

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue
North Riverside, IL 60546

Minutes of the meeting of January 9, 2017

1. Open of Meeting

The meeting was called to order by President Corgiat at 7:30 p.m. Roll call was taken.

Present: Annette Corgiat, P.J. Folz, Greg Gordon, Ken Rouleau, Elizabeth Tomasek

Absent: Brad Lanken, Mary Lee

Also Present: Lorene Kennard, Director; Jean DiMonte of DiMonte and Assoc; Jill Cannizzo, Dan Graham and Bryant Rouleau

A quorum was established.

Trustee Gordon made a motion to approve the agenda with the transfer amount to \$80,000. Trustee Rouleau seconded the motion. Roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

2. Open Forum

Jim and Myra Zak were present.

3. Financial Reports

A Treasurer Lanken was absent so there was not a treasurer's report

B Jean DiMonte presented the financial reports for the month ending December 31, 2016.

C Finance Committee Report

1. Approve 2015-16 Audit

Trustee Rouleau made a motion to approve the audit. Trustee Tomasek seconded the motion.

Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

2. Discuss raising the limit on the credit card

Director Kennard called the bank and raised it to \$5,000.00 but it takes 7 days.

Trustee Gordon made a motion to raise the credit card limit to \$5,000.00 as long as it is approved. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

3. Transfer debt service and close fund
Tabled until next month when Treasurer Lanken is present.
4. Rename funds to match audit
Tabled until next month when Treasurer Lanken is present.

4. Consent Agenda

Trustee Rouleau made a motion to approve the consent agenda with the transfer of \$80,000.00 and warrant list #17-01 in the amount of \$38,875.21. Trustee Tomasek seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

5. Committee Reports

A. Buildings and Grounds (Ken Rouleau, chair)

Buildings and Grounds has not met yet.

Trustee Tomasek made a motion to approve the committee minutes. Trustee Gordon seconded the motion. All ayes, motion carried.

1. Service and Inspection Log - all up to date
2. Repair Log - Drinking fountain it is as good as it can get. It was suggested to get a bottle filler fountain. Director Kennard will look into some prices for next meeting. Monitoring on HVAC was completed Ken is going to talk to them about some things. The fans should not go off at night. Keep the Library at a constant temperature. There was a broken pipe in the Library over the weekend. They are coming back tomorrow to try to get the carpet dry and test the humidity. Staff made a punch list of things that need to be taken care of. Bryant has been given the list and he has been working on them. He will text Lorene when he does things and they can get checked off the list. He will also prioritize the list and try to get things done. Bryant will get names of electricians to Lorene to call and have someone look at the electrical problems in the building.
3. Technology - nothing new tonight
4. Maintenance contract for Muellermist Service Corporation
Trustee Rouleau made a motion to approve the contract in the amount of \$619.00 for another year. And the \$1300 contract for Olsson Roofing for another year also. Trustee Tomasek seconded the motion. carried. A roll call vote was taken.
Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Ken Rouleau, Elizabeth Tomasek
Nays: None
Motion carried

B. Strategic Planning (Greg Gordon, chair)
Nothing to report this evening

C. Personnel (PJ Folz, Chair)
Nothing to report tonight

D. Policy (Elizabeth Tomasek, Chair)
There are no new policies to discuss tonight.

6. President

A. Appoint FOIA and OMA officers.

Trustee Corgiat made a motion that Director Lorene Kennard be the officer of the FOIA and MA. Trustee Gordon seconded the motion. All ayes, motion carried

7. Other Action Items

Trustee Tomasek made a motion to approve the December 12, 2016 Board Meeting Minutes, December 12, 2016 Finance Committee Meeting and December 12, 2016 Buildings and Grounds committee meeting. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Ken Rouleau, Elizabeth Tomasek

Nays: None,

Motion carried.

8. Information Items

a. Committee Meetings - Lorene will plug in the dates of the meetings here. February 13th is the next meeting.

b. Calendar - Lorene is looking for a different format for the calendar and hopefully will be working for the next meeting.

c. Memorial Books Report - nothing new to report tonight Annette is waiting for a bill for the book she donated.

d. Correspondence - Annette read two thank you notes from staff for the Christmas dinner and gift. Christine Vassos and Pria. There was also a thank you from all of the staff. Lorene also sent a thank you for the poinsettia and looks forward to working at this Library.

e. Board Action Log- all up to date

f. Trustee Continuing Education - noting tonight

g. Grants - nothing tonight

h. Advocacy - nothing tonight

i. Rails and SWAN - nothing

j. setting up Library email on a phone or tablet.

k. Approve PTAB

Trustee Rouleau made a motion to approve. Trustee Gordon seconded the motion.

All ayes, motion carried

9. Adjournment

Trustee Rouleau made a motion to adjourn the meeting at 8:32 p.m. Trustee Gordon seconded the motion. All in favor, motion carried.

Respectfully Submitted

Jill M. Cannizzo

**North Riverside Public Library District
2400 S. DesPlaines Avenue
North Riverside, Illinois**

Agenda - Regular meeting of February 13, 2017

1. **Open of Meeting**
 - A. Call to order
 - B. Determination of quorum
 - C. Recognition of visitors to the meeting
 - D. Approval of agenda and requested changes to consent agenda
2. **Open Forum**

Audience Note: If you wish to speak to the Board, please read and complete the open forum sheet provided and give it to the Board Secretary.
3. **Financial reports**
 - A. Treasurer
 - B. Accountant
 - C. Finance Committee Report (Brad Lanken, Chairperson)
 1. Transfer debt service and close fund (Action)
 2. Rename funds to match audit (Action)
 3. Approve PTAB settlement proposal (Action)
4. **Consent Agenda**
 - A. Approval of financial statements
 - B. Approval of Warrant List #17-02
 - C. Authorization to transfer \$80,000.00

Detailed information on all consent agenda items is included in this meeting packet. If you have any questions about consent agenda items or any agenda item as you prepare for the meeting, please contact the Library Director, Lorene Kennard at (708) 447-0869 or kennardl@northriversidelibrary.org.
5. **Committee Reports**
 - A. Building and Grounds (Ken Rouleau, Chairperson)
 1. Service and Inspection Log (Information)
 2. Repair Log (Information)
 3. Approve new network switches (Action)
 - B. Strategic Planning (Greg Gordon, Chairperson)
 1. Strategic Planning (Discussion)
 - C. Personnel (PJ Folz, Chairperson)
 - D. Policy (Elizabeth Tomasek, Chairperson)
 1. Non-resident card program - Amend policy stating we use the Tax Bill Method to state that if Tax Bill Method is not applicable we use the Mathematical Formula method. (Action)

6. President

- A. Kadlec estate final disbursement (information)

7. Other Action Items

- A. Approval of the minutes
 - 1. January 9, 2017, Board Meeting
 - 2. January 9, 2017, Finance Committee Meeting
 - 3. January 9, 2017, Building & Grounds Committee Meeting
 - 4. February 7, 2017, Building & Grounds Committee Meeting

8. Information items

- A. Committee Meetings
- B. Calendar
- C. Memorial Books Report
- D. Correspondence
- E. Board action log
- F. Trustee continuing education
- G. Grants
- H. Advocacy
- I. RAILS & SWAN

9. **Closed session** (The Board of Trustees may decide, by a roll call vote, to convene in closed session if there are matters to discuss confidentially, in accordance with the Open Meetings Act)

10. **Return to open session**

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

12. **Adjournment**

Note: Agenda items may be added that pertain to discussion or information. No items may be added to the final agenda that require Board action.

