

**Agenda**  
**North Riverside Public Library District**  
**Board of Trustees**  
2400 S. Des Plaines Avenue  
North Riverside, Illinois  
**Regular meeting December 18, 2017**  
**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)
  - 1. 2016-2017 Audit: Nathan Pasbrig, O'Neil and Gaspardo
  - 2. Approve 2016-2017 Audit (Action)
- D. Approval of financial statements (Action)
- E. Approval of Warrant List #17-12 (Action)
- F. Authorization to transfer \$40,000 (Action)
- G. Insurance Renewal (Action)
- H. Approve Pension Payments (Action)
- I. Approval of the 2018 Per Capita Grant for Submission to the Illinois State Library (Action)

**4. Committee Reports**

- A. Building and Grounds (Ken Rouleau, chairman)
  - 1. Service and Inspection Log (Information)
  - 2. Repair Log (Information)
  - 3. Purchase of a Replacement Chair for Adult Services Desk (Action)
- B. Strategic Planning (P. J. Folz, chairman)
- C. Personnel (Greg Gordon, chairman)
  - 1. Staff Holiday Greeting (action)
  - 2. Closed Session: Roll call vote to enter into Closed Session to discuss the appointment, employment, compensation, etc. of a specific employee as outlined in the Open Meetings Act 5 ILCS 120/2 (c)(1)
  - 3. Discussion of possible dates for interviews

**D. Policy**

1. Approval of Ordinance Adopting Policy Prohibiting Harassment, Discrimination, and Retaliation

**5. President**

**6. Other Action Items**

A. Approval of the minutes

1. November 20, 2017 Board Meeting (action)

B. Approval of an Ordinance Ratifying the Appointment of Al Pineda to the Library Board (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 meeting is currently scheduled for January 16, 2018**

Agenda  
Finance Committee Meeting  
North Riverside Public Library  
Board of Trustees  
December 18, 2017, 6:30 p.m.

**CALL MEETING TO ORDER**

- Review and Accept Minutes of the Meeting of November 20, 2017
- Review and Discuss Financials:
  - Treasurer's Report
  - Balance Sheet
  - Journal Entries
- Review and Discuss Tax Appeals
- Review and Discuss Approve Warranty List
- Review and Discuss transfer amount

**OLD BUSINESS**

**NEW BUSINESS**

**ADJOURNMENT**

Minutes  
North Riverside Public Library  
Board of Trustees  
Finance Committee Meeting  
November 20, 2017

In the absence of the Finance Committee Chair, President Corgiat called the meeting to order at 7:00 p.m.

Present: Annette Corgiat, P. J. Folz, Al Pineda and Ken Rouleau

Absent: Greg Gordon and Brad Lanken

Also Present: Interim Director Marilyn Boria

A quorum was present.

The committee reviewed and accepted the Minutes of the September 18, 2017 meeting as presented.

The next order of business was review and discussion of the financial statements. Boria reviewed the Treasurer's Report, the Balance Sheet and the Journal Entries. There were no questions.

There were no tax appeals to review.

Trustees then reviewed the warrant list with Boria answering questions that arose.

Trustees reviewed the request to transfer \$70,000 from the Money Market account to the Checking Account.

There was no Old Business or New Business so President Corgiat adjourned the meeting at 7:28 pm.

Notes prepared by Interim Director Boria

NORTH RIVERSIDE PUBLIC LIBRARY  
Warrant List Number 17-12  
For approval December 18, 2017

<u>Account #</u>	<u>Account name</u>	<u>Amount</u>
7600-05	Health insurance	1,598.44
8090-01	Books on cds-adult	462.75
8090-01	Books on cds-youth	65.00
8096-01	Cds-music-adult	16.99
8097-01	cds-music-youth	79.94
8105-01	Fiction/nonfiction	2,206.26
8106-01	Fiction/nonfiction-juvenile	3,366.49
8107-01	Reference books	16.62
8108-01	E-books	235.96
8115-01	Large print books	50.03
8120-01	Newspapers	160.95
8150-01	Children's programs	1,394.17
8155-01	Adult programs	185.00
8158-01	Strategic initiatives	500.00
8160-01	Adult dvds-feature movies	426.84
8161-01	Adult dvds-documentary/travel	124.94
8162-01	Children's dvds-movies	210.86
8166-01	Children's games	194.33
8171-01	Information technology	826.00
8190-01	Website	69.97
8202-01	Office supplies	994.00
8301-07	Telephone	801.74
8302-07	Electricity	1,670.82
8304-07	Water and garbage	381.77
8306-07	Building supplies & maintenance	208.85
8308-07	Service contracts	4,618.03
8330-01	Casual labor	75.00
8342-01	Transportation	13.37
8365-01	Library promotion	549.61
8370-01	Postage	49.00
8399-01	ILL loss/damage	12.00
8400-01	Accounting	2,000.00
8406-01	Collection service	17.90
8410-01	Printing	<u>2,180.00</u>

Total Warrant List

\$25,763.63

## CHECK HISTORY REPORT

SORTED BY CHECK NUMBER

ACTIVITY FROM: 11/29/17

TO: 12/18/17

BANK CODE: A FIRST AMERICAN BANK

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	NAME	CHECK AMOUNT	
011601	11/29/17	BBC1	B.B.C. HOLLYDAYS	980.00	(MANUAL)
011602	12/18/17	BBC1	B.B.C. HOLLYDAYS	35.00	
011603	12/18/17	AMA	AMAZON	384.52	
011604	12/18/17	ATT	A T & T	85.10	
011605	12/18/17	ATT1	A T & T	63.10	
011606	12/18/17	BAK	BAKER & TAYLOR, INC.	4,880.72	
011607	12/18/17	BMO	BMO HARRIS	590.28	
011608	12/18/17	BRO	BRODART CO.	242.15	
011609	12/18/17	CALO	CALL ONE	423.69	
011610	12/18/17	COMC	COMCAST	229.85	
011611	12/18/17	COV	COVERALL NORTH AMERICA, INC.	1,227.56	
011612	12/18/17	CRA	CRAIN'S CHICAGO BUSINESS	97.95	
011613	12/18/17	DAB	DON ABERNATHY	12.00	
011614	12/18/17	DEM	DEMCO, INC.	403.12	
011615	12/18/17	DIA	DIAMOND GRAPHICS, INC.	2,180.00	
011616	12/18/17	DYN	DYNEGY ENERGY SERVICES	1,670.82	
011617	12/18/17	EDA	ERNEST DI MONTE & ASSOCIATES	2,000.00	
011618	12/18/17	GAL	GALE/CENGAGE LEARNING	50.03	
011619	12/18/17	GDUM	GRACE DUMELLE	185.00	
011620	12/18/17	HIN	HINCKLEY SPRING WATER COMPANY	80.29	
011621	12/18/17	IMP	IMPACT NETWORKING, LLC	23.98	
011622	12/18/17	INN	INNOVATIVE LABEL TECHNOLOGY,	43.36	
011623	12/18/17	LAND	LANDMARK	25.00	
011624	12/18/17	LEAF	LEAF	1,336.00	
011625	12/18/17	LIM	LIMRICC PURCHASE OF HEALTH I	1,598.44	
011626	12/18/17	MCOO	MARY COOPER	13.37	
011627	12/18/17	MID	MIDWEST TAPE	805.63	
011628	12/18/17	MIDAM	MIDAMERICA BOOKS	79.80	
011629	12/18/17	NATB	NATIONAL BUSINESS FURNITURE,	500.00	
011630	12/18/17	OLL	OLLIS BOOK CORPORATION	467.40	
011631	12/18/17	OLSS	OLSSON ROOFING CO., INC.	650.00	
011632	12/18/17	OVE	OVER DRIVE, INC.	235.96	
011633	12/18/17	PENR	PENGUIN RANDOM HOUSE LLC	462.75	
011634	12/18/17	QUIL	QUILL CORPORATION	163.32	
011635	12/18/17	RAIB	RAINBOW BOOK COMPANY	65.97	
011636	12/18/17	ROS	ROSCOE COMPANY	419.03	
011637	12/18/17	SCO	SCOLA	517.75	
011638	12/18/17	SUBL	SUBURBAN LIFE MEDIA	38.00	
011639	12/18/17	TECM	TECH. MGMT. REVOLVING FUND	76.00	
011640	12/18/17	TRIL	TRIMLINE LANDSCAPING, INC.	850.00	
011641	12/18/17	UNIM	UNIQUE MGMT. SERVICES, INC.	17.90	
011642	12/18/17	VER	VERSATILE COMPUTER SERVICES	750.00	
011643	12/18/17	VILNR	VILLAGE OF N. RIVERSIDE	381.77	
011644	12/18/17	WEB	WEB COMMERCE PARTNERS, INC.	82.02	
011645	12/18/17	WEST	WEST TOWN MECHANICAL	264.00	
011646	12/18/17	JCAN	JILL CANNIZZO	75.00	

BANK A TOTAL:

25,763.63

## CHECK HISTORY REPORT

SORTED BY CHECK NUMBER

ACTIVITY FROM: 11/29/17

TO: 12/18/17

BANK CODE: A FIRST AMERICAN BANK

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	NAME	CHECK AMOUNT
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REPORT TOTAL:

25,763.63

## A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 11/29/17 TO: 12/18/17

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 12/7/17	12/13/17	AP- 0005	12/13/17	N	1,598.44	011625
ACCOUNT 7600-05 TOTAL:							1,598.44	
8090-01	PENR	BOOKS ON CDS-ADULT 11-30-17	12/13/17	AP- 0005	12/13/17	N	462.75	011633
ACCOUNT 8090-01 TOTAL:							462.75	
8091-01	BAK	BOOKS ON CDS- YOUTH 11/17/17	12/13/17	AP- 0005	12/13/17	N	65.00	011606
ACCOUNT 8091-01 TOTAL:							65.00	
8096-01	MID	CDS -MUSIC -ADULT 95596694	12/13/17	AP- 0005	12/13/17	N	16.99	011627
ACCOUNT 8096-01 TOTAL:							16.99	
8097-01	MID	CDS-MUSIC- YOUTH 95574853	12/13/17	AP- 0005	12/13/17	N	46.97	011627
	MID	95596782	12/13/17	AP- 0005	12/13/17	N	32.97	011627
VENDOR MID TOTAL:							79.94	
ACCOUNT 8097-01 TOTAL:							79.94	
8105-01	AMA	FICTION/NON FICTION 11-3-17	12/13/17	AP- 0005	12/13/17	N	36.38	011603
	BAK	12-1-17	12/13/17	AP- 0005	12/13/17	N	2,143.55	011606
	BRO	B5161726	12/13/17	AP- 0005	12/13/17	N	26.33	011608
ACCOUNT 8105-01 TOTAL:							2,206.26	
8106-01	AMA	FICTION/NON FICTION -JUVENILE 11-4-17	12/13/17	AP- 0005	12/13/17	N	81.15	011603
	BAK	12-2-17	12/13/17	AP- 0005	12/13/17	N	2,672.17	011606
	MIDAM	432479	12/13/17	AP- 0005	12/13/17	N	79.80	011628
	OLL	245115	12/13/17	AP- 0005	12/13/17	N	467.40	011630
	RAIB	144825	12/13/17	AP- 0005	12/13/17	N	65.97	011635
ACCOUNT 8106-01 TOTAL:							3,366.49	
8107-01	BRO	REFERENCE BOOKS B5172070	12/13/17	AP- 0005	12/13/17	N	16.62	011608
ACCOUNT 8107-01 TOTAL:							16.62	
8108-01	OVE	E-BOOKS 11-27-17	12/13/17	AP- 0005	12/13/17	N	142.84	011632
	OVE	11-9-17	12/13/17	AP- 0005	12/13/17	N	93.12	011632
VENDOR OVE TOTAL:							235.96	



