



Notice is hereby given that the following Committees of the Library Board will be held via videoconference with **all remote participation** Tuesday, February 8, 2022 at 7:00 p.m.

Meetings of the Library Board are open to the public under provisions of the Illinois Open Meetings Act. The Library Board President has determined that it is not practical or prudent to schedule an in-person meeting due to the COVID-19 pandemic, therefore, this meeting will be held virtually and in accordance with state statute.

To submit public comment, either join the meeting using the link below, or send an email with your comments to [librarydirector@parkridgelibrary.org](mailto:librarydirector@parkridgelibrary.org) at any time before or during the meeting. All comments will be read aloud during the meeting. All committees are committees-of-the-whole unless noted.

Join meeting online: <https://zoom.us/j/97516163890?pwd=YU1GSVVCK2VIY2IWckx1RIBUQUhvQT09>

Or call (312) 626-6799

Webinar ID: 975 1616 3890

Passcode: 074547

International numbers available: <https://zoom.us/u/anm32smko>

Of note, those calling in will be identified by the phone number from which they are calling. To be assigned a different identifier, dial \*67 before dialing the phone number. Callers may dial \*6 to unmute for public comment.

*Please contact Library Administration for additional information or to request accommodations.*

#### **PUBLIC COMMENT**

#### **BUDGET & FINANCE (Somheil and Rusk Co-Chairs)**

1. Approve Minutes December 14, 2021 - attached
2. SY21 Carry Forwards

#### **BUILDING & GROUNDS (Steinfels and Powers Co-Chairs)**

1. Approve Minutes January 11, 2022 – attached
2. Ice Melt system update
3. 2022 Structural work – Consulting services
4. RFQ – HVAC System Duct Cleaning timeline

#### **PLANNING & OPERATIONS (Rapisand and Kiem Co-Chairs)**

1. Approve January 11, 2022 minutes – attached
2. Task calendar review and update
3. Policy review:
  - a. Business Organizations in the Library
  - b. Conduct in General
  - c. Meeting Room
  - d. Heritage Room
  - e. Special Services Room and Equipment
  - f. Digital Media Lab
  - g. 3D Printing
  - h. The Studio

#### **NO MEETINGS:**

**COMMUNICATIONS & DEVELOPMENT**

**INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE**

**NOMINATING**

**PERSONNEL**

**RESOURCES**

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room of the Library

December 14, 2021 at 7:01 p.m.

**ROLL CALL**

Trustees Present:

Co-Chairs: Gregg Rusk and David Somheil; Treasurer, Alexandra Hanba; Josh Kiem; Danielle Powers; Lauren Rapisand; Joseph Steinfels, Deepika Thiagarajan

Trustees Absent:

Karen Burkum

Others Present:

Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, John Priala, Library Staff

**PUBLIC COMMENT**

None

Treasurer Somheil opened the Budget and Finance Committee meeting at 7:01 p.m.

Treasurer Somheil made a

**MOTION:** to approve the minutes of November 9, 2021

Trustee Thiagarajan seconded the motion.

Roll Call Vote: Yes: Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfels, Thiagarajan

**Motion passed**

**PARKWAY BANK CD**

Currently the Library’s Endowment Funds are invested in a Certificate of Deposit at Parkway Bank which, given the current interest rate environment, is not yielding significant returns. Trustee Powers asked if there is a requirement that these funds must be invested in a certificate of deposit to which Ms. Doubek replied that she is not aware of the requirements for these funds. Director Bertucci explained that the Board does not currently have an Investment Policy that would provide for more diversified investments. Her recommendation is that a policy be developed that would guide future investments and that until a policy is adopted, the CD be rolled over on a short term basis when it next matures in March, 2022. Director Bertucci will develop a draft policy for consideration by the Board and will look to policies of other libraries as well as that of the City of Park Ridge for direction. Trustee Kiem asked that the committee be provided with the policies from other libraries for review.

**LEVY AND BUDGET APPROVAL POLICY**

Treasurer Somheil asked that consideration of agenda item 6.i, Levy and Budget Approval Policy, be moved forward in the agenda. This is a new policy that documents the process for approval of the Library’s budget and levy and specifically addresses the issue of budget transfers between existing line items in an approved budget. This draft would allow the Library Director to approve budget transfers up to \$5,000 without Board approval.

Trustee Kiem proposed that the wording be changed to provide a cap of \$5,000 cumulatively per budget year for any single line item. He also asked that the Board see all budget transfers. Director Bertucci explained that what Trustee Kiem suggests was her intention, and that she will modify the wording of the policy to clarify that point.

Trustee Rusk asked that a statement be added to the proposed policy to address capital budget carryforwards at year end. Director Bertucci stated that she will add that language and suggested that approval of this policy be left off of the consent agenda for the next Board meeting.

Treasurer Somheil made a

**MOTION:** to approve the Levy and Budget Policy, as revised

Trustee Hanba seconded the motion.

Voice Vote: Yes: Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfels, Thiagarajan

No: None

**Motion passed**

**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 of the Library

December 14, 2021 at 7:01 p.m.

**BUDGET TRANSFERS**

Included in the packet are four proposed SY21 budget transfers for approval.

Trustee Rusk made the following motions:

**MOTION:** To approve a budget transfer for \$2,300 to Adult Service Audiobooks from Adult Services Recordings

To approve a budget transfer for \$3,200 to Adult Services AV/DVD from Adult Services Nonfiction

To approve a budget transfer for \$200 to Administration-Audit Fees from Administration-Library

Supplies

To approve a budget transfer for \$2,500 to Youth Services Fiction from Youth Services-DVD/Blu-

ray

Trustee Rapisand seconded the motions.

Roll Call Vote: Yes: Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfels, Thiagarajan

**Motion passed**

**OTHER**

Treasurer Somheil updated the committee on the Board's participation in the budget and levy approval process with the City of Park Ridge. Representatives from the Library were Director Bertucci, President Rapisand and Treasurer Somheil. The Council was provided an overview of the Board's levy which includes a 2% increase for FY22 over SY21. The Council questioned why the Library's levy was increasing while the City's was being held flat. City Manager Gilmore explained the rationale for having more moderate annual increases as opposed to subsequent larger increases. Also discussed was the Fund Balance policy of the City compared with that for the Library. Director Bertucci explained that the Library being almost exclusively dependent on property tax revenues drives the Board's policy to maintain a six month Fund Balance, whereas the City has multiple sources of revenue and is therefore less dependent on the timing of property tax receipts. Director Bertucci thanked President Rapisand and Treasurer Somheil for their participation in the process and indicated that next year, representatives from the Library will also attend the first reading.

Treasurer Somheil adjourned the meeting at 7:24 p.m.



# Memorandum

**Memo Date:** February 4, 2022  
**From:** Joanna Bertucci, Library Director  
 Alyson Doubek, Finance and Administrative Services Manager  
**Meeting Type:** Budget & Finance Committee of the Whole Meeting  
**Meeting Date:** February 8, 2022  
**Action Requested:** For Approval  
**Subject:** SY21 to FY23/CY22 Budget Carry Forwards

## Background - SY21 Capital Outlay Review

At the June 2021 Board Meeting, the Board voted to carry forward the full amount of funds available for Capital Projects in the amount of \$620,000 to cover the remainder of the fire suppression project and any additional unexpected items related to that project. The project was completed in SY21. The total amount paid for the fire suppression project in SY21 was \$281,828, bringing the total cost of the project to \$818,259. The final number exceeded the original agreed amount of \$774,400.

SY21 Capital Outlay	Amended Budget	Expenditures	Remainder
Computer Equipment	\$29,000	\$19,001	\$9,999
Building Improvements	\$620,000	\$285,015	\$334,985

The Library carried forward \$19,000 from FY21 to SY21 to add a backup system to the Library's file server. The current server has a tape drive backup-system that should be updated and refreshed. At this point, CVI has been unable to find a compatible backup solution to replace the current tape system. The server is scheduled to be replaced in 2023. With this replacement in the near future, I do not recommend adding components to a system that will only be in place for another year. Therefore, the \$19,000 can be released.

## SY21 to FY23 Carry Forwards

1. The **Ice Melt Project** remains an open ticket item due to testing of the system. The last snow demonstrated that the heat tracing needs further adjustment. \$12,877 was carried forward from FY20 to FY21 to SY21 and should be carried forward to FY23 for the anticipated project completion.
2. CVI was working to update the phone system prior to the change in Library Director. The budget for the **phone system** is \$35,000. The **PA system** is a sister project to updating the phones with a budget of \$16,900. Due to the shortened Stub Year and other projects taking priority, the phone and PA system were not completed in SY21. We have met with CVI and developed a timeline to have the phone and PA system in place by July 2022.

Account Description (expense unless noted)	Original/Revised	Adjustment	Revised Budget	Note
Amount Budgeted FY23	\$275,000			
Building Improvements – Ice Melt System	\$0	\$12,877	\$287,877	1
Building Improvements – Phone System	\$0	\$35,000	\$322,877	2
Building Improvements – Replacement PA System	\$0	\$16,900	\$339,777	2
Building Improvements – Remainder of funds originally allocated for Fire Suppression Project carried forward from SY21	\$0	\$270,208	\$609,985	
<b>Adjustment TOTAL</b>		<b>\$334,985</b>		



# Memorandum

## Operating Carry Forwards:

The door lock project began in FY20 and has been delayed due to COVID. The remaining budget for completion of this project in SY21 should be carried forward to FY23.

Additionally, the Library budgeted \$30,500 in SY21 for the Public Relations Signage Project. The remaining amount of \$9,500 should be carried forward to FY23. This balance will spend down the remainder of our FY21 Per Capita Grant and complete our interior signage project by the end of February 2022. This will comply with our requirement to spend FY2021 Per Capita Grant funds by June 2022.

Account Description (expense unless noted)	Original/Revised	Adjustment	Revised Budget	Note
Building Maintenance – Door Lock Project	\$101,000	\$6,272	\$107,272	3
Public Relations – Per Capita Signage	\$18,600	\$10,000	\$28,600	4

## Notes:

1. Carry forward necessary funds from SY21 to complete Roof Ice Melt project in FY23.
2. Carry forward necessary funds from SY21 to complete Phone and PA system in FY23.
3. Carry forward necessary funds from SY21 to complete Door Lock Project in FY23.
4. Carry forward necessary funds from SY21 to complete Per Capita Signage Project in FY23.

## Recommendation:

It is recommended that the Board adopt the SY21 to FY23 Operating and Capital Budget carry forwards as proposed.

## Suggested motions:

1. Approve SY21 to FY23 capital carry forward of \$334,985 Building Improvement Funds for the Ice Melt System, update phone, replace PA system and additional expenses/projects.
2. Approve SY21 to FY23 operating carry forward of \$6,272 Building Maintenance Funds for Door Lock Project.
3. Approve SY21 to FY23 operating carry forward of \$10,000 Public Relations Funds for Per Capita Signage.

**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

Held via Videoconference

January 11, 2022 at 7:00 p.m.

Committee Co-Chair Steinfels called the meeting to order at 8:47 p.m.

**ROLL CALL**

Trustees Present:	Committee Co-Chairs: Joseph Steinfels and Danielle Powers; Karen Burkum; Alexandra Hanba, Josh Kiem; Lauren Rapisand; Gregg Rusk; David Somheil; Deepika Thiagarajan,
Absent:	None
Others Present:	Joanna Bertucci, Library Director; Angela Berger, Lauren Bochat, and Alyson Doubek, Library Staff

**APPROVAL OF MINUTES**

Trustee Thiagarajan made a

**MOTION:** to approve the minutes of October 12, 2021

Trustee Somheil seconded the motion.

