



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, September 9, 2025 – 7 p.m.
All committees are committees-of-the-whole unless noted

CALL TO ORDER

ROLL CALL

APPOINTMENT OF 2025-26 COMMITTEE CHAIRS

PUBLIC COMMENT ON NON-AGENDA ITEMS

BUDGET & FINANCE -

1. Approve Minutes of August 12, 2025
2. FY26 Budget and 2025 levy approval
3. Corporate resolution/Michel Trust update
4. Other

BUILDING & GROUNDS –

1. Approve Minutes of August 12, 2025
2. Project updates
3. Other

PLANNING & OPERATIONS –

1. Approve Minutes of August 12, 2025
2. Task calendar review
3. Disposal of Property Policy
4. OrangeBoy contract renewal
5. Relocation of the 2026 Park Ridge Farmers Market discussion
6. Other

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

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

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

Held in the first floor meeting room at the Library

August 12, 2025 at 7:00 p.m.

The meeting was called to order by President Thiagarajan at 7:00 p.m.

ROLL CALL

Trustees Present: Anita DeFrank, Michael Donahue, Kevin Haggerty, Briana Jarnagin, Josh Kiem, Danielle Powers, Gregg Rusk, Deepika Thiagarajan

Trustees Absent: Theresa Renaldi

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library staff Alderperson Lauren Rapisand, Riley Martin, Lauterbach & Amen, Louis Kaufman

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

TRUSTEE INTRODUCTIONS

As there were two newly appointed trustees present at the meeting, all trustees introduced themselves prior to the start of agenda items.

APPROVAL OF MINUTES

Trustee Powers made a

MOTION: to approve the minutes of July 8, 2025 Budget & Finance COW

Trustee Donahue seconded the motion.

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

Absent: Renaldi

Abstain: Haggerty, Jarnagin

Motion passed

FY24 AUDIT PRESENTATION – LAUTERBACH AND AMEN

Riley Martin of Lauterbach & Amen presented the Library's FY24 audit report to the Board, explaining that the Library is a component unit of the City of Park Ridge for financial reporting purposes. Mr. Martin reviewed the Library's year-end financial balances noting that the Library's fund balance at year-end was approximately \$4million. As part of the review of the management letter related to the audit, Mr. Martin noted that there are two new GASB standards for 2025 that his firm will work with Library staff to ensure compliance.

FY26 BUDGET AND 2025 LEVY DISCUSSION

Treasurer Rusk noted that a preliminary discussion of budget goals had occurred at the July COW meetings and asked Director Bertucci to note any significant changes that had occurred to the documents presented beginning on page 9 of the packet. Director Bertucci replied that the most significant change was the addition of revenue from the Michel Trust to fund a proposed PC replacement project for staff and patron PCs. She explained the need to fast track this replacement project as Windows 10 is nearing the end of lifecycle. An additional adjustment noted was a change (increase) received from the City of Park Ridge on the employer IMRF contribution rate for 2026. Treasurer Rusk noted that the proposed levy increase for 2025 is approximately \$160,000. Director Bertucci noted the accelerated timeline for budget approval this year noting that the Library's budget will be approved at the September meetings so that the Library is compliant with the City's budget timeline.

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

August 12, 2025 at 7:00 p.m.

OTHER

None

Meeting adjourned at 7:32 p.m.

DRAFT



Memorandum

Memo Date: September 3, 2025
From: Joanna Bertucci, Library Director
Joan Wrenn, Finance/HR Manager
Meeting Type: Budget & Finance Committee of the Whole
Meeting Date: September 9, 2025
Action Requested: For review and approval
Subject: FY26 final 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. The final draft budget remains largely unchanged from the August 12 draft, with the exception of a \$5K increase to our IMRF budget. A full analysis of expenditures begins on the page 3 of this memo.

On August 14, President Thiagarajan, Treasurer Rusk, and I met with City Manager Joe Gilmore and Alderperson Rapisand to discuss the assumptions for city provided services and the Library's 2025 levy request. Mr. Gilmore stated that there would be no changes for FY26 concerning the assumptions listed below.

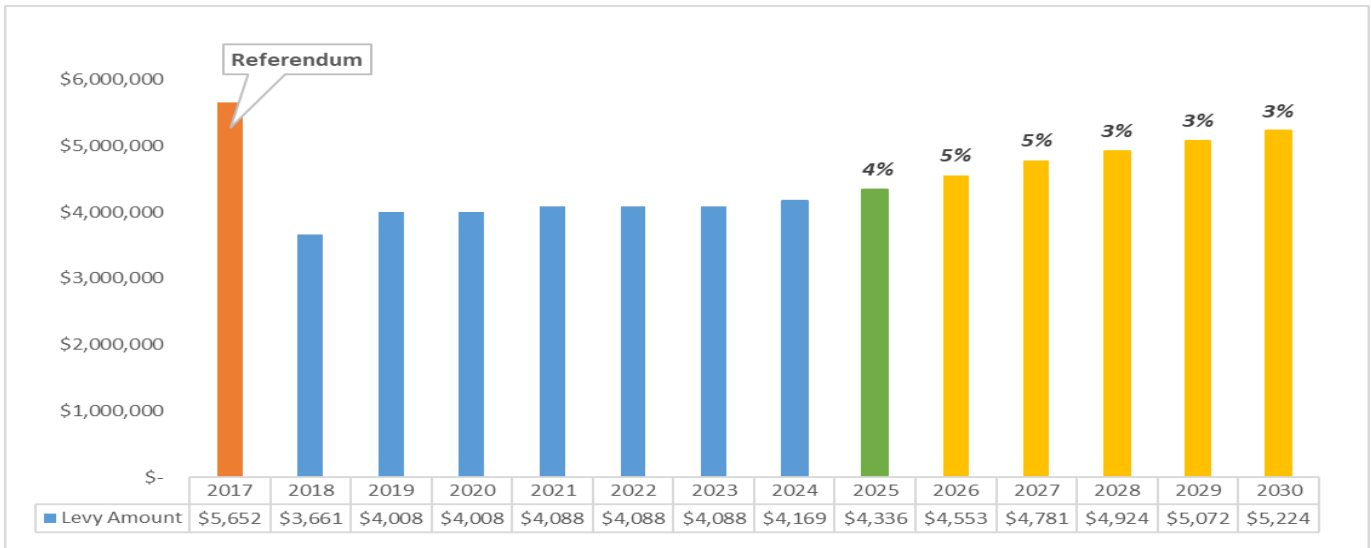
- Administers and pays for Library insurance coverage for excess workers compensation, employee accident, public liability (all City board and commissions), and excess liability and property insurance for the Library building and City parking lot adjacent to the Library.
- Provides general banking for co-mingled funds in operating account only; provides check printing service and financial accounting software.
- Administers employee benefits program including health, dental, vision, life insurance, 457 plans, and employee assistance program.
- Includes Library in City gas and electric utilities franchise agreements as well as any other benefits the City receives to the extent permitted by such franchises and applicable law.
- Waive costs for water and sewer services
- Administers and pay for garbage removal
- Maintains City Commons (grounds surrounding the Library building) including but not limited to: the drainage system, landscaping, fence and planters.
- Provides snow removal services in City parking lot adjacent to Library and public sidewalks including Library staff parking area
- Provides maintenance, gas, and insurances for the Library vehicle (replacement would be purchased by Library)

The meeting with City Manager Joe Gilmore and Library Liaison Alderperson Lauren Rapisand was held on Thursday, August 14. It was a productive discussion in which both Mr. Gilmore and Alderperson Rapisand expressed understanding of the Library's rationale for its request.

The group reviewed the Library's proposed \$166,800 (4%) increase to the tax levy, bringing the FY26 request to \$4,336,721. The Library team also shared that the HVAC project will deplete the accumulated deficit, and presented a chart showing historical levy amounts along with projections through 2030. These projections assume a 100% spend of the Library's budget for fiscal years 2026–2031, though historically actual expenditures average 93% of the operating budget.



