



Park Ridge Public Library

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

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

**LIBRARY COMMITTEE AGENDAS  
BOARD OF TRUSTEES**

**Tuesday, February 10, 2026 – 7 p.m.**

**All committees are committees-of-the-whole unless noted**

**CALL TO ORDER**

**ROLL CALL**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**BUILDING & GROUNDS – Haggerty and Powers, Co-Chairs**

1. Approve Minutes of January 13, 2026
2. Project updates
3. Other

**BUDGET & FINANCE – Donahue and Rusk, Co-Chairs**

1. Approve Minutes of December 9, 2025
2. Approve FY25 budget carry forwards
3. Approve Carnegie Foundation gift allocation
4. Other

**PLANNING & OPERATIONS – Jarnagin and Kiem, Co-Chairs**

1. Approve Minutes of January 13, 2026
2. Task calendar review
3. Policy review
  - a. Children in the Library
  - b. Vulnerable Adults
4. FY25 statistics review and benchmarking
5. Other

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

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

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

January 13, 2026, at 7:00 p.m.

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

**ROLL CALL**

Trustees Present: Anita DeFrank, Michale Donahue (via phone), Kevin Haggerty, Briana Jarnagin, Josh Kiem, Danielle Powers, Theresa Renaldi, Gregg Rusk, Deepika Thiagarajan

Trustees Absent: None

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

**APPROVAL OF REMOTE ATTENDANCE**

President Renaldi asked Trustee Donahue the reason for his remote attendance. Trustee Donahue replied that he is out of town for business purposes. This being an approved reason for remote attendance,

Secretary Kiem made a

**MOTION:**

To approve remote attendance by Trustee Donahue due to work related travel

Vice President Powers seconded the motion.

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

**Motion passed**

Vice President Powers called the Building and Grounds Committee of the Whole meeting to order at 7:01 pm.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None

**APPROVAL OF MINUTES**

Secretary Keim made a

**MOTION:** to approve the minutes of the December 9, 2025 meeting

Trustee Thiagarajan seconded the motion.

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

**Motion passed**

**PROJECT UPDATES**

Director Bertucci reviewed the project status of projects currently underway. Highlights include:

- HVAC Project: NICOR's replacement of the gas main is scheduled for tomorrow. There are no issues anticipated because of this replacement which will increase the flow of gas into the building. A check-in meeting with contractors was held on January 12 and it was noted that punch list items from Phase 2 remain. Phase 3 is scheduled to begin in March, 2026.
- Ice Melt System Project: Andrew Jose from Green Associates has obtained quotes for installation of a snow fence for the roof. Quotes for fencing for the front quarter of the building are approximately \$30,000. Quotes for installation of fencing on the entire area where the snow melt system is installed are in the range of \$85 - \$128,000. Director Bertucci received these quotes this afternoon so additional information will be provided at the February, 2026 COW meeting.

**OTHER**

None

Meeting was adjourned at 7:06 p.m.



# Memorandum

**Memo Date:** February 6, 2026  
**From:** Joanna Bertucci, Library Director  
 John Priala, Facility Manager  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** February 10, 2026  
**Subject:** Building Project Updates

Project	
<b>HVAC Replacement Project</b>	The HVAC project is paused for now. Work will resume in early March. Our engineer, Jim Gibson, will attend the February 17 Board meeting to provide a project update.
<b>Ice Melt System</b>	<p>The ice melt system did not perform as expected during the most recent snowfall. Adjustments and repairs to the system are planned; however, these can only be completed once temperatures rise to an appropriate level.</p> <p>Given the system's performance and ongoing roof-related ice issues, I am recommending that the library move forward with soliciting bids for the installation of a <b>snow guard system</b>.</p> <p>A snow guard system works in tandem with the ice melt system by controlling how snow and ice move off the roof. Rather than allowing large sheets of snow and ice to slide and refreeze at roof edges and walkways, snow guards hold snow in place so it can melt gradually. When paired with an ice melt system, this approach:</p> <ul style="list-style-type: none"> <li>• Reduces ice buildup at roof edges</li> <li>• Improves pedestrian safety</li> <li>• Lessens strain on the ice melt system</li> <li>• Helps to protect the roof and surrounding infrastructure</li> </ul> <p>Andrew Jose of Green Associates has already solicited preliminary quotes for this work. All estimates exceeded \$25,000, which is above the library's legal authority to expend on capital projects without competitive bidding. As a result, the project will be formally put out to bid.</p> <p>Mr. Jose will prepare the technical specifications and drawings. The library's attorneys will draft the bid documents and assist with facilitating the bid opening. A project schedule will be provided once those materials are finalized.</p>

**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

December 9, 2025 at 7:00 p.m.

The meeting was called to order by President Renaldi at 7:20 p.m.

**ROLL CALL**

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

Trustees Absent: Briana Jarnagin

Others Present: Joanna Bertucci, Library Director; Angela Berger, Joan Wrenn, Library staff  
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**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

Treasurer Donahue called the Budget & Finance Committee of the Whole meeting to order at 7:20 p.m.

**APPROVAL OF MINUTES**

Trustee Thiagarajan made a

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

Vice President Powers seconded the motion.

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

Absent: Jarnagin

**Motion passed**

**BUDGET TRANSFERS**

Treasurer Donahue reviewed the proposed budget transfer:

- To approve an FY25 budget transfer from Adult non-fiction books and DVDs/BluRays in the amount of \$25,000 and \$16,000, respectively to Adult eBooks in order to fulfill end of year expenses of an additional \$41,000.

