

**North Riverside Public Library District
Board of Trustees
Regular Meeting, September 18th, 2023
6:00pm**

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

3. Consent Agenda

Secretary:

- a. Minutes of the August 7th, 2023 Committee of the Whole Meeting
- b. Minutes of the August 21st, 2023 Regular Board Meeting
- c. Correspondence

Treasurer:

- a. August 2023 Financial Statements
- b. Authorization to transfer \$75,000 from the money market account which currently has a balance of \$257,332.01 as of 9/11/23 to checking

4. President's Report

- A. Board action log (informational)

5. Director's Report

- A. See attached Director and Department Head Reports

6. Committee Reports

- A. Advocacy (Johnson) (informational)
- B. Building & Grounds (Rouleau) (informational)
- C. Finance (Bonnar) (informational)
- D. Personnel (Gordon) (informational)
- E. Policy (Bonnar, Ottenweller) (informational)
- F. Strategic Planning (Mathias) (informational)
- G. Grants (Starosta) (informational)

7. New Business

- A. Lower Level Renovation Plan (discussion)
- B. Authorization to allow the Treasurer full access to NRPL's Quickbooks and First American Bank accounts (discussion)
- C. LIMMRIC IGA (Intergovernmental Agreement) Update (action)
- D. Review Draft Levy (discussion)

8. Closed session

9. Return to open session

10. Possible action item (pertaining to closed session discussion)

11. Adjournment

I, _____, make a motion to adjourn the meeting at _____p.m. I,
_____, second. ____ aye ____ nay

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 October 16th, 2023 at 6:00 p.m.

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue
North Riverside, IL 60546

Minutes of the meeting of August 21, 2023

B& A Ordinance Hearing

1. Open of Meeting

A. The hearing was called to order by Trustee Corgiat at 6:05 p.m. Roll call was taken.

Present: Trustee Kathy Bonnar, Trustee Annette Corgiat, Trustee Greg Gordon, Trustee Kyle Johnson, Trustee John Mathias, Trustee Jeanine Ottenweller, Trustee Ken Rouleau

Absent: None

Also Present: Jill Cannizzo & Director Starosta

B. A quorum was established.

C. There were no visitors present tonight.

2. Trustee Rouleau made a motion to adjourn the hearing. Trustee Gordon seconded the motion. All ayes, motion carried

1. Open of Meeting

A. The meeting was called to order by Trustee Corgiat at 6:06 p.m. Roll call was taken.

Present: Trustee Kathy Bonnar, Trustee Annette Corgiat, Trustee Greg Gordon, Trustee Kyle Johnson, Trustee John Mathias, Trustee Jeanine Ottenweller, Trustee Ken Rouleau

Absent: None

Also Present: Jill Cannizzo & Director Starosta

B. A quorum was established.

C. There were no visitors present tonight.

D. I, Trustee Mathias make a motion to approve the agenda as amended with questions to the July financial statements I, Trustee Johnson second the motion. All ayes, motion carried.

2. Open Forum

No one was present.

3. Consent Agenda

A. I, Trustee Ottenweller make a motion to approve the consent agenda as amended. I, Trustee Johnson second the motion. A roll call vote was taken.

Ayes: Trustee Kathy Bonnar, Trustee Annette Corgiat, Trustee Greg Gordon, Trustee Kyle Johnson, Trustee John Mathias, Trustee Jeanine Ottenweller, Trustee Ken Rouleau

Nays: None

Motion Carried

Secretary

- a. All read and approve the minutes of the July 3rd Committee of the Whole Meeting.
- b. All read and approve the minutes of the July 17th Board Meeting.
- c. Carlene O'Brien sent a letter to inform them that as of April 17, 2023 she is retiring.

Treasurer

- a. July 2023 Financial Statements –Trustee Mathias asked about one line item on the treasurer's report. It was for shelving for the lower level. There was some discussion about a few other items that were larger amounts.

I, Trustee Matthias make a motion to approve the July 2023 Financial Statement.

Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Trustee Kathy Bonnar, Trustee Annette Corgiat, Trustee Greg Gordon, Trustee Kyle Johnson, Trustee John Mathias, Trustee Jeanine Ottenweller, Trustee Ken Rouleau

Nays: None

Motion Carried

- b. Authorization to transfer \$78,000.

5. President's Report

Nothing to report tonight

6. Director's Report

A. Director Starosta sends weekly emails. If there any questions about these reports, email her.

7. Committee Reports

A. Advocacy (Trustee Johnson)

Trustee Johnson had nothing tonight.

B. Buildings & Grounds (Trustee Rouleau)

Trustee Rouleau reported that they should be through with survey by December. There needs to be another meeting for Buildings and Grounds to discuss the lower level. It will be a discussion and action item on the September Board meeting.

C. Finance (Trustee Bonnar)

Trustee Bonnar had nothing to report tonight

D. Personnel (Trustee Gordon)

Trustee Gordon had nothing to report tonight

E. Policy (Trustee Bonnar, Trustee Ottenweller)

Trustee Bonnar & Trustee Ottenweller have nothing to report tonight

F. Strategic Planning (Trustee Mathias)

Trustee Mathias asked about the plastic window wrap. Director Starosta contacted 3 companies and should have quotes for the September Board meeting.

Trustee Mathias explained things about the Cash Flow summary and the profit and loss spread sheet.

G. Grants (Director Starosta)

Applied for IL Library Digitization Newspaper grant

8. New Business

A. Compensation

I, Trustee Gordon make a motion to approve the proposed 7% COLA increase for all staff excluding the director as presented. I, Trustee Bonnar second the motion, A roll call vote was taken.

Ayes: Trustee Kathy Bonnar, Trustee Greg Gordon, Trustee Kyle Johnson, Trustee Jeanine Ottenweller, Trustee Ken Rouleau

Nays: Trustee Annette Corgiat, Trustee John Mathias

Motion Carried

B. Director's Compensation

I, Trustee Gordon make a motion to approve the proposed 7% COLA increase for all staff excluding the director as presented. I, Trustee Ottenweller second the motion, A roll call vote was taken.

Ayes: Trustee Kathy Bonnar, Trustee Greg Gordon, Trustee Kyle Johnson, Trustee Jeanine Ottenweller, Trustee Ken Rouleau

Nays: Trustee Annette Corgiat, Trustee John Mathias

Motion Carried

C. Budget and Appropriations Ordinance

I, Trustee Rouleau make a motion to approve the proposed Budget and Appropriations Ordinance as presented. I, Trustee Ottenweller second the motion.

Ayes: Trustee Kathy Bonnar, Trustee Annette Corgiat, Trustee Greg Gordon, Trustee Kyle Johnson, Trustee John Mathias, Trustee Jeanine Ottenweller, Trustee Ken Rouleau

Nays: None

Motion Carried

D. Secretary's Audit

I, Trustee Ottenweller make a motion to approve the Secretary's audit as presented by President Corgiat. I, Trustee Johnson second the motion.

All in favor, Motion Carried

E. 2023-2025 Committee Assignments

I Trustee Rouleau make a motion to approve the proposed committee appointments as presented.

Personnel: Trustee Greg Gordon

Buildings and Grounds: Trustee Ken Rouleau

Personnel Policy: Trustee Kathy Bonnar

Advocacy: Trustee Jeanne Ottenweller

Finance: Trustee John Mathias

Strategic Planning: Trustee Kyle Johnson and President Annette Corgiat

I Trustee Mathias second the motion A roll call vote was taken.

Ayes: Trustee Kathy Bonnar, Trustee Annette Corgiat, Trustee Greg Gordon, Trustee Kyle Johnson, Trustee John Mathias, Trustee Jeanine Ottenweller, Trustee Ken Rouleau

Nays: None

Motion Carried

F. I, Trustee Ottenweller make a motion to approve the 2023-2025 Board of Officers; President, Annette Corgiat, Vice President Greg Gordon, Treasurer John Mathias, Secretary Kyle Johnson. I, Trustee Mathias second the motion. A roll call vote was taken.

Ayes: Trustee Kathy Bonnar, Trustee Annette Corgiat, Trustee Greg Gordon, Trustee Kyle Johnson, Trustee John Mathias, Trustee Jeanine Ottenweller, Trustee Ken Rouleau

Nays: None

Motion Carried

8. I, Trustee Rouleau make a motion to adjourn the meeting at 6:47 p.m. I, Trustee Gordon second the motion. All ayes, motion carried.

The next Board meeting is scheduled for September 18, 2023 at 6:00 p.m.

Respectfully Submitted
Jill M. Cannizzo

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Minutes
Committee of the Whole
Board of Trustees
August 7th, 2023
6:00 PM

1. Open of Meeting

- A. Call to order - Meeting called to order but Annette Corgiat at 6:05pm.
- B. Determination of quorum - In attendance: Annette Corgiat, Greg Gordon, Ken Rouleau, Kathy Bonnar, John Mathias, Kyle Johnson, Jeanne Ottenweller.
- C. Recognition of visitors to the meeting - Also in attendance: Director Starosta.
- D. Approval of agenda and requested changes to agenda - Motion made by Trustee Rouleau to approve the agenda as presented. Motion seconded by Treasurer Bonnar. All aye.

2. Open Forum

No discussion.

3. Minutes

- A. Review Minutes of July 3rd, 2023 Committee of Whole Meeting - Minutes were reviewed and no discrepancies noted.

4. Finance

- A. Budget and Appropriations Ordinance - There were no trustee questions about the proposed Budget and Appropriations Ordinance. B&A Ordinance will be on the August 2023 Board meeting for vote.

5. Advocacy

- A. Advocacy webinars - President Corgiat asked if there were any webinars on advocacy. Director Starosta talked about the Illinois Library Association's advocacy website that she had sent out and will resend the link to all Trustees.

6. Building & Grounds

- A. Capital Improvement Plan - Director Starosta noted that they process has begun with Studio GC coming to the library on Friday August 4th for initial assessment. Secretary Mathias asked what the timeline for completion is. Director Starosta noted that while there is no exact timeline, she expects results in 3-4 months.
- B. Lower Level update discussion - Trustee Rouleau described the funding plan for the lower level update totaling just over \$64,000. No questions. Item to be added to the August 2023 Board agenda for motion.

7. Personnel

- A. Director's Review - Vice President Gordon presented the Director's review and talked about the highest and lowest review numbers. There was discussion about including additional staff members. Director Starosta reminded the Board that she is their employee and the other employees are her employees - referencing the approved organizational chart. Vice President Gordon talked about making the review shorter and more pointed toward items that they Board is responsible for. Secretary Mathias asked that additional sections be added to the review. Treasurer Bonnar suggested more frequent reviews as they change/update the review process. President Corgiat would like to be informed about the residency and past work experience of all new hires to the library. Trustee Ottenweller asked that all questions dealing with staff be reworded as they don't apply to the Board.
 - B. Compensation discussion - Discussion of any possible merit increases tabled for the future. Vice President Gordon pointed out the since 2018 the cost of living in the greater Chicago area has increased 20% and the library board has only given out 12% in COLA increases during that time which translates to our staff's pay being worth less now then 5 years ago. President Corgiat said that she would be most comfortable with a 5% COLA since its higher than what the Village just issued its employees. Secretary Mathias expressed concern that a 7% COLA increase would be difficult to defend to his neighbors or to the Landmark if they should do a story on it. Both Trustees Ottenweller and Johnson expressed that the difference between a 5% and 7% COLA increase for all staff is not a large impact to the overall library budget but may decrease the number of staff members leaving for higher paying positions. Trustee Johnson referenced the cost of turnover sheet provided by Director Starosta which shows that the average cost of hiring and training a new staff member (not managers) is \$5,000. President Corgiat noted that a community member expressed dissatisfaction over the fact that the library still has plastic dividers up. The COLA increase will be added to the August 2023 Board meeting agenda in two separate motions for the staff and for the director.
8. **Policy**
- A. No current policies for review.
9. **Strategic Planning**
- A. Chapter 12 in IL Standards - Secretary Mathias reviewed Chapter 12 with Director Starosta. He noted that the website is now ADA compliant and that the library is applying for Erate funding. Director Starosta explained what Erate funding is and approximately how much they will receive.
 - B. Secretary Mathias asked that we review the security window film in light of recent events (general concern over rising violence not specific to the area). Director Starosta will ask vendors for updated quotes.

10. Other Business

- A. Secretary Minutes Audit Committee - President Corgiat and Trustee Rouleau volunteered to conduct the Secretary's Audit by the August Board meeting.
- B. Brainstorm Committee Responsibilities and Expectations - Tabled for the October CoW meeting.

11. Adjournment

Motion made by Trustee Rouleau to adjourn the meeting at 8:05pm.
Motion seconded by Secretary Mathias. All aye.

The Library Board meeting is scheduled for Monday, August 21st, 2023 at 6:00pm.

Management Report

North Riverside Public Library District
For the period ended August 31, 2023



Prepared on

September 13, 2023

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Profit and Loss

July - August, 2023

	Total
INCOME	
6903-01 Fines & Fees	2,324.45
6904-01 Donations	6,110.19
6905-01 Grants	14,876.27
Interest	
6906-01 Interest	2,644.93
Total Interest	2,644.93
Property Taxes	
6901-01 Property Tax	9,757.09
6901-04 Tax Revenue-Audit Fund	65.54
6901-05 Tax Revenue-Liability Ins	37.81
6901-06 Tax Revenue-Unemploy Ins	10.07
6901-07 Tax Revenue-Bldg Fund	466.34
6901-08 Tax Revenue-SS	342.81
6901-12 Property Tax - IMRF Fund	98.31
Total Property Taxes	10,777.97
Total Income	36,733.81
GROSS PROFIT	36,733.81
EXPENSES	
8360-01 Grants	2,380.98
Advertising & Marketing	
8375-01 Advertising	1,080.56
8404-01 Staff Recognition	181.21
Total Advertising & Marketing	1,261.77
Bank Charges & Fees	
8396-01 Bank Charges & Fees	31.27
Total Bank Charges & Fees	31.27
Benefits	
7600-05 Health Insurance	5,239.56
7650-09 IMRF	3,008.69
7660-06 Unemployment Insurance	1,458.69
7670-01 Taxes-Fica Expense	8,275.43
Total Benefits	17,982.37
Building Expense	
8306-07 Building Supplies & Maintenance	4,412.07
8308-07 Service Contracts	6,224.58
8320-07 Building & Grounds	0.00
8330-01 Casual Labor	150.00
8335-07 Building Repairs	6,414.00
Total Building Expense	17,200.65

	Total
Computers/Technology	
8171-01 Tech Service	27,194.78
8172-01 Computer Equipment	484.08
8175-01 SWAN	9,359.24
8180-01 Software	1,421.46
8190-01 Website	58.98
Total Computers/Technology	38,518.54
Legal & Professional Services	
8400-01 Accounting	1,866.00
8402-01 Legal Fees	11.02
8430-01 Payroll Expenses	-1,119.20
Total Legal & Professional Services	757.82
Library Materials	
8090-01 Adult A/V	270.39
8091-01 Children's A/V	61.74
8105-01 Adult Fiction/Non-Fiction	4,906.42
8106-01 Children Fiction / Non-Fiction	3,605.88
8107-01 Teen Fiction/Non-Fiction	1,302.69
8108-01 eBooks	5,000.00
8130-01 Internet Databases	2,176.32
Total Library Materials	17,323.44
Office Supplies & Software	
8202-01 Office Supplies	65.00
Total Office Supplies & Software	65.00
Programs & Strategic Initiatives	
8150-01 Children's Programs	1,442.48
8153-01 Teen Programs	219.87
8154-01 Makerspaces/library of things	200.00
8155-01 Adult Programs	1,741.61
8158-01 Strategic Initiatives	240.80
Total Programs & Strategic Initiatives	3,844.76
Salaries	
7504-01 Circulation	17,610.03
7505-01 Adult Services	9,121.90
7506-01 Youth Services	18,534.88
7507-01 Pages	1,919.59
7508-01 Adminstration	56,011.85
7509-01 Facilities	5,572.54
Total Salaries	108,770.79
Travel & Training	
8342-01 Lodging, Meals, Mileage	168.33
8390-01 Mileage Reimbursement	0.00

	Total
Total Travel & Training	168.33
Utilities	
8301-07 Internet/Phone	2,895.24
8302-07 Electricity	5,702.48
8303-07 Gas	903.21
8304-07 Water/Garbage	692.68
Total Utilities	10,193.61
Total Expenses	218,499.33
NET OPERATING INCOME	-181,765.52
NET INCOME	\$ -181,765.52

