

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Agenda
Committee of the Whole
Board of Trustees
August 5th, 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. Special Marketing Plan Presentation and Q&A**
- 4. Advocacy**
 - A. Advocacy Ideas
- 5. Building & Grounds**
 - A. Lower Level update discussion
 - B. Painting/wall repair update
 - C. FY25 Repair/Replacement plans
- 6. Finance**
 - A. Review FY25 Budget and Appropriation Ordinance
- 7. Personnel**
 - A.
- 8. Policy**
 - A. Update on Policy Section 2
 - B. Review Policy Section 3
- 9. Strategic Planning**
- 10. Other Business**
 - A. Annexation discussion - Hines - Hospital area
 - B. Committee responsibilities and expectations
- 11. Adjournment**

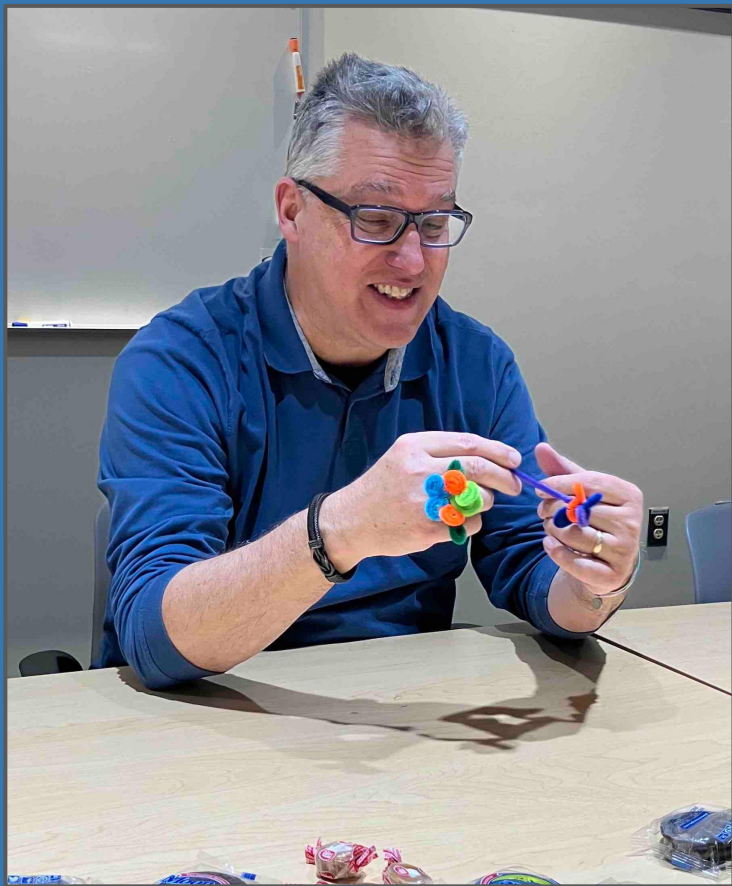
The Library Board meeting is scheduled for Monday, August 19th, 2024 at 6:00pm.

MARKETING PLAN DEVELOPMENT

North Riverside Public Library

Mike Barzacchini

August 5, 2024



WHO?

- **Mike Barzacchini (he/him)**
- Husband to @WiredLotus
- Pops to @JonBrollin
- Pack manager to Roy and Lucy
- 30+ years in communications and marketing = brand, campaign, strategy
- More than 50 presentations and national and regional conferences and local libraries
- Library card-holder since 1965

WHAT?

- **MARKETING PLAN, INCLUDING**
 - **GOALS**
 - **AUDIENCES**
 - **STORY THEMES**
 - **KEY MESSAGES**

WHY?

- **CONSISTENCY**
- **ALIGNMENT**
- **STONE**
- **BRAND**
- **RELEVANCE**
- **FUTURE-READY**

HOW?

- **AUDIT AND REVIEW**
- **INTERVIEW**
 - **LEADERSHIP**
 - **TEAM**
 - **STAKEHOLDERS**
- **PRESENTATION AND DISCUSSION**

**“The only thing that you
absolutely have to know is
the location of the library.”**

- Albert Einstein

Questions?

