



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.

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**COMMITTEE AGENDAS
BOARD OF TRUSTEES**

MARCH 14, 2017 at 7:00 P.M.

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

ATTORNEY SELECTION COMMITTEE *(Special Committee - Robert Trizna - Chair)*

1. Approval of the February 14, 2017 Minutes – Attached
2. Interview – Robbins Schwartz Attorneys
3. Other

BUDGET & FINANCE COMMITTEE *(Michael Reardon - Chair)*

1. Approval of the February 14, 2017 Minutes – Attached
2. FY18 Salary Plan – Attached
3. Other

PLANNING & OPERATIONS *(Berardino Parisi - Chair)*

1. Approval of the October 11, 2016 Minutes – Attached
2. Communication with Library Attorney – Policy IA1
3. Revised Timeline – Library Improvements – Attached
4. Outsourcing Proposal – Attached
5. Other

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

1. Approval of the February 14, 2017 Minutes – Attached
2. Selection of Library Award Winner
3. Other

PERSONNEL *(Judith Rayborn – Chair)*

1. Library Director's Goals, Annual Evaluation
2. **MOTION** for the board to adjourn to Closed Session at the conclusion of regular business, pursuant to 5 ILCS 120/2(c)(21), for discussion of minutes of the meetings of December 13, 2016 and January 23, 2017, lawfully closed under the Act, whether for purposes of approval and/or review of those minutes under 5 ILCS 120/2.06. The Board shall return to Open Session for to report on the determinations made in Closed Session.
3. Other

RESOURCES *(Patrick Lamb - Chair)*

CANCELLED – No Action Items

BUILDING & GROUNDS *(Joseph Egan - Chair)*

CANCELLED – No Action Items

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

**MINUTES
OF THE SPECIAL MEETING OF
THE ATTORNEY SELECTION COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
FEBRUARY 14, 2017 AT 9:59 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

TRUSTEES PRESENT: Robert Trizna, Chair; Karen Burkum, Joseph Egan, Charlene Foss-Eggemann, Patrick Lamb, Michael Reardon, Berardino Parisi

TRUSTEES ABSENT: Stevan Dobrilovic, Judith Rayborn

OTHERS PRESENT: Janet Van De Carr, Library Director

Approval of Minutes

Mr. Egan made a

MOTION: to approve the minutes for the Attorney Selection Committee meeting held January 23, 2017

Mr. Parisi SECONDED the motion.

Voice vote: 6 Yea: Burkum, Egan, Foss-Eggemann, Lamb, Parisi, Trizna
 2 Absent: Dobrilovic, Rayborn
 1 Abstain: Reardon (*because he was absent from January meeting*)

MOTION PASSED

Evaluation of Response and Next Steps

The Committee discussed the next steps in the process. Attorneys from the firm of Robbins Schwartz will be invited to interview on Tuesday, March 14, 2017 at 7:00 p.m. during the scheduled COW (Committee of the Whole) meetings. Mrs. Van De Carr stated that she will place the Attorney Selection Committee first on the agenda for the March COW meetings to accommodate this interview.

Other None.

Adjournment: 10:09 p.m.

Robert Trizna, 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
FEBRUARY 14, 2017 AT 9:50 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

TRUSTEES PRESENT: Michael Reardon, Treasurer, Chair; Robert Trizna, President; Berardino Parisi, Vice-President; Charlene Foss-Eggemann, Secretary, Karen Burkum, Joseph Egan, Patrick Lamb

TRUSTEES ABSENT: Stevan Dobrilovic, Judith Rayborn

OTHERS PRESENT: Janet Van De Carr, Library Director

Salary Plan Review

Mr. Reardon discussed the philosophy that was approved last year for employee compensation. A pool for merit increases was calculated using 2% of salaries for those staff eligible for raises based on performance. If their current salary was below the midpoint of the range, they would receive a raise, and if their current salary was above midpoint of the range, they would receive a one-time bonus.

The Committee directed Mrs. Van De Carr to provide information on the following items for the March Committee meeting:

- Efficiencies anticipated from implementation of RFID (Radio Frequency Identification System) technology
- The City's plan for year-end salary treatments
- Cost of living statistics for the Chicago area
- Recalculation of the pool for FY18

Other No discussion.

Adjournment: 9:58 p.m.

