



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. For additional information, or to request accommodations, please contact Library Administration.

LIBRARY COMMITTEE AGENDAS
BOARD OF TRUSTEES
Tuesday, September 12, 2023 7:00 P.M.
All committees are committees-of-the-whole unless noted

PUBLIC COMMENT ON NON-AGENDA ITEMS

BUDGET & FINANCE - Rusk & Somheil, Co-Chairs

1. Approve Minutes of August 8, 2023
2. FY24 Budget Summary discussion
3. FY23 Levy request
4. Additional Architectural Services – Williams Architects
5. Other

BUILDING & GROUNDS - Kiem & Powers, Co-Chairs

1. Approve Minutes of August 8, 2023
2. Project updates
3. Other

PLANNING & OPERATIONS – Renaldi, Chair

1. Approve Minutes of August 8, 2023
2. Task calendar review and update
3. Other

NO MEETINGS: COMMUNICATIONS & DEVELOPMENT, PERSONNEL, RESOURCES, NOMINATING

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

August 8, 2023 at 7:00 p.m.

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

ROLL CALL

Trustees Present:

Anita De Frank, Alexandra Hanba; Josh Kiem; Danielle Powers; Lauren Rapisand; Theresa Renaldi; Gregg Rusk; David Somheil, Deepika Thiagarajan

Others Present:

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

PUBLIC COMMENT

No comments were made

APPOINTMENT OF COMMITTEE CHAIRS

President Thiagarajan thanked all trustees who responded to the request for interest in committee chair positions. Based on those responses, the following committee chair positions will be in place for the 2023/2024 term:

Budget & Finance Committee Co-Chairs: Treasurer Rusk and Trustee Somheil

Planning & Operations Committee Chair: Trustee Renaldi

Communications & Development Committee Chair: Secretary Rapisand

Personnel Committee Chair: Vice-President Hanba

Building & Grounds Committee Co-Chairs: Trustee Kiem and Trustee Powers

Resources Committee Chair: President Thiagarajan

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

Trustee Somheil made a

MOTION: to approve the minutes of June 13, 2023

Treasurer Rusk seconded the motion.

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

Abstain: De Frank

Motion passed

FY24 BUDGET SUMMARY DISCUSSION

Director Bertucci noted that she and Ms. Doubek met with Treasurer Rusk on August 2nd to discuss the FY24 budget and she thanked Treasurer Rusk for the input and insight he provided. She then directed the committee’s attention to pages 4 through 10 of the packet. The City’s budget timeline is outlined on pg. 4 and Director Bertucci noted that the Library is on track with this schedule and added that a meeting with Mayor Maloney and City Manager Gilmore is scheduled for August 9th to discuss assumptions for City provided services for FY24. She will update the Board on this discussion at the August 15th Board meeting.

Director Bertucci reviewed the Library’s updated cash position on page 5, which also includes an analysis of the Library’s historical and projected levy requests. For FY24 the Library is requesting a flat levy which is consistent with the City’s expected flat levy for FY24. The director then reviewed the Library’s operating revenue and expense forecasts for FY24. Looking ahead to FY25, a 4% increase in the levy request is being preliminarily forecast. Treasurer Rusk pointed out that this projection should take into account the additional

MINUTES

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August 8, 2023 at 7:00 p.m.

costs that have been transferred to the Library from the City (IMRF and FICA contributions, payroll processing) and also the substantial capital projects being funded and undertaken by the Library, so that in conclusion, the Library is not really requesting a 4% increase over FY23 levels. President Thiagarajan added that although the cost of materials may be stabilizing or falling, the cost of labor is still quite high which adds to the inflationary pressure on budgets.

OTHER

None

Treasurer Rusk adjourned the meeting at 7:28 p.m.

DRAFT



Memorandum

Memo Date: September 8, 2023
From: Joanna Bertucci, Library Director
Meeting Type: Budget & Finance Committee of the Whole Meeting
Meeting Date: September 12, 2023
Action Requested: For discussion
Subject: FY24 draft budget

Background

The Library Director and the Finance and Administrative Services Manager developed the FY24 budget in consultation with Department Managers. Thus far, FY23 has been stable compared to the prior three fiscal years. As part of this planning process, the Management team reviewed our Strategic Plan progress and initiatives and goals for FY24. Bringing all these components together, we have highlighted the areas of incremental costs over the FY23 budget below. A full analysis of expenditures begins on the page 3 of this memo.

Salaries comprise 53% of the proposed Operating Budget. Retaining and attracting high level staff is the first and top priority for any service organization. Our Strategic Plan values of *service* and *expertise* call for providing the “highest level of services to all library users” and that we listen to our users and are responsive to their feedback. The \$98,270 previously approved for salary increases allows us to reward our high achieving staff in line with the Library market and salary benchmarks for our organization.

In FY23, the Library took on approximately \$314,000 in new costs in **employee benefits** for payroll taxes, pension contributions (IMRF), and a payroll service provider that were previously part of the budget of the City of Park Ridge. For FY24, we have budgeted \$320,300 for these expenses.

For FY24, we have allocated our FY23 Per Capita Grant funds (\$58,500) to purchase/retrofit current picture book shelving to accommodate an entirely face-out picture book collection. Therefore, our **supplies** budget has increased by 30%. Organizing our picture book collection entirely face-out and adding several **new icon-identifiable categories** will make this collection more accessible for pre-readers and non-native English speakers, emboldening these patrons to choose their own materials. Our highest circulating picture books are already organized in this way; an average of 75% of the *Favorite Characters* books are checked out at any given time as are approximately 50% of *Things That Go* titles, compared to less than 30% of picture books organized alphabetically by author.

In the process of assigning categories, we will also evaluate each individual title to ensure it matches current collection development criteria, and perform a diversity audit of the identities and experiences represented in both characters and creators. In creating categories based on universal experiences and interests, like *Starting School* and *Families*, diverse titles may gain more visibility. This process will give us insight into those identities and experiences that are underrepresented in our collection and afford us the opportunity to purchase accordingly.

In order to maintain our tradition of excellent collections and allow opportunities for our community to pursue **education and lifelong learning** endeavors, our **library resources** budget is flat for FY24. This budget is the second largest operating expense and is approximately 13% of the proposed FY24 budget. The upcoming year’s budget shows an overall 10% increase in spending on eContent with a focus on our adult eContent collections.

On the capital expense side, the ongoing maintenance and improvement of the Library building is funded solely from the Library’s budget, while the property and building itself are owned by the City of Park Ridge. In FY24, the Library continues to make **technology equipment improvement** a priority, specifically, replacing PCs for all library staff and public computers. The Library plans to fund a portion of the computer replacement project from the Bruce A. Michel Trust held at Northern Trust Bank. As of July 31, 2023 approximately \$202,541 is being held in Trust for the library to use for technology upgrades.



Memorandum

Our revised Capital Needs Assessment helps us to plan and budget for the upkeep of the Library building. Next year the Library will begin to undertake the multiyear HVAC upgrade and replacement project.

Revenue and the 2023 Tax Levy

| REVENUE ACCOUNTS | FY21 ACTUALS | SY21 ACTUALS ANNUALIZED | FY22 ACTUALS | FY23 BUDGET | FY23 ACTUALS August 31, 2023 | FY24 PROPOSED BUDGET |
|------------------------|---------------------|-------------------------|---------------------|---------------------|------------------------------|----------------------|
| Local Government Taxes | \$ 4,182,675 | \$ 1,895,855 | \$ 4,281,935 | \$ 4,302,661 | \$ 2,277,651 | \$ 4,218,161 |
| Per Capita State Grant | \$ 46,850 | \$ 55,283 | \$ 58,493 | \$ 108,500 | \$ 108,493 | \$ 58,493 |
| Other Receipts | \$ 43,928 | \$ 52,999 | \$ 87,019 | \$ 137,000 | \$ 158,882 | \$ 150,000 |
| | \$ 4,273,453 | \$ 2,004,137 | \$ 4,427,447 | \$ 4,548,161 | \$ 4,210,296 | \$ 4,426,654 |

The draft FY24 budget assumes a **0% increase to the Library's levy** with our request to City Council coming in at **\$4,088,161**. In consultation with City of Park Ridge Finance Director, Chris Lipman, the Library has budgeted \$130,000 in Personal Property Replacement Tax (PPRT) revenue, which is down from last year, but significantly higher than prior years. The Library does not budget for prior property tax receipts, as there is no predictability to this revenue line, as per CPR Finance.

| LOCAL GOVERNMENT TAXES Breakdown | FY21 ACTUALS | SY21 ACTUALS ANNUALIZED | FY22 ACTUALS | FY23 BUDGET | FY23 ACTUALS August 31, 2023 | FY24 PROPOSED BUDGET |
|-----------------------------------|---------------------|-------------------------|---------------------|---------------------|------------------------------|----------------------|
| Property Tax – Current | \$ 4,074,241 | \$ 1,810,427 | \$ 4,027,667 | \$ 4,088,161 | \$ 2,122,298 | \$ 4,088,161 |
| Property Tax – Prior | \$ 16,683 | \$ 3,583 | | \$ - | \$ 28,777 | \$ - |
| Personal Property Replacement Tax | \$ 91,751 | \$ 81,845 | \$ 254,268 | \$ 214,500 | \$ 126,577 | \$ 130,000 |
| | \$ 4,182,675 | \$ 1,895,855 | \$ 4,281,935 | \$ 4,302,661 | \$ 2,277,651 | \$ 4,218,161 |

Additional revenue sources for FY24 include \$58,493 in Per Capita Grant funding. Lastly, other receipts include interest on investments, Friends of the Library donations, proctoring fees, copy machine revenue, meeting room fees, promotional item sales, collection agency proceeds, and gift funds.

For FY23 the Library has seen a boon in interest revenue. Mr. Lipman implemented an overnight sweep where Chase sweeps our balances into their accounts, whose balances are included in the overnight funds rate that is used for lending between banks. Essentially, Chase Bank borrows our money for 6 minutes each night. As library funds are within the City's operating bank account, the same interest is being earned for both entities. Mr. Lipman does not expect this to continue into next year, but the Library has earned \$87,000 in interest so far this year, compared to \$8,700 in interest earnings for all of FY22.

As of August 1, 2023 the Library has \$4,170,134 in its cash operating account. It is anticipated that at FY23 end, the Library will have approximately 10 months of operating reserves, which puts the Library in a good position to achieve a 6-month reserve balance target at the end of FY24.

Operating Budget Detail

1. Salaries: \$2,546,525

- a. Salaries are calculated by spreadsheet with each position, hourly rate, and hours by department. Salaries are benchmarked to Library industry compensation data to ensure that compensation aligns with the Library's compensation philosophy and minimum wage mandates.
- b. The FY24 salary plan was approved at the August 15, 2023 Regular Board meeting. The approved salary plan includes: \$98,270 in increases in the following areas:
 - i. \$77,680 for 4% average merit pool increases
 - ii. \$14,600 for one-time bonuses



Memorandum

- iii. \$5,990 for adjustments based on updated pay grade/scale and minimum wage adjustments
- c. This value represents 53% of the proposed operating budget. ILA recommends that up to 60% of the Library's operating budget be allocated to staff salaries.

2. Employee Benefits: \$716,395

- a. Health Insurance: current values represent a 5.3% increase in PPO and 4% increase in HMO health insurance rates over FY23.
- b. FICA: Budgeted at \$195,000.
- c. IMRF: Estimated at \$87,300. The preliminary IMRF rate for 2024 is 2.43%. The Library has budgeted using a 4% IMRF rate, as advised by the City's Finance Department.
- d. ILA recommends that up to 70% of the Library's operating budget be allocated to salaries and benefits. For the FY24 proposed budget, the Library has allocated 68% to salaries and benefits.

3. Data Processing: \$273,300

- a. This line has experienced an 18% decrease from FY23 as additional funds were allocated to the FY23 budget for the completion of the website redesign project.
- b. This budget line includes CVI (managed IT) contract approved in July 2022, valued at \$143,500 for year 1 and \$153,000 for year 2.
- c. This also includes funds for CCS (local consortium) and OCLC (global cooperative) 12 month contracts. The proposed budget includes an overall 3% increase for these contracts.

4. Building Maintenance: \$164,500

- a. Decreased 7% from FY23 as natural gas prices have come down in recent months.
- b. This line includes general maintenance agreements, HVAC equipment maintenance, building supplies and natural gas.

5. Membership, Recruiting and Training: \$31,500

- a. Increased by 8% from FY23 as in-person conferences and travel have resumed. This line also includes \$5,000 for our tuition reimbursement program.

6. Equipment Rental: \$27,000

- a. Flat from FY23 and includes \$20,000 for copier lease and \$7,000 is earmarked for equipment rental maintenance and postage machine lease.

7. Consulting Services: \$20,000

- a. Flat for FY24. This line will be revisited in the next budget planning cycle as the current Strategic Plan expires December 31, 2025.

8. Public Relations: \$45,000

- a. This budget includes funding for the Library's print newsletter (4x year), promotional items, and public relations expenses. This line has been increased by 10% to accommodate costs for additional promotional mailings and campaigns throughout the year.

9. General Contractual: \$179,600

- a. This budget line experienced a 4% increase across the board. This line includes telephone and internet service, postage, printing, Bibliotheca service contract, payroll service contract and program expenses.

10. Audit: \$9,500

- a. \$9,500 for FY24 audit as per Library's 4-year contract with Lauterbach & Amen.



Memorandum

11. Special Counsel: \$25,000

- a. This is the library's budget for legal counsel. The Library works with Robbins Schwartz for matters related to human resources, laws pertaining to public bodies and general counsel. The City of Park Ridge's attorney, Ancel Glink, represents the City and the Library for tax rate objection work. It is important that the Library maintain a healthy special counsel fund as the events that require the need for counsel are often unanticipated.

12. Supplies: \$120,500

- a. This line includes copier supplies, supply lines for each department as well as furniture.
- b. The proposed FY24 supplies budget shows a significant increase over prior fiscal years as this budget includes our Per Capita Grant award allocated to our Children's Room picture book shelving project as described on the first page of this memo.

13. Staff Appreciation: \$2,500

- a. \$2,500 for general staff appreciation (National Library Workers' Day, retirements, condolence/illness acknowledgement, holiday party). Increased due to rising costs of food, etc.