Roll Call Vote: Yes: Burkum, Hanba, Kiem, Powers, Rapisand, Somheil, Steinfels, Thiagarajan

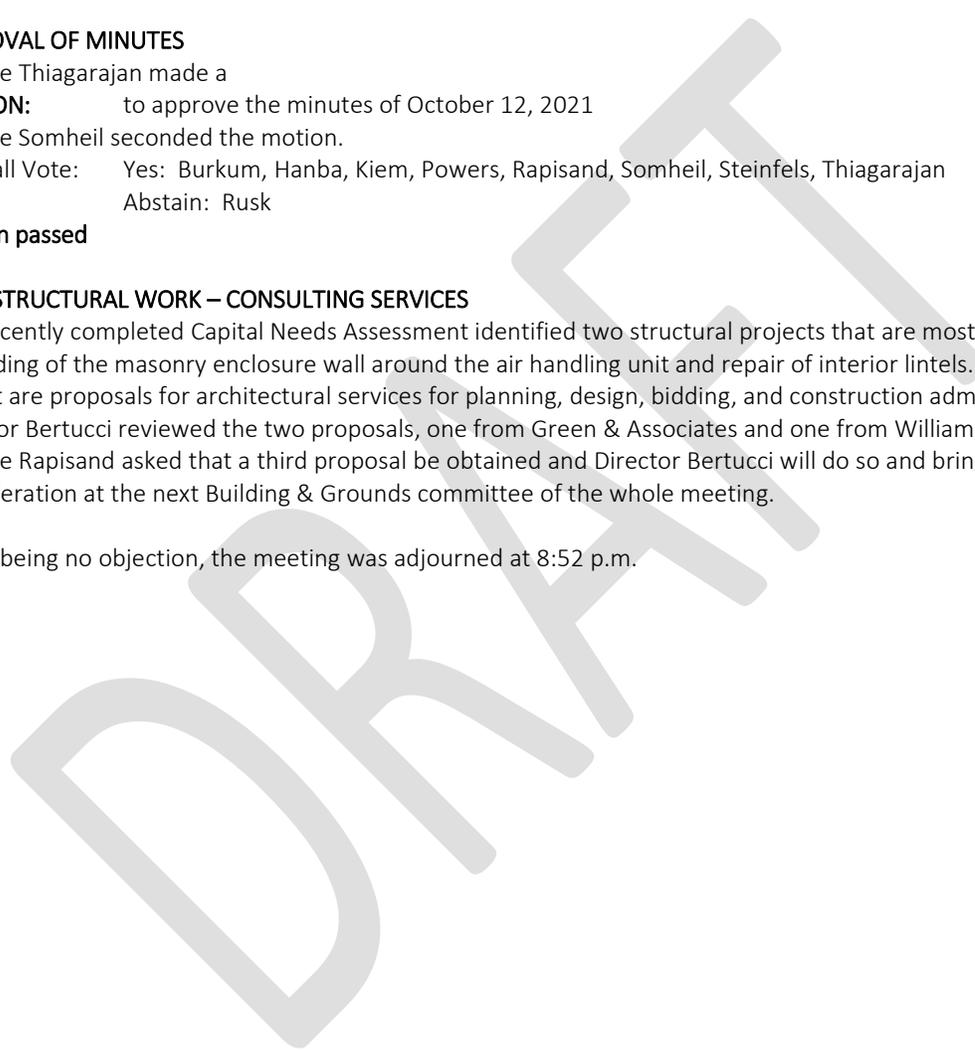
Abstain: Rusk

**Motion passed**

**2022 STRUCTURAL WORK – CONSULTING SERVICES**

The recently completed Capital Needs Assessment identified two structural projects that are most urgent: rebuilding of the masonry enclosure wall around the air handling unit and repair of interior lintels. Included in the packet are proposals for architectural services for planning, design, bidding, and construction administration. Director Bertucci reviewed the two proposals, one from Green & Associates and one from Williams Architects. Trustee Rapisand asked that a third proposal be obtained and Director Bertucci will do so and bring this matter for consideration at the next Building & Grounds committee of the whole meeting.

There being no objection, the meeting was adjourned at 8:52 p.m.





# Memorandum

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**Memo Date:** January 31, 2022  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** February 8, 2022  
**Subject:** Roof Ice Melt System Project Update

**Background:**

At the February 8 Budget & Finance Committee of the Whole meeting, Trustees will be asked to approve a building improvements project carry forward in the amount of \$12,877 for the roof ice melt system project.

Installed in late 2019, this system was designed for the Library's roofing system to avoid the buildup of large and potentially hazardous icicles on the south, east, and a portion of the west side of the building. In spring 2021 the Board authorized the addition of snow sensors to the system. These sensors were added to detect snowfall thereby activating the ice melting system. Unfortunately, the original system and the new snow sensors, have not been performing at an optimum level. Therefore the library has held back final payment to Powerlink Electric in the amount of \$12,877.

Mr. Andrew Jose of Green Associates was the Library's consultant and construction manager for this project and has been working with the electrical contractor, engineers, and the Library since 2020 to resolve this issue. Facility Manager, John Priala, and I met with Mr. Jose on January 28 to discuss next steps. Mr. Priala has been dutifully documenting each snow event with photographs of the roof and controllers, to share with the consultant and engineers.

During the week of January 31, an electrical engineer from 20/10 Engineering will be onsite to assess the system and make a recommendation. Mr. Jose will then work with the electrical contractor to make adjustments to the system to ensure it is working property. Mr. Jose has assured me that he will provide his consulting services at no cost to the Park Ridge Public Library.



# Memorandum

**Memo Date:** February 4, 2022  
**From:** Joanna Bertucci  
**Meeting Type:** Building and Grounds Committee of the Whole Meeting  
**Meeting Date:** February 8, 2022  
**Action Requested:** For approval  
**Subject:** Structural Projects – Consulting Services

**Background:**

The most recent Capital Needs Assessment identified two structural projects to be completed in 2022. Pages from the 2021 Capital Needs Assessment describing areas of concern are appended to this memo.

Based on discussion at the January 11 Building & Grounds Committee of the Whole meeting, I reached out to two additional architectural firms for proposals for consulting services; Engberg Anderson who has worked for the Library in the past and FGM Architects, a firm who has done work in public libraries.

Neither Engberg Anderson nor FGM Architects elected to submit a bid for this service. While this project is meaningful and critical to the Library, it is of a relatively small scale and it is likely that larger firms are not showing interest.

Firm	Bid amount
Green Associates	<b>*\$27,000</b> I have learned from Mr. Jose that the firm’s policy is to bill at an hourly rate for projects anticipated to be less than \$500,000. Therefore, he cannot guarantee the \$27,000 amount, it is an approximation. Hourly rates are appended to his proposal.
Williams Architects	\$23,000 + \$1,500 maximum reimburse <b>= \$24,500</b>
Engberg Anderson	<b>Declined bid submission invitation</b>
FGM Architects	<b>Declined bid submission invitation</b>

Reviewing the cost models submitted and capacity of these firms to complete this project for the Library in our desired time frame, I recommend that the Library engage Williams Architects to provide architectural consulting services for the structural repairs and replacements projects. While every project has its unknowns, as this Library has experienced in the past, I feel more comfortable recommending a firm that provides a total cost as opposed to an approximation.

In order to keep this project on track for completion in fall 2022, I respectfully request that the Board approve the proposal for Architectural Services from Williams Architects, not to exceed \$24,500.

**Recommended Motion:**

- 1) Approve the proposal for Architectural Services from Williams Architects, not to exceed \$24,500.



**Park Ridge Public Library**

## 2022-2032 Capital Needs Assessment **Structural Concerns**

1. The masonry enclosure wall around the air handling unit at the northeast corner of the building is failing structurally. Water infiltration at the top of and through the wall has led to serious masonry and mortar damage and section loss at the steel lintel supporting the opening for louvers serving the mechanical room. The moisture infiltration has led to out-of-plane movement of the outer wythe of masonry which has led to cracking and potential structural instability of the entire wall. Additionally, cracking is visible below the wall inside the mechanical room below the space. The most probable explanation for the condition is that the in-wall metal ties that bind the inner and outer wythes of brick together are failing due to corrosion, leaving the exterior wythe of brick unsupported. While it may be possible to perform forensic investigation to confirm these findings and explore repairs, we recommend demolition and reconstruction of these walls with new masonry walls with proper ties and moisture mitigation provisions. The lintel above the louvers in the mechanical room should also be replaced as part of this work to ensure future structural integrity of the opening.





*Exterior wall - discoloration and movement/out-of-plane masonry visible*



*Section loss at steel lintel supporting openings over exterior louvers*



*Cracks in concrete masonry at interior, between exterior louvers pictured above.*

- Several lintels over door openings on the interior of the building are incorrectly located or altogether missing. Original 1977 drawings were examined, and original plans called for steel lintels at these locations, yet none (or any alternate equivalent structures) were observed. Though typical masonry structural "arch" action makes these conditions very unlikely to be of any danger, these openings must be properly supported by steel lintels or masonry bond beams designed by a licensed structural engineer.



*Example of unsupported masonry opening at interior door*



*Example of unsupported masonry opening at interior door*

21 December 2021

Ms. Joanna Bertucci, Library Director  
Park Ridge Public Library  
20 S. Prospect Avenue  
Park Ridge, IL 60068

Re: Proposal for Architectural Services –  
Park Ridge Public Library – Structural Repairs and Replacements  
Williams Architects Project No. 2022-TBD

Dear Joanna:

Williams Architects is pleased to present this proposal for Architectural Services for proposed improvements to the Park Ridge Public Library following completion of our Capital Needs Assessment for the Library earlier this year. Our team truly looks forward to the opportunity to again work with the Park Ridge Public Library on this very important project for your community. The following is our initial understanding of the scope of the project and the services required to meet your expectations.

#### **PROJECT BACKGROUND / UNDERSTANDING**

Based on outcomes of our Capital Needs Assessment, the Park Ridge Public Library seeks to undertake specific high-priority projects to address structural issues identified at the building's exterior mechanical enclosure and to provide structural support lintels at five existing masonry openings inside the building.

The scope of work assigned to Williams Architects and our structural engineering consultant, C.E. Anderson & Associates of Chicago, will include the following elements:

- Removal and replacement of the existing masonry walls enclosing the outdoor air handling unit at the northwest corner of the building. The masonry enclosure will be constructed of brick veneer on the exterior to match the existing building sealed concrete block on the interior, and a stone cap. Provisions will be made within the design of the wall assembly to accommodate moisture drainage to the exterior and structural movement. A replacement gate will be provided on the northeast side of the enclosure. The existing concrete deck and air handling unit inside the enclosure shall remain and be protected during construction.
- Replacement of the corroded steel lintel spanning above the mechanical louvers serving the mechanical room immediately below the northwest side of the mechanical enclosure wall and masonry repair in/around areas of this lintel inside the mechanical room.
- Installation of new steel lintels or masonry bond beams to properly support five existing masonry openings on the first and second floors of the building. Original building drawings called for installation of such supports, but none were observed during a recent construction project, leading the City of Park Ridge to require this work to be completed soon. Various options for installing these lintels will be explored to minimize effects on the existing building.

Our Capital Needs Assessment identified the construction value of this work at approximately \$200,000, inclusive of contractor costs, design, and construction contingencies. *Due to rapidly escalating costs and bid results in the construction marketplace due to material and labor shortages, we recommend budgeting an additional ten percent for this work, for a total construction budget of \$220,000.*

## **PROJECT APPROACH**

In our Capital Needs Assessment process, we have learned a great deal about the Library's needs and values. This is important background information from which to now move forward with this project. The Williams team has the necessary expertise and a proven approach that will provide a very thorough, open and engaging design process that will meet your goals for this project.

This approach, described on the following pages, includes these steps:

- Project Definition and Design
- Construction Documents
- Permitting Services (City of Park Ridge) and Bidding
- Construction Administration

This is a very specialized project type that requires experienced architects for a successful outcome. We employ a highly communicative approach that, at the onset, defines tasks and milestones and identifies responsibilities. We utilize a detailed schedule / meeting matrix to ensure we have effectively communicated the process and expectations of the entire project team. We regularly meet and monitor tasks to confirm all team members are meeting their obligations. This process has proven to be highly effective in achieving our clients' goals for the project.

### **Project Kick-off / Data Collection**

Williams Architects and our consultant team review all data collected and meet with Library Staff and (if appropriate) the Building and Grounds Committee to gather additional input. In the kick-off meeting we discuss:

- A. Expectations/Tasks - Define overall expectations and necessary tasks and responsibilities. A detailed work plan (including initial goals & objectives) will be discussed, and a project schedule will be developed.
- B. Communiqué – Confirmation on lines of communication, points of contact, level of involvement by Park Ridge Public Library leaders and staff, and other related project management details.
- C. Data Collection – Review potential data and information required to facilitate a thorough understanding of the project background and required services from the Client and the Design Team.
- D. Budget – Review cost parameters and funding mechanisms.
- E. Schedule – Confirm the proposed schedule and associated milestone dates.

### **Task 1 – Project Definition and Design Phase**

During this phase of the Project, we conduct a further visual observation of the existing areas to be modified with our structural engineering team and further review any available existing conditions documents to understand existing conditions that must be considered in the design of the scope of work. We will conduct two meetings with you to review design options, cost, lead time, schedules, and code analysis. Work during this phase includes development of an initial cost estimate and involvement of our full team to review and define the systems and materials involved in the overall scope of work. Preliminary drawings will be completed to describe the scope of work. We will attend one meeting with the City of Park Ridge to ascertain permitting requirements for the project. This phase culminates in a presentation to the Park Ridge Public Library Board of Trustees for review and approval to move on to the next task in our scope of services.

## **Task 2 - Construction Documents**

During this phase, we develop detailed drawings of and specifications for every aspect of the scope of work including a project manual that has the bid forms, contracts, and the specifications for all aspects of the project. These documents are then used for issuing of a building permit, as well as bidding by contractors. We include two meetings with Library staff during this phase to confirm details of the project and timelines for bidding and construction.

## **Task 3 – Permitting and Bidding**

During this phase, we submit our documents for permit review to the Village of Park Ridge. We regularly monitor this process and promptly respond to plan review comments to expedite the permits. We also issue the documents electronically for distribution to interested bidders via an online plan room service. We answer questions posed by bidding contractors, issue addenda as necessary, attend and conduct a pre-bid meeting and bid opening, review the bids with the apparent low bidders to determine the lowest qualified bidder(s), conduct reference checks of the lowest qualified bidder(s) and provide a recommendation for award of contract to the Park Ridge Public Library.

