

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

**Join Zoom Meeting**  
**<https://zoom.us/j/94837377664?pwd=TGIza2thRU9jdzNNbmw1K2hDTDFUZZ09>**

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

**Dial by your location**  
**+1 312 626 6799 US (Chicago)**

**Regular Meeting, November 16<sup>th</sup>, 2020**  
**6:00 PM**

**1. Open of Meeting**

- a. Call to order
- b. Determination of quorum
- c. Recognition of visitors to the meeting
- d. Approval of agenda

**2. Open Forum**

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

**3. Consent Agenda**

- a. Secretary:
  - i. Minutes of the October 19<sup>th</sup>, 2020 Regular Board Meeting
  - ii. Correspondence
- b. Finance:
  - i. October 2020 Financial Statements
  - ii. Authorization to transfer \$50,000 to checking

**4. President's Report**

**5. Director's Report**

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

**6. Committee Reports**

- a. Building & Grounds (informational)
- b. Personnel (informational)
- c. Policy (informational)
- d. Strategic Planning (informational)

**7. New Business**

**8. Old Business**

- a. Book Sale Room (discussion)
- b. Levy Ordinance (informational)
- c. Personnel: Director's Review (information/action)
- d. Strategic Plan (discussion/action)
- e. Longevity Bonuses (discussion/action)
- f. Holiday Party (discussion/action)

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

**Minutes**  
**North Riverside Public Library District**  
**Board of Trustees**  
**Regular Meeting Minutes, October 26<sup>th</sup>, 2020**  
**6:00 PM**

**1. Open of Meeting**

- A. Call to order by President Corgiat at 6:03pm.
- B. Determination of quorum: In attendance: President Annette Corgiat, Vice President Greg Gordon, Trustee Ken Rouleau, Secretary PJ Folz, Treasurer Allen Pineda, Trustee John Mathias. Absent: Trustee Kathy Bonnar
- C. Recognition of visitors to the meeting: In attendance Director Natalie Starosta.
- D. Approval of agenda: Motion made by Trustee Rouleau to approve the agenda as presented and seconded by Trustee Mathias. All aye.

**2. Open Forum**

No comment.

**3. Consent Agenda** – Motion made to approve items in the consent agenda by Vice President Gordon and seconded by Treasurer Pineda. All aye.

- 1. Secretary:  
Minutes of the September 21<sup>st</sup>, 2020 Regular Board Meeting  
Correspondence (none)
- 1. Finance:  
September 2020 Financial Statements  
Authorization to transfer \$50,000 to checking

**4. President's Report**

Nothing to report.

**5. Director's Report**

- To include: Donations, Grants/Advocacy, SWAN/RAILS, trustee continuing education (2 memorial cards in Annette's mail box) (find a way to add committees in)
  - Kay memorial

**6. New Business**

- 1. Personnel: Director's Review - Tabled for next meeting by Vice President Gordon.
- 2. Levy Ordinance – Director Starosta presented the 2020/2021 Levy document. No changes were proposed. A special meeting will be held on November 30 to pass the Levy.
- 3. Book Sale Room – A special memorial notice will be in the upcoming newsletter with info on the book sale room

**7. Old Business**

- 1. Strategic Plan – Discussion has been tabled for the next meeting pending further review.
- 2. Longevity Bonuses – Vice President Gordon will review longevity award plans. This is tabled for the next meeting.

3. Holiday Party – Pending discussion at the next meeting, staff will be provided a gift card to a local restaurant in lieu of a party due to current health concerns.

**8. Adjournment**

Motion made by Trustee Rouleau and seconded by Vice President Gordon to adjourn the meeting at 6:45pm.

