



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, August 13, 2024 at 7:00 PM
All committees are committees-of-the-whole unless noted

PUBLIC COMMENT ON NON-AGENDA ITEMS

TRUSTEE INTRODUCTIONS

APPOINTMENT OF COMMITTEE CHAIRS

BUDGET & FINANCE

1. Approve Minutes of July 9, 2024
2. FY23 Audit Presentation – Lauterbach and Amen
3. FY24 Budget Amendments
4. Other

PERSONNEL

1. Approve Minutes of November 14, 2023
2. FY25 Salary Plan review and approval
3. Other

PLANNING & OPERATIONS

1. Approve Minutes of July 9, 2024
2. Task calendar review and update
3. Other

NO MEETINGS: BUIDLING & GROUNDS, COMMUNICATIONS & DEVELOPMENT, NOMINATING, RESOURCES

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

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.

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

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

DRAFT



Memorandum

Memo Date: August 5, 2024
From: Joanna Bertucci, Library Director
 Joan Wrenn, Finance/HR Manager
Meeting Type: Budget & Finance Committee of the Whole Meeting
Meeting Date: August 13, 2024
Action Requested: For Approval
Subject: FY24 Budget Amendment

Background:

Annually in December, I present a funding request to the Friends of the Park Ridge Public Library Board. The Friends provide an estimated funding amount ahead of this meeting and I work with the Management Team to develop and prepare our request.

Due to the continued success of the Friends semiannual book sales, the summer pop-up book sale and the introduction of a winter pop-up sale, the Friends Board authorized \$25,000 in December 2023 and an additional \$5,500 in June 2024. As we knew that we'd be celebrating 100 years of Summer Reading, Adult and Youth services requested additional funding from the Friends to support program prizes (\$12,500) as well as up to \$5,000 to support of Summer Reading kickoff and sendoff programs on June 8 and August 10, 2024. The Adult Services Department will also be launching a new quarterly concert series sponsored by the Friends. \$1,000 of these FOL funds were allocated to the Public Relations budget to allow for increased spending on Summer Reading and programming promotional items. Lastly, Administration staff requested an additional \$1,500 from the Friends to host a PRPL staff barbeque in the fall.

In order to accommodate these increased expenditures, Library Administration has identified three budget lines that require amendments.

Account	Original	Adjustment	Modified
Youth Services - Programs	\$40,000	+\$10,000	\$50,000
Adult Services – Programs	\$25,000	+\$10,000	\$35,000
Administration – PR	\$22,000	+1,000	\$23,000
Administration – Staff Appreciation	\$2,500	+\$1,500	\$4,000

Recommended Motion:

Amend the FY24 Operating Budget to increase Youth Services – programs to \$50,000, increase Adult Services – programs to \$35,000, increase Administration – PR to \$23,000 and increase Administration – staff appreciation to \$4,000.

MINUTES

Return to Agenda

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068
Personnel Committee of the Whole Meeting of the Board of Trustees
Held in the First Floor Meeting Room of the Library
November 14, 2023 at 7:00 p.m.

Committee Chair Hanba opened the Personnel Committee meeting at 7:24 p.m.

ROLL CALL

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

Trustee Rapisand made a

MOTION: to approve the minutes of August 8, 2023

Trustee Rusk seconded the motion.

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

Motion passed

PAID LEAVE FOR ALL POLICY

In March 2023, Governor Pritzker signed SB208 into law, making Illinois one of the first states in the country to mandate that paid time off be awarded to all employees, to be used for any reason. Currently, Library staff working more than 19 hours per week are covered by PTO, vacation and sick time policies. However, part-time employees working less than 19 hours per week are not covered by existing time off policies and are now entitled to leave under the new law.

The proposed policy is based on a template developed by HR Source, exclusively for member use. Director Bertucci is recommending the accrual method for this time-off as that is consistent with how other employee time off is calculated. She noted that unlike time off accrued by other employees, unused time would not be paid out to these employees upon termination or resignation. Ms. Wrenn will work with ADP to implement this policy in the payroll system, effective January 1, 2024.

Vice-President Hanba made a

MOTION: to approve proposed Policy 27.- Paid Leave for All Workers Act, as it appears in draft form

Trustee Powers seconded the motion.

