



**NORTH RIVERSIDE  
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

**North Riverside Public Library District  
Board of Trustees  
Regular Meeting, February 19<sup>th</sup>, 2024  
6:00pm**

**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**

**3. Consent Agenda**

Secretary:

- a. Minutes of the January 15<sup>th</sup>, 2024 Regular Board Meeting
- b. Minutes of the February 5<sup>th</sup>, 2024 Committee of the Whole Meeting
- c. Minutes of the February 5<sup>th</sup>, 2024 Decennial Meeting
- d. Correspondence

Treasurer:

- a. January 2024 Financial Statements
- b. Authorization to transfer \$90,000 from the money market account which currently has a balance of \$159,091.00 as of 02/12/24 to checking.

**4. President's Report**

- A. Board action log (informational)

**5. Director's Report**

- A. See attached Director and Department Head Reports

**6. Committee Reports**

- A. Advocacy (Otteweller) (informational)
- B. Building & Grounds (Rouleau) (informational)
- C. Finance (Mathias) (informational)
- D. Personnel (Gordon) (informational)
- E. Policy (Bonnar) (informational)
- F. Strategic Planning (Johnson/Corgiat) (informational)
- G. Grants (Starosta) (informational)

**7. New Business**

- A. Review Closed Session Minutes (informational)
- B. Salary Survey Quote from HR Source(action)
- C. Updated Director's Succession Plan (discussion/action)



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- D. Change meeting time for the March 18<sup>th</sup> Regular Meeting to begin at 6:30pm to accommodate Decennial meeting at 6pm (action)
- 8. Closed session**
- 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 March 18<sup>th</sup>, 2024 at 6:30 p.m.



# **NORTH RIVERSIDE PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

## **North Riverside Public Library District Board of Trustees Special Meeting Minutes, January 29, 2024 6:00pm**

### **1. Open of Meeting**

- A. Call to order at 6:08pm by Annette Corgiat.
- B. Determination of quorum – In attendance: Annette Corgiat, Greg Gordon, Ken Rouleau, John Mathias, Kyle Johnson, Jeanne Ottenweller. Absent: Kathy Bonnar. Also in attendance: Natalie Starosta.
- C. Recognition of visitors to the meeting – No visitors.
- D. Approval of agenda – Motion made by Treasurer Mathias and seconded by Trustee Rouleau to approve the agenda as presented. All aye. Motion passed.

### **2. Open Forum**

### **3. Treasurer's Report**

- a. November 2023 and December 2023 Financial Statements (action) – Treasurer Mathias briefly talked about of the library funding stands. Motion made by Treasurer Mathias and seconded by Vice President Gordon to approve the 2 financial statements as presented. All aye. Motion passed.
- b. Authorization to transfer \$80,000 from the money market account which currently has a balance of \$283,175.81 as of 01/11/24 to checking. (action) – Motion made by Treasurer Mathias and seconded by Trustee Rouleau to approve the transfer. Roll call vote – Aye: Corgiat, Gordon, Rouleau, Mathias, Johnson, Ottenweller. Absent: Bonnar. Motion passed.

### **4. New Business**

- A. Appoint Library Director as FOIA and OMA officer for 2024 (action) – Motion made by Trustee Rouleau to approve the appointment of the director as FOIA and OMA officer for 2024. Seconded by Secretary Johnson. All aye. Motion passed.

### **5. Adjournment**

Motion made by Trustee Rouleau to adjourn the meeting at 6:14pm. Seconded by Treasurer Mathias. All aye. Motion passed.

***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 February 19<sup>th</sup>, 2024 at 6:00 p.m.

# **North Riverside Public Library**

2400 S. Des Plaines Avenue  
North Riverside, Illinois 60546

Minutes  
Committee of the Whole  
Board of Trustees  
February 5<sup>th</sup>, 2024  
6:00 PM

## **1. Open of Meeting**

- A. Call to order - Meeting was called to order by Vice President Greg Gordon at 6:03pm.
- B. Determination of quorum - In attendance: Greg Gordon, Ken Rouleau, Kathy Bonnar, Jeanne Ottenweller; virtually attending John Mathias. Absent: Annette Corgiat, Kyle Johnson. Also attending - Natalie Starosta.
- C. Recognition of visitors to the meeting - No visitors.
- D. Approval of agenda and requested changes to agenda - Motion made by Trustee Rouleau to approve the agenda as presented. Seconded by Trustee Ottenweller. Vote: All aye. Motion carried.

## **2. Open Forum**

No audience members were present.

## **3. Advocacy**

- A. Director Starosta gave an update on SB2787, the proposed bill to increase the threshold for the formal bid process.

## **4. Building & Grounds**

- A. Capital Improvement Plan (contingent on availability) - Tabled until March Committee of the Whole.
- B. Lower Level update discussion - There was a discussion about if this has been voted on yet.
- C. Painting/wall repair quote - Director Starosta will request an updated quote and this will be put on the February Board agenda as an action item.

## **5. Finance**

- A. Treasurer Mathias is waiting to see funding be deposited from the beginning of the year taxes which are due on March 1<sup>st</sup>.

## **6. Personnel**

- A. Review quote for benchmarking salary - Vice President Gordon discussed the quote for 14 job positions. This will be added as an action item to the February Board meeting agenda.

## **7. Policy**

- A. Review section 1 / 2 of the NRPLD Policy Manual - Section 2 (Finance) is delayed while Director Starosta works with our accounting and audit firm for policy recommendations. The Board discussed Section 1 (Board Bylaws). Section 3.5, 4.2 and 5.7 were found to have items that need to be updated.

Updates will be made and brought to the March Committee of the Whole meeting.

**8. Strategic Planning**

- A. Trustee Manual - Tabled until March Committee of the Whole.
- B. Discussion of Committee Responsibilities and Expectations - Tabled until March Committee of the Whole.

**9. Other Business**

- A. Annexation discussion - Hines - Hospital area - Tabled until March Committee of the Whole.

**10. Adjournment**

Trustee Rouleau made a motion to adjourn the meeting at 7:03pm. Motion seconded by Trustee Ottenweller. Vote: all aye. Motion carried.

The Library Board meeting is scheduled for Monday, November 20<sup>th</sup>, 2023 at 6:00pm.

**North Riverside Public Library District  
Decennial Committee Meeting  
Minutes – Rescheduled February 5<sup>th</sup>, 2024 7pm Meeting**

**1. Open of Meeting**

- A. Call to order – The meeting was called to order by Trustee Gordon at 7:08pm.
- B. Determination of quorum – In attendance: Kathy Bonnar, Ken Rouleau, Greg Gordon, Natalie Starosta, Gina Sierra, and Lenora Giurini. Absent: Jeanne Ottenweller. Attending virtually: John Mathias. Absent: Kyle Johnson, Annette Corgiat.
- C. Recognition of visitors to the meeting – No visitors present.
- D. Approval of agenda – Jeanne Ottenweller made a motion to approve the agenda as presented. Lenora Giurini seconded the motion. Vote: all aye. Motion carried.

**2. Open Forum**

No visitors present.

**3. Decennial Committee Business**

- A. Future Meeting Schedule (review)
  - 1. Date: 6pm, March 18<sup>th</sup>, 2024 - Reviewing and approving completed report
- B. Current Report (review) – Current report was reviewed. No additions made.
- C. Reviewing IX-XIII (informational/discussion) – Sections IX-XIII were reviewed and finalized.

**4. Adjournment**

Ken Rouleau made a motion to adjourn the meeting at 8pm. Jeanne Ottenweller seconded the motion. Vote: all aye. Motion carried.

# **NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT 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: February 5<sup>th</sup>, 2024

Additional Meetings (List All, if any): March 18<sup>th</sup>, 2024

#### 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
- 1 staff member was awarded the Robert P. Doyle ILA Conference Grant

## 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 – hosting a story walk (rotating story walk), hosting a library provided little free library(ies)

- Riverside and Proviso Townships – Providing programming, providing spaces for outreach programming, coordinating on programs, hosting story walks
  - Cook County Forest Preserves – Program locations, coordinating on programming and grants
  - School Districts – Cards for school employees, books for classroom libraries
  - State of Illinois – Speakers and programs
  - VA/Hospital – location for outreach programming, setting up a little free library
- 

## VII. Community Partnerships

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

Organization: Services Offered:

- School District 208, 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
  - North Riverside Mall – creation and maintenance of a book nook
  - Local daycares and Montessori schools – provide books for in classroom libraries
  - Community Collaboration Committee – share resources, assist each other with promotion and outreach
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B. Other organizations we **could** possibly partner with and for what services:

- Athletic groups (Cubs, Bulls, Sox, Hawks, school mascots) – to put their logos on library cards, cross promote, etc.
- Non-profits in the area
- Small Businesses

- Lyola School Center or Ronald McDonald House – to provide in hospital library
- Clinics/Hospital – provide reading materials for residents/on-line access to digital materials
- Book Stores
- Fitness Centers – possible fitness classes at the library
  - Meals on wheels – recipients can opt in to receive a book with their meals

## **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**

- (103-0100) Book Banning Law.
- (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 propose, 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: (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency (4) unexpected childcare obligation. 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. Trustees attending remotely will be so noted in the minute

### 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	<del>January 1<sup>st</sup>, 2024</del>
August 7 <sup>th</sup> , 2023	February 5 <sup>th</sup> , 2024
<del>September 4<sup>th</sup>, 2023</del>	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.)

Budgeting – In 2015 a bond to pay for the lower level expired. There was a referendum in 2017 to continue that bond amount as an increase to the general fund, this was not passed.

#### **Programs –**

2023: DIY Wood Pumpkins, Tassel Garlands, Sleeping Bask, Pocket Tissue Cozy, Fabric Gift Bags, Pumpkin Spice, Dry Turkey Brine, Gingerbread Spice, Sock Pumpkins, Spooky Mobile, Seasonal Candles, Scary Billow, Fall Wreath, Community Cookbook, Retro Game Night, Self Defense, Vampires: The Creatures of the Night, Tarot How-to, Haunted Hallways, Day of the Dead Nesting Dolls, Trick-or-Treat @ the Library, What will you Create Today? Art with Families, Healing the Spirit Within: One Note at a Time, Pumpkin Spice Muffin, Felt Succulents, Let's Play DnD, DIY Ferris Wheel, Pokemon Terrariums, DIY Chain Mail, Frankenstein Stuffed Animal Creations, Baby & Me, Reptile Roadshow, Graphic Novel Book Club, PokeClub, PokeClub Jr. StickerPaloosa, Kids Kitchen: Spooky Edition, Horror & Spooky Geek Week, History & Mystery, Comic & Graphic Novels, Science Fiction & Fantasy, Romance & Friendship, Pop Culture Mixed Media Drop-in, Make Your Own Soap, Finding Your Comic Voice, Crocheting and Knitting 101, Windy City on the Air: Chicago and the Golden Age of Radio, Silent Book Club, Chicago's Sweet Bakeries Remembered, Macrame Rainbows, Fruit Banner Garland, Embroidery Hoop Wall Organizer, Coin Purse, Mini Pin Cushion, DIY Sunglasses Case, BBQ Seasoning, Herbs de Provence, Fajita Seasoning, Beaded Wind Chimes, Citrus Slice Wristlets, Chalkboard Accessories, Scrap Fabric American Flag, Upcycled Book Jewelry, Pressed Flower Lanterns, It's Sew Easy: DIY Lunch Bag, Crocheting Kit, Sewing Kit, DIY Fidget Spinner, Locker Stuff, DIY Candy House, Perler Beads, Donut Pillows, Light-up Canvas Painting, DIY Zines, Sewing 101, DIY Pop Sockets, Stop Motion Animation, Resin, DIY Shiny Cards or Bookmarks, Bit & Little Storytime, My First Storytime, Preschool Yoga & Story Time, Bento Boxes, Cake Pops, Art Adventures, ZAP Storytime, Mother's Day Gift, Intro to Gmail, Carrot Candy Bags, Macrame Plant Holders, Mini Zen Gardens, Bunny Pant Treat Bag, Coffee Cub Cozy, DIY Sunglasses Case, Breakfast Sausage Seasoning, Creole Seasoning, Poultry Seasoning, Clothing Swap, Veteran's Healthcare Program, Awesome Australia, Hell Hath No Fury: The Wicked, Wild and Wonderful Women of the Windy City, 1980's Prom Murder Mystery, Using the Internet Archive for Genealogy, The History of Fleetwood Mac, Bunny Gumball Machine, DIY Hanging Notepads, Tissue Paper Flowers, Landscape Painting, Duct Tape Flower Pens, Apron Painting, It's Sew Easy: Drawstring Bag, Family Game Night, Cinco De Mayo Snack Hat Craft, Diamond Painting, Nixed Media Card drop In, Flip Book Fun with Digital Animations, DIY Paper and Upcycled Bookmarks, Makerspace Fun, Yarn Orbs, Fun with LED Lights, Springtime Books & Bingo,

2022: Nerd Week Witches & Wizards, Space, Royalty, Comics, Paranormal, Trivia & Scavenger Hunts, Graphic Design Q&A, Camera Q&A, Digital Marketplace Q&A, Calaverita de