Treasurer Donahue made a

**MOTION:** to approve an FY25 Operating Budget transfer FROM Adult non-fiction books and DVDs/BluRays in the amount of \$25,000 and \$16,000 respectively, TO Adult eBooks

President Renaldi seconded the motion.

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

Absent: Rusk

**Motion passed**

**OTHER**

None

Meeting adjourned at 7:22 p.m.



# Memorandum

**Memo Date:** February 6, 2026  
**From:** Joanna Bertucci, Library Director  
 Joan Wrenn, Finance/HR Manager  
**Meeting Type:** Budget & Finance Committee of the Whole  
**Meeting Date:** February 10, 2026  
**Action Requested:** Approval  
**Subject:** FY25 to FY26 Budget Carry Forwards

**Background:**

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

**Building Improvements:**

1. The **Ice Melt Project** remains an open ticket item due to continued testing of the system. \$12,877 has been carried forward since FY20 and should be carried forward until the library is assured that the system is fully functional. *The library will not issue final payment without the advice of legal counsel.*
2. The balance of the Building Improvements fund has been allocated to the **HVAC project**, which was started in 2024.

Account Description	Original Budget	Adjustment	Revised Budget
Building Improvements – Budget FY26	\$740,000		
Building Improvements – Ice Melt System		+\$12,877	
Building Improvements – HVAC Project		+129,759	
<b>Adjustment TOTAL</b>	\$740,000	+\$142,636	<b>\$882,636</b>

**Recommendation:**

The Board approves the carry forwards, as presented.

**Suggested motion:**

- Approve FY25 to FY26 Building Improvement carry forward in the amount of \$142,636.



# Memorandum

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**Memo Date:** February 5, 2026  
**From:** Joanna Bertucci, Library Director  
Joan Wrenn, Finance/HR Manager  
**Meeting Type:** Budget & Finance Committee of the Whole  
**Meeting Date:** February 10, 2026  
**Action Requested:** Approval  
**Subject:** Amend FY26 Budget

**Background:**

In late 2024, the Carnegie Corporation of New York announced the Carnegie Libraries 250 initiative in honor of the United States' upcoming 250th anniversary. Through this program, every eligible Carnegie-funded public library nationwide, approximately 1,280 libraries, received a \$10,000 gift in January 2026 to be used at their discretion. Although PRPL no longer occupies the original Carnegie structure, the library was originally established with Carnegie funding and thus is eligible for this award. The \$10,000 check was received in January.

To honor the spirit of this gift and Andrew Carnegie's historic investment in public library infrastructure, I recommend that the Board amend the Library's capital budget to include this additional \$10,000. Allocating the funds to capital purposes aligns with the original intent of Carnegie philanthropy and supports the long-term stewardship of the library's physical assets.

**Suggested Motion:**

- Amend the Library's FY2026 capital budget to include an additional \$10,000, reflecting the Carnegie Libraries 250 gift received in January 2026 from the Carnegie Corporation of New York.

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

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

Held in the First Floor Meeting Room at the Library

January 13, 2026 at 7:00 p.m.

The meeting was called to order by Trustee Jarnagin at 7:13 p.m.

**ROLL CALL**

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

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

**APPROVAL OF MINUTES**

Trustee Thiagarajan made a

**MOTION:** to approve the minutes of December 9, 2025

Vice President Powers seconded the motion.

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

**Motion passed**

**TASK CALENDAR REVIEW AND UPDATE**

Trustee Jarnagin reviewed tasks listed for January on the annual task calendar noting that all are either in progress or completed. In response to an inquiry from Trustee Jarnagin, Director Bertucci explained the action items listed for February, 2026.

**POLICY REVIEW**

Director Bertucci directed the committee's attention to the memo on page 19 of the packet which outlines the policy review recommendations. Two policies, Conduct in the Library and Vulnerable Adults have no recommended changes. A recommendation to rescind the *Paging Patrons* policy is being made as this is procedural rather than a topic that requires a policy. Proposed changes to the remaining policies under review this month, *Children in the Library*, *Vulnerable Adults*, *Public Access Computers*, *Public Internet Access* and *Artwork Loans*, appear on pages 21 – 38 of the packet.

After discussion among the committee and with Director Bertucci, it was determined that rescission of the *Paging Patrons* policy would appear on the consent agenda for the January 20, 2026 Board meeting, *Public Internet Access*, *Public Access Computers*, and *Loans of Artwork* policies would appear under New Business on the Board agenda after Director Bertucci updates the policy drafts as a result of tonight's discussion.

The *Children in the Library* and *Vulnerable Adults* policies will be updated based on tonight's discussion and will be brought back for further discussion and review at the February 10, 2026 COW meeting.

Secretary Kiem made a

**MOTION:** to rescind the *Paging Patrons* policy

Trustee Jarnagin seconded the motion.

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

**Motion passed**

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

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

Held in the First Floor Meeting Room at the Library

January 13, 2026 at 7:00 p.m.

**KUPJACK MINIATURE LOAN**

The proposed Artwork Loan Agreement for the loan of the Kupjack Miniature Room to the Kalo Foundation of Park Ridge appears on page 37-38 of the packet. After discussion, it was determined that a number of edits to the agreement would be made and Director Bertucci will make said changes prior to the January 20, 2026 Board meeting.

