



Park Ridge Public Library

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, February 13, 2024 at 7:00 PM
All committees are committees-of-the-whole unless noted

PUBLIC COMMENT ON NON-AGENDA ITEMS

BUILDING & GROUNDS - Kiem & Powers, Co-Chairs

1. Approve Minutes of January 9, 2024
2. Project updates

PLANNING & OPERATIONS – Renaldi, Chair

1. Approve Minutes of January 9, 2024
2. Task calendar review and update
3. Annual Statistical Review
4. Other

BUDGET & FINANCE – Rusk & Somheil, Co-Chairs

1. Approve Minutes of January 9, 2024
2. FY23 Carry Forwards
3. *Value add Library Operations and Services* report discussion
4. Other

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

MINUTES R

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

January 9, 2024 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, John Priala, Library Staff

Trustee Powers opened the meeting at 7:46 p.m.

APPROVAL OF MINUTES

President Thiagarajan made a

MOTION: to approve the minutes of the December 12, 2023 meeting

Trustee Renaldi seconded the motion

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

Abstain: Somheil

Motion passed

PROJECT UPDATES

Director Bertucci reviewed the project updates memo included on page 19 of the packet. Both the exterior and interior improvements projects are complete with only punch list items remaining. The snow melt system on the roof is still not working properly and Andrew Jose from Green Associates continues to work on rectifying the design and operation of the system.

HVAC PROJECT PLANNING

Director Bertucci noted that timing for the plan for architect selection for the project that she presented in December has been pushed back one month in order to accommodate schedules and provide additional time for the process. Discuss ensued with regard to how best to conduct the evaluation of proposals received for the project. Treasurer Rusk suggested that Director Bertucci along with Mr. Priala and Trustees Kiem and Powers review the proposals from the firms and make a recommendation to the Committee after conducting the interviews and completing the evaluation rubrics. The Committee agreed with this approach and so the special meeting proposed for April 2 will no longer be necessary. Director Bertucci will proceed with developing the RFQ and soliciting responses.

OTHER

None

Meeting was adjourned at 8:06 p.m.



Memorandum

Memo Date: February 9, 2024
From: Joanna Bertucci, Library Director
 John Priala, Facility Manager
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: February 13, 2024
Subject: Building Project Updates

<i>Project</i>	<i>February 2024 – activity to date</i>
2023 <i>Exterior Improvements project</i>	Punch list items: <ul style="list-style-type: none"> • Windowsill repair (Quiet Reading Room windows) • Redo epoxy application on Prospect Avenue column bases
<i>Phase 2 Structural and Youth Restroom/ADA Project</i>	Punch list items: <ul style="list-style-type: none"> • Sound absorbing tiles for Calming Space • Occupancy sensor for washroom
<i>Comcast Fiber</i>	No updates
<i>RFQ for Professional Services – HVAC project</i>	<ul style="list-style-type: none"> • RFQ was issued Monday, 2/5/2024. The RFQ was directly sent to nine architectural and engineering firms. An ad was placed in the <i>Daily Herald</i> on 2/5 and 2/12.
<i>Snow Melt system</i>	<ul style="list-style-type: none"> • On Thursday, 2/8 we had a representative from 20/10 Engineering and 3 representatives from the snow melt cable manufacturer and the control system (ATI). It was determined that 3 out of the 4 snow sensors are not functioning. If one sensor is bad, the whole system is compromised. The snow sensors will be replaced the week of 2/12 and testing will resume.

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
January 9, 2024 at 7:00 p.m.

The meeting was called to order by Trustee Renaldi at 8:06p.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, John Priala, Library staff

Trustee Powers made a

MOTION: to approve the minutes of December 12, 2023

President Thiagarajan seconded the motion.

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

Abstain: Somheil

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for January, noting that tasks are being completed on schedule. She added that a new document will be included in the February COW packet that details initiatives and their value-add to the Library. This document will be reviewed with President Thiagarajan and Treasurer Rusk prior to inclusion in the February packet.

DISPLAY CASE AND EXHIBITS POLICY REVIEW

Director Bertucci directed the Committee’s attention to the proposed updates to this policy that are included in the packet on page 25, noting that edits are primarily to simplify the policy’s language. She noted that the Library does not fundraise for community groups but instead promotes and supports their activities through use of the Library’s display case.

Trustee Renaldi made a

MOTION: to approve revisions to the Display Case/Exhibits Policy

Secretary Rapisand seconded the motion.

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

Motion passed

OTHER

None

ADJOURNMENT

Secretary Rapisand made a

MOTION: to adjourn the meeting

Trustee Powers seconded the motion.

Voice Vote: All in favor

Motion passed

The meeting was adjourned at 8:10 p.m.



BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY24

JANUARY 2024

- ✓ Policy review

FEBRUARY 2024

- Budget carryforwards from FY23
- Statistical collection review and discussion
- Secretary review of closed session minutes

MARCH 2024

- Annual Library Certification due to State Library
- Annual cyber security presentation
- Receive FY Annual report (IPLAR)

APRIL 2024

- ***National Library Week***
- Receive FY23 Annual report (Marketing)
- FY23 audit field work
- Policy review
- Interview architects for HVAC project

MAY 2024

- Statement of Economic Interest due to Cook County
- Approve CCS and OCLC annual fees
- Policy review

JUNE 2024

- Nominating committee appointed
- Approve Non-resident library card resolution

JULY 2024

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

AUGUST 2024

- B&F check-in/levy forecast
- New Trustee orientation
- Board committee chairs assigned
- Strategic Plan progress report
- Discuss draft summary FY25 budget and goals
- Review FY25 salary plan
- FY23 Audit presentation

SEPTEMBER 2024

- Approve FY25 salary plan
- Review FY25 draft budget
- Recognize former trustee(s)
- Secretary review of closed session minutes

OCTOBER 2024

- ***National Friends of the Library week***
- Approve FY25 Operating budget
- Approve 2024 Levy request
- Per Capita Grant requirements assigned

NOVEMBER 2024

- City Council Budget Workshop
- Review Per Capita Grant requirements
- Approve 2025 Days Closed schedule
- Library Director annual review

DECEMBER 2024

- Approve Per Capita Grant request
- City Council Approves Budget & Levy
- Library Director annual review

Updated: February 2024



Memorandum

Memo Date: February 8, 2024
From: Joanna Bertucci, Library Director
Meeting Type: Planning and Operations Committee
Meeting Date: February 13, 2024
Action Requested: For discussion
Subject: Annual Statistical Review

Background:

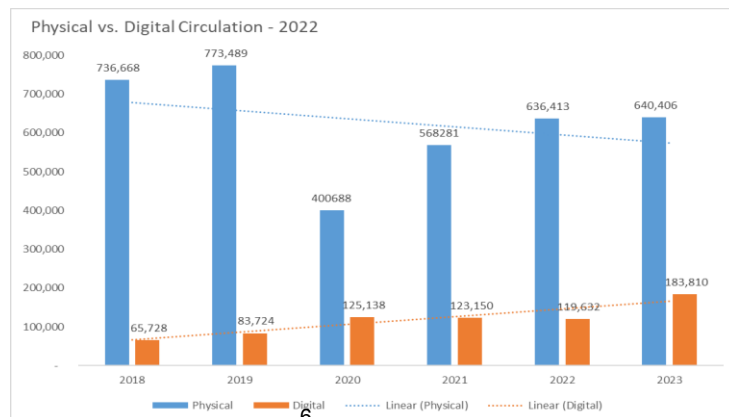
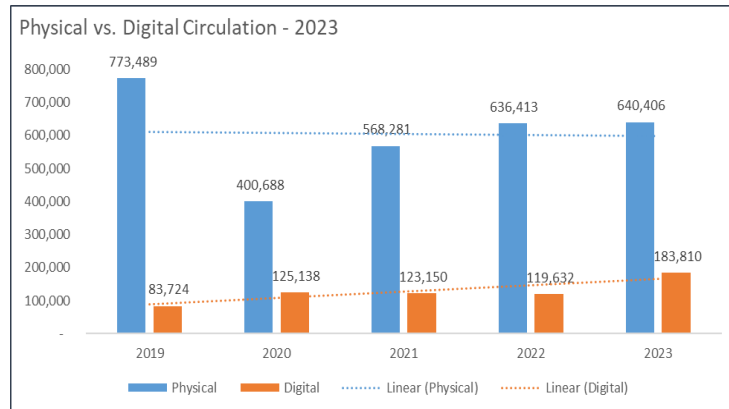
The start of the new fiscal year is a good opportunity to look back at our previous year’s statistics and evaluate our library’s strengths and weaknesses relative to other comparable libraries.

2023 Recap:

In 2023, the Library circulated 824,216 physical and digital items, up 9% over the prior year. While overall circulation is down 4% compared to pre-pandemic 2019, we are encouraged by our continued progress over last year’s total circulation performance.

Circulation by format – physical vs. digital: As with prior years, we continue to monitor and track circulation performance by format. This constant monitoring is critical for our budgeting process. In 2022, we saw physical item circulation trending down, but this year we saw a slight increase, adjusting the trend to relatively flat, which suggests to us that our patrons still want access to physical materials. We expect to see the trend for circulation of physical materials increase in the coming year with the reorganization of our picture book collection. This reorganization will make our picture books more accessible to our patrons.

