



Park Ridge Public Library

Notice is hereby given that the following Committees of the Library Board will meet in the
First Floor Meeting Room of the Park Ridge Public Library,
20 S. Prospect Avenue, Park Ridge, IL on the date and time below

All meetings are open to the public according to the provisions of the Illinois Open Meetings Act. Please contact Library Administration for additional information or to request accommodations.

LIBRARY COMMITTEE AGENDAS

BOARD OF TRUSTEES

Tuesday, March 8, at 7:00 P.M.

All committees are committees-of-the-whole unless noted

PUBLIC COMMENT

BUILDING & GROUNDS (Steinfelds and Powers Co-Chairs)

1. Approve Minutes February 8, 2022 – attached
2. Project updates
 - a. Ice Melt system project
 - b. Structural repairs and replacement project
3. RFQ – HVAC System Duct Cleaning bid results and contract award recommendation
4. Other

COMMUNICATIONS & DEVELOPMENT (Burkum – Chair)

1. Approve Minutes June 8, 2021
2. Library award nominations
3. Other

PERSONNEL (Hanba – Chair)

1. Approve Minutes December 14, 2021
2. Illness at the Workplace (COVID-19) for Library Staff extension
3. Other

PLANNING & OPERATIONS (Rapisand and Kiem Co-Chairs)

1. Approve February 8, 2022 minutes – attached
2. Task calendar review and update
3. User engagement tool
4. Policy review:
 - a. Display case/exhibits
 - b. Bulletin board
 - c. Horticultural displays
 - d. By-laws
 - e. Library Trustee Orientation
 - f. Organization chart
 - g. ALA Bill of Rights
 - h. ALA Freedom to Read
 - i. ALA Freedom to View
 - j. Municipal Code of Park Ridge
5. Other

NO MEETINGS: BUDGET & FINANCE, INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE, NOMINATING, RESOURCES

MINUTES

Return to Agenda

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 with all remote attendance

February 8, 2022 at 7:00 p.m.

Committee Co-Chair Steinfels called the meeting to order at 7:13 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, Alyson Doubek, Jen Healy and John Priala, Library Staff

APPROVAL OF MINUTES

Trustee Burkum made a

MOTION: to approve the minutes of January 11, 2022

Trustee Somheil seconded the motion.

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

Motion passed

ICE MELT SYSTEM PROJECT UPDATE

Director Bertucci provided an update on the status of this project. She stated that Andrew Jose, of Green and Associates, who is managing this project, has arranged to have a third party consultant who specializes in ice melt systems on site on February 15th to assess and evaluate the system that is not currently functioning properly. She will provide an update to the Board on this as soon as one is available. Trustee Kiem asked if the Library is incurring any cost for this evaluation and Director Bertucci stated that Mr. Jose had assured her that there would be no cost to the Library for this.

2022 STRUCTURAL WORK – CONSULTING SERVICES

As a follow-up to the January committee meeting, Director Bertucci reported that she had reached out to two additional architectural firms to solicit proposals for consulting for this project. Neither firm opted to provide a proposal. She noted that this is a relatively small project and as such may not attract firms interested in the work. It is her recommendation that in order to move this project forward, the proposal from Williams Architects be approved by the Board. Trustee Rapisand stated that at the January committee meeting, she had requested that additional proposals be solicited and that by doing so, the Library has now demonstrated due diligence. She supports moving forward with Director Bertucci’s recommendation.

Co-Chair Steinfels made a

MOTION: to approve the proposal for architectural consulting services for the 2022 Structural Work Project in an amount not to exceed \$24,500

Trustee Kiem seconded the motion.

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

Motion passed

RFQ – HVAC SYSTEM DUCT CLEANING TIMELINE

Director Bertucci noted that the recently completed Capital Needs Assessment (CAN) specified larger scale preventative maintenance projects in addition to Capital projects. Cleaning of the duct system has not been completed in many years and so Mr. Priala obtained a quote for purposes of budgeting for the project in FY22. In order to ensure that the Library receives the best possible pricing for the project, Director Bertucci plans to go out for bids for this project. The timeline for the bid process is detailed in the packet on p. 20. Director Bertucci expects to bring the results of this process for approval at the March meetings.

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 with all remote attendance

February 8, 2022 at 7:00 p.m.

OTHER

Trustee Steinfels inquired about the feasibility/desirability of installing air filters in the building. Director Bertucci replied that she would be happy to investigate this and Trustee Rapisand suggested that she might reach out to other libraries to understand their experiences with this.

Meeting was adjourned at 7:25 p.m.

DRAFT



Memorandum

Memo Date: March 2, 2022
From: Joanna Bertucci, Library Director
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: March 8, 2022
Subject: HVAC System Duct Cleaning – Contract Award

Background:

The Library issued an invitation to bid for HVAC system duct cleaning services. We have budgeted \$25,000 in the FY22 operating budget to complete this work. The timeline for this process is below:

On Tuesday, March 1, Mr. Priala and I opened 6 bid packets. Bid tabulation is below:

Vendor	City, State	Bid	Addendum Acknowledgement
Mr. Duct	Aurora, IL	\$15,796.00	1
Kleen Air Service Corp.	Chicago, IL	\$36,200.00	1, 2
Air Care Services	Lisle, IL	\$39,700.00	1,2,3
Airway Systems, Inc.	Bensenville, IL	\$43,900.00	1,2,3
Hughes Environmental	Louisville, KY	\$59,075.00	1,2,3
Top Notch Restoration	Wood Dale, IL	\$70,578.30	1,2,3

As the apparent low bidder was significantly lower than the other bids received, I reached out to the apparent low bidder to confirm that their bid amount included required prevailing wage rates, which they confirmed. A representative from Mr. Duct was onsite for the February 24th walk thru. Addendums 2 and 3 were not material to the bid specifications, rather answers to questions asked by bidders during the February 24th walk through. The Library’s attorney has confirmed that we can waive the acknowledgement of addendums 2 and 3 and award the contract to Mr. Duct.

Recommendation:

Award Mr. Duct the contract for HVAC system duct cleaning in the amount of \$15,796.

BID FORM

The Bidder, Mr. Duct Inc.
("Bidder"), hereby submits the following bid prices and the attached bid certifications in response to Park Ridge Public Library's Invitation to Bid for HVAC System Duct Cleaning.

1. For the work specified in this bid package, the Bidder's lump sum bid price is \$: 15,796

2. Bidder acknowledges that no substitutions are used in the bid quoted above is based on all Project Bid Specifications as list.

3. Bidder acknowledges receipt of the following Bid Addenda:
01

4. Bidder acknowledges that the foregoing Base Bid and Alternate Bids, if any, are based upon the Instructions to Bidders and Project Bid Specifications as contained in this bid package, along with the information contained in any Addenda later issued (collectively, the "Contract Documents").

5. Upon the Bidder's receipt of the Library's award of the contract to Bidder, Bidder acknowledges that a contract is formed, and agrees to perform the contract in accordance with the Contract Documents.

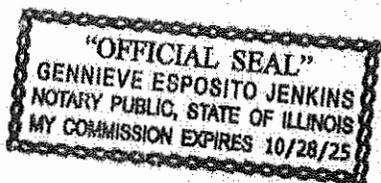
6. Bidder acknowledges that this bid is firm and irrevocable for a period of ninety (90) days after the date of bid opening.

Subscribed and sworn on:

Date: 2/25/22

By: [Signature]
Notary Public

FH20-8059 3773



Bidder: Mr. Duct Inc

By: [Signature]

Its: Commercial Account Manager

Date: _____

Bidder's Address: _____

75 Executive Dr Suite 455
Aurora, IL 60504

Bidder's Email: tfilishio@mrductcleaning.com

AWARD OF CONTRACT BY LIBRARY

Park Ridge Public Library hereby accepts Bidder's bid submittal dated _____, 2022, and hereby awards _____ the contract for HVAC System Duct Cleaning.

By: _____
President of Park Ridge Public Library Board of Trustees

Attest: _____
Secretary of Park Ridge Public Library Board of Trustees

Date: _____

BIDDER'S CERTIFICATIONS

ELIGIBILITY TO BID

The undersigned hereby certifies that Bidder is not barred from bidding on this Contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Mr. Duct Inc.
Name of Bidder (Please Print)

Taylor Filishio
Submitted by (Signature)

NON-COLLUSION AFFIDAVIT

The undersigned certifies that he or she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him or her, entered into any combination, collusion, or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding, nor to induce anyone to refrain from bidding, and this Bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to such bidding. This individual further certifies that no person, firm, or corporation has, or will receive directly or indirectly, any rebate, fee, gift, commission, or thing of value based upon awarding of the Contract.

Mr. Duct Inc.
Name of Bidder (Please Print)

Taylor Filishio
Submitted by (Signature)

EQUAL OPPORTUNITY

The undersigned hereby certifies that Bidder is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices Act.

Mr. Duct Inc.
Name of Bidder (Please Print)

Taylor Filishio
Submitted by (Signature)

SEXUAL HARRASSMENT POLICY

The undersigned hereby certifies that Bidder has complied and will comply with the requirement of Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into the contract.

Mr. Duct Inc.
Name of Bidder (Please Print)

Taylor Filishio
Submitted by (Signature)

NO SMOKING

The undersigned hereby certifies that Bidder agrees that it and its employees will abide by the Library's no smoking policy at all times during performance of the contract.

Mr. Duct Inc.
Name of Bidder (Please Print)

Taylor Filishio
Submitted by (Signature)

DRUG FREE WORKPLACE

Bidder, if having twenty-five employees or more, does hereby certify that pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3), it shall provide a drug-free workplace for all employees engaged in the performance of services under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act, and further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Mr. Duct Inc.
Name of Bidder (Please Print)

Taylor Filishio
Submitted by (Signature)

MBE/WBE/DBE Status

Please check one. This firm is a:

- Minority Business Enterprise (MBE) – a firm that is at least 51% owned, managed, and controlled by a minority.
- Women's Business Enterprise (WBE) – a firm that is at least 51% owned, managed, and controlled by a woman.
- Disadvantaged Enterprise (DBE) – a firm that is at least 51% owned, managed, and controlled by a person with a disability.
- This firm is not a MBE, WBE, or DBE.

Please attach copies of any and all MBE, WBE, and DBE certifications.

