

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Agenda
Committee of the Whole
Board of Trustees
June 6th, 2022
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 May 2, 2022 Committee of Whole Meeting Open Session.

4. Finance

5. Advocacy

6. Building & Grounds

7. Personnel

- A. Updated wage caps document
- B. Updated job descriptions for staff

8. Policy

- A. Review of google doc policy manual

9. Strategic Planning

- A. Standards for IL Libraries Chapters 5

10. Adjournment

The Library Board meeting is scheduled for Monday, June 20th, 2022 at 6:00pm.

**** Update yearly for
Cost of Living**

		2021/22	2021/22			
		Min	Max	Avg		
Grade	Position	hourly	hourly	Hrs	Yearly Min	Yearly Max
1	Director	\$30.00	\$40.00	40	\$62,400.00	\$83,200.00
2	Management	\$20.00	\$35.00	40	\$41,600.00	\$72,800.00
3	Librarians	\$18.00	\$24.00	20	\$18,720.00	\$24,960.00
	Adult/Teen/Youth Services Assistant,					
4	Admin Assistant	\$12.00	\$18.00	18	\$11,232.00	\$16,848.00
5	Clerks	\$11.00	\$16.00	18	\$10,296.00	\$14,976.00
6	Page	\$11.00	\$12.00	14.5	\$8,294.00	\$9,048.00

		2022/23	2022/23			
		Min	Max	Avg		
Grade	Position	hourly	hourly	Hrs	Yearly Min	Yearly Max
1	Director	\$31.00	\$41.00	40	\$64,480.00	\$85,280.00
2	Management	\$20.00	\$35.00	40	\$41,600.00	\$72,800.00
3	Librarians	\$18.00	\$24.00	20	\$18,720.00	\$24,960.00
	Adult/Teen/Youth Services Assistant,					
4	Admin Assistant	\$14.00	\$18.50	18	\$13,104.00	\$17,316.00
5	Clerks	\$14.00	\$16.50	18	\$13,104.00	\$15,444.00
6	Page	\$13.00	\$14.00	14.5	\$9,802.00	\$10,556.00
7	Facilities	\$13.00	\$18.00	35	\$23,660.00	\$32,760.00

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Minutes
Committee of the Whole
Board of Trustees
May 2nd, 2022
6:00 PM

1. Open of Meeting

- A. Call to order - Meeting was called to order at 6:05pm by President Corgiat.
- B. Determination of quorum - In attendance: Trustee Rouleau, Trustee Johnson, President Corgiat, Secretary Mathias, Trustee Ottenweller, Treasurer Bonnar. Not present: Vice President Gordon.
- C. Recognition of visitors to the meeting - Director Starosta
- D. Approval of agenda and requested changes to agenda - Motion made by Trustee Rouleau and seconded by Trustee Ottenweller to approve the agenda as written.

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 February 7, 2022 Committee of Whole Meeting Open Session. Motion made by Secretary Mathias and seconded by Trustee Johnson to approve the February 7th minutes. All aye.

4. Finance

- A. Working budget review - moved to May Board meeting.

5. Advocacy -

- A. Trustee Johnson will send out a list of businesses and asks that Board members contact those that staff have been unable to contact this year.

6. Building & Grounds

- A. Parking lot scheduled May 25-27 (closed May 25-28). Currently working to get bids on electrical installation.

7. Personnel

- A. Updated wage caps document - Tabled for June meeting
- B. Updated job descriptions for staff - Tabled for June meeting

8. Policy

- A. Review of google doc policy manual - tabled for June meeting

9. Strategic Planning

- A. Standards for IL Libraries Chapters 5 was reviewed. Chapter 6 will be reviewed for the June CoW meeting.

10. Adjournment - Motion made by Trustee Rouleau to adjourn the meeting at 6:38pm. Seconded by Secretary Mathias. All aye.
The Library Board meeting is scheduled for Monday, May 16th, 2022 at 6:00pm.

