

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

BALANCE SHEET

JULY 31, 2017

Assets

Current Assets

KADLEC ANNUITY #18463	\$213,363.00	
KADLEC ANNUITY # 19563	100,444.00	
KADLEC ANNUITY #37743	415,294.00	
CASH-AUDIT FUND	15,903.00	
CASH-LIABILITY INSURANCE FUND	101,068.67	
CASH-UNEMPLOYMENT INS FUND	4,675.00	
CASH-BUILDING FUND	190,191.00	
CASH - SOCIAL SECURITY FUND	21,014.00	
CASH - PENSION FUND	25,359.00	
CASH-DEBT SERVICE FUND	8,333.00	
EQUIPMENT FUND	15,000.00	
CASH-1ST AMERICAN CHKG ACCT	134,126.94	
IST AMERICAN BANK-DONATION A/C	15,000.00	
CHASE BANK	7,714.77	
CASH- IPTIP -U.S. BANK	89,625.79	
IST AMERICAN BANK -R#7115	48.52	
INVEST/SAVINGS 1ST AMER BANK	127,113.10	
KADLEC ANNUITY #71797	52,800.00	
BMO HARRIS -#5475	500.00	
TOTAL Current Assets		1,537,573.79

ACCOUNTS RECEIVABLE

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

Due To/From Special Funds

DUE TO/FROM SPECIAL ACCOUNTS	27,123.00	
DUE TO/FROM BUILDING FUND	(66,926.00)	
TOTAL Due To/From Special Funds		(39,803.00)
TOTAL Assets		\$1,717,408.28

BALANCE SHEET

JULY 31, 2017

Liabilities AND Equity

Liabilities

ACCOUNTS PAYABLE	\$13,764.92	
ACCOUNTS PAYABLE-LIABILITY FUN	236.40	
ACCOUNTS PAYABLE-BUILDING FUND	12,541.63	
ACCRUED WAGES	5,803.11	
CAFETERIA PLAN	969.37	
DEFERRED TAX REVENUES-CORP FD	192,849.75	
DEFERRED TAX REV.- AUDIT FUND	1,521.04	
DEFERRED TAX REV.-LIABILITY FD	2,916.29	
DEFERRED TAX REV.-UNEMPLOY.	253.85	
DEFERRED TAX REV.- BUILDING FD	11,192.73	
DEFERRED TAX REVENUE-SS	8,621.17	
DEFERRED TAX REVENUE PENSION	2,281.84	
TOTAL Liabilities		252,952.10

Fund Balances

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

TOTAL Liabilities

1,637,343.02

Equity

RETAINED EARNINGS - PRIOR	(61,431.48)	
Retained Earnings-Current Year	141,496.74	
TOTAL Equity		80,065.26

