

Agenda
North Riverside Public Library District
Board of Trustees
2400 S. Des Plaines Avenue
North Riverside, Illinois
Regular Meeting, January 16, 2018
7:30 PM

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, chairman)
 - D. Approval of financial statements (action)
 - E. Approval of Warrant List #18-01 (action)
 - F. Authorization to transfer \$80,000 from the money market to the checking account (action)
 - G. Adoption of a Resolution authorizing a fund transfer of \$150,771 from the General Fund to the Building Fund. (action)
4. **Committee Reports**
 - A. Building and Grounds (Ken Rouleau, chairman)
 1. Approval of a proposal to replace the ceiling lights in the main stairwell (action)
 2. Approval of proposed MidCo service contracts for the phone system (action)
 2. Service and Inspection Log (Information)
 3. Repair Log (Information)
 - B. Strategic Planning (P. J. Folz, chairman)
 - C. Personnel (Greg Gordon, chairman)
 1. Approval of a cost study to determine the feasibility of joining the Illinois Municipal Retirement Fund (action)
 - D. Policy
 1. Approval of revisions to the Loan Rule Policy (action)
 2. Approval of revisions to the Grace Period Policy (action)
5. **President**

6. Other Action Items

- A. Approval of the minutes
 - 1. December 18, 2017 Regular Board Meeting (action)
 - 2. December 18, 2017 Closed Session Meeting (action)
- B. Approval of an Ordinance Declaring a Vacancy (Tomasek) and Appointing Priscilla Skenandore to the Library Board (action)
- C. Designation of the Library Director as the Freedom of Information Act and Open Meetings Act Officer (action)

7. 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

8. **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)

9. Return to open session

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

11. 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 February 20, 2018

NORTH RIVERSIDE PUBLIC LIBRARY

Warrant List Number 18-01

For approval January 15, 2018

<u>Account #</u>	<u>Account name</u>	<u>Amount</u>
7600-05	Health insurance	1,606.70
7614-06	Workers' compensation insurance	1,645.00
7660-06	Unemployment insurance	119.31
8090-01	Books on cds-adult	67.50
8090-01	Books on cds-youth	157.57
8096-01	Cds-music-adult	83.94
8097-01	cds-music-youth	25.38
8105-01	Fiction/nonfiction	988.26
8106-01	Fiction/nonfiction-juvenile	1,624.04
8108-01	E-books	139.12
8150-01	Children's programs	177.67
8152-01	Children's summer reading	15.00
8155-01	Adult programs	450.06
8158-01	Strategic initiatives	227.00
8160-01	Adult dvds-feature movies	428.81
8161-01	Adult dvds-documentary/travel	24.99
8162-01	Children's dvds-movies	119.93
8166-01	Children's games	56.69
8171-01	Information technology	750.00
8172-01	Computer equipment	69.00
8175-01	MLS computer	4,049.25
8180-01	Computer software	31.86
8202-01	Office supplies	372.98
8301-07	Telephone	1,353.46
8302-07	Electricity	1,982.75
8306-07	Building supplies & maintenance	296.44
8308-07	Service contracts	3,927.10
8315-07	Fees and permits	1,007.00
8320-07	Buildings and grounds	179.99
8330-01	Casual labor	75.00
8365-01	Library promotion	725.00
8370-01	Postage	16.80
8385-01	Memorials & tributes	73.15
8400-01	Accounting	2,000.00
8401-04	Audit	5,000.00
8406-01	Collection service	26.85
8460-05	Insurance	<u>11,308.00</u>
Total Warrant List		<u><u>\$41,201.60</u></u>

CHECK HISTORY REPORT

SORTED BY CHECK NUMBER

ACTIVITY FROM: 12/19/17

TO: 01/15/18

BANK CODE: A FIRST AMERICAN BANK

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	NAME	CHECK AMOUNT
011647	12/20/17	TAR	TARGET	650.00
011648	01/11/18		*** VOID CHECK ***	
011649	01/15/18	AMA	AMAZON	628.79
011650	01/15/18	ATT	A T & T	231.35
011651	01/15/18	ATT1	A T & T	63.10
011652	01/15/18	ATT2	A T & T	85.10
011653	01/15/18	BAK	BAKER & TAYLOR, INC.	2,133.15
011654	01/15/18	BMO	BMO HARRIS	367.50
011655	01/15/18	CALO	CALL ONE	428.21
011656	01/15/18	COLE	COLLEY ELEVATOR CO.	382.00
011657	01/15/18	COMC	COMCAST	469.70
011658	01/15/18	COV	COVERALL NORTH AMERICA, INC.	1,227.56
011659	01/15/18	DYN	DYNEGY ENERGY SERVICES	1,982.75
011660	01/15/18	EDA	ERNEST DI MONTE & ASSOCIATES	2,000.00
011661	01/15/18	GWEN	GARY WENSTRUP	150.00
011662	01/15/18	HIN	HINCKLEY SPRING WATER COMPANY	53.42
011663	01/15/18	HOM	HOME DEPOTCREDIT SERVICES	243.02
011664	01/15/18	JCAN	JILL CANNIZZO	75.00
011665	01/15/18	JGIB	JIM GIBBONS	275.00
011666	01/15/18	LIMUC	LIMRICC -U C G A	119.31
011667	01/15/18	MCOO	MARY COOPER	25.06
011668	01/15/18	MID	MIDWEST TAPE	671.66
011669	01/15/18	MUE	MUELLERMIST IRRIGATION	625.00
011670	01/15/18	NATB	NATIONAL BUSINESS FURNITURE,	227.00
011671	01/15/18	OLL	OLLIS BOOK CORPORATION	402.43
011672	01/15/18	ONE	O'NEILL & GASPARD, LLC	5,000.00
011673	01/15/18	OVE	OVER DRIVE, INC.	139.12
011674	01/15/18	PENR	PENGUIN RANDOM HOUSE LLC	67.50
011675	01/15/18	QUI	QUINLAN SECURITY SYSTEMS	264.60
011676	01/15/18	QUIL	QUILL CORPORATION	225.24
011677	01/15/18	ROS	ROSCOE COMPANY	212.00
011678	01/15/18	SEAS	SEAWAY SUPPLY CO.	92.29
011679	01/15/18	SWA	SWAN	4,049.25
011680	01/15/18	TECM	TECH. MGMT. REVOLVING FUND	76.00
011681	01/11/18	TER	TERMINIX	81.00
011682	01/11/18	TRIL	TRIMLINE LANDSCAPING, INC.	760.00
011683	01/11/18	UNIM	UNIQUE MGMT. SERVICES, INC.	26.85
011684	01/11/18	UTI	UTICA NATL. INSURANCE GROUP	11,308.00
011685	01/11/18	UTI1	UTICA NATL. INSURANCE GROUP	1,645.00
011686	01/11/18	VER	VERSATILE COMPUTER SERVICES	750.00
011687	01/11/18	VILNR	VILLAGE OF N. RIVERSIDE	1,007.00
011688	01/11/18	WEST	WEST TOWN MECHANICAL	264.00
011689	01/15/18	LIM	LIMRICC PURCHASE OF HEALTH I	1,606.70
011690	01/15/18	TYC	TYCO INTEGRATED SECURITY LLC	110.94

BANK A TOTAL: 41,201.60

REPORT TOTAL: 41,201.60

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 12/19/17 TO: 01/15/18

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 1/11/18	01/12/18	AP- 0009	01/12/18	N	1,606.70	011689
ACCOUNT 7600-05 TOTAL:							1,606.70	
7614-06	UTII	WORKERS' COMPENSATION A/C 100943	01/10/18	AP- 0008	01/11/18	N	1,645.00	011685
ACCOUNT 7614-06 TOTAL:							1,645.00	
7660-06	LIMUC	UNEMPLOYMENT INSURANCE 4TH QTR, '	01/10/18	AP- 0008	01/11/18	N	119.31	011666
ACCOUNT 7660-06 TOTAL:							119.31	
8090-01	PENR	BOOKS ON CDS-ADULT 1085701233	01/10/18	AP- 0008	01/11/18	N	67.50	011674
ACCOUNT 8090-01 TOTAL:							67.50	
8091-01	AMA	BOOKS ON CDS- YOUTH 12-01-17	01/10/18	AP- 0008	01/11/18	N	157.57	011649
ACCOUNT 8091-01 TOTAL:							157.57	
8096-01	MID	CDS -MUSIC -ADULT DEC-2017	01/10/18	AP- 0008	01/11/18	N	83.94	011668
ACCOUNT 8096-01 TOTAL:							83.94	
8097-01	AMA	CDS-MUSIC- YOUTH 12-2-17	01/10/18	AP- 0008	01/11/18	N	11.39	011649
	MID	DEC-2017	01/10/18	AP- 0008	01/11/18	N	13.99	011668
ACCOUNT 8097-01 TOTAL:							25.38	
8105-01	BAK	FICTION/NON FICTION DEC. 2017	01/10/18	AP- 0008	01/11/18	N	988.26	011653
ACCOUNT 8105-01 TOTAL:							988.26	
8106-01	AMA	FICTION/NON FICTION -JUVENILE 12-3-17	01/10/18	AP- 0008	01/11/18	N	76.72	011649
	BAK	12-31-17	01/10/18	AP- 0008	01/11/18	N	1,144.89	011653
	OLL	245166	01/10/18	AP- 0008	01/11/18	N	402.43	011671
ACCOUNT 8106-01 TOTAL:							1,624.04	
8108-01	OVE	E-BOOKS OC17099216	01/10/18	AP- 0008	01/11/18	N	139.12	011673
ACCOUNT 8108-01 TOTAL:							139.12	
8150-01	AMA	CHILDREN'S PROGRAMS 12-4-17	01/10/18	AP- 0008	01/11/18	N	21.98	011649

