



Park Ridge Public Library

Notice is hereby given that the following Committees of the Library Board will meet in the

First Floor Meeting Room of the Park Ridge Public Library

20 S. Prospect Avenue, Park Ridge, IL

On the date and time below

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

LIBRARY COMMITTEE AGENDAS

BOARD OF TRUSTEES

Tuesday, May 10, 2022, at 7:00 P.M.

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

PUBLIC COMMENT

PERSONNEL (Hanba, Chair)

1. Approve March 8, 2022 Minutes
2. Tuition Reimbursement
3. Other

BUDGET & FINANCE (Somheil and Rusk, Co-Chairs)

1. Approve February 8, 2022 Minutes
2. Tuition reimbursement
3. Other

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

1. Approve April 12, 2022 Minutes
2. Building and capital project updates
3. Other

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

1. Approve April 12, 2022 Minutes
2. Task calendar review and update
3. Managed Information Technology services RFP update
4. CCS and OCLC annual fees
5. Policy review:
 - a. Persons entitled to borrowing privileges
 - b. Student cards
 - c. Teacher cards
 - d. Circulating materials/schedule of fees
 - e. Circulating equipment/schedule of fees
 - f. Interlibrary loan services
6. Other

RESOURCES (Kiem, Chair)

1. Approve April 12, 2022 Minutes – attached
2. North Suburban Digital Consortium
3. Other

NO MEETINGS:

COMMUNICATIONS & DEVELOPMENT, INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE, NOMINATING

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

Committee Chair Hanba opened the Personnel Committee meeting at 7:36 p.m.

ROLL CALL

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

Trustees Absent: Josh Kiem, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, and Jen Healy, Library
staff
Josh Kiem (via telephone)

Trustee Steinfels made a

MOTION: to approve the minutes of December 14, 2021

Trustee Powers seconded the motion.

Roll Call vote: Yes: Hanba, Powers, Rapisand, Rusk, Somheil, Steinfels

Abstain: Burkum

Motion passed.

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

Director Bertucci explained the need for extension of the policy, given the ongoing challenges presented by the status of COVID-19. It is Director Bertucci's recommendation that the current policy be extended through June 30, 2022 so that all employees, even those part-time staff who have no paid time off, would be provided with paid time off related to COVID. She reviewed the wording changes made to the existing policy to update it to reflect current recommendations regarding Covid protocols around masking, travel and social distancing. The policy included for approval is otherwise the same as that previously approved through March 31, 2022.

Trustee Rapisand made a

MOTION: to approve extension of the Illness at the Workplace Policy, as amended, through June 30, 2022.

Trustee Burkum seconded the motion.

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

Motion passed.

Meeting adjourned at 7:39 p.m.



Memorandum

Memo Date: April 27, 2022
From: Alyson Doubek, Finance and Administrative Services Manager
Meeting Type: Personnel Committee of the Whole
Meeting Date: May 10, 2022
Action Requested: For approval
Subject: Library Tuition Reimbursement

Background:

The City of Park Ridge Benefits Policy Number 22 – Policy 22.12 discusses the Tuition Reimbursement Program. It's a benefit the City is committed to, to the professional development and education of its employees. Each year this tuition assistance is subject to the availability of budget funds, as approved by the City Council, and is subject to the approval of the City Manager. Reimbursements will be made only for tuition – excluding additional schooling costs (books, supplies, etc.).

Recently an employee of the Library expressed interest in tuition reimbursement. This process had not been entertained by a Library employee in recent years. The application was completed and submitted to City Human Resources. It was explained to Library Administration that the City of Park Ridge would not fund a tuition reimbursement request for a Library staff member, the funds would need to come out of the Library's Budget.

The Library's Employee Manual is the City's Employee Manual with an Appendix for the Library. Anything in the Library Appendix takes priority over the policies in the City of Park Ridge Manual, assuming all City policies apply to Library staff. The City's manual is imperative for our staff because the City handles our health insurance, IMRF, FMLA, etc. If the City has a tuition reimbursement policy in its manual and that policy does not apply to our employees we should have a policy explaining/correcting this in the Appendix.

The proposed policy language has been adapted from the City of Park Ridge Benefits Policy Number 22 – Policy 22.12 and updated to meet the Library's needs and priorities.

According to the 2021 HR Source Salary survey 56% of responding libraries offer tuition reimbursement to their employees. In this hyper competitive job market, providing tuition reimbursement as an incentive may attract and/or retain quality talent.

Recommendation:

It is respectfully recommended that the Library Board of Trustees approve the Library's Tuition Reimbursement Policy.

Attachment:

Library Tuition Reimbursement Program

Tuition Reimbursement Program language – to be added to the Library’s Appendix to the City of Park Ridge HR Manual

a) Overview

The Park Ridge Public Library is committed to the professional development and education of its employees by supporting educational opportunities to further employees’ knowledge and skill levels in their current occupations or by enhancing their potential for career advancement within the Library. The Tuition Reimbursement Program was established to provide an opportunity for employees to obtain additional education in order to increase their knowledge and abilities to prepare for future opportunities within the Library.

b) Eligibility

All full-time employees with 12-months of continuous employment prior to the start of the course are eligible for this program.

Degree programs and courses that may be eligible for reimbursement include those offered by an accredited institution of higher learning (college, university, or technical school) at both undergraduate and graduate levels, courses designed to increase one’s skill, courses offered as part of an adult continuing education program and any other appropriate course in the field of library and information science or other applicable field aligned with the line of work of the employee. Doctoral-level degree programs and courses are not eligible for tuition reimbursement.

c) Approval

The Library has the sole discretion to determine whether a degree program or course is job-related or fulfills a job-related requirement. Consideration will also be given to coursework that would enhance an employee’s potential for career advancement within the Library. In addition, the employee’s past work performance and disciplinary record will be considered in whether a request for tuition reimbursement shall be approved. The Library Director will make the final determination on an employee’s acceptance into the tuition reimbursement program and may deny any request that does not meet these criteria. Additionally, if an employee incurs discipline or an unsatisfactory evaluation while participating in the program, the Library Director can revoke the reimbursement privilege.

d) Application for Tuition Reimbursement

Employees wishing to participate in the Library’s Tuition Reimbursement Program must complete a Request for Participation Form BEFORE THE START of each course along with any supporting documentation. Employees shall then submit this form to their Manager for review and approval, who will then forward it on to the Finance and Administrative Services Manager for review. The Library Director shall make the final determination on an employee’s acceptance into the tuition reimbursement program based upon the availability of funding, prior award of reimbursement funds, recommendations of the Department Manager and Finance and Administrative Services Manager, and other relevant information.

If there is a large pool of applicants, some information that may be considered in awarding tuition assistance will include, but is not limited to: length of time employed by the Library, length of time enrolled in a degree program, quality of work performance, prior award of reimbursement funds, and impact of coursework on the organization.

e) Applicable Costs and Amounts for Tuition Reimbursement

Approved employees may generally receive up to \$2,500 reimbursement in the fiscal year, at the Library Director’s discretion, provided that funding has been approved and is available in the Library’s budget.

The total pool set aside for the Tuition Reimbursement Program, will be determined annually as part of the budgeting process.

Tuition reimbursement will be made only for tuition and not for mileage, fees, lodging, books, special materials or incidental expenses. Employees enrolling in college courses must take advantage of and pursue other financial sources such as grants, scholarships, G.I. benefits, and fellowships. The Library only considers the difference between the actual tuition cost and any received financial assistance award as the amount eligible for reimbursement. Employees who fail to disclose other sources of financial assistance in connection with their application and subsequent receipt of tuition reimbursement shall be subject to discipline, up to and including discharge.

The amount of tuition reimbursed is based upon the employee's academic performance in accordance with the following schedule:

Course Grade	Percent of Tuition Reimbursed
Grade "A" or "B"	100% of allowed tuition
Grade "C"	75% of allowed tuition
Grade "Pass"	100% of allowed tuition

Employees who withdraw from or otherwise fail to complete an approved course, or who fail to submit appropriate documentation of their grades within 30 days of course completion, will forfeit reimbursement.

Approved employees seeking reimbursement of tuition costs must submit the Request for Reimbursement Form along with an official grade report or transcript and a receipt for the paid tuition within 30 days of course completion. The Library Director must first approve the request prior to the employee receiving any reimbursement from the Library.

f) Refund of Tuition Reimbursement

Employees receiving tuition reimbursement agree to remain in active, full-time employment with the Library for at least 12-months after receiving tuition assistance. An employee who voluntarily separates from the Library before the 12-months have expired must refund the Library 100% for all tuition reimbursements paid within the 12-month period immediately prior to the separation. The stated time frame commences with the completion of the last course reimbursed under this program. In the event the employee voluntarily separates from the Library prior to the completion of 12-months of service, the entire amount of the reimbursement becomes due and payable from the employee's final paycheck or the Library will invoice the unpaid balance, to be paid within 60 days.



- You fail to submit a medical report from the treating physician to certify continuation of disability.

22.10 Amount of IMRF Disability Benefits

- a) The amount paid as an IMRF disability benefit depends on whether you receive Social Security Benefits, workers' compensation (including occupational disease) benefits, or have returned to work for a trial work period.
- b) The least that you can receive from all four sources is 50% of your average monthly earnings for the 12 calendar months prior to the date you are disabled.

22.11 Group Medical and Dental Benefit Continuation under Illinois Municipal Retirement Fund

- a) When you begin receiving temporary or total and permanent disability benefits under IMRF, your group dental insurance will cease. You may be eligible to continue your dental coverage under COBRA provisions.
- b) When you begin receiving permanent disability benefits under IMRF, you may continue your group medical benefits until age 65 by paying the full amount of the premium.

Please contact Human Resources for specific information on IMRF disability benefits and continuation of health benefits.

22.12 Tuition Reimbursement Program

- a) The City of Park Ridge is committed to the professional development and education of its employees by supporting educational opportunities to further employees' knowledge and skill levels in their current occupations or by enhancing their potential for career advancement within the City. Each fiscal year, tuition assistance is subject to the availability of budget funds, as approved by the City Council, and is subject to the approval of the City Manager. Therefore, eligible employees may receive tuition assistance on a first-come, first-approved basis. Reimbursement will be made only for tuition and not for fees, mileage, books or special materials.
- b) **Eligibility**
Only full-time employees with 12 months of continuous employment prior to the start of the course are eligible for this program.

Degree programs and courses that may be eligible for reimbursement include those offered by an accredited institution of higher learning (college, university, or technical school) at both undergraduate and graduate levels, courses designed to increase one's skill or trade, courses offered as part of an adult continuing education program and any other appropriate course in a field aligned



with the line of work of the employee. Doctoral-level degree programs and courses are not eligible for tuition reimbursement.

c) Approval

The City has the sole discretion to determine whether a degree program or course is job-related or fulfills a job-related requirement. Consideration will also be given to coursework that would enhance an employee's potential for career advancement within the City. In addition, the employee's past work performance and disciplinary record will be considered in whether a request for tuition reimbursement shall be approved. The City Manager shall make the final determination on an employee's acceptance into the tuition reimbursement program and may deny any request for the reimbursement that does not meet these criteria. Additionally, if an employee incurs discipline or an unsatisfactory evaluation while participating in the program, the City Manager can revoke the reimbursement privilege.

d) Application for Tuition Reimbursement

Employees wishing to participate in the City's Tuition Reimbursement Program must complete a Request for Participation Form before the start of each course along with any supporting documentation. Employees shall then submit this form to their Department Director for review and approval, who will then forward it on to Human Resources for review. The City Manager shall make the final determination on an employee's acceptance into the tuition reimbursement program based upon the availability of funding, recommendations of the Department Director and Human Resources, and other relevant information.

If there is a large pool of applicants, some information that may be considered in awarding tuition assistance will include, but is not limited to: length of time employed by the City, length of time enrolled in a degree program, quality of work performance, and impact of coursework on the organization.

e) Applicable Costs and Amounts for Tuition Reimbursement

Approved employees may generally receive \$2,500 reimbursement in the fiscal year, at the City Manager's discretion, provided that funding has been approved and is available in the City's budget.

Tuition reimbursement will be made only for tuition and not for mileage, fees, lodging, books, special materials or incidental expenses. Employees enrolling in college courses must take advantage of and pursue other financial sources such as grants, scholarships, G.I. benefits, and fellowships. The City only considers the difference between the actual tuition cost and any received financial assistance award as the amount eligible for reimbursement. Employees who fail to disclose other sources of financial assistance in connection with their application and subsequent receipt of tuition reimbursement shall be subject to discipline, up to and including discharge.