	2019	2020	2021	2022	2023
Total Circ	861,329	525,826	691,313	756,045	824,216
% change	7%	-39%	31%	9%	9%

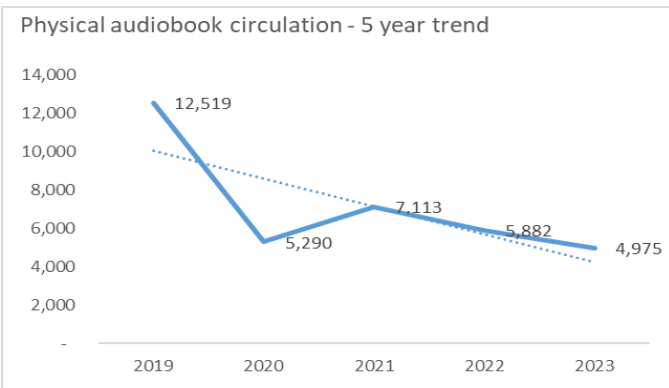




Memorandum

Digital circulation continues to trend upward, with Overdrive (Libby) as the leader in eContent usage. For 2023, we set a goal to increase our digital circulation by 10% over 2022. We increased our digital circulation by 25% in 2023. This significant increase is due in part to increased Overdrive magazine checkouts, which realized a 66% increase over prior year usage of this format. This increase is because patrons can now *subscribe* to their favorite titles and the latest edition will then automatically be sent directly to their account. This enhancement mimics the consumer magazine model, provides a seamless experience for our patrons, and increases our circulation.

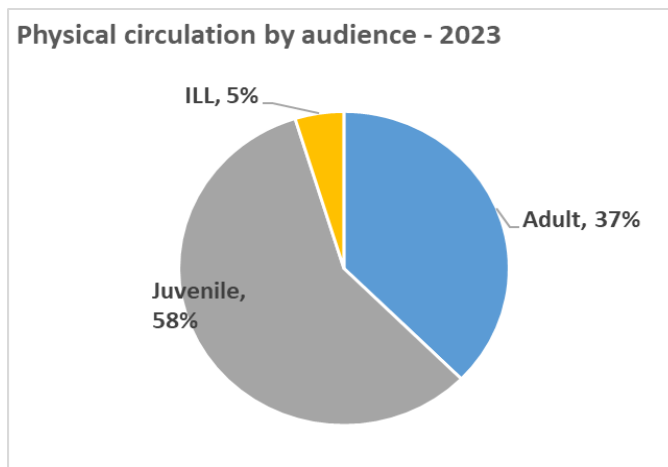
Digital Format	2022	2023	% Change over prior year
Audiobooks	45,780	56,665	24%
Books	62,727	69,823	11%
Magazines	30,646	50,991	66%
Movies/TV	6,936	5,821	-16%
Music	722	667	-8%
	146,811	183,967	25%



We are also monitoring digital audiobook circulation, which experienced significant growth in 2023. We have been monitoring our daily borrows from Hoopla and adjusting our funding to give patrons more checkouts before hitting our daily spending limit. For FY 2024, we increased our eContent budget by 16% to give staff more flexibility in funding Hoopla. While Hoopla’s “always available” model is very appealing to patrons, OverDrive titles account for 87% of our audiobook digital circulation. As digital audiobook circulation has increased, we have noted a marked decrease in circulation of their physical counterparts for both our adult and youth population. While we have no short term plans to eliminate any of our physical

audiobook collection, we will continue to monitor those budgets closely as the format is trending towards obsolescence. Our digital offerings for music, movies, and television are not as robust and physical DVD and CD circulation continues to remain flat overall.

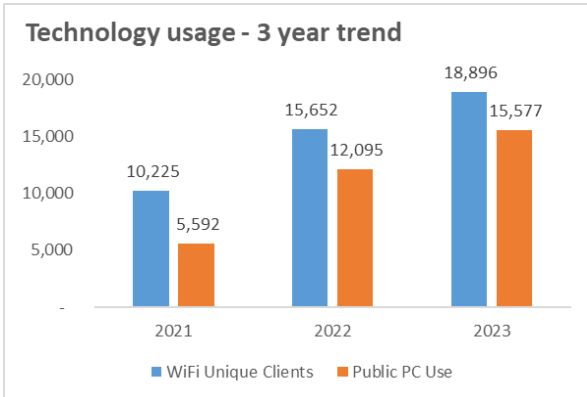
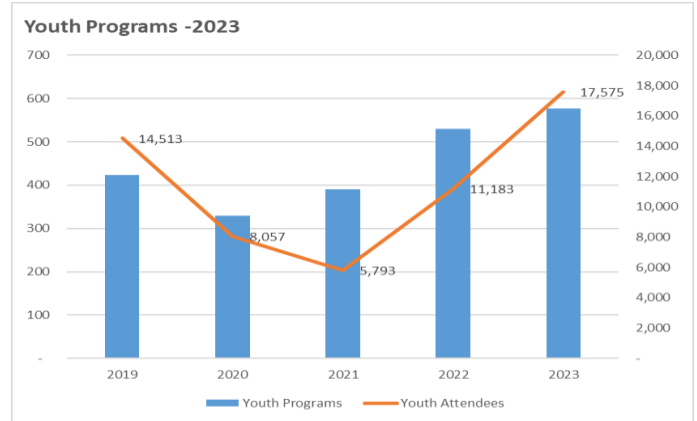
Physical Materials Circulation by Audience: As noted above, we saw a slight increase (less than 1%) in the circulation of physical materials. Physical material circulation is important to track, as our ability to stock physical collections is dependent on our space. Our physical item circulation by audience has remained relatively the same over the past 5 years. In most libraries, children’s collections account for the highest percentage of circulation.





