

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Agenda
Committee of the Whole
Board of Trustees
July 3th, 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 June 5th, 2023 Committee of Whole Meeting.

4. Finance

- A. FY24 draft Budget
- B. Building and Maintenance Ordinance
- C. Budget and Appropriations Ordinance

5. Advocacy

- A. Centennial Celebration- July 30th
- B. Advocacy webinars

6. Building & Grounds

- A. Capital Improvement Plan
- B. Lower Level update discussion

7. Personnel

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

8. Policy

- A. Retirement recognition policy draft

9. Strategic Planning

- A. Chapter 11 in IL Standards

10. Other Business

- A. Brainstorm Committee Responsibilities and Expectations

11. Adjournment

The Library Board meeting is scheduled for Monday, July 17th, 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
June 5th, 2023
6:00 PM

1. Open of Meeting

- A. Meeting was called to order by Annette Corgiat at 6:05pm.
- B. Determination of quorum: In attendance: Annette Corgiat, Greg Gordon, Kathy Bonnar, John Mathias, Ken Rouleau, Jeanne Ottenweller, Kyle Johnson
- C. Recognition of visitors to the meeting: Also in attendance: Britney Musial and Mike Bradley
- D. Approval of agenda and requested changes to agenda: Trustee Rouleau made a motion to approve the agenda as written. Motion seconded by Secretary Mathias. Approved.

2. Open Forum

No comments.

3. Minutes

- A. Review Minutes of May 1st, 2023 Committee of Whole Meeting.
No changes.

4. Finance

- A. FY24 draft Budget - No questions.

5. Advocacy

Trustee Johnson talked about RACI with Secretary Mathias's support in terms of pervious manufacturing company experiences. This method will help to provide guidance on which responsibilities below to employees vs the Board. Trustee Johnson believes that this will help the Board develop a policy of who is in charge of what. President Corgiat talked about past Board member MaryLee and her retirement parties and gifts to show people how they are celebrated and how disappointed a Barbara was a nothing being done for her leaving and that Susan needed some things as well. Both Barbara and Susan were given the traditional card from all staff, candy/bundt cake celebration at the library and a gift card to thank them for their service.

- A. Centennial Celebration- July 30th - No discussion.

- B. Advocacy webinars - No discussion.

6. Building & Grounds

- A. Capital Improvement Plan - Tabled by Secretary Mathias.
- B. Lower Level update discussion - Tabled by Secretary Mathias.

7. Personnel

- A. Director's Review - Vice President Gordon reminded everyone to complete the review.
- B. FY24 Compensation discussion - No discussion.
- 8. Policy**
 - A. Retirement recognition policy draft - President Corgiat tabled this for the next meeting.
- 9. Strategic Planning**
- 10. Other Business**
 - A. ALA Annual Conference - No discussion.
 - B. Brainstorm Committee Responsibilities and Expectations - President Corgiat tabled this for the next meeting.
- 11. Adjournment**

Motion made by Trustee Rouleau to adjourn the meeting at 6:45pm.
Seconded by Secretary Mathias. All aye.

The Library Board meeting is scheduled for Monday, June 19th, 2023 at 6:00pm.

2022/23 Draft

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

2022/23 Draft

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

2022/23 Draft

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

2022/23 Draft

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

2022/23 Draft

	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

LIMRiCC

Utica Natio

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 Le Crain's Chic A to Z Data Catholic Dig Discovery g Amazon Midwest Tæ Amazon
 Chicago Sun Newbank Ebsco Midwest Tæ Midwest Tæ
 Landmark RAILS TV Weekly
 The New York Recorded B
 Suburban L Scholastic
 USA Today
 Wall Street

	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

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.

