

# North Riverside Public Library

2400 S. Des Plaines Avenue  
North Riverside, Illinois 60546

Agenda  
Committee of the Whole  
Board of Trustees  
May 6<sup>th</sup>, 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. Advocacy Ideas
  
4. **Building & Grounds**
  - A. Lower Level update discussion
  - B. Painting/wall repair update
  - C. Brick/Lintel repair update
  
5. **Finance**
  - A. Draft working budget
  
6. **Personnel**
  - A. Draft director's review
  
7. **Policy**
  - A. Review section 1 of the NRPLD Policy Manual
  - B. Review of section 2 of the NRPLD Policy Manual
  
8. **Strategic Planning**
  - A. 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, May 20<sup>th</sup>, 2024 at 6:00pm.

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.

<b>Account</b>		<b>2022-2023</b>	<b>2023-2024</b>	<b>2%COLA</b>	<b>3%COLA</b>
<b>REVENUE</b>					
	loan funds				
6901-01	property tax	\$ 1,118,750	\$ 1,174,665	\$ 1,175,000	\$ 1,175,000
6903-01	fees and fines	\$ 5,000	\$ 7,500	\$ 6,000	\$ 6,000
6904-01	Donations	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
6905-01	grants	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
	Mary Kadlec estate				
6906-01	interest	\$ 1,500	\$ 2,500	\$ 4,500	\$ 4,500
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ (15,000)	\$ (10,000)	\$ -	\$ -
6901-15	Estimated Loss Due to Property Assessment Appeals - Current Year		\$ -		
	Credit Card income	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
	Unrealized Income Annuities	\$ 20,000	\$ 20,000	\$ 10,000	\$ 10,000
	<b>total</b>	<b>\$ 1,268,250</b>	<b>\$ 1,332,665</b>	<b>\$ 1,333,500</b>	<b>\$ 1,333,500</b>
<b>OPERATING EXPENSES</b>					
<b>SALARIES</b>					
7504-01	Circulation	\$ 91,500	\$ 85,500	\$ 113,338	\$ 114,449
7505-01	Adult Services	\$ 72,000	\$ 77,500	\$ 66,300	\$ 66,992
7506-01	Youth Services	\$ 87,700	\$ 95,000	\$ 96,300	\$ 97,235
7507-01	Pages	\$ 10,200	\$ 11,000	\$ 14,945	\$ 15,087
7508-01	Administration	\$ 279,000	\$ 300,000	\$ 301,075	\$ 304,027
7509-01	Facilities	\$ 30,000	\$ 30,000	\$ -	
	<b>total</b>	<b>\$ 570,400</b>	<b>\$ 599,000</b>	<b>\$ 591,958</b>	<b>\$ 597,790</b>
<b>BENEFITS</b>					
4230-01	ICMA				
7600-05	health insurance	\$ 31,400	\$ 32,000	\$ 33,500	\$ 33,500
7614-06	workers compensation		\$ -		
7650-09	IMRF	\$ 47,680	\$ 49,250	\$ 48,375	\$ 48,854
7660-06	unemployment insurance	\$ -	\$ 1,000	\$ 4,000	\$ 4,000
7670-08	social security/mcare	\$ 37,958	\$ 38,655	\$ 46,486	\$ 46,945
	<b>total</b>	<b>\$ 117,038</b>	<b>\$ 120,905</b>	<b>\$ 132,361</b>	<b>\$ 133,299</b>
<b>TRAINING</b>					
7700-01	educational training trustees	\$ 500	\$ 500	\$ 250	\$ 250
7800-01	educational training staff	\$ 4,500	\$ 5,500	\$ 4,000	\$ 4,000
	<b>total</b>	<b>\$ 5,000</b>	<b>\$ 6,000</b>	<b>\$ 4,250</b>	<b>\$ 4,250</b>
<b>OPERATING EXPENSES</b>					
<b>MATERIALS</b>					
8090-01	Adult A/V	\$ 9,000	\$ 9,200	\$ 8,200	\$ 8,200
8091-01	Children's A/V	\$ 3,400	\$ 3,400	\$ 3,000	\$ 2,800

8096-01	Teen A/V	\$ 3,100	\$ 3,200	\$ 2,500	\$ 2,400
8103-01	Foreign Language Materials	\$ 2,000	\$ 3,000	\$ 1,700	
8105-01	Adult fiction/nonfiction	\$ 25,000	\$ 26,000	\$ 24,000	\$ 23,750
8106-01	Children's fiction/nonfiction	\$ 16,000	\$ 17,000	\$ 15,500	\$ 15,250
8107-01	Teen fiction/nonfiction	\$ 9,000	\$ 9,000	\$ 7,500	\$ 7,450
8108-01	eBooks	\$ 5,500	\$ 5,500	\$ 5,000	\$ 5,000
8120-01	newspapers	\$ 3,500	\$ 3,600	\$ 3,600	\$ 3,600
8130-01	internet databases	\$ 16,000	\$ 18,000	\$ 18,000	\$ 18,000
8140-01	Periodicals	\$ 1,500	\$ 1,600	\$ 900	\$ 900
8154-01	Makerspace/LoT	\$ 5,000	\$ 5,000	\$ 4,000	\$ 3,500
	<b>total</b>	<b>\$ 99,000</b>	<b>\$ 104,500</b>	<b>\$ 93,900</b>	<b>\$ 90,850</b>

#### PROGRAMS

8150-01	Children's Programs	\$ 6,100	\$ 7,000	\$ 7,000	\$ 7,000
8153-01	Teen Programs	\$ 2,900	\$ 3,000	\$ 3,000	\$ 3,000
8155-01	Adult Programs	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
8156-01	Technology Programs	\$ 1,000	\$ 1,000	\$ -	\$ -
	<b>total</b>	<b>\$ 16,000</b>	<b>\$ 17,000</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>

#### STRATEGIC INITIATIVES

8158-01	Strategic Initiatives	\$ 2,000	\$ 2,000	\$ -	\$ -
	<b>total</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ -</b>

#### COMPUTERS

8171-01	Technology service	\$ 25,000	\$ 25,000	\$ 10,800	\$ 10,800
8172-01	Computer Equipment	\$ 5,000	\$ 5,000	\$ 3,000	\$ 3,000
8175-01	SWAN	\$ 23,500	\$ 24,500	\$ 22,500	\$ 22,500
8180-01	Software	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,250
8190-01	Website	\$ 7,500	\$ 3,500	\$ 1,200	\$ 1,200
8195-01	Email	\$ 500	\$ 500	\$ 200	\$ -
	<b>total</b>	<b>\$ 63,000</b>	<b>\$ 60,000</b>	<b>\$ 39,200</b>	<b>\$ 38,750</b>

#### OFFICE SUPPLIES

8202-01	Office Supplies	\$ 13,500	\$ 13,500	\$ 11,500	\$ 11,000
	<b>total</b>	<b>\$ 13,500</b>	<b>\$ 13,500</b>	<b>\$ 11,500</b>	<b>\$ 11,000</b>

#### OPERATING EXPENSES

2022-2023      2023-2024      2%COLA      3%COLA

#### UTILITIES- OPERATING EXPENSE

8301-07	Internet/phone	\$ 9,000	\$ 13,500	\$ 10,261	\$ 10,261
8302-07	electricity	\$ 23,000	\$ 16,500	\$ 20,000	\$ 20,000
8303-07	gas	\$ 5,500	\$ 8,860	\$ 6,000	\$ 6,000
8304-07	water/garbage	\$ 2,300	\$ 3,250	\$ 3,500	\$ 3,500
	<b>total</b>	<b>\$ 39,800</b>	<b>\$ 42,110</b>	<b>\$ 39,761</b>	<b>\$ 39,761</b>

#### BUILDING EXPENSE

8306-07	building supplies	\$ 11,000	\$ 12,000	\$ 10,500	\$ 9,500
8308-07	service contracts	\$ 23,000	\$ 30,500	\$ 46,500	\$ 46,500
8315-07	fees and permits	\$ 1,950	\$ 1,950	\$ 2,200	\$ 2,200
8330-01	casual labor	\$ 900	\$ 900	\$ 1,000	\$ 1,000
8335-07	building repairs	\$ 34,000	\$ 34,000	\$ 94,000	\$ 94,000
	<b>total</b>	<b>\$ 70,850</b>	<b>\$ 79,350</b>	<b>\$ 154,200</b>	<b>\$ 153,200</b>

**TRAVEL**

8342-01	lodging/meals/mileage	\$ 1,000	\$ 2,200	\$ 1,500	\$ 1,000
	<b>total</b>	<b>\$ 1,000</b>	<b>\$ 2,200</b>	<b>\$ 1,500</b>	<b>\$ 1,000</b>

**OTHER EXPENSES**

8355-01	memberships	\$ 2,200	\$ 2,450	\$ 2,000	\$ 2,000
8360-01	grants	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
8361-01	donations	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
8365-01	library promotion	\$ 5,000	\$ 5,500	\$ 1,500	\$ 1,500
8370-01	postage	\$ 3,000	\$ 3,200	\$ 2,000	\$ 2,000
8375-01	advertising	\$ 4,500	\$ 4,500	\$ 1,250	\$ -
8385-01	memorials and tributes	\$ 500	\$ 500	\$ 250	\$ 250
8396-01	bank charges and fees	\$ 150	\$ 250	\$ 500	\$ 500
8399-01	ILL Loss/Damage	\$ 250	\$ 250	\$ 250	\$ 250
	<b>total</b>	<b>\$ 150,600</b>	<b>\$ 151,650</b>	<b>\$ 142,750</b>	<b>\$ 141,500</b>

**OUTSIDE SERVICES**

8400-01	accounting	\$ 17,000	\$ 17,000	\$ 13,500	\$ 13,500
8401-01	audit	\$ 9,000	\$ 9,200	\$ 8,200	\$ 8,200
8402-01	legal fees	\$ 6,000	\$ 6,000	\$ 5,500	\$ 5,500
8404-01	staff recognition	\$ 2,500	\$ 2,500	\$ 500	\$ 500
8405-01	appraisal	\$ 1,500	\$ 1,500	\$ 550	\$ 550
8305-01	architect/building consultant		\$ 3,000	\$ -	\$ -
8406-01	collection agency	\$ 200	\$ 400	\$ 350	\$ 350
8408-01	strategic plan/Marketing plan	\$ -	\$ -	\$ -	\$ -
8410-01	printing	\$ 11,000	\$ 12,000	\$ 12,000	\$ 12,000
8430-01	payroll expenses	\$ 5,500	\$ 6,500	\$ 7,500	\$ 7,500
8435-01	background checks	\$ 200	\$ 200	\$ 200	\$ 200
	<b>total</b>	<b>\$ 52,900</b>	<b>\$ 58,300</b>	<b>\$ 48,300</b>	<b>\$ 48,300</b>

**OPERATING EXPENSES**

<b>2022-2023</b>	<b>2023-2024</b>	<b>2%COLA</b>	<b>3%COLA</b>
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**INSURANCE**

8460-05	liability insurance package	\$ 20,600	\$ 24,000	\$ 21,000	\$ 21,000
8470-05	directors/officers insurance				
	<b>total</b>	<b>\$ 20,600</b>	<b>\$ 24,000</b>	<b>\$ 21,000</b>	<b>\$ 21,000</b>

**OTHER EXPENSES**

8600-01	Bond Interest				
8601-02	Debt Certificate Interest	\$ 16,500	\$ 16,500	\$ 9,000	\$ 9,000
	<b>total</b>	<b>\$ 16,500</b>	<b>\$ 16,500</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>

**DEBT SERVICE**

8700-02	Bond Principle	\$ -			
8701-02	Debt Certificate Principle	\$ 28,000	\$ 28,000	\$ 27,800	\$ 27,800
	<b>total</b>	<b>\$ 28,000</b>	<b>\$ 28,000</b>	<b>\$ 27,800</b>	<b>\$ 27,800</b>

<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,266,188</b>	<b>\$ 1,325,015</b>	<b>\$ 1,333,480</b>	<b>\$ 1,333,500</b>
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<b>NET INCOME</b>	\$ 2,062	\$ 7,650	\$ 20	\$ -
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Recommendation from IL Standards

% of expenses spent on collection:	<b>8 to 12%</b> <b>60% avg</b>	<b>7.89%</b>	<b>7.04%</b>	<b>6.81%</b>
% of expenses spent on staff pay:	<b>min</b> <b>70% avg</b>	<b>45.21%</b>	<b>44.39%</b>	<b>44.83%</b>
% of pay with benefits	<b>min</b>	<b>54.26%</b>	<b>54.02%</b>	<b>54.52%</b>

**Difference**

\$ 335  
 \$ (1,500)  
 \$ -  
 \$ -  
 \$ -  
 \$ 2,000  
 \$ 10,000  
 \$ -  
 \$ -  
 \$ (10,000)  
 \$ 835

**Difference**

	3% COLA	3% + merit	total merit	merit %	2% COLA	2% + merit
\$ 28,949	\$ 114,449	\$ 124,000	\$ 9,551	8.35%	\$ 113,338	\$ 122,889
\$ (10,508)	\$ 66,992	\$ 67,500	\$ 508	0.76%	\$ 66,300	\$ 66,808
\$ 2,235	\$ 97,235	\$ 99,750	\$ 2,515	2.59%	\$ 96,300	\$ 98,815
\$ 4,087	\$ 15,087	16000	\$ 913	6.05%	\$ 14,945	\$ 15,858
\$ 4,027	\$ 304,027	\$ 308,500	\$ 4,473	1.47%	\$ 301,075	\$ 305,548
\$ (30,000)	\$ -	\$ -	\$ -		\$ -	\$ -
\$ (1,210)	\$ 597,790	\$ 615,750	\$ 17,960	3.00%	\$ 591,958	\$ 609,918

IMRF Total: \$ 48,854  
 Soc/Mcare: \$ 46,945

IMRF Total:  
 Soc/Mcare:

\$ 1,500  
 \$ -  
 \$ (396)  
 \$ 3,000  
 \$ 8,290  
 \$ 12,394

\$ (250)  
 \$ (1,500)  
 \$ (1,750)

**Difference**

\$ (1,000)  
 \$ (600)

\$ (800)  
\$ (3,000)  
\$ (2,250)  
\$ (1,750)  
\$ (1,550)  
\$ (500)  
\$ -  
\$ -  
\$ (700)  
\$ (1,500)  
\$ (13,650)

\$ -  
\$ -  
\$ -  
\$ (1,000)  
\$ (1,000)

\$ (2,000)  
\$ (2,000)

\$ (14,200)  
\$ (2,000)  
\$ (2,000)  
\$ (250)  
\$ (2,300)  
\$ (500)  
\$ (21,250)

\$ (2,500)  
\$ (2,500)

Difference

\$ -  
\$ -  
\$ (3,239)  
\$ 3,500  
\$ (2,860)  
\$ 250  
\$ (2,349)  
\$ -  
\$ -  
\$ (2,500)  
\$ 16,000  
\$ 250  
\$ 100  
\$ 60,000  
\$ 73,850

\$	-
\$	-
\$	(1,200)
\$	(1,200)
\$	-
\$	-
\$	(450)
\$	-
\$	-
\$	(4,000)
\$	(1,200)
\$	(4,500)
\$	(250)
\$	250
\$	-
\$	(10,150)
\$	-
\$	-
\$	(3,500)
\$	(1,000)
\$	(500)
\$	(2,000)
\$	(950)
\$	(3,000)
\$	(50)
\$	-
\$	-
\$	1,000
\$	-
\$	(10,000)
\$	-
Difference	
\$	-
\$	(3,000)
\$	-
\$	(3,000)
\$	-
\$	-
\$	-
\$	(7,500)
\$	(7,500)
\$	-
\$	-
\$	-
\$	(200)
\$	(200)
\$	-
\$	-
\$	8,485
\$	-



\$ \$ -  
\$ (7,650)

total merit	merit %
\$ 9,551	8.43%
\$ 508	0.77%
\$ 2,515	2.61%
\$ 913	6.11%
\$ 4,473	1.49%
\$ -	
\$ 17,960	3.03%
\$ 48,375	
\$ 46,486	



**BOARD EVALUATION OF DIRECTOR**  
**PART I**

- 3 Exceeds Expectations: Director has gone beyond what you would expect.
- 2 Meets Expectations: Director meets all or most of what you expect.
- 1 Does Not Meet Expectations: Director is not working at a level acceptable to you.
- 0 No Information: You have not had an opportunity to observe these behaviors.