## **Task 4 - Construction Administration**

During this phase, we visit the site four times during construction and meet with Library Staff and Contractor to review all aspects of the Project, assisting the client in understanding the schedule and progress of the work, as well as issuing field reports documenting our observations for each of our visits. The fourth visit shall be a punch list inspection of the completed work. In addition to four site visits by Williams Architects, two site visits and field reports by our structural engineer are also provided during construction. We also review the payout requests as submitted by the Contractor and recommend payment to Library Staff. We review and comment on shop drawings for the various systems and components. We provide information and clarification throughout the construction phase. After the construction phase, we assist Library Staff in reviewing and accepting all the as-built, warranty, and maintenance manuals provided by the Contractor.

We will continually strive to maintain open and ongoing communication with all members of the Project Team throughout the Project so that issues can be discussed and solved in a logical manner, thus avoiding problems and potential delays. This enables us to complete projects on time and within budget, in an environment marked by an excellent working relationship between the client and the architect.

## **GREEN ARCHITECTURE / SUSTAINABLE DESIGN**

Our Team takes seriously our responsibility to help preserve the environment. We are committed to maintaining our fragile environment by designing building systems that use material, energy, and water efficiently. Although this project is not contemplated to pursue LEED certification, we embrace the principles outlined by the U.S. Green Building Council and which are embodied in the LEED (Leadership in Energy and Environmental Design) Green Building Rating System®.

## **COST ESTIMATING**

Our Project Team has demonstrated strong project leadership marked by effective cost control, which has allowed us to create realistic, cost-effective Project solutions. We will work with the Park Ridge Public Library to balance Project costs while maintaining desirable Project design and aesthetic

qualities. We will do this by reviewing materials, building systems, and anticipated construction methods, and recommending cost options if necessary.

## SCHEDULE

We are available to start this project immediately upon your authorization to proceed. Currently, we anticipate the following schedule based on the Library’s requirements.

### Preliminary Project Schedule

Task/Phase	Completion Date
• Authorization to Proceed	January 2022
• Task 1: Project Definition / Design	March 2022
• Task 2: Construction Documents	April / May 2022
• Tasks 3 and 4: Permitting / Bidding	TBD - June / July 2022
• Award of Contract	TBD - August 2022 Board Meeting
• Task 5: Construction Administration	TBD - End November 2022

## PROPOSED ARCHITECTURAL FEES

We propose to provide the above referenced services consisting of Project Definition/Design, Construction Documents, Permitting/Bidding, and Construction Administration/Closeout Services for a fixed fee of **TWENTY-THREE THOUSAND DOLLARS (\$23,000.00)**. We shall invoice for each phase as a percentage of the total Fee as listed below:

1. Task 1 – Project Definition/Design	20% (\$4,600.00)
2. Task 2 – Construction Documents	45% (\$10,350.00)
3. Task 3 - Permitting and Bidding	10% (\$2,300.00)
4. <u>Task 4 – Construction Administration</u>	<u>25% (\$5,750.00)</u>
Total Basic Services	100% (\$23,000.00)

If the scope of work should substantially increase during the project beyond the scope herein, we will negotiate a fee adjustment to the mutual satisfaction of the Park Ridge Public Library and Williams Architects.

**Hourly Rates**

Any services performed on an hourly basis and Additional Services requested in writing by the Park Ridge Public Library for work not included, shall be provided on an hourly basis at the rates listed below. The following rates shall hold through the course of this project.

2021/2022  
**WILLIAMS ARCHITECTS**  
RATE TABLE

Principal II .....	\$ 243.00/Hour
Principal I .....	\$ 224.00/Hour
Associate Principal.....	\$ 206.00/Hour
Senior Associate/Senior Project Mgr.....	\$ 202.00/Hour
Associate / Project Manager.....	\$ 184.00/Hour
Architect III .....	\$ 163.00/Hour
Architect II .....	\$ 150.00/Hour
Architect I.....	\$ 135.00/Hour
Senior Project Coordinator II .....	\$ 163.00/Hour
Senior Project Coordinator I .....	\$ 150.00/Hour
Project Coordinator IV .....	\$ 123.00/Hour
Project Coordinator III .....	\$ 112.00/Hour
Project Coordinator II .....	\$ 95.00/Hour
Project Coordinator I.....	\$ 82.00/Hour
Project Technician II.....	\$ 64.00/Hour
Project Technician I.....	\$ 49.00/Hour
Aquatic Engineer II.....	\$ 194.00/Hour
Aquatic Engineer I.....	\$ 148.00/Hour
Director of Marketing.....	\$ 181.00/Hour
Marketing Coordinator.....	\$ 131.00/Hour
Accounting .....	\$ 174.00/Hour
Secretarial.....	\$ 123.00/Hour
Clerical.....	\$ 87.00/Hour
Director of Interior Design .....	\$ 165.00/Hour
Interior Designer V .....	\$ 129.00/Hour
Interior Designer IV .....	\$ 108.00/Hour
Interior Designer III.....	\$ 84.00/Hour
Interior Designer II.....	\$ 71.00/Hour
Interior Designer I.....	\$ 49.00/Hour

In addition to our estimated fees, we recommend the Library maintain a contingency fund within the overall project budget to allow for the potential of Additional Services and unforeseen conditions not included herein.

**REIMBURSABLE EXPENSES**

In addition to our professional services listed above, we shall also invoice the Library for our reimbursable expenses at our direct cost. Reimbursable expenses include travel to and from the Library for meetings and site visits, project-related expenses such as printing & photocopying, online plan room service fees, electronic documentation transfer, postage / messenger / FedEx, project related supplies, etc. Except for permit review documents required by the City of Park Ridge, we anticipate that most of the documents created in conjunction with our scope of work will be transmitted electronically. We would estimate reimbursable expenses not to exceed \$1,500.00 for the project and will seek written approval from Library Staff should this amount be exceeded for any reason. We always offer our clients the ability to print any required project documents if desired to minimize such expenses.

## PROPOSAL QUALIFICATIONS

This proposal is based on the following assumptions and qualifications:

1. The Library shall provide all available existing conditions drawings and an up-to-date topographic survey including a survey CAD file in the area of the mechanical enclosure for our use in developing the documents. (This may already exist from the recently completed fire protection project) We will assist the Library in obtaining proposals for surveying work if required.
2. We include attendance at one Village of Park Ridge permit review meeting to establish expectations and requirements for project permitting.
3. We include up to **FOUR (4)** combined site observation/Library-Architect-Contractor meeting visits during the Construction Phase of the project. Meeting and field time beyond the defined limits will be invoiced on a per-meeting basis as mutually agreed upon between PRPL and WA.
4. We will attend **THREE (3)** Library Board meetings throughout the course of the project to update the Board on project progress. Meeting time beyond the defined limits will be invoiced on an hourly basis.
5. We anticipate the construction phase will take approximately two to three months. All Basic Services conclude sixty (60) days beyond Substantial Completion but no later than three (3) months after the start of construction.
6. We include one set of bid documents and one bid phase for the project.
7. This proposal is based on the “professional standards” for architectural services provided by similar firms performing similar services. The Library understands that in the course of producing these documents, imperfections and inconsistencies may occur. We recommend that the Library maintain a contingency fund to account for these conditions during the Construction Phase.
8. Means, methods, and sequencing of construction – including all temporary bracing, shoring, and supports required for the work – shall be the sole responsibility of the Contractor.
9. We shall be compensated for all alternate bid items drawn and approved change orders that are not caused by imperfections and inconsistencies in the contract documents prepared by our firm.
10. The following items or services are not part of our Basic Services, but can be provided as an Additional Service:
  - a. Topographic Surveys  
(we will assist the Library in obtaining proposals for these services as needed)
  - b. Meetings and site visits beyond those noted herein
  - c. Zoning / Appearance Review Services and Meetings
  - d. Any civil engineering or landscape design services that may be required by the Village as part of the permitting process (examples would include a drainage plan, detailed re-grading around the enclosure requiring topographical information or existing spot elevations, or plantings required beyond restoration of grass with sod outside the enclosure). We currently do not anticipate requiring such services for this project but will not know with certainty that they will not be required until the City reviews the submittals for building permit approval.
  - e. As-Built Documentation (this is typically provided by the Contractors)

## CONCLUSION

This Letter of Agreement is non-binding and is an expression of the interest of the Library to engage Williams Architects for the work set forth herein. Williams Architects acknowledges that it will only perform the work set forth herein after approval of a final AIA agreement by the Park Ridge Public Library Board of Trustees, which has yet to occur as of the date of this Letter of Agreement. Upon receipt of this Letter of Agreement, we will incorporate this Letter of Proposal as an Exhibit to a formal AIA Agreement, mutually agreeable to the Park Ridge Public Library and Williams Architects.

We truly appreciate this opportunity to continue our professional relationship with the Park Ridge Public Library and look forward to working together as a team to make the project a success for the Library and the community it serves.

Cordially,



Andrew R. Dogan, AIA, LEED AP  
Principal / Director of Library Design & Planning

xc: Sonja L. Sporleder, Accounting Associate / Williams Architects

## ACCEPTANCE:

**The Park Ridge Public Library hereby accepts the terms and conditions of this Proposal and authorizes Williams Architects and its consultants to begin services immediately.**

\_\_\_\_\_  
Printed Name and Title  
Park Ridge Public Library Authorized Representative

\_\_\_\_\_  
Authorized Signature  
Park Ridge Public Library

\_\_\_\_\_  
Date



# Memorandum

**Memo Date:** February 1, 2022  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** February 8, 2022  
**Subject:** HVAC System Duct Cleaning project

**Background:**

The Library will be going out to public bid for service providers to complete HVAC system duct cleaning. We have budgeted \$25,000 in the FY22 operating budget to complete this work. The timeline for this process is below:

Issuance of the Invitation for Bid and Contract	Thursday, February 10, 2022
Prebid Meeting/Walkthrough	Thursday, February 24, 2022 at 10:00 am
Deadline for Submission of Bids	Tuesday, March 1, 2022 at 10:00 am
Bid Opening	Tuesday, March 1, 2022 at 10:00 am
Library Board Committee Review	Tuesday, March 8, 2022
Library Board award contract	Tuesday, March 15, 2022

The bid documents were reviewed by Matthew Gardner, Partner at Robbins Schwartz. Results of the bid process will be presented at the March 8, 2022 Building & Grounds Committee of the Whole meeting and the Board will be asked to award the contract to the lowest responsible bidder at the March 15, 2022 Board meeting.

**Action Required:** None

**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 via Videoconference

January 11, 2022 at 7:00 p.m.

Committee Co-Chair Rapisand opened the Planning and Operations Committee Meeting at 7:00 p.m.

**ROLL CALL**

Trustees Present: Co-Chairs Josh Kiem and Lauren Rapisand; Karen Burkum, Alexandra Hanba, Danielle Powers, Gregg Rusk, David Somheil, Joseph Steinfels, Deepika Thiagarajan

Trustees Absent: None

Others Present: Joanna Bertucci, Library Director; Angela Berger, Lauren Bochat, and Alyson Doubek, Library staff; Roxy Poluchowicz, Rich Antonini and William Marcus, Computer View, Inc. staff

**PUBLIC COMMENT:** None

Trustee Hanba made a

**MOTION:** to approve the minutes of December 14, 2021

Trustee Powers seconded the motion.

Roll Call Yes: Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfels, Thiagarajan

Abstain: Burkum

**Motion passed**

**CYBER SECURITY PRESENTATION – CVI**

Ms. Poluchowicz of CVI delivered a presentation to the Committee which provided a history of the development of ransomware and detailed the mitigation strategies in use and the many levels of security built in to protect the Library’s network. Trustee Rapisand thanked CVI for the presentation stating that it did a thorough job of explaining what CVI does to protect the Library’s network.

**COVID-19 UPDATE**

Director Bertucci noted that once again, the Library has pivoted in response to a surge in cases by moving almost all programming to a virtual platform. She also noted that the annual Preschool Fair which was planned for January has been postponed until February and that volunteers have been paused at this time.

Trustee Steinfels asked in the Library has established triggers for responding to the current surge. Director Bertucci explained that as long as there is adequate staffing for the building, the Library will remain open, unless there is a mandated closure.

**PURCHASE OF MARKETING OFFICE FURNITURE**

Director Bertucci explained that when the Library renovation was completed, the workstations in the Marketing office were not replaced. The packet includes a proposal for replacement of the two workstations with furnishings that will match other staff workstations in the building.

Trustee Somheil asked why only one quote was obtained and Director Bertucci replied that the other furnishings in the building were obtained through LFI and her goal was to have identical furniture for the Marketing office.

Trustee Powers asked about disposal of the existing furniture and Director Bertucci replied that it would be disposed of by offering it to other libraries through the RAILS List Serve. Trustee Kiem inquired about the payment of prevailing wage on the installation and Director Bertucci said that she will confirm this with LFI.

Trustee Hanba made a

**MOTION:** To approve the purchase of Artopex furniture from Library Furniture International, in the amount of \$5,767.00

Trustee Thiagarajan seconded the motion.

Roll Call Yes: Burkum, Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfels, Thiagarajan

**Motion passed**

## 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 via Videoconference

January 11, 2022 at 7:00 p.m.

#### **PURCHASE OF EXTERIOR LIBRARY MATERIALS RETURN**

Included in the packet is a quote from Kingsley for the purchase of a new materials return unit. Director Bertucci stated that the Friends of the Library have generously agreed to fund the purchase of this unit. The purchase is being brought to the Committee as it exceeds the Library Director's spending authority. This drop will replace the two that previously existed as two drops are no longer necessary given the sorter in Patron Services that automatically sorts materials.

