



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, June 14, 2022, at 7:00 P.M.  
All committees are committees-of-the-whole unless noted

**PUBLIC COMMENT**

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

1. Approve May 10, 2022 Minutes
2. Capital Project update – Andy Dogan, Williams Architects
3. Children’s room acoustic project discussion
4. Other

**PERSONNEL (Hanba, Chair)**

1. Approve May 10, 2022 Minutes
2. Temporary Illness in the Workplace policy extension
3. Other

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

1. Approve May 10, 2022 Minutes
2. Task calendar review and update
3. Non-resident Library Card resolution
4. Teacher Card contract 2022-2025 and Student Card contract 2022-2025
5. Teen Loft service desk proposal
6. 3<sup>rd</sup> Floor meeting room furniture proposal
7. Bibliotheca RFID tag quote
8. Phone system project update
9. Policy review:
  - a. Printing Services
  - b. Public Access Computers
  - c. Public Internet Access
  - d. In House Audio Visual Equipment
  - e. Non Resident fees
  - f. Children in the Library
  - g. Vulnerable Adults
  - h. Security Cameras
10. Other

**NO MEETINGS:**

**BUDGET & FINANCE, COMMUNICATIONS & DEVELOPMENT, INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE, NOMINATING, RESOURCES**

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

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

May 10, 2022 at 7:00 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  
Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, John Priala, Anastasia Rachmaciej and Laura Scott, Library Staff  
Janelle Marcuccilli, Lorinda Sues

Trustee Steinfels called the meeting to order at 7:26 p.m.

**APPROVAL OF MINUTES**

Trustee Thiagarajan made a

**MOTION:** to approve the minutes of April 12, 2022

Trustee Burkum seconded the motion

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

**Motion passed**

**PROJECT UPDATES**

Duct Cleaning Project

Director Bertucci provided an update on the project, stating that it is substantially completed. Mr. Priala adjusted his schedule during the course of the project, working 8 overnight shifts so that he was present to supervise work while it was being completed. Both Director Bertucci and Mr. Priala noted that the building now benefits from improved air flow and that because of the project, Mr. Priala can now use better filters which will result in better air filtration in the building. It is his recommendation that this process be completed every 10 years.

Structural Repairs and Replacements Project

Mr. Andy Dogan and Mr. Kyle Cunningham from Williams were on site on April 28 to meet with Director Bertucci and Mr. Priala. Director Bertucci reviewed the memo on p 12 of the packet with the committee which details the results of that meeting. She noted that they (Williams) will attend the June 14, 2022 Committee meetings to provide another update to the COW. With regard to the work on the interior lintels that is part of this project, specifically those for the Children's wash rooms, Director Bertucci has asked Williams to look at the possibility of making those doorways ADA compliant, given that work will be undertaken on those doorways. They will provide an update on both the costs and other implications of this work at the June COW meeting along with an updated timeline for the overall project.

It was the consensus of the Committee that exploring the possibility of bringing these particular doorways into ADA compliance was desirable and should be considered, given the scope of work that is already included in this project.

**OTHER**

Director Bertucci replied to a question from Co-Chair Steinfels about the need for repair work on stone work and railings at the original entrance to the Library, off the lawn area. She stated that she has informed the City's Director of Community Preservation and Development of these issues and has been assured that the City is aware of them and of their responsibility for their repair. She further indicated that she will continue to follow-up on this work with Mr. Awsumb.

Meeting was adjourned at 7:44 p.m.



# Memorandum

**Memo Date:** June 9, 2022  
**From:** Joanna Bertucci, Library Director  
 John Priala, Facility Manager  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** June 14, 2022  
**Action Requested:** For review and discussion  
**Subject:** 2022 Structural Projects Update

Andy Dogan of Williams Architects will be at the June 14, 2022 Buildings and Grounds Committee of the Whole meeting to make a formal presentation to the Board. In preparation for Mr. Dogan's presentation, I am providing a high level overview, cost scenarios, potential timeline and recommendations for next steps.

## Scope of Work & Project Cost Estimates<sup>1</sup>

- Replace structurally failing masonry screen wall around exterior air handling unit
  - **Estimated project cost: \$158,670**
- Provide lintel support over five existing openings inside the building as directed by the City of Park Ridge
  - First floor Children's Department: \$42,200
  - Second floor Adult Services: \$20,600
  - Second floor Business Office: \$39, 825
  - **Estimated project cost: \$102,625**

At the May 2022 Buildings and Grounds Committee meeting there was consensus among the Board to authorize the Library Director to explore ADA accessibility with regard to the first floor children's department washrooms.

- Consider converting the existing bathrooms in Children's to a single, all-gender ADA compliant restroom and a low sensory/wellness room. A low sensory/wellness room is a place where overwhelmed young patrons can go to take a break. Low sensory rooms are increasingly appearing in libraries as rooms designed for people on the autism spectrum or with sensory processing disorders. Such a space would help our patrons level out their feelings until they are ready to continue using the library or decide to head home. The idea is that this space will be outfitted with tactile manipulatives, soft seating, and calming lights as well as a sink and baby changing station to allow for use as a mother's room.
  - Restroom remodeling: \$57,000
  - Sensory room remodeling: \$27,000
  - Architecture/Engineering: \$9,000
  - **Estimated project cost: \$93,000**
- If the Board agrees to pursue bringing these washrooms up to ADA compliance, the Library would be eligible to apply for an Illinois State Library [Live and Learn construction grant](#). This matching grant, up to \$50,000, would give the Library an opportunity to offset some of the accessibility construction costs.

<sup>1</sup> All estimates include 3% escalation, 10% contingency, and 22% Construction General Conditions, Overhead & Profit



# Memorandum

## Budgetary Considerations

To date, the Library has encumbered **\$23,000** in fees to Williams Architects for Architectural services for the exterior masonry wall and interior lintel projects. This leaves **\$252,000** available for these projects from the FY22 Capital Budget.

Scenario A: Exterior masonry wall replacement and lintel project

- Estimated costs are approximately **\$261,300**, resulting in roughly a **\$9,300** overage. In the 8 months since the Capital Needs Assessment report was developed, construction costs have increased due to disruptions in the supply chain and increase in demand for materials. If bids come in at or slightly over the estimates outlined above, the Board can tap into the \$270,208 remainder from the fire suppression project. Due to the recommended sequencing of these projects, the lintel replacement would be carried forward into FY23.

Scenario B: Exterior masonry wall replacement, lintel project, and ADA compliance

- Estimated costs are approximately **\$354,295**. The potential for a *Live and Learn Construction* grant would reduce the total by \$50,000 or **\$304,295**. In this case I would recommend that the Board spend down the \$270,208 remainder from the fire suppression project to be able to complete these projects without levying for additional capital funds for this project in the 2022 levy request. Due to the recommended sequencing of these projects, the lintel replacement and ADA compliance work would be carried forward into FY23.

## FY22 Capital Budget Overview

Account Description	Original/Revised	Adjustment	Revised Budget
Amount Budgeted FY22 <i>as per 2021 Capital Needs Assessment</i>	\$275,000		
Building Improvements – Ice Melt System <i>in progress</i>	\$0	\$12,877	\$287,877
Building Improvements – Phone System <i>in progress</i>	\$0	\$35,000	\$322,877
Building Improvements – Replacement PA System; <i>in progress</i>	\$0	\$16,900	\$339,777
Building Improvements – Remainder of funds originally allocated for Fire Suppression Project carried forward from SY21	\$0	\$270,208	\$609,985
Adjustment TOTAL		\$334,985	
<b>TOTAL Revised Capital Budget</b>			<b>\$609,985</b>



# Memorandum

## Timeline

The timeline below illustrates the possible sequencing of these projects depending on whether or not the Board decides to add ADA compliance to the interior lintel project

Month	Exterior Masonry Wall	Interior lintel project	<u>OR</u> Interior lintel and ADA compliance project
June 2022	Board authorizes Williams Architects to put the project out to bid.		
July 2022	Contract out to bid	Board decides on whether or not to pursue ADA compliance for first floor children's department restrooms	
		NO ↓	YES ↓ Board approves additional \$9,000 consulting free to William's Architects to begin designing and drawing bid documents for ADA compliant washrooms
August 2022	Board awards contract to lowest, responsible bidder for exterior masonry wall project	Board authorizes Williams Architects to put the project out to bid.	Planning and design work continues
September 2022	Construction begins	Contract out to bid	Planning and design work continues
October 2022	Ideally completed mid-October so as not to interfere with the Library's ability to properly cool and heat the building.	Board awards contract to lowest, responsible bidder for interior lintel work, <u>only</u> .	Planning and design work continues
November 2022		Construction begins and is completed by early 2023.	Library Director works with WA to develop Live and Learn grant application
December 2022			Board approves Live and Learn grant application
January 2023			Library Director submits Live and Learn grant application to State Library
May/June 2023			Grant application award decision; contract goes out to bid
Fall 2023			Construction begins



# Memorandum

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## Recommendations

- Authorize Williams Architects to put the exterior masonry wall project out to public bid in July 2022 at the June 21, 2022 Board Meeting
- Conclude the discussion of how to approach the first floor children's washroom lintels at the July 12, 2022 Buildings and Grounds Committee of the Whole meeting.



# Memorandum

**Memo Date:** June 8, 2022  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** June 14, 2022  
**Action Requested:** For discussion  
**Subject:** Children's area acoustic project

## Background:

Post-renovation noise level issues in the Children's Department were first reported to the Board in early 2019. In September 2019 former Director, Heidi Smith, engaged Andrew Jose of Green & Associates who conducted an evaluation of the space, noting that in addition to being loud, the space is live – sound is echoing off of hard surfaces. Their evaluation found that hearing comprehension at the information desk was poor. The acoustical issues being experienced are related to the lack of sound absorption primarily due to the hard ceiling surfaces and lack of division of space. They stated that there is not significant surface available for sound absorption on the walls.

This project was last discussed with the Board in early 2020. In light of the COVID-19 pandemic and disruptions to the Library's service model, the issue was tabled. As mitigations have subsided and spaces are open without restrictions, we have seen increased traffic in the Children's Department. Correspondingly, staff have noted a marked increase in the noise level in the room. At this point, I would like to hear the Board's thoughts about putting this project back on the table for 2022.

## Considerations:

The Library previously paid a \$3,200 fee to Green & Associates for a ceiling plan design and cost estimation. Mr. Jose updated the statement of probable cost, originally developed in 2019. Costs have increased 25% since 2019.

At this time, I would ask the Board to consider installing acoustic panels in the two east ceiling bays, as that area is the noisiest part of the room, directly over the play and picture book areas, estimated at **\$28,000**. The cost to complete the second half of the room (west side) is also estimated at **\$28,000**. Mr. Jose also designed a series of acoustic panels on the brick wall directly behind the service desk, estimated at **\$6,620**. As we aren't sure how the lintel project will affect that area, we should revisit that solution, if needed, after the lintel work is completed.

## Funding:

The Library received \$55,283 for the FY21 Per Capita Grant. At the time of application (winter/spring 2021) the request for funding was for a new service desk for the Loft and 3<sup>rd</sup> floor meeting room furniture. If recommendations for these project proposals are approved tonight (\$13,500 and \$13,000 respectively) the Library would have approximately \$28,780 to put toward this project. If approved, the Library would contact the IL State Library to amend our grant request to include Phase 1 of the acoustic project. Additional costs would be paid from the Library's capital budget (explained in greater detail in the previous Buildings and Grounds memo). The Board could also consider completing all the ceiling work as one project.

If the Board chooses to move forward, next steps would include approving a not to exceed amount for consulting fees to Green & Associates at the July 12, 2022 Committee of the Whole. Mr. Jose's fee would be based on an hourly rate, but he does not expect it to exceed \$3,000.

