

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Agenda
Committee of the Whole
Board of Trustees
November 1st, 2021
6:00 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

- A. Accept Minutes of August 30, 2021 Committee of Whole Meeting Open Session.

4. Finance

- A. Levy review

5. Personnel

- A. Facilities position
- B. Cost of Living Increase
- C. Pay Scale

6. Strategic Planning

- A. Annexation Update
- B. Advertising potential (shirts, hats, etc.)
- C. Standards for IL Libraries Chapters 1-3

7. Adjournment

The Library Board meeting is scheduled for Monday, November 15th, 2021 at 6:00pm and a Special Meeting Monday, November 29th, 2021.

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Minutes
Committee of the Whole
Board of Trustees
August 30th, 2021
6:00 PM

1. Open of Meeting

- A. Call to order: Meeting called to order by President Corgiat at 6pm.
- B. Determination of quorum: In attendance: Annette Corgiat, Greg Gordon, John Mathias, Jeanne Ottenweller, Ken Rouleau, Kathy Bonnar.
- C. Recognition of visitors to the meeting: Director Natalie Starosta, PJ Folz, Kyle Johnson
- D. Approval of agenda and requested changes to agenda: Motion made by Secretary Mathias, seconded by Trustee Rouleau to approve the agenda as written. All aye

2. Open Forum

No comments.

3. Minutes

- A. Accept Minutes of August 2, 2021 Committee of Whole Meeting Open Session. Motion made by Vice President Gordon and seconded by Secretary Mathias. All aye.

4. Potential Trustee Interviews

- A. The Board interviewed Kyle Johnson & PJ Folz separately about their previous experiences and motivation to fill the open position. A decision will be made at the September Board meeting.

5. Building & Grounds

- A. Digital Sign - Secretary Mathias informed the Board that we are currently working on sign variance application. The Board had a discussion about other resolutions, costs and expectations of the sign.

6. Policy Committee

- A. Patron Conduct Policy Update - Trustee Bonnar answered questions about the proposed changes to the policy. President Corgiat asked that this be added to the Board agenda.

7. Personnel

- A. Director's Review - Vice President Gordon led a discussion with the Board about the outcome of the review and proposed

changes in compensation. This will be added to the Board agenda.

8. Strategic Planning

A. Annexation Update - Secretary Mathias informed the Board that letters are being sent out tomorrow and we will be able to do the final resolution in November.

B. Advertising potential (shirts, hats, etc.) - Secretary Mathias talked about the Foundation getting estimates for these materials. On hold

C. Standards for IL Libraries Chapters 1-3 - Tabled until next meeting.

9. Adjournment- Motion made by Trustee Rouleau and seconded Secretary Mathias by at 7:29pm to adjourn the meeting.

The Library Board meeting is scheduled for Monday, September 20th, 2021 at 6:00pm.

Pay Scale

*Pay Scales should be updated/reviewed yearly to account for changes in cost of living, demand for positions and other factors. I recommend that the Pay Scale document be reviewed in May each year prior to decisions on raises which take effect on July 1st with the new fiscal year.

Scale listed below is based on the reported 2019-2020 wages from 27 libraries with budgets \$200,000 below and above ours. Note that not all libraries have the same positions. Please refer to the organizational chart on the next page for more information.

Director: \$34.00-\$38.00 (27 libraries surveyed, 2 non-MLIS, average wage \$36.16, max \$52, min \$25, NRPL pays: \$36.21)

Adult Services Manager: \$20.00-\$25.00 (19 libraries surveyed, 3 non-MLIS, average wage \$21.04, max \$41.12, min \$17.60, NRPL pays: \$21.83)

- Adult Programming: \$16-\$20 (26 libraries surveyed, average wage \$20.43, max \$29.50, min \$14.50, NRPL pays: \$13 starting)
- Adult Collection Development: \$16-\$20 (26 libraries surveyed, average wage \$20.43, max \$29.50, min \$14.50, NRPL pays: \$13 starting)

Circulation/Patron Services Manager: \$20.00-\$25.00 (15 libraries surveyed, 12 non-MLIS, average wage \$20.48, max \$36.71, min \$15.93, NRPL pays: \$24.53)