Thank You!

Mike Barzacchini

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[linkedin.com/mikebarzaccchini](https://www.linkedin.com/mikebarzaccchini)



Capital Improvement Plan for FY25-FY30

Following review of the Capital Improvement Plan provided by Studio GC, below is the plan to address issues identified in the plan along with the growth of the Capital Reserve Funds account. *Note: each year in June/July the Board will need to pass a resolution moving funds into the Capital Reserve Fund.

The following assumes that the Capital Reserve fund will start with \$187,000 which was the fund balance in IL Funds prior to moving additional funds into the account in Spring of 2024.

FY25

8335-07 Total Budgeted amount: \$70,000

Capital Improvements:

- Replace wooden fence panels on the south side of the property
 - o Estimated cost: \$15,000
- Rework the interior railings to be ADA compliant
 - o Estimated cost: \$13,940
- Conduct a thermoscan of the facility
 - o Estimated cost: \$2,304
- Total estimated capital expenditures: \$31,244
- Total budgeted capital expenditures: \$35,000

Capital Reserve Fund:

- Beginning total w/budgeted addition: \$187,000
- Budgeted addition: \$35,000
- Estimated interest earned at 4%: \$7,618.67
- Ending year total: \$194,618.67

FY26

8335-07 Total Budgeted amount: \$75,000

Capital Improvements:

- Refinish metal fence
 - o Estimated cost: \$1,600
- Reseal opening perimeter and control joints
 - o Estimated cost: \$17,316
- Replace stained ceiling tiles
 - o Estimated cost: \$2,500
- Reseed site
 - o Estimated cost: \$2,900
- Replace drinking fountains with bottle filling stations
 - o Estimated cost: \$6,500



- Total estimated capital expenditures: \$30,816
- Total budgeted capital expenditures: \$40,000

Capital Reserve Fund:

- Beginning total w/budgeted addition: \$229,618.67
- Budgeted addition: \$35,000
- Estimated interest earned at 3%: \$6,984.07
- Ending year total: \$236,602.74

FY27

8335-07 Total Budgeted amount: \$75,000

Capital Improvements:

- Seal coat and strip the parking lot
 - o Estimated cost: \$3,000
- Refinish and seal all metal doors
 - o Estimated cost: \$5,000
- Update all interior signage
 - o Estimated cost: \$17,771
- Replace the window shades in the main floor meeting room
 - o Estimated cost: \$12,672
- Total estimated capital expenditures: \$38,443
- Total budgeted capital expenditures: \$40,000

Capital Reserve Fund:

- Beginning total w/budgeted addition: \$271,602.74
- Budgeted addition: \$35,000
- Estimated interest earned at 2%: \$5,482.13
- Ending year total: \$277,084.87

FY28

8335-07 Total Budgeted amount: \$75,000

Capital Improvements:

- Parking lot repairs (anything found in FY27's reseal)
 - o Estimated cost: \$10,000
- Clean and reseal the concrete
 - o Estimated cost: \$5,400
- Review and repair any problems found with the storm system



- Estimated cost: \$20,000
- Total estimated capital expenditures: \$35,400
- Total budgeted capital expenditures: \$40,000

Capital Reserve Fund:

- Beginning total w/budgeted addition: \$312,084.87
- Budgeted addition: \$35,000
- Estimated interest earned at 2%: \$6,299.23
- Ending year total: \$318,384.10

FY29

8335-07 Total Budgeted amount: \$80,000

Capital Improvements:

- Replace the entire roof
 - Estimated cost: \$250,000
- Clean and reseal the letters on the building and sign
 - Estimated cost: \$1,500
- Update the main floor bathrooms – replace ceramic tile, partitions and accessories
 - Estimated cost: \$40,145
- Total estimated capital expenditures: \$291,645
- Total budgeted capital expenditures: \$45,000 + Capital reserve fund spending: \$250,000

Capital Reserve Fund:

- Beginning total w/budgeted addition: \$353,384.10
- Budgeted addition: \$35,000
- Budgeted spending: \$250,000
- Estimated interest earned at 2%: \$7,132.83
- Ending year total: \$110,516.93

