

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Agenda
Committee of the Whole
Board of Trustees
August 13, 2018
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**
 - A. Accept Minutes of July 9, 2018 Committee of Whole Meeting Open Session
4. **Finance Committee (Brad)**
 - A. Amendment to 2018/2019 budget for review
 - B. Account change
5. **Personnel Committee (Greg)**
 - A. Director's Review form
5. **Building and Grounds Committee (Ken)**
 - A. Discussion of HVAC system
6. **Policy Committee (Priscilla)**
 - A. Library Card Issuing
 - B. Hot Spot Lending
7. **Other New Business**
 - A. Craft Supply Exchange Nook
 - B. Show Your Library Card Benefits Plan - script
 - C. Reaching Out to New Residents postcard
 - D. Building & Maintenance Ordinance Review/Posting
 - E. Building & Appropriations Ordinance Review/Posting
 - F. Library Hours
 - G. Audit Secretary Books
 - G. IPLAR Signatures
 - H. New Library Card designs
 - I. Other
8. **Adjournment**

The Library Board meeting is scheduled for Monday, August 20, 2018 at 7pm.

*North Riverside Public Library
Board of Trustees
Minutes of the July 9, 2018 Meeting
Of the Committee of the Whole*

President Corgiat called the Committee of the Whole meeting to order at 6:35 p.m.

Present: Annette Corgiat, Greg Gordon, Ken Rouleau, Al Pineda, P.J. Folz, Priscilla Skenandore

Absent: Brad Lanken

Also Present: Director Natalie Starosta

A quorum was established with six Trustees present. The agenda was accepted as presented. The first order of business was acceptance of the minutes of the June 11th Committee of the Whole meeting. All Board members agreed that the Minutes should be accepted as presented.

Personnel Committee

- A. Trustee Gordon and Director Starosta proposed the idea of hiring rather than contracting for our maintenance service. Everyone agreed that a job description should be presented for review/approval at the Board meeting next Monday. Director Starosta will work with our current contracted maintenance individual and Trustee Gordon to create the description.

Building and Grounds

- A. Trustee Rouleau and Director Starosta discussed the inspection done by Atomic/Controlled Engineering in which they quoted us on repairing our cooling units but recommended replacement. The Board asked Director Starosta to find companies that would be able to evaluate our building and recommend the specifications of a new system prior to us investigating a new HVAC and Lighting system. In addition Director Starosta will be meeting with a ComEd partner to discuss options and what funding the library might be able to expect from the ComEd energy efficiency grants. Trustee Rouleau asked that finding firms for the evaluation be made an action item on the Board agenda.

Strategic Planning Committee

- A. Trustee Folz presented a proposal for a Strategic Initiatives Mini Grant for staff members which would be funded by the Strategic Initiatives line item in our budget and allow all staff members to submit their proposals for programs, services, etc. that support our strategic plan. She asked that this be made an action item on the Board agenda.

Other New Business

- A. Director Starosta discussed two possible initiatives to increase popular awareness of our services among library users which included: My Promo Receipts and My Library Rewards. Trustee Skenandore was concerned that the My Library Rewards program would not benefit small businesses in our area and only focus on larger nationwide chains but believed that the My Promo Receipt program would have benefits to the library and

any organization we partner with. She asked that My Promo Receipts be made an action item on the Board agenda.

- B. Director Starosta showed the CoW the application form for businesses to sign up for the 'Show your Library Card' program. Several trustees suggested that she write up a script for all board members to refer to when they are approaching businesses to partner with. Director Starosta will do so by the next CoW meeting. Trustee Skenandore suggested that we also make up a direct mailing post card to inform businesses of the program and/or as a follow up.
- C. Director Starosta explained her wish to move the position of people working at the circulation desk to have someone always at the window where people currently sign up for programs. This would improve customer service by providing a person to greet and answer questions of incoming patrons. She noted that we would need to add a telephone jack in that area but that would be the only expense. Trustee Folz noted that since that is such a small expense and would improve our overall customer service, it should be done.

There being no other new business the meeting was adjourned at 7:35 p.m.

Minutes Prepared by Director Starosta

Approved 6/28/18

In the change column, the parentheses means less than last year.