Earned Vacation Time

Table

Director		
	Total Time off possible	Time earned per pay period
Years of Employment	Earned per Year	(in hours)
0 to 1	10 days (80 hrs)	3.08
1 to 3	15 days (120 hrs)	4.62
3 or more	20 days (160 hrs)	6.15
Full Time Managers		
	Total Time off possible	Time earned per pay period
Years of Employment	Earned per Year	(in hours)
0 to 1	5 days (40 hrs)	1.54
1 to 2	10 days (80 hrs)	3.08
2 to 4	15 days (120 hrs)	4.62
5 or more	20 days (160 hrs)	6.15
Part time 1500 hrs+		
	60 hours	2.31
Part time 1000 hrs - 1499 hrs		
	40 hours	1.54
Part time 750 hrs - 999 hrs		
	20 hours	0.77
Part time 250 hrs - 749 hrs		
	10 hours	0.385

Earned Sick Time Table

Position:

Director

Full Time Managers

Part Time 1500 hrs+

Part Time 1000-1499 hrs

Part Time 999-750 hrs

Part Time 250-749 hrs

Total time off possible per year:

10 days (80 hrs)

10 days (80 hrs)

30 hours

20 hours

10 hours

5 hours

Total time in hours earned per pay period:

3.08 hrs

3.08 hrs

1.15 hrs

0.77 hrs

0.38 hrs

0.193 hrs

LED Lighting Quotes

Company	Contact	Email	Phone	Proposed Total Cost
Twin Supplies	Anne Kraynak	anne.kraynak@twinsupplies.net	630-936-7175	\$30,718.95
BA Solutions	Madison Smith	msmith@basolutionsco.com	(847) 707-0146	\$36,143.50
Verde	Alisa Hanson	alisa@verde.expert	779-706-1679	\$23,209.69

Rebate Amount	Out of pocket cost	Includes dimming	Includes motion sensors	Includes exterior building lights	Parking lot lighting	Current yearly 139680 KWh Estimated KWh yearly savings
\$15,169.95	\$15,549.00	Yes	Yes	Yes	No - separate quote	48698
\$16,724.25	\$19,419.25	Yes	Yes	Yes		80578
\$9,447.27	\$13,762.42		Yes	Yes	No - no quote	34930

/ usage

Estimated
savings
per year

\$5,128.32

\$9,345.35

\$3,842.00

Concrete

Company	Contact	Phone Number	Email	Quote
Magana Construction	Reuben	708-442-7720	maganaconcrete@gmail.com	\$10,860.00
George's Concrete	N/A	773-497-1217	tankov1969@yahoo.com	not interested
Mike's Concrete	Mike	708-788-0225	n/a	\$14,330.00
Robert R Andreas & Sons	Frank	708-863-5735	andreasoffice37@gmail.com	
Western Suburbs Concrete	n/a	708-387-1773		possible next spring openings
Rose paving	Jeff	708-430-1100	jeff.beaurain@rosepaving.com	\$11,912.61

Asphalt

Company	Contact	Phone Number	Email	Quote
Mccarthy Bros Co.		708-344-1300	n/a	
Rose Paving	Jeff	708-430-1100	jeff.beaurain@rosepaving.com	\$42,548.34
M&J Asphalt Paving	Shawn	708-222-1200	n/a	\$42,456.00
Imperial Paving		phone-disconnected		

Scope

See attached documentation

Remove & replace all concrete sidewalks adjacent to building, approx 1,540 sq.ft. Allnew concrete to 6 bag mix, 5" thick, over 4" compacted stone. New handicap stamp at front entrance. Remove & replace 3 ft section of curb at south end that's sunk and holding water.

See attached documentation

Scope

See attached documentation

See attached documentation, includes concrete work

2022-2023 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 decrease of \$6,009 is anticipated based on the levy verification documentation from the Cook County Treasurer and decreases in property tax revenue due to COVID 19 rebates.

6904-01 Donations – The \$25,000 increase is anticipated from sales of the leaves on the Mary Kadlec donor wall tree and other donations and is reflected in the spending line 8361-01.

6905-01 Grants – The \$50,000 increase is anticipated based on ongoing grant applications and is reflective in the spending line 8360-01.

