



Park Ridge Public Library

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, September 10, 2024 at 7:00 PM**  
**All committees are committees-of-the-whole unless noted**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**BUDGET & FINANCE – Rusk, Chair**

1. Approve Minutes of August 13, 2024
2. FY25 Budget draft and 2024 Levy discussion
3. Liberty Bank update
4. Other

**PLANNING & OPERATIONS – Kiem & Renaldi, Co-Chairs**

1. Approve Minutes of August 13, 2024
2. Task calendar review and update
3. Technology Assets overview
4. Virtual server replacement
5. Bibliotheca controller PC replacement
6. Other

**NO MEETINGS: BUILDINGS & GROUNDS, COMMUNICATIONS & DEVELOPMENT, NOMINATING, RESOURCES, 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

August 13, 2024 at 7:00 p.m.

**ROLL CALL**

Trustees Present:

Anita De Frank, Michael Donahue, Alexandra Hanba, Josh Kiem, Danielle Powers, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

Others Present:

Joanna Bertucci, Library Director; Angela Berger and Joan Wrenn, Library staff  
Joe Loudon, Lauterbach & Amen

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**TRUSTEE INTRODUCTIONS**

Prior to this evening’s meeting, Michael Donahue was sworn in as a Board Trustee by City Clerk Raspanti. President Thiagarajan asked that each of the trustees introduce themselves.

**APPOINTMENT OF COMMITTEE CHAIRS**

President Thiagarajan thanked the trustees for sharing with her their interest in committee chair appointments. The following committee chair/co-chair appointments are made for the FY24/25 term:

Budget & Finance Chair	Gregg Rusk
Planning & Operations Co-Chairs	Josh Kiem and Theresa Renaldi
Communications & Development Chair	David Somheil
Personnel Co-Chairs	Anita DeFrank and Alexandra Hanba
Building & Grounds Chair	Danielle Powers
Resources Chair	Deepika Thiagarajan

**BUDGET & FINANCE**

Treasurer Rusk called the meeting to order at 7:06 p.m.

**APPROVE MINUTES**

Trustee Powers made a

**MOTION:** to approve the minutes of July 9, 2024

Trustee Hanba seconded the motion.

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

Abstain: Somheil

**Motion passed**

**FY23 AUDIT PRESENTATION – LAUTERBACH AND AMEN**

Joe Loudon from Lauterbach and Amen presented the audit report for the Library’s FY23 fiscal year, noting that there are three required pieces of documentation to review. Noted first was the SAS 114 letter that would note any disagreements with Library. None were noted. Also noted was the determination that the Library is correctly presented as a component unit in the City of Park Ridge financial statements. The next item reviewed was the independent auditor’s report where an unmodified opinion was issued for the Library’s financial statements for the year. Mr. Loudon noted that this is the cleanest and highest opinion that can be

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

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issued. The third document noted was the Management Discussion and Analysis. Mr. Loudon then reviewed individual financial statements included in the audit report. Finally, the Library's Management Letter was reviewed which includes information on Government Accounting Standards Board (GASB) accounting policies and the Library's compliance with those standards. Mr. Loudon solicited questions from the trustees on the information presented and the presentation concluded with President Thiagarajan thanking Mr. Loudon for his presence at the meeting.

**FY24 BUDGET AMENDMENTS**

Director Bertucci provided background information on the requested budget amendments noting that the Friends of the Library have offered the Library an additional contribution of \$15,000 in addition to the original funding for the year of \$25,000. The Library will be tapping into \$5,000 of the additional contribution this year and so budget amendments are required to reflect this additional spending that will occur.

Treasurer Rusk made a

**MOTION:** To 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

Vice-President Renaldi seconded the motion.

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

**Motion passed**

**OTHER**

None

Meeting adjourned at 7:24 p.m.



# Memorandum

**Memo Date:** September 6, 2024  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Budget & Finance Committee of the Whole  
**Meeting Date:** September 10, 2024  
**Action Requested:** For discussion  
**Subject:** FY25 draft budget

## Background

The Library Director and the Finance/HR Manager developed the draft FY25 budget in consultation with department managers. As part of this planning process, the management team reviewed our Strategic Plan progress and initiatives, circulation and program data as well as departmental goals for FY25. Bringing all these components together, we have highlighted the areas of incremental costs over the FY24 budget below. A full analysis of expenditures begins on the page 2 of this memo.

## Big Picture FY25

**Salaries** comprise 53% of the proposed Operating Budget. Retaining and attracting high-quality staff is the first and top priority for any service organization. Our Strategic Plan values of *service* and *expertise* call for providing the “highest level of services to all library users” and that we listen to our users and are responsive to their feedback. The \$133,900 previously approved for salary increases allows us to reward our high achieving staff in line with the Library market and salary benchmarks for our organization. We have also allocated an additional \$1,500 to our staff **membership, recruiting, and training** line to provide more opportunities for staff to participate in professional development activities.

In FY23, the Library took on additional costs of \$226,600 in **employee benefits** for payroll taxes, pension contributions (IMRF), and a payroll service provider that were previously part of the budget of the City of Park Ridge. For FY24, we anticipate spending \$246,700 and have budgeted \$266,440 for FY25 for these expenses.

The FY25 budget includes \$10,000 total increases to our **data processing** and **computer materials** budgets. In addition to planning for increases in our annual software, security, and email subscription fees, this increase includes \$5,000 earmarked for quarterly penetration testing of our IT environment.

The 3.2% decrease in **library resources** is not a result of lower spending on materials. In 2023, our Adult Services Manager made a concerted effort to reorganize our database subscriptions to align with the calendar year. This effort has reduced the need for prepaid expenses on subscription renewals that previously straddled 2 fiscal years. In order to maintain our tradition of excellent collections and allow opportunities for our community to pursue *education and lifelong learning* endeavors, we continue to decrease spending in increasingly less popular formats (DVDs, CDs, and audiobooks) and shift those dollars to their digital counterparts.

In 2025, the Library will begin work on a new 3-5 year Strategic Plan. Our **consulting** budget has increased significantly (75%) to accommodate fees to be paid to a professional consultant. We can expect this budget line to return to approximately \$20,000 in FY26.

On the capital expense side, the ongoing maintenance and improvement of the Library building is funded solely from the Library’s budget, while the property and building itself are owned by the City of Park Ridge. In FY25, the Library will continue to make **technology equipment improvement** a priority, specifically, replacing PCs for all library staff and public computers. Funds for this were allocated in the FY24 budget, however due to hardware availability we are deferring to FY25.

Our revised Capital Needs Assessment helps us to plan and budget for the upkeep of the Library building. This year, the Library has engaged Elara Engineering to develop plans and bid documents and to oversee an HVAC upgrade and replacement project. This project will likely span FY25 and FY26 and cost approximately \$1.3 million.





# Memorandum

## Revenue and the 2024 Tax Levy

REVENUE ACCOUNTS	FY22 ACTUALS	FY23 ACTUALS	FY24 BUDGET	FY24 ACTUALS August 31, 2024	FY24 Forecast Actuals	FY25 DRAFT
Property Taxes	\$ 4,027,667	\$ 4,001,404	\$ 4,088,161	\$ 2,117,145	\$ 3,941,952	\$ 4,169,924
Property Tax Prior	\$ -	\$ 49,396	\$ -	\$ 25,653	\$ 25,653	\$ -
PPRT	\$ 254,268	\$ 190,644	\$ 130,000	\$ 73,510	\$ 110,265	\$ 139,252
State Grants	\$ 69,538	\$ 108,493	\$ 58,493	\$ 58,889	\$ 58,889	\$ 58,493
Interest	\$ 8,728	\$ 133,404	\$ 50,000	\$ 63,389	\$ 152,134	\$ 100,000
Other Receipts	\$ 67,246	\$ 338,771	\$ 149,000	\$ 49,625	\$ 107,929	\$ 109,000
<b>TOTAL</b>	<b>\$ 4,427,447</b>	<b>\$ 4,822,112</b>	<b>\$ 4,475,654</b>	<b>\$ 2,388,210</b>	<b>\$ 4,396,821</b>	<b>\$ 4,576,669</b>

The draft FY25 budget assumes a **2% increase to the Library's levy** with our request to City Council coming in at **\$4,169,923**. A subsequent memo will discuss the rationale for a request for a levy increase.

In consultation with City of Park Ridge Finance Director, Chris Lipman, the Library has budgeted \$139,000 in Personal Property Replacement Tax (PPRT) revenue and \$100,000 in bank interest. Mr. Lipman implemented an overnight sweep where Chase sweeps our balances into their accounts, whose balances are included in the overnight funds rate that is used for lending between banks. Essentially, Chase Bank borrows our money for 6 minutes each night. As library funds are within the City's operating bank account, the same interest is being earned for both entities. The Library does not budget for prior property tax receipts, as there is no predictability to this revenue line, as per CPR Finance.

Additional revenue sources for FY24 include \$58,493 in Per Capita Grant funding. Lastly, other receipts include Friends of the Library donations, proctoring fees, copy machine revenue, meeting room fees, promotional item sales, collection agency proceeds, and gift funds.

As of August 31, 2024 the Library has \$3,415,175 in its cash operating account. Based on current year-end forecasting, it is anticipated that the Library will have approximately 11 months of operating reserves at FY24 end.

### Operating Budget Detail

#### 1. Salaries: \$2,648,000

- a. Salaries are calculated by spreadsheet with each position, hourly rate, and hours by department. Salaries are benchmarked to Library industry compensation data to ensure that compensation aligns with the Library's compensation philosophy and minimum wage mandates.
  - The FY25 salary plan was approved at the August 20, 2024 Regular Board meeting. The approved salary plan includes: \$133,900 in increases in the following areas:
    - \$93,500 4% average merit pool increases
    - \$10,500 for one-time merit bonuses
    - \$29,000 adjustments based on updated pay grade/scale and minimum wage adjustments
- b. This value represents 54% of the proposed operating budget. ILA recommends that up to 60% of the Library's operating budget be allocated to staff salaries.

#### 2. Employee Benefits: \$720,600

- a. Health Insurance: budgeted values represent a 2.5% anticipated increase for PPO and HMO health insurance rates over FY24.
- b. FICA: Budgeted at \$203,000 based on future employee earnings.



# Memorandum

- c. IMRF: Estimated at \$70,000. The preliminary IMRF rate for 2025 is flat with 2.47% for 2025 and 2.43% for 2024. The Library has budgeted using a 3% IMRF rate, as advised by the City's Finance Department.
- d. ILA recommends that up to 70% of the Library's operating budget be allocated to salaries and benefits. For the FY25 proposed budget, the Library has allocated 68% to salaries and benefits.

### 3. Data Processing: \$281,300

- a. This line has experienced a 3% increase over FY24 as a result of increased subscription costs and the addition of quarterly penetration testing of our IT environment, estimated at approximately \$5K.
- b. This budget line includes CVI's (managed IT) 1 year contract approved in July 2024, valued at \$157,600.
- c. This also includes funds for CCS (local consortium) and OCLC (global cooperative) 12 month contracts initiated annually in July. The proposed budget includes an overall 3% increase for these contracts.

### 4. Building Maintenance: \$157,000

- a. Decreased 4.5% from FY24 as natural gas prices have come down in recent months.
- b. This line includes general maintenance agreements, HVAC equipment maintenance, building supplies and natural gas.

### 5. Membership, Recruiting and Training: \$33,000

- a. Increased by 5% from FY24 as in-person conferences and travel have resumed. This line also includes \$5,000 for our tuition reimbursement program.

