

**North Riverside Public Library District  
Decennial Committee  
Meeting, October 16<sup>th</sup>, 2023**

**Following the 6pm Library Board meeting**

**1. Open of Meeting**

- A. Call to order
- B. Determination of quorum
- C. Recognition of visitors to the meeting
- D. Approval of agenda  
I, \_\_\_\_\_, make a motion to approve the agenda as  
written/amended. I, \_\_\_\_\_, second. \_\_\_\_ aye \_\_\_\_ nay

**2. Open Forum**

**3. Decennial Committee Business**

- A. Future Meeting Schedule (review)
  - 1. Date: **Time To Be Determined**, January 22<sup>nd</sup>, 2024; Reviewing complete section VIII, IX – XIII
  - 2. Date: March 25<sup>th</sup>, 2024; Reviewing and approving completed report
- B. Sample Report (review)
- C. Reviewing V-VII and beginning VIII (informational/discussion)

**4. Adjournment**

I, \_\_\_\_\_, make a motion to adjourn the meeting at \_\_\_\_\_p.m.  
I, \_\_\_\_\_, second. \_\_\_\_ aye \_\_\_\_ nay

# **SAMPLE LIBRARY REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT**

## **I. Unit of government submitting this report:**

Name of Library: North Riverside Public Library District

Address of Main Library Office: 2400 S. Des Plaines Ave. North Riverside, IL 60546

## **II. Information about our Library**

A. We are located in Cook County. There are 99 libraries in our County.

B. The population of the territory in which our Library is located is 7,426 (as of 2020 census).

C. We have 25 employees of the North Riverside Public Library (not including board members).

D. Our annual budget for FY23 is: \$1,331,950.

E. Our Library's equalized assessed valuation (EAV) for 2023 is \$257,600,963 (issued Aug 2022 for 2021 tax rate).

## **III. Information about Our Committee**

### **A. Committee Members:**

Board President: Annette Corgiat

Board Vice President: Greg Gordon

Board Treasurer: Kathy Bonnar

Board Secretary: John Mathias

Trustee: Ken Rouleau

Trustee: Jeanne Ottenweller

Trustee: Kyle Johnson

Library Director: Natalie Starosta

Library Resident: Lenora Giurini

Library Resident: Gina Sierra

Note: Per 50 ILCS 70/10(b), the committee membership must include all the elected or appointed members of the library board of trustees (President and Trustees), the Executive Director or other official of the Library, and two residents appointed by the Board President. The President may appoint more than two residents if deemed appropriate.

B. Dates that our Committee Met (50 ILCS 70/20)

First Meeting (must occur prior to June 10, 2023): May 1<sup>st</sup>, 2023

Second Meeting: October 16<sup>th</sup>, 2023

Third Meeting: \_\_\_\_\_

Additional Meetings (List All, if any): \_\_\_\_\_

**IV. Core Programs or Services Offered by our Library**

A. Our Library offers the following core services and programs:

- Access to a variety of printed, audio/visual and digital/virtual materials (45,000+),
- Access to streaming services,
- Access to a variety of in person and virtual programming,
- Access to a variety of databases from home and for in library use (including: ,
- English language learning programs and materials,
- Spanish language materials and programs,
- Test taking services,
- Meeting rooms and study rooms,
- 24/7 materials pick up with our locker system,
- Bike rack, repair stand and pump,
- License plate sticker renewal,
- Notary services,
- Access to various items in Studio 2400, including: VHS to DVD or digital transfer equipment, Cassette to CD or digital transfer equipment, green screen equipment, photos and negative scanning equipment, digital music equipment, musical instruments,
- Access to items in the Build Guild with staff oversight, including: 3d printers, laser engraver/cutters equipment, sewing machines and embroidery machine, sublimation printers, mug and clothing presses, Accuquilt and dies, Circuit and Silhouette machines,
- Use of the NRPLD Ellison die cut machine and dies,
- Lending a variety of items (350+) in our toy lending library, including: Coco melon doll, puppets, robots, manipulatives for dexterity, AWE tablets, games, puzzles, sensory items,
- Lending a variety of items (300+) in our Library of Things, including: workout equipment, cooking equipment, karaoke equipment, speakers, microphones, Xbox, PS2, PS4, Oculus, digital camera, microphone and light, Computers, tablets, and hotspot lending, board games, stamp sets, knitting and crochet tools, tag cutter and grommet sets, puzzles, furniture dolly, moving blankets, tools, cake pans, cookie cutters,
- Scanning, Faxing and printing services