**SPACE AUDIT UPDATE**

Director Bertucci provided an update on the timing for the upcoming space audit being conducted by David Vinjamuri. Due to personal illness, Mr. Vinjamuri was unable to visit the library on the originally scheduled dates but will be in the building on January 28 – 29. During his visit, he will meet with managers, staff and select trustees along with making observations of patron behaviors and building layout.

**OTHER**

None

Meeting closes at 8:20 pm

DRAFT



## BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY26

### JANUARY 2026

- Policy review
- Issue new policy manuals to trustees

### FEBRUARY 2026

- Policy review
- Budget carry forwards from FY25
- FY25 statistics review and benchmarking

### MARCH 2026

- Annual Library Certification due to State Library
- Receive FY Annual report (IPLAR)
- Policy review

### APRIL 2026

- Virtual Trustee Training at COW Meeting
- National Library Week 4/19-4/25
- Receive FY25 Annual report (Marketing)
- Personnel Committee: Library Director Evaluation form

### MAY 2026

- Statement of Economic Interest due to Cook County
- FY25 audit field work
- Nominating committee appointments
- Policy review

### JUNE 2026

- Approve CCS and OCLC annual fees
- Approve Non-resident library card resolution

### JULY 2026

- B&F check-in/levy forecast
- Discuss FY27 budget goals and levy forecast
- Annual trustee and staff anti-harassment training
- New trustee orientation

### AUGUST 2026

- Nominating Cttee. Meeting
- Welcome new and reappointed trustees
- Election of officers
- Approve FY27 salary plan
- Review budget assumptions for City-provided services
- FY25 Audit presentation

### SEPTEMBER 2026

- Board committee chairs assigned
- Approve FY27 draft budget
- Approve 2026 Levy request
- Recognize former trustees

### OCTOBER 2026

- National Friends of the Library week
- Per Capita Grant requirements assigned

### NOVEMBER 2026

- City Council Budget Workshop
- Review Per Capita Grant requirements
- Approve 2027 Days Closed schedule
- Library Director annual review – closed session
- Semiannual minutes review - closed session
- Policy review

### DECEMBER 2025

- Approve Per Capita Grant application
- City Council Approves Budget & Levy, First Reading
- Library Director annual review

### To be scheduled:

- Cyber security presentation

Updated: February 3, 2026



# Memorandum

**Memo Date:** February 4, 2026  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** February 10, 2026  
**Action Requested:** For review and approval  
**Subject:** Patron policies

**Background:**

The library is committed to keeping its policies relevant and up to date, so we review them on a cyclical basis to ensure they meet the needs of our community and support our mission. This approach allows us to address new developments, align with best practices, and maintain transparency in our services. The two policies listed below were discussed at the January 13 Committee of the Whole Meeting and tabled for further discussion in February. Updated drafts were sent to Planning and Operations co-chairs Kiem and Jarnagin ahead of the COW meeting.

Section	Policy	Recommendation
C. Patrons	Children in the Library	<p>Over the past year, staff have been tracking incidents of challenging patron behavior. Those efforts have underscored the need for greater clarity and consistency in how we articulate expectations around children’s use of the library.</p> <p>Suggested edits are intended to more clearly define the library’s role, the responsibilities of parents and caregivers, and the boundaries of staff intervention, while reaffirming the library’s commitment to being a safe, welcoming, and developmentally appropriate space for children and families. The updated language is designed to support staff in responding consistently and confidently to situations as they arise and to ensure that expectations are transparent to patrons.</p> <p>Changes after the January meeting focused on tightening up the first paragraph.</p>
C. Patrons	Vulnerable Adults	Refined the definition of “vulnerable adult” after review of neighboring libraries’ policies

**Recommended Motions:**

- Based on discussion and updates at the February 10, 2026, meeting, I respectfully recommend that the Board approve revisions to the following policies at the February 17, 2026, Regular Board Meeting:
  - Children in the Library
  - Vulnerable Adults

## **C11. CHILDREN IN THE LIBRARY**

### POLICY:

The Park Ridge Public Library welcomes the use of its facilities and services by children, however library staff do not function in loco parentis (i.e., in the position or place of a parent). The responsibility for the actions and behaviors of minors under the age of 18 who use the Library must be borne by the parent, guardian, or designated caregiver. A caregiver must be age 12 or older.

### RULES:

1. Children ages birth - 4 must be accompanied and directly supervised at all times by a parent, guardian, or caregiver. Direct supervision means the child and caregiver are within arms length and the caregiver's attention is on the child.
2. Children ages 5-8 must have a parent, guardian, or caregiver in the Library building for the duration of the child's visit. Children of this age may attend a Library program unaccompanied. However, the parent, guardian or caregiver is expected to remain in the library building and immediately join their child at the end of the program.
3. Unattended children age 9 and over are free to use the Library's resources as long as needed, provided that their behavior is not disruptive to other patrons or staff members and they adhere to the *Conduct in the Library* policy.
4. The Children's Services Department, on the Library's first floor, is for the use of children and adults accompanied by children. The Teen Loft, on the Library's third floor, is intended for the independent use of children, grades six through twelve. Adults without children are asked to utilize the spaces provided in the Adult Services Department.
5. If a child, under the age of 12, remains longer than 15 minutes after the building has closed, the Library staff member in charge will contact the police. The Library staff member in charge and an additional staff member will stay with the child until a parent, guardian, or police arrive.