## Attachments:

- Green & Associates ceiling plan
- Green & Associates Statement of Probable Cost, updated

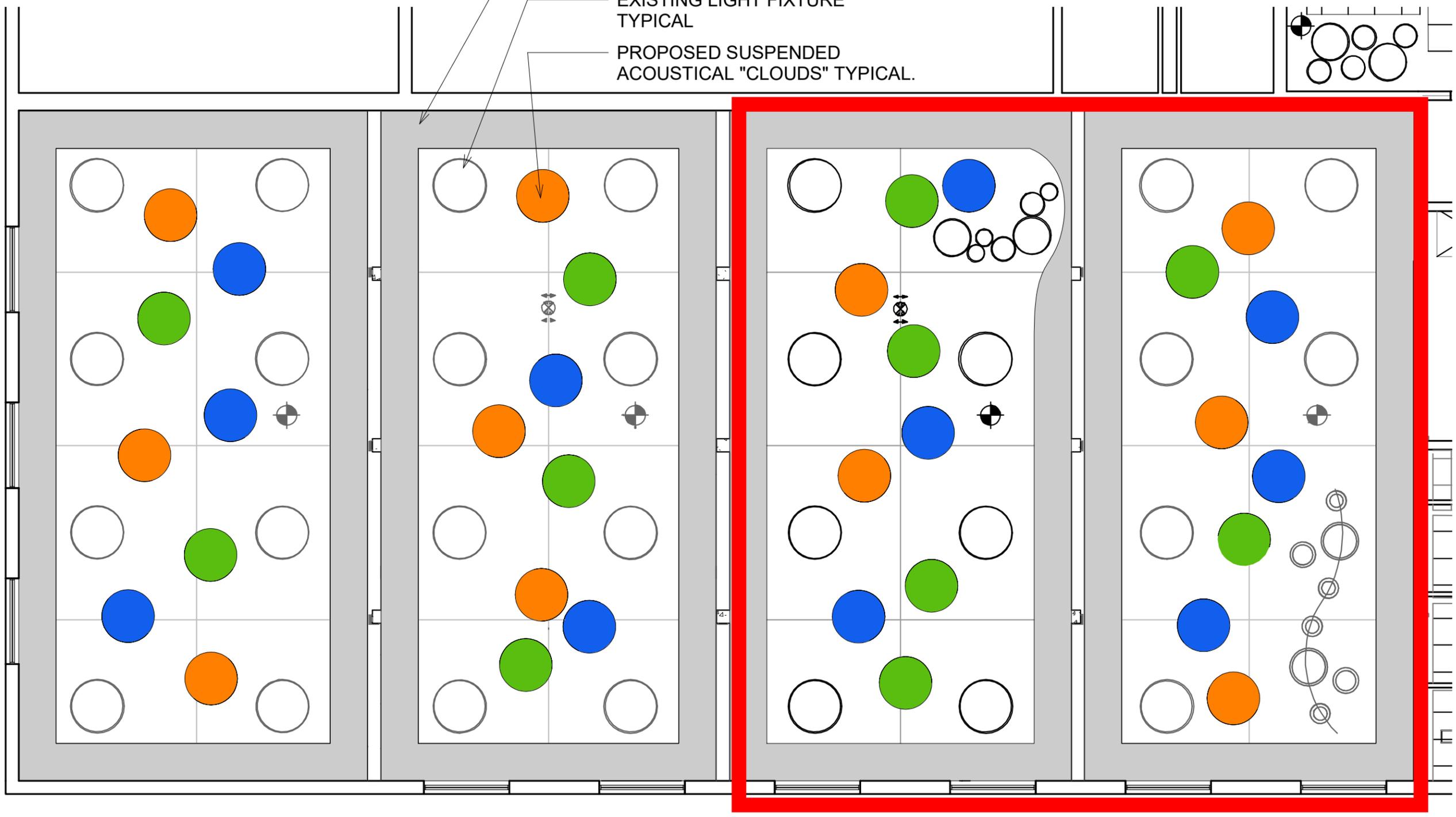


# Memorandum

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<sup>i</sup> See pages 33-44 of the packet for project proposals and recommendations

PROPOSED ACOUSTICAL  
 PANELS TYPICAL. DIRECT  
 MOUNT TO DRYWALL CEILING  
 EXISTING LIGHT FIXTURE  
 TYPICAL  
 PROPOSED SUSPENDED  
 ACOUSTICAL "CLOUDS" TYPICAL.



**Phase 1**

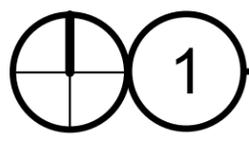
2020 CHILDRENS SERVICES ACOUSTICAL IMPROVEMENTS

PARK RIDGE PUBLIC LIBRARY  
 20 SOUTH PROSPECT AVENUE, PARK RIDGE, IL 60068

CHILDRENS SERVICES - PROPOSED CEILING PLAN

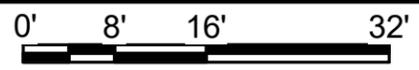
**GREEN ASSOCIATES**  
 ARCHITECTURE  
 CONSTRUCTION SERVICES

111 Deer Lake Road, Suite 135  
 Deerfield, Illinois 60015  
 Telephone 847-317-0852



**PROPOSED CHILDRENS SERVICES CEILING PLAN**

1/8" = 1'-0"





STATEMENT OF PROBABLE COST					
Owner :	Park Ridge Public Library			Time :	
Project :	Childrens Services Acoustical Improvements			Date :	06/10/22
Project No.	1404-MISC			Estimator :	A. Jose
CSI DIV.	DESCRIPTION	QUANTITY		UNIT	TOTAL
		NO.	UNIT	COST	COST
	<b>Ceiling Acoustics - Two east ceiling bays</b>				
	Ceiling mounted acoustical panels	800	SF	15.00	12,000.00
	Acoustical felt clouds	16	EA	1,000.00	16,000.00
				<b>Construction Cost</b>	<b>28,000.00</b>
	<b>Ceiling Acoustics - Two west ceiling bays</b>				
	Ceiling mounted acoustical panels	800	SF	15.00	12,000.00
	Acoustical felt clouds	16	EA	1,000.00	16,000.00
				<b>Construction Cost</b>	<b>28,000.00</b>
	<b>Staff Desk Acoustics</b>				
	Furring and wall prep	1	LS	2,800.00	2,800.00
	Patterned felt acoustical wall panels	85	SF	32.00	2,720.00
	Smooth felt acoustical wall panels	40	SF	15.00	600.00
	Fabric wrapped tackboard 3'x6'	1	EA	500.00	500.00
				<b>Construction Cost</b>	<b>6,620.00</b>
Notes:					
	1) Costs do not include owner's costs to accommodate work other than that indicated.				
	2) Costs are installed costs with contractor overhead and profit.				
	3) Costs do not include new casework or casework modifications.				

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068  
Personnel Committee of the Whole Meeting of the Board of Trustees  
Held in the First Floor Meeting Room of the Library  
May 10, 2022 at 7:00 p.m.

President Rapisand called the meeting to order at 7:00 p.m.

**ROLL CALL**

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

Others Present:            Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, John Priala, Anastasia Rachmaciej and Laura Scott, Library staff  
Liz Greenhill, Janelle Marcuccilli, Lorinda Sues

**PUBLIC COMMENT**

President Rapisand invited Liz Greenhill, President of the 20<sup>th</sup> Century Club of Park Ridge and Janelle Marcuccilli, 20<sup>th</sup> Century Club, Benefit Chairwoman to come forward. Mrs. Marcuccilli stated that the 20<sup>th</sup> Century Club held their annual benefit and that the Library had been designated as the beneficiary of this event. She and Mrs. Greenhill presented President Rapisand and Director Bertucci with a check for \$6,000 to be used by the Library to provide outreach services to seniors in the community. Director Bertucci and President Rapisand expressed their gratitude for their support and for the Library being named as the beneficiary of this event. They extended their thanks to all members of the 20<sup>th</sup> Century Club who made this possible. Mrs. Greenhill replied that the Library is a valued institution in the community and that many of their club's members use the Book Club services that the Library provides.

The Committee then returned to the agenda.

Committee Chair Hanba opened the Personnel Committee meeting at 7:08 p.m.

**ROLL CALL**

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

Others Present:            Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, John Priala, Anastasia Rachmaciej and Laura Scott, Library staff  
Janelle Marcuccilli and Lorinda Sues

Trustee Somheil made a

**MOTION:**           to approve the minutes of March 8, 2022

Trustee Steinfels seconded the motion.

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

**Motion passed**

**TUITION REIMBURSEMENT POLICY**

Director Bertucci reviewed the memo from the packet that discusses the proposed policy and provided background information on the history of tuition reimbursement for the City/Library. She explained that because the City has indicated that they will no longer cover the cost of tuition reimbursement for Library employees, the Library needs to adopt its own policy, the draft of which is included in the packet.

Trustee Rapisand asked about the difference between funds available for tuition reimbursement vs. continuing education and Director Bertucci explained that these would be budgeted for separately, with tuition reimbursement being used to assist with the costs of formal education/degree related programs. In response to a question from

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Personnel Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room of the Library

May 10, 2022 at 7:00 p.m.

Trustee Steinfels, Director Bertucci indicated that she is proposing a \$5,000 budget for tuition reimbursement for the first year. The Board would then revisit this budget line each year during the regular budgeting cycle.

Discussion ensued regarding the requirement for an employee who has participated in the program to continue employment after completing a course(s) and being reimbursed. The proposed policy for the Library requires continued employment for one year which is a departure from the City's policy that requires two years of continued employment. It was the consensus of the Board that the proposed one year requirement is sufficient, given that the program is designed to be a benefit, used to retain and attract highly qualified and motivated employees.

Trustee Burkum made a

MOTION: to approve the Library's Tuition Reimbursement Policy, as proposed

Trustee Somheil seconded the motion.

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

Motion passed.

Meeting adjourned at 7:24 p.m.

DRAFT



# Memorandum

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**Memo Date:** June 1, 2022  
**From:** Joanna Bertucci  
**Meeting Type:** Personnel Committee of the Whole  
**Meeting Date:** June 14, 2022  
**Action Requested:** For approval  
**Subject:** "Illness at the Workplace (COVID-19) for Library Staff" policy extension through September 30, 2022

**Background:**

The Library's "Illness at the Workplace (COVID-19) for Library Staff" policy (attached) was extended, through June 30 2022 at the Board's March 15, 2022 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 regard 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 September 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~~ September 30, 2022

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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
- 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 throwing the tissue in the trash;
- Cleaning and disinfecting 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.

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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: ~~XXX~~ March 15, 2022

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 in the First Floor Meeting Room at the Library

May 10, 2022 at 7:00 p.m.

Committee Co-Chair Rapisand opened the Planning and Operations Committee Meeting at 7:45 p.m.

#### ROLL CALL

Trustees Present: Co-Chairs Lauren Rapisand and Josh Kiem; Karen Burkum, Alexandra Hanba, Danielle Powers, Gregg Rusk, David Somheil, Joseph Steinfelds, Deepika Thiagarajan  
Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, John Priala, Anastasia Rachmaciej and Laura Scott, Library staff;  
Lorinda Sues

Trustee Rapisand made a

**MOTION:** to approve the minutes of April 12, 2022

Trustee Hanba seconded the motion.

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

**Motion passed**

#### TASK CALENDAR REVIEW AND UPDATE

Co-Chair Kiem reviewed changes to the calendar noting that the Tuition Reimbursement policy was added for May and was discussed and approved earlier this evening. Approval of the resolution for non-resident library cards will now be discussed at the June, 2022 COW meeting.

#### MANAGED INFORMATION TECHNOLOGY SERVICES RFP UPDATE

Director Bertucci reviewed the memo on p. 15 of the packet which outlines the process and timeline for this project. On Monday, May 16, 2022 the Library will issue a Request for Proposal for Managed IT Services. The Library's current contract with CVI expires on August 31, 2022 and the plan is to present a recommendation to the Committee at the July 12, 2022 meeting, with approval of a new contract scheduled for the July 19, 2022 Board meeting.

#### ANNUAL FEES – CCS AND OCLC

Director Bertucci reviewed the memo on page 16 of the packet that details how the annual membership fees for CCS and OCLC are calculated. Overall, there was a slight decrease in the fees for FY 22/23 when compared with the prior year.

Trustee Steinfelds made a

**MOTION:** to approve annual CCS consortium membership fees for \$62,275.16 and OCLC membership fees not to exceed \$15,500 for July 2022 through June 2023, to be paid from the Data Processing budget line

Trustee Hanba seconded the motion.