No parenthesis means more than last year. A dash means it's the same.

Account

REVENUE		2016-2017	2017-2018	2018-2019	CHANGE
	carryover from previous year				
6901-01	property tax	\$ 970,000	\$ 970,000	\$ 1,020,000	\$ 50,000
6903-01	fees and fines	\$ 12,000	\$ 12,000	\$ 12,000	\$ -
6904-01	Donations	\$ 5,000	\$ 5,000	\$ 9,500	\$ 4,500
6905-01	grants	\$ 5,500	\$ 5,500	\$ 40,000	\$ 34,500
	Mary Kadlec estate	\$ -	\$ -		\$ -
6906-01	interest	\$ 220	\$ 220	\$ 220	\$ -
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ (40,000)	\$ (20,000)	\$ (15,000)	\$ 5,000
6901-15	Estimated Loss Due to Property Assessment Appeals - Current Year				\$ -
	Unrealized Income Annuities	\$ 20,000	\$ 20,000	\$ 45,000	\$ 25,000
	total	\$ 972,720	\$ 992,720	\$ 1,111,720	\$ 119,000

OPERATING EXPENSES		2016-2017	2017-2018	2018-2019	CHANGE
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SALARIES

7504-01	library clerks	\$ 204,893	\$ 240,733	\$ 166,574	\$ (74,159)
7507-01	library pages	\$ 25,787	\$ 29,106	\$ 19,839	\$ (9,267)
7508-01	administrators	\$ 261,453	\$ 205,351	\$ 292,369	\$ 87,018
	total	\$ 492,133	\$ 475,190	\$ 484,049	\$ 8,859

BENEFITS

7600-05	health insurance	\$ 24,290	\$ 31,000	\$ 28,800	\$ (2,200)
7614-06	workers compensation	\$ 1,444	\$ 1,444	\$ 2,300	\$ 856
7650-09	pension fund	\$ 12,488	\$ 12,488	\$ 27,399	\$ 14,911
7660-06	unemployment insurance	\$ 1,500	\$ 1,500	\$ 500	\$ (1,000)
7670-08	social security/mcare	\$ 34,026	\$ 34,026	\$ 36,033	\$ 2,007
	total	\$ 73,748	\$ 80,458	\$ 95,032	\$ 14,574

TRAINING

7700-01	educational training trustees	\$ 500	\$ 500	\$ 500	\$ -
7800-01	educational training staff	\$ 1,500	\$ 2,500	\$ 3,000	\$ 500
	total	\$ 2,000	\$ 3,000	\$ 3,500	\$ 500

