



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, April 9, 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 February 13, 2024
2. Project updates
3. Tolling Agreement
4. Architect/Engineer selection update
5. Other

COMMUNICATION & DEVELOPMENT – Rapisand, Chair

1. Approve Minutes of May 9, 2023
2. 2023 Annual Report
3. Other

PLANNING & OPERATIONS – Renaldi, Chair

1. Approve Minutes of February 13, 2024
2. Task calendar review and update
3. Follow up to February 2024 Statistical Review report
4. Other

NO MEETINGS: BUDGET & FINANCE, PERSONNEL, NOMINATING, RESOURCES

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
February 13, 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, Danielle Powers, Lauren Rapisand (via telephone), Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan
Trustees Absent: Josh Kiem
Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library Staff

APPROVAL OF REMOTE ATTENDANCE

President Thiagarajan noted that Trustee Rapisand is attending the meeting remotely via telephone. It is necessary that a vote be taken to approve this remote attendance. President Thiagarajan asked the reason for remote attendance and Trustee Rapisand stated that she is calling into the meeting due to personal illness. There being no objection,

President Thiagarajan made a

MOTION: to approve the remote attendance of Trustee Rapisand
Vice President Hanba seconded the motion.
Roll Call Vote: Yes: De Frank, Hanba, Powers, Renaldi, Rusk, Somheil, Thiagarajan
Motion passed

APPROVAL OF MINUTES

Trustee De Frank made a
MOTION: to approve the minutes of the January 9, 2024 meeting
Vice President Hanba seconded the motion
Roll Call Vote: Yes: De Frank, Hanba, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan
Motion passed

PROJECT UPDATES

Director Bertucci reviewed the memo on page 3 of the packet that details the status of projects currently in progress. The exterior project will be completed when better weather allows for the completion of punch list items.

Progress is being made on the snow melt system with snow sensors being replaced and an issue with fuses being corrected. The system was then operational and will be tested when next snowfall occurs.

OTHER

None

Meeting was adjourned at 7:09 p.m.



Memorandum

Memo Date: April 4, 2024
From: Joanna Bertucci, Library Director
John Priala, Facility Manager
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: April 9, 2024
Subject: Building Project Updates

<i>Project</i>	<i>March 2024 – activity to date</i>
<i>Comcast Fiber</i>	<ul style="list-style-type: none">• Mr. Priala and CVI Systems Engineer, Tim Brzny, are continuing to work with Comcast on the logistics for our fiber internet circuit upgrade. Comcast has run into another infrastructure hurdle that may make running a fiber circuit to our building very costly on Comcast's end. The construction team is expected to be onsite in the coming weeks to determine if an alternate path for the fiber can be found. It is very likely that we will terminate our contract with Comcast. No fees are associated with contract termination.• In the meantime, Ms. Wrenn has reached out to our current provider, Astound, to determine what costs would be to increase our Internet speed until the next eRate cycle begins in February 2025.



Memorandum

Memo Date: April 4, 2024
From: Joanna Bertucci, Library Director
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: April 9, 2024
Subject: Ice Melt System Project – Tolling Agreements

Background and Recommendation:

In February of this year, I engaged the Library’s legal counsel, Matthew J. Gardner of Robbins Schwartz, to discuss the status of the Library’s Roof Snow Melt project; specifically, the impending expiration of the statute of limitations in May 2024. Mr. Gardner advised that the Library enter into a tolling agreement with all parties; Green Associates, 20/10 Engineering, and Engineered Services Inc. d/b/a Powerlink Electric. A tolling agreement extends the statute of limitations until the agreement is terminated by any of the parties. Working with each of the party’s respective legal counsels, Mr. Gardner has drafted two Tolling Agreements for the Board’s consideration. The tolling agreement with Powerlink will be separate and is currently being reviewed by Powerlink’s legal counsel. Our attorney hopes to have a final draft of the agreement with Powerlink by the April 16, 2024 Board Meeting.

