

Finance Committee  
North Riverside Public Library  
May 8, 2017 6:30 PM

AGENDA

- Review and Approve Minutes of Previous Meeting (Action)
- Review Financials
  - Review 2016-2017 Financials
  - Review fund balances
- Review tax appeals
- Review and approve warrant list (Action)
- Review and approve transfer amount (Action)
- Old Business
  - Review Jean's notes from previous financials
- New Business
  - Review and approve new bank account to be used with new cash register system. (Action)

Monte

from: Brad Lanken <blanken@c-tecinc.com>  
sent: Tuesday, April 11, 2017 8:45 PM  
to: 'Lorene Kennard'; Jean Di Monte  
cc: corg2258@sbcglobal.net; Greg Gordon (gordong@northriversidelibrary.org)  
subject: Finance Committee Clarification Needed By 5/6/2017

## • Income Statement-12/31/16

### ○ Salaries/Unemployment Insurance

- \$426.91 needs to be reversed from prior month expense and reposted to Benefits/Unemployment Insurance *PR #5 1/31/17 reallocated 1/31/17*
- Salaries/Unemployment Insurance account was created in error and is a duplicate account and needs to be made inactive

### ○ Benefits/Health Insurance

- \$3,619.20 is posted as expense on income statement, but no JE or check on warrant list to tie to in December *See CK # 11032 dated 12/13/16 on 1/9/17 Warrant LIST*

### ○ Library Materials/Books on CDs-Youth

- \$0 is posted as expense on income statement, but \$18.24 is listed on the warrant list in December *See BAK + Taylor # 10983*

### ○ Books/Fiction & Non-Fiction

- \$239.48 is posted as expense on income statement, but \$1,961.88 is listed on the warrant list in December *CK # 10983*

### ○ Books/Fiction & Non-Fiction-Juvenile

- \$509.87 is posted as expense on income statement, but \$2,434.31 is listed on the warrant list in December *CK # 10983*

### ○ Other/Postage

- \$72.00 is posted as expense on income statement, but \$352.05 is listed on the warrant list in December *Petty Cash CK # 11019*

### ○ Other/Miscellaneous

- \$8,000.00 is posted as expense on income statement, but this should be reversed and reposted from income/unrealized gains to other/legal expense *Reversed out + reposted AJ # 2 2/28/17*

## • Income Statement-01/31/17

### ○ Salaries/Unemployment Insurance

- \$426.91 needs to be reversed from prior month expense and reposted to Benefits/Unemployment Insurance *PR #3 1/31/17*
- Salaries/Unemployment Insurance account was created in error and is a duplicate account and needs to be made inactive

### ○ Benefits/Taxes-FICA

- \$2,731.15 needs to be reversed and reposted to Benefits/Social Security *PR #6 1/31/17*
- Benefits/Taxes-FICA expense was created in error and is a duplicate account of Benefits/Social Security and needs to be made inactive

### ○ Benefits/Health Insurance

- \$2,271.54 is posted as expense on income statement, but no JE and check for \$3,619.20 on warrant list don't tie to expense on income statement ✓ *See CK 11032 dated 12/13/17 on Jan Warrant LIST*

### ○ Building & Maintenance/Service Contracts

- \$2,810.19 is posted as expense on income statement, but \$2,842.26 is listed on the warrant list in January *includes 355.00 posted to inactive A/C*
- **Programs/Summer Reading Programs**
  - \$729.96 is posted as expense on income statement, but \$329.42 is listed on the warrant list and JE for \$370.00 in January don't tie to expense on income statement
- **Other/Miscellaneous**
  - \$8,000.00 is posted as expense on income statement, but this a duplicate, it was also posted as an expense on 12/31/16 Income Statement. *See AJ #2 2/28/17*
  - \$8,000.00 is posted as expense on income statement, but this should be reversed from prior month and reposted from income/unrealized gains to other/legal expense
- **Outside Services/Service Contracts** *CK # 11072*
  - \$355.00 is posted as expense on income statement, but no JE or check on warrant list
  - If expense is valid then \$355.00 needs to be reversed and reposted to Building & Maintenance/Service Contracts *OLD A/C used in error*
  - Outside Services/Service Contracts expense was created in error and is a duplicate account and needs to be made inactive *(8403=07) used in error*
- **Insurance/Insurance**
  - \$320.00 is posted as expense on income statement, but no JE and no check on warrant list *CK # 11081 on Feb. Warrant List*

## • Income Statement-02/28/17

- **Salaries/Unemployment Insurance**
  - \$426.91 needs to be reversed from prior month expense and reposted to Benefits/Unemployment Insurance *PR # 05 1/31/17*
- **Benefits/Unemployment Insurance**
  - \$0 is posted as expense on income statement, but no JE for \$426.91 from account reactivated in error -Salaries/Unemployment Insurance *See PR # 7 2/28/17*
- **Benefits/Taxes-FICA**
  - \$1,310.24 needs to be reversed and reposted to Benefits/Social Security, but then Benefits/Social Security won't tie to JE's in the amount of \$2,905.27. So what is the \$1,310.24?
  - Benefits/Taxes-FICA account was created in error and is a duplicate account of Benefits/Social Security and needs to be made inactive
- **Benefits/Health Insurance**
  - \$0 is posted as expense on income statement, but no JE and check for \$2,271.54 on February warrant list don't tie to expense on income statement *posted in Jan P/s CK # 11077 1/17/17*
- **Programs/Children's Programs**
  - \$42.75 is posted as expense on income statement, but \$73.29 is listed on the warrant list in February *See CK # 11078 of 1/17/17*
- **Computers/Information Technology**
  - \$750.00 is posted as expense on income statement, but \$1,500.00 is listed on the warrant list and no JE in February *See CK # 11082 dated 1/17/17*
- **Building & Maintenance/Service Contracts**
  - \$2,643.22 is posted as expense on income statement, but \$2,966.15 is listed on the warrant list and no JE in February *See CK # 11079 dated 1/17/17*
- **Building & Maintenance/Casual Labor**
  - \$75.00 is posted as expense on income statement, but \$150.00 is listed on the warrant list and no JE in February *Jill Cannizo's check Bounced + was reissued*
- **Other/Bank Charges**
  - \$0 is posted as expense on income statement, but \$10.00 is listed on the warrant list and no JE in February

*Bank charged her 10.00  
NRL paid it (Positive PAY Program)*

○ **Other/Miscellaneous**

- \$8,000.00 is posted as expense on income statement, but this a duplicate, it was also posted as an expense on 12/31/16 Income Statement. *AT # 2 2/28/17*
- \$8,000.00 is posted as expense on income statement, but this should be reversed from prior month and reposted from income/unrealized gains to other/legal expense
- \$20.00 expense on the income statement needs to be reversed and reclassified *GT # 44*
- Other/Miscellaneous expense account was created in error and needs to be made inactive

○ **Insurance/Insurance**

- \$489.00 is posted as expense on income statement, but no JE and check for 1,526.00 is on warrant list in February *See*

○ **Outside Services/Service Contracts**

- \$355.00 is posted as expense on income statement, but no JE or check on warrant list *} posted*
- If expense is valid then \$355.00 needs to be reversed and reposted to Building & Maintenance/Service Contracts *corrected GT # 44 } to old A/c*
- Outside Services/Service Contracts expense was created in error and is a duplicate account and needs to be made inactive

○ **Income/1<sup>st</sup> American Bank -R #7115 INT**

- \$14.95 needs to be reversed from prior month income and reposted to Income/Interest Income
- Income/1<sup>st</sup> American Bank -R #7115 INT income account was created in error and is a duplicate account and needs to be made inactive *See GT 36 dated 1/31/17*

○ **Library Materials/Books On CDs-ADULT**

- \$116.25 needs to be reversed from prior month expense and reposted to Library Materials/Books On CDs-Adult (funded)
- Library Materials/Books On CDs-ADULT account was created in error and is a duplicate account and needs to be made inactive

○ **Books/Books-Restricted Fund**

- \$68.71 expense needs to be reversed and reclassified to Books/*bought from* (Funded) *I believe the Restricted Books are Donations*
- Books/Books-Restricted Fund account was created in error and needs to be made inactive

○ **Books/Reference Juvenile**

- ✓ ▪ \$379.00 expense needs to be reversed from prior month and reclassified to Books/Reference (Funded) *GT 43 dated 10/31/16*
- Books/Reference Juvenile account was created in error and needs to be made inactive

○ **Building & Maintenance/Building & Grounds**

- \$1,419.51 expense needs to be reversed and reposted to Building & Maintenance/Building & Grounds (Funded) *GT # 48 dated 2/28/17*
- Building & Maintenance/Building & Grounds account was created in error and is a duplicate account and needs to be made inactive

○ **Travel- Lodging/Meals & Dinners**

- \$1,192.70 expense needs to be reversed and reposted to Travel/Lodging, Meals & Mileage (Funded) *GT # 39 2/28/17*
- ~~Travel- Lodging/Meals & Dinners~~ account was created in error and is a duplicate account and needs to be made inactive *This was the OLD A/c*

