



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, August 8, 2023 7:00 P.M.**  
**All committees are committees-of-the-whole unless noted**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**APPOINTMENT OF COMMITTEE CHAIRS**

**BUDGET & FINANCE**

1. Approve Minutes of June 13, 2023
2. FY24 Budget Summary discussion
3. Other

**PERSONNEL**

1. Approve Minutes of July 11, 2023
2. FY24 Salary Plan review and approval
3. Other

**PLANNING & OPERATIONS**

1. Approve Minutes of July 11, 2023
2. Task calendar review and update
3. Strategic Plan update
4. Policy Review
  - a. Teacher Library cards
5. Other

**BUILDING & GROUNDS**

1. Approve Minutes of July 11, 2023
2. Project updates
3. 2023 Interior Project bid review
4. Other

**NO MEETINGS: COMMUNICATIONS & DEVELOPMENT, RESOURCES, INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE, NOMINATING**

**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

June 13, 2023 at 7:00 p.m.

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

**ROLL CALL**

Trustees Present:

Alexandrea 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

**PUBLIC COMMENT**

No comments were made

**PRESIDENT’S REPORT**

President Hanba stated that any trustees that are interested in serving on the Nominating Committee should contact her by June 14<sup>th</sup>. Vice-President Kiem will announce the committee’s membership at the June 20, 2023 Board meeting as she will not be in attendance at that meeting. The committee is tentatively scheduled to meet during the week of July 10<sup>th</sup> with the swearing in of officers scheduled for the July 18, 2023 Board meeting.

Treasurer Somheil opened the Budget and Finance Committee meeting at 7:02 p.m.

Trustee Renaldi made a

**MOTION:** to approve the minutes of May 9, 2023

Treasurer Somheil seconded the motion.

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

**Motion passed**

**INVESTMENT UPDATE**

The memo on page 4 of the packet provides an update on the investment of funds received from the Malinowski bequest. In accordance with the Board’s Investment Policy, the funds were invested in two Certificates of Deposit, one at Huntington Bank for a term of 335 days at a rate of 5% and one at Village Bank & Trust with a term of 12 months at a rate of 5.08%

**BUDGET TRANSFER**

Library administration has proposed a budget transfer from the FY23 Operating budget which will reduce the budget for Youth Services DVD/Blu-rays by \$8,000 while increasing the Youth Services budget for Programming by \$8,000.

Treasurer Somheil made a

**MOTION:** to approve a budget transfer from the FY23 Operating budget to reduce the budget for Youth Services DVD/Blu-rays by \$8,000 while increasing the Youth Services budget for Programming by \$8,000.

Trustee Rapisand seconded the motion.

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

**Motion passed**

**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

June 13, 2023 at 7:00 p.m.

**OTHER**

None

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

DRAFT

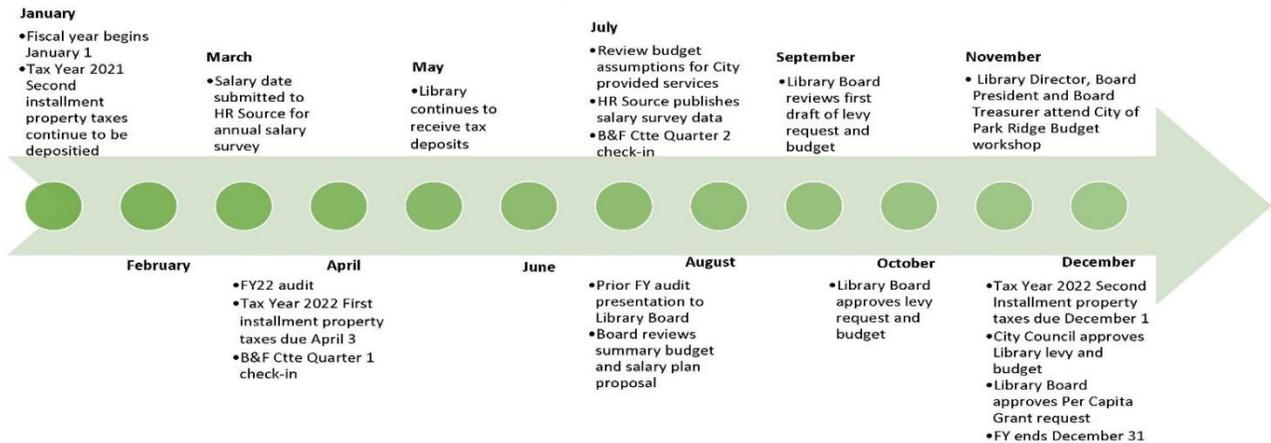


# Memorandum

Return to Agenda

**Memo Date:** August 4, 2023  
**From:** Joanna Bertucci, Library Director  
 Alyson Doubek, Finance Manager  
**Meeting Type:** Budget & Finance Committee of the Whole  
**Meeting Date:** August 8, 2023  
**Subject:** Draft FY23 budget summary and goals - discussion

As the third quarter of FY23 is underway, planning for FY24 has begun. The Library works closely with the City of Park Ridge to adhere to the timeline below to ensure that the Library’s budget and levy request are approved ahead of the City Council’s Budget Workshops, scheduled for late October and early November.



On Wednesday, August 9, President Thiagarajan and I will be meeting with Mayor Marty Maloney and City Manager Joe Gilmore to review the Library’s assumptions for City of Park Ridge provided services. The current assumptions are below. In 2022, it was decided that the Library would assume responsibility for paying payroll taxes (FICA) and Illinois Municipal Retirement Fund (IMRF) contributions for Library staff. Historically, the City of Park Ridge paid those costs from the City’s budget. In order to facilitate this transition, the Library migrated to a payroll service, independent of the City’s. These new responsibilities added approximately \$300,000 to our FY23 budget. These costs will continue to be apart of the Library’s budget going forward.

A summary of the August 9 discussion will be provided at the August 15 Board meeting.

### Assumptions for City Provided Services – FY23<sup>1</sup>

- 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
- Provides general human resources support including maintenance of official personnel records of Library employees
- Administers employee benefits program including health, dental, vision, life insurance, 457 plans and employee assistance program

<sup>1</sup> Changes in service may need to be addressed with a budget transfer/amendment by one or both of the organizations involved.



# Memorandum

- 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)

### Current cash flow

Fund balance as of January 1, 2022 as per FY22 audit	\$4,375,239
Library Fund cash balance as of July 1, 2023	\$4,465,706
<i>Estimated Fund Balance as of December 31, 2023</i>	<i>3,685,586 = 10 months of operating reserves</i>

### Levy History and Proposed 2023 Request

As the Library continues to maintain a healthy fund balance, Library Administration recommends a flat levy request for 2023. Based on the current FY24 budget draft, an estimate of total expenditures at FY23 year-end, and the amount of the 2023 Library levy resolution it is anticipated that the Library’s fund balance (omitting gift funds) at FY24 year-end would be an estimated \$2,600,000 or approximately 7-months of operating reserves.

Levy Year	Fiscal Year	Levy Amount	Increase/Decrease over Prior Year
2017	FY19	\$5,556,287	16%
2018	FY20	\$3,661,000	-34%
2019	FY21	\$4,008,000	9%
2020	FY21&SY21	\$4,008,000	0%
2021	FY22	\$4,088,160	2%
2022	FY23	\$4,088,160	0%
2023	FY24	\$4,088,160	0%
2024	FY25	\$4,251,686	4%
2025	FY26	\$4,464,271	5%
2026	FY27	\$4,687,484	5%

### FY24 Budget Goals

1. Review budget lines with Managers to ensure that allocations are correct.
2. Using guidelines from the *Illinois State Library* to determine that collections, programming, and personnel budgets are in line with recommended budget allocations.
3. Continue to balance new costs, approximately \$300,000 in FY23 and \$320,000 in FY24, to the Library (payroll service, payroll taxes, and IMRF contribution) with current expenditures.
4. Continue to deficit spend to reduce the Library’s fund balance.



# Memorandum

- Assess cash balance and prepare for delay in tax revenue. Second installment of 2022 property tax bills are due December 1, 2023. Timing for receipt of property tax payments has been unpredictable since 2020.

## LIBRARY FUND

### Revenue:

- Approximately 95% of the Library’s revenue is derived from local government taxes. This revenue is comprised of current property tax receipts, prior property tax receipts, and personal property replacement taxes. The FY24 draft budget has been developed with a 0% increase to the tax levy. Projections for personal property replacement taxes will be made available from the Illinois Department of Revenue in mid-August. The Library does not budget for prior property taxes, as the collection of back taxes is impossible to predict. Last year, the Library had a surplus of \$193,000 in local government revenue as Personal Property Replacement Taxes experienced a higher than usual increase.

Revenue Source	SY21 Revised Budget	SY21 Actual Budget		FY22 Revised Budget	FY22 Actual Budget		FY23 Revised Budget	FY23 Q2 Actuals 7/30/23	FY23 Year End Forecast		FY24 Budget - Proposed
Prop Taxes - current	\$ 1,735,464	\$ 1,810,427	% Collected	\$ 4,018,661	\$ 3,970,126	% Collected	\$ 4,088,161	\$ 2,122,298	\$ 4,018,662	% Collected	\$ 4,088,161
Prop Taxes - prior	\$ -	\$ 3,583		\$ -	\$ 57,541		\$ -	\$ 28,777	\$ 28,777		
Personal Prop Replace	\$ 31,671	\$ 81,845		\$ 70,000	\$ 254,268		\$ 214,500	\$ 91,231	\$ 193,000		\$ 200,000
<b>Total</b>	<b>\$ 1,767,135</b>	<b>\$ 1,895,855</b>	<b>107%</b>	<b>\$ 4,088,661</b>	<b>\$ 4,281,935</b>	<b>105%</b>	<b>\$ 4,302,661</b>	<b>\$ 2,242,305</b>	<b>\$ 4,240,439</b>	<b>99%</b>	<b>\$ 4,288,161</b>

- Additional revenue sources include the Per Capita Grant, approximately \$58,500, in funding from the Illinois State Library and income from meeting room rentals, copy machines, other fees and donations.

### Operating Expenses:

Overall operating expenses are expected to increase 3% over the FY23 budget. Areas of significant increase/decrease are noted below.

