



Notice is hereby given that the following Committees of the Library Board will be held via videoconference with **all remote participation** Tuesday, May 11, 2021 at 7:00 p.m.

Meetings of the Library Board are open to the public under provisions of the Illinois Open Meetings Act. The Library Board President has determined that it is not practical or prudent to schedule an in-person meeting due to the COVID-19 pandemic, therefore, this meeting will be held virtually and in accordance with state statute.

To submit public comment, either join the meeting using the link below, or send an email with your comments to [librarydirector@prpl.org](mailto:librarydirector@prpl.org) at any time before or during the meeting. All comments will be read aloud during the meeting.

Join meeting online: <https://zoom.us/j/95130716787?pwd=RjJpdit4Q3dnakQ5WmUvUUxOQzF4dz09>

Or call (312) 626-6799

Webinar ID: 951 3071 6787

Password: 905566

International numbers available: <https://zoom.us/j/95130716787?pwd=RjJpdit4Q3dnakQ5WmUvUUxOQzF4dz09>

Of note, those calling in will be identified by the phone number from which they are calling. To be assigned a different identifier, dial \*67 before dialing the phone number. Callers may dial \*6 to unmute for public comment.

*Please contact Library Administration for additional information or to request accommodations.*

**LIBRARY COMMITTEE AGENDAS  
BOARD OF TRUSTEES  
TUESDAY, May 11, 2021 at 7:00 P.M.  
All committees are committees-of-the-whole unless noted**

**PUBLIC COMMENT**

**BUILDING & GROUNDS** (Reardon – Chair)

1. Approve April 13, 2021 minutes – Attached
2. Update on construction project
3. Other

**PLANNING & OPERATIONS** (Burkum/Steinfelds – Co-Chairs)

1. Approve April 13, 2021 minutes – Attached
2. Approve resolution for non-resident library cards – Attached
3. Approve CCS and OCLC annual fees - Attached
4. Other

**PERSONNEL** (Hanba – Chair)

1. Approve April 13, 2021 minutes – Attached
2. Discussion of SY21 Salary Plan
3. Other

**BUDGET & FINANCE** (Chair – Dobrilovic)

1. Approve April 13, 2021 minutes – Attached
2. Approve revision to Policy I A 1a – Payments for Goods and Services – Attached
3. Review proposed Capital Asset Policy - Attached
4. Other

**NO MEETINGS:**

**COMMUNICATIONS & DEVELOPMENT**

**RESOURCES**

**INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE**

## 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 – April 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 7:03 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; Alexandria Hanba; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan

Others Present: Angela Berger, Interim Library Director; Alyson Doubek, Library Finance Manager; Charlie Melidosian, City Council liaison; Andrew Jose, Green and Associates.

#### PUBLIC COMMENT

None.

#### CALL TO ORDER

Committee Chair Reardon called the Building and Grounds Committee meeting to order at 7:06 p.m.

#### APPROVAL OF MINUTES

Secretary Somheil made a

**MOTION:** to approve the minutes of March 9, 2021

Trustee Hanba seconded the motion.

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

**Motion passed.**

#### UPDATE ON CONSTRUCTION PROJECT

Mr. Jose provided an update on the Library construction project. He noted that changes needed to be made to the water main project. When the excavator began excavation at Summit, they discovered a large concrete conduit that prevented connection to the Summit Ave. water main. Without excavation, they were not aware of how deep the conduit was. The water main will now connect to Touhy. Part of that process is an amendment to the IDOT permit. They anticipate getting the permit this week so work can continue. The process will take 5-7 working days once approved. He expects all work to be completed by the end of April. There is no impact on the interior work. This week, they received partial permit of occupancy for the 1<sup>st</sup> floor, and that work is wrapping up. Work is progressing on the 2<sup>nd</sup> floor where most of work is being performed now, and in mechanical areas. Mr. Jose does not foresee water main work impacting the substantial completion date of May 28.

In terms of cost implications, Mr. Jose explained that connecting to the watermain on Summit was an additional cost of \$35,000. There will be a credit for that, less the cost of the excavation work that was done and patching of the parking lot. The City has asked for rerouting of the water main to Touhy to avoid items they know are in the parkland. He does not have the whole picture or cost of that at this time, but will provide for next week's meeting. IDOT permit will not be issued until end of this week. If the cost can be approved at next week's Board meeting, contractor will be able to proceed with watermain to Touhy Ave.

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

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Committee Chair Reardon asked Mr. Jose if he anticipated additional cost. Mr. Jose replied that the total cost of the project will go down; the Library will receive a credit. Reardon asked if there would also be a reduction in the cost of soil remediation due to the rerouting. Mr. Jose replied that there would be a reduction in the amount of soil excavated. The route to connect to Summit Ave. was 250 ft.; the route to Touhy Ave. is 110 ft. so there will be less haul. Also with the rerouting, a larger area is in the parkland so they can backfill the soil there.

Trustee Kiem asked when the Library will be back to normal. Mr. Jose replied that the agreement is to be completed by May 28. They currently have partial occupancy for 1<sup>st</sup> floor; will ask for additional partial occupancy as work progresses.

Mr. Jose then moved to discussion of the electrical work which could necessitate closure of the Library for several days. He said they have been in discussions with the electrical subcontractor, and have come to agreement that the work can be completed in three days. He raised several options for temporary power. Understanding the Board was not comfortable with shutting down for several days. In order to set up a whole building generator, there would be some down time to set it up; 4 hours start up, 4 hours disconnection. The cost is approximately \$8,000. There is contract language that specifies that the contractor is to provide temporary power as part of the project.

Trustee Kiem asked if the severs would be down during that time. Mr. Jose replied that a smaller generator could be set up for fire alarm, sump system, and server. President Rapisand asked for clarification if the \$8,000 would include fire alarm, sump system, and server. Mr. Jose said the cost for the smaller generator would be \$2,000. Interim Director Berger clarified that the cost would be borne by the contractor. Committee Chair Reardon asked the question is if the Board chooses to be down for two half days or three whole days. There would be cost savings to the Library of approximately \$6,000 if they choose to be closed for three days.

