



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, May 12, 2026 – 7 p.m.
All committees are committees-of-the-whole unless noted

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT ON NON-AGENDA ITEMS

PLANNING & OPERATIONS – Jarnagin and Kiem, Co-Chairs

1. Approve Minutes of April 14, 2026
2. Space Audit – virtual presentation - David Vinjamuri
3. Task calendar review
4. Other

BUDGET & FINANCE – Donahue and Rusk, Co-Chairs

1. Approve Minutes of February 10, 2026
2. Budget transfer
3. Other

BUILDING & GROUNDS – Haggerty and Powers, Co-Chairs

1. Approve Minutes of April 14, 2026
2. Project updates
3. Snow Guard Project bid results
4. Other

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

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

April 14, 2026 at 7:00 p.m.

The meeting was called to order by Trustee Kiem at 7:37 p.m.

ROLL CALL

Trustees Present: Anita DeFrank, Michael Donahue, Josh Kiem, Danielle Powers, Deepika Thiagarajan

Trustees Absent: Kevin Haggerty, Briana Jarnagin, Theresa Renaldi, Gregg Rusk

Others Present: Joanna Bertucci, Library Director; Angela Berger, Joan Wrenn, Library staff
Kevin Haggerty, on phone (as guest)

APPROVAL OF MINUTES

Trustee Thiagarajan made a

MOTION: to approve the minutes of March 10, 2026

Vice President Powers seconded the motion.

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

Absent: Haggerty, Jarnagin, Renaldi, Rusk

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Trustee Kiem reviewed tasks listed for April on the annual task calendar noting that all are in progress. Looking ahead to May, Trustee Kiem noted the required filing of Statements of Economic Interest and Director Bertucci noted that the space planning follow-up discussion with David Vinjamuri will be added to the May task calendar.

POLICY REVIEW-THE STUDIO

After consulting with the library's attorneys, Director Bertucci made the recommended changes to The Studio policy which appear beginning on page 10 of the packet. The result is a clarified paragraph on the library's liability as it relates to Studio use. Vice President Powers noted that she would like to see an additional disclaimer added stating that the library is not responsible for files that get corrupted or otherwise damaged. Director Bertucci replied that she would add that to the policy being presented in the packet.

Trustee Thiagarajan made a

MOTION: to approve The Studio Policy, as revised

Trustee DeFrank seconded the motion.

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

Absent: Haggerty, Jarnagin, Renaldi, Rusk

Motion passed

SPACE AUDIT PROJECT – NEXT STEPS

Director Bertucci provided preliminary information on the planning taking place as a result of the space audit. It is anticipated that marketplaces will be created on the second floor and they would be arranged by genre or topic and would be curated and replenished by staff. These marketplaces would include both new titles and backlist titles that currently reside in the stacks.

Also, as part of the planning, CDs and physical audiobooks will be weeded over the next 6 -12 months allowing for additional space for seating. Where possible, shelving will be repurposed for use in the new marketplace design. Products for additional seating that would provide more semi-private spaces are being researched.

MINUTES

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April 14, 2026 at 7:00 p.m.

Director Bertucci shared that the heat mapping project is ongoing as it provides guidance as to usage of our current collections. She also explained that the library’s catalog has recently been upgraded to allow for a shelf location of “display” which will support the marketplace concept. At this time, it is anticipated that somewhere between 8 – 12 marketplaces will be created. Additional information will be provided at the May COW when David Vinjamuri joins the meeting virtually.

OTHER

None

Meeting adjourned at 7:56pm

ADJOURNMENT

There being no further business, Vice President Powers entertained a motion to adjourn the COW meetings.

Trustee Thiagarajan made a

MOTION: to adjourn the meeting

Trustee DeFrank seconded the motion.

Voice Vote: In favor: DeFrank, Donahue, Kiem, Powers, Thiagarajan

Opposed: None

Motion passed

The meeting was adjourned at 7:56 p.m.

**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**
- ✓ Library Award (2027, 2029, 2031)

MAY 2026

- Statement of Economic Interest due to Cook County
- FY25 audit field work
- Nominating committee appointments
- Space Audit presentation

JUNE 2026

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

JULY 2026

- Cyber Security presentation OSG
- 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 29, 2026

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

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

The meeting was called to order by Treasurer Donahue at 7:13 p.m.

ROLL CALL

Trustees Present: Michael Donahue, Kevin Haggerty, Briana Jarnagin, Josh Kiem, Danielle Powers, Theresa Renaldi

Trustees Absent: Anita DeFrank, Gregg Rusk, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library staff
Gregg Rusk (via phone)

APPROVAL OF MINUTES

Treasurer Donahue made a

MOTION: to approve the minutes of the December 9, 2025 Budget & Finance Committee of the Whole Meeting

Vice President Powers seconded the motion.

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

Motion passed

APPROVE FY25 BUDGET CARRY FORWARDS

Each year in February, capital projects from the prior year are reviewed to determine where budgeted funds remain for projects in progress. Funds allocated for these projects are then brought to the Board's attention so that they may be carried forward into the new fiscal year.

Treasurer Donahue reviewed the proposed capital budget carry forwards:

- For the Ice Melt System - \$12, 877 and for the HVAC Project - \$129,759; for a total carry forward of \$142,636.

Treasurer Donahue made a

MOTION: to approve an FY25 to FY26 Building Improvement carryforward in the amount of \$142,636

Vice President Powers seconded the motion.

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

Motion passed

AMEND FY26 BUDGET FOR CARNEGIE FOUNDATION GIFT

In January, 2026 the library received a \$10,000 gift from the Carnegie Foundation. Through this program, every Carnegie founded library in the United States received this gift. Director Bertucci is recommending that these funds be allocated to the FY26 Capital Budget, in keeping with the original intent of Carnegie's philanthropy.

