

**North Riverside Public Library District  
Board of Trustees  
Regular Meeting, October 16<sup>th</sup>, 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. Audit Presentation by David Jelonek from GW & Associates**

**4. Consent Agenda**

Secretary:

- a. Minutes of the October 2<sup>nd</sup>, 2023 Committee of the Whole Meeting
- b. Minutes of the October 7<sup>th</sup>, 2023 Special Meeting
- c. Minutes of the September 18<sup>th</sup>, 2023 Regular Board Meeting
- d. Correspondence

Treasurer:

- a. September 2023 Financial Statements
- b. Authorization to transfer \$75,000 from the money market account which currently has a balance of \$147,841.59 as of 10/10/23 to checking

**5. President's Report**

- A. Board action log (informational)

**6. Director's Report**

- A. See attached Director and Department Head Reports

**7. Committee Reports**

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

**8. New Business**

- A. Levy Ordinance (action)
- B. OMA Policy Update (action)
- C. FY 23 Audit (action)

**9. Closed session**

**10. Return to open session**

**11. Possible action item** (pertaining to closed session discussion)

**12. Adjournment**

*Note: Agenda items may be added that pertain to discussion or information.*

*No items may be added to the final agenda that require Board action.*

Next regular Board Meeting is scheduled for November 20<sup>th</sup>, 2023 at 6:00 p.m.

# **North Riverside Public Library**

2400 S. Des Plaines Avenue  
North Riverside, Illinois 60546

Minutes  
Committee of the Whole  
Board of Trustees  
October 2<sup>nd</sup>, 2023  
6:00 PM

## **1. Open of Meeting**

- A. Call to order - Meeting was called to order by President Corgiat at 6:02pm.
- B. Determination of quorum - In attendance were: Annette Corgiat, Greg Gordon, John Mathias, Jeanne Ottenweller and Kyle Johnson. Absent were: Kathy Bonnar and Ken Rouleau.
- C. Recognition of visitors to the meeting - Director Starosta attended the meeting.
- D. Approval of agenda and requested changes to agenda - A motion was made by Vice President Gordon to approve the agenda as presented. Motion was seconded by Secretary Johnson. All aye. Motion carried.

## **2. Open Forum**

There were no comments.

## **3. Minutes**

- A. No minutes to review as there was no CoW in September.

## **4. Finance**

- A. Levy Ordinance - Director Starosta presented the proposed Levy ordinance for the 2<sup>nd</sup> time. No trustees had any comments or questions. Levy Ordinance will be on the October regular Board meeting agenda as an action item.
- B. Audit - Director Starosta noted that the final documents for the audit have been sent to GW&A. Treasurer Mathias asked that as soon as the audit documents are available they be put in the google folder. The audit will be presented at the October regular Board meeting and on the agenda as an action item.

## **5. Advocacy**

- A. Advocacy webinars - 7pm - Book Challenges on the Rise: Support Your Library panel discussion - Trustee Ottenweller mentioned that this is a very important topic in libraries currently. President Corgiat expressed concern that the panel might not express every viewpoint. The Board listened to the discussion from 7:25pm until 7:35pm.

## **6. Building & Grounds**

- A. Capital Improvement Plan - Director Starosta updated the Board that Studio GC plans to have the plan completed by December. President Corgiat mentioned that it might be best to have the presentation in January 2024 since the December meeting is often canceled.
- B. Lower Level update discussion - Director Starosta led trustees on a walk through of the lower level to point out which areas will see changes, how much those changes will cost and the added benefits to the library of opening additional space to the public at such a low cost. President Corgiat would like to see an additional window added between the proposed new YS/Tech Services work room and the hallways to give it more of an open feel. She also would like to see Trustee Rouleau here to talk about the legal permit requirements of the project. Trustee Mathias expressed concern about the funding for the proposed \$65,000 project. Trustee Ottenweller was impressed with the scope of the project relative to its cost and would like to see the project advertised to increase visibility of the library and what we to have to offer. President Corgiat agreed that additional marketing needs to be done and would like to see the Library advertise the Foundation and Friends more, have a dedicated staff person to work on bringing in sponsors for the newsletter and does not like the paper weight of the current newsletter but would rather see it more similar to the Village Recreation Department's Rec Guide. Vice President Gordon would also like to see a dedicated marketing staff person but pointed out that the current staff is lower than it has been in the past and this would require adding a position. President Corgiat asked that Treasurer Mathias look at the funding with Director Starosta and that Trustee Rouleau be prepared to talk about permits for the November Committee of the Whole meeting.
- C. Window Film discussion - Treasurer Mathias talked about how it was late in the year for the installation and we should revisit this in March 2024. He noted a concern that several of the companies we had quotes from in the past are no longer installing the film.

## **7. Personnel**

- A. Merit Raises - Vice President Gordon talked about the fact that the staff merit raises have not yet been approved but are in the approved budget in the amount of approximately \$10,000. He asked Director Starosta to explain the process of how funds are allocated for merit raises. Director Starosta talked about how the staff salary budgets are calculated first for a COLA increase for all staff and then a specific amount for each department for merit raises which would only be given to the best performing staff member(s) in that department which is determined by the managers of that department based on a review of the monthly reports of what each staff member accomplished that month which are sent to

the director. President Corgiat would like the merit raises to go forward without being put on the October Board agenda for a formal vote because it has already been budgeted. Trustees discussed if this should be a one time bonus or a change to the hourly base pay of staff. Trustee Gordon advocated for a one time bonus which would be processed in a separate payroll. Secretary Johnson asked what has been done historically. Director Starosta explained that in the past the staff members receiving merit raises would see a bump in their hourly rate rather than a one time bonus. Trustee Ottenweller and Treasurer Mathias were concerned that if this merit raise was just for this year and would be removed for staff's hourly rate next year might decrease if they did not earn a merit raise again. The Trustees decided to provide staff who receive a merit raise with a one time bonus in a payroll run separate from their regular pay.

- B. HR Source Position Review quote - Vice President Gordon talked about the fact that HR Source's quote would provide the library with a range of salaries for specific quoted positions. He also talked about the fact that we can have this benchmarked with just other libraires or with non-profits for a mix of the two. Secretary Johnson would like to see non-profits data as a part of the benchmarking but is concerned that this might increase the cost of the quote. Treasurer Mathias is concerned about what the split of data would be (ie. 50% library data and 50% non-profit, etc.). Vice President Gordon suggested that HR Source would be able to suggest a split. They discussed having the non-profit and library data presented separately. This will be added to the Board action log and an updated quote for the February 2024 Committee of the Whole meeting.

## **8. Policy**

- A. Open Meetings Act Policy Update - Director Starosta talked about the proposed changes to the policy which would match the updates to the Open Meetings Act law. This will be put on the October regular Board meeting as an action item.

## **9. Strategic Planning**

- A. Chapter 13 in IL Standards - Treasurer Mathias discussed that we are meeting the goals in this chapter and believes that the book would be read by all new trustees to give them a better understanding of what libraries do.
- B. Trustee Manual - Tabled for November Committee of the Whole meeting.

## **10. Other Business**

- A. Annexation discussion - Hines - Hospital area - President Corgiat asked Director Starosta to discuss the idea. Director Starosta spoke with our attorney about the possibility. His rough estimate is that the annexation would cost between \$12,000 and \$15,000. Because there are voting residents in

the area, this annexation would require a referendum. Secretary Johnson asked how much the additional taxable property value this would add to the district. Director Starosta will provide additional information at the November Committee of the Whole meeting.

- B. Trustee Membership - Purpose: Expense and length of membership. What is available to trustees and of course the desire to get such info. - President Corgiat talked about how library trustees have not been provided personal memberships to ILA, ALA, PLA or United for Libraries except the President who used to have a library provided ILA membership. Vice President Gordon would like to see trustees take classes as long as the cost fits into the budgeted amount for Trustee Continuing Education but does not see a need for memberships for trustees. Treasurer Mathias talked about wanting to sign up for a "How to create a Foundation" program so he could better understand how foundations are created. General Trustee consensus was to allow trustees to register for programs on a first come first served basis as long as the funding is available but not to provide memberships.

- 11. Adjournment** - Treasurer Mathias moved and Secretary Johnson seconded to adjourn the meeting at 7:58pm. All aye.

The Library Board meeting is scheduled for Monday, October 16<sup>th</sup>, 2023 at 6:00pm.

# **NORTH RIVERSIDE PUBLIC LIBRARY COMMITTEE MEETING**

## **Minutes of the meeting of October 7, 2023**

### **1. Open of Meeting**

The meeting was called to order by President Annette Corgiat at 11:00 AM

Present: John Mathias, Jeanne Ottenweller, Kyle Johnson, Annette Corgiat  
A quorum was established.

John made a motion to approve the agenda as presented. Jeanne seconded all in favor. Motion carried.

### **2. Open Forum**

No visitors present to speak at this time.

### **3. Advocacy:**

Discussion on the necessity of how we could implement better communication with anything that would benefit the library re building projects: ie; need, plan, cost. Marketing person was suggested as well, even part time. Discussed our mailout "Book Mark". We will take Director Natalie's suggestion review the links sent to us regarding topics and pertaining to today's meeting.  
Lots of discussion and no conclusion for implementation at this time.

### **4. Strategic Planning**

Strategic Planning is set until 2025 and a copy resides on our Google Drive.

There seemed to be no real quest for more information because of the current date on this Strategic Plan.

Discussion led by John and his achievement of reviewing the Trustee Handbook and his suggestion what to review in the future for this Chair.

Meeting adjourned at 1:00 pm.

Respectfully submitted,  
Annette Corgiat

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

**Minutes of the meeting of September 18, 2023**

1. Open of Meeting

A. The meeting was called to order by Trustee Corgiat at 6:05 p.m. Roll call was taken.  
Present: Trustee Annette Corgiat, Trustee Greg Gordon, Trustee Kyle Johnson, Trustee John Mathias, Trustee Jeanne Ottenweller, Trustee Ken Rouleau  
Absent: Trustee Kathy Bonnar  
Also Present: Jill Cannizzo & Director Starosta

B. A quorum was established.

C. There were no visitors present tonight.

D. I, Trustee Rouleau make a motion to approve the agenda as presented. I, Trustee Mathias second the motion. All ayes, motion carried.

2. Open Forum

No one was present.

3. Consent Agenda

A. I, Trustee Mathias make a motion to approve the consent agenda as amended in New Business section B. I, Trustee Gordon second the motion. All ayes, motion carried.

Secretary

- a. All read and approve the minutes of the August 7th Committee of the Whole Meeting.
- b. All read and agree the minutes of the August 21<sup>st</sup> Board Meeting need to be amended in new Business article B.
- c. No Correspondence

Treasurer

- a. July 2023 Financial Statements –the financial statements are on the drive. There is 2 pages. Trustee Mathias explained a few items.
- b. Authorization to transfer \$75,000 from the money market account which currently has a balance of \$257,332.01.

I, Trustee Mathias make a motion to authorize the transfer of \$75,000 from the money market account which currently has a balance of \$257,332.0. I, Trustee Gordon seconded the motion. A roll call vote was taken.

Ayes: Trustee Annette Corgiat, Trustee Greg Gordon, Trustee Kyle Johnson, Trustee John Mathias, Trustee Jeanne Ottenweller, Trustee Ken Rouleau

Nays: None

Motion Carried



## 5. President's Report

Everything went well with the chili cook off

## 6. Director's Report

A. Director Starosta sends weekly emails. If there any questions about these reports, email her. She also reported that she went to a conference at Triton College about people with autism and what the library can do for them. She would encourage all staff members to attend this next year as it was very good for the library.

## 7. Committee Reports

### A. Advocacy (Trustee Ottenweller)

Trustee Ottenweller had nothing tonight.

### B. Buildings & Grounds (Trustee Rouleau)

Trustee Rouleau had nothing to report tonight

### C. Finance (Trustee Matthias)

Trustee Matthias had nothing to report tonight

### D. Personnel (Trustee Gordon)

Trustee Gordon had nothing to report tonight

### E. Policy (Trustee Bonnar)

Trustee Bonnar had nothing to report tonight

### F. Strategic Planning (Trustee Johnson)

Trustee Johnson had nothing to report tonight

### G. Grants (Director Starosta)

Director Starosta had nothing to report tonight

## 8. New Business

### A. Lower Level Renovation Plan

Trustee Rouleau reported about this plan and where the money will be coming from. He feels that if there isn't a decision soon the contractor's proposal may not be good anymore and then things will end up being more expensive and the Library may not be able to afford it anymore. The Library may also lose the grant money if it is too long. There was some discussion. President Corgiat asked that if anything that was donated is going to be gotten rid of, the Board should know first. Trustee Rouleau reported that the Library would pay \$21,171.65 and the rest would come from grants. There will be more discussion at the October Committee of the Whole meeting about this. Trustee Matthias asked for a time line of what is going to be done when and how much each of these items will cost and where the money will be coming from. Trustee Rouleau said that the contractor would need to be asked about that. This will be put on the October agenda as an action item. The Board all verbally agrees that Director Starosta should go forward with applying for the rest of the grants that would be needed for this project.

B. Authorization to allow the Treasurer full access to NRPL's Quickbooks and First American Bank accounts

President Corgiat asked the attorney and he said that it is fine for the Treasurer to ask for this. Any of the functionality would not be done by the treasurer. It would just be for him to monitor items as he needs to. The report part is read only but full access is editable. At this time the treasurer will have access to the read only reports.

C. LIMMRIC IGA (Intergovernmental Agreement) Update

This is just updating terminology. This has to be done by all libraries

I, Trustee Rouleau make a motion to adopt the LIMMRIC IGA agreement. I. Trustee Gordon second the motion. A roll call vote was taken.

Ayes: Trustee Annette Corgiat, Trustee Greg Gordon, Trustee Kyle Johnson, Trustee John Mathias, Trustee Jeanne Ottenweller, Trustee Ken Rouleau

Nays: None

Motion Carried

D. Review Draft Levy

Trustee Ottenweller asked what this Levy is for. It is for the amount coming from taxes to the Library. Library can ask for 5% but the County decides what they will get.

There was a meeting set to discuss the committee head responsibilities for Sat., Oct. 7<sup>th</sup> at 11:00 am in the Library.

8. I, Trustee Rouleau make a motion to adjourn the meeting at 7:38 p.m. I, Trustee Gordon second the motion. All ayes, motion carried.

The next Board meeting is scheduled for October 16, 2023 at 6:00 p.m.

Respectfully Submitted

Jill M. Cannizzo

# Management Report

North Riverside Public Library District

For the period ended September 30, 2023



Prepared on

October 11, 2023

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# Profit and Loss

July - September, 2023

	Total
<b>INCOME</b>	
6903-01 Fines & Fees	2,454.67
6904-01 Donations	6,439.82
6905-01 Grants	14,876.27
Interest	
6906-01 Interest	3,607.76
<b>Total Interest</b>	<b>3,607.76</b>
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
<b>Total Property Taxes</b>	<b>10,777.97</b>
<b>Total Income</b>	<b>38,156.49</b>
<b>GROSS PROFIT</b>	<b>38,156.49</b>
<b>EXPENSES</b>	
8360-01 Grants	2,956.46
Advertising & Marketing	
8375-01 Advertising	1,601.84
8404-01 Staff Recognition	181.21
8410-01 Printing	2,559.45
<b>Total Advertising &amp; Marketing</b>	<b>4,342.50</b>
Bank Charges & Fees	
8396-01 Bank Charges & Fees	31.27
<b>Total Bank Charges &amp; Fees</b>	<b>31.27</b>
Benefits	
7600-05 Health Insurance	8,702.44
7650-09 IMRF	11,266.17
7660-06 Unemployment Insurance	1,935.81
7670-01 Taxes-Fica Expense	11,661.17
<b>Total Benefits</b>	<b>33,565.59</b>
Building Expense	
8306-07 Building Supplies & Maintenance	4,685.66
8308-07 Service Contracts	14,206.82
8320-07 Building & Grounds	0.00
8330-01 Casual Labor	350.00
8335-07 Building Repairs	6,696.00

	Total
<b>Total Building Expense</b>	<b>25,938.48</b>
Computers/Technology	
8171-01 Tech Service	24,873.82
8172-01 Computer Equipment	494.07
8175-01 SWAN	9,359.24
8180-01 Software	1,453.12
8190-01 Website	58.98
<b>Total Computers/Technology</b>	<b>36,239.23</b>
Legal & Professional Services	
8400-01 Accounting	2,837.00
8402-01 Legal Fees	11.02
8430-01 Payroll Expenses	-527.20
<b>Total Legal &amp; Professional Services</b>	<b>2,320.82</b>
Library Materials	
8090-01 Adult A/V	950.34
8091-01 Children's A/V	73.72
8105-01 Adult Fiction/Non-Fiction	6,451.50
8106-01 Children Fiction / Non-Fiction	4,518.89
8107-01 Teen Fiction/Non-Fiction	1,588.09
8108-01 eBooks	5,000.00
8130-01 Internet Databases	2,589.52
<b>Total Library Materials</b>	<b>21,172.06</b>
Office Supplies & Software	
8202-01 Office Supplies	677.66
<b>Total Office Supplies &amp; Software</b>	<b>677.66</b>
Programs & Strategic Initiatives	
8150-01 Children's Programs	2,149.38
8153-01 Teen Programs	483.01
8154-01 Makerspaces/library of things	488.49
8155-01 Adult Programs	4,115.56
8158-01 Strategic Initiatives	240.80
<b>Total Programs &amp; Strategic Initiatives</b>	<b>7,477.24</b>
Salaries	
7504-01 Circulation	25,261.28
7505-01 Adult Services	13,125.97
7506-01 Youth Services	25,676.06
7507-01 Pages	2,584.30
7508-01 Adminstration	78,717.39
7509-01 Facilities	7,903.80
<b>Total Salaries</b>	<b>153,268.80</b>
Travel & Training	
8342-01 Lodging, Meals, Mileage	190.53

	Total
8355-01 Memberships	225.00
8390-01 Mileage Reimbursement	0.00
<b>Total Travel &amp; Training</b>	<b>415.53</b>
Utilities	
8301-07 Internet/Phone	5,585.41
8302-07 Electricity	12,562.34
8303-07 Gas	1,294.39
8304-07 Water/Garbage	692.68
<b>Total Utilities</b>	<b>20,134.82</b>
<b>Total Expenses</b>	<b>308,540.46</b>
<b>NET OPERATING INCOME</b>	<b>-270,383.97</b>
<b>OTHER EXPENSES</b>	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	3.69
<b>Total Other Miscellaneous Expense</b>	<b>3.69</b>
<b>Total Other Expenses</b>	<b>3.69</b>
<b>NET OTHER INCOME</b>	<b>-3.69</b>
<b>NET INCOME</b>	<b>\$ -270,387.66</b>

# Balance Sheet

As of September 30, 2023

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1500-01 First American MM (5015)	116,244.13
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
<b>Total 1500-01 First American MM (5015)</b>	<b>147,841.59</b>
1501-01 First American Checking (5001)	14,170.39
1509-07 Cash - IPTIP IL Funds	99,608.88
1512-02 Kadlec Annuity #71797	56,915.03
<b>Total Bank Accounts</b>	<b>318,535.89</b>
<b>Accounts Receivable</b>	
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
<b>Total Accounts Receivable</b>	<b>595,306.04</b>
<b>Other Current Assets</b>	
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
<b>Total Other Current Assets</b>	<b>772,003.66</b>
<b>Total Current Assets</b>	<b>1,685,845.59</b>
<b>TOTAL ASSETS</b>	<b>\$1,685,845.59</b>



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**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

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<b>Total Accounts Payable</b>	<b>20,892.61</b>
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**Other Current Liabilities**

4002-01 IMRF - Employee Contribution	-542.17
4003-01 Child Support	0.00
4200-01 Accrued Wages	17,961.93
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	1,469.29
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

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<b>Total Other Current Liabilities</b>	<b>614,195.09</b>
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<b>Total Current Liabilities</b>	<b>635,087.70</b>
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<b>Total Liabilities</b>	<b>635,087.70</b>
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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	-270,387.66
Total Equity	1,050,757.89
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,685,845.59</b>



**North Riverside Public Library District**  
**Check Detail**  
**September 2023**

Date	Num	Name	Memo/Description	Amount
09/01/2023	15634	AT&T 1	ACCOUNT # 831-001-2131 606 INV. 7107041804	63.10
09/01/2023	15635	FIRST AMERICAN BANK .	AUGUST STATEMENT - CHILDREN'S PROGRAMS, COMPUTERS, OFFICE SUPPLIES	569.43
09/01/2023	15636	INGRAM LIBRARY SERVICES	ADULT, TEEN, CHILDREN FICTION/NON FICTION	457.48
09/01/2023	15637	Lauterbach & Amen, LLP	JULY SERVICES MINUS CHECK 15538 THAT WAS A DUPLICATE PAYMENT	19.00
09/01/2023	15638	Midwest Tape	INV 504247301 ADULT A/V	14.99
09/01/2023	15639	Terminix	INVOICE 436855770	116.00
09/01/2023	15640	FIRST AMERICAN BANK .	AUGUST STATEMENT - ADULT/TEEN/CHILDREN PROGRAMS, OFFICES SUPPLES, GRANTS & DONATIONS, MISC LIBRARY ITEMS	4,327.89
09/01/2023	15641	INGRAM LIBRARY SERVICES	ADULT/TEEN FICTION/NON FICTION	405.72
09/01/2023	15642	FIRST AMERICAN BANK .	AUGUST STATEMENT - INTERNET DATABASES & SOFTWARE	83.63
09/01/2023	15643	BNEW4LIFE, LLC	SELF DEFENSE - ADULT PROGRAM	300.00
09/01/2023	15644	Roscoe	ACCT#1889-07544 INV 1812670	253.30
09/01/2023	15645	INGRAM LIBRARY SERVICES	ADULT & TEEN FICTION/NON FICTION	52.20
09/01/2023	15646	Paychex - Human Resource Services	INV 13473368	114.00
09/01/2023	15647	LEAF	SERVICE CONTRACT INV 15229787	743.34
09/06/2023	15648	GRASSO GRAPHICS	INV 32658 - FALL NEWSLETTER 2023	2,559.45
09/06/2023	15649	Midwest Tape	INV 504277294 - ADULT A/V	20.99
09/06/2023	15650	Midwest Tape	INV 504294556 - INTERNET DATABASES	361.23
09/06/2023	15651	Shaw Media	ACCT#10073239 ORD. 2103226	321.50
09/15/2023	747	AEP ENERGY	AEP ENERGY # 3014417557 UTILITY # 3563062012	3,429.93
09/15/2023	748	Black Stone	INV. 2118336 - ADULT A/V	40.00
09/15/2023	749	Jill Cannizzo	BOARD MINUTES SEPTEMBER 18, 2023	100.00
09/15/2023	750	COMCAST .	ACCT# 904053498 INV 181870927	1,223.36
09/15/2023	15652	AEP ENERGY	AEP ENERGY # 3014417557 Utility # 3563062012	3,429.93
09/15/2023	15653	Black Stone	INV. 2118336 - ADULT A/V	40.00
09/15/2023	15654	Jill Cannizzo	BOARD MINUTES SEPTEMBER 18, 2023	100.00
09/15/2023	15655	COMCAST .	ACCT# 904053498 INV 181870927	1,223.36
09/15/2023	15656	Comcast	Acct# 8771 20 134 0118334 - INTERNET	180.35
09/15/2023	15657	CENGAGE Learning	INV. 82324268 - ADULT LARGE PRINT	52.48
09/15/2023	15658	Hinckely Springs	2429867 090623	223.83