**Category 1: Organizational Leadership**

	3	Exceeds Expectations	<b>Competency Description</b> <ul style="list-style-type: none"> <li>• Understands and implements the mission of the library.</li> <li>• Understands the needs of the library's customers and community and seeks to fill those needs through programs and community services.</li> <li>• Discusses with staff the paramount importance of customer service and models best practices behavior.</li> <li>• Proactive problem solver: gathers input, makes timely decisions and communicates results.</li> </ul>
	2	Meets Expectations	
	1	Does Not Meet Expectations	
	0	No Information	
Additional Comments:			

**Category 2: Relationship with the Board**

	3	Exceeds Expectations	<b>Competency Description</b> <ul style="list-style-type: none"> <li>• Communicates with board members to keep them informed about issues, needs and operation of this library.</li> <li>• Offers direction to the board when needed on issues requiring board action and makes appropriate recommendations based on thorough study and analysis.</li> <li>• Interprets the intent of and executes board policy.</li> <li>• Seeks and accepts constructive criticism of work from the board.</li> </ul>
	2	Meets Expectations	
	1	Does Not Meet Expectations	
	0	No Information	
Additional Comments			



**Category 3: Business and Financial Management**

	3	Exceeds Expectations	<b>Competency Description</b> <ul style="list-style-type: none"> <li>• Understands the financial needs of the library.</li> <li>• Ensures that library funds are spent appropriately, in compliance with the board’s spending authority, and always in the best interest of those we serve.</li> <li>• Provides the board accurate, understandable information about the financial status of the library through regular financial reports.</li> <li>• Makes well-supported budgeting recommendations to the board.</li> <li>• Explores new potential sources of finance for programs and services.</li> <li>• Ensures that all governmental and legal requirements of the library are met.</li> </ul>
	2	Meets Expectations	
	1	Does Not Meet Expectations	
	0	No Information	
Additional Comments:			

**Category 4: Personal Strengths and Interpersonal Effectiveness**

	3	Exceeds Expectations	<b>Competency Description</b> <ul style="list-style-type: none"> <li>• Establishes rapport and maintains productive relationships with staff, board, patrons and community.</li> <li>• Maintains high standards of professionalism in personal and professional relationships.</li> <li>• Handles differences openly, candidly and constructively, with the best interests of the library in mind.</li> <li>• Creates strong, collaborative work groups focused on attaining superior results.</li> <li>• Seeks input from others; creates a collegial atmosphere where ideas and information are easily exchanged.</li> <li>• Willingly accepts responsibility for actions and eagerly gives credit to staff.</li> <li>• Communicates and writes clearly; encourages a culture of open communication.</li> <li>• Actively works to enhance professional development; remains open to ideas, suggestions and feedback from the board.</li> </ul>
	2	Meets Expectations	
	1	Does Not Meet Expectations	
	0	No Information	
Additional Comments:			



### Category 5: Personnel Management and Development

	3	Exceeds Expectations	<b>Competency Description</b> <ul style="list-style-type: none"><li>• Prioritizes appropriate staff development funds and accounts for their use.</li><li>• Analyzes staff functioning periodically to combine, eliminate and/or create new positions.</li><li>• Emphasizes equal opportunity employment hiring practices in step with the changing needs of the community.</li><li>• Delegates authority and efficiently organizes the work of personnel.</li><li>• Inspires staff to do their best work by acting as supporter and motivator; provides necessary resources, encouragement and appreciation.</li><li>• Willingness to assess and address staff performance in a direct and fair manner.</li></ul>
	2	Meets Expectations	
	1	Does Not Meet Expectations	
	0	No Information	
Additional Comments:			

### Category 6: Community Engagement

	3	Exceeds Expectations	<b>Competency Description</b> <ul style="list-style-type: none"><li>• Advocates for the library before government entities, patrons, and the community.</li><li>• Stays current with new ideas and trends among libraries.</li><li>• Gains respect and support of those who use our library and services.</li></ul>
	2	Meets Expectations	
	1	Does Not Meet Expectations	
	0	No Information	
Additional Comments:			



**Category 7: Strategy and Innovation**

	3	Exceeds Expectations	<b>Competency Description</b> <ul style="list-style-type: none"><li>• Creates a vision that keeps the library on the cutting edge in technology, programming and services that will better serve patrons and the community.</li><li>• Establishes strategic goals that enable the library to better serve the community and anticipate future needs.</li><li>• Seeks out and promotes change; regularly proposes new ideas to the board for better service to customers and the community.</li><li>• Constantly pushes to improve efficiency and effectiveness while seeking strong results.</li><li>• Stays current with new ideas and trends among libraries.</li></ul>
	2	Meets Expectations	
	1	Does Not Meet Expectations	
	0	No Information	
<b>Additional Comments:</b>			



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**BOARD EVALUATION OF DIRECTOR**  
**PART II**

Provide 2 or more examples where performance has been particularly effective:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

Provide 2 or more examples where performance could be more effective:

2. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

## 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



## Policy Section 1

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 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. 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:

MONDAY .....	10:00	a.m.	-	7	p.m.
TUESDAY.....	10:00	a.m.	-	7	p.m.
WEDNESDAY.....	10:00	a.m.	-	7	p.m.
THURSDAY.....	10:00	a.m.	-	7	p.m.
FRIDAY.....	10:00	a.m.	-	6	p.m.
SATURDAY.....	10:00	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 2<sup>nd</sup> Friday of January, April, August and October.

## 2. Financial

### 1. Donations

- a) (reviewed February 15,2012)  
(reviewed August 15,2013)  
(revised June 9, 2014) (revised  
October 21, 2019)

The North Riverside Public Library Board of Library Trustees (the Board) actively encourages gifts and contributions which will help the North Riverside Public Library (NRPL) better serve the needs of the community. All donations and gifts to NRPL are subject to applicable Illinois statutes as well as NRPL's policies and guidelines, including those relating to the selection and provision of access to books and other resources. The Board, or the Board's delegated authority:

- Makes the final decision on the acceptance, use or other disposition of donations/gifts;
- Reserves the right to accept donations/gifts which have conditions or restrictions. (75 ILCS 16/30-75)
- Will issue receipts acknowledging a donation for the receiptable value when requested.
- Will not fund donation efforts by outside groups.

Gifts, donations and pledges are subject to approval by the Board of Trustees if the monetary value is over \$1500 or given to the library with stipulations. Gifts, donations and pledges under \$1500 in value will be approved by the Director. The Board of Trustees and Director will make use of or dispose of gifts, donations and pledges in the best interest of the Library.

Monetary gifts, donations and pledges will be acknowledged by representation on the Donor Wall as well as a thank you card for funds totaling over \$100.

Commemorative book(s) receive a bookplate listing the donor and the honoree. An acknowledgement letter will be sent to the honoree.

Unless restricted, all non-cash gifts may be altered, sold, or disposed of in the best interest of NRPL **the North Riverside Public Library District**.

The Director is responsible to:

- Assess that this Policy is consistent with applicable requirements and guidelines.
- Review and validate overall donation reporting
- Identify priority institutional enhancement areas

## Policy Section 2

- Periodically seek appropriate counsel from donors and department and administrative offices to ensure this Policy is supporting the aims and objectives of NRPL.
  - Advise NRPL donors and administrators as to the terms, conditions and application of this Policy.
- Provide required financial reporting in keeping with management and donor requirements.
- Develop and promote communication regarding this Policy to NRPL community and donors.
- Allocate funds approved by the Board.

### *b) Donations from the Library*

(approved March 12, 2012) (reviewed August 15, 2013) (revised October 21, 2019)

The North Riverside Library Policy on Memorials and Tributes provides a meaningful way for the Board of Trustees to celebrate an important person or event in the community and express condolences to a staff member who has lost a loved one.

Memorials can range up to ~~\$50.00~~. **\$100.00**

## 2. Endowment Fund

Establishment:

A fund to be known as the Endowment Fund is hereby established

Purpose:

The purpose of the Endowment Fund is to allow an accumulation of funds outside of NRPL's other funds for projects approved by the Board.

Endowment Fund Defined:

The Endowment Fund is composed solely of donations and bequests and other assets conveyed specifically to NRPL's Endowment Fund.

Management:

The Board is responsible for overseeing the proper investment of all funds in the Endowment Fund. The Board may appoint a manager of the Endowment Fund.

Investment Objective:



## Policy Section 2

Money in the Endowment Fund may be invested without the restrictions applicable to NRPL's other funds per the Public Funds Investment Act, 30 ILCS 235/0.01 et seq. (the Act)

Donors to the Endowment Fund shall be advised that investments in the Endowment Fund are not subject to the Act.

The investment objective of the Endowment Fund is to maximize a long-term rate of return while minimizing the risk of loss of capital. Achieving these goals will require assuming a moderate level of risk, accepting a long term investment horizon, and diversifying assets. The Endowment Fund will be invested to maximize total return (capital appreciation, plus interest and dividend income) consistent with a prudent level of risk.

### Evaluation & Performance Criteria:

Performance and activities of the manager of the Endowment Fund will be evaluated at least annually. The Board will utilize professional management services for investment of the Endowment Funds. The Board may employ advisors or consultants for an independent investment performance analysis.

### Prohibited Transactions:

The Endowment Fund will not be invested in any of the following:

- Margin purchases
- Private placements or other restricted securities
- Commodities
- Foreign issues, unless traded on U.S. exchanges or markets
- Any investment specifically prohibited by the Board

### Communication & Review:

Periodic statements of activity (at least quarterly) shall be provided to the Board.

The Endowment Fund's investment manager should expect to provide in person presentations to the Board at least once per year. These presentations will include a report of portfolio status, time weighted returns in accordance with Association for Investment Management and Research performance measurement standards, performance comparisons to appropriate benchmarks, economic outlook, investment strategy, and other matters relevant to Endowment Fund assets. Communication by telephone, letter, personal consultation, and/or other means will be provided as requested by the Board. The investment manager shall report to the Board promptly any significant changes in management or investment personnel.

## 3. Investments

(revised November 15, 2010) (reviewed February 15, 2012) (revised September 9, 2013)  
(revised October 21, 2019)

The North Riverside Public Library District Investment Policy for the administration of public funds is as follows:

The Library District policy is to have real estate tax proceeds deposited by direct deposit from Cook County, Illinois. All other receipts are deposited immediately upon receipt. Whenever possible, funds are deposited in interest bearing accounts that yield the highest rates available.

All funds are deposited in banks and financial institutions insured by the Federal Deposit Insurance Corporation (FDIC) in amounts up to \$250,000.00.

Any funds destined for short-term use over \$250,000.00 are collateralized by the bank, with the bank pledging United States securities specifically to the Library District.

Funds available for long-term investment (six months or more) are invested in United States Treasury Bonds or Notes and Certificates of Deposit that are insured by the FDIC or collateralized by the bank if over \$250,000.

#### 4. Library Foundation & Friends

(adopted May 12, 2014) (revised October 21, 2019)(revised August 16, 2022)

The North Riverside Public Library views the North Riverside Library Foundation & Friends organization as an important community resource for the NRPL in increasing understanding of, and support for, the library within the North Riverside community. As a volunteer organization, members are provided with an opportunity to use their time, skills, resources and contacts in a worthwhile community endeavor, while receiving recognition for their efforts, making library strengths and needs known to the public.

The role of the Foundation & Friends is a support group, rather than a policy-making body. The Foundation may raise money through fund raisers, sponsorship of special events or other means endorsed by the Library Board and Library Director.

The objectives of the North Riverside Library Foundation are:

- To encourage public interest and support for the library
- To encourage gifts and memorials for the library
- To purchase special items which cannot be taken care of in the library's budget
- To assist in public relations and community awareness of and use of the library
- To sponsor programs that support the library's mission

The Foundation & Friends group will have a written statement of purpose and by-laws which should be in accordance with the policies of the NRPL Board of Trustees. Funds raised by the Foundation should not be a substitute for adequate local funding.

## Policy Section 2

Funds raised by the Foundation & Friends should be maintained in an account separate and distinct from the library's operating accounts. This account should be administered by the Library Foundation & Friends Board.

Funds raised by the Foundation & Friends in the name of the Library will be used to support programs and materials of the library.

Gifts made to the Library by the Foundation & Friends should conform to the library gift and fiscal policies, and may not be used to dictate library policy.

Suggestions for service improvements may be directed to the Library Director, and requests for resources or assistance may be submitted to the North Riverside Library Foundation & Friends.

## 5. Money Handling

(Adopted 10/16/17) (revised October 21, 2019)(reviewed August 16, 2022)

This policy defines the responsibilities for any library employee who handles currency, cash equivalents, charge card transactions, or checks (hereafter referred to as "money"). Departments that receive, handle,

transport or deposit money must follow these procedures to prevent financial loss, prevent and detect errors, promote security and accurate financial reporting. All employees are responsible for complying with the policy described herein. Non-compliance with this policy could lead to disciplinary action.

Money Handling & Cash Register Operation:

- o Only employees with appropriate training are authorized to use the cash register, during their assigned work shifts only.
  - o Use of library funds for cashing checks is prohibited. Checks may not be written for an amount above what is necessary for payment.
  - o Cash should never be left unattended, for any period of time.
  - o When an employee receives cash, it is to be deposited immediately into the cash register under the correct category/code.
  - o If a patron wishes to pay using a charge card, the charge will be processed through the Library's secure charge card machine. No copies of the patron's account number, expiration date, or CVV security code will be kept.
  - o A receipt is offered to patrons for every charge card transaction showing the date of the transaction and the amount charged to the patron's charge card.
  - o All cash register mis-rings and errors will be promptly noted, and a note describing the date, time and clerk responsible, the error and any correction(s) made will be placed in the cash drawer so that it can be reviewed at the time of reconciliation.

## Policy Section 2

- o Refunds in cash will not be given. If the Library owes a patron any money (for return of a lost/paid book, etc.), an employee will take the pertinent information from the patron and request a check following procedures..

