



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. For additional information, or to request accommodations, please contact Library Administration.

**LIBRARY COMMITTEE AGENDAS**  
**BOARD OF TRUSTEES**  
**Tuesday, May 13, 2025 – 7 p.m.**  
**All committees are committees-of-the-whole unless noted**

**CALL TO ORDER**

**ROLL CALL**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**BUILDING & GROUNDS – Powers, Chair**

1. Approve Minutes of April 8, 2025
2. Project updates
3. Other

**PLANNING & OPERATIONS – Kiem & Renaldi, Co-Chairs**

1. Approve Minutes of April 8, 2025
2. Task calendar review
3. Strategic Planning update
4. Policy review:
  - a. Security cameras
  - b. Confidentiality of patron information
  - c. Persons entitled to borrowing privileges
  - d. Teacher Cards
  - e. Student Cards
  - f. Circulation Materials/Schedule of Charges
  - g. Exploration Library/Schedule of Fees
  - h. Interlibrary loan
5. Teacher Card contract 2025-2028 and Student Card contract 2025-2028
6. Other

**NO MEETINGS: BUDGET & FINANCE, COMMUNICATIONS & DEVELOPMENT, NOMINATING, PERSONNEL, RESOURCES**

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

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

April 8, 2025 at 7:00 p.m.

President Thiagarajan called the meeting to order at 7:50p.m.

**ROLL CALL**

Trustees Present: Anita DeFrank, Michael Donahue, Alexandria Hanba, Josh Kiem, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

Trustees Absent: Danielle Powers

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library Staff

**APPROVAL OF MINUTES**

Secretary De Frank made a

**MOTION:** to approve the minutes of the March 11, 2025 meeting

Vice President Renaldi seconded the motion

Roll Call Vote: Yes: DeFrank, Donahue, Hanba, Renaldi, Rusk, Somheil, Thiagarajan

Abstain: Kiem

Absent: Powers

**Motion passed**

**PROJECT UPDATES**

Director Bertucci reviewed the project status memo appearing on page 13 of the packet noting the status of the three building projects currently underway.

The new second floor display case is currently being fabricated and is expected to be completed in early April.

The plan is to have the new display case and slat wall installed by May 1 so that information on the changes can be included in the next newsletter.

With regard to the Ice Melt System, Director Bertucci reported that after meeting with Andrew Jose from Green Associates, a third party will be employed, at no cost to the Library, to evaluate the functionality of the system.

Director Bertucci provided the committee with an update on the HVAC project. The Library's attorney has prepared the contracts and the expectation is that these will be executed by mid-April. An exterior storage unit has been rented to store equipment that will have to be removed from the mechanical rooms in order to accommodate the contractor's work.

**OTHER**

None

Meeting was adjourned at 8:00 p.m.

# Memorandum

**Memo Date:** May 7, 2025  
**From:** Joanna Bertucci, Library Director  
 John Priala, Facility Manager  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** May 13, 2025  
**Subject:** Building Project Updates

Project	
<b>2<sup>nd</sup> Floor display case/slat wall install</b>	Project completed in April.
<b>Roof Ice Melt System</b>	Verbal update at meeting
<b>HVAC Replacement Project</b>	<p>Elara has been meeting with the contractors to review project specifications, submittals, and requests for information. Elara applied for permits with the City of Park Ridge the week of April 28.</p> <p>Starting the week of May 19, representatives from Elara, Olmen, Delta, and the Library will be meeting weekly for progress reports and updates.</p>
<b>Asbestos Abatement</b>	<p>During preparations for the HVAC project, asbestos was discovered in the Library's first floor mechanical room. While moving items out of the space, Facility Manager, John Priala, observed an area at the base of the chimney that appeared unusual—specifically, a panel adhered with duct tape. This section had previously been concealed behind a shelving unit.</p> <p>Mr. Priala promptly contacted Ramboll American Engineering Solutions to conduct testing, which confirmed the presence of asbestos. An abatement contractor has been scheduled to safely remove the material on May 27, at a cost of \$6,800. As the contamination is isolated to this specific area, we do not anticipate any disruption to overall library operations during the abatement process.</p> <p>All staff who normally work in the mechanical room have been temporarily relocated. In accordance with OSHA regulations, warning signage has been posted and all staff have been notified.</p>

