

**Agenda**  
**North Riverside Public Library District**  
**Board of Trustees**  
2400 S. Des Plaines Avenue  
North Riverside, Illinois  
**Regular Meeting, May 21, 2018**  
**7:30 PM**

**1. Open of Meeting**

- A. Call to order
- B. Determination of quorum
- C. Recognition of visitors to the meeting
- D. Approval of agenda

**2. Open Forum**

Audience Note: If you wish to speak to the Board, please read and complete the open forum sheet provided and give it to the Board Secretary.

**3. Financial reports**

- A. Treasurer
- B. Accountant
- C. Finance Committee Report (Brad Lanken, chairman)
- D. Approval of financial statements (action)
- E. Approval of Warrant List #18-05 (action)
- F. Authorization to transfer \$60,000 from the money market to the checking account (action)

**4. Committee Reports**

- A. Building and Grounds (Ken Rouleau, chairman)
  - 1. Air Handling System Full Inspection Quote (action)
  - 2. Service and Inspection Log (Information)
  - 3. Repair Log (Information)
- B. Strategic Planning (P. J. Folz, chairman)
- C. Personnel (Greg Gordon, chairman)
  - 1. Technology Manager Job Description (action)
- D. Policy (Priscilla Skenandore, chairman)

**5. President**

**6. Other Action Items**

- A. Approval of the minutes
  - 1. April 23, 2018 Special Board Meeting (action)
- B. Approval of Prevailing Wage Ordinance (action)
- C. Approval of Non-resident Card Ordinance (action)
- D. Approval of Authorization of Intervention in Proceedings before the Tax Appeals Board Resolution (action)
- E. Approval of FY 18/19 Meeting Schedule (action)
- F. Approval of IMRF Participation Ordinance (action)

Agenda  
North Riverside Public Library Board of Trustees  
Regular Meeting  
May 21, 2018  
Page 2

**7. Information items**

- A. Committee Meetings
- B. Calendar
- C. Memorial Books Report
- D. Correspondence
- E. Board action log
- F. Trustee continuing education
- G. Grants
- H. Advocacy
- I. RAILS & SWAN

**8. Closed session** (The Board of Trustees may decide, by a roll call vote, to convene in closed session if there are matters to discuss confidentially, in accordance with the Open Meetings Act)

**9. Return to open session**

**10. Possible action item** (pertaining to closed session discussion)

**11. Adjournment**

*Note: Agenda items may be added that pertain to discussion or information.  
No items may be added to the final agenda that require Board action.*

**Next regular Board Meeting is scheduled for June 18<sup>th</sup>, 2018**

***Law Offices of  
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.***

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HARTMAN E. STIME (1927-1991)  
ROY I. PEREGRINE  
THOMAS M. NEWMAN  
ROGER A. RITZMAN  
MARK A. RITZMAN

03/8/18

**CHRONOLOGY FOR ANNUAL FINANCIAL ORDINANCES**

**2018-2019 FISCAL YEAR**

**I. District Libraries**

The chronology in this outline is intended to assist District Libraries follow the steps preliminary to the filing of the annual Levy Ordinance.

Applicable Statutes include:

- a) The Municipal Budget Law (50 ILCS 330/1 et seq.);
- b) The Public Library District Act (75 ILCS 16/1-1 et seq.);
- c) The Truth in Taxation Law (TITA) (35 ILCS 200/18-55 et seq.);
- d) The Revenue Act (35 ILCS 200/18-10 et seq.);
- e) The Property Tax Extension Limitation Law (PTELL) (the "tax cap") (35 ILCS 200/18-185 et seq.).

**II. City/Village Libraries**

City Libraries and Village Libraries should confer with City/Village representatives to confirm the time frame for providing the Library's levy for incorporation in the City/Village Levy Ordinance.

Reminder: The Local Library Act was amended effective August 22, 2017. Per P.A. 100-245, the Library Board must submit to the City/Village, not less than 60 days prior to the date for the certification of the City/Village tax levy, a "statement of financial requirements of the library."

The relevant language from P.A. 100-245 provides as follows:

The board of trustees of a municipal library shall also submit to the city council, board of trustees or board of town trustees, along with the Illinois State Library, a statement of financial requirements of the library for the ensuing fiscal year for inclusion in the appropriation of the corporate authority, and of the amount of money which, in the judgment of the board of library trustees, will be necessary to levy for library purposes in the next annual tax levy ordinance. This statement shall be submitted no less than 60 days prior to when the tax levy must be certified under subsection (b) of Section 18-15 of the Property Tax Code.

(75 ILCS 5/4-10)

As stated above, communication with City/Village representatives is important to confirm the time frame for providing to the City/Village the Library's "financial requirements."

• • •

**WE RECOMMEND ADOPTING A FINANCIAL ORDINANCE  
CALENDAR NOT LATER THAN JUNE, 2018.**

**Adopting a calendar assures compliance with deadlines  
for publication, public hearings, and filings.**

A Budget and Levy Calendar is attached.

## DISTRICT LIBRARIES

### SUGGESTED SEQUENCE OF EVENTS

### STATUTORY DEADLINE

- A. Adopt Ordinance for  
“Building and Maintenance Tax”  
(.02% special tax).

July - November  
(see Note on p.7)

NOTE: THIS ORDINANCE AND A PUBLIC NOTICE  
MUST BE PUBLISHED WITHIN 15 DAYS AFTER THE  
ORDINANCE IS ADOPTED.

This tax is subject to a backdoor  
referendum – see Note on page 7.

We recommend adoption after July 1, 2018 and before  
November 1, 2018 per backdoor referendum requirements.

- B. Adopt a tentative Budget  
and Appropriation Ordinance and  
set a date for a public hearing to discuss  
the tentative Budget and Appropriation  
Ordinance.<sup>1</sup>

August 25, 2018

The hearing may not coincide  
with any hearing required under TITA.

- C. Publish notice of the public hearing  
on the tentative Budget and  
Appropriation Ordinance.

August 25, 2018

The notice must be published at least  
30 days prior to the hearing.<sup>2</sup>

- D. Conduct the public hearing concerning  
the tentative Budget and Appropriation  
Ordinance.

September 25, 2018

- E. After the public hearing on the tentative  
Budget and Appropriation Ordinance, adopt  
the Budget and Appropriation Ordinance in  
final form.<sup>3</sup>

September 25, 2018

- F. Publish a certified copy of the Budget

October 25, 2018

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1 The tentative Budget and Appropriation Ordinance must be posted and available for public inspection.  
50 ILCS 330/3

2 50 ILCS 330/3

3 The Public Library District Act provides that the Budget and Appropriation Ordinance shall be adopted no later  
than the 4<sup>th</sup> Tuesday in September. 75 ILCS 16/30-85(a)

<u>SUGGESTED SEQUENCE OF EVENTS</u>	<u>STATUTORY DEADLINE</u>
G. File with the County Clerk a certified copy of the Budget and Appropriation Ordinance (within 30 days after adoption). <sup>4</sup>	October 25, 2018
H. Adopt and file with the County Clerk a Certified Estimate of Revenues by Source. <sup>5</sup>	October 25, 2018
I. Adopt a Resolution To Determine Estimate of Funds Needed. This Resolution should be adopted even if further compliance with TITA is not required. <sup>6</sup> Also, set a date for a TITA public hearing if a hearing is required. The TITA hearing may not coincide with the hearing on the tentative Budget and Appropriation Ordinance. <sup>7</sup>  The TITA hearing will not take place until after publishing notice of the hearing (see the following Paragraph J).	November 14, 2018
J. Publish notice of the TITA hearing not less than seven (7) days no more than fourteen (14) days prior to the hearing. <sup>8</sup>	Publication date depends on hearing date (7 to 14 days)

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4 35 ILCS 200/18-50

5 This should be a separate document even if the same information is incorporated in the Budget and Appropriation Ordinance. 35 ILCS 200/18-50

6 This Resolution must be adopted not less than 20 days prior to the adoption of the Levy Ordinance. 35 ILCS 200/18-60. Accordingly, the statutory deadline is 20 days prior to the first Tuesday in December (the last day for adoption of the Levy Ordinance). We recommend adoption of the Resolution much earlier, however, for assistance in determining whether compliance with TITA is necessary.

NOTE: The relevant Statute does not require passage of a written Resolution. The Statute requires that the Board make a "determination" of the funds estimated to be necessary. The Statute does not specify the procedure for making this "determination", i.e., via Ordinance, Resolution, Motion, etc. Our recommendation is that, given the importance of compliance with TITA and establishing a "paper trail", the Library's "determination of funds estimated to be necessary" be done via a written Resolution.

NOTE: The "tax cap" laws did not change the need to comply with TITA and TITA's public hearing requirements.

7 35 ILCS 200/18-70

8 35 ILCS 200/18-80

**SUGGESTED SEQUENCE OF EVENTS****STATUTORY DEADLINE**

- |    |  |                   |
|----|--|-------------------|
| K. | Conduct the TITA public hearing.   | December 4, 2018  |
| L. | Adopt the Levy Ordinance no sooner than seven (7) days after publication of the Budget and Appropriation Ordinance and no sooner than 20 days after adoption of the Resolution To Determine Estimate of Funds Needed. <sup>9</sup> | December 4, 2018  |
| M. | On or before the last Tuesday of December <sup>10</sup> file with the County Clerk a certified copy of the Levy Ordinance with the following certifications:   | December 25, 2018 |
| 1. | Certification of Authenticity (by the District Secretary);   |                   |
| 2. | Certification of Compliance with TITA or Certificate of Inapplicability of TITA (by the District President). County Clerks request that you attach a copy of the "black border notice" if a TITA publication was made.             |                   |

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9 The Levy Ordinance must be enacted by the first Tuesday in December. (75 ILCS 16/30-85(b))

10 The Levy Ordinance filing deadline is the last Tuesday of December. (75 ILCS 16/30-85(c))

To avoid any problem with filing and County Clerk holiday schedules, we recommend filing at least one week before Tuesday, December 25, 2018.