The amount of tuition reimbursed is based upon the employee's academic performance in accordance with the following schedule:

Course Grade	Percent of Tuition Reimbursed
Grade "A" or "B"	100% of allowed tuition
Grade "C"	75% of allowed tuition
Grade "Pass"	100% of allowed tuition

Employees who withdraw from or otherwise fail to complete an approved course, or who fail to submit appropriate documentation of their grades within 30 days of course completion, will forfeit reimbursement.

Approved employees seeking reimbursement of tuition costs must submit the Request for Reimbursement Form along with an official grade report or transcript and a receipt for the paid tuition within 30 days of course completion. Human Resources and the City Manager must first approve the request prior to the employee receiving any reimbursement from the City.

f) Refund of Tuition Reimbursement

Employees receiving tuition reimbursement agree to remain in active, full-time employment with the City for at least two years after receiving tuition assistance. Employees who voluntarily separate from the City before the two years have expired must refund the City 100% for all tuition reimbursements paid within the two-year period immediately prior to the separation. This two-year period commences with the completion of the last course reimbursed under this program. In the event the employee voluntarily separates from the City prior to the completion of the two years of service, the entire amount of the reimbursement becomes due and payable from the employee's final paycheck or the City will invoice the unpaid balance, to be paid within 60 days.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

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

Held via Videoconference with all remote attendance

February 8, 2022 at 7:01 p.m.

ROLL CALL

Trustees Present:

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

Trustees Absent:

None

Others Present:

Joanna Bertucci, Library Director; Angela Berger, Lauren Bochat, Alyson Doubek, Jen Healy, John Prial, Library Staff

PUBLIC COMMENT

None

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

Treasurer Somheil made a

MOTION: to approve the minutes of December 14, 2021

Trustee Rapisand seconded the motion.

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

Motion passed

SY21 CARRYFORWARDS

Director Bertucci provided background information on the carryovers from FY21 which were approved by the Board in June, 2021. Capital carryforward from the Fire Suppression project was approximately \$620,000 and approximately \$285,000 was used on that project, leaving approximately \$335,000 for future capital projects. The carryforward was recommended by the Board to cover any contingencies related to the Fire Suppression project and to provide for any unforeseen expenses that might arise in the Library's aging building.

Director Bertucci then reviewed the status of carryforwards for capital projects still in progress. These include the Roof Ice Melt project and replacement of the telephone and public address system in the building. Funds to complete these projects are included in the carryforward amount of \$334,985 from SY21. The amount originally budgeted for FY22 Capital projects was \$275,000 so with the addition of the carryforward funds, the total Capital Budget for FY22 is now \$609,985. Co-Chair Somheil stated that it should be noted that the approx. \$270,000 in funding is a carryforward that is not earmarked for specific projects and thus is available and can be repurposed as needed, or to adjust a future levy request. Director Bertucci then reviewed the Operating carryforwards for the Door Lock project and Building Signage project. There being no additional questions, Director Bertucci directed the committee to the three proposed motions on page 5 of the packet.

Trustee Hanba made the following motions:

MOTION: 1) Approve SY21 to FY22 Capital carryforward of \$334,985 of Building Improvement funds for the Ice Melt System, update phone, replace PA system and additional expenses/projects.

2) Approve SY21 to FY22 Operating carryforward of \$6,272 Building Maintenance Funds for Door Lock Project

3) Approve SY21 to FY22 Operating carryforward of \$10,000 of Public Relations Funds (provided by the Per Capita Grant) for the Building Signage project

Co-Chair Somheil seconded the motions.

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

Motions passed

Co-Chair Somheil adjourned the meeting at 7:13 p.m.



Memorandum

Memo Date: May 3, 2022
From: Alyson Doubek, Finance and Administrative Services Manager
Meeting Type: Budget & Finance Committee of the Whole Meeting
Meeting Date: May 17, 2022
Action Requested: For Approval
Subject: Transfer of funds to Tuition Reimbursement Line

Background:

This memo is in support of the Tuition Reimbursement topic discussed by the Personnel Committee of the Whole.

Library administration developed the following proposed budget transfer in the FY22 (FY23) Operating Budget for the Board's consideration.

Account Description (expense unless noted)	Original/Revised	Adjustment	Revised Budget	Note
Administration – Consulting (933200)	\$34,500	-\$5,000	\$29,500	1
Administration – Tuition (935900)	\$0	\$5,000	\$5,000	

Notes:

1. The Library would like to add funds to the Tuition Reimbursement line in order to honor policy in the Employee Manual. This entails decreasing administrative consulting by \$5,000 and increasing administrative tuition by \$5,000.

Recommendation:

It is recommended that the Board adopt the FY22 (FY23) Operating Budget Transfer as proposed.

Suggested motions:

Approve FY22 (FY23) Operating Budget Transfer for \$5,000 for tuition reimbursement.

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

April 12, 2022 at 7:00 p.m.

ROLL CALL

Trustees Present: Committee Co-Chairs: Joseph Steinfels and Danielle Powers; Karen Burkum; Alexandria Hanba, Josh Kiem, Lauren Rapisand, Gregg Rusk; David Somheil, Deepika Thiagarajan
Others Present: Joanna Bertucci, Library Director; Angela Berger, Emily Fardoux, Jen Healy, and John Prialia Library Staff

Trustee Steinfels called the meeting to order at 7:54 p.m.

APPROVAL OF MINUTES

Trustee Hanba made a

MOTION: to approve the minutes of March 8, 2022

Trustee Rusk seconded the motion

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

Motion passed

PROJECT UPDATES

Ice Melt System

Director Bertucci provided an update on the status of the Ice Melt project stating that the contractor had returned and rearranged the existing sensors and added additional sensors. This work was completed at no cost to the Library. The system will again be inspected by the consultant, IDS, and will be tested during the next snowfall. Final payment on the system will be held until all inspections and testing are complete.

Structural Repairs and Replacements Project

The Library's attorney has signed off on the AIA contract. Mr. Dogan, the project architect, will be on site on April 28 to meet with Director Bertucci and Mr. Prialia. Director Bertucci will share a project update at the May Committee of the Whole meeting.

Window Maintenance and Repair

Director Bertucci stated that Mr. Prialia reached out to Andrew Jose, Green & Associates who provided a history of past projects and recommendations for future repairs. His analysis is included in the packet. Also noted was that work to lower exterior windows is scheduled for 2023 as per the 2021 Capital Needs Assessment. In the meantime, Mr. Prialia and his team have completed some touch-up work on the windows to improve their appearance.

OTHER

Director Bertucci informed the committee that the City has erected a cedar structure to enclose the trash dumpsters behind the Library building. She further stated that Drew Awsumb, the City's Community Preservation and Development Director met with her and Mr. Prialia and toured the site, noting some issues with railings and stone on the patio outside the Library's original entrance, acknowledging that repair of these are the City's responsibility.

Meeting was adjourned at 8:04 p.m.



Memorandum

Memo Date: May 2, 2022
From: Joanna Bertucci, Library Director
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: May 10, 2022
Action requested: None – information only
Subject: Current projects update

Structural Repairs and Replacements Project

Mr. Andy Dogan and Mr. Kyle Cunningham were onsite on April 28, 2022 to review project progress to date with Ms. Bertucci and Mr. Prialia.

- The structural engineer has visited the site and made preliminary recommendations for the structural repairs/lintels.
- The replacement of the exterior screen wall for the air handling unit was discussed. The wall will be constructed of new brick on the exterior and a sealed concrete block on the interior. The wall will have provisions for moisture drainage at the top and bottom.
- Now that the structural requirements are known, the balance of the process is to determine what other work (i.e. architectural, doors, ceilings, electrical, etc.) will be required to restore existing conditions once the structural work is completed.
- Williams will work on determining lead time for new brick and steel required for new openings and present a timeline for the project at the June 14 Buildings and Grounds Committee of the Whole meeting.
- Next steps:
 - Williams to confirm several existing conditions and develop scope of work required to restore newly supported openings.
 - Ms. Bertucci and Mr. Prialia will meet with Williams Architects the third week of May to discuss progress and plan the presentation for the June committee meeting.

Duct Cleaning Project

- The duct cleaning project commenced on Monday, April 25 and was substantially completed on Thursday, May 5. The cleaning of exterior exhaust ducts (washrooms, staff lounge, and kitchenette) will be completed during business hours the week of May 9.
- Mr. Prialia rearranged his schedule to be onsite with the duct cleaning contractor for the majority of their time onsite, working overnight on multiple occasions.
- Overall, the project went very well. The Library is pleased with the quality of service and professionalism of the contractor and their team. Additionally, Mr. Prialia has noted significant changes to the airflow in the building and recommends that this work be performed every 10 years going forward.

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
April 12, 2022 at 7:00 p.m.

Committee Co-Chair Rapisand opened the Planning and Operations Committee Meeting at 8:14 p.m.

ROLL CALL

Trustees Present: Co-Chairs Lauren Rapisand and Josh Kiem; Karen Burkum, Alexandrea Hanba, Danielle Powers, Gregg Rusk, David Somheil, Joseph Steinfels, Deepika Thiagarajan
Others Present: Joanna Bertucci, Library Director; Angela Berger, Emily Fardoux, Jen Healy and John Priala, Library staff;

Trustee Hanba made a

MOTION: to approve the minutes of March 8, 2022

Trustee Rusk seconded the motion.

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

Abstain: Kiem, Thiagarajan

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci informed the committee that as stated on the list of Board tasks for April, she and Ms. Doubek met with Treasurer Somheil and Trustee Rusk to discuss Budget & Finance topics. She also stated that the Board is on track with completing all the monthly tasks appearing on the calendar.

POLICY REVIEW

Public Access Typewriter Policy – Director Bertucci stated that the typewriter is physically located in the Media Lab and as such, can be covered under that policy and no longer requires a separate policy. She recommends that the Typewriter Policy be rescinded.

Trustee Kiem made a

MOTION: to rescind the Public Access Typewriter Policy

Trustee Somheil seconded the motion.

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

Motion passed

Grand Piano Policy – Director Bertucci reviewed the proposed edits to the policy noting changes to the language regarding piano tuning. Trustee Hanba asked if this policy could be combined with the Meeting Room policy. Trustee Rapisand asked Director Bertucci to incorporate this policy into the Meeting Room policy and that approval of the new policy be included under New Business on the agenda for next week's Board meeting. At that time the Board could also rescind the separate Grand Piano policy.

OTHER

There was discussion regarding which policy items approved at tonight's meeting should be included on the Consent Agenda for the next Board meeting. Trustee Hanba stated her opinion that all policy changes approved tonight should be included on Consent next week, with the caveat that the Consent Agenda can be modified at the time of the Board meeting next week, if necessary.

Trustee Steinfels asked if any of the public comments recently received by the Board and Library Director require the attention of the Board. Trustee Rapisand replied that she has seen nothing that falls under the Board's purview, any topics presented are of an operational nature.

There being no objections, the meeting was adjourned at 8:23 p.m.



Park Ridge Public Library

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

AUGUST 2022

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

SEPTEMBER 2022

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

OCTOBER 2022

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

NOVEMBER 2022

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

DECEMBER 2022

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

*Updated: May 5, 2022



Memorandum

Memo Date: April 26, 2022
From: Joanna Bertucci, Library Director
Meeting Type: Planning and Operations Committee of the Whole
Meeting Date: May 10, 2022
Action Required: For Information Only
Subject: Managed Information Technology (IT) Services RFP Update

Background:

In August 2019 the Library entered into an agreement with Computer View, Inc. (CVI) for comprehensive management of the Library's information technology (IT) services. This agreement provides for in-house technical support, inventory support of all Library computer hardware, and local area network management. CVI is a well-known provider who has been working with PRPL since 2015.

A two year agreement was signed in August 2019 for \$140,000 per year and expired on August 31, 2021. At the end of the two year term, the Library had a third year renewal option for \$141,400/year, a 1% increase. The Board approved this one year contract extension at its July 20, 2021 Board meeting. The current one year contract with CVI will expire on August 31, 2022.

