



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, April 14, 2026 – 7 p.m.**  
**All committees are committees-of-the-whole unless noted**

**CALL TO ORDER**

**ROLL CALL**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**Guest: Leanne Furby, iLEAD Trustee Training Virtual**

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

1. Approve Minutes of March 10, 2026
2. Project updates
3. Other

**COMMUNICATIONS & DEVELOPMENT – Renaldi, Chair**

1. Approve Minutes of April 8, 2025
2. 2025 Annual Report draft
3. Other

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

1. Approve Minutes of March 10, 2026
2. Task calendar review
3. Policy review: The Studio
4. Space Audit project next steps
5. Other

**NO MEETINGS: BUDGET & FINANCE, NOMINATING, PERSONNEL, RESOURCES**

**MINUTES****PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

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

March 10, 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, Michael Donahue, 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, Joan Wrenn, Laura Scott (8:00pm)  
Library staff

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None

President Renaldi reminded the committee that the next Board meeting will be held on Monday, March 16, 2026 at the Library, rather than on Tuesday, March 17, 2026 at City Hall, due to March 17<sup>th</sup> being election day.

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

**APPROVAL OF MINUTES**

Trustee Thiagarajan made a

**MOTION:** to approve the minutes of the February 10, 2026 meeting

President Renaldi 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: Director Bertucci noted that work will begin March 16<sup>th</sup> on AHU3 which is located in the third-floor mechanical room. Contractors have developed a staging plan so that demo and removal of the old unit can occur between 6 -9 am before the library opens for the day, thereby eliminating patron and staff disruption. Also noted was that Boiler #2 is up and running after completion of scheduled warranty work
- Ice Melt System Project: The library is awaiting the completion of the technical specs and drawings from Green before our attorneys draft the required bid documents. A project schedule will be provided once these materials are finalized.
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**OTHER**

None

Meeting was adjourned at 7:03 p.m.



# Memorandum

**Memo Date:** April 10, 2026  
**From:** Joanna Bertucci, Library Director  
John Priala, Facility Manager  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** April 14, 2026  
**Subject:** Building Project Updates

Project	
<b>HVAC Replacement Project</b>	<p>Phase 3 of the HVAC project is progressing well. The new air handling unit has been fully installed and connected. Over the past week, crews have been installing the associated VAV (Variable Air Volume) boxes, with controls work to follow.</p> <p>Our condensing units, rooftop components that release heat from the building as part of the cooling process, have been delayed and are now expected on site in early May. As outdoor temperatures rise, this delay may result in warmer conditions within the library until the units are installed and fully operational.</p>
<b>Ice Melt System</b>	<p>Our attorney is putting the final touches on the snow guard project bid documents, and we hope to have a timeline to share at the COW meeting.</p>
<b>Network Separation Project</b>	<p>A kickoff meeting took place on April 1 and behind the scenes work has started on our network separation project.</p>

**MINUTES  
PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068  
Communications and Development Committee of the Whole Meeting of the Board of Trustees

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

**ROLL CALL**

**Trustees Present:** Anita DeFrank, Michael Donahue, Alexandra Hanba, Josh Kiem, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

**Absent:** Danielle Powers

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

Trustee Somheil called the meeting to order at 8:00 p.m.

**MINUTES**

President Thiagarajan made a

**MOTION:** to approve the minutes of March 11, 2025

Vice President Renaldi seconded the motion.

Voice Vote: Yes: DeFrank, Donahue, Hanba, Renaldi, Rusk, Somheil, Thiagarajan

Abstain: Kiem

Absent: Powers

**Motion passed**

**2024 ANNUAL REPORT**

Director Bertucci directed the Board’s attention to page 16 of the packet for the draft version of the 2024 Annual Report. Several suggestions for edits were made by the Board with an emphasis on clarifying language regarding the Library’s financial information. Noted were the cost transfers from the City to the Library which have occurred in recent years as well as the significant investments that have been made to maintain the Library building. Those investments will continue with a \$1.9 million HVAC project being undertaken beginning later this year. It was the consensus of the Board that modifications be made to the draft report and that approval for this not be included on the Consent Agenda but rather will be discussed further at the April 15, 2025 meeting.

**OTHER**

None

The meeting was adjourned at 8:26 p.m.

**ADJOURNMENT**

There being no further business for the Committees’ consideration;

Vice President Renaldi made a

**MOTION:** To adjourn the Committee of the Whole Meeting

Secretary De Frank seconded the motion

Voice Vote: All in favor

None opposed

Meeting was adjourned at 8:26 p.m.



# Memorandum

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**Memo Date:** April 10, 2026  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Communications & Development Committee of the Whole  
**Meeting Date:** April 14, 2026  
**Subject:** 2025 Annual Report

**Background:**

In accordance with the Library Board Bylaws, the Library Director is required to prepare and present an annual report summarizing the Library’s activities, accomplishments, and operations for the preceding year.

This year’s report highlights the accomplishments, partnerships, and initiatives that reflect our continued commitment to serving the Park Ridge community with excellence.

