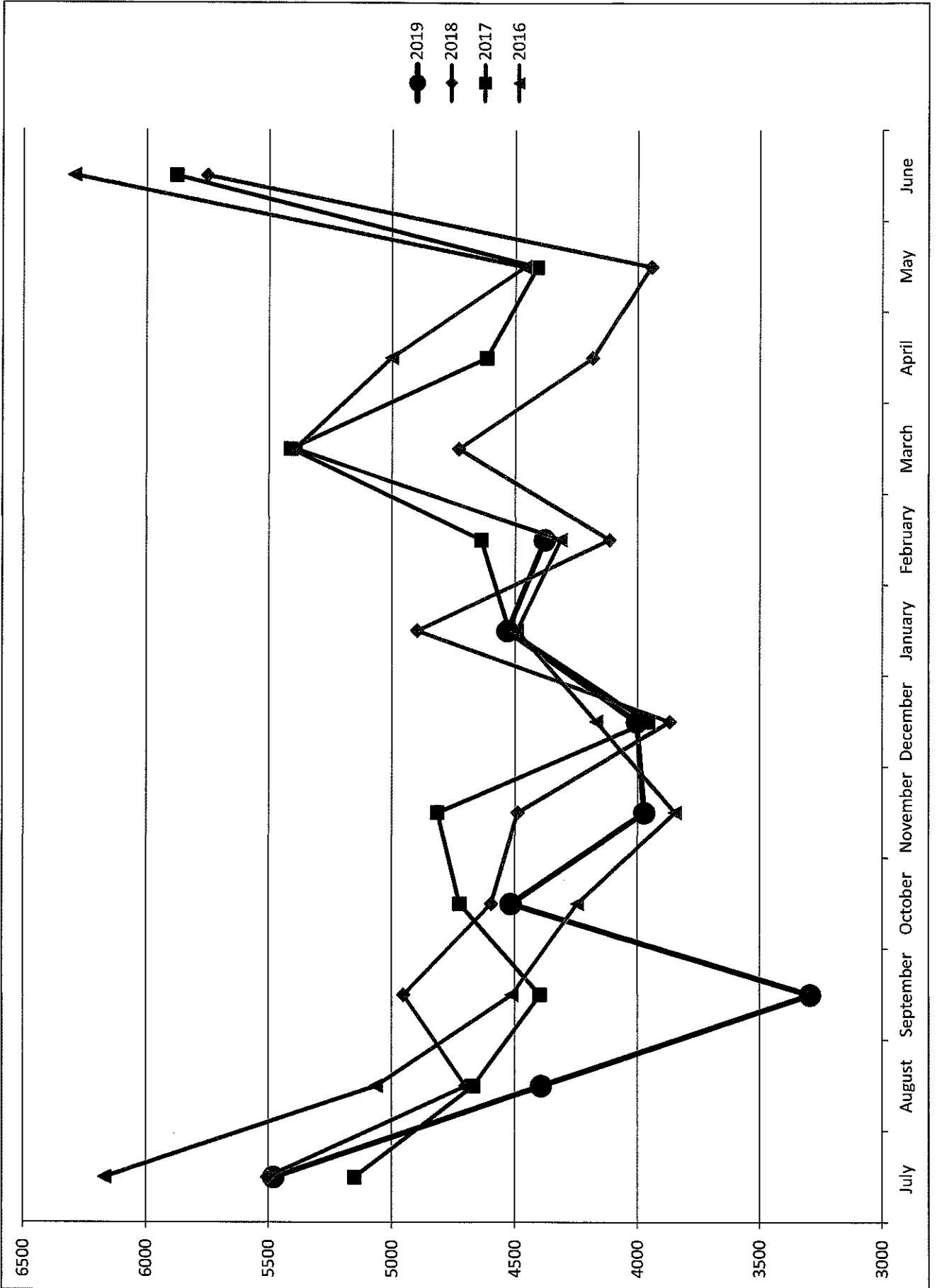
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
41															
44	Videogames 18/19		132	97	97	76	72	57	107	93	0	0	0	0	731
45	Juvenile		97	51	33	43	35	43	63	65					430
46	YA		35	46	64	33	37	14	44	28					301
47															
48	Museum Passes		21	21	7	12	7	14	1	2					85
49	Puppets		7	8	7	8	11	4	7	6					58
50															
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	64	57					315
56															
57	TOTAL ADULT		3823	3786	2806	3343	3429	3460	3868	3844	0	0	0	0	28359
58	TOTAL JUV		3592	2535	2197	2903	2285	2343	2713	2660	0	0	0	0	21228
59	TOTAL YA		685	577	444	540	395	380	307	207	0	0	0	0	3535
60															
61	VISITS														
64	Visits FY 18/19		11476	10537	8239	10442	8429	8331	8412	9332					Totals 75198
65															
68	Reference FY 18/19														1928
69	Senior		19	81	67	123	61	118	90	181					740
70	Adult		62	173	138	206	71	135	97	151					1033
71	YA/Kids		16	18	17	30	25	22	10	17					155
72															
75	Computer FY 18/19		668	623	679	553	468	0	0	497	0	0	0	0	3488
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	73	70	0	0	0	0	517

