

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Agenda
Committee of the Whole
Board of Trustees
May 1st, 2023
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. Review Minutes of April 3rd, 2023 Committee of Whole Meeting.

4. Finance

- A. FY24 draft Budget

5. Advocacy

- A. Centennial Celebration
- B. Senior Fair
- C. Advocacy webinars

6. Building & Grounds

- A. Lower Level update discussion
- B. Capital Improvements Assessment Plan

7. Personnel

- A. Director's Review
- B. FY24 Compensation discussion

8. Policy

- A. Policy Review Schedule
- ~~B. Retirement recognition policy draft~~

9. Strategic Planning

- A. Chapter 11 in IL Standards review
- ~~B. Review Trustee Handbook~~

10. Other Business

- A. ALA Annual Conference
- ~~B. Brainstorm Committee Responsibilities and Expectations~~

11. Adjournment

Decennial Committee meeting to follow CoW adjournment of the CoW meeting.

The Library Board meeting is scheduled for Monday, May 15th, 2023 at 6:00pm.

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Minutes
Committee of the Whole
Board of Trustees
April 3rd, 2023
6:00 PM

1. Open of Meeting

- A. Meeting was called to order by Annette Corgiat at 6:00pm
- B. Determination of quorum: In attendance: Ken Rouleau, Annette Corgiat, John Mathias, Kyle Johnson, Jeanne Ottenweller, Kathy Bonnar (arrived at 6:03pm). Absent: Greg Gordon.
- C. Recognition of visitors to the meeting: Also in attendance: Natalie Starosta.
- D. Approval of agenda and requested changes to agenda: Secretary Mathias made a motion to approve the agenda as presented. Motion seconded by Trustee Johnson. All aye.

2. Open Forum

There were no comments.

3. Minutes

- A. Minutes were reviewed. Secretary Mathias noted that in #10 A the website demonstration, the Foundation and Friends may not use their own site but may continue to use the Library created sites for information because of concerns over maintenance of a separate site.

4. Finance

- A. Budget Amendments - Treasurer Bonnar and Director Starosta presented the proposed budget amendment to the 2022/23 budget to reflect actual spending and changes in revenue. No questions. Item moved to the April Board meeting for approval.

5. Advocacy

- A. Centennial Celebration - Director Starosta had no additional information to report. She has a meeting scheduled with the Recreation Department in May and will inquire. Currently the Library has no planned events.
- B. Senior Fair - Director Starosta reported that the Recreation Department will send out more information in the next few weeks. President Corgiat talked about the flyer Foundation and Friends will be handing out. President Corgiat and Secretary Mathias will staff the Foundation and Friends table. Adult Services staff members will staff the Library table.
- C. Advocacy webinars - Director Starosta will continue to send Board members webinars. Director Starosta reminded all Board

members that they should complete a minimum of 3 trainings per year.

6. Building & Grounds

- A. Lower Level update discussion - Trustee Rouleau and Director Starosta talked about the 3 architectural firms contacted, current known costs for the planning phase and qualifications. Trustee Rouleau would like to continue with the current plan as it meets the current needs and opens additional lower level spaces to the public. President Corgiat expressed concern over possible costs for updates. Trustee Rouleau responded that with the exception of the storage room renovation, the remainder of the spaces are a simple matter of moving furniture and painting. Trustee Johnson commented on the fiscal responsibility of using the plan we have rather than contracting for another one. Item tabled until May CoW meeting.
- B. Capital Improvements Assessment Plan - Trustees have not reviewed the sample plans. Item tabled until May CoW meeting.
- C. Foyer Lighting - Lighting has been purchased for 685.97 each. When they arrive Ken and Bryant will hang them.

7. Personnel

- A. President Corgiat announced the formation of a 4 person Personnel committee which will meet on May 1st, May 15th, June 3rd, June 15th and deliver results on June 19th. The committee will include: President Corgiat, Vice President Gordon, Treasurer Bonnar and Secretary Mathias. They will discuss possibly compensation increases and merit increases for the 23/24 year.

8. Policy

- A. Sick and Vacation time policies - Trustee Ottenweller and Director Starosta discussed the need to update the policy to be in compliance with the recent time off laws which take effect on January 1st 2024. Policy will be moved to the April Board meeting for approval.
- B. Meeting room policy - President Corgiat discussed the recent meeting room application from a local political party which prompted the update to the policy. Policy will be moved to the April Board meeting for approval.

9. Strategic Planning

- A. Chapter 10 in IL Standards review - Secretary Mathias met with Director Starosta and reviewed Chapter 10. The Library is meeting all requirements noted on the checklist. Director Starosta will order additional copies of IL Standards for trustees.
- B. Closed Session Minutes - Secretary Mathias talked about the process of completing the closed session minutes and asked that their review be put on the April Board meeting agenda as a closed session.
- C. Review Trustee Handbook - Secretary Mathias noted that he will review the Trustee Handbook and begin reviewing it with the Board at CoW meetings following completion of the IL Standards review.

