NOTE LOCATION & TIME

Park Ridge Public Library

NOTE LOCATION & TIME

NOTICE is hereby given that the following Committee meetings of the Library Board **will be held in the SECOND FLOOR meeting room OF PARK RIDGE CITY HALL, 505 Butler Place, Park Ridge, IL** on the date and time shown. All meetings are public according to the provisions of the Illinois Open Meetings Act. Please call the Library Business Office for additional information or to request special accommodations for disabled persons.

REVISED
COMMITTEE AGENDAS
BOARD OF TRUSTEES
TUESDAY, OCTOBER 2, 2018 at 7:30 P.M.

ALL COMMITTEES ARE COMMITTEES-OF-THE-WHOLE UNLESS NOTED

BUILDING & GROUNDS *(Patrick Lamb - Chair)*

1. Approval of September 11, 2018 Minutes – Attached
2. Library Renovation Project Update – Attached
3. Other

COMMUNICATIONS & DEVELOPMENT (*Karen Burkum & Lauren Rapisand - Co-Chairs)*

1. Approval of the September 11, 2018 Minutes – Attached
2. Discussion of Donor Opportunities for the Renovation
3. Other

BUDGET & FINANCE *(Joseph Egan - Chair)*

1. Approval of the September 11, 2018 Minutes – Attached
2. Review Draft FY20 Budget Summary – Attached
3. Review Fund Balance/Levy Projections and Options
4. Approve FY20 Levy Resolution – Attached
5. Other

PLANNING & OPERATIONS *(Joshua Kiem - Chair)*

1. Approval of the August 14, 2018 Minutes – Attached
2. Review Annual Board Calendar with Proposed Revisions – Attached

NO MEETINGS: *(No Action Items)*

INTERGOVERNMENTAL AGREEMENT (IGA) SUBCOMMITTEE *(Joseph Egan - Chair)*

PERSONNEL *(Charlene Foss-Eggemann - Chair)*

RESOURCES *(Stevan Dobrilovic - Chair)*

PLEASE CONTACT HEIDI SMITH WITH QUESTIONS, COMMENTS OR ADDITIONS TO THESE AGENDAS.

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MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
BUILDING & GROUNDS COMMITTEE OF THE WHOLE
HELD SEPTEMBER 11, 2018 AT 7:02 P.M. IN THE SECOND FLOOR MEETING ROOM OF CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL

ROLL CALL:

TRUSTEES PRESENT: Patrick Lamb, Chair; Karen Burkum, Stevan Dobrilovic, Joseph Egan, Gareth Kennedy *(7:15 p.m.)*, Joshua Kiem, Lauren Rapisand, Michael Reardon

TRUSTEES ABSENT: Charlene Foss-Eggemann

OTHERS PRESENT: Heidi Smith, Library Director; Angela Berger, Library Staff; Alderman Charlie Melidosian, Library Liaison; Amy Bartucci, Alice Dobrinsky, Park Ridge residents

Approval of Minutes

Mr. Reardon made a

MOTION: to approve the minutes of the August 14, 2018 Buildings and Grounds Committee meeting

Mr. Kiem SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Library Renovation Project Update

Washrooms – Ms. Smith reviewed the *Renovation Construction Update* from today. She also provided an update and timeline for expanded plan for the first floor washrooms adjacent to the current dumbwaiter. This work could add two to four weeks to the project but not delay the opening of the building.

Mr. Egan suggested the possibility of using gift funds for naming of renovated space, thereby enabling the use of project funds for expansion and accessibility of the first floor washrooms adjacent to the current dumbwaiter.

Ms. Smith confirmed that it is the consensus of the Board to move forward with this funding plan.

Inspections – Ms. Smith summarized her August 30 meeting with Mr. Reardon, Mr. Egan, and City Manager Mr. Gilmore regarding changing goals/requirements of fire inspections. To avoid delays experienced between Phase 1 and Phase 2 a pre-inspection walkthrough process will be initiated. The group also discussed what might be expected/added going forward with the renovation. Mr. Gilmore confirmed that the original plan is the one we will execute on. The comprehensive plan being developed is not the goal for this project.

