



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, January 9, 2024 7:00 P.M.
All committees are committees-of-the-whole unless noted

PUBLIC COMMENT ON NON-AGENDA ITEMS

BUDGET & FINANCE – Rusk & Somheil, Co-Chairs

1. Approve Minutes of November 14, 2023
2. Financial policy review
 - a. Levy and Budget
 - b. Library Fund
 - c. Purchasing
 - d. Payments for Goods and Services
 - e. Expense Reimbursement
 - f. Credit Card Use
 - g. Capital Assets

BUILDING & GROUNDS - Kiem & Powers, Co-Chairs

1. Approve Minutes of December 12, 2023
2. Project updates
3. HVAC Project planning – updated timeline
4. Other

PLANNING & OPERATIONS – Renaldi, Chair

1. Approve Minutes of December 12, 2023
2. Task calendar review and update
3. Display Case and Exhibits policy review
4. Other

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

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

November 14, 2023 at 7:00 p.m.

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

ROLL CALL

Trustees Present:

Anita De Frank, Alexandra Hanba; Josh Kiem (7:03p.m.); Danielle Powers; Lauren Rapisand; Theresa Renaldi; Gregg Rusk; David Somheil (via phone); Deepika Thiagarajan

Others Present:

Joanna Bertucci, Library Director; Angela Berger, John Priala, and Joan Wrenn, Library Staff

APPROVAL OF REMOTE ATTENDANCE

As Trustee Somheil is attending the meeting remotely, it is necessary that a vote be taken to approve this remote attendance. President Thiagarajan asked the reason for remote attendance and Trustee Somheil stated that he is calling into the meeting due to personal illness. There being no objection,

Vice- President Hanba made a

MOTION: to approve the remote attendance of Trustee Somheil
Secretary Rapisand seconded the motion.

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

Motion passed

PUBLIC COMMENT

No comments were made

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

Vice-President made a

MOTION: to approve the minutes of September 12, 2023
President Thiagarajan seconded the motion.

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

Motion passed

FISCAL YEAR END BUDGET TRANSFERS

A number of budget transfers are proposed for approval by the Committee. The Library's Levy and Budget Policy authorizes the Library Director to transfer funds in to or out of budget lines, not to exceed a cumulative amount of \$5,000. Transfers in to or out of budget line items totaling more than \$5,000 require the approval of the Library Board.

Director Bertucci reviewed each of the proposed transfers. The first transfer moves budgeted funds into the Administration PPO line from the Administration Salary line and the Administration HMO line in order to provide budget funds to cover actual expenses expected through year end. Director Bertucci explained that the calculations that were done by the City Human Resources Department for this fiscal year were inadequate. She is confident that the amounts budget for FY24 will be sufficient to cover actual expenses. After discussion of the other proposed transfers,

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

November 14, 2023 at 7:00 p.m.

Treasurer Rusk made a

MOTION: to approve the following budget transfers:

Transfer #1: Transfer \$23,000 from Administration – Regular Salaries to Administration – PPO; Transfer \$25,000 from Administration – HMO to Administration – PPO

Transfer #2: Transfer \$1,500 from Library Maintenance – Natural Gas to Administration – Telephone

Transfer #3: Transfer \$2,500 from Adult Services – MWL (Most Wanted) to Adult Services – Library E-Book; Transfer \$1,000 from Adult Services – Microfilm to Adult Services – Library E-Book; Transfer \$5,000 from Adult Services – DVD to Adult Services – Library E-Book

Trustee Renaldi seconded the motion.

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

Motion passed

These transfers will appear on the Consent Agenda for approval by the Board at its November 21, 2023 meeting.

OTHER

None

Treasurer Rusk adjourned the meeting at 7:05 p.m.



Memorandum

Memo Date: January 4, 2024
From: Joanna Bertucci, Library Director
 Joan Wrenn, Finance/HR Manager
Meeting Type: Budget and Finance Committee
Meeting Date: January 9, 2024
Action Requested: For review and approval
Subject: Financial policies

Background:

On Tuesday, January 3, Library Administration met with Budget and Finance Committee Co-Chair Rusk to review and discuss seven financial policies scheduled for review in January 2024. A summary of recommended changes is below.

Policy #	Policy Name	Date of Last review	Notes
A1.	Levy and Budget	12/21/2021	No substantive changes
A2.	Library Fund	10/19/2021	Clarified the purpose of the Library Fund (#2) and cleaned up language around fund balance minimum (#4)
A3.	Purchasing <i>*Clean and redline copies included</i>	11/16/2021	Increased Director Authority to spend to \$10k; added clause for Library Director's expenditure approvals; Cleaned up language to reduce redundancy
A4.	Payments for Goods and Services	10/19/2021	Updated to reflect current practice
A6.	Expense Reimbursement	12/21/2021	Added #4, Approvals and payments
A7.	Credit Card Use	10/19/2021	Reduced spend limit to \$1,500; clarified procedures
A8.	Capital Assets	10/19/2021	No changes recommended

Recommended Motion:

1. Approve revisions policies A1. Levy and Budget, A2. Library Fund, A3. Purchasing, A4. Payments for Goods and Services, A6. Expense Reimbursement, A7. Credit Card Use and A8. Capital Assets.

A1. LEVY AND BUDGET APPROVAL

POLICY:

The Park Ridge Public Library is a municipal library. Illinois Local Library Act, [75 ILCS 5](#), dictates that the tax levy for municipal libraries must be channeled through the corporate authority. Therefore, the Library's tax levy request to fund operating and capital expenditures is submitted annually to the Park Ridge City Council, for final approval. This process requires the Library to transmit all budget and levy documents to the City for inclusion in the City's budget materials.