10. Other Business

- A. ALA Annual Conference - Director Starosta reminded all Trustees that she needs to know who plans to attend the exhibits at the upcoming ALA Annual Conference. She requested to know asap so she can register Trustees.
- B. Decennial Committee - Director Starosta reminded Board members of the upcoming training on the Decennial Committees. President Corgiat noted that Vice President Gordon will be running these meetings and plans to hold them separately from our regularly scheduled Board or CoW meetings. Currently Vice President Gordon, Secretary Mathias, and Trustee Rouleau as well as Director Starosta are signed up for the training.
- C. Library Celebration Dinner - Director Starosta reminded the Board of the recent PAC finding of OMA violations during a meeting and greet event at a local library. The Celebration Dinner will be posted as a Special Meeting.
- D. Brainstorm Committee Responsibilities and Expectations - President Corgiat instructed all committee chairs to reflect on if they would like to continue having their committee meet at the Committee of the Whole meetings or if they would prefer individual committee meetings. Topic tabled for May CoW meeting.
- E. President Corgiat requested that all Board members be given keys to the library as well as codes to the alarm system.

11. Adjournment

Trustee Rouleau made a motion to adjourn the meeting at 7:35pm. Motion seconded by Trustee Ottenweller. All aye.

2023-2024 Working Budget

Budget Justification

This document is intended to explain budgetary changes between the previous year and the proposed budget for the coming fiscal year.

Revenue:

6901-01 Property Tax – The increase of \$55,915 is reflective of the updated property values, new builds and our increased levy.

6903-01 Fees and Fines – The budgeted \$12,000 is a conservative number based on the 2022/23 budget. Funds in this line item vary depending on usage of paid services (printing, lost materials, etc.)

6904-01 Donations – The \$35,000 budgeted is anticipated from sales of the leaves on the Mary Kadlec donor wall tree, funds from the Foundation & Friends, and other donations and is reflected in the spending line 8361-01. No change over last year.

6905-01 Grants – The \$20,000 increase is anticipated based on ongoing grant applications and is reflective in the spending line 8360-01.

6906-01 Interest – The anticipated \$200 decline in funding is based on an anticipated lowering of interest rates over the next 12 months.

6901-14 Estimated loss due to property assessment appeals – This line item anticipates rebates to residents however due to lower than anticipated rebates for several years, the line item has been decreased by \$5000.

Operating Expenses:

Salaries – You will again see each department represented below. Each proposed amount includes a cost-of-living increase (an up to 7% for all employees) and merit raises (a total of \$10,522 for all departments) described below. Standards for Illinois Public Libraries: Serving our Public 4.0 (chapter 3) expects libraries to spend between up to 60% of their overall budget on salaries for staff. Proposed salaries will account for 44.37% of NRPL's budget.

7504-01 Circulation – We have budgeted for 108 hours per week at a cost of \$85,500 for the year which includes an up to 7% cost of living increase for all positions and a \$1,625 merit raise budget to be awarded to employees at the discretion of the manager.

7505-01 Adult Services – We budgeted 93 hour per week at a cost of \$77,500 for the year which includes an up to 7% cost of living increase for all positions and a \$1,575 merit raise budget to be awarded to employees at the discretion of the manager.

7506-01 Youth Services - We budgeted 102 hours per week at a cost of \$95,000 for the year which includes an up to 7% cost of living increase for all positions and a \$1,625 merit raise budget to be awarded to employees at the discretion of the manager.

7507-01 Pages - We budgeted 15 hour per week at a cost of \$11,000 for the year which includes a minimum wage increase for the position and a \$108 merit raise budget to be awarded to employees at the discretion of the manager.

7508-01 Administration - We budgeted 200 hours per week at a cost of \$300,000 for the year which includes an up to 7% cost of living increase for all positions and a \$4,800 merit raise budget to be awarded to employees at the discretion of the director.

7509-01 Facilities – We’ve budgeted 35 hours per week at a cost of \$30,000 for the year which includes an up to 7% cost of living increase and \$789 merit raise budget to be awarded to employees at the discretion of the director.

Benefits – Minimal changes have been made to this section to reflect actual spending. This section reflects the budget for employee health insurance, our IMRF pension plans (currently 12 employees – director, 4 managers, 2 circ supervisors, 2 AS staff, 2 YS staff, 1 facilities staff- and proposed 13th position for the teen librarian), unemployment insurance and employer’s share of social security and Medicare for all employees. Standards for Illinois Public Libraries: Serving our Public 4.0 (chapter 3) expects libraries to spend between up to 70% of their overall budget on a combination of salaries, health insurance, IMRF and social security/Medicare. The proposed total compensation packages described above will account for 53.26% of NRPL’s budget.

7600-05 Health Insurance – Limricc health insurance has an estimated \$600 increase for this coming year for the library’s current plans.

7650-09 IMRF – With the changes to staffing, the one proposed additional IMRF position for the teen librarian, increases in wages but a decrease in our percentage lead to the anticipated \$1,250 increase.

7660-06 Unemployment insurance – The \$91 increase reflects anticipated increases in premiums.

7670-08 Social Security/Medicare – The \$1,345 decrease is reflective of the staff positions lost and refilled.

Training

Overall you will see a \$1,400 decrease from last year’s budget which reflects that lower number of staff attending out of state conferences.