ORDINANCE NO. 23-07-01

(.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 2023-2024 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 2023-2024 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 July 17, 2023, 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

BUDGET AND APPROPRIATION ORDINANCE

ORDINANCE NO. (23-08-01)

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

FISCAL YEAR JULY 1, 2023 to JUNE 30, 2024

This Ordinance constitutes the Budget and Appropriation Ordinance for the North Riverside Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

BE IT ORDAINED by the Board of Library Trustees of the North Riverside Public Library District as follows:

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

CORPORATE

Personnel Expenses	Appropriation
Salaries	\$685,250
Audio-visual materials and services	28,000
Books	75,000
Periodicals	4,500
Other media	38,000
Library programs	84,525
Office supplies	21,000
Printing	22,000
Postage	10,000
Legal fees	12,600
Public information	12,600
Health insurance	47,250

Library promotion and miscellaneous service fees	40,425
Utilities	55,350
Telephone	19,425
Contingency	10,050
Petty Cash	600
Information technology	107,200
Strategic initiatives	9,500
Debt service costs	63,000
Contractual	
Accounting	22,500
Service contracts	71,000
Professional Education and Training	
Library trustees	4,000
Library staff	8,500
Total	\$1,452,275.00

MEMORIAL FUND

Books	\$7,500
Audio – visual materials	7,500
Equipment	15,000
Total	30,000.00

AUDIT

\$16,750

IMRF

\$56,000

SOCIAL SECURITY

\$51,000

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

Liability Insurance	Appropriations
Public liability insurance	20,500
Workers' compensation insurance	6,200
Property insurance	7,000
Director's and Officers' insurance	3,500
Total	37,200.00

UNEMPLOYMENT COMPENSATION INSURANCE

5,500.00

BUILDINGS, MAINTENANCE AND EQUIPMENT

Building supplies and maintenance	41,000
Building repairs	160,000
Casual labor and fees	10,900
Building improvements	160,000
Total	371,900.00

SUMMARY

Corporate	1,452,275
Buildings, Maintenance and Equipment (Special Tax)	371,900
Social Security (Special Tax)	51,000
Audit (Special Tax)	16,750
IMRF (Special Tax)	56,000
Liability Insurance (Special Tax)	37,200
Unemployment Insurance (Special Tax)	5,500
Memorial Fund (No levy)	30,000
Total	2,020,625

SECTION 2: As part of the annual budget, it is stated:

- a. The cash on hand at the beginning of the fiscal year is \$912,962.

- b. The estimated cash expected to be received during the fiscal year from all sources is \$2,020,625.
- c. The estimated expenditures for the fiscal year are \$2,020,625.
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$913,612.
- e. The estimated amount of library taxes to be received during the fiscal year is \$1,233,386.
- f. The estimated amount of income to be received from sources other than library taxes during the fiscal year is \$787,239.

SECTION 3: Funds in the total amount of \$2,020,625.00 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.

SECTION 4: All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.

ADOPTED this 21st day of August, 2023 pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

APPROVED by me this 21st day of August, 2023.

Annette Corgiat, President

ATTEST:

John Mathias, Secretary

(seal)

Staff Onboarding Costs (based on 2022/23 average pay)

Adult Services/Teen:

- 60 hours for department/cross training
- 20 hours software training
- 96 hours of Build Guild/Studio (6 hours per machine)
- 16 hours Outreach
- 24 hours Continuing Education for additional services provided

216 hours, not including posting and interviews, plus 216 hours for a trainer

Average AS hourly pay: \$14.56

Total cost of introductory training new staff member: \$6,289.92 (only salary not benefits)

Youth Services:

- 60 hours for department/cross training
- 20 hours software training
- 16 hours of Build Guild/Studio (2 hours per machine)
- 20 hours Outreach
- 40 Continuing Education for additional services provided

156 hours total, not including posting and interviews, plus 156 hours for a trainer

Average YS hourly pay: \$16.51

Total cost of introductory training new staff member: \$5,151.12 (only salary not benefits)

Tech Services:

- 38 hours processing categories across departments
- 20 hours cataloging categories across departments
- 20 hours of repair techniques
- 30 hours continuing education
- 44 hours of additional projects/updating standards

152 hours total, not including posting and interviews, plus 152 hours for a trainer

Average TS hourly pay: \$20.28

Total cost of introductory training new staff member: \$6,165.12 (only salary not benefits)

