

## 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

February 13, 2024 at 7:00 p.m.

The meeting was called to order by Trustee Renaldi at 7:09p.m.

#### ROLL CALL

Trustees Present: Anita DeFrank, Alexandra Hanba, Danielle Powers, Lauren Rapisand (via telephone), Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

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

Trustee Renaldi made a

**MOTION:** to approve the minutes of January 9, 2024

Trustee Somheil seconded the motion.

Roll Call Yes: De Frank, Hanba, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

**Motion passed**

#### TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for February, noting that tasks are being completed on schedule.

#### ANNUAL STATISTICAL REVIEW

Director Bertucci reviewed the report beginning on page 6 of the packet that looks at FY23 operational statistics compared with those of prior years and also with those from comparable libraries.

In reviewing 2023 stats with those from prior years, Director Bertucci noted that circulation increased by 9% over prior year with physical circulation flat and digital circulation up 54%. Door counts for 2023 exceed those of 2022 by nearly 20% and exceed pre-pandemic levels for the first time. Also noted were program attendance statistics and increased usage of the Studio and Media Lab.

Director Bertucci then reviewed the Library's statistics as compared with those of comparable area libraries. Noted was that PRPL continues to be an excellent value for taxpayer dollars based on comparison of tax rates and operating expenditures with those of comparable libraries. Another comparison to note is that of PRPL's cost per circulation of \$5.33 per item which compares quite favorably to other libraries. Physical item circulation per square foot is 25% more than that of the closest comparably sized library.

Treasurer Rusk expressed his appreciation for having access to this data and asked about funding for increased digital resources if the trend of growth in that area continues. Director Bertucci replied that staff will be looking at usage of physical collections that may be trending downward as a possible source of additional funding for the digital collections. Staff will also be looking at usage of databases and the related cost/usage.

The committee discussed possible ways to best use the data from this analysis in communications with stakeholders.

#### OTHER

None

The meeting was adjourned at 7:51 p.m.

**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  
February 13, 2024 at 7:00 p.m.

President Thiagarajan called the meeting to order at 7:00 p.m.

**ROLL CALL**

Trustees Present: Anita De Frank, Alexandra Hanba, Danielle Powers, Lauren Rapisand (via telephone), Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan  
Trustees Absent: Josh Kiem  
Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library Staff

**APPROVAL OF REMOTE ATTENDANCE**

President Thiagarajan noted that Trustee Rapisand is attending the meeting remotely via telephone. It is necessary that a vote be taken to approve this remote attendance. President Thiagarajan asked the reason for remote attendance and Trustee Rapisand stated that she is calling into the meeting due to personal illness. There being no objection,

President Thiagarajan made a

**MOTION:** to approve the remote attendance of Trustee Rapisand

Vice President Hanba seconded the motion.

Roll Call Vote: Yes: De Frank, Hanba, Powers, Renaldi, Rusk, Somheil, Thiagarajan

**Motion passed**

**APPROVAL OF MINUTES**

Trustee De Frank made a

**MOTION:** to approve the minutes of the January 9, 2024 meeting

Vice President Hanba seconded the motion

Roll Call Vote: Yes: De Frank, Hanba, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

**Motion passed**

**PROJECT UPDATES**

Director Bertucci reviewed the memo on page 3 of the packet that details the status of projects currently in progress. The exterior project will be completed when better weather allows for the completion of punch list items.

Progress is being made on the snow melt system with snow sensors being replaced and an issue with fuses being corrected. The system was then operational and will be tested when next snowfall occurs.

**OTHER**

None

Meeting was adjourned at 7:09 p.m.

## 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 13, 2024 at 7:00 p.m.

Treasurer Rusk called the meeting to order at 7:51p.m.

#### ROLL CALL

Trustees Present:

Anita De Frank, Alexandra Hanba; Josh Kiem (7:55 pm) ; Danielle Powers; Lauren Rapisand (via telephone); Theresa Renaldi; Gregg Rusk; David Somheil; Deepika Thiagarajan

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

Trustee Somheil made a

**MOTION:** to approve the minutes of January 9, 2024

Vice President Hanba seconded the motion.

Roll Call Vote: Yes: De Frank, Hanba, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

**Motion passed**

#### FY23 CAPITAL BUDGET CARRY FORWARDS

Treasurer Rusk explained that at the end of each fiscal year, it is necessary to review the status of capital projects and their related funding in order to determine the need to make budget adjustments to the capital budget for the next fiscal year.

Director Bertucci then reviewed the proposed carry forwards for each in-progress project, details of which appear on page 13 of the packet. In total, it is proposed to carry forward \$222,200 in capital budget funding into FY24. Director Bertucci explained that both the interior and exterior improvement projects have contingency funding in the totals and it appears that the entirety of those contingency funds will not be required for completion of these projects. As such, Treasurer Rusk calculated that approximately \$110,000 - \$115,000 in funding will be available after completion of these projects.

Treasurer Rusk made a

**MOTION:** to approve FY23 to FY24 Capital Budget carry forwards in the total amount of \$222,200, \$12,877 for the Ice Melt System, \$70,509 for the Exterior Improvements project, \$54,182 for the Interior Improvements project and \$84,632 for the remainder of the Fire Suppression project

President Thiagarajan seconded the motion.

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

**Motion passed**

#### VALUE ADD LIBRARY OPERATIONS AND SERVICES REPORT

Director Bertucci explained that based on conversations with President Thiagarajan and Vice President Hanba, she will be adding this new report to her monthly Director's Report. The goal is to present, all in one place, the ways we are adding value to the Library. Some initiatives may result in outright cost savings while others might generate new costs with the goal of creating efficiencies for staff, making services more accessible for patrons, or bringing a new product or service to the public.

Treasurer Rusk noted that this is a mechanism to reference for talking points when communicating with the City Council regarding the Library's levy. Trustee Kiem expressed his opinion that this document provides a window into building a culture of continuous improvement. Trustee De Frank asked about the threshold for an initiative to be included in this report and Director Bertucci replied that she uses the perspective of initiatives that improve service/access to patrons. Secretary Rapisand commented that an open invitation exists for the

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Board to present and share information with the Council and those opportunities are not limited to once a year during budgeting.

**OTHER**

None

Treasurer Rusk adjourned the meeting at 8:12 p.m.

**ADJOURNMENT**

Secretary Rapisand made a

**MOTION:** to adjourn the Committee of the Whole meetings

Trustee Powers seconded the motion.

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

**Motion passed**

**Meeting adjourned at 8:12 pm**