Trustee Somheil made a

**MOTION:** To approve the purchase of a Kingsley 60-C Series exterior library materials return unit in the amount of \$5,217.90

Trustee Rapisand seconded the motion.

Roll Call Yes: Burkum, Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfels, Thiagarajan

**Motion passed**

#### **POLICY REVIEW**

Co-Chair Rapisand directed the Committee's attention to the memo included in the packet that summarizes the policies that were reviewed this month and the recommended changes proposed. Ms. Rapisand solicited questions and comments from the trustees about the suggested changes. There were no comments or suggestions with regard to the following policies: Programs, Paging Patrons, Library Materials Depositories, Test Proctoring and Little Free Libraries.

Discussion ensued regarding the Business Organizations in the Library policy. Trustee Rapisand explained that the policy was initially adopted in 2016 and that the rationale behind it may no longer be relevant. She stated her opinion that the policy is no longer necessary now that fees have been removed and that necessary provisions of this policy could be included in the policy governing patron conduct in the Library.

Trustee Steinfels and Trustee Kiem agreed that the proposed language was intended to provide staff with both guidance and empowerment to address circumstances as they might occur going forward. It was agreed that it is not the Library's goal to monitor what individuals are doing while in the Library but that staff should have the ability to address any cases where a patron's use of the Library is disruptive to others. After further discussion, the Committee directed Director Bertucci to add salient points from this proposed policy to existing policy IF1 - Conduct in the Library and bring this updated policy for review by the Committee at the February, 2022 meeting.

Trustee Hanba explained that review of the City of Park Ridge Employee Manual and the Library's Appendix to the City of Park Ridge Employee Manual was completed by Trustees Power and Hanba along with Ms. Bertucci and Ms. Doubek. The Library adheres to the City's policy statements unless otherwise noted in the Library's appendix. Director Bertucci suggested adding a paragraph to a revised version of the Library's Appendix that clarifies the Library's relationship to the City. Ms. Bertucci will forward this paragraph to members of the Committee for their review.

Trustee Rapisand made a

**MOTION:** To approve revisions to the following on the Consent Agenda at the January 18, 2022 Regular Library Board meeting: Programs, Paging Patrons, Library Materials Depositories, Test Proctoring, Little Free Libraries and Library Appendix to the City of Park Ridge, IL Employee Manual

Trustee Burkum seconded the motion.

Roll Call Yes: Burkum, Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfels, Thiagarajan

**Motion passed**

## 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 via Videoconference

January 11, 2022 at 7:00 p.m.

#### MONTHLY STATISTICAL REVIEW AND DISCUSSION

At the December, 2021 Planning and Operations Committee of the Whole meeting trustees discussed which aspects of monthly statistical reporting were most important to them as useful indicators of the Library's performance and to aid in decision making at the Board level. Director Bertucci presented an updated statistical report format for the Committee's review.

The monthly dashboard has been updated to include current and prior month's data as well as 2019 and 2020 YTD comparisons. Per capita data has been added to the bottom of the dashboard. Charts indicating circulation trends have been developed and appended to the monthly dashboard. The charts look at circulation data in three scenarios: 5 Year Circulation by Month, 5 Year Physical vs Digital Circulation and 5 Year Circulation Trend. Also added was a chart showing the Library Fund 12-month cash balance.

Trustee Kiem thanked Director Bertucci for these updated reports and stated that this information provides answers needed and also provides assurance that operating statistics are being monitored and evaluated. Trustee Somheil suggested that a trend line for the six month reserve be added to the Library Fund Cash Balance chart be added.

Also at the December, 2021 COW meeting, the trustees expressed a desire to be able to compare the performance of the Park Ridge Library with similarly situated libraries. Director Bertucci explained that she had developed a group of comparable libraries by using 2020 Census Data to find communities that are comparable to Park Ridge on a number of demographic criteria; Glen Ellyn, Wheaton, Grayslake and Glenview resulted from this analysis.

Discussion ensued about libraries that are comparable to Park Ridge as indicated above and those who might be perceived as geographic competitors for Park Ridge given their physical proximity. Director Bertucci stated that comparisons with comparable libraries will be done annually prior to the beginning of the budget cycle each year.

Trustee Kiem adjourned the meeting at 8:46 p.m.



## BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY22

### JANUARY 2022

- Policy manual work
- Cyber Security presentation
- [Solicit nominations for annual Library Award](#)

### FEBRUARY 2022

- Capital projects carryforward from SY21
- Secretary review of closed session minutes
- Policy manual work

### MARCH 2022

- Annual Library Certification due to State Library
- Library award nominations due
- B&F review levy forecast
- Policy manual work

### APRIL 2022

- Receive SY report (IPLAR)
- Receive SY report (Marketing)
- Approve SY22 audit report
- Library Award [presentation](#)
- Policy manual work

### MAY 2022

- Statement of Economic Interest due to Cook County
- [IT Service Contract out to bid](#)
- Approve resolution for non-resident library cards
- Approve CCS and OCLC annual fees
- Policy manual work

### JUNE 2022

- Nominating committee appointed
- B&F review levy forecast
- Policy manual work

### JULY 2022

- Welcome new and reappointed trustees
- Election of officers
- New Trustee orientation
- Review budget assumptions for City-provided services
- [Approve IT Service contract](#)

### AUGUST 2022

- Board development
- Board committee chairs assigned
- Discuss draft summary FY23 budget and goals
- Discuss 5-year levy and reserves strategy
- Secretary review of closed session minutes

### SEPTEMBER 2022

- B&F Review levy forecast
- Review FY23 salary plan
- Review draft summary budget and goals
- Review Board calendar and initiatives
- Recognize former trustees

### OCTOBER 2022

- Approve FY23 Salary plan
- Approve FY23 Operating budget
- Approve levy resolution

### NOVEMBER 2022

- Review per capita grant requirements
- Approve 2023 days closed schedule
- City of Park Ridge budget workshop
- Submit following year calendar for Board information – FY23

### DECEMBER 2022

- Approve per capita grant request
- City approves levy
- Library Director annual review

\*Updated: January 31, 2022



# Memorandum

**Memo Date:** February 3, 2022  
**From:** Joanna Bertucci  
**Meeting Type:** Planning & Operations Committee of the Whole Meeting  
**Meeting Date:** February 8, 2022  
**Action Requested:** For review and approval  
**Subject:** Policy manual review

Since the January 2022 Committee of the Whole meeting, individual Trustees and Library Administration reviewed the policies included in the table below.

Policies are organized in the packet in the order below. Redlined copies of each policy follow the policy recommended for approval.

Policy	Trustee	Trustee	Nature of recommended changes
Business Organizations in the Library	Kiem	Steinfels	Recommend to rescind in light of update to <i>Conduct in the Library</i> policy.
Conduct in the Library	Kiem	Steinfels	Updated and cleaned up some language in the sections rule. Added language from the <i>Business Organizations in the Library</i> policy to define the Library's intended use and priorities for space.
Meeting Rooms	Kiem	Rapisand	Clarified priorities for use; recommended change to allow not for profits the ability to use a Library meeting room once a month and for profit groups every 3 months; added clause regarding piano tuning.
Heritage Room	Kiem	Rapisand	Recommend to rescind as this space no longer exists; the special local history collection rules will be incorporated into the <i>Collection Management</i> policy scheduled for review in May 2022.
Special Services Room & Equipment	Kiem	Rapisand	Recommend to rescind as this space no longer exists; the low vision reader is now located in the Digital Media lab.
Digital Media Lab	Kiem	Rapisand	Added clause that patrons using the typewriter or low vision reader only, do not have to complete a formal orientation.
3D Printing	Kiem	Rapisand	Recommend to rescind as the library does not have a 3D printer; staff are assessing the need for a 3D printer. If the library acquires a new machine, it would go in either the Media Lab or Studio and would not require its own policy.
The Studio	Kiem	Rapisand	Added language regarding required orientation session for new users to the Studio.



# Memorandum

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## Recommended Action:

- 1) Based on discussion and possible updates at the February 8, 2022 meeting, I respectfully recommend that the Board approve revisions to the following policies at the February 15 Regular Board Meeting:
  - 1) Meeting Rooms
  - 2) Digital Media Lab
  - 3) The Studio
  - 4) Conduct in the Library
  
- 2) Based on discussion at the February 8, 2022 meeting, I respectfully recommend that the Board rescind the following policies at the February 15 Regular Board Meeting:
  - 1) Heritage Room
  - 2) Special Services Room & Equipment
  - 3) 3D Printing
  - 4) Business Organizations in the Library

**USE OF LIBRARY FACILITIES****I C 15**

## Business Organizations in the Library

POLICY:

The Library premises are designated and intended for the use of the public to meet their needs in accessing information and for quiet enjoyment of library materials and equipment. It is not designated or intended to serve as a classroom or place of business, which are only secondary and accessory uses permitted by the Library. The Library permits business organizations to operate on the premises subject to the rules described in this policy. However, given space constraints on the premises, a desire to limit disturbance to other Library patrons and the Library staff and minimize uses which are incompatible with the Library's principal designated and intended use, the Library limits access to business organizations who are working with clients as stated in this policy. This policy applies to two or more individuals meeting in the Library in the course of providing or receiving any goods or services for compensation.

The Library does not endorse sponsor, recommend or assume liability or responsibility for the work and/or activities of business organizations that use Library space.

DEFINITIONS:

"Business organization" shall be construed to mean and include any individual, trust, estate, sole proprietor, partnership, association, company or corporation, engaged in the occupation of providing goods or services directly to consumers for compensation, regardless of whether it is for profit or not-for-profit.

"Meeting" shall be construed as a gathering of two or more people for the principal purpose of a business organization providing services in person, on Library premises, other than custodial care.

RULES:

1. Business organizations are permitted to use the Library during any of its hours of operation.
2. Business organization representatives must keep any meetings held in the Library as quiet as possible so as not to disturb other Library patrons or Library staff. Library staff may direct business organization representatives and clients meeting in the Library to relocate within the Library to reduce the impacts of any use which is incompatible with the primary use of the Library.
3. Business organization representatives are responsible for the behavior of their clients.
4. Meetings of business organization representatives and clients may be conducted only at those tables in the Library designated for that purpose. Business organization representatives and their clients may use the resources of the Library as required.
5. Business organizations may not publish or distribute advertisements indicating the

Library as their place of doing business or otherwise imply Library sponsorship of their activities. Business organizations may not advertise their business in the Library. Business organizations may not use any symbol, mark, copyright or other intellectual property belonging to the Library in association with their business. Business organization representatives shall sign-in at the service desk before commencing any meeting(s) and shall sign out at the conclusion of the last meeting held at the Library on said day.

6. All business organization representatives shall register with the Library annually by providing their contact information including name, address, email address, and telephone number to a designated Library staff member.
7. Upon signing out, business organizations shall pay by cash or check a fee of \$10 for each hour and any fraction thereof that meetings were conducted in the Library. The fee will be deposited in the Library's General Revenue Fund.
8. Business organizations are responsible for establishing communication procedures with their clients. Library phones may not be used to make or cancel appointments. Library staff will not relay messages to business organization representatives or clients.
9. In the case of a tutor working with children in the Library, those children who are not yet in 3rd grade must be under the direct supervision of the tutor until they are released to a parent or a designated responsible adult.
10. The Library reserves the right, at the Library's sole discretion, to limit activities of any business organization based on space availability or an assessment by Library staff that the business organization's activity interferes with Library's principal designated and intended use and/or operations. The Library, at its discretion, may require any business organization to relocate to another location in the Library if it determines that it is interfering with the public's use of the Library.
11. The Library reserves the right to request a representative of a business organization who fails to comply with the terms of this Policy to leave the premises; and the Library may refuse admission to the premises to any representative of a business organization who fails to comply with the terms of this Policy, including making timely payment of fees required under the Policy.

Revised August 15, 2017  
Revised March 16, 2016  
Approved January 19, 2016

## **CONDUCT IN THE LIBRARY**

### POLICY:

The Park Ridge Public Library is a trusted and valued partner engages with and strengthens our entire community by fostering personal growth in learning by providing opportunities to connect, inform, innovate and grow. To that end, Library patrons and staff who visit the Library building and grounds deserve a safe, clean, courteous, respectful and productive environment in which to use materials and services.

### RULES:

All patrons are expected to abide by Library policies and to respect the rights of others in order to create an environment conducive to equitable and enjoyable use of the Library and its grounds. The following list of behaviors are in conflict with the Library's mission.

