

North Riverside Public Library
2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Agenda
Committee of the Whole
Board of Trustees
April 1st, 2024
6:00 PM

1. **Open of Meeting**
 - A. Call to order
 - B. Determination of quorum
 - C. Recognition of visitors to the meeting
 - D. Approval of agenda and requested changes to agenda

2. **Open Forum**

Audience Members wishing to address the Board: please complete the open forum sheet provided and give it to the Board Secretary.

3. **Advocacy**
 - A. Board Self Evaluation
 - B. Ready, Set, Advocate

4. **Building & Grounds**
 - A. Lower Level update discussion
 - B. Painting/wall repair quote
 - C. Brick/Lintel repair
 - D. Library cleaning

5. **Finance**
 - A. Draft working budget

6. **Personnel**
 - A. Draft director's review

7. **Policy**
 - A. Review section 1 of the NRPLD Policy Manual

8. **Strategic Planning**
 - A. Strategic Plan Consultant quotes
 - B. Trustee Manual

9. **Other Business**
 - A. Marketing Plan Consultant quotes
 - B. Annexation discussion - Hines - Hospital area
 - C. Updated Director's Succession Plan
 - D. Committee responsibilities and expectations

10. **Adjournment**

The Library Board meeting is scheduled for Monday, April 15th, 2024 at 6:00pm.

2024/25 Draft

In the change column, the parentheses means less than last year.
No parenthesis means more than last year. A dash means it's the same.

Account						
REVENUE		2021-2022	2022-2023	2023-2024	2024-2025	Difference
	loan funds	\$ 172,000				
6901-01	property tax	\$1,124,759	\$1,118,750	\$1,174,665	\$1,233,386	\$ 58,721
6903-01	fees and fines	\$ 5,000	\$ 5,000	\$ 7,500	\$ 8,500	\$ 1,000
6904-01	Donations	\$ 10,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ -
6905-01	grants	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
	Mary Kadlec estate					\$ -
6906-01	interest	\$ 1,500	\$ 1,500	\$ 2,500	\$ 4,500	\$ 2,000
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ (15,000)	\$ (15,000)	\$ (10,000)	\$ (10,000)	\$ -
6901-15	Estimated Loss Due to Property Assessment Appeals - Current Year			\$ -	\$ -	\$ -
	Credit Card income		\$ 3,000	\$ 3,000	\$ 3,000	\$ -
	Unrealized Income Annuities	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -
	total	\$1,368,259	\$1,268,250	\$1,332,665	\$1,394,386	\$ 61,721

OPERATING EXPENSES		2021-2022	2022-2023	2023-2024	2024-2025	Difference
SALARIES						
7504-01	Circulation	\$ 76,600	\$ 91,500	\$ 85,500	\$ 124,000	\$ 38,500
7505-01	Adult Services	\$ 57,900	\$ 72,000	\$ 77,500	\$ 67,500	\$ (10,000)
7506-01	Youth Services	\$ 87,700	\$ 87,700	\$ 95,000	\$ 99,750	\$ 4,750
7507-01	Pages	\$ 27,200	\$ 10,200	\$ 11,000	\$ 16,000	\$ 5,000
7508-01	Administration	\$ 288,775	\$ 279,000	\$ 300,000	\$ 308,500	\$ 8,500
7509-01	Facilities		\$ 30,000	\$ 30,000	\$ -	\$ (30,000)
	total	\$ 543,442	\$ 570,400	\$ 599,000	\$ 615,750	\$ 16,750
BENEFITS						
4230-01	ICMA					
7600-05	health insurance	\$ 31,200	\$ 31,400	\$ 32,000	\$ 33,500	\$ 1,500
7614-06	workers compensation	\$ -		\$ -		\$ -
7650-09	IMRF	\$ 31,840	\$ 47,680	\$ 49,250	\$ 49,255	\$ 5
7660-06	unemployment insurance	\$ 800	\$ -	\$ 1,000	\$ 1,300	\$ 300
7670-08	social security/mcare	\$ 37,257	\$ 37,958	\$ 38,655	\$ 47,203	\$ 8,548
	total	\$ 101,097	\$ 117,038	\$ 120,905	\$ 131,258	\$ 10,353
TRAINING						
7700-01	educational training trustees	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
7800-01	educational training staff	\$ 4,500	\$ 4,500	\$ 5,500	\$ 5,500	\$ -
	total	\$ 5,000	\$ 5,000	\$ 6,000	\$ 6,000	\$ -