Field Code Changed

RULES:

1. The Library maintains Board approved line item budget.
2. Expenditures may not exceed appropriations at the fund level.
3. The budget is developed annually as a cooperative process between the Library Board, the Director, and additional staff members with responsibility for specific line items.
4. The overall responsibility for the assumptions and timely preparation of materials and presentations throughout the process rests with the Library Director, ~~or in their absence, the Finance Manager.~~
5. Changes to the approved budget may be made mid-year.
 - a. The Library Director may transfer funds into or out of budget lines, not to exceed a cumulative amount of \$5,000. The Library Director must notify the Board and transfers are authorized at the next regularly scheduled Board meeting.
 - b. Transfers into or out of line items of more than \$5,000 require the approval of the Library Board.
 - c. Library Administration may develop proposed budget carry forwards for the Board's consideration at the onset of the new fiscal year.
 - d. Budgetary changes that require supplemental funding resulting in a budget amendment, require the approval of the Library Board, and ultimately, the Park Ridge City Council.

~~Revised: XXX~~

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Approved: December 21, 2021

POLICY:

The Board of Trustees will maintain adequate reserves in the Library Fund to support operations in the event that revenues are not realized or expenditures exceed expectations.

RULES:

1. The Board will review the Financial Report at each of their regular monthly meetings. The Library Director will keep the Board informed on issues that affect the Library Fund, and particularly when there may not be adequate funds available to maintain operations.
- ~~1. The Library Fund exists to fund Library operations and capital expenses.~~
- ~~2.~~
- ~~2. The Library Fund exists to fund Library operations. However, with the approval of the Board it may also be used for one time capital expenses and emergencies.~~
3. All unspent funds from the annual operating budget will remain in the Library Fund.
4. Throughout the fiscal year, the Library shall have a goal of maintaining a fund balance of at least six months of operating expenses~~At the end of the fiscal year the Library Fund shall have reserves equal to at least six months of operating expenses.~~ If reserves exceed twelve months, the Library Board should develop a plan for deficit spending to achieve the ~~six months~~six month reserve target.

Revised: xxx

Revised: October 19, 2021

Revised July 20, 2010

Approved April 21, 2009

A3. PURCHASING

POLICY:

The Board of Trustees is responsible for approving the expenditure of all library funds over which it has control. The operating budget of the Library acts as the spending plan for the fiscal year. The Library Director is authorized and directed to take such action with respect to the expenditure or commitment of the library funds as may be defined in the pertinent rules. In the event that the Library Director takes short-term leave of absence, the Finance/HR Manager will assume the financial responsibilities of the Library Director.

RULES:

1. Recurring Expenses:
 - a. The Library Director is authorized to make purchases of supplies, materials, library resources, and other normal recurring items without prior Board approval so long as these purchases are covered within budgeted amounts.
 - b. The Library Director is further authorized to purchase individual items that do not fall under 1a such as equipment or repairs up to \$10,000 without prior Board approval so long as these are covered within budgeted amounts.
 - c. The Library Director shall develop detailed specifications and secure written proposals or quotes from suppliers and contractors when an expenditure for a single item or for an aggregate purchase of like items of equipment or service is expected to be over \$10,000, but less than \$24,999. Unless the Library has a prior satisfactory relationship with a vendor, the Library Director will obtain at least three (3) competitive proposals to be submitted to the Board for action through the appropriate committee.
2. Contracts for purchasing/leasing services, machinery or equipment:
 - a. The Library Director shall not enter into any contract for a period exceeding one year or for an amount exceeding \$10,000 without approval by the Library Board of Trustees.
 - b. The Library Director will not enter into any multiyear contract valued at more than \$10,000 without approval by the Board of Trustees. An extension beyond the contract term will be subject to approval by the Library Board of Trustees. The Library Director will obtain at least (3) competitive bids as outlined in 1c.
3. Nonrecurring Expenses:
 - a. Nonrecurring expenses are typically one-time or project related expenses.
 - b. The Library Director shall develop detailed specifications and secure written proposals or quotes from suppliers and contractors when an expenditure for a single item or for an aggregate purchase of like items of equipment or service is expected to be over \$10,000, but less than \$24,999. The Library Director will obtain at least three (3) competitive proposals to be submitted to the Board for action through the appropriate committee.
 - c. The Library Director shall secure competitive bids from suppliers and contractors when an expenditure is expected to exceed \$25,000 in accordance with [75 ILCS 5/5.5](#). Such bids shall be submitted to the Board for action through the appropriate committee.

Where competitive sealed bidding is utilized for purchases above \$25,000, an invitation for bids shall be issued which shall include a general description and all contractual terms and conditions applicable to the procurement. Adequate public notice of the invitation for bids shall be given at least fourteen (14) business days prior to the date set forth therein for the opening

of bids. In addition, every effort will be made to distribute the invitation for bids through direct supplier contact, local media, trade publications, purchasing cooperatives, procurement websites, manufacturer contacts, and other cost effective means in order to foster a competitive bidding event.

Bids shall be opened publicly in the presence of one or more witnesses at a time and place designated in the invitation for bids. Bids shall be unconditionally accepted without alteration or correction, and evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as terms of delivery, quality, serviceability and experience. Those criteria that will affect the bid price shall be objectively measurable. No criteria may be used in bid evaluation that is not set forth in the invitation for bids. The Library reserves the right to reject any and all bids and to make bid awards in the Library's best interest.

