



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 12, 2025 – 7 p.m.**  
**All committees are committees-of-the-whole unless noted**

**CALL TO ORDER**

**ROLL CALL**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**TRUSTEE INTRODUCTIONS**

**BUDGET & FINANCE – Rusk, Chair**

1. Approve Minutes of July 8, 2025
2. FY24 Audit Presentation – Lauterbach and Amen
3. FY26 Budget and 2025 levy discussion
4. Other

**BUILDING & GROUNDS – Powers, Chair**

1. Approve Minutes of July 8, 2025
2. Project updates
3. Other

**PERSONNEL – De Frank, Chair**

1. Approve Minutes of December 10, 2024
2. FY26 Salary Plan review and approval
3. Other

**PLANNING & OPERATIONS – Kiem & Renaldi, Co-Chairs**

1. Approve Minutes of July 8, 2025
2. Task calendar review
3. Strategic Planning update
4. PC replacement
5. Other

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

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

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

Held in the first floor meeting room at the Library

July 8, 2025 at 7:00 p.m.

The meeting was called to order by Vice President Renaldi at 7:59 p.m.

**ROLL CALL**

Trustees Present: Michael Donahue, Alexandra Hanba, Danielle Powers, Theresa Renaldi, David Somheil

Trustees Absent: Anita DeFrank, Josh Kiem, Greg Rusk, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Anastasia Rachmaciej, Joan Wrenn, Library staff  
Josh Kiem (phone), Russ Gentile

**APPROVAL OF MINUTES**

Vice President Renaldi made a

**MOTION:** to approve the minutes of February 11, 2025 Budget & Finance COW

Trustee Hanba seconded the motion.

Roll Call Vote: Yes: Donahue, Hanba, Powers, Renaldi, Somheil

Absent: DeFrank, Kiem, Rusk, Thiagarajan

**Motion passed**

**FY26 BUDGET GOALS – PRELIMINARY DISCUSSION**

Director Bertucci reviewed the timeline for the FY26 budgeting process that appears on page 9 of the packet. She noted that she has received the HR Source salary data and will bring the finalized FY26 salary budget and pay grade and scale updates to the August Personnel COW for final approval. Also reviewed were FY26 budget goals and draft budget estimates. Based on preliminary budget amounts for FY26, a levy increase of approximately \$160,000 is proposed. This amount may be reduced as preliminary budget amounts are refined. Updated FY26 budget documents will be included in the August, 2025 Budget & Finance committee packet for further discussion.

**OTHER**

None

Meeting adjourned at 8:16 p.m.

**ADJOURNMENT**

Trustee Hanba made a

**MOTION:** to adjourn the July 8, 2025 Committee of the Whole Meetings

Trustee Powers seconded the motion.

Voice Vote: All in favor – none opposed

**Motion passed**

Meeting adjourned at 8:16 p.m.



# Memorandum

**Memo Date:** August 8, 2025  
**From:** Joanna Bertucci, Library Director  
 Joan Wrenn, Finance/HR Manager  
**Meeting Type:** Budget & Finance Committee of the Whole  
**Meeting Date:** August 12, 2025  
**Action Requested:** For discussion  
**Subject:** FY26 draft budget

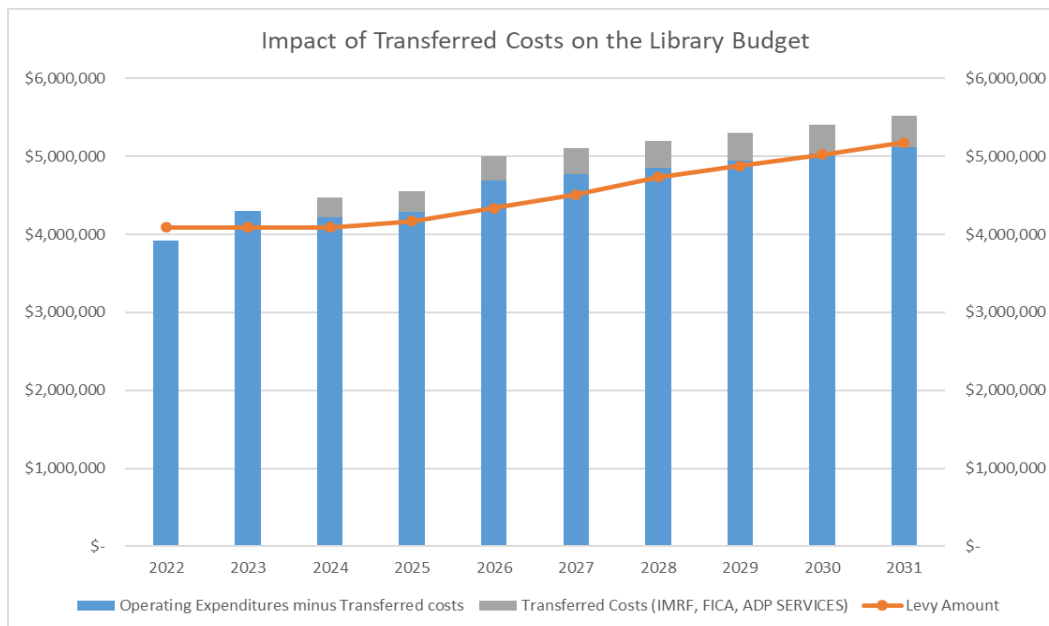
## Background

The Library Director and the Finance/HR Manager developed the draft FY26 budget in consultation with department managers. As part of this planning process, the management team reviewed our new strategic initiatives, circulation and program data as well as departmental goals for FY26. Bringing all these components together, we have highlighted the areas of change over the FY25 budget below. A full analysis of expenditures begins on the page 3 of this memo.

## Big Picture FY26

**Salaries** account for 55% of the proposed Operating Budget. As a service organization, our top priority is attracting and retaining high-quality staff. Community feedback from our strategic planning sessions and survey results consistently shows that our staff are deeply valued by the public. The 2026 salary plan is designed to recognize and reward our high-performing employees, aligning compensation with library market standards and organizational benchmarks.

In FY23, the Library took on additional costs of \$226,600 in **employee benefits** for payroll taxes, pension contributions (IMRF), and a payroll service provider that were previously part of the budget of the City of Park Ridge. We spent \$256,650 in FY24 and anticipate spending \$275,000 in FY25. The FY26 budget includes \$312,000 for these expenses. No additional funding was provided to offset these transferred costs. The chart below demonstrates the impact of transferred costs to the Library's budget relative to prior levies and future levy forecasts.



IT budget lines were restructured to more accurately reflect actual spending by category. As a result, the **data processing** budget increased by \$45,000, while the **computer materials** budget decreased by \$13,500, for a net increase of \$31,500 in IT-related costs. The FY26 budget reflects this net increase, driven primarily by the transition to a new LAN management contractor, OSG, the development and ongoing maintenance of a dedicated Library user app, and increased costs for software licenses.



# Memorandum

The 2.4% decrease in the **library resources** budget reflects reduced spending on declining physical formats such as DVDs, music CDs, and audiobooks on CD. These funds are being reallocated to support growing demand for digital content. As part of our Year 1 work plan, we will work with RTL to develop a phase out plan for audiobook on CD collection and further reduce expenditures on DVDs and music CDs.

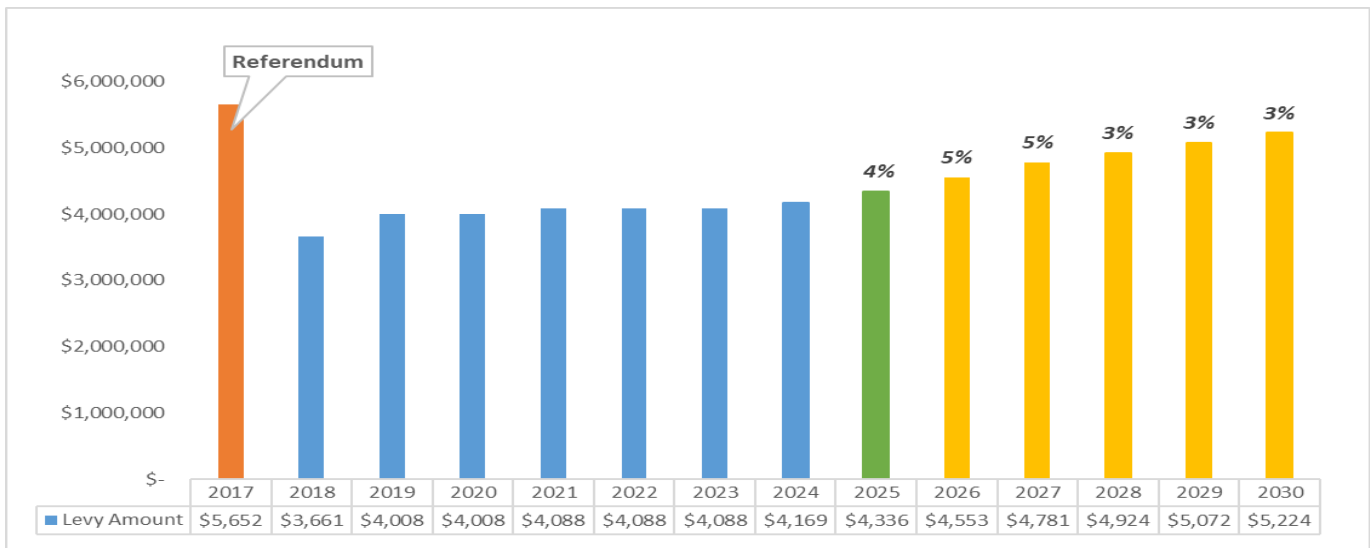
On the capital expense side, the ongoing maintenance and improvement of the Library building is funded solely from the Library’s budget, while the property and building itself are owned by the City of Park Ridge. In FY26, we’ll continue our HVAC replacement project. Our total contract amounts are listed below. The **building repairs budget** for FY25 includes \$965,332, with \$950,000 allocated to year 1 of the project. Unspent funds will be carried forward into FY26 and be added to the \$740,000 budgeted for FY26.

Contractor/Vendor	Scope	Contract amount	Expended to date	Balance
Elara Energy	Engineering/construction administration	\$115,000	\$99,250	\$15,980
R.J. Olmen	HVAC contractor	\$1,403,447	\$149,829	\$1,253,618
Delta Technologies	Building Automation System (BAS) contractor	\$225,756	\$0	\$225,756

As part of our LAN management transitioning, OSG is recommending replacing the Library’s desktop PCs before the end of FY25. Following conversations with the fiduciary managing the Michel Trust at Northern Trust, we plan to use trust funds to cover the cost of this replacement and the amount for **computer equipment** has been reduced from prior budget drafts.

## 2025 Tax Levy

The draft FY26 budget assumes a **\$166,797 increase to the Library’s levy** with our request to City Council coming in at **\$4,336,721**. It is anticipated that the Library will deplete its accumulated deficit with the HVAC project. A chart of historical levies as well as levy projections through 2030 is below. The levy projections are based on a 100% spend of the Library’s budget for fiscal years 2026-2031. Historically, expenditures come in at 92% of the operating budget.





# Memorandum

President Thiagarajan, Treasurer Rusk, and I will be meeting with City Manager Joe Gilmore and Library Liaison Lauren Rapisand on Thursday, 8/14 to discuss the levy request. An update of this discussion will be provided at the August 19 Board meeting.

## Other Revenue

In consultation with City of Park Ridge Finance Director, Chris Lipman, the Library has budgeted \$95,325 in Personal Property Replacement Tax (PPRT) revenue and \$50,000 in bank interest. Two years ago, Mr. Lipman implemented an overnight sweep where Chase sweeps our balances into their accounts, whose balances are included in the overnight funds rate that is used for lending between banks. Essentially, Chase Bank borrows our money for 6 minutes each night. As library funds are within the City's operating bank account, the same interest is being earned for both entities. The Library does not budget for prior property tax receipts, as there is no predictability to this revenue line, as per CPR Finance.

Additional revenue sources for FY26 include \$58,493 in Per Capita Grant funding. Lastly, other receipts include Friends of the Library donations, proctoring fees, copy machine revenue, meeting room fees, promotional item sales, collection agency proceeds, and gift funds.

REVENUE ACCOUNTS	FY22 ACTUALS	FY23 ACTUALS	FY24 Actuals	FY25 Estimated	FY26 Draft
Property Taxes	\$ 4,027,667	\$ 4,001,404	\$ 3,943,268	\$ 4,003,127	\$ 4,336,721
Property Tax Prior	\$ -	\$ 49,396	\$ 25,653	\$ 2,135	\$ -
PPRT	\$ 254,268	\$ 190,644	\$ 115,124	\$ 89,005	\$ 93,575
State Grants	\$ 69,538	\$ 108,493	\$ 58,889	\$ 58,493	\$ 58,493
Interest	\$ 8,728	\$ 133,404	\$ 128,030	\$ 62,756	\$ 50,000
Other Receipts	\$ 67,246	\$ 338,771	\$ 79,200	\$ 228,151	\$ 110,000
<b>TOTAL</b>	<b>\$ 4,427,447</b>	<b>\$ 4,822,112</b>	<b>\$ 4,350,164</b>	<b>\$ 4,443,667</b>	<b>\$ 4,650,539</b>

## Operating Budget Detail

### 1. Salaries: \$2,739,000

- a. Salaries are calculated by spreadsheet with each position, hourly rate, and hours by department. Salaries are benchmarked to Library industry compensation data to ensure that compensation aligns with the Library's compensation philosophy and minimum wage mandates.
  - The FY26 salary plan recommends increases in the following areas:
    - \$86,000 for 3.5% average merit pool increases
    - \$10,100 for one-time merit bonuses and adjustments based on updated pay grade/scale
    - \$16,000 for a NEW part time (18 hour) Maker Space Associate
- b. This value represents 55% of the proposed operating budget. ILA recommends that up to 60% of the Library's operating budget be allocated to staff salaries.

### 2. Employee Benefits: \$742,700

- a. Health Insurance: budgeted values represent a 9% anticipated increase for PPO and HMO health insurance rates over FY25.
- b. FICA: Budgeted at \$210,000 based on future employee earnings.
- c. IMRF: Estimated at \$70,000. The preliminary IMRF rate for 2026 is 2.47%. The Library has budgeted using a 3% IMRF rate, as advised by the City's Finance Department.
- d. ILA recommends that up to 70% of the Library's operating budget be allocated to salaries and benefits. For the proposed budget, the Library has allocated 70% to salaries and benefits.