Mr. Lamb inquired about the latest change orders. Mr. Egan would like the janitor's closet repair to be charged repairs and not to the project.

Fireplace – Ms. Smith reviewed the fireplace options and asked for consensus of the Committee.

It is the consensus of the Committee to adopt Option #1 of the fireplace design.

DRAFT

Other None

Adjournment: 7:42 p.m.

Patrick Lamb, Chair

DRAFT

Park Ridge Public Library

Memorandum

Memo Date: September 28, 2018

From: Heidi Smith

Meeting Type: Building & Grounds Committee of the Whole Meeting

Meeting Date: October 2, 2018

Action Requested: ☒ For information

Subject: Construction update

Update:

- Schedule
  - Phase 2 substantial completion achieved
  - Temporary occupancy for Teen Loft and phase 2 spaces granted
  - Teen Loft opens October 1
  - Phase 2 spaces open October 5
  - Entrance relocated starting October 8; phase 3 begins
  - Library closed for asbestos abatement October 11-12
  - Column replacement demo begins late October; completion tentatively late November
  - Phase 3 substantial completion and furniture installation early December
  - Total project completion mid-December (pending Board decision on bathroom option)
  - Staff moved back in and settled before the holidays
- Details
  - Mural was cleaned and reinstalled
  - Requesting a variance for some lighting occupancy sensors
  - Review of low voltage cabling installed to date
  - Question in to StudioGC related to staircase floor covering pricing

Attachments:

- Renovation budget tracking (working draft)
- Renovation cost tracking (working draft)

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MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
COMMUNICATIONS & DEVELOPMENT COMMITTEE OF THE WHOLE
HELD SEPTEMBER 11, 2018 AT 7:42 P.M. IN THE SECOND FLOOR MEETING ROOM OF CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL

ROLL CALL:

TRUSTEES PRESENT: Karen Burkum, Co-Chair; Lauren Rapisand, Co-Chair; Stevan Dobrilovic, Joseph Egan, Gareth Kennedy, Joshua Kiem, Patrick Lamb, Michael Reardon

TRUSTEES ABSENT: Charlene Foss-Eggemann

OTHERS PRESENT: Heidi Smith, Library Director; Angela Berger, Library Staff; Alderman Charlie Melidosian, Library Liaison; Amy Bartucci, Alice Dobrinsky, Park Ridge residents

Approval of Minutes

Mr. Lamb made a

MOTION: to approve the minutes of the Communications & Development Committee meeting August 14, 2018

Mr. Egan SECONDED the motion

Voice vote

MOTION PASSED UNANIMOUSLY

Discussion of Donor Opportunities for the Renovation

Mrs. Rapisand provided background information from conversations with Library staff regarding the philosophy of giving to support the Library and possible strategies for soliciting support. Mr. Egan opined that this is the time for soliciting "home run" donations and asked that a solicitation for naming rights be included in the November/December newsletter.

Mrs. Rapisand mentioned the need to have the support of the Library Board trustees when moving forward with fundraising.

Mrs. Rapisand stated that Ms. Smith will connect with the consultants prior to the September Board meeting.

Other None

Adjournment: 8:10 p.m.

Karen Burkum or Lauren Rapisand, Co-Chair

DRAFT

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MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
BUDGET & FINANCE COMMITTEE OF THE WHOLE
HELD SEPTEMBER 11, 2018 AT 8:10 P.M. IN THE SECOND FLOOR MEETING ROOM OF CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL

ROLL CALL:

TRUSTEES PRESENT: Joseph Egan, Treasurer, Chair; Michael Reardon, President; Gareth Kennedy, Secretary; Karen Burkum, Stevan Dobrilovic, Joshua Kiem, Patrick Lamb, Lauren Rapisand