Next meeting is currently scheduled for March 13, 2017

NORTH RIVERSIDE PUBLIC LIBRARY

Warrant List Number 17-02

For approval February 13, 2017

<u>Account #</u>	<u>Account name</u>	<u>Amount</u>
7600-05	Health insurance	2,271.54
7614-06	Worker's compensation	1,309.00
7800-01	Educational training-staff	129.00
8090-01	Books on cds-adult	249.94
8091-01	Books on cds-youth	173.48
8096-01	Cds-music-adult	80.94
8097-01	Cds-music-youth	16.99
8105-01	Fiction/nonfiction	1368.40
8105-02	Books-restricted fund	68.71
8106-01	Fiction/nonfiction-juvenile	1,603.29
8107-01	Reference books	618.80
8120-01	Newspapers	164.00
8140-01	Adult periodicals	4,686.39
8150-01	Children's programs	73.29
8152-01	Children's summer reading	40.00
8155-01	Adult programs	525.00
8160-01	Adult dvds- feature movies (credits taken)	(633.81
8161-01	Adult dvds- documentary travel	115.87
8162-01	Children's dvds-movies	254.34
8166-01	Children's games	49.98
8171-01	Information technology	1500.00
8180-01	Computer software	47.32
8202-01	Office supplies	475.51
8301-07	Telephone	1,094.28
8302-07	Electricity	2,315.26
8304-07	Water & garbage	99.30
8305-07	Building & grounds	1,419.51
8306-07	Building supplies & maintenance	539.12
8308-07	Service contracts	2,966.15
8330-01	Casual labor	75.00
8355-01	Dues/memberships	23.90
8395-01	Miscellaneous expense	20.00
8396-01	Bank charges	10.00
8400-01	Accounting	3,450.00
8402-01	Legal fees	100.30
8410-01	Printing	2,180.00
8450-05	Insurance	717.00
8460-05	Insurance	<u>809.00</u>
	Total Warrant List	<u>\$ 30,996.80</u>

CHECK HISTORY REPORT

North Riverside Public Library

SORTED BY CHECK NUMBER

ACTIVITY FROM: 01/10/17

TO: 02/13/17

BANK CODE: A FIRST AMERICAN BANK

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	NAME	CHECK AMOUNT
011077	01/17/17	LIM	LIMRICC PURCHASE OF HEALTH I	2,271.54
011078	01/17/17	ORI	ORIENTAL TRADING CO., INC.	30.54
011079	01/17/17	TOS	TOSHIBA FINANCIAL SERVICES	322.93
011080	01/17/17	TRA	THE TRAVELERS	717.00
011081	01/17/17	UTI	UTICA NATL. INSURANCE GROUP	320.00
011082	01/17/17	VER	VERSATILE COMPUTER SERVICES	750.00
011083	01/20/17	JCAN	JILL CANNIZZO	85.00 Void
011085	02/01/17	DIA	DIAMOND GRAPHICS, INC.	2,180.00
011086	02/08/17		*** VOID CHECK ***	
011087	02/13/17	AMA	AMAZON	530.37
011088	02/13/17	AMEA	AMERICAN ASSOCIATION OF NOTARI	23.90
011089	02/13/17	ATLD	ATLAS DOOR REPAIR	275.00
011090	02/13/17	ATT	A T & T	229.84
011091	02/13/17	ATT1	A T & T	126.20
011092	02/13/17	ATT2	A T & T	77.03
011093	02/13/17	BAK	BAKER & TAYLOR, INC.	1,869.70
011094	02/13/17	BROU	BRYANT ROULEAU	438.81
011095	02/13/17	CALO	CALL ONE	421.86
011096	02/13/17	COLE	COLLEY ELEVATOR CO.	368.75
011097	02/13/17	COLL	COLLABORATIVE SUMMER LIBR. PRO	40.00
011098	02/13/17	COMC	COMCAST	239.35
011099	02/13/17	COV	COVERALL NORTH AMERICA, INC.	1,227.56
011100	02/13/17	CRA	CRAIN'S CHICAGO BUSINESS	91.00
011101	02/13/17	DIA	DIAMOND GRAPHICS, INC.	80.00
011102	02/13/17	DYN	DYNEGY ENERGY SERVICES	2,315.26
011103	02/13/17	EBS	EBSCO	4,595.39
011104	02/13/17	EDA	ERNEST DI MONTE & ASSOCIATES	3,450.00
011105	02/13/17	FIRA	CARDMEMBER SERVICE	129.00
011106	02/13/17	FRAR	FRANCZEK RADELET	100.30
011107	02/13/17	HIN	HINCKLEY SPRING WATER COMPANY	60.95
011108	02/13/17	HOM	HOME DEPOT	234.19
011109	02/13/17	IDL	ID LABEL, INC.	92.00
011110	02/13/17	JCAN	JILL CANNIZZO	75.00
011111	02/13/17	JGIB	JIM GIBBONS	275.00
011112	02/13/17	MANN	MANUFACTURERS' NEWS, INC.	364.90
011113	02/13/17	MID	MIDWEST TAPE	406.86
011114	02/13/17	MUE	MUELLERMIST IRRIGATION	619.00
011115	02/13/17	NEWY	THE NEW YORK TIMES	164.00
011116	02/13/17	NIT	NITECH INDUSTRIES, INC.	315.90
011117	02/13/17	OLL	OLLIS BOOK CORPORATION	805.03
011118	02/13/17	PER	PERMA-BOUND	32.82
011119	02/13/17	PPAS	PHIL PASSEN	250.00
011120	02/13/17	QUIL	QUILL CORPORATION	204.51
011121	02/13/17	ROS	ROSCOE COMPANY	196.12
011122	02/13/17	SEAS	SEAWAY SUPPLY CO.	134.56
011123	02/13/17	SUP	SUPERIOR AWARDS	20.00
011124	02/13/17	TEC	TECH SUPPLY CO.	99.00
011125	02/13/17	TOS	TOSHIBA FINANCIAL SERVICES	363.81
011126	02/13/17	TYC	TYCO INTEGRATED SECURITY LLC	103.20