Balance Sheet

As of August 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	210,734.55
1500-04 Cash-Audit Fund	2,877.00
1500-05 Cash-Liability Insurance Fund	30,806.00
1500-06 Cash-Unemployment Ins Fund	1,451.00
1500-07 Cash-Building Fund	0.00
1500-08 Cash-Social Security Fund	0.00
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	-9,927.75
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	0.00
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	242,332.01
1501-01 First American Checking (5001)	9,979.94
1509-07 Cash - IPTIP IL Funds	99,159.68
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	408,386.66
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	525,936.37
2000-04 Taxes Receivable-Audit	3,991.06
2000-05 Taxes Receivable-Insurance	3,991.06
2000-06 Taxes Receivable-Liab Insur	523.83
2000-07 Taxes Recievable-Bldg Fund	25,443.04
2000-08 Taxes Receivable-SS Fund	18,957.55
2000-09 Taxes Receivable-Pension Fund	16,463.13
Total Accounts Receivable	595,306.04
Other Current Assets	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	2,013.07
2400-05 Prepaid Expenses 05	0.00
2400-07 Prepaid Expense	179.35
Total Other Current Assets	772,003.66
Total Current Assets	1,775,696.36
TOTAL ASSETS	\$1,775,696.36

LIABILITIES AND EQUITY
Liabilities**Current Liabilities****Accounts Payable**

4100-01 Accounts Payable	13,788.74
4100-02 Accounts Payable UC Fund	0.00
4100-05 Accounts Payable Liability Fund	419.38
4100-06 Accounts Payable Unemployment Fund	204.29
4100-07 Accounts Payable Building Fund	6,480.20
4100-09 Accounts Payable Pension Fund	0.00

Total Accounts Payable	20,892.61
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Other Current Liabilities

4002-01 IMRF - Employee Contribution	1,704.82
4003-01 Child Support	0.00
4200-01 Accrued Wages	17,961.93
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	450.93
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	525,936.37
4300-04 Deferred Tax Rev - Audit Fund	3,991.06
4300-05 Deferred Tax Rev Liability Fund	3,991.06
4300-06 Deferred Tax Rev Unemployment	523.83
4300-07 Deferred Tax Rev Building Fund	25,443.04
4300-08 Deferred Tax Rev SS	18,957.55
4300-09 Deferred Tax Rev Pension	16,463.13
4470-07 Due to/from Corp - Building fund	0.00

Total Other Current Liabilities	615,423.72
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Total Current Liabilities	636,316.33
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Total Liabilities	636,316.33
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Equity

3200-00 Retained Earnings	-3,188.45
5600-01 General Fund Balance	1,576,256.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	2,877.00
5600-05 Public Liability Fund Balance	27,984.00
5600-06 Unemployment Insurance Fund Balance	1,231.00
5600-07 Building Fund Balance	-231,989.00
5600-08 Social Security Fund Balance	-10,943.00
5600-09 Pension Fund Balance	-71,082.00
Opening Balance Equity	0.00

	Total
Net Income	-181,765.52
Total Equity	1,139,380.03
TOTAL LIABILITIES AND EQUITY	\$1,775,696.36



North Riverside Public Library District

Balance Sheet As of August 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	235,734.55
1500-04 Cash-Audit Fund	2,877.00
1500-05 Cash-Liability Insurance Fund	30,806.00
1500-06 Cash-Unemployment Ins Fund	1,451.00
1500-07 Cash-Building Fund	0.00
1500-08 Cash-Social Security Fund	0.00
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	-9,927.75
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	0.00
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	267,332.01
1501-01 First American Checking (5001)	-17,604.06
1509-07 Cash - IPTIP IL Funds	99,159.68
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	\$405,802.66
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	525,936.37
2000-04 Taxes Receivable-Audit	3,991.06
2000-05 Taxes Receivable-Insurance	3,991.06
2000-06 Taxes Receivable-Liab Insur	523.83
2000-07 Taxes Recievable-Bldg Fund	25,443.04
2000-08 Taxes Receivable-SS Fund	18,957.55
2000-09 Taxes Receivable-Pension Fund	16,463.13
Total Accounts Receivable	\$595,306.04
Other Current Assets	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	2,013.07
2400-05 Prepaid Expenses 05	0.00
2400-07 Prepaid Expense	179.35
Total Other Current Assets	\$772,003.66
Total Current Assets	\$1,773,112.36
TOTAL ASSETS	\$1,773,112.36

North Riverside Public Library District

Balance Sheet

As of August 31, 2023

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	13,788.74
4100-02 Accounts Payable UC Fund	0.00
4100-05 Accounts Payable Liability Fund	419.38
4100-06 Accounts Payable Unemployment Fund	204.29
4100-07 Accounts Payable Building Fund	6,480.20
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	\$20,892.61
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	1,704.82
4003-01 Child Support	0.00
4200-01 Accrued Wages	17,961.93
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	450.93
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	525,936.37
4300-04 Deferred Tax Rev - Audit Fund	3,991.06
4300-05 Deferred Tax Rev Liability Fund	3,991.06
4300-06 Deferred Tax Rev Unemployment	523.83
4300-07 Deferred Tax Rev Building Fund	25,443.04
4300-08 Deferred Tax Rev SS	18,957.55
4300-09 Deferred Tax Rev Pension	16,463.13
4470-07 Due to/from Corp - Building fund	0.00
Total Other Current Liabilities	\$615,423.72
Total Current Liabilities	\$636,316.33
Total Liabilities	\$636,316.33
Equity	
3200-00 Retained Earnings	-3,188.45
5600-01 General Fund Balance	1,576,256.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	2,877.00
5600-05 Public Liability Fund Balance	27,984.00
5600-06 Unemployment Insurance Fund Balance	1,231.00
5600-07 Building Fund Balance	-231,989.00
5600-08 Social Security Fund Balance	-10,943.00
5600-09 Pension Fund Balance	-71,082.00

North Riverside Public Library District

Balance Sheet

As of August 31, 2023

	TOTAL
Opening Balance Equity	0.00
Net Income	-184,349.52
Total Equity	\$1,136,796.03
TOTAL LIABILITIES AND EQUITY	\$1,773,112.36



North Riverside Public Library District

Budget vs. Actuals

July 2023 - August 2023

	Aug-23		Total		
	MTD Actual	YTD Actual	Budget	over Budget	% of Budget
Income					
6901-14 Estimated loss due to property assessment appeals	0.00	0.00	-10,000.00	10,000.00	0.00%
6903-01 Fines & Fees	1,700.36	2,324.45	12,000.00	-9,675.55	19.37%
6904-01 Donations	4,839.53	6,110.19	35,000.00	-28,889.81	17.46%
6905-01 Grants	3,922.92	14,876.27	120,000.00	-105,123.73	12.40%
6907-01 Credit Card Income	0.00	0.00	2,500.00	-2,500.00	0.00%
6920-01 Unrealized Income-Annuities	0.00	0.00	20,000.00	-20,000.00	0.00%
Interest					
6906-01 Interest	1,270.08	2,644.93	3,000.00	-355.07	88.16%
Total Interest	\$ 1,270.08	\$ 2,644.93	\$ 3,000.00	-\$ 355.07	88.16%
Property Taxes					
6901-01 Property Tax	10,777.97	10,777.97	1,174,665.00	-1,163,887.03	0.92%
Total Property Taxes	\$ 10,777.97	\$ 10,777.97	\$ 1,174,665.00	-\$ 1,163,887.03	0.92%
Total Income	\$ 22,510.86	\$ 36,733.81	\$ 1,357,165.00	-\$ 1,320,431.19	2.71%
Gross Profit	\$ 22,510.86	\$ 36,733.81	\$ 1,357,165.00	-\$ 1,320,431.19	2.71%
Expenses					
8360-01 Grants	344.49	2,380.98	100,000.00	-97,619.02	2.38%
Advertising & Marketing					
8361-01 Donations	0.00	0.00	35,000.00	-35,000.00	0.00%
8365-01 Library Promotion	0.00	0.00	5,500.00	-5,500.00	0.00%
8370-01 Postage	0.00	0.00	3,200.00	-3,200.00	0.00%
8375-01 Advertising	1,080.56	1,080.56	4,500.00	-3,419.44	24.01%
8385-01 Memorials & Tributes	0.00	0.00	500.00	-500.00	0.00%
8399-01 ILL Loss/Damage	0.00	0.00	250.00	-250.00	0.00%
8404-01 Staff Recognition	0.00	181.21	2,500.00	-2,318.79	7.25%
8410-01 Printing	0.00	0.00	12,000.00	-12,000.00	0.00%
Total Advertising & Marketing	\$ 1,080.56	\$ 1,261.77	\$ 63,450.00	-\$ 62,188.23	1.99%
Bank Charges & Fees					
8396-01 Bank Charges & Fees	0.00	31.27	500.00	-468.73	6.25%
Total Bank Charges & Fees	\$ 0.00	\$ 31.27	\$ 500.00	-\$ 468.73	6.25%
Benefits					
7600-05 Health Insurance	2,019.16	5,239.56	32,000.00	-26,760.44	16.37%
7650-09 IMRF	3,008.69	3,008.69	49,250.00	-46,241.31	6.11%
7660-06 Unemployment Insurance	721.38	1,458.69	1,000.00	458.69	145.87%
7670-01 Taxes-Fica Expense	5,151.92	8,275.43	38,655.00	-30,379.57	21.41%
Total Benefits	\$ 10,901.15	\$ 17,982.37	\$ 120,905.00	-\$ 102,922.63	14.87%
Building Expense					
8306-07 Building Supplies & Maintenance	29.98	4,412.07	12,000.00	-7,587.93	36.77%
8308-07 Service Contracts	2,904.64	6,224.58	30,500.00	-24,275.42	20.41%
8315-07 Fees & Permits	0.00	0.00	1,950.00	-1,950.00	0.00%
8330-01 Casual Labor	75.00	150.00	900.00	-750.00	16.67%
8335-07 Building Repairs	5,355.00	8,573.00	30,000.00	-21,427.00	28.58%
Total Building Expense	\$ 8,364.62	\$ 19,359.65	\$ 75,350.00	-\$ 55,990.35	25.69%
Computers/Technology					
8171-01 Tech Service	5,623.63	27,194.78	25,000.00	2,194.78	108.78%
8172-01 Computer Equipment	0.00	484.08	5,000.00	-4,515.92	9.68%
8175-01 SWAN	0.00	9,359.24	24,500.00	-15,140.76	38.20%
8180-01 Software	0.00	1,421.46	1,500.00	-78.54	94.76%
8190-01 Website	0.00	58.98	3,500.00	-3,441.02	1.69%
8195-01 Email	0.00	0.00	500.00	-500.00	0.00%

Total Computers/Technology	\$ 5,623.63	\$ 38,518.54	\$ 60,000.00	-\$ 21,481.46	64.20%
Insurance					
8460-05 Liability Insurance	0.00	0.00	24,000.00	-24,000.00	0.00%
Total Insurance	\$ 0.00	\$ 0.00	\$ 24,000.00	-\$ 24,000.00	0.00%
Interest Paid					
8601-02 Debt Service-Interest	0.00	0.00	16,500.00	-16,500.00	0.00%
8701-02 Debt Certificate Principle	0.00	0.00	28,000.00	-28,000.00	0.00%
Total Interest Paid	\$ 0.00	\$ 0.00	\$ 44,500.00	-\$ 44,500.00	0.00%
Legal & Professional Services					
8400-01 Accounting	0.00	1,866.00	17,000.00	-15,134.00	10.98%
8401-04 Audit	0.00	0.00	9,200.00	-9,200.00	0.00%
8402-01 Legal Fees	0.00	11.02	6,000.00	-5,988.98	0.18%
8405-01 Appraisal	0.00	0.00	1,500.00	-1,500.00	0.00%
8406-01 Collection Agency	0.00	0.00	500.00	-500.00	0.00%
8430-01 Payroll Expenses	682.50	-1,119.20	6,500.00	-7,619.20	-17.22%
8435-01 Background Checks	0.00	0.00	200.00	-200.00	0.00%
Total Legal & Professional Services	\$ 682.50	\$ 757.82	\$ 40,900.00	-\$ 40,142.18	1.85%
Library Materials					
8090-01 Adult A/V	0.00	270.39	9,200.00	-8,929.61	2.94%
8091-01 Children's A/V	61.74	61.74	3,600.00	-3,538.26	1.72%
8096-01 Teen A/V	0.00	0.00	3,300.00	-3,300.00	0.00%
8100-01 Replacement Materials	0.00	0.00	2,000.00	-2,000.00	0.00%
8103-01 Foreign Lang. Materials	0.00	0.00	3,000.00	-3,000.00	0.00%
8105-01 Adult Fiction/Non-Fiction	2,458.65	4,906.42	26,000.00	-21,093.58	18.87%
8106-01 Children Fiction / Non-Fiction	1,595.49	3,605.88	17,000.00	-13,394.12	21.21%
8107-01 Teen Fiction/Non-Fiction	613.19	1,302.69	9,500.00	-8,197.31	13.71%
8108-01 eBooks	0.00	5,000.00	6,500.00	-1,500.00	76.92%
8120-01 Newspapers	0.00	0.00	3,600.00	-3,600.00	0.00%
8130-01 Internet Databases	1,789.08	2,176.32	18,000.00	-15,823.68	12.09%
8140-01 Periodicals	0.00	0.00	1,600.00	-1,600.00	0.00%
Total Library Materials	\$ 6,518.15	\$ 17,323.44	\$ 103,300.00	-\$ 85,976.56	16.77%
Office Supplies & Software					
8202-01 Office Supplies	65.00	65.00	13,500.00	-13,435.00	0.48%
Total Office Supplies & Software	\$ 65.00	\$ 65.00	\$ 13,500.00	-\$ 13,435.00	0.48%
Programs & Strategic Initiatives					
8150-01 Children's Programs	1,000.00	1,442.48	6,300.00	-4,857.52	22.90%
8153-01 Teen Programs	219.87	219.87	2,900.00	-2,680.13	7.58%
8154-01 Makerspaces/library of things	200.00	200.00	5,200.00	-5,000.00	3.85%
8155-01 Adult Programs	530.00	2,166.61	6,000.00	-3,833.39	36.11%
8156-01 Technology Programs	0.00	0.00	750.00	-750.00	0.00%
8158-01 Strategic Initiatives	0.00	240.80	2,000.00	-1,759.20	12.04%
Total Programs & Strategic Initiatives	\$ 1,949.87	\$ 4,269.76	\$ 23,150.00	-\$ 18,880.24	18.44%
Salaries					
7504-01 Circulation	11,183.88	17,610.03	85,500.00	-67,889.97	20.60%
7505-01 Adult Services	5,776.74	9,121.90	77,500.00	-68,378.10	11.77%
7506-01 Youth Services	11,290.44	18,534.88	95,000.00	-76,465.12	19.51%
7507-01 Pages	1,204.09	1,919.59	11,000.00	-9,080.41	17.45%
7508-01 Adminstration	34,795.91	56,011.85	300,000.00	-243,988.15	18.67%
7509-01 Facilities	3,450.04	5,572.54	30,000.00	-24,427.46	18.58%
Total Salaries	\$ 67,701.10	\$ 108,770.79	\$ 599,000.00	-\$ 490,229.21	18.16%
Travel & Training					
7700-01 Educational Training Trustees	0.00	0.00	500.00	-500.00	0.00%
7800-01 Educational Staff Training	0.00	0.00	5,500.00	-5,500.00	0.00%
8342-01 Lodging, Meals, Mileage	0.00	168.33	2,200.00	-2,031.67	7.65%
8355-01 Memberships	0.00	0.00	2,450.00	-2,450.00	0.00%
8390-01 Mileage Reimbursement	0.00	0.00	0.00	0.00	
Total Travel & Training	\$ 0.00	\$ 168.33	\$ 10,650.00	-\$ 10,481.67	1.58%

Utilities						
8301-07 Internet/Phone	1,519.40	2,895.24	12,300.00	-9,404.76	23.54%	
8302-07 Electricity	2,882.97	5,702.48	16,500.00	-10,797.52	34.56%	
8303-07 Gas	419.31	903.21	8,860.00	-7,956.79	10.19%	
8304-07 Water/Garbage	692.68	692.68	5,000.00	-4,307.32	13.85%	
Total Utilities	\$ 5,514.36	\$ 10,193.61	\$ 42,660.00	-\$ 32,466.39	23.90%	
Total Expenses	\$ 108,745.43	\$ 221,083.33	\$ 1,321,865.00	-\$ 1,100,781.67	16.73%	
Net Operating Income	-\$ 86,234.57	-\$ 184,349.52	\$ 35,300.00	-\$ 219,649.52	-522.24%	
Net Income	-\$ 86,234.57	-\$ 184,349.52	\$ 35,300.00	-\$ 219,649.52	-522.24%	

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North Riverside Public Library District