Proposed

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OPERATING EXPENSES		2021-2022	2022-2023	2023-2024	2024-2025	Difference
MATERIALS						
8090-01	Adult A/V	\$ 9,200	\$ 9,000	\$ 9,200	\$ 9,200	\$ -
8091-01	Children's A/V	\$ 5,600	\$ 3,400	\$ 3,400	\$ 3,800	\$ 400
8096-01	Teen A/V	\$ 1,400	\$ 3,100	\$ 3,200	\$ 3,200	\$ -
8103-01	Foreign Language Materials	\$ -	\$ 2,000	\$ 3,000	\$ 3,600	\$ 600
8105-01	Adult fiction/nonfiction	\$ 26,000	\$ 25,000	\$ 26,000	\$ 26,000	\$ -
8106-01	Children's fiction/nonfiction	\$ 18,000	\$ 16,000	\$ 17,000	\$ 17,000	\$ -
8107-01	Teen fiction/nonfiction	\$ 6,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ -
8108-01	eBooks	\$ 5,000	\$ 5,500	\$ 5,500	\$ 5,800	\$ 300
8120-01	newspapers	\$ 3,400	\$ 3,500	\$ 3,600	\$ 3,600	\$ -
8130-01	internet databases	\$ 16,000	\$ 16,000	\$ 18,000	\$ 19,500	\$ 1,500
8140-01	Periodicals	\$ 1,400	\$ 1,500	\$ 1,600	\$ 1,600	\$ -
8154-01	Makerspace/LoT	\$ 4,000	\$ 5,000	\$ 5,000	\$ 5,500	\$ 500
	total	\$ 96,000	\$ 99,000	\$ 104,500	\$ 107,800	\$ 3,300
PROGRAMS						
8150-01	Children's Programs	\$ 7,000	\$ 6,100	\$ 7,000	\$ 7,200	\$ 200
8153-01	Teen Programs	\$ 2,000	\$ 2,900	\$ 3,000	\$ 3,200	\$ 200
8155-01	Adult Programs	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,200	\$ 200
8156-01	Technology Programs	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
	total	\$ 16,000	\$ 16,000	\$ 17,000	\$ 17,600	\$ 600
STRATEGIC INITIATIVES						
8158-01	Strategic Initiatives	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,000	\$ (1,000)
	total	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
COMPUTERS						
8171-01	Technology service	\$ 18,500	\$ 25,000	\$ 25,000	\$ 27,000	\$ 2,000
8172-01	Computer Equipment	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
8175-01	SWAN	\$ 23,000	\$ 23,500	\$ 24,500	\$ 22,500	\$ (2,000)
8180-01	Software	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
8190-01	Website	\$ 7,500	\$ 7,500	\$ 3,500	\$ 3,500	\$ -
8195-01	Email	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
	total	\$ 61,000	\$ 63,000	\$ 60,000	\$ 60,000	\$ -
OFFICE SUPPLIES						
8202-01	Office Supplies	\$ 14,000	\$ 13,500	\$ 13,500	\$ 13,500	\$ -
	total	\$ 14,000	\$ 13,500	\$ 13,500	\$ 13,500	\$ -