## NOTES

### I. TRUSTEE ELECTION REMINDER

The next election at which Library Trustees will be elected is the Consolidated Election to be held on Tuesday, April 2, 2019.

### II. CALENDAR

When setting up your financial ordinance calendar, be careful about Saturdays, Sundays and holidays for filings, Board meetings, and newspaper publications. We recommend using non-holiday weekdays.

### III. ORDINANCES

The Public Library District Act provides that:

"Every ordinance shall contain an effective date, which shall be no later than 60 days after the enactment."<sup>11</sup>

\*\*\*\*\*

"Every ordinance shall be posted in a public area of the district library building within 3 days after the date of enactment and shall remain posted for 14 days."

### IV. FRONT DOOR REFERENDA

If you anticipate going to referendum (e.g., bond issue, rate increase), there are deadlines established by the Illinois Election Code concerning certification of a referendum.

If you plan a referendum, please confirm the applicable deadlines/filing dates.

The next referendum date possibilities are November 6, 2018 (General Election) and April 2, 2019 (Consolidated Election).

Election calendar reminder:

Even numbered years:

- a. Third Tuesday in March (General Primary)
- b. First Tuesday after the first Monday in November (General Election).

Odd number years:

First Tuesday in April (Consolidated Election)<sup>12</sup>

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<sup>11</sup> An Ordinance may recite "This Ordinance is effective immediately."

<sup>12</sup> The Consolidated Election may be postponed if there is a conflict with Passover (10 ILCS 5/2A-1).



## **V. .02% SPECIAL TAX - BUILDING & MAINTENANCE**

The period from July-November is the timeframe to adopt the special .02% tax for "Building & Maintenance" and publish notice of the adoption.

Per backdoor referendum regulations, for the 2018-2019 fiscal year we recommend the Ordinance be adopted and published before November 1, 2018.

The date of a prospective referendum to be included in the notice to be published is April 2, 2019.

### **A. Preliminary Comments**

We recommend adopting the .02% Ordinance prior to adoption of the Levy Ordinance. This makes it clear the Board intended to incorporate in the Levy its prior action to levy the .02% tax. The Levy Ordinance should incorporate the .02% tax.

The relevant Statute refers to adoption of "an ordinance" and also uses the word "resolution". An ordinance should be used.

### **B. Election Dates**

The consolidated election schedule no longer provides for an election in November of odd numbered years. Accordingly, the dates for a potential backdoor referendum ("prospective referendum" in the Notice to be published) are:

- a. Even numbered years: March and November;
- b. Odd numbered years: April only.

For the 2018-2019 fiscal year (Levy Ordinance filed in the Fall, 2018), the date of the prospective referendum is April 2, 2019.<sup>13</sup>

If the voters disapprove the .02% tax at an April 2, 2019 referendum, the Board must abate that portion of the levy applicable to the .02% tax. The County, in turn, will modify the levy (the levy which was filed in the fall of 2018).

In any event, the Board will know within 30 days after publication of the Notice if a referendum on April 2, 2019 is necessary and can plan accordingly.

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<sup>13</sup> It is possible to use November 6, 2018 as the date for a possible backdoor referendum. The timetable per Election Code requirements is such that the Ordinance would have to be passed and the Notice published in early July, 2018. We recommend passing the Ordinance and publishing the Notice in August, September, or October, 2018.

**C. No Backdoor Referendum Petition Filed**

As a practical matter, the outcome of a referendum is moot if no backdoor referendum is sought within 30 days after publication of the Notice.

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**WE RECOMMEND ADOPTING A FINANCIAL ORDINANCE  
CALENDAR NOT LATER THAN JUNE, 2018.**

**Adopting a calendar assures compliance with deadlines  
for publication, public hearings, and filings.**

A Budget and Levy Calendar is attached.

Roger Ritzman  
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**BUDGET AND LEVY CALENDAR  
2018-2019 FISCAL YEAR**

<u>Action</u>	<u>Dates</u>
A. Adopt Building and Maintenance Tax Ordinance (.02%)	_____, 2018 (recommend August, September or October, 2018)
B. Publish backdoor referendum notice for Building and Maintenance Tax (.02%) (within 15 days of adoption)	_____, 2018 (recommend August, September or October, 2018)
C. Prepare a tentative Budget and Appropriation Ordinance and set a public hearing date	_____, 2018 (before 8/25/18) (July is recommended)
D. Publish notice of the public hearing on the tentative Budget and Appropriation Ordinance. Note: The notice must be published at least 30 days before the public hearing.	_____, 2018 (before 8/25/18)
E. Conduct the public hearing on the tentative Budget and Appropriation Ordinance and adopt the Budget and Appropriation Ordinance in final form	_____, 2018 (before 9/25/18)
F. Publish a certified copy of the Budget and Appropriation Ordinance	_____, 2018 (before 10/25/18)
G. File with the County Clerk a certified copy of the Budget and Appropriation Ordinance	_____, 2018 (before 10/25/18)
H. Adopt and file with the County Clerk a Certified Estimate of Revenue by Source	_____, 2018 (before 10/25/18)
I. Adopt a Resolution To Determine Estimate of Funds Needed and, if necessary, set a date for a T.I.T.A. hearing	_____, 2018 (before 11/14/18)
J. Publish notice of the T.I.T.A. hearing (7-14 days prior to hearing)	_____, 2018
K. Conduct the public hearing pursuant to T.I.T.A.	_____, 2018 (before 12/4/18)
L. Adopt the Levy Ordinance	_____, 2018 (before 12/4/18)
M. File with the County Clerk a certified copy of the Levy Ordinance and certification of compliance with T.I.T.A.	_____, 2018 (before 12/25/18)

April 27, 2018

Ms. Natalie Bazan  
**North Riverside Public Library**  
2400 South Des Plaines Avenue  
North Riverside, IL 60546

Re: **2400 South Des Plaines Avenue – HVAC Inspection - Service Call April 25, 2018**

Dear Natalie:

After our first initial inspection of the equipment, our technician Frank noticed the following:

- Condensing coil number one has multiple leaks and we recommend replacement of this section of coil. (additional quote to follow)
- Compressor number 1 has a contactor that is showing signs of pitting. We propose replacing this component.
- Systems air handler has desiccant wheel shut down. (reasons unknown at this time)
- Air handling system has dampers and controls overridden from automation system at this time.

We recommend performing a full inspection of the air handling system on the mechanical and controls side to assure all components that need repair. We estimate having a technician with a programmer 1 day to look into these issues and replace the faulty contactor in the condensing unit. The price to perform this would be a not to exceed (NTE) \$2,770.00.

The part needed is in stock per the vendor.

Note that this proposal does not include the cost from diagnostic efforts spent to attain this information.

Please advise how you would like us to handle this recommendation. If you require further information, please do not hesitate to contact our office.

Best Regards,  
**ATOMATIC MECHANICAL SERVICES**

**John Cousineau**

John Cousineau  
Service Support Representative  
847-818-4332  
[jcousineau@atomic.com](mailto:jcousineau@atomic.com)

Accepted By: \_\_\_\_\_

C: Alex Kaslofski

Title: \_\_\_\_\_

## Call Summary Report

3733 N. Ventura Drive  
Arlington Heights, IL 60119  
Phone: 847-818-4300  
Fax: 847-818-4302  
service@atomic.com

Customer Name NORTH RIVERSIDE PUBLIC LIBRARY	Job No. NONE	Service Call ID 18-04020
Address 2400 S DES PLAINES AVE	Contact NATALIE BAZAN	Phone (708) 447-0869 x2250
Division COM SVC	City NORTH RIVERSIDE	State IL
Primary Technician HOCHMAN, FRANK	Date 4/25/2018	Zip 60546-1520
Equipment ID	Call Type N-MA Cust REG	Call Creation Date 4/16/2018
		P.O. # NATALIE BAZAN

### Description

PM / PERFORM PM ON TRANE

### Resolution

[4/25/2018 2:01:47 PM FRANK-H]

Not able to fully run unit need to look in the controls and air handler settings. Circuit one has an old bad coil low on charge. Desiccant wheel not in use. Dampers manually set need to look into. Compressor one needs a contactor starting to pit. Will need a control guy to come out to help assess unit and get back up to full operation.

### Labor Cost Summary

Date	Technician	Code	Labor Type	Labor Description	Hours
4/25/2018	HOCHMAN, FRANK	010	Labor-General	11:30 - 2	2.50
4/25/2018	HOCHMAN, FRANK	011	Labor-Travel	10:30 - 11:30	1.00
Total Labor					3.50

### Parts and Material Cost Summary

Date	Code	Item Description
------	------	------------------

Customer Signature



Thank You

"Meeting Your Needs.....Exceeding Your Expectations"

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT  
POSITION DESCRIPTION**

**Approved:**

**POSITION: Technology Manager**  
**DEPT: ADULT SERVICES**

**JOB PURPOSE:** To provide library services to the adult population and to coordinate all technology programming and outreach.

**ORGANIZATIONAL RELATIONSHIPS:** Supervised by the Library Director. May supervise paraprofessional staff members and/or volunteers.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

**The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

Responsible for the planning, development and delivery of technology services. This includes provision of program, handouts, outreach, and collection development (selection and weeding) of materials to promote learning of technology topics. Develops materials and trainings for staff members as well as the public. Also maintains statistics and provides reports on programs and services; works with director to develop and administer the budget; interprets the collections to the public through promotional material, publicity, and public relations. Maintains current awareness of trends in technology librarianship. (80%)

Creates an outreach schedule and coordinates outreach for technology services. Participates in the management team as well as the promotions team. Actively works to promote the library in the community. Coordinates circulation scheduling and management. (20%)

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of public library services and materials, with a focus on current and emerging technologies. Ability to work well with patrons and co-workers. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate the work of others.

**ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS:** Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

**QUALIFICATIONS FOR APPOINTMENT:** Master's degree in Library Science. Commitment to work evenings and weekends regularly. Bilingual in Spanish a plus.

**LEGAL NOTICE/PUBLIC NOTICE**  
**RESOLUTION NO. 18-05-02**  
**A RESOLUTION ADOPTING THE PREVAILING WAGE RATES**  
**FOR LABORERS, WORKMEN AND MECHANICS EMPLOYED ON**  
**PUBLIC WORKS OF NORTH RIVERSIDE PUBLIC LIBRARY,**  
**COUNTY OF COOK, STATE OF ILLINOIS**

**Whereas**, the State of Illinois has enacted "An Act Regulating wages of laborers, mechanics and other workers employed in any public works in the State, County, City or any public body or any political subdivision or by anyone under contract for public works" approved June 26, 1941, codified as amended, being 820 ILCS 130/1 *et seq.* (1993); formerly Ill. Rev. Stat. Ch. 48, par. 39s-1, *et seq.* and

**Whereas**, the aforesaid Act requires that the Board of Trustees of the North Riverside Public Library investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said Public Library employed in performing construction of public works of said Public Library; and

**Whereas**, Section 4 of the Act provides that the Board may rely upon determinations made by the Illinois Department of Labor as to prevailing wage rates.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE NORTH RIVERSIDE PUBLIC LIBRARY, COUNTY OF COOK, STATE OF ILLINOIS, AS FOLLOWS:**

**Section 1:** To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works" approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under jurisdiction of this Public Library is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County area and as may be determined by the Department of Labor of the State of Illinois as of June 2008, copies of such determinations being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supercede the Department's June determination and apply to any and all public works construction undertaken by the North Riverside Public Library. The definition of any terms appearing in the Resolution which are also used in the aforesaid Act shall be the same in said Act.

**Section 2:** Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of this Public Library to the extent required by the aforesaid Act.

**Section 3:** The Secretary of the Public Library shall publicly post or keep available for inspection by any interested party in the main office of the Public Library, this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

**Section 4:** The Secretary of the Public Library shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed, or file their names and addresses, requesting copies of this determination, state the particular rates and the particular class of workmen whose wages will be affected by such rates.

**Section 5:** The Secretary of the Public Library shall promptly file a certified copy of this resolution with both the Secretary of State, Index Division and the Department of Labor of the State of Illinois.

**Section 6:** Within thirty (30) days after the filing of a certified copy of this Resolution with the Secretary of State, the Secretary of the Public Library shall cause to be published in a newspaper of general circulation within the area, a copy of this Resolution and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

**Section 7:** This Resolution shall be in full force and effect upon its passage and approval as required by law.

Passed by the Board of Trustees of the North Riverside Public Library this 21st day of May, 2018, on the Motion of Trustee \_\_\_\_\_ and the second by Trustee \_\_\_\_\_ and the following roll call vote:

**AYES:**

\_\_\_\_\_  
\_\_\_\_\_

**NAYS:**

\_\_\_\_\_  
\_\_\_\_\_

**ABSENT:**

\_\_\_\_\_

**APPROVED BY ME THIS 21st DAY OF May, 2018.**

\_\_\_\_\_  
**Annette Corgiat, President, North Riverside Public Library**

**ATTEST:**

\_\_\_\_\_  
**P J Folz, Secretary, North Riverside Public Library**



**ORDINANCE 18-05-01**  
**2018 ANNUAL ORDINANCE AUTHORIZING**  
**PUBLIC LIBRARY NON-RESIDENT CARDS**

**WHEREAS**, the North Riverside Public Library is a tax-supported public library; and

**WHEREAS**, people residing within the jurisdictional boundaries of the North Riverside Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

**WHEREAS** PA 92-0166 stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal address"; and

**WHEREAS** the Office of the Illinois Secretary of State has issued regulations defining "closest public library" and also providing three formulae which public libraries can use to determine the non-resident fee; and

**WHEREAS** the Board of Trustees of the North Riverside Public Library District has determined for its 2018-19 fiscal year, commencing July 1, 2018, and ending June 30, 2019, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

**NOW, THEREFORE, BE IT HEREBY ORDAINED** BY THE BOARD OF TRUSTEES OF THE NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT as follows:

**Section 1:** Individuals residing beyond the jurisdictional boundaries of the North Riverside Public Library District whose closest library is the North Riverside Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the North Riverside Public Library District, may purchase a non-resident fee card for the price calculated according to the Tax Bill Method (23 Ad. Code 3050.60(b)).

**Section 2:** Individuals residing beyond the jurisdictional boundaries of the North Riverside Public Library District but owning (as an individual, a partner, the principal stockholder or other joint owner) taxable property within the jurisdictional boundaries of the North Riverside Public Library District, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the North Riverside Public Library District, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

**Section 3:** The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of the

Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance; and (c) the fee formula as set forth herein.

**Section 4:** The North Riverside Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

**Section 5:** The North Riverside Public Library shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determined the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

**Section 6:** The Policy of the North Riverside Public Library for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

**Section 7:** A valid non-resident library card issued by the North Riverside Public Library pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

**Section 8:** No non-resident is eligible to receive a "local use" library card from the North Riverside Public Library.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by a roll call vote as follows:

AYES: \_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED by the President and Board of Library Trustees of the North Riverside Public Library District.

\_\_\_\_\_  
President, Board of Library Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Library Trustees

**Resolution of the North Riverside Public Library District  
Authorizing Intervention in Proceedings before  
the State of Illinois Property Tax Appeal Board**

**Whereas**, the taxpayer of record for a parcel or parcels of real property located within the boundaries of the State of Illinois has the right to file an appeal challenging the assessed value of that parcel or parcels with the State of Illinois Property Tax Appeal Board ("PTAB"); and

**Whereas**, a reduction in the assessment of a parcel or parcels of real property located within the boundaries of North Riverside Public Library District that is granted by the PTAB will lead to the issuance of a refund that reduces the current real estate tax collections of the North Riverside Public Library District; and

**Whereas**, a taxing district has the right to intervene in proceedings before the PTAB in order to protect the taxing district's revenue interest in the assessed value of a parcel or parcels; and

**Whereas**, the Board of Trustees of the North Riverside Public Library District, Cook County, Illinois (the "Board") has determined that it is necessary, desirable, advantageous, and in the public interest to defend the Board's real property tax base by intervening in PTAB appeals filed on parcels within the boundaries of the Board.

**NOW THEREFORE, BE IT HEREBY RESOLVED**, by the Board of Trustees of the North Riverside Public Library District, Cook County, Illinois, as follows:

1. The Board finds that all of the recitals contained above are true and correct, and that the same are hereby incorporated herein by reference.
2. The Board hereby authorizes Franczek Radelet P.C., as its legal representative, to: a) file a Request to Intervene in Appeal Proceedings in all 2017-2019 assessment-year appeals filed at the PTAB for which the Board receives notice from the Cook County Board of Review and b) represent the Board's interests in those proceedings.
3. All motions and resolutions or parts thereof in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed.
4. If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any of the other sections, paragraphs, clauses, or provisions of this Resolution.
5. This Resolution shall be in force and effect upon its adoption.

After a full and complete discussion thereof, Member \_\_\_\_\_ moved that the foregoing Resolution be adopted and Member \_\_\_\_\_ seconded the motion. The President directed the Secretary to call the roll for a vote upon the motion to adopt this Resolution. Upon a roll call vote taken, the Board of Trustees voted as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

Abstaining: \_\_\_\_\_

PRESENT: \_\_\_\_\_

Absent from Meeting: \_\_\_\_\_

The President declared the motion carried and the Resolution duly adopted.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
President, Board of Trustees

ATTEST

\_\_\_\_\_  
Secretary, Board of Trustees

**North Riverside Public Library District  
Annual Meeting Schedule  
Fiscal Year 2018 (July 1<sup>st</sup>, 2018 – June 30<sup>th</sup>, 2019)**

Library Board of Trustee meetings of the North Riverside Public Library District are held on the third Monday of each month beginning at 7:30pm in the community room on the main floor of the North Riverside Public Library District (2400 S. Des Plaines Ave., North Riverside, IL 60546).

July 16<sup>th</sup>, 2018  
August 20<sup>th</sup>, 2018  
September 17<sup>th</sup>, 2018  
October 15<sup>th</sup>, 2018  
November 19<sup>th</sup>, 2018  
December 17<sup>th</sup>, 2018  
January 21<sup>st</sup>, 2019  
February 18<sup>th</sup>, 2019  
March 18<sup>th</sup>, 2019  
April 15<sup>th</sup>, 2019  
May 20<sup>th</sup>, 2019  
June 17<sup>th</sup>, 2019

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Library Board Finance Committee Meetings will be held on the same day as regular Board meetings, the third Monday of each month, beginning at 6:30pm in the community room.

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Library Board of Trustees Committee of the Whole meetings of the North Riverside Public Library District will be held on the second Monday of each month beginning at 6:30pm in the community room on the main floor of the North Riverside Public Library District (2400 S. Des Plaines Ave., North Riverside, IL 60546).

July 9<sup>th</sup>, 2018  
August 13<sup>th</sup>, 2018  
September 10<sup>th</sup>, 2018  
October 8<sup>th</sup>, 2018  
November 12<sup>th</sup>, 2018  
December 10<sup>th</sup>, 2018  
January 14<sup>st</sup>, 2019  
February 11<sup>th</sup>, 2019  
March 11<sup>th</sup>, 2019  
April 8<sup>th</sup>, 2019  
May 13<sup>th</sup>, 2019  
June 10<sup>th</sup>, 2019

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Special meetings may be held. Any special meeting will be posted at the library and on the library's website no less than 48 hours prior to the meeting.