**Sent via Electric Mail**

Mr. John Priala  
Facility Manager  
Park Ridge Library  
20 South Prospect Avenue  
Park Ridge, IL 60068

**ASBESTOS BULK SAMPLING OF DEBRIS IN CHIMNEY STACK  
PARK RIDGE PUBLIC LIBRARY FACILITY**

Dear Mr. Priala:

This report documents the bulk sampling and asbestos analysis of loose insulation material found at the base of the chimney stack at the Park Ridge Public Library (PRPL).

The sampling was performed by Matt Meyer with Ramboll (Illinois Asbestos Inspector, License #100-0412) on April 23, 2025. Observations and sample results are summarized below:

1. The base of the chimney stack is located in a ground level mechanical room at the library.
2. A small access door is installed at the base of the stack.
3. Upon opening the access door, a pile of white colored, friable, block-type insulation was observed (see photos below). It is surmised that the blocks may have previously lined the interior of the chimney stack.
4. John Priala, the building engineer, reported he checked inside the stack (above the insulation debris pile) and the stack of insulation debris is about 5' tall and that there are no remaining blocks on the upper walls of the chimney stack.
5. Bulk samples were collected of the block insulation. The material was confirmed as an asbestos-containing material (ACM).

May 8, 2025

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Suite 1050  
Chicago, IL 60606  
USA

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[www.ramboll.com](http://www.ramboll.com)

Ref. 1940114407



In summary, the insulation inside the stack has been confirmed as friable ACM. Any future disturbance of the material must only be performed by asbestos professionals in accordance with applicable regulations.

An asbestos warning sign should be placed over the chimney stack access door and the door opening sealed with tape to prevent future access.

Laboratory results and inspector credentials are attached.

Sincerely,

Ramboll American Engineering Solutions, Inc.



**Matthew F. Meyer**

Managing Consultant

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## 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 8, 2025 at 7:00 p.m.

The meeting was called to order by President Thiagarajan at 7:00 p.m.

#### ROLL CALL

Trustees Present: Anita De Frank, Michael Donahue, Alexandria Hanba, Josh Kiem, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

Trustees Absent: Danielle Powers

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library staff  
Roxy Poluchowicz, Computer View, Inc.

#### PUBLIC COMMENT ON NON-AGENDA ITEMS

None

#### APPROVAL OF MINUTES

President Thiagarajan made a

**MOTION:** to approve the minutes of March 11, 2025

Trustee Somheil seconded the motion.

Roll Call Vote: Yes: DeFrank, Donahue, Hanba, Renaldi, Rusk, Somheil, Thiagarajan

Abstain: Kiem

Absent: Powers

**Motion passed**

#### CYBERSECURITY PRESENTATION

Ms. Poluchowicz from the Library's IT management company Computer View, Inc. provided the annual cybersecurity presentation to the Board. Topics covered included the history of cybercrime, an overview of IT systems in place at PRPL and the security design related to those systems with additional information on network security. Discussion ensued among the Board and Ms. Poluchowicz as she responded to questions posed by several Board members.

#### TASK CALENDAR REVIEW AND UPDATE

Vice President Renaldi reviewed tasks on the calendar for the month of April, noting that all items for April have been completed or are in progress.

#### STRATEGIC PLANNING UPDATE

Director Bertucci reviewed the memo beginning on page 5 of the packet which details the recent activity with regard to strategic planning. She noted that during the week of April 14<sup>th</sup>, seven community engagement sessions will be held at the Library with approximately 70 participants expected to be in attendance. She stated that to date, approximately 1,750 responses have been received to the community survey and that the survey will remain open for one more week. Also noted was the planned Strategic Planning Retreat scheduled for June 2<sup>nd</sup>.