The final version of the report will be available in hard copy at the Library, published on our website, and distributed in print to the City Manager and elected officials in accordance with our Bylaws.

Please feel free to share any suggestions or edits via email ahead of the COW meeting. I look forward to discussing the report at the April 10 Committee of the Whole meeting.

**Recommended Motion:** Approve the 2025 Annual Report [as amended]

**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

March 10, 2026 at 7:00 p.m.

The meeting was called to order by Trustee Jarnagin at 7:03 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, Joan Wrenn, Library staff

**APPROVAL OF MINUTES**

Trustee Jarnagin made a

**MOTION:** to approve the minutes of January 13, 2026

Trustee Donahue seconded the motion.

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

Absent: None

**Motion passed**

**TASK CALENDAR REVIEW AND UPDATE**

Trustee Jarnagin reviewed tasks listed for March on the annual task calendar noting that all are either in progress or completed. Looking ahead to April, Trustee Jarnagin noted that virtual trustee training will be held at the April COW meeting, the Committee will receive the 2025 Annual Report along with a Strategic Plan first quarter review.

**IT NETWORK SEPARATION PROJECT**

The library's network services provider, OSG, is recommending that PRPL implement a segmented network environment that will separate staff and patron devices into distinct virtual networks (VLANs). The goal of this project is to reduce potential vulnerabilities and ensure continued reliability for both staff operations and patron access. OSG has prepared a proposal for the committee's consideration with a fixed cost for the project of \$14,800, as the work falls outside the scope of the day-to-day service contract.

In response to questions from trustees regarding project costs and required work effort, Director Bertucci provided OSG's estimates of hours required and billing rates and stated her opinion that the proposed project costs appear reasonable. She also noted that the FY26 budget includes \$50,000 for capital IT projects.

Trustee Thiagarajan made a

**MOTION:** to approve OSG's Statement of Work for the network separation project in the amount of \$14,800

Trustee Jarnagin seconded the motion.

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

Absent: None

**Motion passed**

**POLICY REVIEW**

Trustee Jarnagin directed the committee's attention to the memo on page 13 of the packet which outlines the policy review recommendations for the policies that are being reviewed this month. She referenced each policy

**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

March 10, 2026 at 7:00 p.m.

individually, asking the committee for comments/requested changes to the revisions presented. The changes requested relate to:

- the Studio and Media Lab policy language regarding minimum age required for use of space – standardize the language for consistency across these two policies
- Discussion of liability in The Studio policy – Trustee Rusk requested that Item #7 be sent to the library’s attorney for review to ensure the adequacy of the language regarding the library’s liability for use of Studio equipment. Further review of The Studio policy will be deferred until such time as the attorney’s opinion on this matter is received.

There being no additional questions or comments on the proposed changes

Trustee Jarnagin made a

**MOTION:** to approve the following policies as amended, based on discussion and updates

- Photography, Video, and Audio Recording
- Website
- Social Media
- Meeting Rooms
- Charity Collection Containers
- Digital Media Lab
- Community Bulletin Board
- Display Case and Exhibits

Trustee Thiagarajan seconded the motion.

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

Absent: None

**Motion passed**

**OTHER**

None

**Meeting adjourned at 7:32pm**

**BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY26****JANUARY 2026**

- ✓ Policy review
- Issue new policy manuals to trustees
- [Strategic Plan Quarter 4 review \(2027\)](#)

**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)
- [Strategic Plan Quarter 1 review](#)

**MAY 2026**

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

**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
- [Strategic Plan Quarter 2 review](#)

**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
- [Strategic Plan Quarter 3 review](#)

**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

Updated: April 7, 2026



# Memorandum

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**Memo Date:** April 7, 2026  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** April 14, 2026  
**Action Requested:** For review and approval  
**Subject:** The Studio policy

**Background:**

In March, the Board tabled its review of The Studio policy and asked that I consult with our attorney regarding Section 7, which addresses liability. The language highlighted in yellow reflects the attorney's recommendations. All other edits are non-substantive.

**Recommended Motions:**

1. Based on discussion and updates at the April 14, 2026 meeting, I respectfully recommend that the Board approve revisions to The Studio policy at the April 21, 2026 Regular Board Meeting.

## C18. The Studio

### POLICY:

The Studio provides Park Ridge Library card holders with access to equipment and software to explore their creativity and curiosity using various technologies, tools and equipment.

### RULES:

1. The Studio is open to Park Ridge Public Library card holders ~~14 years of high school~~ age or older. ~~Younger users~~ Users younger than high school age must be accompanied and monitored by an adult that will remain with them during the entire appointment.