B. Other core services/programs we could possibly provide:

- Passport services,
- Sustainable programming,
- Programs focused on financial literacy, health literacy, culinary literacy, cultural literacy and social connections

## V. Awards and Recognitions

Our Library has received the following awards, distinctions and recognitions:

- 2 staff members awarded the ALA Emerging Leaders program
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## VI. Intergovernmental Agreements

A. We partner with or have Intergovernmental Agreements with the following other governments (*list as many as you have*):

Entity: Services Offered:

RAILS – continuing education resources, delivery services, advocacy,

SWAN – cataloging, databases, shared training resources,

IL State Library – OCLC cataloging services, 501(c)3 pass through

IL Libraries Presents – cost sharing for large literary programs (virtual)

Cook County – grant funding for Corona Virus Relief Funds

Illinois Funds – secure investments

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B. Our Library's efficiency has increased through intergovernmental cooperation in the following ways (*list cost savings, avoiding duplicated services, etc.*):

Shared catalog system, delivery of library materials between libraries, shared database subscription services, discounts on various library services and material purchases through negotiated discounts, continuing education resources for staff, board and foundation and friends groups, collaborative advocacy resources, cost sharing for large literary programming, pass through grant funding

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C. Other intergovernmental institutions that we **could** work with and for what services:

- Village of North Riverside -
- Riverside and Proviso Townships -

- Cook County Forest Preserves – Program locations
  - School Districts – Cards for school employees
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## **VII. Community Partnerships**

A. We partner with the following organizations (*list as many as you have*):

Organization: Services Offered:

School District 94 and 96 – Cards for kids at school open houses,

Village of North Riverside Recreation – Cooperative advertising, co-sponsored events,

Girl and Boy Scouts – provide meeting space, groups complete projects for the library (i.e.: table building, little free libraries, etc.)

Age Options – advocacy for senior issues, advertising services, free programs, grant funds

Aging Care Connections – advocacy for senior issues

Interfaith Community Partners – materials delivery and pick up from home bound seniors, rides for seniors to the library

Caledonia – Technology programming

Cantata - Technology programming

NR Homeschool Group – teaching about library resources, providing programs

NR Historical Society – providing display spaces, providing storage space, providing meeting space

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B. Other organizations we **could** possibly partner with and for what services:

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## **VIII. Review of Laws, Policies, Rules and Procedures, Training Materials, and other Documents**

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the Library in order to evaluate our compliance and to determine if any of the foregoing should be amended.

State laws applicable to Libraries

- (75 ILCS 16/) Public Library District Act of 1991.
- (5 ILCS 140/1 *et seq.*) Freedom of Information Act.
- (5 ILCS 120/1 *et seq.*) Open Meetings Act.
- 740 ILCS 174/ (Whistleblower Act)
- (820 ILCS 192/) Paid Leave for All Workers Act.
- (75 ILCS 70/) Library Records Confidentiality Act.
- (75 ILCS 55/) Library Property Sale Act.
- (75 ILCS 60/) Library Incorporation Act.
- (5 ILCS 165/) Filing of Copies Act.
- (5 ILCS 170/) Filmed Records Reproduction Act.
- (5 ILCS 420/) Illinois Governmental Ethics Act
- (15 ILCS 322/) Illinois Literacy Act
- (15 ILCS 323/) Accessible Electronic Information Act.
- (30 ILCS 15/) Public Funds Statement Publication Act.
- (30 ILCS 767/) Public Library Construction Act.
- (40 ILCS 5/) Illinois Pension Code.
- (820 ILCS 80/) Illinois Secure Choice Savings Program Act.
- (50 ILCS 105/) Public Officer Prohibited Activities Act.
- (50 ILCS 205/) Local Records Act.
- (50 ILCS 305/) Local Government Financial Statement Act.
- (50 ILCS 45/) Local Government Taxpayers' Bill of Rights Act.
- (820 ILCS 105/) Minimum Wage Law.
- (775 ILCS 5/) Illinois Human Rights Act.
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#### Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*)