### 6. Equipment Rental: \$27,000

- a. Flat from FY24 and includes \$20,000 for copier lease and \$7,000 earmarked for equipment rental maintenance and postage machine lease. The copier lease expires at the end of 2025.

### 7. Consulting Services: \$30,000

- a. Significant increase over the FY24 adjusted budget amount of \$17,200. We anticipate that the majority of this budget line will be allocated to a strategic planning consultant. Estimates from area library directors average approximately \$25,000 for this service.

### 8. Public Relations: \$45,000

- a. This line includes public relations materials and supplies as well as quarterly newsletter printing.
- b. Flat for FY25

### 9. General Contractual: \$202,800

- a. This line includes telephone and internet service, postage, printing, Bibliotheca service contract, payroll service contract and program expenses. For FY25, we have increased our Youth and Adult program lines by \$10,000 respectively. We have a \$10,000 commitment from the Friends of the Library in addition to our annual ask of \$15,000, for a total of \$25,000 for FY25.

### 10. Audit: \$10,500

- a. \$10,500 for FY25 audit as per Library's 4-year contract with Lauterbach & Amen. Audit fees increased in 2024 due to additional work on the part of the audit team to comply with new GASB standards.

### 11. Special Counsel: \$25,000

- a. This is the library's budget for legal counsel. The Library works with Robbins Schwartz for matters related to human resources, laws pertaining to public bodies and general counsel. The City of Park Ridge's attorney, Ancel Glink, represents the City and the Library for tax rate objection work. It is important that the Library maintain a healthy special counsel fund as the events that require the need for counsel are often unanticipated.



# Memorandum

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**12. Supplies: \$122,500**

- a. Flat for FY25; this line includes copier supplies, supply lines for each department as well as furniture.

**13. Staff Appreciation: \$3,000**

- a. \$3,000 for general staff appreciation (National Library Workers' Day, retirements, condolence/illness acknowledgement, holiday party).

**14. Computer Materials: \$33,500**

- a. Relatively flat from FY24's original allocation. Funds for purchase of routine, non-capital technology items and software licenses for staff and public PCs.

**15. Library Resources: \$614,500**

- a. The total library resources budget is 12% of the operating budget. ILA recommends that libraries spend a minimum of 8-12% on collections. The Board should be proud that the Library is able to maintain strong funding for our resource collections
- b. The overall library resources budget is down from FY24 as noted on the first page of this memo.
  - i. Youth Services
    - 1. Print collections remain flat over FY24
    - 2. For FY25, we are reducing our audiobook budget from \$17,000 to \$10,000. Actual FY24 spending has not demonstrated a need for a budget of this size. Our DVD/BR and videogame budgets meet current demand.
    - 3. The eContent budget will remain at \$18,000.
  - ii. Adult Services
    - 1. Print collection budgets remain flat over FY24 allocation.
    - 2. The DVD/BR, audiobook and music CDs budgets remain relatively flat. These budgets have been reduced in prior years and we have determined that current allocations will meet the demand we are seeing.
    - 3. The adult eBooks budget increased by \$13,000 to be able to meet demand for consistent usage of the Library's digital collections (OverDrive, Hoopla, and Kanopy). That increase is driven by the decreases in the databases line due to the subscription renewal cycle reorganization as noted on page 1.



# Memorandum

OPERATING ACCOUNTS	FY22 ACTUAL	FY23 ACTUAL	FY24 BUDGET	FY24 ACTUALS 8/31/2024	FY24 Forecast Actuals	FY25 DRAFT	Proposed Percent Change
Salaries	\$ 2,226,674	\$ 2,328,718	\$ 2,546,525	\$ 1,567,346	\$ 2,397,847	\$ 2,648,000	4.0%
Employee Benefits	\$ 351,508	\$ 582,949	\$ 716,648	\$ 416,937	\$ 633,231	\$ 720,600	0.6%
Data Processing	\$ 249,730	\$ 278,807	\$ 273,300	\$ 222,397	\$ 259,818	\$ 281,300	2.9%
Building Maintenance	\$ 174,039	\$ 126,551	\$ 164,500	\$ 60,642	\$ 90,963	\$ 157,000	-4.6%
Membership, Recruiting, Training	\$ 15,549	\$ 22,601	\$ 31,500	\$ 17,646	\$ 25,488	\$ 33,000	4.8%
Equipment Rental	\$ 17,835	\$ 21,514	\$ 27,000	\$ 14,587	\$ 21,881	\$ 27,000	0.0%
Consulting Services	\$ 10,050	\$ 2,595	\$ 17,200	\$ -	\$ 5,000	\$ 30,000	74.4%
Public Relations	\$ 50,615	\$ 46,604	\$ 45,000	\$ 33,854	\$ 45,000	\$ 45,000	0.0%
General Contractual	\$ 125,448	\$ 162,065	\$ 201,800	\$ 99,725	\$ 183,245	\$ 202,800	0.5%
Audit	\$ 8,700	\$ 9,000	\$ 10,300	\$ 10,300	\$ 10,300	\$ 10,500	1.9%
General Counsel	\$ 13,736	\$ 14,140	\$ 25,000	\$ 17,652	\$ 25,000	\$ 25,000	0.0%
Supplies	\$ 84,539	\$ 69,489	\$ 122,500	\$ 73,417	\$ 120,238	\$ 122,500	0.0%
Staff Appreciation	\$ 1,981	\$ 2,372	\$ 4,000	\$ 2,325	\$ 3,488	\$ 3,000	-25.0%
Computer Materials	\$ 20,289	\$ 34,982	\$ 31,500	\$ 15,391	\$ 31,500	\$ 33,500	6.3%
Library Resources	\$ 571,203	\$ 591,555	\$ 634,800	\$ 401,594	\$ 576,646	\$ 614,500	-3.2%
<b>TOTAL</b>	<b>\$ 3,921,896</b>	<b>\$ 4,293,941</b>	<b>\$ 4,851,573</b>	<b>\$ 2,953,813</b>	<b>\$ 4,429,643</b>	<b>\$ 4,953,700</b>	<b>2.1%</b>

## Capital Budget Detail

### 1. Computer Equipment: \$50,000

a. We anticipate at least \$85,000 in FY24 carry forwards due to the deferment of the patron and staff PC upgrade. Additionally the Library will update 3 switch racks scheduled for replacement in 2025.

### 2. Building Repairs: \$100,000

a. We anticipate at least \$560,000 in FY24 carry forwards due to amounts budgeted, but not spent, in FY24 for the HVAC project. We do not have any other projects in our Capital Plan for 2025.

## Attachments:

- FY25 draft summary budget
- FY25 draft detail budget

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

**FINAL DRAFT**

REVENUE ACCOUNTS	FY22 REVISED BUDGET	FY22 ACTUALS	FY22 ACTUALS TO BUDGET	FY23 BUDGET	FY23 FINAL	FY23 ACTUALS TO BUDGET	FY24 BUDGET	FY24 Budget - Actuals (8/31/24)	FY24 Forecast Actuals	FY24 FORECAST TO BUDGET	FY25 DRAFT	% Change	NOTES
Property Taxes	\$ 4,018,661	\$ 4,027,667	100%	\$ 4,302,661	\$ 4,001,404	98%	\$ 4,088,161	\$ 2,117,145	\$ 3,941,952	96%	\$ 4,169,924	2%	Assumes 2% Levy Increase
Property Tax Prior	\$ -	\$ -		\$ 108,500	\$ 49,396		\$ -	\$ 25,653	\$ 25,653		\$ -		We don't budget for prior taxes
PPRT	\$ 70,000	\$ 254,268	363%		\$ 190,644	89%	\$ 130,000	\$ 73,510	\$ 110,265	85%	\$ 139,252	7%	Final estimate available August; forecast decrease
State Grants	\$ 55,283	\$ 69,538	126%		\$ 108,493	100%	\$ 58,493	\$ 58,889	\$ 58,889	101%	\$ 58,493	0%	
Interest	\$ 3,333	\$ 8,728	262%		\$ 133,404	13340%	\$ 50,000	\$ 63,389	\$ 152,134	304%	\$ 100,000	50%	
Other Receipts	\$ 58,000	\$ 67,246	116%	\$ 137,000	\$ 338,771	249%	\$ 149,000	\$ 49,625	\$ 107,929	72%	\$ 109,000	-37%	
<b>TOTAL REVENUE</b>	<b>\$ 4,205,277</b>	<b>\$ 4,427,447</b>	<b>105%</b>	<b>\$ 4,548,161</b>	<b>\$ 4,822,112</b>	<b>106%</b>	<b>\$ 4,475,654</b>	<b>\$ 2,388,210</b>	<b>\$ 4,396,821</b>	<b>98%</b>	<b>\$ 4,576,669</b>	<b>2%</b>	

ACCOUNT #	OPERATING ACCOUNTS	FY22 REVISED BUDGET	FY22 ACTUAL	FY22 ACTUALS TO BUDGET	FY23 BUDGET	FY23 FINAL	FY23 ACTUALS TO BUDGET	FY24 BUDGET	FY24 Budget - Actuals (8/31/24)	FY24 Forecast Actuals	FY24 FORECAST TO BUDGET	FY25 DRAFT	% Change	NOTES
9100	Salaries	\$ 2,359,103	\$ 2,226,674	94%	\$ 2,453,799	\$ 2,328,718	96%	\$ 2,546,525	\$ 1,567,346	\$ 2,397,847	94%	\$ 2,648,000	4.0%	Salary plan approved 8/20/24
9210	Employee Benefits	\$ 375,169	\$ 351,508	94%	\$ 655,266	\$ 582,949	86%	\$ 716,648	\$ 416,937	\$ 638,231	89%	\$ 720,600	0.6%	Confirmed with CPR
9317	Data Processing	\$ 265,000	\$ 249,730	94%	\$ 322,000	\$ 278,807	87%	\$ 273,300	\$ 222,397	\$ 259,818	95%	\$ 281,300	2.9%	IT Subscription increases; added quarterly penetration testing
9321	Building Maintenance	\$ 193,772	\$ 174,039	90%	\$ 176,500	\$ 126,551	73%	\$ 164,500	\$ 60,642	\$ 90,963	55%	\$ 157,000	-4.6%	Reduction in cost of natural gas
9324	Membership, Recruiting, Training	\$ 30,750	\$ 15,549	51%	\$ 29,000	\$ 22,601	78%	\$ 31,500	\$ 17,646	\$ 25,488	81%	\$ 33,000	4.8%	Increase to meet staff training needs
9351	Equipment Rental	\$ 32,000	\$ 17,835	56%	\$ 27,000	\$ 21,514	80%	\$ 27,000	\$ 14,587	\$ 21,881	81%	\$ 27,000	0.0%	No change
9359	Consulting Services	\$ 28,800	\$ 10,050	35%	\$ 20,000	\$ 2,595	17%	\$ 17,200	\$ -	\$ 5,000	29%	\$ 30,000	74.4%	Estimate Statagic Planning Consultant
9360	Public Relations	\$ 50,850	\$ 50,615	100%	\$ 40,000	\$ 46,604	96%	\$ 45,000	\$ 33,854	\$ 45,000	100%	\$ 45,000	0.0%	No change
9385	General Contractual	\$ 137,785	\$ 125,448	91%	\$ 165,100	\$ 162,065	93%	\$ 201,800	\$ 99,725	\$ 183,245	91%	\$ 202,800	0.5%	Modest contract increases
9416	Audit	\$ 9,000	\$ 8,700	97%	\$ 9,300	\$ 9,000	100%	\$ 10,300	\$ 10,300	\$ 10,300	100%	\$ 10,500	1.9%	No change
9425	General Counsel	\$ 19,800	\$ 13,736	69%	\$ 25,000	\$ 14,140	60%	\$ 25,000	\$ 17,652	\$ 25,000	100%	\$ 25,000	0.0%	No change
9510	Supplies	\$ 114,090	\$ 84,539	74%	\$ 62,500	\$ 69,489	80%	\$ 122,500	\$ 73,417	\$ 120,238	98%	\$ 122,500	0.0%	No change
9511	Staff Appreciation	\$ 2,000	\$ 1,981	99%	\$ 2,000	\$ 2,372	95%	\$ 4,000	\$ 2,325	\$ 3,488	87%	\$ 3,000	-25.0%	Return to FY24 orginial appropriation
9520	Computer Materials	\$ 30,000	\$ 20,289	68%	\$ 30,000	\$ 34,982	88%	\$ 31,500	\$ 15,391	\$ 31,500	100%	\$ 33,500	6.3%	IT software increases
9540	Library Resources	\$ 627,125	\$ 571,203	91%	\$ 646,500	\$ 591,555	92%	\$ 634,800	\$ 401,594	\$ 576,646	91%	\$ 614,500	-3.2%	Reduced costs due to database subscription alignment
9493	Transfer Out	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -		\$ -		
	<b>Total Operating Budget</b>	<b>\$ 4,275,244</b>	<b>\$ 3,921,896</b>	<b>92%</b>	<b>\$ 4,663,965</b>	<b>\$ 4,293,941</b>	<b>91%</b>	<b>\$ 4,851,573</b>	<b>\$ 2,953,813</b>	<b>\$ 4,434,643</b>	<b>91%</b>	<b>\$ 4,953,700</b>	<b>2.1%</b>	

