



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. Please contact Library Administration for additional information or to request accommodations.

**LIBRARY COMMITTEE AGENDAS**  
**BOARD OF TRUSTEES**  
**Tuesday, February 14, 2023 7:00 P.M.**  
All committees are committees-of-the-whole unless noted

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**BUDGET AND FINANCE (Somheil and Rusk, Co-chairs)**

1. Approve January 10, 2023 minutes
2. FY22 Carry Forwards
3. Other

**BUILDINGS & GROUNDS (Steinfels, Chair)**

1. Approve January 10, 2023 Minutes
2. Projects update
3. Building Envelope project
4. Other

**PLANNING & OPERATIONS (Thiagarajan, Chair)**

1. Approve January 10, 2023 Minutes
2. Task calendar review and update
3. Statistical collection review and discussion
4. 2023 days closed calendar - update
5. Other

**NO MEETINGS:**

**COMMUNICATIONS & DEVELOPMENT, INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE, NOMINATING, PERSONNEL**

**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  
January 10, 2023 at 7:00 p.m.

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

**ROLL CALL**

Trustees Present:

Alexandrea Hanba; Josh Kiem; Danielle Powers; Lauren Rapisand; Theresa Renaldi; Gregg Rusk; Joseph Steinfelds, Deepika Thiagarajan

Trustees Absent:

David Somheil

Others Present:

Joanna Bertucci, Library Director; Angela Berger and John Priala, Library Staff

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

In Treasurer Somheil’s absence, Trustee Rusk opened the Budget and Finance Committee meeting at 7:01 p.m.

President Hanba made a

**MOTION:** to approve the minutes of December 13, 2022

Trustee Renaldi seconded the motion.

Roll Call Vote: Yes: Hanba, Kiem, Powers, Renaldi, Rusk, Steinfelds, Thiagarajan

Abstain: Rapisand

**Motion passed**

**MICHEL TRUST DISBURSEMENT REQUEST**

Director Bertucci reviewed the memo in the packet that provides background information on this trust. She explained that the trust was established in 1998 for the purpose of keeping the Library up to date with technology. The funds are managed by Northern Trust and the Library receives quarterly account statements.

Trustee Rusk made a suggestion that the Library adopt an Investment policy and Director Bertucci replied that doing so will be added to the Board’s 2023 task list. Director Bertucci then reviewed the letter to the trustees requesting funding totaling \$21,862 for upgrades to the first and third floor meeting rooms as well as to the Studio and the staff marketing office.

Trustee Rusk made a

**MOTION:** to approve a request to the Bruce A. Michel Trust for \$21,862 for the purchase of technology equipment to upgrade the first floor meeting room, third floor meeting room, Media Lab and Marketing office.

Trustee Thiagarajan seconded the motion.

Roll Call Vote: Yes: Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Steinfelds, Thiagarajan

**Motion passed**

**BUDGET TRANSFERS**

Director Bertucci stated that no additional budget transfers are being proposed at this time and staff continues to work through invoices that will be included in Period 13 for FY22. If as a result of this process, there are budget transfers that need Board approval, Director Bertucci will include those as New Business for the January 17, 2023 Board meeting.

**OTHER**

None

Trustee Rusk adjourned the meeting at 7:08 p.m.



# Memorandum

**Memo Date:** February 9, 2023  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Budget & Finance Committee of the Whole  
**Meeting Date:** February 14, 2023  
**Action Requested:** For Approval  
**Subject:** FY22/FY23 Budget Carry Forwards

## Background – FY22 Capital Outlay Review

At the February 2022 Board Meeting, the Board voted to carry forward the full remainder of funds available for Capital Projects in the amount of \$334,985 for the repairs of the ice melt system, phone, PA and the remainder of funds from the fire suppression project. \$5,000 was transferred from the building improvement budget line to the computer equipment line to supplement the expense of the new file server. The phone system project was successfully completed for the budgeted amount of \$35,000.

	Amended Budget	Expenditures	Remainder
Building Improvements	\$604,985	\$199,850	\$405,138

## FY22 to FY23 Carry Forwards

### Building Improvements

1. The **Ice Melt Project** remains an open ticket item subject to testing parameters of the system. We are awaiting final testing to confirm whether or not recent updates to the system were successful. \$12,877 has been carried forward since FY20 and should be carried forward to the present for anticipated project completion.
2. CVI was working to update the **PA system** with a budget of \$16,900. We have met with CVI and decided to supplement the reach of the PA sound system instead of overhauling the entire system. The approximate cost of PA speakers, with installation, is \$1,145. This leaves the remainder at \$15,700, which we are not asking to carry forward at this time.
3. **Lintel Construction**, which will be packaged with the Children’s washroom/low sensory space project, is scheduled for fall 2023. The \$91,916 will go towards the total project cost, estimated to be \$195,000.
4. Punch list items for the **Masonry construction project** were completed in late January. We anticipate the final pay app for \$19,900 will be paid by the end of February.

Account Description (expense unless noted)	Original/Revised	Adjustment	Revised Budget	Note
<b>Amount Budgeted FY23</b>	\$290,000			
Building Improvements – Ice Melt System	\$0	\$12,877	\$302,877	1
Building Improvements – Supplemental Speakers for PA System	\$0	\$1,145	\$304,022	2
Building Improvements – Lintel Construction	\$0	\$91,916	\$699,308	3
Building Improvements – Masonry Construction		\$19,900	\$719,208	4
Building Improvements – Remainder of funds originally allocated for Fire Suppression Project carried forward from SY21	\$0	\$263,170	\$607,392	5
<b>Adjustment TOTAL</b>		<b>\$389,008</b>		



# Memorandum

Notes:

1. Carry forward necessary funds to complete Roof Ice Melt project in FY23.
2. Carry forward necessary funds from FY22 to complete PA system in FY23.
3. Carry forward necessary funds from FY22 to complete Lintel construction in FY23.
4. Carry forward necessary funds from FY22 to complete Masonry construction in FY23
5. Carry forward necessary funds from FY22 to complete remaining building improvements in FY23

**Operating Account**

FY22 Operating Budget	Amended Budget	Expenditures	Remainder
Computer Materials	\$30,000	\$20,289.09	\$9,710
Office Supplies/Furniture	\$64,500	\$41,585	\$22,615

1. The **email migration project** is approximately 50% complete. The balance of the project cost is \$9,708.
2. The **sound attenuation project** is still in progress. We would like to carry forward the balance of the office supplies/furniture budget of \$22,615 to apply to this project. The balance of the project cost will come from the building improvements budget.

Account Description (expense unless noted)	Original/Revised	Adjustment	Revised Budget	Note
<b>Amount Budgeted FY23 – Computer Materials</b>	\$30,000			
Computer Materials – Email Migration	\$0	\$9,710	\$39,710	1
<b>Amount Budgeted FY23 – Office Supplies/Furniture</b>	\$15,000			
Office Supplies/Furniture – Sound Attenuation project		\$22,615	\$37,615	2
<b>Adjustment TOTAL</b>		<b>\$32,323</b>		

Notes:

1. Carry forward necessary funds to complete email migration project in FY23.
2. Carry forward necessary funds to complete sound attenuation project in FY23.

