

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Agenda
Committee of the Whole
Board of Trustees
June 3rd, 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

- A. Lower Level update discussion
- B. Painting/wall repair update
- C. FY25 Repair/Replacement plans

5. Finance

- A. Draft working budget
- B. Review B&M Ordinance

6. Personnel

- A. Draft director's review

7. Policy

8. Strategic Planning

9. Other Business

- A. Marketing Plan Consultant quotes
- B. Annexation discussion - Hines - Hospital area
- C. Committee responsibilities and expectations

10. Adjournment

The Library Board meeting is scheduled for Monday, June 17th, 2024 at 6:00pm.

2024/25 Draft

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

| Account | | | | | | |
|---------------------------|--|---------------------|---------------------|---------------------|---------------------------|-------------------|
| REVENUE | | 2023-2024 | 2%COLA | 3%COLA | 3%COLA & Merit | FY24 vs 3% |
| | loan funds | | | | | |
| 6901-01 | property tax | \$ 1,174,665 | \$ 1,175,000 | \$ 1,175,000 | \$ 1,175,000 | \$ 335 |
| 6903-01 | fees and fines | \$ 7,500 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ (1,500) |
| 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 | \$ 2,500 | \$ 4,500 | \$ 4,500 | \$ 4,500 | \$ 2,000 |
| 6901-14 | Estimated Loss Due to Property Assessment Appeals-Future Years | \$ (10,000) | \$ - | \$ - | \$ - | \$ 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 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ (10,000) |
| | total | \$ 1,332,665 | \$ 1,333,500 | \$ 1,333,500 | \$ 1,333,500 | \$ 835 |
| | Revenue minus grants, donations, annuities | | \$ 1,188,500 | \$ 1,188,500 | \$ 1,188,500 | |
| OPERATING EXPENSES | | 2023-2024 | 2%COLA | 3%COLA | 3%COLA & Merit | FY24 vs 3% |
| SALARIES | | | | | | |
| 7504-01 | Circulation | \$ 85,500 | \$ 113,338 | \$ 114,449 | \$ 115,600 | \$ 28,949 |
| 7505-01 | Adult Services | \$ 77,500 | \$ 66,300 | \$ 66,992 | \$ 67,290 | \$ (10,508) |
| 7506-01 | Youth Services | \$ 95,000 | \$ 96,300 | \$ 97,235 | \$ 98,000 | \$ 2,235 |
| 7507-01 | Pages | \$ 11,000 | \$ 14,945 | \$ 15,087 | \$ 15,300 | \$ 4,087 |
| 7508-01 | Administration | \$ 300,000 | \$ 301,075 | \$ 304,027 | \$ 306,000 | \$ 4,027 |
| 7509-01 | Facilities | \$ 30,000 | \$ - | | | \$ (30,000) |
| | total | \$ 599,000 | \$ 591,958 | \$ 597,790 | \$ 602,190 | \$ (1,210) |
| BENEFITS | | | | | | |
| 4230-01 | ICMA | | | | | |
| 7600-05 | health insurance | \$ 32,000 | \$ 33,500 | \$ 33,500 | \$ 33,500 | \$ 1,500 |
| 7614-06 | workers compensation | \$ - | | | | \$ - |
| 7650-09 | IMRF | \$ 49,250 | \$ 48,375 | \$ 48,854 | \$ 48,854 | \$ (396) |
| 7660-06 | unemployment insurance | \$ 1,000 | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ 3,000 |
| 7670-08 | social security/mcare | \$ 38,655 | \$ 46,486 | \$ 46,945 | \$ 46,945 | \$ 8,290 |
| | total | \$ 120,905 | \$ 132,361 | \$ 133,299 | \$ 133,299 | \$ 12,394 |
| TRAINING | | | | | | |
| 7700-01 | educational training trustees | \$ 500 | \$ 250 | \$ 250 | \$ 250 | \$ (250) |
| 7800-01 | educational training staff | \$ 5,500 | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ (1,500) |
| | total | \$ 6,000 | \$ 4,250 | \$ 4,250 | \$ 4,250 | \$ (1,750) |