7700-01 Educational training Trustees – Line item decreased by \$700 from last year’s amended budget to reflect anticipated spending.

7800-01 Educational training Staff - Line item decreased by \$700 from last year’s amended budget to reflect anticipated spending.

Materials

Overall, you will see a \$9,500 increase over last year's budget. Total spending for our materials budget line items is \$108,500 which is 8.00% of our total budget. Standards for Illinois Public Libraries: Serving our Public 4.0 expects libraries to spend between 8% and 12% of their overall budget on materials for patrons.

8100-01 Replacement Materials – This line item is new this year and will help to track the actual costs spent replacing lost/damaged materials that have been charged to patrons. We have budgeted \$2,000 as an estimate.

Programs

These line items reflect our NRPL budgeted spending for programing. These line items do not reflect spending on programs in these areas that are grant or donation funded.

8150-01 Children's Programs - This line increased by \$200 to reflect planned programming for FY24.

8153-01 Teen Programs - This line remained the same.

8155-01 Adult Programs - This line decreased by \$500 to reflect planned grant funding for FY24.

8156-01 Technology Programs – This line increased by \$250 to reflect planned programming for FY24.

Computers

This section reflects NRPL's spending on technology as well as our SWAN fees which primarily pay for our cataloging system.

8171-01 Technology Service – No change.

8172-01 Computer Equipment – The \$1,000 increase reflects ongoing schedule of technology replacements and upgrades.

8175-01 SWAN– This fund pays for our SWAN fees which include our cooperative library catalog. The \$1,000 increase reflects anticipated increase from SWAN.

8180-01 Software – \$750 increase reflects new subscriptions for marketing, virtual programs/meeting, and other software.

8190-01 Website – \$5,000 decrease reflects completion of new site project.

8195-01 Email – No change.

Utilities

8301-07 Internet/phone – \$1,200 decrease based on new contract which takes effect July 1, 2023.

8302-07 Electricity – The \$2,500 budgeted decrease is based on the past several bills following both our HVAC and lighting upgrade.

8303-07 Gas – The \$1,360 increase is reflective of this past year's usage with the new HVAC system and water heater.

8304-07 Water/Garbage – Anticipated spending \$3,250 for Village provided services and an additional \$1,750 for dumpsters to complete cleaning projects.

Building Expense

The following line items reflect the maintenance and upgrades to the facility.

8306-07 Building Supplies – The budgeted \$1,000 increase from last year's budget is reflective of planned spending.

8308-07 Service Contracts – The \$7,500 increase is reflected of increases in service contract prices.

8335-07 Building Repairs – The decrease of \$4,000 is reflective of less anticipated repairs. Overages in this line item will be moved to IL Fund for planned facility upgrades as detailed in our Capital Improvement Plan.

Other Expenses

8355-01 Memberships – The \$250 decrease reflects less staff professional memberships.

8360-01 Grants – The \$20,000 increase is directly reflective of the anticipated increase in grant applications this coming year.

8361-01 Donations – No change.

8365-01 Library Promotion – Increase of \$500 to reflect planned increased library promotion.

8370-01 Postage – Increase of \$200 to reflect increased prices.

8375-01 Advertising – No change

8385-01 Memorials and tributes – No change

8396-01 Bank charges and fees – Decrease of \$500 to reflect changed due date of credit card.

8399-01 ILL Loss/damage – No change

Outside Services

8330-01 Casual Labor – No change. This line was moved from Building Expenses.

8400-01 Accounting – No change.

8401-01 Audit – The \$700 increase is reflective of contracted costs with GW&A.

8402-01 Legal Fees – The \$1500 decrease reflects less anticipated legal questions.

8404-01 Staff recognition – No change.

8405-01 Appraisal – The \$1,155 decrease is reflective of the fact we will not need a new full appraisal done.

8408-01 Strategic Plan – No change.

8410-01 Printing – The \$1,000 increase is reflective of anticipated additional printing costs.

8430-01 Payroll Expenses – The \$1,000 decrease is reflective of anticipated spending. We will be exploring new payroll companies to compare costs.

Insurance

8460-05 Liability Insurance Package – The \$2,205 increase is reflective of anticipated costs based on discussions with our insurance providers.

Debt Services

8600-01 Bond interest – No change.

8701-02 Debt Certificate Principle – No change.

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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		2020-2021	2021-2022	FY23 Amdn	2023-2024	CHANGE
REVENUE						
	loan funds		\$ 172,000	\$ 50,000		
6901-01	property tax	\$ 1,072,000	\$ 1,124,759	\$ 1,118,750	\$ 1,174,665	\$ 55,915
6903-01	fees and fines	\$ 12,000	\$ 5,000	\$ 17,500	\$ 12,000	\$ (5,500)
6904-01	Donations	\$ 8,000	\$ 10,000	\$ 35,000	\$ 35,000	\$ -
6905-01	grants	\$ 50,000	\$ 50,000	\$ 100,000	\$ 120,000	\$ 20,000
	Mary Kadlec estate					\$ -
6906-01	interest	\$ 1,000	\$ 1,500	\$ 3,200	\$ 3,000	\$ (200)
6901-14	Estimated Loss Due to Property Assessment Appeals-Future	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (10,000)	\$ 5,000
6901-15	Estimated Loss Due to Property Assessment Appeals - Current				\$ -	\$ -
	Credit Card income			\$ 2,500	\$ 2,500	\$ -
	Unrealized Income Annuities	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -
	total	\$ 1,148,000	\$ 1,368,259	\$ 1,331,950	\$ 1,357,165	\$ 25,215