Michael Reardon, Chair



Memorandum

Memo Date: March 7, 2017
From: Janet Van De Carr 
Meeting Type: Budget & Finance COW (Committee of the Whole)
Meeting Date: March 14, 2017
Action Requested: For discussion
Subject: Salary Plan

Background:

The Budget & Finance Committee will discuss salary increases at the March committee meeting. The goal is to have a motion for the board to approve at the March Board Meeting so salary adjustments can be calculated and effective May 1.

At the request of the Committee, the following information is provided for discussion:

- Bureau of Labor statistics for the Chicago-Gary-Kenosha area reports that the CPI increased by 1.8% in 2016. (*Documentation attached.*)
- City budget “includes a placeholder of 2.5% for non-union staff. This has not been reviewed or approved by Council at this point.
- Efficiencies anticipated from implementation of RFID (Radio Frequency Identification System) technology will be included in the RFID presentation at the March 21 Board meeting.

Salary Pool for FY18

The pool for merit increases was calculated using 2% of salaries for those staff eligible for raises based on performance. Employees whose current salary is below the midpoint of the range are eligible for a raise. Employees that currently earn at or above the midpoint of the range will receive a one-time bonus.

Based on the above calculations, the salary pool for FY18 would be \$40,882.

Recommendation:

Library staff will receive between 0-4% increases based on merit and within the budget of \$40,882. Employees whose current salary is below the midpoint of their salary range will be eligible for a raise. Employees that currently earn at or above the above the midpoint of the range will be eligible for a one-time bonus.

Attachment:

- Bureau of Labor Statistics report



For Release: Wednesday, February 15, 2017

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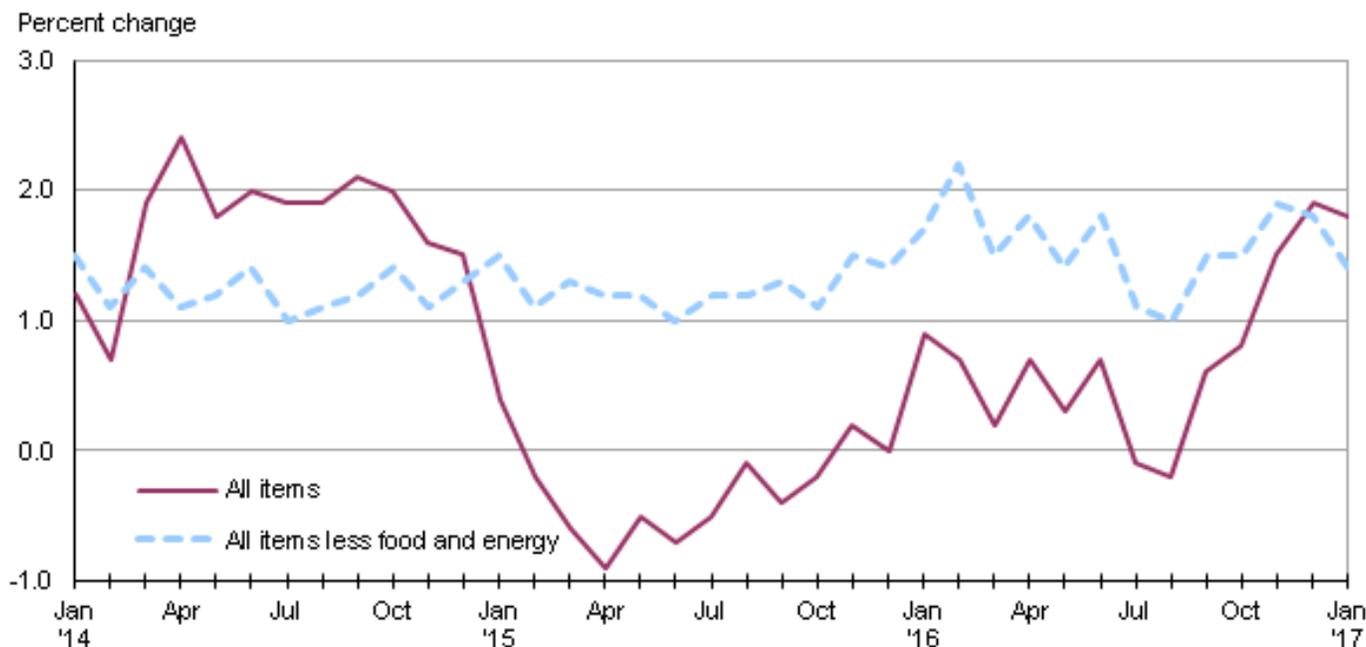
Consumer Price Index, Chicago-Gary-Kenosha — January 2017