09/15/2023	15659 INGRAM LIBRARY SERVICES	CHILDREN FICTION / NON FICTION	336.20
09/15/2023	15660 Illinois Library Association	INSTITUTIONAL MEMBERSHIP 2023-2024	225.00
09/15/2023	15661 MARY JOHNSON	MILES TO CONFERENCE IN ALSIP, IL	22.20
09/15/2023	15662 Lauterbach & Amen, LLP	INV 82214 - PROFESSIONAL SERVICES AUGUST 2023	952.00
09/15/2023	15663 LIMRiCC	MONTHLY BILLING SEPTEMBER 2023	3,041.02
09/15/2023	15664 Mission Square - 304650	BATCH 6855680	500.79
09/15/2023	15665 Outsource Solutions Group	INV 75915 - WATCHGUARD BASIC SECURITY RENEWAL	1,025.61
09/15/2023	15666 Quality Backflow Testing, Inc	INV 31267 - BLACFLOW TEST SEPTEMBER 2023	6,000.00
09/15/2023	15667 Trimeline Landscaping	AUGUST 2023 - MOV AND TRIM, WEEDING, FERTILIZING	365.00
09/15/2023	15668 INGRAM LIBRARY SERVICES	ADULT, TEEN, CHILDREN FICTION/NON FICTION	1,249.07
09/18/2023	15669 EnvisionWare, Inc.	INV -US-62383 - REMAINING OF ANNUAL SUBSCRIPTION 2022	653.43
09/18/2023	15670 Martin Petersen Company, Inc.	INV # SX23240 - REPAIR CRACK IN ONE OF THE HOSES BOOK SALE	282.00
09/18/2023	15671 CENGAGE Learning	INV. 82513751 - ADULT LARGE PRINT	190.34
09/18/2023	15672 Black Stone	INV. 2119514 - ADULT A/V	99.98
09/18/2023	15673 OLIVIA BORTH	TAROT CARDS OCTOBER 21, 2023	200.00
09/18/2023	15674 Quinlan Security Systems	INV 33291 - CLOSED CIRCUIT TELEVISION SYSTEM ADDITIONS	504.60
09/29/2023	Check Error INTERACTIVE SCIENCE, INC	CHECK ERROR WOWBRARY SPONSORSHIP JULY 26, 2023 - JULY 25, 2024	199.78
<b>TOTAL</b>			<b>36,673.51</b>



# North Riverside Public Library District

## Balance Sheet As of September 30, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	116,244.13
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
<b>Total 1500-01 First American MM (5015)</b>	<b>147,841.59</b>
1501-01 First American Checking (5001)	14,170.39
1509-07 Cash - IPTIP IL Funds	99,608.88
1512-02 Kadlec Annuity #71797	56,915.03
<b>Total Bank Accounts</b>	<b>\$318,535.89</b>
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
<b>Total Accounts Receivable</b>	<b>\$595,306.04</b>
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
<b>Total Other Current Assets</b>	<b>\$772,003.66</b>
<b>Total Current Assets</b>	<b>\$1,685,845.59</b>



# North Riverside Public Library District

## Balance Sheet As of September 30, 2023

		TOTAL
<b>TOTAL ASSETS</b>		<b>\$1,685,845.59</b>
<b>LIABILITIES AND EQUITY</b>		
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
<b>Total Accounts Payable</b>		<b>\$20,892.61</b>
Other Current Liabilities		
4002-01 IMRF - Employee Contribution		-542.17
4003-01 Child Support		0.00
4200-01 Accrued Wages		17,961.93
4220-01 Federal Withholding		0.00
4230-01 ICMA Retirement		1,469.29
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
<b>Total Other Current Liabilities</b>		<b>\$614,195.09</b>
<b>Total Current Liabilities</b>		<b>\$635,087.70</b>
<b>Total Liabilities</b>		<b>\$635,087.70</b>
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



# North Riverside Public Library District

## Balance Sheet

As of September 30, 2023

	TOTAL
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
Net Income	-270,387.66
<b>Total Equity</b>	<b>\$1,050,757.89</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,685,845.59</b>



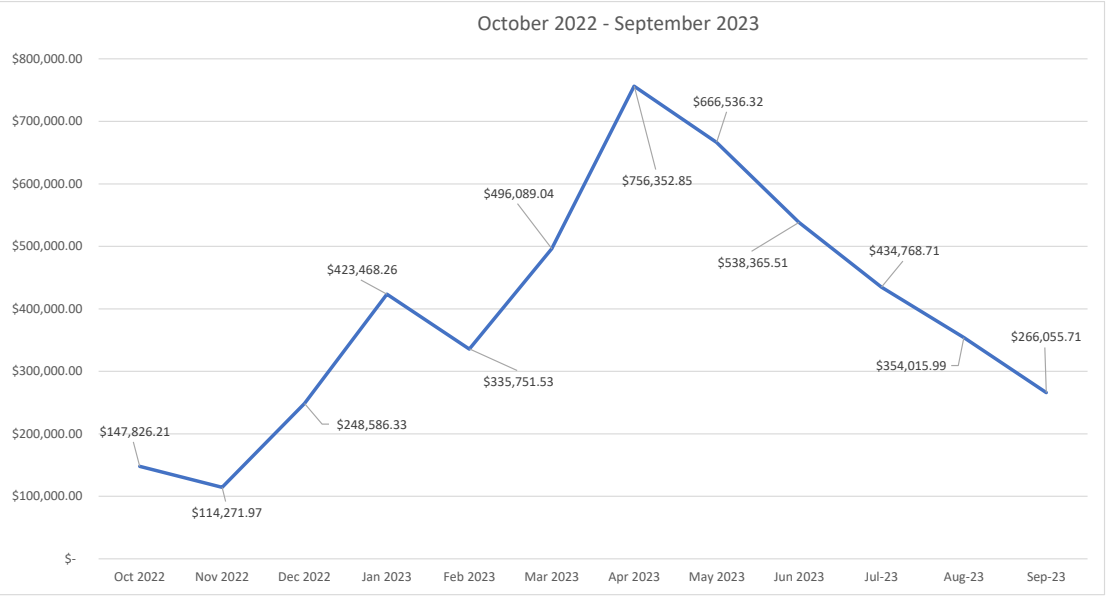
**North Riverside Public Library District**  
**Budget vs. Actuals FY24**  
July - September 2023

	Sep 2023 MTD Actual	FY24 YTD Actual	FY24 Budget	over Budget	% of Budget
<b>Income</b>					
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	130.22	2,454.67	12,000.00	-9,545.33	20.46%
6904-01 Donations	329.63	6,439.82	35,000.00	-28,560.18	18.40%
6905-01 Grants	0.00	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%
6906-01 Interest	962.83	3,607.76	3,000.00	607.76	120.26%
6901-01 Property Tax	0.00	10,777.97	1,174,665.00	-1,163,887.03	0.92%
<b>Total Income</b>	<b>\$ 1,422.68</b>	<b>\$ 38,156.49</b>	<b>\$ 1,357,165.00</b>	<b>-\$ 1,319,008.51</b>	<b>2.81%</b>
<b>Expenses</b>					
8360-01 Grants	575.48	2,956.46	100,000.00	-97,043.54	2.96%
<b>Advertising &amp; Marketing</b>					
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	521.28	1,601.84	4,500.00	-2,898.16	35.60%
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	2,559.45	2,559.45	12,000.00	-9,440.55	21.33%
<b>Total Advertising &amp; Marketing</b>	<b>\$ 3,080.73</b>	<b>\$ 4,342.50</b>	<b>\$ 63,450.00</b>	<b>-\$ 59,107.50</b>	<b>6.84%</b>
<b>Bank Charges &amp; Fees</b>					
8396-01 Bank Charges & Fees	0.00	31.27	500.00	-468.73	6.25%
<b>Total Bank Charges &amp; Fees</b>	<b>\$ 0.00</b>	<b>\$ 31.27</b>	<b>\$ 500.00</b>	<b>-\$ 468.73</b>	<b>6.25%</b>
<b>Benefits</b>					
7600-05 Health Insurance	2,801.02	8,702.44	32,000.00	-23,297.56	27.20%
7650-09 IMRF	8,257.48	11,266.17	49,250.00	-37,983.83	22.88%
7660-06 Unemployment Insurance	477.12	1,935.81	1,000.00	935.81	193.58%
7670-01 Taxes-Fica Expense	3,385.74	11,661.17	38,655.00	-26,993.83	30.17%
<b>Total Benefits</b>	<b>\$ 14,921.36</b>	<b>\$ 33,565.59</b>	<b>\$ 120,905.00</b>	<b>-\$ 87,339.41</b>	<b>27.76%</b>
<b>Building Expense</b>					
8306-07 Building Supplies & Maintenance	273.59	4,685.66	12,000.00	-7,314.34	39.05%
8308-07 Service Contracts	7,982.24	14,206.82	30,500.00	-16,293.18	46.58%
8315-07 Fees & Permits	0.00	0.00	1,950.00	-1,950.00	0.00%
8330-01 Casual Labor	200.00	350.00	900.00	-550.00	38.89%
8335-07 Building Repairs	282.00	6,696.00	30,000.00	-23,304.00	22.32%
<b>Total Building Expense</b>	<b>\$ 8,737.83</b>	<b>\$ 25,938.48</b>	<b>\$ 75,350.00</b>	<b>-\$ 49,411.52</b>	<b>34.42%</b>
<b>Computers/Technology</b>					
8171-01 Tech Service	-2,320.96	24,873.82	25,000.00	-126.18	99.50%
8172-01 Computer Equipment	9.99	494.07	5,000.00	-4,505.93	9.88%
8175-01 SWAN	0.00	9,359.24	24,500.00	-15,140.76	38.20%
8180-01 Software	31.66	1,453.12	1,500.00	-46.88	96.87%
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%
<b>Total Computers/Technology</b>	<b>-\$ 2,279.31</b>	<b>\$ 36,239.23</b>	<b>\$ 60,000.00</b>	<b>-\$ 23,760.77</b>	<b>60.40%</b>
<b>Insurance</b>					
8460-05 Liability Insurance	0.00	0.00	24,000.00	-24,000.00	0.00%
<b>Total Insurance</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 24,000.00</b>	<b>-\$ 24,000.00</b>	<b>0.00%</b>
<b>Interest Paid</b>					



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%
<b>Total Interest Paid</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 44,500.00</b>	<b>-\$ 44,500.00</b>	<b>0.00%</b>
<b>Legal &amp; Professional Services</b>					
8400-01 Accounting	971.00	2,837.00	17,000.00	-14,163.00	16.69%
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	592.00	-527.20	6,500.00	-7,027.20	-8.11%
8435-01 Background Checks	0.00	0.00	200.00	-200.00	0.00%
<b>Total Legal &amp; Professional Services</b>	<b>\$ 1,563.00</b>	<b>\$ 2,320.82</b>	<b>\$ 40,900.00</b>	<b>-\$ 38,579.18</b>	<b>5.67%</b>
<b>Library Materials</b>					
8090-01 Adult A/V	679.95	950.34	9,200.00	-8,249.66	10.33%
8091-01 Children's A/V	11.98	73.72	3,600.00	-3,526.28	2.05%
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	1,545.08	6,451.50	26,000.00	-19,548.50	24.81%
8106-01 Children Fiction / Non-Fiction	913.01	4,518.89	17,000.00	-12,481.11	26.58%
8107-01 Teen Fiction/Non-Fiction	285.40	1,588.09	9,500.00	-7,911.91	16.72%
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	413.20	2,589.52	18,000.00	-15,410.48	14.39%
8140-01 Periodicals	0.00	0.00	1,600.00	-1,600.00	0.00%
<b>Total Library Materials</b>	<b>\$ 3,848.62</b>	<b>\$ 21,172.06</b>	<b>\$ 103,300.00</b>	<b>-\$ 82,127.94</b>	<b>20.50%</b>
<b>Office Supplies &amp; Software</b>					
8202-01 Office Supplies	612.66	677.66	13,500.00	-12,822.34	5.02%
<b>Total Office Supplies &amp; Software</b>	<b>\$ 612.66</b>	<b>\$ 677.66</b>	<b>\$ 13,500.00</b>	<b>-\$ 12,822.34</b>	<b>5.02%</b>
<b>Programs &amp; Strategic Initiatives</b>					
8150-01 Children's Programs	706.90	2,149.38	6,300.00	-4,150.62	34.12%
8153-01 Teen Programs	263.14	483.01	2,900.00	-2,416.99	16.66%
8154-01 Makerspaces/library of things	288.49	488.49	5,200.00	-4,711.51	9.39%
8155-01 Adult Programs	2,373.95	4,115.56	6,000.00	-1,884.44	68.59%
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%
<b>Total Programs &amp; Strategic Initiatives</b>	<b>\$ 3,632.48</b>	<b>\$ 7,477.24</b>	<b>\$ 23,150.00</b>	<b>-\$ 15,672.76</b>	<b>32.30%</b>
<b>Salaries</b>					
7504-01 Circulation	7,651.25	25,261.28	85,500.00	-60,238.72	29.55%
7505-01 Adult Services	4,004.07	13,125.97	77,500.00	-64,374.03	16.94%
7506-01 Youth Services	7,141.18	25,676.06	95,000.00	-69,323.94	27.03%
7507-01 Pages	664.71	2,584.30	11,000.00	-8,415.70	23.49%
7508-01 Adminstration	22,705.54	78,717.39	300,000.00	-221,282.61	26.24%
7509-01 Facilities	2,331.26	7,903.80	30,000.00	-22,096.20	26.35%
<b>Total Salaries</b>	<b>\$ 44,498.01</b>	<b>\$ 153,268.80</b>	<b>\$ 599,000.00</b>	<b>-\$ 445,731.20</b>	<b>25.59%</b>
<b>Travel &amp; Training</b>					
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	22.20	190.53	2,200.00	-2,009.47	8.66%
8355-01 Memberships	225.00	225.00	2,450.00	-2,225.00	9.18%
8390-01 Mileage Reimbursement	0.00	0.00	0.00	0.00	
<b>Total Travel &amp; Training</b>	<b>\$ 247.20</b>	<b>\$ 415.53</b>	<b>\$ 10,650.00</b>	<b>-\$ 10,234.47</b>	<b>3.90%</b>
<b>Utilities</b>					
8301-07 Internet/Phone	2,690.17	5,585.41	12,300.00	-6,714.59	45.41%
8302-07 Electricity	6,859.86	12,562.34	16,500.00	-3,937.66	76.14%
8303-07 Gas	391.18	1,294.39	8,860.00	-7,565.61	14.61%
8304-07 Water/Garbage	0.00	692.68	5,000.00	-4,307.32	13.85%

<b>Total Utilities</b>	<b>\$ 9,941.21</b>	<b>\$ 20,134.82</b>	<b>\$ 42,660.00</b>	<b>-\$ 22,525.18</b>	<b>47.20%</b>
8395-01 Miscellaneous Expense	3.69	3.69	0.00	0.00	0%
<b>Total Expenses</b>	<b>\$ 89,382.96</b>	<b>\$ 308,544.15</b>	<b>\$ 1,321,865.00</b>	<b>-\$ 1,013,324.54</b>	<b>23.34%</b>
<b>Net Operating Income</b>	<b>-\$ 87,960.28</b>	<b>-\$ 270,387.66</b>	<b>\$ 35,300.00</b>	<b>-\$ 305,683.97</b>	<b>-765.97%</b>
<b>Net Income</b>	<b>-\$ 87,960.28</b>	<b>-\$ 270,387.66</b>	<b>\$ 35,300.00</b>	<b>-\$ 305,683.97</b>	<b>-765.97%</b>



# North Riverside Public Library District Profit and Loss

October 2022 - September 2023

	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sept 23	Total
<b>Beginning Cash</b>	\$ 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	\$ 354,015.99	
<b>Income</b>													
6903-01 Fines & Fees	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	130.22	13,586.09
6904-01 Donations	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	329.63	22,856.35
6905-01 Grants			12,612.55			25,000.00			199.29	10,953.35	3,922.92		52,688.11
6915-07 Loan Proceeds		30,000.00	20,000.00										50,000.00
Interest	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	962.83	12,115.10
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
<b>Total Income</b>	<b>\$ 8,402.10</b>	<b>\$ 30,668.46</b>	<b>\$ 237,241.79</b>	<b>\$ 307,911.66</b>	<b>\$ 4,214.13</b>	<b>\$ 271,560.56</b>	<b>\$ 350,053.59</b>	<b>\$ 2,589.75</b>	<b>\$ 6,471.03</b>	<b>\$ 14,222.95</b>	<b>\$ 22,510.86</b>	<b>\$ 1,422.68</b>	<b>\$ 1,256,235.15</b>
<b>Gross Profit</b>	<b>\$ 8,402.10</b>	<b>\$ 30,668.46</b>	<b>\$ 237,241.79</b>	<b>\$ 307,911.66</b>	<b>\$ 4,214.13</b>	<b>\$ 271,560.56</b>	<b>\$ 350,053.59</b>	<b>\$ 2,589.75</b>	<b>\$ 6,471.03</b>	<b>\$ 14,222.95</b>	<b>\$ 22,510.86</b>	<b>\$ 1,422.68</b>	<b>\$ 1,256,235.15</b>
<b>Expenses</b>													
8360-01 Grants		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	575.48	42,329.36
8360-01 Petty Cash					114.34								114.34
8380-01 Telephone								1,031.00					1,031.00
Advertising & Marketing	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	3,080.73	22,294.59
Bank Charges & Fees		39.50	370.57		212.37	255.46		370.96		31.27			1,280.13
Benefits	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	14,921.36	114,605.54
Building Expense	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	8,737.83	74,521.66
Computers/Technology	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	-2,279.31	78,377.18
Insurance				3,788.00	18,007.00								21,795.00
Interest Paid			31,741.48	50,000.00					4,829.93				86,571.41
Legal & Professional Services	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	1,563.00	28,465.34
Library Materials	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	3,848.62	76,242.97
Office Supplies & Software	116.91	798.58	1,457.48	399.60	233.50	210.65	1,346.90	1,530.95	4,092.60		65.00	612.66	10,864.83
Programs & Strategic Initiatives	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	3,632.48	25,602.10
Salaries	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	44,498.01	562,721.33
Travel & Training		31.25	150.00	905.00	1,091.98	3,439.80	541.27	2,217.05	272.00	168.33		247.20	9,063.88
Utilities	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	9,941.21	54,040.92
Miscellaneous Expense												3.69	3.69
<b>Total Expenses</b>	<b>\$ 79,287.31</b>	<b>\$ 64,222.70</b>	<b>\$ 102,927.43</b>	<b>\$ 133,029.73</b>	<b>\$ 91,930.86</b>	<b>\$ 111,223.05</b>	<b>\$ 89,789.78</b>	<b>\$ 92,406.28</b>	<b>\$ 134,641.84</b>	<b>\$ 112,337.90</b>	<b>\$ 108,745.43</b>	<b>\$ 89,382.96</b>	<b>\$ 1,209,925.27</b>
<b>Net Operating Income</b>	<b>(70,885.21)</b>	<b>(33,554.24)</b>	<b>134,314.36</b>	<b>174,881.93</b>	<b>(87,716.73)</b>	<b>160,337.51</b>	<b>260,263.81</b>	<b>(89,816.53)</b>	<b>(128,170.81)</b>	<b>(98,114.95)</b>	<b>(86,234.57)</b>	<b>(87,960.28)</b>	<b>46,309.88</b>
<b>Net Income</b>	<b>(70,885.21)</b>	<b>(33,554.24)</b>	<b>134,314.36</b>	<b>174,881.93</b>	<b>(87,716.73)</b>	<b>160,337.51</b>	<b>260,263.81</b>	<b>(89,816.53)</b>	<b>(128,170.81)</b>	<b>(98,114.95)</b>	<b>(86,234.57)</b>	<b>(87,960.28)</b>	<b>46,309.88</b>
<b>Ending Cash</b>	<b>\$ 147,826.21</b>	<b>\$ 114,271.97</b>	<b>\$ 248,586.33</b>	<b>\$ 423,468.26</b>	<b>\$ 335,751.53</b>	<b>\$ 496,089.04</b>	<b>\$ 756,352.85</b>	<b>\$ 666,536.32</b>	<b>\$ 538,365.51</b>	<b>\$ 434,768.71</b>	<b>\$ 354,015.99</b>	<b>\$ 266,055.71</b>	

**Director:****Advocacy:**

I have continued to update the website to include additional information about upcoming Foundation events, library programming and making sure that all of the information on each page is updated. In the future I will be focusing on the donor tree webpage, working to make it more dynamic and informative. In addition, I worked with CyberOptik to update our website URL to NRPL.info. At the end of October, all @northriversidelibrary.org email addresses will update to @nrpl.info in order to stay consistent with our website. Work is underway to update promotional materials including library business cards but the @northriversidelibrary.org email addresses will stay active for several months in order to ensure that there is a smooth transition.