Suggested Motions:

- Approve Tolling Agreement between the Park Ridge Public Library, Green Associates, and 20/10 Engineering with regard to the Roof Snow Melt project.
- Approve Tolling Agreement between the Park Ridge Public Library and Engineered Services Inc. d/b/a Powerlink Electric with regard to the Roof Snow Melt project pending attorney review.

TOLLING AGREEMENT

This Tolling Agreement (“Agreement”), entered into this ____ day of April 2024 (“Effective Date”), is between the Park Ridge Public Library (the “Library”), GreenAssociates, Inc. (“Green Associates”) and 20/10 Engineering Group, LLC (“20/10”). Collectively, the Library, GreenAssociates, and 20/10 shall be referred to herein as the “Parties” or a “Party” if in the singular.

RECITALS

WHEREAS, the Library, GreenAssociates, and 20/10 may have a dispute in regard to design defects and damages relating to the design of the Library’s Roof Snow Melt project for the Library’s facility at 20 South Prospect Avenue, Park Ridge, Illinois (the “Project”), specifically issues relating to the functionality and ability for the snow melt system to operate (“Claims”).

WHEREAS, the Parties wish to delay and/or avoid litigating the Claim and any additional claims that may exist between them regarding the Project.

AGREEMENT

NOW THEREFORE, in consideration of the mutual promises, covenants and conditions herein contained, the Parties agree as follows:

1. This Agreement is deemed effective as of the Effective Date.
2. The Parties to this Agreement do not acknowledge any liability to each other nor do they waive any rights, claims, or defenses which are currently valid.
3. The Parties agree that the time period commencing as of the Effective Date and during the period which this Agreement is in effect shall not be included in determining the applicability of any statute of limitations, repose or other time-related bar in any action

or legal proceeding subsequently brought between or among the Parties, in which claims are asserted relating to the Project.

4. Nothing in this Agreement shall affect any right, claim or defense available to any Party as of the Effective Date. This Agreement shall not be deemed to revive any claim that is already time-barred nor does this Agreement eliminate or diminish any duty to provide timely notice of alleged defects to GreenAssociates and/or 20/10 under Illinois law.

5. This Agreement shall not operate as an admission by any Party for any purpose other than as to the tolling of the statute of limitations, repose and other time-related defenses, during the period this Agreement is in effect.

6. Unless otherwise agreed by the Parties hereto in writing, this Agreement shall remain in effect until thirty (30) days after any party sends written notice of termination of this Agreement to the other parties.

7. Any notice of termination of this Agreement shall be directed to:

Park Ridge Public Library:

Joanna Bertucci
Library Director
Park Ridge Public Library
20 S Prospect Ave,
Park Ridge, Illinois 60068
jbortucci@parkridgelibrary.org

With a Copy to:

Matthew J. Gardner
Robbins Schwartz
190 South LaSalle St., Ste. 2550
Chicago, IL 60603
mgardner@robbins-schwartz.com

GreenAssociates, Inc.:

Andrew Jose
Project Coordinator
GreenAssociates, Inc.
1437 Harmony Court
Itasca, Illinois 60143
ajose@greenassociates.com

With a Copy to:

20/10 Engineering Group, LLC:

Jeff Chamberlin
President
20/10 Engineering Group, LLC
1216 Tower Road,
Schaumburg, Illinois 60173
jeff@2010engineering.com

With a Copy to:

Gregory J. Bird
Scott & Kraus, LL
150 S. Wacker Dr., Suite 2900
Chicago, IL 60606
gbird@skcounsel.com

8. The promises and covenants set forth herein are agreed to be adequate and good consideration for this Agreement.

9. The Parties agree that neither the existence of this Agreement, nor its content, shall be referred to, used as an exhibit, or offered into evidence in any legal proceeding brought by either Party, except that it may be used in that portion of any legal proceeding brought by one of the Parties, in which the statute of limitations, repose or other time-related bar is an issue.

