



Park Ridge Public Library

Notice is hereby given that the following Committees of the Library Board will meet in the  
**Third 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 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, November 12, 2019 at 7:00 P.M.**

**All committees are committees-of-the-whole unless noted**

**PUBLIC COMMENT**

**BUILDING & GROUNDS** (Lamb – Chair)

1. Approval of September 10, 2019 Minutes – Attached
2. Brief update on current and upcoming projects
3. Review of FY21 capital project proposal for Green Associates – Attached
4. Other

**PERSONNEL** (Reardon/Hanba – Co-Chairs)

1. Approval of October 8, 2019 minutes – Attached
2. Approval of October 8, 2019 CLOSED minutes (distribute at meeting)
3. Brief update on compensation benchmarking and minimum wage project
4. First discussion of compensation philosophy – Attached
5. Other

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

1. Approval of October 8, 2019 Minutes – Attached
2. Approval of FY21 levy resolution – Attached (5)
3. Other

**PLANNING & OPERATIONS** (Burkum – Chair)

1. Approval of October 8, 2019 Minutes – Attached
2. Brief update on selection of strategic planning and development consultant
3. Preliminary discussion of Business Policy – Attached
4. Other

**NO MEETINGS:**

**COMMUNICATION & DEVELOPMENT  
INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE  
RESOURCES**

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Building & Grounds Committee of the Whole Meeting of the Board of Trustees held in  
3<sup>rd</sup> Floor Meeting Room – Tuesday, September 10, 2019 at 7 p.m.

#### CALL TO ORDER

President Kennedy called the meeting to order at 7:01 p.m.

#### ROLL CALL

**Trustees Present:** Gareth Kennedy, President; Lauren Rapisand, Vice-President; Stevan Dobrilovic, Treasurer; Joshua Kiem, Secretary; Karen Burkum, Alexandra Hanba, Patrick Lamb, David Somheil

**Trustees Absent:** Michael Reardon

**Others Present:** Heidi Smith, Library Director; Barbara Larson, Library staff; Darren Schretter, StudioGC; Alderman Charlie Melidosian, City Council Liaison

#### COMMENTS FROM THE PUBLIC

None.

#### MINUTES

Trustee Lamb made a

**MOTION:** to approve the minutes July 9, 2019.

President Kennedy seconded the motion.

Voice Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Kiem, Lamb, Rapisand, Somheil

Absent: Reardon

**Motion passed unanimously.**

#### RENOVATION & COLUMNS UPDATE

Mr. Schretter reported that Construction Solutions, Inc. (CSI) was onsite 3 days last week to work on the punch list. Many of the over 100 items still remain, some due to waiting for materials and now more than the original eight are being contested as not being CSI's responsibility. CSI reported about 40 now complete. Mr. Schretter will continue to provide a weekly update and will complete a walk-thru with Facility Manager John Priala next week. CSI reported to Mr. Schretter that the painter and electrician will be onsite in the next week. Mr. Schretter reiterated his request that CSI address the current warranty items, and advised the Board that it might be November before the project is all wrapped up.

Mr. Schretter reported that K.M. Holly received the opinion of an expert from the Pre-cast Concrete Institute that the raised edges around the column joints are within industry tolerances. One possibility being reviewed is a textured paint that could be mocked up for Director Smith's consideration. There was some discussion about the appropriate time to accept the columns "as is;" Director Smith advised that now that the Library had received a definitive recommendation from the architect based on an industry expert's opinion, she felt the concern had now been satisfied. It was the consensus of the trustees to move forward with painting.

Upon discussion of outstanding change orders, Mr. Schretter advised the Library that withholding payment that negotiation for the price of a change order based on the inordinate amount of time CSI is taking to finish the punch list did not seem appropriate. It was discussed that former project architect Carl Giometti of StudioGC had completed an analysis finding the amount to be a fair market price.

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Building & Grounds Committee of the Whole Meeting of the Board of Trustees held in  
3<sup>rd</sup> Floor Meeting Room – Tuesday, September 10, 2019 at 7 p.m.

**ROOF UPDATE**

Director Smith reported that at the September 10, 2019 bid opening, four bids were received as follows:

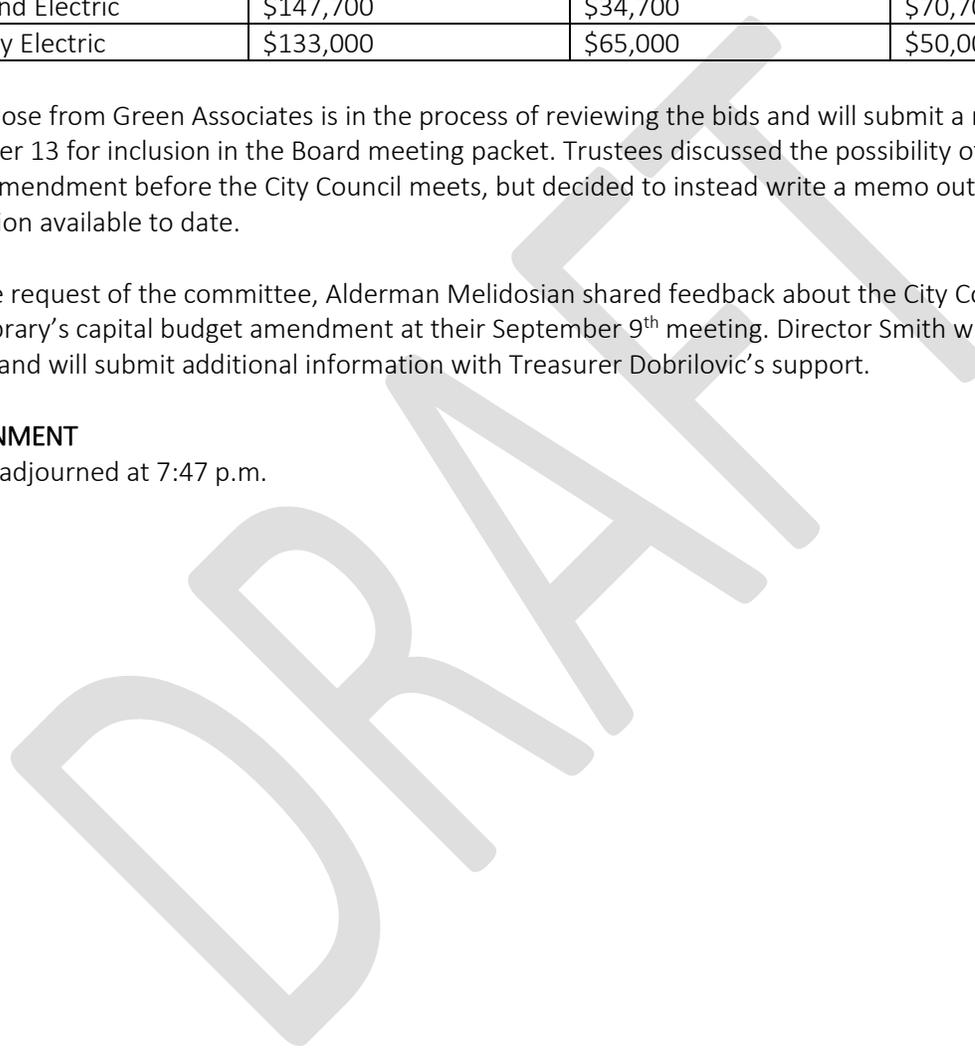
Bidder	Base Bid	Alternate 1	Alternate 2
Carey Electric	\$176,153	\$32,660	\$89,480
Powerlink Electric	\$112,750	\$16,020	\$33,240
Richmond Electric	\$147,700	\$34,700	\$70,700
Courtesy Electric	\$133,000	\$65,000	\$50,000

Andrew Jose from Green Associates is in the process of reviewing the bids and will submit a recommendation by September 13 for inclusion in the Board meeting packet. Trustees discussed the possibility of adjusting the budget amendment before the City Council meets, but decided to instead write a memo outlining all of the information available to date.