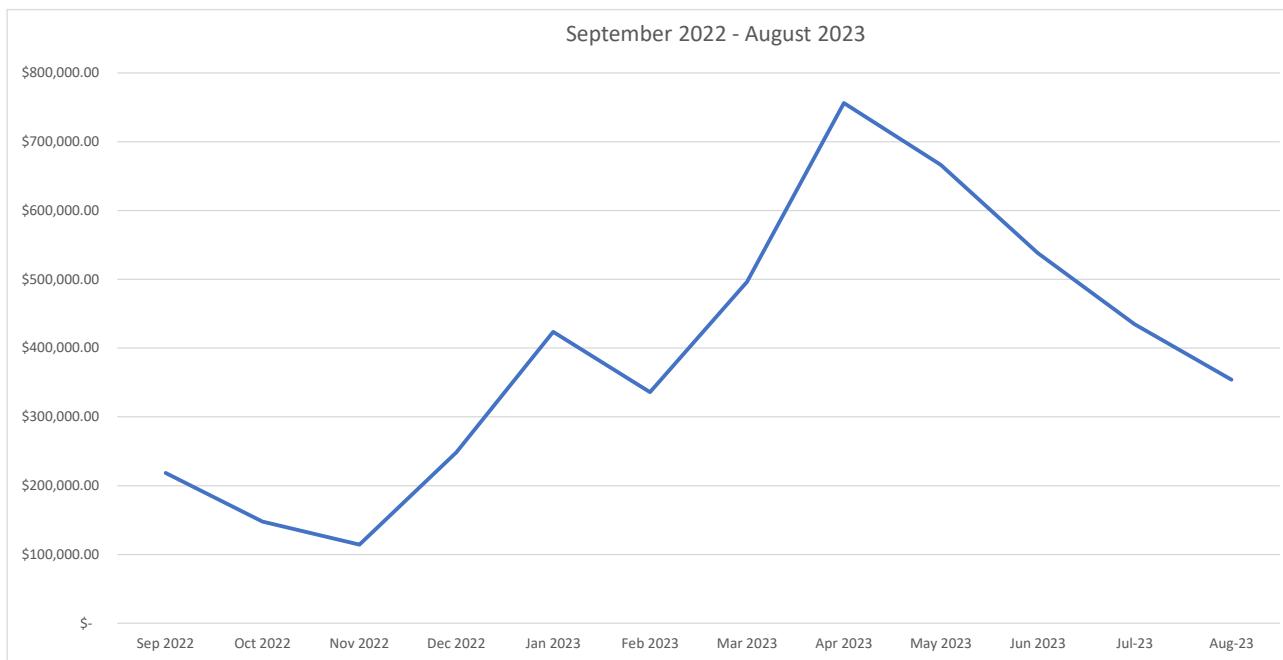
Check Detail

August 2023

Date	Num	Name	Memo/Description	Amount
08/05/2023	15590	Martin Petersen Company, Inc.	INV # SM22095-4, T22113	3,196.00
08/05/2023	15592	Secure Document Solutions	INV. 23059 recurring shredding	65.00
08/05/2023	15591	LIMRICC	MONTHLY BILLING August 2023	3,041.02
08/05/2023	15593	TBS	Inv# 080323-34	70.56
08/05/2023	15589	MARLA C. SPAARGAREN	fall NEWSLETTER	500.00
08/05/2023	15588	Paige Beggs	Knitting & Crochet	150.00
08/05/2023	15587	Village of N. Riverside	WATER AND GARBAGE	692.68
08/05/2023	15586	LEAF	INV 15082333	743.34
08/18/2023	15594	AEP ENERGY	AEP ENERGY # 3014417557 Utility # 3563062012 6/26-7/26/23	2,882.97
08/18/2023	15595	ALI BAGHDADI	REPTILE SHOW SEPTEMBER 28, 2023	100.00
08/18/2023	15596	Comcast	Acct# 8771 20 134 0118334 8/7-9/6/23	180.35
08/18/2023	15597	Gail Galivan	TAI CHI SEPTEMBER 20, 2023	60.00
08/18/2023	15598	GO CREATIVE PROGRAMS, LLC.	FAMILY PROGRAM NOVEMBER 3, 2023	800.00
08/18/2023	15599	GISSELY HERRERA	TEEN PROGRAM SUPPLIES AND TIE DYE SUPPLIES	164.36
08/18/2023	15600	Midwest Tape	INV 504148986 HOOPLA	314.52
08/18/2023	15601	INGRAM LIBRARY SERVICES	ADULTS, TEEN, & CHILDREN FICTION / NON FICTIN	1,756.31
08/18/2023	15602	INTERACTIVE SCIENCE, INC	WOWBRARY JULY 26 2023 - JULY 25 2024	499.78
08/18/2023	15603	MARIANNE MOHRHUSEN	PRESCHOOL YOGA SEPTEMBER 13, 2023	75.00
08/18/2023	15604	Olsson Roofing Company, Inc	CUSTOMER # 2044 INV # 23001801 MAINTENANCE	750.00
08/18/2023	15605	Outsource Solutions Group	INV 75672 MONTHL BILLING FOR AUGUST	1,623.63
08/18/2023	15606	Proquest LLC	YEAR	1,474.56

08/18/2023	15607	PLAYAWAY PRODUCTS	BALANCE FORWARD INV # 436220	61.74
08/18/2023	15608	Roscoe	Acct#1889-07544 INV 1808902	253.30
08/18/2023	15609	Shaw Media	Acct#10073239 INV. 072310073239 ORDINANCE 2094846	80.78
08/18/2023	15610	Trimline Landscaping ALI	JULY MOV & TRIM, FERTILIZING	280.00
08/18/2023	15611	BAGHDADI	REPTILE SHOW NOVEMBER 9, 2023	100.00
08/18/2023	15612	Gail Galivan	TAI CHI OCTOBER 18, 2023	60.00
08/18/2023	15613	INGRAM LIBRARY SERVICES	ADULTS FICTION / NON FICTION	561.20
08/18/2023	15614	MARIANNE MOHRHUSEN ALI	PRESCHOOL YOGA OCTOBER 18, 2023	75.00
08/18/2023	15615	BAGHDADI	REPTILE SHOW DECEMBER 7, 2023	100.00
08/18/2023	15616	Gail Galivan	TAI CHI NOVEMBER 15, 2023	60.00
08/18/2023	15617	INGRAM LIBRARY SERVICES	CHILDREN FICTION / NON FICTION	191.17
08/18/2023	15618	MARIANNE MOHRHUSEN	PRESCHOOL YOGA NOVEMBER 15, 2023	75.00
08/18/2023	15619	INGRAM LIBRARY SERVICES	CHILDREN FICTION / NON FICTION	631.55
08/18/2023	15620	MARIANNE MOHRHUSEN Jill	ZUMBA FOR KIDS SEPTEMBER 27, 2023	75.00
08/18/2023	15621	Cannizzo	BOARD MINUTES AUGUST 21, 2023	75.00
08/21/2023	15622	AT&T 1	ACCOUNT # 831-001-2131 606 INV. 4874951803	63.10
08/21/2023	15623	Hinckely Springs	2429867 080923	29.98
08/21/2023	15624	CENGAGE Learning	INV. 81671791, 81692549 ADULT LARGE PRINT	241.22
08/21/2023	15625	COMCAST .	ACCT# 904053498 INV 179502387	1,205.39
08/21/2023	15626	INGRAM LIBRARY SERVICES	ADULT & TEEN FICTION / NON FICTION	324.94
08/21/2023	15627	Martin Petersen Company, Inc.	INV # SM22095-4 PERFORM MAINTENANCE	2,159.00
08/21/2023	15628	Mission Square - 304650	6447483, 6459776, 6086857, 6395371	1,622.25
08/21/2023	15629	INGRAM LIBRARY SERVICES	ADULTS, TEEN, & CHILDREN FICTION / NON FICTION	490.95
08/21/2023	15630	INGRAM LIBRARY SERVICES	ADULT & TEEN FICTION / NON FICTION	201.31

08/21/2023	15631	GISSELY HERRERA	SUPPLIES	400.00
08/21/2023	15632	Colley Elevator Co.	Inv 246341 - FAID TESTING, INSPECTOR FEES	878.00
08/21/2023	15633	INGRAM LIBRARY SERVICES	ADULT FICTION / NON FICTIN	268.68
TOTAL				29,704.64



North Riverside Public Library District Profit and Loss

September 2022 - August 2023

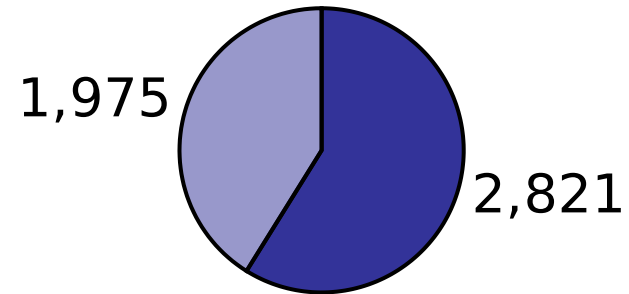
	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Total
Beginning Cash	\$ 348,705.99	\$ 218,711.42	\$ 147,826.21	\$ 114,271.97	\$ 248,586.33	\$ 423,468.26	\$ 335,751.53	\$ 496,089.04	\$ 756,352.85	\$ 666,536.32	\$ 532,883.66	\$ 440,250.56	
Income													
6903-01 Fines & Fees	6,663.19	1,034.41	562.80	320.21	7,082.46	217.04	238.95	2,192.35	247.78	269.83	624.09	1,700.36	21,153.47
6904-01 Donations	505.65	7,046.78	-9.60	16.85	410.02	1,519.35	1,275.78	4,331.21	503.09	1,323.05	1,270.66	4,839.53	23,032.37
6905-01 Grants	10,953.35			12,612.55			25,000.00			199.29	10,953.35	3,922.92	63,641.46
6915-07 Loan Proceeds			30,000.00	20,000.00									50,000.00
Interest	212.64	320.91	115.26	339.30	835.90	777.33	852.42	1,748.63	1,838.88	1,678.71	1,374.85	1,270.08	11,364.91
Property Taxes				203,952.88	299,583.28	1,700.41	244,193.41	341,781.40		3,000.15		10,777.97	1,104,989.50
Total Income	\$ 18,334.83	\$ 8,402.10	\$ 30,668.46	\$ 237,241.79	\$ 307,911.66	\$ 4,214.13	\$ 271,560.56	\$ 350,053.59	\$ 2,589.75	\$ 6,471.03	\$ 14,222.95	\$ 22,510.86	\$ 1,274,181.71
Gross Profit	\$ 18,334.83	\$ 8,402.10	\$ 30,668.46	\$ 237,241.79	\$ 307,911.66	\$ 4,214.13	\$ 271,560.56	\$ 350,053.59	\$ 2,589.75	\$ 6,471.03	\$ 14,222.95	\$ 22,510.86	\$ 1,274,181.71
Expenses													
8360-01 Grants	23,713.31		3,676.37	1,735.84	3,077.61	1,581.87	2,901.42	6,607.22	2,146.12	17,646.45	2,036.49	344.49	65,467.19
8360-01 Petty Cash						114.34							114.34
8380-01 Telephone									1,031.00				1,031.00
Advertising & Marketing	3,269.72	417.42	500.00	3,217.03	3.32	100.00	4,448.86	1,584.88	2,195.95	5,484.63	181.21	1,080.56	22,483.58
Bank Charges & Fees	21.15		39.50	370.57		212.37	255.46		370.96		31.27		1,301.28
Benefits	12,807.97	7,036.83	3,349.70	6,364.24	8,245.67	10,567.94	12,464.21	11,392.13	10,067.39	12,213.70	7,081.22	10,901.15	112,492.15
Building Expense	15,872.82	1,658.92	1,576.66	2,660.73	6,552.72	5,192.91	4,806.27	4,209.12	7,504.19	12,262.66	10,995.03	8,364.62	81,656.65
Computers/Technology	1,889.68	7,566.73	928.28	1,164.44	8,808.83	4,534.96	3,611.35	7,322.99	4,568.11	3,632.26	32,894.91	5,623.63	82,546.17
Insurance					3,788.00	18,007.00							21,795.00
Interest Paid				31,741.48	50,000.00					4,829.93	0.00		86,571.41
Legal & Professional Services	6,358.58	10,021.70	3,134.20	1,444.50	948.55	1,472.83	2,098.40	2,398.02	2,660.82	1,965.50	75.32	682.50	33,260.92
Library Materials	10,995.56	6,126.40	4,574.51	6,475.49	5,595.55	2,830.16	7,739.02	5,145.26	7,190.38	9,394.14	10,805.29	6,518.15	83,389.91
Office Supplies & Software	1,476.53	116.91	798.58	1,457.48	399.60	233.50	210.65	1,346.90	1,530.95	4,092.60		65.00	11,728.70
Programs & Strategic Initiatives	4,304.93	101.99	1,141.47	1,334.88	918.27	835.07	868.07	2,317.09	3,118.63	7,064.39	2,319.89	1,949.87	26,274.55
Salaries	63,560.48	42,338.74	41,633.75	41,037.23	40,187.32	42,183.23	63,695.37	42,907.85	43,487.86	51,981.18	41,069.69	67,701.10	581,783.80
Travel & Training	654.00		31.25	150.00	905.00	1,091.98	3,439.80	541.27	2,217.05	272.00	168.33		9,470.68
Utilities	3,404.67	3,901.67	2,838.43	3,773.52	3,599.29	2,972.70	4,684.17	4,017.05	4,316.87	3,802.40	4,679.25	5,514.36	47,504.38
Total Expenses	\$ 148,329.40	\$ 79,287.31	\$ 64,222.70	\$ 102,927.43	\$ 133,029.73	\$ 91,930.86	\$ 111,223.05	\$ 89,789.78	\$ 92,406.28	\$ 134,641.84	\$ 112,337.90	\$ 108,745.43	\$ 1,268,871.71
Net Operating Income	(129,994.57)	(70,885.21)	(33,554.24)	134,314.36	174,881.93	(87,716.73)	160,337.51	260,263.81	(89,816.53)	(128,170.81)	(98,114.95)	(86,234.57)	5,310.00
Net Income	(129,994.57)	(70,885.21)	(33,554.24)	134,314.36	174,881.93	(87,716.73)	160,337.51	260,263.81	(89,816.53)	(128,170.81)	(98,114.95)	(86,234.57)	5,310.00
Ending Cash	\$ 218,711.42	\$ 147,826.21	\$ 114,271.97	\$ 248,586.33	\$ 423,468.26	\$ 335,751.53	\$ 496,089.04	\$ 756,352.85	\$ 666,536.32	\$ 538,365.51	\$ 434,768.71	\$ 354,015.99	

Item Library

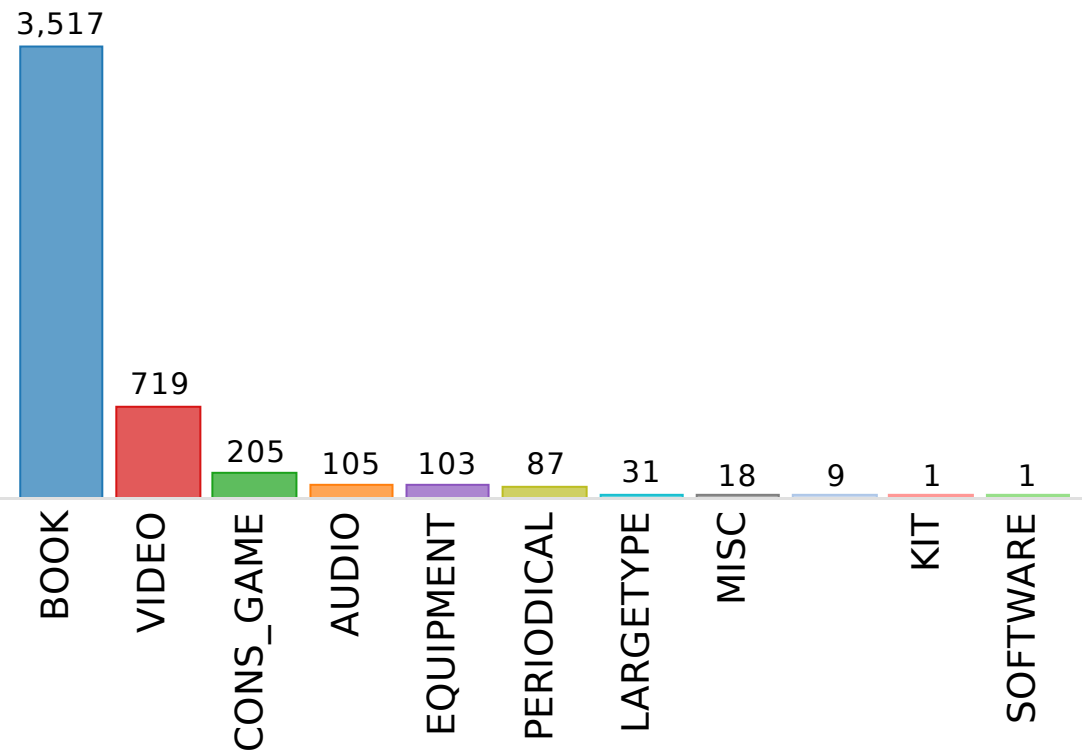
NRS

Checkouts & Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
Total	4,796	100.00%
Charge Item Part B	2,821	58.82%
Renew Item	1,975	41.18%