10. Nothing contained in this Agreement shall create or expand any rights, remedies, claims, defenses or liabilities of the Parties, except to toll time-related defenses as set forth herein.

11. Each Party acknowledges that it is represented by counsel of its choice and has read this Agreement, is fully aware of its contents, and fully understands its legal effect.

12. This Agreement shall be binding upon the Parties and their respective successors, assigns and insurers.

13. This Agreement may not be modified in any manner except by an instrument in writing signed by all parties.

14. Each Party to this Agreement warrants that it has the authority to enter into and sign this Agreement on its behalf.

15. This Agreement is a result of negotiations and has been jointly prepared by the Parties. The normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or of any amendments or exhibits hereto.

16. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original. Such counterparts shall together constitute the same instrument. A facsimile copy or photocopy or a scanned electronic image of a Party's signature shall be binding upon the Parties as if they were original signatures.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates set forth below.

PARK RIDGE PUBLIC LIBRARY

BY: _____

ITS: _____

DATE: _____

GREENASSOCIATES, INC.

By: _____

Its: _____

DATE: _____

20/10 ENGINEERING GROUP, LLC

By: _____

Its: _____

DATE: _____



Memorandum

Memo Date: April 4, 2024
From: Joanna Bertucci, Library Director, John Priala, Facility Manager, Trustee Josh Kiem, and Trustee Danielle Powers
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: April 9, 2024
Subject: Architectural/Engineering Services RFQ update

Background:

On Monday, February 5 the Park Ridge Public Library issued a Request for Qualifications (RFQ) for architectural/engineering firms that have the requisite experience to develop plans, assist in the writing of bid documents, the evaluation of bids received and to oversee an HVAC component replacement project pursuant to the Local Government Professional Services Selection Act (50 ILCS 510/0.01 et seq). The Library received three responses to our RFQ.

The Building and Grounds Committee members joined the Library Director and Facility Manager for a virtual interview with each firm. The team met on Wednesday, April 3 to discuss the candidates and rank the candidates based on their qualifications. The Library Director is currently in the process of negotiating with Elara Engineering, the firm ranked most qualified. A proposal from Elara will be brought to the May 14 Committee of the Whole meeting for Board consideration.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Communications and Development Committee of the Whole Meeting of the Board of Trustees held in the Third Floor Meeting Room at the Library on May 9, 2023 at 7:00 p.m.

ROLL CALL

Trustees Present: Lauren Rapisand and Theresa Renaldi, Committee Co-Chairs, Alexandra Hanba, Josh Kiem, Danielle Powers, Gregg Rusk, David Somheil, Deepika Thiagarajan

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

Trustee Rapisand called the meeting to order at 7:35 p.m.

MINUTES

President Hanba made a

MOTION: to approve the minutes of April 11, 2023

Treasurer Somheil seconded the motion.