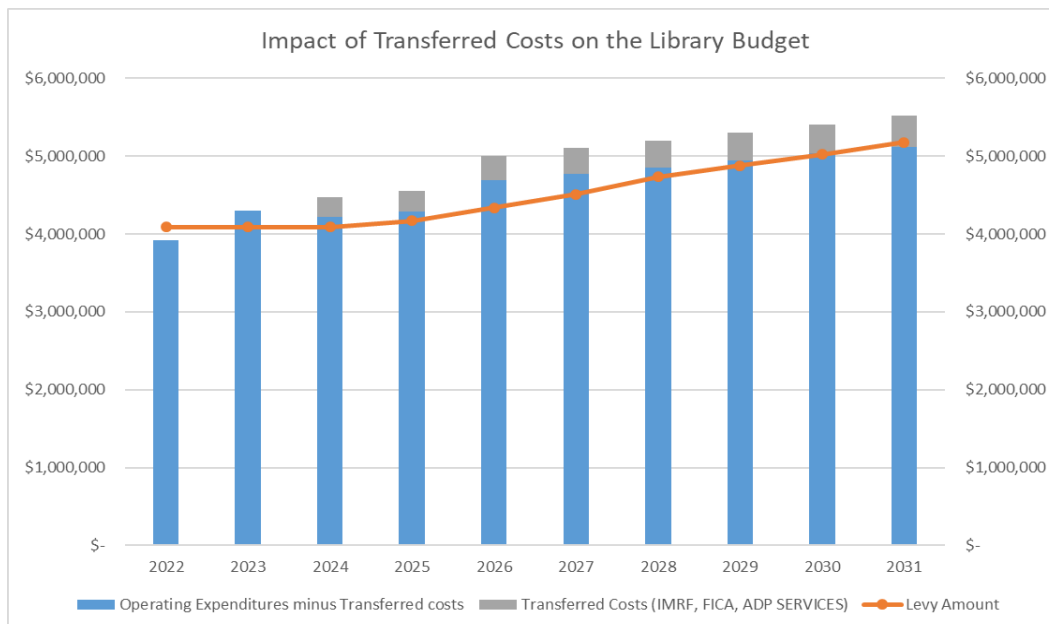
Memorandum



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.





Memorandum

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.

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 transition, OSG is overseeing the replacement of the Library's desktop PCs, a project currently in progress and scheduled for completion before the end of FY25. Following conversations with the fiduciary managing the Michel Trust at Northern Trust, we are using trust funds to cover the cost of this replacement, and the amount for computer equipment has been reduced from prior budget drafts.

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 Annualized	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	\$ 56,379	\$ 50,000
Other Receipts	\$ 67,246	\$ 338,771	\$ 79,200	\$ 216,916	\$ 110,000
TOTAL	\$ 4,427,447	\$ 4,822,112	\$ 4,350,164	\$ 4,426,056	\$ 4,650,539



Memorandum

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: \$747,700

- 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 \$75,000. 3.11% rate has been confirmed by the City 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

- 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



Memorandum

- 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 2nd 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).

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: \$598,000

- 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 reducing spending in Adult Non Fiction by \$10,000 as this budget is disproportionate to demand.

OPERATING ACCOUNTS	FY22 ACTUAL	FY23 ACTUAL	FY24 ACTUALS	FY25 ANNUALIZED	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	\$ 605,314	\$ 747,700
Data Processing	\$ 249,730	\$ 278,807	\$ 260,951	\$ 276,528	\$ 316,300



Memorandum

Building Maintenance	\$ 174,039	\$ 126,551	\$ 109,298	\$ 123,604	\$ 159,500
Membership, Recruiting, Training	\$ 15,549	\$ 22,601	\$ 22,563	\$ 22,512	\$ 33,000
Equipment Rental	\$ 17,835	\$ 21,514	\$ 22,214	\$ 22,978	\$ 27,000
Consulting Services	\$ 10,050	\$ 2,595	\$ 3,519	\$ 30,000	\$ 20,000
Public Relations	\$ 50,615	\$ 46,604	\$ 45,889	\$ 45,000	\$ 45,000
General Contractual	\$ 125,448	\$ 162,065	\$ 172,112	\$ 192,571	\$ 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	\$ 62,900	\$ 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	\$ 560,645	\$ 598,000
TOTAL	\$ 3,921,896	\$ 4,293,941	\$ 4,469,904	\$ 4,575,752	\$ 5,010,000

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:

- FY26 final draft summary budget
- FY26 final draft detail budget
- 2025 Levy resolution

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

9/3/2025 Final Draft

	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
REVENUE ACCOUNTS													
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	\$ 58,493	\$ 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	\$ 58,493
Interest		\$ 1,000	\$ 133,404	13340%	\$ 50,000	\$ 50,000	\$ 128,030	256%	\$ 100,000	\$ 100,000	\$ 32,888	\$ 56,379	\$ 50,000
Other Receipts	\$ 137,000	\$ 136,000	\$ 338,771	249%	\$ 149,000	\$ 149,000	\$ 79,200	53%	\$ 109,000	\$ 109,000	\$ 42,554	\$ 216,916	\$ 110,000
TOTAL REVENUE	\$ 4,548,161	\$ 4,548,161	\$ 4,822,112	106%	\$ 4,475,654	\$ 4,475,654	\$ 4,350,164	97%	\$ 4,576,669	\$ 4,576,669	\$ 2,357,096	\$ 4,426,056	\$ 4,650,539

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	\$ 1,619,090	\$ 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	\$ 373,449	\$ 605,314	\$ 747,700	3.8%
9317	Data Processing	\$ 322,000	\$ 319,150	\$ 278,807	87%	\$ 273,300	\$ 286,800	\$ 260,951	91%	\$ 281,300	\$ 281,300	\$ 193,502	\$ 276,528	\$ 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	\$ 81,647	\$ 123,604	\$ 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	\$ 14,281	\$ 22,512	\$ 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	\$ 15,288	\$ 22,978	\$ 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	\$ 27,741	\$ 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	\$ 26,425	\$ 45,000	\$ 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	\$ 105,530	\$ 192,571	\$ 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	\$ 5,047	\$ 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	\$ 40,847	\$ 62,900	\$ 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	\$ 2,230	\$ 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	\$ 368,632	\$ 560,645	\$ 598,000	-2.7%
9493	Transfer Out	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -							
	Total Operating Budget	\$ 4,663,965	\$ 4,696,290	\$ 4,293,941	91%	\$ 4,830,073	\$ 4,848,081	\$ 4,469,904	92%	\$ 4,953,700	\$ 4,953,700	\$ 2,894,063	\$ 4,575,752	\$ 5,010,000	1.1%

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	\$ 173,418	\$ 900,000	\$ 740,000	-23%
	Total Capital Projects Budget	\$ 340,000	\$ 729,008	\$ 523,011	72%	\$ 695,000	\$ 917,200	\$ 261,771	29%	\$ 475,000	\$ 1,102,251	\$ 174,435	\$ 1,046,917	\$ 790,000	-28%

TOTAL EXPENDITURES	5,003,965	5,425,298	4,816,952	89%	5,525,073	5,765,281	4,731,675	82%	\$ 5,428,700	\$ 6,055,951	\$ 3,068,498	\$ 5,622,669	\$ 5,800,000	-4%
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9/3/2025 Final Draft