# Management Report

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



Prepared on

November 24, 2020

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# Profit and Loss

July - October, 2020

	Total
<b>INCOME</b>	
6903-01 Fines & Fees	10,855.77
6904-01 Donations	7,264.38
6905-01 Grants	3,000.00
Interest	
6906-01 Interest Earned	134.73
<b>Total Interest</b>	<b>134.73</b>
Property Taxes	
6901-01 Property Tax	407,691.62
6901-04 Tax Revenue-Audit Fund	3,202.68
6901-05 Tax Revenue-Liability Ins	1,944.25
6901-06 Tax Revenue-Unemploy Ins	686.26
6901-07 Tax Revenue-Bldg Fund	20,818.92
6901-08 Tax Revenue-SS	15,671.59
6901-12 Property Tax - IMRF Fund	5,719.55
<b>Total Property Taxes</b>	<b>455,734.87</b>
<b>Total Income</b>	<b>476,989.75</b>
<b>GROSS PROFIT</b>	
<b>476,989.75</b>	
<b>EXPENSES</b>	
8360-01 Grants	850.00
8380-01 Telephone	3,643.49
Advertising & Marketing	
8361-01 Donations	27,000.00
8385-01 Memorials & Tributes	64.27
8410-01 Printing	1,972.07
<b>Total Advertising &amp; Marketing</b>	<b>29,036.34</b>
Benefits	
7600-05 Health Insurance	4,336.30
7650-09 IMRF Pension	9,392.27
7670-01 Taxes-Fica Expense	12,924.50
<b>Total Benefits</b>	<b>26,653.07</b>
Building Expense	
8306-07 Building Supplies	347.38
8308-07 Service Contracts	20,308.91
8320-07 Building & Grounds	282.74
<b>Total Building Expense</b>	<b>20,939.03</b>
Computers/Technology	
8170-01 Computer Supplies	500.00
8171-01 Tech Service	18,825.46
8175-01 MLS Computer Fund	5,433.75
<b>Total Computers/Technology</b>	<b>24,759.21</b>
Insurance	

	Total
7660-06 Unemployment Insurance	-1,472.65
<b>Total Insurance</b>	<b>-1,472.65</b>
Legal & Professional Services	
8400-01 Accounting	5,850.00
8402-01 Legal Fees	2,026.65
8406-01 Collection Agency	8.95
8430-01 Payroll Expenses	2,046.01
<b>Total Legal &amp; Professional Services</b>	<b>9,931.61</b>
Library Materials	
8090-01 Books on CD - Adult	512.14
8097-01 Music CD - Children	175.09
8104-01 Adult Fiction	3,157.60
8105-01 Adult Non-Fiction	2,923.11
8106-01 Children Fiction / Non-Fiction	2,132.37
8107-01 Young Adult Fiction/Non-Fiction	1,272.26
8108-01 eBooks	2,568.97
8115-01 Adult Large Print	494.45
8120-01 Newspapers	1,209.05
8130-01 Databases	6,361.22
8160-01 Adult DVDs - Fiction	219.39
8162-01 Children DVDs	540.88
8163-01 YA DVDs	288.12
<b>Total Library Materials</b>	<b>21,854.65</b>
Office Supplies & Software	
8202-01 Office Supplies	2,714.12
<b>Total Office Supplies &amp; Software</b>	<b>2,714.12</b>
Programs & Strategic Initiatives	
8150-01 Children's Programs	750.00
8152-01 Children's Summer Reading Program	750.00
8153-01 Young Adult Programs	5.14
8155-01 Adult Programs	1,086.10
8157-01 Senior Programs	100.00
<b>Total Programs &amp; Strategic Initiatives</b>	<b>2,691.24</b>
Salaries	
7504-01 Library Clerks	62,845.52
7507-01 Library Pages	7,277.82
7508-01 Administrators	94,958.28
7509-01 Salaries - Grant	4,946.25
<b>Total Salaries</b>	<b>170,027.87</b>
Travel & Training	
7800-01 Staff Training	10.00
8355-01 Memberships	585.00
<b>Total Travel &amp; Training</b>	<b>595.00</b>
Utilities	

	Total
8301-07 Telephone	8,934.69
8302-07 Electricity	3,555.92
8303-07 Natural Gas	804.56
8304-07 Water/Garbage	114.40
<b>Total Utilities</b>	<b>13,409.57</b>
<b>Total Expenses</b>	<b>325,632.55</b>
<b>NET OPERATING INCOME</b>	<b>151,357.20</b>
<b>OTHER EXPENSES</b>	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	20,148.99
<b>Total Other Miscellaneous Expense</b>	<b>20,148.99</b>
<b>Total Other Expenses</b>	<b>20,148.99</b>
<b>NET OTHER INCOME</b>	<b>-20,148.99</b>
<b>NET INCOME</b>	<b>\$131,208.21</b>