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

Motion passed

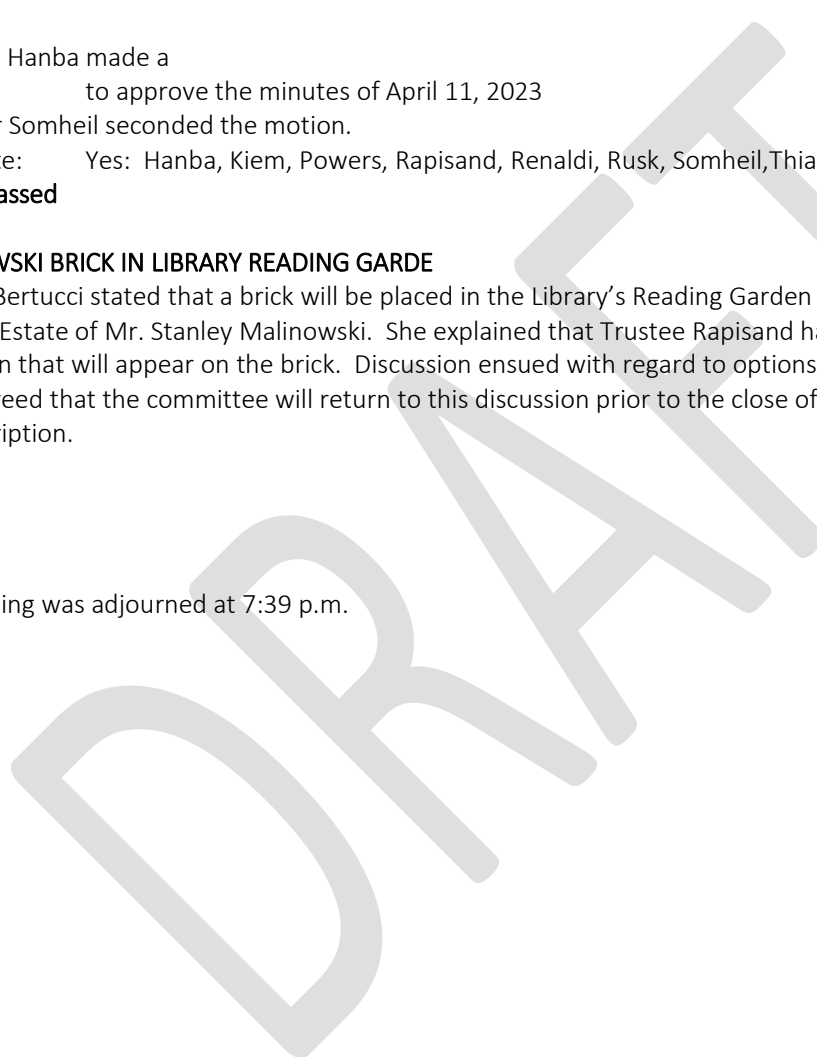
MALINOWSKI BRICK IN LIBRARY READING GARDE

Director Bertucci stated that a brick will be placed in the Library’s Reading Garden to recognize the bequest received from the Estate of Mr. Stanley Malinowski. She explained that Trustee Rapisand has developed a draft of the inscription that will appear on the brick. Discussion ensued with regard to options for wording of the inscription and it was agreed that the committee will return to this discussion prior to the close of tonight’s meetings to approve a final inscription.

OTHER

None

The meeting was adjourned at 7:39 p.m.



ANNUAL REPORT

2023

Approved by the Library Board of Trustees

Deepika Thiagarajan, President
Alexandrea Hanba, Vice President
Gregg Rusk, Treasurer
Lauren Rapisand, Secretary
Anita DeFrank
Joshua Kiem
Danielle Powers
Theresa Renaldi
David Somheil



OUR VISION

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

OUR MISSION

We are the Park Ridge Public Library.

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

Presented by

Joanna Bertucci
Library Director

Laura Scott
Adult Services Manager

John Priala
Facility Manager

Joan Wrenn
Finance & HR Manager

Jennifer Healy
Marketing & Public Relations Manager

Anastasia Rachmaciej
Patron Services Manager



Lauren Bochat
Technical Services Manager

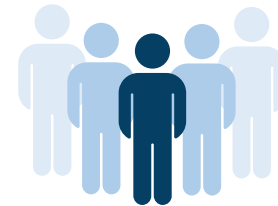
Staci Greenwald
Youth Services Manager



BY THE NUMBERS

Total Items Available to Patrons

	Books	133,690
	Newspaper and Magazine Subscriptions	214
	eBooks	923,904
	eAudiobooks and Music	652,776
	Audiobooks & Music CDs	11,283
	DVDs	22,347
	Downloadable Video Content	57,396
	Exploration Library and Video Games	821
		1,802,431



40,376

People reached via onsite and offsite library programs & outreach visits



640,406

Physical items checked out or renewed

183,810

Digital items downloaded or streamed



824,216

Library materials circulated



2,214

New Library Users



283,054

In-person visits

Up 20% from 2022

Includes **1,200** visits to our Studio and Media Lab

6,723 visits to our Study Rooms

15,577 Public Computer sessions

522,911 Wi-Fi sessions



216,621

Articles or records accessed across 60+ vetted online research tools



40,745

Reference questions answered

YEAR IN REVIEW



Sensory-Friendly Hour

In early 2023 we launched our first Sensory-Friendly Hour program. Opening at 11 a.m. on the first Sunday of every month, we welcome our sensory-sensitive and neurodivergent friends to experience the Library in an adapted and welcoming environment that includes sensory-friendly supports and activities. We welcomed 172 patrons over 10 sessions of this program in 2023.