CHECK HISTORY REPORT

North Riverside Public Library

SORTED BY CHECK NUMBER

ACTIVITY FROM: 01/10/17 TO: 02/13/17

BANK CODE: A FIRST AMERICAN BANK

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	NAME	CHECK AMOUNT
011127	02/13/17	UTI	UTICA NATL. INSURANCE GROUP	1,798.00
011128	02/13/17	VER	VERSATILE COMPUTER SERVICES	797.32
011129	02/13/17	VILNR	VILLAGE OF N. RIVERSIDE	99.30
011130	02/13/17	WEST	WEST TOWN MECHANICAL	264.00
BANK A TOTAL:				30,996.80

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 01/11/17 TO: 02/15/17

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
7600-05	LIM	HEALTH INSURANCE JAN. 2017	01/17/17	AP- 0001	01/17/17	N	2,271.54	011077
ACCOUNT 7600-05 TOTAL:							2,271.54	
7614-06	UTI	WORKERS' COMPENSATION 012617	01/26/17	AP- 0004	02/08/17	N	1,309.00	011127
ACCOUNT 7614-06 TOTAL:							1,309.00	
7800-01	FIRA	EDUCATIONAL TRAINING STAFF 01152017	01/05/17	AP- 0004	02/08/17	N	129.00	011105
ACCOUNT 7800-01 TOTAL:							129.00	
8090-01	MID	BOOKS ON CDS-ADULT 01-03-17	01/03/17	AP- 0004	02/08/17	N	169.96	011113
	MID	02/01/17	02/01/17	AP- 0004	02/08/17	N	79.98	011113
VENDOR MID TOTAL:							249.94	
ACCOUNT 8090-01 TOTAL:							249.94	
8091-01	AMA	BOOKS ON CDS- YOUTH 01/10/17	01/10/17	AP- 0004	02/08/17	N	173.48	011087
ACCOUNT 8091-01 TOTAL:							173.48	
8096-01	AMA	CDS -MUSIC -ADULT 01/10/17-2	01/10/17	AP- 0004	02/08/17	N	80.94	011087
ACCOUNT 8096-01 TOTAL:							80.94	
8097-01	MID	CDS-MUSIC- YOUTH 94705835-2	01/20/17	AP- 0004	02/08/17	N	16.99	011113
ACCOUNT 8097-01 TOTAL:							16.99	
8105-01	AMA	FICTION/NON FICTION 01/10/17-3	01/10/17	AP- 0004	02/08/17	N	299.13	011087
	BAK	02-07-17	02/07/17	AP- 0004	02/08/17	N	1,018.88	011093
	BAK	2032619727	02/01/17	AP- 0004	02/08/17	N	17.57	011093
VENDOR BAK TOTAL:							1,036.45	
	PER	1714499-00	01/20/17	AP- 0004	02/08/17	N	32.82	011118
ACCOUNT 8105-01 TOTAL:							1,368.40	
8105-02	AMA	BOOKS-RESTRICTED FUND 01/10/17-4	01/10/17	AP- 0004	02/08/17	N	68.71	011087
ACCOUNT 8105-02 TOTAL:							68.71	

ACTIVITY FROM: 01/11/17 TO: 02/15/17

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8106-01	FICTION/NON FICTION -JUVENILE							
	AMA	01/10/17-5	01/10/17	AP- 0004	02/08/17	N	187.71	011087
	AMA	01/10/17-D	01/10/17	AP- 0004	02/08/17	N	12.99-	011087
	VENDOR AMA TOTAL:						174.72	
	BAK	02-07-17-2	02/07/17	AP- 0004	02/08/17	N	610.89	011093
	BAK	2032619079	01/30/17	AP- 0004	02/08/17	N	12.65	011093
	VENDOR BAK TOTAL:						623.54	
	OLL	244407	01/09/17	AP- 0004	02/08/17	N	328.47	011117
	OLL	244432	01/23/17	AP- 0004	02/08/17	N	476.56	011117
	VENDOR OLL TOTAL:						805.03	
	ACCOUNT 8106-01 TOTAL:						1,603.29	
8107-01	REFERENCE BOOKS							
	AMA	01/10/17-6	01/10/17	AP- 0004	02/08/17	N	44.19	011087
	BAK	02-07-17-3	02/07/17	AP- 0004	02/08/17	N	209.71	011093
	MANN	G99189-00	01/10/17	AP- 0004	02/08/17	N	364.90	011112
	ACCOUNT 8107-01 TOTAL:						618.80	
8120-01	NEWSPAPERS							
	NEWY	01/29/17	01/29/17	AP- 0004	02/08/17	N	82.00	011115
	NEWY	021117	01/15/17	AP- 0004	02/08/17	N	82.00	011115
	VENDOR NEWY TOTAL:						164.00	
	ACCOUNT 8120-01 TOTAL:						164.00	
8140-01	ADULT PERIODICALS							
	CRA	2017	02/08/17	AP- 0004	02/08/17	N	91.00	011100
	EBS	1534548	01/04/17	AP- 0004	02/08/17	N	4,595.39	011103
	ACCOUNT 8140-01 TOTAL:						4,686.39	
8150-01	CHILDREN'S PROGRAMS							
	AMA	01/10/17-7	01/10/17	AP- 0004	02/08/17	N	42.75	011087
	ORI	11/22/16	01/17/17	AP- 0001	01/17/17	N	30.54	011078
	ACCOUNT 8150-01 TOTAL:						73.29	
8152-01	CHILDREN'S SUMMER READING							
	COLL	2869	01/29/17	AP- 0004	02/08/17	N	40.00	011097
	ACCOUNT 8152-01 TOTAL:						40.00	
8155-01	ADULT PROGRAMS							
	JGIB	030817	02/07/17	AP- 0004	02/08/17	N	275.00	011111
	PPAS	031517	01/14/17	AP- 0004	02/08/17	N	250.00	011119
	ACCOUNT 8155-01 TOTAL:						525.00	