As per the Library's Purchasing Policy, in May 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:

<i>Date</i>	<i>Task</i>
Monday, May 16, 2022	Library Administration issues RFP
Friday, June 17, 2022	Responses due
Tuesday, July 12, 2022	Present recommendation at the Planning & Operations Committee of the Whole meeting
Tuesday, July 19, 2022	Library Board votes to award contract
Wednesday, August 31, 2022	CVI contract expires
Thursday, September 1, 2022	Contract with selected firm commences



Memorandum

Memo Date: April 29 2022
From: Joanna Bertucci
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: May 10, 2022
Action Requested: For approval
Subject: Annual fees CCS and OCLC

Background:

In 2002, the Library entered into an Intergovernmental Agreement with Cooperative Computer Services, Inc. (CCS), a consortium now 28 public libraries strong that joined together to provide cost effective online circulation and cataloging services to member libraries. Established in 1975, each member library pays a portion of the cost for these services. Database management is shared among the member libraries and library users at all 28 libraries may easily view the holdings of other member libraries and automatically request materials from those libraries. The Library Director is a member of the CCS Governing Board and staff serves on advisory groups. CCS also negotiates group pricing for OCLC membership, providing access to worldwide library catalogs and collections.

The CCS annual membership fee is calculated by having 75% of the total billings split evenly among members with the remaining 25% split proportionately among members based on their adjusted income. This is calculated by using the Average Adjusted Income 2017-2020, tax income as documented with county treasurers, less any applicable long term capital debt. Adjusted income for all libraries is compiled, and each library's percent of the whole is determined. This percent of the whole is applied to the proportionate amount to determine the library's share. The Library's annual total for FY23 is \$62,275.16, a 3.43% decrease over FY22.

The OCLC estimates are based on a 4% increase over last year's combined CCS fees. When we receive the actual increase for the OCLC Group Services contract, the fees will be adjusted to reflect actual OCLC costs and libraries will be notified. OCLC costs are split proportionately based on member libraries' materials budgets, including eContent for which records are in the database. Changes in budgets and changes in eContent practices can result in fluctuations in fees. The Library's estimate is \$14,765.46

Motion:

To approve annual CCS consortium membership fees for \$62,275.16 and OCLC membership fees not to exceed \$15,500.00 for July 2022 through June 2023 to be paid from the Data Processing budget line.

Attachments:

Intergovernmental Agreement between the Library and CCS
CCS Membership and OCLC fees by library 2022-2023

INTERGOVERNMENTAL AGREEMENT
FOR LIBRARY COMPUTER SERVICES

WHEREAS, each of the Libraries listed on Exhibit A to this Agreement is either a local library established pursuant to the Local Library Act, 75 ILCS 5/ 1-0.1, et seq., or a public library district established pursuant to the Public Library District Act, 75 ILCS 16/ 1-1 et seq.; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970 and to the Intergovernmental Agreement Act, 5 ILCS 220/ 1 et seq., and to the respective statutes pursuant to which each of the said Libraries is established, the Board of Trustees of each of the said Libraries is empowered and authorized to enter into intergovernmental contracts and agreements for library services; and

WHEREAS, the Libraries which are signatories to this Agreement wish to cooperate jointly and mutually among themselves to provide library automation and library computer services;

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, and in further consideration of the execution of this Agreement by any one or more of the other Libraries listed on Exhibit A, the Library whose signature is set forth below hereby agrees as follows:

1. There is hereby created and established an intergovernmental entity to be known as the Cooperative Computer Services, a body politic and corporate ("CCS"), which shall be the administrative entity formed to carry out the joint and cooperative undertakings of this Agreement.
2. CCS shall be comprised of each of the Libraries which are signatories to this Agreement, each of which Libraries shall be designated a "Member" of CCS.
3. The affairs of CCS shall be conducted by a Governing Board, which shall be composed of one representative from each of its Members.
4. Each representative to the Governing Board of CCS shall be appointed by the Board of Trustees of the Member from among the Trustees of such Member or its head librarian. Each such representative shall have such authority and power as shall be conferred by the appointing Member.
5. CCS may exercise any power, privilege, or authority, consistent with its bylaws, which may be exercised by any of its Members, and may perform any governmental service, activity, or undertaking which any of the parties hereto is authorized by law to perform.
6. The Governing Board of CCS shall adopt bylaws consistent with law and with

this Agreement to govern its operation, which bylaws shall include, among other things, provisions dealing with election of officers, meetings, voting, contracts, budgeting, receipt and expenditure funds, ownership of real and personal property, operational services, employment of staff, assessment of fees, establishment and termination of membership, and dissolution.

7. This Agreement shall become effective and binding upon and inure to the benefit of the Libraries signing this Agreement, and their respective successors and assigns, as of the date of execution by any two (2) or more of the Libraries listed on Exhibit A; provided, however, that this Agreement shall be null and void ab initio unless by September 22, 1987, not less than less than twenty-three (23) of the Libraries listed on Exhibit A attached hereto have so signed.
8. Cooperative Computer Services, an intergovernmental entity established pursuant to the Illinois Constitution and statutes, shall provide Social Security coverage to its employees. The Governing Board shall enter into a Section 218 Agreement on behalf of the employees of CCS pursuant to Section 218 of the Social Security Act (42 U.S.C. 418) by entering into a coverage agreement with the Social Security Division of the Illinois State Employees' Retirement System, in accordance with Article 21 of the Illinois Pension Code (40 ILCS 5/21-101). The Governing Board is authorized to take such other and further action as may be necessary or desirable to provide and maintain Social Security coverage to the employees of CCS.

IN WITNESS WHEREOF, the Library whose signature is set forth below, acting under authority of its Board of Trustees, has caused this Agreement to be duly executed. This Agreement shall be executed in several counterparts, each of which shall be signed by one Member Library, and each separate Agreement and all such collectively constitute one original.

Park Ridge PUBLIC LIBRARY
BY: M. Tighe Mary Beth Tighe
ITS PRESIDENT

ATTEST:
BY: Mary T. Gormley Mary Teresa Gormley
ITS SECRETARY

APPROVED THIS 16 DAY OF April, 2002.

Library	FY 21-22			FY 22-23			Total Change	% Change	
	CCS	Membership	OCLC Fee	Total	CCS	Membership	OCLC Fee	Total	
Algonquin Area PLD	\$ 66,342.59	\$ 13,107.25	\$ 79,449.84		\$ 66,171.50	\$ 17,523.14	\$ 83,694.64	\$ 4,244.80	5.07%
Cary Area PLD	\$ 55,709.38	\$ 5,130.01	\$ 60,839.39		\$ 55,650.37	\$ 5,392.96	\$ 61,043.33	\$ 203.94	0.33%
Crystal Lake PL	\$ 65,213.31	\$ 10,081.13	\$ 75,294.44		\$ 65,048.94	\$ 7,996.30	\$ 73,045.24	\$ (2,249.20)	-3.08%
Des Plaines PL	\$ 70,777.23	\$ 17,734.86	\$ 88,512.09		\$ 70,421.46	\$ 18,046.52	\$ 88,467.97	\$ (44.12)	-0.05%
Ela Area PLD	\$ 67,447.30	\$ 16,286.10	\$ 83,733.40		\$ 67,681.18	\$ 17,036.02	\$ 84,717.20	\$ 983.80	1.16%
Evanston PL	\$ 72,490.18	\$ 19,758.61	\$ 92,248.78		\$ 72,760.74	\$ 20,204.40	\$ 92,965.13	\$ 716.35	0.77%
Fox River Valley PLD	\$ 60,893.37	\$ 7,740.33	\$ 68,633.70		\$ 61,087.06	\$ 8,597.00	\$ 69,684.06	\$ 1,050.36	1.51%
Fremont PLD	\$ 61,676.53	\$ 9,352.80	\$ 71,029.33		\$ 63,050.20	\$ 11,628.05	\$ 74,678.25	\$ 3,648.91	4.89%
Glencoe PL	\$ 57,360.19	\$ 5,905.77	\$ 63,265.97		\$ 57,450.94	\$ 6,189.79	\$ 63,640.73	\$ 374.76	0.59%
Glenview PL	\$ 77,078.67	\$ 13,225.86	\$ 90,304.53		\$ 74,558.76	\$ 17,127.19	\$ 91,685.95	\$ 1,381.42	1.51%
Grayslake Area PLD	\$ 59,577.61	\$ 9,476.18	\$ 69,053.79		\$ 59,636.99	\$ 10,666.48	\$ 70,303.47	\$ 1,249.68	1.78%
Highland Park PL	\$ 66,308.24	\$ 9,728.45	\$ 76,036.69		\$ 66,491.28	\$ 8,807.37	\$ 75,298.65	\$ (738.04)	-0.98%
Huntley Area PL	\$ 61,073.76	\$ 6,207.33	\$ 67,281.08		\$ 62,327.01	\$ 6,155.70	\$ 68,482.71	\$ 1,201.62	1.75%
Indian Trails PLD	\$ 72,131.31	\$ 14,763.46	\$ 86,894.77		\$ 73,107.35	\$ 14,216.99	\$ 87,324.34	\$ 429.57	0.49%
Lake Forest Library	\$ 63,016.46	\$ 11,457.59	\$ 74,474.04		\$ 63,034.88	\$ 12,035.23	\$ 75,070.11	\$ 596.06	0.79%
Lake Villa DL	\$ 67,142.49	\$ 10,265.80	\$ 77,408.29		\$ 66,474.89	\$ 11,397.75	\$ 77,872.64	\$ 464.36	0.60%
Lincolnwood PLD	\$ 57,257.58	\$ 6,707.37	\$ 63,964.96		\$ 57,476.23	\$ 6,722.69	\$ 64,198.92	\$ 233.96	0.36%
McHenry PLD	\$ 60,104.10	\$ 10,269.49	\$ 70,373.59		\$ 60,039.74	\$ 9,096.74	\$ 69,136.49	\$ (1,237.10)	-1.79%
Morton Grove PL	\$ 61,005.63	\$ 7,721.53	\$ 68,727.16		\$ 60,906.23	\$ 8,476.37	\$ 69,382.59	\$ 655.43	0.94%
Niles-Maine DL	\$ 72,490.56	\$ 16,938.62	\$ 89,429.19		\$ 72,212.45	\$ 16,885.45	\$ 89,097.91	\$ (331.28)	-0.37%
Northbrook PL	\$ 78,804.24	\$ 22,103.05	\$ 100,907.29		\$ 78,102.92	\$ 23,218.10	\$ 101,321.03	\$ 413.74	0.41%
Palatine PLD	\$ 74,786.27	\$ 20,452.33	\$ 95,238.60		\$ 77,487.64	\$ 18,461.34	\$ 95,948.97	\$ 710.38	0.74%
Park Ridge PL	\$ 64,410.23	\$ 13,977.42	\$ 78,387.65		\$ 62,274.16	\$ 14,765.46	\$ 77,039.62	\$ (1,348.03)	-1.75%
Prospect Heights PLD	\$ 60,816.71	\$ 5,530.18	\$ 66,346.89		\$ 60,908.23	\$ 5,375.44	\$ 66,283.67	\$ (63.22)	-0.10%
Round Lake Area PLD	\$ 59,329.79	\$ 9,133.02	\$ 68,462.82		\$ 59,405.55	\$ 9,260.04	\$ 68,665.59	\$ 202.77	0.30%
Wilmette PLD	\$ 68,972.13	\$ 19,729.47	\$ 88,701.59		\$ 68,253.73	\$ 20,405.73	\$ 88,659.46	\$ (42.13)	-0.05%
Winnetka PLD	\$ 63,785.56	\$ 15,925.49	\$ 79,711.05		\$ 63,976.74	\$ 16,444.18	\$ 80,420.92	\$ 709.87	0.88%
Zion-Benton PLD	\$ 56,894.93	\$ 5,521.50	\$ 62,416.43		\$ 56,899.20	\$ 5,468.13	\$ 62,367.32	\$ (49.11)	-0.08%
Total	\$ 1,822,896.36	\$ 334,231.00	\$ 2,157,127.36		\$1,822,896.36	\$ 347,600.56	\$2,170,496.92		



[Return to Agenda](#)

Memorandum

Memo Date: May 2, 2022
From: Joanna Bertucci
Meeting Type: Planning & Operations Committee
Meeting Date: May 10, 2022
Action Requested: For review
Subject: Policy manual review

Since the April 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
Persons entitled to borrowing privileges	Burkum	Thiagarajan	Added volunteer library card in free non-resident section; removed language regarding institutional cards. Institutional cards have been replaced by Teacher cards.
Student cards	Burkum	Thiagarajan	No substantive changes
Teacher cards	Burkum	Thiagarajan	No changes
Circulating materials/schedule of fees	Burkum	Thiagarajan	Updated to reflect fine free approval; clarified non-resident library card language; updated rules to reflect current collections, loan periods, and renewal terms; removed telephone renewal policy language as it is overly procedural.
Circulating equipment/schedule of fees	Burkum	Thiagarajan	No substantive changes
Interlibrary Loan	Burkum	Thiagarajan	Cleaned up language to reflect current practice.