Operating Expenses:

Salaries – This year I've split the Salaries section to reflect each individual department rather than position titles and included the new facilities position. Each proposed amount includes a cost of living increase (2% for all employees) and merit raises (a total of \$9,500 for all departments) described below.

7504-01 Circulation – We have budgeted for 123 hours per week at a cost of \$91,500 for the year which includes a 2% cost of living increase for all positions and a \$1,500 merit raise budget to be awarded to employees at the discretion of the manager.

7505-01 Adult Services – We budgeted 95 hour per week at a cost of \$72,000 for the year which includes a 2% cost of living increase for all positions and a \$1,500 merit raise budget to be awarded to employees at the discretion of the manager.

7506-01 Youth Services - We budgeted 107 hours per week at a cost of \$87,700 for the year which includes a 2% cost of living increase for all positions and a \$3,000 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 \$10,200 for the year which includes a minimum wage increase for all positions.

7508-01 Administration - We budgeted 200 hour per week at a cost of \$279,000 for the year which includes a 2% cost of living increase for all positions and a \$3,500 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 a 2% cost of living increase and --- 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.

7600-05 Health Insurance – Limricc insurance has changed insurance companies we have an estimated \$200 increase for this coming year.

7650-09 IMRF – With the changes to staffing the three additional IMRF positions, increase in wages and an increase in our percentage lead to the anticipated \$15,840 increase.

7670-08 Social Security/Mcare – The \$701 increase is reflective of the staff positions lost and refilled.

Materials

Overall, you will see a \$3,000 increase over last year's budget. However, you will also see that many of the categories have been combined to make purchasing easier for the departments and Makerspace/LoT was also moved into the Materials line item.

Computers

8171-01 Technology Service – The \$8,500 increase reflects anticipated hours needed to connect new copiers to the system, finish upgrades to our current system and installation of the 6-10 new staff computers to replace outdated and no longer supported devices.

8172-01 Computer Equipment – The \$5,000 decrease reflects all of the improvements and replacements we have been making over the years.

8175-01 SWAN (formerly: MLS Computer Fund) – This fund pays for our SWAN fees which include our cooperative library catalog. The \$500 decrease reflects anticipated decrease from SWAN.

Utilities

8301-07 Internet/phone – Anticipated \$4,500 decrease is based on Erate refunds for services of 60% of our internet costs and decreased phone cost with the new VOIP phone system.

8302-07 Electricity – The \$7,000 budgeted decrease is based on the past several bills following both our HVAC and lighting upgrade.

8303-07 Gas – The \$500 decrease is reflective of this past year's usage with the new HVAC system.

Building Expense

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

8308-07 Service Contracts – The \$20,000 decrease is reflected of ending our cleaning contract.

8330-01 Casual Labor – The remaining \$900 equals \$75/meeting for a Board secretary. This line item will most likely be moved in the future.

8335-07 Building Repairs – The decrease \$170,000 is simply the result of no large projects planned/budgeted for in the coming fiscal year.

Other Expenses

8360-01 Grants – The \$50,000 increase is directly reflective of the anticipated increase in grant applications this coming year.

8361-01 Donations – The \$25,000 increase is directly reflective of the anticipated increase in donation revenue from the Mary Kadlec Donor Tree and other donations.

Outside Services

8400-01 Accounting - \$2,000 increase is anticipated based on possible cost increases.

8401-01 Audit – The \$3,000 decrease is reflective of a contracted costs with the new audit company.

8405-01 Appraisal – The \$1,000 decrease is reflective of the fact we will not need a new full appraisal done.

8408-01 Strategic Plan – The \$500 decrease is reflective of progress made on our strategic plan goals.

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

8430-01 Payroll Expenses – The \$500 increase is reflective of adding new employees. We will be exploring new payroll companies to compare costs.

Insurance

8460-05 Liability Insurance Package – The \$1,100 increase is reflective of anticipated costs based on discussions with our insurance providers.

Debt Services

8701-02 Debt Certificate Principle – The decrease of \$15,500 is reflective of the fact that we did not borrow the additional funds in the 2021-2022 fiscal year.