4. Where Board approval is not required, the Finance/HR Manager will approve the Library Director's purchases.
5. The Library will procure Professional, Technical or Artistic Services according to the provisions of Local Government Professional Services Selection Act ([50 ILCS 510/1](#) *et seq.*).
6. The Library Director is authorized to obligate the Library for expenses up to \$25,000 for emergency repairs and equipment without prior Board action provided such expenditures can be accommodated within the budget limitations for such items. The Board of Trustees will act on the expenditure at the next appropriate meeting. Contracts for emergency expenditures are also exempt from competitive bidding when the emergency expenditure is approved by 3/4 of the Board.
7. The Library shall have the authority to join with other units of government in cooperative purchasing plans or in cooperative purchasing organizations, such as the Illinois Joint Purchasing Program pursuant to [30 ILCS 525/0.01](#) *et seq.* when the best interests of the Library would be served.
8. No Library Trustee or employee of the Library shall have a personal interest in Library purchases or contracts beyond the extent provided by law. ([50 ILCS 105/3](#)) Library trustees and employees shall also comply with the provisions regarding bidding contained in [720 ILCS 5/33 E-1](#) *et seq.* pertaining to public contracts.
9. The Library will keep records of all bidding activity, including competitive proposals and all solicitations made to obtain them in accordance with the Library's record retention schedule.

Revised XXX
Revised November 16, 2021
Revised December 15, 2020
Revised May 15 2018
Revised June 20, 2017
Revised March 21, 2017
Revised August 16, 2016
Revised November 17, 2015
Approved Mar 13, 1979

A3. PURCHASING

POLICY:

The Board of Trustees is responsible for approving the expenditure of all library funds over which it has control. The operating budget of the Library acts as the spending plan for the fiscal year. The Library Director ~~or Library Finance Manager in the absence of the Library Director~~ is authorized and directed to take such action with respect to the expenditure or commitment of the library funds as may be defined in the pertinent rules. In the event that the Library Director takes short-term leave of absence, the Finance/HR Manager will assume the financial responsibilities of the Library Director.

RULES:

1. Recurring Expenses:

- a. The Library Director ~~or Finance Manager in the absence of the Library Director~~ is authorized to make purchases of supplies, materials, library resources, and other normal recurring items without prior Board approval so long as these purchases are covered within budgeted amounts.
- b. The Library ~~Director or Finance Manager in the absence of the Library Director is~~ Director is further authorized to purchase individual ~~items~~ items that do not fall under 1a such as -of equipment and equipment or to authorize repairs up to ~~\$10,000~~ \$5,000 without prior Board approval so long as these are covered within budgeted amounts.
- c. The Library Director ~~or Finance Manager in the absence of the Library Director~~ shall develop detailed specifications and secure written proposals or quotes from suppliers and contractors when an expenditure for a single item or for an aggregate purchase of like items of equipment or service is expected to be over ~~\$10,000, but less than \$24,999. Unless the Library has a prior satisfactory relationship with a vendor, 5,000.00.~~ \$10,000. The Library Director or Finance Manager in the absence of the Library Director will obtain at least three (3) competitive proposals, based on external market factors, and make every reasonable effort to solicit proposals through direct supplier contact, local media, trade publications, purchasing cooperatives, procurement websites, manufacturer contacts, and other cost effective means in order to cast the widest possible net for suppliers will be made. Such proposals shall to be submitted to the Board for action through the appropriate committee.

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2. Contracts for purchasing/leasing services, machinery or equipment:

- a. The Library Director ~~or Finance Manager in the absence of the Library Director~~ shall not enter into any contract for a period exceeding one year or for an amount exceeding ~~\$5,000~~ \$10,000 without approval by the Library Board of Trustees.
- b. The Library Director will not enter into any multiyear contract valued at more than ~~\$5,000~~ \$10,000 without approval by the Board of Trustees. An extension beyond the contract term will be subject to approval by the Library Board of Trustees. The Library Director ~~or Finance Manager in absence of the Library Director~~ will obtain at least (3) competitive bids as outlined in 1c.

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3. Nonrecurring Expenses:

~~a.~~ Nonrecurring expenses are typically one-time or project related expenses.

a.

b. The Library Director shall develop detailed specifications and secure written proposals or quotes from suppliers and contractors when an expenditure for a single item or for an aggregate purchase of like items of equipment or service is expected to be over \$10,000, but less than \$24,999. The Library Director will obtain at least three (3) competitive proposals to be submitted to the Board for action through the appropriate committee.

~~b. The Library Director or Finance Manager in the absence of the Library Director shall develop detailed specifications and secure written proposals or quotes from suppliers and contractors when an expenditure for a single item or for an aggregate purchase of like items of equipment or service is expected to be over \$5,000.00. The Library Director or Finance Manager in the absence of the Library Director will obtain at least three (3) competitive proposals, based on external market factors, and make every reasonable effort to solicit proposals through direct supplier contact, local media, trade publications, purchasing cooperatives, procurement websites, manufacturer contacts, and other cost effective means in order to cast the widest possible net for suppliers will be made. Such proposals shall be submitted to the Board for action through the appropriate committee.~~

c. The Library Director ~~or Library Finance Manager in the absence of the Library Director~~ shall secure competitive bids from suppliers and contractors when an expenditure is expected to exceed \$25,000 in accordance with [75 ILCS 5/5.5](#). Such bids shall be submitted to the Board for action through the appropriate committee.