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

Motion passed

OTHER

None

Meeting adjourned at 7:28 p.m.



Memorandum

Memo Date: August 9, 2024
From: Joanna Bertucci, Library Director
Meeting Type: Personnel Committee of the Whole Meeting
Meeting Date: August 13, 2024
Action Requested: For review and approval
Subject: FY25 Salary Plan

Background:

The HR Source Salary Survey Report for Library Compensation is published annually in July. The most recent data was used to benchmark salaries for the upcoming fiscal year and update the Library's pay grade and scale in alignment with the Library's job descriptions.

Data used to develop the pay grade and scale for FY25 was aged 10 months (March – December) to yield more accurate benchmarks, as survey data collected is based on employee wages as of March 1, 2024.

Compensation Philosophy:

Park Ridge Public Library recognizes the essential role staff has in furthering the mission and vision of the Library and in achieving the Library's strategic goals. The Board of Trustees and Administration are committed to maintaining an internally equitable and externally competitive compensation structure that will enable the Library to recruit and retain a staff of highly proficient and qualified employees and reward high-performing employees at all levels.

Park Ridge Public Library will establish and maintain pay ranges based upon internal equity and externally competitive guidelines with a base pay minimum and maximum for all pay ranges.

1. Internal equity refers to the constant effort to ensure that pay is managed fairly across all employee pay ranges. Staff will be paid within the pay range for the pay grade of their position.
2. In determining an employee's rate of compensation within their assigned pay range, Administration may consider the employee's performance, contribution, education, experience, and the requirements for the position.
3. Merit increases will be reviewed annually. Merit increases or one-time awards may be given to staff who demonstrate satisfactory job performance in their annual performance review and attain performance goals set forth in the prior year's annual performance review.
4. The Library seeks to provide competitive salaries across all jobs—defined as sufficiently close to the median of the local library competitor market to continue to attract and retain superior staff.

The Library's compensation structure includes competitive benefits for eligible staff including: health, dental, vision and life insurance; paid time off and paid holidays; and enrollment in the Illinois Municipal Retirement Fund. Training is available and encouraged for all positions.

5. Individual employee's eligibility for benefits is dependent on hours worked, length of service, and other factors. Not all employees qualify for all benefits offered.
6. The Library seeks to ensure that benefits are offered and managed fairly across all positions.
7. The Library encourages employees in developing and maintaining competitive skill levels through support of training initiatives and learning opportunities, ensuring that necessary skill sets are developed. The Library endeavors to allow time and financial support to enable staff to attend approved training.



Memorandum

External Factors:

Since 2020, the labor market continues to pose challenges to employers. Despite the fact that the unemployment rate for the Chicago/Metro area has increased from 4.7% in June 2023 to 6.4% in June 2024, employers are still having a difficult time attracting quality talent¹.

Additionally, the U.S. economy has also put pressure on employers to increase wages as the cost of consumer goods rose sharply in 2022 when inflation averaged approximately 8%, compared to 4.7% in 2021 and 1.2% in 2020². Even though inflation is declining (4.1% in 2023 and 3% as of June 2024³), the long-term impacts are important considerations when developing our salary plan. Specifically, the increased costs of consumer goods and higher than normal mortgage rates⁴ continue to challenge employers to offer competitive wages.

Lastly, Illinois' final scaled \$15 minimum wage increase will take effect on January 1, 2025. We can see the impact of these factors as the Library market continues to see higher than typical increase projections for 2024.

These factors in combination with the salary survey data have been analyzed to develop a salary plan that rewards staff in line with the Library market, is responsive to long-term inflationary impacts, and continues to adjust the lowest grades of the pay scale to retain current staff and attract new talent. The secondary goal of this plan is to create a sustainable personnel budget during this anomalous economic time.

