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, December 13, 2022 7:00 P.M.
All committees are committees-of-the-whole unless noted

PUBLIC COMMENT ON NON-AGENDA ITEMS

BUDGET & FINANCE (Somheil & Rusk, Co-Chairs)
1. Approve November 8, 2022 minutes
2. Budget Transfer request
3. Testamentary gift to the Park Ridge Public Library
4. Other

PLANNING & OPERATIONS (Thiagarajan, Chair)
1. Approve November 8, 2022 minutes
2. Task calendar review and update
3. Staff Presentation: Jennifer Healy – OrangeBoy/Savannah
4. Website development and design recommendation
5. Other

PERSONNEL (Rapisand, Chair)
1. Approve September 13, 2022 minutes
2. Extension of Illness at the Workplace (COVID-19) for Library Staff policy
3. Other

RESOURCES (Kiem, Chair)
1. Approve November 8, 2022 minutes
2. Per Capita Grant application
3. Other

NO MEETINGS:
BUILDING & GROUNDS, COMMUNICATIONS & DEVELOPMENT, INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE, NOMINATING

MINUTES
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Budget and Finance Committee of the Whole Meeting of the Board of Trustees
Held in the first floor meeting room at the Library
November 8, 2022 at 7:00 p.m.

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

ROLL CALL
Trustees Present:

Alexandrea Hanba; Josh Kiem; Lauren Rapisand; Theresa Renaldi; David Somheil; Joseph Steinfels, Deepika Thiagarajan

Trustees Absent: Danielle Powers, Gregg Rusk

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

Trustee Thiagarajan will act as Secretary for the meetings in the absence of Secretary Powers

PUBLIC COMMENT ON NON-AGENDA ITEMS
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 October 11, 2022
Trustee Rapisand seconded the motion.
Roll Call Vote: Yes: Hanba, Kiem, Rapisand, Renaldi, Somheil, Steinfels, Thiagarajan
Motion passed

BUDGET TRANSFERS
Director Bertucci reviewed the two FY22 budget transfers being proposed. The first is to increase the budget for Natural Gas due to significant price increases. The second transfer increases the budget for the Maintenance-HVAC budget as it is currently 98% spent. These transfers are a reallocation of the total Maintenance budget as the budget for the Maintenance- General budget will be decreased to cover the above increases.

Trustee Thiagarajan made a
MOTION: to approve a budget transfer in the FY22 Operating budget for a $20,000 decrease to the Maintenance-General budget line and $10,000 increases to both the Natural Gas and HVAC Maintenance budget lines
Trustee Hanba seconded the motion.
Roll Call Vote: Yes: Hanba, Kiem, Rapisand, Renaldi, Somheil, Steinfels, Thiagarajan
Motion passed

OTHER
None

Treasurer Somheil adjourned the meeting at 7:03 p.m.

Memorandum

Park Ridge Public Library

Memo Date:	December 7, 2022
From:	Alyson Doubek
Meeting Type:	Committee of the Whole Meeting
Meeting Date:	December 13, 2022
Action Requested:	For Consideration
Subject:	FY22 Operating Budget Transfer

Background:

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

The database line contains all of the computer service contracts that support our library services.

This request is being brought to the Board for approval as the total adjustment for the Data Processing Services and Consulting Service lines is over the Library Director's $5,000 limit to transfer without Board approval.

FY22 OPERATING BUDGET TRANSFER

Account Description (expense unless noted)	Original/Revised	Adjustment	Modified	Note
Administration – General Counsel	$23,000	$-3,200	$19,800	1
Administration – Library Consulting Services	$32,000	$-3,200	$28,800	
Administration – Library Data Processing Services	$166,600	$6,400	$173,000	

Notes:

1. Administration would like to transfer $3,200 from General Counsel and $3,200 from Library Consulting Services for a total of $6,400 to the Library Data Processing Services Line. The Database line includes the CVI quarterly contract, website, etc.

Recommendation:

Consideration of the budget transfer

Suggested motion:

Approve a budget transfer in the FY22 Operating Budget for a $3,200 decrease to General Counsel and $3,200 decrease to Library Consulting Services and an increase of $6,400 to Administrations' Library Data Processing Services Line.

Memorandum

Park Ridge Public Library

Memo Date:	December 7, 2022
From:	Alyson Doubek
Meeting Type:	Committee of the Whole Meeting
Meeting Date:	December 13, 2022
Action Requested:	For Consideration
Subject:	FY22 Operating Budget Transfer

Background:
Library administration developed the following proposed budget transfer in FY22 Operating Budget for the Board's consideration.

The Employee Benefits PPO line is 4% over budget. We have an additional expenditure for the month of December which will be for $23,456. This in addition to the 4% overage totals $32,256.

This request is being brought to the Board for approval as the total adjustment for $33,000 is over the Library Director's $5,000 limit to transfer without Board approval.

FY22 OPERATING BUDGET TRANSFER

Account Description (expense unless noted)	Original	Adjustment	Modified	Note
Administration - Salaries	$375,245	$-20,000	$355,245	1
Administration - Employee Benefits HMO	$104,291	$-13,000	$91,291	
Administration – Employee Benefits PPO	$222,107	$33,000	$255,107	2

Notes:
1. The cost of BCBS PPO insurance has increased significantly in the last year. In January 2022 it cost the Library $19,790. A 9% rate increase to $21,714 was received in August. In October 2022 a 13% increase changed our funding to the City to $23,455.
2. The City provided a memo in May 2022 for the plan year July 1, 2022 to June 30, 2023 stating PPO premiums will experience an increase of 5.4% and HMO premiums an increase of 4.00%. This in conjunction with changes to staff elections is the reasoning behind the monthly increase to PPO and decrease to HMO.
3. The City has historically provided the Employee Benefit numbers for the Library's Budget. During the next budget cycle, Library administration develop these budget numbers based on how increases are trending and the number of staff who are eligible for benefits.

Recommendation:
Consideration of the budget transfer for Period 13.

Suggested motion (tentative):
Approval a budget transfer in the FY22 Operating Budget for a $20,000 decrease to Administration Salaries and $13,000 decrease to Employee Benefits HMO and an increase of $33,000 to Employee Benefits PPO.

Memorandum

Park Ridge Public Library

Memo Date: December 7, 2022
From: Alyson Doubek
Meeting Type: Committee of the Whole Meeting
Meeting Date: December 13, 2022
Action Requested: For Consideration
Subject: FY22 Operating Budget Transfer

Background:
Library administration developed the following proposed budget transfer in FY22 Operating Budget for the Board's consideration.

The costs for our 12 page Newsletter increased this year. This included the cost of paper as well as the cost of postage. Metered letters increased from 53 to 57 cents. Letters additional ounces increase from 20 cents to 24 cents. Costs will continue to increase as inflation and increased operating expenses rise.

This request is being brought to the Board for approval as the total adjustment for $2,750 puts the total adjustment for the Newsletter line over the Library Director's $5,000 limit to transfer without Board approval.

FY22 OPERATING BUDGET TRANSFER

Account Description (expense unless noted)	Original/Revised	Adjustment	Modified	Note
Administration – Conferences and Training	$20,000	$-2,750	$17,250	1
Administration - Public Relations Newsletter	$20,000	$2,250	$22,250	
Administration – Postage	$12,000	$500	$12,500	

Notes:

1. The cost of printing the newsletter increased. Previously $4,000 was transferred to offset the cost of the Winter Newsletter. 17,000 Winter Newsletters were printed for mailing as well as an additional batch of to include in our new patron packets.
2. The postage line is overspent as well due to increased postage costs.

Recommendation:
Consideration of the budget transfer

Suggested motion:
Approve an Administration budget transfer in the FY22 Operating Budget for a $2,750 decrease to Conferences and Training and an increase of $2,250 to Public Relations Newsletter and $500 to Postage.

Memorandum

Park Ridge Public Library

Memo Date:	December 7, 2022
From:	Alyson Doubek
Meeting Type:	Committee of the Whole Meeting
Meeting Date:	December 13, 2022
Action Requested:	For Consideration
Subject:	FY22 Operating Budget Transfer

Background:

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

The Youth Services Team would like to transfer $2,000 from their fiction line into their non-fiction line.

This request is being brought to the Board for approval as the total adjustment for non-fiction is over the Library Director's $5,000 limit to transfer without Board approval. As a previous transfer of $5,000 was made to the line earlier this year

FY22 OPERATING BUDGET TRANSFER

Account Description (expense unless noted)	Original/Revised	Adjustment	Modified	Note
Youth Services Fiction	$75,000	$-2,000	$73,000	1
Youth Services Non-Fiction	$41,500	$2,000	$43,500	

Notes:

1. The Youth Services Manager would like to transfer money from her fiction to nonfiction line. A lot of nonfiction series were replaced this year and they would like to catch-up with the remaining series that need to be replaced.

Recommendation:

Consideration of the budget transfer

Suggested motion:

Approve a budget transfer in the FY22 Operating Budget for a $2,000 decrease to Youth Services Fiction and an increase of $2,000 to Youth Services Non-Fiction.

Memorandum

Memo Date: December 9, 2022
From: Alyson Doubek
Meeting Type: Committee of the Whole Meeting
Meeting Date: December 13, 2022
Action Requested: For Information
Subject: Testamentary gift left to the Park Ridge Public Library

Background:
On Thursday, December 8, the Library received notification that Mr. Stanley Malinowski (former Park Ridge resident) left a testamentary gift to the Park Ridge Public Library. Mr. Malinowski passed away October 7, 2021. The Park Ridge Public Library is designated to receive a specific bequest of $250,000. The language from Mr. Malinowski's last will and testament is transcribed below:

> *The sum of two hundred and fifty thousand dollars ($250,000) to Park Ridge Public*
> *Library, located in Park Ridge, Illinois, or its successors in interest, to be used for its general purposes.*

At this time, FNBC Bank and Trust is requesting a Corporate Resolution from the Library Board authorizing the Library Director to act on behalf of the Board for receipt of the gift.

As the gift is unrestricted in nature, I have requested to meet with Treasurer Somheil and Trustee Rusk in the New Year to discuss a plan for how to use this generous gift, to be presented to the Board for discussion in 2023.

Recommendation:
I recommend the Board of Directors of the Park Ridge Public Library hereby authorize Joanna Bertucci, Director of the Park Ridge Public Library, to act on the behalf of the Library Board in all manners relating to application for authorization, including signing of all services relating to the Estate of Stanley Malinowski.

Suggested motion:
Approve that the Board of Directors of the Park Ridge Public Library hereby authorize Joanna Bertucci, Director of the Park Ridge Public Library, to act on the behalf of the Library Board in all manners relating to application for authorization, including signing of all services relating to the Estate of Stanley Malinowski.

Park Ridge Public Library

Park Ridge Public Library
20 S. Prospect Ave
Park Ridge, IL 60068

December 8, 2022

Dear Sir/Madam,

RE: Authorized Agent Letter

      The Board of Directors of the Park Ridge Public Library hereby authorize Joanna Bertucci, Director of the Park Ridge Public Library, to act on the behalf of the Library Board in all manners relating to application for authorization, including signing of all services relating to the Estate of Stanley Malinowski.