\$50,000 Grant Award

The Library was awarded a \$50,000 grant from the Illinois State Library to make ADA accessibility upgrades to our Children's department washroom and newly added Calming Space. Accessibility improvements included widening the doorways for wheelchair access and sinks and fixtures at accessible height, as well as new tile, painting, and lighting. The Live and Learn Construction Grant program, funded by an annual state legislative appropriation, assists public libraries with construction costs in their facilities.



Calming Space

As we learn more about neurodivergence and the prevalence of autism spectrum disorder, sensory processing disorder and other ways people experience the world, it is our responsibility to take steps to make our spaces accessible to everyone. Using funds from the Illinois State Library's Live and Learn Accessibility Grant, we renovated two restrooms in our Children's department, turning one of the rooms into a Calming Space, with new furniture, a sink and a collection of sensory toys. The space can also be used as a mother's room.



Teen Advisory Board (TAB)

The Teen Advisory Board is a group of middle and high school library ambassadors. The group contributes ideas and feedback for enrichment of library services to their peers. Their work this year has resulted in a logo for The Teen Loft, coming improvements to our Summer Reading program for teens, and most importantly, increased engagement of teens in the Library. With their passion and commitment, the Teen Advisory Board plays a pivotal role in shaping The Teen Loft into a vibrant hub that resonates with the diverse and evolving interests of the patrons it serves.



The Studio

Our Studio makerspace programming was in full swing in 2023. Studio staff added additional classes and programs to meet demand for this popular and unique space.



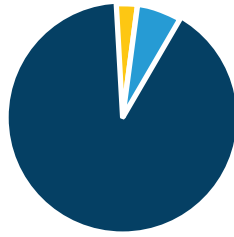
Exterior Improvements

Exterior building improvements were completed in 2023. This project included painting all trim, windowsills, and the rooftop cupola as well as replacement of select windows in order to maintain the exterior of our beloved library building.

LIBRARY FINANCIALS

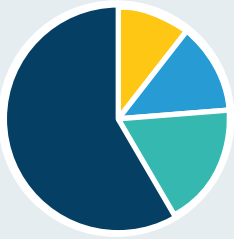
Revenue - \$4,549,294

- State Grants - \$108,493
- Gifts, fees, etc. - \$241,918
- Property Taxes - \$4,198,883



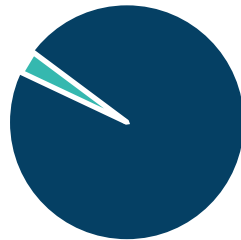
Expenditures - \$4,746,597

- Building Improvements - \$494,834
- Library Materials and Resources - \$597,078
- General Operating Expenses - \$790,677
- Salaries and benefits - \$2,864,008

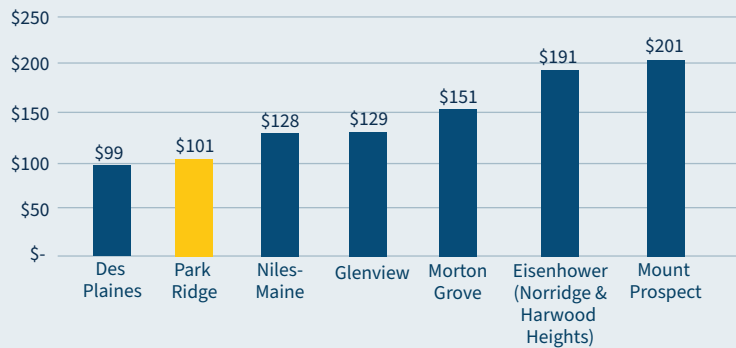


Property Tax

- Library services account for 2.7% of total property tax bill



Local tax allotment per resident



Source: 2022 Illinois Public Library Annual Report

The Park Ridge Public Library is an excellent value for taxpayer dollars. We spend less per resident than the majority of our neighboring libraries while maintaining strong collections and stellar programs and services, for all ages.