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
90	Senior		3	3	4	4	5	6	5	7					37
91	S - Passive		5	5	2	4	4	4	4	2					30
92	Adult		0	0	5	9	7	7	9	12					49
93	A - Passive		0	0	0	0	1	0	0	0					1
94	Tech Program		3	12	8	7	10	3	8	8					59
95	YA		8	4	1	4	5	10	10	7					49
96	YA - Passive		1	2	0	0	0	0	2	4					9
97	Elementary		19	9	8	10	9	7	7	6					75
98	E - Passive		4	3	4	4	3	6	4	4					32
99	Pre K		17	10	12	22	21	16	18	15					131
100	Pre K - passive		7	7	6	3	3	8	6	5					45
101	Co-Sponsored														0
102															
103	Program Attendance														
106	FY 18/19		1078	948	769	1124	1087	1133	1126	1103	0	0	0	0	8368
107	Senior		39	28	44	31	52	58	43	75					370
108	S - Passive		25	40	18	45	43	50	39	19					279
109	Adult		0	0	30	72	30	41	50	112					335
110	A - Passive		0	0	0	0	160	0	0	0					160
111	Tech Program		3	12	6	7	10	4	9	9					60
112	Young Adult		43	35	3	25	8	42	44	22					222
113	YA - Passive		10	50	0	0	0	0	45	54					159
114	Elementary		183	144	70	121	54	104	70	27					773
115	E - Passive		177	220	148	316	260	315	293	315					2044
116	Pre K		238	74	144	247	190	171	223	137					1424
117	Pre K - passive		360	345	306	260	280	348	310	333					2542
118															360
121	Vol. Hours 18/19		39	21	25	52	22	37	16	13.5					225.5
123	# of Volunteers 18/19		142	18	21	27	6	8	4	9					
125															
126	Cardholders 6/30/17														
127	Cardholders 6/30/18														
128	Added or renewed		61	81	52	46	42	38	51	45					416

