Park Ridge Public Library

Notice is hereby given that the following Committees of the Library Board will meet in the
First Floor Meeting Room of the Park Ridge Public Library,
20 S. Prospect Avenue, Park Ridge, IL on the date and time below

All meetings are open to the public according to the provisions of the Illinois Open Meetings Act.
Please contact Library Administration for additional information or to request accommodations.

LIBRARY COMMITTEE AGENDAS
BOARD OF TRUSTEES
Tuesday, September 14, 2021 at 7:00 P.M.
All committees are committees-of-the-whole unless noted

PUBLIC COMMENT

BUILDING & GROUNDS (Steinfels & Powers Co -Chairs)

1. Approve August 10, 2021 minutes – Attached
2. Update on Library construction project
3. Update on Capital Needs Assessment
4. Other

BUDGET & FINANCE (Somheil & Rusk Co-Chairs)

1. Approve August 10, 2021 minutes – Attached
2. Review FY22 Budget summary
3. Review 5 YR Levy Forecast
4. Lounge Fund closure
5. Microfilm budget line transfer
6. Other

PERSONNEL (Hanba)

1. Approve August 10, 2021 minutes – Attached
2. FY22 salary plan
3. COVID-19 Sick Leave Policy discussion
4. Other

PLANNING & OPERATIONS (Rapisand and Kiem Co-Chairs)

1. Approve August 10, 2021 minutes – Attached
2. Policy review work plan
3. Other

NO MEETINGS:

COMMUNICATIONS & DEVELOPMENT
INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE
NOMINATING
RESOURCES

Return to Agenda

# MINUTES
# PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068
Building and Grounds Committee of the Whole Meeting of the Board of Trustees
Held in the First Floor Meeting Room of the Library
August 10, 2021 at 7:00 p.m.

## CALL TO ORDER

President Rapisand called the Committee of the Whole meeting of the Park Ridge Public Library Board of Trustees to order at 7:00 p.m.

## ROLL CALL

Trustees Present: Committee Co-Chairs: Joseph Steinfels and Danielle Powers; Karen Burkum (via phone); Alexandrea Hanba, Josh Kiem; Lauren Rapisand; Gregg Rusk; David Somheil (via phone) Deepika Thiagarajan,

Absent: None
Others Present: Joanna Bertucci, Library Director; Alyson Doubek, Finance Manager; and Andrew Jose, Green and Associates

## APPROVAL OF REMOTE ATTENDANCE

Trustee Kiem noted that as Trustees Burkum and Somheil are attending the meeting remotely, it is necessary that a vote be taken to approve this remote attendance. President Rapisand asked both trustees the reason for remote attendance. Both stated that they are calling into the meeting due to personal illness. There being no objection,

Trustee Kiem made a
**MOTION:** to approve the remote attendance of Trustees Burkum and Somheil
Trustee Steinfels seconded the motion.
Roll Call Vote: Yes: Hanba, Kiem, Powers, Rapisand, Rusk, Steinfels, Thiagarajan
**Motion passed**

## PUBLIC COMMENT

None.

## APPROVAL OF MINUTES

Trustee Hanba made a
**MOTION:** to approve the minutes of July 13, 2021
Trustee Rapisand seconded the motion.
Roll Call Vote: Yes: Burkum, Hanba, Kiem, Rapisand, Somheil, Steinfels, Thiagarajan
Abstain: Powers, Rusk
**Motion passed**

## UPDATE ON CONSTRUCTION PROJECT

Mr. Jose of Green Associates provided an update on the Library construction project. With regard to interior work, fire alarm and fire protection systems were tested last week. There was a request from the Fire Inspector for an additional control but Mr. Jose believes that this will be the responsibility of the contractor and will not result in additional costs for the library. Fire alarm permit pending this request. Mr. Jose will be on site on August 12 to review final punch list items.

The only exterior work remaining is to be completed is landscape patching and that will be completed by the end of this week.

Mr. Jose reviewed the status of remaining project costs. Final costs for additional excavation work have been received and those are included as Change Order 12 in the amount of $46,067.54. This will result in a total change to the contract in the amount of $21,904.23, in excess of the $75,000 contingency which has been used for previously approved change orders. Change Order 13 in the amount of $798.63 is also included in the contract change amount. Trustee Rapisand asked Mr. Jose to confirm that there will be no other additional costs for this

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project that will be the responsibility of the Library. Mr. Jose stated that this is his understanding as the fire marshall's requests are within the scope of the contractor.

Trustee Steinfels asked for clarification on the costs for abatement work and soil testing that were included in Mr. Jose's memo. Mr. Jose explained that these were costs that were not considered to be part of the original project scope. Trustee Steinfels asked if they have already been paid and Mr. Jose confirmed that to be the case.

APPROVAL OF CHANGE ORDER 12

Trustee Steinfels made a

MOTION: To approve Change Order 12 in the amount of $29,577.30 for additional water main excavation costs due to unforeseen conditions.

Trustee Hanba seconded the motion.

Roll Call Vote: Yes: Burkum, Hanba, Kiem, Powers, Rapisand, Somheil, Steinfels, Thiagarajan
Abstain: Rusk

Motion passed

CAPITAL NEEDS ASSESSMENT

Director Bertucci provided the committee with background information regarding the last capital needs assessment that was completed for the Library in 2011 by Engberg Anderson. In order to move forward with obtaining an updated assessment, Director Bertucci created a Request for Quote for the project and obtained three proposals: Engberg Anderson in the amount of $27,000, Green Associates for $20,000 and Williams Architecture for $13,000. The committee discussed the merits of each of the proposals and the deliverable that would result from the assessment. As a result of this discussion,

Trustee Steinfels made a

MOTION: to approve the proposal from Williams Architecture in the amount of $13,000 for the completion of a Capital Needs Assessment

Trustee Hanba seconded the motion.

Roll Call Vote: Yes: Burkum, Hanba, Kiem, Powers, Rusk, Rapisand, Somheil, Steinfels, Thiagarajan

Motion passed

Director Bertucci explained that a budget transfer is required to provide funding for the capital needs assessment. The remaining balance in the SY21 budget for Consulting Services is $2,400. Director Bertucci proposes that a $13,000 budget transfer be made from the Data Processing budget (which was budgeted for 12 months vs. the 8 months of the stub year) to the Consulting budget to cover the costs of the assessment.

Trustee Steinfels made a

MOTION: to approve the transfer of $13,000 from the SY21 Data Processing budget to the Consulting budget to cover the cost of the Capital Needs Assessment.

Trustee Rapisand seconded the motion.

Roll Call Vote: Yes: Burkum, Hanba, Kiem, Powers, Rusk, Rapisand, Somheil, Steinfels, Thiagarajan

Motion passed

Committee Co-Chair Steinfels closed the meeting at 7:47 p.m.

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Return to Agenda

Park Ridge Public Library

# Memorandum

**Memo Date:** August 23, 2021
**From:** Joanna Bertucci
**Meeting Type:** Building and Grounds Committee of the Whole Meeting
**Meeting Date:** September 14, 2021
**Action Requested:** For information
**Subject:** Meeting with City of Park Ridge summary and action steps

**Background:**
On August 23, 2021 the Library hosted a meeting with members of the staff of the City of Park Ridge to discuss future building projects in light on the near completion of the sprinkler project. Representatives from the Library included Board President, Lauren Rapisand, Building and Grounds Co-Chair, Trustee Danielle Powers, Library Director, Joanna Bertucci, Facility Manager, John Priala, and architect Andrew Jose (Green Associates). Representatives from the City of Park Ridge included Lt. Kevin Plach, Fire Marshal, and Steve Steffens, Building Official.

During the meeting, Mr. Steffens walked the group through permit inspection history reports for the Library Renovation Project (September 2018-October 2020). On February 9, 2019 the Library was issued a Temporary Certificate of Occupancy pending final electrical items. The required electrical items were addressed and a final Certificate of Occupancy was issued on October 28, 2020.

**Phase 1 (September 2018-October 2020)**
During the drawing review process for the renovation project (phase 1), the City of Park Ridge raised concerns that the Library Building was not equipped with a sprinkler system. As funds were not available to include a sprinkler project to the scope of the renovation project, the City allowed the Library to move forward with the renovation with the intention of completing the sprinkler project in phase 2.

**Phase 2 (December 2020-Current)**
The sprinkler project (phase 2) is nearly done. A few punch list items remain before final closeout can be granted. The facility passed final inspections and an occupancy permit was issued by the City of Park Ridge on September 2, 2021.

**Phase 3 (TBD)**
During the inspection process, the City identified additional areas that need to be addressed by the Library. As funds are not currently available to address these issues in the sprinkler project scope, the City is permitting the Library to bundle these issues into a phase 3 project. The City of Park Ridge suggested that the Library complete a life safety assessment. The City was informed that life safety would be a part of the upcoming capital needs assessment.

Known issues include:

- **Electrical**: circuit breaker (currently being used to turn on/off 2nd floor lights) needs to be converted to local on/off switches; circuits on panel need to be labeled; determine appropriate candela level for adult biography, foreign language, and oversized book collection area.
- **Plumbing:** slop sink drain in 1st floor mechanical room
- **Structural:** lintels in 2nd Floor Administrative office, Marketing office, and 1st Floor Children's room washrooms (this space has ADA implications as well)

- **ADA:** develop plan of action regarding any non-compliant ADA items during the capital needs assessment.

**Action Steps:**

1. Ms. Bertucci and Mr. Priala met with Andy Dogan of Williams Architects to kick off the Capital Needs Assessment Project on August 25. A draft timeline for Capital Needs Assessment project work is below:
    a. **Tuesday, September 7:** Williams Architects team and engineers from 20/10 Engineering were onsite to review the facility. During their initial assessment Mr. Dogan expressed that the Library building is exceptionally well maintained. Initial findings or areas of concern include:
        i. **Exterior Building Envelope**
            1. Evidence of severe cracking and out-of-plane movement of the masonry walls of the mechanical room courtyard on the northwest side of the building.
            2. Exterior masonry is in need of tuck-pointing
            3. Issues with window cladding on the exterior (majority of the building's windows)
        ii. **Interior:**
            1. Accessibility concerns with the ramp to the first floor meeting room
            2. Lintels at interior door locations

    b. **Wednesday, September 15:** Williams Architects team, Ms. Bertucci, and Mr. Priala will meet to discuss assessment's findings and develop cost estimates/timelines for repair.

    c. Ms. Bertucci will schedule a preliminary meeting with Buildings and Grounds Committee members **(possibly on 10/1 or 10/4)** to discuss draft capital needs assessment report.

    d. Mr. Dogan will present the final Capital Needs Assessment report to Trustees at the **October 12, 2021** Committee of the Whole meeting.

2. Upon review of the Capital Needs Assessment, Administration the will develop an action plan to address which life safety issues will be included in the scope of the phase 3 project to be reviewed the Building and Grounds Committee. Administration will also update the draft FY22 budget and levy request to include a more accurate capital budget figure.

Return to Agenda

# MINUTES
# PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068
Budget and Finance Committee of the Whole Meeting of the Board of Trustees
Held in the First Floor Meeting Room of the Library
August 10, 2021 at 7:00 p.m.

## ROLL CALL

Trustees Present: Co-Chairs: David Somheil; Treasurer and Gregg Rusk; Karen Burkum; Alexandrea Hanba; Josh Kiem; Danielle Powers; Lauren Rapisand; Joseph Steinfels, Deepika Thiagarajan
Absent: None
Others Present: Joanna Bertucci, Library Director; Alyson Doubek, Finance Manager

## PUBLIC COMMENT

None

Treasurer Somheil opened the Budget and Finance Committee meeting at 7:48 p.m.

Trustee Somheil made a
**MOTION:** to approve the minutes of July 13, 2021
Trustee Steinfels seconded the motion.
Roll Call Vote: Yes: Burkum, Hanba, Kiem, Rapisand, Somheil, Steinfels, Thiagarajan
Abstain: Powers, Rusk
**Motion passed.**

## ALLOCATION OF CAPITAL FACILITY RESTRICTION TO LIFE SAFETY PROJECT

The Library Board previously created a capital restriction with the intention that there would be available funds for emergencies with flexibility depending on circumstances. Change Order 12 highlights additional costs at the Touhy water main due to unforeseen conditions. The total amount of that change order is an additional $29,577.30. The net change by previously authorized Change Orders was -$8,471.70. Change Order 13 represents additional mechanical duct connections for the staff lounge in the amount of $798.63. The sum of these three amounts results in $21,904.23 in additional costs in excess of the original Contract Sum of $774,400.00. Director Bertucci proposed that the sum be used to decrease the previously established $250,000 Capital restriction.

Treasurer Somheil made a
**MOTION**: To approve the allocation of $21,904.25 of the capital facility restriction to the Life Safety Project
Trustee Hanba seconded the motion.
Roll Call Vote Yes: Burkum, Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfels, Thiagarajan
**Motion passed**

## FY21 BUDGET SUMMARY

Ms. Doubek reviewed the City's schedule for the FY22 budget along with the Summary Budget highlights and the next steps for this year's budgeting cycle.

The Committee discussed the FY22 summary and detail budgets presented in the packet and agreed that for the next iteration of the budget they would like to have data that would allow for a comparison of a full year of operational data in a pre-pandemic environment with the proposed FY22 budget. Staff will provide FY20 data for that purpose in the next budget document. Director Bertucci emphasized that this data is very preliminary and that additional information will be provided as it becomes available from the City of Park Ridge and County Clerk.

Treasurer Somheil adjourned the meeting at 8:04 p.m.

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Return to Agenda

Park Ridge Public Library

# Memorandum

**Memo Date:** September 10, 2021
**From:** Joanna Bertucci, Library Director
Alyson Doubek, Finance Manager
**Meeting Type:** Budget & Finance Committee of the Whole Meeting
**Meeting Date:** September 14, 2021
**Action Requested:** For discussion
**Subject:** FY2022 draft budget

**Budget Timeline:**

**September 2021:** Review draft budget summary
Review draft salary plan
Finalize Levy forecast

**October 2021:** Approve 2021 Levy resolution
Approve FY22 budget

**December 2021:** Present 2021 Levy request to City Council

**FY22 Budget Assumptions for City Provided Services:**

I confirmed the following assumptions with City Manager, Joe Gilmore, in July 2021. These assumptions remain unchanged from SY21[1].

1. Administers and pays employer contributions for IMRF and FICA taxes for each Library employee
2. Administers and pays for Library insurance coverage for excess workers compensation, employee accident, public liability (all City board and commissions), and excess liability and property insurance for the Library building and City parking lot adjacent to the Library
3. Provides general banking for co-mingled funds in operating account only; provides check printing services and financial accounting software
4. Provides general human resources support including maintenance of official personnel records of Library employees
5. Processes payroll of Library employees including software licensing fees for payroll software
6. Administers employee benefits program including health, dental, vision, life insurance, 457 plans and employee assistance program
7. Includes Library in City gas and electric utilities franchise agreements as well as any other benefits the City received to the extent permitted by such franchises and applicable law
8. Waives costs for water and sewer services
9. Administers and pays for garbage removal
10. Maintains City Commons (grounds surrounding Library building) including but not limited to: the drainage system, landscaping, fence and planters
11. Provides snow removal services in City parking lot adjacent to the Library and public sidewalks including Library staff parking area
12. Provides maintenance, gas and insurance for the Library van (replacement would be purchased by Library)

[1] Note: Changes in service may need to be addressed with a budget transfer/amendment by one or both of the organizations involved.