# Balance Sheet

As of October 31, 2020

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1500-01 First American MM (5015)	49,017.39
1500-04 Cash-Audit Fund	19,080.57
1500-05 Cash-Liability Insurance Fund	74,733.37
1500-06 Cash-Unemployment Ins Fund	4,256.51
1500-07 Cash-Building Fund	267,629.84
1500-08 Cash-Social Security Fund	49,785.79
1500-09 Cash-Pension Fund	17,709.21
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	16,022.69
1500-13 Capital Projects	30,000.00
<b>Total 1500-01 First American MM (5015)</b>	<b>528,235.37</b>
1501-01 First American Checking (5001)	73,809.38
1505-07 Chase Bank	7,765.88
1509-07 Cash - IPTIP IL Funds	94,346.01
1512-02 Kadlec Annuity #71797	56,672.96
1515-01 BMO Harris	0.00
<b>Total Bank Accounts</b>	<b>760,829.60</b>
<b>Accounts Receivable</b>	
2000-01 RE Taxes Receivable-Corp	436,360.40
2000-04 Taxes Receivable-Audit	3,427.90
2000-05 Taxes Receivable-Insurance	2,080.96
2000-06 Taxes Receivable-Liab Insur	734.51
2000-07 Taxes Recievable-Bldg Fund	22,282.88
2000-08 Taxes Receivable-SS Fund	16,773.57
2000-09 Taxes Receivable-Pension Fund	6,121.74
<b>Total Accounts Receivable</b>	<b>487,781.96</b>
<b>Other Current Assets</b>	
1500-01 Kadlec Annuity	232,007.33
1500-02 Kadlect Annuity #19563	110,302.36
1500-03 Kadlec Annuity #37743	408,774.87
2200-01 Due to/from Special Accounts	0.00
2400-01 Prepaid Expenses	6,274.86
2400-05 Prepaid Expenses 05	5,163.40
<b>Total Other Current Assets</b>	<b>762,522.82</b>
<b>Total Current Assets</b>	<b>2,011,134.38</b>
<b>TOTAL ASSETS</b>	<b>\$2,011,134.38</b>

## LIABILITIES AND EQUITY

### Liabilities

	Total
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
4100-01 Accounts Payable	7,475.17
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	7,013.61
4100-09 Accounts Payable Pension Fund	2,667.52
<b>Total Accounts Payable</b>	<b>17,156.30</b>
<b>Other Current Liabilities</b>	
4002-01 IMRF - Employee Contribution	1,199.18
4003-01 Child Support	122.59
4200-01 Accrued Wages	11,802.51
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	2,368.16
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	436,359.58
4300-04 Deferred Tax Rev - Audit Fund	3,427.90
4300-05 Deferred Tax Rev Liability Fund	2,080.96
4300-06 Deferred Tax Rev Unemployment	734.51
4300-07 Deferred Tax Rev Building Fund	22,282.88
4300-08 Deferred Tax Rev SS	16,773.57
4300-09 Deferred Tax Rev Pension	6,121.74
<b>Total Other Current Liabilities</b>	<b>503,273.58</b>
<b>Total Current Liabilities</b>	<b>520,429.88</b>
<b>Long-Term Liabilities</b>	
8701-02 Debt Certificate Principle	0.00
<b>Total Long-Term Liabilities</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>520,429.88</b>
<b>Equity</b>	
3200-00 Retained Earnings	-168,473.76
5600-01 General Fund Balance	1,384,361.05
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	15,000.00
5600-04 Audit Fund	10,082.00
5600-05 Public Liability Fund Balance	69,141.00
5600-06 Unemployment Insurance Fund Balance	2,068.00
5600-07 Building Fund Balance	34,805.00
5600-08 Social Security Fund Balance	5,994.00
5600-09 Pension Fund Balance	6,519.00
Opening Balance Equity	0.00
Net Income	131,208.21
<b>Total Equity</b>	<b>1,490,704.50</b>