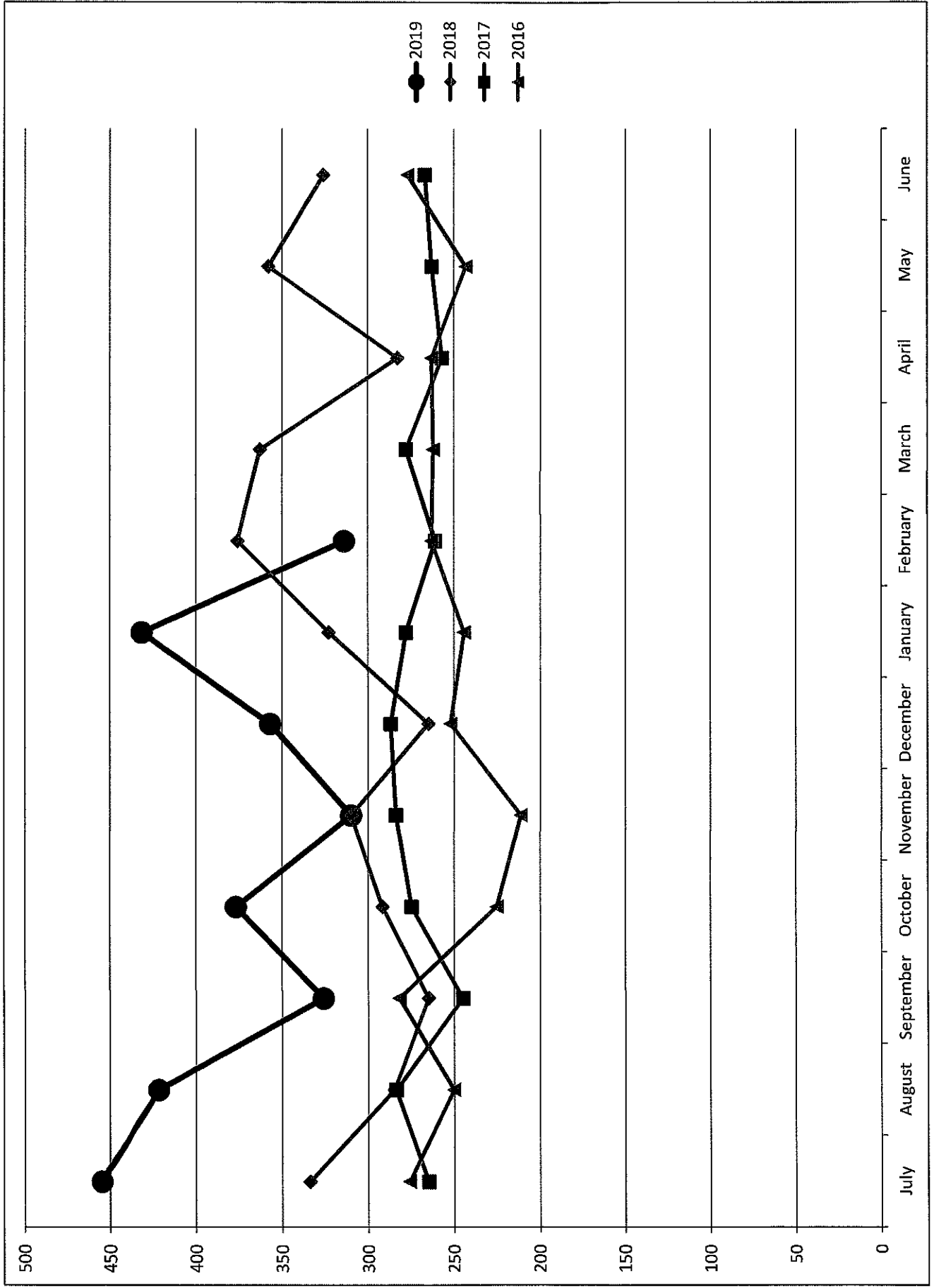
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Note: Renewal numbers are highly inflated since SWAN added "Automatic Renewals" functionality.