- Interfering with the use of the Library or its resources by Library patrons
- Interfering with Library staff performance of their duties.
- Harassing or disrupting patrons or staff through activities that can reasonably be expected to disturb others.
- Using obscene language or lewd, suggestive or sexually harassing words, visual displays or actions.
- Misusing or rearranging Library furnishings, materials and equipment.
- Using physical action or the threat of physical action that could cause injury to a patron or Library staff member or damage to Library property.
- Engaging in any illegal activity.
- Stealing, vandalizing, defacing or mutilating Library property.
- Smoking, using tobacco products, e-cigarettes, and other electronic smoking devices in the Library building on Library grounds within fifteen (15) feet of the entrances to the Library building in accordance with the State of Illinois Smoke Free Illinois Act.
- Consuming or possessing alcohol or illegal drugs in the Library building or on Library grounds. Individuals exhibiting signs of intoxication or substance abuse will be asked to leave. Alcohol may be served at an authorized Library function.
- Being in possession of a weapon while inside Library or on the Library grounds, unless in the possession of a sworn law enforcement officer.
- Eating food is not allowed unless it is served at a designated program. Drinks with lids are allowed inside the Library.
- Using the public restrooms for the purpose of bathing, grooming, or laundering.
- Failing to dress appropriately and wear shoes at all times. (Examples include, but are not limited to, bare chest, transparent or see-through clothing, and bathing suits). Having personal hygiene so offensive as to constitute a nuisance to other patrons or staff.
- Conducting any activity that obstructs or interferes with patron ingress or egress.
- Soliciting in the Library building or within fifty (50) feet of the Library entrance.
- Bringing animals into the Library building. Only authorized service animals and animals used for programs are allowed in the Library building.
- Leaving personal items unattended in the building. Responsibility for lost, stolen, or damaged items rests with the owner.
- Bringing large personal items into the Library that obstruct walkways and create a safety hazard.
- Skateboarding, roller skating, inline skating, or bicycle riding on Library grounds.
- Failing to follow a Library staff member's directive.

Furthermore, the Library it is not designated or intended to serve as a classroom or place of business, which are secondary and accessory uses permitted by the Library.

- The Library reserves the right, at its sole discretion, to limit such activities based on space availability or an assessment by Library staff that a business organization's activity interferes with the Library's principal designated and intended use and/or operations. The Library may require any business organization to relocate to another location in the Library if it determines that it is interfering with the public's use of the Library.

A violation of these rules may result in any of the following sanctions:

- A warning
- A request to leave the Library grounds. For the purpose of this policy, see attached map of "Library Grounds".
- A call to the Police or other legal actions as seems most appropriate to the Library Director or their designee.
- A suspension of Library privileges for up to forty-five (45) days, from the date of mailing of the notice of suspension, with the approval of the Library Director or their designee.
- A suspension of Library privileges for longer than forty-five (45) days, from the date of mailing of the notice of suspension, with the approval of the Board of Trustees at the next scheduled Board meeting.

A Library patron must be advised of the reasons for any proposed sanction and given the opportunity to state their views as to the facts giving rise to the proposed sanction.

A patron whose Library privileges have been denied or limited will receive mailing of notice of the imposition of the sanction to the patron's last known address. A patron may then request reconsideration of the decision to the Board of Trustees within forty-five (45) days. Any such request must be submitted in writing. Failure to do so within forty-five days, from the date of mailing of the notice of suspension, shall result in the sanction becoming final and binding.

A violation of the terms of a suspension will be reported to the Park Ridge Police Department and the Library will take whatever action it deems appropriate including, but not limited to, reporting said person for trespassing or other criminal prosecution.

The Library Director or their designee, at their discretion, will determine if the behavior is inappropriate.

For the purposes of this policy, "Library privileges" include but are not limited to:

- Use of library card
- Presence on Library grounds
- Attendance at Library programs and/or events

Revised XXX

Revised January 16, 2018

Revised November 21, 2017

Revised September 19, 2017

Revised September 20, 2016

Revised October 15, 2013

Revised May 21, 2013

Revised May 18, 2010

Approved January 8, 1980



**PARK RIDGE PUBLIC LIBRARY  
REQUEST FOR RECONSIDERATION OF RESTRICTION OF USE PRIVILEGES**

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Set forth your reasons why the Library Board ruling should be rescinded or modified (*continue on back if necessary*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Feel free to attach additional narrative explanation, letters, or supporting documents to this form.

*(Optional)*

Please provide the name and contact information for persons you would like the Library to contact relative to your request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

You will be notified in writing of the decision of the Library Board.

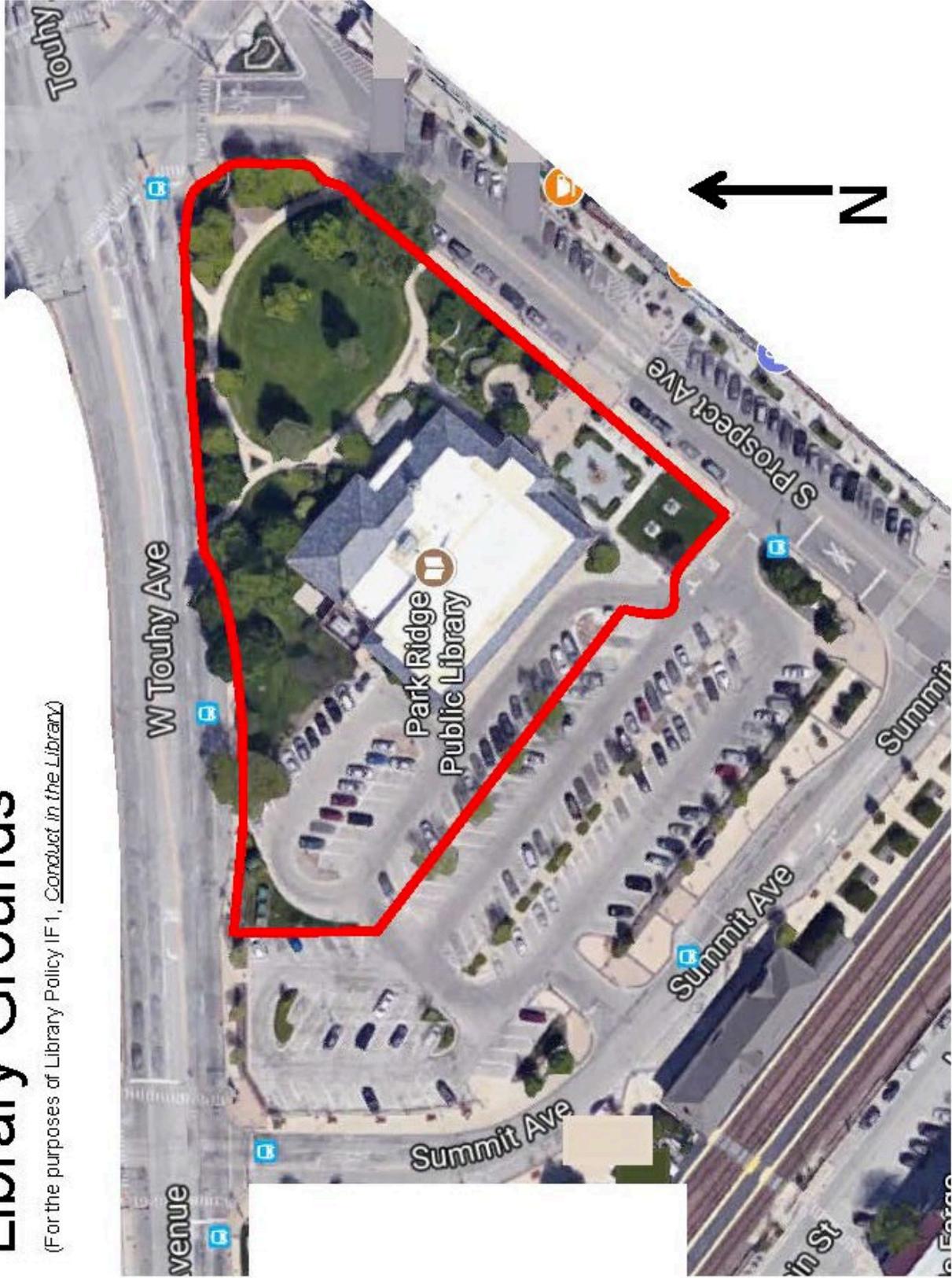
Mail completed form to:

*Library Director, Park Ridge Public Library, 20 S. Prospect Avenue, Park Ridge, IL 60068*



# “Library Grounds”

(For the purposes of Library Policy IF 1, Conduct in the Library)



## CONDUCT IN GENERAL

IF 4

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## CONDUCT IN THE LIBRARY

### POLICY:

The Park Ridge Public Library is a trusted and valued partner engages with and strengthens our entire community by fostering personal growth in learning by providing opportunities to connect, inform, innovate and grow is a public institution that strives to advance human knowledge and understanding by providing access to information, literature, technology, and the arts relevant to the community it serves. To that end, Library employees, patrons and staff and patrons who visit the Library facilities, building and grounds deserve a safe, clean, healthy, courteous, respectful and productive environment in which to use materials and services for study, research, information and entertainment.

Commented [JB1]: Updated with new mission statement

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In order to achieve these goals, the Board of Trustees of the Park Ridge Public Library has created a policy on Conduct in the Library.

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### RULES:

All patrons are expected to abide by Library policies and to respect the rights of others in order to create an environment conducive to equitable and enjoyable use of the Library and its grounds. The following list of behaviors and conduct are in conflict with the Library's goals, mission, and are among the behaviors not permitted:

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- Interfering with the use of the Library or its resources by Library patrons or
- Interfering with Library staff/employees' performance of their duties.
- Harassing or disrupting patrons or staff through activities that can reasonably be expected to disturb others.
- Using obscene language or lewd, suggestive or sexually harassing words, visual displays or actions.
- Misusing or rearranging Library furnishings, materials and equipment.
- Using physical action or the threat of physical action that could cause injury to a patron or Library staff member or damage to Library property.
- Engaging in any illegal activity.
- Stealing, vandalizing, Theft, vandalism, defacing or mutilating of Library property.
- Smoking or Smoking, using tobacco products, e-cigarettes, and other electronic smoking devices in the Library building, in the Library Reading Garden and on the sidewalks adjacent to the building on Library grounds, or within fifteen (15) feet of the entrances to the Library building in accordance with the State of Illinois Smoke Free Illinois Act.
- Use of e-cigarettes and other electronic smoking devices in the Library building, in the Library Reading Garden and on the sidewalks adjacent to the building, or within fifteen (15) feet of the entrances to the Library building.
- Consuming or possessing alcohol or illegal drugs in the Library building or on Library grounds. Individuals exhibiting signs of intoxication or substance abuse will be asked to leave. Alcohol may be served at an authorized Library function.
- Consuming alcohol (unless specifically authorized at a Library function) or being under the influence of alcohol or drugs, or bringing these items into the building.
- Being in possession of a weapon while inside Library or on the Library grounds, unless in the possession of a sworn law enforcement officer.
- Eating food is not allowed unless it is served at a designated program. Drinks with lids are allowed inside the Library. Consuming food or uncovered beverages in the Library building, unless specifically authorized at a Library function.
- Using the public restrooms for the purpose of shaving, bathing, grooming, or laundering washing and drying clothes.

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- ~~Failing to wear proper attire dress appropriately and wear shoes at all times. (e.g., bare feet, (Examples include, but are not limited to, bare chest, transparent or see-through clothing, bathing and bathing suits, etc.).~~
- Having personal hygiene so offensive as to constitute a nuisance to other patrons or staff. ~~or to interfere with others' use of the building~~
- Conducting any activity that obstructs or interferes with patron ingress or egress.
- ~~s entering or exiting the Library building or grounds.~~
- Soliciting in the Library building or within fifty (50) feet of the Library entrance.
- ~~Bringing animals into the Library building. Only authorized service animals and animals used for programs are allowed in the Library building. Bringing animals into the Library building except for registered handicap support or guide animals—or for an authorized Library function.~~
- Leaving personal items unattended in the building. Responsibility for lost, stolen, or damaged items rests with the owner.
- Bringing large personal items into the Library that obstruct walkways and create a safety hazard.
- Skateboarding, roller skating, inline skating, or bicycle riding on Library grounds.
- Failing to follow a Library staff member's directive.

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~~Furthermore,~~

~~the Library it is not designated or intended to serve as a classroom or place of business, which are secondary and accessory uses permitted by the Library.~~

- ~~The Library reserves the right, at its sole discretion, to limit such activities based on space availability or an assessment by Library staff that such activities interferes with Library's principal designated and intended use and/or operations. The Library may require any business organization to relocate to another location in the Library if it determines that it is interfering with the public's use of the Library.~~

~~For the purposes of this policy, "Library privileges" include but are not limited to:~~

- ~~Use of library card~~
- ~~Presence on Library grounds~~
- ~~Attendance at Library programs and/or Library events~~

A violation of these rules may result in any of the following sanctions:

- A warning
- A request to leave the Library grounds. For the purpose of this policy, see attached map of "Library Grounds".
- A call to the Police or other legal actions as seems most appropriate to the Library Director ~~(or their designee).~~
- A suspension of Library privileges for up to forty-five (45) days, from the date of mailing of the notice of suspension, with the approval of the Library Director ~~(or their designee).~~
- A suspension of Library privileges for longer than forty-five (45) days, from the date of mailing of the notice of suspension, with the approval of the Board of Trustees at the next scheduled Board meeting.

A Library patron must be advised of the reasons for any proposed sanction and given the opportunity to state ~~his or her~~ their views as to the facts giving rise to the proposed sanction.

A ~~person~~ patron whose Library privileges have been denied or limited will receive mailing of notice of the imposition of the sanction to the patron's last known address. A patron may then request reconsideration of the decision to the Board of Trustees within forty-five (45) days, after mailing of notice of the imposition of the sanction to the patron's last known address. Any such request must be submitted in writing. Failure to do so within forty-five days, from the date of mailing of the notice of suspension, shall result in the sanction becoming final and binding.

