



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, August 10, 2021 at 7:00 P.M.
All committees are committees-of-the-whole unless noted**

PUBLIC COMMENT

COMMITTEE CHAIR ASSIGNMENTS

BUILDING & GROUNDS

1. Approve July 13, 2021 minutes – Attached
2. Update on Library construction project
3. Approve Change Order 29
4. Other – Capital Needs Assessment

BUDGET & FINANCE

1. Approve July 13, 2021 minutes – Attached
2. Approve allocation of \$21,904.23 of the capital facility restriction to the Sprinkler/Life Safety project
3. FY22 Budget summary
4. Other

PERSONNEL

1. Approve May 11, 2021 Minutes – Attached
2. Approve SY21 salary plan
3. COVID-19 Sick Leave Policy discussion
4. Other

PLANNING & OPERATIONS

1. Approve July 13, 2021 minutes – Attached
2. Approve Wayfinding signage quote – Attached
3. Approve Opto unit installation quote – Attached
4. Review long range projects list - Attached
5. Other

NO MEETINGS:

**COMMUNICATIONS & DEVELOPMENT
INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE
NOMINATING
RESOURCES**

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 via videoconference – July 13, 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.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

President Rapisand announced that any public comments or requests to speak may be sent to librarydirector@prpl.org or participants could raise their hand virtually.

ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; Stevan Dobrilovic, Treasurer, David Somheil, Secretary; Alexandria Hanba; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan

(Via videoconference)

Absent: None

Others Present: Joanna Bertucci, Library Director; Alyson Doubek, Finance Manager; and Andrew Jose, Green and Associates.

PUBLIC COMMENT

None.

CALL TO ORDER

Committee Chair Reardon called the Building and Grounds Committee meeting to order at 7:05 p.m.

APPROVAL OF MINUTES

Trustee Kiem made a

MOTION: to approve the minutes of June 8, 2021

Trustee Hanba seconded the motion.

Roll Call Vote: Yes: Hanba, Kiem, Rapisand, Reardon, Steinfels, Thiagarajan

Abstain: Burkum, Dobrilovic, Somheil

Motion passed.

UPDATE ON CONSTRUCTION PROJECT

Mr. Jose of Green Associates provided an update on Library construction. With regard to interior work, he indicated that the contractor has finished all punch list items from the project. He informed the Committee that tomorrow, July 14th, the library will be switched over to the new water service. There will be no disruption of service in the building during this process. Disconnection from the old water main will also take place then. During the next week, the contractor will begin patching of the parking lot and landscape that were impacted by construction. Final testing required to obtain final occupancy permit will take place by the end of the month and at that point, the project will be complete.

Mr. Jose reviewed the status of remaining project costs. As it currently stands, there is a charge for \$5,065 for unsuitable soils and a potential cost for additional excavation of approximately \$36,000. He noted that for several weeks, additional supporting documentation has been requested for charges related to additional excavation. This documentation has not yet been received as the excavator has been on vacation. These costs will need to be finalized this week so that they can be brought to the next Board meeting on July 20, 2021. Mr. Jose said that he will provide a list of all project changes orders, indicating those that will be applied to the project contingency and those that will be costs in addition to the approved contract cost.

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 via videoconference – July 13, 2021 at 7:00 p.m.

Treasurer Dobrilovic stated that there will need to be a motion made to approve the cost overage and transfer funds from the capital reserve fund. His recollection is that when the capital reserve fund was established, a motion would be required to transfer any funds used from the capital reserve to the line item used to account for capital expenditures. President Rapisand asked Mr. Jose if there are any additional costs beyond the known additional excavation costs. He replied that initially the City had indicated that a second water main on Touhy would also need to be disconnected as part of this project. After additional conversation between Green Associates and City staff, it was determined that disconnection of this second main would not be required. The only other additional cost will be approximately \$2,000 to patch the parking lot.

Director Bertucci then reviewed the memo included in the packet that provides an update on Change Order 29 which includes additional costs for excavation and water main costs for concrete encased water main, backfilling vault, and removal of sections of existing foundation. Since the final cost for this has not yet been received, a placeholder motion that will appear on the July Board meeting agenda is being requested.

Trustee Reardon stated that based on Trustee Dobrilovic's earlier comments, two motions would be required, one to transfer funds from the Capital Reserve for costs exceeding the approved project budget and a second, to approve the actual expenditures. Director Bertucci clarified that the motion needed for the transfer from the Capital Reserve would come through the Budget & Finance committee.

Ms. Doubek stated that she believed that the Capital Reserve balance had been zeroed out during last year's budgeting process in order to keep the levy rate for that year flat. Trustee Dobrilovic clarified that no additional funds had been added to the reserve but that the initial balance of \$250,000 was still in place.

APPROVAL OF CHANGE ORDER 29

Vice President Burkum made a

MOTION: To approve the placement of a placeholder motion on the July 20, 2021 Board agenda to approve Change Order 29

Trustee Thiagarajan seconded the motion.

Trustee Kiem stated that given the lack of supporting documentation, perhaps the Board should wait to consider this change order until their August meeting. Trustee Reardon asked Ms. Doubek what the payment terms of the contract are. Mr. Jose then clarified that these costs have not yet been approved by the Board and thus, a Change Order has not been issued. Once that process occurs, the approved change order would then appear on the next pay application received from the contractor. This process would take 4 -6 weeks so that the actual payment of these charges would not occur until then. Mr. Jose clarified that change order approval indicates that charges will be paid when the pay application is submitted.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfeld, Thiagarajan.

Motion passed.

UPDATE ON PARKING LOT PROJECT

Director Bertucci reviewed the memo providing an update on the project to resurface the parking lot adjacent to the Library. She and Mr. Priala met with Sarah Mitchell and Wayne Zingsheim to discuss plans for the project which are about 60% complete and will likely go out to bid in August. The project will be conducted in three phases with the first impacting the portion of the lot closest to the Library – the area that provides access to the book drops and staff parking. Ms. Bertucci and Mr. Priala will continue to have conversations with City staff regarding the project with the goal of minimizing the impacts of the project on patrons.

Committee Chair Reardon closed the meeting at 7:29 p.m.



Memorandum

Memo Date: August 6, 2021
From: Joanna Bertucci
Meeting Type: Building and Grounds Committee of the Whole Meeting
Meeting Date: August 10, 2021
Action Requested: For approval
Subject: Library Sprinkler Project – Change Order 12

Background:

During the excavation process, the contractors incurred additional excavation costs related to the Touhy water service connection. Change order 12 includes costs for additional excavation and water main costs for concrete encased water main, backfilling vault, and removal of sections of the existing foundation. This change order also includes costs to remove and patch the curb at the second water service location on Touhy. All of this work has been completed.

A status update and summary of current project changes from Andrew Jose, Green Associates, is appended to this Memorandum. Mr. Jose will be available via conference call at the August 10 meeting to provide and update and answer questions.

Recommended Motion:

I respectfully request that the Board approve Change Order 12 in the amount of \$29,577.30.

03 August 2021

Ms. Joanna Bertucci
 Library Director
 Park Ridge Public Library
 20 South Prospect Avenue
 Park Ridge, Illinois 60068

RE: PRPL 2020 Improvements
 Project Number: 1404-201966

Dear Joanna,

Below is a status update and summary of current project changes for the 8/3 committee meeting:

Status of interior work: Fire protection and fire alarm testing being performed today. Final occupancy permit to be issued by end of this week. Punch list items to be complete by 8/11.

Status of exterior and plumbing work: All work complete except landscape patching. Work to be complete by end of this week.

We have included a \$75,000 contingency in the project. Changes to be applied toward contingency and not change contract amount unless noted otherwise. In general, the contingency was included to address the following:

- Unsuitable or contaminated soils or unforeseen conditions during excavation.
- Adjustments to routing of sprinkler piping and plumbing piping in confined and previously obscured plenums.
- Owner requested changes.
- Minor cutting and patching not included in contract.

