



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, March 14, 2023 7:00 P.M.**  
**All committees are committees-of-the-whole unless noted**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**PLANNING & OPERATIONS (Thiagarajan, Chair)**

1. Approve February 14, 2023 Minutes
2. Cyber Security Presentation - CVI
3. Task calendar review and update
4. Printing and Mailing Services for Library Newsletter - Request for Proposal
5. E-Rate Category 1: WAN/Internet Services - Request for Proposal
6. Other

**COMMUNICATIONS & DEVELOPMENT (Rapisand and Renaldi – Co-chairs)**

1. Approve Minutes April 12, 2022
2. Library Award nominations
3. Other

**BUILDINGS & GROUNDS (Steinfels, Chair)**

1. Approve February 14, 2023 Minutes
2. Project updates
3. Other

**NO MEETINGS:**

**BUDGET & FINANCE, BUILDINGS & GROUNDS, INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE, NOMINATING, PERSONNEL**

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

Trustee Thiagarajan called the Committee of the Whole meeting to order at 7:37 p.m.

#### ROLL CALL

Trustees Present: Alexandrea Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Joseph Steinfels, Deepika Thiagarajan

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

Trustee Thiagarajan made a

**MOTION:** to approve the minutes of January 10, 2023

Trustee Steinfels seconded the motion.

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

Abstain: Somheil

**Motion passed**

#### TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for February noting that the presentation on cyber security has been moved from February to March. She also noted that to date, two nominations have been received for the Board's annual Library Award.

#### STATISTICAL COLLECTION REVIEW AND DISCUSSION

Director Bertucci directed the committee's attention to the memo beginning on page 15 of the packet. She explained that the statistical data has been organized into three sections. The first set of data is a recap and analysis of FY22 results. Circulation trends indicate that while circulation of physical items is less than pre-pandemic levels, digital circulation has increased significantly.

The second set of data looks forward to FY23 and the data elements that will be reported for this year. Data from 2020 will be removed from the monthly statistics sheet going forward as that data does not provide a useful point of comparison going forward. Building usage statistics (study and meeting rooms) will be added to the stat sheet for FY23. Discussion ensued with regard to the decrease in number of library card holders since the pandemic with ideas and strategies for increasing that statistic being discussed.

The third set of data looks at PRPL's stats in comparison with those of comparable libraries. Director Bertucci reviewed her methodology for compiling the listing of comparable libraries which includes both other CCS libraries and libraries outside of CCS. The committee then reviewed the graphs comparing PRPL with comparable libraries on a number of dimensions. With regard to the stat on per capita cardholders, Director Bertucci stated that she will reach out to the comparable libraries whose percentage of per capita cardholders exceeds PRPL's.

Trustee Rusk thanked Director Bertucci for this analysis and stated his opinion that this is excellent information which provides a picture of the Library's strengths, supported with factual data. Trustee Powers suggested that this information be provided to the City Council and Trustee Rapisand suggested that some of these "fun facts" be shared on social media.

#### DAYS OFF CALENDAR

A revised Days Closed calendar was included in the packet which reflects a proposed additional half day closure on April 28<sup>th</sup> for a staff training day. Director Bertucci is requesting that the committee approve this change.

Trustee Kiem made a

**MOTION:** to approve the revised 2023 Days Closed Calendar

Trustee Rapisand seconded the motion.

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

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

**OTHER**

**None**

President Hanba made a

**MOTION:** to adjourn the meeting

Trustee Rapisand seconded the motion.

Voice Vote: All in favor

**Motion passed**

The meeting was adjourned at 8:12 p.m.