_____   _____
Alexandrea Hanba   Date
President, Board of Library Trustees

_____   _____
Danielle Powers   Date
Secretary, Board of Library Trustees

MINUTES
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Planning and Operations Committee of the Whole Meeting of the Board of Trustees
Held in the First Floor Meeting Room at the Library
November 8, 2022 at 7:00 p.m.

Trustee Thiagarajan called the Committee of the Whole meeting to order at 7:22 p.m.

ROLL CALL
Trustees Present: Alexandrea Hanba, Josh Kiem, Lauren Rapisand, Theresa Renaldi, David Somheil, Joseph Steinfels, Deepika Thiagarajan
Trustees Absent: Danielle Powers and Gregg Rusk
Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, and John Priala, Library staff

Trustee Rapisand made a
MOTION: to approve the minutes of October 11, 2022
Trustee Steinfels seconded the motion.
Roll Call Yes: Hanba, Kiem, Rapisand, Renaldi, Somheil, Steinfels, Thiagarajan
Motion passed

TASK CALENDAR REVIEW AND UPDATE
Director Bertucci reviewed the status of tasks for November and December noting that all tasks are on schedule for timely completion. Trustee Rapisand asked all trustees to submit their feedback for Director Bertucci's review.

2023 DAYS CLOSED CALENDAR
The calendar of proposed closed days for 2023 is included in the packet on p. 17. Director Bertucci noted that she is requesting that the committee approve a library closure on January 27, 2023 so that staff may participate in an in-service training day. She further noted that an all staff in-service day hasn't been held since 2019.

Trustee Thiagarajan made a
MOTION: to approve the 2023 Days Closed Calendar
Trustee Hanba seconded the motion.
Roll Call Yes: Hanba, Kiem, Rapisand, Renaldi, Somheil, Steinfels, Thiagarajan
Motion passed

STRATEGIC PLAN UPDATES
Trustee Rapisand began the discussion by stating her opinion that the staff had done a great job in reviewing the Strategic Plan and recommending updates. Director Bertucci than reviewed proposed changes to various strategies. The goal for this evening is for the committee to review and discuss the proposed changes, and a motion could be made for approval at the November Board meeting.
Discussion ensued with regard to the proposed changes and metrics included on the memo on pgs. 19-21 of the packet. There was consensus among the committee that the metrics would be used as internal measurements, the results of which would serve to inform future strategic planning efforts.

Trustee Steinfels made a
MOTION: to update the Park Ridge Public Library Strategic Pan 2021-2025, as proposed
Trustee Rapisand seconded the motion.
Roll Call Yes: Hanba, Kiem, Rapisand, Renaldi, Somheil, Steinfels, Thiagarajan
Motion passed

MINUTES
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Planning and Operations Committee of the Whole Meeting of the Board of Trustees
Held in the First Floor Meeting Room at the Library
November 8, 2022 at 7:00 p.m.

In regard to the strategy of creating a Teen Advisory Board, Trustee Steinfels suggested that a representative from that group serve in an advisory or liason role to the Library Board. Trustee Kiem noted that a policy exists on Community Advisors that may address this.

CHARITY COLLECTION CONTAINER POLICY
Director Bertucci noted that the draft policy in the packet was revised to reflect discussion at last month's committee meeting. Trustee Rapisand stated that the revised draft address the concerns that she expressed last month. Trustee Renaldi agreed with Trustee Rapisand regarding the revised policy.

Trustee Thiagarajan made a
MOTION: to approve the Charity Collection Container Policy, as revised
Trustee Hanba seconded the motion.
Roll Call Yes: Hanba, Kiem, Rapisand, Renaldi, Somheil, Steinfels, Thiagarajan
Motion passed

OTHER
None

The meeting was adjourned at 7:57 p.m.

Park Ridge Public Library

BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY22

DECEMBER 2022
- Approve per capita grant request
- City Council Levy 1st reading, December 5
- Library Director annual review

ANNUAL TASK CALENDAR FY23

JANUARY 2023
- Review Board Bylaws
- Statistical collection review and discussion
- Solicit nominations for annual Library Award

FEBRUARY 2023
- Budget carryforwards from FY22
- Annual Cyber Security presentation
- Secretary review of closed session minutes

MARCH 2023
- Annual Library Certification due to State Library
- Library award nominations due
- Receive FY annual report (IPLAR)

APRIL 2023
- *National Library Week*
- B&F quarterly check-in
- Receive FY Annual report (Marketing)
- Library Award presentation
- FY22 audit field work

MAY 2023
- Statement of Economic Interest due to Cook County
- Approve CCS and OCLC annual fees
- Policy manual work

JUNE 2023
- Nominating committee appointed
- Non-resident library card resolution
- Policy manual work

JULY 2023
- Welcome new and reappointed trustees
- Election of officers
- B&F review levy forecast
- Review budget assumptions for City-provided services
- Audit presentation
- Annual trustee and staff anti-harassment training
- Policy work

AUGUST 2023
- Board committee chairs assigned
- B&F quarterly check-in
- Strategic plan progress report
- Discuss draft summary FY24 budget and goals
- Review and approve FY24 salary plan
- Secretary review of closed session minutes

SEPTEMBER 2023
- B&F review levy forecast
- Review draft summary budget
- Review Board calendar and strategic plan initiatives
- Recognize former trustees
- Policy work

OCTOBER 2023
- *National Friends of the Library week*
- Approve FY24 Operating budget
- Approve 2023 Levy request
- 5 YR levy forecast
- Per capita grant requirements assigned
- Policy work

NOVEMBER 2023
- Review per capita grant requirements
- Approve 2024 days closed schedule
- Submit following year calendar for Board information – FY24

DECEMBER 2023
- Approve per capita grant request
- City Council Levy approval
- Library Director annual review

*Updated: December 8, 2022

Memorandum

Memo Date:	December 5, 2022
From:	Joanna Bertucci
Meeting Type:	Planning & Operations Committee of the Whole Meeting
Meeting Date:	December 13, 2022
Action Requested:	For approval
Subject:	Website Design and Development

Background:

As per the Library's Purchasing Policy, a Request for Proposal (RFP) was issued for qualified firms on November 2, 2022. 10 firms responded with proposals.

Company	Location	Website Design & Development (One Time fee)	Website Hosting (Annual fee)	Security Updates (Annual fee)	Maintenance (Annual fee)	Daily Website Backup	Other Fees
LibraryMarket	Jonesboro, AR	$ 24,900	$2,000				$1,500 – ILS integration, required $2,000 – LibraryCalendar, required
B.E.S. Technology, Inc.	Charles Town, WV	$ 26,248	$8,068				
Weblinx, Inc.	**Oswego, IL**	**$ 27,000**	**$400**	**$200**	**$2,000 (20 HRs)**	**$150**	
GHD Digital	Philadelphia, PA	$ 27,399	$4,500				
Visible Logic	Portland, ME	$ 30,475-$42,475	$900	$500	$3,120 (24 HRs)		
Cogent InfoTech	Pittsburg, PA	$ 34,500	$1,200	$500	$80/HR – no cap		
SabresMedia	Norfolk, VA	$ 35,590-$38,500	$8,388		$1,800 (24 HRs)	$900	
Creative Allies	Morrisville, NC	$ 36,500	$1,200		$1,200 (annual)		
Planeteria Media	Santa Rosa, CA	$ 37,050	$1,560		$3,000 (annual)		
Studio Center	Virginia Beach, VA	$ 39,450					

After reviewing the proposals and speaking with references, I respectfully recommend that the Library award Weblinx, Inc. the contract for the website design and development project. Weblinx, Inc. provided the library with competitive pricing and has worked with numerous libraries in Northern Illinois. Staff have found their websites to be user friend and aesthetically pleasing.   The Library's current vendor, AmericanEagle, did not provide an RFP as their costs were estimated to be $80,000-$100,000. Currently, the Library pays AmericanEagle $420/month for hosting the parkridgelibrary.org and parkridge.info domains. Our current maintenance

plan with American Eagle is $3,600 for 24 hours. Above and beyond support is a billed at $200/hour. Weblinx has quoted the Library at $100/hr for service above and beyond 20 hours. The new website is guaranteed for 2-months after launch, after which the maintenance program will start.

Year 1 Cost: **$29,750**
Year 2 Cost (Hosting, Security, Daily Back-up Maintenance): **$2,750**

The lowest proposal, LibraryMarket, while well qualified, requires that the Library also purchase their proprietary calendaring system (LibraryCalendar) to be integrated with the website. Library staff are satisfied with our current calendar platform (LibCal) and does not want to make unnecessary work for staff and confusion for patrons who are acclimated to our LibCal system.
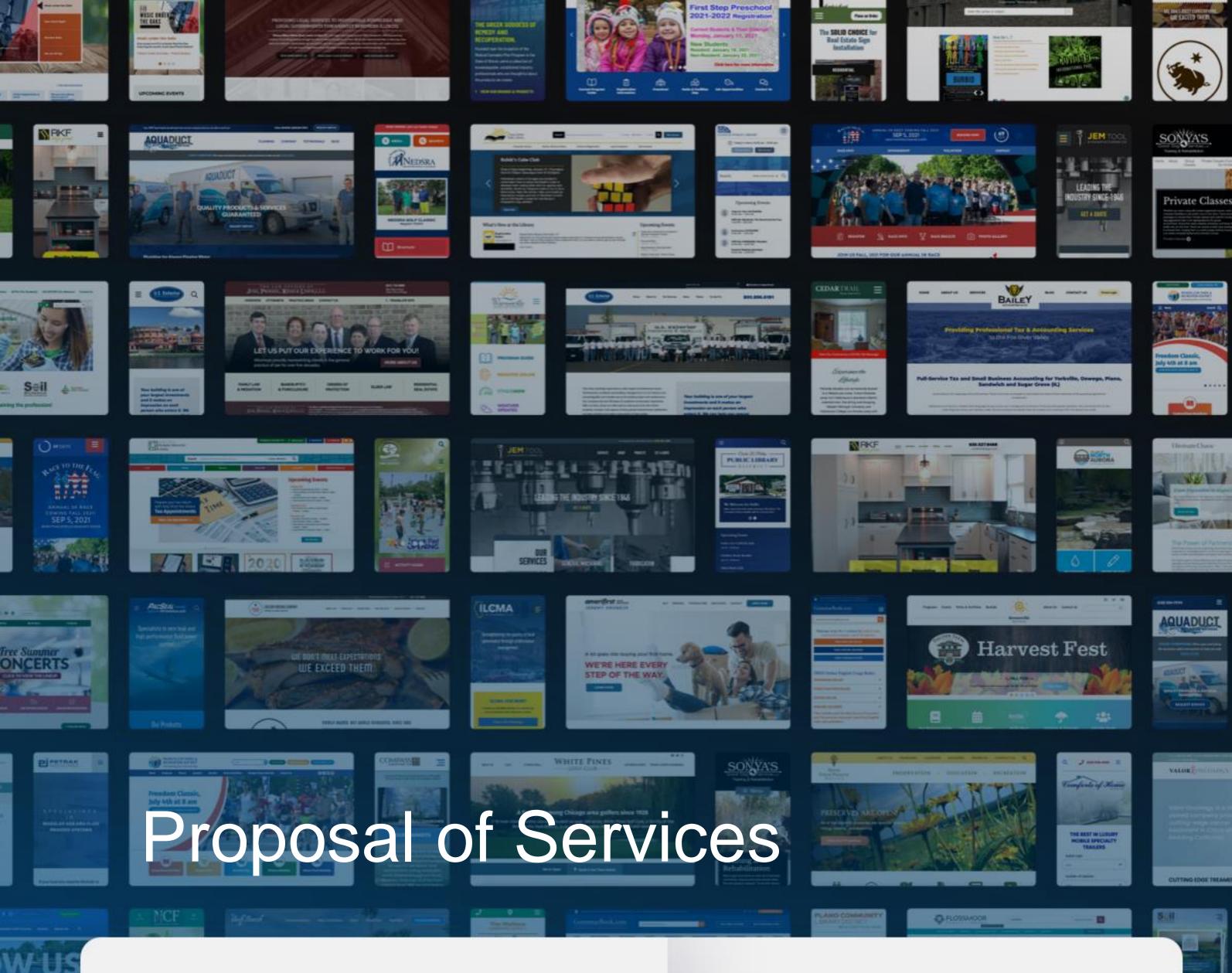
The Library will be paying year 1 costs from 2022 Per Capita grant funds. Year 2 costs will be built into the library's operating fund, technology budget line.