Circulation:

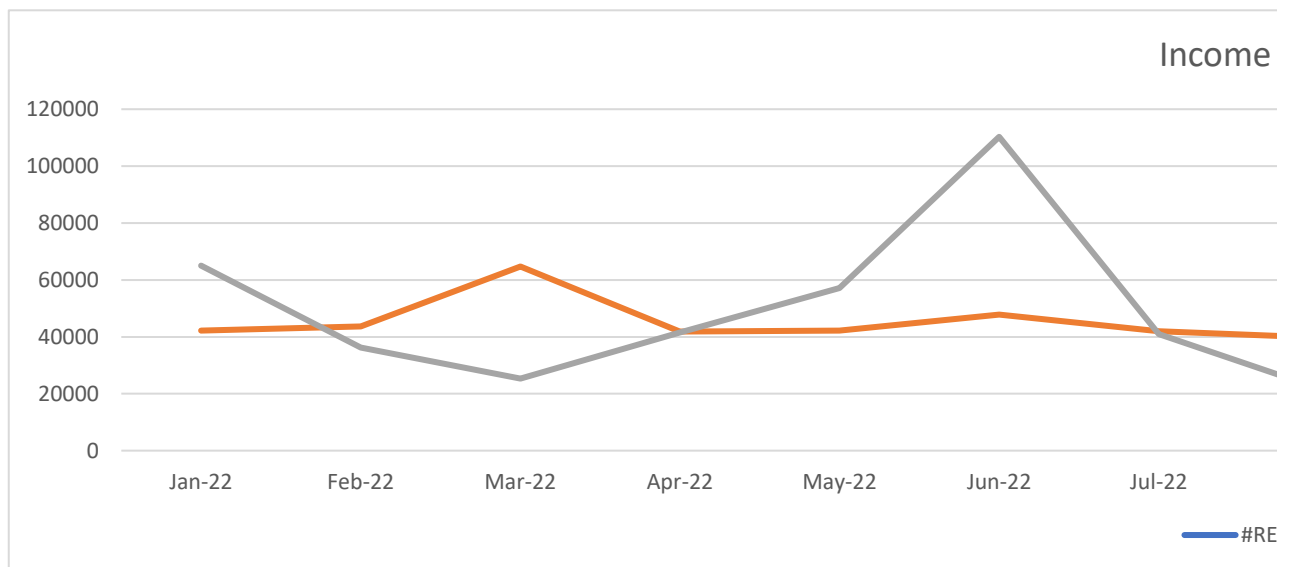
- 40 hours for department/cross training
- 40 hours software training
- 16 hours of Build Guild/Studio (2 hours per machine)
- 12 hours Continuing Education for additional services provided
- 40 Misc services (notary, driver's license, library of things, etc)

148 hours total, not including posting and interviews, plus 148 hours for a trainer

Average PS hourly pay: \$14.43

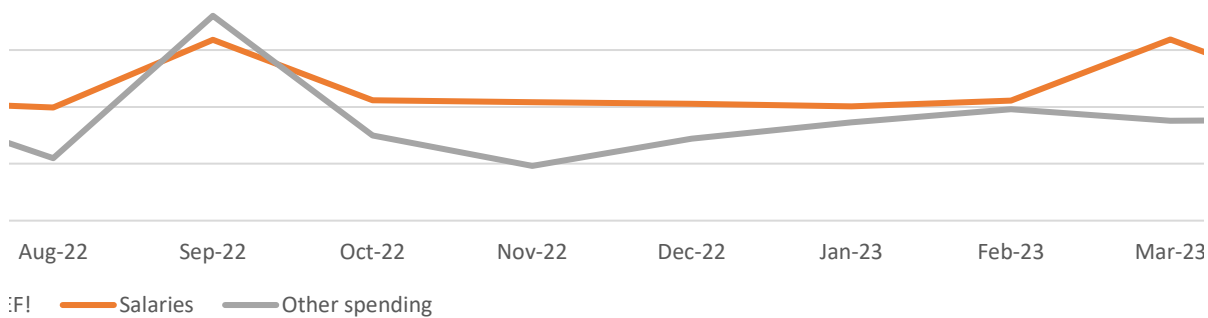
Total cost of introductory training new staff member: \$4,271.28 (only salary not benefits)