DRAFT



## ANNUAL TASK CALENDAR FY23

### JANUARY 2023

- Review Board Bylaws
- Solicit nominations for annual Library Award

### FEBRUARY 2023

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

### MARCH 2023

- Annual Library Certification due to State Library
- Library award nominations due
- Annual Cyber Security presentation
- Receive FY annual report (IPLAR)

### APRIL 2023

- *National Library Week*
- B&F quarterly check-in
- Receive FY Annual report (Marketing)
- Library Award presentation
- FY22 audit field work

### MAY 2023

- Statement of Economic Interest due to Cook County
- Approve CCS and OCLC annual fees
- [Employee policy manual work](#)

### JUNE 2023

- Nominating committee appointed
- Non-resident library card resolution
- [Employee policy manual work](#)

### JULY 2023

- Welcome new and reappointed trustees
- Election of officers
- B&F review levy forecast
- Review budget assumptions for City-provided services
- Audit presentation
- Annual trustee and staff anti-harassment training
- Policy work

### AUGUST 2023

- Board committee chairs assigned
- B&F quarterly check-in
- Strategic plan progress report
- Discuss draft summary FY24 budget and goals
- Review and approve FY24 salary plan
- Secretary review of closed session minutes

### SEPTEMBER 2023

- B&F review levy forecast
- Review draft summary budget
- Review Board calendar and strategic plan initiatives
- Recognize former trustees
- Policy work

### OCTOBER 2023

- *National Friends of the Library week*
- Approve FY24 Operating budget
- Approve 2023 Levy request
- 5 YR levy forecast
- Per capita grant requirements assigned
- Policy work

### NOVEMBER 2023

- Review per capita grant requirements
- Approve 2024 days closed schedule
- Submit following year calendar for Board information – FY24

### DECEMBER 2023

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

Updated: March 3, 2023

# Memorandum

**Memo Date:** March 8, 2023  
**From:** Joanna Bertucci, Library Director  
 Jen Healy, PR and Marketing Coordinator  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** March 14, 2023  
**Action Requested:** For review and approval  
**Subject:** Printing and Mailing Library Newsletter Services - Request for Quotation

**Background:**

For the past four years, the Library has not had a contract for the printing of the library's newsletter. The COVID-19 pandemic has created volatility in pricing in the paper and printing industries. Costs from our current vendor (Service Printing Corporation) for the past 5 newsletter cycles demonstrate that fluctuation.

Current Vendor - Service Printing Corporation				
Spring 2022	Summer 2022	Fall 2022	Winter 2022	Spring 2023
\$ 6,450	\$ 4,837	\$ 5,553	\$ 5,398	\$ 5,397

To help us budget more accurately and get the best pricing for printing the Library's newsletter, a request for quotation was issued on February 6, 2023.

Vendor	Location	Year 1	Year 2	Year 3 – Optional	3 Year Pricing
Vogue Printing	Waukegan, IL	\$ 21,084	\$ 21,084	\$ 21,084	\$ 63,252
Service Printing Corporation	Huntley, IL	\$ 21,256	\$ 21,893	\$ 22,550	\$ 65,699
NPN360	Bannockburn, IL	\$ 23,700	\$ 24,120	\$ 24,760	\$ 72,580
VISOGraphic	Addison, IL	\$ 25,783	\$ 27,192	\$ 28,425	\$ 81,400
Press America	Elk Grove Village, IL	\$ 29,500	\$ 29,500		\$ 59,000

After evaluating costs and references from the two low bidders, we respectfully recommend Vogue Printing. PR and Marketing Coordinator Jen Healy spoke with references who were highly complimentary of Vogue's printing capabilities and customer service. Switching to Vogue will save about \$1,000 in newsletter printing costs and lock in our pricing for the next 3 years. If approved, the contract will begin on or about May 1, 2023 and will run through February 2026.

**Proposed Motion:**

Approve a three-year contract with Vogue Printing for printing and mailing services for the Library's newsletter, for a total of \$63,252.

**Attachment:**

Vogue Printing – Bid Form

**Submission Details:**

Submit proposals electronically to Joanna Bertucci, Library Director at [jbortucci@parkridgeLibrary.org](mailto:jbortucci@parkridgeLibrary.org). Library will answer questions related to this request for proposal until the deadline above. Questions may be submitted to Joanna Bertucci.