In order to create a cleaner and more equitable community events board (in the entryway), we have begun stamping all community postings. Postings are allowed to be on the board for a maximum of one month before they are removed. If postings are not stamped, they are immediately removed from the board.

**Legal/Financial:**

I am in the process of registering both the Library Foundation and the Library with a company called CyberGrants which will allow both organizations to apply for additional grants in the future. The registration for the Library is delayed awaiting a determination letter from the IRS showing that we are a governmental entity.

Just a reminder that Cook County has released their tax bills, bills will be mailed out by the beginning of November with the due date set for December 1<sup>st</sup>.

**Library Building:**

We worked with Lyon's & Pinner Electrical to diagnose and replace a malfunctioning electrical contact which was causing the lights over the adult stacks to randomly not turn on or turn off and require us to flip the switch until they came back on. The issue has been resolved.

Martin Peterson Company will be coming back to replace bearings that are malfunctioning in one of our heat pumps as soon as the parts are available so that both heat pumps will be functional for the winter. All other HVAC functions are in good condition.

**Training:**

IMRF (Illinois Municipal Retirement Fund) is in the process of updating their website and payment system and had a required training at the end of September and will have several additional trainings to help authorized administrators better understand the new processes, where reports are located and answer any other questions that might arise.

I am working with Outsource Solutions Group to implement phishing emails to anyone who has a @northriversidelibrary.org (or NRPL.info) email address. If the recipient of one of these phishing emails opens the dangerous attachment they will be required to take a phishing training course.

I attended a day long training on meeting facilitation and have been working to bring some of those ideas back to the managers. They are using them in their departmental meetings as well as our staff committee meetings which has included making sure to allow other members the opportunity to facilitate a meeting, creating active learning and sharing opportunities and working to improve contributions from members who rarely contribute.

Library staff committees have begun meeting on a schedule each month. The Special Events Committee is working with me to expand the quarterly staff trainings as well as create a way for departments to petition for this committee to take up specific all ages programming in the future or specific outreach opportunities.

The Advertising and Outreach Committee has created a schedule for postings on social media, how flyers should be created for each event, updating what must be vs. should be included on each flyer, and will be working in the future on a comprehensive advertising and outreach plan for the library as a whole.

Finally, the Equity, Diversity and Inclusion Committee met and is working on a library wide culture statement which will tell our current employees and any prospective employees what our library employees are focused on and what type of culture we have created for our employees to help them do their best for our patrons.

#### **Adult/Teen Services:**

In September, there was a total redesign and reorganization of the Build Guild to meet the demands of the public. We have incorporated all the machines into the room and with the help of Gissely, made it so we have slatwalls that allow it to look like a storefront and the other half to display items that are created. All the machines now rest on cabinetry that have the supplies below so patrons can access and design their items easily and in a timely manner.

Maddie had started sewing bags that are becoming widely popular that we are making sure to keep them in rotation as Take and Makes along with various additional programs that focus on sewing. She even got to work with a local Girl Scout Troop that wanted to begin seeing what kind of badges they can complete with the programming that we have at our library.

Mel has begun making the graphic novel selections a priority to order more and get a bigger and better variety. Her and Britney are currently teaming up to see what titles they are missing between the two departments. In the mean time, someone from Schaumburg visited and complimented Mel on her graphic novel choices saying for a smaller library, she has an extensive collection. Mel and Britney are focusing on getting some more manga which has been requested by a few patrons, and they decided they will try to get the first five to ten in a series knowing we can ILL the rest.

Britney is the direct report for the Special Events Committee which will focus on programming and outreach for all ages. The goal of the committee is to have more passive programming for all ages and to also plan out community events at the library (Summer Kick Off Party, End of SRP Party, Open House etc). The first few that they will be in charge of is the Community Cook

Book and the Haunted Hallway. They also took over the Tiny Art Show which is on display and ready for people to vote on!

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

**Adult quotes:**

To Britney: "I love how every time I come in here, you're always smiling! It's so infectious!"

To Maddie: "You have the BEST crafting ideas and I'm going to start coming here to work with you on my craft projects."

To Mel: "I cannot believe you've been only ordering these books for about two months! This collection is fantastic. You have such a great eye for what to buy!"

**Teen quotes:**

"Look! I made my own plant that won't die!"

"HOW COOL that I made a Ferris wheel! I can't wait to put my pictures in this!"

"Can we make Pokemon Terrariums again??"

**Adult Active Programs**

Pressed Flower Lantern	16
Embroidery Hoop Mobile	25
Finding Comic Voice	6
Tai Chi	4
Sock Pumpkins	9
Stretching & Meditation	3
Medicare 101	7
Retro Game Night	13
Self Defense	4
Garden Bird House	18
Spanish Book Club	5
Tiny Canvas Art	12
Wood Pumpkin	25
Chair Yoga	6
Sleep Mask	25
Spice Club	25
<b>15 Total Active Programs</b>	<b>203 total participants</b>

**Adult/Teen Passive Programs**

Craft Exchange	7
Seed Exchange	1
Makerspace	108
Book Displays	9
Bookmarks/Buttons	50
Air Hockey Table	18

Doodle Board	26
Reference Questions	203
Visits to Teen	201
Visits to Adult	964
<b>10 Total Passive Programs</b>	<b>1587 Total participants</b>

## Teen/Tween Active Programs

Tiny Art Show	11
Felt Succulents	5
Let's Play DnD	6
DIY Ferris Wheel	14
Pokemon Terrariums	9
<b>5 Total Active Programs</b>	<b>45 total participants</b>

### Youth Services:

Youth Services had great patron participation in September. We initiated the month long Community Cookbook and Tiny Art Show. We had so much success last year with the Tiny Art Show, that we decided to make it happen again, and we had the same success. All 55 kits we made for Youth Services were picked up and used by our patrons.

We had Preschool Yoga & Storytime and Zumba for Kids in September, both of which received great reviews from the kids. Although Zumba for Kids was a new program, we had enthusiastic participants who all had a great time.

Reptile Roadshow had an attendance of 45 people! Ali from "The Reptile Den" used his time to educate kids on conservation while also sharing facts about the reptiles that he brings to the shows. Some of the many animals he brought were a Western Hognose Snake, a baby Sulcata Tortoise, a 10 ft Burmese Python, and a tarantula. We had a crowd of excited kids that can't wait for the next Reptile Roadshow.

Youth Services has been busy curating our collection, organizing our space, and planning for the winter. We have collaborated to create an exciting line up of programs that we are looking forward to sharing with the community.

Program title:	Program Facilitator:	Date:	Ages 0-5:	Ages 6-11:	Adults:
Tiny Art Show		Month of September	55		
Community Cookbook		Month of September			
Take and Makes	Natalie	9/1/2023	12		
Graphic Novel Book Club	Elizabeth	9/6/2023	0	3	0
Graphic Novel Book Club	Elizabeth	9/8/2023	0	7	0
Take and Makes	Natalie	9/8/2023	12		



Village Pre-K s/t	Karen	9/12/2023	12	0	2
Preschool Yoga Storytime		9/13/2023	6		5
Village Pre-K s/t	Karen	9/15/2023	13	0	2
Take and Makes	Natalie	9/15/2023	9		
Take and Makes	Natalie	9/22/2023	15		
Zumba For Kids		9/27/2023	1	2	2
Reptile Roadshow	Natalie	9/28/2023	16	13	16
Take and Makes	Natalie	9/29/2023	12		

### Technology:

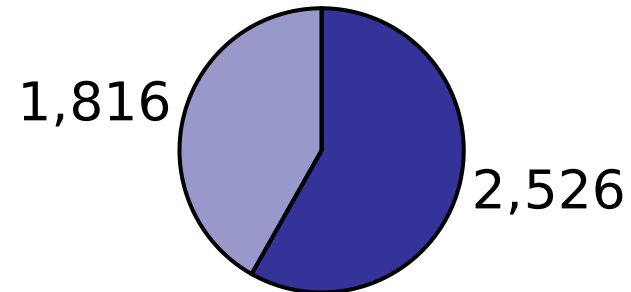
In September, we had a total of 11 one-on-one appointments here in the library for tech help, and we were back at Cantata Senior Living for two more sessions, providing tech help to 4 more residents. We also had two new tech classes, "Internet Basics" and "Videoconferencing Basics," which we're doing in partnership with AT&T and the Public Library Association. We had 3 attendees at these classes. We'll have two new classes next month, and we'll be back at Cantata at least once.

## Item Library

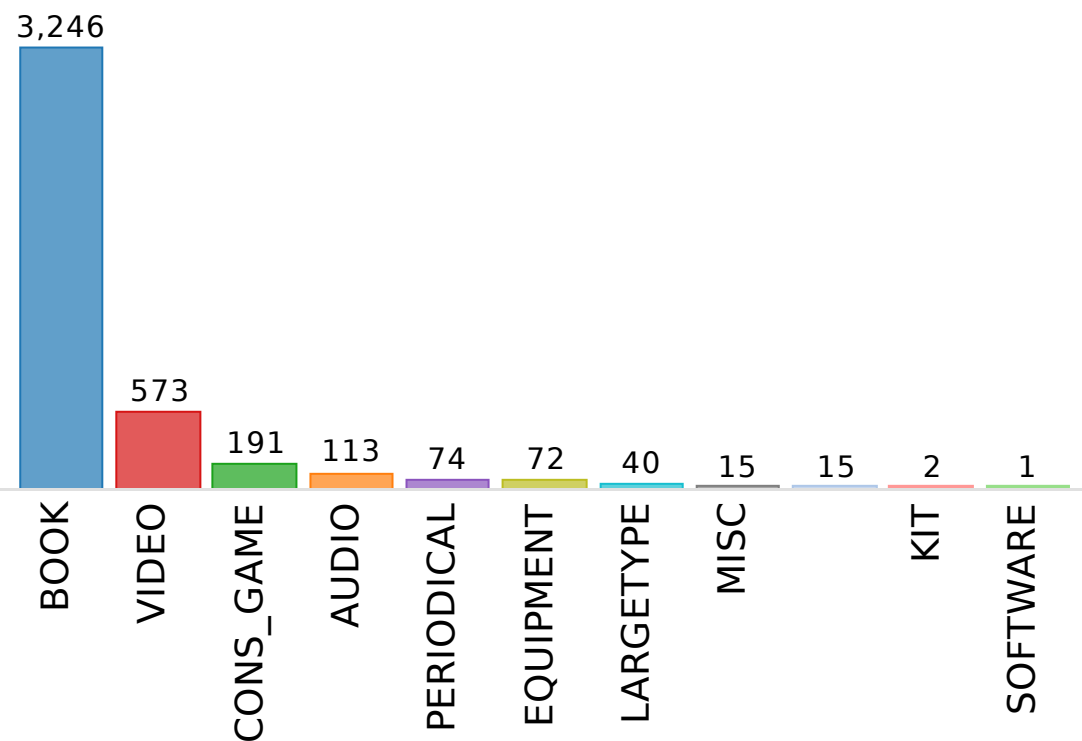
NRS

## Checkouts &amp; Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
<b>Total</b>	<b>4,342</b>	<b>100.00%</b>
Charge Item Part B	2,526	58.18%
Renew Item	1,816	41.82%



Item Cat1	Transactions	% of Total
<b>Total</b>	<b>4,342</b>	<b>100.00%</b>
BOOK	3,246	74.76%
VIDEO	573	13.20%
CONS_GAME	191	4.40%
AUDIO	113	2.60%
PERIODICAL	74	1.70%
EQUIPMENT	72	1.66%
LARGETYPE	40	0.92%
MISC	15	0.35%
	15	0.35%
KIT	2	0.05%
SOFTWARE	1	0.02%



## Item Library

NRS

## Checkouts &amp; Renewals of Your Items

Item Type	Transactions	% of Total
<b>Total</b>	<b>4,342</b>	<b>100.00%</b>
<b>BOOK</b>	2,799	64.46%
<b>BOOK_NEW</b>	479	11.03%
<b>DVD_FEAT</b>	244	5.62%
<b>CONSOLEGAM</b>	136	3.13%
<b>DVD_NEWFEA</b>	119	2.74%
<b>DVD_BOXSET</b>	91	2.10%
<b>PERIODICAL</b>	74	1.70%
<b>CONSOLENEW</b>	55	1.27%
<b>BLURAY_FEA</b>	53	1.22%
<b>CD_AUDIO</b>	45	1.04%
<b>BLURAY_NFE</b>	33	0.76%
<b>TOY</b>	27	0.62%
<b>EQUIPMENT</b>	24	0.55%
<b>LARGETYPE</b>	23	0.53%
<b>CD_SPOKEN</b>	21	0.48%
<b>EQUIPMENTC</b>	21	0.48%
<b>DVD</b>	19	0.44%
<b>LARGETYPEN</b>	15	0.35%
<b>REALIA</b>	15	0.35%
<b>DVD_BOXNEW</b>	12	0.28%
<b>NS_ILL_PRT</b>	9	0.21%
<b>PAPERBACK</b>	8	0.18%
<b>CD_NEW</b>	6	0.14%
<b>CD_SPOKNEW</b>	6	0.14%
<b>DVD_NEWFEJ</b>	3	0.07%
<b>KIT_J</b>	2	0.05%

Item Home Location	Transactions	% of Total
<b>Total</b>	<b>4,342</b>	<b>100.00%</b>
<b>STACKS_JUV</b>	1,853	42.68%
<b>STACKS</b>	1,466	33.76%
<b>NEW_ADULT</b>	488	11.24%
<b>YOUNGADULT</b>	291	6.70%
<b>NEW_JUV</b>	161	3.71%
<b>NEW_YA</b>	72	1.66%
<b>ILL_IN</b>	11	0.25%

## Item Library

NRS

## Checkouts &amp; Renewals of Your Items

User Library	Trans Stat User Profile Name	Transactions	% of Total
<b>Total</b>		<b>4,342</b>	<b>100.00%</b>
		1,673	38.53%
<b>NRS</b>	<b>NRS_ADULT</b>	1,320	30.40%
	<b>NRS_JUV</b>	248	5.71%
<b>RSS</b>	<b>RSS_ADULT</b>	151	3.48%
<b>BYS</b>	<b>BYS_ADULT</b>	116	2.67%
<b>FPS</b>	<b>FPS_ADULT</b>	72	1.66%
<b>ILL_LIBS</b>	<b>CHICAGO_P</b>	62	1.43%
<b>BFS</b>	<b>BFS_PATRON</b>	51	1.17%
<b>BYS</b>	<b>BYS_JUV</b>	47	1.08%
<b>OPS</b>	<b>OPS_PATRON</b>	38	0.88%
<b>GVD</b>	<b>GVD_PATRON</b>	21	0.48%
<b>MWS</b>	<b>MWS_ADULT</b>	21	0.48%
<b>DGS</b>	<b>DGS_PATRON</b>	20	0.46%
<b>TPS</b>	<b>TPS_PATRON</b>	20	0.46%
<b>INS</b>	<b>INS_PATRON</b>	19	0.44%
<b>LPS</b>	<b>LPS_PATRON</b>	19	0.44%
<b>EPS</b>	<b>EPS_PATRON</b>	18	0.41%
<b>SCD</b>	<b>SCD_PATRON</b>	17	0.39%
<b>BLD</b>	<b>BLD_PATRON</b>	16	0.37%
<b>HDS</b>	<b>HDS_ADULT</b>	14	0.32%
<b>CSD</b>	<b>CSD_PATRON</b>	13	0.30%
<b>BDD</b>	<b>BDD_PATRON</b>	12	0.28%
<b>CIS</b>	<b>CIS_ADULT</b>	12	0.28%
<b>GED</b>	<b>GED_PATRON</b>	11	0.25%
<b>OLS</b>	<b>OLS_SENIOR</b>	11	0.25%
<b>WCS</b>	<b>WCS_PATRON</b>	11	0.25%

Item Library

NRS

Checkouts & Renewals of Your Items

Item Cat2	Transactions	% of Total
ADULT	1,956	45.05%
JUVENILE	2,002	46.11%
TEEN	369	8.50%
	15	0.35%
Total	4,342	100.00%

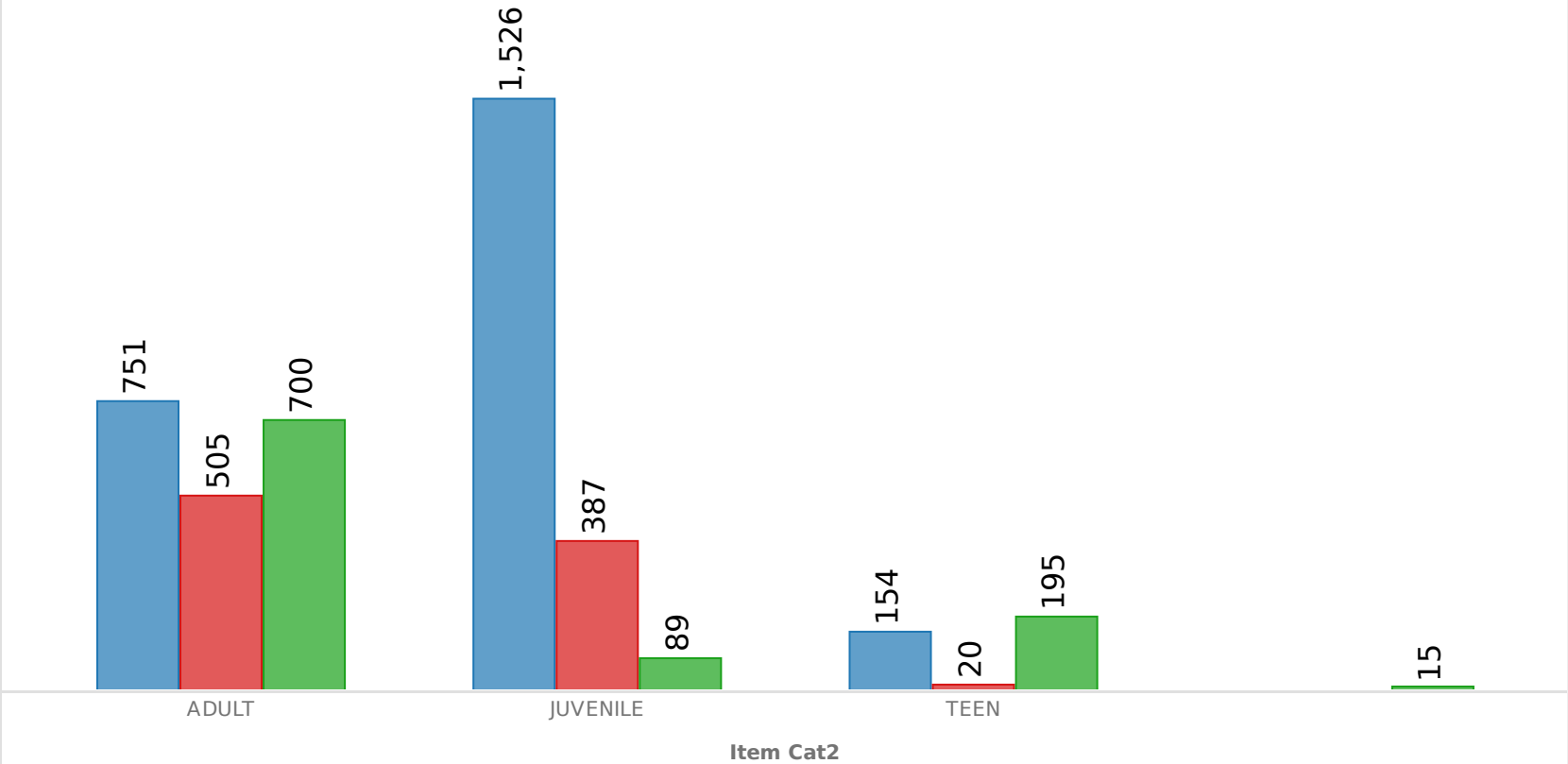
Item Cat3	Transactions	% of Total
FICTION	2,431	55.99%
NONFICTION	912	21.00%
	999	23.01%
Total	4,342	100.00%