	Total
TOTAL LIABILITIES AND EQUITY	\$2,011,134.38

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

33%

<b>REVENUE</b>		<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>
6904-01	Donations	\$ 7,264.38	\$ 8,000	91%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ -	\$ (15,000)	0%
6903-01	Fees and fines	\$ 10,855.77	\$ 12,000	90%
6905-01	Grants	\$ 3,000.00	\$ 50,000	6%
6906-01	Interest	\$ 134.73	\$ 1,000	13%
6901-01	Property tax	\$ 455,734.87	\$ 1,072,000	43%
6915-15	Loan Proceeds	\$ -	\$ -	0%
6920-01	Unrealized Income Annuities	\$ -	\$ 20,000	0%
6909-01	Memorial Books/Lost & Paid Materials	\$ -	\$ -	0%
	Billable Expense Income	\$ -	\$ -	0%
	<b>Total</b>	<b>\$ 476,990</b>	<b>\$ 1,148,000</b>	<b>42%</b>

<b>OPERATING EXPENSES</b>	<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>
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**SALARIES**

7504-01	library clerks	\$ 62,846	\$ 196,375	32%
7507-01	library pages	\$ 7,278	\$ 25,168	29%
7508-01	administrators	\$ 94,958	\$ 279,810	34%
7509-01	Salaries - Grant	\$ 4,946	\$ -	0%
	<b>Total</b>	<b>\$ 170,028</b>	<b>\$ 506,620</b>	<b>34%</b>

**BENEFITS**

7600-05	health insurance	\$ 4,336	\$ 31,000	14%
7614-06	workers compensation	\$ -	\$ 2,500	0%
7650-09	pension fund	\$ 10,253	\$ 31,796	32%
7660-06	unemployment insurance	\$ (1,473)	\$ 800	-184%
7670-08	social security/mcare	\$ 12,925	\$ 38,354	34%
	<b>Total</b>	<b>\$ 26,042</b>	<b>\$ 104,450</b>	<b>25%</b>

**TRAINING**

7700-01	educational training trustees	\$ -	\$ 500	0%
7800-01	educational training staff	\$ 10	\$ 4,750	0%
	<b>Total</b>	<b>\$ 10</b>	<b>\$ 5,250</b>	<b>0%</b>

<b>OPERATING EXPENSES</b>		Actual	Budget	33% % of Budget
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#### MATERIALS

8090-01	books on CD-adult	\$ 512		0%
8091-01	books on CD-children	\$ -		0%
8096-01	compact disks-music-adult	\$ -		0%
8097-01	compact disks-music-children	\$ 175		0%
8103-01	foreign language books	\$ -		0%
8104-01	adult fiction	\$ 3,158		0%
8105-01	adult nonfiction	\$ 2,923		0%
8106-01	children's fiction/nonfiction	\$ 2,132		0%
8107-01	YA Fiction/nonfiction	\$ 1,272		0%
8108-01	eBooks	\$ 2,569		0%
8115-01	adult large print	\$ 494		0%
8120-01	newspapers	\$ 1,209		0%
8130-01	internet databases	\$ 6,361		0%
8140-01	adult periodicals	\$ -		0%
8141-01	Children's Periodicals	\$ -		0%
8160-01	adult DVDs-feature movies	\$ 219		0%
8161-01	Adult Games	\$ -		0%
8162-01	children's DVDs-movies	\$ 541		0%
8163-01	ya DVDs	\$ 288		0%
8164-01	foreign language DVDs	\$ -		0%
8166-01	children's games	\$ -		0%
<b>Total</b>		<b>\$ 21,855</b>	<b>\$ -</b>	0%

#### PROGRAMS

8150-01	children's programs	\$ 750		0%
8152-01	children's summer reading program	\$ 750		0%
8153-01	ya programs	\$ 5		0%
8154-01	Makerspaces/library of things	\$ -		
8155-01	adult programs	\$ 1,086		0%
8156-01	Technology programs	\$ -		0%
8157-01	senior programs	\$ 100		0%
<b>Total</b>		<b>\$ 2,691</b>	<b>\$ -</b>	0%