Revised XXX

Revised June 21, 2022

Revised August 18, 2015

Revised May 18, 2010

Approved: April 15, 2008

## **C11. CHILDREN IN THE LIBRARY**

### **POLICY:**

The Park Ridge Public Library welcomes the use of its facilities and services by children, however library staff do not function in loco parentis (i.e., in the position or place of a parent). The responsibility for the supervision and safety actions and behaviors of minors under the age of 18 who use the Library must be borne by the parent, guardian, or designated caregiver. A caregiver must be age 12 or older. The Library is a public building, and as such, it is not recommended to leave children who have not attained 3<sup>rd</sup>-grade, unattended. The safety of children under the age of 18 lies with the parent, guardian, or caregiver.

### **RULES:**

- ~~1.~~ ~~Parents, guardians and caregivers are responsible for the safety and actions of those children whom they are supervising the Library. A caregiver must be age 12 or older. Library staff are unable to directly supervise or direct the activities children in the Library.~~
- ~~2.1.~~ Children in kindergarten or younger ages birth - 4 must be accompanied and directly supervised at all times by a parent, guardian, or caregiver. Direct supervision means the child and caregiver are within arms length and the caregiver's attention is on the child.
- ~~3.2.~~ Children who are not yet in 3<sup>rd</sup>-grade ages 5-8 must have a parent, guardian, or caregiver in the Library building for the duration of the child's visit. Children of this age A child who is not yet in 3<sup>rd</sup>-grade may attend a Library program without a parent, guardian or caregiver unaccompanied. However, the parent, guardian or caregiver is expected to remain in the library building and immediately join their child at the end of the program.
- ~~4.3.~~ Children in 3<sup>rd</sup>-grade, or older, may use the Library without a parent, guardian, or caregiver. Unattended children age 9 and over are free to use the Library's resources as long as needed, provided that their behavior is not disruptive to other patrons or staff members provided and they adhere to the *Conduct in the Library* policy.
- ~~5.4.~~ The Children's Services Department, on the Library's first floor, is for the use of children and adults accompanied by children. The Teen Loft, on the Library's third floor, is intended for the independent use of children, grades six through twelve. Adults without children are asked to utilize the spaces provided in the Adult Services Department.
- ~~6.5.~~ If a child, under the age of 12, remains longer than 15 minutes after the building has closed, the Library staff member in charge will contact the police. The Library staff member in charge and an additional staff member will stay with the child until a parent, guardian, ~~or,~~ or police arrive.

Revised XXX

Revised June 21, 2022

Revised August 18, 2015

Revised May 18, 2010

Approved: April 15, 2008

## C12. VULNERABLE ADULTS

### POLICY:

The Park Ridge Public Library strives to provide a welcoming and safe environment for all patrons. The Library is concerned for the safety of vulnerable adults in the Library. ~~Vulnerable adults are functionally, mentally or physically unable to care for themselves and should be accompanied by another adult in the Library at all times. This includes adults who need staff support beyond normal assistance with Library services and at Library programs. A vulnerable adult is patron over the age of 18 who is unable to reasonably care for themselves in an emergency or whose mental or physical disability requires a higher level of support beyond normal assistance with Library services.~~

### RULES:

1. A parent, guardian, or caregiver age 18 years or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their Library visits.
2. If it is determined a vulnerable adult is in the library without a parent, guardian or caregiver, the ~~Library staff member~~person in charge will attempt to contact that individual before calling 911. If a parent, guardian or caregiver cannot be reached within 15 minutes, the police will be contacted and asked to facilitate a wellness check.

Approved June 21, 2022



# Memorandum

**Memo Date:** February 6, 2026  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Planning and Operations Committee of the Whole  
**Meeting Date:** February 10, 2026  
**Action Requested:** For discussion  
**Subject:** Annual Statistics Review

**Background:**

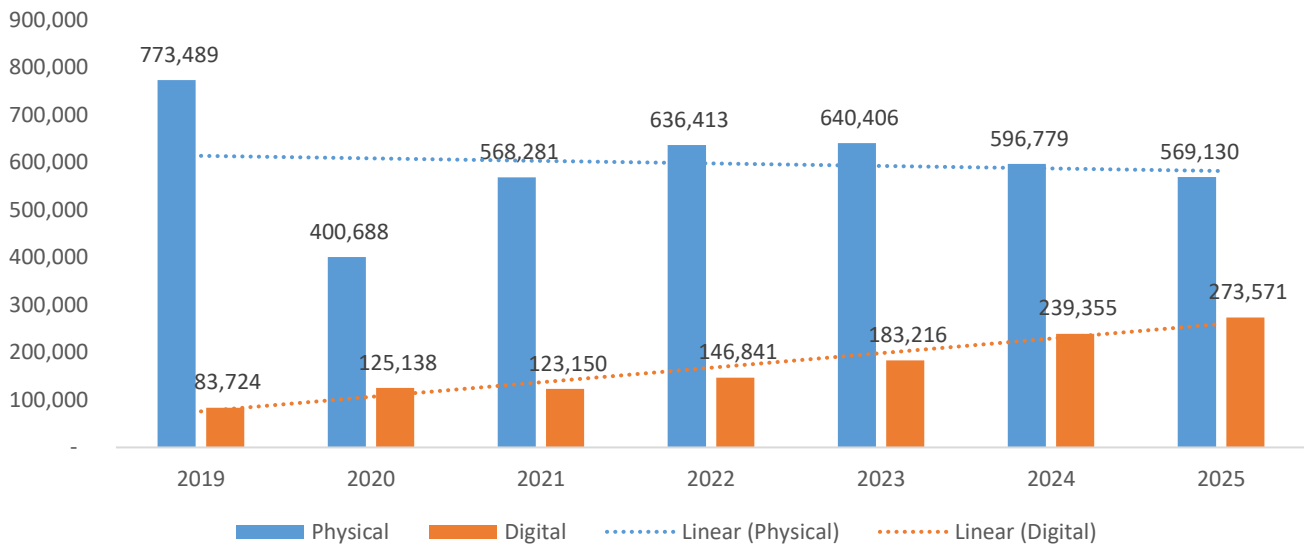
The start of the new fiscal year provides an opportunity to reflect on the previous year’s statistics and evaluate the library’s strengths and weaknesses in comparison to peer institutions. This year’s statistical review examines key trends and shifts in collection usage and purchasing patterns over the past several years. As we move forward with the new strategic plan, 2025 data will serve as the baseline against which goals are set and progress is measured.

