



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 accommodations, please contact Library Administration.

LIBRARY COMMITTEE AGENDAS
BOARD OF TRUSTEES
Tuesday, April 11, 2023 7:00 P.M.
All committees are committees-of-the-whole unless noted

PUBLIC COMMENT ON NON-AGENDA ITEMS

UPDATES FROM THE LIBRARY DIRECTOR

BUILDINGS & GROUNDS (Steinfels, Chair)

1. Approve Minutes March 14, 2023
2. Project updates
3. Other

COMMUNICATIONS & DEVELOPMENT (Rapisand and Renaldi – Co-chairs)

1. Approve Minutes March 14, 2023
2. Annual Report – FY22
3. Library Award update
4. Other

PLANNING & OPERATIONS (Thiagarajan, Chair)

1. Approve Minutes March 14, 2023
2. Task calendar review and update
3. Library Director Succession plan review
4. Other

NO MEETINGS:

BUDGET & FINANCE, INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE, NOMINATING, PERSONNEL

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 14, 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, David Somheil, Deepika Thiagarajan
Others Present: Joanna Bertucci, Library Director; Angela Berger, and John Priala, Library Staff

Chairman Steinfels called the meeting to order at 8:14 p.m.

APPROVAL OF MINUTES

Trustee Steinfels made a

MOTION: to approve the minutes of the February 14, 2023 meeting

Trustee Powers seconded the motion

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

Motion passed

PROJECT UPDATES

Director Bertucci reviewed the project updates memo included on page 12 of the packet. The acoustic project for the Children's room will begin on Monday, March 20th and is expected to be completed on Tuesday morning.

During that time, the room will be closed to patrons however the first floor meeting room will be open for patron use and a small collection of materials will be moved to the meeting room during the closure.

Director Bertucci noted that the hearing for the Live and Learn Grant application will take place on April 6, 2023.

She explained that the Library is one of four libraries in the State applying for an accessibility grant and those applications are considered for funding before applications that are not accessibility related. Once grant approval has been received, the project will be put out to bid.

The email migration project for Library staff has been completed and CVI will be available to assist trustees in accessing their accounts.

OTHER

None

Meeting was adjourned at 8:18 p.m.



Memorandum

Memo Date: April 7, 2023
From: Joanna Bertucci, Library Director
 John Priala, Facility Manager
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: April 11, 2023
Subject: Building Projects Updates

<i>Project</i>	<i>April 2023 – Activity to Date</i>
<p><i>Interior Acoustic Improvements /Children’s room</i></p> <p>PROJECT COMPLETED</p>	<p>The installation of the acoustic panels was completed on Monday, March 20 and Tuesday, March 21. The project was completed on time and did not require any additional closure of the Children’s room.</p> <p>Library staff have noticed improvements in the volume level in the room, particularly noting the dulling of high-pitched screams/cries, since the installation.</p> <p>In addition to helping to mitigate sound, the panels are visually attractive and add a whimsical element to the space.</p>
<p><i>ADA Accessible Washroom/Low Sensory/Lintels</i></p>	<p>The Illinois State Library Live and Learn Grant Review Committee met virtually on Thursday, April 6. I and Andy Dogan (Williams Architects) were present to answer questions regarding the Library’s accessibility grant application. The Committee scored our application 8.3 out of 10 possible points and recommended unanimously to fund our request. The committee’s recommendation will go to Secretary of State and State Librarian, Alexi Giannoulias for final approval.</p> <p>The FY23 Live and Learn grant funding pool consists of \$870,000. The State received 19 applications equaling over \$1 million in requested aid. Accessibility grants are funded first and therefore I am very optimistic that our application will be funded.</p>
<p><i>Ice Melt System</i></p>	<p>System reprogramming will take place before the end of April.</p>
<p><i>Building Envelope repairs</i></p>	<p>John and I met with Andrew Jose on Friday, April 7 to review the scope of the exterior window repairs/replacement. A draft timeline was developed:</p> <p>May 25: Issue Project for Bid June 8: Bid Opening June 13: Board to review bid results at COW Mtg. June 20: Contract approval recommendation presented at Board Mtg. August/September: Work commences. Substantial completion by October 1.</p>
<p><i>Email Migration</i></p>	<p>The email migration is complete for staff. Please reach out to CVI Systems Administrator Tim Brzny to help troubleshoot any email login issues for trustee emails. 847-720-3205 cvitech@parkridelibrary.org</p>
<p><i>File Server</i></p>	<p>File server migration will be complete before the end of April.</p>
<p><i>PA System</i></p>	<p>Additional PA speakers have been installed, tested, and are working properly.</p>



