



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, July 9, 2024 at 7:00 PM
All committees are committees-of-the-whole unless noted

PUBLIC COMMENT ON NON-AGENDA ITEMS

PLANNING & OPERATIONS – Renaldi, Chair

1. Approve Minutes of June 11, 2024
2. Task calendar review and update
3. Other

BUDGET & FINANCE – Rusk & Somheil, Co-Chairs

1. Approve Minutes of June 11, 2024
2. Levy Forecast and discussion
3. FY25 Budget overview
4. Other

NO MEETINGS: BUIDLINGS & GROUNDS, 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

June 11, 2024 at 7:00 p.m.

The meeting was called to order by Trustee Renaldi at 7:06 p.m.

ROLL CALL

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

Others Present: Joanna Bertucci, Library Director; Angela Berger and Joan Wrenn, Library staff
Louis Kaufman
Josh Kiem

Vice President Hanba made a

MOTION: to approve the minutes of May 14, 2024

Trustee Powers seconded the motion.

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

Absent: Kiem

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Trustee Renaldi reviewed each of the tasks on the June, 2024 calendar noting that all were on schedule for timely completion. Director Bertucci noted that she will not be in attendance at the July Board meeting but will be at the July Committee of the Whole meetings. She stated that she will present a high level budget overview at the July COW for the Board's review.

The preliminary audit report has been completed and the FY23 year-end reports will show revenue in excess of the amount budgeted as a result of greater than expected interest income on invested funds.

Director Bertucci noted an addition to the task calendar for September, 2024 when she is planning to issue an RFP for Strategic Planning consulting.

COMPUTER VIEW, INC. CONTRACT EXTENSION

Director Bertucci is recommending that the Library enter into a one year contract extension with its managed IT services provider, Computer View, Inc. (CVI). Such an extension complies with the Library's Purchasing Policy which provides for contract extensions of one year. The original agreement was a two year agreement signed in August, 2022. The one year contract extension is at the rate of \$157,600 annually. Director Bertucci noted that next year an RFP will be issued for a new contract.

Vice President Hanba made a

MOTION: to approve a contract extension with Computer View, Inc. for a one year term commencing on September 1, 2024 and ending on August 31, 2025 at the rate of \$157,600 per year.

President Thiagarajan seconded the motion.

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

Absent: Kiem

Motion passed

ANNUAL NONRESIDENT LIBRARY CARD RESOLUTION

Per 23 Ill. Admin Code 3050.60 of the State of Illinois Administrative Code, the Library sells library cards to eligible non-residents that live in areas not taxed for public library services. Cards purchased by non-residents provide all the privileges of a resident card and can be used at other libraries within the CCS consortium. The fee charged

MINUTES

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for non-resident cards is calculated each year using a formula provided by the State. The formula divides the Library's total anticipated tax revenue by the local population from the latest census. The resulting tax revenue per capita is then multiplied by the average household size per the 2020 Census and results in the non-resident fee for the next year. Trustee Rapisand asked Director Bertucci how many non-resident cards the Library currently has issued and Director Bertucci replied that it is a small number, less than 10 in total.

Trustee Rapisand made a

MOTION: to approve a Non-resident Library Card fee of \$272 for qualified non-residents, effective July 1, 2024

Trustee Renaldi seconded the motion.

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

Absent: Kiem

Motion passed

CONDUCT IN THE LIBRARY POLICY REVIEW

Director Bertucci directed the committee's attention to page 28 of the packet and her recommendation to modify the current Conduct in the Library policy to extend the Director's authority to impose a patron ban from the current limit of 45 days to a maximum of up to one year. This proposed change would provide the Director with more flexibility in responding to serious or repeated violations of the Code of Conduct policy. Included in the packet is a redlined version of the policy indicating proposed changes.

Discussion ensued among the committee with regard to current practice in place to notify the Board of bans issued and how going forward, when and how that notification would occur under the proposed policy. Also discussed was the role and timing for Board oversight required when longer bans (longer than 45 days) are issued by the Director. It was agreed that the proposed policy changes will not be placed on the Consent Agenda for the June 18, 2024 Board meeting so that this topic may be discussed when all trustees are present.

Vice President Hanba made a

MOTION: to approve revisions to the Conduct in the Library Policy, as modified

Trustee Rapisand seconded the motion.

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

Absent: Kiem

Motion passed

OTHER

None

ADJOURNMENT

Trustee Powers made a

MOTION: to adjourn the meeting

Trustee Rapisand seconded the motion.

