

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Agenda
Committee of the Whole
Board of Trustees
August 7th, 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 July 3rd, 2023 Committee of Whole Meeting.

4. Finance

- A. Budget and Appropriations Ordinance

5. Advocacy

- A. Advocacy webinars

6. Building & Grounds

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

7. Personnel

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

8. Policy

9. Strategic Planning

- A. Chapter 12 in IL Standards

10. Other Business

- A. Secretary Minutes Audit Committee
- B. Brainstorm Committee Responsibilities and Expectations

11. Adjournment

The Library Board meeting is scheduled for Monday, August 21st, 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
July 3th, 2023
6:00 PM

1. Open of Meeting

- A. Meeting was called to order by Annette Corgiat at 6pm.
- B. Determination of quorum: In attendance: Annette Corgiat, Greg Gordon, John Mathias, Ken Rouleau, Jeanne Ottenweller. Attending virtually: Kyle Johnson who joined at 6:05pm. Absent: Kathy Bonnar.
- 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. Trustee Rouleau seconded. All aye.

2. Open Forum

No Comments.

3. Minutes

- A. Review Minutes of June 5th, 2023 Committee of Whole Meeting. The minutes were located in a different folder and need to be moved. Director Starosta will move them.

4. Finance

- A. FY24 draft Budget - No discussion.
- B. Building and Maintenance Ordinance - Director Starosta presented the annual B&M Ordinance. No questions. Item will be added to the July Board meeting agenda.
- C. Budget and Appropriations Ordinance - Director Starosta presented the annual B&A Ordinance and explained the ordinance. Secretary Mathias commented that this must be a mechanism for keeping the library from going over budget. Director Starosta explained the process of amending your B&A Ordinance when necessary.

5. Advocacy

- No additional information about a chart of responsibilities.
- A. Centennial Celebration- July 30th - No comments.
 - B. Advocacy webinars - No comments.

6. Building & Grounds

- A. Capital Improvement Plan - Trustee Rouleau discussed the need to move forward with this in light of the upcoming IPLAR and the Board's desire to have better information for financial planning. He recommends Studio GC. Motion will be put on the Board agenda for July.

- B. Lower Level update discussion - Trustee Rouleau discussed the quote to renovate the former periodicals/storage room and create a usable space open to the public as well as a work room for the youth services department. Director Starosta will create a financial plan for paying for the improvements.
- 7. **Personnel**
 - A. Director's Review - Vice President Gordon distributed the review today and would like everyone to reflect on it Item moved to August Board meeting.
 - B. FY24 Compensation discussion - Vice President Gordon asked that this be moved forward to the Board agenda for July to show our staff that the Board values them. Secretary Mathias would like to see additional financial data before making a decision. President Corgiat would like the Board to return to the previous plan which was to allocate a specific amount of money for the Director to distribute as she sees fit to staff.
- 8. **Policy**
 - A. Retirement recognition policy draft - Vice President Gordon was concerned about providing a leaf on the donor tree for years of service but after Director Starosta's explanation, accepted the idea. There were several concerns over giving a plaque to Trustees at the completion of their service as some trustees have left on less positive terms. Director Starosta is working to update. Item to be added to the July Board meeting agenda.
- 9. **Strategic Planning**
 - A. Chapter 11 in IL Standards - Secretary Mathias reviewed Chapter 11. No discussion.
- 10. **Other Business**
 - A. Brainstorm Committee Responsibilities and Expectations - no discussion.
- 11. **Adjournment**

Motion made by Trustee Rouleau to adjourn the meeting at 7:53pm. Seconded by Vice President Gordon. All aye.

The Library Board meeting is scheduled for Monday, July 17th, 2023 at 6:00pm.