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

**Motion passed**

#### POLICY REVIEW

Persons Entitled to Borrowing Privileges Policy – Director Bertucci reviewed the proposed changes to the policy. Trustee Rusk asked for clarification on the issue of liability for use of a stolen card. Director Bertucci explained that this provision applies to lost and/or stolen cards and also to Student and Teacher cards. The \$50 liability is for the time period between the card being lost/stolen and being reported as such to the Library. She proposed the following language be used to clarify the policies: “Any person whose Library card is stolen must notify the Park Ridge Public Library immediately. The cardholder’s maximum liability is \$50 on all materials checked out and not

## 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

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May 10, 2022 at 7:00 p.m.

returned prior to notifying the Library of the stolen card” This language will be applied to this policy and also to the Student and Teacher Card policies.

Trustee Hanba made a

**MOTION:** to approve the Persons Entitled to Borrowing Privileges Policy, as amended

Trustee Rapisand seconded the motion.

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

**Motion passed**

Student Cards Policy – Director Bertucci reviewed the proposed edits to the policy noting students requesting a card now provide a letter from their school rather than the school providing a list of eligible students as was the previous practice. She explained that these cards are most often requested by students living in Chicago and attending schools in Park Ridge as the Park Ridge Public Library is not reciprocal with Chicago. This allows these students to access materials for classroom assignments. As noted above, the language regarding lost/stolen cards will be added to this policy.

Trustee Burkum made a

**MOTION:** to approve the Student Cards Policy, as amended

Trustee Thiagarajan seconded the motion.

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

**Motion passed**

Teacher Cards – Director Bertucci noted that there were no significant changes to the language of this policy other than to add the language regarding liability for lost/stolen cards to this policy. She clarified for Trustee Steinfels that this policy would provide for the issuance of a card to any school staff member with a valid school id.

Trustee Hanba made a

**MOTION:** to approve the Teacher Cards Policy, as amended

Trustee Rapisand seconded the motion.

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

**Motion passed**

Circulating Materials/Schedule of Fees Policy – Director Bertucci directed the committee’s attention to page 36 of the packet where proposed changes to policy language, primarily with related to updates on fees and categories in the collection, are noted.

Trustee Hanba made a

**MOTION:** to approve the Circulating Materials/Schedule of Fees Policy, as amended

Trustee Thiagarajan seconded the motion.

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

**Motion passed**

Circulating Equipment/Schedule of Fees Policy – This policy covers items in the Library’s Exploration Library. Overdue fees remain for some items in this collection due to the popularity of the items and the fact that there are often wait lists. Trustee Thiagarajan asked about the processing fees for lost items and Director Bertucci replied that the fee results in approximately \$3,000 in revenue for the Library annually. Discussion ensued with regard to

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

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

Held in the First Floor Meeting Room at the Library

May 10, 2022 at 7:00 p.m.

loans periods, particularly for the large screen and projects sets. Staff will consider if changes to these loan periods are warranted.

Trustee Hanba made a

**MOTION:** to approve the Circulating Equipment/Schedule of Fees Policy

Trustee Somheil seconded the motion.

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

**Motion passed**

Interlibrary Loan Services – Director Bertucci reviewed edits to the policy and explained that this policy applies to loans of materials that are made outside of the CCS consortium. Items lent or borrowed from CCS consortium members are governed by the CCS Resource Sharing Policy. The proposed policy has been updated to better define the meaning of Interlibrary Loan services.

Trustee Burkum made a

**MOTION:** to approve the Interlibrary Loan Services Policy

Trustee Powers seconded the motion.

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

**Motion passed**

The meeting adjourned at 8:18 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)
- Library Award presentation
- Policy manual work
- SY22 audit field work

**MAY 2022**

- Statement of Economic Interest due to Cook County
- IT Service Contract out to bid
- Approve CCS and OCLC annual fees
- Tuition reimbursement
- Policy manual work

**JUNE 2022**

- Nominating committee appointed
- Approve resolution for non-resident library cards
- Policy manual work

**JULY 2022**

- Welcome new and reappointed trustees
- Election of officers
- New Trustee orientation
- B&F review levy forecast
- Review budget assumptions for City-provided services
- Approve IT Service contract
- **Audit presentation – July COW**

**AUGUST 2022**

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

**SEPTEMBER 2022**

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

**OCTOBER 2022**

- 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: June 1, 2022



# Memorandum

**Memo Date:** June 2, 2022  
**From:** Alyson Doubek, Finance and Administrative Services Manager  
 Joanna Bertucci, Library Director  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** June 14, 2022  
**Action Requested:** For approval  
**Subject:** Non-resident Library Card Fee

**Background:**

The Library sells library cards to non-residents that live in areas not taxed for public library service according to the [laws of the State of Illinois](#). Cards sold to non-residents provide all of the privileges of a resident library card and may be used at other libraries within the RAILS library system. The fee is determined using a mathematical formula provided by the State to calculate a fee equivalent to the average local tax support.

The State requires the Library Board of Trustees to annually review the fee for a Non-Resident Library Card and authorize selling library cards to non-residents.

Based on the Library’s anticipated tax receipts for Fiscal Year 2022, I recommend the Non-Resident Library Card Fee be \$264, effective July 1, 2022 and that the Committee approve the attached resolution so it can go to the Board for approval on June 21, 2022.

	<u>2022</u>
Estimate Library Income from Local Property Tax Sources – FY22	\$4,088,661
2020 Census Data – Population	39,656
Total Tax Revenue per person	103.10
2020 Census Data – Average household size	2.56
<b>Non-resident fee</b>	<b>\$263.94</b>

On May 13, 2022, Governor Pritzker signed legislation to amend [75 ILCS 16/30-55.60](#) to allow for Library Boards to “adopt regulations waiving the nonresident fee for persons under the age of 18.” I respectfully recommend that the Board align the Park Ridge Public Library’s Non Resident Library card resolution with this new law. In the past 2 years, the Library has accrued approximately \$870 in revenue from nonresident library cards and any lost revenue would be de minimis. Additionally, aligning our policy with this legislation would be in keeping with our strategic plan value of promoting access to resources “equitability accessible to community members and library card holders.”

**Recommended Motions:**

1. Approve a *Non-Resident Library Card Fee* of \$264 for qualified non-residents, ages 18 or over, effective July 1, 2022.

**Attachment:**

- Resolution

**2022 ANNUAL RESOLUTION  
AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS**

Whereas, the Park Ridge Public Library is a tax-supported public library; and

Whereas, people residing within the jurisdictional boundaries of the Park Ridge Public Library pay taxes to support the Library, and so need pay no additional fee to be eligible to receive a library card; and

Whereas, Section 5/4-7(12) of the Local Library Act stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence"; and

Whereas, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also providing three formulae which public libraries can use to determine the non-resident fee; and

Whereas, the Library Board of Trustees of the Park Ridge Public Library has determined for the period commencing January 1, 2022 and ending December 31, 2022, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE LIBRARY BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY as follows:

Section 1: Individuals, **18 years of age and older**, residing beyond the jurisdictional boundaries of the Park Ridge Public Library whose closest public library is the Park Ridge Public Library, and not residing within the boundaries of another public library and owning or leasing no taxable property within the jurisdictional boundaries of the Park Ridge Public Library, may purchase a one year nonresident fee card for the price of \$264.00 effective July 1, 2022, calculated by the General Mathematical Formula (23 Ad. Code 3050.60(a)),

Section 2: Individuals residing beyond the jurisdictional boundaries of the Park Ridge Public Library, but owning or leasing (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within jurisdictional boundaries of the Park Ridge Library, or serving as a Senior Administrative Officer of a firm, business or other corporation owning or leasing taxable property within the jurisdictional boundaries of the Park Ridge Public Library, notwithstanding anything to the contrary in this Resolution, may obtain a non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property.-Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Library Board of Trustees shall notify the regional library system in writing within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

Section 4: The Park Ridge Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The Park Ridge Public Library shall cooperate with other participating area public libraries, the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23Ad. Code 3050.25.

Section 6: The policy of the Park Ridge Public Library for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

Section 7: A valid non-resident library card issued by the Park Ridge Public Library pursuant to this Resolution shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a "local use" library card from the Park Ridge Public Library.

ADOPTED this 21<sup>th</sup> day of June, 2022, by a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED by the President and Library Board of Trustees of the Park Ridge Public Library.

\_\_\_\_\_  
President Lauren Rapisand, Library Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary Deepika Thiagarajan, Library Board of Trustees

**Statutes Amended In Order of Appearance**

[75 ILCS 16/30-55.60](#)

**Synopsis As Introduced**

Amends the Illinois Local Library Act and Public Library District Act of 1991. Provides that a library board may adopt regulations waiving the nonresident fee for persons under the age of 18. Removes language in the Illinois Local Library Act providing that nothing in the Section requires a public library to participate in the non-resident card reciprocal borrowing program of a regional library system. Effective immediately.

(75 ILCS 16/30-55.60)

Sec. 30-55.60. Use of library by nonresidents. The board may extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside the district. If the board exercises this power, the privilege of library use shall be upon terms and conditions prescribed by the board in its regulations. The board shall charge a nonresident fee for the privileges and use of the library at least equal to the cost paid by residents of the district, with the cost to be determined according to the formula established by the Illinois State Library. A person residing outside of a public library service area must apply for a non-resident library card at the public library closest to the person's principal residence. The nonresident cards shall allow for borrowing privileges at all participating public libraries in the regional library system. The nonresident fee shall not apply to any of the following:

(1) Privileges and use provided (i) under the terms of the district's membership in a library system operating under the provisions of the Illinois Library System Act or (ii) under the terms of any reciprocal agreement with a public or private corporation or entity providing a library service.

(2) Residents of an area in which the library is conducting a program for the purpose of encouraging the inclusion of the area in the library district.

(3) A nonresident who, as an individual or as a partner, principal stockholder, or other joint owner, owns or leases property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property.

(4) A nonresident in an unincorporated area in Illinois who is a student whose household falls at or below the U.S. Department of Agriculture's Income Eligibility Guidelines.

The board may adopt regulations waiving the nonresident fee for persons under the age of 18.

(Source: P.A. 100-875, eff. 8-14-18; 101-632, eff. 6-5-20.)

Section 99. Effective date. This Act takes effect upon becoming law.

**Effective Date:** 5/13/2022



# Memorandum

**Memo Date:** May 24, 2022  
**From:** Joanna Bertucci, Library Director  
 Anastasia Rachmaciej, Patron Services Manager  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** June 14, 2022  
**Action Requested:** For approval  
**Subject:** Teacher Card and Student Card contract renewals

**Background:**

The Library currently provides Student Cards and Teacher Cards authorized by letters of agreement between the Park Ridge Public Library and local schools. Contracts are renewed every 3 years. The Board reviewed and approved revisions to the Student Card and Teacher Card policies in May 2022.

Previously, these renewals were brought to the Library Board triennially in July. In order to give Library staff time to send the executed contracts, I respectfully request that we move this process to June triennially. The chart below indicates the contracts each school will receive.

Teacher Card Contract	Student Card Contract
St. Paul of the Cross	St. Paul of the Cross
St. Andrew’s Lutheran	St. Andrew’s Lutheran
Mary Seat of Wisdom	Mary Seat of Wisdom
Maine East	Maine East
Maine South	Maine South
Park Ridge Park District Preschool	
Kiddie Academy	
Carpenter	
Field	
Roosevelt	
Washington	
Emerson	
Lincoln	
Jefferson	
Franklin	
Jeanine Schultz Memorial	
Christie’s Carousel of Learning	
Messiah Lutheran	
Sugar Plum Tree	
Wildwood Nature Center	

**Recommended Motions:**

1. Approve the Teacher Card agreement renewal for the 2022-23 school year through the 2024-25 school year.
2. Approve the Student Card agreement renewal for the 2022-23 school year through the 2024-25 school year.

**Attachments:**

- Teacher Card agreement renewal
- Student Card agreement renewal



**STUDENT CARD AGREEMENT**

This Agreement is entered into by the Library Board of Trustees of the Park Ridge Public Library, Cook County, Illinois (hereinafter referred to as the “Library Board”), and \_\_\_\_\_ School, \_\_\_\_\_, Park Ridge, Illinois on \_\_\_\_\_, 20\_\_ for the 2022-2023 school year through the 2024-2025 school year.