TRUSTEES ABSENT: Charlene Foss-Eggemann, Vice-President

OTHERS PRESENT: Heidi Smith, Library Director; Angela Berger, Library Staff; Alderman Charlie Melidosian, Library Liaison; Amy Bartucci, Alice Dobrinsky, Park Ridge residents

Approval of Minutes

Mr. Reardon made a

MOTION: to approve the minutes for the August 14, 2018 Budget & Finance Committee meeting

Mr. Egan SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Review of Budget Schedule from Annual Board Calendar

The Committee agreed that the process should be:

1. Develop a preliminary budget
2. Provide the Board with options for spending down fund balance
3. Review with the City Manager, Mr. Gilmore

The Committee would like to have a draft to review at the October Planning & Operations COW.

FY20 Capital Budget

The Committee reviewed the proposed FY20 capital budget, which includes $60,000 for *Roof/Snow Ice Prevention* and $110,000 for *Sanitary Drain and Water Distribution.*

Ms. Smith discussed the possibility of completing the roof snow/ice project this fiscal year, FY19, but keeping it in the FY20 budget as well. Undertaking this project in FY19 would require City Council approval per Council Policy Statement #23.

Mr. Egan made a

MOTION: to approve the FY20 Capital Budget in the amount of $170,000.00

Mr. Reardon SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Mr. Kiem requested an update on the Capital Reserve Study.

DRAFT

Review of FY20 Operating Budget Goals

Ms. Smith reviewed the FY20 Operating Budget Goals as presented in the memo:

1. Post-renovation assessments: inventory of carts and stools, additional furniture and fixtures that might be necessary, usage of spaces, things not completed as part of this renovation (ceilings/lighting for sprinklers), digital signage, directional signage and community events postings. (Beginning January 2019 and ongoing; could result in FY20 budget revisions.)
2. Ensure e-books, streaming databases and informational databases for adults and kids are optimal in what we offer, accessibility, licensing sustainability, usage and community outcomes/impact assessment.
3. Develop and enact community engagement strategies to support the development of a new/revised strategic plan.
4. Complete staff audit including market pay study for FY21 budget; evaluation processes/training/tools.

Mr. Egan added that in the interest of long-term sustainability of the Library, a study be undertaken to better understand the implications of adopting a 40 hour work week.

FY20 Levy Resolution

No discussion.

Other None

Adjournment: 9:11 p.m.

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Joseph Egan, Chair

DRAFT

Park Ridge Public Library

Memorandum

Memo Date: October 1, 2018

From: Heidi Smith

Meeting Type: Budget & Finance COW (Committee of the Whole)

Meeting Date: October 2, 2018

Action Requested: ☒ For approval

Subject: FY2020 levy resolution

Background:

For FY2015, the Library levy amount was $3,737,907.00. In the four fiscal years that followed, the levy amount was based on predetermined rate by referendum in fall of 2014. The EAV increased 19% in the 4th year and funding exceeded planned expenditures both for maintaining operations and completing the FY2019 renovation. As a result, the Library will have a projected 13 months of operating costs in the fund balance at the end of FY2019.

Additional information:

Funding Goals:

- To be financially stable, avoiding spikes in property taxes where we are able to do so with sound planning for the future.
- To levy funds needed to meet service and operation expectations, reserving appropriate funds and contingencies that should prove necessary while avoiding accumulated funds without purpose or need.
- Spend 97% of the annual budget every year by budgeting more tightly for what is needed and what will be spent and slow growth or reserve to avoid large corrections.
- Keep track of annual increases to Library Fund balance to continuously realign to avoid this again.