BIDDING SUBMITTAL CERTIFICATIONS

The undersigned individual further certifies that:

1. He or she is the duly authorized agent of Bidder; that Bidder has given him / her actual authority to submit this base bid and alternate bids; that he / she is expressly authorized by Bidder to execute these certifications on Bidder's behalf; and that the Library may rely upon all certifications submitted.
2. Bidder has reviewed and fully understands the scope of the contract, has completely reviewed the general and specific conditions and requirements of the contract, and is aware of all applicable laws and their requirements.
3. Bidder has the necessary equipment and personnel (including backups) or has documented financial ability and means to acquire the same sufficient to adequately and properly perform the contract.
4. Bidder is the following type of business entity, in good standing with the State of Illinois: S-Corporation. Bidder is duly authorized by the State of Illinois to conduct business in Illinois.

5. All figures and responses submitted by Bidder on this bid are true, complete, and accurate. All documents attached to and submitted with this bid are true, complete, and authentic.

Mr. Duct Inc.

Name of Bidder (Please Print)

Taylor Filishio

Submitted by (Signature)

BID SPECIFICATIONS

i. SCOPE

The project consists of the duct cleaning of the HVAC system for the Library, located at 20 S. Prospect Ave., Park Ridge, IL. Technicians will HEPA vacuum clean and disinfect interior surfaces of the supply and return ductwork serving the Library, served by three (3) large air handler units.

ii. REQUIREMENTS

HVAC System Duct Cleaning companies must be a member of the National Air Duct Cleaners Association (NADCA). Additionally, technicians working onsite must have Air Services Cleaning Specialist (ASCS) certification.

A written work plan is required for all bidders. The plan must ensure the following:

1. The duct cleaning services conforms with, or exceeds, the standards most widely following by Building and Insurances Authorities, as well as the National Air Duct Cleaning Association Standard 92-01.
2. Use of vacuum collection equipment utilizing HEPA filtration with 99.97% collection efficiency at 0.3 micron article size.
3. Outline any special requirements needed for cleaning (i.e. power, water, lifts)
4. Outline the cleaning methods to be used
5. Clean specified components in accordance with the NADCA general specifications
6. Identify any chemical products that may be used and will provide Safety Data Sheets (SDS)
7. Report any pre-existing damage to HVAC components found during cleaning.
8. Perform work cleanliness verification
9. Provide post-project documentation.

iii. SERVICES TO BE PERFORMED

The proposed service must be as follows. Service will occur between the dates of approximately March 21 and April 16-22, 2022, as determined by the needs of the Library. Additionally, this work must be completed after hours, Monday – Thursday, after 9 PM and Friday, after 6 PM.

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Park Ridge Public Library- 20 S Prospect Ave Park Ridge IL 60068

Open Estimate Information

Account Name	Park Ridge Public Library	Lead Source	Online
Contact	Joanna Bertucci	Amount	\$15,796.00
Opportunity Name	Park Ridge Public Library- 20 S Prospect Ave Park Ridge IL 60068		
Opportunity Record Type	On Site Estimate (Completed/Open Sales)	Standard Opp Type	Commercial
Billing First Name	Joanna	Stage	On Site Estimate (Completed)
Billing Last Name	Bertucci	Close Date	2/24/2022
Service Location	20 S Prospect Ave Park Ridge IL 60068	Sales Rep	Taylor Fillishio
Phone	(847) 720-3203	Booked by	Taylor Fillishio
Email of Account (Formula)	jbartucci@parkridgelibrary.org		
Assigned Work Truck		Start Time	2/24/2022 10:00 AM
Assigned Senior	Mark P Thompson	End Time	2/24/2022 12:00 PM
Assigned Assistant			
Estimated by	Mark P Thompson		

Service Description

<p>Description</p> <p>Commercial NADCA Air Duct Cleaning of (3) Large Systems in The Mechanical Room. All supply & return vents and Main Trunk Lines using positive and negative air pressure and a Viper Whip agitation device with compressed air. If you are available onsite, our technician can provide a few before and after photos (1-2 Vents, 3-10 Ft) before and after the cleaning to ensure all debris was removed.</p> <p>Mr. Duct will first need access to each furnace to attach two 8" diameter hoses to the main trunk lines of the furnace. Two 8" in diameter holes will be drilled into the sheet metal to hook up these hoses. This will be the negative pressure, suction power pulling out the debris from where all vents come to meet at the trunk lines. Upon completion, the holes will be sealed with a 10" patch of identical sheet metal, noting that if the service is ever completed again, we would reopen from the same point.</p> <p>Mr. Duct will need access to all supply and return vents. All registers are removed, washed and reset upon completion. All vents are sealed off and cleaned individually with a viper whip agitation device. This is the positive pressure that wiggles throughout the vent lines. Hugging walls of the ductwork, the viper whip puts forth 5200 CFMs/200 PSI of positive air pressure that knocks all dust and debris off walls. As the tool works its way through the system, it pushes the debris forward to where the negative pressure hoses hooked up at the trunk lines will pull out the debris, collected in the HEPA filtered vacuum.</p> <hr/> <p>Commercial Exhaust Cleaning of (2) Fresh Air Exhaust Vents. Technicians will clean the entire length of the Exhaust vent line and remove any lint or debris using a long flexible agitation device with compressed air.</p> <hr/> <p>Commercial Cleaning of (18) Re-Heat Coils- Technicians will remove any debris using a long flexible agitation device and compressed air.</p>	<p>Notes</p> <p>ADC (3) Large Systems in Mech Room Unit #1 @ \$2540 (1st floor Child Area) Unit #2 @ \$3426 (Old Part-1st & 2nd-5 Zones) Unit #3 @ 2975</p> <p>(18) Re-Heat Coils @ 295 Each</p> <p>(2) Fresh Air Intake @ \$325 Each 20 Ft Indoor Bucket Lift @ \$895 Per Day</p>
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IsADC

Probability (%) 70%

IsDVC

IsDVEst



NADCA ASCS Certified

The National Air Duct Cleaners Association (NADCA) is dedicated to educating residential consumers about the proper methods of HVAC inspection, maintenance and restoration. Consumers should always check with NADCA to see if a company is a member of their Association.



BBB Rating: A+
As of 2/26/2022
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BBB® Accredited Business A+ Rating

The Better Business Bureau (BBB) ensures that high standards for trust are set and maintained. The BBB exists so consumers and businesses alike have an unbiased source to guide them on matters of trust.



Energy Star Partner

ENERGY STAR is a U.S. Environmental Protection Agency (EPA) voluntary program that helps businesses and individuals save money and protect our climate through superior energy efficiency.



It's Hard To Stop A Trane.®

Trane Dealer

Trane prides themselves on the reliability of their products. Most manufacturers use the same parts available to everyone. However, Trane uses their innovations to design, build, and rebuild some of their own parts. Trane's manufacturers perform difficult tests to insure the parts reliability.



Backed by SuperGuarantee®

The SuperPages SuperGuarantee is a consumer protection program that gives you peace of mind when hiring contractors. The SuperGuarantee backs Mr. Duct Heating and Air Conditioning to ensure you'll get the job done right or Superpages will step in and make it right.



Angie's List Super Service Award 2020

The Angie's List Super Service Award is an honor awarded to select companies rated on Angie's List, providing great service to their customers. Super Service Award winners must meet strict eligibility requirements, including earning a minimum number of reports, and excellent rating from their customers.

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Communications and Development Committee of the Whole Meeting of the Board of Trustees held in held via videoconference – June 08, 2021 at 7:00 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

President Rapisand announced that any public comments or requests to speak may be sent to librarydirector@prpl.org or participants could raise their hand virtually.

ROLL CALL

Trustees Present: Lauren Rapisand, President; Alexandra Hanba, Josh Kiem, Michael Reardon, Joseph Steinfelds, Deepika Thiagarajan

Absent: Vice-President Burkum; Treasurer Dobrilovic, Secretary Somheil

Others Present: Joanna Bertucci, Library Director; Angela Berger, Interim Library Director, Alyson Doubek, Finance Manager

PUBLIC COMMENT

None.

CALL TO ORDER

President Rapisand called the Communications and Development Committee meeting to order at 8:00 p.m.

MINUTES

Trustee Reardon made a

MOTION: to approve the minutes of March 10, 2020

Trustee Kiem seconded the motion.

Voice Vote: Yes: Hanba, Kiem, Rapisand, Reardon

Abstain: Steinfelds, Tiagarajan

Motion passed.

LIBRARY AWARD

President Rapisand asked Interim Director Berger to review the nomination that she submitted for the Sitkiewicz family.

In 2017, the Sitkiewicz Family reached out to the Library with the goal of creating an ongoing initiative to honor their mother, Marion Sitkiewicz. The Sitkiewicz family worked with Library staff to develop and fund a number of initiatives under the name Marion's Mark. Marion's Mark has generously sponsored the fireplace in the Quiet Reading Room at the Library. They have also sponsored the popular Read to the Dogs program for children and art classes for adults.

In addition, Marion's Mark plans to provide Little Free Libraries throughout the community, to further promote their mother's love of life-long learning, reading and libraries. Installation of the Little Free Libraries was delayed by COVID but will hopefully move forward soon. Prior to COVID, residential locations were selected for the placement of six libraries in Park Ridge. Future placement of additional Little Free Libraries in community parks is also a goal of the program.

It is an ideal time to once again recognize the Sitkiewicz family for their support of the Library and the Park Ridge community.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Communications and Development Committee of the Whole Meeting of the Board of Trustees held in held via videoconference – June 08, 2021 at 7:00 p.m.

Trustee Reardon made a

MOTION: To award the 2021 Park Ridge Public Library Annual Award to the Sitkiewicz Family

Trustee Steinfels seconded the motion.

Trustee Kiem stated that he will recuse himself from this vote in light of his long-term personal relationship with the Sitkiewicz family

Roll Call Vote: Yes: Hanba, Rapisand, Reardon, Steinfels, Thiagarajan

Abstain: Kiem

Motion passed

In anticipation of returning to an in-person meeting format in July, the award presentation is planned for the July Board meeting on July 20, 2021.

President Rapisand closed the meeting at 8:05 p.m.

DRAFT

MINUTES
PARK RIDGE PUBLIC LIBRARY

Return to Agenda

20 S. Prospect Avenue, Park Ridge, IL 60068
Personnel Committee of the Whole Meeting of the Board of Trustees
Held in the First Floor Meeting Room of the Library
December 14, 2021 at 7:00 p.m.

Committee Chair Hanba opened the Personnel Committee meeting at 7:25 p.m.

ROLL CALL

Trustees Present: Alexandrea Hanba, Chair; Josh Kiem; Danielle Powers, Lauren Rapisand; Gregg Rusk;
David Somheil; Joseph Steinfels; Deepika Thiagarajan

Trustees Absent: Karen Burkum

Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, and John Priala Library
staff

Trustee Thiagarajan made a

MOTION: to approve the minutes of September 14, 2021

Trustee Powers seconded the motion.