- Library issues RFQ: Monday, February 6, 2023
- Deadline for submitting proposals: Wednesday, March 1, 2023 at 12 pm CST

**PRINTING & MAILING LIBRARY NEWSLETTER**

Year 1: Four (4) 12-page newsletters	\$ <b>\$5,271</b> Amount
Year 2: Four (4) 12-page newsletters	\$ <b>\$5,271</b> Amount
Optional Year 3: Four (4) 12-page newsletters	\$ <b>\$5,271</b> Amount

CONTACT PERSON: **Brian Kuhn**

COMPANY NAME: **Vogue Printers**

EMAIL: **brian@vogueprinters.com**

PHONE NUMBER: **847-514-5725**

**REFERENCES**

1. Company Name: **Palatine library**  
Contact: **Andrea Lublink**  
Address: **700 N North Court Palatine**  
Phone No. **8473585881** Email: **Alublink@palatinelibrary.org**
2. Company Name: **Deerfield Library**  
Contact: **Judy Hoffman**  
Address: **920 Waukegan Rd Deerfield**  
Phone No. **8479453311** Email: **Jhoffman@deerfieldlibrary.org**

3. Company Name: Lake Villa Library  
Contact: Nina Kenney  
Address: 140 N. Munn Rd Lake Villa  
Phone No. 2472455102 Email: Nina@lvdl.org

**DISCLAIMER**

The Library assumes no financial responsibility for the cost of preparation of quotations by respondents nor does it make any commitment to enter into a contract for service based on responses to this request for quotation. No contractual or other legal obligations or relations between the Library and any other person can or will be created hereunder. All responses are public record and subject the Illinois Freedom of Information Act (5 ILCS 140).

# Memorandum

**Memo Date:** March 7, 2023  
**From:** Joanna Bertucci, Library Director  
Alyson Doubek, Finance and Administrative Services Manager  
Ed Tidd, Bookkeeper  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** March 14, 2023  
**Action Requested:** For discussion  
**Subject:** Request for Proposals – E-Rate Category 1: WAN/Internet Services

**Background:**

The E-Rate program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and internet access. The Universal Service Administrative Company (USAC), under the direction of the Federal Communications Commission (FCC), administers E-Rate.

Funding may be requested under two categories of service: category one services (telecommunications, telecommunications services and Internet access), and category two services that deliver Internet access within schools and libraries (internal connections, basic maintenance of internal connections, and managed internal broadband services). Discounts for support depend on the level of need and whether the school or library is located in an urban or rural area. The discounts range from 20 to 90 percent of the costs of eligible services. E-Rate program funding is based on demand up to an annual Commission-established cap of \$4.456 billion<sup>1</sup>.

The Library qualifies for a 50% discount rate for services that deliver internet access. The National School Lunch Program for our associated school district, Maine Township High-School District 207, determines this. One-fourth of students enrolled in this district participate in the National School Lunch Program, which qualifies Park Ridge Public Library for a 50% discount rate in both categories.

On February 16, 2023, the Library applied to E-Rate for category one WAN/Internet services seeking an Internet access circuit at 100 Mbps to 1 Gbps. The Library currently has a symmetric 100 Mbps fiber circuit with Internet access services and is on a month-to-month pricing plan with Astound Broadband for \$805 per month. This is the third E-Rate submission the Library has filed, first in 2019 and again in 2021 with much success.

**Next Steps:**

E-Rate stipulates that all requests must be open for 28 days and as such, our submission window will close on **March 17**, 2023 at 5 PM CST. I respectfully request that the Board permit me to present our recommendation for an Internet service provider at the March 21 Regular Board meeting as a New Business item.

Upon review of the proposals we have already received, we are optimistic that we can lower our monthly cost by at least 50% and increase our access circuit anywhere from 50-100%.