TOTAL Liabilities AND Equity

\$1,717,408.28

INCOME STATEMENT

FOR THE 1 PERIOD ENDED JULY 31, 2017

	PERIOD TO DATE			YEAR TO DATE		
	ACTUAL	BUDGET	VARIANCE	ACTUAL	ANNUAL BUDGET	VARIANCE
Income						
TAX REVENUE-CORP FUND	\$212,509.46	.00	212,509.46	212,509.46	.00	212,509.46
COPIER, FINES, OTHER	1,009.17	.00	1,009.17	1,009.17	.00	1,009.17
INTEREST INCOME	86.93	.00	86.93	86.93	.00	86.93
TOTAL Income	213,605.56	.00	213,605.56	213,605.56	.00	213,605.56
Gross Profit	213,605.56	.00	213,605.56	213,605.56	.00	213,605.56
Expenses:						
Expense - Salaries						
LIBRARY CLERKS	17,901.72	.00	(17,901.72)	17,901.72	.00	(17,901.72)
LIBRARY PAGES	2,095.37	.00	(2,095.37)	2,095.37	.00	(2,095.37)
ADMINISTRATORS	14,081.92	.00	(14,081.92)	14,081.92	.00	(14,081.92)
TOTAL Expense - Salaries	34,079.01	.00	(34,079.01)	34,079.01	.00	(34,079.01)
Expenses - Benefits						
UNEMPLOYMENT INSURANCE	(1,726.93)	.00	1,726.93	(1,726.93)	.00	1,726.93
SOCIAL SECURITY FUND	2,595.05	.00	(2,595.05)	2,595.05	.00	(2,595.05)
TOTAL Expenses - Benefits	868.12	.00	(868.12)	868.12	.00	(868.12)
Expense - Library Materials						
BOOKS ON CDS-ADULT	200.25	.00	(200.25)	200.25	.00	(200.25)
CDS -MUSIC -ADULT	16.99	.00	(16.99)	16.99	.00	(16.99)
CDS-MUSIC- YOUTH	141.89	.00	(141.89)	141.89	.00	(141.89)
TOTAL Expense - Library Materi	359.13	.00	(359.13)	359.13	.00	(359.13)
Expense - Books						
FICTION/NON FICTION	4,646.75	.00	(4,646.75)	4,646.75	.00	(4,646.75)
FICTION/NON FICTION -JUVENILE	1,309.32	.00	(1,309.32)	1,309.32	.00	(1,309.32)
REFERENCE BOOKS	222.00	.00	(222.00)	222.00	.00	(222.00)
E-BOOKS	3,000.00	.00	(3,000.00)	3,000.00	.00	(3,000.00)
LARGE PRINT BOOKS	126.05	.00	(126.05)	126.05	.00	(126.05)
TOTAL Expense - Books	9,304.12	.00	(9,304.12)	9,304.12	.00	(9,304.12)
Expense - Newspapers						
NEWSPAPERS	423.80	.00	(423.80)	423.80	.00	(423.80)
TOTAL Expense - Newspapers	423.80	.00	(423.80)	423.80	.00	(423.80)
Expense - Other Media						
I-NET DATA BASE - ADULT	3,492.00	.00	(3,492.00)	3,492.00	.00	(3,492.00)
TOTAL Expense - Other Media	3,492.00	.00	(3,492.00)	3,492.00	.00	(3,492.00)
Expense - Periodicals						
ADULT PERIODICALS	19.99	.00	(19.99)	19.99	.00	(19.99)
TOTAL Expense - Periodicals	19.99	.00	(19.99)	19.99	.00	(19.99)
Expense - Programs						
CHILDREN'S PROGRAMS	322.19	.00	(322.19)	322.19	.00	(322.19)
CHILDREN'S SUMMER READING	470.82	.00	(470.82)	470.82	.00	(470.82)
ADULT PROGRAMS	225.00	.00	(225.00)	225.00	.00	(225.00)
STRATEGIC INITIATIVES	135.95	.00	(135.95)	135.95	.00	(135.95)
TOTAL Expense - Programs	1,153.96	.00	(1,153.96)	1,153.96	.00	(1,153.96)
Expense - Video Tapes						
ADULT DVDS- FEATURE MOVIES	528.78	.00	(528.78)	528.78	.00	(528.78)
ADULTS -DVS-DOCUMENTARY/TRAVEL	102.94	.00	(102.94)	102.94	.00	(102.94)
CHILDRES'S DVDS-MOVIES	179.94	.00	(179.94)	179.94	.00	(179.94)
TOTAL Expense - Video Tapes	811.66	.00	(811.66)	811.66	.00	(811.66)
Expense - Computers						
INFORMATION TECHNOLOGY	750.00	.00	(750.00)	750.00	.00	(750.00)
MLS COMPUTER	4,049.25	.00	(4,049.25)	4,049.25	.00	(4,049.25)

INCOME STATEMENT

FOR THE 1 PERIOD ENDED JULY 31, 2017

	PERIOD TO DATE			YEAR TO DATE		
	ACTUAL	BUDGET	VARIANCE	ACTUAL	ANNUAL BUDGET	VARIANCE
TOTAL Expense - Computers	\$4,799.25	.00	(4,799.25)	4,799.25	.00	(4,799.25)
Office Supplies						
OFFICE SUPPLIES	1,549.54	.00	(1,549.54)	1,549.54	.00	(1,549.54)
TOTAL Office Supplies	1,549.54	.00	(1,549.54)	1,549.54	.00	(1,549.54)
Operating expense						
UTILITIES	239.25	.00	(239.25)	239.25	.00	(239.25)
TELEPHONE	744.80	.00	(744.80)	744.80	.00	(744.80)
GAS	687.20	.00	(687.20)	687.20	.00	(687.20)
WATER & GARBAGE	110.01	.00	(110.01)	110.01	.00	(110.01)
TOTAL Operating expense	1,781.26	.00	(1,781.26)	1,781.26	.00	(1,781.26)
Building Expense/maintenance						
BUILDING SUPPLIES & MAINT	1,482.53	.00	(1,482.53)	1,482.53	.00	(1,482.53)
SERVICE CONTRACTS	6,610.20	.00	(6,610.20)	6,610.20	.00	(6,610.20)
CASUAL LABOR	600.00	.00	(600.00)	600.00	.00	(600.00)
BUILDING REPAIRS	646.00	.00	(646.00)	646.00	.00	(646.00)
TOTAL Building Expense/mainten	9,338.73	.00	(9,338.73)	9,338.73	.00	(9,338.73)
Travel						
LODGINGS, MEALS & MILEAGE REIM	78.88	.00	(78.88)	78.88	.00	(78.88)
TOTAL Travel	78.88	.00	(78.88)	78.88	.00	(78.88)
Other Expense						
MEMORIALS AND TRIBUTES	374.25	.00	(374.25)	374.25	.00	(374.25)
MISCELLANEOUS EXPENSE	175.00	.00	(175.00)	175.00	.00	(175.00)
BANK CHGES/FEES-REST.#7115	3.95	.00	(3.95)	3.95	.00	(3.95)
TOTAL Other Expense	553.20	.00	(553.20)	553.20	.00	(553.20)
Expense - Outside Services						
ACCOUNTING	2,000.00	.00	(2,000.00)	2,000.00	.00	(2,000.00)
LEGAL FEES	870.00	.00	(870.00)	870.00	.00	(870.00)
SERVICE CONTRACTS	310.00	.00	(310.00)	310.00	.00	(310.00)
COLLECTION SERVICE	17.90	.00	(17.90)	17.90	.00	(17.90)
PAYROLL EXPENSE	298.27	.00	(298.27)	298.27	.00	(298.27)
TOTAL Expense - Outside Service	3,496.17	.00	(3,496.17)	3,496.17	.00	(3,496.17)
TOTAL Expenses	72,108.82	.00	(72,108.82)	72,108.82	.00	(72,108.82)
Net Income from Operations	141,496.74	.00	141,496.74	141,496.74	.00	141,496.74
Earnings before Income Tax	141,496.74	.00	141,496.74	141,496.74	.00	141,496.74
Net Income (Loss)	\$141,496.74	.00	141,496.74	141,496.74	.00	141,496.74

