



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, October 8, 2024**  
All committees are committees-of-the-whole unless noted

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**BUILDINGS & GROUNDS – Powers, Chair**

1. Approve Minutes of June 11, 2024
2. Presentation by Elara Engineering re: HVAC project
3. Other

**BUDGET & FINANCE – Rusk, Chair**

1. Approve Minutes of September 10, 2024
2. Approve FY25 Budget
3. Other

**PERSONNEL – Hanba & DeFrank, Co-Chairs**

1. Approve Minutes of August 13, 2024
2. Library Director annual review
3. Other

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

1. Approve Minutes of September 10, 2024
2. Task calendar review and update
3. Laptop purchase
4. Strategic Plan discussion

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

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Building and Grounds Committee of the Whole Meeting of the Board of Trustees

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

Co-chair Powers called the meeting to order at 7:04 p.m.

**ROLL CALL**

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

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

**APPROVAL OF MINUTES**

Vice President Hanba made a

**MOTION:** to approve the minutes of the May 14, 2024 meeting

Trustee Renaldi seconded the motion

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

Absent: Kiem

**Motion passed**

**PROJECT UPDATES**

Director Bertucci reviewed the memo on page 6 of the packet noting that the contract with Astound to provide internet service has been signed. The Library now has service that is twice the speed of what was previously provided at the same cost. In 2025 the Library will complete another eRate filing for this service. A Tolling Agreement was executed between the Library and Powerlink on May 31, 2024. This agreement has the same terms as the agreement between the Library, Green Associates and 20/10 Engineering. Final testing of the Ice Melt System will now be completed when winter weather resumes.

**OTHER**

None

Meeting was adjourned at 7:06 p.m.



## I. Overview

A. The following schematic design narrative is intended to define the scope of work for the 2024 bid package for HVAC and Electrical. This project includes new air handling units and new boilers. The work identified as being performed under the renovations include the following:

1. Demolition
  - a. Existing Air Handling Units AHU-2 & AHU-3
  - b. Existing Condensing Units Associated with AHU-2 & AHU-3
  - c. Existing HydroTherm modular boiler
  - d. Existing inline circulating pumps
2. Interior renovations
  - a. Install new Air Handling Units
  - b. Install new Condensing units.
  - c. Install new VAV boxes per zone.
  - d. Install new condensing boiler to connect to existing heating water plant.
  - e. Provide new pumps and feeder pot system.
3. Infrastructure Renovations:
  - a. Install new electrical panels for new mechanical equipment.
  - b. Install new wiring and conduit.
  - c. New Building Automation System for new and existing equipment
    - Existing AHU-1 and associated condensing unit.
    - New AHU-2 and associated condensing unit.
    - New AHU-3 and associated condensing unit.
    - New Boilers
    - New Pumps
    - New VAV boxes
    - Existing terminal heating units
    - Existing perimeter baseboard
    - Existing Exhaust fans

B. It is the intent of the designs indicated within this report to provide cost effective solutions. The following will be evaluated to ensure this is achieved:

1. Reuse of any existing mechanical, electrical, etc. in good working order to minimize the first costs.
2. Evaluate alternatives from the following perspectives:
  - a. Installed Cost
  - b. Utility Impact
  - c. Maintenance Costs / Burden
  - d. Physical Constraints
  - e. Comfort
  - f. Indoor Air Quality
  - g. Sound

C. Abbreviations:

1. AHU: Air-Handling Unit
2. ASHRAE: American Society of Heating, Refrigerating and Air-Conditioning Engineers
3. BAS: Building Automation System
4. BASC: Building Automation System Contractor
5. CO2: Carbon Dioxide
6. CU: Condensing Unit
7. DB: Dry-Bulb Temperature
8. DDC: Direct Digital Control
9. EA: Exhaust Air
10. ESP: External Static Pressure (in.H<sub>2</sub>O)
11. EWT: Entering Water Temperature
12. GPM: Gallon per Minute
13. IBC: International Building Code
14. IECC: International Energy Conservation Code
15. IFC: International Fire Code
16. IMC: International Mechanical Code
17. IPC: International Plumbing Code
18. LWT: Leaving Water Temperature
19. MBH: 1000 BTU/Hr
20. NEC: National Electrical Code
21. NFPA: National Fire Protection Association
22. OA: Outdoor Air
23. PC: Plumbing Contractor
24. RC: Room Criteria
25. RH: Relative Humidity
26. SQFT: Square Feet
27. VAV: Variable Air Volume
28. VFD: Variable Frequency Drive
29. WB: Wet-Bulb

#### D. Design Criteria

1. Winter Conditions:

Outdoor:	-10°F
Indoor:	68 to 70°F
2. Summer Conditions:

Outdoor:	95°F DB / 75°F WB
Indoor:	75°F DB / 50% RH
3. Acoustical:

Bathroom:	40-RC (excluding hand dryers)
Library Book Stacks:	35-RC
Library Reading Area:	30-RC
Conference Room:	30-RC
Office Spaces:	30-RC
4. Filtration: MERV-13

## MERV-8 Pre-Filters on AHUs

### E. Codes and Standards

1. General:
  - a. International Building Code Version 2015
2. Mechanical and Ventilation:
  - a. International Mechanical Code (IMC 2015)
  - b. ASHRAE Standard 62.1 for indoor air quality
3. Electrical:
  - a. National Electrical Code (NEC) Electrical requirements
  - b. NFPA 101, NFPA 72, NFPA 70E and any other applicable NFPA requirements
4. Energy:
  - a. International Energy Conservation Code (IECC 2015)
  - b. ASHRAE Standard 90.1

### F. Sustainability: It is the desire of this project to be sustainable. At a minimum, the following measures will be taken to ensure this goal:

1. Each new zone mechanical unit shall be provided with an individual thermostat.
2. Each new central mechanical unit shall have a wall-mounted CO2 sensor for ventilation control.
3. Existing infrastructure will be analyzed to determine if it can be used with the new systems.

## II. Building Services

1. Natural Gas: Existing gas service will be modified as necessary to accommodate new mechanical equipment.
2. Electric: Existing electrical service is in the 1<sup>st</sup> floor mechanical equipment and is rated for 1600A, 208V, 3-phase, 4-wired. New electrical distribution panelboard is required for the new mechanical equipment. See electrical section for further information.
3. Water: Existing water service shall remain unchanged as it is not in the current scope of work.

## III. Mechanical

### A. Park Ridge Public Library Air Handler and Boiler Replacement

1. General: The existing HVAC systems for these spaces will be reutilized where acceptable and new air handlers and boilers installed to serve the building. Mechanically the goal is to provide efficient comfort cooling and heating for each space.
  - a. The following should be noted regarding the physical parameters within a given space:
    - The existing ceilings are intended to remain as is. Any modifications done to the ductwork shall be as efficient as possible and all ceilings shall be

- disconnected and reinstalled to accommodate installation of the new ductwork and mechanical equipment.
- The existing ceiling height is intended to be maintained.
  - For existing hard ceilings, new access panels shall be installed for the accessibility of new mechanical equipment as necessary.
2. Heating/Cooling Loads: A preliminary building heating load calculation was performed to determine the size requirements for air handling systems. Preliminary mechanical equipment is provided. The capacity of AHU-2 is increasing from the existing 50 nominal tons to 60 nominal tons due to updated ventilation rates. The capacity of AHU-3 will remain unchanged.
  3. General Ductwork Notes:
    - a. Ductwork within the space will be routed tight to structure.
    - b. A ducted return system that is ducted to each space.
    - c. Existing ductwork serving AHU-2 and AHU-3 shall be removed in its entirety to facilitate installation of new units.
    - d. Provide new ductwork to connect to existing branch ductwork within mechanical room.
    - e. Provide modifications for existing ductwork system to facilitate installation of new VAV Boxes.
    - f. Rework existing ductwork distribution to facilitate installation of new VAV box zones to facilitate decoupling existing zones into the provided VAV zoning as noted. Refer to drawings accompanying this document for additional information.
    - g. Typical supply diffusers 24X24 (Titus Omni)
    - h. Typical sidewall supply grille (Titus 300RL)
    - i. Typical return 24X24 (Titus 350RL)
  4. New AHU-2 System description. The basis of design shall be PACE. Additional acceptable manufacturers to be; Trane, Daikin, Innovent.
    - a. Fan Systems
      - ~17,000 Supply Air CFM @ 2.00" ESP
      - ~8,500 Outside Air CFM
      - (2) 15 HP supply air fans
      - (2) 10 HP exhaust air fans
    - b. Cooling coil
      - Interlaced DX cooling coil
      - 81°F DB/67°F WB entering air temperature.
      - 55°F DB/54°F WB leaving air temperature.
      - 655 Total MBH and 452 Sensible MBH cooling capacity.
      - Grade mounted air-cooled condensing unit.
    - c. Heating coil
      - Hot water heating coil
      - 30°F DB entering air temperature.
      - 70°F DB leaving air temperature.
      - 190°F EWT and 150°F LWT.
      - 36.7 GPM