FY2023 in Review

Fully emerged from the COVID-19 pandemic, Library expenditures have returned to normal levels. In FY23, 91% of the operating budget was expended. In 2023, the Library Board authorized nearly \$500,000 for two renovation projects to maintain and update our treasured Library building.

FY2024 Planning

The Library Board developed a comprehensive assessment of financial requirements for the Library's 2023 levy resolution to maintain operations for FY2024. The Board voted to keep the Library's levy request flat, while continuing to deficit spend to achieve fund balance objectives. In the coming year, the Library Board and Administration will be reviewing the Library's capital needs as our HVAC system components have reached the end of their useful life.

FY2024 Assumptions for City Service

The Library is a financial component unit of the City of Park Ridge. The FY2024 budget is based on the assumption that the City will provide the following services to the Library.

- Administers and pays for Library insurance coverage for excess workers compensation, employee accident, public liability (all City board and commissions), and excess liability and property insurance for the Library building and City parking lot adjacent to the Library
- Provides general banking for co-mingled funds in operating account only; provides check printing services and financial accounting software
- Administers employee benefits program including health, dental, vision, life insurance, 457 plans and employee assistance program
- Includes Library in City gas and electric utilities franchise agreements as well as any other benefits the City receives to the extent permitted by such franchises and applicable law
- Waives costs for water and sewer services
- Administers and pays for garbage removal
- Maintains City Commons (grounds surrounding Library building) including but not limited to: the drainage system, landscaping, fence and planters
- Provides snow removal services in City parking lot adjacent to the Library and public sidewalks including Library staff parking area
- Provides maintenance, gas and insurance for the Library van (replacement would be purchased by Library)

Notes:

1. Changes in service may need to be addressed with a budget transfer/amendment by one or both of the organizations involved.
2. Fiscal year 2023 financial information remains subject to audit.
3. There are no outstanding liabilities from FY2023.

OUTREACH

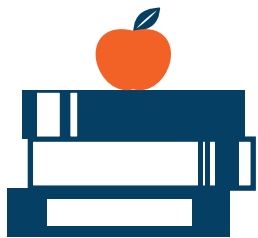


Library staff were around town at the Farmer's Market, National Night Out and Back to School Nights at local schools.



1,216 items delivered directly to patron's homes and **4,493** items loaned to community book groups.

4,832
Items loaned to local teachers for use in Park Ridge classrooms.



441 Librarian school visits, engaging **15,224** students, preschool through grade 12.



Park Ridge Library held three blood drives in 2023, including the event held in honor of Riley Cadiz, collecting **163** units of blood helping to save **489** lives in our community!

For more than 40 years, the Park Ridge Public Library has partnered with Park Ridge schools to offer fourth and fifth grade students a chance to test their knowledge of books.

131 students, from 8 local elementary schools, participated in our annual Battle of the Books program.



2023 winners, Franklin Elementary

THANK YOU TO OUR DONORS



Every year the Park Ridge Public Library is able to enhance the quality of its materials and services, thanks to generous donations. These gifts come from both individuals and organizations that support the positive things that libraries represent and offer.

The Library acknowledges the following donors who made contributions during the fiscal year January 1, 2023 through December 31, 2023.

