



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 AGENDA
BOARD OF TRUSTEES
Tuesday, March 11, 2025 at 7:00 pm
All committees are committees-of-the-whole unless noted

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT ON NON-AGENDA ITEMS

BUILDING & GROUNDS – Powers, Chair

1. Approve Minutes of January 14, 2025
2. Project updates
3. HVAC replacement project bid results & recommendation
4. Other

COMMUNICATIONS & DEVELOPMENT – Somheil, Chair

1. Approve Minutes of April 9, 2024
2. 2025 Library Award nominations
3. Other

PLANNING & OPERATIONS – Kiem & Renaldi, Co-Chairs

1. Approve Minutes of February 11, 2025
2. Task calendar review
3. Strategic Planning update
4. Policy review:
 - a. Library Programs
 - b. Test Proctoring
 - c. Volunteers
 - d. Unpaid Internships
 - e. Afterhours Materials Depositories
 - f. Temporary Outdoor Public Art
 - g. Little Free Libraries
5. Other

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

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Building and Grounds Committee of the Whole Meeting of the Board of Trustees

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

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

ROLL CALL

Trustees Present: Anita DeFrank, 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

PUBLIC COMMENT ON NON AGENDA ITEMS

None

APPROVAL OF MINUTES

Vice President Renaldi made a

MOTION: to approve the minutes of the November 12, 2024 meeting

President Thiagarajan seconded the motion

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

Motion passed

BUILDING PROJECT UPDATE

Director Bertucci reviewed the project status memo appearing on page 3 of the packet noting the status of the three building projects currently underway. Relocation of the first floor meeting room doors is planned for the first week of March. This coincides with a planned lull in programming in that space.

Measurements for the second floor display case and slat wall project are being finalized and it is expected that 4-6 weeks will be required for fabrication of the materials.

Director Bertucci provided the committee with an update on the HVAC project after she and Mr. Priala met with representatives from Elara. It is anticipated that there will be two primary contractors for the project; one for mechanicals and another for building controls. At the current time, it is also anticipated that the first phase of the project will be undertaken in the spring of 2025. The bid documents will be developed to allow contractors to propose alternative phasing plans which may allow contractors to reflect any potential cost savings in bids. As bid documents are nearing completion, Elara is now exploring the possibility of incentives from utility providers and automation systems vendors.

OTHER

None

Meeting was adjourned at 7:15 p.m.

Memorandum

Memo Date: March 7, 2025
From: Joanna Bertucci, Library Director
 John Priala, Facility Manager
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: March 11, 2025
Subject: Building Project Updates

Project	
1st Floor Meeting Room Door relocation	The relocation project was completed on Friday, 3/7.
2nd Floor display case/slat wall install	<p>Final shop drawings for the new display case have been confirmed, and fabrication is now in progress. We anticipate delivery and installation by the end of April. The current case is scheduled for demolition in early April, with the new slat wall to be installed shortly thereafter.</p> <p>Our goal is to re-launch the Exploration Library collection by May 1, ensuring it can be featured in the summer newsletter.</p>
Roof Ice Melt System	I have reached out to Andrew Jose regarding commissioning an independent third-party to assess the functionality of our ice melt system. I'm hoping to have more to report at the 3/11 meeting.

Memorandum

Memo Date: March 7, 2025
From: Joanna Bertucci, Library Director
John Priala, Facility Manager
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: March 11, 2025
Subject: HVAC & Controls Replacement Project

Background:

On February 21, 2025, Elara Engineering facilitated the bid opening for the Library's HVAC & Controls Replacement Project, receiving a strong response from 13 contractors—8 mechanical contractors and 5 controls contractors. The bid results are attached to this memo.

Mr. Jim Gibson and his team at Elara Engineering carefully reviewed the lowest bidders for each contract to ensure they have a full understanding of the project scope and the necessary coordination between the mechanical and controls contractors. After speaking with representatives from RJ Olmen and Delta, Mr. Gibson and his team are highly confident in each firm's ability to successfully complete the project and recommend awarding contracts to both.

For the mechanical contractor, the bid documents specified that all bids include a \$10,000 allowance. While Elara does not anticipate significant unknowns arising during the project, it would be prudent to allocate funds beyond the \$10,000 included in the contract. Mr. Gibson recommends that the Library budget an additional \$70,000 contingency. If both contingencies were fully utilized (\$80,000 total), the overall project cost would be \$1,699,203. For budgeting purposes, this figure has been rounded to \$1,700,000.

As part of the bid process, firms were asked to indicate any potential cost savings if the Library were to shut down in order to expedite project completion. RJ Olmen proposed a \$7,777 deduction, but Elara does not recommend accepting this option, as the savings are minimal relative to the total project cost and would not significantly impact the ease or speed of completion.

I have updated the levy forecast originally presented to the Board in October. The revised forecast now reflects a 3% increase for the next three years and assumes 91% budget expenditure. By the end of FY25, the Library is projected to have approximately eight months of operating reserves, aligning with our commitment to reduce the deficit.