Month	All account balances	Total Fiscal Year to date income	Monthly Income	5% increase of Current Levy	Salaries	3% COLA increase (in FY24 numbers)
Jan-22	\$504,885.14	\$591,973.94	\$146.22	\$153.53	\$42,226.82	
Feb-22	\$391,019.30	\$774,653.56	\$182,679.62	\$191,813.60	\$43,613.72	
Mar-22	\$482,062.86	\$1,185,977.30	\$411,323.74	\$431,889.93	\$64,712.88	
Apr-22	\$785,885.55	\$1,193,433.10	\$7,455.80	\$7,828.59	\$41,890.23	
May-22	\$706,178.14	\$1,236,622.80	\$43,189.70	\$45,349.19	\$42,179.07	
Jun-22	\$638,922.16	\$1,251,477.53	\$14,854.73	\$15,597.47	\$47,785.49	
Jul-22	\$512,485.06	\$1,200.13	\$1,200.13	\$1,260.14	\$41,914.78	\$44,759.02
Aug-22	\$420,669.25	\$55,132.22	\$53,932.09	\$56,628.69	\$39,764.58	\$44,759.02
Sep-22	\$380,297.01	\$73,254.86	\$18,122.64	\$19,028.77	\$63,560.48	\$67,138.52
Oct-22	\$274,050.70	\$84,188.15	\$10,933.29	\$11,479.95	\$42,338.74	\$44,759.02
Nov-22	\$203,738.74	\$114,853.50	\$30,665.35	\$32,198.62	\$41,633.75	\$44,759.02
Dec-22	\$172,346.81	\$352,195.56	\$237,342.06	\$249,209.16	\$41,037.23	\$44,759.02
Jan-23	\$304,939.69	\$657,730.02	\$305,534.46	\$320,811.18	\$40,187.32	\$44,759.02
Feb-23	\$480,612.38	\$661,944.15	\$4,214.13	\$4,424.84	\$42,183.23	\$44,759.02
Mar-23	\$392,920.80	\$933,119.29	\$271,175.14	\$284,733.90	\$63,695.37	\$67,138.52
Apr-23	\$553,636.79	\$1,283,558.30	\$350,439.01	\$367,960.96	\$42,907.85	\$44,759.02
May-23	\$815,481.38					\$44,759.02
Jun-23						\$44,759.02
Totals			\$1,943,208.11	\$2,040,368.51	\$741,631.54	\$537,108.20
Monthly avg:			\$121,450.51	\$127,523.03	\$46,351.97	

