

REVISED
North Riverside Public Library District
2400 S. Des Plaines Avenue
North Riverside, Illinois

Agenda - Board of Trustees Meeting/September 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 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. Approval of financial statements (Action)
 - D. Approval of Warrant List #17-09 (Action)
 - E. Authorization to transfer \$60,000 (Action)
4. **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. Remind Trustees of Budget and Appropriation Ordinance Approval - September 25, 2017
 - C. Personnel (Greg Gordon, chairman)
 1. Approval of Job Descriptions for Head of Youth Services/Assistant Library Director and Teen/Tween Librarian/Head of Technical Services (Action)
 2. Approval of 5% Salary Increase for Head of Youth Services who will fulfill the additional role as Assistant Library Director (Action)
 3. Approval of 5% Salary Increase for the Public Services and Technology Manager to reflect market conditions (Action)
 4. Approval to promote the part-time Youth Services Associate and Teen/Tween Coordinator to the new position of Teen/Tween Librarian/Head of Technical Services (Action)
 5. Approval to increase the salary of Youth Services Associate Swade by \$1.21 per hour to meet market rate.

D. Policy (Elizabeth Tomasek, chairman)

5. President

1. Foundation Gala

6. Other Action Items

A. Approval of the minutes

1. July 17, 2017 Board of Trustees Meeting
2. August 21, 2017 Board of Trustees Meeting
3. August 21, 2017 Closed Session Minutes (to be distributed at the meeting)

7. Information items

- A. Committee Meetings
- B. Calendar
- C. Memorial Books Report
- D. Correspondence
- E. Board action log
- F. Trustee continuing education
- G. Grants, Advocacy, 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 Board meeting is currently scheduled for October 16, 2017.

**Finance Committee Meeting
North Riverside Public Library
September 18, 2017**

CALL MEETING TO ORDER

- Review Financials:
 - P&L
 - Balance Sheet:
 - Journal Entries:
- Review Tax Appeals
- Review Warrant List
- Review transfer amount

OLD BUSINESS

- P&L (Director will provide clarification)
 - Total Annual Income shortfall for 2016-2017 (\$222,111.33)
 - Tax Revenue \$(293,998.15)
 - Future Appeals 2016-2017 (actual) is understated
 - Copier Fines (\$1,465.85)
 - Donations (\$3,291.10)
 - Grants (\$5,500.00)
 - Unrealized income 2016-2017 = \$61,643.01, annual budget was understated by \$41,645.01
 - Interest income 2016-2017 = \$698.76, annual budget was understated by \$498.76
 - Expenses (Director will provide clarification)
 - Health Insurance understated for June
 - Workers Comp understated for June
 - E-books annual actual is understated
 - Insurance 2016-2017 annual actual = \$14,626.00, annual budget = \$8,840.00
 - Debt Service 2016-2017 annual actual = \$4,126.94, annual budget = \$2,075.00

- Balance Sheet: **(Director will provide clarification)**
 - Due To/From Special Accounts \$27,123.00
 - Due To/From Building Fund (\$66,926.00)
 - Transfer \$11,800.00 from Capital Projects Fund to General Fund
- Journal Entries:
 - Due to/From Special Accounts \$48,000.00 / Kadlec #71797 \$48,000.00
- General Funds:
 - Follow up on Board Action to Rename the following fund account names, per Nathan: **Tabled**
 - Transfer balance from Debt Service Fund to General Fund and make Debt Service Fund "Inactive"
 - 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
- Identify open credit cards and set up admin online accounts
- Discuss and develop policy/procedures for contingency for the following:
 - Banking
 - Vendor Payments
 - Payroll
 - Cash Drawer
- Discussion on BMO Harris Bank Credit Card Monthly Warrant List

▪ ATT	\$350
▪ Call One	\$438
▪ Comcast	\$240
▪ Hinckley	\$108
▪ Leaf	\$668
▪ NY Times	\$82
TOTAL	\$1,876

- **NEW BUSINESS**

- **CLOSE MEETING**

NORTH RIVERSIDE PUBLIC LIBRARY
Warrant List Number 17-09
For approval September 18, 2017