ORDINANCE NO. 18-5-3**AN ORDINANCE ELECTING PARTICIPATION IN THE  
ILLINOIS MUNICIPAL RETIREMENT FUND**

BE IT ORDAINED BY THE \* Board of Trustees  
(GOVERNING BODY)  
of North Riverside Public Library District, that  
(UNIT OF GOVERNMENT)

**WHEREAS**, Article 7 of the Illinois Pension Code provides that a unit of government may elect to participate in the Illinois Municipal Retirement Fund by the adoption of a resolution or ordinance of its governing body, participation to begin following receipt by the Board of Trustees of the Fund of official notice of the election by the unit of government and on a date specified by the IMRF Board; and

**WHEREAS**, IMRF prepared an estimate of the cost of IMRF participation and the  
Board of Trustees  
(GOVERNING BODY) reviewed that cost and determined that  
North Riverside Public Library District has the financial capacity to participate in IMRF; and  
(UNIT OF GOVERNMENT)

**WHEREAS**, North Riverside Public Library District acknowledges that the decision  
(UNIT OF GOVERNMENT)  
to participate in IMRF is irrevocable.

**NOW, THEREFORE, BE IT ORDAINED** by the \* Board of Trustees  
(GOVERNING BODY)  
of North Riverside Public Library District, as follows:  
(UNIT OF GOVERNMENT)

1. That the North Riverside Public Library District, Cook, Illinois,  
(UNIT OF GOVERNMENT) (COUNTY)  
does hereby elect to participate in the Illinois Municipal Retirement Fund.
2. That the standard for IMRF participation shall be a position normally requiring performance of duty for 1000 hours per year.  
600 OR 1,000
3. That the P.J. Foltz be directed to promptly file a certified  
(CLERK OR SECRETARY)  
copy of this ordinance with the Board of Trustees of the Illinois Municipal Retirement Fund.

**CERTIFICATION**

I, \_\_\_\_\_, the Secretary  
(NAME) (CLERK OR SECRETARY)  
of the North Riverside Public Library District of the County of Cook,  
(UNIT OF GOVERNMENT)

State of Illinois, do hereby certify that I am the keeper of the books and records of the aforesaid unit of government and that the foregoing is a true and correct copy of an ordinance duly adopted by  
Board of Trustees of said unit of government at a meeting duly convened and  
(GOVERNING BODY)

held on the 21 day of May 20 18.  
(DAY) (MONTH) (YEAR)

SEAL

(CLERK OR SECRETARY)

\*Villages - President and Board of Trustees  
Cities - City Council  
Others - Name of Governing Body

**Illinois Municipal Retirement Fund**

2211 York Road, Suite 500, Oak Brook Illinois 60523-2337  
Member Services Representatives 1- 800-ASK-IMRF (275-4673) Fax: (630) 706-4289  
www.imrf.org



# NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 10/2014)

"NEW ACCOUNT"

## INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME <u>North Riverside Public Library District</u>		EMPLOYER IMRF I.D. NUMBER <u>006208</u>	
AUTHORIZED AGENT'S SALUTATION <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	LAST NAME <u>Starosta</u>	FIRST NAME <u>Natalie</u>	MIDDLE INITIAL JR., SR., II, ETC. <u>A</u>
TYPE OF GOVERNING BODY <u>District Library</u>			
DATE APPOINTMENT MADE (MM/DD/YYYY) <u>05/21/2018</u>		EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY) <u>05/21/2018</u>	
POSITION TITLE <u>Library Director</u>			
Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 removed the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot):  To file Petition for Nominations of an Executive Trustee of IMRF <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No To cast a Ballot for Election of an Executive Trustee of IMRF <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<b>X</b> <u>Natalie Starosta</u> SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE		<u>05/21/2018</u> DATE (MM/DD/YYYY)	
<b>CERTIFICATION</b>  I, _____, do hereby certify that I am _____ NAME CLERK OR SECRETARY of the _____ NAME OF EMPLOYER and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.  SEAL _____ SIGNATURE OF CLERK OR SECRETARY _____			
<b>BUSINESS ADDRESS</b> All correspondence and communications with the Authorized Agent are to be addressed as follows:  NAME (IF DIFFERENT FROM ABOVE) <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. <u>Natalie Bazan</u>  BUSINESS ADDRESS <u>2400 S. Des Plaines Ave</u>  CITY STATE AND ZIP + 4 <u>North Riverside IL 60546-1520</u>  DAYTIME TELEPHONE NO. (with Area Code) <u>708-447-0869</u>  FAX NO. (with Area Code)  ALTERNATE TELEPHONE NUMBER (with Area Code)  EMAIL ADDRESS <u>bazan@northriversidelibrary.org</u>			

IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Employer Only Phone: 1-800-728-7971 Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 706-4289



## CERTIFICATION OF MANDATORY INTERNET WAGE REPORTING

Name of Unit of Government \_\_ NORTH RIVERSIDE PUB LIB DIST \_\_

IMRF Employer ID # 006208

I have read the document "It's Required!" regarding Units of Government Considering IMRF Participation – Internet Access," and I understand that my unit of government must be capable of exchanging information with IMRF via the Internet.

I certify the unit of government named above has Internet capabilities.

IMRF Authorized Agent Natalie Starosta  
Print Name

X Natalie Starosta 5-21-18  
Signature Date



**IMRF ELECTRONIC FUNDS TRANSFER (EFT) ENROLLMENT FORM**

IMRF Form 3.00 (5/2003)

**"NEW ACCOUNT"**

IF YOU MAKE PAYMENTS TO IMRF USING MORE THAN ONE BANK ACCOUNT, COMPLETE A SEPARATE FORM 3.00 FOR EACH ACCOUNT.

Add New Account ☒Notice of Account Change ☐Delete Account ☐If your account is a new account,  
continue to the area below and  
complete the requested information:

EFT Number (7)

(Provide only if changing  
or deleting an account)

0

SEE PAGE 2 OF FORM FOR INSTRUCTIONS. PLEASE PRINT OR TYPE ALL INFORMATION CLEARLY

IMRF Employer Number (5)

0 6 2 0 8

Employer Name (25) North Riverside Public Library District

Contact Name (24) Natalie Starosta

Address (24) 2400 S. Des Plaines Ave

City (17) North Riverside

State IL

Zip Code (5 or 9) 60546 - 1520

Phone Number 708-447-0869

ABA/Routing Transit #

☐☐☐☐☐☐☐☐☐☐☐☐☐Checking ☐Savings ☐

Bank Account #

NOTE: PLEASE TAPE A VOIDED CHECK TO PAGE 2 OF THIS FORM.

The Illinois Municipal Retirement Fund (IMRF) is hereby authorized to present debit entries which the employer, through its Authorized Agent, originates to the bank account identified above and the bank is authorized to debit such account for the EFT payment(s) made. This authority is to remain in full force until EFT payments are no longer offered or upon 30 days notice by either the IMRF or the employer to terminate the employer's participation in the EFT program. The employer's participation in the EFT program is subject to the rules and regulations issued by the IMRF. The person who executes this form on behalf of the employer represents to IMRF that he or she is authorized to enroll the employer in this EFT program.

Natalie Starosta

Signature of Authorized Agent

5-21-18

Date

Please make a copy of this form for your records. Return both pages of the completed document to: Illinois Municipal Retirement Fund, Suite 500, 2211 York Road, Oak Brook, IL 60523-2337. Questions? Call 1-800-ASK-IMRF (1-800-275-4673). Thank you.

**DO NOT COMPLETE THIS SECTION (FOR INTERNAL USE ONLY)**

LEVEL I #

Level II

# Location Number (7)

+ Check Digit

7 digit Employer ID (Disc Data B)

PIN (Disc Data G) Y 0 0 0 0 (NEW ACCOUNTS ONLY)

Date

Recd: \_\_\_\_\_

Exception:

Entered: \_\_\_\_\_

Verified: \_\_\_\_\_



# IMRF ELECTRONIC FUNDS TRANSFER (EFT) ENROLLMENT FORM

IMRF Form 3.00 (5/2003)

## INSTRUCTIONS

PLEASE TAPE YOUR VOIDED CHECK WITHIN THIS AREA OF THE FORM (NO STAPLES PLEASE).

This agreement is to be used for first time enrollments as well as for modifications to your agreement. You must check one of the three boxes that apply.

### Definition of Terms

- ☒ ADD NEW ACCOUNT: For all new employers registering for the first time on the EFT program. If you make payments to IMRF using more than one account, you will need to complete a separate enrollment form for each account.
- ☐ NOTICE OF CHANGE: Used when a modification must be made to the information on file, e.g. new address, different banking information, additional payment type(s), etc.
- ☐ DELETE ACCOUNT: Submitted when the employer has elected to no longer participate in the EFT program.