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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.
8108-01	E-BOOKS							
ACCOUNT 8108-01 TOTAL:							235.96	
8115-01	LARGE PRINT BOOKS							
GAL	62325170	12/13/17	AP- 0005	12/13/17	N		50.03	011618
ACCOUNT 8115-01 TOTAL:							50.03	
8120-01	NEWSPAPERS							
CRA	1 YR.	12/13/17	AP- 0005	12/13/17	N		97.95	011612
LAND	1 YR. #2	12/13/17	AP- 0005	12/13/17	N		25.00	011623
SUBL	1 YEAR	12/13/17	AP- 0005	12/13/17	N		38.00	011638
ACCOUNT 8120-01 TOTAL:							160.95	
8150-01	CHILDREN'S PROGRAMS							
AMA	11-5-17	12/13/17	AP- 0005	12/13/17	N		18.72	011603
BBC1	12/4/17	12/13/17	AP- 0005	12/13/17	N		35.00	011602
BBC1	CK011601	11/29/17	MG 0002	11/29/17	N		980.00	011601
VENDOR BBC1 TOTAL:							1,015.00	
BMO	11-5-17	12/13/17	AP- 0005	12/13/17	N		360.45	011607
ACCOUNT 8150-01 TOTAL:							1,394.17	
8155-01	ADULT PROGRAMS							
GDUM	1/13/18	12/13/17	AP- 0005	12/13/17	N		185.00	011619
ACCOUNT 8155-01 TOTAL:							185.00	
8158-01	STRATEGIC INITIATIVES							
NATB	ZJ986256-T	12/13/17	AP- 0005	12/13/17	N		500.00	011629
ACCOUNT 8158-01 TOTAL:							500.00	
8160-01	ADULT DVDS- FEATURE MOVIES							
MID	11/1/17	12/13/17	AP- 0005	12/13/17	N		426.84	011627
ACCOUNT 8160-01 TOTAL:							426.84	
8161-01	ADULTS -DVS-DOCUMENTARY/TRAVEL							
MID	11-2-17	12/13/17	AP- 0005	12/13/17	N		124.94	011627
ACCOUNT 8161-01 TOTAL:							124.94	
8162-01	CHILDREN'S DVDS-MOVIES							
AMA	11-2-17	12/13/17	AP- 0005	12/13/17	N		53.94	011603
MID	11-3-17	12/13/17	AP- 0005	12/13/17	N		156.92	011627
ACCOUNT 8162-01 TOTAL:							210.86	
8166-01	CHILDREN'S GAMES							
AMA	11-1-17	12/13/17	AP- 0005	12/13/17	N		194.33	011603

## A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 11/29/17 TO: 12/18/17

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8166-01	CHILDREN'S GAMES							
ACCOUNT 8166-01 TOTAL:							194.33	
8171-01	INFORMATION TECHNOLOGY							
TECM	11/13/17	12/13/17	AP- 0005	12/13/17	N	76.00	011639	
VER	15165	12/13/17	AP- 0005	12/13/17	N	750.00	011642	
ACCOUNT 8171-01 TOTAL:							826.00	
8190-01	WEBSITE							
BMO	11-2-17	12/13/17	AP- 0005	12/13/17	N	69.97	011607	
ACCOUNT 8190-01 TOTAL:							69.97	
8202-01	OFFICE SUPPLIES							
BMO	11-3-17	12/13/17	AP- 0005	12/13/17	N	79.00	011607	
BRO	487339	12/13/17	AP- 0005	12/13/17	N	199.20	011608	
DEM	6258735	12/13/17	AP- 0005	12/13/17	N	112.80	011614	
DEM	6267991	12/13/17	AP- 0005	12/13/17	N	290.32	011614	
VENDOR DEM TOTAL:							403.12	
IMP	974492	12/13/17	AP- 0005	12/13/17	N	23.98	011621	
INN	204316	12/13/17	AP- 0005	12/13/17	N	43.36	011622	
QUIL	2472370	12/13/17	AP- 0005	12/13/17	N	94.94	011634	
QUIL	2861376	12/13/17	AP- 0005	12/13/17	N	39.59	011634	
QUIL	2881440	12/13/17	AP- 0005	12/13/17	N	28.79	011634	
VENDOR QUIL TOTAL:							163.32	
WEB	LVI1000009	12/13/17	AP- 0005	12/13/17	N	82.02	011644	
ACCOUNT 8202-01 TOTAL:							994.00	
8301-07	TELEPHONE							
ATT	11-10-17	12/13/17	AP- 0005	12/13/17	N	85.10	011604	
ATT1	DEC. 2017	12/13/17	AP- 0005	12/13/17	N	63.10	011605	
CALO	12-15-17	12/13/17	AP- 0005	12/13/17	N	423.69	011609	
COMC	12/2/17	12/13/17	AP- 0005	12/13/17	N	229.85	011610	
ACCOUNT 8301-07 TOTAL:							801.74	
8302-07	ELECTRICITY							
DYN	NOV. 2017	12/13/17	AP- 0005	12/13/17	N	1,670.82	011616	
ACCOUNT 8302-07 TOTAL:							1,670.82	
8304-07	WATER & GARBAGE							
VILNR	10/30/17	12/13/17	AP- 0005	12/13/17	N	381.77	011643	
ACCOUNT 8304-07 TOTAL:							381.77	
8306-07	BUILDING SUPPLIES & MAINT							
ROS	1507444-0	12/13/17	AP- 0005	12/13/17	N	.00	011636	
ROS	1511780	12/13/17	AP- 0005	12/13/17	N	208.85	011636	

## A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 11/29/17 TO: 12/18/17

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8306-07	BUILDING SUPPLIES & MAINT							
VENDOR ROS TOTAL:							208.85	
ACCOUNT 8306-07 TOTAL:							208.85	
8308-07	SERVICE CONTRACTS							
COV	1010607650	12/13/17	AP- 0005	12/13/17	N	1,227.56	011611	
HIN	12-06-17	12/13/17	AP- 0005	12/13/17	N	80.29	011620	
LEAF	7916041	12/13/17	AP- 0005	12/13/17	N	1,336.00	011624	
OLSS	17004608	12/13/17	AP- 0005	12/13/17	N	650.00	011631	
ROS	1507444-0	12/13/17	AP- 0005	12/13/17	N	210.18	011636	
TRIL	12/1/17	12/13/17	AP- 0005	12/13/17	N	850.00	011640	
WEST	S12057968	12/13/17	AP- 0005	12/13/17	N	264.00	011645	
ACCOUNT 8308-07 TOTAL:							4,618.03	
8330-01	CASUAL LABOR							
JCAN	12-18-17	12/14/17	AP- 0006	12/14/17	N	75.00	011646	
ACCOUNT 8330-01 TOTAL:							75.00	
8342-01	TRANSPORTATION							
MCOO	REIMB -MTG	12/13/17	AP- 0005	12/13/17	N	13.37	011626	
ACCOUNT 8342-01 TOTAL:							13.37	
8365-01	LIBRARY PROMOTION							
BMO	11-1-17	12/13/17	AP- 0005	12/13/17	N	31.86	011607	
SCO	67927	12/13/17	AP- 0005	12/13/17	N	517.75	011637	
ACCOUNT 8365-01 TOTAL:							549.61	
8370-01	POSTAGE							
BMO	11-4-17	12/13/17	AP- 0005	12/13/17	N	49.00	011607	
ACCOUNT 8370-01 TOTAL:							49.00	
8399-01	ILL. LOSS/DAMAGE							
DAB	REFUND	12/13/17	AP- 0005	12/13/17	N	12.00	011613	
ACCOUNT 8399-01 TOTAL:							12.00	
8400-01	ACCOUNTING							
EDA	14950	12/13/17	AP- 0005	12/13/17	N	2,000.00	011617	
ACCOUNT 8400-01 TOTAL:							2,000.00	
8406-01	COLLECTION SERVICE							
UNIM	453964	12/13/17	AP- 0005	12/13/17	N	17.90	011641	
ACCOUNT 8406-01 TOTAL:							17.90	
8410-01	PRINTING							
DIA	0102828418	12/13/17	AP- 0005	12/13/17	N	2,180.00	011615	

ALL INVOICES

ACCOUNT 8410-01 TOTAL:	2,180.00
REPORT TOTALS:	<u>25,763.63</u>

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT  
TREASURER'S REPORT  
DECEMBER 18, 2017

<u>First American Bank of Riverside</u>	<u>Checking</u>
Ending balance per bank @11/30/17	\$ 69,215.13
LESS: outstanding checks	<u>(8,649.36)</u>
Balance on hand on 11/30/17	<u>\$ 60,565.77</u>

<u>First American Bank of Riverside</u>	<u>Money Market</u>
Beginning balance at Nov. 1, 2017	\$ 621,943.62
ADD: Interest	19.60
Less: Transfers to operating account	<u>70,000.00</u>
Balance on hand on Oct. 31, 2017	<u>\$ 551,963.22</u>

<u>First American Bank of Riverside (R #7115)</u>	<u>Money Market</u>
Beginning balance at Nov. 1, 2017	\$ 36.67
Less: Bank charge	<u>( 3.95)</u>
Balance on hand at Nov.30, 2017	<u>\$ 32.72</u>

<u>The Illinois Funds – IPTIP account</u>	<u>Money Market</u>
Beginning balance at Nov. 1, 2017	\$ 89,861.37
ADD: Interest - Nov.	<u>80.40</u>
Balance on hand at Nov. 30, 2017	<u>\$ 89,861.37</u>

<u>Chase</u>	<u>Chase Bank</u>
Beginning balance at Nov. 1, 2017	\$ 7,716.70
ADD: Interest - Nov.	<u>.63</u>
Balance on hand at Nov. 30, 2017	<u>\$ 7,717.33</u>

## BALANCE SHEET

NOVEMBER 30, 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	15,903.00	
CASH-LIABILITY INSURANCE FUND	101,068.67	
CASH-UNEMPLOYMENT INS FUND	4,675.00	
CASH-BUILDING FUND	190,191.00	
CASH - SOCIAL SECURITY FUND	21,014.00	
CASH - PENSION FUND	25,359.00	
CASH -DEBT SERVICE FUND	8,333.00	
EQUIPMENT FUND	15,000.00	
CASH-1ST AMERICAN CHKG ACCT	44,807.68	
IST AMERICAN BANK-DONATION A/C	15,000.00	
CHASE BANK	7,717.33	
CASH- IPTIP -U.S. BANK	89,941.77	
IST AMERICAN BANK -R#7115	32.72	
INVEST/SAVINGS 1ST AMER BANK	170,419.55	
KADLEC ANNUITY #71797	52,800.00	
BMO HARRIS -#5475	500.00	
TOTAL Current Assets		1,491,863.72

## ACCOUNTS RECEIVABLE

R.E. TAXES RECEIVABLE -CORP	192,849.57	
TAXES RECEIVABLE-AUDIT	1,521.04	
TAXES RECEIVABLE-INSUR	2,916.29	
TAXES RECEIVABLE-LIAB. INSUR	253.85	
TAXES RECEIVABLE-BLDG. FUND	11,193.73	
TAXES RECEIVABLE- SS FUND	8,621.17	
TAXES RECEIVABLE- PENSION FUND	2,281.84	
TOTAL ACCOUNTS RECEIVABLE		219,637.49

## Due To/From Special Funds

DUE TO/FROM SPECIAL ACCOUNTS	27,123.00	
DUE TO/FROM BUILDING FUND	(66,926.00)	
TOTAL Due To/From Special Funds		(39,803.00)

## TOTAL Assets

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\$1,671,698.21

## BALANCE SHEET

NOVEMBER 30, 2017

## Liabilities AND Equity

## Liabilities

ACCOUNTS PAYABLE	\$44,516.67	
ACCOUNTS PAYABLE-LIABILITY FUN	236.40	
ACCOUNTS PAYABLE-BUILDING FUND	12,541.63	
ACCRUED WAGES	5,803.11	
FICA WITHHOLDING	62.54	
CAFETERIA PLAN	615.24	
DEFERRED TAX REVENUES-CORP FD	192,849.75	
DEFERRED TAX REV.- AUDIT FUND	1,521.04	
DEFERRED TAX REV.-LIABILITY FD	2,916.29	
DEFERRED TAX REV.-UNEMPLOY.	253.85	
DEFERRED TAX REV.- BUILDING FD	11,192.73	
DEFERRED TAX REVENUE-SS	8,621.17	
DEFERRED TAX REVENUE PENSION	2,281.84	
TOTAL Liabilities		283,412.26