OPERATING EXPENSES		2020-2021	2021-2022	FY23 amnd	2023-2024	CHANGE
SALARIES						
7504-01	Circulation	\$ 196,375	\$ 76,600	\$ 90,000	\$ 85,500	\$ (4,500)
7505-01	Adult Services		\$ 57,900	\$ 72,000	\$ 77,500	\$ 5,500
7506-01	Youth Services		\$ 87,700	\$ 85,000	\$ 95,000	\$ 10,000
7507-01	Pages	\$ 25,168	\$ 27,200	\$ 10,000	\$ 11,000	\$ 1,000
7508-01	Administration	\$ 279,810	\$ 288,775	\$ 279,000	\$ 300,000	\$ 21,000
7509-01	Facilities			\$ 30,000	\$ 30,000	\$ -
	total	\$ 506,620	\$ 543,442	\$ 566,000	\$ 599,000	\$ 33,000
BENEFITS						
4230-01	ICMA					
7600-05	health insurance	\$ 31,000	\$ 31,200	\$ 31,400	\$ 32,000	\$ 600
7614-06	workers compensation	\$ 2,500	\$ -		\$ -	\$ -
7650-09	IMRF	\$ 31,796	\$ 31,840	\$ 48,000	\$ 49,250	\$ 1,250
7660-06	unemployment insurance	\$ 800	\$ 800	\$ 909	\$ 1,000	\$ 91
7670-08	social security/mcare	\$ 38,354	\$ 37,257	\$ 40,000	\$ 38,655	\$ (1,345)
	total	\$ 104,450	\$ 101,097	\$ 120,309	\$ 120,905	\$ 596
TRAINING						
7700-01	educational training trustees	\$ 500	\$ 500	\$ 1,200	\$ 500	\$ (700)
7800-01	educational training staff	\$ 4,750	\$ 4,500	\$ 6,200	\$ 5,500	\$ (700)
	total	\$ 5,250	\$ 5,000	\$ 7,400	\$ 6,000	\$ (1,400)

Proposed

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OPERATING EXPENSES		2020-2021	2021-2022	FY23 amnd	2023-2024	CHANGE
MATERIALS						
8090-01	Adult A/V	\$ 9,200	\$ 9,200	\$ 9,000	\$ 9,200	\$ 200
8091-01	Children's A/V	\$ 5,600	\$ 5,600	\$ 3,400	\$ 3,600	\$ 200
8096-01	Teen A/V	\$ 1,400	\$ 1,400	\$ 3,100	\$ 3,300	\$ 200
8100-01	Replacement materials				\$ 2,000	\$ 2,000
8103-01	Foreign Language Materials	\$ -	\$ -	\$ 2,000	\$ 3,000	\$ 1,000
8105-01	Adult fiction/nonfiction	\$ 26,000	\$ 26,000	\$ 25,000	\$ 26,000	\$ 1,000
8106-01	Children's fiction/nonfiction	\$ 18,000	\$ 18,000	\$ 16,000	\$ 17,000	\$ 1,000
8107-01	Teen fiction/nonfiction	\$ 6,000	\$ 6,000	\$ 9,000	\$ 9,500	\$ 500
8108-01	eBooks	\$ 5,000	\$ 5,000	\$ 5,500	\$ 6,500	\$ 1,000
8120-01	newspapers	\$ 3,400	\$ 3,400	\$ 3,500	\$ 3,600	\$ 100
8130-01	internet databases	\$ 14,000	\$ 16,000	\$ 16,000	\$ 18,000	\$ 2,000
8140-01	Periodicals	\$ 1,400	\$ 1,400	\$ 1,500	\$ 1,600	\$ 100
8154-01	Makerspace/LoT	\$ 4,000	\$ 4,000	\$ 5,000	\$ 5,200	\$ 200
	total	\$ 94,000	\$ 96,000	\$ 99,000	\$ 108,500	\$ 9,500
PROGRAMS						
8150-01	Children's Programs	\$ 7,000	\$ 7,000	\$ 6,100	\$ 6,300	\$ 200
8153-01	Teen Programs	\$ 2,000	\$ 2,000	\$ 2,900	\$ 2,900	\$ -
8155-01	Adult Programs	\$ 6,000	\$ 6,000	\$ 6,500	\$ 6,000	\$ (500)
8156-01	Technology Programs	\$ 1,000	\$ 1,000	\$ 500	\$ 750	\$ 250
	total	\$ 16,000	\$ 16,000	\$ 16,000	\$ 15,950	\$ (50)
STRATEGIC INITIATIVES						
8158-01	Strategic Initiatives	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
	total	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
COMPUTERS						
8171-01	Technology service	\$ 15,000	\$ 18,500	\$ 25,000	\$ 25,000	\$ -
8172-01	Computer Equipment	\$ 10,000	\$ 10,000	\$ 4,000	\$ 5,000	\$ 1,000
8175-01	SWAN	\$ 19,000	\$ 23,000	\$ 23,500	\$ 24,500	\$ 1,000
8180-01	Software	\$ 1,500	\$ 1,500	\$ 750	\$ 1,500	\$ 750
8190-01	Website	\$ 7,500	\$ 7,500	\$ 8,500	\$ 3,500	\$ (5,000)
8195-01	Email	\$ 300	\$ 500	\$ 500	\$ 500	\$ -
	total	\$ 53,300	\$ 61,000	\$ 62,250	\$ 60,000	\$ (2,250)
OFFICE SUPPLIES						
8202-01	Office Supplies	\$ 14,000	\$ 14,000	\$ 13,500	\$ 13,500	\$ -
	total	\$ 14,000	\$ 14,000	\$ 13,500	\$ 13,500	\$ -