LIBRARY SURPLUS (DEFICIT)	\$ (455,805)	\$ (877,137)	\$ 5,159		\$ (1,049,419)	\$ (1,289,627)	\$ (381,511)		\$ (852,031)	\$ (1,479,282)	\$ (711,402)	\$ (1,196,614)	\$ (1,149,461)	-22%
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	B	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	Park Ridge Public Library											9/3/2025 Final Draft		
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 (8/31/25)	FY25 Annualized	FY26 DRAFT
5	Library Revenues													
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	\$ 58,493	\$ 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	\$ 58,493
10	LIBRARY OTHER	\$ 10,000	\$ 10,000	\$ 5,953	60%	\$ 8,000	\$ 8,000	\$ 8,907	111%	\$ 8,000	\$ 8,000	\$ 6,143	\$ 9,214	\$ 9,000
12	INTEREST ON INVESTMENTS	\$ 1,000	\$ 1,000	\$ 133,404	13340%	\$ 50,000	\$ 50,000	\$ 128,030	256%	\$ 100,000	\$ 100,000	\$ 32,888	\$ 56,379	\$ 50,000
13	CONTRIBUTIONS	\$ 55,000	\$ 55,000	\$ 271,863	494%	\$ 50,000	\$ 50,000	\$ 23,313	47%	\$ 50,000	\$ 50,000	\$ 10,198	\$ 168,382	\$ 50,000
14	MISCELLANEOUS	\$ 70,000	\$ 70,000	\$ 60,825	87%	\$ 90,000	\$ 90,000	\$ 46,980	52%	\$ 50,000	\$ 50,000	\$ 26,213	\$ 39,320	\$ 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	LIBRARY REVENUES	\$ 4,548,161	\$ 4,548,161	\$ 4,822,112	106.0%	\$ 4,475,654	\$ 4,475,654	\$ 4,350,164	97%	\$ 4,576,669	\$ 4,576,669	\$ 2,357,096	\$ 4,426,056	\$ 4,650,539
20														
21	Library Administration													
22	REGULAR SALARIES	\$ 387,498	\$ 364,498	\$ 358,783	98%	\$ 408,955	\$ 401,544	\$ 388,079	97%	\$ 407,713	\$ 407,713	\$ 260,051	\$ 403,000	\$ 415,100
24	OVERTIME	\$ -	\$ -	\$ -		\$ -	\$ 640	\$ 640		\$ -	\$ -	\$ 53	\$ 91	\$ -
25	EMP BNFTS-PPO	\$ 233,878	\$ 281,878	\$ 278,273	99%	\$ 297,344	\$ 297,344	\$ 286,837	96%	\$ 315,000	\$ 315,000	\$ 157,519	\$ 270,033	\$ 350,000
26	EMP BNFTS-HMO	\$ 108,462	\$ 83,462	\$ 82,263	99%	\$ 106,877	\$ 106,573	\$ 81,242	76%	\$ 100,000	\$ 100,000	\$ 41,667	\$ 71,429	\$ 80,000
27	EMP BEFTS-LIFE	\$ 2,140	\$ 2,140	\$ 1,898	89%	\$ 1,953	\$ 2,257	\$ 2,257	100%	\$ 2,600	\$ 2,600	\$ 1,279	\$ 2,192	\$ 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	\$ 10,189	\$ 17,467	\$ 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	\$ 126,103	\$ 189,154	\$ 210,000
33	EMP BNFTS - IMRF	\$ 94,000	\$ 94,000	\$ 28,889	31%	\$ 87,300	\$ 87,300	\$ 52,137	60%	\$ 70,000	\$ 70,000	\$ 36,693	\$ 55,040	\$ 75,000
34	LIB DATA PROC SV	\$ 230,000	\$ 226,200	\$ 201,463	89%	\$ 177,000	\$ 191,500	\$ 186,708	97%	\$ 185,000	\$ 185,000	\$ 139,197	\$ 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	\$ 3,940	\$ 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	\$ 663	\$ 994.50	\$ 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	\$ 9,678	\$ 14,518	\$ 18,000
39	EQPT RNTL-COPIER MAINTENANCE	\$ 5,000	\$ 2,500	\$ 57	2%	\$ 5,000	\$ 5,000	\$ 3,626	73%	\$ 5,000	\$ 5,000	\$ 1,958	\$ 2,938	\$ 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	\$ 12,603	\$ 18,904	\$ 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
		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 (8/31/25)	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	\$ 27,741	\$ 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	\$ 15,540	\$ 22,000	\$ 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	\$ 3,081	\$ 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	\$ 9,660	\$ 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	\$ 12,824	\$ 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	\$ 6,525	\$ 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	\$ 16,200	\$ 27,771	\$ 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	\$ 5,047	\$ 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	\$ 1,632	\$ 2,448	\$ 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	\$ 2,910	\$ 4,365	\$ 4,800
57	OFF SPLS-FURNISHINGS	\$ 15,000	\$ 37,615	\$ 28,011	74%	\$ 73,500	\$ 63,500	\$ 46,925	74%	\$ 73,500	\$ 73,500	\$ 20,996	\$ 31,494	\$ 15,000
58	LIBRARY SUPPLIES	\$ 1,500	\$ 1,500	\$ 676	45%	\$ 1,500	\$ 1,500	\$ 1,191	79%	\$ 1,500	\$ 1,500	\$ 1,492	\$ 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	\$ 2,230	\$ 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	Library Administration	\$ 1,636,464	\$ 1,672,289	\$ 1,470,233	88%	\$ 1,889,203	\$ 1,874,932	\$ 1,601,256	85%	\$ 1,772,913	\$ 1,859,832	\$ 962,895	\$ 1,669,890	\$ 1,769,600
63														
64	Library Facility (Maintenance)													
65	REGULAR SALARIES	\$ 194,541	\$ 194,541	\$ 178,919	92%	\$ 209,860	\$ 209,860	\$ 196,164	93%	\$ 221,602	\$ 221,602	\$ 126,064	\$ 200,200	\$ 230,262
66	OT			\$ 49		\$ -	\$ 137	\$ 137	100%			\$ 39	\$ 67	
67	BLDG MNT CNTR-GENL MAINT	\$ 100,000	\$ 100,000	\$ 67,754	68%	\$ 100,000	\$ 100,000	\$ 67,531	68%	\$ 95,000	\$ 95,000	\$ 54,488	\$ 81,732	\$ 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	\$ 3,689	\$ 5,534	\$ 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	\$ 8,727	\$ 13,091	\$ 30,000
70	BUILDING SUPPLIES	\$ 18,000	\$ 18,000	\$ 16,832	94%	\$ 18,000	\$ 18,000	\$ 14,730	82%	\$ 18,000	\$ 18,000	\$ 8,832	\$ 13,248	\$ 18,000
71	NATURAL GAS	\$ 22,000	\$ 19,000	\$ 10,511	55%	\$ 10,000	\$ 10,000	\$ 6,596	66%	\$ 7,500	\$ 7,500	\$ 5,911	\$ 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	\$ 173,418	\$ 900,000	\$ 740,000
75	Library Facility	\$ 661,041	\$ 1,047,049	\$ 790,502	75%	\$ 874,360	\$ 1,096,697	\$ 459,290	42%	\$ 803,602	\$ 1,343,934	\$ 381,168	\$ 1,223,871	\$ 1,129,762
76														
77	Library Technical Services													
78	REGULAR SALARIES	\$ 253,431	\$ 253,431	\$ 249,078	98%	\$ 260,656	\$ 262,032	\$ 262,032	100%	\$ 275,250	\$ 275,250	\$ 169,604	\$ 270,400	\$ 280,611
79	OT	\$ -	\$ -	\$ -		\$ -	\$ 534	\$ 534	100%			\$ 447	\$ 671	
80	DATA PROCESSING/OCLC	\$ 15,000	\$ 15,950	\$ 15,936	100%	\$ 16,300	\$ 16,300	\$ 15,701	96%	\$ 16,300	\$ 16,300	\$ 11,686	\$ 17,528	\$ 16,300
83	LIBRARY SUPPLIES	\$ 19,500	\$ 18,550	\$ 17,590	95%	\$ 20,000	\$ 20,000	\$ 18,216	91%	\$ 20,000	\$ 20,000	\$ 7,220	\$ 10,830	\$ 20,000
85	Library Technical Services	\$ 287,931	\$ 287,931	\$ 282,605	98%	\$ 296,956	\$ 298,866	\$ 296,483	99%	\$ 311,550	\$ 311,550	\$ 188,956	\$ 299,429	\$ 316,911