**Circulation and materials:**

In 2025, the library circulated 842,701 physical and digital items, up 1% over the prior year. The data reveals notable shifts in library circulation patterns over the past three years, with a clear increase in digital checkouts and a recent decline in physical circulation as illustrated by the chart below.

Year	Annual Circulation	% Change
2019	861,000	7%
2020	526,000	-39%
2021	691,000	31%
2022	756,000	9%
2023	824,000	9%
2024	836,000	1%
2025	843,000	1%

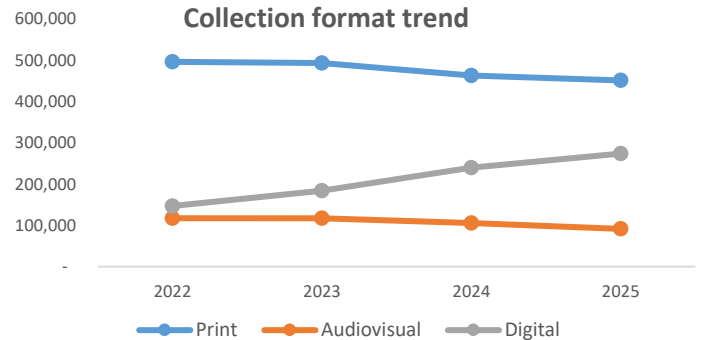
Physical vs. print circulation





# Memorandum

As illustrated in the chart to the right, Park Ridge Public Library is experiencing a clear shift in collection usage from physical formats toward digital materials. While print circulation remains the largest segment of overall use, it has shown a gradual decline since 2022. Audiovisual circulation peaked in 2023 and has decreased in subsequent years, reflecting broader changes in consumer media habits.



Digital materials usage continues to demonstrate strong and sustained growth with overall digital circulation increasing 14% in 2025 compared to the prior year. The table to the right breaks down digital content circulation by format.

To provide a more accurate picture of long-term trends, 2022 is used as the baseline year for this analysis, as digital usage in 2020 and 2021 was significantly skewed by pandemic-related closures and service disruptions.

Digital Format	2022	2023	2024	2025	% Change
Audiobooks	45,780	56,665	68,232	73,138	7%
Books	62,727	69,072	75,714	76,000	0%
Magazines	30,646	50,991	88,138	117,217	33%
Movies/TV	6,936	5,821	6,697	6,555	-2%
Music	722	667	574	651	13%
<b>Total</b>	<b>146,811</b>	<b>183,216</b>	<b>239,355</b>	<b>273,561</b>	<b>14%</b>

Digital magazines remain the fastest growing category, as illustrated above, with usage rising 33% year over year and nearly quadrupling since 2022. This growth was driven in large part by the introduction of a subscription feature that allows patrons to follow their favorite titles, ensuring new issues are automatically delivered to their accounts. This enhancement mirrors common consumer models, provides a seamless user experience, and contributed significantly to the sharp increase in magazine circulation beginning in 2023.

Digital audiobooks also show consistent growth in the chart above, increasing 7% in 2025 and more than 59% since 2022, reflecting patrons' preference for flexible, multitasking-friendly reading formats.

Digital books, as depicted above, have begun to level off, showing flat growth in 2025 after several years of increases, suggesting the format has reached a mature adoption point within the community.

Movies/TV and music remain relatively small segments of digital use, with minor fluctuations shown in the chart and limited impact on overall digital circulation.

Overall, the table above shows total digital circulation growing from 146,811 in 2022 to 273,561 in 2025, an increase of 86% over four years. These trends reinforce the importance of using post-pandemic data as a baseline and support continued, data-informed investment in high-demand digital formats as outlined in the Library's strategic plan.

Taken together, these trends support a balanced, data-informed collection strategy that sustains a strong print collection while continuing to invest in high-demand digital formats. In response to evolving print use, the Library has engaged a space consultant (David Vinjamuri/ThirdWay Spaces) to develop a display strategy for backlist titles and sunset legacy media, freeing space for more flexible, high-impact uses. This shift supports a move from a warehouse model to a merchandising- and display-driven approach that improves discoverability and better reflects how patrons browse materials. These efforts align with the Library's strategic plan goals to improve access, respond to community needs, and ensure responsible stewardship of taxpayer resources.