Compensation Philosophy:

Park Ridge Public Library recognizes the essential role staff has in furthering the mission and vision of the Library and in achieving the Library's strategic goals. The Board of Trustees and Administration are committed to maintaining an internally equitable and externally competitive compensation structure that will enable the Library to recruit and retain a staff of highly proficient and qualified employees and reward high-performing employees at all levels.

Park Ridge Public Library will establish and maintain pay ranges based upon internal equity and externally competitive guidelines with a base pay minimum and maximum for all pay ranges.

1. Internal equity refers to the constant effort to ensure that pay is managed fairly across all employee pay ranges. Staff will be paid within the pay range for the pay grade of their position.
2. In determining an employee's rate of compensation within their assigned pay range, administration may consider the employee's performance, contribution, education, experience, and the requirements for the position.
3. Merit increases will be reviewed annually. Merit increases or one-time rewards may be awarded to staff who demonstrate satisfactory job performance in their annual performance review and attain performance goals set forth in the prior year's annual performance review.
4. The Library seeks to provide competitive salaries across all jobs—defined as sufficiently close to the median of the local library competitor market to continue to attract and retain superior staff.

The Library's compensation structure includes competitive benefits for eligible staff including: health, dental, vision and life insurance; paid time off and paid holidays; and enrollment in the Illinois Municipal Retirement Fund. Training is available and encouraged for all positions.

1. Individual employee's eligibility for benefits is dependent on hours worked, length of service, and other factors. Not all employees qualify for all benefits offered.
2. The Library seeks to ensure that benefits are offered and managed fairly across all jobs.
3. The Library encourages employees in developing and maintaining competitive skill levels through support of training initiatives and learning opportunities, ensuring that necessary skill sets are developed. The Library endeavors to allow time and financial support to enable staff to attend approved training.

Revenues[2]

1. Tax Revenue
   a. *The draft FY22 budget assumes a 3.5% increase to the Library's levy. This increase is reduced from the previously forecasted increase of 5% for FY22. The capital needs assessment (in progress) will help us to budget more accurately.*
   b. Budgeted FY22 property tax revenue at 98.3% (net) per City practice; the 12 month FY22 includes both the 1st and 2nd installment of the 2021 tax levy, as our FY is now aligned with the calendar year.
   c. PPRT (Personal Property Replacement Tax) are revenues collected by the State of Illinois and paid to local governments to replace money that was lost by governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away. The Illinois Department of Revenue (IDOR) estimates a 13.4% increase over last year's collection.
2. Per Capita State Grant: The Library Per Capita Grant was established by the Illinois State Library to assist public libraries to improve and increase library services within their service areas. For the first time in many years Per Capita Grant Funding increased from $1.25 per resident to $1.475, result in an increased $8,433 in funding for the Library.

[2] Revenue accounts are listed on the FY22 Consolidated YTD Revenue and Expenditures Draft.

3. Other receipts: include interest on investments, Friends of the Library donations, proctoring fees, copy machine revenue, meeting room fees, non-resident fees for program attendance and computer use, business use fees, promotional item sales, collection agency proceeds, etc.

Operating Expenditures[3]

1. Salaries: $2,379,105
    a. Salaries are calculated by spreadsheet with each position, hourly rate, and hours by department. Salaries are benchmarked to Library industry compensation data to ensure that compensation aligns with the Library's compensation philosophy and minimum wage mandates.
    b. Proposed salary plan for approval in October includes: $50,280 in increases in the following areas:
        i. $34,760 for 2% average merit pool increases
        ii. $5,000 for one time merit bonuses
        iii. $10,520 merit adjustments based on updated pay grade/scale and minimum wages adjustments
    c. This value represents 55.8% of the proposed operating budget. ILA recommends that up to 60% of the Library's operating budget be allocated to staff salaries. This plan has been reviewed with personnel committee chair, Trustee Hanba.
2. Employee Benefits: $355,168
    a. Budgeted amounts provided by City Finance Department; current values represent a 5% increase over FY21.
    b. ILA recommends that up to 70% of the Library's operating budget be allocated to salaries and benefits. For the FY22 proposed budget, the Library plans to spend 64% of the operating budget on staff salaries and benefits.
3. Data Processing: $257,000
    a. This budget line includes CVI (managed IT) contract and will remain at FY21 budget amount. The contract expires August 2022. The Library will put out an RFP for managed IT services in early 2022.
    b. This line also includes funds for computer software.
    c. This also includes funds for CCS (local consortium) and OCLC (global cooperative) 12 month contracts. The proposed budget includes an overall 3% increase for these contracts.
    a. Maintained American Eagle (website) monthly service rate for 12 months.
4. Building Maintenance:187,500 and is subject to change
    a. This budget line is still in development.
    b. The general building maintenance line has increased by 8% over the FY21. This category of expenses includes $35,000 for unanticipated repair and $20,000 for duct cleaning.
5. Membership, Recruiting and Training: $32,000
    a. Reduced by 15% from FY21 for virtual conference registrations and professional membership fees for the Library and staff. It is likely that professional conferences (ALA, ILA, & PLA) will maintain a virtual format and additional funds will not be needed for out-of-state conferences. Staff expended only 20% of this budget in FY21 due to the pandemic circumstances and travel restrictions.
6. Equipment Rental: $32,000
    a. Includes $22,000 for new copier lease. The Library's current copy machines are owned by the Library and are past their useful life. The additional $10,000 is earmarked for equipment rental maintenance and postage machine lease.
7. Consulting Services: $37,000
    a. Reduced to FY20 level of funding at $37,000. FY21 and SY21 increases were due to the Library Director vacancy and consulting services (Interim Director and Bradbury Miller Associates) required during the interim period. This budget covers expenses to any additional outside expertise (architectural/engineering, accounting, human resources) the Library may need during the FY.

[3] Operating accounts are listed on the FY22 Consolidated YTD Revenue and Expenditures Draft.

8. Public Relations: $34,600
    a. This budget includes funding for the Library's print newsletter (4x year) and public relations expenses. Funding was higher in FY21 ($46,500) and SY21 ($42,500) to include Per Capita Grant funds earmarked for the interior signage project. The FY22 projected budget, at $34,600, will cover both the newsletter and promotional items.
9. General Contractual: $137,600
    a. This budget line includes telephone and internet service, postage, printing, bibliotheca service contract and program expenses. This budget was increased in SY21 ($157,750 annualized) to include a new, annual service contract to bibliotheca (our check out station, return station, and RFID vendor). After reviewing actual expenses for SY21, this budget has been reduced to $137,600 for FY22.
10. Audit: $9,000
    a. $9,000 for FY22 audit in line with the Library's 4-year contract with Lauterbach & Amen. This budget will increase 3.5% in FY23 and FY24 in line with our contracted amounts.
11. Special Counsel: $25,000
    a. This is the library's budget for legal counsel. The Library works with Robbins Schwartz for matters related to human resources, laws pertaining to public bodies and general council. The City of Park Ridge's attorney, Ancel Glink, represents the City and the Library for tax rate objection work. This budget is in line with the FY21 and SY21 (annualized) budgets for legal services.
12. Supplies: $117,000
    a. The proposed FY22 supplies budget has been decreased by 22% from the SY21 and 35% from the FY21 budgets. Increases in FY21 and SY21 included funds for Per Capita grant furnishings, which will be complete in SY21. This budget includes office supplies, library supplies for processing, and furnishings. The FY22 budget increased over FY21 actual spending to include $55,283 from the 2021 Per Capita Grant for 3rd floor meeting room furniture and storage furnishing for the Loft and Children's Department.
13. Staff Appreciation: $2,000
    a. $2,000 for general staff appreciation (National Library Workers' Day, retirements, condolence/illness acknowledgement)
14. Computer Materials: $30,000
    a. Funds for purchase of routine, non-capital technology items and software for staff and public PCs. This budget line has experienced significant fluctuation in previous budget cycles. The proposed budget will support replacement of some aging technology items.
15. Library Resources: $626,000
    a. The overall library resources budget has decreased from FY21 and SY21 by 4% and 14%, respectively. Reduced spending in FY20 and FY21 are a direct impact of the pandemic. During the period of the stay-at-home order and subsequent Library closures, ordering of print and media items was temporarily halted.
        i. Resource budgets are flat over FY21, with the exception of adult eBooks and online databases.
        ii. The adult eBooks budget increased by $12,000 to meet the current demand for increased usage of the Library's digital collections (OverDrive, Hoopla, and Kanopy)
        a. To offset this increase, the online database budget was decreased from FY21. This decrease is a result of a cost per use analysis of the Library's database offerings and renegotiation of database contracts with more favorable rates.
        b. The total library resources budget is 14.7% of the operating budget. ILA recommends at Library's spend a minimum of 8-12% on collections. The Board should be proud that the Library is able to maintain strong funding for our resource collections.

| | OPERATING ACCOUNTS | FY21 REVISED BUDGET | SY21 REVISED BUDGET ANNUALIZED | FY22 PROPOSED BUDGET | PROPOSED FY22 COMPARED TO FY21 BUDGET | PROPOSED FY22 CHANGE TO SY21 ANNUALIZED[4] |
|---|---|---|---|---|---|---|
| 9100 | Salaries | $ 2,341,539 | $ 2,431,029 | $ 2,379,105 | 2% | -2% |
| 9210 | Employee Benefits | $ 338,116 | $ 229,058 | $ 355,168 | 5% | 36% |
| 9317 | Data Processing | $ 255,000 | $ 270,050 | $ 257,000 | 1% | -5% |
| 9321 | Building Maintenance | $ 172,500 | $ 202,499 | $ 187,500 | 8% | -8% |
| 9324 | Membership, Recruiting, Training | $ 33,500 | $ 23,000 | $ 28,500 | -18% | 19% |
| 9351 | Equipment Rental | $ 24,500 | $ 40,499 | $ 32,000 | 23% | -27% |
| 9359 | Consulting Services | $ 65,000 | $ 48,000 | $ 37,000 | -76% | -30% |
| 9360 | Public Relations | $ 46,500 | $ 63,750 | $ 34,600 | -34% | -84% |
| 9385 | General Contractual | $ 123,500 | $ 146,749 | $ 137,600 | 10% | -7% |
| 9416 | Audit | $ 8,200 | $ 8,200 | $ 9,000 | 9% | 9% |
| 9425 | Special Counsel | $ 25,000 | $ 25,001 | $ 25,000 | 0% | 0% |
| 9510 | Supplies | $ 179,500 | $ 149,076 | $ 117,000 | -53% | -27% |
| 9511 | Staff Appreciation | $ 1,650 | $ 1,100 | $ 2,000 | 18% | 45% |
| 9520 | Computer Materials | $ 30,000 | $ 18,000 | $ 30,000 | 0% | 40% |
| 9540 | Library Resources | $ 650,500 | $ 722,750 | $ 626,000 | -4% | -15% |
| | **Total Operating Budget** | **$ 4,295,005** | **$ 4,379,308** | **$ 4,257,473** | **-1%** | **-3%** |

Capital Budget

Technology Replacement: $70,000

1. Returned to FY21 funding levels, suggested projects include 1st and 3rd Floor meeting room AV upgrades (projector, camera, and sound).
2. Computer replacement program

Capital Projects: $500,000

1. Place holder value for new projects. Will adjust with the results of the Capital Needs Assessment are delivered in October 2021.

Potential carryovers for completion from SY21 to FY22, these numbers are not reflected in the budget.

1. Server back- up system $18,100
2. Phone system $35,000
3. Replacement PA system $16,900
4. Ice Melt System $12,877
5. Additional Expenses $280,000

$362,877

Capital Restriction

- The Capital Restriction was set at $250,000. Additional costs for the Life Safety/Sprinkler project necessitated an approximately $21,900 decrease in the restriction.

Attachments:

- FY22 draft summary budget
- FY22 draft detail budget

[4] SY21 created an anomalous budget for the Library, as values we based the original FY22 (May 1, 2021-April 30, 2022) proposed budget. In fall 2020, the time the City informed the Library of the conversion of the fiscal year to the calendar year. Values from the projected FY22 budget were reduced by 1/3 and may not accurately reflect projected levels of spending for the 8-month (May - December 2021) stub year.

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**For dicussion purposes, only**

**Park Ridge Public Library**
**Consolidated YTD Revenue and Expenditures Comparison**
**Library Fund**

| REVENUE ACCOUNTS | FY19 REVISED BUDGET | FY19 ACTUAL | FY20 REVISED BUDGET | FY20 ACTUAL | FY21 REVISED BUDGET | FY21 ACTUAL | SY21 REVISED BUDGET | SY21 REVISED BUDGET ANNUALIZED | SY21 YTD ACTUAL AS OF AUGUST | SY21 ACTUALS ANNUALIZED | SY21 FORECAST | FY22 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Local Government Taxes | $ 5,646,287 | $ 6,086,963 | $ 2,665,743 | $ 2,589,781 | $ 4,165,813 | $ 4,182,675 | $ 1,767,135 | $ 1,767,135 | $ 199,299 | $ 1,742,247 | $ 1,767,135 | $ 4,147,759 |
| Per Capita State Grant | $ 29,101 | $ 46,850 | $ 46,850 | $ 46,850 | $ 46,850 | $ 46,850 | $ 46,850 | $ 46,850 | $ 55,283 | $ 55,283 | $ 55,283 | $ 55,283 |
| Other Receipts | $ 87,000 | $ 123,261 | $ 122,106 | $ 130,737 | $ 110,850 | $ 43,928 | $ 55,848 | $ 60,772 | $ 22,961 | $ 68,884 | $ 55,848 | $ 61,333 |
| **TOTAL REVENUE** | **$ 5,762,388** | **$ 6,257,074** | **$ 2,834,699** | **$ 2,767,368** | **$ 4,323,513** | **$ 4,273,453** | **$ 1,869,833** | **$ 1,874,757** | **$ 277,543** | **$ 1,866,414** | **$ 1,878,266** | **$ 4,264,375** |