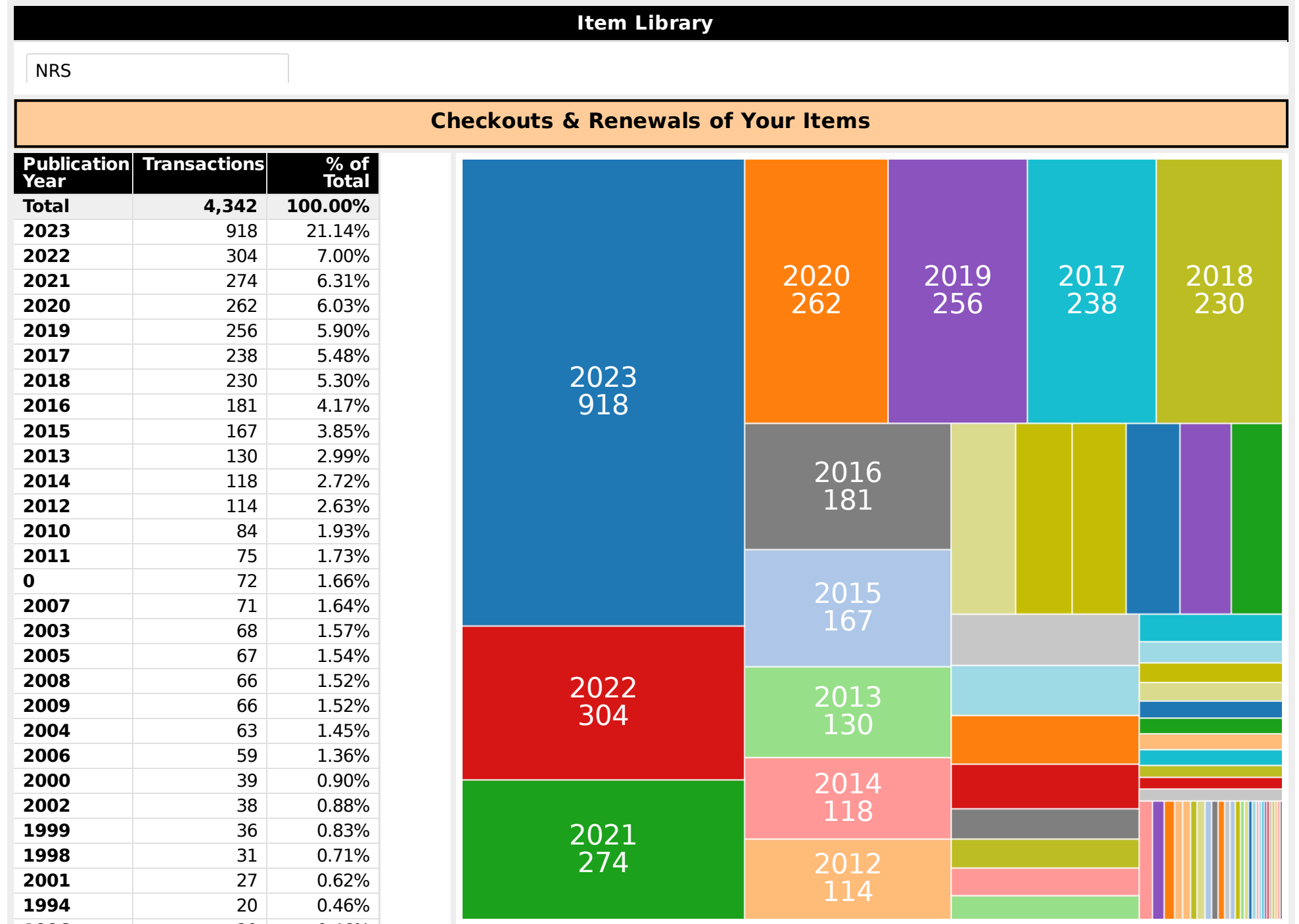
Circs by Cat2 & Cat3

Item Cat3

FICTION

NONFICTION





## Station Library

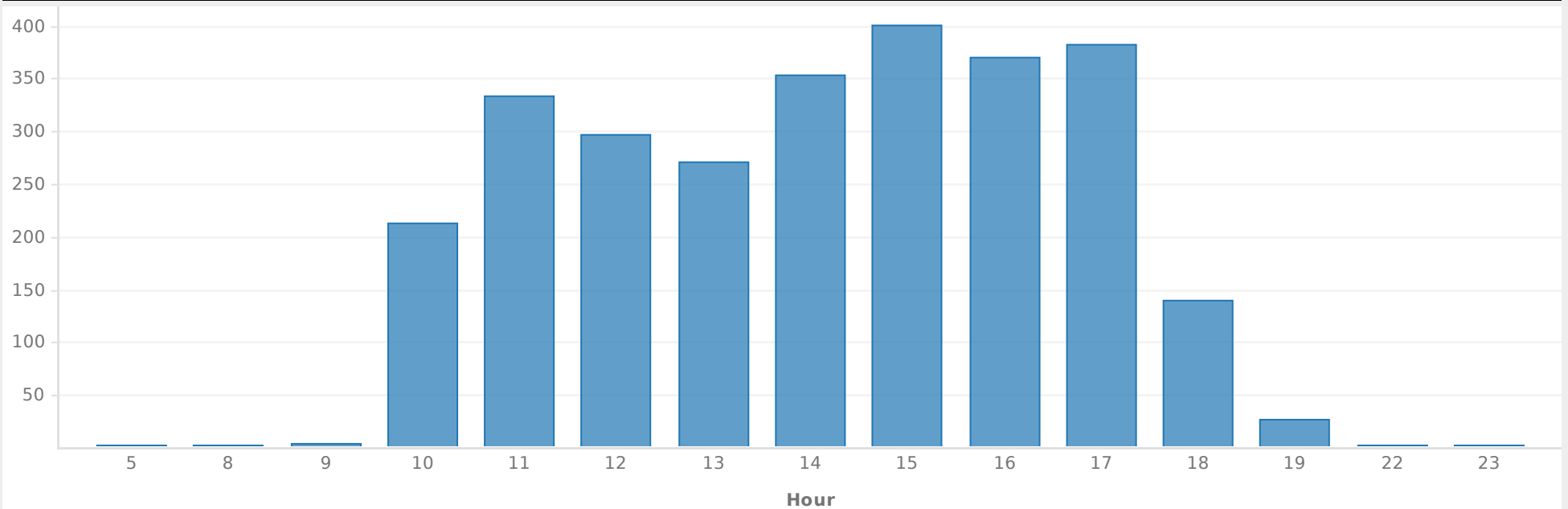
NRS

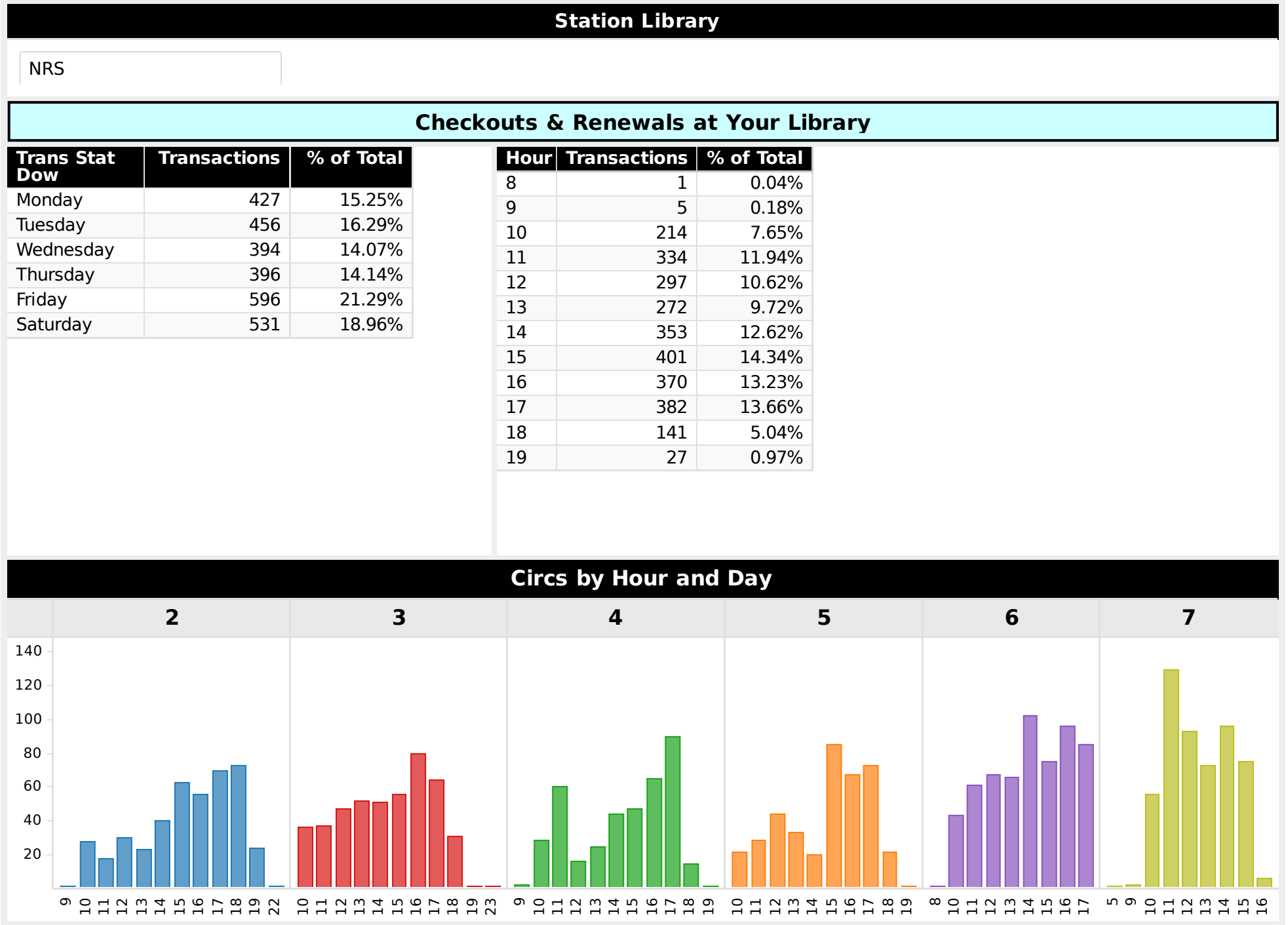
### Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total
<b>Total</b>	<b>4,485</b>	<b>100.00%</b>
Charge Item Part B	2,639	58.84%
Renew Item	1,846	41.16%

Trans Stat Station Login User Access	Transactions	% of Total
<b>Total</b>	<b>4,485</b>	<b>100.00%</b>
AUTORENEW	1,685	37.57%
NRSCIRCSR	1,392	31.04%
NRSTECHSR	756	16.86%
SIPCHK	642	14.31%
PUBLIC	10	0.22%

### Average Transactions per Hour







## Station Library

### Checkouts & Renewals at Your Library

#### Library Users at Your Library

User Library	Transactions	% of Total
<b>Total</b>	<b>2,800</b>	<b>100.00%</b>
NRS	2,097	74.89%
BYS	224	8.00%
RSS	174	6.21%
FPS	73	2.61%
ILL_LIBS	57	2.04%
BFS	45	1.61%
MWS	22	0.79%
EPS	17	0.61%
BRS	10	0.36%
LGS	9	0.32%
OPS	9	0.32%
WDD	9	0.32%
CIS	8	0.29%
LPS	8	0.29%
LYS	8	0.29%
WCS	8	0.29%
SFS	4	0.14%
BWS	3	0.11%
OZS	3	0.11%
SAS	3	0.11%
WRS	3	0.11%
WMS	2	0.07%
CNS	1	0.04%
INS	1	0.04%
OLS	1	0.04%
RFS	1	0.04%

#### Library Items at Your Library

Item Library	Transactions	% of Total
<b>Total</b>	<b>2,800</b>	<b>100.00%</b>
NRS	2,161	77.18%
BLD	30	1.07%
DGS	26	0.93%
GED	20	0.71%
BDD	19	0.68%
BYS	19	0.68%
GSD	19	0.68%
OLS	19	0.68%
WRS	18	0.64%
ESS	17	0.61%
OPS	17	0.61%
SCD	16	0.57%
TFS	15	0.54%
VPD	15	0.54%
LGS	14	0.50%
TPS	14	0.50%
AMS	13	0.46%
BFS	12	0.43%
RPS	12	0.43%
CIS	10	0.36%
GVD	10	0.36%
ROD	10	0.36%

## 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
<b>Total</b>		<b>2,800</b>	<b>100.00%</b>
NRS	NRS_ADULT	1,823	65.11%
	NRS_JUV	272	9.71%
RSS	RSS_ADULT	152	5.43%
BYS	BYS_ADULT	123	4.39%
FPS	FPS_ADULT	73	2.61%
ILL_LIBS	CHICAGO_P	56	2.00%
BYS	BYS_JUV	51	1.82%
	BYS_TEACH	49	1.75%
BFS	BFS_PATRON	45	1.61%
MWS	MWS_ADULT	22	0.79%
EPS	EPS_PATRON	17	0.61%
RSS	INTACC_MED	15	0.54%
LGS	LGS_PATRON	9	0.32%
OPS	OPS_PATRON	9	0.32%
WDD	WDD_PATRON	9	0.32%
CIS	CIS_ADULT	8	0.29%
LPS	LPS_PATRON	8	0.29%
LYS	LYS_ADULT	8	0.29%
WCS	WCS_PATRON	8	0.29%
RSS	RSS_JUV	7	0.25%
BRS	BRS_ADULT	5	0.18%
	BRS_JUV	5	0.18%
SFS	SFS_ADULT	4	0.14%
BWS	BWS_ADULT	3	0.11%
OZS	OPS_PATRON	3	0.11%
SAS	SAS_ADULT	3	0.11%
WRS	WRS_PATRON	3	0.11%

#### Library Items/Profiles at Your Library

Item Library	Trans Stat User Profile Name	Transactions	% of Total
<b>Total</b>		<b>2,800</b>	<b>100.00%</b>
NRS	NRS_ADULT	1,312	46.86%
	NRS_JUV	248	8.86%
	RSS_ADULT	142	5.07%
	BYS_ADULT	111	3.96%
	FPS_ADULT	63	2.25%
	CHICAGO_P	57	2.04%
	BYS_JUV	47	1.68%
	BFS_PATRON	44	1.57%
BLD	NRS_ADULT	25	0.89%
DGS	NRS_ADULT	23	0.82%
NRS	MWS_ADULT	21	0.75%
	EPS_PATRON	17	0.61%
BDD	NRS_ADULT	16	0.57%
GED	NRS_ADULT	16	0.57%
GSD	NRS_ADULT	16	0.57%
OLS	NRS_ADULT	15	0.54%
WRS	NRS_ADULT	15	0.54%
ESS	NRS_ADULT	14	0.50%
VPD	NRS_ADULT	14	0.50%
LGS	NRS_ADULT	13	0.46%
OPS	NRS_ADULT	13	0.46%
SCD	NRS_ADULT	13	0.46%
TFS	NRS_ADULT	13	0.46%
BYS	NRS_ADULT	12	0.43%
NRS	OPS_PATRON	12	0.43%
AMS	NRS_ADULT	11	0.39%
BFS	NRS_ADULT	11	0.39%

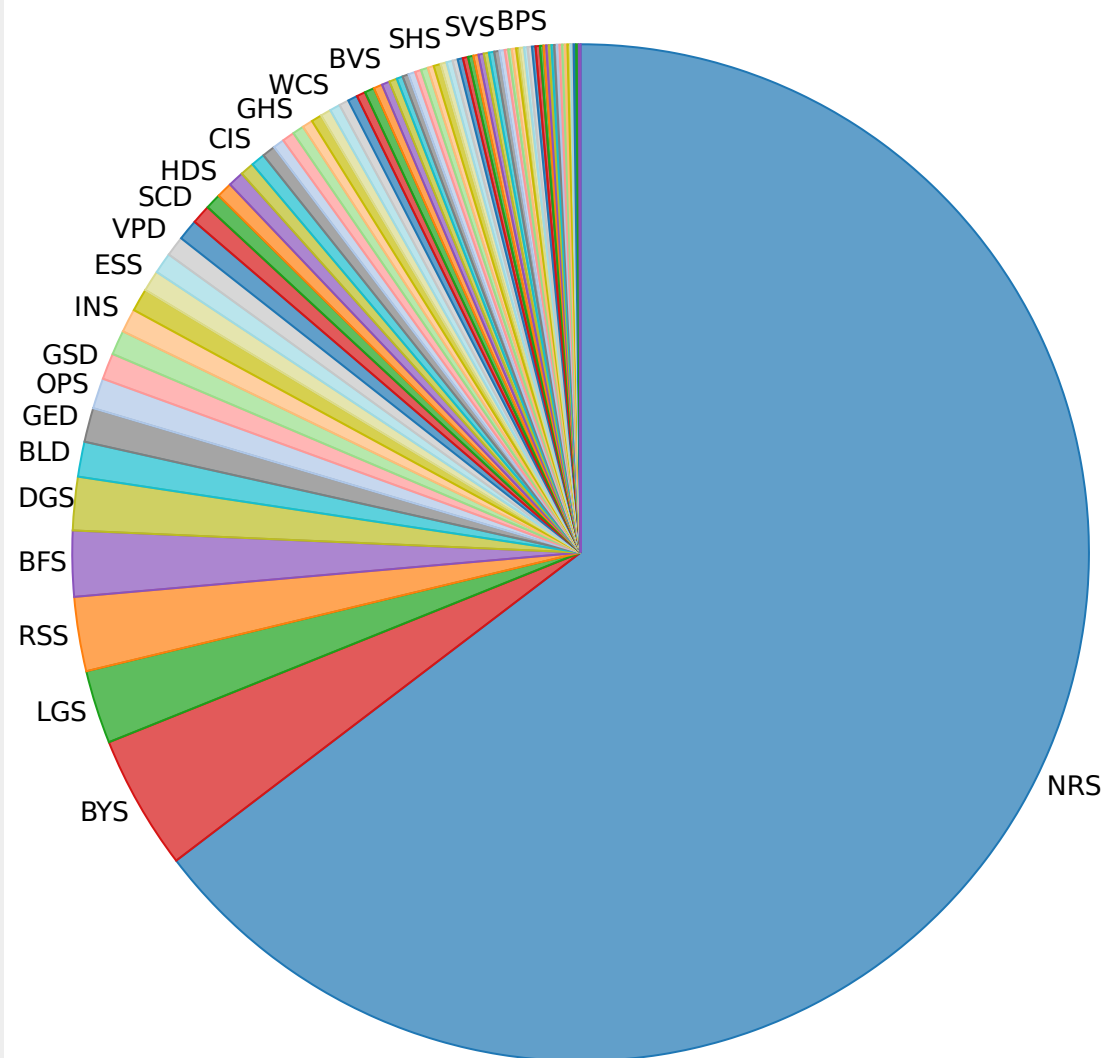
## User Library

NRS

## Checkouts &amp; Renewals from Your Patrons

Item Library	Transactions	% of Total
<b>Total</b>	<b>2,430</b>	<b>100.00%</b>
NRS	1,570	64.61%
BYS	104	4.28%
LGS	57	2.35%
RSS	57	2.35%
BFS	51	2.10%
DGS	41	1.69%
BLD	27	1.11%
GED	26	1.07%
OPS	24	0.99%
GSD	20	0.82%
BDD	19	0.78%
INS	18	0.74%
OLS	18	0.74%
ESS	16	0.66%
TFS	16	0.66%
VPD	16	0.66%
WRS	16	0.66%
SCD	15	0.62%
GVD	12	0.49%
HDS	12	0.49%
TPS	12	0.49%
AMS	11	0.45%
CIS	11	0.45%

## Your Users Checkout Items from...

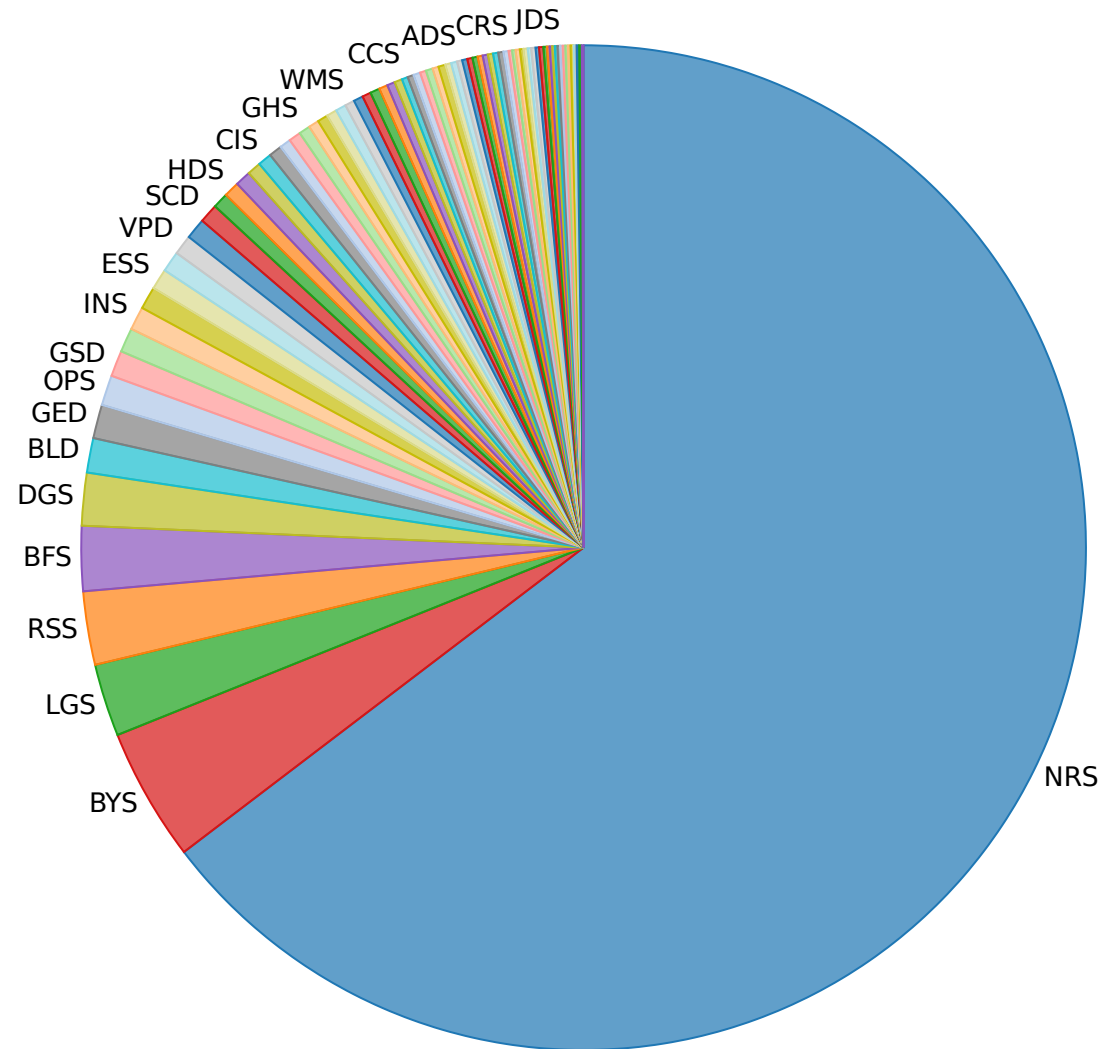


## User Library

### Checkouts & Renewals from Your Patrons

Station Library	Transaction	% of Total
<b>Total</b>	<b>2,430</b>	<b>100.00%</b>
NRS	2,097	86.30%
BYS	109	4.49%
RSS	61	2.51%
BFS	60	2.47%
LGS	42	1.73%
DGS	15	0.62%
INS	10	0.41%
BRS	7	0.29%
OPS	7	0.29%
GED	5	0.21%
WCS	4	0.16%
FPS	3	0.12%
LPS	3	0.12%
TFS	3	0.12%
BVS	1	0.04%
MWS	1	0.04%
OBD	1	0.04%
VPD	1	0.04%