**WHEREAS**, the Library Board has authority under paragraph 8 of Section 5/4-7 of the Illinois Local Library Act (75 ILCS 5/4-7(8)) (the “Act”) to enter into contracts with any public or private corporation or entity for the purpose of providing library services and of performing any and all other acts necessary and proper to carry out the responsibilities, the spirit and the provisions of the Act; and

**WHEREAS**, \_\_\_\_\_ is located within the jurisdictional boundaries of the Park Ridge Public Library; and

**WHEREAS**, the Library Board wishes to enter into an agreement to supply library services to \_\_\_\_\_(hereinafter referred to as the “SCHOOL”) by providing library privileges to students who attend the SCHOOL, irrespective of whether they reside within the jurisdictional boundaries of the Park Ridge Public Library so that all students of the SCHOOL are able to obtain library materials for use without payment of non-resident fees during the school year; and

**WHEREAS**, the SCHOOL finds it in its best interest to comply with the terms and conditions of this Agreement in order to obtain library services for the purposes contained herein.

**NOW, THEREFORE**, in consideration of the promises and covenants made herein, the parties agree as follows:

[Type here]

1. SCHOOL shall annually, by the first day of school, provide the Library with the name, title, telephone number and e-mail address of a contact person at the SCHOOL who is designated to communicate with the Library regarding borrowed library materials. SCHOOL business office shall, throughout the year, provide qualifying students upon request a letter on official SCHOOL letterhead indicating that he or she does attend said SCHOOL and thus is eligible for a card from the Library under the terms of this agreement. A card cannot be issued or renewed by the Library without this documentation.

2. A library card shall be issued by the Library to each person listed only for the purposes covered by this Agreement. The card cannot be used at any other location.

3. Any person who is authorized by the SCHOOL to obtain library materials may borrow a maximum of twenty (20) items at a time, and may obtain such items only during the months when the SCHOOL is in session. Overdue materials notices will be sent to the SCHOOL and timely return of materials is expected. A student's card will be blocked when an item(s) is more than 14 days overdue. Students will be unable to check out additional physical or digital materials if their account is blocked.

4. The SCHOOL shall be financially responsible for all fees and costs for lost or damaged library materials. The Library will notify the SCHOOL's designated contact person of any lost, damaged or long overdue items at the end of December, March and the end of the school year. At the end of the school year a bill will be sent to the SCHOOL's designated contact person detailing any costs for lost or damaged books or materials. The SCHOOL will be financially responsible for paying this final bill, in full, by the end of July.

5. This Agreement may be terminated by either party upon thirty (30) days prior written notice or by the Library Board, without notice, for cause, including, but not limited to, the failure to provide information required under this Agreement, the provision of false information or violation of Library policies, rules or regulations by any person who receives a library card under this Agreement. Termination of this Agreement does not terminate the SCHOOL's liability to pay all fees and costs as discussed in Paragraph 4 above.

[Type here]

**IN WITNESS HEREOF**, the duly authorized agents of the parties have signed this Agreement.

FOR THE SCHOOL:

FOR THE LIBRARY BOARD:

\_\_\_\_\_  
School Board President

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
By: \_\_\_\_\_

Attest: \_\_\_\_\_  
By: Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## TEACHER CARD AGREEMENT

This Agreement is entered into by the Library Board of Trustees of the Park Ridge Public Library, Cook County, Illinois (hereinafter referred to as the "Library"), and

\_\_\_\_\_ School, \_\_\_\_\_, Park Ridge, Illinois on \_\_\_\_\_, 20\_\_\_\_ for the 2022-2023 school year through the 2024-2025 school year.

**WHEREAS**, the Library has authority under paragraph 8 of Section 5/4-7 of the Illinois Local Library Act (75 ILCS 5/4-7(8)) (the "Act") to enter into contracts with any public or private corporation or entity for the purpose of providing library services and of performing any and all other acts necessary and proper to carry out the responsibilities, the spirit and the provisions of the Act; and

**WHEREAS**, the \_\_\_\_\_ School is located within the jurisdictional boundaries of the Park Ridge Public Library; and

**WHEREAS**, the Library wishes to enter into an agreement to supply library services to School (hereinafter referred to as the "School") by providing library privileges to teachers who work at the School, irrespective of whether they reside within the jurisdictional boundaries of the Park Ridge Public Library so that all teachers of the School are able to obtain library materials for use in their classrooms during the school year; and

**WHEREAS**, the School finds it in its best interest to comply with the terms and conditions of this Agreement in order to obtain library services for the purposes contained herein.

**NOW, THEREFORE**, in consideration of the promises and covenants made herein, the parties agree as follows:

1. By August 1 the School shall deliver to the Library a roster of all classroom teachers who the School finds eligible to receive a Teacher Card. Teachers identified on the School's list may apply for a school

year Teacher Card by presenting identification that shows proof of employment no earlier than 10 days before the start of the school year, or September 1, whichever is earlier. A Teacher Card can only be used at the Park Ridge Public Library. A Teacher Card shall expire each year on the later of June 1 or the last day of the school term.

2. By the first day of the new school year, the school shall provide the Library with the name, title, telephone number and e-mail address of a contact person at the School who is designated to communicate with the Library regarding borrowed library materials (the "Library Liaison").
3. Any teacher employed by the School may borrow a maximum of 50 items at a time, and only during the months when the school is in session. Notice of late materials will be sent to the Library Liaison and timely return of materials is expected. A teacher's card will be blocked when an item(s) is more than 14 days overdue. Teachers will be unable to check out additional physical or digital materials if their account is blocked.
4. The School shall be financially responsible for all costs for lost or damaged library materials not collected from the responsible teacher. The Library will notify the Library Liaison of any lost, damaged or long overdue items. At the end of the school year a bill will be sent to the Library Liaison detailing any costs for lost or damaged books. The School will be financially responsible for paying this final bill, in full, by July 31.
5. This Agreement may be terminated by either party upon thirty (30) days prior written notice or by the Library, without notice, for cause, including, but not limited to, the failure to provide information required under this Agreement, failure to timely pay all fees and costs described herein, the provision of false information or violation of Library policies, rules or regulations by any person who receives a library card under this Agreement. Termination of this Agreement does not terminate the School's liability to pay all accrued fees and costs as discussed in Paragraph 4 above.

**IN WITNESS HEREOF**, the duly authorized agents of the parties have signed this Agreement.

FOR THE SCHOOL:

FOR THE LIBRARY:

\_\_\_\_\_  
School Board President

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
By: \_\_\_\_\_

Attest: \_\_\_\_\_  
By: Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Memorandum

[Return to Agenda](#)

**Memo Date:** June 6, 2022  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** June 14, 2022  
**Action Requested:** For approval  
**Subject:** Teen loft service desk and storage project

**Background:**

The Library was awarded a \$55,238 FY21 Per Capita Grant. The grant request stated that funds would be expended to furnish the teen loft with a new service desk and storage. The State Library requests that FY21 Per Capita Grant funds be expended by December 31, 2022.

At the onset of the COVID-19 pandemic, the Teen Loft desk was replaced with a larger, retrofitted patron table as the service desk could not accommodate the large plastic barriers. Since then, the smaller Loft service desk has been repurposed in the Youth Services work room as an additional needed staff workstation.

During the interim period it was determined that the Loft would benefit from a more functional service desk and storage solution. In anticipation of the new service desk and to improve sight lines, Facilities Manager, John Priala, and his team reconfigured the current shelving units, tables, and chairs in consultation with Youth Services Manager, Staci Greenwald, Teen Services Supervisor, Emily Fardoux, and myself.

Quotes were obtained from Library Furniture International (LFI), the vendor who sourced much of the furniture for the Library renovation, Demco, and The Library Store.

LFI	Demco	The Library Store
Service Desk Storage Cabinet (50"W x 24"D X 36"H) Wall Shelf *All items are custom designed to fit in our space	Service Desk Storage Cabinet (36"W x 24"D x 36"H) *Shelf would be sourced elsewhere **Prefabricated items; require onsite assembly by PRPL facilities team	Service Desk Storage Cabinet (35"Wx36"Dx29"H) *Shelf would be sourced elsewhere **Prefabricated items; require onsite assembly by PRPL facilities team
Total (includes installation & freight): <b>\$13,489</b>	Total (includes delivery only): <b>\$10,567</b>	Total (includes delivery only): <b>\$10,412</b>

Due to the nature of these companies, the quotations obtained are not direct comparisons. Demco and The Library Store sell prefabricated furniture items and as such there is no flexibility in furniture size or design. The storage cabinets quoted from Demco and The Library Store are approximately 15" shorter than the LFI custom piece. Additionally, prefabricated items offer less customization in terms of colors and finishes.

Therefore, I respectfully recommend that the Library Board approve the quote from LFI. Contracting with LFI will ensure that the new desk design is in keeping with the design of the 4 service desks in the building. LFI will also be able to maximize our opportunity for storage by designing and constructing a larger storage cabinet.



# Memorandum

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Lastly, the Library has a good relationship with LFI and have been very pleased by with their high level of customer service and thoughtful design for our unique spaces.

**Recommended Motion:**

- Approve the use of FY21 Per Capita Grant Funds to purchase a custom Teen Loft service desk, storage cabinet and shelf from Library Furniture International (LFI), not to exceed \$13,500.

**Attachments:**

- Library Furniture International proposal/quotation
- Adult Reference desk final shop drawing - 2018

6/3/2022

Factory: LFI Custom

Lead Time: 8-10 weeks

**LFI QT-2982 Proposal For:**

**Park Ridge Public Library**

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
<b>D-1</b>	<b>1</b>	<b>LFI Custom</b>		<b>Desk</b>	<b>\$ 9,029.00</b>	<b>\$ 9,029.00</b>
	1			<b>Teen Reference Desk</b>  Laminate Top with Knife Edge Exterior Front Panels- Pedestals Finish: Wilsonart Y0356-60 "Sea Berry" Interior Pedestal Finish: White Melamine Door Pull: 96mm Satin Nickel Drawer Pull: None Drawer Slides:1/2" White Mel. 100# Slides Counter Finish: Wilsonart #D381-60 "Fashion Grey" Counter Edge Finish: 3mm PVC to Match "Fashion Grey" Support Panel Edge Detail Finish: Clear Satin Anodized Aluminum		
<b>C-1</b>	<b>1</b>			<b>Storage Cabinet</b>	<b>\$ 1,428.00</b>	<b>\$ 1,428.00</b>
	1			<b>2 Door Storage Cabinet</b> 60"W x 24"D x 36"H Standard Laminate TBD 3 adjustable shelves		
<b>S-1</b>	<b>1</b>			<b>Wall Shelf</b>	<b>\$ 200.00</b>	<b>\$ 200.00</b>
	1			Laminate Wall Shelf 50"L x 10"W x 1" Standard Laminate TBD to match storage cabinet <i>* different laminate than cabinet will add \$286 to price</i>		
TOTAL FOB FACTORY						\$ 10,657.00
INSTALLATION + FREIGHT <i>* non union / non-prevailing wage *</i>						\$ 2,832.00
<b>TOTAL</b>						<b>\$ 13,489.00</b>
<b>50% DEPOSIT</b>						<b>\$ 6,745</b>