Voice Vote: Yes: All in favor

Motion passed.

ILLNESS AT THE WORKPLACE (COVID-19) FOR LIBRARY STAFF

Director Bertucci explained the need for extension of the policy, given the ongoing challenges presented by the status of COVID-19. It is Director Bertucci's recommendation that the current policy be extended through March 31, 2022 so that all employees, even those part-time staff who have no paid time off, would be provided with paid time off related to COVID. The policy included for approval is the same as that previously approved through December 31, 2021. Trustee Steinfels pointed out the wording on page 4 with regard to travel and suggested it be updated. Director Bertucci will update this wording prior to the Board meeting.

Trustee Rapisand made a

MOTION: to approve extension of the Illness at the Workplace Policy, as amended, through March 31, 2022.

Trustee Powers seconded the motion.

Voice Vote: Yes: All in favor

Motion passed.

Meeting adjourned at 7:28 p.m.



Memorandum

[Return to Agenda](#)

Memo Date: March 1, 2022
From: Joanna Bertucci
Meeting Type: Personnel Committee of the Whole
Meeting Date: March 8, 2022
Action Requested: For approval
Subject: "Illness at the Workplace (COVID-19) for Library Staff" policy extension through June 30, 2022

Background:

The Library's "Illness at the Workplace (COVID-19) for Library Staff" policy (attached) was extended, through March 31, 2022 at the Board's September 30, 2021 meeting. At this time, the global COVID-19 pandemic remains an active risk.

Previous Board discussion has addressed concern about not having a sick policy in place for all staff during the pandemic. The major concern, which I also share, is that a staff member who may be experiencing symptoms of COVID-19, may have to choose between following our Personal Wellness Check instructions to stay home if they are ill, or come to work in order to be paid for their scheduled hours.

As of the writing of this memo, Illinois continues to be in a state of "disaster," as defined in Governor Pritzker's "Disaster Proclamation," in place since March 12, 2020.

No substantive changes were made to the policy. Updates to policy language are intended to bring the policy up to date with regards to evolving guidance.

Recommendation:

I respectfully recommend that the Library Board of Trustees extend the "Illness at the Workplace (COVID-19) for Library Staff" policy through June 30, 2022.

Attachment:

Illness at the Workplace (COVID-19) for Library Staff policy

Policy Topic: Illness at the Workplace (COVID-19) for Library Staff

Effective Date: April 1, 2021

Expiration Date: June 30, 2022

The health and safety of Library employees and patrons is our primary concern during this time. The following is a temporary Workplace Policy for Library employees in light of the coronavirus. The purpose of this administrative Policy is to respond to a public health emergency and is non-precedent setting.

Purpose

Coronavirus infectious disease (COVID-19) is an expanding global outbreak of respiratory illness that is spreading from person to person. Known symptoms at this time include fever, cough, and shortness of breath.

Medical evidence indicates that the virus spreads between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching his or her own mouth, nose, or possibly their eyes.

Additionally, medical evidence indicates that the risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, such as healthcare workers or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19.

The Park Ridge Public Library continues to adopt employee policies of the City of Park Ridge, which continues to work collaboratively and closely with the Cook County Department of Public Health, the Illinois Department of Public Health, government partners, hospital systems, and the business community to help minimize the spread of this disease.

People can help protect themselves from respiratory illness with everyday preventive actions. Because the health and safety of our employees are among the Library's highest priorities, employees are expected to follow current guidance from the World Health Organization (WHO), Centers for Disease Control and Prevention (CDC), as well as current guidance from State and local authorities, which may include:

- Avoiding close contact with people who are sick;
- Maintaining social distancing (six feet);
- Wearing personal protective equipment;
- Avoiding touching your eyes, nose, and mouth;
- Avoiding shaking hands or other personal contacts with people;
- Staying home when you are sick;

Coronavirus Disease 2019 (COVID-19) Workplace Policy

- Covering your cough or sneeze with a tissue, then throw the tissue in the trash;
- Cleaning and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe; and
- Washing your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

The World Health Organization's advice to the public can be found at:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

General Guidance

Employees are required to stay home if they experience fever, cough, and shortness of breath. Employees should remain at home and not come to work until:

They have had no fever for at least 24 hours without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants)

AND

Other symptoms have improved

AND

At least 5 days have passed since their symptoms first appeared.

As the CDC issues new guidance and recommendations on COVID-19, the Library will follow them.

Employees should notify their supervisor and stay home if they are sick.

Employees may be required to self-quarantine or may be subject to mandatory quarantine as ordered by the applicable Department of Health.

Leaves of Absences Related to COVID-19

Employees who are seeking leave for reasons outside of this Policy may be eligible for leave pursuant to other leave provisions contained in the City of Park Ridge Employee Manual and Library Appendix.

Emergency Paid Sick Leave (EPSL)

- Eligible Employees. All Library employees are deemed an eligible employee.
- Reason for Leave. Employees who are unable to work, including unable to telework, because the employee is:
 1. Subject to a federal, State, or local quarantine or isolation order related to COVID-19;
 2. Been advised by a health care provider to self-quarantine related to COVID-19;

Coronavirus Disease 2019 (COVID-19) Workplace Policy

3. Experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 4. Caring for an individual subject to an order described in bullet point (1) or self-quarantine as described in bullet point (2);
 5. Caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or
 6. Experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.
 7. The employee is seeking or awaiting results of a COVID-19 test or diagnosis because either the employee has been exposed to COVID-19 or the employer has requested the test or diagnosis
 8. The employee is obtaining a COVID-19 immunization
 9. The employee is recovering from an injury, disability, illness, or condition related to the COVID-19 immunization
- **Amount of Leave.** Employees may be eligible for up to two weeks (75 hours, or a part-time employee's two-week equivalent) of paid sick leave. The extension of this policy does reset the amount of time an employee may take. In other words, if an employee has already used all or a portion their allotted EPSL time prior to the current effective date of this policy, additional leave beyond the original provision is available.
 - **Existing Policy**
 - There will be no payment for unused sick leave pay under this Temporary Policy, nor will employees be permitted to carry-over any unused sick leave under this Temporary Policy beyond the policy's expiration date.
 - Paid sick leave granted under this Temporary Policy is not eligible for conversion to IMRF service credits.
 - **Certification.** Employees may be required to provide certification confirming the need for leave, consistent with the library's existing Paid Sick Leave policy and this Temporary Policy.

Work Remote Policy

For those employees whose job duties are determined by the Department Manager to be able to be performed remotely, the Library may allow those employees to work remotely at the discretion of the Library Director.

Employees may be allowed to work remotely if the Department Manager determines that their job duties permit such work. Authorization to work remotely may be given only by the Library Director. Employees that are authorized to work remotely shall not be considered absent and will not be required to use any leave pursuant to the Library's leave policies.

Coronavirus Disease 2019 (COVID-19) Workplace Policy

Employees that are authorized to work remotely will be given appropriate equipment, as determined by the Library Director, to allow the employee to remotely access the Library's server and electronic mail while working remotely. Employees authorized to work remotely are expected to continue to perform their assigned tasks. All employees who work remotely are directed to find a safe place, free from unreasonable physical restrictions and risks, in which to engage in work. Employees working remotely shall employ reasonable care in the course of performing work in the home or other distant location.

Work Area

The evening cleaning crew has been instructed to wipe down light switches, door handles and other frequently touched surfaces. Maintenance staff will also be doing a mid-day wipe down.

Employees should routinely clean or sanitize their workstations (including Library van if applicable), telephones, and keyboards with anti-bacterial solution or wipes. Work areas should have tissues and alcohol-based hand sanitizer available for use. If additional supplies are needed, supervisors should be notified. Employees should follow the CDC's guidelines described above..

Continuity of Service Plan

Department Managers are responsible for developing their continuity of service plans, and any modification are required to be approved by the Library Director or designee.

Travel

The Library Director may limit domestic travel based on current metrics and approve only mission-critical domestic travel.

Updates to Workplace Policy

The Library will continue to monitor all aspects of the COVID-19 pandemic and consider updates to this Policy accordingly.

Revised: XXX

Revised: December 18, 2021

Revised: September 21, 2021

Approved: April 20, 2021

PRPL Board of Trustees

Policy Topic: Illness at the Workplace (COVID-19) for Library Staff

Effective Date: April 1, 202~~2~~¹

Expiration Date: ~~September 30, 2021~~ ~~March 31, 2022~~ June 30, 2022

The health and safety of Library employees and patrons is our primary concern during this time. The following is a temporary Workplace Policy for Library employees in light of the coronavirus. The purpose of this administrative Policy is to respond to a public health emergency and is non-precedent setting.

Purpose

Coronavirus infectious disease (COVID-19) is an expanding global outbreak of respiratory illness that is spreading from person to person. Known symptoms at this time include fever, cough, and shortness of breath.

Medical evidence indicates that the virus spreads between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching his or her own mouth, nose, or possibly their eyes.

Additionally, medical evidence indicates that the risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, such as healthcare workers or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19.

The Park Ridge Public Library continues to adopt employee policies of the City of Park Ridge, which continues to work collaboratively and closely with the Cook County Department of Public Health, the Illinois Department of Public Health, government partners, hospital systems, and the business community to help minimize the spread of this disease.

People can help protect themselves from respiratory illness with everyday preventive actions. Because the health and safety of our employees are among the Library's highest priorities, employees are expected to follow current guidance from the World Health Organization (WHO), Centers for Disease Control and Prevention (CDC), as well as current guidance from State and local authorities, which may include:

- Avoiding close contact with people who are sick;
- Maintaining social distancing (six feet);
- Wearing personal protective equipment;
- Avoiding touching your eyes, nose, and mouth;
- Avoiding shaking hands or other personal contacts with people;
- Staying home when you are sick;

Coronavirus Disease 2019 (COVID-19) Workplace Policy

- Covering your cough or sneeze with a tissue, then throw the tissue in the trash;
- Cleaning and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe; and
- Washing your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

The World Health Organization's advice to the public can be found at:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

General Guidance

Employees are required to stay home if they experience fever, cough, and shortness of breath. Employees should remain at home and not come to work until:

They have had no fever for at least 24 hours without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants)

AND

Other symptoms have improved

AND

At least ~~5~~¹⁰ days have passed since their symptoms first appeared.

As the CDC issues new guidance and recommendations on COVID-19, the Library will follow them.

Employees should notify their supervisor and stay home if they are sick.

Employees may be required to self-quarantine or may be subject to mandatory quarantine as ordered by the applicable Department of Health.