Approved 6/28/18

OPERATING EXPENSES		2016-2017	2017-2018	2018-2019	CHANGE
MATERIALS					
8090-01	books on CD-adult	\$ 2,600	\$ 1,500	\$ 2,000	\$ 500
8091-01	books on CD-children	\$ 600	\$ 600	\$ 700	\$ 100
8096-01	compact disks-music-adult	\$ 975	\$ 975	\$ 400	\$ (575)
8097-01	compact disks-music-children	\$ 1,265	\$ 1,265	\$ 1,000	\$ (265)
8103-01	foreign language books				
8104-01	adult fiction				
8105-01	adult nonfiction	\$ 24,000	\$ 24,000	\$ 30,000	\$ 6,000
8106-01	children's fiction/nonfiction	\$ 22,000	\$ 22,000	\$ 25,000	\$ 3,000
8107-01	adult reference	\$ 5,000	\$ 1,000	\$ -	\$ (1,000)
8108-01	eBooks	\$ 6,000	\$ 4,000	\$ 5,000	\$ 1,000
8109-01	children's reference	\$ 200	\$ 200	\$ -	\$ (200)
8115-01	adult large print	\$ 1,800	\$ 1,800	\$ 2,500	\$ 700
8120-01	newspapers	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
8130-01	internet databases	\$ 9,600	\$ 9,600	\$ 10,000	\$ 400
8140-01	adult periodicals	\$ 3,900	\$ 2,500	\$ 900	\$ (1,600)
8141-01	Children's Periodicals	\$ 1,100	\$ 1,100	\$ 600	\$ (500)
8160-01	adult DVDs-feature movies	\$ 4,800	\$ 4,800	\$ 6,800	\$ 2,000
8161-01	adult DVDs-documentary/travel	\$ 1,000	\$ 1,000	\$ 1,500	\$ 500
8162-01	children's DVDs-movies	\$ 4,100	\$ 4,100	\$ 3,800	\$ (300)
8163-01	ya DVDs				
8164-01	foreign language DVDs				
8166-01	children's games	\$ 1,800	\$ 1,800	\$ 2,500	\$ 700
	total	\$ 93,240	\$ 84,740	\$ 95,200	\$ 10,460
PROGRAMS					
8150-01	children's programs	\$ 3,000	\$ 3,500	\$ 4,500	\$ 1,000
8152-01	children's summer reading program	\$ 4,500	\$ 4,500	\$ 4,500	\$ -
8153-01	ya programs				
8155-01	adult programs	\$ 3,000	\$ 4,000	\$ 4,000	\$ -
8157-01	senior programs			\$ 3,000	
	total	\$ 10,500	\$ 12,000	\$ 16,000	\$ 4,000
STRATEGIC INITIATIVES					
8158-01	Strategic Initiatives	\$ 8,000	\$ 8,000	\$ 4,000	\$ (4,000)
	total	\$ 8,000	\$ 8,000	\$ 4,000	\$ (4,000)
COMPUTERS					
8171-01	information technology	\$ 9,200	\$ 9,200	\$ 12,000	\$ 2,800
8172-01	new computer equipment	\$ 7,000	\$ 4,000	\$ 12,500	\$ 8,500
8175-01	mls computer fund	\$ 16,197	\$ 16,197	\$ 18,956	\$ 2,759
8180-01	software	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
8190-01	website	\$ 300	\$ 300	\$ 500	\$ 200
8195-01	email	\$ 125	\$ 125	\$ 125	\$ -
	total	\$ 33,822	\$ 30,822	\$ 45,081	\$ 14,259
OFFICE SUPPLIES					
8202-01	Office Supplies	\$ 22,000	\$ 10,000	\$ 14,500	\$ 4,500
	total	\$ 22,000	\$ 10,000	\$ 14,500	\$ 4,500

Approved 6/28/18

OPERATING EXPENSES	2016-2017	2017-2018	2018-2019	CHANGE
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UTILITIES- OPERATING EXPENSE

8301-07	telephone	\$ 12,510	\$ 12,510	\$ 15,000	\$ 2,490
8302-07	electricity	\$ 27,500	\$ 27,500	\$ 31,500	\$ 4,000
8303-07	gas	\$ 6,300	\$ 6,300	\$ 6,500	\$ 200
8304-07	water/garbage	\$ 900	\$ 900	\$ 1,800	\$ 900
	total	\$ 47,210	\$ 47,210	\$ 54,800	\$ 7,590

BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 12,000	\$ 12,000	\$ 12,000	\$ -
8308-07	service contracts	\$ 35,000	\$ 35,000	\$ 38,000	\$ 3,000
8315-07	fees and permits	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
8320-07	Building and Grounds	\$ 35,000	\$ 35,000	\$ 18,000	\$ (17,000)
8330-01	casual labor	\$ 2,200	\$ 2,200	\$ 3,500	\$ 1,300
8335-07	building repairs	\$ 14,000	\$ 14,000	\$ 58,000	\$ 44,000
	total	\$ 99,700	\$ 99,700	\$ 131,000	\$ 31,300

TRAVEL

8341-01	meals & dinners	\$ -	\$ -	\$ -	\$ -
8342-01	lodging/meals/mileage	\$ 1,600	\$ 2,400	\$ 1,600	\$ (800)
	total	\$ 1,600	\$ 2,400	\$ 1,600	\$ (800)

OTHER EXPENSES

8355-01	memberships	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
8360-01	grants			\$ 40,000	
8365-01	library promotion	\$ 4,400	\$ 4,400	\$ 6,000	\$ 1,600
8370-01	postage	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
8375-01	public relations	\$ 500	\$ 500	\$ 500	\$ -
8385-01	memorials and tributes	\$ 150	\$ 150	\$ 500	\$ 350
8432-01	mileage reimbursement	\$ -	\$ -		\$ -
8396-01	bank charges and fees	\$ 150	\$ 150	\$ 150	\$ -
8399-01	ILL Loss/Damage	\$ 500	\$ 500	\$ 250	\$ (250)
	total	\$ 9,200	\$ 9,200	\$ 50,900	\$ 41,700