**Capital Budget Lines**

9901	Machinery and Equipment	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -		\$ -		
9908	Computer Equipment	\$ 27,500	\$ 27,202	99%	\$ 50,000	\$ 38,027	76%	\$ 195,000	\$ 14,438	\$ 115,000	59%	\$ 50,000	-290%	Anticipate at least \$85,000 in CF; deferring desktop replacement to 2025
9963	Building Repairs	\$ 604,985	\$ 186,970	31%	\$ 290,000	\$ 484,984	71%	\$ 722,200	\$ 66,047	\$ 146,347	20%	\$ 100,000	-622%	Anticipate at least \$560,000 in CF
	<b>Total Capital Projects Budget</b>	<b>\$ 632,485</b>	<b>\$ 214,171</b>	<b>34%</b>	<b>\$ 340,000</b>	<b>\$ 523,011</b>	<b>72%</b>	<b>\$ 917,200</b>	<b>\$ 80,485</b>	<b>\$ 261,347</b>	<b>28%</b>	<b>\$ 150,000</b>	<b>-511%</b>	

<b>TOTAL EXPENDITURES</b>	<b>\$ 4,907,729</b>	<b>4,136,067</b>	<b>84%</b>	<b>5,003,965</b>	<b>4,816,952</b>	<b>89%</b>	<b>5,768,773</b>	<b>3,034,298</b>	<b>4,695,990</b>	<b>81%</b>	<b>\$ 5,103,700</b>	<b>-13%</b>	
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9/5/2024

<b>LIBRARY SURPLUS (DEFICIT)</b>	<b>\$ (702,452)</b>	<b>\$ 291,380</b>		<b>\$ (455,805)</b>	<b>\$ 5,159</b>		<b>\$ (1,293,119)</b>	<b>\$ (646,088)</b>	<b>\$ (299,169)</b>		<b>\$ (527,031)</b>	<b>-145%</b>	
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	A	B	M	N	O	P	Q	R	S	T	U	W
1	Park Ridge Public Library											<b>FINAL DRAFT</b>
2	Detailed YTD Revenue and Expenditures Comparison											
3	Library Fund											
4	FUND OBJECT	DESCRIPTION	FY22 REVISED BUDGET	FY22 YTD ACTUALS	FY23 BUDGET 0% Levy Increase	FY23 REVISED BUDGET 0% LEVY INCREASE	FY23 ACTUALS FINAL		FY24 Budget - Revised	FY24 Budget - Actuals (8/31/24)	FY24 Annualized	FY25 Proposed
5	<b>201</b>	<b>Library Revenues</b>										
6	201 811000	PROPERTY TAX CURRENT	\$ 4,018,661	\$ 4,027,667	\$ 4,088,161	\$ 4,088,161	\$ 4,001,404	98%	\$ 4,088,161	\$ 2,117,145	\$ 3,941,952	\$ 4,169,924
7	201 812000	PROPERTY TAX PRIOR	\$ -		\$ -	\$ -	\$ 49,396		\$ -	\$ 25,653	\$ 25,653	
8	201 831500	PERS PROP REPLACE TAX	\$ 70,000	\$ 254,268	\$ 214,500	\$ 214,500	\$ 190,644	89%	\$ 130,000	\$ 73,510	\$ 110,265	\$ 139,252
9	201 833000	STATE GRANTS	\$ 55,283	\$ 58,493	\$ 108,500	\$ 108,500	\$ 108,493	100%	\$ 58,493	\$ 58,889	\$ 58,889	\$ 58,493
10	201 854000	LIBRARY OTHER	\$ 15,000	\$ 8,156	\$ 10,000	\$ 10,000	\$ 5,953	60%	\$ 8,000	\$ 6,616	\$ 11,342	\$ 8,000
11	201 854001	LIBRARY MAKERSPACE	\$ 1,000	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
12	201 872000	INTEREST ON INVESTMENTS	\$ 3,333	\$ 8,728	\$ 1,000	\$ 1,000	\$ 133,404	13340%	\$ 50,000	\$ 63,389	\$ 152,134	\$ 100,000
13	201 875500	CONTRIBUTIONS	\$ 15,000	\$ -	\$ 55,000	\$ 55,000	\$ 271,863	494%	\$ 50,000	\$ 10,000	\$ 40,000	\$ 50,000
14	201 877000	MISCELLANEOUS	\$ 25,000	\$ 58,955	\$ 70,000	\$ 70,000	\$ 60,825	87%	\$ 90,000	\$ 33,009	\$ 56,587	\$ 50,000
15	201 877007	PROMOTIONAL ITEMS REV	\$ 1,000	\$ 135	\$ 500	\$ 500	\$ 130	26%	\$ 500	\$ -	\$ -	\$ 500
16	201 877050	COVID RELATED GRANT	\$ -	\$ 11,045	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
17	201 877500	COLLECTION AGENCY-MISC	\$ 1,000	\$ -	\$ 500	\$ 500		0%	\$ 500	\$ -	\$ -	\$ 500
18		TRANSFERS IN (TECH FUND)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
19	<b>TOTAL LIBRARY REVENUES</b>		<b>\$ 4,205,277</b>	<b>\$ 4,427,447</b>	<b>\$ 4,548,161</b>	<b>\$ 4,548,161</b>	<b>\$ 4,822,112</b>	<b>106.0%</b>	<b>\$ 4,475,654</b>	<b>\$ 2,388,210</b>	<b>\$ 4,396,821</b>	<b>\$ 4,576,669</b>
20												
21	<b>2015011</b>	<b>Library Administration</b>										
22	2015011 910000	REGULAR SALARIES	\$ 355,140	\$ 340,930	\$ 387,498	\$ 364,498	\$ 358,783	98%	\$ 408,955	\$ 242,656	\$ 371,121	\$ 407,713
23	2015011 910010	SAL/LIBRARIANS	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -			
24	2015011 915200	OVERTIME	\$ 105	\$ 105		\$ -	\$ -		\$ -	\$ 411	\$ 891	
25	2015011 921000	EMP BNFTS-PPO	\$ 255,107	\$ 254,363	\$ 233,878	\$ 281,878	\$ 278,273	99%	\$ 297,344	\$ 192,192	\$ 290,000	\$ 315,000
26	2015011 921001	EMP BNFTS-HMO	\$ 91,291	\$ 78,069	\$ 108,462	\$ 83,462	\$ 82,263	99%	\$ 106,877	\$ 57,317	\$ 90,000	\$ 100,000
27	2015011 921002	EMP BEFTS-LIFE	\$ 2,140	\$ 1,362	\$ 2,140	\$ 2,140	\$ 1,898	89%	\$ 1,953	\$ 699	\$ 3,000	\$ 2,600
28	2015011 921003	WORKERS COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
29	2015011 921004	UNEMPLOYMENT	\$ 7,000	\$ -	\$ 7,000	\$ 7,000	\$ -	0%	\$ 7,000		\$ -	\$ 7,000
30	2015011 921005	EMP BNFTS-DENTAL	\$ 18,786	\$ 17,714	\$ 18,786	\$ 18,786	\$ 18,177	97%	\$ 20,174	\$ 12,587	\$ 19,000	\$ 22,000
31	2015011 921009	EMP BNFTS-PROGRAMMING	\$ 845	\$ -	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000		\$ -	\$ 1,000
32	2015011 921030	FICA TAXES	\$ -	\$ -	\$ 190,000	\$ 190,000	\$ 173,449	91%	\$ 195,000	\$ 119,805	\$ 183,231	\$ 203,000
33	2015011 921031	EMP BNFTS - IMRF	\$ -	\$ -	\$ 94,000	\$ 94,000	\$ 28,889	31%	\$ 87,300	\$ 34,337	\$ 53,000	\$ 70,000
34	2015011 921099	WC	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
35	2015011 931700	LIB DATA PROC SV	\$ 173,000	\$ 171,592	\$ 230,000	\$ 226,200	\$ 201,463	89%	\$ 177,000	\$ 165,941	\$ 177,000	\$ 185,000
36	2015011 932400	LIB MEMBER DUES	\$ 6,000	\$ 5,100	\$ 6,000	\$ 7,000	\$ 5,717	82%	\$ 7,000	\$ 5,026	\$ 7,000	\$ 7,000
37	2015011 933100	LIB RECRUIT & TESTING	\$ 2,500	\$ 2,410	\$ 3,000	\$ 2,000	\$ 1,325	66%	\$ 3,000	\$ 1,325	\$ 1,988	\$ 3,000
38	2015011 933200	TUITION	\$ 5,000	\$ -	\$ 5,000	\$ 3,500	\$ -	0%	\$ 5,000		\$ -	\$ 5,000
39	2015011 933800	CONFERENCES & TRAINING	\$ 17,250	\$ 8,039	\$ 15,000	\$ 16,500	\$ 15,559	94%	\$ 16,500	\$ 11,295	\$ 16,500	\$ 18,000
40	2015011 935100	EQPT RNTL-COPIER MAINTENANCE	\$ 8,000	\$ 2,851	\$ 5,000	\$ 2,500	\$ 57	2%	\$ 5,000	\$ 2,008	\$ 3,012	\$ 5,000
41	2015011 935101	EQPT RNTS-LEASE PAYMENTS	\$ 22,000	\$ 14,015	\$ 20,000	\$ 22,500	\$ 20,488	91%	\$ 20,000	\$ 11,852	\$ 17,778	\$ 20,000
42	2015011 935102	EQPT RNTL-POSTAGE MACHINE	\$ 2,000	\$ 969	\$ 2,000	\$ 2,000	\$ 969	48%	\$ 2,000	\$ 727	\$ 1,091	\$ 2,000