<u>Account #</u>	<u>Account name</u>	<u>Amount</u>
7600-05	Health insurance	16,153.02
8090-01	Books on cds-adult	613.66
8091-01	Books on cds- youth	104.47
8096-01	Cds -- music-adult	79.94
8097-01	Cds-music-youth	74.04
8105-01	Fiction/nonfiction	1,899.95
8106-01	Fiction/nonfiction-juvenile	1,718.23
8107-01	Reference books	38.07
8108-01	E-books	259.97
8115-01	Large print books	150.09
8120-01	Newspapers	82.00
8130-01	I-net data base-adult	875.00
8150-01	Children's programs	851.89
8152-01	Children's summer reading	69.29
8155-01	Adult programs	225.00
8160-01	Adult dvds-feature movies	550.78
8161-01	Adult dvds-documentary/travel	99.96
8162-01	Children's dvds-movies	353.85
8166-01	Children's games	261.49
8171-01	Information technology	750.00
8202-01	Office supplies	1,361.39
8301-07	Telephone	766.48
8302-07	Electricity	5,656.07
8306-07	Building supplies & maintenance	58.76
8308-07	Service contracts	3,017.08
8330-01	Casual labor	495.00
8350-01	Building repairs	408.56
8355-01	Dues & memberships	175.00
8365-01	Library promotion	231.86
8396-01	Bank charges/fees	74.00
8400-01	Accounting	2,000.00
8402-01	Legal fees	38.40
8405-01	Appraisal	365.00
8406-01	Collection service	8.95
8410-01	Printing	<u>2,180.00</u>
Total Warrant List		<u><u>\$42,047.25</u></u>

CHECK HISTORY REPORT

SORTED BY CHECK NUMBER

ACTIVITY FROM: 08/25/17

TO: 09/18/17

BANK CODE: A FIRST AMERICAN BANK

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	NAME	CHECK AMOUNT
011453	09/08/17	LOY	LOYOLA UNIVERSITY - CHICAGO	200.00
011454	09/18/17	ADIA	ANGELICA DIAZ	200.00
011455	09/18/17	AMEL	AMERICAN LIBRARY ASSN.	175.00
011456	09/18/17	ATT	A T & T	460.63
011457	09/18/17	ATT1	A T & T	63.10
011458	09/18/17	ATZ	ATOZ DATABASE	875.00
011459	09/18/17	BAK	BAKER & TAYLOR, INC.	2,401.99
011460	09/14/17		*** VOID CHECK ***	
011461	09/18/17	BMO	BMO HARRIS	2,641.73
011462	09/18/17	BRO	BRODART CO.	38.07
011463	09/18/17	BROU	BRYANT ROULEAU	420.00
011464	09/18/17	COMC	COMCAST	229.85
011465	09/18/17	COV	COVERALL NORTH AMERICA, INC.	1,227.56
011466	09/18/17	DEM	DEMCO, INC.	1,109.72
011467	09/18/17	DIA	DIAMOND GRAPHICS, INC.	2,180.00
011468	09/18/17	DYN	DYNEGY ENERGY SERVICES	5,656.07
011469	09/18/17	EDA	ERNEST DI MONTE & ASSOCIATES	2,000.00
011470	09/18/17	FIR	FIRST AMERICAN BANK	37.00
011471	09/18/17	FRAR	FRANCZEK RADELET	38.40
011472	09/18/17	FUN	FUNNY VALENTINE PRESS	225.00
011473	09/18/17	GAL	GALE/CENGAGE LEARNING	150.09
011474	09/18/17	ILLO	OFFICE OF STATE FIRE MARSHAL	140.00
011475	09/18/17	IMP	IMPACT NETWORKING, LLC	144.95
011476	09/18/17	INDA	INDUSTRIAL APPRAISAL CO.	365.00
011477	09/18/17	JCAN	JILL CANNIZZO	75.00
011478	09/18/17	LEAF	LEAF	747.30
011479	09/18/17	LIM	LIMRICC PURCHASE OF HEALTH I	16,153.02
011480	09/18/17	MID	MIDWEST TAPE	1,425.40
011481	09/18/17	NEWY	THE NEW YORK TIMES	82.00
011482	09/18/17	OVE	OVER DRIVE, INC.	259.97
011483	09/18/17	PENR	PENGUIN RANDOM HOUSE LLC	333.75
011484	09/18/17	PROB	PROVEN BUSINESS SYSTEMS	101.47
011485	09/18/17	QUIL	QUILL CORPORATION	106.72
011486	09/18/17	ROS	ROSCOE COMPANY	88.65
011487	09/18/17	SCHOL	SCHOLASTIC LIBRARY PUBLISHING	152.10
011488	09/18/17	SEAS	SEAWAY SUPPLY CO.	58.76
011489	09/18/17	TECM	TECH. MGMT. REVOLVING FUND	76.00
011490	09/18/17	TRIL	TRIMLINE LANDSCAPING, INC.	385.00
011491	09/18/17	UNIM	UNIQUE MGMT. SERVICES, INC.	8.95
011492	09/18/17	VER	VERSATILE COMPUTER SERVICES	750.00
011493	09/18/17	WEST	WEST TOWN MECHANICAL	264.00