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 01/11/17 TO: 02/15/17

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8160-01	ADULT DVDS- FEATURE MOVIES							
	AMA	01/10/17-8	01/10/17	AP- 0004	02/08/17	N	499.57	011087
	AMA	01/10/17-C	01/10/17	AP- 0004	02/08/17	N	1,133.38-	011087
	VENDOR AMA TOTAL:						633.81-	
	ACCOUNT 8160-01 TOTAL:						633.81-	
8161-01	ADULTS -DVS-DOCUMENTARY/TRAVEL							
	AMA	01/10/17-9	01/10/17	AP- 0004	02/08/17	N	115.87	011087
	ACCOUNT 8161-01 TOTAL:						115.87	
8162-01	CHILDRES'S DVDS-MOVIES							
	AMA	01/10/17-A	01/10/17	AP- 0004	02/08/17	N	114.41	011087
	MID	94686848	01/13/17	AP- 0004	02/08/17	N	22.99	011113
	MID	94705835	01/20/17	AP- 0004	02/08/17	N	22.99	011113
	MID	94726400	01/30/17	AP- 0004	02/08/17	N	93.95	011113
	VENDOR MID TOTAL:						139.93	
	ACCOUNT 8162-01 TOTAL:						254.34	
8166-01	CHILDREN'S GAMES							
	AMA	01/10/17-B	01/10/17	AP- 0004	02/08/17	N	49.98	011087
	ACCOUNT 8166-01 TOTAL:						49.98	
8171-01	INFORMATION TECHNOLOGY							
	VER	1/3/17	01/17/17	AP- 0001	01/17/17	N	750.00	011082
	VER	14932	02/01/17	AP- 0004	02/08/17	N	750.00	011128
	VENDOR VER TOTAL:						1,500.00	
	ACCOUNT 8171-01 TOTAL:						1,500.00	
8180-01	COMPUTER SOFTWARE							
	VER	14926	01/30/17	AP- 0004	02/08/17	N	47.32	011128
	ACCOUNT 8180-01 TOTAL:						47.32	
8202-01	OFFICE SUPPLIES							
	DIA	0102827633	01/11/17	AP- 0004	02/08/17	N	80.00	011101
	IDL	0098241-JN	01/26/17	AP- 0004	02/08/17	N	92.00	011109
	QUIL	3293865	01/09/17	AP- 0004	02/08/17	N	104.35	011120
	QUIL	3391565	01/11/17	AP- 0004	02/08/17	N	100.16	011120
	VENDOR QUIL TOTAL:						204.51	
	TEC	1795	01/13/17	AP- 0004	02/08/17	N	99.00	011124
	ACCOUNT 8202-01 TOTAL:						475.51	
8301-07	TELEPHONE							
	ATT	01162017	01/16/17	AP- 0004	02/08/17	N	229.84	011090

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 01/11/17 TO: 02/15/17

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8301-07	TELEPHONE							
	ATT1	010317	01/03/17	AP- 0004	02/08/17	N	63.10	011091
	ATT1	IL827970	02/02/17	AP- 0004	02/08/17	N	63.10	011091
	VENDOR ATT1 TOTAL:						126.20	
	ATT2	01102017	01/10/17	AP- 0004	02/08/17	N	77.03	011092
	CALO	01152017	01/15/17	AP- 0004	02/08/17	N	421.86	011095
	COMC	010217	01/02/17	AP- 0004	02/08/17	N	239.35	011098
	ACCOUNT 8301-07 TOTAL:						1,094.28	
8302-07	ELECTRICITY							
	DYN	JAN 2017	02/08/17	AP- 0004	02/08/17	N	2,315.26	011102
	ACCOUNT 8302-07 TOTAL:						2,315.26	
8304-07	WATER & GARBAGE							
	VILNR	12/30/16	12/30/16	AP- 0004	02/08/17	N	99.30	011129
	ACCOUNT 8304-07 TOTAL:						99.30	
8305-07	BUILDING & GROUNDS							
	ATLD	6398	02/07/17	AP- 0004	02/08/17	N	275.00	011089
	BROU	0113040	02/08/17	AP- 0004	02/08/17	N	16.99	011094
	BROU	104904	09/21/16	AP- 0004	02/08/17	N	134.80	011094
	BROU	105394	02/02/17	AP- 0004	02/08/17	N	255.04	011094
	BROU	1825826	02/04/17	AP- 0004	02/08/17	N	15.99	011094
	BROU	6290635	02/02/17	AP- 0004	02/08/17	N	15.99	011094
	VENDOR BROU TOTAL:						438.81	
	HOM	01/27/17	01/27/17	AP- 0004	02/08/17	N	86.70	011108
	MUE	13-5730	01/11/17	AP- 0004	02/08/17	N	619.00	011114
	ACCOUNT 8305-07 TOTAL:						1,419.51	
8306-07	BUILDING SUPPLIES & MAINT							
	HIN	01-04-17	01/04/17	AP- 0004	02/08/17	N	60.95	011107
	HOM	122816	12/28/16	AP- 0004	02/08/17	N	127.49	011108
	ROS	1464530	01/24/17	AP- 0004	02/08/17	N	196.12	011121
	SEAS	122055	01/16/17	AP- 0004	02/08/17	N	134.56	011122
	SUP	30420	01/17/17	AP- 0004	02/08/17	N	20.00	011123
	ACCOUNT 8306-07 TOTAL:						539.12	
8308-07	SERVICE CONTRACTS							
	COLE	157190	01/01/17	AP- 0004	02/08/17	N	368.75	011096
	COV	1010589657	02/01/17	AP- 0004	02/08/17	N	1,227.56	011099
	NIT	355119	01/15/17	AP- 0004	02/08/17	N	315.90	011116
	TOS	321281693	01/17/17	AP- 0001	01/17/17	N	322.93	011079
	TOS	323301796	01/31/17	AP- 0004	02/08/17	N	363.81	011125
	VENDOR TOS TOTAL:						686.74	
	TYC	27887145	01/07/17	AP- 0004	02/08/17	N	103.20	011126
	WEST	SI2047509	01/24/17	AP- 0004	02/08/17	N	264.00	011130
	ACCOUNT 8308-07 TOTAL:						2,966.15	

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICE

ACTIVITY FROM: 01/11/17 TO: 02/15/17

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8330-01		CASUAL LABOR						
	JCAN	REISSUE	01/20/17	AP- 0002	01/20/17	N	75.00	011083
				ACCOUNT 8330-01 TOTAL:			75.00	
8355-01		DUES /MEMBERSHIPS						
	AMEA	00-1658504	10/24/16	AP- 0004	02/08/17	N	23.90	011088
				ACCOUNT 8355-01 TOTAL:			23.90	
8395-01		MISCELLANEOUS EXPENSE						
	C/ HOM	01/27/17-2	01/27/17	AP- 0004	02/08/17	N	20.00	011108
8396-01		BANK CHARGES /FEES						
	JCAN	REISSUE	01/20/17	AP- 0002	01/20/17	N	10.00	011083
				ACCOUNT 8396-01 TOTAL:			10.00	
8400-01		ACCOUNTING						
	EDA	14479	02/01/17	AP- 0004	02/08/17	N	2,000.00	011104
	EDA	14486	02/01/17	AP- 0004	02/08/17	N	1,450.00	011104
				VENDOR EDA TOTAL:			3,450.00	
				ACCOUNT 8400-01 TOTAL:			3,450.00	
8402-01		LEGAL FEES						
	FRAR	173006	01/18/17	AP- 0004	02/08/17	N	100.30	011106
				ACCOUNT 8402-01 TOTAL:			100.30	
8410-01		PRINTING						
	DIA	NEWS-QRT	02/01/17	AP- 0003	02/01/17	N	2,180.00	011085
				ACCOUNT 8410-01 TOTAL:			2,180.00	
8450-05								
	TRA	JAN. 2017	01/17/17	AP- 0001	01/17/17	N	717.00	011080
				ACCOUNT 8450-05 TOTAL:			717.00	
8460-05		INSURANCE						
	UTI	012617	01/26/17	AP- 0004	02/08/17	N	489.00	011127
	UTI	JAN. '17	01/17/17	AP- 0001	01/17/17	N	320.00	011081
				VENDOR UTI TOTAL:			809.00	
				ACCOUNT 8460-05 TOTAL:			809.00	
				REPORT TOTALS:			30,996.80	