- EMPLOYER EFT NUMBER: **Required.** This is the 7-digit Employer Number you must provide if deleting or changing your account.
- EMPLOYER NAME: **Required.** Using the allowed space of 25-characters, print/type the employer's name as it should appear for the ACH presentation to the financial institution and to Illinois Municipal Retirement Fund.
- ABA/ROUTING TR # (9): **Required.** The 9-digit *Routing Transit Number* used to identify the financial institution where the employer maintains his/her account. *This number is the first 9-digit number in the bottom MICR line of the employer's checks.*
- BANK ACCOUNT # (1-17): **Required.** The number of the employer's financial institution account used to pay the contribution. *The account number is the second number appearing in the bottom MICR line of the employer's checks. The account number should NOT include the 3-5 digit check number, also present on the bottom line of the check. We recommend verifying the correct reporting of your ABA and account numbers (with or without dashes, spaces, etc.) with your financial institution representative.*

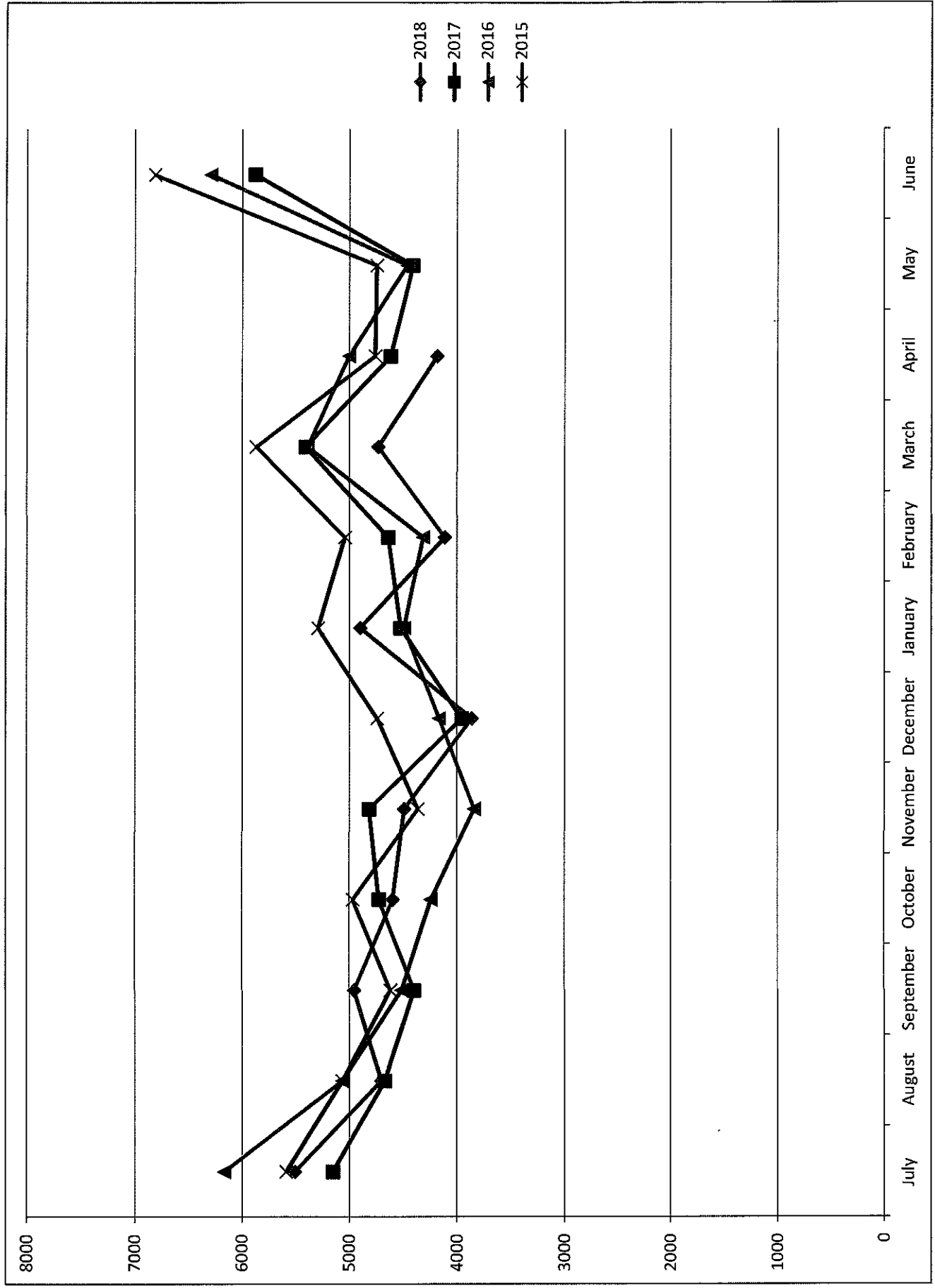
Please check the proper designation of the employer's account to be drawn against for payment.

- ☐ CHECKING - For checking, NOW and/or share draft accounts.
- ☐ SAVINGS

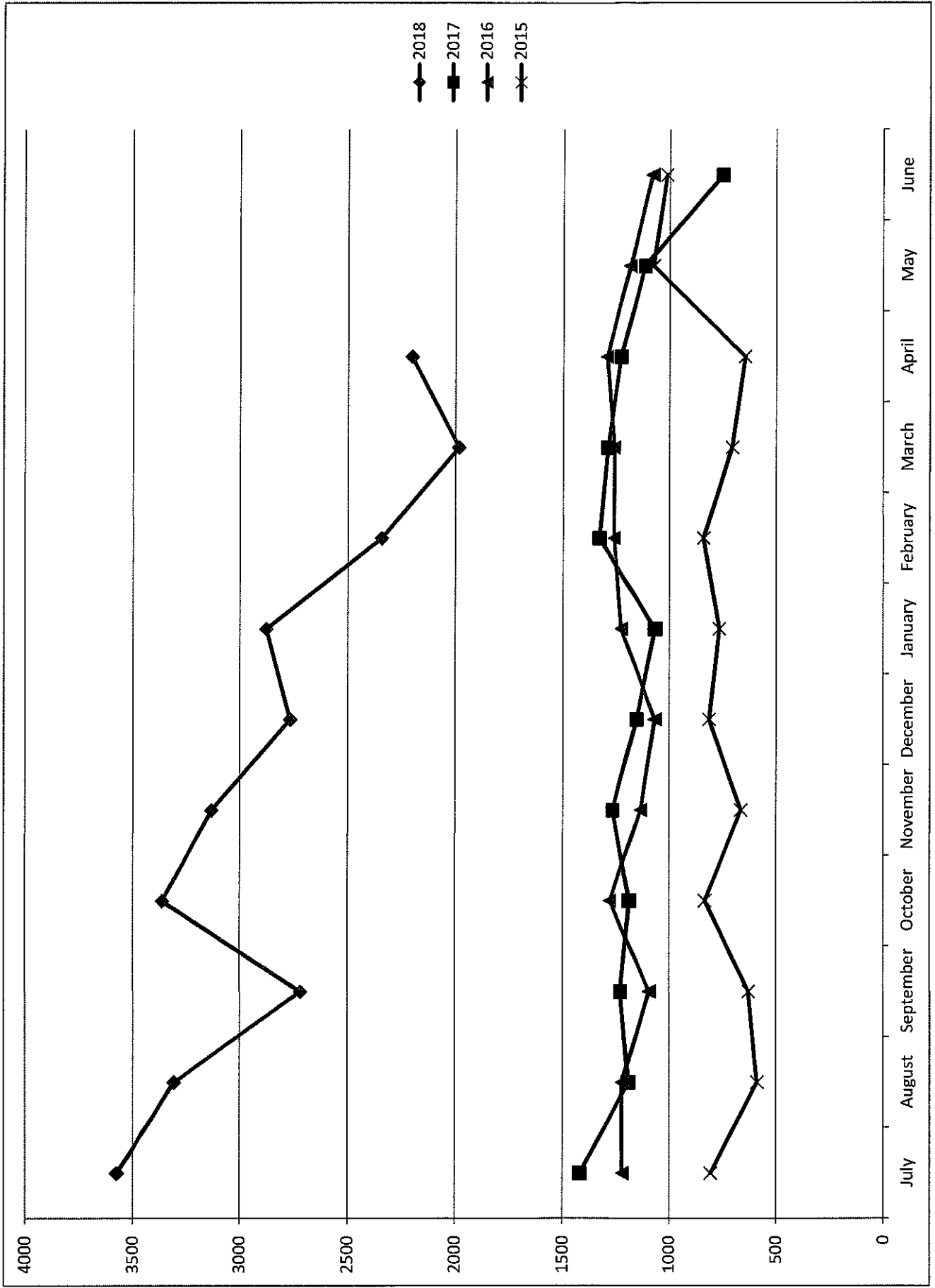
Please sign and date Page 1 of the form in the area noted. Then return both pages of the completed form to **Illinois Municipal Retirement Fund, Suite 500, 2211 York Road, Oak Brook, IL 60523-2337. Questions? Call 1-800-ASK-IMRF (1-800-275-4673). Thank you.**

