



Park Ridge Public Library

**Note: Meeting
is on Wednesday**

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NOTICE is hereby given that the following meetings will be held in the third floor meeting room of the Park Ridge Public Library on the date and time shown. All meetings are public according to the provisions of the Illinois Open Meetings Act.

Please call the Library Business Office for additional information or to request special accommodations for disabled persons.

**BOARD OF TRUSTEES
COMMITTEE AGENDA – REVISED**

WEDNESDAY, NOVEMBER 9, 2016 at 7:00 P.M.

ALL COMMITTEES ARE COMMITTEES-OF-THE-WHOLE UNLESS NOTED

BUILDING & GROUNDS (*Joseph Egan - Chair*)

1. Approval of the October 11, 2016 Minutes – Attachment
2. Library Improvement Project: Studio GC
3. Other

BUDGET & FINANCE (*Michael Reardon - Chair*)

1. Approval of the October 11, 2016 Minutes – Attachment
2. FY18 Operating Budget – Attachment
3. Other

RESOURCES (*Patrick Lamb - Chair*)

1. 2017 Per Capita Grant Application Requirements – Attachment
2. 2016 Per Capita Grant Budget – Attachment
3. Request from Bruce Michel Trust – Attachment
4. Circulation Statistics – Attachment
5. Other

COMMUNICATIONS & DEVELOPMENT (*Charlene Foss-Eggemann - Chair*)

1. Approval of the October 11, 2016 Minutes – Attachment
2. Community Engagement Plan – Attachment
3. Plan for Sponsorships/Donations
4. Patron Satisfaction Survey Comments – Attached
5. Other

ATTORNEY SELECTION COMMITTEE (*Special Committee*)

1. Approval of the October 11, 2016 Minutes – Attachment
2. Selection Procedures & Schedule

PLANNING & OPERATIONS (*Berardino Parisi - Chair*)

CANCELLED (no action items)

PLEASE CONTACT JANET VAN DE CARR WITH
QUESTIONS, COMMENTS OR ADDITIONS TO THESE AGENDAS.

**MINUTES
OF THE REGULAR MEETING OF
THE BUILDING & GROUNDS COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
OCTOBER 11, 2016 AT 7:20 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

TRUSTEES PRESENT: Joseph Egan, Chair; Karen Burkum, Stevan Dobrilovic, Patrick Lamb, Bernardino Parisi, Michael Reardon, Robert Trizna

TRUSTEES ABSENT: Charlene Foss-Eggemann, Judith Rayborn

OTHERS PRESENT: Janet Van De Carr, Library Director; Linda Egebrecht, Library Staff

Approval of Minutes

Mr. Reardon questioned the wording in the second paragraph on page 4 of the 9/13/16 Building & Grounds meeting minutes. He asked that the paragraph beginning with, "Mr. Reardon reiterated..." be replaced by:

Mr. Reardon reiterated that the financial charts will be updated. He asked for consensus on including in the base case the cost of lighting, bathroom upgrades, and carpeting. The Trustees voiced their agreement.

Mr. Reardon made a

MOTION: to approve the minutes for the Buildings and Grounds Meeting held September 13, 2016 as amended

Mr. Egan SECONDED the motion.

MOTION PASSED UNANIMOUSLY

Capital Budget Plan

The Committee reviewed and discussed the October 5, 2016 memo from Mrs. Van De Carr regarding the capital plan. She explained that costs that are related to improvements are estimates only. For FY22, FY23, and FY24, she estimated a budget of \$100,000 annually for capital repairs as/if needed (for planning purposes only). This is an old building and so some work will probably be needed. For FY18, \$2,000,000 is estimated for Library improvements. Mr. Egan asked if the Library will have those funds by that time, to which Mrs. Van De Carr replied that we should.

The Committee reviewed the fund balance information. Mrs. Van De Carr stated this is a planning document and the Library doesn't have to spend all of the funds shown in the Capital Budget.

Mr. Egan made a

MOTION: to approve the proposed Capital Plan for FY18 through FY21 as presented

Mr. Reardon SECONDED the motion.

MOTION PASSED UNANIMOUSLY

Library Improvement Project Update: Studio GC

Mrs. Van De Carr gave an update to the Committee on the Library Improvement Project. The Library is currently in the design development phase, which includes interior design, furniture, options, finishes, costs, major dimensions, and details. Mrs. Van De Carr informed the

Committee that Studio GC is working to revise and update the shelving numbers and plans. The next set of plans and budget detail will be much more specific than what has been presented in the past.

Other The Committee discussed the advisory referendum language proposed by Mr. Trizna. Mr. Reardon asked the trustees if it is necessary to discuss whether the Library needs an advisory referendum. Because of efficiency gains projected through FY24 resulting from undertaking the Library Improvement Plan, there isn't a significant impact on funds available for operations whether or not the renovations are undertaken. Based on this conclusion, he asked if there is any need to do a referendum.

Mr. Trizna and Mr. Parisi expressed concern about the accuracy of long-range projections. Mrs. Van De Carr stated there would be efficiencies, as discussed, with an RFID (Radio Frequency Identification System). Mr. Trizna questioned how many people would use the self-checkouts based on current usage, unless the Library forces patrons to use the self-checkouts by reducing staff at the desk. Mr. Reardon noted that, as in private industry, you do the best you can to project numbers. Mr. Parisi stated that at this time this is the most accurate projection.

The Committee questioned projected employee health care benefits. Mrs. Van De Carr replied that the City forecasted a 3% increase and so in order to be more conservative she estimated a 5% increase. She added that the City joining the new insurance group has helped reduce costs.

Mr. Trizna reiterated his concerns about funding. Mr. Lamb noted changes in Library services and resources and changes in the ways people use libraries. He expressed concerns about the amount of time and energy that would be required to educate and inform the public about an advisory referendum.

Mrs. Burkum suggested the Library do a better job of communicating to the public what has been discussed regarding renovations; invite the public to attend Board and Committee meetings to express their opinions; put the plans on the Library website. Mrs. Van De Carr stated that as the plans are developed the Library will be able to give the public more specific information.

Mr. Parisi stated he has always viewed the renovations as evolutionary, not revolutionary. The improvements are needed to bring the Library up to today's standards while looking to the future. Mrs. Van De Carr stated that nothing is planned that would preclude changes in the future for repurposing various areas as needs, wants, and technology change.

The Committee discussed asking the public to attend meetings to give input, contribute ideas, and express opinions.

The consensus of the Committee is to publicize the Library Improvement plans, rather than have an advisory referendum.

Adjournment: 8:04 p.m.

Joseph Egan, Chair

MINUTES
OF THE REGULAR MEETING OF THE BUDGET & FINANCE COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
OCTOBER 11, 2016 AT 7:03 P.M. IN THE THIRD FLOOR MEETING ROOM

ROLL CALL:

TRUSTEES PRESENT: Michael Reardon, Treasurer, Chair; Robert Trizna, President; Berardino Parisi (7:06 pm), Vice-President; Karen Burkum, Stevan Dobrilovic, Joseph Egan (7:16 pm), Patrick Lamb

TRUSTEES ABSENT: Charlene Foss-Eggemann, Secretary, Judith Rayborn

OTHERS PRESENT: Janet Van De Carr, Library Director; Linda Egebrecht, Library Staff

Approval of Minutes

Mr. Trizna made a

MOTION: to approve the minutes for the Budget & Finance Committee Meeting held September 13, 2016

Mr. Lamb SECONDED the motion.

MOTION PASSED UNANIMOUSLY

Capital Budget

The Committee deferred discussion of the Capital Budget until the Building & Grounds Committee portion of this evening's Committee of the Whole meetings.

FY18 Operating Budget Goals

Mrs. Van De Carr reviewed the operating budget goals and asked if any of the Trustees had any suggestions for specific goals. She explained that the cost for RFID (Radio Frequency Identification System) tagging would go into operating budget. She also explained that she will work with staff in the coming weeks to develop the budget. Reallocation of space will mostly take place in FY17/18.

Mr. Trizna asked that the Board receive all quantitative analyses of savings if RFID is implemented. Mr. Reardon asked for information related to efficiencies due to reconfiguration of building and other efficiencies.

Levy Resolution

Mrs. Van De Carr explained that the Levy has to be submitted by the City in December. Mrs. Van De Carr explained how the levy amount is calculated. This year's levy resolution total is \$4,742,950.00, which is approximately \$150,000 less than last year due to the reduction in the Equalized Assessed Valuations (EAV).