- Circulation Supervisor: \$14-\$18
- Circulation Clerks: \$13-\$15 (25 libraries surveyed, average wage \$13.31, max \$15.94, min \$11.50, NRPL pays: \$12 starting)

Teen Services/Technical Services Manager: \$20.00-\$25.00 (13 libraries surveyed, 7 non-MLIS, average wage \$22.69, max \$29.80, min \$15.50, NRPL pays: \$24.01)

- Pages: \$12.00 (most libraries are doing away with this position, 3 libraries surveyed all hiring at minimum wage)

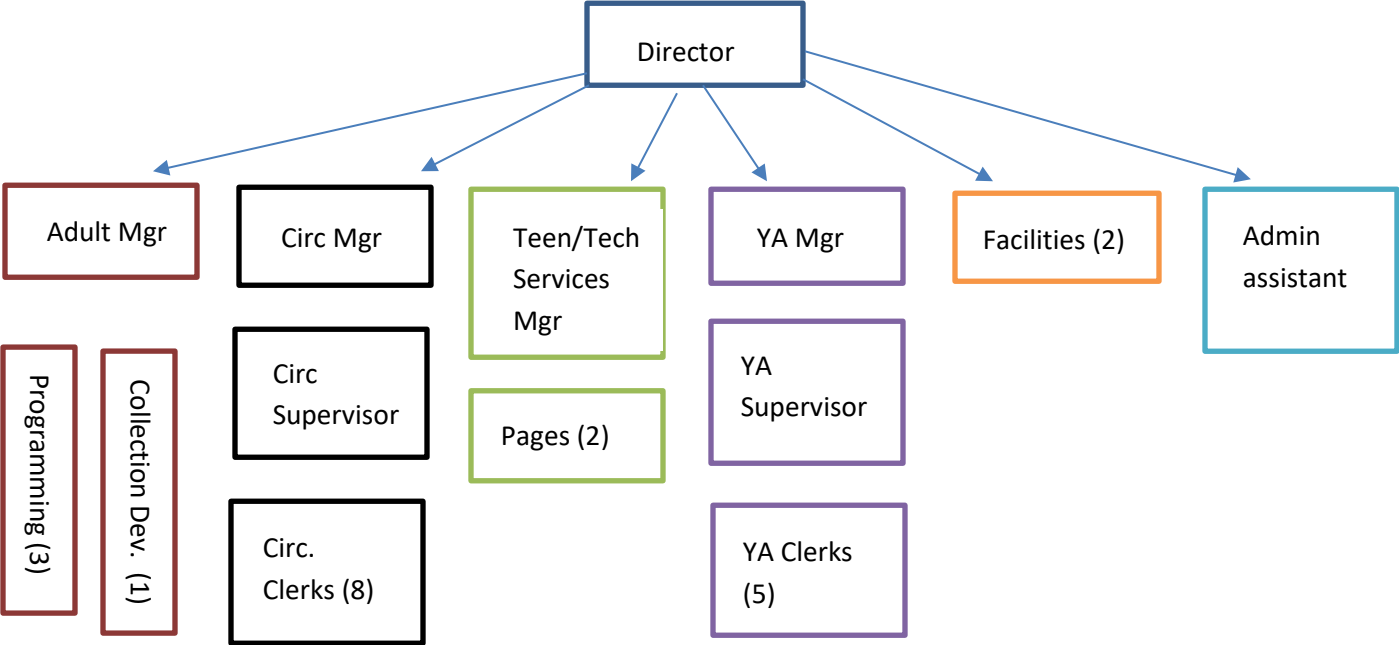
Youth Services (YA) Manager: \$20.00-\$25.00 (19 libraries surveyed, 7 non-MLIS, average wage \$23.10, max \$31.78, min \$17.89, NRPL pays: \$32.02)

- YA Supervisor: \$14-\$18
- YA Clerks: \$13-\$17 (27 libraries surveyed, average wage \$16.64, max \$24.38, min \$12.00, NRPL pays: \$13 starting)