System Date: 02/08/17 / 3:56 pm

Application Date: 02/08/17

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
TREASURER'S REPORT
February 13, 2017

<u>First American Bank of Riverside</u>	<u>Checking</u>
Ending balance per bank @1/31/17	\$ 31,436.37
LESS: outstanding checks	(1,902.38)
Balance on hand on 1/31/17	<u>\$ 29,533.99</u>

<u>First American Bank of Riverside</u>	<u>Money Market</u>
Beginning balance at Jan.1, 2017	\$ 489,592.77
ADD: Interest	11.03
Less: Transfer to operating account	(80,000.00)
Balance on hand at Jan. 31, 2017	<u>\$ 409,603.80</u>

<u>First American Bank of Riverside (R #7115)</u>	<u>Money Market</u>
Beginning balance at Jan. 1, 2017	\$ 64.32
Less: Bank charge	(14.95)
Balance on hand at Jan. 31, 2017	<u>\$ 49.37</u>

<u>The Illinois Funds – IPTIP account</u>	<u>Money Market</u>
Beginning balance at Jan. 1, 2017	\$ 89,192.07
ADD: Interest	.00
Balance on hand at Jan, 31, 2017	<u>\$ 89,192.07</u>

<u>Chase</u>	<u>Chase Bank</u>
Beginning balance at Jan. 1, 2017	\$ 7,709.04
ADD: Interest	0.00
Balance on hand at Jan. 31, 2017	<u>\$ 7,709.04</u>

Settlement Proposal: Martinez Frogs (PTAB Docket 11-20528)

Metcalf, Scott R. <srm@franczek.com>

Thu 1/26/2017 4:07 PM

To: Scott Beranek (beraneks@rbhs208.net) <beraneks@rbhs208.net>; David S. Sellers (sellersd@district96.org) <sellersd@district96.org>; Lorene Kennard <kennardl@northriversidelibrary.org>;

Cc: Dalianis, Ares G. <agd@franczek.com>; Greer, Jamel <jag@franczek.com>;

Privileged & Confidential Attorney-Client Communication

Settlement Proposal

PTAB Docket No.: 11-20528
Plaintiff: Martinez Frog's
Address: 7918 W. 26th Street
North Riverside, Illinois

Scott, David & Lorene,

Recently, we negotiated the following settlement of this PTAB case that preserves 50% of the revenue at issue in this case. We recommend this settlement to you for approval.

Martinez Frog's Inc. 2011 Tax Year			
	Assessed Value		Market Value
Board of Review	193,385		773,540
Plaintiff's Claim	41,130		164,520
Proposed Settlement	117,258		469,032
	District 208	District 96	North Riverside Pub. Lib.
Requested Refunds	\$12,266	\$18,413	\$1,999
Settlement Refunds	\$6,133	\$9,206	\$1,000
Revenue Preserved	\$6,133	\$9,207	\$999

The subject property is a one-story, commercial/retail building located on 11,253 square feet of land. In

2009, the PTAB issued a decision which reduced the assessed value of the subject property from \$161,999 to \$87,500. This decision was based on the appellant's evidence of a 2009 sale of the subject property for \$350,000, which was the result of a foreclosure and not representative of market value. Additionally, the Board of Review did not present evidence at hearing, relying only on its submitted evidence and allowing Appellant's presentation of evidence to go uncontested. After receiving the requested assessed value in 2009, the Appellant's settled the 2010 tax year for the same amount, using the 2009 sale and the PTAB's decision as its basis.

This settlement proposal provides an overall savings of \$16,339 in combined revenue, which would not have occurred but for the intervention of the taxing agencies. While we could argue the foreclosure is not an accurate measure of the market value of the property, we would also have to overcome two prior PTAB decisions agreeing with the appellant that the foreclosure sale price is the appropriate value of the property. Based on the savings the settlement represents and on avoiding additional legal fees, we recommend District 208, District 96 and the North Riverside Public Library each agree to the proposed settlement. Once you have considered this settlement, please let us know if we have the authority to move forward or if you have any questions or concerns regarding this matter.

	How often serviced/inspected	Last service visit/inspection	Scheduled
Computers	Monthly	November 17, 2016	
Exterminator	Monthly	November 11, 2017	
Elevator	Quarterly	November 23, 2016	
HVAC equipment	Quarterly	January 6, 2017	
HVAC monitoring	Quarterly	January 5, 2017	
Secret Garden statue	Quarterly	October 30, 2016	
Window Washing	Semi-annual	October 30, 2016	
Roof	Semi-annual	November 15, 2016	
Fire drill	Semi-annual	March 18, 2016	
Security cameras	Annually	January 18, 2016	
Smoke detectors and fire alarm	Annually	December 22, 2015	
Irrigation system	Annually	July 12, 2016	
Roof drain screens	Annually	June 3, 2016	
Roof tile inspection	Annually	June 3, 2016	
Parking lot	Annually	August 6, 2016	
Lawn sprinkler RPZ	Annually	May 23, 2016	
Carpet cleaning (main floor & staff lounge)	Annually (Spring)	June 4, 2016	
Carpet cleaning (lower level)	Annually (Spring)	June 4, 2016	
Stripping and rewaxing Marmoleum	Annually (Spring)	June 19, 2016	
Fire extinguishers	Annually	June 8, 2016	
RPZ	Annually	July 15, 2016	
Fire sprinklers	Annually	July 12, 2016	
Power wash condenser coils	Annually	August 6, 2015	
Building exterior	Annually	September 22, 2015	
Window caulking inspection	Annually	September 22, 2015	
Fire Department inspection	Annually	June 13, 2016	
Elevator pressure test	Annually	June 17, 2016	
Staff CPR/AED Training	Every other year	March 18, 2016	
Dry clean Meeting Room flags	Every other year	October 31, 2014	
Sump pumps	Every other year	October 12, 2016	
Boiler inspection	Every other year	September 9, 2015	
Wrought iron fence	Every three years	September 22, 2015	
South drain sewer	Every three years	October 3, 2014	
Building signage	Every five years		

2016-17 Repairs	Estimate	Actual	Funds remaining		
Beginning budget			\$14,000.00		
<u>July</u>					
Backflow Repair		\$649.00			
AC Condenser Repair		\$675.75			
		<i>remaining</i>	\$12,675.25		
<u>August</u>					
<i>none</i>					
		<i>remaining</i>	\$12,675.25		
<u>September</u>					
<i>none</i>					
		<i>remaining</i>	\$12,675.25		
<u>October</u>					
Atlas Door Repair		\$5,445.00			
Flowtechnics-Sump Pump		\$389.30			
		<i>remaining</i>	\$6,840.95		
<u>November</u>					
Water Fountain		\$120.00			
		<i>remaining</i>	\$6,720.95		
<u>December</u>					
Lower level break room sink					
<u>January</u>					
<u>February</u>					
<u>March</u>					
<u>April</u>					
<u>May</u>					
<u>June</u>					