Leaves of Absences Related to COVID-19

Employees who are seeking leave for reasons outside of this Policy may be eligible for leave pursuant to other leave provisions contained in the City of Park Ridge Employee Manual and Library Appendix.

Emergency Paid Sick Leave (EPSL)

- Eligible Employees. All Library employees are deemed an eligible employee.
- Reason for Leave. Employees who are unable to work, including unable to telework, because the employee is:
 1. Subject to a federal, State, or local quarantine or isolation order related to COVID-19;
 2. Been advised by a health care provider to self-quarantine related to COVID-19;

Coronavirus Disease 2019 (COVID-19) Workplace Policy

3. Experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 4. Caring for an individual subject to an order described in bullet point (1) or self-quarantine as described in bullet point (2);
 5. Caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or
 6. Experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.
 7. The employee is seeking or awaiting results of a COVID-19 test or diagnosis because either the employee has been exposed to COVID-19 or the employer has requested the test or diagnosis
 8. The employee is obtaining a COVID-19 immunization
 9. The employee is recovering from an injury, disability, illness, or condition related to the COVID-19 immunization
- **Amount of Leave.** Employees may be eligible for up to two weeks (75 hours, or a part-time employee's two-week equivalent) of paid sick leave. The extension of this policy does reset the amount of time an employee may take. In other words, if an employee has already used all or a portion their allotted EPSL time prior to the current effective date of this policy, additional leave beyond the original provision is available.
 - **Existing Policy**
 - There will be no payment for unused sick leave pay under this Temporary Policy, nor will employees be permitted to carry-over any unused sick leave under this Temporary Policy beyond the policy's expiration date.
 - Paid sick leave granted under this Temporary Policy is not eligible for conversion to IMRF service credits.
 - **Certification.** Employees may be required to provide certification confirming the need for leave, consistent with the library's existing Paid Sick Leave policy and this Temporary Policy.

Work Remote Policy

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Work Area

The evening cleaning crew has been instructed to wipe down light switches, door handles and other frequently touched surfaces. Maintenance staff will also be doing a mid-day wipe down.

Employees should routinely clean or sanitize their workstations (including Library van if applicable), telephones, and keyboards with anti-bacterial solution or wipes. Work areas should have tissues and alcohol-based hand sanitizer available for use. If additional supplies are needed, supervisors should be notified. Employees should follow the CDC's guidelines described above, ~~as well as wearing a face covering at all times while working in the Library building.~~

Continuity of Service Plan

Department Managers are responsible for developing their continuity of service plans, and any modification are required to be approved by the Library Director or designee.

Travel

~~As directed by the Library Director, Library employees should not schedule attendance at any in-state or out-of-state conferences where they are representing the Library.~~ The Library Director may limit domestic travel based on current metrics and approve only mission-critical domestic travel. ~~Library employees shall not attend any gatherings of greater than 10 people until further notice.~~

Updates to Workplace Policy

The Library will continue to monitor all aspects of the COVID-19 pandemic and consider updates to this Policy accordingly.

Revised: XXX

Revised: December 18, 2021

Revised: September 21, 2021

Approved: April 20, 2021

PRPL Board of Trustees

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 with all remote attendance

February 8, 2022 at 7:00 p.m.

Committee Co-Chair Rapisand opened the Planning and Operations Committee Meeting at 7:25 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, Alyson Doubek, Jen Healy and John Priala Library staff

Trustee Hanba made a

MOTION: to approve the minutes of January 11, 2022

Trustee Steinfels seconded the motion.

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

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci directed the committee's attention to page 24 of the packet where the latest version of the calendar is included. She reviewed changes (indicated in blue) and noted that any future changes will be highlighted and reviewed with the committee on a monthly basis.

Co-chair Rapisand stated that a task included in February for the Board is the review of Closed Session meeting minutes. She noted that the review is up to date and no further review is needed at this time.

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. Director Bertucci began the conversation by considering the Business Organizations in the Library policy and the Conduct in the Library policy together. At the January committee meeting it was determined that consideration be given to sun setting the Business Organizations in the Library policy while adding language to the Conduct in the Library policy regarding the intended purpose of the library. She reviewed the changes made to the Conduct in the Library policy. Co-Chairs Kiem and Rapisand suggested minor wording changes to the proposed policy which will be incorporated in the final version

Co-chair Kiem made a

MOTION: to approve changes, as amended, to the Conduct in the Library policy and to rescind the Business Organizations in the Library policy

Trustee Burkum seconded the motion.

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

Motion passed

Director Bertucci then outlined changes proposed to the Meeting Room policy. Trustee Rusk inquired if the proposed policy, as written, would address the use of meeting rooms by any organization requesting that use. Director Bertucci cited the wording in the draft policy on p. 44 of the packet that provides for all applications to be approved by the Director. She further stated that any controversy that might arise with regard to allowed meeting room use would be referred to Library counsel. Co-Chair Rapisand also noted the provision in the policy that includes a disclaimer of the Library's support for the opinion of groups using the meeting rooms.

MINUTES

PARK RIDGE PUBLIC LIBRARY

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Planning and Operations Committee of the Whole Meeting of the Board of Trustees

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February 8, 2022 at 7:00 p.m.

Trustee Burkum made a

MOTION: to approve changes to the Meeting Room policy

Trustee Thiagarajan seconded the motion.

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

Motion passed

Director Bertucci continued the policy review by stating that the Heritage Room is a space that no longer exists after the Library renovation but that the services offered (Local History collections) and still provided by the Library. She suggested that the policy be rescinded at this time.

Co-chair Rapisand made a

MOTION: to rescind the Heritage Room policy

Trustee Powers seconded the motion.

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

Motion passed

As is the case with the Heritage Room, the Special Services and Equipment Room is a space that no longer exists in the building. The equipment that was in that space (primarily low vision support) is now in the Media Lab. In addition, there are two other pieces of equipment that are home delivered for patron use. Director Bertucci's suggestion is that this policy be rescinded.

Trustee Hanba made a

MOTION: to rescind the Special Services Room and Equipment policy

Trustee Steinfels seconded the motion.

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

Motion passed

Director Bertucci continued by reviewing changes proposed to the existing Digital Media Lab policy. The changes proposed are just to update language, no substantive changes are proposed.

Trustee Thiagarajan made a

MOTION: to approve changes to the Digital Media Lab policy

Trustee Hanba seconded the motion.

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

Motion passed

Director Bertucci explained that the Library no longer owns a 3D printer. As such, there is no longer a need to have a separate policy to govern its use. She stated that options for acquiring a new printer are being explored but if acquired, it would be placed in either the Digital Media Lab or Studio and would be governed by the policies related to those spaces. Her recommendation is to rescind the 3D policy.

Proposed edits to the Studio policy include the addition of language about the required orientations needed before patrons may use the room and its equipment.

Trustee Hanba made a

MOTION: to rescind the 3D Printer policy and approve changes to the Studio policy

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 with all remote attendance

February 8, 2022 at 7:00 p.m.

President Rapisand explained that policy reviews will continue each month. She expressed her gratitude for the time spent by trustees in reviewing and updating the policy manual.

OTHER

Trustee Burkum asked Director Bertucci if there are further issues around youth behavior in the building. Director Bertucci replied that there has been improvement in that regard and stated that she appreciates the support received from the Park Ridge Police Department in addressing these concerns.

There being no objections, the meeting was adjourned by President Rapisand at 7:50 p.m.

DRAFT



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
- Policy manual work
- [Receive SY report \(IPLAR\)](#)

APRIL 2022

- [B&F review levy forecast](#)
- 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: February 28, 2022



Memorandum

Memo Date: March 4, 2022
From: Joanna Bertucci, Library Director
Jennifer Healy, Marketing and Public Relations Supervisor
Meeting Type: Planning and Operations Committee of the Whole
Meeting Date: March 8, 2022
Subject: Digital Communications and Engagement Platform

Background:

The third initiative of the Library’s strategic plan, “align with strategy and set the stage for development” lists a goal for the library to “develop and launch engagement strategy and action plan to increase partnerships, build relationships and more.”

To develop that goal, Jennifer Healy, our Marketing and Public Relations Supervisor, and I have been brainstorming ideas to ramp up our engagement strategy.

One of the primary ways we engage with our community is through our eNewsletter. The eNewsletter is sent out twice a week targeted to adult and youth program offerings and services. Currently, we have approximately 14,250 subscribers. We know that our eNewsletters are very well received by our patrons as our Adult Services and Youth Services eNewsletters have an open rate of 45% and 43%, respectively.

Ninety percent of Americans over the age of 15 use email. Unlike social media, local news media, and Google, email is a marketing channel that allows us to have complete control over not only our message but to whom it is being sent.

Currently, the marketing team uses a product called LibraryAware to develop and send eNews communications. Additionally, LibraryAware is used to create book lists, read alike lists, and templates for thematically themed book display ephemera (bookmarks, flyers, signage, etc.) by our Adult and Youth Services staff. LibraryAware is provided to the Library through our consortium (CCS) as part of our annual membership fee. While LibraryAware works very well for creating reader’s advisory or reference pathfinder materials, it is not an effective tool for our weekly eNewsletters. The back-end system is template based, which does not lend itself to custom formatting. Additionally, LibraryAware is not designed to track how eNews recipients engage with the newsletter and does not provide any metrics to help us better understand patron behavior.

Memorandum

Recommendation:

Ms. Healy began researching other services to not only redo the eNewsletter, but that would also be used as a marketing tool to provide usage data and analysis. A summary of her findings are included in the chart below:

Company	 Orange Boy – Savannah	 Mail Chimp	 Patron Point
Pros/Cons	<ul style="list-style-type: none"> ● Caters to Libraries ● Allows for import of our patron database to send targeted emails to patrons. <ul style="list-style-type: none"> ○ We can run a report and send an email to patrons who haven't used their card in 6 months. ○ We can send new cardholders follow-up welcome email ● Recommended by 200+ Libraries ● Reputation for excellent customer support 	<ul style="list-style-type: none"> ● Designed for a corporate/for profit environment ● Products and services are not specialized for Libraries ● Offers only annual contracts and pricing is based on subscriber count. Costs going forward would be higher as we hope to grow our eNewsletter subscription list. 	<ul style="list-style-type: none"> ● Specific to libraries ● Allows for data import to send targeted emails ● Enables automated emails such as anniversary of registering for a card, reminders of expiration, etc. ● Embedded forms for our website allow patrons to opt-in to specific updates on our services and offerings ● Dedicated account manager for tech support
Cost	Year 1: \$4,000 + one-time \$1,350 implementation and training fee Year 1: \$5,350 Year 2: \$4,000 Year 3: \$4,000 Total 3-Year Contract: \$13,350	1-Year Contract: \$3,880 – based on a maximum of 15,000 subscribers.	One-time setup: \$5,000 Annual subscription: \$6,000

Suggestion Motion:

Approve a 3-year contract with Orange Boy in the amount of \$13,350, to be paid from the Computer Materials budget line.



