



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

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

**LIBRARY COMMITTEE AGENDAS**  
**BOARD OF TRUSTEES**  
**Tuesday, November 8, 2022 at 7:00 P.M.**  
**All committees are committees-of-the-whole unless noted**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**BUDGET & FINANCE**

1. Approve October 11, 2022 Minutes
2. Budget transfers
  - a. Building – HVAC
  - b. Building – Natural Gas
3. Other

**BUILDING & GROUNDS**

1. Approve October 11, 2022 Minutes
2. Project updates
3. Change Order Request 02
4. Interior acoustics improvements project
5. Other

**PLANNING & OPERATIONS**

1. Approve October 11, 2022 Minutes
2. Task calendar review and update
3. 2023 days closed calendar
4. Strategic plan updates
5. Charity collection container policy
6. Other

**RESOURCES**

1. Approve May 10, 2022 minutes
2. Per Capita Grant requirements – review of *Serving our Public 4.0*
3. Other

**NO MEETINGS:**

**COMMUNICATIONS & DEVELOPMENT, INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE, NOMINATING, PERSONNEL**

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees

Held in the first floor meeting room at the Library

October 11, 2022 at 7:00 p.m.

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

**ROLL CALL**

Trustees Present:

Alexandrea Hanba; Josh Kiem; Lauren Rapisand; Gregg Rusk; David Somheil; Joseph Steinfeld, Deepika Thiagarajan

Trustees via Phone:

Danielle Powers, Theresa Renaldi

Others Present:

Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, and John Priala, Library Staff

President Hanba noted that a motion will be needed to allow for remote attendance from Trustees Power and Renaldi and inquired as to their reason for remote attendance. Both trustees stated that their reason for remote attendance was personal illness.

Trustee Kiem made a

**MOTION:** to approve remote attendance for Trustees Powers and Renaldi at tonight’s meeting

Trustee Rapisand seconded the motion.

Roll Call Vote: Yes: Hanba, Kiem, Rapisand, Rusk, Somheil, Steinfeld, Thiagarajan

**Motion passed**

Trustee Rapisand will act as Secretary for the meeting.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

Treasurer Somheil opened the Budget and Finance Committee meeting at 7:02 p.m.

Treasurer Somheil made a

**MOTION:** to approve the minutes of September 13, 2022

Trustee Rusk seconded the motion.

Roll Call Vote: Yes: Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Steinfeld

Abstain: Hanba, Thiagarajan

**Motion passed**

**FY23 BUDGET**

The FY23 budget presented in the packet beginning on page 12 is the final draft for approval by the Committee this evening. Director Bertucci directed the committee’s attention to page 5 of the packet where the narrative budget memo begins. She noted a correction to #2 in that the budget for Natural Gas was increased to \$22,000 from \$20,000, not from \$18,000 as was indicated. She further explained that the budget remained substantially unchanged from what was presented in September with the four changes noted on page 5.

Trustee Rapisand stated that Director Bertucci has done an excellent job creating the FY23 budget noting that given the significant costs that the City has transferred to the Library for FY23 (employer payroll taxes, IMRF contributions, payroll processing), it would have been expected that the Library’s budget and related levy would have increased significantly. She further stated that for the record, she is noting that the significant costs assumed by the Library were partially covered by the increase in Personal Property Replacement Tax (PPRT) and that will not necessarily be sustainable going forward. Her goal is to establish the understanding that in future years, in order to maintain

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees

Held in the first floor meeting room at the Library

October 11, 2022 at 7:00 p.m.

Library operations while assuming the costs already transferred to the Library from the City, along with any future costs that maybe transferred, budget and levy increases will be required. Director Bertucci replied that in the memo that will accompany the budget sent to City Council, it was noted that these costs have been absorbed by the Library without a levy increase.

Trustee Kiem stated that he feels it is important that there is an “apples to apples” comparison between FY22 and FY23 budgets that reflects the impact of assuming these additional costs if we also had not been advised to budget for additional PPRT. Director Bertucci replied that for that comparison, the FY23 budget would have increased by 1.1%. This will be noted in the budget submission to the City.

Director Bertucci noted that the Committee would vote on the Budget this evening and then if approved, it would not appear on Consent for the October 18, 2022 Board meeting but would instead be included as New Business.

Treasurer Somheil made a

**MOTION:** to approve the Library’s FY23 Budget in the amount of \$5,003,967

Trustee Rusk seconded the motion.

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

**Motion passed**

#### 5 YEAR LEVY FORECAST

At the September 20, 2022 Board meeting, the Library Board passed a 0% increase to the 2022 levy in the amount of \$4,088,160. Included in the COW packet for this meeting is a 5 year levy forecast which also includes the assumptions used to develop the forecast. Discussion ensued with regard to the forecast and:

- Trustee Rapisand asked if these forecasts include any additional cost transfers from the City to the Library that may occur (e.g. general liability insurance etc.) Director Bertucci replied that as there was no date associated with these possible transfers, they were not included in the calculation.
- Trustee Rusk suggested that this be footnoted. As a point of clarification, Trustee Rusk noted that the City’s interest is in the levy amount and that how the Board reconciles the levy to the Library’s budget is a Board issue.
- Treasurer Somheil noted that in the levy forecast, larger increases are tied to budgeted capital projects such as HVAC replacement and that the \$265,000 carryover from the Fire Suppression project is not reflected in the forecast. Director Bertucci replied that she will add the carryover amount to the forecast.
- Trustee Thiagarajan asked about best practices for Fund Balance levels. Director Bertucci replied that a range of 6 to 12 months is considered reasonable. She added that given the current delay in property tax receipts, it is important to have adequate reserves as otherwise, the Library might be in the position of borrowing funds to cover operating expenses.