Filigrana, Cuentos de la Jungla, Homemade Potpourri, Macrame Ghosts, DIY Holiday Tags, What are you Reading?, Scrapbook Kit, Writer's Guild, Chicago Dog Spice Club, Greek Spice Club, Apple Spice Club, Glittery Book Page Hanging, Spooky Garland, Paper Lantern, Falling Leaves Mobile, Jack o-Lantern Boxes, Handwarmers, Cuisine Quest: South and Central America, How to use the NRPL Check-Out Telescope, Day of the Dead Quilling, How to Read Tarot Cards, Energy Efficiency with CUB, History of the American Slumber Party, Mtic the Gathering Tournament, Blackout Poetry Drop in, Banned Book Reader Line Up, Jackbox game: Role Models, Navigating College Admissions Successfully, Crystal Ball Candlesticks, Needle Felted Fun, Tiny Art Show, Singing Storytime, Patriotic Center Piece, Beach Terrarium, Family Tree, Wit Workout Bags, Cajun Seasonings, Curry Powder, Italian Seasoning, Rainbow Heart Pop-up card, Summer Pinwheel wreath, Hydro Dipping, Bucket List Jar, Strawberry Treat Cups, Barbara's Sewing Pillow, Lunar Housewife book discussion and author talk, 30 Things to Do in Chicago under \$30, The Beatles: Their History in One Hour, Greed in the Gilded Age: The Brilliant Con of Cassie Chadwick, Become a Dementia Friend, Taking Charge of Your Health, Parking Lot Bingo & Loteria, Waste Reduction and Recycling Right, Chalkboard Paint Sign, DIY Circuit Sewing and Cards, Paint a Bank, Randon Craft Night, Camping Crafts with Ms. Connie, Summer Art Escape, Craftapalooza, Cinco De Mayo Pinatas, "Library of Things" Open House, Birdseed Birdhouses Repurposed Poetry Magnets, Beautiful Button Art, Everything Bagel Seasoning, DIY Ranch Mix, Not Just Rib Rub, Rock Painting Garden Markers, Terra Cotta Fairy Houses, Decoupage Luminaries, Pastel Bunny Calk Jars, Flip Flop Welcome Sign, Senior Medicare Patrol: Basic Information Presentation, Applying for SNAP & Other Benefits, NRPL Telephone Book Club, One Hundred and Sixty Minutes: The Reace to Save the RMS Titanic, Discover NFTs, DIY Cocoa or Bath Bombs, Bullet Journals, De-Stress Time, Turn Your Handwriting into a Font, Survive the Internet, Leprechaun Gnome, Q-Tip Bunny, Sprint Pinwheel, ABCs & 123s, Lapsit Story Time, Travel with Lester the Llama, Dia de los Ninos, Spring Break Week Programming

2021: COVID-19 Vaccinations, Blood Drive, International Candy Tasking Contest, Painted Pinecones, Origami Magnets, Quilt Block of the Month Club, Bloody Mary Spice, Taco Seasoning, Chinese Five Spice, Gingerbread Terra Cotta, Geometric Canvas Art, Valentine Sock Gnomes, Valentine's Pillows, Embroidered shamrock Pin, Money Folding, Charcuterie Boards, Decorative Focaccia, Edible Bouquets, Pinterest Fails, As Seen on Tik Tok, Secret Trivia Chicago, Xochitl-Quetzal Aztec Dance, Classic Games Club, Sewing Help Desk, Scrap Booking Drop In, Ancestry Help Desk, DIY Dragon Egg, Origami Fun, Mini Terrariums, Split the Room, Fibbage 3, Silly Science, Crazy Construction & Stuff, After School Art Escape, Story Safari, Learn with Lester the Llama, Recycling, Jazz, Clothing, Ducks, Birthdays, Indoor Story Stroll, Pop-up Firework, Snow Globes, Colorful Icicles & Snowflakes, Trunk-or-Treat @ The Library, Holiday Photoshoot, DIY Mosaic Trays, Tie-Dye Totes & Tees, Traditional Florals on Canvas, Handmade Felt Sugar Skull Plushies, Spice Club, 9/11: The Day that Changed The World, Immigration 101, Navagating USCIS Online, Naturalization 101, Adjustment of Statues, Disclosure: Trans Lives on Screen, Phone Photography, Master Gardener Speaks Presents: Succulents, A Funny Program about Funny Programs, The Essential Great Chicago Fire Presentation Watch Party, Lizzie Borden: Did She Do

It?, Author Talk: Chris Bohjalian, Latin Dance Lessons, Authentic Cuisine, Traditional Painting, Pelicula Parties, TeenTober, Paper Animals, Dump Pour Vase & Canvas, DIY Home Sign Décor, MOBA 101 (Museum of Bad Art), Living in Tough Times, Dapplehangers, A visit to the MOBA Zoo, Grab & Go Bags! WITS Workout, The Long Shadow, Birdwatching Walking Tour, Practice Henna, Storm Chasing 101, The Space Race, Drive-Thru Pet Parade, Therapeutic Canine Massage, Gigantic Games, Eyes of the Wild – Mystery Mammals, Eyes of the Wild – Scales & Spikes, Fakin' it, Anillos Para Servilletas, Terracotta Pot Windchime, Paint like ... Kandinsky, Macrame Hanging Basket, Armchair Travel Tours, Becoming Queen Elizabeth II, The Science of Climate Change, Kiddieland Remembered 1929-2009, Smart homes for Seniors, Fireside Chat with John Sandford, Go Green Week, April if Poetry month, Razzle Dazzle Rain Stik, The Cat in the Hat's Glowing Hat, Mother's Day Keepsake Gem Dish, Beautiful Birdhouse, Pinecone Mobile, Perfect pot & Plant,

2020: Virtual 1-on-1 Tech Help, WITS Workout, Telephone Book Club, Holiday Donut Holes, Winter Canvas Painting, DIY Holiday Gift Tags, Candy Cane Wreath, Valentin's Tree Stamp Canvas, Let's Be Jolly Holiday Concert, Library Bingo, Family Cooking Class, Rethinking Fat Food: Quick Tips and Recipes for Healthy Meals and Snacks, Investment Fraud Prevention, Protection Against COVID-19 Investment Scams, In the Belly of the Beast: King in Chicago, Free Comic book Day, Origami, Funko Pop, Suncatchers, Friendship Bracelets, Rock Painting, CD Art, DIY Boba Tea Chalkboard Skulls, Shrinky Dinks, DIY Snow Globe, Santa's Surprise, Quest, Jackbox Game – Champ'd Up, The Devils and the Details, Quiplash 3, ABC's and 123s, Stories & Sharing, Glowing Jingle Bell Bracelet Craft, Glowing Gem Jar Craft, Glowing Lantern Craft, Valentine's Day Family Party, Dia De Los Muertos Flower Pots, Makerspace Mondays, Talented Tuesdays, Game Night Wednesdays, Seated Tai hi Moving Meditation, Afternoon Tea and Talk Jumbo Lawn Mushrooms, Fuzzy Monster Wreaths, Scrabble Tile Coasters, Antiques Appraisal with Rex Newell, Boost Your Budget Telephone Talk, Know your Rights Workshop, What Bigfoot Can Teach Us about Fake News, Resume Workshop, Using Real Crime & Forensics in Fiction, Cover Letters Made Simple, Drawful, Earwax, Survive the Internet, Bracketeering, Family Photo Walk Contest, Calk it up, Neighborhood Tree Walk Contest, Halloween Trick-or-Treat, Glow Stick Family Dance Night, Films by Phone, Stressbusting for Family Caregivers, Clothespin 4<sup>th</sup> of July Wreath, Melted Crayon Art on Canvas Tissue Paper Flowers, Rock & Pop Hits from the 1950's-1970's w/Liz Berg, Grandfamilies of North Riverside Support Group, The Classic Songs of Richard Rodgers and Cole, You Don't Know Jack, Lie Swatter, Drawing 101, DIY Notebook, Iris Folding, Zentangles, DIY Infinity Cube, Rolled Paper Pictures, Kawaii Sock Plushies, 3D Compression Origami, Painted Paper Pinwheels, Saturday Shenanigans, Its Sew Easy, Create with Cricut, Senior Fraud Alerts, Silhouette Stickers, Census Night at the Library, Hot Hot Heat Transfers, Optimize Your Setup, Glowforge 101, Easy Embroidery, LinkedIn Basics, Poster Printing, Senior Advisory Board, Story of Smoky The WWII Dog, Hangers on, Miniature Canvas Botanicals, Women in the Army in WWII, Senior Fraud Alerts & Scam Calls, Families Feuding, Zero Waste Mindset, Simplify Your Spending & Saving Strategies, Spring Cleaning for the Mind and Body, Build Your Author Platform, Plant Swap & Earth Day Crafts, Cooking Devices 101, Community Collections, Cookie



Cutter Bird Feeders, Arm Knitting, DIY Skincare: honey Cinnamon Mask, Alcohol Ink Dishes, Family Recipe Tea Towels, Handprint Stepping Stones, Mother's Day Cupcake Bouquet, Laser Tag, Earth Week Plant Swap & More, Edible crafts, Sensory Story Time

2019: Townhall Forum, Heat Transfers, Virtual Reality, Maker Some Music, Fun with Green Screens, DIY Stickers, Robots, Internet 101, iPhone Basics, Intro to Android, Resume Help, Safe Surfin': Internet Security, Stream Dreams: Library eMedia, Device Advice Q&A, Ask the Apple Expert Q&A, Social Media Basics: Pinterest, Social Media Basics: Instagram, Social Media Basics: Twitter, Holiday Tech Gift Guide, Internet 101 En Espanol Intro To Android, Cada Nino un Lector, Café y Conversacion, Club de la Lectura en Espanol, Move and Groove, How to Generate Energy Naturally, Artful Gift Tags, Jar Decorating with Treats, Wild Beach Acrylic, Chicago Concert Winds, Crazy Couponing, Humane Society Pet Vaccinations, Book Publishing 101, Cannabis Education, Hot Chocolates of the World Tasking, From Obscurity to Greatness: Illinois and Lincoln, 1830-1861, Chicago: The City, The Music, Keto Diet 101, Pinecone Elves & Snowmen, Wine Cork Trivets, Paint Your Own Starry Night, Pinecone Zinnias, Sharpie Silk Scarves, Sugar Cookie Decorations, Bottle Cap Art, Free Bild Fridays, Makers Make-Fest Saturdays, Books & Bingo, Family Math night, Tech Help @ Cantata, Make a Mini Movie, DiA De Los Muertos, Cuentos Bilingues, SNAP/Food Security, Painted Fall Tote Bags, Ghosts in a Jar, Scented Soap, Friend Speed Dating, Classic Recipes Cooking Demo, Genealogy 101, Climate Change: Community Actions North Riverside Can Take, Stock and Bond Investing, Chicagoland Cemetery Safari, Organized Crime in the Western Suburbs, Staying Relaxed this Holiday Season through Meditation, Fall sign making, Day of the Dead Crafts, Pinecone Elves and snowmen, DIY Decorated Wine Glasses, DIY Bracelets, Creepy Decorations, Craft-a-palooza, Letter wraps, Dave Herzog's Marionettes, Amazing Tim Adamz, Digital Minimalism, Digital Decluttering, Social Media Mindfulness, Code Mania, Write a Story, ATLAS Multi-Library Geocaching Event, Drug & Cancer Screening Info, Red, White & Blue Nibbles, Embellishing a Frame, Floral Field in Acrylic, How to use a Digital Camera, How do I know it's a Book?, Murder Mystery Party, Astrology 101: what Planet is to Blame?, Disney 101, Meditation, the Universe, and You, Astronomy Using your Eyes, SCORE Business Mentoring, Be Energy Efficient, Self Defense, Pruning Trees, Chocolate Milk: The Documentary Screening & Discussion, DIY Greeting Cards, Cement Stepping Stones, Constellation Cross-stitch, Make Button Jewelry, Nail Polish Flowerpots, Ask the Police About Their Job, Real-Life Angry Birds, Mosaic Picture Frames, Post-It Note Art, Painting, Trivia Afternoon, Converse in Different Languages, Stop Motion Animation, Back to School in Style, Alligators & Snakes & Turtles, Om My, Big Run Wolf Ranch, The Magic of Scott Piner, SuperSTAR Mondays, DIY Wrap Bracelet, Sight-Seeing in the Solar System, Construction Junction, Its Showtime at the Farm presented by Cook County Farm Bureau's Agriculture in the Classroom, VHS-to-DVD & Scanning Photos, Digital Collections @ the Library, Historias bilingues, The Golden Years, Hot to Tell Your Story, Medicare Fraud, Recording Your Story with Story Corps, Scrapbooking, Wooden Block Bunnies, Decorate a Birdhouse, Acrylic Birds on Canvas, The Art of Alfred Hitchcock, Garden Insects: The Good, The bad and Why They all Matter, Clear the Clutter, Cutting the Cable Cord, DIY Green Cleaning, Flower Arranging, Break into the Box, Teen Trouble,

No-sew T-shirt Tote Bags, Felted Easter Eggs, Fired Alcohol Art, Make Your Own Felted Baby Towel, Dye Crayon Candles, Let's Make it Surreal, DIY Moon Sand, Mini Canvas Art, Cat in the Hat Scavenger Hunt, Dr. Seuss Bingo, Spring Break Fund Days, Poetry... Puzzle