2024/25 Draft

| OPERATING EXPENSES | | 2023-2024 | 2%COLA | 3%COLA | 3%COLA & Merit | FY24 vs 3% |
|------------------------------|-------------------------------|-------------------|------------------|------------------|------------------|--------------------|
| MATERIALS | | | | | | |
| 8090-01 | Adult A/V | \$ 9,200 | \$ 8,200 | \$ 8,200 | \$ 8,000 | \$ (1,000) |
| 8091-01 | Children's A/V | \$ 3,400 | \$ 3,000 | \$ 2,800 | \$ 2,800 | \$ (600) |
| 8096-01 | Teen A/V | \$ 3,200 | \$ 2,500 | \$ 2,400 | \$ 2,200 | \$ (800) |
| 8103-01 | Foreign Language Materials | \$ 3,000 | \$ 1,700 | | | \$ (3,000) |
| 8105-01 | Adult fiction/nonfiction | \$ 26,000 | \$ 24,000 | \$ 23,750 | \$ 23,000 | \$ (2,250) |
| 8106-01 | Children's fiction/nonfiction | \$ 17,000 | \$ 15,500 | \$ 15,250 | \$ 15,000 | \$ (1,750) |
| 8107-01 | Teen fiction/nonfiction | \$ 9,000 | \$ 7,500 | \$ 7,450 | \$ 7,000 | \$ (1,550) |
| 8108-01 | eBooks | \$ 5,500 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ (500) |
| 8120-01 | newspapers | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ - |
| 8130-01 | internet databases | \$ 18,000 | \$ 18,000 | \$ 18,000 | \$ 18,000 | \$ - |
| 8140-01 | Periodicals | \$ 1,600 | \$ 900 | \$ 900 | \$ 900 | \$ (700) |
| 8154-01 | Makerspace/LoT | \$ 5,000 | \$ 4,000 | \$ 3,500 | \$ 3,500 | \$ (1,500) |
| | total | \$ 104,500 | \$ 93,900 | \$ 90,850 | \$ 89,000 | \$ (13,650) |
| PROGRAMS | | | | | | |
| 8150-01 | Children's Programs | \$ 7,000 | \$ 7,000 | \$ 7,000 | \$ 6,500 | \$ - |
| 8153-01 | Teen Programs | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 2,800 | \$ - |
| 8155-01 | Adult Programs | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 5,500 | \$ - |
| 8156-01 | Technology Programs | \$ 1,000 | \$ - | \$ - | \$ - | \$ (1,000) |
| | total | \$ 17,000 | \$ 16,000 | \$ 16,000 | \$ 14,800 | \$ (1,000) |
| STRATEGIC INITIATIVES | | | | | | |
| 8158-01 | Strategic Initiatives | \$ 2,000 | \$ - | \$ - | \$ - | \$ (2,000) |
| | total | \$ 2,000 | \$ - | \$ - | \$ - | \$ (2,000) |
| COMPUTERS | | | | | | |
| 8171-01 | Technology service | \$ 25,000 | \$ 10,800 | \$ 10,800 | \$ 10,800 | \$ (14,200) |
| 8172-01 | Computer Equipment | \$ 5,000 | \$ 3,000 | \$ 3,000 | \$ 2,500 | \$ (2,000) |
| 8175-01 | SWAN | \$ 24,500 | \$ 22,500 | \$ 22,500 | \$ 22,500 | \$ (2,000) |
| 8180-01 | Software | \$ 1,500 | \$ 1,500 | \$ 1,250 | \$ 1,250 | \$ (250) |
| 8190-01 | Website | \$ 3,500 | \$ 1,200 | \$ 1,200 | \$ 1,200 | \$ (2,300) |
| 8195-01 | Email | \$ 500 | \$ 200 | \$ - | \$ - | \$ (500) |
| | total | \$ 60,000 | \$ 39,200 | \$ 38,750 | \$ 38,250 | \$ (21,250) |
| OFFICE SUPPLIES | | | | | | |
| 8202-01 | Office Supplies | \$ 13,500 | \$ 11,500 | \$ 11,000 | \$ 10,500 | \$ (2,500) |
| | total | \$ 13,500 | \$ 11,500 | \$ 11,000 | \$ 10,500 | \$ (2,500) |