Director Bertucci provided the date for the Library’s budget presentation to the City Council, November 28, 2022, and also the date for approval of the 2022 Levy; December 19, 2022.

#### OTHER

None

Treasurer Somheil adjourned the meeting at 7:29 p.m.



# Memorandum

**Memo Date:** October 25, 2022  
**From:** Alyson Doubek  
**Meeting Type:** Committee of the Whole Meeting  
**Meeting Date:** November 8, 2022  
**Action Requested:** For Approval  
**Subject:** FY22 Operating Budget Transfer

**Background:**

Library administration developed the following proposed budget transfer in FY22 Operating Budget for the Board’s consideration.

The General Maintenance budget line is 50% spent. This will adjust the current status to approximately 64%. The benchmark for spending at 10/31 is 83%.

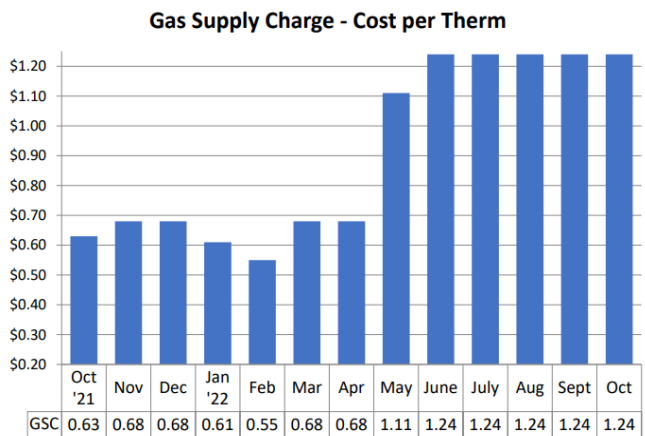
This request is being brought to the Board for approval as the total adjustment, \$14,000, is over the amount the Library Director is authorized to transfer without Board approval.

**FY22 OPERATING BUDGET TRANSFER**

Account Description (expense unless noted)	Original	Adjustment	Modified	Note
Building Maintenance - General	\$97,272	\$-20,000	\$77,272	1
Building Maintenance – Natural Gas	\$15,000	\$10,000	\$25,000	
Building Maintenance – HVAC Equipment	\$55,000	\$10,000	\$65,000	2

Notes:

- The cost of natural gas line has increased significantly in the last year. This is tied to both national and international events that have impacted global supply and demand. As a result, the cost of natural gas has more than doubled our monthly bills. We anticipate out of the ordinary increased costs to heat the Library building during the months of November and December. The current price of natural gas is \$1.2274/therm.<sup>1</sup>



- The Building Maintenance HVAC line is currently 98% spent due to the cost overage from the Spring HVAC duct cleaning project. We have received a bill that requires more money than what is available in the current budgeted line. The average service call is around \$2,000 and we want to be prepared in the event that another call has to be made before the end of the fiscal year.

<sup>1</sup> Chart copied from <https://www.nicorgas.com/residential/pricing-rate-plans.html>, last accessed 10/26/22





# Memorandum

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**Recommendation:**

I recommend the Board adopt the FY22 Operating Budget Transfers as proposed.

**Suggested motion:**

Approve a budget transfer in the FY22 Operating Budget for an \$20,000 decrease to General Building Maintenance and an increase of \$10,000 to Natural Gas and \$10,000 to HVAC.

**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

October 11, 2022 at 7:00 p.m.

**ROLL CALL**

Trustees Present: Committee Chair: Joseph Steinfels; Alexandra Hanba, Josh Kiem, Lauren Rapisand, Gregg Rusk, David Somheil, Deepika Thiagarajan

Via Telephone: Danielle Powers, Theresa Renaldi

Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, and John Priala, Library Staff

Chairman Steinfels called the meeting to order at 7:29 p.m.

**APPROVAL OF MINUTES**

Trustee Steinfels made a

**MOTION:** to approve the minutes of September 13, 2022

Trustee Powers seconded the motion

Roll Call Vote: Yes: Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Steinfels,

Abstain: Hanba, Thiagarajan

**Motion passed**

**PROJECT UPDATES**

Director Bertucci reviewed the project updates memo included in page 20 of the packet, beginning with the exterior masonry wall project. Due to unforeseen circumstances, it has been determined that a lintel that was not visible prior to demolition has rusted and is deteriorated. The cost to repair this issue is \$5,195. There is a \$5,000 contingency included in the project cost and that along with a change order for \$195 will be used to cover the cost of this repair. Director Bertucci will bring the release of contingency and change order to the October 18, 2022 Board meeting for approval.

The status of each of the other in-progress projects was also reviewed by Director Bertucci.

**OTHER**

Trustee Steinfels updated the Committee on a building and grounds walk through that he and Mr. Priala recently completed. He noted that the same unmaintained property that existed last year on the patio of the old entrance has yet to be addressed by the City. He expressed his concern that although maintaining the property outside of the Library is the City's responsibility, patrons may not be aware of this and may attribute the lack of maintenance to the Library. Trustee Kiem suggested that Trustee Steinfels speak with Alderman Melidosian about this concern. When asked by Trustee Steinfels about the need for this to be addressed before next spring, Mr. Priala replied that nothing noted requires repair prior to that time.

Meeting was adjourned at 7:40 p.m.