Voice Vote: All in favor. None opposed.

Motion passed

Meeting adjourned at 7:47 p.m.

**BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY24****JANUARY 2024**

- ✓ Policy review

FEBRUARY 2024

- ✓ Budget carryforwards from FY23
- ✓ Statistical collection review and discussion
- ✓ Secretary review of closed session minutes

MARCH 2024

- ✓ Annual Library Certification due to State Library
- ✓ Receive FY Annual report (IPLAR)
- ✓ Interview architects for HVAC project

APRIL 2024

- ✓ **National Library Week**
- ✓ Receive FY23 Annual report (Marketing)
- ✓ Policy review
- ✓ Cyber security presentation – April Board Mtg.

MAY 2024

- ✓ Statement of Economic Interest due to Cook County
- ✓ FY23 audit field work
- ✓ Approve CCS and OCLC annual fees
- ✓ Policy review

JUNE 2024

- ✓ Nominating committee appointed
- ✓ Approve Non-resident library card resolution
- ✓ Computer View, Inc. (CVI) 1 year contract extension

JULY 2024 – *Library Director absent July 16 Board Meeting*

- ✓ B&F check-in/levy forecast
- Welcome new and reappointed trustees
- Election of officers
- Discuss FY25 budget goals and levy forecast
- Annual trustee and staff anti-harassment training

AUGUST 2024

- Approve FY25 salary plan
- Review budget assumptions for City-provided services
- New Trustee orientation
- Board committee chairs assigned
- Draft FY25 budget
- **FY23 Audit presentation**
- Amend FY24 Budget

SEPTEMBER 2024

- Review FY25 draft budget
- Recognize former trustee(s)
- Secretary review of closed session minutes
- **Release RFP for Strategic Planning consultant**

OCTOBER 2024

- ***National Friends of the Library week***
- Approve FY25 Operating budget
- Approve 2024 Levy request
- Per Capita Grant requirements assigned

NOVEMBER 2024

- City Council Budget Workshop
- Review Per Capita Grant requirements
- Approve 2025 Days Closed schedule
- Library Director annual review
- Policy review

DECEMBER 2024

- Approve Per Capita Grant request
- City Council Approves Budget & Levy
- Library Director annual review

Updated: July 3, 2024

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

June 11, 2024 at 7:00 p.m.

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

ROLL CALL

Trustees Present:

Anita De Frank, Alexandra Hanba; Danielle Powers; Lauren Rapisand; Theresa Renaldi; Gregg Rusk; David Somheil; Deepika Thiagarajan

Others Present:

Joanna Bertucci, Library Director; Angela Berger and Joan Wrenn, Library staff
Louis Kaufman
Josh Kiem

PUBLIC COMMENT ON NON AGENDA ITEMS

None

BOARD PRESIDENT'S REPORT

President Thiagarajan noted that she has received email from some trustees expressing interest in being on the Nominating Committee. She requested that if other trustees are interested, they please email her before June 18, 2024 at which time the Nominating Committee will be appointed.

BUDGET & FINANCE

Treasurer Rusk called the meeting to order at 7:02 p.m.

Treasurer Rusk made a

MOTION: to approve the minutes of May 14, 2024

Trustee Somheil seconded the motion.

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

Absent: Kiem

Motion passed

BUDGET TRANSFER APPROVAL

Director Bertucci noted that with approximately six months remaining in FY24, a budget transfer is being proposed in accordance with the Library's Levy and Budget Policy which authorizes the Director to transfer funds not to exceed a cumulative amount of \$5,000 for any budget line. During the development of the FY24 budget, it was anticipated that the year's entire Per Capita Grant (PCG) of \$58,490 would be used to purchased face forward shelving for the picture book collection in the Children's Department. The actual cost of the shelving at the time of purchase was \$33,150 and since the full PCG will no longer be spent on shelving, the Youth Services staff would now like to reallocate \$10,000 for the purchase of additional picture books.

Treasurer Rapisand made a

MOTION: to approve a FY24 budget transfer of \$10,000 from Administration – Furnishings/Office Supplies to Youth Services – Children's books - Fiction

President Thiagarajan seconded the motion.

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

Absent: Kiem

Motion passed

MINUTES

PARK RIDGE PUBLIC LIBRARY

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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

June 11, 2024 at 7:00 p.m.