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<sup>1</sup> <https://www.fcc.gov/general/e-rate-schools-libraries-usf-program>. Last accessed March 7, 2023.



## 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 First Floor Meeting Room at the Library  
April 12, 2022 at 7:00 p.m.

#### ROLL CALL

**Trustees Present:** Karen Burkum, Committee Chair, Alexandra Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Gregg Rusk, David Somheil, Joseph Steinfelds, Deepika Thiagarajan

**Others Present:** Joanna Bertucci, Library Director; Angela Berger, Emily Fardoux, Jen Healy, and John Priala Library Staff;

Trustee Burkum called the meeting to order at 8:04 p.m.

#### MINUTES

Trustee Steinfelds made a

**MOTION:** to approve the minutes of March 8, 2022

Trustee Hanba seconded the motion.

Voice Vote: Yes: Burkum, Hanba, Powers, Rusk, Rapisand, Somheil, Steinfelds

Abstain: Kiem, Thiagarajan

**Motion passed**

#### SY21 ANNUAL REPORT DRAFT

Director Bertucci noted that a draft of the stub year Annual Report is included in the packet and asked for comments and/or suggestions from the committee. She explained that once the draft has been finalized and approved by the Board, it will be assembled in-house and transmitted to the Mayor and the City Council. Suggestions received included making sure entire report is stated in past tense, that commentary on revenues be added to the YTD Revenue and Expense Statement and that commentary in the draft version of this report be cleaned up.

Director Bertucci stated that requested changes will be made and the entire report will be included in the Board packet for approval at the April 19, 2022 Board meeting.

#### LIBRARY AWARD

Director Bertucci informed the Committee that she has been in touch with Alice Boghosian, Rose Boghosian's daughter who lives locally and is planning to attend the award presentation at next week's meeting. She has also spoken with Maurine Barinek's family members who are out of state but will plan to join the presentation next week via Zoom. Also noted was that the presentation will be the first item on the Board agenda.

Trustee Burkum closed the meeting at 8:14 p.m.

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

#### ROLL CALL

Trustees Present: Committee Chair: Joseph Steinfels; Alexandra Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan  
Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, and John Priala, Library Staff

Chairman Steinfels called the meeting to order at 7:06 p.m.

#### APPROVAL OF MINUTES

Trustee Steinfels made a

**MOTION:** to approve the minutes of the January 10, 2023 meeting

Trustee Renaldi seconded the motion

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

Abstain: Somheil

**Motion passed**

#### PROJECT UPDATES

Director Bertucci reviewed the project updates memo included on page 6 of the packet. She noted that the second floor study room acoustic improvements have been completed. Patrons have reported that they've noticed significant improvement in reduction of sound transferring between rooms. The acoustic panels for the Children's room are on order and expected to arrive in early March.

The Ice Melt system work remains to be tested. Director Bertucci confirmed with Andrew Jose of Green Associates that once a final resolution to the project is reached, he will facilitate the formal contract close out

The email migration project is underway and approximately 75% of staff have been cut over to Office 365. With regard to the filer server upgrade, the network card has been received and this project will be completed after completion of the email migration project.

Additional speakers for the PA system have been received and installed. This project is considered complete at this time.

Director Bertucci noted that the hearing for the Live and Learn Grant application will take place in the March or April timeframe. Once grant approval has been received, the project will be put out to bid.

With regard to the sound attenuation project in the Children's room, Trustee Steinfels asked if the space would be open throughout the work. Director Bertucci replied that it was unclear at this time but if the space were to be closed briefly, staff would make accommodations so that patrons can still access materials.

#### BUILDING ENVELOPE PROJECT

Director Bertucci reviewed the memo on page 7 of the packet that provides background information on this project as well as anticipated next steps. She noted that Andy Dogan of Williams Architects conducted an assessment of the work areas to be addressed in order to provide an update on the status since completion of the 2021 Capital Needs Assessment. The findings of this work are included in the packet beginning on page 8.