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OPERATING EXPENSES		2021-2022	2022-2023	2023-2024	2024-2025	Difference
UTILITIES- OPERATING EXPENSE						
8301-07	Internet/phone	\$ 13,500	\$ 9,000	\$ 13,500	\$ 10,750	\$ (2,750)
8302-07	electricity	\$ 30,000	\$ 23,000	\$ 16,500	\$ 17,000	\$ 500
8303-07	gas	\$ 6,000	\$ 5,500	\$ 8,860	\$ 9,250	\$ 390
8304-07	water/garbage	\$ 2,000	\$ 2,300	\$ 3,250	\$ 3,500	\$ 250
	total	\$ 51,500	\$ 39,800	\$ 42,110	\$ 40,500	\$ (1,610)
BUILDING EXPENSE						
8306-07	building supplies	\$ 12,000	\$ 11,000	\$ 12,000	\$ 12,000	\$ -
8308-07	service contracts	\$ 43,000	\$ 23,000	\$ 30,500	\$ 49,500	\$ 19,000
8315-07	fees and permits	\$ 1,950	\$ 1,950	\$ 1,950	\$ 2,200	\$ 250
8330-01	casual labor	\$ 3,500	\$ 900	\$ 900	\$ 900	\$ -
8335-07	building repairs	\$ 204,000	\$ 34,000	\$ 34,000	\$ 35,000	\$ 1,000
	total	\$ 264,450	\$ 70,850	\$ 79,350	\$ 99,600	\$ 20,250
TRAVEL						
8342-01	lodging/meals/mileage	\$ 2,000	\$ 1,000	\$ 2,200	\$ 2,200	\$ -
	total	\$ 2,000	\$ 1,000	\$ 2,200	\$ 2,200	\$ -
OTHER EXPENSES						
8355-01	memberships	\$ 2,200	\$ 2,200	\$ 2,450	\$ 2,000	\$ (450)
8360-01	grants	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
8361-01	donations	\$ 10,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ -
8365-01	library promotion	\$ 6,000	\$ 5,000	\$ 5,500	\$ 5,500	\$ -
8370-01	postage	\$ 3,000	\$ 3,000	\$ 3,200	\$ 3,250	\$ 50
8375-01	advertising	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,000	\$ (500)
8385-01	memorials and tributes	\$ 500	\$ 500	\$ 500	\$ 250	\$ (250)
8396-01	bank charges and fees	\$ 150	\$ 150	\$ 250	\$ 500	\$ 250
8399-01	ILL Loss/Damage	\$ 250	\$ 250	\$ 250	\$ 250	\$ -
	total	\$ 76,600	\$ 150,600	\$ 151,650	\$ 150,750	\$ (900)
OUTSIDE SERVICES						
8400-01	accounting	\$ 15,000	\$ 17,000	\$ 17,000	\$ 18,000	\$ 1,000
8401-01	audit	\$ 12,000	\$ 9,000	\$ 9,200	\$ 9,500	\$ 300
8402-01	legal fees	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -
8404-01	staff recognition	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
8405-01	appraisal	\$ 2,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
8305-01	architech/buiding consultant	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ -
8406-01	collection agency	\$ 200	\$ 200	\$ 400	\$ 450	\$ 50
8408-01	strategic plan	\$ 500	\$ -	\$ -	\$ 7,500	\$ 7,500
8410-01	printing	\$ 10,000	\$ 11,000	\$ 12,000	\$ 12,500	\$ 500
8430-01	payroll expenses	\$ 5,000	\$ 5,500	\$ 6,500	\$ 6,600	\$ 100
8435-01	background checks	\$ 200	\$ 200	\$ 200	\$ 250	\$ 50
	total	\$ 53,900	\$ 52,900	\$ 58,300	\$ 67,800	\$ 9,500

Proposed

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OPERATING EXPENSES		2021-2022	2022-2023	2023-2024	2024-2025	Difference
INSURANCE						
8460-05	liability insurance package	\$ 19,500	\$ 20,600	\$ 24,000	\$ 25,400	\$ 1,400
8470-05	directors/officers insurance					\$ -
	total	\$ 19,500	\$ 20,600	\$ 24,000	\$ 25,400	\$ 1,400
OTHER EXPENSES						
8600-01	Bond Interest					
8601-02	Debt Certificate Interest	\$ 16,500	\$ 16,500	\$ 16,500	\$ 14,000	\$ (2,500)
	total	\$ 16,500	\$ 16,500	\$ 16,500	\$ 14,000	\$ (2,500)
DEBT SERVICE						
8700-02	Bond Principle	\$ -	\$ -			\$ -
8701-02	Debt Certificate Principle	\$ 43,500	\$ 28,000	\$ 28,000	\$ 28,000	\$ -
	total	\$ 43,500	\$ 28,000	\$ 28,000	\$ 28,000	\$ -
TOTAL OPERATING EXPENSES		\$1,366,489	\$1,266,188	\$1,325,015	\$1,382,158	\$ 57,143
NET INCOME		\$ 1,770	\$ 2,062	\$ 7,650	\$ 12,228	\$ 4,578

Recommendation from IL Standards

% of expenses spent on collection:	7.80% 8 to 12% 60% avg
% of expenses spent on staff pay:	44.55% min 70% avg
% of pay with benefits	53.95% min

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3% COLA	3% + merit	total merit	merit %	2% COLA	2% + merit	total merit	merit %
\$ 120,295	\$ 124,000	\$ 3,705	3.08%	\$ 119,620	\$ 123,325	\$ 3,705	3.10%
\$ 65,857	\$ 67,500	\$ 1,643	2.49%	\$ 64,365	\$ 66,008	\$ 1,643	2.55%
\$ 97,243	\$ 99,750	\$ 2,507	2.58%	\$ 96,300	\$ 98,807	\$ 2,507	2.60%
\$ 15,210	16000	\$ 790	5.19%	\$ 15,210	\$ 16,000	\$ 790	5.19%
\$ 304,027	\$ 308,500	\$ 4,473	1.47%	\$ 301,075	\$ 305,548	\$ 4,473	1.49%
\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
\$ 602,632	\$ 615,750	\$ 13,118	2.18%	\$ 596,570	\$ 609,688	\$ 13,118	2.20%
	IMRF Total: \$	49,255			IMRF Total: \$	48,854	
	Soc/Mcare: \$	47,203			Soc/Mcare: \$	46,839	