Upon the request of the committee, Alderman Melidosian shared feedback about the City Council’s discussion of the Library’s capital budget amendment at their September 9<sup>th</sup> meeting. Director Smith will attend the meeting and will submit additional information with Treasurer Dobrilovic’s support.

**ADJOURNMENT**

Meeting adjourned at 7:47 p.m.





# Memorandum

**Memo Date:** November 8, 2019  
**From:** Heidi Smith  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** November 12, 2019  
**Action Requested:** For review  
**Subject:** FY21 capital project proposal for Green Associates

## Background:

It is my understanding that during design and permitting phases of the 2018 renovation, it was agreed that the Library would budget for phase 2 in FY21, completing the remaining life safety requirements per building code, and that the City would approve the Library's levy request to fund the project. These requirements included a sprinkler system with necessary water service upgrade and fire alarm system updates.

The FY20 capital budget includes \$40,000 for professional services to begin design of FY21 projects including the life safety requirements.

In July of 2019, the Board approved the FY21 capital budget for a total of \$920,000 to complete the life safety project along with additional electrical, plumbing and ceiling/lighting projects to be completed concurrently. The estimated budget was based on dated information, and as such, the Library requested a statement of probable cost for budget and levy purposes as well as a fee proposal from Green Associates, the Library's architect of record.

Green Associates prepared the attached fee proposal and statement of probable cost for all of the FY21 projects for a total project cost of \$1,148,200. Please note that costs itemized on the statement do not include the general conditions, overhead, profit, contingency or architecture/engineering (AE) fees; those are itemized and added to the totals. These are budget costs and are based on a conceptual understanding of the work; they will be revised once during design development and once during creation of construction documents. The Board will have the option to bid portions of the project as alternates.

## Considerations:

Based on the Board's guidance in reviewing the attached proposal, Green Associates will prepare a Contract AIA Document B221 – 2018 for architectural and engineering services for "2020 MEP Work" project for consideration at the November 19<sup>th</sup> Board meeting. As approximately 50% of the AE fees were budgeted in FY20, this work could begin immediately.

Also based on this review, Library administration will prepare an amended FY21 capital budget for Board approval and submission to the City. Of note, the City has not yet approved any portion of the FY21 budget and would not require a capital budget amendment.

## Recommendation:

1. I recommend authorizing the AE work for the entire project now. As part of Budget & Finance, I included an increased FY21 capital budget to \$1,130,000 in order to have the ability to complete all proposed FY21 projects. The Board could make the determination to award portions of the project based on bid results.
2. As an alternative, the Board could omit the electrical switchgear from this project and postpone it until FY22, reducing the proposed FY21 capital budget by \$60,000 to \$1,070,000. This would be the project with the least amount of duplication of work.

## Attachments:

- Fee proposal and summary for "2020 MEP Work" from Green Associates
- Schematic design statement of probable cost for "2020 MEP Work" from Green Associates

6 November 2019  
Rev: 8 November 2019

Ms. Heidi Smith  
Director  
Park Ridge Public Library  
20 South Prospect Avenue  
Park Ridge, Illinois 60068

RE: 2020 MEP Work – Fee Proposal and Project Summary  
Project Number: 1404-201966

Dear Ms. Smith:

We appreciate the opportunity to work with the Library and support the good you bring to your community.

The 2020 MEP Work includes:

- Sprinklering the entire building per current code. This work includes a sprinkler pump in the lower level mechanical area and associated electrical to serve pump.
- Upgrade building's water service. This includes a connection to the city watermain to accommodate new sprinkler system.
- Upgrade the fire alarm system.
- Upgrade the main electrical switch in lower level mechanical area, upgrade electrical sub panels throughout building.
- Upgrade remaining original domestic water piping and horizontal sanitary piping at fixtures.
- Replace select older ceilings and lighting where affected by MEP work.

See attached for the schematic design statement of probable cost. These costs are based on a conceptual understanding of work. We will update these costs during the design development and construction documents phases as more detailed design progresses.

Recommended schedule for design and construction:  
Design and Construction Documents: Nov 2019 – Feb 2020  
Out to bid: March 2020  
Receive bids and award of contract: April 2020  
Construction: June 2020 – August 2020

Enlightened Design  
Practical Solutions

We request a fee of \$87,000.00 for contract documents, bidding, permitting and construction administration. This is approximately 10% of the total construction cost less contingency. The scope of services includes:

- Survey of existing building and site conditions, including architectural, mechanical, electrical, and plumbing elements.
- Two design and planning review meetings.
- Attend two board meetings
- Construction documents for bidding.
- Manage the bidding process including a letter of recommendation.
- Construction administration services which include management of contracts, review of submittals, 9 site visits and processing of closeout documents.

111 Deer Lake Road, Suite 135  
Deerfield, Illinois 60015-4998  
telephone 847-317-0852  
[www.greenassociates.com](http://www.greenassociates.com)

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

Director Heidi Smith  
1404-201966  
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We look forward to working with you, do not hesitate to contact us should you have any questions.

Sincerely,

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

Andrew Jose  
Sr. Project Coordinator

Encl. (3)  
cc: C. Pugh, GA  
J. Priala, PRPL

J:\clnt\1404\201966\CD\201966-002 2020 MEP Fee Proposal and Summary R1.docx

STATEMENT OF PROBABLE COST - SCHEMATIC DESIGN Rev1					
Owner :	Park Ridge Public Library			Time :	
Project :	2020 MEP Work			Date :	11/8/2019 Rev
Project No.:	1404-201966			Estimator :	A. Jose
<b>2025-2030 Work - East areas</b>					
CSI DIV.	DESCRIPTION	QUANTITY		UNIT	TOTAL
		NO.	UNIT	COST	COST
	<b>Demolition and Mobilization</b>				
	Mobilization and temp facilities	1	LS	7,500.00	7,500.00
	Demo of architectural items	1	LS	8,500.00	8,500.00
	<b>New Construction</b>				
	New water service incl trenching	1	LS	50,000.00	50,000.00
	Sprinklers	1	LS	345,000.00	345,000.00
	Electrical for sprinkler pump incl generator (City may not require generator and would be \$40,000 deduct)	1	LS	80,000.00	80,000.00
	Electrical panel and switchboard upgrades	1	LS	44,000.00	44,000.00
	Fire alarm upgrades	1	LS	75,000.00	75,000.00
	Domestic water and sanitary plumbing upgrades	1	LS	75,000.00	75,000.00
	Replace ceilings affected by sprinkler and FA work	1	LS	35,000.00	35,000.00
	Architectural patching and finishes	1	LS	38,000.00	38,000.00
		<b>Subtotal Construction Cost</b>			<b>758,000.00</b>
		Contractors General Conditions 10%			75,800.00
		Contractors Overhead 10%			75,800.00
		General Contractors Profit 10%			75,800.00
		Construction Contingency 10%			75,800.00
		<b>Total Construction Cost</b>			<b>1,061,200.00</b>
		AE Fees			87,000.00
		<b>Total Project Cost</b>			<b>1,148,200.00</b>
Notes:					
1) Costs do not include owner's costs to accommodate work other than that indicated.					
2) Costs are based on conceptual understanding of work. Cost shall be revised at design development and construction document phases					

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Personnel Committee of the Whole Meeting of the Board of Trustees held in  
3<sup>rd</sup> Floor Meeting Room – Tuesday, October 8, 2019 at 7:00 p.m.