### Safeguarding Funds:

All funds collected during open operations are stored in the locked cash drawer. After hours, all funds are kept in a locked safe. Only circulation staff and supervisory personnel will have access to these funds during the hours the library is open. At the end of the last shift of the day, all funds are transferred from the cash register to the safe.

### Daily Reconciliation:

Cash shall be reconciled on a daily basis following established procedures.

### Deposits:

- o Bank deposits are made by the library director or a designee every ~~two weeks or sooner if there is a large accumulation of cash.~~ month.

## 6. Purchasing

(adopted October 8, 2012) (revised October 21, 2019)(reviewed August 16, 2022)

Under the discretion of the Director or his/her designee, staff shall have the authority to purchase books and other materials for the public, standard supplies and replacements as outlined in the annual budget.

The Director or his/her designee is authorized to enter into routine repair and maintenance contracts as permitted by the budget without prior Board approval.

The director or his/her designee also is authorized to approve routine Library purchases up to ~~\$2,500~~ \$5,000 as permitted by the budget without prior Board approval.

### Purchases under \$25,000

Whenever practical, the director or his/her designee should obtain at least three estimates before purchasing services, equipment or materials for the Library. A purchase contract should be awarded to the lowest qualified bidder with the approval of the Board of Trustees as necessary.

### Purchases over \$25,000

Specifications and a contract must be prepared for expenditures estimated to exceed \$25,000. A one-time legal notice should be placed in a local newspaper of general circulation inviting bids. Specifications and instructions to bidders should be distributed

to those firms identified as appropriate, and any firms which request specifications and instructions.

A closing time and date shall be specified for all bids, which will be publicly opened and read at that time. All instructions to bidders should note that the Board reserves the right to reject any or all bids, and may waive irregularities. Staff should refer all bids to the Board with an analysis and a recommendation for acceptance or rejection.

#### Insurance

All companies bidding on insurance coverage for the Library shall have an A.M. Best Co. rating of at least A- or the equivalent.

### 7. Surplus Property

(adopted October 8, 2012) (revised October 21, 2019)(reviewed August 16, 2022)

The Public Library District Act of 1991 provides that, "The board may sell or otherwise dispose of real or personal property that it deems no longer necessary or useful for library purposes under terms the board deems best" [75 ILCS 16 / 30–55.30].

The Act describes the manner in which a Library District may sell or otherwise dispose of such property [75 ILCS 16 / 30–55.32], as follows:

"[The] property may be sold or disposed of at a public sale as follows:

- (1) Personal property of any value may be donated or sold to any other tax supported library or to any library system operating under the provisions of the Illinois Library System Act under terms or conditions determined by the board.
- (2) Personal property having a unit value of \$1,000 or less may be disposed of as determined by the board.
- (3) Personal property having a unit value of more than \$1,000 but less than \$2,500 may be displayed at the library, and a public notice of its availability and the date and the terms of the proposed sale shall be posted."

Pursuant to the Act, the following methods shall be employed by the North Riverside Public Library District to sell or otherwise dispose of surplus property:

- (1) Public Sale: Items on the list may be offered for public sale at auction, either live or silent, or on the basis of sealed bids. In all such cases, the Library will publish a public notice of the sale in a local newspaper of general circulation.
- (2) Offer of Donation: Items may be offered for sale or as a donation to other tax-supported libraries or library systems, as well as other units of local government and not-for-profit organizations. In the latter instance, first preference will be given to organizations located in the North Riverside Public Library District.
- (3) Recycle: Items that are not sold or otherwise disposed of will be recycled, as appropriate.
- (4) Discard: Any remaining items will be discarded.

## Policy Section 2

As needed, the Library Director shall ask the Library Board to adopt “A Resolution Declaring Selected Library Furniture, Furnishings, Equipment, and Supplies to Be Surplus Property, and Authorizing the Disposition of the Surplus Property.”

# VILLAGE OF WESTMONT INVESTMENT POLICY

## **I. POLICY**

It is the policy of the Village of Westmont (Village) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village government and conforming to all state and local statutes governing the investment of public funds.

## **II. SCOPE**

This investment policy applies to all financial assets of the Village of Westmont. These funds are accounted for in the Village's Comprehensive Annual Financial Report and include:

1. General Fund
2. Special Revenue Funds
3. Capital Projects Funds
4. Enterprise Funds
5. Trust and Agency Funds
6. Capital Improvement Funds
7. Debt Service Funds
8. Any new funds created by the Village Board of Trustees (Village Board)/Finance Director unless specifically exempted

## **III. OBJECTIVES**

The primary objectives, in priority order, of the Village's investment activities shall be:

1. **Legality:** The Village's investments will be in compliance with all statutes governing the investment of public funds and will conform to federal, state, and other legal requirements.
2. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the Village shall be undertaken in a manner that seeks first to ensure that capital losses are avoided whether they be from securities defaults or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
3. **Liquidity:** The Village's investment portfolio will remain sufficiently liquid to enable the Village to meet all operating requirements which might be reasonably anticipated.
4. **Return on Investments:** The Village's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic

cycles, commensurate with the Village's investment risk constraints and the cash flow characteristics of the portfolio.

#### **IV. PRUDENCE**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the primary objective of safety of capital as well as the secondary objective of the attainment of market rates of return.

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual's security credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion, and appropriate action is taken to control adverse developments.

#### **V. ETHICS AND CONFLICT OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Mayor and Village Board of Trustees any material financial interests in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal/financial investment positions that could be related to the performance of the Village investments.

#### **VI.**

#### **VII. DELEGATION OF AUTHORITY**

Authority to manage the Village's investment program is derived from local ordinance. Management responsibility for the investment program is hereby delegated to the Village Treasurer who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

The Village Treasurer shall establish written investment policy procedures for the operation of the investment program consistent with this policy. The procedures should include reference to safekeeping, repurchase agreements, wire transfer agreements, banking service contracts, collateral/depository agreements, and record keeping. Such procedures shall include explicit delegation of authority to persons secondarily responsible for investment transactions. No person may engage in an investment



transaction except as provided under the terms of this policy and the procedures established by the Village Treasurer.

### **VIII.**

### **IX. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

The Village Treasurer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of Illinois. These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule). No public deposit shall be made except in a qualified public depository as established by state laws. Furthermore, employees of any firm or financial institution offering securities or investments to the Village are expected to be trained in the precautions appropriate to public sector investments, and are expected to familiarize themselves with the Village’s investment objectives, policies, and constraints. These firms and financial institutions are expected to make reasonable efforts to preclude imprudent transactions involving Village funds.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Village Treasurer with the following:

1. A copy of the most recent audited financial statement
2. Proof of National Association of Security Dealers (NASD) certification, if applicable
3. Copy of the trading resolution on file
4. Proof of Illinois registration
5. Copies of the last two sworn statements of resources and liabilities which the institution is required to furnish to the Commissioner of Banks and Trust Companies or to the Comptroller of the Currency
6. Certification of having read, understood and agreed to comply with the Village’s investment policy
7. Depository contracts, as appropriate
8. Evidence of adequate insurance coverage

In addition, investment pools must provide the following:

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations, how they are distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
4. A description of who may invest in the program, how often, and what size deposits and withdrawals are allowed.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool?
7. A fee schedule, and when and how it is assessed.

8. Is the pool eligible for bond proceeds and/or will it accept such proceeds?

The Village Treasurer will conduct a periodic review of the financial condition and registration of qualified financial institutions and broker/dealers. A current audited financial statement is required to be on file for each financial institution and broker/dealer with which the Village invests.

## **X. AUTHORIZED AND SUITABLE INVESTMENTS**

The Village of Westmont is empowered by statute to invest in the following types of securities:

### **1. Interest bearing direct obligations of the United States of America, or its agencies**

U.S. Government bonds, notes, certificates of indebtedness, treasury bills, treasury strips or other securities, which are guaranteed by the full faith and credit of the Government of the United State of America as to principal and interest. Other similar obligations of the United States of America or its agencies including obligations of the Governmental National Mortgage Association (GNMA) are approved by the Government of the United States of America and have a liquid market with a readily determinable market value;

### **2. Direct obligations of institutions defined in Illinois Banking Act and insured by the Federal Deposit Insurance Corporation (FDIC)**

Interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits or any other investment constituting direct obligations of any institution as defined by the Illinois Banking Act and is insured by the FDIC. Any such investment shall not exceed FDIC insurance limitations, including principal and interest. Exceptions are provided under section dealing with collateralization.

### **3. Commercial Paper**

Short-term obligations of corporations (commercial paper) organized in the United States with assets exceeding \$500 million and rated at the time of purchase at the highest classification established by at least two standard rating services. These must mature within 180 days from the date of purchase. Such purchases may not exceed 10% of the corporation's outstanding obligations and no more than 10% of the Village's funds may be invested in commercial paper.

### **4. Savings and Loan Institution obligations**

Short-term discount obligations of the Federal National Mortgage Association (FNMA) or in shares or other forms of securities legally offered by saving and loan associations incorporated under the laws of this state or any other state or under the laws of the United States. Investments may be made only in those savings and loan associations of which the shared, or investment certificates are insured by the FDIC.

### **5. Local government investment pools**

Local government investment pools, either administered by the State of Illinois or through joint powers statutes and other intergovernmental agreement legislation.

**6. Public Funds**

Interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, or of any other state, or of any political subdivision or agency of the State of Illinois or of any other state. Such purchases may not exceed 10% of the Villages funds.

**7. The Illinois Metropolitan Investment Fund (IMET)**

An actively managed investment fund for Illinois local governments consisting of investments in obligations issued or secured by the U.S. Government and/or its agencies, and/or money market mutual funds that are permitted under HB885, adopted by the Illinois General Assembly on May 9, 1996, which amended Section 3.1-35-50 of the Illinois Municipal Code, also known as the Investment Act.

**8. Government Money Market Funds**

Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to investments in obligations of the United States of America or its agencies, or repurchase of such obligations.

**XI. MASTER REPURCHASE AGREEMENT**

If repurchase agreements are legal or authorized, a Master Repurchase Agreement must be signed with the bank or dealer.

- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.

**XII. COLLATERALIZATION**

It is the policy of the Village, as recommended by State Statute and Government Finance Officers Association (GFOA) Recommended Practices on the Collateralization of Public Deposits, that Village funds on deposit in excess of FDIC limits be secured by some form of collateral or separate insurance, witnessed by a written agreement and held by an independent third-party institution in the name of the Village of Westmont. The Village can accept any of the following assets as collateral:

- 1. Government Securities
- 2. Obligations of Federal Agencies

3. Obligations of Federal Instrumentalities
4. Obligations of the State of Illinois and municipalities of Illinois
5. Separate Insurance through a Triple A rated provider.

The Village reserves the right to accept or reject any form of the above named securities. The Village also requires that all depositories that hold Village deposits in excess of the FDIC limits must agree to utilize the Village's Collateralization requirements listed below.

The amount of collateral provided will not be less than 110% of the fair market value of the net amount of public funds secured. The ratio of the fair market value of collateral to the amount of funds secured will be reviewed at least quarterly, and additional collateral will be required when the ratio declines below the level required and collateral will be released if the fair market value exceeds the required level.

Pledged collateral will be held in safekeeping, by an independent third-party custodian, or the Federal Reserve Bank, designated by the Village and evidenced by a safekeeping agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the Village and retained.

Each time collateral is changed, it must be approved by the Village Treasurer. The change must be recorded in the Bank Board Minutes and a copy of the Minutes must be furnished to the Village. This requirement will be waived, and the right of collateral substitution is granted if the bank is rated by a reputable, outside rating agency such as Moody's, Standard and Poor's, A.M. Best, or Fitch Ratings Ltd.

Collateral agreements will preclude the release of the pledged assets without an authorized signature from the Village of Westmont.

### **XIII. SAFEKEEPING AND CUSTODY**

All security transactions, including collateral, entered into by the Village shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Village Treasurer and evidenced by safekeeping receipts.

### **XIV. DIVERSIFICATION**

The Village will diversify its investments by security type and institution.

The investment portfolio for the Village shall not exceed the following diversification limits unless specifically authorized by the Village Board:

1. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the Village's total investment portfolio will be invested in a single security type or with a single financial institution.
2. Monies deposited at a financial institution shall not exceed 75% of the capital stock and surplus of that institution.

3. Commercial paper shall not exceed 10% of the Village's investment portfolio, excepting bond issue proceed investments.

## **XV. MAXIMUM MATURITIES**

To the extent possible, the Village will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Village will not directly invest in securities maturing more than three and one-half (3 ½) years from the date of purchase. However, the Village may collateralize its repurchase agreements and certificates of deposit using longer-dated investments not to exceed five (5) years to maturity.

## **XVI. INTERNAL CONTROL**

The Village Treasurer shall establish an annual process of independent review of internal controls by an external auditor. This review will assure compliance with policies and procedures. The internal control policy will be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the Village of Westmont.

## **XVII. PERFORMANCE STANDARDS**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles commensurate with the investment risk constraints and the cash flow needs.

Market Yield (Benchmark): The Village's investment strategy is passive due to the bulk of the portfolio being operating funds. Given this strategy, the basis used by the Village Treasurer to determine whether market yields are being achieved shall be the six-month U.S. Treasury Bill and the average Federal Funds rate.

## **XVIII. REPORTING**

The Village Treasurer shall provide the Village Manager, Mayor and Village Board with quarterly investment reports which provide a clear picture of the status of the current investment portfolio. The management report should include comments on the fixed income markets and economic conditions, discussions regarding restrictions on percentage of investment by categories, possible changes in the portfolio structure going forward, and thoughts on investment strategies. Schedules in the quarterly report should include the following:

1. A listing of individual securities held at the end of the reporting period by authorized investment category
2. Average life and final maturity of all investments listed
3. Coupon, discount or earnings rate
4. Par value, amortized book value and market value
5. Percentage of the portfolio represented by each investment category

## **XIX. INVESTMENT POLICY ADOPTION**

The Village of Westmont's investment policy shall be adopted by resolution of the Village Board. The policy shall be reviewed annually by the Village Board and any modifications made thereto must be approved by the Village Board.

## **XX. GLOSSARY**

**AGENCIES** - Federal agency securities and/or Government sponsored enterprises.

**BROKER** - A middleman who brings buyers and sellers together and handles their orders generally charging a commission for their services.

**CERTIFICATES OF DEPOSIT** - Instruments issued by a bank specifying that a sum of money has been deposited, payable with interest to the bearer of the certificate on a certain date.

**COLLATERAL** - Securities pledged by a bank to secure deposits of public monies. Also refers to securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan.

**DELIVERY VS PAYMENT** - Physical delivery of collateral securities or book entry control in exchange for the cash payment. Under this system funds are not transferred until the securities are delivered. If a third party acts as custodian, funds are released by the custodian only when delivery is accomplished.

**DIVERSIFICATION** - Dividing available funds among a variety of securities and institutions so as to minimize market risk.

**DURATION** - The number of years required to receive the present value of future payments, both of interest and principal, of a bond, often used as an indicator of a bond's price volatility resulting from changes in interest rates.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC)** - A federal agency that insures bank deposits, currently up to \$250,000 per type of deposit per financial institution.