Recommended Motions:

- Motion to award the HVAC controls prime replacement contract to Delta Controls for \$225,756.
- Motion to award the HVAC mechanical prime replacement contract to RJ Olmen for \$1,403,447
- Allocate \$70,000 from the Building Improvements budget for additional project contingency

**PARK RIDGE PUBLIC LIBRARY
HVAC and BAS Upgrades**



2/21/2025
2:00 PM Bid Opening

Company	Mechanical Prime or Controls Prime	Addenda # 1	Base Bid with Allowance	Alternate #1	Bid Bond (10% of Base Bid)	Bidders Certification	Illinois Drug Free Work Place	Sexual Harassment Policy	Fair Employment Practices
Amber	Mechanical	Y	\$ 1,422,900.00	\$ 12,000.00	\$ 142,290.00	Y	Y	Y	Y
ABC Controls	Controls	Y	\$ 242,000.00		\$ 24,200.00	Y	Y	Y	Y
Acitelli	Mechanical	Y	\$ 1,878,000.00	N/A	\$ 13,280.00	Y	Y	Y	Y
Delta Controls	Controls	Y	\$ 225,756.00		\$ 22,575.60	Y	Y	Y	Y
Everest Energy & Control Technologies LLC	Controls	Y	\$ 249,600.00		\$ 24,960.00	Y	Y	Y	Y
F.E. Moran	Mechanical	Y	\$ 1,536,500.00	\$ -	\$ 153,650.00	Y	Y	Y	Y
Helm Mechanical	Mechanical	Y	\$ 1,893,000.00	\$ -	\$ 189,300.00	Y	Y	Y	Y
Interactive Building Solutions	Controls	Y	\$ 279,700.00		\$ 27,970.00	Y	Y	Y	Y
MG Mechanical Contracting Inc.	Mechanical	Y	\$ 1,566,000.00	\$ -	\$ 156,600.00	Y	Y	Y	Y
Oak Brook Mechanical Services	Mechanical	Y	\$ 1,587,000.00	\$ 21,000.00	\$ 158,700.00	Y	Y	Y	Y
R.J. Olmen Company	Mechanical	Y	\$ 1,403,447.00	\$ 7,777.00	\$ 140,344.70	Y	Y	Y	Y
Trane	Controls	Y	\$ 240,000.00		\$ 24,000.00	Y	Y	Y	Y
Voris Mechanical Inc.	Mechanical	Y	\$ 1,516,450.00	\$ -	\$ 151,645.00	Y	Y	Y	Y



March 5, 2025

Joanna Bertucci
Park Ridge Public Library
20 S Prospect Ave,
Park Ridge, IL 60068

RE: Park Ridge Public Library HVAC & Controls Replacement Project – Mechanical Contractor Letter of Recommendation

Dear Ms. Bertucci,

We have reviewed the Park Ridge Public Library HVAC & Controls Replacement Project bids submitted and opened during the public bid opening on February 21, 2025 by a number of Mechanical Prime Contractors for conformance with the construction documents and specifications. Bids were read aloud at 2:00pm CST on 2/21/2025 and I have attached the results of the bid opening to this letter of recommendation for your reference.

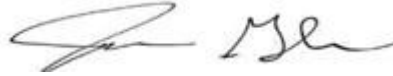
We have completed a post-bid interviews with the apparent low bidder, RJ Olmen, in order to identify their knowledge of the project and to fully understand their inclusions, exclusions, and assumptions. Based on our review of their bid and the results of their post-bid interview, our recommendation is to accept their bid in the amount of \$1,403,447.00.

RJ Olmen has confirmed that their base bid amount of \$1,403,447.00 is inclusive of the \$10,000.00 allowance as indicated in Specification Document number 004321 for project contingencies. In addition to this contingency, we recommend reserving a 5% project contingency in the amount of \$70,000.00 in the event unforeseen conditions are uncovered during the project work. At this time we do not anticipate any potential change orders and RJ Olmen confirmed during our post-bid interviews that they also do not foresee any potential change orders at this time.

In order to minimize building shutdowns, many considerations were factored, and a multiple phased approach was engineered. That being said, there are short unavoidable periods in which some areas and functions will be required to be shutdown. During the first phase of construction the front entrance will need to be shut down for 2-days for the removal of the existing AHU-3 and an additional 2-days for unit ingress into the building. During this time, the contractor plans on utilizing the elevator to move equipment. Other equipment ingress and egress are planned to utilize other entrances. Additionally, per discussions during design, areas in the library will need to be closed from public access to facilitate the installation of new equipment and associate piping and ductwork modifications. The estimated downtime per library AHU is 3 weeks; one week for demolition, one week for new AHU installation, and one week for power/wiring/controls to be able to run the main fans, per area.

Currently, the project is on schedule with no foreseeable setbacks. To ensure no delays in scheduling outlined in our bid documentation, we recommend a prompt review of this recommendation. If there are any questions, please do not hesitate to call.

Respectfully Submitted,



Jim Gibson, PE
Associate Principal – Practice Leader
Elara Energy Services, Inc.



Daniel Anastasia, PE
Senior Mechanical Engineer
Elara Energy Services, Inc.

Enclosure (2)



March 5, 2025

Joanna Bertucci
Park Ridge Public Library
20 S Prospect Ave,
Park Ridge, IL 60068

RE: Park Ridge Public Library HVAC & Controls Replacement Project – Controls Contractor Letter of Recommendation

Dear Ms. Bertucci,

We have reviewed the Park Ridge Public Library HVAC & Controls Replacement Project bids submitted on February 21, 2025 by a number of building automation system contractors for conformance with the construction documents. It should be noted, this controls installation will take place simultaneously with the mechanical work for the mechanical upgrade project.

Attached you will find a spreadsheet summarizing the bids received. We have completed a post bid interviews with the apparent low bidder, Delta Controls, in order to identify their knowledge of the project and to fully understand each of their inclusions, exclusions and assumptions. Based on our review of their bid and the results of their post-bid interview, our recommendation is to accept their bid in the amount of \$225,756.00.

Delta Controls exhibited great knowledge of the project's intent and at this time they do not foresee any potential change orders at this time. Delta also demonstrated excellent knowledge of the other prime contractors' scope of work in coordination with their own construction phases and control scope associated with the project.