- Salaries:** includes a proposed 4% increase over FY23 salaries budget, more in depth discussion of salaries in the August 8 Personnel Committee meeting. *See the Personnel Committee meeting section of the packet for a detailed memo.*
- Employee Benefits**
  - FICA:** \$195,000 – estimate based on draft salary plan
  - IMRF:** \$87,300 – estimate based on draft salary plan
  - HMO and PPO Health Insurance:** experienced a combined 10% increase with the start of the July 1 benefit cycle. **Dental and Vision Insurance** experienced a 6% increase.
- Data Processing:** Managed IT contract and other IT related expenses. Reduced for FY24 due to completion of website redevelopment project.
- Building Maintenance:** decreased by 7% due to the decrease in cost of natural gas supply,



# Memorandum

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- **Membership, Recruiting and Training:** 9% increase over FY23 as in-person conferences and travel have resumed post pandemic
- **Equipment Rental:** Flat for FY24; Copy machine lease and maintenance and postage machine lease
- **Consulting Services:** Flat for FY24, will revisit in FY25 when current Strategic Plan expires.
- **Public Relations:** 13% increase to accommodate additional postcard mailings and additional library promotional signage and items
- **General contractual:** Increased by 5% to accommodate increases to Bibliotheca maintenance and software, and contracts with program presenters; also includes telephone, internet, and postage service.
- **Audit:** Contract expires December 31, 2023; renegotiation in progress
- **Special Counsel:** legal counsel; flat for FY24
- **Supplies:** Increased to include Per Capita funds expenditure, approximately \$58,500 to purchase new or/and retrofit youth picture book shelving, departmental supplies, copy paper, office furnishings
- **Staff Appreciation:** annual staff appreciation lunch and holiday party; increased to accommodate rising costs in food
- **Computer Materials:** technology software and program licensing; decreased from FY23 due to completion of email migration project in early 2023.
- **Library Resources:** library materials (books, audiobooks, DVDs, CDs, magazines, periodicals, eContent and databases). *This budget is in progress.*

## Capital Expenses:

- **Computer Equipment:** Our PCs are scheduled for replacement in 2024; currently working with CVI to provide estimates for replacement.
- **Building repairs:** The HVAC project will be phased over two, possibility three fiscal years based on lead times for equipment and seasonal nature of the work.

## FY23 CARRY FORWARDS

Carry forwards will be presented for Board approval in February 2024 and the budget will be amended, these costs are not included in the proposed budget.

- **Operating carry forwards:** We do not anticipate any operating carry forwards at this time.
- **Capital carry forwards:** \$98,189 - remainder of funds from for fire suppression project carried forward since SY21

## Next Steps:

- Ms. Bertucci will continue to works with the Adult and Youth Services Managers to refine the **library resources** budget lines.
- Ms. Bertucci and Ms. Doubek will continue to **confirm contract costs for FY24.**



# Memorandum

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- In September, the Board will receive a detailed budget document and accompanying memo for further review and discussion.

## **Budget Workshops and City Council Meetings:**

- Budgets Workshops: Monday, 10/30 and Monday, 11/13 - tentative
  - *Attended by Library Board President, Treasurer, and Director*
- The 1<sup>st</sup> Reading of Budget and Levy: Monday, 11/20
  - *Attended by Library Director*
- Final Reading and Approval: Monday, 12/4
  - No planned Library attendance unless an issue arises during the first reading.

**3-YR Levy Forecast**  
**Updated August 4, 2023**

	8 months - 0% levy increase from prior year		12 months - 2% levy increase from prior year						4%	5%	5%
	FY21 Actual	SY21 Revised Budget	SY21 Actual	FY22 Revised Budget	FY22 Actual	FY23 Revised Budget	FY23 - Year End Forecast	FY24 - Proposed	FY25 - FORECAST	FY26 - FORECAST	FY27 - FORECAST
<b>Revenues</b>											
Property Tax Revenue - Net	\$ 4,182,675	\$ 1,767,135	\$ 2,022,089	\$ 4,088,661	\$ 4,255,798	\$ 4,302,661	\$ 4,240,439	\$ 4,288,161	\$ 4,459,687	\$ 4,682,672	\$ 4,916,805
State Grants	\$ 46,850	\$ 46,850	\$ 55,283	\$ 55,283	\$ 58,493	\$ 108,500	\$ 108,500	\$ 58,493	\$ 58,555	\$ 58,855	\$ 108,500
Other Receipts	\$ 43,928	\$ 55,848	\$ 35,045	\$ 61,333	\$ 87,016	\$ 137,000	\$ 137,000	\$ 150,000	\$ 200,000	\$ 300,000	\$ 300,000
<b>TOTAL REVENUE</b>	<b>\$ 4,273,453</b>	<b>\$ 1,869,833</b>	<b>\$ 2,112,417</b>	<b>\$ 4,205,277</b>	<b>\$ 4,401,307</b>	<b>\$ 4,548,161</b>	<b>\$ 4,485,939</b>	<b>\$ 4,496,654</b>	<b>\$ 4,718,242</b>	<b>\$ 5,041,527</b>	<b>\$ 5,325,305</b>
<b>Operating Expenditures</b>											
Salaries	\$ 2,048,505	\$ 1,620,686	\$ 1,469,693	\$ 2,379,103	\$ 2,226,764	\$ 2,453,799	\$ 2,331,109	\$ 2,548,000	\$ 2,624,440	\$ 2,676,929	\$ 2,730,467 FY25 3%; FY26/27 2%
Employee Benefits	\$ 332,807	\$ 152,705	\$ 151,705	\$ 355,169	\$ 351,507	\$ 655,266	\$ 655,266	\$ 718,540	\$ 740,096	\$ 762,299	\$ 785,168 3% Annual
Data Processing	\$ 237,885	\$ 180,033	\$ 144,157	\$ 257,000	\$ 249,729	\$ 322,000	\$ 322,000	\$ 268,300	\$ 276,349	\$ 284,639	\$ 293,179 3% Annual
Building Maintenance	\$ 97,274	\$ 134,999	\$ 117,219	\$ 193,772	\$ 174,039	\$ 176,500	\$ 150,000	\$ 164,500	\$ 166,145	\$ 167,806	\$ 169,485 1% Annual
Membership, Recruiting and Training	\$ 6,751	\$ 15,333	\$ 8,240	\$ 33,500	\$ 15,549	\$ 29,000	\$ 24,698	\$ 31,500	\$ 31,815	\$ 32,133	\$ 32,454 1% Annual
Equipment Rental	\$ 8,770	\$ 26,999	\$ 3,286	\$ 32,000	\$ 17,835	\$ 27,000	\$ 21,594	\$ 27,000	\$ 27,270	\$ 27,543	\$ 27,818 1% Annual
Consulting	\$ 70,353	\$ 32,000	\$ 23,853	\$ 32,000	\$ 10,050	\$ 20,000	\$ 10,000	\$ 20,000	\$ 30,000	\$ 20,000	\$ 20,000 FY25 Strategic Plan
Public Relations	\$ 13,506	\$ 42,500	\$ 32,825	\$ 44,600	\$ 50,615	\$ 40,000	\$ 40,000	\$ 45,000	\$ 45,900	\$ 46,818	\$ 47,754 2% Annual
General Contractual	\$ 73,937	\$ 105,166	\$ 73,461	\$ 139,100	\$ 125,448	\$ 165,100	\$ 165,100	\$ 182,600	\$ 186,252	\$ 189,977	\$ 193,777 2% Annual
Audit	\$ 8,200	\$ 8,200	\$ 8,400	\$ 9,000	\$ 8,700	\$ 9,300	\$ 9,000	\$ 9,500	\$ 9,785	\$ 10,079	\$ 10,381 3% Annual
Special Counsel	\$ 8,548	\$ 16,667	\$ 2,094	\$ 25,000	\$ 13,736	\$ 25,000	\$ 15,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000 Flat
Supplies	\$ 37,034	\$ 99,384	\$ 47,799	\$ 117,000	\$ 84,539	\$ 85,115	\$ 85,115	\$ 120,500	\$ 121,705	\$ 122,922	\$ 124,151 1% Annual
Staff Appreciation	\$ 1,499	\$ 1,100	\$ 1,100	\$ 2,000	\$ 1,981	\$ 2,000	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500 Flat
Computer Materials	\$ 28,062	\$ 12,000	\$ 3,190	\$ 30,000	\$ 20,289	\$ 39,710	\$ 39,710	\$ 31,500	\$ 32,445	\$ 33,418	\$ 34,421 3% Increase
Library Resources	\$ 521,537	\$ 481,833	\$ 431,463	\$ 626,000	\$ 571,202	\$ 646,500	\$ 625,000	\$ 638,500	\$ 644,885	\$ 651,334	\$ 657,847 1% Increase
<b>Total Operating</b>	<b>\$ 3,494,668</b>	<b>\$ 2,929,605</b>	<b>\$ 2,518,485</b>	<b>\$ 4,275,244</b>	<b>\$ 3,921,984</b>	<b>\$ 4,696,290</b>	<b>\$ 4,495,592</b>	<b>\$ 4,832,940</b>	<b>\$ 4,964,587</b>	<b>\$ 5,053,397</b>	<b>\$ 5,154,402</b>
<b>Capital Expenditures</b>											
Machinery and Equipment	\$ 28,832	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Equipment	\$ 3,687	\$ 29,000	\$ 19,001	\$ 22,500	\$ 27,202	\$ 50,000	\$ 50,000	\$ 205,000	\$ 30,000	\$ 30,000	\$ 30,000
Building Repairs	\$ 619,484	\$ 620,000	\$ 285,015	\$ 609,985	\$ 199,847	\$ 679,008	\$ 630,000	\$ 500,000	\$ 575,000	\$ 250,000	\$ 250,000
<b>Total Capital</b>	<b>\$ 652,003</b>	<b>\$ 649,000</b>	<b>\$ 304,016</b>	<b>\$ 632,485</b>	<b>\$ 227,048</b>	<b>\$ 729,008</b>	<b>\$ 680,000</b>	<b>\$ 705,000</b>	<b>\$ 605,000</b>	<b>\$ 280,000</b>	<b>\$ 280,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,146,671</b>	<b>\$ 3,578,605</b>	<b>\$ 2,822,501</b>	<b>\$ 4,907,729</b>	<b>\$ 4,149,032</b>	<b>\$ 5,425,298</b>	<b>\$ 5,175,592</b>	<b>\$ 5,537,940</b>	<b>\$ 5,569,587</b>	<b>\$ 5,333,397</b>	<b>\$ 5,434,402</b>
<b>Unrestricted Balance Projections</b>											
Beginning Unrestricted Balance (as of December 31)	\$ 4,701,575		\$ 4,828,354		\$ 4,083,861	\$ 4,375,239	\$ 4,375,239	\$ 3,685,586	\$ 2,644,300	\$ 1,792,955	\$ 1,501,084
Excess Budgeted (Deficit)	\$ 126,782		\$ (710,084)		\$ 252,275	\$ (877,137)	\$ (689,653)	\$ (1,041,286)	\$ (851,345)	\$ (291,871)	\$ (109,097)
Ending Unrestricted Balance	\$ 4,828,354		\$ 4,118,270		\$ 4,375,239	\$ 3,498,102	\$ 3,685,586	\$ 2,644,300	\$ 1,792,955	\$ 1,501,084	\$ 1,391,987
Average monthly operating expenses	\$ 291,222		314,811		326,832	391,358	374,633	402,745	413,716	421,116	429,534
# of months of operating expenses			13		13	9	10	7	4	4	3