OUTSIDE SERVICES

8400-01	accounting	\$ 25,500	\$ 25,500	\$ 13,000	\$ (12,500)
8401-01	audit	\$ 7,000	\$ 7,000	\$ 7,700	\$ 700
8402-01	legal fees	\$ 6,000	\$ 6,000	\$ 6,000	\$ -
8404-01	public information	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
8405-01	appraisal	\$ 450	\$ 450	\$ 450	\$ -
8305-01	architech/buidling consultant	\$ -	\$ -		\$ -
8406-01	collection agency	\$ 200	\$ 200	\$ 200	\$ -
8408-01	strategic plan	\$ 500	\$ 500	\$ 500	\$ -
8410-01	printing	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
8430-01	payroll expenses	\$ 3,550	\$ 4,000	\$ 4,500	\$ 500
8435-01	background checks	\$ 100	\$ 100	\$ 150	\$ 50
	total	\$ 56,300	\$ 56,750	\$ 45,500	\$ (11,250)

Approved 6/28/18

OPERATING EXPENSES		2016-2017	2017-2018	2018-2019	CHANGE
INSURANCE					
8460-05	liability insurance package	\$ 8,840	\$ 8,840	\$ 13,000	\$ 4,160
8470-05	directors/officers insurance				\$ -
	total	\$ 8,840	\$ 8,840	\$ 13,000	\$ 4,160

OTHER EXPENSES					
8600-01	Bond Interest	\$ -	\$ -		
8601-02	Debt Certificate Interest	\$ 2,075	\$ 2,490	\$ 2,500	\$ 10
	total	\$ 2,075	\$ 2,490	\$ 2,500	\$ 10

TOTAL OPERATING EXPENSES	\$ 960,368	\$ 930,800	\$ 1,056,662	\$ 125,862
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NET INCOME	\$ 12,352	\$ 61,920	\$ 55,058	\$ (6,862)
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DEBT SERVICE					
8700-02	Bond Principle	\$ -	\$ -		
8701-02	Debt Certificate Principle	\$ 40,000	\$ 30,000	\$ 30,000	\$ -
	total	\$ 40,000	\$ 30,000	\$ 30,000	\$ -

RETAINED EARNINGS	\$ 31,920	\$ 25,058	\$ (6,862)
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**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

Director's Evaluation

Reviewer's Name: _____

Date: _____

The North Riverside Public Library District will conduct a review of the Library Director at the end of each fiscal year. This review will evaluate the Library Director's progress toward meeting assigned and self-created goals each year. The review form will change each year to reflect those goals.

Definition of Rating Terms:

5: Outstanding: The Director's performance is exceptional in comparison to expectations.

4: Highly Effective: The Director always meets and frequently exceeds performance expectations.

3: Effective: The Director consistently meets performance expectations and performs in a professional and competent manner.

2: Needs Improvement: The Director meets only minimally acceptable levels of performance; the Director requires extra direction from the Library Trustees.

1: Unacceptable/Needs Substantial Improvement: The Director does not meet performance expectations, even at a minimally acceptable level; the Director requires significant extra direction and/or constant supervision from the Library Trustees. Need for immediate and significant improvement.

N/A: Not applicable to this situation.

Please rate the Library Director in the following areas using the above scale 5 (highest) to 1

(lowest) or N/A (Not Applicable) where appropriate:

1. Preparing and Managing the Budget

____ Necessary work is completed in a timely manner prior to presenting to the Board.

____ The budget covers all necessary expenses.

____ Funds are allocated or reserved for unanticipated contingencies.



NORTH RIVERSIDE PUBLIC LIBRARY

NORTH RIVERSIDE, IL

____ Funds are effectively allocated.

____ Budget amendments are minimized.

____ IPLAR (August) and Interlibrary Loan (October) reports are accurate and complete and submitted to the State Library in a timely manner.