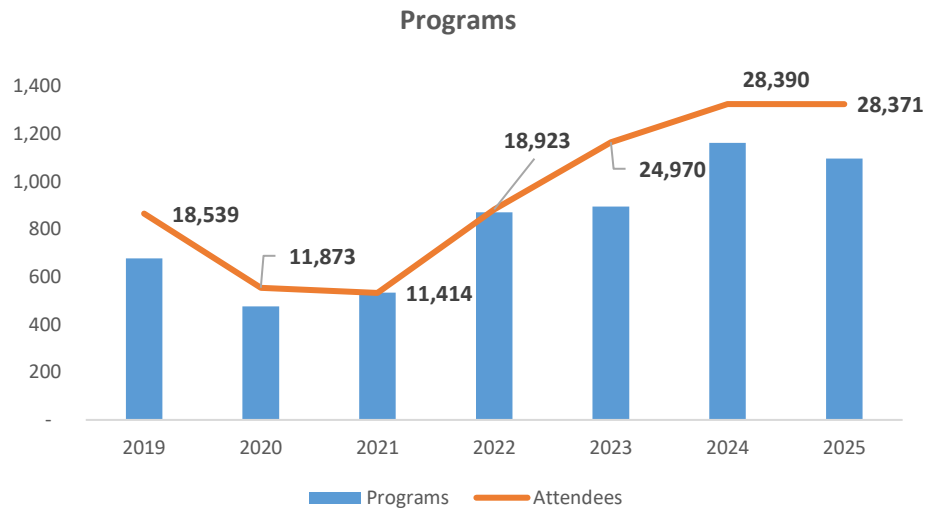
# Memorandum

## Door count and programs

2025 was another very busy year at the Park Ridge Public Library. Door count reached 306,097, the highest level in the seven-year period, representing an 18% increase over pre-pandemic visitation and a 4% increase over 2024. This continued growth underscores the Library’s role as a vibrant and heavily used community destination.

Library programs play a critical role in bringing people into the building and fostering community connection.

Program growth soared in 2023 and 2024, with both program offerings and attendance reaching new highs. In 2024, the Library offered 1,162 programs, an increase of 72% over 2019, while attendance rose to 28,390, representing a 53% increase over pre-pandemic levels.



In 2025, the number of programs decreased slightly to 1,096, while attendance remained essentially flat, declining by fewer than 20 attendees year over year. This resulted in an average of approximately 26 attendees per program, demonstrating improved efficiency and sustained community engagement despite offering fewer programs.

Overall, the data indicates that the Library has optimized its programming model by maintaining a robust slate of offerings while aligning programs more closely with community interests and making effective use of staff and resources.

## Cardholders

As of January 1, 2026, the Library has 19,959 active cardholders, with 1,903 new library cards issued during the year. It is important to note that total cardholder counts can be somewhat misleading, as patron records with three years of inactivity are automatically purged from the system. As a result, the Library’s cardholder total reflects *active accounts*, rather than historical registrations.

A patron’s “last activity” is recorded when they interact with the Library in a variety of ways, including—but not limited to—checking out or renewing materials; logging into the public access catalog (PAC); placing holds or interlibrary loan requests; accessing remote databases that require authentication; using self-check stations; and authenticating via SIP for printing, time management, or eContent access. This broad definition ensures that both in-building and digital engagement are captured.

Using this measure, 12,335 unique cardholders, approximately 62% of all active cardholders, engaged with the Library during the 2025 calendar year, based on a recorded last activity date within that year. Tracking engagement provides a more meaningful indicator of Library use than total cardholder counts alone, as it reflects how many patrons are actively interacting with Library services rather than simply how many cards exist in the system.

Measuring cardholder engagement helps the Library better understand how effectively its services, collections, programs, and digital platforms are meeting community needs, and informs decisions related to staffing, space, collections, and technology investments. Because of its value as a measure of active use and community connection, the Library will track this metric on an ongoing basis to monitor trends, establish benchmarks, and measure progress over time.



# Memorandum

The Library also recognizes that not every Park Ridge resident holds an individual library card, and that many households, particularly those with young children, often rely on a single shared card for convenience. To better understand overall community reach, the Library examined cardholders by household. Working with the CCS team, Patron Services Manager Anastasia Rachmaciej generated the following data,

- Total households in the service area: 14,384<sup>1</sup>
- Households with at least one library card: 9,065
- **63% of Park Ridge households have at least one library cardholder**

In addition, the cardholders-by-household map to the right (provided by CCS) shows broad geographic distribution of library cards across Park Ridge, indicating that the community is well saturated with library cardholders and that there are no identifiable areas that are underserved by the Library.

Taken all together, these data points provide a more accurate and nuanced picture of community engagement, demonstrating that a strong majority of households actively connect with the Library’s services, resources, and digital platforms, even when usage is consolidated under a single card.