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

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G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8150-01	CHILDRENS PROGRAMS							
	BMO	12-31-17	01/10/18	AP- 0008	01/11/18	N	155.69	011654
				ACCOUNT 8150-01 TOTAL:			177.67	
8152-01	CHILDREN'S SUMMER READING							
	BMO	12-31-17	01/10/18	AP- 0008	01/11/18	N	15.00	011654
				ACCOUNT 8152-01 TOTAL:			15.00	
8155-01	ADULT PROGRAMS							
	GWEN	PROG 2/21/	01/10/18	AP- 0008	01/11/18	N	150.00	011661
	JGIB	PROG 2/10/	01/10/18	AP- 0008	01/11/18	N	275.00	011665
	MCOO	REIM 1/6/1	01/10/18	AP- 0008	01/11/18	N	25.06	011667
				ACCOUNT 8155-01 TOTAL:			450.06	
8158-01	STRATEGIC INITIATIVES							
	NATB	ZJ988753-O	01/10/18	AP- 0008	01/11/18	N	227.00	011670
				ACCOUNT 8158-01 TOTAL:			227.00	
8160-01	ADULT DVDS- FEATURE MOVIES							
	MID	DEC-2017	01/10/18	AP- 0008	01/11/18	N	428.81	011668
				ACCOUNT 8160-01 TOTAL:			428.81	
8161-01	ADULTS -DVS-DOCUMENTARY/TRAVEL							
	MID	DEC-2017	01/10/18	AP- 0008	01/11/18	N	24.99	011668
				ACCOUNT 8161-01 TOTAL:			24.99	
8162-01	CHILDRES'S DVDS-MOVIES							
	MID	DEC-2017	01/10/18	AP- 0008	01/11/18	N	119.93	011668
				ACCOUNT 8162-01 TOTAL:			119.93	
8166-01	CHILDREN'S GAMES							
	AMA	12-5-17	01/10/18	AP- 0008	01/11/18	N	56.69	011649
				ACCOUNT 8166-01 TOTAL:			56.69	
8171-01	INFORMATION TECHNOLOGY							
	VER	15184	01/10/18	AP- 0008	01/11/18	N	750.00	011686
				ACCOUNT 8171-01 TOTAL:			750.00	
8172-01	COMPUTER EQUIPMENT							
	AMA	12-6-17	01/10/18	AP- 0008	01/11/18	N	69.00	011649
				ACCOUNT 8172-01 TOTAL:			69.00	
8175-01	MLS COMPUTER							
	SWA	1/1-3/31/1	01/10/18	AP- 0008	01/11/18	N	4,049.25	011679

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 12/19/17 TO: 01/15/18

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8175-01	MLS COMPUTER							
ACCOUNT 8175-01 TOTAL:							4,049.25	
8180-01	COMPUTER SOFTWARE							
	BMO	12-31-17	01/10/18	AP- 0008	01/11/18	N	31.86	011654
ACCOUNT 8180-01 TOTAL:							31.86	
8202-01	OFFICE SUPPLIES							
	AMA	12-7-17	01/10/18	AP- 0008	01/11/18	N	55.45	011649
	QUIL	3107840	01/10/18	AP- 0008	01/11/18	N	194.04	011676
	QUIL	3252930	01/10/18	AP- 0008	01/11/18	N	31.20	011676
VENDOR QUIL TOTAL:							225.24	
	SEAS	130623	01/10/18	AP- 0008	01/11/18	N	92.29	011678
ACCOUNT 8202-01 TOTAL:							372.98	
8301-07	TELEPHONE							
	ATT	12/16/17	01/10/18	AP- 0008	01/11/18	N	231.35	011650
	ATT1	1/02/18	01/10/18	AP- 0008	01/11/18	N	63.10	011651
	ATT2	12/10/17	01/10/18	AP- 0008	01/11/18	N	85.10	011652
	CALO	1/15/18	01/10/18	AP- 0008	01/11/18	N	428.21	011655
	COMC	1/02/18	01/10/18	AP- 0008	01/11/18	N	469.70	011657
	TECM	T1813862	01/10/18	AP- 0008	01/11/18	N	76.00	011680
ACCOUNT 8301-07 TOTAL:							1,353.46	
8302-07	ELECTRICITY							
	DYN	12/29/17	01/10/18	AP- 0008	01/11/18	N	1,982.75	011659
ACCOUNT 8302-07 TOTAL:							1,982.75	
8306-07	BUILDING SUPPLIES & MAINT							
	HIN	1-03-18	01/10/18	AP- 0008	01/11/18	N	53.42	011662
	HOM	12-28-17	01/10/18	AP- 0008	01/11/18	N	243.02	011663
ACCOUNT 8306-07 TOTAL:							296.44	
8308-07	SERVICE CONTRACTS							
	COLE	168532	01/10/18	AP- 0008	01/11/18	N	382.00	011656
	COV	1010609377	01/10/18	AP- 0008	01/11/18	N	1,227.56	011658
	MUE	2018 SEASO	01/10/18	AP- 0008	01/11/18	N	625.00	011669
	QUI	1/1/18	01/10/18	AP- 0008	01/11/18	N	264.60	011675
	ROS	1516125	01/10/18	AP- 0008	01/11/18	N	212.00	011677
	TER	371134556	01/10/18	AP- 0008	01/11/18	N	81.00	011681
	TRIL	1/01/18	01/10/18	AP- 0008	01/11/18	N	760.00	011682
	TYC	1/06/18	01/12/18	AP- 0009	01/12/18	N	110.94	011690
	WEST	S12059065	01/10/18	AP- 0008	01/11/18	N	264.00	011688
ACCOUNT 8308-07 TOTAL:							3,927.10	
8315-07	FEES & PERMITS							
	VILNR	456	01/10/18	AP- 0008	01/11/18	N	1,007.00	011687

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 12/19/17 TO: 01/15/18

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8315-07	FEES & PERMITS							
ACCOUNT 8315-07 TOTAL:							1,007.00	
8320-07	BUILDINGS & GROUNDS							
AMA	12-8-17	01/10/18	AP- 0008	01/11/18	N	179.99	011649	
ACCOUNT 8320-07 TOTAL:							179.99	
8330-01	CASUAL LABOR							
JCAN	1-15-18	01/10/18	AP- 0008	01/11/18	N	75.00	011664	
ACCOUNT 8330-01 TOTAL:							75.00	
8365-01	LIBRARY PROMOTION							
BMO	12-31-17	01/10/18	AP- 0008	01/11/18	N	75.00	011654	
TAR	HOLIDAY-	12/20/17	AP- 0007	12/20/17	N	650.00	011647	
ACCOUNT 8365-01 TOTAL:							725.00	
8370-01	POSTAGE							
BMO	12-31-17	01/10/18	AP- 0008	01/11/18	N	16.80	011654	
ACCOUNT 8370-01 TOTAL:							16.80	
8385-01	MEMORIALS AND TRIBUTES							
BMO	12-31-17	01/10/18	AP- 0008	01/11/18	N	73.15	011654	
ACCOUNT 8385-01 TOTAL:							73.15	
8400-01	ACCOUNTING							
EDA	14975	01/10/18	AP- 0008	01/11/18	N	2,000.00	011660	
ACCOUNT 8400-01 TOTAL:							2,000.00	
8401-04	AUDIT							
ONE	11/30/17	01/10/18	AP- 0008	01/11/18	N	5,000.00	011672	
ACCOUNT 8401-04 TOTAL:							5,000.00	
8406-01	COLLECTION SERVICE							
UNIM	455392	01/10/18	AP- 0008	01/11/18	N	26.85	011683	
ACCOUNT 8406-01 TOTAL:							26.85	
8460-05	INSURANCE							
UTI	100943170	01/10/18	AP- 0008	01/11/18	N	11,308.00	011684	
ACCOUNT 8460-05 TOTAL:							11,308.00	
REPORT TOTALS:							41,201.60	

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
TREASURER'S REPORT
JANUARY 15, 2018

<u>First American Bank of Riverside</u>	<u>Checking</u>
Ending balance per bank @12/31/17	\$ 40,188.02
LESS: outstanding checks	<u>(5,410.76)</u>
Balance on hand on 12/31/17	<u>\$ 34,777.26</u>

<u>First American Bank of Riverside</u>	<u>Money Market</u>
Beginning balance at Dec. 1, 2017	\$ 551,963.22
ADD: Interest	17.73
Less: Transfers to operating account	<u>40,000.00</u>
Balance on hand on Dec. 31, 2017	<u>\$ 511,980.95</u>

<u>First American Bank of Riverside (R #7115)</u>	<u>Money Market</u>
Beginning balance at Dec. 1, 2017	\$ 32.72
Less: Bank charge	<u>(3.95)</u>
Balance on hand at Dec.31, 2017	<u>\$ 28.77</u>

<u>The Illinois Funds – IPTIP account</u>	<u>Money Market</u>
Beginning balance at Dec. 1, 2017	\$ 89,861.37
ADD: Interest -	<u>0.00</u>
Balance on hand at Dec. 31, 2017	<u>\$ 89,861.37</u>

<u>Chase</u>	<u>Chase Bank</u>
Beginning balance at Dec.. 1, 2017	\$ 7,717.33
ADD: Interest	<u>.00</u>
Balance on hand at Dec. 31, 2017	<u>\$ 7,717.33</u>

BALANCE SHEET

DECEMBER 31, 2017

Assets

Current Assets

KADLEC ANNUITY #18463	\$213,363.00	
KADLEC ANNUITY # 19563	100,444.00	
KADLEC ANNUITY #37743	415,294.00	
CASH-AUDIT FUND	13,791.00	
CASH-LIABILITY INSURANCE FUND	115,410.67	
CASH-UNEMPLOYMENT INS FUND	3,191.00	
CASH-BUILDING FUND	(67,267.00)	
CASH - SOCIAL SECURITY FUND	7,793.00	
CASH - PENSION FUND	17,525.00	
CAPITAL PROJECTS	15,000.00	
CASH-1ST AMERICAN CHKG ACCT	34,309.92	
CHASE BANK	7,717.33	
CASH- IPTIP -U.S. BANK	89,941.77	
IST AMERICAN BANK -R#7115	28.77	
INVEST/SAVINGS 1ST AMER BANK	406,537.28	
KADLEC ANNUITY #71797	52,800.00	
BMO HARRIS -#5475	500.00	
TOTAL Current Assets		1,426,379.74