Changes to date:

- Change Order 1: Executed. Revised date of substantial completion to 2/5/21 due to delays in project award.
- Change Order 2: Executed. Requested changes to the fire alarm system made by the Park Ridge fire marshal. \$10,158.50 applied to contingency.
- Change Order 3: Executed. Change in lighting at second floor offices and new ceilings in Work Room 122. Credit for reduced soffit work in Children's services 120. Total change is a credit of \$4,800.00
- Change Order 4: Executed. Modifications for sprinkler routing on second floor. \$31,203.66 applied to contingency.
- Change Order 5: Executed. Lighting in Office 115 and Storage 103. Minor conduit modifications in attic. \$1,327.70 applied to contingency.
- Change Order 6: Executed. Change date of substantial completion to 5/28/21.
- Change Order 7: Executed. Relocate electrical shutoff switches in Mechanical; Children's Services toilet ceilings; watermain change from Summit to Touhy; new ceiling in Adult Services workroom. Deduct \$3,671.70.
- Change Order 8: Executed. New power supply for fire alarm system. \$3,165.80 applied to contingency.
- Change Order 9: Executed. Additional fire inspection; reroute wiremold at break room; four additional penetrations in steel beams; patch existing plaster ceilings third floor. Total: \$7,955.40 applied to contingency.
- Change Order 10: Executed. Nitrogen generator new electrical circuit. \$1,325.27.
- Change Order 11: Executed. Change date of substantial completion to 5/28/21.

Enlightened Design
 Practical Solutions

111 Deer Lake Road, Suite 135
 Deerfield, Illinois 60015-4998
 telephone 847-317-0852
www.greenassociates.com

George W. Reigle, AIA
 Carole Donovan Pugh, AIA
 William H.R. Taylor, AIA
 Stephen M. Chassee
 Andrew G. McCall, AIA



- Change Order 12: See attached. Additional excavation and watermain costs for concrete encased watermain, backfilling vault, additional investigations requested by city, additional traffic control devices, and removal of sections of existing foundation. Repair and patch at second existing water service where exploratory excavation performed, abandon valve control at second water service. \$46,067.54.
- Change Order 13: Additional mechanical duct connection for staff lounge: \$798.63

Final in-contract changes to contract in excess of contingency: \$21,904.23

Previously executed testing costs:

- Initial CCDD testing: \$2,100.00
- Subsequent soils characterization testing: \$1,700.00

Previously executed abatement work which includes alternate work in Children's Services toilets: \$9,150.00. These costs are not included in the potential total change summary above.

Do not hesitate to contact us if you need anything else.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andrew Jose'.

Andrew Jose
Sr. Project Coordinator

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AIA[®] Document G701[™] – 2017

Change Order

PROJECT: *(Name and address)*
2020 Improvements at Park Ridge Public Library
20 South Prospect Avenue
Park Ridge, Illinois 60068

Project Number 1404-201966

OWNER: *(Name and address)*
Park Ridge Public Library
20 South Prospect Avenue
Park Ridge, Illinois 60068

CONTRACT INFORMATION:
Contract For: General Construction

Date: September 16, 2020

ARCHITECT: *(Name and address)*
GreenAssociates, Inc.
1437 Harmony Court
Itasca, Illinois 60143

CHANGE ORDER INFORMATION:
Change Order Number: 012

Date: 03 August 2021

CONTRACTOR: *(Name and address)*
Efraim Carlson & Son, Inc.
14052 Petronella Drive, Ste. 105
Libertyville, Illinois 60048

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. COR 029R2: Touhy water service connection costs due to unforeseen conditions. (In accordance with Efraim Carlson & Son's Change Request dated 02 Aug 2021 attached).
Add: \$46,067.54

Apply \$16,490.24 to Owner's Contingency Allowance One.
The balance of this Allowance was \$16,490.24.
The new balance is \$0.00

Total Amount of Change Order 012: ADD \$29,577.30

The original Contract Sum was	\$ 774,400.00
The net change by previously authorized Change Orders	\$ -8,471.70
The Contract Sum prior to this Change Order was	\$ 765,928.30
The Contract Sum will be increased by this Change Order in the amount of	\$ 29,577.30
The new Contract Sum including this Change Order will be	\$ 795,505.60

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be unchanged.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

GreenAssociates, Inc.

ARCHITECT *(Firm name)*



SIGNATURE

Andrew Jose, LEED AP, Sr. Project
Coordinator

PRINTED NAME AND TITLE

03 August 2021

DATE

Efrain Carlson & Son, Inc.

CONTRACTOR *(Firm name)*



SIGNATURE

David Hillstrom, President

PRINTED NAME AND TITLE

8/3/2021

DATE

Park Ridge Public Library

OWNER *(Firm name)*



SIGNATURE

Joanna Bertucci, Library Director

PRINTED NAME AND TITLE



DATE





TO: Park Ridge Public Library
20 S. Prospect Ave.
Park Ridge, IL 60068

RE: Park Ridge Public Library
2020 Improvements
20 S. Prospect Ave.
Park Ridge, IL 60068

Change Order Request No. 29.R1

Date: August 2, 2021

We hereby agree to make the change(s) specified below:

Item #	Description	Amount
2.3	Additional slurry due to depth of watermain and surrounding utilities 28 CY at 126.07	\$ 3,530.00
2.4	Added traffic control devices due to location of watermain 20 days @ \$134.50	\$ 2,690.00
2.5	Labor to break concrete off main. 32hrs at \$125.00/hr.	\$ 4,000.00
3.1	Storm sewer Repair in direct conflict with vault: 10" fittings and pipe	\$ 1,690.00
3.2	Labor to make storm sewer repair (4) man crew + equipment 1 day	\$ 5,450.00
4.1	Delays due to large existing foundations: Labor and Equipment 1.5 days @ \$5,450.00/day	\$ 8,175.00
4.2	Hydraulic breaker attachment 1.5 days @ \$165.00/Day	\$ 247.50
5.1	Exploratory excavation of suspect vault: labor and equipment (2 man crew w/ excavator) 1D	\$ 2,625.00
5.2	Slurry required to fill void in vault: 24 CY @ \$110.00	\$ 2,640.00
6.1	Transport and disposal of GFL Landfill in Zion, IL 211.05 TN @ \$24.00/TN	\$ 5,065.20
7.1	Final haul tickets 29.87 tons @24/tn	\$ 716.88
8.1	Equipment fees due to delays in IDOT delays	\$ 2,800.00
9.1	Remove and patch curb at 2nd water service labor \$750.00, Lou from Park Ridge was onsite and stated we did not need to remove the saw cut pavement on Touhy	\$ 750.00
10	Remove one section of sidewalk, cut bbox below grade and repour sidewalk. Material \$400.00, Labor: \$1,100.00	\$ 1,500.00

Subtotal		\$ 41,879.58
Overhead & Profit	10.0%	\$ 4,187.96
Total Change Order Request		\$ 46,067.54

ACCEPTED. The above prices and specifications are satisfactory and hereby

Date: _____

 Joanna Bertucci - Park Ridge Public Library

 No signature required by ECS

 David M. Hillstrom - Efraim Carlson & Son



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 via videoconference – July 13, 2021 at 7:00 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

President Rapisand announced that any public comments or requests to speak may be sent to adoubek@prpl.org or participants could raise their hand virtually.

ROLL CALL

Trustees Present:

(Via videoconference) Lauren Rapisand, President; Karen Burkum, Vice President; Stevan Dobrilovic, Treasurer; David Somheil, Secretary; Alexandra Hanba; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan

Absent: None

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

PUBLIC COMMENT

None

Treasurer Dobrilovic opened the Budget and Finance Committee meeting at 7:30 p.m.

Trustee Reardon made a

MOTION: to approve the minutes of June 8, 2021, as amended

Trustee Steinfels seconded the motion.

Roll Call Vote: Yes: Hanba, Kiem, Rapisand, Reardon, Steinfels, Thiagarajan

Abstain: Burkum, Dobrilovic, Somheil

Motion passed.

BUDGET ASSUMPTIONS FOR CITY PROVIDED SERVICES

Director Bertucci reviewed the memo included in the packet. The assumptions that are included are unchanged from the prior year. Treasurer Dobrilovic stated that these were documented for the first time during the FY21 budget process so that a written record exists. This was done as the Board and City were not successful in finalizing an Intergovernmental Agreement despite several years of conversation around that.