BOARD ACTION LOG						
MONTH	ACTION	2011 DATE	2012 DATE	2013 DATE	2014 DATE	2018 Date
JANUARY	Review policies Appoint FOI & OMA Officers Approve PTAB intervention resolution (every other year)	January 10, 2011	January 9, 2012	January 14, 2013	January 13, 2014	
FEBRUARY	Plan volunteer recognition lunch Review Insurance	Lunch Not Held February 7, 2011		March 11, 2013	Lunch Not Held May 12, 2014	May 21st, 2018
MARCH	Plan employee appreciation dinner Adopt Collection Development Policy Create public comment policy	Dinner Not Held April 11, 2011	Dinner Not Held	March 11, 2013 Dinner Not Held	Dinner Not Held	
APRIL	Election Employee review Volunteer recognition lunch Conduct director's performance review	April 5, 2011 Lunch Not Held October 10, 2011	Off year. No election April 18, 2012 September 17, 2012	April 9, 2013	Off year. No election Lunch Not Held	Off year. No Election. June 6 month review Aug. 2018
MAY	Hold committee meeting on budget Hold committee meeting on salary increases Review health insurance Approve Non-Resident Card Ordinance Plan Fourth of July Celebration Employee appreciation dinner	June 11, 2012 June 18, 2012 June 11, 2012 May 14, 2012 Celebration Not Held Dinner Not Held	June 11, 2012 June 18, 2012 June 11, 2012 May 14, 2012 Celebration Not Held Dinner Not Held	May 16, 23, 30 May 20, 2013 May 20, 2013 May 13, 2013	April 21 & 28 and May 19 April 21, 2014 May 12, 2014 June 9, 2014 Dinner Not Held	
JUNE	Approve prevailing wage ordinance Approve working budget Post B&A ordinance Approve B&M levy ordinance Fourth of July	June 13, 2011 October 10, 2011 July 12, 2011 July 11, 2011 July 4, 2011	June 11, 2012 July 9, 2012 July 9, 2012 July 9, 2012 July 4, 2012	June 10, 2013 July 8, 2013 July 8, 2013 July 8, 2013 July 4, 2013	June 9, 2014 June 23, 2014 July 14, 2014 July 14, 2014 July 4, 2014 Not Held	May 21st, 2018
JULY	Plan North Riverside Day Sign IPLAR documents	Not held August 15, 2011	Not Held	Not Held	Not Held	
AUGUST	Hold public hearing on B&A ordinance Approve B&A ordinance File IPLAR Plan Fall Festival Approve holiday closings	August 15, 2011 August 15, 2011 August 27, 2011 September 12, 2011 August 15, 2011	August 13, 2012 August 13, 2012 September 10, 2012 August 13, 2012	August 12, 2013 August 12, 2013 August 29, 2013 August 12, 2013	August 11, 2014 September 8, 2014 September 8, 2014 September 8, 2014 October 13, 2014 Not Held	
SEPTEMBER	North Riverside Day Review ByLaws	Not held	Not Held	Not Held	Not Held	
OCTOBER	Sign per capita grant documents Plan board-staff holiday dinner Plan holiday open house File per capita grant application Review Annual Report	September 12, 2011 October 14, 2011 October 14, 2011		October 14, 2013 October 14, 2013 October 13, 2013	No longer required October 13, 2014 October 13, 2014 October 13, 2014	
NOVEMBER	Post levy ordinance Hold public hearing on levy ordinance Determine staff Christmas gifts Approve levy ordinance	October 10, 2011 November 14, 2011 November 14, 2011	October 8, 2012 November 12, 2012 November 12, 2012	October 14, 2013 November 18, 2013 November 18, 2013	October 13, 2014	
DECEMBER	Holiday open house Board-staff holiday dinner Approve audit Establish regular monthly meeting schedule Review Investment Policy (2012)	December 3, 2011 December 11, 2012 December 12, 2012	December 8, 2013 December 2, 2013 December 10, 2013 December 10, 2013	December 7, 2013 December 8, 2013 December 9, 2013		May 21st, 2018