○ **Other/Mileage Reimbursement**

- \$(87.54) budget needs to be deleted or reversed and reposted to Travel/Lodging, Meals & Mileage (Funded) *deleted*
- Other/Mileage Reimbursement account was created in error and is a duplicate account and needs to be made inactive *old account*

○ **Page 3 Total**

- \$717.00 expense needs to be reversed and reclassified and reposted to the appropriate account (Funded) *GT # 40 2/28/17*

- Page 3 Total account was created in error and needs to be deleted or made inactive

Sincerely,

Brad Lanken

*Managing Director*

**C-TEC**

*Compactor & Baler Specialists*

*A Division of FIVCO, INC.*

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Policy Committee  
North Riverside Public Library  
May 8, 2017 7 PM

AGENDA

- Open of Meeting
- Determination of Quorum
- New Business
  - Review and approve updated meeting room policy (Action)
  - Review and approve new Travel Expense Authorization Request (Action)
  - Review and approve Alcohol in the Library policy (Action)
  - Review and approve updates to circulation policies (Action)
- Adjournment

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

**Agenda - Board of Trustees Meeting of May 8, 2017**

1. **Open of Meeting**
  - A. Call to order
  - B. Determination of quorum
  - C. Recognition of visitors to the meeting
  - D. Approval of agenda and requested changes to consent agenda
2. **Swearing in of Re-Elected Trustee Annette Corgiat and Newly Elected Trustee Heidi Rouleau**
3. **Election of Officers and Appointment of Committee Chairs**
4. **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.
5. **Financial reports**
  - A. Treasurer
  - B. Accountant
  - C. Approval of financial statements (Action)
  - D. Approval of Warrant List #17-05 (Action)
  - E. Authorization to transfer \$70,000.00 (Action)

*Detailed information on all consent agenda items is included in this meeting packet. If you have any questions about consent agenda items or any agenda item as you prepare for the meeting, please contact the Library Director, Lorene Kennard at (708) 447-0869 or kennardl@northriversidelibrary.org.*
6. **Committee Reports**
  - A. Building and Grounds (Ken Rouleau, chairman)
    1. Service and Inspection Log (Information)
    2. Repair Log (Information)
  - B. Finance (Brad Lanken, chairman)
    1. Review and approve new bank account to be used with new cash register system. (Action)
  - C. Strategic Planning (Greg Gordon, chairman)
  - D. Personnel (PJ Folz, chairman)

F. Policy (Elizabeth Tomasek, chairman)

1. Action item: Approve updated meeting room policy
2. Action item: Approve new Travel Expense Authorization Request
3. Action item: Approve Alcohol in the Library policy
4. Action item: Approve updates to Circulation policies

7. President

1. Fourth of July parade participation
2. Foundation Gala
3. Friends of the Library
4. Employee Appreciation Dinner

9. Other Action Items

- A. Approval of the minutes
  1. April 10, 2017 Finance Committee Meeting
  2. April 10, 2017 Board of Trustees Meeting

10. Information items

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

11. **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)

12. **Return to open session**

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

14. **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 June 12, 2017



NORTH RIVERSIDE PUBLIC LIBRARY

Warrant List Number 17-05

For approval May 8, 2017

<u>Account #</u>	<u>Account name</u>	<u>Amount</u>
7800-01	Educational training-staff	175.00
8096-01	Cds-music-adult	125.26
8097-01	Cds-music-adult	145.89
8105-01	Fiction/nonfiction	1,722.83
8105-02	Books-restricted fund	54.41
8106-01	Fiction/nonfiction-juvenile	967.35
8107-01	Reference books	39.95
8120-01	Newspapers	771.00
8130-01	I-net data base adult	1,443.64
8150-01	Children's programs	34.99
8152-01	Children's summer reading	1,878.98
8155-01	Adult programs	284.09
8160-01	Adult dvds-feature movies	599.04
8161-01	Adult dvds-documentary/travel	112.88
8162-01	Children's dvds-movies	358.94
8166-01	Children's games	167.57
8171-01	Information technology	5,886.79
8180-01	Computer software	63.72
8202-01	Office supplies	1,285.93
8301-07	Telephone	1,069.33
8302-07	Electricity	1,740.51
8306-07	Building supplies & maintenance	51.72
8308-07	Service contracts	3,577.13
8330-01	Casual labor	1,275.00
8335-07	Building repairs	6,077.75
8342-01	Lodgings, meals & mileage reimburse.	70.62
8355-01	Dues/memberships	71.00
8365-01	Library promotion	58.72
8370-01	Postage	225.00
8385-01	Memorials and tributes	73.30
8399-01	Ill. Loss/damage	13.97
8400-01	Accounting	2,000.00
8402-01	Legal fees	241.20

Total Warrant List

\$32,663.51

## CHECK HISTORY REPORT

SORTED BY CHECK NUMBER

ACTIVITY FROM: 04/11/17

TO: 05/08/17

BANK CODE: A FIRST AMERICAN BANK

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	NAME	CHECK AMOUNT
011231	04/11/17	ROS	ROSCOE COMPANY	407.91
011232	05/08/17	ADIA	ANGELICA DIAZ	35.40
011233	05/08/17		*** VOID CHECK ***	
011234	05/08/17	AMA	AMAZON	1,340.14
011235	05/08/17	ATT	A T & T	77.71
011236	05/08/17	ATT1	A T & T	63.10
011237	05/08/17	ATT2	A T & T	229.84
011238	05/08/17		*** VOID CHECK ***	
011239	05/08/17	BAK	BAKER & TAYLOR, INC.	2,286.86
011240	05/08/17	BMUS	BRITNEY MUSIAL	35.22
011241	05/08/17	BROU	BRYANT ROULEAU	1,200.00
011242	05/08/17	CALO	CALL ONE	446.43
011243	05/08/17	CHIT	CHICAGO TRIBUNE	689.00
011244	05/08/17	COMC	COMCAST	239.35
011245	05/08/17	COMRF	COMMUNICATIONS REVOLVING FUND	228.00
011246	05/08/17	COV	COVERALL NORTH AMERICA, INC.	1,227.56
011247	05/08/17	DEM	DEMCO, INC.	1,054.71
011248	05/08/17	DYN	DYNEGY ENERGY SERVICES	1,740.51
011249	05/08/17	FIRA	CARDMEMBER SERVICE	523.01
011250	05/08/17	FRAR	FRANCZEK RADELET	241.20
011251	05/08/17	GGIL	GARY GILBERTO	3,200.00
011252	05/08/17	HIN	HINCKLEY SPRING WATER COMPANY	27.24
011253	05/08/17	JAS	JASSWHIRL	200.00
011253	05/08/17	JAS	JASSWHIRL	200.00-
011254	05/08/17	JCAN	JILL CANNIZZO	75.00
011255	05/08/17	KQUI	KAREN QUINN	10.00
011256	05/08/17	LEAF	LEAF	784.80
011257	05/08/17	MID	MIDWEST TAPE	597.69
011258	05/08/17	MIDAM	MIDAMERICA BOOKS	135.60
011259	05/08/17	NEWY	THE NEW YORK TIMES	82.00
011260	05/08/17	NIT	NITECH INDUSTRIES, INC.	315.90
011261	05/08/17	PER	PERMA-BOUND	22.95
011262	05/08/17	PETC	CASH	97.99
011263	05/08/17	PRE	PREFERRED PLUMBING	205.00
011265	05/08/17	PROB	PROVEN BUSINESS SYSTEMS	20.00
011266	05/08/17	QUIL	QUILL CORPORATION	319.66
011267	05/08/17	REC	RECORDED BOOKS	1,443.64
011268	05/08/17	ROS	ROSCOE COMPANY	211.79
011269	05/08/17	SBON	SARAH BONILLA	8.72
011270	05/08/17	SCHOLI	SCHOLASTIC, INC.	1,637.00
011271	05/08/17	SWA	SWAN	13.97
011272	05/08/17	TER	TERMINIX	78.00
011273	05/08/17	TMAR	TOSCANELLIE MARCELAIN	200.00
011274	05/08/17	TOS	TOSHIBA FINANCIAL SERVICES	374.87
011275	05/08/17	TYC	TYCO INTEGRATED SECURITY LLC	103.20
011276	05/08/17	USPS	U.S.POSTAL SERVICE	225.00
011277	05/08/17	VER	VERSATILE COMPUTER SERVICES	5,734.79
011278	05/08/17	WEST	WEST TOWN MECHANICAL	2,672.75
011279	05/08/17	EDA	ERNEST DI MONTE & ASSOCIATES	2,000.00

BANK A TOTAL:

32,663.51

REPORT TOTAL:

32,663.51

## A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 04/11/17 TO: 05/08/17

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
7800-01	FIRA	EDUCATIONAL TRAINING STAFF 4/3/17	04/10/17	AP- 0014	05/03/17	N	175.00	011249
ACCOUNT 7800-01 TOTAL:							175.00	
8096-01		CDS -MUSIC -ADULT						
	AMA	4-01-17	04/25/17	AP- 0014	05/03/17	N	74.29	011234
	MID	5-01-17	05/03/17	AP- 0014	05/03/17	N	50.97	011257
ACCOUNT 8096-01 TOTAL:							125.26	
8097-01		CDS-MUSIC- YOUTH						
	AMA	4-2-17	04/25/17	AP- 0014	05/03/17	N	16.99	011234
	AMA	CREDIT	04/25/17	AP- 0014	05/03/17	N	2.00-	011234
VENDOR AMA TOTAL:							14.99	
	MID	4/4/17	05/03/17	AP- 0014	05/03/17	N	130.90	011257
ACCOUNT 8097-01 TOTAL:							145.89	
8105-01		FICTION/NON FICTION						
	AMA	4-3-17	04/25/17	AP- 0014	05/03/17	N	233.29	011234
	BAK	2032767848	04/25/17	AP- 0014	05/03/17	N	406.78	011239
	BAK	2032776460	04/25/17	AP- 0014	05/03/17	N	64.64	011239
	BAK	2032784457	04/25/17	AP- 0014	05/03/17	N	305.86	011239
	BAK	2032793354	04/25/17	AP- 0014	05/03/17	N	66.32	011239
	BAK	4/28/17	05/03/17	AP- 0014	05/03/17	N	622.99	011239
VENDOR BAK TOTAL:							1,466.59	
	PER	1726784-00	04/25/17	AP- 0014	05/03/17	N	22.95	011261
ACCOUNT 8105-01 TOTAL:							1,722.83	
8105-02		BOOKS-RESTRICTED FUND						
	AMA	4-4-17	04/25/17	AP- 0014	05/03/17	N	54.41	011234
ACCOUNT 8105-02 TOTAL:							54.41	
8106-01		FICTION/NON FICTION -JUVENILE						
	BAK	2032764122	04/25/17	AP- 0014	05/03/17	N	358.36	011239
	BAK	2032775007	04/25/17	AP- 0014	05/03/17	N	26.49	011239
	BAK	5/1/17	05/03/17	AP- 0014	05/03/17	N	309.25	011239
	BAK	5014511225	04/25/17	AP- 0014	05/03/17	N	126.17	011239
VENDOR BAK TOTAL:							820.27	
	FIRA	4/1/17	05/03/17	AP- 0014	05/03/17	N	11.48	011249
	MIDAM	415311	05/02/17	AP- 0014	05/03/17	N	135.60	011258
ACCOUNT 8106-01 TOTAL:							967.35	
8107-01		REFERENCE BOOKS						
	AMA	4-5-17	04/25/17	AP- 0014	05/03/17	N	39.95	011234
ACCOUNT 8107-01 TOTAL:							39.95	

## A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 04/11/17 TO: 05/08/17

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8120-01	NEWSPAPERS							
	CHIT	4/25/18 SU	05/03/17	AP- 0014	05/03/17	N	689.00	011243
	NEWY	4/30/17	04/25/17	AP- 0014	05/03/17	N	82.00	011259
	ACCOUNT 8120-01 TOTAL:						771.00	
8130-01	I-NET DATA BASE - ADULT							
	REC	75381488	05/02/17	AP- 0014	05/03/17	N	1,443.64	011267
	ACCOUNT 8130-01 TOTAL:						1,443.64	
8150-01	CHILDREN'S PROGRAMS							
	AMA	4-6-17	04/25/17	AP- 0014	05/03/17	N	11.99	011234
	PETC	APR. 1'17	05/03/17	AP- 0014	05/03/17	N	23.00	011262
	ACCOUNT 8150-01 TOTAL:						34.99	
8152-01	CHILDREN'S SUMMER READING							
	DEM	6100676	05/03/17	AP- 0014	05/03/17	N	241.98	011247
	SCHOLI	14853583	04/25/17	AP- 0014	05/03/17	N	1,591.00	011270
	SCHOLI	14892040	04/25/17	AP- 0014	05/03/17	N	46.00	011270
	VENDOR SCHOLI TOTAL:						1,637.00	
	ACCOUNT 8152-01 TOTAL:						1,878.98	
8155-01	ADULT PROGRAMS							
	DEM	6103966	04/25/17	AP- 0014	05/03/17	N	64.60	011247
	PETC	4-2-17	05/03/17	AP- 0014	05/03/17	N	19.49	011262
	TMAR	PROG.	04/10/17	AP- 0014	05/03/17	N	200.00	011273
	ACCOUNT 8155-01 TOTAL:						284.09	
8160-01	ADULT DVDS- FEATURE MOVIES							
	AMA	4-7-17	04/25/17	AP- 0014	05/03/17	N	372.13	011234
	MID	4/24/17	05/03/17	AP- 0014	05/03/17	N	226.91	011257
	ACCOUNT 8160-01 TOTAL:						599.04	
8161-01	ADULTS -DVS-DOCUMENTARY/TRAVEL							
	AMA	4-8-17	04/25/17	AP- 0014	05/03/17	N	99.89	011234
	MID	-95000451	05/02/17	AP- 0014	05/03/17	N	12.99	011257
	ACCOUNT 8161-01 TOTAL:						112.88	
8162-01	CHILDREN'S DVDS-MOVIES							
	AMA	4-9-17	04/25/17	AP- 0014	05/03/17	N	197.25	011234
	AMA	CREDIT	04/25/17	AP- 0014	05/03/17	N	14.23	011234
	VENDOR AMA TOTAL:						183.02	
	MID	5/01/17	05/03/17	AP- 0014	05/03/17	N	175.92	011257
	ACCOUNT 8162-01 TOTAL:						358.94	

## A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 04/11/17 TO: 05/08/17

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							
	AMA	4-10-17	04/25/17	AP- 0014	05/03/17	N	167.57	011234
	ACCOUNT 8166-01 TOTAL:						167.57	
8171-01	INFORMATION TECHNOLOGY							
	COMRF	T1715137	05/03/17	AP- 0014	05/03/17	N	76.00	011245
	COMRF	T1718809	05/03/17	AP- 0014	05/03/17	N	76.00	011245
	VENDOR COMRF TOTAL:						152.00	
	VER	15002	04/25/17	AP- 0014	05/03/17	N	750.00	011277
	VER	STMT 5/2/1	05/03/17	AP- 0014	05/03/17	N	4,984.79	011277
	VENDOR VER TOTAL:						5,734.79	
	ACCOUNT 8171-01 TOTAL:						5,886.79	
8180-01	COMPUTER SOFTWARE							
	FIRA	44/2/17	05/03/17	AP- 0014	05/03/17	N	63.72	011249
	ACCOUNT 8180-01 TOTAL:						63.72	
8202-01	OFFICE SUPPLIES							
	AMA	4-11-17	04/25/17	AP- 0014	05/03/17	N	88.61	011234
	DEM	6102683	04/25/17	AP- 0014	05/03/17	N	327.50	011247
	DEM	6115580	05/02/17	AP- 0014	05/03/17	N	420.63	011247
	VENDOR DEM TOTAL:						748.13	
	FIRA	4/8/17	05/03/17	AP- 0014	05/03/17	N	107.33	011249
	KQUI	REIMB-NOTA	04/25/17	AP- 0014	05/03/17	N	10.00	011255
	PETC	4-3-17	05/03/17	AP- 0014	05/03/17	N	2.20	011262
	PROB	383787	05/02/17	AP- 0014	05/03/17	N	10.00	011265
	QUIL	4-15-17	04/25/17	AP- 0014	05/03/17	N	319.66	011266
	ACCOUNT 8202-01 TOTAL:						1,285.93	
8301-07	TELEPHONE							
	ATT	4/10/17	04/25/17	AP- 0014	05/03/17	N	77.71	011235
	ATT2	4/16/17	05/02/17	AP- 0014	05/03/17	N	229.84	011237
	CALO	4/15/17	04/25/17	AP- 0014	05/03/17	N	446.43	011242
	COMC	4/2/17	04/25/17	AP- 0014	05/03/17	N	239.35	011244
	COMRF	T1729392	05/03/17	AP- 0014	05/03/17	N	76.00	011245
	ACCOUNT 8301-07 TOTAL:						1,069.33	
8302-07	ELECTRICITY							
	DYN	MARCH, '17	05/02/17	AP- 0014	05/03/17	N	1,740.51	011248
	ACCOUNT 8302-07 TOTAL:						1,740.51	
8306-07	BUILDING SUPPLIES & MAINT							
	FIRA	4/6/17	05/03/17	AP- 0014	05/03/17	N	24.48	011249
	HIN	4-26-17	05/03/17	AP- 0014	05/03/17	N	27.24	011252
	ACCOUNT 8306-07 TOTAL:						51.72	