6/3/2022

Factory: LFI Custom

Lead Time: 8-10 weeks

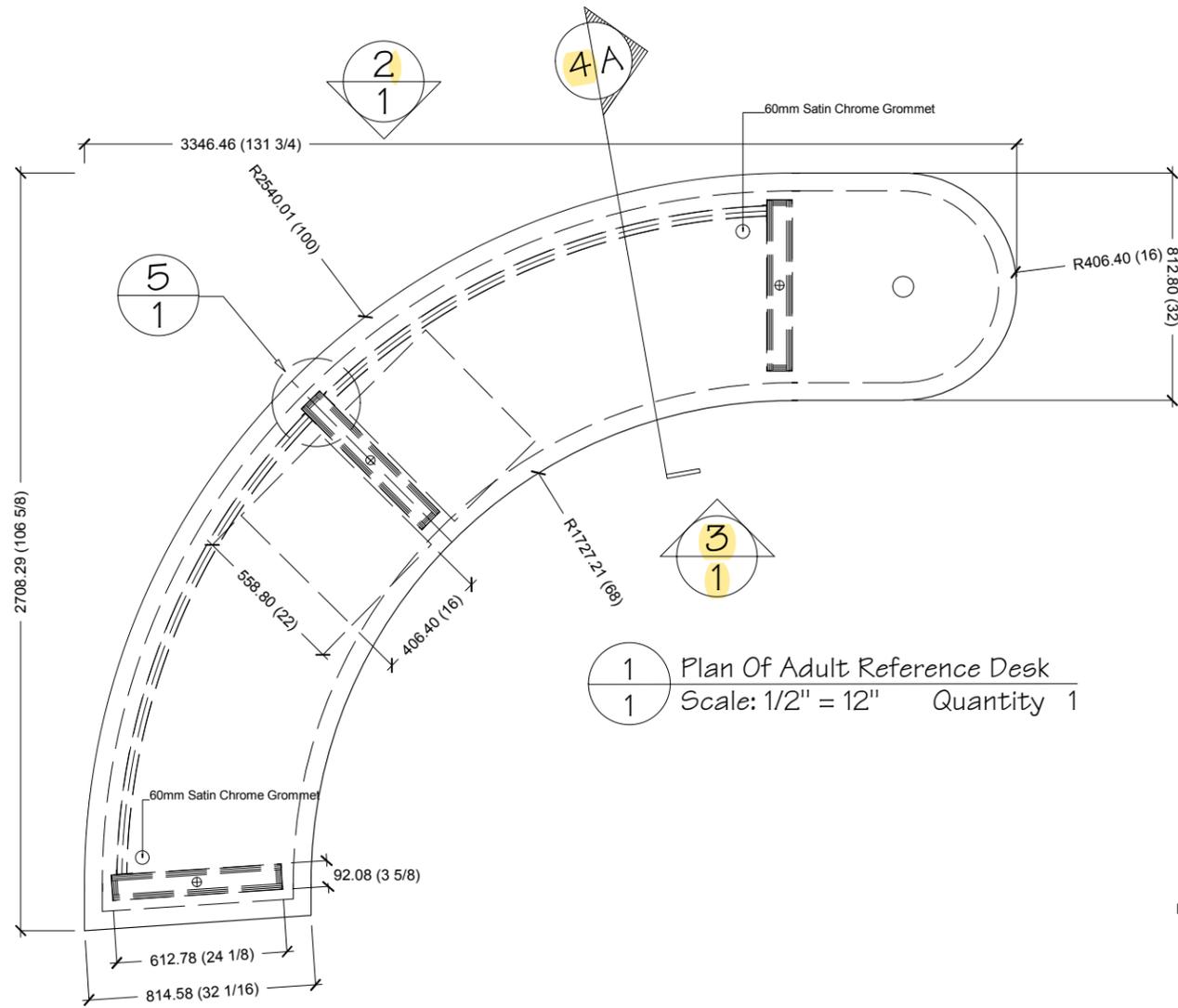
**LFI QT-2982 Proposal For:**

**Park Ridge Public Library**

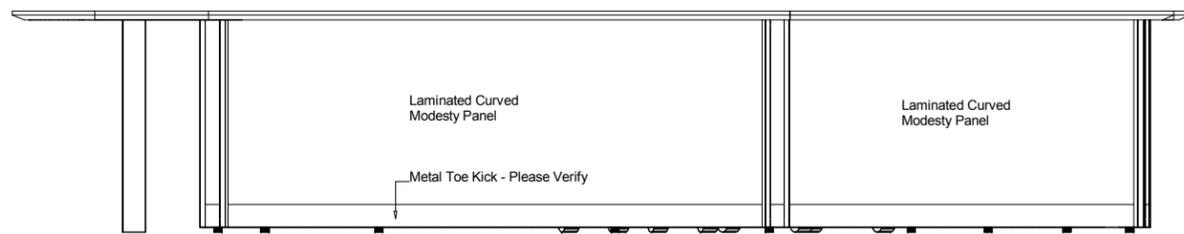
Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
				<p><b>QUOTATION TERMS</b></p> <p><b>* quotes are valid for 30 days from date at top of this page</b></p> <p>* quotes are based on stated quantities; any change in quantity may require re-quoting            * prices include standard materials/finishes unless otherwise noted            * customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote</p> <p>* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.</p> <p>* Storage Costs---if finished product requires storage at LFI warehouse due to customer's site not being ready for installation at the agreed upon time, LFI reserves the right to assess a storage charge</p> <p><b>PAYMENT TERMS</b></p> <p><b>50% deposit; balance due upon completion</b></p> <p><b>TO ACCEPT THIS QUOTE:</b></p> <p>* sign and date below as formal acknowledgement of the quote terms            * please forward a deposit if one is required per the quote terms            * please fax back to LFI at 847-564-9337 and we will begin processing your order            * LFI will coordinate and schedule in-bound freight of your order.            * An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory.</p> <p>* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.            * Factories and freight carriers will require digital photography of any damage related issues.</p>		
				Signature _____ Date _____		
				TOTAL	\$	13,489.00

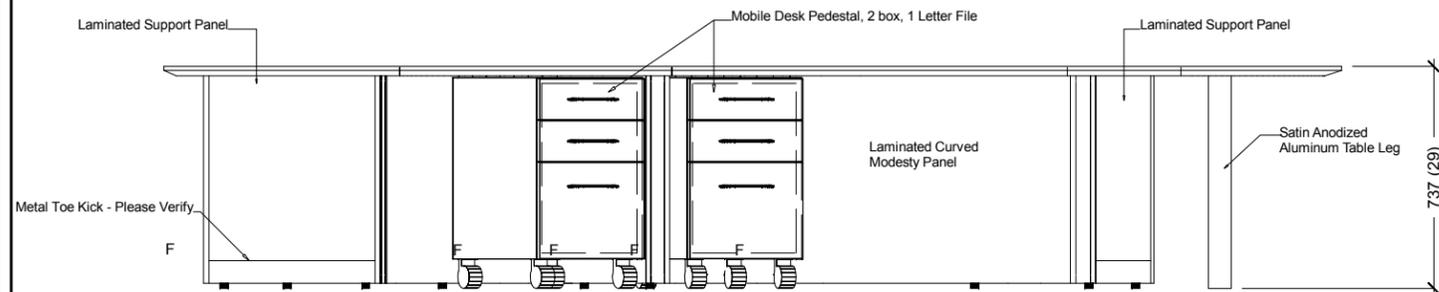
**The proposed Loft service desk will be approximately half the size of the current 2nd floor Reference desk.**



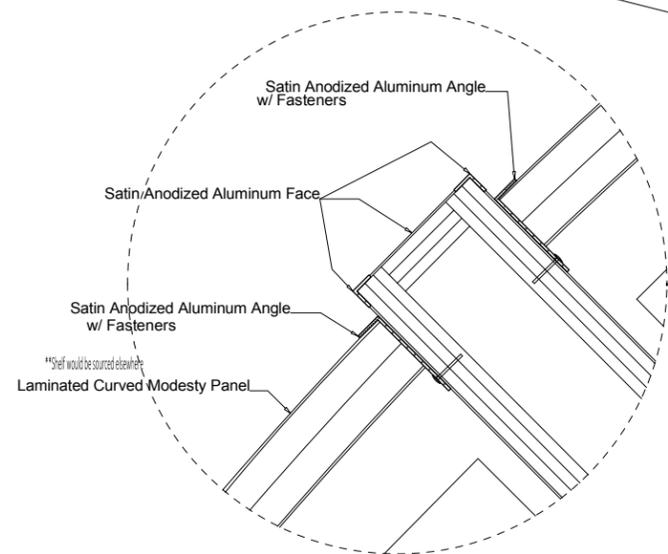
1 Plan Of Adult Reference Desk  
1 Scale: 1/2" = 12" Quantity 1



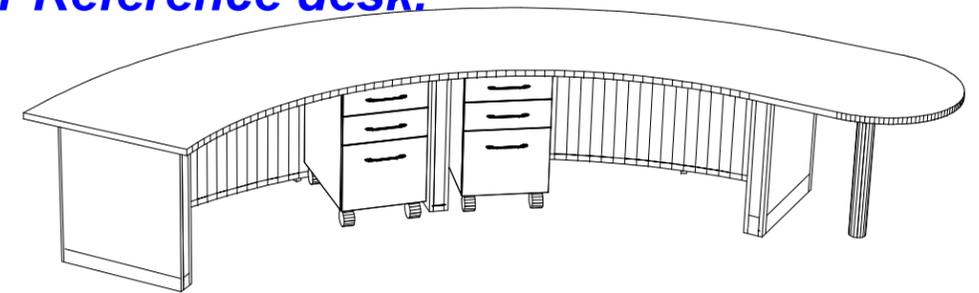
2 Elev. Of Adult Reference Desk  
1 Scale: 1/2" = 12" Quantity 1



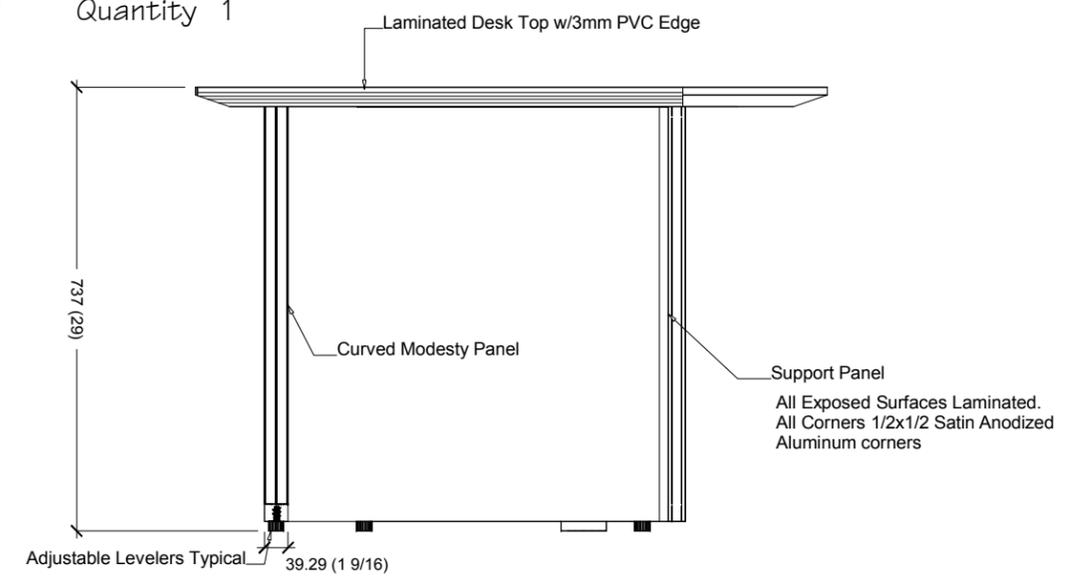
3 Elev. Of Adult Reference Desk  
1 Scale: 1/2" = 12" Quantity 1



5 Detail Of Adult Reference Desk  
1 Scale: 3" = 12" Quantity 1



- REFERENCE DESK SPEC'S ADULT SERVICES  
 Exterior Front Panels- Pedestals Finish: Wilsonart Y0356-60 "Sea Berry"  
 Interior Pedestal Finish: White Melamine  
 Door Pull: None  
 Drawer Pull: Please Verify  
 Pull Finish: Please Verify  
 Drawer Slides: 1/2" White Mel. 100# Slides  
 Door Hinges: None  
 Counter Finish: Wilsonart #D381-60 "Fashion Grey"  
 Counter Edge Finish: 3mm PVC to Match "Fashion Grey"  
 Support Panel Edge Detail Finish: Clear Satin Anodized Aluminum



4 Detail Of Adult Reference Desk  
1 Scale: 1" = 12" Quantity 1

DRAWING INFORMATION	
DESCRIPTION	SEE TITLE BLOCKS
PROJECT	Park Ridge Library
CUSTOMER	Park Ridge Library

SCALE	SEE LABELS
DRAWN BY:	Brian Palmer
DATE:	23/05/18
JOB NUMBER	18080
PAGE NUMBER	Sheet 1



# Memorandum

**Memo Date:** June 6, 2022  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** June 14, 2022  
**Action Requested:** For approval  
**Subject:** Third Floor Meeting Room Furniture proposal

**Background:**

The FY21 Per Capita Grant application specified replacement of 3<sup>rd</sup> floor meeting room furniture as a planned use of grant funds. Included in the project is replacement of the tables, chairs and credenza for the third floor meeting space which is used for meetings for both staff and outside groups and as a space for patron training classes.