A violation of the terms of a suspension will be reported to the Park Ridge Police Department and the Library will take whatever action it deems appropriate including, but not limited to, reporting said person for trespassing or other criminal prosecution.

The Library Director ~~(or their designee),~~ at their discretion, will determine if the behavior is inappropriate.

For the purposes of this policy, "Library privileges" include but are not limited to:

- Use of library card
- Presence on Library grounds
- Attendance at Library programs and/or events

Revised XXX

Revised January 16, 2018 \_\_\_\_\_ Revised October 15, 2013

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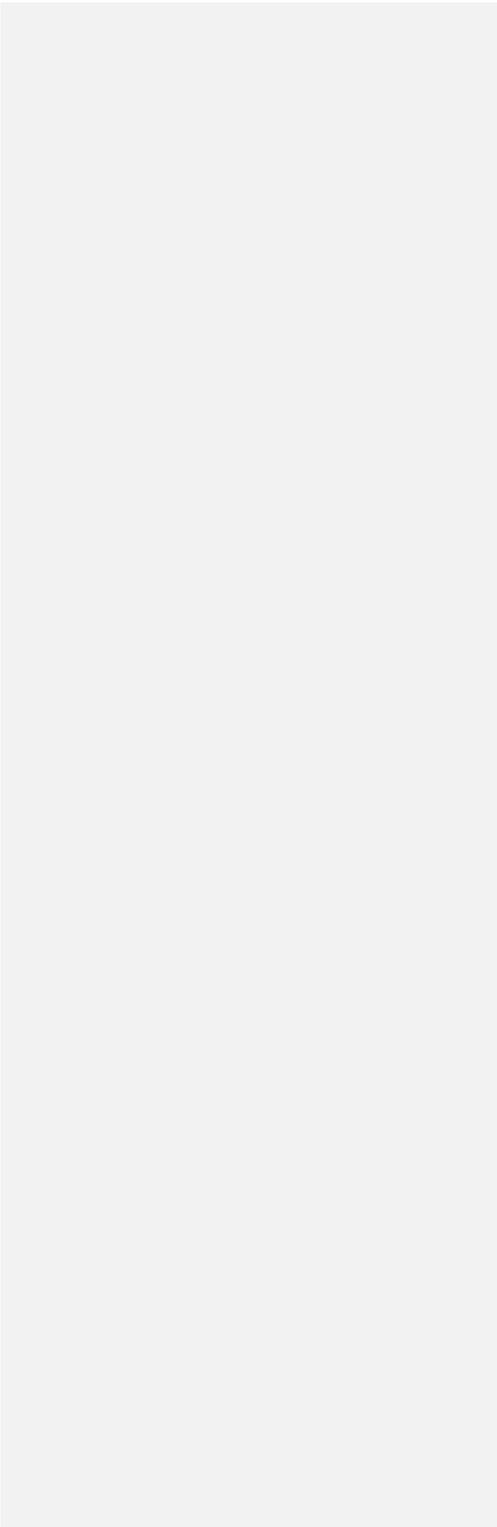
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Revised November 21, 2017  
Revised September 19, 2017  
Revised September 20, 2016

Revised May 21, 2013  
Revised May 18, 2010  
Approved January 8, 1980





**PARK RIDGE PUBLIC LIBRARY  
REQUEST FOR RECONSIDERATION OF RESTRICTION OF USE PRIVILEGES**

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Set forth your reasons why the Library Board ruling should be rescinded or modified (*continue on back if necessary*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Feel free to attach additional narrative explanation, letters, or supporting documents to this form.

**(Optional)**

Please provide the name and contact information for persons you would like the Library to contact relative to your request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

You will be notified in writing of the decision of the Library Board.

Mail completed form to:

**Library Director, Park Ridge Public Library, 20 S. Prospect Avenue, Park Ridge, IL 60068**

20 S. PROSPECT AVENUE, PARK RIDGE, IL 60068 | 847.825.3123 | [www.parkridgelibrary.org](http://www.parkridgelibrary.org)



# “Library Grounds”

(For the purposes of Library Policy IF1, Conduct in the Library)



## MEETING ROOMS

### POLICY:

The Park Ridge Public Library has two meeting rooms available to support the Library's mission, vision and strategic plan. When not in use for Library activities, these rooms may be made available for use by the public.

In keeping with the American Library Association's Library Bill of Rights, the Park Ridge Public Library makes "meeting rooms available to the public on an equitable bases, regardless of race, color, creed, beliefs or affiliation of individual or groups requesting their use."

Meeting room space may be made available "to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities." In allowing use of Library meeting rooms, neither the Library nor its Board of Trustees endorse the position expressed by any group using the Library's meeting rooms.

### RULES:

1. Priorities for use of the meeting rooms are as follows:
  - a. Library-sponsored meetings or programs
  - b. Library-related meetings or programs, such as by the Friends of the Park Ridge Library or Library professional development or networking events.
  - c. Meetings sponsored by agencies of the City of Park Ridge, including Boards and Commissions.
  - d. Not for profit organizations conducting meetings or programs.
  - e. Businesses conducting meetings or hosting programs where no fees are charged and no goods or services are sold.
2. Applicants by separate agreement shall indemnify, hold harmless and defend the Board of Library Trustees of the City of Park Ridge, the members of the City Council of the City of Park Ridge, and their respective officers, agents and employees from and against any and all claims, demands, causes of action and liabilities, including all costs and reasonable attorneys' fees arising from and related to the applicant's use of the Park Ridge Public Library's meeting rooms and other facilities
3. All meetings not sponsored by the Library must be free of charge. No admission fee shall be charged, or donations collected, for programs presented in the Library.
4. Organizations may request that meetings be closed to the general public. However, all meetings will be open to the Library Director and staff. This does not obligate the group or organization to notify the public of the meeting or to specify in any publicity that it is open to the public.
5. Programs involving the sale, advertising, or promotion of commercial products or services

are prohibited. Workshops or seminars on financial, higher education, estate, or retirement planning and related topics are considered commercial ventures and therefore, sponsoring groups or individuals will not be permitted to use the meeting rooms.

6. The use of rooms for hosting private events of a strictly social nature is prohibited.
7. The person making the reservation shall be responsible for any damage. The cost of damage will be determined by the Library Director.
8. No group or individual may reassign the use of the room to another group or individual. The representative must sign the application and be present for the entire meeting.
9. The use of the meeting rooms shall not interfere with the normal operations of the Library, such as causing excessive noise, a significant safety hazard, or security risk.
10. The Library is not responsible for equipment, supplies, materials or any personal possessions owned by those sponsoring or attending meetings held at the Library. The Library does not provide porter services for groups meeting in the building or storage space for their property.
11. The Library reserves the right to change a scheduled meeting date which conflicts with Library sponsored programs. The Library will contact the appropriate individual as early as possible to arrange rescheduling. The Library accepts no responsibility for any meeting-related expenses.
12. Publicity is the responsibility of groups booking meeting rooms. Groups must provide and produce their own publicity. Groups must be identified on all publicity as sponsoring the meeting. Wording must appear on all publicity for meetings in the meeting rooms as follows: "This is not a Library-sponsored event. Except for providing meeting space, the Park Ridge Public Library is not in any manner connected with this meeting, and neither the Library nor the Board of Trustees endorses any position expressed by the group."
13. With the exception of the Friends of the Library, organizations meeting in the Library shall not use the Library's mailing address or telephone number to conduct their business.
14. Light refreshments (beverages, cookies, cake or snacks) may be served in the First Floor Meeting Room subject to the approval of the Library Director or their designee. Major food preparation is not permitted. There is a \$20.00 fee, payable in advance, for the privilege of serving food. Organizations/patrons are asked to avoid serving items that are likely to stain furniture or carpeting.
15. Individual, covered beverages may be brought to the Third Floor Meeting Room; however, no food or beverages may be served.
16. The Library's meeting rooms may be used for political activities related to an election, in conformance with City Ordinances, until one hundred days prior to the election, except for municipal or township election activities. Municipal or township election activities may be held until the petition filing deadline, which is seventy-one days before the election. After these deadlines, the meeting rooms may only be used for candidate forums when the following conditions are met:

- a. All candidates are invited to attend.
  - b. The forum is sponsored by a non-partisan group.
  - c. Candidates for a particular office must agree in writing to attend the forum or indicate in writing that they do not oppose the forum being held even though they are unable to attend.
17. Groups of persons under eighteen years of age must be accompanied by a responsible adult.
18. For the safety of our patrons, only Library staff members are allowed to rearrange or set up equipment and furnishings. Additional equipment may not be brought into the Library without permission from the Library Director or their designee. Such items include but are not limited to additional lighting, risers, and sound systems.
19. The PRPL Unattended Children Policy applies to people who use the meeting rooms. A group must make provisions for childcare elsewhere if the children will not be part of the program and are under age 10. Children under age 10 attending the program must remain in the meeting room unless accompanied by a responsible adult elsewhere in the Library.
20. Any group or person reserving a room who needs to cancel a reservation must do so with at least 48 hours' notice to the Library Director or their designee. Failure to give the Library notice of meeting cancellation may prevent future scheduling of rooms by that group. Refunds will not be issued to any groups or persons who cancel without giving 48 hours' notice.
21. The Library reserves the right to deny the use of any meeting room to any organization that violates this policy.
22. Reservations  
Reservations can be made by calling the Business Office at 847-720-3202 between 9:00 a.m. and 5:00 p.m., Monday through Friday. Once a date and time is selected, applicants must complete an application form. Information is available from the Business Office or online at [www.parkridgelibrary.org](http://www.parkridgelibrary.org) under "Contact Us".
- a. Not for profits groups may use a meeting room once a month. For profit groups may use the meeting room once in 3 month period (rolling calendar).
  - b. Meeting room requests cannot be submitted more than 90 days in advance
  - c. Applicants must be 18 years of age or older.
  - d. Meeting room reservations made less than 14 days in advance of the event must be made in person in the Business Office during regularly scheduled hours. All fees must be paid at the time of such bookings.
  - e. Fees that are not paid by the date specified on the reservation confirm may result in the release of said reservation.

f. Completed applications are reviewed by the Library Director or their designee and returned to the applicant, with the Meeting Room Application Approval.

### 23. Meeting Rooms

a. Large Meeting Room (First Floor) = 90 seated. If setup consists of a combination of tables and chairs, the limit is determined by the setup requested.

b. Small Meeting Room (Third Floor) = 20.

c. Attendance at meetings may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the room.

d. All rooms have Wi Fi capability

e. Meeting rooms are accessible to the disabled. All meetings must comply with the current Americans with Disabilities Act (ADA) and the applicant/organization is responsible for providing qualified interpreters or auxiliary aids to meeting attendees upon request.

f. Meeting rooms are available during the following hours on days the Library is open.

Monday - Thursday	9:30 a.m. – 9:00 p.m.
Friday	9:30 a.m. – 6:00 p.m.
Saturday	9:30 a.m. – 5:00 p.m.
Sunday	12:30 p.m. – 5:00 p.m.

g. The Library has set the following fee schedule for meeting room and equipment use

i. First Floor Meeting Room: \$50 for first 3 hours of use. \$20 per hour for each additional hour or portion thereof.

ii. Third Floor Meeting Room:—\$35 for first 3 hours of use. \$10 per hour for each additional hour or portion thereof.

Meetings must begin and end in accordance with regular Library hours. Participants must vacate the building when the Library closes. Should a group incur any extension of time beyond the closing hour, there will be a charge of \$25 per quarter hour or any portion thereof.

iii. Piano and benches: \$25

a. The Library cannot guarantee that the piano is in tune. Piano tuning by a Library approved vendor is at the meeting organizer's expense and must be arranged with Library staff.

iv. Fee for serving food in the First Floor meeting room: \$20

Revised XXX

Revised May 21, 2013

Revised August 21, 2012

Revised May 17, 2011

Approved May 8, 1979

**USE OF LIBRARY FACILITIES**

**1 C 1**

**MEETING ROOMS**

**POLICY:**

The Park Ridge Public Library has two meeting rooms available to support the Library's mission, vision and strategic plan. When not in use for Library activities, these rooms may be made available for use by the public.

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In keeping with the American Library Association's Library Bill of Rights, meeting space at the Park Ridge Public Library makes "meeting rooms available to the public on an equitable bases, regardless of race, color, creed, beliefs or affiliation of individual or groups requesting there use." (PRPL) is available to non-profit organizations engaged in educational, cultural, intellectual or charitable activities and businesses serving the Park Ridge community. Businesses located in Park Ridge may reserve meeting room space for non-commercial purposes.

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There is a fee for the use of the meeting rooms and equipment.

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Meeting room space may be made available "to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities."

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In allowing use of Library meeting rooms, neither the Library nor its Board of Trustees endorse any the position expressed by any group using the Library's meeting rooms. Any situation not specifically covered by this Policy will be resolved by the Library Director or designee.

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Businesses located in Park Ridge may reserve meeting room space for non-commercial purposes.