## Fund Balances

GENERAL FUND	1,104,288.92	
DEBT SERVICE FUND	28,910.00	
CAPITAL PROJECT FUND	11,520.00	
AUDIT FUND	15,995.00	
PUBLIC LIABILITY FUND	101,124.00	
UNEMPLOYMENT INSURANCE FUND	4,457.00	
BUILDING FUND	79,885.00	
SOCIAL SECURITY FUND	15,740.00	
PENSION FUND	22,471.00	
TOTAL Fund Balances		1,384,390.92
TOTAL Liabilities		1,667,803.18

## Equity

RETAINED EARNINGS - PRIOR	(89,435.37)	
Retained Earnings-Current Year	93,330.40	
TOTAL Equity		3,895.03
TOTAL Liabilities AND Equity		\$1,671,698.21

## INCOME STATEMENT

FOR THE 5 PERIODS ENDED NOVEMBER 30, 2017

	PERIOD TO DATE			YEAR TO DATE		
	ACTUAL	BUDGET	VARIANCE	ACTUAL	ANNUAL BUDGET	VARIANCE
<b>Income</b>						
TAX REVENUE-CORP FUND	\$ .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	800.64	1,000.00	(199.36)	4,113.01	12,000.00	(7,886.99)
DONATIONS	.00	416.67	(416.67)	705.00	5,000.00	(4,295.00)
GRANTS	.00	458.33	(458.33)	.00	5,500.00	(5,500.00)
INTEREST INCOME	104.15	18.33	85.82	512.87	220.00	292.87
UNREALIZED INCOME - ANNUITIES	.00	1,666.67	(1,666.67)	.00	20,000.00	(20,000.00)
<b>TOTAL Income</b>	<b>904.79</b>	<b>82,726.66</b>	<b>(81,821.87)</b>	<b>472,298.62</b>	<b>992,720.00</b>	<b>(520,421.38)</b>
<b>Gross Profit</b>	<b>904.79</b>	<b>82,726.66</b>	<b>(81,821.87)</b>	<b>472,298.62</b>	<b>992,720.00</b>	<b>(520,421.38)</b>
<b>Expenses:</b>						
<b>Expense - Salaries</b>						
LIBRARY CLERKS	18,584.66	20,061.08	1,476.42	90,081.17	240,733.00	150,651.83
LIBRARY PAGES	3,823.93	2,425.50	(1,398.43)	12,678.11	29,106.00	16,427.89
ADMINISTRATORS	25,742.75	17,112.58	(8,630.17)	81,352.90	205,351.00	123,998.10
<b>TOTAL Expense - Salaries</b>	<b>48,151.34</b>	<b>39,599.16</b>	<b>(8,552.18)</b>	<b>184,112.18</b>	<b>475,190.00</b>	<b>291,077.82</b>
<b>Expenses - Benefits</b>						
HEALTH INSURANCE	2,401.16	2,583.33	182.17	19,014.80	31,000.00	11,985.20
WORKERS' COMPENSATION	.00	120.33	120.33	.00	1,444.00	1,444.00
PENSION FUND	.00	1,040.67	1,040.67	.00	12,488.00	12,488.00
UNEMPLOYMENT INSURANCE	621.87	125.00	(496.87)	(1,053.96)	1,500.00	2,553.96
SOCIAL SECURITY FUND	3,665.23	2,835.50	(829.73)	14,032.79	34,026.00	19,993.21
<b>TOTAL Expenses - Benefits</b>	<b>6,688.26</b>	<b>6,704.83</b>	<b>16.57</b>	<b>31,993.63</b>	<b>80,458.00</b>	<b>48,464.37</b>
<b>Expense - Education/Training B</b>						
EDUC TRAINING TRUSTEES	.00	41.67	41.67	.00	500.00	500.00
<b>TOTAL Expense - Education/Trai</b>	<b>.00</b>	<b>41.67</b>	<b>41.67</b>	<b>.00</b>	<b>500.00</b>	<b>500.00</b>
<b>Expense - Education/Training S</b>						
EDUCATIONAL TRAINING STAFF	.00	208.33	208.33	.00	2,500.00	2,500.00
<b>TOTAL Expense - Education/Trai</b>	<b>.00</b>	<b>208.33</b>	<b>208.33</b>	<b>.00</b>	<b>2,500.00</b>	<b>2,500.00</b>
<b>Expense - Library Materials</b>						
BOOKS ON CDS-ADULT	.00	125.00	125.00	1,003.85	1,500.00	496.15
BOOKS ON CDS- YOUTH	.00	50.00	50.00	162.77	600.00	437.23
CDS -MUSIC -ADULT	111.92	81.25	(30.67)	417.70	975.00	557.30
CDS-MUSIC- YOUTH	113.92	105.42	(8.50)	489.73	1,265.00	775.27
<b>TOTAL Expense - Library Materi</b>	<b>225.84</b>	<b>361.67</b>	<b>135.83</b>	<b>2,074.05</b>	<b>4,340.00</b>	<b>2,265.95</b>
<b>Expense - Books</b>						
FICTION/NON FICTION	3,301.08	2,000.00	(1,301.08)	11,131.17	24,000.00	12,868.83
FICTION/NON FICTION -JUVENILE	2,302.16	1,833.33	(468.83)	9,630.49	22,000.00	12,369.51
REFERENCE BOOKS	140.56	83.33	(57.23)	1,400.63	1,000.00	(400.63)
E-BOOKS	158.40	333.33	174.93	4,433.62	4,000.00	(433.62)
CHILDREN'S REFERENCE	.00	16.67	16.67	.00	200.00	200.00
LARGE PRINT BOOKS	174.13	150.00	(24.13)	845.31	1,800.00	954.69
<b>TOTAL Expense - Books</b>	<b>6,076.33</b>	<b>4,416.66</b>	<b>(1,659.67)</b>	<b>27,441.22</b>	<b>53,000.00</b>	<b>25,558.78</b>
<b>Expense - Newspapers</b>						
NEWSPAPERS	(891.00)	208.33	1,099.33	2,820.40	2,500.00	(320.40)
<b>TOTAL Expense - Newspapers</b>	<b>(891.00)</b>	<b>208.33</b>	<b>1,099.33</b>	<b>2,820.40</b>	<b>2,500.00</b>	<b>(320.40)</b>
<b>Expense - Other Media</b>						
I-NET DATA BASE - ADULT	.00	800.00	800.00	6,926.20	9,600.00	2,673.80
<b>TOTAL Expense - Other Media</b>	<b>.00</b>	<b>800.00</b>	<b>800.00</b>	<b>6,926.20</b>	<b>9,600.00</b>	<b>2,673.80</b>
<b>Expense - Periodicals</b>						
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
<b>TOTAL Expense - Periodicals</b>	<b>.00</b>	<b>300.00</b>	<b>300.00</b>	<b>68.91</b>	<b>3,600.00</b>	<b>3,531.09</b>



## INCOME STATEMENT

FOR THE 5 PERIODS ENDED NOVEMBER 30, 2017

	PERIOD TO DATE			YEAR TO DATE		
	ACTUAL	BUDGET	VARIANCE	ACTUAL	ANNUAL BUDGET	VARIANCE
Expense - Programs						
CHILDREN'S PROGRAMS	\$1,061.71	291.67	(770.04)	3,083.30	3,500.00	416.70
CHILDREN'S SUMMER READING	.00	375.00	375.00	1,614.46	4,500.00	2,885.54
ADULT PROGRAMS	377.24	333.33	(43.91)	1,821.29	4,000.00	2,178.71
STRATEGIC INITIATIVES	.00	666.67	666.67	323.88	8,000.00	7,676.12
<b>TOTAL Expense - Programs</b>	<b>1,438.95</b>	<b>1,666.67</b>	<b>227.72</b>	<b>6,842.93</b>	<b>20,000.00</b>	<b>13,157.07</b>
Expense - Video Tapes						
ADULT DVDS- FEATURE MOVIES	2,069.76	400.00	(1,669.76)	4,619.68	4,800.00	180.32
ADULTS -DVS-DOCUMENTARY/TRAVEL	79.96	83.33	3.37	583.76	1,000.00	416.24
CHILDREN'S DVDS-MOVIES	427.54	341.67	(85.87)	1,567.03	4,100.00	2,532.97
CHILDREN'S GAMES	75.39	150.00	74.61	336.88	1,800.00	1,463.12
<b>TOTAL Expense - Video Tapes</b>	<b>2,652.65</b>	<b>975.00</b>	<b>(1,677.65)</b>	<b>7,107.35</b>	<b>11,700.00</b>	<b>4,592.65</b>
Expense - Computers						
INFORMATION TECHNOLOGY	976.00	766.67	(209.33)	4,128.00	9,200.00	5,072.00
COMPUTER EQUIPMENT	947.94	333.33	(614.61)	947.94	4,000.00	3,052.06
MLS COMPUTER	53.00	1,349.75	1,296.75	8,200.45	16,197.00	7,996.55
COMPUTER SOFTWARE	475.86	83.33	(392.53)	507.72	1,000.00	492.28
WEBSITE	.00	25.00	25.00	.00	300.00	300.00
E-MAIL	.00	10.42	10.42	.00	125.00	125.00
<b>TOTAL Expense - Computers</b>	<b>2,452.80</b>	<b>2,568.50</b>	<b>115.70</b>	<b>13,784.11</b>	<b>30,822.00</b>	<b>17,037.89</b>
Office Supplies						
OFFICE SUPPLIES	2,267.88	833.33	(1,434.55)	7,354.16	10,000.00	2,645.84
<b>TOTAL Office Supplies</b>	<b>2,267.88</b>	<b>833.33</b>	<b>(1,434.55)</b>	<b>7,354.16</b>	<b>10,000.00</b>	<b>2,645.84</b>
Operating expense						
UTILITIES	.00	.00	.00	469.30	.00	(469.30)
TELEPHONE	828.32	1,042.50	214.18	5,592.80	12,510.00	6,917.20
ELECTRICITY	2,154.39	2,291.67	137.28	17,896.23	27,500.00	9,603.77
GAS	667.48	525.00	(142.48)	2,339.80	6,300.00	3,960.20
WATER & GARBAGE	.00	75.00	75.00	489.77	900.00	410.23
<b>TOTAL Operating expense</b>	<b>3,650.19</b>	<b>3,934.17</b>	<b>283.98</b>	<b>26,787.90</b>	<b>47,210.00</b>	<b>20,422.10</b>
Building Expense/maintenance						
BUILDING SUPPLIES & MAINT	469.54	1,000.00	530.46	2,448.89	12,000.00	9,551.11
SERVICE CONTRACTS	3,103.40	2,916.67	(186.73)	21,261.05	35,000.00	13,738.95
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	1,620.00	2,200.00	580.00
BUILDING REPAIRS	.00	1,166.67	1,166.67	10,333.00	14,000.00	3,667.00
<b>TOTAL Building Expense/mainten</b>	<b>3,647.94</b>	<b>8,308.34</b>	<b>4,660.40</b>	<b>35,743.94</b>	<b>99,700.00</b>	<b>63,956.06</b>
Travel						
TRANSPORTATION	2.14	200.00	197.86	139.12	2,400.00	2,260.88
<b>TOTAL Travel</b>	<b>2.14</b>	<b>200.00</b>	<b>197.86</b>	<b>139.12</b>	<b>2,400.00</b>	<b>2,260.88</b>
Other Expense						
CONTINGENCY	.00	.00	.00	408.56	.00	(408.56)
DUES /MEMBERSHIPS	325.00	125.00	(200.00)	500.00	1,500.00	1,000.00
LIBRARY PROMOTION	400.00	366.67	(33.33)	631.86	4,400.00	3,768.14
POSTAGE	634.00	166.67	(467.33)	702.00	2,000.00	1,298.00
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 #71 15	3.95	.00	(3.95)	15.80	.00	(15.80)
ILL LOSS/DAMAGE	16.99	41.67	24.68	16.99	500.00	483.01
<b>TOTAL Other Expense</b>	<b>1,379.94</b>	<b>766.68</b>	<b>(613.26)</b>	<b>2,522.59</b>	<b>9,200.00</b>	<b>6,677.41</b>
Expense - Outside Services						
ACCOUNTING	2,000.00	2,125.00	125.00	10,000.00	25,500.00	15,500.00
AUDIT	2,515.00	583.33	(1,931.67)	2,515.00	7,000.00	4,485.00
LEGAL FEES	2,145.00	500.00	(1,645.00)	3,788.40	6,000.00	2,211.60
SERVICE CONTRACTS	.00	.00	.00	310.00	.00	(310.00)
PUBLIC INFORMATION	935.62	250.00	(685.62)	1,019.26	3,000.00	1,980.74
APPRAISAL	.00	37.50	37.50	365.00	450.00	85.00