### 3. Data Processing: \$316,300



# Memorandum

- a. This line has experienced a 12% increase over FY25 as a result of increased subscription costs and the inclusion of costs to launch and maintain a Library specific APP (approximately \$15,000/year). This budget line includes OSG's (managed IT) 1 year contract approved in July 2025, valued at 181,716.
  - b. This also includes funds for CCS (local consortium) and OCLC (global cooperative) 12 month contracts initiated annually in July. The proposed budget includes an overall 3% increase for these contracts.
4. **Building Maintenance: \$159,500**
- a. Increased 1.6% from FY25 as natural gas prices have increased in recent months. The Library does not pay for electricity or water, as these costs are part of City of Park Ridge franchise agreements.
  - b. This line includes general maintenance agreements, HVAC equipment maintenance, and building supplies.
5. **Membership, Recruiting and Training: \$33,000**
- a. Flat over FY25. This line also includes \$5,000 for our tuition reimbursement program.
6. **Equipment Rental: \$27,000**
- a. Flat from FY25 and includes \$20,000 for copier lease and \$7,000 earmarked for equipment rental maintenance and postage machine lease. The copier lease expires July 31, 2026.
7. **Consulting Services: \$20,000**
- a. Significant decrease over FY25 budget amount of \$30,000. This line was increased for FY25 due to the hiring of our Strategic Planning consultants.
8. **Public Relations: \$45,000**
- a. Flat for FY26, this line includes public relations materials and supplies as well as quarterly newsletter printing.
9. **General Contractual: \$204,500**
- a. This line includes telephone and internet service, postage, printing, Bibliotheca service contract, payroll service contract and program expenses.
  - b. Relatively flat from FY25, modest increases to telephone and postage lines.
10. **Audit: \$9,000**
- a. \$9,000 for FY25 audit as per Library's 4-year contract with Lauterbach & Amen. Audit fees are negotiated by the City of Park Ridge as the Library is part of the City's audit.
11. **Special Counsel: \$25,000**
- a. This is the library's budget for legal counsel. The Library works with Robbins Schwartz for matters related to human resources, laws pertaining to public bodies and general counsel. The City of Park Ridge's attorney, Ancel Glink, represents the City and the Library for tax rate objection work. It is important that the Library maintain a healthy special counsel fund as the events that require the need for counsel are often unanticipated.
12. **Supplies: \$63,000**
- a. Significant decrease over FY25 as the furnishings budget was increased to accommodate the 2<sup>nd</sup> Floor Display cabinet project.
13. **Staff Appreciation: \$3,000**
- a. \$3,000 for general staff appreciation (National Library Workers' Day, retirements, condolence/illness acknowledgement, holiday party).



# Memorandum

## 14. Computer Materials: \$20,000

- a. This line was right sized in line with our data processing spending. Funds for purchase of routine, non-capital technology items and software licenses for staff and public PCs.

## 15. Library Resources: \$600,000

- a. The total library resources budget is 12% of the operating budget. ILA recommends that libraries spend a minimum of 8-12% on collections. The Board should be proud that the Library is able to maintain strong funding for our resource collections
- b. The overall library resources budget is down from FY25 as noted on the first page of this memo.
  - i. Youth Services
    1. Relatively flat over FY25 with decreased in spending on DVDs.
    2. The audiobooks budget remains unchanged. While staff will no longer be purchasing youth audiobooks on CD, [Playaway and Launchpad](#) devices that come preloaded with audio content will be ramped up as these are very popular for kids.
  - ii. Adult Services
    1. Net reduction of \$12,000 in spending for adults as we decrease audiobooks, DVD, and music CD budgets by 50% and allocate an additional \$20,000 to eContent purchasing.
    2. We are reduce spending in Adult Non Fiction by \$10,000 as this budget is disproportionate to demand.

OPERATING ACCOUNTS	FY22 ACTUAL	FY23 ACTUAL	FY24 ACTUALS	FY25 ESTIMATED	FY26 DRAFT
Salaries	\$ 2,226,674	\$ 2,328,718	\$ 2,481,483	\$ 2,587,000	\$ 2,739,000
Employee Benefits	\$ 351,508	\$ 582,949	\$ 623,616	\$ 555,953	\$ 742,700
Data Processing	\$ 249,730	\$ 278,807	\$ 260,951	\$ 272,752	\$ 316,300
Building Maintenance	\$ 174,039	\$ 126,551	\$ 109,298	\$ 126,942	\$ 159,500
Membership, Recruiting, Training	\$ 15,549	\$ 22,601	\$ 22,563	\$ 23,954	\$ 33,000
Equipment Rental	\$ 17,835	\$ 21,514	\$ 22,214	\$ 22,744	\$ 27,000
Consulting Services	\$ 10,050	\$ 2,595	\$ 3,519	\$ 30,000	\$ 20,000
Public Relations	\$ 50,615	\$ 46,604	\$ 45,889	\$ 43,713	\$ 45,000
General Contractual	\$ 125,448	\$ 162,065	\$ 172,112	\$ 193,118	\$ 204,500
Audit	\$ 8,700	\$ 9,000	\$ 10,300	\$ 8,700	\$ 9,000
General Counsel	\$ 13,736	\$ 14,140	\$ 18,611	\$ 15,000	\$ 25,000
Supplies	\$ 84,539	\$ 69,489	\$ 91,549	\$ 63,122	\$ 63,000
Staff Appreciation	\$ 1,981	\$ 2,372	\$ 3,856	\$ 3,000	\$ 3,000
Computer Materials	\$ 20,289	\$ 34,982	\$ 16,786	\$ 20,000	\$ 20,000
Library Resources	\$ 571,203	\$ 591,555	\$ 587,157	\$ 561,000	\$ 600,000
<b>TOTAL</b>	<b>\$ 3,921,896</b>	<b>\$ 4,293,941</b>	<b>\$ 4,469,904</b>	<b>\$ 4,526,999</b>	<b>\$ 5,007,000</b>



# Memorandum

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## Capital Budget Detail

1. **Computer Equipment: \$50,000**
  - a. We will work with OSG to develop plans for ongoing equipment replacement and upgrades using CVI's asset tracking document as a starting point.
  
2. **Building Repairs: \$740,000**
  - a. We anticipate capital budget dollars will be carried forward from FY25 into FY26. The budget includes \$740,000 dedicated to the second year of the HVAC project. We do not have any other projects in our Capital Plan for 2026.

## **Attachments:**

- Levy forecast – 100% spend
- Levy forecast – 93% spend
- FY26 draft summary budget
- FY26 draft detail budget

	FY23 Revised Budget	FY23 Actual	FY24 - Budget Revised	FY24 - Actuals	2% FY25 - Revised Budget	FY25 Annualized	4.0% FY26 - FORECAST	5.0% FY27 - FORECAST	5.0% FY28 - FORECAST	3% FY29 - FORECAST	3% FY30 - FORECAST	3% FY31 - FORECAST
							SP Year 1	SP Year 2	SP Year 3	SP Year 4	SP Year 5	
<b>Revenues</b>												
Property Taxes	\$ 4,088,161	\$ 4,001,404	\$ 4,088,161	\$ 3,943,268	\$ 4,169,924	\$ 4,003,127	\$ 4,336,721	\$ 4,553,557	\$ 4,781,235	\$ 4,924,672	\$ 5,072,412	\$ 5,224,585
Property Tax Prior	\$ -	\$ 49,396	\$ -	\$ 25,653	\$ -	\$ 2,135	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PPRT	\$ 214,500	\$ 190,644	\$ 130,000	\$ 115,124	\$ 139,252	\$ 89,005	\$ 95,325	\$ 100,000	\$ 100,000	\$ 75,000	\$ 75,000	\$ 75,000
State Grants	\$ 108,500	\$ 108,493	\$ 58,493	\$ 58,889	\$ 58,493	\$ 58,493	\$ 58,493	\$ 58,855	\$ 58,855	\$ 58,855	\$ 58,855	\$ 58,855
Interest	\$ 1,000	\$ 133,404	\$ 50,000	\$ 128,030	\$ 100,000	\$ 62,756	\$ 50,000	\$ 80,000	\$ 80,000	\$ 75,000	\$ 75,000	\$ 75,000
Other Receipts	\$ 136,000	\$ 338,771	\$ 149,000	\$ 79,200	\$ 109,000	\$ 228,151	\$ 110,000	\$ 125,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
<b>TOTAL REVENUE</b>	<b>\$ 4,548,161</b>	<b>\$ 4,822,112</b>	<b>\$ 4,475,654</b>	<b>\$ 4,350,164</b>	<b>\$ 4,576,669</b>	<b>\$ 4,443,667</b>	<b>\$ 4,650,539</b>	<b>\$ 4,917,412</b>	<b>\$ 5,220,090</b>	<b>\$ 5,333,527</b>	<b>\$ 5,481,267</b>	<b>\$ 5,633,440</b>
<b>Operating Expenditures</b>												
Salaries	\$ 2,453,799	\$ 2,328,718	\$ 2,542,033	\$ 2,481,483	\$ 2,648,000	\$ 2,587,000	\$ 2,739,000	\$ 2,807,475	\$ 2,877,662	\$ 2,949,603	\$ 3,023,344	\$ 3,098,927
Employee Benefits	\$ 655,266	\$ 582,949	\$ 716,648	\$ 623,616	\$ 720,600	\$ 555,953	\$ 742,700	\$ 757,554	\$ 772,705	\$ 788,159	\$ 803,922	\$ 820,001
Data Processing	\$ 322,000	\$ 278,807	\$ 286,800	\$ 260,951	\$ 281,300	\$ 272,752	\$ 316,300	\$ 322,626	\$ 329,079	\$ 338,951	\$ 349,119	\$ 359,593
Building Maintenance	\$ 176,500	\$ 126,551	\$ 164,500	\$ 109,298	\$ 157,000	\$ 126,942	\$ 159,500	\$ 159,500	\$ 159,500	\$ 159,500	\$ 159,500	\$ 159,500
Membership, Recruiting and Training	\$ 29,000	\$ 22,601	\$ 31,500	\$ 22,563	\$ 33,000	\$ 23,954	\$ 33,000	\$ 33,330	\$ 33,663	\$ 34,000	\$ 34,340	\$ 34,683
Equipment Rental	\$ 27,000	\$ 21,514	\$ 27,000	\$ 22,214	\$ 27,000	\$ 22,744	\$ 27,000	\$ 27,270	\$ 27,543	\$ 27,818	\$ 28,096	\$ 28,377
Consulting	\$ 20,000	\$ 2,595	\$ 15,700	\$ 3,519	\$ 30,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Public Relations	\$ 40,000	\$ 46,604	\$ 46,400	\$ 45,889	\$ 45,000	\$ 43,713	\$ 45,000	\$ 45,450	\$ 45,905	\$ 46,364	\$ 46,827	\$ 47,295
General Contractual	\$ 165,100	\$ 162,065	\$ 203,800	\$ 172,112	\$ 202,800	\$ 193,118	\$ 204,500	\$ 208,590	\$ 212,762	\$ 217,017	\$ 221,357	\$ 225,785
Audit	\$ 9,300	\$ 9,000	\$ 10,300	\$ 10,300	\$ 10,500	\$ 8,700	\$ 9,000	\$ 9,400	\$ 9,800	\$ 10,200	\$ 10,400	\$ 10,600
General Counsel	\$ 25,000	\$ 14,140	\$ 25,000	\$ 18,611	\$ 25,000	\$ 15,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Supplies	\$ 85,115	\$ 69,489	\$ 112,900	\$ 91,549	\$ 122,500	\$ 63,122	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000
Staff Appreciation	\$ 2,000	\$ 2,372	\$ 4,000	\$ 3,856	\$ 3,000	\$ 3,000	\$ 3,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Computer Materials	\$ 39,710	\$ 34,982	\$ 17,000	\$ 16,786	\$ 33,500	\$ 20,000	\$ 20,000	\$ 20,400	\$ 20,808	\$ 21,432	\$ 22,075	\$ 22,737
Library Resources	\$ 646,500	\$ 591,555	\$ 644,500	\$ 587,157	\$ 614,500	\$ 561,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
<b>Total Operating</b>	<b>\$ 4,696,290</b>	<b>\$ 4,293,941</b>	<b>\$ 4,848,081</b>	<b>\$ 4,469,904</b>	<b>\$ 4,953,700</b>	<b>\$ 4,526,999</b>	<b>\$ 5,007,000</b>	<b>\$ 5,102,095</b>	<b>\$ 5,199,926</b>	<b>\$ 5,303,544</b>	<b>\$ 5,409,481</b>	<b>\$ 5,517,999</b>
<b>Capital Expenditures</b>												
Machinery and Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Equipment	\$ 50,000	\$ 38,027	\$ 195,000	\$ 108,080	\$ 136,919	\$ 146,917	\$ 50,000	\$ 50,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000
Building Repairs	\$ 679,008	\$ 484,984	\$ 722,200	\$ 153,691	\$ 965,332	\$ 900,000	\$ 740,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
<b>Total Capital</b>	<b>\$ 729,008</b>	<b>\$ 523,011</b>	<b>\$ 917,200</b>	<b>\$ 261,771</b>	<b>\$ 1,102,251</b>	<b>\$ 1,046,917</b>	<b>\$ 790,000</b>	<b>\$ 100,000</b>	<b>\$ 150,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,425,298</b>	<b>\$ 4,816,952</b>	<b>\$ 5,765,281</b>	<b>\$ 4,731,675</b>	<b>\$ 6,055,951</b>	<b>\$ 5,573,916</b>	<b>\$ 5,797,000</b>	<b>\$ 5,202,095</b>	<b>\$ 5,349,926</b>	<b>\$ 5,403,544</b>	<b>\$ 5,509,481</b>	<b>\$ 5,617,999</b>
<b>Unrestricted Balance Projections</b>												
Beginning Unrestricted Balance (as of December 31)	\$ 4,375,239	\$ 4,375,239	\$ 4,380,393	\$ 4,380,393	\$ 3,998,640	\$ 3,998,640	\$ 2,868,391	\$ 1,721,930	\$ 1,437,247	\$ 1,307,412	\$ 1,237,395	\$ 1,209,181
Excess Budgeted (Deficit)	\$ (877,137)	\$ 5,159	\$ (1,289,627)	\$ (381,511)	\$ (1,479,282)	\$ (1,130,249)	\$ (1,146,461)	\$ (284,683)	\$ (129,836)	\$ (70,017)	\$ (28,214)	\$ 15,441
Ending Unrestricted Balance	\$ 3,498,102	\$ 4,380,393	\$ 3,090,766	\$ 3,998,640	\$ 2,519,358	\$ 2,868,391	\$ 1,721,930	\$ 1,437,247	\$ 1,307,412	\$ 1,237,395	\$ 1,209,181	\$ 1,224,621
Average monthly operating expenses	\$ 391,358	\$ 357,828	\$ 404,007	\$ 372,492	\$ 412,808	\$ 377,250	\$ 417,250	\$ 425,175	\$ 433,327	\$ 441,962	\$ 450,790	\$ 459,833
# of months of operating expenses	\$ 9	\$ 12	\$ 8	\$ 10.7	\$ 6.1	\$ 7.6	\$ 4	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3
Minimum Fund Balance Requirements	\$ 2,348,145	\$ 2,146,971	\$ 2,424,041	\$ 2,234,952	\$ 2,476,850	\$ 2,263,499	\$ 2,503,500	\$ 2,551,048	\$ 2,599,963	\$ 2,651,772	\$ 2,704,741	\$ 2,758,999
<b>Operating Expenditures/Budget</b>		<b>91.4%</b>		<b>92.2%</b>		<b>91.4%</b>						