**BOD DRAFT**

**Park Ridge Public Library  
Consolidated YTD Revenue and Expenditures Comparison  
Library Fund**

REVENUE ACCOUNTS		FY19 REVISED BUDGET	FY19 ACTUAL	FY20 REVISED BUDGET	FY20 ACTUAL	FY21 REVISED BUDGET	FY21 ACTUAL	SY21 REVISED BUDGET	SY21 REVISED BUDGET ANNUALIZED	SY21 ACTUAL	SY21 ACTUAL ANNUALIZED	FY22 REVISED BUDGET	FY22 ACTUAL	FY23 REVISED BUDGET	FY23 ACTUALS (8/01/2023)	FY23 FORECAST	FY24 BUDGET - PROPOSED
Local Government Taxes		\$ 5,646,287	\$ 6,086,963	\$ 2,665,743	\$ 2,589,781	\$ 4,165,813	\$ 4,182,675	\$ 1,767,135	\$ 1,767,135	\$ 1,895,855	\$ 1,895,855	\$ 4,088,661	\$ 2,353,460	\$ 4,302,661	\$ 2,242,360	\$ 4,240,439	\$ 4,288,161
Per Capita State Grant		\$ 29,101	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	\$ 55,283	\$ 55,283	\$ 55,283	\$ 58,493	\$ 108,500	\$ 50,000	\$ 108,500	\$ 58,493
Other Receipts		\$ 87,000	\$ 123,261	\$ 122,106	\$ 130,737	\$ 110,850	\$ 43,928	\$ 55,848	\$ 60,772	\$ 35,333	\$ 52,999	\$ 61,333	\$ 86,882	\$ 137,000	\$ 71,050	\$ 137,000	\$ 150,000
<b>TOTAL REVENUE</b>		<b>\$ 5,762,388</b>	<b>\$ 6,257,074</b>	<b>\$ 2,834,699</b>	<b>\$ 2,767,368</b>	<b>\$ 4,323,513</b>	<b>\$ 4,273,453</b>	<b>\$ 1,869,833</b>	<b>\$ 1,874,757</b>	<b>\$ 1,986,471</b>	<b>\$ 2,004,137</b>	<b>\$ 4,205,277</b>	<b>\$ 2,498,834</b>	<b>\$ 4,548,161</b>	<b>\$ 2,363,410</b>	<b>\$ 4,485,939</b>	<b>\$ 4,496,654</b>

ACCOUNT #	OPERATING ACCOUNTS	FY19 REVISED BUDGET	FY19 ACTUAL	FY20 REVISED BUDGET	FY20 ACTUAL	FY21 REVISED BUDGET	FY21 ACTUAL	SY21 REVISED BUDGET	SY21 REVISED BUDGET ANNUALIZED	SY21 ACTUAL	SY21 ACTUAL ANNUALIZED	FY22 REVISED BUDGET	FY22 ACTUAL	FY23 REVISED BUDGET	FY23 ACTUALS (8/01/2023)	FY23 FORECAST	FY24 BUDGET - PROPOSED
9100	Salaries	\$ 2,436,144	\$ 2,129,505	\$ 2,400,000	\$ 2,163,382	\$ 2,336,139	\$ 2,048,505	\$ 1,620,686	\$ 2,431,029	\$ 1,469,693	\$ 2,204,539	\$ 2,358,977	\$ 2,226,548	\$ 2,453,799	\$ 1,315,693	\$ 2,331,109	\$ 2,548,000
9210	Employee Benefits	\$ 423,200	\$ 400,189	\$ 405,020	\$ 402,943	\$ 338,116	\$ 332,807	\$ 152,705	\$ 229,058	\$ 151,705	\$ 227,558	\$ 375,169	\$ 351,508	\$ 655,266	\$ 299,152	\$ 655,266	\$ 718,540
9317	Data Processing	\$ 249,568	\$ 256,173	\$ 253,000	\$ 239,558	\$ 255,000	\$ 237,885	\$ 180,033	\$ 270,050	\$ 144,157	\$ 216,236	\$ 265,000	\$ 249,730	\$ 322,000	\$ 169,413	\$ 322,000	\$ 268,300
9321	Building Maintenance	\$ 176,000	\$ 147,645	\$ 145,000	\$ 91,680	\$ 172,500	\$ 97,274	\$ 134,999	\$ 202,499	\$ 117,218	\$ 175,828	\$ 193,772	\$ 174,039	\$ 176,500	\$ 67,510	\$ 150,000	\$ 164,500
9324	Membership, Recruiting, Training	\$ 24,500	\$ 22,083	\$ 37,500	\$ 35,235	\$ 33,500	\$ 6,751	\$ 15,333	\$ 23,000	\$ 8,240	\$ 12,360	\$ 30,750	\$ 15,549	\$ 29,000	\$ 14,639	\$ 24,698	\$ 31,500
9351	Equipment Rental	\$ 14,600	\$ 12,421	\$ 24,500	\$ 7,330	\$ 24,500	\$ 8,770	\$ 26,999	\$ 40,499	\$ 3,286	\$ 4,929	\$ 32,000	\$ 17,835	\$ 27,000	\$ 11,904	\$ 21,594	\$ 27,000
9359	Consulting Services	\$ 35,000	\$ -	\$ 37,000	\$ 19,485	\$ 70,400	\$ 70,353	\$ 32,000	\$ 48,000	\$ 26,481	\$ 39,722	\$ 28,800	\$ 10,050	\$ 20,000	\$ 1,215	\$ 10,000	\$ 20,000
9360	Public Relations	\$ 29,000	\$ 15,301	\$ 33,600	\$ 32,924	\$ 46,500	\$ 13,506	\$ 42,500	\$ 63,750	\$ 32,825	\$ 49,238	\$ 50,850	\$ 50,615	\$ 40,000	\$ 25,851	\$ 40,000	\$ 45,000
9385	General Contractual	\$ 93,000	\$ 61,155	\$ 98,950	\$ 70,689	\$ 123,500	\$ 73,937	\$ 105,166	\$ 145,320	\$ 73,462	\$ 110,192	\$ 137,785	\$ 125,448	\$ 173,100	\$ 79,622	\$ 165,100	\$ 182,600
9416	Audit	\$ -	\$ -	\$ -	\$ -	\$ 8,200	\$ 8,200	\$ 8,400	\$ 8,400	\$ 8,400	\$ 8,400	\$ 9,000	\$ 8,700	\$ 9,300	\$ 9,000	\$ 9,000	\$ 9,500
9425	Special Counsel	\$ 30,000	\$ 6,156	\$ 30,000	\$ 20,001	\$ 25,000	\$ 8,548	\$ 16,667	\$ 25,001	\$ 2,094	\$ 3,141	\$ 19,800	\$ 13,736	\$ 25,000	\$ 5,407	\$ 15,000	\$ 25,000
9510	Supplies	\$ 71,700	\$ 37,742	\$ 104,683	\$ 79,928	\$ 179,500	\$ 37,034	\$ 99,184	\$ 148,776	\$ 47,799	\$ 71,699	\$ 114,090	\$ 84,539	\$ 85,115	\$ 18,379	\$ 85,115	\$ 120,500
9511	Staff Appreciation	\$ -	\$ -	\$ -	\$ -	\$ 1,650	\$ 1,499	\$ 1,100	\$ 1,650	\$ 1,100	\$ 1,650	\$ 2,000	\$ 1,981	\$ 2,000	\$ 760	\$ 2,000	\$ 2,500
9520	Computer Materials	\$ 86,365	\$ 2,875	\$ -	\$ -	\$ 30,000	\$ 28,062	\$ 12,000	\$ 18,000	\$ 3,190	\$ 4,785	\$ 30,000	\$ 20,289	\$ 39,710	\$ 22,984	\$ 39,710	\$ 31,500
9540	Library Resources	\$ 597,300	\$ 523,374	\$ 620,350	\$ 526,899	\$ 650,500	\$ 521,537	\$ 481,833	\$ 722,033	\$ 397,854	\$ 596,781	\$ 627,125	\$ 571,203	\$ 638,500	\$ 361,829	\$ 625,000	\$ 638,500
9493	Transfer Out	\$ 100,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Operating Budget</b>	<b>\$ 4,366,377</b>	<b>\$ 3,614,619</b>	<b>\$ 4,264,603</b>	<b>\$ 3,690,054</b>	<b>\$ 4,295,005</b>	<b>\$ 3,494,669</b>	<b>\$ 2,929,605</b>	<b>\$ 4,377,062</b>	<b>\$ 2,487,504</b>	<b>\$ 3,727,056</b>	<b>\$ 4,275,118</b>	<b>\$ 3,921,769</b>	<b>\$ 4,696,290</b>	<b>\$ 2,403,358</b>	<b>\$ 4,495,592</b>	<b>\$ 4,832,940</b>
	<b>Capital Projects Budget</b>																
9901	Machinery and Equipment	\$ -	\$ 100,000	\$ 46,850	\$ 75,000	\$ 30,000	\$ 28,832	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9908	Computer Equipment	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 3,687	\$ 29,000	\$ 43,500	\$ 19,001	\$ 28,502	\$ 27,500	\$ 27,202	\$ 50,000	\$ 28,473	\$ 50,000	\$ 205,000
9963	Building Repairs	\$ 2,335,000	\$ 2,219,149	\$ 386,270	\$ 262,303	\$ 1,182,877	\$ 619,484	\$ 620,000	\$ 930,000	\$ 224,461	\$ 336,692	\$ 604,985	\$ 186,970	\$ 679,008	\$ 27,601	\$ 630,000	\$ 500,000
	<b>Total Capital Projects Budget</b>	<b>\$ 2,335,000</b>	<b>\$ 2,319,149</b>	<b>\$ 433,120</b>	<b>\$ 337,303</b>	<b>\$ 1,282,877</b>	<b>\$ 652,003</b>	<b>\$ 649,000</b>	<b>\$ 973,500</b>	<b>\$ 243,462</b>	<b>\$ 365,193</b>	<b>\$ 632,485</b>	<b>\$ 214,171</b>	<b>\$ 729,008</b>	<b>\$ 56,074</b>	<b>\$ 680,000</b>	<b>\$ 705,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 6,701,377</b>	<b>\$ 5,933,768</b>	<b>\$ 4,697,723</b>	<b>\$ 4,027,357</b>	<b>\$ 5,577,882</b>	<b>\$ 4,146,673</b>	<b>\$ 3,578,605</b>	<b>\$ 5,350,562</b>	<b>\$ 2,730,966</b>	<b>\$ 4,092,249</b>	<b>\$ 4,907,603</b>	<b>\$ 4,135,941</b>	<b>\$ 5,425,298</b>	<b>\$ 2,459,432</b>	<b>\$ 5,175,592</b>	<b>\$ 5,537,940</b>
	<b>LIBRARY SURPLUS (DEFICIT)</b>	<b>\$ (938,989)</b>	<b>\$ 323,306</b>	<b>\$ (1,863,024)</b>	<b>\$ (1,259,989)</b>	<b>\$ (1,254,369)</b>	<b>\$ 126,780</b>	<b>\$ (1,708,772)</b>	<b>\$ (3,475,805)</b>	<b>\$ (744,495)</b>	<b>\$ (2,088,112)</b>	<b>\$ (702,326)</b>	<b>\$ (1,637,106)</b>	<b>\$ (877,137)</b>	<b>\$ (96,021)</b>	<b>\$ (689,653)</b>	<b>\$ (1,041,286)</b>