Proposed

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OPERATING EXPENSES		2020-2021	2021-2022	FY23 amdn	2023-2024	CHANGE
UTILITIES- OPERATING EXPENSE						
8301-07	Internet/phone	\$ 13,500	\$ 13,500	\$ 13,500	\$ 12,300	\$ (1,200)
8302-07	electricity	\$ 30,000	\$ 30,000	\$ 19,000	\$ 16,500	\$ (2,500)
8303-07	gas	\$ 7,000	\$ 6,000	\$ 7,500	\$ 8,860	\$ 1,360
8304-07	water/garbage	\$ 2,000	\$ 2,000	\$ 5,000	\$ 5,000	\$ -
	total	\$ 52,500	\$ 51,500	\$ 45,000	\$ 42,660	\$ (2,340)
BUILDING EXPENSE						
8306-07	building supplies	\$ 12,000	\$ 12,000	\$ 11,000	\$ 12,000	\$ 1,000
8308-07	service contracts	\$ 42,500	\$ 43,000	\$ 23,000	\$ 30,500	\$ 7,500
8315-07	fees and permits	\$ 1,750	\$ 1,950	\$ 1,950	\$ 1,950	\$ -
8330-01	casual labor	\$ 3,500	\$ 3,500	\$ 900	\$ 900	\$ -
8335-07	building repairs	\$ 32,000	\$ 204,000	\$ 34,000	\$ 30,000	\$ (4,000)
	total	\$ 91,750	\$ 264,450	\$ 70,850	\$ 75,350	\$ 4,500
TRAVEL						
8342-01	lodging/meals/mileage	\$ 2,000	\$ 2,000	\$ 2,800	\$ 2,200	\$ (600)
	total	\$ 2,000	\$ 2,000	\$ 2,800	\$ 2,200	\$ (600)
OTHER EXPENSES						
8355-01	memberships	\$ 2,200	\$ 2,200	\$ 2,700	\$ 2,450	\$ (250)
8360-01	grants	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ -
8361-01	donations	\$ 8,000	\$ 10,000	\$ 35,000	\$ 35,000	\$ -
8365-01	library promotion	\$ 6,000	\$ 6,000	\$ 5,000	\$ 5,500	\$ 500
8370-01	postage	\$ 2,500	\$ 3,000	\$ 3,000	\$ 3,200	\$ 200
8375-01	advertising	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ -
8385-01	memorials and tributes	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
8396-01	bank charges and fees	\$ 150	\$ 150	\$ 1,000	\$ 500	\$ (500)
8399-01	ILL Loss/Damage	\$ 250	\$ 250	\$ 250	\$ 250	\$ -
	total	\$ 74,100	\$ 76,600	\$ 151,950	\$ 151,900	\$ (50)
OUTSIDE SERVICES						
8400-01	accounting	\$ 15,000	\$ 15,000	\$ 17,000	\$ 17,000	\$ -
8401-01	audit	\$ 9,750	\$ 12,000	\$ 8,500	\$ 9,200	\$ 700
8402-01	legal fees	\$ 6,000	\$ 6,000	\$ 7,500	\$ 6,000	\$ (1,500)
8404-01	staff recognition	\$ 2,200	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
8405-01	appraisal	\$ 2,500	\$ 2,500	\$ 2,655	\$ 1,500	\$ (1,155)
8305-01	architech/bldg consultant	\$ -	\$ -		\$ -	\$ -
8406-01	collection agency	\$ 200	\$ 200	\$ 500	\$ 500	\$ -
8408-01	strategic plan	\$ 500	\$ 500	\$ -	\$ -	\$ -
8410-01	printing	\$ 10,000	\$ 10,000	\$ 11,000	\$ 12,000	\$ 1,000
8430-01	payroll expenses	\$ 4,500	\$ 5,000	\$ 7,500	\$ 6,500	\$ (1,000)
8435-01	background checks	\$ 150	\$ 200	\$ 200	\$ 200	\$ -
	total	\$ 50,800	\$ 53,900	\$ 57,355	\$ 55,400	\$ (1,955)