7/11/2025 - Assumes 93% FY25 budget spend; Assumes 100% spend FY26-31  
At the Board's discretion, the Library may use Gift Funds to cover a potential cash flow shortfall

HVAC Project \$ 1,700,000

	FY23 Revised Budget	FY23 Actual	FY24 - Budget Revised	FY24 - Actuals	2% FY25 - Revised Budget	FY25 Annualized	4.0% FY26 - FORECAST	5.0% FY27 - FORECAST	5.0% FY28 - FORECAST	0% FY29 -FORECAST	0% FY30 - FORECAST	0% FY31 - FORECAST
Revenues							SP Year 1	SP Year 2	SP Year 3	SP Year 4	SP Year 5	
Property Taxes	\$ 4,088,161	\$ 4,001,404	\$ 4,088,161	\$ 3,943,268	\$ 4,169,924	\$ 4,003,127	\$ 4,336,721	\$ 4,553,557	\$ 4,781,235	\$ 4,781,235	\$ 4,781,235	\$ 4,781,235
Property Tax Prior	\$ -	\$ 49,396	\$ -	\$ 25,653	\$ -	\$ 2,135	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PPRT	\$ 214,500	\$ 190,644	\$ 130,000	\$ 115,124	\$ 139,252	\$ 89,005	\$ 95,325	\$ 100,000	\$ 100,000	\$ 75,000	\$ 75,000	\$ 75,000
State Grants	\$ 108,500	\$ 108,493	\$ 58,493	\$ 58,889	\$ 58,493	\$ 58,493	\$ 58,493	\$ 58,855	\$ 58,855	\$ 58,855	\$ 58,855	\$ 58,855
Interest	\$ 1,000	\$ 133,404	\$ 50,000	\$ 128,030	\$ 100,000	\$ 62,756	\$ 50,000	\$ 80,000	\$ 80,000	\$ 75,000	\$ 75,000	\$ 75,000
Other Receipts	\$ 136,000	\$ 338,771	\$ 149,000	\$ 79,200	\$ 109,000	\$ 228,151	\$ 110,000	\$ 125,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
<b>TOTAL REVENUE</b>	<b>\$ 4,548,161</b>	<b>\$ 4,822,112</b>	<b>\$ 4,475,654</b>	<b>\$ 4,350,164</b>	<b>\$ 4,576,669</b>	<b>\$ 4,443,667</b>	<b>\$ 4,650,539</b>	<b>\$ 4,917,412</b>	<b>\$ 5,220,090</b>	<b>\$ 5,190,090</b>	<b>\$ 5,190,090</b>	<b>\$ 5,190,090</b>
<b>Operating Expenditures</b>												
Salaries	\$ 2,453,799	\$ 2,328,718	\$ 2,542,033	\$ 2,481,483	\$ 2,648,000	\$ 2,587,000	\$ 2,739,000	\$ 2,807,475	\$ 2,877,662	\$ 2,949,603	\$ 3,023,344	\$ 3,098,927
Employee Benefits	\$ 655,266	\$ 582,949	\$ 716,648	\$ 623,616	\$ 720,600	\$ 555,953	\$ 742,700	\$ 757,554	\$ 772,705	\$ 788,159	\$ 803,922	\$ 820,001
Data Processing	\$ 322,000	\$ 278,807	\$ 286,800	\$ 260,951	\$ 281,300	\$ 272,752	\$ 316,300	\$ 322,626	\$ 329,079	\$ 338,951	\$ 349,119	\$ 359,593
Building Maintenance	\$ 176,500	\$ 126,551	\$ 164,500	\$ 109,298	\$ 157,000	\$ 126,942	\$ 159,500	\$ 159,500	\$ 159,500	\$ 159,500	\$ 159,500	\$ 159,500
Membership, Recruiting and Training	\$ 29,000	\$ 22,601	\$ 31,500	\$ 22,563	\$ 33,000	\$ 23,954	\$ 33,000	\$ 33,330	\$ 33,663	\$ 34,000	\$ 34,340	\$ 34,683
Equipment Rental	\$ 27,000	\$ 21,514	\$ 27,000	\$ 22,214	\$ 27,000	\$ 22,744	\$ 27,000	\$ 27,270	\$ 27,543	\$ 27,818	\$ 28,096	\$ 28,377
Consulting	\$ 20,000	\$ 2,595	\$ 15,700	\$ 3,519	\$ 30,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Public Relations	\$ 40,000	\$ 46,604	\$ 46,400	\$ 45,889	\$ 45,000	\$ 43,713	\$ 45,000	\$ 45,450	\$ 45,905	\$ 46,364	\$ 46,827	\$ 47,295
General Contractual	\$ 165,100	\$ 162,065	\$ 203,800	\$ 172,112	\$ 202,800	\$ 193,118	\$ 204,500	\$ 208,590	\$ 212,762	\$ 217,017	\$ 221,357	\$ 225,785
Audit	\$ 9,300	\$ 9,000	\$ 10,300	\$ 10,300	\$ 10,500	\$ 8,700	\$ 9,000	\$ 9,400	\$ 9,800	\$ 10,200	\$ 10,400	\$ 10,600
General Counsel	\$ 25,000	\$ 14,140	\$ 25,000	\$ 18,611	\$ 25,000	\$ 15,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Supplies	\$ 85,115	\$ 69,489	\$ 112,900	\$ 91,549	\$ 122,500	\$ 63,122	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000
Staff Appreciation	\$ 2,000	\$ 2,372	\$ 4,000	\$ 3,856	\$ 3,000	\$ 3,000	\$ 3,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Computer Materials	\$ 39,710	\$ 34,982	\$ 17,000	\$ 16,786	\$ 33,500	\$ 20,000	\$ 20,000	\$ 20,400	\$ 20,808	\$ 21,432	\$ 22,075	\$ 22,737
Library Resources	\$ 646,500	\$ 591,555	\$ 644,500	\$ 587,157	\$ 614,500	\$ 561,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
<b>Total Operating</b>	<b>\$ 4,696,290</b>	<b>\$ 4,293,941</b>	<b>\$ 4,848,081</b>	<b>\$ 4,469,904</b>	<b>\$ 4,953,700</b>	<b>\$ 4,526,999</b>	<b>\$ 4,656,510</b>	<b>\$ 4,744,948</b>	<b>\$ 4,783,932</b>	<b>\$ 4,879,261</b>	<b>\$ 4,976,723</b>	<b>\$ 5,076,559</b>
<b>Capital Expenditures</b>												
Machinery and Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Equipment	\$ 50,000	\$ 38,027	\$ 195,000	\$ 108,080	\$ 136,919	\$ 146,917	\$ 50,000	\$ 50,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000
Building Repairs	\$ 679,008	\$ 484,984	\$ 722,200	\$ 153,691	\$ 965,332	\$ 900,000	\$ 740,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
<b>Total Capital</b>	<b>\$ 729,008</b>	<b>\$ 523,011</b>	<b>\$ 917,200</b>	<b>\$ 261,771</b>	<b>\$ 1,102,251</b>	<b>\$ 1,046,917</b>	<b>\$ 790,000</b>	<b>\$ 100,000</b>	<b>\$ 150,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,425,298</b>	<b>\$ 4,816,952</b>	<b>\$ 5,765,281</b>	<b>\$ 4,731,675</b>	<b>\$ 6,055,951</b>	<b>\$ 5,573,916</b>	<b>\$ 5,446,510</b>	<b>\$ 4,844,948</b>	<b>\$ 4,933,932</b>	<b>\$ 4,979,261</b>	<b>\$ 5,076,723</b>	<b>\$ 5,176,559</b>
<b>Unrestricted Balance Projections</b>												
Beginning Unrestricted Balance (as of December 31)	\$ 4,375,239	\$ 4,375,239	\$ 4,380,393	\$ 4,380,393	\$ 3,998,640	\$ 3,998,640	\$ 2,868,391	\$ 2,072,420	\$ 2,144,884	\$ 2,431,043	\$ 2,641,872	\$ 2,755,239
Excess Budgeted (Deficit)	\$ (877,137)	\$ 5,159	\$ (1,289,627)	\$ (381,511)	\$ (1,479,282)	\$ (1,130,249)	\$ (795,971)	\$ 72,464	\$ 286,158	\$ 210,829	\$ 113,367	\$ 13,531
Ending Unrestricted Balance	\$ 3,498,102	\$ 4,380,393	\$ 3,090,766	\$ 3,998,640	\$ 2,519,358	\$ 2,868,391	\$ 2,072,420	\$ 2,144,884	\$ 2,431,043	\$ 2,641,872	\$ 2,755,239	\$ 2,768,770
Average monthly operating expenses	\$ 391,358	\$ 357,828	\$ 404,007	\$ 372,492	\$ 412,808	\$ 377,250	\$ 388,043	\$ 395,412	\$ 398,661	\$ 406,605	\$ 414,727	\$ 423,047
# of months of operating expenses	9	12	8	10.7	6.1	7.6	5.3	5.4	6.1	6.5	6.6	6.5
Minimum Fund Balance Requirements	\$ 2,348,145	\$ 2,146,971	\$ 2,424,041	\$ 2,234,952	\$ 2,476,850	\$ 2,263,499	\$ 2,328,255	\$ 2,372,474	\$ 2,391,966	\$ 2,439,630	\$ 2,488,361	\$ 2,538,280
<b>Operating Expenditures/Budget</b>		<b>91%</b>		<b>92%</b>		<b>91%</b>						

7/11/2025 - Assumes 93% spend FY26-FY31

At the Board's discretion, the Library may use Gift Funds to cover a potential cash flow shortfall

HVAC Project \$ 1,700,000

Park Ridge Public Library

Consolidated YTD Revenue and Expenditures Comparison  
Library Fund

DRAFT AUGUST 5, 2025

	FY23 BUDGET	FY23 REVISED BUDGET	FY23 FINAL	FY23 ACTUALS TO BUDGET	FY24 Budget - OG	FY24 Budget - Revised	FY24 FINAL	% Spent	FY25 BUDGET - OG	FY25 BUDGET - Revised	FY25 Budget Actuals (7/31/2025)	FY25 Annualized	FY26 DRAFT
<b>REVENUE ACCOUNTS</b>													
Property Taxes	\$ 4,302,661	\$ 4,088,161	\$ 4,001,404	98%	\$ 4,088,161	\$ 4,088,161	\$ 3,943,268	96%	\$ 4,169,924	\$ 4,169,924	\$ 2,162,534	\$ 4,003,127	\$ 4,336,721
Property Tax Prior	\$ 108,500	\$ -	\$ 49,396		\$ -	\$ -	\$ 25,653		\$ -	\$ -	\$ 2,135	\$ 2,135	\$ -
PPRT		\$ 214,500	\$ 190,644	89%	\$ 130,000	\$ 130,000	\$ 115,124	89%	\$ 139,252	\$ 139,252	\$ 50,502	\$ 89,005	\$ 95,325
State Grants		\$ 108,500	\$ 108,493	100%	\$ 58,493	\$ 58,493	\$ 58,889	101%	\$ 58,493	\$ 58,493	\$ -	\$ 58,493	\$ 58,493
Interest		\$ 1,000	\$ 133,404	13340%	\$ 50,000	\$ 50,000	\$ 128,030	256%	\$ 100,000	\$ 100,000	\$ 31,378	\$ 62,756	\$ 50,000
Other Receipts	\$ 137,000	\$ 136,000	\$ 338,771	249%	\$ 149,000	\$ 149,000	\$ 79,200	53%	\$ 109,000	\$ 109,000	\$ 37,423	\$ 228,151	\$ 110,000
<b>TOTAL REVENUE</b>	<b>\$ 4,548,161</b>	<b>\$ 4,548,161</b>	<b>\$ 4,822,112</b>	<b>106%</b>	<b>\$ 4,475,654</b>	<b>\$ 4,475,654</b>	<b>\$ 4,350,164</b>	<b>97%</b>	<b>\$ 4,576,669</b>	<b>\$ 4,576,669</b>	<b>\$ 2,283,972</b>	<b>\$ 4,443,667</b>	<b>\$ 4,650,539</b>

ACCOUNT #	OPERATING ACCOUNTS	FY23 BUDGET	FY23 REVISED BUDGET	FY23 FINAL	FY23 ACTUALS TO BUDGET	FY24 Budget - OG	FY24 Budget - Revised	FY24 FINAL	% Spent	FY25 BUDGET - OG	FY25 BUDGET - Revised	FY25 Budget Actuals (7/31/2025)	FY25 Annualized	FY26 DRAFT	% Change 25 Revised to 26 Draft
9100	Salaries	\$ 2,453,799	\$ 2,430,799	\$ 2,328,718	96%	\$ 2,546,525	\$ 2,542,033	\$ 2,481,483	98%	\$ 2,648,000	\$ 2,648,000	\$ 1,414,536	\$ 2,587,000	\$ 2,739,000	3.4%
9210	Employee Benefits	\$ 655,266	\$ 678,266	\$ 582,949	86%	\$ 716,648	\$ 716,648	\$ 623,616	87%	\$ 720,600	\$ 720,600	\$ 324,306	\$ 555,953	\$ 742,700	3.1%
9317	Data Processing	\$ 322,000	\$ 319,150	\$ 278,807	87%	\$ 273,300	\$ 286,800	\$ 260,951	91%	\$ 281,300	\$ 281,300	\$ 175,092	\$ 272,752	\$ 316,300	12.4%
9321	Building Maintenance	\$ 176,500	\$ 173,500	\$ 126,551	73%	\$ 164,500	\$ 164,500	\$ 109,298	66%	\$ 157,000	\$ 157,000	\$ 73,773	\$ 126,942	\$ 159,500	1.6%
9324	Membership, Recruiting, Training	\$ 29,000	\$ 29,000	\$ 22,601	78%	\$ 31,500	\$ 31,500	\$ 22,563	72%	\$ 33,000	\$ 33,000	\$ 13,530	\$ 23,954	\$ 33,000	0.0%
9351	Equipment Rental	\$ 27,000	\$ 27,000	\$ 21,514	80%	\$ 27,000	\$ 27,000	\$ 22,214	82%	\$ 27,000	\$ 27,000	\$ 13,331	\$ 22,744	\$ 27,000	0.0%
9359	Consulting Services	\$ 20,000	\$ 15,000	\$ 2,595	17%	\$ 20,000	\$ 15,700	\$ 3,519	22%	\$ 30,000	\$ 30,000	\$ 21,141	\$ 30,000	\$ 20,000	-33.3%
9360	Public Relations	\$ 40,000	\$ 48,800	\$ 46,604	96%	\$ 45,000	\$ 46,400	\$ 45,889	99%	\$ 45,000	\$ 45,000	\$ 22,968	\$ 43,713	\$ 45,000	0.0%
9385	General Contractual	\$ 165,100	\$ 173,450	\$ 162,065	93%	\$ 179,800	\$ 203,800	\$ 172,112	84%	\$ 202,800	\$ 202,800	\$ 90,686	\$ 193,118	\$ 204,500	0.8%
9416	Audit	\$ 9,300	\$ 9,000	\$ 9,000	100%	\$ 9,500	\$ 10,300	\$ 10,300	100%	\$ 10,500	\$ 10,500	\$ 8,700	\$ 8,700	\$ 9,000	-14.3%
9425	General Counsel	\$ 25,000	\$ 23,500	\$ 14,140	60%	\$ 25,000	\$ 25,000	\$ 18,611	74%	\$ 25,000	\$ 25,000	\$ 3,849	\$ 15,000	\$ 25,000	0.0%
9510	Supplies	\$ 62,500	\$ 86,365	\$ 69,489	80%	\$ 120,500	\$ 112,900	\$ 91,549	81%	\$ 122,500	\$ 122,500	\$ 36,071	\$ 63,122	\$ 63,000	-48.6%
9511	Staff Appreciation	\$ 2,000	\$ 2,500	\$ 2,372	95%	\$ 2,500	\$ 4,000	\$ 3,856	96%	\$ 3,000	\$ 3,000	\$ 1,731	\$ 3,000	\$ 3,000	0.0%
9520	Computer Materials	\$ 30,000	\$ 39,710	\$ 34,982	88%	\$ 31,500	\$ 17,000	\$ 16,786	99%	\$ 33,500	\$ 33,500	\$ 11,655	\$ 20,000	\$ 20,000	-40.3%
9540	Library Resources	\$ 646,500	\$ 640,250	\$ 591,555	92%	\$ 636,800	\$ 644,500	\$ 587,157	91%	\$ 614,500	\$ 614,500	\$ 349,216	\$ 561,000	\$ 600,000	-2.4%
9493	Transfer Out	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -							
	<b>Total Operating Budget</b>	<b>\$ 4,663,965</b>	<b>\$ 4,696,290</b>	<b>\$ 4,293,941</b>	<b>91%</b>	<b>\$ 4,830,073</b>	<b>\$ 4,848,081</b>	<b>\$ 4,469,904</b>	<b>92%</b>	<b>\$ 4,953,700</b>	<b>\$ 4,953,700</b>	<b>\$ 2,560,585</b>	<b>\$ 4,526,999</b>	<b>\$ 5,007,000</b>	<b>1.1%</b>