ACCOUNTS RECEIVABLE

R.E. TAXES RECEIVABLE -CORP	449,936.21	
TAXES RECEIVABLE-AUDIT	3,062.83	
TAXES RECEIVABLE-INSUR	4,669.57	
TAXES RECEIVABLE-LIAB. INSUR	602.52	
TAXES RECEIVABLE-BLDG. FUND	22,795.52	
TAXES RECEIVABLE- SS FUND	16,368.59	
TAXES RECEIVABLE- PENSION FUND	4,669.57	
TOTAL ACCOUNTS RECEIVABLE		502,104.81

Due To/From Special Funds

DUE TO/FROM SPECIAL ACCOUNTS	105,231.00	
DUE TO/FROM BUILDING FUND	(105,231.00)	
TOTAL Due To/From Special Funds		.00

TOTAL Assets		<u>\$1,928,484.55</u>
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Liabilities AND Equity

Liabilities

ACCOUNTS PAYABLE	\$31,167.72	
ACCOUNTS PAYABLE-LIABILITY FUN	11,357.70	
ACCOUNTS PAYABLE-BUILDING FUND	10,539.88	
ACCRUED WAGES	7,788.47	
FICA WITHHOLDING	62.54	
CAFETERIA PLAN	775.24	
DEFERRED TAX REVENUES-CORP FD	449,935.39	
DEFERRED TAX REV.- AUDIT FUND	3,062.83	
DEFERRED TAX REV.-LIABILITY FD	4,669.57	
DEFERRED TAX REV.-UNEMPLOY.	602.52	
DEFERRED TAX REV.- BUILDING FD	22,795.52	
DEFERRED TAX REVENUE-SS	16,368.59	
DEFERRED TAX REVENUE PENSION	4,669.57	
TOTAL Liabilities		563,795.54

Fund Balances

GENERAL FUND	1,562,722.15	
DEBT SERVICE FUND	(155,100.00)	
CAPITAL PROJECT FUND	14,720.00	
AUDIT FUND	16,898.00	
PUBLIC LIABILITY FUND	105,284.00	
UNEMPLOYMENT INSURANCE FUND	2,740.00	
BUILDING FUND	(79,467.00)	
SOCIAL SECURITY FUND	20,780.00	
PENSION FUND	21,352.00	
TOTAL Fund Balances		1,509,929.15
TOTAL Liabilities		2,073,724.69

Equity

RETAINED EARNINGS - PRIOR	(172,926.56)	
Retained Earnings-Current Year	27,686.42	
TOTAL Equity		(145,240.14)
TOTAL Liabilities AND Equity		\$1,928,484.55

North Riverside Public Library District

Journal entries for month

December 31, 2017

Prepared by Jean Di Monte

Approved by _____

Date _____

GENERAL JOURNAL

SOURCE JOURNAL	POSTING DATE	JOURNAL COMMENT	REVERSING DATE	
GJ-0022	12/31/17	POST INTERFUND TRANSFER-DEC.		(Continued)
ACCOUNT NO	DESCRIPTION/COMMENT	DEBIT	CREDIT	
1501-01	CASH-1ST AMERICAN CHKG ACCT	40,000.00		
1511-01	INVEST/SAVINGS 1ST AMER BANK		40,000.00	
GJ-0023	12/31/17	INTEREST INCOME-DEC.2017		
ACCOUNT NO	DESCRIPTION/COMMENT	DEBIT	CREDIT	
1501-01	CASH-1ST AMERICAN CHKG ACCT	2.52		
1511-01	INVEST/SAVINGS 1ST AMER BANK	17.73		
6906-01	INTEREST INCOME		20.25	
JOURNAL GJ-0023 TOTALS:		20.25	20.25	
GJ-0024	12/31/17	AUTO DEDUCT-DEC. 2017		
ACCOUNT NO	DESCRIPTION/COMMENT	DEBIT	CREDIT	
8303-07	GAS	270.33		
8430-01	PAYROLL EXPENSE	316.82		
1501-01	CASH-1ST AMERICAN CHKG ACCT		587.15	
JOURNAL GJ-0024 TOTALS:		587.15	587.15	
GJ-0025	12/31/17	POST FEES/CHARGES-DEC. 2017		
ACCOUNT NO	DESCRIPTION/COMMENT	DEBIT	CREDIT	
1510-01	1ST AMERICAN BANK -R#7115		3.95	
8397-01	BANK CHGES/FEES-REST.#7115	3.95		
JOURNAL GJ-0025 TOTALS:		3.95	3.95	
GJ-0026	12/31/17	COPIER, FINES & OTHER-DEC. 201		
ACCOUNT NO	DESCRIPTION/COMMENT	DEBIT	CREDIT	
1501-01	CASH-1ST AMERICAN CHKG ACCT	1,017.68		
6903-01	COPIER, FINES, OTHER		698.38	
6904-01	DONATIONS		319.30	
JOURNAL GJ-0026 TOTALS:		1,017.68	1,017.68	
GJ-0028	11/30/17	REVERSE POSTING-NOV. 2017		
ACCOUNT NO	DESCRIPTION/COMMENT	DEBIT	CREDIT	
8160-01	ADULT DVDS- FEATURE MOVIES		1,640.00	
8130-01	I-NET DATA BASE - ADULT	1,640.00		

GENERAL JOURNAL

SOURCE JOURNAL	POSTING DATE	JOURNAL COMMENT	REVERSING DATE	
GJ-0028	11/30/17	REVERSE POSTING-NOV. 2017		(Continued)
ACCOUNT NO	DESCRIPTION/COMMENT	DEBIT	CREDIT	
	JOURNAL GJ-0028 TOTALS:	1,640.00	1,640.00	
	SOURCE GJ TOTALS:	43,269.03	43,269.03	

PR-0007	12/31/17	POST P/R- DEC. 2017		
ACCOUNT NO	DESCRIPTION/COMMENT	DEBIT	CREDIT	
7508-01	ADMINISTRATORS	9,209.25		
7504-01	LIBRARY CLERKS	1,424.82		
7504-01	LIBRARY CLERKS	6,150.65		
7507-01	LIBRARY PAGES	1,018.89		
4265-01	CAFETERIA PLAN		80.00	
4220-01	FEDERAL WITHHOLDING		2,051.73	
4240-01	STATE WITHHOLDING		818.60	
4250-01	FICA WITHHOLDING		1,098.84	
4250-01	FICA WITHHOLDING		256.98	
1501-01	CASH-1ST AMERICAN CHKG ACCT		13,497.46	
7508-01	ADMINISTRATORS	8,949.25		
7504-01	LIBRARY CLERKS	1,428.36		
7504-01	LIBRARY CLERKS	5,827.51		
7507-01	LIBRARY PAGES	913.34		
7650-09	PENSION FUND	2,612.00		
4265-01	CAFETERIA PLAN		80.00	
4220-01	FEDERAL WITHHOLDING		2,427.91	
4240-01	STATE WITHHOLDING		917.16	
4250-01	FICA WITHHOLDING		1,218.34	
4250-01	FICA WITHHOLDING		284.95	
1501-01	CASH-1ST AMERICAN CHKG ACCT		14,802.10	
	JOURNAL PR-0007 TOTALS:	37,534.07	37,534.07	

PR-0008	12/31/17	POST EFTPS -DECEMBER, 2017		
ACCOUNT NO	DESCRIPTION/COMMENT	DEBIT	CREDIT	
4220-01	FEDERAL WITHHOLDING	2,051.73		
4250-01	FICA WITHHOLDING	1,098.84		
4250-01	FICA WITHHOLDING	256.98		
4240-01	STATE WITHHOLDING	818.60		
7670-08	SOCIAL SECURITY FUND	1,355.87		
7660-06	UNEMPLOYMENT INSURANCE	142.77		
1501-01	CASH-1ST AMERICAN CHKG ACCT		5,724.79	
4220-01	FEDERAL WITHHOLDING	2,427.91		
4250-01	FICA WITHHOLDING	1,218.34		
4250-01	FICA WITHHOLDING	284.95		
4240-01	STATE WITHHOLDING	917.16		
7670-08	SOCIAL SECURITY FUND	1,503.27		

GENERAL JOURNAL

SOURCE JOURNAL	POSTING DATE	JOURNAL COMMENT
PR-0008	12/31/17	POST EFTPS -DECEMBER, 2017

REVERSING DATE

(Continued)

ACCOUNT NO	DESCRIPTION/COMMENT	DEBIT	CREDIT
7660-06	UNEMPLOYMENT INSURANCE	121.20	
1501-01	CASH-1ST AMERICAN CHKG ACCT		6,472.83
JOURNAL PR-0008 TOTALS:		12,197.62	12,197.62
SOURCE PR TOTALS:		49,731.69	49,731.69