Field Code Changed

Where competitive sealed bidding is utilized for purchases above \$25,000, an invitation for bids shall be issued which shall include a general description and all contractual terms and conditions applicable to the procurement. Adequate public notice of the invitation for bids shall be given at least fourteen (14) business days prior to the date set forth therein for the opening of bids. In addition, every effort to distribute the invitation for bids through direct supplier contact, local media, trade publications, purchasing cooperatives, procurement websites, manufacturer contacts, and other cost effective means in order to foster a competitive bidding event.

Bids shall be opened publicly in the presence of one or more witnesses at a time and place designated in the invitation for bids. Bids shall be unconditionally accepted without alteration or correction, and evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as terms of delivery, quality, serviceability and experience. Those criteria that will affect the bid price shall be objectively measurable. No criteria may be used in bid evaluation that is not set forth in the invitation for bids. The Library reserves the right to reject any and all bids and to make bid awards in the Library's best interest.

4. Where Board approval is not required, the Finance/HR Manager will approve the Library Director's purchases.

~~4.5.~~ The Library will procure Professional, Technical or Artistic Services according to the provisions of Local Government Professional Services Selection Act ([50 ILCS 510/1 et seq.](#)).

Field Code Changed

~~5.6.~~ The Library Director ~~or Library Business Manager in the absence of the Library Director~~ is authorized to obligate the Library for expenses up to \$25,000 for emergency repairs and equipment without prior Board action provided such expenditures can be accommodated within the budget limitations for such items. The Board of Trustees will act on the expenditure at the next appropriate meeting. Contracts for emergency expenditures are also exempt from competitive bidding when the emergency expenditure is approved by 3/4 of the Board.

~~6.7.~~ The Library shall have the authority to join with other units of government in cooperative purchasing plans or in cooperative purchasing organizations, such as the Illinois Joint Purchasing Program pursuant to [30 ILCS 525/0.01 et seq.](#) when the best interests of the Library would be served.

Field Code Changed

~~7.8.~~ No Library Trustee or employee of the Library shall have a personal interest in Library purchases or contracts beyond the extent provided by law. ([50 ILCS 105/3](#)) Library trustees and employees shall also comply with the provisions regarding bidding contained in [720 ILCS 5/33 E-1 et seq.](#) pertaining to public contracts.

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8-9. The Library will keep records of all bidding activity, including competitive proposals and all solicitations made to obtain them in accordance with the Library's record retention schedule.

Revised XXX

Revised November 16, 2021
Revised December 15, 2020
Revised May 15 2018
Revised June 20, 2017
Revised March 21, 2017
Revised August 16, 2016
Revised November 17, 2015
Approved Mar 13, 1979

A4. PAYMENTS FOR GOODS AND SERVICES

POLICY:

The Board of Trustees is responsible for approving the expenditure of all Library funds. The approved annual operating budget establishes the spending plan for the fiscal year. The Treasurer of the Library Board of Trustees approves all payments for goods and services.

RULES:

1. The process for the approval of warrants and disbursement of funds is as follows:
 - a. Department Manager – initials invoice confirming that the expense was incurred, items were received and billed amount is correct.
 - b. Accounts Payable – assigns a General Ledger account code to each invoice and enters it into the Accounts Payable system, then totals the warrants.
 - c. Finance/HR Manager – reviews and approves the General Ledger account coding for all invoices to ensure they are correctly coded, verifies that required departmental approvals are present and verifies that totals are correct.
 - d. Library Director ~~or other Board designee~~ – reviews the warrant list and signs the affidavit, along with any warrants for invoices over \$2,000 to ensure adherence to Purchasing Policy limits.
 - e. Board Treasurer – reviews the warrant list and signs the affidavit, along with any warrants for invoices over \$5,000 to ensure adherence to Purchasing Policy limits.
 - ~~h. City Finance Director or designee - reviews the warrants, initials each one, and signs the affidavit, and returns the entire packet to the Library.~~
 - ~~f. City Treasurer – reviews and signs the affidavit containing the total dollar amount of warrants before printing checks.~~
 - g. Accounts Payable – prints the checks in the Finance Department at the City. Checks are mailed by the Library the next day.
 - ~~h. City Finance Director or designee – reviews the warrants, initials each one, signs the affidavit and returns the entire packet to the Library.~~
2. The Library maintains a separation of duties between staff that orders materials and those that receive them, and staff that verify correct billing and account coding.
3. In the absence of the Treasurer, the Secretary will approve all payments.
4. The Library complies with the Illinois Local Government Prompt Payment Act (50 ILCS 505).

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Revised: xxx

Revised: October 19, 2021
Revised May 18, 2021
Revised June 20, 2017
Approved August 16, 2016

A6. EXPENSE REIMBURSEMENT

POLICY:

The Park Ridge Public Library reimburses Trustees and staff for individual expenses incurred on behalf of the Library. These expenses include, but are not limited to, materials, supplies, professional development opportunities, meals and travel.

RULES:

1. In accordance with the Illinois Wage Payment and Collection Act ([820 ILCS 115/9.5](#)), the Library will reimburse staff for all necessary expenses that are directly related to services performed for Library within the scope of employment. Materials and supply purchases made by personal payment method will be reimbursed in accordance with procedures established by the Library's Business Office.
2. In accordance with the Local Government Travel Expense Control Act ([IL Public Act 99-0604](#)) requires that the Library regulate the reimbursement of Trustees and staff travel expenses as set forth below.
 - The Library shall reimburse permitted travel expenses, defined as any expenditure directly incident to official Library business travel by Trustees or Library staff.
 - Maximum allowable reimbursements for food, lodging, and transportation will be posted in the Business Office of the Library.
 - Cost of travel shall be the actual expense incurred. Only coach flight expenses will be approved, any upgrades to first and business class will be at the expense of the traveler. Personal automobile expenses will be approved at the IRS rate for business travel.
 - Cost of food shall not include the cost of alcoholic beverages or other intoxicants and should be reasonable and customary for the area.
 - Cost of lodging should be reasonable and customary for the area where the traveler is staying.
 - The total maximum allowed for any one trip per person for Library purposes is \$2,500.
 - The Library shall only approve reimbursement of expenses if the Trustee, the Director, or employee submits said expenses on the Library's reimbursement request form.
 - The Library shall not reimburse any Trustee, the Director, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, concerts, or any other places of public or private entertainment or amusement.
3. Approval of Certain Reimbursable Expenses
The following expenses for travel, meals, and lodging may only be approved by a roll call vote at a Regular Meeting of the Board of Trustees.
 - Any reimbursable expenses of the Director or an employee that exceeds the maximum allowed under the regulations adopted in this policy.
 - Any reimbursable expense of a Library Trustee.
 - Any other reimbursable expenses due to an unforeseen emergency or other extraordinary circumstances.

4. Approvals and Payment

- Approvals and payment for reimbursements will be processed and paid according to A4. Payments for Goods and Services.

Revised: XXX

Approved: December 21, 2021

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A7. CREDIT CARD USE

POLICY

The purpose of this policy is to provide staff with clear expectations regarding the proper use of the Library's business credit cards. Use of a credit card is not intended to avoid nor bypass the Library's established Ppurchasing and Ppayments for Ggoods and Sservices policies. The Library Director, and up to 2 additional staff designated by the Director, are authorized to PRPL credit cards. Physical credit cards are stored in a locked drawer in the Library's Business Office.

RULES

1. Authorized Purchases

- a. Include, but are not limited to, library supplies and materials, maintenance supplies, and food for PRPL events and programs.
- b. Individual purchases must be covered within budgeted amounts, not to exceed ~~\$5,000~~ 1,500. ~~Purchases over \$5,000 require prior Board approval.~~
- c. Purchases may be made in person, online, or by telephone.
- d. When returning items purchased with a Library credit card, the cardholder is expected to follow the vendor's return policies. The transaction must be credited to the credit card that was used in the original purchase. Cash refunds are not permitted, under any circumstance.
- e. Authorized cardholders shall submit all receipts for purchases to the Business Office, within 7 days after making a purchase.
- f. The Library maintains a separation of duties between staff that orders materials and those that receive them, and staff that verify correct billing and coding.
- ~~g. The Library Bookkeeper~~ Accounts Payable will reconcile all receipts/documents to monthly credit card statements.
- ~~g.h.~~ The Finance/HR Manager reviews the statement and accompanying documentation to ensure that necessary approvals were obtained.
- ~~h.i.~~ Monthly statements will be paid in full.
- ~~i. Itemization of the charges of the Library Credit Cards will be included in the Warrant List.~~
- j. Any benefit received from Library credit card usage will accrue to PRPL.

2. Unauthorized Purchases

- a. Cardholders may not charge expenses that are not for "Authorized Purchases" to Library credit cards.
- b. Any purchase that is not an "Authorized Purchase" shall be deemed the responsibility of the party charging such purchase and shall be reimbursed to PRPL before the payment date for same is due.
- c. Any unauthorized use of the Library credit card shall be grounds for suspension of use of the Library credit card, suspension or dismissal from employment and may form the basis for criminal charges to be brought.
- d. The Board and/or the Director may revoke authorization to use a Library credit card at any time.

3. Lost or Stolen Credit Cards

- a. Loss or theft of Library credit cards must be reported immediately to the Finance HR Manager.

Revised: xxx

Approved: October 19, 2021

POLICY:

The Park Ridge Public Library (the "Library") maintains a fixed asset ledger for the capitalization of assets. Properties are examined for approximate value and all items judged to be of sufficient worth are included in the inventory. The purpose of this policy is to provide control and accountability over capital assets, and to gather and maintain information needed for the preparation of financial statements. The Park Ridge Public Library capital asset policy is herein established to safeguard assets and to insure compliance with GASB34 for governmental financial reporting.

RULES:**1. Inventory**

Responsibility for control of capital assets will rest with the operating department wherein the asset is located. The Park Ridge Public Library shall ensure that such control is maintained by establishing an inclusive capital asset inventory schedule. Asset purchases, which fall below the capitalization threshold, will not be included in the capital asset inventory.

2. Definition of a Fixed Asset

Capital Assets are major assets that have a presence in more than a single accounting period. They include such items as land, buildings, furnishings and equipment, and vehicles. The Library will use the following capital asset categories when accounting for capital assets:

- A. Land
- B. Construction in Process
- C. Works of Art
- D. Buildings
- E. Machinery and Equipment
- F. Office Furniture
- G. Vehicles
- H. Books and Library Materials

3. Valuing Capital Assets

Capital assets should be valued at cost or historical costs, plus those costs necessary to place the asset in its location (i.e. freight, installation charges.) In the absence of historical costs information, a realistic estimate will be used. Donated assets will be recorded at the estimated current fair market value.

4. Capitalizing*When to Capitalize Assets:*

Assets are capitalized at the time of acquisition. To be considered a capital asset for financial reporting purposes an item must be at or above the capitalization threshold and have a useful life of at least one year.

Assets not Capitalized:

Capital assets below the capitalization threshold on a unit basis but warranting "control" shall be inventoried at the department level and an appropriate list will be maintained.