	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 (8/31/25)	FY25 Annualized	FY26 DRAFT
4	DESCRIPTION													
95														
96	Library Youth Services													
97	REGULAR SALARIES	\$ 532,390	\$ 532,390	\$ 535,582	101%	\$ 568,532	\$ 570,075	\$ 570,075	100%	\$ 604,492	\$ 604,492	\$ 367,809	\$ 598,000	\$ 620,538
98	OVERTIME	\$ -	\$ -	\$ 130		\$ -	\$ 2,334	\$ 2,334	100%			\$ 1,769	\$ 2,654	
99	GNL CNTRL SVC/PROGRAM	\$ 35,000	\$ 39,500	\$ 39,432	100%	\$ 40,000	\$ 50,000	\$ 49,593	99%	\$ 50,000	\$ 50,000	\$ 30,119	\$ 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	\$ 3,398	\$ 5,097	\$ 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	\$ 41,497	\$ 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	\$ 6,275	\$ 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	\$ 4,475	\$ 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	\$ 2,764	\$ 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	\$ 15,912	\$ 32,000	\$ 36,500
110	Library Children's Services	\$ 746,890	\$ 746,890	\$ 738,665	99%	\$ 778,332	\$ 802,209	\$ 785,861	98%	\$ 815,492	\$ 815,492	\$ 485,099	\$ 802,451	\$ 829,038
111														
112	Library Patron Services													
113	REGULAR SALARIES	\$ 482,960	\$ 482,960	\$ 468,975	97%	\$ 501,833	\$ 501,833	\$ 500,156	100%	\$ 530,458	\$ 530,458	\$ 330,225	\$ 527,800	\$ 545,235
114	OVERTIME	\$ -	\$ -	\$ 1,682		\$ -	\$ 422	\$ 422	100%			\$ 326	\$ 489	
115	DATA PROCESSING	\$ 77,000	\$ 77,000	\$ 61,408	80%	\$ 80,000	\$ 79,000	\$ 58,542	74%	\$ 80,000	\$ 80,000	\$ 42,619	\$ 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	\$ 1,765	\$ 4,000	\$ 6,200
117	Library Circulation	\$ 567,160	\$ 566,660	\$ 536,372	95%	\$ 588,033	\$ 588,455	\$ 566,126	96%	\$ 616,658	\$ 616,658	\$ 374,935	\$ 591,289	\$ 621,435
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 (8/31/25)	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	\$ 365,337	\$ 587,600	\$ 647,254
121	OT			\$ 78			\$ 426	\$ 426	100%			\$ 471	\$ 707	
122	GNL CNTRL SVC/PROGRAM	\$ 25,000	\$ 25,250	\$ 25,058	99%	\$ 25,000	\$ 35,000	\$ 27,988	80%	\$ 35,000	\$ 35,000	\$ 24,680	\$ 35,000	\$ 35,000
124	LIBRARY SUPPLIES	\$ 2,500	\$ 1,000	\$ 965	97%	\$ 2,000	\$ 2,000	\$ 1,196	60%	\$ 2,000	\$ 2,000	\$ 323	\$ 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	\$ 1,111	\$ 1,667	\$ 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	\$ 39,907	\$ 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	\$ 17,964	\$ 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	\$ 10,540	\$ 15,810	\$ 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	\$ 7,439	\$ 11,159	\$ 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	\$ 6,558	\$ 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	\$ 1,973	\$ 2,960	\$ 2,000
137	LIB RSRCS-ADULT NONFICTION	\$ 74,000	\$ 72,000	\$ 70,740	98%	\$ 74,000	\$ 64,500	\$ 64,215	100%	\$ 74,000	\$ 74,000	\$ 32,457	\$ 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	\$ 97,071	\$ 100,000	\$ 108,000
139	LIB RSRCS- EXP LIB	\$ 2,500	\$ 2,500	\$ 1,089	44%	\$ 2,500	\$ 2,500	\$ 1,372	55%	\$ 2,500	\$ 2,500	\$ 294	\$ 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	\$ 678,550	\$ 1,040,418	\$ 1,133,254
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	\$ 3,071,603	\$ 5,627,347	\$ 5,800,000
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)	\$ (714,507)	\$ (1,201,291)	\$ (1,149,461)

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE CITY OF PARK RIDGE,
COOK COUNTY, ILLINOIS,
PROVIDING FOR THE 2025 TAX LEVY**

WHEREAS, the City of Park Ridge Public Library (“Library”) is a municipal city library under the Illinois Local Library Act (75 ILCS 5/1, *et seq.*); and,

WHEREAS, the Library’s taxes shall be levied by the City of Park Ridge (“City”), in the amounts determined by the Library Board (“Board”) and collected in like manner with other general taxes of the City and the proceeds shall be deposited in a special fund known as the Library Fund (75 ILCS 5/3-5); and,

WHEREAS, at its meeting of September 16, 2025, the City of Park Ridge Public Library (“Library”) approved the Library’s 2025 tax levy for collection in 2026; and,

WHEREAS, following FY2026, the Board of Trustees of the Library intends to budget and levy in accordance with the Illinois Local Library Act (75 ILCS 5/1 *et seq.*) pertaining to municipal libraries;

WHEREAS, this levy request for operation of the Library in 2026, is in the public interest and in the interest of the library and its patrons;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES CITY OF PARK RIDGE PUBLIC LIBRARY, AS FOLLOWS:

Section 1. That the foregoing preambles are incorporated into this Section as though fully stated herein.

Section 2. The Library Board does hereby state and declare that the financial needs of the Library to be satisfied from tax receipts, in addition to the amount received from other sources, is **Four Million Three Hundred Thirty Six Thousand Seven Hundred Twenty One and No/100 Dollars (\$4,336,721.00)** for 2026.

Section 3. To the extent any motion, resolution, or ordinance previously adopted by the Library Board of Trustees is inconsistent with this Resolution, it is hereby repealed.

Section 4. That the meeting at which this Resolution was approved was in all things conducted in strict compliance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

Section 5. That if any one or more sections or clauses of this Resolution is adjudged to be unconstitutional or invalid, such judgment shall not effect, impair or invalidate the remaining provisions of this Resolution and the remaining provisions of the Resolution shall be interpreted as if the offending Section or clause never existed.

Section 6. That this Resolution shall become effective from and after its passage.

PASSED and ADOPTED on this 16th day of September, 2025.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT OR NOT VOTING:

Approved:

Attest:

Theresa Renaldi
President, Board of Library Trustees

Joshua Kiem
Secretary, Board of Library Trustees



Memorandum

Memo Date: August 29, 2025
From: Joanna Bertucci, Library Director
Joan Wrenn, Finance/HR Manager
Meeting Type: Budget & Finance Committee of the Whole
Meeting Date: September 9, 2025
Action Requested: For discussion
Subject: Northern Trust Disbursement and Corporate Resolution

Background:

On August 22, Northern Trust approved the disbursement of \$145,861 for the purchase and installation of the Library's new patron and staff PC fleet. Following this distribution, there will be approximately \$81,000 remaining in the Bruce A. Michel Trust.

Northern Trust will hold back \$10,000 to cover any additional fees and costs associated with the Trust's final tax return. The residual amount, projected to be approximately \$70,000, will be released to the Library during the closing process. When the Library receives this final disbursement, HR/Finance Manager Joan Wrenn will investigate options to invest these funds so that they may be used for technology improvements in the future.

In order to facilitate the formal closing of the Trust, Northern Trust requires a Corporate Resolution verifying account signatories. I have drafted a resolution based on our current practices for managing gift funds and our established policy regarding payments for goods and services.

The draft resolution is attached for the Board's review and approval.

Recommendation:

Approve the Corporate Resolution

**RESOLUTION OF THE BOARD OF THE LIBRARY TRUSTEES
OF THE CITY OF PARK RIDGE, COOK COUNTY, ILLINOIS
CORPORATE RESOLUTION**

WHEREAS, the City of Park Ridge Public Library (“Library”) is a municipal city library under the Illinois Local Library Act (75 ILCS 5/1, *et seq.*); and,

WHEREAS, the Board finds it necessary and appropriate to define the authority of the Library Director, Finance/HR Manager, and designated officers with respect to the management of Library funds, including operating accounts and gift accounts; and

WHEREAS, the Board desires to establish authorized signatories and procedures for the release of funds.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Park Ridge Public Library as follows:

Section 1. The Library Director is authorized to open and manage gift fund accounts on behalf of the Library. The following individuals shall serve as authorized signatories on all gift fund accounts: Joanna Bertucci, Library Director and Joan Wrenn, Finance/HR Manager.