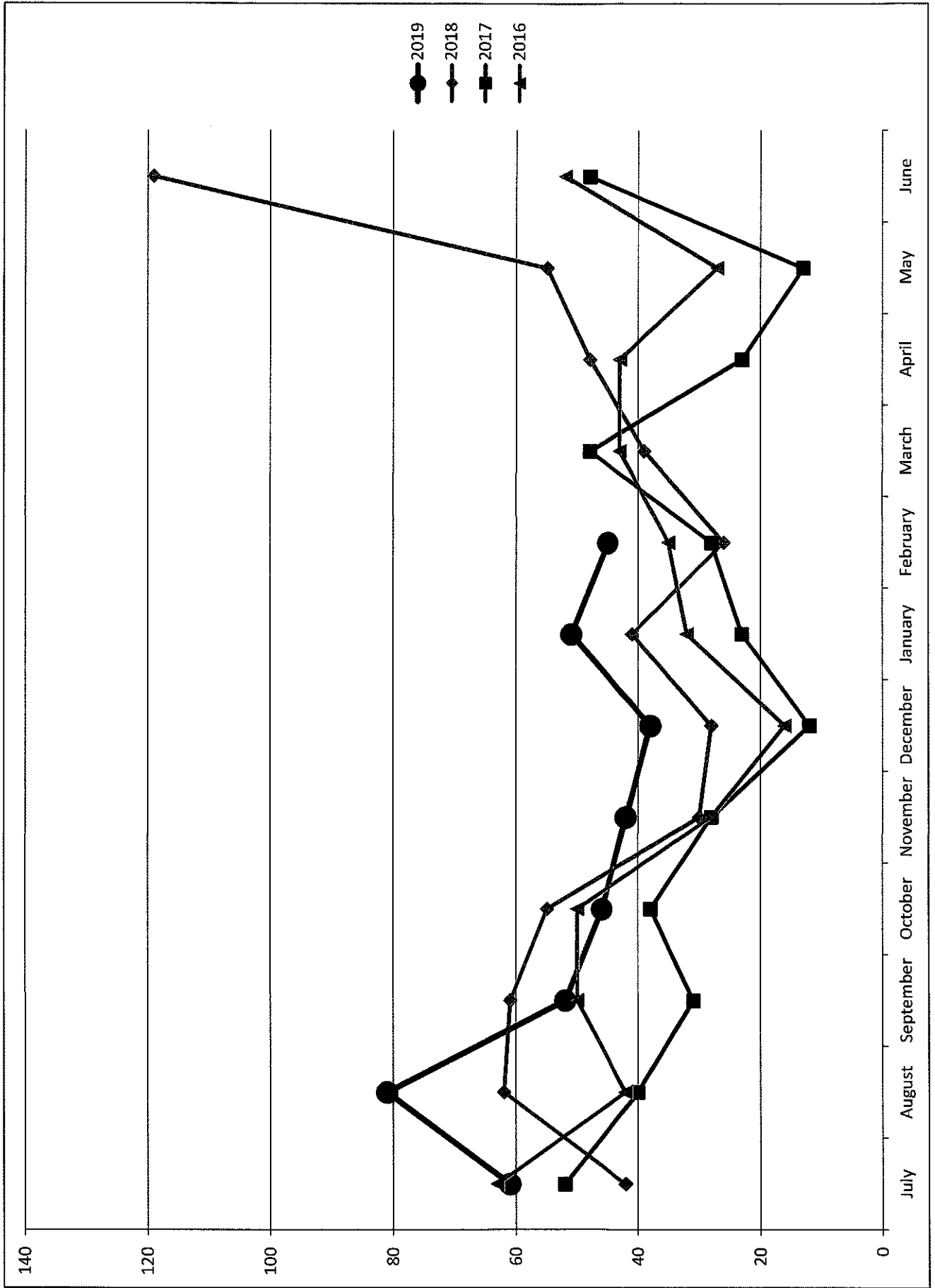
CHECKOUTS



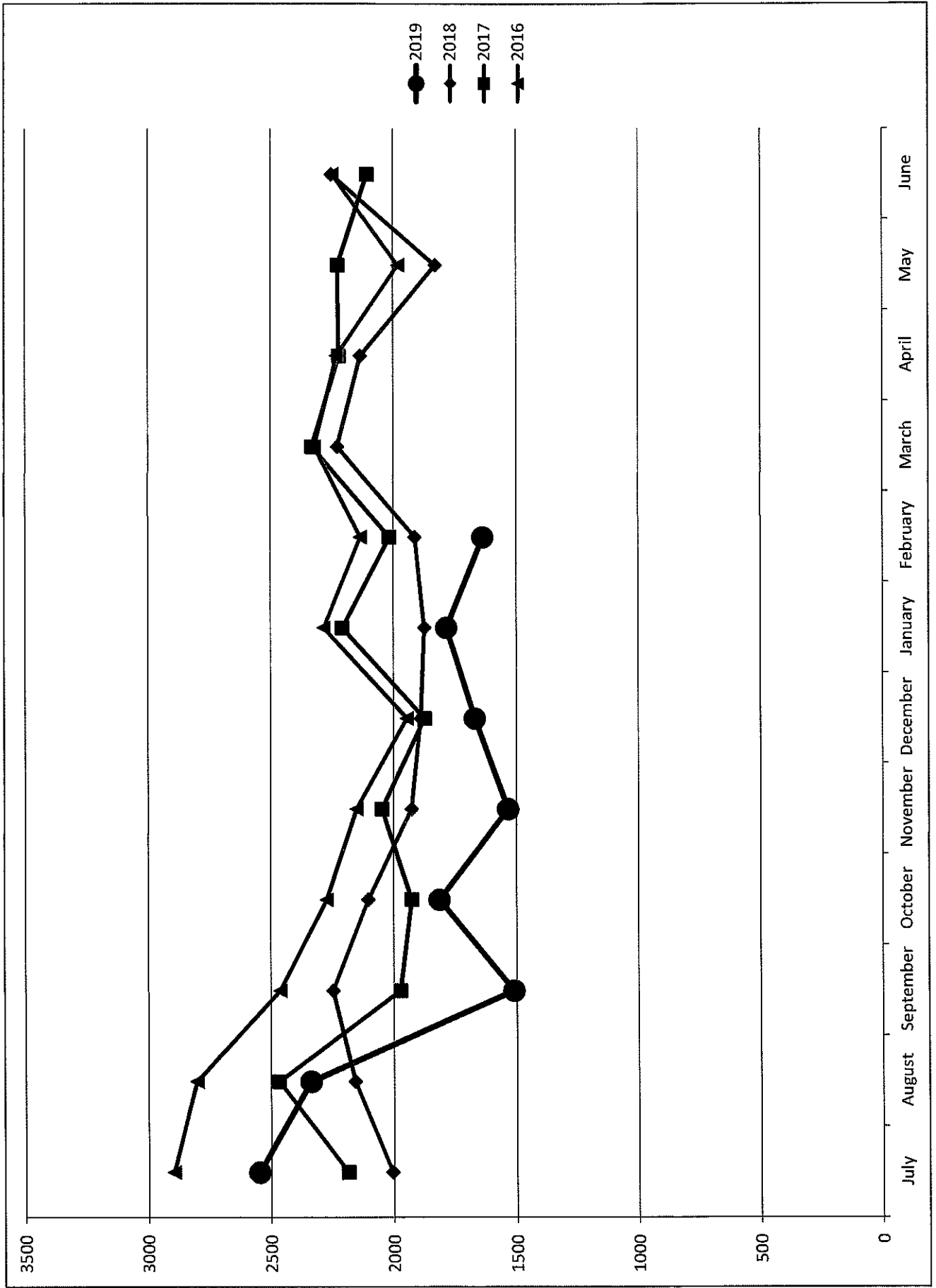
EBOOK CHECKOUTS



NEW CARDS



WEB VISITS



NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
2400 S. DesPlaines Avenue
North Riverside, IL 60546

Minutes of the meeting of February 18, 2019

1. Open of Meeting

A. The meeting was called to order by President Corgiat at 7:06 p.m. Roll call was taken.

Present: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Ken Rouleau

Absent: Al Pineda, Priscilla Skenandore

Also Present: Natalie Starosta, Director; Jill Cannizzo, & Susan Locander

B. A quorum was established.

C. No visitors 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

No visitors

3. Financial Reports

A. Director Starosta presented the account balances, not much has changed. There was some discussion about the building and maintenance fund.

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

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Ken Rouleau Nays: None
Motion carried

Trustee Lanken made a motion to approve the check detail #19-02 in the amount of \$35,461.05. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Ken Rouleau Nays: None
Motion carried

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

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Ken Rouleau Nays: None
Motion carried

4. Committee Reports

A. Buildings and Grounds (Ken Rouleau, chairman)

Trustee Rouleau didn't have anything to report tonight.

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