- 535 Total MBH
- d. Energy Recover requirements.
  - 8,500 CFM OA and EA
  - Polymer Energy Recovery wheel
  - 62.6% Net Summer Effectiveness
  - 63.6% Net Winter Effectiveness
- e. General requirements
  - 208V/3 $\phi$
  - Unit shall be capable of manufacturer knockdown to facilitate equipment ingress into building. We have confirmed that the components of the basis of design are able to be knocked down and moved into the building without any architectural modifications.
  - All fans shall be supplied with VFDs to facilitate VAV operation. The basis of design AHU manufacturer is furnishing ABB VFDs.
  - Stainless Steel drain pan serving cooling coil.
  - 2" foam injected double wall construction. R-13 minimum with thermally broken panels.
  - New AHU shall serve (17) new VAV boxes with hot water reheat. Refer to drawings accompanying this document for additional information.
- 5. New AHU-3 System description. The basis of design shall be PACE. Additional acceptable manufacturers to be; Trane, Daikin, Innovent.
  - a. Fan Systems
    - ~14,000 Supply Air CFM @ 2.00" ESP
    - ~4,000 Outside Air CFM
    - (2) 15 HP supply air fans
    - (2) 7.5 HP exhaust air fans
  - b. Cooling coil
    - Interlaced DX cooling coil
    - 81°F DB/67°F WB entering air temperature.
    - 55°F DB/54°F WB leaving air temperature.
    - 543 Total MBH and 371 Sensible MBH cooling capacity.
    - Roof Mounted air-cooled condensing unit on existing structural element.
  - c. Heating coil
    - Hot water heating coil
    - 45°F DB entering air temperature.
    - 70°F DB leaving air temperature.
    - 190°F EWT and 150°F LWT.
    - 19.8 GPM
    - 388 Total MBH
  - d. General requirements
    - 208V/3 $\phi$
    - Unit shall be capable of manufacturer knockdown to facilitate equipment ingress into building. We have confirmed that the components of the basis of

design are able to be knocked down and moved into the building without any architectural modifications.

- All fans shall be supplied with VFDs to facilitate VAV operation. The basis of design AHU manufacturer is furnishing ABB VFDs.
- Stainless Steel drain pan serving cooling coil.
- 2" foam injected double wall construction. R-13 minimum with thermally broken panels.
- New AHU shall serve (18) new VAV boxes with hot water reheat. Refer to drawings accompanying this document for additional information.

6. New Boiler System description:

- a. Remove existing modular boiler and associated flue.
- b. Provide (3) new 500 MBH input Thermal Solutions non-condensing boilers operating at ~190°F LWT and ~150°F EWT. Modify existing piping to connect new boilers to existing hot water distribution piping.
- c. Connect the new flue to the existing riser.
- d. Provide a new expansion tank and air separator to accommodate new flow rates and system volume.
- e. Provide (2) new 5 HP inline pumps to accommodate updates in piping modifications for new AHUs and VAV boxes.
- f. Provide new side stream filter with the new pumps to allow for chemical treatment.

B. Building Automation Systems (BAS):

1. New BAS for all new mechanical equipment and existing equipment throughout the building.
  - a. Existing pneumatic system to be removed wherever possible pending on accessibility.
  - b. System controls will be direct digital control (DDC) provided for all new mechanical infrastructure.
  - c. The basis of the design will be an open protocol BACnet control system.
  - d. The new controls will be tied into a new Tridium front end installed as part of the new construction project. A new JACE 9000 will be the basis of design.
  - e. New programmable field controllers and sensors for AHU-1, AHU-2, and AHU-3. This includes hardwired points with the associated VFDs, and integration of the new and existing condensing units associated with each AHU.
  - f. New programmable VAV controllers, sensors and valves for all new VAV units. This includes new programmable thermostats.
  - g. New valves and sensors as required for new boiler controls. Integration of manufacturers boiler controller.
  - h. New control valves and sensors associated with all baseboards throughout the building.
  - i. New control valves and sensors associated with all heating terminal equipment.
  - j. Integrate existing exhaust fans into the new BAS.
  - k. All new front end operator workstation completes with graphic interface, trending, and alarms.



1. Install a new outdoor weather station for the building.
- C. Phasing Plan
1. PHASE 1:
    - a. Remove existing boilers and associated piping and pumps during cooling season.
    - b. Install new boilers and pumps and piping. Work to be completed no later than the first of September of 2025.
    - c. New BAS front end to be installed and boiler plant to be added.
  2. PHASE 2:
    - a. Upon completion of the Central heating plant, the mechanical contractor shall remove and replace the existing AHU-3. Construction for AHU shall commence during October of 2025 and shall be completed prior to heating season. Air handling unit to be incorporated into new BAS during this phase.
    - b. Once AHU-3 is fully installed, phased installation of VAV Boxes will commence. Intent is for air handling unit to be active during VAV phasing and VAV boxes to be installed with the damper fully open until completion of all boxes associated with AHU-3. Refer to drawings accompanying this document for additional information.
    - c. Existing reheat coils to be removed during the installation of new VAV boxes. New VAV boxes to be connected to existing heating water distribution piping.
  3. PHASE 3:
    - a. Upon completion of the AHU-3 and associated VAV boxes, the mechanical contractor shall remove and replace the existing AHU-2. Construction for AHU shall commence during Spring of 2026 and shall be completed prior to peak cooling season. Air handling unit to be incorporated into new BAS during this phase.
    - b. Once AHU-2 is fully installed, phased installation of VAV Boxes will commence. Intent is for air handling unit to be active during VAV phasing and VAV boxes to be installed with the damper fully open until completion of all boxes associated with AHU-2. Refer to drawings accompanying this document for additional information.
    - c. Existing reheat coils to be removed during the installation of new VAV boxes. New VAV boxes to be connected to existing heating water distribution piping.
  4. PHASE 4:
    - a. The final phase shall be to add the existing AHU-1 and associated exhaust fan to the new BAS system and all perimeter baseboard and heating terminal units.

## IV. ELECTRICAL

### A. General Electrical Requirements:

1. Electrical System Requirements:
  - a. Basis of Design:
    - Panelboards shall be manufactured by Siemens, Square D, Eaton, or General Electric.

- All panelboards and switchboards shall be fully rated. Series rating is not allowed.
  - All panelboards and switchboard AIC ratings shall be equal to or higher than the calculated short circuit study.
  - All bussing shall be copper and fully rated. Series rating is not allowed.
  - All conductors shall be copper, with sizes as shown or required by loads served. All cable shall be 600-volt insulation-rated at 75 Degrees C, with terminations and loads served rated at 75 Degrees C. Indoor dry locations shall be a type “THHN” and wet locations (exposed, below the slab, and below grade) shall be type “XHHW”. Minimum wire size shall be #12 conductors except for control or fire alarm and signal cables. Feeders may be required to be upsized to comply with voltage drop requirements.
- b. General Electrical Requirements:
- Electrical installation, grounding, equipment, and devices shall conform to National Fire Prevention (NFPA), Underwriters Laboratory (or other recognized inspecting agency), National Electrical Code requirements, and any applicable industry standards for work required this contract. The latest published edition shall apply.
  - All materials shall be listed by a UL-approved laboratory and shall be new. The best of their respective kinds shall be installed and applied as intended and required by the manufacturer.
  - Electrical work shall include but not be limited to all materials, equipment, tools, and labor to provide for a complete and City of Park Ridge compliant system. Any OSHA requirements that may apply to the work under this contract shall apply. There shall be scheduled safety meetings and strict lock-out/tag-out procedures.
  - A complete construction power system shall be provided with OSHA-approved lighting strings and 20-ampere, GFI (ground fault interrupter) type construction outlets. All temporary or construction wiring shall be removed as normal power is completed within any area.
  - The Electrical Contractor (EC) shall provide complete shop drawings indicating equipment, device, and raceway locations, inverts for outdoor devices, and complete installation drawings. The drawings shall be maintained at the job site and shall be updated and maintained as near as possible to the “as installed” status of the project and shall be known as “Contract Record Documents”. The drawings shall be revised in a REVIT format and submitted to the engineer for review. The final electrical payout shall NOT be made to the EC until the engineer has received the contract record documents and reviewed. The engineer will provide written confirmation to the owner and general contractor for the final payout based on the review of the contract record documents.
  - Perform short circuit, coordination study, and arc flash study for the new electrical equipment being installed in the building.
  - Affix arc flash label to all new electrical equipment.