Section 2. The management of the Library’s operating account is the responsibility of the Library Director. Disbursements from the Library’s operating account shall require the execution of an affidavit for release of funds, signed by all three of the following: Michael Donahue, Treasurer, Library Board of Trustees, Christopher Lipman, Finance Manager, City of Park Ridge and Joanna Bertucci, Library Director

Section 3. The above-named signatories are authorized and directed to execute and deliver all necessary documents and instruments, and to take such actions as may be required to carry out the intent of this Resolution.

Section 4. This Resolution supersedes all prior resolutions relating to Library financial accounts and signatory authority.

Section 5. This Resolution shall remain in full force and effect until modified, rescinded, or superseded by further resolution of the Board.

PASSED and ADOPTED this 16th day of September 2025.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT OR NOT VOTING:

Approved:

Attest:

Theresa Renaldi
President, Library Board of Trustees
Park Ridge Public Library

Joshua Kiem
Secretary, Library Board of Trustees
Park Ridge Public Library

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

August 12, 2025 at 7:00 p.m.

Trustee Powers called the Committee of the Whole meeting to order at 7:32 p.m.

ROLL CALL

Trustees Present:

Anita DeFrank, Michael Donahue, Kevin Haggerty, Briana Jarnagin, Josh Kiem, Danielle Powers, Gregg Rusk, Deepika Thiagarajan

Trustees Absent:

Theresa Renaldi

Others Present:

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

Alderson Lauren Rapisand, Louis Kaufman

APPROVAL OF MINUTES

Trustee Powers made a

MOTION: to approve the minutes of the July 8, 2025 meeting

Trustee Donahue seconded the motion

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

Abstain: Haggerty, Jarnagin

Absent: Renaldi

Motion passed

PROJECT UPDATES

Director Bertucci reviewed the project status memo appearing on page 18 of the packet noting the status of building projects currently underway. Highlights include:

- The HVAC project is underway with new controls being installed. On 8/18 AHU#1 will be shut down to be brought into the new control system. Also noted was that the first pay application has been received from the mechanical contractor for approximately \$150,000.
- The culmination of the Picture Book reshelving project will occur on 8/17 and 8/18 with the Children’s room being closed to patrons on those days. The first floor meeting room will be used those days to provide services and limited materials during the temporary closure.
- The Ice Melt System continues to be evaluated as parties to the original contract along with the Library’s attorney, Matt Gardner, were onsite this week. The firm hired for the independent third party evaluation of the system will be issuing a report of their findings.

OTHER

None

Meeting was adjourned at 7:38 p.m.



Memorandum

Memo Date: September 3, 2025
From: Joanna Bertucci, Library Director
John Priala, Facility Manager
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: September 9, 2025
Subject: Building Project Updates

Project	
HVAC Replacement Project	The boiler pump startup was successfully completed the week of August 25. Installation of the new boiler flues is scheduled to begin later in the week of September 1 or early in the week of September 8 and is expected to take about one week. Once complete, the boiler startup can be scheduled, after which the focus will shift to the next phase: replacement of AHU-2. The unit is scheduled to arrive at Olmen’s shop on September 12, where it will be disassembled and prepped for delivery once demolition begins, weather permitting.
PC Replacement project	The Library has taken delivery of all ordered PC equipment and peripherals. OSG has started imaging PCs and is on track for deployment before support ends for Windows 10.

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

August 12, 2025 at 7:00 p.m.

The meeting was called to order by Trustee Kiem at 7:48 p.m.

ROLL CALL

Trustees Present: Anita DeFrank, Michael Donahue, Kevin Haggerty, Briana Jarnagin, Josh Kiem, Danielle Powers, Gregg Rusk, Deepika Thiagarajan

Trustees Absent: Theresa Renaldi

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library staff
Alderson Lauren Rapisand, Louis Kaufman

APPROVAL OF MINUTES

President Thiagarajan made a

MOTION: to approve the minutes of July 8, 2025

Trustee Powers seconded the motion.

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

Abstain: Haggerty, Jarnagin

Absent: Renaldi

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci noted that approval of the FY26 budget and 2025 levy has been moved from October to September to align with the City's budget timeline. Other action items for August are being completed on schedule.

STRATEGIC PLANNING UPDATE

The draft strategic plan document is included in the packet beginning on page 29. Director Bertucci stated that once approved, the entire plan document will be included on the Library's website while a one-page document will be created that will serve as a summary of the Library's mission, vision and values statements along with a graphic presentation of initiatives, goals, activities, and desired outcomes of the plan.

Discussion ensued among the trustees and suggestions were made for edits to the draft. Director Bertucci will make the requested updates and will include the new version for the Board's review and approval at the August 19, 2025 Board meeting. This item will appear under New Business on the Board meeting agenda to provide for further discussion as needed.

PC REPLACEMENT

Director Bertucci directed the committee's attention to the memo beginning on page 38 of the packet that provides background information regarding the proposed replacement of staff and patron PCs. During onboarding calls with the Library's new IT service provider, OSG, concerns were raised regarding the fast approaching end of life for Windows 10, the current operating system. OSG reviewed the specifications and pricing provided earlier in the year by CVI and prepared two estimates for replacement. Director Bertucci explained that OSG will deploy one team for onboarding our operations and another to roll out the new PC fleet.

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

August 12, 2025 at 7:00 p.m.

Trustee Kiem made a

MOTION: to 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. Michel Trust for Library Technology Improvements

President Thiagarajan seconded the motion.

Roll Call Vote: Yes: DeFrank, Donahue, Haggerty, Jarnagin, Kiem, Powers, Rusk, Thiagarajan

Absent: Renaldi

Motion passed

Director Bertucci noted that old PCs could be made available for purchase by interested staff or for those not sold, recycled by OSG.

OTHER

None

Meeting closed at 8:15 pm

ADJOURNMENT

There being no further agenda items for the committees' consideration;

Trustee Haggerty made a

MOTION: to adjourn the Committee of the Whole meetings

Trustee Jarnagin seconded the motion.

Voice Vote: All in favor

Motion passed

Meeting adjourned at 8:15 pm



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: September 3, 2025



Memorandum

Memo Date: September 3, 2025
From: Joanna Bertucci, Library Director
Meeting Type: Planning & Operations Committee of the Whole Meeting
Meeting Date: September 9, 2025
Action Requested: For discussion and approval
Subject: Disposal of Property Policy

Background:

As we approach the decommissioning and disposal of approximately 80 desktop computers, hardware, and peripherals, I am requesting the Board’s approval of the attached draft *Disposal of Property Policy*.

The draft policy has been updated to align with Illinois statute (75 ILCS 5/4-16) and outlines clear procedures for the proper disposal, recycling, or resale of Library property. It provides direction for items of varying values, ensures compliance with public notice requirements for higher-value assets, and safeguards against conflicts of interest by prohibiting Board and staff from purchasing higher-value surplus property outside of public bidding processes.

Approval of this policy will allow Library staff to proceed with the upcoming computer replacement project in an orderly, transparent, and legally compliant manner.

Recommendation:

Approve the draft *Disposal of Property Policy*

A21. DISPOSAL OF PROPERTY

POLICY:

The disposal of real or personal property shall comply with [75 ILCS 5/4-16](#). The Board delegates its authority to manage the sale or disposal of surplus library property to the Library Director. Print and non-print materials, equipment, supplies, artworks, and other personal property deemed by the Library Director to be no longer needed or useful for library purposes may be sold or otherwise disposed of in accordance with this statute.