#### CALL TO ORDER

President Gareth Kennedy called the meeting to order at 7:00 p.m.

#### ROLL CALL

**Trustees Present:** Gareth Kennedy, President; Lauren Rapisand, Vice-President; Stevan Dobrilovic, Treasurer; Joshua Kiem, Secretary *left early*; Karen Burkum *arrived late*, Alexandra Hanba, Patrick Lamb *arrived late*, Michael Reardon, David Somheil

**Others Present:** Heidi Smith, Library Director; Barbara Larson, Library staff; Alderman Charlie Melidosian, City Council Liaison

#### COMMENTS FROM THE PUBLIC

None.

#### MID-YEAR DIRECTOR PERFORMANCE FEEDBACK

Vice-President Rapisand made a

**MOTION** to adjourn to closed session pursuant to 5 ILCS 120/2(c) for discussion of a personnel matter

President Kennedy seconded the motion.

Voice vote. Yay: Dobrilovic, Hanba, Kennedy, Kiem, Rapisand, Reardon, Somheil  
Absent: Burkum, Lamb

**Motion passed.**

Closed Session (time) 7:10 p.m. to 8:02 p.m.

President Kennedy made a

**MOTION** to adjourn the closed session at 8:02 p.m.

Vice-President Rapisand seconded the motion.

Voice vote. Yay: Burkum, Dobrilovic, Hanba, Kennedy, Lamb, Rapisand, Reardon, Somheil  
Absent: Kiem

**Motion passed.**

#### MINUTES

Trustee Burkum made a

**MOTION** to approve the minutes April 3, 2019.

Trustee Lamb seconded the motion.

Voice Vote: Yes: Burkum, Dobrilovic, Rapisand, Reardon  
Abstain: Hanba, Kennedy, Somheil  
Absent: Kiem

**Motion passed.**

#### CLOSED MINUTES

Vice-President Rapisand made a

**MOTION** to approve the closed minutes April 3, 2019.

Trustee Burkum seconded the motion.

Voice Vote: Yes: Burkum, Dobrilovic, Lamb, Rapisand, Reardon  
Abstain: Hanba, Kennedy, Somheil  
Absent: Kiem

**Motion passed.**

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Personnel Committee of the Whole Meeting of the Board of Trustees held in  
3<sup>rd</sup> Floor Meeting Room – Tuesday, October 8, 2019 at 7:00 p.m.

#### DISCUSS MINIMUM WAGE STRATEGY

Director Smith reported that the State of Illinois recently passed legislation to incrementally increase the minimum wage from \$8.50 to \$15 per hour from 2020 to 2025. This will affect Pages, Assistants I and Monitors, or 25 of our 70 staff.

Director Smith presented the following options:

- Meeting the minimum state minimum wage requirement
- Aligning changes with fiscal year
- Proposed option – getting ahead of what state is requiring by making the changes at the start of the fiscal year and retaining the merit gains by increasing everyone in the classification by a set dollar amount.

For FY21, staff calculated a minimum of \$16,000 to raise the minimum wage of the 13 Page positions to meet the timing requirements of the law and still maintain staff merit gains from previous years. Staff also estimated the amount they are recommending to address compression issues created by increasing the base of the pay scale, which is \$65,000 for FY21.

Director Smith explained the benefits of the proposed plan

- More strategic approach – looking at all employees over time
- If the process is done piecemeal it could create morale issues
- Processing the increases more frequently could increase possibility of error
- Simplifies budgeting – doing all increases at once to align with fiscal year
- If just the bottom of the pay scale is raised but not the others, could leave the library vulnerable if other libraries do scale based on compression

Trustee Reardon expressed concern about the impact of overall increases on the budget. The Board discussed how the strategic planning process will also fit in to this, helping to determine what kinds of services patrons are looking for, and how work flow and structure would be impacted. For example, looking at how circulation levels have changed and other services being offered.

The Board supported moving forward with the minimum increases as required by the state for FY21, and applying the compression method to only to the Page, Assistant I and II levels (possibly extending into Assistant III). The consensus was that they needed stronger rationale for applying the compression strategy across all levels. Trustees suggested that CPI may rise based on minimum wage increase, and perhaps that would bring salaries in line with the market. Director Smith explained that CPI had not been used by the Library in recent years to adjust wages or the salary scale, that increases had been based on merit system. Director Smith stated that a decision did not have to be reached in the very near term, but it would factor into budget discussions and wanted to introduce the options so the Board could start to consider. The Library is planning to conduct a pay study in the next several months, but that information is not yet available.

#### ADJOURNMENT

Trustee Burkum made a

**MOTION** to adjourn at 9:02 p.m.

President Kennedy seconded the motion.

Voice vote. Yay: Burkum, Dobrilovic, Hanba, Kennedy, Lamb, Rapisand, Reardon, Somheil

Absent: Kiem

**Motion passed.**



# Memorandum

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**Memo Date:** November 7, 2019  
**From:** Heidi Smith, Library Director  
**Meeting Type:** Personnel Committee of the Whole  
**Meeting Date:** November 12, 2019  
**Action Requested:** For discussion  
**Subject:** First discussion of compensation philosophy

**Background:**

In order to update the salary schedule for Library staff, the philosophy of the Board in regards to compensation must be clearly defined. The compensation philosophy provides a framework for Library Administration to make pay decisions and outlines responsibilities for the maintenance of the compensation program.

**Draft statement:**

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 diverse 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.
  - a. Annually, the Library will adjust the pay ranges based on CPI and may make pay adjustments accordingly.
  - b. Every three years, the Library will collect, analyze, and consider pay ranges to benchmark positions in the market and will make adjustments to pay ranges as needed.

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 and continuing education are available 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, defined as sufficiently above the average of the local library competitor market to continue to attract and retain superior staff.
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.

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget & Finance Committee of the Whole Meeting of the Board of Trustees held in  
3<sup>rd</sup> Floor Meeting Room – Tuesday, October 8, 2019 at 9:02 p.m.

#### CALL TO ORDER

Committee Chairman Dobrilovic called the meeting to order at 9:02 p.m.

#### ROLL CALL

**Trustees Present:** Gareth Kennedy, President; Lauren Rapisand, Vice-President; Stevan Dobrilovic, Treasurer; Secretary; Karen Burkum, Alexandra Hanba, Patrick Lamb, Michael Reardon, David Somheil

**Trustees Absent:** Joshua Kiem

**Others Present:** Heidi Smith, Library Director; Barbara Larson, Library staff; Alderman Charlie Melidosian, City Council Liaison

#### MINUTES

Vice-President Rapisand made a

**MOTION** to approve the minutes September 10, 2019.

Trustee Lamb seconded the motion.

Voice Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Lamb, Rapisand, Somheil

Abstain: Reardon

Absent: Kiem

**Motion passed.**

#### LEVY HISTORY AND FORECAST AND FY21 DRAFT SUMMARY BUDGET

The Board's first discussion of the Operating Budget for FY21 is scheduled for January. This month, the Board needs to determine the property tax revenue for FY21. Staff anticipates continued review and refinements over the next 4 months, prior to Board approval in February.

Director Smith referred to property tax example showing that taxes collected by the 2019 levy resolution will be disbursed to the Library in February 2020 (FY20) and August 2020 (FY21). She also explained that the 2019 levy does determine taxes collected and paid to the Library for all of FY21. The first installment of the 2020 levy, to be received in February 2021 (FY21), is calculated at 55% of the previous levy.