	A	B	M	N	O	P	Q	R	S	T	U	W
4	FUND OBJECT	DESCRIPTION	FY22 REVISED BUDGET	FY22 YTD ACTUALS	FY23 BUDGET 0% Levy Increase	FY23 REVISED BUDGET 0% LEVY INCREASE	FY23 ACTUALS FINAL		FY24 Budget - Revised	FY24 Budget - Actuals (8/31/24)	FY24 Annualized	FY25 Proposed
43	2015011 935900	LIB CONSULT SERV	\$ 28,800	\$ 10,050	\$ 20,000	\$ 15,000	\$ 2,595	17%	\$ 17,200	\$ -	\$ 5,000	\$ 30,000
44	2015011 936000	PUBLIC RELATIONS	\$ 28,600	\$ 28,379	\$ 20,000	\$ 23,800	\$ 23,090	97%	\$ 22,000	\$ 17,740	\$ 22,000	\$ 22,000
45	2015011 936001	PUBLIC RELATIONS NEWSLETTER	\$ 22,250	\$ 22,236	\$ 20,000	\$ 25,000	\$ 23,514	94%	\$ 23,000	\$ 16,114	\$ 23,000	\$ 23,000
46	2015011 937800	LIB BNK SERV CHG	\$ 4,500	\$ 4,475	\$ 3,600	\$ 4,200	\$ 4,162	99%	\$ 3,800	\$ 2,056	\$ 3,084	\$ 3,800
47	2015011 937900	LIB INSURANCE	\$ 7,500	\$ 7,082	\$ 7,500	\$ 7,500	\$ 5,552	74%	\$ 7,500	\$ 2,650	\$ 7,500	\$ 7,500
48	2015011 938501	GNL CNTRL SVC/TELEPHONE	\$ 12,500	\$ 11,828	\$ 12,500	\$ 19,000	\$ 18,330	96%	\$ 14,000	\$ 8,496	\$ 12,744	\$ 14,000
49	2015011 938502	GNL CNTRL SVC/POSTAGE	\$ 12,500	\$ 12,424	\$ 12,000	\$ 12,000	\$ 11,221	94%	\$ 14,000	\$ 11,781	\$ 14,000	\$ 15,000
50	2015011 938503	GNL CNTRL SVC/INTERNET	\$ 11,500	\$ 8,866	\$ 11,500	\$ 8,000	\$ 7,687	96%	\$ 10,000	\$ 5,918	\$ 8,877	\$ 10,000
51	2015011 938504	GNL CNTRL SVC/PRINTING	\$ 4,400	\$ 2,436	\$ 3,500	\$ 3,500	\$ 2,810	80%	\$ 3,500		\$ 3,500	\$ 3,500
52	2015011 938506	GNL CNTRL SVC/BIBLIOTHECA	\$ 24,500	\$ 23,227	\$ 24,500	\$ 24,500	\$ 23,518	96%	\$ 26,000		\$ 26,000	\$ 28,000
53	2015011 938509	GNL CNTRL SVC/PAYROLL	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 24,295	81%	\$ 38,000	\$ 15,027	\$ 22,540	\$ 36,000
54	2015011 941600	AUDIT FEES	\$ 9,000	\$ 8,700	\$ 9,300	\$ 9,000	\$ 9,000	100%	\$ 10,300	\$ 10,300	\$ 10,300	\$ 10,500
55	2015011 942500	GENERAL COUNSEL	\$ 19,800	\$ 13,736	\$ 25,000	\$ 23,500	\$ 14,140	60%	\$ 25,000	\$ 17,652	\$ 25,000	\$ 25,000
56	2015011 951001	OFF SPLS-PHOTOCOPY	\$ 5,400	\$ 3,180	\$ 5,000	\$ 5,000	\$ 3,342	67%	\$ 5,000	\$ 1,920	\$ 2,880	\$ 5,000
57	5015011 951002	OFF SPLS-OTHER SUPPLIES	\$ 5,800	\$ 5,800	\$ 4,800	\$ 6,000	\$ 5,601	93%	\$ 4,800	\$ 3,279	\$ 4,800	\$ 4,800
58	2015011 951003	OFF SPLS FURNISHINGS	\$ 64,200	\$ 41,585	\$ 15,000	\$ 37,615	\$ 28,011	74%	\$ 73,500	\$ 42,457	\$ 73,500	\$ 73,500
59	2015011 951100	LIBRARY SUPPLIES	\$ 2,500	\$ 2,411	\$ 1,500	\$ 1,500	\$ 676	45%	\$ 1,500	\$ 905	\$ 1,358	\$ 1,500
60	2015011 951103	STAFF APPRECIATION	\$ 2,000	\$ 1,981	\$ 2,000	\$ 2,500	\$ 2,372	95%	\$ 4,000	\$ 2,325	\$ 3,488	\$ 3,000
61	2015011 952000	COMPUTER MATERIALS	\$ 30,000	\$ 20,289	\$ 30,000	\$ 39,710	\$ 34,982	88%	\$ 31,500	\$ 15,391	\$ 31,500	\$ 33,500
62	2015011 990800	COMPUTER EQUIPMENT	\$ 27,500	\$ 27,202	\$ 50,000	\$ 50,000	\$ 38,027	76%	\$ 195,000	\$ 14,438	\$ 115,000	\$ 50,000
63	<b>Total Library Administration</b>		<b>\$ 1,289,414</b>	<b>\$ 1,153,405</b>	<b>\$ 1,636,464</b>	<b>\$ 1,672,289</b>	<b>\$ 1,470,233</b>	<b>88%</b>	<b>\$ 1,890,703</b>	<b>\$ 1,046,627</b>	<b>\$ 1,650,681</b>	<b>\$ 1,772,913</b>
64												
65	<b>2015012</b>	<b>Library Facility (Maintenance)</b>										
66	2015012 910000	REGULAR SALARIES	\$ 182,731	\$ 171,906	\$ 194,541	\$ 194,541	\$ 178,919	92%	\$ 209,860	\$ 124,179	\$ 189,921	\$ 221,602
67	2015012915200	OT					\$ 49		\$ 79	\$ 137		
68	2015012 932103	BLDG MNT CNTR-GENL MAINT	\$ 77,272	\$ 70,001	\$ 100,000	\$ 100,000	\$ 67,754	68%	\$ 100,000	\$ 33,974	\$ 50,961	\$ 95,000
69	2015012 932104	BLDG MNT CNTR-ELEV MAINT	\$ 6,500	\$ 4,250	\$ 6,500	\$ 6,500	\$ 4,697	72%	\$ 6,500	\$ 2,311	\$ 3,466	\$ 6,500
70	2015012 932105	BUDG MNT CNTR-HVAC EQUIP	\$ 65,000	\$ 58,769	\$ 30,000	\$ 30,000	\$ 26,757	89%	\$ 30,000	\$ 13,029	\$ 19,544	\$ 30,000
71	2015012 952100	BUILDING SUPPLIES	\$ 20,000	\$ 18,533	\$ 18,000	\$ 18,000	\$ 16,832	94%	\$ 18,000	\$ 9,036	\$ 13,554	\$ 18,000
72	2015012 955000	NATURAL GAS	\$ 25,000	\$ 22,486	\$ 22,000	\$ 19,000	\$ 10,511	55%	\$ 10,000	\$ 2,292	\$ 3,438	\$ 7,500
73	2015012 990100	MACHINERY AND EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 0	
74	2015012 990400	MOTOR EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 0	
75	2015012 996300	BUILDING REPAIRS	\$ 604,985	\$ 186,970	\$ 290,000	\$ 679,008	\$ 484,984	71%	\$ 722,200	\$ 66,047	\$ 146,347	\$ 100,000
76	<b>Total Library Facility</b>		<b>\$ 981,488</b>	<b>\$ 532,915</b>	<b>\$ 661,041</b>	<b>\$ 1,047,049</b>	<b>\$ 790,502</b>	<b>75%</b>	<b>\$ 1,096,560</b>	<b>\$ 250,947</b>	<b>\$ 427,368</b>	<b>\$ 478,602</b>
77												
78	<b>2015013</b>	<b>Library Technical Services</b>										
79	2015013 910000	REGULAR SALARIES	\$ 243,755	\$ 239,674	\$ 253,431	\$ 253,431	\$ 249,078	98%	\$ 260,656	\$ 164,285	\$ 251,259	\$ 275,250
80	2015013 910010	OT	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 281	\$ 487	
81	2015013 931702	DATA PROCESSING/OCLC	\$ 15,000	\$ 14,569	\$ 15,000	\$ 15,950	\$ 15,936	100%	\$ 16,300	\$ 12,110	\$ 16,300	\$ 16,300
82	2015013 935100	EQPT RNTL-MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
83	2015013 949300	TRANSFER OUT	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
84	2015013 951100	LIBRARY SUPPLIES	\$ 19,500	\$ 19,344	\$ 19,500	\$ 18,550	\$ 17,590	95%	\$ 20,000	\$ 11,230	\$ 20,000	\$ 20,000

	A	B	M	N	O	P	Q	R	S	T	U	W
4	FUND OBJECT	DESCRIPTION	FY22 REVISED BUDGET	FY22 YTD ACTUALS	FY23 BUDGET 0% Levy Increase	FY23 REVISED BUDGET 0% LEVY INCREASE	FY23 ACTUALS FINAL		FY24 Budget - Revised	FY24 Budget - Actuals (8/31/24)	FY24 Annualized	FY25 Proposed
85	2015013 990100	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
86		<b>Total Library Technical Services</b>	<b>\$ 278,255</b>	<b>\$ 273,587</b>	<b>\$ 287,931</b>	<b>\$ 287,931</b>	<b>\$ 282,605</b>	<b>98%</b>	<b>\$ 296,956</b>	<b>\$ 187,906</b>	<b>\$ 288,046</b>	<b>\$ 311,550</b>