Director Bertucci called the Committee's attention to the note at the bottom of the memo "Changes in service may need to be addressed with a budget transfer/amendment by one or both of the organizations involved." She said that City Manager Gilmore asked that it be included along with the budget assumptions.

OTHER-CAPITAL RESERVE

Treasurer Dobrilovic referenced back to the Budget & Finance committee meeting packet of November 10, 2020 which presents Scenario 3 for Revenue and Expense forecasts for SY21 – FY25. Page 8 of the packet shows the status of Reserves for both Facility and Technology expenditures. In FY21, there were no budgeted expenditures from the Capital Facility restriction because the Fire Suppression project was fully levied for. That being said, if the Board plans to use these restricted funds, a motion will be required. It was noted that these restricted funds are not in a separate general ledger account. They exist as a restriction on an Excel spreadsheet.

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 via videoconference – July 13, 2021 at 7:00 p.m.

Treasurer Dobrilovic made a

MOTION: To approve a placeholder motion on the July 20, 2021 Board agenda to transfer funds from the Capital Restrictions line item to the general ledger account used to pay Effraim Carlson, in an amount to be determined.

Trustee Reardon seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

Treasurer Dobrilovic adjourned the meeting at 7:39

DRAFT



Memorandum

Memo Date: August 4, 2021
From: Alyson Doubek, Finance Manager
Meeting Type: Budget & Finance Committee of the Whole
Meeting Date: August 10, 2021
Action Requested: For approval
Subject: Capital Restrictions

Background:

The Library Board created the capital restrictions with the intention there is available money for emergencies with flexibility depending on circumstances.

A simple explanation of the Capital Restriction is if our general operating fund were to be completely drained, there would still be a remainder equivalent to the restriction. Currently, there is \$250,000 in the Capital Facility Restriction. So if our operating fund were depleted there would still be the remaining earmarked value of \$250,000.

Former Treasurer Dobrilovic suggested any excessive Sprinkler Project Expenses lessen the restriction.

Change Order 12 highlights additional costs at the Touhy water main due to unforeseen conditions. The total amount of the 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 leaves the Library with \$21,904.23 more than the original Contract Sum of \$774,400.00.

Capital Facility Restriction – Stub Year 2021	Amount in Excess	Total
\$250,000	\$21,904.23	\$228,095.83

Requested Motion:

Approve the allocation of \$21,904.25 of the capital facility restriction to the Sprinkler/Life safety project.



Memorandum

Memo Date: August 4, 2021
From: Alyson Doubek, Finance Manager
Meeting Type: Budget & Finance Committee of the Whole
Meeting Date: August 10, 2021
Action Requested: For discussion
Subject: Draft summary FY22 budget and 5-year levy forecast

Background:

Living in the COVID-19 crisis, the following are proposed expenditures that will be included in the Fiscal 22 Budget. We are planning for the first Calendar Budget cycle which begins January 1st, 2021.

Proposed 2022 levy:

- Tax Bills will be mailed in mid-August and will be due in October.
- As of 8/04/2021, the County Clerk has yet to release the tax rates.
- Waiting for City to release employee benefit expenses.

FY 22 Draft Summary Budget Highlights:

- The Secretary of State increased the Per Capita Grant amount from \$46,850 to \$55,283.
- Capital Needs Assessment includes a budget of \$25,000
- Update of phone system for \$12,500
- Annual maintenance contract with Bibliotheca is \$22,000
- Administration increase to conferences and training from \$10,000 in the stub year to \$30,000 in Fiscal 22.
- Administration lease and or purchase of copy machines for \$20,000
- Facilities HVAC duct cleaning for \$25,000
- Patron Services data processing with CCS \$74,500
- Adult Services online database renewal will be cut by approximately \$10,500

City Budgeting Schedule:

- Aug 2021 - Finance Director reviews budget submissions for completeness. Departmental meetings begin. Finance provides proposed budget to City Manager
- Sept 2021 - Finance compiles draft of FINAL proposed budget document. September 2021 Departments receive proposed budget for proofing. Prepare FINAL proposed budget document.
- Oct 2021 - Provide FINAL proposed budget to City Manager and Finance and Budget Chair. Budget Workshop 1 of 2
- Nov 2021 - Budget Workshop 2 of 2
- Dec 2021 - Final Vote on Budget and Levy Ordinances. Adopted Budget completed and posted.

Next Steps:

- Director Bertucci will update City Administration
- October COW/Board meetings
 - Approve 2021 levy resolution
- Submit levy resolution to City following Board approval

**Total Fund Balance as of May 1, 2020 was \$4,701,575*

***Total Cash in Operating Fund as of August 1, 2021 is \$3,592,238.03*

Park Ridge Public Library
FY 22 Consolidated YTD Revenue and Expenditures - Draft
Library Fund

REVENUE ACCOUNTS	FY21 ACTUAL	SY 21 REVISED BUDGET	SY 21 YTD ACTUAL AS OF JULY	SY 21 FORECAST	FY22 PROPOSED BUDGET
Local Government Taxes	\$ 4,182,675	\$ 1,767,135	\$ 199,295	\$ 1,767,135	\$ -
Per Capita State Grant	\$ 46,850	\$ 46,850	\$ -	\$ 46,850	\$ 55,283
Other Receipts	\$ 43,928	\$ 55,848	\$ 18,229	\$ 55,848	\$ 61,333
TOTAL REVENUE	\$ 4,273,453	\$ 1,869,833	\$ 217,524	\$ 1,869,833	\$ 116,616

ACCOUNT #	OPERATING ACCOUNTS	FY21 ACTUAL	SY 21 REVISED BUDGET	SY 21 YTD ACTUAL AS OF JULY	SY 21 FORECAST	FY22 PROPOSED BUDGET
9100	Salaries	\$ 2,048,505	\$ 1,620,686	\$ 476,094	\$ 1,620,686	\$ 2,090,475
9210	Employee Benefits	\$ 332,807	\$ 152,705	\$ -	\$ 152,705	\$ 1,000
9317	Data Processing	\$ 237,885	\$ 197,033	\$ 69,328	\$ 201,700	\$ 254,500
9321	Building Maintenance	\$ 97,274	\$ 134,999	\$ 42,924	\$ 122,066	\$ 129,500
9324	Membership, Recruiting, Training	\$ 6,751	\$ 15,333	\$ 3,356	\$ 15,333	\$ 38,500
9351	Equipment Rental	\$ 8,770	\$ 26,999	\$ 1,180	\$ 26,999	\$ 32,000
9359	Consulting Services	\$ 70,353	\$ 15,000	\$ 12,600	\$ 15,000	\$ 70,000
9360	Public Relations	\$ 13,506	\$ 42,500	\$ 7,634	\$ 42,500	\$ 33,000
9385	General Contractual	\$ 73,937	\$ 105,166	\$ 18,432	\$ 92,366	\$ 128,600
9416	Audit	\$ 8,200	\$ 8,200	\$ -	\$ 8,200	\$ 9,000
9425	Special Counsel	\$ 8,548	\$ 16,667	\$ -	\$ 16,667	\$ 25,000
9510	Supplies	\$ 37,035	\$ 99,384	\$ 4,872	\$ 56,483	\$ 105,500
9511	Staff Appreciation	\$ 1,499	\$ 1,100	\$ 79	\$ 1,100	\$ 1,650
9520	Computer Materials	\$ 28,062	\$ 12,000	\$ 1,641	\$ 8,000	\$ 30,000
9540	Library Resources	\$ 521,537	\$ 481,833	\$ 211,275	\$ 464,666	\$ 725,000
	Total Operating Budget	\$ 3,494,669	\$ 2,929,605	\$ 849,415	\$ 2,844,471	\$ 3,673,725
	Capital Projects Budget					
9901	Machinery and Equipment	\$ 28,832	\$ -	\$ -	\$ -	\$ -
9908	Computer Equipment	\$ 3,687	\$ 29,000	\$ 2,762	\$ 15,000	\$ 29,000
9963	Building Repairs	\$ 619,484	\$ 620,000	\$ 125,329	\$ 310,000	\$ 250,000
	Total Capital Projects Budget	\$ 652,003	\$ 649,000	\$ 128,091	\$ 325,000	\$ 279,000
	TOTAL EXPENDITURES	\$ 4,146,672	\$ 3,578,605	\$ 977,506	\$ 3,169,471	\$ 3,952,726
	LIBRARY SURPLUS (DEFICIT)	\$ 126,781	\$ (1,708,772)	\$ (759,982)	\$ (1,299,638)	\$ (3,836,110)