- Panelboards shall have not less than 20% spare capacity, and all spaces shall have 20A/1P circuit breakers.
- Furnish and install accessible local disconnect switch as required by code to each electrically operated equipment.
- All switches and outlets should be Decora style or similar.
- Building HVAC Equipment: Motors shall be furnished and installed by the contractor supplying the driven equipment. The electrical contractor shall wire locally mounted drives furnished and mounted by the equipment manufacturer (air handlers, etc.). Where single starters are to be furnished and installed by the electrical contractor, the contractor shall furnish and install NEMA-rated starters, variable frequency drives, and manual starters in accord with electrical specifications. Combination starters shall be fused type.
- All variable frequency drives (VFD), even VFD furnished as part of the mechanical equipment, shall have a fused disconnect ahead of the drive. The purpose of the fused disconnect is to limit the fault current imposed by the system on the drive.
- All VFD drives that are not located adjacent to the driven equipment shall have a locally mounted non-fused disconnect. Outdoor units shall have weatherproof-rated devices. All VFD disconnects shall have a 10A rated auxiliary contact that shall be wired into the drive stop circuit.
- All NEMA starters shall have a control power transformer, door-mounted H-O-A selector, run & stop pilots, and (2) no/nc auxiliary contacts. Furnish and install all heaters, fuses, and pilot devices.
- All stand-alone fused and non-fused disconnects shall be rated heavy duty only.
- All motors shall have a lockable disconnecting means within sight of EVERY motor and heating device. A toggle switch type device Similar to Square D Class 2510 may be utilized for smaller mechanical equipment. All water coolers, domestic heaters, and dishwashers shall have a local disconnect.
- New mechanical and building service equipment below 1 HP shall be 120 volts, single-phase. Equipment 1 HP and above: shall be 208 volts, three phases.
- Branch Circuit: Branch circuits shall be extended from panelboards to lighting, receptacles, and miscellaneous equipment in the metallic raceway system. All branch circuits shall have a green-colored ground conductor, minimum #12 AWG, and independent, neutral conductor in every raceway.
- Each branch circuit shall have a dedicated neutral. Shared neutral is not allowed.
- Finished Areas: The raceway system shall be electrical metallic tubing “EMT” in trade-sized concealed wherever possible.
- All fittings shall be compression type only.
- Unfinished Areas: Conduit shall match finished areas noted above, unless outdoors or exposed to weather, where it shall match conduit used outdoors, noted below.

- Conduit used outdoors exposed to weather shall be intermediate metallic conduit “IMC” with threaded couplings, and Meyers hubs at non-cast type junction/pull boxes or outlets for switches and receptacles. Rigid metal conduit “RMC” or Heavy wall sch.80, UL Listed PVC conduit shall be used below grade.
- Low voltage cable, boxes, and fittings installed in plenum return ceilings shall be plenum rated.
- Execution, including preparation, installation, starting, and testing, shall be performed by skilled trades personnel in compliance with the associated manufacturers’ recommendations and coordinated with the other construction trades.

#### B. Existing

1. The main service is fed from ComEd via a pad mounted transformer located outside of the main mechanical room on the 1<sup>st</sup> floor. The main switchboard is rated for 1600A, 208/120V, 3-Phase, 4-Wire. It has two sections as noted below:
  - a. Section 1: Incoming utility feed with CT and utility meter
  - b. Section 2: 1600A/3P main circuit breaker with distribution panel, circuit breakers as noted below.
    - i. 300A/3P feeds Condenser Unit 2
    - ii. 300A/3P feeds Condenser Unit 1
    - iii. 400A/3P feeds MDP Panel
    - iv. 200A/3P feeds unknown equipment.
    - v. 100A/3P feeds Elevator
    - vi. 100A/3P feeds unknown equipment.
    - vii. 225A/3P feeds Panel LP1S & LP2S
    - viii. 100A/3P feeds De-Icing.
    - ix. 100A/3P feeds Panel LP3S
    - x. 100A/3P feeds AHU-3
    - xi. 100A/3P feeds Condenser Unit 1
    - xii. 50A/3P feeds BSMT Mech Fans AHU1, RAF1
    - xiii. 40A/3P feeds Pumps P1&P2
    - xiv. 100A/3P feeds reader SVC Stack Lights
    - xv. 60A/3P spare
    - xvi. 30A/3P feeds Vacuum Pumps
    - xvii. 30A/3P spare

#### C. Demolition

1. Disconnect, remove, and demolish disconnect switches for demolished mechanical equipment (Condensing units, AHU’s, Boiler, and pumps)
2. Disconnect, remove and demolish all wiring and conduit back to source or first unaffected device feeding demolished AHU’s, Boiler, and Pumps.

3. Disconnect and remove power from demolished Condensing Units (CU2 and CU3). Wiring and conduit to remain for future use.
4. Disconnect, remove and demolish 300A/3P breaker feeding Condensing Unit 1. Wiring to remain.

D. New Electrical Equipment

1. Furnish and install new 400A, 120/208V, 3-phase, 4-wire MLO distribution panelboard located in the first-floor mechanical room, in the same room as the new AHU-2. The distribution panel shall have (1) 200A/3P, (2) 80A/3P, (2) 60A/3P, (1) 15A/3P, (2) 20A/3P, and (1) 15A/1P circuit breakers.
2. Furnish and install new 400A feeder from existing switchboard to distribution panel.
3. Furnish and install new (1) 250A/3P circuit breaker in existing switchboard in same space to feed new CU-3. Furnish and install (1) 400A/3P circuit breaker in existing switchboard for new distribution panel.
4. Furnish and install new 225A, 120/208V, 3-phase, 4-wire, MLO panelboard located in the third-floor mechanical room. The panelboard shall have (2) 80A/3P, (2) 45A/3P, (1) 15A/1P and (29)20A/1P circuit breakers.
5. Furnish and install new 200A feeder from new distribution panel to new 3<sup>rd</sup> floor panelboard in mechanical room.
6. Mechanical Equipment Power:
  - a. Furnish and install wiring and conduit to new (2) Air Handling Units.
  - b. Furnish and install wiring and conduit to new (2) Boilers and pumps.
  - c. Furnish and install new local disconnect switch to each new condensing unit, and utilize existing wiring and conduit, extend wiring as necessary.

E. Fire Alarm System:

1. The building has an existing fire alarm system, the NFS-320 Notifier system by Honeywell. It is up to code and City of Park Ridge standards.
  - a. Additional duct-type smoke detectors shall be added for the shut down of HVAC equipment of 2000 cfm or greater for fan shut-down on smoke. There shall be remote indicator/reset panels as required.
  - b. A heat detector shall be installed in the mechanical room as required.
  - c. Provide duct mounted carbon monoxide detector in each AHU supply duct.



















**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.

DRAFT





# Memorandum

**Memo Date:** October 3, 2024  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Budget & Finance Committee of the Whole  
**Meeting Date:** October 8, 2024  
**Action Requested:** For approval  
**Subject:** FY25 final 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 span FY25 and FY26 and cost approximately \$1.8 million.**



# Memorandum

## Revenue and the 2024 Tax Levy – updated with 9/30/2024 actuals

REVENUE ACCOUNTS	FY22 ACTUALS	FY23 ACTUALS	FY24 BUDGET	FY24 ACTUALS 9/30/2024	FY24 Forecast Actuals	FY25 DRAFT
Property Taxes	\$ 4,027,667	\$ 4,001,404	\$ 4,088,161	\$ 3,894,447	\$ 3,965,516	\$ 4,169,924
Property Tax Prior	\$ -	\$ 49,396	\$ -	\$ 25,653	\$ 25,653	\$ -
PPRT	\$ 254,268	\$ 190,644	\$ 130,000	\$ 77,766	\$ 116,650	\$ 139,252
State Grants	\$ 69,538	\$ 108,493	\$ 58,493	\$ 58,889	\$ 58,889	\$ 58,493
Interest	\$ 8,728	\$ 133,404	\$ 50,000	\$ 73,657	\$ 110,485	\$ 100,000
Other Receipts	\$ 67,246	\$ 338,771	\$ 149,000	\$ 53,182	\$ 97,576	\$ 109,000
<b>TOTAL</b>	<b>\$ 4,427,447</b>	<b>\$ 4,822,112</b>	<b>\$ 4,475,654</b>	<b>\$ 4,183,594</b>	<b>\$ 4,374,769</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 **\$4,169,924**. The Library Board approved the Levy increase at the September 17, 2024 Board meeting.