Versatile Computer Services Inc

146 Indiana Street
IL 60466

Quote

Date	Quote #
1/9/2017	nrs010917

Name / Address
NORTH RIVERSIDE LIBRARY ATTN:Lorene Kennard 2400 S. Desplaines Avenue North Riverside, IL 60546

Terms
Due on receipt

Description	Qty	Cost	Total
Cisco SG300-52-Port Gigabit Managed Switch	2	1,322.395	2,644.79
We look forward to working with you.		Total	\$2,644.79

Signature _____

Phone #	Fax #	E-mail	Web Site
708-748-1577	708-748-1571	tiffanig@versatilecsi.com	www.versatilecsi.com

ORDINANCE 17-02-13
2016-17 ANNUAL ORDINANCE AUTHORIZING
PUBLIC LIBRARY NON-RESIDENT CARDS

WHEREAS, the North Riverside Public Library is a tax-supported public library; and

WHEREAS, people residing within the jurisdictional boundaries of the North Riverside Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS PA 92-0166 stipulates that “A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal address”; and

WHEREAS the Office of the Illinois Secretary of State has issued regulations defining “closest public library” and also providing three formulae which public libraries can use to determine the non-resident fee; and

WHEREAS the Board of Trustees of the North Riverside Public Library District has determined for its 2016-17 fiscal year, commencing July 1, 2016, and ending June 30, 2017, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE BOARD OF TRUSTEES OF THE NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the North Riverside Public Library District whose closest library is the North Riverside Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the North Riverside Public Library District, may purchase a non-resident fee card for the price calculated according to the Tax Bill Method (23 Ad. Code 3050.60(b)). If the Tax Bill Method is not applicable, then the North Riverside Public Library will use the mathematical formula method.

Section 2: Individuals residing beyond the jurisdictional boundaries of the North Riverside Public Library District but owning (as an individual, a partner, the principal stockholder or other joint owner) taxable property within the jurisdictional boundaries

of the North Riverside Public Library District, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the North Riverside Public Library District, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of the Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance; and (c) the fee formula as set forth herein.

Section 4: The North Riverside Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The North Riverside Public Library shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

Section 6: The Policy of the North Riverside Public Library for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

Section 7: A valid non-resident library card issued by the North Riverside Public Library pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a "local use" library card from the North Riverside Public Library.

ADOPTED this _____ day of _____, 2017, by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by the President and Board of Library Trustees of the North Riverside
Public Library District.

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees

1/18/17

ESTATE OF MARY KADLEC, DECEASED
FINAL ACCOUNT/DISBURSEMENTS

A. Gross Assets of the Estate (includes Wyoming real estate valued at \$890,000)	\$1,715,936
B. Estate Expenses	\$ 128,133
C. Net assets available for distribution	\$1,587,803
D. Disbursements	
1. Wyoming real estate transferred to Jackson Hole Land Trust	(\$890,000)
2. North Riverside Public Library District	<u>(\$697,803)</u>
	-0-

LIBRARY DISTRICT RECAP

Total disbursement due	\$ 697,803
Previous disbursements	<u>(\$650,000)</u>
Amount due	\$ 47,803

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT-PROBATE DIVISION

Estate of

MARY KADLEC

Deceased

No. 2011 P 002953

RECEIPT AND APPROVAL ON CLOSING OF
DECEDENT'S ESTATE IN INDEPENDENT ADMINISTRATION*

I, ANNETTE CORGIAT for the North Riverside Library, acknowledge that I have received my distributive share of the estate in full. I have also received copies of the representative's inventory, accounting, and final report.

I approve the accounting and consent to the fees of the representative in the amount of \$ 9,000.00 and the fees of the attorney for the probate estate in the amount of \$ 31,947.00, as set forth in the accounting.

Date: _____

ANNETTE CORGIAT
LIBRARY BOARD PRESIDENT
NORTH RIVERSIDE PUBLIC LIBRARY
Distributee

2400 S. DES PLAINES AVE.
Address
NORTH RIVERSIDE IL 60546
City/State/Zip

*To be signed by the heirs in an intestate estate or by the residuary legatees in a testate estate

Atty. No.: 12834

Name: Brian J O'Hara

Atty. for Representative: _____

Address: 401 William Unit 6280

City/State/Zip: River Forest, IL 60305

Telephone: 708-771-7788

DOROTHY BROWN, CLERK OF THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

SUBJECT: Finance Committee Meeting Minutes

DATE: 1-9-17

TIME: 6:40 PM – 7:02 PM

TRUSTEES: Annette Corgiat, Ken Rouleau, Greg Gordon, Elizabeth Tomasek

DIRECTOR: Lorene Kennard

GUESTS:

MINUTES

- Review and Approve minutes from December 12 meeting minutes – Elizabeth/Greg – all in favor
- Review Financials
 - P&L Reviewed
 - Balance Sheet: Reviewed
 - Journal Entries: Reviewed, no discussion
- Review Tax Appeals
- Reviewed and approved warrant list Elizabeth/Greg - all in favor
- Review and approved transfer amount.
 - Wait until accountant provides total to be transferred. Greg/Elizabeth - all in favor

NEW BUSINESS

- Review PTAB resolution – Greg/Elizabeth approved as amended
- Elizabeth/Ken motion to adjourn. All in favor.

Building and Grounds Committee

January 9, 2017

Minutes

1. The meeting was called to order by Chairman Rouleau. Trustee Gordon, Trustee Tomasek, President Corgiat, Trustee Folz were present. A quorum was present. Recognition of Guests: Director Kennard
2. Old Business:
 - a. None
3. New Business
 - a. Discussion of January 7 pipe burst in the program room.
 - b. Motion to send to full board approval of maintenance contract for Muellermist Service Corporation
 - c. Motion to send to full board approval of maintenance contract for Olsson Roofing
4. The next meeting is scheduled for Monday, February 13, 2016 at 7:00pm.