**Recommendation:**

It is recommended that the Board adopt the FY22 to FY23 Capital Budget carry forwards as presented.

**Suggested motions:**

1. Approve FY22 to FY23 capital carry forward of \$389,008 of Building Improvement Funds for the Ice Melt System, PA system speakers, lintel construction, masonry wall construction and additional expenses/projects in progress.
2. Approve FY22 to FY23 operating carry forward of \$9,710 of Computer Materials funds for the Email Migration project in progress.
3. Approve FY22 to FY23 operating carry forward of \$22,615 of Office Supplies/Furniture funds for the Sound Attenuation project in progress.



**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 10, 2023 at 7:00 p.m.

**ROLL CALL**

Trustees Present: Committee Chair: Joseph Steinfels; Alexandra Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, Deepika Thiagarajan  
Absent: David Somheil  
Others Present: Joanna Bertucci, Library Director; Angela Berger and John Priala, Library Staff

Chairman Steinfels called the meeting to order at 7:08 p.m.

**APPROVAL OF MINUTES**

Trustee Rapisand made a

**MOTION:** to approve the minutes of the November 8, 2022 meeting

Trustee Thiagarajan seconded the motion

Roll Call Vote: Yes: Hanba, Kiem, Powers, Rapisand, Renaldi, Steinfels, Thiagarajan

Abstain: Rusk

**Motion passed**

**PROJECT UPDATES**

Director Bertucci reviewed the project updates memo included on page 18 of the packet, beginning with the exterior wall project. She noted that the door hardware that was backordered has now been received and installed and that the project is now complete. She noted that the work carries a two year warranty, beginning on January 9, 2023.

Work on the interior acoustic improvements project will begin on Monday, January 16<sup>th</sup> with the second floor study rooms. Staff will be notifying patrons of the limited availability of study rooms during this time. The acoustic panels for the Children's room are on backorder until the end of January. More information to follow with regard to timing of the work for this installation.

The Ice Melt system work remains to be tested. Director Bertucci noted that final payment on this project is being held until satisfactory completion of the work. Discussion ensued among the committee with regard to warranty for the system and close-out of the project. Further updates will be provided as they become available.

The email migration project is underway and will be ongoing throughout the month of January. With regard to the filer server upgrade, the network card has been received and this project will be completed after completion of the email migration project.

Additional speakers for the PA system have been received and installed. This project is considered complete at this time.

Trustee Steinfels inquired about the status of the Children's washroom project. Director Bertucci replied that on December 21, 2022, the Live and Learn Grant application was submitted. The Library is now awaiting notice of grant approval and when that is received, the project will be put out to bid.

**OTHER**

None

Meeting was adjourned at 7:19 p.m.



# Memorandum

**Memo Date:** February 9, 2023  
**From:** Joanna Bertucci, Library Director  
 John Priala, Facility Manager  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** February 14, 2023  
**Subject:** Building Projects Updates

<i>Project</i>	<i>February 2023 – Activity to Date</i>
<i>Interior Acoustic Improvements (2<sup>nd</sup> Floor Study Rooms/Children’s room)</i>	The work on the second floor study rooms was completed Tuesday, January 31. Reader Services staff and patrons who use the rooms regularly have noted a marked decrease in the sound emanating from the study rooms. The acoustic panels for the Children’s room are expected to be delivered on or around March 6 <sup>th</sup> . Once the contractor has the panels we’ll coordinate installation.
<i>Ice Melt System</i>	Cary Electrical Contractors were onsite the week of December 12 <sup>th</sup> to install new snow and gutter sensors. We are awaiting final testing.  Last month a question was asked regarding close out of the contract. I confirmed with Andrew Jose of Green Associates that once a final resolution is reached, Mr. Jose will facilitate the formal contract close out.
<i>Email Migration</i>	The email migration is underway. Approximately 75% of staff have been cut over to Office 365. Staff have reported a few glitches, but overall the migration is going smoothly. Board email implementation will be completed in the final phase.
<i>File Server</i>	CVI will schedule our file server migration once our email migration is complete.
<i>PA System</i>	Speakers are on order.
<i>ADA Accessible Washroom/Low Sensory/Lintels</i>	Live and Learn Grant submitted to IL State Library 12/21/2022.



# Memorandum

**Memo Date:** February 9, 2023  
**From:** Joanna Bertucci, Library Director  
John Priala, Facility Manager  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** February 14, 2023  
**Subject:** FY23 Capital Projects – Building Envelope

**Background:**

As we begin our new fiscal year, Mr. Priala and I have been reviewing the scope of building improvement projects recommended for 2023. The 2021 Capital Needs Assessment (CNA) for 2023 specifies the exterior building envelope including window repair, replacement, painting, and concrete repairs.

In order to fully understand the scope of this work and obtain preliminary cost estimates, I authorized Mr. Andy Dogan of Williams Architects to complete an assessment of these items to determine if any conditions have further deteriorated from the 2021 CNA. Mr. Dogan’s summary of findings and recommendations is attached to this memo.

The cost estimates given provide a wide range to give the Board a sense of costs for this project. We have budgeted \$200,000 in the FY23 Building Improvements line for this work. It is likely these items could be completed during summer/early fall 2023. As initial cost estimates exceed the budgeted amount, to obtain more favorable pricing it may be prudent to break up the projects and solicit bids from each of the trades involved (painters and a window company) rather than running the entire project through a general contractor.

**Next Steps:**

With the Board’s consent, I would like to ask Mr. Dogan to provide the Board with a proposal to develop construction documents, bid documents, and oversee construction for this work. This proposal can be provided at the February 21, 2023 Board Meeting. In light of the fact that the Library has a *satisfactory relationship for services* as per 50 ILCS 510/4 and in line with the Library’s purchasing policy, I would like to continue working with Williams Architects for this project. Mr. Priala and I have found Williams Architects’ services to be expert level, communication is timely, and the firm is competitive in terms of pricing and has the bandwidth to dedicate both a partner and an architect to our projects.

**Recommendation:**

Authorize the Library Director to request a proposal from Williams Architects to develop construction documents, bid documents, and oversee construction for the building envelope project and bring to the Board under New Business at the February 21, 2023 Board Meeting.

8 February 2023

Ms. Joanna Bertucci, Library Director  
Park Ridge Public Library  
20 S. Prospect Avenue  
Park Ridge, IL 60068

RE: Summary of Findings and Recommendations – 2023 Exterior Projects  
WA Project # 2023-002

Dear Joanna:

Per your request, we have performed a reassessment of the building exterior, specifically to assess the condition of existing windows, concrete column bases, exterior cupola, and other miscellaneous exterior items. The following is a summary of our findings and recommendations for a 2023 scope of work related to these items:

- The majority of the second and third floor windows are in acceptable condition and can be sanded, filled, caulked, and painted at the exterior to extend their service life. Two large windows on the north side of the building are recently replaced aluminum-clad windows and do not require any work.
  - **Total Estimated Cost: 25 windows at \$3,500-\$4,000 each: \$87,500 - \$100,000.**
- The nine first-floor windows on the southwest and northwest sides of the building are in acceptable condition and can be sanded, filled, caulked, and painted at the exterior to extend their service life.
  - **Total Estimated Cost: 9 windows at \$2,000-\$2,500 each: \$18,000 - \$22,500.**
- The seven first-floor windows at the southeast (entrance) side of the building show further deterioration from the exterior, with badly peeling paint and some signs of wood rot. One of the seven windows requires replacement, and the others can likely be repaired.
  - **Total Estimated Cost, Repair: 6 windows at \$2,000-\$2,500 each: \$12,000 - \$15,000**
  - **Total Estimated Cost, Replacement: 1 window at \$6,500 - \$7,000 each: \$6,500 - \$7,000**
- The existing concrete column bases (8 total) are cracked and deteriorated; this deterioration has accelerated since our initial assessment. We recommend repair via epoxy injection or other means as recommended by our structural engineer, and application of a repair coating to improve the appearance of the repaired bases.
  - **Total Estimated Cost: \$20,000 - \$24,000.**



*Cracked concrete at column bases.*

- The existing wood cupola should be prepared/sanded and re-painted.
  - **Total Estimated Cost: \$5,000 - \$6,000.**
- Some glazing panes throughout the building are cracked and require replacement.
  - **Total Estimated Cost: \$10,000 - \$12,000.**

- The columns on the northeast (original entrance) side of the building should be prepared/sanded and re-painted.
  - **Total Estimated Cost: \$22,000 - \$25,000.**

We would therefore expect a total project budget for these items to be as follows, exclusive of architectural fees:

Total Trade Value	\$ 181,000 - \$ 211,500
General Contractor OH&P (18%)	\$ 32,580 - \$ 38,070
Contingency (10%)	\$ 18,100 - \$ 21,150
<b>Total Project Budget</b>	<b>\$ 231,680 - \$ 270,720</b>

We believe this work could be completed during late summer/early Fall 2023. Further discussion and investigation is required to determine the best bidding approach (i.e. one GC bid, separate proposals for painting and window replacement, etc.)

Please advise if you have any further questions regarding this Summary of Recommendations and/or if you would like us to provide the Library with a proposal to develop construction documents, bid, and oversee construction for the work.

Sincerely,



Andrew R. Dogan, AIA, NCARB, LEED AP  
Principal / Vice President

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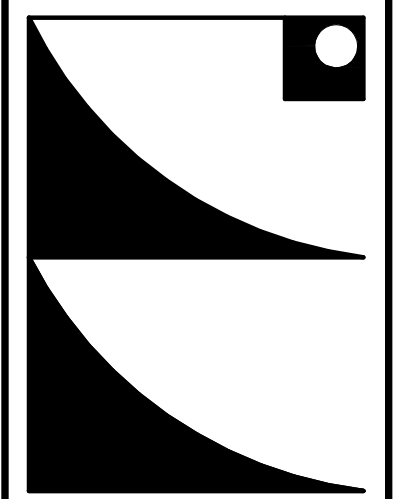


**PARK RIDGE PUBLIC LIBRARY**  
**2023 WINDOW ASSESSMENT**  
20 S. PROSPECT AVENUE  
PARK RIDGE, IL 60068

WA No. 2023-002  
Date 2023-09-07  
Drawn KAC  
Checked ARD

NO.	DATE	DESCRIPTION

**WILLIAMS ARCHITECTS**  
ARCHITECTURE | PLANNING | AQUATICS | INTERIORS  
500 Park Boulevard, Suite 800, Itasca, IL 60143  
Phone 630-221-1212 / Fax 630-221-1220



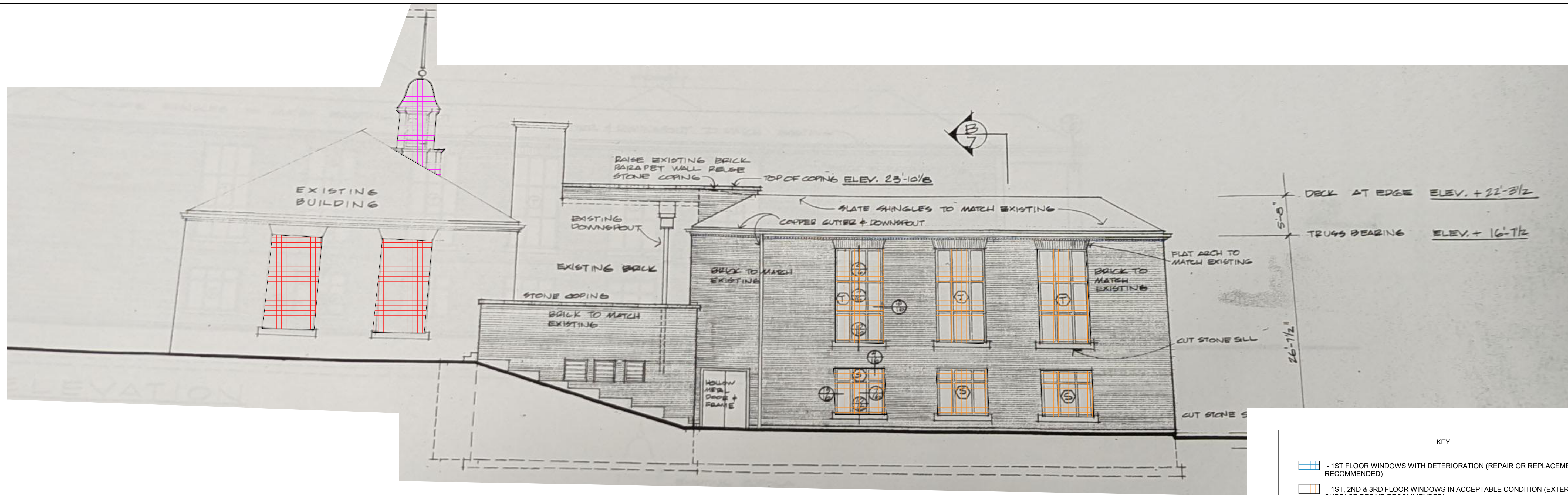
EXISTING EAST & WEST ELEVATIONS

**SD 1.1**



EAST ELEVATION

2



WEST ELEVATION

5

- KEY
- 1ST FLOOR WINDOWS WITH DETERIORATION (REPAIR OR REPLACEMENT RECOMMENDED)
  - 1ST, 2ND & 3RD FLOOR WINDOWS IN ACCEPTABLE CONDITION (EXTERIOR SURFACE REPAIR RECOMMENDED)
  - PREVIOUSLY REPLACED WINDOWS (NO REPAIR NECESSARY)
  - EXISTING CONCRETE COLUMN BASES CRACKED AND DETERIORATED (REPAIR RECOMMENDED)
  - EXISTING WOOD CUPOLA (PREP, SAND, AND REPAINT RECOMMENDED)