Capital Assets should be capitalized if they meet the following criteria:

- Tangible
- Useful life of more than one year (benefit more than a single fiscal period)
- Cost exceeds designated threshold

5. Park Ridge Public Library may have the following major classes of assets:

- A. Land and Inexhaustible Land Improvements – Capitalized value is to include the purchase price plus costs such as legal fees and filing fees; improvements such as excavation work, preparation of land for construction, landscaping.
- B. Works of Art – Capitalized value is to include the purchase or acquisition cost of artwork.

- C. Buildings – Costs include purchase price plus costs such as legal fees and filing fees; improvements include structures and all other property permanently attached to, or an integral part of the structure. These costs include re-roofing, electrical/plumbing, carpet replacement, and HVAC.
- D. Machinery and Equipment – Assets included in this category are heavy equipment, generators, phone system and kitchen equipment.
- E. Office Furniture – Assets included in this category are office furniture.
- F. Vehicles – Costs include purchase price plus costs such as title & registration.
- G. Books and Library Materials – Book and Material assets include all items that are purchased for loan to patrons. All physical library material is capitalized as a single addition as opposed to individual purchases.

6. Depreciation

Depreciation is computed on a straight-line method with depreciation computed on a monthly basis from the month of acquisition. Additions and improvements will only be capitalized if the cost either enhances the asset's functionality or extends the asset's useful life.

Estimated Useful Lives

	Useful Life	Capitalization Threshold
Land	N/A	\$1
Works of Art	N/A	\$10,000
Buildings	50 years	\$50,000
Machinery and Equipment	3 - 20 years	\$10,000
Office Furniture	3 - 10 years	\$10,000
Vehicles	10 years	\$10,000
Books and Library Materials	10 years	\$1

7. OTHER

- A. Removing Capital Assets from Inventory - Capital assets are to be removed from inventory once they are obsolete or claimed as surplus property. The item must be removed from the inventory listing and reported to the Business Office.
- B. Donations or Transfer - Each Department must add additions and deletions from donated or transferred assets to the inventory listing.
- C. Surplus Property - Each Department must report all capital assets classified as surplus to the Finance department.
- D. Lost or Stolen Property - When suspected or known losses of inventoried assets occur, the department should conduct a search for the missing property. The search should include transfer to another department, storage, and scrapping, surplus property.

Reviewed: xxx

Revised: October 19, 2021

Approved May 18, 2021

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

December 12, 2023 at 7:00 p.m.

ROLL CALL

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

Trustees Absent: Josh Kiem, David Somheil

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library Staff, Josh Kiem (via telephone)

Trustee Powers opened the meeting at 7:02p.m.

APPROVAL OF MINUTES

Trustee Renaldi made a

MOTION: to approve the minutes of the November 14, 2023 meeting

President Thiagarajan seconded the motion

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

Motion passed

PROJECT UPDATES

Director Bertucci reviewed the project updates memo included on page 4 of the packet. She noted that the window project is progressing and has benefitted from the unseasonably warm weather this year. The window replacement for the window in the front of the building will be scheduled for a later time. The Interior Improvement project is nearing completion and has been slowed for a couple of days due to the contractor's illness. Completion is expected by the end of the week.

The new exhaust fan has been installed and Mr. Priala is currently working on balancing the system.

Director Bertucci reported that she met with City Manager Joe Gilmore and Sarah Mitchell, the City's Public Works Director, regarding work required on the Touhy Avenue porch and railings. The City is planning to complete some of the work with Public Works employees and some of the work will be put out to bid.

Director Bertucci will provide the Board with additional information on this work as more details are available.

HVAC PROJECT PLANNING

In anticipation of undertaking the HVAC project scheduled for 2024, Director Bertucci developed a tentative timeline for the process of selecting an architect for the project. She is proposing that the Library issue a Request for Quote in order to obtain proposals as the first step in selecting a qualified architect. She further explained that she has spoken with the Library's attorney and that the RFQ process is governed by statute and so the Library must follow the statutes guidance. In response to a question from Trustee Rapisand, Director Bertucci explained that unlike in the RFP process where the owner must accept the lowest qualified bidder, the RFQ process is used for professional services only and focuses on qualified providers over pricing. Trustee De Frank inquired about the project scope to which Director Bertucci replied that there are five boilers, three air handling units and the building wide control system included.

Director Bertucci then reviewed the proposed timeline for selecting an architect. It was the consensus of the Board that the Director proceed with the project plan.

OTHER

None

Meeting was adjourned at 7:19 p.m.



Memorandum

Memo Date: January 5, 2024
From: Joanna Bertucci, Library Director
John Priala, Facility Manager
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: January 9, 2024
Subject: Building Project Updates

<i>Project</i>	<i>January 2024 – activity to date</i>
<i>2023 Exterior Improvements project</i>	Exterior work is complete; waiting on individual window pane replacement.
<i>Phase 2 Structural and Youth Restroom/ADA Project</i>	Interior work is complete with the exception of punch list items.
<i>Comcast Fiber</i>	No updates



Memorandum

Memo Date: December 20, 2023
From: Joanna Bertucci, Library Director
John Priala, Facility Manager
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: January 9, 2024
Subject: HVAC project planning first steps - Architect selection

Background:

Facility Manager John Priala and I have been exploring strategies for the upcoming HVAC work. Given the technical intricacies involved, it is crucial to collaborate with an architect experienced in similar projects. To ensure a comprehensive search for qualified architectural services, I propose issuing a Request for Qualifications (RFQ). This approach will enable Library Administration and the Board to interview potential firms that present qualifications aligned with our project requirements. I am sharing a draft timeline for your consideration and discussion.

