

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

Agenda
Committee of the Whole
Board of Trustees
October 10, 2017
6:30 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 Members wishing to address the Board, please complete the open forum sheet provided and give it to the Board Secretary.
3. **Minutes**

Acceptance of the Minutes of the September 11, Committee of the Whole Meeting (attached)
4. **Personnel Committee**
 - Time Table for Hiring New Director (attached)
 - Holiday Dinner
 - Holiday Open House
5. **Building and Grounds Committee**
 - Carpeting Proposal for Storytime Room
 - Discussion of Desks for Teen/Adult Reference
6. **Policy Committee**
 - Review Draft Money Handling Policy (attached)
 - Proposed Change in Health Insurance Policy (attached)
 - Review of Recent Legislation Affecting Public Libraries (attached)
 - Change of Date for January 15, 2018 Board Meeting which is scheduled on a day the Library is closed.
7. **Finance Committee**
 - Health Insurance Rates for 2018
 - Adoption of a Resolution to Determine Estimate of Funds Needed (attached)
 - 2018 Per Capita Grant Requirements (attached)
8. **Other New Business**
9. **Adjournment**

The Library Board meeting is scheduled for October 16, 2017.

*North Riverside Public Library
Board of Trustees
Minutes of the September 11, 2017 Meeting
Of the Committee of the Whole*

President Corgiat called the Committee of the Whole meeting to order at 6:40 p.m.

Present: Greg Gordon, Brad Lanken, PJ Folz, Ken Rouleau, Elizabeth Tomasek
Annette Corgiat

Absent: Al Pineda

Also Present: Marilyn Boria, Interim Director

Director Boria presented the board with some proposed staffing changes to improve service with extended responsibility for one librarian and offering full time status to another librarian by combining two positions.

Assistant Library Director: Boria proposed increasing Susan Locander's responsibilities to include those of Assistant Director. This will provide continuity so that all library operations can be carried out even in the absence of the Director. After reviewing the proposed job description, the Board agreed with this concept and recommended that Susan's salary be increased in light of the added responsibilities. Brad noted that he was concerned about the impact on the budget. All board members agreed that Brad and the Director should review the budget and report back at the Board meeting.

Teen/Tween Librarian/Head of Technical Services: Boria proposed offering a full time position to Brittany Musial who recently received her MLS. She will continue working part of her time in the Youth Services Department providing service to the Tweens/Teens and also serve as Head of the Technical Services Department to replace a part-time staff member who recently left the Library. After review of the new job description, all Board members agreed that this was a good solution for the Library. Again, Brad raised a concern about the budget and agreed to review it and report back at the Board meeting.

Boria then recommended that a clerk in the Youth Services Department receive a salary increase based upon the salary paid to a newly hired employee performing the same work. The Board agreed with this recommendation.

There being no other business the meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Annette Corgiat

Committee of the Whole, Acting Secretary

TENTATIVE TIMELINE
FOR HIRING A LIBRARY DIRECTOR

2017

October - Consultant Alice Calabrese Berry discusses job advertisement with Board President

Late October/Early November - Position is advertised

Early/Mid December - Applications Due to Alice

December Board Meeting - Alice meets with Board to discuss candidates and then conducts phone interviews

2018

Mid to Late January - First Round of Interviews

First or second week of February - 2nd Round of Interviews

February Board Meeting - Candidate Selection/Offer

Late March/Early April - New Director Starts Work

II) INTERNAL POLICIES

A) INTERNAL FINANCIAL CONTROLS

5) MONEY HANDLING

(Approved 10/16/17)

This policy defines the responsibilities for any library employee who handles currency, cash equivalents, charge card transactions, or checks (hereafter referred to as "money"). Departments that receive, handle, transport or deposit money must follow these procedures to prevent financial loss, prevent and detect errors, promote security and accurate financial reporting. All employees are responsible for complying with the policy described herein. Non-compliance with this policy could lead to disciplinary action.

Money Handling & Cash Register Operation:

- Only employees with appropriate training are authorized to use the cash register, during their assigned work shifts only.
- Use of library funds for cashing checks is prohibited. Checks may not be written for an amount above what is necessary for payment.
- Cash should never be left unattended, for any period of time.
- When an employee receives cash, it is to be deposited immediately into the cash register under the correct category/code.
- If a patron wishes to pay using a charge card, the charge will be processed through the Library's secure charge card machine. No copies of the patron's account number, expiration date, or CVV security code will be kept.
- A receipt is offered to patrons for every charge card transaction showing the date of the transaction and the amount charged to the patron's charge card.
- All cash register mis-rings and errors will be promptly noted, and a note describing the date, time and clerk responsible, the error and any correction(s) made will be placed in the cash drawer so that it can be reviewed at the time of reconciliation.
- Refunds in cash will not be given. If the Library owes a patron any money (for return of a lost/paid book, etc.), an employee will take the pertinent information from the patron and request a check following procedures.

Safeguarding Funds:

All funds collected during open operations are stored in the locked cash drawer. After hours, all funds are kept in a locked safe. Only circulation staff and supervisory personnel will have access to these funds during the hours the library is open. At the end of the last shift of the day, all funds are transferred from the cash register to the safe.

Daily Reconciliation:

Cash shall be reconciled on a daily basis following established procedures.

Deposits:

- Bank deposits are made by the library director or a designee every two weeks or sooner if there is a large accumulation of cash.

PROPOSED CHANGE IN HEALTH INSURANCE POLICY

At a meeting I attended earlier this week concerning 2018 insurance changes, I learned that the HMO policy offered by LIMRiCC is part of a larger group plan. According to provisions of the Affordable Care Act, any library offering the HMO plan must offer coverage to every employee working 30 hours or more per week. Since the Library's policy clearly stipulates that only full-time staff are eligible for health/dental/life insurance, either the Library must discontinue offering the HMO plan or open this insurance to all employees working 30 or more hours per week. Two additional library employees would be eligible if the Board chose the latter option.