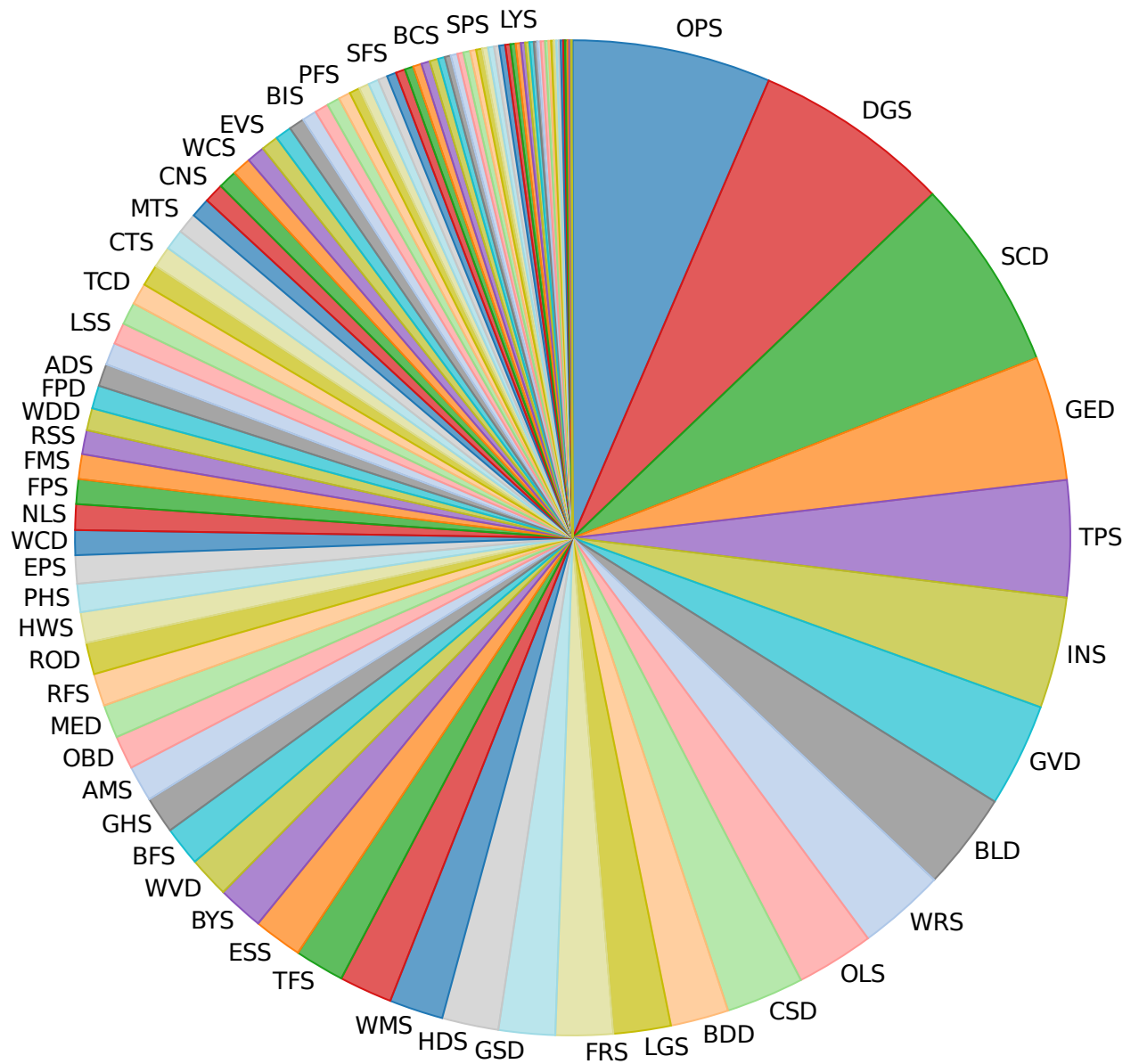
### Your Users Checkout at...



### Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
<b>Total</b>	<b>1,040,435</b>	<b>100.00%</b>
OPS	66,858	6.43%
DGS	66,764	6.42%
SCD	64,819	6.23%
GED	41,930	4.03%
TPS	39,419	3.79%
INS	37,658	3.62%
GVD	34,917	3.36%
BLD	32,856	3.16%
WRS	29,524	2.84%
OLS	26,308	2.53%
CSD	26,254	2.52%
BDD	19,560	1.88%
LGS	19,479	1.87%
FRS	19,279	1.85%
GSD	19,231	1.85%
HDS	19,027	1.83%
WMS	18,168	1.75%
VPD	17,823	1.71%
TFS	16,807	1.62%
ESS	16,526	1.59%
BYS	15,663	1.51%
WVD	13,875	1.33%
BFS	13,379	1.29%
GHS	12,194	1.17%
AMS	12,167	1.17%
OBD	11,455	1.10%
MED	11,192	1.08%
RFS	11,085	1.07%
ROD	10,684	1.03%
HWS	10,203	0.98%
PHS	9,629	0.93%
EPS	9,413	0.90%

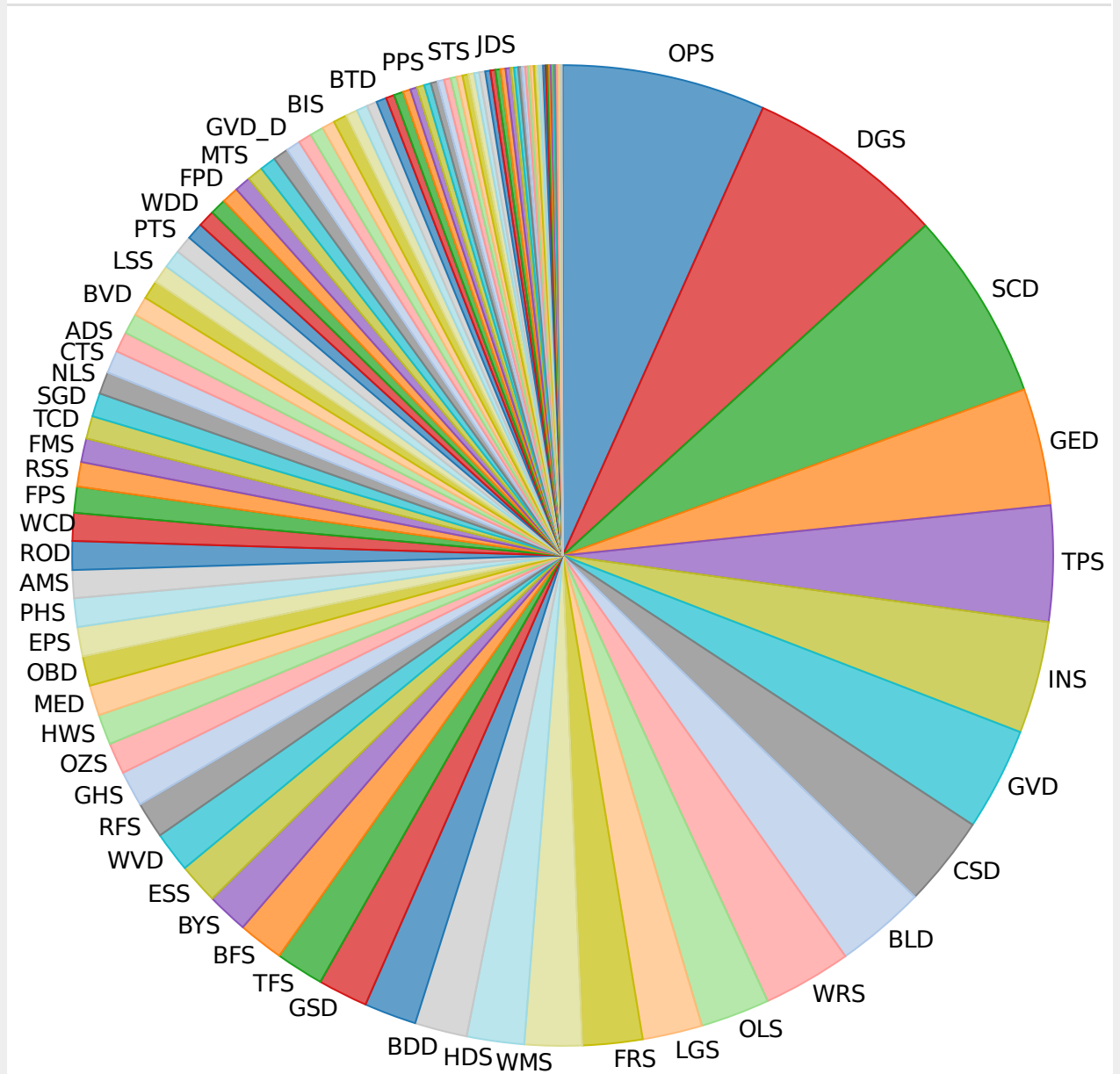
#### Item Circs by Item Library



### Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
<b>Total</b>	<b>1,040,435</b>	<b>100.00%</b>
OPS	69,415	6.67%
DGS	68,125	6.55%
SCD	65,144	6.26%
GED	40,091	3.85%
TPS	39,668	3.81%
INS	38,348	3.69%
GVD	35,187	3.38%
CSD	31,358	3.01%
BLD	30,811	2.96%
WRS	30,346	2.92%
OLS	23,812	2.29%
LGS	20,460	1.97%
FRS	20,422	1.96%
WMS	19,709	1.89%
HDS	19,702	1.89%
BDD	17,925	1.72%
VPD	17,782	1.71%
GSD	17,041	1.64%
TFS	16,618	1.60%
BFS	15,495	1.49%
BYS	14,248	1.37%
ESS	13,978	1.34%
WVD	13,697	1.32%
RFS	12,428	1.19%
GHS	12,077	1.16%
OZS	10,860	1.04%
HWS	10,445	1.00%
MED	10,271	0.99%
OBD	10,178	0.98%
EPS	10,048	0.97%
PHS	9,757	0.94%
AMS	9,746	0.94%

#### Item Circs by Station Library

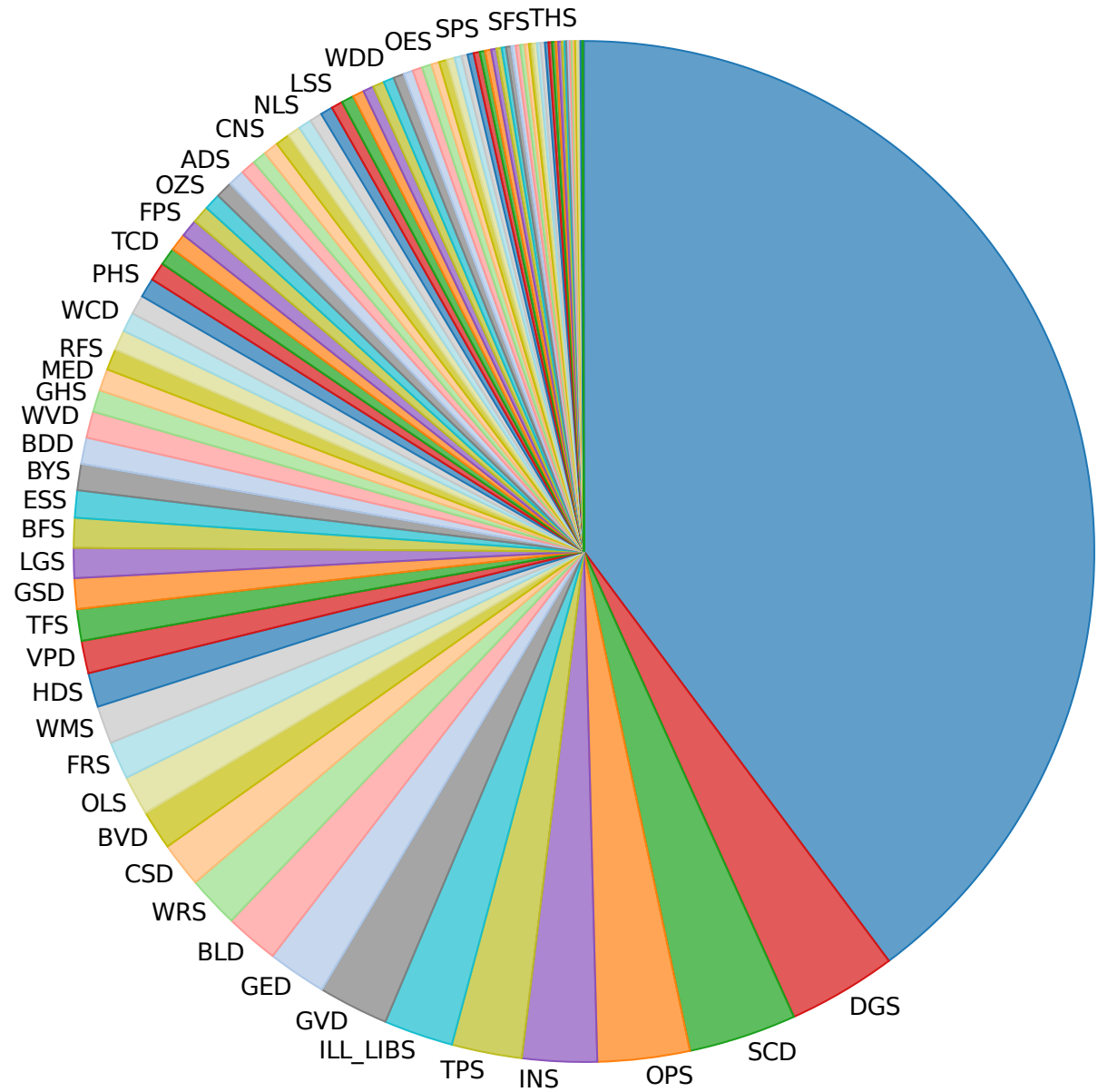




### Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
<b>Total</b>	<b>1,040,435</b>	<b>100.00%</b>
	413,918	39.78%
DGS	35,836	3.44%
SCD	35,355	3.40%
OPS	30,460	2.93%
INS	24,527	2.36%
TPS	23,076	2.22%
ILL_LIBS	23,011	2.21%
GVD	22,912	2.20%
GED	19,394	1.86%
BLD	17,796	1.71%
WRS	16,993	1.63%
CSD	14,639	1.41%
BVD	13,190	1.27%
OLS	13,031	1.25%
FRS	12,434	1.20%
WMS	12,378	1.19%
HDS	11,236	1.08%
VPD	10,666	1.03%
TFS	10,415	1.00%
GSD	10,006	0.96%
LGS	9,925	0.95%
BFS	9,723	0.93%
ESS	8,946	0.86%
BYS	8,858	0.85%
BDD	8,593	0.83%
WVD	8,557	0.82%
GHS	7,349	0.71%
MED	7,127	0.69%
RFS	7,038	0.68%
HWS	6,580	0.63%
WCD	6,508	0.63%
ROD	6,374	0.61%

#### Item Circs by User Library



**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
------------------------	----------	----------

#### 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:

\_\_\_\_\_

Kyle Johnson, Secretary

(seal)

TRUTH IN TAXATION  
CERTIFICATE OF COMPLIANCE

North Riverside Public Library District  
Cook County, Illinois

I, Annette Corgiat, hereby certify that I am the presiding officer of the North Riverside Public Library District Board of Trustees, and as such presiding officer I certify that the North Riverside Public Library District levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code – Truth in Taxation Law, 35 ILCS 200/18-60 through 18-25 (2002).

This certificate applies to the 2023 levy.

---

Signature of Presiding Officer

---

Date

STATE OF ILLINOIS )  
 ) SS.  
COUNTY OF COOK )

I, Kyle Johnson, Secretary , the duly qualified and acting Secretary of the Board of Library Trustees of the North Riverside Public Library District, Cook County, Illinois, and the keeper of the records thereof, hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

Date signed: October 16, 2023

**Resolution #23-10-01**

**RESOLUTION TO DETERMINE ESTIMATE OF FUNDS  
NEEDED FOR FISCAL YEAR 2023/2024**

WHEREAS, the North Riverside Public Library District (Library District) must file on or before December 28, 2023, its Levy Ordinance for the 2023/2024 fiscal year; and

WHEREAS, pursuant to The Truth in Taxation Law (35 ILCS 200/18-55 et seq.), the Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be necessary to be raised by taxation for the 2023/2024 fiscal year upon the taxable property in the Library District.

NOW, THEREFORE, BE IT DETERMINED by the Board of Library Trustees of the North Riverside Public Library District as follows:

- a. The amount of money estimated to be necessary to be raised by taxation for the 2023/2024 fiscal year upon the taxable property in the Library District is \$1,233,386;
- b. The estimate of \$1,233,386 is 4.998% higher than last year's tax extension of \$1,174,665;
- c. According to the Truth in Taxation Law, neither a public hearing nor publication of notice of the proposed levy amount are required.

ADOPTED October 16, 2023, by a roll call vote as follows:

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

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

ABSTAINING: \_\_\_\_\_

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

\_\_\_\_\_

Annette Corgiat, President  
Board of Trustees  
North Riverside Public Library District

\_\_\_\_\_

Kyle Johnson, Secretary  
Board of Trustees  
North Riverside Public Library District

## 1.4 Open Meetings Act

(adopted February 13, 2012) (revised January 13, 2014) (revised October 21, 2019)  
(revised July 20, 2020)

### Meetings covered under the Open Meetings Act

"Meeting" is defined as any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business. Advisory committees and/or subcommittees are also included. This includes in-person, telephonic and electronic assemblages.

#### Exceptions for Closed Meetings

Employment/Appointment Matters  
Legal Matters

Business Matters [primarily concerned with purchase or lease of real property, or investments]

Security/Criminal Matters

Miscellaneous specific exception

The exceptions to the Open Meetings Act are limited in number and very specific. Because they are contrary to the general requirement that meetings

be open, the exceptions are to be strictly construed, extending only to subjects clearly within their scope.

### Taping and Filming

The Library Board will permit the recording of the proceedings of a public meeting of the Board or Committee of the Board in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting. Meetings or portions of meetings which are permitted by the Act to be closed to the public may not be recorded by the public.

The Chairperson of the Board or Committee may designate a location for recording equipment or camera, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting. The Chairperson of the Board or Committee shall be the Board member with authority to determine when any recording device or camera interferes with the conduct of a Board or committee meeting and may order that an interfering device be removed.

No recordings shall be allowed unless the person seeking to record a public meeting notifies the Library Director of his or her intent to record said meeting prior to the meeting. Further any requests for special accommodations must be made at least two (2) business days before the meeting. The chairperson may in his or her sole discretion grant any special accommodation requests.

At the start of any meeting which is to be recorded, the chairperson shall notify the audience of the recording and advise all of their right to refuse to be filmed. The chairperson may prohibit the recording of any audience member who objects to the recording. The chairperson may impose additional rules or limitations on any recording, as he or she deem necessary or appropriate to preserve the orderly

operation and decorum of the meeting. The chairperson shall order the immediate termination of any recording which is disruptive to the meeting, or which distracts, disturbs or is offensive to members of the public body, witnesses, or the audience.

No recording shall be used for a commercial for profit enterprise, without the written approval of the chairperson and the village administrator.

Nothing in these rules shall be deemed to grant permission to publish or broadcast the recording of any individual. These rules may be modified on a temporary basis for good cause shown by a majority vote of the Library Board or Committee of the Board.

#### Minutes of Open Meetings

All public bodies shall keep written minutes of all their open meetings. Minutes shall include a summary of discussion on all matters propose, deliberated, or decided, and a record of any votes taken. That means that any discussion must be summarized, rather than just a simple note that a discussion took place.

The minutes of meetings open to the public shall be available for public inspection within 7 days of the approval of such minutes by the public body.

#### Minutes of Closed Meetings

Minutes of closed meetings are available only after a determination by the public body that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential after 18 months.

Public bodies are required to review closed meeting minutes at least twice a year to determine whether a need for confidentiality exists with respect to all or part of the minutes. A closed meeting may be held to conduct the mandated review, but determinations on such minutes are to be reported in open session. Minutes of closed meetings are exempt from inspection under the Freedom of Information Act until the public body makes the minutes available to the public. A closed meeting may be held to approve the minutes of a prior closed meeting.

#### Public Notice

Public notice must be given for all meetings by posting a copy of the notice at the principal office or at the building in which the meeting is to be held.

A schedule of regular meetings must be posted at the beginning of each calendar or fiscal year and shall state the regular dates, times, and places of such meetings. An agenda for each regular meeting is required to be posted 48 hours in advance of such meeting.

Public notice of any special meeting except a meeting held in the event of a bona fide emergency, or of any rescheduled regular meeting, or of any reconvened meeting, shall be given at least 48 hours before such meeting, which notice shall also include the agenda. Public notice is not necessary for a meeting to be reconvened within 24 hours or if the time and place of the reconvened meeting was announced at the original meeting and there is no change in the agenda.



The Act requires that notification be given to each news medium that has filed an annual request for notice. Such news media providing a local address or telephone number for notice are entitled to notice of special, emergency, rescheduled or reconvened meetings.

### Public Meetings

Public meetings must be held at times and places convenient and open to the public.

If a public body holds a meeting without fulfilling the public notice and public convenience requirements, it has violated the Act.

Courts have ruled that a meeting is not held in a place "convenient" to the public if held in a room too small for the numbers of citizens who wished to attend.

### New Open Meetings Act Training Requirement for 2012

Each elected and appointed member of a public body subject to OMA must successfully complete the electronic training between January 1, 2012, and January 1, 2013. Those persons who become members of a public body after January 1, 2012, must complete the electronic training not later than 90 days after the member takes the oath of office or otherwise assume responsibilities as a member of a public body. A member of the public body who completes the OMA training then files a copy of the certificate of completion with the public body.