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068  
Personnel Committee of the Whole Meeting of the Board of Trustees  
Held in the First Floor Meeting Room of the Library  
July 11, 2023 at 7:00 p.m.

Committee Chair Rapisand opened the Personnel Committee meeting at 7:18 p.m.

**ROLL CALL**

Trustees Present:           Alexandrea Hanba, Danielle Powers, Lauren Rapisand, Gregg Rusk, David Somheil, Deepika Thiagarajan

Trustees Absent:           John Kiem, Theresa Renaldi

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 June 13, 2023

Trustee Hanba seconded the motion.

Roll Call vote:     Yes: Hanba, Powers, Rapisand, Rusk, Somheil, Thiagarajan

**Motion passed**

**EMPLOYEE HANDBOOK SECTIONS E**

Director Bertucci noted the memo on page 6 of the packet that details the proposed changes to the Employee Handbook - Section E – Leave Time. The draft Section E begins on page 14 of the packet. Director Bertucci explained that an additional holiday, Juneteenth, is proposed. The addition of the holiday is common in libraries and the City of Park Ridge has added it to their paid holiday schedule.

Leave time for Vacation, Sick Time and Paid Time Off (PTO) is being revamped. Currently, those employees hired by July 1, 2014 accrue Sick and Vacation time and those hired after that date accrue PTO. Within the group accruing PTO, there is a distinction between full-time librarians vs. other full-time staff with librarians currently accruing more PTO. The proposal is to remove the distinction among staff with all employees accruing PTO at comparable rates. Also being proposed is the removal of the existing step plan for increases in PTO which is felt to be overly complicated. In addition to the above changes, an overall across the board increase in the amount of PTO being accrued is proposed. PTO for half-time employees will also be adjusted accordingly.

Paid Parental Leave is a new benefit policy being proposed and would provide for six weeks of paid leave. Pages 8 and 9 of the packet contain information on paid parental leave being provided by other area libraries. Discussion ensued among the trustees with regard to the accrual of time off during paid vs unpaid leaves, the interaction between the proposed leave and FMLA and the availability of medical insurance during a leave.

Trustee Rapisand made a

**MOTION:**               to approve Sections A, B, C, D and E of the Park Ridge Public Library Employee Handbook, as proposed, with all updates to take effect on Sunday, August 6, 2023

Trustee Hanba seconded the motion.

Roll Call vote:     Yes: Hanba, Powers, Rapisand, Rusk, Somheil, Thiagarajan

**Motion passed**

**OTHER**

None

Meeting adjourned at 7:56 p.m.



# Memorandum

**Memo Date:** August 4, 2023  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Personnel Committee of the Whole Meeting  
**Meeting Date:** August 8, 2022  
**Action Requested:** For review and approval  
**Subject:** FY2024 Salary Plan

## Background:

The HR Source Salary Survey Report for Library compensation is published annually in July. The most recent data was used to benchmark salaries for FY24 and update the Library's pay grade and scale in alignment with the Library's job descriptions that were developed in 2020. Additional changes to job descriptions have been made since I started in summer 2021 to align with changes primarily in the Youth Services, Adult Services, and Administration departments. In FY24 the Management Team will undertake a comprehensive review of job descriptions library-wide.

I have updated the Library's benchmarking rubric to take into account updated salary ranges, new job descriptions and internal restructuring that occurred since salaries were previously benchmarked. Data used to develop the pay grade and scale for FY24 was aged 10 months (March – December) to yield more accurate benchmarks, as survey data collected is based on employee wages as of March 1, 2023.

## Compensation Philosophy:

Park Ridge Public Library recognizes the essential role staff has in furthering the mission and vision of the Library and in achieving the Library's strategic goals. The Board of Trustees and Administration are committed to maintaining an internally equitable and externally competitive compensation structure that will enable the Library to recruit and retain a staff of highly proficient and qualified employees and reward high-performing employees at all levels.

Park Ridge Public Library will establish and maintain pay ranges based upon internal equity and externally competitive guidelines with a base pay minimum and maximum for all pay ranges.

1. Internal equity refers to the constant effort to ensure that pay is managed fairly across all employee pay ranges. Staff will be paid within the pay range for the pay grade of their position.
2. In determining an employee's rate of compensation within their assigned pay range, Administration may consider the employee's performance, contribution, education, experience, and the requirements for the position.
3. Merit increases will be reviewed annually. Merit increases or one-time awards may be given to staff who demonstrate satisfactory job performance in their annual performance review and attain performance goals set forth in the prior year's annual performance review.
4. The Library seeks to provide competitive salaries across all jobs—defined as sufficiently close to the median of the local library competitor market to continue to attract and retain superior staff.

The Library's compensation structure includes competitive benefits for eligible staff including: health, dental, vision and life insurance; paid time off and paid holidays; and enrollment in the Illinois Municipal Retirement Fund. Training is available and encouraged for all positions.

5. Individual employee's eligibility for benefits is dependent on hours worked, length of service, and other factors. Not all employees qualify for all benefits offered.
6. The Library seeks to ensure that benefits are offered and managed fairly across all positions.
7. The Library encourages employees in developing and maintaining competitive skill levels through support of training initiatives and learning opportunities, ensuring that necessary skill sets are developed. The Library endeavors to allow time and financial support to enable staff to attend approved training.



# Memorandum

## External Factors:

Since 2020 the labor market continues to pose challenges to employers, including a tight labor market and low unemployment rates. The unemployment rate for the Chicago/Metro area is currently 4.3%, down from 5.3% in 2022<sup>1</sup>.

Additionally, the U.S. economy has also put pressure on employers to increase wages as the cost of consumer goods rose sharply in 2022 when inflation averaged approximately 8%, compared to 4.7% in 2021 and 1.2% in 2020<sup>2</sup>. While, inflation appears to be coming down (3% as of June 2023) increased costs and higher than normal interest rates continues to challenge employers to offer competitive wages.

Lastly, Illinois' scaled minimum wage increases through January 2025 continues to effect wages. Minimum wage will increase to \$14/hour on January 1, 2024 and to \$15/hour on January 1, 2025.

We can see the impact of these factors as the Library market continues to see higher than typical increase projections for 2023. Based on the current labor market and as we approach the mandated \$15 per hour minimum wage, I predict that we will continue to see higher increase projections with the 2024 salary survey.

<i>HR Source Salary Survey Average Pay Increase Projections</i>					
2018	2019	2020	2021	2022	2023
2.6%	2.5%	2.4%	2.6%	3.7%	4.1%

These factors in combination with the salary survey data have been analyzed to develop a salary plan that rewards staff in line with the Library market and continues to adjust the lowest grades of the pay scale to retain current staff and attract new talent. The secondary goal of this plan is to create a sustainable personnel budget during this anomalous economic time.

## Current Staff Salaries Report and Updated Plan:

- Overall full-time equivalent (FTE) positions are as follows:

FY20	FY21	SY21	FY22	FY23	FY24 – proposed
50	48.5	48.5	48	48	48.5

- Headcount as of August 1, 2023: **68**
  - 26 full-time
  - 42 part-time
- Open positions: 6
- Percent of current employees within percentile ranges described below are as follows:

	<94% Midpoint	95-105% Midpoint	>105% Midpoint
FY20 <sup>3</sup>	59%	26%	15%
FY21	58%	25%	17%
SY21	26%	53%	21%
FY22	26%	53%	21%
FY23	33%	48%	19%
FY24 - proposed	34%	50%	16%

The FY24 plan shows an increase in staff at 95-105% of the midpoint. Since the development of the FY23 salary plan (August 1, 2022), the Library has undergone significant staffing changes as listed below:

- 3 current staff members experienced change (hours, title, pay rate)

<sup>1</sup> Illinois Department of Employment Security. <https://ides.illinois.gov/resources/labor-market-information/laus/current-monthly-unemployment-rates.html>. Last accessed July 28, 2023.