____ Other funding sources are explored and applied for as appropriate.

Comments:

Average for section 1: _____

2. Managing the Staff

____ Positive management/staff relations are maintained.

____ Fair and equitable policies are proposed for board adoption and then fairly administered.

____ When grievances are filed they are justified.

Comments:

Average for section 2: _____



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NORTH RIVERSIDE, IL

3. Professional Awareness

___ Innovative methods of service delivery and technical processes are studied thoroughly.

___ Director keeps involved with local, state and national library organizations to keep up to date with changes in public librarianship.

___ The director maintains an adequate knowledge of current library science practices.

___ Staff are encouraged to maintain an awareness of technological advances in the profession.

Comments:

Average for section 3: _____

4. Communication

___ Director communicates with the Library Board effectively.

___ Director works with staff, Friends and Foundation to create the quarterly newsletter.

___ Director works with staff to post and promote on social media.

___ Director writes and releases press releases to local media when needed.

___ Director connects with local groups.

Comments:

Average for section 4: _____



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5. Implementation of Board Decisions

____ Board decisions are implemented on a timely basis.

____ Director displays initiative.

____ Director is objective in making the necessary decisions.

____ Director is consistent in decisions that affect the staff and/or public.

____ Director fully and enthusiastically supports board decisions.

____ Director sets an example for the staff through professional conduct, high principles, and a business-like approach.

Comments:

Average for section 5: _____

6. Use of the Library

____ Effectively communicates library services to the public.

____ A proper and realistic balance is maintained between promotion of services and budget constraints.

____ Circulation trends and in-house use are adequately analyzed.

____ Information about new services that are effectively communicated to the public.

Comments:

Average for section 6: _____



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PUBLIC LIBRARY**
NORTH RIVERSIDE, IL

7. Development of Staff

___ Potential managers are identified, encouraged to develop and assisted in their pursuit of career goals.

___ Internal candidates for promotion are competitive with outside candidates for management positions.

___ Director adequately justifies the need for staff development funds, actively campaigns for such funds, and adequately account for the use of such funds.

___ Cross-training is utilized to provide adequate service to the public.

Comments:

Average for section 7: _____

8. Utilization of Staff

___ Staff are aware of the separation of professional and clerical tasks and responsibilities.

___ Peak service hours have been identified and library hours are set accordingly.

___ Functions are analyzed periodically with the objective of combining, eliminating and/or creating new positions.

Comments:

Average for section 8: _____



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NORTH RIVERSIDE, IL

9. Community Development

___ Director is active in the community.

___ The Director is "visible" to large segments of the population.

___ The Director is available for speaking engagements in the community

Comments:

Average for section 9: _____

10. Activity in Professional Organizations

___ Director participates and holds office in professional organizations as appropriate.

Comments:

Average for section 10: _____

11. Policy Recommendations to Board

___ Adequate staff research is completed prior to presentation to the board.

___ Policy recommendations are necessary and appropriate to the efficient operation of the library.

___ Trustees are informed of new developments and important news reported in library correspondence and literature to provide them with the necessary background to make informed policy decisions.

Comments:

Average for section 11: _____



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PUBLIC LIBRARY**
NORTH RIVERSIDE, IL

12. Friends of the Library/Library Foundation

____ Director actively promotes the maintenance of a Friends group and Foundation.

____ Director and staff provide adequate support to the groups.

____ Director delineates and/or helps define the role of the groups.

Comments:

Average for section 13: _____

13. Maintenance and Improvements of Library Building/Grounds

____ Buildings and grounds are adequately maintained within the imposed budgetary constraints.

____ Director has an ongoing program that provides adequate information on the need for facilities improvements/updates.

____ Current facilities are functionally appropriate and aesthetically pleasing.

Comments:

Average for section 13: _____



**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

14. Establishing Priorities

____ Director's recommended priorities are in concert with the library's plan as defined by the board.

____ Priorities appropriately reflect community needs.

____ Priorities reflect advanced planning.

____ Director's accomplishments reflect and relate to the short and long range plans.

____ Plans are updated on a continuous basis to reflect changing circumstances.

____ Director provides adequate information to the board on the implementation and revision of short and long term planning.