NORTH RIVERSIDE PUBLIC LIBRARY
Warrant List Number 17-08
For approval August 21, 2017

<u>Account #</u>	<u>Account name</u>	<u>Amount</u>
8090-01	Books on cds-adult	189.94
8091-01	Books on cds- youth	58.30
8096-01	Cds – music-adult	137.90
8097-01	Cds-music-youth	61.95
8105-01	Fiction/nonfiction	232.29
8106-01	Fiction/nonfiction-juvenile	1,199.20
8115-01	Large print books	246.90
8130-01	I-net data base-adult	2,180.20
8150-01	Children's programs	847.51
8152-01	Children's summer reading	462.00
8155-01	Adult programs	575.00
8158-01	Strategic initiatives	187.93
8160-01	Adult dvds-feature movies	967.58
8161-01	Adult dvds-documentary/travel	93.95
8162-01	Children's dvds-movies	228.90
8171-01	Information technology	750.00
8175-01	MLS computer	48.95
8202-01	Office supplies	1,214.72
8301-01	Utilities	469.30
8301-07	Telephone	1,059.99
8302-07	Electricity	7,357.40
8304-07	Water & garbage	123.69
8306-07	Building supplies & maintenance	256.58
8308-07	Service contracts	4,224.26
8320-07	Buildings & grounds	81.00
8330-01	Casual labor	75.00
8335-07	Building repairs	9,312.00
8342-01	Lodgings, meals & mileage reimb.	58.10
8370-01	Postage	34.00
8385-01	Memorials and tributes	20.18
8400-01	Accounting	2,000.00
8402-01	Legal fees	<u>735.00</u>
	Total Warrant List	<u>\$35,489.72</u> =====