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**RULES:**

**PRIORITIES FOR USE**

1. Priorities for use of the meeting rooms are as follows:

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a. Library-sponsored meetings or programs

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b. Library-related meetings or programs (such programs, such as by the Friends of the Park Ridge Library or Library professional development or networking events.)

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c. Meetings sponsored by agencies of the City of Park Ridge, including Boards and Commissions.

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d. Educational, cultural, intellectual, charitable or nNot foren- profit organizations conducting meetings or programs, and b

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Businesses conducting meetings or hosting programs for non-commercial purposes where no fees are charged and no goods or services are sold, and who comply with rule #6 above.

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e.

2. Applicants by separate agreement shall indemnify, hold harmless and defend the Board of Library Trustees of the City of Park Ridge, the members of the City Council of the City of Park Ridge, and their respective officers, agents and employees from and against any and all claims, demands, causes of action and liabilities, including all costs and reasonable attorneys' fees arising from and related to the applicant's use of the Park Ridge Public Library's meeting rooms and other facilities

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~~4. Park Ridge Public Library meeting rooms are available to organizations and businesses according to the regulations of this policy when not otherwise used by either the PRPL or affiliated organizations, such as the Friends of the Library. See "Priorities for Use" below.~~

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~~3.1. THE USE OF THE MEETING ROOMS SHALL NOT INTERFERE WITH NORMAL OPERATION OF THE LIBRARY, SUCH AS CAUSING EXCESSIVE NOISE, A SIGNIFICANT SAFETY HAZARD OR SECURITY RISK.~~

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4. All meetings not sponsored by the Library must be free of charge. No admission fee shall be charged, or donations collected, for programs presented in the Library.

3.

4. Organizations may, at their discretion, request that meetings be closed to the general public. However, all meetings will be open to the Library Director and staff. This does not obligate the group or organization to notify the public of the meeting or to specify in any publicity that it is open to the public.

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6.5. Programs involving the sale, advertising, or promotion of commercial products or services are prohibited. Workshops or seminars on financial, higher education, estate, or retirement planning and related topics are considered commercial ventures and therefore, sponsoring groups or individuals will not be permitted to use the meeting rooms.

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7.6. The use of rooms for hosting private parties, receptions, or meetings events of a strictly social nature is prohibited.

7. The person making the reservation shall be responsible for any damage. The cost of damage will be determined by the Library Director.

8. No group or individual may reassign the use of the room to another group or individual. The representative must sign the application and be present for the entire meeting.

8.

~~The use of the meeting rooms shall not interfere with the normal operations of the Library, such as causing excessive noise, a significant safety hazard, or security risk. HE USE OF THE MEETING ROOMS SHALL NOT INTERFERE WITH NORMAL OPERATION OF THE LIBRARY, SUCH AS CAUSING EXCESSIVE NOISE, A SIGNIFICANT SAFETY HAZARD OR SECURITY RISK.~~

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9-10. The Library is not responsible for equipment, supplies, materials or any personal possessions owned by those sponsoring or attending meetings held at the Library. The Library does not provide porter services for groups meeting in the building or storage space for their property.

10-11. The Library reserves the right to change a scheduled meeting date which conflicts with Library sponsored programs. The Library will contact the appropriate individual as early as possible to arrange rescheduling. The Library accepts no responsibility for any meeting-related expenses.

11. Publicity is the responsibility of groups booking meeting rooms. Groups must provide and produce their own publicity. Groups must be identified on all publicity as sponsoring the meeting.

12. Wording must appear on all publicity for meetings in the meeting rooms as follows: "This is not a Library-sponsored event. Except for providing meeting space, the Park Ridge Public Library is not in any manner connected with this meeting, and neither the Library nor the Board of Trustees endorses any position expressed by the group."

12. Keys to the building are not available to user groups.

13. With the exception of the Friends of the Library, organizations meeting in the Library shall not use the Library's mailing address or telephone number to conduct their business.

14. Light refreshments (beverages, cookies, cake or snacks) may be served in the First Floor Meeting Room subject to the approval of the Library Director or their designee. Major food preparation is not permitted. There is a \$20.00 fee, payable in advance, for the privilege of serving food. Organizations/patrons are asked to avoid serving items that are likely to stain furniture or carpeting.

15. Individual, covered beverages may be brought to the Third Floor Meeting Room; however, no food or beverages may be served.

16. The Library's meeting rooms may be used for political activities related to an election, in conformance with City Ordinances, until one hundred days prior to the election, except for municipal or township election activities. Municipal or township election activities may be held until the petition filing deadline, which is seventy-one days before the election. After these deadlines, the meeting rooms may only be used for candidate forums when the following conditions are met:

- a. All candidates are invited to attend.
- b. The forum is sponsored by a non-partisan group.
- c. Candidates for a particular office must agree in writing to attend the forum or indicate in writing that they do not oppose the forum being held even though they are unable to attend.

15. 16. The Library is a smoke free environment conforming to the Smoke Free Illinois Act.

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~~Smoking is not permitted in the Library or within fifteen feet of the entrances.~~

17. Groups of persons under eighteen years of age must be accompanied by a responsible adult.
18. For the safety of our patrons, only Library staff members are allowed to rearrange or set up equipment and furnishings. Additional equipment may not be brought into the Library without permission from the Library Director or their designee. Such items include but are not limited to additional lighting, risers, and sound systems.
19. The PRPL Unattended Children Policy applies to people who use the meeting rooms. A group must make provisions for childcare elsewhere if the children will not be part of the program and are under age 10. Children under age 10 attending the program must remain in the meeting room unless accompanied by a responsible adult elsewhere in the Library.

~~20. The use of Library meeting rooms is a privilege and not a right and is subject to the sole and exclusive discretion of the Library. Accordingly, the Library reserves the right to deny the use of any meeting room to any organization that violates this policy.~~

~~20. Any group or person reserving a room who needs to cancel a reservation must do so with at least 48 ~~hours notice~~ hours' notice to the Library Director or ~~his/her~~ their designee. Failure to give the Library notice of meeting cancellation may prevent future scheduling of rooms by that group. ~~REFUNDS WILL NOT BE GIVEN FOR CANCELLED RESERVATIONS. Refunds will not be issued to any groups or persons who cancel without giving 48 hours' notice.~~~~

~~The Library reserves the right to deny the use of any meeting room to any organization that violates this policy.~~

21.

#### PRIORITIES FOR USE

Priorities for use of the meeting rooms are:

~~1. Library sponsored meetings or programs~~

~~2.1. Library related meetings or programs (such as by the Friends of the Park Ridge Library)~~

~~3.1. Meetings sponsored by agencies of the City of Park Ridge, including Boards and Commissions~~

~~4.1. Educational, cultural, intellectual, charitable or non-profit organizations conducting meetings or programs and businesses conducting meetings or programs for non-commercial purposes and who comply with rule #6 above.~~

#### 22. Reservations

##### RESERVATIONS

Reservations can be made by calling the Business Office at 847-720-3202 between 9:00 a.m. and 5:00 p.m., Monday through Friday. Once a date and time

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is selected, applicants must complete an application form. Information is available from the Business Office or online at [www.parkridgelibrary.org](http://www.parkridgelibrary.org) under "Contact Us".

~~— Non for profits groups may use a meeting room once a month. For profit groups may use the meeting room once in~~

~~a. Only one meeting is allowed in a 3 month period (rolling calendar).:-~~

1. \_\_\_\_\_

1. ~~Meeting room requests cannot be submitted more than 90 days in advance~~

2. ~~Applications must be made by individuals 18 years of age or older.~~

~~b. Meeting room requests cannot be submitted more than 90 days in advance~~

~~c. Applicants must be 18 years of age or older.~~

~~d. Meeting room reservations made less than 14 days in advance of the event must be made in person in the Business Office during regularly scheduled hours. All fees must be paid at the time of such bookings.~~

~~e. Fees that are not paid by the date specified on the reservation confirm may result in the release of said reservation.~~

3. \_\_\_\_\_

~~APPLICATIONS AND THE REQUIRED FEES MUST BE RETURNED TO THE BUSINESS OFFICE NO LATER THAN THE DATE INDICATED ON THE CONFIRMATION COVER SHEET. IF THE FORM AND FEES ARE NOT RETURNED BY THE DATE INDICATED ON THE CONFIRMATION COVER SHEET, THE ROOM WILL BE RELEASED FOR ANOTHER RESERVATION, WITHOUT FURTHER NOTICE.~~

~~— Completed applications are reviewed by the Library dDirector or their designee and returned to the applicant, with the Meeting Room Application Approval, and Attendance Recording Form, indicating the status.~~

~~— In order for the Library to obtain valid statistics of the use of our facilities, the Attendance Recording Form should be completed by the person responsible for reserving the room and returned to the Library not later than one week after the event.~~

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f.

FACILITIES AVAILABLE Meeting Rooms

23.

~~All rooms have Wi-Fi availability.~~

Room Capacity

a. Large Meeting Room (First Floor) = 90 seated. If setup consists of a combination of tables and chairs, the limit is determined by the setup requested.

b. Small Meeting Room (Third Floor) = 20.

c. Attendance at meetings may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the room.

d. All rooms have Wi-Fi capability

Accessibility

e. Meeting rooms are accessible to the disabled. All meetings must comply with the current Americans with Disabilities Act (ADA) and the applicant/organization is responsible for providing qualified interpreters or auxiliary aids to meeting attendees upon request.

Available Hours

Meeting rooms are available during the following hours on days the Library is open.

f.

Monday - Thursday	9:30 a.m. – 9:00 p.m.
Friday	9:30 a.m. – 6:00 p.m.
Saturday	9:30 a.m. – 5:00 p.m.
Sunday	12:30 p.m. – 5:00 p.m.

FEE SCHEDULE

Meeting Room Fees

g. The Library has set the following fee schedule for meeting room and equipment use

i. First Floor Meeting Room: \$50 for first 3 hours of use. \$20 per hour for each additional hour or portion thereof.

ii. Third Floor Meeting Room: \$35 for first 3 hours of use. \$10 per hour for each additional hour or portion thereof.

Meetings must begin and end in accordance with regular Library hours. Participants must vacate the building when the Library closes. Should a group incur any extension of time beyond the closing hour, there will be a charge of

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\$25 per quarter hour or any portion thereof.

**Equipment Use Fees**

iii. Piano and benches:— \$25

a. The Library cannot guarantee that the piano is in tune. Piano tuning by a Library approved vendor is at the meeting organizer's expense and must be arranged with Library staff.

~~Audio Visual equipment — Because some electronic equipment requires Library staff setup and monitoring, use of this equipment will require a \$20 charge per reservation, payable in advance. See schedule of available equipment.~~

Other Fees

iv. Fee for serving food in the first floor meeting room: — \$20

**POLITICAL MEETINGS**

~~The Library's meeting rooms may be used for political activities related to an election, in conformance with City Ordinances, until one hundred days prior to the election, except for municipal or township election activities. Municipal or township election activities may be held until the petition filing deadline, which is seventy-one days before the election. After these deadlines, the meeting rooms may only be used for candidate forums when the following conditions are met:~~

- ~~1. All candidates are invited to attend.~~
- ~~2. The forum is sponsored by a non-partisan group.~~
- ~~3. Candidates for a particular office must agree in writing to attend the forum or indicate in writing that they do not oppose the forum being held even though they are unable to attend.~~

**FAILURE TO COMPLY WITH ANY OF THE PROVISIONS OF THE MEETING ROOM POLICY MAY PROHIBIT FUTURE USE OF THE ROOMS.**

Revised XXX  
Revised May 21, 2013

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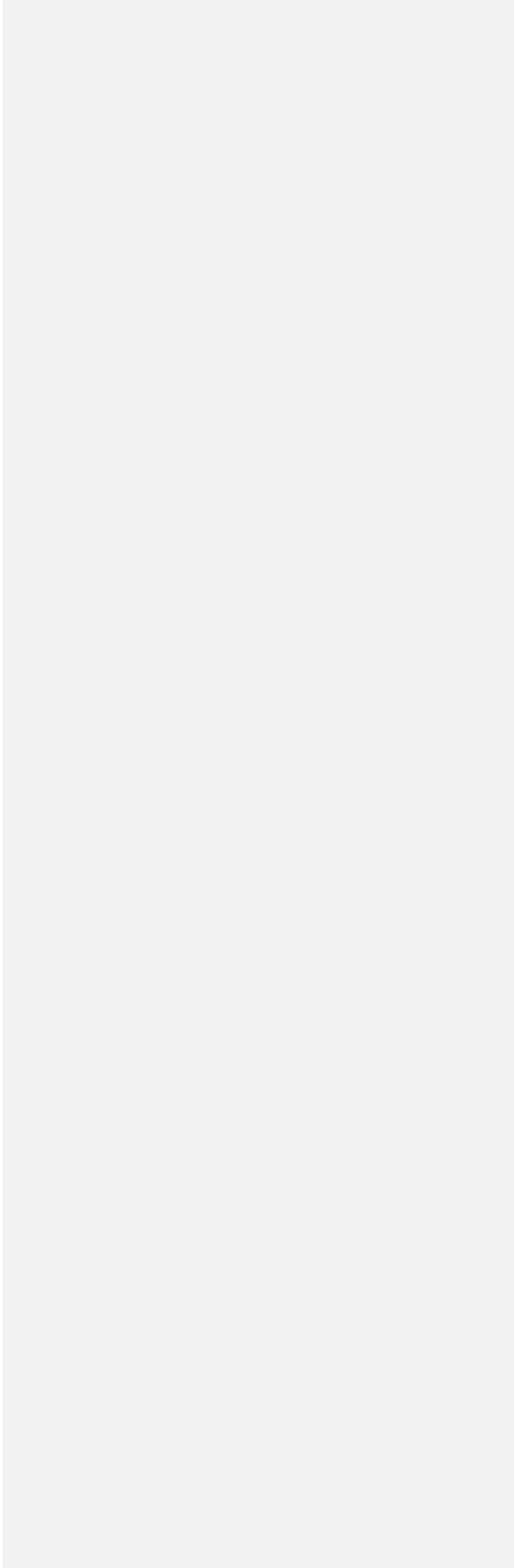
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Revised August 21, 2012  
Revised May 17, 2011  
Approved May 8, 1979



## USE OF LIBRARY FACILITIES

I C 2

### HERITAGE ROOM

#### POLICY:

The Heritage Room was established as a Bicentennial project to provide a centralized source for material relating to the history of Park Ridge, Maine Township, the Chicago metropolitan area, and the State of Illinois.