2018: Pajama Storytime, Bilingual Story Time, STEM-tastic Fun, Connect 4 mini-marathon, Do-it-Yourself Craft Hour, Holiday Balloon Spectacular, Stuffed Animal Clinic, Snowball Craft for Kids & Teens, Breakout Box/Escape Room, Giant Paper Snowflakes, DIY Marshmallow Catapults, Indoor Snowball Fight, Family Yoga with Marti, Townhall Forum, Kristin Velasco Medical Marijuana & CBD, Working Holiday Program, You Can Brew It, First Time Homebuyers, Family Yoga with Bee, Tai Chi With Gail Galivan, New Writer's Group, New Coloring Club, Holiday Button Art, Braid Your Own Rug, Make Delicious Butter Mints, Make Valentine's Chocolate Honey Lip Scrub, Make Lemon Vanilla Bath Bombs, Mixed Media Art, Holiday Hallmark Movie Marathon, Valentine's Hallmark Movie Marathon, Pub Trivia Night, Stretching and Meditation Class, Meditation: An Antidote to Stress, Club de Lectura en Espanol, Buscando Voluntarios, Ozobot Mania, Silhouette Yourself, Get into Focus, Racing Robots, Fun with Photoshop, Digital Camera Basics, The Steve Cooper Band, Bingocize, Take Charge of your Health, Move and Groove, No-Sew Sock Snowman, Paint a Snowman, String Heart Yarn Cards, Organize your Photos to Preserve Your Legacy, Estate Planning, Senior Drop-in, I SPY – The Game Show, Incredible Bats, Life-Size Hungry Hungry Hippos, Music Club, DIY Creepy EYE Craft, DIY Watercolor Pictures, Paint Your Own Mini Pumpkins, Felt Dryer Balls, Fall Watercolor with Renee Leone, Bad Art Afternoon, Fleece Holiday Pillows, Holiday String Art, Holiday Burrton Art, Community Election Discussion, Forest Preserves Stewardship, Container Garden Secrets, SCORE Information Session, Secrets of AtoZ Database, Basic Life Skills, Basic Handyman Skills, Next Steps Finances, Ins and Outs of the Job Search, Breastfeeding Informational Session, Domestic Violence Awareness Workshop, Selling on ebay, Buy & Sell on Etsy, Create a Photobook, Green Screen Holiday Photos, Open Lap, Device Advice, Humor in Music, Medicare 101, Radio Goes to War, The Kennedy Assassination, Wood Pumpkins, Clay Ghost Tea Lights, Hot Cocoa Marshmallow Cookie Cups, "Rock around the Library, Roll around the Books" Presented by Chris McBrien, Gary Kantor's Balloon Workshop, Zoo to You presents by the Cosley Zoo, Crosstown Exotics Bug Show, Story Walk, Book Treks, Mystery of the Missing Manners, DIY Umbrella, DIY Galaxy Slime, Glass Painting, Life-Size Jenga, El Lights, Fun with Cork, Glow in the dark bowling, DIY Dream Catcher, Simon and Grafunkel: Sound and Silence, Amazing Change in a Living Landscape: the 200-Year Transformation of Illinois, Vagabonding Round the World, Holiday Paper Wreaths, The Prairie State Primer, Remodeling 101, Retirement and Investment Strategies, Organic Gardening, TV Memories, Improv Comedy class, Poetry... Porcupine?, Teen Tech Week, Cactus Rock Painting

2017: The Essential Christmas Carol, Getting Started in Genealogy, CUB Utility Bill Clinic, A Struggle for a Dream: The Life of Dr. Martin Luther King, Jr., The Beatles: Their History in an Hour, Frosty's Winter Wonderland: Dave Herzog's Marionettes Plus a Visit from Santa Claus, LEGOs Club Mega-Build Challenge, Love2Read!, Manners Class, Crafts and Cookies, Coding Club, Romantic Movie Afternoon, No Bake Cooking, Hamilton's Women: Meet the sisters who

Captivated Alexander Hamilton, Harry Potter Film Festival, Crocheting Scarves, Adult Coloring Club, Book Lover's Book Buzz, Lights out, Everybody: Mystery and Horror in the Golden Age of Radio, Haunted Locations in Illinois, Writing & Self-Publishing: What I wish Somebody had told Me, National Novel Writing Month Write-In, Dave DiNaso's Traveling World of Reptiles, Tri-Wizard Challenge, Quidditch, Animanga Club, DIY Kinetic Sand, Ghost Stories, Unleash Your Story, DIY Unique Photo Frames, DIY Cat and Dog Blankets for Animal Shelters, The Liz Berg Band, The Big Show: Building a Totally Interactive Show! Starring Gold Record, Grammy-nominated, Goofball Dave Rudolf, A Solar Eclipse is Coming, A Brief History of Retro Video Games, The True Story of a World War II Bomber Pilot, Miniature War Games, Chicago By Design: Architectural Vistas for a Visitor's Eyes, Creating Ice Cream Dreams, Harlem Globetrotters and Negro Leagues All-Star, Coal Swamps, Coral Reefs, & Continental Glaciers: A Look at Illinois' Geology, Craft-a-Palooza, Build it with Buttons, Min Mural, Salt Painting, DIY Airplanes, CD Wind Spinners, DIY Train Engineer's Hat, Build a Tube Tower, Family Color-a-thon, Life-size Building Blocks, DIY Wind Chimes, DIY Minecraft Selfies, Wish & Peace Plaques, Read Along with Ms. Nikki, Design a Structure the Wolf Can't Blow Down, See the Show! Become the Pro!, Flying Fox Conservation Fund, Mr. Freeze Cryogenic Show, Read, Design, Succeed, DIY Slime, Henna Party, Make your own Chalkboard, DIY Stress ball and Magic 8 Ball, Decorate a Piggy Bank, Marble Stone Creations, Edible Playdough, Extreme Fandom Showdown, Eleanor Roosevelt: Overcoming Odds, Achieving Greatness, St. Patrick's Day Music on the Hammered Dulcimer, How to Pay for Collete without going Broke, Body Smart Gardening, MLB Umpire, Pilot & Author Dick Cavanaugh, ZZZZZap! Static Electricity, Zzzzoom! Build a Racer, 3-D Origami, Scrabble Art, DIY Sunglasses

2016: President Abraham Lincoln, Storyville presented by the Children's Theatre of Western Springs, Holiday Open House, I-Cash, Big Band Memories, A Jack Benny Extravaganza, Chris McBrien's Holiday Happiness Family Fun Show!, Stuffed Animal Sleepover and Breakfast Bash, Cool Reads Winter Reading Club, After School Book Club, Crafts & Cookies, Family Bingo and Loteria Familia, Melted Crayon Art, Supervise the Stuffed Animal Sleepover, Wii Play Games and Watch Movies, CD Scratch Art, Candy Melts!, Temporary Tattoos, The Great American Songbook, Halloween Puppet Circus, Like in a Japanese American Internment Camp, Estate Planning, the Ghosts of Route 66, Midway Airport, Decorate your Phone Accessories, Mason Jar Art, Teen Read Week, DIY Bath Bombs, Cloud Lights, Create a Bouncy Ball, Healthy Grilling, Strange and wonderful Illinois, Roving the Red Planet, Ag-Olympics!, Noodles the Wonder Dog!, The Magic of Brian Holt, Juggling Funny Stories with Chris, Fascione, Animal Quest, Junior Olympians!, Mega Olympians, Stories & Play for Mini Olympians, Olympic LEGOs, Food Battles!, Hero Vs. Villian Party, Just Craftin' Around!, Minute to Win It, Hollywood Calls..., The Great Chicago Fire, Social Security: Your Questions Answered, Old Time Radio and the Great American Songbook, Herb Gardening, Kids in Motion, Drop-in Open Play, Hapy Birthday, Dr. Seuss!,

2015: Christmas in Chicago, Assassination of President Abraham Lincoln, Five Money Questions for Women, Kids in Motion, Creative Critters, Book-A-Buddy, Gaming Club, Old Books Bash, Melikin Puppet Theatre & Santa Claus, Blind Date ... with a Book, Cupcake Wars: The

Winter Edition, Those Wacky Game Shows, Book Lovers Book Buzz, Supernatural Cemetery Safari, Andrews Sisters Musical Revue, Star Wars Sundays, Potions Class, Mr. D's Magic Show, National Library Week Open House, Houdini, Farmer's Market Cooking, Women Heroes of World War II, The Hubble Space Telescope, Super Stuff for Bigger Kids, Writer's Club, Busy Bodies!, Make it Your Way, Bad Move/Gaming Club, Iron Chef, Fun with STEAM, Hunger Games party, Volunteer Appreciation pizza & games party, Zork!, Percy Jackson Hero Bash, NUBS Squad, Dork Diaries vs. Diary of a Wimpy Kid, Magic Storyteller, Enchanted Caste, Read to Feed, Magical Balloon Dude, Super Hero Summer Olympics, Learn to crochet, Medicare seminar, The eastland disaster, Job Search Workshops, Smart Cents Financial Literacy, Adding Native Plants to your Garden, The Golden Age of Television, Teen Tech Week Photo Scavenger Hunt, Poetry Month Poetry Hunt, Poetry month Interactive Poetry Contest

2014:

Hollywood does the holidays: Christmas at the movies, Keeping kids safer online, from emancipation to inauguration: a virtual tour of Chicago's Black Experience, after-school read aloud club, Lapsit story time, Messy mornings for muchkins, talks & treats, pajama storytime, Mad scientist club, Legos build-it club, holiday open play, kidzmagic by Andrew, BBC holly days gingerbread house craft, RBHS finals week study & snack, 1000 books before kindergarten, winter wonders reading program, children's theatre of western springs presents Stuart Little, The monuments men and women: saving Europe's treasures, your disabled child and aging, fabulous frank, Familiar spirits: tales of murder, mystery and the macabre, Read to a dog, Principle dance creative movement, Teen Read week, Paint your pumpkin, Smart grid and home energy savings, Australia and new Zealand, walt Disney: intimate portrait, Pizza and games night, Creating Butterfly habitats, Lady T. Jazz Band, Disney Nature: wings of Live, Appalachian Trail, Preserving your Family Treasures, Memories of a Broadway Hoffer,

## Services –

2023:

- Added additional tablet catalogs around the library

2022:

- Exterior book lockers for 24/7 access to materials, Book & Movie Subscription Box

2021:

- Added Kay Subaits Perpetual Book Sale Room,
- increased the maximum number of items (books – no limit, DVDs & Blue-Ray – 10 items, New DVD & Blue-Ray – 3 items, Video Games – 4 items, Audiobooks & CDs 10 items),
- Book & Movie Subscriptions Box,
- Mary Kadlec Donor Tree Wall,
- Fine Free Policy

2020:

- Curbside Service,
- Books To Go service,
- YouTube Channel,
- iPads and Hotspots for checkout,
- 16 new Ebsco Databases,
- Tutor.com subscription,
- added Beanstack for Summer Reading

2019:

- Home delivery through a partnership with Interfaith Community Partners,
- added a projector to the story time room

2018:

- Build Guild,
- Studio 2400,
- Community Art Wall, Library of Things, expanded Spanish language materials and specific Spanish Language materials area, expanded to 3 week borrowing,

2017:

- no specific service additions found

2016:

- no specific service additions found

2015:

- Food for fines,
- new library catalog with Sirsi Dynix

2014:

- Sunday hours from 12-4,
- monthly e-newsletter,
- holds and due date reminders via email/text,
- mobile access to the library catalog,
- Small Business reference center and consumer health complete database access,
- AWE Bilingual Early Literacy Station,
- Zinio digital newspapers and magazines access,
- began adding a Spanish Language collection,
- teens check out an iPad,
- Field Trip Backpacks,
- AARP Tax Aide

**Ethics Ordinances** – Whistleblower policy

**FOIA** – All FOIA requests are answered within 5 business days of their arrival. On average the Library receives 10 FOIA requests per year.

**Intergovernmental Agreements** – Please see above section VI.

**Number of Patrons Served** – The population of North Riverside is 7426 per the 2020 census. We have approximately 4265 active library cards. In 2020, NRPLD annexed a section of North Riverside (north of Cermak Rd.) that was not previously a part of the Library District which although it does not have any residents does have the potential to have residents in the future. NRPLD is currently researching a second annexation to serve an unserved area north of the current library district boundaries.

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

The NRPLD Decennial Committee did not find any inefficiencies in how we operate, the services we are providing to the community or our use of tax funds.

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

The NRPLD Decennial Committee did identify several ideas of additional services, partnerships, and programming avenues that the library can continue to pursue or expand on in the future.

The Decennial Committee identified several new services the library could explore including: passport services, a focus on sustainable programming, and programs with a focus on financial literacy, health literacy culinary literacy, cultural literacy, as well as social literacy.

In an effort to provide these services the Decennial Committee identified several governmental organizations and community organizations that NRPLD should investigate partnerships within the future as well as ways to partner, including:

- Village of North Riverside – hosting a story walk (rotating story walk), hosting a library provided little free library(ies)
- Riverside and Proviso Townships – Providing programming, providing spaces for outreach programming, coordinating on programs, hosting story walks
- Cook County Forest Preserves – Program locations, coordinating on programming and grants
- School Districts – Cards for school employees, books for classroom libraries
- State of Illinois – Speakers and programs
- VA/Hospital – location for outreach programming, setting up a little free library
- Athletic groups (Cubs, Bulls, Sox, Hawks, school mascots) – to put their logos on library cards, cross promote, etc.
- Non-profits in the area
- Small Businesses

- Lyola School Center or Ronald McDonald House – to provide in hospital library
- Clinics/Hospital – provide reading materials for residents/on-line access to digital materials
- Book Stores
- Fitness Centers – possible fitness classes at the library
- Meals on wheels – recipients can opt in to receive a book with their meals
- Expand on our offerings to the growing Hispanic/LatinX demographic through more bilingual/Spanish programs and materials.
- Research expanding hours
- Expand our volunteer opportunities to include internships for various majors
- Provide career counseling and additional programming targeted toward seniors

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

In preparing this report, we reviewed three studies on local governmental efficiencies in Illinois and found that Library Districts are not addressed in any of these studies. However, the aspects of efficient governance mentioned in each study are reflected in the work of the North Riverside Public Library District.

- *Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments. By Wendel Cox – 2014 – Published for the Illinois Township Association*
- *Illinois Leads the Nation in Local Government Units – LINK – V12, Issue 6 – 2021*
- *An Inventory of Local Government Units In Illinois – The Civic Federation – February 25, 2021*

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

In looking into increasing our accountability to our patrons, we have begun to look at software offered by OpenGov. OpenGov Citizen Engagement suite of resources similar to what the Fox River Valley District Library provides in their Transparency dashboard. These resources allow libraries to create interactive charts and graphs to illustrate our resources (what items we have), library usage (monthly/yearly checking out materials), programs (number of programs and attendance) and attendance (number of people coming to the library or using the website) as well as how funding is spent each month/year. Currently RAILS (the library consortium) has brokered a deal with OpenGov to provide a discount of 50% so a one year contract would cost \$3,700/year, a 3 year contract \$3,145, or a 5 year contract \$2,674.