14. Computer Materials: \$31,500

- a. Relatively flat from FY23's original allocation. Funds for purchase of routine, non-capital technology items and software licenses for staff and public PCs.

15. Library Resources: \$636,800

- a. The overall library resources budget is flat from FY23.
- b. The total library resources budget is 13% of the operating budget. ILA recommends that libraries spend a minimum of 8-12% on collections. The Board should be proud that the Library is able to maintain strong funding for our resource collections, as we know that our community deserves and expects a wide variety of library resources.
 - i. Youth Services
 1. Print collections remain flat over FY23
 2. Decreased Lib eContent by \$3,000 as we have reached the saturation point for eContent for children.
 3. Multimedia (DVDs, BluRay, and Music CDs) is budgeted at \$8,000. We have been steadily lowering the allocation for these materials, as physical AV content is not in high demand due to the affordability and availability of streaming content in the consumer market.
 - ii. Adult Services
 1. Print collections remain relatively flat over FY23, with the exception of a 40% decrease in Most Wanted titles. After continued evaluation, we discovered that larger amounts were budgeted in prior years when the library leased Most Wanted titles from Baker & Taylor. The Adult Services Manager and I have been working toward determining the most accurate allocation and the proposed \$10,000 is sufficient for this collection.
 2. The audiobook and recordings (CDs) budgets remain flat, while DVDs has experienced a \$9,000 decrease for the same reasons as noted for Children's DVDs.
 3. The adult eBooks budget increased by \$15,000 to be able to meet demand for consistent usage of the Library's digital collections (OverDrive, Hoopla, and Kanopy)
 4. The online database budget remains flat from FY23.



Memorandum

| | OPERATING ACCOUNTS | FY21 REVISED BUDGET | SY21 REVISED BUDGET ANNUALIZED | FY22 REVISED BUDGET | FY23 REVISED BUDGET | FY24 PROPOSED BUDGET | PROPOSED FY24 CHANGE FROM FY23 |
|------|----------------------------------|---------------------|--------------------------------|---------------------|---------------------|----------------------|--------------------------------|
| 9100 | Salaries | \$ 2,336,139 | \$ 2,431,029 | \$ 2,359,103 | \$ 2,453,800 | \$ 2,546,525 | 4% |
| 9210 | Employee Benefits | \$ 338,116 | \$ 229,058 | \$ 375,169 | \$ 655,266 | \$ 716,395 | 9% |
| 9317 | Data Processing | \$ 255,000 | \$ 270,050 | \$ 265,000 | \$ 322,000 | \$ 273,300 | -18% |
| 9321 | Building Maintenance | \$ 172,500 | \$ 202,499 | \$ 193,772 | \$ 176,500 | \$ 164,500 | -7% |
| 9324 | Membership, Recruiting, Training | \$ 33,500 | \$ 23,000 | \$ 30,750 | \$ 29,000 | \$ 31,500 | 8% |
| 9351 | Equipment Rental | \$ 24,500 | \$ 40,499 | \$ 32,000 | \$ 27,000 | \$ 27,000 | 8% |
| 9359 | Consulting Services | \$ 70,400 | \$ 48,000 | \$ 28,800 | \$ 20,000 | \$ 20,000 | 0% |
| 9360 | Public Relations | \$ 46,500 | \$ 63,750 | \$ 50,850 | \$ 40,000 | \$ 45,000 | 11% |
| 9385 | General Contractual | \$ 123,500 | \$ 145,320 | \$ 137,785 | \$ 173,100 | \$ 179,800 | 4% |
| 9416 | Audit | \$ 8,200 | \$ 8,400 | \$ 9,000 | \$ 9,300 | \$ 9,500 | 2% |
| 9425 | Special Counsel | \$ 25,000 | \$ 25,001 | \$ 19,800 | \$ 25,000 | \$ 25,000 | 0% |
| 9510 | Supplies | \$ 179,500 | \$ 148,776 | \$ 114,090 | \$ 85,115 | \$ 120,500 | 30% |
| 9511 | Staff Appreciation | \$ 1,650 | \$ 1,650 | \$ 2,000 | \$ 2,000 | \$ 2,500 | 20% |
| 9520 | Computer Materials | \$ 30,000 | \$ 18,000 | \$ 30,000 | \$ 39,710 | \$ 31,500 | -26% |
| 9540 | Library Resources | \$ 650,500 | \$ 722,003 | \$ 627,125 | \$ 638,500 | \$ 636,800 | 0% |
| | | \$ 4,295,005 | \$ 4,377,062 | \$ 4,275,244 | \$ 4,696,290 | \$ 4,829,820 | 3% |

Capital Budget Lines

Technology Replacement: \$195,000

1. CVI is recommending the following IT capital asset projects for FY24.
 - a. Replace virtual server, installed in 2018 with projected lifespan of 5 years.
 - b. Replace staff and patron desktop and notebook computers. Patron PCs were replaced in 2019 and staff PCs were replaced in 2016 and 2017. CVI estimates a 4 year life span for desktop and notebooks.

Capital Projects: \$500,000

1. HVAC project components – boiler replacement
2. Washroom Exhaust fan replacement

Attachments:

- FY24 draft summary budget
- FY24 draft detail budget

FINAL DRAFT

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

| REVENUE ACCOUNTS | FY21 REVISED BUDGET | FY21 ACTUALS | SY21 REVISED BUDGET | SY21 REVISED BUDGET ANNUALIZED | SY21 ACTUALS | SY21 ACTUALS ANNUALIZED | FY22 REVISED BUDGET | FY22 ACTUALS | FY22 ACTUALS TO BUDGET | FY23 REVISED BUDGET | FY23 ACTUALS (9/01/2023) | FY23 FORECAST ACTUAL | FY23 FORECASTED ACTUALS TO BUDGET | FY24 BUDGET - PROPOSED |
|------------------------|---------------------|---------------------|---------------------|--------------------------------|---------------------|-------------------------|---------------------|---------------------|------------------------|---------------------|--------------------------|----------------------|-----------------------------------|------------------------|
| Local Government Taxes | \$ 4,165,813 | \$ 4,182,675 | \$ 1,767,135 | \$ 1,767,135 | \$ 1,895,855 | \$ 1,895,855 | \$ 4,088,661 | \$ 4,281,935 | 105% | \$ 4,302,661 | \$ 2,277,651 | \$ 3,964,885 | 92% | \$ 4,218,161 |
| Per Capita State Grant | \$ 46,850 | \$ 46,850 | \$ 46,850 | \$ 46,850 | \$ 55,283 | \$ 55,283 | \$ 55,283 | \$ 58,493 | 106% | \$ 108,500 | \$ 108,493 | \$ 108,500 | 100% | \$ 58,493 |
| Other Receipts | \$ 110,850 | \$ 43,928 | \$ 55,848 | \$ 60,772 | \$ 35,333 | \$ 52,999 | \$ 61,333 | \$ 87,019 | 142% | \$ 137,000 | \$ 158,882 | \$ 136,911 | 100% | \$ 150,000 |
| TOTAL REVENUE | \$ 4,323,513 | \$ 4,273,453 | \$ 1,869,833 | \$ 1,874,757 | \$ 1,986,471 | \$ 2,004,137 | \$ 4,205,277 | \$ 4,427,447 | 105% | \$ 4,548,161 | \$ 2,545,026 | \$ 4,210,296 | 93% | \$ 4,426,654 |

| ACCOUNT # | OPERATING ACCOUNTS | FY21 REVISED BUDGET | FY21 ACTUAL | SY21 REVISED BUDGET | SY21 REVISED BUDGET ANNUALIZED | SY21 ACTUAL | SY21 ACTUALS ANNUALIZED | FY22 REVISED BUDGET | FY22 ACTUAL | FY22 ACTUALS TO BUDGET | FY23 REVISED BUDGET | FY23 ACTUALS (8/01/2023) | FY23 FORECAST ACTUAL | FY23 FORECASTED ACTUALS TO BUDGET | FY24 BUDGET - PROPOSED |
|-----------|----------------------------------|---------------------|---------------------|---------------------|--------------------------------|---------------------|-------------------------|---------------------|---------------------|------------------------|---------------------|--------------------------|----------------------|-----------------------------------|------------------------|
| 9100 | Salaries | \$ 2,336,139 | \$ 2,048,505 | \$ 1,620,686 | \$ 2,431,029 | \$ 1,469,693 | \$ 2,204,539 | \$ 2,358,977 | \$ 2,226,674 | 94% | \$ 2,453,799 | \$ 1,393,527 | \$ 2,384,537 | 97% | \$ 2,546,525 |
| 9210 | Employee Benefits | \$ 338,116 | \$ 332,807 | \$ 152,705 | \$ 229,058 | \$ 151,705 | \$ 227,558 | \$ 375,169 | \$ 351,508 | 94% | \$ 655,266 | \$ 346,227 | \$ 561,205 | 86% | \$ 716,395 |
| 9317 | Data Processing | \$ 255,000 | \$ 237,885 | \$ 180,033 | \$ 270,050 | \$ 144,157 | \$ 216,236 | \$ 265,000 | \$ 249,730 | 94% | \$ 322,000 | \$ 230,115 | \$ 322,000 | 100% | \$ 273,300 |
| 9321 | Building Maintenance | \$ 172,500 | \$ 97,274 | \$ 134,999 | \$ 202,499 | \$ 117,218 | \$ 175,828 | \$ 193,772 | \$ 174,039 | 90% | \$ 176,500 | \$ 77,185 | \$ 116,410 | 66% | \$ 164,500 |
| 9324 | Membership, Recruiting, Training | \$ 33,500 | \$ 6,751 | \$ 15,333 | \$ 23,000 | \$ 8,240 | \$ 12,360 | \$ 30,750 | \$ 15,549 | 51% | \$ 29,000 | \$ 17,105 | \$ 22,250 | 77% | \$ 31,500 |
| 9351 | Equipment Rental | \$ 24,500 | \$ 8,770 | \$ 26,999 | \$ 40,499 | \$ 3,286 | \$ 4,929 | \$ 32,000 | \$ 17,835 | 56% | \$ 27,000 | \$ 13,667 | \$ 21,750 | 81% | \$ 27,000 |
| 9359 | Consulting Services | \$ 70,400 | \$ 70,353 | \$ 32,000 | \$ 48,000 | \$ 26,481 | \$ 39,722 | \$ 28,800 | \$ 10,050 | 35% | \$ 20,000 | \$ 2,595 | \$ 5,000 | 25% | \$ 20,000 |
| 9360 | Public Relations | \$ 46,500 | \$ 13,506 | \$ 42,500 | \$ 63,750 | \$ 32,825 | \$ 49,238 | \$ 50,850 | \$ 50,615 | 100% | \$ 40,000 | \$ 33,112 | \$ 40,000 | 100% | \$ 45,000 |
| 9385 | General Contractual | \$ 123,500 | \$ 73,937 | \$ 105,166 | \$ 145,320 | \$ 73,462 | \$ 110,192 | \$ 137,785 | \$ 125,448 | 91% | \$ 173,100 | \$ 89,820 | \$ 161,189 | 93% | \$ 179,800 |
| 9416 | Audit | \$ 8,200 | \$ 8,200 | \$ 8,400 | \$ 8,400 | \$ 8,400 | \$ 8,400 | \$ 9,000 | \$ 8,700 | 97% | \$ 9,300 | \$ 9,000 | \$ 9,000 | 97% | \$ 9,500 |
| 9425 | Special Counsel | \$ 25,000 | \$ 8,548 | \$ 16,667 | \$ 25,001 | \$ 2,094 | \$ 3,141 | \$ 19,800 | \$ 13,736 | 69% | \$ 25,000 | \$ 5,892 | \$ 10,000 | 40% | \$ 25,000 |
| 9510 | Supplies | \$ 179,500 | \$ 37,034 | \$ 99,184 | \$ 148,776 | \$ 47,799 | \$ 71,699 | \$ 114,090 | \$ 84,539 | 74% | \$ 85,115 | \$ 22,405 | \$ 68,587 | 81% | \$ 120,500 |
| 9511 | Staff Appreciation | \$ 1,650 | \$ 1,499 | \$ 1,100 | \$ 1,650 | \$ 1,100 | \$ 1,650 | \$ 2,000 | \$ 1,981 | 99% | \$ 2,000 | \$ 1,249 | \$ 2,000 | 100% | \$ 2,500 |
| 9520 | Computer Materials | \$ 30,000 | \$ 28,062 | \$ 12,000 | \$ 18,000 | \$ 3,190 | \$ 4,785 | \$ 30,000 | \$ 20,289 | 68% | \$ 39,710 | \$ 23,842 | \$ 39,710 | 100% | \$ 31,500 |
| 9540 | Library Resources | \$ 650,500 | \$ 521,537 | \$ 481,833 | \$ 722,033 | \$ 397,854 | \$ 596,781 | \$ 627,125 | \$ 571,203 | 91% | \$ 638,500 | \$ 409,576 | \$ 597,289 | 94% | \$ 636,800 |
| 9493 | Transfer Out | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | - | \$ - | \$ - | \$ - | - | \$ - |
| | Total Operating Budget | \$ 4,295,005 | \$ 3,494,669 | \$ 2,929,605 | \$ 4,377,062 | \$ 2,487,504 | \$ 3,727,056 | \$ 4,275,118 | \$ 3,921,896 | 92% | \$ 4,696,290 | \$ 2,675,317 | \$ 4,360,927 | 93% | \$ 4,829,820 |