SOUTH ELEVATION

2



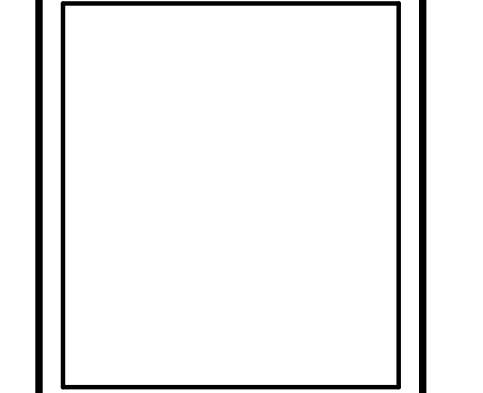
NORTH ELEVATION

5

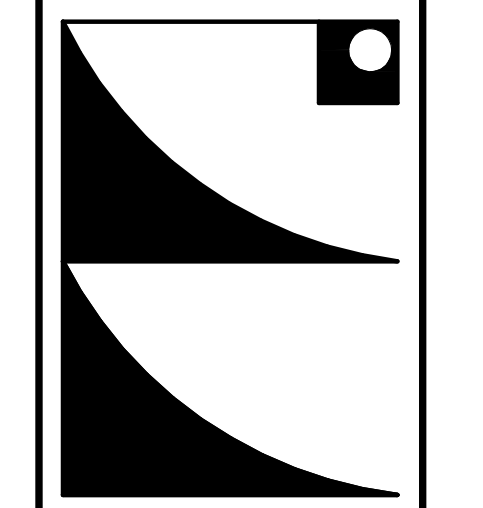
- KEY
- 1ST FLOOR WINDOWS WITH DETERIORATION (REPAIR OR REPLACEMENT RECOMMENDED)
  - 1ST, 2ND & 3RD FLOOR WINDOWS IN ACCEPTABLE CONDITION (EXTERIOR SURFACE REPAIR RECOMMENDED)
  - PREVIOUSLY REPLACED WINDOWS (NO REPAIR NECESSARY)
  - EXISTING CONCRETE COLUMN BASES CRACKED AND DETERIORATED (REPAIR RECOMMENDED)
  - EXISTING WOOD CUPOLA (PREP, SAND, AND REPAINT RECOMMENDED)

**PARK RIDGE PUBLIC LIBRARY**  
**2023 WINDOW ASSESSMENT**  
 20 S. PROSPECT AVENUE  
 PARK RIDGE, IL 60068

NO.	DATE	DESCRIPTION



**WILLIAMS ARCHITECTS**  
 ARCHITECTURE | PLANNING | AQUATICS | INTERIORS  
 500 Park Boulevard, Suite 800, Itasca, IL 60143  
 Phone 630-221-1212 / Fax 630-221-1220



EXISTING NORTH & SOUTH ELEVATIONS

**SD 1.2**



**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 10, 2023 at 7:00 p.m.

Trustee Thiagarajan called the Committee of the Whole meeting to order at 7:19 p.m.

**ROLL CALL**

Trustees Present:           Alexandrea Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, Joseph Steinfels, Deepika Thiagarajan

Trustees Absent:           David Somheil

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

President Hanba made a

**MOTION:**           to approve the minutes of December 13, 2022

Trustee Thiagarajan seconded the motion.

Roll Call Yes: Hanba, Kiem, Powers, Renaldi, Rusk, Steinfels, Thiagarajan

Abstain: Rapisand

**Motion passed**

**TASK CALENDAR REVIEW AND UPDATE**

Director Bertucci reviewed the status of tasks for January noting that the nomination period for the annual Library Award is now open. She further noted that President Hanba will lead the discussion regarding review of the Board's Bylaws.

**BYLAWS REVIEW**

President Hanba directed the committee's attention to a memo on page 22 of the packet that makes a recommendation to add the City of Park Ridge's attendance requirements for Board trustees to the Board's Bylaws. Trustee Renaldi inquired about the need to have the Bylaws include the Board's remote attendance at meetings policy. Vice-president Kiem inquired about the need to have the requirement that trustees complete the Cook County Statement of Economic Interest included in the Bylaws. Director Bertucci replied that she would research these questions and include this subject matter as New Business on the Board agenda for next week's January 17, 2023 Board meeting.

**MEETING ROOM POLICY REVIEW**

Director Bertucci began the conversation by stating that staff has noticed a change in the way people are wanting to use meeting room space in the Library. More nonprofit organizations are seeking meeting space in public spaces and sometimes the fee for use of the third floor meeting room is prohibitive for those groups. Director Bertucci discussed with President Hanba and Committee Chair Thiagarajan the possibility of modifying the Meeting Room policy to waive the \$35 use fee for nonprofit organizations using the third floor meeting room and is now making the recommendation that the committee do so.

Discussion ensued regarding requiring nonprofit groups to provide proof of their nonprofit status when booking the room. It was decided that a statement be added to the policy wherein the Library reserves the right to ask for proof of nonprofit status.

As a point of clarification, Committee Chair Thiagarajan inquired about the policy's wording regarding extended use (beyond 3 hours) of the room by nonprofit organizations. It was agreed that a \$10 per hour fee would apply for meetings beyond a 3 hour booking.

Director Bertucci stated that she will amend the policy to reflect these points prior to the Board meeting. She also stated that it is her recommendation to combine the current policy for the Library's grand piano with the Meeting Room policy and then rescind the Grand Piano 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

January 10, 2023 at 7:00 p.m.

Trustee Thiagarajan made a

**MOTION:** to approve revisions to the Meeting Room Policy, as amended, and rescind the Grand Piano Policy  
Trustee Rapisand seconded the motion.

Roll Call Yes: Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Steinfels, Thiagarajan

**Motion passed**

**OTHER**

Trustee Rapisand stated that prior to the pandemic, the possibility of the Library hosting an art show was discussed by the Board. Discussion ensued with regard to operational and policy issues that might be involved in this endeavor.

Trustee Powers inquired about the possibility of the Library initiating a program wherein patrons would become readers for those who might benefit from such a program. It was agreed that the Library might serve as a facilitator and supplier of materials for such a program, if it existed, but that the Library is not best situated to initiate or manage such an initiative.

President Hanba made a

**MOTION:** to adjourn the meeting  
Trustee Rapisand seconded the motion.

Voice Vote: All in favor

**Motion passed**

The meeting was adjourned at 8:07 p.m.

DRAFT



## ANNUAL TASK CALENDAR FY23

### JANUARY 2023

- Review Board Bylaws
- Solicit nominations for annual Library Award

### FEBRUARY 2023

- Budget carryforwards from FY22
- Statistical collection review and discussion
- Secretary review of closed session minutes

### MARCH 2023

- Annual Library Certification due to State Library
- Library award nominations due
- [Annual Cyber Security presentation](#)
- Receive FY annual report (IPLAR)

### APRIL 2023

- *National Library Week*
- B&F quarterly check-in
- Receive FY Annual report (Marketing)
- Library Award presentation
- FY22 audit field work

### MAY 2023

- Statement of Economic Interest due to Cook County
- Approve CCS and OCLC annual fees
- Policy manual work

### JUNE 2023

- Nominating committee appointed
- Non-resident library card resolution
- Policy manual work

### JULY 2023

- Welcome new and reappointed trustees
- Election of officers
- B&F review levy forecast
- Review budget assumptions for City-provided services
- Audit presentation
- Annual trustee and staff anti-harassment training
- Policy work

### AUGUST 2023

- Board committee chairs assigned
- B&F quarterly check-in
- Strategic plan progress report
- Discuss draft summary FY24 budget and goals
- Review and approve FY24 salary plan
- Secretary review of closed session minutes

### SEPTEMBER 2023

- B&F review levy forecast
- Review draft summary budget
- Review Board calendar and strategic plan initiatives
- Recognize former trustees
- Policy work