Quotes for the project were obtained from three vendors; KI, the supplier of the chairs used in the First Floor Meeting room, Library Furniture International (LFI), the vendor who sourced much of the furniture for the Library renovation, and Garvey’s a local office furniture and supply vendor.

**Considerations:**

With regard to the chairs being purchased, the goal was to simplify the chair styles in the meeting rooms and purchase an additional 20 chairs of the same style as those currently in use. These chairs were purchased from KI who is the manufacturer.

<b>O4MSMB</b>	Opt4 High Density Stacking Chair,Mesh Seat/Mesh Back	20	\$195.00	<b>\$3,900.00</b>
	Opt4 Frame Color	To Be Determined	TBD<<	
	Opt4 Mesh Colors	Compliance to TB 117-2013	/NFR	
	Poly and/or Mesh Colors - NFR	To Be Determined	TBD<<	
	Opt4 Glides	Nylon glides, non-ganging	/NG	
<b>Price Description: Delivered/Open Market</b> <b>Lead Time: 8 - 10 Weeks; Ships from GREEN BAY, WI</b> <b>Please Note: Leadtime calculated on 6/2/2022 and is subject to change.</b>				

Pricing quoted for tables from the three vendors for in-kind replacements (6 rectangular 24” x 60” and 2 half-rounds 48”), as well as a storage credenza is shown below along with the total cost of purchasing the case goods from each vendor along with KI chairs directly from KI.

Garvey’s	KI	Library Furniture International (LFI)
QTY. 6 rectangular tables QTY. 2 half round tables QTY. 1 credenza	QTY. 6 rectangular tables QTY. 2 half round tables QTY. 1 credenza	QTY. 6 rectangular tables QTY. 2 half round tables QTY. 1 credenza
Total with delivery: <b>\$7,084</b>	Total with delivery and surcharge: <b>\$8,147</b>	Total with delivery and installation: <b>\$8,972</b>
Total with KI chairs, delivery, and surcharge: <b>\$11,809</b>	Total with KI chairs, delivery, and surcharge: <b>\$12,782</b>	Total with KI chairs, delivery, and surcharge: <b>\$13,697</b>



# Memorandum

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I recommend purchasing all of the furniture and chairs from KI. Having a single supplier for all furniture in the space would simplify the ordering, delivery and installation processes. We have been very satisfied with the quality and performance of the KI chairs purchased in 2019 and have a good working relationship with this vendor. The quote received from KI for the tables and credenza items are priced between Garvey's and LFI, with LFI being the most expensive. We have not previously purchased furnishings from Garvey's.

**Recommended Motion:**

To approve the use of FY21 Per Capita Grant Funds to purchase 20 chairs, 8 tables and a credenza from KI at a cost not to exceed \$13,000.

**Attachments:**

- KI proposal/quotation



QUOTATION: 22JLH-569105/C

# Park Ridge Library-3rd Floor Meeting Room

CREATED 3/4/2022 | REVISED 6/2/2022 | Valid Through 6/30/2022



## Park Ridge Library-3rd Floor Meeting Room

Quote Number: 22JLH-569105/C

*CREATED 3/4/2022 | REVISED 6/2/2022 | Valid Through 6/30/2022*

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options\*

\* TBDs exist and must be selected prior to purchase. Please contact a sales team member for assistance with specifications.

PRODUCT TOTALS	\$10,356.50
See Quote Detail Summary	\$2,425.65
<b>GRAND TOTAL</b>	<b>\$12,782.15</b>

**Requested Delivery Date:** To be Determined

**Sold To**  
 Park Ridge Public Library  
 20 South Prospect Avenue  
 Park Ridge, IL 60068  
 P. (847) 825-3123 F. (847) 825-0001  
 Customer # 12375

**End User**  
 Park Ridge Public Library  
 20 South Prospect Avenue  
 Park Ridge, IL 60068  
 P. (847) 825-3123 F. (847) 825-0001  
 End User # 12375

**Ship To**  
 To be Determined

**Installation**  
 KI Services  
 P. (773) 502-5565  
 Vendor # 30000

**Sales Team:**

Jim Heyden  
 jim.heyden@ki.com  
 (847) 867-7898

**Client Notes:**

Budget pricing, standard color/finish options apply.  
 Lead time 4-6 weeks. Quote includes line item for delivery & installation.





# QUOTATION

CREATED 3/4/2022  
 VALID THROUGH 6/30/2022  
 Prepared By Jim Heyden  
 Quote Filename Park Ridge Library-3rd Floor Meeting Room - 22JLH-569105/C

Product options that must be determined (aka TBDs) exist and must be selected prior to purchase order submittal. These items are notated in the far right column with (?)

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
<b>Tag 1: Mtg Room</b>							
1.2	PINR2460T-74P	Pirouette,Nesting Training,Rectangular,24x60",74P Edge	6		\$676.00	\$4,056.00	?
		<b>Edge Color</b> To Be Determined TBD<< <b>Grommet/Power Option</b> No grommets, PowerUp, wire management/No cutouts /NNN <b>Laminate</b> To Be Determined TBD<< <b>Leg Finish</b> To Be Determined TBD<< <b>Casters/Glides</b> Black wheel, Silver hub-2 locking/2 non-locking /4EC <b>Modesty Panel</b> No modesty panel /NMP <b>Price Description: Delivered/Open Market</b> <b>Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI</b> <b>Please Note: Leadtime calculated on 6/2/2022 and is subject to change.</b>					
1.3	PINH48-74P	Pirouette,Nesting Half Round,48",74P Edge	2		\$577.00	\$1,154.00	?
		<b>Edge Color</b> To Be Determined TBD<< <b>Laminate</b> To Be Determined TBD<< <b>Leg Finish</b> To Be Determined TBD<< <b>Casters/Glides</b> Black wheel, Silver hub-2 locking/2 non-locking /4EC <b>Modesty Panel</b> No modesty panel /NMP <b>Grommet/Power Option</b> No grommets, PowerUp, wire management/No cutouts /NNN <b>Price Description: Delivered/Open Market</b> <b>Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI</b> <b>Please Note: Leadtime calculated on 6/2/2022 and is subject to change.</b>					
1.4	O4MSMB	Opt4 High Density Stacking Chair,Mesh Seat/Mesh Back	20		\$195.00	\$3,900.00	?
		<b>Opt4 Frame Color</b> To Be Determined TBD<< <b>Opt4 Mesh Colors</b> Compliance to TB 117-2013 /NFR <b>Poly and/or Mesh Colors - NFR</b> To Be Determined TBD<< <b>Opt4 Glides</b> Nylon glides, non-ganging /NG <b>Price Description: Delivered/Open Market</b> <b>Lead Time: 8 - 10 Weeks; Ships from GREEN BAY, WI</b> <b>Please Note: Leadtime calculated on 6/2/2022 and is subject to change.</b>					
1.5	LI662466CC-HPL	Likha Credenza,Full Four Door,66"Wx24"Dx30"H,HPL	1		\$1,246.50	\$1,246.50	?
		<b>Worksurface Laminate Color</b> To Be Determined TBD<< <b>Base Laminate Color</b> To Be Determined TBD<< <b>Pull Choice</b> To Be Determined TBD<< <b>Edge Style</b> Flat edge /Y <b>Key Option</b> Key standard - 2 locks /KS <b>Price Description: Delivered/Open Market</b> <b>Lead Time: 17 - 19 Weeks; Ships from JASPER, IN</b> <b>Please Note: Leadtime calculated on 6/2/2022 and is subject to change.</b>					
<b>Tag 1: Mtg Room</b>						<b>WorkGroup Product Subtotal</b>	<b>\$10,356.50</b>

## Quote Summary

<b>Product SubTotal:</b>	<b>\$10,356.50</b>
<b>Estimated Materials and Commodity Surcharge effective July 12, 2021 (Actual amount charged will be determined at the time the order is placed)</b>	<b>\$1,035.65</b>
<b>Tax exempt</b>	<b>\$0.00</b>
<b>Delivery &amp; installation</b>	<b>\$1,390.00</b>
<b>Estimated Sales Tax:</b>	<b>See Notes</b>
<b>Quote Total:</b>	<b>\$12,782.15</b>

NOTES:

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.

**PROJECT LEAD TIME SUMMARY:**

- Manufacturing lead time begins once the order is complete and acknowledged. Delivery dates are determined per order based on the longest lead time per shipping location and are confirmed on the order acknowledgement.

<u>Shipping Location</u>	<u>MFG Lead Time Range</u>
BONDUEL, WI	4 - 6 Weeks
GREEN BAY, WI	8 - 10 Weeks
JASPER, IN	17 - 19 Weeks

- Lead times are subject to change based on quantities, manufacturing capacity and surface material selections. Laminate and/or fabrics outside the standard KI in-grade program may have extended lead time.
- For more information or questions regarding delivery consolidation, contact KI Customer Service.

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at [www.KI.com/terms](http://www.KI.com/terms)

Prepared by Jim Heyden  
Market Code: 9=9=State/Local Gov't

Opportunity #: 569105

Quote Filename: Park Ridge Library-3rd Floor Meeting  
Room - 22JLH-569105

#### Final Considerations:

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:  
KI  
1330 Bellevue Street  
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
  - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
  - Ship To Information: complete legal name, address, contact name, contact phone number
  - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
  - Issue Date: date the purchase order was issued
  - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
  - Purchase Order Total: total of all items and services included on the purchase order
  - Authorization: signature of authorized purchasing agent or buying entity
  - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
    - Quantity of each item
    - Complete model number, including all finish and option information (by line item)
    - Net purchase price (by line item)
    - Extended net purchase price (all line items)
    - Any additional applicable charges (ex: installation and/or delivery charges)
    - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

**Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.**

# Memorandum

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**Memo Date:** June 6, 2022  
**From:** Lauren Bochat, Technical Services Manager  
**Meeting Type:** Planning and Operations Committee of the Whole  
**Meeting Date:** June 14, 2022  
**Action Required:** For approval  
**Subject:** Bibliotheca RFID tag quotation

## Background:

In order for items to be processed via the Bibliotheca Automated Materials Handler (AMH) and the five automated checkout stations, each item is tagged with a unique Radio Frequency Identification (RFID) tag.

The library purchases RFID tags that are compatible with our Bibliotheca AMH machines from Bibliotheca as it is not possible to buy from a 3<sup>rd</sup> party manufacturer as Bibliotheca cannot guarantee that different vendor's technology would be supported.

I've negotiated a 20% discount on this order with Bibliotheca which is relevant to the quantity of rolls we purchase. The total cost for a 2 year supply of RFID tags is \$8,421.14. Due to the approximate 35% price increase on these items, this purchase is over the Library Director's purchasing authority and should be brought to the Board.

As of June 6, 2022, the Technical Services Library Supply budget is only 22% spent. Our available budget is \$15,269.33. After the above proposed Bibliotheca RFID tag order of \$8,421.14, the Technical Services Library Supply budget would have \$6,848.19 remaining, 35% of our overall budget for the remaining 6 months of the year. I do not anticipate any problems with this remaining total for my department's library supply ordering.

## Recommended Motion:

- Approve the purchase of RFID tags from Bibliotheca in the amount of \$8,421.14 to be paid from the Technical Services Library supply budget line.