Local prices up 1.8 percent over the year

The Consumer Price Index for All Urban Consumers (CPI-U) in the Chicago-Gary-Kenosha area rose 0.7 percent in January, the U.S. Bureau of Labor Statistics reported today. Assistant Commissioner for Regional Operations Charlene Peiffer noted that food prices declined 0.2 percent and energy prices increased 4.4 percent in January. The all items less food and energy index rose 0.6 percent over the month. Among the indexes within the all items less food and energy category, prices were higher for shelter, recreation, and apparel. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect the impact of seasonal influences.)

Over the last 12 months, the Chicago area all items CPI-U increased 1.8 percent. (See [chart 1](#) and [table A](#).) Energy costs rose 16.2 percent over the year due to increases in the indexes for gasoline and utility (piped) gas service. The all items less food and energy index was 1.4 percent higher over the year. (See [table 1](#).)

Chart 1. Over-the-year percent change in CPI-U, Chicago, January 2014–January 2017



Source: U.S. Bureau of Labor Statistics.

Food

Food prices fell 0.2 percent in January after decreasing 0.4 percent in December. Between the two components within the food index, prices for food at home (groceries) fell 0.3 percent, while prices for food away from home (restaurant, cafeteria, and vending purchases) were unchanged over the month. Within the food at home group, prices were lower in January for other pork including roasts and picnics, potatoes, and breakfast cereal. In contrast, the indexes for eggs and citrus fruits were higher.

From January 2016 to January 2017, the food index fell 1.3 percent. Grocery prices declined 3.7 percent, while food away from home prices rose 2.3 percent over the year.

Energy

The energy index increased 4.4 percent in January primarily due to gasoline prices rising 5.7 percent. Utility (piped) gas service costs increased 4.8 percent over the month and the electricity index rose 2.4 percent.

Over the year, the Chicago area energy index rose 16.2 percent. The major contributing factors in the energy index's rise were a 28.5-percent increase in gasoline prices and a 22.1-percent increase in the utility (piped) gas service index. Electricity costs fell 0.6 percent over the year.

All items less food and energy

The index for all items less food and energy increased 0.6 percent in January. Prices were higher for shelter (0.8 percent), recreation (2.1 percent), and apparel (2.8 percent).

Over the year, the index for all items less food and energy increased 1.4 percent. Increases in the indexes for shelter (2.4 percent) and medical care (5.3 percent) were major contributing factors.

Table A. Chicago CPI-U 1-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2013		2014		2015		2016		2017	
	1-month	12-month								
January.....	0.2	1.2	0.9	1.2	-0.2	0.4	0.8	0.9	0.7	1.8
February.....	1.1	2.3	0.5	0.7	0.0	-0.2	-0.2	0.7		
March.....	-0.1	0.9	1.1	1.9	0.7	-0.6	0.1	0.2		
April.....	0.0	0.9	0.5	2.4	0.1	-0.9	0.6	0.7		
May.....	0.5	1.5	-0.1	1.8	0.3	-0.5	0.0	0.3		
June.....	0.1	1.7	0.4	2.0	0.2	-0.7	0.5	0.7		
July.....	-0.2	1.7	-0.4	1.9	-0.1	-0.5	-0.8	-0.1		
August.....	0.1	1.1	0.1	1.9	0.4	-0.1	0.2	-0.2		
September.....	-0.2	0.7	0.0	2.1	-0.3	-0.4	0.6	0.6		
October.....	-0.3	0.5	-0.4	2.0	-0.1	-0.2	0.1	0.8		
November.....	-0.3	0.6	-0.8	1.6	-0.4	0.2	0.2	1.5		
December.....	-0.3	0.5	-0.4	1.5	-0.6	0.0	-0.2	1.9		

The February 2017 Consumer Price Index for Chicago is scheduled to be released on Wednesday, March 15, 2017.

Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 89 percent of the total population and

(2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers 28 percent of the total population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 87 urban areas across the country from about 6,000 housing units and approximately 24,000 retail establishments--department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date (1982-84) that equals 100.0. An increase of 16.5 percent, for example, is shown as 116.5. This change can also be expressed in dollars as follows: the price of a base period "market basket" of goods and services in the CPI has risen from \$10 in 1982-84 to \$11.65. For further details see the CPI home page on the Internet at www.bls.gov/cpi and the BLS Handbook of Methods, Chapter 17, The Consumer Price Index, available on the Internet at www.bls.gov/opub/hom/pdf/homch17.pdf.