<sup>2</sup> US Inflation Calculator. <https://www.usinflationcalculator.com/inflation/current-inflation-rates/>. Last accessed July 28, 2023.

<sup>3</sup> These percentages were based on 2020 Salary Survey data that was not aged.



# Memorandum

- 10 staff members have resigned
- 12 staff members have been hired

The addition of 12 new staff members has resulted in an increase in percentage of staff at <94% of the midpoint for FY24 over the FY23 salary plan.

## How this salary plan works to achieve goals set forth in the Library’s compensation philosophy

1. *Internal equity refers to the constant effort to ensure that pay is managed fairly across all employee pay ranges. Staff will be paid within the pay range for the pay grade of their position.*
  2. *In determining an employee’s rate of compensation within their assigned pay range, Administration may consider the employee’s performance, contribution, education, experience, and the requirements for the position.*
- To achieve these goals, I respectfully recommend \$98,270 in increases in the following areas:
    - \$77,680 4% average merit pool increases
    - \$14,600 for one-time merit bonuses
    - \$5,990 merit adjustments based on updated pay grade/scale and minimum wage adjustments

Fiscal Year	Personnel Budget	% of Budget Spent
FY20	\$2,400,000	90%
FY21	\$2,340,539	88%
SY21 - annualized	\$2,431,011	91%
FY22	\$2,379,160	94%
FY23	\$2,453,800	<i>Estimated 95%</i>
FY24 - proposed	\$2,548,000	

The proposed FY24 personnel budget is a 3.8% increase over the FY23 budget, approximately \$94,000.

If approved, this plan moves the Library toward achieving the goal for half the staff to fall into the 95-105% range based on data that has been updated for FY24. The compa-ratio for the Library would be 97%

3. *Merit increases will be reviewed annually. Merit increases or one-time awards may be given to staff who demonstrate satisfactory job performance in their annual performance review and attain performance goals set forth in the prior year’s annual performance review.*
  - In SY21, the Library implemented a new performance measurement tool designed to evaluate employees not only on a set of consistent day-to-day competencies, but by allowing managers to have conversations with their direct reports to set goals and benchmarks for achievement of those goals. As part of the annual review process, managers and their staff craft individual and department wide goals to be achieved during the upcoming fiscal year. The overall performance evaluation score is based on day-to-day performance as well as progress toward employee’s goals.
4. *The Library seeks to provide competitive salaries across all jobs—defined as sufficiently close to the median of the local library competitor market to continue to attract and retain superior staff.*
  - The attached FY24 grade and scale allows lowest grades (1-3) to hire at higher starting rates to accommodate upcoming mandated minimum wage increases and address compression of the middle pay grades to remain competitive in recruitment. Positions in these grades (the lowest) are consistently difficult to fill. We can expect our FY25 salary plan continue to address this issue, as the \$15/hour minimum wage mandate will continue to put pressure on the pay scale.
  - In their most recent edition of *Serving our Public 4.0 Standards for Illinois Public Libraries*, the Illinois Library Association recommends that “the library compensates staff in a fair and equitable manner. Salaries alone



# Memorandum

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typically account for up to 60% of the total budget. Salaries plus fringe benefits (FICA, IMRF, and health insurance) account for up to 70%.” The first draft of the FY24 budget would bring our salaries to an estimated 53% of total operating budget and total compensation to approximately 67%.

*5. Individual employee’s eligibility for benefits is dependent on hours worked, length of service, and other factors. Not all employees qualify for all benefits offered.*

*6. The Library seeks to ensure that benefits are offered and managed fairly across all positions.*

- Last year, I stated that in the future, I would bring recommendations to the Board for how to offer additional benefits, in line with the Library market, to retain current staff and attract new talent. This year the Library Board approved increases to paid time off (PTO) accruals as well as paid paternal leave for half-time and full-time employees. The new PTO accrual system addressed inequities with the prior accrual system. Having paid parental leave will help us retain our highly qualified staff as well as be a tool in recruiting new staff.

*7. The Library encourages employees in developing and maintaining competitive skill levels through support of training initiatives and learning opportunities, ensuring that necessary skill sets are developed. The Library endeavors to allow time and financial support to enable staff to attend approved training.*

- The Library maintains a healthy staff training budget to support staff attend training, conferences, and other professional development opportunities. The Library closes to the public 1-2 days per year for all staff training on a variety of Library related topics.
- The Library also supports full-time Librarians by deferring costs for professional memberships, to either the American Library Association or the Illinois Library Association.
- In 2021, the Library Board approved adding a tuition reimbursement line to our annual budget “to provide an opportunity for employees to obtain additional education in order to increase their knowledge and abilities to prepare for future opportunities within the Library.”

## **Recommended Motion:**

- Approve Salary plan as presented, which includes \$98,270 in increases in the following areas:
  - \$77,680 4% average merit pool increases
  - \$14,600 for one-time merit bonuses
  - \$5,990 merit adjustments based on updated pay grade/scale and minimum wage adjustments

## **Attachment:**

FY24 Pay Grade and Scale

<b>PARK RIDGE PUBLIC LIBRARY - SALARY RANGES FY2024</b>		<b>Minimum - 20% below</b>	<b>Midpoint</b>	<b>Maximum - 20% above</b>
11	<b>Library Director</b>	106,318 54.52	132,897 68.15	159,477 81.78
10	<b>Service Managers Adult, Youth, Technical</b>	63,359 32.49	79,198 40.61	95,038 48.74
9	<b>Managers Patron Services, Finance, Facility</b>	61,212 31.39	76,515 39.24	91,818 47.09
8	<b>Marketing &amp; Public Relations Supervisor Service Department Supervisor</b>	53,134 27.25	66,417 34.06	79,700 40.87
7	<b>Librarian I / II Cataloger I / II</b>	46,290 23.74	57,862 29.67	69,435 35.61
6	<b>Graphic Artist Bookkeeper Assistant to Director Patron Services Assistant Manager</b>	43,296 22.20	54,120 27.75	64,944 33.30
5	<b>Library Specialist I / II</b>	38,018 19.50	47,523 24.37	57,028 29.24
4	<b>ILL Coordinator Technical Services Coordinator Patron Services Coordinator Makerspace Coordinator</b>	34,918 17.91	43,648 22.38	52,378 26.86
3	<b>Library Custodian Page Coordinator</b>	31,062 15.93	38,828 19.91	46,594 23.89
2	<b>Technical Services Associate Patron Services Associate</b>	27,539 14.12	34,423 17.65	41,308 21.18
1	<b>Shelver</b>	5% 27,300 14.00	28,752 14.74	34,503 17.69

HR Source Salary Survey: July 1, 2023  
Data Collected March 1, 2023  
Data Aged to January, 1 2023

**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

July 11, 2023 at 7:00 p.m.

The meeting was called to order by Trustee Thiagarajan at 7:57p.m.

**ROLL CALL**

Trustees Present:           Alexandrea Hanba, Danielle Powers, Lauren Rapisand, Gregg Rusk, David Somheil, Deepika Thiagarajan

Trustees Absent:           Josh Kiem, Theresa Renaldi

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

Trustee Somheil made a

**MOTION:**               to approve the minutes of June 13, 2023

Trustee Rusk seconded the motion.

Roll Call Yes: Hanba, Powers, Rapisand, Rusk, Somheil, Thiagarajan

**Motion passed**

**TASK CALENDAR REVIEW AND UPDATE**

Director Bertucci reviewed the status of tasks for July noting that presentation of the FY22 audit report has been moved to August. Other July tasks are in progress and on track for timely completion.

**POLICY REVIEW**

A memo detailing recommended changes to four polices is included in the packet on page 36 and Director Bertucci reviewed the memo.

Annual Library Award – name changed and moved to a biennial award

Photo Use – The revisions to this policy were drafted by the Library’s attorney. Director Bertucci explained First Amendment auditors to the Committee and answered questions regarding the existence of signage within the building notifying that patrons may be photographed or filmed, and the expectation of privacy in a public building.

Social Media - Recommended changes relate to the topics of endorsements of public comments made on the Library’s social media sites, and clarifying the Library’s right to monitor comments and possibly limit those that are violations of policy.

Library Website – Proposed changes to this policy are primarily of an editorial nature.

Park Ridge Community Network – As this website is being incorporated into the Library’s website during the redesign of that site, the recommendation is to rescind the policy. After discussion, the Committee’s preference is to maintain the policy until such time as the PRCN site is decommissioned.

Trustee Somheil made a

**MOTION:**               to approve revisions to the Library Award, Photo Use, Social Media and Library Website polices and to rescind the Park Ridge Community Network website at the time that site is decommissioned.

Trustee Rapisand seconded the motion.

Roll Call Yes: Hanba, Powers, Rapisand, Rusk, Somheil, Thiagarajan

**Motion passed**

**OTHER**

**None**

Trustee Powers made a

**MOTION:**               to adjourn the meeting

Trustee Rusk seconded the motion.

Voice Vote: All in favor

**Motion passed**

The meeting was adjourned at 8:18 p.m.



## 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
- Review budget assumptions for City-provided services
- Annual trustee and staff anti-harassment training
- Policy work

### AUGUST 2023

- B&F quarterly check-in
- B&F review levy forecast
- Board committee chairs assigned
- Strategic plan progress report
- Discuss draft summary FY24 budget and goals
- Review and approve FY24 salary plan
- *Audit presentation – Board Meeting*
- *New Trustee orientation – August 10*

### SEPTEMBER 2023

- Review draft summary budget
- Levy forecast
- Recognize former trustees
- *Secretary review of closed session minutes*
- *Personnel Ctte. Library Director Annual review process*

### OCTOBER 2023

- *National Friends of the Library week*
- Approve FY24 Operating budget
- Approve 2023 Levy request
- Per capita grant requirements assigned
- *Personnel Ctte. Library Director Annual review process*

### NOVEMBER 2023

- Review per capita grant requirements
- Approve 2024 days closed schedule
- *Paid Leave for All policy*

### DECEMBER 2023

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

Updated: August 2, 2023



# Memorandum

[Return to Agenda](#)

**Memo Date:** August 4, 2023  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Planning and Operations Committee of the Whole  
**Meeting Date:** August 8, 2023  
**Subject:** Strategic Plan Progress Report

**Background:** In 2020, the Library worked with Library consultant Jamie La Rue (LaRue & Associates) to develop a community centered strategic plan for the Park Ridge Public Library. The Library’s vision, mission, values, and initiatives listed below were developed as part of this planning process. In November 2022, the Board approved minor revisions to three strategic plan initiatives to address the relevance of some of the goals in the post pandemic landscape.