OTHER

None

Meeting adjourned at 7:04 pm

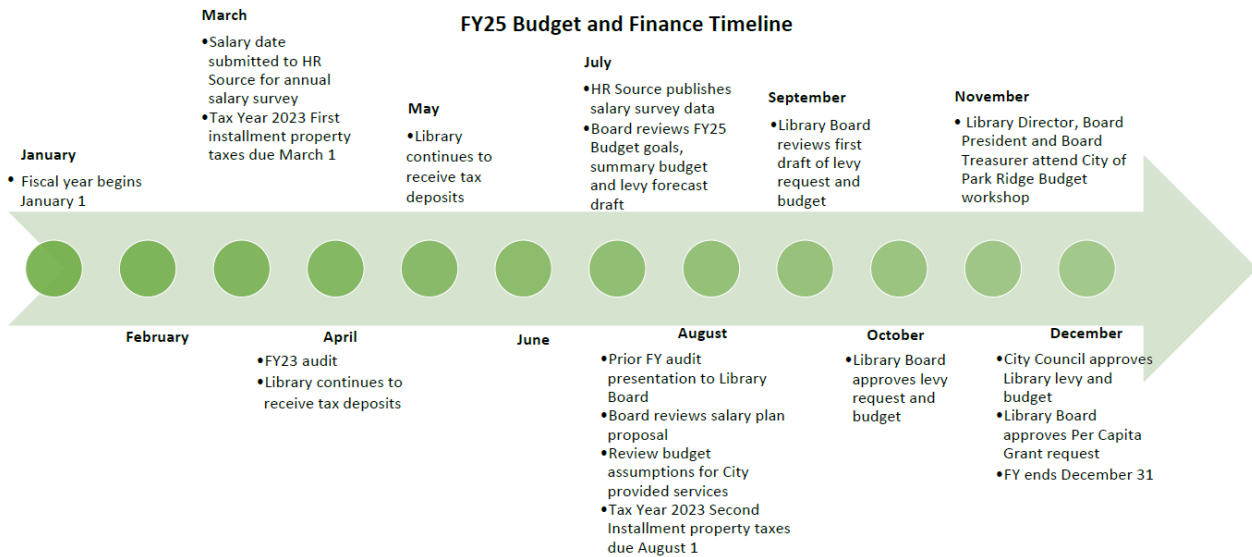
DRAFT



Memorandum

Memo Date: July 5, 2024
From: Joanna Bertucci, Library Director
 Joan Wrenn, Finance/HR Manager
Meeting Type: Budget & Finance Committee of the Whole
Meeting Date: July 9, 2024
Subject: Draft FY25 budget summary and goals - discussion

On July 2, Ms. Wrenn and I met with Treasurer Rusk to begin FY25 budget and 2024 levy discussions. The Library works with the City of Park Ridge to adhere to the timeline below to ensure that the Library’s budget and levy request are approved ahead of the City Council’s Budget Workshops, typically scheduled in November.



FY25 Budget Goals

1. Review budget lines with managers to ensure that allocations are correct.
2. Using guidelines from the *Illinois State Library* to determine that collections and personnel budgets are in line with recommended budget allocations.
 - a. Personnel up to 60% salaries; up to 70% salaries and fringe benefits (FICA, IMRF, insurance)
 - b. Collections between 8-12%
3. Continue to balance new to the Library costs, approximately \$226,633 in FY23 and an estimate \$266,436 in FY24, and \$287,751 in FY25 (payroll service, payroll taxes, and IMRF contribution) with operating expenditures and capital projects.
4. Continue to use deficit spending to offset significant levy increases.

Current cash flow

Audited fund balance as of December 31, 2023	\$4,380,393
Cash balance as of June 30, 2024	\$3,864,300
Estimated Fund Balance as of December 31, 2024	\$4,045,621 = 11 months of operating reserves



Memorandum

2024 Levy

As the Library continues to maintain a healthy fund balance, Library Administration has recommended a flat levy for the past two years. As we anticipate a large capital outlay in FY25 and FY26 (HVAC project), the Library Board and Administration should develop an action plan for future levy increases. The FY25 draft budget assumes a 2% levy increase (scenario #2). This is a placeholder value until the Board has an opportunity to discuss what, if any, increase should be requested. The packet contains two levy forecast models, while not dramatically different they are a starting point for discussion.

In meeting with Treasurer Rusk, his recommendation was to present to the Board and City Council accumulations for potential levy increases, as well as increased operations and capital project costs to the Library.