Capital Budget Lines

9901	Machinery and Equipment	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
9908	Computer Equipment	\$ 50,000	\$ 50,000	\$ 38,027	76%	\$ 195,000	\$ 195,000	\$ 108,080	55%	\$ 50,000	\$ 136,919	\$ 1,017	\$ 146,917	\$ 50,000	-63%
9963	Building Repairs	\$ 290,000	\$ 679,008	\$ 484,984	71%	\$ 500,000	\$ 722,200	\$ 153,691	21%	\$ 425,000	\$ 965,332	\$ 23,422	\$ 900,000	\$ 740,000	-23%
	<b>Total Capital Projects Budget</b>	<b>\$ 340,000</b>	<b>\$ 729,008</b>	<b>\$ 523,011</b>	<b>72%</b>	<b>\$ 695,000</b>	<b>\$ 917,200</b>	<b>\$ 261,771</b>	<b>29%</b>	<b>\$ 475,000</b>	<b>\$ 1,102,251</b>	<b>\$ 24,439</b>	<b>\$ 1,046,917</b>	<b>\$ 790,000</b>	<b>-28%</b>

<b>TOTAL EXPENDITURES</b>	<b>5,003,965</b>	<b>5,425,298</b>	<b>4,816,952</b>	<b>89%</b>	<b>5,525,073</b>	<b>5,765,281</b>	<b>4,731,675</b>	<b>82%</b>	<b>\$ 5,428,700</b>	<b>\$ 6,055,951</b>	<b>\$ 2,585,024</b>	<b>\$ 5,573,916</b>	<b>\$ 5,797,000</b>	<b>-4%</b>
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8/5/2025

<b>LIBRARY SURPLUS (DEFICIT)</b>	<b>\$ (455,805)</b>	<b>\$ (877,137)</b>	<b>\$ 5,159</b>		<b>\$ (1,049,419)</b>	<b>\$ (1,289,627)</b>	<b>\$ (381,511)</b>		<b>\$ (852,031)</b>	<b>\$ (1,479,282)</b>	<b>\$ (301,052)</b>	<b>\$ (1,130,249)</b>	<b>\$ (1,146,461)</b>	<b>-22%</b>
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	B	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	Park Ridge Public Library											<b>DRAFT 8/5/25</b>		
2	Detailed YTD Revenue and Expenditures Comparison													
3	Library Fund													
4	DESCRIPTION	FY23 BUDGET 0% Levy Increase	FY23 REVISED BUDGET 0% LEVY INCREASE	FY23 ACTUALS FINAL		FY24 Budget - OG	FY24 Budget - Revised	FY24 ACTUALS FINAL	% Spent	FY25 BUDGET - OG	FY25 BUDGET - Revised	FY25 Budget Actuals (7/31/25)	FY25 Annualized	FY26 DRAFT
5	<b>Library Revenues</b>													
6	PROPERTY TAX CURRENT	\$ 4,088,161	\$ 4,088,161	\$ 4,001,404	98%	\$ 4,088,161	\$ 4,088,161	\$ 3,943,268	96%	\$ 4,169,924	\$ 4,169,924	\$ 2,162,534	\$ 4,003,127	\$ 4,336,721
7	PROPERTY TAX PRIOR	\$ -	\$ -	\$ 49,396		\$ -	\$ -	\$ 25,653		\$ -	\$ -	\$ 2,135	\$ 2,135	\$ -
8	PERS PROP REPLACE TAX	\$ 214,500	\$ 214,500	\$ 190,644	89%	\$ 130,000	\$ 130,000	\$ 115,124	89%	\$ 139,252	\$ 139,252	\$ 50,502	\$ 89,005	\$ 95,325
9	STATE GRANTS	\$ 108,500	\$ 108,500	\$ 108,493	100%	\$ 58,493	\$ 58,493	\$ 58,889	101%	\$ 58,493	\$ 58,493	\$ -	\$ 58,493	\$ 58,493
10	LIBRARY OTHER	\$ 10,000	\$ 10,000	\$ 5,953	60%	\$ 8,000	\$ 8,000	\$ 8,907	111%	\$ 8,000	\$ 8,000	\$ 5,165	\$ 8,855	\$ 9,000
12	INTEREST ON INVESTMENTS	\$ 1,000	\$ 1,000	\$ 133,404	13340%	\$ 50,000	\$ 50,000	\$ 128,030	256%	\$ 100,000	\$ 100,000	\$ 31,378	\$ 62,756	\$ 50,000
13	CONTRIBUTIONS	\$ 55,000	\$ 55,000	\$ 271,863	494%	\$ 50,000	\$ 50,000	\$ 23,313	47%	\$ 50,000	\$ 50,000	\$ 10,198	\$ 171,296	\$ 50,000
14	MISCELLANEOUS	\$ 70,000	\$ 70,000	\$ 60,825	87%	\$ 90,000	\$ 90,000	\$ 46,980	52%	\$ 50,000	\$ 50,000	\$ 22,060	\$ 48,000	\$ 50,000
15	PROMOTIONAL ITEMS REV	\$ 500	\$ 500	\$ 130	26%	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ 500	\$ -	\$ -	\$ 500
17	COLLECTION AGENCY-MISC	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ 500	\$ -	\$ -	\$ 500
19	<b>LIBRARY REVENUES</b>	<b>\$ 4,548,161</b>	<b>\$ 4,548,161</b>	<b>\$ 4,822,112</b>	<b>106.0%</b>	<b>\$ 4,475,654</b>	<b>\$ 4,475,654</b>	<b>\$ 4,350,164</b>	<b>97%</b>	<b>\$ 4,576,669</b>	<b>\$ 4,576,669</b>	<b>\$ 2,283,972</b>	<b>\$ 4,443,667</b>	<b>\$ 4,650,539</b>
20														
21	<b>Library Administration</b>													
22	REGULAR SALARIES	\$ 387,498	\$ 364,498	\$ 358,783	98%	\$ 408,955	\$ 401,544	\$ 388,079	97%	\$ 407,713	\$ 407,713	\$ 220,546	\$ 403,000	\$ 2,739,000
24	OVERTIME	\$ -	\$ -	\$ -		\$ -	\$ 640	\$ 640		\$ -	\$ -	\$ 41,06	\$ 70	\$ -
25	EMP BNFTS-PPO	\$ 233,878	\$ 281,878	\$ 278,273	99%	\$ 297,344	\$ 297,344	\$ 286,837	96%	\$ 315,000	\$ 315,000	\$ 135,825	\$ 232,843	\$ 350,000
26	EMP BNFTS-HMO	\$ 108,462	\$ 83,462	\$ 82,263	99%	\$ 106,877	\$ 106,573	\$ 81,242	76%	\$ 100,000	\$ 100,000	\$ 35,460	\$ 60,789	\$ 80,000
27	EMP BEFTS-LIFE	\$ 2,140	\$ 2,140	\$ 1,898	89%	\$ 1,953	\$ 2,257	\$ 2,257	100%	\$ 2,600	\$ 2,600	\$ 1,110	\$ 1,903	\$ 2,700
29	UNEMPLOYMENT	\$ 7,000	\$ 7,000	\$ -	0%	\$ 7,000	\$ 7,000	\$ -	0%	\$ 7,000	\$ 7,000	\$ -	\$ -	\$ 7,000
30	EMP BNFTS-DENTAL	\$ 18,786	\$ 18,786	\$ 18,177	97%	\$ 20,174	\$ 20,174	\$ 18,639	92%	\$ 22,000	\$ 22,000	\$ 8,769	\$ 15,032	\$ 22,000
31	EMP BNFTS-PROGRAMMING	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000
32	FICA TAXES	\$ 190,000	\$ 190,000	\$ 173,449	91%	\$ 195,000	\$ 195,000	\$ 182,504	94%	\$ 203,000	\$ 203,000	\$ 110,847	\$ 190,023	\$ 210,000
33	EMP BNFTS - IMRF	\$ 94,000	\$ 94,000	\$ 28,889	31%	\$ 87,300	\$ 87,300	\$ 52,137	60%	\$ 70,000	\$ 70,000	\$ 32,295	\$ 55,363	\$ 70,000
34	LIB DATA PROC SV	\$ 230,000	\$ 226,200	\$ 201,463	89%	\$ 177,000	\$ 191,500	\$ 186,708	97%	\$ 185,000	\$ 185,000	\$ 138,832	\$ 200,000	\$ 230,000
35	LIB MEMBER DUES	\$ 6,000	\$ 7,000	\$ 5,717	82%	\$ 7,000	\$ 7,000	\$ 5,041	72%	\$ 7,000	\$ 7,000	\$ 3,640	\$ 7,000	\$ 7,000
36	LIB RECRUIT & TESTING	\$ 3,000	\$ 2,000	\$ 1,325	66%	\$ 3,000	\$ 3,000	\$ 1,374	46%	\$ 3,000	\$ 3,000	\$ 537	\$ 921	\$ 3,000
37	TUITION	\$ 5,000	\$ 3,500	\$ -	0%	\$ 5,000	\$ 5,000	\$ -	0%	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 5,000
38	CONFERENCES & TRAINING	\$ 15,000	\$ 16,500	\$ 15,559	94%	\$ 16,500	\$ 16,500	\$ 16,148	98%	\$ 18,000	\$ 18,000	\$ 9,353	\$ 16,034	\$ 18,000
39	EQPT RNTL-COPIER MAINTENANCE	\$ 5,000	\$ 2,500	\$ 57	2%	\$ 5,000	\$ 5,000	\$ 3,626	73%	\$ 5,000	\$ 5,000	\$ 1,537	\$ 2,635	\$ 5,000
40	EQPT RNTS-LEASE PAYMENTS	\$ 20,000	\$ 22,500	\$ 20,488	91%	\$ 20,000	\$ 20,000	\$ 17,861	89%	\$ 20,000	\$ 20,000	\$ 11,068	\$ 18,974	\$ 20,000
41	EQPT RNTL-POSTAGE MACHINE	\$ 2,000	\$ 2,000	\$ 969	48%	\$ 2,000	\$ 2,000	\$ 727	36%	\$ 2,000	\$ 2,000	\$ 727	\$ 1,136	\$ 2,000