## A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 04/11/17 TO: 05/08/17

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8308-07	SERVICE CONTRACTS							
	ATTI	4/17/17	05/02/17	AP- 0014	05/03/17	N	63.10	011236
	COV	1010595024	05/03/17	AP- 0014	05/03/17	N	1,227.56	011246
	LEAF	7338325	05/02/17	AP- 0014	05/03/17	N	784.80	011256
	NIT	355686	04/25/17	AP- 0014	05/03/17	N	315.90	011260
	PROB	385716	05/02/17	AP- 0014	05/03/17	N	10.00	011265
	ROS	4/18/17	04/25/17	AP- 0014	05/03/17	N	211.79	011268
	TER	4/17/17	05/03/17	AP- 0014	05/03/17	N	78.00	011272
	TOS	327607867	04/25/17	AP- 0014	05/03/17	N	374.87	011274
	TYC	28412466	04/25/17	AP- 0014	05/03/17	N	103.20	011275
	ACCOUNT 8308-07 TOTAL:						3,169.22	
							<u>40791</u>	
							<u>3577.13</u>	
8330-01	CASUAL LABOR							
	BROU	APRIL, 201	04/25/17	AP- 0014	05/03/17	N	1,200.00	011241
	JCAN	5/8/17	04/25/17	AP- 0014	05/03/17	N	75.00	011254
	ACCOUNT 8330-01 TOTAL:						1,275.00	
8335-07	BUILDING REPAIRS							
	GGIL	PROPOSAL	05/03/17	AP- 0014	05/03/17	N	3,200.00	011251
	PRE	5382	05/02/17	AP- 0014	05/03/17	N	205.00	011263
	WEST	S12050222	04/25/17	AP- 0014	05/03/17	N	2,672.75	011278
	ACCOUNT 8335-07 TOTAL:						6,077.75	
8342-01	LODGINGS, MEALS & MILEAGE REIM							
	ADLA	REIMB	05/02/17	AP- 0014	05/03/17	N	35.40	011232
	BMUS	REIMB	05/02/17	AP- 0014	05/03/17	N	35.22	011240
	ACCOUNT 8342-01 TOTAL:						70.62	
8355-01	DUES /MEMBERSHIPS							
	FIRA	4/4/17	04/10/17	AP- 0014	05/03/17	N	71.00	011249
	ACCOUNT 8355-01 TOTAL:						71.00	
8365-01	LIBRARY PROMOTION							
	PETC	4-4-17	05/03/17	AP- 0014	05/03/17	N	50.00	011262
	SBON	3/18/17	04/10/17	AP- 0014	05/03/17	N	8.72	011269
	ACCOUNT 8365-01 TOTAL:						58.72	
8370-01	POSTAGE							
	USPS	RENEW FEE	05/02/17	AP- 0014	05/03/17	N	225.00	011276
	ACCOUNT 8370-01 TOTAL:						225.00	
8385-01	MEMORIALS AND TRIBUTES							
	FIRA	4/5/17	04/10/17	AP- 0014	05/03/17	N	70.00	011249
	PETC	4-5-17	04/10/17	AP- 0014	05/03/17	N	3.30	011262
	ACCOUNT 8385-01 TOTAL:						73.30	
8399-01	ILL LOSS/DAMAGE							
	SWA	5448	04/25/17	AP- 0014	05/03/17	N	13.97	011271

# 11231 Roscie 4/11/17

## A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 04/11/17 TO: 05/08/17

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
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8399-01		ILL LOSS/DAMAGE						
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ACCOUNT 8399-01 TOTAL:	13.97
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8402-01		LEGAL FEES						
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FRAR	4/14/17	05/03/17	AP-0014	05/03/17	N		241.20	011250
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ACCOUNT 8402-01 TOTAL:	241.20
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REPORT TOTALS:	30,255.60
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+ 407.91

# 11231 Rescoe 4/11/17

\$ 30663.51

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT  
TREASURER'S REPORT  
May 8, 2017

<u>First American Bank of Riverside</u>	<u>Checking</u>
Ending balance per bank @4/30/17	\$ 98,703.48
LESS: outstanding checks	( 2,695.44)
Balance on hand on 4/30/17	<u>\$ 96,008.04</u>

<u>First American Bank of Riverside</u>	<u>Money Market</u>
Beginning balance at Apr.1, 2017	\$ 720,388.58
ADD: Interest	10.65
Real estate tax deposits	7,774.17
Less: Transfer to operating account	( 50,000.00)
Payment of Debt Cert. principle & interest	( 42,051.94)
Balance on hand at Apr. 30, 2017	<u>\$ 636,121.46</u>

<u>First American Bank of Riverside (R #7115)</u>	<u>Money Market</u>
Beginning balance at Apr. 1, 2017	\$ 64.32
Less: Bank charge	( 3.95)
Balance on hand at Apr. 30, 2017	<u>\$ 60.37</u>

<u>The Illinois Funds – IPTIP account</u>	<u>Money Market</u>
Beginning balance at Apr. 1, 2017	\$ 89,318.01
ADD: Interest	0.00
Balance on hand at Apr. 30, 2017	<u>\$ 89,318.01</u>

<u>Chase</u>	<u>Chase Bank</u>
Beginning balance at Apr. 1, 2017	\$ 7,710.97
ADD: Interest	0.00
Balance on hand at Apr. 30, 2017	<u>\$ 7,710.97</u>



	How often serviced/inspected	Last service visit/inspection	Scheduled
Computers	Monthly	November 17, 2016	
Exterminator	Monthly	April 14, 2017	
Elevator	Quarterly	February 1, 2017	
HVAC equipment	Quarterly	April 28, 2017	
HVAC monitoring	Quarterly	January 5, 2017	
Secret Garden statue	Quarterly	October 30, 2016	
Window Washing	Semi-annual	October 30, 2016	
Roof	Semi-annual	November 15, 2016	
Fire drill	Semi-annual	March 18, 2016	
Security cameras	Annually	April 19, 2017	May 12, 2017
Smoke detectors and fire alarm	Annually	December 22, 2015	Week of May 8, 2017
Irrigation system	Annually	July 12, 2016	
Roof drain screens	Annually	June 3, 2016	
Roof tile inspection	Annually	June 3, 2016	
Parking lot	Annually	August 6, 2016	
Lawn sprinkler RPZ	Annually	May 23, 2016	
Carpet cleaning (main floor & staff lounge)	Annually (Spring)	June 4, 2016	
Carpet cleaning (lower level)	Annually (Spring)	June 4, 2016	
Stripping and rewaxing Marmoleum	Annually (Spring)	June 19, 2016	
Fire extinguishers	Annually	June 8, 2016	June 1, 2017
RPZ	Annually	July 15, 2016	
Fire sprinklers	Annually	July 12, 2016	
Power wash condenser coils	Annually	August 6, 2015	
Building exterior	Annually	September 22, 2015	
Window caulking inspection	Annually	September 22, 2015	
Fire Department inspection	Annually	June 13, 2016	
Elevator pressure test	Annually	June 17, 2016	
Staff CPR/AED Training	Every other year	March 18, 2016	
Dry clean Meeting Room flags	Every other year	October 31, 2014	
Sump pumps	Every other year	October 12, 2016	
Boiler inspection	Every other year	September 9, 2015	
Wrought iron fence	Every three years	September 22, 2015	
South drain sewer	Every three years	October 3, 2014	
Building signage	Every five years		

2016-17 Repairs	Estimate	Actual	Funds remaining		
Beginning budget			\$14,000.00		
<u>July</u>					
Backflow Repair		\$649.00			
AC Condenser Repair		\$675.75			
		<i>remaining</i>	\$12,675.25		
<u>August</u>					
<i>none</i>					
		<i>remaining</i>	\$12,675.25		
<u>September</u>					
<i>none</i>					
		<i>remaining</i>	\$12,675.25		
<u>October</u>					
Atlas Door Repair		\$5,445.00			
Flowtechnics-Sump Pump		\$389.30			
		<i>remaining</i>	\$6,840.95		
<u>November</u>					
Water Fountain		\$120.00			
		<i>remaining</i>	\$6,720.95		
<u>December</u>					
Lower level break room sink					
<u>January</u>					
<u>February</u>					
Front doors - half payment up front		\$7,422.50			
<u>March</u>					
Front doors - balance of payment		\$7,422.50			
<u>April</u>					
Frequency Drive on HVAC	estimate	\$8,500.00			
Actuator and coil in north stairway					
<u>May</u>					
<u>June</u>					

Current Meeting Room Policy

III) EXTERNAL POLICIES

F) MEETING SPACE/EXHIBIT SPACE

1) PROGRAMS

Reservations may be taken by telephone or in person.

If there is limited space, reservations of the residents of the Library District are to be filled first; non-residents will be put on a waiting list if a program is repeated.

The following formats will be used as publicity outlets at all times:

The quarterly Library newsletter

Fliers in the Library

8 ½-by-11 posters at the Library and at the Village Recreation Department:

Local news media two weeks before Library's preferred publication date; and fliers to libraries surrounding North Riverside, including

Bedford Park Hodgkins Oak Park

Bellwood Justice River Forest

Berwyn LaGrange Riverside

Broadview LaGrange Park Stickney/Forest View

Brookfield Lyons Summit

Cicero Maywood Westchester

Forest Park McCook

III) EXTERNAL POLICIES

F) MEETING SPACE/EXHIBIT SPACE

2) MEETING ROOMS POLICY

(revised April 11, 2011)

(revised February 13, 2012)

A) The library provides the use of some of its space as a service to groups and organizations, provided space is not already reserved for use by Library-related programs or organizations, under conditions established by the North Riverside Public Library District Board of Trustees.