Item Cat1	Transactions	% of Total
Total	4,796	100.00%
BOOK	3,517	73.33%
VIDEO	719	14.99%
CONS_GAME	205	4.27%
AUDIO	105	2.19%
EQUIPMENT	103	2.15%
PERIODICAL	87	1.81%
LARGETYPE	31	0.65%
MISC	18	0.38%
	9	0.19%
KIT	1	0.02%
SOFTWARE	1	0.02%



Item Library

NRS

Checkouts & Renewals of Your Items

Item Type	Transactions	% of Total
Total	4,796	100.00%
BOOK	2,983	62.20%
BOOK_NEW	576	12.01%
DVD_FEAT	371	7.74%
CONSOLEGAM	160	3.34%
DVD_NEWFEA	140	2.92%
DVD_BOXSET	88	1.83%
PERIODICAL	87	1.81%
CONSOLENEW	47	0.98%
BLURAY_FEA	46	0.96%
TOY	41	0.85%
CD_AUDIO	34	0.71%
EQUIPMENTC	34	0.71%
DVD	32	0.67%
BLURAY_NFE	29	0.60%
EQUIPMENT	29	0.60%
REALIA	18	0.38%
LARGETYPE	17	0.35%
CD_SPOKEN	16	0.33%
LARGETYPEN	12	0.25%
DVD_BOXNEW	8	0.17%
PAPERBACK	8	0.17%
CD_NEW	6	0.13%
CD_SPOKNEW	5	0.10%
DVD_NEWFEJ	3	0.06%
NS_ILL_VID	3	0.06%
CD_ROM	1	0.02%

Item Home Location	Transactions	% of Total
Total	4,796	100.00%
STACKS_JUV	2,126	44.33%
STACKS	1,525	31.80%
NEW_ADULT	522	10.88%
YOUNGADULT	315	6.57%
NEW_JUV	234	4.88%
NEW_YA	70	1.46%
ILL_IN	4	0.08%

Item Library

Checkouts & Renewals of Your Items

User Library	Trans Stat User Profile Name	Transactions	% of Total
Total		4,796	100.00%
		1,839	38.34%
NRS	NRS_ADULT	1,487	31.01%
	NRS_JUV	344	7.17%
BYS	BYS_ADULT	178	3.71%
RSS	RSS_ADULT	129	2.69%
BFS	BFS_PATRON	89	1.86%
BYS	BYS_JUV	46	0.96%
ILL_LIBS	CHICAGO_P	45	0.94%
FPS	FPS_ADULT	27	0.56%
EPS	EPS_PATRON	24	0.50%
OPS	OPS_PATRON	24	0.50%
SCD	SCD_PATRON	20	0.42%
TPS	TPS_PATRON	20	0.42%
GVD	GVD_PATRON	19	0.40%
WCS	WCS_PATRON	19	0.40%
DGS	DGS_PATRON	18	0.38%
MWS	MWS_ADULT	17	0.35%
BLD	BLD_PATRON	16	0.33%
RFS	RFS_ADULT	16	0.33%
SAS	SAS_ADULT	16	0.33%
LGS	LGS_PATRON	15	0.31%
BRS	BRS_JUV	14	0.29%
INS	INS_PATRON	14	0.29%
BRS	BRS_ADULT	11	0.23%
CSD	CSD_PATRON	11	0.23%
CIS	CIS_JUV	10	0.21%

Item Library

NRS

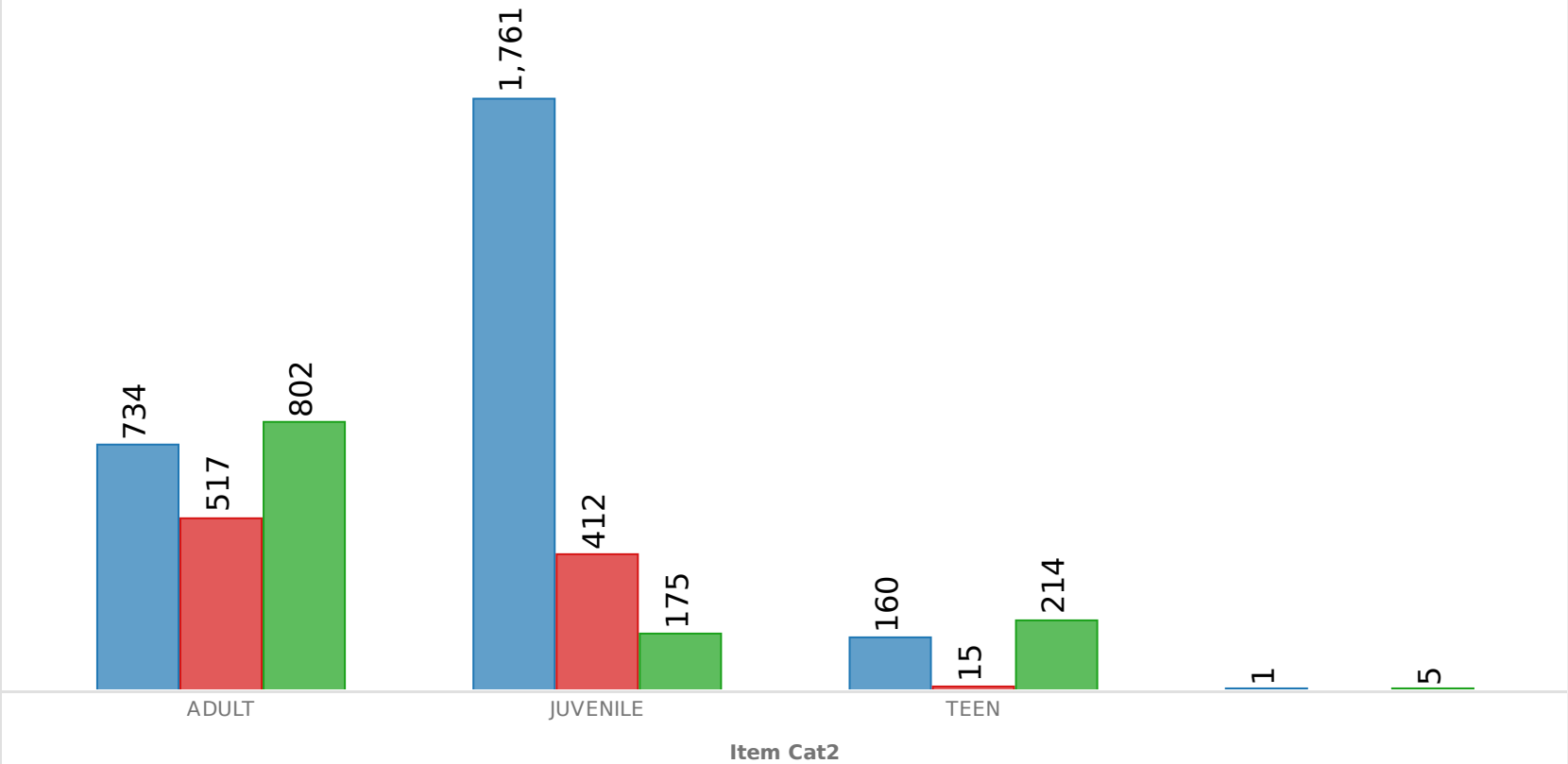
Checkouts & Renewals of Your Items

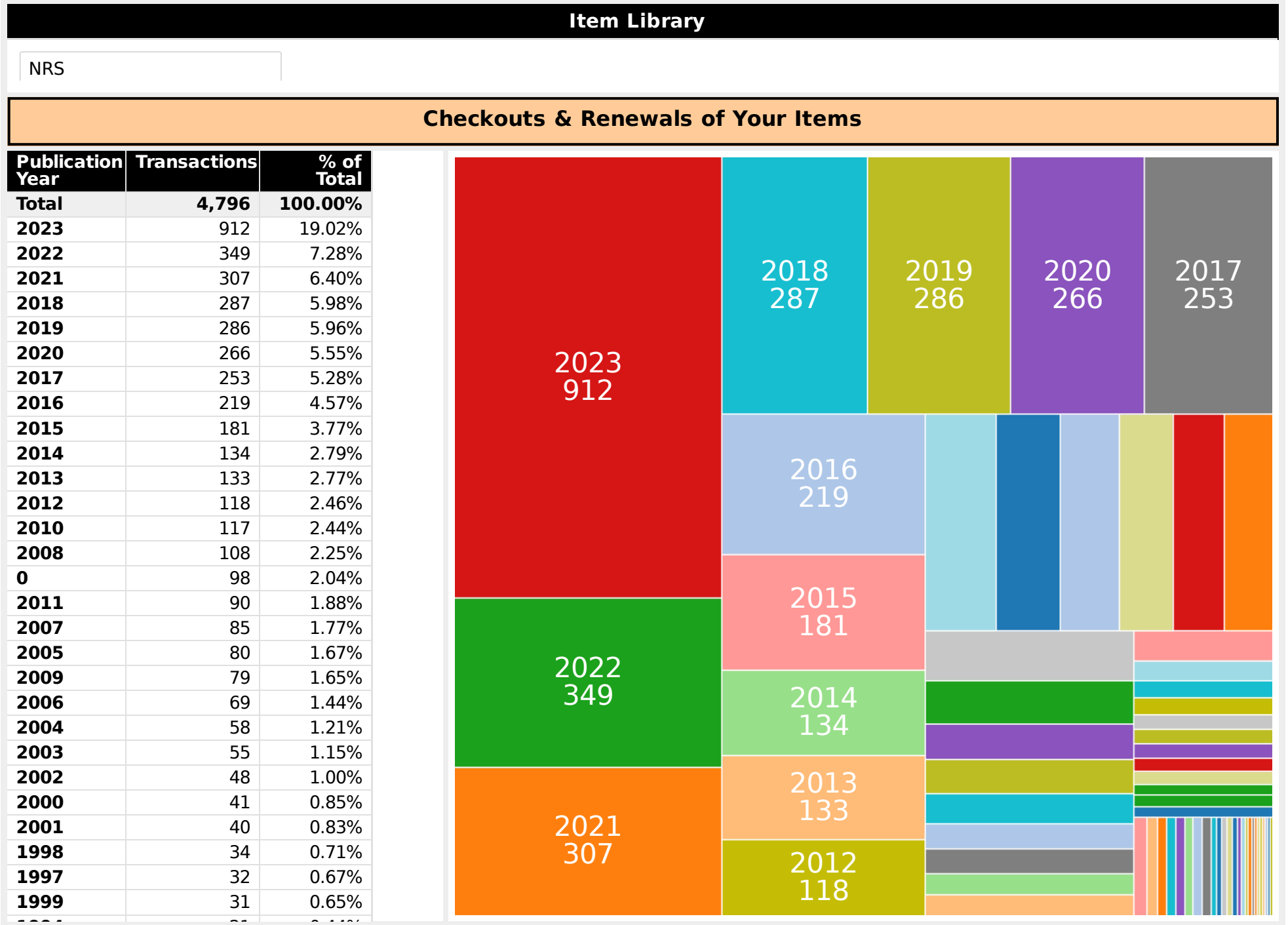
Item Cat2	Transactions	% of Total
ADULT	2,053	42.81%
JUVENILE	2,348	48.96%
TEEN	389	8.11%
	6	0.13%
Total	4,796	100.00%

Item Cat3	Transactions	% of Total
FICTION	2,656	55.38%
NONFICTION	944	19.68%
	1,196	24.94%
Total	4,796	100.00%

Circs by Cat2 & Cat3

- Item Cat3
- FICTION
 - NONFICTION
 -





Station Library

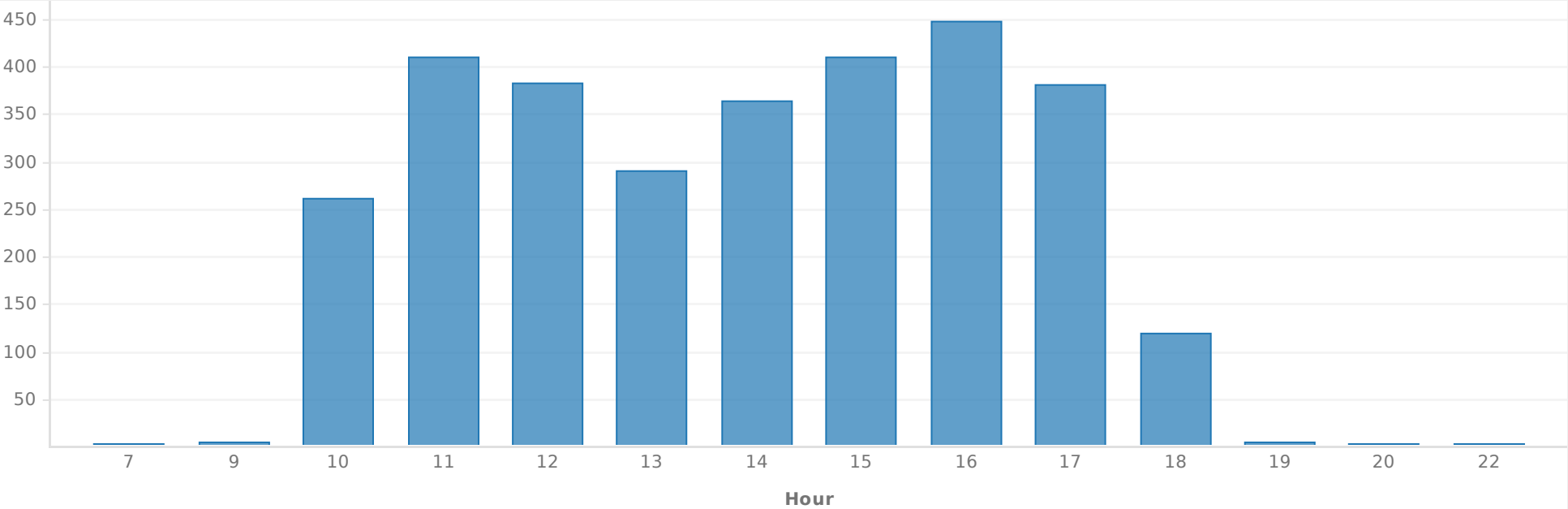
NRS

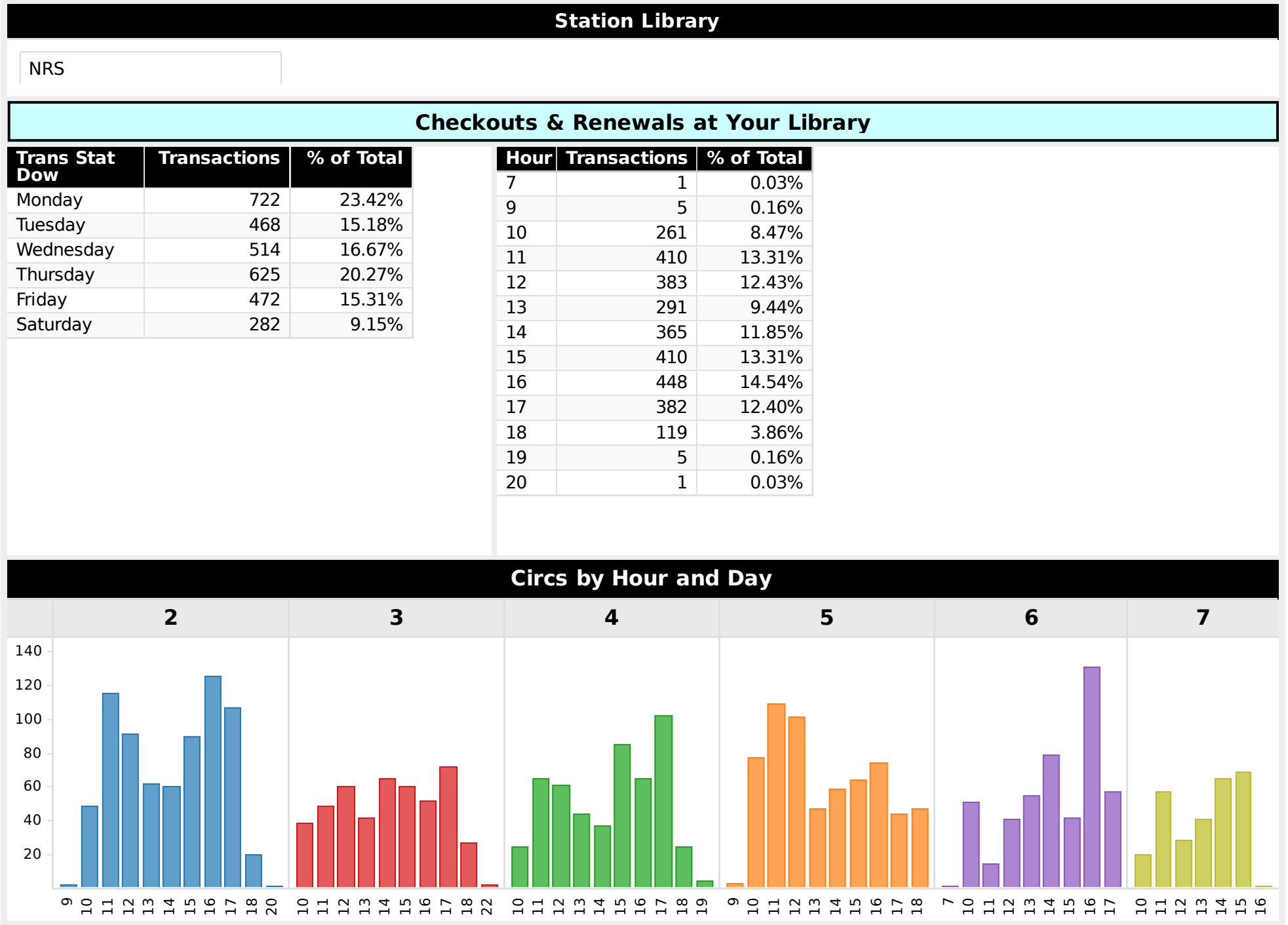
Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total
Total	4,930	100.00%
Charge Item Part B	2,948	59.80%
Renew Item	1,982	40.20%