### OCTOBER 2023

- *National Friends of the Library week*
- Approve FY24 Operating budget
- Approve 2023 Levy request
- 5 YR levy forecast
- Per capita grant requirements assigned
- Policy work

### NOVEMBER 2023

- Review per capita grant requirements
- Approve 2024 days closed schedule
- Submit following year calendar for Board information – FY24

### DECEMBER 2023

- Approve per capita grant request
- City Council Levy approval
- Library Director annual review

Updated: February 2, 2023



# Memorandum

**Memo Date:** February 3, 2023  
**From:** Joanna Bertucci  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** February 14, 2023  
**Action Requested:** For review and discussion  
**Subject:** Statistical collection review

**Background:**

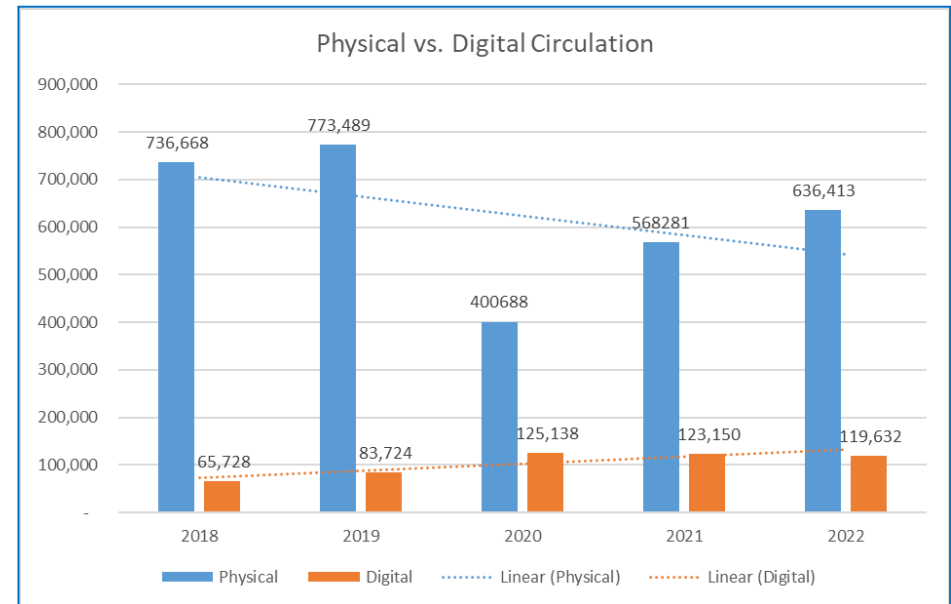
The start of the new fiscal year is a good opportunity to look back at our previous year’s statistics, look forward to the data to be presented to the board for the new fiscal year, and evaluate our library’s successes compared to other libraries.

**2022 Recap:**

Year <sup>1</sup>	2018	2019	2020	2021	2022
Total Circulation	802,396	861,329	525,826	691,313	756,045
% Change over prior year	5%	7%	-39%	31%	9%

In 2022, the Library circulated 756,045 physical and digital items, up 9% over the prior year. While circulation is down 12% from pre-pandemic levels, we are encouraged by our progress in FY22.

**Circulation by format – physical vs. digital:** Digital circulation is trending upward, with Overdrive (Libby) as the leader in eContent usage. Physical item circulation is down from pre-pandemic levels, but slowly recovering. It is clear that pandemic circumstances did convert some print readers to our digital services. We are working to increase digital circulation by 10% by purchasing more titles for our digital collections, with increased funds budgeted for youth titles to help support our eContent collections shared with District 64 schools.



<sup>1</sup> Data has been adjusted to the new fiscal year reporting period, January – December for prior year data.

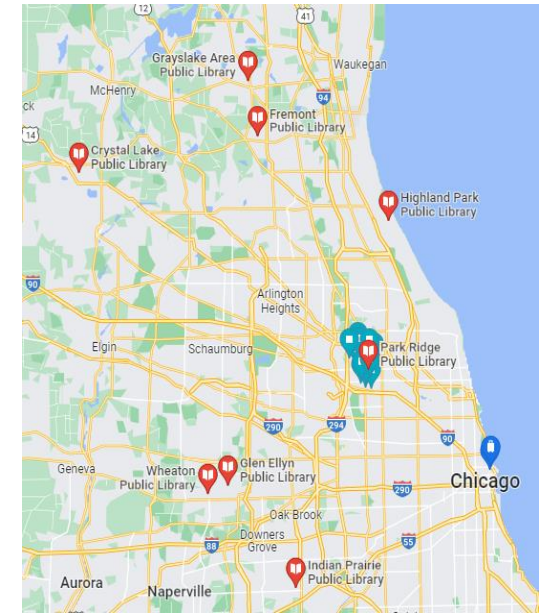
# Memorandum

## Comparable Libraries:

In developing a list of comparable libraries, I used data from the most recent Illinois Public Libraries Annual Report (IPLAR) database. Data available is from FY21. Since libraries have varying fiscal years, this data is representative of anywhere from January 1, 2020 through June 30, 2021. For the Park Ridge Public Library, our data is from May 1, 2020 – April 30, 2021, a period of time marked entirely by the pandemic. Additionally, access to the building was further complicated during a portion of this time due to the life safety/sprinkler project.

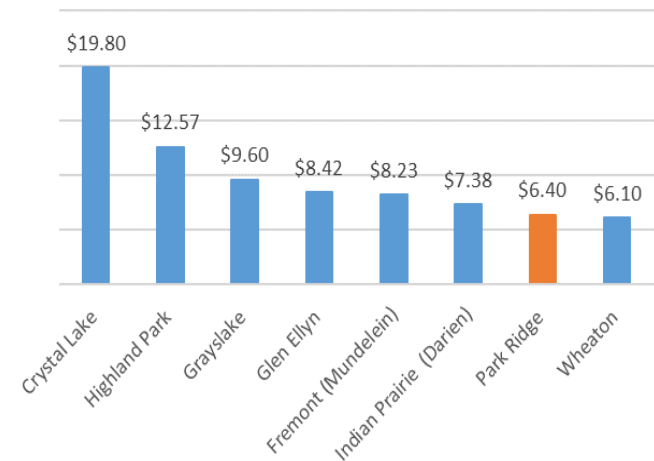
Using IPLAR data, I isolated libraries in the Computer Cooperative Services Consortium (CCS) as these libraries share commonality in terms of geography; CCS member libraries are in the North or Northwest suburbs of Chicago. From that list of 29 libraries, I narrowed the pool to libraries with operating expenditures between \$3-\$5 million. Please note, that for IPLAR, libraries report actual expenditures and not budgeted amounts. From that list of 11 libraries, I removed those that did not match Park Ridge’s demographic profile by comparing *QuickFacts* reports from the United States Census Bureau. Finally, to round out the list, I added 3 libraries outside CCS that align with Park Ridge’s FY21 operating expenditures and demographic profile.

