

**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

July 9, 2024 at 7:00 p.m.

The meeting was called to order by President Thiagarajan at 7:02 p.m.

**ROLL CALL**

Trustees Present: Anita DeFrank, Alexandra Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Gregg Rusk, Deepika Thiagarajan

Trustees Absent: Theresa Renaldi, David Somheil

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

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

Trustee Powers made a

**MOTION:** to approve the minutes of June 11, 2024

President Thiagarajan seconded the motion.

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

Absent: Renaldi, Somheil

**Motion passed**

**TASK CALENDAR REVIEW AND UPDATE**

Director Bertucci reviewed tasks on the calendar for the month of July noting a meeting that she had with Treasurer Rusk and Ms. Wrenn regarding the 2025 budget and 2024 levy forecast. This will be discussed during the Budget & Finance COW following this meeting. Also noted was that a new, and two returning trustees will be approved at either the July 15 or August 5 City Council meetings. Finally, it was noted that mandatory annual sexual harassment training for staff and trustees should be completed by the end of July.

**OTHER**

None

Meeting adjourned at 7:18 p.m.

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Budget and Finance Committee of the Whole Meeting of the Board of Trustees

Held in the first floor meeting room at the Library

July 9, 2024 at 7:00 p.m.

**ROLL CALL**

Trustees Present:

Anita De Frank, Alexandra Hanba, Josh Kiem, Danielle Powers; Lauren Rapisand, Gregg Rusk, Deepika Thiagarajan

Trustees Absent:

Theresa Renaldi, David Somheil

Others Present:

Joanna Bertucci, Library Director; Angela Berger and Joan Wrenn, Library staff

**BUDGET & FINANCE**

Treasurer Rusk called the meeting to order at 7:18 p.m.

President Thiagarajan made a

**MOTION:** to approve the minutes of June 11, 2024

Secretary Rapisand seconded the motion.

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

Absent: Renaldi, Somheil

**Motion passed**

**LEVY AND BUDGET FORECAST DISCUSSION**

Director Bertucci explained that the budget and levy data presented is a first draft and will allow the Committee to identify items requiring further discussion. She noted that the Library will be asking for a levy increase this year, after having a flat levy for the past two years.

Director Bertucci reviewed the planning memo beginning on page 7 of the packet, noting the FY25 budget and finance timeline. Also included are the budget goals for FY25. Director Bertucci noted that FY25 planning aims to balance the costs which have been shifted from the City to the Library in recent years along with large capital expenditures the Library will be experiencing related to HVAC work. Director Bertucci also noted that in projecting the levy for next year, the Library continues to deficit spend in order to minimize the increase to the levy request. FY25 budget and levy plans for the Library to have a Fund Balance in compliance with its policy; six months of operating expenditures at year end. Director Bertucci noted that by 2027, the Library will have absorbed \$1.6 million in costs shifted from the City to the Library and \$3.2 million in capital expenditures to maintain the Library building.

Discussion ensued among the Committee regarding presentation and messaging for stakeholders in order to ensure that the assumptions and rationale for the levy and budget are understood. Director Bertucci reviewed next step for budget planning which are included on p13 of the packet. Secretary Rapisand suggested that it might be helpful for there to be a liaison role reestablished between one of the City's elected officials and the Library during budgeting season. Director Bertucci stated that she will speak with Mayor Maloney about this as he presents information about the Library to the City Council, on an as needed basis

**OTHER**

Director Bertucci stated that because she will not be present at the July Board meeting, she wants to take this opportunity to thank Trustee Rapisand for her service and mentorship during her two terms on the Library Board. Trustee Rapisand replied that serving on the Library Board has been one of the greatest pleasure of her life.

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July 9, 2024 at 7:00 p.m.

**ADJOURNMENT**

Secretary Rapisand made a

**MOTION:** to adjourn the meeting

Treasurer Rusk seconded the motion.

Voice Vote: All in favor. None opposed.

**Motion passed**

Meeting adjourned at 7:55 pm