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

Submitted by:

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Greg Gordon

Chairman, Decennial Efficiency Committee

Date of Committee Approval of Report: March 18<sup>th</sup>, 2024

Aye: \_\_\_\_\_

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Nay: \_\_\_\_\_

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Absent: \_\_\_\_\_

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# Management Report

North Riverside Public Library District  
For the period ended January 31, 2024



Prepared on  
February 14, 2024

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# Profit and Loss

July 2023 - January 2024

	Total
<b>INCOME</b>	
6903-01 Fines & Fees	4,349.93
6904-01 Donations	11,344.21
6905-01 Grants	30,190.27
Interest	
6906-01 Interest	7,522.86
<b>Total Interest</b>	<b>7,522.86</b>
Property Taxes	
6901-01 Property Tax	454,112.48
6901-04 Tax Revenue-Audit Fund	3,050.04
6901-05 Tax Revenue-Liability Ins	1,759.79
6901-06 Tax Revenue-Unemploy Ins	469.10
6901-07 Tax Revenue-Bldg Fund	21,704.03
6901-08 Tax Revenue-SS	15,955.13
6901-12 Property Tax - IMRF Fund	4,575.27
<b>Total Property Taxes</b>	<b>501,625.84</b>
<b>Total Income</b>	<b>555,033.11</b>
<b>GROSS PROFIT</b>	<b>555,033.11</b>
<b>EXPENSES</b>	
8360-01 Grants	15,070.05
Advertising & Marketing	
8365-01 Library Promotion	127.00
8370-01 Postage	705.48
8375-01 Advertising	1,902.06
8385-01 Memorials & Tributes	77.59
8399-01 ILL Loss/Damage	18.97
8404-01 Staff Recognition	1,029.28
8410-01 Printing	5,118.90
<b>Total Advertising &amp; Marketing</b>	<b>8,979.28</b>
Bank Charges & Fees	
8396-01 Bank Charges & Fees	692.48
<b>Total Bank Charges &amp; Fees</b>	<b>692.48</b>
Benefits	
7600-05 Health Insurance	23,244.10
7650-09 IMRF	23,834.30
7660-06 Unemployment Insurance	4,732.92
7670-01 Taxes-Fica Expense	23,242.68
<b>Total Benefits</b>	<b>75,054.00</b>
Building Expense	
8306-07 Building Supplies & Maintenance	5,412.02

	Total
8308-07 Service Contracts	31,945.80
8315-07 Fees & Permits	1,007.00
8320-07 Building & Grounds	0.00
8330-01 Casual Labor	350.00
8335-07 Building Repairs	32,108.91
<b>Total Building Expense</b>	<b>70,823.73</b>
Computers/Technology	
8171-01 Tech Service	35,684.68
8172-01 Computer Equipment	808.43
8172-02 Digital Divide Project	0.00
8175-01 SWAN	17,582.70
8180-01 Software	1,644.28
8190-01 Website	1,076.86
<b>Total Computers/Technology</b>	<b>56,796.95</b>
Insurance	
8460-05 Liability Insurance	20,344.00
<b>Total Insurance</b>	<b>20,344.00</b>
Interest Paid	
8601-02 Debt Service-Interest	4,497.17
8701-02 Debt Certificate Principle	27,800.00
<b>Total Interest Paid</b>	<b>32,297.17</b>
Legal & Professional Services	
8400-01 Accounting	10,059.00
8401-04 Audit	7,950.00
8402-01 Legal Fees	4,079.96
8406-01 Collection Agency	39.40
8430-01 Payroll Expenses	3,146.25
<b>Total Legal &amp; Professional Services</b>	<b>25,274.61</b>
Library Materials	
8090-01 Adult A/V	4,398.74
8091-01 Children's A/V	810.68
8096-01 Teen A/V	1,061.61
8105-01 Adult Fiction/Non-Fiction	13,555.60
8106-01 Children Fiction / Non-Fiction	9,943.04
8107-01 Teen Fiction/Non-Fiction	4,130.85
8108-01 eBooks	5,000.00
8120-01 Newspapers	2,498.35
8130-01 Internet Databases	8,060.23
<b>Total Library Materials</b>	<b>49,459.10</b>
Office Supplies & Software	
8202-01 Office Supplies	5,426.95
<b>Total Office Supplies &amp; Software</b>	<b>5,426.95</b>

	Total
Programs & Strategic Initiatives	
8150-01 Children's Programs	4,908.21
8153-01 Teen Programs	1,637.05
8154-01 Makerspaces/library of things	2,059.80
8155-01 Adult Programs	8,274.81
8158-01 Strategic Initiatives	240.80
<b>Total Programs &amp; Strategic Initiatives</b>	<b>17,120.67</b>
Salaries	
7504-01 Circulation	58,068.80
7505-01 Adult Services	31,789.19
7506-01 Youth Services	56,391.92
7507-01 Pages	5,734.44
7508-01 Administration	174,339.55
7509-01 Facilities	16,394.27
<b>Total Salaries</b>	<b>342,718.17</b>
Travel & Training	
7800-01 Educational Staff Training	1,323.68
8342-01 Lodging, Meals, Mileage	922.41
8355-01 Memberships	1,183.90
8390-01 Mileage Reimbursement	0.00
<b>Total Travel &amp; Training</b>	<b>3,429.99</b>
Utilities	
8301-07 Internet/Phone	11,549.59
8302-07 Electricity	21,626.04
8303-07 Gas	2,312.48
8304-07 Water/Garbage	2,213.91
<b>Total Utilities</b>	<b>37,702.02</b>
<b>Total Expenses</b>	<b>761,189.17</b>
<b>NET OPERATING INCOME</b>	<b>-206,156.06</b>
<b>OTHER EXPENSES</b>	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	3.69
<b>Total Other Miscellaneous Expense</b>	<b>3.69</b>
<b>Total Other Expenses</b>	<b>3.69</b>
<b>NET OTHER INCOME</b>	<b>-3.69</b>
<b>NET INCOME</b>	<b>\$ -206,159.75</b>

# Balance Sheet

As of January 31, 2024

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1500-01 First American MM (5015)	151,690.21
1500-04 Cash-Audit Fund	1,396.00
1500-05 Cash-Liability Insurance Fund	12,319.00
1500-06 Cash-Unemployment Ins Fund	0.00
1500-07 Cash-Building Fund	-0.27
1500-08 Cash-Social Security Fund	0.00
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	-32,297.17
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	23,608.79
1500-13 Capital Projects	30,000.00
<b>Total 1500-01 First American MM (5015)</b>	<b>163,107.77</b>
1501-01 First American Checking (5001)	13,197.87
1509-07 Cash - IPTIP IL Funds	151,793.22
1512-02 Kadlec Annuity #71797	56,915.03
<b>Total Bank Accounts</b>	<b>385,013.89</b>
<b>Accounts Receivable</b>	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
<b>Total Accounts Receivable</b>	<b>0.00</b>
<b>Other Current Assets</b>	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	2,013.07
2400-05 Prepaid Expenses 05	0.00
2400-07 Prepaid Expense	179.35
<b>Total Other Current Assets</b>	<b>772,003.66</b>
<b>Total Current Assets</b>	<b>1,157,017.55</b>
<b>TOTAL ASSETS</b>	<b>\$1,157,017.55</b>

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**LIABILITIES AND EQUITY**
**Liabilities****Current Liabilities****Accounts Payable**

4100-01 Accounts Payable	13,788.74
4100-02 Accounts Payable UC Fund	0.00
4100-05 Accounts Payable Liability Fund	419.38
4100-06 Accounts Payable Unemployment Fund	204.29
4100-07 Accounts Payable Building Fund	6,480.20
4100-09 Accounts Payable Pension Fund	0.00

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<b>Total Accounts Payable</b>	<b>20,892.61</b>
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**Other Current Liabilities**

4002-01 IMRF - Employee Contribution	1,657.75
4003-01 Child Support	0.00
4200-01 Accrued Wages	17,961.93
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	1,444.46
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00

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<b>Total Other Current Liabilities</b>	<b>21,064.14</b>
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<b>Total Current Liabilities</b>	<b>41,956.75</b>
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<b>Total Liabilities</b>	<b>41,956.75</b>
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**Equity**

3200-00 Retained Earnings	-87,999.45
5600-01 General Fund Balance	1,703,307.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	1,396.00
5600-05 Public Liability Fund Balance	11,900.00
5600-06 Unemployment Insurance Fund Balance	-3,383.00
5600-07 Building Fund Balance	-223,829.00
5600-08 Social Security Fund Balance	-18,304.00
5600-09 Pension Fund Balance	-91,867.00
Opening Balance Equity	0.00

	Total
Net Income	-206,159.75
Total Equity	1,115,060.80
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,157,017.55</b>





**North Riverside Public Library District**  
**Check Detail**  
**January 2024**

Date	Num	Name	Memo/Description	Amount
01/08/2024	15743	ANNE NICHOLS	YOGA JANUARY 8, 2024	50.00
01/08/2024	15826	CAPITAL ONE	SOFTWARE, PROGRAMS, SUPPLIES	7,064.23
01/08/2024	15827	AT&T 1	ACCOUNT # 831-001-2131 606 INV. 2420594803	63.10
01/08/2024	15828	Colley Elevator Co.	RTS BUILDING FOG MACHINE INV 252524	434.00
01/08/2024	15829	Lauterbach & Amen, LLP	INV 86410 - PROFESSIONAL SERVICES DECEMBER 2023	952.00
01/08/2024	15830	LEAF	SERVICE CONTRACT INV 15815434	743.34
01/08/2024	15831	LIMRICC	MONTHLY BILLING DECEMBER 2023	84.30
01/08/2024	15832	Mission Square - 304650	BATCH 6195681, 6703019	849.17
01/08/2024	15833	Midwest Tape	DATABASES INV 504859672	323.75
01/08/2024	15834	PETER NGUYEN	LUNAR NEW YEAR PARTY 2/16/24	300.00
01/08/2024	15835	Peregrine, Stine, Newman, Ritzman & Bruckner, Ltd.	INV 62535 - LEGAL SERVICES 10/1/23 - 12/31/23	787.50
01/08/2024	15836	Quinlan Security Systems	INV 33840 - CLOSED CIRCUIT TELEVISION SYSTEM ADDITIONS	504.60
01/08/2024	15837	Roscoe	Acct#1889-07544 INV 1827536	275.17
01/08/2024	15838	STUDIO GC ARCHITECTURE & INTERIORS	BASIC SERVICES INV 23083.3	2,437.50
01/08/2024	15839	Terminix	Invoice 441485650	116.00
01/08/2024	15840	Utica National Insurance Group	Act 100943170 - WORKERS COMP, RENEWALS	20,344.00
01/08/2024	15841	OLIVIA BORTH	NEW YEAR TAROT READING	200.00
01/08/2024	15842	LILA AVANDA	NEW YEAR TAROT READING JAN 6, 2024	200.00
01/08/2024	15843	INGRAM LIBRARY SERVICES	CHILDREN FICTION / NON FICTION	563.42
01/08/2024	15844	AEP ENERGY	AEP ENERGY # 3014417557 11/22/2023 - 12/27/2023	1,921.21
01/08/2024	15845	Comcast	INTERNET 1/7/24 - 2/6/24	209.26
01/22/2024	15747	ANNE NICHOLS	YOGA JANUARY 22, 2024	50.00
01/22/2024	15847	ALI BAGHDADI	REPTILE RODEO MAY 9, 2024	100.00
01/22/2024	15848	BRADY INDUSTRIES	INV 8580871 RESTROOM SUPPLIES	128.53

01/22/2024	15849	Black Stone	ADULT A/V - INV 2135674, 2136283	153.58
01/22/2024	15850	COMCAST .	ACCT# 904053498 INV 191521271	1,209.60
01/22/2024	15851	CENGAGE Learning	INV 83185883, 83215833	84.47
01/22/2024	15852	FIRST AMERICAN BANK .	TEEN PROGRAMS	10.99
01/22/2024	15853	Franczek Radelet	INV 227987	104.02
01/22/2024	15854	INGRAM LIBRARY SERVICES	DEC INVOICES - ADULT/CHILDREN TEEN - FICTION/NONFICTION	1,686.87
01/22/2024	15855	LIMRICC	MONTHLY BILLING JANUARY 2024	3,253.28
01/22/2024	15856	Lauterbach & Amen, LLP	INV 83181 - PROFESSIONAL SERVICES OCTOBER 2023	952.00
01/22/2024	15857	MARIANNE MOHRHUSEN	ZUMBA FOR KIDS APRIL 17, 2024	75.00
01/22/2024	15858	Nitech Fire & Security Industries, Inc	2/1/24 - 4/30/24 - INV 370990	326.40
01/22/2024	15859	Outsource Solutions Group	INV 77454, 77594	2,735.81
01/22/2024	15860	Roscoe	MATS INV 1831375	275.17
01/22/2024	15861	SWAN	1/1/24 - 3/31/24 - INV. 10834	5,816.23
01/22/2024	15862	Trimline Landscaping	12/12/23- 1/19/24 - SALTING AND SNOW PLOWING	2,340.00
01/22/2024	15863	Elena Yescas	INV 1548 - INITIAL CLEANING	500.00
01/22/2024	15864	ALI BAGHDADI	REPTILE RODEO JUNE 20, 2024	100.00
01/22/2024	15865	FIRST AMERICAN BANK .	INTERNET DATABASES & SOFTWARE	47.85
01/22/2024	15866	INGRAM LIBRARY SERVICES	JAN INVOICES - ADULT/CHILDREN/TEEN - FICTION/NONFICTION	2,066.03
01/22/2024	15867	Lauterbach & Amen, LLP	INV 86410 - PROFESSIONAL SERVICES DECEMBER 2024	952.00
01/22/2024	15868	MARIANNE MOHRHUSEN	ZUMBA FOR KIDS JUNE 19, 2024	75.00
01/22/2024	15869	Elena Yescas	INV 1549 CLEANING 1/18/24 - 2/18/24	1,900.00
01/22/2024	15870	AUDRA WEIZEORICK	DONATION:A NIGHT TO REMEMBER JANUARY 20, 2024	100.00
01/22/2024	15871	MARIANNE MOHRHUSEN	PRESCHOOL YOGA AND STORYTIME APRIL 10, 2024	75.00
01/22/2024	15872	MARIANNE MOHRHUSEN	PRESCHOOL YOGA AND STORYTIME MAY 8, 2024	75.00
01/22/2024	15873	MARIANNE MOHRHUSEN	PRESCHOOL YOGA AND STORYTIME JUNE 12, 2024	75.00
01/22/2024	15874	STRICTLY SELF DEFENSE LLC	SELF DEFENSE TRAINING DEPOSIT	49.00
01/22/2024	15875	STRICTLY SELF DEFENSE LLC	SELF DEFENSE TRAINING APRIL 27, 2024	250.00