Mrs. Van De Carr explained that 0.368% is the rate approved by voters in the November, 2014 referendum. The Board could ask the City to approve more but 0.368% is the binding referendum amount. Mrs. Van De Carr stated this lower tax levy should not have a significant effect on operations.

Mr. Lamb made a

MOTION: to approve *Resolution 2016-1, a Resolution to Adopt the 2016 Library Tax Levy of the Park Ridge Public Library*, for a total of \$4,742,950.00

Mrs. Burkum SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

Other Mrs. Van De Carr stated she had received a bill from Ancel Glink for the opinion requested of Adam Simon and asked the Committee if they approve making payment. The Committee agreed that Mr. Simon did the work so therefore the bill should be paid.

Adjournment: 7:19 p.m.

Michael Reardon, Chair

DRAFT



Memorandum

Memo Date: November 4, 2016
From: Janet Van De Carr
Meeting Type: Budget & Finance Committee
Meeting Date: November 9, 2016
Action Requested: For discussion and approval
Subject: FY18 Operating Budget

A handwritten signature in black ink, appearing to be "JVC", written over the "From:" field.

Background:

The next fiscal year will be both a transitional and transformative one. The renovations will take place at the beginning of the fiscal year and during the latter portion of year we will have the opportunity to evaluate how the renovations improve the user experience and impact the use of the collections.

The attached budget supports the Strategic Plan and the Community Engagement Plan, provides funds to prepare the collections for conversion to an RFID system and allocates funds for collections based on current and anticipated changes.

Personnel expenses include a reduction in employee benefits due to changes implemented by the City last year. The salary budget is reduced and still includes a merit raise pool of 2% due to retirements and staffing changes.

I anticipate further reductions in personnel expenses when the renovation is complete and we have fully implemented the anticipated efficiencies that include self-checkout stations throughout the building, automated materials handling, changes in staffing at the service desks and reorganization of some staff responsibilities. This budget does not reflect these changes that will be realized through attrition and only after we have fully implemented all of the above changes.

Recommendation:

The attached spreadsheets include detailed information on the budget I am presenting for discussion and approval. This budget is a 3.5% reduction from the FY17 Operating Budget.

Requested motion:

To approve the FY18 operating budget in the amount of \$4,123,094.

Attachments:

- Operating Budget

Park Ridge Public Library
 FY 2017-18 Budget Summary

Acct.	Description	2015/16		2016/17		2017/18		Explanation
		Budget	2015/16 Actual	Budget	Adjustments	Budget		
9100	Salaries (1)	\$2,432,765	\$2,306,638	\$2,430,726	-\$54,000	\$2,376,726		Provides 2% pool for merit increases
9210	Employee Benefits (2)	\$495,900	\$495,711	\$552,234	-\$169,434	\$382,800		10% increase over City's FY17 projection
9317	Data Processing (3)	\$206,400	\$196,434	\$240,000	\$6,568	\$246,568		OCLC, CCS-catalog & circulation-CVI I/T
9321-03	Bldg Maint.- General (4)	\$94,100	\$69,871	\$108,600	-\$15,000	\$93,600		
9321-04	Bldg Maint. - Elevator	\$10,900	\$10,841	\$6,400	\$0	\$6,400		
9321-05	Bldg Maint. - HVAC (4)	\$25,000	\$23,703	\$15,000	\$30,000	\$45,000		
9324	Membership Dues	\$5,000	\$3,960	\$5,000		\$5,000		Assn mbrshp, Mgmt Assn, Comm. orgs
9331	Recruiting and Testing	\$2,500	\$2,271	\$2,500		\$2,500		Background checks, medical exams
9338	Conferences and Training	\$20,000	\$18,442	\$20,000		\$20,000		Continuing ed, mileage, meetings, training
9351	Equipment Rental (5)	\$22,000	\$13,153	\$19,000	\$2,100	\$21,100		Copiers, postage machines, coin-ops
9359	Consulting Services	\$33,000	\$17,420	\$35,000		\$35,000		Design work & bid development
9360	Public Relations	\$26,900	\$22,646	\$29,000		\$29,000		Newsletter and marketing
9378	Bank Service Fees	\$1,500	\$809	\$1,500		\$1,500		Credit card machine and fees
9379	Insurance	\$16,000	\$6,360	\$16,000		\$16,000		Building, artwork, liability
9385-01	Telephone	\$14,900	\$9,918	\$9,900	\$1,000	\$10,900		
9385-02	Postage (6)	\$21,100	\$12,329	\$24,000	-\$6,000	\$18,000		
9385-03	Internet	\$10,000	\$8,263	\$10,000		\$10,000		
9385-04	Printing	\$11,000	\$10,206	\$11,000		\$11,000		
9385-06	Children's & Adult Programming	\$22,450	\$22,062	\$22,400	\$3,100	\$25,500		
9385-07	Young Adult Programming	\$3,050	\$3,033	\$3,000		\$3,000		
9425	Special Counsel	\$12,000	\$11,821	\$10,000		\$10,000		Legal fees
9510	Office Supplies	\$25,000	\$19,943	\$25,000		\$25,000		Office supplies, paper etc.
9511	Library Supplies (7)	\$51,500	\$42,471	\$51,500	\$48,700	\$100,200		Proc. supls, security tags, receipt paper
9521	Building Supplies	\$21,000	\$10,431	\$21,000		\$21,000		Paper products, cleaning supplies, etc.
9540	Library Resources	\$585,692	\$561,029	\$585,692	\$9,608	\$595,300		
9550	Heat	\$12,000	\$3,569	\$12,000		\$12,000		Natural gas for heat and hot water
	Total Operating Budget	\$4,181,657	\$3,903,333	\$4,266,452	-\$143,358	\$4,123,094		

Park Ridge Public Library
 FY 2017-18 Budget Summary

Acct. Description 2015/16 Budget 2015/16 Actual 2016/17 Budget 2017/18 Budget Explanation

Capital Budget						
Acct.	Description	2015/16 Budget	2015/16 Actual	2016/17 Budget	2017/18 Budget	Explanation
	Capital Projects	\$420,000	\$157,775	\$847,001	\$1,152,999	\$2,000,000
	Contribution to Tech Repl Fund	\$75,000	\$75,000	\$100,000	\$0	\$100,000 Annual contribution- Technology Fund
	Motor Equipment	\$2,000	\$2,000	\$2,000	-\$2,000	\$0 Annual contribution-Vehicle Fund
	Total Capital Budget	\$497,000	\$234,775	\$949,001	\$1,150,999	\$2,100,000
	Total Budget	\$4,678,657	\$4,138,109	\$5,215,453	\$1,007,641	\$6,223,094

- (1) Accounts for reduction in staffing costs and provides for 2% pool for salary increases
- (2) 10% increase over City's FY17 projection to allow for an additional year of experience with insurance pool
- (3) Increase in cost of Managed IT services contract and CCS contract
- (4) Reallocation and additional funding to provide for required HVAC repairs
- (5) Additional use of in-house printing
- (6) Adjustment to reflect actual usage
- (7) Cost for RFID tagging supplies and increase in Circulation supply costs

Park Ridge Public Library
 Contracting & Material Expenditures - Administration
 201-5011-9XXXXX

Org	Object	Object Desc	2015-16 Revised Budget	2015-16 Actual	2016-17 Budget	Adjustment	2017/18 Budget	Explanation
2015011	910000	SALARIES (1)	\$2,432,765	\$2,306,637.98	\$2,430,726	-\$54,000	\$2,376,726	provides 2% pool for merit increases
2015011	9210XX	BENEFITS (2)	\$495,900	\$495,711.00	\$552,234	-\$169,434	\$382,800	10% increase over City's FY17 projection
2015011	931700	DATA PROC SERVICES (3)	\$110,000	\$109,089.10	\$145,600	\$4,368	\$149,968	web hosting, software licenses, IT Managed Services
2015011	932400	LIB MEMBER DUES	\$5,000	\$3,960.00	\$5,000		\$5,000	Mmbrships-professional staff & organizational mbrshps
2015011	933100	LIB RECRUIT & TESTING	\$2,500	\$2,271.15	\$2,500		\$2,500	Drug screening, background checks
2015011	933800	CONFERENCES & TRAINING	\$20,000	\$18,441.58	\$20,000		\$20,000	conferences, workshops, mileage reimbursement
2015011	935100	EQPT RNTL-MAINTENANCE (4)	\$11,000	\$5,817.52	\$8,000	\$2,000	\$10,000	Copier expenses
2015011	935101	EQPT RNTL-LEASE PAYMENTS	\$3,900	\$2,823.75	\$3,900	\$100	\$4,000	Print management and computer reservation system
2015011	935102	EQPT RNTL-POSTAGE MACHINE	\$2,500	\$1,776.72	\$2,500		\$2,500	Postage machine
2015011	935900	LIB CONSULT SERV	\$33,000	\$17,420.00	\$35,000		\$35,000	Design, Bid Development for Capital projects, consulting
2015011	936000	PUBLIC RELATIONS	\$8,300	\$8,255.83	\$10,400		\$10,400	Special events and promotions, marketing
2015011	936001	PUBLIC RELATIONS NEWSLETTER	\$18,600	\$14,390.00	\$18,600		\$18,600	Newsletter - printing
2015011	937800	BANK SRVC CHARGES	\$1,500	\$809.34	\$1,500		\$1,500	Bank/credit card fees
2015011	937900	LIBRARY INSURANCE	\$16,000	\$6,359.88	\$16,000		\$16,000	Insurance-Fine Art, Internet liability, Building
2015011	938501	GNL CNTRL SVC/TELEPHONE	\$14,900	\$9,918.14	\$9,900	\$1,000	\$10,900	Telecommunication charges