Use of the meeting rooms is governed by the following conditions and regulations.

B) Meeting rooms are available for use for up to four hours according to the following fee structure:

Non-profit North Riverside organizations - No charge

For-profit North Riverside organizations - \$50

Non-profit organizations from outside North Riverside - \$50

For-profit organizations from outside North Riverside - \$200

To obtain permission to use a meeting room, all of the above are required to submit to the Director or his designee a Meeting Room Application accompanied by a \$100 damage/cleanup deposit, which will be refunded if no damage is incurred nor cleanup required. Damages in excess of \$100.00 will be the responsibility of the applicant. Applications may be obtained from the Director or his designee.

Deposit for single use will be returned within seven days to applicant. Deposit for multiple uses will be returned upon completion of term.

C) Permission to use a meeting room may be denied if the activity proposed would materially and substantially interfere with proper functions of the library, such as excessive noise, a significant safety hazard or a significant security risk.

D) Applications must be submitted at least 15 days prior to any meeting date requested. The Director or his designee will endeavor to communicate a decision to the applicant by the first business day of the following week.

E) Approval for one meeting does not imply approval for future meetings; individual applications should be made for each meeting date desired. Requests may be submitted in a batch; each request will be reviewed individually. Request renewals must be made annually if the group meets on a regular scheduled basis. Use of the meeting room, at no charge, to a single group shall be limited to two (2) times per month.

F) A group or organization which has been denied permission to use a meeting room by the Director or his designee may appeal the denial to the Library Board of Trustees at the Board's next regularly scheduled meeting. However, written notice of the appeal and all supporting written documentation are to be delivered to the Director or his designee at least five business days before the Board Meeting. At this Board meeting, the appellant may be granted up to fifteen minutes for a presentation that would support reversal of the denial by the Director or his designee. The Board of Trustees will deliberate on the appeal in open session and will attempt to complete its findings of fact and to reach a decision at the meeting, unless additional information is deemed necessary.

G) A Library staff member will check the meeting room before and after each scheduled use, and the Director or his designee will notify in writing the person who applied to use the room of damage incurred or cleanup required as well as of any violations of the meeting room regulations. The Administrative Librarian will also notify the Board of Trustees which may consider suspending the privilege of using the meeting room to that group/organization. The Board of Trustees, after giving proper notification and due process to that group/organization, may suspend the group/organization's meeting room privileges.

H) The Board of Trustees of the North Riverside Public Library will review the Meeting Rooms Policy and regulations periodically and reserves the right to amend them at anytime. The following rules apply to the use of the meeting rooms:

- 1) All applications for meeting room use must be made by a resident age 18 or older.
- 2) The meeting room applicant and the group or organization which the applicant represents shall be jointly and severally liable for any breakage, damage or theft of any library property caused by members or guests of the group organization.
- 3) The applicant must be present at the entire meeting, since he/she is one of the responsible parties.
- 4) When a group finds it necessary to cancel a meeting, it should notify promptly the Director or his designee, but not less than 24 hours in advance of the meeting.
- 5) Use of the meeting rooms are limited to groups or organizations who allow access for free, unless it is a library-sponsored program, for which a fee may be charged to defray expenses.
- 6) No smoking or alcohol is allowed in the meeting rooms.
- 7) Meetings may be scheduled only on days and during hours when the Library is open.
- 8) Permission to use a meeting room does not constitute endorsement of the subject matter of the meeting, or the group's or organization's beliefs and policies. As a result, publicity on non-library-sponsored meetings must in no way imply Library sponsorship.
- 9) Use of the Library's mailing address or phone number by non-Library-related groups or organizations, unless authorized by the Director or his designee to aid in pre-registering participants, will be grounds for cancellation of meeting room privileges.
- 10) Sign or posters pertaining to a non-Library-related meeting may be placed only on the entryway bulletin board.
- 11) Groups or organizations may store equipment or materials for use in the meeting room, only on a temporary basis and only with the permission of the Director or his designee. Responsibility for the loss or damage to any equipment or materials owned or rented by a group/organization meeting in the Library is the group's or organization's alone.
- 12) Non-Library-sponsored meetings may begin as early as 10:30AM
- 13) Each non-Library-sponsored meeting must end 15 minutes before the Library closes. A Library staff representative will inform the group/organization 30 minutes before the Library closes that the meeting must conclude in 15 minutes. A representative of the group/organization should notify the Circulation Desk when the meeting has concluded.
- 14) Library Staff will set up tables and chairs per the organization spokesman's request. At the conclusion of a meeting, the group/organization is responsible for placing the room in the condition existing before the meeting commenced. Library Staff will take down tables and chairs.
- 15) Attaching anything to the walls or the ceiling of the meeting room is prohibited.

16) Groups are encouraged to bring their own equipment unless permission is granted to use the Library's equipment. If Library equipment is to be used, the Director or his designee will decide whether a staff member must be present to ensure correct operation of the equipment.

17) Light refreshments may be served in the Meeting Room. More substantial meals served by groups vary by organization and may be permitted at the discretion of the Director or his designee. Those using the Meeting Room must provide all of their own supplies. The group of association is responsible for leaving the room in a clean and orderly condition.

18) It is the responsibility of the group/organization to ensure compliance with fire code restrictions relating to meeting room occupancy limits of 56 people seated at tables and chairs or 120 people standing in the main floor Meeting Room and 60 people in the lower level Youth Services Story Room.

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### Proposed Changes

#### III) EXTERNAL POLICIES

##### F) MEETING SPACE/EXHIBIT SPACE

###### 1) PROGRAMS

Reservations may be taken by **telephone, in person or online.**

If there is limited space, reservations of the residents of the Library District are to be filled first; non-residents will be put on a waiting list if a program is repeated.

The following formats will be used as publicity outlets at all times:

The quarterly Library newsletter, fliers in the library, posters in the Library and at the Village Recreation Department, **monthly newsletter, outside sandwich signs and RAILS News.**

Fliers in the Library

8 ½-by-11 posters at the Library and at the Village Recreation Department:

(Remove the block of text below.)

**Local news media two weeks before Library's preferred publication date; and fliers to libraries surrounding North Riverside, including**

**Bedford Park Hodgkins Oak Park**

**Bellwood Justice River Forest**

**Berwyn LaGrange Riverside**

**Broadview LaGrange Park Stickney/Forest View**

**Brookfield Lyons Summit**

**Cicero Maywood Westchester**

**Forest Park McCook**

#### III) EXTERNAL POLICIES

##### F) MEETING SPACE/EXHIBIT SPACE

###### 2) MEETING ROOMS POLICY

(revised April 11, 2011)

(revised February 13, 2012)

A) The library provides the use of some of its space as a service to groups and organizations, provided space is not already reserved for use by Library-related programs or organizations, under conditions established by the North Riverside Public Library District Board of Trustees. **In order to protect the space for library programs, room reservations will be open for six months at a time on January 1 and July 1.**

Use of the meeting rooms is governed by the following conditions and regulations.

B) Meeting rooms are available for use for up to four hours according to the following fee structure:

Non-profit North Riverside organizations - No charge

For-profit North Riverside organizations - \$50

Non-profit organizations from outside North Riverside - \$50

For-profit organizations from outside North Riverside - \$200



To obtain permission to use a meeting room, all of the above are required to submit to the **Administrative Assistant** a Meeting Room Application accompanied by a \$100 damage/cleanup deposit, which will be refunded if no damage is incurred nor cleanup required. Damages in excess of \$100.00 will be the responsibility of the applicant. Applications may be obtained from the Director or his designee. Deposit for single use will be returned within seven days to applicant. Deposit for multiple uses will be returned upon completion of term.

C) Permission to use a meeting room may be denied if the activity proposed would materially and substantially interfere with proper functions of the library, such as excessive noise, a significant safety hazard or a significant security risk.

**D) Sales or money changing hands is not permitted, with the exception of author events sponsored by the library where the author will sell books.**

E) Applications must be submitted at least 15 days prior to any meeting date requested. The Director or his designee will endeavor to communicate a decision to the applicant by the first business day of the following week.

F) Approval for one meeting does not imply approval for future meetings; individual applications should be made for each meeting date desired. Requests may be submitted in a batch; each request will be reviewed individually. Request renewals must be made **bi-annually** if the group meets on a regular scheduled basis. Use of the meeting room, at no charge, to a single group shall be limited to two (2) times per month.