FY30

8335-07 Total Budgeted amount: \$80,000

Capital Improvements:

- Bike rack and repair stand replacement
 - Estimated cost: \$1,500
- Seal coat and stripe parking lot, inspect storm drains
 - Estimated cost: \$3,500
- Update all parking lot lights to be LED
 - Estimated cost: \$4,000



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NORTH RIVERSIDE, IL

- Replacement of concrete sections/areas and curbs as needed and replacement of tactile warning surfaces
 - o Estimated cost: \$20,000
- Elevator repairs and upgrades
 - o Estimated cost: \$6,244
- Total estimated capital expenditures: \$35,244
- Total budgeted capital expenditures: \$35,000

Capital Reserve Fund:

- Beginning total w/budgeted addition: \$155,516.93
- Budgeted addition: \$45,000
- Estimated interest earned at 2%: \$3,139.01
- Ending year total: \$158,655.94



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BUDGET AND APPROPRIATION ORDINANCE

ORDINANCE NO. (24-08-01)

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

FISCAL YEAR JULY 1, 2024 to JUNE 30, 2025

This Ordinance constitutes the Budget and Appropriation Ordinance for the North Riverside Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

BE IT ORDAINED by the Board of Library Trustees of the North Riverside Public Library District as follows:

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

CORPORATE

Personnel Expenses	Appropriation
Salaries	685,250.00
Audio-visual materials and services	29,000.00
Books	75,000.00
Periodicals	4,500.00
Other media	45,000.00
Library programs	85,975.00
Office supplies	25,500.00
Printing	38,975.00



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Postage	10,000.00
Legal fees	45,855.00
Public information	16,875.00
Health insurance	75,500.00
Library promotion and miscellaneous service fees	65,750.00
Utilities	55,350.00
Telephone	19,425.00
Contingency	10,050.00
Petty Cash	600.00
Information technology	107,200.00
Strategic initiatives	9,500.00
Debt service costs	63,000.00
Contractual	
Accounting	35,750.00
Service contracts	71,000.00
Professional Education and Training	
Library trustees	7,500.00
Library staff	15,000.00
Total	1,597,555.00

MEMORIAL FUND

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



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AUDIT

16,750.00

IMRF

7,200.00

SOCIAL SECURITY

60,000.00

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

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

UNEMPLOYMENT COMPENSATION INSURANCE

7,500.00

BUILDINGS, MAINTENANCE AND EQUIPMENT

Building supplies and maintenance	52,000.00
Building repairs	215,000.00
Casual labor and fees	10,900.00
Building improvements	160,000.00
Total	437,900.00

SUMMARY

Corporate	1,597,555.00
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**NORTH RIVERSIDE
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Buildings, Maintenance and Equipment (Special Tax)	437,900.00
Social Security (Special Tax)	60,000.00
Audit (Special Tax)	16,750.00
IMRF (Special Tax)	7,200.00
Liability Insurance (Special Tax)	38,700.00
Unemployment Insurance (Special Tax)	7,500.00
Memorial Fund (No levy)	34,000.00
Total	2,199,605.00

SECTION 2: As part of the annual budget, it is stated:

- a. The cash on hand at the beginning of the fiscal year is \$612,762.
- b. The estimated cash expected to be received during the fiscal year from all sources is \$2,199,605.
- c. The estimated expenditures for the fiscal year are \$2,199,605.
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$612,762.
- e. The estimated amount of library taxes to be received during the fiscal year is \$1,262,178.
- f. The estimated amount of income to be received from sources other than library taxes during the fiscal year is \$927,427.

SECTION 3: Funds in the total amount of \$2,199,605.00 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.



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SECTION 4: All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.



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NORTH RIVERSIDE, IL

ADOPTED this 19th day of August, 2024 pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

APPROVED by me this 29th day of August, 2024.

Annette Corgiat, President

ATTEST:

Kyle Johnson, Secretary

(seal)

3. Confidentiality

(adopted April 9, 2012) (reviewed August 15, 2013) (revised October 21, 2019)(reviewed August 16, 2022)

The North Riverside Public Library abides by Illinois Law (Illinois Library Records Confidentiality Act 75 ILCS 70), which states that the records of patron transactions and the identity of registered library patrons is confidential material. The North Riverside Public Library does not make available the records of patron transactions to any party except in compliance with the law. The North Riverside Public Library does not make available lists of registered library patrons except in compliance with the law.