Capital Budget Lines

| | | | | | | | | | | | | | | | |
|------|--------------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------|-------------------|------------------|-------------------|------------|-------------------|
| 9901 | Machinery and Equipment | \$ 30,000 | \$ 28,832 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | - | \$ - | \$ - | \$ - | - | \$ - |
| 9908 | Computer Equipment | \$ 70,000 | \$ 3,687 | \$ 29,000 | \$ 43,500 | \$ 19,001 | \$ 28,502 | \$ 27,500 | \$ 27,202 | 99% | \$ 50,000 | \$ 28,473 | \$ 43,000 | 86% | \$ 195,000 |
| 9963 | Building Repairs | \$ 1,182,877 | \$ 619,484 | \$ 620,000 | \$ 930,000 | \$ 224,461 | \$ 336,692 | \$ 604,985 | \$ 186,970 | 31% | \$ 679,008 | \$ 27,601 | \$ 589,000 | 87% | \$ 500,000 |
| | Total Capital Projects Budget | \$ 1,282,877 | \$ 652,003 | \$ 649,000 | \$ 973,500 | \$ 243,462 | \$ 365,193 | \$ 632,485 | \$ 214,171 | 34% | \$ 729,008 | \$ 56,074 | \$ 632,000 | 87% | \$ 695,000 |

| | | | | | | | | | | | | | | |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------|---------------------|---------------------|---------------------|------------|---------------------|
| TOTAL EXPENDITURES | \$ 5,577,882 | \$ 4,146,673 | \$ 3,578,605 | \$ 5,350,562 | \$ 2,730,966 | \$ 4,092,249 | \$ 4,907,603 | \$ 4,136,067 | 84% | \$ 5,425,298 | \$ 2,731,391 | \$ 4,992,927 | 92% | \$ 5,524,820 |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------|---------------------|---------------------|---------------------|------------|---------------------|

| | | | | | | | | | | | | |
|----------------------------------|-----------------------|-------------------|-----------------------|-----------------------|---------------------|-----------------------|---------------------|-------------------|---------------------|---------------------|---------------------|-----------------------|
| LIBRARY SURPLUS (DEFICIT) | \$ (1,254,369) | \$ 126,780 | \$ (1,708,772) | \$ (3,475,805) | \$ (744,495) | \$ (2,088,112) | \$ (702,326) | \$ 291,380 | \$ (877,137) | \$ (186,365) | \$ (782,631) | \$ (1,098,166) |
|----------------------------------|-----------------------|-------------------|-----------------------|-----------------------|---------------------|-----------------------|---------------------|-------------------|---------------------|---------------------|---------------------|-----------------------|

9/6/2023

| | A | B | G | H | I | J | K | L | M | N | P | Q | R | S |
|----|--------------------|-------------------------------|---|---------------------|---------------------|--------------------------------|---------------------|-------------------------|---------------------|---------------------|--------------------------------------|--------------------------|-------------------------|------------------------|
| 1 | FINAL DRAFT | | Park Ridge Public Library | | | | | | | | | | | |
| 2 | | | Detailed YTD Revenue and Expenditures Comparison | | | | | | | | | | | |
| 3 | | | Library Fund | | | | | | | | | | | |
| 4 | FUND OBJECT | DESCRIPTION | FY21 REVISED BUDGET | FY21 ACTUAL | SY21 REVISED BUDGET | SY21 REVISED BUDGET ANNUALIZED | SY21 ACTUAL | SY21 ACTUALS ANNUALIZED | FY22 REVISED BUDGET | FY22 YTD ACTUALS | FY23 REVISED BUDGET 0% LEVY INCREASE | FY23 ACTUALS (9/01/2023) | FY23 ACTUALS ANNUALIZED | FY24 Budget - Proposed |
| 5 | 201 | Library Revenues | | | | | | | | | | | | |
| 6 | 201 811000 | PROPERTY TAX CURRENT | \$ 4,127,470 | \$ 4,074,241 | \$ 1,735,464 | \$ 1,735,464 | \$ 1,810,427 | \$ 1,810,427 | \$ 4,018,661 | \$ 4,027,667 | \$ 4,088,161 | \$ 2,122,298 | \$ 3,761,108 | \$ 4,088,161 |
| 7 | 201 812000 | PROPERTY TAX PRIOR | \$ - | \$ 16,683 | \$ - | \$ - | \$ 3,583 | \$ 3,583 | \$ - | \$ - | \$ - | \$ 28,777 | \$ 28,777 | \$ - |
| 8 | 201 831500 | PERS PROP REPLACE TAX | \$ 38,343 | \$ 91,751 | \$ 31,671 | \$ 31,671 | \$ 81,845 | \$ 81,845 | \$ 70,000 | \$ 254,268 | \$ 214,500 | \$ 126,577 | \$ 175,000 | \$ 130,000 |
| 9 | 201 833000 | STATE GRANTS | \$ 46,850 | \$ 46,850 | \$ 46,850 | \$ 46,850 | \$ 55,283 | \$ 55,283 | \$ 55,283 | \$ 58,493 | \$ 108,500 | \$ 108,493 | \$ 108,500 | \$ 58,493 |
| 10 | 201 854000 | LIBRARY OTHER | \$ 45,000 | \$ 1,044 | \$ 15,000 | \$ - | \$ 5,231 | \$ 7,847 | \$ 15,000 | \$ 8,156 | \$ 10,000 | \$ 4,018 | \$ 3,911 | \$ 8,000 |
| 11 | 201 854001 | LIBRARY MAKERSPACE | \$ 1,500 | \$ - | \$ 1,000 | \$ 1,000 | \$ - | \$ - | \$ 1,000 | \$ - | \$ - | \$ - | \$ - | \$ - |
| 12 | 201 872000 | INTEREST ON INVESTMENTS | \$ 10,000 | \$ 2,051 | \$ 3,333 | \$ 5,000 | \$ 327 | \$ 491 | \$ 3,333 | \$ 8,728 | \$ 1,000 | \$ 87,534 | \$ 7,000 | \$ 1,000 |
| 13 | 201 875500 | CONTRIBUTIONS | \$ 11,350 | \$ 13,198 | \$ 9,515 | \$ 14,273 | \$ - | \$ - | \$ 15,000 | \$ - | \$ 55,000 | \$ 21,862 | \$ 55,000 | \$ 50,000 |
| 14 | 201 877000 | MISCELLANEOUS | \$ 40,000 | \$ 27,635 | \$ 25,000 | \$ 37,500 | \$ 29,667 | \$ 44,501 | \$ 25,000 | \$ 58,955 | \$ 70,000 | \$ 45,468 | \$ 70,000 | \$ 90,000 |
| 15 | 201 877007 | PROMOTIONAL ITEMS REV | \$ 1,500 | \$ - | \$ 1,000 | \$ 1,500 | \$ 108 | \$ 162 | \$ 1,000 | \$ 135 | \$ 500 | \$ - | \$ 500 | \$ 500 |
| 16 | 201 877050 | COVID RELATED GRANT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 11,045 | \$ - | \$ - | \$ - | \$ - |
| 17 | 201 877500 | COLLECTION AGENCY-MISC | \$ 1,500 | \$ - | \$ 1,000 | \$ 1,500 | \$ - | \$ - | \$ 1,000 | \$ - | \$ 500 | \$ - | \$ 500 | \$ 500 |
| 18 | | TRANSFERS IN (TECH FUND) | \$ 156,716 | \$ 156,716 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 19 | | TOTAL LIBRARY REVENUES | \$ 4,480,229 | \$ 4,430,169 | \$ 1,869,833 | \$ 1,874,757 | \$ 1,986,471 | \$ 2,004,137 | \$ 4,205,277 | \$ 4,427,447 | \$ 4,548,161 | \$ 2,545,026 | \$ 4,210,296 | \$ 4,426,654 |
| 20 | | | | | | | | | | | | | | |
| 21 | 2015011 | Library Administration | | | | | | | | | | | | |
| 22 | 2015011 910000 | REGULAR SALARIES | \$ 299,750 | \$ 289,953 | \$ 263,538 | \$ 395,307 | \$ 213,970 | \$ 320,955 | \$ 355,140 | \$ 340,930 | \$ 387,498 | \$ 216,826 | \$ 352,342 | \$ 408,955 |
| 23 | 2015011 910010 | SAL/LIBRARIANS | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 24 | 2015011 915200 | OVERTIME | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 105 | \$ 105 | \$ - | \$ - | \$ - | \$ - |
| 25 | 2015011 921000 | EMP BNFTS-PPO | \$ 209,759 | \$ 209,759 | \$ 100,435 | \$ 150,653 | \$ 100,435 | \$ 150,653 | \$ 255,107 | \$ 254,363 | \$ 233,878 | \$ 164,058 | \$ 233,878 | \$ 297,344 |
| 26 | 2015011 921001 | EMP BNFTS-HMO | \$ 95,367 | \$ 95,367 | \$ 42,868 | \$ 64,302 | \$ 42,868 | \$ 64,302 | \$ 91,291 | \$ 78,069 | \$ 108,462 | \$ 45,588 | \$ 89,841 | \$ 106,877 |
| 27 | 2015011 921002 | EMP BEFTS-LIFE | \$ 2,970 | \$ 2,970 | \$ 980 | \$ 1,470 | \$ 980 | \$ 1,470 | \$ 2,140 | \$ 1,362 | \$ 2,140 | \$ 1,090 | \$ 1,700 | \$ 1,700 |
| 28 | 2015011 921003 | WORKERS COMPENSATION | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 29 | 2015011 921004 | UNEMPLOYMENT | \$ 7,000 | \$ 1,691 | \$ 1,000 | \$ 1,500 | \$ - | \$ - | \$ 7,000 | \$ - | \$ 7,000 | \$ - | \$ - | \$ 7,000 |
| 30 | 2015011 921005 | EMP BNFTS-DENTAL | \$ 21,535 | \$ 21,535 | \$ 6,859 | \$ 10,289 | \$ 6,859 | \$ 10,289 | \$ 18,786 | \$ 17,714 | \$ 18,786 | \$ 10,549 | \$ 18,786 | \$ 20,174 |
| 31 | 2015011 921009 | EMP BNFTS-PROGRAMMING | \$ 1,485 | \$ 1,485 | \$ 563 | \$ 845 | \$ 563 | \$ 845 | \$ 845 | \$ - | \$ 1,000 | \$ - | \$ - | \$ 1,000 |
| 32 | 2015011 921030 | FICA TAXES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 190,000 | \$ 107,238 | \$ 190,000 | \$ 195,000 |
| 33 | 2015011 921031 | EMP BNFTS - IMRF | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 94,000 | \$ 17,704 | \$ 27,000 | \$ 87,300 |
| 34 | 2015011 921099 | WC | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 35 | 2015011 931700 | LIB DATA PROC SV | \$ 165,000 | \$ 157,459 | \$ 95,200 | \$ 142,800 | \$ 91,116 | \$ 136,674 | \$ 173,000 | \$ 171,592 | \$ 230,000 | \$ 171,735 | \$ 230,000 | \$ 177,000 |
| 36 | 2015011 932400 | LIB MEMBER DUES | \$ 6,000 | \$ 1,650 | \$ 3,333 | \$ 5,000 | \$ 2,601 | \$ 3,902 | \$ 6,000 | \$ 5,100 | \$ 6,000 | \$ 5,227 | \$ 6,000 | \$ 7,000 |
| 37 | 2015011 933100 | LIB RECRUIT & TESTING | \$ 2,500 | \$ 1,200 | \$ 2,000 | \$ 3,000 | \$ 864 | \$ 1,296 | \$ 2,500 | \$ 2,410 | \$ 3,000 | \$ 711 | \$ 1,250 | \$ 3,000 |
| 38 | 2015011 933200 | TUITION | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,000 | \$ - | \$ 5,000 | \$ - | \$ - | \$ 5,000 |
| 39 | 2015011 933800 | CONFERENCES & TRAINING | \$ 25,000 | \$ 3,901 | \$ 10,000 | \$ 15,000 | \$ 4,775 | \$ 7,162 | \$ 17,250 | \$ 8,039 | \$ 15,000 | \$ 11,167 | \$ 15,000 | \$ 16,500 |
| 40 | 2015011 935100 | EQPT RNTL-COPIER MAINTENANCE | \$ 22,500 | \$ 6,851 | \$ 5,667 | \$ 8,501 | \$ 2,802 | \$ 4,203 | \$ 8,000 | \$ 2,851 | \$ 5,000 | \$ 46 | \$ 500 | \$ 5,000 |
| 41 | 2015011 935101 | EQPT RNTS-LEASE PAYMENTS | \$ - | \$ - | \$ 20,000 | \$ 30,000 | \$ - | \$ - | \$ 22,000 | \$ 14,015 | \$ 20,000 | \$ 12,894 | \$ 20,000 | \$ 20,000 |
| 42 | 2015011 935102 | EQPT RNTL-POSTAGE MACHINE | \$ 2,000 | \$ 1,919 | \$ 1,332 | \$ 1,998 | \$ 484 | \$ 727 | \$ 2,000 | \$ 969 | \$ 2,000 | \$ 727 | \$ 1,250 | \$ 2,000 |