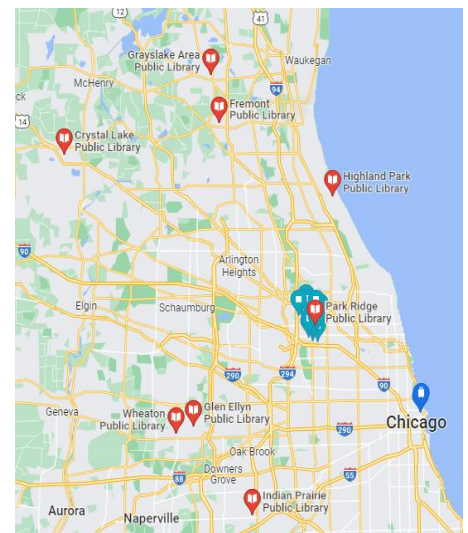
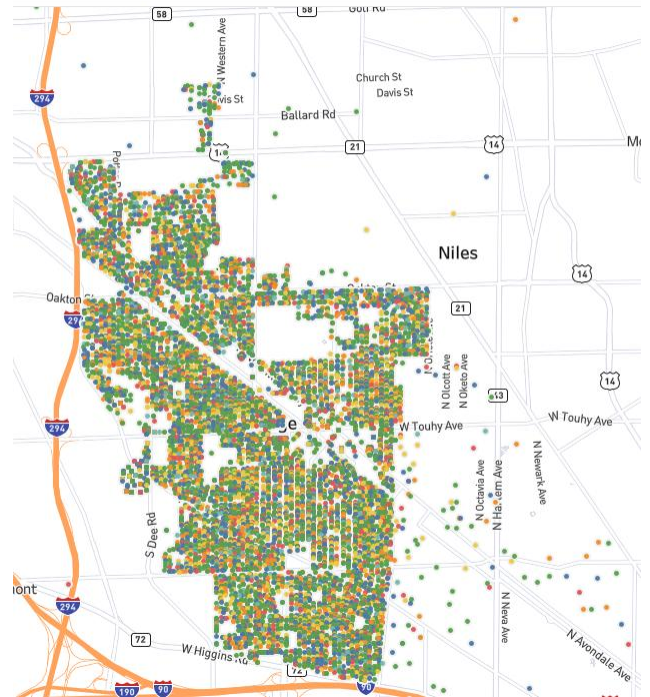
### Comparable Libraries

For the past three years, I used data from the most recent Illinois Public Libraries Annual Report (IPLAR) database, and the United States Census Bureau *QuickFacts* reports to develop a list of comparable libraries. Our comparable libraries have operating expenditures between \$3 and \$5 million dollars and have similar demographic profiles to the City of Park Ridge. I have reviewed the list developed last year and determined that the same list is applicable for this year’s analysis. The most recent IPLAR data available is from FY24. Since libraries have varying fiscal years, this data is representative of dates anywhere from January 1, 2023 through June 30, 2024. For the Park Ridge Public Library, the data is from January 1 – December 31, 2023.

1. Crystal Lake Public Library
2. Fremont Public Library (Mundelein)
3. Glen Ellyn Public Library
4. Grayslake Area Public Library District
5. Highland Park Public Library
6. Indian Prairie Public Library District (Darien)
7. Wheaton Public Library

<sup>1</sup> 2020 Census Data.

Park Ridge Public Library Unexpired Patrons as of 1/1/2026

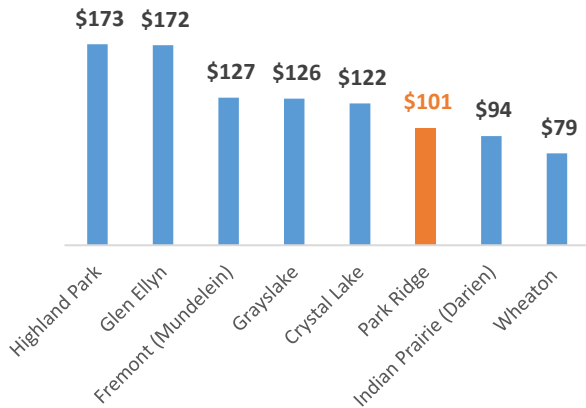




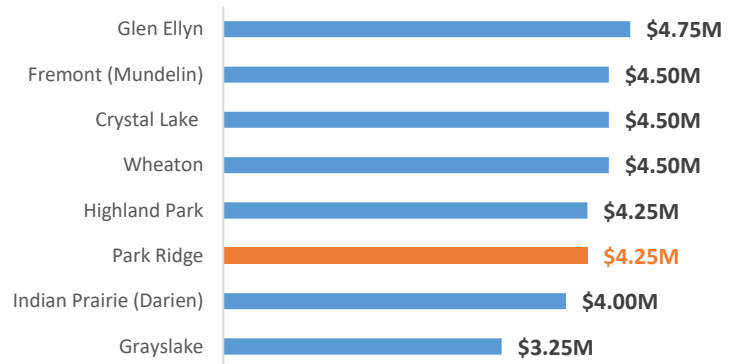
# Memorandum

**Funding and Spending:** Based on a review of data from comparable libraries, Park Ridge Public Library continues to provide excellent value for taxpayer dollars. Among our peer libraries, PRPL has the third-lowest operating expenditures while maintaining a reasonable tax rate. In addition, the Library’s tax allotment per resident is \$101, also the third lowest among our comparison group.