## INCOME STATEMENT

FOR THE 5 PERIODS ENDED NOVEMBER 30, 2017

	PERIOD TO DATE			YEAR TO DATE		
	ACTUAL	BUDGET	VARIANCE	ACTUAL	ANNUAL BUDGET	VARIANCE
Expense - Outside Services	(Continued)					
COLLECTION SERVICE	\$ .00	16.67	16.67	26.85	200.00	173.15
STRATEGIC PLAN	100.00	41.67	(58.33)	100.00	500.00	400.00
PRINTING	.00	833.33	833.33	2,180.00	10,000.00	7,820.00
PAYROLL EXPENSE	440.11	333.33	(106.78)	1,700.02	4,000.00	2,299.98
PERSONNEL BACKGROUND CHECKS	.00	8.33	8.33	.00	100.00	100.00
TOTAL Expense - Outside Service	8,135.73	4,729.16	(3,406.57)	22,004.53	56,750.00	34,745.47
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	85,878.99	77,566.67	(8,312.32)	378,968.22	960,800.00	581,831.78
Net Income from Operations	(84,974.20)	5,159.99	(90,134.19)	93,330.40	31,920.00	61,410.40
Earnings before Income Tax	(84,974.20)	5,159.99	(90,134.19)	93,330.40	31,920.00	61,410.40
Net Income (Loss)	\$(84,974.20)	5,159.99	(90,134.19)	93,330.40	31,920.00	61,410.40

North Riverside Public Library District

Journal entries for month

*November, 2017*

Prepared by Jean Di Monte

Approved by \_\_\_\_\_

Date \_\_\_\_\_

## GENERAL JOURNAL

SOURCE POSTING REVERSING  
JOURNAL DATE JOURNAL COMMENT DATE  
PR-0004 11/30/17 POST P/R - NOV. 2017

ACCOUNT NO	DESCRIPTION/COMMENT	DEBIT	CREDIT
7508-01	ADMINISTRATORS	7,876.75	
7504-01	LIBRARY CLERKS	5,011.16	
7504-01	LIBRARY CLERKS	1,433.75	
7507-01	LIBRARY PAGES	1,421.46	
4220-01	FEDERAL WITHHOLDING		1,647.00
4250-01	FICA WITHHOLDING		971.11
4250-01	FICA WITHHOLDING		227.14
4240-01	STATE WITHHOLDING		722.58
4265-01	CAFETERIA PLAN		80.00
1501-01	CASH-1ST AMERICAN CHKG ACCT		12,095.29
7508-01	ADMINISTRATORS	8,998.00	
7504-01	LIBRARY CLERKS	4,787.67	
7504-01	LIBRARY CLERKS	1,434.58	
7507-01	LIBRARY PAGES	1,347.13	
4220-01	FEDERAL WITHHOLDING		1,923.74
4250-01	FICA WITHHOLDING		1,022.21
4250-01	FICA WITHHOLDING		239.04
4220-01	FEDERAL WITHHOLDING		764.79
4265-01	CAFETERIA PLAN		80.00
1501-01	CASH-1ST AMERICAN CHKG ACCT		12,537.60
7508-01	ADMINISTRATORS	8,868.00	
7504-01	LIBRARY CLERKS	4,494.13	
7504-01	LIBRARY CLERKS	1,423.37	
7507-01	LIBRARY PAGES	1,055.34	
4220-01	FEDERAL WITHHOLDING		1,778.25
4250-01	FICA WITHHOLDING		977.18
4250-01	FICA WITHHOLDING		228.56
4240-01	STATE WITHHOLDING		724.64
4265-01	CAFETERIA PLAN		80.00
1501-01	CASH-1ST AMERICAN CHKG ACCT		12,052.21
JOURNAL PR-0004 TOTALS:		48,151.34	48,151.34

PR-0005 11/30/17 POST EFTPS DEPOSITS-NOV. 2017

ACCOUNT NO	DESCRIPTION/COMMENT	DEBIT	CREDIT
4220-01	FEDERAL WITHHOLDING	1,647.00	
4250-01	FICA WITHHOLDING	1,198.25	
4240-01	STATE WITHHOLDING	722.58	
7670-08	SOCIAL SECURITY FUND	1,198.23	
7660-06	UNEMPLOYMENT INSURANCE	186.59	
1501-01	CASH-1ST AMERICAN CHKG ACCT		4,952.65
4220-01	FEDERAL WITHHOLDING	1,923.74	
4250-01	FICA WITHHOLDING	1,261.25	
4240-01	STATE WITHHOLDING	764.79	
7670-08	SOCIAL SECURITY FUND	1,261.29	
7660-06	UNEMPLOYMENT INSURANCE	163.63	

## GENERAL JOURNAL

SOURCE JOURNAL	POSTING DATE	JOURNAL COMMENT
PR-0005	11/30/17	POST EFTPS DEPOSITS-NOV. 2017

REVERSING DATE
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(Continued)

ACCOUNT NO	DESCRIPTION/COMMENT	DEBIT	CREDIT
1501-01	CASH-1ST AMERICAN CHKG ACCT		5,374.70
4220-01	FEDERAL WITHHOLDING	1,778.25	
4250-01	FICA WITHHOLDING	1,205.74	
4240-01	STATE WITHHOLDING	724.64	
7670-08	SOCIAL SECURITY FUND	1,205.71	
7660-06	UNEMPLOYMENT INSURANCE	132.56	
1501-01	CASH-1ST AMERICAN CHKG ACCT		5,046.90
JOURNAL PR-0005 TOTALS:		15,374.25	15,374.25
SOURCE PR TOTALS:		63,525.59	63,525.59
REPORT TOTALS:		63,525.59	63,525.59

## GENERAL JOURNAL

SOURCE JOURNAL	POSTING DATE	JOURNAL COMMENT	REVERSING DATE		
GJ-0013	11/30/17	INTEREST INCOME-NOV. 2017			
ACCOUNT NO	DESCRIPTION/COMMENT	DEBIT	CREDIT		
1501-01	CASH-1ST AMERICAN CHKG ACCT	2.89			
1511-01	INVEST/SAVINGS 1ST AMER BANK	19.60			
6906-01	INTEREST INCOME		22.49		
JOURNAL GJ-0013 TOTALS:		22.49	22.49		
GJ-0014	11/30/17	AUTO DEDUCT.-NOV. 2017			
ACCOUNT NO	DESCRIPTION/COMMENT	DEBIT	CREDIT		
8303-07	GAS	667.48			
8430-01	PAYROLL EXPENSE	440.11			
1501-01	CASH-1ST AMERICAN CHKG ACCT		1,107.59		
JOURNAL GJ-0014 TOTALS:		1,107.59	1,107.59		
GJ-0015	11/30/17	COPIER, FINES & OTHER-NOV.			
ACCOUNT NO	DESCRIPTION/COMMENT	DEBIT	CREDIT		
6903-01	COPIER, FINES, OTHER		800.64		
1501-01	CASH-1ST AMERICAN CHKG ACCT	800.64			
JOURNAL GJ-0015 TOTALS:		800.64	800.64		
GJ-0016	11/30/17	TRANSFER FROM MM/AC-NOV.2017			
ACCOUNT NO	DESCRIPTION/COMMENT	DEBIT	CREDIT		
1501-01	CASH-1ST AMERICAN CHKG ACCT	70,000.00			
1511-01	INVEST/SAVINGS 1ST AMER BANK		70,000.00		
JOURNAL GJ-0016 TOTALS:		70,000.00	70,000.00		
GJ-0017	11/30/17	BANK CHARGES-NOV, 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-0017 TOTALS:		3.95	3.95		
SOURCE GJ TOTALS:		71,934.67	71,934.67		
REPORT TOTALS:		71,934.67	71,934.67		

## GENERAL JOURNAL

SOURCE JOURNAL POSTING DATE JOURNAL COMMENT REVERSING DATE  
 GJ-0019 11/20/17 CORRECT POSTING OF 11/20/17

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
JOURNAL GJ-0019 TOTALS:		1,640.00	1,640.00

GJ-0020 11/30/17 INTEREST INCOME-NOV. 2017

ACCOUNT NO	DESCRIPTION/COMMENT	DEBIT	CREDIT
1505-07	CHASE BANK	1.26	
1507-07	CASH- IPTIP -U.S. BANK	80.40	
6906-01	INTEREST INCOME		81.66
JOURNAL GJ-0020 TOTALS:		81.66	81.66

GJ-0021 11/30/17 REVERSE J.E.-0018 (ENTER.MANUA

ACCOUNT NO	DESCRIPTION/COMMENT	DEBIT	CREDIT
1501-01	CASH-1ST AMERICAN CHKG ACCT	980.00	
8150-01	CHILDREN'S PROGRAMS		980.00
JOURNAL GJ-0021 TOTALS:		980.00	980.00
SOURCE GJ TOTALS:		2,701.66	2,701.66

PR-0006 11/30/17 CORRECT POSTING PR#4 11/30/17

ACCOUNT NO	DESCRIPTION/COMMENT	DEBIT	CREDIT
4220-01	FEDERAL WITHHOLDING	764.79	
4240-01	STATE WITHHOLDING		764.79
JOURNAL PR-0006 TOTALS:		764.79	764.79
SOURCE PR TOTALS:		764.79	764.79
REPORT TOTALS:		3,466.45	3,466.45

# **INSURANCE PROPOSAL**

## **PREPARED FOR:**

**NORTH RIVERSIDE PUBLIC  
LIBRARY DISTRICT  
2400 S. Des Plaines Ave.  
North Riverside, IL 60548**

## **PRESENTED BY:**

**Jack Cook, CLU, ChFC, RHU**

**Cook and Kocher Insurance Group, Inc.  
300 S. Northwest Highway, Suite 208  
Park Ridge, IL 60068  
847-692-9200 - Phone  
847-692-9299 - Fax**



This presentation is designed to give you an overview of the insurance coverage's we are offering for your company. It is meant only as a general understanding of your insurance needs and should not be construed as a legal interpretation of the insurance policies that will be written for you. Please refer to your specific insurance contracts for details on coverage's, conditions and exclusions.



## COMMERCIAL PROPERTY COVERAGE

**Named Insured:** North Riverside Public Library District

**Company Name:** Utica National

**Policy Term:** 01/15/2018 – 01/15/2019

**Premises Number:** 0001      **Building Number:** 0001

**Street Address:** 2400 S. Des Plaines Ave., North Riverside, IL 60546

Limits	Property Description	Deductible	Co-Ins	Value	Cause of Loss
\$5,073,421	Building	\$1,000	100%	RC	Special w/theft
\$1,176,230	Business Personal Property	\$1,000	100%	RC	Special w/theft
\$50,000	Back Up of Sewer & Drains	\$1,000			
12 Month ALS	Business Income				
\$76,760	Fine Arts	\$1,000			
\$242,624	Collection	\$1,000			

\*\* Building limit was \$4,973,942

\*\* Business Personal Property limit was \$1,176,230.