Director Smith referred to the levy history and forecast chart showing actual levy amounts 2009 through 2018, demarcating 2014 through 2017 as referendum levy years. She also referenced the forecast for 2019 through 2023 for the committee's consideration.

Director Smith referred to the 5-year levy forecast spreadsheet, summarizing that in following the Board's strategy from 2018, the Library levy is forecast for a 9% or \$347,000 increase from FY20 to FY21, followed by 3% increases over the previous year for FY 22, 23 and 24, with a forecast of 8% increase in FY25 over FY24. A large reason for the year 5 change over the 2018 plan is the proposed salary strategy discussed in the Personnel committee meeting.

Director Smith reported that the draft summary budget includes significant deficit spending for operations in FY21, in addition to tax revenue to fund the sprinkler project. She stated that staff was seeking direction from the Board as to whether they wished to continue to deficit spend at significant rates, as is the case with the current fiscal year, and for the Board to determine what levy amount they want to approve as a result of that strategy.

Treasurer Dobrilovic stated that there is risk in dropping levy so dramatically, that if the City Council sentiment changed, the Library could be placed in precarious financial situation, similar to the case prior to the referendum. He asked if it is better to take that risk or extend it out over the time it takes to spend down the reserve and avoid issuing another referendum.

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget & Finance Committee of the Whole Meeting of the Board of Trustees held in  
3<sup>rd</sup> Floor Meeting Room – Tuesday, October 8, 2019 at 9:02 p.m.

Trustee Reardon said that in discussions with the City, there was an informal agreement that the City would cover cash flow issues if the Library needed. It was their recommendation that the Library have 3-6 months of extra cash in reserve.

Trustee Rapisand stated that she did not agree with the 2018 strategy. She suggested earmarking a portion of the reserve funds each year for special projects.

One goal of the Board was to establish a capital fund, but the Library's financial consultant advised that it be done as part of budget process for FY21. The Board expressed desire for a capital expenditure plan that would be planned and carefully documented. It was clarified that the amount budgeted for the capital fund would not be \$250,000 each year, but would be maintained at that amount and would only require replenishing what was spent from previous year. This amount is intended to cover any major building issues that could occur in any given year as discussed with and agreed upon by the City.

Director Smith summarized that the big levy reduction has already taken place in the 2018 levy impacting current FY20. She proposed that the levy forecast for FY21 remain as planned, but the Board could discuss additional increases in following years, rebounding the levy to reduce deficit spending sooner if strategy of board shifts. Smith did not recommend increasing the FY21 levy increase to more than 9%.

It was stated that the Board would need to plan with purposeful uses of the money before they can decide how much to set aside.

Director Smith recommended the Board determine what levy increase the Board feels is supportable to City and residents that puts the Library in a position to continue the current strategy or adopt a new one in following years.

Director Smith stated that in discussions with the 2018 Library Board, there was majority consensus that they would not use referendum funds for the sprinkler project. Trustee Reardon clarified that the understanding with the City was that they would be willing to increase the Library levy to fund sprinkler project in FY21.

Director Smith has been having follow-up meetings about the roof project and sprinkler system. The Board requested an updated estimate on the sprinkler system project to ensure that the cost is accurate and the levy amount is sufficient.

The consensus if the Board was to hold off on passing levy until November. It was stated that besides more detailed estimate for the sprinkler project, a decision about how much to budget for salaries should also be considered.

#### Other

Treasurer Dobrilovic reviewed revised monthly financial report format. Trustees agreed that a notes section to highlight any critical issues for the month on the report would be helpful.

#### ADJOURNMENT

Treasurer Dobrilovic made a

**MOTION** to adjourn at 9:56 p.m.

Trustee Burkum seconded the motion.

Voice vote. Yay: Burkum, Dobrilovic, Hanba, Kennedy, Lamb, Rapisand, Reardon, Somheil

Absent: Kiem

**Motion passed.**



# Memorandum

**Memo Date:** November 7, 2019  
**From:** Heidi Smith, Library Director  
**Meeting Type:** Budget & Finance Committee of the Whole  
**Meeting Date:** November 12, 2019  
**Action Requested:** For approval  
**Subject:** 2019 levy resolution based on FY2021 draft summary budget

## Background:

The proposed 2019 levy of \$4,008,000 is taken directly from the fall 2018 5-year levy forecast that was reviewed by the Library Board and submitted to the City of Park Ridge. In addition, this amount was reported in the FY2019 annual report and submitted to the City. Of key importance is that the amount of the 2019 Library levy resolution is anticipated to bring the Library Fund Balance (omitting gift, technology and capital restrictions) at FY21 year end to an estimated \$2,483,000 or 6.8 months of operating expenses. This is based on the current FY21 draft summary budget and very general estimate of FY20 year end, both with a target of ending at 97% spent. Included in the FY21 draft summary budget are 2 scenarios as follows:

1. 9% levy increase from prior year (\$347,000); taken from 2018 5-year levy forecast
  - a. Ends FY21 with 7 months of operating expenses or \$2,453,324
2. 9% levy increase from prior year (\$347,000); current memos, chart and resolution are based on this scenario
  - a. Ends FY21 with 6.8 months of operating expenses or \$2,482,641

Please note differences in average monthly operating expenses based on budget. Also note capital, technology and gift balances in addition to the adjusted Library Fund balance.

The Board's first discussion of the Operating budget for FY21 is scheduled for January. This month, the Board needs to determine the property tax levy for FY2021. The staff worked hard to make sure the attached draft summary budget is as up-to-date as possible to support the Board in making that decision. We anticipate continued review and refinements of the FY21 budget over the next few months, prior to final Board approval in February.

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

The FY21 budget includes the assumption that the City of Park Ridge will continue to provide the following services to Park Ridge Public Library:

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



# Memorandum

10. Maintains City Commons (grounds surrounding Library building) including drainage system, landscaping and planters
11. Provides snow removal services in City parking lot adjacent to the Library and public sidewalks including Library staff parking area
12. Provides maintenance, gas and insurance for the Library van (replacement would be purchased by Library)

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

## **FY21 Budget Assumptions:**

### **Revenues**

- (A) PPRT: Personal Property Replacement Tax are revenues collected by the state of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away.
- (B) Miscellaneous: Includes proctoring fees, copier proceeds, meeting room fees, non-resident fees for program attendance and computer use, business use fees, etc.

### **Operating Expenditures**

- (1) Salaries:
  - a. Salaries are calculated by spreadsheet with each position, hourly rate and annual hours by department.
  - b. Overall reduction FY20 to FY21 of **\$209,000** due to attrition with no replacements or reduced hours, senior staff turnover with less experienced replacements, reduction in overall contingency, slight reduction in merit pool, and modification of placeholders in Patron Services and Maintenance.
  - c. Proposed increase FY20 to FY21 of **\$229,000** for market benchmarking adjustments, minimum wage adjustments, compression adjustments, merit increases/bonuses and strategic plan/general contingency.
    - i. Updated and detailed salaries budget for consideration in January 2020
  - d. Overall net increase of **\$20,000** or 1%; same amount projected for FY21 in 2019 5-year levy projection
- (2) Employee Benefits: Budgeted 3% rate increase for health and dental; will refine based on individual plan review by City in December; waiting for 5-year average increase rate
- (3) Data Processing:
  - a. CVI (managed IT) contract will remain at FY20 budget amount
  - b. Budgeted 2% increases for CCS (local consortium) and OCLC (global cooperative) contracts
  - c. Maintained American Eagle (website) monthly service rate
- (4) Building Maintenance:
  - a. Includes 2% overall increase with the exception of natural gas with a \$5,000 increase based on anticipated use.
  - b. Included additional \$20,000 for door lock project (planning part of the project for FY20)
  - c. Included additional \$10,000 for potential sound mitigation projects as needed
  - d. This category of expenses includes \$50,000 unexpected repairs
- (5) Membership, Recruiting and Training:
  - a. Maintained FY20 professional development initiative; reduced by \$4,000 from FY 20 as the national ALA conference will be in Chicago and there will be no national PLA conference during FY21
  - b. Included \$3,000 to support 4 staff in-service mornings annually
  - c. Included \$1,500 for general staff appreciation (new initiative)
- (6) Equipment Rental:
  - a. Included additional \$20,000 placeholder for a copier lease; evaluating age of equipment and options for budget discussion
  - b. RFID agreements remain at FY20 budget amount