**Total \$ 63,989.38**



# North Riverside Public Library District

## Profit and Loss

July 2023 - January 2024

	TOTAL
Income	
6903-01 Fines & Fees	4,349.93
6904-01 Donations	11,344.21
6905-01 Grants	30,190.27
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6906-01 Interest	7,522.86
<b>Total Interest</b>	<b>7,522.86</b>
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6901-12 Property Tax - IMRF Fund	4,575.27
<b>Total Property Taxes</b>	<b>501,625.84</b>
<b>Total Income</b>	<b>\$555,033.11</b>
GROSS PROFIT	<b>\$555,033.11</b>
Expenses	
8360-01 Grants	15,070.05
Advertising & Marketing	
8365-01 Library Promotion	127.00
8370-01 Postage	705.48
8375-01 Advertising	1,902.06
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# North Riverside Public Library District

## Profit and Loss

July 2023 - January 2024

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Building Expense	
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8180-01 Software	1,644.28
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# North Riverside Public Library District

## Profit and Loss

July 2023 - January 2024

	TOTAL
8108-01 eBooks	5,000.00
8120-01 Newspapers	2,498.35
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<b>Total Library Materials</b>	<b>49,459.10</b>
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<b>Total Office Supplies &amp; Software</b>	<b>5,426.95</b>
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<b>Total Expenses</b>	<b>\$761,189.17</b>
<b>NET OPERATING INCOME</b>	<b>\$ -206,156.06</b>



# North Riverside Public Library District

## Profit and Loss

July 2023 - January 2024

		TOTAL
Other Expenses		
Other Miscellaneous Expense		
8395-01 Miscellaneous Expense		3.69
<b>Total Other Miscellaneous Expense</b>		<b>3.69</b>
<b>Total Other Expenses</b>		<b>\$3.69</b>
NET OTHER INCOME		<b>\$ -3.69</b>
NET INCOME		<b>\$ -206,159.75</b>

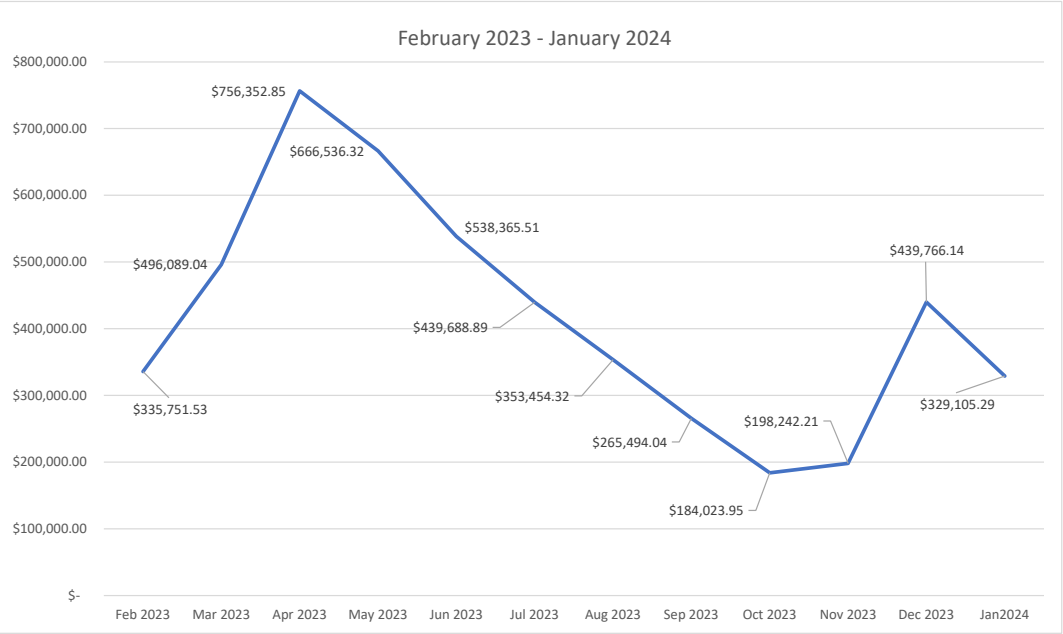
**North Riverside Public Library District**  
**Budget vs. Actuals FY24**  
July - January 2024

	Jan 2024 MTD Actual	FY24 YTD Actual	FY24 Budget	over Budget	% of Budget
<b>Income</b>					
6901-14 Estimated loss due to property assessment appeals	0.00	0.00	-10,000.00	10,000.00	0.00%
6903-01 Fines & Fees	166.18	4,349.93	12,000.00	-7,650.07	36.25%
6904-01 Donations	452.77	11,344.21	35,000.00	-23,655.79	32.41%
6905-01 Grants	0.00	30,190.27	120,000.00	-89,809.73	25.16%
6907-01 Credit Card Income	0.00	0.00	2,500.00	-2,500.00	0.00%
6920-01 Unrealized Income-Annuities	0.00	0.00	20,000.00	-20,000.00	0.00%
6906-01 Interest	1,285.29	7,522.86	3,000.00	4,522.86	250.76%
6901-01 Property Tax	0.00	501,625.84	1,174,665.00	-673,039.16	42.70%
<b>Total Income</b>	<b>\$ 1,904.24</b>	<b>\$ 555,033.11</b>	<b>\$ 1,357,165.00</b>	<b>-\$ 802,131.89</b>	<b>40.90%</b>
<b>Expenses</b>					
8360-01 Grants	1,516.00	15,070.05	100,000.00	-84,929.95	15.07%
<b>Advertising &amp; Marketing</b>					
8361-01 Donations	0.00	0.00	35,000.00	-35,000.00	0.00%
8365-01 Library Promotion	0.00	127.00	5,500.00	-5,373.00	2.31%
8370-01 Postage	14.88	705.48	3,200.00	-2,494.52	22.05%
8375-01 Advertising	0.00	1,902.06	4,500.00	-2,597.94	42.27%
8385-01 Memorials & Tributes	0.00	77.59	500.00	-422.41	15.52%
8399-01 ILL Loss/Damage	0.00	18.97	250.00	-231.03	7.59%
8404-01 Staff Recognition	244.77	1,029.28	2,500.00	-1,470.72	41.17%
8410-01 Printing	0.00	5,118.90	12,000.00	-6,881.10	42.66%
<b>Total Advertising &amp; Marketing</b>	<b>\$ 259.65</b>	<b>\$ 8,979.28</b>	<b>\$ 63,450.00</b>	<b>-\$ 54,470.72</b>	<b>14.15%</b>
<b>Bank Charges &amp; Fees</b>					
8396-01 Bank Charges & Fees	61.39	692.48	500.00	192.48	138.50%
<b>Total Bank Charges &amp; Fees</b>	<b>\$ 61.39</b>	<b>\$ 692.48</b>	<b>\$ 500.00</b>	<b>\$ 192.48</b>	<b>138.50%</b>
<b>Benefits</b>					
7600-05 Health Insurance	3,097.58	23,244.10	32,000.00	-8,755.90	72.64%
7650-09 IMRF	726.40	23,834.30	49,250.00	-25,415.70	48.39%
7660-06 Unemployment Insurance	1,723.01	4,732.92	1,000.00	3,732.92	473.29%
7670-01 Taxes-Fica Expense	2,262.84	23,242.68	38,655.00	-15,412.32	60.13%
<b>Total Benefits</b>	<b>\$ 7,809.83</b>	<b>\$ 75,054.00</b>	<b>\$ 120,905.00</b>	<b>-\$ 45,851.00</b>	<b>62.08%</b>
<b>Building Expense</b>					
8306-07 Building Supplies & Maintenance	346.45	5,412.02	12,000.00	-6,587.98	45.10%
8308-07 Service Contracts	7,414.68	31,945.80	30,500.00	1,445.80	104.74%
8315-07 Fees & Permits	0.00	1,007.00	1,950.00	-943.00	51.64%
8330-01 Casual Labor	0.00	350.00	900.00	-550.00	38.89%
8335-07 Building Repairs	2,437.50	32,108.91	30,000.00	2,108.91	107.03%
<b>Total Building Expense</b>	<b>\$ 10,198.63</b>	<b>\$ 70,823.73</b>	<b>\$ 75,350.00</b>	<b>-\$ 4,526.27</b>	<b>93.99%</b>
<b>Computers/Technology</b>					
8171-01 Tech Service	2,735.81	35,684.68	25,000.00	10,684.68	142.74%
8172-01 Computer Equipment	40.51	808.43	5,000.00	-4,191.57	16.17%
8175-01 SWAN	5,816.23	17,582.70	24,500.00	-6,917.30	71.77%
8180-01 Software	31.86	1,644.28	1,500.00	144.28	109.62%
8190-01 Website	0.00	1,076.86	3,500.00	-2,423.14	30.77%
8195-01 Email	0.00	0.00	500.00	-500.00	0.00%
<b>Total Computers/Technology</b>	<b>\$ 8,624.41</b>	<b>\$ 56,796.95</b>	<b>\$ 60,000.00</b>	<b>-\$ 3,203.05</b>	<b>94.66%</b>
<b>Insurance</b>					
8460-05 Liability Insurance	20,344.00	20,344.00	24,000.00	-3,656.00	84.77%
<b>Total Insurance</b>	<b>\$ 20,344.00</b>	<b>\$ 20,344.00</b>	<b>\$ 24,000.00</b>	<b>-\$ 3,656.00</b>	<b>84.77%</b>
<b>Interest Paid</b>					

8601-02 Debt Service-Interest	0.00	4,497.17	16,500.00	-12,002.83	27.26%
8701-02 Debt Certificate Principle	0.00	27,800.00	28,000.00	-200.00	99.29%
<b>Total Interest Paid</b>	<b>\$ 0.00</b>	<b>\$ 32,297.17</b>	<b>\$ 44,500.00</b>	<b>-\$ 12,202.83</b>	<b>72.58%</b>
<b>Legal &amp; Professional Services</b>					
8400-01 Accounting	2,856.00	10,059.00	17,000.00	-6,941.00	59.17%
8401-04 Audit	0.00	7,950.00	9,200.00	-1,250.00	86.41%
8402-01 Legal Fees	891.52	4,079.96	6,000.00	-1,920.04	68.00%
8405-01 Appraisal	0.00	0.00	1,500.00	-1,500.00	0.00%
8406-01 Collection Agency	0.00	39.40	500.00	-460.60	7.88%
8430-01 Payroll Expenses	836.80	3,146.25	6,500.00	-3,353.75	48.40%
8435-01 Background Checks	0.00	0.00	200.00	-200.00	0.00%
<b>Total Legal &amp; Professional Services</b>	<b>\$ 4,584.32</b>	<b>\$ 25,274.61</b>	<b>\$ 40,900.00</b>	<b>-\$ 15,625.39</b>	<b>61.80%</b>
<b>Library Materials</b>					
8090-01 Adult A/V	578.77	4,398.74	9,200.00	-4,801.26	47.81%
8091-01 Children's A/V	700.00	810.68	3,600.00	-2,789.32	22.52%
8096-01 Teen A/V	159.82	1,061.61	3,300.00	-2,238.39	32.17%
8100-01 Replacement Materials	0.00	0.00	2,000.00	-2,000.00	0.00%
8103-01 Foreign Lang. Materials	0.00	0.00	3,000.00	-3,000.00	0.00%
8105-01 Adult Fiction/Non-Fiction	1,171.18	13,555.60	26,000.00	-12,444.40	52.14%
8106-01 Children Fiction / Non-Fiction	2,515.34	9,943.04	17,000.00	-7,056.96	58.49%
8107-01 Teen Fiction/Non-Fiction	735.34	4,130.85	9,500.00	-5,369.15	43.48%
8108-01 eBooks	0.00	5,000.00	6,500.00	-1,500.00	76.92%
8120-01 Newspapers	488.97	2,498.35	3,600.00	-1,101.65	69.40%
8130-01 Internet Databases	354.73	8,060.23	18,000.00	-9,939.77	44.78%
8140-01 Periodicals	0.00	0.00	1,600.00	-1,600.00	0.00%
<b>Total Library Materials</b>	<b>\$ 6,704.15</b>	<b>\$ 49,459.10</b>	<b>\$ 103,300.00</b>	<b>-\$ 53,840.90</b>	<b>47.88%</b>
<b>Office Supplies &amp; Software</b>					
8202-01 Office Supplies	1,581.80	5,426.95	13,500.00	-8,073.05	40.20%
<b>Total Office Supplies &amp; Software</b>	<b>\$ 1,581.80</b>	<b>\$ 5,426.95</b>	<b>\$ 13,500.00</b>	<b>-\$ 8,073.05</b>	<b>40.20%</b>
<b>Programs &amp; Strategic Initiatives</b>					
8150-01 Children's Programs	887.23	4,908.21	6,300.00	-1,391.79	77.91%
8153-01 Teen Programs	415.24	1,637.05	2,900.00	-1,262.95	56.45%
8154-01 Makerspaces/library of things	452.13	2,059.80	5,200.00	-3,140.20	39.61%
8155-01 Adult Programs	106.32	8,274.81	6,000.00	2,274.81	137.91%
8156-01 Technology Programs	0.00	0.00	750.00	-750.00	0.00%
8158-01 Strategic Initiatives	0.00	240.80	2,000.00	-1,759.20	12.04%
<b>Total Programs &amp; Strategic Initiatives</b>	<b>\$ 1,860.92</b>	<b>\$ 17,120.67</b>	<b>\$ 23,150.00</b>	<b>-\$ 6,029.33</b>	<b>73.96%</b>
<b>Salaries</b>					
7504-01 Circulation	7,306.79	58,068.80	85,500.00	-27,431.20	67.92%
7505-01 Adult Services	4,069.06	31,789.19	77,500.00	-45,710.81	41.02%
7506-01 Youth Services	7,095.52	56,391.92	95,000.00	-38,608.08	59.36%
7507-01 Pages	845.34	5,734.44	11,000.00	-5,265.56	52.13%
7508-01 Adminstration	22,705.54	174,339.55	300,000.00	-125,660.45	58.11%
7509-01 Facilities	1,837.73	16,394.27	30,000.00	-13,605.73	54.65%
<b>Total Salaries</b>	<b>\$ 43,859.98</b>	<b>\$ 342,718.17</b>	<b>\$ 599,000.00</b>	<b>-\$ 256,281.83</b>	<b>57.22%</b>
<b>Travel &amp; Training</b>					
7700-01 Educational Training Trustees	0.00	0.00	500.00	-500.00	0.00%
7800-01 Educational Staff Training	0.00	1,323.68	5,500.00	-4,176.32	24.07%
8342-01 Lodging, Meals, Mileage	697.09	922.41	2,200.00	-1,277.59	41.93%
8355-01 Memberships	903.90	1,183.90	2,450.00	-1,266.10	48.32%
8390-01 Mileage Reimbursement	0.00	0.00	0.00	0.00	
<b>Total Travel &amp; Training</b>	<b>\$ 1,600.99</b>	<b>\$ 3,429.99</b>	<b>\$ 10,650.00</b>	<b>-\$ 7,220.01</b>	<b>32.21%</b>
<b>Utilities</b>					
8301-07 Internet/Phone	1,481.96	11,549.59	12,300.00	-750.41	93.90%
8302-07 Electricity	1,921.21	21,626.04	16,500.00	5,126.04	131.07%
8303-07 Gas	155.85	2,312.48	8,860.00	-6,547.52	26.10%
8304-07 Water/Garbage	0.00	2,213.91	5,000.00	-2,786.09	44.28%