Proposed Motion:
Approve a contract with Weblinx, Inc. for website design, development, hosting, maintenance, and security not to exceed $35,000.

Attachment:
Weblinx, Inc. Proposal

Proposal of Services

To:

Park Ridge Public Library
20 South Prospect Avenue
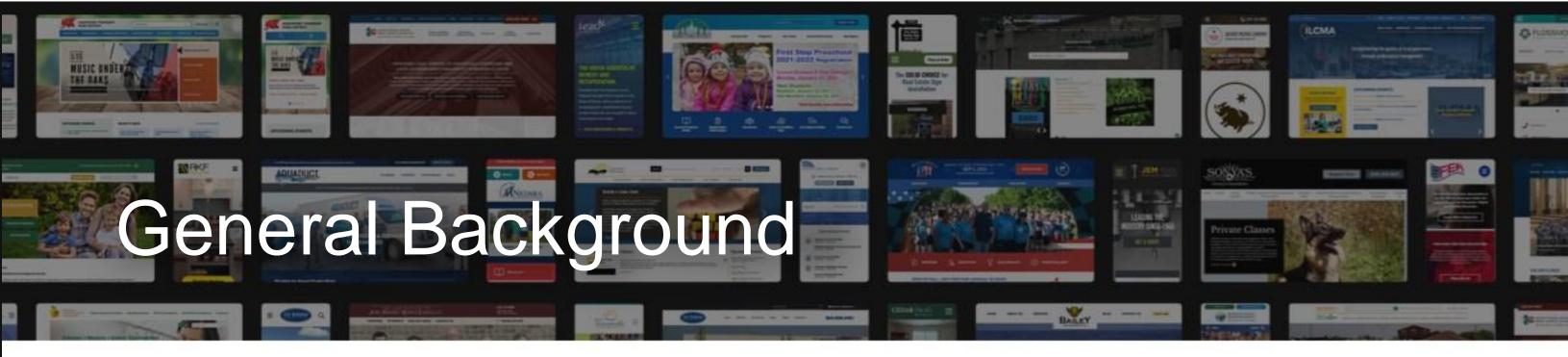Park Ridge IL. 60068

Submitted: 11/30/2022

From:

Dan Zarembski
Weblinx, Inc.
165 Kirkland Circle
Oswego, IL 60534

630-264-0117
dan@weblinxinc.com

WEBLINX
incorporated
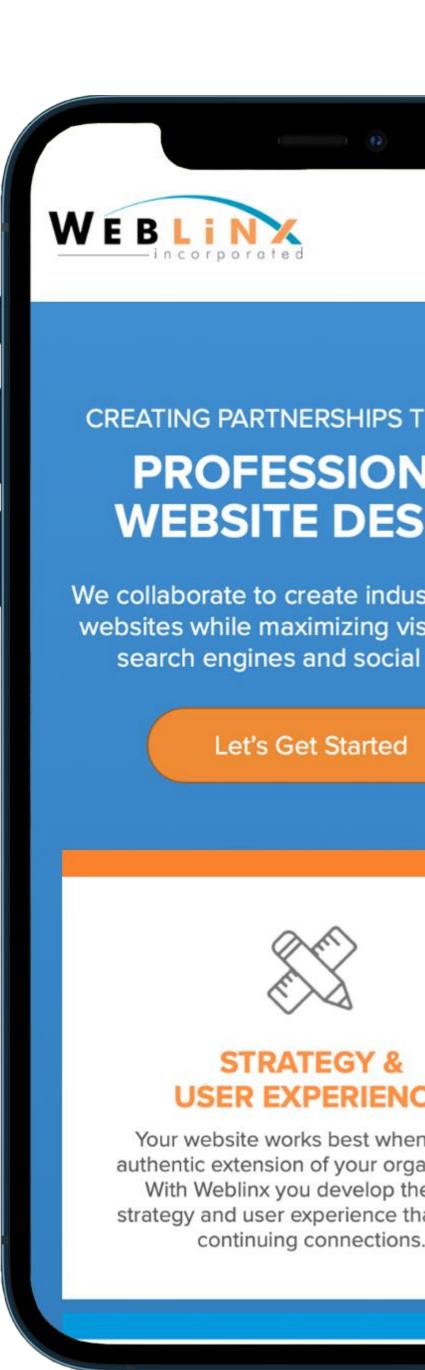
**CREATIVE
INNOVATIVE
RESPONSIVE**

General Background

Weblinx Incorporated ("Weblinx"), an Illinois Corporation established in 2001, is an established leader in providing custom website design and digital marketing solutions. Our mission is developing unique websites that create brand awareness and connect to your audience. Your website should speak clearly and easily guide visitors to the information they seek.

We understand what it takes to build a successful website. The most prominent benefit of working with Weblinx is our knowledge of user experience design. We use leading industry technology to create interactive and professional websites.

Weblinx has a 20 year history creating successful and unique websites and digital marketing programs for public sector organizations. We have made hundreds of presentations and worked with individuals, committees, departments, boards, and executive management teams to create a seamless creative process. We have the experience and personnel to work closely with the **Park Ridge Public Library** staff to successfully organize and execute the requirements of this project.

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What are Partners Say

"The Weblinx team that worked on the Niles-Maine District Library website was professional and very knowledgeable about website development and design. We appreciated their patience through the process as well as their desire to make sure we were satisfied with the final product. Weblinx designed a website that is user-friendly and easy to find information about the Library's collection, services, and resources." - - - *Sasha Vasilic, Head of Public Relations and Marketing, Niles-Maine Public Library District*

"I have had the opportunity to work with Weblinx for over 20 years. This actually included several communities that I served: North Aurora, IL; Chippewa Falls, WI (County position); and the last 12 years in Montgomery, IL. Since my career and work is driven through marketing and the internet, my website and internet presence is extremely important. I would never consider anyone but Weblinx for web design and site maintenance. The timing, staff, and professionalism are all exceptional and they always go above and beyond. Best customer service ever!!! Highly recommend Weblinx." - - - *Charlene Coulombe, Executive Director, Montgomery Economic Development Corporation*
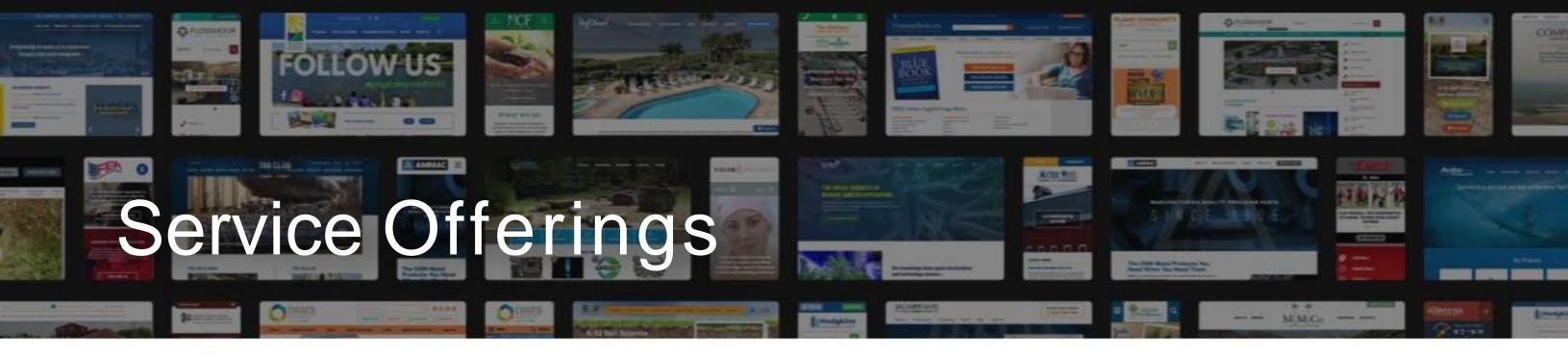
"In redesigning our website, we selected the Weblinx Team because of their work with libraries. Throughout the design and development process, their knowledge and expertise helped us launch a website supporting the goals of our 21st Century library. Upon launching our new website, we have received overwhelmingly positive feedback, and we would recommend Weblinx to other libraries."
- - - *Karen Migaldi, Assistant Director, Crystal Lake Public Library*

"In 2021 the Village of North Aurora sought to update our website to a modern, streamlined design with the goal of being user-friendly for our visitors and to also make the backend content management system more manageable for staff. Weblinx staff did an amazing job of working with Village staff to create a design and layout to meet our needs and were incredibly receptive to feedback. Transitioning a website to an entirely new content management system is by no means an easy task, but Weblinx made it look so and we had a very smooth changeover to the new system. Weblinx assisted Village staff in navigating all of the new features and backend systems and continues to provide excellent support." - - - *Natalie Stevens, Executive Assistant/Deputy Village Clerk, Village of North Aurora*

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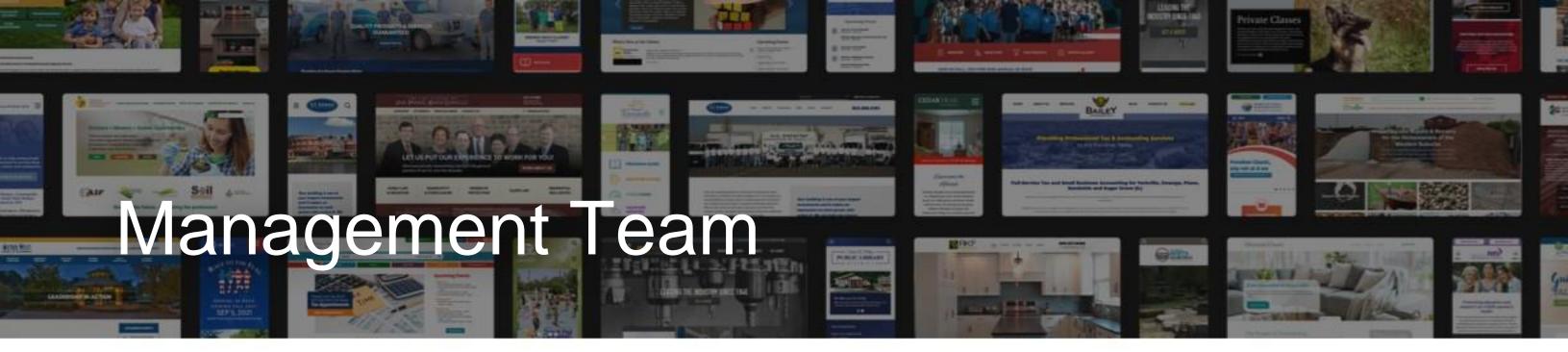
CREATIVE
INNOVATIVE
RESPONSIVE

Service Offerings

Weblinx is a full-service digital marketing solutions agency specializing in custom website design and development, search engine optimization, content marketing, and social media management services. We work side-by-side with organizations and take a holistic approach to your online marketing to develop fully integrated digital marketing strategies. Our goal is to help your organization reach and connect with your audience members.