Currently, the project is on schedule with no foreseeable setbacks. To ensure no delays in scheduling outlined in our bid documentation, we recommend a prompt review of this recommendation. If there are any questions, please do not hesitate to call.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Jim Gibson".

Jim Gibson, PE
Associate Principal – Practice Leader
Elara Energy Services, Inc.

A handwritten signature in dark ink, appearing to read "Daniel Anastasia".

Daniel Anastasia, PE
Senior Mechanical Engineer
Elara Energy Services, Inc.

3/5/2025					2%	3%	3%	3%
	FY23 Revised Budget	FY23 Actual	FY24 - Budget	FY24 - Forecast Actuals	FY25 - DRAFT	FY26 - FORECAST	FY27 - FORECAST	FY28 - FORECAST
Revenues								
Property Taxes	\$ 4,088,161	\$ 4,001,404	\$ 4,088,161	\$ 3,943,268	\$ 4,169,924	\$ 4,295,022	\$ 4,423,873	\$ 4,556,589
Property Tax Prior	\$ -	\$ 49,396	\$ -	\$ 25,653	\$ -	\$ -	\$ -	\$ -
PPRT	\$ 214,500	\$ 190,644	\$ 130,000	\$ 115,124	\$ 139,252	\$ 115,000	\$ 100,000	\$ 100,000
State Grants	\$ 108,500	\$ 108,493	\$ 58,493	\$ 58,889	\$ 58,493	\$ 58,855	\$ 108,500	\$ 58,855
Interest	\$ 1,000	\$ 133,404	\$ 50,000	\$ 128,029	\$ 100,000	\$ 90,000	\$ 80,000	\$ 80,000
Other Receipts	\$ 136,000	\$ 338,771	\$ 149,000	\$ 79,471	\$ 109,000	\$ 300,000	\$ 375,000	\$ 200,000
TOTAL REVENUE	\$ 4,548,161	\$ 4,822,112	\$ 4,475,654	\$ 4,350,434	\$ 4,576,669	\$ 4,858,877	\$ 5,087,373	\$ 4,995,444
Operating Expenditures								
Salaries	\$ 2,453,799	\$ 2,328,718	\$ 2,546,525	\$ 2,410,144	\$ 2,648,000	\$ 2,714,200	\$ 2,782,055	\$ 2,851,606
Employee Benefits	\$ 655,266	\$ 582,949	\$ 716,648	\$ 623,616	\$ 720,600	\$ 735,012	\$ 749,712	\$ 764,706
Data Processing	\$ 322,000	\$ 278,807	\$ 273,300	\$ 260,951	\$ 281,300	\$ 286,926	\$ 292,665	\$ 298,518
Building Maintenance	\$ 176,500	\$ 126,551	\$ 164,500	\$ 109,539	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000
Membership, Recruiting and Training	\$ 29,000	\$ 22,601	\$ 31,500	\$ 22,563	\$ 33,000	\$ 33,330	\$ 33,663	\$ 34,000
Equipment Rental	\$ 27,000	\$ 21,514	\$ 27,000	\$ 22,214	\$ 27,000	\$ 27,270	\$ 27,543	\$ 27,818
Consulting	\$ 20,000	\$ 2,595	\$ 17,200	\$ 3,519	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000
Public Relations	\$ 40,000	\$ 46,604	\$ 46,000	\$ 45,889	\$ 45,000	\$ 45,450	\$ 45,905	\$ 46,364
General Contractual	\$ 165,100	\$ 162,065	\$ 201,800	\$ 172,112	\$ 202,800	\$ 206,856	\$ 210,993	\$ 215,213
Audit	\$ 9,300	\$ 9,000	\$ 10,300	\$ 10,300	\$ 10,500	\$ 10,710	\$ 10,924	\$ 11,143
General Counsel	\$ 25,000	\$ 14,140	\$ 25,000	\$ 18,611	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Supplies	\$ 85,115	\$ 69,489	\$ 112,500	\$ 91,549	\$ 122,500	\$ 100,000	\$ 100,000	\$ 100,000
Staff Appreciation	\$ 2,000	\$ 2,372	\$ 4,000	\$ 3,856	\$ 3,000	\$ 2,500	\$ 2,500	\$ 2,500
Computer Materials	\$ 39,710	\$ 34,982	\$ 31,500	\$ 16,786	\$ 33,500	\$ 34,170	\$ 34,853	\$ 35,550
Library Resources	\$ 646,500	\$ 591,555	\$ 644,800	\$ 586,864	\$ 614,500	\$ 614,500	\$ 614,500	\$ 614,500
Total Operating	\$ 4,696,290	\$ 4,293,941	\$ 4,852,573	\$ 4,398,513	\$ 4,507,867	\$ 4,561,761	\$ 4,647,655	\$ 4,735,566
Capital Expenditures								
Machinery and Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Equipment	\$ 50,000	\$ 38,027	\$ 195,000	\$ 108,000	\$ 136,919	\$ 50,000	\$ 50,000	\$ 100,000
Building Repairs	\$ 679,008	\$ 484,984	\$ 722,200	\$ 181,868	\$ 965,332	\$ 734,668	\$ 325,000	\$ 100,000
Total Capital	\$ 729,008	\$ 523,011	\$ 917,200	\$ 289,868	\$ 1,102,251	\$ 784,668	\$ 375,000	\$ 200,000
TOTAL EXPENDITURES	\$ 5,425,298	\$ 4,816,952	\$ 5,769,773	\$ 4,688,381	\$ 5,610,118	\$ 5,346,429	\$ 5,022,655	\$ 4,935,566
Unrestricted Balance Projections								
Beginning Unrestricted Balance (as of December 31)	\$ 4,375,239	\$ 4,375,239	\$ 4,380,393	\$ 4,380,393	\$ 4,042,446	\$ 3,008,997	\$ 2,521,445	\$ 2,586,163
Excess Budgeted (Deficit)	\$ (877,137)	\$ 5,159	\$ (1,294,119)	\$ (337,947)	\$ (1,033,449)	\$ (487,552)	\$ 64,718	\$ 59,878
Ending Unrestricted Balance	\$ 3,498,102	\$ 4,380,393	\$ 3,086,274	\$ 4,042,446	\$ 3,008,997	\$ 2,521,445	\$ 2,586,163	\$ 2,646,041
Average monthly operating expenses	\$ 391,358	\$ 357,828	\$ 404,381	\$ 366,543	\$ 375,656	\$ 380,147	\$ 387,305	\$ 394,630
# of months of operating expenses	\$ 9	\$ 12	\$ 8	\$ 11	\$ 8	\$ 7	\$ 7	\$ 7
Minimum Fund Balance Requirements	\$ 2,348,145	\$ 2,146,971	\$ 2,426,287	\$ 2,199,257	\$ 2,253,934	\$ 2,280,880	\$ 2,323,827	\$ 2,367,783
Operating Expenditures/Budget		91%		91%				