**LIQUIDITY** -The length of time required to convert any investment to cash.

**MARKET VALUE** - The market value of a security is the price at which the last sale of the same issue was sold.

**MONEY MARKET** - The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

**MATURITY** - The date upon which the principal or stated value of an investment becomes due.

**PRINCIPAL** - The cost of an instrument on which interest is earned.

**PRUDENT PERSON STANDARD** - An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state – the so-called legal list. In other states, the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

**REPURCHASE AGREEMENT** - An agreement with an approved broker/dealer that provides for a simultaneous sale of securities by a bank or government securities dealer to a city with an agreement for the bank to repurchase the securities at a fixed date at a specified rate of interest. The difference in the sales and purchase price is the earning rate on the agreement. These agreements range in maturity from overnight to fixed time to open end.

**SAFEKEEPING** - An arrangement under which an organization's securities are kept in a bank vault or in the case of book entry securities, are held and recorded in the customer's name. Evidence of this arrangement is a safekeeping receipt.

**SEC RULE 15c3-1** - An SEC rule that sets minimum net capital requirements for broker-dealers. Firms are expected to have liquid assets equal to or greater than a certain percentage of total liabilities. If the ratio falls below this minimum, the broker-dealer may face restrictions on soliciting new business or on keeping existing business.

**UNIFORM NET CAPITAL RULE** - Securities Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities. Liquid capital includes cash and assets easily converted into cash.

**YIELD** - The rate of annual return on an investment expressed as a percentage.

# Trustee Handbook

North Riverside Public Library Trustee Orientation Handbook





# Welcome to the Board of Trustees

Dear New NRPL Trustee,

Welcome to your new position as a library board trustee. We thank you for your commitment to the North Riverside Public Library District and your willingness to serve as an official on behalf of our organization.

To help acclimate you to your new position, you will be supplied with documents that will introduce you to the role and duties of a trustee, the laws that the board has set for their governance, and other pertinent materials that will give you a deeper understanding of how the library is run. During your orientation, the library director and board president will meet with you to discuss the following:

- Library Board Bylaws and Polices
- Trustee Ethics Statement
- Library mission statement & strategic plan (see below)
- Organizational chart of library staff
- Your role as a library trustee
- Calendar of board meetings
- Budget for current fiscal year
- Recent board packets, minutes, and accompanying files
- Open Meetings Act (OMA) training

Please feel free to reach out to your fellow board members should you have questions about the role. They would be glad to assist you and help orient you to the position. For your convenience, a current list of board members and their contact information will be provided.

If you are interested in further reading regarding library trustee roles, legal issues, and additional training, consider visiting the Public Library Administrator & Trustee webpage for the Office of the Illinois Secretary of State found at:

<https://www.cyberdriveillinois.com/departments/library/libraries/trustee.html>

Once again, welcome to the North Riverside Public Library! We are glad to have you.

Annette Corgiat  
NRPLD Board President



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**NRPL**

**NORTH RIVERSIDE PUBLIC LIBRARY**

**PICKUP**  
RETURN IN BOOK DROP

**NRPL**

708-447-0869

reference@northriversidelibrary.org

www.northriversidelibrary.org

**BOOKS + MATERIALS**

24/7/365  
BORROW &  
RETURN

SAFE  
SECURE  
& EASY

RESERVE  
ONLINE OR  
BY PHONE

Photo: NRPL Smart locker design

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# NRPL Strategic Plan

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## MISSION:

- EXPLORE, LEARN, EMPOWER AND CREATE

### Values:

- Innovation
- Embrace Creativity
- Accessible to Everyone
- Collaboration
- Engagement
- Continuously raise the bar
- Inclusivity
- Welcoming
- Partnerships within Our Community
- Enrichment

Vision: If we are successful in our Mission, we will see these changes around us...

- Create an environment to embrace ALL members of our changing community
- Dedication to lifelong learning
- More active and vibrant community hub
- Increased engagement with our own and neighboring communities
- Increased relevance to the community through our programs, interaction social media, materials circulation

# The Role of a Trustee

## 01

### Expectations

Library Trustees are our finest advocates in the community. Your role as trustee for NRPL focuses on working with administration to set the direction of the library, our mission and values, reviewing and updating policies, making sure our the library is financially secure and ensuring that the library's director is on track to make this the best library it can be.

Trustees serve as officers: President, Vice President, Secretary and Treasurer of the Library Board as well as heading committees both standing (finance, building and grounds, policy) and ad hoc (strategic planning, etc. ).

The Board work in collaboration with the director to generate annual revenue to foster NRPL's overall financial health and goals.

## 02

### Resources

You are never alone. Other trustees and the library director are here to support you in our journey to become the best trustee you can be! And there are many organizations that provide educational opportunities. **Trustees are required to take a minimum of 3 hours of continuing education each year.**

- FOIA/OMA - <https://foiapac.ilag.gov/> (Register for an account)
- RAILS Trustee Resources - <https://www.railslibraries.info/services/trustee>
- RAILS L2 account - <https://librarylearning.org/user/login> (Register for an L2 account)
- ILA Trustee Forum Link - <https://www.ila.org/forum/5/library-trustee-forum-ltf>
- IL State Library Resources - <https://www.cyberdriveillinois.com/departments/library/libraries/trustee.html>
- ALA account - <https://idp.ala.org/idp/Authn/UserPassword>
- Serving Our Public 4.0 & Trustee Fact File books

## 03

### And much more...

Don't forget to sign up for your RAILS L2 account for more networking opportunities here:  
<https://librarylearning.org/user/register>

Wear your new nametag and bring your business cards to events and be ready to talk about the library because, you will get questions from the community.

What is your favorite thing at the library? Graphic novels, Glowforge, checking out a yoga mat...

# Board & Director

## Board responsibilities

- Develop & adopt bylaws for board procedures
- Employ a competent and qualified director
- Determine and adopt written policies to govern the operation and programs of the library
- Develop a long-range plan for commitment of resources to meet the changing needs of the community
- Approve the annual budget to determine its adequacy for meeting goals and objectives
- Work actively for public and official support
- Explore all possible revenue sources
- Review and approve monthly financial statements in context of the annual budget.
- Know local and state laws
- Actively support state and national library legislation
- Inform general public about library plans and services
- Act as an advocate for library programs and services in the community at large

## Director responsibilities

- Develop and review bylaws with board
- Act as technical advisor to the board
- Recommend and draft policies for board action.
- Carry out approved policies
- Work with board to prepare a long-range plan by projecting needs and trends in library service
- Prepare the annual budget draft to achieve objectives as identified with the board
- Supply facts and figures to aid in interpreting the library's financial needs
- Attend budgetary meetings as a resource person
- Prepare and present monthly financial statements and bills for board action
- Know local and state laws
- Keep board informed of pending legislation, library trends, developments, and standards
- Report regularly to the library board, necessary government officials, the general public, and the state library agency

# Officers & Committees

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Officers are elected every 2 years by the Board (this is different from Library Board terms that you all ran for). A slate of officers are nominated at the June meeting and elected at the July meeting every other year.

## PRESIDENT

The President is responsible for presiding over meetings, appointing trustees to committees and other duties as proscribed by law. For more information and a full description, [click here](#).

## TREASURER

The Treasurer is responsible for overseeing the budget, B&M, B&A, Levy and audit in conjunction with the director. For more information and a full description, [click here](#).

## VICE PRESIDENT

The Vice President has one primary duty:  
1. Take over the President's duties if the President is unable to attend a meeting or resigns. For more information and a full description, [click here](#).

## SECRETARY

The Secretary has two primary responsibilities: 1. Responsibility for the minutes (open and closed session) and 2. Responsible to certify ordinances and resolutions as needed. For more information and a full description, [click here](#).

## COMMITTEES

Committees are generally one person who reports at the Committee of the Whole meetings (1st Monday each month). Committee heads work with the other trustees and director/library staff to make progress toward their goals. Some committees have monthly/quarterly/annual duties, others have long term goals, others are active as needed. All Committee chairs are appointed by the Board President. Click on the committee name for more info.

- **Advocacy:** Actively works to expand the visibility of NRPL at the local, state and national level. Works with director and staff members to connect with community organizations and forge stronger community connections. For more information and a full description, [click here](#).
- **Building & Grounds:** Primarily works with the director and facilities personnel to ensure that the building is maintained and upgrades are scheduled as needed. Safety issues are a key component of the committee. For more information and a full description, [click here](#).
- **Finance:** Headed by the Treasurer, the finance committee is responsible for ensuring that the library is properly funded, all reports and ordinances are created and submitted on time (see the Dates to Remember page). For more information and a full description, [click here](#).
- **Personnel:** This committee is dedicated to staff wages, benefits and reviews/hiring/termination of the director. This committee is responsible for review/adding/deleting policies in section 9 – personnel of the policy manual. For more information and a full description, [click here](#).
- **Policy – Review** and suggest additions, changes or deletions of the policies in section 1–8 of the policy manual to the Board following the Board approved review calendar.
- **Strategic Planning:** Works with the director and staff to update the strategic plan every 5 years, creates list of specific outcomes yearly and works to pursue those outcomes. For more information and a full description, [click here](#).

# This is NRPL

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## STAFF

The NRPL Board hires and evaluates the Library Director. The Director is in charge of the daily running and management of all other staff members. We average about 25 staff members total spread over five departments (Adult, Circulation, Facilities, Pages, Teen and Youth) which all work together to make us an award-winning facility.

## FACILITY

NRPL is a 22,500 sqft building with two levels, three kitchen areas, seven bathrooms, and many offices/storage spaces. Built in 1999, the library has been continually updated and modernized. The most recent renovation was in 2021/22 and included a new book sale room, book lockers, concrete and asphalt, lower-level carpet and LED lighting.

## FINANCES

Funding is a main focus of the Library Board, most funding comes from our residents and businesses. We craft and pass three crucial ordinances: B&M, B&A and Levy which all come together to provide for our levy each year between June and December.

In addition to our levy, we apply for grants, do fundraising and collect fees. Increasing our fundraising efforts will be a key focus for NRPL over the next several years.



## ADVOCACY

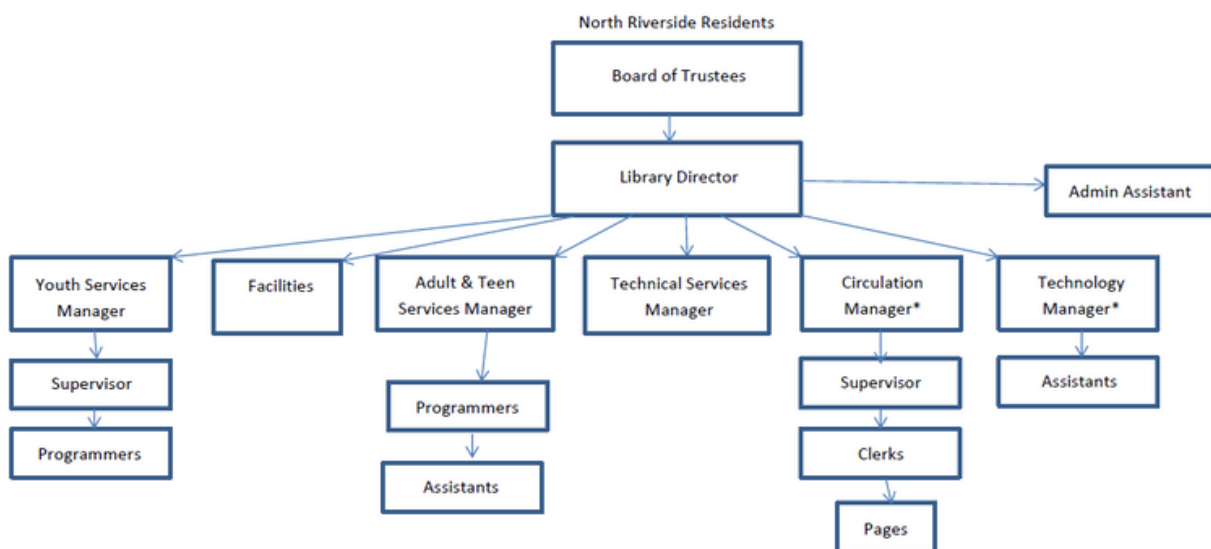
Whether you're going to pick up takeout or attending a concert in the park, be ready to talk about the library; how the library impacts our community, what we do, what we have and why the library is worth the money. Residents want to know and will ask about what the library is doing, planning, and how things are going.

You are our best advocate in the community!

Talk about Studio 2400, The Build Guild, Kay's Book Room, our Teen Spot, amazing programs, the Library of Things, or the North Riverside Historical dispalry. We are so much more than just books! (but we have those too)

# Library Organization Chart

North Riverside Public Library District – Organizational Chart – Revised 2022



\* Circulation and Technology Managers are filled by one person.

Advertising duties are assigned to the Social Media Committee made up of staff from every department to create a cohesive advertising message.



Please refer to the "Trustee Reference Materials" folder of the Board's Google Drive for this and additional materials.



# Speak "Library"

Below are some common terms you may hear in meetings or at conferences/webinars:

- **Advocacy** - Is a focus on gaining public support for a particular topic or the library in general
- **ALA** - American Library Association is the overarching association for librarianship
- **District Library Establishment Act**: <https://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=993&ChapterID=16>
- **Circulation** - department (also known as public/patron services) who are our first point of contact with most patrons - answering phones, checking out/in materials, helping with computers, copier, fax and more!
- **Holds** - are material requested by a patron either from our or another library and placed on the hold shelf near the Library of Things
- **ILL** - Inter Library Loan (requesting books from other libraries or providing them to other libraries)
- **Illinois Library Services Map** - shows legal services areas of all public libraries in IL  
[https://www.ilsos.gov/departments/library/libraries/library\\_service\\_areas.html](https://www.ilsos.gov/departments/library/libraries/library_service_areas.html)
- **ILS** - Integrated Library System - Sirsi Dynix provided and monitored by SWAN (our library catalog)
- **IMRF** - Illinois Municipal Retirement Fund is a service the library participates in. Employees working an average of 20 hours or more are automatically enrolled in this pension plan.
- **IPLAR** - Illinois Public Library Annual Report is completed by the director generally in August and is required for a library to file to be eligible for State grants.
- **ISL** - Illinois State Library provides many services and most notably grant opportunities each year  
<https://www.ilsos.gov/departments/library/>
- **L2** - RAILS continuing education website <https://librarylearning.org/>
- **Levy** - The levy ordinance is passed yearly by the Library Board and sent to and collected by Cook County in yearly tax bills. The levy provides 90% of our funding on average.
- **Makerspace** (Build Guild, Annex, Studio 2400) - a place with equipment that is open for patrons to create, work on a project or learn about a new technology. Items in the Makerspace are used under the direction of a librarian
- **Per Capita Grant** - This is a yearly grant given to each library that applies for a set amount per person living in the district (generally around \$8,000).
- **PLA** - Public Library Association is a division of ALA with a specific focus on public libraries
- **Public Library District Act of 1991** - legal foundation document of all district libraries in IL  
<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=993&ChapterID=16>
- **Referendum** - Is a ballot proposal generally to raise additional funds for a set amount of time or to add additional property to the district boundaries.
- **RAILS** - "Reaching Across Illinois Library System" offers continuing education, resource sharing, discounts, delivery and more: <https://www.railslibraries.info/>
- **Statement of Economic Interest** - Each trustee will receive an email from Cook County to answer several economic interest questions online each year. Questions must be answered by May 1st (deadlines may vary)
- **SWAN** - offers our ILS (library catalog), education, discounts and more: <https://swanlibraries.net/>
- **Tech Services** - The group of people who do our cataloging (not working on our computers)

# Serving the Public

## SERVICES AND MATERIALS

### THE EVER-SHIFTING DIGITAL LANDSCAPE HAS CREATED ENDLESS OPPORTUNITIES FOR LIBRARIES.

Libraries thrive on anticipating the needs of our community, reaching out and connecting with our community and helping to strengthen connections. With the move to embrace and expand the digital landscape, NRPL has worked to continue to help our community grow with hybrid and on-line programming, virtual resources, 24/7 no contact holds pick up and growing our Library of Things to meet the changing needs of our population.