## COMMERCIAL GENERAL LIABILITY COVERAGE

**Named Insured:** North Riverside Public Library District

**Company Name:** Utica National

**Policy Term:** 01/15/2018 – 01/015/2019

Limits	Coverage Description
\$1,000,000	Each Occurrence – Bodily Injury & Property Damage
\$2,000,000	General Aggregate
\$1,000,000	Personal & Advertising Injury
\$100,000	Damage to Rented Premises (each occurrence)
\$5,000	Medical Expense (Any one person)
\$1,000,000	Hired Auto & Non-Owned Auto
\$1,000,000	Legal Liability
\$1,000,000	Employee Related Practices Liability
\$1,000,000	Employee Benefits Liability

## COMMERCIAL CRIME COVERAGE

**Named Insured:** North Riverside Public Library District

**Company Name:** Travelers

**Policy Term:** 01/15/2016 – 01/15/2018

Limits	Coverage Description
\$475,000	Employee Theft

## WORKERS COMPENSATION POLICY

**Named Insured:** North Riverside Public Library District

**Company Name:** Utica National

**Policy Term:** 01/15/2018 – 01/15/2019

Limits	Coverage Description
\$500,000	Each Accident
\$500,000	Disease – Policy Limit
\$500,000	Disease – Each Employee

Location	Code	Classification	Est. Payroll
01	8810	Clerical Office Employees NOC	\$391,674

## CATASTROPHIC COVERAGE'S

**Named Insured:** North Riverside Public Library District

**Company Name:** Utica National

**Policy Term:** 01/15/2018 – 01/15/2019

Limit	Coverage	Deductible / Retention
\$1,000,000	Umbrella	\$10,000
\$1,000,000	Flood	\$25,000
\$1,000,000	Earthquake	10%

## PREMIUM SUMMARY

**Named Insured:** North Riverside Public Library District

<b>Coverages</b>	<b>Utica Travelers</b>	<b>Utica Travelers</b>
	<b>2017-2018</b>	<b>2018-2019</b>
Package	\$8,814	11,308 **
Business Auto (Hired & Non-Owned)	Included	Included
Inland Marine	Included	Included
Crime (2 Year Policy)	\$717	\$870 *
Workers Compensation	\$1,596	\$1,645
Umbrella	\$489	\$636
<b>Total</b>	<b>\$11,616</b>	<b>\$14,459</b>

\*The Crime policy is a two year policy with an annual premium of \$870. The carrier is offering a 2 year pre-paid premium for \$1,654.

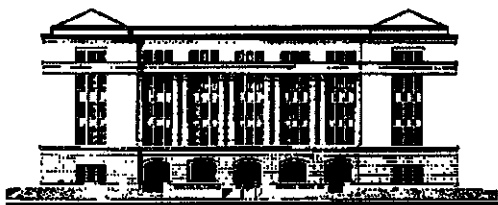
\*\*Claim Activity: 11/12/15-Damage water/pipe burst  
\$25,931.36 paid

01/07/17-Damage water/pipe burst  
\$33,016 paid

01/10/17-Damage water/pipe burst  
\$7,248 paid

## HALF-YEARLY RETIREMENT PAYOUT

According to Personnel Policy 315, the retirement payout due to full-time staff in December is \$4,382 which is 1/2 of the annual amount. Board approval is needed for this payout.



JESSE WHITE • Secretary of State & State Librarian  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**WWW.CYBERDRIVEILLINOIS.COM**

## Illinois State Library

### ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

If the library does not have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library, the application will not be reviewed or considered for funding.

Enter initials to confirm authorization to submit this application and to acknowledge you have read and understand the Program Overview and Administrative Rules for this grant offering from the Illinois State Library. If initials have not been entered (typed) on this line, the application will not be reviewed or considered for funding by the State Library.

MB

11/28/2017

Initials

Date

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

1. Legal Name of Library: North Riverside Public Library District

2. Library's Control Number: 30501 Branch Number: 00

3. Contact Information of Person completing this grant application:

Preparer's Name: Ms Marilyn Boria  
(Prefix) (First Name) (Last Name)

Preparer's Title: Interim Director

Preparer's Phone Number: (708) 447-0869

Preparer's Email Address: boriam@northriversidelibrary.org

4. Population Served: 6,672

All changes in population must be documented, and supporting information that details the increase or decrease shall be submitted electronically along with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that have been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and supporting information. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with additional questions.

5. **Standards Chapter Review:** As per the requirements, the library staff and at least one trustee must review Chapter 12, "Safety," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014* (75ILCS 10/8.1,1). Review the check list at the end of the chapter and report your findings.

Management staff reviewed Chapter 12, "Safety" of *Serving Our Public 3.0: Standards for Illinois Public Libraries* in November 2017. The Library was in compliance with all of the items on the checklist with the exception of the following:

The Library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers. (This floor plan will be developed in 2018.)

Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan. (This will be included when the floor plan above is developed.)

A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.

Copies of the emergency manual and disaster plan are provided to community safety personnel. (After a review of these documents, this will be done.)

6. **Trustees:** Review chapters 1-5 of the "TRUSTEE FACTS FILE, third or fourth edition," placing particular emphasis on the Library Board Bylaws contained in Chapter 3.

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

Describe the Library Board's plan to modify or create bylaws as a result of the review.

The Board of Trustees reviewed chapters 1-5 of the "Trustee Facts File, 4th edition, at their October 2017 regular meeting. These chapters were particularly pertinent this year because the Board has one new Trustee, one Board vacancy which will be filled in the next few months, and they will be hiring a new director in the first quarter of 2018.

The Board bylaws, which were last revised in October 2016, require an annual review. Due to the recent resignation of the Library Director, the next review will take place in the first half of 2018. Based upon the information in the "Trustee Fact File," the Board will add a section on procedures for filling an unexpired Trustee term and update several other sections.

Every Trustee has a copy of the Facts File and will refer to it when necessary during the year.

7. **All Trustees, existing and new, must complete the Open Meeting Act electronic training once during their appointment.**

[http://foia.ilattorneygeneral.net/pdf/Open\\_Meetings\\_Act\\_Elected\\_Appointed\\_Members.pdf](http://foia.ilattorneygeneral.net/pdf/Open_Meetings_Act_Elected_Appointed_Members.pdf)

Has each board member completed the test?      Yes ☐      Not yet ☒

All board members are to complete a Conflict of Interest Statement and an Economic Interest Statement annually. These are distributed by the County Clerk.

Has each board member completed a Conflict of Interest Statement?      Yes ☐      Not yet ☒

Has each board member completed an Economic Interest Statement?      Yes ☐      Not yet ☒

- 8. Continuing Education:** Library staff and at least one trustee will complete at least one educational program focusing on safety in the library. The requirement can be met via live presentation, webinar or a free online course. Providers may include, but are not limited to, local police and fire personnel, an Illinois Library System, the American Library Association, the Public Library Association, the Illinois Library Association or other state libraries. Report on the libraries commitment to the safety of staff and patrons in the event of an emergency, active shooter, fire, etc.

Management staff reviewed the online presentation by Dr. Steve Albrecht entitled Trends in Safety and Security for Libraries in December. All staff will be reviewing this information over the next few months.

Trustee Greg Gordon reviewed the same online presentation and shared the pertinent facts with the Board at their December 11, Committee of the Whole Meeting. There was a general discussion about ways to improve safety in the building and to train staff in effective ways to deal with challenging situations.

- 9. Please provide the hours the library and its branches are open, i.e. Monday - Thursday, 9 a.m. - 9 p.m.**

Monday - Thursday, 10 a.m. - 8 p.m.

Friday, 10 a.m. - 6 p.m.

Saturday, 10 a.m. - 4 p.m.

Sunday, Noon - 4 p.m. (Weekend after Labor Day to weekend before Memorial Day)

**10. Outreach:** The library shall familiarize itself with services provided by the Illinois State Library Literacy program at <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

Provide a brief description of the library's current or planned services to accommodate low literate English speaking and/or English as a Second Language patrons. Explain the library's involvement, if any, with the Illinois State Library Literacy initiative and/or local literacy agencies.

Would you like a follow-up discussion with a member of the Illinois State Library Literacy team after the January 15 deadline?    Yes ☐    Not at this time ☒

Although approximately 33% (2016 article in the Riverside-Brookfield newspaper) of the population of North Riverside is Hispanic, the Library does not have an active program to accommodate low literate English speaking and/or English as second language patrons. At their 11 December Committee of the Whole meeting, Trustees reviewed the grant and training opportunities offered through the Illinois State Library's Literacy Program. There was general agreement that when a new director is hired next year this should become one of the focuses of adult programming.

The staff management team also viewed the ISL website and discussed the importance of this topic to North Riverside residents. Although the Library does have a small Spanish language collection of books, it does not meet the challenge of low literate English speakers. In the coming year, the Library's adult programmer will work with local literacy groups to identify ways that the Library can provide appropriate services.

**11. Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards described in the most recent edition of *Serving Our Public 3.0: Standards for Illinois Public Libraries*. Use general categories in identifying actual planned expenditures.

The Per Capita Grant Funds will be used to improve the Library's collections by purchasing materials in a variety of formats to meet the needs and interests of the community. Currently, the Library spends slightly more than 9% of the operating budget on materials - which is below the recommended standard of 12% outlined in Chapter 7/Collection Management and Resource Sharing. The additional money provided by the Per Capita Grant would raise the percentage of the budget spent on materials to approximately 9.6% and will provide valuable resources for the public both in North Riverside and throughout the SWAN service area.





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Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

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### Illinois Public Library Per Capita Grant Expenditures Report

*Per Capita Grant funds must be obligated by June 30 and expended by August 15.*

Library Name: North Riverside Public Library District City: North Riverside, IL

Control Number: 30501 Branch Number: 00

Fiscal Year: 2016 Exact amount of Per Capita Grant received: \$5,143.00

**CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.**

☐ Materials (materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.)

☐ Programs (Summer Reading, Mom & Tot, educational, instructional, etc.)

☐ Personnel

☐ Electronic Access (databases, resource sharing, LLSAPs, system fees, etc.)

☐ Continuing Education (staff and/or board)

☐ Supplies

☒ **Equipment** (office equipment, computer software and hardware, etc.)

The Library added a Simple Scan (\$4,145) which scans, emails and faxes documents for residents who do not have access to this technology. The Library also purchased a free-standing charging station (\$720) for the teen/tween area to provide a place to charge phones, laptops and ipads while kids are studying. Finally, the Library purchased an HP PROBOOK 450 laptop (\$953) to replace older audio/visual equipment in the meeting room used for public programs.

☐ **Travel**

☐ **Public Relations** (newsletters, media ads, etc.)

☐ **Telecommunications** (phone, fax, internet, cable, etc.)

☐ **Construction – Be specific** (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic remodeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

☐ **Contractual Services – Be specific** (legal fees, architect fees, consulting fees, etc.)

☐ **Other – Be specific** (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)

## PURCHASE OF AN ADDITIONAL PUBLIC SERVICE DESK CHAIR

In addition to the two chairs which were purchased last month, one more chair is needed for the adult reference librarian to replace her worn chair and to match the chair of the Teen/Tween Librarian which will be right next to it. The cost would be approximately \$250 with shipping.

Since it appears that there are no funds budgeted for furniture and equipment this year, Administrative Staff propose that this purchase be charged to line item 8158-01 Strategic Initiatives.

To: North Riverside Public Library Staff

FM: The Board of Trustees

Thank you for your contributions to the Library this past year. Your dedication and commitment to providing outstanding library service truly enriches life in North Riverside! We wish you and your families a happy and peaceful Holiday Season.

**ORDINANCE NO. 17-12-01**

**ORDINANCE ADOPTING POLICY PROHIBITING HARASSMENT,  
DISCRIMINATION, AND RETALIATION**

**(and procedures for reporting and investigating complaints)**

WHEREAS, the North Riverside Public Library District (the Library) is a unit of local government which operates a Public Library; and

WHEREAS, by P.A. 100-0554 effective November 16, 2017, the Illinois General Assembly amended the State Officials and Employees Ethics Act (Ethics Act), 5 ILCS 430/1-1 et seq.; and

WHEREAS, the provisions of P.A. 100-0554 relevant to the Library (5 ILCS 430/70-5) are the following:

No later than 60 days after the effective date of this amendatory Act of the 100<sup>th</sup> General Assembly, each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. The policy shall include, at a minimum: (i) a prohibition on sexual harassment; (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights; (iii) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under this Act, the Whistleblower Act, and the Illinois Human Rights Act; and (iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

WHEREAS, the attached Policy Prohibiting Harassment, Discrimination, and Retaliation is intended to comply with the requirements of the Ethics Act, as amended by P.A. 100-0554.

NOW, THEREFORE, IT IS ORDAINED by the Board of Library Trustees as follows:

1. The attached Policy Prohibiting Harassment, Discrimination, and Retaliation be and is adopted.
2. This Ordinance and the attached Policy supersede Ordinances and Policies, if any, which conflict with this Ordinance and the attached Policy.
3. This Ordinance is effective immediately.