<b>Total Utilities</b>	<b>\$ 3,559.02</b>	<b>\$ 37,702.02</b>	<b>\$ 42,660.00</b>	<b>-\$ 4,957.98</b>	<b>88.38%</b>
8395-01 Miscellaneous Expense	0.00	3.69	0.00	0.00	0%
<b>Total Expenses</b>	<b>\$ 112,565.09</b>	<b>\$ 761,192.86</b>	<b>\$ 1,321,865.00</b>	<b>-\$ 560,675.83</b>	<b>57.58%</b>
<b>Net Operating Income</b>	<b>-\$ 110,660.85</b>	<b>-\$ 206,159.75</b>	<b>\$ 35,300.00</b>	<b>-\$ 241,456.06</b>	<b>-584.02%</b>
<b>Net Income</b>	<b>-\$ 110,660.85</b>	<b>-\$ 206,159.75</b>	<b>\$ 35,300.00</b>	<b>-\$ 241,456.06</b>	<b>-584.02%</b>



# North Riverside Public Library District Profit and Loss

February 2023 - January 2024

	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Total
<b>Beginning Cash</b>	\$ 422,906.59	\$ 335,189.86	\$ 495,527.37	\$ 755,791.18	\$ 665,974.65	\$ 537,803.84	\$ 439,688.89	\$ 353,454.32	\$ 265,494.04	\$ 184,023.95	\$ 198,242.21	\$ 439,766.14	
<b>Income</b>													
6903-01 Fines & Fees	217.04	238.95	2,192.35	247.78	269.83	624.09	1,700.36	130.22	201.33	576.70	951.05	166.18	7,515.88
6904-01 Donations	1,519.35	1,275.78	4,331.21	503.09	1,323.05	1,270.66	4,839.53	329.63	532.04	1,212.76	2,706.82	452.77	20,296.69
6905-01 Grants		25,000.00			199.29	10,953.35	3,922.92			7,500.00	7,814.00		55,389.56
6915-07 Loan Proceeds													0.00
Interest	777.33	852.42	1,748.63	1,838.88	1,678.71	1,374.85	1,270.08	962.83	764.73	446.96	1,418.12	1,285.29	14,418.83
Property Taxes	1,700.41	244,193.41	341,781.40		3,000.15		10,777.97			124,516.56	366,331.31		1,092,301.21
<b>Total Income</b>	<b>\$ 4,214.13</b>	<b>\$ 271,560.56</b>	<b>\$ 350,053.59</b>	<b>\$ 2,589.75</b>	<b>\$ 6,471.03</b>	<b>\$ 14,222.95</b>	<b>\$ 22,510.86</b>	<b>\$ 1,422.68</b>	<b>\$ 1,498.10</b>	<b>\$ 134,252.98</b>	<b>\$ 379,221.30</b>	<b>\$ 1,904.24</b>	<b>\$ 1,189,922.17</b>
<b>Gross Profit</b>	<b>\$ 4,214.13</b>	<b>\$ 271,560.56</b>	<b>\$ 350,053.59</b>	<b>\$ 2,589.75</b>	<b>\$ 6,471.03</b>	<b>\$ 14,222.95</b>	<b>\$ 22,510.86</b>	<b>\$ 1,422.68</b>	<b>\$ 1,498.10</b>	<b>\$ 134,252.98</b>	<b>\$ 379,221.30</b>	<b>\$ 1,904.24</b>	<b>\$ 1,189,922.17</b>
<b>Expenses</b>													
8360-01 Grants	1,581.87	2,901.42	6,607.22	2,146.12	17,646.45	2,036.49	344.49	575.48	7,014.58	3,222.41	360.60	1,516.00	45,953.13
8360-01 Petty Cash	114.34												114.34
8380-01 Telephone				1,031.00									1,031.00
Advertising & Marketing	100.00	4,448.86	1,584.88	2,195.95	5,484.63	181.21	1,080.56	3,080.73	12.00	981.72	3,403.61	259.65	22,813.80
Bank Charges & Fees	212.37	255.46		370.96		31.27			144.00	34.91	420.91	61.39	1,531.27
Benefits	10,567.94	12,464.21	11,392.13	10,067.39	12,213.70	7,081.22	10,901.15	14,921.36	4,931.03	13,459.78	15,384.23	7,809.83	131,193.97
Building Expense	5,192.91	4,806.27	4,209.12	7,504.19	12,262.66	10,995.03	8,364.62	8,737.83	5,321.94	16,570.08	12,994.60	10,198.63	107,157.88
Computers/Technology	4,534.96	3,611.35	7,322.99	4,568.11	3,632.26	32,894.91	5,623.63	-2,279.31	3,122.20	9,217.02	3,003.09	8,624.41	83,875.62
Insurance	18,007.00											20,344.00	38,351.00
Interest Paid					4,829.93						32,297.17		37,127.10
Legal & Professional Services	1,472.83	2,098.40	2,398.02	2,660.82	1,965.50	75.32	682.50	1,563.00	3,880.89	11,672.37	2,816.21	4,584.32	35,870.18
Library Materials	2,830.16	7,739.02	5,145.26	7,190.38	9,394.14	10,805.29	6,518.15	3,848.62	4,721.68	7,929.47	5,522.74	6,704.15	78,349.06
Office Supplies & Software	233.50	210.65	1,346.90	1,530.95	4,092.60		65.00	612.66	936.92	1,898.30	332.27	1,581.80	12,841.55
Programs & Strategic Initiatives	835.07	868.07	2,317.09	3,118.63	7,064.39	2,319.89	1,949.87	3,632.48	3,568.89	3,488.39	1,025.23	1,860.92	32,048.92
Salaries	42,183.23	63,695.37	42,907.85	43,487.86	51,981.18	41,069.69	67,701.10	44,498.01	45,362.30	45,761.50	54,465.59	43,859.98	586,973.66
Travel & Training	1,091.98	3,439.80	541.27	2,217.05	272.00	168.33		247.20	1,358.47		55.00	1,600.99	10,992.09
Utilities	2,972.70	4,684.17	4,017.05	4,316.87	3,802.40	4,679.25	5,514.36	9,941.21	2,593.29	5,798.77	5,616.12	3,559.02	57,495.21
Miscellaneous Expense								3.69			0.00		3.69
<b>Total Expenses</b>	<b>\$ 91,930.86</b>	<b>\$ 111,223.05</b>	<b>\$ 89,789.78</b>	<b>\$ 92,406.28</b>	<b>\$ 134,641.84</b>	<b>\$ 112,337.90</b>	<b>\$ 108,745.43</b>	<b>\$ 89,382.96</b>	<b>\$ 82,968.19</b>	<b>\$ 120,034.72</b>	<b>\$ 137,697.37</b>	<b>\$ 112,565.09</b>	<b>\$ 1,283,723.47</b>
<b>Net Operating Income</b>	<b>(87,716.73)</b>	<b>160,337.51</b>	<b>260,263.81</b>	<b>(89,816.53)</b>	<b>(128,170.81)</b>	<b>(98,114.95)</b>	<b>(86,234.57)</b>	<b>(87,960.28)</b>	<b>(81,470.09)</b>	<b>14,218.26</b>	<b>241,523.93</b>	<b>(110,660.85)</b>	<b>(93,801.30)</b>
<b>Net Income</b>	<b>(87,716.73)</b>	<b>160,337.51</b>	<b>260,263.81</b>	<b>(89,816.53)</b>	<b>(128,170.81)</b>	<b>(98,114.95)</b>	<b>(86,234.57)</b>	<b>(87,960.28)</b>	<b>(81,470.09)</b>	<b>14,218.26</b>	<b>241,523.93</b>	<b>(110,660.85)</b>	<b>(93,801.30)</b>
<b>Ending Cash</b>	<b>\$ 335,189.86</b>	<b>\$ 495,527.37</b>	<b>\$ 755,791.18</b>	<b>\$ 665,974.65</b>	<b>\$ 537,803.84</b>	<b>\$ 439,688.89</b>	<b>\$ 353,454.32</b>	<b>\$ 265,494.04</b>	<b>\$ 184,023.95</b>	<b>\$ 198,242.21</b>	<b>\$ 439,766.14</b>	<b>\$ 329,105.29</b>	

	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan2024
<b>Ending Cash</b>	<b>\$ 335,751.53</b>	<b>\$ 496,089.04</b>	<b>\$ 756,352.85</b>	<b>\$ 666,536.32</b>	<b>\$ 538,365.51</b>	<b>\$ 439,688.89</b>	<b>\$ 353,454.32</b>	<b>\$ 265,494.04</b>	<b>\$ 184,023.95</b>	<b>\$ 198,242.21</b>	<b>\$ 439,766.14</b>	<b>\$ 329,105.29</b>

## Director

### Advocacy:

We are currently working on the next issue of our printed newsletter for April-June and sent out the e-newsletter around the first of each month. You will see that the Foundation and Friends group is included in the e-newsletter and I have provided them with an estimate of the cost to add pages to the printed newsletter in the future.

### Legal/Financial:

I have applied for grants from Dollar General for both Summer Reading and the creation of a Family Literacy series this Fall/Winter. I am currently looking into a grant offered by AARP.

Work has continued on the FY25 draft budget but I am currently waiting for the staff salary survey to be conducted by HR Source and the Capital Needs Assessment from Studio GC. The results of these documents will be included in the FY25 draft budget.

### Library Building:

The faucet in the Staff Lounge was leaking. It has been replaced and I will be repairing the bottom of the cabinet next week.

I am working with PC's for People, who recycle and repurpose technology equipment to provide computers to low income people in/around the community. They will be picking up the materials cleaned out of the computer (server) room in the lower level.

I am in the process of cleaning and organizing the two maintenance rooms. The goal is to have both rooms cleaned and organized prior to hiring a new maintenance/cleaning person or company so materials are easy to find and inventory in the future.

Work is continuing on the upcoming Baby Garden area with grant funded materials having been purchased and the room being set up. The anticipated grand opening will be June 1<sup>st</sup> to coincide with the Summer Reading Kickoff.

On a temporary basis we have a cleaning company working with the library while we solicit bids from cleaning companies and applications for an in-house maintenance/custodian for review. We have 3 people who have submitted applications and 2 companies. I am currently in progress of reviewing costs and the applications.

### Training:

February is cross training month for the staff. Adult/Teen Services, Circulation, and Youth Services staff members will spend 4 hours at the other two departments to help each department gain a greater understanding of what all of our staff do, be able to assist with and better understand programs and services offered by different departments and create a more cohesive environment.

In January I attended the ALA's LibLearnX conference as required since I am still serving as an elected Councilor-at-Large on ALA's governing board. In addition to attending ALA meetings and speaking with vendors, I attended several sessions including most notably: Onboarding Management Style (take-away: we will be updating how we onboard new staff members in the future, improving consistent communication and expectations), Expectant Parents programs (take-away: programs like this help create lasting connections to the new generation of residents and impress the importance of reading to newborns to create a positive association with reading); Baker & Taylor's Cats Meow Newsletter program (take-away: provides libraries with live streaming events with actors, artists, etc., possible to subscribe to create a 'pop up library' which does not require a library card to log in and view/access curated content – possibly hospitals?); Digital Equity Act grants program (take-away: review [digitallearn.org](https://digitallearn.org) for additional

modules which have been added in Spanish, more information about the digital inclusion working group and the affordable connectivity program).

## Adult and Teen/Tween Department

In January, we began planning for our spring programs and the special events committee began planning for the Summer Reading Kick Off party. There was a large focus on social media posting and visiting local businesses to compile our Community Cook Book! We also hosted our very first Craft Exchange and it was a huge success! We had so many people who were excited to not only drop off but pick up other crafting items. At the end of the day, we had everything totally cleared out with many people wanting us to host it again.