Salaries

The 2024 HR Source Salary survey was released on July 1. In July and August I will be working on the FY25 pay grade and scale for Library staff. Right now, I have a 3.5% increase in the FY25 budget. This increase is in line with the market as per the salary survey.

HR SOURCE Salary Survey		PRPL Salary Budgets		
Year	Pay Increase Projections	Year	Budget	Increase over Prior Year
2021	2.60%	FY22	\$ 2,379,160	1.65%
2022	3.70%	FY23	\$ 2,453,800	3.14%
2023	4.13%	FY24	\$ 2,548,000	3.84%
2024	3.87%	FY24 - Proposed	\$ 2,637,180	3.5%

FY25 Budget

Estimated Revenue: \$4,512,417

Estimated Operating Expense: \$4,942,580

Estimated Capital Expense: \$150,000

2% proposed levy increase; 1% overall increase

2% increase in operations budget over FY24

Capital carry forwards noted below to continue major projects

FY24 Carry Forwards

Carry forwards will be presented for Board approval in February 2025 and the budget will be amended; these costs are not included in the proposed budget.

- **Operating carry forwards:** We have not identified any operating carry forwards at this time.

- **Capital carry forwards:**

Ice Melt System	\$	12,877
Interior Remainder	\$	11,413
Exterior Remainder	\$	20,329
Fire Suppression remainder	\$	84,634
FY24 HVAC Remainder (\$500K)	\$	430,000
	\$	560,000