# Memorandum

- (7) Consulting:
  - a. Development consulting and strategic planning fees likely to continue into FY21, \$17,000
  - b. Included additional \$8,000 to support potential strategic initiatives coming out of new strategic plan
- (8) Public Relations: Included additional \$25,000 for new signage based on initial quote; considering phased plan over FY20, 21 and 22
- (9) General Contractual:
  - a. Budgeted 2% to cover possible cost increases
  - b. Added additional \$10,000 for annual audit: City is bidding out annual audit with separate Library/City components; last year's process highlighted the issue that the City is not in control of or responsible for Library operations and therefore the audit should be separate
  - c. Reduced \$2,400 in postage from 6 newsletters to 4
  - d. Included additional \$5,000 for technology programs and \$2,000 for teen programs
  - e. Researching use of E-rate funds for internet service; included full amount in budget with 2% increase.
- (10) Special Counsel: Budget reduced \$5,000 for FY21
- (11) Supplies:
  - a. Budgeted 2% increase to cover expected vendor price increases.
  - b. Included additional \$86,000 (offset by \$74,000 in Gift revenue) for post-renovation assessment furniture, fixtures and equipment (Note: Could consider for FY21 Per Capita grant.)

Item	Proposed Budget
Improve Loft and Children's service desk areas	\$12,000
Replace chairs in staff meeting room and desks in marketing office	\$10,000
Replace 10 meeting room folding tables with lighter tables for 1-person set-up	4,000
Replace 3 <sup>rd</sup> floor meeting room tables and chairs	25,000
Update Media Lab furniture	10,000
Add display fixtures for Reference, Reader Services, Children's and Loft	25,000
<b>Total</b>	<b>\$86,000</b>

- (12) Collections: Budgeted 1% increase to cover expected vendor price increases.
- (13) Gifts: Previously budgeted as Gift expenditures; consultant recommended budgeting by expense category (see #11)
- (14) Grants: Maintained Per Capita grant in both revenues and expenditures; will handle the same as Gift (see #13) during budget development once Board finalized Per Capita application (December 2019)

## Capital Budget

**Technology Replacement:** This is still very rough, but will likely include funds to defer updating the phone system (\$35,000), and back- up system (\$18,000), from FY20 to 21. Could include purchase of new copiers rather than leasing them, as well as replacing our outdate PA system.

**Capital Projects:** The Board approved the FY21 Capital Projects budget for FY21 in July as follows:

Project	Budget	Proposed Revision
Life safety improvements - sprinklers	\$650,000	*\$1,130,000
Sanitary drain and water distribution	\$110,000	
Upgrade electrical switch gear	\$120,000	
Update ceilings and lighting in sprinkler areas	\$40,000	
<b>Total</b>	<b>\$920,000</b>	<b>*\$1,130,000</b>



# Memorandum

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\*Of note, \$40,000 is budgeted in FY20 for approximately 45% of architectural and engineering professional services for FY21 projects and was omitted from the FY21 project budget amount. In addition, the project budget was increased \$21,8000 or 2% to provide an allowance for inflation or other unexpected increases. Also, all four components were estimated together as one major project.

## **Restrictions**

The financial consultant recommended Board restrictions for Technology, Capital and Gift balances. We need to learn more about this, but it's basically assigning a restriction, not budgeting to spend. More to come on this.

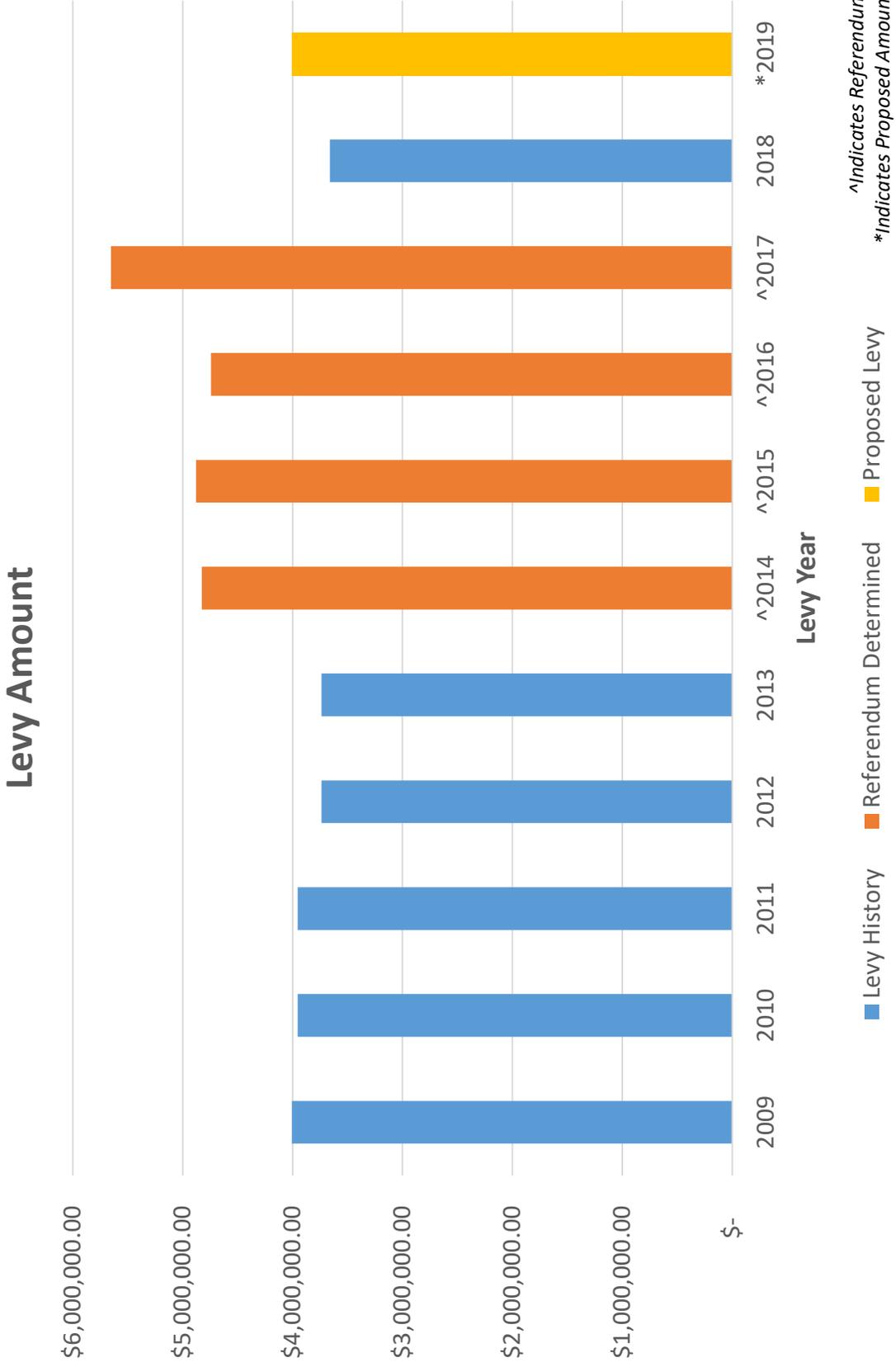
Note: According to the Consumer Price Index for All Urban Consumers - August 2019 (U.S. Department of Labor, Bureau of Labor Statistics), over the previous 12 months, the CPI-U increased 1.7%. Based on this data, 2% was applied to services and commodities where noted.