Proposed

2024/25 Draft

| OPERATING EXPENSES | | 2023-2024 | 2%COLA | 3%COLA | 3%COLA & Merit | FY24 vs 3% |
|-------------------------------------|-------------------------------|-------------------|-------------------|-------------------|---------------------------|--------------------|
| \$ - | | | | | | |
| \$ - | | | | | | |
| UTILITIES- OPERATING EXPENSE | | | | | | |
| 8301-07 | Internet/phone | \$ 13,500 | \$ 10,261 | \$ 10,261 | \$ 10,261 | \$ (3,239) |
| 8302-07 | electricity | \$ 16,500 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 3,500 |
| 8303-07 | gas | \$ 8,860 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ (2,860) |
| 8304-07 | water/garbage | \$ 3,250 | \$ 3,500 | \$ 3,500 | \$ 3,500 | \$ 250 |
| total | | \$ 42,110 | \$ 39,761 | \$ 39,761 | \$ 39,761 | \$ (2,349) |
| \$ - | | | | | | |
| \$ - | | | | | | |
| BUILDING EXPENSE | | | | | | |
| 8306-07 | building supplies | \$ 12,000 | \$ 10,500 | \$ 9,500 | \$ 9,500 | \$ (2,500) |
| 8308-07 | service contracts | \$ 30,500 | \$ 46,500 | \$ 46,500 | \$ 46,500 | \$ 16,000 |
| 8315-07 | fees and permits | \$ 1,950 | \$ 2,200 | \$ 2,200 | \$ 2,200 | \$ 250 |
| 8330-01 | casual labor | \$ 900 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 100 |
| 8335-07 | building repairs | \$ 34,000 | \$ 94,000 | \$ 94,000 | \$ 94,000 | \$ 60,000 |
| total | | \$ 79,350 | \$ 154,200 | \$ 153,200 | \$ 153,200 | \$ 73,850 |
| \$ - | | | | | | |
| \$ - | | | | | | |
| TRAVEL | | | | | | |
| 8342-01 | lodging/meals/mileage | \$ 2,200 | \$ 1,500 | \$ 1,000 | \$ 1,000 | \$ (1,200) |
| total | | \$ 2,200 | \$ 1,500 | \$ 1,000 | \$ 1,000 | \$ (1,200) |
| \$ - | | | | | | |
| \$ - | | | | | | |
| OTHER EXPENSES | | | | | | |
| 8355-01 | memberships | \$ 2,450 | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ (450) |
| 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 | \$ 5,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ (4,000) |
| 8370-01 | postage | \$ 3,200 | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ (1,200) |
| 8375-01 | advertising | \$ 4,500 | \$ 1,250 | \$ - | \$ - | \$ (4,500) |
| 8385-01 | memorials and tributes | \$ 500 | \$ 250 | \$ 250 | \$ 200 | \$ (250) |
| 8396-01 | bank charges and fees | \$ 250 | \$ 500 | \$ 500 | \$ 500 | \$ 250 |
| 8399-01 | ILL Loss/Damage | \$ 250 | \$ 250 | \$ 250 | \$ 250 | \$ - |
| total | | \$ 151,650 | \$ 142,750 | \$ 141,500 | \$ 141,450 | \$ (10,150) |
| \$ - | | | | | | |
| \$ - | | | | | | |
| OUTSIDE SERVICES | | | | | | |
| 8400-01 | accounting | \$ 17,000 | \$ 13,500 | \$ 13,500 | \$ 13,500 | \$ (3,500) |
| 8401-01 | audit | \$ 9,200 | \$ 8,200 | \$ 8,200 | \$ 8,200 | \$ (1,000) |
| 8402-01 | legal fees | \$ 6,000 | \$ 5,500 | \$ 5,500 | \$ 5,500 | \$ (500) |
| 8404-01 | staff recognition | \$ 2,500 | \$ 500 | \$ 500 | \$ 500 | \$ (2,000) |
| 8405-01 | appraisal | \$ 1,500 | \$ 550 | \$ 550 | \$ 450 | \$ (950) |
| 8305-01 | architech/buiding consultant | \$ 3,000 | \$ - | \$ - | \$ - | \$ (3,000) |
| 8406-01 | collection agency | \$ 400 | \$ 350 | \$ 350 | \$ 150 | \$ (50) |
| 8408-01 | strategic plan/Marketing plan | \$ - | \$ - | \$ - | \$ - | \$ - |
| 8410-01 | printing | \$ 12,000 | \$ 12,000 | \$ 12,000 | \$ 12,000 | \$ - |
| 8430-01 | payroll expenses | \$ 6,500 | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ 1,000 |
| 8435-01 | background checks | \$ 200 | \$ 200 | \$ 200 | \$ 200 | \$ - |
| total | | \$ 58,300 | \$ 48,300 | \$ 48,300 | \$ 48,000 | \$ (10,000) |
| \$ - | | | | | | |