Committee Chair Reardon asked Interim Director Berger for her thoughts. She replied that here are 2 elements to be considered – the impact on patrons, and impact on staff's ability to be working. She said that the management team has been planning for reopening of the first floor and the timing of a potential closure will impact those dates as well. She questioned if such a closure, with regard to staff scheduling, would be considered to be covered by the emergency closure policy.

Treasurer Dobrilovic said it looks like all these costs have been budgeted for. He supports securing the power source, stating the Library should be open as much as possible. Trustee Kiem agreed. Committee Chair Reardon asked if the work on the half days could at least be partially completed while the Library is closed? Mr. Jose replied that was possible, they would have to see what the cost implication would be. Interim Director Berger pointed out that most days the Library does not open to the public until 2:00 p.m. Trustee Hanba is in favor of the larger generator and keeping the Library open.

Committee Chair Reardon asked Interim Director Berger to work with Mr. Jose to see how many of the library's open hours can be preserved with the contractor schedule. Mr. Jose said the work could be done as early as next week, he would have to check with the general contractor on the schedule. Committee Chair Reardon asked Interim Director Berger to make sure the information is posted to the public as soon as it is available. She confirmed the Marketing team has been working on these communications.

Interim Director Berger stated that if the electrical work can be completed next week and the water main work does not impact building operations, the Library may be able to open the first floor on April 26; still with limited hours to accommodate ongoing construction. This would be a significant step closer to normal library operations. Trustee Kiem asked if it would still be Grab and Go. She replied that Mr. Priala is working on a plan for limited socially distanced seating. Study rooms, maker space and media lab would still not be open. Those are all still significant construction zones at this time.

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

**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 – April 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; David Somheil, Secretary;  
(Via videoconference) Stevan Dobrilovic, Treasurer; Alexandria Hanba; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan

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

Committee Chair Steinfels opened the Planning and Operations Committee Meeting at 7:31 p.m.

President Rapisand made a

**MOTION:** to approve the minutes of March 9, 2021

Trustee Reardon seconded the motion.

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

**Motion passed.**

**E RATE SUBSIDIZED FIREWALL**

Finance Manager Doubek explained the E-Rate grant program, available through the Federal Communications Commission (FCC). The schools and libraries universal service support program, commonly known as the E-rate program, helps schools and libraries to obtain affordable broadband.

The Library qualifies for a 50% discount rate for services that deliver internet access. This is determined by the National School Lunch Program for our associated school district Maine Township High-School District 207.

E-Rate has a bidding process. This includes a request for proposal that is hosted for a minimum of twenty-eight days. Once the closing date occurs, the applicant is informed to proceed.

In February 2021, the Library applied to e-rate for a category two equipment project which entails replacement of the firewall in July 2021.

The total project amount is \$12,819 which includes the purchase, installation and configuration of a new firewall. This amount has been budgeted for in the stub year. CVI was the only bidder on this contract.

President Rapisand asked if this is a typical cost. Finance Manager Doubek confirmed that it was.

Trustee Reardon did not recall that the memo stating that CVI was the only bidder. He said the Library's purchasing policy requires 3 bidders and so the memo just needs to highlight the fact that CVI was the only bidder. He requested that this item be kept off of the consent agenda for next week's meeting with an amended memo.

Committee Chair Steinfels noted that the bid stated that the offer is only good for 20 days and asked if there are any issue with that. Finance Manager Doubek stated that it was not an issue, if the contract is approved next week it will not add any delay to the project.

**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 – April 13, 2021 at 7:00 p.m.

Secretary Somheil made a

**MOTION:** to approve CVI contract and move forward with E-Rate subsidy application for purchase, installation and configuration of firewall.

Trustee Reardon seconded the motion.

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

**Motion passed.**

**PATRON MATTER**

Trustee Reardon noted that patron matters are usually discussed in closed session. Interim Director Berger stated that after consulting with President Rapisand and since names are not being used, it was agreed that this discussion could occur in open session.

Interim Director Berger stated that the patron's behavior was first noted in the file in November 2018. Director Smith addressed the matter at that time. A number of warning letters were sent to the individual. The patron had their library privileges previously suspended twice by Director Smith, on July 5, 2019 and again on September 17, 2020. Another complaint occurred in March 2021, when the library privileges were again suspended by Interim Director Berger. At that time, the result was suspension of library privileges for 45 days (the maximum limit that the Director can give). Interim Berger is requesting the Board consider a longer suspension time. Suspension includes use of library card, presence on library grounds, and attendance at library programs/events. If a library card is blocked, that includes physical and virtual services. Her request is that the Board consider suspension for 6 months. The pattern of behavior indicates the individual does not appear to respond to warnings or short term suspension.

Trustee Kiem asked if it was a public safety matter. Director Berger responded that the behavior includes use of profanity and personally directed insults to staff.

President Rapisand asked if it was possible to suspend the individual from the building but allow them to use digital services. Trustee Reardon asked if it was possible to ban them from building and grounds and not suspend the library card. Interim Director Berger clarified the policy states – "Library privileges include but are not limited to...."

Treasurer Dobrilovic reads the policy as stating that suspension includes all three of these and believes that the Board should stick to the policy as written.

Committee Chair Steinfels stated that restricting privileges may involve deprivation of property and questioned if there is any due process for the person to provide explanation. Interim Director said that in the Board policy there is a provision to appeal the decision to the Board.

President Rapisand said Board members may be struggling because they don't know specifics. Would it be beneficial to go into closed session to go into detail? Committee Chair Steinfels said it would be beneficial to him, Trustee Hanba agrees on going into closed session. Interim Director Berger stated that the Board could not enter into Closed Session at this time as a closed session was not previously posted. President Rapisand asked if it could be added to the April 20<sup>th</sup> Board Meeting. Trustee Reardon inquired if the current suspension lasts through the Board meeting. Interim Director Berger confirmed. Trustee Reardon requested a placeholder motion on the Board Meeting agenda.