Park Ridge Public Library
 Contracting & Material Expenditures - Administration
 201-5011-9XXXXX

Org	Object	Object Desc	2015-16 Revised Budget	2015-16 Actual	2016-17 Budget	Adjustment	2017/18 Budget	Explanation
2015011	938502	GNL CNTRL SVC/POSTAGE (5)	\$21,100	\$12,329.05	\$24,000	-\$6,000	\$18,000	Postage for library mail and newsletter
2015011	938503	GNL CNTRL SVC-INTERNET	\$10,000	\$8,262.56	\$10,000		\$10,000	Internet connections
2015011	938504	GNL CNTRL SVC/PRINTING	\$11,000	\$10,206.09	\$11,000		\$11,000	Printing for all library publications and marketing matls
2015011	942500	SPECIAL COUNSEL	\$12,000	\$11,821.36	\$10,000		\$10,000	Attorney's Fees
2015011	951001	OFF SPLS-PHOTOCOPY	\$7,900	\$6,642.23	\$7,900		\$7,900	Toner and paper for copiers
2015011	951002	OFF SPLS-OTHER SUPPLIES	\$9,600	\$7,141.86	\$9,600		\$9,600	Office supplies for entire library
2015011	951003	OFF SPLS FURNISHINGS	\$7,500	\$6,158.60	\$7,500		\$7,500	Furnishings, repairs, upholstering
2015011	951100	LIBRARY SUPPLIES	\$3,600	\$1,863.76	\$3,600		\$3,600	Library supplies
			\$3,258,565	\$3,068,107.50	\$3,345,460	-\$221,966	\$3,123,494	

- (1) Accounts for reduction in staffing costs and provides for 2% pool for salary increases
- (2) 10% increase over City's FY17 projection to allow for an additional year of experience with insurance pool
- (3) 3% increase in IT Managed Services cost
- (4) Additional use of in-house printing
- (5) Adjustment to reflect actual usage

Park Ridge Public Library

Contracting & Material Expenditures - Maintenance

201-5012-9XXXXX

Org	Object	Object Desc	2015/16		2015/16 Actual	2016/17 Budget	Adjustments	2017/18 Budget	Explanation
			Revised Budget	Budget					
2015012	932103	BLDG MNT CNTR-GENL MAINT (1)	\$94,100	\$108,600	\$69,870.58	\$108,600	-\$15,000	\$93,600	Building Maintenance, repairs
2015012	932104	BLDG MNT CNTR-ELEV MAINT	\$10,900	\$6,400	\$10,840.80	\$6,400		\$6,400	Elevator maintenance & repairs
2015012	932105	BLDG MNT CNTR-HVAC EQUIP (1)	\$25,000	\$15,000	\$23,703.34	\$15,000	\$30,000	\$45,000	HVAC maintenance & repairs
2015012	952100	BUILDING SUPPLIES	\$21,000	\$21,000	\$10,430.87	\$21,000		\$21,000	Bldg. supplies, cleaning supplies, paper towels, toilet paper
2015012	955000	NATURAL GAS	\$12,000	\$12,000	\$3,569.06	\$12,000		\$12,000	Gas for heat and hot water not covered by free therms
2015012	996300	CAPITAL PROJECTS	\$420,000	\$847,001	\$157,775.21	\$847,001	\$1,152,999	\$2,000,000	Library renovation
2015012	990400	MOTOR EQUIPMENT	\$2,000	\$2,000	\$2,000.00	\$2,000	-\$2,000	\$0	Annual contribution-vehicle replacement fund
			\$585,000	\$1,012,001	\$278,189.86	\$1,012,001	\$1,165,999	\$2,178,000	Total including Capital Budget

(1) Reallocation and additional funding for required HVAC repairs

Park Ridge Public Library

Contracting & Material Expenditures - Technical Services
201-5013-9XXXXX

2015/16
Revised
Budget

Org	Object	Object Desc	2015/16 Actual	2016/17 Budget	Adjustment	2017/18 Budget	Explanation
2015013	931702	DATA PROCESSING/OCLC	\$12,334.08	\$14,800	-\$1,800	\$13,000	Online catalog/OCLC
2015013	935100	EQPT RNTL-MAINTENANCE	\$2,735.00	\$4,600		\$4,600	Baker & Taylor - Title Source
2015013	951100	LIBRARY SUPPLIES (1)	\$25,705.30	\$30,000	\$48,000	\$78,000	Cases, date due pockets, security tags
		Subtotal	\$40,774.38	\$49,400	\$46,200	\$95,600	
2015013	990100	CAPITAL BUDGET-TECH FUND (1)	\$75,000.00	\$100,000		\$100,000	Annual contribution to Technology Fund
			\$115,774.38	\$149,400	\$46,200	\$195,600	

(1) Includes \$48K to purchase RFID tags for existing collection and new materials purchased in FY18

Park Ridge Public Library

Contracting & Material Expenditures - Reference Services
201-5014-9XXXXX

Org	Object	Object Desc	2015/16		2016/17 Budget	Adjustments	2017/18 Budget	Explanation
			Revised Budget	2015/16 Actual				
2015014	951100	LIBRARY SUPPLIES	\$1,000	\$780.77	\$1,000		\$1,000	Supplies, incl. book ends, carts, mag. Holders
2015014	954001	LIB RSRCS-ADULT BOOKS (1)	\$100,000	\$90,618.00	\$100,000	-\$8,000	\$92,000	Books
2015014	954003	LIB RSRCS-PERIODICALS	\$18,000	\$15,873.48	\$18,000		\$18,000	Magazines & newspapers
2015014	954006	LIB RSRCS-MICROFILM (2)	\$3,100	\$933.34	\$7,000	-\$5,400	\$1,600	Microfilm - local newspaper
2015014	954010	LIB RSRCS-ONLINE RESOURCES (3)	\$128,900	\$128,854.45	\$125,000	\$25,000	\$150,000	Online databases (adult & children), digital books and magazines
			\$251,000	\$237,060.04	\$251,000	\$11,600	\$262,600	

- (1) Reduction due to decline of nonfiction print circulation
- (2) Reduction due to more limited use of microfilm
- (3) Increase to cover cost of Tutor.com and to provide funds for additional online databases

Park Ridge Public Library

Contracting & Material Expenditures - Children Services
201-5015-9XXXXX

Org	Object	Object Desc	2015/16		2016/17		2017/18 Budget		Explanation
			Revised Budget	2015/16 Actual	Budget	2017/18 Budget	Adjustments		
2015015	938506	GNL CNTRL SVC/PROGRAMMING (1)	\$10,100	\$10,066.04	\$10,000	\$500	\$10,500	Programs for children incl. performers and supplies	
2015015	951100	LIBRARY SUPPLIES	\$4,100	\$3,888.83	\$4,100		\$4,100	Supplies, decorations, book ends, carts, etc.	
2015015	954002	LIB RSRCS-CHILDREN BOOKS (2)	\$101,000	\$100,953.32	\$100,000	\$1,000	\$101,000	Books	
2015015	954003	LIB RSRCS-PERIODICALS (3)	\$2,500	\$1,476.30	\$2,500	(\$500)	\$2,000	Magazines	
2015015	954004	LIB RSRCS-RECORDING	\$11,600	\$10,804.71	\$12,000		\$12,000	Recordings	
2015015	954005	LIB RSRCS-AUDIO VISUAL	\$16,000	\$15,396.27	\$17,000		\$17,000	DVDs	
2015015	954008	LIB RSRCS-MISCELLANEOUS	\$992	\$852.57	\$992	\$8	\$1,000	Puzzles, theme bag supplies	
2015015	954010	LIB RSRCS-VIDEO GAMES	\$3,500	\$3,492.71	\$3,500		\$3,500	Learning games/video games	
			\$149,792	\$146,930.75	\$150,092	\$1,008	\$151,100		