Recommended Action:

- 1) Based on discussion and possible updates at the May 10, 2022 meeting, I respectfully recommend that the Board approve revisions to the following policy at the May 17 Regular Board Meeting:
 - a. Persons entitled to borrowing privileges
 - b. Student cards
 - c. Teacher cards
 - d. Circulating materials/schedule of fees
 - e. Circulating equipment/schedule of fees
 - f. Interlibrary loan

PERSONS ENTITLED TO BORROWING PRIVILEGES

POLICY:

It is the policy of the Park Ridge Public Library to provide books and other materials for reading, recreation, study or reference to residents of Park Ridge and to qualified non-residents.

RULES:

1. No person may borrow books or other materials unless such person has a valid borrower's card, issued by the Park Ridge Public Library or a Library with which Park Ridge has a reciprocal borrowing agreement and that library card is in good standing.
2. A valid borrower's card must be presented each time Library materials are borrowed. If a patron has forgotten his or her card, an exception may be made if the patron can present valid identification.
3. Cards issued by the Park Ridge Public Library remain its property and use of such cards may be revoked or suspended by the Library for failure to comply with appropriate Library policy.
4. A maximum of 150 items may be checked out on a patron card at any time.
5. The following types of borrower's cards will be issued to qualified individuals and will entitle holders to all Library privileges:

A. Resident - valid for three years:

Any legal resident of Park Ridge 16 or older may, upon proper application and evidence of current home address, obtain a resident borrower's card at no charge, although there is a charge for replacement of a lost card. For residents under the age of 16, a parent or legal guardian must sign the application and agree to be responsible for all fees and lost or damaged items checked out on the library card issued to their child.

Children who have not attained seventh grade will be issued an unrestricted card that will entitle them to check out materials from the Library. Parents may restrict their children's borrowing to the Children's Department on request at registration.

B. Free Non-resident - valid for three years:

Individuals not legally residing in Park Ridge shall, upon proper application, be entitled to a free non-resident borrower's card under the following conditions:

1. Any person who pays real estate property taxes to support the Park Ridge Public Library.
2. Any individual, partner, principal stockholder or other joint owner who owns or leases taxable property or is a senior administrative officer of a firm,

business, or other corporation owning taxable property upon presentation of a recent tax bill or lease for property in Park Ridge.

3. Any non-resident employee of the City of Park Ridge
4. Any volunteer who resides outside of RAILS service area, has volunteered a minimum of 6 hours per month, and after 3 months of service, qualifies for a free card for 1 year.

C. Qualified Non-resident – valid for one year

Any person not residing in Park Ridge or otherwise qualifying for a free card may upon application and payment of the non-resident family fee, obtain a non-resident borrower's card according to the provisions of Illinois law, if that person's principal residence is not within a taxing district through which library services are available as per [75 ILCS 5/4-7](#)

1. Each person who applies for a borrower's card shall be required to submit evidence of current home address; in the case of a non-resident applying for a free card, evidence of tax-paying or property lease is required.
2. Each person who renews a Library card, or applies for a replacement card, must submit evidence of current home address; in the case of a non-resident applying for a free card, evidence of tax paying or property lease is required.
3. Any person losing a Library card must notify the Park Ridge Public Library immediately. The cardholder is financially responsible for all materials checked out on that card prior to the date of notification. (Maximum liability is \$50.00.)

Revised XXX
Revised July 16, 2019
Revised October 19, 2010

Approved March 13, 1979

DRAFT

LOANS OF BOOKS AND OTHER MATERIALS

ID 1

PERSONS ENTITLED TO BORROWING PRIVILEGES

Formatted: Font: Bold

POLICY:

It is the policy of the Park Ridge Public Library to provide books and other materials for reading, recreation, study or reference to residents of Park Ridge and to ~~certain~~ qualified non-residents. ~~Borrowing privileges shall also be granted to authorized institutions.~~

RULES:

1. No person may borrow books or other materials unless such person has a valid borrower's card, issued by the Park Ridge Public Library or a Library with which Park Ridge has a reciprocal borrowing agreement and that library card is not ~~delinquent in good standing.~~

2. A valid borrower's card must be presented each time Library materials are borrowed. If a patron has forgotten his or her card, an exception may be made if the patron can present valid identification.

3. ~~Cards issued by the Park Ridge Public Library remain its property and use of such cards may be revoked or suspended by the Library for failure to comply with appropriate Library rules or for other reasonable cause.~~

4. ~~A maximum of 150 items may be checked out on a patron card at any time.~~

54. The following types of borrower's cards will be issued to qualified individuals and will entitle holders to all Library privileges:

A. Resident - valid for three years:

Any legal resident of Park Ridge 16 or older may, upon proper application and evidence of current home address, obtain a resident borrower's card at no charge, although there is a charge for replacement of a lost card. For residents under the age of 16, a parent or legal guardian must ~~countersign~~ sign the application and agree to be responsible for all ~~late~~ fees and lost or damaged items checked out on the library card issued to their child.

Children who have not attained seventh grade will be issued an unrestricted card that will entitle them to check out materials from the Library. Parents may restrict their children's borrowing to the Children's Department on request at registration.

B. Free Non-resident - valid for three years:

Individuals not legally residing in Park Ridge shall, upon proper application, be entitled to a free non-resident borrower's card under the following conditions:

1. Any person who pays real estate property taxes to support the Park Ridge Public Library.
2. Any individual, partner, principal stockholder or other joint owner who owns

or leases taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property upon presentation of a recent tax bill or lease for property in Park Ridge.

3. Any non-resident employee of the City of Park Ridge

3.4. Any volunteer who resides outside of RAILS service area, has volunteered a minimum of 6 hours per month, and after 3 months of service, qualifies for a free card for 1 year.

Formatted: List Paragraph, Left, No bullets or numbering, Tab stops: Not at 1.38"

C. Qualified Non-resident – valid for one year

Any person not residing in Park Ridge or otherwise qualifying for a free card may upon application and payment of the non-resident family fee, obtain a non-resident borrower's card according to the provisions of Illinois law, if that person's principal residence is not within a taxing district through which library services are available as per 75 ILCS 5/4-7-.

5. ~~Authorized institutions within the City of Park Ridge will not be issued library cards but may borrow materials from the Park Ridge Public Library. Authorized institutions include schools, preschools, licensed day care facilities and other educational institutions.~~

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 6 + Alignment: Left + Aligned at: 0.5" + Tab after: 0.75" + Indent at: 0.75"

6. Each person who applies for a borrower's card shall be required to submit evidence of current home address; in the case of a non-resident applying for a free card, evidence of tax-paying or property lease is required.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 6 + Alignment: Left + Aligned at: 0.5" + Tab after: 0.75" + Indent at: 0.75"

7. Each person who renews a Library card, or applies for a replacement card, must submit evidence of current home address; in the case of a non-resident applying for a free card, evidence of tax paying or property lease is required.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 6 + Alignment: Left + Aligned at: 0.5" + Tab after: 0.75" + Indent at: 0.75"

8. Any person losing a Library card must notify the Park Ridge Public Library immediately. The cardholder is financially responsible for all materials checked out on that card prior to the date of notification. (Maximum liability is \$50.00.)

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 6 + Alignment: Left + Aligned at: 0.5" + Tab after: 0.75" + Indent at: 0.75"

| **Revised XXX**

Revised July 16, 2019

Revised October 19, 2010

Approved March 13, 1979

STUDENT CARDS

POLICY:

It is the policy of the Park Ridge Public Library to enter into contracts with schools within the City of Park Ridge to provide limited borrowing privileges to students that reside in a community outside of the RAILS System or in an unincorporated area that is not taxed for library service so these students may borrow materials for school use.

RULES:

1. A current letter of agreement between the Park Ridge Public Library and the school must be on file at the beginning of the school year.
2. The school will provide a qualification letter to eligible students at the beginning of each school year to present to the Library at the time of registration.
3. The Library will issue a Student Library Card to each eligible student in kindergarten or above. This card must be presented each time Library materials are borrowed.
4. Student Library Cards are issued for the current school year and expire on the last day of the school year as determined by the school's official calendar.
5. A maximum of twenty items may be checked out on a student card at any time.
6. The school is financially responsible for all lost or damaged materials and all outstanding fines. Bills for long overdue items and outstanding fines will be billed to the school.
7. Cards issued by the Park Ridge Public Library remain its property and use of such cards may be revoked or suspended by the Library for failure to comply with appropriate Library policy.
8. Student Library Cards may only be used at the Park Ridge Public Library.
9. Any student losing a Library card must notify the Park Ridge Public Library immediately. The school is financially responsible for all materials checked out on that card prior to the date of notification. (Maximum liability is \$50.00.)

Revised XXX

Revised May 21, 2013

Reviewed May 18, 2010

Approved December 16, 2003

LOANS OF BOOKS AND OTHER MATERIALS

ID-1a

STUDENT CARDS

Formatted: Font: Bold

POLICY:

It is the policy of the Park Ridge Public Library to enter into contracts with schools within the City of Park Ridge to provide limited borrowing privileges to students that reside in a community outside of the RAILS System or in an unincorporated area that is not taxed for library service so these students may borrow materials for school use.

RULES:

1. A current letter of agreement between the Park Ridge Public Library and the school must be on file at the beginning of the school year.
2. The school will provide a qualification letter to list of all eligible students at the beginning of each school year to present to the Library at the time of registration, and will keep this list current by notifying the Library of any new students or students that have left the school.
3. The Library will issue a Student Library Card to each eligible student in kindergarten or above. This card must be presented each time Library materials are borrowed.
4. Student Library Cards are issued for the current school year and expire on the last day of the school year as determined by the school's official calendar.
5. A maximum of tentwenty items may be checked out on a student card at any time.
6. The school is financially responsible for all lost or damaged materials and all outstanding everdue fines. Bills for long overdue items and outstanding fines will be sent billed to the school.
7. Cards issued by the Park Ridge Public Library remain its property and use of such cards may be revoked or suspended by the Library for failure to comply with appropriate Library rules or for other reasonable cause policy.
8. Student Library Cards may only be used at the Park Ridge Public Library.

9.8. Any student losing a Library card must notify the Park Ridge Public Library immediately. The school is financially responsible for all materials checked out on that card prior to the date of notification. (Maximum liability is \$50.00.)

Revised XXX

Revised May 21, 2013

Reviewed May 18, 2010

Approved December 16, 2003

TEACHER CARDS

POLICY:

It is the policy of the Park Ridge Public Library to enter into contracts with schools within the jurisdictional boundaries of The City of Park Ridge to provide limited borrowing privileges to teachers who work at the school.

RULES:

1. The definition of "school" shall include public and parochial elementary and high schools as well as preschools, licensed day care facilities and other educational institutions within the city limits of Park Ridge.
2. A current letter of agreement between the Park Ridge Public Library and the school must be on file at the beginning of the school year.
3. Teachers who are eligible 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.
4. Teacher Cards issued for the current school year expire each year on June 1 or the last day of the school term.
5. A maximum of fifty items may be checked out on a teacher card at any time.
6. The school is financially responsible for all lost or damaged materials and all outstanding overdue fines. Bills for long overdue items and outstanding fines will be sent to the school.
7. Cards issued by the Park Ridge Public Library remain its property and use of such cards may be revoked or suspended by the Library for failure to comply with appropriate Library policy.
8. Teacher Library Cards may only be used at the Park Ridge Public Library.
9. Any teacher losing a Library card must notify the Park Ridge Public Library immediately. The school is financially responsible for all materials checked out on that card prior to the date of notification. (Maximum liability is \$50.00.)

Reviewed XXX
Approved July 16, 2019

LOANS OF BOOKS AND OTHER MATERIALS

ID 1b

TEACHER CARDS

Formatted: Font: Bold

POLICY:

Formatted: Underline

It is the policy of the Park Ridge Public Library to enter into contracts with schools within the jurisdictional boundaries of The City of Park Ridge to provide limited borrowing privileges to teachers who work at the school.