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **Note: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The **Chicago-Gary-Kenosha, Ill.-Ind.-Wis.** consolidated area covered in this release is comprised of Cook, DeKalb, DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry, and Will Counties in Illinois; Lake and Porter Counties in Indiana; and Kenosha County in Wisconsin.

Information in this release will be made available to sensory impaired individuals upon request. Voice phone: (202) 691-5200; Federal Relay Service: (800) 877-8339.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods Chicago-Gary-Kenosha, IL-IN-WI (1982-84=100 unless otherwise noted)

Item and Group	Indexes			Percent change from-		
	Nov. 2016	Dec. 2016	Jan. 2017	Jan. 2016	Nov. 2016	Dec. 2016
Expenditure category						
All items	230.969	230.476	232.155	1.8	0.5	0.7
All items (1967=100)	690.040	688.567	693.581	-	-	-
Food and beverages	243.435	242.856	242.524	-1.3	-0.4	-0.1
Food	243.466	242.580	242.117	-1.3	-0.6	-0.2
Food at home	234.809	233.374	232.695	-3.7	-0.9	-0.3
Food away from home.....	250.838	250.838	250.726	2.3	0.0	0.0
Alcoholic beverages	241.256	245.213	246.802	-0.1	2.3	0.6
Housing	238.965	237.767	240.097	2.5	0.5	1.0
Shelter	300.016	298.542	300.959	2.4	0.3	0.8
Rent of primary residence(1).....	317.112	317.296	317.668	2.4	0.2	0.1
Owners' equiv. rent of residences(1)(2).	304.051	304.582	304.947	2.4	0.3	0.1
Owners' equiv. rent of primary residence(1)(2).....	304.051	304.582	304.947	2.4	0.3	0.1
Fuels and utilities.....	199.898	197.760	202.833	8.1	1.5	2.6
Household energy	157.840	155.622	160.768	7.3	1.9	3.3
Energy services(1)	160.926	158.554	163.895	7.4	1.8	3.4
Electricity(1).....	150.177	150.375	154.025	-0.6	2.6	2.4
Utility (piped) gas service(1).....	164.254	157.948	165.549	22.1	0.8	4.8
Household furnishings and operations	91.171	91.290	91.776	-3.0	0.7	0.5
Apparel	88.102	82.776	85.121	-6.2	-3.4	2.8
Transportation	176.508	179.811	182.556	5.2	3.4	1.5
Private transportation	172.887	176.640	179.380	6.1	3.8	1.6
Motor fuel	196.464	211.678	223.642	28.3	13.8	5.7
Gasoline (all types).....	194.380	209.568	221.456	28.5	13.9	5.7
Gasoline, unleaded regular(3).....	185.344	200.589	212.045	29.7	14.4	5.7
Gasoline, unleaded midgrade(3)(4)	222.363	236.527	250.531	24.5	12.7	5.9
Gasoline, unleaded premium(3)....	224.125	236.886	248.844	22.3	11.0	5.0
Medical care	498.174	495.526	492.224	5.3	-1.2	-0.7
Recreation(5).....	106.585	105.603	107.772	-2.5	1.1	2.1
Education and communication(5).....	144.574	145.202	145.522	2.1	0.7	0.2
Other goods and services	385.112	388.371	385.260	0.7	0.0	-0.8
Commodity and service group						
All items	230.969	230.476	232.155	1.8	0.5	0.7
Commodities	163.609	163.691	165.286	0.0	1.0	1.0
Commodities less food & beverages.....	123.550	123.894	126.184	1.0	2.1	1.8
Nondurables less food & beverages	162.380	163.117	167.297	5.1	3.0	2.6
Durables	87.153	87.191	87.967	-4.0	0.9	0.9
Services.....	294.948	293.889	295.630	2.9	0.2	0.6
Special aggregate indexes						
All items less medical care	219.492	219.093	220.993	1.5	0.7	0.9
All items less shelter.....	207.683	207.529	208.956	1.6	0.6	0.7
Commodities less food	127.777	128.216	130.512	1.0	2.1	1.8
Nondurables	203.289	203.396	205.431	1.4	1.1	1.0
Nondurables less food.....	167.587	168.507	172.564	4.6	3.0	2.4
Services less rent of shelter(2).....	304.841	304.185	305.271	3.4	0.1	0.4
Services less medical care services.....	279.293	278.419	280.617	2.5	0.5	0.8
Energy	172.525	177.059	184.835	16.2	7.1	4.4
All items less energy	238.381	237.418	238.546	0.9	0.1	0.5