- (1) Provide funding for additional programming
- (2) Additional funding for replacement of worn picture books
- (3) Reduce periodicals budget based on reduced circulation

Park Ridge Public Library

Contracting & Material Expenditures - Reader Services
201-5017-9XXXXX

Org	Object	Object Desc	2015/16 Revised Budget	2015/16 Actual	2016/17 Budget	Adjustments	2017/18 Budget	Explanation
2015017	938506	GNL CNTRL SVC/PROGRAM (1)	\$12,350	\$11,995.75	\$12,400	\$2,600	\$15,000	Programs for adults, incl. special events
2015017	938507	GNL CNTRL SVC/YA PROGRAMS	\$3,050	\$3,033.35	\$3,000		\$3,000	Programs for Young adults
2015017	951100	LIBRARY SUPPLIES	\$3,000	\$1,315.81	\$3,000		\$3,000	Program supplies, AV repair
2015017	954001	LIB RSRCS--ADULT BOOKS	\$65,000	\$63,775.07	\$65,000		\$65,000	Books
2015017	954004	LIB RSRCS-RECORDING (2)	\$29,500	\$27,118.64	\$34,500	-\$4,500	\$30,000	Audiobooks, CDs, Playaways
2015017	954005	LIB RSRCS-AUDIO VISUAL	\$40,000	\$39,541.92	\$40,000		\$40,000	DVDs
2015017	954008	LIB RSRCS-MISCELLANEOUS	\$400	\$0.00	\$0		\$0	Replacement- CDs, Playaways
2015017	954010	LIB RSRCS-YA BOOKS (3)	\$10,500	\$10,490.32	\$10,000	\$2,000	\$12,000	Books for Young Adults
2015017	954011	LIB RSRCS -MWL	\$24,470	\$20,638.80	\$20,000		\$20,000	Bestseller lease program
2015017	954012	LIB RSRCS-E-BOOKS	\$27,230	\$27,226.50	\$27,200		\$27,200	Digital materials
2015017	954013	LIB RSRCS-YA GAMES	\$3,000	\$2,982.35	\$3,000		\$3,000	Video games
			\$218,500	\$208,118.51	\$218,100	\$100	\$218,200	

(1) Increase to cover cost of additional adult programming
(2) Reduce budget for recordings to reflect reduction in circulation
(3) Increase budget for books for Young Adults



Memorandum

Memo Date: November 1, 2016
From: Janet Van De Carr
Meeting Type: Library Resources Committee
Meeting Date: November 8, 2016
Action Requested: For discussion
Subject: 2017 Per Capita Grant Application

A handwritten signature in black ink, appearing to be "JVC".

Background:

It is time to apply for the 2017 IL Per Capita Grant – the deadline is January 15, 2017. Each year the Illinois State Library establishes requirements for Library Staff and Library Trustees to fulfill. The italicized sentences below indicate information required by this year's application:

- Standards Chapter Review:** *The Library administration and Board of Trustees must review Chapter 6, "Access" of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014. (75ILCS 10/8.1.1). Provide a short narrative describing the Library's progress toward meeting the standards, including any changes that were made as a result of the review.*
- Technology:** *Having completed the EDGE Assessment, describe the impact that the EDGE Assessment has had on the Library, and include at least one example of how the Library has used, or plans to use the information gleaned from the assessment.*
- Education and Training:** *Describe current or potential collaborative efforts that have benefited, or will benefit local Library patrons and patrons in neighboring communities.*
- Outreach:** *Provide a brief description of the Library's current or planned involvement with services available through the Illinois State Library Talking Book and Braille Service (TBBS). For more information about the services offered by TBBS, please visit <http://www.ilbph.org>*

Trustees: *Describe how the Library meets the needs of the community as a provider of educational programs and training opportunities. Include a description of how the Library can integrate new technologies and include one activity that fosters increased resource sharing.*

Below is what I plan to include in the application to fulfill the requirements of the grant. The Committee will discuss this at the Resources Committee meeting:

The Library provides educational programs for adults and children on a variety of topics including new technologies, job hunting, and practical applications of technology. The Library also provides online databases that offer training opportunities where patrons can work at their own pace. These resources include training on skills building, test preparation, business management, web design, learning how to use the Library's databases and many more. The Library offers the following products to everyone inside the Library and to Park Ridge card holders remotely: Lynda.com, Mango Languages, and Learning Express Library.

Planned Use of Funds: *Describe how the Library plans to use grant monies in order to meet standards in the most recent edition of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014. Use general categories in identifying actual planned expenditures.*

I will request that the 2017 grant funds be used to purchase additional resources for the Library's collections in order to meet the standards in Chapter 7, "Collection Management and Resources Sharing" of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014.

Recommendation:

Staff has completed the requirements marked with a check. Following our discussion at the Resources Committee meeting I will complete the Trustees portion of the application form.



Memorandum

Memo Date: October 26, 2016
From: Janet Van De Carr
Meeting Type: Library Resources Committee
Meeting Date: November 8, 2016
Action Requested: For approval
Subject: 2016 Per Capita Grant Budget

Background:

We received \$28,891.46 from the 2016 IL Per Capita Grant program. According to the terms of the grant, the money may not be used to replace local support and must be used as specified in the application. Our 2016 application requested the following:

The Library will use grant funds to purchase additional resources for the Library's collections in order to meet the standards outlined for "Collection Management and Resources Sharing" in Chapter 7 of "Serving Our Public". Grant funds will also be used to meet the standards for "Marketing, Promotion and Collaboration" as outlined in Chapter 10 of "Serving Our Public".

Recommendation:

Below is my recommendation for expending the 2016 grant funds:

\$27,000.00	Digital Books, Magazines & Media	To purchase new items for our digital collections.
\$1,891.46	Marketing	To promote the library's collections, services and programs.

Budget Implications:

Action requires expenditure of Funds: Yes
 If "yes", cost \$28,891.46
 If "yes", is this a budgeted item: Grant Funds Library Funds

Requested motion:

To approve the budget for the 2016 IL Per Capita Grant in the amount of \$28,891.46



Memorandum

Memo Date: November 3, 2016

From: Janet Van De Carr & Gretchen Kottkamp

Meeting Type: Library Resources Committee

Meeting Date: November 8, 2016

Action Requested: For approval

Subject: Request for Bruce A. Michel Library Trust

A handwritten signature in black ink, appearing to be "JVC".

Background:

The Bruce A. Michel Trust was established to “keep the Park Ridge Public Library up to date with technology”. The Library received the \$250,000 Trust in 1998 and began using funds in the early 2000’s. The Trust provided startup funds for the Library’s eBook program, allowing the Park Ridge Public Library to be the first public library in Illinois to offer its patrons downloadable eBooks. In addition to eBooks and other digital media, the Trust has provided funds for digital resources for both adults and children, continuing to fulfill the purpose of the Trust established by Mr. Michel.

When agreeing to a database lease, we request 3-year leases. Using funds from the Michel Trust, the Library renewed database leases in 2008, 2011 and 2014; some of the requested databases in these proposals have changed. The three year lease allows Library staff time to promote and determine the value and use of each database by our patrons. The Library has a limited budget line for databases and other electronic resources, therefore the Michel Trust funds allow us to expand the scope of electronic resources available for our patrons. On our website, we acknowledge the generous funding by the Michel Trust by stating they are, “*Generously provided by the Bruce A. Michel Library Trust*” next to the link for each of these databases.

Through the generosity of the Michel family and the Bruce A. Michel Library Trust, the Library has been able to provide its patrons with several excellent databases. Electronic databases have advantages over print resources including their ability to update constantly, to be accessible to the patron 24/7, and that the databases take up no physical shelf space. Databases offer a wealth of information drawing from many sources including reference materials, periodicals, newspapers, websites, video sources, professional analysts, as well as the stock market and government resources. Databases are updated frequently and automatically to provide the most current, timely information. Databases are able to search through figures, dates, topics and other criteria to provide reliable results backed by research and reputation. Patrons are able to access the information where and when it is convenient to them via remote access through the Park Ridge Public Library website at www.parkridgelibrary.org

The current three year leases will all expire in 2017 between April and June.