- Training required for all trustees and members of committees within the first 90 days of the beginning of their term/appointment (including reelection terms)
- Required yearly for OMA officers (Library Director is appointed OMA officer in January every year)
- Certificates on file in Board files in Library Director's office
- 1.4 OMA Policy below:
- **Open Meetings Act**

#### Meetings covered under the Open Meetings Act

"Meeting" is defined as any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business. Advisory committees and/or subcommittees are also included. This includes in-person, telephonic and electronic assemblages.

### Exceptions for Closed Meetings

Employment/Appointment Matters

Legal Matters

Business Matters [primarily concerned with purchase or lease of real property, or investments]

Security/Criminal Matters

Miscellaneous specific exception

The exceptions to the Open Meetings Act are limited in number and very specific.

Because they are contrary to the general requirement that meetings

be open, the exceptions are to be strictly construed, extending only to subjects clearly within their scope.

### Taping and Filming

The Library Board will permit the recording of the proceedings of a public meeting of the Board or Committee of the Board in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting. Meetings or portions of meetings which are permitted by the Act to be closed to the public may not be recorded by the public. The Chairperson of the Board or Committee may designate a location for recording equipment or camera, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting. The Chairperson of the Board or Committee shall be the Board member with authority to determine when any recording device or camera interferes with the conduct of a Board or committee meeting and may order that an interfering device be removed.

No recordings shall be allowed unless the person seeking to record a public meeting notifies the Library Director of his or her intent to record said meeting prior to the meeting. Further any requests for special accommodations must be made at least two (2) business days before the meeting. The chairperson may in his or her sole discretion grant any special accommodation requests.

At the start of any meeting which is to be recorded, the chairperson shall notify the audience of the recording and advise all of their right to refuse to be filmed. The chairperson may prohibit the recording of any audience member who objects to the recording. The chairperson may impose additional rules or limitations on any recording, as he or she deem necessary or appropriate to preserve the orderly operation and decorum of the meeting. The chairperson shall order the immediate termination of any recording which is disruptive to the meeting, or which distracts, disturbs or is offensive to members of the public body, witnesses, or the audience.

No recording shall be used for a commercial for-profit enterprise, without the written approval of the chairperson and the village administrator.

Nothing in these rules shall be deemed to grant permission to publish or broadcast the recording of any individual. These rules may be modified on a temporary basis for good cause shown by a majority vote of the Library Board or Committee of the Board.

### Minutes of Open Meetings

All public bodies shall keep written minutes of all their open meetings. Minutes shall include a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken. That means that any discussion must be summarized, rather than just a simple note that a discussion took place.

The minutes of meetings open to the public shall be available for public inspection within 7 days of the approval of such minutes by the public body.

### Minutes of Closed Meetings

Minutes of closed meetings are available only after a determination by the public body that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential after 18 months.

Public bodies are required to review closed meeting minutes at least twice a year to determine whether a need for confidentiality exists with respect to all or part of the minutes. A closed meeting may be held to conduct the mandated review, but determinations on such minutes are to be reported in open session. Minutes of closed meetings are exempt from inspection under the Freedom of Information Act until the public body makes the minutes available to the public. A closed meeting may be held to approve the minutes of a prior closed meeting.