Assumes 91% spend

HVAC Project \$ 1,700,000

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Communications and Development Committee of the Whole Meeting of the Board of Trustees

April 9, 2024 at 7:00 p.m.

ROLL CALL

Trustees Present: Anita DeFrank, Alexandria Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger and Joan Wrenn, Library Staff;

Trustee Rapisand called the meeting to order at 7:10 p.m.

MINUTES

President Thiagarajan made a

MOTION: to approve the minutes of May 9, 2023

Trustee Rapisand seconded the motion.

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

Abstain: DeFrank

Motion passed

2023 ANNUAL REPORT

Director Bertucci directed the Committee's attention to the draft of the 2023 Annual Report included in the packet noting that the goal was to make the data more approachable. The report contains a great deal of financial and statistical data and representing that information graphically helps make the data more understandable. Discussion ensued among the trustees with regard to how the data is best presented to tell the story of the Library's impact and position in the community. A number of suggestions for changes to the report were developed and these will be incorporated into an updated draft that will be included for approval at the April 16, 2024 Board meeting.

OTHER

None

The meeting was adjourned at 7:35 p.m.

Memorandum

[Return to Agenda](#)

Memo Date: March 7, 2025
From: Joanna Bertucci, Library Director
Meeting Type: Communications Committee of the Whole
Meeting Date: March 11, 2025
Subject: Library Award Nominations

The Library has received 5 nominations for the 2025 Library Award. Nominations for Board review are appended to this memo. Please note that 3 of the 5 nominees have received the award in prior years (J. Donovan 2006, D. Donovan 2011, and D. Kuhlman 2018). The Library Award policy states “previous honorees and current members of the Board of Trustees are not eligible for the award.”

The Library Award presentation will take place at the April 15, 2025 Board meeting. The recipient will be given an engraved crystal plaque as a keepsake. Additionally, their name will be inscribed on the perpetual Library Award plaque displayed in the Library.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

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

Held in the First Floor Meeting Room at the Library

February 11, 2025 at 7:00 p.m.

The meeting was called to order by Co-Chair Kiem at 7:04 p.m.

ROLL CALL

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

Trustees Absent: Gregg Rusk

Others Present: Joanna Bertucci, Library Director; Angela Berger, Joan Wrenn, Library staff
Louis Kaufman

APPROVAL OF MINUTES

Vice President Renaldi made a

MOTION: to approve the minutes of January 14, 2025

Secretary DeFrank seconded the motion.

Roll Call Vote: Yes: DeFrank, Donahue, Hanba, Kiem, Powers, Renaldi, Somheil, Thiagarajan

Absent: Rusk

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed tasks on the calendar for the month of February, noting that the annual statistical review for 2024 will be presented at the February Board meeting. Also noted was that the February Board meeting will be held at the Library rather than at City Hall

STRATEGIC PLANNING UPDATE

Director Bertucci reviewed the memo on page 7 of the packet which details the recent activity of the strategic planning logistics committee. A series of engagement sessions have been scheduled with community groups, library staff and the Library Board. The committee has developed a list of names for community outreach and this list will be shared with the Board for their review and input. With regard to the community survey which will be part of the strategic planning process, the consultant (RTL) provided the structure and questions and Director Bertucci along with Jen Healy adapted it for use in the Park Ridge community. Discussion ensued among the committee with regard to wording and responses to various survey questions. Trustee Kiem suggested that a question be added that asked for languages spoken in homes and Director Bertucci will have that question added to the survey. Director Bertucci also provided the committee with information on the planned distribution of the survey through both Library channels and through community partners such as the school districts and park district.

OTHER

Director Bertucci updated the committee on a conversation currently underway at the City with regard to the location for the Park Ridge Farmers Market. The parking lot where the market has been located may not be available for use going forward. The City is exploring other possible locations, one of which is the parking lot adjacent to the Library. This is an ongoing discussion as no final determination has been made.

Meeting closed at 7:48 pm

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

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

Held in the First Floor Meeting Room at the Library

February 11, 2025 at 7:00 p.m.

ADJOURNMENT

There being no further business for the Committees' consideration;

Trustee Powers made a

MOTION: To adjourn the Committee of the Whole Meeting

Vice President Renaldi seconded the motion

Voice Vote: All in favor

None opposed

Meeting was adjourned at 7:49 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
- 3/18: Board/Director Strategic Plan Engagement session

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

- 6/2: Strategic Retreat Day
- 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: March 7, 2025
From: Joanna Bertucci, Library Director
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: March 11, 2025
Action Requested: For information
Subject: Strategic Planning update

Staff has been actively advancing Strategic Plan activities since the last update at the February 11 meeting. Members of the Strategic Planning Logistics Committee met with Janet Nelson of RTL on February 19 and March 5 to review progress. Janet expressed her satisfaction with the survey response rate, noting that we have a strong grasp of the process and are making significant strides toward our goals.

