



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, January 13, 2026 – 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 – Haggerty and Powers, Co-Chairs

1. Approve Minutes of December 9, 2025
2. Project updates
3. Other

PERSONNEL – DeFrank, Chair

1. Approve Minutes of August 12, 2025
2. Library Director evaluation form revisions
3. Other

PLANNING & OPERATIONS – Jarnagin and Kiem, Co-Chairs

1. Approve Minutes of December 9, 2025
2. Task calendar review
3. Policy review
 - a. Conduct In General
 - b. Children in the Library
 - c. Vulnerable Adults
 - d. Paging Patrons
 - e. Public Access Computers
 - f. Public Internet Access
 - g. Loans of Artwork
4. Kupjack Miniature loan
5. Space Audit update
6. Other

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

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

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

December 9, 2025, at 7:00 p.m.

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

ROLL CALL

Trustees Present: Anita DeFrank, Michael Donahue, Kevin Haggerty, Josh Kiem, Danielle Powers, Theresa Renaldi, Gregg Rusk, Deepika Thiagarajan

Trustees Absent: Briana Jarnigan

Others Present: Joanna Bertucci, Library Director; Angela Berger, Joan Wrenn, Library staff
Alderson Lauren Rapisand

APPROVAL OF MINUTES

President Renaldi made a

MOTION: to approve the minutes of the November 11, 2025 meeting

Trustee DeFrank seconded the motion.

Roll Call Vote: Yes: DeFrank, Donahue, Haggerty, Kiem, Powers, Renaldi, Rusk, Thiagarajan

Absent: Jarnagin

Motion passed

PROJECT UPDATES

Director Bertucci reviewed the project status of projects currently underway. Highlights include:

- HVAC Project: Circulating pumps will be replaced for all three boilers which will alleviate the problem of the boilers leaking. Nicor has determined that a new meter installation will mitigate the issue of insufficient gas pressure to the HVAC system. Cost for this is \$2,600 and the installation will be scheduled within the next week.
- Ice Melt System Project: After the most recent snowfall, it has been determined that the system is functioning. A new issue has been noted, which is inconsistent melting in the rear of the building. Director Bertucci noted that with this snowfall, the need for a snow fence to be installed has been confirmed as snow "shelves" have formed in the front of the building which have resulted in massive quantities of snow falling suddenly from the roof. Green and Associates is now in the process of obtaining three quotes for installation of a snow fence and will present these to library administration. Further discussion as to how the fence will be paid for will follow. Ballpark estimate for this installation is \$20 - \$30,000.

OTHER

None

Meeting was adjourned at 7:32 p.m.



Memorandum

Memo Date: January 9, 2026
From: Joanna Bertucci, Library Director
 John Priala, Facility Manager
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: January 13, 2026
Subject: Building Project Updates

Project	
HVAC Replacement Project	<p>The HVAC project continues to progress.</p> <p>The boilers are performing as expected, and work on the controls system is ongoing. During the last week of December, pipefitters were onsite preparing for Phase 3, which is expected to begin in early March and will include the replacement of AHU #3 located on the third floor. Nicor is scheduled to be onsite on Wednesday, January 14, to replace the gas meter. The cost of the replacement is \$2,800.</p>
Ice Melt System	<p>We are waiting for snow fence proposals from Green Associates.</p>

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

August 12, 2025 at 7:00 p.m.

Committee Chair DeFrank opened the Personnel Committee meeting at 7:39 p.m.

ROLL CALL

Trustees Present: Anita De Frank, Chair; Michael Donahue, Kevin Haggerty, Briana Jarnagin, Josh Kiem, Danielle Powers, Gregg Rusk, Deepika Thiagarajan
Absent: Theresa Renaldi
Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn Library staff Alderperson Lauren Rapisand, Louis Kaufman

APPROVAL OF MINUTES

President Thiagarajan made a

MOTION: to approve the minutes of December 10, 2024

Trustee Rusk seconded the motion.

Roll Call vote: Yes: De Frank, Donahue, Kiem, Powers, Rusk, Thiagarajan

Absent: Renaldi

Abstain: Haggerty, Jarnagin

Motion passed

FY26 SALARY PLAN REVIEW & APPROVAL

Director Bertucci reviewed the salary plan memo beginning on page 20 of the packet. HR Source Library Salary Survey data is used each year to benchmark PRPL salaries against those in the greater Chicago area. This year HR Source data indicates a 3.3% projected average salary increase. Proposed for the Library for 2026 is an average 3.5% increase to align salaries with survey data.