2024/25 Draft

| OPERATING EXPENSES | | 2023-2024 | 2%COLA | 3%COLA | 3%COLA & Merit | FY24 vs 3% |
|---------------------------------|------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| INSURANCE | | | | | | |
| 8460-05 | liability insurance package | \$ 24,000 | \$ 21,000 | \$ 21,000 | \$ 21,000 | \$ (3,000) |
| 8470-05 | directors/officers insurance | | | | | \$ - |
| | total | \$ 24,000 | \$ 21,000 | \$ 21,000 | \$ 21,000 | \$ (3,000) |
| OTHER EXPENSES | | | | | | |
| 8600-01 | Bond Interest | | | | | \$ - |
| 8601-02 | Debt Certificate Interest | \$ 16,500 | \$ 9,000 | \$ 9,000 | \$ 9,000 | \$ (7,500) |
| | total | \$ 16,500 | \$ 9,000 | \$ 9,000 | \$ 9,000 | \$ (7,500) |
| DEBT SERVICE | | | | | | |
| 8700-02 | Bond Principle | | | | | \$ - |
| 8701-02 | Debt Certificate Principle | \$ 28,000 | \$ 27,800 | \$ 27,800 | \$ 27,800 | \$ (200) |
| | total | \$ 28,000 | \$ 27,800 | \$ 27,800 | \$ 27,800 | \$ (200) |
| TOTAL OPERATING EXPENSES | | \$ 1,325,015 | \$ 1,333,480 | \$ 1,333,500 | \$ 1,333,500 | \$ 8,485 |
| NET INCOME | | \$ 7,650 | \$ 20 | \$ - | \$ - | \$ (7,650) |

| | | | |
|---|---------------|---------------|---------------|
| % of expenses spent on collection: | 7.89% | 7.04% | 6.81% |
| % of expenses spent on staff pay: | 45.21% | 44.39% | 44.83% |
| % of pay with benefits | 54.26% | 54.02% | 54.52% |
| % of expenses spent on collection minus grants & donations & annuities | | 7.90% | 7.64% |
| % of expenses spent on staff pay minus grants and donations & annuities | | 49.81% | 50.30% |
| % of pay with benefits minus grants and donations & annuities | | 60.94% | 61.51% |

2024/25 Draft

| 3% COLA | 3% + merit | total merit | merit % | 2% COLA | 2% + merit | total merit | merit % |
|------------|----------------|-------------|---------|------------|----------------|-------------|---------|
| \$ 114,449 | \$ 124,000 | \$ 9,551 | 8.35% | \$ 113,338 | \$ 122,889 | \$ 9,551 | 8.43% |
| \$ 66,992 | \$ 67,500 | \$ 508 | 0.76% | \$ 66,300 | \$ 66,808 | \$ 508 | 0.77% |
| \$ 97,235 | \$ 99,750 | \$ 2,515 | 2.59% | \$ 96,300 | \$ 98,815 | \$ 2,515 | 2.61% |
| \$ 15,087 | 16000 | \$ 913 | 6.05% | \$ 14,945 | \$ 15,858 | \$ 913 | 6.11% |
| \$ 304,027 | \$ 308,500 | \$ 4,473 | 1.47% | \$ 301,075 | \$ 305,548 | \$ 4,473 | 1.49% |
| \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | |
| \$ 597,790 | \$ 615,750 | \$ 17,960 | 3.00% | \$ 591,958 | \$ 609,918 | \$ 17,960 | 3.03% |
| | IMRF Total: \$ | 48,854 | | | IMRF Total: \$ | 48,375 | |
| | Soc/Mcare: \$ | 46,945 | | | Soc/Mcare: \$ | 46,486 | |