2022/23

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		2019--2020	2020-2021	2021-2022	2022-2023	FY23 Amdn
	loan funds			\$ 172,000		
6901-01	property tax	\$ 1,050,000	\$ 1,072,000	\$ 1,124,759	\$ 1,118,750	
6903-01	fees and fines	\$ 12,000	\$ 12,000	\$ 5,000	\$ 5,000	
6904-01	Donations	\$ 8,000	\$ 8,000	\$ 10,000	\$ 35,000	
6905-01	grants	\$ 150,000	\$ 50,000	\$ 50,000	\$ 100,000	
	Mary Kadlec estate					
6906-01	interest	\$ 220	\$ 1,000	\$ 1,500	\$ 1,500	
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)	
6901-15	Estimated Loss Due to Property Assessment Appeals - Current Year					
	Credit Card income				\$ 3,000	
	Unrealized Income Annuities	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	
	total	\$ 1,225,220	\$ 1,148,000	\$ 1,368,259	\$ 1,268,250	

OPERATING EXPENSES

SALARIES		2019--2020	2020-2021	2021-2022	2022-2023
7504-01	Circulation	\$ 173,785	\$ 196,375	\$ 76,600	\$ 91,500
7505-01	Adult Services			\$ 57,900	\$ 72,000
7506-01	Youth Services			\$ 87,700	\$ 87,700
7507-01	Pages	\$ 18,316	\$ 25,168	\$ 27,200	\$ 10,200
7508-01	Administration	\$ 304,240	\$ 279,810	\$ 288,775	\$ 279,000
7509-01	Facilities				\$ 30,000
	total	\$ 501,608	\$ 506,620	\$ 543,442	\$ 570,400
BENEFITS					
4230-01	ICMA				
7600-05	health insurance	\$ 29,700	\$ 31,000	\$ 31,200	\$ 31,400
7614-06	workers compensation	\$ 2,300	\$ 2,500	\$ -	
7650-09	IMRF	\$ 31,452	\$ 31,796	\$ 31,840	\$ 47,680
7660-06	unemployment insurance	\$ 700	\$ 800	\$ 800	\$ -
7670-08	social security/mcare	\$ 35,145	\$ 38,354	\$ 37,257	\$ 37,958
	total	\$ 99,297	\$ 104,450	\$ 101,097	\$ 117,038
TRAINING					
7700-01	educational training trustees	\$ 500	\$ 500	\$ 500	\$ 500
7800-01	educational training staff	\$ 4,500	\$ 4,750	\$ 4,500	\$ 4,500
	total	\$ 5,000	\$ 5,250	\$ 5,000	\$ 5,000

2022/23

OPERATING EXPENSES

2019--2020

2020-2021

2021-2022

2022-2023

MATERIALS

8090-01	Adult A/V	\$ 10,400	\$ 9,200	\$ 9,200	\$ 9,000
8091-01	Children's A/V	\$ 5,700	\$ 5,600	\$ 5,600	\$ 3,400
8096-01	Teen A/V	\$ 1,500	\$ 1,400	\$ 1,400	\$ 3,100
8103-01	Foreign Language Materials	\$ -	\$ -	\$ -	\$ 2,000
8105-01	Adult fiction/nonfiction	\$ 2,600	\$ 26,000	\$ 26,000	\$ 25,000
8106-01	Children's fiction/nonfiction	\$ 18,000	\$ 18,000	\$ 18,000	\$ 16,000
8107-01	Teen fiction/nonfiction	\$ 6,000	\$ 6,000	\$ 6,000	\$ 9,000
8108-01	eBooks	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,500
8120-01	newspapers	\$ 3,500	\$ 3,400	\$ 3,400	\$ 3,500
8130-01	internet databases	\$ 14,000	\$ 14,000	\$ 16,000	\$ 16,000
8140-01	Periodicals	\$ 1,500	\$ 1,400	\$ 1,400	\$ 1,500
8154-01	Makerspace/LoT	\$ 4,000	\$ 4,000	\$ 4,000	\$ 5,000
	total	\$ 72,200	\$ 94,000	\$ 96,000	\$ 99,000