Memorandum

<p><i>PROJECT COMPLETE</i></p> <p><i>Technology Upgrades</i></p>	<ul style="list-style-type: none">• First Floor Meeting Room: new microphone system has been installed; we are awaiting delivery of the projector and speaker system.• Media Lab: Apple computer has been ordered• Marketing Office: Apple computer has been ordered; large format printer has been delivered.• Plaques have been ordered to recognize the Michel Trust Foundation's gift to the Library.
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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 held in the First Floor Meeting Room at the Library on March 14, 2023 at 7:00 p.m.

ROLL CALL

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

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

MINUTES

President Hanba made a

MOTION: to approve the minutes of April 12, 2022

Trustee Thiagarajan seconded the motion.

Voice Vote: Yes: Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfelds, Thiagarajan
Abstain: Renaldi

Motion passed

LIBRARY AWARD NOMINATIONS

Trustee Rapisand explained that she and Trustee Renaldi met with Director Bertucci prior to tonight’s meeting in order to discuss the three nominations received for this year’s Library Award. She also noted that the nominations had been forwarded to all trustees prior to this meeting. She indicated that the nominees would be discussed tonight in the order in which they were sent to the trustees. She further noted that all three of the nominees were either employed by the Library or were paid for their services. Trustee Kiem expressed his concern with the fact that one of the nominees is a vendor of the Library. Trustee Rapisand stated that she did not want the award to be viewed as a staff service award. Director Bertucci suggested that in the future, the Board might wish to make this award on a two or three year cycle rather than annually. Further discussion ensued with regard to the nominees. It was the recommendation of the co-chairs that Nominee #2 receive this year’s award.

Trustee Steinfelds made a

MOTION: to approve awarding the 2023 Library Award to Nominee #2

Trustee Rapisand seconded the motion.

Voice Vote: Yes: Hanba, Powers, Rapisand, Renaldi, Rusk, Somheil, Steinfelds, Thiagarajan
No: Kiem

Motion passed

OTHER

None

The meeting was adjourned at 8:14 p.m.



Memorandum

Memo Date: April 4, 2023
From: Joanna Bertucci, Library Director
Meeting Type: Communications & Development Committee of the Whole
Meeting Date: April 11, 2023
Subject: FY22 Annual Report

As per the Bylaws of the Board of Trustees of the Park Ridge Public Library, an annual report shall be presented by the Secretary to the Library Board for approval and subsequent transmittal to the City Council.

A draft of the Library’s FY22 annual report is included in the packet for review. Feel free to bring any suggestions or edits to the Committee of the Whole meeting or email me directly at jbartucci@parkridgelibrary.org.

ANNUAL REPORT

2022

Approved by Library Board of Trustees

Alexandrea Hanba, President
Joshua Kiem, Vice President
David Somheil, Treasurer
Danielle Powers, Secretary
Lauren Rapisand
Theresa Renaldi
Gregg Rusk
Joseph Steinfelds
Deepika Thiagarajan



OUR VISION

The Park Ridge Public Library facilitates the goals and aspirations of the individual and our community. Our Library creates the **intersection of engagement, information, tradition and innovation.**

OUR MISSION

We are the Park Ridge Public Library.

We are a trusted and valued community partner that engages and strengthens its community by fostering personal growth in learning by providing opportunities to connect, inform, innovate and grow.