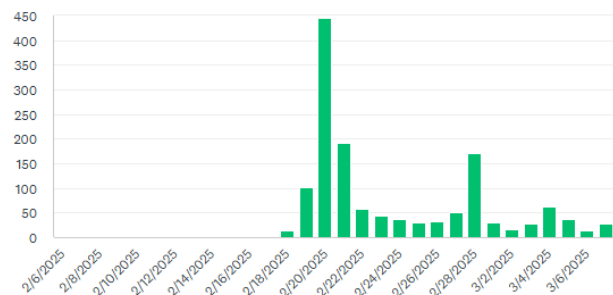
Updates

1. Survey Launch: The online survey launched on February 19 through our Library eNewsblast, with internal survey marketing also beginning at that time. Additionally, the City of Park Ridge has allowed the Library to use two outdoor kiosks (Prospect near Einstein's Bagels and Prospect/Summit) to promote the survey.

We have close to 1,400 survey responses. Marketing/PR Manager Jen Healy is tracking response rates across different outlets (website, newsletter, in-library promotions, and outdoor kiosks) and has found that the eNewsblast has generated the highest engagement, as it reaches all Library cardholders.

Responses (by day)

First: 2/17/2025 Zoom: 2/6/2025 to 3/7/2025



Our community partners have also been instrumental in helping to spread the word, sharing the survey through their social media channels to further increase outreach and engagement. Library staff have been leveraging their school, sports, and other community networks to promote the survey, especially to parents and families.

We will continue to monitor the survey results to ensure that we are hearing from a board spectrum of the community.

2. Data Collection: The committee has completed compiling data to share with RTL for collection turnover analysis and to support the development of a comparable libraries report.

2. Teen/tween Intercept Activity: Based on RTL's experience and work with other public libraries, they have determined that high school and middle school students are less likely to participate in online surveys but are more engaged through interactive, visual activities. They have found intercept activities to be highly effective, where students are presented with a visual menu of library services and then are asked to vote on the top five priorities they want the library to offer or continue providing.

Memorandum

To maximize engagement, we are implementing a multi-faceted approach to reach middle school students and gather meaningful feedback. Our goal is to conduct at least 10 outreach visits to schools and other locations where youth are active, with a focus on engaging non-user tweens and teens. Additionally, we will facilitate this activity once a week in the Loft during peak times to capture in-library feedback.

We are also working on a modified version of this activity to be displayed in our Children's Room, giving parents and caregivers a quick and easy opportunity to share their feedback with us.

Next Steps:

1. Library Board/Director Engagement Session is scheduled for Tuesday, March 18 during the Regular Board meeting; starting at 7 pm., RTL will host a separate virtual session on Wednesday, April 2 at 11am for the two Trustees who are unable to attend the March 18 session.
2. Community Engagement Session will take place on Monday, March 17 at 7 pm and is open to all members of the community. Marketing efforts for this event started on March 3.
3. Staff Engagement Sessions are scheduled as follows:
 - a) Tuesday, March 19 – Managers
 - b) Monday, March 17 & Wednesday, March 19 – Non-Supervisory Staff
4. The Strategic Retreat is scheduled for Monday, June 2. Trustees Donahue, Hanba, Kiem, and Rusk will participate in the retreat. Invitations to additional participants, including community members and library staff, will be sent out in May.

What Would Make the Library Your Go-To Place?

Vote for the service that you would most like to see available in the Library!

 <p>STEAM Tools & Technical Supplies</p>	 <p>E-Sports: Equipment, Programs, & Support</p>	 <p>Video Recording: Equipment & Software</p>	 <p>Creative Tools & Maker Lab</p>
 <p>Virtual Reality Equipment & Software</p>	 <p>Audio Recording: Technology & Software</p>	 <p>Resident & Student Art Displays</p>	 <p>Lending Things Beyond Books & Media</p>
 <p>Improved Computer Configurations &/or Laptops for in Library Use</p>	 <p>Readily Accessible Power & Charging</p>	 <p>Job Search & Career Support</p>	 <p>Art & Culture Programs</p>
 <p>24/7 Materials Access</p>	 <p>Sensory Toy Collections</p>	 <p>Homework Help & Tutoring</p>	 <p>Laser Etching/ Cutting</p>



Memorandum

Memo Date: March 7, 2025
From: Joanna Bertucci
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: March 11, 2025
Action Requested: For review and approval
Subject: Operations policies

Background:

The Library is committed to keeping its policies relevant and up-to-date, so we review them on a cyclical basis to ensure they meet the needs of our staff and community while supporting our mission. This approach allows us to address new developments, align with best practices, and maintain transparency in our services. Our next review session will take place at the March 11 Committee of the Whole meeting, where the Board will discuss the following policies under review. Planning and Operations co-chairs Kiem and Renaldi have also reviewed these policies and are in alignment with the recommendations presented for consideration.