#### POLICY REVIEW

As part of the ongoing review of Library Board Policy, this month there are two policies that were tabled for further review after the March 11 Committee of the Whole meeting. These policies, Library Programs and

## 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 8, 2025 at 7:00 p.m.

Unpaid Internships, have been updated based on input received from the Board and now appear beginning on page 7 of the packet. The Library Programs policy has been reordered based on input from Trustee Donahue and the Unpaid Internships policy has been modified to extend the opportunity for internships to high school students.

Vice President Renaldi made a

**MOTION:** to approve revisions to the following policies: Library Programs, and Unpaid Internships  
Trustee Somheil seconded the motion.

Roll Call Vote: Yes: DeFrank, Donahue, Hanba, Kiem, Renaldi, Rusk, Somheil, Thiagarajan

Absent: Powers

**Motion passed**

### OTHER

None

Meeting closed at 7:50 pm

**BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY25****JANUARY 2025**

- ✓ Policy review
- ✓ Strategic Planning process begins

**FEBRUARY 2025**

- ✓ Budget carryforwards from FY24
- ✓ Statistical collection review and discussion

**MARCH 2025**

- ✓ Annual Library Certification due to State Library
- ✓ Receive FY Annual report (IPLAR)
- ✓ Library Award review and decision
- ✓ Policy review
- ✓ 3/18: Board/Director Strategic Plan Engagement session

**APRIL 2025**

- ✓ National Library Week 4/6-4/12
- ✓ Library Award Presented at 4/15 Board Meeting
- ✓ Receive FY24 Annual report (Marketing)
- ✓ Cyber security presentation – April COW Mtg.

**MAY 2025**

- ✓ Statement of Economic Interest due to Cook County
- ✓ FY24 audit field work
- [Nominating committee appointments, 5/20](#)
- Policy review

**JUNE 2025**

- Strategic Plan Retreat Day, 6/2
- Approve CCS and OCLC annual fees
- Approve Non-resident library card resolution
- Semiannual closed session minutes review

**JULY 2025**

- B&F check-in/levy forecast
- Welcome new and reappointed trustees
- Election of officers
- Discuss FY26 budget goals and levy forecast
- Annual trustee and staff anti-harassment training

**AUGUST 2025**

- Approve FY26 salary plan
- Review budget assumptions for City-provided services
- New Trustee orientation
- Board committee chairs assigned
- FY24 Audit presentation
- Personnel Committee: Library Director Evaluation form

**SEPTEMBER 2025**

- Review FY26 draft budget
- Approve 2025 Levy request
- Recognize former trustees

**OCTOBER 2025**

- *National Friends of the Library week*
- Approve FY26 Operating budget
- Per Capita Grant requirements assigned

**NOVEMBER 2025**

- City Council Budget Workshop
- Review Per Capita Grant requirements
- Approve 2026 Days Closed schedule
- Library Director annual review – closed session
- Semiannual closed session minutes review
- Policy review

**DECEMBER 2025**

- Approve Per Capita Grant request
- City Council Approves Budget & Levy
- Library Director annual review

Updated: May 5, 2025



## Memorandum

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**Memo Date:** May 7, 2025  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** May 13, 2025  
**Action Requested:** For information  
**Subject:** Strategic Planning Retreat Update

Invitations for the upcoming Strategic Planning Retreat have been sent, and we are expecting 21 attendees. Participants include representatives from the City of Park Ridge, School District 64, the business community, higher education, and active and engaged community members. The retreat is scheduled for **Monday, June 2, from 10:00 a.m. to 5:00 p.m.** in the Library's first floor meeting room. The final list will be shared with the Board at the 5/13 COW meeting.