For 2026 Director Bertucci is proposing a total Salary budget of \$2,739,000 which includes \$112,100 allocated in the following areas: \$86,000 for 3.5% average merit pool increases, \$10,100 for one-time merit bonuses and adjustments based on updated paygrade/scale and \$16,000 for a NEW part-time (18) hour Maker Space Associate.

Secretary DeFrank made a

MOTION: to approve a total FY26 Salary budget of \$2,739,000 which includes \$112,100 allocated in the following areas: \$86,000 for 3.5% average merit pool increases, \$10,100 for one-time merit bonuses and adjustments based on updated paygrade/scale and \$16,000 for a NEW part-time (18) hour Maker Space Associate
President Thiagarajan seconded the motion.

Roll Call vote: Yes: De Frank, Donahue, Haggerty, Jarnagin, Kiem, Powers, Rusk, Thiagarajan

Absent: Renaldi

Motion passed

OTHER

None

Meeting adjourned at 7:47 p.m.



Memorandum

Memo Date: January 9, 2026
From: Anita DeFrank, Personnel Committee Chair
Meeting Type: Personnel Committee of the Whole
Meeting Date: January 13, 2026
Subject: Proposed Revisions to the Library Director Annual Evaluation Form

As a follow-up to our discussion in November 2025, I am sharing for the Board's review a marked-up version of the Library Director's annual evaluation form for use beginning in 2026 (and potentially continuing through 2030).

The proposed revisions are intended to modernize and clarify the form while preserving its overall structure and intent. In summary, the updates include:

- An updated rating scale;
- Minor grammatical and formatting edits for clarity and consistency; and
- A revised Strategic Plan section, which now includes:
 - One general question regarding the preparation of the Strategic Plan and the annual objectives, and
 - A second question focused on progress made toward each stated strategic goal.

This revision is intended to make the Strategic Plan component more straightforward and usable, allowing both the Library Director and the Trustees to meaningfully assess performance relative to each specific goal without requiring overly lengthy narrative responses on each item.

All other questions have been left generally as-is. They remain strong, relevant prompts and continue to align well with the Board's overall approach to evaluating the Director's performance.

The Personnel Committee believes these modest updates will improve clarity and alignment with the library's strategic planning cycle while maintaining continuity with past evaluations. We welcome the Board's feedback and look forward to discussing this at our upcoming Committee of the Whole meeting. Please feel free to reach out with any questions or comments in advance.

PARK RIDGE PUBLIC LIBRARY

JOB DESCRIPTION

Recognizing that formal job titles and job descriptions cannot define every employment situation nor be comprehensive in every case, and having the intent to provide the employee with the opportunity to expand his/her work experience while reserving flexibility to the Library to adapt to future needs, and with the aim that this document not be interpreted as restrictive in any way, the following job description is effective as of January 1, 2021.

The Park Ridge Public Library is an Equal Opportunity Employer and will make reasonable accommodations to disabled persons in performing his/her job responsibilities.

This description updates and supersedes all previous job descriptions of this position.

Department ADMINISTRATION

Job Title Library Director

Supervisor Library Board of Trustees

Qualifications:

- Education: Master's degree in Library and Information Science from a program accredited by the ALA at the time of graduation.
- Experience: Five years of public library experience including three or more years of supervisory experience.
- Preferred Experience: Experience serving as a director or assistant director in a medium-sized library; demonstrated successful experience reporting to a Board of Trustees; and proven commitment to participation in community activities.
- Civil Service: Exempt.
- Fair Labor Standards Act: Exempt.

Statement of Responsibilities

The Library Director, as the Chief Executive Officer, is responsible for administration, overall operation and functions of the Library under the guidance and direction of the Library Board of Trustees. The Library Director initiates development of the budget, long-range goals, and policies for presentation to the Library Board. The Library Director carries out policies of the Library Board, and is responsible for management of all library functions for the benefit of the residents of the City of Park Ridge. The Library Director is responsible for hiring personnel, directing, supervising and disciplining all staff members.

Organizational Relationships

The Library Director reports to, is evaluated by and receives guidance and direction from the Library Board of Trustees. The Library Director interacts directly with officials of the City of Park Ridge, maintains positive relationships with the "Friends of the Library", governmental bodies, local schools, the Library System, neighboring libraries, and community organizations.