Memorandum

Patron Activity: 2023 was a very busy year at the Park Ridge Public Library! We are very happy to report that door count (283,054) in 2023 has exceeded prepandemic counts for the first time since 2019 (259,869) by almost 9% and up nearly 20% over 2022 (283,054). We attribute much of this success to our record attendance at youth programs in 2023. Our Summer Reading program continues to be a huge draw as are our weekly storytimes. Youth Services staff have anecdotally noted the presence of many new families and families visiting the library as a destination, as they would a zoo or park. Our monthly passive programs (scavenger hunts, craft projects) give families an opportunity to have their child(ren) engaged while visiting without needing to sign up or commit to anything ahead of time.

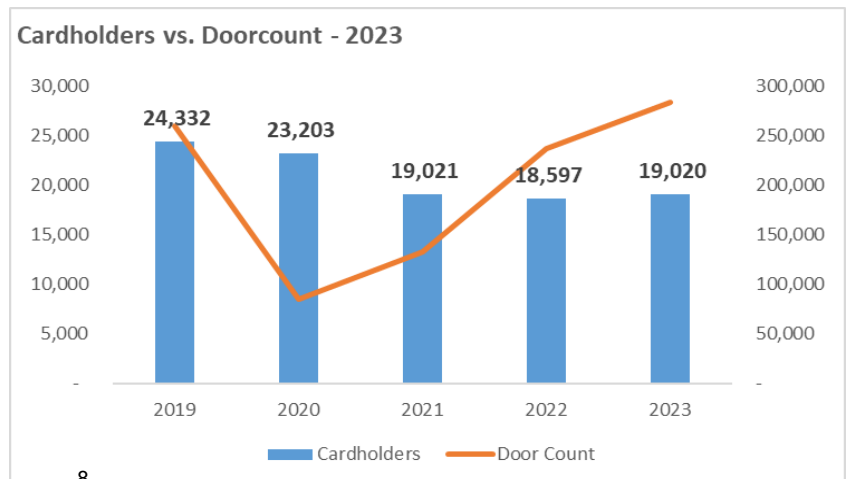


In the Adult Services department, we have seen an increase of unique clients using our WiFi and public computer terminals. Our five private study rooms are in high demand as patron usage is up 16.5% over 2022. We are pleased to see that the Library has become a destination for students as they prepare for final examinations in the winter and spring. Both the Studio and Media Lab experienced significant growth last year. The Studio has really taken off with our patrons and Adult Services staff are working very diligently to schedule as many classes as possible to ensure maximum patron use of this creative and unique space. Due to the pandemic, these spaces were unavailable to patrons for most of 2020 and 2021.

Space	2022	2023	% Change
STUDIO: Hours of Use	216	501	132%
STUDIO: Users	344	544	58%
MEDIA LAB: Hours of Use	696	820	18%
MEDIA LAB: Users	370	382	3%

We continue to struggle with recovering cardholders from prepandemic levels. In fall 2023, we launched a direct mail postcard campaign to new residents, welcoming them to the community and encouraging them to sign up for a library card. We have not collected enough data to determine the impact of this effort.

Looking at this challenge from a different perspective, we have started to review our patron library card purge statistics. After 3 years of inactivity, so long as patron cards are free from bills or long overdue/lost items, patrons are automatically purged from our system. In 2023, 1,746 patrons were purged from our database. This year, we will begin generating reports of patron cards that are eligible for purging and send targeted emails to encourage patrons to come in and renew and use their library card. We are also planning library card signup outreach events in addition to offering sign up at our annual visits to the Farmer's Market and Back to School Nights.