**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.

**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.

## Values

- **Access:** All information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally, and equitably accessible to all community members and library card holders.
- **Education and Lifelong Learning:** PRPL promotes the creation, maintenance, and enhancement of a learning society, providing a repository of information so the community and individuals can pursue education or informational desires/interests.
- **Expertise:** We are relentless in our efforts to better understand our community, collections and patrons – listening and being responsive to them.
- **Innovation:** Our library is not static. We are always learning and constantly exploring new ways of doing things better and doing better things.
- **Intellectual Freedom:** We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- **Service:** We provide the highest level of service to all library users – community members, organizations, government and businesses.
- **Trusted Source:** The library serves as an ethical and neutral publicly-sourced asset that belongs to everyone.

Activities and work related to progress the Library is making towards meeting the Strategic Plan goals are shared with the Board as part of the monthly Library Director’s Report. To track our progress, department Managers added metrics to some of their goals relevant to their department. We also brainstormed strategies for how to meet these goals within the context of the plan. This document seeks to compile the advancement Library staff have made since the start of the FY23 fiscal year and to also summarize plans, metrics, and ideas for the next fiscal year, commencing January 1, 2024.

**Initiative #1: Encourage individual growth and lifelong learning**

Goal	Progress to date	Looking Forward – FY24
<p><b>Strengthen equitable, diverse, and inclusive (EDI) collections with material that expands our perspective with experiences beyond our own.</b></p>	<p><b>Youth Services</b> staff continue to review the collections through a diversity and inclusivity lens.</p> <p><b>Adult Services</b> Manager, Laura Scott, completed work on the RAILS Equity, Diversity, and Inclusion Cohort from fall 2022 through spring 2023. As a participant in the cohort Ms. Scott and her colleagues explored race, privilege, gender, bias, disabilities, social identities, whiteness, identity, cultural lens, and LGBTQ. EDI concepts including bias, microaggressions, intersectionality, power, privilege, and appropriation were also studied. The cohort explored <b>how the</b> concepts of trust, respect, healthy conflict, collaboration, and accountability play a role in moving toward a more equitable society. The group synthesized these topics and examined them through an equity lens to understand how each person's identity may impact their personal expectations of others and create obstacles in the construction of a positive space. Ideally, our library's work would be rooted in equitable experiences and outcomes for all. Through this experience and knowledge we will continue to examine what story our library is telling, and make sure that our policies and practices aren't based on a single story or experience.</p>	<p>In the new year, we have allocated our FY23 Per Capita Grant funds (\$58,500) to purchase/retrofit current picture book shelving to accommodate an <b>entirely face-out picture book collection</b>. Organizing our picture book collection entirely face-out and adding several new <b>icon-identifiable categories</b> will make this collection more accessible for pre-readers and non-native English speakers, emboldening these patrons to choose their own materials. Our highest circulating picture books are already organized in this way, an average 75% of the <i>Favorite Characters</i> books checked out at any given time and approximately 50% of <i>Things That Go</i> titles, compared to less than 30% of picture books organized by alphabetically by author.</p> <p>In the process of assigning categories, we will also evaluate each individual title to ensure it matches current collection development criteria, and perform a diversity audit of the identities and experiences represented in both characters and creators. In creating categories based on universal experiences and interests, like <i>Starting School</i> and <i>Families</i>, diverse titles may gain more visibility. This process will give us insight into those identities and experiences that are underrepresented in our collection and afford us the opportunity to purchase accordingly.</p>
<p><b>Grow digital offerings including virtual programs and services</b></p> <ul style="list-style-type: none"> <li>Grow circulation of digital items by 10% (adult and youth, combined) by December 31, 2023.</li> </ul>	<p>The FY23 budget increased <b>digital content</b> budgets for adult and youth populations. Comparing January – June 2022 to the same period in 2023, we have seen 10.3% growth in digital item circulation.</p> <p>We are making good use of <b>Hoopla's</b> reporting functionality to determine peak usage times and how to allocate our budget dollars to meet demand. The third email in our drip campaign to new cardholders highlights digital services and as of mid-July has a 65% open rate.</p>	<p>With the upcoming rebrand of Axis360 to <b>Boundless</b>, the Adult Services team will work with the Marketing staff to develop a digital resources promotional campaign. Adult Services staff are also exploring in-person programming opportunities to promote and educate patrons on the variety of digital resources we offer.</p> <p>We are continuing to support <b>hybrid-programming</b> opportunities for adults. Audiovisual equipment was updated this year in both the first and third floor-meeting rooms. Our last step is to purchase a higher</p>

		quality camera with recording capability for the first floor meeting room.
<p><b>Provide support to local teachers, students, homeschool families, and learners of all ages.</b></p> <p>Measurements:</p> <ul style="list-style-type: none"> <li>• 155 Park Ridge teachers will have teacher library cards by 2025.</li> <li>• An average 500 items will be loaned on teacher cards, monthly (September-June)</li> <li>• 80 teachers will attend our teacher programs annually.</li> <li>• 10% increase in usage of our K12 Community Share program (through Axis 360) collection for elementary, middle, and high school readers by 2025.</li> <li>• Offer 12 programs a year that appeal to homeschooling families.</li> </ul>	<p>This goal was approved in fall 2022 to help meet the ends of educators and home school families post-pandemic.</p> <p>We are pleased to report that during the 2022-23 school year <b>123 Park Ridge teachers signed up for library cards</b> (54 renewals; 69 new cards). Local teachers checked out an average of 465 items September 2022 through June 2023. The Patron Services department has been integral in supporting our School Liaisons in their effort to supply local teachers with Park Ridge Library cards. Both the Youth and Patron Services teams are gearing up for the start of the 2023-2024 school year.</p> <p>We presented <b>two programs for educators</b> with a combined attendance of 36. An additional program for educators will be delivered in fall 2023. We have increased the number <b>Homeschool Hangout</b> sessions to create a space in the community where homeschool families can connect and share resources.</p>	<p>For the upcoming 2023-2024 school year our elementary and middle school/high school coordinators will be more heavily promoting our K12 Community Share program/Axis 360 (soon to be remained Unbound) to the students during class visits and book talks.</p> <p>Usage was down approximately 50% in 2022 compared to 2021, which is likely due to the return to the classroom for the 2021-2022 year.</p>
<p><b>Lead Green as convener, researcher, and public example</b></p>	<p>In FY23, we have continued to nurture our partnerships with <b>Go Green Park Ridge</b> and the City of Park Ridge’s <b>Sustainability Commission</b> to deliver programs on environmental topics.</p> <p>In April 2023, Adult Services Manager, Laura Scott, applied for and was awarded a <b>\$500 grant</b> from the Solid Waste Agency of Northern Cook County (SWANCC). The goal of the grant program is to <i>provide funds that assist libraries to purchase material resources that promote reducing our carbon footprint; benefits of waste prevention, reduction, and reuse, recycling, and composting initiatives within the community.</i></p> <p>A thermal camera for patron checkout has been purchased with grant funds and will circulate as part of our Exploration Library offerings. Thermal cameras are</p>	<p>We are exploring options for a <b>composting</b> service for the Library. Library staff would compost food waste after meal breaks as well as waste from patron programs where food is served.</p>

	used to assess hot and/or cold spots in homes as a first step in taking steps to address wasted energy. It is our hope that adding this unique item will increase awareness of energy efficiency measures residents can take in their homes.	
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**Initiative #2: Build up a strong workforce and local businesses**

Goals	Progress to date	Looking Forward – FY24
<p><b>Enhance and expand impactful services for job seekers</b></p> <p>Measurement:</p> <ul style="list-style-type: none"> <li>Offer at least 3 adult programs per year for job seekers with a goal of 60 cumulative attendees in 2023.</li> </ul>	<p>We have hosted the following programs with 30 cumulative attendees.</p> <ul style="list-style-type: none"> <li><i>The Life Cycle of a Job Search</i> with Erica Reckamp</li> <li><i>Get Hired: Career Brand Phrases that Stick</i> with Marti Konstant</li> </ul> <p>In October 2023, we will host Marti Konstant again, who will talk about <i>AI and Career Branding for Your Job Search</i>.</p>	<p>Considering hosting a job and volunteer fair at the Library in FY24.</p> <p>Continue to offer quarterly programs for job seekers.</p>
<p><b>Increase assistance to local small business establishment and development</b></p>	<p>Our <i>Adult Business Services Librarian</i> presents quarterly to the Women’s Business Development Center on services the Library offers to help grow their businesses.</p> <p>The Library offers <b>on demand small business counseling</b> through SCORE North Cook and Lake Counties Chapter #0726. Counselors are available, by appointment, to advise small business owners and start-ups with planning, marketing or financial solutions at no cost.</p>	<p>We continue to collaborate with local businesses in support of our summer reading program. In the coming year, we look forward to developing a stronger relationships South Park (Devon/Talcott) and North Park (Northwest Hwy/Busse/Greenwood) merchants.</p>