	B	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
4	DESCRIPTION	FY23 BUDGET 0% Levy Increase	FY23 REVISED BUDGET 0% LEVY INCREASE	FY23 ACTUALS FINAL		FY24 Budget - OG	FY24 Budget - Revised	FY24 ACTUALS FINAL	% Spent	FY25 BUDGET - OG	FY25 BUDGET - Revised	FY25 Budget Actuals (7/31/25)	FY25 Annualized	FY26 DRAFT
42	LIB CONSULT SERV	\$ 20,000	\$ 15,000	\$ 2,595	17%	\$ 20,000	\$ 15,700	\$ 3,519	22%	\$ 30,000	\$ 30,000	\$ 21,141	\$ 30,000	\$ 20,000
43	PUBLIC RELATIONS	\$ 20,000	\$ 23,800	\$ 23,090	97%	\$ 22,000	\$ 23,000	\$ 22,490	98%	\$ 22,000	\$ 22,000	\$ 12,083	\$ 20,713	\$ 22,000
44	PUBLIC RELATIONS NEWSLETTER	\$ 20,000	\$ 25,000	\$ 23,514	94%	\$ 23,000	\$ 23,400	\$ 23,399	100%	\$ 23,000	\$ 23,000	\$ 10,885	\$ 23,000	\$ 23,000
45	LIB BNK SERV CHG	\$ 3,600	\$ 4,200	\$ 4,162	99%	\$ 3,800	\$ 4,700	\$ 4,093	87%	\$ 3,800	\$ 3,800	\$ 2,636	\$ 3,800	\$ 4,500
46	LIB INSURANCE	\$ 7,500	\$ 7,500	\$ 5,552	74%	\$ 7,500	\$ 7,500	\$ 5,864	78%	\$ 7,500	\$ 7,500	\$ 2,441	\$ 7,500	\$ 7,500
47	GNL CNTRL SVC/TELEPHONE	\$ 12,500	\$ 19,000	\$ 18,330	96%	\$ 14,000	\$ 15,500	\$ 14,563	94%	\$ 14,000	\$ 14,000	\$ 8,431	\$ 14,000	\$ 15,000
48	GNL CNTRL SVC/POSTAGE	\$ 12,000	\$ 12,000	\$ 11,221	94%	\$ 12,000	\$ 14,000	\$ 13,736	98%	\$ 15,000	\$ 15,000	\$ 12,733	\$ 15,000	\$ 16,000
49	GNL CNTRL SVC/INTERNET	\$ 11,500	\$ 8,000	\$ 7,687	96%	\$ 10,000	\$ 10,000	\$ 9,558	96%	\$ 10,000	\$ 10,000	\$ 6,170	\$ 10,000	\$ 11,000
50	GNL CNTRL SVC/PRINTING	\$ 3,500	\$ 3,500	\$ 2,810	80%	\$ 3,500	\$ 3,100	\$ 248	8%	\$ 3,500	\$ 3,500	-	\$ 3,500	\$ 3,500
51	GNL CNTRL SVC/BIBLIOTHECA	\$ 24,500	\$ 24,500	\$ 23,518	96%	\$ 26,000	\$ 26,000	\$ 24,395	94%	\$ 28,000	\$ 28,000	-	\$ 26,000	\$ 30,000
52	GNL CNTRL SVC/PAYROLL	\$ 30,000	\$ 30,000	\$ 24,295	81%	\$ 38,000	\$ 38,000	\$ 22,073	58%	\$ 36,000	\$ 36,000	\$ 14,159	\$ 28,318	\$ 32,000
53	AUDIT FEES	\$ 9,300	\$ 9,000	\$ 9,000	100%	\$ 9,500	\$ 10,300	\$ 10,300	100%	\$ 10,500	\$ 10,500	\$ 8,700	\$ 8,700	\$ 9,000
54	GENERAL COUNSEL	\$ 25,000	\$ 23,500	\$ 14,140	60%	\$ 25,000	\$ 25,000	\$ 18,611	74%	\$ 25,000	\$ 25,000	\$ 3,849	\$ 15,000	\$ 25,000
55	OFF SPLS-PHOTOCOPY	\$ 5,000	\$ 5,000	\$ 3,342	67%	\$ 5,000	\$ 4,100	\$ 3,127	76%	\$ 5,000	\$ 5,000	\$ 1,312	\$ 2,249	\$ 4,000
56	OFF SPLS-OTHER SUPPLIES	\$ 4,800	\$ 6,000	\$ 5,601	93%	\$ 4,800	\$ 4,800	\$ 4,622	96%	\$ 4,800	\$ 4,800	\$ 2,401	\$ 4,116	\$ 4,800
57	OFF SPLS-FURNISHINGS	\$ 15,000	\$ 37,615	\$ 28,011	74%	\$ 73,500	\$ 63,500	\$ 46,925	74%	\$ 73,500	\$ 73,500	\$ 20,179	\$ 34,593	\$ 15,000
58	LIBRARY SUPPLIES	\$ 1,500	\$ 1,500	\$ 676	45%	\$ 1,500	\$ 1,500	\$ 1,191	79%	\$ 1,500	\$ 1,500	\$ 1,460	\$ 1,500	\$ 1,500
59	STAFF APPRECIATION	\$ 2,000	\$ 2,500	\$ 2,372	95%	\$ 2,500	\$ 4,000	\$ 3,856	96%	\$ 3,000	\$ 3,000	\$ 1,731	\$ 3,000	\$ 3,000
60	COMPUTER MATERIALS	\$ 30,000	\$ 39,710	\$ 34,982	88%	\$ 31,500	\$ 17,000	\$ 16,786	99%	\$ 33,500	\$ 33,500	\$ 11,655	\$ 20,000	\$ 20,000
61	COMPUTER EQUIPMENT	\$ 50,000	\$ 50,000	\$ 38,027	76%	\$ 195,000	\$ 195,000	\$ 108,080	55%	\$ 50,000	\$ 136,919	\$ 1,017	\$ 146,917	\$ 50,000
62	<b>Library Administration</b>	<b>\$ 1,636,464</b>	<b>\$ 1,672,289</b>	<b>\$ 1,470,233</b>	<b>88%</b>	<b>\$ 1,889,203</b>	<b>\$ 1,874,932</b>	<b>\$ 1,601,256</b>	<b>85%</b>	<b>\$ 1,772,913</b>	<b>\$ 1,859,832</b>	<b>\$ 853,570</b>	<b>\$ 2,048,567</b>	<b>\$ 4,916,562</b>
63														
64	<b>Library Facility (Maintenance)</b>													
65	REGULAR SALARIES	\$ 194,541	\$ 194,541	\$ 178,919	92%	\$ 209,860	\$ 209,860	\$ 196,164	93%	\$ 221,602	\$ 221,602	\$ 110,591	\$ 200,200	
66	OT			\$ 49		\$ -	\$ 137	\$ 137	100%			\$ 27	\$ 46	
67	BLDG MNT CNTR-GENL MAINT	\$ 100,000	\$ 100,000	\$ 67,754	68%	\$ 100,000	\$ 100,000	\$ 67,531	68%	\$ 95,000	\$ 95,000	\$ 49,824	\$ 85,413	\$ 95,000
68	BLDG MNT CNTR-ELEV MAINT	\$ 6,500	\$ 6,500	\$ 4,697	72%	\$ 6,500	\$ 6,500	\$ 2,668	41%	\$ 6,500	\$ 6,500	\$ 2,607	\$ 4,469	\$ 6,500
69	BLDG MNT CNTR-HVAC EQUIP	\$ 30,000	\$ 30,000	\$ 26,757	89%	\$ 30,000	\$ 30,000	\$ 17,773	59%	\$ 30,000	\$ 30,000	\$ 8,045	\$ 13,791	\$ 30,000
70	BUILDING SUPPLIES	\$ 18,000	\$ 18,000	\$ 16,832	94%	\$ 18,000	\$ 18,000	\$ 14,730	82%	\$ 18,000	\$ 18,000	\$ 7,740	\$ 13,269	\$ 18,000
71	NATURAL GAS	\$ 22,000	\$ 19,000	\$ 10,511	55%	\$ 10,000	\$ 10,000	\$ 6,596	66%	\$ 7,500	\$ 7,500	\$ 5,557	\$ 10,000	\$ 10,000
74	BUILDING REPAIRS	\$ 290,000	\$ 679,008	\$ 484,984	71%	\$ 500,000	\$ 722,200	\$ 153,691	21%	\$ 425,000	\$ 965,332	\$ 23,422	\$ 900,000	\$ 740,000
75	<b>Library Facility</b>	<b>\$ 661,041</b>	<b>\$ 1,047,049</b>	<b>\$ 790,502</b>	<b>75%</b>	<b>\$ 874,360</b>	<b>\$ 1,096,697</b>	<b>\$ 459,290</b>	<b>42%</b>	<b>\$ 803,602</b>	<b>\$ 1,343,934</b>	<b>\$ 207,813</b>	<b>\$ 1,227,188</b>	<b>\$ 899,500</b>
76														
77	<b>Library Technical Services</b>													
78	REGULAR SALARIES	\$ 253,431	\$ 253,431	\$ 249,078	98%	\$ 260,656	\$ 262,032	\$ 262,032	100%	\$ 275,250	\$ 275,250	\$ 148,443	\$ 270,400	
79	OT	\$ -	\$ -	\$ -		\$ -	\$ 534	\$ 534	100%			\$ 401	\$ 687	
80	DATA PROCESSING/OCLC	\$ 15,000	\$ 15,950	\$ 15,936	100%	\$ 16,300	\$ 16,300	\$ 15,701	96%	\$ 16,300	\$ 16,300	\$ 8,022	\$ 13,752	\$ 16,300
83	LIBRARY SUPPLIES	\$ 19,500	\$ 18,550	\$ 17,590	95%	\$ 20,000	\$ 20,000	\$ 18,216	91%	\$ 20,000	\$ 20,000	\$ 4,659	\$ 7,987	\$ 20,000
85	<b>Library Technical Services</b>	<b>\$ 287,931</b>	<b>\$ 287,931</b>	<b>\$ 282,605</b>	<b>98%</b>	<b>\$ 296,956</b>	<b>\$ 298,866</b>	<b>\$ 296,483</b>	<b>99%</b>	<b>\$ 311,550</b>	<b>\$ 311,550</b>	<b>\$ 161,525</b>	<b>\$ 292,826</b>	<b>\$ 36,300</b>

	B	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
		FY23 BUDGET 0% Levy Increase	FY23 REVISED BUDGET 0% LEVY INCREASE	FY23 ACTUALS FINAL		FY24 Budget - OG	FY24 Budget - Revised	FY24 ACTUALS FINAL	% Spent	FY25 BUDGET - OG	FY25 BUDGET - Revised	FY25 Budget Actuals (7/31/25)	FY25 Annualized	FY26 DRAFT
4	DESCRIPTION													
95														
96	<b>Library Youth Services</b>													
97	REGULAR SALARIES	\$ 532,390	\$ 532,390	\$ 535,582	101%	\$ 568,532	\$ 570,075	\$ 570,075	100%	\$ 604,492	\$ 604,492	\$ 323,955	\$ 598,000	
98	OVERTIME	\$ -	\$ -	\$ 130		\$ -	\$ 2,334	\$ 2,334	100%			\$ 1,628	\$ 2,790	
99	GNL CNTRL SVC/PROGRAM	\$ 35,000	\$ 39,500	\$ 39,432	100%	\$ 40,000	\$ 50,000	\$ 49,593	99%	\$ 50,000	\$ 50,000	\$ 26,208	\$ 50,000	\$ 50,000
100	LIBRARY SUPPLIES	\$ 5,500	\$ 7,000	\$ 6,229	89%	\$ 5,500	\$ 7,800	\$ 7,421	95%	\$ 6,500	\$ 6,500	\$ 3,172	\$ 5,438	\$ 6,500
101	LIB RSRCS-CHILDREN BOOKS	\$ 75,000	\$ 74,000	\$ 73,131	99%	\$ 75,000	\$ 85,000	\$ 79,863	94%	\$ 75,000	\$ 75,000	\$ 35,930	\$ 75,000	\$ 75,000
102	LIB RSRCS-PERIODICALS	\$ 1,500	\$ 1,500	\$ 1,476	98%	\$ 800	\$ 1,000	\$ 774	77%	\$ 1,000	\$ 1,500	\$ 1,081	\$ 1,000	\$ 1,000
103	LIB RSRCS-AUDIO BOOKS	\$ 19,000	\$ 19,000	\$ 16,414	86%	\$ 19,000	\$ 16,700	\$ 13,160	79%	\$ 10,000	\$ 9,500	\$ 5,945	\$ 9,500	\$ 10,000
104	LIB RSRCS-AUDIO VISUAL	\$ 16,000	\$ 8,000	\$ 6,854	86%	\$ 8,000	\$ 8,000	\$ 6,835	85%	\$ 8,000	\$ 8,000	\$ 4,051	\$ 7,000	\$ 6,500
106	LIB RSRCS-VIDEOGAMES	\$ 5,000	\$ 8,000	\$ 7,141	89%	\$ 7,000	\$ 6,800	\$ 6,612	97%	\$ 6,000	\$ 6,000	\$ 2,422	\$ 4,200	\$ 5,000
107	LIB RSRCS-E-BOOK	\$ 21,000	\$ 21,000	\$ 17,496	83%	\$ 18,000	\$ 18,000	\$ 17,131	95%	\$ 18,000	\$ 18,000	\$ 10,000	\$ 18,000	\$ 18,000
109	LIB RSRCS-CHILDREN NONFICTION	\$ 36,500	\$ 36,500	\$ 34,780	95%	\$ 36,500	\$ 36,500	\$ 32,064	88%	\$ 36,500	\$ 36,500	\$ 15,295	\$ 32,000	\$ 36,500
110	<b>Library Children's Services</b>	<b>\$ 746,890</b>	<b>\$ 746,890</b>	<b>\$ 738,665</b>	<b>99%</b>	<b>\$ 778,332</b>	<b>\$ 802,209</b>	<b>\$ 785,861</b>	<b>98%</b>	<b>\$ 815,492</b>	<b>\$ 815,492</b>	<b>\$ 429,687</b>	<b>\$ 802,928</b>	<b>\$ 208,500</b>
111														
112	<b>Library Patron Services</b>													
113	REGULAR SALARIES	\$ 482,960	\$ 482,960	\$ 468,975	97%	\$ 501,833	\$ 501,833	\$ 500,156	100%	\$ 530,458	\$ 530,458	\$ 288,967	\$ 527,800	
114	OVERTIME	\$ -	\$ -	\$ 1,682		\$ -	\$ 422	\$ 422	100%			\$ 283	\$ 485	
115	DATA PROCESSING	\$ 77,000	\$ 77,000	\$ 61,408	80%	\$ 80,000	\$ 79,000	\$ 58,542	74%	\$ 80,000	\$ 80,000	\$ 28,238	\$ 59,000	\$ 70,000
116	LIBRARY SUPPLIES	\$ 7,200	\$ 6,700	\$ 4,308	64%	\$ 6,200	\$ 7,200	\$ 7,007	97%	\$ 6,200	\$ 6,200	\$ 1,621	\$ 4,000	\$ 6,200
117	<b>Library Circulation</b>	<b>\$ 567,160</b>	<b>\$ 566,660</b>	<b>\$ 536,372</b>	<b>95%</b>	<b>\$ 588,033</b>	<b>\$ 588,455</b>	<b>\$ 566,126</b>	<b>96%</b>	<b>\$ 616,658</b>	<b>\$ 616,658</b>	<b>\$ 319,109</b>	<b>\$ 591,285</b>	<b>\$ 76,200</b>
118														