Funds:

- Library Fund
    - Annual cash flow
        - Library property tax revenue is received twice a year; other revenue is minimal
        - Consider lowest
    - General contingency funds
    - Emergency capital maintenance needs
- Library Technology Replacement Fund
    - Plan for fluctuations in technology replacement needs in order to avoid tax spikes

Suggestions:

- Establish capital fund similar to technology fund, approximately $250,000 based on capital needs assessment data.
- Reduce tax levy from FY19 to FY20 from $5,652,377 to $3,661,000 ($1.99M or 35% decrease)
    a. Maintain through FY21 when the City will levy for sprinklers FY21 as part of the Library levy

Requested motion:

To approve the levy resolution for FY2020 in the amount of $3,661,000.00

Attachments:

- Draft budget summary for FY2020 (includes budget assumptions)
- Revenue and Expense Forecast/Fund Balance Projection

MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
PLANNING AND OPERATIONS COMMITTEE OF THE WHOLE
HELD AUGUST 14, 2018 AT 9:28 P.M. IN THE SECOND FLOOR MEETING ROOM OF CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL

ROLL CALL:

TRUSTEES PRESENT: Joshua Kiem, Chair; Karen Burkum, Stevan Dobrilovic, Charlene Foss-Eggemann, Gareth Kennedy, Patrick Lamb, Lauren Rapisand, Michael Reardon

TRUSTEES ABSENT: Joseph Egan

OTHERS PRESENT: Heidi Smith, Library Director; Angela Berger, Library Staff; Alderman Melidosian, Park Ridge, Library Liaison

Approval of Minutes

Mrs. Foss-Eggemann made a

MOTION: to approve the minutes for the Planning & Operations Committee meeting held July 10, 2018

Mr. Lamb SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

3M Equipment Purchase

The 3M/Bibliotheca discussion was moved to the Budget & Finance Committee.

PRPL COW Meeting Schedule / City Council Holiday Meeting Schedule

The Committee discussed potential scheduling conflicts resulting from the City Council's decision to move their meetings which fall on holidays to the following Tuesday.

The consensus of the Trustees is that potential conflicts will be addressed in planning 2019 Board meetings.

Review of Annual Board Calendar

Revisions to the calendar were discussed.

Other None

Adjournment: 9:35 p.m.

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Joshua Kiem, Chair

DRAFT

NO
September 2018
Planning & Operations
Committee Meeting

(No action items.)

PRPL Renovation Budget Tracking: HS working draft

Project Expenses		
Construction cost	$ 1,097,723.00	Original bid amount
Additions for life safety	$ 144,484.00	
Escalation	$ 46,000.00	
Allowance	$ 65,000.00	
Construction Subtotal	**$ 1,353,207.00**	1/23/18 Board approved
FF & E	$ 739,471.00	Original bid amount
Escalation	$ 14,323.00	
Increase to Furniture Scope B	$ 88,054.00	
Furniture subtotal	**$ 841,848.00**	2/20/18 Board approved; 30% paid FY18
Architectural fees @ 8.97%	$ 170,626.80	Original bid amount
Fee billed hourly for additions	$ 11,579.00	Paid FY18 for redesign
Fee for furniture increases	$ 7,898.45	
Architectural fees subtotal	**$ 190,104.25**	2/20/18 Board reviewed
Moving expense	$ 10,000.00	2/20/18 Board reviewed; move to operating?
2/20/18 subtotal	**$ 2,395,159.25**	2/20/18 Board reviewed
Shades/Per Capita FY17	$ 29,100.97	5/15/18 Board approved
Shades/Capital	$ 2,958.03	6/19/18 Board approved
Fireplace/Gift	$ 11,924.00	6/19/18 Board approved
Architectural fees (above)/Capital	$ 3,072.00	
Workrooms/Per Capita FY18	$ 46,850.00	5/30/18 Board approved
Bathrooms option/Gift fund	$ 60,000.00	estimated; pending Board discussion/approval
Additions to scope subtotal	**$ 153,905.00**	(Grants, gift, capital and operating funding)
Renovation costs subtotal	**$ 2,549,064.25**	
Rentacrate	$ 56,170.00	6/19/18 Board approved (operating)
Project related costs	**$ 56,170.00**	
Project Total	**$ 2,605,234.25**	