Our Library Board Trustees help to make these changes possible. Updating policies to make the Library fine free which removes barriers to library usage, authorizing spending for new smart lockers and even donating or soliciting donations to expand our list of items available for checkout.

Our Board members' passion for the Library and what we can bring to the community has helped us connect with local organizations, volunteers and so much more.

In a time when we are moving toward more digital inclusion, having active Board members who advocate for the

library with their friends, family and out in the community helps to get the word out about the worth of a library today.

As we move forward into new digital territory and continue doing what we do best, we will always need you help.

Help us secure funding  
Help us connect with our community  
Help us be fair and equitable in polices  
Help us be the best we can be!

Our Village deserves to have dedicated people who are seeking new ways to improve our home.

Thank you for serving with us!



Donating books to various organizations for the holidays.

# Dates to remember

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## IMPORTANT DATES:

### January:

- Review Closed Session Minutes (OMA (5 ILCS 120/2.06))
- Appoint FOIA/OMA officer (generally the director)

### February:

- Must submit Statement of Economic Interest list to Cook County (5 ILCS 420/4A-101 and 4A-106)

### March:

-

### April:

- Election (odd years) for 6 year terms (75 ILCS 16/30-20)
- National Library week, appreciation dinner
- 30th Last day to file Statement of Economic Interest with out penalties (5 ILCS 420/4A-101 and 4A 105)

### May:

- Adopt & Publish B&M ordinance (can be done in June) (75 ILCS 16/35-5 and 10 ILCS 5/28-2)
- Swear in new/reelected Board members (75 ILCS 16/30-40)

### June:

- 30th: End of Fiscal Year (75 ILCS 16/35-40)
- Approve working budget
- Conduct director's review
- Planning for 4th of July parade
- Meeting date ordinance (July or Dec. - currently we are in Dec.) (5 ILCS 120/2.03 and 75 ILCS 16/30-50)

### July:

- 1st: Beginning of the Fiscal Year
- Review Closed Session Minutes (OMA (5 ILCS 120/2.06))
- Secretary's Audit (75 ILCS 16/30-65)
- Treasurer's Report, Itemized statement (75 ILCS 16/30-65)
- Post B&A Ordinance (75 ILCS 16/30-85)

### August:

- B&A Ordinance Hearing and Approval (if 30 days have elapsed) (75 ILCS 16/30-85)
- File IPLAR
- Resolution to determine estimate of funds
- Post Levy Ordinance ((75 ILCS 16/30-85))

### September:

- NR Fall Harvest Festival
- Planning for holiday for staff
- Levy Ordinance Hearing & Approval (if 30 days have elapsed) (75 ILCS 16/30-85)

### October:

- Approve yearly financial audit

### November:

- File IL Comptroller's report (must be completed by December)(75 ILCS 16/30-45; 35 ILCS 200/30-30 and 50 ILCS 310/1)

### December:

- Library Holiday Open house event
- Library staff holiday gift cards
- Meeting date ordinance (July or Dec. - currently we are in Dec.) (5 ILCS 120/2.03 and 75 ILCS 16/30-50)

# Future Forward

## SERVICES

NRPL has a variety of services including:

- Notary, printing, copying, scanning, fax
- Build Guild (3D printer, Laser engraver & cutter, button maker, sewing/embroidery machines, laminating, AccuQuilt, Cricut machines, photography equipment
- Studio 2400 (video & audio conversion, music creation, green screen)

## FACILITY

In the next 10 years, we anticipate replacing the roof. Depending on technology, this would be the best time to install solar panels on the roof. In addition there is a unused room at the bottom of the main stairway which would be an ideal space to renovate for patron use. We are seeking funding for a building generator so we could become an emergency center. The facility will need refreshed paint and possible furniture upgrades.

## COMMUNITY

Our community is changing! The demographics are shifting and will continue to evolve. Making sure that we serve everyone equally is a prime concern of the Library and always will be.

We continue to expand our focus on the Latinx population in North Riverside with expanded Spanish language programming, materials and services. Many of our staff are also bilingual.

NRPL is working on our EDI initiatives both in internal hiring and external programming, materials and outreach and plan to continue this focus in the future.

And, finally, we have a goal of creating a more unified North Riverside with Lunch & Learn events for community organizations, so we can better communicate and collaborate for the good of all our residents.



# Current Board

NRPL's Board is composed of 7 trustees elected from within the library district boundaries.

Every odd number year, the North Riverside Library Board of Trustees has two or three positions on the ballot for a six year term.

If a trustee resigns before the end of that trustee's term, the Board interviews and appoints a new trustee to serve the remaining term until the next regular election, when the appointee is required to run for the remainder of the term or a new term.

A trustee must resign if that trustee moves out of the district or is imprisoned. A trustee may be removed if they miss more than 12 consecutive regularly scheduled meetings.

President: Annette Corgiat  
Phone: 708-442-7977  
Email:  
Term: April 2029

Vice President: Greg Gordon  
Phone: 708-912-9627  
Email:  
Term: April 2027

Treasurer: Kathy Bonnar  
Phone: 708-442-1561  
Email:  
Term: April 2029

Secretary: John Mathias  
Phone: 708-447-2513  
Email:  
Term: April 2027

Trustee: Ken Rouleau  
Phone: 708-751-1634  
Email:  
Term: April 2025

Trustee: Jeanne Ottenweller  
Phone: 708-542-8227  
Email:  
Term: April 2027

Trustee: Kyle Johnson  
Phone: 503-309-7632  
Email:  
Term: April 2025



A stylized sun graphic with a semi-circular face and radiating rays. The sun is positioned at the top of a vertical rectangular frame. The frame is divided into three vertical sections: a yellow section on the left, a light blue section in the center, and a light green section on the right. The sun's rays extend upwards from the top of the frame. The background is a gradient from light blue at the top to light green at the bottom.

**QUESTIONS? CONTACT:  
NATALIE STAROSTA - LIBRARY DIRECTOR  
STAROSTAN@NORTHRIVERSIDELIBRARY.ORG**



## **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. \*If the Bylaws are updated, they must also be



updated on the NRPL.info website under the FOIA section – follow the How-to document for website updates in the How-to folder in the Bob drive.

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. \*Note that

### **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



## NORTH RIVERSIDE PUBLIC LIBRARY

NORTH RIVERSIDE, IL

### Attorney

- Name: Roger Ritzman (Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.) – General legal inquiries, levy, ordinances
  - Phone Number/Email: Roger Ritzman [rritzman@psnrb.com](mailto: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](mailto:srm@franczek.com)
- Name: HR Source – HR legal issues, can assist with policies and FOIA
  - Phone Number/Email: T: 800-448-4584, [info@hrsourc.org](mailto:info@hrsourc.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; pervious 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: [kroberts3@paychex.com](mailto:kroberts3@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 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



**NORTH RIVERSIDE  
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

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.



## Calendar:

### January:

- CoW: 1<sup>st</sup> Monday (may be canceled if falls on New Year's)
- Board: 3<sup>rd</sup> Monday
  - o Appoint FOIA/OMA Officer
  - o Review Closed Session Minutes

### February:

- CoW: 1<sup>st</sup> Monday
  - o Strategic Planning – Set/Review Goals for 2<sup>nd</sup> half of FY
  - o Building & Grounds – Set/Review Projects for 2<sup>nd</sup> half of FY
  - o Policy – Review Section 1 & 2
  - o Advocacy – March is Reading Month, Summer Reading Kickoff, Village events
- Board: 3<sup>rd</sup> Monday

### March:

- CoW: 1<sup>st</sup> Monday
  - o Finance – 1<sup>st</sup> Draft Working Budget
  - o Policy – Review Section 3 & 4
- Board: 3<sup>rd</sup> Monday

### April:

- CoW: 1<sup>st</sup> Monday
  - o Policy – Review section 5
- Board: 3<sup>rd</sup> Monday

### May:



- CoW: 1<sup>st</sup> Monday
  - o Personnel – Revise if needed the Director’s review, discuss merit bonus pool and COLA raises
  - o Policy – Review Section 6
  - o Finance - Review B&M Ordinance (publish notice)

- Board: 3<sup>rd</sup> Monday

June:

- CoW: 1<sup>st</sup> Monday
  - o Policy – Review Section 7
- Board: 3<sup>rd</sup> Monday
  - o Approve B&M Ordinance (must be passed by 1<sup>st</sup> week of July)

July:

- CoW: 1<sup>st</sup> Monday
  - o Policy – Review Section 8
  - o Finance - Review B&A Ordinance (publish notice)
- Board: 3<sup>rd</sup> Monday
  - o Review Closed Session Minutes

August:

- CoW: 1<sup>st</sup> Monday
  - o Finance - Begin Levy review
  - o Strategic Planning - Set/Review Goals for 1<sup>st</sup> half of FY
  - o Building & Grounds – Set/Review Projects for 1<sup>st</sup> half of FY



- Advocacy – September is Library Card Sign Up Month, Autumn Fest, Halloween Events, Winter Open House

- Board: 3<sup>rd</sup> Monday

- Approve Secretary's audit

#### September:

- CoW: 1<sup>st</sup> Monday (normally canceled as falls on Labor Day)

- Board: 3<sup>rd</sup> Monday

#### October:

- CoW: 1<sup>st</sup> Monday

- Finance - Complete Levy review

- Policy – Review 1<sup>st</sup> half of Section 9

- Board: 3<sup>rd</sup> Monday

- Approve Audit

- Approve Levy

#### November:

- CoW: 1<sup>st</sup> Monday

- Policy – Review 2<sup>nd</sup> half of Section 9

- Board: 3<sup>rd</sup> Monday

- Approve Levy & Audit if not already done

#### December:

- CoW: 1<sup>st</sup> Monday (normally canceled because of Holidays)

- Board: 3<sup>rd</sup> Monday (normally canceled because of Holidays)



## **Committee sign up:**

### Advocacy (February, August):

- Chair: Jeanne Ottenweller
- Member: Kathy Bonnar
- Member: Greg Gordon
- Exo fficio: Annette Corgiat

### Building & Grounds (February, August):

- Chair: Ken Rouleau
- Member: John Mathias
- Member:
- Ex officio: Annette Corgiat

### Finance (March, May, July, August, October):

- Chair: John Mathias
- Member: Ken Rouleau
- Member:
- Ex officio: Annette Corgiat

### Personnel (May):

- Chair: Greg Gordon
- Member: Ken Rouleau
- Kathy Bonnar
- Ex officio: Annette Corgiat

### Policy (Feb, March, April, May, June, July, Oct, Nov):

- Chair: Kathy Bonnar
- Member: Jeanne Ottenweller
- Member:
- Ex officio: Annette Corgiat

### Strategic Planning (February, August):

- Chair: Kyle Johnson / Annette Corgiat
- Member: Greg Gordon
- Member:
- Ex officio: Annette Corgiat





**Committee sign ups in order by time of request:**

April 15<sup>th</sup> at the meeting:

- Ken: Finance, Personnel
- Kathy: Advocacy
- John: Building & Grounds
- Jeanne: Policy
- Kyle: none
- Greg: none but volunteered for Strategic Planning by Annette

April 16<sup>th</sup> by phone at 8am:

- Kathy: Personnel

April 16<sup>th</sup> by email at 11:23:

- John: Personnel

May 2<sup>nd</sup> in person:

- Greg: Advocacy

Twenty public libraries are showcased this year. These libraries range from those serving populations under 2,000 all the way up to over 88,000 in communities across the state. Bright childrens' and teen spaces, meeting and activity rooms, and an emphasis on accessibility are the prominent focus of the featured libraries. Two libraries have historic dome renovations. One library is in a completely new building and another has added a new branch in a renovated building. It's evident from the patrons' quotes in the "What people are saying" sections that libraries continue to be important places to meet, learn, work, study, connect, and more for their communities.

# Antioch Public Library District



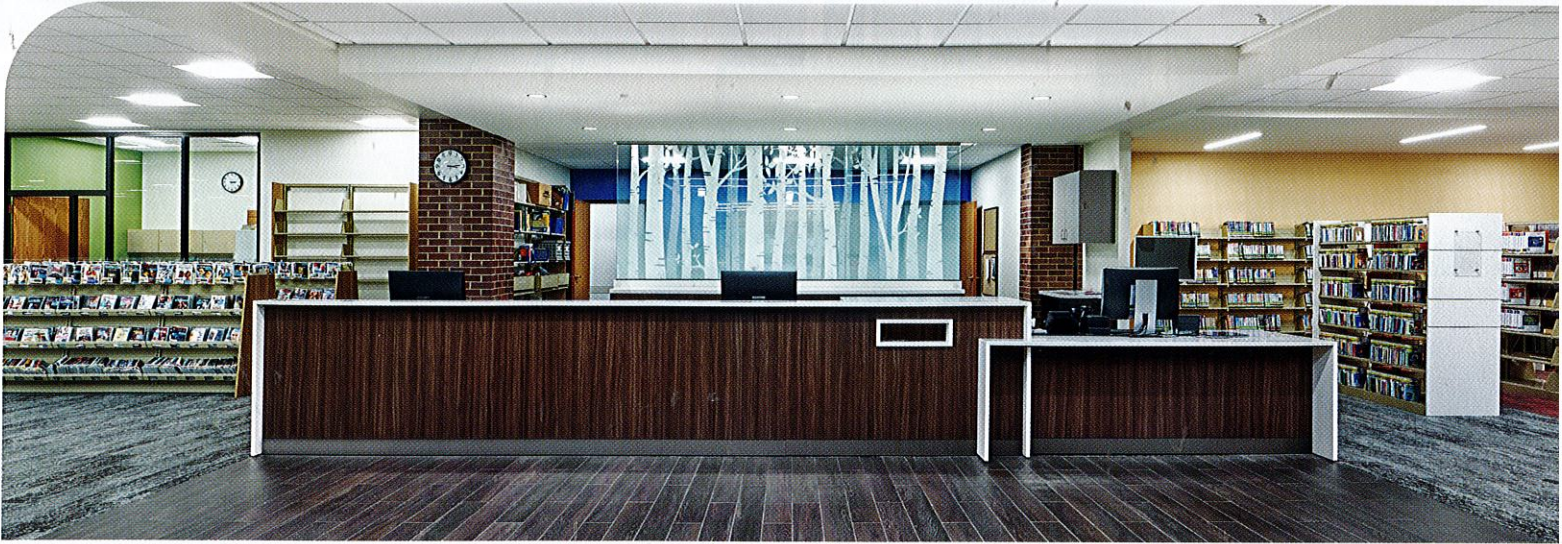
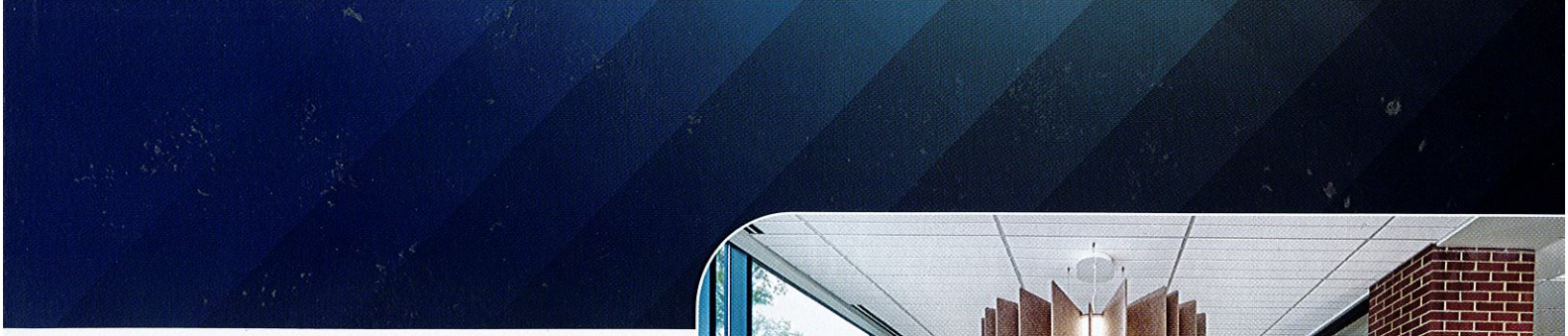
Architect:	Studio GC
Construction Firm:	Henry Bros. Co.
Type of project:	Renovation/Expansion
Total cost:	\$9.7 Million
Service population:	25,814
Library director:	Jennifer Drinka

## What people are saying:

"The renovation is incredible! I can tell the director put her whole heart into it. I am so glad that the community voted and I'm proud that I did too – what a gift to our town!"