Proposed



**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

ORDINANCE NO. 24-07-01

(.02% Building and Maintenance Tax)

WHEREAS, Illinois Statutes authorize the Library Trustees to levy a special tax in addition to the annual Public Library District tax for the purchase of sites and buildings, maintenance, equipment, and other purposes; and

WHEREAS, the amount of said special tax is .02% of the value of all the taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Library Trustees deem it advisable and necessary to levy said special tax for the 2024-2025 fiscal year.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the North Riverside Public Library District that:

SECTION 1: For the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for Library purposes, and maintenance, repairs, and alterations of Library buildings and equipment, a special tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, shall be and is levied for the 2024-2025 fiscal year.

SECTION 2: Notice of the adoption of this Ordinance shall be published in accordance with Illinois Statutes.

SECTION 3: This Ordinance shall be in full force and effect from and after its adoption.



**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

Adopted July 15, 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

APPROVED:

Annette Corgiat, President
Board of Library Trustees
North Riverside Public Library
District

(seal)

ATTEST:

Kyle Johnson, Secretary
Board of Library Trustees
North Riverside Public Library District



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

Category 2: Relationship with the Board

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



Category 3: Business and Financial Management

| | | | |
|---------------|---|----------------------------|---|
| | 3 | Exceeds Expectations | Competency Description <ul style="list-style-type: none">• Understands the financial needs of the library.• 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.• Provides the Board accurate, understandable information about the financial status of the library through regular financial reports.• Makes well-supported budgeting recommendations to the board.• Explores new potential sources of finance for programs and services.• Ensures that all governmental and legal requirements of the library are met. |
| | 2 | Meets Expectations | |
| | 1 | Does Not Meet Expectations | |
| | 0 | No Information | |
| Add Comments: | | | |

Category 4: Personal Strengths and Interpersonal Effectiveness

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



Category 5: Personnel Management and Development

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

Category 6: Community Engagement

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



Category 7: Strategy and Innovation

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



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. _____

Director's Year in Review – 2023/24

In order to help the Board review accomplishments over FY24 in line with the evaluation, I have reworked the categories and items I have addressed. For more details about accomplishments, please refer to my weekly NRPL Update emails and monthly Director's Update in the Board meeting packets.

Organizational Leadership:

- For reference the Library's mission statement is as follows: 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.
- In order to serve the increasingly diverse population of North Riverside, I have worked with the staff to:
 - o Expand our programming to include more Spanish language and bilingual programming,
 - o Expand our spending on Spanish or bilingual materials (books, DVD's, games, etc.)
 - o Added databases that have Spanish language content and assist with English Language Learning
- In an effort to codify my and the Management's expectations of current and future staff, the staff EDI Committee worked to refine the newly created Culture statement I created as follows: Together we proactively strive to be a diverse institution that values inclusivity, mutual respect, and kindness. We promote creativity in a space dedicated to providing equal opportunity to employees and patrons alike. We recognize and respect that each individual brings unique qualities and ideas to the North Riverside Public Library to help further our mission.
- The Special Events Committee and I work to create engaging quarterly in-service days for all staff which focus on a combination of customer service training topics (How to ask someone to leave without calling the police, Understanding addiction, How to deal with prejudicial comments, etc.) along with required educational trainings (AED, CPR, First Aid, fire drills, etc.) and allowing for a focus on library-wide events (Discussion of upcoming Summer Reading kickoff and expectations for everyone, Decorating for the Haunted Hallways event, etc.) which provide a time for all staff to work together rather than in their departments.
- FY24 saw 100% of staff (excluding managers and our page) participate in cross departmental cross training. Each employee spends two minimum of 4-hour shifts in the other two departments (Adult/Teen Services, Circulation, Youth Services) learning basics of what is offered, what the staff in those departments do, how to use the equipment there and/or what equipment exists (i.e.. Build Guild, Studio 2400, Toy Library, Library of Things, etc.). Staff have reported a better understanding of other departments following the trainings and have been able to substitute in other departments.
- I work with Board Committee Chairs to address issues in that area quickly and efficiently (ie. Collecting quotes for various building repair projects, presenting them and moving forward with the repair after the quote has been approved; Soliciting quotes for marketing and strategic planning services, presenting the quotes, and moving forward with the Board's decision.)