INCOME STATEMENT

FOR THE 6 PERIODS ENDED DECEMBER 31, 2017

	PERIOD TO DATE			YEAR TO DATE		
	ACTUAL	BUDGET	VARIANCE	ACTUAL	ANNUAL BUDGET	VARIANCE
Income						
TAX REVENUE-CORP FUND	\$0.00	80,833.33	(80,833.33)	466,967.74	970,000.00	(503,032.26)
REAL ESTATE-FUTURE APPEALS	.00	(1,666.67)	1,666.67	.00	(20,000.00)	20,000.00
COPIER, FINES, OTHER	698.38	1,000.00	(301.62)	4,811.39	12,000.00	(7,188.61)
DONATIONS	319.30	416.67	(97.37)	1,024.30	5,000.00	(3,975.70)
GRANTS	.00	458.33	(458.33)	.00	5,500.00	(5,500.00)
INTEREST INCOME	20.25	18.33	1.92	533.12	220.00	313.12
UNREALIZED INCOME - ANNUITIES	.00	1,666.67	(1,666.67)	.00	20,000.00	(20,000.00)
TOTAL Income	1,037.93	82,726.66	(81,688.73)	473,336.55	992,720.00	(519,383.45)
Gross Profit	1,037.93	82,726.66	(81,688.73)	473,336.55	992,720.00	(519,383.45)
Expenses:						
Expense - Salaries						
LIBRARY CLERKS	14,831.34	20,061.08	5,229.74	104,912.51	240,733.00	135,820.49
LIBRARY PAGES	1,932.23	2,425.50	493.27	14,610.34	29,106.00	14,495.66
ADMINISTRATORS	18,158.50	17,112.58	(1,045.92)	99,511.40	205,351.00	105,839.60
TOTAL Expense - Salaries	34,922.07	39,599.16	4,677.09	219,034.25	475,190.00	256,155.75
Expenses - Benefits						
HEALTH INSURANCE	1,598.44	2,583.33	984.89	20,613.24	31,000.00	10,386.76
WORKERS' COMPENSATION	.00	120.33	120.33	.00	1,444.00	1,444.00
PENSION FUND	2,612.00	1,040.67	(1,571.33)	2,612.00	12,488.00	9,876.00
UNEMPLOYMENT INSURANCE	263.97	125.00	(138.97)	(789.99)	1,500.00	2,289.99
SOCIAL SECURITY FUND	2,859.14	2,835.50	(23.64)	16,891.93	34,026.00	17,134.07
TOTAL Expenses - Benefits	7,333.55	6,704.83	(628.72)	39,327.18	80,458.00	41,130.82
Expense - Education/Training B						
EDUC TRAINING TRUSTEES	.00	41.67	41.67	.00	500.00	500.00
TOTAL Expense - Education/Trai	.00	41.67	41.67	.00	500.00	500.00
Expense - Education/Training S						
EDUCATIONAL TRAINING STAFF	.00	208.33	208.33	.00	2,500.00	2,500.00
TOTAL Expense - Education/Trai	.00	208.33	208.33	.00	2,500.00	2,500.00
Expense - Library Materials						
BOOKS ON CDS-ADULT	462.75	125.00	(337.75)	1,466.60	1,500.00	33.40
BOOKS ON CDS- YOUTH	65.00	50.00	(15.00)	227.77	600.00	372.23
CDS -MUSIC -ADULT	16.99	81.25	64.26	434.69	975.00	540.31
CDS-MUSIC- YOUTH	79.94	105.42	25.48	569.67	1,265.00	695.33
TOTAL Expense - Library Materi	624.68	361.67	(263.01)	2,698.73	4,340.00	1,641.27
Expense - Books						
FICTION/NON FICTION	2,206.26	2,000.00	(206.26)	13,337.43	24,000.00	10,662.57
FICTION/NON FICTION -JUVENILE	3,366.49	1,833.33	(1,533.16)	12,996.98	22,000.00	9,003.02
REFERENCE BOOKS	16.62	83.33	66.71	1,417.25	1,000.00	(417.25)
E-BOOKS	235.96	333.33	97.37	4,669.58	4,000.00	(669.58)
CHILDREN'S REFERENCE	.00	16.67	16.67	.00	200.00	200.00
LARGE PRINT BOOKS	50.03	150.00	99.97	895.34	1,800.00	904.66
TOTAL Expense - Books	5,875.36	4,416.66	(1,458.70)	33,316.58	53,000.00	19,683.42
Expense - Newspapers						
NEWSPAPERS	160.95	208.33	47.38	2,981.35	2,500.00	(481.35)
TOTAL Expense - Newspapers	160.95	208.33	47.38	2,981.35	2,500.00	(481.35)
Expense - Other Media						
I-NET DATA BASE - ADULT	.00	800.00	800.00	8,566.20	9,600.00	1,033.80
TOTAL Expense - Other Media	.00	800.00	800.00	8,566.20	9,600.00	1,033.80
Expense - Periodicals						
ADULT PERIODICALS	.00	208.33	208.33	68.91	2,500.00	2,431.09
CHILDREN'S PERIODICALS	.00	91.67	91.67	.00	1,100.00	1,100.00

INCOME STATEMENT

FOR THE 6 PERIODS ENDED DECEMBER 31, 2017

	PERIOD TO DATE			YEAR TO DATE		
	ACTUAL	BUDGET	VARIANCE	ACTUAL	ANNUAL BUDGET	VARIANCE
TOTAL Expense - Periodicals	\$.00	300.00	300.00	68.91	3,600.00	3,531.09
Expense - Programs						
CHILDREN'S PROGRAMS	414.17	291.67	(122.50)	3,497.47	3,500.00	2.53
CHILDREN'S SUMMER READING	.00	375.00	375.00	1,614.46	4,500.00	2,885.54
ADULT PROGRAMS	185.00	333.33	148.33	2,006.29	4,000.00	1,993.71
STRATEGIC INITIATIVES	500.00	666.67	166.67	823.88	8,000.00	7,176.12
TOTAL Expense - Programs	1,099.17	1,666.67	567.50	7,942.10	20,000.00	12,057.90
Expense - Video Tapes						
ADULT DVDS- FEATURE MOVIES	426.84	400.00	(26.84)	3,406.52	4,800.00	1,393.48
ADULTS -DVS-DOCUMENTARY/TRAVEL	124.94	83.33	(41.61)	708.70	1,000.00	291.30
CHILDREN'S DVDS-MOVIES	210.86	341.67	130.81	1,777.89	4,100.00	2,322.11
CHILDREN'S GAMES	194.33	150.00	(44.33)	531.21	1,800.00	1,268.79
TOTAL Expense - Video Tapes	956.97	975.00	18.03	6,424.32	11,700.00	5,275.68
Expense - Computers						
INFORMATION TECHNOLOGY	826.00	766.67	(59.33)	4,954.00	9,200.00	4,246.00
COMPUTER EQUIPMENT	.00	333.33	333.33	947.94	4,000.00	3,052.06
MLS COMPUTER	.00	1,349.75	1,349.75	8,200.45	16,197.00	7,996.55
COMPUTER SOFTWARE	.00	83.33	83.33	507.72	1,000.00	492.28
WEBSITE	69.97	25.00	(44.97)	69.97	300.00	230.03
E-MAIL	.00	10.42	10.42	.00	125.00	125.00
TOTAL Expense - Computers	895.97	2,568.50	1,672.53	14,680.08	30,822.00	16,141.92
Office Supplies						
OFFICE SUPPLIES	994.00	833.33	(160.67)	8,348.16	10,000.00	1,651.84
TOTAL Office Supplies	994.00	833.33	(160.67)	8,348.16	10,000.00	1,651.84
Operating expense						
UTILITIES	.00	.00	.00	469.30	.00	(469.30)
TELEPHONE	801.74	1,042.50	240.76	6,394.54	12,510.00	6,115.46
ELECTRICITY	1,670.82	2,291.67	620.85	19,567.05	27,500.00	7,932.95
GAS	270.33	525.00	254.67	2,610.13	6,300.00	3,689.87
WATER & GARBAGE	381.77	75.00	(306.77)	871.54	900.00	28.46
TOTAL Operating expense	3,124.66	3,934.17	809.51	29,912.56	47,210.00	17,297.44
Building Expense/maintenance						
BUILDING SUPPLIES & MAINT	208.85	1,000.00	791.15	2,657.74	12,000.00	9,342.26
SERVICE CONTRACTS	4,618.03	2,916.67	(1,701.36)	25,879.08	35,000.00	9,120.92
FEES & PERMITS	.00	125.00	125.00	.00	1,500.00	1,500.00
BUILDINGS & GROUNDS	.00	2,916.67	2,916.67	81.00	35,000.00	34,919.00
CASUAL LABOR	75.00	183.33	108.33	1,695.00	2,200.00	505.00
BUILDING REPAIRS	.00	1,166.67	1,166.67	10,333.00	14,000.00	3,667.00
TOTAL Building Expense/mainten	4,901.88	8,308.34	3,406.46	40,645.82	99,700.00	59,054.18
Travel						
TRANSPORTATION	13.37	200.00	186.63	152.49	2,400.00	2,247.51
TOTAL Travel	13.37	200.00	186.63	152.49	2,400.00	2,247.51
Other Expense						
CONTINGENCY	.00	.00	.00	408.56	.00	(408.56)
DUES /MEMBERSHIPS	.00	125.00	125.00	500.00	1,500.00	1,000.00
LIBRARY PROMOTION	1,199.61	366.67	(832.94)	1,831.47	4,400.00	2,568.53
POSTAGE	49.00	166.67	117.67	751.00	2,000.00	1,249.00
PUBLIC RELATIONS	.00	41.67	41.67	.00	500.00	500.00
MEMORIALS AND TRIBUTES	.00	12.50	12.50	394.43	150.00	(244.43)
MISCELLANEOUS EXPENSE	.00	.00	.00	175.00	.00	(175.00)
BANK CHARGES /FEES	.00	12.50	12.50	(322.05)	150.00	472.05
BANK CHGES/FEES-REST.#7115	3.95	.00	(3.95)	19.75	.00	(19.75)
ILL LOSS/DAMAGE	12.00	41.67	29.67	28.99	500.00	471.01
TOTAL Other Expense	1,264.56	766.68	(497.88)	3,787.15	9,200.00	5,412.85

INCOME STATEMENT

FOR THE 6 PERIODS ENDED DECEMBER 31, 2017

	PERIOD TO DATE			YEAR TO DATE		
	ACTUAL	BUDGET	VARIANCE	ACTUAL	ANNUAL BUDGET	VARIANCE
Expense - Outside Services						
ACCOUNTING	\$2,000.00	2,125.00	125.00	12,000.00	25,500.00	13,500.00
AUDIT	.00	583.33	583.33	2,515.00	7,000.00	4,485.00
LEGAL FEES	.00	500.00	500.00	3,788.40	6,000.00	2,211.60
SERVICE CONTRACTS	.00	.00	.00	310.00	.00	(310.00)
PUBLIC INFORMATION	.00	250.00	250.00	1,019.26	3,000.00	1,980.74
APPRAISAL	.00	37.50	37.50	365.00	450.00	85.00
COLLECTION SERVICE	17.90	16.67	(1.23)	44.75	200.00	155.25
STRATEGIC PLAN	.00	41.67	41.67	100.00	500.00	400.00
PRINTING	2,180.00	833.33	(1,346.67)	4,360.00	10,000.00	5,640.00
PAYROLL EXPENSE	316.82	333.33	16.51	2,016.84	4,000.00	1,983.16
PERSONNEL BACKGROUND CHECKS	.00	8.33	8.33	.00	100.00	100.00
TOTAL Expense - Outside Service	4,514.72	4,729.16	214.44	26,519.25	56,750.00	30,230.75
Insurance						
INSURANCE	.00	736.67	736.67	.00	8,840.00	8,840.00
TOTAL Insurance	.00	736.67	736.67	.00	8,840.00	8,840.00
Interest expense						
DEBT SERVICE -INTEREST	.00	207.50	207.50	1,245.00	2,490.00	1,245.00
TOTAL Interest expense	.00	207.50	207.50	1,245.00	2,490.00	1,245.00
Debt Service						
DEBT SERVICE - DEBT CERT. PRIN	.00	.00	.00	.00	30,000.00	30,000.00
TOTAL Debt Service	.00	.00	.00	.00	30,000.00	30,000.00
TOTAL Expenses	66,681.91	77,566.67	10,884.76	445,650.13	960,800.00	515,149.87
Net Income from Operations	(65,643.98)	5,159.99	(70,803.97)	27,686.42	31,920.00	(4,233.58)
Earnings before Income Tax	(65,643.98)	5,159.99	(70,803.97)	27,686.42	31,920.00	(4,233.58)
Net Income (Loss)	\$(65,643.98)	5,159.99	(70,803.97)	27,686.42	31,920.00	(4,233.58)

PROPOSALS FOR REPLACING STAIRWELL LIGHT FIXTURES

The Library received two proposals (attached) to replace the can lights above the main staircase.