Proposed

1. Governance

1. Mission Statement and Objectives

The mission of the North Riverside Public Library District is to support the principles of intellectual freedom while meeting the needs of the district's diverse population by providing materials, programs and services that promote lifelong learning, a love of reading and the pursuit of knowledge.

2. Bylaws

1. Establishment and Authority [75 ILCS 16/30-35]

1.1 The North Riverside Public Library District was established in April, 1983. The District operates according to the provisions of Chapter 75, Act 16, of the Illinois Compiled Statutes, 1992 (The Illinois Public Library District Act of 1991).

1.2 These rules are supplementary to the provisions of the statutes of the State of Illinois, which hold precedence as they relate to the procedures of boards of library districts.

1.3 The office of the Board shall be located at the North Riverside Public Library District, 2400 S. Des Plaines Ave. North Riverside, Illinois 60546.

2. Purpose [75 ILCS 16/1-10]

2.1 The purpose of the North Riverside Public Library District is to provide a local institution of general education for its taxpayers. To this end, the Board of Trustees and its Staff shall carry out the spirit and intent of the Illinois Public Library District Act by establishing, supporting and maintaining a library within the District and by providing library services.

3. Board of Trustees [75 ILCS 16/30-10, 16/30-25]

3.1 The Board of Library Trustees of the Public Library District, North Riverside, Illinois is composed of seven members. Trustees are elected biennially for six-year staggered terms.

3.2 The term of each member of the Board of Trustees shall commence on the third Monday of the first month following election and continues until a successor is duly elected and qualified.

3.3 ~~A vacancy on the Board of Trustees shall be filled by the remaining Trustees within 90 days until the next regularly scheduled election of Trustees, at which time a Trustee must run to will be elected to fill the remainder of the unexpired term, in conformance with the Illinois Public Library District Act.~~ All vacancies shall be filled by appointment by the remaining trustees until the next regular

library election, at which time a trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held. If the vacancy is in the office of a trustee of a library district with an appointed board, the vacancy shall be filled by appointment by the remaining trustees. Vacancies shall be filled within 90 days after a vacancy has been declared. If the trustees fail to appoint a new member within 90 days after a vacancy has been declared, the State Librarian shall appoint an individual to fill the vacancy within 60 days after the trustees have failed to fill the vacancy. If the State Librarian fails to fill the vacancy within the 60 days after the trustees have failed to fill the vacancy, the vacancy shall be filled at the next regularly scheduled election. Notwithstanding any other provision of this Section, if a vacancy occurred prior to May 27, 2022 and that vacancy has not been filled by the trustees before the effective date of this amendatory Act of the 102nd General Assembly, the State Librarian shall fill the vacancy within 60 days after the effective date of this amendatory Act of the 102nd General Assembly.

(Source: P.A. 102-977, eff. 5-27-22; 102-1107, eff. 12-14-22.)

3.4 (75 ILCS 16/30-25) Sec. 30-25. Vacancies.

(a) Vacancies shall be declared in the office of trustee by the board when an elected or appointed trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the district, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by this Act, or (iv) has failed to pay the library taxes levied by the district. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy.

~~The Board of Trustees may declare a vacancy in the office of Trustee when an elected or appointed Trustee:~~

- ~~a. declines, fails or is unable to serve,~~
- ~~b. becomes a nonresident of the District,~~
- ~~c. is convicted of a misdemeanor by failing, neglecting or refusing to discharge any duty imposed upon him/her by the Illinois Public Library District Act of 1991, or~~
- ~~d. fails to pay the library taxes levied by this District~~

Before declaring a vacancy in the office of Trustee, the Trustee in question shall be notified in writing of the reason(s) why the Board of Trustees is considering declaring a vacancy in his/her office. The written notice shall be mailed at least fifteen (15) days before the date of a proposed meeting when the reason(s) for declaring a vacancy shall be considered by the Board of Trustees. The Trustee in question may be represented by an attorney and shall be given an opportunity to

be heard, produce witnesses and cross-examine witnesses at the meeting at which the vacancy of his/her office is to be considered by the Board of Trustees. Upon the affirmative vote of a majority of the Board of Trustees, a vacancy may be declared in the office of the Trustee for any one or more of the ~~four (4)~~ reasons set forth above. In the event a vacancy is declared in the office of Trustee, said vacancy shall be filled pursuant to the provisions of section 16/30-25 of Chapter 75 of the Illinois Compiled Statutes **stated in section 3.3.**

3.5 The Board shall appoint and fix compensation of a qualified librarian to act as administrator of the district's daily operations. The administrator shall hire other employees deemed necessary by the administrator, fix their compensation, and remove those employees.