## **Attachments:**

- Library levy history 2009-2018 / 2019 levy proposal chart
- FY21 draft summary budget
- 2019 levy resolution
- Draft memo to City to accompany levy resolution



# Park Ridge Public Library Levy History 2009-2018 / Proposed 2019 Levy



**FY 21 Draft Budget Summary**

11/9/2019

**From 2018 5-  
year levy  
forecast**

FY20 41% of Fiscal Year Completed; YTD as of September 30, 2019 (Consolidated YTD Revenue and Expenditures)

Scenario 1 - 9% levy increase from prior year  
Scenario 2 - 9% levy increase from prior year

Line Item	FY19 Actual	FY 20 Budget	FY 20 YTD Spent	Remaining FY 20 Budget	% of Total Spent	FY21 Budget	FY21 Budget
<b>Revenues</b>							
Property Taxes Levy Resolution	\$ 5,652,377	\$ 3,661,000				\$ 4,008,000	\$ 4,008,000
Property Tax & PPRT Revenue (A)	\$ 6,086,962	\$ 2,610,743	\$ 581,630	\$ 2,029,113	22%	\$ 4,243,850	\$ 4,253,850
Other - Fines & Fees	\$ 45,251	\$ 35,000	\$ 18,881	\$ 16,119	54%		\$ 45,000
Grant	\$ 46,850	\$ 46,850	\$ 46,850	\$ -	100%		\$ 46,850
Transfer from Gift	\$ 2,875	\$ 112,288	\$ -	\$ 112,288	0%		\$ 74,000
Interest	\$ 13,541	\$ 3,000	\$ 12,568	\$ (9,568)	419%		\$ 2,500
Miscellaneous (B)	\$ 68,314	\$ 42,500	\$ 24,943	\$ 17,557	59%		\$ 42,500
<b>Total Revenue</b>	<b>\$ 6,263,793</b>	<b>\$ 2,850,381</b>	<b>\$ 684,871</b>	<b>\$ 2,165,510</b>	<b>24%</b>	<b>\$ 4,359,350</b>	<b>\$ 4,464,700</b>
<b>Operating Expenditures</b>							
Salaries (1)	\$ 2,129,506	\$ 2,400,000	\$ 877,863	\$ 1,522,137	37%		\$ 2,420,000
Employee Benefits (2)	\$ 400,189	\$ 405,020	\$ 163,088	\$ 241,933	40%		\$ 418,000
Data Processing (3)	\$ 256,172	\$ 253,000	\$ 108,471	\$ 144,529	43%		\$ 255,000
Building Maintenance (4)	\$ 135,416	\$ 145,000	\$ 27,420	\$ 117,580	19%		\$ 183,000
Membership, Recruiting, Training (5)	\$ 22,083	\$ 37,500	\$ 11,094	\$ 26,406	30%		\$ 33,500
Equipment Rental (6)	\$ 12,421	\$ 24,500	\$ 3,566	\$ 20,934	15%		\$ 44,500
Consulting Services (7)	\$ -	\$ 37,000	\$ -	\$ 37,000	0%		\$ 25,000
Public Relations (8)	\$ 15,301	\$ 33,600	\$ 9,994	\$ 23,606	30%		\$ 47,000
General Contractual (9)	\$ 61,153	\$ 89,500	\$ 31,497	\$ 58,003	35%		\$ 105,890
Special Counsel (10)	\$ 6,156	\$ 30,000	\$ 8,989	\$ 21,011	30%		\$ 25,000
Supplies (11)	\$ 49,970	\$ 72,000	\$ 26,645	\$ 45,355	37%		\$ 141,260
Library Resources (12)	\$ 523,374	\$ 620,350	\$ 282,089	\$ 338,261	45%		\$ 626,554
Gift (13)	\$ 2,875	\$ 14,000	\$ 18,563	\$ (4,563)	133%		\$ -
Grants (14)	\$ -	\$ 46,850	\$ -	\$ 46,850	0%		\$ 46,850
<b>Total Operating</b>	<b>\$ 3,614,615</b>	<b>\$ 4,208,320</b>	<b>\$ 1,569,279</b>	<b>\$ 2,639,041</b>	<b>37%</b>	<b>\$ 4,231,494</b>	<b>\$ 4,371,554</b>
<b>Capital Expenditures</b>							
Technology Replacement Budget	\$ 55,757	\$ 100,000	\$ 123,637	\$ (23,637)	124%	\$ 75,000	\$ 100,000
Capital Projects Budget*	\$ 2,128,363	\$ 386,270	\$ 13,996	\$ 372,274	4%	\$ 865,000	\$ 1,130,000
<b>Total Capital</b>	<b>\$ 2,184,120</b>	<b>\$ 486,270</b>	<b>\$ 137,633</b>	<b>\$ 348,637</b>	<b>28%</b>	<b>\$ 940,000</b>	<b>\$ 1,230,000</b>
<b>Total Expenditures</b>	<b>\$ 5,798,736</b>	<b>\$ 4,694,590</b>	<b>\$ 1,706,912</b>	<b>\$ 2,987,678</b>	<b>36%</b>	<b>\$ 5,171,494</b>	<b>\$ 5,601,554</b>
<b>Restrictions</b>							
Transfer to Technology Replacement	\$ 100,000	\$ 75,000				\$ 75,000	\$ 75,000
Transfer to Capital Reserve	\$ -	\$ -				\$ 250,000	\$ 250,000
<b>Total Restrictions</b>	<b>\$ 100,000</b>	<b>\$ 75,000</b>				<b>\$ 325,000</b>	<b>\$ 325,000</b>
<b>Capital Balance Projections</b>	<b>\$ -</b>	<b>\$ -</b>				<b>\$ 250,000</b>	<b>\$ 250,000</b>
<b>Technology Balance Projections</b>							
Beginning Fund Balance	\$ 412,063	\$ 412,063				\$ 132,531	\$ 387,063
Transfers In / Interest income		75,000				\$ 75,000	\$ 75,000
Projected Expenditures		100,000				\$ 50,000	100,000
Projected Ending Fund Balance	<b>412,063</b>	<b>387,063</b>				<b>\$ 157,531</b>	<b>362,063</b>
<b>Gift Balance Projections: year end</b>	<b>\$ 459,830</b>	<b>\$ 347,542</b>					<b>\$ 273,542</b>
<b>Library Fund Balance Projections</b>							
Beginning Fund Balance	\$ 5,481,541	\$ 5,804,849				\$ 3,265,468	\$ 4,086,890
Excess Budgeted (Deficit)		\$ (1,844,209)				\$ (812,144)	\$ (1,136,854)
Excess Projected at 97% (Deficit)		\$ (1,717,959)				\$ (1,005,707)	\$ (1,005,707)
Projected Ending Fund Balance	<b>\$ 5,804,849</b>	<b>\$ 4,086,890</b>				<b>\$ 2,453,324</b>	<b>\$ 3,081,183</b>
Less all Restrictions	\$ 5,245,019	\$ 3,664,348					\$ 2,482,641
Average monthly operating expenses	\$ 301,217.95	\$ 350,693.33				\$ 352,624.50	\$ 364,296.13
# of months of operating expenses in Fund Balance	17.4	10.4				7.0	6.8