| | A | B | G | H | I | J | K | L | M | N | P | Q | R | S |
|----|---|---------------------------------------|---------------------|-------------------|---------------------|--------------------------------|-------------------|-------------------------|---------------------|---------------------|--------------------------------------|--------------------------|-------------------------|------------------------|
| 4 | FUND OBJECT | DESCRIPTION | FY21 REVISED BUDGET | FY21 ACTUAL | SY21 REVISED BUDGET | SY21 REVISED BUDGET ANNUALIZED | SY21 ACTUAL | SY21 ACTUALS ANNUALIZED | FY22 REVISED BUDGET | FY22 YTD ACTUALS | FY23 REVISED BUDGET 0% LEVY INCREASE | FY23 ACTUALS (9/01/2023) | FY23 ACTUALS ANNUALIZED | FY24 Budget - Proposed |
| 43 | 2015011 935900 | LIB CONSULT SERV | \$ 70,400 | \$ 70,353 | \$ 32,000 | \$ 48,000 | \$ 26,481 | \$ 39,722 | \$ 28,800 | \$ 10,050 | \$ 20,000 | \$ 2,595 | \$ 5,000 | \$ 20,000 |
| 44 | 2015011 936000 | PUBLIC RELATIONS | \$ 30,500 | \$ 6,736 | \$ 30,500 | \$ 45,750 | \$ 21,312 | \$ 31,968 | \$ 28,600 | \$ 28,379 | \$ 20,000 | \$ 15,282 | \$ 20,000 | \$ 22,000 |
| 45 | 2015011 936001 | PUBLIC RELATIONS NEWSLETTER | \$ 16,000 | \$ 6,770 | \$ 12,000 | \$ 18,000 | \$ 11,513 | \$ 17,270 | \$ 22,250 | \$ 22,236 | \$ 20,000 | \$ 17,830 | \$ 20,000 | \$ 23,000 |
| 46 | 2015011 937800 | LIB BNK SERV CHG | \$ 3,500 | \$ 3,179 | \$ 2,478 | \$ 3,717 | \$ 2,474 | \$ 3,712 | \$ 4,500 | \$ 4,475 | \$ 3,600 | \$ 2,429 | \$ 3,600 | \$ 3,800 |
| 47 | 2015011 937900 | LIB INSURANCE | \$ 7,500 | \$ 7,101 | \$ 7,500 | \$ 11,250 | \$ 2,952 | \$ 4,428 | \$ 7,500 | \$ 7,082 | \$ 7,500 | \$ 2,387 | \$ 4,000 | \$ 7,500 |
| 48 | 2015011 938501 | GNL CNTRL SVC/TELEPHONE | \$ 12,500 | \$ 9,672 | \$ 8,333 | \$ 12,500 | \$ 6,906 | \$ 10,359 | \$ 12,500 | \$ 11,828 | \$ 12,500 | \$ 11,646 | \$ 12,500 | \$ 14,000 |
| 49 | 2015011 938502 | GNL CNTRL SVC/POSTAGE | \$ 14,500 | \$ 9,281 | \$ 9,667 | \$ 14,501 | \$ 4,149 | \$ 6,224 | \$ 12,500 | \$ 12,424 | \$ 12,000 | \$ 9,598 | \$ 12,000 | \$ 12,000 |
| 50 | 2015011 938503 | GNL CNTRL SVC/INTERNET | \$ 12,500 | \$ 8,865 | \$ 8,333 | \$ 12,500 | \$ 7,295 | \$ 10,942 | \$ 11,500 | \$ 8,866 | \$ 11,500 | \$ 3,642 | \$ 6,000 | \$ 10,000 |
| 51 | 2015011 938504 | GNL CNTRL SVC/PRINTING | \$ 11,500 | \$ 120 | \$ 4,902 | \$ 7,353 | \$ 93 | \$ 139 | \$ 4,400 | \$ 2,436 | \$ 3,500 | \$ 2,810 | \$ 3,500 | \$ 3,500 |
| 52 | 2015011 938506 | GNL CNTRL SVC/BIBLIOTHECA | \$ - | \$ - | \$ 22,953 | \$ 22,000 | \$ 22,953 | \$ 34,430 | \$ 24,500 | \$ 23,227 | \$ 24,500 | \$ - | \$ 24,500 | \$ 26,000 |
| 53 | 2015011 938509 | GNL CNTRL SVC/PAYROLL | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 30,000 | \$ 18,269 | \$ 30,000 | \$ 38,000 |
| 54 | 2015011 941600 | AUDIT FEES | \$ 8,200 | \$ 8,200 | \$ 8,400 | \$ 8,400 | \$ 8,400 | \$ 8,400 | \$ 9,000 | \$ 8,700 | \$ 9,300 | \$ 9,000 | \$ 9,000 | \$ 9,500 |
| 55 | 2015011 942500 | GENERAL COUNSEL | \$ 25,000 | \$ 8,548 | \$ 16,667 | \$ 25,001 | \$ 2,094 | \$ 3,141 | \$ 19,800 | \$ 13,736 | \$ 25,000 | \$ 5,892 | \$ 10,000 | \$ 25,000 |
| 56 | 2015011 951001 | OFF SPLS-PHOTOCOPY | \$ 7,500 | \$ 4,668 | \$ 3,333 | \$ 5,000 | \$ 2,903 | \$ 4,354 | \$ 5,400 | \$ 3,180 | \$ 5,000 | \$ 1,526 | \$ 2,500 | \$ 5,000 |
| 57 | 5015011 951002 | OFF SPLS-OTHER SUPPLIES | \$ 4,300 | \$ 2,345 | \$ 3,867 | \$ 5,801 | \$ 3,691 | \$ 5,537 | \$ 5,800 | \$ 5,800 | \$ 4,800 | \$ 4,487 | \$ 4,800 | \$ 4,800 |
| 58 | 2015011 951003 | OFF SPLS FURNISHINGS | \$ 127,000 | \$ 6,398 | \$ 63,650 | \$ 95,475 | \$ 25,708 | \$ 38,562 | \$ 64,200 | \$ 41,585 | \$ 37,615 | \$ 1,332 | \$ 35,000 | \$ 73,500 |
| 59 | 2015011 951100 | LIBRARY SUPPLIES | \$ 2,500 | \$ 24 | \$ 1,467 | \$ 2,201 | \$ 437 | \$ 656 | \$ 2,500 | \$ 2,411 | \$ 1,500 | \$ 329 | \$ 700 | \$ 1,500 |
| 60 | 2015011 951103 | STAFF APPRECIATION | \$ 1,650 | \$ 1,499 | \$ 1,100 | \$ 1,650 | \$ 1,100 | \$ 1,650 | \$ 2,000 | \$ 1,981 | \$ 2,000 | \$ 1,249 | \$ 2,000 | \$ 2,500 |
| 61 | 2015011 952000 | COMPUTER MATERIALS | \$ 30,000 | \$ 28,062 | \$ 12,000 | \$ 18,000 | \$ 3,190 | \$ 4,785 | \$ 30,000 | \$ 20,289 | \$ 39,710 | \$ 23,842 | \$ 39,710 | \$ 31,500 |
| 62 | 2015011 990800 | COMPUTER EQUIPMENT | \$ 70,000 | \$ 3,687 | \$ 29,000 | \$ 43,500 | \$ 19,001 | \$ 28,502 | \$ 27,500 | \$ 27,202 | \$ 50,000 | \$ 28,473 | \$ 43,000 | \$ 195,000 |
| 63 | Total Library Administration | | \$ 1,315,916 | \$ 981,249 | \$ 831,925 | \$ 1,231,258 | \$ 640,970 | \$ 957,255 | \$ 1,289,414 | \$ 1,153,405 | \$ 1,668,789 | \$ 928,177 | \$ 1,475,357 | \$ 1,888,950 |
| 64 | | | | | | | | | | | | | | |
| 65 | 2015012 | Library Facility (Maintenance) | | | | | | | | | | | | |
| 66 | 2015012 910000 | REGULAR SALARIES | \$ 176,883 | \$ 150,743 | \$ 117,615 | \$ 176,423 | \$ 106,984 | \$ 160,475 | \$ 182,731 | \$ 171,906 | \$ 194,541 | \$ 103,800 | \$ 158,753 | \$ 209,860 |
| 67 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | \$ 101,000 | \$ 50,171 | \$ 83,333 | \$ 125,000 | \$ 77,061 | \$ 115,591 | \$ 77,272 | \$ 70,001 | \$ 100,000 | \$ 41,967 | \$ 63,000 | \$ 100,000 |
| 68 | 2015012 932104 | BLDG MNT CNTR-ELEV MAINT | \$ 6,500 | \$ 4,434 | \$ 4,333 | \$ 6,500 | \$ 768 | \$ 1,152 | \$ 6,500 | \$ 4,250 | \$ 6,500 | \$ 3,945 | \$ 6,500 | \$ 6,500 |
| 69 | 2015012 932105 | BUDG MNT CNTR-HVAC EQUIP | \$ 30,500 | \$ 22,540 | \$ 24,333 | \$ 36,500 | \$ 23,429 | \$ 35,144 | \$ 65,000 | \$ 58,769 | \$ 30,000 | \$ 16,021 | \$ 24,032 | \$ 30,000 |
| 70 | 2015012 952100 | BUILDING SUPPLIES | \$ 19,500 | \$ 10,312 | \$ 13,000 | \$ 19,500 | \$ 7,094 | \$ 10,640 | \$ 20,000 | \$ 18,533 | \$ 18,000 | \$ 9,686 | \$ 14,529 | \$ 18,000 |
| 71 | 2015012 955000 | NATURAL GAS | \$ 15,000 | \$ 9,817 | \$ 10,000 | \$ 15,000 | \$ 8,867 | \$ 13,300 | \$ 25,000 | \$ 22,486 | \$ 22,000 | \$ 5,566 | \$ 8,349 | \$ 10,000 |
| 72 | 2015012 990100 | MACHINERY AND EQUIPMENT | \$ 30,000 | \$ 28,832 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 73 | 2015012 990400 | MOTOR EQUIPMENT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 74 | 2015012 996300 | BUILDING REPAIRS | \$ 1,182,877 | \$ 619,484 | \$ 620,000 | \$ 930,000 | \$ 224,461 | \$ 336,692 | \$ 604,985 | \$ 186,970 | \$ 679,008 | \$ 27,601 | \$ 589,000 | \$ 500,000 |
| 75 | Total Library Facility | | \$ 1,562,260 | \$ 896,333 | \$ 872,614 | \$ 1,308,921 | \$ 448,663 | \$ 672,995 | \$ 981,488 | \$ 532,915 | \$ 1,050,049 | \$ 208,587 | \$ 864,163 | \$ 874,360 |
| 76 | | | | | | | | | | | | | | |
| 77 | 2015013 | Library Technical Services | | | | | | | | | | | | |
| 78 | 2015013 910000 | REGULAR SALARIES | \$ 293,025 | \$ 286,730 | \$ 197,077 | \$ 295,616 | \$ 192,793 | \$ 289,189 | \$ 243,755 | \$ 239,674 | \$ 253,431 | \$ 148,815 | \$ 253,431 | \$ 260,656 |
| 79 | 2015013 910010 | SAL/LIBRARIANS | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 80 | 2015013 931702 | DATA PROCESSING/OCLC | \$ 15,500 | \$ 13,803 | \$ 10,333 | \$ 15,500 | \$ 9,950 | \$ 14,925 | \$ 15,000 | \$ 14,569 | \$ 15,000 | \$ 12,085 | \$ 15,000 | \$ 16,300 |
| 81 | 2015013 935100 | EQPT RNTL-MAINTENANCE | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 82 | 2015013 949300 | TRANSFER OUT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 83 | 2015013 951100 | LIBRARY SUPPLIES | \$ 19,500 | \$ 11,674 | \$ 13,000 | \$ 19,500 | \$ 6,755 | \$ 10,132 | \$ 19,500 | \$ 19,344 | \$ 19,500 | \$ 6,990 | \$ 12,000 | \$ 20,000 |
| 84 | 2015013 990100 | MACHINERY & EQUIPMENT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 85 | Total Library Technical Services | | \$ 328,025 | \$ 312,207 | \$ 220,410 | \$ 330,615 | \$ 209,498 | \$ 314,247 | \$ 278,255 | \$ 273,587 | \$ 287,931 | \$ 167,890 | \$ 280,431 | \$ 296,956 |
| 86 | | | | | | | | | | | | | | |

| | A | B | G | H | I | J | K | L | M | N | P | Q | R | S |
|-----|----------------|--|---------------------|-------------------|---------------------|--------------------------------|-------------------|-------------------------|---------------------|-------------------|--------------------------------------|--------------------------|-------------------------|------------------------|
| 4 | FUND OBJECT | DESCRIPTION | FY21 REVISED BUDGET | FY21 ACTUAL | SY21 REVISED BUDGET | SY21 REVISED BUDGET ANNUALIZED | SY21 ACTUAL | SY21 ACTUALS ANNUALIZED | FY22 REVISED BUDGET | FY22 YTD ACTUALS | FY23 REVISED BUDGET 0% LEVY INCREASE | FY23 ACTUALS (9/01/2023) | FY23 ACTUALS ANNUALIZED | FY24 Budget - Proposed |
| 96 | 2015015 | Library Youth Services | | | | | | | | | | | | |
| 97 | 2015015 910000 | REGULAR SALARIES | \$ 549,054 | \$ 432,910 | \$ 348,602 | \$ 522,903 | \$ 310,478 | \$ 465,716 | \$ 530,262 | \$ 500,433 | \$ 532,390 | \$ 316,101 | \$ 532,390 | \$ 568,532 |
| 98 | 2015015 915200 | OVERTIME | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 21 | \$ 21 | \$ - | \$ 20 | \$ 20 | \$ - |
| 99 | 2015015 938506 | GNL CNTRL SVC/PROGRAM | \$ 31,500 | \$ 21,697 | \$ 21,000 | \$ 31,500 | \$ 17,460 | \$ 26,190 | \$ 31,510 | \$ 31,507 | \$ 43,000 | \$ 23,385 | \$ 40,089 | \$ 40,000 |
| 100 | 2015015 951100 | LIBRARY SUPPLIES | \$ 5,500 | \$ 2,086 | \$ 3,667 | \$ 5,501 | \$ 3,556 | \$ 5,334 | \$ 5,490 | \$ 5,185 | \$ 5,500 | \$ 3,273 | \$ 5,500 | \$ 5,500 |
| 101 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | \$ 82,000 | \$ 74,376 | \$ 54,340 | \$ 81,510 | \$ 54,336 | \$ 81,504 | \$ 73,925 | \$ 73,916 | \$ 75,000 | \$ 36,699 | \$ 62,912 | \$ 75,000 |
| 102 | 2015015 954003 | LIB RSRCS-PERIODICALS | \$ 1,500 | \$ 75 | \$ 1,000 | \$ 1,500 | \$ - | \$ - | \$ 3,000 | \$ 2,607 | \$ 1,500 | \$ 664 | \$ 1,200 | \$ 800 |
| 103 | 2015015 954004 | LIB RSRCS-AUDIO BOOKS | \$ 19,000 | \$ 13,376 | \$ 12,667 | \$ 19,001 | \$ 12,286 | \$ 18,430 | \$ 18,075 | \$ 17,659 | \$ 19,000 | \$ 9,075 | \$ 15,557 | \$ 19,000 |
| 104 | 2015015 954005 | LIB RSRCS-AUDIO VISUAL | \$ 19,000 | \$ 6,198 | \$ 13,500 | \$ 20,250 | \$ 12,408 | \$ 18,612 | \$ 19,000 | \$ 12,941 | \$ 8,000 | \$ 4,302 | \$ 7,375 | \$ 8,000 |
| 105 | 2015015 954008 | LIB RSRCS-MISCELLANEOUS | \$ 3,000 | \$ - | \$ 1,640 | \$ 2,460 | \$ 743 | \$ 1,115 | \$ 3,000 | \$ - | \$ - | \$ - | \$ - | \$ - |
| 106 | 2015015 954010 | LIB RSRCS-VIDEOGAMES | \$ 6,000 | \$ 4,569 | \$ 4,360 | \$ 6,540 | \$ 4,293 | \$ 6,440 | \$ 6,000 | \$ 5,860 | \$ 5,000 | \$ 3,754 | \$ 5,000 | \$ 7,000 |
| 107 | 2015015 954012 | LIB RSRCS-E-BOOK | \$ 10,500 | \$ 5,491 | \$ 5,160 | \$ 7,740 | \$ 4,624 | \$ 6,936 | \$ 12,750 | \$ 12,075 | \$ 21,000 | \$ 9,495 | \$ 16,277 | \$ 18,000 |
| 108 | 2015015 954015 | LIB RSRCS-RECORD MUSIC | \$ 5,000 | \$ 615 | \$ 833 | \$ 1,250 | \$ 287 | \$ 431 | \$ 1,250 | \$ 207 | \$ - | \$ - | \$ - | \$ - |
| 109 | 2015015 954019 | LIB RSRCS-CHILDREN NONFICTION | \$ 34,500 | \$ 23,636 | \$ 26,833 | \$ 40,250 | \$ 23,235 | \$ 34,853 | \$ 43,500 | \$ 42,352 | \$ 36,500 | \$ 18,964 | \$ 32,509 | \$ 36,500 |
| 110 | | Total Library Children's Services | \$ 766,554 | \$ 585,029 | \$ 493,602 | \$ 740,403 | \$ 443,707 | \$ 665,561 | \$ 747,783 | \$ 704,764 | \$ 746,890 | \$ 425,731 | \$ 718,829 | \$ 778,332 |
| 111 | | | | | | | | | | | | | | |
| 112 | 2015016 | Library Patron Services | | | | | | | | | | | | |
| 113 | 2015016 910000 | REGULAR SALARIES | \$ 465,530 | \$ 414,583 | \$ 309,662 | \$ 464,493 | \$ 298,171 | \$ 447,256 | \$ 469,414 | \$ 433,026 | \$ 482,960 | \$ 282,016 | \$ 482,960 | \$ 501,833 |
| 114 | 2015016 915200 | OVERTIME | | | | | | | | | | \$ 1,682 | \$ 1,682 | \$ - |
| 115 | 2015016 931701 | DATA PROCESSING | \$ 74,500 | \$ 66,623 | \$ 74,500 | \$ 111,750 | \$ 43,091 | \$ 64,636 | \$ 77,000 | \$ 63,569 | \$ 77,000 | \$ 46,295 | \$ 77,000 | \$ 80,000 |
| 116 | 2015016 951100 | LIBRARY SUPPLIES | \$ 8,700 | \$ 8,516 | \$ 7,200 | \$ 10,800 | \$ 2,350 | \$ 3,525 | \$ 7,200 | \$ 4,226 | \$ 7,200 | \$ 3,297 | \$ 6,087 | \$ 6,200 |
| 117 | | Total Library Circulation | \$ 548,730 | \$ 489,722 | \$ 391,362 | \$ 587,043 | \$ 343,611 | \$ 515,417 | \$ 553,614 | \$ 500,821 | \$ 567,160 | \$ 333,290 | \$ 567,729 | \$ 588,033 |
| 118 | | | | | | | | | | | | | | |