### Enforcement

Any person, including the State's Attorney of the county in which such noncompliance may occur, may bring a civil action in the circuit court for the judicial circuit in which the alleged noncompliance has occurred or is about to occur, prior to or within 60 days of the meeting.

Violation of the Act is a criminal offense, a Class C misdemeanor, punishable by a fine of up to \$1500 and imprisonment for up to 30 days.

### Remote Board Meeting Participation

Under limited circumstances, Trustees unable to be physically present at a public meeting may participate in the meeting via communication devices. Communication devices include, without limitation, audio and/or video equipment which allows all Trustees and other meeting participants to interact on all motions, discussions and votes. The limited circumstances which allow a Trustee to participate via communication devices are: (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency (4) unexpected childcare obligation. A Trustee wishing to attend via communication devices must give advance notice to the Board Secretary of the desire to attend via communication devices (unless notice is impractical). The circumstances supporting use of communication devices shall be announced at the start of a meeting and such circumstances shall be noted in the minutes of the meeting.

Only Trustees attending in person shall be counted toward establishing a quorum. ~~A majority of the quorum must vote in favor of a Trustee attending via communication devices.~~ Trustees attending remotely will be so noted in the minutes

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

**NORTH RIVERSIDE, ILLINOIS**

**ANNUAL FINANCIAL REPORT**

**YEAR ENDED JUNE 30, 2023**

DRAFT



**NORTH RIVERSIDE  
PUBLIC LIBRARY**

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**NORTH RIVERSIDE, IL**

# NORTH RIVERSIDE PUBLIC LIBRARY

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## FINANCIAL SECTION

DRAFT



## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

As management of the North Riverside Public Library District (the "District") we offer readers of the District's financial statements this narrative overview and analysis of the District's financial performance during the fiscal year ended June 30, 2023. We encourage readers to read this information in conjunction with the District's financial statements.

### **Financial Highlights**

The District's total net position at June 30, 2023 was \$3,575,568, a decrease of \$34,551 from June 30, 2022.

The District's governmental activities had revenues of \$1,245,316 in the year ended June 30, 2023 as compared to revenues of \$1,354,918 in the prior year. The District's governmental activities had expenses of \$1,279,867 in the year ended June 30, 2023 as compared to expenses of \$1,298,835 in the prior year. This represented an 8.09% decrease in revenues and 1.46% decrease in expenses.

### **Overview of the Financial Statements**

Management's discussion and analysis serves as an introduction to the District's financial statements. The basic financial statements include the Governmental Funds Balance Sheet and Statement of Net Position, Governmental Funds Revenues, Expenditures and Changes in Fund Balances and Statement of Activities, and Notes to Financial Statements. The District qualifies as a special-purpose government engaged in only one governmental type activity allowing it to combine the fund and government-wide financial statements. This is done through the use of an adjustment column, on the face of the statements, which reconciles the fund-based statements to the government-wide statements.

### **Government-wide Financial Statements**

The Government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The Statement of Net Position includes all of the District's assets, liabilities and deferred inflows with the difference reported as net position. Increases and decreases in net position serve as a useful indicator of change in net position and whether the financial position of the District as a whole is improving or deteriorating. Non-financial factors, such as changes in the District's property tax base and condition of the District's buildings and equipment, should be considered regarding the overall health of the District.

The Statement of Activities reports how the District's net position changed during the current fiscal year. All revenues and expenses are included regardless of when cash is received or paid.



## **Fund Financial Statements**

A fund is a group of accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District uses funds to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the District's most significant funds rather than the District as a whole. Major funds are reported separately while all other funds are combined into a single aggregated presentation.

Governmental funds are reported in the fund financial statements and encompass essentially the same functions reported as governmental activities in the government-wide financial statements. However, the focus is very different with fund statements providing a distinctive view of the District's governmental funds. These statements report short-term fiscal accountability focusing on the use of spendable resources and the balance of spendable resources available at the end of the year. They are useful in evaluating annual financing requirements of governmental programs and the commitment of spendable resources for the short-term.

Both the Governmental Funds Balance Sheet and Governmental Funds Revenues, Expenditures, and Changes in Fund Balances provide a reconciliation to assist in understanding the difference between the government-wide and fund financial statements.

In addition to the basic financial statements, notes to the financial statements provide further information to the reader and should be considered an integral part of the financial statements.

Budgetary comparison schedules are also provided as required supplemental information, which is useful in comparing how District expenditures were made in comparison to budgeted amounts.

## **Financial Analysis**

Net position may serve, over time, as a useful indicator of a District's financial position. The District's assets and deferred outflows exceeded liabilities and deferred inflows of resources by \$3,575,568 at the end of the fiscal year. Of the net position balance, \$2,212,208 is invested in capital assets, \$710,400 is restricted and \$652,960 is unrestricted net position.



# NORTH RIVERSIDE PUBLIC LIBRARY

NORTH RIVERSIDE, IL

## Condensed Statement of Net Position

	<u>June 30, 2023</u>	<u>June 30, 2022</u>
<b>Assets</b>		
Current assets:		
Cash and investments	\$ 532,643	\$ 455,658
Property tax receivables	595,306	536,918
Grant receivables	10,953	10,953
Prepaid expenses	2,935	1,429
Total current assets	<u>\$ 1,141,837</u>	<u>\$ 1,004,958</u>
Noncurrent assets:		
Investments	908,777	914,258
Capital assets	2,453,745	2,584,983
Total noncurrent assets	<u>3,362,522</u>	<u>3,499,241</u>
Total assets	<u>4,504,359</u>	<u>4,504,199</u>
Deferred outflows of resources		
Pension related	250,207	215,739
Total deferred outflows of resources	<u>250,207</u>	<u>215,739</u>
Total assets and deferred outflows of resources	<u>\$ 4,754,566</u>	<u>\$ 4,719,938</u>
<b>Liabilities</b>		
Current liabilities:		
Accounts payable and accrued expenses	\$ 51,789	\$ 61,941
Debt certificates, current	27,800	26,700
Lease liability, current	6,368	7,291
Total current liabilities	<u>85,957</u>	<u>95,932</u>
Long-term liabilities:		
Debt certificates, long-term	192,800	220,600
Lease liability	14,569	19,597
Net pension liability	287,140	227,860
Total long-term liabilities	<u>494,509</u>	<u>468,057</u>
Total liabilities	<u>580,466</u>	<u>563,989</u>
Deferred inflows of resources:		
Property taxes	595,306	536,918
Pension related	3,226	8,912
Total deferred inflows of resources	<u>598,532</u>	<u>545,830</u>
<b>Net Position</b>		
Net investment in capital assets	2,212,208	2,310,795
Restricted	710,400	726,484
Unrestricted	652,960	572,840
Total net position	<u>3,575,568</u>	<u>3,610,119</u>
Total liabilities, deferred inflows of resources and net position	<u>\$ 4,754,566</u>	<u>\$ 4,719,938</u>





# NORTH RIVERSIDE PUBLIC LIBRARY

NORTH RIVERSIDE, IL

Twenty-five percent of the District's assets at June 30, 2023, were current and consisted of cash, investments, prepaid expenses, grant receivable and property tax receivables. The remainder was noncurrent investments and capital assets. Fifteen percent of liabilities were current and consisted of accounts payable, accrued expenses, and the current portions of debt certificate and lease liability. The other liabilities were the long-term portion of debt certificates and leases as well as net pension liability. Net investment in capital assets of \$2,212,208 was sixty-two percent of total net position and restricted net position of \$710,400 was twenty percent of total net position. The remaining net position was unrestricted net assets of \$652,960.

The following summarizes the revenue and expenses of the District's governmental activities for fiscal year ended June 30, 2023. Governmental activities decreased the District's net position by \$34,551.

<b>Condensed Statement of Activities</b>		
	<b>July 1, 2022 to June 30, 2023</b>	<b>July 1, 2021 to June 30, 2022</b>
Revenues:		
General Revenues:		
Property taxes	\$ 1,094,211	\$ 1,063,045
Operating grants	98,765	163,534
Fines and fees	19,457	10,222
Gifts, memorials and donations	21,047	14,828
Investment income	17,317	5,170
Net increase in fair value of investments	(5,481)	90,865
Miscellaneous	-	7,254
Total revenues	<u>1,245,316</u>	<u>1,354,918</u>
Expenses:		
Cultural	1,267,693	1,287,781
Interest of long-term debt	<u>12,174</u>	<u>11,054</u>
Total expenses	<u>1,279,867</u>	<u>1,298,835</u>
Change in net position	<u>(34,551)</u>	<u>56,083</u>
Net position - beginning	<u>3,610,119</u>	<u>3,554,036</u>
Net position - ending	<u>\$ 3,575,568</u>	<u>\$ 3,610,119</u>

The Statement of Activities shows the nature and source of the changes in net position. The tax levy collections, fines and fees, and gifts, memorials, and donations increased over the prior year while grants, and net increase in fair value of investments decreased over the prior year. The decrease in operating expenses is due to the District a decrease in salaries and benefits.



## NORTH RIVERSIDE PUBLIC LIBRARY

NORTH RIVERSIDE, IL

### Budget

The District did not amend their budget during the fiscal year. The actual funds received for the general fund were \$1,128,898 which was \$71,695 less than budgeted. Actual expenditures for the general fund of \$1,001,847 were \$161,408 less than budgeted, due mainly to lower grant expenditures and library promotion and miscellaneous service fees.

### Financial Analysis of District's Funds

	General	Building	Capital Projects	Nonmajor Funds	Total
Total revenues	\$ 1,128,898	\$ 47,034	\$ -	\$ 69,384	\$ 1,245,316
Total expenditures	1,001,847	38,874	-	119,709	1,160,430
Excess (Deficiency) of Revenues over Expenditures	127,051	8,160	-	(50,325)	84,886
Other financing sources - lease proceeds	-	-	-	-	-
Change in fund balance	127,051	8,160	-	(50,325)	84,886
Fund balance at June 30, 2022	1,576,256	(231,989)	30,000	(49,933)	1,324,334
Fund balance at June 30, 2023	<u>\$ 1,703,307</u>	<u>\$ (223,829)</u>	<u>\$ 30,000</u>	<u>\$ (100,258)</u>	<u>\$ 1,409,220</u>

The capital project fund was created by the Board of Trustees to set aside funds for future repairs and maintenance for the District's building. The other fund balances are nonspendable, restricted or committed for specific purposes. \$698,500 of the general fund balance is restricted for the purchase of publications and District programs and \$573,650 is unassigned, and can be used for any purpose.

### Capital Assets

The District's investment in capital assets, net of accumulated depreciation and amortization was \$2,453,745 as of June 30, 2023. This was an decrease of \$131,238 from June 30, 2022, and was due to depreciation expense exceeding the capitalized costs of new additions in the current year.

The following summarizes capital assets.



## NORTH RIVERSIDE PUBLIC LIBRARY

NORTH RIVERSIDE, IL

	<u>June 30, 2023</u>	<u>June 30, 2022</u>
Land	\$ 330,127	\$ 330,127
Building and grounds	3,161,268	3,159,048
Furniture and equipment	874,388	874,388
Library collection	283,661	284,657
Leased equipment	<u>33,755</u>	<u>33,755</u>
Total capital assets	4,683,199	4,681,975
Less: accumulated depreciation	<u>(2,229,454)</u>	<u>(2,096,992)</u>
Net capital assets	<u>\$ 2,453,745</u>	<u>\$ 2,584,983</u>

Additional information regarding capital assets may be found in Note 5 of the accompanying notes to the financial statements.

### Debt

In February 2020, the District approved to issue general obligation debt certificates for \$472,200 to replace their HVAC system. The District only issued \$300,000 of these debt certificates and has no plans on issuing the remaining certificates. This loan has an annual interest rate of 4.10% and matures on December 1, 2029. At June 30, 2023, the note payable balance was \$220,600.

In August 2021, the District entered into a lease agreement for 3 copying machines in the amount of \$33,755. The lease is discounted at 7.00%. At June 30, 2023, the lease payable balance was \$20,937.

Additional information regarding debt can be found in Note 6 of the accompanying notes to the financial statements.

### Economic Factors Bearing on the District's Future

At the time these financial statements were prepared, the District was aware of the following circumstances that could significantly affect its financial health in the future.

- The District's service area is smaller than the boundaries for the Village of North Riverside; as such the District's ability to generate tax receipts is directly linked to the Equalized Assessed Valuation (EAV) of the property within the Village of North Riverside. The EAV increased from \$260,702,246 to \$278,938,974 in 2020. In 2021, the District completed the annexation of a section of property that will allow the District boundaries to match those of the Village and increase the EAV. The District is investigating one additional annexation to add the unserved Hines area in the future.
- The minimum wage in Illinois will increased on January 1, 2020 and increases are anticipated yearly until the minimum wage reaches \$15 per hour on January 1, 2025. Wage increases will also impact the District's contributions to payroll taxes and IMRF.
- Library Systems in Illinois are funded by the State of Illinois. Despite the State's financial constraints, system funds seem to be arriving in a more timely fashion. Resource sharing, delivery of materials, and continuing education continue to be the system's highest priorities for service. RAILS (Reaching



## NORTH RIVERSIDE PUBLIC LIBRARY

NORTH RIVERSIDE, IL

Across Illinois Library System) provides a variety of continuing education training opportunities for its members. Most training is offered online or as archived recordings which saves staff time and does not require mileage reimbursement.

- Public Library Per Capita Grants are funded through the State. The population increased to 7,426 as determined by the 2020 census will have an effect on future grants. The Library had not received the Per Capita Grant as of June 30, 2022, and it has been recorded as a receivable at year-end.
- Anticipated long-term effects of the COVID-19 pandemic as it continues into the next fiscal year include costs for PPE, rising costs for property/liability insurance, lower property values, failure of businesses, lingering unemployment.

### Requests for Information

This financial report is designed to provide a general overview of the District's finances for all those interested. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Director, North Riverside Public Library District, 2400 S. Des Plaines Ave., North Riverside, Illinois 60546.

DRAFT

**BASIC FINANCIAL STATEMENTS**

DRAFT

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**  
**GOVERNMENTAL FUNDS BALANCE SHEET AND STATEMENT OF NET POSITION**  
**JUNE 30, 2023**

	General	Building	Capital Projects	Nonmajor Funds	Total	Adjustments	Statement of Net Position
<b>Assets</b>							
Current:							
Cash and investments	\$ 390,669	\$ 98,259	\$ 30,000	\$ 13,715	\$ 532,643	\$ -	\$ 532,643
Property tax receivables	525,936	25,443	-	43,927	595,306	-	595,306
Grant receivables	10,953	-	-	-	10,953	-	10,953
Prepaid expenses	2,756	179	-	-	2,935	-	2,935
Interfund balances (advances)	428,401	-	-	-	428,401	(428,401)	-
Total current	1,358,715	123,881	30,000	57,642	1,570,238	(428,401)	1,141,837
Noncurrent:							
Investments	908,777	-	-	-	908,777	-	908,777
Land (not depreciated)	-	-	-	-	-	330,127	330,127
Other capital assets, net of depreciation/amortization	-	-	-	-	-	2,123,618	2,123,618
Total noncurrent	908,777	-	-	-	908,777	2,453,745	3,362,522
Total assets	2,267,492	123,881	30,000	57,642	2,479,015	2,025,344	4,504,359
<b>Deferred outflows of resources</b>							
Deferred amount of IMRF pension	-	-	-	-	-	250,207	250,207
Total deferred outflows of resources	-	-	-	-	-	250,207	250,207
Total assets and deferred outflows of resources	2,267,492	123,881	30,000	57,642	2,479,015	2,275,551	4,754,566
<b>Liabilities</b>							
Current:							
Accounts Payable	18,162	7,216	-	623	26,001	-	26,001
Accrued Payroll	20,087	-	-	-	20,087	-	20,087
Interfund balances (advances)	-	315,051	-	113,350	428,401	(428,401)	-
Accrued compensated absences	-	-	-	-	-	4,995	4,995
Accrued interest	-	-	-	-	-	706	706
Debt certificates	-	-	-	-	-	27,800	27,800
Lease liability	-	-	-	-	-	6,368	6,368
Total current liabilities	38,249	322,267	-	113,973	474,489	(388,532)	85,957
Noncurrent							
Debt certificates	-	-	-	-	-	192,800	192,800
Lease liability	-	-	-	-	-	14,569	14,569
Net pension liability	-	-	-	-	-	287,140	287,140
Total noncurrent liabilities	-	-	-	-	-	494,509	494,509
Total liabilities	\$ 38,249	\$ 322,267	\$ -	\$ 113,973	\$ 474,489	\$ 105,977	\$ 580,466

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**  
**GOVERNMENTAL FUNDS BALANCE SHEET AND STATEMENT OF NET POSITION (Continued)**  
**JUNE 30, 2023**

	General	Building	Capital Projects	Nonmajor Funds	Total	Adjustments	Statement of Net Position
<b>Deferred inflows of resources</b>							
Unavailable property tax revenue	\$ 525,936	\$ 25,443	\$ -	\$ 43,927	\$ 595,306	\$ -	\$ 595,306
Deferred amount of IMRF pension	-	-	-	-	-	3,226	3,226
Total deferred inflows of resources	525,936	25,443	-	43,927	595,306	3,226	598,532
<b>Fund balance/net position</b>							
Fund balances:							
Nonspendable	431,157	179	-	-	431,336	(431,336)	-
Restricted	698,500	-	-	11,900	710,400	(710,400)	-
Committed	-	-	30,000	1,396	31,396	(31,396)	-
Unassigned	573,650	(224,008)	-	(113,554)	236,088	(236,088)	-
Total fund balances	1,703,307	(223,829)	30,000	(100,258)	1,409,220	(1,409,220)	-
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 2,267,492</u>	<u>\$ 123,881</u>	<u>\$ 30,000</u>	<u>\$ 57,642</u>	<u>\$ 2,479,015</u>		<u>\$ 1,178,998</u>
<b>Net position</b>							
Net investment in capital assets						2,212,208	2,212,208
Restricted						710,400	710,400
Unrestricted						652,960	652,960
Total net position						<u>\$ 3,575,568</u>	<u>\$ 3,575,568</u>

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**  
**RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION**  
**JUNE 30, 2023**

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<b>Total fund balances - governmental funds</b>	\$ 1,409,220
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Amounts reported for governmental activities in the statement of net position  
are different because:

Capital assets are not current financial resources and therefore are not reported on the Governmental Funds Balance Sheet.	2,453,745
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Net deferred outflows/inflows of resources related to IMRF pension is not a current financial resource and therefore is not reported on the Governmental Funds Balance Sheet.	246,981
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Liabilities are not due and payable in the current period and therefore are not  
reported on the Governmental Funds Balance Sheet.

Accrued compensated absences	(4,995)
Accrued interest	(706)
Debt certificates	(220,600)
Lease liability	(20,937)
Net pension liability	(287,140)

<b>Net position of governmental activities</b>	<u><u>\$ 3,575,568</u></u>
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**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**  
**GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES AND STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2023**

	General	Building	Capital Projects	Nonmajor Funds	Total	Adjustments	Statement of Activities
<b>Revenues</b>							
Property taxes	\$ 977,793	\$ 47,034	\$ -	\$ 69,384	\$ 1,094,211	\$ -	\$ 1,094,211
Operating grants	98,765	-	-	-	98,765	-	98,765
Fines and fees	19,457	-	-	-	19,457	-	19,457
Gifts, memorials and donations	21,047	-	-	-	21,047	-	21,047
Investment income	17,317	-	-	-	17,317	-	17,317
Net increase in fair value of investments	(5,481)	-	-	-	(5,481)	-	(5,481)
Miscellaneous	-	-	-	-	-	-	-
Total revenues	<u>1,128,898</u>	<u>47,034</u>	<u>-</u>	<u>69,384</u>	<u>1,245,316</u>	<u>-</u>	<u>1,245,316</u>
<b>Expenditures/expenses</b>							
Current:							
Cultural	899,246	37,194	-	119,709	1,056,149	211,544	1,267,693
Debt service:							
Principal	32,651	-	-	-	32,651	(32,651)	-
Interest	12,267	-	-	-	12,267	(93)	12,174
Capital outlay	57,683	1,680	-	-	59,363	(59,363)	-
Total expenditures/expenses	<u>1,001,847</u>	<u>38,874</u>	<u>-</u>	<u>119,709</u>	<u>1,160,430</u>	<u>119,437</u>	<u>1,279,867</u>
Net change in fund balances/net position	<u>127,051</u>	<u>8,160</u>	<u>-</u>	<u>(50,325)</u>	<u>84,886</u>	<u>(119,437)</u>	<u>(34,551)</u>
<b>Fund balances/net position</b>							
Beginning of year	1,576,256	(231,989)	30,000	(49,933)	1,324,334	2,285,785	3,610,119
End of year	<u>\$ 1,703,307</u>	<u>\$ (223,829)</u>	<u>\$ 30,000</u>	<u>\$ (100,258)</u>	<u>\$ 1,409,220</u>	<u>\$ 2,166,348</u>	<u>\$ 3,575,568</u>

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -  
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2023**

<b>Net change in fund balances - total governmental funds</b>	\$	84,886
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, on the Statement of Activities, the cost of these assets is depreciated over their estimated useful lives.

Expenditures for capital assets in the current year	60,292	
Current year depreciation	(191,530)	
		(131,238)

The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal on long-term debt consumes the current financial resources of the governmental funds.

Retirement of debt	32,651	
Total adjustments		32,651

Some expenses reported on the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.

Change in accrued compensated absences from the prior year	(1,817)	
Change in accrued interest from the prior year	93	
Change in net deferred outflows/inflows of resources for IMRF pension plan from the prior year	40,154	
Change in net pension liability / asset from the prior year	(59,280)	
Total adjustments		(20,850)

<b>Change in net position of governmental activities</b>	\$	<u>(34,551)</u>
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**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

North Riverside Public Library District (the “District”) is located in North Riverside, Illinois. The District was organized under state law to provide cultural and library services to local residents.