Data Year	FY	US Inflation Rates	HR SOURCE Salary Survey Increase Projections	Average Merit Increase
2020	FY21	1%	2%	2%
2021	FY22	5%	3%	3%
2022	FY23	8%	4%	3%
2023	FY24	4%	4%	4%
2024	FY25	3%	4%	4% proposed
Average Increase over 5 years		4%	3%	3%

Employee Census:

- Overall full-time equivalent (FTE) positions are as follows:

FY20	FY21	SY21	FY22	FY23	FY24	FY25
50	48.5	48.5	48	48	48.5	49

- Headcount as of August 1, 2024: **70**
 - 29 full-time
 - 26 part-time
 - 15 half-time
- Open positions: 3
- Tenure: **51% of PRPL staff have been on staff for 5+ years.**

Less than 5 years	34
5-10 years	16
10-15 years	4
15-20 years	6
20+ years	10

¹ Illinois Department of Employment Security. <https://ides.illinois.gov/resources/labor-market-information/laus/year-to-date.html>. Last accessed August 1, 2024.

² US Inflation Calculator. <https://www.usinflationcalculator.com/inflation/current-inflation-rates/>. Last accessed August 1, 2024

³ U.S. Bureau of Labor Statistics. <https://www.bls.gov/news.release/cpi.nr0.htm>. Last accessed August 1, 2024.

⁴ Freddie Mac. <https://www.freddiemac.com/pmms>. Last accessed August 1, 2024.



Memorandum

Since the development of the FY24 salary plan (August 1, 2023), the Library has undergone significant staffing changes as listed below:

- 7 current staff members experienced change (hours, title, pay rate) compared to 3 in FY23
- 14 staff members have resigned compared to 10 in FY23
- 18 staff members have been hired compared to 12 in FY23

How this salary plan works to achieve goals set forth in the Library’s compensation philosophy

1. *Internal equity refers to the constant effort to ensure that pay is managed fairly across all employee pay ranges. Staff will be paid within the pay range for the pay grade of their position.*

If approved, the compa-ratio for the Library would be 98%.

	<94% Midpoint	95-105% Midpoint	>105% Midpoint
FY20 ⁵	59%	26%	15%
FY21	58%	25%	17%
SY21	26%	53%	21%
FY22	26%	53%	21%
FY23	33%	48%	19%
FY24	34%	50%	16%
FY25 – proposed	30%	51%	19%

2. *In determining an employee’s rate of compensation within their assigned pay range, Administration may consider the employee’s performance, contribution, education, experience, and the requirements for the position.*
3. To achieve these goals, I respectfully recommend \$133,900 in increases in the following areas:
 - \$93,500 4% average merit pool increases
 - \$10,500 for one-time merit bonuses
 - \$29,900 merit adjustments based on updated pay grade/scale and minimum wage adjustments
4. The proposed FY25 personnel budget is a 3.9% increase over the FY24 budget, approximately \$99,475

Fiscal Year	Personnel Budget	Change over prior year	% of budget spent
FY19	\$ 2,436,144		
FY20	\$ 2,400,000	-1.5%	90%
FY21	\$ 2,340,539	-2.5%	88%
SY21 - annualized	\$ 2,431,011	3.9%	91%
FY22	\$ 2,379,160	-2.1%	94%
FY23	\$ 2,453,800	3.1%	96%
FY24	\$ 2,548,525	3.9%	93% estimate
FY25 - Proposed	\$ 2,648,000	3.9%	

⁵ These percentages were based on 2020 Salary Survey data that was not aged.