****UPDATED TIMELINE based on discussion with Building and Grounds co-chairs Kiem and Powers****

- | | |
|---|---|
| Monday, February 5 | Issue RFQ – post on Library website, newspaper, and through direct solicitation to architectural firms |
| Friday, March 1 | RFQ due to Library Director |
| Prior to Friday, March 15
<i>*Coordinate meeting time with co-chairs Kiem and Powers</i> | Building and Grounds co-chairs meet with Library Director and Facility Manager to review RFQ responses and invite at least three firms to interview with the Board. |
| Tuesday, April 2 | Convene a Special Meeting for interviews with the Board. We will provide Trustees with questions for candidates and an evaluation rubric. |
| Tuesday, April 9 | Trustees deliberate during Building and Grounds meeting at March COW |
| Tuesday, April 16 | Board authorizes Library Director to enter into negotiations with the most qualified firm. |

The Board employed a similar process in 2011 for the roof replacement project, the 2017 attorney services selection, and the 2018 Library improvement/renovation project.

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

December 12, 2023 at 7:00 p.m.

The meeting was called to order by Trustee Renaldi at 7:19p.m.

ROLL CALL

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

Trustees Absent: Josh Kiem, David Somheil

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

Vice President Hanba made a

MOTION: to approve the minutes of November 14, 2023

Trustee DeFrank seconded the motion.

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

Motion passed

TASK CALENDAR REVIEW AND UPDATE

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

She noted that she attended the City Council's first reading of the budget and levy and there were no questions

asked with regard to the Library. Also noted was that Library policy review will begin again in January, 2024.

BOARD CALENDAR – 2024

Director Bertucci reviewed the 2024 Board Calendar presented in the packet on page 9 noting that the January and February, 2024 Board meeting will be held at the Library due to changes in the City Council meeting schedule resulting from the MLK Day and President's Day holidays. Also noted was a special meeting planned for March 5, 2024 in regard to the selection of an architect for the HVAC project.

Trustee Renaldi made a

MOTION: to approve the Library Board Meeting Calendar for 2024

President Thiagarajan seconded the motion.

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

Motion passed

LFI PICTURE BOOK SHELVING PROJECT

Director Bertucci referenced the memo on page 10 of the packet that details specifics of this project. The project entails the reclassifying and shelving of the entire picture book collection in a face-forward format. In order to accommodate this shelving arrangement, additional shelving will be purchased with Per Capita Grant (PCG) Funds being used for this purpose. Any PCG funds not used on shelving will be used for relabeling and signage for the new configuration.

Trustee Renaldi made a

MOTION: to approve a quote from Library Furniture International, LFI QT-3948 rev.2, in the amount of \$31,600 for purchase and installation of shelving

Vice President Hanba seconded the motion.

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

Motion passed

SECURITY CAMERA VIRTUAL SERVER

Director Bertucci reviewed the memo on p. 14 of the packet that provides background information on this project.

The current server is at full capacity and does not provide sufficient capacity to comply with the policy on retainage

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

December 12, 2023 at 7:00 p.m.

of footage for 20 days. Treasurer Rusk asked if this is a standard retention period to which Director Bertucci replied that it is standard for libraries.

In addition to upgrading the server, CVI has also provided a quote for installation of an additional camera in the stairwell. The camera will monitor the second floor landing and adjacent stairs.

Secretary Rapisand made a

MOTION: to approve quotes from Computer View, Inc., CVI Quote 202685 in the amount of \$19,108 for a Security Camera Server and CVI Quote 202686 in the amount of \$1,235 for an additional security camera.

Trustee Renaldi seconded the motion.

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

Motion passed

OTHER

None

The meeting was adjourned at 7:32 p.m.

DRAFT



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
- Non-resident library card resolution approval

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 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: January 4, 2024



Memorandum

Memo Date: January 4, 2024
From: Joanna Bertucci, Library Director
Jennifer Healy, Marketing Supervisor
Meeting Type: Planning and Operations Committee
Meeting Date: January 9, 2024
Action Requested: For review and approval
Subject: Display Case/Exhibits policy

Background:

The Library's display case/exhibits policy is scheduled for review in January 2024. In consultation with the Library's Marketing Supervisor, Jennifer Healy, I am recommending the attached revisions. Ms. Healy is responsible for scheduling display case exhibitors.

Recommended Motion:

1. Approve revisions to Display case/Exhibits policy.

C21. DISPLAY CASE/EXHIBITS

POLICY:

Display cases for exhibits stimulate interest, provide information, develop aesthetic appreciation and furnish an opportunity for community ~~-based individuals-members~~ and non-~~for~~-profit organizations to display artistic, educational or informational materials. A display case is available for exhibits of different forms of art and collections, or special exhibits.

RULES:

1. Application to use the display case must be made using the "Display Request Form" available from the Business Office and on the Library's website. Acceptance of an exhibit will be determined by the Library Director or their designee.
2. Materials which may be displayed in the display case are limited to items of general interest such as arts and crafts, collections, historical material, hobby collections, and educational materials prepared by individuals or groups. Displays must be of general interest to the public and must ~~be of a non for profit nature~~ represent or promote a nonprofit organization or philanthropic cause. Materials deemed inaccurate or in violation of the Conduct in the Library Policy may be removed at the discretion of the Library Director.
3. Priority for use of the display case is given to Park Ridge residents and to non-~~for~~-profit organizations associated with Park Ridge.
4. Display case exhibits are limited to one month.
5. Each display case exhibitor will be encouraged to provide a brief informative article and photo, if desired, for use in Library marketing materials and on the Library website.
6. Art work displayed in the display case may be identified as "~~for sale~~available for purchase from the artist," however no price tags shall be affixed to any work exhibited. Information about purchasing items including contact information shall be provided by the artist.
7. Arrangement of exhibits in the display case shall be the responsibility of the exhibitor under the supervision of Library staff.
8. The Library assumes no responsibility for the safety of any items placed on exhibit. Items on display in the Library are provided the same security as the library collection and equipment. The display case is locked, but irreplaceable items or items of great value should not be included in the display. Insurance covering the value of the exhibit will be the responsibility of the exhibitor. Prior to the display, the exhibitor/owner will complete a "Waiver of Liability."
9. The Library reserves the right to remove any display or exhibit that the exhibitor has not removed by the agreed upon end date specified on the "Display Request Form." The Library reserves the right to dispose of items not claimed 30 days after the specified end date of the exhibit.