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|-----|-----------------|-------------------------------------|-----------------------|---------------------|-----------------------|--------------------------------|---------------------|-------------------------|---------------------|---------------------|--------------------------------------|--------------------------|-------------------------|------------------------|
| 4 | FUND OBJECT | DESCRIPTION | FY21 REVISED BUDGET | FY21 ACTUAL | SY21 REVISED BUDGET | SY21 REVISED BUDGET ANNUALIZED | SY21 ACTUAL | SY21 ACTUALS ANNUALIZED | FY22 REVISED BUDGET | FY22 YTD ACTUALS | FY23 REVISED BUDGET 0% LEVY INCREASE | FY23 ACTUALS (9/01/2023) | FY23 ACTUALS ANNUALIZED | FY24 Budget - Proposed |
| 119 | 2015017 | Library Adult Services | | | | | | | | | | | | |
| 120 | 2015017 910000 | REGULAR SALARIES | \$ 551,897 | \$ 473,586 | \$ 384,192 | \$ 576,288 | \$ 347,298 | \$ 520,947 | \$ 577,675 | \$ 540,579 | \$ 602,979 | \$ 324,288 | \$ 602,979 | \$ 596,689 |
| 121 | 2015017 938506 | GNL CNTRL SVC/PROGRAM | \$ 30,000 | \$ 14,022 | \$ 20,000 | \$ 30,000 | \$ 9,179 | \$ 13,768 | \$ 28,875 | \$ 23,604 | \$ 25,000 | \$ 15,653 | \$ 25,000 | \$ 25,000 |
| 122 | 2015017 938507 | GNL CNTRL SVC/YA PROGRAMS | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 123 | 2015017 951100 | LIBRARY SUPPLIES | \$ 3,000 | \$ 1,324 | \$ 2,000 | \$ 3,000 | \$ 1,401 | \$ 2,101 | \$ 2,500 | \$ 1,597 | \$ 2,500 | \$ 180 | \$ 500 | \$ 2,000 |
| 124 | 2015017 951102 | LIBRARY MAKERSPACE SUPPLIES | \$ 1,500 | \$ - | \$ 1,000 | \$ 1,500 | \$ 998 | \$ 1,497 | \$ 1,500 | \$ 1,210 | \$ 1,500 | \$ 991 | \$ 1,500 | \$ 2,000 |
| 125 | 2015017 954001 | LIB RSRCS-ADULT BOOKS FICTION | \$ 64,000 | \$ 58,068 | \$ 42,667 | \$ 64,001 | \$ 41,224 | \$ 61,836 | \$ 65,125 | \$ 65,125 | \$ 64,000 | \$ 43,269 | \$ 64,000 | \$ 64,000 |
| 126 | 2015017 954003 | LIB RSRCS-PERIODICALS | \$ 18,000 | \$ 13,964 | \$ 12,000 | \$ 18,000 | \$ 3,889 | \$ 5,834 | \$ 19,000 | \$ 18,171 | \$ 20,000 | \$ 19,360 | \$ 20,000 | \$ 23,000 |
| 127 | 2015017 954004 | LIB RSRCS-AUDIO BOOK | \$ 16,049 | \$ 16,049 | \$ 12,967 | \$ 19,451 | \$ 12,593 | \$ 18,890 | \$ 20,000 | \$ 19,998 | \$ 21,000 | \$ 11,788 | \$ 21,000 | \$ 21,000 |
| 128 | 2015017 954005 | LIB RSRCS-AUDIO VISUAL | \$ 40,500 | \$ 37,131 | \$ 30,200 | \$ 45,300 | \$ 29,438 | \$ 44,157 | \$ 40,500 | \$ 34,460 | \$ 40,500 | \$ 19,451 | \$ 35,910 | \$ 31,500 |
| 129 | 2015017 954006 | LIB RSRCS-MICRO | \$ 2,000 | \$ 1,385 | \$ 1,433 | \$ 1,433 | \$ 1,426 | \$ 2,140 | \$ 2,500 | \$ 1,441 | \$ 2,500 | \$ 1,458 | \$ 2,500 | \$ 2,500 |
| 130 | *2015015 954008 | LIB RSRCS-MISCELLANEOUS | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,000 | \$ 727 | \$ - | \$ - | \$ - | \$ - |
| 131 | 2015017 954010 | LIB RSRCS-CD ROM/VIDEOGAMES | \$ 2,000 | \$ 1,841 | \$ 1,359 | \$ 2,039 | \$ 1,359 | \$ 2,038 | \$ 2,000 | \$ 1,862 | \$ 2,000 | \$ 1,198 | \$ 2,000 | \$ 2,000 |
| 132 | 2015017 954011 | LIB RSRCS-MWL | \$ 22,000 | \$ 7,105 | \$ 14,667 | \$ 22,001 | \$ 5,641 | \$ 8,461 | \$ 18,000 | \$ 9,308 | \$ 18,000 | \$ 5,552 | \$ 8,400 | \$ 10,000 |
| 133 | 2015017 954012 | LIB RSRCS-E-BOOKS | \$ 84,500 | \$ 84,500 | \$ 59,500 | \$ 89,250 | \$ 59,500 | \$ 89,250 | \$ 86,500 | \$ 86,500 | \$ 92,000 | \$ 67,000 | \$ 92,000 | \$ 107,000 |
| 134 | 2015017 954013 | LIB RSRCS-YA GAMES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 135 | 2015017 954015 | LIB RSRCS-RECORD | \$ 7,951 | \$ 2,161 | \$ 2,907 | \$ 4,361 | \$ 2,330 | \$ 3,495 | \$ 8,000 | \$ 6,736 | \$ 6,000 | \$ 3,096 | \$ 4,650 | \$ 5,000 |
| 136 | 2015017 954017 | LIB RSRCS-ADULT NONFICTION | \$ 78,000 | \$ 63,023 | \$ 48,800 | \$ 73,200 | \$ 45,153 | \$ 67,730 | \$ 74,000 | \$ 64,121 | \$ 74,000 | \$ 44,873 | \$ 74,000 | \$ 74,000 |
| 137 | 2015017 954018 | LIB RSRCS-DATABASES | \$ 135,000 | \$ 107,974 | \$ 135,000 | \$ 202,500 | \$ 83,087 | \$ 124,631 | \$ 108,000 | \$ 95,138 | \$ 130,000 | \$ 108,574 | \$ 130,000 | \$ 130,000 |
| 138 | 2015017 954020 | LIB RSRCS - EXP LIB | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,500 | \$ 1,006 | \$ 2,000 | \$ 2,500 |
| 139 | | Total Library Adult Services | \$ 1,056,397 | \$ 882,133 | \$ 768,692 | \$ 1,152,322 | \$ 644,516 | \$ 966,774 | \$ 1,057,175 | \$ 970,576 | \$ 1,104,479 | \$ 667,736 | \$ 1,086,439 | \$ 1,098,189 |
| 140 | | | | | | | | | | | | | | |
| 141 | | TOTAL LIBRARY EXPENDITURES | \$ 5,577,882 | \$ 4,146,673 | \$ 3,578,605 | \$ 5,350,562 | \$ 2,730,966 | \$ 4,092,249 | \$ 4,907,729 | \$ 4,136,067 | \$ 5,425,298 | \$ 2,731,411 | \$ 4,992,947 | \$ 5,524,820 |
| 142 | | | | | | | | | | | | | | |
| 143 | | LIBRARY SURPLUS (DEFICIT) | \$ (1,097,653) | \$ 283,495 | \$ (1,708,772) | \$ (3,475,805) | \$ (744,495) | \$ (2,088,112) | \$ (702,452) | \$ 291,380 | \$ (877,137) | \$ (186,386) | \$ (782,651) | \$ (1,098,166) |
| 144 | 9/6/2023 | | | | | | | | | | | | | |

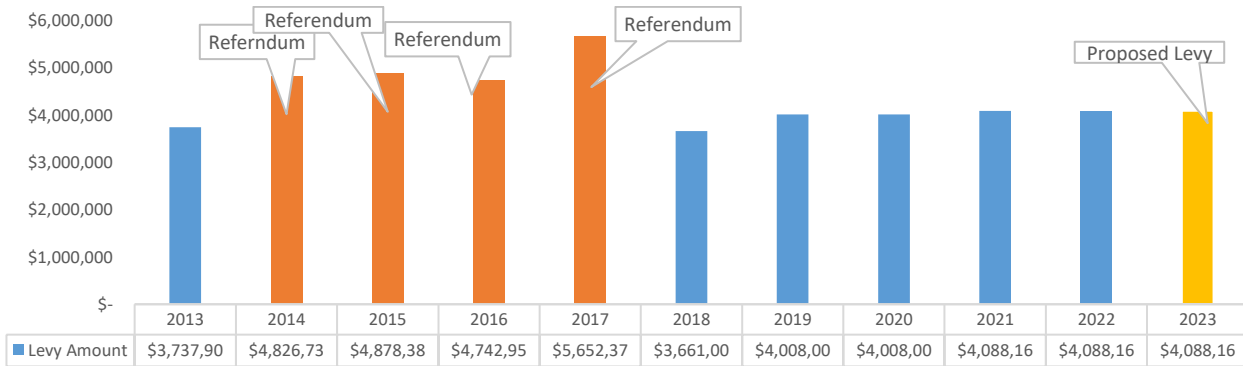


Memorandum

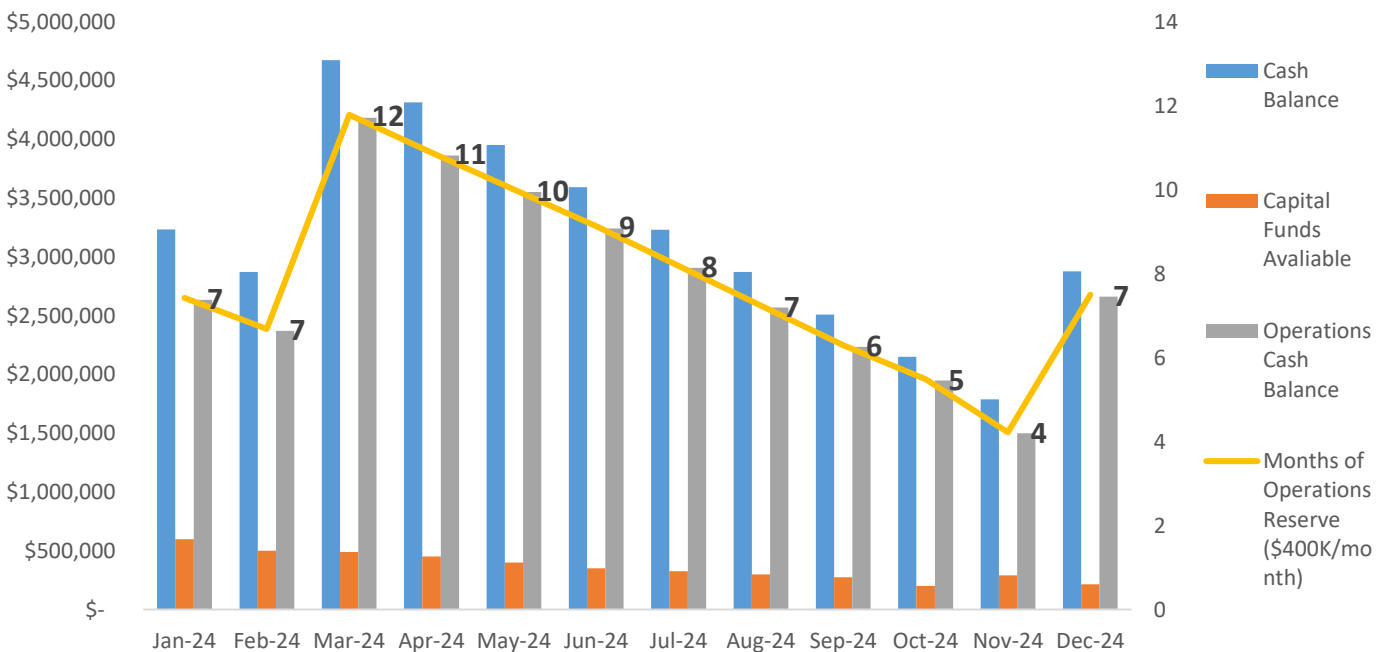
Memo Date: September 8, 2023
From: Joanna Bertucci, Library Director
Meeting Type: Budget & Finance Committee of the Whole Meeting
Meeting Date: September 12, 2023
Action Requested: For approval
Subject: 2023 Levy Resolution

Background and FY24

Annually in September or October, the Library Board of Trustees reviews and approves a levy request for funding of the upcoming fiscal year. A chart of historical levies is below.