DONATIONS

21st Star Chapter NSDAR
Babes With Big Books
The Connelly Family
Dave & Judy Donovan
Nina Ginocchio
Peter & Karen Jortsand
The Estate of Stanley Malinowski
Karen Manchester & Jack Brown
Bill McCully
The Family of Bruce A. Michel
The Pagewinners
Park Ridge Lions Charitable Foundation
The Sitkiewicz Family/ Marion's Mark
Diane Slover
Sue's Book Crew
Jeffery Wagner
Washington School Book Group
Norma Wicke
W.T. Cox

Buy A Brick

Don Blunt
Michael Canavino
Melanie Johnson
The Knapp Family
Diane Legrande



Each year, the Friends contribute financial support and volunteer hundreds of hours.

We offer our heartfelt thanks for their ongoing support and invite you to become a member.

www.parkridgelibrary.org

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

February 13, 2024 at 7:00 p.m.

The meeting was called to order by Trustee Renaldi at 7:09p.m.

ROLL CALL

Trustees Present: Anita De Frank, Alexandra Hanba, Danielle Powers, Lauren Rapisand (via telephone), Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library staff

Trustee Renaldi made a

MOTION: to approve the minutes of January 9, 2024

Trustee Somheil seconded the motion.

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

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for February, noting that tasks are being completed on schedule.

ANNUAL STATISTICAL REVIEW

Director Bertucci reviewed the report beginning on page 6 of the packet that looks at FY23 operational statistics compared with those of prior years and also with those from comparable libraries.

In reviewing 2023 stats with those from prior years, Director Bertucci noted that circulation increased by 9% over prior year with physical circulation flat and digital circulation up 54%. Door counts for 2023 exceed those of 2022 by nearly 20% and exceed pre-pandemic levels for the first time. Also noted were program attendance statistics and increased usage of the Studio and Media Lab.

Director Bertucci then reviewed the Library's statistics as compared with those of comparable area libraries. Noted was that PRPL continues to be an excellent value for taxpayer dollars based on comparison of tax rates and operating expenditures with those of comparable libraries. Another comparison to note is that of PRPL's cost per circulation of \$5.33 per item which compares quite favorably to other libraries. Physical item circulation per square foot is 25% more than that of the closest comparably sized library.

Treasurer Rusk expressed his appreciation for having access to this data and asked about funding for increased digital resources if the trend of growth in that area continues. Director Bertucci replied that staff will be looking at usage of physical collections that may be trending downward as a possible source of additional funding for the digital collections. Staff will also be looking at usage of databases and the related cost/usage.

The committee discussed possible ways to best use the data from this analysis in communications with stakeholders.

OTHER

None

The meeting was adjourned at 7:51 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
- ✓ Receive FY Annual report (IPLAR)
- ✓ Interview architects for HVAC project

APRIL 2024

- **National Library Week**
- Receive FY23 Annual report (Marketing)
- Policy review
- **Cyber security presentation – April Board Mtg.**

MAY 2024

- Statement of Economic Interest due to Cook County
- **FY23 audit field work**
- 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: April 4, 2024



Memorandum

Memo Date: April 5, 2024
From: Joanna Bertucci, Library Director
 Anastasia Rachmaciej, Patron Services Manager
Meeting Type: Planning and Operations Committee
Meeting Date: April 9, 2024
Action Requested: For information
Subject: Annual Statistical Review

Background:

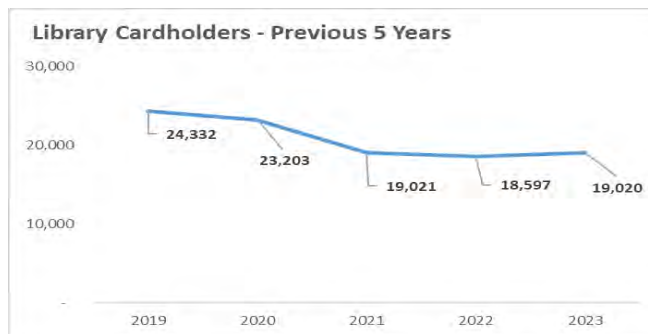
At the February 13, 2024 Planning and Operations Committee of the Whole meeting, I presented a comprehensive statistical review of the Library’s 2023 circulation statistics and an analysis of our comparable libraries.