Trans Stat Station Login User Access	Transactions	% of Total
Total	4,930	100.00%
AUTORENEW	1,847	37.46%
NRSCIRCSR	1,551	31.46%
SIPCHK	952	19.31%
NRSTECHSR	568	11.52%
PUBLIC	12	0.24%

Average Transactions per Hour





Station Library

Checkouts & Renewals at Your Library

Library Users at Your Library

User Library	Transactions	% of Total
Total	3,083	100.00%
NRS	2,361	76.58%
BYS	250	8.11%
RSS	132	4.28%
BFS	82	2.66%
FPS	58	1.88%
ILL_LIBS	37	1.20%
BRS	24	0.78%
EPS	21	0.68%
MWS	17	0.55%
WCS	16	0.52%
LGS	15	0.49%
CIS	14	0.45%
SAS	14	0.45%
RFS	11	0.36%
LYS	7	0.23%
OPS	7	0.23%
MCS	4	0.13%
CRS	3	0.10%
LPS	3	0.10%
WMS	3	0.10%
BWS	1	0.03%
NLS	1	0.03%
OZS	1	0.03%
RGS	1	0.03%

Library Items at Your Library

Item Library	Transactions	% of Total
Total	3,083	100.00%
NRS	2,484	80.57%
DGS	24	0.78%
BLD	23	0.75%
OPS	22	0.71%
ADS	20	0.65%
WRS	18	0.58%
SCD	17	0.55%
ESS	16	0.52%
OLS	16	0.52%
TPS	16	0.52%
AMS	15	0.49%
GED	15	0.49%
LGS	15	0.49%
TFS	12	0.39%
INS	11	0.36%
MED	11	0.36%
VPD	11	0.36%
GSD	10	0.32%
PHS	10	0.32%
RPS	10	0.32%
BVS	9	0.29%
GVD	9	0.29%

Station Library

NRS

Checkouts & Renewals by Library & User Profile at Your Library

Library Users/Profiles at Your Library

User Library	Trans Stat User Profile Name	Transactions	% of Total
Total		3,083	100.00%
NRS	NRS_ADULT	1,991	64.58%
	NRS_JUV	367	11.90%
BYS	BYS_ADULT	183	5.94%
RSS	RSS_ADULT	129	4.18%
BFS	BFS_PATRON	81	2.63%
FPS	FPS_ADULT	57	1.85%
BYS	BYS_JUV	50	1.62%
ILL_LIBS	CHICAGO_P	37	1.20%
EPS	EPS_PATRON	20	0.65%
MWS	MWS_ADULT	17	0.55%
WCS	WCS_PATRON	16	0.52%
BRS	BRS_JUV	14	0.45%
LGS	LGS_PATRON	14	0.45%
SAS	SAS_ADULT	14	0.45%
BYS	BYS_TEACH	13	0.42%
RFS	RFS_ADULT	11	0.36%
BRS	BRS_ADULT	10	0.32%
CIS	CIS_JUV	9	0.29%
LYS	LYS_ADULT	7	0.23%
OPS	OPS_PATRON	7	0.23%
CIS	CIS_ADULT	5	0.16%
CRS	CRS_PATRON	3	0.10%
LPS	LPS_PATRON	3	0.10%
MCS	MCS_ADULT	3	0.10%
RSS	RSS_JUV	3	0.10%
WMS	WMS_PATRON	3	0.10%
BYS	CHICAGO_P	2	0.06%

Library Items/Profiles at Your Library

Item Library	Trans Stat User Profile Name	Transactions	% of Total
Total		3,083	100.00%
NRS	NRS_ADULT	1,485	48.17%
	NRS_JUV	344	11.16%
	BYS_ADULT	175	5.68%
	RSS_ADULT	123	3.99%
	BFS_PATRON	80	2.59%
	BYS_JUV	46	1.49%
	CHICAGO_P	40	1.30%
	FPS_ADULT	23	0.75%
OPS	NRS_ADULT	22	0.71%
NRS	EPS_PATRON	20	0.65%
ADS	NRS_ADULT	18	0.58%
DGS	NRS_ADULT	18	0.58%
BLD	NRS_ADULT	17	0.55%
NRS	MWS_ADULT	17	0.55%
WRS	NRS_ADULT	17	0.55%
NRS	WCS_PATRON	16	0.52%
OLS	NRS_ADULT	15	0.49%
SCD	NRS_ADULT	15	0.49%
NRS	BRS_JUV	14	0.45%
	SAS_ADULT	14	0.45%
ESS	NRS_ADULT	13	0.42%
GED	NRS_ADULT	12	0.39%
TFS	NRS_ADULT	12	0.39%
TPS	NRS_ADULT	12	0.39%
LGS	NRS_ADULT	11	0.36%
NRS	RFS_ADULT	11	0.36%
AMS	NRS_ADULT	10	0.32%

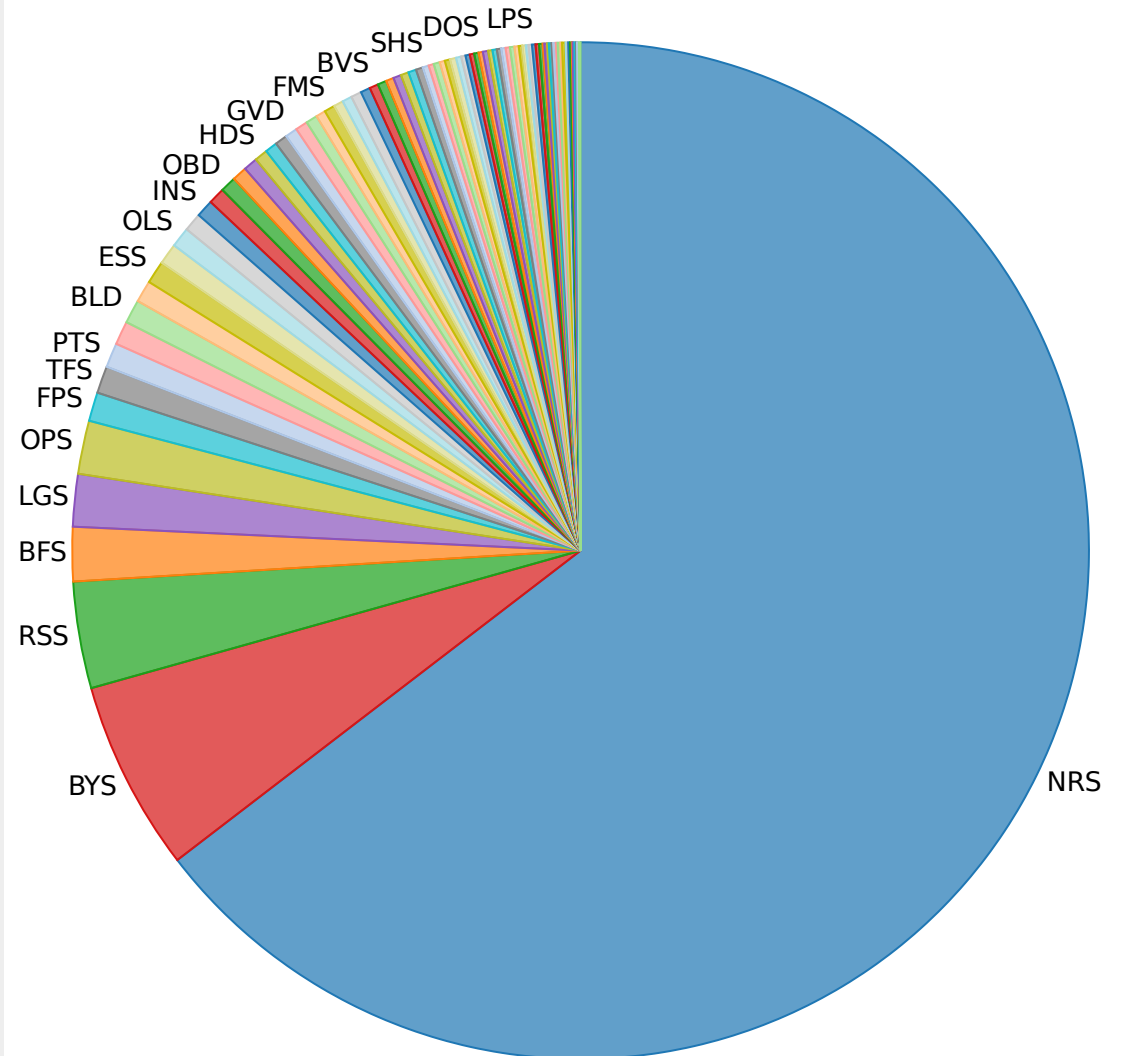
User Library

NRS

Checkouts & Renewals from Your Patrons

Item Library	Transactions	% of Total
Total	2,841	100.00%
NRS	1,834	64.55%
BYS	172	6.05%
RSS	96	3.38%
BFS	49	1.72%
LGS	48	1.69%
OPS	48	1.69%
FPS	26	0.92%
TFS	24	0.84%
PTS	22	0.77%
WRS	22	0.77%
BLD	21	0.74%
DGS	20	0.70%
ESS	20	0.70%
ADS	19	0.67%
OLS	18	0.63%
SCD	17	0.60%
INS	16	0.56%
GED	15	0.53%
OBD	14	0.49%
AMS	13	0.46%
TPS	13	0.46%
HDS	12	0.42%
CIS	11	0.39%

Your Users Checkout Items from...

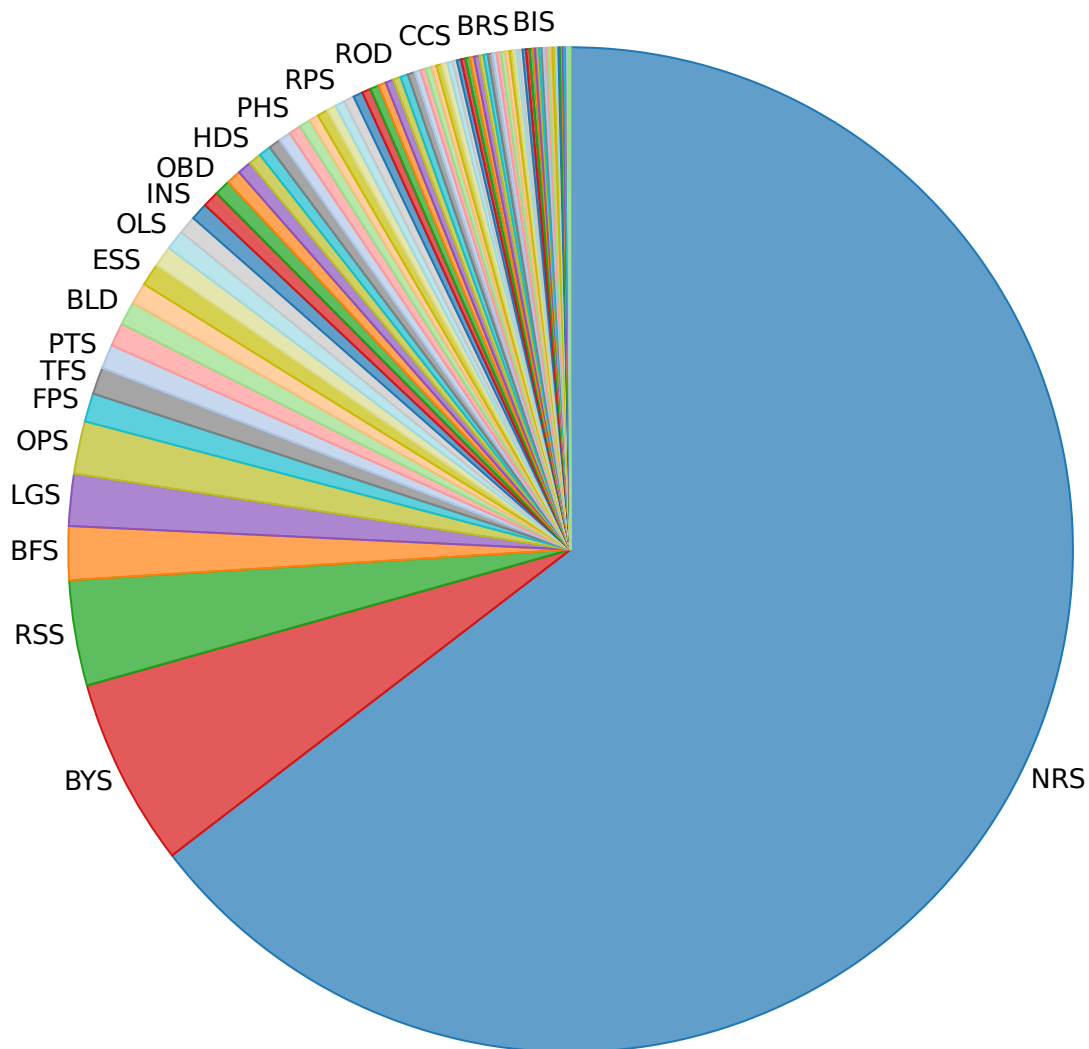


User Library

Checkouts & Renewals from Your Patrons

Station Library	Transaction	% of Total
Total	2,841	100.00%
NRS	2,361	83.10%
BYS	180	6.34%
RSS	105	3.70%
BFS	61	2.15%
LGS	35	1.23%
OPS	24	0.84%
FPS	18	0.63%
PTS	12	0.42%
TFS	12	0.42%
NRS_L	6	0.21%
DGS	4	0.14%
HDS	4	0.14%
OBD	4	0.14%
INS	3	0.11%
LPS	3	0.11%
WCS	3	0.11%
CIS	2	0.07%
WRS	2	0.07%
BRS	1	0.04%
RFS	1	0.04%