The Board may also retain legal counsel and professional consultants as needed. (75 ILCS 16/30-55.35) Sec. 30-55.35)

~~In order to provide, support and maintain public library service within the District, the Board of Trustees shall have the exclusive powers and duties of governance of the District, providing for both physical and financial needs of the District and shall appoint a competent Librarian and necessary Staff, all in compliance with the provisions of the Illinois Public Library District Act and such other laws which may apply.~~

4. Officers [75 ILCS 16/30-40, 16/30-45; 5 ILCS 120/2.06]

4.1 The officers of the Board of Trustees shall be President, Vice-President, Treasurer and Secretary. They shall be elected at an organizational meeting following the regular Trustee election and certification and shall serve for **two years** or until their successors are elected. **A vacancy in an office shall be filled by the Board for the unexpired term within 90 days of the vacancy. All vacancies and new trustees must be reported to the Office of the Secretary of State within 60 days.**

4.2 The President shall preside over all meetings. In the President's absence, the Vice-President shall preside. In the absence of both the President and the Vice-President, a temporary chairman shall be elected by the Board of Trustees. The President shall perform all other duties as prescribed by law **(75 ILCS 16/30-45)**. The President shall, with the approval of the Board of Trustees, appoint committees. The President shall be ex officio member of all committees. The President shall not have nor exercise veto powers.

4.3 The Vice President shall preside over meetings in the absence of the President.

4.4 The Treasurer shall keep and maintain all District accounts and financial records during his/her term of office according to the Illinois Public Library District Act. These records shall be subject to yearly audit by a governmental CPA audit firm ~~two other Trustees appointed by the President as prescribed by the Illinois Public Library District Act.~~ The Treasurer shall perform all other duties as prescribed by law **(75 ILCS 16/30-45)**. The Treasurer shall give bond to the District to discharge

faithfully the duties of his/her office and to account to the District for all District funds coming into his/her hands and which bond shall be in such amount and with such sureties as shall be approved by the Board. The cost of such bond shall be borne by the District.

4.5 The Secretary shall keep and maintain appropriate minutes and records during his/her term of office according to the provisions of the Illinois Public Library District Act (75 ILCS 16/30-45). These records shall be subject to audit by two other Trustees appointed by the President as prescribed by law. The Secretary shall perform all other duties prescribed by law.

5. Meetings [75 ILCS 16/30-50; 5 ILCS 120/2, 2.01, 2.02, 2.03, 7]

5.1 At least five regular meetings of the Board shall be called each fiscal year.

5.2 Within thirty (30) days after the beginning of each fiscal year, the Secretary of the Board shall give public notice of the schedule of regular meetings of the Board for the ensuing fiscal year, stating the regular meeting dates, times and places of such meetings, by posting a copy of the notice at the Library.

5.3 The date, place and time of a particular regular meeting may be changed by the affirmative vote of a majority of the Trustees present and voting at the regular meeting prior to the meeting affected.

5.4 A special meeting of the Board may be called by any four (4) Trustees. No special meeting shall be held unless notice of the time and place thereof shall be given to all Trustees and posted for the public at least forty-eight (48) hours in advance of said special meeting, except in cases of bona fide emergency.

5.5 Public notice of any rescheduled regular meeting shall be given at least ten (10) days before such meeting by published legal notice and by posting public notice at the Library. In addition, notice of rescheduled or special meetings shall be given to any local news medium which has filed an annual request with the Secretary of the Board in compliance with Illinois statutes. Such public notice does not apply in the case of bona fide emergency or when the announcement of the time and place of a reconvened meeting has been made at the original meeting and there has been no change in the agenda of the meeting.

5.6 The Annual Meeting shall be held at a time and place selected by the Board. The purpose of this meeting is to provide for completion and presentation of the Annual and Financial Reports of the District, to review the Bylaw and Policy Manual of the District and to appoint standing committees.