General Responsibilities and Examples of Work

1. Attends all meetings of the Board and its committees, prepares agendas and reports; makes recommendations regarding the objectives, policies, operation and finances. At the next regularly scheduled Board meeting, the Director will notify the Board of all personnel decisions involving hiring and termination.
2. Hires personnel with advice and guidance of assistant director and department managers in accordance with library policy and procedures as well as City of Park Ridge Civil Service guidelines. Ensures appropriate, thorough and ongoing training in accord with developments in the field of librarianship and ancillary professional activities. Evaluates staff, with input from supervisors,

maintains personnel records, grants raises within established guidelines and dismisses staff as appropriate. Encourages development and professional growth of staff by attendance and participation in various workshops, courses, conferences and other educational and professional opportunities.

3. Responsible for development, purchase and maintenance of the collection of library materials and services needed by the community to meet its educational, social, informational and recreational reading needs.
4. Represents the Library at community, professional, City of Park Ridge and community group meetings providing information about library programs and activities as well as enunciating the needs and aspirations of the library in the provision of services.
5. Pursues grant and other fundraising opportunities to enhance and expand library service programs and encourages staff to be innovative in this arena.
6. Listens to Board, staff and community suggestions, criticism, comments and recommendations for changes, improvements, revisions in the provision of library and informational services and resources for the community.
7. Exhibits interest in, and participates in legislative processes affecting library service.
8. Is responsible for building and grounds maintenance. First impressions of the exterior and interior, its cleanliness and orderly appearance and physical organization of the collection are factors leading to the overall impression and usefulness of the Library to the users of the various services and programs.
9. Maintains positive public relations with all segments of the community and promotes the availability of and access to programs and services.

Necessary Abilities, Skills and Knowledge

1. Ability to work effectively with the Library Board, Staff, Volunteers, Friends and community groups, as well as City of Park Ridge staff.
2. Ability to develop, present, carry out and evaluate long range plans, budgets, policies and trends and recognizes developing library and community strategies in relation to the mission of the Library to serve the needs of the community.
3. Demonstrated excellent written and spoken communication skills as well as understanding the interests of the audience and the impact of statements on the continuing and future role of the Library in the community.
4. Demonstrated leadership skills to motivate, guide, analyze, encourage and inspire staff with interpersonal relations that foster team approaches to meet the challenges of public service.
5. Knowledge of developing community trends, library and information technology, financial and budget reporting requirements, personnel management, local regulations as well as State and Federal law as it relates to library operations, including personnel, employment, fire and work safety.
6. Ability to analyze complex professional, technical and administrative problems and develop and carry through appropriate solutions.
7. Must have access to reliable transportation for use on Library business.

Park Ridge Public Library Director Evaluation - November 2026

This evaluation form defines expectations and assesses the Library director's performance. The Library's Board of Trustees (the "Board" or the "Trustees") will complete this evaluation form and provide feedback to the Library director annually, typically in November/December.

- Rating Scale:

- 1 – Does not meet performance expectations; significant improvement is needed
- 2 – Does not consistently meet performance expectations; improvement is needed
- 3 – Consistently meets performance expectations
- 4 – Frequently exceeds performance expectations
- 5 – Consistently exceeds performance expectations

Note: Comments should be included for scores of 1, 2 or 5.

Please use whole numbers (example 1.5 is not a whole number).

Board Relationships – Score: ____

Is communication with the Board proactive, collaborative and responsive? Do Board packets anticipate likely information needs and contain meaningful information that helps Trustees conduct their business, understand trends, and set policy? Are policy recommendations anticipatory, with adequate information provided for the Board to make decisions?

COMMENTS:

Community Engagement – Score: ____

Does the director actively engage with the community, establishing strong relationships with key partners and leaders? Does the director participate in community events and represent the Library in a positive, professional manner? Is the director identifiable as a leader in the community, participating in task forces and committees within the community?

COMMENTS:

Facility Stewardship – Score: ____

Are building and grounds adequately maintained within the approved budgetary constraints? Is the director proactive in determining the need for repairing and remodeling aspects of the facility? Are renovation projects completed in a timely manner and within approved budget allocations?