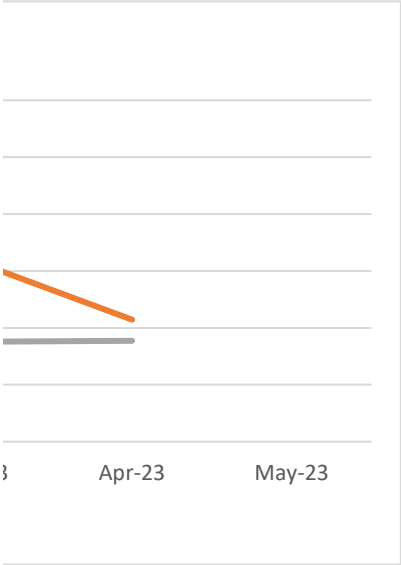


5% COLA increase (in FY24 numbers)	7% COLA increase (in FY24 numbers)	Benefits (Fica, Mcare, Insurnace, IMRF)	3% COLA increase (in FY24 numbers)	5% COLA increase (in FY24 numbers)
		\$6,547.65		
		\$13,277.94		
		\$15,266.69		
		\$5,237.49		
		\$9,636.95		
		\$16,357.53		
\$44,807.62	\$45,573.75	\$10,070.64	\$9,388.97	\$9,524.68
\$44,807.62	\$45,573.75	\$9,856.82	\$9,388.97	\$9,524.68
\$67,211.43	\$68,360.62	\$12,807.97	\$14,083.46	\$14,287.02
\$44,807.62	\$45,573.75	\$7,036.83	\$9,388.97	\$9,524.68
\$44,807.62	\$45,573.75	\$3,349.70	\$9,388.97	\$9,524.68
\$44,807.62	\$45,573.75	\$6,364.24	\$9,388.97	\$9,524.68
\$44,807.62	\$45,573.75	\$8,245.67	\$9,388.97	\$9,524.68
\$44,807.62	\$45,573.75	\$10,567.94	\$9,388.97	\$9,524.68
\$67,211.43	\$68,360.62	\$12,464.21	\$14,083.46	\$14,287.02
\$44,807.62	\$45,573.75	\$11,392.13	\$9,388.97	\$9,524.68
\$44,807.62	\$45,573.75		\$9,388.97	\$9,524.68
\$44,807.62	\$45,573.75		\$9,388.97	\$9,524.68
\$537,691.47	\$546,885.00	\$158,480.40 \$9,905.03	\$103,278.69	\$104,771.48

vs Salaries vs other spending



7% COLA increase (in FY24 numbers)	Other spending	Total expenses	Monthly Rev - Exp	Ending month balance	Notes:
	\$65,026.00	\$113,800.47	-\$113,654.25	\$391,230.89	
	\$36,221.38	\$93,113.04	\$89,566.58	\$480,585.88	
	\$25,353.76	\$105,333.33	\$305,990.41	\$788,053.27	3 payroll month
	\$41,493.24	\$88,620.96	-\$81,165.16	\$704,720.39	
	\$57,171.87	\$108,987.89	-\$65,798.19	\$640,379.95	
	\$110,292.02	\$174,435.04	-\$159,580.31	\$479,341.85	Pay out vacation
\$9,645.52	\$40,961.56	\$92,946.98	-\$91,746.85	\$420,738.21	
\$9,645.52	\$21,998.65	\$71,620.05	-\$17,687.96	\$402,981.29	
\$14,468.27	\$71,960.95	\$148,329.40	-\$130,206.76	\$250,090.25	3 payroll month
\$9,645.52	\$29,911.74	\$79,287.31	-\$68,354.02	\$205,696.68	
\$9,645.52	\$19,239.25	\$64,222.70	-\$33,557.35	\$170,181.39	
\$9,645.52	\$28,825.96	\$76,227.43	\$161,114.63	\$333,461.44	
\$9,645.52	\$34,596.74	\$83,029.73	\$222,504.73	\$527,444.42	
\$9,645.52	\$39,179.69	\$91,930.86	-\$87,716.73	\$392,895.65	
\$14,468.27	\$35,063.47	\$111,223.05	\$159,952.09	\$552,872.89	3 payroll month
\$9,645.52	\$35,489.80	\$89,789.78	\$260,649.23	\$814,286.02	
\$9,645.52					
\$9,645.52					
\$106,100.67	\$692,786.08	\$1,592,898.02	\$350,310.09		
	\$43,299.13	\$99,556.13	\$21,894.38		



[illegible]

9.2.7 Recognition for Long-term Retiring Staff and Departing Board Members

The following policy is established to recognize employees who have served the Library for many years and to recognize Library Board members who have given of their time and talents as part of the Library's governing body.

- **Retiring Employees** - Employees retiring from service with the Library in excess of 20, 25, and 30+ years shall receive a retirement recognition based on their years of service. The Board in collaboration with the Library Director will establish suitable recognition. Staff members will receive a leaf on the Mary Kadlec Donor Tree with their name and years of service:

20-24: Bronze

25-29: Silver

30+: Gold

- **Departing Library Board Members.** Each departing Library Board member shall receive a plaque denoting his/her years of service. The presentation of the plaque shall be done at a regularly scheduled Board meeting.