BANK A TOTAL: 42,047.25

REPORT TOTAL: 42,047.25

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 08/22/17 TO: 09/18/17

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
7600-05		HEALTH INSURANCE						
	LIM	FEB-JUNE	09/12/17	AP- 0029	09/14/17	N	11,357.70	011479
	LIM	JULY-SEPT	09/12/17	AP- 0029	09/14/17	N	4,795.32	011479
		VENDOR LIM TOTAL:					16,153.02	
		ACCOUNT 7600-05 TOTAL:					16,153.02	
8090-01		BOOKS ON CDS-ADULT						
	MID	8-1-17	09/12/17	AP- 0029	09/14/17	N	279.91	011480
	PENR	1083369849	09/14/17	AP- 0029	09/14/17	N	56.25	011483
	PENR	1083509623	09/12/17	AP- 0029	09/14/17	N	33.75	011483
	PENR	1084288353	09/14/17	AP- 0029	09/14/17	N	243.75	011483
		VENDOR PENR TOTAL:					333.75	
		ACCOUNT 8090-01 TOTAL:					613.66	
8091-01		BOOKS ON CDS- YOUTH						
	BAK	8-15-17	09/12/17	AP- 0029	09/14/17	N	104.47	011459
		ACCOUNT 8091-01 TOTAL:					104.47	
8096-01		CDS -MUSIC -ADULT						
	MID	8-2-17	09/12/17	AP- 0029	09/14/17	N	79.94	011480
		ACCOUNT 8096-01 TOTAL:					79.94	
8097-01		CDS-MUSIC- YOUTH						
	BMO	8-3-17	09/13/17	AP- 0029	09/14/17	N	13.08	011461
	MID	8-3-17	09/12/17	AP- 0029	09/14/17	N	60.96	011480
		ACCOUNT 8097-01 TOTAL:					74.04	
8105-01		FICTION/NON FICTION						
	BAK	8/31/17	09/12/17	AP- 0029	09/14/17	N	1,399.95	011459
	BMO	JULY 2017	09/13/17	AP- 0029	09/14/17	N	500.00	011461
		ACCOUNT 8105-01 TOTAL:					1,899.95	
8106-01		FICTION/NON FICTION -JUVENILE						
	BAK	8/31/17	09/12/17	AP- 0029	09/14/17	N	897.57	011459
	BMO	8-1-17	09/13/17	AP- 0029	09/14/17	N	152.47	011461
	BMO	JULY 2017	09/13/17	AP- 0029	09/14/17	N	516.09	011461
		VENDOR BMO TOTAL:					668.56	
	SCHOL	15598082	09/12/17	AP- 0029	09/14/17	N	25.35	011487
	SCHOL	15601383	09/12/17	AP- 0029	09/14/17	N	126.75	011487
		VENDOR SCHOL TOTAL:					152.10	
		ACCOUNT 8106-01 TOTAL:					1,718.23	
8107-01		REFERENCE BOOKS						
	BRO	B5089780	09/12/17	AP- 0029	09/14/17	N	17.55	011462
	BRO	B5093498	09/12/17	AP- 0029	09/14/17	N	20.52	011462

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 08/22/17 TO: 09/18/17

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8107-01		REFERENCE BOOKS						
							VENDOR BRO TOTAL:	38.07
							ACCOUNT 8107-01 TOTAL:	38.07
8108-01		E-BOOKS						
	OVE	1658-11372	09/12/17	AP-0029	09/14/17	N	259.97	011482
							ACCOUNT 8108-01 TOTAL:	259.97
8115-01		LARGE PRINT BOOKS						
	GAL	61584000	09/14/17	AP-0029	09/14/17	N	150.09	011473
							ACCOUNT 8115-01 TOTAL:	150.09
8120-01		NEWSPAPERS						
	NEWY	8/27/17	09/12/17	AP-0029	09/14/17	N	82.00	011481
							ACCOUNT 8120-01 TOTAL:	82.00
8130-01		I-NET DATA BASE - ADULT						
	ATZ	502029	09/12/17	AP-0029	09/14/17	N	875.00	011458
							ACCOUNT 8130-01 TOTAL:	875.00
8150-01		CHILDREN'S PROGRAMS						
	BMO	8-7-17	09/13/17	AP-0029	09/14/17	N	241.89	011461
	BMO	JULY 2017	09/13/17	AP-0029	09/14/17	N	410.00	011461
							VENDOR BMO TOTAL:	651.89
	LOY	PROGRAM	09/08/17	AP-0028	09/08/17	N	200.00	011453
							ACCOUNT 8150-01 TOTAL:	851.89
8152-01		CHILDREN'S SUMMER READING						
	BMO	9/12/17	09/13/17	AP-0029	09/14/17	N	69.29	011461
							ACCOUNT 8152-01 TOTAL:	69.29
8155-01		ADULT PROGRAMS						
	FUN	PROG 10/11	09/12/17	AP-0029	09/14/17	N	225.00	011472
							ACCOUNT 8155-01 TOTAL:	225.00
8160-01		ADULT DVDS- FEATURE MOVIES						
	MID	8-4-17	09/12/17	AP-0029	09/14/17	N	550.78	011480
							ACCOUNT 8160-01 TOTAL:	550.78
8161-01		ADULTS-DVS-DOCUMENTARY/TRAVEL						
	MID	8-5-17	09/12/17	AP-0029	09/14/17	N	99.96	011480