2023-2024 Director's Year in Review, Review of Goals, FY25 Goals

Relationship with the Board:

- Digital Communication: In my weekly emails to the Board (i.e. NRPL Update), monthly Director's report (i.e. Compilation of weekly emails along with Department Head updates, and emails directly with Committee Chairs, I work to keep the Board informed about what is happening at the library, issues identified and solutions.
- In-person Communication: In addition to attending the Committee of the Whole, regular Board meetings and Foundation & Friends meetings (in person or virtual), I am scheduled to meet with Annette and Greg every 2nd Monday to discuss the upcoming Board meeting or any concerns they might have, meet with John 2 -3 times per month on Thursday mornings to discuss both Library and Foundation & Friends finances, and meetings with Greg, Ken and Kathy on an as needed basis to discuss the director's evaluation review, facility needs and policies respectively. I have not had in person meetings with Jeanne or Kyle in person but have sent them information virtually.
- I work with the Management Team to review policies on an as needed basis currently and make suggestions to update them as we review the entire policy manual to ensure that our policies are accurately addressing the ever-changing needs of the staff and community.
- Created spending spreadsheets to help managers budget for materials and programs, grants, and donations more easily.
- Continued practice of working with management to set various parts of the yearly working budget.

Business and Financial Management:

- Provided quotes for a Building Assessment for future budgeting, coordinated presentation of the assessment, worked with Building & Grounds chair to create a workable timetable for updates for the next 7 years – working to expand timetable and capital reserve estimates further.
- I updated access to the Library's Quickbooks to allow the Treasurer access to view all transactions and run reports.
- I updated access to the Library's First American accounts to allow the Treasurer access to view all transactions and run reports.
- I provide the Treasurer with the IL Funds statement when it's available and with the payroll journals when requested.
- I provide Lauterbach & Amen with the following documents at the beginning of each month: payroll journals, bank statements, and deposits taken through our Square terminal.
- Coordinate with Lauterbach & Amen and GW & Associates to conduct the yearly audit (July – October). Audit had no findings.
- Create and file the Treasurer's report and Comptroller's report.
- Create, present and file the Building & Maintenance ordinance, Budget & Appropriations ordinance, Certification of Funds, Levy Ordinance, and Truth in Taxation document (June – October).

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- Create a working budget with the Treasurer and corresponding Budget Justification document which explains to the Board changes in each line item (both revenue and expenditures).
- Applies for grants on a regular basis for the Library and staff.

Personal Strengths and Interpersonal Effectiveness:

- Beginning in FY23 and continuing in FY24, I have created and am working with 3 staff-driven committees – Special events, Advertising & Outreach, and DEI. These committees allow all of our staff members to be more engaged and invested, share their ideas and experiences, and allow them the ability to learn leadership skills in a smaller unit.
 - o Working with these committees, we have created the new NRPL Culture statement, additional connections in the community for outreach opportunities, began to create a calendar to assist with our advertising efforts, and better coordinate large special events (i.e.. Haunted Hallways, Summer Reading Kickoff, etc.).
- In an effort to codify my and the Management Team's expectations of current and future staff, the staff EDI Committee worked to refine the newly created Culture statement I created as follows: Together we proactively strive to be a diverse institution that values inclusivity, mutual respect, and kindness. We promote creativity in a space dedicated to providing equal opportunity to employees and patrons alike. We recognize and respect that each individual brings unique qualities and ideas to the North Riverside Public Library to help further our mission.
- I have continued an open door policy for any and all staff who would like to discuss anything but at the same time work to reinforce the need for discussing departmental issues with their manager to follow our organizational chart and chain of command.
- I work with all staff but particularly the Management Team and Special Events Committee to identify areas of concern that they feel the need to become more proficient in which will improve their work. In many cases, I email upcoming trainings to specific individuals or groups. In other cases, employees have begun to proactively find trainings to address needs they have identified.