SAVANNAH PROPOSAL

Park Ridge Public Library

February 4, 2022

Contact:

Jaime Hirschfeld

(202) 689-4373

jaim@orangeboyinc.com



SAVANNAH OVERVIEW

Savannah® is a Software-as-a-Service (SaaS) intelligent library management suite to measure, manage, and market your library. This single, cloud-based system eliminates the need for libraries to access multiple sites or sift through reams of paper to make decisions and serve their customers. Savannah provides the software products outlined below in one place to manage your library efficiently, or as we like to say, *intelligently*.

OrangeBoy's Savannah platform takes its format of Software as a Service (SaaS) to heart. The software portion of the offering provides a set of tools to measure library performance, understand and respond to demand for library services, report results to the community, allocate resources, communicate with customers, identify patterns of use, and secure feedback, to mention a few.

However, it is our service portion of the offering that truly sets us apart. Our account management and support teams assist the Library with data uploads and integration, Messaging support, analysis, campaign strategy and development, customer insights, and much more. Most of the enhancements to Savannah over the past five years have come directly from this close association with our clients.

- **Data warehouse** - Libraries can import circulation, e-content, computer use, program attendance stats, and much more in one secure place hosted in a cloud environment that is accessible by all designated library stakeholders. Data also connects to Excel and BI tools like Microsoft Power BI and Tableau, for data analysis and visualizations.
- **Proprietary library customer segmentation tool** – Savannah achieves segmentation by grouping library users based on shared usage from the library's various service lines, including computer usage, print and AV usage, and digital usage, as well as the frequency of use. This helps libraries target communication efforts and allocate resources to customer segments based on what they need and expect from the library.
- **Reporting library and supporting analysis tools** - Updated weekly, the data visualizations and infographics provide actionable data as an effective means of understanding where the library is in relation to its goals. Libraries can identify meaningful statistics about their customers and visualize and interpret data easily with instant statistics on library performance. Reports are interactive, so users can view data in ways most meaningful to them. Users can utilize the standard Business Intelligence Reports, customize these reports for their own needs, and create unique reports. Also, users have access to query-based or more robust analytical tools to analyze data. The platform also allows the library to benchmark organizational performance against other Savannah libraries with selected Community Metrics.
- **Customer email communications engine with feedback tools** – Libraries can create, automate, and deliver unlimited, highly-targeted e-mail communications to active, infrequent, or lapsed library customers. Unique messages can be created with user-friendly query filters to build lists and layout templates to create the messages. Libraries can also set up and send automated recurring messages. Learn directly from your customers about library services, and loyalty and satisfaction through the **Net Promoter Score (NPS)**.

- **Subscription Center** works as a complement to Savannah Messaging and empowers customers with the ability to choose the content they receive while streamlining your subscription list management. It also enables organizations with opt-in email policies to expand their email marketing content.
- **GIS mapping** - Mapping adds dynamic visualization to library customer data in Savannah. The maps are real-time and interactive, allowing for zooming in for closer view, or out to see larger geographic trends. Library locations are presented on maps to show the relationship of library locations with customers.
- **Content Exchange** - Savannah users across the platform can share their messages, reports, etc. for other users to download into their site and customize.
- **Account Management** - OrangeBoy will designate an account manager to be responsible for managing the Client relationship. The OrangeBoy account manager assists with Savannah onboarding, as well as helping with queries, best practices, and questions related to the use of Savannah. Collaboration, support, and continuous learning among Savannah Users are available within the Savannah Community, an online social network that connects users on the platform.

ABOUT THE COMPANY

OrangeBoy, Inc, founded in 1996, provides analytical, market research, customer segmentation, and planning services to cultural institutions, health and human services, parks and recreation, financial services, and retail sectors. At its core, OrangeBoy applies data-driven techniques and a product development regimen to understand customer behavior, increase sales and revenue goals, retain customers, increase operational effectiveness, and maximize resources.

Over the past 25 years, the firm's expertise and service offerings have shifted toward public libraries. OrangeBoy has worked with more than 200 libraries across North America, large and small, rural and urban. OrangeBoy has helped these and other libraries reach a variety of organizational goals. These include:

- Measuring and managing library effectiveness and customer trends
- Expanding market reach by retaining and growing customer relationships
- Creating strategic frameworks to guide future library direction
- Managing service development models to align with community needs
- Assessing and enhancing the effectiveness of branch networks



PRICING*

OrangeBoy offers the Savannah subscription outlined in the preceding overview as a bundled package with an unlimited number of users based on the library's annual operating budget. Pricing is based on a three-year contract with payments made annually.

	Year 1	Year 2	Year 3
Annual Price for Savannah Subscription** (including implementation and training)	\$4,000	\$4,000	\$4,000
Subscription Center	\$1,350	n/a	n/a
TOTAL	\$5,350	\$4,000	\$4,000

**Pricing is valid for agreements signed by March 31, 2022*

***Savannah subscription reflects the RAILS discount and annual multi-year agreement discount*



Memorandum

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

Since the February 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
Display Case/Exhibits	Rusk	Steinfels	No substantive changes
Bulletin Board	Rusk	Steinfels	No substantive changes
Horticultural Displays	Rusk	Steinfels	This policy is of an operational nature and I recommend that it be removed from the policy manual.
By-Laws and Library Trustee Orientation are Board approved and appear in the appendix of the policy manual.			
By-Laws	Rapisand	Kiem	Minor edits; updated required posting deadline to 48-Hrs as per IOMA. Upon further review, staff noted changes to Article II, Section 2 and Article III, Section 5.
Library Trustee Orientation	Rapisand	Kiem	Added bullet points about required OMA training and required, annual Statement of Economic Interest filing.
Items below also appear in the appendix of the policy manual. They are included as information items only and did not require Board approval.			
Organizational Chart	STAFF	STAFF	Updated to reflect current organizational structure
ALA Bill of Rights	STAFF	STAFF	Updated Library's version to reflect ALA's 2019 update
ALA Freedom to Read	STAFF	STAFF	Updated the Library's version to reflect ALA's 2004 update
ALA Freedom to View	STAFF	STAFF	New addition to the appendix
Municipal Code of Park Ridge	Rapisand	Kiem	Reviewed; Municipal Code is unchanged since reviewed in 2010.

Recommended Action:

- 1) Based on discussion and possible updates at the March 8, 2022 meeting, I respectfully recommend that the Board approve revisions to the following policies at the March 15 Regular Board Meeting:
 - 1) Display Case/Exhibits
 - 2) Bulletin Board



Memorandum

- 3) By-Laws
- 4) Library Trustee Orientation
- 2) Based on discussion at the March 8, 2022 meeting, I respectfully recommend that the Board rescind the following policies at the March 15, 2022 Regular Board Meeting:
 - 1) Horticultural displays

DISPLAY CASES/EXHIBITS

POLICY:

Display cases for exhibits stimulate interest, provide information, develop aesthetic appreciation and furnish an opportunity for community based individuals and non for profit organizations to display artistic, educational or informational materials. A display case is available for exhibits of different forms of art and collections, or special exhibits.

RULES:

1. Application to use the display case must be made using the "Display Request Form" available from the Business Office and on the Library's website. Acceptance of an exhibit will be determined by the Library Director or their designee.
2. Materials which may be displayed in the display case are limited to items of general interest such as arts and crafts, collections, historical material, hobby collections, and educational materials prepared by individuals or groups. Displays must be of general interest to the public and must be of a non for profit nature. Materials deemed inaccurate or in violation of Conduct in the Library may be removed at the discretion of the Library Director.
3. Priority for use of the display case is given to Park Ridge residents and to non for profit organizations associated with Park Ridge.
4. Display case exhibits are limited to one month.
5. Each display case exhibitor will be encouraged to provide a brief informative article and photo, if desired, for use in Library marketing materials and on the Library website.
6. Art work displayed in the display case may be identified as "for sale" however no price tags shall be affixed to any work exhibited. Information about purchasing items including contact information shall be provided by the artist.
7. Arrangement of exhibits in the display case shall be the responsibility of the exhibitor under the supervision of Library staff.
8. The Library assumes no responsibility for the safety of any items placed on exhibit. Items on display in the Library are provided the same security as the library collection and equipment. The display case is locked, but irreplaceable items or items of great value should not be included in the display. Insurance covering the value of the exhibit will be the responsibility of the exhibitor. Prior to the display, the exhibitor/owner will complete a "Waiver of Liability".
9. The Library reserves the right to remove any display or exhibit that the exhibitor has not removed by the agreed upon end date specified on the Display Request Form. The Library reserves the right to dispose of items not claimed 30 days after the specified end date of the exhibit
10. Due to the high demand for the use of the display case, groups and organizations are eligible to use the space only once per year, based on availability.

THE DISPLAY CASE REQUEST FORM



Park Ridge Public Library Park Ridge Public Library • 20 S. Prospect • Park Ridge, IL 60068 • (847) 825-3123

Request for Use of 2nd Floor Display Case

Name:

(Full legal name of Organization, if applicable)

Address:

Phone: Day _____

Evening _____

Type of Exhibit (describe briefly):

Month Preference: _____ (The Library does not guarantee that this preference can be accommodated.)

I hereby acknowledge that I have read and received a copy of the "Display and Exhibit" policy and agree to comply with all of the provisions contained therein. I understand that the Park Ridge Public Library cannot be held responsible for any damage or theft that may occur during the period of time the exhibit is on display.

Signature

Approved
Display Date: _____

Library Director or Designee: _____ Date: _____

Revised XXX
Revised June 18, 2019
Revised October 15, 2013
Revised May 21, 2013
Revised May 18, 2010
Approved March 13, 1979

Revised XXX
Revised June 18, 2019
Revised October 15, 2013
Revised May 18, 2010
Approved April 18, 2000

DISPLAY CASES/EXHIBITS

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POLICY:

Display cases for exhibits stimulate interest, provide information, develop aesthetic appreciation and furnish an opportunity for community based individuals and ~~non for profit~~non-commercial org organizations to display artistic, educational or informational materials. A display case is available for exhibits of different forms of art and collections, or special exhibits.