Trustee Kiem inquired about the decision to use Williams Architects for this project rather than Green Associates. His suggestion was to explicitly call attention to the transition from Green to Williams as the Library's architect of record. Director Bertucci explained that per statute, 50ILCS 510/4, the Library can employ multiple architects of record for individual projects. Discussion ensued among the Committee regarding the meaning of the term "architect of record" and the context around the decision to recommend Williams for this project. Trustee Steinfels thanked Director Bertucci for the clarification provided with regard to this issue and in summary opined that in the future, Green Associates would certainly be welcomed to provide proposals for future projects, to which Director Bertucci agreed.

Director Bertucci reviewed the project design elevations on pages 10 and 11 of the packet, noting the specific work (repair vs replacement) that will be required in each of the pictured areas of the building. She stated that effectively, this work will involve potentially three different types of work and thus, contractors. There will be

## **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 14, 2023 at 7:00 p.m.

painting required as well as widow fabrication and installation. The third component of the project will be the repair of the concrete supporting the building's columns. She explained that it might prove to be most cost effective to employ three individual companies to complete this work rather than employing a general contractor with related markups and overheads.

With regard to repairs that are needed on the City's property in the vicinity of our project's work, Director Bertucci noted that she could reach out to Steve Steffens at the City and perhaps add this work as alternates to the bid for the Library's project. Once bids on this are received, she could forward that information along to the City for their use in completing this work at the City's expense.

Director Bertucci noted that \$200,000 had been budgeted for this work but the current estimates are now coming in higher due to inflation since the original Capital Needs Assessment was completed. She reiterated that what she is asking the Committee to authorize tonight is that a proposal from Williams be obtained for their work on this project that could then be brought to the February 21, 2023 Board meeting for discussion and approval under New Business.

There was consensus among the Committee that Director Bertucci proceed with getting a proposal from Williams for consideration at the next Board meeting.

#### **OTHER**

None

Meeting was adjourned at 7:37 p.m.

# Memorandum

**Memo Date:** March 10, 2023  
**From:** Joanna Bertucci, Library Director  
 John Priala, Facility Manager  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** March 14, 2023  
**Subject:** Building Projects Updates

<i>Project</i>	<i>March 2023 – Activity to Date</i>
<i>Interior Acoustic Improvements /Children’s room</i>	The installation of the acoustic panels will start on Monday, March 20. The Children’s Room will be closed to the public all day on Monday, March 20 and Tuesday, March 21 until noon. During that time, the first floor meeting room will be open for story time, play, and iPad use. Youth Services staff will bring a small selection of materials into the meeting room as well. Staff can page materials from the Children’s room during the closure. Any remaining work will be performed before the Library opens.
<i>ADA Accessible Washroom/Low Sensory/Lintels</i>	The Illinois State Library Live and Learn Grant Review Committee will be meeting (virtually) on April 6. I will be on the virtual meeting as well as Andy Dogan of Williams Architects to answer any questions regarding our accessibility grant application.
<i>Ice Melt System</i>	No update.
<i>Email Migration</i>	The email migration is complete for staff. CVI Systems Administrator Tim Brzny will be available from 6-7 PM on Tuesday, 3/14 to troubleshoot any email login issues with Library Trustees.
<i>File Server</i>	Project is awaiting scheduling.
<i>PA System</i>	Speakers are on order.
<i>Technology Upgrades</i>	<ul style="list-style-type: none"> <li>First Floor Meeting Room: new microphone system has been installed; we are awaiting delivery of the projector and speaker system.</li> <li>Third Floor Meeting Room: Smart TV has been installed</li> <li>Media Lab: Apple computer has been ordered</li> <li>Marketing Office: Apple computer has been ordered; large format printer has been delivered.</li> </ul>