Facilities: \$14.00-\$16.00 (7 libraries surveyed, average wage \$16.19, max \$20.96, min \$13.64, NRPL pays: \$15 and \$12)

Administrative Assistant: (8 libraries surveyed, average wage \$21.04, max \$41.12, min \$17.60, NRPL pays: \$17.41)

Organizational Chart:



TAX LEVY ORDINANCE

ORDINANCE 22-10-01

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS**

FISCAL YEAR JULY 1, 2021 to JUNE 30, 2022

WHEREAS, applicable statutes authorize the Board of Library Trustees to levy taxes for library purposes.

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: Ordinance #22-08-01 (Budget and Appropriations Ordinance) previously passed by the Board is incorporated by reference.

Section 2: A tax in the sum of \$1,174,665 is levied upon all taxable property within the District, said tax levied to defray expenses and liabilities of the District for the fiscal year beginning July 1, 2022 ending June 30, 2023 for the specific objects and purposes indicated as follows:

CORPORATE

Personnel Expenses	Appropriation	Levy
Salaries	\$593,250	567,000
Audio-visual materials and services	24,150	20,000
Books	57,750	55,000
Periodicals	3,150	3,000
Other media	25,725	28,000
Library programs	84,525	20,000
Office supplies	18,900	18,000
Printing	15,750	14,000
Postage	5,460	5,200
Legal fees	12,600	4,000
Public information	12,600	9,000
Health insurance	47,250	40,000
Library promotion and miscellaneous service fees	40,425	33,715
Utilities	55,350	50,200
Telephone	19,425	16,000
Contingency	10,050	5,000
Petty Cash	600	0

Capital	Appropriation	Levy
Information technology	107,200	30,000
Strategic initiatives	9,500	0
Debt service costs	63,000	32,000
Contractual		
Accounting	22,500	18,500
Service contracts	71,000	58,000
Professional Education and Training		
Library trustees	4,000	2500
Library staff	8,500	6,500
Total	\$1,260,460.00	1,035,615

BUILDINGS, MAINTENANCE AND EQUIPMENT (.02% SPECIAL TAX)

Building supplies and maintenance	41,000	10,000
Building repairs	160,000	17,000
Casual labor and fees	10,900	4,000
Building improvements	160,000	20,000
Total	371,900.00	51,000.00

SOCIAL SECURITY (SPECIAL TAX)

Social Security Fund	51,000.00	38,000.00
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AUDIT (SPECIAL TAX)

Audit	16,750.00	8,000.00
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IMRF (SPECIAL TAX)

IMRF	51,500.00	33,000.00
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LIABILITY INSURANCE (SPECIAL TAX)

Liability Insurance	Appropriations	Levy
Public liability insurance	20,500	8000
Workers' compensation insurance	5,600	0
Property insurance	7,000	0
Director's and Officers' insurance	2,100	0
Total	35,200.00	8,000.00

UNEMPLOYMENT INSURANCE (SPECIAL TAX)

Unemployment insurance	5,500.00	1,050.00
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MEMORIAL FUND (No Levy)

Books	\$6,500	\$ -0-
Audio – visual materials	6,500	-0-
Equipment	9,500	-0-
Total	21,500.00	-0-

SUMMARY

Corporate	1,206,460	1035615
Buildings, Maintenance and Equipment (Special Tax)	371,900	51000
Social Security (Special Tax)	51,000	38000
Audit (Special Tax)	16,750	8000
IMRF (Special Tax)	51,500	33000
Liability Insurance (Special Tax)	35,200	8000
Unemployment Insurance (Special Tax)	5,500	1050
Memorial Fund (No levy)	21,500	-0-
Total	1,759,810	1,174,665

Section2: The Secretary is authorized and directed to file a certified copy of this Ordinance with the County Clerk of Cook County within the time specified by law.

Section 3: This Ordinance is in full force and effect from and after its passage.

PASSED this 17th day of October, 2022, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Annette Corgiat, President

Board of Library Trustees

North Riverside Public Library District

ATTEST:

John Mathias, Secretary

(seal)