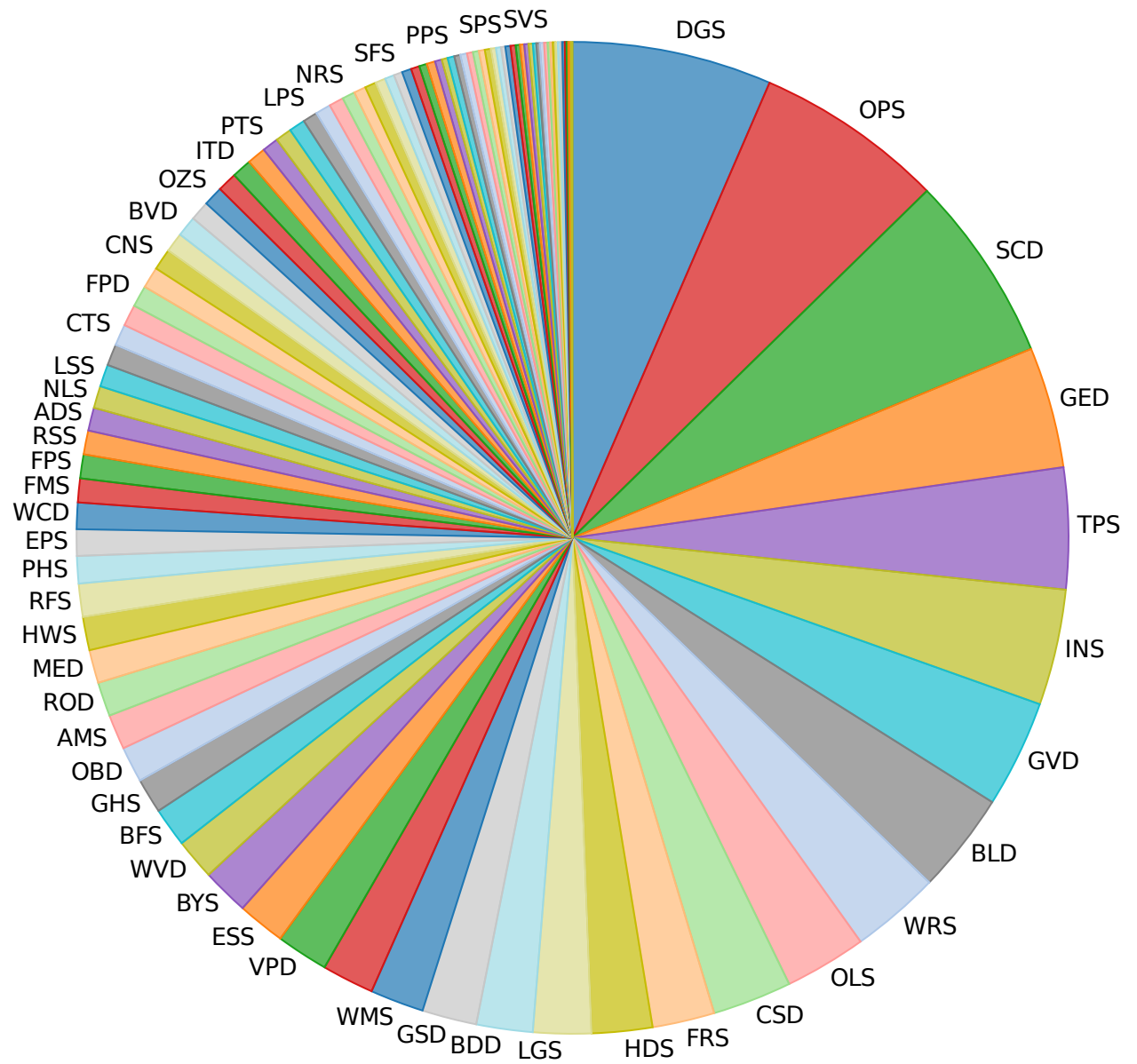
Your Users Checkout at...



Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
Total	1,153,136	100.00%
DGS	74,785	6.49%
OPS	70,865	6.15%
SCD	70,682	6.13%
GED	45,500	3.95%
TPS	45,408	3.94%
INS	43,517	3.77%
GVD	40,398	3.50%
BLD	37,859	3.28%
WRS	33,538	2.91%
OLS	30,600	2.65%
CSD	29,866	2.59%
FRS	23,399	2.03%
HDS	22,871	1.98%
LGS	21,541	1.87%
BDD	21,324	1.85%
GSD	20,614	1.79%
WMS	19,928	1.73%
TFS	19,690	1.71%
VPD	19,648	1.70%
ESS	17,806	1.54%
BYS	17,494	1.52%
WVD	15,570	1.35%
BFS	14,604	1.27%
GHS	13,283	1.15%
OBD	13,192	1.14%
AMS	13,160	1.14%
ROD	12,902	1.12%
MED	12,563	1.09%
HWS	12,446	1.08%
RFS	12,429	1.08%
PHS	10,248	0.89%
EPS	10,020	0.87%

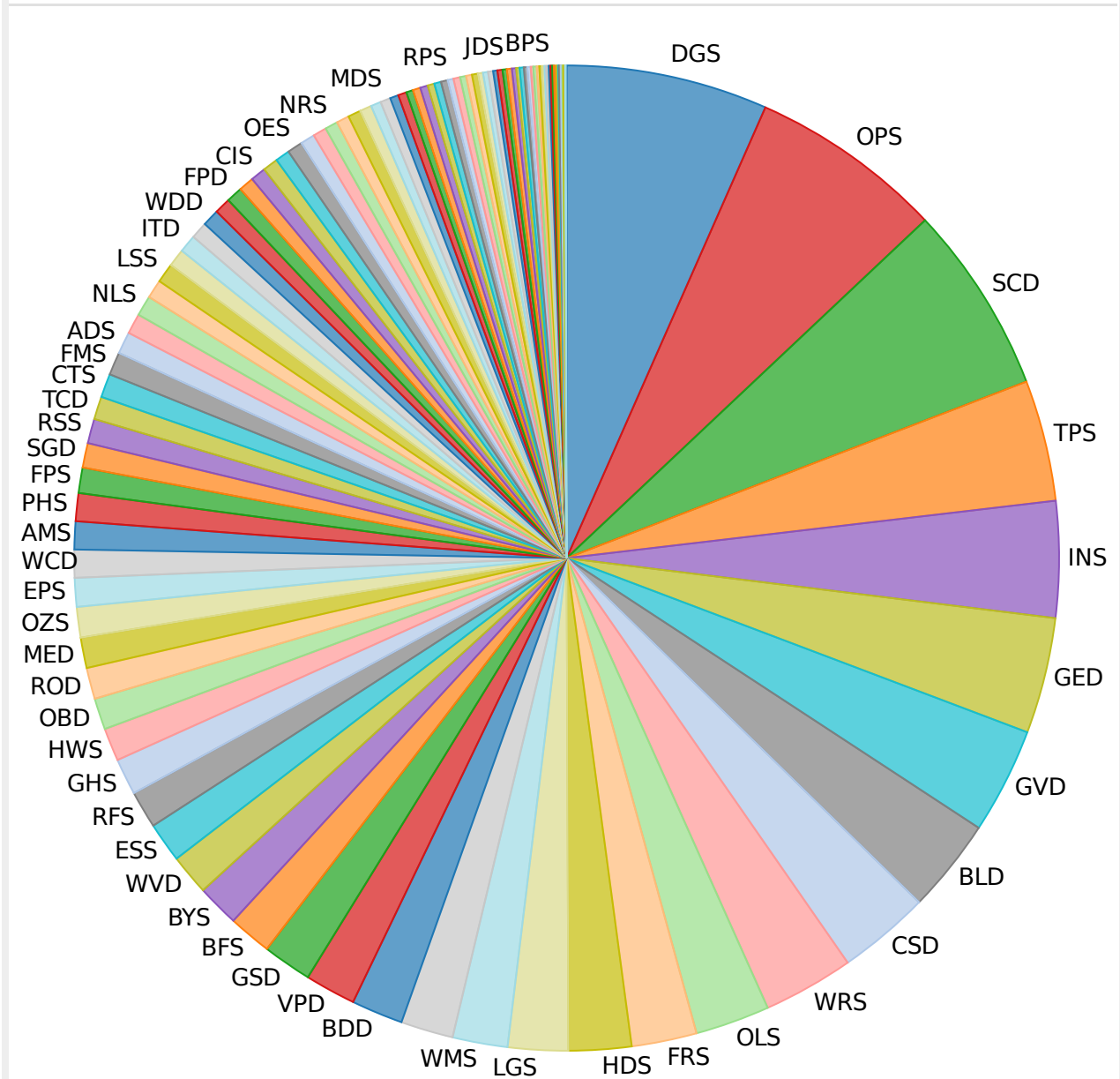
Item Circs by Item Library



Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
Total	1,153,136	100.00%
DGS	76,074	6.60%
OPS	73,346	6.36%
SCD	71,178	6.17%
TPS	45,826	3.97%
INS	43,960	3.81%
GED	43,794	3.80%
GVD	40,235	3.49%
BLD	35,584	3.09%
CSD	34,929	3.03%
WRS	34,227	2.97%
OLS	28,159	2.44%
FRS	24,692	2.14%
HDS	23,611	2.05%
LGS	22,589	1.96%
WMS	20,987	1.82%
TFS	19,830	1.72%
BDD	19,608	1.70%
VPD	19,305	1.67%
GSD	18,350	1.59%
BFS	16,553	1.44%
BYS	15,885	1.38%
WVD	15,401	1.34%
ESS	15,110	1.31%
RFS	14,045	1.22%
GHS	13,593	1.18%
HWS	12,560	1.09%
OBD	11,868	1.03%
ROD	11,868	1.03%
MED	11,661	1.01%
OZS	11,461	0.99%
EPS	10,888	0.94%
WCD	10,700	0.93%

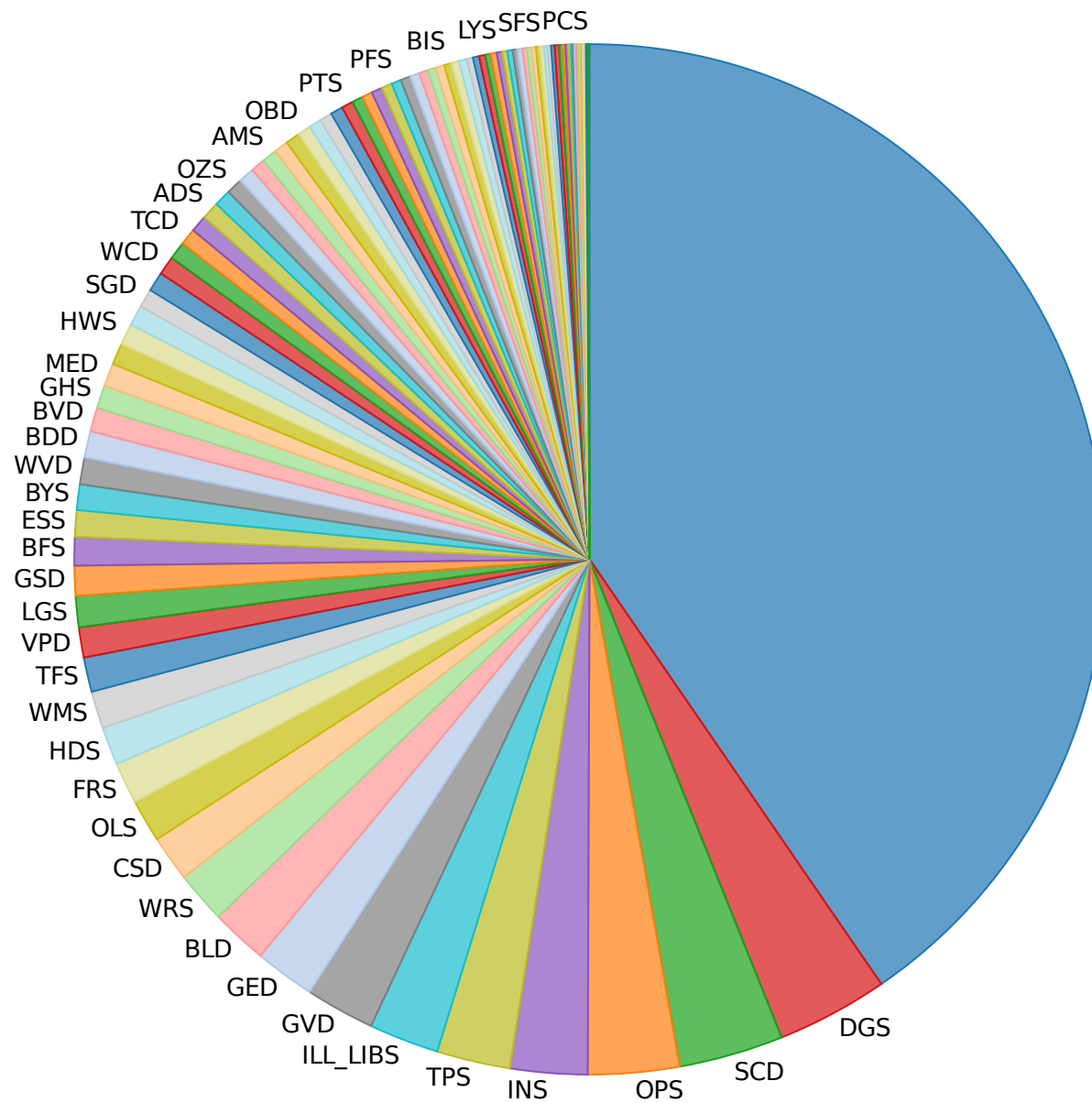
Item Circs by Station Library



Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
Total	1,153,136	100.00%
	465,867	40.40%
DGS	40,324	3.50%
SCD	37,727	3.27%
OPS	32,974	2.86%
INS	27,848	2.41%
TPS	26,488	2.30%
ILL_LIBS	25,351	2.20%
GVD	25,064	2.17%
GED	21,768	1.89%
BLD	20,349	1.76%
WRS	18,845	1.63%
CSD	16,478	1.43%
OLS	15,295	1.33%
FRS	15,247	1.32%
HDS	13,816	1.20%
WMS	13,244	1.15%
TFS	12,517	1.09%
VPD	11,101	0.96%
LGS	10,958	0.95%
GSD	10,902	0.95%
BFS	10,251	0.89%
ESS	9,587	0.83%
BYS	9,582	0.83%
WVD	9,569	0.83%
BDD	9,386	0.81%
BVD	8,834	0.77%
GHS	8,418	0.73%
MED	8,015	0.70%
RFS	7,832	0.68%
HWS	7,610	0.66%
ROD	7,419	0.64%
SGD	6,901	0.60%

Item Circs by User Library



Director:

Advocacy: I organized the 2nd quarterly Community Connections Committee meeting with 6 organizations who are in or service North Riverside's residents. We discussed advertising and promotional potential for the future, upcoming special events each organization has with the goal to begin creating a community calendar of events (see back page of the newsletter) and suggestions for additional organizations who might be interested in joining the group. Our next meeting is in November and funding for refreshments is provided by a grant from the State.

Along with more than 50 non-profits and libraries, I attended a press conference held by the new Secretary of State to award literacy and education grants. We were awarded the Project Next Generation grant for more than \$7,000 (see large check in display case).

I am working with our makerspace to create signage for the display cabinets in the main floor meeting room to create a more detailed display of the Village and Library's history. We are currently working on creating labels for each case and beginning work on tent signage to properly identify the items in each case with the goal of having a museum quality display of the town's history.

After working for several months, I completed adding all of the agendas, minutes, packets, financials and statistics for the Library Board as well as the Foundation on the new website. You will also find a link to the Library Board in the About section of the site under Volunteers. I am continuing to refine and add information to the site to increase its usability and resourcefulness for the library patrons and community.

We completed, printed and sent out the Fall edition of the Bookmark newsletter. This includes upcoming programs, services and information about the library. All of the events in the newsletter are already loaded on the website for our patrons to sign up.

Legal/Finance: In August, following the Board meeting, I filed the B&A (Budget and Appropriations) Ordinance with Cook County which is a required ordinance along with our B&M (Building and Maintenance) and Levy that must be filed within set windows each year. In addition, the B&A must be published in its entirety in a local newspaper. I had it published in August.

After the Secretary's Audit was completed, I was able to complete and file the IPLAR (Illinois Public Library Annual Report) with the State. Failure to do so would result in the library not being able to apply for State grants for 3 years.

I worked with GW&A (our audit company) to coordinate their 'on premises' work days and continue to provide them with the documentation necessary to complete the audit for the October meeting.

Following a talk with Annette, I had a discussion with Scott at Franczek Legal about the possibility of annexing the unserved territory in Hines (Loyola Hospital area). Because this area has residents, this annexation would fall into the 2nd annexation category and would require a referendum in which both a majority of people in the Hines area and a majority of people in our current boundaries voted yes for the annexation. The estimated cost of the annexation would be between \$12,000 and \$15,000. The anticipated return on the investment is currently unknown and would require additional research.

Library building: I have had several companies reschedule meetings to discuss the possibility of 3m window security film. I am working to reschedule appointments with other companies to get quotes for the service.

Training: I attended a question and answer presentation on the Cook County Stating Block Grant which would not have been applicable for the library. I attended a presentation on District Library Levy to familiarize myself with any changes in legal requirements. None found, our levy format is still in compliance. We held the quarterly staff in-service which included a discussion on staff led committees (EDI, Advocacy/Outreach, Special Events), customer services training webinar and service project – moving all of the picture books and reorganizing them into alphabetical order along with moving the picture book shelving.

Adult/Teen Services:

In August, we had our big end of Summer Reading Big Raffle Prize Giveaway along with an enormously successful Tie Dye Event. We had 7 Teen Big Raffle winners and 9 Adult Big Raffle Winners. We had 10 gift card winners throughout each week that were a mix of teens and adults. As for the Tie Dye Event, people have been loving the selections we provided and we will be hosting an “end of summer” Tie Dye Event to complete Summer Reading and merge the two together as a big party.