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 September 30, 2024 the Library has \$3,574,145 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.

## Expenses - updated with 9/30/2024 actuals

OPERATING ACCOUNTS	FY22 ACTUAL	FY23 ACTUAL	FY24 BUDGET	FY24 ACTUALS 9/30/24	FY24 Forecast Actuals	FY25 DRAFT	Proposed Percent Change
Salaries	\$ 2,226,674	\$ 2,328,718	\$ 2,546,525	\$ 1,661,356	\$ 2,400,051	\$ 2,648,000	4.0%
Employee Benefits	\$ 351,508	\$ 582,949	\$ 716,648	\$ 459,296	\$ 626,478	\$ 720,600	0.6%
Data Processing	\$ 249,730	\$ 278,807	\$ 273,300	\$ 223,475	\$ 263,300	\$ 281,300	2.9%
Building Maintenance	\$ 174,039	\$ 126,551	\$ 164,500	\$ 65,828	\$ 97,770	\$ 157,000	-4.6%
Membership, Recruiting, Training	\$ 15,549	\$ 22,601	\$ 31,500	\$ 18,917	\$ 24,756	\$ 33,000	4.8%
Equipment Rental	\$ 17,835	\$ 21,514	\$ 27,000	\$ 16,483	\$ 21,978	\$ 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	\$ 37,474	\$ 45,000	\$ 45,000	0.0%
General Contractual	\$ 125,448	\$ 162,065	\$ 201,800	\$ 111,114	\$ 184,820	\$ 202,800	0.5%





# Memorandum

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	\$ 23,536	\$ 25,000	0.0%
Supplies	\$ 84,539	\$ 69,489	\$ 122,500	\$ 75,765	\$ 107,709	\$ 122,500	0.0%
Staff Appreciation	\$ 1,981	\$ 2,372	\$ 4,000	\$ 2,496	\$ 4,000	\$ 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	\$ 440,231	\$ 575,357	\$ 614,500	-3.2%
<b>TOTAL</b>	<b>\$ 3,921,896</b>	<b>\$ 4,293,941</b>	<b>\$ 4,851,573</b>	<b>\$ 3,155,780</b>	<b>\$ 4,421,555</b>	<b>\$ 4,953,700</b>	<b>2.1%</b>

## 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 53% 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.
- c. IMRF: Estimated at \$70,000. The preliminary IMRF rate for 2025 is 2.47%, up from 2.43% in 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.



# Memorandum

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.
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



# Memorandum

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.

## Capital Budget Detail

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

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

### 2. Building Repairs: \$425,000

- a. On October 1, 2024, Elara Engineering provided a cost estimate for our HVAC upgrade project. The estimate includes a 10% contingency (approximately \$162,500) and \$20,000 for trade work. The budget for FY24 has been increased to **\$425,000**. We anticipate at least **\$575,000** in FY24 carry forwards due to amounts budgeted, but not spent, in FY24 for the HVAC project, allowing for **\$1,000,000** in the building repairs budget once carry overs are approved in February 2025. We do not have any other projects in our Capital Plan for 2025.

The **levy forecast** has been updated to accommodate a potential increase to the FY26 capital budget. The increase to the budget project has reduced the months of reserves at the end of FY25, 26, 27, and 28 to 6, 4, 3, and 2 months, respectively. **It's important to consider that the forecast assumes 100% spend of the operating budget.** In FY 22 and 23, 91% of the operating budget was spent and we project the same for the end of FY24. Unspent dollars remain in the Library's cash account and are applied to future years to cover the budget deficit and reserves. Once the bids come in for the HVAC project, Administration will work with the Board Treasurer to update the levy forecast and recommendations for future levy increases.

## Attachments:

- FY25 final summary budget
- FY25 final detail budget
- Levy forecast – updated 10/2/24

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 (9/30/24)	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	\$ 3,894,447	\$ 3,965,516	97%	\$ 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	\$ 77,766	\$ 116,650	90%	\$ 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	\$ 73,657	\$ 110,485	221%	\$ 100,000	50%	
Other Receipts	\$ 58,000	\$ 67,246	116%	\$ 137,000	\$ 338,771	249%	\$ 149,000	\$ 53,182	\$ 97,576	65%	\$ 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>\$ 4,183,594</b>	<b>\$ 4,374,769</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 (9/30/24)	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	\$ 1,661,356	\$ 2,400,051	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	\$ 459,296	\$ 626,478	87%	\$ 720,600	0.6%	Confirmed with CPR
9317	Data Processing	\$ 265,000	\$ 249,730	94%	\$ 322,000	\$ 278,807	87%	\$ 273,300	\$ 223,475	\$ 263,300	96%	\$ 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	\$ 65,828	\$ 97,770	59%	\$ 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	\$ 18,917	\$ 24,756	79%	\$ 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	\$ 16,483	\$ 21,978	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	\$ 37,474	\$ 45,000	100%	\$ 45,000	0.0%	No change
9385	General Contractual	\$ 137,785	\$ 125,448	91%	\$ 165,100	\$ 162,065	93%	\$ 201,800	\$ 111,114	\$ 184,820	92%	\$ 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	\$ 23,536	94%	\$ 25,000	0.0%	No change
9510	Supplies	\$ 114,090	\$ 84,539	74%	\$ 62,500	\$ 69,489	80%	\$ 112,500	\$ 75,765	\$ 107,709	96%	\$ 122,500	8.9%	No change
9511	Staff Appreciation	\$ 2,000	\$ 1,981	99%	\$ 2,000	\$ 2,372	95%	\$ 4,000	\$ 2,496	\$ 4,000	100%	\$ 3,000	-25.0%	Return to FY24 original 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%	\$ 644,800	\$ 440,231	\$ 575,357	89%	\$ 614,500	-4.7%	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>\$ 3,155,780</b>	<b>\$ 4,421,555</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	\$ 41,768	\$ 108,000	55%	\$ 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	\$ 72,996	\$ 133,376	18%	\$ 425,000	-70%	Anticipate at least \$575,000 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>\$ 114,764</b>	<b>\$ 241,376</b>	<b>26%</b>	<b>\$ 475,000</b>	<b>-93%</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>3,270,544</b>	<b>4,662,931</b>	<b>81%</b>	<b>\$ 5,428,700</b>	<b>-6%</b>	
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10/2/2024