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)

Lower Level Renovation Funding Plan

Scope:

- Add small closet to the Story Time Room for program materials storage
- Remove half wall between Story Time Room and the attached kitchen space for visibility (adding a counter for increased functionality for messy and cooking programs)
- Add window to former YS Storage room to increase visibility as that room becomes Study Room 1
- Add a window to current Study Room 1 into the hallway as that will become the YS Manager's office
- Renovation of the former periodicals storage room which will include splitting the room in half. The half nearest the door will become the YS work room and Tech Services office with additional storage for both functions. The other half of the room will be accessible through an added double door into the YS area (where the browsing bins currently are against the wall). Both sides will have flooring, ceiling, electricity, drywall, and paint.

Cost: \$64,372.00

Funding Sources:

- \$10,953.35 as allocated in this year's Per Capita Grant which was requested for YS projects
- \$15,000 from DE specifically for capital improvement projects
- \$7,247 will request as a grant from Riverside Township for the improvements to the Story Time room (closet addition and counter top/open kitchen)
- \$10,000 request from NR Foundation & Friends – Friends group previously had a history of funding the study rooms and Story Time room so this would be something they have done in the past. As of their June meeting they had \$29,048.81 in the bank and an additional \$15,000 in a CD at 5/3rd Bank.
- (Illinois Children's Healthcare Foundation – 12k)
- (action for healthy kids foundation)
-
- \$21,171.65 will be paid by the library and is already figured into the building repairs line item as noted in the budget justification document.

Name	Title	Department	Start Date	End Date	Worked here
Avila, Admaryz B.	Adult Services	Adult Services	9/11/2016	10/7/2021	5.10
Boden, Elizabeth C	Adult Librarian	Adult Services	6/12/2018	4/26/2021	2.90
Bonilla, Sarah A.	Clerk	Circulation	3/9/2015	5/5/2021	6.20
Bremer, Evan J.	Clerk	Youth Services	8/22/2017	12/1/2018	1.30
Collins, Rowett	Page	Pages	8/30/2016	2/1/2021	4.40
Cooper, Mary E.	Adult Librarian	Adult Services	2/12/2007	4/16/2022	15.20
Curran, Marla	Adult Services	Adult Services	9/10/2019	4/11/2022	2.60
Dabny, Janae	Clerk	Circulation	11/12/2019	6/17/2021	1.60
Danton, Maya	Clerk	Circulation	10/3/2021	9/15/2022	1.00
Durran, Nicole	Teen Librarian	Teen Services	8/19/2020	10/10/2022	2.10
Fingers, Alice	Clerk	Circulation	1/13/2021	10/21/2021	0.80
Gallegos, Athziry	Page	Pages	7/23/2020	2/28/2022	1.60
Georges, Melissa	Clerk	Youth Services	5/1/2022	1/16/2023	0.70
Guastella, Joanne	Clerk	Circulation	10/29/2008	12/30/2020	12.20
Harris, Empress R.	Page/Clerk	Circulation	7/14/2014	7/25/2020	6.00
Kutlesa, Katarina	Page	Pages	4/21/2021	10/7/2021	0.50
Locander, Susan E.	YA Manager	Youth Services	9/30/2002	6/11/2022	19.70
Matheny, Myleah	Teen Librarian	Teen Services	1/5/2023	2/16/2023	0.10
Meade, Constance	Clerk	Youth Services	8/21/2020	8/6/2022	2.00
Richardson, David	Adult Librarian	Adult Services	4/19/2021	4/30/2021	0.10
Usonis, Karolis	Clerk	Circulation	4/30/2021	10/3/2022	1.40
Vassos, Christine	Clerk	Youth Services	6/29/2010	2/2/2021	10.60
Webster, Elizabeth J.	Clerk	Circulation	1/19/2016	3/9/2023	7.10
Silvestri, Barbara	Clerk	Circulation	4/26/2007	5/19/2023	16.10
Obrian, Carlene	Clerk	Circulation	6/15/1989	5/1/2023	33.90
Stubitsch, Koko	Adult Librarian	Adult Services	5/1/2021	6/9/2023	2.10

Reason for leaving

Left because she moved to Switzerland

Left for higher pay

Left for more hours/higher pay

Was terminated

Was terminated

Left for more hours/higher pay

Left for higher pay

Left for full time position

Left for full time position

Left for full time position/higher pay

Moved out of state

Resigned

Resigned

Retired

Left for full time position

Left for school

Retired

Was terminated

Left for full time position

Moved out of state

Was terminated

Resigned

Left for higher pay

Retired

Retired

Left for higher pay

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)