CHECK HISTORY REPORT

SORTED BY CHECK NUMBER

ACTIVITY FROM: 08/21/17

TO: 08/22/17

BANK CODE: A FIRST AMERICAN BANK

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	NAME	CHECK AMOUNT
011406	08/21/17	ATLD	ATLAS DOOR REPAIR	275.00
011407	08/21/17	ATT	A T & T	458.78
011408	08/21/17	ATT1	A T & T	63.10
011409	08/21/17	ATT2	A T & T	84.91
011410	08/21/17	BAK	BAKER & TAYLOR, INC.	1,489.79
011411	08/21/17	BMO	BMO HARRIS	400.00
011411	08/21/17	BMO	BMO HARRIS	400.00- (REVRSL)
011412	08/21/17	BMUS	BRITNEY MUSIAL	5.67
011413	08/21/17	BSIL	BARBARA SILVESTRI	14.98
011414	08/21/17	CALO	CALL ONE	440.30
011415	08/21/17	CEN	CENGAGE LEARNING	246.90
011416	08/21/17	COLE	COLLEY ELEVATOR CO.	225.00
011417	08/21/17	COMC	COMCAST	469.30
011418	08/21/17	COMRF	COMMUNICATIONS REVOLVING FUND	76.00
011419	08/21/17	COV	COVERALL NORTH AMERICA, INC.	1,227.56
011420	08/21/17	DDIN	DAVE DI NASO	350.00
011421	08/21/17	DEM	DEMCO, INC.	206.49
011422	08/21/17	DHER	DAVE HERZOG'S MARIONETTES	300.00
011423	08/21/17	DYN	DYNEGY ENERGY SERVICES	7,357.40
011424	08/21/17	EDA	ERNEST DI MONTE & ASSOCIATES	2,000.00
011425	08/21/17	FIRA	CARDMEMBER SERVICE	86.73
011426	08/21/17	HIN	HINCKLEY SPRING WATER COMPANY	136.58
011427	08/21/17	KQUI	KAREN QUINN	14.45
011428	08/21/17	KSS	K&S SPRINKLERS, INC.	120.00
011429	08/21/17	LEAF	LEAF	668.00
011430	08/21/17	MID	MIDWEST TAPE	1,868.15
011431	08/21/17	MIDCO	MIDCO INC.	112.50
011432	08/21/17	MNIK	MICHAEL NIKSIC	250.00
011433	08/21/17	NIT	NITECH INDUSTRIES, INC.	315.90
011434	08/21/17	OLSS	OLSSON ROOFING CO., INC.	1,187.00
011435	08/21/17	PAW	PAWSITIVE THERAPY GROUP	100.00
011436	08/21/17	PERS	PEREGRINE, STIME, NEWMAN	735.00
011437	08/21/17	PETC	CASH	212.43
011438	08/21/17	PROB	PROVEN BUSINESS SYSTEMS	10.00
011439	08/21/17	QUIL	QUILL CORPORATION	417.20
011440	08/21/17	REC	RECORDED BOOKS	2,180.20
011441	08/21/17	RWIG	RAYMOND WIGGERS	245.00
011442	08/21/17	SEAS	SEAWAY SUPPLY CO.	437.17
011443	08/21/17	SLOC	SUSAN LOCANDER	462.00
011444	08/21/17	SWA	SWAN	48.95
011445	08/21/17	TER	TERMINIX	81.00
011446	08/21/17	TRI	TRIBUNE PRODUCTS COMPANY	109.39
011447	08/21/17	TRIL	TRIMLINE LANDSCAPING, INC.	585.00
011448	08/21/17	TYC	TYCO INTEGRATED SECURITY LLC	103.20
011449	08/21/17	VER	VERSATILE COMPUTER SERVICES	750.00
011450	08/21/17	VILNR	VILLAGE OF N. RIVERSIDE	123.69
011451	08/21/17	WEST	WEST TOWN MECHANICAL	8,764.00
011452	08/21/17	JCAN	JILL CANNIZZO	75.00

BANK A TOTAL: 35,489.72

REPORT TOTAL: 35,489.72

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 07/18/17 TO: 08/21/17

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8090-01	MID	BOOKS ON CDS-ADULT 07/31/2017	07/31/17	AP- 0025	08/17/17	N	189.94	011430
ACCOUNT 8090-01 TOTAL:							189.94	
8091-01	BAK	BOOKS ON CDS- YOUTH 7/10/17	08/16/17	AP- 0025	08/17/17	N	13.75	011410
	BAK	7/27/17	08/16/17	AP- 0025	08/17/17	N	44.55	011410
VENDOR BAK TOTAL:							58.30	
ACCOUNT 8091-01 TOTAL:							58.30	
8096-01	MID	CDS -MUSIC -ADULT 07/31/2017	07/31/17	AP- 0025	08/17/17	N	137.90	011430
ACCOUNT 8096-01 TOTAL:							137.90	
8097-01	MID	CDS-MUSIC- YOUTH 95215253	07/10/17	AP- 0025	08/17/17	N	20.98	011430
	MID	95253988	07/25/17	AP- 0025	08/17/17	N	40.97	011430
VENDOR MID TOTAL:							61.95	
ACCOUNT 8097-01 TOTAL:							61.95	
8105-01	BAK	FICTION/NON FICTION 2033027000	07/19/17	AP- 0025	08/17/17	N	232.29	011410
ACCOUNT 8105-01 TOTAL:							232.29	
8106-01	BAK	FICTION/NON FICTION -JUVENILE 7/19/17	08/16/17	AP- 0025	08/17/17	N	1,199.20	011410
ACCOUNT 8106-01 TOTAL:							1,199.20	
8115-01	CEN	LARGE PRINT BOOKS 60840746	07/06/17	AP- 0025	08/17/17	N	148.14	011415
	CEN	60971886	08/03/17	AP- 0025	08/17/17	N	98.76	011415
VENDOR CEN TOTAL:							246.90	
ACCOUNT 8115-01 TOTAL:							246.90	
8130-01	REC	I-NET DATA BASE - ADULT 75573816	08/01/17	AP- 0025	08/17/17	N	675.00	011440
	REC	75574007	08/01/17	AP- 0025	08/17/17	N	1,505.20	011440
VENDOR REC TOTAL:							2,180.20	
ACCOUNT 8130-01 TOTAL:							2,180.20	
8150-01	DDIN	CHILDREN'S PROGRAMS 10/25/17	08/16/17	AP- 0025	08/17/17	N	350.00	011420