Passed this 18th day of December, 2017.

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

NAYES: \_\_\_\_\_

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

ABSTAIN: \_\_\_\_\_

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

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

# **POLICY PROHIBITING HARASSMENT, DISCRIMINATION AND RETALIATION**

## **(and Procedures for Reporting and Investigating Complaints)**

The North Riverside Public Library is committed to maintaining a work environment free of discrimination, harassment and retaliation. In keeping with this commitment, the Library will not tolerate harassment of Library employees or officials by anyone, including any supervisor, co-worker, elected or appointed official or any third-party. All employees and officials are expected to avoid any behavior or conduct which could reasonably be interpreted as harassment. All employees and officials are expected to make it known promptly, through the avenues identified below, when they experience or witness offensive or unwelcome conduct.

All employees and officials must comply with this Policy. Violations will not be tolerated. Even where conduct is not sufficiently severe or pervasive to constitute an actionable legal violation, the Library discourages such conduct in the workplace.

### **A. Discrimination**

Prohibited Conduct. The Library prohibits discrimination, harassment and retaliation on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law. A violation of this Policy, however, does not necessarily rise to the level of a violation of the law.

Application of Policy. This Policy applies to all employment-related decisions, actions, conduct and terms and conditions of employment, such as, but not limited to, hiring, training, promotion, wages, hours, assignments, benefits and termination of employment. Employment decisions at the Library will be based on considerations such as, but not limited to, the following: skills, experience, qualifications and merit, to the extent that any of those considerations would apply to the specific circumstances and position involved.

### **B. Harassment**

Harassment is a form of discrimination and is prohibited. The Library seeks to provide a work environment in which all individuals are treated with respect and dignity and which is free from sexual harassment as well as other types of harassment described in this Policy.

All employees and officials are responsible for conducting themselves in accordance with this Policy. The Library will not condone harassment, whether engaged in by employees, supervisors, management, officials or by those who do business with the Library, such as, but not limited to, vendors, contractors, patrons, visitors and other third parties. Violation of this Policy shall be considered grounds for disciplinary action, up to and including termination of employees and reporting officials to appropriate authorities.

#### 1. Harassment Relating to a Protected Status:

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, color, race, religion, national origin, age, physical or mental disability or other protected group status. The Library will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. The conduct forbidden by this Policy specifically includes, but is not limited to:

- Slurs, negative stereotyping, demeaning or degrading comments, nicknames or intimidating acts that are based on a person's protected status;
- Written or graphic material that is circulated, available on the Library's computer system or technology resources, or posted or distributed in the workplace that shows hostility toward a person or persons because of their protected status.

## 2. Sexual Harassment:

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same-sex. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature become sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such person; or (3) such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

This Policy forbids harassment based on sex, regardless of whether it rises to the level of a legal violation. The Library considers the following conduct to represent some of the types of acts that violate this Policy:

1. either explicitly or implicitly conditioning or providing preferential treatment in any term of employment (such as continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
2. physical contact, such as patting, pinching or brushing against any part of another's body or physical assaults of a sexual nature;
3. sexual propositions, sexual innuendo, suggestive comments;
4. continuing to ask an employee to socialize on or off-duty when the employee has indicated that she or he is not interested;
5. displaying or transmitting demeaning, obscene or sexually suggestive pictures, objects, cartoons, or posters anywhere in the Library workplace;
6. sexually oriented kidding, teasing, practical jokes, or threats;
7. referring to or calling a person a sexualized name;
8. telling sexual jokes or using sexually vulgar or explicit language;
9. making derogatory or provoking remarks about or relating to an employee's sex or sexual orientation;
10. harassing acts or behavior directed against a person on the basis of an employee's sex or sexual orientation; or
11. off-duty conduct that falls within the above definition and affects the work environment.

Everyone is required to avoid behavior or conduct that could reasonably be interpreted as prohibited harassment under this Policy. Employees and officials are encouraged to inform others in the workplace when their behavior is unwelcome, offensive, inappropriate, or in poor taste. Employees and officials are expected to come forward promptly and report any violations pursuant to this Policy before the alleged offending behavior becomes severe or pervasive.

## C. **Retaliation**

The Library will not retaliate or allow retaliation against an individual who has made a report of a violation of this Policy or for cooperating in an investigation. This, of course, means that



employees and officials also must not retaliate against any individual who has made a report of a violation of this Policy or who has cooperated in an investigation. Retaliation by anyone against anyone else for reporting violations of this Policy or cooperating in an investigation is strictly prohibited. Anyone who is found by the Library to have engaged in retaliation may be subject to discipline, up to and including termination of employment, or reporting conduct of officials to appropriate authorities.

Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

#### **D. Procedure for Reporting and Investigation of Harassment, Discrimination and Retaliation**

1. Reporting: All employees and officials are responsible for helping to avoid all forms of harassment. Anyone who believes he or she has experienced conduct inconsistent with this Policy or otherwise learns of conduct prohibited by this Policy is responsible for reporting the conduct through the Complaint procedure.

This Policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination. Employees or officials may make an incident report for this purpose or may report conduct in any other manner, including making a confidential report to a supervisor, Library Director, Library Board, or the Department of Human Rights.

In addition, each supervisor must immediately report to the Library Director, or an official any complaint or observation of conduct which may violate this Policy. Supervisors or managers or officials who have knowledge of any conduct inconsistent with or prohibited by this Policy and do not report it to one or more of the above are subject to disciplinary action, up to and including termination or reporting officials to appropriate authorities.

2. Report Immediately: Verbal complaints, as stated, must be made immediately. The Library may follow up in writing in order to assure complete understanding of and resolution of the specific complaint.

3. No Exception to Reporting: Please note that there are no exceptions to this reporting requirement. There is no friendship exception. Even if the alleged victim or perpetrator of the conduct is a friend, acquaintance, family member, relative or co-worker, each and every employee and official is required to report the incident or complaint, as the case may be.

4. Investigation: Any conduct inconsistent with or prohibited by this Policy will be investigated promptly. The Library is committed to investigating and taking prompt and appropriate action with respect to all such claims and strongly urges internal utilization of this Policy. The Library may put reasonable interim measures in place, such as a leave of absence (with or without pay) or a transfer, while the investigation takes place.

5. Disciplinary Action: All reports of violations of this Policy shall be made in good faith. Therefore, all reports will be taken seriously and they will be promptly investigated. Employees and officials are required to cooperate with investigations conducted by the Library.

Employees or officials who engage in conduct that is found by the Library to be inconsistent with or prohibited by this Policy are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Persons knowingly making a false report are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Failure to cooperate in an investigation also will subject an employee to the same disciplinary action. The Library may discipline an employee for any inappropriate conduct discovered in investigating reports made under this Policy.

6. Confidentiality: To the fullest extent practical, the Library will keep complaints and the terms of their resolution confidential. However, in order to effectively investigate such complaints, the Library must inquire of employees or officials involved. The Library also has sole discretion to determine the scope of the investigation and, within that scope, the individuals who should be informed of and asked about the allegations.

7. The EEOC, State and Local Agencies: Employees and officials are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation to promote prompt resolution of any problems. However, employees and officials may also file a charge in writing with the Illinois Department of Human Rights within 180 days of the conduct and/or the Equal Employment Opportunity Commission at:

Illinois Department of Human Rights  
100 W. Randolph St., Suite 10-100  
Chicago, IL 60601  
(312) 814-6200

Equal Employment Opportunity Commission  
500 West Madison Street, Ste. 2800  
Chicago, Illinois 60661-2511  
(312) 353-2713

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

**Minutes of the meeting of November 20, 2017**

**1. Open of Meeting**

The meeting was called to order by Trustee Corgiat at 7:35 p.m. Roll call was taken.

Present: Annette Corgiat, P. J. Folz, Al Pineda, Ken Rouleau

Absent: Greg Gordon, Brad Lanken, Elizabeth Tomasek

Also Present: Interim Director Marilyn Boria, Jean DiMonte of DiMonte and Assoc;  
Jill Cannizzo

A quorum was established.

Trustee Folz 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, Al Pineda, Ken Rouleau

Nays: None

Motion carried

**2. Open Forum**

No visitors tonight.

**3. Financial Reports**

A. Treasurer Lanken is absent.

B. Jean DiMonte presented the financial reports for the month ending October 31, 2017.

C. Trustee Rouleau made a motion to approve the financial statements as presented. Trustee Pineda seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Al Pineda, Ken Rouleau

Nays: None

Motion carried

D. Trustee Folz made a motion to approve Warrant List #17-10 in the amount of \$32,847.98. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Al Pineda, Ken Rouleau

Nays: None

Motion carried

E. Trustee Pineda made a motion transfer \$70,000.00. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Al Pineda, Ken Rouleau

Nays: None

Motion carried

#### **4. Committee Reports**

##### **A. Buildings and Grounds**

###### **1. Carpeting Proposal for the Storytime Room.**

Trustee Pineda made a motion to approve the carpeting proposal from Mr. David's Carpeting in the amount of \$10,000.00 from the buildings and grounds budget. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Al Pineda, Ken Rouleau

Nays: None

Motion carried

###### **2. Purchase of Reference Desks for Adult Services and Teen/Tween Services**

Trustee Folz made a motion to approve the purchase two reference desks and two desk chairs with the money coming from the strategic initiative line item in the amount of \$5100.00. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Al Pineda, Ken Rouleau

Nays: None

Motion carried

##### **B. Finance (Brad Lanken, chairman)**

1. Trustee Rouleau made a motion to approve Tax Levy Ordinance 17-11-01 levying taxes for the Fiscal Year July 1, 2017 to June 30, 2018 in the amount of \$1,020,000 as presented. Trustee Pineda seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Al Pineda, Ken Rouleau

Nays: None

Motion carried

##### **C. Personnel (Greg Gordon, chair)**

###### **1. Staff Holiday Party Funds**

Trustee Pineda made a motion to approve up to \$400.00 for the staff holiday party. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P. J. Folz, Al Pineda, Ken Rouleau

Nays: None

Motion carried

##### **D. Policy (Elizabeth Tomasek, Chair)**

Nothing to report tonight

#### **5. President**

1. Holiday Open House - It is Saturday, December 9th, 12:00 - 3:00 p.m. and everything is set.

#### **6. Other Action Items**

##### **A. Approval of minutes**

Trustee Rouleau made a motion to approve the minutes of the October 16, 2017 Board meeting as presented. Trustee Folz seconded the motion. All ayes, motion carried.

President Corgiat reported that she formally got a letter of resignation from Trustee Tomasek. She is moving and will no longer be able to be part of the Board. She will stop by the director's office and pick up her name plate and picture. There is a member of the foundation that is being considered to take this position. President Corgiat has asked for her to give a bio for all of the Board members to look at and then it will be decided from there.

#### **7. Information Items**

- A. Committee meetings - None tonight
- B. Calendar - All up to date
- C. Memorial Books Fund - Nothing to report tonight
- D. Correspondence - None tonight
- E. Board Action Log - All up to date
- F. Trustee Continuing Education - Marilyn will let Board members know what they need to review online for the Per Capita Grant
- 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 Rouleau made a motion to adjourn the meeting at 8:15 p.m. Trustee Folz seconded the motion. All ayes, motion carried.

Respectfully Submitted  
Jill M. Cannizzo

**ORDINANCE NO. 17-12-02**

**AN ORDINANCE RATIFYING  
APPOINTMENT OF A LIBRARY TRUSTEE**

**(Heidi Rouleau Vacancy/Allan Pineda Appointment)**

WHEREAS, Heidi Rouleau ("Rouleau") was elected as a Library Trustee; and

WHEREAS, Rouleau resigned several months ago; 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. Ratify the declaration of a vacancy in the office of Library Trustee for a term set to expire in 2023 (the term to which Rouleau was elected);
- B. Ratify the appointment of Allan Pineda to fill the vacancy until the next regular election of Library Trustees in April, 2019.
- C. Ratify all Board votes, actions, approvals, and decisions from the date Allan Pineda began serving on the Board.

This Ordinance is effective upon passage.