Section	Policy	Recommendation
B. Operations	4. Library Programs	The current Library Programs Policy is minimal and does not provide adequate guidance or support for staff in planning and executing programs effectively. In drafting the attached policy, I reviewed policies from Skokie, Winnetka, and Naperville Public Libraries to ensure best practices are incorporated. Laura, Staci, and their respective programming librarians have carefully reviewed the draft and provided valuable feedback, which has been incorporated into this version. The current policy and proposed draft are attached.
B. Operations	5. Test Proctoring	No substantive changes are recommended at this time.
B. Operations	6. Volunteers	I've made some refinements and recommend removing certain overly procedural elements.
B. Operations	7. Unpaid Internships	I've made some refinements and recommend removing certain overly procedural elements.
B. Operations	11. Library Materials Depositories	I recommend rescinding this policy, as the operation of materials returns does not require Board oversight. Additionally, the policy is overly procedural.
B. Operations	12. Temporary Outdoor Public Art	Review only; added a hyperlink to the referenced City Council policy statement.
B. Operations	13. Little Free Libraries	No substantive changes are recommended at this time.

Recommended Motion:

Based on discussion and possible updates at the March 11, 2025 meeting, I respectfully recommend that the Board approve revisions to the following policies at the March 18, 2025 Regular Board Meeting:

- B4. Library Programs
- B5. Test Proctoring
- B6. Volunteers

Memorandum

- B7. Unpaid Internships
- B12. Temporary Outdoor Public Art
- B13. Little Free Libraries

Based on discussion at the March 11, 2025 meeting, I respectfully recommend that the Board rescind the following policy at the March 18, 2025 Regular Board Meeting:

- B11. Library Materials Depositories

B4. LIBRARY PROGRAMS

POLICY:

Programming is an integral part of library service in support of the Library's mission. Park Ridge Public Library staff curate and offer programs that present education and cultural opportunities, reflect community needs and interest, and increase awareness and use of library resources and services. Programs may include, but are not limited to discussions, exhibits, film screenings, performances, presentations, lectures, storytimes and workshops. Library programs may take place at the Library, off-site, online, or in a hybrid format.

RULES:

Program selection and design

1. Ultimate responsibility for program selection and curation rests with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees.
2. The Library Director determines the annual budget, guidelines, and organizational structure for the staff who coordinate, plan, and deliver programs. The Adult and Youth Services Managers oversee the coordination of library programs by designated staff who are responsible for the development and delivery of programs for specific audiences and topics.
3. Staff select and evaluate programs using a variety of factors, including but not limited to:
 - Connection to the Library's mission and strategic priorities
 - Interests and needs of the community, as well as topics of local, state, and national interest
 - The suitability of the program for the intended audience
 - Presenter background and qualifications in content area, including proven or unique expertise and/or public performance experience
 - The quality, accuracy, and timeliness of the program
 - Availability of library resources, including staff support, budget, and space
 - Availability of equitable programming elsewhere in the community
4. Library programs are offered free of charge or on a cost recovery basis. Presenters may leave their business cards for participants to take. The Library will not share participant information with program presenters. At the discretion of the Library Director or designee, authors, visual artists, music performers, and other professional performers or presenters may be permitted to offer books or other merchandise for sale as part of a library program, but admittance into a program is not dependent on the purchase of a presenter's products. Presenters shall be solely responsible for any taxes applicable to such sales. Presenters are expressly prohibited from soliciting tips from program attendees.
5. Community members and presenters may submit program suggestions or proposals via the Library's website at <https://www.parkridgelibrary.org/get-involved/propose-a-program/>. Suggested programs will be considered using the above criteria. Library staff reserve the right to determine which programs and events are scheduled.

Library Outreach and Partner Programs

6. Library staff may conduct instructional programs and visits (at the Library and off-site) for institutions, schools, and groups based on staff availability, suitability of the location, and relevance to other library services, collections, programs, or initiatives. Any library staff member who receives an honorarium for an off-site visit is required to turn over any such gift to the Library's Business Office.

The Library may offer programming in partnership with other community organizations. The booking of a presenter or performer, or Library sponsorship of or collaboration on a program, does not constitute in any way an endorsement by the library of the program content or the views expressed by the participants or speakers. Individuals or groups booking a Library meeting room does not constitute a Library-sponsored program. See the Library's *Meeting Room* policy for more information.

Participation

7. Registration may be required for certain programs. The Library reserves the right to require registration with or without a Park Ridge Public Library card for any program at its discretion.

8. The nature and success of a program may require restrictions for attendance based on age. Library staff may establish restrictions for specific programs based on age, school grade level, or other relevant factors. This information is included in publicity about such programs.

9. When space capacity or the success of the program requires it, attendance at a library program may be limited. The Library reserves the right to limit attendance for a library program at its discretion.

10. Depending on factors such as the type of activity or location of event, some programs may require signed waivers for participation in all or part of an event.

11. Patrons who require accommodations to participate in a library program should contact the Library as early as possible before a scheduled program. The Library strives to make events welcoming for people of all abilities.

12. Limitations of photography and/or videography may apply at library programs and events based upon contract and copyright restrictions with the presenters. By attending a library program, participants consent to being photographed or recorded. These images may be used for promotional purposes both in print and online, including use on social media outlets.

13. Participants in library programs are to conduct themselves in a manner in keeping with the Library mission, vision, and existing policies, including but not limited to the *Conduct in General* and *Children in the Library* policies. The Library reserves the right to suspend or revoke permission to attend library programs for violation of library policies or rules.

14. Programs may be canceled for a number of reasons including, but not limited to: severe weather, absence of the presenter or low registration. Library staff will inform program registrants directly, if applicable, and the general public of program cancellations. Canceled programs are not automatically rescheduled. The library staff reserves the right to cancel at any time for any reason at the discretion of the Library Director or their designee.