<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>\$ 913,051</b>	<b>\$ (288,163)</b>		<b>\$ (852,031)</b>	<b>-52%</b>	
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	A	B	M	N	O	P	Q	R	S	T	U	W
1	<b>Park Ridge Public Library</b>											<b>FINAL DRAFT</b>
2	<b>Detailed YTD Revenue and Expenditures Comparison</b>											
3	<b>Library Fund</b>											
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 (9/30/24)	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	\$ 3,894,447	\$ 3,965,516	\$ 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	\$ 77,766	\$ 116,650	\$ 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	\$ 7,206	\$ 9,608	\$ 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	\$ 73,657	\$ 110,485	\$ 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	\$ 35,976	\$ 47,968	\$ 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>\$ 4,822,112 106.0%</b>	<b>\$ 4,475,654</b>	<b>\$ 4,183,594</b>	<b>\$ 4,374,769</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	\$ 257,507	\$ 371,954	\$ 407,713	
23	2015011 910010	SAL/LIBRARIANS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
24	2015011 915200	OVERTIME	\$ 105	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ 436	\$ 945		
25	2015011 921000	EMP BNFTS-PPO	\$ 255,107	\$ 254,363	\$ 233,878	\$ 281,878	\$ 278,273 99%	\$ 297,344	\$ 216,877	\$ 289,169	\$ 315,000	
26	2015011 921001	EMP BNFTS-HMO	\$ 91,291	\$ 78,069	\$ 108,462	\$ 83,462	\$ 82,263 99%	\$ 106,877	\$ 63,511	\$ 84,681	\$ 100,000	
27	2015011 921002	EMP BEFTS-LIFE	\$ 2,140	\$ 1,362	\$ 2,140	\$ 2,140	\$ 1,898 89%	\$ 1,953	\$ 1,655	\$ 2,206	\$ 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	\$ 14,151	\$ 18,868	\$ 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	\$ 126,754	\$ 183,089	\$ 203,000	
33	2015011 921031	EMP BNFTS - IMRF	\$ -	\$ -	\$ 94,000	\$ 94,000	\$ 28,889 31%	\$ 87,300	\$ 36,348	\$ 48,464	\$ 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	\$ 166,951	\$ 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	\$ 942	\$ 1,256	\$ 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	\$ 12,949	\$ 16,500	\$ 18,000	
40	2015011 935100	EQPT RNTL-COPIER MAINTENANCE	\$ 8,000	\$ 2,851	\$ 5,000	\$ 2,500	\$ 57 2%	\$ 5,000	\$ 2,402	\$ 3,203	\$ 5,000	
41	2015011 935101	EQPT RNTS-LEASE PAYMENTS	\$ 22,000	\$ 14,015	\$ 20,000	\$ 22,500	\$ 20,488 91%	\$ 20,000	\$ 13,354	\$ 17,805	\$ 20,000	
42	2015011 935102	EQPT RNTL-POSTAGE MACHINE	\$ 2,000	\$ 969	\$ 2,000	\$ 2,000	\$ 969 48%	\$ 2,000	\$ 727	\$ 969	\$ 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 (9/30/24)	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	\$ 19,452	\$ 22,000	\$ 22,000
45	2015011 936001	PUBLIC RELATIONS NEWSLETTER	\$ 22,250	\$ 22,236	\$ 20,000	\$ 25,000	\$ 23,514	94%	\$ 23,000	\$ 18,023	\$ 23,000	\$ 23,000
46	2015011 937800	LIB BNK SERV CHG	\$ 4,500	\$ 4,475	\$ 3,600	\$ 4,200	\$ 4,162	99%	\$ 3,800	\$ 2,381	\$ 3,175	\$ 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	\$ 10,865	\$ 14,000	\$ 14,000
49	2015011 938502	GNL CNTRL SVC/POSTAGE	\$ 12,500	\$ 12,424	\$ 12,000	\$ 12,000	\$ 11,221	94%	\$ 14,000	\$ 12,325	\$ 14,000	\$ 15,000
50	2015011 938503	GNL CNTRL SVC/INTERNET	\$ 11,500	\$ 8,866	\$ 11,500	\$ 8,000	\$ 7,687	96%	\$ 10,000	\$ 6,828	\$ 9,105	\$ 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	\$ 23,536	\$ 25,000
56	2015011 951001	OFF SPLS-PHOTOCOPY	\$ 5,400	\$ 3,180	\$ 5,000	\$ 5,000	\$ 3,342	67%	\$ 5,000	\$ 2,303	\$ 3,071	\$ 5,000
57	5015011 951002	OFF SPLS-OTHER SUPPLIES	\$ 5,800	\$ 5,800	\$ 4,800	\$ 6,000	\$ 5,601	93%	\$ 4,800	\$ 3,379	\$ 4,800	\$ 4,800
58	2015011 951003	OFF SPLS FURNISHINGS	\$ 64,200	\$ 41,585	\$ 15,000	\$ 37,615	\$ 28,011	74%	\$ 63,500	\$ 42,457	\$ 65,000	\$ 73,500
59	2015011 951100	LIBRARY SUPPLIES	\$ 2,500	\$ 2,411	\$ 1,500	\$ 1,500	\$ 676	45%	\$ 1,500	\$ 939	\$ 1,252	\$ 1,500
60	2015011 951103	STAFF APPRECIATION	\$ 2,000	\$ 1,981	\$ 2,000	\$ 2,500	\$ 2,372	95%	\$ 4,000	\$ 2,496	\$ 4,000	\$ 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	\$ 41,768	\$ 108,000	\$ 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>\$ 1,880,703</b>	<b>\$ 1,143,827</b>	<b>\$ 1,624,390</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	\$ 131,252	\$ 189,587	\$ 221,602
67	2015012915200	OT					\$ 49		\$ 84	\$ 122		
68	2015012 932103	BLDG MNT CNTR-GENL MAINT	\$ 77,272	\$ 70,001	\$ 100,000	\$ 100,000	\$ 67,754	68%	\$ 100,000	\$ 38,729	\$ 61,638	\$ 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	\$ 3,081	\$ 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	\$ 17,372	\$ 30,000
71	2015012 952100	BUILDING SUPPLIES	\$ 20,000	\$ 18,533	\$ 18,000	\$ 18,000	\$ 16,832	94%	\$ 18,000	\$ 9,467	\$ 12,623	\$ 18,000
72	2015012 955000	NATURAL GAS	\$ 25,000	\$ 22,486	\$ 22,000	\$ 19,000	\$ 10,511	55%	\$ 10,000	\$ 2,292	\$ 3,056	\$ 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	\$ 72,996	\$ 133,376	\$ 425,000
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>\$ 270,160</b>	<b>\$ 420,855</b>	<b>\$ 803,602</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	\$ 174,253	\$ 251,698	\$ 275,250
80	2015013 910010	OT	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 328	\$ 474	
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	\$ 11,915	\$ 15,887	\$ 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 (9/30/24)	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>\$ 198,606</b>	<b>\$ 284,359</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 (9/30/24)	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	\$ 381,546	\$ 551,121	\$ 604,492
99	2015015 915200	OVERTIME	\$ 21	\$ 21	\$ -	\$ -	\$ 130		\$ -	\$ 1,547	\$ 2,234	
100	2015015 938506	GNL CNTRL SVC/PROGRAM	\$ 31,510	\$ 31,507	\$ 35,000	\$ 39,500	\$ 39,432	100%	\$ 50,000	\$ 39,814	\$ 50,000	\$ 50,000
101	2015015 951100	LIBRARY SUPPLIES	\$ 5,490	\$ 5,185	\$ 5,500	\$ 7,000	\$ 6,229	89%	\$ 7,500	\$ 7,215	\$ 7,500	\$ 6,500
102	2015015 954002	LIB RSRCS-CHILDREN BOOKS	\$ 73,925	\$ 73,916	\$ 75,000	\$ 74,000	\$ 73,131	99%	\$ 85,000	\$ 51,548	\$ 79,000	\$ 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	\$ 6,495	\$ 8,660	\$ 10,000
105	2015015 954005	LIB RSRCS-AUDIO VISUAL	\$ 19,000	\$ 12,941	\$ 16,000	\$ 8,000	\$ 6,854	86%	\$ 8,000	\$ 4,617	\$ 6,156	\$ 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	\$ 3,043	\$ 4,057	\$ 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	\$ 19,725	\$ 32,000	\$ 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>\$ 798,332</b>	<b>\$ 530,953</b>	<b>\$ 759,729</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	\$ 334,118	\$ 482,614	\$ 530,458
115	2015016 915200	OVERTIME					\$ 1,682		\$ -	\$ 245	\$ 354	
116	2015016 931701	DATA PROCESSING	\$ 77,000	\$ 63,569	\$ 77,000	\$ 77,000	\$ 61,408	80%	\$ 80,000	\$ 44,413	\$ 70,000	\$ 80,000
117	2015016 951100	LIBRARY SUPPLIES	\$ 7,200	\$ 4,226	\$ 7,200	\$ 6,700	\$ 4,308	64%	\$ 6,200	\$ 5,648	\$ 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>\$ 384,424</b>	<b>\$ 559,168</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 (9/30/24)	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	\$ 379,766	\$ 548,551	\$ 608,485
122	2015017915200	OT					\$ 78		\$	\$ 274	\$ 396	
123	2015017 938506	GNL CNTRL SVC/PROGRAM	\$ 28,875	\$ 23,604	\$ 25,000	\$ 25,250	\$ 25,058	99%	\$ 35,000	\$ 21,224	\$ 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	\$ 967	\$ 2,000	\$ 2,000
126	2015017 951102	LIBRARY MAKERSPACE SUPPLIES	\$ 1,500	\$ 1,210	\$ 1,500	\$ 3,000	\$ 2,768	92%	\$ 2,000	\$ 942	\$ 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	\$ 46,068	\$ 61,424	\$ 64,000
128	2015017 954003	LIB RSRCS-PERIODICALS	\$ 19,000	\$ 18,171	\$ 20,000	\$ 20,000	\$ 19,977	100%	\$ 23,000	\$ 18,316	\$ 23,000	\$ 21,000
129	2015017 954004	LIB RSRCS-AUDIO BOOK	\$ 20,000	\$ 19,998	\$ 21,000	\$ 21,000	\$ 18,562	88%	\$ 21,000	\$ 14,064	\$ 18,752	\$ 20,000
130	2015017 954005	LIB RSRCS-AUDIO VISUAL	\$ 40,500	\$ 34,460	\$ 40,500	\$ 35,500	\$ 32,331	91%	\$ 31,500	\$ 17,372	\$ 23,163	\$ 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	\$ 1,040	\$ 2,000	\$ 2,000
134	2015017 954011	LIB RSRCS-MWL	\$ 18,000	\$ 9,308	\$ 18,000	\$ 10,500	\$ 8,910	85%	\$ 10,000	\$ 6,531	\$ 8,708	\$ 10,000
135	2015017 954012	LIB RSRCS-E-BOOKS	\$ 86,500	\$ 86,500	\$ 92,000	\$ 105,500	\$ 105,500	100%	\$ 107,000	\$ 78,000	\$ 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	\$ 2,836	\$ 3,781	\$ 4,000
138	2015017 954017	LIB RSRCS-ADULT NONFICTION	\$ 74,000	\$ 64,121	\$ 74,000	\$ 72,000	\$ 70,740	98%	\$ 74,000	\$ 47,742	\$ 63,656	\$ 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>\$ 742,573</b>	<b>\$ 1,014,431</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>\$ 3,270,544</b>	<b>\$ 4,662,931</b>	<b>\$ 5,428,700</b>
144												
145	<b>10/2/2024</b>	<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>\$ 913,051</b>	<b>\$ (288,163)</b>	<b>\$ (852,031)</b>