Library Fund - DRAFT

FUND OBJECT	DESCRIPTION	FY21 ACTUAL	SY21 REVISED BUDGET	SY21 YTD ACTUAL		FY22 PROPOSED		FY22 NOTES
				AS OF JULY	SY21 FORECAST	BUDGET	BUDGET	
201	Library Revenues							
201 811000	PROPERTY TAX CURRENT	\$ 4,074,241	\$ 1,735,464	\$ 197,038	\$ 1,735,464			98.3% net per City practice
201 812000	PROPERTY TAX PRIOR	\$ 16,683	\$ -	\$ 2,189	\$ -			Advised not to budget
201 831500	PERS PROP REPLACE TAX	\$ 91,751	\$ 31,671	\$ 68	\$ 31,671			<i>IL Dept of Revenue estimated 17.4% decrease over last year</i>
201 833000	STATE GRANTS	\$ 46,850	\$ 46,850	\$ -	\$ 46,850	\$ 55,283		Per Capita Grant
201 854000	LIBRARY OTHER	\$ 1,044	\$ 15,000	\$ 1,891	\$ 15,000	\$ 15,000		Potential decrease due to COVID
201 854001	LIBRARY MAKERSPACE	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000		
201 872000	INTEREST ON INVESTMENTS	\$ 2,051	\$ 3,333	\$ 15	\$ 3,333	\$ 3,333		
201 875500	CONTRIBUTIONS	\$ 13,198	\$ 9,515	\$ -	\$ 9,515	\$ 15,000		
201 877000	MISCELLANEOUS	\$ 27,635	\$ 25,000	\$ 16,323	\$ 25,000	\$ 25,000		Decrease due to Fine Free Trial
201 877007	PROMOTIONAL ITEMS REV	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000		
201 877500	COLLECTION AGENCY-MISC	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000		
TOTAL LIBRARY REVENUES		\$ 4,273,453	\$ 1,869,832	\$ 217,525	\$ 1,869,833	\$ 116,616		
2015011	Library Administration							
2015011 910000	REGULAR SALARIES	\$ 289,953	\$ 263,538	\$ 63,965	\$ 263,538	\$ 295,752		Estimated 2% increase
2015011 910010	SAL/LIBRARIANS	\$ -	\$ -	\$ -	\$ -	\$ -		
2015011 921000	EMP BNFTS-PPO	\$ 209,759	\$ 100,435	\$ -	\$ 100,435			Benefit values provided by City Finance
2015011 921001	EMP BNFTS-HMO	\$ 95,367	\$ 42,868	\$ -	\$ 42,868			Benefit values provided by City Finance
2015011 921002	EMP BEFTS-LIFE	\$ 2,970	\$ 980	\$ -	\$ 980			Benefit values provided by City Finance
2015011 921003	WORKERS COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -		
2015011 921004	UNEMPLOYMENT	\$ 1,691	\$ 1,000	\$ -	\$ 1,000	\$ 1,000		
2015011 921005	EMP BNFTS-DENTAL	\$ 21,535	\$ 6,859	\$ -	\$ 6,859			Benefit values provided by City Finance
2015011 921009	EMP BNFTS-PROGRAMMING	\$ 1,485	\$ 563	\$ -	\$ 563			Benefit values provided by City Finance
2015011 921099	WORKERS COMP	\$ -	\$ -	\$ -	\$ -	\$ -		
2015011 931700	LIB DATA PROC SV	\$ 157,459	\$ 112,200	\$ 36,645	\$ 112,200	\$ 165,000		Quarterly payments CVI
2015011 932400	LIB MEMBER DUES	\$ 1,650	\$ 3,333	\$ 1,928	\$ 3,333	\$ 6,000		Lions Club; Laconi
2015011 932900	LIB MED EXAM	\$ -	\$ -	\$ -	\$ -	\$ -		
2015011 933100	LIB RECRUIT & TESTING	\$ 1,200	\$ 2,000	\$ -	\$ 2,000	\$ 2,500		
2015011 933800	CONFERENCES & TRAINING	\$ 3,901	\$ 10,000	\$ 1,428	\$ 10,000	\$ 30,000		Increase by \$20,000
2015011 935100	EQPT RNTL-MAINTENANCE	\$ 6,851	\$ 5,667	\$ 1,180	\$ 5,667	\$ 8,000		
2015011 935101	EQPT RNTS-LEASE PAYMENTS	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ 22,000		Copy machines
2015011 935102	EQPT RNTL-POSTAGE MACHINE	\$ 1,919	\$ 1,332	\$ -	\$ 1,332	\$ 2,000		3 year contract
2015011 935900	LIB CONSULT SERV	\$ 70,353	\$ 15,000	\$ 12,600	\$ 15,000	\$ 70,000		(Capital needs assessment 25K)
2015011 936000	PUBLIC RELATIONS	\$ 6,736	\$ 30,500	\$ 4,987	\$ 30,500	\$ 17,000		15K signage is Per Capita 2021
2015011 936001	PUBLIC RELATIONS NEWSLETTER	\$ 6,770	\$ 12,000	\$ 2,647	\$ 12,000	\$ 16,000		
2015011 937800	LIB BNK SERV CHG	\$ 3,179	\$ 2,333	\$ 385	\$ 2,333	\$ 3,600		
2015011 937900	LIB INSURANCE	\$ 7,101	\$ 7,500	\$ -	\$ 7,500	\$ 7,500		Fine Art and Liability Insurance due November and December
2015011 938501	GNL CNTRL SVC/TELEPHONE	\$ 9,672	\$ 8,333	\$ 1,714	\$ 7,000	\$ 12,500		
2015011 938502	GNL CNTRL SVC/POSTAGE	\$ 9,281	\$ 9,667	\$ 1,534	\$ 6,200	\$ 14,500		
2015011 938503	GNL CNTRL SVC/INTERNET	\$ 8,865	\$ 8,333	\$ 2,415	\$ 8,333	\$ 11,500		
2015011 938504	GNL CNTRL SVC/PRINTING	\$ 120	\$ 6,000	\$ -	\$ 1,000	\$ 6,000		
2015011 938506	GNI CNTRL SVC/BIBLIOTHECA	\$ -	\$ 22,000	\$ -	\$ 22,000	\$ 22,000		Annual Maintenance Contract
2015011 941600	AUDIT FEES	\$ 8,200	\$ 8,200	\$ -	\$ 8,200	\$ 9,000		Engagement letter
2015011 942500	GENERAL COUNSEL	\$ 8,548	\$ 16,667	\$ -	\$ 16,667	\$ 25,000		
2015011 951001	OFF SPLS-PHOTOCOPY	\$ 4,668	\$ 3,333	\$ 304	\$ 3,333	\$ 7,500		
5015011 951002	OFF SPLS-OTHER SUPPLIES	\$ 2,345	\$ 3,867	\$ 1,023	\$ 1,500	\$ 5,800		
2015011 951003	OFF SPLS FURNISHINGS	\$ 6,398	\$ 63,650	\$ -	\$ 30,000	\$ 60,000		PR desks and 2021 Per Capita
2015011 951100	LIBRARY SUPPLIES	\$ 24	\$ 1,667	\$ 48	\$ 1,000	\$ 2,500		
2015011 951103	STAFF APPRECIATION	\$ 1,499	\$ 1,100	\$ 79	\$ 1,100	\$ 1,650		