AMS Electric, Inc.	\$1,650
J & S Electric Co.	\$2,700

Both companies are well-recommended. Therefore, it is the recommendation of staff that the Board consider approving a contract with the low-bidder for this work. Staff will verify that the firm has sufficient insurance and that the fixtures meet the specifications of the Library's maintenance staff.

AMS ELECTRIC INC.

8901 W. 24TH STREET
NORTH RIVERSIDE, IL 60546

708.710.3285

AMSELECTRICINC@COMCAST.NET

Proposal

Date	Estimate No.
1/4/2018	336

Name/Address
NORTH RIVERSIDE PUBLIC LIBRARY 2400 DES PLAINES AVE. NORTH RIVERSDIE, IL. 60546

Project
REPLACE STAIR CANS LIGHTS

Description	Total
REMOVE THE (6) EXISTING FLORESCENT RECESSED CAN LIGHTS IN THE STAIRWELL CEILING TO THE LOWER LEVEL. FURNISH (6) 6" RECESSED CAN LIGHTS WITH WHITE LED TRIMS AND LAMPS INSTALLED AT THE EXISTING FLORESCENT CAN LOCATIONS IN THE STAIRWELL CEILING TO THE LOWER LEVEL. FURNISH ALL NECESSARY SCAFFOLDING, LADDERS AND PLANS NECESSARY TO REMOVE AND INSTALL THE NEW RECESSED CAN LIGHTS. NO VILLAGE OF NORTH RIVERSIDE ELECTRICAL PERMIT FEES ARE INCLUDED. ALL WORK PERFORMED IN A PROFESSIONAL, NEAT AND WORKMANLIKE MANNER. ALL LABOR AND MATERIALS INCLUDED. ALL WORK GUARANTEED FOR ONE FULL YEAR FROM DATE OF COMPLETION. ANY ADDITIONAL WORK REQUESTED BY CUSTOMER TO BE DONE ON A TIME PLUS MATERIAL BASIS AT \$75.00 PER MAN HOUR AND AT \$50.00 PER APPRENTICE HOUR. THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED. A SIGNED COPY OF THE PROPOSAL IS REQUIRED BEFORE ANY WORK IS STARTED. THE BALANCE IS DUE NET 15 DAYS UPON COMPLETION. RESPECTFULLY SUBMITTED MICHAEL G. STISEVIC PRESIDENT Signature: _____ Date: _____	1,650.00

Total \$1,650.00

Proposal

J & S ELECTRIC CO.
1446 BOEGER AVE.
WESTCHESTER, ILLINOIS 60154
(708) 562-7522 Cell (708) 790-5860

PROPOSAL SUBMITTED TO <i>N. Riverside Public Library</i>		PHONE	DATE <i>12-7-17</i>
STREET <i>2400 S. West Plains Ave</i>		JOB NAME	
CITY, STATE and ZIP CODE <i>N. Riverside, Ill</i>		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

- ① Disconnect & Remove Existing Recessed Fluorescent light fixtures in 2 level Stairwell to Basement Area. (6 total)
- ② Furnish & Install 6 new Residential Grade Recessed LED fixtures in Same Area.
- ③ Owner to Supply new ceiling tiles to accommodate new fixtures.
- ④

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:
two thousand Seven hundred — dollars (\$ *2700⁰⁰*).

Payment to be made as follows:

900 — Deposit Balance upon Completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

J. J. J. J.

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____

MIDCO SERVICE CONTRACTS

Midco installed the Library phone system and the attached contracts offer maintenance protection when problems arise. These are both renewals of contracts the Library already has in place.

The first contract (Agreement Type: Nickel) for \$275 per year is for software assurance support so that when MidCo has to call the manufacturer, they will receive assistance and software upgrades for the Library at no additional cost. Software upgrades are not automatically installed. They are only used to fix problems.

The second contract (Agreement Type: Gold) for \$541.48 per year is for technicians to come to the Library when there are problems with the phones and fix them - which includes installing software upgrades. This contract also provides a free refresher training class in use of the phone system.



221 Shore Court
Burr Ridge, IL 60527-5831
630-887-1800

Proposal To:
North Riverside Public Library
2400 South DesPlaines Av
North Riverside IL 60546
FAX: (000)000-0000

Service Location:
North Riverside Public Library
2400 South DesPlaines Av
North Riverside IL 60546
193465
STORE: 193465

Quote Number:
32452
PO#:
Quoted
Work Order Id:
231332
Date:
11/13/2017
Submitted By:
yfuqua

Attention: Marilyn Boria 708-447-0869 BoriaM@northriversidelibrary.org
Agreement Type: Nickel
Agreement Length: 1 Year
Agreement Dates: February 1, 2018 through January 31, 2019

Option # 1
UN# Mitel MiVoice Office SWA Mitel

Mitel MiVoice Office

Initial: _____

Total

275.00

MidCo Maintenance programs are on a separate agreement.

This quote expires January 20, 2018. After this date the price quoted maybe subject to change.

MidCo strongly recommends maintaining current software. Once initialed and received, a Customer Service Representative will contact you to arrange your upgrade at a mutually agreed to time. By not initialing we will assume that you are not interested in upgrading your software at this time. You may contact MidCo at a later date to arrange. Please remember that as long as you are subscribed to the annual Software Assurance program, the software itself is provided at no charge, however the labor to install the upgrade is offered on a Time & Material basis.

Initial here to have your software upgrade scheduled immediately.

Your previous terms and conditions will apply.

Please sign and return your software assurance quote to your Account Executive.
We Thank You for your continued business!

Accepted By: _____

PO#: _____

Date: _____



221 Shore Court
Burr Ridge, IL 60527-5831
630-887-1800

Proposal To:
North Riverside Public Library
2400 South DesPlaines Av
North Riverside IL 60546
FAX: (000)000-0000

Service Location:
North Riverside Public Library
2400 South DesPlaines Av
North Riverside IL 60546
193465
STORE: 193465

Quote Number:
32450
PO#:

Work Order Id:
231273
Date:
11/13/2017
Submitted By:
yfuqua

Attention: Marilyn Boria 708-447-0869 BoriaM@northriversidelibrary.org
Agreement Type: Gold
Agreement Length: 1 Year
Agreement Dates: February 1, 2018 through January 31, 2018

Option # 1
UN#Maintenance Renewal

Mitel MiVoice Office with Embedded Voicemail

Initial: _____

Total -----
541.48

Manufacturer Software Assurance Terms are on a separate agreement.

This quote expires January 20, 2018. After this date the price quoted maybe subject to change.

Your previous terms and conditions will apply.

Please sign and return your maintenance renewal quote to your Account Executive.
We Thank You for your continued business!

Accepted By: _____

PO#: _____

Date: _____



Maintenance Program

MidCo's Maintenance Program provides the following services:

1. **Four hour response time on all major system failure emergency service calls.**
Our average response time for major system failure is 1 ½ hours after receipt of call which is well below the industry average of 3 to 4 hours. With remote diagnostics in your system, response times are even faster.
2. **24 hour response time on all service calls.**
For the most efficient response to your service call, our technicians are dispatched through our computerized, GPS dispatch system ensuring timely on-site visits.
2. **20% discount on materials.**
4. **Service availability 7 days a week, 24 hours a day.**
MidCo technicians rotate "on call" duty for after-hours and week-end service coverage in the event your system requires attention during non-standard business hours. This optional service is available to all MidCo customers.
5. **Factory trained and certified technicians.**
MidCo requires that all of our technicians participate in continuous training by our major manufacturers. These courses insure that everyone is well versed in the latest hardware and software releases. In addition, MidCo field engineers carry **Microsoft** and **CISCO** certification to allow for data network design and implementation.
6. **Priority response time over non-contract users.**
7. **Consultation to identify local telephone company problems through one single source.**
Our Customer Service Department provides a dedicated interface with the various carrier service providers to insure timely and correct installation of your voice and data circuits. MidCo also offers carrier service through an agent program with *CIMCO* and *ACCESS ONE*.
8. **Continued support and consultation on voice equipment and services.**
Since entering the communication field in 1960, MidCo has always provided the highest level of service and support. Even after a manufacturer has discontinued a product, MidCo continues to service the equipment for many years after. Discussions on system upgrades and replacement products, carrier service audits and financial payment options are always available through MidCo.

Thank You for Allowing MidCo Inc. the Opportunity to Protect Your Investment.



16W221 Shore Court Burr Ridge IL 60527
630-887-1800
www.midcosystems.com



221 Shore Court Burr Ridge, IL 60527
 (630) 887-1800
 www.midcosystems.com

Typical Services:	Platinum	Gold	Silver	Bronze	Nickel
8 am to 4:30 pm service related labor.	X	X	X	X	
Service related parts	X	X	X		
Response to major failure within 4 hours.	X	X	X	X	
Factory trained and certified techs.	X	X	X	X	
Remote diagnostics.	X	X	X	X	
Priority response over non-contract clients.	X	X	X	X	
Refresher user training annually. (Allowed: 10 users per hour, maximum 8 hours per year.)	X	X	X		
Availability to address third party issues on a T&M basis. (Ex. Telco service, networking, electrical, building, etc.)	X	X	X	X	
20% discount on equipment.	X	X	X	X	
12 hours of Remote MAC work per year.	X				
Use of MidCo supplied loaner equipment (if available).	X				
24 x 7 x 365 emergency service related labor.	X				
Manufacturer Support Agreement / Alarm Monitoring only.					X
\$95 on site / \$45 remote deductible per trip.			X		
	\$0.00	\$0.00	\$0.00	\$0.00	

The **Platinum** maintenance agreement is an all-encompassing agreement 24 x 7 inclusive of loaner equipment (if available) Includes (12) hrs. of RMATS per year.