<b>Updated: 10/2/2024</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	\$ 3,965,516	\$ 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	\$ 116,650	\$ 139,252	\$ 115,000	\$ 100,000	\$ 100,000
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	\$ 110,485	\$ 100,000	\$ 90,000	\$ 80,000	\$ 80,000
Other Receipts	\$ 136,000	\$ 338,771	\$ 149,000	\$ 97,576	\$ 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>\$ 4,374,769</b>	<b>\$ 4,576,669</b>	<b>\$ 4,858,877</b>	<b>\$ 5,130,323</b>	<b>\$ 5,129,019</b>
<b>Operating Expenditures</b>								
Salaries	\$ 2,453,799	\$ 2,328,718	\$ 2,546,525	\$ 2,400,051	\$ 2,648,000	\$ 2,714,200	\$ 2,782,055	\$ 2,851,606
Employee Benefits	\$ 655,266	\$ 582,949	\$ 716,648	\$ 626,478	\$ 720,600	\$ 735,012	\$ 749,712	\$ 764,706
Data Processing	\$ 322,000	\$ 278,807	\$ 273,300	\$ 263,300	\$ 281,300	\$ 286,926	\$ 292,665	\$ 298,518
Building Maintenance	\$ 176,500	\$ 126,551	\$ 164,500	\$ 97,770	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000
Membership, Recruiting and Training	\$ 29,000	\$ 22,601	\$ 31,500	\$ 24,756	\$ 33,000	\$ 33,330	\$ 33,663	\$ 34,000
Equipment Rental	\$ 27,000	\$ 21,514	\$ 27,000	\$ 21,978	\$ 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	\$ 184,820	\$ 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	\$ 23,536	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Supplies	\$ 85,115	\$ 69,489	\$ 112,500	\$ 107,709	\$ 122,500	\$ 100,000	\$ 100,000	\$ 100,000
Staff Appreciation	\$ 2,000	\$ 2,372	\$ 4,000	\$ 4,000	\$ 3,000	\$ 2,500	\$ 2,500	\$ 2,500
Computer Materials	\$ 39,710	\$ 34,982	\$ 31,500	\$ 31,500	\$ 33,500	\$ 34,170	\$ 34,853	\$ 35,550
Library Resources	\$ 646,500	\$ 591,555	\$ 644,800	\$ 575,357	\$ 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>\$ 4,421,555</b>	<b>\$ 4,953,700</b>	<b>\$ 5,012,924</b>	<b>\$ 5,107,313</b>	<b>\$ 5,203,918</b>
<b>Capital Expenditures</b>								
Machinery and Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Equipment	\$ 50,000	\$ 38,027	\$ 195,000	\$ 108,000	\$ 135,000	\$ 50,000	\$ 50,000	\$ 100,000
Building Repairs	\$ 679,008	\$ 484,984	\$ 722,200	\$ 133,376	\$ 1,000,000	\$ 900,000	\$ 325,000	\$ 100,000
<b>Total Capital</b>	<b>\$ 729,008</b>	<b>\$ 523,011</b>	<b>\$ 917,200</b>	<b>\$ 241,376</b>	<b>\$ 1,135,000</b>	<b>\$ 950,000</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>\$ 4,662,931</b>	<b>\$ 6,088,700</b>	<b>\$ 5,962,924</b>	<b>\$ 5,482,313</b>	<b>\$ 5,403,918</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	\$ 4,092,230	\$ 2,580,200	\$ 1,476,153	\$ 1,124,163
Excess Budgeted (Deficit)	\$ (877,137)	\$ 5,159	\$ (1,293,119)	\$ (288,163)	\$ (1,512,031)	\$ (1,104,047)	\$ (351,990)	\$ (274,899)
Ending Unrestricted Balance	\$ 3,498,102	\$ 4,380,393	\$ 3,087,274	\$ 4,092,230	\$ 2,580,200	\$ 1,476,153	\$ 1,124,163	\$ 849,263
Average monthly operating expenses	\$ 391,358	\$ 357,828	\$ 404,298	\$ 368,463	\$ 412,808	\$ 417,744	\$ 425,609	\$ 433,660
# of months of operating expenses	\$ 9	\$ 12	\$ 8	\$ 11	\$ 6	\$ 4	\$ 3	\$ 2
Minimum Fund Balance Requirements	\$ 2,348,145	\$ 2,146,971	\$ 2,425,787	\$ 2,210,778	\$ 2,476,850	\$ 2,506,462	\$ 2,553,656	\$ 2,601,959
<b>Operating Expenditures/Budget</b>		<b>91%</b>		<b>91%</b>				