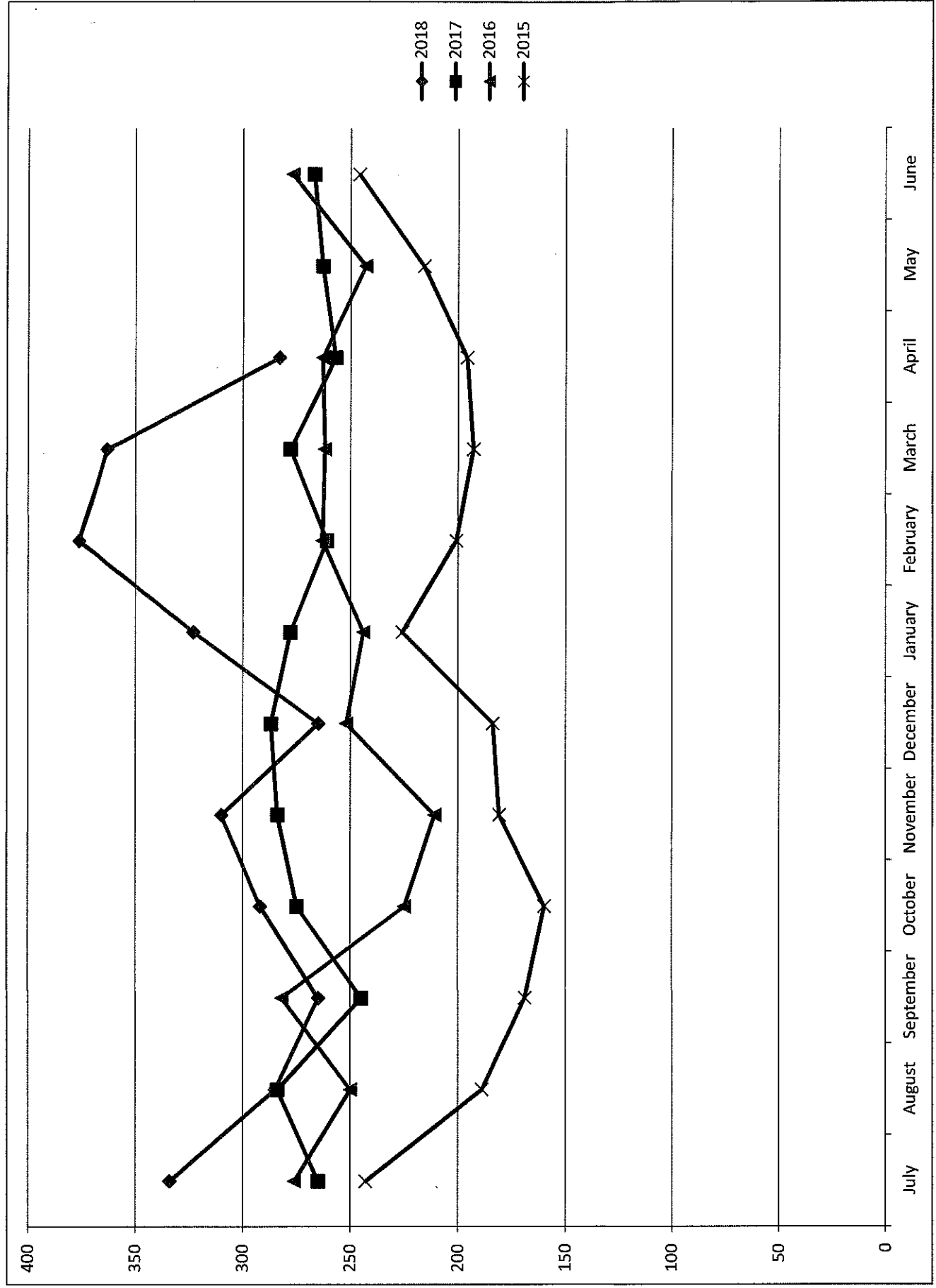
# CHECKOUTS



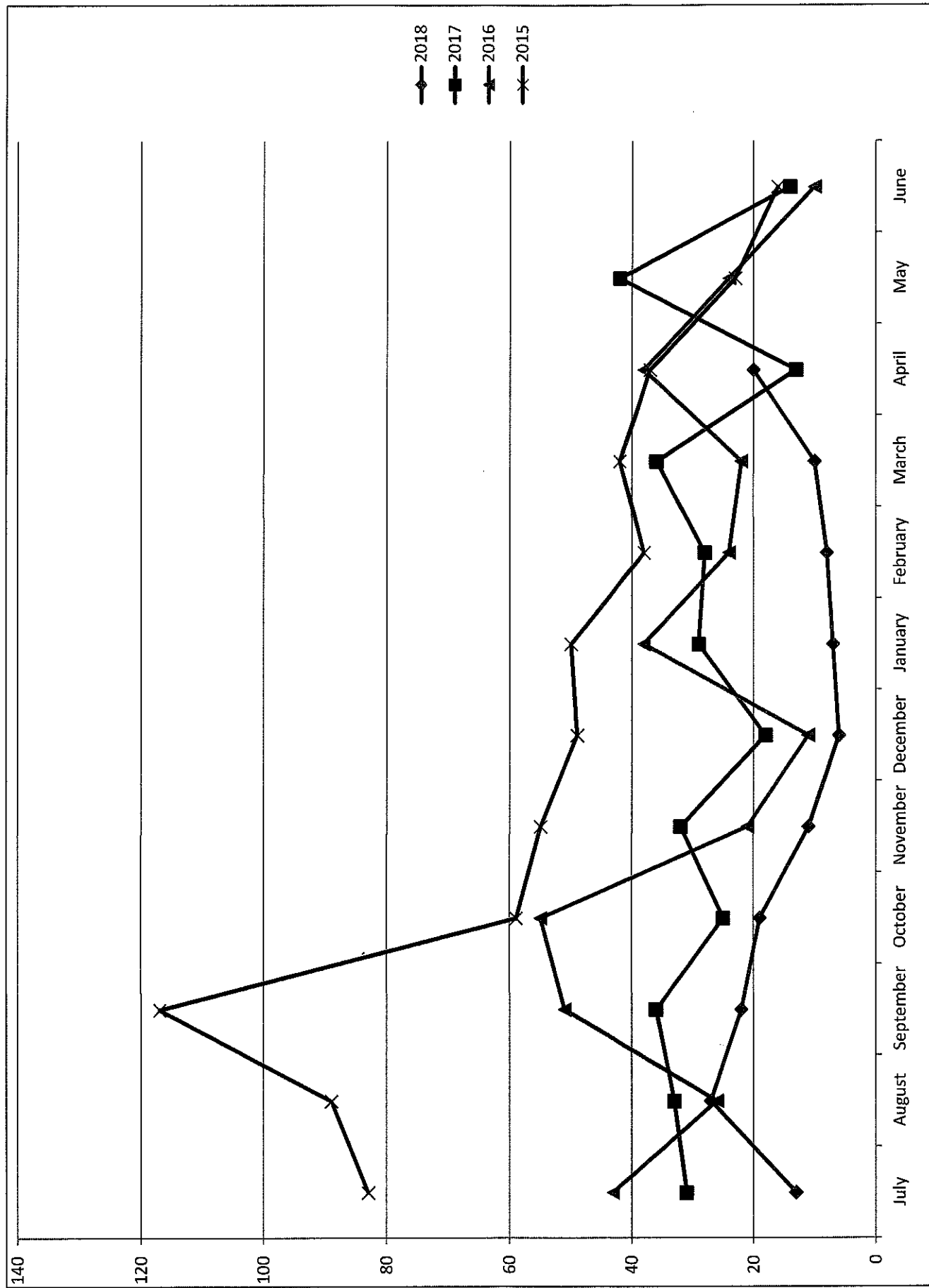
# RENEWALS



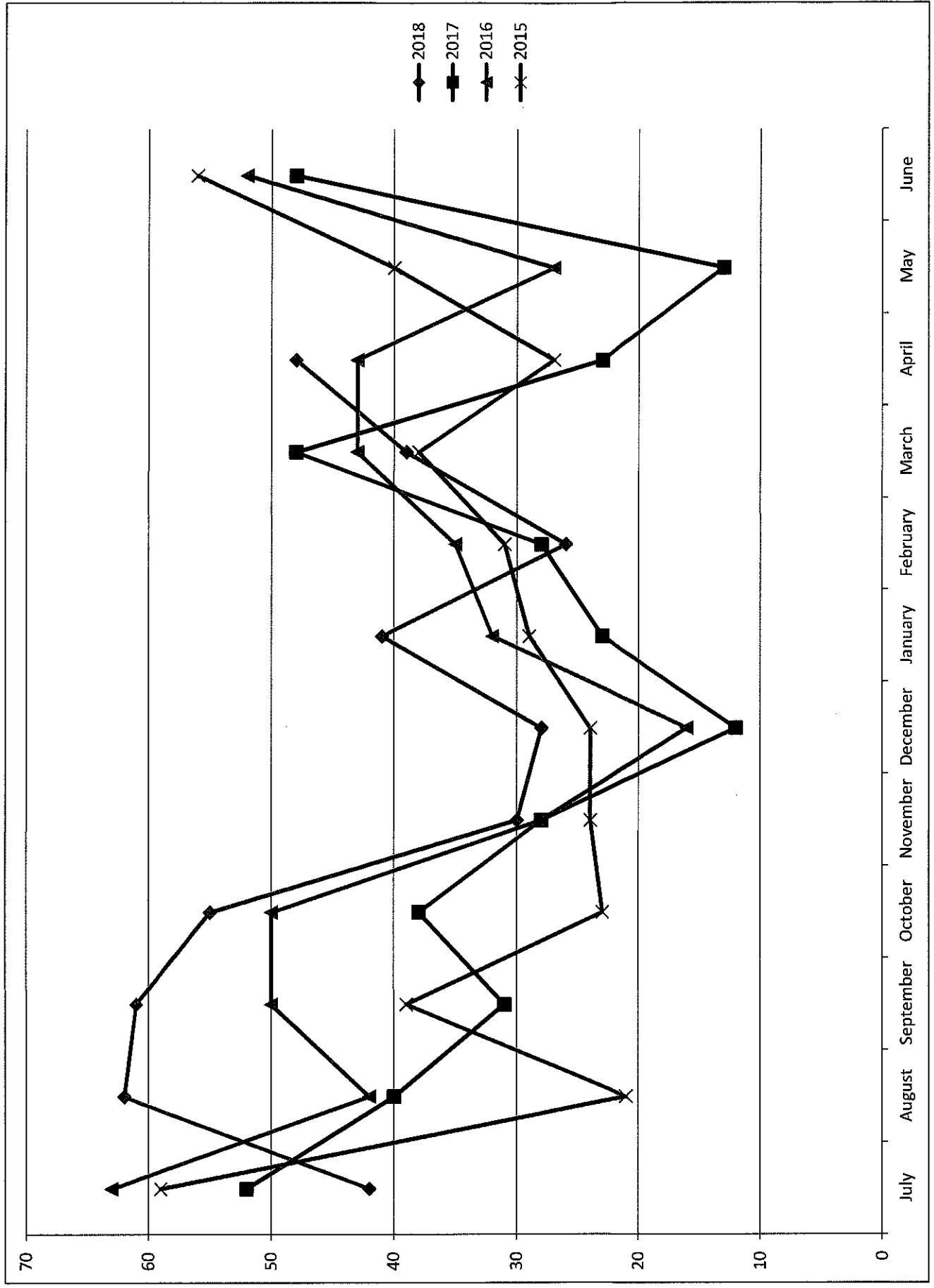
# EBOOK CHECKOUTS



# ZINIO

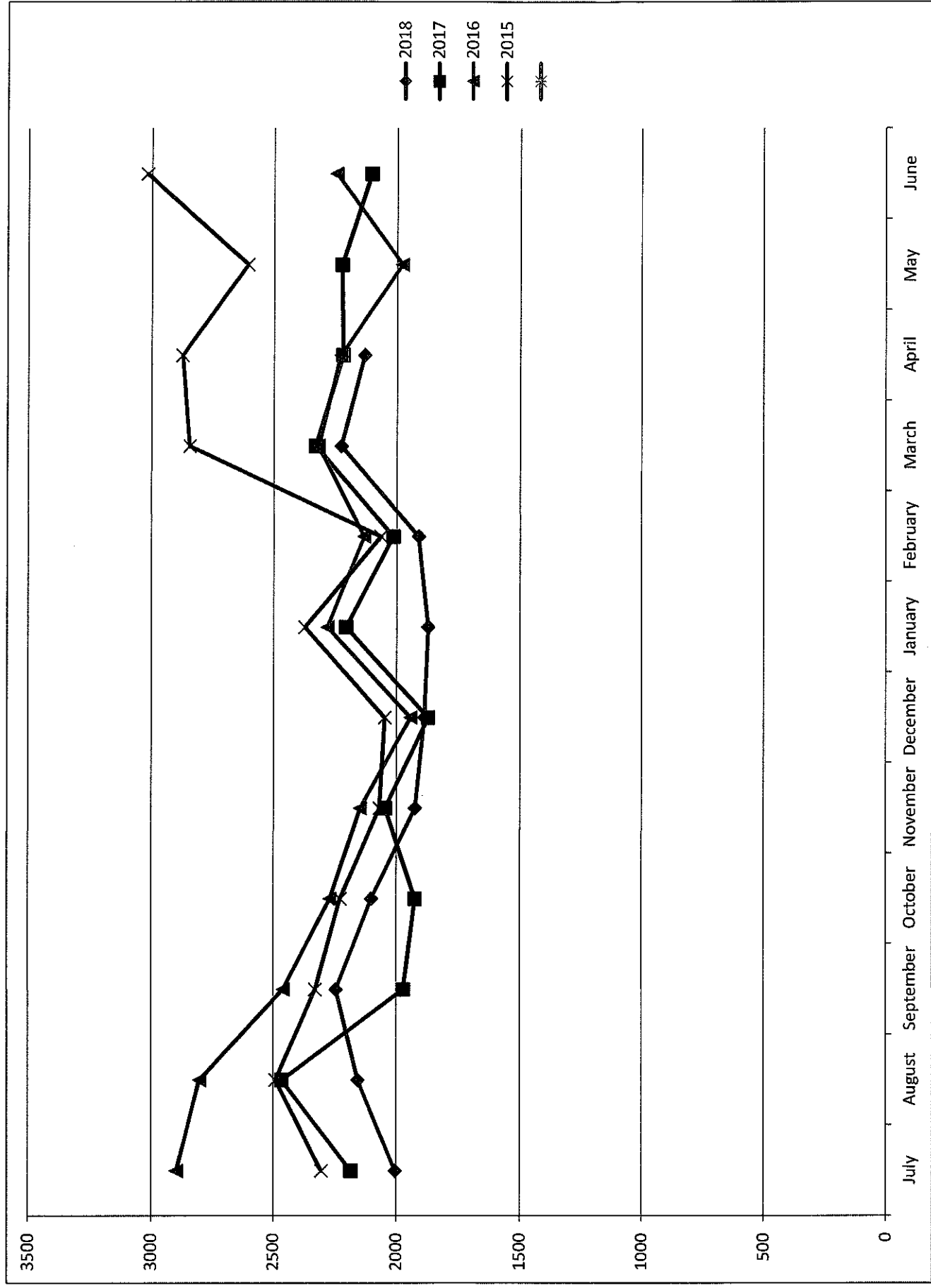


# NEW CARDS





# WEB VISITS



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
5	PL 17/18														
6	Patron Circ														
7	Resewals														
8	Items Sent Out														
9	Items Requested														
10															
12	Books 17/18														
13	Adult														
14	Spanish Lang.														
15	Juvenile														
16	YA														
17															
19	Music 17/18														
20	Adult														
21	Juvenile														
22	YA														
23															
25	Adult 17/18														
26	Adult														
27	Juvenile														
28	YA														
29															
31	PVD 17/18														
32	Adult														
33	Resewals														
34	YA														
35															
37	Patron Circ 17/18														
38	Adult														
39	Juvenile														
40	YA														

**Circulation Statistics FY 17-18**

JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTALS
9785	9246	8890	9231	8649	7719	9011	7517	7976	7373			85593
5055	4701	4955	4589	4491	3868	4899	4116	4731	4187			45592
3572	3308	2719	3363	3133	2767	2878	2343	1985	2203			28271
587	621	576	647	426	532	634	529	572	464			5533
571	616	640	632	599	552	600	529	688	519			5915
4165	4473	4332	4480	4185	3363	4365	3529	3636	3445	0	0	39578
2005	1,978	1868	1908	1753	1537	1797	1415	1440	1400			17401
27	13	9	18	15	16	20	16	18	18			170
1879	2,239	2250	2367	2295	1670	2370	1992	2051	1914			21027
281	256	214	205	137	156	198	122	145	131			1845
402	371	344	354	274	272	209	180	215	201	0	0	2812
282	269	234	217	171	185	148	135	162	159			1962
43	49	47	76	55	38	25	22	30	22			403
77	53	63	61	48	49	36	23	23	20			458
214	214	193	200	183	156	178	120	176	144	0	0	1573
188	190	157	167	167	143	149	95	140	129			1518
23	23	34	23	15	12	27	24	34	12			227
3	1	2	10	1	1	2	1	2	3			25
2383	2330	2390	2530	2612	2488	2666	2355	2290	2254	0	0	24293
1579	1519	1607	1642	1781	1751	1866	1613	1496	1484			18183
548	534	506	527	474	458	527	536	503	499			5112
256	277	277	361	357	279	273	206	291	271			2646
146	146	181	168	179	179	175	121	183	159	0	0	1337
127	142	174	162	172	174	163	119	155	137			1525
14	4	4	4	6	5	9	2	24	16			83
5	0	3	2	1	0	3	0	4	6			24





[illegible]

### Content/ Collections

To qualify for system membership, libraries must meet the membership standards established by the system board.