PASSED this 18<sup>th</sup> day of December, 2017, pursuant to a roll call vote as follows:

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

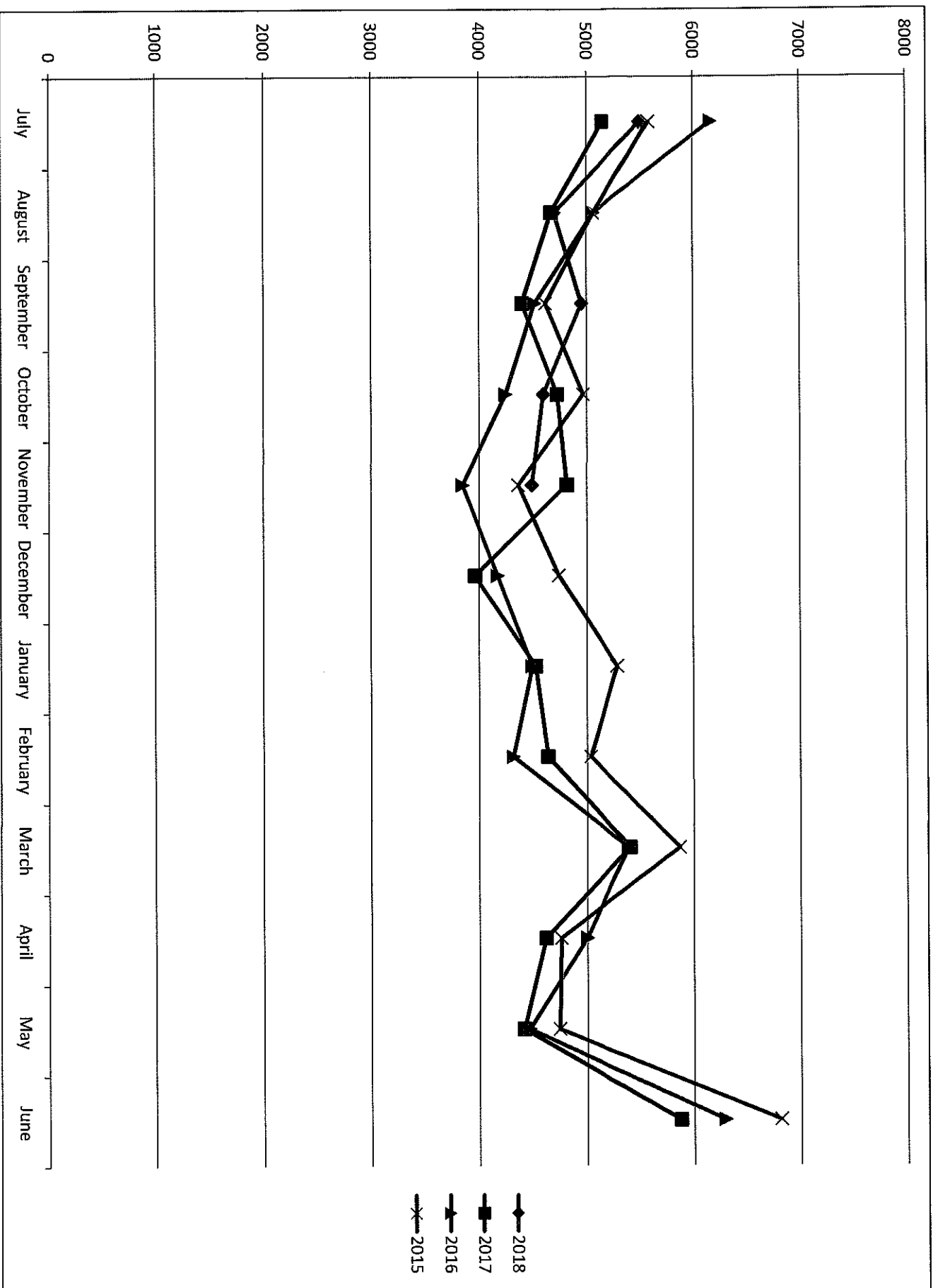
NAYS: \_\_\_\_\_

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

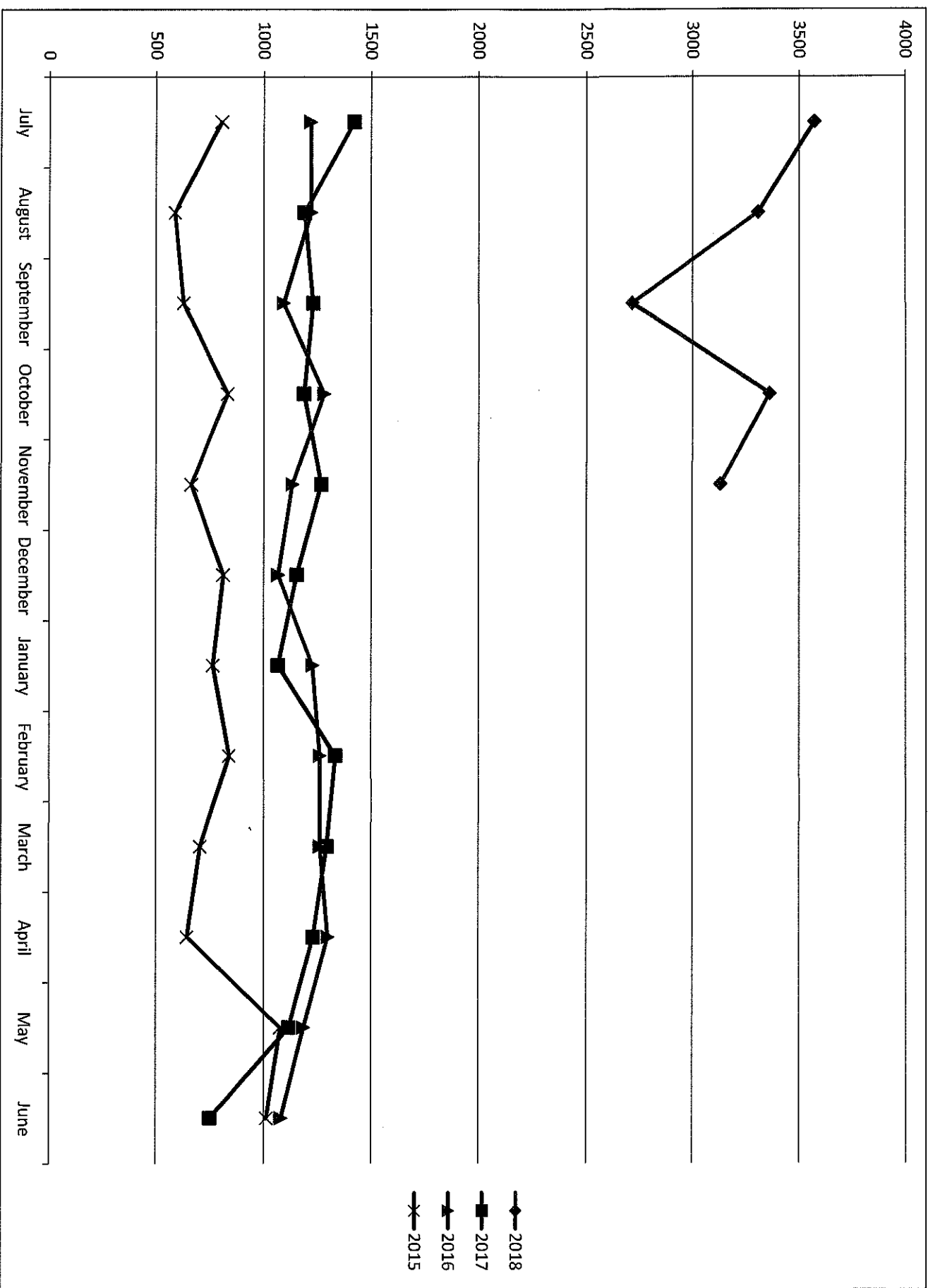
\_\_\_\_\_  
Annette Corgiat, President  
Board of Trustees  
North Riverside Public Library District