## Attachments:

- Bibliotheca quotation

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

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

**Quote**                      **QUO-US05414**

**Date**    05/31/2022

Customer:                      C0008467-US  
Quote Expiration:            08/29/2022

Payment Terms:                      Net 30 Days  
Sales Rep:                                      Courtney Gebhardt

Item	Quantity	Net Price	Net Extended
<b>Freight Standard Service</b> SHP000001-000	1	150.00	150.00
<b>RFID tag™ square (2,000/Roll)</b> TAG000010-000	15	400.40	6,006.00
<b>RFID tag™ fullDiscDVD (500/Roll) big inner diameter</b> TAG000005-001	5	377.72	1,888.60
<b>RFID tag™ squareClear(2,000/Roll)</b> TAG000050-000	1	376.54	376.54
<b>Total:</b>			<b>8,421.14</b>
Currency:			US Dollar

**Terms and Conditions:**

All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, A copy of Tax Exemption Certificate is required with purchase order for all taxexempt customers.

Terms are NET 30 Days from Date of Invoice. Invoice is generated at the time of Shipment.

Quotations are good for 60 days. All dates are based on ship dates. Order must ship within the 60-day window.

After 60 days, quotation expires. Contact Bibliotheca for a New Quotation.

A 20% restocking fee, in addition to in-bound and out-bound shipping, will be charged for all returns.

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

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

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

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



# Memorandum

**Memo Date:** June 7, 2022  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Planning and Operations Committee of the Whole  
**Meeting Date:** June 14, 2022  
**Action Required:** For Information Only  
**Subject:** Telephone System Replacement Project

**Background:**

The Library previously budgeted \$35,000 to replace the telephone system in the FY20 capital budget. Due to the COVID-19 pandemic and the change in leadership, this project was postponed, and funds have been carried forward to the FY22 budget.

As per the Library’s Purchasing Policy, I will be sending out a Request for Proposal (RFP) to qualified firms, as the contract amount will be greater than \$5,000.

**Project Timeline:**

<u>Activity</u>	<u>Date</u>
RFP Issued	Tuesday, June 28, 2022
Deadline for Submission of Bids	Tuesday, July 26, 2022 at 10 AM
Bid Opening	Tuesday, July 26, 2022 at 10 AM
Library Board Committee Review	Tuesday, August 9, 2022
Library Board award contract	Tuesday, August 16, 2022
Implementation Schedule Date	TBD w/selected vendor



# Memorandum

**Memo Date:** June 3, 2022  
**From:** Joanna Bertucci  
**Meeting Type:** Planning & Operations Committee  
**Meeting Date:** June 14, 2022  
**Action Requested:** For review  
**Subject:** Policy manual review

Since the May 2022 Committee of the Whole meeting, the following policies were reviewed by Library Administration. 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
Printing Services	Burkum	Thiagarajan	Updated policy to reflect current practices
Public Access Computers	Burkum	Thiagarajan	Respectfully recommend that the Board eliminate the computer guest pass fee for non-residents
Public Internet Access	Burkum	Thiagarajan	Updated policy to reflect current practices
In House Audio Visual Equipment	Burkum	Thiagarajan	Superseded by the Media Lab policy; recommend to rescind.
Non Resident Fees	Burkum	Thiagarajan	Nonresident fees are specified in their respective policies; recommend to rescind as it is redundant.
Special Safety Rules Concerning Children	Burkum	Thiagarajan	Reworked policy language to be consistent with age restrictions; recommend renaming policy to <i>Children in the Library</i>
Vulnerable Adults	Burkum	Thiagarajan	New policy
Security Cameras	Burkum	Thiagarajan	New policy; sent to attorneys at Robbins Schwartz a draft for review in advance of 6/14. The draft included includes their updates.

**Recommended Action:**

- 1) Based on discussion and possible updates at the June 14, 2022 meeting, I respectfully recommend that the Board approve revisions to the following policies at the June 21 Regular Board Meeting:
  - a. Printing Services
  - b. Public Access Computers
  - c. Public Internet Access
  - d. Children in the Library
  
- 2) Based on discussion and possible updates at the June 14, 2022 meeting, I respectfully recommend that the Board approve the following new policies at the June 21 Regular Board Meeting:
  - a. Vulnerable Adults
  - b. Security Cameras



# Memorandum

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- 3) Based on discussion and possible updates at the June 14, 2022 meeting, I respectfully recommend that the Board rescind the following policies at the June 21 Regular Board Meeting:
  - a. In House Audio Visual Equipment
  - b. Non Resident Fees

## **PRINTING SERVICES**

### **POLICY:**

The Park Ridge Public Library provides photocopier machines and a SCAN/FAX station for public use. Fees apply to residents and nonresidents.

### **RULES:**

1. Black and white photocopying and printing will be charged at \$0.10 per page. Color photocopying and printing will be charged at \$1.00 per page. Refunds will be given at the discretion of Adult Service staff.
2. Printing from catalog pages, the Park Ridge Public Library website, and the City of Park Ridge website is free. There is a charge for printing from subscription databases and all other websites.
3. There is a fee of \$1.00 per page to send a fax. The Library cannot accept incoming faxes. There is no fee to scan documents to save to a USB drive or to send as an attachment to an email.
4. Printing, photocopying and faxing may be paid for with cash, credit card, or value added to a Park Ridge Public Library card.

Revised XXX  
Revised February 18, 2014  
Revised May 21, 2013  
Approved May 20, 2003

**USE OF LIBRARY FACILITIES**

**IC 10**

**PRINTING SERVICES**

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POLICY:

The Park Ridge Public Library provides photocopy machines and a SCAN/FAX station for public use. Fees apply to residents and nonresidents.

RULES:

1. Black and white photocopying and printing will be charged at \$0.10 per page. Color photocopying and printing will be charged at \$1.00 per page. Refunds will be given at the discretion of Adult Service staff. There are no refunds for pages printed in error.
2. Printing from catalog pages, the Park Ridge Public Library website, and the City of Park Ridge website is free. There is a charge for printing from subscription databases and all other websites.
3. There is a fee of \$1.00 per page to send a fax. ~~The Library cannot accept incoming faxes. There is no fee to scan documents to save to a USB drive or to send as an attachment to an email.~~
4. Printing, photocopying and faxing may be paid for with by cash, or credit card, or value added to a Park Ridge Public Library card, with a library card/vend card.
- ~~5. Printing from the Library's computers may be paid through use of vend cards only.~~
- ~~6. Park Ridge library cardholders will receive a library card/vend card when they apply for or renew their library card.~~
- ~~7. Non Park Ridge library card holders may purchase a vend card at the card service center in the Reference Department.~~
- ~~8. The Library is not responsible for lost or damaged cards.~~
- ~~9. Park Ridge library card holders must log onto the SCAN/FAX station using their library card number.~~
- ~~10. Non Park Ridge card holders must purchase a guest pass in order to log onto the SCAN/FAX station. See Policy IC12 Nonresident Fees~~

Revised XXX

Revised February 18, 2014

Revised May 21, 2013

## **PUBLIC ACCESS COMPUTERS**

### POLICY:

The Park Ridge Public Library provides public access computers for use by the general public. These computers provide access to the Internet, word processing software, presentation software, and spreadsheet software.

### RULES:

1. The Library has an automated PC reservation system to manage the public access computers. Park Ridge library card holders may make a reservation in person or in advance by phone.
2. Park Ridge library card holders must use their library card number to reserve and log onto a public access computer.
3. If a card holder does not have their library card, Library staff will look up their card number if proper identification is provided.
4. During times of high demand, priority for computer access will be given to Park Ridge Public Library cardholders over guest users.
5. Staff on duty has the right to cancel or interrupt use of a computer at any time.
6. The Library reserves the right to determine which peripherals can be used with Library computers.
7. Patrons may not bring their own programs to use on Library computers.
8. The Library is not responsible for damage to peripherals that a patron uses on a Library computer.
9. Most programs include self-explanatory directions. While the Library staff is available for guidance, they cannot provide in-depth instruction.
10. USB drives are available for purchase at the Reference Desk for a nominal fee
11. The Law forbids duplication of copyrighted software. Library software may not be copied.
12. The Library has the right to restrict usage by those who do not abide by the general regulations of the Library or the specific regulations governing Library computers.

Revised XXX

Revised February 18, 2014

Revised May 21, 2013

Revised April 21, 2009

Approved September 17, 1985

## USE OF LIBRARY FACILITIES

IC-6

### PUBLIC ACCESS COMPUTERS

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#### POLICY:

The Park Ridge Public Library provides public access computers for use by the general public. These computers provide access to the Internet, ~~(Internet Access policy IC6a)~~ word processing software, presentation software, and spreadsheet software. ~~Several computers in the Children's Services Department provide access to educational games and special rules apply (see below).~~

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#### RULES

1. The Library has an automated PC reservation system to manage the public access computers. Park Ridge library card holders may make a reservation in person or in advance by phone.
2. Park Ridge library card holders must use their library card number to reserve and log onto a public access computer.
- ~~3.~~ If a card holder does not have their library card, Library staff ~~in the Circulation Department~~ will look up their card number if proper identification is provided.
- ~~3-4.~~ During times of high demand, priority for computer access will be given to Park Ridge Public Library cardholders over guest users.
- ~~4.~~ ~~Non Park Ridge card holders over 18 may purchase a guest pass according to Policy IC12, Nonresident Fees.~~
- ~~5.~~ ~~Infrequently, computers may be down for reasons beyond the Library's control. Lost time will not be added on or given to anyone who has lost scheduled time and no refunds will be provided.~~ Staff on duty has the right to cancel or interrupt use of a computer at any time.
6. The Library reserves the right to determine which peripherals can be used with Library computers.
7. Patrons may not bring their own programs to use on Library computers.
8. The Library is not responsible for damage to peripherals that a patron uses on a Library computer.
9. Most programs include self-explanatory directions. While the Library staff is available for guidance, they cannot provide in-depth instruction.
- ~~10.~~ ~~Black & white printing is charged at \$0.10 per page. Color printing is charged at \$1.00 per page. The Library does not provide refunds for pages printed in error.~~
- ~~11-10.~~ USB drives are available for purchase at the Reference Desk ~~Information Desks~~ for a nominal feesaving patron work.

~~42.11.~~ The Law forbids duplication of copyrighted software. Library software may not be copied.

~~43.12.~~ The Library has the right to restrict usage by those ~~people~~ who do not abide by the general regulations of the Library or the specific regulations governing Library computers.

#### EDUCATIONAL GAME COMPUTERS IN CHILDREN'S SERVICES

~~1. Reservations may be made in person or by phone at the Information Desk in the Children's Services Department for either one half hour or a full hour. Reservations will be held for 10 minutes after which the computer will be made available.~~

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#### IC 6 (cont'd)

~~2. Children must be at least 2 years of age or older to use the game computers.~~

~~3. Educational Game computers may be used for a maximum of one hour per day.~~

~~4. There is no printing available through the game computers.~~

#### Revised XXX

Revised February 18, 2014

Revised May 21, 2013

Revised April 21, 2009

Approved September 17, 1985

## **PUBLIC INTERNET ACCESS**

### POLICY:

The Park Ridge Public Library provides access to the internet as an information-gathering tool to further enhance the Library's resources.

### RULES:

1. The Park Ridge Public Library is responsible only for information that Library staff has produced and published on the Library's website. The Library is not responsible for the content, availability or accuracy of information provided by other agencies or institutions, or for that of any external sites linked to Library pages. The Library cannot assure access to all resources at all times.
2. The Library has installed filtering software on all internet workstations, to block those sites that may be obscene and/or contain child pornography. No filter is 100% effective and the Library assumes no liability should a patron engage in illegal activity on a Library computer. If a patron believes that a website has been improperly blocked, the patron can ask the staff, in consultation with Library's Managed IT Service provider, to disable the filter to enable access for bona fide research and other lawful purposes.
3. Parents or guardians have the ultimate responsibility to supervise and guide the use of the internet by their children.
4. The Library's computers shall not be used for any illegal activity. The user must comply with all local, state and federal laws.
5. The Library Director or designee may suspend or terminate internet privileges if a member of the Library staff reasonably believes that any user has violated this policy. Violation of this policy may result in internet privileges being suspended or revoked, and may include contacting law enforcement authorities and/or legal action if determined appropriate. Future internet use privileges and/or other Library privileges may be modified and/or suspended in their entirety at the discretion of the Library Director on a case-by-case basis.
6. The Library is not liable for costs incurred through patron use of the internet.
7. Library staff will help users navigate the internet; however, staff will not provide in-depth training nor can Library staff complete online forms on behalf of a patron. Training classes and one-on-one training sessions are available through the Library's technology program offerings or by appointment.