# Memorandum

**Memo Date:** November 4, 2022  
**From:** Joanna Bertucci, Library Director  
 John Priala, Facility Manager  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** November 8, 2022  
**Subject:** Building Projects Updates

<i>Project</i>	<i>November 2022 – Activity to date</i>
<i>Exterior Masonry Wall</i>	<p>The owner, architect, and contractor will meet on Friday, October 21. Installation of the stone capping, exterior door, and electrical work were completed the week of October 31. The project will meet the November 15 substantial completion date. Open items include backordered door hardware and pending approval of epoxy injection (CO #2, \$1,889). For your consideration of CO #2, we have included the following cost breakdown.</p> <p>Project estimate: <b>\$158,700</b></p> <p>Bid Award: <b>\$153,000</b> (includes \$5,000 contingency that was applied to CO #1)            Approved CO #1: <b>\$195.00</b>            Pending CO #2: <b>\$1,889</b></p> <ul style="list-style-type: none"> <li>Total Adjusted Amount: <b><u>\$155,084</u></b></li> </ul>
<i>Interior Acoustic Improvements (Children’s room)</i>	<p>The Library hosted two prebid meetings for this project:</p> <ul style="list-style-type: none"> <li>October 20: 4 contractors at pre-bid meeting</li> <li>November 1: Additional 4 contractors at pre-bid meeting</li> </ul> <p>The bids will be opened at 2 pm on Tuesday, November 8. Bid results will be discussed at the COW meeting. If there is an apparent, qualified low bidder, we will bring that recommendation to the Board at the November 15 Board meeting.</p>
<i>Ice Melt System</i>	<p>Cary Electrical Contractors will be onsite week of November 7 or November 14 to replace snow sensors and install additional gutter sensors.</p>
<i>Email Migration</i>	<p>CVI has scheduled the last week of November/first week of December for the go live date for O365 email accounts. Instructions to access new email accounts will be shared with Trustees prior to our go live date.</p>
<i>File Server</i>	<p>Due to the computer chip shortage we are waiting for the network card. Timeline for migration and implementation TBD.</p>
<i>PA System</i>	<p>The Library has been carrying forward \$16,900 for the replacement of its PA System. After investigation and assessment by Mr. Priala and CVI, we have determined that our current system is more than adequate for our current needs. The Library has 4 speakers in storage that are currently being tested and then will be installed. To ensure coverage we plan to purchase one additional speaker to add to our configuration. Quotes for this work are in progress. We do not anticipate needing to expend the full \$16,900, we anticipate a lower cost to finish this project.</p>

3 November 2022

[Return to Agenda](#)

Joanna Bertucci  
Park Ridge Public Library  
20 S. Prospect Avenue  
Park Ridge, IL 60068

RE: Park Ridge Public Library Exterior Repairs 2022, 20 S. Prospect Avenue – Proposed Change Order #02

Dear Joanna,

We have reviewed the proposal by Construction Inc. for epoxy crack injection in the CMU on the west elevation near the overhead door at the outdoor storage.

The drawings originally called for the CMU crack and mortar to be pointed, however our structural engineer recommended that the crack be injected with epoxy instead to hold the CMU together during their last site visit.

Construction, Inc. has anticipated that the epoxy injection will take at least a day to complete since the CMU cores that are cracked will also need to be filled as well. The Contractor has stated that if the crack injection runs longer than a day, there will be no extra charges to the Library.

The total cost of the proposal is \$1,889. We find the costs to be appropriate and sufficiently evidenced by documentation from subcontractors and we have processed a proposed change order for \$1,889. We have attached these items in addition to the proposal from Construction Inc. Please review, sign, and return the proposed change order so that we may distribute it for records.

Sincerely,



Kyle Cunningham  
Project Coordinator

ENCL: PCO #02, CI Proposal #02  
Distribution: PRPL, WA

Prepared by: KAC

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**CHANGE ORDER REQUEST**

**Project:** Park Ridge Public Library Repairs 2022  
**Owner #:** 2022-006  
**Location:** Park Ridge, IL

**Date:** 10/31/2022  
**CI #:** 2

**To:** Williams Architects  
500 Park Boulevard  
Suite 800  
Itasca, IL 60143

**Bulletin/RFP #**

**DESCRIPTION OF PROPOSAL**

**Brief Summary:**  
Epoxy Inject CMU

**Detailed Description:**  
Epoxy inject crack and CMU at inside of storage room.

**Qualifications:**

**Prepared and Submitted for Approval by:**

Construction Inc.  
Contractor

Kyle Dietz  
By

10/31/22  
Date



## CONTRACTORS PROPOSAL

<b>Contractor:</b> Construction Inc.	<b>Owner Project #</b> 2022-006	<b>Owner Project Name</b> Park Ridge Public Library Repairs 2022
	<b>CI Project #</b> 137	<b>Architect:</b> Williams Architects

**Bulletin/RFP #:** 0

**Brief Summary:** Epoxy Inject CMU

### I. WORK OF SUBCONTRACTORS

Subcontractor Firm Name	Trade	Description	Cost
<u>SBK</u>	<u>Masonry</u>	<u>Epoxy Inject Crack &amp; CMU</u>	<u>\$1,717.10</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>(A) Total of Work by Subcontractors</b>			<b>\$1,717.10</b>
<b>(B) General Contractor's Overhead on Sub-Contractor</b>	<b>10 % of Line A</b>		<b>\$171.71</b>
<b>(C) Sub-Total {Line (A) + (B)}</b>			<b>\$1,888.81</b>

### II. GENERAL CONTRACTORS WORK

	Brief Description	Cost
<u>Construction, Inc.</u>	<u>Additional Supervision</u>	_____
_____	_____	_____
_____	_____	_____
<b>(D) Total of Work by General Contractor</b>		<b>\$0.00</b>
<b>(E) Total of Work (General Contractor + Sub-Contractors) {Line (C) + (D)}</b>		<b>\$1,888.81</b>
<b>(F) Bond { 1% of Line (E)}</b>		<b>\$0.00</b>
<b>(G) Insurance { 1% of Line (E)}</b>		<b>\$0.00</b>

### III. PROPOSAL

<b>(H) Total Cost For the Work of this Bulletin (Line E + Line F + Line G)</b>	<b>\$1,889</b>
<b>(I) Time Extension - Additional days requested</b>	<b>TBD</b>

The Total Cost (Line H) and the Time Extension (Line I) represent all costs and additional time required to complete all aspects of the work included in this Bulletin. No additional costs or time extension related to this Change Order Request Bulletin will be submitted by the contractor.