RULES:

Formatted: Underline

1. The definition of "school" shall include public and parochial elementary and high schools as well as preschools, licensed day care facilities and other educational institutions within the city limits of Park Ridge.
2. A current letter of agreement between the Park Ridge Public Library and the school must be on file at the beginning of the school year.
3. Teachers who are eligible 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.
4. Teacher Cards issued for the current school year expire each year on June 1 or the last day of the school term.
5. A maximum of fifty items may be checked out on a teacher card at any time.
6. The school is financially responsible for all lost or damaged materials and all outstanding overdue fines. Bills for long overdue items and outstanding fines will be sent to the school.
7. Cards issued by the Park Ridge Public Library remain its property and use of such cards may be revoked or suspended by the Library for failure to comply with appropriate Library policy, rules or for other reasonable cause.
8. Teacher Library Cards may only be used at the Park Ridge Public Library.
9. Any teacher losing a Library card must notify the Park Ridge Public Library immediately. The school is financially responsible for all materials checked out on that card prior to the date of notification. (Maximum liability is \$50.00.)

Reviewed XXX

Approved July 16, 2019

CIRCULATING MATERIALS/SCHEDULE OF FEES

POLICY:

Library books and other materials, except certain reference and historical items, shall be available for circulation, for specified periods of time to all patrons holding valid RAILS library cards and who are in good standing. Items restricted to Park Ridge library card holders only are noted in the rules.

In order to encourage compliance with Library borrowing rules, and to reimburse the Library for the cost of replacing or repairing lost or damaged Library materials, fees and charges shall be imposed in accordance with the schedule set forth in the rules. The Library does not charge daily overdue fines for the items listed in the chart below.

New items added to the Library's collection will be assigned loan periods and renewal terms based on the recommendation of the appropriate Department Manager in consultation with the Library Director.

RULES:

1. Restrictions, Loan Periods, Renew/Reserve Status, and Fees

Materials	Restrictions*	Loan Period	Renewable	Holdable
Books		3 weeks	3 times	Yes
Books - 14-day		2 weeks	1 time	Yes
Books - Most Wanted		2 weeks	No	No
New Large Print Books		3 weeks	3 times	Yes
Book Club Books		3 weeks	2 times	No
Books on CD/ Compact Discs		3 weeks	2 times	Yes
New Books on CD/ Compact Discs		3 weeks	1 time	Yes
New DVDs		7 days	1 time	Yes
DVDs		7 days	2 times	Yes
New BLU RAY DVDs	Limit 10 per person	7 days	1 time	Yes

BLU RAY DVDs	Limit 10 per person	7 days	2 times	Yes
HOT DVDs	Registered patron of Park Ridge Public Library; Limit 2 per person	3 days	No	No
TV Series DVDs		2 weeks	2 times	Yes

Movie Marathon bundles	Registered patron of Park Ridge Public Library	2 weeks	No	No
Video Games	Limit 5 per person	2 weeks	2 times	Yes
Overdrive/Libby – Digital Media	Registered patron of Park Ridge Public Library Limit of 15 checkouts at a time	3 weeks	Yes	Yes, 10 holds at a time
Axis360 – Digital Media	Registered patron of Park Ridge Public Library Limit of 5 checkouts at a time	2 weeks		Yes, 5 holds at a time
Hoopla – Digital Media	Registered patron of Park Ridge Public Library Limit 10 checkouts per month	Movies: 72 hours Music: 1 week Audiobooks: 21 days	NA	NA
Kanopy – Digital Movies	Registered patron of Park Ridge Public Library Limit 8 checkouts per month	3 days	NA	NA
Magazines and pamphlets		3 weeks	2 times	Yes
Magazines – Digital	Registered patron of Park Ridge Public Library	Unlimited	N/A	N/A
Playaways	Limit 5 per person	3 weeks	2 times	Yes
Youth theme kits and bags	Registered patron of Park Ridge Public Library	3 weeks	2 times	Yes
Memory Care collection items	Limit 5 per person	3 weeks	2 times	Yes
Reference Items		At discretion of Librarian	No	No
Special Services Equipment **	Registered patron of Park Ridge Public Library	6 weeks	2 times	Yes
Digital Media Lab External Hard Drive	Registered patron of Park Ridge Public Library	7 Days	No	No

*Unless noted, all items may be checked out by registered patron of a RAILS library.

**Adopt-A-Lap Book Stands, Bifocal Kits, Closed Caption Decoder, CRIS Radio, Magnifiers, and Optelec Spectrum Jr.

2. If the item being renewed is on reserve for another patron, the item may not be renewed. Renewable items may only be renewed on the library card on which they were originally checked out, unless approved by Patron Services staff.

3. Library materials may be renewed at the Patron Services Desk, online, or by phone.
4. The date due at time of check out serves as first notice to the patron.

As a courtesy, patrons that have signed up for email notification will receive a reminder three days before their library materials are due.

Patron accounts will be blocked when an item(s) is more than 14 days overdue. Patrons will be unable to check out additional physical or digital materials if their account is blocked.

Late notices and bills are sent at regular intervals for all overdue items:

Late Notices:

- | | |
|---------------------------------|-----------------|
| 1 st Overdue Notice: | 3 days overdue |
| 2 nd Overdue Notice: | 15 days overdue |
| 3 rd Overdue Notice: | 28 days overdue |

Bill Notice:

Materials 45 days or more overdue will automatically be billed and the patron will be notified.

At 60 days overdue, accounts that have a minimum total of \$50.00 in overdue materials (value of materials) and/or \$50.00 in fees will, at the discretion of the Circulation Manager, be sent to a collection service and a \$10.00 service fee will be added to the amount owed to the Library.

5. Each borrower is financially responsible for the timely return in good condition of all circulating materials borrowed on their card. Lost items should be reported immediately to avoid cost of additional fees. Borrowers will be charged for replacing or repairing lost or damaged materials and bar codes in accordance with the schedule of fees.

6. Any person who owes more than \$10.00 in fees or has billed items is considered "blocked" and is not entitled to borrow materials while in a blocked status; however, no other family member will have such privileges restricted because of the blocked member of the family.
7. Lost materials:
 - If the item is lost, the retail price of the item plus a \$5.00 processing fee will be charged. The \$5.00 processing fee is not refunded if the item is returned.
 - If the item is returned within 1 month after a charge for the lost item has been paid, the Library may, at its discretion, accept the item and refund a portion of the amount previously paid. The refund will be the cost of the item paid for, minus the nonrefundable processing fee and any late fees that had accrued at the time of payment, and will be issued in the form of a check mailed to the address designated by the patron, within 14 days.
 - If any protective coverings, inserts or DVD box is lost, the patron will be charged the retail price of the container plus a \$5.00 processing fee, which is not refunded if the item is returned.
 - If booklets from video games are missing, a \$5.00 processing fee will be charged, which is not refunded if the booklet is returned.
8. Damaged Materials: Borrowers will be charged the cost of repairing the damage as determined by Library guidelines or, if additional clarification is needed, by the Department Manager. If the Library Director or their designee determines that the item cannot be repaired, the item will be treated as lost.
9. Materials made available through the Library System or other Library agencies are subject to rules, regulations and fees of those agencies.
10. Library patrons use library materials at their own risk. The Library is not responsible for damages that may occur to a patron's equipment while using Library materials.

Revised XXX
Revised May 21, 2019
Revised May 30, 2018
Revised March 20, 2018
Revised July 18, 2017
Revised January 17, 2017
Revised July 21, 2015
Approved March 13, 1979

DRAFT

LOANS OF BOOKS AND OTHER MATERIALS

ID-2

CIRCULATING MATERIALS/SCHEDULE OF FEES

Formatted: Font: Bold

POLICY:

Library books and other materials, except certain reference and historical materials, shall be available for circulation, for specified periods of time to all patrons holding valid RAILS library cards and who are not delinquent in good standing. Items restricted to Park Ridge library card holders only are noted in the rules.

In order to encourage compliance with Library borrowing rules, and to reimburse the Library for the cost of replacing or repairing lost or damaged Library materials, fees and charges shall be imposed in accordance with the schedule set forth in the rules. The Library does not charge daily overdue fines for the items listed in the chart below.

New items added to the Library's collection will be assigned loan periods and renewal terms based on the recommendation of the appropriate Department Manager in consultation with the Library Director.

RULES:

1. Restrictions, Loan Periods, Renew/Reserve Status, and Fees

Annual non-resident borrower's card						\$425.00
<u>Fee shall be determined annually by formula established by Illinois State Library per 75 ILCS 5/4-7 and codified in a Resolution approved by the Library Board of Trustees.</u>						
All other borrower's cards; no charge for initial card; replacement of lost cards						\$1.00
Lost item barcode label						\$2.00
Collection fee for accounts sent to collection agency						\$10.00
Materials	Restrictions*	Loan Period	Renewable	Reserve Holdable	Overdue fees /day	Maximum fees Overdue
Books		3 weeks	3 times	Yes	\$0.20/day	\$5.00
Books - 14-day		2 weeks	1 time	Yes	\$0.20/day	\$10.00
Books - Most Wanted		2 weeks	No	No	\$0.20/day	\$10.00
<u>New Large Print Books</u>		<u>3 weeks</u>	<u>3 times</u>	<u>Yes</u>		
Book Club Books		3 weeks	2 times	No	\$0.20/day	\$5.00
Books on CD/ Compact Discs		3 weeks	2 times	Yes	\$0.20/day	\$5.00
New Books on CD/ Compact Discs		3 weeks	1 time	Yes	\$0.20/day	\$10.00
New DVDs	(Adult DVDs non-restricted card, only)	7 days	1 time	Yes	\$1.00/day	\$25.00

						(but not to exceed retail cost)
DVDs	(Adult DVDs non-restricted card, only)	7 days	2 times	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)
New BLU RAY DVDs	(Adult DVDs non-restricted card, only) Limit 5 <u>10</u> per person	7 days	1 time	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)

	Restrictions*	Loan Period	Renewable	Reserve	Overdue fees /day	Maximum fees Overdue
BLU RAY DVDs	(Adult DVDs non-restricted card, only) Limit <u>105</u> per person	7 days	2 times	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)
HOT DVDs	Registered patron of Park Ridge Public Library; (Adult DVDs non-restricted card, only) Limit 2 per person	3 days	No	No	\$1.00/day	\$25.00 (but not to exceed retail cost)
TV Series DVDs		2 weeks	2 times	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)
<u>Movie Marathon bundles</u>	<u>Registered patron of Park Ridge Public Library</u>	<u>2 weeks</u>	<u>No</u>	<u>No</u>		
<u>Video Games</u>	<u>Limit 5 per person</u>	<u>2 weeks</u>	<u>2 times</u>	<u>Yes</u>		
<u>E-Books</u> <u>Overdrive/Libby – Digital Media</u>	Registered patron of Park Ridge Public Library <u>Limit of 15 checkouts at a time</u>	3 weeks	<u>No</u> <u>Yes</u>	<u>Yes, 10 holds at a time</u>		
<u>Axis360 – Digital Media</u>	<u>Registered patron of Park Ridge Public Library</u> <u>Limit of 5 checkouts at a time</u>	<u>2 weeks</u>		<u>Yes, 5 holds at a time</u>		
Hoopla – Digital Media	Registered patron of Park Ridge Public Library Limit 10 checkouts per month	Movies: 72 hours Music: 1 week Audiobooks: 21 days	NA	NA		
<u>Kanopy – Digital Movies</u>	<u>Registered patron of Park Ridge Public Library</u> <u>Limit 8 checkouts per month</u>	<u>3 days</u>	<u>NA</u>	<u>NA</u>		

Magazines and pamphlets		3 weeks	2 times	Yes	\$0.20/day	\$5.00
Magazines – Digital	Registered patron of Park Ridge Public Library	Unlimited	N/A	N/A	N/A	N/A
MP3 Players eReaders	Registered patron of Park Ridge Public Library	3 weeks	No	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)
Playaways	Limit 5 per person	3 weeks	2 times	Yes	\$0.20/day	\$5.00
Playaway Views	Registered patron of Park Ridge Public Library Limit 5 per person	7 days	No	Yes	\$1.00/day	\$25.00 (not to exceed retail cost)
Youth theme kits and bags Parent/Kid Concern Bags/ Music Literacy Kits/ Preschool Theme Kits/ Storytime Theme Kits/ Preschool Music Kits/ Common Core Kits	Registered patron of Park Ridge Public Library	3 weeks	2 times	Yes	\$0.20/day	\$5.00
Memory Care collection items	Limit 5 per person	3 weeks	2 times	Yes		
Reference Items		At discretion of Librarian	No	No	\$2.00/day	\$25.00 (but not to exceed retail cost)
Special Services Equipment **	Registered patron of Park Ridge Public Library	6 weeks	2 times	Yes	\$0.50/day	Smaller of \$20.00 or retail cost
Digital Media Lab External Hard Drive	Registered patron of Park Ridge Public Library	7 Days	No	No	\$5.00	\$25.00
Video Games	Limit 5 per person	2 weeks	2 times	Yes		

*Unless noted, all items may be checked out by registered patron of a RAILS library.