Participants will receive the findings book, prepared by ReThinking Libraries (RTL), in advance of the retreat. This document will compile data from the community survey, engagement sessions, library statistics, and comparable library benchmarks.



# Memorandum

**Memo Date:** May 7, 2025  
**From:** Joanna Bertucci  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** May 13, 2025  
**Action Requested:** For review and approval  
**Subject:** Operations policies

## Background:

The Library is committed to keeping its policies relevant and up-to-date, so we review them on a cyclical basis to ensure they meet the needs of our staff and community while supporting our mission. This approach allows us to address new developments, align with best practices, and maintain transparency in our services. Our next review session will take place at the May 13 Committee of the Whole meeting, where the Board will discuss the following policies under review. Planning and Operations co-chairs Kiem and Renaldi have also reviewed these policies and are in alignment with the recommendations presented for consideration.

Section	Policy	Recommendation
C. Patrons	1. Security Cameras	Drafted by our attorney in 2022; no change
C. Patrons	2. Confidentiality of Patron Information	Policy follows Illinois Library Records Confidentiality Act (75ILCS 70/1); no change
C. Patrons	3. Persons Entitled to Borrowing Privileges	Minor edits; no substantive changes
C. Patrons	4. Student Cards	No change
C. Patrons	5. Teacher Cards	Minor edits; no substantive changes
C. Patrons	6. Circulating Materials	I removed the detailed chart outlining material types, loan periods, restrictions, and renewal/hold availability, as it was overly procedural. These elements should remain flexible to accommodate changes in collections and lending rules over time. I propose removing this schedule from the formal policy document and instead posting the most current version on the Library's website, allowing staff to refer to it as needed when responding to patron inquiries. Additionally, I made general edits to improve clarity and reorganized the policy by process for better usability.
C. Patrons	7. Exploration Library Circulating Equipment	
<i>C8. Loans of Art Work was intentionally skipped and will be reviewed with the next batch of policies in November 2025</i>		
C. Patrons	9. Interlibrary Loan Services	Minor edit to align with CCS Resource Sharing Policy

## Recommended Motion:

I respectfully recommend that the Board approve revisions to the following policies at the May 20, 2025 Regular Board Meeting:

# Memorandum

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- C1. Security Cameras
- C2. Confidentiality of Patron Information
- C3. Persons Entitled to Borrowing Privileges
- C4. Student Cards
- C5. Teacher Cards
- C6. Circulating Materials
- C7. Exploration Library Circulation Equipment
- C9. Interlibrary Loan Services

## **C1. SECURITY CAMERAS**

### **POLICY:**

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

### **RULES:**

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

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

Reviewed XXX  
Approved June 21, 2022

## **C2. CONFIDENTIALITY OF PATRON INFORMATION**

### **POLICY:**

The Park Ridge Public Library respects the right to privacy of patrons with regard to information contained on applications for library cards as well as circulation records in accordance with the Illinois Library Records Confidentiality Act (75ILSC 70/1).

There are several limited exceptions, which permit or require the Library to disclose information under the Federal Electronic Communication Privacy Act and/or the USA Patriot Act.

### **RULES:**

1. This policy applies to all records, files, computers and electronic media that might contain information that links a patron to use of the Library's materials or services. It does not include statistical records relating to the use of the Library or its materials and services that cannot be used to identify individual patrons.
2. Only the Library Director, or designated department managers are authorized to disclose this information as required by law.
3. There are several limited exceptions which permit or even require the Library to voluntarily disclose certain electronic communications under the Federal Electronic Communication Privacy Act. This law permits the Library in certain circumstances to disclose the contents of certain electronic communications, such as email, temporary Internet files, and other content transmitted, received, viewed, downloaded or printed on a Library computer. Authorized staff (see above) may divulge the contents of an electronic communication:
  - a. To an addressee or intended recipient of the communication;
  - b. In any way consistent with the consent of the originator or an addressee or intended recipient of the communication; or
  - c. To a law enforcement agency:
    - a. If the contents were inadvertently obtained by the Library and appear to pertain to the commission of a crime; or
    - b. If the Library reasonably believes that an emergency involving immediate danger of death or serious injury to any person requires disclosure of this information without delay.