DATABASES:

Value Line – *Value Line Investment Survey* is one of the most popular investment resources available. The online services are a cost-effective way of providing this popular service, along with many additional *Value Line* publications and features, to a much wider audience. The *Value Line* includes full subscriptions to the following: *The Value Line Investment Survey, The Value Line Investment Survey: Small & Mid-Cap Edition, The Value Line Database Companies, The Value Line Mutual Fund Survey,*

The Value Line Daily Options Survey, The Value Line Special Situations Service, and The Value Line Convertibles Survey.

Cost: 3 year lease = \$13,550

Morningstar – *Morningstar.com Library Edition* provides access to information on stocks and mutual funds for potential investors and researchers. Reports include *Morningstar Star Ratings* and the opinions of stock and fund analysts. Funds and companies can be searched by name or ticker symbol and lists can be generated by customized screening criteria.

Cost: 3 year lease = \$22,196

Financial Ratings Series – published by Grey House Publishing, combines the strength of *Weiss Ratings* and *The Street Ratings* to offer the Library community a single source for financial strength ratings and financial planning tools covering insurance, banks, mutual funds and stocks. This database also offers valuable information for those seeking information on Medigap insurance with a Medigap Buyer's Guide and customized planner.

Cost: 3 year lease = \$13,250, a reduction of \$4,000 from the previous subscription cost

Total for all recommended databases for 3-year subscriptions = \$ 48,996

Requested Action:

The staff is seeking approval from the Trustees to request funds from the Bruce A. Michel Library Trust to support a three year extension of three of the five current databases that are funded by the Bruce A. Michel Trust.

If the Trustees approve this request we will submit a formal request to the administrator of the Trust.



Memorandum

Memo Date: November 1, 2016
From: Janet Van De Carr
Meeting Type: Resources Committee
Meeting Date: November 8, 2016
Action Requested: For discussion
Subject: Circulation of Library Materials by Type of Material

A handwritten signature in black ink, appearing to be "JVC", located to the right of the "From:" field.

Background:

The Trustees requested information on the types of materials that card holders' checkout and what changes we are seeing in checkout patterns. National trends indicate that overall the circulation of library materials in public libraries throughout the United States is declining to pre-recession levels and below. The decline has been attributed to competition from other sources such as streaming, free and low cost digital content, along with an improving economy.

Statistics for the past three fiscal years are attached to this memo. Our statistics show the following:

- Print Materials continue to be the largest category of materials checked out; 60.7% of total circulation in FY16 – compared with 57.6% in FY14.
- More digital books (eBooks = 32,542) circulated than Audiobooks (Playaways and Books-on-CD = 22,418) in FY16 and in the previous two years.
- The overall circulation of digital materials is increasing, but it is not offsetting the decline in print circulation.
- Materials with the largest decline over the previous two years are Adult Non-Fiction Books, Print Magazines, Adult CDs, Adult and Juvenile DVDs and Video Games.

Budget Implications:

In preparing the proposed budget for all types of library materials, staff reviewed the attached information and used it to determine the allocation of funds for the next fiscal year. When the renovation is complete we anticipate changes in circulation patterns due to the new location of items and improved display of materials.

Attachments:

- Circulation by Format graph
- Circulation by Format data

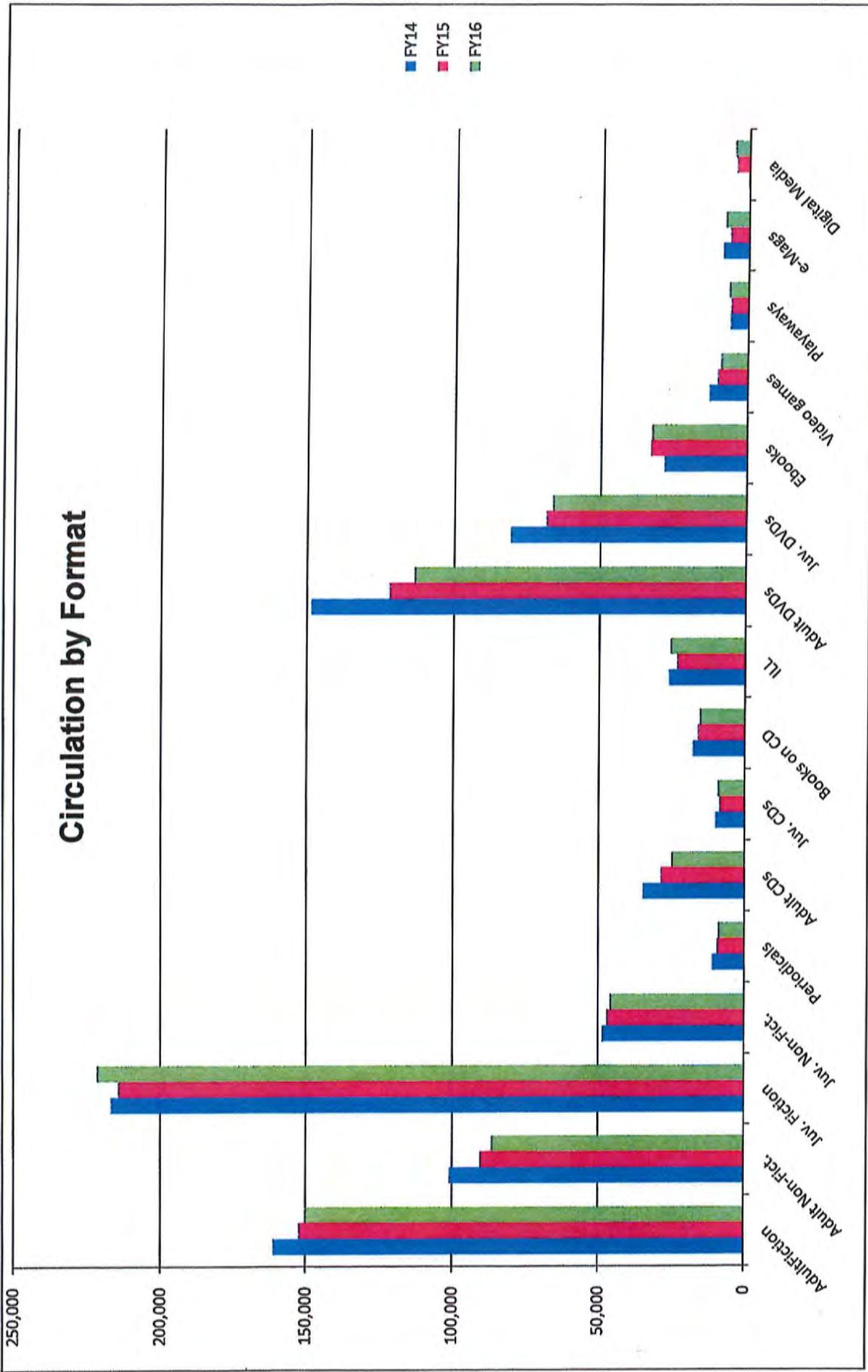
Park Ridge Public Library
 Detailed Circulation Statistics
 Fiscal Year End

	Adult Fiction	Adult Non-Fict.	Juv. Fiction	Juv. Non-Fict.	Period:	Adult CDs	Juv. CDs
FY16	150,280	86,641	221,635	46,011	9,036	25,083	9,302
FY15	152,328	90,470	214,351	47,152	9,317	28,777	8,604
FY14	161,239	100,958	216,794	48,677	11,085	34,879	10,084

	Adult Books on CD	Juv. Books on CD	ILL	Literacy Coll.	Adult DVDs	Juv. DVDs	E Books
FY16	12,768	2,908	25,744	134	113,348	66,362	32,542
FY15	13,313	3,076	23,627	177	121,877	68,546	33,006
FY14	14,693	3,248	26,264	193	148,586	80,719	28,289

	MP3 Player	Juv. Games	YA Games	Adult Games	Misc.	Juv Playaway	Adult Playaway
FY16	1	5,411	2,139	1,720	16	2,721	4,021
FY15	18	5,985	2,535	1,834	13	2,509	3,567
FY14	23	7,769	3,027	2,361	58	2,769	3,463

	e-Mags	Digital Media	TOTAL
FY16	8,088	5,070	830,981
FY15	6,437	4,496	842,015
FY14	8,837	556	914,571



**MINUTES
OF THE REGULAR MEETING OF
THE COMMUNICATIONS & DEVELOPMENT COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
OCTOBER 11, 2016 AT 8:47 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

TRUSTEES PRESENT: Robert Trizna, Chair Pro-tem; Karen Burkum, Stevan Dobrilovic, Joseph Egan, Patrick Lamb, Berardino Parisi, Michael Reardon, Robert Trizna

TRUSTEES ABSENT: Charlene Foss-Eggemann, Chair; Judith Rayborn

OTHERS PRESENT: Janet Van De Carr, Library Director; Linda Egebrecht, Library Staff

Approval of Minutes

Mr. Reardon made a

MOTION: to approve the minutes of the Communications & Development Committee meeting held September 13, 2016

Mr. Egan SECONDED the motion.