**OTHER BUSINESS**

Trustee Kiem inquired about the Board Calendar/Schedule of Tasks, and stated that it needs to be revised to reflect stub year timeframes. Interim Director said she has been monitoring the calendar and one thing that came to her attention was the Library Award. She noted that it had been cancelled in 2020. President Rapisand noted that the

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

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Planning and Operations Committee of the Whole Meeting of the Board of Trustees  
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policy had been changed in 2019 to hold the awards during Library week, but they were cancelled last year due to COVID-19. She asked if staff should start soliciting nominations.

Trustee Hanba asked what the purpose of the award is. Interim Director Berger said the policy states that “the award is presented to honor individual or group that has performed extraordinary service to the library.” Nominations are open and received from staff, community and Board. This process falls under the purview of the Communications and Development Committee. The Board selects the winner(s), their name is included on a plaque in the Library, and they are honored at a Board meeting, with a resolution and refreshments. The award can go to a single person, group, or multiple people. Current and former Board members cannot be nominated. President Rapisand asked about the length of the nomination period. Interim Director Berger stated that it was previously about 6-8 weeks. It would be best to get nominations started soon to allow time to complete the process for the June meetings. Board members agreed to start nominations, and they will be discussed at the June Committee of the Whole meeting.

Committee Chair Steinfels closed the meeting at 7:56 p.m.

DRAFT



# Memorandum

**Memo Date:** May 7, 2021  
**From:** Angela Berger and Alyson Doubek  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** May 11, 2021  
**Action Requested:** For approval  
**Subject:** Non-resident Library Card Fee

**Background:**

The Library sells library cards to non-residents that live in areas not taxed for public library service according to the laws of the State of Illinois. Cards sold to non-residents provide all of the privileges of a resident library card and may be used at other libraries within the RAILS library system. The fee is determined using a mathematical formula provided by the State to calculate a fee equivalent to the average local tax support.

The State requires the Library Board of Trustees to annually review the fee for a Non-Resident Library Card and authorize selling library cards to non-residents.

Based on the Library’s anticipated tax receipts for Fiscal Year 2021, I recommend the Non-Resident Library Card Fee be \$296, effective July 1, 2021 and that the Committee approve the attached resolution so it can go to the Board for approval on May 18, 2021.

	<u>2021</u>
Estimate Library Income from Local Property Tax Sources – FY21	\$4,210,313.00
2019 Census Data – Population (Est.)	36,950
Total Tax Revenue per person	\$113.95
2019 Census Data – Average household size (Est.)	2.6
<b>Non-resident fee</b>	<b>\$296.27</b>

**Budget Implications:**

Action requires expenditure of Funds:  No

**Recommended Motions:**

1. Approve a *Non-Resident Library Card Fee* of \$296 effective July 1, 2021

**Attachment:**

- Resolution

**2021 ANNUAL RESOLUTION  
AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS**

Whereas, the Park Ridge Public Library is a tax-supported public library; and

Whereas, people residing within the jurisdictional boundaries of the Park Ridge Public Library pay taxes to support the Library, and so need pay no additional fee to be eligible to receive a library card; and

Whereas, Section 5/4-7(12) of the Local Library Act stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence"; and

Whereas, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also providing three formulae which public libraries can use to determine the non-resident fee; and

Whereas, the Library Board of Trustees of the Park Ridge Public Library has determined for the period commencing May 1, 2021 and ending April 30, 2022, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE LIBRARY BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the Park Ridge Public Library whose closest public library is the Park Ridge Public Library, and not residing within the boundaries of another public library and owning or leasing no taxable property within the jurisdictional boundaries of the Park Ridge Public Library, may purchase a one year nonresident fee card for the price of \$296.00 effective July 1, 2021, calculated by the General Mathematical Formula (23 Ad. Code 3050.60(a)),

Section 2: Individuals residing beyond the jurisdictional boundaries of the Park Ridge Public Library, but owning or leasing (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within jurisdictional boundaries of the Park Ridge Library, or serving as a Senior Administrative Officer of a firm, business or other corporation owning or leasing taxable property within the jurisdictional boundaries of the Park Ridge Public Library, notwithstanding anything to the contrary in this Resolution, may obtain a non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property.-Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Library Board of Trustees shall notify the regional library system in writing within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

Section 4: The Park Ridge Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The Park Ridge Public Library shall cooperate with other participating area public libraries, the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23Ad. Code 3050.25.

Section 6: The policy of the Park Ridge Public Library for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

Section 7: A valid non-resident library card issued by the Park Ridge Public Library pursuant to this Resolution shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a "local use" library card from the Park Ridge Public Library.

ADOPTED this 18<sup>th</sup> day of May, 2021, by a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED by the President and Library Board of Trustees of the Park Ridge Public Library.

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President Lauren Rapisand, Library Board of Trustees

ATTEST:

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Secretary David Somheil, Library Board of Trustees



# Memorandum

**Memo Date:** May 6, 2021  
**From:** Angela Berger  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** May 11, 2021  
**Action Requested:** For approval  
**Subject:** Annual fees CCS and OCLC

## Background:

In 2002, the Library entered into an Intergovernmental Agreement with Cooperative Computer Services, Inc. (CCS), a consortium now 28 public libraries strong that joined together to provide cost effective online circulation and cataloging services to member libraries. Established in 1975, each member library pays a portion of the cost for these services. Database management is shared among the member libraries and library users at all 28 libraries may easily view the holdings of other member libraries and automatically request materials from those libraries. The Library Director is a member of the CCS Governing Board and staff serves on advisory groups. CCS also negotiates group pricing for OCLC membership, providing access to worldwide library catalogs and collections.

The CCS annual membership fee is calculated by having 75% of the total billings split evenly among members with the remaining 25% split proportionately among members based on their adjusted income. This is calculated by using the Average Adjusted Income 2016-2018, tax income as documented with county treasurers, less any applicable long-term capital debt. Adjusted income for all libraries is compiled, and each library's percent of the whole is determined. This percent of the whole is applied to the proportionate amount to determine the library's share. The Library's annual total is \$65,447.60.