Library Fund

FUND OBJECT	DESCRIPTION	FY21 ACTUAL	SY21 REVISED BUDGET	SY21 YTD ACTUAL		FY22 BUDGET	FY22 NOTES
				AS OF JULY	SY21 FORECAST		
2015011 952000	MATERIALS	\$ 28,062	\$ 12,000	\$ 1,641	\$ 8,000	\$ 30,000	
2015011 990800	COMPUTER EQUIPMENT	\$ 3,687	\$ 29,000	\$ 2,762	\$ 15,000	\$ 30,000	
Total Library Administration		\$ 981,249	\$ 831,925	\$ 137,286	\$ 767,441	\$ 884,302	
2015012	<u>Library Facility (Maintenance)</u>						
2015012 910000	REGULAR SALARIES	\$ 150,743	\$ 117,615	\$ 35,538	\$ 117,615	\$ 153,758	Estimated 2% increase
2015012 932103	BLDG MNT CNTR-GENL MAINT	\$ 50,171	\$ 87,333	\$ 30,986	\$ 87,333	\$ 70,000	
2015012 932104	BLDG MNT CNTR-ELEV MAINT	\$ 4,434	\$ 4,333	\$ 207	\$ 2,000	\$ 6,500	
2015012 932105	BUDG MNT CNTR-HVAC EQUIP	\$ 22,540	\$ 20,333	\$ 9,324	\$ 20,333	\$ 25,000	Duct Cleaning
2015012 952100	BUILDING SUPPLIES	\$ 10,312	\$ 13,000	\$ 597	\$ 2,400	\$ 13,000	
2015012 955000	NATURAL GAS	\$ 9,817	\$ 10,000	\$ 1,810	\$ 10,000	\$ 15,000	
2015012 990100	MACHINERY AND EQUIPMENT	\$ 28,832	\$ -	\$ -	\$ -	\$ -	
2015012 990400	MOTOR EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	
2015012 996300	BUILDING REPAIRS	\$ 619,484	\$ 620,000	\$ 125,329	\$ 310,000	\$ 250,000	Lentils and Childrens Bathroom TBD
Total Library Facility		\$ 896,333	\$ 872,614	\$ 203,793	\$ 549,681	\$ 533,258	
2015013	<u>Library Technical Services</u>						
2015013 910000	REGULAR SALARIES	\$ 286,730	\$ 197,077	\$ 65,552	\$ 197,077	\$ 292,464	Estimated 2% increase
2015013 910010	SAL/LIBRARIANS	\$ -	\$ -	\$ -	\$ -	\$ -	
2015013 931702	DATA PROCESSING/OCLC	\$ 13,803	\$ 10,333	\$ 5,695	\$ 15,000	\$ 15,000	
2015013 935100	EQPT RNTL-MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -	
2015013 949300	TRANSFER OUT	\$ -	\$ -	\$ -	\$ -	\$ -	
2015013 951100	LIBRARY SUPPLIES	\$ 11,674	\$ 13,000	\$ 1,502	\$ 13,000	\$ 13,000	
2015013 990100	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Library Technical Services		\$ 312,207	\$ 220,410	\$ 72,749	\$ 225,077	\$ 320,464	
2015015	<u>Library Youth Services</u>						
2015015 910000	REGULAR SALARIES	\$ 432,910	\$ 348,602	\$ 104,243	\$ 348,602	\$ 441,568	Estimated 2% increase
2015015 915200	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	
2015015 938506	GNL CNTRL SVC/PROGRAM	\$ 21,697	\$ 21,000	\$ 8,433	\$ 21,000	\$ 31,000	Friends of the Library and Marion's Mark
2015015 951100	LIBRARY SUPPLIES	\$ 2,086	\$ 3,667	\$ 516	\$ 2,050	\$ 5,500	
2015015 954002	LIB RSRCS-CHILDREN BOOKS	\$ 74,376	\$ 50,000	\$ 22,063	\$ 50,000	\$ 75,000	
2015015 954003	LIB RSRCS-PERIODICALS	\$ 75	\$ 1,000	\$ -	\$ 500	\$ 1,500	
2015015 954004	LIB RSRCS-RECORDING	\$ 13,376	\$ 12,667	\$ 1,368	\$ 6,000	\$ 19,000	
2015015 954005	LIB RSRCS-AUDIO VISUAL	\$ 6,198	\$ 16,000	\$ 5,694	\$ 16,000	\$ 24,000	
2015015 954008	LIB RSRCS-MISCELLANEOUS	\$ -	\$ 2,000	\$ 238	\$ 1,000	\$ 3,000	
2015015 954010	LIB RSRCS-CD ROM	\$ 4,569	\$ 4,000	\$ 692	\$ 3,000	\$ 60,000	
2015015 954012	LIB RSRCS-E-BOOK	\$ 5,491	\$ 7,000	\$ 2,017	\$ 7,000	\$ 10,500	
2015015 954015	LIB RSRCS-RECORD	\$ 615	\$ 3,333	\$ 73	\$ 1,500	\$ 50,000	
2015015 954019	LIB RSRCS-CHILDREN	\$ 23,636	\$ 24,333	\$ 9,491	\$ 24,333	\$ 36,500	
Total Library Children's Services		\$ 585,029	\$ 493,602	\$ 154,827	\$ 480,985	\$ 757,568	

Library Fund							
FUND OBJECT	DESCRIPTION	FY21 ACTUAL	SY21 REVISED BUDGET	SY21 YTD ACTUAL		FY22 BUDGET	FY22 NOTES
				AS OF JULY	SY21 FORECAST		
2015016	Library Patron Services						
2015016 910000	REGULAR SALARIES	\$ 414,583	\$ 309,662	\$ 98,347	\$ 309,662	\$ 422,875	Estimated 2% increase
2015016 931701	DATA PROCESSING	\$ 66,623	\$ 74,500	\$ 26,988	\$ 74,500	\$ 74,500	CCS payments May, August and November
2015016 951100	LIBRARY SUPPLIES	\$ 8,516	\$ 7,200	\$ 292	\$ 3,600	\$ 7,200	
	Total Library Circulation	\$ 489,722	\$ 391,362	\$ 125,627	\$ 387,762	\$ 504,575	
2015017	Library Adult Services						
2015017 910000	REGULAR SALARIES	\$ 473,586	\$ 384,192	\$ 108,449	\$ 384,192	\$ 483,058	Estimated 2% increase
2015017 938506	GNL CNTRL SVC/PROGRAM	\$ 14,022	\$ 20,000	\$ 3,951	\$ 17,000	\$ 20,000	
2015017 938507	GNL CNTRL SVC/YA PROGRAMS	\$ -	\$ -	\$ -	\$ -	\$ -	
2015017 951100	LIBRARY SUPPLIES	\$ 1,324	\$ 2,000	\$ 189	\$ 1,000	\$ 2,500	
2015017 951102	LIBRARY SUPPLIES	\$ -	\$ 1,000	\$ 998	\$ 1,000	\$ 1,500	
2015017 954001	LIB RSRCS-ADULT BOOKS	\$ 58,068	\$ 42,667	\$ 12,674	\$ 42,667	\$ 64,000	
2015017 954003	LIB RSRCS-PERIODICALS	\$ 13,964	\$ 12,000	\$ 1,946	\$ 12,000	\$ 18,000	
2015017 954004	LIB RSRCS-RECORDING	\$ 16,049	\$ 10,667	\$ 3,382	\$ 10,667	\$ 16,000	
2015017 954005	LIB RSRCS-AUDIO VISUAL	\$ 37,131	\$ 27,000	\$ 9,641	\$ 27,000	\$ 40,000	
2015017 954006	LIB RSRCS-MICRO	\$ 1,385	\$ 1,333	\$ -	\$ 1,333	\$ 2,000	
*2015015 954008	LIB RSRCS-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ 3,000	
2015017 954010	LIB RSRCS-CD ROM	\$ 1,841	\$ 1,333	\$ 150	\$ 1,333	\$ 2,000	
2015017 954011	LIB RSRCS-MWL	\$ 7,105	\$ 14,667	\$ 2,113	\$ 8,500	\$ 22,000	
2015017 954012	LIB RSRCS-E-BOOKS	\$ 84,500	\$ 59,500	\$ 29,511	\$ 59,500	\$ 95,000	Increased by 10,500K
2015017 954013	LIB RSRCS-YA GAMES	\$ -	\$ -	\$ -	\$ -	\$ -	
2015017 954015	LIB RSRCS-RECORD	\$ 2,161	\$ 5,333	\$ -	\$ 5,333	\$ 8,000	
2015017 954017	LIB RSRCS-ADULT	\$ 63,023	\$ 52,000	\$ 16,235	\$ 52,000	\$ 78,000	
2015017 954018	LIB RSRCS-ONLINE	\$ 107,974	\$ 135,000	\$ 93,987	\$ 135,000	\$ 97,500	Decreased by 10,500K
	Total Library Readers Services	\$ 882,133	\$ 768,692	\$ 283,227	\$ 758,525	\$ 952,558	
TOTAL LIBRARY FUND EXPENDITURES		\$ 4,146,673	\$ 3,578,605	\$ 977,508	\$ 3,169,471	\$ 3,952,725	
LIBRARY SURPLUS (DEFICIT)		\$ 126,779	\$ (1,708,773)	\$ (759,983)	\$ (1,299,638)	\$ (3,836,109)	