Project Budget		
Renovation	$ 2,050,000.00	
Switch gear	$ 120,000.00	
Sanitary drain	$ 110,000.00	postpone? roof snow?
Columns	$ 55,000.00	
FY19 Library Maintenance - Building Repairs budget	**$ 2,335,000.00**	
Per Capita FY17	$ 29,100.97	
Per Capita FY18	$ 46,850.00	
Gift	$ 11,924.00	
Possible use of gift funds	$ 60,000.00	estimated/pending
Subtotal additional funding	**$ 147,874.97**	
Total Funding FY19	**$ 2,197,874.97**	

9/1/2018

Payments To Date	
CSI	$ (687,257.00)
LFI	$ (1,150.00)
United Analytics	$ (1,130.00)
Studio GC	$ (7,515.93)
Subtotal FY19	**$ (697,052.93)**
Studio GC various	$ (149,132.39)
LFI 30% down payment per contract	$ (253,084.20)
Subtotal FY17 & FY18	**$ (402,216.59)**

9/1/2018

Project related costs To Date	
Rentacrate	$ (8,297.00)
Rentacrate August bill pending 9/16	$ (12,408.00)

Updated 9.17.18

Renovation costs subtotal	**$**	**2,549,064.25**
Total payments to date	**$**	**(1,099,269.52)**
Renovation costs remaining	**$**	**1,449,794.73**
Total Funding FY19	**$**	**2,197,874.97**
Payments to date FY19	**$**	**(697,052.93)**
FY19 Funding remaining	**$**	**1,500,822.04**
FY19 Funding remaining	**$**	**1,500,822.04**
Project balance remaining	**$**	**1,449,794.73**
Difference	**$**	**51,027.31**

PRPL Renovation Cost Tracking: HS working draft

Additions	Description	Cost	Funding	Approved	Note
Change order #1	Children's door auto operators (phase 3)	$ 8,350.00	Allowance	Oct?	phase 3; pending; requested credit for original hardware
Change order #2	3rd floor conference workroom construction	$ 4,375.00	Allowance	B	phase 1 ; moved from PC 18
Change order #5	Door for closet under stairs	$ 252.00	Allowance	HS	phase 1
Change order #7	3rd floor ceiling structure	$ 880.00	Allowance	HS	phase 1
Change order #8	Additional drywall by old entrance & media lab soffits	$ 4,695.00	Allowance	HS	phase 1
Change order #9	Additional outlets & lighting	$ 2,150.00	Allowance	HS	phase 1
Change order #10	Media lab outlet; enclosure under stair	$ 1,060.00	Allowance	HS	phase 1
Change order #11	Eliminate 3rd floor chases	$ (700.00)	Allowance	HS	phase 1
Change order #12	Heavly floor patch		Allowance	-	StudioGC rejected ($880)
Change order #14	Additional night-light per village	$ 660.00	Allowance	HS	phase 2
Change order #15	Additional demo in workrooms; plaster patch; relocate door	$ 1,820.00	Allowance	HS	phase 2
Change order #17	Various items requested by city inspectors	$ 3,450.00	Allowance	HS	phase 1 & 2
Change order #18	Thermostate relocation	$1,595.00	Allowance	HS	phase 2; 9/28/18
	Vestibule credit/heater (phase 3)		Allowance	Nov?	phase 3; proposed
	Millwork credit		Allowance	Oct?	phase 3; proposed
	Children's bathrooms credit		Allowance	Nov?	phase 3; proposed
	Concrete floor channel cutting credit		Allowance	Nov?	phase 3; proposed
		$ 28,587.00			
Architectural fees @ 8.97%	For bid alternates #2, 4	$ 3,072.00	Capital	HS	
Changer order #4 B	Window shades staff B	$ 2,958.03	Capital	B	phase 1-3
Holian	Asbestos abatement & air quality testing	$ 7,300.00	Capital	HS	phase 1; approved by MR/CFE
Holian	Asbestos abatement	$ 13,150.00	Capital	HS	phase 2-3; approved by MR/PL/JE
LFI	Relocate steel shelving from Teen to 2 staff workrooms	$ 2,300.00	Capital	HS	phase 1 & 3
LFI	Shelving cut-down	$ 1,800.00	Capital	HS	phase 1; per city inspector
		$ 30,580.03			
Change order #6	Duct cleaning	$ 18,300.00	Operating	Jan?	consider post-renovation
Rent-a-crate	Cart rental	$ 56,170.00	Operating	B	
Change order #16	Janitor closet faucet	$ 1,300.00	Operating	HS	
		$ 75,770.00			
Bid alternate #4	Fireplace	$ 11,924.00	Gift	B	
	Dumbwaiter scope increase	$ 60,000.00	Gift	Oct?	phase 3; proposed
		$ 71,924.00	Gift		
Change order #3/Bid alternate #2	Window shades public	$ 26,125.00	PC 17	B	phase 1-3
Changer order #4 A	Window shades staff A	$ 2,975.97	PC 17	B	phase 1-3
		$ 29,100.97			
Change order #13	2nd floor ceiling drywall	$ 27,655.00	PC 18	B	phase 2
LFI	Children's workroom furniture	$ 19,195.00	PC 18	Oct?	phase 3; estimate; reduced from original budget estimate
		$ 46,850.00			
				COMPLETED	
				PENDING	