RULES:

1. Property of any value may be donated or sold to another tax-supported library or library system. Property may also be traded in for credit towards a replacement item.
2. Property of the Park Ridge Public Library having an estimated unit value of \$1,000 or less may be disposed of in the following manner:
 - a. If the item is in unusable and/or unsafe condition, it is to be disposed of through appropriate recycling and/or waste management channels.
 - b. Books and non-print items from the library's collections are donated to the Friends of the Park Ridge Public Library or other organizations that redistribute used books.
 - c. Any other personal property having an estimated unit value of \$1,000 or less may, at the discretion of the Library Director, be discarded; exchanged for credit for new equipment; made available for sale; or given to local philanthropic, educational, cultural, governmental, or other not-for-profit organizations.
3. Property of the Park Ridge Public Library having an estimated unit value of more than \$1,000 but less than \$2,500 may be disposed of in the following manner:
 - a. The item is to be displayed at the library, and a public notice posted of its availability for purchase, and of the date and terms of the proposed sale.
4. For property with an estimated unit value exceeding \$2,500, a public notice of its availability for purchase or auction shall be posted in the Library building and on the Library's website for a period of two successive weeks. Such property, including but not limited to vehicles and works of art, may be sold either at a fixed price or to the highest bidder at auction. The Library reserves the right to reject any and all bids deemed inadequate and shall dispose of the property in a manner that serves the best interests of the Library.
5. The Board shall be informed prior to disposals of property having an estimated unit value of more than \$25,000. In no case shall members of the Board, the Library Director, or members of their immediate families bid on or purchase any library item declared surplus. No library staff members or members of their immediate families may purchase any library item declared surplus, except through competitive public bidding on items valued at more than \$25,000.

Approved: September xxx 2025



Memorandum

Memo Date: September 3, 2025
From: Joanna Bertucci, Library Director
Meeting Type: Committee of the Whole Meeting
Meeting Date: September 9, 2025
Action Requested: For discussion and approval
Subject: Approval of Savannah/OrangeBoy Renewal Contract

Background:

I am requesting Board approval to renew the Library's contract with Savannah/OrangeBoy for a three-year term at a cost of \$4,000 per year. Implemented in 2021, Savannah has provided essential customer engagement and data analysis services that strengthen the Library's marketing, outreach, and strategic planning efforts. The platform has streamlined eMarketing, improved the visual appeal of communications, and offered staff a more user-friendly system for managing campaigns and analyzing data and metrics. In our survey conducted for the Strategic Planning process, 83 percent of the nearly 2,000 respondents reported that email is their preferred method of finding out about Library news and events. Our unique open rate has consistently stayed above 50%; our August 29, 2025, email to all cardholders had a unique open rate of 58%. The average unique open rate for all emails, across all industries, is between 20 and 25 percent. For nonprofits and education, this can skew slightly higher.

This renewal complies with the Library's Purchasing Policy:

- Section 1(c) requires written proposals or quotes for purchases expected to be over \$10,000 but less than \$24,999. The Library has an established, satisfactory relationship with Savannah/OrangeBoy, which allows us to continue under this renewal without soliciting additional competitive bids.
- Section 2(a) and (b) stipulate that the Library Director shall not enter into contracts exceeding one year or valued at more than \$10,000 without Board approval. Multi-year contracts above this threshold must also receive Board approval.

At \$12,000 over three years, this renewal falls within these parameters and therefore requires Board action.

Action Requested:

Approve the three-year renewal contract (2025-2028) with Savannah/OrangeBoy at \$4,000 per year.

Services and Software Subscription Agreement

This Agreement between OrangeBoy, LLC (“OrangeBoy”) and Client (defined below; each a “Party”) is for the services described below and in the attached Terms & Conditions and Exhibit(s).

Parties

<p><i>OrangeBoy</i></p> <p>OrangeBoy, LLC 1201 Dublin Rd #728 First Floor Columbus, Ohio 43215</p>	<p><i>Client</i></p> <p>Park Ridge Public Library 20 S. Prospect Avenue Park Ridge, IL 60068</p>
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Subscription Info

<p><i>Services (check boxes to include)</i></p> <p><input checked="" type="checkbox"/> Savannah <input type="checkbox"/> Market Watch <input checked="" type="checkbox"/> Subscription Center <input type="checkbox"/> Incident Reporting <input type="checkbox"/> Event Tracker <input type="checkbox"/> Philanthropy Center <input type="checkbox"/> Forms 360 <input type="checkbox"/> Demand Forecasting <input type="checkbox"/> SmartyCat for Events <input type="checkbox"/> SmartyCat for Libby</p>	<p><i>Initial Term</i></p> <p style="text-align: center;">Three (3) Years</p> <hr/> <p><i>Effective Date</i></p> <p style="text-align: center;">May 15, 2025</p> <hr/> <p><i>Term Fee(s)</i></p> <p style="text-align: center;">\$4,000 per year</p>
--	--

Additional Terms

<p><i>Other Terms</i></p> <p style="text-align: center;">N/A</p>
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By signing below, the Parties agree to and incorporate all terms and conditions set out in this Agreement, the attached Terms & Conditions, and any other attachments or exhibits thereto.

OrangeBoy

Client

Authorized Signature

Authorized Signature

Printed Name and Title

Printed Name and Title

Terms & Conditions

Except as expressly set out elsewhere in this Agreement, the following terms and conditions govern the relationship between OrangeBoy and Client regarding the subject matter of this Agreement.

WHEREAS, OrangeBoy produces hosted software-as-a-service applications designed to analyze a library's operations data and provide insights based on that data, to improve the library's customer experience and decision-making process;

WHEREAS, OrangeBoy also offers services related to those applications, including training, data handling, and data analysis; and

WHEREAS, Client desires to obtain access to those applications and services, to help Client analyze, interpret, and apply its own operations data, and OrangeBoy wishes to provide such access and services;

THEREFORE, the Parties agree as follows:

1. *OrangeBoy's Obligations.* During the Term of this Agreement, and subject to its terms and conditions, OrangeBoy grants Client a limited, non-exclusive, and non-transferable license, without right of sublicense, to access and to use the applications and services specified on the first page of this Agreement (the "Services") and described further in Exhibit A.

2. *Payment.* Client agrees to pay OrangeBoy the Term Fee(s). Unless otherwise specified: (i) fees are due 30 days after invoicing; (ii) fees are based on the services and access to which Client is entitled and not on Client's actual usage of those services and access, and (iii) payment obligations are non-cancelable and fees paid are non-refundable. Client agrees that payment is not contingent on the delivery of any functionality or features other than those specified above and described in Exhibit A.

3. *General Terms of Use.* Client agrees to take reasonable steps to ensure that each person who gains access to the Services by virtue of this Agreement (each "End User"): (i) notifies OrangeBoy immediately if the End User becomes aware of any unauthorized access to or usage of the Services; (ii) uses the Services in accordance with applicable local, state and federal laws, government regulations, and Client's organizational policies; and (iii) does not reveal the End User's account and password information to others and does not allow the use of any End User account by a person not authorized to use that account, including the End User's family and other members of his or her household.

4. *End User Departures.* Client agrees to notify OrangeBoy in writing no more than 5 days after an End User's employment or consulting relationship with Client terminates.

5. *Intellectual Property.*

- a. Client hereby acknowledges that certain intellectual property licensed or developed by OrangeBoy (hereinafter "Intellectual Property") is incorporated into the Services and that Client's rights regarding such Intellectual Property are limited to those necessary to use the Services under this Agreement. Client acknowledges that other than that discussed above, no right or title to the Intellectual Property passes to Client by virtue of this Agreement and that Client has no right to sell, share, copy, or disseminate any portion of the Intellectual Property or any elements derived or produced therefrom.
- b. Client hereby grants OrangeBoy the right to host, copy, transmit, and display any data provided by Client, as well as any other rights reasonably necessary for OrangeBoy to carry out the terms of this Agreement.

6. *Data Responsibility.* Client understands and agrees that it has the responsibility to input valid, accurate data into the Services and that failing to do so may result in invalid or inaccurate analysis or results. OrangeBoy accepts no responsibility for invalid or inaccurate data provided by Client. Client is further responsible for ensuring that any data submitted to OrangeBoy or the Services is consistent with Client's privacy policies and applicable law. OrangeBoy assumes no responsibility for data submitted by Client that violates the Client's privacy policies or applicable law.

7. *Confidential Information.* Except as provided in this Agreement or by consent of Client, OrangeBoy shall not reveal to any third party or make use of for its own benefit any non-public or confidential information submitted by Client to OrangeBoy or the Services, including non-public or confidential customer list(s) or customer usage data. For clarity, "non-public or confidential information" shall not include: (1) any information that has become generally available to the public or Client's industry through no fault of OrangeBoy; (2) any information independently developed by OrangeBoy; (3) any information obtained by OrangeBoy through a source having no obligation to keep the information confidential; (4) any information required to be disclosed by applicable law; or (5) "industry insights," as described in Section 8 below.