5.7 Meetings of the Board and its committees shall be open to the public and shall be conducted in compliance with Illinois statutes.

a. The Board allows time for public comment during meetings. To ensure that public comment is heard and that the Board is able to conduct North Riverside Public Library District's business in a timely manner, the Board asks that all visitors be aware of the following:

1. Whether meeting in person or virtually, public comment is allowed during the time of Public Comment, which is scheduled early on the agenda of all regular meetings and most special meetings and committee meetings. The NRPLD Board of Trustees allows a total of thirty (30) minutes for public comment at this point in the agenda.

2. All speakers are asked to identify themselves at the beginning of their comments so that the participation of all who speak at the meeting can be part of the official record.

3. Speakers will be asked to limit comments to two (2) minutes. When several members of a group with a common purpose attend a meeting, the Board requests that the group designate a single person to represent and speak for the group.

4. A speaker who wants his or her remarks to be added to the Board record must provide a copy of those remarks to the Board Secretary prior to speaking, or, in the case of a virtual meeting, may send a digital copy of remarks to the Director or Secretary ahead of the meeting. If the spoken remarks do not follow the written text, the text will be discarded and not included in the Board record.

In most cases, the Board will consider visitors' comments and may respond at a future date.

~~The Board welcomes comments from the public who attend Board meetings. The Board provides a specific period on the agenda during meetings when citizens may comment.~~

~~1. All persons wishing to speak must sign up prior to the meeting. A sign-in roster will be provided. The roster will determine the speaking order for people who wish to make public comment. People wishing to address the Board will be asked to provide their name. Anyone refusing to identify himself or herself will be prohibited from speaking.~~

~~2. Public comments are limited to 2 (two) minutes per speaker.~~

~~3. A spokesperson representing several other parties or organization will also have two (2) minutes to make public comment.~~

~~4. If the number of people wishing to speak is large, the President or President pro tem may rule that a separate meeting be scheduled on a particular issue and ask that those wishing to comment do so at that meeting.~~

~~5. Public comments will be addressed to the Board, not to other members of the public.~~

~~_____ 6. The public comment portion of the meeting will be the first order of business at all meetings.~~

~~_____ 7. If at any time a speaker appearing before the Board exceeds the time limitations set forth in this policy or becomes abusive in language or behavior, the President or President pro tem may declare that person out of order and refuse him or her permission to continue to address the Board.~~

~~_____ 8. A written summary of public comments will be recorded in the minutes of the Board meeting at which the comments occurred.~~

5.8 A quorum of the Board shall consist of four (4) members and a majority of those present shall determine the vote taken on any question.

5.9 Electronic conferencing for meeting attendance and voting requirements is permissible as long as the meeting is conducted in accordance with the Open Meetings Act [5 ILCS 120/7]: **See Open Meetings Act below.**

~~a. A Board member may attend a meeting through electronic conferencing if his or her physical presence at the meeting is prevented due to i) personal illness or disability, ii) employment purposes or the business of the Board, or iii) family or other emergency.~~

~~b. A quorum of members of the Board must be physically present at the location of the meeting. Only additional members — those members not part of the required physically present quorum — may attend by electronic conferencing.~~

~~c. All Board members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site.~~

~~d. The meeting minutes shall indicate if a Board member was present by electronic conferencing.~~

~~e. A Board member who intends to attend a meeting by electronic conferencing must provide notice to the Board President or Director at least 24 hours prior to the meeting.~~

~~f. The location of the meeting shall be equipped with a suitable transmission system (e.g. speakerphone) in order that all in attendance, including the public audience, will be able to hear any input, vote, or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing such input, vote, or discussion.~~

5.10 *Robert's Rules of Order, Newly Revised* or its successor shall prevail on any question not prescribed by statute or by the District's established

rules. The rules of order, other than such rules that may be prescribed by statute, may be suspended at any time by the consent of a majority of the members present at a meeting.

6. Committees and System Representation [75 ILCS 16/30-45; 5 ILCS 120/2.06]

6.1 The following standing committees shall be appointed at the Annual Meeting: Advocacy, Building and Grounds, Finance, Personnel, **Policy, and Strategic Planning**. Members of standing committees shall serve for a term of **two (2) years** ~~one (1) year~~.

6.2 Ad hoc committees may be appointed from time-to-time as the Board may decide and direct.

6.3 All committee members shall be appointed by the President, with the consent of the Board.

~~6.4 The President shall designate, with the consent of the Board, a member of the Board to serve a three-year term, to be reviewed annually, as the District's representative to the Library system.~~

6.5 All Board committees shall take minutes of their meetings and shall submit them to the Library Board at the next regular meeting.