**Tax allotment per resident**

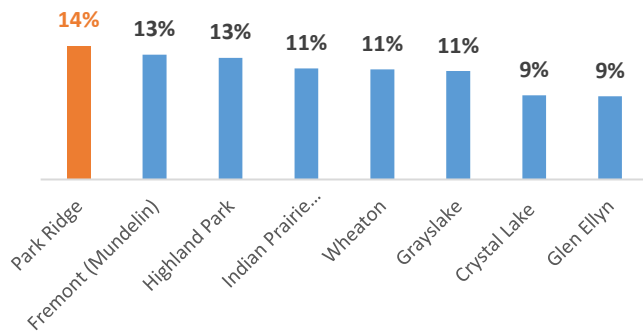


**Total operating expenditures**

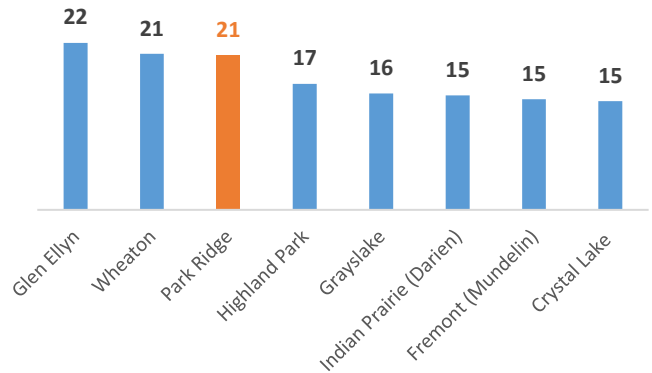


**Materials and Circulation:** Our spending on collections is the highest as a percentage of operating expenditures, when compared with other libraries, at **approximately 14%**. The Illinois State Library recommends that public libraries spend a minimum of 8-12% on collections. This has proven successful for us as we are tied for the **second highest circulation rate per capita among our peers at 21 circs per capita**.

**Materials expenditures % of total budget**



**Circulation per capita**

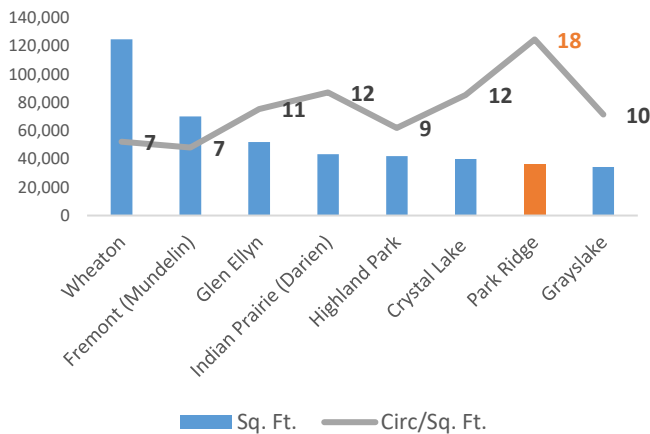




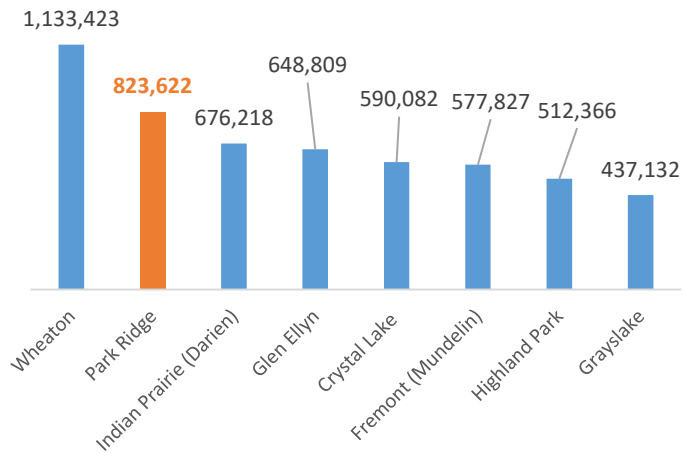
# Memorandum

We know that our building is small for the size of our community, prior (and current) Library trustees and administrators have been thoughtful about the highest and best use of public spaces to give patrons the most access to library collections and services. PRPL moves **40% more physical materials per square foot** than the closest comparably sized library, Crystal Lake Public Library with 40,000 square feet. In terms of overall circulation for FY23, we once again ranked **second at 823,622 total circs** compared to Wheaton Public Library, whose building is 3.5 times larger than Park Ridge.

### Physical circulation per square foot



### Total Circulation



### Conclusion:

The 2025 data and comparative analysis demonstrate that Park Ridge Public Library continues to be a high-performing, well-used, and cost-effective public institution. Across key measures, including circulation, digital use, programming, attendance, door count, and cardholder engagement, the library has not only recovered from the disruptions of the pandemic years but has stabilized and, in many areas, surpassed pre-pandemic benchmarks.

Compared with peer libraries, PRPL delivers strong outcomes while maintaining comparatively low operating expenditures and a modest tax burden, underscoring the library’s commitment to responsible stewardship of taxpayer dollars. Internally, the data reflects intentional, data-informed decision-making including shifting investment toward high-demand digital formats, optimizing programming for impact rather than volume, and upcoming plans to rethink physical space to improve access, merchandising, and patron experience.

Equally important, engagement metrics and household-level analysis show that the library’s reach is broad and equitable, with a strong majority of households actively connected to Library services and no identifiable underserved areas within the community. These findings affirm that PRPL remains a vital community anchor, one that adapts to changing needs while staying grounded in fiscal discipline and service excellence.

As the Library moves forward under its new strategic plan, 2025 data will serve as a critical baseline for measuring progress, setting realistic goals, and continuing to align resources with community needs. Together, these data reinforce that Park Ridge Public Library is well positioned to sustain its momentum and deliver meaningful value to the community in the years ahead.