3.1 Identity Protection Act

(adopted April 11, 2011) (reviewed March 14, 2012) (reviewed January 27, 2014) (revised October 21, 2019)(reviewed August 16, 2022)

The North Riverside Public Library adopts this Identity Protection Policy pursuant to the Identity Protection Act (5 ILCS 179). The Identity Protection Act requires units of local government to approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security Numbers which agencies collect, maintain and use. It is important to safeguard Social Security Numbers against unauthorized access as SSNs can be used to facilitate identity theft.

Whenever an individual is asked to provide the Library with a SSN, the Library shall provide that individual with a statement explaining the purpose for collecting and using the SSN.

Under the Identity Protection Act, the library is not allowed to 1) publicly post or display a person's SSN, 2) print a SSN on any card required to access products or services provided by the public entity, 3) require and individual to transmit a SSN over the Internet, 4) require and individual to use a SSN to access an Internet website, 5) print an individual's SSN on any materials mailed to the individual (unless required by law), 6) collect, use or disclose a SSN unless it is required to do so by law, the need and purpose for the SSN is documented before the collection of the SSN and the SSN collected is relevant to the documented need and purpose and 7) use a SSN for any purpose other than the purpose for which the SSN was collected.

When collecting SSNs, the Library shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five (5) sequential digits for a SSN are accessible as part of personal information.

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect the confidentiality of SSNs.

3.2 Video/Photo Policy

The North Riverside Public Library maintains an environment that allows patrons to access library information and resources. This requires the library to maintain policies that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well being. As a limited public forum, the library may provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, the library has adopted the following policy regarding the taking of photographs or videos inside the library building.

Permission is not required to take photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, spaces reserved for nursing, child care areas, museum artifacts, and archival materials), including areas reserved for staff use only. If tripods, lights, or other specialized equipment is to be used, requests must be made at least 24 hours in advance. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block library aisles, walkways, stairwells, doors, or exits.

Taking photographs and videos outside of the library building or on the library grounds does not require permission. However, the activity may not impede the entering or exiting of patrons or staff to or from the library building.

The library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the library and accommodates the rest of this policy. The library may charge a fee to offset costs incurred by the library to provide access to the facility, and prior permission must be sought at least one week in advance.

The library permits the taking of photographs and videos of its publicly available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

The library may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites.

The library reserves the right to document its services and the public's use of the library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library website or social media site). Any individual that does not wish the library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken.

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film, or other means and shall not disrupt the meeting or create a safety hazard.

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

The library reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos.

4. Patrons

4.1 Patron Code of Conduct

(adopted June 8, 2009) (revised September 10, 2012) (revised March 11, 2013) (revised December 9, 2013) (revised May 9, 2016) (revised September 20, 2021)(reviewed August 16, 2022)

The Board of Library Trustees has the authority to determine rules and regulations for the government of the Library as may be expedient, including but not limited to, rules of behavior necessary to protect the rights of individuals to use Library materials and services, to protect the right of Library employees to conduct Library business without interference and to preserve Library materials and facilities. Illinois law authorizes the Board to "exclude from the use of the Library any person who willfully violates the rules prescribed by the Board." (Illinois Compiled Statutes 75 ILCS 5/4-7)

The Board of Trustees believes that Library patrons have the right to use Library materials and services without being disturbed or impeded by other Library users; that Library patrons and employees have the right to an environment that is secure and comfortable; and that Library patrons and employees have a right to materials that are available and in good condition.

The general rules of behavior in the library are given below and will be posted at each level of the building. The actions that will be taken to enforce these rules are available for examination at any public service desk.