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 07/18/17 TO: 08/21/17

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8150-01	CHILDREN'S PROGRAMS							
	DHER	12/6/17	08/16/17	AP- 0025	08/17/17	N	300.00	011422
	FIRA	07/26/17	07/26/17	AP- 0025	08/17/17	N	86.73	011425
	PAW	09/20/17	08/16/17	AP- 0025	08/17/17	N	100.00	011435
	PETC	JULY, 2017	07/31/17	AP- 0025	08/17/17	N	10.78	011437
	ACCOUNT 8150-01 TOTAL:						847.51	
8152-01	CHILDREN'S SUMMER READING							
	SLOC	080417	08/04/17	AP- 0025	08/17/17	N	462.00	011443
	ACCOUNT 8152-01 TOTAL:						462.00	
8155-01	ADULT PROGRAMS							
	MNIK	08/16/17	08/16/17	AP- 0025	08/17/17	N	250.00	011432
	PETC	7-1-17	08/16/17	AP- 0025	08/17/17	N	80.00	011437
	RWIG	08/30/17	07/11/17	AP- 0025	08/17/17	N	245.00	011441
	ACCOUNT 8155-01 TOTAL:						575.00	
8158-01	STRATEGIC INITIATIVES							
	MID	07/31/2017	07/31/17	AP- 0025	08/17/17	N	187.93	011430
	ACCOUNT 8158-01 TOTAL:						187.93	
8160-01	ADULT DVDS- FEATURE MOVIES							
	MID	07/31/2017	07/31/17	AP- 0025	08/17/17	N	907.60	011430
	MID	95253988	07/25/17	AP- 0025	08/17/17	N	59.98	011430
	VENDOR MID TOTAL:						967.58	
	ACCOUNT 8160-01 TOTAL:						967.58	
8161-01	ADULTS -DVS-DOCUMENTARY/TRAVEL							
	MID	07/31/2017	07/31/17	AP- 0025	08/17/17	N	93.95	011430
	ACCOUNT 8161-01 TOTAL:						93.95	
8162-01	CHILDREN'S DVDS-MOVIES							
	MID	95215253	07/10/17	AP- 0025	08/17/17	N	17.99	011430
	MID	95253988	07/25/17	AP- 0025	08/17/17	N	43.98	011430
	MID	95273326	08/01/17	AP- 0025	08/17/17	N	48.97	011430
	MID	95289710	08/08/17	AP- 0025	08/17/17	N	42.99	011430
	MID	95289712	08/08/17	AP- 0025	08/17/17	N	74.97	011430
	VENDOR MID TOTAL:						228.90	
	ACCOUNT 8162-01 TOTAL:						228.90	
8171-01	INFORMATION TECHNOLOGY							
	VER	15103	08/02/17	AP- 0025	08/17/17	N	750.00	011449
	ACCOUNT 8171-01 TOTAL:						750.00	
8175-01	MLS COMPUTER							
	SWA	5708	08/08/17	AP- 0025	08/17/17	N	48.95	011444

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 07/18/17 TO: 08/21/17

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8175-01	MLS COMPUTER							
ACCOUNT 8175-01 TOTAL:							48.95	
8202-01	OFFICE SUPPLIES							
	DEM	6173376	07/21/17	AP- 0025	08/17/17	N	206.49	011421
	PETC	7-2-17	08/16/17	AP- 0025	08/17/17	N	44.47	011437
	QUIL	104678463	07/19/17	AP- 0025	08/17/17	N	235.29	011439
	QUIL	104865172	07/28/17	AP- 0025	08/17/17	N	31.49	011439
	QUIL	8385981	08/16/17	AP- 0025	08/17/17	N	28.49	011439
	QUIL	8546609	07/26/17	AP- 0025	08/17/17	N	121.93	011439
VENDOR QUIL TOTAL:							417.20	
	SEAS	126187	07/03/17	AP- 0025	08/17/17	N	163.69	011442
	SEAS	126796	07/27/17	AP- 0025	08/17/17	N	273.48	011442
VENDOR SEAS TOTAL:							437.17	
	TRI	96232	07/12/17	AP- 0025	08/17/17	N	109.39	011446
ACCOUNT 8202-01 TOTAL:							1,214.72	
8301-01	UTILITIES							
	COMC	08/02/17	08/02/17	AP- 0025	08/17/17	N	469.30	011417
ACCOUNT 8301-01 TOTAL:							469.30	
8301-07	TELEPHONE							
	ATT	07/16/17	07/16/17	AP- 0025	08/17/17	N	228.94	011407
	ATT	7/16-8/15/	08/16/17	AP- 0025	08/17/17	N	229.84	011407
VENDOR ATT TOTAL:							458.78	
	ATT2	7/10/17	08/16/17	AP- 0025	08/17/17	N	84.91	011409
	CALO	07152017	07/15/17	AP- 0025	08/17/17	N	440.30	011414
	COMRF	T1740124	07/18/17	AP- 0025	08/17/17	N	76.00	011418
ACCOUNT 8301-07 TOTAL:							1,059.99	
8302-07	ELECTRICITY							
	DYN	JUNE 2017	07/26/17	AP- 0025	08/17/17	N	7,357.40	011423
ACCOUNT 8302-07 TOTAL:							7,357.40	
8304-07	WATER & GARBAGE							
	VILNR	READ063017	08/01/17	AP- 0025	08/17/17	N	123.69	011450
ACCOUNT 8304-07 TOTAL:							123.69	
8306-07	BUILDING SUPPLIES & MAINT							
	HIN	071917	07/19/17	AP- 0025	08/17/17	N	136.58	011426
	KSS	108816	08/08/17	AP- 0025	08/17/17	N	120.00	011428
ACCOUNT 8306-07 TOTAL:							256.58	