Note: See footnotes at end of table.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods Chicago-Gary-Kenosha, IL-IN-WI (1982-84=100 unless otherwise noted) - Continued

Item and Group	Indexes			Percent change from-		
	Nov. 2016	Dec. 2016	Jan. 2017	Jan. 2016	Nov. 2016	Dec. 2016
All items less food and energy	238.297	237.317	238.739	1.4	0.2	0.6

Footnotes(1) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator.

(2) Index is on a December 1982=100 base.

(3) Special index based on a substantially smaller sample.

(4) Indexes on a December 1993=100 base.

(5) Indexes on a December 1997=100 base.

- Data not available.

Note: Index applies to a month as a whole, not to any specific date. Data not seasonally adjusted.

MINUTES
OF THE REGULAR MEETING OF THE PLANNING AND OPERATIONS COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
OCTOBER 11, 2016 AT 8:05 P.M. IN THE THIRD FLOOR MEETING ROOM

ROLL CALL:

TRUSTEES PRESENT: Berardino Parisi, Chair; Karen Burkum, Stevan Dobrilovic, Joseph Egan, Patrick Lamb, 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. Trizna made a

MOTION: to approve the minutes for the Planning & Operations Committee meeting held September 13, 2016

Mr. Reardon SECONDED the motion.

MOTION PASSED UNANIMOUSLY

Board of Trustees Annual Calendar

The Committee reviewed the Board of Trustees annual calendar. Mr. Reardon noted action items related to Human Resources, such as “begin discussing director goals in January” so they are completed in a timely manner. Also begin to discuss salary plan earlier in the year. Mr. Reardon asked Mrs. Van De Carr to add these calendar items to the monthly agendas as needed.

Strategic Plan Revisions

The Committee reviewed the suggested revisions to the Strategic Plan as developed by staff. The Committee discussed the following:

- “Objective: Provide excellent customer service”, point: “Staff will review all policies, identify barriers to good customer service and suggest changes.” (page 2 of SP) – Mr. Trizna asked Mrs. Van De Carr to identify one barrier to good service. Mrs. Van De Carr noted that all library materials have renewal limits – staff would like to review these to see if the limits are really needed or provide the best service.
- “Objective: Develop a Community Engagement Plan” (page 3 of SP) – The Committee revised and updated terminology.
- “Objective: Strengthen existing community partnerships and develop new partnerships...” (page 4 of SP) – Mr. Trizna questioned how to quantify the benefits of partnerships; what do they yield; do they reduce expenses, increase revenue, or increase use. Mr. Lamb noted actions and measurements in the Plan. Mr. Dobrilovic asked what the Library hopes to get from partnerships, stating it is easier to visualize with schools but perhaps harder to visualize with some businesses. Mrs. Van De Carr replied that in addition to the schools, the Library has established long-term partnerships with businesses such as Whole Foods, who have conducted multiple, popular cooking programs for patrons, which draws more people into the Library. Other long-term, important partnerships are the businesses who give the Library coupons to use as incentives/prizes for children and adults for the summer and winter reading clubs and other special programs during the year. Patrons really like the coupons and the businesses get more patronage, which fosters good will with the community, the businesses, and the patrons. Develop/establish 2 or 3 long-term partnerships a year and 4 or 5 opportunistic relationships. Mr. Lamb stated he believes these get down to the

fundamental goal of the Library, which is knowledge and education (for example, learning to cook).

The Committee discussed ways of measuring, how to measure effectiveness and benefits.

Mr. Dobrilovic suggested adding to an objective: “build and develop new programs”.

In regard to partnering with local schools, Mr. Trizna questioned what resources the Library has that schools don't provide, particularly given the much smaller budget of the Library. Mrs. Van De Carr explained that school libraries close at 3:00 pm and are not that well-funded. Schools are not open on weekends. The Library is more of a supplemental service to schools, rather than being a support to schools or the school curriculum.