The OCLC estimates are based on a 3.5% increase over last year's combined CCS fees. When we receive the actual increase for the OCLC Group Services contract, the fees will be adjusted to reflect actual OCLC costs and libraries will be notified. OCLC costs are split proportionately based on member libraries' materials budgets, including econtent for which records are in the database. Changes in budgets and changes in econtent practices can result in fluctuations in fees. The Library's estimate is \$13,769.89.

## Budget Implications:

Action requires expenditure of Funds:  Yes

If "yes", cost: \$65,447.60 for CCS  
\$13,769.89 for OCLC (estimated)

If "yes", is this a budgeted item:  Operations for Data Processing Services

## Motion:

To approve annual CCS consortium membership fees for \$65,447.60 and OCLC membership fees not to exceed \$14,500.00 for July 2021 through June 2022

## Attachments:

Intergovernmental Agreement between the Library and CCS  
CCS Membership and OCLC fees by library 2021-2022

INTERGOVERNMENTAL AGREEMENT  
FOR LIBRARY COMPUTER SERVICES

WHEREAS, each of the Libraries listed on Exhibit A to this Agreement is either a local library established pursuant to the Local Library Act, 75 ILCS 5/ 1-0.1, et seq., or a public library district established pursuant to the Public Library District Act, 75 ILCS 16/ 1-1 et seq.; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970 and to the Intergovernmental Agreement Act, 5 ILCS 220/ 1 et seq., and to the respective statutes pursuant to which each of the said Libraries is established, the Board of Trustees of each of the said Libraries is empowered and authorized to enter into intergovernmental contracts and agreements for library services; and

WHEREAS, the Libraries which are signatories to this Agreement wish to cooperate jointly and mutually among themselves to provide library automation and library computer services;

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, and in further consideration of the execution of this Agreement by any one or more of the other Libraries listed on Exhibit A, the Library whose signature is set forth below hereby agrees as follows:

1. There is hereby created and established an intergovernmental entity to be known as the Cooperative Computer Services, a body politic and corporate ("CCS"), which shall be the administrative entity formed to carry out the joint and cooperative undertakings of this Agreement.
2. CCS shall be comprised of each of the Libraries which are signatories to this Agreement, each of which Libraries shall be designated a "Member" of CCS.
3. The affairs of CCS shall be conducted by a Governing Board, which shall be composed of one representative from each of its Members.
4. Each representative to the Governing Board of CCS shall be appointed by the Board of Trustees of the Member from among the Trustees of such Member or its head librarian. Each such representative shall have such authority and power as shall be conferred by the appointing Member.
5. CCS may exercise any power, privilege, or authority, consistent with its bylaws, which may be exercised by any of its Members, and may perform any governmental service, activity, or undertaking which any of the parties hereto is authorized by law to perform.
6. The Governing Board of CCS shall adopt bylaws consistent with law and with

this Agreement to govern its operation, which bylaws shall include, among other things, provisions dealing with election of officers, meetings, voting, contracts, budgeting, receipt and expenditure funds, ownership of real and personal property, operational services, employment of staff, assessment of fees, establishment and termination of membership, and dissolution.

7. This Agreement shall become effective and binding upon and inure to the benefit of the Libraries signing this Agreement, and their respective successors and assigns, as of the date of execution by any two (2) or more of the Libraries listed on Exhibit A; provided, however, that this Agreement shall be null and void ab initio unless by September 22, 1987, not less than less than twenty-three (23) of the Libraries listed on Exhibit A attached hereto have so signed.
8. Cooperative Computer Services, an intergovernmental entity established pursuant to the Illinois Constitution and statues, shall provide Social Security coverage to its employees. The Governing Board shall enter into a Section 218 Agreement on behalf of the employees of CCS pursuant to Section 218 of the Social Security Act (42 U.S.C. 418) by entering into a coverage agreement with the Social Security Division of the Illinois State Employees' Retirement System, in accordance with Article 21 of the Illinois Pension Code (40 ILCS 5/21-101). The Governing Board is authorized to take such other and further action as may be necessary or desirable to provide and maintain Social Security coverage to the employees of CCS.

IN WITNESS WHEREOF, the Library whose signature is set forth below, acting under authority of its Board of Trustees, has caused this Agreement to be duly executed. This Agreement shall be executed in several counterparts, each of which shall be signed by one Member Library, and each separate Agreement and all such collectively constitute one original.

Park Ridge

PUBLIC LIBRARY

BY: M. Tighe Mary Beth Tighe  
ITS PRESIDENT

ATTEST:

BY: Mary T. Gormley Mary Teresa Gormley  
ITS SECRETARY

APPROVED THIS 16 DAY OF April, 2002

**FY 21-22**

Library	Annual CCS Membership	Annual OCLC Fee	Total	Quarterly CCS Invoice	Quarterly OCLC Invoice	Total Quarterly Invoice
Algonquin Area PLD	\$ 67,376.47	\$ 12,912.64	\$ 80,289.11	\$ 16,844.12	\$ 3,228.16	\$ 20,072.28
Cary Area PLD	\$ 55,728.14	\$ 5,053.84	\$ 60,781.98	\$ 13,932.04	\$ 1,263.46	\$ 15,195.50
Crystal Lake PL	\$ 65,113.01	\$ 9,931.45	\$ 75,044.47	\$ 16,278.25	\$ 2,482.86	\$ 18,761.12
Des Plaines PL	\$ 70,978.79	\$ 17,471.54	\$ 88,450.33	\$ 17,744.70	\$ 4,367.88	\$ 22,112.58
Ela Area PLD	\$ 68,252.12	\$ 16,044.29	\$ 84,296.41	\$ 17,063.03	\$ 4,011.07	\$ 21,074.10
Evanston PL	\$ 71,724.62	\$ 19,465.24	\$ 91,189.86	\$ 17,931.15	\$ 4,866.31	\$ 22,797.47
Fox River Valley PLD	\$ 60,622.96	\$ 7,625.40	\$ 68,248.36	\$ 15,155.74	\$ 1,906.35	\$ 17,062.09
Fremont PLD	\$ 61,482.52	\$ 9,213.94	\$ 70,696.46	\$ 15,370.63	\$ 2,303.48	\$ 17,674.11
Glencoe PL	\$ 57,228.83	\$ 5,818.09	\$ 63,046.92	\$ 14,307.21	\$ 1,454.52	\$ 15,761.73
Glenview PL	\$ 78,272.87	\$ 13,029.49	\$ 91,302.36	\$ 19,568.22	\$ 3,257.37	\$ 22,825.59
Grayslake Area PLD	\$ 59,424.67	\$ 9,335.48	\$ 68,760.15	\$ 14,856.17	\$ 2,333.87	\$ 17,190.04
Highland Park PL	\$ 65,885.55	\$ 9,584.01	\$ 75,469.56	\$ 16,471.39	\$ 2,396.00	\$ 18,867.39
Huntley Area PL	\$ 59,679.38	\$ 6,115.16	\$ 65,794.54	\$ 14,919.84	\$ 1,528.79	\$ 16,448.64
Indian Trails PLD	\$ 72,549.56	\$ 14,544.25	\$ 87,093.82	\$ 18,137.39	\$ 3,636.06	\$ 21,773.45
Lake Forest Library	\$ 62,922.67	\$ 11,287.47	\$ 74,210.14	\$ 15,730.67	\$ 2,821.87	\$ 18,552.54
Lake Villa DL	\$ 67,348.91	\$ 10,113.38	\$ 77,462.29	\$ 16,837.23	\$ 2,528.34	\$ 19,365.57
Lincolnwood PLD	\$ 57,450.34	\$ 6,607.78	\$ 64,058.13	\$ 14,362.59	\$ 1,651.95	\$ 16,014.53
McHenry PLD	\$ 60,172.13	\$ 10,117.01	\$ 70,289.14	\$ 15,043.03	\$ 2,529.25	\$ 17,572.29
Morton Grove PL	\$ 60,973.49	\$ 7,606.89	\$ 68,580.38	\$ 15,243.37	\$ 1,901.72	\$ 17,145.09
Niles-Maine DL	\$ 73,622.38	\$ 16,687.13	\$ 90,309.51	\$ 18,405.60	\$ 4,171.78	\$ 22,577.38
Northbrook PL	\$ 78,994.67	\$ 21,774.87	\$ 100,769.54	\$ 19,748.67	\$ 5,443.72	\$ 25,192.38
Palatine PLD	\$ 71,777.40	\$ 20,148.66	\$ 91,926.06	\$ 17,944.35	\$ 5,037.17	\$ 22,981.52
Park Ridge PL	\$ 65,447.60	\$ 13,769.89	\$ 79,217.49	\$ 16,361.90	\$ 3,442.47	\$ 19,804.37
Prospect Heights PLD	\$ 60,621.87	\$ 5,448.08	\$ 66,069.95	\$ 15,155.47	\$ 1,362.02	\$ 16,517.49
Round Lake Area PLD	\$ 59,220.22	\$ 8,997.42	\$ 68,217.64	\$ 14,805.05	\$ 2,249.36	\$ 17,054.41
Wilmette PLD	\$ 69,724.77	\$ 19,436.53	\$ 89,161.30	\$ 17,431.19	\$ 4,859.13	\$ 22,290.32
Winnetka PLD	\$ 63,522.41	\$ 15,689.04	\$ 79,211.45	\$ 15,880.60	\$ 3,922.26	\$ 19,802.86
Zion-Benton PLD	\$ 56,777.97	\$ 5,439.52	\$ 62,217.49	\$ 14,194.49	\$ 1,359.88	\$ 15,554.37
<b>Total</b>	<b>\$ 1,822,896.36</b>	<b>\$ 329,268.48</b>	<b>\$ 2,152,164.84</b>	<b>\$ 455,724.09</b>	<b>\$ 82,317.12</b>	<b>\$ 538,041.21</b>
			Checksum	\$ 1,822,896.36	\$ 329,268.48	\$ 2,152,164.84

## 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 – April 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; David Somheil, Secretary;  
(Via videoconference) Stevan Dobrilovic, Treasurer; Alexandria 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 7:56 p.m.

Trustee Steinfelds made a

**MOTION:** to approve the minutes of March 9, 2021

President Rapisand seconded the motion.

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

**Motion passed.**

#### DISCUSSION OF TIMING OF LIBRARY DIRECTOR INTERVIEWS

Treasurer Dobrilovic discussed memos from himself and Trustee Reardon concerning issues that arose in the process of finalizing the final Director interview schedule. He did not want to raise those issues in open session. He believed that a compromise solution around scheduling of final interviews was needed so all trustees can participate in the interviews in a meaningful way.

Trustee Reardon added that it was essential for all trustees to participate in the Director interviews. He asked to be brought up to speed as to why interviews have to be held during the day rather than in the evening.

Committee Chair Hanba said she had been working with consultant Bradbury Miller on the interview schedule. They had not confirmed times, as they did not know the availability of candidates and everyone who wanted to participate in interviews. They tried their best to create schedule that would allow for participation, also had to work with candidates' schedules. One of candidates is not available after their scheduled interview time period. She stated that it is common in interviewing to run into these issues; it can be difficult to have everyone's schedules to line up. It was not done intentionally.

President Rapisand said they tried to accommodate schedules. She proposed seeing if the person slotted for 5pm would go at 8pm. Then the Board could reconvene on the 22<sup>nd</sup> at 7pm to have discussion and decision to move forward. Then the only conflict would be the 4pm slot, which could be recorded for those who are unable to attend in person.

Committee Chair Hanba said it was best not to have to move candidates around. She proposes keeping the schedule as it is but don't have conversation on 21<sup>st</sup>; reconvene on 22<sup>nd</sup> – all discuss together. She agrees that it is important that everyone participates.

## 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 – April 13, 2021 at 7:00 p.m.

Treasurer Dobrilovic said he is trying to be as flexible as possible. He is willing to do either alternative. He prefers President Rapisand's option. He wanted to reiterate the importance that everyone participate, that should be the ultimate objective.

Trustee Steinfels asked if the final interviews would be similar to the previous round of interviews – would the questions be scripted, would all trustees be involved, would there be the opportunity to ask follow up questions. Is it better to watch real time or is it better to watch recording?