**Adopt-A-Lap Book Stands, Bifocal Kits, Closed Caption Decoder, CRIS Radio, Magnifiers, and Optelec Spectrum Jr.

Materials	Restrictions*	Loan Period	Renewable	Reserve	Overdue fees /day	Maximum fees Overdue
Video Games	Limit 5 per person	2 weeks	2 times	Yes	\$1.00 day	\$25.00 (but not to exceed retail cost)

*Unless noted, all items may be checked out by registered patron of a RAILS library.

**Adopt-A-Lap Book Stands, Bifocal Kits, Closed Caption Decoder, CRIS Radio, Magnifiers, and Optelec Spectrum Jr.

- If the item being renewed is on reserve for another patron, the item may not be renewed. Renewable items may only be renewed on the library card on which they were originally checked out, unless approved by Circulation Patron Services staff.

3. Library materials may be renewed at the Circulation-Patron Services Desk, online, or by phone. ~~For telephone renewal, see policy below. (Interlibrary Loan renewal policy is stated in 1D-3.)~~
4. The date due ~~slip received~~ at time of check out serves as first notice to the patron.

As a courtesy, patrons that have signed up for email notification will receive a reminder three days before their library materials are due.

Patron accounts will be blocked when an item(s) is more than 14 days overdue. Patrons will be unable to check out additional physical or digital materials if their account is blocked.

Late notices and bills are sent at regular intervals for all overdue items:

Late Notices:

1st Overdue Notice: 3 days overdue
2nd Overdue Notice: 15 days overdue
3rd Overdue Notice: 28 days overdue

Bill Notice:

Materials 45 days or more overdue will automatically be billed and the patron will be notified.

At 60 days overdue, accounts that have a minimum total of \$50.00 in overdue materials (value of materials) and/or \$50.00 in ~~late~~ fees will, at the discretion of the Circulation Manager, be sent to a collection service and a \$10.00 service fee will be added to the amount owed to the Library.

5. Each borrower is financially responsible for the timely return in good condition of all circulating materials borrowed on ~~his or her~~their card. Lost items should be reported immediately to avoid cost of additional ~~overdue~~ fees. Borrowers will be charged for replacing or repairing lost or damaged materials and bar codes in accordance with the schedule of fees.

6. A computerized delinquency file is maintained of patrons who owe for overdue materials, and fees for lost and/or damaged materials.

7.6. Any person who owes more than \$10.00 ~~in fees or has billed items~~ is considered "blocked" and is not entitled to borrow materials while in a blocked status; however, no other family member will have such privileges restricted because of the blocked member of the family.

8.7. Lost materials:

- If the item is lost, the retail price of the item plus a \$5.00 processing fee will be charged. The \$5.00 processing fee is not refunded if the item is returned.
- If the item is returned within 1 month after a charge for the lost item has been paid, the Library may, at its discretion, accept the item and refund a portion of the amount previously paid. The refund will be the cost of the item paid for, minus the nonrefundable processing fee and any late fees that had accrued at the time of payment, and will be issued in the form of a check mailed to the address designated by the patron, within 14 days.
- If any protective coverings, inserts or DVD box is lost, the patron will be charged the retail price of the container plus \$5.00 processing fee, which is not refunded if the item is returned.
- If booklets from video games are missing, a \$5.00 processing fee will be charged, which is not refunded if the booklet is returned.

- ~~Replacement costs for eReaders will be as follows plus a \$5.00 processing fee:~~

Damage or loss of eReader, case, and components:	Retail cost
Damage or loss of eReader only:	Retail cost
Damage or loss of Nook Case	\$25.00
Damage or loss to USB cord and/or Power Adapter	\$15.00
Damage or loss of Multimedia Case	\$12.00

9.8. Damaged Materials: Borrowers will be charged the cost of repairing the damage as determined by Library guidelines or, if additional clarification is needed, by the Department Manager. If the Library Director or ~~their~~ designee determines that the item cannot be repaired, the item will be treated as lost.

10.9. Materials made available through the Library System or other Library agencies are subject to rules, regulations and fees of those agencies.

11.10. Library patrons use library materials at their own risk. The Library is not responsible for damages that may occur to a patron's equipment while using Library materials.

ID 2 (cont'd)

TELEPHONE RENEWAL POLICY

RULES:

Library materials may be renewed by phone under the following guidelines:

1. Patrons must have their library card number available.
2. Items on hold are not subject to telephone renewal.
3. Staff reserves the right to ask the patron to call back at a later time if the department is busy.
4. Staff will provide the patron with the renewal date.
5. No renewals are allowed if there are more than \$10 in late fees on the patron's card.

The following are not subject to renewal:

1. Items reserved or on hold for another patron, otherwise renewable items that have reached their designated renewal limit, eReaders, MP3 players, eBooks, Playaways, Playaway Views, Reference books and Hot DVDs.

The INTERLIBRARY LOAN DEPARTMENT handles renewal of all Interlibrary loan materials.

Revised XXX

Revised May 21, 2019

Revised May 30, 2018

Revised March 20, 2018

Revised July 18, 2017

Revised January 17, 2017

Revised July 21, 2015

Approved March 13, 1979

EXPLORATION LIBRARY CIRCULATING EQUIPMENT/SCHEDULE OF FEES

POLICY:

Library equipment shall be available for circulation, for specified periods of time to all patrons holding a valid Park Ridge Public Library card and are in good standing. Some items are restricted to card holders 18 and older.

In order to encourage compliance with Library borrowing rules, and to reimburse the Library for the cost of replacing or repairing lost or damaged Library items, fees and charges shall be imposed in accordance with the schedule set forth in the rules.

New items added to the Library's collection will be assigned loan periods and renewal terms based on the recommendation of the appropriate Department Manager in consultation with the Library Director.

RULES:

1. Restrictions, Loan Periods, Reserve Status, and Fees

Equipment	Restrictions	Loan Period	Renewable	Reserve	Overdue fees /day	Maximum fees Overdue
GoPro Cameras	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Green Screen Kits Screen, tripod, lights	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
LCD Projector	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Tripods		1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
VR Glasses		1 week	No	Yes	\$1.00/day	\$5.00
Telescopes	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Robotics Kits	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Convenience Items: Umbrellas Bike Locks		1 week	No	No	\$1.00/day	\$5.00
Wi-Fi Hot Spots	18 years and older Limit 1 Service is deactivated if	2 weeks	No	Yes	NA	\$50.00 (but not to exceed retail cost)

	item is overdue.					
--	------------------	--	--	--	--	--

2. The date due serves as first notice to the patron.

As a courtesy, patrons that have signed up for email notification will receive a reminder three days before their library materials are due

Patron accounts will be blocked when an item(s) is more than 14 days overdue. Patrons will be unable to check out additional physical or digital materials if their account is blocked.

Late notices and bills are sent at regular intervals for all overdue items:

Late Notices:

- 1st Overdue Notice: 3 days overdue
- 2nd Overdue Notice: 15 days overdue
- 3rd Overdue Notice: 28 days overdue

Bill Notice:

Materials 45 days or more overdue will automatically be billed and the patron will be notified.

At 60 days overdue, accounts that have a minimum total of \$50.00 in billed materials (value of materials) and/or \$50.00 in fees will, at the discretion of the Circulation Manager, be sent to a collection service and a \$10.00 service fee will be added to the amount owed to the Library.

3. Each borrower is financially responsible for the timely return in good condition of all circulating items borrowed on their card. Lost items should be reported immediately. Borrowers will be charged for replacing or repairing lost or damaged materials and bar codes in accordance with the schedule of fees.

4. Any person who owes more than ten dollars in fees or has billed items is considered "blocked" and is not entitled to borrow materials while in a blocked status; however, no other family member will have such privileges restricted because of the blocked member of the family.

5. **Lost materials:**
 - If the item is lost, the retail price of the item plus a \$5.00 processing fee will be charged. The \$5.00 processing fee is not refunded if the item is returned.
 - If the item is returned within 1 month after a charge for the lost item has been paid, the Library may, at its discretion, accept the item and refund a portion of the amount previously paid. The refund will be the cost of the item paid for, minus the nonrefundable processing fee and any late fees that had accrued at the time of payment, and will be issued in the form of a check mailed to the address designated by the patron, within 14 days.
 - If a storage case is lost, the patron will be charged the retail price of the case plus \$5.00 processing fee, which is not refunded if the item is returned.

- Replacement costs for equipment will be at the current replacement cost as determined by the Library Director.
6. Damaged items: Borrowers will be charged the cost of repairing the damage as determined by the Library Director. If the Library Director or their designee determines that the item cannot be repaired, the item will be treated as lost.
 7. Library patrons use all library materials at their own risk. The Library is not responsible for damages that may occur to a patron's equipment while using Library materials.

Revised XXX

Revised May 30, 2018

Revised March 20, 2018

Approved February 21, 2017

DRAFT

LOANS OF BOOKS AND OTHER MATERIALS

ID 2A

EXPLORATION LIBRARY, CIRCULATING EQUIPMENT/SCHEDULE OF FEES

Formatted: Font: Bold

POLICY:

Library equipment shall be available for circulation, for specified periods of time to all patrons holding a valid Park Ridge Public Library card and who are not delinquent are in good standing. Some items are restricted to card holders 18 and older.

In order to encourage compliance with Library borrowing rules, and to reimburse the Library for the cost of replacing or repairing lost or damaged Library items, fees and charges shall be imposed in accordance with the schedule set forth in the rules.

New items added to the Library's collection will be assigned loan periods and renewal terms based on the recommendation of the appropriate Department Manager in consultation with the Library Director.

RULES:

1. Restrictions, Loan Periods, Reserve Status, and Fees

Equipment	Restrictions	Loan Period	Renewable	Reserve	Overdue fees /day	Maximum fees Overdue
GoPro Cameras	18 years and older Limit 1	<u>12 weeks</u>	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Green Screen Kits Screen, tripod, lights	18 years and older Limit 1	<u>21 weeks</u>	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
LCD Projector	18 years and older Limit 1	<u>21 weeks</u>	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Art Kits: Knitting Crocheting		<u>2 weeks</u>	No	Yes	\$1.00/day	\$5.00
Wi-Fi Hot Spots	<u>18 years and older</u> <u>Limit 1</u>	<u>2 weeks</u>	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Tripods		<u>21 weeks</u>	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
VR Glasses		<u>21 weeks</u>	No	Yes	\$1.00/day	\$5.00
Telescopes	18 years and older Limit 1	<u>21 weeks</u>	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Robotics Kits	18 years and older Limit 1	<u>21 weeks</u>	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Convenience Items:		<u>2 1 weeks</u>	No	No	\$1.00/day	\$5.00

Umbrellas Bike Locks						
Wi-Fi Hot Spots	<u>18 years and older</u> <u>Limit 1</u> <u>Service is deactivated if item is overdue.</u>	<u>2 weeks</u>	<u>No</u>	<u>Yes</u>	<u>NA</u>	<u>\$50.00 (but not to exceed retail cost)</u>

2. The date due ~~slip~~ serves as first notice to the patron.

As a courtesy, patrons that have signed up for email notification will receive a reminder three days before their library materials are due.

Patron accounts will be blocked when an item(s) is more than 14 days overdue. Patrons will be unable to check out additional physical or digital materials if their account is blocked.

Late notices and bills are sent at regular intervals for all overdue items:

Late Notices:

1st Overdue Notice: 3 days overdue
 2nd Overdue Notice: 15 days overdue
 3rd Overdue Notice: 28 days overdue

Bill Notice:

Materials 45 days or more overdue will automatically be billed and the patron will be notified.