- “The Library continues to be an early adopter of...” (page 5 of SP) – Mr. Parisi stated he approves of the deletion of the wording “be an early adopter”.

In regard to metrics, Mr. Trizna stated the Library should have a way to identify unique users of the Library website and unique users of the Library. Mrs. Van De Carr replied that Google Analytics can identify new users by their IP address. Mr. Trizna questioned the value of door counts unless there is a way of swiping IDs when entering/using the Library to identify unique users, rather than repeat users. Mr. Reardon stated the Library gets better metrics for families using the Library and attending programs and added that requiring visitors/users to scan a card at the entrance would not be welcoming. Mr. Parisi asked Mrs. Van De Carr if any other public libraries require visitors to scan a card for entry, she replied none do so. Mrs. Van De Carr stated she will work on developing metrics for the Committee to review. Mr. Reardon stated it would be helpful to obtain metrics for online use and unique patrons attending programs.

Mr. Parisi made a

MOTION: to approve the Strategic Plan as revised

Mrs. Burkum SECONDED the motion.

Roll call vote: 6 Yay: Burkum, Dobrilovic, Egan, Lamb, Parisi, Reardon
1 Nay: Trizna
2 Absent: Foss-Eggemann, Rayborn

MOTION PASSED

Contract for Fiber Connection

The Committee reviewed the proposal for a 100Mbps Fiber Connection.

Mr. Egan made a

MOTION: to approve a three year contract with WOW Business (*Wide Open West*), 1674 Frontenac Road, Naperville, IL 60563, to provide a 100Mbps fiber connection for the Library at a cost of \$744.99 per month.

Mr. Reardon SECONDED the motion.

Voice vote. MOTION PASSED UNANIMOUSLY

Other None

Adjournment: 8:46 p.m.

Berardino Parisi, Chair

10/11/16 Planning & Operations Committee Meeting

PURCHASING POLICY

POLICY:

The Board of Trustees is responsible for approving the expenditure of all library funds over which it has control. The operating budget of the Library acts as the spending plan for the fiscal year. The Library Director is authorized and directed to take such action with respect to the expenditure or commitment of the library funds as may be defined in the pertinent rules.

RULES:

1. The Library Director shall develop detailed specifications and secure written proposals or quotes from suppliers and contractors when an expenditure for a single item or for an aggregate purchase of like items of equipment or service is expected to be over \$5,000.00 but less than \$20,000.00.

The Library Director will obtain at least three (3) competitive proposals and every reasonable effort to solicit proposals through direct supplier contact, local media, trade publications, purchasing cooperatives, procurement websites, manufacturer contacts, and other cost effective means in order to cast the widest possible net for suppliers will be made. Such proposals shall be submitted to the Board for action through the appropriate committee.

2. The Library Director shall secure competitive bids from suppliers and contractors when an expenditure is expected to exceed \$20,000.00 in accordance with 75 ILCS 5/5.5. Such bids shall be submitted to the Board for action through the appropriate committee.

Where competitive sealed bidding is utilized for purchases above \$20,000.00, an invitation for bids shall be issued which shall include a general description and all contractual terms and conditions applicable to the procurement. Adequate public notice of the invitation for bids shall be given at least fourteen (14) business days prior to the date set forth therein for the opening of bids. In addition, every effort to distribute the invitation for bids through direct supplier contact, local media, trade publications, purchasing cooperatives, procurement websites, manufacturer contacts, and other cost effective means in order to foster a competitive bidding event.

Bids shall be opened publicly in the presence of one or more witnesses at a time and place designated in the invitation for bids. Bids shall be unconditionally accepted without alteration or correction, and evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as terms of delivery, quality, serviceability and experience. Those criteria that will affect the bid price shall be objectively measurable. No criteria may be used in bid evaluation that is not set forth in the invitation for bids. The Library reserves the right to reject any and all bids and to make bid awards in the Library's best interest.

3. The Library will procure Professional, Technical or Artistic Services according to the provisions of Local Government Professional Services Selection Act (50 ILCS 510/1 et seq.).
4. The Library Director is authorized to make purchases of supplies, materials, library resources, and other normal recurring items without prior Board approval so long as these purchases are covered within budgeted amounts. The Library Director is further authorized to purchase individual items of equipment and to authorize repairs up to \$5,000.00 without prior Board approval so long as these are covered within budgeted amounts.