Personnel Management and Development:

- Focus on ensuring that all of our staff have access to and are encouraged to continue their education through RAILS, SWAN, PLA and ALA events (in person and virtually) as well as through other sources (Makerbot, Library Journal, Demco, etc.).
- Provided Personnel chair and whole Board with salary benchmarking quote which was approved and scheduled to be completed at the end of 2024 for use in the FY26 budgeting (delay per Board request).
- Continued with quarterly staff trainings in January, April, August and October which include a combination of videos focused on better serving our customers and understanding their needs, trainings required by law, team building activities, and library-wide projects.
- Continued use of a web-based ap for staff scheduling allowing staff access to their schedule from anywhere.

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- Created a cross-training month (February) when all staff are required to complete a cross training matrix in the other 2 departments (Adult/Teen Services, Circulation and Youth Services – excludes page and Management Team).
- Review positions to ensure that the hours and tasks allocated to a position are correct based on the needs of the department prior to listing an open position or staff moving into new positions.
- Review of job descriptions with Management team annually.
- Through review of any staff complaints. Continual focus on professional HR development.
- Creation of Staff Exit checklist as well as updating the Staff Hiring checklist.
- Informed the Board about laws related to paid time off (covered by our updated policy) and retirement (covered by our 457 plan and IMRF)

Community Engagement:

- Continuation of the quarterly Community Collaboration Committee with up to 12 organizations attending meetings currently.
- Invitations to participate in outreach events (ie. NR Senior Fair, Riverside Township Mental Health Fair, Solutions for Care Healthy Living event, Komarek and RB events, etc.).
- Attendance of SWAN and RAILS meetings as well as local director meetings.
- Active participation in ALA's governance Board, grant reviewer, etc.
- Sent letters to all North Riverside businesses about donating to our Summer Reading program and possible future collaboration
- Connecting with organizations at various outreach events to help grow the Community Collaboration Committee and expand programming/resources at the library
- Reworking our "Show Your Library Card" program for future roll out to help connect our patrons with local businesses

Strategy and Innovation:

- Having worked with the Library's Management Team to create the Vision statement in the Strategic Plan, I have continued a focus to fulfilling the outcomes: Create an environment to embrace ALL member of our changing community; Dedication to lifelong learning; More active and vibrant community hub; Increased engagement with our own and neighboring communities; and Increased relevance to the community through our programs, interaction, social media, and materials circulation
- I've continued to have training for staff members to better understand the need of our whole community including those with disabilities – adding new sensory kits for check out, investigating sensory friendly programming, and continued planning for the sensory room. And a focus on our growing Spanish speaking population with a focus on adding more bilingual staff members (currently 6 and 1 who speaks a little), increase in Spanish language programs and an increase in Spanish language materials – games, books, movies and database content.
- As a part of my outreach efforts and those of our staff we have connected with additional community organizations who have presented programs or plan to present programs on a

variety of topics to address the lifelong learning needs of our patrons: Hatha yoga programs, I cash programs, possible upcoming programs with the Cook County Clerk's free legal services, etc.