	B	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
4	DESCRIPTION	FY23 BUDGET 0% Levy Increase	FY23 REVISED BUDGET 0% LEVY INCREASE	FY23 ACTUALS FINAL		FY24 Budget - OG	FY24 Budget - Revised	FY24 ACTUALS FINAL	% Spent	FY25 BUDGET - OG	FY25 BUDGET - Revised	FY25 Budget Actuals (7/31/25)	FY25 Annualized	FY26 DRAFT
119	Library Adult Services													
120	REGULAR SALARIES	\$ 602,979	\$ 602,979	\$ 535,443	89%	\$ 596,689	\$ 596,689	\$ 560,485	94%	\$ 608,485	\$ 608,485	\$ 322,034	\$ 587,600	
121	OT			\$ 78			\$ 426	\$ 426	100%			\$ 357	\$ 612	
122	GNL CNTRL SVC/PROGRAM	\$ 25,000	\$ 25,250	\$ 25,058	99%	\$ 25,000	\$ 35,000	\$ 27,988	80%	\$ 35,000	\$ 35,000	\$ 17,908	\$ 35,000	\$ 35,000
124	LIBRARY SUPPLIES	\$ 2,500	\$ 1,000	\$ 965	97%	\$ 2,000	\$ 2,000	\$ 1,196	60%	\$ 2,000	\$ 2,000	\$ 252	\$ 1,500	\$ 2,000
125	LIBRARY MAKERSPACE SUPPLIES	\$ 1,500	\$ 3,000	\$ 2,768	92%	\$ 2,000	\$ 2,000	\$ 1,846	92%	\$ 3,000	\$ 3,000	\$ 1,015	\$ 1,740	\$ 3,000
126	LIB RSRCS-ADULT BOOKS FICTION	\$ 64,000	\$ 66,000	\$ 65,978	100%	\$ 64,000	\$ 63,500	\$ 61,091	96%	\$ 64,000	\$ 64,000	\$ 36,244	\$ 64,000	\$ 64,000
127	LIB RSRCS-PERIODICALS	\$ 20,000	\$ 20,000	\$ 19,977	100%	\$ 23,000	\$ 23,000	\$ 18,701	81%	\$ 21,000	\$ 21,000	\$ 16,765	\$ 21,000	\$ 22,000
128	LIB RSRCS-AUDIO BOOK	\$ 21,000	\$ 21,000	\$ 18,562	88%	\$ 21,000	\$ 21,000	\$ 18,729	89%	\$ 20,000	\$ 20,000	\$ 8,949	\$ 15,341	\$ 10,000
129	LIB RSRCS-AUDIO VISUAL	\$ 40,500	\$ 35,500	\$ 32,331	91%	\$ 31,500	\$ 24,000	\$ 21,153	88%	\$ 30,000	\$ 30,000	\$ 6,781	\$ 11,625	\$ 15,000
130	LIB RSRCS-MICRO	\$ 2,500	\$ 1,500	\$ 1,458	97%	\$ 2,500	\$ 2,500	\$ 1,691	68%	\$ 2,500	\$ 2,500	\$ 1,908	\$ 2,000	\$ 2,500
132	LIB RSRCS-CD ROM/VIDEOGAMES	\$ 2,000	\$ 2,000	\$ 1,814	91%	\$ 2,000	\$ 2,000	\$ 1,247	62%	\$ 2,000	\$ 2,000	\$ 160	\$ 1,000	\$ 1,000
133	LIB RSRCS-MWL	\$ 18,000	\$ 10,500	\$ 8,910	85%	\$ 10,000	\$ 10,000	\$ 8,766	88%	\$ 10,000	\$ 10,000	\$ 5,745	\$ 10,000	\$ 15,000
134	LIB RSRCS-E-BOOKS	\$ 92,000	\$ 105,500	\$ 105,500	100%	\$ 107,000	\$ 124,500	\$ 124,500	100%	\$ 120,000	\$ 120,000	\$ 70,357	\$ 120,000	\$ 140,000
136	LIB RSRCS-RECORD	\$ 6,000	\$ 6,000	\$ 4,852	81%	\$ 5,000	\$ 5,000	\$ 4,261	85%	\$ 4,000	\$ 4,000	\$ 1,935	\$ 3,317	\$ 2,000
137	LIB RSRCS-ADULT NONFICTION	\$ 74,000	\$ 72,000	\$ 70,740	96%	\$ 74,000	\$ 64,500	\$ 64,215	100%	\$ 74,000	\$ 74,000	\$ 29,132	\$ 64,017	\$ 64,000
138	LIB RSRCS-DATABASES	\$ 130,000	\$ 129,750	\$ 103,052	79%	\$ 130,000	\$ 130,000	\$ 104,993	81%	\$ 110,000	\$ 110,000	\$ 96,246	\$ 100,000	\$ 110,000
139	LIB RSRCS- EXP LIB	\$ 2,500	\$ 2,500	\$ 1,089	44%	\$ 2,500	\$ 2,500	\$ 1,372	55%	\$ 2,500	\$ 2,500	\$ 269	\$ 2,000	\$ 2,500
140	Library Adult Services	\$ 1,104,479	\$ 1,104,479	\$ 998,574	90%	\$ 1,098,189	\$ 1,108,615	\$ 1,022,659	92%	\$ 1,108,485	\$ 1,108,485	\$ 616,058	\$ 1,040,752	\$ 488,000
141														
142	LIBRARY EXPENDITURES	\$ 5,003,965	\$ 5,425,298	\$ 4,816,952	89%	\$ 5,525,073	\$ 5,769,774	\$ 4,731,675	82%	\$ 5,428,700	\$ 6,055,951	\$ 2,587,761	\$ 6,003,547	\$ 6,625,062
143														
144	LIBRARY SURPLUS (DEFICIT)	\$ (455,805)	\$ (877,137)	\$ 5,159	-1%	\$ (1,049,419)	\$ (1,294,120)	\$ (381,511)	0	\$ (852,031)	\$ (1,479,282)	\$ (303,789)	\$ (1,559,880)	\$ (1,974,522)

**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 8, 2025 at 7:00 p.m.

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

**ROLL CALL**

Trustees Present:

Michael Donahue, Alexandra Hanba, Danielle Powers, Theresa Renaldi, David Somheil

Trustees Absent: Anita DeFrank, Josh Kiem, Gregg Rusk, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Anastasia Rachmaciej, Joan Wrenn; Library Staff  
Josh Kiem (phone), Russ Gentile

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**STAFF PRESENTATION**

Anastasia Rachmaciej made a presentation to the Board on the role and responsibilities of the Patron Services Department, of which she is the manager. The presentation was very informative and provided insight into the department’s staff as well as major functions performed within the department along with some lesser known functions that the group also performs. Highlighted was the designation of the Library as a Showcase Library by Bibliotheca, the vendor who provides out self-check and sorter technology. Trustee Hanba stated that she was happy to learn about the many new services that were added in Patron Services after RFID implementation.

Trustee Powers called the **Building & Grounds** meeting to order at 7:25 p.m.

**APPROVAL OF MINUTES**

Vice President Renaldi made a

**MOTION:** to approve the minutes of the June 10, 2025 meeting

Trustee Hanba seconded the motion

Roll Call Vote: Yes: Donahue, Hanba, Powers, Renaldi

Abstain: Somheil

Absent: DeFrank, Kiem, Rusk, Thiagarajan

**Motion passed**

**PROJECT UPDATES**

Director Bertucci reviewed the project status memo appearing on page 3 of the packet noting the status of building projects currently underway. Highlights include:

- The HVAC project is underway and the boilers were removed from the building on June 19, a library holiday when the building was closed. It is anticipated that the new boilers will be in place by the end of the summer. Phase 2 of the project, replacement of Air Handling Unit (AHU) will take place during the “shoulder” season when the Library does not need either heating or air conditioning.
- All parties to the contract have signed the Tolling Agreement related to the Ice Melt System Project. The Library’s attorney has requested a copy of the report of findings from the third-party contractor that was employed to assess the system’s functionality

**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 8, 2025 at 7:00 p.m.

**OTHER**

None

Meeting was adjourned at 7:28 p.m.

DRAFT



# Memorandum

**Memo Date:** August 6, 2025  
**From:** Joanna Bertucci, Library Director  
John Priala, Facility Manager  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** August 12, 2025  
**Subject:** Building Project Updates

Project	
<b>HVAC Replacement Project</b>	The new boilers were installed in July. The HVAC contractors are connecting them to our current system and Delta controls has been onsite to set up controls. On Monday, 8/18 we will shut down AHU #1 to bring that unit onto the new control system. AHU #1 will not be replaced as part of this project as it still has useful life remaining. AHU #1 services only the Children's room.
<b>Children's Room – picture book shelving</b>	The Children's room will be closed Sunday, 8/17 and Monday, 8/18 for the final phase of the picture book project. Shelves will be reconfigured to accommodate a larger early childhood play space. All the picture books will be removed from the shelves, categorized and returned to the newly configured shelves.

**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

December 10, 2024 at 7:00 p.m.

Committee Co-Chair Hanba opened the Personnel Committee meeting at 7:10 p.m.

**ROLL CALL**

Trustees Present: Anita De Frank, Co-Chair; Alexandra Hanba, Josh Kiem, Danielle Powers, Theresa Renaldi, Gregg Rusk, Deepika Thiagarajan

Absent: Michael Donahue, David Somheil

Others Present: Joanna Bertucci, Library Director; Angela Berger, Laura Scott, Library staff

**APPROVAL OF MINUTES**

Trustee Powers made a

**MOTION:** to approve the minutes of October 8, 2024

President Thiagarajan seconded the motion.

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

Absent: Donahue, Somheil

**Motion passed**

**GENERATIVE ARTIFICIAL INTELLIGENCE (AI) IN THE WORKPLACE POLICY**

Director Bertucci discussed with the Committee the evolving and rapidly changing environment around the use of artificial intelligence. Having a dedicated policy will help ensure that Library core values such as privacy, transparency and accessibility are upheld in AI-related decisions and actions. Director Bertucci added that the policy was drafted starting with a template provided by HR Source which was later edited based on review of policies at other area libraries. Trustee Hanba stated that she and Secretary De Frank reviewed the proposed policy and suggested some changes that have been incorporated into the draft policy appearing on page 6 of the packet. The policy has also been reviewed from an HR and legal compliance perspective.

Trustee Hanba made a

**MOTION:** to approve the Generative Artificial Intelligence (AI) in the Workplace Policy

President Thiagarajan seconded the motion

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

Absent: Donahue, Somheil

**Motion passed**

**OTHER**

None

Meeting adjourned at 7:20 p.m.



# Memorandum

**Memo Date:** August 8, 2025  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Personnel Committee of the Whole  
**Meeting Date:** August 12, 2025  
**Action Requested:** For review and approval  
**Subject:** FY26 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 the upcoming fiscal year and update the Library's pay grade and scale in alignment with the Library's job descriptions.

Data used to develop the pay grade and scale for FY26 was aged 10 months (March – December) to yield more accurate benchmarks, as survey data collected is based on employee wages as of March 1, 2025. Aging involves adjusting compensation figures forward in time to reflect estimated market changes, such as inflation or typical salary growth.

## FY26 Salary Plan proposal

The purpose of this memo is to outline the Library's approach to compensation and to propose the FY26 salary budget of \$2,739,000, which includes \$112,100 allocated across the following areas:

- \$86,000 for 3.5% average merit pool increases
- \$10,100 for one-time merit bonuses and adjustments based on updated pay grade/scale
- \$16,000 for a NEW part time (18 hour) Maker Space Associate

## 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.

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, paid holidays, paid parental leave; 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.



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- 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.

## External Factors

Since 2020, the labor market has presented ongoing challenges for employers, including those in the Chicago metropolitan area. The chart to the right summarizes key historical and current external factors, along with annual HR Source salary increase trends as well as Park Ridge Public Library merit increase percentages.

Data Year	FY	US Inflation Rates	HR SOURCE Salary Survey Increase Projections	PRPL Average Merit Increase
2020	FY21	1%	2%	2%
2021	FY22	5%	3%	3%
2022	FY23	8%	4%	3%
2023	FY24	4%	4%	4%
2024	FY25	3%	4%	4%
<b>2025</b>	<b>FY26</b>	<b>3%</b>	<b>3%</b>	<b>3.5% proposed</b>
<b>Average increase over 6 years</b>		<b>4%</b>	<b>3%</b>	<b>3.25%</b>

Despite an increase in the regional unemployment rate—from 4.7% in June 2023 to 6.4% in June 2024—many employers across sectors continue to struggle to attract and retain quality talent. As of June 2025, the unemployment rate has decreased slightly to 5%<sup>1</sup>, but it remains elevated compared to pre-pandemic norms. This is a reflection of changing worker expectations post-pandemic (e.g., higher wages, hybrid/remote flexibility, and increased benefits), particularly in sectors like education, libraries, and social services.

Although inflation has begun to decline—falling to 4.1% in 2023, 3% as of June 2024, and projected at 2.7% for 2025<sup>2</sup>—broader economic pressures continue to shape the employment landscape. As employers contend with the lasting impact of elevated costs for essentials like housing, food, and transportation, along with sustained high mortgage rates<sup>3</sup>, wage expectations remain high.

Another key factor influencing the labor market was the final implementation of Illinois’ scaled \$15 minimum wage, which took effect January 1, 2025, as a significant driver of wage compression. It is pushing libraries and other public entities to reevaluate pay scales to remain competitive—especially for entry-level and paraprofessional positions, particularly in competitive suburban markets like Park Ridge and the broader Chicago metro area. As most libraries have been phasing in the minimum wage increase and adjustments to address compression, I anticipate that HR Source Salary survey increase projections will hover around 3% for the foreseeable future.

Together, these economic and regional labor trends inform the Library’s approach to compensation. The proposed salary plan is designed to:

- Remain competitive with the library labor market
- Account for long-term inflationary impacts
- Continue adjustments to the lowest pay grades to support retention and recruitment
- Maintain a sustainable personnel budget amid continued economic uncertainty

This balanced strategy ensures the Library remains an attractive employer while exercising fiscal responsibility during a somewhat-volatile employment and economic climate.

<sup>1</sup> Illinois Department of Employment Security. <https://ides.illinois.gov/resources/labor-market-information/laus/year-to-date.html>. Last accessed July 25, 2025.

<sup>2</sup> U.S. Bureau of Labor Statistics. <https://www.bls.gov/news.release/cpi.nr0.htm>. Last accessed July 25, 2025.

<sup>3</sup> Freddie Mac. <https://www.freddiemac.com/pmms>. Last accessed July 25, 2025.



# Memorandum

## Staffing overview and changes

As of August 1, 2025, the Library has 73 staff members and two open positions. This includes:

- 29 full-time positions (37.5 hours/week)
- 15 half-time positions (18–29 hours/week)
- 29 part-time positions (less than 18 hours/week)

To provide a consistent measure of staffing levels, the chart to the right lists proposed and historical FTEs (Full-Time Equivalents). One FTE represents a full-time employee, while part-time roles are counted as a fraction of an FTE based on hours worked.

Park Ridge PL - FTE							
FY20	FY21	SY21	FY22	FY23	FY24	FY25	FY26
50	48.5	48.5	48	48	48.5	49	49

Currently, 53% of PRPL staff have been with the Library for five or more years. Since the development of the FY25 salary plan (August 1, 2024), the Library has experienced notable staffing changes:

- 10 current staff members had changes in hours, title, or pay rate (compared to 7 in FY24)
- 14 staff members resigned (same as FY24)
- 15 new staff members were hired (compared to 18 in FY24)

Park Ridge PL - Staff Tenure	
Less than 5 years	32
5-10 years	15
10-15 years	6
15-20 years	4
20+ years	11

## 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.*

- If approved, the compa-ratio for the Library would be **98%**.

	<94% Midpoint	95-105% Midpoint	>106% Midpoint
FY20 <sup>4</sup>	59%	26%	15%
FY21	58%	25%	17%
SY21	26%	53%	21%
FY22	26%	53%	21%
FY23	33%	48%	19%
FY24	34%	50%	16%
FY25	30%	51%	19%
FY26	27%	55%	18%

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 \$112,100 in increases in the following areas:
  - \$86,000 for 3.5% average merit pool increases
  - \$10,100 for one-time merit bonuses and adjustments based on updated pay grade/scale
  - \$16,000 for a NEW part time (18 hour) Maker Space Associate

<sup>4</sup> These percentages were based on 2020 Salary Survey data that was not aged.



# Memorandum

- The proposed FY26 personnel budget is a 3.3% increase over the FY25 budget, approximately \$91,000

Fiscal Year	Personnel Budget	Change over prior year	% of budget spent
FY19	\$ 2,436,144		
FY20	\$ 2,400,000	-1.5%	90%
FY21	\$ 2,340,539	-2.5%	88%
SY21 - annualized	\$ 2,431,011	3.9%	91%
FY22	\$ 2,379,160	-2.1%	94%
FY23	\$ 2,453,800	3.1%	96%
FY24	\$ 2,548,525	3.9%	98%
FY25	\$ 2,648,000	3.9%	97% estimated
<b>FY26 - proposed</b>	<b>\$ 2,739,000</b>	<b>3.3%</b>	

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 introduced a performance measurement tool that evaluates employees on daily competencies and goal achievement. As part of the annual review, managers and staff set individual and departmental goals, with overall scores based on both day-to-day performance and progress toward those 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.*
  - In their most recent edition of *Illinois Public Library Standards*, [Human Resources section](#), the Illinois Library Association (ILA) recommends, “the library compensates staff in a fair, equitable, and competitive manner. The Library allocates up to 70% of the operating budget for salaries and benefits...including FICA, pension, and health benefits.” Total compensation is **70%** of the draft FY26 budget.
  - The attached FY26 pay grade and scale includes a proposed Maker Space Associate position in Grade 2, supporting Strategic Plan Goal #3. This role would increase dedicated staffing in The Studio to 42 hours per week, enabling expanded hands-on programming, consistent support during open hours, and better response to growing community demand for creative and tech-based learning. This aligns with our commitment to responsive, innovative service and a more vibrant, well-utilized Studio.
  