Comments:

Average for section 14: _____

15. Staff Selection

____ Staff selection is accomplished at appropriate supervisory levels and with adequate use of staff resources.

____ Adequate emphasis is placed on Equal Opportunity Employment/Affirmative Action.

____ Selection process is designed to insure the selection of the best person for the job.

Comments:

Average for section 15: _____

Overall comments on the performance of the director that were not noted above:

8/20/18

ORDINANCE NO. 18-08-01

(.02% Building and Maintenance Tax)

WHEREAS, Illinois Statutes authorize the Library Trustees to levy a special tax in addition to the annual Public Library District tax for the purchase of sites and buildings, maintenance, equipment, and other purposes; and

WHEREAS, the amount of said special tax is .02% of the value of all the taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Library Trustees deem it advisable and necessary to levy said special tax for the 2018-2019 fiscal year.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the North Riverside Public Library District that:

SECTION 1: For the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for Library purposes, and maintenance, repairs, and alterations of Library buildings and equipment, a special tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, shall be and is levied for the 2018-2019 fiscal year.

SECTION 2: Notice of the adoption of this Ordinance shall be published in accordance with Illinois Statutes.

SECTION 3: This Ordinance shall be in full force and effect from and after its adoption.

Adopted August 20, 2018, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

APPROVED:

Annette Corgiat, President
Board of Library Trustees
North Riverside Public Library District

(Seal)

ATTEST:

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

ORDINANCE 18-9-01

ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019

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 10th day of September, 2018, 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, 2018, and end on June 30, 2019.

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 \$1,255,450.00, 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, 2018		\$ 565,195.00
Estimated Revenues:		
Property taxes 2 nd Half	502,000.00	
Property taxes 1 st half	502,000.00	
Rentals and donations	36,000.00	
Interest	1,000.00	
Per capita grant	<u>8,500.00</u>	
Total Estimated Revenues		<u>1,049,500.00</u>
 Total Estimated Funds Available		 \$1,614,695.00

PART I
CORPORATE FUND

Estimated Expenditures

ACCOUNT

Personnel Expenses

Salaries \$ 512,000

LIBRARY MATERIALS

Audio –visual materials and services	19,000.00
Books	59,000.00
Periodicals	8,000.00
Other media	25,500.00
Library programs	43,500.00
Office supplies	16,000.00
Printing	11,000.00
Postage	2,200.00
Legal fees	8,000.00
Public Information	8,000.00
Health Insurance	35,000.00
Library promotion and miscellaneous service fees	27,500.00
Utilities	40,700.00
Telephone	16,500.00
Contingency	10,000.00
Petty cash	600.00

CAPITAL

Information technology	48,000.00
Strategic initiatives	5,000.00
Debt service costs	43,000.00

CONTRACTUAL

Accounting	17,500.00
Service contracts	48,000.00

PROFESSIONAL EDUCATION AND TRAINING

Library trustees	700.00
Library staff	<u>3,500.00</u>

Total Estimated Corporate Fund Expenditures \$1,008,200.00

Estimated Cash balance Corporate Fund at 6-30-19 \$ 606,495.00

PART II
MEMORIAL FUND

Cash balance at 7-01-18	\$ 0.00
Estimated Revenues	8,500.00
Estimated Expenditures:	
Books	2,500.00
Audio –visual materials	2,500.00
Equipment	<u>3,500.00</u>
Estimated cash balance at 6-30-19	<u><u>\$ 0.00</u></u>

PART III
AUDIT FUND

Cash balance at 7-01-18	\$ 16,898.00
Estimated Revenues	9,000.00
Estimated Expenditures: Audit expense	<u>9,750.00</u>
Estimated cash balance at 6-30-19	<u><u>\$ 16,148.00</u></u>

PART IV
RETIREMENT EXPENSE

Cash balance at 7-01-18	\$ 21,352.00
Estimated Revenues	14,500.00
Estimated Expenditures- Retirement expense	<u>35,500.00</u>
Estimated cash balance at 6-30-19	<u><u>\$ 352.00</u></u>

PART V
SOCIAL SECURITY EXPENSE

Cash balance at 7-01-18	\$ 20,780.00
Estimated Revenues	36,100.00
Estimated Expenditures	<u>42,000.00</u>
Estimated cash balance at 6-30-19	<u><u>\$ 14,880.00</u></u>