	A	B	M	N	O	P	Q	R	S	T	U	W
4	FUND OBJECT	DESCRIPTION	FY22 REVISED BUDGET	FY22 YTD ACTUALS	FY23 BUDGET 0% Levy Increase	FY23 REVISED BUDGET 0% LEVY INCREASE	FY23 ACTUALS FINAL		FY24 Budget - Revised	FY24 Budget - Actuals (8/31/24)	FY24 Annualized	FY25 Proposed
96												
97	<b>2015015</b>	<b>Library Youth Services</b>										
98	2015015 910000	REGULAR SALARIES	\$ 530,262	\$ 500,433	\$ 532,390	\$ 532,390	\$ 535,582	101%	\$ 568,532	\$ 359,532	\$ 549,872	\$ 604,492
99	2015015 915200	OVERTIME	\$ 21	\$ 21	\$ -	\$ -	\$ 130		\$ -	\$ 1,433	\$ 2,484	
100	2015015 938506	GNL CNTRL SVC/PROGRAM	\$ 31,510	\$ 31,507	\$ 35,000	\$ 39,500	\$ 39,432	100%	\$ 50,000	\$ 35,073	\$ 50,000	\$ 50,000
101	2015015 951100	LIBRARY SUPPLIES	\$ 5,490	\$ 5,185	\$ 5,500	\$ 7,000	\$ 6,229	89%	\$ 7,500	\$ 7,047	\$ 7,500	\$ 6,500
102	2015015 954002	LIB RSRCS-CHILDREN BOOKS	\$ 73,925	\$ 73,916	\$ 75,000	\$ 74,000	\$ 73,131	99%	\$ 75,000	\$ 43,537	\$ 75,000	\$ 75,000
103	2015015 954003	LIB RSRCS-PERIODICALS	\$ 3,000	\$ 2,607	\$ 1,500	\$ 1,500	\$ 1,476	98%	\$ 1,000	\$ 774	\$ 1,000	\$ 1,000
104	2015015 954004	LIB RSRCS-AUDIO BOOKS	\$ 18,075	\$ 17,659	\$ 19,000	\$ 19,000	\$ 16,414	86%	\$ 17,000	\$ 6,082	\$ 9,123	\$ 10,000
105	2015015 954005	LIB RSRCS-AUDIO VISUAL	\$ 19,000	\$ 12,941	\$ 16,000	\$ 8,000	\$ 6,854	86%	\$ 8,000	\$ 3,394	\$ 5,091	\$ 8,000
106	2015015 954008	LIB RSRCS-MISCELLANEOUS	\$ 3,000	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
107	2015015 954010	LIB RSRCS-VIDEOGAMES	\$ 6,000	\$ 5,860	\$ 5,000	\$ 8,000	\$ 7,141	89%	\$ 6,800	\$ 2,810	\$ 4,215	\$ 6,000
108	2015015 954012	LIB RSRCS-E-BOOK	\$ 12,750	\$ 12,075	\$ 21,000	\$ 21,000	\$ 17,496	83%	\$ 18,000	\$ 14,631	\$ 18,000	\$ 18,000
109	2015015 954015	LIB RSRCS-RECORD MUSIC	\$ 1,250	\$ 207	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
110	2015015 954019	LIB RSRCS-CHILDREN NONFICTION	\$ 43,500	\$ 42,352	\$ 36,500	\$ 36,500	\$ 34,780	95%	\$ 36,500	\$ 16,431	\$ 36,500	\$ 36,500
111		<b>Total Library Children's Services</b>	<b>\$ 747,783</b>	<b>\$ 704,764</b>	<b>\$ 746,890</b>	<b>\$ 746,890</b>	<b>\$ 738,665</b>	<b>99%</b>	<b>\$ 788,332</b>	<b>\$ 490,743</b>	<b>\$ 758,785</b>	<b>\$ 815,492</b>
112												
113	<b>2015016</b>	<b>Library Patron Services</b>										
114	2015016 910000	REGULAR SALARIES	\$ 469,414	\$ 433,026	\$ 482,960	\$ 482,960	\$ 468,975	97%	\$ 501,833	\$ 314,589	\$ 481,136	\$ 530,458
115	2015016 915200	OVERTIME					\$ 1,682		\$ -	\$ 229	\$ 397	
116	2015016 931701	DATA PROCESSING	\$ 77,000	\$ 63,569	\$ 77,000	\$ 77,000	\$ 61,408	80%	\$ 80,000	\$ 44,345	\$ 66,518	\$ 80,000
117	2015016 951100	LIBRARY SUPPLIES	\$ 7,200	\$ 4,226	\$ 7,200	\$ 6,700	\$ 4,308	64%	\$ 6,200	\$ 5,584	\$ 6,200	\$ 6,200
118		<b>Total Library Circulation</b>	<b>\$ 553,614</b>	<b>\$ 500,821</b>	<b>\$ 567,160</b>	<b>\$ 566,660</b>	<b>\$ 536,372</b>	<b>95%</b>	<b>\$ 588,033</b>	<b>\$ 364,747</b>	<b>\$ 554,251</b>	<b>\$ 616,658</b>
119												

	A	B	M	N	O	P	Q	R	S	T	U	W
4	FUND OBJECT	DESCRIPTION	FY22 REVISED BUDGET	FY22 YTD ACTUALS	FY23 BUDGET 0% Levy Increase	FY23 REVISED BUDGET 0% LEVY INCREASE	FY23 ACTUALS FINAL		FY24 Budget - Revised	FY24 Budget - Actuals (8/31/24)	FY24 Annualized	FY25 Proposed
120	<b>2015017</b>	<b>Library Adult Services</b>										
121	2015017 910000	REGULAR SALARIES	\$ 577,675	\$ 540,579	\$ 602,979	\$ 602,979	\$ 535,443	89%	\$ 596,689	\$ 359,402	\$ 549,674	\$ 608,485
122	2015017915200	OT					\$ 78		\$	\$ 270	\$ 468	
123	2015017 938506	GNL CNTRL SVC/PROGRAM	\$ 28,875	\$ 23,604	\$ 25,000	\$ 25,250	\$ 25,058	99%	\$ 35,000	\$ 18,724	\$ 35,000	\$ 35,000
124	2015017 938507	GNL CNTRL SVC/YA PROGRAMS	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
125	2015017 951100	LIBRARY SUPPLIES	\$ 2,500	\$ 1,597	\$ 2,500	\$ 1,000	\$ 965	97%	\$ 2,000	\$ 169	\$ 2,000	\$ 2,000
126	2015017 951102	LIBRARY MAKERSPACE SUPPLIES	\$ 1,500	\$ 1,210	\$ 1,500	\$ 3,000	\$ 2,768	92%	\$ 2,000	\$ 826	\$ 2,000	\$ 3,000
127	2015017 954001	LIB RSRCS-ADULT BOOKS FICTION	\$ 65,125	\$ 65,125	\$ 64,000	\$ 66,000	\$ 65,978	100%	\$ 64,000	\$ 42,075	\$ 63,113	\$ 64,000
128	2015017 954003	LIB RSRCS-PERIODICALS	\$ 19,000	\$ 18,171	\$ 20,000	\$ 20,000	\$ 19,977	100%	\$ 23,000	\$ 18,086	\$ 23,000	\$ 21,000
129	2015017 954004	LIB RSRCS-AUDIO BOOK	\$ 20,000	\$ 19,998	\$ 21,000	\$ 21,000	\$ 18,562	88%	\$ 21,000	\$ 12,126	\$ 18,189	\$ 20,000
130	2015017 954005	LIB RSRCS-AUDIO VISUAL	\$ 40,500	\$ 34,460	\$ 40,500	\$ 35,500	\$ 32,331	91%	\$ 31,500	\$ 16,685	\$ 25,028	\$ 30,000
131	2015017 954006	LIB RSRCS-MICRO	\$ 2,500	\$ 1,441	\$ 2,500	\$ 1,500	\$ 1,458	97%	\$ 2,500	\$ 1,499	\$ 2,500	\$ 2,500
132	*2015015 954008	LIB RSRCS-MISCELLANEOUS	\$ 3,000	\$ 727	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
133	2015017 954010	LIB RSRCS-CD ROM/VIDEOGAMES	\$ 2,000	\$ 1,862	\$ 2,000	\$ 2,000	\$ 1,814	91%	\$ 2,000	\$ 941	\$ 2,000	\$ 2,000
134	2015017 954011	LIB RSRCS-MWL	\$ 18,000	\$ 9,308	\$ 18,000	\$ 10,500	\$ 8,910	85%	\$ 10,000	\$ 5,701	\$ 8,552	\$ 10,000
135	2015017 954012	LIB RSRCS-E-BOOKS	\$ 86,500	\$ 86,500	\$ 92,000	\$ 105,500	\$ 105,500	100%	\$ 107,000	\$ 67,000	\$ 107,000	\$ 120,000
136	2015017 954013	LIB RSRCS-YA GAMES	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
137	2015017 954015	LIB RSRCS-RECORD	\$ 8,000	\$ 6,736	\$ 6,000	\$ 6,000	\$ 4,852	81%	\$ 5,000	\$ 2,505	\$ 3,758	\$ 4,000
138	2015017 954017	LIB RSRCS-ADULT NONFICTION	\$ 74,000	\$ 64,121	\$ 74,000	\$ 72,000	\$ 70,740	98%	\$ 74,000	\$ 41,386	\$ 62,079	\$ 74,000
139	2015017 954018	LIB RSRCS-DATABASES	\$ 108,000	\$ 95,138	\$ 130,000	\$ 129,750	\$ 103,052	79%	\$ 130,000	\$ 104,993	\$ 110,000	\$ 110,000
140	2015017 954020	LIB RSRCS - EXP LIB	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 1,089	44%	\$ 2,500	\$ 939	\$ 2,500	\$ 2,500
141		<b>Total Library Adult Services</b>	<b>\$ 1,057,175</b>	<b>\$ 970,576</b>	<b>\$ 1,104,479</b>	<b>\$ 1,104,479</b>	<b>\$ 998,574</b>	<b>90%</b>	<b>\$ 1,108,189</b>	<b>\$ 693,327</b>	<b>\$ 1,016,859</b>	<b>\$ 1,108,485</b>
142												
143		<b>TOTAL LIBRARY EXPENDITURES</b>	<b>\$ 4,907,729</b>	<b>\$ 4,136,067</b>	<b>\$ 5,003,965</b>	<b>\$ 5,425,298</b>	<b>\$ 4,816,952</b>	<b>89%</b>	<b>\$ 5,768,773</b>	<b>\$ 3,034,298</b>	<b>\$ 4,695,990</b>	<b>\$ 5,103,700</b>
144												
145		<b>LIBRARY SURPLUS (DEFICIT)</b>	<b>\$ (702,452)</b>	<b>\$ 291,380</b>	<b>\$ (455,805)</b>	<b>\$ (877,137)</b>	<b>\$ 5,159</b>	<b>-1%</b>	<b>\$ (1,293,119)</b>	<b>\$ (646,088)</b>	<b>\$ (299,169)</b>	<b>\$ (527,031)</b>