Proposed

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OPERATING EXPENSES		2020-2021	2021-2022	FY23 amnd	2023-2024	CHANGE
INSURANCE						
8460-05	liability insurance package	\$ 17,000	\$ 19,500	\$ 21,795	\$ 24,000	\$ 2,205
8470-05	directors/officers insurance					\$ -
	total	\$ 17,000	\$ 19,500	\$ 21,795	\$ 24,000	\$ 2,205

OTHER EXPENSES						
8600-01	Bond Interest	\$ -				\$ -
8601-02	Debt Certificate Interest	\$ 18,559	\$ 16,500	\$ 16,500	\$ 16,500	\$ -
	total	\$ 18,559	\$ 16,500	\$ 16,500	\$ 16,500	\$ -

DEBT SERVICE						
8700-02	Bond Principle	\$ -	\$ -			\$ -
8701-02	Debt Certificate Principle	\$ 39,100	\$ 43,500	\$ 76,700	\$ 28,000	\$ 28,000
	total	\$ 39,100	\$ 43,500	\$ 76,700	\$ 28,000	\$ 28,000

TOTAL OPERATING EXPENSES	\$ 1,141,429	\$ 1,366,489	\$ 1,329,409	\$ 1,349,865	\$ 1,321,865
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NET INCOME	\$ 6,571	\$ 1,770	\$ 2,541	\$ 7,300	\$ 4,759
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Our % IL Standards %

Materials

8.04% 8-12%

Salaries

44.37% Up to 60%

Total comp.

53.26% Up to 70%

Proposed

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	Actual up to 7%	plus merit raises	total merit amounts	merit % to actual
Circulation	\$ 83,875	\$ 85,500	\$ 1,625	1.94%
Adult Services	\$ 75,925	\$ 77,500	\$ 1,575	2.07%
Youth Services	\$ 93,375	\$ 95,000	\$ 1,625	1.74%
Pages	\$ 10,892	11000	\$ 108	0.99%
Administration	\$ 295,200	\$ 300,000	\$ 4,800	1.63%
Facilities	\$ 29,211	\$ 30,000	\$ 789	2.70%
total	\$ 588,478	\$ 599,000	\$ 10,522	1.79%

Proposed

Personnel Expenses	Appropriation	Levy
Salaries	\$565,000	558,000
Audio-visual materials and services	23,000	20,000
Books	55,000	55,000
Periodicals	3,000	3,000
Other media	24,500	28,000
Library programs	80,500	20,000
Office supplies	18,000	18,000
Printing	15,000	14,000
Postage	5,200	5,200
Legal fees	12,000	9,000
Public information	12,000	9,000
Health insurance	45,000	35,000
Library promotion and miscellaneous service fees	38,500	27,400
Utilities	52,700	50,200
Telephone	18,500	16,000
Contingency	10,000	5,000
Petty Cash	600	0

Capital	Appropriation	Levy
Information technology	102,000	28,000
Strategic initiatives	9,500	0
Debt service costs	63,000	30,000

Contractual		
Accounting	19,500	17,500
Service contracts	68,000	58,000

Professional Education and Training		
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Corporate	1,248,000	1,011,500
Buildings, Maintenance and Equipment (Special Tax)	375,900	49,000
Social Security (Special Tax)	48,000	36,000
Audit (Special Tax)	14,750	7,000
IMRF (Special Tax)	45,500	10,200
Liability Insurance (Special Tax)	29,200	4,000
Unemployment Insurance (Special Tax)	3,500	1,050
Memorial Fund (No levy)	17,500	-0-
	1,782,350	1,118,750
Total	1,782,350	1,118,750

Library trustees	1,000	700
Library staff	6,500	4,500
	\$1,248,000	\$1,011,500
Total	1,248,000.00	1,011,500.00

General Fund	1,204,288.92
Debt Service Fund	28,910
Audit Fund	15,998
Public Liability Fund	101,124
Unemployment Insurance Fund	4,457
Building Fund	18,500
Social Security Fund	15,740
Pension Fund	22,471
	1,411,488.92

SALARIES**BENEFITS****TRAINING**

7504-01	7507-01	7508-01	7600-05	7614-06	7650-09	7660-06	7670-08	7700-01
\$240,733	\$29,106	\$205,351	\$3,100	\$1,444	\$12,488	\$1,500	\$34,026	\$500
library clerks	library pages	administrators	health insurance	workers compensation	pension fund	unemployment insurance	social security	educational training trustees

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MATERIALS

7800-01	8090-01	8091-01	8096-01	8097-01	8105-01	8106-01	8107-01	8108-01
\$2,500	\$1,500	\$600	\$975	\$1,265	\$24,000	\$22,000	\$1,000	\$4,000
educational training staff	books on CD-adult	books on CD-children	compact disks-music-adult	compact disks-music-children	adult fiction/nonfiction	children's fiction/nonfiction	adult reference	eBooks

Midwest T&A Amazon Midwest T&A Amazon Amazon Amazon Brodart Overdrive
Penguin Rar Midwest ta Baker & Taylor Baker & Taylor Thomson R
Brodart Midamerica Value Line
Ollis Book Co
Rainbow Box
Scholastic