COMMENTS:

Financial Management – Score: ____

Does the budget cover all necessary expenses to effectively support the Library's mission, vision, and strategy? Are funds allocated or reserved for unanticipated contingencies? Does the budget implement resourceful cost saving strategies while maintaining expected service levels and priorities?

COMMENTS:

Quality Services – Score: _____

Are Library services innovative and responsive? Is the quality of customer service consistently friendly and effective? Does the development of Library collections adhere to the Collection Management Guidelines? Do assessments communicate inputs, outputs, outcomes and impact for responsive service planning?

COMMENTS:

Personnel Leadership – Score _____

Does the director demonstrate interpersonal effectiveness and maintain positive relationships with direct reports and other staff? Are staff motivated and equipped to perform at high levels? Are Board-approved policies implemented by staff in a timely and consistent manner?

COMMENTS:

Assessment of Performance Related to the Library’s Strategic Plan

A. *Is the preparation of the strategic plan (when applicable) and annual objectives handled in a timely manner and with appropriate engagement with the Board? When applicable, does the preparation of the strategic plan include the Board, other community members, and staff?*

Score: _____

B. *A synopsis of the Library’s 2026-2030 Strategic Plan is attached to this form as Exhibit A. Below, please rate the Library’s progress over the last year towards achieving the Strategic Plan goals. For each item, consider, among other things, whether:*

- a. *updates detailing progress towards these goals are provided to the Board regularly and with the appropriate level of detail;*
- b. *the director is taking appropriate steps to work towards the stated goals;*
- c. *the goals are being achieved as expected; and*
- d. *the outcomes of these initiatives reflect the Library’s stated values (access, education and lifelong learning, collaboration, community, and innovation)?*

1. Optimize Spaces.

Goal: Pursue facility improvements

Score: _____

2. Invest in Resources and Staff.

Goal: Identify opportunities to invest in materials, technology, staffing, and resources

Score: _____

3. Align Programming, Services, and Outreach.

Goal: Advance and adapt the Library’s services, programs, and outreach

Score: _____

4. Increase Community Awareness and Support

Goal: Increase community awareness and strengthen partnerships to grow appreciation, engagement, and support for Library services

Score: _____

COMMENTS:

Additional Comments:

Completed by Board Member:

Name: _____

Signature: _____ Date: _____

DRAFT

Park Ridge Public Library Director Evaluation - November ~~2025~~2026

This evaluation form defines expectations and assesses the Library director's performance. ~~Annually,~~ The Library's Board of Trustees (the "Board" or the "Trustees") will complete this evaluation form and provide feedback to the Library director annually, typically in November/December, ~~as an annual written evaluation and compensation plan.~~

- Rating Scale:

- 1 – Does not meet performance expectations; significant improvement is needed
- 2 – Does not consistently meet performance expectations; improvement is needed
- 3 – Consistently meets performance expectations
- ~~4~~3 – Frequently exceeds performance expectations
- 5 – Consistently exceeds performance expectations

Note: Comments should be included for scores of 1, 2 or ~~5~~3.

Please use whole numbers (example 1.5 is not a whole number).

Board Relationships – Score: _____

Is communication with the Board proactive, collaborative and responsive? Do Board packets anticipate likely information needs and contain meaningful information that helps Trustees conduct their business, understand trends, and set policy? Are policy recommendations anticipatory, with adequate information provided for the Board to make decisions?

COMMENTS:

Community Engagement – Score: _____

Does the director actively engage with the community, establishing strong relationships with key partners and leaders? Does the director participate in community events and represent the Library in a positive, professional manner? Is the director identifiable as a leader in the community, participating in task forces and committees within the community?

COMMENTS:

Facility Stewardship – Score: _____

Are building and grounds adequately maintained within the approved budgetary constraints? Is the director proactive in determining the need for repairing and remodeling aspects of the facility? Are renovation projects completed in a timely manner and within approved budget allocations?

COMMENTS:

Financial Management – Score: _____

Does the budget cover all necessary expenses to effectively support the Library's mission, vision, and strategy? Are funds allocated or reserved for unanticipated contingencies? Does the budget implement resourceful cost saving strategies while maintaining expected service levels and priorities?

COMMENTS:

Quality Services – Score: _____

Are library services innovative and responsive? Is the quality of customer service consistently friendly and effective? Does the development of library collections adhere to the Collection Management Guidelines? Do assessments communicate inputs, outputs, outcomes and impact for responsive service planning?