- ✓ Custom Website and User Experience Design
- ✓ Brand Marketing Design and Development
- ✓ Website Digital Marketing Strategy
- ✓ Consultative Website Analysis and Reports
- ✓ Web Development and Custom Database Development
- ✓ Ecommerce Solutions and Merchant Gateway Integration
- ✓ Online Forms and E-mail
- ✓ Optimization of Web Sites for Best Search Engine Placement (SEO)
- ✓ Custom Search Engine Marketing Programs (SEM)
- ✓ Pay Per Click Ad Campaign Management (PPC)
- ✓ Content Generation and Optimization
- ✓ Social Media Management
- ✓ WCAG 2.1 Level AA Accessibility Compliance Standards
- ✓ Content Management System Integration and Security Maintenance
- ✓ Website Hosting Plans
- ✓ Website Maintenance Agreements

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INNOVATIVE
RESPONSIVE

Management Team

Dan Zarembski (Account Executive)

Dan has over 20 years of experience in sales and sales management, with a Bachelor of Arts degree from the Southern Illinois University. He has worked with people for 20 plus years, and enjoys partnering with clients to greatly enhance their digital marketing efforts. Dan is a 15 year employee with Weblinx.

Joe Chavez (Project Manager)

Joe has over 15 years experience in website and graphic design and has been with Weblinx for over 10 years. He is a graduate of Columbia College Chicago with a Bachelors Degree in Music Business Management and a minor in Web Design. Joe specializes in creating a unique vision and helping the customer achieve their goals.
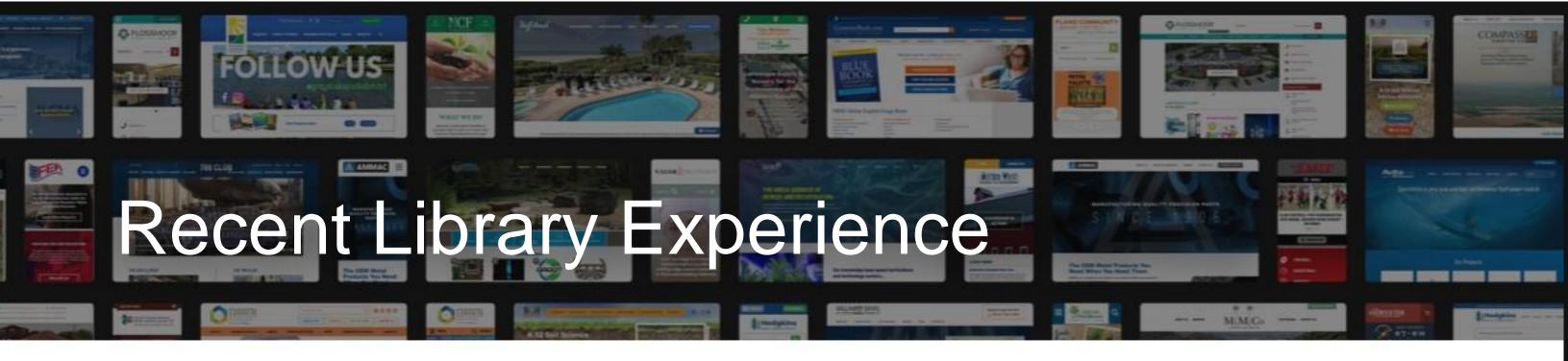
Rick Pawela (Art Director)

Rick is an International Award Winning Interactive Designer and a graduate of Columbia College Chicago with his Bachelor's Degree in Interactive Media Design. Rick plays a critical role in creating graphics that leave a memorable impression through the use of Animation and Motion Graphics techniques. Rick has been with Weblinx for over 17 years.

Weblinx has a team of 10 digital marketing specialists ranging from front-end developers, back-end developers, graphic designers, content developers, social media managers, and marketing consultants. The work defined within this proposal will be conducted by Weblinx employees. No sub-contractors are used in the consultation and development of our custom websites.

Recent Library Experience

Weblinx has worked with numerous libraries since our inception in 2001. Here is a list of Public Library websites we have launched over the last 2 years.

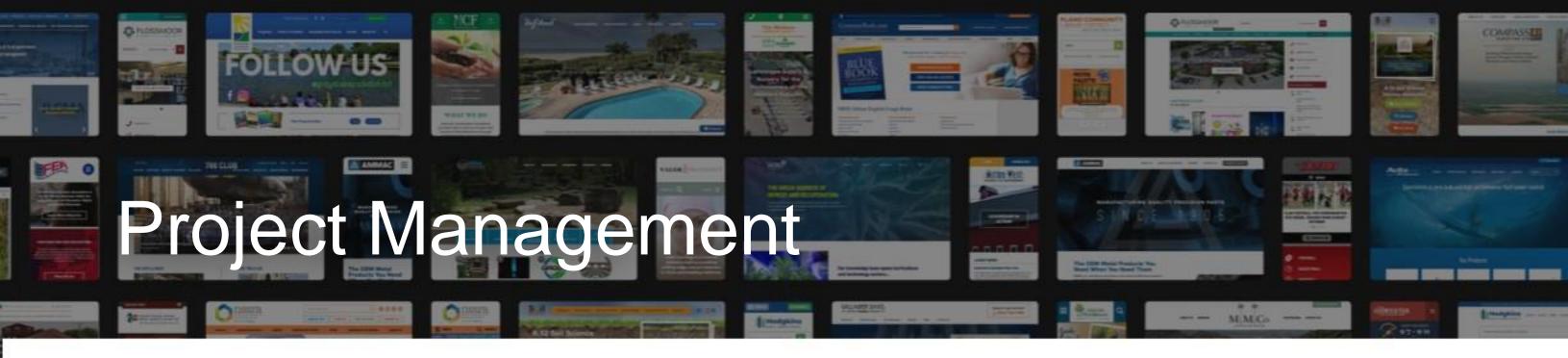|	
Deerfield Public Library	www.deerfieldlibrary.org
Dunlap Public Library District	www.dunlaplibrary.org
Morgan County Public Library	www.mocolibrary.com
Broadview Public Library District	www.broadviewlibrary.org
Millville Free Public Library	www.millvillelibrary.org
Itasca Community Library	www.itascalibrary.org
Glen Ellyn Public Library	www.gepl.org
Franklin Park Public Library	www.fppld.org
Niles-Maine District Library	www.nileslibrary.org
Richton Park Public Library	www.richtonparklibrary.org
Paw Paw District Library	www.pawpawlib.org
North Chicago Public Library	www.ncplibrary.org
Plainfield Public Library	www.plainfieldpubliclibrary.org
Orange City Public Library	www.orangecitylibrary.org
Bradley Public Library	www.bradleylibrary.org
C.H. Booth Library	www.chboothlibrary.org
Yorkville Public Library	www.yorkville.lib.il.us

Project Management

Weblinx has the experience and personnel to see that the project is completed in a timely fashion. Joe Chavez, our Project Manager, and Rick Pawela, our Art Director, will organize the distribution of work to the Weblinx design team. A staff designer will be selected to create the **Park Ridge Public Library** initial custom home and internal page design concepts.

Upon project initiation, a timeline will be presented to **Park Ridge Public Library** with important milestones for the project. Weblinx will work directly with the **Park Ridge Public Library** staff to communicate project status updates and ensure all milestone goals are being met during the design, development, and testing process.

An initial project planning and discovery meeting will be scheduled at the preference of **Park Ridge Public Library** and the Weblinx team. This discovery meeting will address organizational business goals, marketing objectives, and factors related to improving user interaction and engagement.
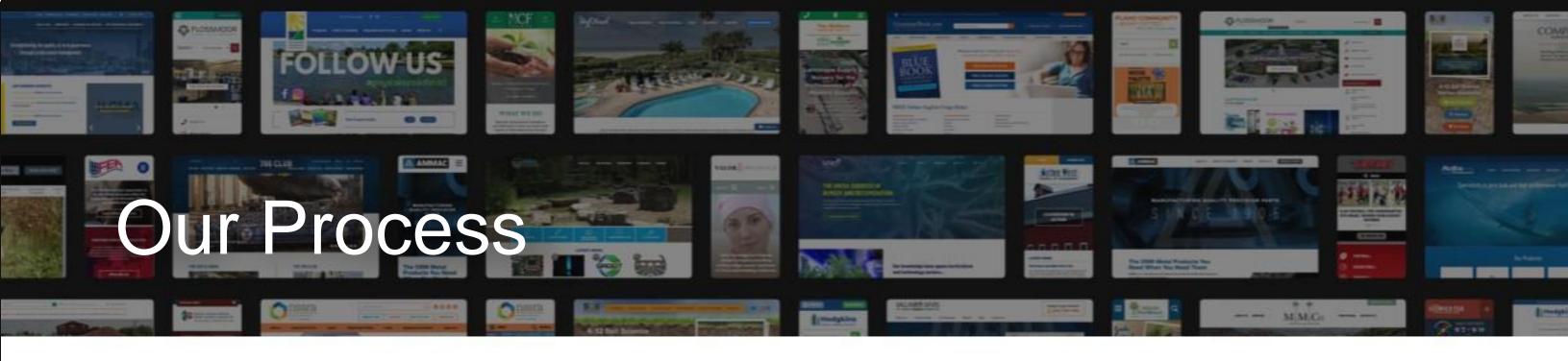
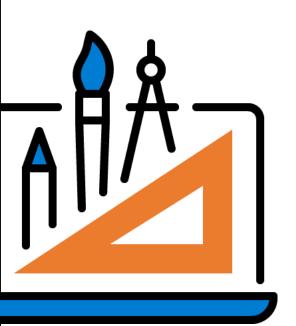The discovery process will specifically address:
- ✓ Strategic Organizational Goals and Requirements
- ✓ Mobile-First Website Design Approach Related to User-Driven Journeys Based on Viewing Device
- ✓ Content Migration Strategy and Analytics Review
- ✓ Technical Review and Project Scope Definition (Creative Project Brief Review)
- ✓ Usability Review Related to User Personas, Audience, and Workflow
- ✓ Information Architecture (IA) and Navigational Structure Analysis
- ✓ Website Improvement Recommendations and Main Communication Goals

The Weblinx creative team will collaborate with the **Park Ridge Public Library** staff so that we continue to acknowledge project goals and offer ongoing communication. Weblinx will be available for status update meetings throughout the design, development, and testing process. We will offer up to four hours of toolset training to the **Park Ridge Public Library** staff before and after he launch of the website.

Phase 1: Full Custom Design, Revisions, and Site Interactivity

Following the project kick-off and discovery meeting, Weblinx will offer **2** custom desktop and mobile home page design concepts from a staff designer using responsive, mobile-first web design for scalable viewing on portable devices. The design concepts will be based on the information gathered and priorities established during project discovery with **Park Ridge Public Library** staff, and through careful review and discussion of the project creative brief.