### Prepared and Submitted for Approval by:

<u>Construction, Inc.</u>	<u>Kyle Dietz</u>	<u>10/31/2022</u>
<b>Contractor</b>	<b>By</b>	<b>Date</b>

## Kyle Dietz

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**Subject:** FW: Park Ridge Public Library - Outdoor storage Crack Question

Each core of an 8" cmu is approximately 20 cubic inches.

For the 8 foot high wall in question, the number of courses = 12

$(12 \times 20) / 10$  cubic inches per tube of epoxy = 24 tubes required

Cost per tube is \$30.00 each

Cost of material is \$720.00

Cost of 1 tuckpointer per day is \$841.00

Cost of requested work = \$720.00 + \$841.00 = \$1,561 x 10% overhead and profit = **\$1,717.10 amount of Change Order request.**

### **SBK Building Restoration**

145 Tower Dr., suite 7

Burr Ridge, IL 60527

Office: 630-455-0610

Cell: 708-906-7707

# Change Order



Number: **Two**

Date: **3-Nov-22**

Project: **Park Ridge Public Library Exterior Improvements 2022**

WA Project Number: **2022-006**

General Contractor: **Construction, Inc.**

*Note: The following items have been reviewed by the Owner, Architect, and Contractor. All parties herein are in agreement with the adjustment of the contingency allowance for the project as indicated in this agreement. Upon execution by Owner, Architect, and Contractor, this document shall serve as written authorization for the Work herein to proceed.*

Proposed Change Order #	Description	Amount
PCO #2	CMU Epoxy Crack Injection	\$ 1,889.00

Total Amount This Change Order **\$ 1,889.00**


The Contract Sum Prior To This Change Order Was **\$ 153,195.00**

The Contract Sum Following This Change Order Is **\$ 155,084.00**

The Contract Time Is Changed By **0 days**

**APPROVAL:**

\_\_\_\_\_  
Joanna Bertucci - Park Ridge Public Library  
Owner

  
\_\_\_\_\_  
Andy Dogan - Williams Architects  
Architect

  
\_\_\_\_\_  
Kyle Dietz - Construction, Inc.  
General Contractor

\_\_\_\_\_  
Date

3-Nov-22  
\_\_\_\_\_  
Date

11/3/2022  
\_\_\_\_\_  
Date



**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room at the Library

October 11, 2022 at 7:00 p.m.

Vice-President Kiem called the Committee of the Whole meeting to order at 7:40 p.m.

**ROLL CALL**

Trustees Present:           Alexandrea Hanba, Josh Kiem, Lauren Rapisand, Gregg Rusk, David Somheil, Joseph Steinfelds, Deepika Thiagarajan

Via telephone:             Danielle Powers, and Theresa Renaldi

Others Present:            Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, and John Priala, Library staff

Trustee Rapisand made a

**MOTION:**                 to approve the minutes of September 13, 2022

Trustee Kiem seconded the motion.

Roll Call Yes: Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Steinfelds

Abstain: Hanba, Thiagarajan

**Motion passed**

**TASK CALENDAR REVIEW AND UPDATE**

Director Bertucci reviewed the status and changes to the calendar noting that all previously scheduled tasks for the month of October had been completed and that a 5 year levy forecast had been added to October’s task list. She has also added the first four months of 2023 to the calendar so that a full year of Board tasks is included.

**CHARITY COLLECTION BOX POLICY**

Included in the packet is a draft of a new policy covering placement in the Library of containers for the purpose of charitable donations to local non-profit community organizations. As the Library is seeing an increase in requests for this, Director Bertucci thought it advisable to have a policy that addresses this.

Discussion ensued with regard to proposed policy language and Director Bertucci replied that she would take these suggestions into consideration and revisit the proposed policy, bringing it to the November, 2022 Committee of the Whole meeting for review.

**OTHER**

Vice-President Kiem gave a brief overview of the Per Capita Grant process as it relates to Board responsibilities. Each year as part of the grant application process, the Board is required to review Library standards. Each year, members of the Board are given individual chapters to review and report out on to the entire Board. Staff is available to provide support and follow-up for this review. In assigning chapters to trustees, an effort was made to align chapter assignments to committee chair assignments, where possible. Director Bertucci will resend the email with chapter assignments out to the entire Board.

There being no other business,

Trustee Thiagarajan made a

**MOTION:**                 to adjourn the meeting

Trustee Steinfelds seconded the motion.

Voice Vote: All in favor

**Motion passed**

The meeting was adjourned at 7:58 p.m.



## BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY22

### NOVEMBER 2022

- Review per capita grant requirements
- Approve 2023 days closed schedule
- City of Park Ridge budget workshop, **November 28**
- Submit following year calendar for Board information – FY23

### DECEMBER 2022

- Approve per capita grant request
- City Council Levy 1<sup>st</sup> reading, **December 5**
- Library Director annual review

## ANNUAL TASK CALENDAR FY23

### JANUARY 2023

- Review Board Bylaws
- Statistical collection review and discussion
- Solicit nominations for annual Library Award

### FEBRUARY 2023

- Budget carryforwards from FY22
- Annual Cyber Security presentation
- Secretary review of closed session minutes

### MARCH 2023

- Annual Library Certification due to State Library
- Library award nominations due
- Receive FY annual report (IPLAR)

### APRIL 2023

- **National Library Week**
- B&F quarterly check-in
- Receive FY Annual report (Marketing)
- Library Award presentation
- FY22 audit field work

### MAY 2022

- Statement of Economic Interest due to Cook County
- Approve CCS and OCLC annual fees
- Tuition reimbursement
- Policy manual work

### JUNE 2023

- Nominating committee appointed
- Non-resident library card resolution
- Policy manual work

### JULY 2023

- Welcome new and reappointed trustees
- Election of officers
- B&F review levy forecast
- Review budget assumptions for City-provided services
- Audit presentation
- Annual trustee and staff anti-harassment training
- Policy work

### AUGUST 2023

- Board committee chairs assigned
- B&F quarterly check-in
- Strategic plan progress report
- Discuss draft summary FY24 budget and goals
- Review and approve FY24 salary plan
- Secretary review of closed session minutes

### SEPTEMBER 2023

- B&F review levy forecast
- Review draft summary budget
- Review Board calendar and strategic plan initiatives
- Recognize former trustees
- Policy work

### OCTOBER 2023

- **National Friends of the Library week**
- Approve FY24 Operating budget
- Approve 2023 Levy request
- 5 YR levy forecast
- Per capita grant requirements assigned
- Policy work

### NOVEMBER 2023

- Review per capita grant requirements
- Approve 2024 days closed schedule
- Submit following year calendar for Board information – FY24



**DECEMBER 2023**

- Approve per capita grant request
  - City Council Levy approval
  - Library Director annual review
- 

\*Updated: November 1, 2022



# Memorandum

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**Memo Date:** October 25, 2022  
**From:** Joanna Bertucci  
**Meeting Type:** Planning & Operations Committee of the Whole Meeting  
**Meeting Date:** November 8, 2022  
**Action Requested:** For discussion and approval  
**Subject:** 2023 Days Closed Calendar

**Background:**

Included for review and discussion in the November COW packet is the draft 2023 Park Ridge Public Library Days Closed calendar. This calendar has been developed based on how the holidays fall in 2023 and in alignment with the Library's holiday closure policy.

I respectfully request that the Board authorize the Library Director to close the Library Building to the public on Friday, January 27 to host an all staff training day.

**Recommended Motion:**

Approve the 2023 Days Closed Calendar



### 2023 Days Closed/Staff Calendar

Sunday, January 1, 2023	*New Year's Day	Library Closed Paid Holiday – Floating
Friday, January 27	In Service Day	Library Closed
Sunday, April 9	Easter	Library Closed (unpaid)
Monday, May 29	*Memorial Day	Library Closed Paid Holiday
Monday, July 3	Day Before Holiday	Library Closes at 6 p.m.
Tuesday, July 4	*Independence Day	Library Closed Paid Holiday
Monday, September 4	*Labor Day	Library Closed Paid Holiday
Wednesday, November 22	Day Before Holiday	Library Closes at 6 p.m.
Thursday, November 23	*Thanksgiving Day	Library Closed Paid Holiday
Sunday, December 24	*Christmas Eve Day	Library Closed Paid Holiday - Floating
Monday, December 25	*Christmas Day	Library Closed Paid Holiday
Sunday, December 31	*New Year's Eve Day	Library Closed Paid Holiday - Floating

\*Library has eight paid holidays; the Library may be closed for other special occasions with approval of the Library Board President



## 2023 Library Board of Trustees Meeting Schedule

<b>Committee of the Whole Meetings</b> <i>All meetings are held at 7:00 p.m.</i>	<b>Library Board Meetings</b> <i>All meetings are held at 7:00 p.m.</i>
Tuesday, January 10, 2023	Tuesday, January 17, 2023
Tuesday February 14, 2023	Tuesday, February 21, 2023
Tuesday, March 14, 2023	Tuesday, March 21, 2023
Tuesday, April 11, 2023	Tuesday, April 18, 2023
Tuesday, May 9, 2023	Tuesday, May 16, 2023
Tuesday, June 13, 2023	Tuesday, June 20, 2023
Tuesday, July 11, 2023	Tuesday, July 18, 2023
Tuesday, August 8, 2023	Tuesday, August 15, 2023
Tuesday, September 12, 2023	Tuesday, September 19, 2023
Tuesday, October 10, 2023	Tuesday, October 17, 2023
Tuesday, November 14, 2023	Tuesday, November 21, 2023
Tuesday, December 12, 2023	Tuesday, December 19, 2023

Meetings are subject to change. Please check [www.parkridgelibrary.org](http://www.parkridgelibrary.org) for most up to date schedule.



# Memorandum

**Memo Date:** November 1, 2022  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Planning and Operations Committee of the Whole  
**Meeting Date:** November 8, 2022  
**Subject:** Strategic Plan Update

## Background:

At the September 13, Planning and Operations Committee of the Whole meeting a strategic plan progress report was shared with the Library Board. From that discussion, the Library Director was charged with making recommendations to update the current initiatives and adding metrics to some goals that lend themselves easily to measurement.