7. General Provisions [5 ILCS 120/2.02]

7.1 An agenda for each regular meeting of the Board of Trustees shall be prepared by the Director in consultation with the Board President preceding such meeting.

7.2 The regular order of business at all regular meetings shall be as follows:

1. Roll call and declaration of quorum
2. Public comment
3. Disposition of minutes of previous meeting(s)
4. Financial reports
5. Director and Staff reports
6. Committee reports
7. New business

8. ~~Old~~ **Unfinished** business

7.3 The District's fiscal year shall begin with July 1 and end with June 30.

8. Director [75 ILCS 16/30-55.35]

8.1 The Board shall appoint a competent Librarian, who shall be responsible to the Board of Trustees, to serve as Director.

8.2 Among the duties of the Director shall be the following:

- a. to serve as the chief administrative officer of the Library,
- b. to implement the decisions and policies of the Board of Trustees
- c. to direct and supervise all Staff,
- d. to submit regular reports to the Board and to recommend such policies ~~and procedures~~ as in the opinion of the Executive Director will promote the efficiency of the Library in its service to the public.

8.3 The Director shall hold only such financial authority as may be delegated by Board policy.

8.4 The Director shall be accountable to the Board through the President or a person so designated by the President.

9. Amendments

9.1 These rules may be amended by an affirmative majority vote of all the members of the Board of Trustees.

9.2 A proposed amendment to these rules shall be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

10. Severability

10.1 If any provision of these Bylaws enacted after their effective date is held invalid, such invalidity does not affect other provisions or applications of these Bylaws.

~~3. Board Meetings~~

~~(revised April 11, 2011)~~

~~(revised April 9, 2012) (revised October 21, 2019)~~

~~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.~~

4. Open Meetings Act

(adopted February 13, 2012) (revised January 13, 2014) (revised October 21, 2019) (revised July 20, 2020)

Meetings covered under the Open Meetings Act

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

Exceptions for Closed Meetings

Employment/Appointment Matters

Legal Matters

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

Security/Criminal Matters

Miscellaneous specific
exception

The exceptions to the Open Meetings Act are limited in number and very specific. Because they are contrary to the general requirement that meetings

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

Taping and Filming

The Library Board will permit the recording of the proceedings of a public meeting of the Board or Committee of the Board in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting. Meetings or portions of meetings which are permitted by the Act to be closed to the public may not be recorded by the public.

The Chairperson of the Board or Committee may designate a location for recording equipment or camera, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting. The Chairperson of the Board or Committee shall be the Board member with authority to determine when any recording device or camera interferes with the conduct of a Board or committee meeting and may order that an interfering device be removed.

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

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

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

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

Minutes of Open Meetings

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

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

Minutes of Closed Meetings

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

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

Public Notice

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

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

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

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

Public Meetings

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

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

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

New Open Meetings Act Training Requirement for 2012

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

Enforcement

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

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

Remote Board Meeting Participation

Under limited circumstances, Trustees unable to be physically present at a public meeting may participate in the meeting via communication devices. Communication devices include, without limitation, audio and/or video equipment which allows all Trustees and other meeting participants to interact on all motions, discussions and votes. The limited circumstances which allow a Trustee to participate via communication devices are: (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. A majority of the quorum must vote in favor of a Trustee attending via communication devices. Trustees attending remotely will be so noted in the minutes

5. Closures

(reviewed: April 9, 2012)(revised: October 13, 2014)(revised: February 20, 2018)
(revised October 21, 2019)

The hours of the Library are as follows:

MONDAY10:00	a.m.	-	7	p.m.
TUESDAY10:00	a.m.	-	7	p.m.
WEDNESDAY10:00	a.m.	-	7	p.m.
THURSDAY10:00	a.m.	-	7	p.m.
FRIDAY10:00	a.m.	-	6	p.m.
SATURDAY10:00	a.m.	-	4	p.m.
SUNDAY	Closed			

A. Emergency

(Adopted April 14, 2014) (revised October 21, 2019)

To fulfill its mission of public service the North Riverside Public Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and the staff.

Incident Weather

However, inclement weather can cause transportation problems or locally hazardous conditions. At times when the weather becomes hazardous to the health and/or safety of the public and/or library staff, the Library will close, delay opening or close ahead of schedule. The decision to close or postpone the opening of the library due to inclement weather is reached at the discretion of the Library Director or, if the Library Director is not present, by administrators on duty.