The home page design concepts will go through an extensive revision process before the final designs are achieved. Custom desktop and mobile internal page designs will be completed following home page graphics approval and a consistent theme will be carried throughout the website.
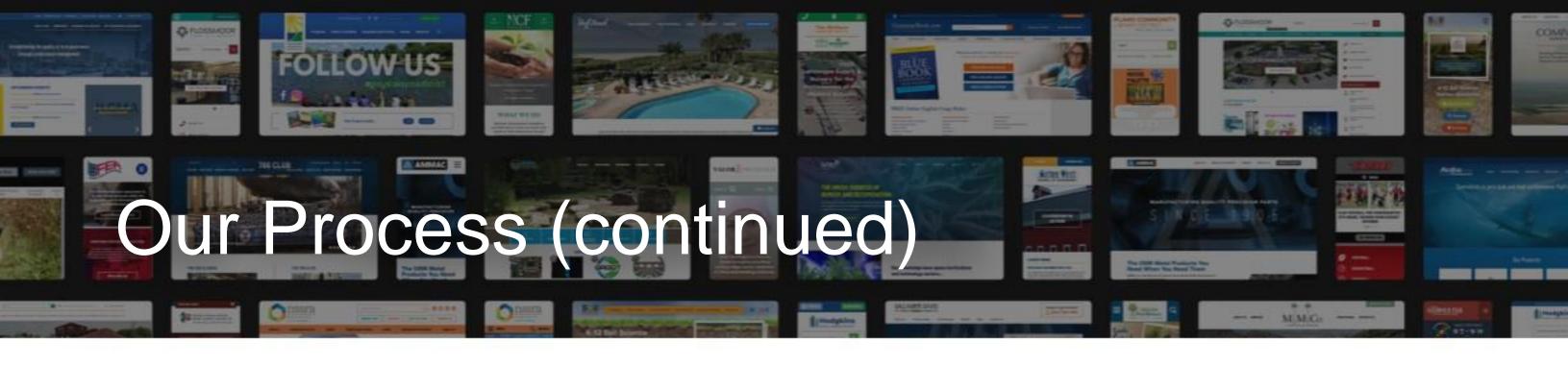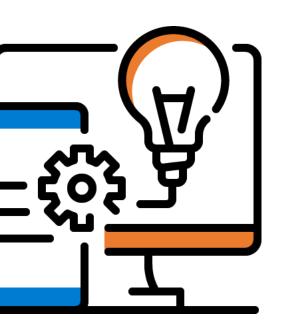
Phase 2: Full Content Integration to Include Client Customizations

After the static designs have been approved, Weblinx will take the graphics and build the custom code for the site. Weblinx will build the internal pages of the **Park Ridge Public Library** site with migrated and customer supplied new content. Additional functionality and customizations will be implemented at this time. Weblinx will build all necessary website pages, and a demo site will be created and sent to **Park Ridge Public Library** for review and feedback.
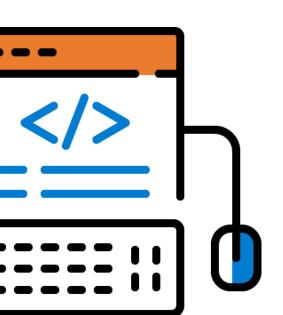
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Phase 3: Training, Site Enhancements and Testing

Following the build of the website, Weblinx will train **Park Ridge Public Library** staff members on how to use the Open Source Content Management System and all associated extension/plug-in technology. Weblinx will work closely with **Park Ridge Public Library** staff to make enhancements to the existing areas of the website for improvement of the formatting and overall look.

Weblinx engages in extensive beta testing and editing throughout this phase by running the site through automated tools and manually checking to ensure all functionality is working per our high performance standards. The site will be cross-platform browser tested to ensure compatibility on a wide variety of displays, devices, and operating systems prior to launch. We have developed code that is future-proof to combat future device changes.
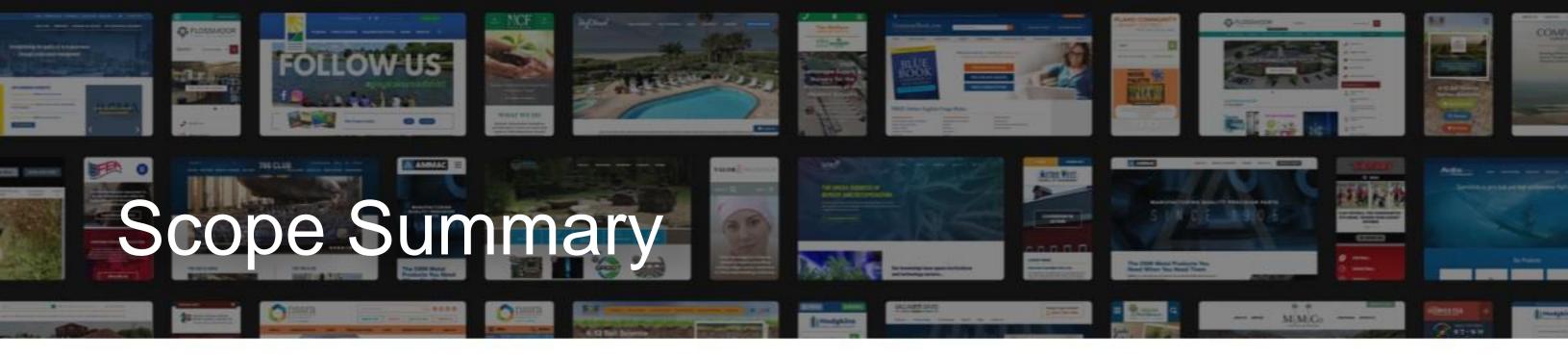
Phase 4: Final Review and Project Completion

Customer completes a final review and approves the website for public launch. Weblinx makes final edits and continues to test the site prior to launch.

Following the website launch, Weblinx administers the following optimization strategies to ensure top search engine rankings and performance: Unique ALT Tags, Page Titles, Meta Descriptions, Live Text Navigation, Section 508 Accessibility Compliance, Website Speed Optimization, XML Sitemap Creation, and SSL Page Encryption (https) with Hosting Plan. Weblinx will continue to monitor and link test the **Park Ridge Public Library** website following project completion and the launch of the new site. We will provide technical assistance for a period of one year to the **Park Ridge Public Library** staff.
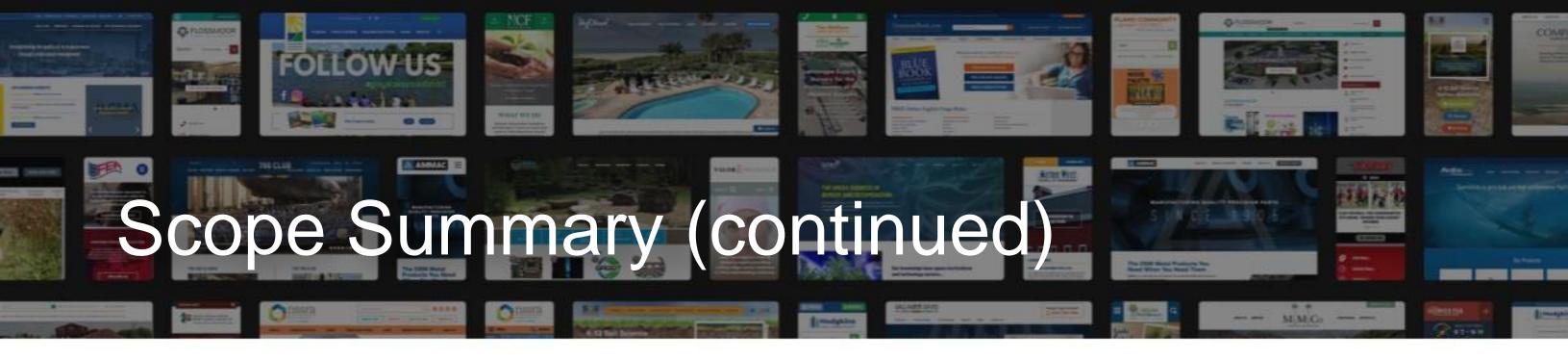
Scope Summary

Park Ridge Public Library digital marketing deliverables will consist of the following components:

✓ Creative Brief to Be Reviewed with **Park Ridge Public Library**

✓ Make Layout (User Experience) Recommendations for Site Based on Evaluation of Current User Journeys and Best Design Practices

✓ 2 Custom Desktop and Mobile Home Page Design Concepts with Design Revisions

✓ 2-3 Custom Desktop and Mobile Internal Page Design Concepts with Design Revisions.

✓ Code Website Utilizing Responsive, Mobile-First, User-Centered Design Approach

✓ PWA (Progressive Web Application) Code for Native, App-like User Experience to Cross-Platform Web Applications

✓ Integrate Open Source Content Management Solution
Our Open Source CMS solutions are based on PHP and MySQL and have many features including plug-in/extension architecture and a template system. **Park Ridge Public Library** *to have full administrative control,. Editor has several content contributor levels.* **Backend tools can be accessed via multi factor authentication**. *All navigation is automated based on simple selection criteria and a user friendly dashboard. New pages can be added at any time and edited through the use of a WYSIWYG content editor. This editor can be customized and will be structured to meet* **Park Ridge Public Library** *specific needs. For instance, permissions may be set up so that staff members may submit to a supervisor for approval prior to publishing. The* **Park Ridge Public Library** *staff will have the ability to edit pages and scale images, post current news releases, announcements, PDF/JPG/GIF documents, links, and highlight important text live from the frontend with unlimited concurrent editors using browser based administration.*

✓ Use Appropriate Navigation for the Website (Dropdowns, Sticky, Mega Menu, Breadcrumbs, etc.)

✓ Create Rotating Events Slideshow on Home Page of Website w/Auto Expire Content

✓ Website Search Feature

✓ Emergency Notifications Alert Banner

✓ Integrated Calendar of Events (The Events Calendar)

✓ Staff Directory with fun staff photos and contact information

✓ Document Management w/Meeting Agendas and Minutes Archive

✓ Online Form Tool capable of creating surveys, contest submissions and forms as needed by staff. Data stored in backend database.