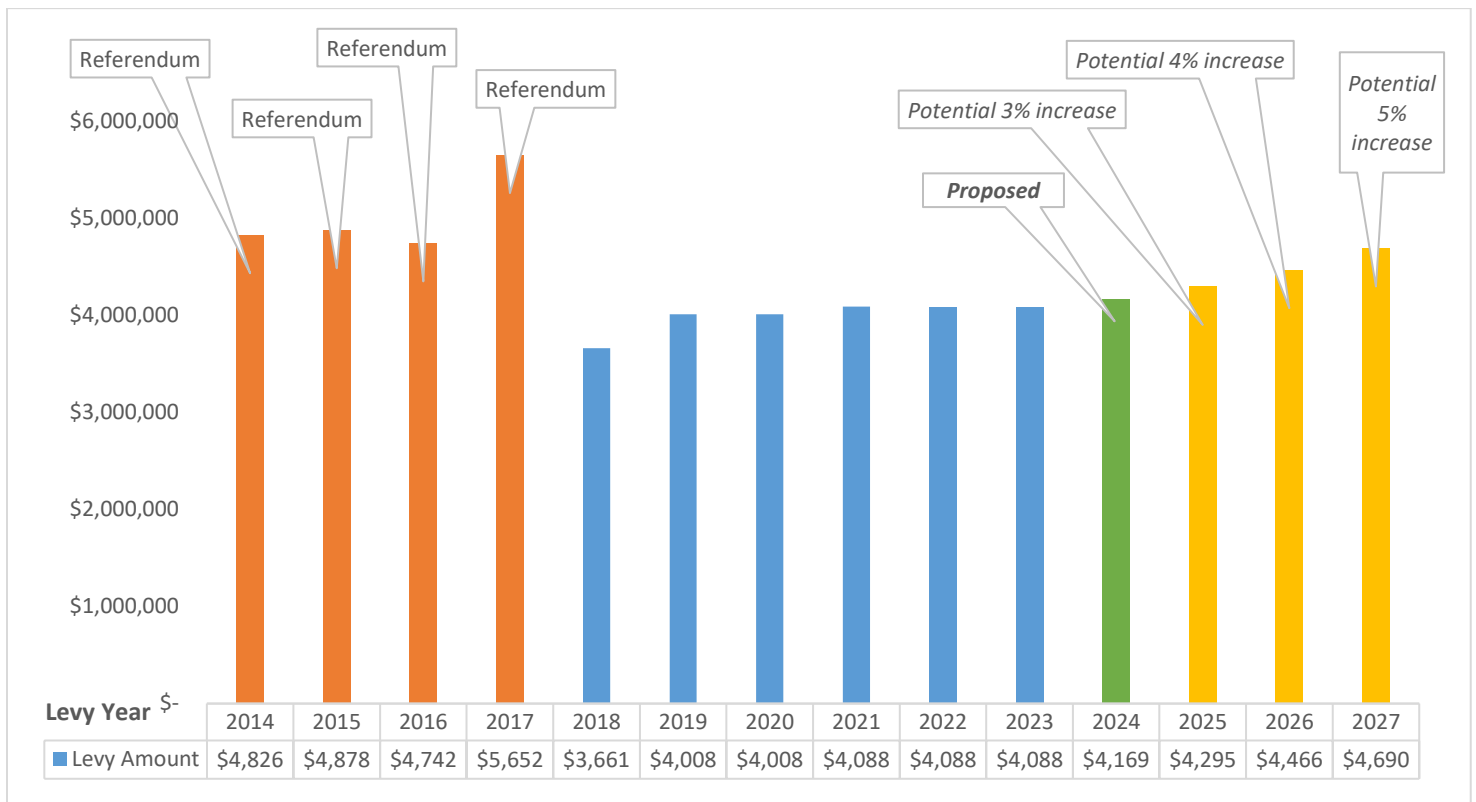


# Memorandum

**Memo Date:** September 6, 2024  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Budget & Finance Committee of the Whole  
**Meeting Date:** September 10, 2024  
**Action Requested:** For approval  
**Subject:** 2024 Levy Resolution

**Background:**

At the July 2024 Committee of the Whole meeting, the Library Board of Trustees discussed modest increases to the levy over the next 3-5 years. It is anticipated that the Library will deplete its accumulated deficit with the HVAC project. A chart of historical levies as well as levy projections through 2027 is below.



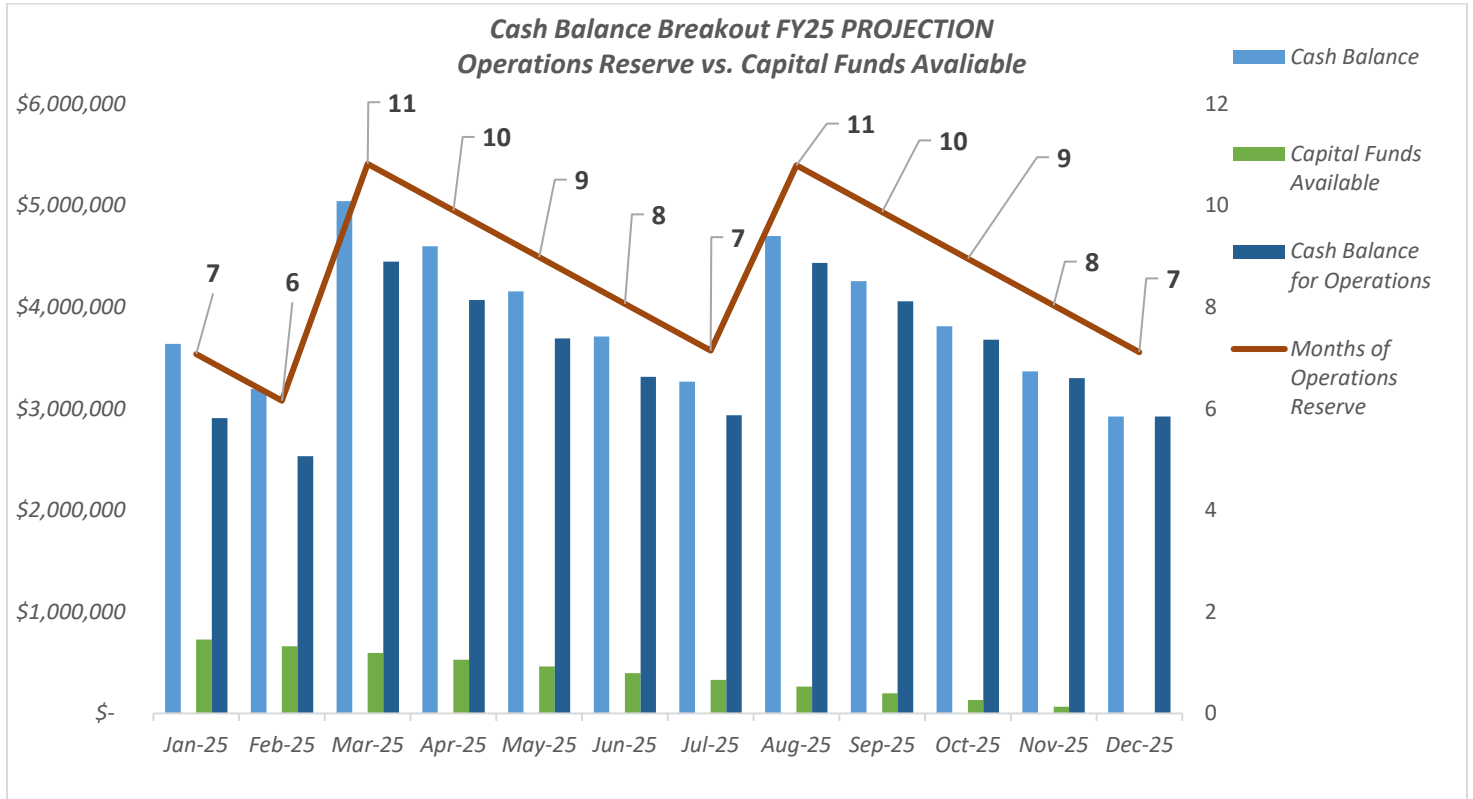
On August 27, 2024, Library Board President Thiagarajan and I met with Mayor Maloney and City Manager Gilmore to discuss a likely increase to the Library’s levy in 2024 and for the next few years. During that conversation, Mr. Gilmore advised the Library to look beyond 2027 to ensure that future levy increases are adequate to keep up with salaries and inflation. With the deficit that we currently have, I do not recommend asking for a larger increase for the 2024 levy. Once we have actual costs for the HVAC replacements, we will forecast further out and review with Treasurer Rusk.



# Memorandum

## 2024 Levy Request

The 2024 levy request will fund the Library’s FY25 budget, as property taxes are levied in arrears. The 2024 Library levy of **\$4,169,923**, which includes a 2% increase, is anticipated to bring the Library Fund Balance (omitting Gift Funds) at FY25 year-end to an estimated \$2,909,193 or 7 months of operating expenses, based on the current FY25 draft budget, anticipated FY24 carryforwards and actual FY24 year-end.



### Recommended Motion

- Approve the 2024 Library Levy Resolution in the amount of **\$4,169,923**

### Attachments:

- 2024 Library Levy Resolution

<b>Updated: 9/6/2024</b>								
	<b>FY23 Revised Budget</b>	<b>FY23 Actual</b>	<b>FY24 - Budget</b>	<b>FY24 - Forecast Actuals</b>	<b>2% FY25 - DRAFT</b>	<b>3% FY26 - FORECAST</b>	<b>4% FY27 - FORECAST</b>	<b>5% FY28 - FORECAST</b>
<b>Revenues</b>								
Property Taxes	\$ 4,088,161	\$ 4,001,404	\$ 4,088,161	\$ 3,941,952	\$ 4,169,924	\$ 4,295,022	\$ 4,466,823	\$ 4,690,164
Property Tax Prior	\$ -	\$ 49,396	\$ -	\$ 25,653	\$ -	\$ -	\$ -	\$ -
PPRT	\$ 214,500	\$ 190,644	\$ 130,000	\$ 110,265	\$ 139,252	\$ 75,000	\$ 75,000	\$ 75,000
State Grants	\$ 108,500	\$ 108,493	\$ 58,493	\$ 58,889	\$ 58,493	\$ 58,855	\$ 108,500	\$ 58,855
Interest	\$ 1,000	\$ 133,404	\$ 50,000	\$ 152,134	\$ 100,000	\$ 75,000	\$ 75,000	\$ 75,000
Other Receipts	\$ 136,000	\$ 338,771	\$ 149,000	\$ 107,929	\$ 109,000	\$ 300,000	\$ 375,000	\$ 200,000
<b>TOTAL REVENUE</b>	<b>\$ 4,548,161</b>	<b>\$ 4,822,112</b>	<b>\$ 4,475,654</b>	<b>\$ 4,396,821</b>	<b>\$ 4,576,669</b>	<b>\$ 4,803,877</b>	<b>\$ 5,100,323</b>	<b>\$ 5,099,019</b>
<b>Operating Expenditures</b>								
Salaries	\$ 2,453,799	\$ 2,328,718	\$ 2,546,525	\$ 2,397,847	\$ 2,648,000	\$ 2,714,200	\$ 2,782,055	\$ 2,851,606
Employee Benefits	\$ 655,266	\$ 582,949	\$ 716,648	\$ 638,231	\$ 720,600	\$ 735,012	\$ 749,712	\$ 764,706
Data Processing	\$ 322,000	\$ 278,807	\$ 273,300	\$ 259,818	\$ 281,300	\$ 289,739	\$ 298,431	\$ 307,384
Building Maintenance	\$ 176,500	\$ 126,551	\$ 164,500	\$ 90,963	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000
Membership, Recruiting and Training	\$ 29,000	\$ 22,601	\$ 31,500	\$ 25,488	\$ 33,000	\$ 33,330	\$ 33,663	\$ 34,000
Equipment Rental	\$ 27,000	\$ 21,514	\$ 27,000	\$ 21,881	\$ 27,000	\$ 27,270	\$ 27,543	\$ 27,818
Consulting	\$ 20,000	\$ 2,595	\$ 17,200	\$ 5,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000
Public Relations	\$ 40,000	\$ 46,604	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,450	\$ 45,905	\$ 46,364
General Contractual	\$ 165,100	\$ 162,065	\$ 201,800	\$ 183,245	\$ 202,800	\$ 206,856	\$ 210,993	\$ 215,213
Audit	\$ 9,300	\$ 9,000	\$ 10,300	\$ 10,300	\$ 10,500	\$ 10,710	\$ 10,924	\$ 11,143
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	\$ 120,238	\$ 122,500	\$ 122,500	\$ 122,500	\$ 122,500
Staff Appreciation	\$ 2,000	\$ 2,372	\$ 4,000	\$ 3,488	\$ 3,000	\$ 2,500	\$ 2,500	\$ 2,500
Computer Materials	\$ 39,710	\$ 34,982	\$ 31,500	\$ 31,500	\$ 33,500	\$ 34,505	\$ 35,540	\$ 36,606
Library Resources	\$ 646,500	\$ 591,555	\$ 634,800	\$ 576,646	\$ 614,500	\$ 614,500	\$ 614,500	\$ 614,500
<b>Total Operating</b>	<b>\$ 4,696,290</b>	<b>\$ 4,293,941</b>	<b>\$ 4,851,573</b>	<b>\$ 4,434,643</b>	<b>\$ 4,953,700</b>	<b>\$ 5,038,572</b>	<b>\$ 5,136,266</b>	<b>\$ 5,236,341</b>
<b>Capital Expenditures</b>								
Machinery and Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Equipment	\$ 50,000	\$ 38,027	\$ 195,000	\$ 115,000	\$ 135,000	\$ 50,000	\$ 50,000	\$ 100,000
Building Repairs	\$ 679,008	\$ 484,984	\$ 722,200	\$ 146,347	\$ 660,000	\$ 650,000	\$ 325,000	\$ 100,000
<b>Total Capital</b>	<b>\$ 729,008</b>	<b>\$ 523,011</b>	<b>\$ 917,200</b>	<b>\$ 261,347</b>	<b>\$ 795,000</b>	<b>\$ 700,000</b>	<b>\$ 375,000</b>	<b>\$ 200,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,425,298</b>	<b>\$ 4,816,952</b>	<b>\$ 5,768,773</b>	<b>\$ 4,695,990</b>	<b>\$ 5,748,700</b>	<b>\$ 5,738,572</b>	<b>\$ 5,511,266</b>	<b>\$ 5,436,341</b>
<b>Unrestricted Balance Projections</b>								
Beginning Unrestricted Balance (as of December 31)	\$ 4,375,239	\$ 4,375,239	\$ 4,380,393	\$ 4,380,393	\$ 4,081,224	\$ 2,909,193	\$ 1,974,498	\$ 1,563,554
Excess Budgeted (Deficit)	\$ (877,137)	\$ 5,159	\$ (1,293,119)	\$ (299,169)	\$ (1,172,031)	\$ (934,695)	\$ (410,944)	\$ (337,322)
Ending Unrestricted Balance	\$ 3,498,102	\$ 4,380,393	\$ 3,087,274	\$ 4,081,224	\$ 2,909,193	\$ 1,974,498	\$ 1,563,554	\$ 1,226,233
Average monthly operating expenses	\$ 391,358	\$ 357,828	\$ 404,298	\$ 369,554	\$ 412,808	\$ 419,881	\$ 428,022	\$ 436,362
# of months of operating expenses	\$ 9	\$ 12	\$ 8	\$ 11	\$ 7	\$ 5	\$ 4	\$ 3
Minimum Fund Balance Requirements	\$ 2,348,145	\$ 2,146,971	\$ 2,425,787	\$ 2,217,322	\$ 2,476,850	\$ 2,519,286	\$ 2,568,133	\$ 2,618,170
<b>Operating Expenditures/Budget</b>		<b>91%</b>		<b>91%</b>				