PROGRAMS

8150-01	Children's Programs	\$ 7,000	\$ 7,000	\$ 7,000	\$ 6,100
8153-01	Teen Programs	\$ 1,500	\$ 2,000	\$ 2,000	\$ 2,900
8155-01	Adult Programs	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
8156-01	Technology Programs	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	total	\$ 15,500	\$ 16,000	\$ 16,000	\$ 16,000

A/V Breakdown (previous spending)

	Adult	Teen	Children's
DVD	\$ 6,000	\$ 1,400	\$ 1,400
CD	\$ 500	\$ 500	\$ 500
Books or	\$ 1,500	\$ 200	\$ 500
Games	\$ 1,000	\$ 1,800	\$ 1,000

STRATEGIC INITIATIVES

8158-01	Strategic Initiatives	\$ 4,000	\$ 2,000	\$ 2,000	\$ 2,000
	total	\$ 4,000	\$ 2,000	\$ 2,000	\$ 2,000

COMPUTERS

8171-01	Technology service	\$ 12,000	\$ 15,000	\$ 18,500	\$ 25,000
8172-01	Computer Equipment	\$ 11,500	\$ 10,000	\$ 10,000	\$ 5,000
8175-01	SWAN	\$ 19,000	\$ 19,000	\$ 23,000	\$ 23,500
8180-01	Software	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500
8190-01	Website	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
8195-01	Email	\$ 300	\$ 300	\$ 500	\$ 500
	total	\$ 51,300	\$ 53,300	\$ 61,000	\$ 63,000

OFFICE SUPPLIES

8202-01	Office Supplies	\$ 13,000	\$ 14,000	\$ 14,000	\$ 13,500
	total	\$ 13,000	\$ 14,000	\$ 14,000	\$ 13,500

2022/23

OPERATING EXPENSES

2019--2020

2020-2021

2021-2022

2022-2023

UTILITIES- OPERATING EXPENSE

8301-07	Internet/phone	\$	13,000	\$	13,500	\$	13,500	\$	9,000
8302-07	electricity	\$	32,000	\$	30,000	\$	30,000	\$	23,000
8303-07	gas	\$	7,500	\$	7,000	\$	6,000	\$	5,500
8304-07	water/garbage	\$	1,800	\$	2,000	\$	2,000	\$	2,300
total		\$	54,300	\$	52,500	\$	51,500	\$	39,800

BUILDING EXPENSE

8306-07	building supplies	\$	12,000	\$	12,000	\$	12,000	\$	11,000
8308-07	service contracts	\$	41,000	\$	42,500	\$	43,000	\$	23,000
8315-07	fees and permits	\$	1,750	\$	1,750	\$	1,950	\$	1,950
8330-01	casual labor	\$	3,500	\$	3,500	\$	3,500	\$	900
8335-07	building repairs	\$	14,000	\$	32,000	\$	204,000	\$	34,000
total		\$	90,250	\$	91,750	\$	264,450	\$	70,850

TRAVEL

8342-01	lodging/meals/mileage	\$	2,000	\$	2,000	\$	2,000	\$	1,000
total		\$	2,000	\$	2,000	\$	2,000	\$	1,000

OTHER EXPENSES

8355-01	memberships	\$	2,000	\$	2,200	\$	2,200	\$	2,200
8360-01	grants	\$	150,000	\$	50,000	\$	50,000	\$	100,000
8361-01	donations	\$	8,000	\$	8,000	\$	10,000	\$	35,000
8365-01	library promotion	\$	6,000	\$	6,000	\$	6,000	\$	5,000
8370-01	postage	\$	2,500	\$	2,500	\$	3,000	\$	3,000
8375-01	advertising	\$	3,500	\$	4,500	\$	4,500	\$	4,500
8385-01	memorials and tributes	\$	500	\$	500	\$	500	\$	500
8396-01	bank charges and fees	\$	150	\$	150	\$	150	\$	150
8399-01	ILL Loss/Damage	\$	250	\$	250	\$	250	\$	250
total		\$	172,900	\$	74,100	\$	76,600	\$	150,600