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 07/18/17 TO: 08/21/17

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	08/02/17	08/02/17	AP- 0025	08/17/17	N	63.10	011408
	COLE	163293	06/30/17	AP- 0025	08/17/17	N	225.00	011416
	COV	1010600362	08/01/17	AP- 0025	08/17/17	N	1,227.56	011419
	LEAF	7580973	07/21/17	AP- 0025	08/17/17	N	668.00	011429
	MIDCO	317374	08/01/17	AP- 0025	08/17/17	N	112.50	011431
	NIT	356269	07/15/17	AP- 0025	08/17/17	N	315.90	011433
	OLSS	17002422	07/27/17	AP- 0025	08/17/17	N	650.00	011434
	PROB	409557	07/21/17	AP- 0025	08/17/17	N	10.00	011438
	TRIL	08/01/17	08/01/17	AP- 0025	08/17/17	N	585.00	011447
	TYC	28912701	07/08/17	AP- 0025	08/17/17	N	103.20	011448
	WEST	SI2053744	07/21/17	AP- 0025	08/17/17	N	264.00	011451
ACCOUNT 8308-07 TOTAL:							4,224.26	
8320-07	BUILDINGS & GROUNDS							
	TER	366922351	07/13/17	AP- 0025	08/17/17	N	81.00	011445
ACCOUNT 8320-07 TOTAL:							81.00	
8335-07	BUILDING REPAIRS							
	ATLD	7710	07/21/17	AP- 0025	08/17/17	N	275.00	011406
	OLSS	17002617	07/31/17	AP- 0025	08/17/17	N	537.00	011434
	WEST	SI2051572	05/23/17	AP- 0025	08/17/17	N	8,500.00	011451
ACCOUNT 8335-07 TOTAL:							9,312.00	
8342-01	LODGINGS, MEALS & MILEAGE REIM							
	BMUS	08/04/17	08/04/17	AP- 0025	08/17/17	N	5.67	011412
	BSIL	08/15/17	08/15/17	AP- 0025	08/17/17	N	14.98	011413
	KQUI	08/07/17	08/07/17	AP- 0025	08/17/17	N	14.45	011427
	PETC	7-3-17	08/16/17	AP- 0025	08/17/17	N	23.00	011437
ACCOUNT 8342-01 TOTAL:							58.10	
8370-01	POSTAGE							
	PETC	7-4-17	08/16/17	AP- 0025	08/17/17	N	34.00	011437
ACCOUNT 8370-01 TOTAL:							34.00	
8385-01	MEMORIALS AND TRIBUTES							
	PETC	7-5-17	08/16/17	AP- 0025	08/17/17	N	20.18	011437
ACCOUNT 8385-01 TOTAL:							20.18	
8400-01	ACCOUNTING							
	EDA	14779	08/01/17	AP- 0025	08/17/17	N	2,000.00	011424
ACCOUNT 8400-01 TOTAL:							2,000.00	
8402-01	LEGAL FEES							
	PERS	58219	07/19/17	AP- 0025	08/17/17	N	735.00	011436
ACCOUNT 8402-01 TOTAL:							735.00	
REPORT TOTALS:							35,489.72	

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
TREASURER'S REPORT
AUGUST 21, 2017

<u>First American Bank of Riverside</u>	<u>Checking</u>
Ending balance per bank @7/31/17	\$ 155,499.38
LESS: outstanding checks	(1,577.67)
Balance on hand on 7/31/17	<u>\$ 153,941.71</u>

<u>First American Bank of Riverside</u>	<u>Money Market</u>
Beginning balance at July 1, 2017	\$ 366,139.27
ADD: Interest	8.04
Real estate tax deposits	212,509.46
Less: Transfers to operating account	<u>70,000.00</u>
Balance on hand on July 31, 2017	<u>\$ 508,656.77</u>

<u>First American Bank of Riverside (R #7115)</u>	<u>Money Market</u>
Beginning balance at July. 1, 2017	\$ 52.47
Less: Bank charge	<u>(3.95)</u>
Balance on hand at July 31, 2017	<u>\$ 48.52</u>