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

Cash balance at 7-01-18	\$ 105,284.00
Estimated Revenues	5,500.00
Estimated Expenditures:	
Public liability insurance	13,500.00
Workers' compensation insurance	2,600.00
Property insurance	2,900.00
Directors' and Officers' insurance	<u>1,100.00</u>
Total estimated expenditures	<u>20,100.00</u>
Estimated cash balance at 6-30-19	<u><u>\$ 90,684.00</u></u>

PART VII

UNEMPLOYMENT COMPENSATION INSURANCE

Cash balance at 7-01-18	\$ 2,740.00
Estimated Revenue	1,900.00
Estimated expenditure-Unemployment compensation insurance	<u>2,500.00</u>
Estimated cash balance at 6-30-19	<u>\$ 2,140.00</u>

PART VIII

PURCHASE, CONSTRUCTION AND MAINTENANCE OF SITES AND BUILDINGS

Cash balance at 7-01-18	\$ 71,304.00
Estimated Revenue	75,000.00
Estimated expenditures:	
Building supplies and maintenance	18,000.00
Building repairs	69,000.00
Casual labor and fees	5,900.00
Building improvements	<u>36,000.00</u>
Total estimated expenditures	<u>128,900.00</u>
Estimated cash balance at 6-30-19	<u>\$ 17,404.00</u>

S U M M A R Y

ESTIMATED CASH BALANCE AVAILABLE AT 7-01-18	\$ 803,553.00
TOTAL ESTIMATED REVENUE AVAILABLE – ALL FUNDS	1,200,000.00
TOTAL ESTIMATED AMOUNT AVAILABLE – ALL FUNDS	\$2,003,553.00
APPROPRIATION FOR CORPORATE FUND EXPENDITURES	1,008,200.00
APPROPRIATION FOR MEMORIAL FUND EXPENDITURES	8,500.00
APPROPRIATION FOR AUDIT FUND EXPENSE	9,750.00
APPROPRIATION FOR RETIREMENT FUND EXPENSE	35,500.00
APPROPRIATION FOR SOCIAL SECURITY EXPENSE	42,000.00
APPROPRIATION FOR PUBLIC LIABILITY, PROPERTY, WORKERS' COMPENSATION INSURANCE AND DIRECTORS' AND OFFICERS' INSURANCE EXPENSE	20,100.00
APPROPRIATION FOR UNEMPLOY.COMPENSATION INSURANCE	2,500.00
APPROPRIATION FOR PURCHASE, CONSTRUCTION AND MAINTENANCE OF SITES AND BUILDINGS EXPENSE	<u>128,900.00</u>
TOTAL APPROPRIATION FOR ALL FUNDS	<u>\$ 1,255,450.00</u>
ESTIMATED CASH BALANCE AT 6-30-19	<u><u>\$ 748,103.00</u></u>

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.)

\$ 759,899.00

UNRESTRICTED FUNDS

748,103.00

TOTAL ESTIMATED CASH ON HAND – END OF YEAR

\$1,507,992.00

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 17th day of September, 2018 pursuant to a roll call vote

Follows:

AYES _____

NAYS _____

ABSTAIN _____

ABSENT _____

APPROVED by me this ____ day of _____, 2018.

Annette Corgiat, President

ATTEST:

Secretary

Shifting library hours proposal

We propose that the library change its hours to offer more consistency to our patrons. We would remain closed on Sundays throughout the year but extend our hours on both Fridays and Saturdays. Both of these are currently days that we are asking patrons to leave because of our shorter hours and both youth and adult departments are planning to begin offering programs on these days throughout the year.

Because of a \$25,390 grant we received, the library is obligated to offer a variety of technology focused youth programs. Our goal is to offer these programs twice a week without interfering with other programs we are currently offering to various demographics at the library. Since this grant is renewable each year, we are proposing a shift in our hours to accommodate not only this year's grant but continuing years as well as support current trends in library lending.