Salary Information (with 2% CoLa raises)									
Current Employees	Weekly	FY 22-23	23-24		22-23	23-24		FY22-FY23	FY23-FY24
	Avg hrs	Hourly	Hourly		Annual	Annual		Difference from previous	
ADMINISTRATORS			7% cola	5% cola		7% cola	5% cola		7% cola
Starosta, Natalie	40	\$38.39	\$41.08	\$40.31	\$79,848	\$85,437	\$83,840	\$3,071	\$5,589
Bradley, Mike	40	\$26.01	\$27.83	\$27.31	\$54,097	\$57,884	\$56,802	\$2,081	\$3,787
Aguirre, Natalie	40	\$22.50	\$24.07	\$23.62	\$46,790	\$50,065	\$49,130	\$6,771	\$3,275
Musial, Britney	40	\$25.45	\$27.24	\$26.73	\$52,944	\$56,651	\$55,592	\$2,036	\$3,706
Quinn, Karen	40	\$20.28	\$21.70	\$21.29	\$42,182	\$45,135	\$44,292	\$1,622	\$2,953
TOTAL	200				\$275,862	\$295,172	\$289,655	\$15,581	\$19,310
							\$0		
Adult Services							\$0		
Artz, Melanie	30	\$14.56	\$15.58	\$15.29	\$22,714	\$24,304	\$23,849	\$874	\$1,590
Borth, Madison	31	\$14.56	\$15.58	\$15.29	\$23,471	\$25,114	\$24,644	\$903	\$1,643
Stubitsch, Koko	32	\$14.88	\$15.92	\$15.62	\$24,760	\$26,494	\$25,998	\$948	\$1,733
Total	93.00				\$70,944.64	\$75,910.76	\$74,491.87	\$2,724.80	\$4,966.12
Circulation									
Cervanka, Jessica	18	\$13.50	\$14.50	\$14.18	\$12,636	\$13,572	\$13,268	\$1,084	\$936
Almazan, Patricia	12	\$13.50	\$14.50	\$14.18	\$8,424	\$9,048	\$8,845	\$627	\$624
new person	16.5	\$13.50	\$14.50	\$14.18	\$11,583	\$12,441	\$12,162	-\$1,734	\$858
Herrera, Gissely	26.5	\$16.25	\$17.00	\$17.06	\$22,393	\$23,426	\$23,512	\$2,508	\$1,034
Silvestri, Barbara	13	\$15.03	\$0.00	\$0.00	\$10,159	\$0	\$0	\$391	
Johnson, Mary	26.5	\$16.25	\$17.00	\$17.06	\$22,393	\$23,426	\$23,512	-\$841	\$1,034
LeMesurier, Ross	1	\$13.00	\$14.00	\$13.65	\$676	\$728	\$710	\$34	\$52
Silhavey, Joe	8	\$13.50	\$14.50	\$14.18	\$4,914	\$5,278	\$5,160	\$546	\$364
Total	121.50	114.53			\$93,176.59	\$87,919.00	\$87,168.90	\$2,615.36	\$4,901.00
PAGES/FACILIITES									
Mastandrea, Lucy	14.5	\$13.50	\$14.45	\$14.18	\$10,179	\$10,892	\$10,688	\$950	\$713