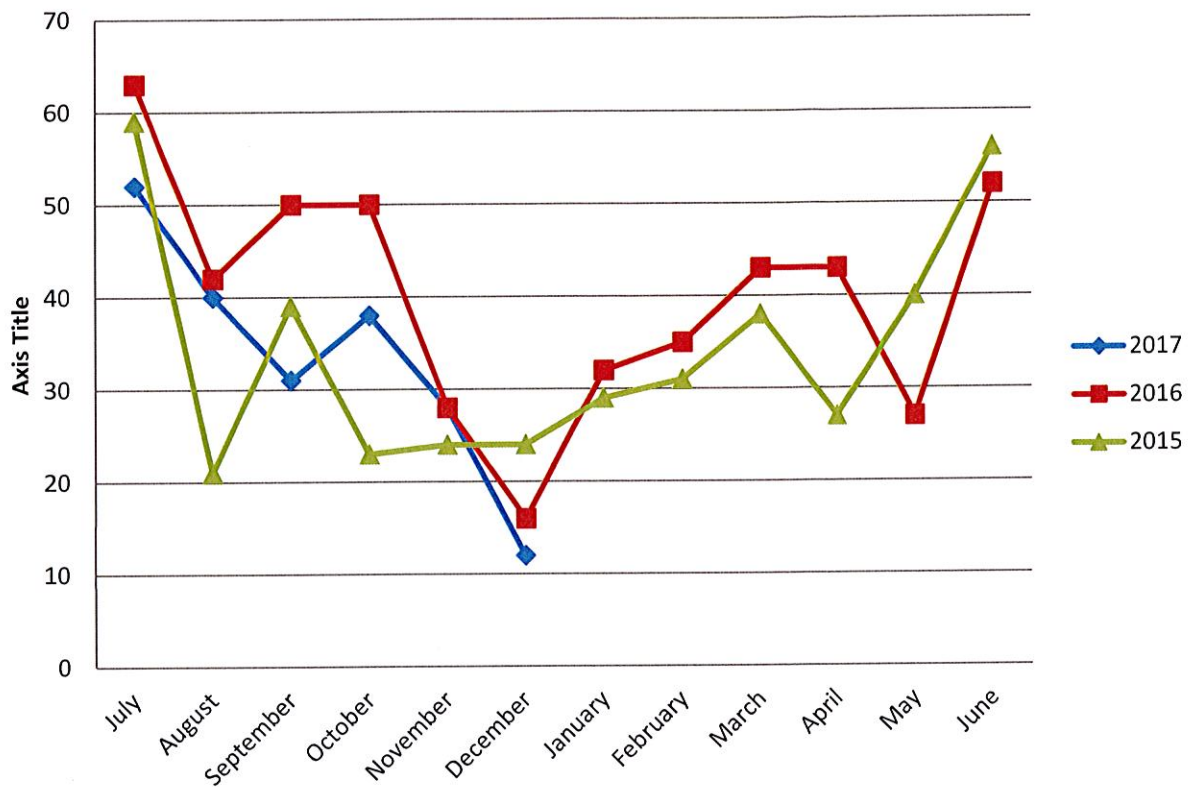
Building and Grounds Committee
February 7, 2017
Minutes

1. The meeting was called to order at 6:03PM by Chairman Rouleau. Trustee Gordon, Trustee Tomasek, President Corgiat, Trustee Folz were present. A quorum was present. Recognition of Guests: Director Kennard
2. Old Business:
 - a. Discussion of 1/7 pipe burst.
3. New Business
 - a. Discussion of painters, dry wall and carpet vendors. Board provided Director Kennard with recommendations to contact to bid on the projects.
4. Meeting adjourned at 6:45PM
5. The next meeting is scheduled for Monday, February 13, 2016 at 7:00pm.

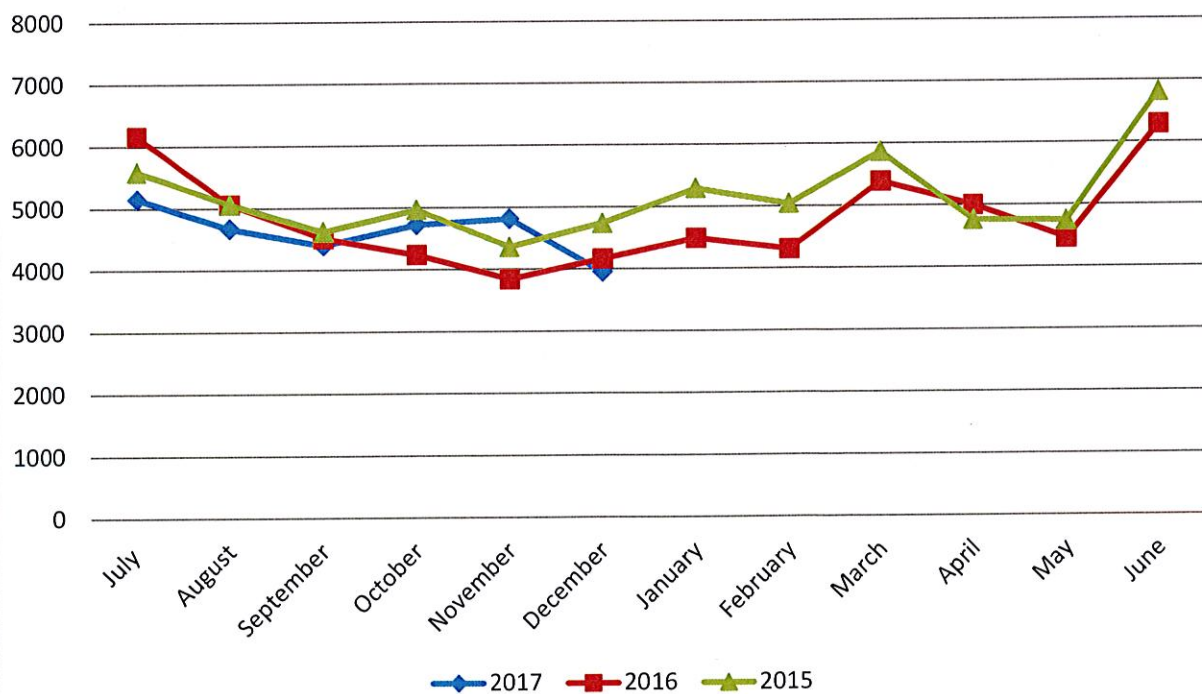
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31 10:30am - Messy	1 2pm - Wednesday 3:30pm - LEGOs	2 10:30am - Lapsit 3:30pm - NEW!!	3 10am - Senior Drop-	4 10:30am - Tales & 1pm - Teen/Tween
5	6	7 10:30am - Messy 6:30pm - Pajama	8 3:30pm - LEGOs	9 10:30am - Lapsit 3:30pm - NEW!!	10 10am - Senior Drop- 3:30pm - Crafts &	11 2pm - Family
12	13 6:30pm - Building 7pm - Finance 7:30pm - Board	14 Valentine's Day 10:30am - Messy 7pm - Book Club @	15 3:30pm - LEGOs	16 10:30am - Lapsit 3:30pm - NEW!!	17 10am - Senior Drop-	18 11am - Teen/Tween 2pm - Family Bingo / 2pm - President
19	20 CLOSED Presidents' Day	21 10:30am - Messy 3:30pm - Mad	22 2pm - Jack Benny 3:30pm - LEGOs	23 10:30am - Lapsit 3:30pm - NEW!!	24 10am - Senior Drop-	25
26	27	28 10:30am - Messy	1	2 3:30pm - NEW!!	3 10am - Senior Drop-	4

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28 10:30am - Messy	1	2 3:30pm - NEW!!	3 10am - Senior Drop-	4
5	6	7	8	9 3:30pm - NEW!!	10 10am - Senior Drop-	11
12 Daylight Saving	13 6:30pm - Building 7pm - Finance 7:30pm - Board	14	15	16 3:30pm - NEW!!	17 10am - Senior Drop-	18
19	20	21	22	23 3:30pm - NEW!!	24 10am - Senior Drop-	25
26	27	28	29	30	31 10am - Senior Drop-	1

