

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Agenda
Committee of the Whole
Board of Trustees
October 7th, 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. Advocacy Ideas

4. Building & Grounds

5. Finance

- A. Review FY25 Levy Ordinance
- B. Review Ordinance to transfer funds to Capital Reserve

6. Personnel

- A. Director's evaluation discussion

7. Policy

- A. Update on Policy Section 2
- B. Review Policy Section 4 & 5

8. Strategic Planning

9. Other Business

- A. Annexation discussion - Hines - Hospital area
- B. Committee responsibilities and expectations

10. Adjournment

The Library Board meeting is scheduled for Monday, October 21st, 2024 at 6:00pm.

TAX LEVY ORDINANCE

ORDINANCE 24-10-01

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS**

FISCAL YEAR JULY 1, 2024 to JUNE 30, 2025

WHEREAS, applicable statutes authorize the Board of Library Trustees to levy taxes for library purposes.

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

Section 1: Ordinance #24-09-01 (Budget and Appropriations Ordinance) previously passed by the Board is incorporated by reference.

Section 2: A tax in the sum of \$1,262,087 is levied upon all taxable property within the District, said tax levied to defray expenses and liabilities of the District for the fiscal year beginning July 1, 2024 ending June 30, 2025 for the specific objects and purposes indicated as follows:

CORPORATE

Personnel Expenses	Appropriation	Levy
Salaries	685,250.00	625,000.00
Audio-visual materials and services	29,000.00	15,000.00
Books	75,000.00	52,500.00
Periodicals	4,500.00	1,200.00
Other media	45,000.00	26,000.00
Library programs	85,975.00	17,000.00
Office supplies	25,500.00	13,000.00
Printing	38,975.00	14,000.00
Postage	10,000.00	3,000.00
Legal fees	45,855.00	5,500.00
Public information	16,875.00	6,500.00
Health insurance	75,500.00	34,000.00
Library promotion and miscellaneous service fees	65,750.00	29,487.00
Utilities	55,350.00	29,000.00
Telephone	19,425.00	14,000.00
Contingency	10,050.00	5,000.00
Petty Cash	600.00	0.00
Information technology	107,200.00	46,000.00

Strategic initiatives	9,500.00	0.00
Debt service costs	63,000.00	36,800.00
Contractual		
Accounting	35,750.00	16,000.00
Service contracts	71,000.00	49,000.00
Professional Education and Training		
Library trustees	7,500.00	500.00
Library staff	15,000.00	6,500.00
Total	1,597,555.00	1,044,987.00

MEMORIAL FUND

Books	11,500.00	0.00
Audio – visual materials	7,500.00	0.00
Equipment	15,000.00	0.00
Total	34,000.00	0.00

AUDIT

16,750.00 8,500.00

IMRF

7,200.00 50,000.00

SOCIAL SECURITY

60,000.00 48,000.00

PUBLIC LIABILITY, PROPERTY, WORKERS' COMPENSATION, AND DIRECTORS AND OFFICERS' INSURANCE

Liability Insurance	Appropriations	
Public liability insurance	20,500.00	15,500.00
Workers' compensation insurance	6,200.00	2,000.00
Property insurance	7,800.00	3,000.00
Director's and Officers' insurance	4,200.00	2,500.00
Total	38,700.00	23,000.00

UNEMPLOYMENT COMPENSATION INSURANCE

7,500.00

4,500.00

BUILDINGS, MAINTENANCE AND EQUIPMENT

Building supplies and maintenance	52,000.00	12,000.00
Building repairs	215,000.00	35,000.00
Casual labor and fees	10,900.00	1,100.00
Building improvements	160,000.00	35,000.00
Total	437,900.00	83,100.00

SUMMARY

Corporate	1,597,555.00	1,044,987.00
Buildings, Maintenance and Equipment (Special Tax)	437,900.00	83,100.00
Social Security (Special Tax)	60,000.00	48,000.00
Audit (Special Tax)	16,750.00	8,500.00
IMRF (Special Tax)	7,200.00	50,000.00
Liability Insurance (Special Tax)	38,700.00	23,000.00
Unemployment Insurance (Special Tax)	7,500.00	4,500.00
Memorial Fund (No levy)	34,000.00	0.00
Total	2,199,605.00	1,262,087.00

Section2: The Secretary is authorized and directed to file a certified copy of this Ordinance with the County Clerk of Cook County within the time specified by law.

Section 3: This Ordinance is in full force and effect from and after its passage.

PASSED this 21st day of October, 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Annette Corgiat, President

Board of Library Trustees

North Riverside Public Library District

ATTEST:

Kyle Johnson, Secretary

(seal)



**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

RESOLUTION 2024-1

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
PROVIDING FOR A FUND TRANSFER TO THE SPECIAL RESERVE FUND

WHEREAS, The Public Library District Act of 1991 (75 ILCS 16) provides for the establishment of a special reserve fund for the expenditures related to the erection of library building, the purchase of a building, the purchase of sites for such buildings, the repair, remodeling, or improvement of an existing library building, the building of an addition to existing building, the furnishing of necessary equipment for a library building, the acquisition of library materials, the purchase of electronic data storage and retrieval facilities in connection with the purchase or construction of a new library building or the expansion of an existing library building, or emergency expenditures for the repair of an existing library building or its equipment; and

WHEREAS, 75 ILCS 16/40-50 authorizes the Board of Trustees of an Illinois public library district to transfer unexpended balances of the proceeds received annually from annual public library taxes if the board has resolved to develop and adopt a plan; and

WHEREAS, 75 ILCS 16/40-50 requires that the Board of Trustees provide for the accumulation of said unexpended balances in its annual appropriation ordinance; and

WHEREAS, the Board of Trustees of the North Riverside Public Library District has established such a Special Reserve Fund on July 10, 1986 by resolution; and

WHEREAS, the Board of Trustees has accumulated \$53,956.34 in unexpended proceeds received in the fiscal year in its General Fund during the fiscal year beginning July 1,



**NORTH RIVERSIDE
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2023 and ending June 30, 2024.

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

Section 1: It is hereby directed that the sum of \$53,956 be transferred forthwith from the General Fund to the Special Reserve Fund, and the Treasurer of this Library District is directed to take such appropriate action as is necessary to effect this fund transfer.

Section 2: This Resolution shall be in full force and effect upon its adoption as provided by law.

Adopted this 21st day of October, 2024.

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Trustees,
North Riverside Public Library District

ATTEST:

Secretary, Board of Trustees,
North Riverside Public Library District