The accounting policies of the District conform to accounting principles generally accepted in the United States of America as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the District’s accounting policies are described below.

**GASB Statement Implementation**

The District implemented GASB Statement No. 96, *Subscription-Based Information Technology Arrangements (SBITAs)*, during the fiscal year ended June 30, 2023. The Statement defines what a SBITA is and establishes that a SBITA results in a right-to-use subscription asset and corresponding liability. The standards for SBITAs are based on the standards established in GASB Statement No. 87, *Leases*. Management has determined that any such arrangements are either short-term in nature or immaterial to the financial statements as a whole. As a result, there are no such arrangements reported.

**Reporting Entity**

Accounting principles generally accepted in the United States of America require that the financial reporting entity include the primary government, organizations for which the primary government is financially accountable and other organizations for which the nature or significance of their relationship with the primary government are such that exclusion would cause the reporting entity’s financial statements to be misleading or incomplete. Based upon these criteria, there are no agencies or entities whose financial data should be combined with and included in the financial statements of the District. Also, the District is not considered a component unit of any other government entity.

**Basis of Presentation**

The fund and government-wide financial statements are combined, with a reconciliation shown between them. Therefore, the Governmental Funds Balance Sheet and Statement of Net Position are combined, and the Governmental Funds Revenues, Expenditures and Changes in Fund Balances and Statement of Activities are combined. The government-wide statements are designed to report the District’s financial position and results of operations as a whole. The fund financial statements are designed to demonstrate legal compliance and to aid financial management by segregating transactions by fund. Program revenues include operating grants, fines and fees.

Major individual governmental funds are reported as separate columns on the fund financial statements and all other funds are combined under a single column. The major funds are the general fund, building fund and capital projects fund. Following is a brief description of the major funds used by the District.

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

**General Fund** – The general fund is the general operating fund of the District and accounts for all revenues and expenditures not encompassed within other funds. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. In addition, general operating expenditures and the capital improvement costs that are not paid through other funds are paid from this fund.

**Building Fund** – The building fund accounts for financial resources used to pay for building maintenance and building improvements.

**Capital Projects Fund** – The capital projects fund accounts for special resources to be used for the acquisition or construction of capital facilities and equipment.

**Basis of Accounting**

The government-wide statements (Statement of Net Position and Statement of Activities) are prepared using the economic resources measurement focus and the accrual basis of accounting. Under this method of accounting, revenues are recognized when earned and expenses are recorded when liabilities are incurred without regard to receipt or disbursement of cash. Property taxes are recognized as revenue in the year in which they are intended to finance. Interfund balances between funds have been eliminated in the government-wide statements.

Governmental funds are accounted for using a current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities generally are included on the Balance Sheet. Operating statements of these funds present increases (i.e. revenues and other financing sources) and decreases (i.e. expenditures and other financing uses) in fund equity. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to pay current period liabilities. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter (defined as within 60 days after the fiscal year-end) to be used to pay liabilities of the current period. Material revenues susceptible to accrual include property taxes and operating grant revenue. Expenditures are recognized when the related fund liability is incurred.

**Investments**

Investments are held in an Illinois Funds Money Market account and are carried at cost, which approximates market. Investments held in annuities are carried at fair value.

**Capital Assets**

The accounting treatment for property, plant and equipment (capital assets) depends on whether the assets are reported on the government-wide or fund financial statements.

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

On the government-wide financial statements capital assets are valued at historical cost, or the estimated historical cost if actual is unavailable, except for donated capital assets, which are recorded at the acquisition value at the date of donation. Depreciation of all exhaustible capital assets is recorded as a cultural expense on the Statement of Activities, with accumulated depreciation reflected on the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation.

The range of estimated useful lives by type of asset is as follows:

Building and grounds	15 - 40 years
Furniture and equipment	5 - 20 years
Library collection (books and audio-visual)	15-75 years

The minimum capitalization threshold is any item with a total cost greater than \$2,000, except for purchases of books and audio visual, which are always capitalized.

On the fund financial statements, capital assets are accounted for as expenditures of the governmental fund upon acquisition.

**Leases**

The District has recorded right-to-use leased assets. The right to use assets amounting to \$5,000 or more are initially measured at an amount equal to the initial measurement for the related lease liability plus any lease payments made prior to the lease term, less lease incentives, and plus ancillary charges necessary to place the lease into service. The right-to-use leased assets are amortized on a straight-line basis over the life of the related lease.

**Compensated Absences**

The District's personnel policy permits employees to accumulate earned but unused vacation and sick pay benefits. No liability is recorded for unpaid accumulated sick leave since it is the District's policy to not pay unused sick leave when employees separate from the District. On the fund financial statements, accrued vacation is recorded in the general fund when payable (i.e. upon resignation or retirement). On the government-wide financial statements, accrued vacation is recorded when earned.

**Deferred Outflows/Inflows of Resources**

The District reports deferred outflows of resources on its Statement of Net Position. Deferred outflows of resources represent a consumption of net position that applies to future fiscal years, so will not be recognized as an outflow of resources (expenditure or expense) on the Statement of Activities until then. The District only has one item that qualifies for reporting in this category, the outflows related to

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

the pension, which represents pension items that will be recognized in future periods.

The District also reports deferred inflows of resources on its Governmental Funds Balance Sheet and Statement of Net Position. Deferred inflows of resources represent an acquisition of net position that applies to future fiscal years, so will not be recognized as an inflow of resources (revenue or reduction of expenditure or expense) on the Governmental Funds Revenues, Expenditures and Changes in Fund Balances and Statement of Activities until then. The District has two items that qualify for reporting in this category, levied property taxes intended to finance the next fiscal year and inflows related to pensions, which will be recognized as revenue in the next fiscal year.

**Property Taxes**

The District annually establishes a legal right to revenue from property tax assessments upon enactment of a levy ordinance by its Board. Property taxes are recognized as a receivable at the time they are levied. Property tax revenues are recognized in the fiscal year they are intended to finance. In addition, revenue under the modified accrual basis (fund financial statements) is not recognized unless it is also available (collected within 60 days after fiscal year end). Property tax collections and property taxes receivable not recognized as revenue are reported as deferred inflows of resources. Property tax revenues on the fund financial statements are allocated to each fund in accordance with the applicable fund levy amounts.

The second installment of the 2021 levy and the first installment of the 2022 levy were intended to finance the fiscal year ended June 30, 2023. Therefore, the property taxes collected within 60 days of June 30, 2023 for these installments have been recorded as revenue, along with collections of prior levies. The second installment of the 2022 levy is intended to finance the fiscal year ending June 30, 2024. Therefore, the property taxes receivable of this levy as of June 30, 2023 has been recorded as a deferred inflow of resources.

The District recorded an allowance for uncollectible property taxes of 2.00% of the 2022 levy (\$12,149). All uncollected taxes relating to prior years' levies have been written off. Significant dates for the 2022 levy are as follows:

Lien Date	January 1, 2022
Levy Date	October 17, 2022
First Installment Due	April 3, 2023
Second Installment Due	December 1, 2023 (Estimated)

Property taxes are billed and collected by the Cook County, Illinois Treasurer. Property tax bills are typically mailed at least 30 days prior to due dates. Substantially all of the collected taxes for the 2022 tax levy will be received by the District between April 2023 and December 2023.

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

**Elimination and Reclassifications**

In the process of aggregating data for the government-wide Statement of Activities, some amounts reported as interfund activity and interfund receivables and payables on the fund financial statements may be eliminated or reclassified.

**Fund Balance**

Equity is classified as fund balance on the fund financial statements and displayed in five components:

- Nonspendable includes amounts not in spendable form, such as prepaid expenses or Interfund balances or amounts required to be maintained intact legally or contractually.
- Restricted includes amounts constrained for a specific purpose by external parties.
- Committed includes amounts constrained for a specific purpose by a government using its highest level of decision making authority (the Board of Trustees for the District). This formal action must occur prior to the end of the reporting period, but the amount of the committed balance may be determined in the subsequent period. Any changes to the constraints imposed require the same formal action of the Board of Trustees that originally created the commitment.
- Assigned includes general fund amounts constrained for a specific purpose by the Board of Trustees or by an official who has been delegated authority to assign amounts. The Board of Trustees has not delegated this authority as of June 30, 2023. Additionally, all remaining positive spendable amounts in government funds other than the general fund, that are neither restricted nor committed, are considered assigned. Assignments may take place after the end of the reporting period.
- Unassigned includes residual positive fund balance within the general fund which has not been classified within the other above mentioned categories. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those specific purposes.

In circumstances where an expenditure relates to amounts available in multiple fund balance classifications, the order in which resources will be expended is as follows: restricted fund balance, followed by committed, assigned and unassigned fund balances.

**Net Position**

Net position represents the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources. Net investment in capital assets consists of capital assets and right-to-use leased assets, net of accumulated depreciation and amortization, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on its use either through constitutional provisions or enabling legislation or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The District uses restricted resources when an expense is incurred before using unrestricted resources.

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

**Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**NOTE 2. DEFINED BENEFIT PENSION PLAN**

**IMRF Plan Description**

The District's defined benefit pension plan for regular employees provides retirement and disability benefits, post retirement increases, and death benefits to plan members and beneficiaries. The District's plan is managed by the Illinois Municipal Retirement Fund (IMRF), the administrator of a multiple-employer public pension fund. A summary of IMRF's pension benefits is provided in the "Benefits Provided" section of this document. Details of all benefits are available from IMRF. Benefit provisions are established by statute and may only be changed by the General Assembly of the State of Illinois. IMRF issues a publicly available Comprehensive Annual Financial Report that includes financial statements, detailed information about the pension plan's fiduciary net position, and required supplementary information. The report is available for download at [www.imrf.org](http://www.imrf.org).

**Benefits Provided**

Employees hired before January 1, 2011, are eligible for Tier 1 benefits. Tier 1 employees are vested for pension benefits when they have at least eight years of qualifying service credit. Tier 1 employees who retire at age 55 (at reduced benefits) or after age 60 (at full benefits) with eight years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1⅓% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any consecutive 48 months within the last 10 years of service, divided by 48. Under Tier 1, the pension is increased by 3% of the original amount on January 1 every year after retirement.

Employees hired on or after January 1, 2011 are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating employees who retire at age 62 (at reduced benefits) or after age 67 (at full benefits) with ten years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1⅓% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any 96 consecutive months within the last 10 years of service, divided by 96. Under Tier 2, the pension is increased on January 1 every year after retirement, upon reaching age 67, by the *lesser* of:

- 3% of the original pension amount, or
- 1/2 of the increase in the Consumer Price Index of the original pension amount.



## NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

Notes to financial statements  
JUNE 30, 2023

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### NOTE 2. DEFINED BENEFIT PENSION PLAN - Continued

#### Employees Covered by Benefit Terms

As of December 31, 2022, the following employees were covered by the benefit terms:

	IMRF
Retirees and beneficiaries currently receiving benefits	1
Inactive plan members entitled to but not yet receiving benefits	5
Active plan members	9
<b>Total</b>	<b>15</b>

#### Contributions

As set by statute, the District's regular plan members are required to contribute 4.50% of their annual covered salary. The statute requires employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. The District's annual contribution rate for calendar year 2022 was 10.11% of members' wages. For the fiscal year ended June 30, 2023, the District contributed \$41,622 to the plan. The District also contributes for disability benefits, death benefits, and supplemental retirement benefits, all of which are pooled at the IMRF level. Contribution rates for disability and death benefits are set by IMRF's Board of Trustees, while the supplemental retirement benefits rate is set by statute.

#### Net Pension Liability

The District's net pension liability was measured as of December 31, 2022. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

#### Actuarial Assumptions

The following are the methods and assumptions used to determine total pension liability at December 31, 2022:

- The Actuarial Cost Method used was Entry Age Normal.
- The Asset Valuation Method used was Market Value of Assets.
- The Inflation Rate was assumed to be 2.25%.
- Salary Increases were expected to be 2.85% to 13.75%.
- The Investment Rate of Return was assumed to be 7.25%.
- Projected Retirement Age was from the Experience-based Table of Rates, specific to the type of eligibility condition. Last updated for the 2020 valuation pursuant to an experience study of the period 2017-2019.

**NOTE 2. DEFINED BENEFIT PENSION PLAN - Continued**

- Mortality (for non-disabled retirees) – The Pub-2010, Amount-Weighted, below-median income, General, Retiree, Male (adjusted 106%) and Female (adjusted 105%) tables, and future mortality improvements projected using scale MP-2020. For disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Disabled Retiree, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020. For active members, the Pub-2010, Amount-Weighted, below-median income, General, Employee, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return to the target asset allocation percentage and adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

<b>Asset Class</b>	<b>Target Allocation</b>	<b>Long Term Expected Rate of Return</b>
Domestic Equity	35.5%	6.50%
International Equity	18.0%	7.60%
Fixed Income	25.5%	4.90%
Real Estate	10.5%	6.20%
Alternative Investments	9.5%	6.25-9.90%
Cash Equivalents	1.0%	4.00%
	<u>100%</u>	

No changes were made to the District's assumptions.

**Single Discount Rate**

A Single Discount Rate of 7.25% (same as previous year) was used to measure the total pension liability. The projection of cash flow used to determine the Single Discount Rate assumed that the plan members' contributions will be made at the current contribution rate, and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. The Single Discount Rate reflects:

- The long-term expected rate of return on pension plan investments (during the period in which the fiduciary net position is projected to be sufficient to pay benefits), and

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

Notes to financial statements  
JUNE 30, 2023

**NOTE 2. DEFINED BENEFIT PENSION PLAN - Continued**

- The tax-exempt municipal bond rate based on an index of 20-year general obligation bonds with an average AA credit rating (which is published by the Federal Reserve) as of the measurement date (to the extent that the contributions for use with the long-term expected rate of return are not met).

For the purpose of the most recent valuation, the expected rate of return on plan investments is 7.25%, the municipal bond rate is 4.05% and the resulting single discount rate is 7.25%.

**Changes in the Net Pension Liability**

	Increase (Decrease)		
	Total Pension Liability (A)	Plan Fiduciary Net Position (B)	Net Pension Liability/(Asset) (A) - (B)
<b>Balances at December 31, 2021</b>	\$ 522,827	\$ 294,967	\$ 227,860
<b>Changes for the year:</b>			
Service Cost	34,400	-	34,400
Interest on the Total Pension Liability	38,743	-	38,743
Changes of Benefit Terms	-	-	-
Differences Between Expected and Actual Experience of the Total Pension Liability	45,617	-	45,617
Changes of Assumptions	-	-	-
Contributions - Employer	-	38,309	(38,309)
Contributions - Employees	-	17,052	(17,052)
Net Investment Income	-	(14,450)	14,450
Benefit Payments, including Refunds of Employee Contributions	(11,276)	(11,276)	-
Other (Net Transfer)	-	18,569	(18,569)
Net Changes	107,484	48,204	59,280
<b>District Balances at December 31, 2022</b>	<u>\$ 630,311</u>	<u>\$ 343,171</u>	<u>\$ 287,140</u>

**Sensitivity of the Net Pension Liability to Changes in the Discount Rate**

The following presents the plan's net pension liability, calculated using a Single Discount Rate of 7.25%, as well as what the plan's net pension liability would be if it were calculated using a Single Discount Rate that is 1% lower or 1% higher:

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

Notes to financial statements  
JUNE 30, 2023

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**NOTE 2. DEFINED BENEFIT PENSION PLAN – Continued**

	<u>1% Decrease (6.25%)</u>	<u>Current Discount Rate (7.25%)</u>	<u>1% Increase (8.25%)</u>
IMRF Net Pension Liability/(Asset)	\$ 373,975	\$ 287,140	\$ 223,301

**Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions**

For the year ended June 30, 2023, the District recognized pension expense of \$57,435. At June 30, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 198,042	\$ -
Changes of assumptions	4,469	3,226
Net difference between projected and actual earnings on pension plan investments	<u>26,019</u>	<u>-</u>
Total Deferred Amounts to be recognized in pension expense in future periods	228,530	3,226
Pension Contributions made subsequent to the Measurement Date	<u>21,677</u>	<u>-</u>
Total Deferred Amounts Related to Pensions	<u><u>\$ 250,207</u></u>	<u><u>\$ 3,226</u></u>

Deferred outflows related to pension contributions made subsequent to the measurement date will be recognized in next year's pension expense.

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in the pension expense in the future periods as follows:

## NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

Notes to financial statements  
JUNE 30, 2023

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### NOTE 2. DEFINED BENEFIT PENSION PLAN – Continued

Year Ended June 30	
2024	\$ 45,290
2025	45,149
2026	45,429
2027	46,779
2028	26,198
Thereafter	16,459

### NOTE 3. CASH AND INVESTMENTS

Reconciled cash and investments were as follows at June 30, 2023:

First American Bank - Maxrate public funds account	\$ 434,384
Annuities	908,777
Illinois Funds (investment pool - does not require categorization)	98,259
Total cash and investments	<u>\$ 1,441,420</u>

The District's investment policy (the "policy") authorizes the District to invest in obligations of the U.S. government and its agencies, interest-bearing savings account, certain short-term obligations of U.S. corporations, money market mutual funds, certificates of deposit, Illinois Public Treasurer's Investment Pool (Illinois Funds), and other securities authorized by the Illinois Public Funds Investment Act. The District purchased four annuities with Athene Annuity and Life Company ("Athene"). These annuities are not permitted according to the District's investment policy.

The District's deposits and investments are subject to the following risks:

- Custodial credit risk is the risk that the District will not be able to recover its deposits with financial institutions in the event of the failure of the financial institutions. The District's policy limits this risk by only allowing deposits in Federally Insured or Licensed Institutions Permitted to Hold Public Funds, provided that such investments shall not exceed federal insurance limits. The District's policy limits this risk by only allowing investments in securities guaranteed by the United States government or in FDIC insured institutions.
- Credit risk is the risk that an issuer or counterparty to an investment will not fulfill its obligations, resulting in investment losses by the District. The District's policy limits this risk by requiring uninsured investments be collateralized by securities or mortgages in an amount equal to at least fair value of the uninsured amount. The District's annuities are not collateralized by securities or mortgages equal to the fair value of their balances. There is a risk Athene could fail and the District would not receive full value of these annuities.

## NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

Notes to financial statements  
JUNE 30, 2023

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### NOTE 3. CASH AND INVESTMENTS – Continued

- Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The District's policy does not limit the term of investments to specific maturities.
- Concentration of credit risk is the risk of loss attributed to funds being concentrated in a limited number of investments. The District's policy does not restrict the amount of investments in any one issue. More than 5% of the District's investments are in annuities. The investment in annuities comprises 63% of the District's total cash and investments at June 30, 2023.

#### Illinois Funds

Illinois Funds is an investment pool managed by the State of Illinois, Office of Treasurer, which allows governments within the State to pool their funds for investment purposes. Illinois Funds is not registered with the SEC as an investment company but operates in a manner consistent with Rule 2(a)7 of the Investment Company Act of 1940. Illinois Funds is rated AAAM by Standard & Poor's. Investments in Illinois Funds are valued at Illinois Funds' share price, which is the price the investment could be sold. Illinois Funds issues a publicly available financial report that includes financial statements and supplementary information. That report may be obtained on-line at [www.treasurer.il.gov](http://www.treasurer.il.gov).

The District's deposits with financial institutions were categorized as follows at June 30, 2023:

Insured by federal depository insurance	\$	250,000
Collateralized by securities held by the pledging financial institution's trust department or agent in the District's name		206,274
Collateralized by securities held by the pledging financial institution's trust department or agent, but not in the District's name		-
Uncollateralized		-
Total deposits with financial institutions	\$	<u>456,274</u>

Athene has a rating of "A+" with S&P and Fitch and "A" with A.M. Best as of the Independent Auditor's Report Date. The District receives annual statements and estimated the value of these annuities based on these statements at or near June 30, 2023. The following table presents the reported values and purchase dates of the District's investment in annuities (using the specific identification method) for the governmental funds as of June 30, 2023:

# NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

Notes to financial statements  
JUNE 30, 2023

## NOTE 3. CASH AND INVESTMENTS – Continued

	Annuity #1	Annuity #2	Annuity #3	Annuity #4	Total
Purchase date	8/14/2014	9/10/2014	8/28/2015	6/6/2017	
Maturity date	8/14/2042	9/10/2042	8/28/2043	6/6/2045	
Fair market value	\$ 274,856	\$ 128,908	\$ 448,647	\$ 56,366	\$ 908,777
Cash surrender value	221,017	101,368	362,193	41,773	726,351
Difference	<u>\$ 53,839</u>	<u>\$ 27,540</u>	<u>\$ 86,454</u>	<u>\$ 14,593</u>	<u>\$ 182,426</u>

The maturity date is the earlier of the annuity maturity date or death of the annuitant. The cash surrender value is the value of the annuity if the District requests the balance prior to the annuity maturity date. In addition, after twelve years, the District is allowed to request a principal portion of the annuity without penalties being assessed. It is the District's intent to hold the annuities until maturity date or the death of the annuitant.

Annuities #1 and #2 earnings are based on the S&P 500 Index.

Annuity #3 earnings are based on the Hang Seng, Eurostoxx 50 and S&P 500 Indexes.

Annuity #4 earnings are based on the Merrill Lynch RPM Index.

The indexes for the four annuities can be changed or adjusted on an annual basis by the District. Also, all annuities guarantee that investment returns will never be negative.

Investment Type	Credit Rating	Fair Value	Investment Maturities			
			Less than one year	One to five years	Six to ten years	More than ten years
Annuities	N/A	\$ 908,777	\$ -	\$ -	\$ -	\$ 908,777
Total		<u>\$ 908,777</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 908,777</u>

Investments are measured at fair value on a recurring basis. Recurring fair value measurements are those that Governmental Accounting Standards Board (GASB) Statements require or permit on the Statement of Net Position at the end of each reporting period. Fair value measurements are categorized based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The investments' fair value measurements are as follows at June 30, 2023:

Investment Type	Level 1 inputs	Level 2 inputs	Level 3 inputs
Annuities	\$ -	\$ 908,777	\$ -
Total	<u>\$ -</u>	<u>\$ 908,777</u>	<u>\$ -</u>

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

Notes to financial statements  
JUNE 30, 2023

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**NOTE 4. RISK OF LOSS**

The District is exposed to various risks of loss through property ownership, employee injury, liability of employees, actions of elected officials and other risks. The District purchased commercial insurance policies to overcome these risks. There was no significant decrease in coverage from the prior year, and claims have not exceeded coverage in the last three years.