**Initiative #3: Align with strategy and set the stage for development**

Goals	Progress to date	Looking Forward – FY24
<p>Evaluate policies, procedures, programs, partnerships, staffing, reports, facility use and budgets to align with the updated mission, vision, and strategy.</p>	<p>Library Administration and the Board’s Personnel Committee developed a new Employee Handbook for the exclusive use of the Library. Before the end of FY23 the Personnel Committee plans to review and update the annual review process for the Library Director.</p> <p>The Library was awarded a <b>Live and Learn construction grant</b> funded by the Illinois State Library in the amount of \$50,000 to offset the children’s accessible restroom/low sensory room renovation costs.</p> <p>The unexpected \$250,000 unrestricted gift from the Malinowski Estate gave the Library Board and Administration impetus to develop and codify an <b>Investment Policy</b>. Library Administration has the opportunity to invest these and future gifts to earn interest while we decide how to spend the gifted funds.</p>	<p>Continue quarterly policy review through the Planning and Operations committee.</p> <p>Continue quarterly budget review through the Budget and Finance Committee.</p> <p>We continue to work with the City of Park Ridge to nurture and navigate the Library’s relationship with the City and the Library’s assumptions for City provided Services.</p>
<p>Develop and launch an engagement strategy and action plan to increase partnerships, build relationships, and more.</p>	<p>Outreach and promotion for <b>local nonprofits</b> like <i>Have Dreams</i> and <i>The Harbour</i> through month-long use of library display case, use of community bulletin board in first floor lobby.</p> <p>Promoting any partnership with local businesses via social media, such as promoting our Summer Reading Club prizes that feature local restaurants and retailers.</p> <p>Provided incentives for patrons to come to Uptown the afternoon of the kickoff to <b>Chamber of Commerce</b> Winterfest with a special family performer and mug giveaway.</p>	<p><i>In progress</i></p>
<p>Cultivate outcomes focus for planning, assessment, and reporting to show what the library is doing to make a difference</p>	<p>Tracking responses to new resident welcome postcards and library card sign up/program registration.</p>	<p>Continue to refine our data collection process and incorporate significant data points into telling the Library’s story.</p>

<p>Shift the library's narrative to the stories of impact that result from the plan.</p>	<p>The Fall 2023 newsletter will feature three patrons at different stages of life, who have returned to using the library as adults.</p>	<p>Continue collecting patron stories from comments, emails, and interactions and building relationships with those users. Dedicate one issue of the Library's quarterly print newsletter to human interest/ patron impact stories.</p>
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**Initiative #4: Develop civic education for an informed and engaged citizenry**

Goals	Progress to date	Looking Forward – FY24
<ul style="list-style-type: none"> <li>Seek our partners and experts to create a civic awareness and engagement initiative that supports teens/young adults and adults.</li> </ul>	<p>Our Middle and High School Services Librarian is a member of the <b>Youth Services Commission</b>. The Commission hosts events throughout the year at the Library and other locations in the community. Additionally, staff have cultivated positive relationships with the City's <b>Community Health, Sustainability and Historic Preservations Commissions</b>, as well as the <b>Farmer's Market Committee</b>.</p> <p>A <b>Teen Advisory Board (TAB)</b> was convened in 2023. The group has been working with Teen Services Librarian, Emily Fardoux, to brainstorm program ideas, reading club incentives, and other ways to market the Teen Loft to their peers. TAB members are currently providing feedback to our Graphic Artist and voting on branding and iconography for the Loft space.</p> <p>The local 2023 election cycle gave us an opportunity to provide space for candidate Meet and Greets hosted by the Park Ridge League of Women Voters</p>	<p>Continue to nurture our community partners. We have scheduled future blood drives as well as Mobile DMV services, provided by the Office of the Illinois Secretary of State.</p>
<ul style="list-style-type: none"> <li>Increase awareness of the Park Ridge Community Network (PRCN) and streamline the platform to effectively share civic information and topics of community interest.</li> </ul>	<p>Working with our website developer, we are retooling the PRCN web presence as part of our current website redesign, which will be completed by the end of 2023.</p>	<p>Continue to develop and promote PRCN content to the community through the Library's website and PRCN Facebook page.</p>



## Memorandum

**Memo Date:** August 4, 2023  
**From:** Joanna Bertucci, Library Director, Staci Greenwald, Youth Services Manager  
 And Anastasia Rachmaciej, Patron Services Manager  
**Meeting Type:** Planning & Operations Committee of the Whole Meeting  
**Meeting Date:** August 8, 2023  
**Action Requested:** For review and approval  
**Subject:** Teacher Card Policy

### Background

In 2019, the Library adopted a Teacher Card Policy. This policy allows the Library to enter into contracts with schools, preschools, licensed day care facilities, and other educational institutions within the city limits of Park Ridge. During the 2022-2023 school year, the Library provided 123 library cards to Park Ridge teachers at 18 schools.

During this past school year, it became clear to us that we need to adjust the parameters of teacher cards to better support our preschool partners. Each level of education is unique in the way that they serve their students and, therefore, the way we as a Library can serve them varies as well. Unlike the elementary schools, most of the preschools do not have access to a school library, which means that we are their main source of books for use in their classrooms. Additionally, preschools house numerous classes of similarly aged children, which makes it more prudent for the teachers to share materials throughout the classrooms. As a result, the best way for us to support preschools is through large volume loans that are exchanged monthly. By increasing the card limit from 50 items to 75, we would be able to provide the necessary buffer to be able to meet the needs of the monthly loans. The Library has ample resources to support this increase and we do not anticipate having fewer materials available for the general public.

### Recommended Action

- 1) We respectfully recommend that the Committee approve the proposed revision to the Teacher Card Policy at their August 8, 2023 meeting.

## TEACHER CARDS

### POLICY:

It is the policy of the Park Ridge Public Library to enter into contracts with schools within the jurisdictional boundaries of The City of Park Ridge to provide limited borrowing privileges to teachers who work at the school.

### RULES:

1. The definition of "school" shall include public and parochial elementary and high schools as well as preschools, licensed day care facilities and other educational institutions within the city limits of Park Ridge.
2. A current letter of agreement between the Park Ridge Public Library and the school must be on file at the beginning of the school year.
3. Teachers who are eligible may apply for a school year Teacher Card by presenting identification that shows proof of employment no earlier than 10 days before the start of the school year, or September 1, whichever is earlier.
4. Teacher Cards issued for the current school year expire each year on June 1 or the last day of the school term.
5. A maximum of fifty seventy-five items may be checked out on a teacher card at any time.
6. The school is financially responsible for all lost or damaged materials and all outstanding overdue fines. Bills for long overdue items and outstanding fines will be sent to the school.
7. Cards issued by the Park Ridge Public Library remain its property and use of such cards may be revoked or suspended by the Library for failure to comply with appropriate Library policy.
8. Teacher Library Cards may only be used at the Park Ridge Public Library.
9. Any teacher whose library card is lost and/or stolen must notify the Park Ridge Public Library immediately. The cardholder's maximum liability is \$50 on all materials checked out and not returned prior to notifying the Library.

Revised xxx

Revised May 17, 2022

Approved July 16, 2019

**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

July 11, 2023 at 7:00 p.m.

**ROLL CALL**

Trustees Present:           Alexandrea Hanba, Danielle Powers, Lauren Rapisand, Gregg Rusk, David Somheil, Deepika Thiagarajan

Trustees Absent:           Josh Kiem, Theresa Renaldi

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

President Hanba opened the meeting at 7:00 p.m. and stated that Trustee Renaldi has called in to listen to the meeting as a member of the public and not in her capacity as a trustee. She further noted that Trustees Kiem and Thiagarajan have been reappointed as trustees for another term and that Anita De Frank has been appointed as a new trustee on the Board.

Chairman Powers opened the Building and Grounds meeting at 7:02 p.m.

**APPROVAL OF MINUTES**

Trustee Somheil made a

**MOTION:**           to approve the minutes of the June 13, 2023 meeting

Trustee Rusk seconded the motion

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

**Motion passed**

**PROJECT UPDATES**

Director Bertucci reviewed the project updates memo included on page 3 of the packet. Phase 2 of the Structural and Youth Restroom/ADA project is underway and Director Bertucci reviewed the project timeline which includes the bid opening on August 1, 2023 and a projected construction start date of September 18, 2023.

The Comcast fiber project is underway but issues have arisen with regard to where the fiber will enter our building. The original plan was for the fiber to be brought into the building off of Prospect Ave. Comcast is now considering an option of bringing fiber in from Touhy but there will be an additional cost to that option. The library's position is that we have an agreed upon contract price and are unwilling to absorb any additional costs.

The final project in progress is the copper to fiber circuit migration. This project is in progress and scheduled to be completed on time.

**2023 EXTERIOR IMPROVEMENTS PROJECT BID REVIEW**

Director Bertucci reviewed the memo on page 4 of the packet that details the bid opening for the Exterior Improvements Project which was held on July 6, 2023. She explained that when Green Associates reviewed the project scope with the apparent low bidder, Boller Construction Co., it was determined that Boller had not included the full scope of the required work in their bid and as such, withdrew their bid. Green then reviewed project scope with the second lowest bidder, Stuckey Construction, and it was determined that their bid included the entire project scope.

Discussion ensued regarding the two alternates to the base bid and Director Bertucci explained what each alternate entails. She further noted that the Library's Fund Balance would still be significant if both of the alternates were approved. In regard to the question of why the bids exceed the estimated project cost, it was explained that there are two options for stripping paint from wood, mechanical and chemical, with the chemical option being the preferred process as it results in better removal of old paint and thus better adhesion of new paint.

**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

July 11, 2023 at 7:00 p.m.

Andrew Jose will prepare a memo for the July 18, 2023 Board meeting with Green's recommendation for this project. This matter will be included as New Business on the July Board meeting agenda.

**OTHER**

None

Meeting was adjourned at 7:18 p.m.

DRAFT



# Memorandum

**Memo Date:** August 4, 2023  
**From:** Joanna Bertucci, Library Director  
 John Priala, Facility Manager  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** August 8, 2023  
**Subject:** Building Project Updates

<i>Project</i>	<i>August 2023 – Activity to Date</i>
<i>2023 Exterior Improvements project</i>	Contract was signed with Stuckey Construction on July 20, 2023. We are awaiting scheduling of the project kick-off meeting.
<i>Phase 2 Structural and Youth Restroom/ADA Project</i>	Andy Dogan of Williams Architects facilitated the bid opening for this project on Tuesday, August 1.
<i>Comcast Fiber</i>	Comcast was able to secure additional funding, internally, to be able to bring a fiber supply to the Library. Installation scheduling is to be determined.
<i>Airespring Copper to Fiber Circuit migration</i>	On July 31, AT&T cut over our phone system from copper lines to new fiber circuit. CVI is addressing a few residual issues, but overall the transition was seamless.



# Memorandum

**Memo Date:** August 4, 2023  
**From:** Joanna Bertucci, Library Director  
John Priala, Facility Manager  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** August 8, 2023  
**Subject:** 2023 Interior Renovations Project – Project Summary and Recommendation

## **Project Summary:**

Bids were opened for the Interior Improvements project at 2:00 pm on Tuesday, August 1, 2023. The bid opening was facilitated by Mr. Andrew Dogan of Williams Architects.