Williamson, Clark	35	\$15.00	\$16.05	\$15.75	\$27,300	\$29,211	\$28,665	\$4,568	\$1,911
Total	49.50	28.50			\$37,479.00	\$40,102.53	\$39,352.95	\$5,518.24	\$2,623.53
Youth Services									
Nguyen, Elizabeth	25	\$16.35	\$17.49	\$17.17	\$21,255	\$22,743	\$22,318	\$3,055	\$1,488
Kroc, Gloria	15	\$14.89	\$15.94	\$15.64	\$11,617	\$12,430	\$12,198	\$447	\$813
Martinez, Veronica	15	\$18.45	\$19.45	\$19.37	\$14,389	\$15,171	\$15,109	\$553	\$782
Swade, Laurie	15	\$16.33	\$17.48	\$17.15	\$12,741	\$13,633	\$13,378	\$490	\$892
Arias, Andrea	32	\$16.50	\$17.66	\$17.33	\$27,456	\$29,378	\$28,829	\$27,456	\$1,922
Total	102.00	82.53			\$87,457.81	\$93,354.55	\$91,830.70	\$32,001.26	\$5,896.75
TOTAL					\$564,920	\$592,459	\$582,499	\$58,441	\$37,698
TOTAL	566.00								
Full time equivalent	14.15								

Year	Min Wage
1/1/2020	\$9.25
7/1/2020	\$10
1/1/2021	\$11
1/1/2022	\$12
1/1/2023	\$13
1/1/2024	\$14
1/1/2025	\$15



	2023 rate	2024 rate			0.62%					
	IMRF			Insurance	Social		Medicare		TOTAL	
FY	9.83%	9.97%			Security					
5% cola		7% cola	5% cola		7% cola	5% cola	7% cola	5% cola	7% cola	5% cola
\$3,992	\$7,849	\$8,518	\$8,359	\$0	\$5,297	\$5,198	\$1,239	\$1,216	\$100,491	\$103,910
\$2,705	\$5,318	\$5,771	\$5,663	\$10,400	\$3,589	\$3,522	\$839	\$824	\$78,483	\$70,399
\$2,340	\$4,599	\$4,992	\$4,898	\$10,400	\$3,104	\$3,046	\$726	\$712	\$69,287	\$60,890
\$2,647	\$5,204	\$5,648	\$5,542	\$0	\$3,512	\$3,447	\$821	\$806	\$66,632	\$68,899
\$2,109	\$4,147	\$4,500	\$4,416	\$10,400	\$2,798	\$2,746	\$654	\$642	\$63,488	\$54,894
\$13,793	\$27,117	\$29,429	\$28,879	\$31,200	\$18,301	\$17,959	\$4,280	\$4,200	\$378,381	\$358,992
\$1,136	\$2,233	\$2,423	\$2,378		\$1,507	\$1,479	\$352	\$346	\$30,176	\$29,187
\$1,174	\$2,307	\$2,504	\$2,457		\$1,557	\$1,528	\$364	\$357	\$31,182	\$30,160
\$1,238	\$2,434	\$2,641	\$2,592		\$1,643	\$1,612	\$384	\$377	\$32,895	\$31,817
\$3,547.23	\$6,974	\$7,568.30	\$7,426.84	\$0.00	\$4,706.47	\$4,618.50	\$1,100.71	\$1,080.13	\$94,252.37	\$91,164.57
\$632					\$841	\$823	\$197	\$192	\$14,610	\$15,124
\$421					\$561	\$548	\$131	\$128	\$9,740	\$10,083
\$579					\$771	\$754	\$180	\$176	\$13,393	\$13,864
\$1,120	\$2,201	\$2,336	\$2,344		\$1,452	\$1,458	\$340	\$341	\$25,218	\$26,763
					\$0	\$0	\$0	\$0	\$0	\$0
\$1,120	\$2,201	\$2,336	\$2,344		\$1,452	\$1,458	\$340	\$341	\$25,218	\$26,763
\$34					\$45	\$44	\$11	\$10	\$784	\$809
\$246					\$327	\$320	\$77	\$75	\$5,682	\$5,882
\$4,150.90	\$4,402.37	\$4,671.14	\$4,688.32	\$0.00	\$5,450.98	\$5,404.47	\$1,274.83	\$1,263.95	\$94,644.80	\$99,288.30
\$509					\$675	\$663	\$158	\$155	\$11,725	\$11,506

