



Park Ridge Public Library

Notice is hereby given that the following Committees of the Library Board will meet in the
First Floor Meeting Room of the Park Ridge Public Library
20 S. Prospect Avenue, Park Ridge, IL
On the date and time below

All meetings are open to the public according to the provisions of the Illinois Open Meetings Act. For additional information, or to request accommodations, please contact Library Administration.

LIBRARY COMMITTEE AGENDAS
BOARD OF TRUSTEES
Tuesday, February 11, 2025
All committees are committees-of-the-whole unless noted

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT ON NON-AGENDA ITEMS

BUDGET & FINANCE – Rusk, Chair

1. Approve Minutes of January 14, 2025
2. FY24 – Capital Budget Carryforwards
3. Other

PLANNING & OPERATIONS – Kiem & Renaldi, Co-Chairs

1. Approve Minutes of January 14, 2025
2. Task calendar review
3. Strategic Planning update
4. Other

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

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees

Held in the first floor meeting room at the Library

January 14, 2025 at 7:00 p.m.

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

ROLL CALL

Trustees Present:

Anita De Frank, Michael Donahue, Alexandria Hanba, Josh Kiem, Danielle Powers, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

Others Present:

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

BUDGET & FINANCE

Treasurer Rusk called the meeting to order at 7:15 p.m.

APPROVE MINUTES

Trustee Somheil made a

MOTION: to approve the minutes of December 10, 2024

Trustee Powers seconded the motion.

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

Abstain: Somheil

Motion passed

FY24 – PERIOD 13 BUDGET TRANSFER

Due to a transfer of \$10,000 from the AS-Nonfiction budget line in November, 2024, the remaining budget amount in that account was insufficient to cover end of year expenses. The request is to transfer \$500 from the AS-Fiction budget to the AS-Nonfiction budget.

Treasurer Rusk made a

MOTION: to approve an FY24 Operating Budget transfer for \$500 from AS-Fiction to AS-Nonfiction

Vice President Renaldi seconded the motion.

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

Motion passed

OTHER

None

Meeting adjourned at 7:17 p.m.



Memorandum

Memo Date: February 5, 2025
From: Joanna Bertucci, Library Director
 Joan Wrenn, Finance/HR Manager
Meeting Type: Budget & Finance Committee of the Whole
Meeting Date: February 11, 2025
Action Requested: Approval
Subject: FY24 to FY25 Budget Carry Forwards

Background:

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

Building Improvements:

1. The **Ice Melt Project** remains an open ticket item due to continued testing of the system. \$12,877 has been carried forward since FY20 and should be carried forward until the Library is assured that the system is fully functional.
2. The balance of the Building Improvements fund has been allocated to the **HVAC project**, which was started in 2024.

Account Description	Original Budget	Adjustment	Revised Budget
Building Improvements – Budget FY25	\$425,000		
Building Improvements – Ice Melt System		+\$12,877	
Building Improvements – HVAC Project		+527,455	
Adjustment TOTAL	\$425,000	+\$540,332	= \$965,332

Computer Equipment:

1. \$195,000 was budgeted for the **PC and laptop replacement project**. Due to delays in manufacturing chips for desktop PCs, that portion of the project has been deferred to 2025. The library's laptop fleet was replaced in 2024 and we plan to complete the desktop replacement in 2025.

Account Description	Original Budget	Adjustment	Revised Budget
Computer Equipment – FY25 Budget	\$50,000		
Computer Equipment – PC replacement		+86,919	
Adjustment TOTAL	\$50,000	+\$86,919	= \$136,919

Recommendation:

The Board adopt the carry forwards as presented.

Suggested motion:

- Approve FY24 to FY25 Building Improvement carry forward in the amount of \$540,332 for the Ice Melt System and HVAC Project.
- Approve FY24 to FY25 Computer Equipment carry forward in the amount of \$86,919 for the PC replacement project.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room at the Library

January 14, 2025 at 7:00 p.m.

The meeting was called to order by Co-Chair Renaldi at 7:17 p.m.

ROLL CALL

Trustees Present: Anita De Frank, Michael Donahue, Alexandria Hanba, Josh Kiem, Danielle Powers, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

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

APPROVAL OF MINUTES

President Thiagarajan made a

MOTION: to approve the minutes of December 10, 2024

Secretary DeFrank seconded the motion.

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

Abstain: Somheil

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed tasks on the calendar for the month of January. Trustee Kiem noted that the 2025 calendar should include the bi-annual Library Award, and Director Bertucci stated that this will be added to the calendar. Also noted was that the January and February Board meetings will be held at the Library rather than at City Hall

STRATEGIC PLANNING SUBCOMMITTEE REPORT AND RECOMMENDATION

Director Bertucci updated the committee on the status of the Strategic Planning process noting that a Logistics team has been formed and will have its first meeting on January 28, 2025. The team will support the strategic planning process by helping to identify individuals and groups for our consultants to engage with. The team will also assist with scheduling and promoting these sessions.

Director Bertucci also noted that marketing supervisor Jen Healy will work with the consultants to tailor the survey for use in the Park Ridge community.