| ACCOUNT # | OPERATING ACCOUNTS | FY19 REVISED BUDGET | FY19 ACTUAL | FY20 REVISED BUDGET | FY20 ACTUAL | FY21 REVISED BUDGET | FY21 ACTUAL | SY21 REVISED BUDGET | SY21 REVISED BUDGET ANNUALIZED | SY21 YTD ACTUAL AS OF AUGUST | SY21 ACTUALS ANNUALIZED | SY21 FORECAST | FY22 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 9100 | Salaries | $ 2,436,144 | $ 2,129,505 | $ 2,400,000 | $ 2,163,382 | $ 2,341,539 | $ 2,048,505 | $ 1,620,686 | $ 2,431,029 | $ 576,984 | $ 1,730,953 | $ 1,620,686 | $ 2,379,105 |
| 9210 | Employee Benefits | $ 423,200 | $ 400,189 | $ 405,020 | $ 402,943 | $ 338,116 | $ 332,807 | $ 152,705 | $ 229,058 | $ - | $ - | $ 152,705 | $ 355,168 |
| 9317 | Data Processing | $ 249,568 | $ 256,173 | $ 253,000 | $ 239,558 | $ 255,000 | $ 237,885 | $ 180,033 | $ 270,050 | $ 106,018 | $ 318,054 | $ 180,033 | $ 257,000 |
| 9321 | Building Maintenance | $ 176,000 | $ 147,645 | $ 145,000 | $ 91,680 | $ 172,500 | $ 97,274 | $ 134,999 | $ 202,499 | $ 58,074 | $ 174,222 | $ 117,066 | $ 187,500 |
| 9324 | Membership, Recruiting, Training | $ 24,500 | $ 22,083 | $ 37,500 | $ 35,235 | $ 33,500 | $ 6,751 | $ 15,333 | $ 23,000 | $ 4,804 | $ 14,412 | $ 10,333 | $ 28,500 |
| 9351 | Equipment Rental | $ 14,600 | $ 12,421 | $ 24,500 | $ 7,330 | $ 24,500 | $ 8,770 | $ 26,999 | $ 40,499 | $ 1,422 | $ 4,266 | $ 6,999 | $ 32,000 |
| 9359 | Consulting Services | $ 35,000 | $ - | $ 37,000 | $ 19,485 | $ 65,000 | $ 70,353 | $ 32,000 | $ 48,000 | $ 12,600 | $ 37,800 | $ 15,000 | $ 37,000 |
| 9360 | Public Relations | $ 29,000 | $ 15,301 | $ 33,600 | $ 32,924 | $ 46,500 | $ 13,506 | $ 42,500 | $ 63,750 | $ 20,162 | $ 60,485 | $ 42,500 | $ 34,600 |
| 9385 | General Contractual | $ 93,000 | $ 61,155 | $ 98,950 | $ 70,689 | $ 123,500 | $ 73,937 | $ 105,166 | $ 146,749 | $ 26,349 | $ 79,048 | $ 95,266 | $ 137,600 |
| 9416 | Audit | $ - | $ - | $ - | $ - | $ 8,200 | $ 8,200 | $ 8,200 | $ 8,200 | $ - | $ - | $ 8,200 | $ 9,000 |
| 9425 | Special Counsel | $ 30,000 | $ 6,156 | $ 30,000 | $ 20,001 | $ 25,000 | $ 8,548 | $ 16,667 | $ 25,001 | $ 742 | $ 2,226 | $ 2,400 | $ 25,000 |
| 9510 | Supplies | $ 71,700 | $ 37,742 | $ 104,683 | $ 79,928 | $ 179,500 | $ 37,034 | $ 99,384 | $ 149,076 | $ 9,311 | $ 27,934 | $ 51,900 | $ 117,000 |
| 9511 | Staff Appreciation | $ - | $ - | $ - | $ - | $ 1,650 | $ 1,499 | $ 1,100 | $ 1,650 | $ 311 | $ 932 | $ 1,000 | $ 2,000 |
| 9520 | Computer Materials | $ 86,365 | $ 2,875 | $ - | - | $ 30,000 | $ 28,062 | $ 12,000 | $ 18,000 | $ 2,131 | $ 6,393 | $ 12,000 | $ 30,000 |
| 9540 | Library Resources | $ 597,300 | $ 523,374 | $ 620,350 | $ 526,899 | $ 650,500 | $ 521,537 | $ 481,833 | $ 722,750 | $ 258,677 | $ 776,030 | $ 471,333 | $ 626,000 |
| 9493 | Transfer Out | *$ 100,000* | *$ -* | *$ 75,000* | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| | **Total Operating Budget** | **$ 4,366,377** | **$ 3,614,619** | **$ 4,264,603** | **$ 3,690,054** | **$ 4,295,005** | **$ 3,494,669** | **$ 2,929,605** | **$ 4,379,308** | **$ 1,077,585** | **$ 3,232,755** | **$ 2,787,421** | **$ 4,257,473** |
| | **Capital Projects Budget** | | | | | | | | | | | | |
| 9901 | Machinery and Equipment | $ - | $ 100,000 | $ 46,850 | $ 75,000 | $ 30,000 | $ 28,832 | $ - | $ - | $ - | $ - | $ - | $ - |
| 9908 | Computer Equipment | $ - | $ - | $ - | - | $ 70,000 | $ 3,687 | $ 29,000 | $ 43,500 | $ 4,096 | $ 12,288 | $ 15,000 | $ 70,000 |
| 9963 | Building Repairs | $ 2,335,000 | $ 2,219,149 | $ 386,270 | $ 262,303 | $ 1,182,877 | $ 619,484 | $ 620,000 | $ 930,000 | $ 125,329 | $ 375,987 | $ 400,000 | $ 500,000 |
| | **Total Capital Projects Budget** | **$ 2,335,000** | **$ 2,319,149** | **$ 433,120** | **$ 337,303** | **$ 1,282,877** | **$ 652,003** | **$ 649,000** | **$ 973,500** | **$ 129,425** | **$ 388,275** | **$ 415,000** | **$ 570,000** |
| | **TOTAL EXPENDITURES** | **$ 6,701,377** | **$ 5,933,768** | **$ 4,697,723** | **$ 4,027,357** | **$ 5,577,882** | **$ 4,146,672** | **$ 3,578,605** | **$ 5,352,808** | **$ 1,207,010** | **$ 3,621,031** | **$ 3,202,421** | **$ 4,827,474** |
| | **LIBRARY SURPLUS (DEFICIT)** | **$ (938,989)** | **$ 323,306** | **$ (1,863,024)** | **$ (1,259,989)** | **$ (1,254,369)** | **$ 126,781** | **$ (1,708,772)** | **$ (3,478,051)** | **$ (929,467)** | **$ (1,754,617)** | **$ (1,324,155)** | **$ (563,099)** |

**Park Ridge Public Library**
**Detailed YTD Revenue and Expenditures Comparison - DRAFT**
**Library Fund - DRAFT**

| FUND OBJECT | DESCRIPTION | FY19 REVISED BUDGET | FY19 ACTUAL | FY20 REVISED BUDGET | FY20 ACTUAL | FY21 REVISED BUDGET | FY21 ACTUAL | SY21 REVISED BUDGET | SY21 REVISED BUDGET ANNUALIZED | SY21 YTD ACTUAL AS OF AUGUST | SY21 ACTUALS ANNUALIZED | SY21 FORECAST | FY22 PROPOSED BUDGET | FY22 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **201** | **Library Revenues** | | | | | | | | | | | | | |
| 201 811000 | PROPERTY TAX CURRENT | $ 5,556,287 | $ 5,995,750 | $ 2,565,743 | $ 2,492,506 | $ 4,127,470 | $ 4,074,241 | $ 1,735,464 | $ 1,735,464 | $ 197,038 | $ 1,735,464 | $ 1,735,464 | $ 4,077,759 | 98.3% net per City practice |
| 201 812000 | PROPERTY TAX PRIOR | $ 35,000 | $ 24,053 | $ 45,000 | $ 24,567 | $ - | $ 16,683 | $ - | $ - | $ 2,189 | $ 6,567 | $ - | $ - | Advised not to budget |
| 201 831500 | PERS PROP REPLACE TAX | $ 55,000 | $ 67,160 | $ 55,000 | $ 72,708 | $ 38,343 | $ 91,751 | $ 31,671 | $ 31,671 | $ 72 | $ 216 | $ 31,671 | $ 70,000 | |
| 201 833000 | STATE GRANTS | $ 29,101 | $ 46,850 | $ 46,850 | $ 46,850 | $ 46,850 | $ 46,850 | $ 46,850 | $ 46,850 | $ 55,283 | $ 55,283 | $ 55,283 | $ 55,283 | Per Capita Grant |
| 201 854000 | LIBRARY OTHER | $ 45,000 | $ 45,251 | $ 35,000 | $ 35,218 | $ 45,000 | $ 1,044 | $ 15,000 | $ - | $ 3,013 | $ 9,038 | $ 15,000 | $ 15,000 | Decrease due to Fine Free Trial |
| 201 854001 | LIBRARY MAKERSPACE | $ - | $ - | $ 1,000 | $ - | $ 1,500 | $ - | $ 1,000 | $ 1,000 | $ - | $ - | $ 1,000 | $ 1,000 | |
| 201 872000 | INTEREST ON INVESTMENTS | $ 2,500 | $ 12,322 | $ 15,000 | $ 18,931 | $ 10,000 | $ 2,051 | $ 3,333 | $ 5,000 | $ 15 | $ 45 | $ 3,333 | $ 3,333 | |
| 201 875500 | CONTRIBUTIONS | $ - | $ - | $ 28,606 | $ - | $ 11,350 | $ 13,198 | $ 9,515 | $ 14,273 | $ - | $ - | $ 9,515 | $ 15,000 | |
| 201 877000 | MISCELLANEOUS | $ 40,000 | $ 66,623 | $ 40,000 | $ 76,251 | $ 40,000 | $ 27,635 | $ 25,000 | $ 37,500 | $ 19,934 | $ 59,801 | $ 25,000 | $ 25,000 | Potential decrease due to COVID |
| 201 877007 | PROMOTIONAL ITEMS REV | $ 1,000 | $ 378 | $ 1,000 | $ 337 | $ 1,500 | $ - | $ 1,000 | $ 1,500 | $ - | | $ 1,000 | $ 1,000 | |
| 201 877500 | COLLECTION AGENCY-MISC | $ (1,500) | $ (1,313) | $ 1,500 | $ - | $ 1,500 | $ - | $ 1,000 | $ 1,500 | $ - | $ - | $ 1,000 | $ 1,000 | |
| | TRANSFERS IN | $ - | $ - | $ - | $ - | *$ 156,716* | *$ 156,716* | $ - | $ - | $ - | $ - | $ - | $ - | Closure of Technology Fund |
| **TOTAL** | **LIBRARY REVENUES** | **$ 5,762,388** | **$ 6,257,074** | **$ 2,834,699** | **$ 2,767,368** | **$ 4,323,513** | **$ 4,273,453** | **$ 1,869,833** | **$ 1,874,757** | **$ 277,543** | **$ 1,866,414** | **$ 1,878,266** | **$ 4,264,375** | |
| **2015011** | **Library Administration** | | | | | | | | | | | | | |
| 2015011 910000 | REGULAR SALARIES | $ 346,930 | $ 327,537 | $ 385,000 | $ 342,959 | $ 305,150 | $ 289,953 | $ 263,538 | $ 395,307 | $ 76,211 | $ 228,634 | $ 263,538 | $ 375,246 | Estimated 2% increase |
| 2015011 910010 | SAL/LIBRARIANS | $ - | $ 5,748 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | |
| 2015011 921000 | EMP BNFTS-PPO | $ 270,678 | $ 256,426 | $ 267,250 | $ 257,140 | $ 209,759 | $ 209,759 | $ 100,435 | $ 150,653 | $ - | $ - | $ 100,435 | $ 222,107 | |
| 2015011 921001 | EMP BNFTS-HMO | $ 121,663 | $ 115,350 | $ 109,935 | $ 106,435 | $ 95,367 | $ 95,367 | $ 42,868 | $ 64,302 | $ - | $ - | $ 42,868 | $ 104,291 | Benefit values provided by City Finance |
| 2015011 921002 | EMP BEFTS-LIFE | $ 2,581 | $ 2,650 | $ 2,819 | $ 2,819 | $ 2,970 | $ 2,970 | $ 980 | $ 1,470 | $ - | $ - | $ 980 | $ 2,140 | Benefit values provided by City Finance |
| 2015011 921003 | WORKERS COMPENSATION | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | |
| 2015011 921004 | UNEMPLOYMENT | $ - | $ - | $ - | $ 11,533 | $ 7,000 | $ 1,691 | $ 1,000 | $ 1,500 | $ - | $ - | $ 1,000 | $ 7,000 | |
| 2015011 921005 | EMP BNFTS-DENTAL | $ 26,429 | $ 23,914 | $ 23,390 | $ 23,390 | $ 21,535 | $ 21,535 | $ 6,859 | $ 10,289 | $ - | $ - | $ 6,859 | $ 18,786 | Benefit values provided by City Finance |
| 2015011 921009 | EMP BNFTS-PROGRAMMING | $ 1,849 | $ 1,849 | $ 1,626 | $ 1,626 | $ 1,485 | $ 1,485 | $ 563 | $ 845 | $ - | $ - | $ 563 | $ 845 | Benefit values provided by City Finance |
| 2015011 921099 | WORKERS COMP | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | |
| 2015011 931700 | LIB DATA PROC SV | $ 152,968 | $ 167,520 | $ 165,000 | $ 156,460 | $ 165,000 | $ 157,459 | $ 95,200 | $ 142,800 | $ 73,335 | $ 220,005 | $ 95,200 | $ 165,000 | Quarterly payments CVI |
| 2015011 932400 | LIB MEMBER DUES | $ 5,000 | $ 3,792 | $ 5,000 | $ 4,809 | $ 6,000 | $ 1,650 | $ 3,333 | $ 5,000 | $ 2,076 | $ 6,228 | $ 3,333 | $ 6,000 | Lions Club; Laconi |
| 2015011 932900 | LIB MED EXAM | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | |
| 2015011 933100 | LIB RECRUIT & TESTING | $ 2,500 | $ 1,964 | $ 2,500 | $ 1,292 | $ 2,500 | $ 1,200 | $ 2,000 | $ 3,000 | $ 240 | $ 720 | $ 2,000 | $ 2,500 | |
| 2015011 933800 | CONFERENCES & TRAINING | $ 17,000 | $ 16,327 | $ 30,000 | $ 29,134 | $ 25,000 | $ 3,901 | $ 10,000 | $ 15,000 | $ 2,488 | $ 7,464 | $ 5,000 | $ 20,000 | |
| 2015011 935100 | EQPT RNTL-MAINTENANCE | $ 8,000 | $ 7,921 | $ 22,500 | $ 5,553 | $ 22,500 | $ 6,851 | $ 5,667 | $ 8,501 | $ 1,180 | $ 3,540 | $ 5,667 | $ 8,000 | |
| 2015011 935101 | EQPT RNTS-LEASE PAYMENTS | $ - | $ - | $ - | $ - | $ - | $ - | $ 20,000 | $ 30,000 | $ - | $ - | $ - | $ 22,000 | Copy machines |
| 2015011 935102 | EQPT RNTL-POSTAGE MACHINE | $ 2,000 | $ 1,765 | $ 2,000 | $ 1,777 | $ 2,000 | $ 1,919 | $ 1,332 | $ 1,998 | $ 242 | $ 727 | $ 1,332 | $ 2,000 | 3 year contract |
| 2015011 935900 | LIB CONSULT SERV | $ 35,000 | $ - | $ 37,000 | $ 19,485 | $ 65,000 | $ 70,353 | $ 32,000 | $ 48,000 | $ 12,600 | $ 37,800 | $ 15,000 | $ 37,000 | |
| 2015011 936000 | PUBLIC RELATIONS | $ 10,400 | $ 6,231 | $ 18,600 | $ 16,695 | $ 30,500 | $ 6,736 | $ 30,500 | $ 45,750 | $ 13,577 | $ 40,730 | $ 30,500 | $ 18,600 | 15K signage is Per Capita 2021 |
| 2015011 936001 | PUBLIC RELATIONS NEWSLETTER | $ 18,600 | $ 9,070 | $ 15,000 | $ 16,229 | $ 16,000 | $ 6,770 | $ 12,000 | $ 18,000 | $ 6,585 | $ 19,755 | $ 12,000 | $ 16,000 | |
| 2015011 937800 | LIB BNK SERV CHG | $ 1,500 | $ 1,175 | $ 4,000 | $ 3,005 | $ 3,500 | $ 3,179 | $ 2,333 | $ 3,500 | $ 995 | $ 2,984 | $ 2,333 | $ 3,600 | |
| 2015011 937900 | LIB INSURANCE | $ 10,000 | $ 6,329 | $ 7,000 | $ 6,328 | $ 7,500 | $ 7,101 | $ 7,500 | $ 11,250 | $ - | $ - | $ 7,500 | $ 7,500 | Fine Art and Liability Insurance due November and December |
| 2015011 938501 | GNL CNTRL SVC/TELEPHONE | $ 12,000 | $ 12,178 | $ 12,000 | $ 9,706 | $ 12,500 | $ 9,672 | $ 8,333 | $ 12,500 | $ 3,521 | $ 10,564 | $ 7,100 | $ 12,500 | |
| 2015011 938502 | GNL CNTRL SVC/POSTAGE | $ 18,000 | $ 6,380 | $ 17,000 | $ 8,728 | $ 14,500 | $ 9,281 | $ 9,667 | $ 14,501 | $ 2,789 | $ 8,367 | $ 6,000 | $ 12,000 | |
| 2015011 938503 | GNL CNTRL SVC/INTERNET | $ 12,000 | $ 10,335 | $ 12,000 | $ 9,680 | $ 12,500 | $ 8,865 | $ 8,333 | $ 12,500 | $ 3,220 | $ 9,660 | $ 8,333 | $ 11,500 | |
| 2015011 938504 | GNL CNTRL SVC/PRINTING | $ 11,000 | $ 5,398 | $ 9,000 | $ 5,994 | $ 11,500 | $ 120 | $ 6,000 | $ 9,000 | $ 33 | $ 99 | $ 1,000 | $ 6,000 | |
| 2015011 938506 | GNI CNTRL SVC/BIBLIOTHECA | $ - | $ - | $ - | $ - | $ - | $ - | $ 22,000 | $ 22,000 | $ - | $ - | $ 22,000 | $ 23,000 | Annual Maintenance Contract |
| 2015011 941600 | AUDIT FEES | $ - | $ - | $ - | $ - | $ 8,200 | $ 8,200 | $ 8,200 | $ 8,200 | $ - | $ - | $ 8,200 | $ 9,000 | Engagement letter |
| 2015011 942500 | GENERAL COUNSEL | $ 30,000 | $ 6,156 | $ 30,000 | $ 20,001 | $ 25,000 | $ 8,548 | $ 16,667 | $ 25,001 | $ 742 | $ 2,226 | $ 2,400 | $ 25,000 | |
| 2015011 951001 | OFF SPLS-PHOTOCOPY | $ 7,900 | $ 4,706 | $ 7,000 | $ 3,614 | $ 7,500 | $ 4,668 | $ 3,333 | $ 5,000 | $ 1,497 | $ 4,490 | $ 3,333 | $ 7,500 | |
| 5015011 951002 | OFF SPLS-OTHER SUPPLIES | $ 9,600 | $ 2,743 | $ 8,000 | $ 6,421 | $ 5,800 | $ 2,345 | $ 3,867 | $ 5,801 | $ 1,400 | $ 4,201 | $ 2,800 | $ 5,800 | |
| 2015011 951003 | OFF SPLS FURNISHINGS | $ 4,500 | $ 2,181 | $ 49,683 | $ 49,659 | $ 127,000 | $ 6,398 | $ 63,650 | $ 95,475 | $ 277 | $ 831 | $ 30,000 | $ 65,000 | PR desks and 2021 Per Capita |
| 2015011 951100 | LIBRARY SUPPLIES | $ 2,600 | $ 1,109 | $ 2,000 | $ 1,319 | $ 2,500 | $ 24 | $ 1,667 | $ 2,501 | $ 48 | $ 144 | $ 500 | $ 2,500 | |
| 2015011 951103 | STAFF APPRECIATION | $ - | $ - | $ - | $ - | $ 1,650 | $ 1,499 | $ 1,100 | $ 1,650 | $ 311 | $ 932 | $ 1,000 | $ 2,000 | |
| 2015011 952000 | COMPUTER MATERIALS | $ 86,365 | $ 2,875 | $ - | $ - | $ 30,000 | $ 28,062 | $ 12,000 | $ 18,000 | $ 2,131 | $ 6,393 | $ 12,000 | $ 30,000 | |
| 2015011 990800 | COMPUTER EQUIPMENT | $ - | $ - | $ - | $ - | $ 70,000 | $ 3,687 | $ 29,000 | $ 43,500 | $ 4,096 | $ 12,288 | $ 15,000 | $ 70,000 | Computer upgrades |
| **Total** | **Library Administration** | **$ 1,227,063** | **$ 1,006,753** | **$ 1,245,303** | **1,121,791** | **$ 1,317,416** | **$ 981,249** | **$ 831,925** | **$ 1,232,788** | **$ 209,594** | **$ 628,781** | **$ 715,774** | **$ 1,320,414** | |