Committee Chair Hanba replied that there would be scripted questions, a few of the trustees would be asking the questions. She said it was better to watch real time if possible. She said there will be some unique questions for each candidate based on their experience. Treasurer Dobrilovic asked if there would be an opportunity to ask unscripted questions?

Committee Hanba replied that Bradbury Miller had sent over sample questions. She said it is best to ask "like" questions so interviews are fair. She said if there was an urgent question to ask, that would be possible. If necessary, we could have another interview.

Treasurer Dobrilovic said that throughout the course of interview, there may be a certain statement that elicits a question that is not scripted. He understands the need to ask similar questions, comparing apples to apples.

President Rapisand mentioned the questions sent from Bradbury Miller, and that she had some thoughts on how to differentiate questions from first round of interviews. She said the consultant did say there would be the chance to ask follow up questions.

Trustee Reardon said that based on the conversation, he prefers Lauren's scheduling. He doesn't want to alienate any candidates by rescheduling. Committee Chair will discuss with Bradbury Miller; an alternative could be to record both as a second option.

Trustee Steinfels understands having same questions for each candidate is important, but each candidate has different experiences, individualized questions are needed. He thinks as many people should be present for as many interviews as possible.

Committee Chair Hanba explained that interview questions don't have to be completely structured. There are structured questions so interviews stay on topic, interviewers know what to ask, and are asking the same things to all candidates. That doesn't mean you can't ask follow-ups. The interview time is 45 minutes and questions cover a broad range of topics.

Trustee Kiem asked about moving earlier appointments to next day? He values the perspectives and experience that Trustees Reardon and Dobrilovic bring and feels it is important that they be included.

President Rapisand expressed concern with moving two interviews to the next day, feeling that would create recency bias. She found this happened with the 2 days of interviews in semifinals. She believes it is best to have them in the same evening.

Treasurer Dobrilovic said that he understands the practicalities and that he may not be able to participate in all the interviews. He is satisfied with plan in place. He stated it is best not to deliberate immediately after interviews.

Trustee Reardon said we don't want to bias the process, agrees with Trustee Rapisand's point.

His main concerns are that no deliberations take place, even informally when all members are not present; and whoever they are not able to see live they are able to view 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 via videoconference – April 13, 2021 at 7:00 p.m.

Committee Chair Hanba stated that she will reach out to the consultant to see if one candidate can be moved to a later slot and one can be recorded; if that doesn't work two will be recorded, the Board will deliberate on the 22<sup>nd</sup>. Treasurer Dobrilovic and Trustee Reardon appreciated the consideration and discussion.

#### EXTENSION OF EMERGENCY SICK LEAVE POLICY

Interim Director Berger explained that up until December 31, it was a federal mandate to have COVID emergency sick leave policy. As of January 1, the extension of the policy became voluntary. The Board voted to extend the policy – January 1 – March 31. The policy is currently expired.

Federal law has since changed. The federal government added specific reasons for use of COVID sick time and reset the 10 day limit. The original law established 2 weeks of leave. This act now resets the amount of time an employee would be eligible for. It allows for the extension of emergency FMLA which Board did not extend past the mandated Dec 31 date. The policy was put into place so people would not have to choose between coming to work and following the Library's personal wellness check policy. The current law extends to Sept. 30.

Treasurer Dobrilovic is in favor of extending. The rationale remains the same. We want to encourage employees not to come to work if they think they may have COVID. President Rapisand agreed. Trustee Reardon asked Committee Chair Hanba for her opinion. Hanba said she agrees with extending the policy

Trustee Kiem suggested incorporating language into the policy that Library Board encourages people to consult physician regarding vaccinations. Vaccinations are now part of the reality

Trustee Thiagarajan agrees that encouraging people to get vaccine is good, but said it should not be tied to the policy. Trustee Kiem said it would not be a condition of the policy just encouraging them to get it.

Trustee Steinfels asked what percentage of employees have received the vaccine. He asked if there was still a group who wanted the vaccine but was not able to get it? Interim Director Berger replied that everyone who wanted to be vaccinated had been extended the opportunity through the City.

Committee Chair Hanba advised against including language in the policy encouraging employees to discuss vaccination with their physician.

President Rapisand made a

**MOTION:** to renew "Illness at the Workplace (COVID-19) for Library Staff" policy as amended, for the period April 1 – September 30, 2021.

Trustee Kiem seconded the motion.

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

**Motion passed.**

Personnel Closed 8:28 p.m.

**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 – April 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; David Somheil, Secretary;  
(Via videoconference) Stevan Dobrilovic, Treasurer; Alexandria 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

Treasurer Dobrilovic opened the Budget and Finance Committee meeting at 7:31 p.m.

Trustee Reardon made a

**MOTION:** to approve the minutes of February 9, 2021

Trustee Hanba seconded the motion.

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

**Motion passed.**

**BUDGET TRANSFERS**

Finance Manager Doubek explained that the Library had hired a consultant to fill its need for the position of Interim Director and a consulting firm to assist with the search of a new Director. In order to continue to provide payment to the Interim Director and make final payment to the search firm, staff suggests making a transfer from Administration Salaries.

Additionally, Patron Services' supply line increased during COVID due to the purchase of brown bags for grab and go. The request is to decrease the Administration supply line and increase Patron Services supply line in the amount of \$1,500.

Trustee Steinfelds made a

**MOTION:** to approve a budget transfer in the FY21 Operating Budget for \$5,400 for additional consulting fees; and a budget transfer in the FY21 Operating Budget for \$1,500 for added Patron Services Supplies and decreased Administration Supplies

Trustee Reardon seconded the motion.

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

**Motion passed.**

**OTHER BUSINESS**

Trustee Kiem asked when the new Fiscal Year starts. Treasurer Dobrilovic replied that the Stub Year begins May 1; the next Fiscal Year starts January 1, 2022.

Treasurer Dobrilovic closed the Finance Committee meeting at 8:32 p.m.