## Recommended updates to initiatives:

- 1) Replace **anticipate and respond to remote and postponed learning needs** goal with **provide support to local teachers, students, homeschool families, and learners of all ages**.
  - a. The management team has determined that the original goal has expired as in-person school has resumed. Post COVID we have seen an uptick in home school families and have started to review our collections and strengthen them to support those families.
  - b. We are also considering ways to increase support to post-secondary school and adult learners.
- 2) Consolidate the first three bullet points in the **develop civic education** initiative to consolidate into one goal. We feel that the proposed update is cleaner. Update goal to **“seek out partners and experts to create a civic awareness and engagement initiative that supports young adults, teens, and adults.”**
- 3) Replace **expand the Park Ridge Community Network with opportunities to connect and build community, including supporting mental health** goal with, **increase awareness of the Park Ridge Community Network (PRCN) and streamline the platform to effectively share civic information and topics of community interest**.
  - a. This is the goal that we worked through the most. Currently, the Park Ridge Community Network (PRCN) is hosted on its own website (parkridge.info) that the Library pays to host. What I have learned from staff is that the PRCN was developed in the early 2000s, when the Internet was new and it was helpful to have a “hub” for community information. As information consumption behaviors have changed in the last 20 years, we would like to migrate the PRCN to a page on the library’s main website, rather than redesign and redevelop the PRCN. In the past nine months, January – September 2022, the PRCN has had 25,983 website visits, compared to the 158,072 visits to parkridgelibrary.org. To compare another way, parkridgelibrary.org gets 6x more traffic than the PRCN. Linking the two would also drive more traffic to our main website.
  - b. Additionally, the PRCN has its own Facebook page maintained by Library staff and is updated at least 4x a week with local news stories and posts on civic related topics. This page currently has over 2,400 followers which we believe to be strong considering that the Library’s Facebook page has 3,400 followers. From what we know of patron behavior, people are more likely to get community updates through our Facebook presence, than a standalone website.
  - c. In terms of supporting mental health, we had a difficult time envisioning how a web presence could support mental health in ways other than providing resources. We believe that we can support mental health through programming, which falls under the **encourage individual growth** initiative.

## Strategies and Results:

The managers also evaluated areas of the plan relevant to their departments and added metrics to some of their goals. We also brainstormed strategies for how to meet these goals within the context of the plan.

**Initiative #1: Encourage individual growth and lifelong learning**

- **Grow digital offerings including virtual programs and services**

Strategy	Measurement/Result
<ul style="list-style-type: none"> <li>• Increase funding to eContent budgets for adult and youth in FY23</li> <li>• Promote eContent resources (OverDrive, Axis360, Hoopla, Kanopy, Flipster) utilizing OrangeBoy/Savannah targeted email campaigns.</li> </ul>	<ul style="list-style-type: none"> <li>• Grow circulation of digital items by 10% (adult and youth, combined) by December 31, 2023</li> </ul>

- **Provide support to local teachers, students, homeschool families, and learners of all ages.**

Strategy	Measurement/Result
<ul style="list-style-type: none"> <li>• Increase our support to teachers through school visits, teacher programs, and regular communication</li> <li>• Grow and increase awareness of our <a href="#">Community Share Program</a> with local schools.</li> <li>• Develop homeschool sub-collection within the parent/teacher collection</li> </ul>	<ul style="list-style-type: none"> <li>• 155 Park Ridge teachers will have teacher library cards by 2025.</li> <li>• 500 items will be loaned on teacher cards, monthly (during the months school is in session)</li> <li>• 80 teachers will attend our teacher programs annually.</li> <li>• 10% increase in usage of our Axis 360 Unbound collection for elementary, middle, and high school readers by 2025.</li> <li>• Offer 12 programs a year that appeal to homeschooling families.</li> </ul>

**Initiative #2: Build up a strong workforce and local businesses**

- **Enhance and expand impactful services for job seekers**

Strategy	Measurement/Result
<ul style="list-style-type: none"> <li>• Offer programming opportunities on the topics of job searching and resume writing.</li> <li>• Consider hosting a job and volunteer fair at the Library.</li> </ul>	<ul style="list-style-type: none"> <li>• Offer at least 3 adult programs per year for job seekers with a goal of 60 cumulative attendees in 2023.</li> </ul>

**Initiative #4: Develop civic education for an informed and engaged citizenry**

- **Seek out partners and experts to create a civic awareness and engagement initiative that supports teens/young adults and adults**

Strategy	Measurement/Result
<ul style="list-style-type: none"> <li>• Partner with the City of Park Ridge Commissions</li> <li>• Create and launch a Teen Advisory Board in 2023 to help the Library maintain strong relationships and remain relevant and useful to the teen population.</li> </ul>	<ul style="list-style-type: none"> <li>• Offer at least 2 adult programs per year in collaboration with City Commissions with a combined attendance of 40 patrons in 2023.</li> <li>• Recommendations and feedback from the Teen Advisory Board are considered and implemented.</li> </ul>