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



In reviewing data from comparable libraries, it can be determined that the Park Ridge Public Library is an excellent value for tax payer dollars. Compared to our peers, our Library has the next to lowest operating expenditures, while maintaining a reasonable tax rate. Our spending on collections is the highest as a percentage of total expenditures, when compared with other libraries, at **approximately 17%**. This has proven successful for us as we have the second highest **circulation rate per capita** among our peers at **14 circs per capita**. Looking at the average cost per circulation among peer libraries is another measure of value provided and PRPL is second only to Wheaton with a **cost per circulation of \$6.40**.

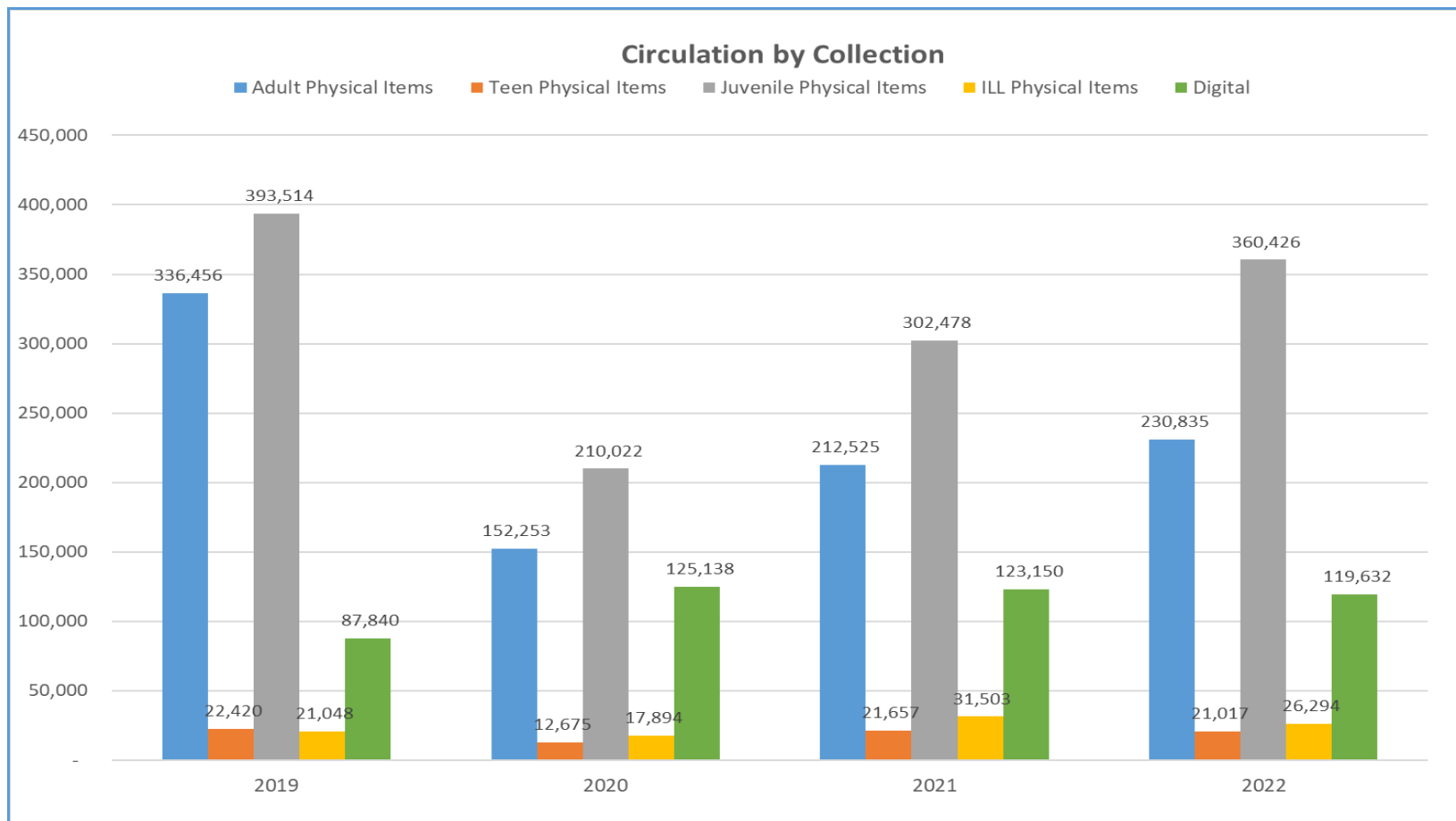
Cost Per Collection Use



# Memorandum

**Circulation by collection:**

- The chart below tracks circulation by collection. We are encouraged by this data as it demonstrates that we did not lose our youth population as a result of the pandemic; our children’s physical circulation is recovering at a faster rate than its adult counterpart. Although adult physical circulation has not recovered as quickly, we have seen a shift to digital usage, likely a byproduct of the pandemic, among this population. Teen physical circulation remains relatively flat compared to pre-pandemic levels.



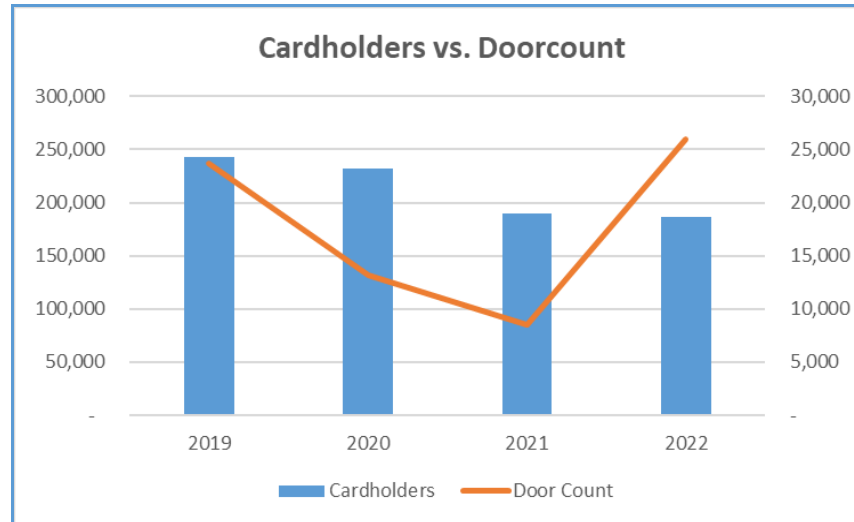


# Memorandum

## Looking Forward - 2023:

We know that 2020 had a significant impact on the use of our collections, services, and spaces. However, going forward I have removed 2020 data from our monthly statistical report as there isn't much we can glean, that we don't already know, about that period of time.

In 2023, we include building usage metrics on the monthly statistical dashboard. In reviewing prior years' data, it is interesting to note that although the total number of cardholders has decreased since 2019, our door count has nearly rebounded to pre-pandemic levels. It should be noted that COVID restrictions, including mandatory masking, were in place January 1 – February 28, 2022, which may have impacted the number of visitors coming to the library. This data indicates that people are coming to the library for more than materials. To that end, we are going to start reporting monthly meeting room usage and hours spent in our 2<sup>nd</sup> floor study rooms, the Studio and Media Lab.



In terms of reaching out to nonusers, we are going to begin a new homeowner campaign to market library services and cardholder benefits to new residents in spring 2023.