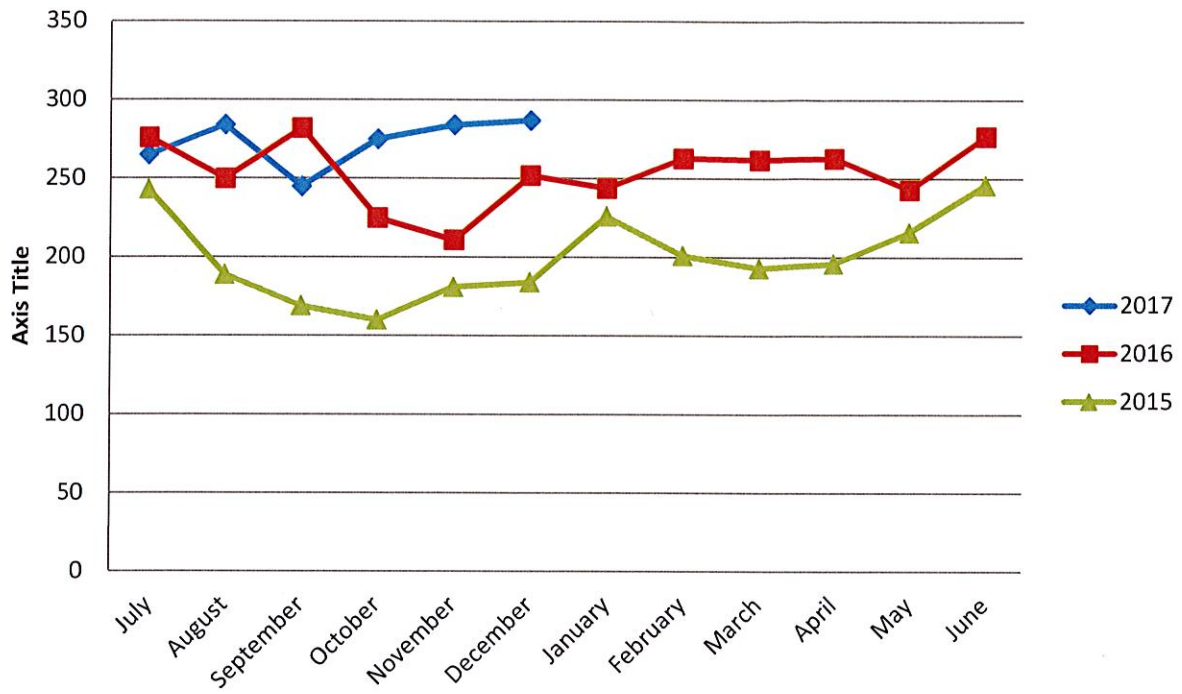
New Cards



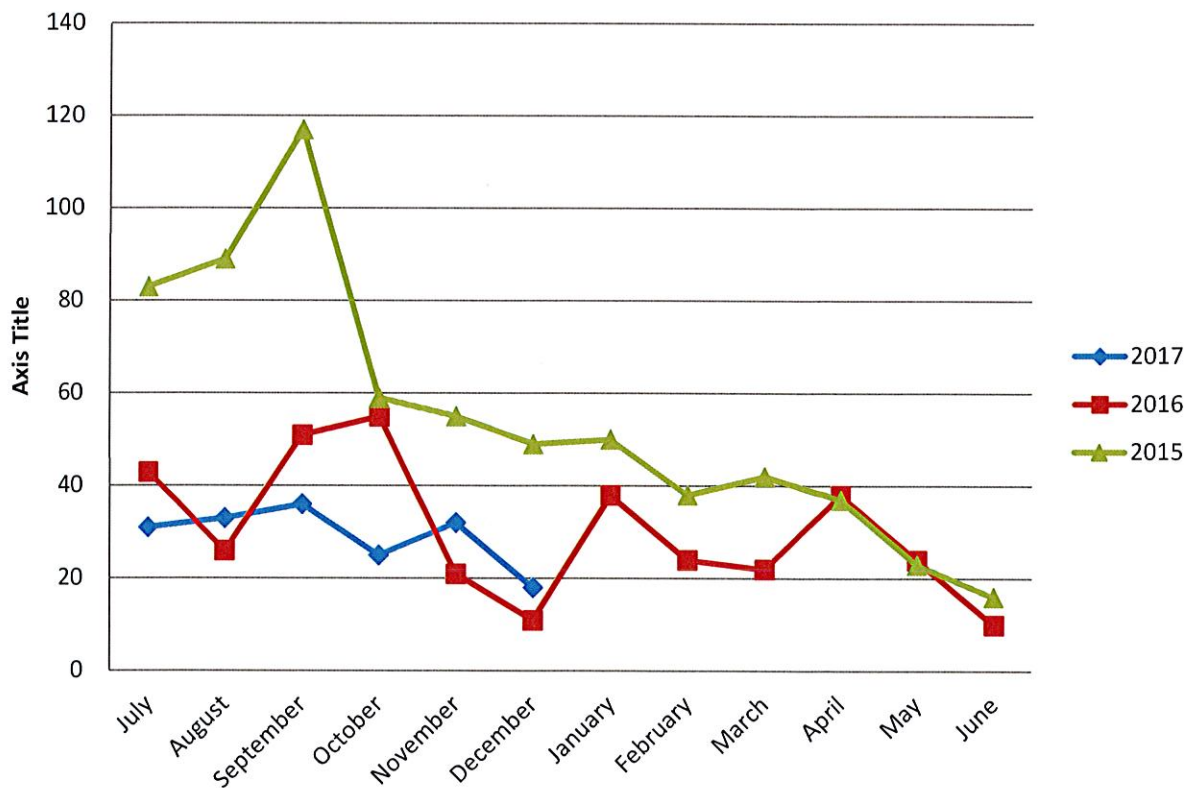
Checkouts



Ebooks



Zinio



ADULT PROGRAM STATISTICS FOR JANUARY, 2017

<u>DATE</u>	<u>PROGRAM</u>	<u>PATRONS</u>
1/4	Movie: "Kid Galahad"	11
1/10	Book Club: <u>The First Phone Call from Heaven</u>	10
1/14	I-Cash	23
1/25	Big Band Memories	66
1/6	Senior Drop-In	16
1/13	Senior Drop-In	16
1/20	Senior Drop-In	16
1/27	Senior Drop-In	13

Submitted by Mary Cooper, Adult Services Librarian

January 2017 Youth Services stats (new format)

PROGRAMS OFFERED

11 for children under age 5 (one cancelled due to flood)

12 for elementary age children (one cancelled due to flood)

4 for tweens & teens (one cancelled due to flood)

PROGRAM ATTENDANCE

178 children under age 5

52 elementary age children

19 tweens & teens