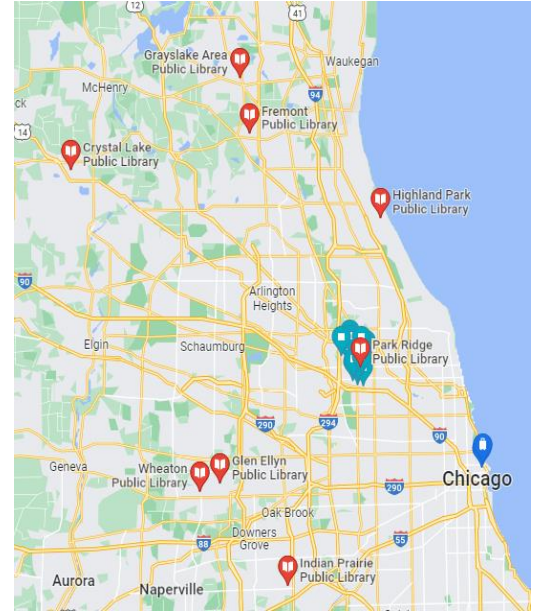


Memorandum

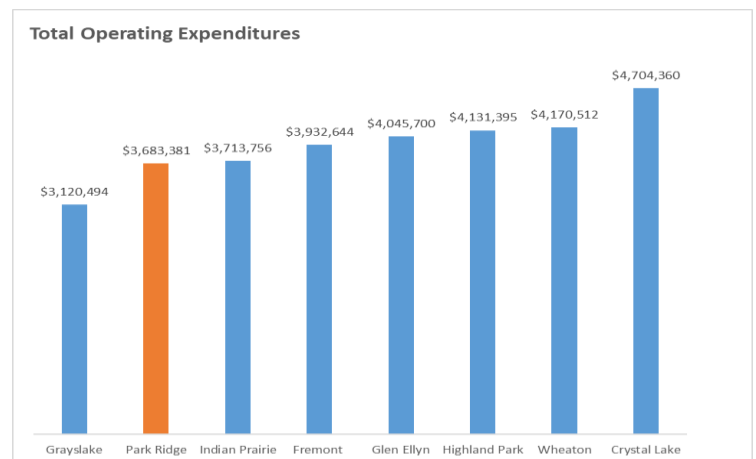
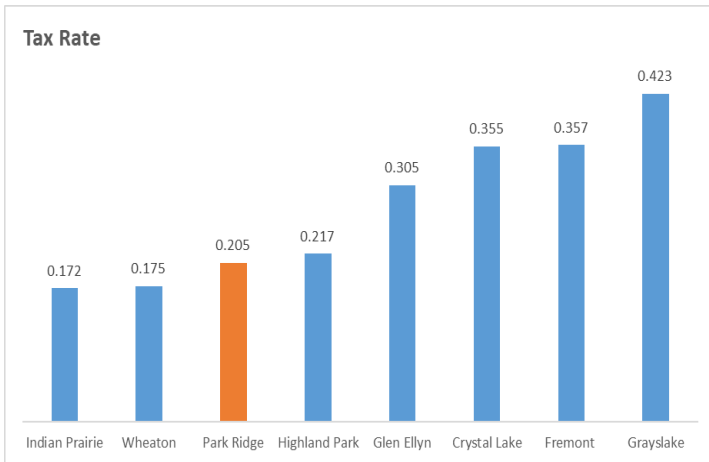
Comparable Libraries:

Last year, I used data from the most recent Illinois Public Libraries Annual Report (IPLAR) database and the United States Census Bureau *QuickFacts* reports to develop a list of comparable libraries. Our comparable libraries have operating expenditures between \$3 and \$5 million dollars and have similar demographic profiles to the City of Park Ridge. I have reviewed the list developed last year and determined that the same list is applicable for this year's analysis. The most recent IPLAR data available is from FY22. Since libraries have varying fiscal years, this data is representative of anywhere from January 1, 2021 through June 30, 2022. For the Park Ridge Public Library, the data is from January 1 – December 31, 2021.

1. Crystal Lake Public Library
2. Fremont Public Library (Mundelein)
3. Glen Ellyn Public Library
4. Grayslake Area Public Library District
5. Highland Park Public Library
6. Indian Prairie Public Library District (Darien)
7. Wheaton Public Library



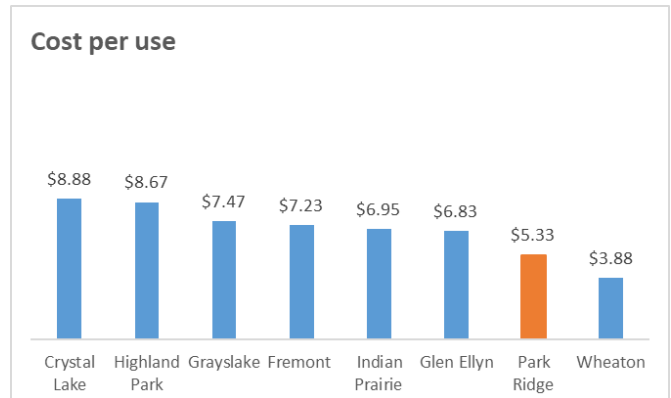
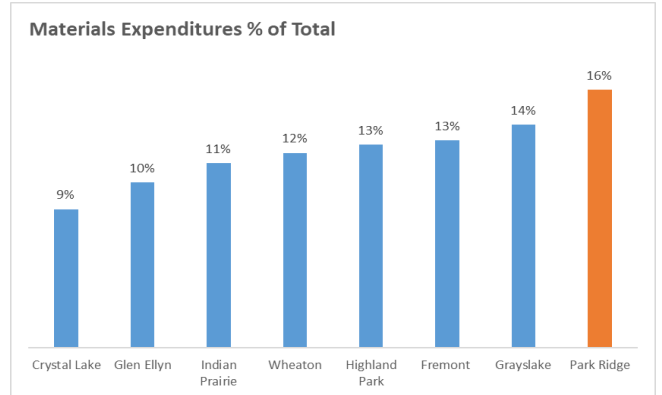
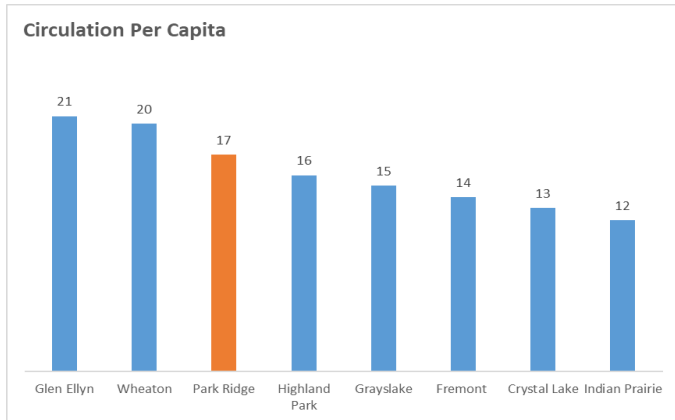
Funding and Spending: In reviewing data from comparable libraries, Park Ridge Public Library continues to be an excellent value for taxpayer dollars. Compared to our peers, our Library has the next to the lowest operating expenditures, while maintaining a reasonable tax rate.