If law enforcement asks the Library to retain electronic communications in storage (such as on the computer hard drive, disk or other storage medium), it must preserve such communications for at least 90 days following the request, and for an additional 90 days if the request is being renewed. The Library will require the appropriate legal process before providing access to preserved communications.

4. The USA Patriot Act contains a voluntary exception for emergency situations. Under this exception, if any Library personnel reasonably believe that an emergency involving immediate danger of death or serious physical injury to any person justifies the disclosure of certain information; such information may be disclosed to a law enforcement agency.

5. Federal law requires the Library to report possible violations of child pornography laws to the Cyber Tip Line at the National Center for Missing and Exploited Children ([www.cybertipline.com](http://www.cybertipline.com)). Reports received are forwarded to the appropriate law enforcement agencies. The Library is protected from liability for good faith disclosure to the Cyber Tip Line.
6. Staff authorized to handle government officers' investigatory requests about Library patrons is limited to the Library Director and designated department managers that have special authority with respect to confidentiality and privacy issues. Designated department managers are familiar with the Library's policies and procedures and its Constitutional duties and mission, as well as the general requirements of applicable laws.
7. Staff other than designated department managers, will under no circumstances disclose any patron-identifiable information about any patron to the public, the press, or to any government agency.

Staff will not permit anyone access to, or a view of, any non-public computers, files, or records which might contain patron-identifiable information.

In the event staff is served with any subpoenas, warrants, court orders or other investigatory documents directed to the Park Ridge Public Library or pertaining to Library property, staff shall immediately deliver such document(s) to the Library Director or one of designated department managers to ensure compliance with paragraph 6.

In the absence of the Library Director, designated department managers are required to know the location of this policy and encouraged to present a copy to any government officer, to indicate the Library's policy and demonstrate that the manager does not intend to be uncooperative.

Reviewed XXX  
Revised October 19, 2021  
Revised May 17, 2016  
Revised May 18, 2010  
Approved December 16, 2003

### **C3. 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 ~~not~~ 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~~their 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. Park Ridge Public Library patrons are limited to 1 Exploration Library item check out at any given 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 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](#).

Field Co

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 whose library card is lost and/or stolen must notify the Park Ridge Public Library immediately. The cardholder's maximum liability is \$50 on all materials checked out and not returned prior to notifying the Library.

Revised xxx

Revised May 17, 2022

Revised July 16, 2019

Revised October 19, 2010

Approved March 13, 1979

## C4. 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~~ 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. Student Library Cards may only be used at the Park Ridge Public Library.
9. Any student whose library card is lost and/or stolen must notify the Park Ridge Public Library immediately. The cardholder's maximum liability is \$50 on all materials checked out and not returned prior to notifying the Library.

Reviewed XXX

Revised May 17, 2022

Revised May 21, 2013

Reviewed May 18, 2010

Approved December 16, 2003

## **C5. 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. Materials borrowed under this agreement are for classroom use only and not for personal use.

### **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 seventy-five 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 whose library card is lost and/or stolen must notify the Park Ridge Public Library immediately. The cardholder’s maximum liability is \$50 on all materials checked out and not returned prior to notifying the Library.

Revised XXX

Revised August 15, 2023

Revised May 17, 2022

Approved July 16, 2019

## C6. CIRCULATING MATERIALS

### POLICY:

Library books and other materials, except certain reference and historical items, shall be available for circulation, for specified periods to all patrons holding valid RAILS member library cards and who are in good standing. The Library reserves the right to restrict certain collections for exclusive use of Park Ridge Public Library cardholders.