Scenario #1					3%	4%	5%	5%
	FY23 Revised Budget	FY23 Actual	FY24 - Budget	FY24 - Forecast Actuals	FY25 - DRAFT	FY26 - FORECAST	FY27 - FORECAST	FY28 - FORECAST
Revenues								
Property Taxes	\$ 4,088,161	\$ 4,001,404	\$ 4,088,161	\$ 3,979,125	\$ 4,210,806	\$ 4,379,238	\$ 4,598,200	\$ 4,828,110
Property Tax Prior	\$ -	\$ 49,396	\$ -	\$ 1,886	\$ -	\$ -	\$ -	\$ -
PPRT	\$ 214,500	\$ 190,644	\$ 130,000	\$ 101,304	\$ 100,000	\$ 75,000	\$ 75,000	\$ 75,000
State Grants	\$ 108,500	\$ 108,493	\$ 58,493	\$ 58,493	\$ 58,493	\$ 58,855	\$ 108,500	\$ 58,855
Interest	\$ 1,000	\$ 133,404	\$ 50,000	\$ 136,483	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Other Receipts	\$ 136,000	\$ 338,771	\$ 149,000	\$ 106,186	\$ 109,000	\$ 300,000	\$ 375,000	\$ 200,000
TOTAL REVENUE	\$ 4,548,161	\$ 4,822,112	\$ 4,475,654	\$ 4,383,477	\$ 4,553,299	\$ 4,888,093	\$ 5,231,700	\$ 5,236,965
Operating Expenditures								
Salaries	\$ 2,453,799	\$ 2,328,718	\$ 2,546,525	\$ 2,366,290	\$ 2,637,180	\$ 2,716,295	\$ 2,797,784	\$ 2,881,718
Employee Benefits	\$ 655,266	\$ 582,949	\$ 716,648	\$ 616,305	\$ 720,000	\$ 741,600	\$ 763,848	\$ 786,763
Data Processing	\$ 322,000	\$ 278,807	\$ 273,300	\$ 252,027	\$ 286,300	\$ 294,889	\$ 303,736	\$ 312,848
Building Maintenance	\$ 176,500	\$ 126,551	\$ 164,500	\$ 110,537	\$ 154,500	\$ 156,045	\$ 157,605	\$ 159,182
Membership, Recruiting and Training	\$ 29,000	\$ 22,601	\$ 31,500	\$ 24,632	\$ 33,000	\$ 33,330	\$ 33,663	\$ 34,000
Equipment Rental	\$ 27,000	\$ 21,514	\$ 27,000	\$ 21,663	\$ 27,000	\$ 27,270	\$ 27,543	\$ 27,818
Consulting	\$ 20,000	\$ 2,595	\$ 19,200	\$ 5,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000
Public Relations	\$ 40,000	\$ 46,604	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,900	\$ 46,818	\$ 47,754
General Contractual	\$ 165,100	\$ 162,065	\$ 179,800	\$ 165,550	\$ 183,800	\$ 187,476	\$ 191,226	\$ 195,050
Audit	\$ 9,300	\$ 9,000	\$ 10,300	\$ 9,500	\$ 10,500	\$ 10,815	\$ 11,139	\$ 11,474
General Counsel	\$ 25,000	\$ 14,140	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Supplies	\$ 85,115	\$ 69,489	\$ 122,500	\$ 120,308	\$ 122,500	\$ 123,725	\$ 124,962	\$ 126,212
Staff Appreciation	\$ 2,000	\$ 2,372	\$ 2,500	\$ 2,500	\$ 3,000	\$ 2,500	\$ 2,500	\$ 2,500
Computer Materials	\$ 39,710	\$ 34,982	\$ 31,500	\$ 31,500	\$ 35,000	\$ 36,050	\$ 37,132	\$ 38,245
Library Resources	\$ 646,500	\$ 591,555	\$ 634,800	\$ 584,566	\$ 629,800	\$ 629,800	\$ 629,800	\$ 629,800
Total Operating	\$ 4,696,290	\$ 4,293,941	\$ 4,830,073	\$ 4,380,378	\$ 4,942,580	\$ 5,050,695	\$ 5,172,756	\$ 5,298,363
Capital Expenditures								
Machinery and Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Equipment	\$ 50,000	\$ 38,027	\$ 195,000	\$ 195,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000
Building Repairs	\$ 679,008	\$ 484,984	\$ 722,200	\$ 142,872	\$ 100,000	\$ 700,000	\$ 325,000	\$ 100,000
Total Capital	\$ 729,008	\$ 523,011	\$ 917,200	\$ 337,872	\$ 150,000	\$ 750,000	\$ 375,000	\$ 200,000
TOTAL EXPENDITURES	\$ 5,425,298	\$ 4,816,952	\$ 5,747,273	\$ 4,718,250	\$ 5,092,580	\$ 5,800,695	\$ 5,547,756	\$ 5,498,363
Unrestricted Balance Projections								
Beginning Unrestricted Balance (as of December 31)	\$ 4,375,239	\$ 4,375,239	\$ 4,380,393	\$ 4,397,689	\$ 3,108,774	\$ 2,569,493	\$ 1,656,891	\$ 1,340,836
Excess Budgeted (Deficit)	\$ (877,137)	\$ 5,159	\$ (1,271,619)	\$ (334,772)	\$ (539,281)	\$ (912,602)	\$ (316,056)	\$ (261,398)
Ending Unrestricted Balance	\$ 3,498,102	\$ 4,380,393	\$ 3,108,774	\$ 4,062,917	\$ 2,569,493	\$ 1,656,891	\$ 1,340,836	\$ 1,079,437
Average monthly operating expenses	\$ 391,358	\$ 357,828	\$ 402,506	\$ 365,031	\$ 411,882	\$ 420,891	\$ 431,063	\$ 441,530
# of months of operating expenses	\$ 9	\$ 12	\$ 8	\$ 11	\$ 6	\$ 4	\$ 3	\$ 2
Minimum Fund Balance Requirements	\$ 2,348,145	\$ 2,146,971	\$ 2,415,037	\$ 2,190,189	\$ 2,471,290	\$ 2,525,347	\$ 2,586,378	\$ 2,649,182
Operating Expenditures/Budget		91%		91%				