FY19 Actual preliminary audit data  
As of 6/30/2019

Adjusted from \$14,000 to include hold overs from FY19

Tech listed as internal service fund in 2018 document

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES  
OF THE CITY OF PARK RIDGE,  
COOK COUNTY, ILLINOIS,  
PROVIDING FOR THE ANNUAL TAX LEVY  
FOR THE FISCAL YEAR BEGINNING MAY 1, 2020  
AND ENDING APRIL 30, 2021**

**WHEREAS**, the City of Park Ridge Public Library (“Library”) is a municipal city library under the Illinois Local Library Act (75 ILCS 5/1, *et seq.*); and,

**WHEREAS**, the Library’s taxes shall be levied by the City of Park Ridge (“City”), in the amounts determined by the Library Board (“Board”) and collected in like manner with other general taxes of the City and the proceeds shall be deposited in a special fund known as the Library Fund (75 ILCS 5/3-5); and,

**WHEREAS**, at its meeting of November 19, 2019, the City of Park Ridge Public Library (“Library”) approved the Library’s tax levy for the period of May 1, 2020 and ending APRIL 30, 2021; and,

**WHEREAS**, following FY 2020, the Board of Trustees of the Library intends to budget and levy in accordance with the Illinois Local Library Act (75 ILCS 5/1 *et seq.*) pertaining to municipal libraries;

**WHEREAS**, this levy request for operation of the Library for fiscal year 2021 is in the public interest and in the interest of the library and its patrons;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES CITY OF PARK RIDGE PUBLIC LIBRARY, AS FOLLOWS:**

**Section 1.** That the foregoing preambles are incorporated into this Section as though fully stated herein.

**Section 2.** The Library Board does hereby state and declare that the financial needs of the Library to be satisfied from tax receipts, in addition to the amount received from other sources, is Four Million Eight Thousand and No/100 Dollars (\$4,008,000.00) for the fiscal year May 1, 2020 to April 30, 2021.

**Section 3.** To the extent any motion, resolution, or ordinance previously adopted by the Library Board of Trustees is inconsistent with this Resolution, it is hereby repealed.

**Section 4.** That the meeting at which this Resolution was approved was in all things conducted in strict compliance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

**Section 5.** That if any one or more sections or clauses of this Resolution is adjudged to be unconstitutional or invalid, such judgment shall not effect, impair or invalidate the remaining provisions of this Resolution and the remaining provisions of the Resolution shall be interpreted as if the offending Section or clause never existed.

**Section 6.** That this Resolution shall become effective from and after its passage.

**PASSED and ADOPTED on this 19<sup>th</sup> day of November, 2019.**

ROLL CALL VOTE:

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

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

ABSENT OR NOT VOTING: \_\_\_\_\_

Approved:

Attest:

\_\_\_\_\_  
Gareth Kennedy  
President, Board of Library Trustees

\_\_\_\_\_  
Josh Kiem  
Secretary, Board of Library Trustees



# Memorandum

**Memo Date:** November 13, 2019  
**From:** Heidi Smith, Park Ridge Public Library Director  
**To:** Andrea Lamberg, City of Park Ridge Finance Director  
**Action Requested:** For approval by City Council  
**Subject:** 2019 levy resolution

## Background:

The following is an excerpt from the Library's FY2019 Annual Report which was submitted to the City of Park Ridge on August 1, 2019:

### Financial Requirements for FY2021

At the November 26, 2018 Park Ridge City Council Finance and Budget Committee of the Whole meeting, Board President Michael Reardon and Library Director Heidi Smith presented a draft levy forecast for the Library that included deficit spending in fiscal years 2020 and 2021. The goal is to spend down the Library's fund balance funds to a target of six months annual operating costs in reserve. In applying this strategy, maintaining current operations and planning for life safety and infrastructure updates to the Library building, the 2019 Library levy resolution is estimated at \$4,008,000. This is a 9% increase from 2018 following a 35% decrease from 2017 to 2018.

The Library Board has since reviewed the draft levy forecast submitted in the fall of 2018 and approved the 2019 levy resolution at the forecasted amount of \$4,008,000. This 9% increase (\$347,000) for the 2019 levy follows the significant 35% decrease (\$1,991,000) from the 2017 levy to the 2018 levy. This is reflected in the budgeted \$1,900,000 of deficit spending in FY2020 and \$1,100,000 in the draft FY2021 budget. To clarify, changes to the levy as proposed for 2019 will impact the FY2021 budget.

The amount of the 2019 Library levy resolution is anticipated to bring the Library Fund Balance (omitting gift, technology and capital restrictions) at FY21 year end to an estimated \$2,483,000 or 6.8 months of operating expenses. This is based on the current FY21 draft summary budget and very general estimate of FY20 year end, both with a target of ending at 97% spent. This is the target the Library has been working toward as reported last year to the City.

Of note, the FY2021 capital budget approved by the Library Board in July 2019 includes the sprinkler project that was deferred during the 2018 renovation as the next phase of life safety improvements to the Library building.

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

## Action Requested:

Approval of the Library's 2019 levy in the amount of \$4,008,000

## Attachments:

- Library levy history 2009-2018 / 2019 levy proposal chart
- Library FY21 draft summary budget: includes Library Fund Balance projection for FY21 year end
- Library 2019 levy resolution

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning & Operations Committee of the Whole Meeting of the Board of Trustees held in  
3<sup>rd</sup> Floor Meeting Room – Tuesday, October 8, 2019 at 9:57 p.m.

#### CALL TO ORDER

Committee Chairman Burkum called the meeting to order at 9:57 p.m.

#### ROLL CALL

**Trustees Present:** Gareth Kennedy, President; Lauren Rapisand, Vice-President; Stevan Dobrilovic, Treasurer; Secretary; Karen Burkum, Alexandra Hanba, Patrick Lamb, Michael Reardon, David Somheil

**Trustees Absent:** Joshua Kiem

**Others Present:** Heidi Smith, Library Director; Barbara Larson, Library staff; Alderman Charlie Melidosian, City Council Liaison

#### MINUTES

Trustee Burkum made a

**MOTION** to approve the minutes September 10, 2019.

President Kennedy **SECONDED** the motion.

Voice Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Lamb, Rapisand, Somheil

Abstain: Reardon

Absent: Kiem

**Motion passed.**

#### LITTLE FREE LIBRARIES POLICY

Director Smith reviewed the Little Free Libraries (LFLs) program, a partnership with local family foundation, Marion's Mark. The LFLs initiative is a book exchange program whereby members of the community place a "library" on their property, inviting neighbors to borrow and lend books.

In advance of the start of installation of the LFLs, Director Smith presented the board with a draft policy.

The Board discussed several aspects of the program including:

- Boundaries - Several requests to host a LFL had come in from outside of the Park Ridge city Limits. Director Smith reported that locations outside the city limits would be acceptable to the donor, but it is ultimately the Board's decision. There was consensus among the Board that the LFLs should be located within the City of Park Ridge.
- Liability – Since Library staff would be off site involved in maintaining the LFLs, the Board wanted assurance they would be covered under general liability.
- Condominium Requests - A concern was raised regarding condo owners requesting a LFL. The Board referred the policy to Trustees Dobrilovic and Lamb to draft language regarding proof of ownership of the property and proper legal disclaimers.

Trustee Reardon made a

**MOTION** to add legal disclaimers to the Little Free Libraries policy to be approved as amended.

President Kennedy **SECONDED** the motion.