RULES:

1. Application to use the display case must be made using the "Display Request Form" available from the Business Office and on the Library's website. Acceptance of an exhibit will be determined by the Library Director or their designee.
2. Materials which may be displayed in the display case are limited to items of general interest such as arts and crafts, collections, historical material, hobby collections, and educational materials prepared by individuals or groups. Displays must be of general interest to the public and must be of a ~~non-commercial~~non for profit nature. Materials deemed inaccurate or in violation of Policy IF1, Conduct in the Library may be removed at the discretion of the Library Director.
3. Priority for use of the display case ~~and kiosk~~ is given to Park Ridge residents and to ~~non for commercial organizations~~profit organizations that meet associated with Park Ridge.
4. Display case exhibits are limited to one month.
5. Each display case exhibitor will be encouraged to provide a brief informative article and photo, if desired, for use in ~~Library publications and on the Library website~~Library marketing materials and on the Library website.
6. Art work displayed in the display case may be identified as "for sale" however no price tags shall be affixed to any work exhibited. Information about purchasing items including contact information shall be provided by the artist.
7. Arrangement of exhibits in the display case shall be the responsibility of the exhibitor under the supervision of Library staff.
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end date of the exhibit

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Signature

Approved

Display Date:

Library Director or Designee
Date

Revised XXX

Revised June 18, 2019

Revised October 15, 2013

Revised May 21, 2013

Revised May 18, 2010

Approved March 13, 1979



**Waiver of Liability
for Display of Works of Art
Collections or Books**

The undersigned

whose legal residence is

has delivered to the Park Ridge Public Library the items hereafter described with the understanding that they will be displayed in the Library during the period _____ to _____. The undersigned is the owner of said items and is willing and desirous that the same be exhibited to the public.

The undersigned does hereby release the City of Park Ridge and the Park Ridge Public Library their officers, agents, and employees of and from all liabilities which may result from any damage to or loss of such items while in the custody of and while so being exhibited by the Park Ridge Public Library, which items are here described and valued as follows:

_____ Signature

_____ Date

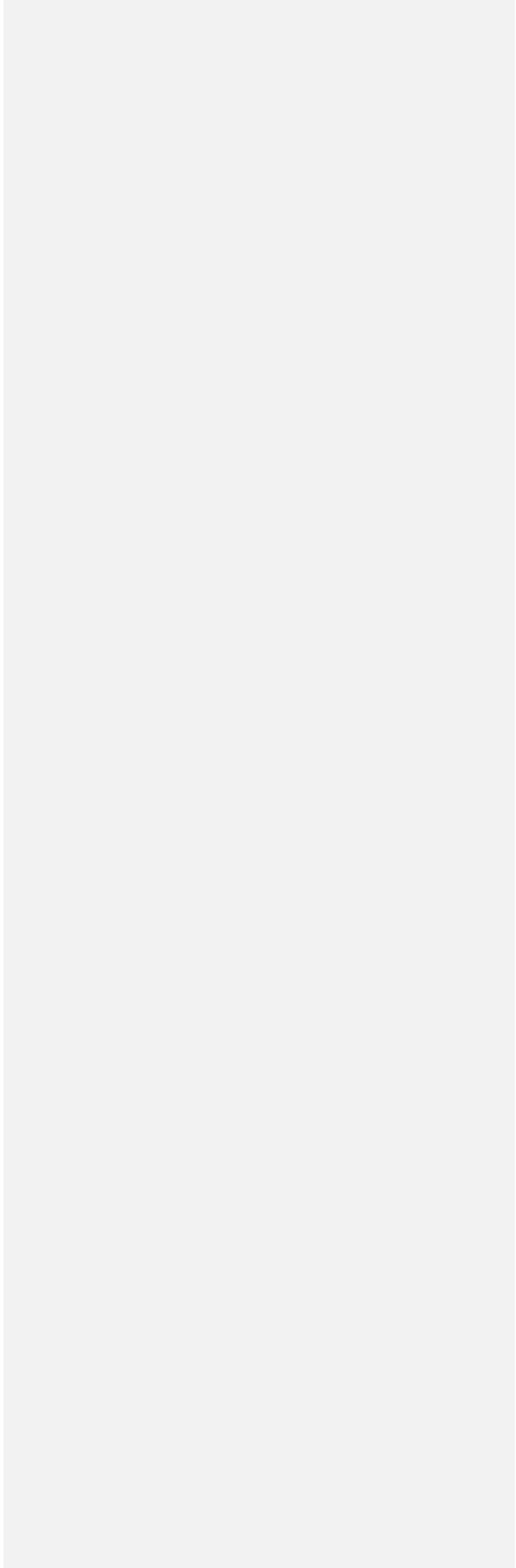
| Revised XXX

Revised June 18, 2019

Revised October 15, 2013

Revised May 18, 2010

Approved April 18, 2000



COMMUNITY BULLETIN BOARD

POLICY:

A community bulletin board is available for the display of posters and notices in the first floor lobby.

RULES:

1. Material displayed is restricted to announcements of:
 - A. Library-related programs and services.
 - B. Cultural events of community-wide interest with local community events taking precedence when space is limited.
 - C. Non-commercial events of community-wide interest and available to the general public.
 - D. Items in general support of community service organizations.
2. In general, announcements of events devoted primarily to fund-raising are not acceptable.
3. Size and appearance of material are taken into consideration.
4. The Library is not responsible for materials displayed.
5. Final approval for postings will be the responsibility of the Library Director or their designee.

Revised XXX
Revised May 21, 2013
Revised May 18, 2010
Approved March 13, 1979

USE OF LIBRARY FACILITIES

IC 4

COMMUNITY BULLETIN BOARD

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POLICY:

A community bulletin board is available for the display of posters and notices in the first ~~second~~ floor lobby.

RULES:

1. Material displayed is restricted to announcements of:
 - A. Library-related programs and services.
 - B. Cultural events of community-wide interest with local community events taking precedence when space is limited.
 - C. Non-commercial events of community-wide interest and available to the general public.
 - D. Items in general support of community service organizations.
2. In general, announcements of events devoted primarily to fund-raising are not acceptable.
3. Size and appearance of material are taken into consideration.
4. The Library is not responsible for materials displayed.
5. Final approval for postings will be the responsibility of the Library Director ~~and may be subject to approval by the Library Board of Trustees or their designee.~~

Revised XXX

Revised May 21, 2013

Revised May 18, 2010

Approved March 13, 1979

USE OF LIBRARY FACILITIES

IC 5

HORTICULTURAL DISPLAYS

POLICY:

The Library welcomes suitable horticultural displays (bouquets, plants, dried arrangements, etc.) that enhance the interior of the facility.

RULES:

1. Organizations wishing to arrange for horticultural displays shall submit plans and schedules to the Library Director so that suitable displays can be attractively displayed.
2. Plants or arrangements must be provided with appropriate containers which should be both attractive and protective of library furnishings.
3. Instructions for proper care must be provided. Library staff will be responsible for watering, all other care will be the responsibility of the submitting organization which must provide necessary watering, fertilization, or other care on a regular basis.
4. Final judgment regarding the acceptability of such displays and their location(s) will be the responsibility of the Library Director.

This policy is of an operational nature and I recommend that it be removed from the policy manual.

Revised May 18, 2010
Approved May 8, 1979

BYLAWS
OF
THE BOARD OF TRUSTEES
PARK RIDGE PUBLIC LIBRARY
PARK RIDGE, ILLINOIS
Revised, May 15, 2012
Revised, May 17, 2016
Revised, August 16, 2016
Revised, XXX

PREFACE

The Board of Trustees is composed of nine (9) members, each of whom holds office for three (3) years from the first of July of the year of appointment and until a successor is appointed. The Mayor appoints three (3) Trustees each year before the first of July to take the place of Trustees whose terms expire. Vacancies on the Board occasioned by removal, resignation, or otherwise are reported to the Mayor, and the unexpired term is filled in a like manner as original appointments. Trustees must reside in the City of Park Ridge.

Park Ridge Public Library Trustees may not profit from personal or business special privilege or enrichment arising out of the position occupied.

Pursuant to the requirements of the Illinois Revised Statutes pertaining to Public Libraries, the following Bylaws are established for the guidance of the Board of Trustees and for the government of the Park Ridge Public Library.

ARTICLE I

OBJECT

The object of the Board of Trustees shall be to develop a library in terms of books and other library resources, building and personnel that meets the highest standards according to the needs of the community, and professional standards, including the Illinois Library Association Standards for Public Libraries. To this end, the Board shall:

1. Establish and support Library policies.
2. Employ a qualified library director who shall be responsible for hiring, directing, supervising and disciplining all Library staff.
3. Evaluate and set goals for the Library Director annually.
4. Insure appropriate personnel policies and procedures exist including those for hiring, managing and terminating employees.
5. Secure adequate funds.
6. Approve expenditure of Library funds.
7. Receive gifts to the Library.
8. Provide and maintain adequate facilities and up-to-date technology.
9. Insure a representative selection of books and other library resources.
10. Participate actively in cooperative efforts to improve local library services.

ARTICLE II

OFFICERS

- Section 1. The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer, each of whom shall serve for a term of one (1) year.
- Section 2. The President shall preside at all meetings, appoint all committees with the approval of the Board, authorize calls for special meetings, and generally perform the duties of a presiding officer.
- Section 3. The Vice-President shall act for the President in the latter's absence and shall have such other duties and responsibilities as the Board may determine.
- Section 4. The Secretary shall keep the minutes of all Board meetings including closed sessions, shall issue notices of all regular meetings and of special meetings upon proper authorization, shall have custody of the minutes and other records of the Board not specifically assigned to other officers, shall share communications that are received by the Library and shall notify the Mayor of any vacancies occurring on the Board. Library staff support the Secretary at the Secretary's discretion.
- Section 5. The Treasurer shall maintain an accounting of all library funds and shall arrange for payment of expenses and obligations as authorized by the Board, shall make a financial report at each regular meeting, and shall furnish such information as may be requested by the Board or any appropriate committee.
- Section 6. The President shall appoint a nominating committee of three (3) members of the Board at the June meeting. Such committee shall present its recommendations at the July meeting, listing the names of one or more candidates for each office, provided the consent of such candidates shall have been obtained. Additional nominations may be made from the floor with the consent of the nominee(s).
- Section 7. At the July meeting, the highest ranking officer present from among the previous officers shall call the meeting to order. The Board shall then elect a Chairman pro tem who shall conduct the roll call and election of officers. The terms of newly elected officers shall begin immediately after the election.
- Section 8. No trustee shall hold more than one office at any one time, and no officer shall serve more than two consecutive terms in the same office. If an officer has served more than three-quarters of a term, that officer shall be considered as having served that term.