Trustee Folz didn't have anything to report tonight.

C. Personnel (Greg Gordon, chairman)

Trustee Gordon didn't have anything to report tonight

D. Policy (Priscilla Skenandore, chairman)
Trustee Skenandore is absent, no report

5. President
Nothing to report

6. Director's Report
Everyone has the stats to look over. Nothing else to report tonight.

7. Other Action Items

A. Approval of minutes

Trustee Gordon made a motion to approve the minutes of the December 17, 2018 Board meeting. Trustee Rouleau seconded the motion. All eyes, motion carried.

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 - Trustee Folz doesn't have the cards this evening, she will bring them and read them next month

E. Board Action Log - all up to date

F. Trustee Continuing Education -

a. March 1st Legislative Update - Al is going

b. March 16th ILA Trustee Forum - Annette is going

c. 2020 ALA attendance - All Board members are signed up

G. Grants - Mike is almost done with the applications for 2 large technology grants. Britney is finishing a project next generation grant. Susan applied for a thinking smart money grant.

H. Advocacy - Nothing tonight

I. RAILS AND SWAN - Nothing tonight

9. Closed Session

Trustee Gordon made a motion go into closed session to discuss personnel matters. Trustee Rouleau seconded the motion. All eyes, motion carried. The meeting adjourned at 8:20 p.m. without further board action.

The next Board meeting is scheduled for Monday, March 18, 2019 at 7:00 p.m.

Respectfully Submitted
Jill M. Cannizzo