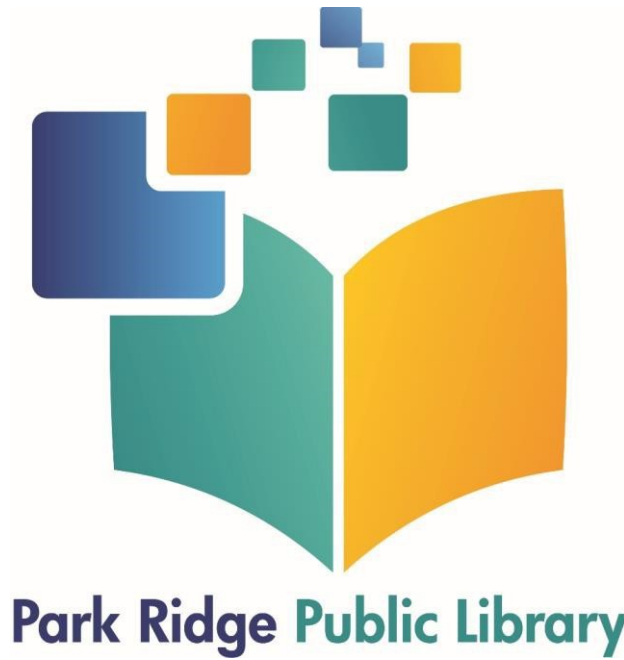
- **Increase awareness of the Park Ridge Community Network (PRCN) and streamline the platform to effectively share civic information and topics of community interest.**



Strategy	Measurement/Result
<ul style="list-style-type: none"> <li>Integrate the PRCN web presence into an updated <a href="http://www.parkridgelibrary.org">www.parkridgelibrary.org</a></li> </ul>	<ul style="list-style-type: none"> <li>Use website analytic software to track usage of the integrated PRCN. Staff will develop a goal for usage and metrics for reporting.</li> </ul>

**Recommended Motion:**

Approve updates to the Park Ridge Public Library Strategic Plan 2021-2025 as proposed.



Strategic Plan  
2021-2025  
2.0

Updated and Approved  
XXX

## Vision

The Park Ridge Public Library facilitates the goals and aspirations of the individual and our community. Our Library creates the intersection of engagement, information, tradition, and innovation.

## Mission

We are the Park Ridge Public Library. We are a trusted and valued community partner that engages and strengthens its community by fostering personal growth in learning by providing opportunities to connect, inform, innovate and grow.

## Values

### **Access**

All information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally, and equitably accessible to all community members and library card holders.

### **Education and Lifelong Learning**

PRPL promotes the creation, maintenance, and enhancement of a learning society, providing a repository of information so the community and individuals can pursue education or informational desires/interests.

### **Expertise**

We are relentless in our efforts to better understand our community, collections and patrons – listening and being responsive to them.

### **Innovation**

Our library is not static. We are always learning and constantly exploring new ways of doing things better and doing better things.

### **Intellectual Freedom**

We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

### **Service**

We provide the highest level of service to all library users – community members, organizations, government and businesses.

### **Trusted Source**

The library serves as an ethical and neutral publicly-sourced asset that belongs to everyone.

## Initiatives

### Encourage individual growth and lifelong learning

- Strengthen equitable, diverse and inclusive (EDI) collections with materials that expand our perspective with experiences beyond our own
- Grow digital offerings including virtual programs and resources
- ~~• Anticipate and respond to remote and postponed learning needs~~
- Provide support to local teachers, students, homeschool families, and learners of all ages.
- Lead Green as convener, researcher, and public example
  - Support community leaders
  - Complete long-term facilities plan focusing on equity of access, efficiency and green initiatives
  - Research grants for green library facility updates

### Build up a strong workforce and local businesses

- Enhance and expand impactful services for job seekers
- Increase assistance to local small business establishment and development

### Align with strategy and set the stage for development

- Evaluate policies, procedures, programs, partnerships, staffing, reports, facility use and budgets to align with the updated vision, mission and strategy
- Develop and launch engagement strategy and action plan to increase partnerships, build relationships and more
- Cultivate outcomes focus for planning, assessment and reporting to show that what the library is doing is making a difference
- Shift the library's public narrative to the stories of impact that result from the plan

### Develop civic education for an informed and engaged citizenry

- ~~• Seek out partners and experts to create a civic awareness and engagement initiative~~
- ~~• Support teens and young adults~~
- ~~• Support adults~~
- Seek out partners and experts to create a civic awareness and engagement initiative that supports young adults, teens, and adults.
- ~~• Expand the Park Ridge Community Network with opportunities to connect and build community, including supporting mental health~~
- Increase awareness of the Park Ridge Community Network (PRCN) and streamline the platform to effectively share civic information and topics of community interest.



# Memorandum

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**Memo Date:** November 1, 2022  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Planning and Operations Committee of the Whole  
**Meeting Date:** November 8, 2022  
**Subject:** Charity Collection Container policy - updated

**Background:**

At the October 11 Planning and Operations Committee of the Whole meeting, Trustees reviewed and discussed a first draft of the proposed Charity Collection Container policy. Based on feedback from that meeting and in consultation with Planning and Operations Chair Thiagarajan, a second draft is included for review.

**Recommendation:**

I respectfully recommend the Board approve the Charity Collection Container policy at the November 15 Regular Board meeting.

## C23. CHARITY COLLECTION CONTAINER POLICY

### POLICY:

As part of the Park Ridge Public Library's commitment to community engagement, the Library provides limited areas for non-cash charity collection containers sponsored by, or designed to benefit, local non-profit community organizations.

### RULES:

1. Priority for Use:
  - a. Library sponsored collections
  - b. Collections by non-profit organizations based in Park Ridge
  - c. Collections by ~~all~~ other non-profits

2. Limits of Use: Charity collection containers that promote political parties or candidates, that violate any local, state, or federal law, or that incite violence or promote hatred toward or discrimination against any individuals or groups will not be allowed.

~~2.~~ At the discretion of the Library Director, the Library reserves the right to limit the number of charity collection containers. A donation container cannot be in the library for more than 30 days at a time.

3. Procedures: Organizations wishing to place a collection container in the Library must submit an application which can be found on the Library's website at \_\_\_\_\_. Collection containers placed without prior approval will be removed. In order to have a request considered, an application must be completed at least two weeks in advance. Completed applications should be returned to the Business Office for review by the Library Director. Approval of an application is at the discretion of the Library Director or their designee.