Assuming that the Board would decide to drop HMO coverage, I have revised the policy as follows:

316 Insurance: Life, Medical, Dental --REVISED

North Riverside Public Library's health insurance plan provides employees access to insurance health benefits. Employees in the following employment classifications are eligible to participate in the insurance plan:

Regular full-time employees

Eligible employees may participate in the insurance plan subject to all terms and conditions of the agreement between the North Riverside Public Library and the insurance carrier.

North Riverside Public Library will provide cost of premiums for single coverage only by paying 90% of the premiums for all full-time employees for medical, life and dental insurance. Employees will have a total cost of 10% of the annual premium for the medical, life and dental insurance coverage. Full time employees' families may participate in the health benefit coverage at the expense of the employee. This policy will go into effect January 2015 after receiving notification from the insurance carrier of the premium costs for the calendar year 2015-16.

The Blue Cross/Blue Shield PPO and HMO health plans are the only health plans available to employees through the carrier. The Extended Vision Plan offered by the insurance carrier is available to all single and family subscribers at their own expense.

Policy 316 (Section A) lists premiums of insurance coverage available each fiscal year. Policy 316 (Section A) will be updated yearly upon notice from insurance carrier of any changes.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under Illinois Continuation Insurance. Refer to the Benefits Continuation policy for more information. See Policy 313

Effective August 9, 2004: all full time employees are eligible for inclusion in the Short-Term Disability Benefits plan (Policy 318). (Revised 2014)

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RECENT LEGISLATION

TO: Public Library Clients
FROM: Roger Ritzman/Mark Ritzman
DATE: September 25, 2017

This Memorandum advises of recent legislation relevant to Public Libraries, i.e.:

A. Competitive Bids

The threshold for contracts requiring competitive bids was increased from \$20,000 to \$25,000.

Applies to Local Libraries and Library Districts.

P.A. 100-0338 effective 8/25/17.

B. Advisory Referenda

Public Libraries may authorize advisory referenda, i.e., the Library Board may authorize an "advisory question directly related to the operation of the library".

Confirms that Public Libraries have authority to initiate an advisory referendum.

Applies to Local Libraries and Library Districts.

P.A. 100-0462 effective 8/25/17.

C. Financial Report to City/Village

Requires Local Libraries to provide the City/Village a statement of financial requirements 60 days or more before the City/Village deadline for filing the tax levy. The deadline for filing the tax levy is the last Tuesday in December.

Applies only to Local Libraries.

P.A. 100-0245 effective 8/22/17.

D. Prevailing Wage Act

Allows a public body to post on its website a notice of its determination of prevailing wages

“with a hyperlink to the prevailing wage schedule for that locality that is published on the official website of the Department of Labor.”

This website posting is in lieu of publishing notice in the newspaper of a public body’s prevailing wage determination.

Applies to Local Libraries and Library Districts.

P.A. 100-0154 effective 8/18/17.

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RESOLUTION 2017-2018 - xx**RESOLUTION TO DETERMINE ESTIMATE OF FUNDS
NEEDED FOR FISCAL YEAR 2017/2018**

WHEREAS, the North Riverside Public Library District (Library District) must file on or before December 26, 2017, its Levy Ordinance for the 2017/2018 fiscal year; and

WHEREAS, pursuant to The Truth in Taxation Law (35 ILCS 200/18-55 et seq.), the Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be necessary to be raised by taxation for the 2017/2018 fiscal year upon the taxable property in the Library District.

NOW, THEREFORE, BE IT DETERMINED by the Board of Library Trustees of the North Riverside Public Library District as follows:

- a. The amount of money estimated to be necessary to be raised by taxation for the 2017/2018 fiscal year upon the taxable property in the Library District is \$1,020,000;
- b. The estimate of \$1,020,000 is 4.84% higher than last year's tax extension of \$972,940;
- c. According to the Truth in Taxation Law, neither a public hearing nor publication of notice of the proposed levy amount are required.

ADOPTED October 16, 2017, by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAINING: _____

ABSENT: _____

Greg Gordon, Vice President
Board of Trustees
North Riverside Public Library District

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



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**Illinois State Library
FY2018 – FY2020 REQUIREMENTS
ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION GRANTS**

FY2018 Requirements

Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act.

Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 12, "Safety," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter, and report on your findings.

Trustees — Will review chapters 1-5 of the "TRUSTEE FACTS FILE THIRD EDITION":
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

Continuing Education — Staff and trustees will complete at least one free online education opportunity focusing on safety in the library. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

Outreach — Library staff and trustees will familiarize themselves with services provided by the Illinois State Library Literacy program: <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

FY2019 Requirements

Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act.

Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 8, "Public Services: Reference and Reader's Advisory Services," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter, and report on your findings.

Trustees — Will review chapters 6-10 of the "TRUSTEE FACTS FILE THIRD EDITION":
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

Education — Staff and trustees will complete at least one free online education opportunity focusing on meeting the needs the patrons with challenges or disabilities. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

Outreach — Library staff and trustees will familiarize themselves with services provided by the Illinois Veterans' History Project: <http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>.

FY2020

Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1, of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 3, "Personnel," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter, and report on your findings.

Trustees — Will review chapters 11-Appendices of the "TRUSTEE FACTS FILE THIRD EDITION":
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

Education — Staff and trustees will complete at least one free online education opportunity focusing on organizational management. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

Outreach — Library staff and trustees will familiarize themselves with services provided by the Digital Public Library of America (DPLA): <https://dp.la/> and the Illinois Digital Archives (IDA): <http://www.idaillinois.org/>.