<u>The Illinois Funds – IPTIP account</u>	<u>Money Market</u>
Beginning balance at July 1, 2017	\$ 89,552.62
ADD: Interest - July	<u>73.17</u>
Balance on hand at July 30, 2017	<u>\$ 89,625.79</u>

<u>Chase</u>	<u>Chase Bank</u>
Beginning balance at July 1, 2017	\$ 7,714.12
ADD: Interest - July	<u>.65</u>
Balance on hand at July 31 2017	<u>\$ 7,714.77</u>

2016-17 Repairs	Estimate	Actual	Funds remaining		
Beginning budget			\$14,000.00		
<u>July</u>					
Condenser went out. West Town sending bid for repair.		\$646.00			
		<i>remaining</i>	\$13,354.00		
<u>August</u>					
Roof leak		\$537.00			
Door repair		\$275.00			
		<i>remaining</i>			
<u>September</u>					
		<i>remaining</i>			
<u>October</u>					
		<i>remaining</i>			
<u>November</u>					
		<i>remaining</i>			
<u>December</u>					
<u>January</u>					
<u>February</u>					
<u>March</u>					

<u>April</u>					
<u>May</u>					
<u>June</u>					

ADULT PROGRAM STATISTICS FOR JULY, 2017

<u>DATE</u>	<u>PROGRAM</u>	<u>PATRONS</u>
7/5	Movie: "Field of Dreams"	9
7/11	Book Club: <u>The Zookeeper's Wife</u>	6 < age 60 15
7/12	Chicago by Design	4 < age 60 18
7/18	Miniature War Games (Cancelled)	
7/19	True Story of a World War II Bomber Pilot	2 < age 60 13
7/25	Adult Coloring Club	3
7/7	Senior Drop-In	12
7/14	Senior Drop-In	16
7/21	Senior Drop-In	12
7/28	Senior Drop-In	17

Submitted by Mary Cooper, Adult Services Librarian

TENTATIVE ORDINANCE

ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018

Whereas, The Board of Library Trustees of the North Riverside Public Library District, Cook County, Illinois, caused to be prepared in tentative form a budget and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon:

And

Whereas, a public hearing was held as to such Budget on the ____ day of _____ 2017, and notice of said hearing was given at least thirty (30) days prior thereto as required by law and all other legal requirements have been complied with,

NOW, THEREFORE, Be It Ordained by the Board of Library Trustees of the North Riverside Public Library District, Cook County, Illinois as follows:

Section 1: That the fiscal year of this Public Library District is hereby fixed to begin on July 1, 2017, and end on June 30, 2018.

Section 2: That the following budget, containing an estimate of the amount available and expenditures and appropriations contained therein, be and the same is hereby adopted as the Budget and Appropriations for this Public Library District for this fiscal year; and the sum of \$1,043,338.00, or as much thereof as may be authorized by law, is hereby appropriated for the purpose of the North Riverside Public Library District, as hereinafter specified for said fiscal year.

Part I

CORPORATE FUND

Cash balance on hand as of July 1, 2017	\$ 210,000.00
---	---------------

Estimated Revenues:

Property taxes 2 nd Half	420,000.00	
Property taxes 1 st half	420,000.00	
Rentals and donations	17,000.00	
Interest	220.00	
Per capita grant	<u>5,500.00</u>	
Total Estimated Revenues		<u>862,720.00</u>

Total Estimated Funds Available	\$1,072,720.00
---------------------------------	----------------

PART I
CORPORATE FUND

Estimated Expenditures

ACCOUNT

Personnel Expenses

Salaries \$ 496,000.00

LIBRARY MATERIALS

Audio –visual materials and services	16,440.00
Books	59,000.00
Periodicals	3,600.00
Other media	18,000.00
Library programs	14,000.00
Office supplies	20,000.00
Printing	10,000.00
Postage	2,000.00
Legal fees	6,000.00
Public Information	3,000.00
Health Insurance	31,000.00
Library promotion and miscellaneous service fees	18,000.00
Utilities	36,700.00
Telephone	12,500.00
Contingency	10,000.00
Petty cash	600.00

CAPITAL

Information technology	38,000.00
Strategic initiatives	8,000.00
Debt service costs	32,490.00

CONTRACTUAL

Accounting	26,500.00
Service contracts	45,000.00

PROFESSIONAL EDUCATION AND TRAINING

Library trustees	500.00
Library staff	<u>2,500.00</u>

Total Estimated Corporate Fund Expenditures \$ 909,830.00

Estimated Cash balance Corporate Fund at 6-30-18 \$ 162,890.00
=====

PART II
MEMORIAL FUND

Cash balance at 7-01-17	\$ 0.00
Estimated Revenues	2,500.00
Estimated Expenditures:	
Books	1,000.00
Audio –visual materials	1,000.00
Equipment	<u>500.00</u>
Estimated cash balance at 6-30-18	<u>\$ 0.00</u>