✓ Link to Third Party Database Systems As Required

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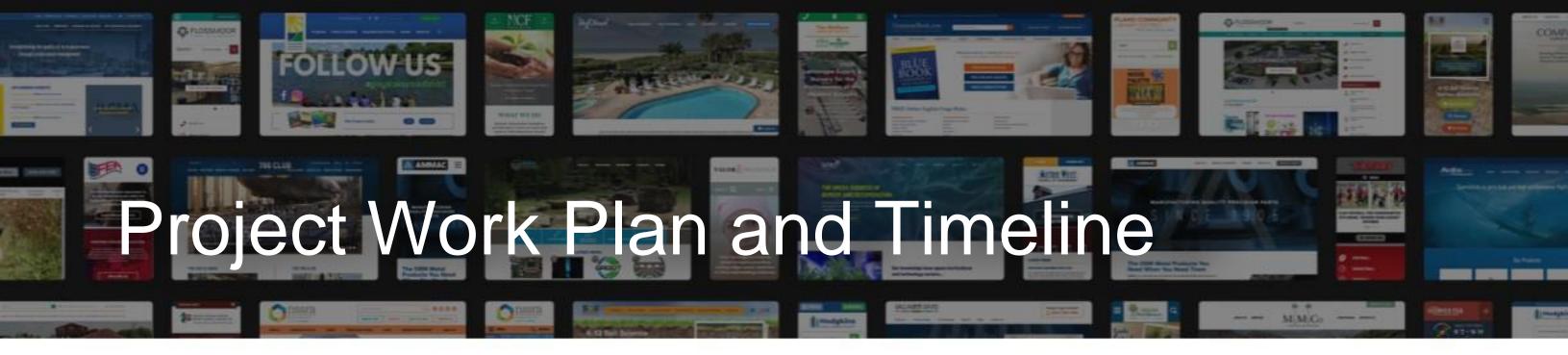RESPONSIVE

Scope Summary (continued)

- ✓ Work with Library specific systems like Libcal, Polaris, and PAC

- ✓ Google Translate Integration

- ✓ Build and Migrate Website Pages

- ✓ Social Networking Site Links

- ✓ Set Up Page Redirects

- ✓ Site-Wide SSL Install (https) for Website Page Encryption w/ Weblinx Hosting Plan

- ✓ Implement Google Analytics To Monitor Website Statistics including disclosure and protections for user privacy.

- ✓ Implement Website Page Speed Optimization Strategies to Increase Image Load Time

- ✓ (Automatic Image Compression, Server-Side Caching, HTTP/2 Support, Auto Generate WebP Images, Lazy Load Images, Concatenate & Compress CSS and JavaScript if Required)

- ✓ Engage In Extensive Beta and Cross-Platform Browser and Operating System Testing
  Throughout Building Process and Following Launch in Beta Environment to Ensure Site Works Across All Web Browsers, Operating Systems and Screen Resolutions (Chrome 93+, Firefox 92+, Safari 14+, Edge 93+, Opera 79+), and Incompatible or Legacy Browsers (Windows 8+, iOS 13+, iPadOS 13+, macOS 11+, Android 9+, and Linux as Needed)

- ✓ Train **Park Ridge Public Library** Staff on WordPress Content Management System, All Associated Plug-in Usage, and Google Analytics With Supporting Documentation Provided (2 Hours)

- ✓ WCAG 2.1 Level AA Accessibility Compliance Standards Used
  Weblinx builds all websites in with Accessibility Compliance in mind. This compliance is directly responsible for and meets all Federal government agency web accessibility guidelines. To achieve this end we provide descriptive and blank ALT Tags for all images, text/descriptions for audio/video files, text based menus, TH tags / SCOPE tags on tables, appropriate header tags, use role/aria parameters, use screen-reader only labels, and use em/rem units to ensure theme is navigable by keyboard alone. Weblinx will train the **Park Ridge Public Library** *staff on how to keep the site within these guidelines. Weblinx will test the site with Pa11y and AChecker prior to launch to ensure full compliance.*

- ✓ Launch One Responsive and ADA Compliant Website for the **Park Ridge Public Library**

- ✓ Continue to Monitor and Link Test **Park Ridge Public Library** Site Following Launch (60 days)

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Project Work Plan and Timeline
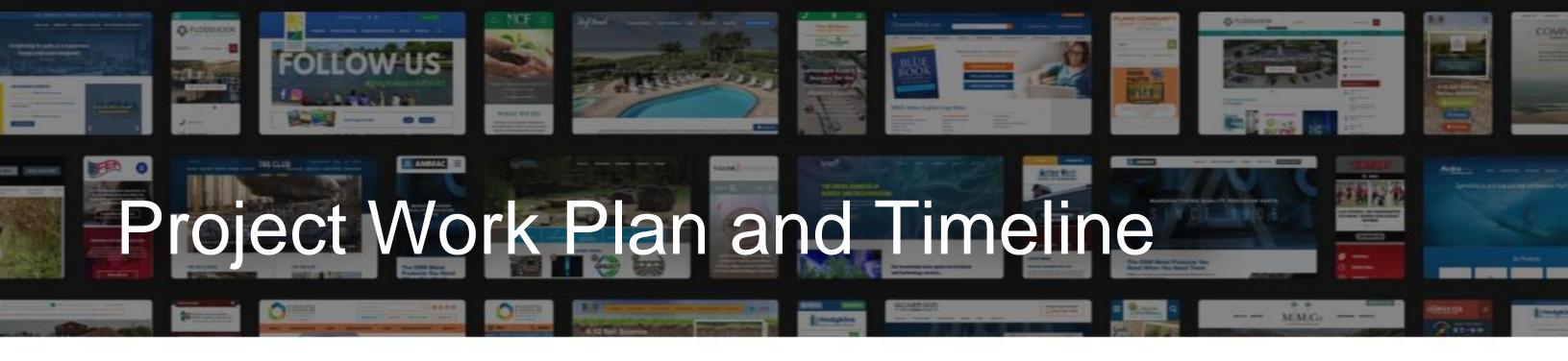
Phase 1: Custom Website Design

Design website with Weblinx expert user experience design team.

- Creative Brief Review and Project Discovery

- User Experience Design Review and Recommendations

- 2 Desktop and Mobile Home Page Designs Concepts w/3-5 Rounds of Design Revisions

- 2-3 Desktop and Mobile Internal Page Design Concepts w/3-5 Rounds of Design Revisions

- Provide Detailed Project Schedule to Client

Phase 1 Timeline: 6-8 Weeks

Project Work Plan and Timeline

Phase 2:   Website Development

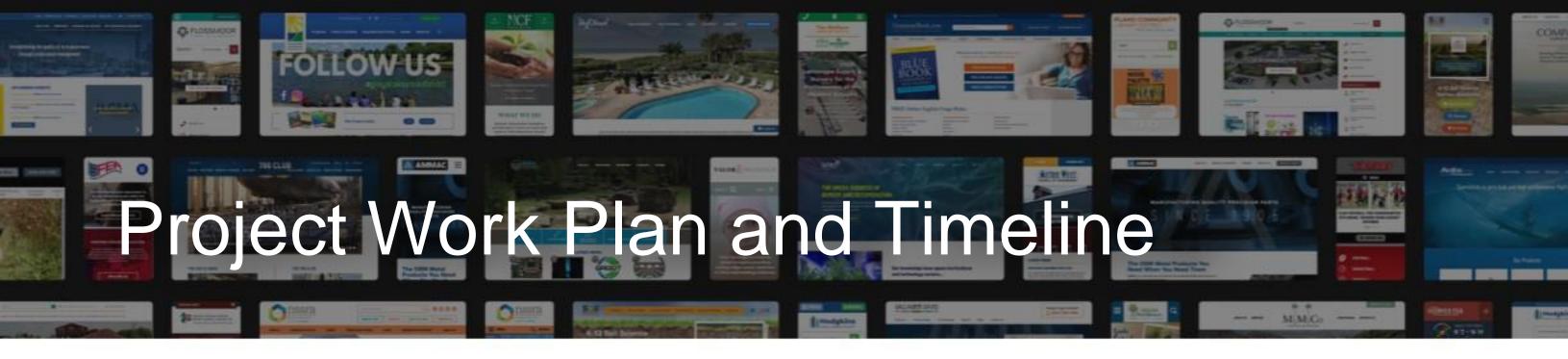Customize content to customer approved design to include:

- Code Website Utilizing Responsive Design

- Open Source CMS / Blog Integration

- Use Appropriate Navigation

- Home Page Rotating Events Image Area

- Prominent Catalog Search Feature

- Emergency Notifications Alert Banner

- Integrated Calendar of Events (The Events Calendar)

- Staff Directory Page with staff photos

- Meeting Agendas and Minutes Archive

- Online Form Tool capable of creating surveys, contest submissions and forms as needed by staff. Data stored in backend database.

- Work with Library specific systems like Libcal, Polaris, and PAC

- Google Translate Integration

- Build and Migrate Necessary Website Pages

- Social Networking Site Links

- SSL Install (https) w/Hosting Plan

- Link to Social Networking Sites

- Google Analytics Integration

- Accessibility Compliance Standards Used

- Usability Testing

- Working Demo Provided in Beta Environment

Phase 2 Timeline: 14 Weeks

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Phase 3: Beta Testing and Toolset Training

Train **Park Ridge Public Library** staff on the Open Source CMS and associated plug-in/extension toolset and provide supporting documentation. Work with client to make all necessary enhancements to formatting and overall look. Test site on multiple browsers and operating systems. Troubleshoot any questions posed by client during the training, revisions, and testing process.

Phase 3 Timeline: 4 Weeks

Phase 4:   Project Completion

Customer sign-off upon completion. Open Source and CMS and document management training continues.   Submission and optimization to Search Engines .

- Testing Continues
- Set Up All Page Redirects
- Unique Page Titles and ALT Tags
- Meta Descriptions
- Live Text Navigation
- XML Sitemap Creation
- Implement Organic SEO Strategies To Assist with Search Engines
- Run Site Through Pa11y and AChecker to Ensure Compliance
- Launch One Responsive & ADA Compliant Website

Phase 4 Timeline: 1 Week

Pricing Schedule

Deposit: **$6,750**

Phase 1

Project Discovery, Custom User Experience Design

Installment 2:   **$6,750**

Phase 2

Custom Build, Open Source Content Management System, Content Migration

Installment 3:   **$6,750**

Phase 3

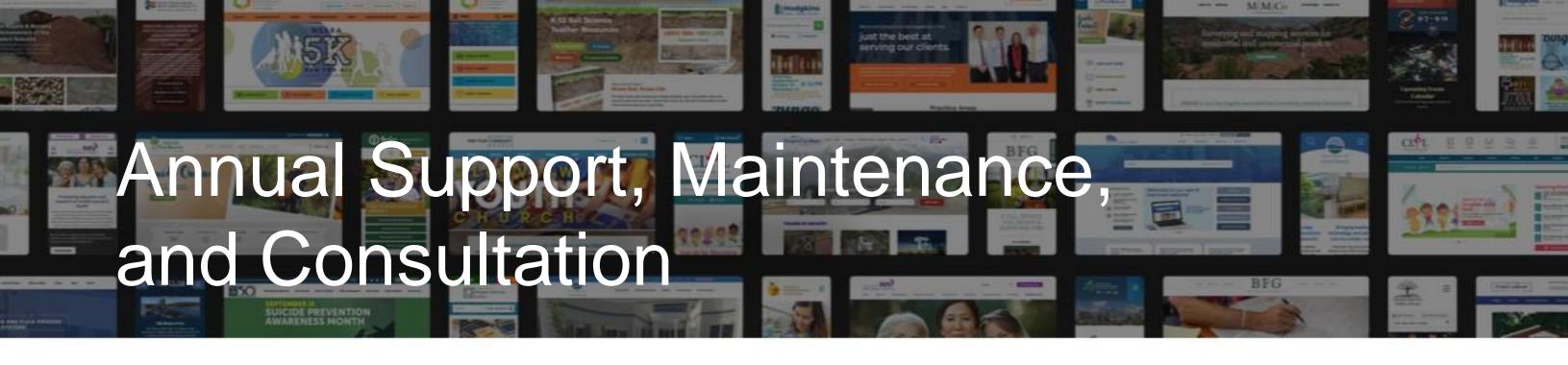Demo Review, Testing, Training, and Revisions

Final Installment: **$6,750**

Phase 4

Add'l Testing, Training, Revisions, and Site Launch

Park Ridge Public Library Website Investment: $27,000 (200 Hours)

Annual Support, Maintenance, and Consultation

Weblinx develops websites that are easy to maintain for our library clientele. We have included a two month warranty on our work which will include technical assistance, maintenance, and support to the **Park Ridge Public Library** staff following the completion and launch of the new **Park Ridge Public Library** website.