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES  
OF THE CITY OF PARK RIDGE,  
COOK COUNTY, ILLINOIS,  
PROVIDING FOR THE 2024 TAX LEVY**

**WHEREAS**, the City of Park Ridge Public Library (“Library”) is a municipal city library under the Illinois Local Library Act (75 ILCS 5/1, *et seq.*); and,

**WHEREAS**, the Library’s taxes shall be levied by the City of Park Ridge (“City”), in the amounts determined by the Library Board (“Board”) and collected in like manner with other general taxes of the City and the proceeds shall be deposited in a special fund known as the Library Fund (75 ILCS 5/3-5); and,

**WHEREAS**, at its meeting of September 17, 2024, the City of Park Ridge Public Library (“Library”) approved the Library’s 2024 tax levy for collection in 2025; and,

**WHEREAS**, following FY2025, the Board of Trustees of the Library intends to budget and levy in accordance with the Illinois Local Library Act (75 ILCS 5/1 *et seq.*) pertaining to municipal libraries;

**WHEREAS**, this levy request for operation of the Library in 2025, is in the public interest and in the interest of the library and its patrons;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES CITY OF PARK RIDGE PUBLIC LIBRARY, AS FOLLOWS:**

**Section 1.** That the foregoing preambles are incorporated into this Section as thoughtfully stated herein.

**Section 2.** The Library Board does hereby state and declare that the financial needs of the Library to be satisfied from tax receipts, in addition to the amount received from other sources, is Four Million One Hundred Sixty Nine Thousand Nine Hundred Twenty Three and No/100 Dollars (\$4,169,923.00) for 2025.

**Section 3.** To the extent any motion, resolution, or ordinance previously adopted by the Library Board of Trustees is inconsistent with this Resolution, it is hereby repealed.

**Section 4.** That the meeting at which this Resolution was approved was in all things conducted in strict compliance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

**Section 5.** That if any one or more sections or clauses of this Resolution is adjudged to be unconstitutional or invalid, such judgment shall not effect, impair or invalidate the remaining provisions of this Resolution and the remaining provisions of the Resolution shall be interpreted as if the offending Section or clause never existed.

**Section 6.** That this Resolution shall become effective from and after its passage.

**PASSED and ADOPTED on this 17<sup>th</sup> day of September, 2024.**

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT OR NOT VOTING:

Approved:

Attest:

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Deepika Thiagarajan  
President, Board of Library Trustees

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Anita DeFrank  
Secretary, Board of Library Trustees



# Memorandum

**Memo Date:** August 27, 2024  
**To:** Joanna Bertucci, Library Director  
**From:** Joan Wrenn, Finance & HR Manager  
**Meeting Type:** Budget & Finance Committee of the Whole  
**Action Requested:** Information only  
**Subject:** Restricted Fund – Liberty Bank

## Background

Since pre-2009, the Park Ridge Public Library has maintained a checking account at Liberty Bank for Savings that was used to deposit donations termed Restricted. Funds in this account were then withdrawn to pay invoices being covered by those donated funds. At the request of the City of Park Ridge Finance Department, we are no longer directly withdrawing from this account to cover those invoices. Rather, new donations are deposited into the City's Chase Bank account and expenses are paid directly from Chase and thus appear on the Library's General Ledger. The Liberty account has been holding these donations in a simple checking account making less than \$2.00 per month.

## Proposed Action

I propose the transfer of funds currently held in our Restricted Funds checking account to a Certificate of Deposit (CD). After reviewing our current financial position and considering the low interest rate earned on this checking account, this transfer would allow us to take advantage of the higher interest rates available with CDs, thereby improving our overall returns. Should a plan develop to utilize these funds, it would be appropriate at that time to move the funds (or portion of funds) into a Money Market Account for liquidity.

## Details

- Amount to be transferred: \$188,955.53
- CD Term: 7 months
- Interest Rate: 4.60% APY
- Institution: Liberty Bank for Savings

## Action Taken

This proposal was approved. Ms. Wrenn has worked with Liberty Bank to close the checking account and roll the account balance into a 7-month CD.



**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

August 13, 2024 at 7:00 p.m.

The meeting was called to order by Co-Chair Kiem at 7:40 p.m.

**ROLL CALL**

Trustees Present: Anita DeFrank, Michael Donahue, Alexandria Hanba, Josh Kiem, Danielle Powers, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

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

President Thiagarajan made a

**MOTION:** to approve the minutes of July 9, 2024

Trustee Powers seconded the motion.

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

Abstain: Donahue

**Motion passed**

**TASK CALENDAR REVIEW AND UPDATE**

Director Bertucci reviewed tasks on the calendar for the month of August noting that all tasks scheduled for August are either completed or in progress. She added that she will be setting up a meeting with Mayor Maloney and City Manager Gilmore to review budget assumptions for the FY25 Budget cycle. She explained that she and Ms. Wrenn, Finance & H/R Manager met with City of Park Ridge Finance Director Lipman to review the schedule of accumulated costs that have been transferred from the City to the Library in recent years and to discuss the FY24 levy process. She noted that Finance Director Lipman felt that the levy request being considered by the Library is reasonable. Treasurer Rusk stated his opinion that recent Library financials tell an excellent story of ten years of strong fiscal management.

**OTHER**

**None**

Meeting closed at 7:44pm

**ADJOURNMENT**

Vice-President Renaldi made a

**MOTION:** to adjourn the meeting

President Thiagarajan seconded the motion.

Voice Vote: In favor: All

Opposed: None

**Motion passed**

Meeting was adjourned at 7:45 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
- **Review IT Asset schedule**

**OCTOBER 2024**

- ***National Friends of the Library week***
- Approve FY25 Operating budget
- Approve 2024 Levy request
- Per Capita Grant requirements assigned
- Secretary review of closed session minutes
- **Recognize former trustee Rapisand**
- **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: September 4, 2024



# Memorandum

[Return to Agenda](#)

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**Memo Date:** September 4, 2024  
**From:** Joanna Bertucci, Library Director  
Tim Brzny, CVI, IT Systems Engineer  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** September 10, 2024  
**Action Requested** Information only  
**Subject:** Information Technology Assets update

**Background:**

Computer View Inc. has prepared the attached Information Technology Asset schedule for review at the September Committee of the Whole meeting. I asked CVI to prepare this document to aid in planning for the FY25 budget year.

**FY24:**

As we wrap up FY24, I will ask approval for three IT projects.

- Bibliotheca controller PC replacement – September 2024
- Virtual Server replacement – September 2024
- Laptop computer replacement (QTY. 14) – October 2024

**FY25:**

- Desktop PC and monitor replacement (QTY. 70, approximately), estimated \$115,000 - \$130,000.
- Switch racks (QTY. 3), estimated \$5,000.

After our 2024 and 2025 projects are completed, we have a break in replacements/upgrades until FY27.

## Park Ridge Public Library Information Technology Assets

Category	Life (Years)	Mfr	Model	Installed	2024	2025	2026	2027	2028
KVM Switch & LCD Display	7	Avocent	AV3108	2016					
<b>Power</b>									
UPS - Sorter	5	Eaton	5PX2200RTN	2021					
UPS - Switch Rack	5	Eaton	3000 RTN	2018					
EBM - Switch Rack	5	Eaton	5PXEBM72RT2U	2019					
PDU - Switch Rack	7	Eaton	EMAU05	2018					
UPS - Server Rack	5	Eaton	5PX3000RTNG2	2023					
EBM - Server Rack	5	Eaton	5PXEBM72RT2U	2023					
PDU - Server Rack	7	Eaton	EMA108	2021					
<b>Firewall</b>									
Firewall	5	Fortinet	FG-201F	2021					
<b>Servers</b>									
File Server	5	HPE	DL380 Gen10 Plus	2022					
Virtual Server	5	HPE	DL380 Gen10	2018					
Backup D2D Server/Appliance	3	Unitrends	KUB-4	2023					
Camera Server	5	HPE	DL380 Gen 11	2024					
<b>Networking</b>									
Main chassis switch	7	HPE	5412R V3	2019					
Top-of-rack switch	7	HPE	2930M	2019					
Router for Internet connection	7	HPE	MSR2003 - Replacement scheduled						
Wireless access points (25 - 802.11ax)	5	HPE Aruba	AP-515	2020					
<b>Desktops &amp; Notebooks</b>									
	4	HP	EliteDesk 800 G2 (13)	2016					
	4	HP	EliteDesk 800 G4 (70)	2019					
	4	HP	ProDesk 600 G3 SFF (1)	2017					
	4	HP	Z2 Mini G3 (1)	2017					
	4	Apple	iMac (2)	2023					
	4	Dell	Optiplex 3050 (1)						
	4	Other OEM	Various (8)						
	4	HP	Zbook 14u G5 (14)	2019					
	4	HP	Elite x2 1012 G1 (1)	2016					
<b>Contracts/subscriptions</b>									
Trend Micro Antivirus (2023 & beyond)	1	Trend Micro		2023					
O365 E3 & AD P1	1	Microsoft		2022					
Spanning Cloud backup	1	Kaseya		2022					
EDR/MDR for Endpoints	1	Huntress		2022					



# Memorandum

[Return to Agenda](#)

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**Memo Date:** September 4, 2024  
**From:** Joanna Bertucci, Library Director  
Tim Brzny, CVI, IT Systems Engineer  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** September 10, 2024  
**Action Requested:** For approval  
**Subject:** Bibliotheca Automated Materials Handler Windows 10 upgrade

**Background:**

The Library's Automated Materials Handler (AMH or sorter) located in the Patron Services workroom utilizes three PCs for materials returns, one for each patron intake and one for the staff intake. These controller PCs, supplied by Bibliotheca as part of our original purchase in 2018, are currently running on the Windows 7 operating system.