Other updates to the monthly dashboard are driven by recent updates to our strategic plan goal, **encourage individual growth and lifelong learning**, focus providing “support to local teachers, students, homeschool families, and learners of all ages.” To measure our progress toward meeting this goal, we developed the following measures and will be tracking them on our monthly statistical report.

- 155 Park Ridge teachers will have teacher library cards by 2025
- 500 items will be loaned on teacher cards, monthly (during the months that school is in session)

The monthly statistical dashboard has been updated to 2021 and 2022 YTD comparisons.



# Memorandum

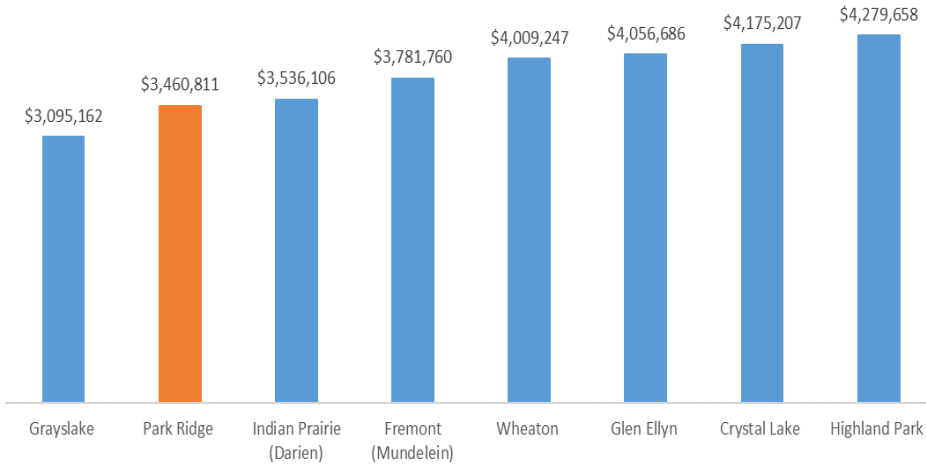


## January 2023

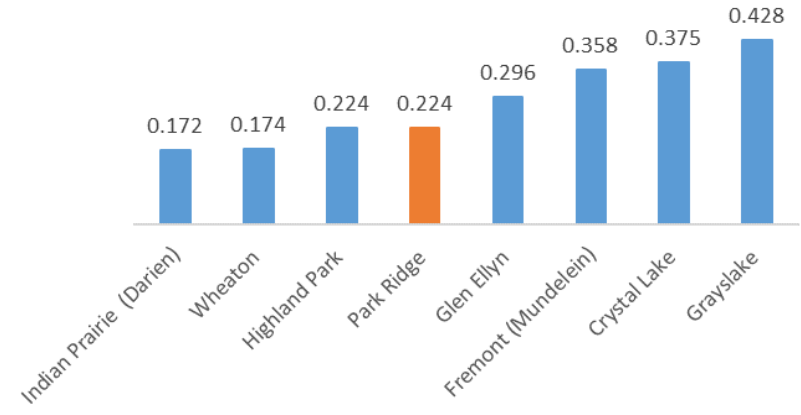
	Jan-23	Dec-22	YTD	2022 YTD	2021 YTD	2019 YTD	% Change 2022 to 2023	Analysis
<b>CIRCULATION OVERVIEW</b>								
Physical items	-	48,529	-	51,196	32,409	56,044	-100%	<b>SAMPLE</b>
Digital items	-	9,505	-	11,025	11,481	7,104	-100%	
<b>TOTAL</b>	-	58,034	-	62,221	43,890	63,148	-100%	
<b>PROGRAMS</b>								
Adult Programs	-	10	-	16	12	9	-100%	<b>Data for January 2023 has not been finalized.</b>
Adult Attendees	-	299	-	555	505	117	-100%	
Youth Programs	-	37	-	26	36	13	-100%	
Youth Attendees	-	909	-	359	677	453	-100%	
<b>OUTREACH</b>								
Home Delivery - Patrons served	9	28	9	16	238	17	-44%	
Home Delivery - Materials loaned	39	113	39	44	103	93	-11%	
Book clubs served	42	31	42	35	31	42	20%	
Items loaned to book clubs	392	247	392	299	261	380	31%	
<b>TECHNOLOGY</b>								
Wi-Fi Sessions	-	42,201	-	22,506	15,622	64,728	-100%	
Wi-Fi - unique clients	-	1,557	-	1,029	255	-	-	
Public PC Sessions	1,064	921	1,064	643	-	23,710	-96%	
<b>WEBSITE</b>								
Visits	19,461	15,354	19,461	17,372	38,394	19,178	1%	
Unique users	9,385	7,580	9,385	8,149	11,129	9,026	4%	
<b>USERS</b>								
New cards issued	187	131	187	135	1,857	88	113%	
Total PRPL cardholders	18,605	18,597	18,605	18,921	23,131	23,646	-21%	
Unique users	9,089	8,984	9,089	8,101	4,535	4,142	119%	
<b>BUILDING USAGE</b>								
Door count		17,360	20,850	13,393	1,843	4,366	56%	
Meetings rooms - total bookings	3	4	3	2	-	n/a		
Study Rooms - hours of use	899	919		978				
The Studio- hours of use	-	35	-	1				
The Media Lab - hours of use	-	87	-	28				
<b>STRATEGIC PLAN: Provide support to local teachers, students, homeschool families and learners of all ages</b>								
School Loans	-	20	-	10	129	289	-100%	
Items loaned to Teachers	-	535	-	443	3,991	6,188	-100%	
Total Teacher Library cards	114	124						
<b>Cardholders*</b>			<b>47%</b>	<b>48%</b>	<b>56%</b>	<b>63%</b>		
<b>NOTES</b>								
City of Park Ridge, 2020 Census		39,656						
City of Park Ridge, 2010 Census		37,479						