5. The Library Director is authorized to obligate the Library for expenses up to \$25,000 for emergency repairs and equipment without prior Board action provided such expenditures can be accommodated within the budget limitations for such items. The Board of Trustees will act on the expenditure at the next appropriate meeting. Contracts for emergency expenditures are also exempt from competitive bidding when the emergency expenditure is approved by 3/4 of the members of the Board.
6. The Library Director shall not enter into any contract for services for a period exceeding one year or for an amount exceeding \$5,000.00 without approval by the Library Board of Trustees.
7. The Library will not enter into any service contract for more than two years (24 months). Contracts may be extended for one year (12 months) if deemed in the best interest of the Library due to cost savings or other factors. An extension will be subject to approval by the Library Board of Trustees.
8. The Library shall have the authority to join with other units of ~~local~~ government in cooperative purchasing plans **or in cooperative purchasing organizations, such as when the best interests of the Library would be served.** ~~The Library may also participate in the Illinois Joint Purchasing Program pursuant to 30 ILCS 525/0.01 et seq. when the best interests of the Library would be served.~~
9. No Library Trustee or employee of the Library shall have a personal interest in Library purchases or contracts beyond the extent provided by law. (50 ILCS 105/3) Library trustees and employees shall also comply with the provisions regarding bidding contained in 720 ILCS 5/33 E-1 et seq. pertaining to public contracts.
10. The Library will keep records of all bidding activity, including competitive proposals and all solicitations made to obtain them in accordance with the Library's record retention schedule.
11. **Requests for legal counsel from individual Trustees must be approved by majority vote at regularly scheduled meetings of the Trustees. Any interim requests made outside of regularly scheduled meetings must be approved by the President and Vice President of the Library Board of Trustees before requesting legal counsel. If the request is initiated by the President, approval must be given by the Vice President and a second Officer of the Board. Either the President or Vice President may at their discretion defer the decision to a meeting of the full Board.**

Revised _____, 2017
Revised August 16, 2016
Revised November 17, 2015
Approved Mar 13, 1979



Memorandum

Memo Date: March 7, 2017
From: Janet Van De Carr 
Meeting Type: Planning & Operations COW (Committee of the Whole)
Meeting Date: March 14, 2017
Action Requested: For information
Subject: Revised Timeline – Library Renovations & Improvements

Revised timeline based on the information we currently have:

- March 10Renovation Project out to bid
- March 15Proposals for RFID received
- April 3Renovation Project bids received
- April 11Recommendation for RFID implementation presented to Board for discussion/approval
Review of bids for construction portion of renovation project
- April 18Approval of bid for construction portion of renovation project
Approval of proposal for RFID implementation
- April/MayApproval of Furniture and Shelving for Renovation
Fundraising promotion for special features
- June/JulyRFID Tagging of Collection Begins
Renovation Begins
- Dec.'17/Jan.'18 Renovations Completed
Self-Checkout Stations Installed/AMH
New Service Model Implemented
- February '18Host Grand "Reopening"
- April/May '18Cutover to new ILS: Parallel to the changes taking place in the Library, our Library's consortium will be migrating to a new Integrated Library System (ILS) (online catalog, circulation system).



Memorandum

Memo Date: March 7, 2017
From: Janet Van De Carr 
Meeting Type: Planning & Operations COW (Committee of the Whole)
Meeting Date: March 14, 2017
Action Requested: For approval
Subject: Outsourcing Cataloging and Processing of Print Materials

Background:

We continually look for ways to improve customer service and one way we can do that is to get new items into the hands of our patrons as quickly as possible. I believe we can accomplish this by outsourcing the cataloging and processing of many of the books we purchase.

One full-time cataloging position in Technical Services is being eliminated effective April 30, 2017. I planned to hire a part-time library assistant to handle some of the tasks performed by the position that is being eliminated resulting in a reduction of \$38,000 in salaries and benefits. Before we hire a part-time library assistant to handle some of the work of the position that has been eliminated I would like to try outsourcing on a one year trial basis.

The supplier we obtain 75% of our new books from can provide fully processed shelf ready books for a fee of \$3.75 per book. This is a fixed unit price, scalable to the volume of our purchasing. A benefit if we decide to adjust our purchasing of physical materials as a result of the renovation, new spaces and patron demand.

Recommendation:

I believe this is the right time to try a new way of cataloging and processing books for our collection and recommend that we enter into an agreement with Baker & Taylor LLC for 'customized library services' for books for a period of one year.