\$1,365	\$2,684	\$2,912	\$2,858		\$1,811	\$1,777	\$424	\$416	\$34,358	\$33,716
\$1,873.95	\$2,683.59	\$2,912.34	\$2,857.90	\$0.00	\$2,486.36	\$2,439.88	\$581.49	\$570.62	\$46,082.71	\$45,221.35
\$1,063					\$1,410	\$1,384	\$330	\$324	\$24,483	\$24,025
\$581					\$771	\$756	\$180	\$177	\$13,381	\$13,131
\$719					\$941	\$937	\$220	\$219	\$16,332	\$16,264
\$637	\$1,252	\$1,359	\$1,334		\$845	\$829	\$198	\$194	\$16,035	\$15,735
\$1,373	\$2,699	\$2,929	\$2,874		\$1,821	\$1,787	\$426	\$418	\$34,554	\$33,908
\$4,372.89	\$3,951.37	\$4,288.18	\$4,208.03	\$0.00	\$5,787.98	\$5,693.50	\$1,353.64	\$1,331.55	\$104,784.35	\$103,063.77
\$27,738	\$45,128	\$48,869	\$48,060	\$31,200	\$36,732	\$36,115	\$8,591	\$8,446	\$718,145	\$697,730
									difference	\$20,415





5% vs 7% COLA plus merit raises:

- On May 26th Greg, John and I met to discuss the proposed 7% COLA (cost of living adjustment) and merit raises. I provided the two documents “2023 Staff COLA Options” and “22-23 Income vs. Expenses” which are in the COW folder for June’s meeting and explained what they show (a brief description of both is below) and the draft 2023-24 working budget.
- 2023 Staff COLA Options: this large spreadsheet shows each employee, which department they are in, how many hours they are working, what their current hourly rate is, proposed 7% and 5% COLA increase, annual pay (current and with the proposed 7% or 5% COLA), the difference between what they are making now and the proposed increase, IMRF, insurance, employer FICA and MCARE and the total compensation.
 - o Items of note:
 - With either proposed increase we will not have anyone at minimum wage (\$14 as of January 1st 2024)
 - The total difference between 7% COLA and a 5% COLA is \$20,415 (this difference includes increases to benefits as a result of the increase in hourly wage)
 - Since 2020 we have had 25 staff members leave the library. Many have left for higher pay/benefits. Turnover is costly to the library in terms of lower moral, learning curve and loss of knowledge base.
 - *Each year we levy for approximately 5% more than the previous year, which means that with a 7% COLA increase we would be taking 2% from elsewhere in our budget but 5% of that 7% is already built into the annual increase
- 22-23 Income vs. Expenses: the concise worksheet shows funds received from January 2022 through April 2023. The income line will show you the 3 tax revenue payouts. You can see that unlike a business, our funds are not equally distributed month to month but rather are received in spikes coordinating with tax collection in the fall and spring. As we are paid biweekly, we have 2 months per year which have 3 payrolls in them which accounts for the higher payrolls. In addition, in June we pay out up to 50% of vacation time an employee has accrued in the fiscal year (employees are allowed to carry over up to 20% and be paid for up to 50% of vacation time each year). The other columns show spending on benefits (FICA, Mcare, IMRF, Insurance and unemployment insurance), all other spending, total expenses per month, and revenue minus expenses per month.
 - o Items of note:
 - Funding is greatest in the months when taxes are collected and distributed
- Draft 2023-24 Working Budget (and Budget Justification document): these documents go line by line through our working budget and describe what changes are made to each budgeted line item.
 - o Items of note:
 - A 7% proposed COLA and the approximately \$10,000 in merit increase is already built into the proposed budget
 - Line item 8335-07 Building Repairs is an inflated amount compared to what we expect to spend. The remaining funds will be used to continue building our capital improvement fund to address issues noted by the upcoming capital assessment plan



NORTH RIVERSIDE
PUBLIC LIBRARY

NORTH RIVERSIDE, IL

Annual Secretary's Audit

This is to testify that we have examined the secretary's minutes and other records for the past year and find that they are in order and have no errors or discrepancies for the fiscal year FY2023/2024.

Trustee Signature

Date

Printed Name

Trustee Signature

Date

Printed Name