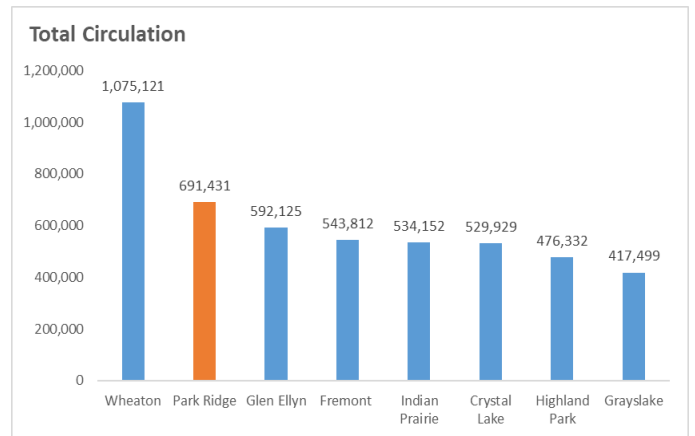
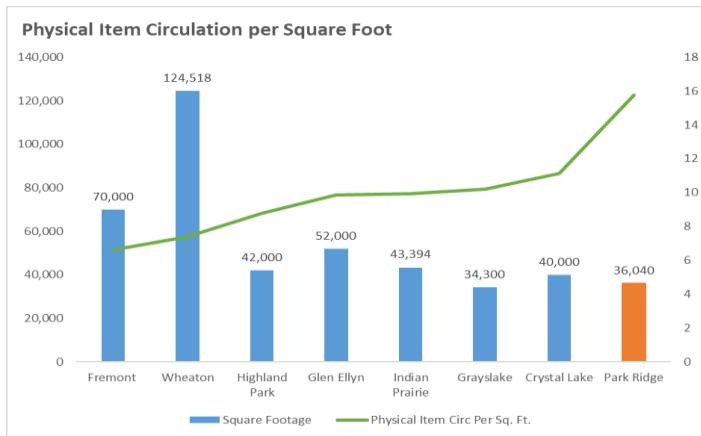


Memorandum

Collections and Circulation: Our spending on collections is the highest as a percentage of total expenditures, when compared with other libraries, at **approximately 16%**. This has proven successful for us as we have the third highest **circulation rate per capita** among our peers **at 17 circs per capita**. Looking at the average cost per circulation among peer libraries is another measure of value provided and PRPL is second only to Wheaton with a **cost per circulation of \$5.33**.



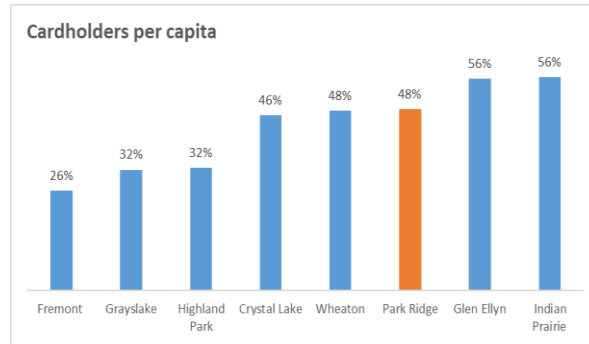
We know that our building is small for the size of our community, prior (and current) Library trustees and administrators have been thoughtful about the highest and best use of public spaces to give patrons the most access to library collections and services. PRPL moves **25% more physical materials per square foot of space** than the closest comparably sized library, Crystal Lake Public Library with 40,000 square feet. In terms of overall circulation for FY21, we rank **second at 691,431 total circs** compared to Wheaton Public Library whose building is 3.5 times larger than Park Ridge.





Memorandum

Cardholders: Compared to our peer libraries we are slightly above average for cardholders per capita. We are continuing to prioritize improvement in our total cardholders statistic, as noted above.



Conclusion: The Park Ridge Public Library continues to be an excellent value for our taxpayers and the community. We have a hard working and professional staff who anticipate and respond to the needs of our patrons as evidenced by our strong circulation, program attendance, and building use statistics. When compared to our comparable libraries, we demonstrate a commitment to spending on collections as library materials are at the core of our service model. In the coming year, we will continue to work to increase our total cardholders while maintaining our excellent standards in the areas where we are high achieving.

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

January 9, 2024 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 and John Priala, Library Staff

PUBLIC COMMENT ON NON-AGENDA ITEMS

No comments were made

Treasurer Rusk opened the Budget and Finance Committee meeting at 7:01 p.m.