### Public Notice

Public notice must be given for all meetings by posting a copy of the notice at the principal office or at the building in which the meeting is to be held.

A schedule of regular meetings must be posted at the beginning of each calendar or fiscal year and shall state the regular dates, times, and places of such meetings. An agenda for each regular meeting is required to be posted 48 hours in advance of such meeting.

Public notice of any special meeting except a meeting held in the event of a bona fide emergency, or of any rescheduled regular meeting, or of any reconvened meeting, shall be given at least 48 hours before such meeting, which notice shall also include the agenda. Public notice is not necessary for a meeting to be reconvened within 24 hours or if the time and place of the reconvened meeting was announced at the original meeting and there is no change in the agenda.



The Act requires that notification be given to each news medium that has filed an annual request for notice. Such news media providing a local address or telephone number for notice are entitled to notice of special, emergency, rescheduled or reconvened meetings.

### Public Meetings

Public meetings must be held at times and places convenient and open to the public.

If a public body holds a meeting without fulfilling the public notice and public convenience requirements, it has violated the Act.

Courts have ruled that a meeting is not held in a place "convenient" to the public if held in a room too small for the numbers of citizens who wished to attend.

### New Open Meetings Act Training Requirement for 2012

Each elected and appointed member of a public body subject to OMA must successfully complete the electronic training between January 1, 2012, and January 1, 2013. Those persons who become members of a public body after January 1, 2012, must complete the electronic training not later than 90 days after the member takes the oath of office or otherwise assume responsibilities as a member of a public body. A member of the public body who completes the OMA training then files a copy of the certificate of completion with the public body.

### Enforcement

Any person, including the State's Attorney of the county in which such noncompliance may occur, may bring a civil action in the circuit court for the judicial circuit in which the alleged noncompliance has occurred or is about to occur, prior to or within 60 days of the meeting.

Violation of the Act is a criminal offense, a Class C misdemeanor, punishable by a fine of up to \$1500 and imprisonment for up to 30 days.

### Remote Board Meeting Participation

Under limited circumstances, Trustees unable to be physically present at a public meeting may participate in the meeting via communication devices. Communication devices include, without limitation, audio and/or video equipment which allows all Trustees and other meeting participants to interact on all motions, discussions and votes. The limited circumstances which allow a Trustee to participate via communication devices are personal illness or disability, employment purposes, family emergency or other emergency. A Trustee wishing to attend via communication devices must give advance notice to the Board Secretary of the desire to attend via communication devices (unless notice is impractical). The circumstances supporting use of communication devices shall be announced at the start of a meeting and such circumstances shall be noted in the minutes of the meeting.

Only Trustees attending in person shall be counted toward establishing a quorum. A majority of the quorum must vote in favor of a Trustee attending via communication devices. Trustees attending remotely will be so noted in the minutes

#### Policy on public comment

- Included in the 1.3 Board Meetings Policy (below) up for review in January 2024 with recommendations to remove the request form section and add a limit on the total amount of time for public comment.
- **Board Meetings**

The Board of Trustees will be scheduled to meet according to a schedule set each year by the Library Board of Trustees and approved at the December meeting. Other changes in time and /or place of meeting are to be decided by the Library District Board far enough in advance for the public to be notified as specified on the Open Meetings Act.

Visitors who wish to make a public comment at the meeting are asked to complete the request form and present it to the Board Secretary or other Library Trustee.

Public comments are permitted during the “Open Forum” portion of the Agenda. The Board President will invite visitors to address the Board and will determine the order in which speakers will be recognized. Prior to making any comments, each speaker will be asked to provide his or her name and address and his or her group affiliation (if any).

The President may also grant a request to address the Board during other portions of the meeting. The President has the discretion to determine the length of time and the number of times a speaker may speak. Each person is allowed a maximum of three (3) minutes to speak. Comments should be brief and to the point. An immediate response from the Board is not required.