7/3/2024

Scenario #2					2%	3%	4%	5%
	FY23 Revised Budget	FY23 Actual	FY24 - Budget	FY24 - Forecast Actuals	FY25 - DRAFT	FY26 - FORECAST	FY27 - FORECAST	FY28 - FORECAST
Revenues								
Property Taxes	\$ 4,088,161	\$ 4,001,404	\$ 4,088,161	\$ 3,979,125	\$ 4,169,924	\$ 4,295,022	\$ 4,466,823	\$ 4,690,164
Property Tax Prior	\$ -	\$ 49,396	\$ -	\$ 1,886	\$ -	\$ -	\$ -	\$ -
PPRT	\$ 214,500	\$ 190,644	\$ 130,000	\$ 101,304	\$ 100,000	\$ 75,000	\$ 75,000	\$ 75,000
State Grants	\$ 108,500	\$ 108,493	\$ 58,493	\$ 58,493	\$ 58,493	\$ 58,855	\$ 108,500	\$ 58,855
Interest	\$ 1,000	\$ 133,404	\$ 50,000	\$ 136,483	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Other Receipts	\$ 136,000	\$ 338,771	\$ 149,000	\$ 106,186	\$ 109,000	\$ 300,000	\$ 375,000	\$ 200,000
TOTAL REVENUE	\$ 4,548,161	\$ 4,822,112	\$ 4,475,654	\$ 4,383,477	\$ 4,512,417	\$ 4,803,877	\$ 5,100,323	\$ 5,099,019
Operating Expenditures								
Salaries	\$ 2,453,799	\$ 2,328,718	\$ 2,546,525	\$ 2,366,290	\$ 2,637,180	\$ 2,716,295	\$ 2,797,784	\$ 2,881,718
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Consulting	\$ 20,000	\$ 2,595	\$ 19,200	\$ 5,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000
Public Relations	\$ 40,000	\$ 46,604	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,900	\$ 46,818	\$ 47,754
General Contractual	\$ 165,100	\$ 162,065	\$ 179,800	\$ 165,550	\$ 183,800	\$ 187,476	\$ 191,226	\$ 195,050
Audit	\$ 9,300	\$ 9,000	\$ 10,300	\$ 9,500	\$ 10,500	\$ 10,815	\$ 11,139	\$ 11,474
General Counsel	\$ 25,000	\$ 14,140	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Supplies	\$ 85,115	\$ 69,489	\$ 122,500	\$ 120,308	\$ 122,500	\$ 123,725	\$ 124,962	\$ 126,212
Staff Appreciation	\$ 2,000	\$ 2,372	\$ 2,500	\$ 2,500	\$ 3,000	\$ 2,500	\$ 2,500	\$ 2,500
Computer Materials	\$ 39,710	\$ 34,982	\$ 31,500	\$ 31,500	\$ 35,000	\$ 36,050	\$ 37,132	\$ 38,245
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Capital Expenditures								
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Computer Equipment	\$ 50,000	\$ 38,027	\$ 195,000	\$ 195,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000
Building Repairs	\$ 679,008	\$ 484,984	\$ 722,200	\$ 142,872	\$ 100,000	\$ 700,000	\$ 325,000	\$ 100,000
Total Capital	\$ 729,008	\$ 523,011	\$ 917,200	\$ 337,872	\$ 150,000	\$ 750,000	\$ 375,000	\$ 200,000
TOTAL EXPENDITURES	\$ 5,425,298	\$ 4,816,952	\$ 5,747,273	\$ 4,718,250	\$ 5,092,580	\$ 5,800,695	\$ 5,547,756	\$ 5,498,363
Unrestricted Balance Projections								
Beginning Unrestricted Balance (as of December 31)	\$ 4,375,239	\$ 4,375,239	\$ 4,380,393	\$ 4,397,689	\$ 3,108,774	\$ 2,528,612	\$ 1,531,794	\$ 1,084,361
Excess Budgeted (Deficit)	\$ (877,137)	\$ 5,159	\$ (1,271,619)	\$ (334,772)	\$ (580,162)	\$ (996,818)	\$ (447,433)	\$ (399,344)
Ending Unrestricted Balance	\$ 3,498,102	\$ 4,380,393	\$ 3,108,774	\$ 4,062,917	\$ 2,528,612	\$ 1,531,794	\$ 1,084,361	\$ 685,017
Average monthly operating expenses	\$ 391,358	\$ 357,828	\$ 402,506	\$ 365,031	\$ 411,882	\$ 420,891	\$ 431,063	\$ 441,530
# of months of operating expenses	\$ 9	\$ 12	\$ 8	\$ 11	\$ 6	\$ 4	\$ 3	\$ 2
Minimum Fund Balance Requirements	\$ 2,348,145	\$ 2,146,971	\$ 2,415,037	\$ 2,190,189	\$ 2,471,290	\$ 2,525,347	\$ 2,586,378	\$ 2,649,182
Operating Expenditures/Budget		91%		91%				