The 2023 levy request will fund the Library’s FY24 budget, as property taxes are levied in arrears. The 2023 Library levy resolution for **\$4,008, 161** is anticipated to bring the Library Fund Balance (omitting Gift Funds) at FY24 year-end to an estimated \$2,877,422 OR 7 months of operating expenses. This is based on the current FY24 draft budget and a forecast of FY23 year-end.

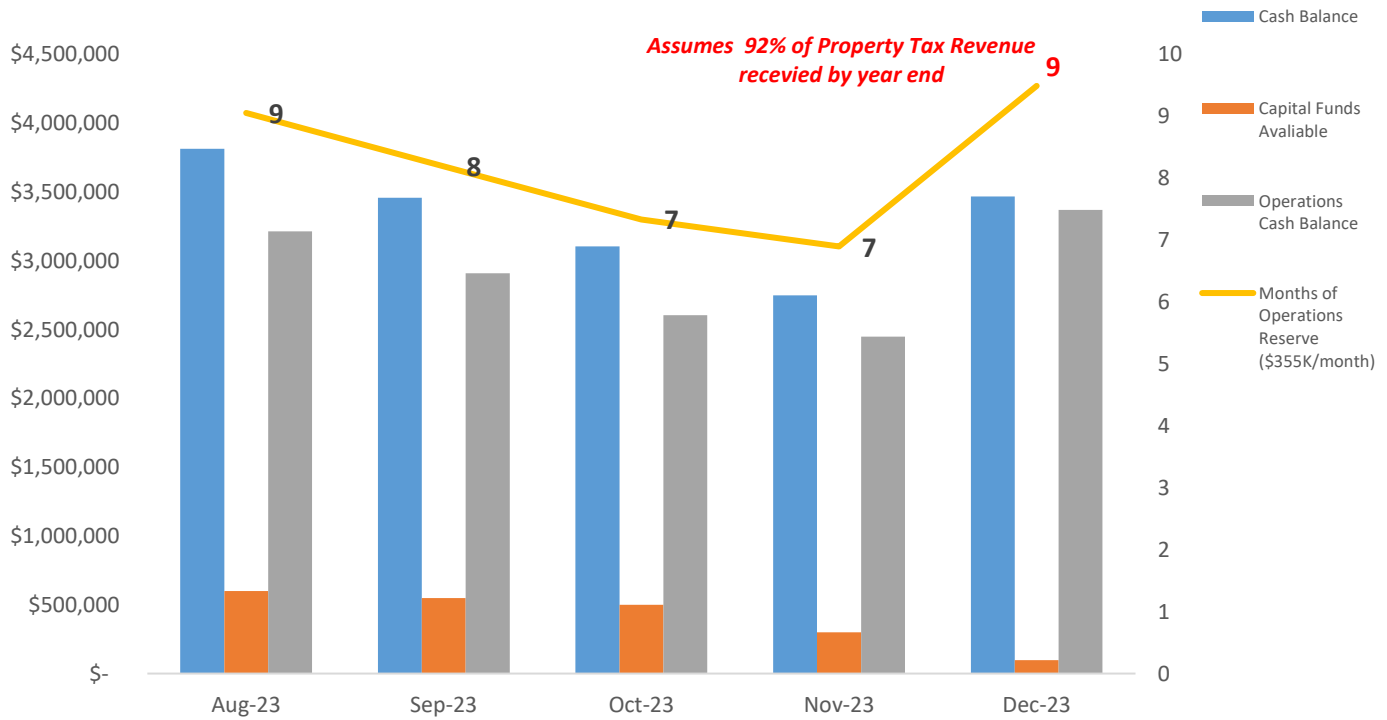




Memorandum

FY23 Year End Outlook:

This year we are experiencing a slight delay in second installment 2022 tax receipts because of technology updates at the Cook County Assessor’s Office. Tax bills are due 12/1/2023. It is unlikely that we will collect our full allocation by 12/31/2023. Any delayed or late payments are anticipated to be received in early 2024. Our healthy fund balance puts the library in a strong position moving into 2024.



Recommended Motion

- Approve the Library 2023 Levy Resolution in the amount of \$4,088,160

Attachments:

- Library 2023 Levy Resolution

3-YR Levy Forecast
7-Sep-23

| | 8 months - 0% levy increase from prior year | | 12 months - 2% levy increase from prior year | | | | | | 4% | 5% | 5% |
|--|---|------------------------|--|------------------------|---------------------|------------------------|-----------------------------|---------------------|---------------------|---------------------|----------------------------------|
| | FY21 Actual | SY21 Revised Budget | SY21 Actual | FY22 Revised Budget | FY22 Actual | FY23 Revised Budget | FY23 - Year End Forecast | FY24 - Proposed | FY25 - FORECAST | FY26 - FORECAST | FY27 - FORECAST |
| Revenues | | | | | | | | | | | |
| Property Tax Revenue - Net | \$ 4,182,675 | \$ 1,767,135 | \$ 2,022,089 | \$ 4,088,661 | \$ 4,281,935 | \$ 4,302,661 | \$ 3,964,885 | \$ 4,218,161 | \$ 4,386,887 | \$ 4,606,232 | \$ 4,836,543 |
| <i>Property Tax Revenue - Delayed payments - due 12/1/2023</i> | | | | | | | | \$ 300,000 | | | |
| State Grants | \$ 46,850 | \$ 46,850 | \$ 55,283 | \$ 55,283 | \$ 58,493 | \$ 108,500 | \$ 108,500 | \$ 58,493 | \$ 58,555 | \$ 58,855 | \$ 108,500 |
| Other Receipts | \$ 43,928 | \$ 55,848 | \$ 35,045 | \$ 61,333 | \$ 87,019 | \$ 137,000 | \$ 219,911 | \$ 150,000 | \$ 200,000 | \$ 300,000 | \$ 300,000 |
| TOTAL REVENUE | \$ 4,273,453 | \$ 1,869,833 | \$ 2,112,417 | \$ 4,205,277 | \$ 4,427,447 | \$ 4,548,161 | \$ 4,293,296 | \$ 4,726,654 | \$ 4,645,442 | \$ 4,965,087 | \$ 5,245,043 |
| Operating Expenditures | | | | | | | | | | | |
| Salaries | \$ 2,048,505 | \$ 1,620,686 | \$ 1,469,693 | \$ 2,379,103 | \$ 2,226,764 | \$ 2,453,799 | \$ 2,384,537 | \$ 2,546,525 | \$ 2,622,921 | \$ 2,675,379 | \$ 2,728,887 FY25 3%; FY26/27 2% |
| Employee Benefits | \$ 332,807 | \$ 152,705 | \$ 151,705 | \$ 355,169 | \$ 351,507 | \$ 655,266 | \$ 561,205 | \$ 716,395 | \$ 737,887 | \$ 760,023 | \$ 782,824 3% Annual |
| Data Processing | \$ 237,885 | \$ 180,033 | \$ 144,157 | \$ 257,000 | \$ 249,729 | \$ 322,000 | \$ 322,000 | \$ 273,300 | \$ 281,499 | \$ 289,944 | \$ 298,642 3% Annual |
| Building Maintenance | \$ 97,274 | \$ 134,999 | \$ 117,219 | \$ 193,772 | \$ 174,039 | \$ 176,500 | \$ 116,410 | \$ 164,500 | \$ 166,145 | \$ 167,806 | \$ 169,485 1% Annual |
| Membership, Recruiting and Training | \$ 6,751 | \$ 15,333 | \$ 8,240 | \$ 33,500 | \$ 15,549 | \$ 29,000 | \$ 22,250 | \$ 31,500 | \$ 31,815 | \$ 32,133 | \$ 32,454 1% Annual |
| Equipment Rental | \$ 8,770 | \$ 26,999 | \$ 3,286 | \$ 32,000 | \$ 17,835 | \$ 27,000 | \$ 21,750 | \$ 27,000 | \$ 27,270 | \$ 27,543 | \$ 27,818 1% Annual |
| Consulting | \$ 70,353 | \$ 32,000 | \$ 23,853 | \$ 32,000 | \$ 10,050 | \$ 20,000 | \$ 5,000 | \$ 20,000 | \$ 30,000 | \$ 20,000 | \$ 20,000 FY25 Strategic Plan |
| Public Relations | \$ 13,506 | \$ 42,500 | \$ 32,825 | \$ 44,600 | \$ 50,615 | \$ 40,000 | \$ 40,000 | \$ 45,000 | \$ 45,900 | \$ 46,818 | \$ 47,754 2% Annual |
| General Contractual | \$ 73,937 | \$ 105,166 | \$ 73,461 | \$ 139,100 | \$ 125,448 | \$ 165,100 | \$ 161,189 | \$ 179,800 | \$ 183,396 | \$ 187,064 | \$ 190,805 2% Annual |
| Audit | \$ 8,200 | \$ 8,200 | \$ 8,400 | \$ 9,000 | \$ 8,700 | \$ 9,300 | \$ 9,000 | \$ 9,500 | \$ 9,785 | \$ 10,079 | \$ 10,381 3% Annual |
| Special Counsel | \$ 8,548 | \$ 16,667 | \$ 2,094 | \$ 25,000 | \$ 13,736 | \$ 25,000 | \$ 10,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 Flat |
| Supplies | \$ 37,034 | \$ 99,384 | \$ 47,799 | \$ 117,000 | \$ 84,539 | \$ 85,115 | \$ 68,587 | \$ 120,500 | \$ 121,705 | \$ 122,922 | \$ 124,151 1% Annual |
| Staff Appreciation | \$ 1,499 | \$ 1,100 | \$ 1,100 | \$ 2,000 | \$ 1,981 | \$ 2,000 | \$ 2,000 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 Flat |
| Computer Materials | \$ 28,062 | \$ 12,000 | \$ 3,190 | \$ 30,000 | \$ 20,203 | \$ 39,710 | \$ 39,710 | \$ 31,500 | \$ 32,445 | \$ 33,418 | \$ 34,421 3% Increase |
| Library Resources | \$ 521,537 | \$ 481,833 | \$ 431,463 | \$ 626,000 | \$ 571,202 | \$ 646,500 | \$ 597,289 | \$ 636,800 | \$ 643,168 | \$ 649,600 | \$ 656,096 1% Increase |
| Total Operating | \$ 3,494,668 | \$ 2,929,605 | \$ 2,518,485 | \$ 4,275,244 | \$ 3,921,898 | \$ 4,696,290 | \$ 4,360,927 | \$ 4,829,820 | \$ 4,961,436 | \$ 5,050,229 | \$ 5,151,219 |
| Capital Expenditures | | | | | | | | | | | |
| Machinery and Equipment | \$ 28,832 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Computer Equipment | \$ 3,687 | \$ 29,000 | \$ 19,001 | \$ 22,500 | \$ 27,202 | \$ 50,000 | \$ 43,000 | \$ 195,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 |
| Building Repairs | \$ 619,484 | \$ 620,000 | \$ 285,015 | \$ 609,985 | \$ 186,970 | \$ 679,008 | \$ 589,000 | \$ 500,000 | \$ 575,000 | \$ 250,000 | \$ 250,000 |
| Total Capital | \$ 652,003 | \$ 649,000 | \$ 304,016 | \$ 632,485 | \$ 214,172 | \$ 729,008 | \$ 632,000 | \$ 695,000 | \$ 605,000 | \$ 280,000 | \$ 280,000 |
| TOTAL EXPENDITURES | \$ 4,146,671 | \$ 3,578,605 | \$ 2,822,501 | \$ 4,907,729 | \$ 4,136,069 | \$ 5,425,298 | \$ 4,992,927 | \$ 5,524,820 | \$ 5,566,436 | \$ 5,330,229 | \$ 5,431,219 |
| Unrestricted Balance Projections | | | | | | | | | | | |
| Beginning Unrestricted Balance (as of December 31) | \$ 4,701,575 | | \$ 4,828,354 | | \$ 4,083,861 | \$ 4,375,239 | \$ 4,375,239 | \$ 3,675,608 | \$ 2,877,442 | \$ 1,956,449 | \$ 1,591,306 |
| Excess Budgeted (Deficit) | \$ 126,782 | | \$ (710,084) | | \$ 291,377 | \$ (877,137) | \$ (699,631) | \$ (798,166) | \$ (920,993) | \$ (365,143) | \$ (186,175) |
| Ending Unrestricted Balance | \$ 4,828,354 | | \$ 4,118,270 | | \$ 4,375,239 | \$ 3,498,102 | \$ 3,675,608 | \$ 2,877,442 | \$ 1,956,449 | \$ 1,591,306 | \$ 1,405,131 |
| Average monthly operating expenses | \$ 291,222 | | 314,811 | | 326,825 | 391,358 | 363,411 | 402,485 | 413,453 | 420,852 | 429,268 |
| # of months of operating expenses | | | 13 | | 13 | 9 | 10 | 7 | 5 | 4 | 3 |

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE CITY OF PARK RIDGE,
COOK COUNTY, ILLINOIS,
PROVIDING FOR THE 2023 TAX LEVY**

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 September 19, 2023, the City of Park Ridge Public Library (“Library”) approved the Library’s 2023 tax levy for collection in 2024; and,

WHEREAS, following FY2024, 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 in 2024, 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 thoughtfully 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 Eighty-Eight Thousand One Hundred Sixty and No/100 Dollars (\$4,088,160.00) for 2024.

