

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
INCOME	
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
Total Interest	134.73
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
Total Property Taxes	455,734.87
Total Income	476,989.75
GROSS PROFIT	
476,989.75	
EXPENSES	
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
Total Advertising & Marketing	29,036.34
Benefits	
7600-05 Health Insurance	4,336.30
7650-09 IMRF Pension	9,392.27
7670-01 Taxes-Fica Expense	12,924.50
Total Benefits	26,653.07
Building Expense	
8306-07 Building Supplies	347.38
8308-07 Service Contracts	20,308.91
8320-07 Building & Grounds	282.74
Total Building Expense	20,939.03
Computers/Technology	
8170-01 Computer Supplies	500.00
8171-01 Tech Service	18,825.46
8175-01 MLS Computer Fund	5,433.75
Total Computers/Technology	24,759.21
Insurance	

	Total
7660-06 Unemployment Insurance	-1,472.65
Total Insurance	-1,472.65
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
Total Legal & Professional Services	9,931.61
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
Total Library Materials	21,854.65
Office Supplies & Software	
8202-01 Office Supplies	2,714.12
Total Office Supplies & Software	2,714.12
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
Total Programs & Strategic Initiatives	2,691.24
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
Total Salaries	170,027.87
Travel & Training	
7800-01 Staff Training	10.00
8355-01 Memberships	585.00
Total Travel & Training	595.00
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
Total Utilities	13,409.57
Total Expenses	325,632.55
NET OPERATING INCOME	151,357.20
OTHER EXPENSES	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	20,148.99
Total Other Miscellaneous Expense	20,148.99
Total Other Expenses	20,148.99
NET OTHER INCOME	-20,148.99
NET INCOME	\$131,208.21

Balance Sheet

As of October 31, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
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
Total 1500-01 First American MM (5015)	528,235.37
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
Total Bank Accounts	760,829.60
Accounts Receivable	
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
Total Accounts Receivable	487,781.96
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
Total Other Current Assets	762,522.82
Total Current Assets	2,011,134.38
TOTAL ASSETS	\$2,011,134.38

LIABILITIES AND EQUITY

Liabilities

	Total
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
Total Accounts Payable	17,156.30
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
Total Other Current Liabilities	503,273.58
Total Current Liabilities	520,429.88
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
Total Long-Term Liabilities	0.00
Total Liabilities	520,429.88
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
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
Total Equity	1,490,704.50

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

North Riverside Public Library District
Budget vs Actual
October 2020

33%

REVENUE		Actual	Budget	% of Budget
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%
	Total	\$ 476,990	\$ 1,148,000	42%

OPERATING EXPENSES	Actual	Budget	% of Budget
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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%
	Total	\$ 170,028	\$ 506,620	34%

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%
	Total	\$ 26,042	\$ 104,450	25%

TRAINING

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

OPERATING EXPENSES		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%
Total		\$ 21,855	\$ -	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%
Total		\$ 2,691	\$ -	0%

STRATEGIC INITIATIVES

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

OPERATING EXPENSES		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%
	Total	\$ 24,759	\$ 53,300	46%

OFFICE SUPPLIES

8202-01	Office Supplies	\$ 2,714	\$ 14,000	19%
	Total	\$ 2,714	\$ 14,000	19%

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%
	Total	\$ 17,053	\$ 52,500	32%

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%
	Total	\$ 20,939	\$ 91,750	23%

TRAVEL

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

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%
Total		\$ 28,499	\$ 74,100	38%

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%
Total		\$ 11,904	\$ 50,800	23%

INSURANCE

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

OTHER EXPENSES

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

OTHER EXPENSES

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

TOTAL OPERATING EXPENSES

\$ 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

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1515-01 BMO Harris	0.00
Total Bank Accounts	\$760,829.60



North Riverside Public Library District

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Total Current Assets	\$2,011,134.38
TOTAL ASSETS	\$2,011,134.38



North Riverside Public Library District

BALANCE SHEET

As of October 31, 2020

	TOTAL
LIABILITIES AND EQUITY	
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
Total Accounts Payable	\$17,156.30
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
Total Other Current Liabilities	\$503,273.58
Total Current Liabilities	\$520,429.88
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$520,429.88
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
Total Equity	\$1,490,704.50
TOTAL LIABILITIES AND EQUITY	\$2,011,134.38



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
Total			\$ 62,082.72