Weblinx will offer annual website hosting for the **Park Ridge Public Library** site if required. Open Source CMS and plug-in /extension security maintenance may also be provided to ensure software versions are current. Regular backups and security audits may occur at a maximum of once per day and at a minimum of once per week with the website hosting plan.
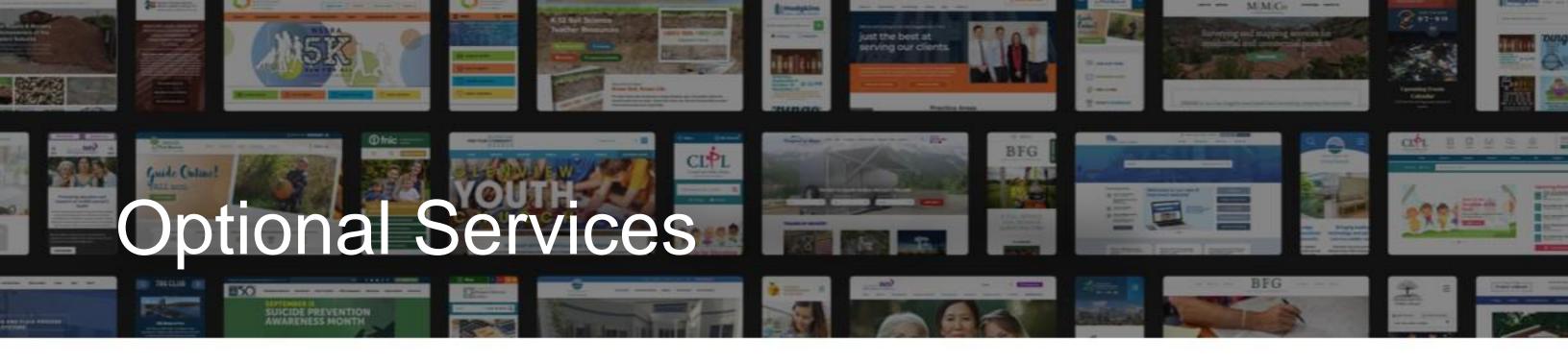
Dedicated account support, maintenance and consultation management plans are available after the 2-month support period as outlined in Additional and Optional Fees in this proposal. Various maintenance plans are available, and may cover website upgrades, site maintenance, ongoing conversation and continued recommendations for improving the website as new technology and applications are available.

Annual page speed optimization, which includes server-side and coding updates, along with accessibility reviews and updates may also be conducted on the site. We will keep **Park Ridge Public Library** abreast of any impactful Google algorithm changes and update the site in conjunction with these changes to improve results and keep the site performing at its best.

Weblinx normal business hours are Monday through Friday from 9 AM to 5 PM CST. Our main office line is 630.551.0334. In case of emergency, a 24-hour hotline is available at 630.551.0334 x218. We will respond to problem requests within four (4) hours, and resolve problem requests within 24 hours of receiving the request.

Optional Services

Website Hosting - Annual   **$400/year**

Weblinx will provide Park Ridge Public Library with a hosting plan that meets the organization's specific needs. Our servers are located in an IBM facility with 24/7 accountability. Weblinx servers are linked to the best network in the industry with unrivaled connectivity and an array of Tier One Providers that sets them apart. The robust network and infrastructure guarantees maximum up time and superior performance. This includes six 2 megawatt back-up power generators, over 3,000 tons of cooling capacity, 13 separate fiber ring connectivity and up to OC-192 connection. (See www.myweblinx.net for more information on Weblinx website hosting plans)

Annual Open Source CMS and Plug-In/Extension Security Maintenance   **$200/year**

Weblinx will perform Open Source CMS and plug-in/extension security updates on the **Park Ridge Public Library** website as new versions are released to minimize website vulnerability.

Daily Website Backups   **$150/year**
Add-on to web hosting plan upon request

Multilingual Module Implementation   **Starting at $1,875**

SEO, Page-Speed, and ADA Compliance Site Tune-Up   **$1,250**

Annual Technical Support and Site Maintenance
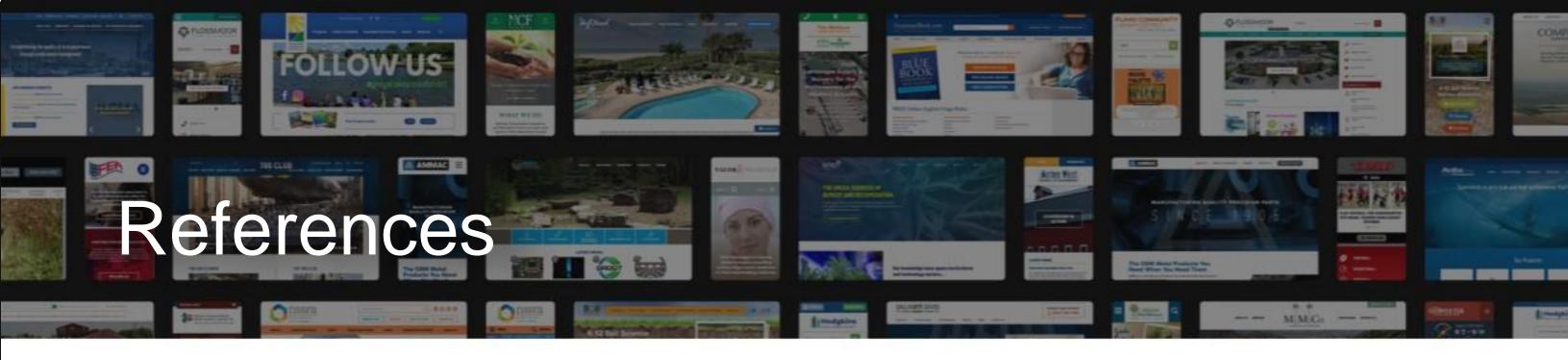As Needed Basis   **$135/hour**
10 Hours Per Year   **$120/hour**
20 Hours Per Year   **$100/hour**

References

Marshalltown Public Library

Sarah Rosenblum, Library Director
105 West Boone Street, Marshalltown, IA 50158

T: 641.754.5780
E: srosenblum@marshalltown-ia.gov
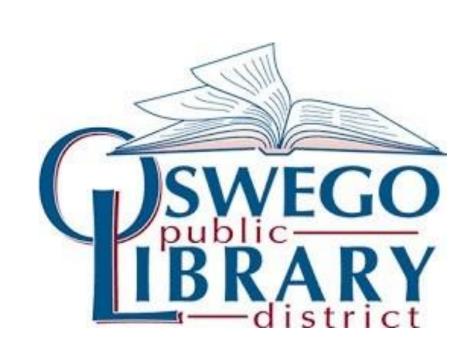www.marshalltownlibrary.org

Client Since 2017

Oswego Public Library District

Sarah Skilton, Library Director
32 W. Jefferson Street, Oswego, IL 60543

T: 630.554.3150
E: sskilton@oswego.lib.il.us
www.oswego.lib.il.us

Client Since 2003

Plainfield Public Library District

Lisa Pappas, Library Director
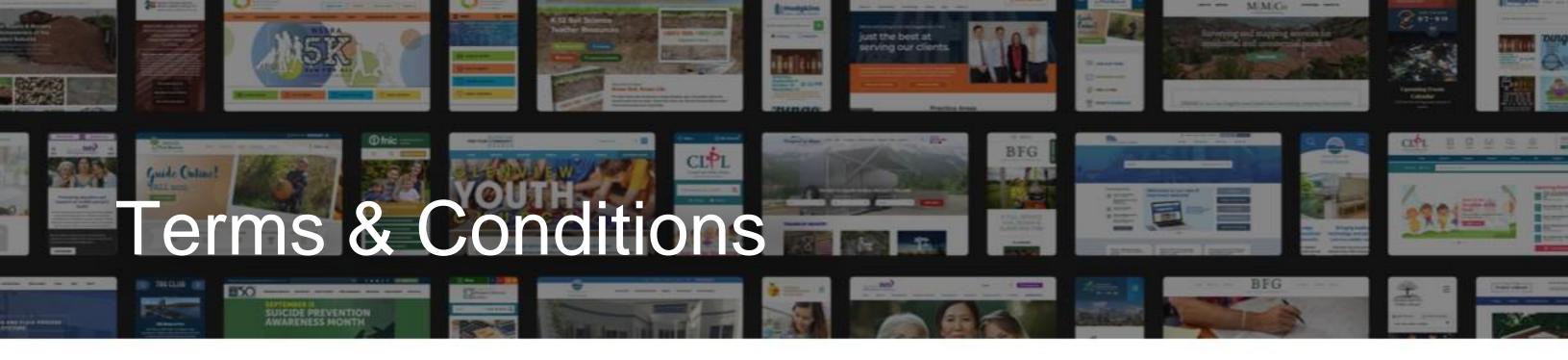15025 S. Illinois Street, Plainfield, IL 60544

T: 815.436.6639
E: lpappas@plainfieldpubliclibrary.org
www.plainfield.lib.il.us

Client Since 2008

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Terms & Conditions

Standard Payment Plan

A deposit in the amount of $6,750 will be due to initiate the project. The remaining balance of $20,250 will be invoiced over three remaining installments, with $6,750 due per installment. Optional web hosting fee of $400 and the Open Source CMS and plug-in/extension security maintenance fee of $200, $600 total, will be invoiced after the launch of the new website and annually thereafter. Payments may be made payable to Weblinx, Inc.

Default of Payment

In the event of default of payment, customer agrees to pay all cost of collection, including a reasonable attorney's fees. Venue for litigation arising between the parties to enforce the terms of this agreement shall be fixed in the 16th Judicial Circuit, Kendall County, Illinois.

Work Guarantee

Weblinx will warranty our design and development work for a one year period following the launch of the **Park Ridge Public Library** website. We will also provide technical assistance to the client as needed.

Work

Weblinx will take responsibility for the quality and timeliness of the work produced. If the actual duration of the work exceeds the estimated number of hours allotted to complete the work, Weblinx has the right to review the project scope and additional fees may apply.