Prior to the end of the one year trial, staff will evaluate the effectiveness of outsourcing vs. staff cataloging and processing and bring a recommendation to the board.

Budget Implications:

Action requires expenditure of Funds: No Yes

If "yes", cost: Approximately \$56,000 based on present level of purchasing.

If "yes", is this a budgeted item: Requires transfer of funds from salaries to supplies.

The cost of outsourcing during this trial year will be offset by a reduction in personnel and supply costs.

One full-time cataloging position eliminated effective April 30, 2017 – \$58,000.

Outsourcing will reduce the amount of processing supplies we purchase and eliminates current preprocessing fees for a savings of \$6,000 in FY18.

After we complete the other major projects that will impact Technical Services in FY18, we will evaluate our long term staffing needs and make the appropriate adjustments.

Additional Information:

Information on Baker & Taylor:

Libraries use suppliers known as 'book wholesalers' or 'book jobbers' to purchase books for their collections. Wholesalers provide ready access to thousands of books from thousands of publishers at discounted prices, think Amazon but for libraries. These book wholesalers have been in the business for decades and have customized their services for libraries.

By purchasing from a book wholesaler like Baker & Taylor we receive substantial discounts and streamline the process of acquiring books, invoicing and payment.

Baker & Taylor provides books prior to their release dates so that we can make them available to our patrons on the day they are released.

The Library uses Title Source 360 from Baker & Taylor to order books. Title Source is a database of titles including current print status, in stock availability and latest list price. It streamlines our order processing by automatically checking for duplicate orders, and shows additional information such as quantities previously ordered. Staff read reviews, make selectins and create 'carts' that are shared with the Acquisitions Clerk in Technical Services who reviews and processes the final orders.

Discounts range from 43.5% for trade hardcover and 40% for paperbacks to 12% for University Press and 5% for textbooks and small press.

Requested motion:

Approve an agreement with Baker & Taylor LLC, Customized Library Services, 2550 West Tyvola, Suite 300, Charlotte, NC 28217 to provide customized library services at a cost of \$3.75 per book for the term of one year.

**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
FEBRUARY 14, 2017 AT 9:20 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

TRUSTEES PRESENT: Charlene Foss-Eggemann, Chair; Karen Burkum, Joseph Egan, Patrick Lamb, Berardino Parisi, Michael Reardon, Robert Trizna

TRUSTEES ABSENT: Stevan Dobrilovic, Judith Rayborn

OTHERS PRESENT: Janet Van De Carr, Library Director

Approval of Minutes

Mr. Parisi made a

MOTION: to approve the minutes of the Communications & Development Committee meeting held January 10, 2017

Mr. Egan SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Sponsorships/Donations for Library Renovation

Mrs. Foss-Eggemann stated that now that the Board has a defined list of sponsorships opportunities we need to market them to the community. Mrs. Foss-Eggemann and Mrs. Burkum discussed suggestions on how to market: target groups and organizations for specific projects; provide opportunities for groups to donate – for example, many people might contribute to furnishings; have an event sometime in the summer for possible donors; list of opportunities for donations will be prepared as soon as the Library has pricing;

Marketing to Non-cardholder Households

The Committee discussed: new cardholders; buying data from sources that provide specific demographic data but it can be expensive; focus groups, but it may be difficult to get people to participate. Could also ask people to take a survey and offer a gift card to participate; staff will reach out to new residents with follow up several months after Greeter Box. The challenge will be to get participants for focus groups.

Staff Responses to November 2016 Survey Results

The Committee discussed the survey comments and some trustees thought the Library should consider adding hours in the future. Mrs. Van De Carr suggested the Library consider extra hours after the renovation is complete. Mrs. Foss-Eggemann would like to see Library stay open late on Fridays so teens have a place to hang out. Mr. Parisi suggested trustees vote on the top three ideas and how they might be implemented.

Schedule for 2017 Surveys

The May survey will contain the Patron Satisfaction question only, "How would you rate the level of service provided by the Library staff over the past six months?" Mrs. Van De Carr suggested waiting until several months after the renovation is complete to survey patrons about the changes.

Other None

Adjournment: 9:49 p.m.

NO
March 2017
Library Resources
Committee Meetings

(No action items.)

NO
March 2017
Building & Grounds
Committee Meeting

(No quorum.)