MOTION PASSED UNANIMOUSLY

Community Engagement Plan

The Committee decided to defer discussion of the Community Engagement Plan to November. The Marketing Plan is part of the Community Engagement Plan

Plan for Sponsorships/Donations

Mrs. Van De Carr stated she will keep this subject on the agenda for future discussion.

Other None

Adjournment: 8:49 p.m.

Robert Trizna, Chair Pro-tem



Memorandum

Memo Date: November 2, 2016

From: Janet Van De Carr

Meeting Type: Communications & Development Committee

Meeting Date: November 8, 2016

Action Requested: For discussion

Subject: Community Engagement

A handwritten signature in black ink, appearing to be "JVC".

Background:

Library staff engages the community on a daily basis both in the Library and within the larger community. Staff engages with students and teachers, with residents in assisted living centers, with businesses and with community organizations.

The attached plan, prepared by the Community Engagement Team, provides a formal framework for the Library's interactions with the community. This plan along with the Marketing Plan support the strategic directions established by the Board and sets out specific goals and action plans for community engagement. The plan also establishes success measures used to evaluate initiatives.

Recommendation:

Staff would like input from the Trustees in regard to this plan.

Budget Implications:

There is no budget impact at this time however we will be looking for opportunities to refocus the priorities of some staff in order to achieve the goals of the plan.

Attachments:

- Community Engagement Plan

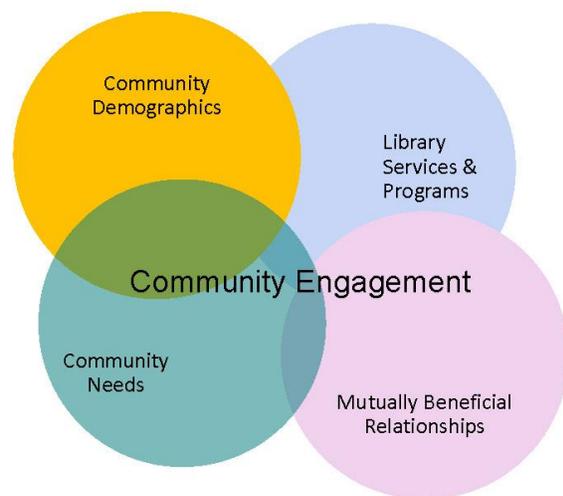


Park Ridge Public Library

Community Engagement Plan – October 2016

What Does Community Engagement Really Mean?

- Everything we do should engage the community
 - The Library will work to support **dynamic, mutually beneficial relationships** with patrons as well as local businesses and organizations
 - Library as the “Third Place” or “Community’s Front Porch”
- We need to ask **“Why”** before “What and How”
 - Is it worth it?
 - If it is, promote it
- Turn outward – if you build it they may not necessarily come
 - We need to go into the community
 - Deepening engagement with the community takes many forms
 - Technology
 - Education
 - Community Services
 - Service to broad segments of community



Strategic Directions

Adopted by the Library Board of Trustees

- The Library works to provide a positive experience in every interaction with the community
- The Library strives to reach out to members of our community so that they are well informed of the wide variety of Library services, programs, and materials
- As a vital community institution dedicated to being an active part of a vibrant community life, the Library seeks ways to partner with organizations and businesses that share that goal
- The Library continues to adopt technology that fits within the Library's mission by anticipating trends and changes, by providing ever evolving services and assisting community members in learning new technologies
- Library shall effectively use the funds from the referendum to enhance Library resources, facility, and programs to increase the relevancy and use of the Library
- The Library Board and staff will provide the facilities, collections and services that meet the community's expectations so that they will continue to use and support the Library
- Library will secure its future by remaining relevant, ensuring adequate funding and enhancing public awareness



Community Engagement Initiatives

Goal	Action Plan	Success Measures
Strengthen existing community partnerships and develop new partnerships (10 per year)	<ul style="list-style-type: none"> ▪ Identify and evaluate current partnerships ▪ Define terms of partnerships ▪ Identify and contact potential partners ▪ Leverage partnerships to create value for Library ▪ Leverage Friends of the Library ▪ Leverage staff interests and expertise for programming and networking opportunities ▪ Leverage 60+ community book groups ▪ Utilize and leverage Board of Trustee connections ▪ Develop Outreach toolkit 	<ul style="list-style-type: none"> ▪ Number of new partnerships ▪ Number of ongoing partnerships ▪ Growth of relationships
Partner with local businesses and organizations to offer six or more programs and displays that are relevant to the community	<ul style="list-style-type: none"> ▪ Target events and programs to specific audiences ▪ Solicit feedback from every program ▪ Survey patrons about current and future offerings ▪ Develop target-market-appropriate messaging for event content 	<ul style="list-style-type: none"> ▪ Program attendance ▪ Program feedback



Community Engagement Initiatives

Goal	Action Plan	Success Measures
Contact an average of five businesses per month	<ul style="list-style-type: none"> Create contact "action calendar" based on current relationships and identify potential new relationships Engage with community – be proactive in outreach Network with contacts and ask for referrals 	<ul style="list-style-type: none"> Number of new partnerships Number of ongoing partnerships Growth of relationships
Partner with educators and administrators at local schools	<ul style="list-style-type: none"> Provide students with the resources they need, including library materials, software and hardware Maximize and enhance the utilization of resources provided in the schools Attend PTO meetings to identify concerns 	<ul style="list-style-type: none"> Number of students reached Number schools contacted Growth of relationships
Become a resource for technology within the community	<ul style="list-style-type: none"> Stay up-to-date with technology within the Library Provide relevant technology programming 	<ul style="list-style-type: none"> Program attendance Program feedback
Become a resource for business in the community	<ul style="list-style-type: none"> Maximize synergy with Chamber of Commerce Visit new businesses with new Library card and welcome package Invite local businesses to round table discussion about their needs and potential mutual interests Provide communication and programming to meet business needs 	<ul style="list-style-type: none"> Number of new business partnerships Program attendance Program feedback



Community Engagement Initiatives

Goal	Action Plan	Success Measures
Build partnerships and develop programs to serve the unique needs and interests of the community	<ul style="list-style-type: none"> Invite community organizations to round table discussion about concerns and needs of community Sponsor support and special interest groups <ul style="list-style-type: none"> Mental health Autism Drug abuse Cyber bullying Home schooling Legal issues Travel 	<ul style="list-style-type: none"> Number of new partnerships Number of ongoing partnerships Growth of relationships
Organize and administer for success	<ul style="list-style-type: none"> Identify and evaluate current partnerships Look at policies and identify obstacles and barriers <ul style="list-style-type: none"> Meeting room policies Checkout policies Explore creative ways to become more "customer-centric" <ul style="list-style-type: none"> Pick-up lockers at grocery stores Leverage train station Curbside delivery of books Prioritize initiatives Identify current resources <ul style="list-style-type: none"> include Outreach as a part of staff evaluations Identify gap in resources to meet goals 	<ul style="list-style-type: none"> Number partnerships Evaluations Growth of relationships Circulation



Community Engagement Initiatives

Goal	Action Plan	Success Measures
Promote new initiatives across all channels	<ul style="list-style-type: none"> Develop communication plan for major initiatives Develop target-market-appropriate messaging for event content and title Send out monthly emails to all organizations to encourage them to use the Park Ridge Community Network Post information and create displays within the Library to promote their services and make more connections within the community Utilize social media to gain exposure and engagement – not only likes Join local FB groups – Park Ridge Chatter 	<ul style="list-style-type: none"> Level of engagement Number of people reached Success of initiatives
Improve reporting process and align metrics to outcomes	<ul style="list-style-type: none"> Establish metrics and outcomes for evaluation Structure reports to review major initiatives and serve as roadmap for future Include learning in reports Don't "DRIP" (data rich, information poor) 	<ul style="list-style-type: none"> Reports provide information to fuel decisions for future planning Reports align initiatives to marketing efforts