Finally, here are some significant quotes we have gotten from our patrons:

**Adult quotes:**

- “Please keep doing these Tarot Card programs!”
- “You guys can never stop the Spice Clubs, I love them so much!”
- “The Take and Makes are super cute. I love doing them with my mom.”

**Teen quotes:**

- “I have never made a stamp before. This was so easy and I want to make more!”
- “Wait, we can watch whatever anime we want? Awesome?!”
- “I want to check out the Ghost Hunting Kit because of the ghost hunters that came!”

### Adult Active Programs

Pom Pom Penguins	25
New Year Tarot Reading	22
Yoga	14
New Year, New Macrame	8
Felt Love Envelope	25
Tai Chi	3
True Tales from Paranomal	18
Golden Milk Spice Blend	30
DIY Greeting Cards	14
Club de Lectura	4
Craft Exchange	17
<b>11 Total Active Programs</b>	<b>180 total participants</b>

Craft Exchange	15
Seed Exchange	25
Makerspace	132
Book Displays	5
Bookmarks/Buttons	23
Air Hockey Table	6
Doodle Board	26
Reference Questions	41
Visits to Teen	62
Visits to Adult	186
<b>10 Total Passive Programs</b>	<b>521 Total participants</b>

### Teen/Tween Active Programs

Intro to Electronics	11
DIY Stickers and Stamps	6
Anime/Manga Afternoon	3
True Tales from Paranormal	5
<b>4 Total Active Programs</b>	<b>25 total participants</b>

## Technology Department

TECH TEAM - In January, we had a total of 9 more one-on-one appointments here in the library for tech and digital preservation help. One of our two scheduled tech help sessions at Cantata Senior Living was cancelled due to weather, but at the other one we had 2 participants. Cantata will be having us back for two more sessions in February.

## Youth Services Department

During the month of January, the Youth Services department was busy with regular programming and our Winter Reading Challenge. Our patrons were very excited every time they came to the library to redeem one of their reading challenge prizes.

Both of our Pokémon Clubs (headed by Elizabeth and Andrea) have been extremely popular, and the divided age groups has worked to help focus each program on specializing activities for each respective age group. Kids and parents are very eager to get their child a spot on the list of attendees! Another special program that we had was our Kids Kitchen: Winter Edition, where Andrea had kids make their own winter sugar cookie creation.

Most of our programs this month were full, and we had a very successful month of programming. This month, we are planning for the Summer Reading Challenge and the upcoming Newsletter.

Program title:	Program Facilitator:	Date:	Ages 0-5:	Ages 6-11:	Teen:	Adults:
Whimsical Wednesdays	Alex	1/3/2024	10	2	0	8
Lego free Build	Elizabeth	1/3/2024	8	10		
Baby and Me	Andrea	1/4/2024	2	0		2
Graphic Novel Book Club	Elizabeth	1/5/2024	0	8		
Art Discoveries	Gloria	1/4/2024	8	2		6
Morning Munchkins	Karen	1/8/2024	8	0	0	10
Silly Science	Andrea	1/8/2024	8	4		7
Whimsical Wednesdays	Alex	1/10/2024	5	0	0	5
Lego Missions	Elizabeth	1/10/2024	0	6		
Poke Club	Elizabeth	1/11/2024		23		
Poke Club Jr	Andrea	1/11/2024	4	8		9
Whimsical Wednesdays	Alex	1/17/2024	6	0	0	6
Preschool Yoga Storytime	Natalie	1/17/2024	6			5
Baby and Me	Andrea	1/18/2024	6			5
After School Art Escape	Gloria	1/18/2024	1	16		4
Take and Make Friday	Natalie	1/18/2024	24			
Village PreK S/T	Karen	1/19/2024	14	0	0	2
Graphic Novel Book Club	Elizabeth	1/19/2024	0	6	0	0
Morning Munchkins	Karen	1/22/2024	8			8
Science Explorers	Andrea	1/22/2024	0	8	0	1
Whimsical Wednesdays	Alex	1/24/2024	14	0	0	12
Kids Kitchen	Andrea	1/26/2024		10		
Morning Munchkins	Karen	1/29/2024	7			7
Whimsical Wednesdays	Alex	1/31/2024	14	0	0	10
Winter Reading Challenge	YS Dept.	Dec- Jan	13	41		



PROPOSAL:

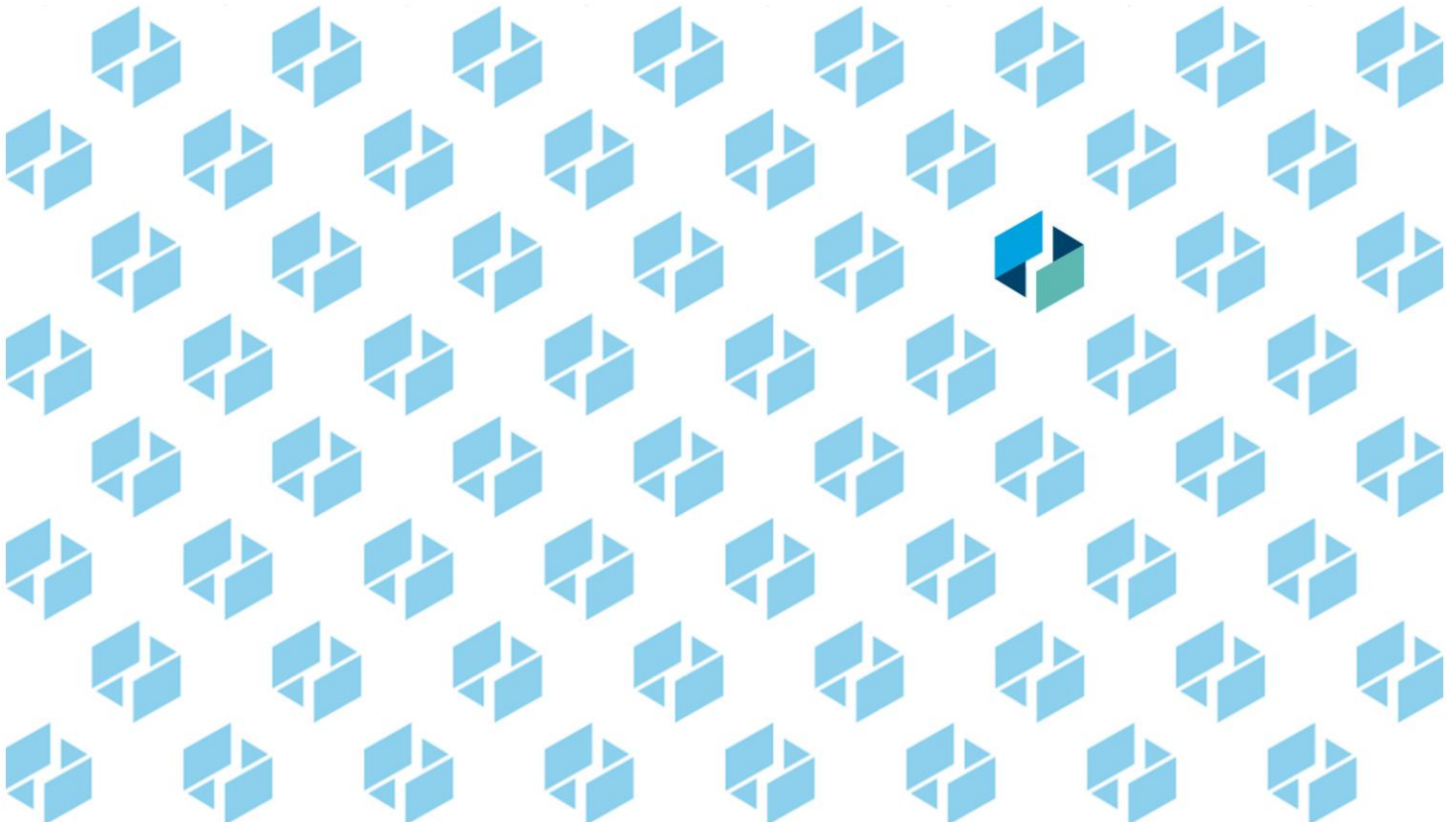
# NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

## Market Benchmarking Analysis & Structure Development Project

November 27, 2023

SUBMITTED BY:

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP  
Director, Compensation Services





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## About HR Source

HR Source has been a leader in providing service to employers for over a century. Through the years, HR Source has directed all of its efforts towards achieving a single purpose – to keep organizations strong, prosperous, and competitive by partnering to strengthen their human resource practices. Today, our strong and growing not-for-profit organization serves a diverse array of over 1,200 employers, including manufacturers, public employers, financial service providers and social service agencies.

HR Source delivers timely information, local and national benchmarking data, first-rate educational programs, forums for member networking and a menu of solutions to current management challenges. Our services focus on complying with complex regulations, attracting, and retaining talent, training employees to keep pace with today's constantly changing work environment, and building relationships with other employers and valuable resources.

HR Source's dedicated and experienced staff strive to provide our members and clients with the most current information, counsel, and best practices available. We believe the human side of the organization is the key differentiating factor and we endeavor to offer employers effective and efficient services which allow them to thrive.

## Our Unique Capabilities

HR Source has been conducting compensation, benefits, and human resource policy surveys since the early 1930's. The compensation analysts of HR Source use an analytical approach that utilizes this market data to create solutions that are focused on business strategy and regulatory compliance.

Organizations turn to HR Source for compensation and benchmarking services for many reasons including:

- HR Source is staffed with WorldatWork certified compensation experts who perform all work in-house.
- Our staff provides members/clients objective service free from internal pressures and influences.
- HR Source has a robust survey library and performs all work using valid, reliable data sources.
- Our analysis of current pay practices, with recommendations to help organizations achieve planned objectives, is delivered with all projects.
- HR Source is an ongoing resource for members to contact regarding compensation administration issues.

## Our Approach

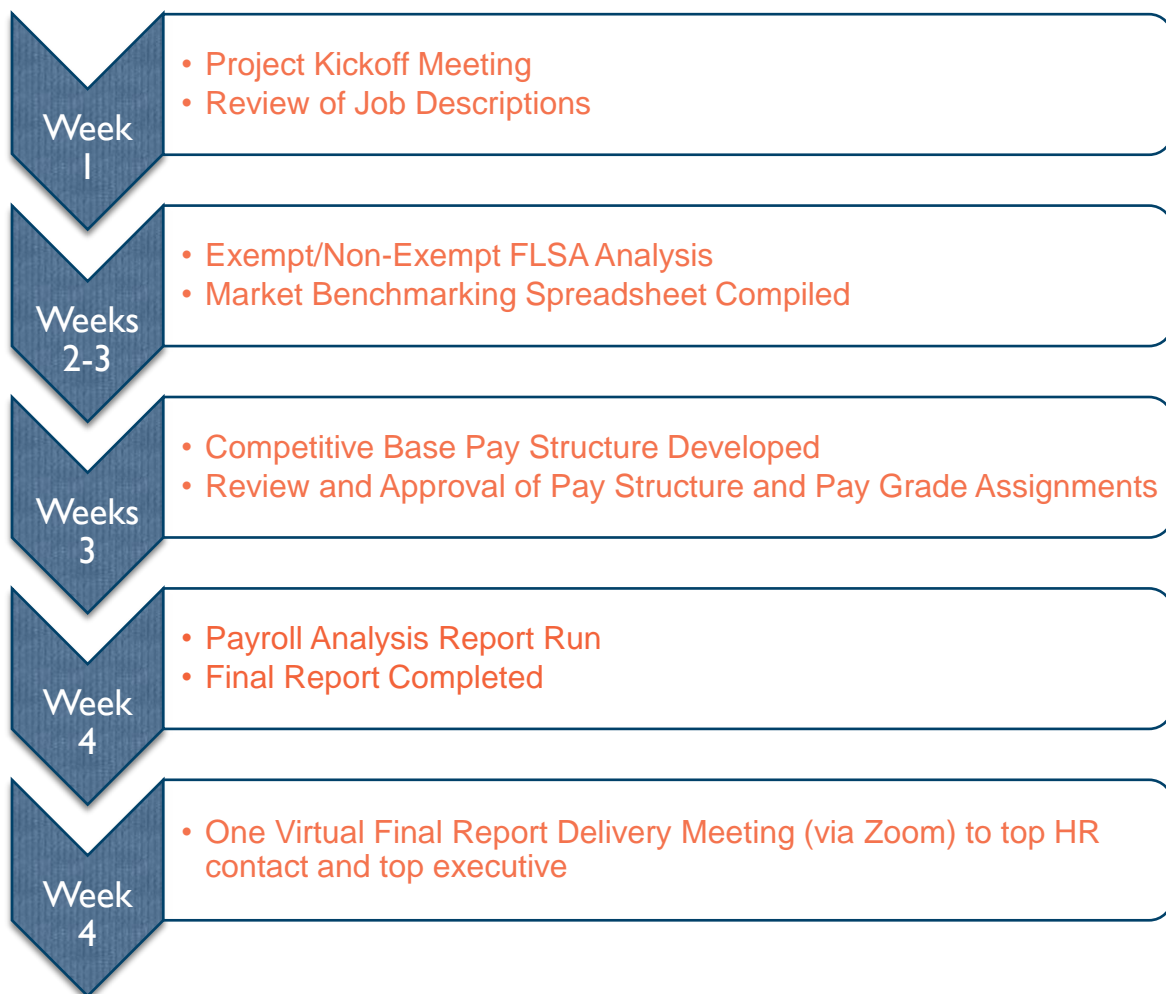
HR Source offers comprehensive market benchmarking services which include a review of the employer's compensation strategy, an analysis of the market using published salary surveys, and an analysis of current pay practices.

Milestone project steps are detailed below.

- Current job descriptions will be provided by the member/client which indicate essential job functions (including supervisory responsibilities, if applicable), and knowledge, skill, and ability requirements.
- The member/client and consultant will discuss the organization's compensation philosophy, survey sources, and comparable market to be used when finding appropriate position benchmarks.
- The analyst will calculate one competitive base pay structure based on an analysis of the marketplace as obtained from available surveys.
- The analyst will conduct an analysis of the organization's current pay levels and costs associated with implementing the proposed structure.
- If requested, the analyst will review the exemption status of each position under the Illinois Minimum Wage Law and the federal Fair Labor Standards Act.