**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 – April 13, 2021 at 7:00 p.m.

**OTHER BUSINESS**

Trustee Reardon recommended disbanding the Inter-Governmental Agreement committee, given that Director Smith had documented the budget assumptions with the City of Park Ridge.

President Rapisand said that there were other issues that still need to be worked out; she suggested this could be addressed when new Library director is placed.

President Rapisand adjourned the Committee of the Whole meeting at 8:34 p.m.

DRAFT



# Memorandum

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**Memo Date:** May 11, 2021  
**From:** Alyson Doubek and Angela Berger  
**Meeting Type:** Budget and Finance  
**Meeting Date:** May 11, 2021  
**Action Requested:** For approval  
**Subject:** Warrant Processing with the City of Park Ridge

**Background:**

The approved annual operating budget of the Library establishes the spending plan for the fiscal year. The Treasurer of the Library Board of Trustees approves all payments for goods and services.

There are seven steps in the process for the approval of warrants and disbursement of funds. First step is confirmation by the Department Manager that the expense was incurred, the items were received and the amount is correct. The Bookkeeper enters the manager approved invoices into the accounts payable system which then provides a total. The Finance Manager reviews and approves the general ledger coding for all invoices and verifies the required departmental approvals are present. Next, the Library Director reviews the warrant list and signs the affidavit as well as any invoices over \$2,000. The Board Treasurer also reviews the warrant list and signs the affidavit along with any invoices over \$5,000. After the Library has completed the invoice approval process the checks are printed in the Finance Department at the City and mailed the next day from the Library. After the checks are printed, the City Finance Director reviews the warrants, signs the affidavit and returns the entire packet to the Library.

The previous City Finance Director, Andrea Lamberg, had discussions with the City's attorney regarding the physical control to manage the signature affixed to any checks as well as the verification that the Library has cash in the bank sufficient to pay checks described on the warrant report. Currently, verification by the City Finance Director happens after the checks are printed. Since the Library and the City of Park Ridge have a commingled bank account, the risk is present that the Library can overdraw its share of the account and pay bills using the City's funds.

In order to address this possibility, the City recommends that the warrant process be changed so that the City Treasurer signs the Affidavit before Library checks are printed. This allows for verification that the Library has sufficient cash to its credit to pay for the checks. Joe Gilmore, the City Treasurer, will sign the Affidavit showing the total dollar amount of the warrants before providing the signature fob to the Library which permits the printing of checks.

The City's attorney also recommended that the city open a segregated account for the Library's funds to underscore the separate assets and budget control between the City and Library. Due to Director Lamberg's departure from the City, she suggested that this matter be reviewed by the new Finance Director and the new Library Director.

**Motion:**

To approve revision to Policy I A 1a - Payments for Goods and Services, as revised, to reflect the City Treasurer's review and approval of the Affidavit containing the total dollar amount of warrants before printing checks.

**Attachments:**

Policy I A 1a – Payments for Goods and Services-revised

## PAYMENTS FOR GOODS AND SERVICES

POLICY:

The Board of Trustees is responsible for approving the expenditure of all Library funds over which it has control. The approved annual operating budget establishes the spending plan for the fiscal year. The Treasurer of the Library Board of Trustees approves all payments for goods and services.

RULES:

1. The process for the approval of warrants and disbursement of funds is as follows:
  - a. Department Manager – initials invoice confirming that the expense was incurred, items were received and billed amount is correct.
  - b. Accounts Payable – assigns a General Ledger account code to each invoice and enters it into the Accounts Payable system, then totals the warrants.
  - c. ~~Finance Business~~ Manager – reviews and approves the General Ledger account coding for all invoices to ensure they are correctly coded, verifies that required departmental approvals are present and verifies that totals are correct.
  - d. Library Director or other Board designee – reviews the warrant list and signs the affidavit, along with any warrants for invoices over \$2,000.
  - e. Board Treasurer – reviews the warrant list and signs the affidavit, along with any warrants for invoices over \$5,000.
  - e.f. City Treasurer – reviews and signs the affidavit containing the total dollar amount of warrants before printing checks.
  - f.g. Accounts Payable – prints the checks in the Finance Department at the City. Checks are mailed by the Library the next day.
  - h. City Finance Director - reviews the warrants, initials each one, signs the affidavit and returns the entire packet to the Library. —reviews the warrants, initials each one, signs the affidavit and returns the entire packet to the Library.
2. The Library maintains a separation of duties between staff that orders materials and those that receive them, and staff that verify correct billing and account coding.
3. In the absence of the Treasurer the Secretary will approve all payments.
4. The Library complies with the Illinois Local Government Prompt Payment Act (50 ILCS 505).

Revised May 18~~1~~, 2021

Revised June 20, 2017

Approved August 16, 2016



# Memorandum

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**Memo Date:** May 6, 2021  
**From:** Alyson Doubek  
**Meeting Type:** Budget and Finance Committee of the Whole  
**Meeting Date:** May 11, 2021  
**Action Requested:** For Review  
**Subject:** Capital Asset Policy

**Background:**

Lauterbach & Amen, LLP recommended the Library adopt a capital asset policy at the close of the audit for the fiscal year ended April 30, 2020.

The attached policy encompasses the current capitalization amount and estimated useful life for both financial reporting and stewardship. It establishes standard depreciation methods and useful lives applied to specific categories of assets. It has been established to safeguard assets and insure compliance with GASB34 for governmental financial reporting. Management worked with the current auditor to ensure that the Asset Classes, Estimated Useful Lives and Capitalization Thresholds matched those previously used for capitalization in prior audits.

Management acknowledged the auditors recommendation and has worked with Lauterbach to generate a viable capital asset policy; please see attached.

**Budget Implications:**

Action requires expenditure of Funds:  No

**Motion:**

To Be Determined

**Attachments:**

1. Capital Asset Policy
2. Park Ridge Public Library Management Letter from Lauterbach & Amen, LLP



## ADMINISTRATION

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## CAPITAL ASSET POLICY

### **POLICY:**

The Park Ridge Public Library (the “Library”) maintains a fixed asset ledger for the capitalization of assets. Properties are examined for approximate value and all items judged to be of sufficient worth are included in the inventory. The purpose of this policy is to provide control and accountability over capital assets, and to gather and maintain information needed for the preparation of financial statements. The Park Ridge Public Library capital asset policy is herein established to safeguard assets and to insure compliance with GASB34 for governmental financial reporting.