Minutes are a summary of the Board’s discussions and actions. Speakers’ requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the Board will be included in the Library’s file rather than in the minutes.

#### Designation of OMA officer (5 ILCS 120/1.05(a))

- Board designates that Library Director as OMA officer each January

#### All Board Members have completed OMA Training (5 ILCS 120/1.05(b))

- Training required for all trustees and members of committees within the first 90 days of the beginning of their term./appointment (including reelection terms)

## Schedule of Regular Meetings of the Library Board (5 ILCS 120/2.03)

- Regular meeting and Committee of the Whole meeting schedule is approved by the Board at the June or July Board meeting
- Latest resolution pasted below:

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### NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

#### ORDINANCE 2023-06-01

#### ORDINANCE SETTING FORTH THE DATES OF REGULAR MEETINGS OF THE NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

Meetings are held in the Meeting Room of the North Riverside Library, 2400 S. Des Plaines Ave, North Riverside, Illinois 60546, generally on the third Monday of the month, starting at 6:00 p.m.

The dates for the fiscal year 2023 – 2024 are:

	January 15 <sup>th</sup> , 2024
July 17 <sup>th</sup> , 2023	February 19 <sup>th</sup> , 2024
August 21 <sup>st</sup> , 2023	March 18 <sup>th</sup> , 2024
September 18 <sup>th</sup> , 2023	April 15 <sup>th</sup> , 2024
October 16 <sup>th</sup> , 2023	May 20 <sup>th</sup> , 2024
November 20 <sup>th</sup> , 2023	June 17 <sup>th</sup> , 2024
December 18 <sup>th</sup> , 2023	

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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.

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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 first Monday of each month as needed beginning at 6:00pm 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 3<sup>rd</sup>, 2023

~~January 1<sup>st</sup>, 2024~~

August 7<sup>th</sup>, 2023

February 5<sup>th</sup>, 2024

~~September 4<sup>th</sup>, 2023~~

March 4<sup>th</sup>, 2024

October 2<sup>nd</sup>, 2023

April 1<sup>th</sup>, 2024

November 6<sup>th</sup>, 2023

May 6<sup>st</sup>, 2024

December 4<sup>th</sup>, 2023

June 3<sup>th</sup>, 2024

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The North Riverside Public Library will be closed on the following holidays:

July 4<sup>th</sup>, 2023 – Independence Day

September 4<sup>th</sup>, 2023 – Labor Day

November 23<sup>rd</sup>, 2023 – Thanksgiving

December 23<sup>rd</sup>-25<sup>th</sup>, 2023 – Christmas

December 30<sup>th</sup> 2023 – January 1<sup>st</sup>, 2024 – New Year's

May 29<sup>th</sup>, 2024 – Memorial Day

Passed by the Board of Trustees of the North Riverside Public Library District this 19th day of June, 2023.

Approved: \_\_\_\_\_

Annette Corgiat, President

North Riverside Public Library District

Attest: \_\_\_\_\_

John Mathias, Secretary

North Riverside Public Library District

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#### Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*)

- NRPLD follows all Freedom of Information Act laws. All Trustees and management staff are encouraged to take FOIA training.

#### Designation of FOIA Officer (5 ILCS 140/3.5(a))

- Board designates the Library Director as FOIA Officer at the January meeting

#### FOIA Officer Training (5 ILCS 140/3.5(b))

- FOIA Officer training is required yearly

#### Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))

- Per NRPLD's record retention schedule #39 "Freedom of Information Act" requests and denials are required to be retained for two years from the date of filing, then disposed of.

#### Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))

- All of this information is included on our new website under the transparency tab
- Law:

(5 ILCS 140/4) (from Ch. 116, par. 204)

Sec. 4. Each public body shall prominently display at each of its administrative or regional offices, make available for inspection and copying, and send through the mail if requested, each of the following:

(a) A brief description of itself, which will

include, but not be limited to, a short summary of its purpose, a block diagram giving its functional subdivisions, the total amount of its operating budget, the number and location of all of its separate offices, the approximate number of full and part-time employees, and the identification and membership of any board, commission, committee, or council which operates in an advisory capacity relative to the operation of the public body, or which exercises control over its policies or procedures, or to which the public body is required to report and be answerable for its operations; and

(b) A brief description of the methods whereby the public may request information and public records, a directory designating the Freedom of Information officer or officers, the address where requests for public records should be directed, and any fees allowable under Section 6 of this Act.

A public body that maintains a website shall also post this information on its website.

(Source: P.A. 96-542, eff. 1-1-10; 96-1000, eff. 7-2-10.)

#### List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)

- Meeting agendas, meeting minutes, monthly and yearly financial reports, audit reports, monthly and yearly statistical reports, ordinances, resolutions, budgets, invoices, check details, etc.

#### Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))

- Closed session minutes must be reviewed to determine if they remain closed at least every 6 months. NRPLD reviews closed session minutes at its January and July regular meetings. We currently have one closed session minute which has not been released.

#### IMRF Total Compensation Postings (5 ILCS 120/7.3)

- Total compensation and benefits postings are required for all staff whose total package will be over \$75,000. Currently this only includes the director but in FY24 will add the patron services manager. These will be posted on our new website in the transparency section.
- Below is the FY23 report:

#### Total Compensation and Benefits Package for North Riverside Public Library District FY22-23

- The total compensation and benefits package for employees of the North Riverside Public Library District making over \$75,000 is provided pursuant to 5 ILCS 120/7.3. A copy of the North Riverside Public Library District's total compensation package for

qualifying employees is available on the North Riverside Public Library District's website at [www.nrpl.info](http://www.nrpl.info)

Position	Name	Annual Salary	Vacation Days Earned per year	Sick Days earned per year	Health Insurance	IMRF
Library Director	Natalie Starosta	79848	20	10	0	8144.49

#### Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 et seq.)

- The Library Director is the whistleblower auditing official.

#### All applicable officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 et seq.)

- All Board members as well as management staff who have spending authority are required to file a statement of economic interest each year prior to May 1<sup>st</sup>.

#### Sexual harassment prevention training (775 ILCS 5/2-109(C))

- Training is completed by Trustees and staff yearly.

#### Our Intergovernmental Agreements (IGA)

- Each intergovernmental agreement is approved by the Board of Trustees. Please see list of current IGA's in section IV.

#### Our budget and financial documents

- Monthly financial statements are included in the Board packet and posted on the new website as such. Annual financial documents such as our working budget, building and maintenance levy, budget and appropriation levy, levy, and annual audit report and listed on our website and available at the library. Notices for these documents' availability are published in the local newspaper as required.

#### State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.)

- All Trustees are required to file the Statement of Economic Interest form yearly with Cook County.

#### Reports on government efficiency, including "Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments" by Wendell Cox (2016);

**IX. What Have We Done Well?** (List any budget/levy freezes or reductions in the past decade; list new programs or services offered to residents over the past decade; list any ethics ordinances adopted; timely FOIA compliance; responsiveness to public; list any new intergovernmental agreements; list any increase in number of library patrons served, etc.)

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**X. What Inefficiencies Did We Identify/What Are our Next Steps?**

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**XI. What Can We Do Better or More Efficiently?**

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## **XII. Studies on Governmental Efficiencies**

*Example: In preparing this report, we reviewed several studies on local government efficiency. These studies show that the average local government in Illinois serves 1800 residents compare to the national median of 2850 individuals.*

## **XIII. Our Committee's Recommendations Regarding Increased Accountability and Efficiency:**

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Note: This Report must be filed with the county (or counties) no later than 18 months after the first committee meeting.

Submitted by: Greg Gordon

Chairman, Decennial Efficiency Committee

Date of Committee Approval of Report: \_\_\_\_\_