## Scope of Work:

Provide lintel support over five interior existing door openings. During the 2020-2021 Life Safety/Sprinkler project, it was discovered that the door openings below lack lintel support:

- First floor Children’s Department washrooms (2)
- Second floor Adult Services Conference room (1)
- Second floor Business Office (2)

At that time, the Library Board decided to postpone the lintel project and package it with future renovations to the Children’s Department washrooms to bring them into ADA compliance. These washrooms were not included in the scope of 2018 building renovation.

In September 2022, the Board authorized the Library Director to move forward with the lintel replacement as well as a renovation to the Children’s Room washrooms. During discussion it was recommended and approved that one existing washroom in Children’s be converted into a low sensory/wellness room. A low sensory/wellness room is a place where overwhelmed young patrons can go to take a break. Low sensory rooms are increasingly appearing in libraries as rooms designed for people on the autism spectrum or with sensory processing disorders. Such a space will help our patrons level out their feelings until they are ready to continue using the library or decide to head home. This space will be outfitted with tactile manipulatives, soft seating, and calming lights as well as a sink to allow for use as a mother’s room.

In April 2023, the Library was awarded a \$50,000 Illinois State Library [Live and Learn construction - remodeling for Accessibility grant](#).

## Costs:

As per Illinois State Statue, the interior project was put out for public bidding in July 2023. The Library received seven bid responses. After screening the apparent low bidder, Williams Architects recommends that the Library award the project contract to Stuckey Construction for \$186,400. This amount includes the base bid of \$183,000 and alternate #2, installation of an ADA accessible water fountain and bottle filling station, for \$3,400. Please see the memo from Williams Architects for additional details.

## Funding:

This project will be funded 75% from the Library’s Capital Improvements budget (\$136,400) and 25% from the Live and Learn grant (\$50,000). \$91,916 was carried forward from FY22 for the lintel construction.



# Memorandum

## Capital Improvements Budget Line

<b>Revised Budget</b>	<b>\$ 679,008</b>	
<b>Current Balance</b>	<b>\$ 653,716</b>	
<i>Projects in progress</i>		
• Exterior Project	\$ 323,400	Base Bid, Alts. 01 and 02
• Interior Project	\$ 186,400	Base Bid, Alt. 02
• Interior Project lintel construction - carry forward		<i>\$91, 916 carry forward included above</i>
• Ice Melt - carry forward	\$ 12,877	
• Sound Attenuation project balance	\$ 14,600	
• Architect Fees	\$ 18,250	
<b>Encumbered Balance</b>	<b>\$ 555,527</b>	
<b>Estimated balance to be carried forward to FY24</b>	<b>\$ 98,189</b>	

### Recommend Motion:

- Award the 2023 Interior Renovations Project to Stuckey Construction of Waukegan, IL for the base bid amount of \$183,000 plus Alternate #2 in the amount of \$3,400 for a total contract award of \$186,400.

3 August 2023

Ms. Joanna Bertucci, Library Director  
Park Ridge Public Library  
20 S. Prospect Avenue  
Park Ridge, IL 60068

**Re: Summary of Bid Analysis / Contractor Interviews  
Park Ridge Public Library 2023 Interior Renovations Project - WA Project #2022-006b**

Dear Ms. Bertucci:

Williams Architects administered the bid opening for the **Park Ridge Public Library 2023 Interior Renovations Project** on August 1, 2022. Seven general contractors submitted bids for the project. We are pleased to report that low bid results returned substantially under our most recent estimate of approximately \$269,500 for the scope of work that was bid. Please note that all bidders were directed to include a \$15,000 contingency allowance in their bids for handling of any minor unforeseen issues that may arise during construction.

A tabulation of the bid results is attached indicating the bid results and names and locations of the bidders. We reviewed the scope of the project with the lowest bidder, Stuckey Construction of Waukegan, IL. Their base bid amount is \$183,000. In a telephone interview with Brian Anderson of Stuckey Construction, it was confirmed that the bid is complete as submitted with no limitations or exclusions. When asked about the amount of their bid relative to other bids received, Stuckey stated that they will be able to substantially save on overhead and general conditions for the project because they have already been awarded a window repair and replacement project for the Library which will be occurring concurrently and supervised by the same superintendent. Stuckey Construction has completed numerous successful projects with our office as both a general contractor and construction manager; we attempted to check a reference provided for another recently completed library project by the contractor at Vernon Area Public Library and calls were not returned as of the date of this letter. They indicated the ability to finish the project in the time required and will provide the bonds and insurance required by the Contract Documents. Finally, Stuckey Construction is aware that the project requires prevailing wage with certified payrolls submitted with each pay request.

Based on our review of the bid and reference checks, we find no reason to believe that Stuckey Construction is not the responsive and responsible low bidder for the Project.

Two alternate bids were included in the project. The first alternate bid was to complete all shoring required for the lintels concurrently rather than sequentially, and the second is to provide and install a new bi-level drinking fountain with bottle filler outside the new restroom and sensory room. The shoring subcontractor stated that sequencing is not applicable to the pricing of their work, so Alternate #1 was indicated as not applicable. Alternate #2 was offered at a price of \$3,400, a fair and reasonable price for this work. Due to the project being under budget, we recommend acceptance of this alternate.



Therefore, subject to receipt of evidence of all required insurance coverage and payment/performance bonds as required by the Contract Documents, **we find no reason why the contract for the Park Ridge Public Library 2023 Interior Renovations Project should not be awarded to Stuckey Construction of Waukegan, IL for the Base Bid amount of ONE HUNDRED EIGHTY THREE THOUSAND DOLLARS (\$183,000) plus Alternate Bid \$2 in the amount of THREE THOUSAND FOUR HUNDRED DOLLARS (\$3,400) for a total contract award of ONE HUNDRED EIGHTY SIX THOUSAND FOUR HUNDRED DOLLARS (\$186,400).**

We further wish to note that we assisted the Library with a successful application for an Illinois State Library Live and Learn Construction Grant which will offset costs for this project by \$50,000 by virtue of the accessibility improvements being made with the remodeled restroom, sensory room, and drinking fountain.

We truly appreciate our continued relationship with the Park Ridge Public Library and look forward to working as your spirited partner to complete another successful project for the Library and the community it serves.

Sincerely,

A handwritten signature in black ink, appearing to read 'ARD', followed by a horizontal line extending to the right.

Andrew R. Dogan, AIA, NCARB, LEED AP  
Principal / Vice President

Attachments: 01 - Bid Tabulation, 1 August 2023  
02 - Contractor Interview/Screening Summary, 2 August 2023

# Bid Tabulation

Project: Park Ridge Public Library 2023 Interior Renovations

Bid Date: August 1, 2023



Bidder / Location	Addm #1	Addm #2	Base Bid	Alternate #1 - Shore Openings Simultaneously	Alternate #2 - Provide & Install Drinking Ftn	Allowance Form?	A305 Contr Qualification Statement Included?	Certifications Complete?	Bid Bond?
Stuckey Construction Company / Waukegan, IL	X	X	\$ 183,000.00	\$ -	\$ 3,400.00	X	X	X	X
Eagle Contracting / Mokena, IL	X	X	\$ 199,977.00	\$ -	\$ 3,300.00	X	X	X	X
Manusos General Contracting Inc. / Fox Lake, IL	X	X	\$ 231,367.00	\$ -	\$ 3,167.00	X	X	X	X
F.H. Paschen, S.N. Nielsen & Associates LLC / Chicago, IL	X	X	\$ 276,000.00	\$ (11,750.00)	\$ 2,500.00	X	X	X	X
Kandu Construction Inc. / Skokie, IL	X	X	\$ 297,000.00	\$ -	\$ 5,000.00	X	X	X	X
Boller Construction / Waukegan, IL	X	X	\$ 298,300.00	\$ (10,000.00)	\$ 5,000.00	X	X	X	X
Construction Inc. / Lombard, IL	X	X	\$ 356,000.00	\$ (500.00)	\$ 7,500.00	X	X	X	X

## Project Memorandum

**Re:** Contractor Interview – Stuckey Construction Company  
Park Ridge Public Library Interior Remodeling 2023  
WA Project #2022-006b

**Date:** 2 August 2023

**By:** Kyle Cunningham, Williams Architects

**Meeting/Call With:** **Brian Anderson, Stuckey Construction.**

Q: Is the bid complete as submitted?

A: Yes

Q: Is there anything not on the documents that you know you will need to do and that you have not accounted for in your bid?

A: *Not anything that wasn't accounted for. Accounted for site logistics for the project such as floor protections, etc.*

Q: Have you included the \$15,000 allowance required by the contract documents in your bid?

A: Yes

Q: Are you aware this is a prevailing wage project and that certified payrolls will be required?

A: Yes

Q: Are you a union contractor?

A: Yes

Q: Schedule review/concerns? What do the alternate items add/remove to your overall schedule?

A: *Doors, frame, and hardware would likely take 10 weeks to turnaround and is the one lead time concern currently for the project.*

*Shoring all work areas at once vs area by area would not make a difference on the overall schedule, which is why it was not an add or deduct. The mason will be completing an area at a time so that would be the driving force behind the schedule.*

*No lead time issues known for a drinking fountain. Would need to talk to the plumbing contractor if there is any additional time for the drinking fountain but does not anticipate issues.*

Q: How do you plan on staffing the project?

A: *Peter, from their office will be managing both projects simultaneously as superintendent. He would be supervising both projects.*

Q: Any concerns about the scope of work/materials specified?

A: *No, they will just need to track down acoustic tile panels but shouldn't be an issue.*

Q: How will the project be managed and staffed?

A: *Superintendent would manage the trades on the project. Superintendent would take care of any manpower they need for demo and carpentry.*

Q: Other comments/questions?

A: *They wanted to confirm the site logistics. Confirmed that they would be able to bring in materials*



*through the front door and up elevator to second floor as needed. Let them know that the library is amenable to scheduling the work if notice is provided.*

*They believe that most of the reason for the low cost is likely because they will be able to simultaneously supervise the window façade project and interior remodel project. They plan on doing most of the demo themselves and using a mason that they use a lot on small scale projects. They do not have a lot of concern for the low cost.*

**End of Project Memorandum**