8. *Industry Insights.* OrangeBoy may derive insights about the library industry from its processing, aggregation, and analysis of data submitted by Client. The parties hereby agree that OrangeBoy shall have the right to use, apply, and disseminate any such insights as it sees fit, such as in white papers or as aggregated data points, except: (1) where otherwise stated in this Agreement; (2) where such use, application, or dissemination would personally identify any of the Client's customers; or (3) where such use, application, or dissemination would constitute a willful

violation of any privacy rights of any of the Client's customers.

9. *Disclaimer of Warranty.* CLIENT ACKNOWLEDGES AND AGREES THAT THE SOFTWARE AND SERVICES PROVIDED UNDER THIS AGREEMENT ARE PROVIDED ON AN "AS IS," "AS AVAILABLE" BASIS. ORANGEBOY DOES NOT MAKE ANY AND HEREBY DISCLAIMS ANY REPRESENTATIONS, ENDORSEMENTS, GUARANTEES, AND WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, OR NONINFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS.

10. *Indemnification.* Client agrees to fully indemnify and hold harmless OrangeBoy from and against any losses, including attorney's fees and costs, that arise out of or relate to any breach of this Agreement by Client.

11. *Limitation on Damages.*

- a. Client agrees that, notwithstanding any other term or condition of this Agreement, OrangeBoy's maximum aggregate liability under this Agreement shall be limited to an amount equal to the total amount actually paid by Client to OrangeBoy during the twelve-month period immediately preceding the earliest event giving rise to the liability. The existence of more than one claim shall not enlarge or extend this maximum limitation. Client hereby waives any and all rights, obligations, liability, claims, or demands related to this Agreement in excess of this maximum limitation.
- b. **IN NO EVENT SHALL ORANGEBOY BE LIABLE FOR ANY LOSS OF OR DAMAGE TO REVENUES, PROFITS, OR GOODWILL, OR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES OF ANY KIND, RESULTING FROM ITS PERFORMANCE OR FAILURE TO PERFORM ANY OBLIGATION UNDER THIS AGREEMENT OR RESULTING FROM THE FURNISHING, PERFORMANCE, USE, OR LOSS OF USE OF ANY PART OF THE SYSTEM OR ANY DATA, INFORMATION, OR PROPERTY OF CLIENT, INCLUDING WITHOUT LIMITATION ANY INTERRUPTION OF CLIENT'S BUSINESS, WHETHER RESULTING FROM TORT, BREACH OF CONTRACT, OR BREACH OF WARRANTY, EVEN IF ORANGEBOY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**
- c. Client acknowledges that the limitations set forth in this Section are integral to the amount of fees charged by OrangeBoy under this Agreement, and that, were OrangeBoy to assume any further liability beyond that set forth in this Section, such fees would have been substantially greater.

12. *Renewal and Termination.*

- a. This Agreement will begin on the Effective Date and will continue for the Initial Term.
- b. Following the Initial Term, the Agreement will renew annually on the anniversary of the Effective Date (each an "Additional Term" and, together with the

Initial Term, the "Term"), unless either Party sends notice of cancellation to the other Party at least 30 days prior to the end of the then-current Term by one of the means set out in Section 18, below. Unless otherwise agreed by the Parties in writing, the Term Fee for any Additional Term will equal 105% of the Term Fee for the preceding year of the Term.

- c. Following breach of any material term of this Agreement, the non-breaching party may terminate this Agreement by (1) providing the breaching party with written notice of the breach, and (2) if such breach is not cured within 30 days, providing the breaching party with written notice of termination.
- d. Upon termination, Client remains liable for any payments due and owing at the time of the termination.

13. *Governing Law; Venue.* This Agreement is governed by and construed in accordance with the law of the State of Ohio. The parties agree that any action, suit, or proceeding arising out of this Agreement shall be brought in the courts of the State of Ohio in Franklin County, or the United States District Court for the Southern District of Ohio, Eastern Division, and the parties waive any objection or claim that any such action, suit, or proceeding has been brought in an improper venue or inconvenient forum.

14. *Attorneys' Fees.* If OrangeBoy prevails in any litigation, arbitration, or court proceeding to enforce this Agreement or any of its terms, it shall be entitled to recover, in addition to any other amounts awarded, all reasonable costs, expenses, and attorneys' fees incurred.

15. *Counterparts.* This Agreement may be executed in one or more identical counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

16. *Successors and Assigns.* Client may not assign this Agreement without OrangeBoy's prior written consent, which shall not be unreasonably withheld. Any purported assignment not in accordance with this Section shall be void and not merely voidable. When assigned as permitted above, the terms and conditions of this Agreement shall inure to the benefit of and be binding upon the respective successors and assigns of the parties hereto.

17. *Warranty of Authority.* Each signatory to this Agreement hereby warrants that he or she has the authority to execute this Agreement on behalf of Client or OrangeBoy, respectively; that the execution and performance of this Agreement does not conflict with any other agreement by which Client or OrangeBoy, respectively, is bound; and that the execution and performance of this Agreement does not contravene any term or provision in the charter or by-laws of Client or OrangeBoy, respectively.

18. *Notices.* To be effective, any notice, request, or demand given to or made upon a Party must be either: (i) sent to the address set out above by FedEx, UPS, or USPS certified mail; or (ii) if sent by another means (such as by

email), acknowledged in writing by the receiving party. Any such notice, request, or demand shall be deemed received upon the Party's actual receipt.

19. *Complete Statement.* The parties agree that this Agreement is the complete and exclusive statement of the agreement between the parties and supersedes all proposals or prior agreements, oral or written, and all other communications between the parties related to the subject matter of this Agreement.

20. *Severability.* The parties agree that the provisions of this Agreement are severable, and if any such provision is held invalid or unenforceable to any extent, the rest of the Agreement shall remain valid and in effect to the greatest extent permitted by law.

21. *Acknowledgment.* The parties acknowledge that they have read this Agreement, understand it, and agree to be bound by its terms and conditions.

22. *Amendments and Modifications.* No amendment or modification of this Agreement shall be effective unless it is in writing and signed by authorized representatives of both parties. No provision of this Agreement shall be deemed waived and no breach excused unless such waiver or consent is in writing and signed by the party against whom the waiver or consent is asserted.

23. *Negotiation.* This Agreement is the result of negotiation between the parties and, accordingly, shall not be construed more strongly for or against either party regardless of which party was more responsible for the preparation of this Agreement or any portion thereof.

24. *Force Majeure.* Except as noted below, neither party shall be liable for any breach of its obligations under this Agreement resulting from a cause beyond its reasonable control, including but not limited to fires, strikes (of its own or another's employees), insurrection, riots, embargoes, container shortages, wrecks, delays in transportation, inability to obtain supplies and raw materials, or requirements or regulations of any civil or military authority. Under no circumstances, however, may such an event excuse a party from any obligation to pay any amounts or sums due to the other party. Each of the parties agrees to promptly notify the other upon becoming aware of an event described in this section. This notice must describe in detail the circumstances giving rise to the event. If a default due to an event described in this section shall continue for more than four weeks, the party not in default will be entitled to terminate this Agreement. The parties will retain any liabilities existing at the time of such a termination, but

neither party will incur any additional liability to the other as a result of the termination.