## Timeline\*

Below is a proposed timetable. Should the North Riverside Public Library District agree to move forward with this project, a mutually agreeable timetable may be developed after the signed Letter of Agreement is received by HR Source.



\*There will likely be several weeks and/or months before the project can begin depending on the number of projects in-house. If you wish to move forward, we recommend returning a fully executed service agreement as soon as possible in order to secure a place in our work queue.

## Investment

The scope of the project represents all time and activities involved in the market benchmarking study.

**Up to 14 positions (Member Rate) . . . . . \$4,060.00**

To be eligible for member rates, an organization must be a member during the entire course of the project.

Project costs are based on the approximate number of jobs in the study as provided. After the project has begun, changes to the methodology or organizational demographics may result in additional fees. Once the competitive pay structure and pay grade assignments have been approved by the member/client, HR source will finalize all project documents. Any requests for changes once the project documents have been finalized will be subject to an hourly rate of \$200/hour. The costs and conditions set forth are valid for a period of ninety (90) days.

This estimate does not include the cost of obtaining industry specific survey data for sources other than those currently available to HR Source. Should a charge for survey data be applicable, HR Source will contact the North Riverside Public Library District for written authorization prior to proceeding.

## Project Team

### **Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP**

*Director, Compensation Services*

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP consults with clients on job evaluation systems, compensation system design, and on using survey data to benchmark compensation practices. Clients have included health and recreation agencies, libraries, non-profit and for-profit organizations. Kathryn also provides compensation, human resource, and supervisory/management training services for member organizations as a consultant and via the HR Hotline.

Kathryn O'Connor has worked in human resources over 15 years. Ms. O'Connor holds a Bachelor of Arts in Economics from Northwestern University. She is a Professional in Human Resources (PHR) as designated through the Human Resource Certification Institute (HRCI) and a certified professional through the Society of Human Resources Management. Additionally, she holds a Certified Compensation Professional (CCP) and Global Remuneration Professional (GRP) certificate through WorldatWork.

### **Joy Lynn Hyer, SPHR, SHRM-SCP, CCP**

*Senior Compensation/Survey Analyst*

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP consults with clients on job evaluation systems, compensation system design and on using survey data to benchmark compensation practices. Client industries have included health and recreation centers, libraries, manufacturing, professional services in both non-profit and for-profit organizations. Joy Lynn also provides assistance to member organizations in human resources via the HR Hotline and administers and analyzes employee and customer satisfaction/ engagement surveys.

Joy Lynn has worked in human resources over 15 years and holds a Bachelor of Arts from California State University, Long Beach. She is a Senior Professional in Human Resources (SPHR) as designated through the Human Resource Certification Institute (HRCI), and a senior certified professional through the Society of Human Resources Management (SHRM-SCP). Additionally, she holds a Certified Compensation Professional (CCP) certificate through WorldatWork.

# Letter of Agreement

November 27, 2023

HR Source agrees to offer the proposed compensation services for:

Member / Client Organization:	North Riverside Public Library District
Contact Name:	Natalie Starosta
Address:	2400 S. Des Plaines Ave, North Riverside, IL 60546
Telephone:	708-447-0869

Services to be offered: Per the proposal dated November 27, 2023, Market Benchmarking and Structure Development for up to 14 positions.

In exchange for these services, the above organization agrees to pay \$4,060. Prices may fluctuate if the project deviates from the project overview and scope as outlined above and are contingent with active membership with HR Source.

It is hereby understood and agreed that the parties to this agreement have the authority to enter into this agreement on behalf of their organizations and that the organizations will be bound by the explanation of procedures and fees described in this agreement.



\_\_\_\_\_  
HR Source Authorization

11/27/2023  
Date

\_\_\_\_\_  
North Riverside Public Library District Authorization

\_\_\_\_\_  
Date



Positions to be included in salary survey:

1. Director
2. Business manager or administrative assistant
3. Marketing & public relations specialist
4. Adult Services Department Head
5. Youth Services Department Head
6. Librarian
7. Makerspace/studio Specialist
8. Library Assistant
9. Circulation Department Head
10. Circulation Supervisor
11. Circulation Clerk
12. Shelver
13. Technical Services Department Head or Cataloger
14. Maintenance Worker

## **North Riverside Public Library District Succession Plan**

### **Purpose**

This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the Director and to facilitate the transition to both interim and long-term leadership.

### **Succession Plan in the Event of a Temporary Absence: Short-Term**

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the Director will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the Director, the director will inform the Board President of the absence, or a member of the staff will if the Director is unable. As soon as it is feasible, the President should convene a meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan was approved, the position of Acting Library Director would be:  
Adult Services Manager

If this Acting Library Director is new to their position and fairly inexperienced with the library (less than one year), the Board may decide to appoint one of the back-up appointees to the acting executive position. The Board may also consider the option of splitting executive duties among the designated appointees.

### **Authority and Compensation of the Acting Library Director**

The person appointed as Acting Library Director shall have the full authority for decision-making and independent action as the regular Library Director.

The Acting Library Director may be offered one of the following, to be determined by the board at the time of succession:

- A temporary salary increase to the entry-level salary of the Library Director position;
- A bi-weekly payroll bonus during the Acting Library Director period; or
- No additional compensation

### **Board Oversight**

The Acting Library Director will be responsible for providing regular updates to the Board President on the work of the Acting Library Director during the leave of absence period and the Board President will be sensitive to the special support needs of the Acting Library Director in this temporary leadership role.

### **Communications Plan**

Immediately upon transferring the responsibilities to the Acting Library Director, the Board President will notify staff and Board members of the delegation of authority.

As soon as possible after the Acting Library Director has begun covering the unplanned absence, Board members and the Acting Library Director shall communicate the temporary leadership structure to the following key external supporters. This may include (but not be limited to):

- North Riverside Village Recreation Director & Village President

- Collaboration Committee
- RAILS
- SWAN

### **Completion of Short-Term Emergency Succession Period**

The decision about when the absent Library Director returns to lead the library should be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working their way back up to a full-time commitment.

### **Succession Plan in the Event of a Temporary, Unplanned Absence: Long-Term**

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: The Board will give immediate consideration, in consultation with the Acting Library Director, to either temporarily fill the management position left vacant by the Acting Library Director or hire an Interim Library Director. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the Acting Library Director to carry the duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced library director in the position.

### **Determination of if an Interim Library Director is needed**

The criteria that the Board and Acting Library Director should consider when determining whether or not to hire an Interim Library Director (or consultant to the Acting Library Director) are as follows:

- Time of year
- Required fiscal responsibilities
- Special projects currently in progress or upcoming

Skills and experience an Interim Library Director needs:

- Significant experience as the director of an Illinois library district
- Ideally, prior experience as an Interim Library Director
- Flexible schedule to allow for on-site presence of a Director and to attend board meetings

If the Board and Acting Library Director determine that an Interim Library Director (or consultant to the Acting Library Director) is needed, a representative from the Board should contact the RAILS library system and ask for resources related to hiring an Interim Library Director.

### **Completion of Long-Term Emergency Succession Period**

The decision about when the absent Library Director returns to lead the library would be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working the way up to a full-time commitment.

The Board should pay close attention to the Personnel Manual leave policies when making determinations about the allowable absence of the Library Director. Questions related to leaves of absence may be directed to HR Source or the library's attorney.

### **Succession Plan in Event of a Permanent Change in Library Director**

A permanent change is one in which it is firmly determined that the Library Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint a Search Committee within 30 days to plan and carry out a transition to a new permanent Library Director. Currently there are three search committees active in the Chicagoland area: Dieters & Todd, HR Source, and Bradburry Miller. The board will also consider the need for outside consulting assistance (interim director) depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Search Committee will also determine the need for an Interim Library Director, and plan for the recruitment and selection of an Interim Library Director and/or permanent Library Director.

### **Acceptance of Emergency Succession Plan**

This succession plan must be approved by the Board of Library Trustees and signed by the Board President and the Library Director upon its approval. This plan should be revised on an as-needed basis, or every three years, whichever comes first.

The library's financial calendar of annual deadlines shall be included in this document along with other succession related information that would be necessary for the plan to be placed into immediate action.

Due to the sensitive nature of the information contained in this document, a physical copy will be printed and kept in a binder on the bookshelf in the director's office. One additional copy may be kept by the Library Board President. A digital copy for editing shall be kept on the Library Director's desktop computer.

Signatures of Approval for North Riverside Public Library District

Board President: \_\_\_\_\_ Date: \_\_\_\_\_

Board Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Library Director: \_\_\_\_\_ Date: \_\_\_\_\_

### **Information and Contact Inventory for North Riverside Public Library District**

Knowing where our organization's key information is located is critical so that if an emergency succession should occur, our library would be able to quickly continue work in the most efficient and effective way.

Bylaws: Copies included on Board Google Drive in the folder "Reference Materials for Trustees" and on the H drive under the Board folder.

Strategic Plan: Digital copy on website and H drive; physical copy in file cabinet under Strategic Plan

Board Minutes: All Board meeting minutes are posted on the website, located in the H drive in the month in which they are approved, and physical copies are in drawer #13 in the Director's office.

## Financial Information

- Employer Identification Number: 36-3242278

**Current & previous audited financial statements:** Tall black file cabinet in drawer #11, digitally on website and H drive under Bob – Financial – Audit

**Financial statements:** Board Google Drive for each month, created by Lauterbach & Amen and emailed to the Director, saved on H drive in Board folder in each month of Board Meeting and in print form in the Board packets in drawer #11.

**Tax Exemption Certificate:** Valid through 2025. Printed in bottom drawer of black filing cabinet, saved in H drive.

**Passwords:** See lastpass on the Director's computer and also the Access file in the Bob drive

## Auditor

- Name: GW & Associates
- Contact: David Jelonek
- Phone Number/Email: [David.jelonek@cpagwa.com](mailto:David.jelonek@cpagwa.com)

## Accountant

- Name: Lauterbach & Amen
- Contact: Nicole Kozlowski
- Address: 668 N. River Rd. Naperville, IL 60563
- Phone Number/Email: 630-393-1483 [nkozlowski@lauterbachamen.com](mailto:nkozlowski@lauterbachamen.com)

## Banking

- Name: First American Bank (Riverside Branch)
  - Account #s: xxxxxxxxx(Checking), xxxxxxxxx (Money Market)
  - Authorized Signers: Annette Corgiat, Ken Rouleau, Greg Gordon, Natalie Starosta
- Name: Illinois Fund (IL Fund) – virtual access
  - Account #: xxxxxxxxx
  - Authorized representative: Natalie Starosta
- Name: Athene (Annuities) – no access directly - Jim Torgerson [jetorgerson@gmail.com](mailto:jetorgerson@gmail.com)
  - Account #s: AXxxxxxxx, AXxxxxxxx, AXxxxxxxx,
  - Authorized representative: Annette Corgiat

## Attorney

- Name: Roger Ritzman (Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.) – General legal inquiries, levy, ordinances
  - Phone Number/Email: Roger Ritzman [ritzman@psnrb.com](mailto:ritzman@psnrb.com) ; (630) 665-1900
- Name: Scott Metcalf (Franczek P.C.) – Property Tax appeals
  - Phone Number/Email: T. 312.786.6104 | F. 312.986.9192 | [srm@franczek.com](mailto:srm@franczek.com)
- Name: HR Source – HR legal issues, can assist with policies and FOIA
  - Phone Number/Email: T: 800-448-4584, [info@hrsourcem.org](mailto:info@hrsourcem.org)

## Fiscal Authority

Those authorized to make transfers and wire transfers and who are the authorized check signers:

- Board President
- Board Vice President
- Trustee
- Library Director

### Human Resources Information

Employee records/personnel information/ I-9's: Current active library employees are located in the bottom drawer of the fire proof filing cabinet in Director's office; previous employee files are located in the top and bottom drawers of the grey plastic file cabinet in Director's office

### Payroll

- Company Name: Paychex
  - Account number: xxxxxxxx
  - Payroll Rep: Kenya Roberts
  - Phone Number/Email: [klroberts3@paychex.com](mailto:klroberts3@paychex.com), or 844-729-9247 x5200609

### Insurance Agent

- Company Name: Cook & Kocher
- Representative's Name: Mara Weiss
- Policy #: Various, check binder or check stubs under: Traveler's Insurance, Utica Insurance, Cook & Kocher – Also saved in H drive under Insurance
- Phone Number/Email: Phone: 847-692-9200 Fax: 847 692-9299  
Email: [maraw@cookandkocher.com](mailto:maraw@cookandkocher.com)

Some crucial times for our library are:

- **March-June:** Create next fiscal year's budget. Final budget must be approved by the board prior to the start of the fiscal year and posted to the library website and bulleting board once approved.
- **June:** New fiscal year ordinances: board meeting schedule, non-resident card. Ordinances should be posted in the library following board approval. Help with ordinances can be obtained from the attorney. Previous year copies are saved in H Drive under Ordinance/Levy folder for previous year.
- **July-August:** Tentative budget & appropriation ordinance: the board should approve a tentative B&A a minimum of 30 days prior to the hearing. A notice of the public hearing must be published in the newspaper 30 days prior to the passing of the B&A. Annual financial audit prep: business manager should be in touch with the accountant and the auditor to schedule audit prep and on site audit work.
- **August-September:** Hold a hearing for the B & A; board passes the final B & A Ordinance along with the Treasurer's Certificate of Estimated Revenue. Both pieces should be posted to the website and filed with the County prior to the 4th Tuesday in September. Final B&A gets published in the newspaper.
- **October-November:** Board approval of the annual tax levy ordinance. Final levy should be posted to the website, filed with the County online, and a paper copy sent to the County as well. Presentation of the annual audit to the board of trustees.