7/3/2024

Scenario #1

Levy Year	Budget/Calendar Year	Increase	Levy Amount	Proposed Levy Decrease/Increase	Levy Increase Accumulation	New Costs (IMRF, FICA, ADP SERVICES)	New costs accumulation	Capital Building Projects	Capital Building Accumulation
2020	2021		\$ 4,008,000	\$ -				\$ 619,484	\$ 619,484
2021	2022	1.02	\$ 4,088,160	\$ 80,160	\$ 80,160			\$ 186,970	\$ 806,454
2022	2023	0.00	\$ 4,088,160	\$ -		\$ 226,633	\$ 226,633	\$ 484,984	\$ 1,291,438
2023	2024	0.00	\$ 4,088,160	\$ -		\$ 246,700	\$ 473,333	\$ 142,878	\$ 1,434,316
2024	2025	1.03	\$ 4,210,805	\$ 122,645	\$ 202,805	\$ 266,436	\$ 739,769	\$ 660,000	\$ 2,094,316
2025	2026	1.04	\$ 4,379,237	\$ 168,432	\$ 371,237	\$ 287,751	\$ 1,027,520	\$ 700,000	\$ 2,794,316
2026	2027	1.05	\$ 4,598,199	\$ 218,962	\$ 590,199	\$ 310,771	\$ 1,338,291	\$ 325,000	\$ 3,119,316
2027	2028	1.05	\$ 4,828,109	\$ 229,910	\$ 820,109	\$ 335,633	\$ 1,673,923	\$ 100,000	\$ 3,219,316

7/3/2024

Scenario #2

Levy Year	Budget/Calendar Year	Increase	Levy Amount	Proposed Levy Decrease/Increase	Levy Increase Accumulation	New Costs (IMRF, FICA, ADP SERVICES)	New costs accumulation	Capital Building Projects	Capital Building Accumulation
2020	2021		\$ 4,008,000	\$ -				\$ 619,484	\$ 619,484
2021	2022	1.02	\$ 4,088,160	\$ 80,160	\$ 80,160			\$ 186,970	\$ 806,454
2022	2023	0.00	\$ 4,088,160	\$ -		\$ 226,633	\$ 226,633	\$ 484,984	\$ 1,291,438
2023	2024	0.00	\$ 4,088,160	\$ -		\$ 246,700	\$ 473,333	\$ 142,878	\$ 1,434,316
2024	2025	1.02	\$ 4,169,923	\$ 81,763	\$ 161,923	\$ 266,436	\$ 739,769	\$ 660,000	\$ 2,094,316
2025	2026	1.03	\$ 4,295,021	\$ 125,098	\$ 287,021	\$ 287,751	\$ 1,027,520	\$ 700,000	\$ 2,794,316
2026	2027	1.04	\$ 4,466,822	\$ 171,801	\$ 458,822	\$ 310,771	\$ 1,338,291	\$ 325,000	\$ 3,119,316
2027	2028	1.05	\$ 4,690,163	\$ 223,341	\$ 682,163	\$ 335,633	\$ 1,673,923	\$ 100,000	\$ 3,219,316

7/3/2024

Park Ridge Public Library
Consolidated YTD Revenue and Expenditures Comparison
Library Fund

DRAFT

REVENUE ACCOUNTS	FY23 BUDGET	FY23 FINAL	FY23 ACTUALS TO BUDGET	FY24 BUDGET	FY24 Forecast Actuals	FY24 FORECAST TO BUDGET	FY25 DRAFT	% Change	NOTES
Property Taxes	\$ 4,302,661	\$ 4,001,404	98%	\$ 4,088,161	\$ 3,979,125	97%	\$ 4,169,924	2%	Assumes 2% Levy Increase
Property Tax Prior	\$ 108,500	\$ 49,396		\$ -	\$ 1,886		\$ -		We don't budget for prior taxes
PPRT		\$ 190,644	89%	\$ 130,000	\$ 101,304	78%	\$ 100,000	-30%	Final estimate available August; forecast decrease
State Grants		\$ 108,493	100%	\$ 58,493	\$ 58,493	100%	\$ 58,493	0%	
Interest		\$ 133,404	13340%	\$ 50,000	\$ 136,483	273%	\$ 75,000	33%	Need to confirm with City Finance Manager
Other Receipts	\$ 137,000	\$ 338,771	249%	\$ 149,000	\$ 106,186	71%	\$ 109,000	-37%	Need to confirm
TOTAL REVENUE	\$ 4,548,161	\$ 4,822,112	106%	\$ 4,475,654	\$ 4,383,477	98%	\$ 4,512,417	1%	