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 19th day of September, 2023.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT OR NOT VOTING:

Approved:

Attest:

Deepika Thiagarajan
President, Board of Library Trustees

Lauren Rapisand
Secretary, Board of Library Trustees



Memorandum

Memo Date: September 8, 2023
From: Joanna Bertucci, Library Director
Meeting Type: Budget & Finance Committee of the Whole Meeting
Meeting Date: September 12, 2022
Action Requested: For discussion
Subject: Williams Architects fee for Interior Improvements Project

Background

In December 2021, the Board authorized Williams Architects (WA) to undertake the exterior masonry wall and lintel replacement project at a cost for their services of \$23,000. The original Agreement and Proposal for the project combined the interior lintel work with the exterior structural work. Following the execution of that agreement, the decision was made In the summer of 2022 to separate the project into two separate projects, pause the lintel project and combine it with ADA washrooms in the Children's room. In September 2022, the Board approved an additional \$9,000 to WA for design and engineering of: either one remodeled ADA compliant restroom and one low-sensory OR two remodeled ADA compliant washrooms.

Williams provided construction administration for the exterior mechanical enclosure project in 2022 per the original agreement. Last week I spoke with Andy Dogan who is requesting compensation for services required to separately administer the construction phase for the interior renovation project that is about to begin. He stated that their original proposal and agreement did not include or anticipate two constructions phases of work. As per the attached letter from WA dated September 1, 2023, Mr. Dogan is requesting an additional \$5,250 for construction administration for the interior project.

Next Steps

I met with Treasurer Rusk on September 6th to discuss the Williams request. We developed a list of questions for Mr. Dogan and I requested that he be available to call into our September 12th COW meeting. As Mr. Dogan will be returning to Chicago during the meeting, he is not available to attend. I have forwarded the questions to him and he will provide responses prior to Tuesday's COW. If after the committee's discussion, additional information is need, this item can be added as New Business on the agenda for the September 19th meeting.

Attachments:

- Williams Architects proposal 12.21.21
- Additional Services agreement 9.2.22
- Proposed Letter of Agreement for additional services – Interior project construction administration 9.1.23

21 December 2021

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

Re: Proposal for Architectural Services –
Park Ridge Public Library – Structural Repairs and Replacements
Williams Architects Project No. 2022-TBD

Dear Joanna:

Williams Architects is pleased to present this proposal for Architectural Services for proposed improvements to the Park Ridge Public Library following completion of our Capital Needs Assessment for the Library earlier this year. Our team truly looks forward to the opportunity to again work with the Park Ridge Public Library on this very important project for your community. The following is our initial understanding of the scope of the project and the services required to meet your expectations.

PROJECT BACKGROUND / UNDERSTANDING

Based on outcomes of our Capital Needs Assessment, the Park Ridge Public Library seeks to undertake specific high-priority projects to address structural issues identified at the building's exterior mechanical enclosure and to provide structural support lintels at five existing masonry openings inside the building.

The scope of work assigned to Williams Architects and our structural engineering consultant, C.E. Anderson & Associates of Chicago, will include the following elements:

- Removal and replacement of the existing masonry walls enclosing the outdoor air handling unit at the northwest corner of the building. The masonry enclosure will be constructed of brick veneer on the exterior to match the existing building sealed concrete block on the interior, and a stone cap. Provisions will be made within the design of the wall assembly to accommodate moisture drainage to the exterior and structural movement. A replacement gate will be provided on the northeast side of the enclosure. The existing concrete deck and air handling unit inside the enclosure shall remain and be protected during construction.
- Replacement of the corroded steel lintel spanning above the mechanical louvers serving the mechanical room immediately below the northwest side of the mechanical enclosure wall and masonry repair in/around areas of this lintel inside the mechanical room.
- Installation of new steel lintels or masonry bond beams to properly support five existing masonry openings on the first and second floors of the building. Original building drawings called for installation of such supports, but none were observed during a recent construction project, leading the City of Park Ridge to require this work to be completed soon. Various options for installing these lintels will be explored to minimize effects on the existing building.

Our Capital Needs Assessment identified the construction value of this work at approximately \$200,000, inclusive of contractor costs, design, and construction contingencies. *Due to rapidly escalating costs and bid results in the construction marketplace due to material and labor shortages, we recommend budgeting an additional ten percent for this work, for a total construction budget of \$220,000.*



PROJECT APPROACH

In our Capital Needs Assessment process, we have learned a great deal about the Library's needs and values. This is important background information from which to now move forward with this project. The Williams team has the necessary expertise and a proven approach that will provide a very thorough, open and engaging design process that will meet your goals for this project.

This approach, described on the following pages, includes these steps:

- Project Definition and Design
- Construction Documents
- Permitting Services (City of Park Ridge) and Bidding
- Construction Administration

This is a very specialized project type that requires experienced architects for a successful outcome. We employ a highly communicative approach that, at the onset, defines tasks and milestones and identifies responsibilities. We utilize a detailed schedule / meeting matrix to ensure we have effectively communicated the process and expectations of the entire project team. We regularly meet and monitor tasks to confirm all team members are meeting their obligations. This process has proven to be highly effective in achieving our clients' goals for the project.

Project Kick-off / Data Collection

Williams Architects and our consultant team review all data collected and meet with Library Staff and (if appropriate) the Building and Grounds Committee to gather additional input. In the kick-off meeting we discuss:

- A. Expectations/Tasks - Define overall expectations and necessary tasks and responsibilities. A detailed work plan (including initial goals & objectives) will be discussed, and a project schedule will be developed.
- B. Communiqué – Confirmation on lines of communication, points of contact, level of involvement by Park Ridge Public Library leaders and staff, and other related project management details.
- C. Data Collection – Review potential data and information required to facilitate a thorough understanding of the project background and required services from the Client and the Design Team.
- D. Budget – Review cost parameters and funding mechanisms.
- E. Schedule – Confirm the proposed schedule and associated milestone dates.

Task 1 – Project Definition and Design Phase

During this phase of the Project, we conduct a further visual observation of the existing areas to be modified with our structural engineering team and further review any available existing conditions documents to understand existing conditions that must be considered in the design of the scope of work. We will conduct two meetings with you to review design options, cost, lead time, schedules, and code analysis. Work during this phase includes development of an initial cost estimate and involvement of our full team to review and define the systems and materials involved in the overall scope of work. Preliminary drawings will be completed to describe the scope of work. We will attend one meeting with the City of Park Ridge to ascertain permitting requirements for the project. This phase culminates in a presentation to the Park Ridge Public Library Board of Trustees for review and approval to move on to the next task in our scope of services.

Task 2 - Construction Documents

During this phase, we develop detailed drawings of and specifications for every aspect of the scope of work including a project manual that has the bid forms, contracts, and the specifications for all aspects of the project. These documents are then used for issuing of a building permit, as well as bidding by contractors. We include two meetings with Library staff during this phase to confirm details of the project and timelines for bidding and construction.

Task 3 – Permitting and Bidding

During this phase, we submit our documents for permit review to the Village of Park Ridge. We regularly monitor this process and promptly respond to plan review comments to expedite the permits. We also issue the documents electronically for distribution to interested bidders via an online plan room service. We answer questions posed by bidding contractors, issue addenda as necessary, attend and conduct a pre-bid meeting and bid opening, review the bids with the apparent low bidders to determine the lowest qualified bidder(s), conduct reference checks of the lowest qualified bidder(s) and provide a recommendation for award of contract to the Park Ridge Public Library.

Task 4 - Construction Administration

During this phase, we visit the site four times during construction and meet with Library Staff and Contractor to review all aspects of the Project, assisting the client in understanding the schedule and progress of the work, as well as issuing field reports documenting our observations for each of our visits. The fourth visit shall be a punch list inspection of the completed work. In addition to four site visits by Williams Architects, two site visits and field reports by our structural engineer are also provided during construction. We also review the payout requests as submitted by the Contractor and recommend payment to Library Staff. We review and comment on shop drawings for the various systems and components. We provide information and clarification throughout the construction phase. After the construction phase, we assist Library Staff in reviewing and accepting all the as-built, warranty, and maintenance manuals provided by the Contractor.

We will continually strive to maintain open and ongoing communication with all members of the Project Team throughout the Project so that issues can be discussed and solved in a logical manner, thus avoiding problems and potential delays. This enables us to complete projects on time and within budget, in an environment marked by an excellent working relationship between the client and the architect.

GREEN ARCHITECTURE / SUSTAINABLE DESIGN

Our Team takes seriously our responsibility to help preserve the environment. We are committed to maintaining our fragile environment by designing building systems that use material, energy, and water efficiently. Although this project is not contemplated to pursue LEED certification, we embrace the principles outlined by the U.S. Green Building Council and which are embodied in the LEED (Leadership in Energy and Environmental Design) Green Building Rating System®.

COST ESTIMATING

Our Project Team has demonstrated strong project leadership marked by effective cost control, which has allowed us to create realistic, cost-effective Project solutions. We will work with the Park Ridge Public Library to balance Project costs while maintaining desirable Project design and aesthetic

qualities. We will do this by reviewing materials, building systems, and anticipated construction methods, and recommending cost options if necessary.

SCHEDULE

We are available to start this project immediately upon your authorization to proceed. Currently, we anticipate the following schedule based on the Library’s requirements.

Preliminary Project Schedule

| Task/Phase | Completion Date |
|---------------------------------------|---------------------------------|
| • Authorization to Proceed | January 2022 |
| • Task 1: Project Definition / Design | March 2022 |
| • Task 2: Construction Documents | April / May 2022 |
| • Tasks 3 and 4: Permitting / Bidding | TBD - June / July 2022 |
| • Award of Contract | TBD - August 2022 Board Meeting |
| • Task 5: Construction Administration | TBD - End November 2022 |

PROPOSED ARCHITECTURAL FEES

We propose to provide the above referenced services consisting of Project Definition/Design, Construction Documents, Permitting/Bidding, and Construction Administration/Closeout Services for a fixed fee of **TWENTY-THREE THOUSAND DOLLARS (\$23,000.00)**. We shall invoice for each phase as a percentage of the total Fee as listed below:

| | |
|--|-------------------------|
| 1. Task 1 – Project Definition/Design | 20% (\$4,600.00) |
| 2. Task 2 – Construction Documents | 45% (\$10,350.00) |
| 3. Task 3 - Permitting and Bidding | 10% (\$2,300.00) |
| 4. <u>Task 4 – Construction Administration</u> | <u>25% (\$5,750.00)</u> |
| Total Basic Services | 100% (\$23,000.00) |

If the scope of work should substantially increase during the project beyond the scope herein, we will negotiate a fee adjustment to the mutual satisfaction of the Park Ridge Public Library and Williams Architects.

Hourly Rates

Any services performed on an hourly basis and Additional Services requested in writing by the Park Ridge Public Library for work not included, shall be provided on an hourly basis at the rates listed below. The following rates shall hold through the course of this project.

2021/2022
WILLIAMS ARCHITECTS
RATE TABLE

| | |
|--|----------------|
| Principal II | \$ 243.00/Hour |
| Principal I | \$ 224.00/Hour |
| Associate Principal..... | \$ 206.00/Hour |
| Senior Associate/Senior Project Mgr..... | \$ 202.00/Hour |
| Associate / Project Manager..... | \$ 184.00/Hour |
| Architect III | \$ 163.00/Hour |
| Architect II | \$ 150.00/Hour |
| Architect I..... | \$ 135.00/Hour |
| Senior Project Coordinator II | \$ 163.00/Hour |
| Senior Project Coordinator I | \$ 150.00/Hour |
| Project Coordinator IV | \$ 123.00/Hour |
| Project Coordinator III | \$ 112.00/Hour |
| Project Coordinator II | \$ 95.00/Hour |
| Project Coordinator I..... | \$ 82.00/Hour |
| Project Technician II..... | \$ 64.00/Hour |
| Project Technician I..... | \$ 49.00/Hour |
| Aquatic Engineer II..... | \$ 194.00/Hour |
| Aquatic Engineer I..... | \$ 148.00/Hour |
| Director of Marketing..... | \$ 181.00/Hour |
| Marketing Coordinator..... | \$ 131.00/Hour |
| Accounting | \$ 174.00/Hour |
| Secretarial..... | \$ 123.00/Hour |
| Clerical..... | \$ 87.00/Hour |
| Director of Interior Design | \$ 165.00/Hour |
| Interior Designer V | \$ 129.00/Hour |
| Interior Designer IV | \$ 108.00/Hour |
| Interior Designer III..... | \$ 84.00/Hour |
| Interior Designer II..... | \$ 71.00/Hour |
| Interior Designer I..... | \$ 49.00/Hour |

In addition to our estimated fees, we recommend the Library maintain a contingency fund within the overall project budget to allow for the potential of Additional Services and unforeseen conditions not included herein.

REIMBURSABLE EXPENSES

In addition to our professional services listed above, we shall also invoice the Library for our reimbursable expenses at our direct cost. Reimbursable expenses include travel to and from the Library for meetings and site visits, project-related expenses such as printing & photocopying, online plan room service fees, electronic documentation transfer, postage / messenger / FedEx, project related supplies, etc. Except for permit review documents required by the City of Park Ridge, we anticipate that most of the documents created in conjunction with our scope of work will be transmitted electronically. We would estimate reimbursable expenses not to exceed \$1,500.00 for the project and will seek written approval from Library Staff should this amount be exceeded for any reason. We always offer our clients the ability to print any required project documents if desired to minimize such expenses.