Due to the age of the system, Microsoft no longer supports Windows 7 and the current controller PCs will not support Windows 10. Therefore, we have to purchase three new controller PCs on the Windows 10 operating system to ensure that our AMH runs optimally and in line with security protocols. Any work performed on the AMH must be performed by Bibliotheca so as not to void our maintenance agreement. It is also for this reason that no additional bids were solicited for this replacement.

The appended quote for \$12,055.56 includes freight, software, hardware, and installation. The new controller PCs will use Windows 10 IoT Enterprise LTSC 2021, which is supported until 2032.

**Recommended Motion:**

Approve quote QUO-US18730 in the amount of \$12,055.56 for 3 WIN10 upgrade kit flex AMH & AMH300 with Siemens PLC control for the Bibliotheca Automated Materials Handler.

**Attachment:**

Bibliotheca Quote QUO-US18730 in the amount of \$12,055.56.



**Bill To**  
 Park Ridge Public Library  
 20 S. Prospect Avenue  
 Park Ridge IL 60068  
 United States

**Ship To**  
 Park Ridge Public Library  
 20 S. Prospect Avenue  
 Park Ridge IL 60068  
 United States

**Quote**                      **QUO-US18730**

**Date**    8/15/2024

Customer:                      C0008467-US

Payment Terms:                      50% on Order, 50% on Ship Net30

Quote Expiration:                      11/13/2024

Sales Rep:                                      Nate Janney

Item	Quantity	Net Price	Net Extended
<b>Freight Standard Service</b> SHP000001-000	1	330.00	330.00
<b>WIN10 Upgrade Kit flex AMH &amp; AMH300 with Siemens PLC control</b> AMH501010-000	3	3,908.52	11,725.56
<b>Total:</b>			<b>12,055.56</b>
Currency:			US Dollar

**Terms and Conditions:**

After 60 days, Bibliotheca, reserves the right to revise quote.  
 Freight charges are estimated, actual charges will be billed.  
 AMH systems will be invoiced at 50% order placement, 40% shipment, 10% at acceptance  
 Taxes are not finalized until invoiced based on shipping jurisdiction, taxability, and rates at that time.  
 A copy of Tax Exemption Certificate is required with purchase order for all tax exempt customers  
 A 20% restocking fee, in addition to in-bound and out-bound shipping, will be charged for all returns.

<https://www.bibliotheca.com/terms-of-sale-agreement/>

**Submit Purchase Order by fax to 877-689-2269 or by email to orders-us@bibliotheca.com.**

Accepted By: \_\_\_\_\_

Accepted Date: \_\_\_\_\_

Customer Purchase Order Number: \_\_\_\_\_



# Memorandum

[Return to Agenda](#)

**Memo Date:** September 5, 2024  
**From:** Joanna Bertucci, Library Director  
 Tim Brzny, CVI, IT Systems Engineer  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** September 10, 2024  
**Action Requested:** For approval  
**Subject:** Virtual Server replacement/upgrade

**Background:**

The Library is running its virtual computer workload on a Hewlett Packard Enterprise (HPE) server that was installed in 2018. This server hosts six separate functions as virtual guests, allowing for an efficient way to provide application isolation, resizing of hardware resources as individual applications need change, and contributing to the green power initiative by utilizing substantially less power than six individual servers would require.

As software applications deliver more sophisticated functionality (frequently integrated with imagery that provides a graphical user interface) the demands on system memory, compute power and data storage are expanding dramatically. Additionally, parts for expansion of the current server are becoming more scarce, limiting availability to refurbished rather than new equipment.

Thus, CVI proposes the replacement of the virtual server, per the expanded capabilities shown in the chart below.

Item	Present Virtual Server	Proposed Virtual Server
CPU	2 x 10 core Xeon Silver 4114	1 x 32 core Xeon Gold 6448Y
Memory	128 GB	256 GB
Hard drive storage	1.8 TB	4.8 TB
Installation fee	\$15,500	\$22,200
Installed servers	Root + 3 virtual guests	Root + 6 virtual guests

Due to the level of specificity required in designing and building this hardware, I feel it is most efficient to purchase the server components through CVI, who will set up and install the server onsite. CVI is a long-term HPE business partner and distributor of TD/Synnex, and has obtained special pricing for this project's components.

**Recommended Motion:**

Approve quote 202820 for \$56,932 for the virtual server replacement project.

**Attachment:**

CVI Quote 202820



**Computer View, Inc.**  
 2777 Finley Road  
 Suite 13  
 Downers Grove, Illinois 60515  
 United States  
<http://www.cview.net>  
 (P) 847-290-9286  
 (F) 847-290-9602

Quotation (Open)	
<b>Date</b>	Aug 28, 2024 10:10 AM CDT
<b>Modified Date</b>	Sep 04, 2024 10:10 AM CDT
<b>Quote #</b>	202820 - rev 1 of 1
<b>Description</b>	Park Ridge Virtual Server
<b>SalesRep</b>	Poluchowicz, Roxy (P) 847-290-9286 ext. 114 (F) 847-290-9602
<b>Customer Contact</b>	Bertucci, Joanna (P) (847) 720-3203 jbertucci@parkridgelibrary.org

**Customer**  
 Park Ridge Public Library (PR0003)  
 Bertucci, Joanna  
 20 South Prospect Avenue  
 Park Ridge, IL 60068-4188  
 United States  
 (P) 847-825-3123  
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**Bill To**  
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 jbertucci@parkridgelibrary.org

**Ship To**  
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 jbertucci@parkridgelibrary.org

<b>Customer PO:</b>	<b>Terms:</b> Undefined	<b>Ship Via:</b> UPS Ground
<b>Special Instructions:</b>		<b>Carrier Account #:</b>

#	Description	Part #	Qty	Unit Price	Total
<b>Park Ridge Virtual Server</b>					
1	HPE DL380 Gen11 24SFF NC CTO Server	P52535-B21	1	\$3,500.00	\$3,500.00
2	Intel Xeon Gold 6448Y 2.1 GHz - 32-core - 64 threads - 60 MB cache - FCLGA4677 Socket	P49600-B21	1	\$4,980.00	\$4,980.00
3	HPE SmartMemory DDR5 - module - 32 GB - DIMM 288-pin - 4800 MHz / PC5-38400 - CL40 - 1.1 V - registered - ECC	P43328-B21	8	\$880.00	\$7,040.00
4	HPE Mission Critical Hard drive - 600 GB - hot-swap - 2.5" SFF - SAS 12Gb/s - 10000 rpm - Multi Vendor - with HPE Basic Carrier	P53561-B21	12	\$272.00	\$3,264.00
5	HPE SR932i-p Gen11 SPDM Storage controller - support for 32 drives without expander, 238 drives with expander - 32 Channel - SATA 6Gb/s / SAS 24Gb/s / PCIe 4.0 (NVMe) - RAID 0, 1, 5, 6, 10, 50, 60, RAID 1T, RAID 10T - PCIe 4.0 x16	P47184-B21	1	\$4,685.00	\$4,685.00
6	Broadcom BCM57412 Network adapter - PCIe 3.0 x8 - 1Gb Ethernet / 10Gb Ethernet SFP+ x 2 - for ProLiant DL20 Gen10, DL325 Gen10, DL360 Gen10, DL380 Gen10, ML30 Gen10, XL220n Gen10	P26259-B21	1	\$398.00	\$398.00
7	Broadcom BCM5719 Network adapter - PCIe 2.0 x4 - Gigabit Ethernet x 4 - for Apollo 4200 Gen10; ProLiant DL20 Gen10, DL325 Gen10, DL360 Gen10, DL380 Gen10, ML30 Gen10	P51178-B21	1	\$204.00	\$204.00
8	HPE 96W Smart Storage Storage device battery - lithium ion - for Apollo 4200 Gen10; ProLiant DL360 Gen10, DL365 Gen10, DL380 Gen10, ML30 Gen10	P01366-B21	1	\$85.00	\$85.00
9	HPE Enablement Cable Kit SATA / SAS cable kit - for ProLiant DL360 Gen11	P48918-B21	1	\$21.00	\$21.00
10	HPE Flex Slot Platinum Power supply - hot-plug (plug-in module) - Flex Slot - 80 PLUS Platinum - AC 230 V - 800 Watt	P38995-B21	2	\$220.00	\$440.00
11	HPE Power cable - power IEC 60320 C13 straight to NEMA 5-15 (P) - AC 110 V - 10 A - 6 ft - black - Canada, United States - for HPE MSL2024, MSL4048; Apollo 4510 Gen9; ProLiant DL180 Gen10, DL380 G6, XL290n Gen10	AF556A	2	\$10.00	\$20.00
12	HPE Enablement kit - CPU1 to OCP2 x8 - for ProLiant DL360 Gen11	P51911-B21	1	\$50.00	\$50.00
13	HPE DL380 GEN11 8SFF RETIMER/P CBL KIT	P54874-B21	1	\$173.00	\$173.00
14	HPE Cable Management Arm Cable management arm - 2U - for ProLiant DL345 Gen10, DL380 Gen10, DL385 Gen10	P22020-B21	1	\$37.00	\$37.00
15	HPE High Performance Heatsink Kit	P48818-	1	\$100.00	\$100.00



Heatsink - 2U - for ProLiant DL380 Gen11 Network Choice	B21			
16 HPE Easy Install Rail 3 Kit Rack rail kit - for ProLiant DL380 Gen11 Network Choice	P52341- B21	1	\$70.00	\$70.00
17 HPE Integrated Lights-Out Advanced License + 3 Years 24x7 Support - 1 server - electronic - for ProLiant DL160 Gen10, DL180 Gen10, DL20 Gen10, DX360 Gen10, ML30 Gen10, XL290n Gen10	E6U64ABE	1	\$337.00	\$337.00
18 HPE GreenLake for Compute Ops Management Subscription license (5 years) - hosted - Enhanced Upfront ProLiant	R7A12AAE	1	\$725.00	\$725.00
19 HPE Pointnext Tech Care Essential Service Extended service agreement - parts and labor - 5 years - on-site - 24x7 - response time: 4 h - for ProLiant DL380 Gen11 Network Choice	H93J8E	1	\$5,886.00	\$5,886.00
<b>Software</b>				
20 Microsoft Windows Server Standard Edition License NCE EDU - 16 cores - academic	9EM- 00723	6	\$267.00	\$1,602.00
21 Microsoft Windows Server 2022 NCE EDU - 1 Device CAL - academic	R18-06502	100	\$9.00	\$900.00
22 Microsoft Exchange Server 2019 Standard NCE EDU - 1 server	312-04423	1	\$195.00	\$195.00
23 Microsoft Exchange Server Standard CAL NCE EDU - 1 user CAL	381-04578	5	\$4.00	\$20.00
24 Installation / Configuration Hyper-V root, 5 virtual servers, 1 virtual desktop	INST	1	\$22,200.00	\$22,200.00

N.B.: This project requires a 50% deposit.

**Subtotal: \$56,932.00**  
**Shipping: \$0.00**  
**Total: \$56,932.00**

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