Intellectual Freedom

15. The Library supports the principles of intellectual freedom and the individual's right to have access to ideas, information, and perspectives representing multiple points of view. The Library's commitment to intellectual freedom extends to its programming by welcoming a broad spectrum of opinions, viewpoints, and ideas. The Library actively seeks to offer a variety of programming options representing diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and perspectives. Programs are informational in nature, and offering programs on topics that may be deemed personal, political, or religious in nature does not constitute an endorsement of the program content or the views expressed by the participants or speakers. The Library may offer programs that meet the needs of the community even when they may present views contrary to the personal beliefs of staff members, library trustees, community organizations, or individuals. The Library affirms and supports its patrons' freedom and responsibility to choose which programs they attend according to their needs, individual tastes, and/or family values. Patrons cannot restrict or interfere with other patrons' freedom to attend programs in any way.

Reconsideration of Library Programs

16. Park Ridge residents may submit a formal reconsideration request in writing by completing and signing the form appended to this policy, entitled *Request for Reconsideration of Library Program*. Upon receipt of this formal request, the Library Director will discuss the request with appropriate professional staff. The program will remain on the library calendar in the meantime. The Library Director's decision regarding the reconsideration request will be final. The Library Director will inform the Board of Library Trustees of all formal requests for reconsideration of library programming. The Library Director will communicate the decision regarding the reconsideration request, and the reasons for it, in writing, to the person who initiated the request for reconsideration and to the Board of Library Trustees at the earliest possible date. Requests for reconsideration are limited to current Park Ridge residents.

Revised XXX

Revised January 18, 2022

Revised April 21, 2015

Revised May 18, 2010

Approved June 12, 1979

LIBRARY PROGRAMS

POLICY:

As part of the Library's Mission, the Park Ridge Public Library provides programs to appeal to a wide variety of ages and interests. Library programs are provided free of charge, or on a cost recovery basis.

RULES:

1. Library programs are offered throughout the year.
2. Programs may be limited to a specified number of participants due to the nature of the program and room capacity.
3. Registration may be required for Library programs as noted in the description of each program. Based on popularity or demand, Park Ridge residents may be given priority registration.
4. Nonresidents may be charged a fee to attend some Library programs including when the Library has hired an outside presenter, when continuing education units (CEUs) are offered, and for computer training classes. Fees may be paid by cash or check. If the Library cancels a program, a credit or refund will be issued unless the patron owes the Library money for late fees or other charges.

Revised January 18, 2022
Revised April 21, 2015
Revised May 18, 2010
Approved June 12, 1979

B4. TEST PROCTORING

POLICY:

Adult Services Staff will proctor written tests for a fee of \$35.00 per test.

RULES:

1. ~~The Reference desk~~Adult services staff will proctor written tests only.
2. In addition to the \$35.00 fee per test, the student will be responsible for any incidental costs, such as postage to mail the exam.
3. The Library reserves the right to deny this service at the discretion of the Adult Services Manager or designee if they deem the proctoring request to be unreasonable in its demands or too burdensome to administer. The Library cannot provide proctoring if a staff member is required to supervise the student for the duration of the exam.
4. It is the responsibility of the student to follow testing instructions regarding the use of supplemental materials or devices during the test.
5. Tests will be returned to the institution issuing the test the next business day by mail, FAX or prepaid delivery service. The Library is not responsible if test materials are delayed or lost in route to their final destination.

Revised xxx

Revised January 18, 2022

Revised August 16, 2016

Revised April 21, 2009

Approved May 20, 2003

B6. VOLUNTEERS

POLICY:

The Library's volunteer program is designed to expand and enhance public service to the community. Volunteers provide valuable support services to paid staff by working on special projects and performing a variety of duties that support the operations of the Library.

RULES:

1. All candidates must complete a Volunteer Application and pass a background check.
2. The Volunteer Coordinator maintains descriptions of the various volunteer opportunities. Vacancies may be posted on the Library's website.
3. The Volunteer Coordinator interviews volunteer applicants and determines if their skills, interests, and availability meet the Library's needs.
- ~~4. Volunteers may be assigned to one specific department or multiple departments.~~
- ~~5.4.~~ Volunteers are expected to maintain a regular schedule as established by the Coordinator ~~and to commit to a minimum number of hours per month.~~ Volunteer positions are unpaid.
- ~~6.5.~~ Volunteers are expected to comply with all Library policies and ~~with the Library's Standards of Service Excellence procedures.~~
- ~~7.6.~~ Volunteers from outside Park Ridge city limits who maintain a minimum of six hours per month of volunteer service may after three months of service, obtain a courtesy library card that will be valid for one year and may be renewed annually provided the minimum service requirement is met.
- ~~8.7.~~ In the event that a volunteer does not adequately perform the duties as assigned and an alternate position is not available, that volunteer may be released from service by the Coordinator in consultation with their Manager or the Library Director.

Reviewed xxx

Revised December 21, 2021

Approved May 17, 2011

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B7. UNPAID INTERNSHIPS

POLICY:

The Library provides opportunities for unpaid internships for students working toward a degree in Library and Information Science or a related field of study. Interns will be trained in ~~line with~~ a learning environment that is tied to their formal academic program. These opportunities are designed to offer students practical, project based experience, which provides beneficial learning that complements the work of paid staff.