Maddie has begun doing themed subscription boxes that will focus on various awareness topics. We’ve had 7 people sign up for it and they will be given every three months to allow those signed up to have time to read/watch the book/movie they “request.” We provide themed snacks, drinks, candy, and two items that relate to the theme that they are allowed to keep along with a sheet explaining what each item is and a history of the theme along with notable figures and why it’s important to have an awareness dedicated to the theme. The first one is National Hispanic Heritage Month.

Mel has likewise begun creating themed bookmarks that work as pathfinders for books/displays that can be grouped together. An example that has taken off is with the Eclipse Glasses we have gotten from StarNet and the Adler Planetarium, she created a display that focused on the moon/sun and then made Star Wars bookmarks to segue into a “relatable” theme to get noticed. So many people have complimented the bookmarks saying they love the variety and people have asked if there are different ones because they’re trying to collect them all.

Britney jumped into doing the same type of wayfinders that are in a Zine format to help give out small booklets with additional books that correlate with the displays or other awarenesses that we are not actively displaying. With the help of Maddie, they created 3D printed cups to put the Zines in so those taking the Zines can also see something that was created in the Build Guild as well.

Finally, here are some significant quotes we have gotten from our patrons:

Adult quotes:

“I love our library!”

“I am so excited for the subscription boxes. I’m going to have my friends sign up, too.”

“The fall displays are super cute, I love the displays you guys make!”

Teen quotes:

“Did I really win the Mini Fridge!? MOM I WON THE MINI FRIDGE!!”

“The Homework Help cart is SO helpful because we have a test coming up already and I feel way better making flash cards for it.”

“COOL are these eclipse glasses really free?”

Adult Active Programs

DIY Soap	24
Stretching and Meditation	5
Chalkboard Accessories	6
Movie	5
Spanish Book Club	3
Chair Yoga	5
Sewing Lunch Bag	4
Sewing Kit	26
Spice Club	25
Pressed Flower Lantern	16
Embroidery Hoop August	25
Finding Your Comic Voice	6
Tai Chi	4
Summer Reading	68
Tie Dye	10
15 Total Active Programs	232 total participants

Adult/Teen Passive Programs

Craft Exchange	8
Seed Exchange	5
Makerspace	186

September 18, 2023 – Director and Departmental Reports

Book Displays	22
Bookmarks/Buttons	45
Air Hockey Table	21
Doodle Board	108
Reference Questions	119
Visits to Teen	405
Visits to Adult	1064
10 Total Passive Programs	1983 Total participants

Teen/Tween Active Programs

Resin	8
Locker Stuff	8
Video Game Tournament	6
Candy House	12
Painting	9
Shiny Bookmarks	9
Summer Reading	28
Tie Dye	10
8 Total Active Programs	90 total participants

Tech Team:

In August, we had a total of 26 people in our tech help sessions. We had 10 one-on-one appointments here in the library, and we were back at Cantata Senior Living for three more sessions, providing tech help to residents. We met with 8 residents in the Independent Living unit, and 8 more in the Assisted Living unit. This program is going well and they have asked us to come back at least two more times in September.

Youth Services:

In August, Youth Services gained a new employee, Alexandra Tsolis! She has been an awesome addition to our team. She has acclimated very well and she is bringing fresh, fun ideas to the Youth Services Department. She will be taking over our new Book Buddies Storytime program.

Youth Services had our second Kids Kitchen program where kids were able to create their own cake pops. We were able to bring in kids from ages 8-12, which was exciting to see since we are putting a programming focus on that demographic of kids.

All of our clubs, food, science, and art programs had full sign ups and had great attendance. Our Pokémon club is so popular that we had to create a regular Pokémon club and a Pokémon club junior for the next round of programming in order to accommodate for our patrons.

We finished Summer reading with a whopping 180 new sign ups for the Youth Services Department! There were a total of 3,250 reading activities that were completed by our participants. Our participation has grown from last year by 200%.

September 18, 2023 – Director and Departmental Reports

Program title:	Program Facilitator:	Date:	Ages 0-5:	Ages 6-11:
Village Day camp	Karen	8/1/2023	11	4 counselors
Safari ABCs	Laurie	8/2/2023	7	5 adults
Village Day camp	Karen	8/3/2023	28	5 counselors
Take and Make Friday	Natalie	8/4/2023	12	
Baby & Me	Andrea	8/4/2023	4	3 adults
Lego Club	Natalie	8/4/2023	4	8 (9 adults)
Big & Little Storytime	Karen	8/7/2023	10	8 adults
Science Explorers	Andrea	8/7/2023	7	12 (8 adults)
My First Storytime	Laurie	8/8/2023	0	0
Kids Kitchen	Elizabeth	8/8/2023	0	8 (1 adult)
Safari ABCs	Laurie	8/9/2023	3	1 (4 adults)
Art Adventures	Gloria	8/10/2023	2	17 (11adults)
Take and Make Friday	Natalie	8/11/2023		25
Big & Little Storytime	Karen	8/14/2023	9	7 adults
Read to the Dogs	Natalie	8/14/2023	5	9 (5 adults)
Safari ABCs	Laurie	8/16/2023	5	1 (5 adults)
Preschool Yoga and Storytime	Natalie	8/16/2023	6	1 (5 adults)
Reptile Roadshow	Natalie	8/17/2023	11	9 (14 adults)
Take and Make Friday	Natalie	8/18/2023	24	
Baby & Me	Andrea	8/18/2023	2	(1 adult)
Lego Club	Elizabeth	8/18/2023	4	10(5adults)
Big & Little Storytime	Karen	8/21/2023	13	10 adults
Science Explorers	Andrea	8/21/2023	4	5 (3 adults)
My First Storytime	Natalie	8/22/2023	0	0
Safari ABCs	Laurie	8/23/2023	4	(4 adults)
Take and Make Friday	Natalie	8/25/2023	12	
Summer Reading Program	YS	June-August	61	120
Pokémon Super Fans	Andrea	8/25/2023	5	16

Updates and changes to the LIMRiCC IGA

For the **Administrative Resolution**:

Section 2. LIMRiCC is requesting a change to the acronym by which we refer to the Health Insurance plan (right now referred to as PHIP - Purchase of Health Insurance Plan or SHIP - Self-Insurance Health Insurance Plan) to HIP- Health Insurance Plan

Section 3. LIMRiCC is tidying up some language in the IGA

Section 4. LIMRiCC may appoint a designee to handle a piece of business

Section 5. For UCGA membership, it adds language about how it assists in filing for a refund with the Illinois Department of Employment Security.

Section 6. LIMRiCC no longer employs staff (we contract with Lauterbach & Amen), so this moves this duty to the Board of Directors

Section 7. Cleans up language.

Section 8. LIMRiCC no longer offers a plan called JSIP (Joint Self-Insurance Pool), which was a Property & Casualty Plan - Please contact LIRA if your library is interested in coverage like that. The updated IGA is removing all references to JSIP.

Section 9: Removing references to JSIP

Section 10: Removing references to JSIP

Section 11: Removing references to JSIP

Section 12: Cleaning up language

Section 13: Updating the address to the current address (the old address in the IGA is not current and hasn't been for about 5-6 years).

Section 14: Removing references to JSIP

Section 15: Notices may also come from emails, not just mailings.

Section 16: Cleans up the language in the IGA

Section 17: Simplifies the language in the IGA

Section 18: Simplifies the language in the IGA

Section 19: Simplifies the outdated language in the IGA (we're no longer in the year 2015...)

Section 20: Simplifies the language

Section 21: Updates the language

Updates and changes to the LIMRiCC IGA

Section 22: Fixes a typo

Section 23: LIMRiCC no longer employs an Executive Director

Section 24: Updates the address again

Section 25: Simplifies the language

Section 26: Updates the address again

Section 27: LIMRiCC no longer has a staff (we contract with Lauterbach & Amen), so it deletes the word "staff"

Section 28: Capitalizes a word

Section 29: Suggest November 15th, 2023 for the new agreement date

Section 29: Each member affected by the amendments will receive notice of the amendments and the notice period and a voting ballot

Section 30: The new IGA will need 2/3rds of the membership to approve

Section 31: The President of the Library Board will be authorized to sign, and the Secretary is authorized to attest the resolution upon passage by the Library Board

the LIMRiCC Board authorized the sending of this Resolution on July 26th, 2023

The **Substantial Resolution Changes** are:

Section 2: Removing the distinction between PHIP and SHIP insurance. It will now be referred to as HIP "Health Insurance Plan"

Section 3: For UCGA (Unemployment Compensation Insurance), a late fee will be assessed for \$50.00 any paperwork or payment submitted after the due date. The Board has the authority to increase the late fee by up to 10% in a calendar year.

Section 4: Adds the words "and dental insurance for insured participants" - basically, dental insurance wasn't part of the package included in the wording before.

Section 5: The Administration fee for the Calendar year will be announced each year at the Annual Fall membership meeting.

Section 6: Cleans up language

Section 7: Employers are required to maintain HR paperwork for employees demonstrating that employees are eligible for the purchase of insurance benefits (meeting hourly requirements, etc.) Employers must also notify LIMRiCC of new and terminated employees in a timely fashion.

Updates and changes to the LIMRiCC IGA

Section 8: Members must have at least 1 representative from their library at each full membership meeting; failure to have a member at the meeting without good cause may result in a \$150 fee.

Section 9: In years where LIMRiCC's benefit provider (health insurance plan) allows new members to join, an application for membership will be required. If the health insurance provider clears the library for membership, the new member will be required to sign the IGA AND pay a non-refundable 2-month premium into LIMRiCC's reserves. The premium will be based on the new member's enrollment and will apply to PHIP and SHIP.

Section 10: Adds language related to how late fees are determined.

Section 11: Adds language related to how refunds from LIMRiCC are handled if an adjustment to an invoice is necessary.

Section 12: Clarifies language about termination of membership or voluntary withdrawal, including the notice period to be provided to LIMRiCC and the length of run-out period of payments to be made to LIMRiCC.

Section 13: Removes language about Metropolitan Library System/Suburban Library System (which is a wee bit of history about LIMRiCC)

Section 14: The proposed date of the amendments is November 15, 2023

Section 15: That members were given notice about the amendments

Section 16: The amendments will be adopted upon 2/3rds of an affirmative vote of the members

Section 17: The President of the Library Board is empowered to sign, and the Secretary of the Board can attest once the Library Board votes to approve the Resolution

RESOLUTION

AMENDING THE AMENDED INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION TO ALLOW FOR ADMINISTRATIVE AMENDMENTS TO THE INTERGOVERNMENTAL AGREEMENT

WHEREAS, the Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control (“LIMRiCC”) (hereinafter referred to as “Agreement”) has been amended from time to time by the Members of LIMRiCC to adhere to the changing needs of the Members of LIMRiCC and to reflect current policies and practice; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination desires to now propose administrative changes to the IGA that will update the LIMRiCC Intergovernmental Agreement; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination believes it is in the best interest of LIMRiCC to make such changes.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of the Library Insurance Management and Risk Control Combination (“LIMRiCC”), as follows:

SECTION 1: That the recitals set forth above are incorporated as Section 1 of this Resolution.

SECTION 2: It is proposed that globally, the Agreement shall largely remove the distinction between the “Purchase of Health Insurance Plan” (“PHIP”) and the “Self-Insured Health Insurance Plan (“SHIP”). These acronyms will largely be combined under the acronym “HIP” referring generally to “Health Insurance Plan.” The only section that will maintain a distinction is the Refund of SHIP Benefit Fee upon SHIP Termination, because Purchase of Health Insurance Plans are paid on a month to month basis and refunding of fees is not required. The IGA will be updated globally by LIMRiCC administrative staff, with Attorney review. For clarity, the following sections are referenced in their current structure and will be updated appropriately.

SECTION 3: It is proposed that Article I (B) of the Agreement (**Definitions- Article I**) shall be amended by deleting the definition of “The Previous Agreement.”

SECTION 4: It is proposed that Article I (C)(8) of the Agreement (**Agreements of Members**) shall be amended to add the words “or its designee” after “LIMRiCC.”

SECTION 5: It is proposed that Article I (D)(6) of the Agreement (**Powers and Duties of LIMRiCC**) shall be amended to read in full as follows:

“6. To assist in filing for a refund with the IDES.”

SECTION 6: It is proposed that Article I (D)(8) of the Agreement (**Powers and Duties of LIMRiCC**) shall be amended replace the words “LIMRiCC staff” with “The LIMRiCC Board of Directors”

SECTION 7: It is proposed that Article I (F) of the Agreement (**Prior Coverage- The Previous Agreement.**) shall be deleted in its entirety.

SECTION 8: It is proposed that Article II (A) of the Agreement (**Purpose**) shall be amended to delete the words “joint self-insurance.”

SECTION 9: It is proposed that Article II (C)(1) of the Agreement (**Definitions (Article II)**) shall be amended to delete the words “for joint self-Insurance”

SECTION 10: It is proposed that Article II (C)(7) of the Agreement (**Definitions (Article II)**) shall be deleted in its entirety.

SECTION 11: It is proposed that Article II (F) of the Agreement (**Payments by Members --Assessments**) shall be deleted in its entirety.

SECTION 12: It is proposed that Article II (G)(7) of the Agreement (**Powers and Duties of LIMRiCC**) shall be deleted in its entirety.

SECTION 13: It is proposed that Article II (H)(10) of the Agreement (**Authorization Clause and Notices**) shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC
668 N. River Road
Naperville, IL 60563

SECTION 14: It is proposed that Article II (H)(11) of the Agreement (**Acceptance**) shall be amended to delete the words “relating to joint self-insurance.”

SECTION 15: It is proposed that Article II (I) of the Agreement (**Cancellation**) shall be amended to delete the word “mailing” and replacing it with the word “delivering” and by replacing the word “effected” with “affected.”

SECTION 16: It is proposed that Article II (M) of the Agreement (**Prior Coverage**) shall be deleted in its entirety.

SECTION 17: It is proposed that Article III (D) of the Agreement (**Administration Fee**) shall be amended to delete the words “the costs and expenses LIMRiCC incurs as the organization that sponsors the Program, such as employee salaries, independent contractor fees, office space, and other institutional costs” and replace them with “all administrative costs of LIMRiCC”; and to delete the words “The Administration Fee shall be comprised of two (2) separate fees: (1) the Base Administration Fee and (2) the Participant Administration Fee.”

SECTION 18: It is proposed that Article III (D)(1) of the Agreement (**Base Administration Fee**) shall be deleted in its entirety.

SECTION 19: It is proposed that Article III (F) of the Agreement (**SHIP Benefit Fee**) shall be amended to delete the words “For the initial SHIP plan year, which is calendar year 2016, the SHIP Benefit Fee shall be determined by a majority vote of the Members at the Fall 2015 Meeting” and to delete the words “For all subsequent SHIP plan years” and to replace the words “shall consult with the Executive Director to” with the word “will”.

SECTION 20: It is proposed that Article III (G) of the Agreement (**Program Fund**) shall be amended to add the words “for all HIP Accounts” after the words (the “Program Fund”) and further to delete the last sentence in its entirety.

SECTION 21: It is proposed that Article III (G)(1) of the Agreement (**Initial SHIP Account Balance**) shall be deleted in its entirety.

SECTION 22: It is proposed that Article III (I) of the Agreement (**Employee Qualification**) shall be amended to add a hyphen to the word “re-enroll.”

SECTION 23: It is proposed that Article III (O)(1) of the Agreement (**Rights and Obligations of Members**) shall be amended to delete the words “Executive Director”.

SECTION 24: It is proposed that Article III (S) of the Agreement (**Notices**) shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC
668 N. River Road
Naperville, IL 60563

SECTION 25: It is proposed that Article V of the Agreement (**LIABILITY OF LIMRiCC, ITS OFFICERS AND DIRECTORS**) shall be amended to delete the words “and the officers and employees” and further amended to delete the word “The” at the beginning of the second sentence and replace it with “They”

SECTION 26: It is proposed that Article VII of the Agreement (**NOTICES**) shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC
668 N. River Road
Naperville, IL 60563

SECTION 27: It is proposed that Article X of the Agreement (**POWERS OF BOARD OF DIRECTORS**) shall be amended to delete the word “staff”.

SECTION 28: It is proposed that the Resolution Providing for the Execution of An Intergovernmental Agreement with the Library Insurance Management and Risk Control Combination (“LIMRiCC”) be amended to capitalize the word “Combination” in Section 2(A) (Findings).

SECTION 29: The proposed effective date of the amendments is November 15, 2023.

SECTION 29: That each Member that will be affected by these proposed amendments shall receive written notice of proposed amendments and the date on which the amendment is to become effective, together with a ballot for voting to approve or disapprove the proposed amendments. The notice shall be given not less than 60 days and not more than 90 days before the proposed effective date of the amendment, either via electronic mail or U.S. mail.