ARTICLE III

MEETINGS

- Section 1. Regular meetings of the Board shall be held monthly at a fixed time and date determined in advance each year by the Board and recorded in the minutes. Changes in the time and date for future meetings may be made at any regular or special meeting of the Board.
- Section 2. Five members shall constitute a quorum.

- Section 3. Special meetings may be called by the President, or upon written request of three (3) members. At special meetings only such matters of business may be transacted as are stated in the call for the special meeting.
- Section 4. Notice of all regular and special meetings shall be posted in the Library, on the Library's website, and communicated to each member of the Board, at least forty eight (48) before the date of the meeting.
- Section 5. The order of business at regular meetings shall be as follows:
1. Call to order
 2. Roll call
 3. Comments from the General Public (Non-agenda items)
 4. Consent Agenda which includes Minutes of previous meeting
 5. Treasurer's Report
 6. President's Report
 7. Secretary's report
 8. Library Director's Report
 9. Friends of the Library Report
 10. Unfinished business
 11. New business
 12. Adjournment
- Section 6. The Annual Report shall be presented by the Secretary to the Library Board for approval and subsequently transmitted to the City Council. It shall contain:
1. An itemized statement of the various sums of money received from the Library Fund and from other sources.
 2. An itemized statement of the objects and purposes for which those sums of money have been expended.
 3. A statement of the number of books, periodicals, and other resources available for use and the number and character thereof circulated.
 4. A statement of the real and personal property acquired by devise, bequest, purchase, gift or otherwise.
 5. A statement of the character of any extensions of library service which have been undertaken.
 6. A statement of the financial requirements of the Library for the ensuing fiscal year for inclusion in the appropriation of the corporate authority, and of the amount of money which, in the judgment of the Board of Library Trustees, it will be necessary to levy for library purposes in the next annual tax levy ordinance.
 7. A statement as to the amount of accumulation and the reasons therefore.
 8. A statement as to any outstanding liabilities including those for bonds still outstanding or amounts due for judgment, settlement, liability insurance, or for amounts due under a certificate of the Board.
 9. Any other statistics, information, and suggestions that may be of interest.

ARTICLE IV

COMMITTEES

- Section 1. There shall be such regular and special committees as may be determined by the Board from time to time.

Section 2. The duties of the following regular standing committees shall be:

1. Budget and Finance Committee – a Committee of the Whole – in conjunction with the Library Director shall prepare the annual budget for the approval of the Board.
2. Planning and Operations Committee – a Committee of the Whole – prepare annually a revised long range plan; review policies and oversee operation of the Library to insure excellent service with maximum efficiency.
3. Communications and Development Committee – a Committee of the Whole – exercise responsibility for public relations; maintain Library Endowment Fund; investigate opportunities for fund raising and for building community support.
4. Personnel Committee – a Committee of the Whole – meet as needed to evaluate the Library Director, set goals and exercise responsibility for matters affecting employees of the Library.
5. Building and Grounds Committee – a Committee of the Whole – exercise responsibility for the proper maintenance of building and grounds, and make recommendations to the Board on any major expenditures.
6. Library Resources Committee – a Committee of the Whole – exercise responsibility for recommending to the Board policies governing the selection and availability of library resources and periodically reviews the collection development guidelines and allocation of funds for library resources

ARTICLE V

DISBURSEMENT OF FUNDS

- Section 1. Payment of warrants shall be made in accordance with the Library's Policy on "Payment for Goods and Services" within the limits of the Board approved budget for each fiscal year.
- Section 2. Payment of individual warrants over \$5,000.00 shall be approved by the Treasurer, or in the Treasurer's absence the Secretary.

ARTICLE VI

GIFTS AND ENDOWMENT FUND

- Section 1. A permanent fund, known as the Park Ridge Public Library Endowment Fund shall be established and maintained by the Board of Trustees of the Park Ridge Library. All gifts and bequests, unless otherwise designated, shall be placed in this fund.
- Section 2. A special permanent fund, known as the Park Ridge Public Library Restricted Gift Fund shall be maintained by the Board of Trustees of the Park Ridge Public Library. Gifts and bequests which are restricted or specially designated shall be placed in this fund until their purposes shall be fulfilled.
- Section 3. All gifts, grants, and/or bequests to the Library shall be accepted, held invested, used, or disposed of at the sole discretion of the Board of Trustees. Disbursements from the above Endowment, Restricted Gift Funds, or special grant, gift or bequest allocations shall only be made with Board approval.

ARTICLE VII

ADMINISTRATION

- Section 1. The Library Director shall implement the policies adopted by the Board. Among the Library Director's duties and responsibilities shall be that of hiring personnel, directing, supervising and disciplining of all staff members. The Director will notify the Board of all personnel decisions involving hiring and termination at the next regularly scheduled Board meeting. The Director will submit to the Board monthly and annual reports as required by the Board, recommending such policies and procedures as will promote the efficiency and service of the Library to the people of the community.
- Section 2. The Board shall make and adopt such rules and regulations for the operation and government of the Library as will promote the proper and efficient use of the facilities.
- Section 3. The Board may exclude from the use of the Library any persons who willfully violate the posted rules. Such persons may be liable to further penalties as prescribed by City ordinances.
- Section 4. The Board may extend the privileges and use of the Library to persons residing outside of the City of Park Ridge upon such conditions and terms as do not conflict with City ordinances.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order Revised" shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE IX

AMENDMENTS

These Bylaws may be amended at any regular meeting by two-thirds affirmative vote of the members present and voting, provided that notice of the proposed amendment was stated in the call for the meeting.

BYLAWS
OF
THE BOARD OF TRUSTEES
PARK RIDGE PUBLIC LIBRARY
PARK RIDGE, ILLINOIS
Revised, May 15, 2012
Revised, May 17, 2016
Revised, August 16, 2016
Revised, XXX

PREFACE

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4. Insure appropriate personnel policies and procedures exist including those for hiring, managing and terminating employees.
5. Secure adequate funds.
6. Approve expenditure of Library funds.
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8. Provide and maintain adequate facilities and up-to-date technology.
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- Section 2. The President shall preside at all meetings, appoint all committees with the approval of the Board, authorize calls for special meetings, and generally perform the duties of a presiding officer. ~~The President or the President's designee is an ex officio voting member of all Board committees.~~
- Section 3. The Vice-President shall act for the President in the latter's absence and shall have such other duties and responsibilities as the Board may determine.
- Section 4. The Secretary shall keep the minutes of all Board meetings including closed sessions, shall issue notices of all regular meetings and of special meetings upon proper authorization, shall have custody of the minutes and other records of the Board not specifically assigned to other officers, shall share communications that are received by the Library and shall notify the Mayor of any vacancies occurring on the Board. Library staff support the Secretary at the Secretary's discretion.
- Section 5. The Treasurer shall maintain an accounting of all library funds and shall arrange for payment of expenses and obligations as authorized by the Board, shall make a financial report at each regular meeting, and shall furnish such information as may be requested by the Board or any appropriate committee.
- Section 6. The President shall appoint a nominating committee of three (3) members of the Board at the June meeting. Such committee shall present its recommendations at the July meeting, listing the names of one or more candidates for each office, provided the consent of such candidates shall have been obtained. Additional nominations may be made from the floor with the consent of the nominee(s).
- Section 7. At the July meeting, the highest ranking officer present from among the previous officers shall call the meeting to order. The Board shall then elect a Chairman pro tem who shall conduct the roll call and election of officers. The terms of newly elected officers shall begin immediately after the election.
- Section 8. No trustee shall hold more than one office at any one time, and no officer shall serve more than two consecutive terms in the same office. If an officer has served more than three-quarters of a term, that officer shall be considered as having served that term.

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- Section 2. Five members shall constitute a quorum.

Section 3. Special meetings may be called by the President, or upon written request of three (3) members. At special meetings only such matters of business may be transacted as are stated in the call for the special meeting.

Section 4. Notice of all regular and special meetings shall be ~~mailed by the Secretary to each~~ posted in the Library, on the Library's website, and communicated to each member of the Board, at least ~~forty eight (48) five (5) days~~ before the date of the meeting.

Section 5. The order of business at regular meetings shall be as follows:

- ~~1. Call to order and roll call~~
 - ~~2. Approval of Consent Agenda~~
 - ~~3. Minutes of previous meeting~~
 - ~~4. Comments from the General Public (Non-agenda items)~~
 - ~~5. Secretary's report~~
 - ~~6. Treasurer's report~~
 - ~~7. Library Director's report~~
 - ~~8. Report of standing committees~~
 - ~~9. Report of special committees~~
 - ~~10. Unfinished business~~
 - ~~11. New business~~
 - ~~12. Adjournment~~
1. Call to order
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Section 6. The Annual Report shall be presented ~~by in writing, by~~ the Secretary to the Library Board, for approval and ~~transmittal~~ subsequently transmitted to the City Council. It shall contain:

1. An itemized statement of the various sums of money received from the Library Fund and from other sources.
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3. A statement of the number of books, periodicals, and other resources available for use and the number and character thereof circulated.
4. A statement of the real and personal property acquired by devise, bequest, purchase, gift or otherwise.
5. A statement of the character of any extensions of library service which have been undertaken.
6. A statement of the financial requirements of the Library for the ensuing fiscal year for inclusion in the appropriation of the corporate authority, and of the amount of money which, in the judgment of the Board of Library Trustees, it will be necessary to levy for library purposes in the next annual tax levy ordinance.

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Section 2. A special permanent fund, known as the Park Ridge Public Library Restricted Gift Fund shall be maintained by the Board of Trustees of the Park Ridge Public Library. Gifts and bequests which are restricted or specially designated shall be placed in this fund until their purposes shall be fulfilled.

Section 3. All gifts, grants, and/or bequests to the Library shall be accepted, held invested, used, or disposed of at the sole discretion of the Board of Trustees. Disbursements from the above Endowment, Restricted Gift Funds, or special grant, gift or bequest allocations shall only be made with Board approval.

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ARTICLE VIII

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ARTICLE IX

AMENDMENTS

These Bylaws may be amended at any regular meeting by two-thirds affirmative vote of the members present and voting, provided that notice of the proposed amendment was stated in the call for the meeting.

LIBRARY TRUSTEE ORIENTATION

An orientation will be provided for each new trustee that is appointed to the Library Board. The goal of the orientation process is to help new trustees be well informed and to provide them with the information they need to become involved early in their tenure. The orientation will include several meetings with the Board and staff as well as written materials.