Treasurer Donahue made a

MOTION: to amend the FY26 Capital Budget to include an additional \$10,000, reflecting the gift received from the Carnegie Foundation

President Renaldi seconded the motion.

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

Motion passed

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

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

OTHER

None

Meeting adjourned at 7:15 p.m.

DRAFT



Memorandum

Memo Date: May 4, 2026
From: Joanna Bertucci, Library Director
 Joan Wrenn, Finance/HR Manager
Meeting Date: May 12, 2026
Subject: Budget Transfer
Requested: Approval

Request:

Transfer funds from Adult Services budget to the newly established Per Capita Grant expense budget line to accommodate the acquisition of eBooks through the 2025/2026 Per Capita Grant. This expense line (201 5011 951101) will offset the revenue recorded in the already established State Grants line (201 833000). This budget transfer will provide greater transparency in tracking our Per Capita Grant expenses.

TRANSFER FROM:			
BUDGET LINE	BUDGET LINE DESCRIPTION	AMOUNT	
201-5017-954012	AS-Ebooks	(\$58,493)	
	TOTAL	(\$58,493)	
TRANSFER TO:			
BUDGET LINE	BUDGET LINE DESCRIPTION	AMOUNT	
201-5011-951101	ADM - Per Capita Grant	\$ 58,493	
	TOTAL	\$ 58,493	

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	%USED
2015017	954012	AS-EBooks	140,000	81,507	16,500.00	65,007.00	20.24%
2015011	951101	ADM-Per Capita Grant	0	58,493	24,000.00	34,493.00	41.03%

Recommended Motion:

Approve the FY26 Operating Budget Transfer in the amount of \$58,493.00 from Adult eBooks to Administration – Per Capita Grant to provide clear and accurate accounting for grant funds.

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

April 14, 2026, at 7:00 p.m.

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

ROLL CALL

Trustees Present: Anita DeFrank, Michael Donahue, Josh Kiem, Danielle Powers, Deepika Thiagarajan
 Trustees Absent: Kevin Haggerty, Briana Jarnagin, Theresa Renaldi, Gregg Rusk
 Others Present: Joanna Bertucci, Library Director; Angela Berger, Joan Wrenn, Library Staff
 Kevin Haggerty (via telephone as guest)

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

Guest Speaker: Leanne Furby, iLEAD Trustee Training Virtual

iLEAD—Leadership, Empowerment, Accessibility, and Development for Public Library Trustees is an online learning portal created specifically for Illinois Public Library Trustees. Funded by a grant from the Illinois State Library and developed by the Illinois Heartland Library System (IHLS), iLEAD brings together the expertise of subject matter specialists from across the state. The portal provides trustees with essential knowledge, legal requirements, and practical resources to help them serve as effective, confident, and influential leaders of their libraries.

Ms. Furby provided an overview of the information available on the portal and the calendar of events and training sessions available. PRPL will provide Ms. Furby with the library email addresses assigned to each trustee so that she can establish them in the iLEAD system. This is a valuable resource for trustees and is an excellent resource for their training needs.

Director Bertucci thanked Ms. Furby for virtually attending the meeting.

Vice President Powers called the Building and Grounds Committee of the Whole meeting to order at 7:28 pm.

APPROVAL OF MINUTES

Trustee Thiagarajan made a

MOTION: to approve the minutes of the March 10, 2026 meeting

Trustee DeFrank seconded the motion.

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

Absent: Haggerty, Jarnagin, Renaldi, Rusk

Motion passed

PROJECT UPDATES

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

- HVAC Project: Director Bertucci noted that Phase 3 of the HVAC project is going well. Condensing units have been delayed, which may result in warmer temperatures inside the building as outside temperatures rise.
- The library’s attorney is finishing the bid documents for the snow guard project. Bids will be due on May 7, 2026 and Director Bertucci anticipates having a recommendation to bring to the May COW meetings.

OTHER

None

Meeting was adjourned at 7:32 p.m.



Memorandum

Memo Date: May 7, 2026
From: Joanna Bertucci, Library Director
John Priala, Facility Manager
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: May 12, 2026
Subject: Building Project Updates

Project	
HVAC Replacement Project	Phase 3 of the HVAC project continues to move forward. Our condensing units, rooftop components that release heat from the building as part of the cooling process, arrived on Wednesday, May 6. It will take approximately 3 weeks for the units to be piped in and connected to the new system.
Ice Melt System	The bid opening for the snow guard installation project took place on Thursday, May 7 at 11 am. Three bids were submitted.
Network Separation Project	Work on our network separation project continues. We expect completion by the last week of May.



Memorandum

Memo Date: May 8, 2026
From: Joanna Bertucci, Library Director
 John Priala, Facility Manager
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: May 12, 2026
Subject: Snow Retention System project bids

Background:

On Thursday, May 7, the Library opened bids for the Snow Retention System project. Three proposals were received and the bids were recorded as follows:

	Bidder	City/State	Base Bid
1	G.E. Riddiford Roofing Company	Arlington Heights, IL	\$79,950
2	L. Marshall, Inc.	Glenview, IL	\$78,000
3	Metalmaster Roofing, Inc.	McHenry, IL	\$87,126

As of Friday, May 8, Green Associates is reviewing the bids. The bids came in significantly higher than the original estimate of approximately \$50,000. Administration has shared the results with legal counsel and will provide additional information at the May 12 Committee of the Whole meeting.

No recommendation at this time.