#### STRATEGIC INITIATIVES

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

<b>OPERATING EXPENSES</b>		Actual	Budget	33% % of Budget
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#### COMPUTERS

8170-01	Compuer Supplies	\$ 500	\$ -	0%
8171-01	information technology	\$ 18,825	\$ 15,000	126%
8172-01	new computer equipment	\$ -	\$ 10,000	0%
8175-01	mls computer fund	\$ 5,434	\$ 19,000	29%
8180-01	software	\$ -	\$ 1,500	0%
8190-01	website	\$ -	\$ 7,500	0%
8195-01	email	\$ -	\$ 300	0%
	<b>Total</b>	<b>\$ 24,759</b>	<b>\$ 53,300</b>	<b>46%</b>

#### OFFICE SUPPLIES

8202-01	Office Supplies	\$ 2,714	\$ 14,000	19%
	<b>Total</b>	<b>\$ 2,714</b>	<b>\$ 14,000</b>	<b>19%</b>

#### UTILITIES- OPERATING EXPENSE

8301-07	telephone	\$ 12,578	\$ 13,500	93%
8302-07	electricity	\$ 3,556	\$ 30,000	12%
8303-07	gas	\$ 805	\$ 7,000	11%
8304-07	water/garbage	\$ 114	\$ 2,000	6%
	<b>Total</b>	<b>\$ 17,053</b>	<b>\$ 52,500</b>	<b>32%</b>

#### BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 347	\$ 12,000	3%
8308-07	service contracts	\$ 20,309	\$ 42,500	48%
8315-07	fees and permits	\$ -	\$ 1,750	0%
8320-07	Building and Grounds	\$ 283	\$ -	0%
8330-01	casual labor	\$ -	\$ 3,500	0%
8335-07	building repairs	\$ -	\$ 32,000	0%
	<b>Total</b>	<b>\$ 20,939</b>	<b>\$ 91,750</b>	<b>23%</b>

#### TRAVEL

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

33%

**OPERATING EXPENSES**

Actual

Budget

% of Budget

**OTHER EXPENSES**

8355-01	memberships	\$ 585	\$ 2,200	27%
8360-01	Grants	\$ 850	\$ 50,000	2%
8361-01	Donations	\$ 27,000	\$ 8,000	338%
8365-01	library promotion	\$ -	\$ 6,000	0%
8370-01	postage	\$ -	\$ 2,500	0%
8375-01	Advertising	\$ -	\$ 4,500	0%
8385-01	memorials and tributes	\$ 64	\$ 500	13%
8432-01	mileage reimbursement	\$ -	\$ -	0%
8396-01	bank charges and fees	\$ -	\$ 150	0%
8399-01	ILL Loss/Damage	\$ -	\$ 250	0%
<b>Total</b>		<b>\$ 28,499</b>	<b>\$ 74,100</b>	<b>38%</b>

**OUTSIDE SERVICES**

8400-01	accounting	\$ 5,850	\$ 15,000	39%
8401-01	audit	\$ -	\$ 9,750	0%
8402-01	legal fees	\$ 2,027	\$ 6,000	34%
8404-01	Staff Recognition	\$ -	\$ 2,200	0%
8405-01	appraisal	\$ -	\$ 2,500	0%
8305-01	architech/building consultant	\$ -	\$ -	0%
8406-01	collection agency	\$ 9	\$ 200	4%
8408-01	strategic plan	\$ -	\$ 500	0%
8410-01	printing	\$ 1,972	\$ 10,000	20%
8430-01	payroll expenses	\$ 2,046	\$ 4,500	45%
8435-01	background checks	\$ -	\$ 150	0%
<b>Total</b>		<b>\$ 11,904</b>	<b>\$ 50,800</b>	<b>23%</b>

**INSURANCE**

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

**OTHER EXPENSES**

8360-01	Petty Cash	\$ -	\$ -	0%
8395-01	Miscellaneous Expense	\$ 20,149	\$ -	0%
<b>Total</b>		<b>\$ 20,149</b>	<b>\$ -</b>	<b>0%</b>