8109-01	8115-01	8120-01	8130-01	8140-01	8141-01	8160-01	8161-01	8162-01
\$200	\$1,800	\$2,500	\$9,600	\$2,500	\$1,100	\$4,800	\$1,000	\$4,100
children's reference	adult large print	newspaper s	internet databases	adult periodicals	Children's Periodicals	adult DVDs- feature movies	adult DVDs- document ary/travel	children's DVDs- movies

Cengage Learning
 Crain's Chicago Business
 A to Z Data
 Catholic Digital
 Discovery Gateway
 Amazon
 Midwest Travel
 Amazon
 Midwest Travel

	PROGRAMS			STRATEG	COMPUTERS			
8166-01	8150-01	8152-01	8155-01	8158-01	8171-01	8172-01	8175-01	8180-01
\$1,800	\$3,500	\$4,500	\$4,000	\$8,000	\$9,200	\$4,000	\$16,197	\$1,000
children's games	children's programs	children's summer reading program	adult programs	Strategic Initiatives	informatio n technology	new computer equipment	mls computer fund	software
Amazon	BBC Hollyd: ILA	Constance	Midwest Ta	Illinois Dep.	Amazon	SWAN	Adobe Crea	
	Oriental Tr: Chris McBri	David Clark	National Bu	Versatile Cc	Versatile Cc		MX Guard I	
	Paisans Piz: Scholastic	Funny Vale	TLS The Lib					
	MAMA Bar	Gary Wens						
	Jewel	Grace Dum						
	Walmart	Jim Gibbon						
	Dave Herzc	John Lynn						
	Dave Dinas	Michael Ni						
	Loyola Univ	William Pa						
	Pawsitive T	Raymond V						

				TRAVEL		OTHER EXPENSES		
8315-07	8320-07	8330-01	8335-07	8341-01	8342-01	8355-01	8365-01	8370-01
\$1,500	\$35,000	\$2,200	\$14,000	\$0	\$2,400	\$1,500	\$4,400	\$2,000
fees and permits	Building and Grounds	casual labor	building repairs	meals & dinners	lodging/meals/mileage	memberships	library promotion	postage
Village of NAMS Electric Amazon Colors Smith S Controlled En West Town I	Jill Cannizzaro Bryant Rou Flow-Techni	Atlas Dorr R	Lorene Ken Mary Coop Mary Coop Britney Mu Britney Mu Karen Quin Karen Quin	Lorene Ken Mary Coop Mary Coop Britney Mu Britney Mu Karen Quin Karen Quin	ALA JLA LACONI	Angela Di USPS Jewel US Postal S Olive Garde SCOLA Spe Target		

OUTSIDE SERVICES

8375-01	8385-01	8432-01	8396-01	8399-01	8400-01	8401-01	8402-01	8404-01
\$500	\$150	\$0	\$150	\$500	\$25,500	\$7,000	\$6,000	\$3,000
public relations	memorials and tributes	mileage reimbursement	bank charges and fees	ILL Loss/Damage	accounting	audit	legal fees	public information

Jimmy Johr Belmonte Florist
yard signs Superior Av

Don Abern

Ernest Di Mc O'Neill & G Franczek R Facebook
Lautenbach Peregrine, '

							INSURANCE	
8405-01	8305-01	8406-01	8408-01	8410-01	8430-01	8435-01	8460-05	8470-05
\$450	\$0	\$200	\$500	\$10,000	\$4,000	\$100	\$8,840	\$0
appraisal	architect/ building consultant	collection agency	strategic plan	printing	payroll expenses	background checks	liability insurance package	directors/o fficers insurance

Industrial Appraisal Illinois Office Unique Management ILA - Job and Diamond Group Paychex Paychex Utica National

Vista Print

OTHER EXPENSES

DEBT SERVICE

8600-01

8601-02

8700-02

8701-02

\$0

\$2,490

\$0

\$30,000

Bond
Interest

Debt
Certificate
Interest

Bond
Principle

Debt
Certificate
Prinicple

Phased Lower Level Renovation Plan:

Phase 1:

- Empty Study Rooms 1 & 2 (tables, chairs, white boards).
- Move Karen into Study Room 1 temporarily.
- Move Natalie into Study Room 2 which will be her permanent office.
- Empty the Annex (table, work benches, tall cabinet).
- Empty the former YS storage room (filing cabinet, table, chair, rolling cart).
- Remove shelving from the YS storage room as needed
- Possible new flooring in YS storage room.
- Repaint Annex and former YS storage room.
- Install window in the former YS storage room to mirror the Annex.
- Repurpose former Annex and YS storage room into new Study Rooms 1 & 2.
- Repaint the former YS office.
- Repurpose YS office into new baby room.
-
- Total anticipated cost for paint and accessories for baby room/offices: estimated: \$750 (window/floor/paint/decals) – Funds will come from the Library's budget.