OUTSIDE SERVICES

8400-01	accounting	\$	14,500	\$	15,000	\$	15,000	\$	17,000
8401-01	audit	\$	9,500	\$	9,750	\$	12,000	\$	9,000
8402-01	legal fees	\$	6,000	\$	6,000	\$	6,000	\$	6,000
8404-01	staff recognition	\$	2,000	\$	2,200	\$	2,500	\$	2,500
8405-01	appraisal	\$	1,500	\$	2,500	\$	2,500	\$	1,500
8305-01	architech/buidling consultant	\$	-	\$	-	\$	-		
8406-01	collection agency	\$	200	\$	200	\$	200	\$	200
8408-01	strategic plan	\$	500	\$	500	\$	500	\$	-
8410-01	printing	\$	9,000	\$	10,000	\$	10,000	\$	11,000
8430-01	payroll expenses	\$	4,500	\$	4,500	\$	5,000	\$	5,500
8435-01	background checks	\$	150	\$	150	\$	200	\$	200
total		\$	47,850	\$	50,800	\$	53,900	\$	52,900

2022/23

OPERATING EXPENSES

2019--2020

2020-2021

2021-2022

2022-2023

INSURANCE

8460-05	liability insurance package	\$ 15,000	\$ 17,000	\$ 19,500	\$ 20,600	
8470-05	directors/officers insurance					
	total	\$ 15,000	\$ 17,000	\$ 19,500	\$ 20,600	

OTHER EXPENSES

8600-01	Bond Interest	\$ -	\$ -			
8601-02	Debt Certificate Interest	\$ 2,500	\$ 18,559	\$ 16,500	\$ 16,500	
	total	\$ 2,500	\$ 18,559	\$ 16,500	\$ 16,500	

TOTAL OPERATING EXPENSES

\$ 1,146,705

\$1,102,329

\$1,322,989

\$1,238,188

NET INCOME

\$ 78,515

\$ 45,671

\$ 45,270

\$ 30,062

DEBT SERVICE

8700-02	Bond Principle	\$ -	\$ -	\$ -	\$ -	
8701-02	Debt Certificate Principle	\$ 30,000	\$ 39,100	\$ 43,500	\$ 28,000	
	total	\$ 30,000	\$ 39,100	\$ 43,500	\$ 28,000	

RETAINED EARNINGS

\$ 48,515

\$ 6,571

\$ 1,770

\$ 2,062

CHANGE

\$	(6,009)
\$	-
\$	25,000
\$	50,000
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	(100,009)

CHANGE

\$	14,900
\$	14,100
\$	-
\$	(17,000)
\$	(9,775)
\$	30,000
\$	26,958
\$	200
\$	-
\$	15,840
\$	(800)
\$	701
\$	15,941
\$	-
\$	-
\$	-

CHANGE

\$	(200)
\$	(2,200)
\$	1,700
\$	2,000
\$	(1,000)
\$	(2,000)
\$	3,000
\$	500
\$	100
\$	-
\$	100
\$	1,000
\$	3,000

\$	(900)
\$	900
\$	-
\$	-
\$	-

\$	-
\$	-

\$	6,500
\$	(5,000)
\$	500
\$	-
\$	-
\$	-
\$	2,000

\$	(500)
\$	-

CHANGE

\$	(4,500)
\$	(7,000)
\$	(500)
\$	300
\$	(11,700)

\$	(1,000)
\$	(20,000)
\$	-
\$	(2,600)
\$	(170,000)
\$	(193,600)

\$	(1,000)
\$	(1,000)

\$	-
\$	50,000
\$	25,000
\$	(1,000)
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	74,000

\$	2,000
\$	(3,000)
\$	-
\$	-
\$	(1,000)
\$	-
\$	-
\$	(500)
\$	1,000
\$	500
\$	-
\$	(1,000)

CHANGE	
\$	1,100
\$	-
\$	1,100

\$	-
\$	-
\$	-

\$	(84,301)
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\$	(15,708)
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\$	-
\$	(15,500)
\$	(15,500)