Voice vote. Yes: Burkum, Dobrilovic, Hanba, Kennedy, Lamb, Rapisand, Somheil

Abstain: Reardon

**Motion passed.**

#### ADJOURNMENT

Trustee Burkum made a

**MOTION** to adjourn at 10:11 p.m.

Trustee Kennedy seconded the motion.

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning & Operations Committee of the Whole Meeting of the Board of Trustees held in  
3<sup>rd</sup> Floor Meeting Room – Tuesday, October 8, 2019 at 9:57 p.m.

Voice vote.      Yes: Burkum, Dobrilovic, Hanba, Kennedy, Lamb, Rapisand, Somheil  
                         Abstain: Reardon

**Motion passed.**

DRAFT



# Memorandum

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**Memo Date:** November 7, 2019  
**From:** Heidi Smith  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** November 12, 2019  
**Action Requested:** For discussion  
**Subject:** Preliminary discussion of Business Policy

## Background:

In 2016, the Board enacted Business Policy I C 15 in response to concerns related to tutoring and other commerce taking place in the Library. The policy was revised in 2016 and 2017. My understanding is that members of the staff and Board had a significant number of conversations with members of the public regarding concerns about noise levels and lack of availability of tables and study rooms. The Board's discussion of these concerns included whether or not commerce in the Library should be allowed or discouraged.

I understand that it was the Board's intention that after completion of the renovation, in which the number of both tables and study rooms were increased, that concerns about demand would be re-evaluated. For the last year, staff have continued to approach groups of 2 or more using the Library, but ceased questioning patrons about their use of the Library. They share a brief policy summary and welcome questions. Post-renovation, the staff have completed two table use studies in order to identify peak times for table use. April 22-28, 2019, peak use was on Sunday with two hours in which 71% of all Library tables were in use. Of note, during that time, 90% of the tables on the 2<sup>nd</sup> floor were in use. October 21-27, 2019, the same times were tracked at 51% and 51% respectively. Peaks times that week were on Monday, Tuesday and Wednesday afternoons at 65% on average with 76% on average on the 2<sup>nd</sup> floor.

## Additional Considerations:

- Policy is difficult to enforce; two possible options for enforcement:
  - Staff to advise every group of 2 or more about the policy
    - Time consuming
    - Difficult to get to everyone during peak times
      - Could be perceived that staff are profiling; could lead to perceptions of discrimination
  - Honor system; preferable to first option
    - Policy available online, at the desk or posted in select areas
    - Respond to inquiries and complaints only
- Policy definition of "meeting" is restricted to those physically present
  - Does not include electronic attendance or consultants working on projects for pay in the Library
  - Does not include use of resources for personal gain: employment or investment resources, etc.
- Noise restrictions redundant with Patron Conduct Policy
- The Library has received feedback from several residents who request that the Board reconsider this position.

## Additional Questions:

- Is it advisable to prioritize uses of the Library?
  - Policy states that use as a "classroom or place of business...are only secondary or accessory uses"
- Is it advisable to restrict use if tables are not consistently in short supply?
  - Trial suspension of portions of the policy could yield helpful data
- What is the role of businesses in the community and in the Library?
- What are the values of the Library that could help guide this review?
  - The mission of the Park Ridge Public Library is to provide the community with access to information, recreation and enlightenment by providing and promoting materials, programs and services.
    - Neither access nor community are limited in definition

**Recommendation:**

In several unrelated discussions, trustees have asked, “Who do we want to be?” It is my recommendation that the Board have a clearly defined answer to that question in order to complete this policy review. The Board’s collective response to must be aligned to the mission, vision and statement of Library values, which the Board is expected to re-evaluate this Spring/Summer as part of the strategic planning process. I recommend that the Board delay further discussion of the Business Policy until after the strategic planning process is completed.

In the meantime, I am seeking general direction from the Board and recommend the following options:

1. Suspend portions of the policy for a 6-month trial evaluation period December through May to gather additional observations and data for the discussion.
  - a. Suspend collection of fee; encourage businesses to support the Library with a donation
  - b. Allow any and all tutoring with a limit of a group of 4 or less in public areas; still subject to Patron Conduct Policy
  - c. Discourage extreme use for commerce (more than 10 hours/week)
2. Collect and review updated policy examples from other libraries
3. Draft a staff and administration recommended policy that retain:
  - a. Disclaimer that the Library is not responsible
  - b. No advertisements that include the Library
  - c. Designated space for meetings (i.e. not the quiet area)



**BOARD OF TRUSTEES – ANNUAL TASK CALENDAR**

**MAY**

- Approve rate for non-resident library cards
- Annual review of policy and procedure manual
- Secretary review of closed minutes

**JUNE**

- Nominating committee appointed
- Receive annual report
- Annual assessment of facility
- Consider future capital projects
- Recognize outgoing trustees

**JULY**

- Welcome new and reappointed trustees
- Election of new officers
- Discuss and approve capital budget

**AUGUST**

- Board development
- Board committee chairs assigned

**SEPTEMBER**

- REVIEW GOALS OF OPERATING BUDGET

**OCTOBER**

- Review draft budget summary
- Approve levy resolution
- Mid-year director performance feedback

**NOVEMBER**

- Review per capita grant application
- City reviews levy resolution
- Secretary review of closed minutes

**DECEMBER**

- Approve per capita grant application
- City approves levy resolution

**JANUARY**

- First discussion of operating budget
- CCS and OCLC annual fees

**FEBRUARY**

- Discussion salary plan
- Discuss IT service contract (2021)
- Approve annual operating budget
- Receive director self-evaluation and goals

**MARCH**

- Select annual library award winner
- Finalize evaluation of library director
- Finalize director goals
- Approve salary plan

**APRIL**

- Present Library Award
- Evaluate director and review goals



# Memorandum

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**Memo Date:** November 8, 2019  
**From:** Heidi Smith  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** November 12, 2019  
**Action Requested:** For discussion  
**Subject:** Pending Initiatives

## Strategic Plan –Burkum & Rapisand

- RFP for consultant – **In process**
  - Additional time to call references and evaluate example plans
  - Anticipate December award and January-June schedule

## Budget & Finance

- Update financial reporting to Board – **Complete until May 2020**
- Update 5-year forecast (post-strategic plan July/August 2020)

## Building & Grounds

- Renovation final report (December, est.)
- Roof snow/ice prevention system project – **In process**
- Cameras project (December; outlining project plan; researching use of Per Capita grant funds)
- Locks project (December; awaiting updated quote)
- Update capital reserve study (after sprinkler project FY21)

## Communications & Development Committee

- Surveys for strategic plan (after check-out stations fully implemented; considering January 2020)
- Donor recognition – **On hold**
- Review Library Award process (January 2020?)
- Sponsorship and fundraising opportunities (TBD; coordinate with strategic planning)

## IGA

- Chart of facets, responsibility and recommendations – **Complete**
- Consider next steps at next IGA subcommittee meeting – **In process; need to reschedule**

## Personnel

- Update pay ranges – **In process**
  - Job description updates (November)
  - Compensation benchmarking and minimum wage adjustments FY21 (December)
  - 5-year salaries projection and budget forecast (TBD)

## Planning & Operations

- Policy Manual review – **On hold**
  - Winter weather (December)
- Consider along with strategic planning?
  - Board report statistics review; tied to new strategic plan? (June/July 2020)
  - Demographics study including users v. non-users
  - Benchmarking of services offered by other libraries
  - Metrics we are gathering
  - User/visitor benchmarking statistics with normalization for national or state trends

## Resources

- Research Ingram v. Baker & Taylor – **In process**
- Kiosk Implementation (TBD)
- Fine art policy (TBD)