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 via videoconference – May 11, 2021 at 7:00 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

President Rapisand announced that any public comments or requests to speak may be sent to adoubek@prpl.org or participants could raise their hand virtually.

ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary;
(Via videoconference) Stevan Dobrilovic, Treasurer; Alexandra Hanba; Josh Kiem; Michael Reardon; Joseph Steinfelds; Deepika Thiagarajan

Others Present: Angela Berger, Interim Library Director; Alyson Doubek, Library Finance Manager; Charlie Melidosian, City Council liaison

Committee Chair Hanba opened the Personnel Committee meeting at 7:22 p.m.

Vice-President Burkum made a

MOTION: to approve the minutes of April 13, 2021

Secretary Somheil seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfelds, Thiagarajan

Motion passed.

DISCUSSION OF SY21 SALARY PLAN

President Rapisand shared that there had been questions from staff regarding the salary plan. She wanted to discuss and publicly inform them that the Board has decided to wait until the Board has data from the HR Source annual library salary survey to make sure that the library's salary ranges reflect market rates across area libraries. Once they have that data, most likely in June or July, the board will discuss salary treatments, at either the July or August meeting, depending on how long it takes to analyze the data. At that time the Board would also consider the timing for salary treatments. Committee Chair Hanba confirmed that was her understanding of the process.

OTHER BUSINESS

Trustee Kiem commended Committee Chair Hanba and President Rapisand on the Executive Director hiring process. Trustee Thiagarajan also complimented Hanba and Rapisand on the process, as well as Bradbury Miller. Interim Director Berger agreed and seconded this thought from the managers' perspective.

Personnel Closed 7:27 p.m.



Memorandum

Memo Date: August 6, 2021
From: Joanna Bertucci
Meeting Type: Personnel Committee of the Whole Meeting
Meeting Date: August 10, 2021
Action Requested: For approval
Subject: SY2021 Salary Plan

Background:

In the past, it was the Library's practice to calculate merit increases based on evaluation score alone, not taking into account market averages of salary ranges. As a result, **some staff have outpaced the market in relationship to their performance, and some have not kept pace with the market in relationship to their performance.** This has resulted in our compensation structure being out of alignment with the compensation philosophy the Board discussed in 2020. In FY2021, the Board elected to wait until the 2021 Library Compensation Survey was available from HR Source to finalize the SY2021 salary plan with the goal of using current data against which to benchmark the Library's positions and develop an updated pay grade and scale.

Compensation Philosophy: (last discussed February 2020)

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.

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



Memorandum

Benchmarking work to date

Initial benchmarking project was completed internally by Former Director Smith with the counsel of Trustee Hanba for FY20. The Management Team, under Former Director Smith’s leadership, revised employee job descriptions and final versions were agreed upon in December 2020. Upon release of the 2021 data in early July, 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.

Current Staff Salaries Report and Updated Plan:

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

FY20	FY21	SY21
50	48.5	48.5

- Current headcount: 68
 - 26 full-time
 - 42 part-time
- Open positions: 8
- Percent of current employees within percentile ranges described below are as follows:

	<95% Minimum	95-105% Midpoint	>105% Maximum
FY2020 – actual*	59%	26%	15%
FY2021 – current staff salaries benchmarked to new data	58%	25%	17%
SY2021 estimate*	24%	49%	27%
SY2021 final recommendation	26%	53%	21%

- SY2021 salaries budget was approved at \$1,620,674 – this included a pool of \$59,500 for increases. Based on that approval and updated staffing and data from HR Source, I respectfully recommend \$63,650 in increases in the following areas.
 - \$37,500 for 3% average merit pool increases
 - \$9,250 for one time merit bonuses
 - \$16,900 merit adjustments based on revised pay grade/scale and minimum wages adjustments
- Since the development of Former Director Smith’s SY21 salary plan, the Library has undergone significant staffing changes. I have updated the pay grade and scale to reflect internal restructuring which has moved various staff members into new grades. Since December 1, 2020:
 - 10 current staff members experienced change (hours, title, pay rate)
 - 9 staff members have resigned (including the retirement of 1 long tenured Manager)
 - 4 staff members have been hired (including the Library Director)
- I respectfully recommend that that merit pool increases and adjustments be backdated to May 1, 2021 in alignment with the start of the stub year and the annual staff review timeline. On Monday, May 10, the

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



Memorandum

Library reopened the main entrance and first floor to the public and resumed regular hours on Friday, May 14. The life safety project necessitated the amended hours as well as the 3-day closure in early May.

Goals

- If approved, this plan achieves the goal for half the staff to fall into the 95-105% range based on data that has been updated for SY21. Additionally, the compa-ratio for the Library would be 97%, up from 94%
- The SY21 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 FY22 salary plan will continue to address this issue, perhaps more aggressively, as future minimum wage increase will continue to put pressure on the pay scale.

Planning for FY 22:

- I respectfully request the review process for the FY22 commence in November 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). Aligning the review process with the commencement of fiscal year will allow for more accurate budgeting and planning as HR Source salary survey data is published annually in July.

Recommended Motions:

- Approve Salary plan as presented, which includes \$63,650 in increases in the following areas:
 - \$37,500 for 3% average merit pool increases
 - \$9,250 for one time merit bonuses
 - \$16,900 merit adjustments based on revised pay grade/scale and minimum wages adjustments
- Approve that merit pool increases and adjustments be backdated to May 1, 2021 in alignment with the start of the stub year.

Attachment:

SY21 Pay Grade and Scale

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

PARK RIDGE PUBLIC LIBRARY - SALARY RANGES SY2021		Minimum - 20% below	Midpoint	Maximum - 20% above
11	Library Director	98,704 50.62	123,380 63.27	148,056 75.93
10	Service Managers Adult, Youth, Technical	57,788 29.64	72,236 37.04	86,683 44.45
9	Managers Patron Services, Finance, Facility	56,136 28.79	70,170 35.98	84,204 43.18
8	Marketing & Public Relations Supervisor Service Department Supervisor	47,197 24.20	58,996 30.25	70,795 36.31
7	Librarian I / II Cataloger I / II	42,825 21.96	53,531 27.45	64,237 32.94
6	Graphic Artist Bookkeeper Assistant to Director	38,962 19.98	48,703 24.98	58,444 29.97
5	Patron Services Asst. Mngr. Library Specialist I / II	36,057 18.49	45,071 23.11	54,085 27.74
4	ILL Coordinator Technical Services Coordinator Patron Services Coordinator	31,818 16.32	39,772 20.40	47,727 24.48
3	Library Monitor	28,258 14.49	35,323 18.11	42,388 21.74
2	Technical Services Associate Patron Services Associate	24,031 12.32	30,038 15.40	36,046 18.49
1	Shelver	8% 21,450 11.00	23,440 12.00	15% 26,956 13.82

Based on HR Source 2021 Survey, 7/1/2021
Data Collected March 1, 2021
Data Published July 2021



Memorandum

Memo Date: August 6, 2021
From: Joanna Bertucci
Meeting Type: Personnel Committee of the Whole
Meeting Date: August 10, 2021
Action Requested: For information
Subject: "Illness at the Workplace (COVID-19) for Library Staff" policy

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.