PART III
AUDIT FUND

Cash balance at 7-01-17	\$ 15,903.00
Estimated Revenues	7,000.00
Estimated Expenditures: Audit expense	<u>7,000.00</u>
Estimated cash balance at 6-30-18	<u>\$ 15,903.00</u>

PART IV
RETIREMENT EXPENSE

Cash balance at 7-01-17	\$ 25,359.00
Estimated Revenues	9,000.00
Estimated Expenditures- Retirement expense	<u>12,488.00</u>
Estimated cash balance at 6-30-18	<u>\$ 21,871.00</u>

PART V
SOCIAL SECURITY EXPENSE

Cash balance at 7-01-17	\$ 21,014.00
Estimated Revenues	32,000.00
Estimated Expenditures	<u>35,026.00</u>
Estimated cash balance at 6-30-18	<u>\$ 17,988.00</u>

PART VI
PUBLIC LIABILITY, PROPERTY, WORKERS' COMPENSATION, AND
DIRECTORS AND OFFICERS' INSURANCE

Cash balance at 7-01-17	\$ 101,068.00
Estimated Revenues	7,000.00
Estimated Expenditures:	
Public liability insurance	8,840.00
Workers' compensation insurance	1,344.00
Directors' and Officers' insurance	<u>100.00</u>
Total estimated expenditures	<u>10,284.00</u>
Estimated cash balance at 6-30-18	<u>\$ 97,784.00</u>

PART VII

UNEMPLOYMENT COMPENSATION INSURANCE

Cash balance at 7-01-17	\$ 4,675.00
Estimated Revenue	1,200.00
Estimated expenditure-Unemployment compensation insurance	<u>1,500.00</u>
Estimated cash balance at 6-30-18	<u><u>\$ 4,375.00</u></u>

PART VIII

PURCHASE, CONSTRUCTION AND MAINTENANCE OF SITES AND BUILDINGS

Cash balance at 7-01-17	\$ 190,191.00
Estimated Revenue	50,000.00
Estimated expenditures:	
Building supplies and maintenance	12,000.00
Building repairs	14,000.00
Casual labor and fees	3,710.00
Building improvements	<u>35,000.00</u>
Total estimated expenditures	<u>64,710.00</u>
Estimated cash balance at 6-30-18	<u><u>\$ 175,481.00</u></u>

S U M M A R Y

ESTIMATED CASH BALANCE AVAILABLE AT 7-01-17	\$ 568,210.00
TOTAL ESTIMATED REVENUE AVAILABLE – ALL FUNDS	<u>971,420.00</u>
TOTAL ESTIMATED AMOUNT AVAILABLE – ALL FUNDS	\$1,539,630.00
APPROPRIATION FOR CORPORATE FUND EXPENDITURES	909,830.00
APPROPRIATION FOR MEMORIAL FUND EXPENDITURES	2,500.00
APPROPRIATION FOR AUDIT FUND EXPENSE	7,000.00
APPROPRIATION FOR RETIREMENT FUND EXPENSE	12,488.00
APPROPRIATION FOR SOCIAL SECURITY EXPENSE	35,026.00
APPROPRIATION FOR PUBLIC LIABILITY, PROPERTY, WORKERS' COMPENSATION INSURANCE AND DIRECTORS' AND OFFICERS' INSURANCE	10,284.00
APPROPRIATION FOR UNEMPLOY. COMPENSATION INSURANCE	1,500.00
APPROPRIATION FOR PURCHASE, CONSTRUCTION AND MAINTENANCE OF SITES AND BUILDINGS	<u>64,710.00</u>
TOTAL APPROPRIATION FOR ALL FUNDS	<u>\$ 1,043,338.00</u>
ESTIMATED CASH BALANCE AT 6-30-18	\$ 496,292.00 =====

RECAPITULATION

RESTRICTED FUNDS

(To be deposited in Special Reserve Fund for Library sites
and buildings pursuant to Sec. 5-10 of the Illinois Public
Library District Act.)

\$ 804,901.00

UNRESTRICTED FUNDS

590,804.00

TOTAL ESTIMATED CASH ON HAND – END OF YEAR

\$1,395,705.00

Section 3: That all unexpended balances of any item or items of any general appropriation in this Ordinance be expended in making up any insufficiency in any other item or items in the same general appropriation and for the same general purpose of any like appropriation made by this Ordinance.

Section 4: That the invalidity of any item or section of this Ordinance shall not affect the validity of the whole or part thereof.

Section 5: That all ordinances or parts of ordinances conflicting with any provision of this Ordinance be and the same are hereby repealed.

Section 6: That this Ordinance shall be in full force and effect from and after passage, approval and publication as provided by law.

ADOPTED this _____ day of _____, 2017 pursuant to a roll call vote

Follows:

AYES _____

NAYS _____

ABSTAIN _____

ABSENT _____

APPROVED by me this _____ day of _____, 2017.

Annette Corgiat, President

ATTEST:

Secretary