At 60 days overdue, accounts that have a minimum total of \$50.00 in ~~billed~~~~overdue~~ materials (value of materials) and/or \$50.00 in ~~late~~ fees will, at the discretion of the Circulation Manager, be sent to a collection service and a \$10.00 service fee will be added to the amount owed to the Library.

3. Each borrower is financially responsible for the timely return in good condition of all circulating items borrowed on ~~their his or her~~ card. Lost items should be reported immediately ~~to avoid cost of additional overdue fees~~. Borrowers will be charged for replacing or repairing lost or damaged materials and bar codes in accordance with the schedule of fees.

- ~~4. A computerized delinquency file is maintained of patrons who owe for overdue materials, and fees for lost and/or damaged materials.~~

- ~~5.4. Any person who owes more than ten dollars in fees or has billed items is considered "blocked" and is not entitled to borrow materials while in a blocked status; however, no other family member will have such privileges restricted because of the blocked member of the family.~~

6.5. Lost materials:

- If the item is lost, the retail price of the item plus a \$5.00 processing fee will be charged. The \$5.00 processing fee is not refunded if the item is returned.
- If the item is returned within 1 month after a charge for the lost item has been paid, the Library may, at its discretion, accept the item and refund a portion of the amount previously paid. The refund will be the cost of the item paid for, minus the nonrefundable processing fee and any late fees that had accrued at the time of payment, and will be issued in the form of a check mailed to the address designated by the patron, within 14 days.
- If a storage case is lost, the patron will be charged the retail price of the case plus \$5.00 processing fee, which is not refunded if the item is returned.
- Replacement costs for equipment will be at the current replacement cost as determined by the Library Director.

7.6. Damaged items: Borrowers will be charged the cost of repairing the damage as determined by the Library Director. If the Library Director or ~~their~~her designee determines that the item cannot be repaired, the item will be treated as lost.

8.7. Library patrons use all library materials at their own risk. The Library is not responsible for damages that may occur to a patron's equipment while using Library materials.

| Revised XXX

Revised May 30, 2018

Revised March 20, 2018

Approved February 21, 2017

INTERLIBRARY LOAN SERVICES

For the purposes of this policy, Interlibrary Loan is defined as items that are either lent or borrowed from outside the local consortium, Computer Cooperative Services (CCS).

Lending and borrowing of materials within the CCS consortium are dictated by the CCS Governing Board approved Resource Sharing policy. The Library Director is a member of the Governing Board.

LENDING

POLICY:

The Park Ridge Public Library offers a lending policy within the confines of the ILLINET Interlibrary Loan Code.

RULES:

1. All loanable materials are checked out for a period of four weeks.
2. All interlibrary-loaned materials can be renewed with the approval of designated Library staff.
3. New materials will be interlibrary-loaned after six months from accession
4. Reference and local history items will be loaned at the discretion of the Adult Services Manager
5. Materials that are lost by borrowing libraries will be charged replacement cost plus a \$5.00 processing fee.

BORROWING

POLICY:

In accordance with the ILLINET Interlibrary Loan Code, the Park Ridge Public Library will only request the types or formats of material which they make available to other libraries through Interlibrary Loan. Some institutions charge for the loan of their items. The Park Ridge Public Library will pass on to the patron any charges incurred in obtaining the borrowed item.

RULES:

1. The Library will only borrow items for Park Ridge Public Library cardholders.
2. Interlibrary Loan items may be renewed in person or by phone. Items may be renewed for one week by the Circulation Staff; Libraries may be contacted by the Interlibrary Loan Coordinator for longer renewals.
3. Any loan fees are due upon checkout of the charged item. If the patron does not

comply, a fee will be attached to the patron's card and the patron's library privileges will be restricted.

PHOTO DUPLICATED ARTICLES OBTAINED FROM OTHER SOURCES:

POLICY:

The Park Ridge Public Library will pass on to patrons any charges, including fees from vendors, and other libraries, copyright charges, postage and handling, or any other cost incurred in obtaining periodical articles. At this time, if the material is available from a member library of the RAILS the patron will not be assessed a fee.

RULES:

1. The requestor must be a Park Ridge Library cardholder in good standing.
2. Payment for materials is due upon pick-up of materials.
3. Five articles may be requested for a patron at one time.

PHOTO DUPLICATED ARTICLES SUPPLIED TO OTHER LIBRARIES:

POLICY:

The Park Ridge Public Library offers a photo duplication policy within the confines of the ILLINET Interlibrary Loan Code.

RULES:

1. The Library will supply photocopies of any material complying with copyright restrictions.
2. Up to thirty pages per bibliographic citation will be supplied free of charge and sent by van, mail, or fax.
3. Reference and local history items will be photocopied at the discretion of the Adult Services Manager.

Revised XXX

Revised May 15, 2012

Revised May 18, 2010

Approved January 19, 1993

LOANS OF BOOKS AND OTHER MATERIALS

ID 3

INTERLIBRARY LOAN AND INTERLIBRARY LOAN PHOTO DUPLICATION SERVICES

For the purposes of this policy, Interlibrary Loan is defined as items that are either lent or borrowed from outside the local consortium, Computer Cooperative Services (CCS).

Lending and borrowing of materials within the CCS consortium are dictated by the CCS Governing Board approved Resource Sharing policy. The Library Director is a member of the Governing Board.

LENDING

POLICY:

The Park Ridge Public Library offers a lending policy within the confines of the ILLINET Interlibrary Loan Code.

RULES:

1. All loanable materials are Books, paperbacks, books on CD, compact discs, and periodicals are checked out for a period of threefour weeks.
2. DVDs are checked out for a period of one week.
3. All interlibrary-loaned materials can be renewed with the approval of designated Library staff.
4. New materials will be interlibrary-loaned after four after six months from accession with exceptions being made at the librarian's discretion.
5. Special Collection and fragile material Reference and local history items will be loaned at the discretion of the Adult Services Managerlibrarian.
6. Titles Materials that are lost by borrowing libraries will be charged replacement cost plus a \$5.00 processing fee, which will not be refunded if the lost item is returned.

BORROWING

POLICY:

In accordance with the ILLINET Interlibrary Loan Code, the Park Ridge Public Library will only request the types or formats of material which they make available to other libraries through Interlibrary Loan. Some institutions charge for the loan of their items. The Park Ridge Public Library will pass on to the patron any charges incurred in obtaining the borrowed item.

RULES:

1. The Library will only borrow items for Park Ridge Public Library cardholders. The Library will honor ILL holds placed by any RAILS cardholders through the online

Formatted: Font: Bold

Formatted: Font: Bold, Underline

Formatted: Tab stops: -0.46", Left + -0.25", Left + Not at 0.5"

Formatted: Indent: Left: 0.5", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 3 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5", Tab stops: Not at 0.5"

Formatted: Font: Bold, Underline

Formatted: Font: Bold, Underline

~~catalog designating the pickup point as Park Ridge Public Library.~~

2. Overdue Interlibrary Loan items will be charged the same fines as Park Ridge items.

3. Interlibrary Loan items may be renewed in person or by phone. Items may be renewed for one week by the Circulation Staff; Libraries may be contacted by the Interlibrary Loan Reference Staff Coordinator for longer renewals.
4. Any loan fees are due upon checkout of the charged item. If the patron does not comply, a fee will be attached to the patron's card and the patron's library privileges will be restricted.

PHOTO DUPLICATED ARTICLES OBTAINED FROM OTHER SOURCES:

Formatted: Font: Italic

POLICY:

The Park Ridge Public Library will pass on to patrons any charges, including fees from vendors, and other libraries, copyright charges, postage and handling, or any other cost incurred in obtaining periodical articles. At this time, if the material is available from a member library of the RAILS the patron will not be assessed a fee.

RULES:

1. The requestor must be a Park Ridge Library cardholder in good standing.
- ~~2. The requestor must fill out and sign a fee agreement slip.~~
- ~~3. If the requestor is under the age of eighteen, the fee agreement slip must be signed by a parent or guardian.~~
4. Payment for materials is due upon pick-up of materials; ~~if the patron does not comply, a fee will be attached to their card and their library privileges will be restricted.~~
5. Five articles, ~~or more, may be in process~~ may be requested for a patron at one time, ~~at the discretion of the Interlibrary Loan staff.~~

PHOTO DUPLICATED ARTICLES SUPPLIED TO OTHER LIBRARIES:

Formatted: Font: Italic

POLICY:

The Park Ridge Public Library offers a photo duplication policy within the confines of the ILLINET Interlibrary Loan Code.

RULES:

1. The Library will supply photocopies of any material complying with copyright restrictions.
2. Up to thirty pages per bibliographic citation will be supplied free of charge and sent by van, mail, or fax.

3. ~~Special Collection and fragile material~~Reference and local history items will be photocopied at the discretion of the ~~librarian~~Adult Services Manager.

Revised XXX

Revised May 15, 2012

Revised May 18, 2010

Approved January 19, 1993

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Resources Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room of the Library – April 12, 2022 at 7:00 p.m.

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

ROLL CALL

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

Others Present: Joanna Bertucci, Library Director; Angela Berger, Emily Fardoux, Jen Healy, and John Priala Library staff

Community Members Present: Joan Sandrik, Kyle Cartwright, Ryan Neuman, Mary Czerwionka, Kathy Fitzsimmons, Linda Godfrey, Katie Rothschild, Jennifer Kuzminski, Josephine Tucci, Kristin and Katie Gross, Salena Flint, Donna Cecchini, John Cecchini, Luan Zoellner, Lauren and Marty Maloney, Carol Hill, Trudy Bers, George Kouros, Jen Panattoni, Karla Simmons, Erin DeGroot, Vicki Kouros, Jaci Herrera, Molly Jacobsen, Chris Hansen, Mark and Amy Hicks, Sarah Surisook Shelley O'Brien, Jennifer Adams, Allison Jones, Chris Parson, Sally Fortney

PUBLIC COMMENT

President Rapisand welcomed all in attendance to the meeting. Before public comment began, she read the Board's policy on public comments.

She then individually called forward those members of the community who had indicated their desire to address the Board, in the order in which they appeared on the sign-in log for tonight's meeting.

Joan Sandrik – Ms. Sandrik stated that she was disheartened to learn of suggestions to restrict materials made available in the Library. She stated her opinion that it is up to each family to choose what is appropriate for their family and she is very much opposed to having others make that judgment.

Kyle Cartwright – Ms. Cartwright stated that she is here tonight to show support for the Library Board and that she trusts Library staff to know the literature available and wants everyone to have access to a vast variety of materials. She does not believe that individuals should influence what is made available by a public institution.

Ryan Neuman – Mr. Neuman stated that he is a new resident of Park Ridge and believes that the Freedom Park Ridge group represents a vocal minority of community members. He further stated his opinion that the Library is a safe and free space for all and he appreciates the Board and Staff's efforts and consideration in keeping it such. Jennifer Kuzminski –Ms. Kuzminski stated that she supports the Board and the Library and its librarians in not restricting access to materials. She stated her opinion that the community should have free access for all, to all materials. She thanked the Board for their service

Josephine Tucci – Ms. Tucci stated that she is a Park Ridge resident and also a public library professional. She came tonight to support the Board, the staff and the Library's wonderful director, Joanna Bertucci. She stated her opinion that it is the role of a Library to provide resources to all in the community and feels that this is what is being challenged here, representation of the entire community.

Carol Hill – Ms. Hill stated that she is a newer resident of Park Ridge and is the senior minister at Park Ridge Community Church. She came to express support to the Library for its diligence in providing diverse resources to the community. As a pastor who has a number of LGBTQ+ individuals in her congregation, she is overwhelmed with gratitude that the Library provides resources and space for all. She thanked the Board and Library for their continued diligence.

Trudy Bers – Ms. Bers stated that she is an educator of college aged students and that it is her opinion that it is important to have a wide variety of resources that allow people to explore and understand perspectives different than their own. This equips people with the knowledge and skills to get along in a diverse world where people are not all just like them.

George Kouros – Mr. Kouros stated that he too is in favor of the Library providing a wide variety of materials and further stated his opinion that it is the responsibility of parents to determine what their children read; not the

MINUTES
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Resources Committee of the Whole Meeting of the Board of Trustees
Held in the First Floor Meeting Room of the Library – April 12, 2022 at 7:00 p.m.

responsibility of the Library. He commented that he is not opposed to particular titles being added to the Library's collection but given that the Library is expending limited resources, care be taken to ensure that selection criteria take into account many factors. He concluded by saying that he appreciates that the Board has resisted attempts by outside groups to influence their policies.