Vice-President Hanba made a

MOTION: to approve the minutes of November 14, 2023

President Thiagarajan seconded the motion.

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

Motion passed

FINANCIAL POLICY REVIEW

Treasurer Rusk noted that there are seven policies being reviewed this month with the drafts beginning on page 4 of the packet. Proposed changes are as follows:

Levy and Budget – no substantive changes

Library Fund – Clarified the purpose of the fund and the need to maintain a six month fund balance throughout the year rather than simply at fiscal year end

Purchasing – Increased Library Director’s spending authority to \$10,000.

Payment for Good and Services – Updated to reflect current practice for approval of expenditures.

Expense Reimbursement – Provision added to reference policy on Payment for Goods and Services.

Credit Card Usage – The proposed change was to limit single purchases to no more than \$1,500. Discussion ensued among the trustees as to the rationale and advisability for this change as well as the impact of such a change on library operations and the existing internal controls in place for credit card transactions. It was determined that the policy would not be changed and the transaction limit would remain at \$5,000.

Capital Assets – No changes recommended

Treasurer Rusk made a

MOTION: to approve revisions to Policies A1- Levy and Budget; A2- Library Fund; A3 –Purchasing; A4- Payments for Goods and Services; A6 – Expense Reimbursement; A7- Credit Card Usage and A8- Capital Assets, as amended

Trustee Somheil seconded the motion.

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

Motion passed

OTHER

None

Treasurer Rusk adjourned the meeting at 7:45 p.m.



Memorandum

Memo Date: February 5, 2024
From: Joanna Bertucci, Library Director
 Joan Wrenn, Finance & HR Manager
Meeting Type: Budget & Finance Committee of the Whole
Meeting Date: February 13, 2024
Action Requested: Approval
Subject: FY23 to FY24 Budget Carry Forwards

Background:

Annually in February, Library Administration reviews expenditure and budget lines related to prior year capital projects to determine which projects were not completed and/or have funds budgeted for the project still remaining. Funds allocated for these projects are then brought to the attention of the Budget and Finance Committee with a recommendation to carry forward those budget amounts into the new fiscal year.

FY23 to FY24 Carry Forwards - Building Improvements:

1. The **Ice Melt Project** remains an open ticket item due to continued testing of the system. \$12,877 has been carried forward since FY20 and should be carried forward to the present for anticipated project completion.
2. The **Exterior Improvements Project** remaining contract amount as of the close of Period 13 is \$70,509.
3. The **Interior Improvements Project** remaining contract amount as of the close of Period 13 is \$54,182.
4. The remainder of funds originally allocated for the **Fire Suppression Project** carried forward from SY21 is \$84,632.

Account Description	Original Budget	Adjustment	Revised Budget
Building Improvements – Budget FY24	\$500,000		
Building Improvements – Ice Melt System		+\$12,877	
Building Improvements – Exterior Improvements project		+\$70,509	
Building Improvements – Interior Improvements project		+\$54,182	
Building Improvements – Fire suppression project remainder		+\$84,632	
Adjustment TOTAL	\$500,000	+\$222,200	= \$722,200

Recommendation:

The Board adopt the FY23 to FY24 building improvements carry forwards as presented.

Suggested motion:

Approve FY23 to FY24 Capital Budget carry forward in the total amount of \$222,200 of Building Improvement Funds for the Ice Melt System, Exterior improvements project, Interior improvements project, and remaining funds from the 2021 Fire Suppression project.



Memorandum

Memo Date: February 2, 2024
From: Joanna Bertucci, Library Director
Meeting Type: Budget and Finance Committee
Meeting Date: February 13, 2024
Action Requested: For discussion
Subject: Value Add Operations and Services tracking and reporting

Background:

Based on feedback from my annual review and conversations with President Thiagarajan and Vice President Hanba, I will be adding a new component to my monthly Director's Report, entitled *Value Add Operations and Services Report*.

The goal of this document is to present, all in one place, the ways we are adding value to the Library. Some items may be outright cost savings and others might be new costs with the goal of creating efficiencies for staff, making services more accessible for patrons, or bringing a new library product or service to the public.

In consultation with Treasurer Rusk, I've attached a sample report. The idea behind this report is that a master tracking Excel workbook will be used to track our progress and allow me to present updates to the Board as part of my monthly Director's report. The tracking document will make it easier for us to share this information in the future with the public, City Council, and other community stakeholders.