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 08/22/17 TO: 09/18/17

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8161-01	ADULTS-DVS-DOCUMENTARY/TRAVEL							
ACCOUNT 8161-01 TOTAL:							99.96	
8162-01	CHILDREN'S DVDS-MOVIES							
	MID	8-6-17	09/12/17	AP- 0029	09/14/17	N	353.85	011480
ACCOUNT 8162-01 TOTAL:							353.85	
8166-01	CHILDREN'S GAMES							
	BMO	8-2-17	09/13/17	AP- 0029	09/14/17	N	261.49	011461
ACCOUNT 8166-01 TOTAL:							261.49	
8171-01	INFORMATION TECHNOLOGY							
	VER	15112	09/12/17	AP- 0029	09/14/17	N	750.00	011492
ACCOUNT 8171-01 TOTAL:							750.00	
8202-01	OFFICE SUPPLIES							
	DEM	6191614	09/12/17	AP- 0029	09/14/17	N	173.23	011466
	DEM	6194283	09/12/17	AP- 0029	09/14/17	N	115.40	011466
	DEM	6200793	09/12/17	AP- 0029	09/14/17	N	821.09	011466
VENDOR DEM TOTAL:							1,109.72	
	IMP	834963A	09/12/17	AP- 0029	09/14/17	N	144.95	011475
VENDOR IMP TOTAL:							.00	
	QUIL	9668268	09/14/17	AP- 0029	09/14/17	N	106.72	011485
ACCOUNT 8202-01 TOTAL:							1,361.39	
8301-07	TELEPHONE							
	ATT	8/16/17	09/12/17	AP- 0029	09/14/17	N	460.63	011456
	COMC	9/2/17	09/13/17	AP- 0029	09/14/17	N	229.85	011464
	TECM	7/31/17	09/12/17	AP- 0029	09/14/17	N	76.00	011489
ACCOUNT 8301-07 TOTAL:							766.48	
8302-07	ELECTRICITY							
	DYN	AUG. 2017	09/12/17	AP- 0029	09/14/17	N	2,752.13	011468
	DYN	JULY, 2017	09/13/17	AP- 0029	09/14/17	N	2,903.94	011468
VENDOR DYN TOTAL:							5,656.07	
ACCOUNT 8302-07 TOTAL:							5,656.07	
8306-07	BUILDING SUPPLIES & MAINT							
	SEAS	127950	09/14/17	AP- 0029	09/14/17	N	58.76	011488
ACCOUNT 8306-07 TOTAL:							58.76	