25. *Philanthropy Center.* To the extent Client's subscription includes Philanthropy Center, the Parties agree as follows:

- a. By providing Client a license to the Philanthropy Center, OrangeBoy is not acting as a charitable solicitor, fund-raiser, fund-raising counsel, or other similar term within the meaning of applicable law. OrangeBoy may provide consulting services related to Client's fund-raising activities only under the terms of a separate written agreement.
- b. The Philanthropy Center uses a third-party service (the "Payment Service"; currently Stripe Connect) to allow Client to accept payments from donors. Client agrees to be bound by the Payment Service's account agreement and applicable terms of service (currently set out at <https://stripe.com/connect-account/legal> and <https://stripe.com/legal>), including any fees charged by the Payment Service, and Client authorizes OrangeBoy to share transaction information with the Payment Service as necessary to facilitate payment processing.
- c. OrangeBoy may charge Client additional fees in an amount reasonably estimated to offset any fees charged by the Payment Service, including any currency-conversion or cross-border processing fees. (Currently, for U.S.-based transactions, Stripe Connect currently charges OrangeBoy \$0.25 plus 0.25% for each payout from a Client's account, and OrangeBoy offsets those fees by charging a fee of 0.25% of the amount of each transaction, deducted from each transaction as it occurs by Stripe Connect.)
- d. OrangeBoy does not control Client's use of the service, and Client accordingly agrees that OrangeBoy shall not be liable for any loss or liability related to transactions processed by the service, including but not limited to disputed charges, refunds, reversals, fraudulent activity, or fines associated with such transactions. Client agrees to indemnify OrangeBoy and hold it harmless against any such loss or liability, except to the extent that the loss or liability arose from OrangeBoy's own negligence or wrongdoing.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date set out above.

EXHIBIT A

Scope of Access and Services

Standard Features and Services

Each subscription to OrangeBoy applications includes the following system capabilities and services:

Set-up and Configuration

OrangeBoy will configure the client's applications to be accessible via a web browser. The minimum configuration of the Client's access shall be that users will have an Internet connection and access to the latest major release of Edge, Firefox, or Chrome. OrangeBoy will provide data specifications and a schedule to Client to begin any necessary implementation and data integration. OrangeBoy will work with Client to automate the data upload process for as many data sources as possible. Client will be responsible for uploading any additional data that cannot be automated according to the agreed upon schedule. (Note: if Client chooses to manage the data import process without allowing OrangeBoy the necessary access to system files, a data integration fee will be added based on the effort involved.)

Training

Client shall have access to web-based training on using the applications, as well as an online Knowledge Base. OrangeBoy will provide Client with a list of upcoming web-based training sessions after the parties have executed this Agreement.

Support

We provide our clients with unlimited remote support. Phone support is available on weekdays (except for U.S. federal holidays) between 9:00 AM and 5:00 PM Eastern Time. Online support is available 24 hours a day via our Knowledge Base, where end users can search for solutions to common questions or file a Support Ticket in which OrangeBoy will provide follow-up via email within one business day.

Maintenance

OrangeBoy pledges to make commercially reasonable efforts to maintain access to its applications during normal business hours, subject to occasional scheduled downtime for maintenance purposes (typically scheduled for short periods during non-working hours and communicated in advance), unforeseen maintenance and systems outages, and routine testing.

Savannah – Standard Features and Services

A subscription to OrangeBoy's Savannah platform will include the following system features and services:

- *Key Performance Indicators and Business Intelligence Report Metrics.* Client will see visualizations of integrated customer and organization data, based on the subscription level identified in pricing proposal.
- *Customers and Contact Manager.* The Customers and Contact Manager allows Client to manage customer relationships and manually add and edit customer information to each record. Batch loading and record tagging is made available at the onset of the agreement and during Savannah set-up and production.

Client can also perform forms-based, quick analyses or queries using the query functions in the Customers and Contact Manager to build marketing lists. Queries in the Customers and Contact

Managers are dynamic to provide smart lists for message automation (based on the characteristics that the Client defines and saves).

This feature also includes GIS mapping to provide the Client with dynamic geographic visualizations to queries.

- *Customer Clusters.* Customer records are assigned to a library cluster based on the customer's interaction with the library (including computer usage, print and AV circulation, and digital usage). Savannah segments customers using a proprietary process to group users with shared behaviors across service lines.
- *Messaging.* Client can create, automate, and deliver unlimited highly targeted email communications to its customers. Client may create email messages in rich content in text or HTML design. The Messaging feature includes:
 - Access to messaging protocols and information about best practices;
 - An unlimited number of unique messages and number of total emails sent;
 - Ability to use Savannah's built-in filters or create your own to target messages to specific audiences based on cluster, age, geography, activity type, and other combinations of characteristics;
 - Built-in reports that detail message results and measurement;
 - Ability to link individual actions to emails; and
 - Ability to automate messages based on behavioral or frequency triggers.
- *Content Exchange.* Savannah users across the platform can share their messages, reports, etc. in our Content Exchange, where other users can review, download into their site, and customize.
- *Net Promoter and Customer Feedback.* OrangeBoy works with the client to set up an industry-proven template to activate net promoter scoring, an automated message with a link to a survey sent to randomly selected customers following a recent library experience. Survey results are made available and viewable in Savannah. (For an additional fee, OrangeBoy can help clients set up and administer other survey types.)
- *Data Warehouse.* Client's Savannah subscription provides unlimited storage of select data, integration of supported third-party data sources, and data hosting and security provided by Microsoft Azure.

Client's subscription to Savannah will also include the following support and administrative services:

- *Unlimited End User Access.* Client can administer its own Savannah user base by adding and deactivating Savannah users, as well as controlling access to features and modules by assigning roles (and thus permissions) to particular users.
- *Savannah Community.*
 - OrangeBoy's self-service knowledge database, including videos, live and recorded webcasts, and written articles;
 - Client-only training and education events;
 - Up to two complimentary registrations to the Idea Exchange hosted by OrangeBoy, generally held in Columbus in August (client is responsible for travel and lodging expenses); and

- Access to templates used by other libraries as provided in the Savannah Content Exchange.
- *Administrative Services.*
 - Missing data alerts;
 - US Postal Service address standardization; and
 - Geo-coded customer records for GIS Mapping.

Add-on Modules

These modules are not included as part of a standard Savannah subscription. They will be included in Client's subscription only if indicated on the first page of this Agreement or in an addendum.

Market Watch

Provides market penetration, demographic indicators, and customer use to lend new insights about library service areas. Areas are defined by Census Tract or OrangeBoy-defined branch service areas based on one's primary use.

Subscription Center

With our Subscription Center module, Clients can easily manage their email newsletters. The backend system, accessible through our Savannah platform, lets Clients create and manage subscription messaging lists, update subscription preferences, and send preferred content to customers. Using either an embeddable iframe or standalone web page, customers can opt into or out of subscription lists and manage their own preferences for receiving subscription content.

Incident Reporting

Our Incident Reporting module lets Clients create incident reports, share them with appropriate staff, and build business intelligence reports to analyze trends. Clients can customize report forms based on their needs, as well as customizing user roles to ensure a secure and accurate communication channel to review and access reports.

Voter Match

OrangeBoy will match Client's cardholders to voter registration records and provide the Client with tagged email lists of registered voters and power voters in their district in Savannah. GIS mapping will also be available to see distribution of registered voter cardholders throughout the Client's service area.

Event Tracker

Event Tracker quickly and easily tracks library event attendance. Events are updated daily in Savannah and sign-in pages are generated allowing staff to easily check in attendees. Activity is logged directly into Savannah to use in reports and analytics, and to populate the "Eventfuls" cluster. Customers can be messaged based on event attendance for feedback, future events, and related services.

Philanthropy Center

OrangeBoy's Philanthropy Center is the *only* fundraising software developed exclusively for public libraries. It combines a powerful, streamlined set of tools to make library fundraising efforts efficient and affordable, regardless of library size. With Philanthropy Center embedded into Savannah, libraries can

identify library users as prospects for fundraising efforts, all controlled by each individual library based on its own fundraising practices and policies.

Forms 360

Forms 360 allows Savannah users to gain a 360-degree view of their operations by creating custom and dynamic forms for efficient data collection. Collected data is aggregated and displayed in BI Reports on the library's Savannah Dashboard. By providing this functionality in Savannah, libraries can move away from paper and other manual processes, centralize data collection, and measure all facets of library activities and performance in a secure and efficient manner.

SmartyCat for Events / SmartyCat for Libby

SmartyCat is a Savannah add-on module that lets users auto-generate content for messages. We currently offer two versions of this module. SmartyCat for Events works with a library's events calendar, pulling content by subject, branch, or audience to create event-specific or branch-specific messages. SmartyCat for Libby makes it easy for libraries to showcase their digital collection by creating customizable messages that showcase items from their curated lists on the OverDrive Marketplace. Both versions of SmartyCat use customizable templates and will notify designated users when a new message is auto-populated, to allow edits and approval before distribution.