- a. The organization requesting placement of a collection container must provide a durable receptacle and signage indicating the name of the charity, a list of items that can be donated; how the donated goods will be used. The Library reserves the right to edit or remove signage if deemed inaccurate or in violation of the Conduct in the Library policy. The Library is not responsible for the security of the collection box or its contents. The Library will determine the placement of the container.
- b. Authorized representatives must make arrangements with the Library Director or Facilities Manager for pick-up and are responsible for emptying the container on a regular basis during the collection period. Collection containers and any items in them will become the property of the Library if not picked up within 7 days of the end of the collection period.
- c. The Library reserves the right to adjust or cease collection at any time. Containers may be removed by the Library without notice.
- d. The Library will not issue acknowledgements of donations made to collection containers.

4. Hosting a container does not imply endorsement by the Library staff or the Board of Trustees of any product, service, activity, event or viewpoint. The organization may state that the Library is a collection point but not that the Library is sponsoring or endorsing the project.

5. Any appeals for changes to, or exceptions to, any portion of the Charity Collection Container policy

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will be considered. An organization wishing to file an appeal shall submit it to the Library Director in writing. The Director will respond in writing.

Approved xxx

DRAFT



# Charity Collection Container Application

Name of Organization: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*Dates of Collection: \_\_\_\_\_ through \_\_\_\_\_

Purpose of collection and type of items collected: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

\*Collection period may not exceed 30 days. The Library does not guarantee that datethis preferences can be accommodated.

The organization agrees that:

- I hereby acknowledge that I have read and received a copy of the "Charity Collection Container" policy and agree to comply with all of the provisions contained therein. I understand that the Park Ridge Library cannot be held responsible for any damage or theft that may occur during the collection period.
- The Park Ridge Library is not responsible for the security of the collection container or its contents. Organization personnel are responsible for checking the box and emptying its contents

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## Charity Collection Container Application

- ~~The Library will determine the location of the container. The Library reserves the right to adjust or cease collection at any time. Containers may be removed by the Library without notice.~~
  - ~~The organization may state that the Library is a collection point but may not state or imply that the Library is sponsoring or endorsing the project.~~
  - ~~Collection containers and their contents not picked up within seven days after the project ends will become the property of the Library.~~

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Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved collection dates: \_\_\_\_\_

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Resources Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room of the Library – May 10, 2022 at 7:00 p.m.

President Rapisand called the meeting to order at 8:18 p.m.

**ROLL CALL**

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

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Anastasia Rachmaciej, Laura  
Scott, Library staff  
Lorinda Sues

**APPROVAL OF MINUTES**

Trustee Rapisand made a

**MOTION:** to approve the minutes of April 12, 2022

Trustee Steinfelds seconded the motion.

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

**Motion passed**

**North Suburban Digital Consortium (NSDC)**

Ms. Doubek referred the committee to the memo on page 56. NSDC members recently voted to approve a consortium level subscription to Overdrive Magazines. The memo acknowledges that PRPL will pay the related invoice for \$30,000 and bill the proportionate share to each of the member libraries. PRPL will be able to discontinue its library level subscription which will result in an overall cost savings.

Trustee Burkum asked if magazine titles would be as available to patrons with the consortium subscription as they were with the PRPL having its own subscription to magazines. Ms. Scott explained that these will have an “always available” status.

Discussion ensued with regard to the operational/financial management of the consortium and Trustee Somheil asked if a policy was needed to document this relationship. Trustee Rusk recommended that an accounting policy be put into place for this purpose.

The meeting was adjourned at 8:28 p.m.

# Memorandum

**Memo Date:** October 7, 2022  
**To:** PRPL Board of Trustees  
**From:** Joanna Bertucci, Library Director  
**Subject:** FY2023 Per Capita grant requirements

**Background:**

Annually, Illinois public libraries apply for the Public Library Per Capita Grant. “The Public Library Per Capita Grant was established to assist public libraries to improve and increase library services within their service areas. Grant amounts of up to \$1.475 per person served are available, on an annual basis, to all Illinois local public libraries.” For FY22, the Library received \$58,492 in grant funding from the Illinois State Library. Additional information about the grant program can be found here on the [Illinois State Library](#) website.



**Application requirements and review process:**

The grant application requires that the Library Director and Board of Trustees review the entirety of *Serving our Public 4.0: Standards for Illinois Public Libraries*. This requirement remains unchanged from the FY22 application process.

Resources Chairman Kiem has assigned Trustees chapters from *Serving our Public* for review. Trustees should review their chapter(s) and be prepared to discuss at the November 8 Resources Committee of the Whole meeting. Any questions that arise from that discussion will be addressed at the December 13 Resources Committee of the Whole meeting. The Resources Committee will be presented with the draft FY23 Per Capital Grant application for review at the December 13 meeting.

Any electronic copy of *Serving Our Public* is attached to this email. Please direct any questions to myself or Chairman Kiem.

Chapter	Title	Trustee
1	Core Standards	Hanba
2	Governance and Administration	Rusk
3	Personnel	Rapisand
4	Access	Thiagarajan
5	Building Infrastructure and Maintenance	Steinfels
6	Safety	Rusk
7	Collection Management	Kiem
8	System Member Responsibilities and Resource Sharing	Renaldi
9	Public Services: Reference and Reader's Advisory Services	Powers
10	Programming	Hanba
11	Youth/Young Adult Services	Rapisand
12	Technology	Somheil
13	Marketing, Promotion, and Collaboration	Renaldi