Graphics Approval
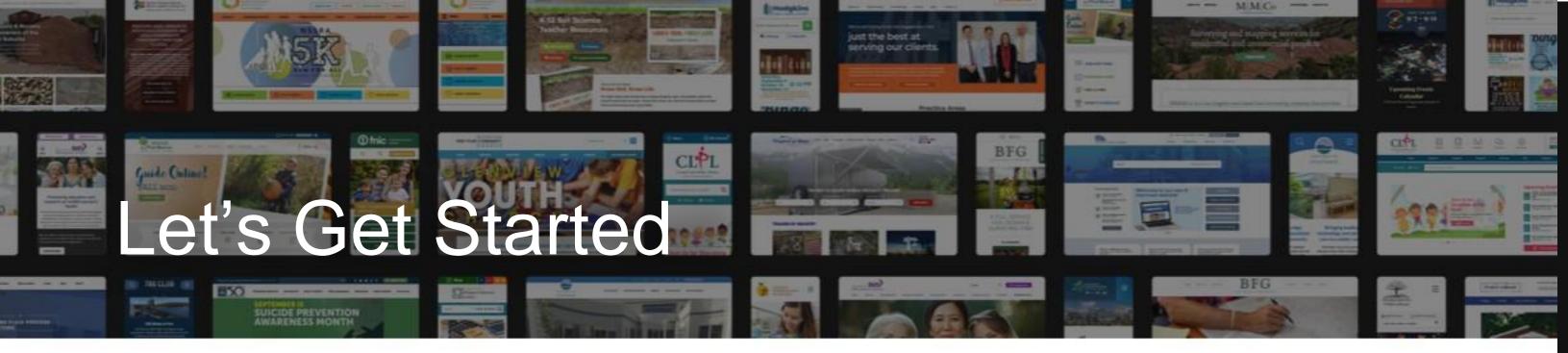
E-mail approval of graphics is required to build the website.

Hold Harmless / Indemnification

The customer agrees it will indemnify and hold harmless Weblinx from and against all losses, claims, suits or other legal expenses of any nature imposed upon or brought against them by reason of any act of omission by customer/ client or its agent or employees in the course of performing the work of providing the services that are the subject of this contract. Any losses will be limited to the amount of the work order/proposal.

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Let's Get Started

Expiration

There is a 90-day rate lock on this agreement, from the date indicated below. After this period of time, Weblinx has the right to alter fees based on the going rates for service.

Hold Harmless / Indemnification

The customer agrees it will indemnify and hold harmless Weblinx from and against all losses, claims, suits or other legal expenses of any nature imposed upon or brought against them by reason of any act of omission by customer/ client or its agent or employees in the course of performing the work of providing the services that are the subject of this contract. Any losses will be limited to the amount of the work order/proposal.

Customer has caused this agreement to be effective as of the date indicated below. Please authorize this page and return to Weblinx, Inc. Thank you for your business.

Park Ridge Public Library
20 South Prospect Avenue
Park Ridge IL. 60068

Dan Zarembski
Weblinx, Incorporated
165 Kirkland Circle
Oswego, IL 60543

For Park Ridge Public Library:

Signature   Date

For Weblinx:

Signature   Date 11/30/2022

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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
September 13, 2022 at 7:00 p.m.

</div>

Committee Chair Rapisand opened the Personnel Committee meeting at 8:57 p.m.

ROLL CALL

Trustees Present:	Lauren Rapisand, Chair; Josh Kiem, Danielle Powers, Theresa Renaldi, Gregg Rusk, Joseph Steinfels
Trustees Absent:	Alexandrea Hanba, Deepika Thiagarajan
Others Present:	Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, Staci Greenwald, and John Priala, Library staff Alderman Charlie Melidosian

Trustee Powers made a
MOTION: to approve the minutes of August 9, 2022
Trustee Rapisand seconded the motion.
Roll Call vote: Yes: Kiem, Powers, Rapisand, Rusk, Steinfels,
                         Abstain: Renaldi, Somheil
Motion passed

ILLNESS IN THE WORKPLACE POLICY EXTENSION
The Library's Illness (COVID 19) at the Workplace for Library staff policy was extended through September 30, 2022 at the Board's June 21, 2022 meeting. Previous Board discussion has addressed concern about not having a Sick Policy in place for all staff during the pandemic. The State of Illinois continues to be under the Governor's disaster proclamation at this time. Director Bertucci shared that she had discussed extension of this policy through December 31, 2022 with President Hanba who is in favor of extension through year-end.
Discussion ensued regarding the existence of a similar policy for the City of Park Ridge and the metrics that the Library is using to gauge when this policy is no longer needed. Director Bertucci replied that she is using Governor Pritzker's ongoing disaster proclamation as indication of a need for extension of the policy.

Trustee Renaldi made a
MOTION: to extend the Illness in the Workplace (COVID-19) for Library Staff policy through December 31, 2022
Trustee Rapisand seconded the motion.
Roll Call vote: Yes: Kiem, Powers, Rapisand, Renaldi, Rusk, Steinfels, Somheil

OTHER
None

There being no objection, Vice-President Kiem adjourned the meeting at 9:05 p.m.

Memorandum

Memo Date: December 7, 2022
From: Joanna Bertucci
Meeting Type: Personnel Committee of the Whole
Meeting Date: December 13, 2022
Action Requested: For approval
Subject: "Illness at the Workplace (COVID-19) for Library Staff" policy extension through March 31, 2023

Background:

The Library's "Illness at the Workplace (COVID-19) for Library Staff" policy (attached) was extended, through December 31, 2022 at the Board's September 20, 2022 meeting. At this time, the global COVID-19 pandemic remains an active risk.

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

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

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

Recommendation:

I respectfully recommend that the Library Board of Trustees extend the "Illness at the Workplace (COVID-19) for Library Staff" policy through March 31, 2023.

Attachment:

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

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

Effective Date: April 1, 2021

Expiration Date: March 31, 2023

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

Purpose

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

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

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

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

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

- Avoiding close contact with people who are sick;

- Maintaining social distancing

- Wearing personal protective equipment;

- Avoiding touching your eyes, nose, and mouth;

- Avoiding shaking hands or other personal contacts with people;

- Staying home when you are sick;

Coronavirus Disease 2019 (COVID-19)
Workplace Policy

- Covering your cough or sneeze with a tissue, then throwing the tissue in the trash;

- Cleaning and disinfecting frequently touched objects and surfaces using a regular household cleaning spray or wipe; and

- Washing your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

The World Health Organization's advice to the public can be found at:
https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public

General Guidance

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

> They have had no fever for at least 24 hours without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants)
> AND
> Other symptoms have improved
> AND
> At least 5 days have passed since their symptoms first appeared.

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

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

Leaves of Absences Related to COVID-19

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

Emergency Paid Sick Leave (EPSL)

- <u>Eligible Employees</u>. All Library employees are deemed an eligible employee.

- <u>Reason for Leave</u>. Employees who are unable to work, including unable to telework, because the employee is:

  1. Subject to a federal, State, or local quarantine or isolation order related to COVID-19;

  2. Been advised by a health care provider to self-quarantine related to COVID-19;

  3. Experiencing COVID-19 symptoms and is seeking a medical diagnosis;

2

4. Caring for an individual subject to an order described in bullet point (1) or in self-quarantine as described in bullet point (2);

5. Caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or

6. Experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

7. The employee is seeking or awaiting results of a COVID-19 test or diagnosis because either the employee has been exposed to COVID-19 or the employer has requested the test or diagnosis

8. The employee is obtaining a COVID-19 immunization

9. The employee is recovering from an injury, disability, illness, or condition related to the COVID-19 immunization

- **Amount of Leave**. Employees may be eligible for up to two weeks (75 hours, or a part-time employee's two-week equivalent) of paid sick leave. The extension of this policy does reset the amount of time an employee may take. In other words, if an employee has already used all or a portion of their allotted EPSL time prior to the current effective date of this policy, additional leave beyond the original provision is available.

- **Existing Policy**

    o There will be no payment for unused sick leave pay under this Temporary Policy, nor will employees be permitted to carry-over any unused sick leave under this Temporary Policy beyond the policy's expiration date.
    o Paid sick leave granted under this Temporary Policy is not eligible for conversion to IMRF service credits.

- **Certification**. Employees may be required to provide certification confirming the need for leave, consistent with the library's existing Paid Sick Leave policy and this Temporary Policy.

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

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

Employees that are authorized to work remotely will be given appropriate equipment, as determined by the Library Director, to allow the employee to remotely access the Library's server

3

Coronavirus Disease 2019 (COVID-19)
Workplace Policy

and electronic mail while working remotely. Employees authorized to work remotely are expected to continue to perform their assigned tasks. All employees who work remotely are directed to find a safe place, free from unreasonable physical restrictions and risks, in which to engage in work. Employees working remotely shall employ reasonable care in the course of performing work in the home or other distant location.

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

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

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

Travel
The Library Director may limit domestic travel based on current metrics.

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

Revised: XXXXXXXX
Revised: September 20, 2022
Revised: June 21, 2022
Revised: March 15, 2022
Revised: December 18, 2021
Revised: September 21, 2021
Approved: April 20, 2021
PRPL Board of Trustees

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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 – November 8, 2022 at 7:00 p.m.

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Chairman Kiem called the meeting to order at 7:57p.m.

ROLL CALL

Trustees Present:	Josh Kiem, Chair; Alexandrea Hanba; Lauren Rapisand; Theresa Renaldi, Gregg Rusk (8:04 pm); David Somheil; Joseph Steinfels; Deepika Thiagarajan
Trustees Absent:	Danielle Powers
Others Present:	Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek and John Priala, Library staff

APPROVAL OF MINUTES

Trustee Somheil made a

MOTION: to approve the minutes of May 10, 2022

Trustee Rapisand seconded the motion.

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

Abstain: Renaldi

Motion passed

PER CAPITA GRANT REQUIREMENTS

As a requirement of the Per Capita Grant Application, trustees must review the entirety of *Serving our Public 4.0: Standards for Illinois Public Libraries*. Prior to tonight's meeting, each trustee was assigned certain chapters to read and report back to the full committee any questions or concerns. Discussion ensued as each trustee reported the result of their review of each standard. With regard to the review of Chapter 2, it was noted that the Library does not currently have an emergency succession plan. Director Bertucci replied that she will develop a plan for future review by the Board. Director Bertucci concluded the discussion by stating that the grant application will indicate that the Board undertook the required discussion of the Standards.

The meeting was adjourned at 8:10 p.m.

OTHER

Director Bertucci provided an update on the issue with the smoke detector in The Studio, noting that the laser cutter used in that space emits fumes which have been activating the smoke detector in the space. With the approval of the City of Park Ridge, the smoke detector has been replaced with a heat sensor in order to avoid further false activations. It was further noted that The Studio also has sprinkler heads in the space.

Trustee Steinfels made a

MOTION: to adjourn the meeting at 8:15p.m.

Trustee Thiagarajan seconded the motion.

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

Motion passed

Memorandum

Park Ridge Public Library

Memo Date:	December 1, 2022
From:	Joanna Bertucci, Library Director
Meeting Type:	Resources Committee of the Whole Meeting
Meeting Date:	December 13, 2022
Action Requested:	For approval
Subject:	FY23 Per Capita grant application

Background

The Illinois State Library's annual Public Library Per Capita Grant application requires review of library services and standards. A complete review of by the Library Director and Board or Trustees of *Serving our Public 4.0 Standards for Illinois Public Libraries* is required for the January 2023 submission. At the November 8 Committee of the Whole Meeting, Resources Committee Chair Kiem led the Board in a discussion of the standards.

At this time, I am respectfully putting forth the FY23 Per Capita grant application for Board approval at the December 20 Regular Board Meeting.

Recommended Action:

Approve the FY23 Per Capita Grant application

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library's Control Number: _____ **Branch Number:** _____ **Today's Date:** _____

Contact information of the person completing this grant application:

Preparer's Name: _____ _____
(First Name)   *(Last Name)*

Preparer's Title: _____

Preparer's Phone Number:_____

Preparer's Email Address:_____

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.

- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.