However, if Riverside-Brookfield High School and its feeder elementary school districts choose not to open for the day, the North Riverside Public Library will delay opening and reassess the situation at 11 a.m. If conditions are improved, streets are accessible and the Library parking lot has been cleared, the Library may open later in the day.

System Failure

In the event of a power or HVAC failure, the decision to close will be made upon the following factors:

In warm weather months, if the inside temperature reaches 85 degrees, the staff will be retained for 30 minutes and all computer equipment will be shut off to avoid damage due to overheating. A core staff will be retained for an additional 30 minutes in case the building is able to be reopened. After the full hour, the Library will be closed for the day.

In cold weather months, if the inside temperature drops to 60 degrees, the same procedure will be followed.

In the event that the water to the building is not functioning, the building will close and will remain closed to staff and patrons until the water is turned back on. When water service resumes, the water will be tested for contaminants.

Power Outage

In the event of a power outage on or after 6 p.m., the building will be closed immediately for the day.

If the building is to close early, library patrons already in the facility will be notified immediately. No fewer than two staff members will remain in the Library until all patrons have vacated the premises.

If the library closes unexpectedly, the Library Board president will be called at any time.

Bomb threat, active shooter threat, other

Library staff will work with North Riverside Police Department to ensure the safe evacuation of the library building. The building will be closed for the remainder of the day but key staff will remain to work with the Policy Department as needed.

B. Holidays

The Library will be closed on the following days:

JANUARY 1 New Year's Day
MAY (Last Monday) Memorial Day
JULY 4 Independence Day
SEPTEMBER (first Monday) Labor Day
NOVEMBER (last Thursday) Thanksgiving Day
NOVEMBER (last Friday) Day after Thanksgiving Day
DECEMBER 24, (Christmas Eve)
DECEMBER 25, (Christmas Day)
DECEMBER 31, (New Year's Eve)

The Library will close at 6:00 p.m. on Thanksgiving Eve. In the event that Christmas Eve or New Year's Eve fall on a Sunday, the library will be close at 3pm the proceeding Saturday. In the event Christmas Day or New Year's Day fall on a Sunday, the library will be closed the following Monday.

C. Staff In-services

The North Riverside Public Library District works hard to provide continuing education opportunities to our staff members so that we are able to provide the best service possible to our community. In order to do so, the library will close for 4 days out of the year for staff in-services. In-services will be on the 2nd Friday of January, April, August and October.



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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 weekly updates to the Board President on the work of the Acting Library Director and the Board as a whole on the Library, Personnel and the Acting Director's work schedule 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.



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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



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- 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 will return 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.



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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: _____



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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. Refer to the "Board Communication" file in the How To folder in the Bob drive for more information.

Bylaws: Copies included on Board Google Drive in the folder "Reference Materials for Trustees" and on the H drive under the Board folder. Note: The bylaws are Section 1 of the policy manual.

Strategic Plan: Digital copy on website and H drive; physical copy in file cabinet under Strategic Plan. Note: Strategic Planning process for completion of the 2025-2030 plan is expected to be completed in early 2025.

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 and in compiled books of minutes. The Library Director takes minutes for the Committee of the Whole meetings (1st Monday). The Board has an outside secretary who takes minutes for the Board meetings (3rd Monday).

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. Refer to the "Library finances" document in the How To folder in the Bob drive for additional information on finances.

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



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Accountant

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

Banking

- Name: First American Bank (Riverside Branch)
 - Account #: 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
 - Account #: 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 rritzman@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
- Name: HR Source – HR legal issues, can assist with policies and FOIA, Note: a signed contract for a salary survey has been submitted for work to be done in Fall/Winter 2024.
 - Phone Number/Email: T: 800-448-4584, info@hrsource.org

Fiscal Authority

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

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

See “Library Finances” document in the How To folder in the Bob drive for information on how to add an interim director or add/remove signers.

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; pervious employee files



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are located in the top and bottom drawers of the grey plastic file cabinet in Director's office. Refer to the "Payroll & Staff" folder in the How To folder in the Bob drive for more information on enrolling new staff members and the "HR" folder in the Bob drive and "New Employees" folder in the H drive for additional on new employees. See the black folders in the white tray in the director's office which are the new employee packet.

Payroll

- Company Name: Paychex
 - Account number: xxxxxxxx
 - Payroll Rep: Kenya Roberts
 - Phone Number/Email: klroberts3@paychex.com, or 844-729-9247 x5200609
 - See "Library finances" document and "Staff & Payroll" folder in the How To folder in the Bob drive for more information on the payroll process.

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
See "Insurance" document in How To folder in the Bob drive for more information.

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 pervious 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.



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- **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.