**DRAFT**
**For dicussion purposes, only**

| FUND OBJECT | DESCRIPTION | FY19 REVISED BUDGET | FY19 ACTUAL | FY20 REVISED BUDGET | FY20 ACTUAL | FY21 REVISED BUDGET | FY21 ACTUAL | SY21 REVISED BUDGET | SY21 REVISED BUDGET ANNUALIZED | SY21 YTD ACTUAL AS OF AUGUST | SY21 ACTUALS ANNUALIZED | SY21 FORECAST | FY22 PROPOSED BUDGET | FY22 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **2015012** | **Library Facility (Maintenance)** | | | | | | | | | | | | | |
| 2015012 910000 | REGULAR SALARIES | $ 131,182 | $ 135,123 | $ 185,000 | $ 138,134 | $ 176,883 | $ 150,743 | $ 117,615 | $ 176,423 | $ 41,217 | $ 123,651 | $ 117,615 | $ 182,730 | Estimated 3.5% increase; Increase is higher to address minimum wage and compression. |
| 2015012 932103 | BLDG MNT CNTR-GENL MAINT | $ 93,600 | $ 102,923 | $ 77,600 | $ 50,825 | $ 101,000 | $ 50,171 | $ 87,333 | $ 131,000 | $ 38,107 | $ 114,322 | $ 87,333 | $ 101,000 | |
| 2015012 932104 | BLDG MNT CNTR-ELEV MAINT | $ 6,400 | $ 4,872 | $ 6,400 | $ 2,055 | $ 6,500 | $ 4,434 | $ 4,333 | $ 6,500 | $ 622 | $ 1,865 | $ 2,000 | $ 6,500 | |
| 2015012 932105 | BUDG MNT CNTR-HVAC EQUIP | $ 45,000 | $ 14,711 | $ 30,000 | $ 18,853 | $ 30,500 | $ 22,540 | $ 20,333 | $ 30,500 | $ 15,732 | $ 47,196 | $ 20,333 | $ 50,000 | Duct Cleaning |
| 2015012 952100 | BUILDING SUPPLIES | $ 21,000 | $ 12,228 | $ 21,000 | $ 12,926 | $ 19,500 | $ 10,312 | $ 13,000 | $ 19,500 | $ 1,638 | $ 4,915 | $ 2,400 | $ 15,000 | |
| 2015012 955000 | NATURAL GAS | $ 10,000 | $ 12,911 | $ 10,000 | $ 7,021 | $ 15,000 | $ 9,817 | $ 10,000 | $ 15,000 | $ 1,975 | $ 5,924 | $ 5,000 | $ 15,000 | |
| 2015012 990100 | MACHINERY AND EQUIPMENT | $ - | $ - | $ 46,850 | $ - | $ 30,000 | $ 28,832 | $ - | $ - | $ - | $ - | $ - | $ - | |
| 2015012 990400 | MOTOR EQUIPMENT | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | |
| 2015012 996300 | BUILDING REPAIRS | $ 2,335,000 | $ 2,219,149 | $ 386,270 | $ 262,303 | $ 1,182,877 | $ 619,484 | $ 620,000 | $ 930,000 | $ 125,329 | $ 375,987 | $ 400,000 | $ 500,000 | Projects based on Capital Needs Assessment |
| **Total** | **Library Facility** | **$ 2,642,182** | **$ 2,501,916** | **$ 763,120** | **$ 492,117** | **$ 1,562,260** | **$ 896,333** | **$ 872,614** | **$ 1,308,921** | **$ 224,620** | **$ 673,860** | **$ 634,681** | **$ 870,230** | |
| **2015013** | **Library Technical Services** | | | | | | | | | | | | | |
| 2015013 910000 | REGULAR SALARIES | $ 307,557 | $ 217,322 | $ 295,000 | $ 291,453 | $ 293,025 | $ 286,730 | $ 197,077 | $ 295,616 | $ 96,932 | $ 290,797 | $ 197,077 | $ 243,754 | Estimated 2% increase |
| 2015013 910010 | SAL/LIBRARIANS | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | | $ - | $ - | $ - | |
| 2015013 931702 | DATA PROCESSING/OCLC | $ 13,000 | $ 11,248 | $ 15,000 | $ 12,208 | $ 15,500 | $ 13,803 | $ 10,333 | $ 15,500 | $ 5,695 | $ 17,085 | $ 10,333 | $ 15,000 | OCLC fees increase 5% annually |
| 2015013 935100 | EQPT RNTL-MAINTENANCE | $ 4,600 | $ 2,735 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | |
| 2015013 949300 | TRANSFER OUT | *$ 100,000* | $ - | *$ 75,000* | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | |
| 2015013 951100 | LIBRARY SUPPLIES | $ 33,000 | $ 14,225 | $ 24,000 | $ 8,380 | $ 19,500 | $ 11,674 | $ 13,000 | $ 19,500 | $ 1,936 | $ 5,808 | $ 6,000 | $ 19,500 | |
| 2015013 990100 | MACHINERY & EQUIPMENT | $ - | $ 100,000 | $ - | $ 75,000 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | |
| **Total** | **Library Technical Services** | **$ 458,157** | **$ 345,530** | **$ 409,000** | **$ 387,041** | **$ 328,025** | **$ 312,207** | **$ 220,410** | **$ 330,615** | **$ 104,563** | **$ 313,690** | **$ 213,410** | **$ 278,254** | |
| **2015014** | **Library Adult Reference Expenditures** | | | | | | | | | | | | | |
| 2015014 910000 | REGULAR SALARIES | $ 497,192 | $ 358,928 | $ - | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | |
| 2015014 951100 | LIBRARY SUPPLIES | $ 1,000 | $ 155 | $ 1,000 | **$ 195** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | |
| 2015014 954001 | LIB RSRCS-ADULT BOOKS | $ 92,000 | $ 65,375 | $ 78,000 | **$ 62,286** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | |
| 2015014 954003 | LIB RSRCS-PERIODICALS | $ 18,000 | $ 16,582 | $ 18,000 | **$ 18,241** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | |
| 2015014 954006 | LIB RSRCS-MICROFILM | $ 1,600 | $ 1,254 | $ 1,600 | **$ 565** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | |
| 2015014 954010 | LIB RSRCS-CD ROM | $ 150,000 | $ 108,765 | $ 135,000 | **$ 120,864** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | |
| | | **$ 759,792** | **$ 551,059** | **$ 233,600** | **$ 202,151** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | |
| **2015015** | **Library Youth Services** | | | | | | | | | | | | | |
| 2015015 910000 | REGULAR SALARIES | $ 442,393 | $ 466,877 | $ 535,000 | $ 499,489 | $ 549,054 | $ 432,910 | $ 348,602 | $ 522,903 | $ 121,952 | $ 365,856 | $ 348,602 | $ 530,283 | Estimated 2% increase |
| 2015015 915200 | OVERTIME | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | |
| 2015015 938506 | GNL CNTRL SVC/PROGRAM | $ 10,500 | $ 9,136 | $ 19,600 | $ 15,439 | $ 31,500 | $ 21,697 | $ 21,000 | $ 31,500 | $ 10,566 | $ 31,697 | $ 21,000 | $ 31,500 | Friends of the Library and Marion's Mark |
| 2015015 951100 | LIBRARY SUPPLIES | $ 4,100 | $ 4,487 | $ 4,500 | $ 4,918 | $ 5,500 | $ 2,086 | $ 3,667 | $ 5,501 | $ 2,473 | $ 7,418 | $ 3,667 | $ 5,500 | |
| 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | $ 101,000 | $ 79,909 | $ 120,250 | $ 95,435 | $ 75,000 | $ 74,376 | $ 50,000 | $ 75,000 | $ 28,530 | $ 85,591 | $ 50,000 | $ 75,000 | |
| 2015015 954003 | LIB RSRCS-PERIODICALS | $ 2,000 | $ 1,287 | $ 1,500 | $ 1,466 | $ 1,500 | $ 75 | $ 1,000 | $ 1,500 | $ - | $ - | $ 500 | $ 1,500 | |
| 2015015 954004 | LIB RSRCS-RECORDING | $ 12,000 | $ 13,672 | $ 23,500 | $ 13,445 | $ 19,000 | $ 13,376 | $ 12,667 | $ 19,001 | $ 4,229 | $ 12,686 | $ 12,667 | $ 19,000 | |
| 2015015 954005 | LIB RSRCS-AUDIO VISUAL | $ 17,000 | $ 14,808 | $ 23,500 | $ 17,198 | $ 24,000 | $ 6,198 | $ 16,000 | $ 24,000 | $ 6,958 | $ 20,874 | $ 16,000 | $ 24,000 | |
| 2015015 954008 | LIB RSRCS-MISCELLANEOUS | $ 1,000 | $ 1,010 | $ 3,000 | $ 2,215 | $ 3,000 | $ - | $ 2,000 | $ 3,000 | $ 629 | $ 1,886 | $ 1,000 | $ 3,000 | |
| 2015015 954010 | LIB RSRCS-CD ROM | $ 3,500 | $ 3,304 | $ 6,000 | $ 3,457 | $ 6,000 | $ 4,569 | $ 4,000 | $ 6,000 | $ 1,385 | $ 4,156 | $ 3,000 | $ 6,000 | |
| 2015015 954012 | LIB RSRCS-E-BOOK | $ - | $ - | $ - | $ - | $ 10,500 | $ 5,491 | $ 7,000 | $ 10,500 | $ 2,017 | $ 6,051 | $ 7,000 | $ 10,500 | |
| 2015015 954015 | LIB RSRCS-RECORD | $ - | $ - | $ - | $ - | $ 5,000 | $ 615 | $ 3,333 | $ 5,000 | $ 119 | $ 358 | $ 1,500 | $ 5,000 | |
| 2015015 954019 | LIB RSRCS-CHILDREN | $ - | $ - | $ - | $ - | $ 36,500 | $ 23,636 | $ 24,333 | $ 36,500 | $ 12,112 | $ 36,335 | $ 24,333 | $ 36,500 | |
| **Total** | **Library Children's Services** | **$ 593,493** | **$ 594,490** | **$ 736,850** | **$ 653,061** | **$ 766,554** | **$ 585,029** | **$ 493,602** | **$ 740,403** | **$ 190,970** | **$ 572,909** | **$ 489,269** | **$ 747,783** | |
| **2015016** | **Library Patron Services** | | | | | | | | | | | | | |
| 2015016 910000 | REGULAR SALARIES | $ 363,645 | $ 348,421 | $ 460,000 | $ 378,782 | $ 465,530 | $ 414,583 | $ 309,662 | $ 464,493 | $ 114,984 | $ 344,953 | $ 309,662 | $ 469,416 | Estimated 2% increase |
| 2015016 931701 | DATA PROCESSING | $ 83,600 | $ 77,405 | $ 73,000 | $ 70,890 | $ 74,500 | $ 66,623 | $ 74,500 | $ 111,750 | $ 26,988 | $ 80,965 | $ 74,500 | $ 77,000 | CCS payments May, August and November |
| 2015016 951100 | LIBRARY SUPPLIES | $ 6,000 | $ 4,881 | $ 4,500 | $ 3,238 | $ 7,200 | $ 8,516 | $ 7,200 | $ 10,800 | $ 449 | $ 1,348 | $ 3,600 | $ 7,200 | |
| **Total** | **Library Circulation** | **$ 453,245** | **$ 430,707** | **$ 537,500** | **$ 452,910** | **$ 547,230** | **$ 489,722** | **$ 391,362** | **$ 587,043** | **$ 142,422** | **$ 427,266** | **$ 387,762** | **$ 553,616** | |