The Library does not charge daily overdue fines for Library materials, with the exception of Exploration Library. See *policy C7, Exploration Library Circulating Equipment*. The Library may charge fees for the replacement or repair of lost or damaged Library materials.

The Library maintains a schedule of materials, restrictions, loan periods as well as renewal and hold eligibility. The most updated schedule is posted on the Library's [website](#).

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

### RULES:

1. Loan Periods:
  - a. 3 week loans: Books, Large Print Books, Book Club Books, Battle Books, Books on CD, CDs, magazines, Playaways, Youth Kit Bags, and Memory Care items
  - b. 2 week loans: New Books, Most Wanted Books, TV Series DVDs, Movie Marathon sets, and Video Games, Holiday books
  - c. 1 week: New DVDs, DVDs, New Blu-rays, and Blu-rays
  - d. 3 Days: Hot DVDs
  - e. Reference items may be circulated at the discretion of the Adult Services Manager
2. Patrons may place holds on most Library items, with the exception of Book Club Books, Most Wanted Books and Hot DVDs.
3. Most items in the collection will automatically renew so long as there is not a hold on the item. The decision to make items holdable is at the discretion of the Library Director or their designee.
4. 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 additional fees. Borrowers will be charged for replacing or repairing lost or damaged materials in accordance with an established schedule of fees.
5. Any borrower 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.
6. Overdue Notices
  - a. The date due serves as first notice to the patron.
  - b. As a courtesy, patrons that have signed up for automated notifications will receive a reminder three days before their library materials are due.

- c. 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.
  - d. Late notices and bills are sent at regular intervals for all overdue items:
    - i. 1<sup>st</sup> Overdue Notice: 3 days overdue
    - ii. 2<sup>nd</sup> Overdue Notice: 15 days overdue
    - iii. 3<sup>rd</sup> Overdue Notice: 28 days overdue
7. Lost materials:
- a. If the item is lost, the retail price of the item plus a \$5.00 processing fee will be charged.
  - b. 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 \$5.00 processing fee.
  - c. If any protective coverings, inserts or DVD box is lost, the patron may be charged the retail price of the container plus \$5.00 processing fee, which is not refunded if the item is returned.
  - d. If booklets from video games are missing, a \$5.00 processing fee may be charged, which is not refunded if the booklet is returned.
8. Damaged Materials:
- a. Borrowers will be charged the cost of repairing the damage as determined by the Library Director or their designee. If the item cannot be repaired, the item will be treated as lost and the above clause on "lost materials" applies.
9. Bill Notice:
- a. Materials 45 days or more overdue will automatically be billed and the patron will be notified.
  - b. At 60 days overdue, accounts that have a minimum total of \$50.00 in fees may be sent to a collection service and a \$10.00 service fee will be added to the amount owed to the Library.
10. Materials made available through the Library System or other Library agencies are subject to rules, regulations and fees of those agencies.
11. 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 17, 2022  
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

## 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

Annual non-resident borrower's card Fee shall be determined annually by formula established by Illinois State Library per <a href="#">75 ILCS 5/4-7</a> and codified in a Resolution approved by the Library Board of Trustees.	
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	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	2 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 <sup>st</sup> Overdue Notice: | 3 days overdue  |
| 2 <sup>nd</sup> Overdue Notice: | 15 days overdue |
| 3 <sup>rd</sup> 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 (value of materials) in fees will, at the discretion of the Patron Services 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 \$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 May 17, 2022  
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 that 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**

<b>Equipment</b>	<b>Restrictions</b>	<b>Loan Period</b>	<b>Renewable</b>	<b>Holdable</b>	<b>Overdue fees /day</b>	<b>Maximum fees Overdue</b>
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	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
VR Glasses	18 years and older Limit 1	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)
Backyard Movie Bundle	18 years and older  Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
PlayStation VR	18 years and older	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)