# Memorandum

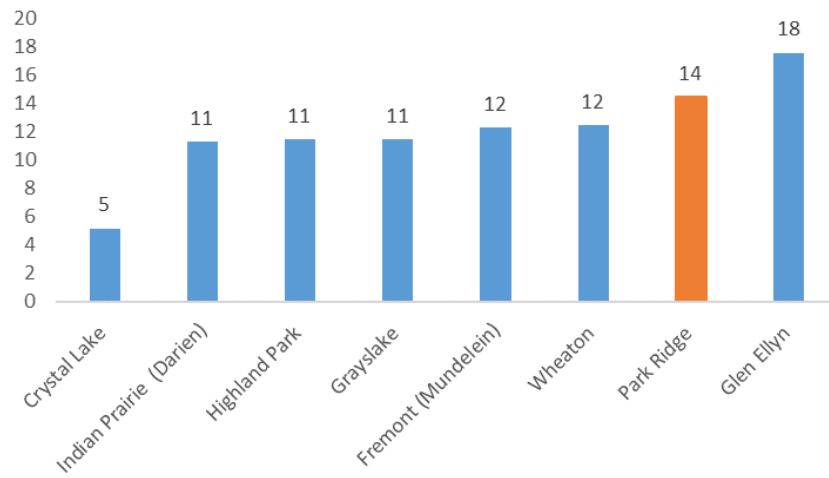
### Operating Expenditures



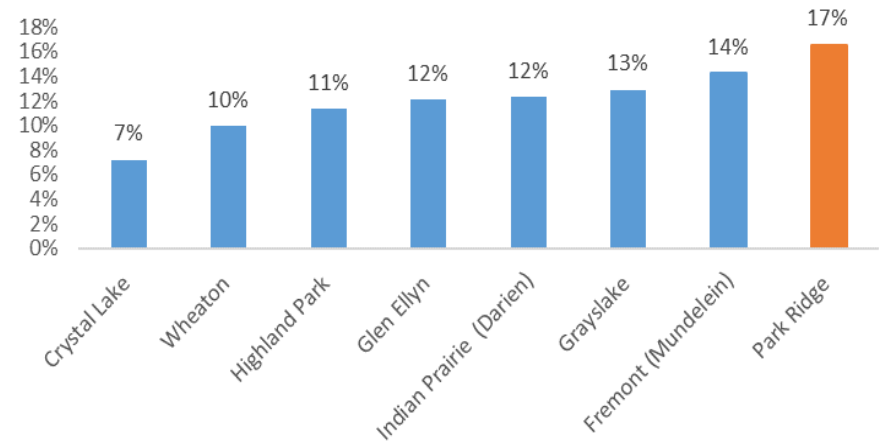
### Tax Rate



### Circulation Per Capita



### Materials as % of Expenditures

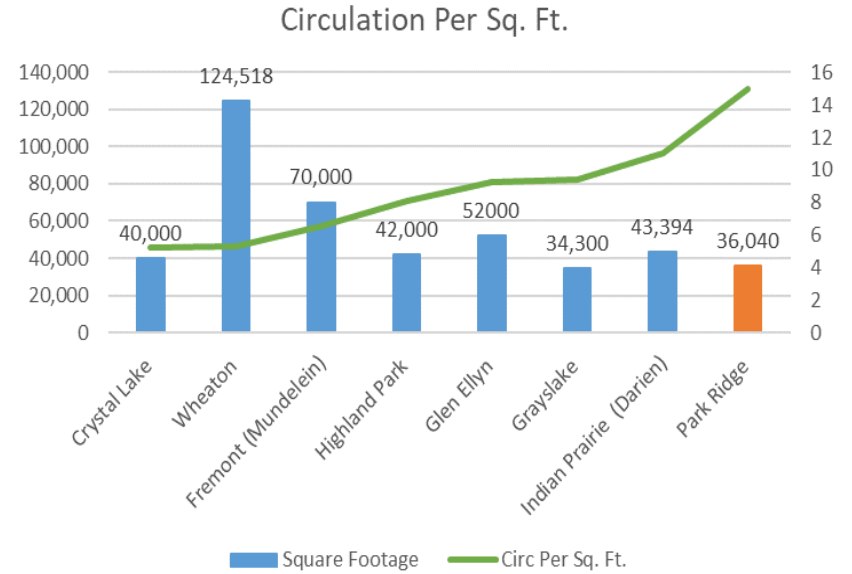




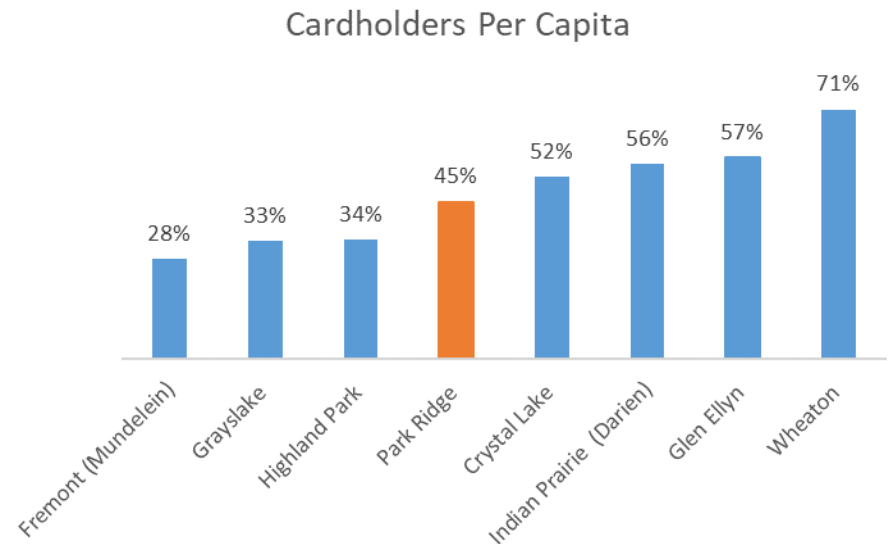


# Memorandum

We know that our building is small for the size of our community, however 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 **65% more materials** than one of our closest comparable libraries, Crystal Lake Public Library with 40,000 square feet. In terms of overall circulation for FY21, we rank **second at 540,368 circs** compared to Wheaton Public Library at 657,088 circs.



One area we are prioritizing for improvement is our total cardholders number, which are **down approximately 23%** from prepandemic levels. We know that post pandemic, residents are using their library in different ways, but we would still like to improve this number. In FY23, we are going to ramp up our outreach to new Park Ridge residents through a direct mail/welcome campaign.





# Memorandum

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**Memo Date:** February 10, 2023  
**From:** Joanna Bertucci  
**Meeting Type:** Planning & Operations Committee of the Whole Meeting  
**Meeting Date:** February 14, 2023  
**Action Requested:** For discussion and approval  
**Subject:** 2023 Days Closed Calendar revision

**Background:**

Included for review and discussion in the February COW packet is a revised draft of the previously approved 2023 Park Ridge Public Library Days Closed calendar.

I respectfully request that the Board authorize the Library Director to close the Library Building to the public on **Friday, April 28 from 9 am – 1 pm**, to host an additional all staff training day. If approved, the Library would reopen at 1 pm. Our January 27 training day was an extremely positive experience and staff feedback indicated their appreciation for having a day devoted to learning and collaborating with their colleagues. If approved, the morning would include a presentation on active threat preparedness facilitated by Commander Michael Luehr of the Park Ridge Police Department.

**Recommended Motion:**

Approve the revised 2023 Days Closed Calendar



### 2023 Days Closed/Staff Calendar

Sunday, January 1, 2023	*New Year's Day	Library Closed Paid Holiday – Floating
Friday, January 27	In Service Day	Library Closed
Sunday, April 9	Easter	Library Closed (unpaid)
Friday, April 28	In Service Day	Library Closed until 1 pm; open 1-6 pm
Monday, May 29	*Memorial Day	Library Closed Paid Holiday
Monday, July 3	Day Before Holiday	Library Closes at 6 p.m.
Tuesday, July 4	*Independence Day	Library Closed Paid Holiday
Monday, September 4	*Labor Day	Library Closed Paid Holiday
Wednesday, November 22	Day Before Holiday	Library Closes at 6 p.m.
Thursday, November 23	*Thanksgiving Day	Library Closed Paid Holiday
Sunday, December 24	*Christmas Eve Day	Library Closed Paid Holiday - Floating
Monday, December 25	*Christmas Day	Library Closed Paid Holiday
Sunday, December 31	*New Year's Eve Day	Library Closed Paid Holiday - Floating

\*Library has eight paid holidays; the Library may be closed for other special occasions with approval of the Library Board President