#### RULES:

1. The collection is designed to include the following types of materials:
  - A. Books and pamphlets concerning the geographical areas outlined above; local city and telephone directories; yearbooks of local schools; local memorabilia.
  - B. Park Ridge newspapers, either in paper or microform; periodicals relating to the history of the area covered.
  - C. Maps of Maine Township and local communities which show topographical, political, street and geographical features; a selected number of similar maps of the metropolitan area and the State.
  - D. Photographs of people, places, and events important in Park Ridge history.
  - E. Printed materials published by Park Ridge clubs, organizations, and governmental bodies.
  - F. Digital records of documents, photographs and books on Park Ridge history.
2. Because of space limitations, the Library cannot accept bulky artifacts such as furniture and clothing.
3. All material donated will become the property of the Park Ridge Public Library and will be used or disposed of at the discretion of the Library.
4. Unless otherwise designated, material will be considered reference information and will not be available for circulation.

This space no longer exists in the building. Post renovation, local history materials have been moved into the marketing office and are now "closed stacks." Reference Librarians works with patrons to access these materials. Language about the Library's special collection will be included in the *Collection Management* policy to be reviewed in May 2022. Recommend to rescind.

Revised May 15, 2007

## USE OF LIBRARY FACILITIES

IC 11

### SPECIAL SERVICES ROOM & EQUIPMENT

#### POLICY:

The Park Ridge Public Library provides a Special Services Room with assistive technology for the handicapped and visually impaired.

#### RULES:

1. The Special Services Room is available to handicapped and visually impaired patrons of all ages.
2. Use of equipment is available on a first come, first served basis or by appointment. The equipment is not available when the room has been reserved for another purpose.
3. There are self-explanatory directions for the various software programs. While Library staff is available for guidance, they cannot provide in-depth instruction.
4. The Library has the right to restrict usage by those who do not abide by the general regulations of the Library or the specific regulations governing the Special Services Room and all posted regulations.
5. Patrons are liable for library materials or equipment damaged through careless or malicious use. The cost of the damage will be determined by the Library Director.

This room existed prior to the renovation; since then the Merlin HD Ultra (low vision magnifier) has been moved into the Media Lab. Recommend to rescind.

Revised April 21, 2015  
Revised May 21, 2013  
Revised April 21, 2009  
Approved May 17, 2005

## **Digital Media Lab**

### POLICY:

The Digital Media Lab provides Park Ridge Library card holders with access to equipment and software to create media presentations, transfer media, scan photos and other projects.

### RULES:

1. The Digital Media Lab is open to Park Ridge Public Library card holders high school age and older. Younger users must be accompanied by an adult that will remain with them during the entire appointment.
2. A valid photo ID is required and will be held at the Reference Services Desk during the appointment.
3. First time users must read the Digital Media Lab Policy and sign a form stating that they will comply with these rules and agree that they will be financially responsible for any misuse or damage to equipment. Users younger than 18 must have a parent or legal guardian sign this form.
4. First time users are required to attend an orientation session prior to using the Media Lab. Users in need of the low vision reader or typewriter do not have attend orientation session. New users that need additional assistance beyond the basic orientation must schedule appointments for the Media Lab when a designated staff member is available to assist them. Staff will provide up to three training sessions based on availability.
5. Library staff at the Reference Services Desk will direct users to instructions and information on using the equipment and software in the Media Lab but cannot provide individual assistance.
6. Users may reserve the Lab for up to 3 hours per day, with extended time permitting there aren't other reservations in the queue. Appointments may be made in-person, by calling the Reference Services Department at (847) 720-3230, or email [prkref@parkridgelibrary.org](mailto:prkref@parkridgelibrary.org). Appointments will be held for ten minutes.
7. A maximum of 2 people are allowed in the Media Lab at one time.
8. The Park Ridge Library is not liable for any loss, damage, or expense sustained in the use of the equipment in the Media Lab. The library is not responsible for equipment or files (digital or print) left behind.
9. Users must save their work on an external memory source. External hard drives are available to checkout for those projects that are not completed in one appointment. They may be checked out for one week, they may not be reserved or renewed. If an external hard drive is lost or damaged the user will be charged for the cost of replacement plus a \$5.00 processing fee. Hard drives which are returned late will be assessed a \$5.00 per day late fee.

10. Users may not leave the Media Lab unattended. Doing so will forfeit use of the room for that day.
11. No food or drinks of any kind are permitted in the Media Lab.
12. Due to a lack of soundproofing and space limitations, recording with musical instruments (other than those in Garage Band) is not permitted.
13. Users that do not comply with this policy or *Conduct in the Library* policy, will not be allowed to use the Media Lab.

Revised XXX  
Approved February 17, 2015

Digital Media Lab

POLICY:

The Digital Media Lab provides Park Ridge Library card holders with access to equipment and software to create media presentations, transfer media, scan photos and other projects.

RULES:

1. The Digital Media Lab (~~Lab~~) is open to Park Ridge Public Library card holders high school age and older. Younger users must be accompanied by an adult that will remain with them during the entire appointment.
2. A valid photo ID is required and will be held at the ~~Reader Services~~ Reference Services Desk during the appointment.
3. First time users must read the Digital Media Lab Policy and sign a form stating that they will comply with these rules and agree that they will be financially responsible for any misuse or damage to equipment. Users younger than 18 must have a parent or legal guardian sign this form.
4. First time users are required to attend an orientation session prior to using the Media Lab. ~~Users in need of the low vision reader or typewriter do not have attend orientation session.~~ New users that need additional assistance beyond the basic orientation must schedule appointments for the Media Lab when a designated staff member is available to assist them. Staff will provide up to three training sessions based on availability.
5. Library staff at the ~~Reference~~ Reference Services Desk will direct users to instructions and information on using the equipment and software in the Media Lab but cannot provide individual assistance.
6. Users may reserve the Lab for up to 3 hours per day. ~~(with extended time permitted if there aren't other reservations in the queue. no one else is waiting).~~ Appointments may be made in-person, ~~or~~ by calling the ~~Reference~~ Reference Services Department at (847) 720-32380, ~~or email prkref@parkridgelibrary.org.~~ Appointments will be held for ten minutes.
7. A maximum of 2 people are allowed in the Media Lab at one time.
8. The Park Ridge Library is not liable for any loss, damage, or expense sustained in the use of the equipment in the Media Lab. The library is not responsible for equipment or files (digital or print) left behind.
9. Users must save their work on an external memory source. External hard drives are available to checkout for those projects that are not completed in one appointment. They may be checked out for one week, they may not be reserved or renewed. If an external hard drive is lost or damaged the user will be charged for the cost of

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replacement plus a \$5.00 processing fee. Hard drives which are returned late will be assessed a \$5.00 per day late fee.

10. Users may not leave the Media Lab unattended. Doing so will forfeit use of the room for that day.

11. No food or drinks of any kind are permitted in the Media Lab.

12. Due to a lack of soundproofing and space limitations, recording with musical instruments (other than those in Garage Band) is not permitted.

13. Users that do not comply with this e-Lab policy or the Library's "Conduct in the Library" Policy, will not be allowed to use the Media Lab.

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~~14. The Library reserves the right to modify this policy at any time.~~

Revised XXX

Approved February 17, 2015

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## USE OF LIBRARY FACILITIES

I C 14

### 3D Printing

#### POLICY:

The Park Ridge Public Library offers 3D printing for the Park Ridge Library cardholders to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

#### RULES:

1. All 3D printing will be performed by Park Ridge Public Library staff. Patrons may not operate the 3D printers.
2. Only Park Ridge Public Library cardholders may submit designs for 3D printing.
3. There is a charge for printing based on the size of the item to be printed and the amount of material that will be required to print the item.
4. Any 3D drafting software may be used to create a design as long as the file can be saved in the .stl format.
5. Staff will review the design to determine the cost for printing and will contact the patron for approval prior to printing.
6. Only one print job may be submitted at a time.
7. The Library will not print objects that require more than 10 hours to complete.
8. The Library will not print items that are (a) unsafe, harmful, dangerous or pose a threat to the well-being of others, (b) in violation of the terms of use of the manufacturer of the 3D printer, (c) prohibited by local, state or federal law, (d) likely to fail or cause damage to the 3D printer or (e) in violation of another's intellectual property rights.
9. The printer may not be used to reproduce objects which are protected by a copyright, patent or trademark.
10. The Library reserves the right to review and approve all materials before printing. The 3D design may be examined to ensure compliance with this policy and is capable of production. If there is a problem with the design/production the patron will be informed to make changes so the design can be printed.
11. The Library cannot guarantee that a print job will be completed within a particular time frame.
12. The Library recognizes that an original design is the property of the designer and we will not duplicate that design for someone else.

13. The Library may refuse any 3D print request or stop printing a request due to time or printer capabilities.
14. Patrons will not be charged for incomplete printing jobs.
15. Use of the 3D printers is subject to the Conduct in the Library policy.

**The Library does not have a working 3D printer. If we brought one back, it would either go in The Studio or Media Lab. It does not require its own policy.**

Approved June 16, 2015

## The Studio

### POLICY:

The Studio provides Park Ridge Library card holders with access to equipment and software to explore their creativity and curiosity using various technologies, tools and equipment.

### RULES:

1. The Studio is open to Park Ridge Public Library card holders 14 years of age or older. Younger users must be accompanied and monitored by an adult that will remain with them during the entire appointment.
2. A valid ID is required and will be held at the Reference Desk during the appointment.
3. First time users are required to attend an orientation session prior to using The Studio. New users that need additional assistance beyond the basic orientation must schedule appointments for The Studio when a designated staff member is available to assist them. Staff will provide up to three training sessions based on availability.
4. First time users must read The Studio Policy and sign a form stating that they will comply with these rules and agree that they will be financially responsible for any misuse or damage to equipment. Users younger than 18 must have a parent or legal guardian sign this form.
- 5.
6. Library staff will direct users to instructions and information on using the equipment, tools and software in the Lab but cannot provide individual assistance.
7. Use of select equipment and tools require staff assistance to operate.
8. Materials are subject to staff approval.
9. Card holders may use The Studio for up to 2 hours per day, if there aren't other reservations in the queue. Appointments may be made in person or by calling the Reference Department (847) 720-3230 or email [prkref@parkridgelibrary.org](mailto:prkref@parkridgelibrary.org). Appointments will be held for ten minutes.
10. A maximum of 10 people are allowed in the Studio at one time.
11. The Park Ridge Library is not liable for any loss, damage, expense, or injury sustained in the use of the equipment in The Studio. The library is not responsible for equipment, projects or files (digital or print) left behind.
12. Users may not leave The Studio unattended. Doing so will forfeit use of the room for that day.
13. No food or drinks of any kind are permitted in The Studio.
14. Users that do not comply with The Studio policy or the Library's *Conduct in the Library* policy will not be allowed to use The Studio.

14. The Library reserves the right to halt, delete or disallow the creation of items that violate Library policy including the creation materials that are:

- Prohibited by local, state or federal law
- Used as weapons
- Unsafe, harmful, dangerous or pose a threat to the well-being of others
- Obscene or otherwise inappropriate
- In violation of another's intellectual property rights

Revised XXX

Approved September 17, 2019

The Studio

POLICY:

The Studio provides Park Ridge Library card holders with access to equipment and software to explore their creativity and curiosity using various technologies, tools and equipment.

RULES:

- 1. The Studio is open to Park Ridge Public Library card holders 14 years of age or older. Younger users must be accompanied and monitored by an adult that will remain with them during the entire appointment.
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~~10.14.~~ Users that do not comply with The Studio policy or the Library's *Conduct in the Library* policy ~~if~~, will not be allowed to use The Studio.

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~~11. The Library reserves the right to modify this policy at any time.~~

14. The Library reserves the right to halt, delete or disallow the creation of items that violate Library policy including the creation materials that are:

- Prohibited by local, state or federal law
- Used as weapons
- Unsafe, harmful, dangerous or pose a threat to the well-being of others
- Obscene or otherwise inappropriate
- In violation of another's intellectual property rights

Revised XXX

Approved September 17, 2019