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| FUND OBJECT | DESCRIPTION | FY19 REVISED BUDGET | FY19 ACTUAL | FY20 REVISED BUDGET | FY20 ACTUAL | FY21 REVISED BUDGET | FY21 ACTUAL | SY21 REVISED BUDGET | SY21 REVISED BUDGET ANNUALIZED | SY21 YTD ACTUAL AS OF AUGUST | SY21 ACTUALS ANNUALIZED | SY21 FORECAST | FY22 PROPOSED BUDGET | FY22 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **2015017** | **Library Readers/Adult Services** | | | | | | | | | | | | | |
| 2015017 910000 | REGULAR SALARIES | $ 347,245 | $ 269,549 | $ 540,000 | $ 512,565 | $ 551,897 | $ 473,586 | $ 384,192 | $ 576,288 | $ 125,687 | $ 377,061 | $ 384,192 | $ 577,676 | Estimated 2% increase |
| 2015017 938506 | GNL CNTRL SVC/PROGRAM | $ 15,000 | $ 7,434 | $ 18,350 | $ 11,809 | $ 30,000 | $ 14,022 | $ 20,000 | $ 30,000 | $ 5,226 | $ 15,678 | $ 20,000 | $ 30,000 | |
| 2015017 938507 | GNL CNTRL SVC/YA PROGRAMS | $ 3,000 | $ 2,790 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | |
| 2015017 951100 | LIBRARY SUPPLIES | $ 3,000 | $ 3,255 | $ 3,000 | $ 2,184 | $ 3,000 | $ 1,324 | $ 2,000 | $ 3,000 | $ 234 | $ 701 | $ 1,000 | $ 2,500 | |
| 2015017 951102 | LIBRARY SUPPLIES | $ - | $ - | $ 1,000 | $ - | $ 1,500 | $ - | $ 1,000 | $ 1,500 | $ 998 | $ 2,994 | $ 1,000 | $ 1,500 | |
| 2015017 954001 | LIB RSRCS-ADULT BOOKS | $ 65,000 | $ 52,281 | $ 69,000 | $ 52,545 | $ 64,000 | $ 58,068 | $ 42,667 | $ 64,001 | $ 19,363 | $ 58,088 | $ 42,667 | $ 64,000 | |
| 2015017 954003 | LIB RSRCS-PERIODICALS | $ - | $ - | $ - | $ - | $ 18,000 | $ 13,964 | $ 12,000 | $ 18,000 | $ 2,532 | $ 7,595 | $ 12,000 | $ 15,000 | |
| 2015017 954004 | LIB RSRCS-RECORDING | $ 30,000 | $ 28,313 | $ 22,000 | $ 21,613 | $ 16,000 | $ 16,049 | $ 10,667 | $ 16,001 | $ 5,117 | $ 15,352 | $ 10,667 | $ 16,000 | |
| 2015017 954005 | LIB RSRCS-AUDIO VISUAL | $ 40,000 | $ 43,259 | $ 40,000 | $ 33,438 | $ 40,500 | $ 37,131 | $ 27,000 | $ 40,500 | $ 13,052 | $ 39,156 | $ 27,000 | $ 40,500 | |
| 2015017 954006 | LIB RSRCS-MICRO | $ - | $ - | $ - | $ - | $ 2,000 | $ 1,385 | $ 1,333 | $ 2,000 | $ - | $ - | $ 1,333 | $ 2,500 | |
| *2015015 954008 | LIB RSRCS-MISCELLANEOUS | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 3,000 | |
| 2015017 954010 | LIB RSRCS-CD ROM/VIDEOGAMES | $ 12,000 | $ 12,682 | $ - | $ - | $ 2,000 | $ 1,841 | $ 1,333 | $ 2,000 | $ 240 | $ 720 | $ 1,333 | $ 2,000 | |
| 2015017 954011 | LIB RSRCS-MWL | $ 22,000 | $ 20,686 | $ 22,000 | $ 21,156 | $ 22,000 | $ 7,105 | $ 14,667 | $ 22,001 | $ 2,798 | $ 8,393 | $ 8,500 | $ 22,000 | |
| 2015017 954012 | LIB RSRCS-E-BOOKS | $ 27,200 | $ 57,092 | $ 55,000 | $ 61,137 | $ 84,500 | $ 84,500 | $ 59,500 | $ 89,250 | $ 35,511 | $ 106,534 | $ 59,500 | $ 86,500 | |
| 2015017 954013 | LIB RSRCS-YA GAMES | $ 3,000 | $ 3,095 | $ 2,000 | $ 1,838 | $ - | - | $ - | $ - | $ - | $ - | $ - | $ - | |
| 2015017 954015 | LIB RSRCS-RECORD | $ - | $ - | $ - | $ - | $ 8,000 | $ 2,161 | $ 5,333 | $ 8,000 | $ - | $ - | $ 5,333 | $ 8,000 | |
| 2015017 954017 | LIB RSRCS-ADULT | $ - | $ - | $ - | $ - | $ 78,000 | $ 63,023 | $ 52,000 | $ 78,000 | $ 21,994 | $ 65,982 | $ 52,000 | $ 78,000 | |
| 2015017 954018 | LIB RSRCS-ONLINE | $ - | $ - | $ - | $ - | $ 135,000 | $ 107,974 | $ 135,000 | $ 202,500 | $ 102,091 | $ 306,274 | $ 135,000 | $ 108,000 | |
| **Total** | **Library Adult Services** | **$ 567,445** | **$ 500,436** | **$ 772,350** | **$ 718,285** | **$ 1,056,397** | **$ 882,133** | **$ 768,692** | **$ 1,153,038** | **$ 334,842** | **$ 1,004,526** | **$ 761,525** | **$ 1,057,176** | |
| **TOTAL** | **LIBRARY EXPENDITURES** | **$ 6,701,377** | **$ 5,933,768** | **$ 4,697,723** | **4,027,356** | **$ 5,577,882** | **$ 4,146,673** | **$ 3,578,605** | **$ 5,352,808** | **$ 1,207,010** | **$ 3,621,031** | **$ 3,202,421** | **$ 4,827,473** | |
| | **LIBRARY SURPLUS (DEFICIT)** | **$ (938,989)** | **$ 323,306** | **$ (1,863,024)** | **$ (1,259,988)** | **$ (1,254,369)** | **$ 126,779** | **$ (1,708,772)** | **$ (3,478,051)** | **$ (929,467)** | **$ (1,754,617)** | **$ (1,324,155)** | **$ (563,098)** | |

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Park Ridge Public Library

# Memorandum

**Memo Date:** September 10, 2021
**From:** Joanna Bertucci, Library Director
**To:** Budget & Finance, Committee of the Whole
**Action Requested:** For discussion
**Subject:** 2021 levy resolution

**Background:**
At the November 26, 2018 Park Ridge City Council Finance and Budget Committee of the Whole meeting, Board President Michael Reardon and Library Director Heidi Smith presented a draft levy forecast for the Library that included deficit spending in fiscal years 2020 and 2021. The goal was to spend down the Library's fund balance to a target of six months annual operating costs in reserve.

In applying this strategy, maintaining current operations and planning for (the now completed) life safety and infrastructure updates to the Library building, the 2019 Library levy resolution was passed at $4,008,000. This represented 9% increase from 2018 following a 35% decrease from 2017 to 2018. At the October 20, 2020 Regular Board meeting, the Library Board passed a resolution for a 0% increase to the 2020 Library levy for the gross amount of $4,008,000, which was approved by the City Council in December 2020.

| Levy Year | Fiscal Year | Levy Amount Nov 2020 Forecast | Increase/Decrease over Prior Year | | Levy Amount Updated Forecast | Increase/Decrease over Prior Year |
|---|---|---|---|---|---|---|
| ACTUAL AMOUNTS | | | | | | |
| 2017 | FY19 | $5,556,287 | 16% | | | |
| 2018[1] | FY20 | $3,661,000 | -35% | | | |
| 2019 | FY21 | $4,008,000 | 9% | | | |
| 2020 | FY21&SY21 | $4,008,000 | 0% | | | |
| FORECASTED AMOUNTS – FOR DISCUSSION | | | | | | |
| 2021 | FY22 | 4,208,400 | 5% | | 4,148,280 | 3.5% |
| 2022 | FY23 | 4,448,278 | 5.7% | | 4,355,694 | 5% |
| 2023 | FY24 | 4,710,727 | 5.9% | | 4,573,478 | 5% |
| 2024 | FY25 | 4,828,495 | 2.5% | | 4,710,682 | 3% |

**2021 Levy Request:**
To maintain FY22-level operations with adjustments due to minimum wage legislation, the Library Board and Administration have been developing a comprehensive assessment of final requirements for the Library's 2021 levy resolution. Additional, factors for consideration include the impacts of the ongoing COVID-19 pandemic and the Library's progress towards deficit spending to achieve six months of operations reserve.

The FY22 budget includes the assumption[2] that the City of Park Ridge will continue to provide the following services to Park Ridge Public Library:

[1] Former Director Smith worked with the Library Board of Trustees and City's Finance Department to reduce Levy to deficit spend with goal of 6-month operating reserves.
[2] Note: Changes in service may need to be addressed with a budget transfer/amendment by one or both of the organizations involved.

1. Administers and pays employer contributions for IMRF and FICA taxes for each Library employee
2. Administers and pays for Library insurance coverage for excess workers compensation, employee accident, public liability (all City board and commissions), and excess liability and property insurance for the Library building and City parking lot adjacent to the Library
3. Provides general banking for co-mingled funds in operating account only; provides check printing services and financial accounting software
4. Provides general human resources support including maintenance of official personnel records of Library employees
5. Processes payroll of Library employees including software licensing fees for payroll software
6. Administers employee benefits program including health, dental, vision, life insurance, 457 plans and employee assistant program
7. Includes Library in City gas and electric utilities franchise agreements as well as any other benefits the City received to the extent permitted by such franchises and applicable law
8. Waives costs for water and sewer services
9. Administers and pays for garbage removal
10. Maintains City Commons (grounds surrounding Library building) including drainage system, landscaping and planters
11. Provides snow removal services in City parking lot adjacent to the Library and public sidewalks including Library staff parking area
12. Provides maintenance, gas and insurance for the Library van (replacement would be purchased by Library)

The amount of the 2021 Library levy resolution is anticipated to bring the Library Fund Balance (omitting gift, technology and capital reserves) at FY22 year end to an estimated $2,163,008 or 6.10 months of operating expenses. This is based on the current FY22 draft summary and an estimate of SY21 year end. This is the 6-month target the Library has been working toward. The FY22 capital budget includes a $500,000 placeholder value, which will be adjusted based on the capital needs assessment currently in progress.

The Library Board adopted a new strategic plan in summer 2020. Upon completion of the plan, the Library Board will review, update and submit to the City a draft levy forecast for the following 5-year period, which will include the projected Library Fund balance. It is anticipated that in that 5-year period, the Library Fund balance will reach and maintain a target of 6 months maximum of unrestricted operating expenses at the start of each fiscal year or 3 months at its lowest point during the year.