- In order to create a more active and vibrant library, we have redesigned seating areas in the main floor to allow for additional small seating areas rather than large tables, purchased more comfortable teen seating for watching movies or playing games in the teen area, and moved all of the shelving in the lower level to create a more open floor plan with additional play areas, moved the study rooms out of the main children's space and will soon finish repurposing the former youth services office with the grand opening planned for our first Early Childhood Education Fair in the Fall.
- I have worked to foster an atmosphere conducive to engagement with the community – managers are encouraged to foster relationships with schools and organizations to both increase our engagement in the community but also our relevance. We have seen a sharp increase in requests for us to come to school classes and speak, organizations reach out to us to see if we can participate in their events and if they can be at our open houses, our partnerships have led to increases in not only programs but also information that we have available to our patron in the form of referrals – we know what is available for our residents in a way that we have not known before.
- I engage with the Foundation & Friends on a regular basis, hosting virtual meetings, creating and maintaining links to donations, updating the library website information, etc.
- In order to stay current with technology, I worked with Outsource to create a schedule for equipment replacement/upgrading, moved the website and email over to the @nrpl.info domain, and am collaborating with them to apply for Category 2 Erate funding to pay for managed IT services. I continue to work with Cyberoptik to update and improve our website on a regular basis in addition to keeping document current, we are always evaluating sections for usability and efficiency to improve our residents' access to information.
- I believe that one of the keyways to improve both efficiency and effectiveness is through organization and that has led to several organization projects this year – scanning and digitizing all of the North Riverside Star (Citizen) newspaper through funding from the Foundation for both preservation and increased usability – in process having these scans included in the Illinois Newspaper Archive is ongoing with expected completion in FY25. Scanning in the Women's Club scrapbooks for preservation. Sorting and classifying all NRPL records according to our Record Retention schedule. And updating and creating various How-to manuals for myself and staff.
- Completed work on collecting documents for required Decennial Committee in accordance with the sample report – submitted the 24-page report to Cook County.

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1. Create technology, marketing, communication, and emergency plans for the library.
 - a. Completed crisis-communication manual for staff in early 2024 – under review by management team for any additional items to be added.
 - b. Completed emergency flip chart manuals for staff in Fall 2023 – posted around the library including: break room, youth services desk, circulation desk, teen desk, adult desk, etc.
 - c. Received 2 quotes for creation of a marketing plan for the library – under review by the Board.
 - d. Working with Outsource IT Solutions Group to put together the technology plan which will be completed in Fall 2024.
2. Encourage staff members to become more active in continuing education, organizations and outreach. Increase expected continuing education hours from 9 to 16 and participation in RAILS/SWAN groups from optional to at least 1 with regular meeting attendance.
 - a. All staff members are now completing a minimum of 3 continuing education hours per year. Managers are all completing a minimum of 16 hours per year. Managers are all involved in one RAILS group (Adult Services Round table, Youth Managers, Circulation, Technical Services, EDI, and others). Not all managers physically attend meetings, but all attend virtual meetings directly related to their departmental work.
 - b. In May 2024, I have scheduled to attend the following continuing education events:
 - i. Open Meeting Act refresher/training – 2 hours
 - ii. Rails Member Update – 1 hour
 - iii. Understanding Addiction – 1 hour
 - iv. LIMMERIC Spring Pre-Renewal Meeting – 1.5 hours
 - v. Partnering with National Library Services to Provide Materials and Print Services to People with Print Disabilities – 1.5 hours
 - vi. Upskilling – 1 hours
 - vii. AI in Libraries – 2 hours
 - viii. Total for 1 month: 10 hours
3. Work to expand the Collaboration Committee with additional organizations in North Riverside as well as those that serve North Riverside with the goal to have 4 meetings per year and grow attendees to at least 4 organizations.
 - a. The Community Collaboration Committee meetings 4 times per year at the library and current has 12 active attendees from 8 organizations that serve North Riverside. 16 organizations have been invited to our May 2024 meeting.
4. Focus on outreach opportunities, planning events a quarter ahead and marketing/merchandising our services, programs, and materials.
 - a. All departments are continuing to plan events at least one quarter ahead to provide for better planning/materials prep and advertising.
 - b. Expanding outreach opportunities has been an anticipated outcome of our focus on growing the Community Collaboration Committee and led to the library being invited to additional events including – Riverside Township's Mental Health Fair, additional events

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at Komarek, RB and Ames, and our work with the South Suburban Cook County American Job Center.

2024/2025 Goals

1. In order to focus on point 5 in our Strategic Plan Vision (Increased relevance to the community through our programs, interactions, social media, and materials circulation)) - Expand library card holder numbers by a minimum of 10%.
2. In order to focus on point 4 in our Strategic Plan Vision (Increased engagement with our own and neighboring communities) – Schedule a minimum of 3 off site outreach events per month.
3. In order to focus on point 3 in our Strategic Plan Vision (More active and vibrant community hub) – Focus on updating the nearly 20-year-old youth services area to make it more dynamic, engaging, and inviting to children.