**OTHER EXPENSES**

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

**TOTAL OPERATING EXPENSES**

\$ 346,643	\$ 1,031,429
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34%

**NET INCOME**

\$ 130,347	\$ 116,571
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# North Riverside Public Library District

## BALANCE SHEET

As of October 31, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	49,017.39
1500-04 Cash-Audit Fund	19,080.57
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1512-02 Kadlec Annuity #71797	56,672.96
1515-01 BMO Harris	0.00
<b>Total Bank Accounts</b>	<b>\$760,829.60</b>



# North Riverside Public Library District

## BALANCE SHEET

As of October 31, 2020

	TOTAL
Accounts Receivable	
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2000-04 Taxes Receivable-Audit	3,427.90
2000-05 Taxes Receivable-Insurance	2,080.96
2000-06 Taxes Receivable-Liab Insur	734.51
2000-07 Taxes Recievable-Bldg Fund	22,282.88
2000-08 Taxes Receivable-SS Fund	16,773.57
2000-09 Taxes Receivable-Pension Fund	6,121.74
<b>Total Accounts Receivable</b>	<b>\$487,781.96</b>
Other Current Assets	
1500-01 Kadlec Annuity	232,007.33
1500-02 Kadlect Annuity #19563	110,302.36
1500-03 Kadlec Annuity #37743	408,774.87
2200-01 Due to/from Special Accounts	0.00
2400-01 Prepaid Expenses	6,274.86
2400-05 Prepaid Expenses 05	5,163.40
<b>Total Other Current Assets</b>	<b>\$762,522.82</b>
<b>Total Current Assets</b>	<b>\$2,011,134.38</b>
<b>TOTAL ASSETS</b>	<b>\$2,011,134.38</b>



# North Riverside Public Library District

## BALANCE SHEET

As of October 31, 2020

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	7,475.17
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	7,013.61
4100-09 Accounts Payable Pension Fund	2,667.52
<b>Total Accounts Payable</b>	<b>\$17,156.30</b>
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	1,199.18
4003-01 Child Support	122.59
4200-01 Accrued Wages	11,802.51
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	2,368.16
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	436,359.58
4300-04 Deferred Tax Rev - Audit Fund	3,427.90
4300-05 Deferred Tax Rev Liability Fund	2,080.96
4300-06 Deferred Tax Rev Unemployment	734.51
4300-07 Deferred Tax Rev Building Fund	22,282.88
4300-08 Deferred Tax Rev SS	16,773.57
4300-09 Deferred Tax Rev Pension	6,121.74
<b>Total Other Current Liabilities</b>	<b>\$503,273.58</b>
<b>Total Current Liabilities</b>	<b>\$520,429.88</b>
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$520,429.88</b>
Equity	
3200-00 Retained Earnings	-168,473.76
5600-01 General Fund Balance	1,384,361.05
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	15,000.00
5600-04 Audit Fund	10,082.00
5600-05 Public Liability Fund Balance	69,141.00



# North Riverside Public Library District

## BALANCE SHEET

As of October 31, 2020

	TOTAL
5600-06 Unemployment Insurance Fund Balance	2,068.00
5600-07 Building Fund Balance	34,805.00
5600-08 Social Security Fund Balance	5,994.00
5600-09 Pension Fund Balance	6,519.00
Opening Balance Equity	0.00
Net Income	131,208.21
<b>Total Equity</b>	<b>\$1,490,704.50</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,011,134.38</b>