	Limit 1					
Mobile Document Scanner	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Outdoor Games (Bocce Ball; Giant 4x4)	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 item is overdue.	2 weeks	No	Yes	NA	\$50.00 (but not to exceed retail cost)

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:

1<sup>st</sup> Overdue Notice: 3 days overdue

2<sup>nd</sup> Overdue Notice: 15 days overdue

3<sup>rd</sup> 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 fees will, at the discretion of the Patron Services 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 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 May 17, 2022  
Revised May 30, 2018  
Revised March 20, 2018  
Approved February 21, 2017

## **C7. EXPLORATION LIBRARY CIRCULATING EQUIPMENT**

### **POLICY:**

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

The Library charges daily overdue fees for Exploration Library materials. The Library may charge fees for the replacement or repair of lost or damaged Library materials.

The Library maintains a schedule of materials, restrictions, loan periods as well as renewal and hold eligibility. The most updated schedule will be posted on the Library's website.

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. All Exploration Library items circulation for 1-week, with the exception of mobile Wi-Fi Hotspots that circulate for 2-weeks. Patrons are limited to one Exploration Library item checkout at any given time.
2. Park Ridge patrons may place holds on Exploration Library items but due to their uniqueness and popularity, are not renewable.
3. Overdue fees for all Exploration Library items is \$5.00/day. Overdue fees are capped at \$50.00 or the retail cost of the item, whichever is less.
4. 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 to avoid additional fees. Borrowers will be charged for replacing or repairing lost or damaged materials in accordance with an established schedule of fees.
5. Any borrower 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.
6. Overdue Notices
  - a. The date due serves as first notice to the patron.
  - b. As a courtesy, patrons that have signed up for automated notifications will receive a reminder three days before their library materials are due.
  - c. 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.
  - d. Late notices and bills are sent at regular intervals for all overdue items:
    - i. 1<sup>st</sup> Overdue notice: 3 days overdue
    - ii. 2<sup>nd</sup> Overdue notice: 15 days overdue

iii. 3<sup>rd</sup> Overdue notice: 28 days overdue

7. Lost materials:

- a. If the item is lost, the retail price of the item plus a \$5.00 processing fee will be charged.
- b. 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 \$5.00 processing fee.
- c. If a storage case is lost, the patron may be charged the retail price of the case plus \$5.00 processing fee, which is not refunded if the item is returned.
- d. Replacement costs for equipment will be at the current replacement cost as determined by the Library Director or their designee.

8. Damaged items:

- a. Borrowers will be charged the cost of repairing the damage as determined by the Library Director or their designee. If the item cannot be repaired, the item will be treated as lost and the above clause on "lost materials" applies.

9. Bill Notice:

- a. Materials 45 days or more overdue will automatically be billed and the patron will be notified.
- b. At 60 days overdue, accounts that have a minimum total of \$50.00 in fees may be sent to a collection service and a \$10.00 service fee will be added to the amount owed to the Library.

10. 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.

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Revised May 17, 2022  
Revised May 30, 2018  
Revised March 20, 2018  
Approved February 21, 2017

## **C9. 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~~90-days from accession in accordance with CCS Resource Sharing policy.
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 Patron Services 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 17, 2022

Revised May 15, 2012

Revised May 18, 2010

Approved January 19, 1993



# Memorandum

**Memo Date:** May 7, 2025  
**From:** Joanna Bertucci, Library Director  
 Anastasia Rachmaciej, Patron Services Manager  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** May 13, 2025  
**Action Requested:** For approval  
**Subject:** Teacher Card and Student Card contract renewals

## Background:

The Library currently offers **Library Student Cards** and **Library Teacher Cards** through agreements established with local schools. These agreements are authorized by letters of agreement between the Park Ridge Public Library and each participating school and are renewed every three years. Relevant Library policies will be discussed at the 5/13 COW meeting ahead of this action item.

The chart below outlines the specific agreements each school will receive.