Considerations:

Previous Board discussion has addressed concern about not having a policy in place for all staff during the pandemic. The major concern 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.

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 FFCRA. 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. I will continue to monitor this situation and be prepared to make a recommendation to the Personnel Committee in September based on the status of FFCRA.

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

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;

Coronavirus Disease 2019 (COVID-19) Workplace Policy

- 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;

Coronavirus Disease 2019 (COVID-19) Workplace Policy

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.

Coronavirus Disease 2019 (COVID-19) Workplace Policy

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 via videoconference –July 13, 2021 at 7:00 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

President Rapisand announced that any public comments or requests to speak may be sent to adoubek@prpl.org or participants could raise their hand virtually.

ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President, Stevan Dobrilovic, Treasurer; David Somheil, Secretary; Alexandra Hanba; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan

(Via videoconference)

Absent: None

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

PUBLIC COMMENT

None

Committee Co-Chair Steinfels opened the Planning and Operations Committee Meeting at 7:40 p.m.

Trustee Reardon made a

MOTION: to approve the minutes of June 8, 2021

President Rapisand seconded the motion.

Roll Call Vote: Yes: Hanba, Kiem, Rapisand, Reardon, Steinfels, Thiagarajan

Abstain: Burkum, Dobrilovic, Somheil

Motion passed.

PHASE 5 RESTORED SERVICES

Director Bertucci reviewed the memo included in the packet that detailed the status of library services since Governor Pritzker announced the reopening of Illinois to align with Phase 5. Also included in the memo are pandemic response services that are still in place. Ms. Bertucci stated that in the fall, some programming will return to an in-person format, some will remain virtual and some will take on a hybrid format. Once staff has had an opportunity to reserve meeting room space for fall programming, meeting room reservations for the public will resume.

President Rapisand asked for clarification as to the number of contact-free pickups. Director Bertucci confirmed there were approximately 200 in June and about 16,000 since March, 2020. She said that the library will be happy to continue to provide contact-free pickup going forward.

COMPUTER VIEW, INC. CONTRACT RENEWAL

Director Bertucci reviewed the status of the contract with CVI, noting that the current contract expires on August 31, 2021. This is the end of a two year contract and the Board's purchasing policy allows for an additional one year extension of this contract. CVI has presented the Library with a proposed one year contract extension with a 1% cost increase resulting in an annual fee of \$141,400.

Director Bertucci's recommendation is to request that the Board approve the contract extension for one year, beginning on September 1, 2021 and ending on August 31, 2022. In anticipation of this contract going out for bid

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 via videoconference –July 13, 2021 at 7:00 p.m.

the following year, Ms. Bertucci plans to begin the RFP process in January, 2022 and has added that to the Annual Board Task Calendar.

Trustee Reardon asked if there were any other changes to the terms of the proposed contract and Ms. Bertucci indicated that there are not; the contract terms are unchanged from the current contract.

Trustee Reardon made a

MOTION: to approve a one year extension of the Computer View, Inc. contract, beginning September 1, 2021 and ending August 31, 2022, in the amount of \$141,400.

Vice-President Burkum seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

REVIEW OF BOARD SY21 TASK CALENDAR

Trustee Steinfels reviewed the planned tasks for the next 60 days. The timing for appointment of new and returning trustees was discussed and it is President Rapisand's hope that these appointments will be announced on July 19, 2021. She is anticipating that if that occurs, the new and reappointed trustees will be present at the July 20, 2021 Board meeting. Treasurer Dobrilovic suggested that because there will be new trustees present at the Board meeting, all motions be removed from consent so that the new trustees can be briefed on these matters.

Trustee Steinfels asked if it is anticipated that new officers for 2021-2022 will be sworn in at the next Board meeting. President Rapisand replied that the Nominating Committee is meeting tomorrow, July 14, 2021 to develop a slate of officers that will be presented and voted on at the July Board meeting.

Trustee Steinfels referenced the Board's list of future ending projects and Trustee Kiem asked that that be included for review in next month's Planning & Operations committee agenda.

Committee Co-Chair Steinfels closed the meeting at 7:58 p.m.

OTHER BUSINESS

President Rapisand reminded trustees that any nominations for Board officer positions for next year are due to Director Bertucci by 4:30 p.m. tomorrow, July 14, 2021. She then reviewed the responsibilities of each position as stated in the Board By-Laws.

Trustee Kiem expressed his appreciation for the contributions of Trustees Dobrilovic and Reardon and stated that they will truly be missed on the Board. President Rapisand replied that they will both be recognized at the September, 2021 Board meeting.

ADJOURNMENT

There being no objection noted, the meeting was adjourned at 8:02 p.m.



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



Memorandum

Memo Date: August 6, 2021
From: Joanna Bertucci
Meeting Type: Planning & Operations Committee of the Whole Meeting
Meeting Date: August 10, 2021
Action Requested: For approval
Subject: Interior signage project

Background:

The Library was awarded a \$46,850 FY20 Per Capita Grant. The grant request (revised in March 2021) stated that funds would be expended to “enhance the promotion of library materials with additional display fixtures for library resources throughout the library and support phases 2 and 3 of the post-renovation signage project.” The State Library requests that FY20 Per Capita Grant funds be expended by December 31, 2021.

Recommendation:

The administrative team would like to begin phase 2 of the post-renovation signage project. Phase 1 included signage for collections and endcaps, which was designed and fabricated in-house during the previous fiscal year. Phase 2 includes interior directional signage for egress and wayfinding and additional shelving and display fixtures. Phase 3 will focus on beautification of the walls of the first and second floor lobby areas, which we hope to complete by the end of SY21 as well.

In order to achieve the goal of Phase 2 in this fiscal year, our Marketing Coordinator, Jennifer Healy, and Graphic Designer, Stephanie Hill, have solicited quotations and interviewed 3 firms for the interior signage product.

1. APCO Signs: approximately \$24,000 for the design, fabrication, and installation of interior signage
2. Takeform: \$15,616.37 for the design, fabrication, and installation of interior signage
3. Poblocki Sign Companies: \$6,785 for site design and planning; costs for fabrication and installation would be based on the signage program design by Poblocki in consultation with the Library.

After review of these proposals, I respectfully recommend that the Library accept the estimate put forth by Takeform to complete the interior signage project for \$15,616.37. Their low bid and quality of presentation was straightforward and will deliver the Library the signage components needed for the lowest cost and lead-time. Takeform has worked previously with the Des Plaines Public Library and Ms. Healy has spoken with the Head of Marketing and Communications at Des Plaines who praised Takeform for their quality signage and ease with which to work.

The administrative team eliminated Poblocki from consideration as the costs of the actual product and installation are unknown. If those costs were prohibitive to the Library that would not be determined until after the design phase is complete and we felt that was too great a risk.

Proposed Motion:

Approve estimate #193193 from Takeform in the amount of \$15,616.37 to complete phase 2 of the interior signage project.



branding space. moving people.

Quorum Group, LLC DBA

Estimate #: 193193

August 02, 2021

Prepared For:

Park Ridge Public Library
20 S Prospect Ave
Park Ridge, IL 60068-4102

Account Manager: Katie Heiligenthaler
klh@takeform.net
(585) 318-1052

Jennifer Healy
(847) 720-3209
jhealy@prpl.org

Representative: Ross Shapland
ross@levelreps.com
(248) 225-6104

PAR0115: Park Ridge Public Library

Table with 4 columns: Item ID, Description, QTY, Unit Net, Extended Net. Rows include items like Type B: Directional, Type D: Evacuation ID, Type E: Stair ID, etc.