An orientation with the President of the Library Board of Trustees and the Library Director will cover the following:

- Structure of Library Board
- Relationship of the Library to City government and elected officials
- Roles and responsibilities of Library Trustees
- Meeting structure, schedule, rules of order and preparation for meetings
- Board Committees
- Open Meetings Act: mandatory training and use of e-mail
- Library funding, budget and expenditures
- Tour and staff introductions
- Roles and responsibilities of Library Director and staff
- Friends of the Library
- Computer Cooperative Services and RAILS
- Required Statement of Economic Interest filing

Printed materials will be provided with more information:

- Policy and Procedures Manual – including By-Laws and Collection Management Guidelines
- Open Meetings Act handout
- *Trustee Facts File*, most recent edition, Illinois Library Association
- *Serving our Public: Standards for Illinois Public Libraries*, most recent edition, Illinois Library Association
- Annual Report
- Strategic Plan
- Annual Calendar
- List of Library Trustees including contact information

At the first Board Meeting the new trustee attends, each trustee will introduce themselves and tell a little about their background, years on the Board, etc. so they can get to know their colleagues on the Board.

Follow up meeting(s) with individual Board Officers can provide information on the specific roles of each officer and more detail on the role of Library Trustee, as requested.

Revised XXX

Reviewed May 18, 2010

Approved: March 21, 2006

LIBRARY TRUSTEE ORIENTATION

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An orientation will be provided for each new trustee that is appointed to the Library Board. The goal of the orientation process is to help new trustees be well informed and to provide them with the information they need to become involved early in their tenure. The orientation will include several meetings with the Board and staff as well as written materials.

~~The initial meeting~~ An orientation with the President of the Library Board of Trustees and the Library Director will cover the following:

- Structure of Library Board
- Relationship of the Library to City government and elected officials
- Roles and responsibilities of Library Trustees
- Meeting structure, schedule, rules of order and preparation for meetings
- Board Committees
- Open Meetings Act: mandatory training and -use of e-mail
- Library funding, budget and expenditures
- Tour and staff introductions
- Roles and responsibilities of Library Director and staff
- Friends of the Library
- Computer Cooperative Services and RAILS~~North Suburban Library System~~
- Required Statement of Economic interest filing

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Printed materials will be provided with more information:

- Policy and Procedures Manual – including By-Laws and Collection Management Guidelines
- Open Meetings Act Handbook handout
- Trustee Facts File, ~~3rd Edition~~ most recent edition, Illinois Library Association
- Serving our Public: Standards for Illinois Public Libraries, most recent edition, Illinois Library Association
- Annual Report
- Strategic Plan
- Annual Calendar
- List of Library Trustees including contact information

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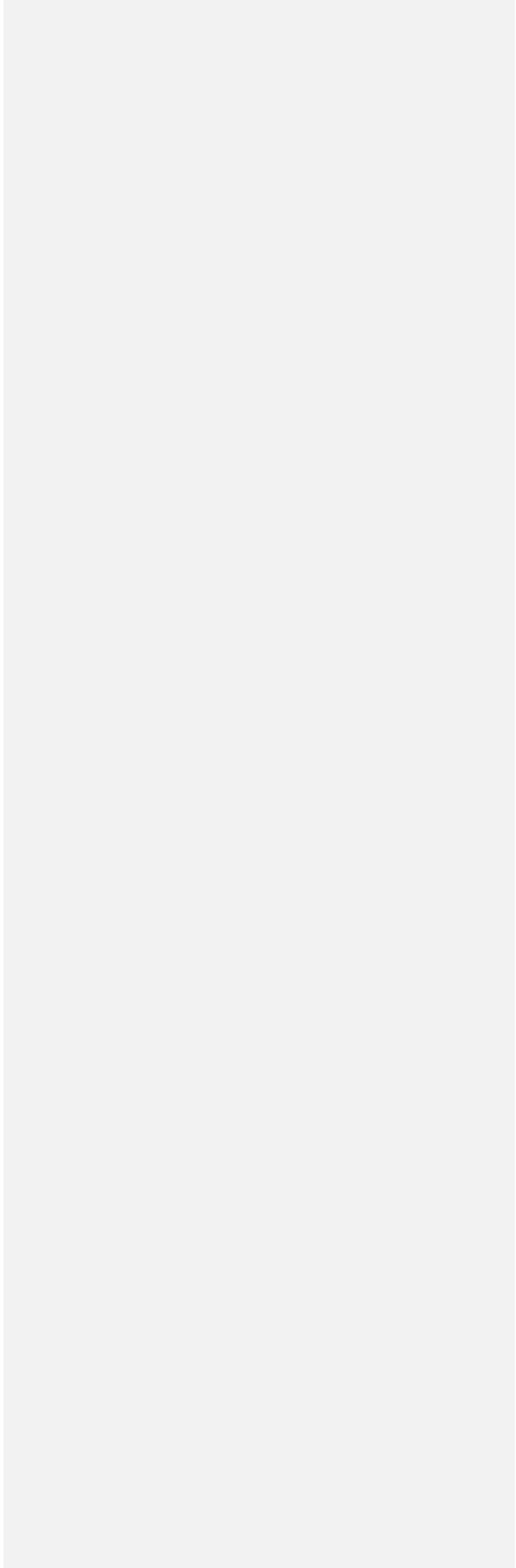
At the first Board Meeting the new trustee attends, each trustee will introduce ~~him or herself~~ themselves and tell a little about their background, years on the Board, etc. so they can get to know their colleagues on the Board.

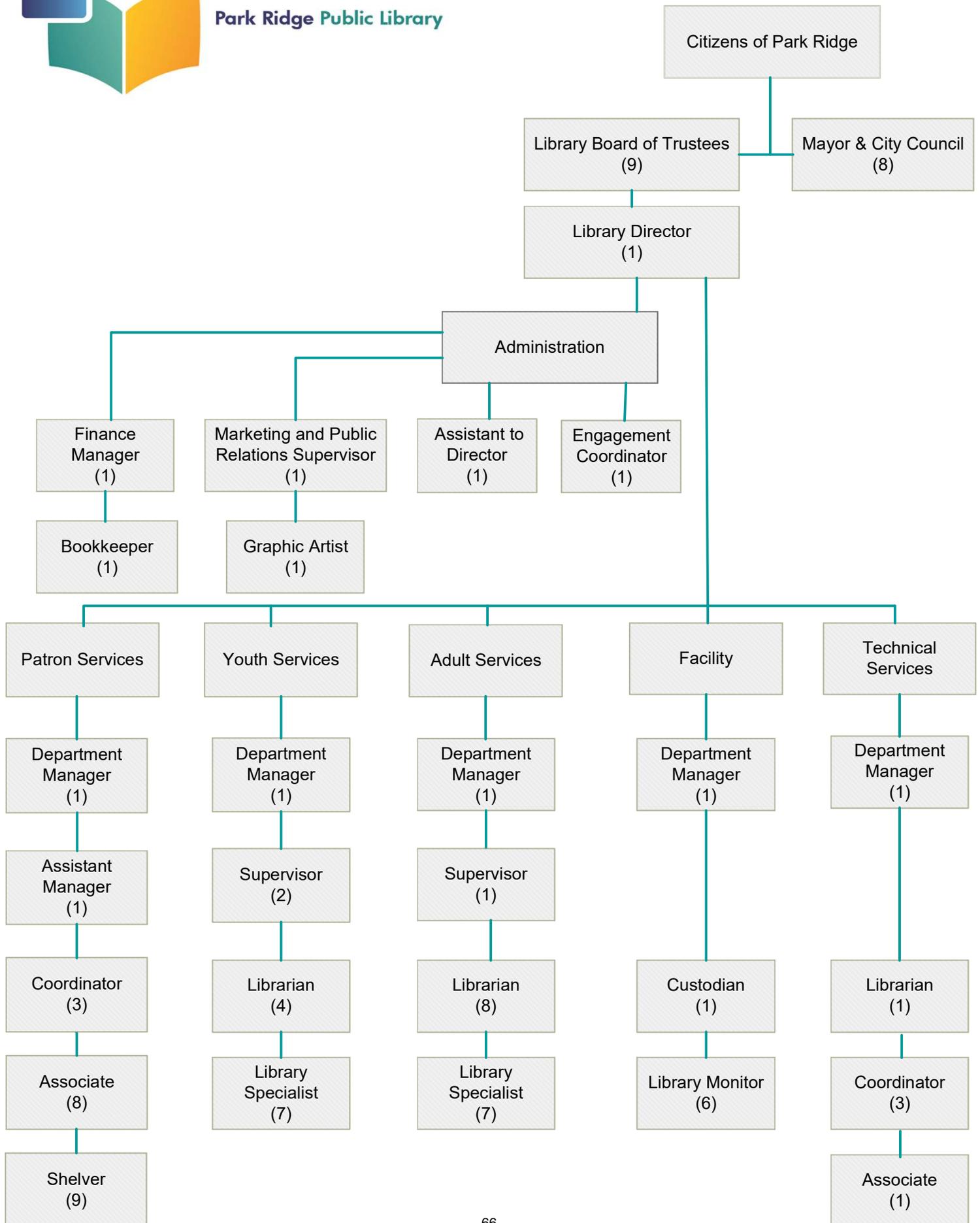
Follow up meeting(s) with ~~each officer of the Board will~~ individual Board Officers can provide information on the specific roles of each officer and more detail on the role of Library Trustees, as requested.

Revised XXX

Reviewed May 18, 2010

Approved: March 21, 2006





LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council;
amended October 14, 1944; June 18, 1948; February 2, 1961;
June 27, 1967; January 23, 1980; January 29, 2019.
Inclusion of "age" reaffirmed January 23, 1996.

FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely

from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative*

responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression
The Association of American University Presses
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

FREEDOM TO VIEW STATEMENT

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

APPENDIX

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MUNICIPAL CODE OF PARK RIDGE1
ARTICLE 14 CHAPTER 7
PUBLIC GATHERINGS AND CROWDS
CONDUCT IN PUBLIC LIBRARY

14-7-1: It shall be unlawful for any person using the Park Ridge Public Library or its facilities to:

- A. Disturb the peace in said library building,
- B. Cause disturbing speech or noise within the reading rooms,
- C. Damage property of the Library including buildings, furniture, fixtures or grounds. This subsection shall apply whether or not the person doing such damage is using the Park Ridge Public Library at the time of doing such damage.
- D. Fail to return books or other loaned material within the grace period provided by the rules and regulations of said library.
- E. Disobey or violate any rules or regulations established by the Board of Directors of said library, providing said rules and regulations have been posted in a conspicuous place within said library building.

Reviewed XXX

Reviewed May 18, 2010

Approved May 15, 2007