Presented by

Joanna Bertucci
Library Director

Laura Scott
Adult Services Manager

John Priala
Facility Manager

Alyson Doubek
*Finance & Administration
Services Manager*

Anastasia Rachmaciej
Patron Services Manager

Lauren Bochat
Technical Services Manager

Staci Greenwald
Youth Services Manager



HIGHLIGHTS



Using Your Library

- The Library welcomed **236,500** visitors in 2022
- Over **6,000** adults attended programs, book discussions, and film screenings
- **11,200** kids and teens participated in youth programs
- **450** patrons logged over **850** hours in The Studio and The Media Lab

MILLIONS OF RESOURCES

- **136,000** books, videos, recordings and more
- **1,180,700** downloadable books, recordings and videos
- Access to millions of articles and tutorials available in our database collection
- Millions of additional items are available through our partnerships with **28** other area libraries
- Over **100** reference questions were answered via email, chat, phone, and in person per day

Summer Reading Club

- **Adults:** 621 readers, 994 books read, 91 activities completed
- **Teens:** 546 readers, 12,828 days of reading
- **Children:** 2,661 readers, 69,233 days of reading

STAYING CONNECTED

- **18,597** registered borrowers
- **19** items borrowed per Park Ridge resident, on average
- **1,402** items were delivered to **375** patrons by volunteers/staff
- **4,290** books were provided to over **70** community book clubs
- **390** visits to Park Ridge Schools, engaged **13,500** students

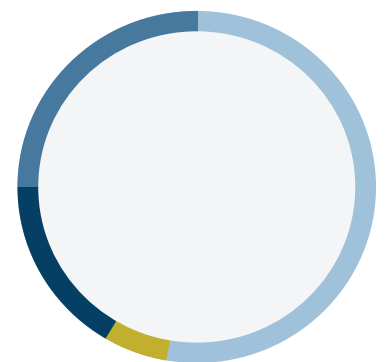
VIRTUAL VISITS

- **206,372** visits to parkridgelibrary.org
- **545,528** Wi-Fi sessions
- **3,416** users reached on Facebook
- **1,387** users reached on Instagram

FY 2022 CHECKOUTS

761,979 items borrowed

- Books: **485,362**—64%
- Downloads: **150,735**—20%
- DVD/Blu-ray: **84,905**—11%
- Audio: **22,000**—3%
- Magazines/Other: **19,217**—2%



LIBRARY FINANCIALS



FY2023 Assumptions for City Service

The Library is a financial component of the City of Park Ridge. The FY2023 budget is based on the assumption that the City will provide the following services to the Library. For FY2023, the Library will incur its own costs for payroll processing and employer contributions for IMRF and FICA taxes for each Library employee.

- Administers and pays for Library insurance coverage for excess workers compensation, employee accident, public liability (all City board and commissions), and excess liability and property insurance for the Library building and City parking lot adjacent to the Library
- Provides general banking for co-mingled funds in operating account only; provides check printing services and financial accounting software
- Provides general human resources support including maintenance of official personnel records of Library employees
- Administers employee benefits program including health, dental, vision, life insurance, 457 plans and employee assistant program
- Includes Library in City gas and electric utilities franchise agreements as well as any other benefits the City received to the extent permitted by such franchises and applicable law
- Waives costs for water and sewer services
- Administers and pays for garbage removal
- Maintains City Commons (grounds surrounding Library building) including but not limited to: the drainage system, landscaping, fence and planters
- Provides snow removal services in City parking lot adjacent to the Library and public sidewalks including Library staff parking area
- Provides maintenance, gas and insurance for the Library van (replacement would be purchased by Library)

FY2022 in Review

Library expenditures returned to pre-pandemic levels as all COVID-19 restrictions were lifted in 2022. Property tax revenue was down approximately 18% at yearend. This was due to the delay in the second installment of 2021 taxes. The Library was not adversely affected by this delay as the Board and Administration continued to deficit spend the Library's fund balance.

FY2023 Planning

The Library Board developed a comprehensive assessment of financial requirements for the Library's 2022 levy resolution to maintain operations for FY2023. The Board voted to keep the Library's levy request flat, while continuing to deficit spend to achieve fund balance objectives.

Notes:

1. Changes in service may need to be addressed with a budget transfer/amendment by one or both of the organizations involved.
2. Fiscal year 2022 financial information remains subject to audit.
3. There are no outstanding liabilities from FY2022.