**NOTE 5. CAPITAL ASSETS**

Following is a summary of changes in the capital assets for the year ended June 30, 2023:

	Balance at July 1, 2022	Increase	Decrease	Balance at June 30, 2023
Capital assets not being depreciated:				
Land	\$ 330,127	-	-	\$ 330,127
Subtotal	<u>330,127</u>	<u>-</u>	<u>-</u>	<u>330,127</u>
Capital assets being depreciated:				
Building and grounds	3,159,048	2,220	-	3,161,268
Furniture and equipment	874,388	-	-	874,388
Library collection	284,657	58,072	(59,068)	283,661
Leased equipment	<u>33,755</u>	<u>-</u>	<u>-</u>	<u>33,755</u>
Subtotal	<u>4,351,848</u>	<u>60,292</u>	<u>(59,068)</u>	<u>4,353,072</u>
Accumulated depreciation/amortization				
Building and grounds	(1,638,310)	(81,637)	-	(1,719,947)
Furniture and equipment	(304,893)	(46,311)	-	(351,204)
Library collection	(147,601)	(56,831)	59,068	(145,364)
Leased equipment	<u>(6,188)</u>	<u>(6,751)</u>	<u>-</u>	<u>(12,939)</u>
Subtotal	<u>(2,096,992)</u>	<u>(191,530)</u>	<u>59,068</u>	<u>(2,229,454)</u>
Total capital assets being depreciated, net	<u>2,254,856</u>	<u>(131,238)</u>	<u>-</u>	<u>2,123,618</u>
Governmental activities capital assets, net	<u>\$ 2,584,983</u>	<u>\$ (131,238)</u>	<u>\$ -</u>	<u>\$ 2,453,745</u>

Depreciation and lease amortization expense is charged solely to the cultural function in the District's governmental activities.



**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

Notes to financial statements  
JUNE 30, 2023

**NOTE 6. LONG-TERM LIABILITIES**

Long-term liability activity for the year ended June 30, 2023 was as follows:

	Balance July 1, 2022	Additions	Retirements	Balance June 30, 2023	Due Within One Year
Notes payable:					
2020 debt certificates	\$ 247,300	\$ -	\$ (26,700)	\$ 220,600	\$ 27,800
Leases payable					
Copier leases	26,888	-	(5,951)	20,937	6,368
Other liabilities:					
Accrued compensated absences	3,178	4,995	(3,178)	4,995	4,995
Accrued interest	799	-	(93)	706	706
Net pension liability	227,860	59,280	-	287,140	-
Totals	<u>\$ 506,025</u>	<u>\$ 64,275</u>	<u>\$ (35,922)</u>	<u>\$ 534,378</u>	<u>\$ 39,869</u>

**Lease**

In August 2021, the District entered into a right-to-use lease agreement for three copying machines. The monthly lease payments made during the fiscal year were \$668 per month. Beginning on July 1, 2022, the monthly lease payment will become \$696 per month. The lease liability is measured at a discount rate of 7.00%. As a result of the lease, the District has recorded an intangible right-to-use lease asset amounting to \$33,755, with accumulated amortization of \$12,939 as of June 30, 2023.

The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2023, were as follows:

Fiscal Year Ending	Principal	Interest	Total
June 30, 2024	\$ 6,368	\$ 1,979	\$ 8,347
June 30, 2025	6,814	1,533	8,347
June 30, 2026	7,291	1,056	8,347
June 30, 2027	464	232	696
	<u>\$ 20,937</u>	<u>\$ 4,800</u>	<u>\$ 25,737</u>

**Debt Certificates**

General obligation (limited tax) debt certificates, series 2020 were issued in February 2020 in the amount of \$300,000. These certificates bear a fixed interest rate of 4.10%. They require semi-annual interest payments on June 1<sup>st</sup> and December 1<sup>st</sup> and annual principal payments on December 1<sup>st</sup>.

Principal payments began in December 2020 and end in December 2029. Principal payments range from \$25,700 to \$35,400. The balance at June 30, 2022 was \$220,600.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

Notes to financial statements  
JUNE 30, 2023

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**NOTE 6. LONG-TERM LIABILITIES – Continued**

The amounts of maturities for the debt certificates at June 30, 2023 were as follows:

<b>Fiscal Year Ending</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
June 30, 2024	\$ 27,800	\$ 8,474	\$ 36,274
June 30, 2025	28,900	7,312	36,212
June 30, 2026	30,100	6,103	36,203
June 30, 2027	31,400	4,842	36,242
Thereafter	102,400	6,395	108,795
	<u>\$ 220,600</u>	<u>\$ 33,126</u>	<u>\$ 253,726</u>

**Short-Term Debt**

The Library utilized an available line of credit with First American Bank during the fiscal year by drawing down \$30,000 on November 23, 2022, and \$20,000 on December 9, 2022 for a total of \$50,000. The amount was repaid on January 11, 2023, as taxes were received from the second installment of the 2021 tax levy. The line of credit had an interest rate of 4.10% and interest paid in relation to the borrowing was \$307.

The general fund will be used to liquidate the general obligation 2020 debt certificates series, the lease liability, accrued compensated absences and accrued interest, and the IMRF Fund is used to liquidate the net pension liability.

A computation of the legal debt margin of the District as of June 30, 2023 is as follows:

Equalized assessed valuation - tax year 2021*	\$ 257,600,963
Legal debt limit - 2.875%	\$ 7,406,028
Amount of debt applicable to limit	(220,600)
Estimated legal debt margin	<u>\$ 7,185,428</u>

\*As of the report date, Cook County has not yet released the tax year 2022 equalized assessed valuation. For reporting purposes, tax year 2021 is being used as a result.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

Notes to financial statements  
JUNE 30, 2023

**NOTE 7. FUND BALANCE CLASSIFICATIONS**

The following is a schedule of fund balance classifications for the government funds at June 30, 2023:

	<u>General</u>	<u>Building</u>	<u>Capital Projects</u>	<u>Nonmajor Funds</u>
Fund balance:				
Nonspendable:				
Interfund loans	\$ 428,401	\$ -	\$ -	\$ -
Prepaid expenses	2,756	179	-	-
Restricted due to enabling legislation (tax levy) for:				
Liability insurance	-	-	-	11,900
Restricted for purchase of publications or programs	698,500	-	-	-
Committed by Board of Trustees for:				
Capital projects	-	-	30,000	-
Audit	-	-	-	1,396
Unassigned	<u>573,650</u>	<u>(224,008)</u>	<u>-</u>	<u>(113,554)</u>
Total fund balances	<u>\$1,703,307</u>	<u>\$ (223,829)</u>	<u>\$ 30,000</u>	<u>\$ (100,258)</u>

**NOTE 8. RESTRICTED NET POSITION**

The following is a schedule of restricted net position on the Statement of Net Position at June 30, 2023. These balances are restricted by tax levies or by the contributor.

Restricted by contributor for:	
Purchase of publications or programs	\$ 698,500
Restricted by tax levies for:	
Liability insurance	<u>11,900</u>
Total restricted by tax levies	<u>11,900</u>
Total restricted net position	<u>\$ 710,400</u>

**NOTE 9. DEFERRED COMPENSATION**

The District has a 457 deferred compensation plan. Employees may make voluntary contributions to the plan within the limits allowed by Internal Revenue Service Code Section 457.

## NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

Notes to financial statements  
JUNE 30, 2023

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### NOTE 10. OTHER FUND DISCLOSURES

Accounting principles generally accepted in the United States of America require disclosure of certain information concerning individual funds including:

The following funds had deficit balances at June 30, 2023:

Major fund - building fund	<u>\$ 223,829</u>
Nonmajor fund - unemployment insurance	<u>\$ 3,383</u>
Nonmajor fund - IMRF	<u>\$ 91,867</u>
Nonmajor fund - social security	<u>\$ 18,304</u>

The following interfund balances existed as of June 30, 2023:

Advance to building fund from general fund	<u>\$ 315,051</u>
Advances to nonmajor funds from general fund	<u>\$ 113,350</u>

The District's interfund balances were made to cover the expenditures of the building, unemployment insurance, IMRF and social security funds. Repayments of the loans are expected to occur in future years as resources allow.

### NOTE 11. SUBSEQUENT EVENTS

The District has evaluated events subsequent to June 30, 2023 for possible adjustment or disclosure to the accompanying financial statements. This evaluation was done through the date of the Independent Auditor's Report, which is the date the financial statements were available to be issued.

**REQUIRED SUPPLEMENTARY INFORMATION**

DRAFT

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2023**

	<u>Original/Final Budget</u>	<u>Actual</u>	<u>Variance Over (Under) Final Budget</u>
<b>Revenues</b>			
Property taxes	\$ 1,022,393	\$ 977,793	\$ (44,600)
Other revenues:			
Operating grants	100,000	98,765	(1,235)
Fines and fees	17,500	19,457	1,957
Gifts, memorials and donations	35,000	21,047	(13,953)
Investment income	5,700	17,317	11,617
Net increase in fair value of investments	20,000	(5,481)	(25,481)
Miscellaneous revenues	-	-	-
Total other revenues	<u>178,200</u>	<u>151,105</u>	<u>(27,095)</u>
Total revenues	<u>1,200,593</u>	<u>1,128,898</u>	<u>(71,695)</u>
<b>Expenditures</b>			
Cultural:			
Salaries	566,000	558,555	(7,445)
Audio visual materials	15,500	12,092	(3,408)
Books	57,750	52,232	(5,518)
Periodicals	5,000	4,637	(363)
Other media	16,000	11,907	(4,093)
Library programs	23,000	22,208	(792)
Office supplies	13,500	12,099	(1,401)
Printing	11,000	12,281	1,281
Postage	3,000	2,244	(756)
Legal fees	7,500	6,180	(1,320)
Public information	2,500	1,918	(582)
Health insurance	31,400	26,529	(4,871)
Library promotion and miscellaneous service fees	45,000	6,163	(38,837)
Utilities	31,500	27,411	(4,089)
Telephone	13,500	20,013	6,513
Contingency	4,355	1,665	(2,690)
Petty cash reimbursements	-	114	114
Accounting	17,000	14,023	(2,977)
Service contracts	31,400	32,469	1,069
Grants	100,000	64,578	(35,422)
Professional education and training - trustees	1,200	765	(435)
Professional education and training - staff	11,700	9,163	(2,537)
Total cultural expenditures	<u>1,007,805</u>	<u>899,246</u>	<u>(108,559)</u>

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (continued)**  
**GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2023**

	Original/Final Budget	Actual	Variance Over (Under) Final Budget
Debt Service:			
Principal	76,700	32,651	(44,049)
Interest	16,500	12,267	(4,233)
Total Debt Service	93,200	44,918	(48,282)
Capital outlay:			
Information technology	62,250	57,683	(4,567)
Equipment	-	-	-
Total capital outlay	62,250	57,683	(4,567)
Total expenditures	1,163,255	1,001,847	(161,408)
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	37,338	127,051	89,713
<b>Other Financing Sources</b>			
Loan proceeds	50,000	-	(50,000)
Lease issuance	-	-	-
Total Other Financing Sources	50,000	-	(50,000)
<b>Net change in fund balance</b>	<u>\$ 87,338</u>	<u>127,051</u>	<u>\$ 39,713</u>
<b>Fund balance, beginning</b>		<u>1,576,256</u>	
<b>Fund balance, ending</b>		<u>\$ 1,703,307</u>	

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
BUILDING FUND  
FOR THE YEAR ENDED JUNE 30, 2023**

	<u>Original/Final Budget</u>	<u>Actual</u>	<u>Variance Over (Under) Final Budget</u>
<b>Revenues</b>			
Property taxes	\$ 50,349	\$ 47,034	\$ (3,315)
Total revenues	<u>50,349</u>	<u>47,034</u>	<u>(3,315)</u>
<b>Expenditures</b>			
Cultural:			
Building supplies and maintenance	11,000	7,498	(3,502)
Building repairs	34,000	27,604	(6,396)
Casual labor and fees	1,950	2,092	142
Total cultural expenditures	<u>46,950</u>	<u>37,194</u>	<u>(9,756)</u>
Capital outlay	-	1,680	1,680
Total expenditures	<u>46,950</u>	<u>38,874</u>	<u>(8,076)</u>
<b>Net change in fund balance</b>	<u>\$ 3,399</u>	<u>8,160</u>	<u>\$ 4,761</u>
<b>Fund balance, beginning</b>		<u>(231,989)</u>	
<b>Fund balance, ending</b>		<u>\$ (223,829)</u>	



**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT  
ILLINOIS MUNICIPAL RETIREMENT FUND  
SCHEDULES OF REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS  
JUNE 30, 2023**

Last 5 Calendar Years

	2022	2021	2020	2019	2018
<b>Total Pension Liability</b>					
Service cost	\$ 34,400	\$ 31,499	\$ 32,194	\$ 28,047	\$ 24,570
Interest	38,743	33,849	29,183	22,045	921
Changes of benefit terms	-	-	-	-	-
Differences between expected and actual experience	45,617	6,348	7,968	46,291	255,157
Changes of assumptions	-	-	(4,639)	-	9,394
Benefit payments, including refunds of member contributions	(11,276)	-	-	-	-
<b>Net Change in Total Pension Liability</b>	<u>107,484</u>	<u>71,696</u>	<u>64,706</u>	<u>96,383</u>	<u>290,042</u>
<b>Total Pension Liability - Beginning</b>	<u>522,827</u>	<u>451,131</u>	<u>386,425</u>	<u>290,042</u>	<u>-</u>
<b>Total Pension Liability - Ending (a)</b>	<u>\$ 630,311</u>	<u>\$ 522,827</u>	<u>\$ 451,131</u>	<u>\$ 386,425</u>	<u>\$ 290,042</u>
<b>Plan Fiduciary Net Position</b>					
Contributions - employer	\$ 38,309	\$ 40,912	\$ 35,518	\$ 31,651	\$ 7,349
Contributions - member	17,052	17,601	15,967	17,728	91,210
Net investment income	(14,450)	24,400	14,243	8,096	-
Benefit payments, including refunds of member contributions	(11,276)	-	-	-	-
Other	18,569	(4,199)	(2,141)	(2,986)	(382)
<b>Net Change in Fiduciary Net Position</b>	<u>\$ 48,204</u>	<u>\$ 78,714</u>	<u>\$ 63,587</u>	<u>\$ 54,489</u>	<u>\$ 98,177</u>
<b>Plan Fiduciary Net Position - Beginning</b>	<u>294,967</u>	<u>216,253</u>	<u>152,666</u>	<u>98,177</u>	<u>-</u>
<b>Plan Fiduciary Net Position - Ending (b)</b>	<u>\$ 343,171</u>	<u>\$ 294,967</u>	<u>\$ 216,253</u>	<u>\$ 152,666</u>	<u>\$ 98,177</u>
<b>Net Pension Liability/(Asset) - Ending (a)-(b)</b>	<u>\$ 287,140</u>	<u>\$ 227,860</u>	<u>\$ 234,878</u>	<u>\$ 233,759</u>	<u>\$ 191,865</u>
<b>Plan Fiduciary Net Position as a Percentage of the Total Pension Liability</b>	54.44%	56.42%	47.94%	39.51%	33.85%
<b>Covered Payroll</b>	\$ 378,930	\$ 391,132	\$ 354,822	\$ 342,652	\$ 81,748
<b>Net Pension Liability as a Percentage of Covered Payroll</b>	75.78%	58.26%	66.20%	68.22%	234.70%

**Note to Schedule:**

The District became a member of IMRF on October 1, 2018. Information is presented for those years for which it was available.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT  
ILLINOIS MUNICIPAL RETIREMENT FUND  
SCHEDULES OF REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF DISTRICT CONTRIBUTIONS  
JUNE 30, 2023**

**Last 5 Fiscal Years**

	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
Actuarially Determined Contribution	\$ 32,310	\$ 40,912	\$ 35,518	\$ -	\$ -
Contributions in Relation to the Actuarially Determined Contribution	<u>41,622</u>	<u>39,728</u>	<u>39,325</u>	<u>35,281</u>	<u>22,326</u>
Contribution Deficiency (Excess)	(9,312)	1,184	(3,807)	(35,281)	(22,326)
Covered Payroll	378,930	391,132	354,822	342,652	81,748
Contributions as a Percentage of Covered Payroll	10.98%	10.16%	11.08%	10.30%	27.31%

**Notes to Schedule:**

**Notes**

Actuarially determined contribution rates are calculated as of December 31 each year, which is 6 months prior to the beginning of the fiscal year in which contributions are reported

**Actuarial Cost Method**

Aggregate Entry age normal

**Amortization Method**

Level percentage of payroll, closed

**Remaining Amortization Period**

21-year closed period

**Asset Valuation Method**

5-year smoothed market; 20% corridor

**Wage Growth**

2.75%

**Price Inflation**

2.25%

**Salary Increases**

2.85% to 13.75% including inflation

**Investment Rate of Return**

7.25%

**Retirement Age**

Experience based table of rates that are specific to the type of eligibility condition. Last updated for the 2020 valuation pursuant to an experience study of the period 2017-2020

**Mortality**

For non-disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Retiree, Male (adjusted 106%) and Female (adjusted 105%) tables, and future mortality improvements projected using scale MP-2020. For disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Disabled Retiree, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020. For active members, the Pub-2010, Amount-Weighted, below-median income, General, Employee, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020.

**Other Information**

There were no benefit changes during the year.

Information is presented for those years for which it was available.

## **NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

Notes to the Required Supplementary Information  
JUNE 30, 2023

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### **NOTE 1. BUDGETS**

Budgets for funds are adopted on a basis consistent with accounting principles generally accepted in the United States of America. The following procedures are used to establish the budgets:

- (a) The District's Director submits a proposed operating budget to the Board of Trustees for approval.
- (b) The Board of Trustees makes any adjustments to the budget deemed necessary and approves the proposed budget and appropriation ordinance.
- (c) Notice is published in a newspaper that the tentative Annual Budget and Appropriation Ordinance of the District is available for inspection and then is subsequently presented at a public hearing.
- (d) The District's Board of Trustees adopts the Annual Budget and Appropriation Ordinance after the public hearing.

Expenditures may not legally exceed the budgeted appropriations at the fund level. The budget may be amended by the District's Board of Trustees. There were no amendments to the budget for the year ended June 30, 2023.

### **NOTE 2. EXCESS OF ACTUAL EXPENDITURES OVER BUDGET**

Expenditures exceeded appropriations for both the unemployment insurance and social security funds in fiscal year 2023.

## COMBINING FINANCIAL STATEMENTS

DRAFT

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT  
BALANCE SHEET  
NONMAJOR GOVERNMENTAL FUNDS  
JUNE 30, 2023**

	Special Revenue Fund					
	Liability Insurance	Audit	Unemployment Insurance	IMRF	Social Security	Total
<b>Assets</b>						
Cash and investments	\$ 12,319	\$ 1,396	\$ -	\$ -	\$ -	\$ 13,715
Property tax receivables	3,991	3,991	524	16,463	18,958	43,927
Prepaid expenses	-	-	-	-	-	-
Total assets	<u>16,310</u>	<u>5,387</u>	<u>524</u>	<u>16,463</u>	<u>18,958</u>	<u>57,642</u>
<b>Liabilities</b>						
Accounts payable	419	-	204	-	-	623
Interfund balances	-	-	3,179	91,867	18,304	113,350
Total liabilities	<u>419</u>	<u>-</u>	<u>3,383</u>	<u>91,867</u>	<u>18,304</u>	<u>113,973</u>
<b>Deferred inflows of resources</b>						
Unearned property tax revenue	3,991	3,991	524	16,463	18,958	43,927
Total deferred inflows of resources	<u>3,991</u>	<u>3,991</u>	<u>524</u>	<u>16,463</u>	<u>18,958</u>	<u>43,927</u>
<b>Fund balances</b>						
Nonspendable	-	-	-	-	-	-
Restricted	11,900	-	-	-	-	11,900
Committed	-	1,396	-	-	-	1,396
Unassigned	-	-	(3,383)	(91,867)	(18,304)	(113,554)
Total fund balances	<u>11,900</u>	<u>1,396</u>	<u>(3,383)</u>	<u>(91,867)</u>	<u>(18,304)</u>	<u>(100,258)</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 16,310</u>	<u>\$ 5,387</u>	<u>\$ 524</u>	<u>\$ 16,463</u>	<u>\$ 18,958</u>	<u>\$ 57,642</u>

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
NONMAJOR GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED JUNE 30, 2023**

	<b>Special Revenue Fund</b>					
	<b>Liability Insurance</b>	<b>Audit</b>	<b>Unemployment Insurance</b>	<b>IMRF</b>	<b>Social Security</b>	<b>Total</b>
<b>Revenues</b>						
Property taxes	5,711	7,019	991	20,837	34,826	69,384
Total revenues	5,711	7,019	991	20,837	34,826	69,384
<b>Expenditures</b>						
Liability insurance	21,795	-	-	-	-	21,795
Audit fees	-	8,500	-	-	-	8,500
Unemployment insurance	-	-	5,605	-	-	5,605
Pension	-	-	-	41,622	-	41,622
Social security	-	-	-	-	42,187	42,187
Total expenditures	21,795	8,500	5,605	41,622	42,187	119,709
<b>Net change in fund balances</b>	(16,084)	(1,481)	(4,614)	(20,785)	(7,361)	(50,325)
<b>Fund Balance - Beginning of year</b>	27,984	2,877	1,231	(71,082)	(10,943)	(49,933)
<b>Fund Balance - End of year</b>	11,900	1,396	(3,383)	(91,867)	(18,304)	(100,258)