"I'm so glad the renovation's done! It looks so nice and libraries are so important. You cannot have a community without a library."

"The library is so beautiful! I haven't been in for a while, but it is in my heart. The library has been good to me. It's hard to be a female in the outside world. Here, I feel like a human being."



# Arlington Heights Memorial Library



Photo Credit: Stephanie Battista

Architect:	Williams Architects
Construction Firm:	Shales McNutt Construction
Type of project:	Renovation
Total cost:	\$745,000
Service population:	77,676
Library director:	Mike Driskell

## About the Project:

This renovation focused on a refresh of Kids' World, including a new Tween Zone and an Everbright wall.

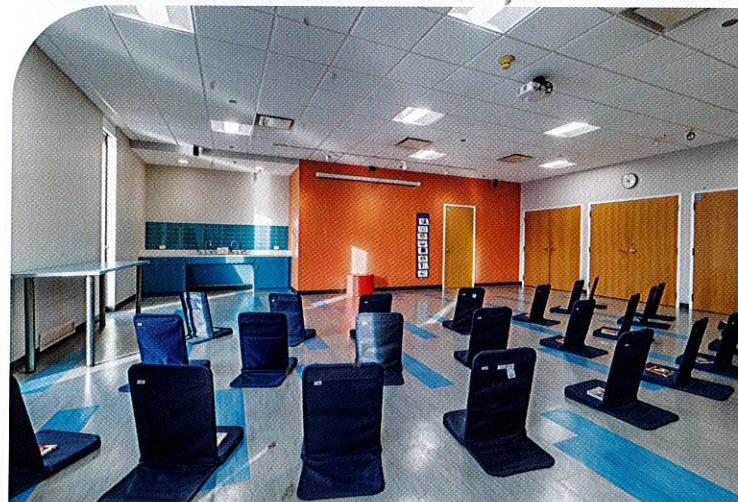
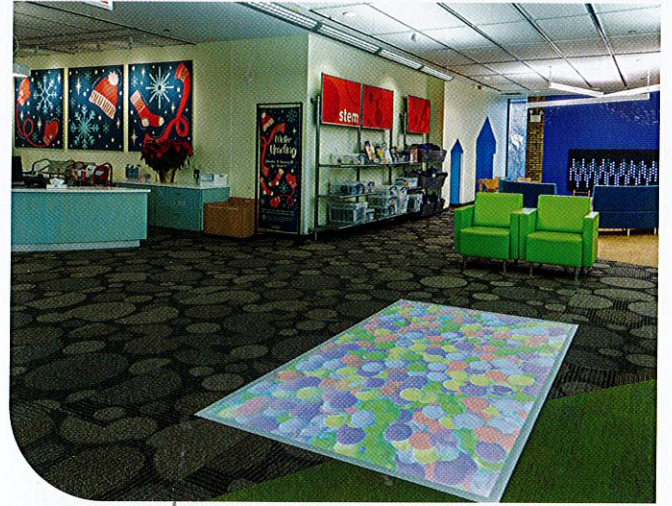
## What people are saying:

"There is so much variety and different areas to enjoy. The kids love going from one area or activity to the other, and it really helps build their independence."

"I've been coming to the library with my granddaughter since she was a baby. Now she is a tween and can enjoy her own space, which is just so awesome."

"There are a lot more interactive and hands-on things for kids to do, it's not just books anymore. My kids love the new light-up wall, it's one of their favorite things."

Photo Credit: Kmiecik Imagery



# Public Library

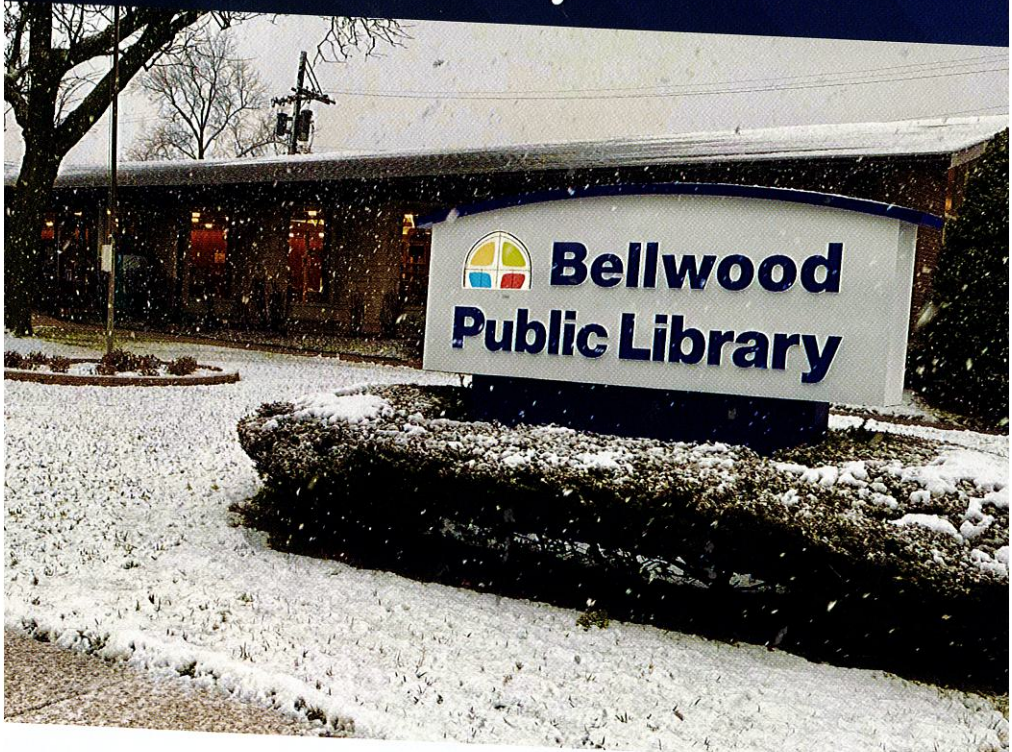


Photo Credit: Bellwood Public Library

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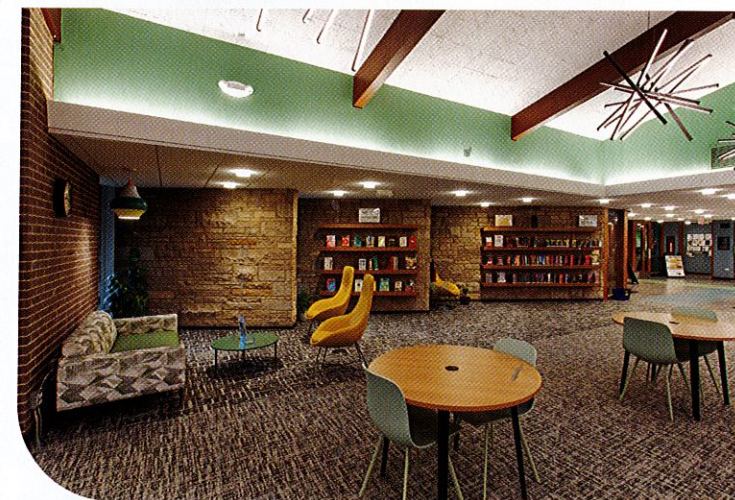
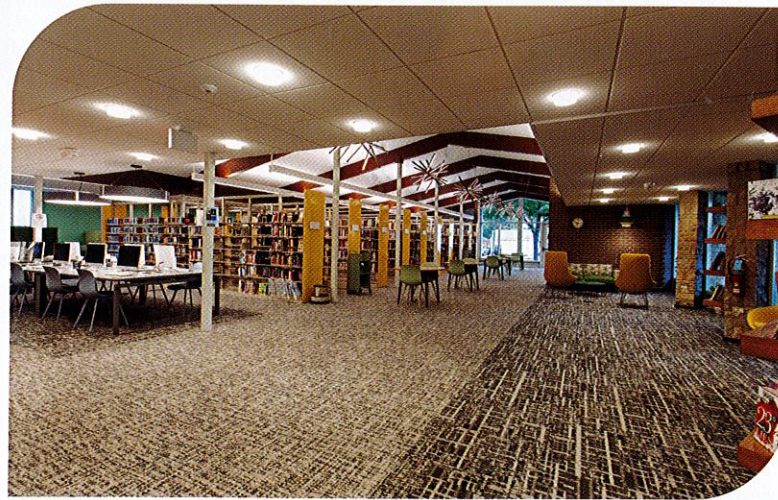
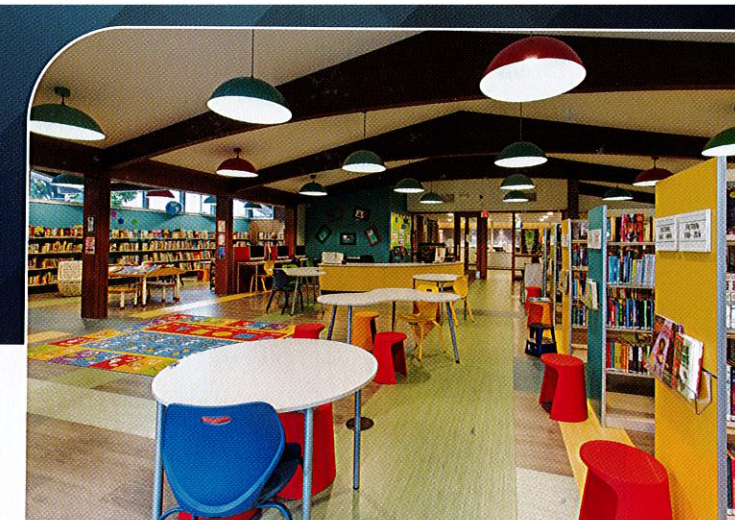
## What people are saying:

"Wow!" The most common reaction as people enter, stop, and take a look around.

"A big shout-out to the new Bellwood Library! It is so nice, clean and beautiful."

"Library looks great. New downstairs is really nice."

EXIT





# Byron Public Library District



Architect:	Dewberry
Construction Firm:	Shales McNutt Construction
Type of project:	Renovation
Total cost:	\$1 Million
Service population:	8,000
Library director:	Emily Porter

## What people are saying:

"A great asset for the community! There is something there for everyone."

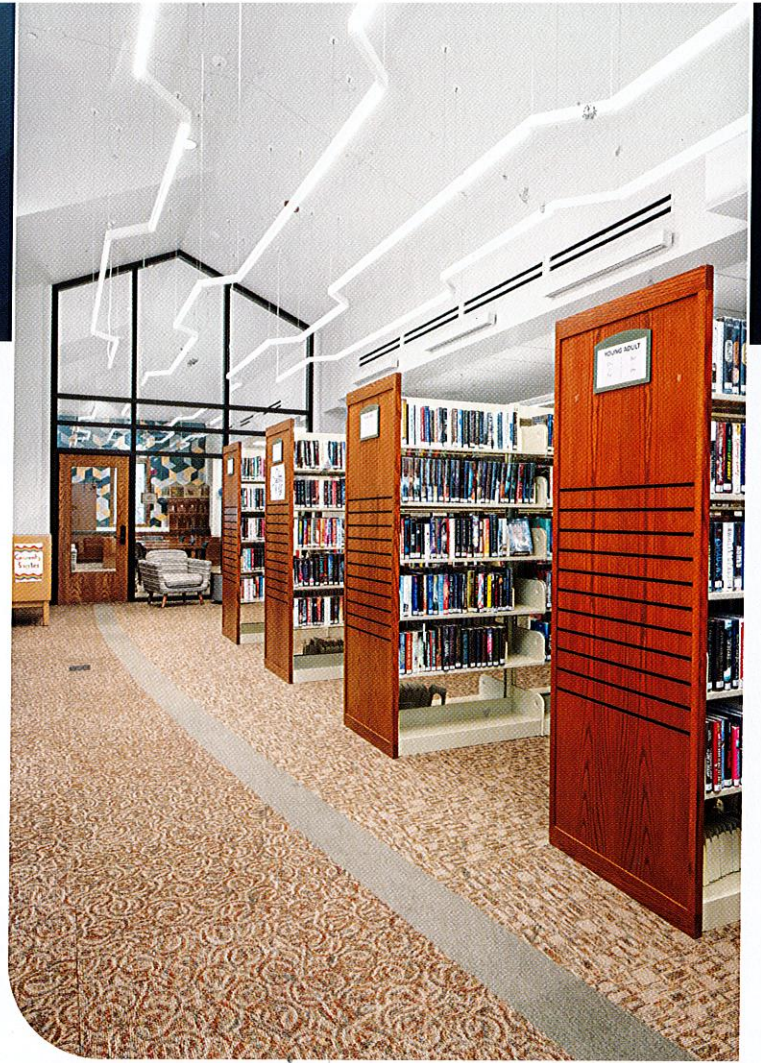
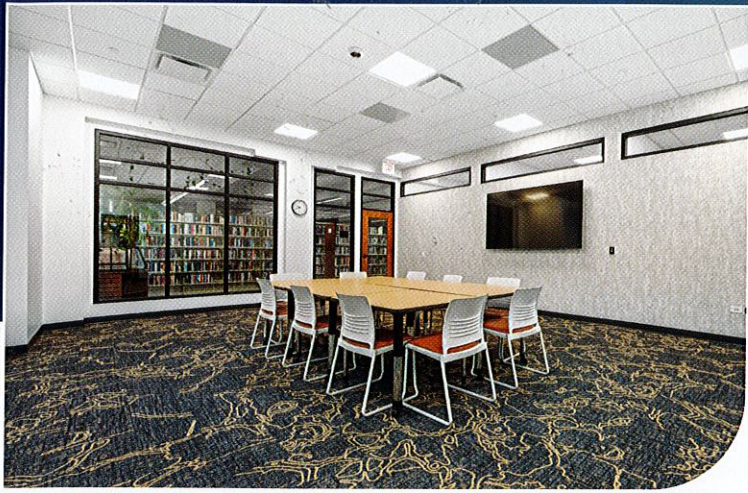
"Our wise, tax dollar investment provides safe, generational learning experiences, and stimulates practical and whimsical talents within the soul. Byron's pride!"