PARK RIDGE PUBLIC LIBRARY
CONSOLIDATED YTD REVENUE AND EXPENDITURES FISCAL
YEAR 2022 • JANUARY 1, 2022 – DECEMBER 31, 2022

REVENUE ACCOUNTS	BUDGET	REVISED BUDGET	YTD ACTUAL	% RECEIVED
Local Government Taxes	\$4,088,661		\$3,342,542	82%
Per Capita State Grant	\$55,283		\$58,493	106%
COVID Related	\$0		\$11,045	100%
Other Receipts	\$61,333		\$75,669	123%
Total Revenue	\$4,205,277		\$3,487,748	83%

ACCOUNT #	OPERATING ACCOUNTS	BUDGET	REVISED BUDGET	YTD EXPENDITURES	% SPENT
9100	Salaries	\$2,379,103	\$2,358,998	\$2,226,674	94%
9210	Employee Benefits	\$355,169	\$375,169	\$351,508	94%
9317	Data Processing	\$257,000	\$265,000	\$249,730	94%
9321	Building Maintenance	\$187,500	\$193,772	\$174,039	90%
9324	Membership, Recruiting, Training	\$28,500	\$30,750	\$15,549	51%
9351	Equipment Rental	\$32,000	\$32,000	\$17,835	56%
9359	Consulting Services	\$37,000	\$28,800	\$10,050	35%
9360	Public Relations	\$34,600	\$50,850	\$50,615	100%
9385	General Contractual	\$77,600	\$77,400	\$70,337	91%
9385	Contractual Programs	\$61,500	\$60,385	\$55,111	91%
9416	Audit	\$9,000	\$9,000	\$8,700	97%
9425	Special Counsel	\$25,000	\$19,800	\$13,736	69%
9510	Supplies	\$117,000	\$114,195	\$84,539	74%
9511	Staff Appreciation	\$2,000	\$2,000	\$1,981	99%
9520	Computer Materials	\$30,000	\$30,000	\$20,289	68%
9540	Library Resources	\$626,000	\$627,125	\$597,631	95%
	Total Operating Budget	\$4,258,972	\$4,275,244	\$3,948,323	92%
	Capital Projects Budget				
9901	Machinery and Equipment	\$0	\$0	\$0	0%
9908	Computer Equipment	\$22,500	\$27,500	\$27,202	99%
9963	Building Repairs	\$275,000	\$604,985	\$199,847	33%
	Total Capital Projects Budget	\$297,500	\$632,485	\$227,048	36%
	Total Operating Budget	\$4,556,472	\$4,907,729	\$4,175,372	85%
	LIBRARY SURPLUS (DEFICIT)	\$ (351,195)	\$ (702,452)	(687,623)	

RESTRICTIONS	ORIGINAL	INCREASE/DECREASE	TOTAL
Capital Facility Restrictions	\$250,000	(\$21,904.23)	\$228,095.83
Technology Restrictions	\$150,000	\$0	\$150,000
TOTAL RESTRICTIONS	\$400,000	(\$21,904)	\$378,096

THANK YOU TO OUR DONORS

Every year the Park Ridge Public Library is able to enhance the quality of its materials and services, thanks to generous donations. These gifts come from both individuals and organizations and support the positive things that libraries represent.

The Library would like to acknowledge the following donors who made contributions during the fiscal year January 1, 2022 through December 31, 2022.

DONATIONS

Peo Sisterhood
United Methodist Women of PR
Norma Wicke
Mr. and Mrs. Richard Bogusz
PR 20th Century Club Foundation
PR Lions Club
Jack Owens
2nd PR Book Review Club

The Other Book Club

BBC Book Club
The Pagewinners
Sues's Crew Book Club
MBC Book Club

Buy A Brick

Jennifer Huber
Judge Family
Jill Molienkamp
Literary Ladies c/o Joanna Dude
Linda Kaminski
Laurie Mallin



Each year, the Friends contribute financial support and volunteer hundreds of hours. We offer our heartfelt thanks for their ongoing support and invite you to become a volunteer.

www.parkridgelibrary.org



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 14, 2023 at 7:00 p.m.

Trustee Thiagarajan called the Committee of the Whole meeting to order at 7:00 p.m.