PROPOSAL QUALIFICATIONS

This proposal is based on the following assumptions and qualifications:

1. The Library shall provide all available existing conditions drawings and an up-to-date topographic survey including a survey CAD file in the area of the mechanical enclosure for our use in developing the documents. (This may already exist from the recently completed fire protection project) We will assist the Library in obtaining proposals for surveying work if required.
2. We include attendance at one Village of Park Ridge permit review meeting to establish expectations and requirements for project permitting.
3. We include up to **FOUR (4)** combined site observation/Library-Architect-Contractor meeting visits during the Construction Phase of the project. Meeting and field time beyond the defined limits will be invoiced on a per-meeting basis as mutually agreed upon between PRPL and WA.
4. We will attend **THREE (3)** Library Board meetings throughout the course of the project to update the Board on project progress. Meeting time beyond the defined limits will be invoiced on an hourly basis.
5. We anticipate the construction phase will take approximately two to three months. All Basic Services conclude sixty (60) days beyond Substantial Completion but no later than three (3) months after the start of construction.
6. We include one set of bid documents and one bid phase for the project.
7. This proposal is based on the “professional standards” for architectural services provided by similar firms performing similar services. The Library understands that in the course of producing these documents, imperfections and inconsistencies may occur. We recommend that the Library maintain a contingency fund to account for these conditions during the Construction Phase.
8. Means, methods, and sequencing of construction – including all temporary bracing, shoring, and supports required for the work – shall be the sole responsibility of the Contractor.
9. We shall be compensated for all alternate bid items drawn and approved change orders that are not caused by imperfections and inconsistencies in the contract documents prepared by our firm.
10. The following items or services are not part of our Basic Services, but can be provided as an Additional Service:
 - a. Topographic Surveys
(we will assist the Library in obtaining proposals for these services as needed)
 - b. Meetings and site visits beyond those noted herein
 - c. Zoning / Appearance Review Services and Meetings
 - d. Any civil engineering or landscape design services that may be required by the Village as part of the permitting process (examples would include a drainage plan, detailed re-grading around the enclosure requiring topographical information or existing spot elevations, or plantings required beyond restoration of grass with sod outside the enclosure). We currently do not anticipate requiring such services for this project but will not know with certainty that they will not be required until the City reviews the submittals for building permit approval.
 - e. As-Built Documentation (this is typically provided by the Contractors)

CONCLUSION

This Letter of Agreement is non-binding and is an expression of the interest of the Library to engage Williams Architects for the work set forth herein. Williams Architects acknowledges that it will only perform the work set forth herein after approval of a final AIA agreement by the Park Ridge Public Library Board of Trustees, which has yet to occur as of the date of this Letter of Agreement. Upon receipt of this Letter of Agreement. Upon receipt of this Letter of Agreement, we will incorporate this Letter of Proposal as an Exhibit to a formal AIA Agreement, mutually agreeable to the Park Ridge Public Library and Williams Architects.

We truly appreciate this opportunity to continue our professional relationship with the Park Ridge Public Library and look forward to working together as a team to make the project a success for the Library and the community it serves.

Cordially,



Andrew R. Dogan, AIA, LEED AP
Principal / Director of Library Design & Planning

xc: Sonja L. Sporleder, Accounting Associate / Williams Architects

ACCEPTANCE:

The Park Ridge Public Library hereby accepts the terms and conditions of this Proposal and authorizes Williams Architects and its consultants to begin services immediately.

Joanna Bertucci, Library Director

Printed Name and Title
Park Ridge Public Library Authorized Representative

Joanna Bertucci

Authorized Signature
Park Ridge Public Library

February 16, 2022

Date

2 September 2022

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

Re: Proposed Letter of Agreement for Additional Architectural Services to the Park Ridge Public Library
Park Ridge Public Library Remodeling – 2022 Structural Projects
Project No. 2022-006

Dear Joanna:

We understand that the Library wishes to move forward with expansion of Williams Architects' scope on the above noted project to include design and engineering services related to remodeling of the existing Youth Services restrooms to achieve ADA compliance.

To that end and as per the terms of our Owner / Architect Agreement, Williams Architects has been directed to include the additional Project Scope / Design Changes into the Project as noted below. Furthermore, the additional Project scope and budget will be designed in whole, as per the services and terms of our main Owner / Architect Agreement.

ADDITIONAL SCOPE / BUDGET & FEES:

Our scope is being expanded to include design and engineering of either one remodeled ADA compliant all-gender restroom and one "wellness/low-sensory" space OR two remodeled ADA compliant all-gender restrooms, at the Library Board's discretion. Our scope of work shall include, but not necessarily be limited to, the following items:

- Architectural and interior design for both spaces, including selection of finishes including tile, paints, fixtures, flooring, lighting, and toilet/bathroom accessories.
- Mechanical, electrical, and plumbing engineering required in conjunction with both spaces.
- Construction administration for the new spaces, including two additional site visits beyond those provided in the original Owner-Architect Agreement.

In consideration of the revisions to the existing construction documents and additional design and engineering scope required to effect such changes, [Williams Architects requests a lump sum amount of NINE THOUSAND DOLLARS \(\\$9,000\) if the Library elects to proceed with one restroom and one low-sensory room](#), or ELEVEN THOUSAND FIVE HUNDRED DOLLARS (\$11,500) if the Library elects to proceed with two restrooms. (The additional fee for two restrooms is necessary due to the additional engineering required for this option; we would anticipate the architectural design and finish selections to be the same for both restrooms)

The additional services will be delivered concurrently with design and planning of interior lintel work to be bid in the Spring of 2023. Architectural services required to assist the Library with an application for an Illinois State Library Live and Learn Accessibility Grant are included in this Proposal.

We respectfully propose to increase our Basic Services and Reimbursable Expenses in the original Owner / Architect Agreement by the fees indicated herein and perform all the scope of services for the revised Project under the terms of the existing Owner-Architect Agreement.

If acceptable, please sign below and return an original to our office at your earliest convenience. Upon your approval and completion of the work described herein, our invoicing shall be adjusted to reflect this change in scope. If you have any questions or comments regarding this matter, please feel free to contact us. We appreciate the opportunity to continue to serve the Park Ridge Public Library on this important Project.

Cordially,



Andrew R. Dogan, AIA, NCARB, LEED AP
Senior Principal

xc: Sonja Sporleder / Williams Architects

APPROVAL:



Joanna Bertucci
Library Director, Park Ridge Public Library

September 21, 2022

Date

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1 September 2023

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

Re: Proposed Letter of Agreement for Additional Architectural Services to the Park Ridge Public Library
Park Ridge Public Library Remodeling – 2023 Interior Remodeling Projects
Project No. 2022-006b

Dear Joanna:

As per our telephone discussion earlier this week, the original Agreement and Proposal for this Project combined the interior lintel work and the exterior structural work of removing and replacing the exterior mechanical enclosure as a single combined project. Following execution of that agreement, the decision was made to separate the project into two separate projects for purposes of timing and funding. The first part of the project – the exterior enclosure – was completed late last year, and the second portion – the interior lintel work – was bid and awarded this past month and will begin construction this month.

We provided construction administration for the exterior mechanical enclosure project in 2022 per the original agreement, attending seven combined Owner-Architect-Contractor meetings and site observation visits. Because our original proposal and agreement did not include two construction phases for the work, we are respectfully requesting compensation for services required to separately administer the construction phase for the interior lintel and masonry work that is about to begin.

ADDITIONAL SCOPE / BUDGET & FEES:

Our scope of work shall include, but not necessarily be limited to, the following items:

- Construction administration services including submittal review and responses to contractor requests for information.
- Review and approval of Contractor's monthly Applications for Payment.
- Four combined Owner-Architect-Contractor (OAC) meetings and site observation visits.
- Preparation and submission of Architect's Field Reports for all site observation visits.
- One site visit by the project structural engineer to observe and document construction progress.
- One Punch List inspection of the work to determine substantial completion.

In consideration of this additional scope, Williams Architects requests a lump sum amount of FIVE THOUSAND TWO HUNDRED FIFTY DOLLARS (\$5,250.00). We wish to note that the original construction administration phase fee per the original Agreement and Proposal was \$5,750.00; we are providing these additional services at a slight discount due to our existing relationship with the Library and given that the project is already set up and established.

We respectfully propose to increase our Basic Services and Reimbursable Expenses in the original Owner / Architect Agreement by the fees indicated herein and perform all the scope of services for the revised Project under the terms of the existing Owner-Architect Agreement.

If acceptable, please sign below and return an original to our office at your earliest convenience. Upon your approval and completion of the work described herein, our invoicing shall be adjusted to reflect this change in scope. If you have any questions or comments regarding this matter, please feel free to contact us. We appreciate the opportunity to continue to serve the Park Ridge Public Library on this important Project.

Cordially,



Andrew R. Dogan, AIA, NCARB, LEED AP
Senior Principal / Vice President

xc: Sonja Sporleder / Williams Architects

APPROVAL:

Joanna Bertucci
Library Director, Park Ridge Public Library

Date

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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

August 8, 2023 at 7:00 p.m.

ROLL CALL

Trustees Present: Anita De Frank, Alexandra Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

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

APPROVAL OF MINUTES

Vice-President Hanba made a

MOTION: to approve the minutes of the July 11, 2023 meeting

Trustee Powers seconded the motion

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

Abstain: De Frank, Kiem, Renaldi

Motion passed

PROJECT UPDATES

Director Bertucci reviewed the project updates memo included on page 29 of the packet. Bids for the Interior improvements project were opened on August 1, 2023. The exterior improvement project start date is being determined.

The Comcast fiber project issue of where to bring fiber into the building has been resolved and installation scheduling is being determined

The copper to fiber circuit migration is now complete.

2023 INTERIOR PROJECT BID REVIEW

Director Bertucci reviewed the memo on page 30 of the packet that details the bid opening for the Interior Improvements Project which was held on August 1, 2023. Seven bids were received (bid tabulation on p. 34 of packet) with the low bidder being Stuckey Construction at \$186,400. After conducting scope review with the low bidder, project architect Williams Architects recommends that the Library award the contract to Stuckey Construction.

Trustee Kiem made a

MOTION: to award the 2023 Interior Renovations Project to Stuckey Construction of Waukegan, IL for the base bid amount of \$183,000 plus Alternate #2 in the amount of \$3,400 for a total contract award of \$186,400

Trustee Renaldi seconded the motion

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

Motion passed

OTHER

None

Trustee Powers made a

MOTION: to adjourn the meeting at 8:24 p.m.

Trustee Renaldi seconded the motion

Voice vote: All in favor

Meeting was adjourned at 8:24 p.m.



Memorandum

Memo Date: September 7, 2023
From: Joanna Bertucci, Library Director
John Priala, Facility Manager
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: September 12, 2023
Subject: Building Project Updates

| <i>Project</i> | <i>September 2023 – Activity to Date</i> |
|--|---|
| <i>2023 Exterior Improvements project</i> | Stuckey Construction began work on the windows in August. The project has gotten off to a slow start as the painters have had to deal with fluctuating outside temperatures. |
| <i>Phase 2 Structural and Youth Restroom/ADA Project</i> | The interior project will commence on Monday, September 11. The first phase will include the Children’s Room washroom renovation and lintel installation in that area. A temporary wall will be erected so that patrons will still have access to the Children’s room. In order to expedite the demolition, the Children’s Room will be closed Tuesday, September 12 from 9 AM to 3 PM. |
| <i>Comcast Fiber</i> | Comcast has received necessary approvals from the City of Park Ridge but are awaiting permit approval from the Illinois Department of Transportation (IDOT) as Touhy Avenue is under IDOT’s jurisdiction. |

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

August 8, 2023 at 7:00 p.m.

The meeting was called to order by Trustee Renaldi at 7:48p.m.

ROLL CALL

Trustees Present: Anita De Frank, Alexandra Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan
Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, John Priala, Library staff

President Thiagarajan made a

MOTION: to approve the minutes of July 11, 2023

Trustee Somheil seconded the motion.

Roll Call Yes: Hanba, Powers, Rapisand, Rusk, Somheil, Thiagarajan

Abstain: Frank, Kiem, Renaldi

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for August noting that presentation of the FY22 audit report will take place at the August Board meeting and that a new trustee orientation session is scheduled for August 10, 2023. Other July tasks are in progress and on track for timely completion. Also noted was that Secretary Rapisand will complete a review of Closed Session Minutes during September.

STRATEGIC PLAN UPDATE

Director Bertucci reviewed the memo on page 19 of the packet that provides a progress report on the status of the Strategic Plan. The report notes both progress to date and planned activity for FY24. President Thiagarajan commented on the goal on p. 20 to “Strengthen EDI collections” noting that the planned initiative for face-out picture books expands both the collections and the staff’s knowledge on this subject. Treasurer Rusk asked if bullet points could be added to some of the goals that would serve to quantify and thereby further define those goals. Director Bertucci replied that she will review initiatives such as engagement with small businesses and quantify those and other objectives. Discussion ensued with regard to planned initiatives for FY24.

POLICY REVIEW

A memo detailing recommended changes to the Teacher Card policy was reviewed by Director Bertucci. In order to better serve our local preschools and day care facilities, the recommendation is to increase the card limit from 50 items to 75 on teacher cards.

Trustee Renaldi made a

MOTION: to approve a revision to the Teacher Card Policy to allow a limit of 75 items per card

Trustee Kiem seconded the motion.

Roll Call Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

Motion passed

OTHER

None

The meeting was adjourned at 8:14 p.m.



ANNUAL TASK CALENDAR FY23

JANUARY 2023

- Review Board Bylaws
- Solicit nominations for annual Library Award

FEBRUARY 2023

- Budget carryforwards from FY22
- Statistical collection review and discussion
- Secretary review of closed session minutes

MARCH 2023

- Annual Library Certification due to State Library
- Library award nominations due
- Annual Cyber Security presentation
- 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 2023

- Statement of Economic Interest due to Cook County
- Approve CCS and OCLC annual fees
- Employee policy manual work

JUNE 2023

- Nominating committee appointed
- Non-resident library card resolution
- Employee policy manual work

JULY 2023

- Welcome new and reappointed trustees
- Election of officers
- Review budget assumptions for City-provided services
- Annual trustee and staff anti-harassment training
- Policy work

AUGUST 2023

- B&F quarterly check-in
- B&F review levy forecast
- Board committee chairs assigned
- Strategic plan progress report
- Discuss draft summary FY24 budget and goals
- Review and approve FY24 salary plan
- Audit presentation – Board Meeting
- New Trustee orientation – August 10

SEPTEMBER 2023

- Approve FY24 Operating budget
- Approve 2023 Levy request
- Recognize former trustee – Joseph Steinfelds
- *Secretary review of closed session minutes*

OCTOBER 2023

- *National Friends of the Library week*
- Per capita grant requirements assigned
- *Personnel Ctte. Library Director Annual review process*

NOVEMBER 2023

- Review per capita grant requirements
- Approve 2024 days closed schedule
- *Paid Leave for All policy*

DECEMBER 2023

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

Updated: September 7, 2023