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

## CHECKOUTS

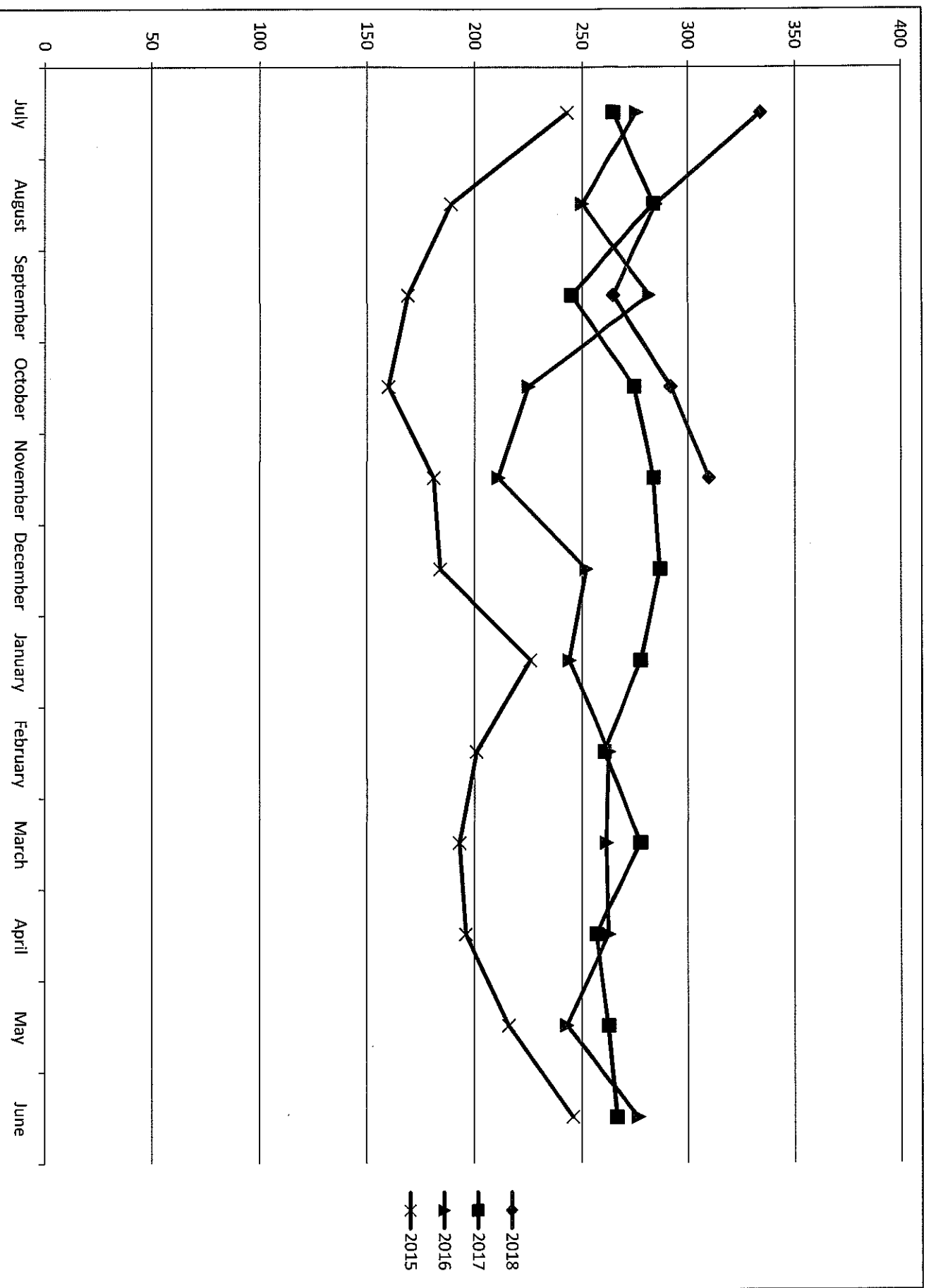


# RENEWALS

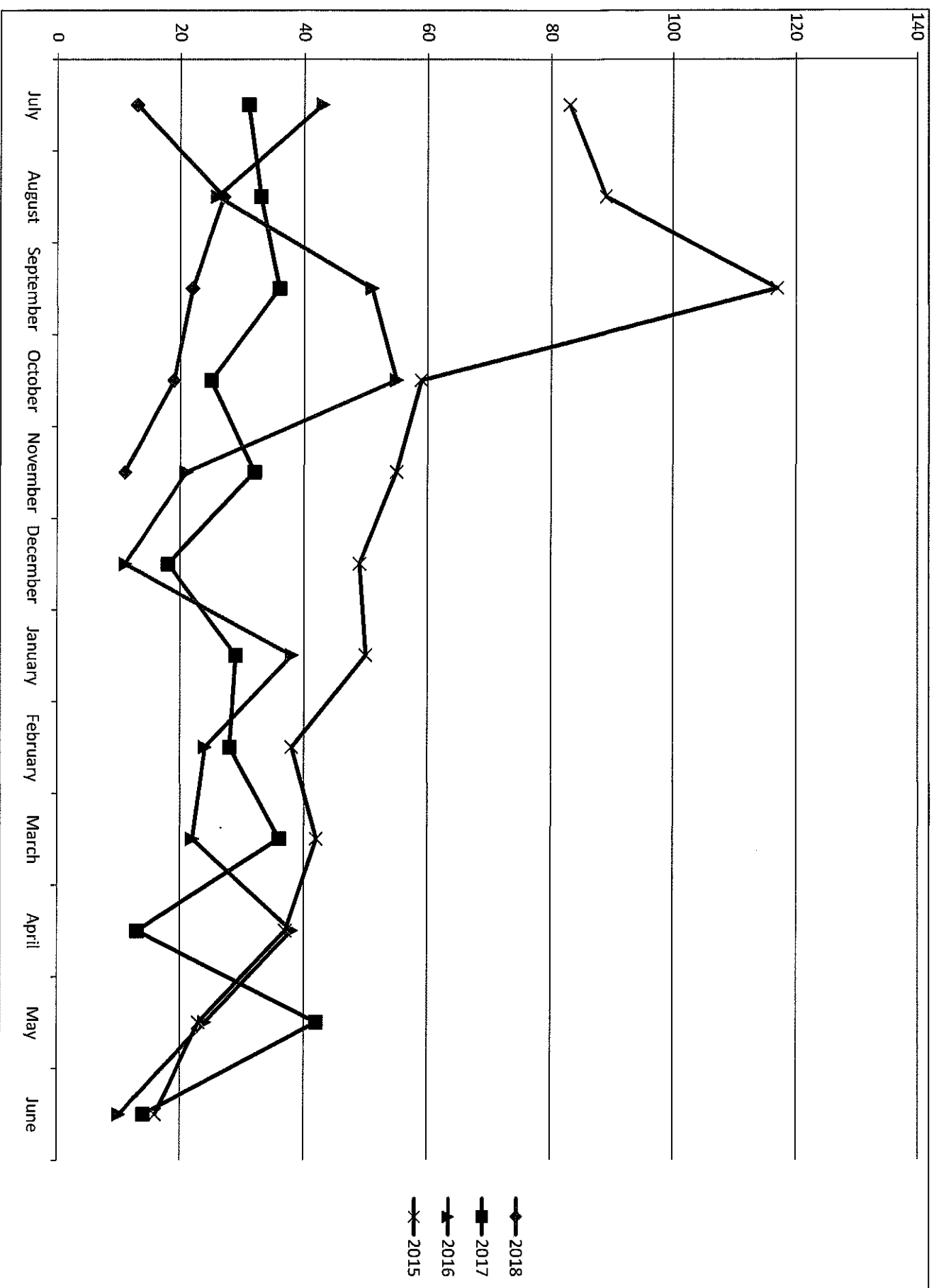




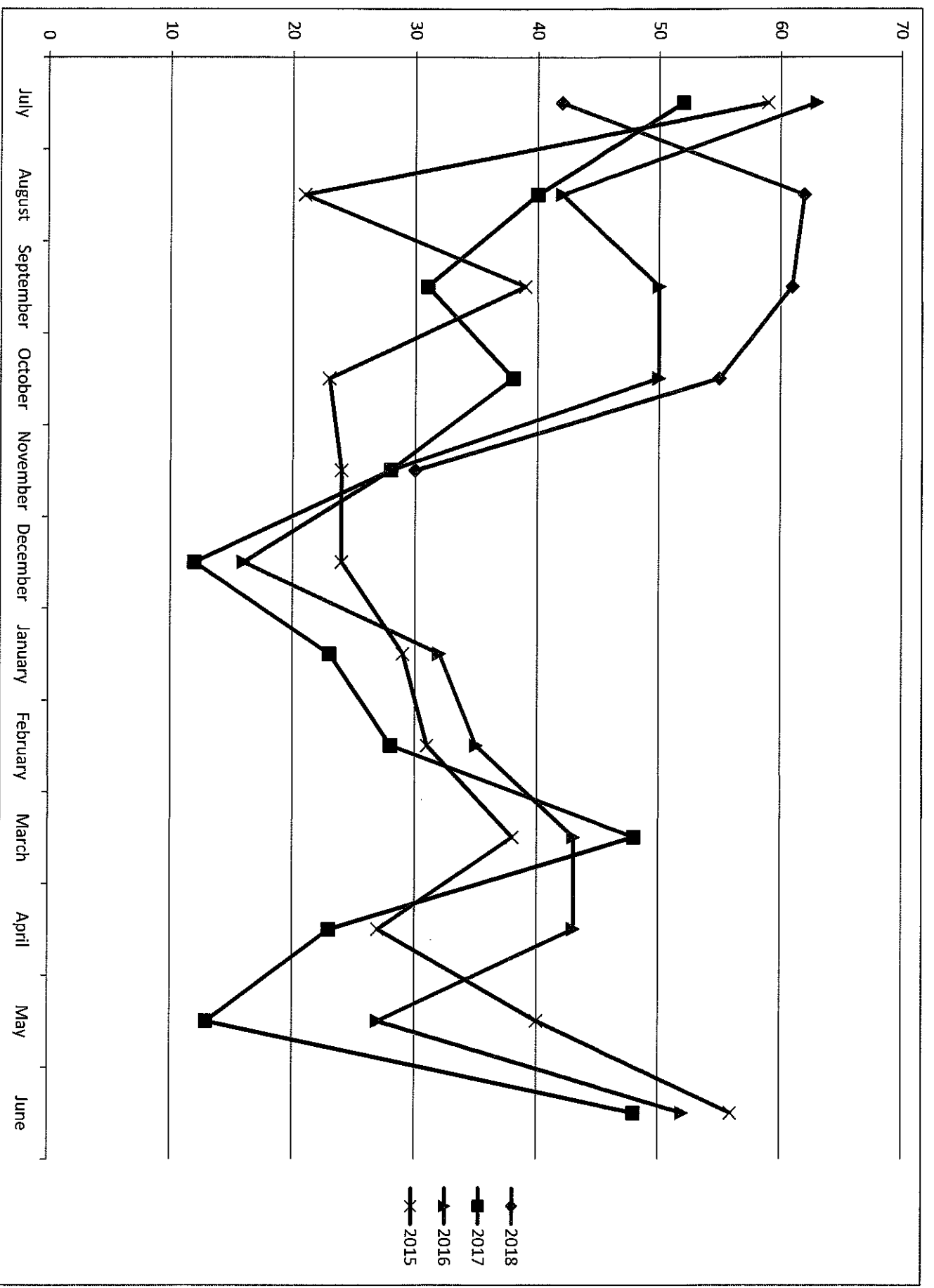
# EBOOK CHECKOUTS



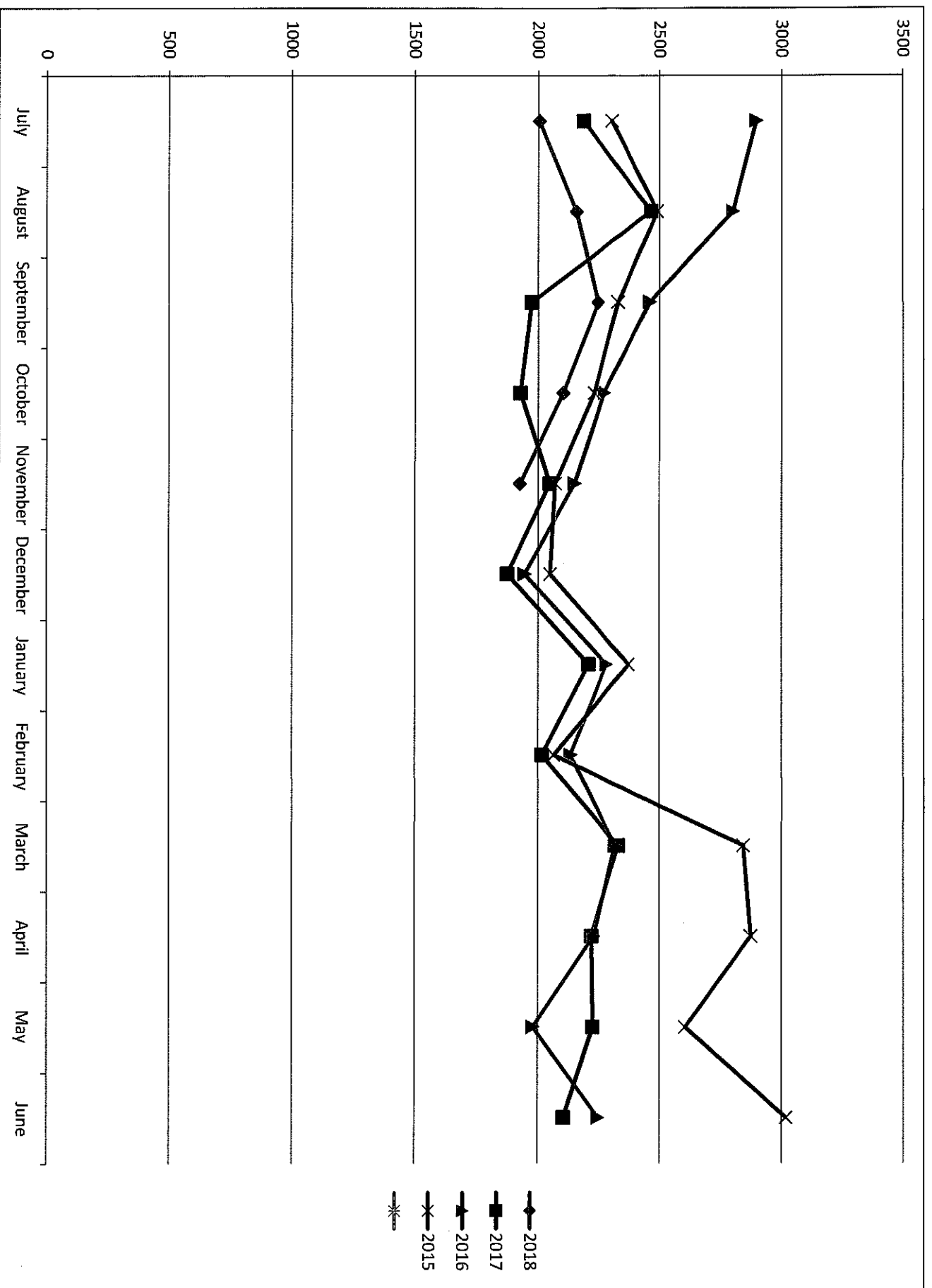
# ZINIO



# NEW CARDS



# WEB VISITS



## **November 2017 Youth Services statistics**

### **PROGRAMS OFFERED**

12 for children under age 5

10 for elementary age children

5 for teens & tweens

### **PROGRAM ATTENDANCE**

365 children under age 5

217 elementary age children

81 teens & tweens

# ADULT PROGRAM STATISTICS FOR NOVEMBER, 2017

<u>DATE</u>	<u>PROGRAM</u>		<u>PATRONS</u>
11/1	Movie: <i>"Sands of Iwo Jima"</i>		3
11/8	Writing and Self-Publishing	5 < age 60	8
11/11	National Novel Writing Month Write-In	3 < age 60	5
11/14	Book Club: <u>Hidden Figures</u>	3 < age 60	12
11/15	Hamilton's Women	1 < age 60	23
11/28	Adult Coloring Club		2
11/3	Senior Drop-In		12
11/10	Senior Drop-In		4
11/17	Senior Drop-In		8
			77

Submitted by Mary Cooper, Adult Services Librarian, MLS