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 08/22/17 TO: 09/18/17

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								
ATT1		9/5/07	09/13/17	AP- 0029	09/14/17	N	63.10	011457
COV		9/1-9/30/	09/12/17	AP- 0029	09/14/17	N	1,227.56	011465
ILLO		9580549	09/12/17	AP- 0029	09/14/17	N	140.00	011474
LEAF		7658081	09/12/17	AP- 0029	09/14/17	N	747.30	011478
PROB		417485	09/12/17	AP- 0029	09/14/17	N	101.47	011484
ROS		149810	09/12/17	AP- 0029	09/14/17	N	88.65	011486
TRIL		9/1/17	09/12/17	AP- 0029	09/14/17	N	385.00	011490
WEST		512055009	09/12/17	AP- 0029	09/14/17	N	264.00	011493
ACCOUNT 8308-07 TOTAL:							3,017.08	
8330-01 CASUAL LABOR								
BROU		AUG. 2017	09/13/17	AP- 0029	09/14/17	N	420.00	011463
JCAN		9/18/17	09/13/17	AP- 0029	09/14/17	N	75.00	011477
ACCOUNT 8330-01 TOTAL:							495.00	
8350-01 CONTINGENCY								
BMO		8-4-17	09/13/17	AP- 0029	09/14/17	N	408.56	011461
ACCOUNT 8350-01 TOTAL:							408.56	
8355-01 DUES /MEMBERSHIPS								
AMEL		8/31/17	09/12/17	AP- 0029	09/14/17	N	175.00	011455
ACCOUNT 8355-01 TOTAL:							175.00	
8365-01 LIBRARY PROMOTION								
ADLA		200	09/12/17	AP- 0029	09/14/17	N	200.00	011454
BMO		8-5-17	09/13/17	AP- 0029	09/14/17	N	31.86	011461
ACCOUNT 8365-01 TOTAL:							231.86	
8396-01 BANK CHARGES /FEES								
BMO		BANK CHG	09/13/17	AP- 0029	09/14/17	N	37.00	011461
FIR		8/25/17	09/12/17	AP- 0029	09/14/17	N	37.00	011470
ACCOUNT 8396-01 TOTAL:							74.00	
8400-01 ACCOUNTING								
EDA		14803	09/12/17	AP- 0029	09/14/17	N	2,000.00	011469
ACCOUNT 8400-01 TOTAL:							2,000.00	
8402-01 LEGAL FEES								
FRAR		177610	09/12/17	AP- 0029	09/14/17	N	38.40	011471
ACCOUNT 8402-01 TOTAL:							38.40	
8405-01 APPRAISAL								
INDA		7/21/17	09/12/17	AP- 0029	09/14/17	N	145.00	011476
INDA		INSUR. VAL	09/12/17	AP- 0029	09/14/17	N	220.00	011476
VENDOR INDA TOTAL:							365.00	

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 08/22/17 TO: 09/18/17

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8405-01	APPRAISAL							
ACCOUNT 8405-01 TOTAL:							365.00	
8406-01	COLLECTION SERVICE							
	UNIM	449674	09/12/17	AP- 0029	09/14/17	N	8.95	011491
ACCOUNT 8406-01 TOTAL:							8.95	
8410-01	PRINTING							
	DIA	0102828177	09/12/17	AP- 0029	09/14/17	N	2,180.00	011467
ACCOUNT 8410-01 TOTAL:							2,180.00	
REPORT TOTALS:							42,047.25	

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

<u>First American Bank of Riverside</u>	<u>Checking</u>
Ending balance per bank @8/31/17	\$ 86,879.41
LESS: outstanding checks	(3,693.01)
Balance on hand on 8/31/17	<u>\$ 83,186.40</u>

<u>First American Bank of Riverside</u>	<u>Money Market</u>
Beginning balance at Aug.1, 2017	\$ 508,656.77
ADD: Interest	24.49
Real estate tax deposits	253,891.26
Less: Transfers to operating account	<u>00.00</u>
Balance on hand on Aug. 31, 2017	<u>\$ 762,572.52</u>

<u>First American Bank of Riverside (R #7115)</u>	<u>Money Market</u>
Beginning balance at Aug. 1, 2017	\$ 48.52
Less: Bank charge	<u>(3.95)</u>
Balance on hand at Aug.31, 2017	<u>\$ 44.57</u>

<u>The Illinois Funds – IPTIP account</u>	<u>Money Market</u>
Beginning balance at Aug. 1, 2017	\$ 89,625.79
ADD: Interest - Aug.	<u>76.66</u>
Balance on hand at Aug. 31, 2017	<u>\$ 89,702.45</u>

<u>Chase</u>	<u>Chase Bank</u>
Beginning balance at Aug. 1, 2017	\$ 7,714.77
ADD: Interest - Aug.	<u>.65</u>
Balance on hand at Aug. 31, 2017	<u>\$ 7,715.42</u>

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT POSITION DESCRIPTION

Last Review Date: 9/17

POSITION: HEAD OF YOUTH SERVICES/ASSISTANT LIBRARY DIRECTOR

Exempt

DEPT: YOUTH SERVICES-/ADMINISTRATION

JOB PURPOSE: To operate and develop the Youth Services Department and to work with the Library Director to manage all Library Departments.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. Supervises the professional, paraprofessional, and page staff of the Youth Services and, in the absence of the Library Director, supervises all other Department Heads.