Attachments:

- Levy Forecast FY21-25

**PRPL Revenue and Expense Forecast FY21 through FY25**

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| **Scenario 3 - Updated September 2021** | | 8 months - 0% levy increase from prior year | 8 months - 0% levy increase from prior year | 3.5% increase | 5% | 5% | 3% | |
|---|---|---|---|---|---|---|---|---|
| | FY21 Actual | SY21 Revised Budget | SY21 Forecast | FY22 Proposed Summary Budget | FY23 Forecast | FY24 Forecast | FY25 Forecast | |
| **Revenues** | | | | | | | | |
| Property Tax Revenue - Net | $ 4,182,675 | $ 1,767,135 | $ 1,767,135 | $ 4,148,280 | $ 4,356,215 | $ 4,574,026 | $ 4,711,247 | |
| Per Capita State Grant | $ 46,850 | $ 46,850 | $ 55,283 | $ 55,283 | $ 55,283 | $ 55,283 | $ 55,283 | |
| Other Receipts | $ 43,928 | $ 55,848 | $ 55,848 | $ 61,333 | $ 61,333 | $ 61,333 | $ 61,333 | |
| TOTAL REVENUE | **$ 4,273,453** | **$ 1,869,833** | **$ 1,878,266** | **$ 4,264,896** | **$ 4,472,831** | **$ 4,690,642** | **$ 4,827,863** | |
| | | | | | | | | |
| **Operating Expenditures** | | | | | | | | |
| Salaries | $ 2,048,505 | $ 1,620,686 | $ 1,620,686 | $ 2,379,105 | $ 2,450,478 | $ 2,523,992 | $ 2,599,712 | Annual 3% increase |
| Employee Benefits | $ 332,807 | $ 152,705 | $ 152,705 | $ 355,168 | $ 372,926 | $ 391,573 | $ 411,151 | Annual 5% increase |
| Data Processing | $ 237,885 | $ 180,033 | $ 180,033 | $ 257,000 | $ 259,570 | $ 262,166 | $ 264,787 | Starting FY23 1% increase |
| Building Maintenance | $ 97,274 | $ 134,999 | $ 117,066 | $ 187,500 | $ 189,375 | $ 191,269 | $ 193,181 | Starting FY23 1% increase |
| Membership, Recruiting and Training | $ 6,751 | $ 15,333 | $ 10,333 | $ 28,500 | $ 28,785 | $ 29,073 | $ 29,364 | Starting FY23 1% increase |
| Equipment Rental | $ 8,770 | $ 26,999 | $ 6,999 | $ 32,000 | $ 32,320 | $ 32,643 | $ 32,970 | Starting FY23 1% increase |
| Consulting | $ 70,353 | $ 32,000 | $ 15,000 | $ 37,000 | $ 37,370 | $ 37,744 | $ 38,121 | Starting FY23 1% increase |
| Public Relations | $ 13,506 | $ 42,500 | $ 42,500 | $ 34,600 | $ 34,946 | $ 35,295 | $ 35,648 | Starting FY23 1% increase |
| General Contractual | $ 73,937 | $ 105,166 | $ 95,266 | $ 137,600 | $ 138,976 | $ 140,366 | $ 141,769 | Starting FY23 1% increase |
| Audit | $ 8,200 | $ 8,200 | $ 8,200 | $ 9,000 | $ 9,300 | $ 9,300 | $ 9,300 | Contract to April 2024 |
| Special Counsel | $ 8,548 | $ 16,667 | $ 2,400 | $ 25,000 | $ 25,000 | $ 25,000 | $ 25,000 | Flat from FY22 Forecast |
| Supplies | $ 37,034 | $ 99,384 | $ 51,900 | $ 117,000 | $ 71,710 | $ 72,427 | $ 72,141 | Includes Per Capita; 1% increase |
| Staff Appreciation | $ 1,499 | $ 1,100 | $ 1,000 | $ 2,000 | $ 2,000 | $ 2,000 | $ 2,000 | Flat from FY22 Forecast |
| Computer Materials | $ 28,062 | $ 12,000 | $ 12,000 | $ 30,000 | $ 30,300 | $ 30,603 | $ 30,909 | Starting FY23 1% increase |
| Library Resources | $ 521,537 | $ 481,833 | $ 471,333 | $ 626,000 | $ 632,260 | $ 638,583 | $ 644,968 | Starting FY23 1% increase |
| Total Operating | **$ 3,494,668** | **$ 2,929,605** | **$ 2,787,421** | **$ 4,257,473** | **$ 4,315,317** | **$ 4,422,033** | **$ 4,531,023** | |
| | | | | | | | | |
| **Capital Expenditures** | | | | | | | | |
| Machinery and Equipment | $ 28,832 | $ - | $ - | $ - | $ - | $ 15,000 | $ - | FY24 lift purchase |
| Computer Equipment | $ 3,687 | $ 29,000 | $ 15,000 | $ 70,000 | $ 50,000 | $ 50,000 | $ 50,000 | |
| Building Repairs | $ 619,484 | $ 620,000 | $ 400,000 | $ 500,000 | $ 225,000 | $ 100,000 | $ 100,000 | |
| Total Capital | **$ 652,003** | **$ 649,000** | **$ 415,000** | **$ 570,000** | **$ 275,000** | **$ 165,000** | **$ 150,000** | |
| | | | | | | | | |
| TOTAL EXPENDITURES | **$ 4,146,671** | **$ 3,578,605** | **$ 3,202,421** | **$ 4,827,473** | **$ 4,590,317** | **$ 4,587,033** | **$ 4,681,023** | |
| | | | | | | | | |
| **Restrictions** | | | | | | | | |
| Capital Restrictions | $ 250,000 | $ 228,096 | $ 228,096 | $ - | $ - | $ - | $ - | |
| Technology Restrictions | $ 150,000 | $ 150,000 | $ 150,000 | $ - | $ - | $ - | $ - | |
| Total Restrictions | **$ 400,000** | **$ 378,096** | **$ 378,096** | **$ -** | **$ -** | **$ -** | **$ -** | |
| | | | | | | | | |
| **Unrestricted Balance Projections** | | | | | | | | |
| Beginning Unrestricted Balance (as of 5/01/2020) | $ 4,701,575 | | $ 4,428,357 | $ 2,726,106 | $ 2,163,529 | $ 2,046,043 | $ 2,149,652 | |
| Excess Budgeted (Deficit) | $ 126,782 | | $ (1,324,155) | $ (562,577) | $ (117,486) | $ 103,608 | $ 146,839 | |
| Ending Unrestricted Balance | $ 4,428,357 | | $ 2,726,106 | $ 2,163,529 | $ 2,046,043 | $ 2,149,652 | $ 2,296,491 | |
| Average monthly operating expenses | $ 291,222 | | $ 348,428 | $ 354,789 | $ 359,610 | 368,503 | 377,585 | |
| # of months of operating expenses | 15.21 | | 7.82 | 6.10 | 5.69 | 5.83 | 6.08 | |

Return to Agenda

Park Ridge Public Library

# Memorandum

**Memo Date:** September 9, 2021
**From:** Alyson Doubek, Finance Manager
**Action Requested:** Closure of the Account
**Subject:** Banking Information

**Background:**
The Liberty Bank Lounge Account was used for staff recognition. Money was pooled together from staff and used towards appreciation luncheons and such. During the financial restructuring in 2019 a budget line was created for staff appreciation.

**Discussion:**
The Liberty Bank Lounge Account has remained untouched since the restructuring. There is currently $204 and some odd change in the account. There are no outstanding checks that remain. All signatories on this account include, Joanna Bertucci, Alyson Doubek, and Laura Scott (Adult Services Manager).

**Action Requested**:
Approval of the closure of the Liberty Bank Lounge Account.

Park Ridge Public Library

# Memorandum

Return to Agenda

**Memo Date:** September 10, 2021
**From:** Alyson Doubek
**Meeting Type:** Committee of the Whole Meeting
**Meeting Date:** September 10, 2021
**Action Requested:** For Approval
**Subject:** SY21 Operating Budget Transfer

**Background:**
Library administration developed the following proposed budget transfer for the SY21 Operating Budget for the Board's consideration.

FY20 BUDGET TRANSFER

| Account Description (expense unless noted) | Original | Adjustment | Modified | Note |
|---|---|---|---|---|
| Adult Resources Microfilm | $1,333 | $100 | $1,433 | 1 |
| Adult Resources Recording | $5,233 | $-100 | $5,233 | |
| | | | | |

Notes:
1. This one-time invoice is 3% higher than FY2021.

**Recommendation:**
I recommend the Board adopt the SY21 Operating Budget Transfer as proposed.

**Suggested motion:**
Approve a budget transfer in the SY21 Operating Budget for $100 for added Adult Resources Microfilm and decreased Adult Resources Recording.

# MINUTES
## PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068
Personnel Committee of the Whole Meeting of the Board of Trustees
Held in the First Floor Meeting Room of the Library
August 10, 2021 at 7:00 p.m.

Committee Chair Hanba opened the Personnel Committee meeting at 8:04 p.m.

**ROLL CALL**

Trustees Present: Alexandrea Hanba, Chair; Karen Burkum, Josh Kiem; Danielle Powers, Lauren Rapisand; Gregg Rusk; David Somheil; Joseph Steinfels; Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Alyson Doubek, Finance Manager

Trustee Rapisand made a
**MOTION:** to approve the minutes of May 11, 2021
Secretary Steinfels seconded the motion.
Roll Call Vote: Yes: Burkum, Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfels, Thiagarajan
**Motion passed.**

**APPROVE SY21 SALARY PLAN**

Director Bertucci reviewed the SY21 salary plan memo presented in the packet**.** She explained the benchmarking work that had been completed both by the previous director and her re-benchmarking work done using the latest salary survey data from HR Source, released in July, 2021. The chart on page 20 of the packet was used to provide a status of employee salaries at various points in time.
The committee had previously opted to wait until this most recent HR Source data was made available to make a decision on salary treatments for SY21. Now that the information has been received and used to update the benchmarking data, Director Bertucci is proposing the committee approve a pool of $63,650 for SY21 merit adjustments. This amount is within the Salary budget amount of $1,620,674 that was approved for SY21. In addition to providing merit increases, this proposed amount will allow for adjustments required due to increases in minimum wage and the resulting compression, especially in the lower pay grades.
Committee Chair Hanba added that since HR Source salary data is made available in June/July each year, the move to a calendar fiscal year will ensure that updated salary information is readily available for subsequent year budgeting.

Trustee Kiem made a
**MOTION:** To approve the SY21 salary plan in the amount of $63,650
Trustee Rapisand seconded the motion.
Roll Call Vote: Yes: Burkum, Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfels, Thiagarajan
**Motion passed**

Trustee Kiem made a
**MOTION:** To approve the retroactive approval of the salary plan as of May 1, 2021 in alignment with the beginning of SY21
Trustee Steinfels seconded the motion
Roll Call Vote: Yes: Burkum, Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfels, Thiagarajan
**Motion passed**

**COVID19 SICK LEAVE POLICY**

Director Bertucci explained that the Library currently has a policy in place providing for COVID related leave as per the Families First Coronavirus Relief Act (FFCRA). This policy is set to expire in September and the federal government has not yet moved to expand that timeframe. The goal of this discussion is to inform the new trustees of the policy and to remind other trustees that this may be brought up for discussion again in September.

Meeting adjourned at 8:23 p.m.



DRAFT

Park Ridge Public Library

# Memorandum

**Memo Date:** September 10, 2021
**From:** Joanna Bertucci
**Meeting Type**: Personnel Committee of the Whole Meeting
**Meeting Date:** September 14, 2021
**Action Requested:** For approval
**Subject:** FY2022 Salary Plan

## Background:

The HR Salary Survey Report for Library compensation is published annually in July. The most recent data was used to benchmark salaries for SY21 and update the Library's pay grade and scale in alignment with updated job descriptions, developed during fall 2020. I have updated the Library's benchmarking rubric to take into account updated salary ranges, new job descriptions and internal restructuring that occurred since the salaries were previously benchmarked. Data used to develop the pay grade and scale for FY22 was aged 10 months (March – December) to yield more accurate benchmarks.

## Compensation Philosophy:

Park Ridge Public Library recognizes the essential role staff has in furthering the mission and vision of the Library and in achieving the Library's strategic goals. The Board of Trustees and Administration are committed to maintaining an internally equitable and externally competitive compensation structure that will enable the Library to recruit and retain a staff of highly proficient and qualified employees and reward high-performing employees at all levels.

Park Ridge Public Library will establish and maintain pay ranges based upon internal equity and externally competitive guidelines with a base pay minimum and maximum for all pay ranges.

1. Internal equity refers to the constant effort to ensure that pay is managed fairly across all employee pay ranges. Staff will be paid within the pay range for the pay grade of their position.
2. In determining an employee's rate of compensation within their assigned pay range, Administration may consider the employee's performance, contribution, education, experience, and the requirements for the position.
3. Merit increases will be reviewed annually. Merit increases or one-time rewards may be awarded to staff who demonstrate satisfactory job performance in their annual performance review and attain performance goals set forth in the prior year's annual performance review.
4. The Library seeks to provide competitive salaries across all jobs—defined as sufficiently close to the median of the local library competitor market to continue to attract and retain superior staff.

The Library's compensation structure includes competitive benefits for eligible staff including: health, dental, vision and life insurance; paid time off and paid holidays; and enrollment in the Illinois Municipal Retirement Fund. Training is available and encouraged for all positions.

1. Individual employee's eligibility for benefits is dependent on hours worked, length of service, and other factors. Not all employees qualify for all benefits offered.
2. The Library seeks to ensure that benefits are offered and managed fairly across all jobs.
3. The Library encourages employees in developing and maintaining competitive skill levels through support of training initiatives and learning opportunities, ensuring that necessary skill sets are developed. The Library endeavors to allow time and financial support to enable staff to attend approved training.

*Staffing numbers as of September 1, 2021
**These percentages were based on 2020 Salary Survey data that was not aged.

Current Staff Salaries Report and Updated Plan:

- Overall full-time equivalent (FTE) positons are as follows:

| FY20 | FY21 | SY21 | FY22 |
|---|---|---|---|
| 50 | 48.5 | 48.5 | 48.5 |

- Current headcount: 68*
  - 27 full-time
  - 41 part-time
- Open positions: 7

- Percent of current employees within percentile ranges described below are as follows:

| | <94% Minimum | 95-105% Midpoint | >105% Maximum |
|---|---|---|---|
| FY2020** | 59% | 26% | 15% |
| FY2021 | 58% | 25% | 17% |
| SY2021 | 26% | 53% | 21% |
| FY2022 | 26% | 53% | 21% |

- I respectfully recommend $50,280 in increases in the following areas:
  - $34,760 for 2% average merit pool increases
  - $5,000 for one time merit bonuses
  - $10,520 merit adjustments based on updated pay grade/scale and minimum wages adjustments

| Fiscal Year | Personnel Budget |
|---|---|
| FY21 | $2,340,539 |
| SY21 - annualized | $2,431,011 |
| FY22 – proposed | $2,379,160 |

The proposed FY22 personnel budget includes an approximate 1.65% increase over the FY21 budget, $38,620

Since the development of the SY21 salary plan, the Library has undergone significant staffing changes, which has resulted in a decrease in the FY22 proposed salary budget from the approved SY21 budget. Internal restructuring to create efficiencies and employee attrition have resulted in a net savings for the Library. Since September 1, 2020:

  - 14 current staff members experienced change (hours, title, pay rate)
  - 12 staff members have resigned (including the retirement of 1 long tenured Manager)
  - 8 staff members have been hired (including the Library Director)

- Additionally, I respectfully request the review process for performance in the 8-month stub year, commence in December 2021 and any adjustments/increases take effect on January 1, 2022, to align with the start of the new fiscal year. Staff would be reviewed based on their performance during the 8-month stub year (May – December 2021). Going forward, this will allow for staff to be reviewed on a calendar year review cycle. This would allow for more accurate budgeting and planning, as HR Source salary survey data is published annually in July. This timing aligns with the Library's new budget planning cycle.

Goals

- If approved, this plan continues to achieve the goal for half the staff to fall into the 95-105% range based on data that has been updated for FY22. Additionally, the compa-ratio for the Library would be 98%

*Staffing numbers as of September 1, 2021
**These percentages were based on 2020 Salary Survey data that was not aged.