Quorum Group, LLC DBA

PAR0115: Park Ridge Public Library

20	Type Q.2: Dimensional Letter Set (6" painted acrylic - Reference Desk)	1	\$386.26	\$386.26
21	Type Q.3: Dimensional Letter Set (6" painted acrylic - Reader Services Desk)	1	\$556.23	\$556.23
22	Type Q.4: Dimensional Letter Set (6" painted acrylic - Meeting Room)	1	\$339.92	\$339.92
23	Type Q.5: Dimensional Letter Set (5" painted acrylic - Adult Programs)	1	\$365.70	\$365.70
24	Type Q.6: Dimensional Letter Set (5" painted acrylic - City & Library News)	1	\$450.09	\$450.09
25	Type Q.7: Dimensional Letter Set (6" painted acrylic - Reader Services)	1	\$432.63	\$432.63
26	Type Q.8: Dimensional Letter Set (6" painted acrylic - Reference)	1	\$278.12	\$278.12
27	Type Q.9: Dimensional Letter Set (6" painted acrylic - Return Stations)	1	\$432.63	\$432.63
28	Takeform Certified Installation Service - Standard Labor (optional)	1	\$4,496.00	\$4,496.00
29	Planning and Creative Services	1	\$870.00	\$870.00
30	A0150 Silicone Adhesive Cartridge	4	\$15.25	\$61.00
			Subtotal:	\$15,197.15
			S & H:	\$419.22
			Taxes:	\$0.00
			Total:	\$15,616.37

Quorum Group, LLC DBA

PAR0115: Park Ridge Public Library

Terms: 40% Dep; Balance Net 30

COVID has added complexity and uncertainty to our entire supply chain. It has affected material availability as well as the time to get the product to you. We take our delivery commitments very seriously, however, the current environment may introduce delays. We will communicate any delay immediately and take every action to minimize the impact to you. Thank you.

DEPOSIT: 40% deposit due upon release to production. Deposits are requested due to the custom nature of signage and graphic products, design hours, and planning services.

MINIMUMS: Orders less than \$500 must be paid in full prior to fabrication.

RELEASE TO PRODUCTION: Client approvals of rendering, location plan and message schedule/proof required prior to production.

DELIVERY: 2-4 weeks after receipt of approvals contingent on project scope and materials.

FOB Origin, with full freight allowed.

INSTALLATION: Unless indicated, sign installation is not included. If shown, price is based on the minimum trips required to perform the work. If additional trips are necessary, for reasons beyond our control, additional charges may apply. Please advise if multiple trips are anticipated. Prices reflect installations performed during regular business hours (M-F, 7:00am - 5:00pm). Work outside these hours or days will incur additional cost.

CHANGES: Changes in quantities, sign types and/or finishes may affect prices.

CANCELLATION: Canceled orders shall be subject to a 25% fee.

EXPIRATION: Prices are valid for 90 days.

WARRANTY: Takeform warrants its products to be free of defects in material and workmanship for a period of five years from date of shipment. Warranty covers all material and labor to repair or replace products determined to be defective.

Purchase Order: _____

Total: \$15,616.37

Signature: _____

Date: _____



Memorandum

Memo Date: August 6, 2021
From: Joanna Bertucci
Meeting Type: Planning & Operations Committee of the Whole Meeting
Meeting Date: August 10, 2021
Action Requested: For approval
Subject: Opto Unit purchase and installation

Background:

The Library was awarded a \$46,850 FY20 Per Capita Grant. The grant request (revised in March 2021) stated that funds would be expended to “enhance the promotion of library materials with additional display fixtures for library resources throughout the library and support phases 2 and 3 of the post-renovation signage project.” The State Library requests that FY20 Per Capita Grant funds be expended by December 31, 2021.

Recommendation:

The service department managers in collaboration with the marketing team, would like to purchase and install display fixtures to fulfill our grant requirement to “enhance the promotion of library materials with additional display fixtures for library resources.”

To that end, the marketing team has been working with Library Furniture International (LFI) to obtain a proposal to install 2 – Opto units on the second floor since April 2021. LFI spec’d the shelving, furniture, and fixtures that were ordered as part of the 2018 renovation project. Opto is a trusted brand in the Library market, known for its durability and flexibility regarding to display materials and promotional items. The picture to the right is an example of an Opto unit installed at an area Library. Adding these displays would complete our shelving plan and vision. The marketing department worked with a representative from LFI to design a system of display fixtures that would coordinate with the existing shelving fixtures on the second floor. The initial quote from LFI came in at \$4,920 per unit, for a total cost of \$9,840. After further development and refinement, LFI provided a second proposal (attached) in August 2021. I respectfully recommend that the Board approve this quotation and subsequent purchase in the amount of **\$8,173.08**. The quote includes wall mounted display fixtures for the following areas on the second floor.



1. Brick façade in the northeast corner of the Readers Services Department to display adult materials and promote programs.

Memorandum



2. Southwest corner of the Readers Services Department display teen materials on the way up to the loft via the adjacent staircase.



We are continuing to work with LFI to provide a quote for an OPTO wall for the Hallway connecting the Readers Services and the Reference Department, across from the display case. This wall would be used to display the Library's nonfiction collections and promote lifelong learning programming opportunities. Due to availability and increased costs of materials, quotes are taking longer to procure.

Proposed Motion:

Approve a purchase of 2 Opto units from Library Furniture International, in the amount of \$8,173.08 using funds from the FY20 Per Capita Grant.

8/6/2021

LFI QT-2467 Proposal For:

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

Factory: Opto

Park Ridge Public Library

Lead Time: 6-8 weeks

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
WB	1	Opto		Brick Wall Opto Unit		\$ 4,393.60
	1			Edge 6'H Post Wall Overall Dimensions: 8' 7"W x 1' 3-5/16"D x 7' 1-1/8"H Finish: Stardust Silver (12) 24"W Media Shelves (2) 48"W x 23"H Front Mount Signs		
WA	1	Opto		Teen Opto Unit		\$ 2,619.89
	1			Edge Post Wall Overall Dimensions: 6' 6"W x 1' 5-1/8"D x 7' 7/8"H Finish: Stardust Silver (4) 24"W Book Shelves (4) 48"W Book Shelves (1) 23"H x 23"W Front-Mount Sign Frame (1) 48"W x 23"H Front-Mount Sign Frame		
TOTAL FOB FACTORY						\$ 7,013.49
INSTALLATION + FREIGHT <i>* non union / non-prevailing wage *</i>						\$ 1,159.59
TOTAL						\$ 8,173.08
50% DEPOSIT						\$ 4,086.54

Proposal for:

Stephanie Hill, Joana Bertucci, Jennifer Healy
847-825-3123
shill@prpl.org, JBertucci@prpl.org, Jhealy@prpl.org
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8/6/2021

Factory: Opto

Lead Time: 6-8 weeks

LFI QT-2467 Proposal For:

Park Ridge Public Library

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
<p>QUOTATION TERMS</p> <p>* quotes are valid for 30 days from date at top of this page</p> <p>* quotes are based on stated quantities; any change in quantity may require re-quoting</p> <p>* prices include standard materials/finishes unless otherwise noted</p> <p>* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote</p> <p>* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.</p> <p>* Storage Costs---if finished product requires storage at LFI warehouse due to customer's site not being ready for installation at the agreed upon time, LFI reserves the right to assess a storage charge</p> <p>PAYMENT TERMS</p> <p>50% deposit; balance due upon completion</p> <p>TO ACCEPT THIS QUOTE:</p> <p>* sign and date below as formal acknowledgement of the quote terms</p> <p>* please forward a deposit if one is required per the quote terms</p> <p>* please fax back to LFI at 847-564-9337 and we will begin processing your order</p> <p>* LFI will coordinate and schedule in-bound freight of your order.</p> <p>* An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory.</p> <p>* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.</p>						
					Signature	Date
TOTAL						\$ 8,173.08

Proposal for:

Stephanie Hill, Joana Bertucci, Jennifer Healy
847-825-3123

shill@prpl.org, JBertucci@prpl.org, Jhealy@prpl.org

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Park Ridge Public Library

BOARD OF TRUSTEES – LONG RANGE PLANNING (in no particular order)

- Kiosk implementation (! Remember this?!)
- Demographic study of users v nonusers, card holders v non-card holders
- Security Cameras for exterior of building
- Wi-Fi coverage for exterior of building/parking lot.
- Policy Manual review
- User and visitor benchmarking statistics with normalization for national or state trends
- Possible fundraiser
- Director's Goals
- Employee Evaluations/Salary Planning