Responsible for the operation of Youth Services, which includes provision of reference and readers' advisory service, collection development (selection and weeding) of age-appropriate materials, and programming to promote reading and learning for children from birth through 12th grade, parents, and adults working with young people. Hires, trains, supervises, and evaluates staff; maintains statistics and provides reports on departmental programs and services; develops and administers the Youth Services budget; interprets the collections to the public through promotional material, publicity, and public relations; and other related functions. Maintains current awareness of trends in children's librarianship. (80%)

Assists the Director with the operation of the Library. Handles all administrative duties in the absence of the Library Director. Works with the Director to plan and evaluate library programs and services. (20%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of library policy and goals, service standards and procedures. Thorough knowledge of public library services and materials with a focus on young people. Ability to work well with young people, adults and co-workers. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate the work of others. Ability to effectively manage the operation of the department and develop staff.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Master's degree in Library Science. Five years library experience, including at least two years supervisory experience. Commitment to work evenings and weekends regularly.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Last Review Date: 9/17

POSITION: TEEN/TWEEN LIBRARIAN/HEAD OF TECHNICAL SERVICES

DEPT: YOUTH SERVICES and TECHNICAL SERVICES

JOB PURPOSE: To provide library services to the tween/teen population and to handle all aspects of Technical Services.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Head of the Youth Services Department and the Library Director. Supervises the paraprofessional staff member in Technical Services.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for the planning, development and delivery of services to Tweens and Teens. This includes provision of reference and readers' advisory service, collection development (selection and weeding) of age-appropriate materials, and programming to promote reading and learning for kids from 6th through 12th grade. Also maintains statistics and provides reports on programs and services; works with supervisor to develop and administer the budget; interprets the collections to the public through promotional material, publicity, and public relations; and handles the tween/teen Facebook and Instagram accounts. Maintains current awareness of trends in tween/teen librarianship. (60%)

Responsible for maintaining the Library's bibliographic database on SWAN. Receives all material ordered by staff. Prepares materials for processing. Hires, trains and supervises the part-time data entry/processing clerk. Maintains current awareness of trends in Technical Services. (40%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of public library services and materials, with a focus on the tween/teen population. Knowledge of SWAN policies and procedures for data entry and cataloging. Ability to work well with young people, adults and co-workers. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Master's degree in Library Science. Commitment to work evenings and weekends regularly.

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
2400 S. DesPlaines Avenue
North Riverside, IL 60546

Minutes of the meeting of July 17, 2017

1. Open of Meeting

The meeting was called to order by President Corgiat at 7:50 p.m. Roll call was taken.

Present: Annette Corgiat, P.J. Folz, Brad Lanken, Heidi Rouleau Ken Rouleau

Absent: Greg Gordon, Elizabeth Tomasek

Also Present: Lorene Kennard, Director; Jean DiMonte of DiMonte and Assoc; Jill Cannizzo

A quorum was established.

Trustee Folz made a motion to approve the agenda as presented with the transfer of \$70,000.00. Trustee Lanken seconded the motion. Roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Brad Lanken, Heidi Rouleau Ken Rouleau

Nays: None

Motion carried

2. Open Forum

No visitors tonight

3. Financial Reports

A. Trustee Lanken made a motion to approve the treasurer's report dated July 17, 2017 as presented. Trustee K. Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Brad Lanken, Heidi Rouleau Ken Rouleau

Nays: None

Motion carried

B. Jean DiMonte presented the financial reports for the month ending June 30, 2017. There was a large transfer last month so a decision needs to be made on how much to transfer tonight. Jean was talking about real estate taxes. \$838,271.04 collected in taxes, in the bank \$672,313.16 the difference is \$165,950.78 that was what was refunded. Hopefully we will get an adjustment.

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

Ayes: Annette Corgiat, P.J. Folz, Brad Lanken, Heidi Rouleau Ken Rouleau

Nays: None

Motion carried

D. Treasurer Lanken made a motion to approve Warrant List #17-07 in the amount of \$40,820.08. Trustee H. Rouleau seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Brad Lanken, Heidi Rouleau Ken Rouleau

Nays: None

Motion carried

E. Treasurer Lanken made a motion to approve the transfer of \$70,000.00. Trustee Folz seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Brad Lanken, Heidi Rouleau Ken Rouleau

Nays: None

Motion carried

4. Committee Reports

A. Buildings and Grounds (Ken Rouleau, chair)

1. Service and Inspection Log - All up to date. There are a few things that need to be adjusted. Ken will work on revamping the log. Some items can be combined and others can be removed. There are a few items on the list that need to be updated and a few that need to be done that are overdue.