Revised XXX  
Revised May 21, 2013  
Revised June 15, 2010  
Approved April 18, 1995

## USE OF LIBRARY FACILITIES

IC 6a

### PUBLIC INTERNET ACCESS

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#### POLICY:

The Park Ridge Public Library provides access to the internet as an information-gathering tool to further enhance the Library's resources.

#### RULES:

1. The Park Ridge Public Library is responsible only for information that Library staff has produced and published on the Library's website. The Library is not responsible for the content, availability or accuracy of information provided by other agencies or institutions, or for that of any external sites linked to Library pages. The Library cannot assure access to all resources at all times.
2. The Library has installed filtering software on all internet workstations, to block those sites that may be obscene and/or contain child pornography. No filter is 100% effective and the Library assumes no liability should a patron engage in illegal activity on a Library computer. If a patron believes that a website has been improperly blocked, the patron can ask the staff in consultation with Library's Managed IT Service provider, to disable the filter to enable access for bona fide research and other lawful purposes.
3. Parents or guardians have the ultimate responsibility to supervise and guide the use of the internet by their children.
4. The Library's computers shall not be used for any illegal activity. The user must comply with all local, state and federal laws.
5. The Library Director or designee may suspend or terminate internet privileges if a member of the Library staff reasonably believes that any user has violated this policy. Violation of this policy may result in internet privileges being suspended or revoked, and may include contacting law enforcement authorities and/or legal action if determined appropriate. Future internet use privileges and/or other Library privileges may be modified and/or suspended in their entirety at the discretion of the Library Director. ~~The Library Director will review these matters~~ on a case-by-case basis.
6. The Library is not liable for costs incurred through patron use of the internet.
- ~~7. Black and white printing is charged at \$0.10 per page. Color printing is charged at \$1.00 per page. The Library will not provide refunds for pages printed in error. Printing from the online catalog, Park Ridge Public Library Community Network and City of Park Ridge websites is provided at no charge. There is a charge for printing from subscription databases, and external websites.~~
- ~~8-7.~~ Library staff will help users navigate the internet; however, staff will not provide in-depth training nor can Library staff complete online forms on behalf of a patron. Training classes and one-on-one training sessions are available through the Library's technology program offerings or by appointment.

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## USE OF LIBRARY FACILITIES

IC 8

### IN-HOUSE AUDIO-VISUAL EQUIPMENT

#### POLICY:

The Park Ridge Public Library provides audio-visual equipment for patron use in the Adult and Children's departments of the Library.

#### RULES:

1. Patrons must present a valid library card or identification to the staff member on duty in the Reader Services Department to use the portable equipment. The card will be kept while the patron is using the equipment. The Children's Services Department does not require identification to use the equipment. Use of this equipment is available on a first come, first served basis.
2. The Library has the right to restrict usage by those who do not abide by the general regulations of the Library or the specific regulations governing the equipment.
3. Patrons are liable for library materials or equipment damaged through careless or malicious use. The cost of the damage will be determined by the Library Director.

- **Recommend to rescind**
- The Media Lab policy covers Adult AV equipment use.
- Youth department procedures for iPads are sufficient. Failure to comply with procedures for using iPads can be addressed through our *Conduct in the Library* policy.

## USE OF LIBRARY FACILITIES

I C 12

### NONRESIDENT FEES

#### POLICY:

The Library Board of Trustees has established Nonresident Fees according to the rules listed below.

#### RULES:

1. Nonresidents over 18 years of age must purchase a guest pass for \$3 to use a Library computer for up to one hour. A \$1 pass may be purchased to use an Express Computer or the SCAN/FAX station for up to 15 minutes. Guest passes may be purchased (cash only) at one of the Information Desks.
2. Nonresidents that have purchased a Park Ridge Public Library card according to the rules of (75 ILCS 5/) Illinois Local Library Act will not be charged nonresident fees.
3. Nonresidents will be charged a fee to attend some Library programs including when the Library has hired an outside presenter, and for computer training classes. Fees may be paid by cash or check. If the Library cancels a program, a credit or refund will be issued unless the patron owes the Library money for late fees or other charges.

Nonresident fees are specified in their respective policies. Recommend to be rescinded in light of its redundancy.

Revised March 16, 2016  
Revised April 21, 2015  
Revised March 18, 2014  
Approved February 18, 2014

## CHILDREN IN THE LIBRARY

### POLICY:

The Park Ridge Public Library welcomes the use of its facilities and services by children. The Library is a public building, and as such, it is not recommended to leave children who have not attained 3<sup>rd</sup> grade, unattended. The safety of children under the age of 18 lies with the parent, guardian, or caregiver.

### RULES:

1. Parents, guardians and caregivers are responsible for the safety and actions of those children whom they are supervising in the Library. A caregiver must be age 12 or older. Library staff are unable to directly supervise or direct the activities of children in the Library.
2. Children in kindergarten or younger must be directly supervised at all times by a parent, guardian, or caregiver.
3. Children who are not yet in 3<sup>rd</sup> grade must have a parent, guardian, or caregiver in the Library building for the duration of the child's visit. A child who is not yet in 3<sup>rd</sup> grade may attend a Library program without a parent, guardian or caregiver. However, the parent, guardian or caregiver is expected to remain in the library building and immediately join their child at the end of the program.
4. Children in 3<sup>rd</sup> grade, or older, may use the Library without a parent, guardian, or caregiver, provided they adhere to the *Conduct in the Library* policy.
5. The Children's Services Department, on the Library's first floor, is for the use of children and adults accompanied by children. The Teen Loft, on the Library's third floor, is for the use of children, grades six through twelve.
6. If a child, under the age of 12, remains longer than 15 minutes after the building has closed, the Person in Charge will contact the police. The Person in Charge and an additional staff member will stay with the child until a parent, guardian, caregiver or police arrive.

Revised XXX  
Revised August 18, 2015  
Revised May 18, 2010  
Approved: April 15, 2008

**CONDUCT IN GENERAL**

**1 F 2**

**SPECIAL SAFETY RULES CONCERNING CHILDREN CHILDREN IN THE LIBRARY**

**POLICY:**

The Park Ridge Public Library welcomes the use of its facilities and services by children. The Library is a public building, and as such, it is not recommended to leave children who have not attained 3<sup>rd</sup> grade, unattended. The safety of children under the age of 18 lies with the parent, guardian, or caregiver. The Library is a public building and as such the Board of Trustees and staff are concerned about the safety of all adults and children who use the Library.

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**RULES:**

1. Parents, guardians and caregivers are responsible for the safety and actions of those children whom they are supervising the Library. A caregiver must be age 12 or older. Library staff are unable to directly supervise or direct the activities children in the Library is available to answer questions, assist with computers and assist as needed but cannot and do not serve as baby sitters, teachers, security guards, or disciplinarians.

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2. Children in kindergarten or younger must be directly supervised at all times by a parent, legal guardian, or caregiver 12 years of age or older.

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2. Children who are not yet in 3<sup>rd</sup> grade must have a parent, guardian, or caregiver in the Library building for the duration of the child's visit. A child who is not yet in 3<sup>rd</sup> grade may attend a Library program without a parent, guardian or caregiver. However, the parent, guardian or caregiver is expected to remain in the library building and immediately join their child at the end of the program.

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3. If a child not yet in 3<sup>rd</sup> grade is participating in a Library program, the parent/caregiver must remain in the Library building.

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4. Children in 3<sup>rd</sup> grade, or older, may use the Library without a parent, guardian, or caregiver, provided they adhere to the *Conduct in the Library* policy.

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4. Parents/caregivers must remain at the Library if the children cannot follow the Library rules and be safe without their parent/caregiver. It is recommended that parents teach their children how to contact the parent or caregiver in case of emergency.

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5. Parents or caregivers must adequately supervise the behavior of their children. If not, they will be made aware of the problem as quickly and discreetly as possible. Children's behavior must improve immediately, or the parent/caregiver and children will be directed to leave the Library.

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6-5. The Children's Services Department, on the Library's first floor, is for the use of children and adults accompanied by children. Patrons age 14 and above using the Children's Services Department must be accompanied by a parent, legal guardian, or adult caregiver that will remain with them while they are in the department. The Teen Loft, on the Library's third floor, is for the use of children, grades six through twelve.

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~~7.6.~~ If a child, ~~under the age of 12, 12 years of age or younger,~~ remains longer than 15 minutes after the building has closed, ~~the Person in Charge staff~~ will contact the police. ~~The Person in Charge and an additional staff member~~ ~~Two staff members~~ will stay with the child until a parent, ~~guardian, other~~ caregiver or police arrive.

~~8. If these rules are repeatedly violated, the parent, caregiver and child's access to the Library may be suspended.~~

~~9. The Library is a public building open to everyone. Parents and caregivers should keep this in mind when children are using the building.~~

Revised XXX

Revised August 18, 2015

Revised May 18, 2010

Approved: April 15, 2008

## **VULNERABLE ADULTS**

### POLICY:

The Park Ridge Public Library strives to provide a welcoming and safe environment for all patrons. The Library is concerned for the safety of vulnerable adults in the Library. Vulnerable adults are functionally, mentally or physically unable to care for themselves and should be accompanied by another adult in the Library at all times. This includes adults who need staff support beyond normal assistance with Library services and at Library programs.

### RULES:

1. A parent, guardian, or caregiver age 18 years or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their Library visits.
2. If it is determined that a vulnerable adult is in the library without a parent, guardian or caregiver, staff will attempt to contact that individual before calling 911. If a parent, guardian or caregiver cannot be reached within 15 minutes, the police will be contacted and asked to facilitate a wellness check.

Approved XXX

## **SECURITY CAMERAS**

### **POLICY:**

The Park Ridge Public Library has installed security cameras for the safety and security of Library patrons, staff, and property. The security camera installation consists of dedicated cameras which provide monitoring through a video management system. The primary purpose of security cameras is to discourage inappropriate and illegal activities and, when necessary, to provide a record of such activities in accordance with applicable federal, state, and local laws, regulations and requirements regarding the confidentiality of library records.

### **RULES:**

1. The Park Ridge Public Library shall post and maintain signs at the entrance to the building giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library.
2. Cameras are positioned to monitor interior public areas of Library building. Under no circumstances shall cameras monitor areas where patrons and/or staff have a reasonable expectation of privacy, such as restrooms or staff break rooms.
3. Video monitoring records are not to be used directly or indirectly to identify the activities of individuals except as viewed in relation to a specific event or suspected criminal activity on Library property, suspected violation of Library *Conduct in General* policy, or incidents where there is reasonable basis to believe a claim may be made against the Library.
4. Video data is recorded and stored digitally. Recorded data will be treated as confidential and secure. Access to live feeds of images and recorded video data will be limited to authorized Library staff designated by the Library Director.
5. Confidentiality and privacy issues may limit the general public from viewing security camera footage that contains personally identifying information about library users or the circulation records of library users. All requests for disclosure of recorded images, except as stated above for law enforcement purposes, shall be made in accordance with the Freedom of Information Act, and submitted to the Library Director.
6. The Library may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on Library property. Law enforcement officials or agencies may be provided access to the recorded data when allowed under the law, such as pursuant to a court order, upon giving a sworn statement of imminent danger of physical harm, or as otherwise permitted by law. Recorded data will be accorded the same level of confidentiality and protection provided to library patrons by Illinois state law and the Library's policies.

7. Only employees authorized by the Library Director will be provided access to view and/or export video footage. Unauthorized copying or recording of video footage through cell phones, portable devices, or any other means is prohibited. Any Library employee who becomes aware of unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Director of the breach.
8. Recordings shall be kept for approximately 20 days, with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. The latter shall be retained for one year after the incident or until such time as any matters pertaining to the recording have been resolved, or for any length of time as required by an applicable litigation hold letter. The storage media shall be kept in a secure area. At the Library Director's discretion, stored still images may be shared with staff library-wide.
9. A copy of this policy will be shared with any patron or staff member upon request. This policy shall be posted on the Library's website. The Park Ridge Public Library disclaims any liability for use of the video data in accordance with the terms of this policy.

Approved XXX