SECTION 30: The proposed amendments set forth in this Resolution shall be adopted upon receiving the affirmative vote of at least two-thirds (2/3) of the Members entitled to vote on such amendment.

SECTION 31: That the President is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

SECTION 32: This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED by the Library Insurance Management and Risk Control Combination the 26th day of July, 2023.

ADOPTED by _____ (Library Name) this _____ day of _____, 2023.

By: _____

Its: _____

ATTEST:

RESOLUTION

AMENDING THE AMENDED INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION TO ALLOW FOR SUBSTANTIVE AMENDMENTS TO THE INTERGOVERNMENTAL AGREEMENT

WHEREAS, the Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control (“LIMRiCC”) (hereinafter referred to as “Agreement”) has been amended from time to time by the Members of LIMRiCC to adhere to the changing needs of the Members of LIMRiCC and to reflect current policies and practice; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination desires to now propose substantive changes to the IGA that will update the LIMRiCC Intergovernmental Agreement; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination believes it is in the best interest of LIMRiCC to make such changes.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of the Library Insurance Management and Risk Control Combination (“LIMRiCC”), as follows:

SECTION 1: That the recitals set forth above are incorporated as Section 1 of this Resolution.

SECTION 2: It is proposed that globally, the Agreement shall largely remove the distinction between the “Purchase of Health Insurance Plan” (“PHIP”) and the “Self-Insured Health Insurance Plan (“SHIP”). These acronyms will largely be combined under the acronym “HIP” referring generally to “Health Insurance Plan.” The only section that will maintain a distinction is the Refund of SHIP Benefit Fee upon SHIP Termination, because Purchase of Health Insurance Plans are paid on a month to month basis and refunding of fees is not required. The IGA will be updated globally by LIMRiCC administrative staff, with Attorney review. For clarity, the following sections are referenced in their current structure and will be updated appropriately.

SECTION 3: It is proposed that Article I (C)(3) be amended by adding the words, “The Member shall make these payments in equal quarterly installments due on the 15th day of April, July, October and January of each year. A late fee of \$50.00 will be issued for any paperwork or payment submitted after the due date. The Board of LIMRiCC shall have the authority to increase the late fee by up to ten percent (10%) in a calendar year.”

SECTION 4: It is proposed that Article III (A)(2) of the Agreement (**Self-Insured Health Insurance Plan (“SHIP”)**) shall be amended by adding the words “and dental insurance for Insured Participants” after “prescription drug coverage.”

SECTION 5: It is proposed that Article III (D)(1) of the Agreement (**Participant Administration Fee**) shall be amended to add, after the word “shall”, the words “be announced at the Annual Fall Meeting for the new benefit year.”

SECTION 6: It is proposed that Article III (G) of the Agreement (**Program Fund**) shall be amended to add the words “for all HIP Accounts” after the words (the “Program Fund”) and further to delete the last sentence in its entirety. In addition, Article III (G)(2.) “Initial SHIP Account Balance” will be deleted in its entirety.

SECTION 7: It is proposed that Article III (I) of the Agreement (**Employee Qualification**) shall be amended to delete the second paragraph and replace it in its entirety with the following: “Members may set stricter requirements for their employees to be eligible for the Program, except that Members are required to provide and pay for life insurance for all full-time employees unless a full-time employee specifically opts out of the life insurance benefit. Each Member is responsible for retaining and housing documentation of its requirements for eligibility either in the form of a written policy or resolution authorized by the Member’s Board and documentation that substantiates that each of its Insured Participants is a bona fide Qualified Employee by January 15 of each year. In addition, each Member is required to provide LIMRiCC with a monthly listing of any new employees, newly eligible employees, terminated employees or any other qualifying event by the first of the month.”

SECTION 8: It is proposed that Article III (K) of the Agreement (**Mandatory Member Meetings**) shall be modified by deleting the fourth and fifth paragraphs in their entirety and replacing it with the following: Each Member must have at least one (1) representative (Library Director/Administrator, other administrators, or his/her designee) in attendance, either in person or via electronic attendance, at a minimum of one meeting per year. Effective with the 2024 plan year, failure to have (1) representative attend without good cause, will result in a fee of \$150.

SECTION 9: It is proposed that a new Article III (N) of the Agreement (**New Membership**) be added to the Agreement which reads as follows:

“In the years that LIMRiCC is open to accepting new members as permissible by the provider, an application will be required for libraries considering joining the Program. Upon approval, a new member will be required to:

1. Sign the IGA; and.
2. Pay a non-reimbursable 2-month premium that will go into LIMRiCC’s reserves. The premium will be based on the new member’s enrollment and will apply to PHIP and SHIP.”

SECTION 10: It is proposed that Article III (N) of the Agreement (**Late Payments**) be deleted in its entirety and replaced with the following:

“If a Member is more than sixty (60) days late after the issued date of the invoice in paying any Membership Contribution, said Member will be responsible for paying a late fee equal to five percent (5%) of all outstanding invoices. All late fees shall be deposited into the PHIP Account. If a Member fails to make Membership Contribution for a period of three (3)

months, the Board may vote to terminate the Member in accordance with Section Q, Term of the Program.”

In addition this subsection will now be identified as subsection Article III (O) after addition of Article III (N) above.

SECTION 11: It is proposed that a new Article III (P) of the Agreement (**Refund Adjustment Policy**) be added to the Agreement which reads as follows:

In the event that an adjustment is necessary to a member’s invoice, a member can obtain a refund of up to 90 days.

SECTION 12: It is proposed that Article III (Q)(5) of the Agreement (**Obligations of Terminated Members**) shall be amended by deleting it in its entirety and replacing it with the following:

The obligation of LIMRiCC to administer claims incurred under the Plan prior to the effective date of termination or voluntary withdrawal for a terminated Member shall continue for claims that are filed within a period of twelve (12) months after such effective date. Members who have either been terminated or have voluntarily withdrawn are required to make all Member Contributions and supplemental payments, and to pay their entire current invoice, for sixty (60) days after their termination date, known as the run-out period.

1. In the event of a member’s voluntary termination from the Program, notification to the Board must be given in writing 120 days prior to the termination date and prior to the end of the benefit plan year.

The exception to the 120 day notice would be in the event that the Board fails to provide a 15 day notice of the health care premiums for the new plan year at least 135 days prior to the new plan year. In this case, it is at the discretion of the Board. A penalty fee of 25% of the current invoice will be applied to the Member for a notice of termination with less than 120 days notification.

2. A 2-month run out period for SHIP and PHIP will be charged based on the current invoice.

SECTION 13: It is proposed that Article VIII of the Agreement (**FORMER PARTICIPATION OF METROPOLITAN LIBRARY SYSTEM (FORMERLY SUBURBAN LIBRARY SYSTEM)**) shall be deleted in its entirety.

SECTION 14: The proposed effective date of the amendments is November 15, 2023.

SECTION 15: That each Member that will be affected by these proposed amendments shall receive written notice of proposed amendments and the date on which the amendment is to become effective, together with a ballot for voting to approve or disapprove the proposed amendments. The notice shall be given not less than 60 days and not more than 90

days before the proposed effective date of the amendment, either via electronic mail or U.S. mail.

SECTION 16: The proposed amendments set forth in this Resolution shall be adopted upon receiving the affirmative vote of at least two-thirds (2/3) of the Members entitled to vote on such amendment.

SECTION 17: That the President is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

SECTION 18: This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED by the Library Insurance Management and Risk Control Combination this 26th day of July, 2023.

ADOPTED by _____ (Library Name) this _____ day of _____, 2023.

By: _____

Its: _____

ATTEST:

TAX LEVY ORDINANCE

ORDINANCE 23-10-01

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

FISCAL YEAR JULY 1, 2023 to JUNE 30, 2024

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 #23-08-01 (Budget and Appropriations Ordinance) previously passed by the Board is incorporated by reference.

Section 2: A tax in the sum of \$1,233,386 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, 2023 ending June 30, 2024 for the specific objects and purposes indicated as follows:

CORPORATE

Personnel Expenses	Appropriation	Levy
Salaries	\$685,250	605,000
Audio-visual materials and services	28,000	20,000
Books	75,000	54,000
Periodicals	4,500	3,000
Other media	38,000	28,000
Library programs	84,525	20,000
Office supplies	21,000	18,000
Printing	22,000	14,000
Postage	10,000	5,200
Legal fees	12,600	4,000
Public information	12,600	9,000
Health insurance	47,250	40,000
Library promotion and miscellaneous service fees	40,425	33,715
Utilities	55,350	50,200
Telephone	19,425	16,000
Contingency	10,050	5,000
Petty Cash	600	0

Capital	Appropriation	Levy
Information technology	107,200	30,000
Strategic initiatives	9,500	0
Debt service costs	63,000	32,000
Contractual		
Accounting	22,500	18,500
Service contracts	71,000	58,000
Professional Education and Training		
Library trustees	4,000	2500
Library staff	8,500	6,500
Total	\$1,452,275.00	1,072,615

BUILDINGS, MAINTENANCE AND EQUIPMENT (.02% SPECIAL TAX)

Building supplies and maintenance	41,000	10,000
Building repairs	160,000	17,000
Casual labor and fees	10,900	4,000
Building improvements	160,000	20,000
Total	371,900.00	51,000.00

SOCIAL SECURITY (SPECIAL TAX)

Social Security Fund	51,000.00	38,000.00
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AUDIT (SPECIAL TAX)

Audit	16,750.00	8,000.00
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IMRF (SPECIAL TAX)

IMRF	56,000.00	48,000.00
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LIABILITY INSURANCE (SPECIAL TAX)

Liability Insurance	Appropriations	Levy
Public liability insurance	20,500	8000
Workers' compensation insurance	6,200	1200
Property insurance	7,000	2000
Director's and Officers' insurance	3,500	2500
Total	37,200.00	13,700.00

UNEMPLOYMENT INSURANCE (SPECIAL TAX)

Unemployment insurance	5,500.00	1,200.00
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MEMORIAL FUND (No Levy)

Books	\$7,500	\$ -0-
Audio – visual materials	7,500	-0-
Equipment	15,000	-0-
Total	30,000.00	0.00

SUMMARY

Corporate	1,452,275	1,072,615
Buildings, Maintenance and Equipment (Special Tax)	371,900	51,000.00
Social Security (Special Tax)	51,000	38,000.00
Audit (Special Tax)	16,750	8,000.00
IMRF (Special Tax)	56,000	48,000.00
Liability Insurance (Special Tax)	37,200	13,700.00
Unemployment Insurance (Special Tax)	5,500	1,200.00
Memorial Fund (No levy)	30,000	0
Total	2,020,625	1,232,515

Section 2: 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 16th day of October, 2023, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Annette Corgiat, President

Board of Library Trustees

North Riverside Public Library District

ATTEST:

John Mathias, Secretary

(seal)



MGT Films
 260 Jamie Lane - Suite C
 Wauconda, IL 60084
 847-487-8777
 www.MGTFilms.com

Proposal		
Thu	9/24/2020	6:00AM
Mon thru Fri 8-5		



Job ID 9088 Cust # 8060	Home: 708-447-0869
North Riverside Public Library	Email: starostan@northriversidelibrary.org
Natalie Starosta	
2400 S. Des Plaines Avenue	
North Riverside, IL 60546	

ULTRA S800 3M w Black IPA

Area	# of Panels	Product	Amount
INTERIOR Entry Side View	6	ULTRA S800 (3M)	180.00
INTERIOR Main Entry Door Sidelights	2	ULTRA S800 (3M)	868.00
INTERIOR Main Entry Doors	2	ULTRA S800 (3M)	396.00
INTERIOR Side Entry	1	ULTRA S800 (3M)	434.00
INTERIOR Side Entry Door	1	ULTRA S800 (3M)	238.00
INTERIOR Staircase Entry View	6	ULTRA S800 (3M)	180.00
INTERIOR Staircase Front	12	ULTRA S800 (3M)	855.00
INTERIOR Staircase Side	15	ULTRA S800 (3M)	1,089.00
COMMERCIAL PRICING DISCOUNT			-327.00
Section 9 Total	45		3,913.00
INTERIOR Entry Side View	6	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	230.00
INTERIOR Main Entry Door Sidelights	2	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	272.00
INTERIOR Main Entry Doors	2	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	196.00
INTERIOR Side Entry	1	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	135.00
INTERIOR Side Entry Door	1	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	98.00
INTERIOR Staircase Entry View	6	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	230.00
INTERIOR Staircase Front	12	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	639.00
INTERIOR Staircase Side	15	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	843.00
COMMERCIAL PRICING DISCOUNT			-265.00
Section 10 Total	45		2,378.00
			Subtotal 6,291.00
			Total: \$6,291.00

Salesperson:	Diana Hoffman - 630-212-2457
Quote good until:	10/24/2020
Payment Terms:	Net 30 Days

Standard general liability and worker's comp insurance included in the price. Customer responsible for cost of additional coverage if required.

Guarantee: All materials and workmanship are guaranteed to be as specified and the work to be performed in accordance with this written proposal, completed in a workman like manner for the amount indicated. Any change(s) from these specifications requiring extra time, labor or materials will result in additional charges to the amount indicated above. You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Midwest Glass Tinters Inc. is not responsible for glass breakage due to improper glass installation, existing glass damage or scoring from previous film installation. Interest at the rate of 1 1/2 percent per month will be charged on past due invoices.

Acceptance of Proposal /Authorization to Work:

The above prices, specifications, terms and conditions are satisfactory to me and are hereby accepted. My signature authorizes you to do the work.

Date _____ Customer Signature _____ Authorized Dealer Signature _____

E-Sign



MGT Films
 260 Jamie Lane - Suite C
 Wauconda, IL 60084
 847-487-8777
 www.MGTFilms.com

Proposal		
Thu	9/24/2020	6:00AM
Mon thru Fri 8-5		

Job ID 9088 Cust # 8060 North Riverside Public Library Natalie Starosta 2400 S. Des Plaines Avenue North Riverside, IL 60546	Home: 708-447-0869 Email: starostan@northriversidelibrary.org
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SAFETYSHIELD CLEAR 8 MIL MADICO w Black IPA

Area	# of Panels	Product	Amount
INTERIOR Entry Side View	6	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	230.00
INTERIOR Main Entry Door Sidelights	2	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	272.00
INTERIOR Main Entry Doors	2	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	196.00
INTERIOR Side Entry	1	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	135.00
INTERIOR Side Entry Door	1	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	98.00
INTERIOR Staircase Entry View	6	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	230.00
INTERIOR Staircase Front	12	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	639.00
INTERIOR Staircase Side	15	FORCED ENTRY 1/2"-(DOW/3M IPA) BLACK	843.00
COMMERCIAL PRICING DISCOUNT			-265.00
Section 10 Total	45		2,378.00
INTERIOR Entry Side View	6	SAFETYSHIELD CLEAR 8 MIL (MADICO)	125.00
INTERIOR Main Entry Door Sidelights	2	SAFETYSHIELD CLEAR 8 MIL (MADICO)	571.00
INTERIOR Main Entry Doors	2	SAFETYSHIELD CLEAR 8 MIL (MADICO)	208.00
INTERIOR Side Entry	1	SAFETYSHIELD CLEAR 8 MIL (MADICO)	285.00
INTERIOR Side Entry Door	1	SAFETYSHIELD CLEAR 8 MIL (MADICO)	156.00
INTERIOR Staircase Entry View	6	SAFETYSHIELD CLEAR 8 MIL (MADICO)	125.00
INTERIOR Staircase Front	12	SAFETYSHIELD CLEAR 8 MIL (MADICO)	540.00
INTERIOR Staircase Side	15	SAFETYSHIELD CLEAR 8 MIL (MADICO)	723.00
Section 11 Total	45		2,733.00
			Subtotal 5,111.00
			Total: \$5,111.00

Salesperson:	Diana Hoffman - 630-212-2457
Quote good until:	10/24/2020
Payment Terms:	Net 30 Days

Standard general liability and worker's comp insurance included in the price. Customer responsible for cost of additional coverage if required.

Guarantee: All materials and workmanship are guaranteed to be as specified and the work to be performed in accordance with this written proposal, completed in a workman like manner for the amount indicated. Any change(s) from these specifications requiring extra time, labor or materials will result in additional charges to the amount indicated above. You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Midwest Glass Tinters Inc. is not responsible for glass breakage due to improper glass installation, existing glass damage or scoring from previous film installation. Interest at the rate of 1 1/2 percent per month will be charged on past due invoices.

Acceptance of Proposal /Authorization to Work:

The above prices, specifications, terms and conditions are satisfactory to me and are hereby accepted. My signature authorizes you to do the work.

Date	Customer Signature		Authorized Dealer Signature
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