2. Repair Log - All up to date. No repairs this month. Waiting on the quote for replacing both of the condenser coils. Lorene got the third quote for the concrete. Ken will review them and bring them to the Board. Annette asked Lorene to look into grants for the cement work. Ken and Bryant are working on switching the flag light to LED but there was a small problem so they are still working on it.

B. Finance (Brad Lanken, chairman)

1. Set hearing date for approval of Budget and Appropriation Ordinance

The hearing will be set for August 21, 2017 at 7:15 p.m.

2. Review and Approve FY18 budget

Trustee Lanken made a motion to approve. Trustee K. Rouleau seconded. Roll call vote was taken.

Ayes: Annette Corgiat, P.J. Folz, Brad Lanken, Heidi Rouleau Ken Rouleau

Nays: None

Motion carried

C. Strategic Planning (Greg Gordon, chair)

Nothing tonight

D. Personnel (PJ Folz, Chair)

P.J. will set another personnel meeting with Lorene to finalize amounts. There have been interviews and all 3 candidates were good for the reference librarian. Lorene has done some research and she has decided on which one she wants to hire. The Board approved her offering them the job. She needs to finalize the draft of the job description and then she will make an offer. Angelica needs to be replaced and so does Christine. Lorene will post the job internally before looking for an outside hire for the Administrative Assistant position. Trustee Lanken suggested that a notebook be made with all of the job descriptions and the salary range for that position. Then that will all be together in one place.

E. Policy (Elizabeth Tomasek, Chair)

Heidi said that it was a pleasure being on the Board and she wishes it didn't have to be so short. This is her last meeting, she will be moving before the next meeting.

5. President

1. Foundation Gala - October 21st. The theme is set and the venue is booked. PJ is working on silent auction items. It should be a great night.
2. Employee Appreciation Dinner - It is August 18th at Miller's Ale House.
3. Approve FY18 Board Meeting dates - The third Monday of the month
Trustee Lanken made a motion to approve the Board meeting dates, the third Monday of each month. Trustee H. Rouleau seconded the motion. All ayes, motion carried.

Annette got information from the Recreation department about the Autumn fest. She wanted to pass on the information to the staff so they can begin planning it.

6. Other Action Items

Trustee K. Rouleau made a motion to approve the June 12, 2017 Board meeting, June 19, 2017 Special Board Finance Meeting, June 26, 2017 Special Board Finance Meeting. Trustee Folz seconded the motion. All in favor, motion carried.

7. Information Items

- a. Committee Meetings - nothing tonight
- b. Calendar - all up to date
- c. Memorial Books Report - none this month
- d. Correspondence - nothing this month
- E. Board Action Log- all up to date
- f. Trustee Continuing Education - Greg is going to the Ill Library Assoc conference in mid October.
- g. Grants, Advocacy, Rails and Swan - nothing tonight

8. Closed Session

None tonight

9. Adjournment

Trustee Lanken made a motion to adjourn the meeting at 8:47p.m. Trustee H. Rouleau seconded the motion. All in favor, motion carried.

Respectfully Submitted
Jill M. Cannizzo

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
2400 S. DesPlaines Avenue
North Riverside, IL 60546

Minutes of the meeting of August 21, 2017

1. Open of Meeting

The meeting was called to order by President Corgiat at 7:31 p.m. Roll call was taken.

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

Absent: None

Also Present: Jean DiMonte of DiMonte and Assoc; Jill Cannizzo, New trustee Al Pineda, and Marilyn Boria

A quorum was established.

Trustee Lanken made a motion to approve the agenda with the change in the financial reports to add the Budget and Appropriation Ordinance. Trustee Tomasek seconded the motion. Roll call vote was taken.

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

Nays: None

Motion carried

Treasurer Gordon swore in Trustee Alan Pineda.

2. Open Forum

Al & Monica Pineda and Marilyn Boria were present.

3. Financial Reports

A. Trustee Lanken presented the treasurer's report.

Trustee Lanken made a motion to approve the treasurer's report dated August 21, 2017 as presented. Trustee Gordon seconded the motion. A roll call vote was taken.

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

Nays: None

Motion carried

B. Jean DiMonte presented the financial reports for the month ending July 31, 2017. Some things were held off the warrant list for this month. Trustee Lanken and President Corgiat will go over those bills and let Jean know what to pay. Jean suggested that the Board keep a handle on the petty cash and the other monies that come into the Library for things like fines and copies and things like that. There needs to be a policy made for the cash register. The print out from the cash register should also match the deposit for that month. The policy for fines and such should also be reviewed. Trustee Gordon asked what the purpose of the ordinance is. Jean said that it is part of being a government agency. The percentage is limited by the rules.