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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LIMRiCC

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
 Le Crain's Chicago Tribune
 Chicago Sun-Times
 Landmark
 The New York Times
 Suburban Life
 USA Today
 Wall Street Journal
 A to Z Data
 Catholic Dictionary
 Discovery
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	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 Oriental Tr: Chris McBri Paisans Piz: Scholastic MAMA Bar Jewel Walmart Dave Herzc Dave Dinas Loyola Univ Pawsitive T	Constance David Clark Funny Vale Gary Wens Grace Dum Jim Gibbon John Lynn Michael Ni William Pa Raymond V	Midwest Ta National Bu TLS The Lib	Illinois Dep. Versatile Cc Versatile Cc	Amazon	SWAN	Adobe Crea MX Guard I	

				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	Jill Cannizzaro	Atlas Dorr	R Lorene Ken Lorene Ken	ALA	Angelica Di	USPS		
Amazon	Bryant Rou	Flow-Techni	Mary Coop Mary Coop	ILA	Jewel	US Postal S		
Colorsmith S			Britney Mu Britney Mu	LACONI	Olive Garde			
Controlled Er			Karen Quin Karen Quin		SCOLA Spec			
West Town I					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

ORDINANCE NO. 22-06-01

(.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 2022-2023 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 2022-2023 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 June 20, 2022, 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:

John Mathias, Secretary
Board of Library Trustees
North Riverside Public Library District

Sent	Firm	Contact	Address	City	State	Zip	Email	Phone	Acknowledge	Response?
6/3/21	Tighe, Kress & Orr	Steve Leazzo	2001 Larkin Ave., Suite 202	Elgin	IL	60123	Stephen.Leazzo@tkocpa.com	224-359-0312		
6/3/21	Sikich	Dawn Taylor					dawn.taylor@sikich.com	630-566-8400		
6/3/21							fred.lantz@sikich.com			
6/3/21	GW&A	John Wysocki	4415 W Harrison, Suite 434	Hillside	IL	60162	john.wysocki@cpagwa.com	708-755-8182		
6/3/21	Crowe	Christine Torres/Hollis	One Mid America Plaza, PL Box 3697	Oakbrook	IL	60523	christine.torres@crowe.com		Yes	No proposal
6/3/21	Baker Tilly Virchow Krause, LLP	Jason Coyle	1301 West 22nd Street, Suite 400	Oakbrook	IL	60523	jason.coyle@bakertilly.com	(630) 645-6205		
6/3/21	BKD LLP	Jody Gauthier	1901 S. Meyers Road, Ste. 500	Oakbrook Terrace	IL	60181	jgauthier@bkd.com	(630) 282-9500		
6/3/21							government@bkd.com			
6/3/21	McClure Inserra	Chris	1650 N. Arlington Heights Road	Arlington Heights	IL	60004	chris@micpa.com	847-870-0380		
6/3/21	Selden Fox LTD	Dan DiMario	619 Enterprise Dr # 100	Oakbrook	IL	60523	diMario@seldenfox.com	(630) 954-1400		
6/3/21	Knutte & Associates	Joe Knutte (partner)	7900 Cass Avenue # 210	Darien	IL	60561	josephk@knutte.com	(630) 960-3317		
6/3/21	Brian Zabel & Associates	Melissa McClintock	1040 W US Route 6	Morris	IL	60450	melissa@brianzabel.com	(815) 941-9833	Yes	

Firm	21-22	22-23	23-24	Average Increase over 3 Years
O'Neill & Gaspardo	\$10,200	\$10,500	\$10,800	2.82%
Sikkich	\$10,300	\$10,610	\$10,925	2.90%
Tighe, Kress & Orr	\$12,500	\$12,750	\$13,000	1.94%
GW & Associates	\$8,000	\$8,150	\$8,300	1.82%
Hearne & Associates	\$9,050	\$9,425	\$9,775	3.78%

References Due by June 30th 2021

Received July 12th

Received June 30th

Received June 30th

Received June 30th

Received June 30th