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.*
  - In 2023, the Library revised its PTO system and added six weeks of paid parental leave for eligible staff. In 2024, it implemented the Paid Leave for All Workers Act, extending paid time off to part-time employees.
  
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

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- The Library maintains a healthy staff training budget to support staff attending 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 the FY26 Salaries budget at \$2,739,000, which includes \$112,100 allocated in the following areas:
  - \$86,000 for 3.5% average merit pool increases
  - \$10,100 for one-time merit bonuses and adjustments based on updated pay grade/scale
  - \$16,000 for a NEW part time (18 hour) Maker Space Associate

## **Attachment:**

FY26 Pay Grade and Scale

PARK RIDGE PUBLIC LIBRARY - SALARY RANGES* FY2026		Minimum - 20% below	Midpoint	Maximum - 20% above
11	Library Director	\$113,146 \$58.02	\$141,433 \$72.53	\$169,719 \$87.04
10	Service Managers Adult, Youth, Technical	\$66,857 \$34.29	\$83,571 \$42.86	\$100,286 \$51.43
9	Managers Patron Services, Finance, Facility	\$64,337 \$32.99	\$80,421 \$41.24	\$96,505 \$49.49
8	Marketing & Public Relations Supervisor Service Department Supervisor	\$56,810 \$29.13	\$71,013 \$36.42	\$85,215 \$43.70
7	Librarian I / II Cataloger I / II	\$48,827 \$25.04	\$61,034 \$31.30	\$73,240 \$37.56
6	Library Specialist II Graphic Artist Bookkeeper Assistant to Director Patron Services Assistant Manager	\$46,747 \$23.97	\$58,434 \$29.97	\$70,121 \$35.96
5	Library Specialist I	\$40,293 \$20.66	\$50,367 \$25.83	\$60,440 \$30.99
4	ILL Coordinator Technical Services Coordinator Patron Services Coordinator Makerspace Coordinator	\$36,432 \$18.68	\$45,540 \$23.35	\$54,649 \$28.02
3	Library Custodian Page Coordinator	\$33,490 \$17.17	\$41,862 \$21.47	\$50,235 \$25.76
2	Technical Services Associate Patron Services Associate Makerspace Associate (new 2026)	\$29,600 \$15.18	\$37,000 \$18.97	\$44,400 \$22.77
1	Shelver	9% \$29,250 \$15.00	\$32,074 \$16.45	\$38,489 \$19.74

Minimum Wage

2025

\$15/hr.

HR Source Salary Survey: July 1, 2025

Data Collected March 1, 2025

Data Aged to January, 1 2025

\*The salary schedule lists annual salary and hourly rate based on 37.5 hour workweek.

## 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 8, 2025 at 7:00 p.m.

The meeting was called to order by Vice President Renaldi at 7:29 p.m.

#### ROLL CALL

Trustees Present: Michael Donahue, Alexandra Hanba, Danielle Powers, Theresa Renaldi, David Somheil

Trustees Absent: Anita DeFrank, Josh Kiem, Greg Rusk, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Anastasia Rachmaciej, Joan Wrenn, Library staff  
Josh Kiem (phone), Russ Gentile

#### APPROVAL OF MINUTES

Trustee Powers made a

**MOTION:** to approve the minutes of June 10, 2025

Trustee Donahue seconded the motion.

Roll Call Vote: Yes: Donahue, Hanba, Powers, Renaldi

Abstain: Somheil

Absent: DeFrank, Kiem, Rusk, Thiagarajan

**Motion passed**

#### TASK CALENDAR REVIEW AND UPDATE

Vice President Renaldi reviewed tasks on the Board calendar for the month of July and Director Bertucci noted that she will be sending candidate nomination forms for Board officer positions to all trustees. She further reported that the Mayor's Advisory Committee interviewed eight candidates for the three open trustee positions. She anticipates that newly appointed trustees will be in place for the August COW meetings.

#### STRATEGIC PLANNING UPDATE

Director Bertucci reported that the draft strategic plan document has been received from ReThinking Libraries (RTL) and is currently being reviewed by the Library's management team. A draft will be distributed to the Board for discussion at the August Committee of the Whole meeting. Consideration of the findings of the strategic plan and related cost implications have been factored into preliminary budget planning and as initiatives and costs are more defined, will continue to be included in budgeting. Development of a Library App is one of the most requested enhancement identified in the strategic planning process and Director Bertucci is in discussion with, and is obtaining pricing from, vendors for the app and related software.

#### LAN CONTRACT APPROVAL

In response to the RFP issued on May 12 for Managed IT Services, fourteen firms submitted responses. After a comprehensive review, it was determined that only two vendors have direct experience working with public libraries which is a critical competency. Director Bertucci is recommending that the Library's LAN Management Service contract be awarded to Outsource IT Solutions Group (OSG) of Naperville, IL. While OSG is not the lowest bidder, their qualifications, depth of experience and outstanding references from area public libraries across the region make them the best overall value for the Library. The Committee asked Director Bertucci to follow-up

**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 8, 2025 at 7:00 p.m.

with OSG regarding the possibility of negotiating a lower fee for the optional third year contract renewal and also to negotiate the removal of the \$15,000 onboarding fee.

Trustee Hanba made a

**MOTION:** to approve a two-year contract with Outsource IT Solutions Group (OSG) of Naperville, IL for LAN management services in the amount of \$369,612 with Year 1 services totaling \$181,716 and Year 2 services totaling \$187,896 with an optional Year 3 renewal.

Vice President Renaldi seconded the motion.

Roll Call Vote: Yes: Donahue, Hanba, Powers, Renaldi, Somheil

Absent: DeFrank, Kiem, Rusk, Thiagarajan

**Motion passed**

The committee agreed that this matter will be placed on the Board Agenda for the July 15, 2025 meeting as New Business so that this can be reviewed by the entire Board prior to a final vote.

**OTHER**

None

Meeting closed at 7:59 pm

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 COW Mtg.

### MAY 2025

- ✓ Statement of Economic Interest due to Cook County
- ✓ FY24 audit field work
- ✓ Nominating committee appointments, 5/20
- ✓ Policy review

### JUNE 2025

- ✓ Strategic Plan Retreat Day, 6/2
- ✓ Approve CCS and OCLC annual fees
- ✓ Approve Non-resident library card resolution

### JULY 2025

- ✓ B&F check-in/levy forecast
- ✓ Discuss FY26 budget goals and levy forecast
- ✓ Annual trustee and staff anti-harassment training
  - [New Trustee orientation Mon. 7/28/2025 6PM](#)

### AUGUST 2025

- Nominating Cttee. Meeting Tues. 8/12/2025 6 PM
- Welcome new and reappointed trustees
- Election of officers
- Approve FY26 salary plan
- Review budget assumptions for City-provided services
- FY24 Audit presentation
  - [Draft high level strategic plan](#)

### SEPTEMBER 2025

- Board committee chairs assigned
- [Approve FY26 draft budget](#)
- [Approve 2025 Levy request](#)
- Recognize former trustees
- Personnel Committee: Library Director Evaluation form

### OCTOBER 2025

- *National Friends of the Library week*
- 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: July 25, 2025



# Strategic Plan

January 2026-December 2030

Drafted presented to the PRPL Board of Trustees August 12, 2025

## Introduction and Background

Strategic planning is the systematic process of envisioning a desired future and translating that vision into broadly defined goals and a sequence of steps to achieve them.

The Park Ridge Public Library’s last strategic plan was developed in 2020 during the COVID-19 pandemic. While the core ways people use the Library—borrowing materials, attending programs, and accessing resources—have remained largely consistent, expectations around convenience and ease of access have shifted significantly.

The pandemic accelerated demand for more flexible, user-friendly services, from digital content access and streamlined interactions. Additionally, as work and learning environments have evolved, we’ve seen an increased need for both private spaces for focused use and collaborative spaces for group work and community engagement.

As we look ahead, our new strategic plan will help us respond to these evolving expectations while continuing to meet the needs of our patrons and community.

To that end, ReThinking Libraries, a professional strategic planning consulting firm, was hired to coordinate and facilitate the planning activities. The planning process was kicked off in January 2025 and the Library Board officially approved the final plan on XXX. This plan will be effective from January 2026 through December 2030.

## Approach to planning

To ensure a thorough and positive planning experience, the Library engaged in a collaborative, in-depth data gathering process with the community, Library board, and staff. These activities included:

- Community-wide survey (including Library staff and Trustees): approximately 2,000 responses
- Strategic Retreat: 9 staff, 4 Trustees, and 10 community members
- Community Stakeholder Sessions: 13 sessions, 151 attendees including Library Staff, Trustees, Local Officials, Educators, Community Partners, and the Business Community
- Park Ridge demographic data and maps
- Library benchmark analysis
- Collection utilization analysis

## What we heard

The Park Ridge Public Library’s strategic plan is grounded in a clear understanding of its core purpose and role within the community. As a vital community and social connector, the Library serves as a “third place” for many residents—a welcoming space beyond home and work. It is a busy, highly utilized resource and remains the only free service available to everyone in the community. In a city that places a strong emphasis on education, the Library plays a critical role in supporting lifelong learning for all ages.

While the Library’s central location is ideal, the building’s size has long posed a challenge. The 2018–19 renovation significantly improved the interior layout, aesthetic, and organization of the collections. However, evolving patron behaviors and expectations continue to outpace the building’s capacity. The current lobby design presents wayfinding challenges and fails to convey that one is entering a library. Patrons of all ages need more welcoming social spaces and quiet study areas. Teens, tweens, and older

elementary students require spaces that are more intentionally designed in both size and layout, while families with young children would benefit from reimagined areas that better support early learning and development.

Effectively communicating these priorities is essential to the Library's continued success. While the Library already maintains a well-established role in the community, it will collaborate with the Library Board, City leadership, elected officials, and local partners to reinforce its value and emphasize the importance of sustained investment and support. The Library also aims to cultivate community champions who can help amplify its message and broaden awareness of its impact. Through a strategic blend of digital and traditional communication channels, the Library will ensure its message is accessible to all. These efforts will highlight not only the Library's goals and needs, but also the potential consequences of inaction.

To strengthen and sustain the Library's future, additional support will be essential. This includes continued collaboration with the Library Board and City leadership to address the Library's most pressing needs. Equally important is the pursuit of alternative funding sources—such as establishing a foundation or endowment, expanding the Friends of the Library, and seeking grant opportunities to support capital improvements and programming. These strategies will be vital to ensuring the Library's continued growth, relevance, and long-term success.

Looking ahead, the Library envisions a lasting legacy as a central hub for meaningful community connection. It strives to reflect Park Ridge's deep commitment to education while providing resources and services that enrich the lives of all residents. The Library also aspires to be a vibrant center for innovation and creativity, fostering growth and inspiration throughout the community

**Mission Statement: *Why do we exist?***

The Library's current mission statement was reviewed during input sessions, and a new statement was written based on feedback from our June 2025 retreat.

- *At the heart of a vibrant community, the Park Ridge Library connects people with information, ideas, and inspiration.*

**Vision Statement: *What do we want to achieve?***

The Library's current vision statement was reviewed during input sessions, and a new statement was written based on feedback from our June 2025 retreat.

- *Inspiring a future where knowledge, ideas, and connections empower every individual to grow, thrive, and succeed.*

**Values: *How do we behave?***

The Library's current seven values were reviewed during our June 2025 retreat and, based on that feedback, were thoughtfully combined and refined into five updated values that reflect our shared priorities and workplace culture.

- *Access*
  - *We ensure open, equitable access to ideas and information, defending intellectual freedom and providing a space where all feel safe and empowered to learn.*

- *Education and Lifelong Learning*
  - *We support a culture of learning by providing reliable resources, dedicated spaces, and opportunities for human connection, and discovery at every stage of life.*
- *Collaboration*
  - *We work together—supporting our patrons and building lasting partnerships to strengthen our community.*
- *Community*
  - *We build trust through reliability, support, and understanding.*
- *Innovation*
  - *We tirelessly explore all opportunities for improving our collections, services, and the patron experience.*

**Initiatives, Goals, Activities, and Outcomes: *What are our priorities and how are we going to address them?***

The strategic initiatives, goals, and activities are the results of the data-gathering process and comprise the core of the strategic plan.

**Strategic Initiatives**

The strategic initiatives guide our actions in allocating financial resources and staff time. They do not eliminate efforts in other areas, but they receive the most focused attention of all the activities we undertake for the next five years.

1. *Optimize spaces*
2. *Invest in resources and staff*
3. *Align programming, services, and outreach*
4. *Increase community awareness and support*

**Goals**

Goals are designed to focus on what the community receives and not on the resources the Library needs to deliver the service.

**Activities**

Activities are meant to illustrate possible actions the Library will complete in order to meet the goals of the plan. They are not intended to be absolute, but rather realistic suggestions that reflect the current environment. As the environment changes, and more information is discovered during the research phase of each activity, changes are possible. The aim of the activities is to meet the identified goals.

**Outcomes**

Outcomes are specific results—some of which are quantitative—that reflect the impact or benefit of the Library’s actions, programs, or initiatives. Outcomes go beyond outputs (such as the number of programs offered) to demonstrate how those efforts make a meaningful difference, such as improved community engagement, increased access to resources, or enhanced learning opportunities. They help assess whether strategic goals are being effectively achieved.

## Strategic Initiative 1: Optimize spaces

**Goal:** Pursue facility improvements that align with the evolving needs of the community.

**Activities:**

- Update the Library's interior spaces by working with staff and/or design professionals to develop options, plans, cost estimates.
- Explore opportunities for beautification and better utilization of the North lawn (Touhy/Prospect) in collaboration with the City of Park Ridge.
- Assess the viability of a future building expansion project and potential support within the community.

**Outcome:** Dynamic Library spaces that serve the community with excellence, both today and in the future.

- A further enhanced Library facility that better connects more users to resources, technology, and services, positively impacting their lives.
- Resident satisfaction with the Library's spaces improves and is a source of even greater community pride.
- Visits to the Library increase in frequency and duration, program attendance and service use increases
- The needs of neurodivergent patrons or those with physical limitations are better met by the Library's facility.
- Teen, Tween, and older elementary ages use of the Library is increased due to improved age focused areas.
- The Library offers more creative and collaborative opportunities and improved meeting and study spaces.
- Patrons attest to the Library building being a valuable component of the community's infrastructure.
- The total amount of Library space meets the needs and demands of the community.