Unacceptable behavior includes:

- Consuming food or beverages in containers without lids
- Smoking, including the use of electronic cigarettes, or using tobacco products
- Engaging in illegal activity while in the library building or on library property
- Interfering with the use of the library by other patrons or interfering with library employees' performance of their duties
- Creating an intimidating, hostile or offensive environment that disturbs or interferes with library employees.
- Defacing or marring library materials, building or property. Also, defacing, marring or in any way destroying or damaging library furnishings, walls, machines or other library or staff property
- Entering the building without shirt or footwear
- Lack of personal hygiene that is offensive to other patrons or staff
- Bringing pets or animals into the library other than service animals
- Operating wheeled vehicles or using wheeled footwear inside the building except for strollers or when used by a disabled person to access the library
- Use of cell phones is prohibited if it becomes disruptive to other patrons or staff
- Creating excessive noise within the library that disturbs other patrons
- Non-library solicitation, including distribution of leaflets, surveys, petitions or similar activity except as authorized by the library director
- Posting notices without approval of the library director
- Vulgar or disrespectful language and hate speech
- Physical contact with other patrons or staff or verbally or physically threatening, harassing or striking other patrons or staff
- Fighting or challenging to a fight
- Littering
- Neglecting to provide proper supervision of children
- Entering areas designated for use only by library staff or using equipment designated for use only by library staff
- Possession of firearms or other dangerous weapons of any type (except for law enforcement officers)

The above list is not all-inclusive and any behavior deemed unacceptable by the library staff also is prohibited.

In addition, registered sex offenders are banned from entering areas of the library district that are dedicated/established for service to children less than 18 years of age. They are further banned from attending programs that are dedicated for service to children less than 18 years of age, unless acting as the sole parent/legal guardian for a child.

In cases in which it is deemed necessary to enforce library rules, the police will be called for assistance.

An incident report shall be filed by the person in charge of the Library at the time if any infraction of the Standards of Public Conduct occurs.

It is at the discretion of library personnel to determine the point at which the above behaviors constitute a disruptive or abusive situation that may result in the following:

Disruption Policy:

- Any person (child or adult) causing a disruption on library property will be subject to the “one warning” rule. That is that the staff will inform the patron to behave in accordance with library policy and normal library behavior and on the second disruption (on the same day), the patron will be told to leave.
- A minor will be given the opportunity to phone their parent or guardian to inform them of the disruption.
- If the disruption is severe or if the patron threatens to injure an individual or damage property, the patron will be told to leave immediately without benefit of the “one warning” rule and police may be notified.
- Patrons who exit the premises prior to being asked to leave due to disruptive or inappropriate behavior will be notified by letter when possible that such behavior is unacceptable. The letter will explain that such behavior will not be tolerated in the future and failure to comply will result in the patron being asked to leave.

Expulsion of Patrons Policy:

- Expulsion of a patron will occur when abusive behavior occurs. Extremely abusive behavior will result in library staff contacting authorities. Following a warning, the first occurrence will result in a week (7 day) expulsion. The second occurrence will result in a month (31- day) expulsion with readmission granted pending a face-to-face meeting of the adult patron with the director. The third occurrence will result in an indefinite expulsion. Any patrons who have been indefinitely expelled may petition the Library Board of Trustees for readmission after 180 days.

In the event a patron barred from the use of the library attempts entry to the library during any such period of exclusion, the police will be summoned.

4.2 Children in the Library

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

In an effort to provide a Library environment that allows all patrons to utilize Library materials and information sources in a safe, relaxed manner, the Library Board of Trustees has adopted a policy statement concerning unattended or disruptive children.

Children under the age of 8 years must be continually accompanied by a parent, legal guardian or caregiver age 16 or older.

If a child is left unattended in the Library, the staff will attempt to locate his/her parents. Staff is not permitted to remain after hours with an unattended child or to give him/her a ride home. For the safety of the child, the staff will not leave a child under the age of 8 outside to wait on a ride. If a parent cannot be reached by the time the Library is to close, the Police will be called to escort the child home or keep the child until parents

can be reached. No fewer than two Library staff members will remain with the child until the Police arrive.

4.3 Smoking

(Effective Date: 10/19/98)(Revision Effective Date: 7/1/2019)(reviewed August 16, 2022)

NRPL is a no-smoking campus. This includes e-cigarettes/vaping.