G) A group or organization which has been denied permission to use a meeting room by the Director or his designee may appeal the denial to the Library Board of Trustees at the Board's next regularly scheduled meeting. However, written notice of the appeal and all supporting written documentation are to be delivered to the Director or his designee at least five business days before the Board Meeting. At this Board meeting, the appellant may be granted up to fifteen minutes for a presentation that would support reversal of the denial by the Director or his designee. The Board of Trustees will deliberate on the appeal in open session and will attempt to complete its findings of fact and to reach a decision at the meeting, unless additional information is deemed necessary.

H) A Library staff member will check the meeting room before and after each scheduled use, and the Director or his designee will notify in writing the person who applied to use the room of damage incurred or cleanup required as well as of any violations of the meeting room regulations. The Administrative Librarian will also notify the Board of Trustees which may consider suspending the privilege of using the meeting room to that group/organization. The Board of Trustees, after giving proper notification and due process to that group/organization, may suspend the group/organization's meeting room privileges.

I) The Board of Trustees of the North Riverside Public Library will review the Meeting Rooms Policy and regulations periodically and reserves the right to amend them at anytime. The following rules apply to the use of the meeting rooms:

1) All applications for meeting room use must be made by a resident age 18 or older.

2) The meeting room applicant and the group or organization which the applicant represents shall be jointly and severally liable for any breakage, damage or theft of any library property caused by members or guests of the group organization.

3) The applicant must be present at the entire meeting, since he/she is one of the responsible parties.

4) When a group finds it necessary to cancel a meeting, it should notify promptly the Director or his designee, but not less than 24 hours in advance of the meeting.

5) Use of the meeting rooms are limited to groups or organizations who allow access for free, unless it is a library-sponsored program, for which a fee may be charged to defray expenses.

6) No smoking or alcohol is allowed in the meeting rooms.

7) Meetings may be scheduled only on days and during hours when the Library is open.

8) Permission to use a meeting room does not constitute endorsement of the subject matter of the meeting, or the group's or organization's beliefs and policies. As a result, publicity on non-library-sponsored meetings must in no way imply Library sponsorship.

9) Use of the Library's mailing address or phone number by non-Library-related groups or organizations, unless authorized by the Director or his designee to aid in pre-registering participants, will be grounds for cancellation of meeting room privileges.

10) Sign or posters pertaining to a non-Library-related meeting may be placed only on the entryway bulletin board.

11) (~~Delete this block of text.~~) Groups or organizations may store equipment or materials for use in the meeting room, only on a temporary basis and only with the permission of the Director or his designee. Responsibility for the loss or damage to any equipment or materials owned or rented by a group/organization meeting in the Library is the group's or organization's alone.

12) Non-Library-sponsored meetings may begin as early as 10:30AM

13) Each non-Library-sponsored meeting must end 30 minutes before the Library closes. A Library staff representative will inform the group/organization 45 minutes before the Library closes that the meeting must conclude in 15 minutes. A representative of the group/organization should notify the Circulation Desk when the meeting has concluded.

14) Library Staff will set up tables and chairs per the organization spokesman's request. At the conclusion of a meeting, the group/organization is responsible for placing the room in the condition existing before the meeting commenced. Library Staff will take down tables and chairs.

15) Attaching anything to the walls or the ceiling of the meeting room is prohibited.

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18) It is the responsibility of the group/organization to ensure compliance with fire code restrictions relating to meeting room occupancy limits of 56 people seated at tables and chairs or 120 people standing in the main floor Meeting Room and 60 people in the lower level Youth Services Story Room.



North Riverside Public Library District  
**Travel Expense Authorization Request**

**Travel Expense Authorization Procedures**

1. Employees who wish to attend conferences or training that involves overnight travel must receive authorization before booking any travel or paying any conference expenses. Employee needs to fill out a "Travel Expense Authorization Reimbursement" form, requesting a not-to-exceed dollar amount and obtaining the appropriate signatures.
2. Once travel has been approved, Employee can make travel plans and attend the training / conference.
3. Once travel is completed, Employee fills out the 2<sup>nd</sup> side of "Travel Expense Authorization Reimbursement" form to request reimbursement for mileage and expenses paid for by the Employee. (For expenses paid for by Library credit card, a "Credit Card request Purchase Authorization" form is used instead.)

<b>Name:</b>		<b>Title:</b>	
<b>Purpose for Travel:</b>			
Briefly explain how attending this event will benefit you as an employee; how it will benefit the Library; and how you will share what you've learned with other Library staff.			
<b>Location and Dates:</b>		<b>Not to exceed Amount:</b>	
<b>Requester Signature:</b>		<b>Date:</b>	
<b>Manager Approval:</b>		<b>Date:</b>	
**ALL TRAVEL EXPENSES MUST BE APPROVED BY THE DIRECTOR**			

**Travel Expense Reimbursement Request Procedures**

1. Employees must follow procedures for Business & Travel Expenses located in the Employee Handbook, and receipts must be attached, in order to receive reimbursement.
  2. When departing on official travel, if it is more practical for the employee to drive directly to the airport from the employee's residence without first driving to the Library, only mileage exceeding the regular commute may be claimed.
  3. Have the "Travel Expense Authorization Reimbursement" form signed and submit it to the Director within one week of travel. This requirement is in accordance with IRS Publication 15 (Circular E) – Accountable Plans.
-



North Riverside Public Library District  
**TRAVEL EXPENSE REIMBURSEMENT REQUEST**

Name \_\_\_\_\_

Reimbursement request must be submitted to the Director no later than one week after travel.

**MILEAGE**

DATE	POINT OF ORIGIN	DESTINATION	RETURNED TO	REASON FOR TRAVEL	MILES

TOTAL MILES TRAVELED 0.00

CURRENT REIMBURSEMENT RATE PER MILE! 0.540

TOTAL DUE FOR MILEAGE (A) \$0.00

**OTHER ALLOWED EXPENSES (REGISTRATION, TOLLS, PARKING, HOTEL, MEALS, MISC.)**

DATE	DESCRIPTION	PURPOSE	AMOUNT

TOTAL OTHER EXPENSES (B) – receipts attached 0.00

TOTAL EXPENSE REIMBURSEMENT (A+B) \$0.00

**TOTAL TRAVEL EXPENSE from all forms:**

Total Mileage (A)	\$0.00	8390-01
Total Other Expense (B)	\$0.00	
Total Expense from this Form	\$0.00	Educational Training 7800-01 Meals 8341-01 Lodging 8342-01
Total Library Credit Card		
<b>TOTAL TRAVEL EXPENSES</b>	\$0.00	Department
Requester Signature	Director's or Administrator's approval	
Date	Date	

I CERTIFY THAT THIS REIMBURSEMENT CLAIM IS TRUE AND CORRECT FOR EXPENSES INCURRED IN PERFORMANCE OF MY OFFICIAL DUTIES.

## **ALCOHOLIC BEVERAGES POLICY**

The Board of Trustees (the Board) recognizes that, from time to time, it may be appropriate to allow alcohol to be served in the Library during Library fundraising events or during programs of a cultural or educational nature.

The Board may allow delivery or sale or serving of alcoholic beverages in the Library subject to the following:

- A. Alcoholic beverages may be permitted only at Library fundraising events or programs of a cultural or educational nature.
- B. Serving alcoholic beverages at any event must be approved in advance in writing by the Library Director.

### **Who may serve alcohol?**

- A. Alcohol may be served by third party vendors/caterers/program sponsors.
- B. Alcohol may be served by Library Staff or volunteers who are approved by the Library Director.

### **Where may alcohol be served?**

Alcohol may be served within an enclosed or controlled space, such as a meeting room or conference room, provided there is a means by which to:

- 1. Prevent access to the general public;
- 2. Prevent alcohol from being removed from the premises by attendees; and
- 3. Prevent the sale or distribution of alcohol to persons under the age of 21.

### **Liability Insurance**

- A. The Library Director shall ensure that the Library maintains dram shop liability insurance in maximum coverage limits.
- B. Third party vendors/caterers/program sponsors shall maintain dram shop liability insurance in maximum insurance coverage limits. Proof of such insurance shall be provided. The Library shall be named as an Additional Insured on such coverage.

### **Library Rules and Regulations**

All Library rules and regulations shall remain in effect at all times.

### **Local Laws**

The Library and third party vendors/caterers/program sponsors shall comply with applicable local laws and ordinances and obtain applicable permits and licenses.

Application to Serve Alcoholic Beverages

A third party vendor/caterer/program sponsor shall submit an Application To Deliver/Serve Alcoholic Beverages 60 days ahead of the event in the form to be provided by the Library (see attached Application).

Reservation of Rights

The Board reserves all rights and discretion with respect to enforcing the Alcoholic Beverages Policy.