- The attached FY22 grade and scale allows lowest grades (1-3) to hire at higher starting rates to accommodate upcoming mandated minimum wage increases and compression of above grades and to remain competitive in order to attract new talent. We can expect that the FY23 salary plan will continue to address this issue as future minimum wage increase will continue to put pressure on the pay scale.

Recommended Motions:

- Approve Salary plan as presented, which includes $50,280 in increases in the following areas:
  - $34,760 for 2% average merit pool increases
  - $5,000 for one time lump sum payments in lieu of base rate increases
  - $10,520 merit adjustments based on revised pay grade/scale and minimum wages adjustments

Attachment:

FY22 Pay Grade and Scale

*Staffing numbers as of September 1, 2021

**These percentages were based on 2020 Salary Survey data that was not aged.

| PARK RIDGE PUBLIC LIBRARY - SALARY RANGES FY2022 | | Minimum - 20% below | Midpoint | Maximum - 20% above |
|---|---|---|---|---|
| 11 | Library Director | 100,277<br>51.42 | 125,346<br>64.28 | 150,415<br>77.14 |
| 10 | Service Managers<br>Adult, Youth, Technical | 58,709<br>30.11 | 73,387<br>37.63 | 88,064<br>45.16 |
| 9 | Managers<br>Patron Services, Finance, Facility | 57,031<br>29.25 | 71,289<br>36.56 | 85,546<br>43.87 |
| 8 | Marketing & Public Relations Supervisor<br>Service Department Supervisor | 47,949<br>24.59 | 59,936<br>30.74 | 71,923<br>36.88 |
| 7 | Librarian I / II<br>Cataloger I / II | 43,705<br>22.41 | 54,631<br>28.02 | 65,558<br>33.62 |
| 6 | Graphic Artist<br>Bookkeeper<br>Assistant to Director | 39,763<br>20.39 | 49,704<br>25.49 | 59,645<br>30.59 |
| 5 | Patron Services Asst. Mngr.<br>Library Specialist I / II | 36,798<br>18.87 | 45,997<br>23.59 | 55,197<br>28.31 |
| 4 | ILL Coordinator<br>Technical Services Coordinator<br>Patron Services Coordinator | 32,472<br>16.65 | 40,590<br>20.82 | 48,708<br>24.98 |
| 3 | Library Monitor | 28,671<br>14.70 | 35,839<br>18.38 | 43,007<br>22.05 |
| 2 | Technical Services Associate<br>Patron Services Associate | 24,525<br>12.58 | 30,656<br>15.72 | 36,787<br>18.87 |
| 1 | Shelver | 2%<br>23,400<br>12.00 | 23,922<br>12.27 | 15%<br>27,510<br>14.11 |

**Based on HR Source 2021 Survey, 7/1/2021**
**Data Collected March 1, 2021**
**Data Aged to January, 1 2022**

Return to Agenda

Park Ridge Public Library

# Memorandum

**Memo Date:** September 10, 2021
**From:** Joanna Bertucci
**Meeting Type:** Personnel Committee of the Whole
**Meeting Date:** September 14, 2021
**Action Requested:** For approval
**Subject:** "Illness at the Workplace (COVID-19) for Library Staff" policy extension through December 31, 2021

**Background:**
On April 1, 2021 comprehensive legislation was signed into law designed to address the continued impact of the pandemic. The American Rescue Plan Act (the "Plan") addresses paid leave benefits under the Families First Coronavirus Response Act (FFCRA). FFCRA originally required employers to provide two forms of paid leave benefits to eligible employees needing leave for qualifying reasons: (1) Emergency Paid Sick Leave; and (2) Emergency Family and Medical Leave. Payroll tax credits for employers who voluntarily extended benefits was also included in the extension. These do not apply to the Library as a unit of local government. For employer who elected to extend FFCRA leave benefits, the Plan reset the 10-day limit for sick leave beginning April 1, 2021 and added three qualifying reasons for the Emergency Paid Leave benefit:

1. The employee is seeking or awaiting the results of a COVID-19 test or diagnosis because either the employee has been exposed or the employer has requested the test or diagnosis;
2. The employee is obtaining a COVID-19 immunization; or
3. The employee is recovering from an injury, disability, illness, or condition related to the COVID-19 immunization

In addition, the Plan expanded the qualifying reasons for Emergency Family and Medical Leave (EFMLA) to include all of the qualifying reasons for Emergency Paid Sick Leave under FFCRA. The cap for EFMLA was increased from $10,000 to $12,000 and the first two weeks of the leave no longer need to be unpaid. It is permissible for an employer to elect to provide only Emergency Paid Sick Leave, but not Emergency Family and Medical Leave from April 1, 2021 through September 30, 2021.

**Current Status:**
The Library's "Illness at the Workplace (COVID-19) for Library Staff" policy (attached) was extended, through September 30, 2021 at the Board's April 20, 2021 meeting in line with the FFRCA. At that time, Emergency Sick Leave was extended but Emergency Family and Medical leave was not. As of the writing of this memo, there have been no announcements regarding an extension of FFCRA.

Previous Board discussion has addressed concern about not having a policy in place for all staff during the pandemic. The major concern, which I also share, is that a staff member who may be experiencing symptoms of COVID-19, may have to choose between following our Personal Wellness Check instructions to stay home if they are ill or come to work in order to be paid for their typical hours.

**Recommendation:**
I respectfully recommend that the Library Board of Trustees extend the "Illness at the Workplace (COVID-19) for Library Staff" policy until December 31, 2021.

**Attachment:**
Illness at the Workplace (COVID-19) for Library Staff

**Policy Topic:** Illness at the Workplace (COVID-19) for Library Staff

**Effective Date:** April 1, 2021

**Expiration Date:** September 30, 2021

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The health and safety of Library employees and patrons is our primary concern during this time. The following is a temporary Workplace Policy for Library employees in light of the coronavirus. The purpose of this administrative Policy is to respond to a public health emergency and is non-precedent setting.

**Purpose**

Coronavirus infectious disease (COVID-19) is an expanding global outbreak of respiratory illness that is spreading from person to person. Known symptoms at this time include fever, cough, and shortness of breath.

Medical evidence indicates that the virus spreads between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching his or her own mouth, nose, or possibly their eyes.

Additionally, medical evidence indicates that the risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, such as healthcare workers or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19.

The Park Ridge Public Library continues to adopt employee policies of the City of Park Ridge, which continues to work collaboratively and closely with the Cook County Department of Public Health, the Illinois Department of Public Health, government partners, hospital systems, and the business community to help minimize the spread of this disease.

People can help protect themselves from respiratory illness with everyday preventive actions. Because the health and safety of our employees are among the Library's highest priorities, employees are expected to follow current guidance from the World Health Organization (WHO), Centers for Disease Control and Prevention (CDC), as well as current guidance from State and local authorities, which may include:

- Avoiding close contact with people who are sick;
- Maintaining social distancing (six feet);
- Wearing personal protective equipment;
- Avoiding touching your eyes, nose, and mouth;
- Avoiding shaking hands or other personal contacts with people;

- Staying home when you are sick;
- Covering your cough or sneeze with a tissue, then throw the tissue in the trash;
- Cleaning and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe; and
- Washing your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

The World Health Organization's advice to the public can be found at:
https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public

**General Guidance**

Employees are required to stay home if they experience fever, cough, and shortness of breath. Employees should remain at home and not come to work until:

> They have had no fever for at least 24 hours without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants)
> AND
> Other symptoms have improved
> AND
> At least 10 days have passed since their symptoms first appeared.

As the CDC issues new guidance and recommendations on COVID-19, the Library will follow them.

Employees should notify their supervisor and stay home if they are sick.

Employees may be required to self-quarantine or may be subject to mandatory quarantine as ordered by the applicable Department of Health.

**Leaves of Absences Related to COVID-19**

Employees who are seeking leave for reasons outside of this Policy may be eligible for leave pursuant to other leave provisions contained in the City of Park Ridge Employee Manual and Library Appendix.

**Emergency Paid Sick Leave (EPSL)**

- Eligible Employees. All Library employees are deemed an eligible employee.
- Reason for Leave. Employees who are unable to work, including unable to telework, because the employee is:
    1. Subject to a federal, State, or local quarantine or isolation order related to COVID-19;

2. Been advised by a health care provider to self-quarantine related to COVID-19;

3. Experiencing COVID-19 symptoms and is seeking a medical diagnosis;

4. Caring for an individual subject to an order described in bullet point (1) or self-quarantine as described in bullet point (2);

5. Caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or

6. Experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

7. The employee is seeking or awaiting results of a COVID-19 test or diagnosis because either the employee has been exposed to COVID-19 or the employer has requested the test or diagnosis

8. The employee is obtaining a COVID-19 immunization

9. The employee is recovering from an injury, disability, illness, or condition related to the COVID-19 immunization

- **Amount of Leave**. Employees may be eligible for up to two weeks (75 hours, or a part-time employee's two-week equivalent) of paid sick leave. The extension of this policy does reset the amount of time an employee may take. In other words, if an employee has already used all or a portion their allotted EPSL time prior to the current effective date of this policy, additional leave beyond the original provision is available.

- **Existing Policy**

  - There will be no payment for unused sick leave pay under this Temporary Policy, nor will employees be permitted to carry-over any unused sick leave under this Temporary Policy beyond the policy's expiration date.
  - Paid sick leave granted under this Temporary Policy is not eligible for conversion to IMRF service credits.

- **Certification**. Employees may be required to provide certification confirming the need for leave, consistent with the library's existing Paid Sick Leave policy and this Temporary Policy.

**Work Remote Policy**

For those employees whose job duties are determined by the Department Manager to be able to be performed remotely, the Library may allow those employees to work remotely at the discretion of the Library Director.

Employees may be allowed to work remotely if the Department Manager determines that their job duties permit such work. Authorization to work remotely may be given only by the Library Director. Employees that are authorized to work remotely shall not be considered absent and will not be required to use any leave pursuant to the Library's leave policies.

Employees that are authorized to work remotely will be given appropriate equipment, as determined by the Library Director, to allow the employee to remotely access the Library's server and electronic mail while working remotely. Employees authorized to work remotely are expected to continue to perform their assigned tasks. All employees who work remotely are directed to find a safe place, free from unreasonable physical restrictions and risks, in which to engage in work. Employees working remotely shall employ reasonable care in the course of performing work in the home or other distant location.

## Work Area

The evening cleaning crew has been instructed to wipe down light switches, door handles and other frequently touched surfaces. Maintenance staff will also be doing a mid-day wipe down.

Employees should routinely clean or sanitize their workstations (including Library van if applicable), telephones, and keyboards with anti-bacterial solution or wipes. Work areas should have tissues and alcohol-based hand sanitizer available for use. If additional supplies are needed, supervisors should be notified. Employees should follow the CDC's guidelines described above, as well as wearing a face covering at all times while working in the Library building.

## Continuity of Service Plan

Department Managers are responsible for developing their continuity of service plans, and any modification are required to be approved by the Library Director or designee.

## Travel

As directed by the Library Director, Library employees should not schedule attendance at any in-state or out- of-state conferences where they are representing the Library. The Library Director may limit domestic travel and approve only mission-critical domestic travel. Library employees shall not attend any gatherings of greater than 10 people until further notice.

## Updates to Workplace Policy

The Library will continue to monitor all aspects of the COVID-19 pandemic and consider updates to this Policy accordingly.

Approved: April 20, 2021
PRPL Board of Trustees

# MINUTES
# PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068
Planning and Operations Committee of the Whole Meeting of the Board of Trustees
Held in the First Floor Meeting Room of the Library
August 10, 2021 at 7:00 p.m.

Committee Co-Chair Kiem opened the Planning and Operations Committee Meeting at 8:23 p.m.

## ROLL CALL

Trustees Present: Co-Chairs Lauren Rapisand and Josh Kiem; Karen Burkum, Alexandrea Hanba, Danielle Powers, Gregg Rusk, David Somheil, Joseph Steinfels; Deepika Thiagarajan

Absent: None
Others Present: Joanna Bertucci, Library Director; Alyson Doubek, Finance Manager

## PUBLIC COMMENT

None

Trustee Thiagarajan made a
**MOTION:** to approve the minutes of July 13, 2021
Trustee Hanba seconded the motion.
Roll Call Vote: Yes: Burkum, Hanba, Kiem, Rapisand, Somheil, Steinfels, Thiagarajan
Abstain: Powers, Rusk
**Motion passed.**

## APPOVE WAYFINDING SIGNAGE QUOTE

Director Bertucci explained that each year the Library applies for a Per Capita Grant through the Illinois Secretary of State's Office. The FY20 grant application specified that funds received would be used for additional display fixtures and post-renovation signage.
In regard to signage, the Library's marketing team obtained three quotes. Director Bertucci updated the committee on the review of proposals and the staff's recommendation to accept the quote from Takeform.

Trustee Hanba made a
**MOTION:** to approve Takeform estimate in the amount of $15,616.37, using FY20 Per Capita Grant funds, to complete Phase 2 of the interior signage project
Trustee Rapisand seconded the motion
Roll Call Vote: Yes: Burkum, Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfels, Thiagarajan
**Motion passed**

## APPROVE OPTO UNITS QUOTE

Director Bertucci reiterated that this proposal and purchase is also included in the FY20 Per Capita Grant application. The proposal is for the purchase and installation of two display units for Adult and Teen materials as detailed in the memo included in the committee packet. Staff recommends these units for their quality, durability and flexibility in meeting display needs.
Trustee Rapisand made a
**MOTION:** To approve the purchase and installation of two Opto display fixtures from Library Furniture International in the amount of $8,173.08, using FY20 Per Capita Grant funds.
Trustee Thiagarajan seconded the motion
Roll Call Vote: **Yes:** Burkum, Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfels, Thiagarajan
**Motion passed**

DRAFT

MINUTES
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Planning and Operations Committee of the Whole Meeting of the Board of Trustees
Held in the First Floor Meeting Room of the Library
August 10, 2021 at 7:00 p.m.

## REVIEW OF LONG RANGE PROJECTS LIST

Director Bertucci reviewed the list of projects, providing the committee with background information on each project. Each of the projects was discussed by the committee and the list was updated. It was agreed that this list would be reviewed, maintained, and updated as necessary.

The Planning and Operations meeting was adjourned at 8:49 p.m.

## OTHER

President Rapisand explained that Secretary Thiagarajan has conducted a review of closed session minutes and made a recommendation as to which should remain closed and which can be considered for being opened. She further explained that each trustee would receive a packet of closed minutes for their review and that they can than make suggestions for which might be released. Trustees should complete this review prior to the August 17, 2021 Board meeting.

## ADJOURNMENT

There being no objection the meeting was adjourned at 8:52 p.m.