C. Treasurer Lanken made a motion to approve the financial statements as presented. Trustee Tomasek seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Alan Pineda, Ken Rouleau, Elizabeth Tomasek
Nays: None
Motion carried

D. Treasurer Lanken made a motion to approve Warrant List #17-08 in the amount of \$35,489.72. Trustee Tomasek seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Alan Pineda, Ken Rouleau, Elizabeth Tomasek
Nays: None
Motion carried

E. Treasurer Lanken made a motion to table the transfer for this month. Trustee Folz seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Alan Pineda, Ken Rouleau, Elizabeth Tomasek
Nays: None
Motion carried

F. Treasurer Lanken made a motion to accept the Budget and Appropriation Ordinance for the year July 1, 2017 to June 30, 2018. Trustee Gordon seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, P.J. Folz, Greg Gordon, Brad Lanken, Alan Pineda, Ken Rouleau, Elizabeth Tomasek
Nays: None
Motion carried

4. Committee Reports

A. Buildings and Grounds (Ken Rouleau, chair)

Service and Inspection Log - All up to date. Contracts - quick review.
The meeting was last week. Reviewed the cement bids, Ken is waiting to talk to the lawyer. Talked about the condenser coil repair, Control Systems was bought out. The new company gave a bid and also suggested an assessment. 4 hours to asses and not to exceed \$652.00. The committee suggested to go with the bid. Ken will ask if they will give a credit for that amount if they say to replace it from the total amount for replacement. Ken needs to get more information from the companies that gave bids for the controls of HVAC. When he gets his questions answered he will make a decision on which one to go with. The security system was setting off false alarms. They came out and suggested the keypad gets replaced at the back door and that should take care of it.

Trustee Rouleau made a motion to replace the keypad. Trustee Tomasek seconded the motion. All in favor, motion carried.

The committee also discussed removing of older plants on south of parking lot. It was suggested that they just be cut down and let them grow again. President Corgiat will call and ask them to take care of it.

B. Finance (Brad Lanken, chairman)
Nothing more tonight

C. Strategic Planning (Greg Gordon, chair)
Nothing tonight

D. Personnel (PJ Folz, Chair)
Nothing tonight. Greg mentioned that the adult services librarian has accepted the job and will start September 18th. Susan's person cleared and she will proceed with that tomorrow and will report for the next meeting.

E. Policy (Elizabeth Tomasek, Chair)
Nothing tonight. Elizabeth is working on the cash register policy and review the policy book for 2017. It was not done in 2016.

5. President

1. Foundation Gala - October 21st at Riverside Golf Club. PJ is in charge of the silent auctions. Theme is Night at the Cabaret. Things are moving forward.

6. Other Action Items

Postpone until next meeting.

7. Information Items

a. Committee Meetings - nothing tonight

b. Calendar - all up to date

c. Memorial Books Report - none this month

d. Correspondence - none this month

E. Board Action Log- all up to date

f. Trustee Continuing Education - nothing tonight

g. Grants, Advocacy, Rails and Swan - nothing tonight

8. Closed Session

Trustee Gordon made a motion to go into closed session to discuss the interim director position at 8:27 p.m. Trustee Lanken seconded. Roll call was taken and all Trustees responded affirmatively.

9. Open Session

The Board reconvened in Open Session at 9:15 p.m. At that time, Trustee Lanken made a motion to enter into a contract with Marilyn Boria to serve as Interim Library Director following some contract revisions that should be submitted to President Corgiat later this week. Trustee Folz seconded the motion. A roll call vote was taken.

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

Nays: None

Motion carried

10. Adjournment

Trustee Lanken made a motion to adjourn the meeting at 9:20 p.m. Trustee Gordon seconded the motion. All ayes, motion carried.

Respectfully Submitted
Jill M. Cannizzo

ADULT PROGRAM STATISTICS FOR AUGUST, 2017

<u>DATE</u>	<u>PROGRAM</u>	<u>PATRONS</u>
8/2	Movie: "Rear Window"	6
8/8	Book Club: <u>A Painted House</u>	5 < age 60 15
8/16	Creating Ice Cream Dreams	7 < age 60 19
8/22	Adult Coloring Club	2
8/23	Ted Strong, Jr.	4 < age 60 10
8/30	A Look at Illinois' Geology	24
8/4	Senior Drop-In	8
8/11	Senior Drop-In	8
8/18	Senior Drop-In	8
8/25	Senior Drop-In	12

Submitted by Mary Cooper, Adult Services Librarian