### **RULES:**

#### **1. Inventory**

Responsibility for control of capital assets will rest with the operating department wherein the asset is located. The Park Ridge Public Library, a component unit of the City of Park Ridge, shall ensure that such control is maintained by establishing an inclusive capital asset inventory schedule. Asset purchases, which fall below the capitalization threshold, will not be included in the capital asset inventory.

#### **2. Definition of a Fixed Asset**

Capital Assets are major assets that have a presence in more than a single accounting period. They include such items as land, buildings, furnishings and equipment, and vehicles. The Library will use the following capital asset categories when accounting for capital assets:

- A. Land
- B. Construction in Process
- C. Works of Art
- D. Buildings
- E. Machinery and Equipment
- F. Office Furniture
- G. Vehicles
- H. Books and Library Materials



### 3. Valuing Capital Assets

Capital assets should be valued at cost or historical costs, plus those costs necessary to place the asset in its location (i.e. freight, installation charges.) In the absence of historical costs information, a realistic estimate will be used. Donated assets will be recorded at the estimated current fair market value.

### 4. Capitalizing

*When to Capitalize Assets:*

Assets are capitalized at the time of acquisition. To be considered a capital asset for financial reporting purposes an item must be at or above the capitalization threshold and have a useful life of at least one year.

*Assets not Capitalized:*

Capital assets below the capitalization threshold on a unit basis but warranting “control” shall be inventoried at the department level and an appropriate list will be maintained.

Capital Assets should be capitalized if they meet the following criteria:

- Tangible
- Useful life of more than one year (benefit more than a single fiscal period)
- Cost exceeds designated threshold

### 5. Park Ridge Public Library has following major classes of assets:

- A. Land and Inexhaustible Land Improvements – Capitalized value is to include the purchase price plus costs such as legal fees and filing fees; improvements such as excavation work, preparation of land for construction, landscaping.
- B. Works of Art – Capitalized value is to include the purchase or acquisition cost of artwork.
- C. Buildings – Costs include purchase price plus costs such as legal fees and filing fees; improvements include structures and all other property permanently attached to, or an integral part of the structure. These costs include re-roofing, electrical/plumbing, carpet replacement, and HVAC.
- D. Machinery and Equipment – Assets included in this category are heavy equipment, generators, phone system and kitchen equipment.
- E. Office Furniture – Assets included in this category are office furniture.
- F. Vehicles – Costs include purchase price plus costs such as title & registration.



G. Books and Library Materials – Costs include purchases of books and library materials.

## 6. Depreciation

Depreciation is computed on a straight-line method with depreciation computed on a monthly basis from the month of acquisition. Additions and improvements will only be capitalized if the cost either enhances the asset's functionality or extends the asset's useful life.

### Estimated Useful Lives

	Useful Life	Capitalization Threshold
Land	N/A	\$1
Works of Art	N/A	\$10,000
Buildings	50 years	\$50,000
Machinery and Equipment	3 - 20 years	\$10,000
Office Furniture	3 - 10 years	\$10,000
Vehicles	10 years	\$10,000
Books and Library Materials	10 years	\$1

## 7. OTHER

- A. Removing Capital Assets from Inventory - Capital assets are to be removed from inventory once they are obsolete or claimed as surplus property. The item must be removed from the inventory listing and reported to the Business Office.
- B. Donations or Transfer - Each Department must add additions and deletions from donated or transferred assets to the inventory listing.
- C. Surplus Property - Each Department must report all capital assets classified as surplus to the finance department.
- D. Lost or Stolen Property - When suspected or known losses of inventoried assets occur, the Department should conduct a search for the missing property. The search should include transfer to another department, storage, and scrapping, surplus property.

PARK RIDGE PUBLIC LIBRARY  
PARK RIDGE, ILLINOIS

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MANAGEMENT LETTER

FOR THE FISCAL YEAR ENDED  
APRIL 30, 2020



October 12, 2020

Members of the Board of Trustees  
Park Ridge Public Library  
Park Ridge, Illinois

In planning and performing our audit of the financial statements of the Park Ridge Public Library (the Library), Illinois, for the year ended April 30, 2020, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

We do not intend to imply that our audit failed to disclose commendable aspects of your system and structure. For your consideration, we herein submit our comments and suggestions which are designed to assist in effecting improvements in internal controls and procedures. Those less-significant matters, if any, which arose during the course of the audit, were reviewed with management as the audit field work progressed.

The accompanying comments and recommendations are intended solely for the information and use of the Board, Director and senior management of the Park Ridge Public Library, Illinois.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Library personnel. We would be pleased to discuss our comments and suggestions in further detail with you at your convenience, to perform any additional study of these matters, or to review the procedures necessary to bring about desirable changes.

We commend the finance department for the well prepared audit package and we appreciate the courtesy and assistance given to us by the entire Library staff.

LAUTERBACH & AMEN, LLP

## **CURRENT RECOMMENDATIONS**

### 1. **CAPITAL ASSET POLICY**

#### Comment

During our current year-end audit procedures, we noted the Library does not have a formal capital asset policy to provide guidance on the financial aspects and stewardship of capital assets. With respect to the financial aspects, guidance should be provided on the minimum dollar amount and minimum useful life for an item to be capitalized as a capital asset. Stewardship issues include the physical custody of capital assets.

#### Recommendation

We recommend that the Library adopt a capital asset policy, which addresses both financial, and stewardship issues. As part of developing the capital asset policy, a review of the current capitalization amount and estimated useful life should be performed for both financial reporting and stewardship. The capital asset policy should also establish standard depreciation methods and useful lives to be applied to specific categories of assets. With respect to stewardship, the policy should address location of assets, tagging, physical access and security and frequency of periodic inventories.

#### Management Response

Management acknowledges this comment and will work with Lauterbach & Amen, LLP to correct it in the coming year.