DRAFT

Park Ridge Public Library

BOARD OF TRUSTEES – ANNUAL TASK CALENDAR SY21

MAY 2021
- Approve resolution for non-resident library cards
- Approve CCS and OCLC annual fees

JUNE 2021
- *Nominating committee appointed*
- Discuss capital projects carryforward from FY21
- Library Award selection
- Review Board calendar and initiatives

JULY 2021
- Receive annual report (IPLAR)
- Receive annual report (Marketing)
- Welcome new and reappointed trustees
- Election of officers
- New Trustee orientation
- Approve IT service contract extension (exp. 8/21)
- Presentation of Library Award
- Review budget assumptions for City-provided services

AUGUST 2021
- Board development
- Board committee chairs assigned
- Discuss capital needs assessment
- Discuss draft summary FY22 budget and goals
- Discuss 5-year levy and reserves strategy
- Approve SY21 salary plan
- Review COVID Sick Leave Policy (if needed
- Secretary review of closed minutes

SEPTEMBER 2021
- Finalize draft 5-year levy forecast
- Review Policy & Procedure manual
- Review FY22 salary plan
- Review draft summary budget and goals
- Review Board calendar and initiatives
- Recognize outgoing trustees

OCTOBER 2021
- Approve FY22 Salary plan
- Approve FY22 Operating budget
- Evaluation of block model/fine free trial
- Approve levy resolution
- Approve audit report

NOVEMBER 2021
- Review per capita grant requirements, deadline TBD
- Submit following year calendar for Board information – FY22

DECEMBER 2021
- Approve per capita grant request
- City approves levy
- Discussion of Parkway Bank CD investment strategy
- Mid-year director performance feedback
- Board development

BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY22

JANUARY 2022
- Discuss IT service contract (exp. 8/22)

FEBRUARY 2022

MARCH 2022
- Annual Library Certification due to State Library

APRIL 2022
- Receive annual report (IPLAR)
- Statement of Economic Interest due to Cook County

Updated: July 1, 2021

Return to Agenda

Park Ridge Public Library

# Memorandum

**Memo Date:** September 10, 2021
**From:** Joanna Bertucci
**Meeting Type**: Planning & Operations Committee of the Whole Meeting
**Meeting Date:** August 10, 2021
**Action Requested:** For discussion
**Subject:** Park Ridge Public Library Policy manual review

**Background:**
The PRPL Policy Manual has not undergone a comprehensive review in several years. Policies have been reviewed and amended on an ad hoc basis. Former chairs of Policy review is slated to start in September 2021. In order to give the policy manual a thorough review, I respectfully recommend the following process for policy work and review.

1) Trustees express interest in which policies they'd like to review – **COMPLETE**

2) President Rapisand will assign policies based on Trustees requests. Those assignments are listed in the table below. – **COMPLETE**

3) Trustees review the list and suggested schedule for review at the 9/14 COW meeting; make adjustments as needed.

4) Trustees, Director Bertucci, and assigned staff work through the policy groupings, with the goal of first review at the October 2021 COW meeting. Every month through June 2022, the Board would be reviewing policy and revising as needed.

   a. Trustee groupings would receive copies (digital, print, or both) of their assigned policies.
   b. Meet with Library Director (phone, in-person, or Zoom) Tuesday or Wednesday before the COW to discuss revisions and updates for their respective policy groupings. We could also consider a shared GoogleDoc to work collaboratively. Ms. Bertucci would update policy documents based on discussion and Trustees would present revisions at the Committee of the Whole meeting.

5) Once all the policies have been reviewed, I recommend current policies (and any new policies) be reorganized into the following categories:
   a. **Oversight:** items that fall under the purview of the Board (financial, insurance, legal/compliance)
   b. **Operations:** items that generally fall under the purview of the Director, with Board approval (collection development, programming, volunteers, etc.)
   c. **Patrons**: how patrons use our resources, facility and grounds.
   d. **Staff:** City of Park Ridge HR Manual
   e. **Appendix:** Organizational chart, statements from ALA

6) Establish a policy review cycle, starting in July 2022, to ensure policies are reviewed triennially (draft schedule TBD). Per 5 ILCS 5/4-7.2ILS the collection management policy should be reviewed biennially.

Park Ridge Public Library

# Memorandum

**Recommendation:**
Based on COW Meeting discussion, update and adopt policy work and review process.

| Current Section | Policy Number | Policy | Trustee | Trustee | Date of Last Revision | COW Discussion | Board Approval | Next Review Date | Reorganization into New Heading Recommendation |
|---|---|---|---|---|---|---|---|---|---|
| A. Administration | 1 | Purchasing Policy | Somheil | Rapisand | 12/15/2020 | 10/12/2021 | | | 1. Oversight |
| A. Administration | 1a. | Payments for Goods and Services | Somheil | | 5/21/2021 | 10/12/2021 | | | 1. Oversight |
| A. Administration | 2 | Confidentiality of Library Records | Hanba | Rapisand | 5/17/2016 | 10/12/2021 | | | 1. Oversight |
| A. Administration | 3 | Confidentiality of Patron Information | Hanba | Rapisand | 5/7/2016 | 10/12/2021 | | | 3. Patrons |
| A. Administration | 7 | Library Fund | Somheil | Rapisand | 7/20/2010 | 10/12/2021 | | | 1. Oversight |
| A. Administration | 8 | Gifts & Donations | Somheil | Rapisand | 1/21/2014 | 10/12/2021 | | | 1. Oversight |
| A. Administration | 8a. | Gifts of Real Property | Somheil | Rapisand | 2/18/2014 | 10/12/2021 | | | 1. Oversight |
| A. Administration | 13. | Identity Protection | Hanba | Rapisand | 2/15/2011 | 10/12/2021 | | | 2. Operations |
| A. Administration | 15. | Unpaid Internships | Hanba | Rapisand | 5/17/2011 | 10/12/2021 | | | 2. Operations |
| A. Administration | 19. | Photo Policy | Hanba | Rapisand | 8/21/2012 | 10/12/2021 | | | 2. Operations |
| A. Administration | 22. | Capital Assets | Somheil | Rapisand | 5/1/2021 | 10/12/2021 | | | 1. Oversight |
| | | | | | | | | | |
| A. Administration | 5 | Buy a Brick Project | Somheil | Rusk | 6/18/2019 | 11/9/2021 | | | 1. Oversight |
| A. Administration | 6 | Library Award | Kiem | Steinfels | 5/21/2013 | 11/9/2021 | | | 1. Oversight |
| A. Administration | 10. | Payments & Monetary Donations | Somheil | Rusk | 5/16/2016 | 11/9/2021 | | | 1. Oversight |
| A. Administration | 10a. | Community Advisors | Kiem | Steinfels | 6/15/2010 | 11/9/2021 | | | 1. Oversight |
| A. Administration | 12. | Library Website | Kiem | Steinfels | 5/21/2013 | 11/9/2021 | | | 2. Operations |
| A. Administration | 12.1 | Park Ridge Community Network | Kiem | Steinfels | 2/21/2012 | 11/9/2021 | | | 2. Operations |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| A. Administration | 21. | Freedom of Information Act | Kiem | Steinfels | 5/17/2016 | 11/9/2021 | | | 2. Operations |
| C. Use of Library Facilities | 12. | Non Resident Fees | Rapisand | Kiem | 5/16/2016 | 12/14/2021 | | | 1.Oversight |
| | | | | | | | | | |
| | | | | | | | | | |
| A. Administration | 4 | Naming Policy | Rapisand | Kiem | 6/18/2019 | 12/14/2021 | | | 1. Oversight |
| A. Administration | 9. | Sponsorships | Rapisand | Steinfels | 5/18/2010 | 12/14/2021 | | | 1. Oversight |
| A. Administration | 11. | Loans of Art Work | Rapisand | Steinfels | 11/17/2009 | 12/14/2021 | | | 2. Operations |
| A. Administration | 14. | Public Participation and Comment at Board Meetings | Rapisand | Kiem | 4/19/2011 | 12/14/2021 | | | 1. Oversight |
| A. Administration | 16. | Volunteers | Rapisand | Kiem | 5/17/2011 | 12/14/2021 | | | 2. Operations |
| A. Administration | 17. | Meeting Attendance via Electronic Means | Rapisand | Kiem | 12/16/2017 | 12/14/2021 | | | 1. Oversight |
| A. Administration | 18. | Temporary Outdoor Public Art Policy | Rapisand | Kiem | 5/15/2012 | 12/14/2021 | | | 2. Operations |
| A. Administration | 20. | Social Media Policy | Rapisand | Kiem | 5/20/2014 | 12/14/2021 | | | 2. Operations |
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| B. Library Services | 1. | Programs | Kiem | Rusk | 4/21/2015 | 1/11/2022 | | | 2. Operations |
| B. Library Services | 2. | Paging Patrons | Kiem | Rusk | 5/18/2010 | 1/11/2022 | | | 3. Patrons |
| B. Library Services | 3. | Afterhours Depositories for Library Materials | Kiem | Rusk | 1/18/2011 | 1/11/2022 | | | 2. Operations |
| B. Library Services | 4. | Test Proctoring | Kiem | Rusk | 8/16/2016 | 1/11/2022 | | | 2. Operations |
| B. Library Services | 5. | Little Free Libraries | Kiem | Rusk | 10/15/2019 | 1/11/2022 | | | 2. Operations |
| C. Use of Library Facilities | 15. | Business Organizations in the Library | Kiem | Steinfels | 8/15/2017 | 1/11/2022 | | | 3. Patrons |
| Employee Manual, City of Park Ridge | | Employment Policies | Hanba | | 2/4/2020 | 1/11/2022 | | | 4. Staff |
| | | | | | | | | | |
| C. Use of Library Facilities | 1. | Meeting Room | Kiem | Rapisand | 5/21/2013 | 2/8/2022 | | | 3. Patrons |
| C. Use of Library Facilities | 2. | Heritage Room | Kiem | Rapisand | 5/15/2007 | 2/8/2022 | | | 3. Patrons |

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| C. Use of Library Facilities | 11. | Special Services Room and Equipment | Kiem | Rapisand | 4/21/2015 | 2/8/2022 | | | 3. Patrons |
| C. Use of Library Facilities | 13. | Digital Media Lab | Kiem | Rapisand | 2/17/2015 | 2/8/2022 | | | 3. Patrons |
| C. Use of Library Facilities | 14. | 3D Printing | Kiem | Rapisand | 6/16/2015 | 2/8/2022 | | | 3. Patrons |
| C. Use of Library Facilities | 16. | The Studio | Kiem | Rapisand | 7/16/2019 | 2/8/2022 | | | 3. Patrons |
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| Appendix | A. | By-Laws | Rapisand | Kiem | 6/18/2018 | 3/8/2022 | | | Appendix |
| Appendix | B. | Library Trustee Orientation | Rapisand | Kiem | 5/18/2020 | 3/8/2022 | | | Appendix |
| Appendix | F. | Municipal Code of Park Ridge (Conduct in Public Library) | Rapisand | Kiem | 5/18/2020 | 3/8/2022 | | | Appendix |
| Appendix | G. | Collection Management Guidelines | Rapisand | Kiem | 06/01/2015 | 3/8/2022 | | | Appendix |
| Appendix | C. | Organizational Chart | STAFF | STAFF | 12/01/2020 | 3/8/2022 | | | Appendix |
| Appendix | D. | ALA Bill of Rights | STAFF | STAFF | 2/15/2007 | 3/8/2022 | | | Appendix |
| Appendix | E | ALA Freedom to Read | STAFF | STAFF | 1/6/1991 | 3/8/2022 | | | Appendix |
| C. Use of Library Facilities | 3. | Display Case/Exhibits | Rusk | Steinfels | 6/18/2019 | 3/8/2022 | | | 3. Patrons |
| C. Use of Library Facilities | 4. | Bulletin Board | Rusk | Steinfels | 5/21/2013 | 3/8/2022 | | | 3. Patrons |
| C. Use of Library Facilities | 6. | Horticultural Displays | Rusk | Steinfels | 5/18/2010 | 3/8/2022 | | | 3. Patrons |
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| C. Use of Library Facilities | 7. | Public Access Computers | Kiem | Steinfels | 2/18/2014 | 4/12/2022 | | | 3. Patrons |
| C. Use of Library Facilities | 6a. | Public Internet Access | Kiem | Steinfels | 5/21/2013 | 4/12/2022 | | | 3. Patrons |
| C. Use of Library Facilities | 7 | Public Access Typewriters | Kiem | Steinfels | 4/21/2015 | 4/12/2022 | | | 3. Patrons |
| C. Use of Library Facilities | 8. | In-House Audio-Visual Equipment | Kiem | Steinfels | 5/15/2007 | 4/12/2022 | | | 3. Patrons |
| C. Use of Library Facilities | 9. | Grand Piano | Kiem | Steinfels | 5/18/2010 | 4/12/2022 | | | 3. Patrons |
| C. Use of Library Facilities | 10. | Printing Services | Kiem | Steinfels | 2/18/2014 | 4/12/2022 | | | 3. Patrons |
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| D. Loans of Books and other | 1. | Persons Entitled to | Kiem | Steinfels | 7/16/2019 | 5/10/2022 | | | 3. Patrons |

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|---|---|---|---|---|---|---|---|---|---|
| Materials | | Borrowing Privileges | | | | | | | |
| D. Loans of Books and other Materials | 1a. | Student cards | Kiem | Steinfels | 5/21/2013 | 5/10/2022 | | | 3. Patrons |
| D. Loans of Books and other Materials | 1b. | Teacher cards | Kiem | Steinfels | 7/16/2019 | 5/10/2022 | | | 3. Patrons |
| D. Loans of Books and other Materials | 2. | Circulating Materials/Schedule of Changes | Kiem | Steinfels | 5/21/2019 | 5/10/2022 | | | 3. Patrons |
| D. Loans of Books and other Materials | 2a. | Circulating Equipment/Schedule of Fees | Kiem | Steinfels | 5/30/2018 | 5/10/2022 | | | 3. Patrons |
| D. Loans of Books and other Materials | 3. | Interlibrary Loan & ILL Photo-duplication Services | Kiem | Steinfels | 5/15/2012 | 5/10/2022 | | | 3. Patrons |
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| F. Conduct of Patrons | 1. | Conduct in General | Kiem | Steinfels | 1/16/2018 | 6/14/2022 | | | 3. Patrons |
| F. Conduct of Patrons | 2. | Special Safety Rules Concerning Children | Kiem | Steinfels | 5/15/2015 | 6/14/2022 | | | 3. Patrons |
| E. Selection of Materials | 1. | Collection Management Policy | Kiem | Steinfels | 5/18/2010 | 6/14/2022 | | 2024 | 2. Operations |
| E. Selection of Materials | 2. | Request for Review of Item in Library Collection | Kiem | Steinfels | 5/15/2007 | 6/14/2022 | | | 2. Operations |
| E. Selection of Materials | 3. | Gifts | Kiem | Steinfels | 5/18/2010 | 6/14/2022 | | | 2. Operations |
| E. Selection of Materials | 3a. | Notice to Library Donors | Kiem | Steinfels | 5/21/2013 | 6/14/2022 | | | 2. Operations |