Assumes 100% spend

<b>Updated: 10/2/2024</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	\$ 3,965,516	\$ 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	\$ 116,650	\$ 139,252	\$ 115,000	\$ 100,000	\$ 100,000
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	\$ 110,485	\$ 100,000	\$ 90,000	\$ 80,000	\$ 80,000
Other Receipts	\$ 136,000	\$ 338,771	\$ 149,000	\$ 97,576	\$ 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>\$ 4,374,769</b>	<b>\$ 4,576,669</b>	<b>\$ 4,858,877</b>	<b>\$ 5,130,323</b>	<b>\$ 5,129,019</b>
<b>Operating Expenditures</b>								
Salaries	\$ 2,453,799	\$ 2,328,718	\$ 2,546,525	\$ 2,400,051	\$ 2,648,000	\$ 2,714,200	\$ 2,782,055	\$ 2,851,606
Employee Benefits	\$ 655,266	\$ 582,949	\$ 716,648	\$ 626,478	\$ 720,600	\$ 735,012	\$ 749,712	\$ 764,706
Data Processing	\$ 322,000	\$ 278,807	\$ 273,300	\$ 263,300	\$ 281,300	\$ 286,926	\$ 292,665	\$ 298,518
Building Maintenance	\$ 176,500	\$ 126,551	\$ 164,500	\$ 97,770	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000
Membership, Recruiting and Training	\$ 29,000	\$ 22,601	\$ 31,500	\$ 24,756	\$ 33,000	\$ 33,330	\$ 33,663	\$ 34,000
Equipment Rental	\$ 27,000	\$ 21,514	\$ 27,000	\$ 21,978	\$ 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	\$ 184,820	\$ 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	\$ 23,536	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Supplies	\$ 85,115	\$ 69,489	\$ 112,500	\$ 107,709	\$ 122,500	\$ 100,000	\$ 100,000	\$ 100,000
Staff Appreciation	\$ 2,000	\$ 2,372	\$ 4,000	\$ 4,000	\$ 3,000	\$ 2,500	\$ 2,500	\$ 2,500
Computer Materials	\$ 39,710	\$ 34,982	\$ 31,500	\$ 31,500	\$ 33,500	\$ 34,170	\$ 34,853	\$ 35,550
Library Resources	\$ 646,500	\$ 591,555	\$ 644,800	\$ 575,357	\$ 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>\$ 4,421,555</b>	<b>\$ 4,507,867</b>	<b>\$ 4,561,761</b>	<b>\$ 4,647,655</b>	<b>\$ 4,735,566</b>
<b>Capital Expenditures</b>								
Machinery and Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Equipment	\$ 50,000	\$ 38,027	\$ 195,000	\$ 108,000	\$ 135,000	\$ 50,000	\$ 50,000	\$ 100,000
Building Repairs	\$ 679,008	\$ 484,984	\$ 722,200	\$ 133,376	\$ 1,000,000	\$ 900,000	\$ 325,000	\$ 100,000
<b>Total Capital</b>	<b>\$ 729,008</b>	<b>\$ 523,011</b>	<b>\$ 917,200</b>	<b>\$ 241,376</b>	<b>\$ 1,135,000</b>	<b>\$ 950,000</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>\$ 4,662,931</b>	<b>\$ 5,642,867</b>	<b>\$ 5,511,761</b>	<b>\$ 5,022,655</b>	<b>\$ 4,935,566</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	\$ 4,092,230	\$ 3,026,033	\$ 2,373,149	\$ 2,480,817
Excess Budgeted (Deficit)	\$ (877,137)	\$ 5,159	\$ (1,293,119)	\$ (288,163)	\$ (1,066,198)	\$ (652,884)	\$ 107,668	\$ 193,453
Ending Unrestricted Balance	\$ 3,498,102	\$ 4,380,393	\$ 3,087,274	\$ 4,092,230	\$ 3,026,033	\$ 2,373,149	\$ 2,480,817	\$ 2,674,270
Average monthly operating expenses	\$ 391,358	\$ 357,828	\$ 404,298	\$ 368,463	\$ 375,656	\$ 380,147	\$ 387,305	\$ 394,630
# of months of operating expenses	\$ 9	\$ 12	\$ 8	\$ 11	\$ 8	\$ 6	\$ 6	\$ 7
Minimum Fund Balance Requirements	\$ 2,348,145	\$ 2,146,971	\$ 2,425,787	\$ 2,210,778	\$ 2,253,934	\$ 2,280,880	\$ 2,323,827	\$ 2,367,783
<b>Operating Expenditures/Budget</b>		<b>91%</b>		<b>91%</b>				

Assumes 91% spend

**MINUTES**

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

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

**ROLL CALL**

Trustees Present: Anita De Frank, Co-Chair; 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

Trustee Hanba made a

**MOTION:** to approve the minutes of November 14, 2023

President Thiagarajan seconded the motion.

Roll Call vote: Yes: DeFrank, Hanba, Kiem, Powers, Renaldi, Rusk, Somheil, Thiagarajan  
Abstain: Donahue

**Motion passed**

**FY25 SALARY PLAN**

Director Bertucci reviewed the memo beginning on page 6 of the packet explaining that each year, the library’s salaries are benchmarked using data from the HR Source Annual Salary Survey for Libraries. The Board’s compensation philosophy of maintaining an internally equitable and externally competitive compensation structure that allows the Library to recruit and retain highly proficient and qualified employees is used as the baseline for compensation decisions. In the current employment market, external factors present challenges to employers as a result of low unemployment rates and continued pressure on employers to increase wages in response to increases in the cost of consumer goods. Increases to minimum wage are also a significant factor. These factors in combination with the Salary Survey data were analyzed to develop a salary plan that rewards staff in line with the Library market and continues to adjust the lowest grades of the pay scale. The secondary goal of this plan is to create a sustainable personnel budget during this anomalous economic time. Additional data on staffing levels and salary budgets is included in the memo.

For FY25, Director Bertucci is recommending \$133,900 in increases in the following areas: \$93,500 for 4% average merit pool; \$10,500 for one-time merit bonuses; and \$29,900 for merit adjustments based on updated pay grade/scale and minimum wage adjustments. Director Bertucci explained that one-time merit bonuses are used for employees who have reached the top of their salary range. Director Bertucci stated that the goal is to have 50% of staff salaries fall within 95% and 105% of the midpoint of each salary range.

Trustee Hanba made a

**MOTION:** to approve the FY25 Salary Plan as presented, which includes \$133,900 in increases in the following areas; \$93,500 for 4% average merit pool increases; \$10,500 for one-time merit bonuses; and \$29,900 for merit adjustments based on updated pay grade/scale and minimum wage adjustments

Trustee Kiem seconded the motion.

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

**Motion passed**

**OTHER**

None

Meeting adjourned at 7:40 p.m.



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**Memo Date:** September 30, 2024  
**From:** Anita De Frank, Personnel Committee Co-chair  
Alex Hanba, Personnel Committee Co-chair  
**Meeting Type:** Personnel Committee of the Whole  
**Meeting Date:** October 8, 2024  
**Action Requested:** Information only  
**Subject:** Library Director Annual review timeline

- Friday, November 8 - All reviews from trustees returned to Co-chair Hanba and Director's self-evaluation due.
- Tuesday, November 19 - Closed session Board discussion
- Early December – Co-chairs DeFrank and Hanba meet with Director to conduct review
- Tuesday, December 17 - Open vote to approve during Board meeting

**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.

DRAFT



**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
- ✓ Approve 2024 Levy request

**OCTOBER 2024**

- ***National Friends of the Library week***
- Approve FY25 Operating budget
- Per Capita Grant requirements assigned 10/15 Board meeting
- 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: October 1, 2024





# Memorandum

**Memo Date:** October 1, 2024  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** October 8, 2024  
**Action Requested:** For approval  
**Subject:** Laptop replacement

**Background:**

The Library's laptop fleet is scheduled for replacement in 2024. The library maintains 14 laptops for patron and staff use. Usage and replacement recommendations are listed below.

QTY.	Use	Replacement recommendation
2	Studio (makerspace) staff laptops to run laser cutter and other equipment	HP EliteBook 660
4	Studio patron laptops used for Studio classes	HP ZBook Firefly 16 G11
1	1 <sup>st</sup> Floor Meeting Room – Dedicated for presenters	HP ZBook Firefly 16 G11
1	1 <sup>st</sup> Floor Meeting Room – Dedicated for staff to run Zoom programs	HP ZBook Firefly 16 G11
2	Adult and Youth Services dedicated staff laptops, used for offsite conferences, training, other departmental needs	HP ZBook Firefly 16 G11
4	Administration team laptops (Director, Finance/HR, Marketing, Building)	HP ZBook Firefly 16 G11

**Total: 14**

I have obtained hardware and HP Care Pack costs from two vendors:

- Computer View, Inc. (CVI): \$21,344
- CDW-G: \$27,185.20

CVI has quoted \$5,950 for the configuration/installation of the 14 laptops. This price is fixed, regardless of the vendor supplying the hardware.

**Recommended Motion:**

Approve CVI Quote 202828 in the total amount of \$27,294 for the purchase of fourteen (14) laptops at a cost of \$21,344 with an additional configuration/installation cost of \$5950.