POLICY REVIEW

Director Bertucci reviewed the memo on page 10 of the packet that notes the six policies scheduled for review this month and summarizes the proposed edits to each of the policies. The committee reviewed each of the policies. While discussing proposed changes to the Gifts and Donations Policy, Trustee Kiem suggested that in the interest of transparency, all gifts received be documented and reported to the Board. Discussion ensued among the trustees and it was agreed that the policy be changed to reflect that all gifts in excess of \$5K will be communicated to the Board. Director Bertucci will make changes noted in an updated policy draft that will appear on the agenda for approval at the January 21, 2025 Board meeting under New Business. After review of the other proposed policy drafts, no additional changes were suggested.

Vice President Renaldi made a

MOTION: to approve revisions to the following policies: Gifts of Real Property, Buy a Brick Project, Naming, Sponsorships and Community Advisors, and to move approval of the Gifts and Donations Policy to New Business on the agenda for the January 21, 2025 Board meeting

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room at the Library

January 14, 2025 at 7:00 p.m.

President Thiagarajan seconded the motion.

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

Motion passed

OTHER

None

Meeting closed at 8:00 pm

ADJOURNMENT

There being no further business for the Committees' consideration;

Trustee Powers made a

MOTION: To adjourn the Committee of the Whole Meeting

Treasurer Rusk seconded the motion

Voice Vote: All in favor

None opposed

Meeting was adjourned at 8:01 p.m.

DRAFT



BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY25

JANUARY 2025

- Policy review
- Strategic Planning process begins

FEBRUARY 2025

- Budget carryforwards from FY24
- Statistical collection review and discussion

MARCH 2025

- Annual Library Certification due to State Library
- Receive FY Annual report (IPLAR)
- **Library Award review and decision**
- Policy review

APRIL 2025

- National Library Week 4/6-4/12
- **Library Award Presented at 4/15 Board Meeting**
- Receive FY24 Annual report (Marketing)
- Cyber security presentation – April Board Mtg.

MAY 2025

- Statement of Economic Interest due to Cook County
- FY24 audit field work
- Approve CCS and OCLC annual fees
- Semiannual closed session minutes review
- Policy review

JUNE 2025

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

JULY 2025

- B&F check-in/levy forecast
- Welcome new and reappointed trustees
- Election of officers
- Discuss FY26 budget goals and levy forecast
- Annual trustee and staff anti-harassment training

AUGUST 2025

- Approve FY26 salary plan
- Review budget assumptions for City-provided services
- New Trustee orientation
- Board committee chairs assigned
- FY24 Audit presentation
- Personnel Committee: Library Director Evaluation form

SEPTEMBER 2025

- Review FY26 draft budget
- Approve 2025 Levy request
- Recognize former trustees

OCTOBER 2025

- *National Friends of the Library week*
- Approve FY26 Operating budget
- Per Capita Grant requirements assigned

NOVEMBER 2025

- City Council Budget Workshop
- Review Per Capita Grant requirements
- Approve 2026 Days Closed schedule
- Library Director annual review – closed session
- Semiannual closed session minutes review
- Policy review

DECEMBER 2025

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

Updated: January 17, 2025

Memorandum

Memo Date: February 7, 2025
From: Joanna Bertucci, Library Director
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: February 11, 2025
Action Requested: For information
Subject: Strategic Planning update

On January 28, the Strategic Planning Logistics Committee held its formal kickoff meeting with Janet Nelson and Rob Cullin of ReThinking Libraries (RTL). Since then, the team has been actively working through our Phase 1 checklist.

1. Scheduling Engagement Sessions

The committee has scheduled a series of engagement sessions to gather valuable input from the community, library staff, and other stakeholders. With the exception of one virtual session for staff, all sessions will be in-person and all sessions will be facilitated by RTL staff.

- **Community Session:**
 - Monday, March 17 | 7:00–8:00 PM
- **PRPL Supervisory Staff:**
 - Tuesday, March 18 | 2:00–3:30 PM
- **Library Board & Director:**
 - Tuesday, March 18 | 7:00–8:30 PM
- **PRPL Non-Supervisory Staff:**
 - In-Person: Monday, March 17 | 1:00–2:30 PM
 - Virtual: Wednesday, March 19 | 2:00 PM
- **Additional Community Sessions:**
 - Monday, April 14 | 1:00–2:00 PM
 - Monday, April 14 | 5:30–6:30 PM
 - Monday, April 14 | 7:00–8:00 PM
 - Tuesday, April 15 | 10:00–11:00 AM
 - Tuesday, April 15 | 1:00–2:00 PM

Note: One of these community sessions (TBD) will be open to the public to encourage broader community participation.

2. Developing a Community Outreach List

The committee is actively developing a list of key community members to invite to the engagement sessions. This list aims to ensure diverse representation and meaningful input from a wide range of community voices. If trustees have any suggestions, please feel free to email them to me as soon as possible.

3. Survey Development

The committee has reviewed RTL’s survey template and made some adjustments to better fit our needs. The survey is scheduled to go live by March 1, coinciding with the release of our spring newsletter. The newsletter will feature a message from President Thiagarajan highlighting the strategic planning process and encouraging community feedback.



Memorandum

4. **Data Collection**

The committee is compiling data to share with RTL for collection turnover analysis and to support the development of a comparable libraries report.

Next Steps

We will meet with RTL on February 7 to discuss upcoming action items. Beginning the week of February 17, the committee will meet with RTL on a bi-weekly basis to maintain momentum and ensure continued progress.