# North Riverside Public Library District

## Check Detail

October 2020

Date	Name	Memo/Description	Amount
10/01/2020	AT&T	708Z40043004 2 Sept 16 Oct 15	362.36
10/01/2020	AtoZdatabases	subscription from 9/30/2020 -9/29/2021	500.00
10/01/2020	Baker & Taylor	YA Fiction, Adult Fiction	699.08
10/01/2020	Black Stone	BOOKS ON CD	127.77
10/01/2020	CENGAGE Learning	Adult Large Print	24.69
10/01/2020	Cathy Kolessar	Meditation & Stretching 10/26/2020	50.00
10/01/2020	Demco	Office Supplies, Silver Tags	810.12
10/01/2020	Gail Galivan	Senior program Oct 12	50.00
10/01/2020	Impact Networking. LLC	paper Inv 1902159 Ram order 106367 \$111.00	130.38
10/01/2020	INGRAM LIBRARY SERVICES	Adult Non Fiction, Memorials and Tributes	724.09
10/01/2020	Jez Layman	Job Hunting	130.00
10/01/2020	Midwest Tape	YA DVDs, Music CDs Kids, Adult DVD Fiction, Children DVDs	109.90
10/01/2020	Quinlan Security Systems	CCTV System Additional cameras	474.60
10/01/2020	Recorded Books, Inc	Circulations	23.92
10/01/2020	Call One	Account 1214699-1141076 PAST DUE SINCE MARCH	3,643.49
10/05/2020	AT&T..	S668163163-20235	301.14
10/05/2020	Coverall North America	October Cleaning	1,227.56
10/05/2020	Dynegy Energy Services	Current Charges Prior Months Dues	1,762.34
10/05/2020	Franczek Radelet	Professional fess and Expenses through 08/31/2020	880.95
10/05/2020	LIMRiCC	Monthly Billing	2,581.65
10/05/2020	Outsource Solutions Group	55696 & 55677	14,114.51

10/05/2020	Technology Management Rev Fund	Billing T2222065	133.00
10/05/2020	Terminix	Invoice 399801229	98.00
10/05/2020	Unique Management Services, Inc	March placements	8.95
10/05/2020	The New York Times	7 days service from 09-28-20 - 09-26-21	648.63
10/06/2020	LEAF	Copier Contract August & September	1,501.16
10/07/2020	Lauterbach & Amen, LLP	Legal services	875.00
10/09/2020	Nicor Gas	Nicor Gas Payment	165.14
10/14/2020	Franczek Radelet	Legal	245.70
10/14/2020	Call One	March - September 2020	3,643.49
10/24/2020	AT&T	708Z40043004 2 Oct 16 Nov 15	359.72
10/24/2020	AT&T 1	Billing for 10-16-2020 - 11-15-2020, 11-16-20 - 12-15-20	126.20
10/24/2020	Baker & Taylor	YA Fiction, Adult Fiction, Children	1,919.80
10/24/2020	Bay Tech label	Labels	23.20
10/24/2020	Black Stone	Books on CD	73.90
10/24/2020	CENGAGE Learning	Adult Large Print	99.41
10/24/2020	Colley Elevator Co.	Inspection	393.00
10/24/2020	Comcast	Oct 7 2020 - Nov 6 2020	329.94
10/24/2020	The Cook County Clerk	Mary's Notary Certificate	10.00
10/24/2020	Marla Curran	Halloween Programs	50.99
10/24/2020	Demco	OFFICE SUPPLIES	531.28
10/24/2020	INGRAM LIBRARY SERVICES	Adults non Fiction	703.69
10/24/2020	Johnson Controls Security Solutions	11/01/2020 - 01/31/2021	110.94
10/24/2020	Lauterbach & Amen, LLP	Professional Services September 2020	900.00
10/24/2020	Nitech Fire & Security Industries, Inc	Service from Nov 1 2020 through January 31 2020	315.90

10/24/2020	Outsource Solutions Group	Monhtly Service	740.00
10/24/2020	OverDrive, Inc	Library Materials e-books	314.48
10/24/2020	Paychex - Human Resource Services	INV 11384522	57.00
10/24/2020	Recorded Books, Inc	Circulations	35.88
10/24/2020	Roscoe	Mats	141.78
10/24/2020	Terminix	Invoice 399801229	98.00
10/24/2020	Cathy Kolessar	Meditation & Stretching 11/16/2020	50.00
10/24/2020	Gail Galivan	Senior Program Nov 9 2020	50.00
10/27/2020	Midwest Tape	YA DVDs, Music CD Kids, Adult DVD Fiction, Databases	3,381.80
10/27/2020	Technology Management Rev Fund	Billing T2222065	133.00
10/27/2020	Amazon	Music CD for children	63.17
10/27/2020	ALL FLAGS LLC	BUILDING GROUNDS / FLAGS	282.74
10/31/2020	IMRF	IMRF - October 2020	3,852.54
10/31/2020	ICMA	OCTOBER ICMA	222.22
10/31/2020	Paychex - Human Resource Services	October Payroll	752.69
10/31/2020	Credit Card Payments	CCD Payment	5,908.35
10/31/2020	IMRF	IMRF - October 2020	4,003.48
<b>Total</b>			<b>\$ 62,082.72</b>