Core	Accomplished	Exemplary
<ol style="list-style-type: none"> <li>✓ The collection provides materials in a variety of formats, including electronic, for all ages and abilities served by the library.</li> <li>✓ The library conducts ongoing evaluation and weeding of the collection.</li> <li>✓ The library participates in resource sharing by making collections discoverable and available to other Illinois library system members.</li> <li>4. The library has written policies on intellectual freedom, circulation/borrowing/use of materials, and collection development and management.</li> <li>5. The library abides by the Illinois Library Laws &amp; Rules, ILLINET Interlibrary Loan Code, ALA Interlibrary Loan Code for the United States, and the RAILS Resource Sharing Plan.</li> </ol>	<ol style="list-style-type: none"> <li>✓ The library makes virtual collections available to library customers. <i>databases</i></li> </ol> <p><i>update needed</i></p>	<ol style="list-style-type: none"> <li>1. The library uses statistical tools to assist in collection development and management.</li> <li>2. The library is an early adopter of innovative content delivery and shares strategies with others in the system and state. <i>no</i></li> <li>3. The library provides access to unique materials such as local history, digital collections, and customer-created content. <i>no</i></li> <li>✓ 4. The library offers mobile access to discovery methods for the collections. <i>on line search</i></li> </ol>

*This is the standards doc from Rails & what I think we already have & what we need to work on.*

## Customers

To qualify for system membership, libraries must meet the membership standards established by the system board.

Core	Accomplished	Exemplary
<p>1. The library has a customer service policy that ensures consistent, courteous, and equitable customer service.</p> <p>2. The library has a policy that ensures reasonable accommodations are made to provide access to its collections and services to persons with disabilities, and that meets relevant requirements of the Americans with Disabilities Act.</p> <p>3. The library uses processes to regularly gather input from the community on customer service needs and customer satisfaction with library services.</p>	<p>1. The library has an online presence to serve customers (Facebook page, website as examples).</p> <p>2. Customers have access to computers, Internet, Wi-Fi, and other relevant technologies.</p> <p>3. The library has strategies to attract new customers. (i.e. strategic plan or programs).</p> <p>4. The library uses online and in-person processes to regularly gather input from the community on customer service needs and customer satisfaction with library services.</p> <p>5. The library provides outreach services for customers who are unable to visit the library in person.</p> <p>- home delivery - Outreach program</p>	<p>1. The library uses processes to gather targeted customer feedback about library services and shares information received with the governing authority and community served.</p> <p>2. The library provides self-service options for customers.</p>

## Facilities

To qualify for system membership, libraries must meet the membership standards established by the system board.

Core	Accomplished	Exemplary
<p>✓ 1. The facility is designed for efficiency and comfort and to encourage extensive use.</p> <p>✓ 2. The facility provides sufficient, clean physical space that is safe and secure with appropriate furnishings and equipment and convenient hours for all types of users. <i>need updates</i></p> <p>✓ 3. The facility is compliant with all applicable local, state, and federal requirements.</p> <p>✓ 4. The facility provides Internet access.</p> <p>✓ 5. The library is open at least 15 hours per week.</p>	<p>✓ 1. The facility provides meeting space for the community it serves, if applicable.</p> <p>✓ 2. The facility provides the right amount and type of space to meet the provisions of its long-range/strategic plan.</p> <p>✓ 3. The organization develops a plan and annual budget for the maintenance of buildings and grounds and asset replacement.</p> <p>4. The organization has a capital budget for facility upgrades. <i>NO - establish a special fund</i></p> <p>✓ 5. The facility provides free Wi-Fi.</p> <p>6. The organization has an emergency preparedness plan. <i>NO</i></p>	<p>1. The facility provides flexible space for creative and collaborative activities and work. <i>NO</i></p> <p>✓ 2. The facility provides enough space for multiple programs to occur simultaneously.</p> <p>3. Innovative technologies are available to use and borrow. <i>NO - Mike</i></p> <p>4. The library may provide services at multiple locations to serve a diverse or widespread population, or take services where needed to enhance convenience to customers. <i>NO - outreach</i></p> <p>✓ 5. The organization is environmentally conscious and undertakes activities such as recycling, energy audits, and the purchase of green supplies.</p>



## Funding

To qualify for system membership, libraries must meet the membership standards established by the system board.

Core	Accomplished	Exemplary
<p>✓ 1. The library budget provides appropriate financial support for the library to meet other relevant system membership standards at the core level.</p> <p>✓ 2. The library practices good stewardship and is accountable to its funders through regular budget monitoring, evaluation, and reporting.</p> <p>✓ 3. The library has adequate, dedicated funding to provide services and resources that meet the reasonable expectations of library customers.</p> <p>✓ 4. The library has a written annual budget approved by the governing authority.</p> <p>5. A community without public library service investigates affiliation with an existing library before establishing a new library. N/A</p> <p>6. Established libraries contact surrounding or nearby communities without public library service for expansion of services to unserved residents. N/A</p>	<p>1. The library budget provides appropriate financial support for the library to meet other relevant system membership standards at the accomplished level.</p> <p>✓ 2. The library seeks out and applies for additional revenue through grants and fundraising.</p> <p>3. The library has a reserve fund and regularly adds to the reserve as possible if allowed by its funding agency.</p> <p>4. The library has a long-range or strategic plan that includes goals for gaining alternative revenues. NO</p>	<p>1. The library budget provides appropriate financial support for the library to meet other relevant system membership standards at the exemplary level.</p> <p><b>School and Special Libraries</b></p> <p>2. School and special librarians define the budgetary needs and manage the annual program budget to maximize impact.</p> <p>3. Funding supports a collection of resources in multiple formats and access to resources outside the school/special library.</p> <p>4. Funding ensures upgrades of resources, equipment, and facilities.</p> <p>5. School and special librarians regularly consult with administrators about budgetary needs and are proactive in seeking additional funding sources for library program enhancements.</p>

↳ small strip of land

## Professional Leadership & Training

To qualify for system membership, libraries must meet the membership standards established by the system board.

### Core

1. Library staff are trained in the library's mission, services, and policies.
2. ✓ The library has a permanent paid library administrator who meets the qualifications for its population group or library type. *being updated*
3. ✓ A first-time library administrator has two years after starting a job to become certified through system training.
4. ✓ Experienced directors have access to advanced training.

### Public libraries

Criteria	Required training
Population Under 15,000	✓ Provided by system (list of topics below)
	✓ Years of service and education formula
	✓ Experienced directors are required to take advanced or refresher courses
Population Over 15,000	MLS degree
	First time directors are required to complete training in certain topics
	Experienced directors are required to take advanced or refresher courses

### School libraries

1. Valid Illinois teaching certificate.
2. Meets current library information specialist certification standards of the Illinois State Board of Education (one library information specialist per district.)

### Academic libraries

1. MLS degree or meets the requirements of the accrediting body or professional association standards, where applicable.

### Special libraries

1. Meets the requirements of an accrediting body or professional association standards, where applicable.

### Training Topics

- resource sharing
- history of Illinois library systems
- Illinois library laws
- cataloging
- collection development
- management
- fundamentals of library science
- training or teaching skills
- reference and information services
- technology
- communications
- teamwork
- budgeting & finance
- human resources training or access to human resource department or expertise

## Professional Leadership & Training

To qualify for system membership, libraries must meet the membership standards established by the system board.

### Accomplished

- ✓ 1. The library administrator's performance is evaluated at least annually by the appropriate body or individual.
2. Each management staff member (as defined by the library's organizational chart) attends six continuing education hours annually. Each member of the board of trustees attends two continuing education hours annually, virtually or in person. *need to update policy*
- ✓ 3. The library has a continuing education budget for staff and trustees.
- ✓ 4. The library has a strategic plan and implements it.

#### PUBLICS ONLY:

- ✓ 1. The public library meets the "established" staffing level in *Serving Our Public*.
- ✓ 2. The public library has staff trained in adult, ✓ children's, ✓ teen, and ✓ senior services.
3. The public library board of trustees follows written bylaws and evaluates their performance as a board annually.

#### SCHOOLS ONLY:

1. At least one school librarian employed by a district meets the "accomplished" criteria in the current version of *Linking for Learning: The Illinois School Library Media Program Guidelines*.
2. The school library provides training opportunities to library staff.
3. The school librarian meets the performance requirements of their district or institution.
4. The school librarian's performance is evaluated per the district schedule

## Professional Leadership & Training

To qualify for system membership, libraries must meet the membership standards established by the system board.

### Exemplary

#### Librarians share knowledge and attend networking events

##### PUBLICS ONLY:

1. The public library meets the "advanced" staffing level in *Serving Our Public*.
2. Each management staff member (as defined by the library's organization chart) attends twelve hours of continuing education annually. Each trustee attends four hours of continuing education annually.

##### SCHOOLS ONLY:

1. At least one school librarian employed by the district meets the "exemplary" criteria in the current edition of *Linking for Learning: The Illinois School Library Media Program Guidelines*.
2. The school has an "effective school library program" as defined by the American Association of School Librarians (AASL).
3. Management staff members attend training such as networking meetings, workshops, etc.
4. The school librarian's performance is evaluated per the district schedule.