~~2. A valid ID is required and will be held at the Reference Desk during the appointment.~~

~~3.2.~~ 3.2. First time users are required to attend an orientation session prior to using The Studio. New users that need additional assistance beyond the basic orientation must schedule appointments for The Studio when a designated staff member is available to assist them. ~~Staff will provide up to three training sessions based on availability.~~

~~4.3.~~ 4.3. First time users must read The Studio Policy and sign a form stating that they will comply with these rules and agree that they will be financially responsible for any misuse or damage to equipment. Users younger than 18 must have a parent or legal guardian sign this form.  
~~5.~~

~~4.~~ 4. Library staff will direct users to instructions and information on using the equipment, tools and software, ~~in the Lab but cannot provide individual assistance.~~ Use of select equipment and tools require staff assistance to operate. ~~Outside materials are subject to staff approval.~~

~~6.—~~

~~7.1. Use of select equipment and tools require staff assistance to operate.~~

~~8. Materials are subject to staff approval.~~

~~9.5.~~ 9.5. Card holders may use The Studio for up to 2 hours per day, if there aren't other reservations in the queue. Appointments may be made in person or by calling the Reference Department (847) 720-3230 or email [thestudio@parkridgelibrary.org](mailto:thestudio@parkridgelibrary.org) ~~prkref@parkridgelibrary.org~~. Appointments will be held for ten minutes.

~~10.6.~~ 10.6. A maximum of 10 people are allowed in The Studio at one time.

7. The Park Ridge Library is not liable for any loss, damage, expense, or injury sustained in the use of the equipment in The Studio. The library is not responsible for equipment, projects or files (digital or print) left behind. The Park Ridge Library is not liable for any loss, damage, expense, or injury sustained through use of The Studio, its equipment, tools, or materials. Users assume all risks associated with the use of The Studio, its equipment, tools, and materials, including but not limited to personal injury or damage to personal property. Users assume sole responsibility for their personal belongings, and the Library is not responsible for equipment, projects or files (digital or print) left behind. Files saved on Studio computers

or equipment may be deleted at any time and should not be considered secure or private. Incomplete or abandoned projects may be discarded at staff discretion.

~~11.~~

~~12.8.~~ Users may not leave The Studio unattended. Doing so will forfeit use of the room for that day.

~~13.9.~~ No food or drinks of any kind are permitted in The Studio.

~~14.10.~~ Users that do not comply with The Studio policy or the Library's *Conduct in the Library* policy will not be allowed to use The Studio.

~~114.~~ The Library reserves the right to halt, delete or disallow the creation of items that violate Library policy including the creation materials that are:

- Prohibited by local, state or federal law
- Used as weapons
- Unsafe, harmful, dangerous or pose a threat to the well-being of others
- Obscene or otherwise inappropriate
- In violation of another's intellectual property rights

Revised XXX

Revised February 15, 2022

Approved September 17, 2019



# Memorandum

**Memo Date:** April 10, 2026  
**From:** Joanna Bertucci, Library Director  
 Laura Scott, Adult Services Manager  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** April 14, 2026  
**Action Requested:** Information only  
**Subject:** Space audit project update

## Background:

As part of the Library's Strategic Plan initiative to optimize spaces, the library engaged ThirdWay Spaces (David Vinjamuri) to conduct a comprehensive space audit. The goal of this work is to ensure our physical spaces, collections, and furnishings align with current and future patron needs while maximizing usability, flexibility, and engagement.

## Update:

The space audit project continues to move forward. On March 27, we met with David Vinjamuri and Shaun Kelly of Engberg Anderson to review the draft space audit report, as well as initial marketplace design and furnishing concepts developed by Engberg Anderson. We are scheduled to meet again on April 15 to further refine the design and furnishings plan.

A key component of the proposed plan is the creation of a *marketplace* collection area. Mr. Vinjamuri defines a marketplace as "a set of curated displays divided by topic or interest that contain a mixture of new items along with older collections items on the same topic." To create a marketplace in our Reader Services area, our plan is to repurpose existing adult new book shelving and CD fixtures into flexible, high-impact display shelving designed to promote browsing and increase circulation.



Reader Services - new book fixtures



Reader Services - CD fixtures

# Memorandum



## Proposed Marketplace area

As part of this transition:

- CDs and physical audiobooks will be phased out over the next 6-12 months.
- The DVD collection will undergo a significant weeding to reduce footprint and improve accessibility. The marketplace will include a DVD thematic display, most likely “family feature films.”

At a high level, the anticipated timeline is:

- **2026:** Develop and implement the marketplace area
- **2027:** Remove audiobook shelving (indicated within yellow circle) to create space for additional patron seating. We are exploring adding pod-style seating to this area.



Mr. Vinjamuri is expected to present the final space audit report to the Board via Zoom at either the April 21 Board Meeting or the May 12 Committee of the Whole meeting.

In parallel, Patron Services Manager Anastasia Rachmaciej is leading a heat mapping project. Heat mapping is a data-driven approach that tracks how patrons move throughout the library, identifying high-traffic and low-traffic areas, dwell time, and usage patterns. This analysis will help inform placement of collections and displays, particularly within the marketplace model. The goal is to relocate underperforming or lesser-used materials into high-visibility areas to increase discovery and circulation.

This work represents a significant step toward creating a more dynamic, user-centered library environment. We look forward to sharing additional updates as the project progresses.