Updated 9.28.18

FY 20 Budget Planning
9/28/2018

Line Item	FY 16 Actual	FY 17 Actual	FY18 Actual	FY19 Budget	FY 19 YTD	Remaining FY 19 Budget	% of YTD Spent	% of Total Spent	FY 20 Budget
Salaries (3)	$ 2,306,637.98	$ 2,306,926.35	$ 2,152,101.96	$ 2,436,144.00	$ 724,102.13	$ 1,712,041.87	89%	30%	$ 2,350,000
Employee Benefits (2)	$ 495,711.00	$ 349,905.59	$ 384,045.00	$ 423,200.00	$ 133,396.28	$ 289,803.72	95%	32%	$ 465,520
Data Processing (includes CVI and CCS)	$ 196,433.95	$ 225,372.05	$ 243,888.50	$ 249,568.00	$ 109,532.88	$ 140,035.12	132%	44%	$ 254,559
Building Maintenance	$ 118,414.65	$ 113,141.87	$ 78,147.41	$ 176,000.00	$ 32,180.53	$ 143,819.47	55%	18%	$ 150,000
Membership, Recruiting and Training (4)	$ 24,672.73	$ 20,432.14	$ 16,288.61	$ 24,500.00	$ 9,914.16	$ 14,585.84	121%	40%	$ 37,500
Equipment Rental (5)	$ 11,376.27	$ 9,886.07	$ 11,198.47	$ 14,600.00	$ 2,826.68	$ 11,773.32	58%	19%	$ 13,500
Consulting (6)	$ 17,420.00	$ 4,077.75	$ 17,033.88	$ 35,000.00	$ -	$ 35,000.00	0%	0%	$ 35,000
Public Relations (7)	$ 23,645.83	$ 24,524.01	$ 24,095.97	$ 29,000.00	$ 2,220.48	$ 26,779.52	23%	8%	$ 29,000
General contractual (5)	$ 72,980.20	$ 79,773.23	$ 74,257.13	$ 93,000.00	$ 19,540.84	$ 73,459.16	63%	21%	$ 95,000
Special Counsel (8)	$ 11,821.36	$ 5,101.56	$ 38,183.62	$ 30,000.00	$ 2,980.00	$ 27,020.00	30%	10%	$ 35,000
Supplies (9)	$ 62,413.96	$ 63,582.30	$ 96,074.18	$ 71,700.00	$ 10,296.14	$ 61,403.86	43%	14%	$ 85,200
Collections (10)	$ 561,028.75	$ 538,538.98	$ 577,872.34	$ 597,300.00	$ 220,881.71	$ 376,418.29	111%	37%	$ 597,300
Total Operating	$ 3,902,556.68	$ 3,741,261.90	$ 3,713,187.07	$ 4,180,012.00	$ 1,267,871.83	$ 2,912,140.17	91%	30%	$ 4,147,579
Transfer to Other Funds	$ 102,000.00	$ 102,000.00	$ 102,000.00	$ 100,000.00	$ 100,000.00	$ -	100%	100%	$ 75,000
Building Capital Projects	$ 157,775.21	$ 359,469.44	$ 312,553.75	$ 2,335,000.00	$ 701,046.96	$ 1,633,953.04	90%	30%	$ 170,000
Total Capital	$ 259,775.21	$ 461,469.44	$ 414,553.75	$ 2,435,000.00	$ 801,046.96	$ 1,633,953.04	99%	33%	$ 245,000
						$ -			
Total Budget	$ 4,162,331.89	$ 4,202,731.34	$ 4,127,740.82	$ 6,615,012.00	$ 2,068,918.79	$ 4,546,093.21	94%	31%	$ 4,392,579