Memorandum

3. *Merit increases will be reviewed annually. Merit increases or one-time awards may be given to staff who demonstrate satisfactory job performance in their annual performance review and attain performance goals set forth in the prior year's annual performance review.*
 - In SY21, the Library implemented a new performance measurement tool designed to evaluate employees not only on a set of consistent day-to-day competencies, but by allowing managers to have conversations with their direct reports to set goals and benchmarks for achievement of those goals. As part of the annual review process, managers and their staff craft individual and department wide goals to be achieved during the upcoming fiscal year. The overall performance evaluation score is based on day-to-day performance as well as progress toward employee's goals.
4. *The Library seeks to provide competitive salaries across all jobs—defined as sufficiently close to the median of the local library competitor market to continue to attract and retain superior staff.*
 - The attached FY25 grade and scale allows lowest grades (1-3) to hire at higher starting rates to accommodate upcoming mandated minimum wage increases and address compression of the middle pay grades to remain competitive in recruitment. Positions in these grades (the lowest) are consistently difficult to fill. We can expect that future salary plans will continue to address this issue, as the \$15/hour minimum wage mandate will continue to put pressure on the pay scale.
 - In their most recent edition of *Serving our Public 4.0 Standards for Illinois Public Libraries*, the Illinois Library Association recommends that “the library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60% of the total budget. Salaries plus fringe benefits (FICA, IMRF, and health insurance) account for up to 70%.” The first draft of the FY25 budget would bring our salaries to an estimated 53% of total operating budget and total compensation to approximately 68%.
5. *Individual employee's eligibility for benefits is dependent on hours worked, length of service, and other factors. Not all employees qualify for all benefits offered.*
6. *The Library seeks to ensure that benefits are offered and managed fairly across all positions.*
 - In 2023, the Library revised its PTO accrual system and introduced 6-weeks paid parental leave for qualified staff. In 2024, the Library implemented the Paid Leave for all Workers Act (PLWA), which now provides part-time staff with paid time off.
7. *The Library encourages employees in developing and maintaining competitive skill levels through support of training initiatives and learning opportunities, ensuring that necessary skill sets are developed. The Library endeavors to allow time and financial support to enable staff to attend approved training.*
 - The Library maintains a healthy staff training budget to support staff attending training, conferences, and other professional development opportunities. The Library closes to the public 1-2 days per year for all staff training on a variety of Library related topics.
 - The Library also supports full-time librarians by deferring costs for professional memberships, to either the American Library Association or the Illinois Library Association.
 - In 2021, the Library Board approved adding a tuition reimbursement line to our annual budget “to provide an opportunity for employees to obtain additional education in order to increase their knowledge and abilities to prepare for future opportunities within the Library.”



Memorandum

Recommended Motion:

- Approve the FY25 salaries budget at \$2,648,000, which includes \$133,900 in increases in the following areas:
 - \$93,500 4% average merit pool increases
 - \$10,500 for one-time merit bonuses
 - \$29,900 merit adjustments based on updated pay grade/scale and minimum wage adjustments

Attachment:

FY25 Pay Grade and Scale

PARK RIDGE PUBLIC LIBRARY - SALARY RANGES FY25		Minimum - 20% below	Midpoint	Maximum - 20% above
11	Library Director	110,863 56.85	138,579 71.07	166,295 85.28
10	Service Managers Adult, Youth, Technical	64,715 33.19	80,894 41.48	97,073 49.78
9	Managers Patron Services, Finance, Facility	61,212 31.39	79,538 40.79	91,818 47.09
8	Assitant Managers Marketing Supervisor	55,179 28.30	68,974 35.37	82,768 42.45
7	Librarian I / II Cataloger I / II	47,695 24.46	59,619 30.57	71,543 36.69
6	Patron Services Assistant Manager Assistant to Director Graphic Artist Bookkeeper	44,394 22.77	55,492 28.46	66,590 34.15
5	Library Specialist I / II	39,181 20.09	48,977 25.12	58,772 30.14
4	ILL Coordinator Technical Services Coordinator Patron Services Coordinator Maker Space Coordinator	35,699 18.31	44,623 22.88	53,548 27.46
3	Custodian Page Coordinator	32,624 16.73	40,780 20.91	48,936 25.10
2	Technical Services Associate Patron Services Associate	28,886 14.81	36,107 18.52	43,329 22.22
1	Shelver	6% 29,250 15.00	31,039 15.92	15% 35,695 18.31

Minimum Wage

2025

\$15

Based on HR Source 2024 Survey, 7/1/2024
Data Collected March 1, 2024
Data Published July 2024

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.



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 - August 12**
- Board committee chairs assigned
- **FY23 Audit presentation – August COW**
- Amend FY24 Budget

SEPTEMBER 2024

- Review FY25 draft budget
- Recognize former trustee(s)
- Secretary review of closed session minutes

OCTOBER 2024

- ***National Friends of the Library week***
- Approve FY25 Operating budget
- Approve 2024 Levy request
- Per Capita Grant requirements assigned
- **Release RFP for Strategic Planning consultant**

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: August 8, 2024