Part of that review included a presentation on cardholder statistics. Since that meeting, we have gleaned additional information from CCS as well as a new data point to track our progress toward getting more library cards into the hands of our residents.

Decline in Total Cardholders since 2021:

Since the February COW, I have learned from Debra Wischmeyer, Director of Member Services at CCS, that the consortium updated the patron purge query in 2021 to match Governing Board Policy, resulting in a significant decline in our total cardholder statistics. From Debra:

Prior to March 2021, the purge criteria looked at both last activity date and expiration date when identifying patrons to remove from the database. Patrons had to be 3 years inactive and 3 years expired in order to be eligible for removal. This did not match with Governing Board policy. In March 2021, we updated the criteria and removed expiration date from consideration (as only inactivity was mentioned in the Governing Board policy). This resulted in a sizable increase in the number of patrons eligible to be removed.



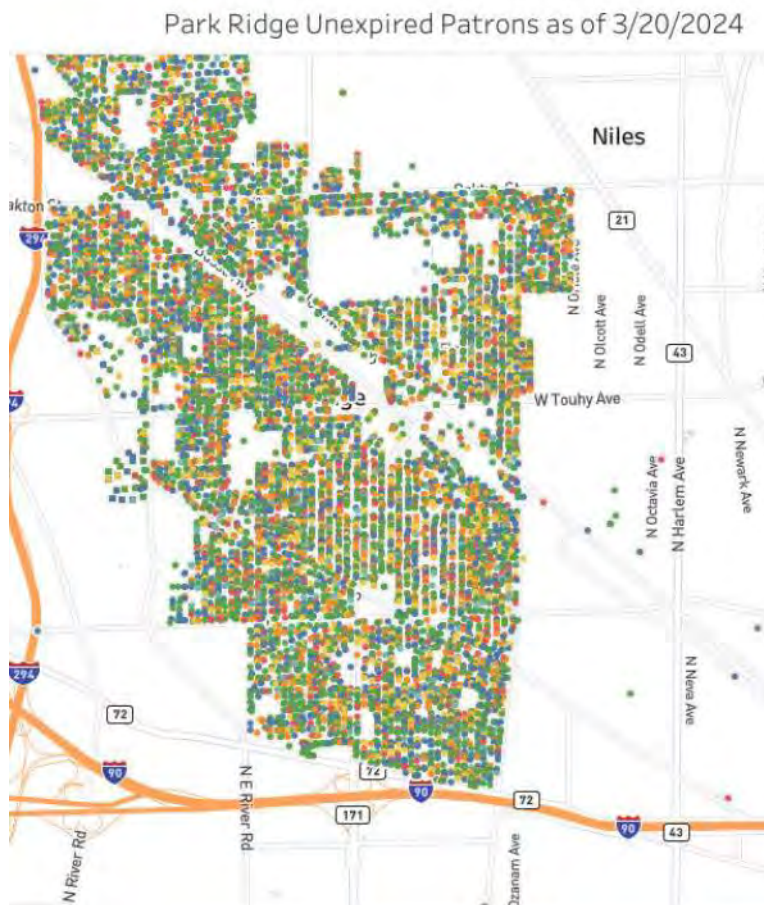


Memorandum

Cardholders by Household:

At the February CCS Governing Board meeting, I learned from a peer Library Director that CCS has the new capability of mapping cardholders by household. Patron Services Manager, Anastasia Rachmaciej, worked with the CCS team to generate the following data and map.

- Number of Households in our Service Area: 14,384
- Number of Households in our Service Area with at least one Library Card: 9,583
- **67% of households in Park Ridge have at least one library cardholder in their residence.**



At this point, we do not have cardholder by household data for our peer libraries, but will plan to run this report annually going forward to track our progress in getting library cards into more households. I would recommend that when we do our next round of strategic planning, we incorporate a metric/goal (for example: 75% of households in Park Ridge will have at least one library card by 2028) for increasing cardholders.