Phase 1 Justification:

- Renovations to the Youth Services department in various local libraries has led to an average of 20% per week increase in traffic over pre renovation numbers.
- The goals of Phase 1 are to provide the following:
 - o 1. In what is now the Youth Services Office - dedicated safe space for our youngest visitors (0-2) where they can explore, be read to, and create. A safe space for this age group is not currently something that we provide. The American Academy of Pediatrics encourages reading to babies as soon as they are born and providing a space for that in our library will encourage more usage at this early age, increase participation in our 1000 Books Before Kindergarten program, and increase the usage of the Youth Services Area.
 - o 2. Move non-children accompanied adults out of the Youth Services main area. By moving the study rooms into the rooms that are located in the hallway leading to the Story Time room (currently the Annex and YS storage room), we will be decreasing the number of adults who are not accompanying children in the YS space. The move will decrease the number of noise issues. In addition, the Annex and YS Storage Room are larger and will be able to accommodate small groups of 6-8 rather than 4 people. The current YS Storage room would also house the accucut machine with its accompanying dies (used to cut shape out of paper) which is often requested by teachers, daycares and parents who want shapes for kids' crafts, invitations, etc.
 - o Moving Natalie into a separate office will allow for closed door HR conversations with employees which is not currently possible unless she asks others to leave the office.

Phase 2:

- Repurposing the Book Nook (area under the stairs) into the Parent Portal (name to be decided)
 - o Move the children's books and cube out of the space and cube shelving, install shelving from the former periodicals room for parent books/materials
- Repurposing the former periodicals room into YS workroom and homework/kids small group room
 - o Ceiling, lights, HVAC ventilation, electrical, finished flooring, wall to separate the 2 sides, door from small group meeting room into space specifically for youth
- Installing window into YS manager's office toward YS workroom
- Create a second closet in the nook area in the StoryTime Room (next to the current closet) to create additional storage space
- Move book cases to create open floor plan and tween space
-
- Total anticipated cost for former periodicals room renovation: \$ (awaiting quote) – Funding will be requested from Foundation and Friends for this phase.

Phase 2 Justification:

- The goals of Phase 2 are to provide the following:
 - o 1. Repurposing the former periodicals room (currently YS and records storage room) into 2 separate rooms which will become the YS work room/Karen's office and a tween work room/study space/program room. Our current study rooms are in high demand and are most used during finals. Providing another space that can be used but 8-10 teens/tweens to study but is a flexible space and can be used for small programs or youth groups to meet (such as the Girl Scout and Boy Scout troops who meet here when we have free spaces). The other half of the room will become the dedicated Youth Services work room and Karen's Tech Services area. Currently tech services (book and materials processing) supplies are spread out on the main floor and lower level wherever they fit. This space will be larger than her current area, allowing Karen to have all of the supplies needed in one area and increasing productivity. In addition, the YS department will be able to have dedicated work room areas for program preparation and off desk research.
 - o 2. Reworking the Book Nook (area under the stairs) into a Parent Portal will have a similar effect to moving the study rooms out of the main YS area, encouraging adults to use spaces outside of those dedicated to youth. In addition, moving those materials out of the main YS stacks will free space and shelving allowing for us to move shelving creating the open concept shown in the architectural layout.
 - o 3. Finally adding the additional closet in the YS Story Time room will assist with shifting YS materials storage and help the department to consolidate materials keeping better track of things they already have and cutting down on duplication of materials purchasing.

*Phases 3 – 5 have not been priced out yet and would be planned at a later date.

Phase 3:

- Renovation of current YS kitchenette: remove wall between kitchenette and StoryTime room, install locks on cupboards
- Total anticipated cost for renovations: \$

Phase 3 Justification:

- The goal of phase 3 is simply to increase the usability of the kitchenette attached to the Story Time room by removing the wall between the kitchenette and the Story Time room. Current programmers in the Story Time room do not feel comfortable leaving their program to go into the kitchenette with the limited visibility back into the room. Adding locks to the cabinets is precautionary since the area will be open to youth.

Phase 4:

- Installation of small window in YS
 - o Collaborate with Golf Course to dig out and install a window well and window into the side of the building
- Total anticipated costs: \$

Phase 4 Justification:

- Installing the window well will allow for natural light into the space. Numerous studies document the affect of natural light on creating a welcoming atmosphere and a positive working space. Numerous studies also document the negative effects of a lack of natural light on staff who work in those spaces and visitors to those spaces. As with adding the patio, adding the window well would support the goal of creating a welcoming space for our patrons and a healthy work environment for our staff.

Phase 5:

- Excavation and installation of lower level patio
 - o Collaborate with the Golf Course to excavate the back of our facility to install a patio with window and doors into the youth services area (where the current “New Books” nook is.
-
- Total anticipated costs: \$

Phase 5 Justification:

- As above, adding access to natural light increasing welcoming spaces and staff positivity. The addition of a patio will allow for outdoor programming and usable spaces for youth.

Policy Review Schedule for CoW meetings:

January: Section 1 – Governance

February: Section 2 – Financial

March: Section 3 – Confidentiality & Section 4 - Patrons

April: Section 5.1-5.5 – Services

May: Section 5.6 – 5.8 – Services cont.

June: Section 6 – Complaints, Section 7 – Marketing, Section 8 - Volunteers

July: Section 9.1 – 9.2 - Staff

August: Section 9.3 – 9.4 - Staff

September: Section 9.5 – 9.7 - Staff

October: Any remaining (audit presentation)

November: Possible no CoW meeting

December: Possible no CoW meeting