Note: FY19 YTD amounts as of August 31, 2018

Assumptions:

(1) No major changes to occur in:
Staffing - goal to be at 97% of budget spent
Operations
Collections/Services

(2) 10% increase in benefit costs in FY20. Projected 5% increase in subsequent years

(3) 3% annual increase in salary budget beginning in FY21

(4) Includes $30,000 for professional development in FY20 to be budgeted by department. 2% annual increase thereafter

(5) 2% annual increase beginning in FY21

(6) FY 20 projects include salary study, development consulting

(7) 5% annual increase beginning in FY21 related to additional Community Engagement efforts

(8) FY20 budget maintained at FY19 level. Budget reduced in subsequent years.

(9) Includes $18,000 for furniture, fixtures and equipment. Annual 2% increase beginning in FY 21

(10) Collection budget subject to reallocation between material categories. Includes 1% annual increase to budget beginning in FY21

PRPL

Revenue and Expense Forecast/Fund Balance Projection

Scenario 10/2/18	FY 19 Remaining Budget	FY20 Budget	FY21 Budget	10% increase from prior year FY22 Budget	9% increase from prior year FY 23 Budget	3% increase FY24 Budget	3% increase FY 25 Budget
Revenues							
Property Taxes(1) (2) (3) (4)	$ 2,634,149	$ 3,661,000	$ 3,661,000	$ 4,027,100	$ 4,389,539	$ 4,500,000	$ 4,635,000
Property Taxes for sprinklers			$ 675,000				
Other Taxes	$ 43,989	$ 45,000	$ 45,000	$ 45,000	$ 45,000	$ 45,000	$ 45,000.00
Grant		$ 48,000	$ 48,000	$ 48,000	$ 48,000	$ 48,000	$ 48,000.00
Interest	$ 1,765	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500.00
Miscellaneous	$ 28,437	$ 65,000	$ 65,000	$ 65,000	$ 65,000	$ 65,000	$ 65,000.00
Total Revenue	$ 2,708,340	$ 3,821,500	$ 4,496,500	$ 4,187,600	$ 4,550,039	$ 4,660,500	$ 4,795,500
Expenditures							
Salaries	$ 1,712,042	$ 2,350,000	$ 2,420,500	$ 2,493,115	$ 2,567,908	$ 2,644,946	$ 2,724,294
Employee Benefits	$ 289,804	$ 465,520	$ 488,796	$ 513,236	$ 538,898	$ 565,842	$ 594,135
Contractual services	$ 472,472	$ 649,559	$ 632,021	$ 644,774	$ 657,829	$ 671,193	$ 684,874
Commodities	$ 437,822	$ 682,500	$ 690,177	697947.81	$ 705,814	$ 713,776	$ 721,836
Total Operating	$ 2,912,140	$ 4,147,579	$ 4,231,494	$ 4,349,073	$ 4,470,449	$ 4,595,757	$ 4,725,139
Transfers out to Technology Replacement Fund	$ -	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000
City levy for sprinkler project	$ -	$ -	$ 675,000	$ -	$ -	$ -	$ -
Capital Budget	$ 1,633,953	$ 170,000	$ 190,000	$ 25,000	$ 100,000	$ 100,000	$ 100,000
Total Expenditures	$ 4,546,093	$ 4,392,579	$ 5,171,494	$ 4,449,073	$ 4,645,449	$ 4,770,757	$ 4,900,139
Excess (Deficit)	$ (1,837,753)	$ (571,079)	$ (674,994)	$ (261,473)	$ (95,410)	$ (110,257)	$ (104,639)
Fund Balance Projections							
Beginning Fund Balance	$ 6,443,975	$ 4,606,222	$ 3,785,142	$ 3,110,149	$ 2,848,676	$ 2,753,266	$ 2,643,009
Transfer to Capital Reserve Fund (5)		$ (250,000)					
Excess (Deficit)	$ (1,837,753)	$ (571,079)	$ (674,994)	$ (261,473)	$ (95,410)	$ (110,257)	$ (104,639)
Ending Fund Balance	$ 4,606,222	$ 3,785,142	$ 3,110,149	$ 2,848,676	$ 2,753,266	$ 2,643,009	$ 2,538,370
Average monthly operating expenses	$ 348,334	$ 345,632	$ 352,624	$ 362,423	$ 372,537	$ 382,980	$ 393,762
# of months of operating expenses in Fund Balance	13.2	11.0	8.8	7.9	7.4	6.9	6.4