"Thoughtful and great use of space! Will serve the community well."

"The addition is great service to the community. The sewing classes are booked the same day that the signing is opened to the public. It is very tastefully decorated. I showed it to some visitors, and they were very impressed that a small town like Byron has a library like this."

"It is nice to be on the 1st floor and to have a room that is large enough for our needs but not so large as the room upstairs."

"Shortly after I moved to Byron in 2008, the library was opened. At that time, it was a nice library, one of the best in the area. It supported the community in many ways. Since the renovations in 2023 they greatly expanded their ability to support the community and the surrounding area as well. The expansion was well thought out. The extra rooms enhanced the ability to create additional activities for the public. The teen room, knitting club, and bridge club all have a designated room they can meet at. Also, the newly created sewing and craft area was an excellent addition. Additional meeting rooms were included in the renovations. I can now honestly say that because of the new renovation and the library staff that the Byron Library is the best library that I have ever been in. Byron should be proud"



# Champaign Public Library



Architect:	Dan Pohrte & Tiffany Nash, product architecture + design
Construction Firm:	F. H. Paschen
Type of project:	Expansion
Total cost:	\$3,216,000
Service population:	88,302
Library director:	Brittany Millington

## About the Project:

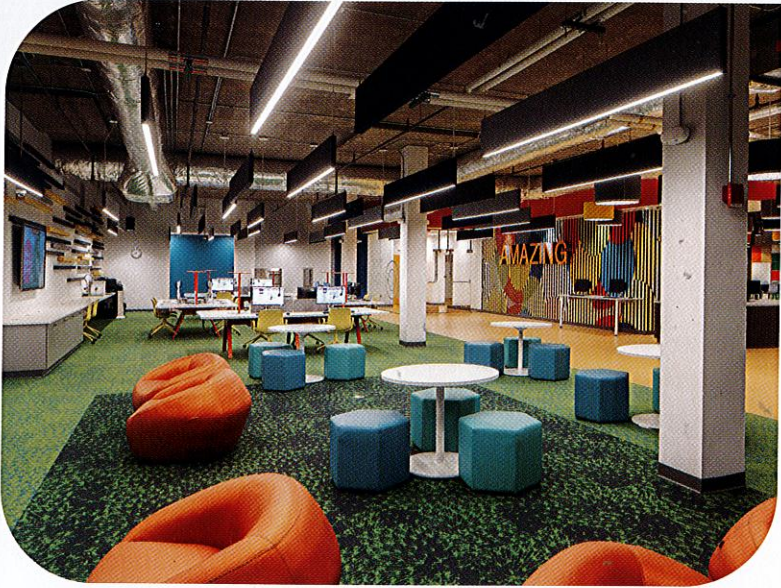
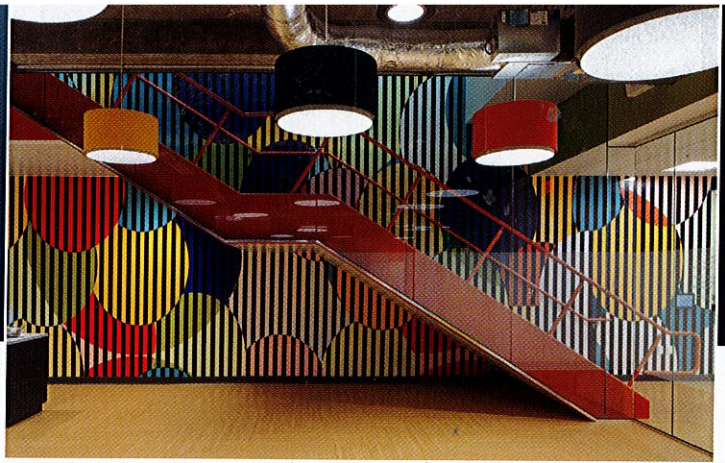
Named "The Studio" this expansion dedicated 8,000 sq ft. for an innovative makerspace with recording studios, Cricut machines, 3D printers, and much more.

## What people are saying:

"This is big, this is how they grow up to be engineers!" – parent observing their kids using the Glowforge laser cutter (with assistance).

"I'm really excited to be able to record myself reading books for my grandson. He's turning one soon." – a grandmother after one-on-one training in the new recording studio.

"Look at all this cool stuff down here for us." "This place is perfect." "This place is so awesome." – teens on the first day open.



# Ela Area Public Library



Architect:	product architecture + design
Construction Firm:	Lamp Incorporated
Type of project:	Renovation/Expansion
Total cost:	\$3,506,000
Service population:	36,366
Library director:	Lauren Rosenthal

## What people are saying:

"The Children's Department is one of our favorite spots. The colorful new tiles and improved lighting make the area even more inviting."

"Whenever I need a meeting space, I always come here. The aesthetic features and available technology make it the perfect place to meet."

"The conference room is a wonderful upgrade to an already beautiful library. Thank you for making it available to use for free."



# Fremont Public Library



Architect:	Kristin Richardson, Engberg Anderson Architects
Construction Firm:	Shales McNutt Construction
Type of project:	Renovation/Expansion
Total cost:	\$1.8 Million
Service population:	38,792
Library director:	Scott Davis (Retired), Becky Ingram (Assistant Director/ Project Manager), Laura Long (Director)

## About the Project:

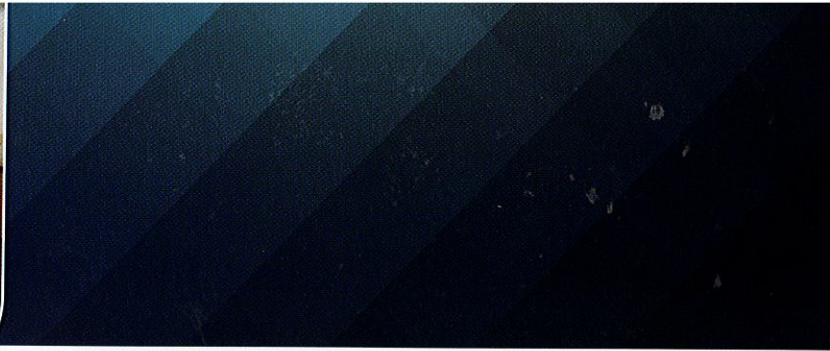
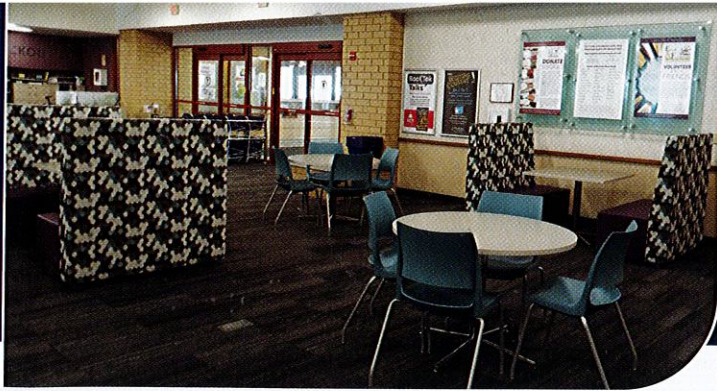
This project included expanding into the previously unfinished "shell space" built in 2001, which allowed for more windows, the creation of a dedicated teen hang out and study space, and several other amenities.

## What people are saying:

"I like how you have all the things set up now. Congratulations!"

"I used to be a bitter complainer of the library taxes, but I am a changed man. Now that I'm using the library frequently, I think you guys do a great job with all you do. I'm happy to pay the money."

"Everything looks great! How do we vote that we love it?!"





# Helen Plum Library



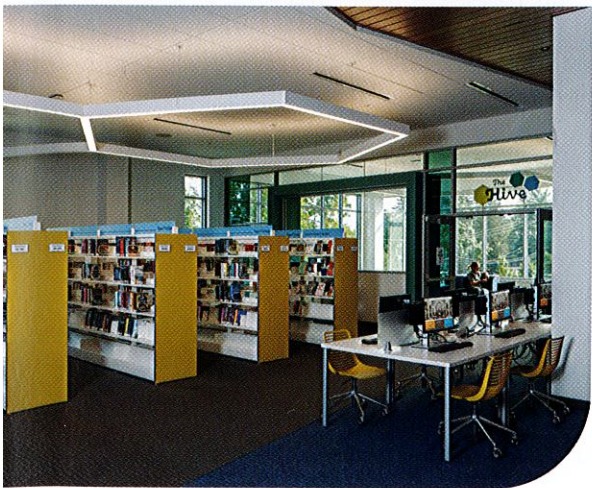
Architect:	Engberg Anderson Architects
Construction Firm:	Frederick Quinn Corp.
Type of project:	New Building
Total cost:	\$27,704,004
Service population:	43,856
Library director:	Claudia Krauspe, March 2021–September 2023; Anne Luzeniecki, September 2023–Present

## What people are saying:

"The new library building is a treasure of Lombard. The environment is filled with natural light and modern features that the previous building lacked. The book checkout process is smooth and the library staff are friendly and helpful. Patrons may also enjoy nonbook amenities such as study rooms, computer lab, and makerspace."

"The new library is beautiful with tall windows, letting in lots of natural light. Lots of inventory, new technology, and services available! Excited for this updated addition to our neighborhood."

"This library is amazing! The natural light that touches almost every single surface is so refreshing. I love how the place is organized and there are a few computers around the aisles that are like card catalogs so you can find whatever you might be looking for. Tablets for the kids to use, a play area for the kids, reading nooks, a place to lay down and read! Activity rooms for crafts and a whole upstairs for adults! A drive thru book dropoff! Oh my gosh, I am in love with this library!"



# Highwood Library & Community Center



Photo Credit: Diana J Guerrero

Architect:	845 Design Group
Construction Firm:	W.B. Olson, Inc.
Type of project:	Renovation
Total cost:	\$4.3 Million
Service population:	5,335
Library director:	Laura Ramirez

## What people are saying:

"It feels like I'm in another place – everything is so beautiful, with vibrant colors, and everything has been modernized for the 21st century."

"We love the new seating in the YA area and it feels like a comfortable space for us to just hang out in!"

"It's so wonderful that we have our own dedicated and cozy healing space for therapy."

"Such a great asset to the community!"

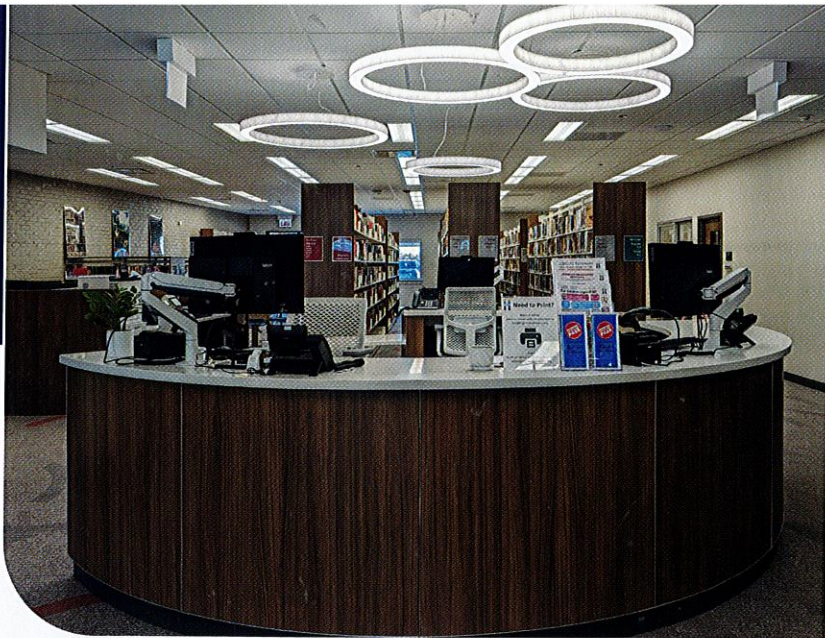


Photo Credit: Diana J Guerrero

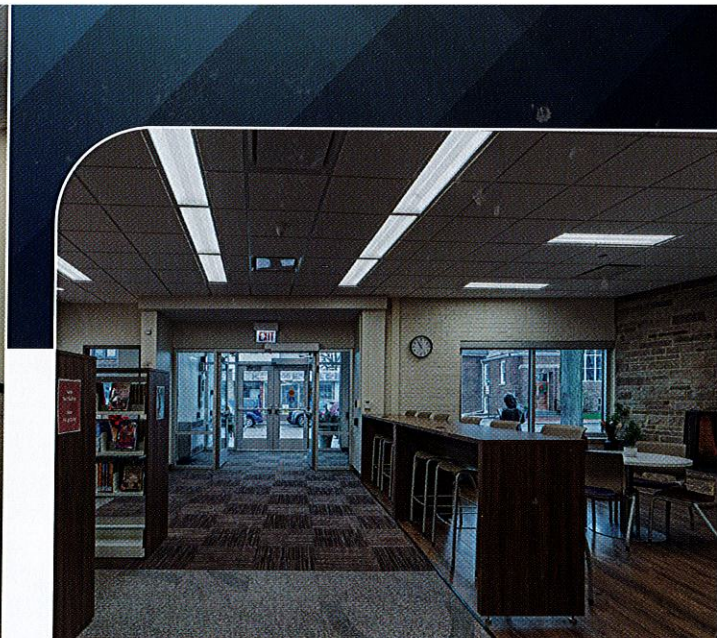


Photo Credit: Rod Pickett Photography



Photo Credit: Rod Pickett Photography

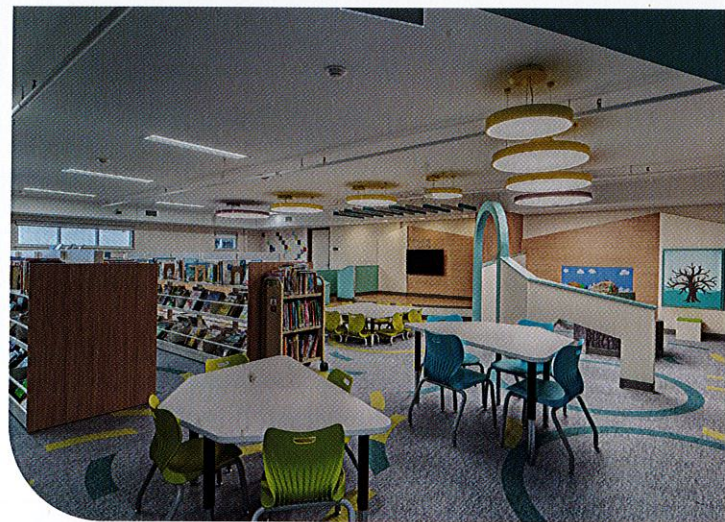


Photo Credit: Rod Pickett Photography



Photo Credit: Rod Pickett Photography

# Homer Township Public Library



Architect:	Engberg Anderson Architects
Construction Firm:	RoMAAS, Inc.
Type of project:	Expansion
Total cost:	\$2.9 Million
Service population:	40,759
Library director:	Sheree Kozel-La Ha