## Strategic Initiative 2: Invest in resources and staff

**Goal:** Identify opportunities to invest in materials, technology, staffing, and resources to better meet the community's evolving needs.

**Activities:**

- Improve digital access and ease of use of the Library and its resources.
- Evaluate digital materials spending models to reduce wait times on popular materials.
- Utilize data and feedback to maximize the use physical materials collections.
- Empower Library staff through continuous learning and support to drive excellence and sustain a committed, high-performing team

**Outcome:** Seamlessly integrated resources and a high-performing staff poised to exceed community expectations and cultivate meaningful connections.

- Library services and resources are easier to access both physically and digitally.
- Users experience a broader array of resources and services that meet their needs.

- Visits to the Library increase in number and duration; more physical and digital resources are utilized.
- Service utilization and satisfaction across all categories increases and the user base expands to more residents.
- Library will continue to be seen as a friendly, welcoming place where Library users see their service needs met.
- A dedicated and highly effective staff remain well-positioned to provide the community with consistently excellent service.
- Staff will have the access to training, professional development, and resources they need to innovate and thrive.

### Strategic Initiative 3: Align programming, services, and outreach

**Goal:** Advance and adapt the Library's services, programs, and outreach to align with the community's evolving needs and interests

**Activities:**

- Develop engaging programs and services tailored to younger adults (20s and 30s).
- Expand multigenerational and intergenerational programming to foster community connection.
- Explore and pilot programs and services related to artificial intelligence (AI).
- Evaluate opportunities to introduce new services that respond to community needs and enhance convenience.
- Pursue partnerships to broaden outreach and services for seniors and retired residents.

**Outcome:** Engaging programs, responsive services, and targeted outreach that reflect community needs and deliver lasting impact.

- Visits to the Library increase in frequency and duration, program attendance and service use increases
- More residents are positively and consistently impacted by Library services.
- Community attends and rates Library programs as successful, impactful, and innovative.
- Resource utilization across all categories increases, and community satisfaction with resources is improved.
- Community has increased satisfaction (surveyed and anecdotal) and usage of Library services.
- Maintain and strengthen the high level of community members who believe the Library enhances the quality of life in Park Ridge.

### Strategic Initiative 4: Increase community awareness and support

**Goal:** Increase community awareness and strengthen partnerships to grow appreciation, engagement, and support for Library services.

**Activities:**

- Establish a Library Foundation to boost charitable giving and while also supporting the growth of the Friends of the Library.
- Increase investment in community awareness and engagement initiatives.
- Leverage community engagement to grow volunteerism.

- Strengthen and expand partnerships with local organizations.

**Outcome:** A well-informed community that embraces the Library’s impact and invests in its continued success.

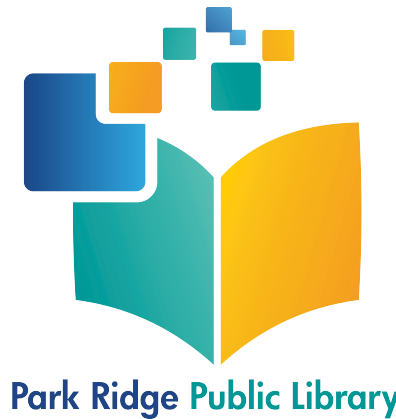
- Overall awareness of Library resources and services for the entire community is increased.
- Partnerships are expanded and strengthened deepening the impact of the Library on the community, and the impact of those community partners.
- Increased community engagement with the Library.
- More residents are positively and consistently impacted by Library services.
- Library is successful in holding fundraising events that generate buzz about the Library and result in donations.
- Increase/maintain high number of community members attesting that the Library helps make Park Ridge an even better place to live.

### **Evaluation**

This plan is a living document designed to be flexible and responsive to changes in the economic, demographic, or sociopolitical landscape. As demonstrated with the previous plan, the COVID-19 pandemic significantly influenced certain initiatives, many of which were adapted to meet the needs of a post-pandemic environment. The strategic initiatives and goals outlined here are intentionally broad to allow for adjustments in the specific activities carried out.

Library management will work closely with the Board of Trustees before finalizing and implementing activities over the next five years. Quantitative measurements will be applied to outcomes as appropriate. A new metrics dashboard will be developed, and progress will be reported at each regular Library Board meeting.

INITIATIVE	GOAL	ACTIVITIES	OUTCOME
 <p><b>Optimize spaces</b></p>	<p>Pursue facility improvements that align with the evolving needs of the community.</p>	<ul style="list-style-type: none"> <li>● Update the Library’s interior spaces by working with staff and/or design professionals to develop options, plans, cost estimates.</li> <li>● Work with the City of Park Ridge to access the feasibility of dedicated outdoor Library space.</li> <li>● Explore the viability of a future building expansion project and potential support within the community.</li> </ul>	<p><b>Dynamic Library spaces that serve the community with excellence, both today and in the future.</b></p>
 <p><b>Invest in resources and staff</b></p>	<p>Identify opportunities to invest in materials, technology, staffing, and resources to better meet the community’s evolving needs.</p>	<ul style="list-style-type: none"> <li>● Improve digital access and ease of use of the Library and its resources.</li> <li>● Evaluate digital materials spending models to reduce wait times on popular materials.</li> <li>● Utilize data and feedback to maximize the use of physical materials collections.</li> <li>● Empower Library staff through continuous learning and support to drive excellence and sustain a committed, high-performing team.</li> </ul>	<p><b>Seamlessly integrated resources and high-performing staff poised to exceed community expectations and cultivate meaningful connections.</b></p>
 <p><b>Align programming, services, and outreach</b></p>	<p>Advance and adapt the Library’s services, programs, and outreach to align with the community’s evolving needs and interests.</p>	<ul style="list-style-type: none"> <li>● Develop engaging programs and services tailored to younger adults (20s and 30s).</li> <li>● Expand multigenerational and intergenerational programming to foster community connection.</li> <li>● Explore and pilot programs and services related to artificial intelligence (AI).</li> <li>● Evaluate opportunities to introduce new services that respond to community needs and enhance convenience.</li> <li>● Pursue partnerships to broaden outreach and services for seniors and retired citizens.</li> </ul>	<p><b>Engaging programs, responsive services, and targeted outreach that reflect community needs and deliver lasting impact.</b></p>
 <p><b>Increase community awareness and support</b></p>	<p>Increase community awareness and strengthen partnerships to grow appreciation, engagement, and support for Library services.</p>	<ul style="list-style-type: none"> <li>● Establish a Library Foundation to boost charitable giving and while also supporting the growth of the Friends of the Library.</li> <li>● Increase investment in community awareness and engagement initiatives.</li> <li>● Leverage community engagement to grow volunteerism.</li> <li>● Strengthen and expand partnerships with local organizations.</li> </ul>	<p><b>A well-informed community that embraces the Library’s impact and invests in its continued success.</b></p>



## MISSION

At the heart of a vibrant community, the Park Ridge Library connects people with information, ideas, and inspiration.

## VISION

Inspiring a future where knowledge, ideas, and connections empower every individual to grow, thrive and succeed.

## VALUES

### Access

We ensure open, equitable access to ideas and information, defending intellectual freedom and providing a space where all feel safe and empowered to learn.

### Education and Lifelong Learning

We support a culture of learning by providing reliable resources, dedicated spaces, and opportunities for human connection, and discovery at every stage of life.

### Collaboration

We work together - supporting our patrons and building lasting partnerships to strengthen our community.

### Community

We build trust through reliability, support, and understanding.

### Innovation

We tirelessly explore all opportunities for improving our collections, services, and the patron experience.



# Memorandum

Memo Date: August 6, 2025  
 From: Joanna Bertucci, Library Director  
 Meeting Type: Regular Library Board Meeting  
 Meeting Date: August 12, 2025  
 Action Requested: For discussion and approval  
 Subject: PC fleet replacement project

**Background:**

As you may be aware, Microsoft will officially end support for Windows 10 on October 25, 2025. In preparation, I recommend that the Library proceed with a full replacement of our PC fleet to ensure continued security, functionality, and support for both staff and public computing needs.

We began reviewing specifications and options with CVI in early 2025. However, once the RFP for LAN Management was issued, we paused the fleet replacement project.

In April 2025, CVI obtained pricing for HP Elite G9 desktops, HP 524pf monitors, and the necessary mounting kits:

CVI Estimate – HP Desktop 32 GB/ 512 MB SSD			
Product	Quantity	Unit Price	Total
HP Elite 800 G9	80	\$1,649	\$131,920
HP 524 pf	100	\$224	\$22,400
HP B560 (mounting kit)	75	\$49	\$3,675
HP B300	5	\$74	\$370
<i>*Quote provided by CVI did not include shipping or installation/configuration</i>			<b>\$158,365</b>

During our onboarding calls with OSG, their implementation team raised concerns that our current PCs were not yet running Windows 11, given the fast-approaching end of life for Windows 10. While the Library’s current PCs are running Windows Enterprise, which can be upgraded to Windows 11, we were already planning for full replacement. OSG determined that proceeding with new PCs would be more efficient and sustainable.

OSG has reviewed the specifications and pricing provided by CVI and prepared two estimates for our PC fleet replacement. They also suggested considering **Lenovo desktops**, which are more cost-effective and preferred by their team, as OSG uses Lenovo equipment internally.

Their quote includes configuration and installation services, as this project falls outside the scope of the day-to-day LAN management contract. All pricing includes 3-year warranty.



# Memorandum

<b>OSG Estimate – HP Desktop option 32 GB/ 512 MB SSD</b>			
Product	Quantity	Unit Price	Total
HP Elite 800 G9	80	\$1,484.55	\$118,764.00
HP 524 pf	100	\$219.14	\$21,914.00
HP B560 (mounting kit)	75	\$50.34	\$3,775.50
HP B300 (mounting kit)	5	\$66.88	\$334.40
Shipping & handling			\$417.49
Configuration and installation by OSG staff			\$24,000.00
			<b>169,205.39</b>

<b>OSG Estimate – Lenovo Desktop option 32 GB/1 TB SSD</b>			
Product	Quantity	Unit Price	Total
Lenovo ThinkCentre M70q Gen 5	80	\$1,214.31	\$97,144.80
Lenovo ThinkVision T24-40	100	\$217.94	\$21,794.00
Lenovo ThinkCentre Tiny CPU mount	80	\$30.81	\$2,464.80
Shipping & handling			\$457.32
Configuration and installation by OSG staff			\$24,000.00
			<b>\$145,860.92</b>

In order to provide a price comparison, I reviewed government-pricing options from CDW for the Lenovo PCs.

<b>CDW-G Estimate – Lenovo Desktop option 32 GB/1 TB SSD</b>			
Product	Quantity	Unit Price	Total
Lenovo ThinkCentre M70q Gen 5	80	\$1,274.64	\$101,971.20
Lenovo ThinkVision T24-40	100	\$242.24	\$24,224.00
Lenovo ThinkCentre Tiny CPU mount	80	\$36.09	\$2,887.20
Shipping & handling			\$2,047.19
Configuration and installation by OSG staff			\$24,000.00
			<b>\$155,129.19</b>

**Recommendation:**

Approve purchase of Lenovo PCs for \$145,860.92, including \$24,000 for installation and configuration work to be performed by OSG using funds provided by the Bruce A. Michele Trust for Library Technology Improvements.



We have prepared a quote for you

**Lenovo Desktop Option**

Quote # 005375  
Version 1

Prepared for:

**Park Ridge Public Library**

Joanna Bertucci  
jbertucci@parkridgelibrary.org

Lenovo Hardware

Description	Price	Qty	Ext. Price
<b>Lenovo ThinkCentre M70q Gen 5 Desktop Computer - Intel Core i7 14th Gen i7 -14700T - vPro Technology - 32 GB - 1 TB SSD - Tiny - Black - Intel Q670 Chip - Windows 11 Pro - Intel UHD Graphics 770 DDR5 SDRAM - English Keyboard - IEEE 802.11ax - 13</b> 	\$1,214.31	80	\$97,144.80
<b>Lenovo ThinkVision T24-40 24" Class Full HD LED Monitor - 16:9 - Raven Black - 23.8" Viewable - In-plane Switching (IPS) Technology - WLED Backlight - 1920 x 1080 - 16.7 Million Colors - 250 Nit - 4 ms - 120 Hz Refresh Rate - HDMI - VGA - DisplayPort - US</b> 	\$217.94	100	\$21,794.00
<b>Lenovo ThinkCentre Tiny CPU Mount for PC, Monitor</b> 	\$30.81	80	\$2,464.80
<b>Shipping and Handling</b>	\$457.32	1	\$457.32

**Subtotal: \$121,860.92**

Labor

Description	Price	Qty	Ext. Price
<b>Installation</b>	\$24,000.00	1	\$24,000.00

**Subtotal: \$24,000.00**

## Lenovo Desktop Option

### Prepared by:

#### Headquarters

Brian Bruns  
 630-884-8135  
 bbruns@osgusa.com

### Prepared for:

#### Park Ridge Public Library

20 South Prospect Avenue  
 Park Ridge, IL 60068  
 Joanna Bertucci  
 (847) 825-3123  
 jbertucci@parkridgelibrary.org

### Quote Information:

**Quote #: 005375**

Version: 1  
 Delivery Date: 08/06/2025

## Quote Summary

Description	Amount
Lenovo Hardware	\$121,860.92
Labor	\$24,000.00
<b>Total:</b>	<b>\$145,860.92</b>

THIS IS NOT AN INVOICE. PLEASE PAY FROM AN INVOICE ONLY.

Actual cost of item at time of purchase may be higher or lower. If the actual cost increases by more than 10%, OSG will contact you with the updated purchase amount prior to executing the order.

All credit card payments will be automatically charged a 3% processing fee. OSG will make an effort to honor the prices quoted for as long as possible, but be advised that our suppliers change prices daily and as a result our price may change at any time. All installation times are estimates. Clients will be billed the actual time incurred. Tax & Freight to be applied when applicable. Work scheduled M-F, 8a-5p (Unless Otherwise Noted).

Return Policy: Defective Product Returns: Customer may return most defective products directly to Outsource Solutions Group, Inc. within (15) days of invoice date and or receipt of product. OSG's option, credit, replacement exchange and or repair. After fifteen (15) days, only the manufacturer warranty applies. Non- Defective Product Returns: Customer may return most unopened, factory sealed non-defective products to OSG within fifteen (15) days of invoice. Customer is responsible for all shipping charges of the returned product. Restocking fees may apply. Special orders and restricted products: Special order products and Manufacturer restricted products may be non -returnable or may have unique return restrictions provided at the time of sale. All returnable products must be returned complete, including all original boxes, packing materials, manuals, blank warranty cards and any other accessories that were provided by the manufacturer. Open box products are returnable on a case by case basis subjected to the manufacturers return policies and restocking fees may apply. Customer is strongly advised to purchase full insurance to cover loss and damage for shipments of returned items and to use a carrier and shipping method that provide proof of delivery. OSG is not responsible for loss during such shipment. If a package containing items purchased from OSG arrives at customer's address damaged, customer should refuse to accept delivery from carrier.