Community Engagement Initiatives

Goal	Action Plan	Success Measures
Promote new initiatives across all channels	<ul style="list-style-type: none"> Develop communication plan for major initiatives Develop target-market-appropriate messaging for event content and title Send out monthly emails to all organizations to encourage them to use the Park Ridge Community Network Post information and create displays within the Library to promote their services and make more connections within the community Utilize social media to gain exposure and engagement – not only likes 	
Improve reporting process and align metrics to outcomes	<ul style="list-style-type: none"> Establish metrics and outcomes for evaluation Structure reports to review major initiatives and serve as roadmap for future <ul style="list-style-type: none"> - Include learning in reports Don't "DRIP" (data rich, information poor) 	



Community Engagement Current State

Business	Department/ Liaison	Current Relationship	Potential Relationship
Outreach Goals/Success measures			



Community Engagement Current State

Organizations	Department/ Liaison	Current Relationship	Potential Relationship
Outreach Goals/Success measures			



Community Engagement Current State

Schools	Department/ Liaison	Current Relationship	Potential Relationship
Outreach Goals/Success measures			



**June 2016 Library Patron Survey
Combined Summary of Comments
(On-line and Written)**

TO: Library Board of Trustees
FROM: Charlene Foss-Eggemann, Secretary
DATE: November 4, 2016
SUBJECT: Summary of June 2016 Library Patron Survey

General Comments:

- Over 100 positive comments
- 11 neutral comments
- 6 negative comments

Specific Comments:

Both the on-line and written comments had repetitive submissions. Only the comments repetitive on their face (verbatim repeats, signed by the same author, etc.) were excluded from this summary.

The overwhelming majority of specific comments pertained to our wonderful library staff. The survey results presented over 220 specific comments praising the staff for performing their work in a professional, courteous and helpful manner. The compliments to our staff are far too numerous and varied to list here.

In addition, the survey produced over 60 positive comments directed specifically to the Children's Department staff.

There were only 5 specific negative comments, which are not listed here.

There were very few specific comments on library matters other than staff, all of which are outlined below:

- Building & Furniture:
 - Need more comfortable seating for older citizens
 - Need sitting area in lobby
 - Need to minimize heat from summer sun through windows with shades, blinds
 - Modernize or enlarge facility (x3)
 - More study areas and outlets
 - Need automatic door for Children's Department
 - Remove paper dispensers from bathrooms
 - Change colors on circulation staff pictures
- Reference Materials:
 - Need better selection of new releases (x2)
 - Good eBook selection
 - Need better 'used' book section
 - Great movie selection
 - Good large print selection
 - Need more Polish content
 - Need to reuse rubber bands by checkout
- Technology & Equipment
 - Eliminate iPads in Children's Department (x3)
 - Online library is hard to use
 - Need to configure printer for duplex printing from Wi-Fi connection
 - Need better computer servers (x3)
 - Should not eliminate computers on north side of building

- Policies
 - Unfavorable opinion of tutor policy (x6)
 - Favorable opinion of tutor policy
 - Provide bags for books
 - Eliminate fees for non-residents (x3)
 - There are more employees than there are patrons

- Programs
 - Movie series by Matthew Hoffman is excellent (x9)
 - Add more cultural events (piano, history, art) (x2)
 - Battle of the Books is top-notch
 - Summer programs are great
 - Kids programs are great (x2)
 - Need more programs for ages 4 and up
 - Pizza for final exams was great
 - Great reading programs

- Board of Trustees
 - Board should treat staff well
 - Mayor needs to change Board
 - Survey should offer a question about the Board's performance

- Taxes & Budgeting
 - Great work on the library budget
 - Library is the best use of our tax dollars
 - Library is underfunded
 - Use referendum dollars to update facilities (x2)

- Other
 - Train staff to check for book holds
 - Hillary Clinton's visit was designed for staff, not patrons
 - Need more uptown parking
 - Rope off circulation area (x2)
 - Stay open on Friday nights
 - Staff should ask patrons to renew library card during library visit
 - Director needs to be mindful of economics

**MINUTES
OF THE MEETING OF
THE ATTORNEY SELECTION COMMITTEE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
OCTOBER 11, 2016 AT 9:15 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

TRUSTEES PRESENT: Robert Trizna, Chair; Karen Burkum, Stevan Dobrilovic, Joseph Egan, Patrick Lamb, Berardino Parisi, Michael Reardon, Robert Trizna

TRUSTEES ABSENT: Charlene Foss-Eggemann, Judith Rayborn

OTHERS PRESENT: Janet Van De Carr, Library Director; Linda Egebrecht, Library Staff

RFQ for Selection of Attorney Services

Mrs. Van De Carr informed the Committee that she had spoken with Adam Simon of Ancel Glink and he presented two options for the Board to consider. If the Library Board is still interested in working with Ancel Glink another attorney can be assigned to the account. As an alternative, Mr. Simon stated he can also meet with the Library Board to discuss the situation.

The Committee discussed an RFQ. Mr. Reardon stated he feels the most important qualifications were those of the lead attorney and suggested a different point value for evaluation criteria.

Mr. Lamb stated his belief that requiring five references may limit the pool and suggested changing the RFQ to require two references.

Mr. Dobrilovic asked if the trustees would consider using another attorney at Ancel Glink rather than going through the RFQ process.

Mr. Lamb stated he would vote for looking for a different law firm.

Mr. Trizna stated he believes it would not be different with another attorney at Ancel Glink.

Mrs. Van De Carr stated she will revise the RFQ for the Board to review at the October 18 Board meeting.

Adjournment: 9:35 p.m.

Robert Trizna, Chair



Park Ridge Public Library

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS PARK RIDGE PUBLIC LIBRARY ATTORNEY SERVICES PRPL FY-17-03

The Park Ridge Public Library will accept sealed QUALIFICATIONS TO PROVIDE ATTORNEY SERVICES, all in accordance with the documents, *Attorney Services, PRPL FY-17-03*.

Request for specifications and supporting documents for this *Request for Qualifications for Attorney Services, PRPL FY-17-03* may be obtained on or after Friday, November 4, 2016 at the Business Office of the Park Ridge Public Library during business hours Monday through Friday, 9:00 a.m. to 5:00 p.m. local time, or by registering on the website, www.parkridgelibrary.org. A deposit for these documents is not required.

QUALIFICATIONS will be accepted at the Business Office of the Park Ridge Public Library, 20 S. Prospect, Park Ridge, IL 60068 until 10:00 A.M., local time, Thursday, December 1, 2016. QUALIFICATIONS must be submitted in a sealed envelope and marked in the lower left corner as "*Attorney Services PRPL FY-17-03*". QUALIFICATIONS transmitted by facsimile (fax) or email will not be accepted.

All general questions regarding this Legal Notice and all detailed questions concerning the actual QUALIFICATIONS document shall be directed to Janet Van De Carr, Library Director, in writing or e-mail to librarydirector@prpl.org no less than five (5) business days prior to the scheduled opening date noted above.

The Park Ridge Public Library reserves the right to reject any and all QUALIFICATIONS.

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**REQUEST FOR QUALIFICATIONS
PARK RIDGE PUBLIC LIBRARY
ATTORNEY SERVICES PRPL FY-17-03**

1.00 SCOPE OF SERVICES

1.01 OBJECTIVE

The Park Ridge Public Library (“Library”) is seeking the services of an attorney or attorneys to fulfill the duties and responsibilities described in this Request for Qualifications (RFQ) for the Library Attorney position. The Library is inviting individual attorneys, or firms, to respond to this RFQ for the purpose of providing the Library with the needed legal services listed in the request.

1.02 BACKGROUND

The Library, incorporated in 1913, is a Municipal Library serving the City of Park Ridge. The Library Attorney is one of two positions appointed directly by the Library Board (Library Director is the other).

1.03 GENERAL LEGAL COUNSEL DUTIES

The Library Attorney is the chief legal officer of the Library and is responsible to the Library Board for the proper administration and coordination of all Library legal affairs. The Library Attorney represents the Library at the direction of the Library Director.

The Library Attorney duties and responsibilities currently include:

- Preparing and/or reviewing all Library policies, resolutions, contracts, and other legal documents;
- Attending Library Board meetings, Committee of the Whole meetings and special meetings as requested;
- Conducting legal research and rendering opinions on a variety of Library issues, including the following areas:

CORE

- a. policies and resolutions
- b. legal aspects of managing Library functions
- c. bid documents
- d. contracts for services
- e. employment matters
- f. compliance with open meetings and all applicable laws
- g. inter-governmental agreements

ANCILLARY

- a. public finance
 - b. litigation
 - c. ethics and conflict of interest matters
 - d. defense of tax appeals of real property;
- Providing legal advice to Library Trustees and the Director

1.04 MINIMUM QUALIFICATIONS

The candidate(s) must have the following education and experience:

- a) Graduation from a recognized school of law.
- b) Admission to the bar of the State of Illinois and the United States District Court for the Northern District of Illinois.