## Application to Deliver/Sell/Serve Alcoholic Beverages

Applicant: \_\_\_\_\_

Date(s) of event/program: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Location: \_\_\_\_\_

Name of event/program: \_\_\_\_\_

Contact person: \_\_\_\_\_  
(name) (phone number)

Email: \_\_\_\_\_

Description of alcoholic beverages to be served at the event:

\_\_\_\_\_

Estimated attendance: \_\_\_\_\_

Describe cultural or educational purpose:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read and agree to comply with the Library's Alcoholic Beverages Policy. \_\_\_\_\_  
(initial)

I will abide by and comply with all Library rules and regulations. \_\_\_\_\_  
(initial)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Circulation Policies for Review

### III) EXTERNAL POLICIES

#### C) COLLECTION

##### 2) CIRCULATION

(revised October 12, 2009)

(revised May 12, 2014)

(revised February 1, 2016)

#### Current policy:

Four movies total per person may be borrowed at any one time, only two of which may be new. All non-new movies are due in one week. Movies marked "3 day checkout" on the case are due before closing the next on the third working day. Boxed sets marked "7 day checkout" on the case are due before closing on the seventh working day. The overdue fine for DVDs and video games is \$1 per day; for VHS tapes, 10 cents per day.

#### Proposed policy:

Ten movies total per person may be borrowed at any one time, only two of which may be new. All non-new movies are due in one week. Movies marked "3 day checkout" on the case are due before closing the next on the third working day. Boxed sets marked "7 day checkout" on the case are due before closing on the seventh working day. The overdue fine for new DVDs and all video games is \$1 per day; for other DVDs it's 25 cents.



## FW: minutes of 04-10-17 finance committee

Brad Lanken &lt;blanken@c-tecinc.com&gt;

Tue 4/11/2017 9:13 PM

To:Lorene Kennard &lt;kennardl@northriversidelibrary.org&gt;;

Cc:annette corgiat <corgiata@northriversidelibrary.org>; greg gordon <gordong@northriversidelibrary.org>; Elizabeth Tomasek <tomaseke@northriversidelibrary.org>; 'Ken Rouleau' <pacfan2401@gmail.com>; PJ Foltz (PFolz@wfscorp.com) <PFolz@wfscorp.com>; 'marenka@sbcglobal.net' <marenka@sbcglobal.net>; brad lanken <lankenb@northriversidelibrary.org>;

SUBJECT: Finance Committee Meeting Minutes

DATE: 04/10/2017

TIME: 6:34 PM – 7:20 PM

TRUSTEES: Annette Corgiat, Brad Lanken, Ken Rouleau, Elizabeth Tomasek, PJ Foltz, Mary Lee

DIRECTOR: Lorene Kennard

GUESTS: Jean Demonte, Heidi Rouleau

## · Open Meeting

## · Roll Call

## · Action-Review and Approve Previous Meeting Minutes:

- Reviewed and Approved

§ Motion-Elizabeth, Second Annette (unanimous)

## · Review Financials:

## · P&amp;L

- Reviewed and determined several line items on the expense side are understated and/or overstated. The director will follow up with bookkeeper for clarification on account ledgers in Dec 2016, Jan 2017, Feb 2017 and correct and/or clarify the postings by the next scheduled finance committee meeting. Mar and Apr 2017 financials will be audited by the next scheduled finance committee meeting.

## · Balance Sheet:

- Reviewed and determined the following. The director will follow up with bookkeeper for clarification on the following account ledgers and correct and or clarify the postings below:

Clarification on transactions included in Due To/From Special Accounts

Clarification on transactions included in Due To/From Building Fund

Due to/Form Debt Service Fund (overstated 45,100)

Bond Cost – Net (understated 11,416 and account is listed twice)

Capital Project Fund (overstated 15,000) JE from Capital Project Fund to General Fund

Building Fund (understated 11,835.95)

- Review Tax Appeals

- Reviewed, Riverside Golf Course PTAB settlement.
- Action-Approve Riverside Golf Course PTAB settlement in the amount of \$4,501 Motion-Brad, Second-Mary Lee, Unanimous

- Action-Review and Approve Warranty List 17-04

- Reviewed and approved \$24,774.31, Motion-Ken Second-Mary Lee (unanimous)

- Action-Review and Approve transfer amount

- Reviewed and approved \$50,000 Motion-PJ Second-Mary Lee (unanimous)

- NEW BUSINESS

- Action-Transfer balance from Debt Service Fund to General Fund and make Debt Service Fund "inactive"

- Tabled pending clarification

- Follow Up on Action: Rename fund account titles to represent the following (Tabled, funds not renamed)

- Motion-Elizabeth Second-Annette (unanimous)

Non Spendable-General Fund – Funds that cannot be touched

Restricted-Kadlec – Funds restricted by external source for a specific purpose

Committed-Capital Projects – Assigned for a specific purpose by the Board of Directors through a resolution

Unassigned-Building Fund – Funds not designated for a specific purpose

- Close Meeting

- Motion-Annette Second-Elizabeth (unanimous)

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT**

2400 S. DesPlaines Avenue  
North Riverside, IL 60546

**Minutes of the meeting of April 14, 2017**

**1. Open of Meeting**

The meeting was called to order by President Corgiat at 7:32 p.m. Roll call was taken.

Present: Annette Corgiat, P.J. Folz, Brad Lanken, Mary Lee, Ken Rouleau, Elizabeth Tomasek

Absent: Greg Gordon

Also Present: Lorene Kennard, Director; Jean DiMonte of DiMonte and Assoc; Jill Cannizzo, Heidi Rouleau new trustee to be sworn in during this meeting.

A quorum was established.

Trustee Lanken made a motion to approve the agenda with the revised transfer amount of \$50,000 from \$70,000. Trustee Lee seconded the motion. Roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Brad Lanken, Mary Lee, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

**2. Open Forum**

Raul, Priscilla, Paul and Fred were present.

**3. Financial Reports**

A. Treasurer Lanken reported the account balances.

Trustee Lanken made a motion to approve the treasurer's report dated April 10, 2017 as presented. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Brad Lanken, Mary Lee, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

Treasurer Lanken is going to send Jean an email with several journal entries that are not checking out right. Then when she has the clarification, he can meet with her or she can come to the next committee meeting to clarify these items. There should not be anyone adding a code. Some accounts need to be made inactive. The April warrant list, none of the checks are tying into the PNL accounts.

B. Jean DiMonte presented the financial reports for the month ending March 31, 2017. There was an insurance reimbursement that came in and some donations for the printing of the newsletter. In the money market there is \$390,000.00 in tax money deposited.



#### **4. Consent Agenda**

Trustee Lanken made a motion to approve the consent agenda with the transfer of \$50,000.00 and warrant list #17-04 in the amount of \$24,774.31. Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Brad Lanken, Mary Lee, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

#### **5. Committee Reports**

##### **A. Buildings and Grounds (Ken Rouleau, chair)**

There was not a committee meeting. Ken met with Lorene to discuss some of the bids.

1. Service and Inspection Log -.All up to date. Ken questioned the boiler inspection is on every other year but he said the state does it every year. Ken will get together 3 companies and get prices to maintain the entire system rather than using 2 companies to do it. It would make more sense to have only one company doing it. The blower on the HVAC needs to be replaced. They got it running again for now but it needs to be replaced.

2. Repair Log - All up to date

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

1. Approval of Warrant List 17-04

2. Approve PTAB settlement proposal - Riverside Golf Course

Treasurer Lanken mad a motion to approve the PTAB settlement from Riverside Golf Course in the amount of \$4501.00. Trustee Rouleau seconded the motion. A Roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Brad Lanken, Mary Lee, Ken Rouleau, Elizabeth Tomasek

Nays: None

Motion carried

##### **C. Strategic Planning (Greg Gordon, chair)**

Greg is absent tonight, no report.

##### **D. Personnel (PJ Folz, Chair)**

Nothing to report tonight

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

Trustee Tomasek met with Director Kennard and now is ready to schedule a committee meeting to go over a few policies. The meeting will be on Monday, May 8, 2017 at 6:30 p.m. before the 7:00 p.m. finance meeting and the 7:30 p.m. Board meeting.

## **6. President**

Nothing tonight

## **7. Other Action Items**

Trustee Tomasek made a motion to approve the March 13, 2017 Board Meeting, March 13, 2017 Finance Committee Meeting. Trustee Lee seconded the motion. All in favor, motion carried.

## **8. Information Items**

a. Committee Meetings - Next Board meeting is on May 8, 2017 at 7:30 p.m.

Policy committee meeting is on Monday, May 8<sup>th</sup> at 6:30 p.m.

Finance Committee meeting is on Monday, May 8<sup>th</sup> at 7:00 p.m.

b. Calendar - add finance meeting

c. Memorial Books Report - nothing new to report tonight

d. Correspondence - nothing tonight

E. Board Action Log- all up to date

f. Trustee Continuing Education - nothing tonight

g. Grants - nothing tonight

h. Advocacy - nothing tonight

i. Rails and SWAN - nothing tonight

A proclamation recognizing the retiring of Mary Lee from the Library Board after 20 years of service was read by Director Corgiat. It was presented to Mary along with her picture and a gift.

Fred Smith questioned why the Library is closed for Good Friday and Easter Sunday since they are both religious holidays. It is a violation of constitutional law. The Board replied that they will look into that and then report on it at the next meeting. Fred is asking that it be changed right now for this year. Director Lorene will call the lawyer and ask what should be done. It has already been voted on for this year. He was asked to put it in writing for the next year so that when dates are discussed and voted on they can consider that.