Carla Simmons – Ms. Simmons stated her opinion that the Park Ridge Library has always been a safe, happy place of choice. She extended her support to the Board and Library staff in providing for choice of what can be read by all community members.

Allison Jones - Ms. Jones stated that she came to show support for the librarians who have been so good to her family for over a decade. She is concerned about posts she's seen on social media that suggest the need to protect children from the materials and programs provided by Library staff. She is very opposed to this suggestion and is in support of the library's inclusive nature and inclusive space.

Chris Parson – Mr. Parson stated that he previously served two terms on the Library Board and his opinion is that staff who inhabit libraries are good people and need to be respected. He believes that a diverse library allows for the development of critical thinking skills. A library that does not provide diverse materials is not doing its job of allowing someone to be informed of all side of an issue or idea. He supports the Board, the Library staff and the Library director.

President Rapisand asked if there was anyone else present who wants to address the Board. There were no other commenters. She thanked all those in attendance for their comments and participation. She stated that the committee will take a two minute break and then continue with the remainder of the agenda for tonight's meeting.

APPROVAL OF MINUTES

Trustee Burkum made a

MOTION: to approve the minutes of December 14, 2021

Trustee Powers seconded the motion.

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

Abstain: Somheil, Thiagarajan

Motion passed

Policy Updates

Collection Management policy - Trustee Kiem reviewed the proposed changes to the policy noting that the ALA Bill of Rights and Freedom to Read and View Statements have been added to the policy. Director Bertucci noted that the Library's Mission, Vision and Strategic Plan statements have also been added. In response to Trustee Steinfels desire to have the language in Rule 3 support a diversity of ideas, it was agreed that such language would be included in the final draft. Director Bertucci replied to a question from Trustee Rusk about Rule 10, adding that staff are now updating selection guidelines which are operational in nature and used by staff. The current guidelines now being updated relate to the pre-renovation status of collections.

Trustee Hanba made a

MOTION: to approve the Collection Management policy, as amended

Trustee Somheil seconded the motion.

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

Motion passed

Request for Review of Item in Library Collection policy – Director Bertucci reviewed the proposed changes to the policy including that patrons wishing to request a review must be Park Ridge residents and that Selection Review Committees are composed of Library staff. In response to a question from Trustee Powers about the composition of the review committee, Director Bertucci replied that this is not a standing committee but instead would be a committee comprised of staff, based on the item brought for review.

MINUTES
PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Resources Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room of the Library – April 12, 2022 at 7:00 p.m.

Trustee Steinfels made a

MOTION: to approve the Request for Review of Item in Library Collection policy

Trustee Rapisand seconded the motion.

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

Motion passed

Gifts – Director Bertucci reviewed proposed changes to the Gift policy noting that minor editorial changes to wording had been made and that Rule #3 had been modified with language that stated donated materials would be accepted provided they meet the Library's selection criteria.

Trustee Thiagarajan made a

MOTION: to approve the Gifts policy

Trustee Powers seconded the motion.

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

Motion passed

Notice to Library Donors - Director Bertucci reviewed proposed changes to the policy as they appear in the packet. She noted that she will change the draft language to clarify that the Friends do accept current periodicals. Trustee Rusk suggested that this policy might be combined with the Gifts policy just reviewed to create a single comprehensive policy related to gifts.

Trustee Hanba made a

MOTION: to merge the Notice to Library Donors policy, as amended with the Gifts policy

Trustee Steinfels seconded the motion.

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

Motion passed

Trustee Kiem adjourned the meeting at 7:54 p.m.



Memorandum

Memo Date: May 3, 2022
From: Alyson Doubek, Finance and Administrative Services Manager
Meeting Type: Budget and Finance Committee of the Whole
Meeting Date: May 17, 2022
Action Requested: Informational
Subject: North Suburban Digital Media Consortium

Background:

This consortium is a joint effort of participating libraries to offer downloadable digital media from OverDrive, Inc. to patrons of the participating libraries. Each library benefits from sharing operating costs of the system and the collection of digital media. We have been an active participating member of this consortium since as early as 2009.

Currently the participating libraries include: Algonquin Area Public Library, Crystal Lake Public Library, Ela Area Public Library District, Fox River Valley Public Library, Indian Trails Public Library, Lake Villa Public Library, McHenry Public Library and Park Ridge Public Library.

Park Ridge Public Library serves as the administering library for the consortium and continues to handle purchasing as well as payment of invoices. The funds are held in trust and functions as an escrow account.

The group discussed and voted on a consortium level subscription to Overdrive Magazines at the April 7th meeting. The cost of this subscription is \$30,000 as a whole or \$3,750 per member library. This is a significant cost savings compared to other magazine subscriptions. The motion for the NSDC consortium to subscribe to Overdrive magazines effective as soon as possible was voted on and passed (7 to 1).

In addition to this added feature/benefit, the annual membership fees are due by each member library for assessment of collections and hosting.

Acknowledgment:

The Park Ridge Public Library will be paying the invoice of \$30,000 on behalf of the NSDC for the subscription to Overdrive Magazines which was voted on and passed by NSDC member libraries.

Annual assessment for collections and hosting is due to NSDC, Park Ridge Library will be paying its dues in the amount of \$20,250; \$3,750 of that amount is towards the Overdrive Magazine subscription.

Recommendation:

None

Attachments:

1. NSDC Meeting Minutes 4/07/2022
2. Overdrive Invoice
3. Park Ridge Public Library Annual Assessment Invoice

NSDC Meeting Minutes 4/7/2022
Via Zoom @ 1:30pm

In attendance: Park Ridge Public Library: Alyson Doubek, Laura Scott; Ela Area Public Library: Amanda Mladic; Lake Villa Public Library: Elizabeth Munoz; McHenry Public Library: Emily Bily and Pam Strain; Fox River Valley Public Library: Jason Katsion, Karin Nelson; Algonquin Area Public Library: Kristen McCallum and Henry Sadowski; Crystal Lake Public Library: Nancy Weber; Indian Trails Public Library: Rob Kamm and Mila Gorodetskiy; Overdrive: Daiva Madjar

- I. **Approval of February Minutes** - February meeting minutes approved (Mila Gorodetskiy made the motion, Laura Scott seconded, motion carried)
- II. **Overdrive Magazines** - The group discussed and voted on a consortium level subscription to Overdrive Magazines. Park Ridge, McHenry, and Indian Trails already have active Advantage subscriptions. The consortium was quoted \$30,000 (est. \$3,750 per library), which is a significant cost savings over Advantage subscriptions. Nancy Weber of Crystal Lake compared the cost of magazine titles her library subscribes to via Flipster vs Overdrive and found considerable cost savings.

Our Overdrive Account Manager, Daiva Madjar, was on hand to answer questions and discuss billing options. She explained that titles are not automatically checked out as with RBDigital; however, patrons can sign up for notifications when a selected title becomes available. This notification feature will also soon be expanded to include author notifications. Checkout periods for magazines are set by the consortium and titles are offered as simultaneous use, so there are no holds or checkout limits. Back issues are available for up to 3 years. With a consortium subscription, libraries will be able to directly link to magazine collections and featured curated magazine titles. The group discussed how to handle billing and determined that each library would be billed the same amount (\$3,750), which will appear as a separate line item on the FY 22-23 invoices for most libraries. A separate invoice will be generated for Crystal Lake due to the timing of their fiscal year end and billing cycle.

Motion made by Kristen McCallum of Algonquin and seconded by Nancy Weber of Crystal Lake: Shall the NSDC subscribe to Overdrive Magazines effective as soon as possible? Roll call vote: Algonquin - yes; Crystal Lake - yes; Ela - no; Fox River Valley - yes; Indian Trails - yes; Lake Villa - yes; McHenry - yes; Park Ridge - yes. (7 yes, 1 no - motion carries)

- III. **Current Year (FY 22-23) Budget Allocation** - Automatic 5% assessment increases expired with fiscal year 21-22. The cost of replacing metered access titles continues to grow and circulation is up 26% since the pandemic began. The consortium members agreed that an increase was justified, but also discussed the need to do more analysis

about how to make the best use of consortium funding for long term health of the collection.

Motion made by Nancy of Crystal Lake and seconded by Rob of Indian Trails: Shall the NSDC raise the annual assessment for ebooks/eaudiobooks to \$15,000 per library for the FY 22-23? Roll call vote: Algonquin - yes; Crystal Lake - yes; Ela - yes; Fox River Valley - yes; Indian Trails - yes; Lake Villa - yes; McHenry - yes; Park Ridge - yes. (8 yes, 0 no - motion carries)

- IV. Consortium Goals & Collection Development** - Kristen McCallum from Algonquin brought up the need for the group to revisit the mission and goals of the consortium related to collection development and come up with some best practices for Advantage vs Consortium purchasing. The potential redistribution of consortium spending on zombie holds vs new materials for adults, youth and teens was also discussed.

Old Business:

Zombie Purchasing Update Mila from Indian Trails reported that using cost per circ licensing (CPC) to help fill zombie holds is going really well and has cleared out many holds. One anomaly that came up was an expired Dune Omnibus (3 holds) that was more expensive than most CPCs (\$18). Rather than purchase it at the higher cost, she suggested that the libraries whose patrons had holds on the omnibus offer to place holds on other copies available within the consortium instead.

Expired Holds Not Available for Purchase - Denise Hudec put together a list of items for Mila to review for repurchasing. Overdrive is handling the transferring of holds to newer editions. Overdrive may also be able to help us generate these spreadsheets going forward.

Customer ID	Invoice number	Date
0751-0001	00751MG22117297	April 08, 2022



OverDrive, Inc.
One OverDrive Way
Cleveland, OH 44125
United States
Phone: +1 216 573 6886 Fax: +1 216 672 0087
Email: invoicing@overdrive.com
US Tax ID number: 34-1522786

Bill to:
North Suburban Digital Consortium
20 S. Prospect
Park Ridge, IL 60068

Sold to:
North Suburban Digital Consortium
20 S. Prospect
Park Ridge, IL 60068

Payment terms:
On receipt

Invoice Summary - Details follow on next page(s)

Format	Items	Subtotal	Tax amount	Total
Magazine	3898	\$30,000.00 USD	\$0.00 USD	\$30,000.00 USD

Total items: 3898 Subtotal: \$30,000.00 USD

Tax amount: \$0.00 USD

Total: **\$30,000.00 USD**

Amount due: **\$30,000.00 USD**

Pay directly in Marketplace

- Select one or more invoices and click **Pay invoice(s)**.
- Select your payment method, then click **Pay by bank account** (US accounts only) or **Pay by credit card**.
- Enter the required information. Bank account information will be saved automatically for future use, and credit card information can be optionally saved.
- Note:** Your saved bank account or credit card information can only be used by you.
- Click **Confirm payment**.

Other payment options

When you make a payment using one of these methods, you must either include a list of invoice numbers and amounts due, or email the information separately to invoicing@overdrive.com.

Pay by check

Please make checks payable in USD to OverDrive, Inc.

Remittance address:

PO Box 72117
Cleveland, OH 44192-0002
United States

Pay by ACH or wire

If you have a non-U.S. account and want to pay through your bank account, or if you don't want to pay directly in Marketplace, you can pay by ACH or wire. To do so, please visit [OverDrive's banking instructions](#) in Marketplace.

Invoice details continue on next page

Park Ridge Library

Financial Representative for North Suburban Digital Consortium

20 South Prospect Ave
Park Ridge, IL 60068
Phone | 847-720-3202
Email | adoubek@parkridgelibrary.org

INVOICE

INVOICE # 42022-8
DATE 4/29/2022

PARK RIDGE LIBRARY

Alyson Doubek
Finance and Administrative Services Manager
20 S. Prospect Ave
Park Ridge, IL 60068
Email: adoubek@parkridgelibrary.org

FOR North Suburban Digital Consortium

Description	Amount
Collections - Annual Assessment for North Suburban Digital Consortium May 2022 – April 2023	\$15,000.00
Hosting – Annual Assessment for North Suburban Digital Consortium May 2022 – April 2023	\$1,500.00
Overdrive Magazine Subscription – Assessment for North Suburban Digital Consortium	\$3,750.00
Total	\$20,250.00

Make all checks payable to Park Ridge Library

Payment is due within 120 days.

If you have any questions concerning this invoice,

contact Alyson Doubek | 847-720-3202 | adoubek@parkridgelibrary.org