Teacher Card Contract	Student Card Contract
Carpenter Elementary School	
Christie's Carousel of Learning	
Emerson Middle School	
Field Elementary School	
Franklin Elementary School	
Jefferson School	
Kensington School of Park Ridge	
Kiddie Academy of Park Ridge	
Lincoln Middle School	
Maine East High School	Maine East High School
Maine South High School	Maine South High School
Mary, Seat of Wisdom School	Mary, Seat of Wisdom School
Messiah Lutheran Child Care and Preschool	
Park Ridge Park District Preschool	
Roosevelt Elementary School	
St. Andrew's Lutheran School	St. Andrew's Lutheran School
St. Paul of the Cross School	St. Paul of the Cross School
Sugar Plum Tree Preschool	
Washington Elementary School	
Wildwood Nature Center Preschool Program	

## Recommended Motions:

1. Approve the Teacher Card agreement renewal for the 2025-26 school year through the 2027-28 school year.
2. Approve the Student Card agreement renewal for the 2025-26 school year through the 2027-28 school year.

## Attachments:

- Park Ridge Teacher Library Card agreement
- Non Resident Student Library Card agreement



## NON RESIDENT STUDENT LIBRARY CARD AGREEMENT

This Agreement is entered into by the Library Board of Trustees of the Park Ridge Public Library, Cook County, Illinois (hereinafter referred to as the "Library Board"), and \_\_\_\_\_ School, \_\_\_\_\_, Park Ridge, Illinois on \_\_\_\_\_, 20\_\_ for the 2025-2026 school year through the 2027-2028 school year.

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

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

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

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

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

[Type here]

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

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

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

4. The SCHOOL shall be financially responsible for all fees and costs for lost or damaged library materials. The Library will notify the SCHOOL's designated contact person of any lost, damaged or long overdue items at the end of the school year. At the end of the school year a bill will be sent to the SCHOOL's designated contact person detailing any costs for lost or damaged books or materials. The SCHOOL will be financially responsible for paying this final bill, in full, by July 31.

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

[Type here]

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

FOR THE SCHOOL:

FOR THE LIBRARY BOARD:

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Park Ridge Public Library

## PARK RIDGE TEACHER LIBRARY CARD AGREEMENT

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

\_\_\_\_\_, School, \_\_\_\_\_, Park Ridge, Illinois on \_\_\_\_\_, 20\_\_\_\_ for the 2025-2026 school year through the 2027-2028 school year.

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

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

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

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

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

1. Teachers may apply for a school year Teacher Card by presenting identification that shows proof of employment no earlier than 10 days before the start of the school year, or September 1, whichever is

earlier. A Teacher Card can only be used at the Park Ridge Public Library. A Teacher Card shall expire each year on the later of June 1 or the last day of the school term.

2. Any teacher employed by the School may borrow a maximum of seventy-five (75) items at a time, and only during the months when the school is in session. Notice of late materials will be sent to the teacher and timely return of materials is expected. A teacher's card will be blocked when an item(s) is more than 14 days overdue. Teachers will be unable to check out additional physical or digital materials if their account is blocked.
3. The School shall be financially responsible for all costs for lost or damaged library materials not collected from the responsible teacher. The Library will notify the school of any lost, damaged or long overdue items. At the end of the school year, a bill will be sent to the school contact detailing any costs for lost or damaged books. The School will be financially responsible for paying this final bill, in full, by July 31.
4. This Agreement may be terminated by either party upon thirty (30) days prior written notice or by the Library, without notice, for cause, including, but not limited to, the failure to provide information required under this Agreement, failure to timely pay all fees and costs described herein, the provision of false information or violation of Library policies, rules or regulations by any person who receives a library card under this Agreement. Termination of this Agreement does not terminate the School's liability to pay all accrued fees and costs as discussed in Paragraph 4 above.

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

FOR THE SCHOOL:

FOR THE LIBRARY:

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date