ACCOUNT #	OPERATING ACCOUNTS	FY23 BUDGET	FY23 FINAL	FY23 ACTUALS TO BUDGET	FY24 BUDGET	FY24 Forecast Actuals	FY24 FORECAST TO BUDGET	FY25 DRAFT	% Change	
9100	Salaries	\$ 2,453,799	\$ 2,328,718	96%	\$ 2,546,525	\$ 2,366,290	93%	\$ 2,637,180	3.4%	Salary survey released 7/1
9210	Employee Benefits	\$ 655,266	\$ 582,949	86%	\$ 716,648	\$ 616,305	86%	\$ 720,000	0%	Working with CPR to confirm
9317	Data Processing	\$ 322,000	\$ 278,807	87%	\$ 273,300	\$ 252,027	92%	\$ 286,300	5%	IT Subscription increases
9321	Building Maintenance	\$ 176,500	\$ 126,551	73%	\$ 164,500	\$ 110,537	67%	\$ 154,500	-6%	Reduction in cost of natural gas
9324	Membership, Recruiting, Training	\$ 29,000	\$ 22,601	78%	\$ 31,500	\$ 24,632	78%	\$ 33,000	5%	Increase to meet staff training needs
9351	Equipment Rental	\$ 27,000	\$ 21,514	80%	\$ 27,000	\$ 21,663	80%	\$ 27,000	0%	No change
9359	Consulting Services	\$ 20,000	\$ 2,595	17%	\$ 19,200	\$ 5,000	26%	\$ 30,000	36%	Strategic Plan consultant; need to confirm
9360	Public Relations	\$ 40,000	\$ 46,604	96%	\$ 45,000	\$ 45,000	100%	\$ 45,000	0%	No change
9385	General Contractual	\$ 165,100	\$ 162,065	93%	\$ 179,800	\$ 165,550	92%	\$ 183,800	2%	Contract increases
9416	Audit	\$ 9,300	\$ 9,000	100%	\$ 10,300	\$ 9,500	92%	\$ 10,500	2%	Increase due to GASB changes
9425	General Counsel	\$ 25,000	\$ 14,140	60%	\$ 25,000	\$ 25,000	100%	\$ 25,000	0%	No change
9510	Supplies	\$ 62,500	\$ 69,489	80%	\$ 122,500	\$ 120,308	98%	\$ 122,500	0%	No change
9511	Staff Appreciation	\$ 2,000	\$ 2,372	95%	\$ 2,500	\$ 2,500	100%	\$ 3,000	17%	Supported by increased FOL funding
9520	Computer Materials	\$ 30,000	\$ 34,982	88%	\$ 31,500	\$ 31,500	100%	\$ 35,000	10%	IT software increases
9540	Library Resources	\$ 646,500	\$ 591,555	92%	\$ 634,800	\$ 584,566	92%	\$ 629,800	-1%	In progress
9493	Transfer Out	\$ -	\$ -		\$ -	\$ -		\$ -		
	Total Operating Budget	\$ 4,663,965	\$ 4,293,941	91%	\$ 4,830,073	\$ 4,380,378	91%	\$ 4,942,580	2%	

Capital Budget Lines										
9901	Machinery and Equipment	\$ -	\$ -		\$ -	\$ -		\$ -		
9908	Computer Equipment	\$ 50,000	\$ 38,027	76%	\$ 195,000	\$ 195,000	100%	\$ 50,000	-290%	Working with CVI to confirm
9963	Building Repairs	\$ 290,000	\$ 484,984	71%	\$ 722,200	\$ 142,872	20%	\$ 100,000	-622%	Anticipate at least \$560,000 in CF
	Total Capital Projects Budget	\$ 340,000	\$ 523,011	72%	\$ 917,200	\$ 337,872	37%	\$ 150,000	-511%	

TOTAL EXPENDITURES	5,003,965	4,816,952	89%	5,747,273	4,718,250	82%	\$ 5,092,580	-13%	
LIBRARY SURPLUS (DEFICIT)	\$ (455,805)	\$ 5,159		\$ (1,271,619)	\$ (334,772)		\$ (580,162)	-119%	

7/3/2024



Memorandum

Next Steps

- Ms. Bertucci will reach out to Mayor Maloney and City Manager Joe Gilmore to schedule a meeting to review the assumptions for city provided services to the Library and the levy forecast.
- Ms. Bertucci and Ms. Wrenn will continue to confirm contract and benefits costs for FY24.
- In August, the Board will receive the FY25 salary plan
- In September, the Board will receive a detailed budget document and accompanying memo for further review and discussion.



Memorandum

Assumptions for City Provided Services – FY25¹

- Administers and pays for Library insurance coverage for excess workers compensation, employee accident, public liability (all City boards 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 assistance program
- Includes Library in City gas and electric utilities franchise agreements as well as any other benefits the City receives 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)

¹ Changes in service may need to be addressed with a budget transfer/amendment by one or both of the organizations involved.