**TAX LEVY ORDINANCE**

**ORDINANCE 20-11-01**

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

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

**WHEREAS**, applicable statutes authorize the Board of Library Trustees to levy taxes for library purposes.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Library Trustees of the North Riverside Public Library District, Cook County, Illinois, as follows:

**Section 1:** Ordinance#09-01-20 (Budget and Appropriations Ordinance) previously passed by the Board is incorporated by reference.

**Section 2:** A tax in the sum of \$1,092,000 is levied upon all taxable property within the District, said tax levied to defray expenses and liabilities of the District for the fiscal year beginning July 1, 2020 ending June 30, 2021 for the specific objects and purposes indicated as follows:

**CORPORATE**

Personnel Expenses	Appropriation	Levy
Salaries	\$532,000	528,000
Audio-visual materials and services	23,000	20,000
Books	69,000	62,000
Periodicals	11,000	1,500
Other media	28,500	28,000
Library programs	53,500	20,000
Office supplies	21,000	15,000
Printing	11,000	11,000
Postage	5,200	2,200
Legal fees	12,000	7,000
Public information	12,000	4,000
Health insurance	45,000	34,500
Library promotion and miscellaneous service fees	38,500	25,274
Utilities	52,700	50,200
Telephone	18,500	16,000
Contingency	10,000	5,000
Petty Cash	600	0

Capital	Appropriation	Levy
Information technology	98,000	18,000
Strategic initiatives	7,500	4,000
Debt service costs	53,000	50,000

Contractual		
Accounting	19,500	17,500
Service contracts	68,000	58,000

Professional Education and Training		
Library trustees	1000	700
Library staff	4,500	3,500

Total	1,195,000.00	981,374.00
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BUILDINGS, MAINTENANCE AND EQUIPMENT (.02% SPECIAL TAX)

Building supplies and maintenance	38,000	10,000
Building repairs	169,000	15,000
Casual labor and fees	10,900	5,000
Building improvements	758,000	20,106
Total	975,900.00	50,106.00

SOCIAL SECURITY (SPECIAL TAX)

Social Security Fund	48,000.00	37,654.00
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AUDIT (SPECIAL TAX)

Audit	14,750.00	7,707.00
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IMRF (SPECIAL TAX)

IMRF	45,500.00	13,637.00
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LIABILITY INSURANCE (SPECIAL TAX)

Liability Insurance	Appropriations	Levy
Public liability insurance	18,500	4000
Workers' compensation insurance	4,600	43
Property insurance	5,000	700
Director's and Officers' insurance	1,100	0
Total	29,200.00	4,743.00

UNEMPLOYMENT INSURANCE (SPECIAL TAX)

Unemployment insurance	3,500.00	1,778.00
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MEMORIAL FUND (No Levy)

Books	\$4,500	\$ -0-
Audio – visual materials	4,500	-0-
Equipment	8,500	-0-
Total	17,500.00	-0-

SUMMARY

Corporate	1,195,000	981,374
Buildings, Maintenance and Equipment (Special Tax)	975,900	50,106
Social Security (Special Tax)	48,000	37,654
Audit (Special Tax)	14,750	7,707
IMRF (Special Tax)	45,500	13,637
Liability Insurance (Special Tax)	29,200	4,743
Unemployment Insurance (Special Tax)	3,500	1,778
Memorial Fund (No levy)	17,500	-0-
Total	2,329,350	1,092,000

**Section2:** The Secretary is authorized and directed to file a certified copy of this Ordinance with the County Clerk of Cook County within the time specified by law.

**Section 3:** This Ordinance is in full force and effect from and after its passage.

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

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

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

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

\_\_\_\_\_

Annette Corgiat, President

Board of Library Trustees

North Riverside Public Library District

ATTEST:

\_\_\_\_\_

P.J. Folz, Secretary