

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

September 10, 2024 at 7:00 p.m.

ROLL CALL

Trustees Present:

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

Trustees Absent: Danielle Powers

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

BUDGET & FINANCE

Treasurer Rusk called the meeting to order at 7:01 p.m.

APPROVE MINUTES

Trustee Renaldi made a

MOTION: to approve the minutes of August 13, 2024

Trustee Hanba seconded the motion.

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

Absent: Powers

Motion passed

FY25 BUDGET DRAFT AND 2024 LEVY DISCUSSION

Treasurer Rusk began the conversation by noting that the Library's levy request has been flat for the past three years. With that as background information, he invited Director Bertucci to review the proposed FY25 budget. Director Bertucci reviewed the budget memo and schedules beginning on page 4 of the packet noting that the narrative would appear in the City's budget book. Trustee Renaldi asked about the meeting that Director Bertucci and President Thiagarajan held with Mayor Maloney and City Manager Gilmore. Director Bertucci replied that the assumptions for City provided services to the Library were reviewed and it was confirmed that there were no changes to those assumptions. Also reviewed was a summary of costs that have been transferred from the City to the Library in recent years. These includes payroll processing costs, along with FICA, SS and IMRF costs. The cumulative amount of the costs was also communicated. Director Bertucci noted that City Manager Gilmore suggested that the Library may want to forecast beyond 2027 so as to ensure that forecasted levy increases are sufficient to address increases in costs and inflation.

Discussion ensued among the committee with regard to the 2% increased being proposed for the 2024 levy with Treasurer Rusk stating his opinion that this proposed increase is appropriate given the cumulative costs that the Library has assumed from the City, the Library's current fund balance and the upcoming HVAC project, the cost of which has yet to be determined.

Director Bertucci then reviewed the proposed FY25 budget documents, highlighting areas of change from the FY24 budget for both revenue and both operating and capital expense line items. Treasurer Rusk stated that the budget documents were very well organized and provided clear and concise support for both the FY25 budget and 2024 Levy.

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

September 10, 2024 at 7:00 p.m.

APPROVE 2024 LEVY

Trustee Hanba made a

MOTION: to approve the 2024 Park Ridge Public Library Levy Resolution in the amount of \$4,169,923
Treasurer Rusk seconded the motion.

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

Absent: Powers

Motion passed

LIBERTY BANK UPDATE-GIFT FUNDS

Director Bertucci reviewed the memo on page 20 of the packet which provides information on the conversion of a checking account at Liberty Bank into a Certificate of Deposit. The funds in this account are donations received from patrons of the Library. Once a plan is developed to utilize these funds, it would be appropriate to move them into an account with more liquidity but in the meantime, the move into a CD will provide significant interest earnings.

OTHER

None

Meeting adjourned at 7:32 p.m.

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

September 10, 2024 at 7:00 p.m.

The meeting was called to order by Co-Chair Kiem at 7:33 p.m.

ROLL CALL

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

Trustees Absent: Danielle Powers

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

Vice-President Renaldi made a

MOTION: to approve the minutes of August 13, 2024

President Thiagarajan seconded the motion.

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

Absent: Powers

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed tasks on the calendar for the month of September noting that all tasks scheduled for September are either completed or in progress.

TECHNOLOGY ASSETS OVERVIEW

Director Bertucci directed the committee's attention to the inventory of IT assets that was prepared by Computer View, Inc. (CVI) to aid in planning for FY25 and future fiscal years. It is intended that three IT projects will be approved for completion in FY24 with two other projects scheduled for FY25. Director Bertucci stated that after completion of these projects, there will be break in replacements/upgrades until FY27.

VIRTUAL SERVER REPLACEMENT

Director Bertucci provided background information on the proposed server replacement and the rationale for the proposal received from CVI for the replacement. She shared her recommendation that due to the level of specificity required in designing and building the hardware, it would be most efficient to purchase the server components through CVI, who will set up and the install the server onsite.

Trustee Somheil asked about the need for expansion from three to six virtual guests and Trustee Donahue questioned the cost of the replacement, specifically the rate and number of hours required for installation. Director Bertucci replied that she will follow up with CVI and get additional information to provide to trustees. She suggested that this item be included as New Business on the Agenda for the September 17, 2024 Board meeting.

BIBLIOTHECA CONTROLLER PC REPLACEMENT

Director Bertucci reviewed the memo on page 25 of the packet which explains the need for upgrading the hardware used to support the Library's Automated Materials Handler (AMH or sorter). She explained that any work done on the AMH must be performed by Bibliotheca so as not to void our maintenance agreement.

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

September 10, 2024 at 7:00 p.m.

Trustee Hanba made a

MOTION: to approve quote AUO-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

President Thiagarajan seconded the motion.

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

Motion passed

OTHER

None

Meeting closed at 7:51pm

ADJOURNMENT

Vice-President Renaldi made a

MOTION: to adjourn the meeting

Treasurer Rusk seconded the motion.

Voice Vote: In favor: All
Opposed: None

Motion passed

Meeting was adjourned at 7:52 p.m.