## **9. Adjournment**

Trustee Rouleau made a motion to adjourn the meeting at 8:15 p.m. Trustee Lee seconded the motion. All in favor, motion carried.

Respectfully Submitted  
Jill M. Cannizzo

# May 2017

<i><b>Sunday</b></i>	<i><b>Monday</b></i>	<i><b>Tuesday</b></i>	<i><b>Wednesday</b></i>	<i><b>Thursday</b></i>	<i><b>Friday</b></i>	<i><b>Saturday</b></i>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
		Messy Mornings 10:30-11:00a Pajama Storytime 6:30-7:00p	Lapsit Storytime 10:30-11:00a Movie Matinee 2:00-4:00p LEGOs Club 3:45-4:45p		Senior Drop-In 10:00a-12:00p	
<b>7</b>	<b>8</b> Building & Grounds 6:30-7:00p Finance Committee 7:00-7:30p Board Meeting 7:30-8:30p	<b>9</b> Messy Mornings 10:30-11:00a Book Club 7:00-8:00p	<b>10</b> LEGOs Club 3:45-4:45p Body Smart Gardening 6:30-7:30p	<b>11</b> Lapsit Storytime 10:30-11:00a	<b>12</b> Senior Drop-in 10:00a-12:00p Crafts and Cookies 3:30-5:00p	<b>13</b> Wii Play Games and Watch Movies 11:00a-1:00p Family Bingo/Loteria 2:00-3:00p
<b>14</b> Mother's Day	<b>15</b>	<b>16</b> Drop-In Open Play 10:30-11:00a	<b>17</b> MLB Umpire Dick Cavenaugh 6:30-7:30p	<b>18</b> Lapsit Storytime 10:30-11:00am	<b>19</b> Senior Drop-In 10:00a-12:00p	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b> Drop-In Open Play 10:30-11:00a	<b>24</b>	<b>25</b> Drop-In Open Play 10:00-11:00a	<b>26</b> Senior Drop-In 10:00a-12:00p	<b>27</b>
<b>28</b>	<b>29</b> Memorial Day CLOSED	<b>30</b> Drop-In Open Play 10:30-11:00a	<b>31</b>			



# June 2017

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
				<b>1</b>	<b>2</b> Senior Drop-In 10:00a-12:00p	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> Movie Matinee 2:00-4:00p	<b>8</b>	<b>9</b> Senior Drop-In 10:00a-12:00p	<b>10</b>
<b>11</b>	<b>12</b> Building & Grounds 6:30-7:00p Finance Committee 7:00-7:30p Board Meeting 7:30-8:30p	<b>13</b> Book Club 7:00-8:00p	<b>14</b> A Solar Eclipse is Coming! 6:30-8:00p	<b>15</b>	<b>16</b> Senior Drop-In 10:00a-12:00p	<b>17</b>
<b>18</b> Father's Day	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> Senior Drop-In 10:00a-12:00p	<b>24</b> Liz Berg Band 2:00-3:00p
<b>25</b>	<b>26</b>	<b>27</b> Adult Coloring Club 6:30p-8:00p	<b>28</b> Brief History of Retro Video Game 6:30-8:00p	<b>29</b>	<b>30</b> Senior Drop-In 10:00a-12:00p	

# BOARD ACTION LOG

MONTH	ACTION	2011 DATE	2012 DATE	2013 DATE	2014 DATE	2015 DATE	2016 DATE	2017 DATE
JANUARY	Review policies Appoint FOI & OMA Officers Approve PTAB intervention resolution (every other year)	January 10, 2011	January 9, 2012	January 14, 2013	January 13, 2014	January 12, 2015	Monthly January 11, 2016	January 9, 2017
FEBRUARY	Review insurance Plan employee appreciation dinner Adopt Collection Development Policy	February 7, 2011 Dinner Not Held		March 11, 2013 March 11, 2013 Dinner Not Held	May 12, 2014 Dinner Not Held	January 12, 2015 January 12, 2015 Dinner Not Held	February 8, 2016 Dinner Not Held	January 9, 2017
MARCH	Create public comment policy Election	April 11, 2011						
APRIL	Employee review Volunteer recognition lunch Conduct director's performance review	April 5, 2011	Off year. No election	April 9, 2013	Off year. No election	April 7, 2015 June, 2015	April 14, 2016	April 4, 2017
		Lunch Not Held October 10, 2011	April 18, 2012 September 17, 2012	April 24, 2013	Lunch Not Held	Lunch Not Held August 9, 2015	Lunch Not Held	
MAY	Hold committee meeting on budget Hold committee meeting on salary increases Review health insurance Approve Non-Resident Card Ordinance Plan Fourth of July Celebration Employee appreciation dinner Approve prevailing wage ordinance Approve working budget Post B&M ordinance Approve B&M levy ordinance Fourth of July Plan North Riverside Day Sign IPLAR documents	May 9, 2011 May 9, 2011 May 9, 2011 May 14, 2012 Celebration Not Held Dinner Not Held June 13, 2011 October 10, 2011 July 12, 2011 July 11, 2011 July 4, 2011 Not held	June 11, 2012 June 18, 2012 June 11, 2012 May 14, 2012 Celebration Not Held Dinner Not Held June 11, 2012 July 9, 2012 July 9, 2012 July 9, 2012 July 4, 2012 Not Held	May 16, 23, 30 May 20, 2013 May 20, 2013 May 13, 2013 Dinner Not Held Dinner Not Held June 10, 2013 July 8, 2013 July 8, 2013 July 8, 2013 July 4, 2013 Not Held	April 21 & 28 and May 19 April 21, 2014 May 12, 2014 June 9, 2014 Dinner Not Held June 9, 2014 June 23, 2014 July 14, 2014 July 14, 2014 July 4, 2014 Not Held	May 21, 2015 May 21, 2015 May 18, 2015 May 18, 2015 June 8, 2015 August 9, 2015 June 8, 2015 June 13, 2015 July 13, 2015 July 13, 2015 July 4, 2015 Not Held	May 23, 2016 May 23, 2016 May 23, 2016 May 23, 2016 May 23, 2016 August 19, 2016 June 13, 2016 August 8, 2016 August 8, 2016 July 4, 2016 Not Held	May 1, 2017 March 13, 2017 May 1, 2017 June 12, 2017
JUNE								
JULY								
AUGUST	Hold public hearing on B&A ordinance Approve B&A ordinance File IPLAR Plan Fall Festival Approve holiday closings North Riverside Day Review Bylaws	August 15, 2011 August 15, 2011 August 15, 2011 August 27, 2011 September 12, 2011 August 15, 2011 Not held	August 13, 2012 August 13, 2012 August 13, 2012 September 10, 2012 August 13, 2012 Not Held	August 12, 2013 August 12, 2013 August 12, 2013 August 29, 2013 August 12, 2013 Not Held	August 11, 2014 September 8, 2014 September 8, 2014 August 18, 2014 September 8, 2014 October 13, 2014 Not Held	September 14, 2015 September 14, 2015 September 14, 2015 August 11, 2015 September 14, 2015 September 14, 2015 Not Held	August 8, 2016 September 12, 2016 September 12, 2016 August 8, 2016 August 8, 2016 August 8, 2016 Not Held	
SEPTEMBER								
OCTOBER	Sign per capita grant documents Plan board-staff holiday dinner Plan holiday open house File per capita grant application Review Annual Report Post levy ordinance Hold public hearing on levy ordinance Determine staff Christmas gifts Approve levy ordinance Holiday open house Board-staff holiday dinner Approve audit Establish regular monthly meeting schedule Review Investment Policy (2012)	September 12, 2011 October 14, 2011 October 14, 2011 October 14, 2011 October 14, 2011 October 10, 2011 November 14, 2011 November 14, 2011 November 14, 2011 December 3, 2011 December 11, 2012 December 12, 2012	October 8, 2012 November 12, 2012 October 8, 2012 October 8, 2012 October 8, 2012 October 8, 2012 November 12, 2012 November 12, 2012 November 12, 2012 December 8, 2013 December 2, 2013 December 10, 2013	October 14, 2013 October 14, 2013 October 14, 2013 October 13, 2013 October 14, 2013 October 14, 2013 November 18, 2013 November 11, 2013 November 18, 2013 December 7, 2013 December 8, 2013 December 8, 2013 December 9, 2013	September 22, 2014 No longer required October 13, 2014 October 13, 2014 October 13, 2014 December 8, 2014 October 13, 2014 November 17, 2014 December 8, 2014 November 17, 2014 December 6, 2014 December 14, 2014 December 8, 2014 December 8, 2014	October 12, 2015 No longer required October 12, 2015 October 12, 2015 December 14, 2015 October 12, 2015 November 16, 2015 November 9, 2015 November 16, 2015 December 12, 2015 December 6, 2015 December 6, 2015 December 14, 2015	October 10, 2016 November 14, 2016 November 14, 2016 November 14, 2016 November 14, 2016 December 10, 2016 December 4, 2016 December 12, 2016	