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10. Due to high demand for use of the display case, groups and organizations are eligible to use the space only once per year, based on availability.

xxx
Revised March 17, 2022
Revised June 18, 2019
Revised October 15, 2013
Revised May 21, 2013
Revised May 18, 2010
Approved March 13, 1979

THE DISPLAY CASE REQUEST FORM



Park Ridge Public Library Park Ridge Public Library • 20 S. Prospect • Park Ridge, IL 60068 • (847) 825-3123

Request for Use of 2nd Floor Display Case

Name:

_____ (Full legal name of Organization, if applicable)

Address:

Phone: _____ Day _____ Phone: (Day) _____ Email: _____

(Evening) _____ Evening _____

Type of Exhibit (describe briefly):

~~Month Preference~~ Preferred Month: ___ (The Library does not guarantee that this preference can be accommodated.)

I hereby acknowledge that I have read and received a copy of the "Display and Exhibit" policy and agree to comply with all of the provisions contained therein. I understand that the Park Ridge Public Library cannot be held responsible for any damage or theft that may occur during the period of time the exhibit is on display.

Signature

Approved
Display Date: _____

Library Director or Designee: _____ Date: _____

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~~Revised March 17, 2022~~
~~Revised June 18, 2019~~
~~Revised October 15, 2013~~
~~Revised May 21, 2013~~
~~Revised May 18, 2010~~
~~Approved March 13, 1979~~



**Waiver of Liability
for Display of Works of Art
Collections or Books**

The undersigned

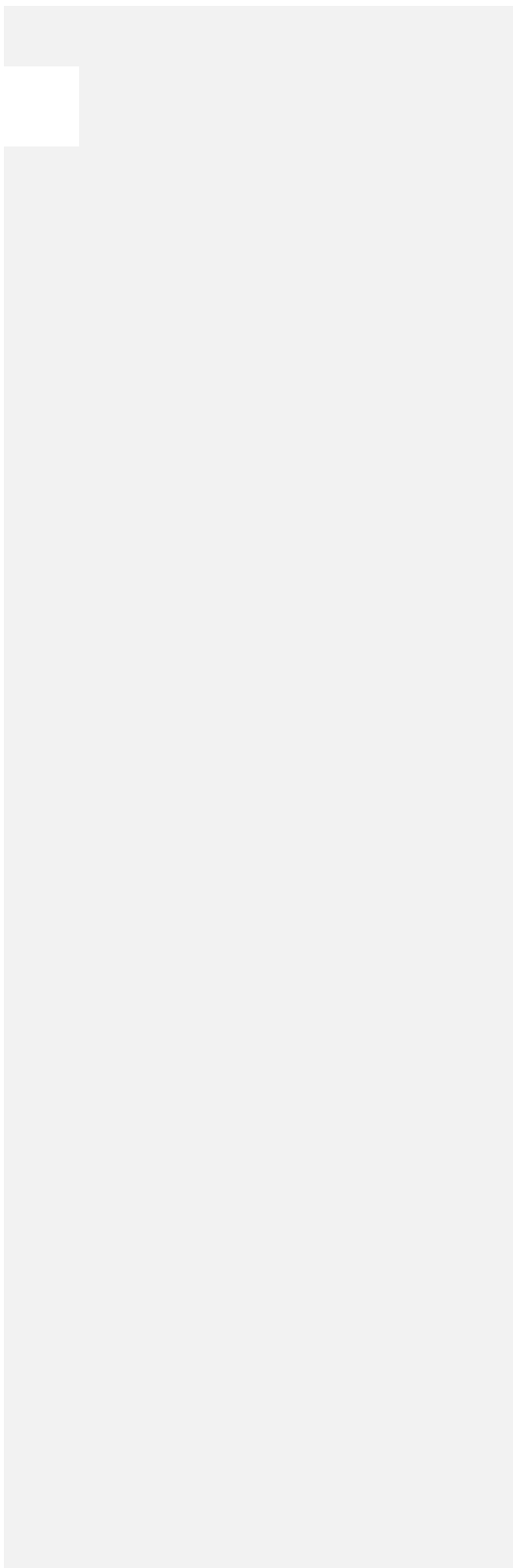
whose legal residence is

has delivered to the Park Ridge Public Library the items hereafter described with the understanding that they will be displayed in the Library during the period _____ to _____. The undersigned is the owner of said items and is willing and desirous that the same be exhibited to the public.

The undersigned does hereby release the City of Park Ridge and the Park Ridge Public Library their officers, agents, and employees of and from all liabilities which may result from any damage to or loss of such items while in the custody of and while so being exhibited by the Park Ridge Public Library, which items are here described and valued as follows:

Signature

Date



| ~~xxx~~

Revised March 15, 2022
Revised June 18, 2019
Revised October 15, 2013
Revised May 18, 2010
Approved April 18, 2000