RULES:

1. All candidates must complete an Internship Application and be enrolled in a graduate or undergraduate program or have graduated in the past 12 months.
2. Candidates offered an unpaid internship must pass a background check. A background check will be required if the candidate is offered an unpaid internship within the Library.
3. Candidates must be enrolled in a graduate or undergraduate program or have graduated in the past 12 months.
4. The applicable department manager will review the unpaid internship applications. Candidates will be interviewed to determine the requirements of the internship as established by their educational institution. The relationship between the program requirements and those of the Library internship will be determined by designated Library staff management.
5. All candidates must be approved by the Library Director, who will assign a staff member to act as supervisor and mentor to the intern.
6. ~~Interns may be assigned to one specific department. No more than one intern will be assigned to a department at one time.~~
- 7-6. _____ Interns are expected to maintain a regular schedule as established by the Library and to commit to a set number of hours per week for the extent of their internship.
- 8-7. _____ Interns are expected to comply with all Library policies and procedures.
- 9-8. _____ The staff member responsible for the intern will maintain all records and complete any documentation required by the intern's educational institution.
- 10-9. _____ Successful completion of an internship does not guarantee a paid position upon completion.
- 11-10. _____ In the event that an intern does not adequately perform the duties assigned, they may be discharged from service by the assigned supervisor with the approval of the department manager and the Library Director.

Revised: xxx

Revised: October 19, 2021

Approved May 17, 2011

I recommend that this policy be rescinded. The operation of the materials returns does not require Board oversight and the policy is overly procedural.

B11. LIBRARY MATERIALS DEPOSITORIES

POLICY:

As a service to patrons, the Park Ridge Public Library shall maintain depositories for library materials.

RULES:

1. The building depository adjacent to the Prospect Avenue entrance is open during the hours the Library is closed. Under extenuating circumstances, the Library Director may authorize the building depository to be open during regular Library hours.
2. The drive-by depository in the parking lot is open at all times except when the Library will be closed the following day.
3. All materials may be returned through the depositories except Exploration Library items, big books, theme bags, music kits, parenting kits, magnifiers, and electronic devices.
 - a. Damage to these items returned in the depositories will result in a damage or replacement fee. If returned late, Exploration Library items will incur overdue fines.

Revised January 19, 2022
Revised January 18, 2011
Approved March 13, 1979

B12. TEMPORARY OUTDOOR PUBLIC ART POLICY

POLICY:

Temporary outdoor public art displays approved by the City of Park Ridge may be displayed on the Library grounds.

RULES:

1. The outdoor public art display must be approved by the City Council as defined in Council Policy Statement 46 and the organization must comply with all the requirements of the council policy.
2. Objects that are damaged or cause a safety hazard for Library patrons must be removed by the organization at the direction of the Library Director or the Board of Trustees.
3. Liability insurance as required in Council Policy Statement 46 will name the Park Ridge Public Library as an additional insured and proof of such coverage must be provided to the Library.

Reviewed XXX

Revised December 21, 2021

Approved May 15, 2012

B13. LITTLE FREE LIBRARIES

POLICY:

In partnership with local family foundation, Marion's Mark, the Library supports Little Free Libraries that serve the Park Ridge community. The Little Free Library initiative is a book exchange program whereby members of the Park Ridge community install a "library" on their property, inviting community members to borrow and lend books.

A property owner must submit an application that includes evidence of ownership (e.g., tax bill) to be considered for a Little Free Library. In the case of a condominium owner, the applicant shall also submit written consent from the condominium association approving the placement of the Little Free Library on the property. Subject to availability, recipients will be selected based on their application responses and their location at the discretion of the Library Director with approval of a representative of Marion's Mark.

Everyone who participates in the Little Free Library program has the right to help ensure the types of books stocked are appropriate for the community of all ages and backgrounds. The property owner nor the Park Ridge Public Library are liable for the content in Library Free Library collections. The Park Ridge Public Library subscribes to the American Library Association Freedom to Read Statement. As such, censorship is not supported by the Library and a balanced collection of books is strongly recommended.

RULES:

1. Marion's Mark/Park Ridge Public Library Little Free Libraries (LFLs) must be located within the city limits of the City of Park Ridge.
2. Marion's Mark, through the Park Ridge Public Library, will be responsible for the following:
 - Provide, install and paint LFLs
 - Periodically check on LFLs
 - Make repairs as needed in a timely fashion.
 - Installing signage on LFLs which states that Library materials may not be returned to LFLs.
3. Stewards of a Marion's Mark/Park Ridge Public Little Free Library (LFL) must agree to the following:
 - Provide land in a visible location close to sidewalk
 - Keep LFL clean and free of debris
 - Report damages or concerns to PRPL staff contact such as when the LFL:
 - needs more books
 - needs repairs or re-painting
 - needs replacement
 - needs removal
 - In cooperation with the Library, stewards will maintain their LFL collection and add new materials as needed.
 - Monitor the contents of their LFLs to the best of their ability.
 - Will provide updates on usage of LFLs on a regular basis.

LFL stewards should notify PRPL staff contact should they move or need to update contact information
4. Stewards are also encouraged to do the following:
 - Contribute books and assess stock
 - Choose siding and trim colors from samples provided by Marion's Mark

5. The Park Ridge Public Library, or representatives of the Library, agree to the following:
 - Check on condition of LFLs on a regular basis
 - Assist stewards with maintaining collections and adding new materials as needed
5. The property owner on whose property the LFL is placed agrees as part of the program to a revocable license allowing either the property owner, or the Park Ridge Library to terminate the arrangement and remove the LFL as their respective needs arise and understands and agrees to hold the City of Park Ridge and the Park Ridge Public Library harmless from any and all claims, loss or damage to property owner's property, and against liabilities and costs, including attorney's fees, as a result of participation in this activity.

LFL USE:

1. LFLs are open to anyone, no library card or residency required.
2. LFL materials can be kept for as long as readers need to finish the item.
3. Volunteers may apply to help maintain the libraries on a monthly basis and organize books for delivery to the libraries.
4. Regular Park Ridge Public Library circulated materials cannot be returned to the Little Free Libraries; they must be returned to the Park Ridge Public Library to be checked in and circulated in the library collection.

| Reviewed xxx

Revised January 18, 2022

Approved October 15, 2019