Note: FY19 amounts as of August 31, 2018

(1) FY20 and FY21 levies are 35% decreases ($1.99M reduction each year) from FY19 levy of $5,652,377

(2) FY 22 levy calculated as 10% increase over FY 21 levy

(3) FY23 levy is 9% increase over FY22 levy

(4) FY24 and future levies to maintain target fund balance

(5) $300,000 transferred to Capital Reserve/Contingeny Fund from Library Fund

Park Ridge Public Library

BOARD OF TRUSTEES – ANNUAL CALENDAR

MAY
- APPROVE RATE FOR NON-RESIDENT LIBRARY CARDS
- ANNUAL REVIEW OF POLICY & PROCEDURE MANUAL
- SECRETARY REVIEW OF CLOSED MINUTES

JUNE
- NOMINATING COMMITTEE APPOINTED
- RECEIVE ANNUAL REPORT

JULY
- WELCOME NEW AND REAPPOINTED BOARD MEMBERS
- ELECTION OF NEW OFFICERS
- BOARD COMMITTEE CHAIRS ASSIGNED
- CONSIDER FUTURE CAPITAL PROJECTS

AUGUST
- DISCUSS AND APPROVE CAPITAL BUDGET
- BUILDING TOUR (B&G CHAIR?)

SEPTEMBER
- REVIEW GOALS OF OPERATING BUDGET

OCTOBER
- REVIEW DRAFT BUDGET SUMMARY
- APPROVE LEVY RESOLUTION
- MID-YEAR DIRECTOR PERFORMANCE FEEDBACK

NOVEMBER
- CITY REVIEWS LEVY RESOLUTION
- REVIEW PER CAPITA GRANT APPLICATION REQUIREMENTS
- SECRETARY REVIEW OF CLOSED MINUTES

DECEMBER
- APPROVE PER CAPITA GRANT APPLICATION
- CITY APPROVES LEVY RESOLUTION

JANUARY
- FIRST DISCUSSION OF OPERATING BUDGET

FEBRUARY
- BEGIN DISCUSSION OF SALARY PLAN
- BEGIN DISCUSION OF IT SERVICE CONTRACT
- APPROVE ANNUAL OPERATING BUDGET
- RECEIVE DIRECTOR SELF-EVALUATION AND GOALS

MARCH
- SELECT ANNUAL LIBRARY AWARD WINNER
- FINALIZE EVALUATION OF LIBRARY DIRECTOR
- FINALIZE DIRECTOR GOALS
- APPROVE SALARY PLAN

APRIL
- PRESENT AWARD TO LIBRARY AWARD WINNER
- EVALUATE LIBRARY DIRECTOR AND REVIEW GOALS

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