ROLL CALL

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

Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek and John Priala, Library staff
 Roxy Poluchowicz, Rich Antonini, Timothy Brzny, CVI

Trustee Steinfels made a

MOTION: to approve the minutes of February 14, 2023

Trustee Thiagarajan seconded the motion.

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

Motion passed

CYBER SECURITY PRESENTATION

Director Bertucci introduced members of the team from CVI, the Library’s IT service provider, who are present at the meeting tonight to provide an overview of the cyber security measures in place to protect the Library’s network. Roxy Poluchowicz, CVI’s account manager for the Library, began the presentation by noting the increase in both the number and sophistication of cyber-attacks taking place. She then outlined all of the many protections that are in place to protect the Library’s network from such attacks. Included is staff training that aims to make staff aware of phishing and other techniques used that might compromise the network. Trustee Rusk inquired about the existence of a policy that would address a situation whereby the Library was subject to ransomware. Discussion ensued with regard to system back-ups that exist and that could be implemented to restore the network along with the existence of insurance coverage that would address these business continuity issues. Trustee Somheil stated that he would like to have more information on the security measures in place to protect the network for our consortium, CCS. Director Bertucci replied that she will obtain that information and forward it to all trustees.

E-RATE

Ms. Poluchowicz provided an overview of the E-rate program. The program provides discounts to assist K-12 schools and libraries in the United States to obtain affordable telecommunications and internet access. The Library has applied for an e-rate subsidy for the acquisition of an internet access circuit. Available discounts under the program are determined by participation in the National School Lunch Program and by the Library’s location, either urban or rural. The Park Ridge Library is eligible for a 50% discount. The process for applying for and obtaining a grant where detailed, along with the Library’s success realized with prior applications.

Director Bertucci then directed the committee’s attention to page 8 of the packet where a memo explains the application currently in process. She explained that the Library is currently on a month to month billing basis for internet access. It is anticipated that upon review of proposals being received under e-rate, the Library will lower the monthly cost by at least 50% and also increase the access circuitry anywhere from 50-100%.

Approval of a contract will be included under New Business at the March 21, 2023 Board meeting in order to be in compliance with e-Rates requirement that all requests remain open for 28 days.

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for March noting that the IPLAR has been submitted to the Illinois State Library as required. She also stated that review of the Library’s employee manual will begin in May and is scheduled to be completed in June. Trustee Rapisand, as chair of the Personnel committee, will work with Library Administration on this review.

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 14, 2023 at 7:00 p.m.

REQUEST FOR PROPOSAL – PRINTING AND MAILING OF LIBRARY NEWSLETTER

Director Bertucci noted that for the past four years, the Library has not been under contract for printing and mailing of the newsletter. To help budget more effectively and get the best pricing possible for the newsletter, a request for quote was issued on February 6, 2023. Five responses were received with the lowest bidder being Vogue Printing. After evaluating costs and references from the two lowest bidders, Vogue Printing is being recommended. If approved, the contract will begin on or about May 1, 2023 and will run through February 2026.

Trustee Thiagarajan made a

MOTION: to approve a three year contract with Vogue Printing for printing and mailing of the Library's newsletter, for a total of \$63,252

Trustee Rapisand seconded the motion.

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

Motion passed

OTHER

None

The meeting was adjourned at 8:00 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
- Employee policy manual work

JUNE 2023

- Nominating committee appointed
- Non-resident library card resolution
- Employee 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: April 3, 2023



Memorandum

Memo Date: April 3, 2023
From: Joanna Bertucci, Library Director
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: April 11, 2023
Action Requested: For discussion and approval
Subject: Library Director Succession Plan

Background:

In late 2022, the Library's Management Team and Board of Trustees reviewed *Serving our Public 4.0 Standards for Illinois Public Libraries*. During the course of that review, I noted that the Park Ridge Public Library does not have a written succession plan for library leadership as listed in the standards for chapter 2 (Governance and Administration).

In order to develop a plan for PRPL, I reached out to the Library Directors' ListServ for sample plans and ideas. What has been drafted for our use is a compilation of that research. Once approved, it is recommended that this plan be reviewed biannually going forward.

Suggested Motion:

Approve the Library Director Succession plan