We are currently open 37 Sundays (148 hours) per year and closed 15 Sundays (60 hours). We have explored two possible options:

1. Shift all 4 Sunday hours to Friday and Saturday (2 hours each day) with a net gain for the library of 60 hours over the year costing the library an estimated \$2,960 in 4 additional hourly staff for 4 hours each week that we were previously not open.
 - a. Average Circulation hourly wage: \$11.98
 - b. Average YA hourly wage: \$12.68
 - c. Currently paying for 148 hours or 37 Sundays and not paying for 60 hours or 15 Sundays.
 - d. This proposal increases our open hours by 60/year.

2. Add an additional hour to Friday and 2 hours to Saturday with a net gain for the library of 8 hour more that we are open over the year, costing the library an estimated \$395 in 4 additional hourly staff for 3 hours each week.
 - a. Average Circulation hourly wage: \$11.98
 - b. Average YA hourly wage: \$12.68
 - c. Currently paying for 148 hours or 37 Sundays and not paying for 60 hours or 15 Sundays.
 - d. This proposal increase our open hours by 8/year.

Our current savings for being closed for 15 Sundays each year using the average Circulation and YA pay rates is \$2,960.

	Avg. Wage	x8 (2people at 4 hours)
Circulation	\$11.98	\$95.87
YA	\$12.68	\$101.47
		Weekly cost/Sunday hourly
		\$197.34
		Total for additional 15 weeks
		\$2,960.17
		x6 (2people at 3 hours)
Circulation	\$11.98	\$71.90
YA	\$12.68	\$76.11
		Weekly cost of 3 hours
		\$148.01
		Total for additional 15 weeks
		\$2,220.13
		minus 37 weeks 1 hr per week
		\$1825.438
		\$394.69

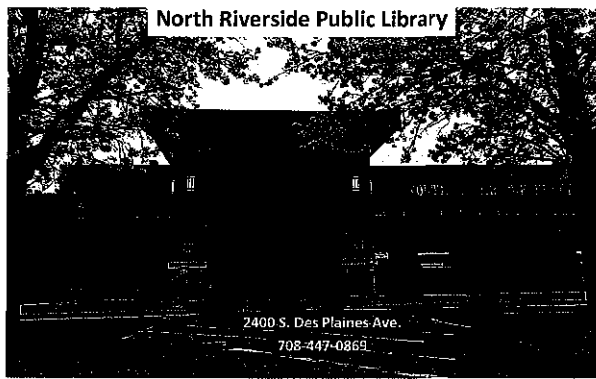


North Riverside Public Library

2400 S. Des Plaines Ave.

708-447-0869

www.northriversidelibrary.org



North Riverside
Public Library

2400 S. Des Plaines Ave.

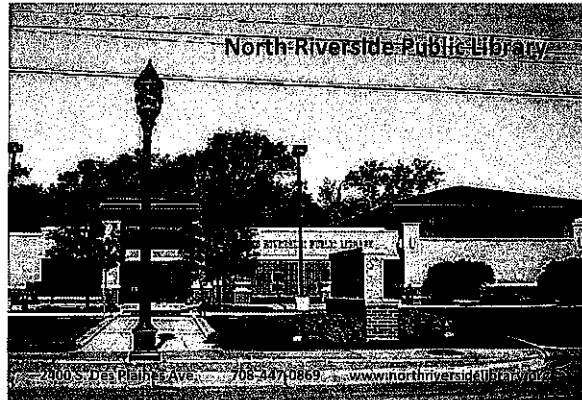
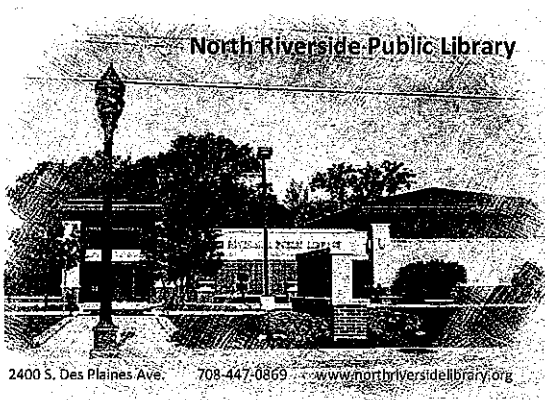
North Riverside, IL 60546

708-447-0869

www.northriversidelibrary.org



North Riverside
Public Library



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