The **Gold** maintenance agreement is MidCo's flagship maintenance agreement offering. This agreement covers all travel time, service related hardware and service related labor during normal business hours.

The **Silver** maintenance agreement is our Shared Risk maintenance agreement. This agreement covers all service related hardware and service related labor but charges a deductible of \$95.00 for on-site service calls and \$45.00 for remote service calls. This offers coverage at a discounted rate due to the deductible that is applied to the service call.

The **Bronze** maintenance agreement is a Labor Only Agreement. This agreement covers all MidCo service-related labor and usually augments a manufacturer's extended warranty on hardware.

The **Nickel** maintenance agreement is a third party support agreement. Typically this is a Manufacturer's Support Agreement or an Alarm Monitoring Agreement. This agreement allows Midco, as your system provider, the ability to receive support from a manufacturer and / or subscribe to additional services required by your system. Most manufacturers have options to address time of day, days of the week, holidays or other special circumstances required by you.

The **Copper** maintenance agreement is an agreement with special Terms and Conditions. Please reference your original contract documents.

IMRF STUDY

To determine whether or not it is feasible for the North Riverside Public Library to join the Illinois Municipal Retirement Fund, it is necessary to contract with IMRF to prepare a study of the costs associated with membership.

The cost of this study for NRPL based on 22 employees is \$1,319.

PROPOSED REVISION TO THE 2-WEEK LOAN POLICY

To provide better service, staff proposes changing the loan period for all of the materials that circulate for 2-weeks to a 3-week period. (See attached list.) People are very busy these days and don't always have time to complete a book in 2 weeks' time. North Riverside is one of only a very few libraries that still has a 2-week policy for books.

PROPOSED REVISION TO THE GRACE PERIOD

To provide better customer service and streamline operations for the staff, it is proposed that the Board consider increasing the 1-day grace period to a 3-day grace period for all materials that now have a grace period. A 3-day grace period is automatically computed by SWAN while staff have to manually remove a fine if material is 1 day late.

North Riverside Library Checkout Limits

Item Type	Loan Time	Renewals Allowed (If there are no holds)	Limit	Holdable?	Available for Inter-library Loan?	Fine Per Day	Max. Fine	Grace Period
NEW Books	2 Weeks	None	No Limit	Yes	No	10 Cents	\$4.20	1 Day
NEW Books on CD	2 Weeks	None	No Limit	Yes	No	10 Cents	\$4.20	1 Day
NEW Magazines	Do Not Circulate	N/A	N/A	N/A	No	N/A	N/A	N/A
NEW DVDs	2 Days	None	2	No	No	\$1.00	\$5.00	None
NEW DVD Boxed Sets	2 Weeks	None	2	No	No	\$1.00	\$5.00	None
NEW CDs	2 Weeks	None	2	Yes	No	\$1.00	\$4.20	1 Day
NEW Video Games	1 Week	None	2	Yes	No	\$1.00	\$5.00	None
Books	2 Weeks	2	No Limit	Yes	Yes	10 Cents	\$4.20	1 Day
Magazines	2 Weeks	2	No Limit	Yes	Yes	10 Cents	\$4.20	1 Day
Books on CD	2 Weeks	2	No Limit	Yes	Yes	10 Cents	\$4.20	1 Day
DVDs	1 Week	2	10	Yes	Yes	25 Cents	\$5.00	None
DVD Boxed Sets	2 Weeks	2	10	Yes	Yes	25 Cents	\$5.00	None
CDs	2 Weeks	2	10	Yes	Yes	10 Cents	\$4.20	1 Day
Video Games	1 Week	2	2	Yes	Yes	\$1.00	\$5.00	None
Puppets	2 Weeks	2	No Limit	Yes	Yes	10 Cents	\$4.20	1 Day

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue
North Riverside, IL 60546

Minutes of the meeting of December 18, 2017

1. Open of Meeting

The meeting was called to order by Trustee Corgiat at 7:37 p.m. Roll call was taken.

Present: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau

Absent: No one

Also Present: Interim Director Marilyn Boria, Jean DiMonte of DiMonte and Assoc;
Jill Cannizzo; Nathan Pasbrig from O'Neil and Gaspardo

A quorum was established.

Trustee Lanken made a motion to approve the agenda as presented. Trustee Rouleau seconded the motion. Roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau

Nays: None

Motion carried

2. Open Forum

No visitors tonight.

3. Financial Reports

A. Treasurer Lanken reported the account balances.

B. Finance Committee Report

1. Nathan Pasbrig from O'Neil and Gaspardo presented the North Riverside Public Library Annual Financial Report for the Year Ended June 30, 2017 along with the Management Letter which included several recommendations.

2. Trustee Lanken made a motion to approve the Annual Report. Trustee Gordon seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau

Nays: None

Motion carried

C. Jean DiMonte presented the financial reports for the month ending November 30, 2017.

D. Trustee Lanken made a motion to approve the financial statements as presented. Trustee Gordon seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau

Nays: None

Motion carried

E. Trustee Lanken made a motion to approve Warrant List #17-10 in the amount of \$25,763.63. Trustee Rouleau seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau
Nays: None
Motion carried

F. Trustee Folz made a motion transfer \$40,000 from the Money Market to the Checking Account. Trustee Gordon seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau
Nays: None
Motion carried

G. Insurance Renewal
Trustee Lanken made a motion to approve the renewal of Commercial Property, General Liability, Crime, Workers' Compensation and Umbrella insurance coverage at an annual cost of \$14,459. Trustee Rouleau seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau
Nays: None
Motion carried

H. Approval of Pension Checks
Trustee Lanken made a motion to approve the pension payments to full-time staff in the amount of \$4,382. Trustee Pineda seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau
Nays: None
Motion carried

I. Approval of the 2018 Per Capita Grant for Submission to the Illinois State
Trustee Lanken made a motion to approve the 2018 Per Capita Grant. Trustee Rouleau seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau
Nays: None
Motion carried

4. Committee Reports

A. Buildings and Grounds

1. Service and Inspection Log - all up to date
2. Repair Log - all up to date
3. Purchase of a Replacement Chair for Adult Services Desk - Trustee Rouleau made a motion to purchase a chair. Lanken seconded. All ayes, motion carried

B. Strategic Planning (P.J. Folz, chairman)

Nothing

C. Personnel (Greg Gordon, chair)

1. Staff Holiday Greeting - all Board members signed

2. Closed Session

At 8:30 p.m., Trustee Gordon made a motion to go into closed session to discuss the appointment, employment, employment, compensation, etc., of a specific employee as outlined in the Open Meetings Act 5 ILCS 120/2 (c) (1) A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau

Nays: None

Motion carried

At 8:55 p.m., the Board reconvened in Open Session.

3. Discussion of possible dates for interviews

The Board agreed to interview candidates for the Director vacancy on Saturday, January 13, 2018.

D. Policy

1. Approval of Ordinance 17-12-01 Adopting a Policy on Prohibiting Harassment, Discrimination, and Retaliation

Trustee Lanken made a motion to approve Ordinance 17-12-10. Trustee Gordon seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau

Nays: None

Motion carried

5. President

Nothing to report tonight

6. Other Action Items

A. Approval of minutes

Trustee Rouleau made a motion to approve the minutes of the November 20, 2017 Board meeting as presented. Trustee Folz seconded the motion. All ayes, motion carried.

B. Approval of Ordinance 17-12-01 Ratifying the Appointment of Al Pineda to the Library Board

Trustee Gordon made a motion to approve Ordinance 17-12-01. Trustee Lanken seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Greg Gordon, Brad Lanken, Al Pineda, Ken Rouleau

Nays: None

Motion carried

7. Information Items

- A. Committee meetings - None tonight
- B. Calendar - All up to date
- C. Memorial Books Fund - Nothing tonight
- D. Correspondence - None tonight
- E. Board Action Log - All up to date
- F. Trustee Continuing Education
- G. Grants - Nothing tonight
- H. Advocacy - Nothing tonight
- I. RAILS & SWAN - SWAN quarterly meeting is two weeks from Thanksgiving and Marilyn will attend that meeting.

8. Adjournment

Trustee Gordon made a motion to adjourn the meeting at 9:10 p.m. Trustee Folz seconded the motion. All ayes, motion carried.

Respectfully Submitted
Jill M. Cannizzo

ORDINANCE NO. 18-01-01**AN ORDINANCE DECLARING A VACANCY AND
APPOINTING A LIBRARY TRUSTEE****(Elizabeth Tomasek Vacancy/Priscilla Skenandore Appointment)**

WHEREAS, Elizabeth Tomasek ("Tomasek") was elected as a Library Trustee; and

WHEREAS, Tomasek recently resigned; and

WHEREAS, the Library District Act, 75 ILCS 16/30-25, provides that, when a Library Trustee declines to serve (resigns), a vacancy in the office of Library Trustee shall be declared by the Library Board; and

WHEREAS, vacancies shall be filled by appointment of the Library Trustees until the next regular library election.

NOW, THEREFORE, BE IT ORDAINED that the Library Trustees hereby:

- A. Declare a vacancy in the office of Library Trustee for a term set to expire in 2021 (the term to which Tomasek was elected);
- B. Appoint Priscilla Skenandore to fill the vacancy until the next regular election of Library Trustees in April, 2019.

This Ordinance is effective upon passage.