## What people are saying:

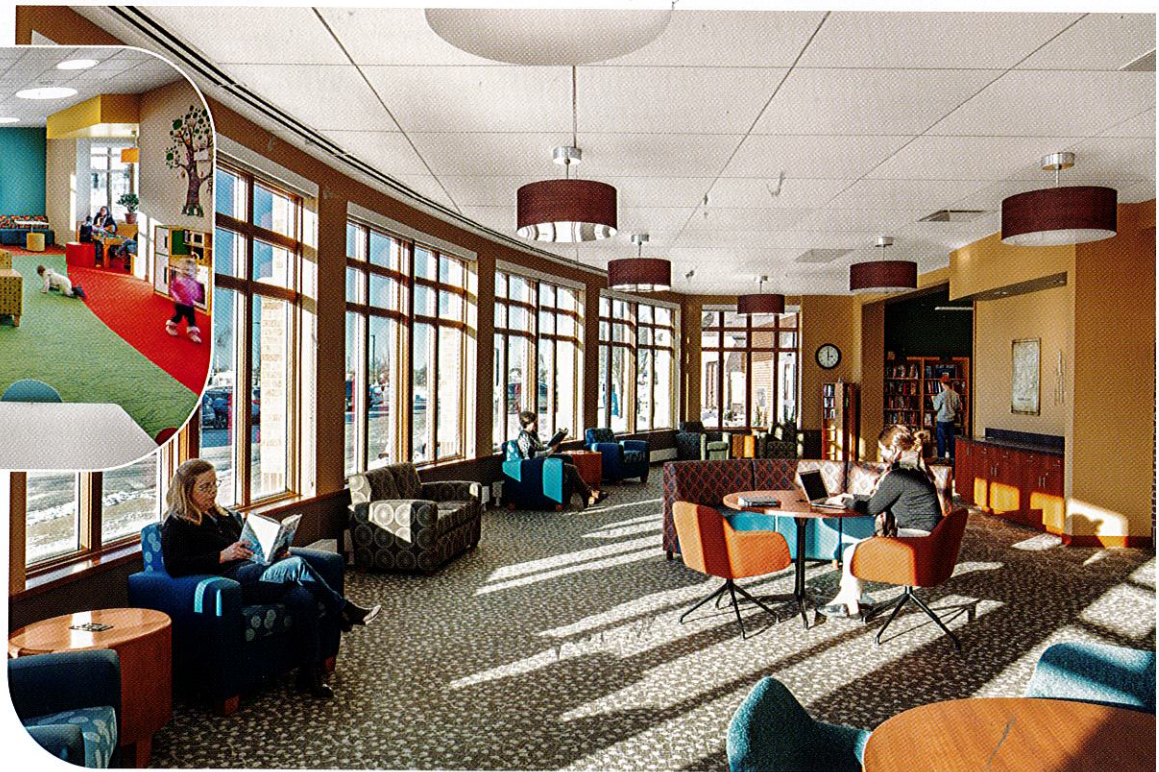
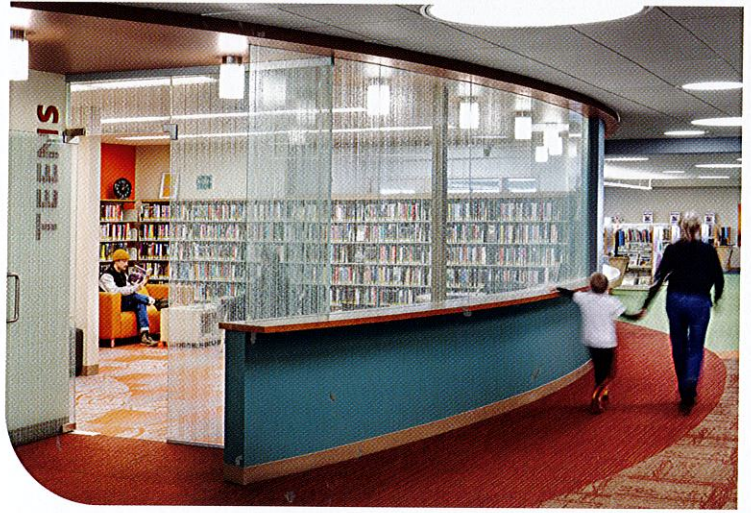
"Terrific expansion! With tons of windows, inviting colors, and natural light, the library has created a perfect space for my friends to meet together! We socialize with so many other families here!"

"I appreciate both new additions. The sunroom with 3 walls of windows – you feel like you are sitting outdoors, which is very calming and just so beautiful. The Youth expansion is the community meeting place now. Great vision to have diner booths, so we can see out to an Art Garden patio with a gazebo and Veterans Fountain. I love my library – and can always find a perfect space to enjoy a book, study, or meet friends."

"There is a super comfortable new patio and tons of outdoor seating, even a gazebo. Great option with the community park next door and they even connected a sidewalk to the park!"

"I love the Kids Room's exuberant colors and moveable wall made of glass. We can see the programs going on in the story time room and the wall retracts in a super-cool way. The new space is a giant, bright space for families. Very appealing to my kids, too."

"Great use of taxpayer money. My library (and the staff) are AMAZING!"



# Julia Hull District Library



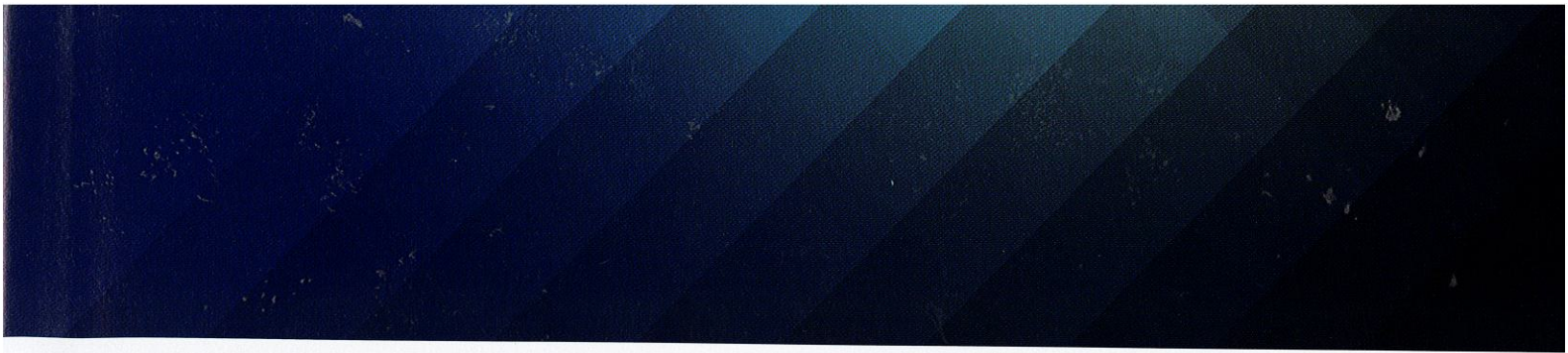
Architect:	Emily Christiansen & Erin O'Keefe, Studio GWA
Construction Firm:	Sjostrom & Sons
Type of project:	Renovation
Total cost:	\$332,500
Service population:	8,022
Library director:	Joanna Kluever

## What people are saying:

"I have always loved our library but the recent renovations have made the space feel brighter, friendlier, and even more inviting."

"Taking my 6-year-old grandson to see the newly renovated library, I think he said it best: 'Wow, Grandma! This is really nice!' And I have to agree. From the colors and designs for the carpet, to the furniture and the walls: everything just says happy."

"The remodel adds a modern, welcoming, and fun ambience to an already wonderful library."





# Lisle Library District



Architect:	Sheehan Nagle Hartray Architects – A Woolpert Company
Construction Firm:	Camosy Construction Inc.
Type of project:	Full Renovation/ New Entrances
Total cost:	\$7.7 Million
Service population:	30,281
Library director:	Tatiana Weinstein

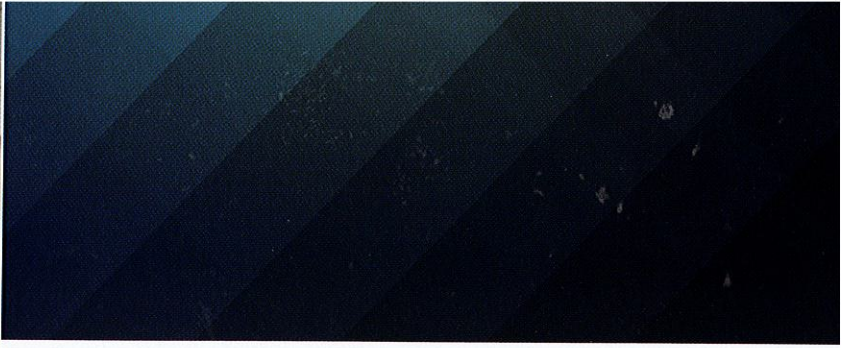
## About the Project:

The goal was to provide a more accessible, functional, and convenient Library for patrons. This was done by adding family restrooms, a drive-up service window, additional elevator, two entrances to maximize parking, installing right-sized and well-placed public service desks, and doubling the space in Youth Services.

## What people are saying:

"Love the kids' play area! So many textures and colors. The LiteZilla is amazing!"

"The layout is so much more convenient and efficient. It's incredible that the Library seemed to increase space while remaining in the same footprint."



# Mount Carroll District Library



Architect:	Winter Design, Inc.
Construction Firm:	Winter Construction Inc.
Type of project:	Renovation/Expansion
Total cost:	\$2.6 Million
Service population:	2,582
Library director:	Pam Naples (Director), Laurel Bergren (Trustee & Construction Project Manager)

## What people are saying:

"The library is a warm, welcome sanctuary of calm in a crazy world."

"I love the flow between the old and new portions with almost no alteration to the original historic Carnegie building."

"The space, technology, and programming/meeting room are clearly assets to the patrons and the community."

"I can't believe this library is in Mount Carroll, Illinois!"

"Wow!"



# Rock Island Public Library - Watts-Midtown Branch



Architect:	Studio 483 Architects
Type of project:	Renovation/Expansion
Total cost:	\$9.9 Million (Library 35% of this total.)
Service population:	46,868
Library director:	Angela Campbell

## About the Project:

This branch was added to the Rock Island Public Library network in 2023 and is one of only a handful of jointly shared Library/YMCA facilities in the United States.

## What people are saying:

"This new facility is such a beautiful asset to the community. I appreciate the later hours and the clean, bright, and focused environment. We deserve to invest in ourselves and this is a great example that I hope inspires."

"Best thing to happen in Rock Island for quite some time!"

"We love sitting out back in the summer to read."

"I love the convenience of being connected to the library. I'm reading more physical books instead of E-books now that I can get a workout in and drop off/pick up books in one stop! Great collaboration!"

"Love the friendly and helpful staff. Also the big windows that let in lots of natural light."

"What a dream to have a library AND a Y in walkable distance!"



**VILLAGE OF**

*North Riverside*



**Joseph Mengoni**  
Mayor

**Kathy Ranieri**  
Village Clerk

**Trustees:**  
Jason Bianco  
Deborah Czajka  
Fernando Flores  
Antonio Santucci  
Theresa Sarro  
Nick Tricoci

April 22, 2024

Dear Supporter:

I am pleased to announce the 2024 Mayor's Golf Outing is scheduled for Monday, June 10th at the Riverside Golf Club. All proceeds from this event go towards the North Riverside Youth Program & Educational Scholarship Fund, Inc. which provides opportunities for all of our community's young people by offsetting costs of higher education for our young adults, enabling our youth to enroll and participate in various recreational programs, and the fund assists with preschool tuition.

Please refer to the attached flier regarding the event. We are accepting corporate sponsorships and hope that you will be generous in your support of this worthy cause.

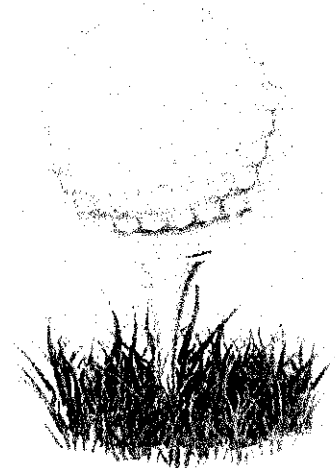
Space is limited, so your early response will be greatly appreciated. Thank you for your generosity and I look forward to hearing from you soon.

Very truly yours,

A handwritten signature in black ink that reads 'Joe Mengoni'.

Joseph Mengoni  
Mayor

**Please "tee up" your support  
for our kids!**




# Mayor's Golf Outing

Monday, June 10, 2024

7:15 am  
8:00am  
1:30pm

Check-in  
Shotgun Start  
Lunch

Riverside Golf Club  
(Des Plaines & 25<sup>th</sup> Street,  
North Riverside)



**Proceeds to Benefit the  
North Riverside Youth Scholarship Fund  
Please "tee up" your support for our kids!**

\_\_\_\_\_ Eagle Sponsor     \$800 (includes 4 golfers, cart, caddie, continental breakfast, luncheon & sign at hole)  
\_\_\_\_\_ Birdie Sponsor     \$400 (includes sign at hole – does not include golf or luncheon)  
\_\_\_\_\_ Lunch Only     \$40 per person  
\_\_\_\_\_ Donation     \$ \_\_\_\_\_

## CORPORATE SPONSORSHIP

(all Sponsorships will include program recognition)

\_\_\_\_\_ Luncheon Sponsor:     \$5,000 (includes 1 foursome, luncheon, banner)  
\_\_\_\_\_ Golf Ball Sponsor:     \$4,000 (includes 1 foursome, luncheon, company name on golf balls)  
\_\_\_\_\_ Halfway House:     \$2,500 (includes 1 foursome, luncheon, banner at halfway house)  
\_\_\_\_\_ Caddie Sponsor:     \$2,000 (includes 1 foursome, luncheon, tag on caddie's bib)  
\_\_\_\_\_ Golf Cart Sponsor:     \$2,200 (includes 1 foursome, luncheon, recognition on carts)  
\_\_\_\_\_ Swag Bag Sponsor:     \$1,000 (label on swag bag)  
\_\_\_\_\_ Breakfast Sponsor:     \$ 900 (table sign)  
\_\_\_\_\_ Golfing Prize Sponsor:     \$ 900 (banner)  
\_\_\_\_\_ Contest Prize Sponsor:     \$ 400 (sign at hole)

Total Enclosed \$ \_\_\_\_\_

First Come First Serve Call Colleen at  
(708) 442-5515 or email [cbroderick@northriverside-il.org](mailto:cbroderick@northriverside-il.org) to Reserve Your Sponsorship!