1.05 SUBMITTAL FORMAT

Qualified attorneys interested in performing the work described in this RFQ are asked to provide the following information presented in a clear, comprehensive, and concise manner, illustrating the attorney's capabilities and legal expertise:

- 1) Cover Letter – Provide an introductory letter, with content at discretion of submitter, that is signed by an authorized representative of the firm;
- 2) General Firm Qualifications – Provide a statement that portrays the attorney firm's qualifications in relation to the Scope of Services. The response should include the following:
 - a) A summary of the attorney firm's general qualifications including specific disciplines represented that are applicable to the proposed work, number of employees, office locations, etc.;
 - b) An outline of the two lead attorney 's ability to carry out the scope and the extent of the work required, especially that of the lead attorney;
 - c) A description of the attorney firm's capability to perform legal services promptly and in a manner that permits the Library Board and staff to meet established deadlines and to operate in an effective and efficient manner, including that of the lead attorney committed for the term of the agreement;
 - d) List of two (2) municipal or public library references, including contact information;
 - e) Name of your professional liability insurance carrier and workers' compensation carrier and the limits of the insurance.
- 3) Lead Attorney Qualifications
 - a) Bar Admission and Background;
 - b) Experience;
 - c) Accessibility and Back-up (if unavailable).

- 4) Hourly Billable Rate of the attorneys and the firm by level; also include rate card for staff time by the hour, including rates for expenses such as travel; a description of the billing and fee reporting system.
- 5) Any exceptions taken to this RFQ shall be clearly identified.

The qualifications submittal should contain ten (10) printed versions and one (1) PDF version (on CD or flash drive). Limit the qualifications submittal to five (5) pages – excluding CV's

1.06 EVALUATION CRITERIA

The following scorecard will be used as part of the selection process:

<u>CRITERIA</u>	<u>POINTS</u>
General Firm Qualifications	30
Lead Attorney Qualifications	40
Hourly Billable Rate	30
	100

1.07 REQUEST FOR MORE INFORMATION

It is the intent of the Library to make selections from the submitted qualifications. More information may be requested to fully and accurately evaluate the qualifications.

Through scorecard evaluation and Library Board approval, selected firms will be invited to move on to the final phase of the selection process where interviews will be held that are conducted at an evening public meeting. No firm will be ceded any advantage in the final phase. Written information may be requested to be submitted in advance of the actual interview.

1.08 CONTRACT FORM AND TERM

Upon selection by the Library Board, the successful respondent shall be required to provide a draft engagement letter that describes the firm's understanding of the scope of services to be performed along with the cost as agreed. The engagement letter will be reviewed and approved by the Library.

1.09 CONSIDERATION OF SUBMITTALS

This RFQ is not intended to be an offer, order, or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Library by issuance of this RFQ.

The Library reserves the right to disregard any informality in the submittals, to waive technicalities, or to reject any and all submittals when, in the opinion of the Library Board, the best interest of the Library will be served by such action.

Bidders are instructed not to communicate on any matters related to the RFQ with the Selection Committee during the procurement process. Any such communication may disqualify the bidder from a contract award under this procurement.

END OF SCOPE OF SERVICES

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--- Committee Packet ---

SELECTION COMMITTEE SCORECARD INSTRUCTIONS

CONFLICT OF INTEREST

For the RFQ evaluation, it is critical to avoid a conflict of interest situation. If there is a potential conflict of interest situation, notify the Chair of the Selection Committee immediately for a determination. If a conflict of interest (or the appearance of a conflict of interest) exists, that person may or may not be allowed to participate in the evaluation of submittals.

A potential conflict of interest situation can occur when an individual has a secondary interest that creates a risk with the official responsibilities of a person in a position of trust. If there is potential that the decision making process is compromised through a personal interest (usually financial) or anything that interferes with objective decision making (or gives the impression that decision making is compromised), that situation should be identified and managed.

SCORING THE RFQ'S

During the evaluation of submittals, it is advised to keep all information internal to the team. There is a Quiet Period in effect and respondents are required to direct all inquiries related to the RFQ to the Library Director in writing. If a member of the evaluation panel is contacted by a respondent regarding this RFQ, direct the respondent to contact the Library Director per the RFQ event instructions. The evaluator should also notify the Chair of the Selection Committee immediately.

<u>CRITERIA</u>	<u>POINTS</u>
General Firm Qualifications	30
Lead Attorney Qualifications	40
Hourly Billable Rate (Partner)	30
	<hr/>
	100

Evaluators are asked to score the first two Criteria sections: General Firm Qualifications, Lead Attorney Qualifications. The score for the hourly billable rate will be calculated by the Chair of the Selection Committee according to a set formula. Before scoring, please read through all the respondent's submittals without scoring them. Then, on the second pass, score each submittal. For scoring, use the Scope of Services from the RFQ (section 1 of the RFQ), the evaluation score sheet, and the respondent's submittal to determine a score.

Evaluation questions for each section may include, "How well does this firm meet the needs of the Library as identified in the Scope of Services?" – "Do the firm's capabilities match up to the Library's needs?" – "Has the firm demonstrated a solid knowledge of the Library's needs and provided an appropriate response to servicing these needs?" – "Can the firm provide the services that the Library is requesting at a high level of competency?" – "Can the firm work constructively and cooperatively with the Library?"

SUGGESTED SCORING FOR ONSITE INTERVIEWS ON A SCALE OF 1–5: lowest=1: inadequate and incomplete response, and highest=5: full/complete response addressing all aspects of question

- **Completeness of respondent's answers to questions posed by interviewer(s)**
- **Demonstrated ability to work constructively with library board with examples provided from work with other clients**
- **Demonstrated responsiveness to client requests with examples provided from work with other clients**

All scorecards may be preserved. Submittals are saved for the three years and then destroyed. The awarded contract is stored for ten years beyond its term and then destroyed.

Please sign your scorecard and return it to the Library Director by December 20, 2016.

The Library Director will tally the scores and prepare a tentative scorecard summary for the team's review. Once the scorecard summary is discussed and finalized by the RFQ team, the Library Director will prepare a "Library Attorney Candidate Shortlist" with firms ranked according to score for the second stage of procurement that includes public onsite interviews.

(turn over)

GENERAL SCORECARD for SELECTION COMMITTEE

INSTRUCTIONS: CIRCLE ONE SCORE PER CRITERIA – SCORING USES RFQ SUBMITTALS AS THE ONLY SOURCE FOR EVALUATION

SCORING:	INDICATES:	EQUATES TO:
Circle "0"	Does Not Meet Standard	0% of available points
Circle "1"	Meets the Standard	70% of available points
Circle "2"	Exceeds the Standard	85% of available points
Circle "3"	Exceptional	100% of available points

General Criteria	Detailed Criteria	Available Points	Does Not Meet Standard	Meets the Standard	Exceeds the Standard	Exceptional	TOTAL SCORE for each detailed criteria
General Firm Qualifications	Firm has presented a backup attorney with demonstrated capability to carry out scope of work as described in RFQ 1.03 in case the lead attorney is not available	15	0	1	2	3	
	Firm has demonstrated experience in substantive area of law	5	0	1	2	3	
	Firm has provided positive references of at least 2 municipal or library clients <i>(We should check references for this criteria prior to evaluation of proposals)</i>	5	0	1	2	3	
	Firm has presented professional liability and workers' compensation insurance with appropriate coverage limits <i>(We should define what we consider appropriate limits)</i>	5	0	1	2	3	
Total for General Firm Qualifications	<i>Add scores from detailed criteria to determine total score</i>	30					
	Lead Attorney is admitted to Illinois Bar	5	0	1	2	3	
	Lead Attorney has demonstrated experience fulfilling the Core Tasks in 1.03 of RFQ	17	0	1	2	3	
	Lead Attorney has demonstrated experience fulfilling the Ancillary Tasks in 1.03 of RFQ	10	0	1	2	3	
	Former/Current client references for Lead Attorney are considered positive <i>(We should check references for this criteria prior to evaluation of proposals)</i>	8	0	1	2	3	
Lead Attorney Experience	<i>Add scores from detailed criteria to determine total score</i>	40					

SCORER SIGNATURE _____ DATE _____