PASSED this 16th day of January, 2018, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

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

P.J. Folz, Secretary
Board of Trustees
North Riverside Public Library District

ADULT PROGRAM STATISTICS FOR DECEMBER, 2017

<u>DATE</u>	<u>PROGRAM</u>	<u>PATRONS</u>
12/6	Movie: <i>A Christmas Carol</i>	9
12/9	Holiday Open House	76
12/12	Book Club: <u>Mr. Penumbra's 24-Hour Bookstore</u>	7
12/13	The Essential Christmas Carol	7 < age 60 26
12/1	Senior Drop-In	12
12/8	Senior Drop-In	12
12/15	Senior Drop-In	12
12/22	Senior Drop-In	15
12/29	Senior Drop-In	3

Submitted by Mary Cooper, Adult Services Librarian, MLS

Marilyn Boria

From: Susan Locander
Sent: Monday, January 08, 2018 12:40 PM
To: Marilyn Boria
Cc: Susan Locander
Subject: YS December 2017 statistics

December 2017 Youth Services statistics

PROGRAMS OFFERED

14 for children under age 5

10 for elementary age children

7 for teens & tweens

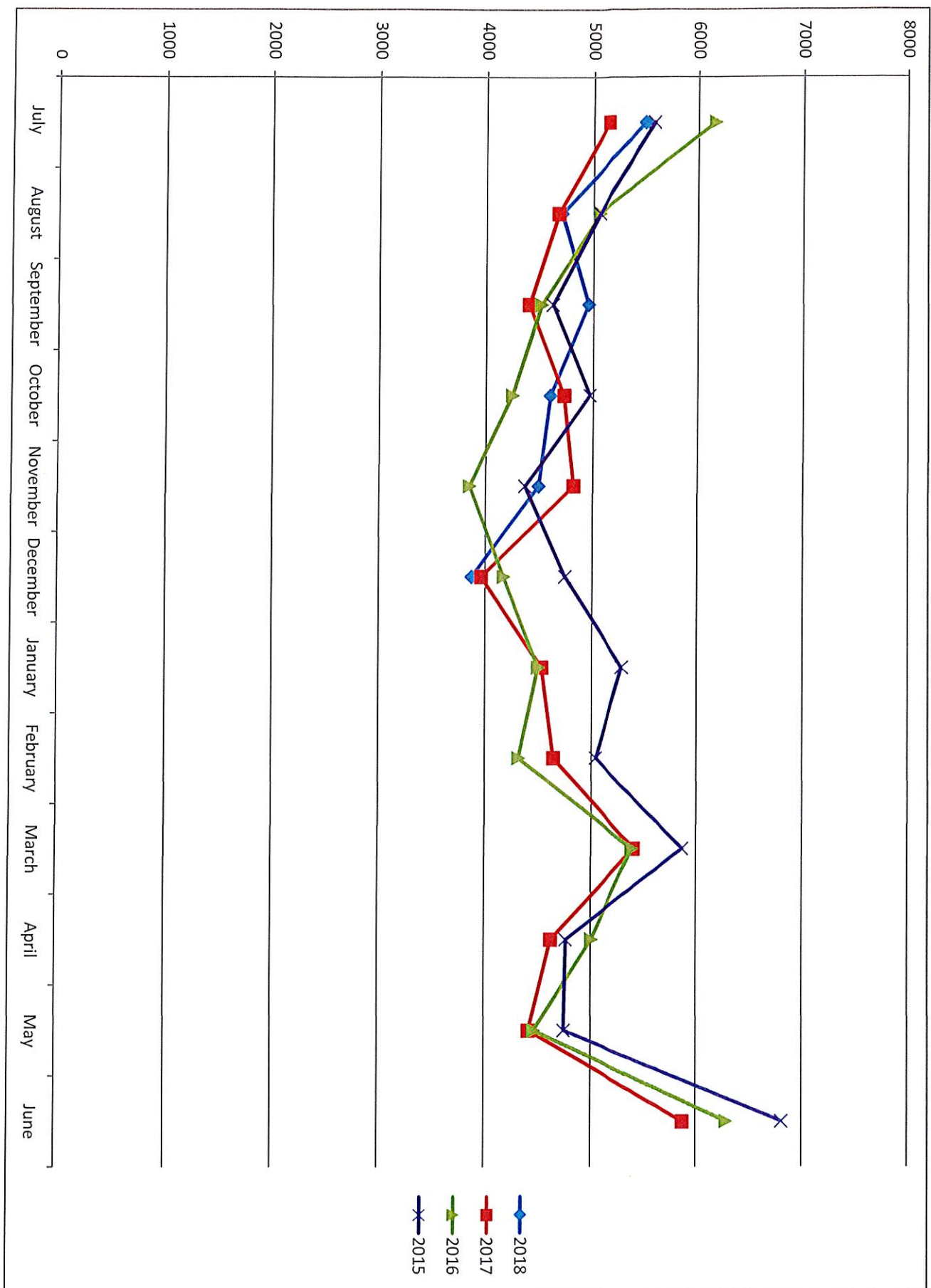
PROGRAM ATTENDANCE

412 children under age 5

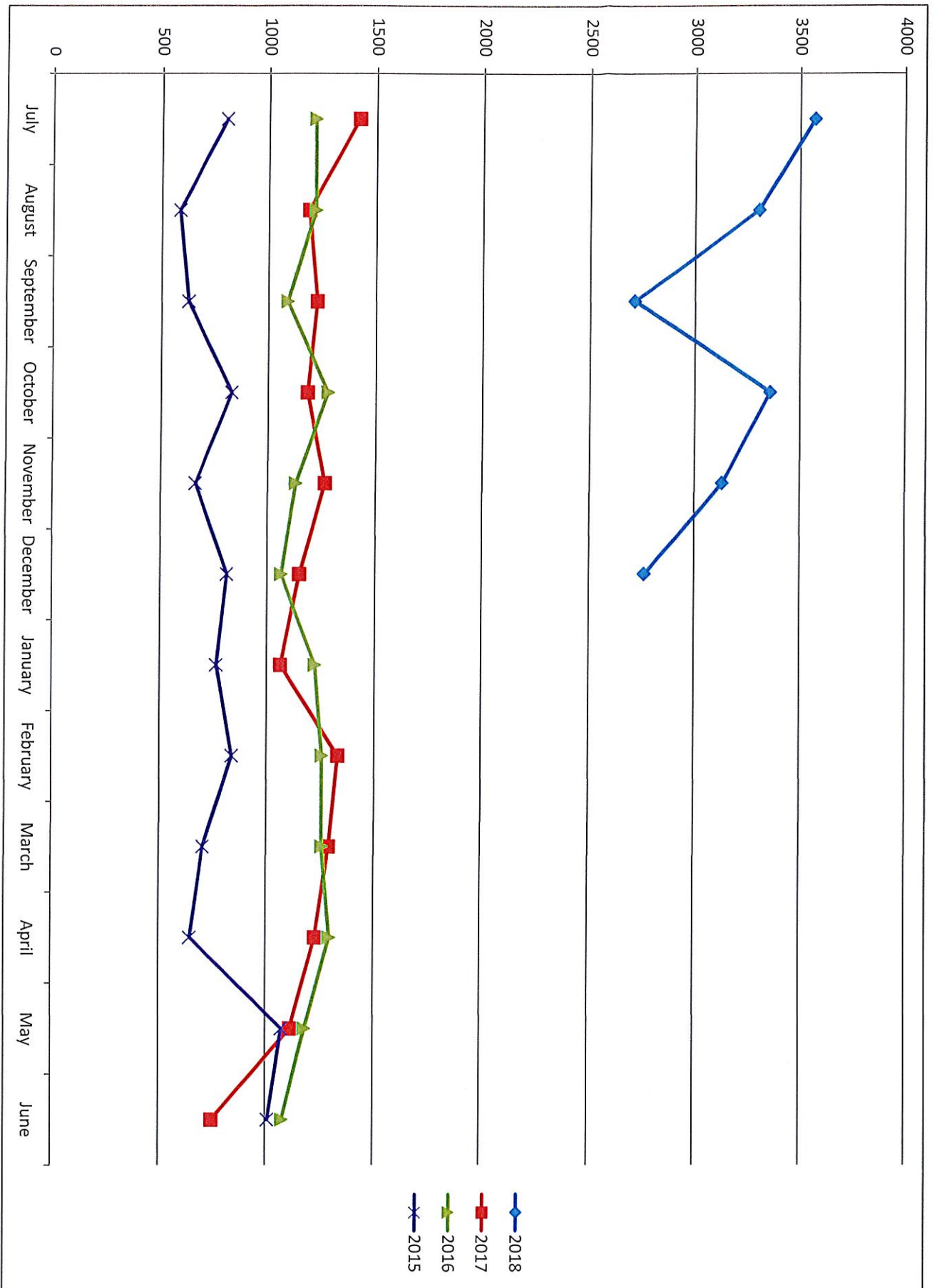
226 elementary age children

69 teens & tweens

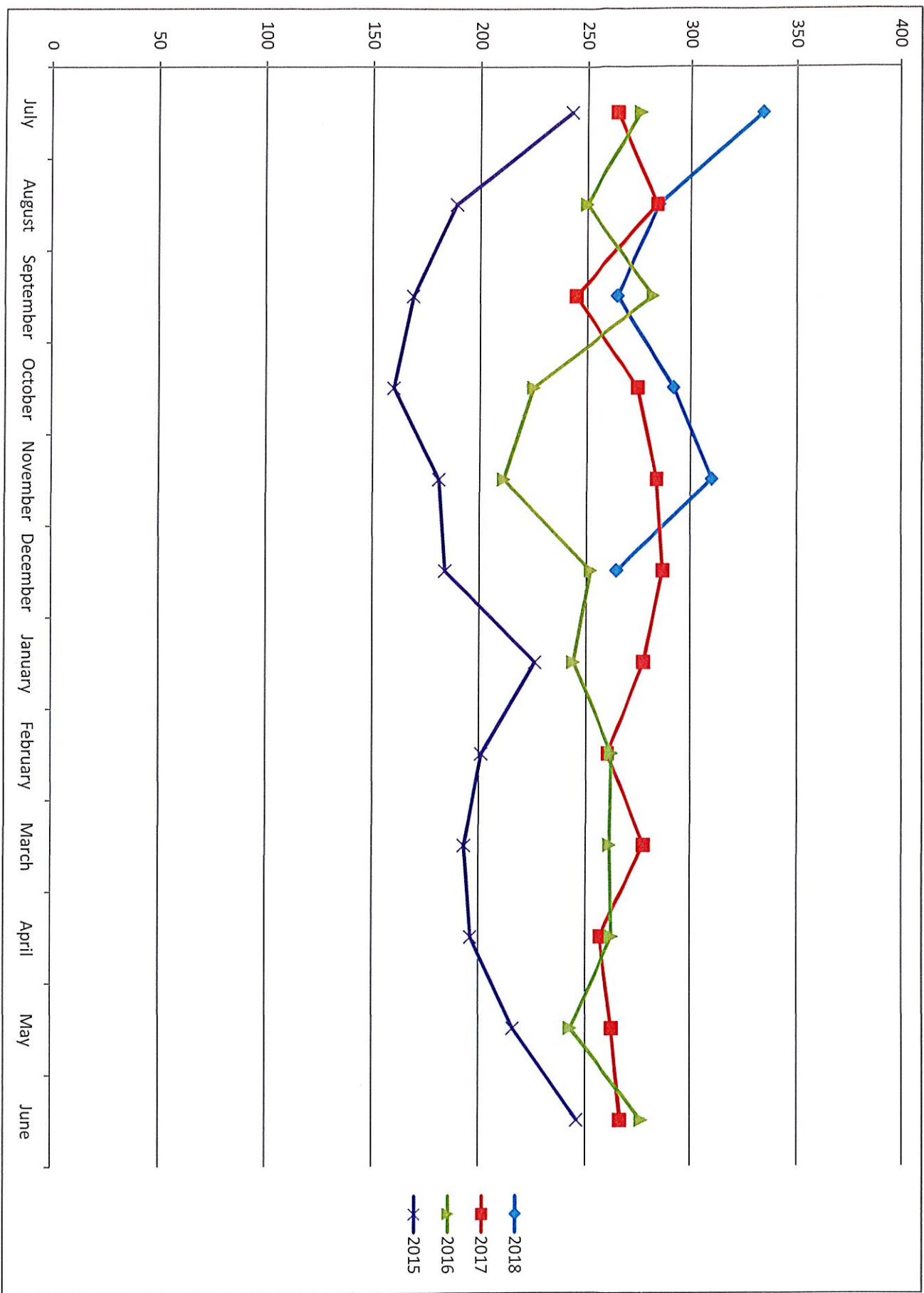
CHECKOUTS

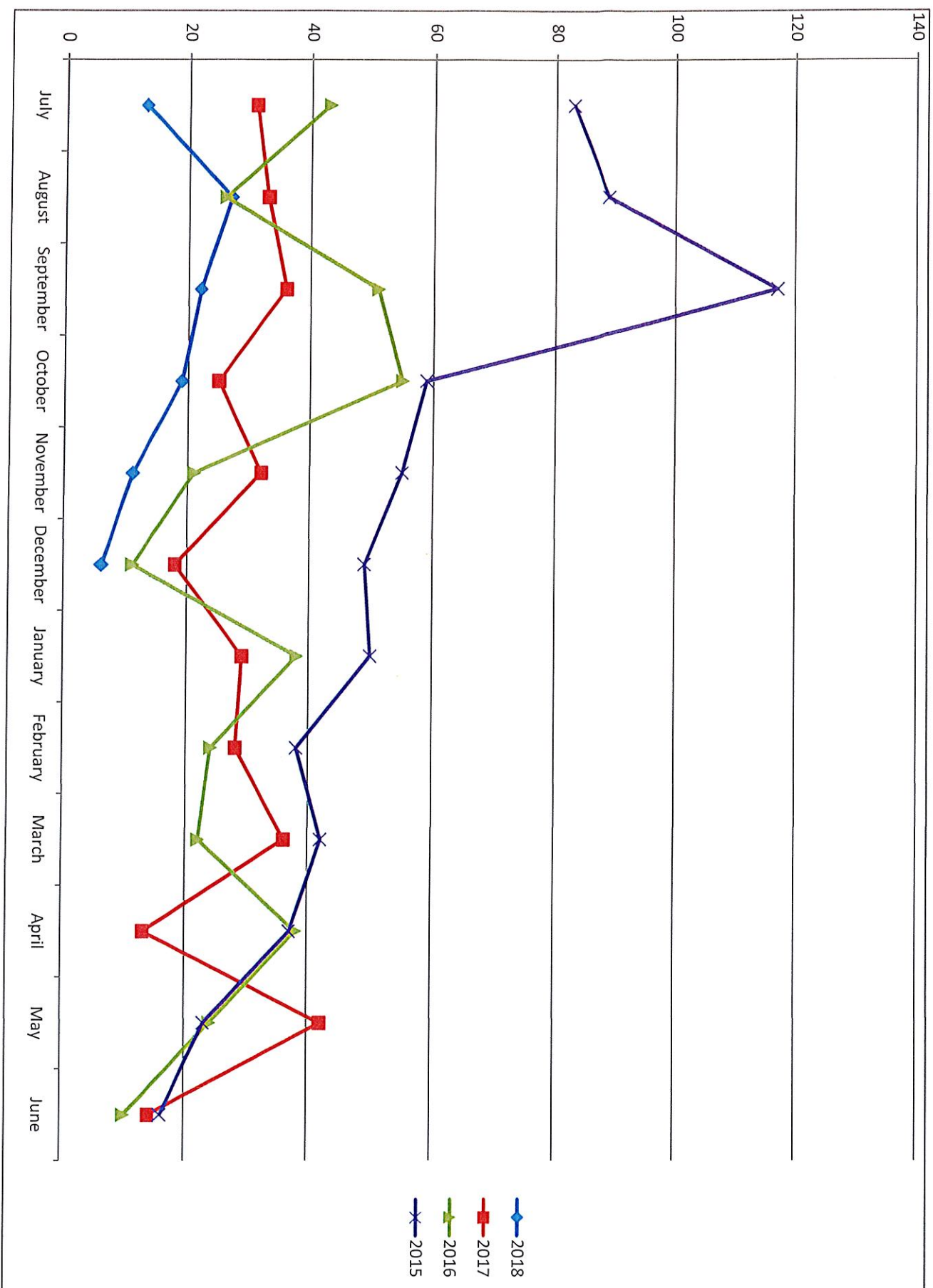


RENEWALS

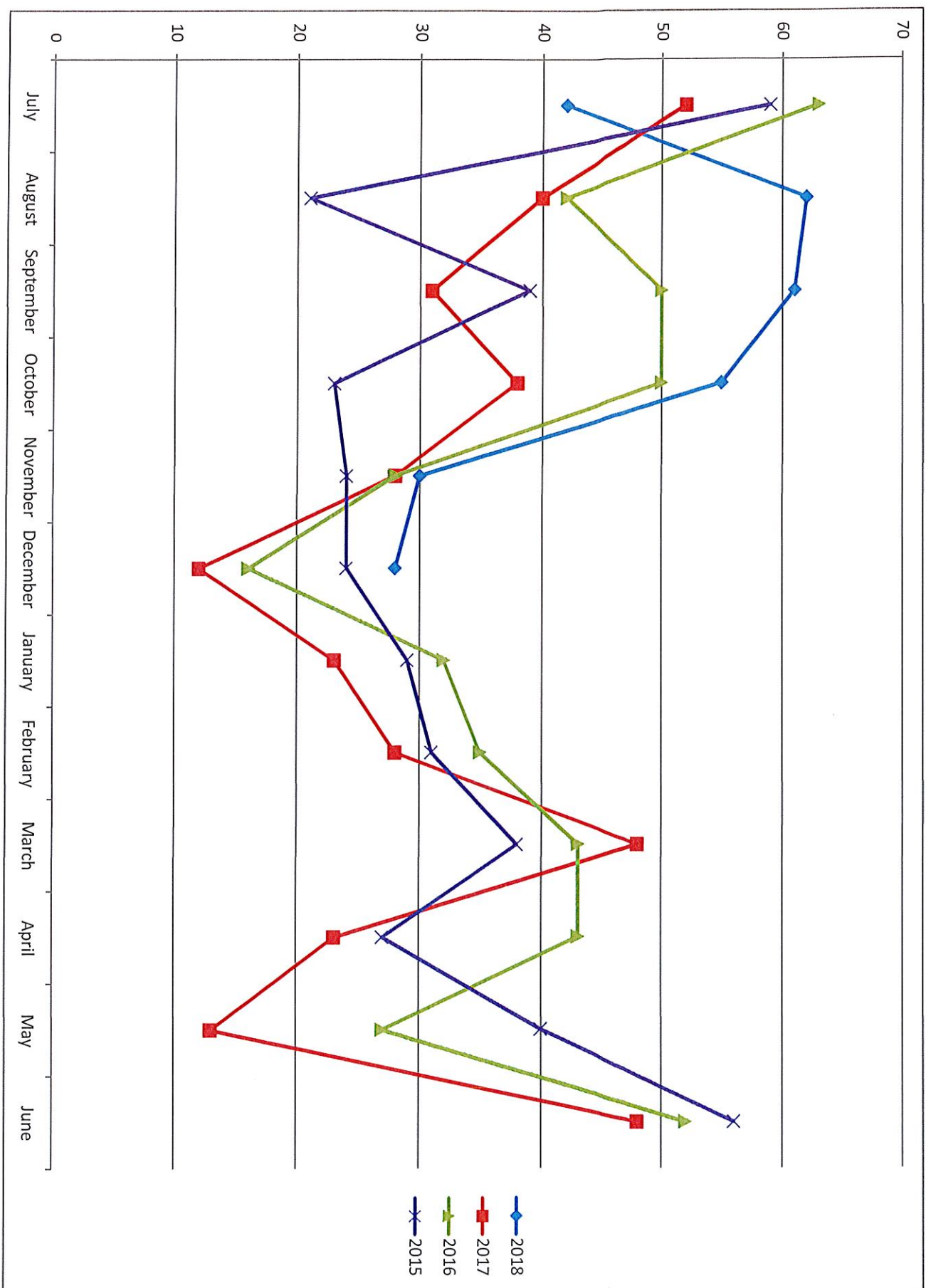


EBOOK CHECKOUTS





NEW CARDS



WEB VISITS