Operational and Services Value Add Report

Month: February
Fiscal Year: 2024

Status	Project	Goal	Plan	Results	Cost Savings	New Costs	Results (Was the project successful? Do we have data to report success? If not successful, why?)	Year
Complete	Investment Policy	Yield higher ROI for Library gift funds	Review other library's investment policies, consult with B&F and auditors	Investment policy approved in May 2023	\$0	\$0	2 CDs are earning 5%; a dormant checking account gift fund was converted to a CD earning 5%. The Library can anticipate approximately \$26,000 in interest earnings.	2023
Complete	eNewsletter platform	Replace LibraryAware for Library eNewsletters	RFQ for eNewsletter providers	3 Year Contract with Savannah/Orange Boy	\$0	\$13,350 over three years	eNewsletter open rates exceed those with prior vendor from 45% with Library Aware to over 60% with Savannah. Software is intuitive and easy to use. Software allows for drop campaigns, direct campaigns based on user habits and experiences; sent to all cardholders. PR/Marketing Coordinator's is better spent on other items.	2022
Complete	Printer Contract/Quarterly Newsletter	Lack of contract with current provider Cost of printing from current vendor have fluctuated leaving the Library vulnerable to unexpected price; obtain better print quality and customer service	RFQ for Printer Services	3 Year Contract with Vogue Printing; \$21,084/year	≈ \$1,000 annually	\$0	3 year contract secures pricing; better print quality and faster turnaround between printing and in-home time.	2023
Complete	ADA Washroom renovation and structural support project	Bring Children's room washroom into ADA compliance and address lack of structural support discovered during the 2020 sprinkler. A washroom space was converted into a low sensory room. Project addressed lack of structural support in two second floor door openings.	Apply for IL State Library Live and Learn Construction - Accessibility Grant	Grant awarded in the amount of \$50,000	\$50,000 cost reduction in bid amount \$186,500	\$136,400 in capital project funds	Yes. The project was complete ontime and under budget. The \$50K grant offset 26% of the total project costs. Patrons are pleased with the washroom renovations as well as the new calming space.	2023
Complete; maintenance of the collection is ongoing.	Foreign Language Collection Expansion	To offer a wider variety of materials in international languages	Designate a Librarian to identify a additional language to add and select materials	23 Ukrainian language titles were added	\$0	<\$1,000 to start	Use circulation data to track usage and compare to circulation of Spanish and Polish collections. Did not need to increase NF budget to accommodate new collection.	2022
In Progress: Onboarding new hires through ADP system in progress to save time and reduce paperwork to make process more efficient	Payroll Migration	City of Park Ridge decided to transfer payroll processing and payroll software costs from the City to the Library budget. This change will provide a clearer depiction of the Library's overhead; Library has full autonomy over system, no reliance on City staff for new hires, changes, issues, etc.			\$0	\$27,000 year one; \$20,000 years two and three		2022-2024
In Progress	Website redevelopment	Current website was developed in 2015; backend functionality is not intuitive.	RFQ for website redevelopment	\$27,000 one-time; \$2,750 annual fees (maintenance and hosting)	≈ \$1,000 annually; maintenance & hosting	\$27,000 one time cost to build website, and training staff on backend		2023-2024
In Progress	Internet provider	Move the Library from month to month Internet service with Astound	eRate solicitation	Contract with Comcast: \$4,000 year	≈ \$5,600 annually	\$0	Project has been significantly delayed due to Comcast	2023-2024

In Progress	Picture Book Genre- fication Project	Reorganizing our picture book collection with a face-out display and introducing distinct, easily recognizable icon-identifiable categories will enhance accessibility for pre-readers and non-native English speakers. This approach empowers these patrons to select materials and will likely increase circulation of our picture book collection.	Youth Services: Development categories, subcategories, and reclassify materials according to new classification scheme. Technical Services: Reclassify and relabel existing collection according to new classification scheme. Patron Services: Shelvers will learn new shelving procedures. Marketing: work with YS to develop iconography, labels, and signage. Facility/Administration: Coordinate and oversee shelving install.		\$0	\$31,600		2024
Pending	Database offering analysis	Determine cost per use; benchmark an acceptable cost per use to justify offering. Market collection to drive usage. Goal: Collection is well used and offers what we need to deliver core services as well as popular/trendy services						2024
Pending	Streamline Meeting Room Reservation process	Opportunity for cost savings in staff time; new website will allow for more control of forms and backend management. Explore possibility of accepting online payment for meeting rooms. Streamline process to save the time of patrons						2024
Pending	Strategic Plan update	Issue RFP for Strategic Plan consultant on or before July 8. Board or Committee to interview firms. Begin work in January 2025.		Goal: 3-year plan that can be extended; measurable outcomes				2024
Ongoing	Programming Cooperative - Illinois Libraries Presents (ILP)	To seek high quality performers at reasonable costs.	The Library was able to join ILP as a cost saving mechanism to be able to offer patrons access to high quality (and often more expensive) authors and presenters)		\$0	\$0	Costs come out of programming budget . Budget was able to accommodate this new partnership w/out needing an increase. Data is maintained by IL Libraries Presents; track cost per use. Year 1 = \$750 Year 2 = \$1,500 Year = \$685	2022-
Ongoing	Friends of the Library relationship	Support the activities of the FOL including annual book sales, Book Nook, and other fund raising initiatives.	The Library's Marketing Coordinator is the liaison to the FOL and works to help publicize their sales and promote membership drives.	The FOL have given approximately \$30K in the last 4 years. Our 2024 request totaled \$25K.			The FOL relationship is very important to the Library and we have an excellent rapport with the FOL Board and are grateful for all their support.	Ongoing