**Attachment:**

- CVI Quote 202828
- CDW Quote PCRG435



**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>	Sep 25, 2024 07:16 PM CDT
<b>Modified Date</b>	Sep 30, 2024 09:56 AM CDT
<b>Quote #</b>	202828 - rev 1 of 1
<b>Description</b>	Replacement Notebooks
<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  
 (F) 847-825-0001

**Bill To**  
 Park Ridge Public Library  
 Bertucci, Joanna  
 20 South Prospect Avenue  
 Park Ridge, IL 60068-4188  
 United States  
 (P) (847) 720-3203  
 jbertucci@parkridgelibrary.org

**Ship To**  
 Park Ridge Public Library  
 Bertucci, Joanna  
 20 South Prospect Avenue  
 Park Ridge, IL 60068-4188  
 United States  
 (P) (847) 720-3203  
 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>Replacement Notebooks</b>					
1	SBUY ELITEBOOK 660 G11 U7-165U 16GB 256GB 16IN PC INTEL U7-165U, WUXGA AG LED UW	A6UC7UT#ABA	2	\$1,350.00	\$2,700.00
2	Electronic HP Care Pack Essential Offsite Support Extended service agreement - parts and labor - 3 years - pick-up and return - 9x5 - response time: NBD - for EliteBook 630 G11, 640 G11, 645 G11, 660 G11, 665 G11	U85GBE	2	\$52.00	\$104.00
3	SMART BUY ZBOOK FIREFLY 16 G11 U7-155H 16IN 16GB 512GB W11 PRO64	A6UE9UT#ABA	12	\$1,455.00	\$17,460.00
4	Electronic HP Care Pack Essential Offsite Support Extended service agreement - parts and labor (for mobile workstation) - 3 years - pick-up and return - 9x5 - response time: NBD - for ZBook Power G11, Studio G11; ZBook Firefly 14 G11, 16 G11; ZBook Fury 16 G11	U85QDE	12	\$90.00	\$1,080.00
5	Configuration / Installation	INST	1	\$5,950.00	\$5,950.00

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

**Subtotal: \$27,294.00**  
**Shipping: \$0.00**  
**Total: \$27,294.00**

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

**Laptops & care packs: \$21,344**

**Installation: \$5,950**



Thank you for choosing CDW. We have received your quote.

# QUOTE CONFIRMATION

**TIM BRZNY,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PCRG435	9/26/2024	PCRG435	184973	<b>\$27,185.20</b>

### QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">HP EliteBook 660 G11 16" Touchscreen Notebook - WUXGA - Intel Core Ultra 7</a> Mfg. Part#: A6UC7UT#ABA Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	2	7948378	\$1,548.41	\$3,096.82
<a href="#">HP Care Pack Essential Offsite Support - 3 Year - Warranty</a> Mfg. Part#: U85GBE Electronic distribution - NO MEDIA Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	2	7967617	\$70.11	\$140.22
<a href="#">HP ZBook Firefly G11 16" Mobile Workstation - WUXGA - Intel Core Ultra 7 15</a> Mfg. Part#: A6UE9UT#ABA Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	12	7947942	\$1,890.50	\$22,686.00
<a href="#">HP Care Pack Essential Offsite Support - 3 Year - Warranty</a> Mfg. Part#: U85QDE Electronic distribution - NO MEDIA Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	12	7881528	\$105.18	\$1,262.16

<b>SUBTOTAL</b>	\$27,185.20
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$27,185.20</b>

PURCHASER BILLING INFO	DELIVER TO
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**Billing Address:**  
 PARK RIDGE PUBLIC LIBRARY  
 ACCOUNTS PAYABLE  
 20 S PROSPECT AVE  
 PARK RIDGE, IL 60068-4188  
**Phone:** (847) 825-3123  
**Payment Terms:** NET 30-VERBAL

**Shipping Address:**  
 PARK RIDGE PUBLIC LIBRARY  
 TIM BRZNY  
 20 S PROSPECT AVE  
 PARK RIDGE, IL 60068-4188  
**Phone:** (847) 825-3123  
**Shipping Method:** UPS Ground (Indy 1-2 day)

**Please remit payments to:**

CDW Government  
 75 Remittance Drive  
 Suite 1515  
 Chicago, IL 60675-1515



**Sales Contact Info**

**Sam Raes** | (877) 465-3134 | [sam.raes@cdwg.com](mailto:sam.raes@cdwg.com)

**LEASE OPTIONS**

FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$27,185.20	\$785.65/Month	\$27,185.20	\$896.84/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

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# Memorandum

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**Memo Date:** October 1, 2024  
**From:** Joanna Bertucci, Library Director  
 David Somheil, Trustee  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** October 8, 2024  
**Action Requested:** For discussion  
**Subject:** Strategic planning

## Background:

As the Library Board and Administration prepare for the new Strategic Plan cycle, we would like to take this opportunity to discuss the Board's expectations and approach to developing our new plan.

In order to facilitate our discussion, four questions have been prepared for your consideration.

1. Clear Objectives: What specific outcomes do we expect from the new strategic planning process, and how can we ensure those objectives align with our community's needs?
2. Inclusive Stakeholder Engagement: What strategies can we implement to ensure diverse stakeholder voices (patrons, community, community leaders, staff) are included in the planning process, and what lessons have we learned about engagement from past experiences?
3. Evaluation Framework: What lessons can we draw from our previous evaluation methods, and how can we create a more effective framework for assessing the success of our new initiatives.
4. Resource Allocation: In what ways did the previous plan succeed or fail in aligning resources—such as budget, staff, and materials—with identified priorities?

## Resources:

Below are links to the Strategic Plans of our [comparable libraries](#) and the City of Park Ridge. The Library's Strategic Plan is also appended to this memo.

- [Crystal Lake Public Library - Strategic Plan](#)
- [Fremont Public Library \(Mundelein\) - Strategic Plan](#)
- [Glen Ellyn Public Library - Strategic Plan](#)
- [Grayslake Area Public Library District - Strategic Plan](#)
- [Highland Park Public Library - Strategic Plan](#)
- Indian Prairie Public Library District (Darien) – *in progress*
- [Wheaton Public Library - Strategic Plan](#)
- [City of Park Ridge - Strategic Plan](#)

## Firm Selection/Action Item:

I respectfully request that we convene an ad hoc subcommittee (maximum 2 trustees) to review the RFP responses and participate in interviewing firms. These interviews will be held virtually.



# Memorandum

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## Modified Timeline:

Task	Date
RFP released; sent directly to nine firms and posted on the Library's website. Three firms have notified me that they plan to submit a proposal.	Monday, 9/24
Committee of the Whole Discussion	Tuesday, 10/8
Proposals Due	Friday, 10/25
Committee of the Whole Discussion, continued as need	Tuesday, 11/12
Ad hoc subcommittee to interview firms	By the end of November
Subcommittee recommendation to the Board	Tuesday, 12/10
Contract approval	Tuesday, 12/17





# Strategic Plan 2.0

## 2021-2025

Updated and Approved  
November 15, 2022  
Park Ridge Public Library Board of Trustees

## Vision

The Park Ridge Public Library facilitates the goals and aspirations of the individual and our community. Our Library creates the intersection of engagement, information, tradition, and innovation.

## Mission

We are the Park Ridge Public Library. We are a trusted and valued community partner that engages and strengthens its community by fostering personal growth in learning by providing opportunities to connect, inform, innovate and grow.

## Values

### **Access**

All information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally, and equitably accessible to all community members and library card holders.

### **Education and Lifelong Learning**

PRPL promotes the creation, maintenance, and enhancement of a learning society, providing a repository of information so the community and individuals can pursue education or informational desires/interests.

### **Expertise**

We are relentless in our efforts to better understand our community, collections and patrons – listening and being responsive to them.

### **Innovation**

Our library is not static. We are always learning and constantly exploring new ways of doing things better and doing better things.

### **Intellectual Freedom**

We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

### **Service**

We provide the highest level of service to all library users – community members, organizations, government and businesses.

### **Trusted Source**

The library serves as an ethical and neutral publicly-sourced asset that belongs to everyone.

## Initiatives

### **Encourage individual growth and lifelong learning**

- Strengthen equitable, diverse and inclusive (EDI) collections with materials that expand our perspective with experiences beyond our own
- Grow digital offerings including virtual programs and resources
- Provide support to local teachers, students, homeschool families, and learners of all ages.
- Lead Green as convener, researcher, and public example
  - Support community leaders
  - Complete long-term facilities plan focusing on equity of access, efficiency and green initiatives
  - Research grants for green library facility updates

### **Build up a strong workforce and local businesses**

- Enhance and expand impactful services for job seekers
- Increase assistance to local small business establishment and development

### **Align with strategy and set the stage for development**

- Evaluate policies, procedures, programs, partnerships, staffing, reports, facility use and budgets to align with the updated vision, mission and strategy
- Develop and launch engagement strategy and action plan to increase partnerships, build relationships and more
- Cultivate outcomes focus for planning, assessment and reporting to show that what the library is doing is making a difference
- Shift the library's public narrative to the stories of impact that result from the plan

### **Develop civic education for an informed and engaged citizenry**

- Seek out partners and experts to create a civic awareness and engagement initiative that supports young adults, teens, and adults.
- Increase awareness of the Park Ridge Community Network (PRCN) and streamline the platform to effectively share civic information and topics of community interest.