COMMENTS:

Personnel Leadership – Score _____

Does the director demonstrate interpersonal effectiveness and maintain positive relationships with direct reports and other staff? Are staff motivated and equipped to perform at high levels? Are Board-approved policies implemented by staff in a timely and consistent manner?

COMMENTS:

Assessment of Performance Related to the Library’s Strategic Plan—Score: _____

A. Is the preparation of the strategic plan (when applicable) and annual objectives handled in a timely manner and with appropriate engagement with the Board? When applicable, does the preparation of the strategic plan include the Board, other community members, and staff? Are updates detailing progress on annual objectives provided to the board regularly? Are outcomes evident that show achievement and continuous improvement assessed and reported?

Score: _____

B. A synopsis of the Library’s 2026-2030 Strategic Plan is attached to this form as Exhibit A. Below, please rate the Library’s progress over the last year towards achieving the Strategic Plan goals. For each item, consider, among other things, whether:

- a. updates detailing progress towards these goals are provided to the Board regularly and with the appropriate level of detail;
- b. the director is taking appropriate steps to work towards the stated goals;
- c. the goals are being achieved as expected; and
- d. the outcomes of these initiatives reflect the Library’s stated values (access, education and lifelong learning, collaboration, community, and innovation)?

1. Optimize Spaces.

Goal: Pursue facility improvements

Score: _____

2. Invest in Resources and Staff.

Goal: Identify opportunities to invest in materials, technology, staffing, and resources

Score: _____

3. Align Programming, Services, and Outreach.

Goal: Advance and adapt the Library’s services, programs, and outreach

Score: _____

4. Increase Community Awareness and Support

Goal: Increase community awareness and strengthen partnerships to grow appreciation, engagement, and support for Library services

Score: _____

COMMENTS:

Additional Comments:

Completed by Board Member:

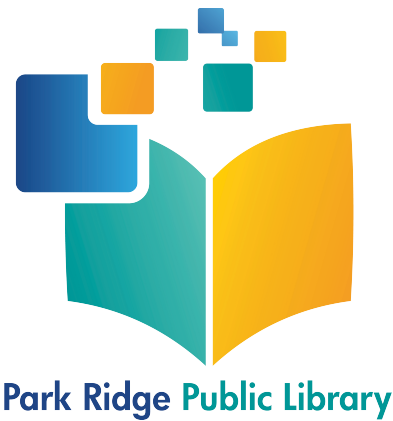
Name: _____

Signature: _____ Date: _____

Exhibit A

[Insert the 2026-2030 Strategic Plan Synopsis document <https://www.parkridgelibrary.org/wp-content/uploads/2025/11/Strategic-Plan-WEB-Graphic.pdf>]

INITIATIVE	GOAL	ACTIVITIES	OUTCOME
 <p>Optimize spaces</p>	<p>Pursue facility improvements</p>	<ul style="list-style-type: none"> ● Update the Library’s interior spaces by working with staff and/or design professionals to develop options, plans, cost estimates ● Explore opportunities for better utilization of the North Lawn (Touhy/Prospect) in collaboration with the City of Park Ridge ● Explore the viability of a future building expansion project and potential support within the community 	<p>Dynamic Library spaces that serve the community with excellence, both today and in the future</p>
 <p>Invest in resources and staff</p>	<p>Identify opportunities to invest in materials, technology, staffing, and resources</p>	<ul style="list-style-type: none"> ● Improve digital access and ease of use of the Library and its resources ● Evaluate digital materials spending to reduce wait times on popular materials ● Utilize data and feedback to maximize the use of physical materials ● Empower Library staff through continuous learning to drive excellence and sustain a high-performing team 	<p>Seamlessly integrated resources and high-performing staff poised to exceed community expectations and cultivate meaningful connections</p>
 <p>Align programming, services, and outreach</p>	<p>Advance and adapt the Library’s services, programs, and outreach</p>	<ul style="list-style-type: none"> ● Develop engaging programs and services tailored to younger adults (20s and 30s) ● Expand multi- and intergenerational programming to foster community connection ● Explore and pilot artificial intelligence (AI) programs and services ● Evaluate new services that respond to community needs and enhance convenience ● Pursue partnerships to broaden outreach and services for seniors and retirees 	<p>Engaging programs, responsive services, and targeted outreach that reflect community needs and deliver lasting impact</p>
 <p>Increase community awareness and support</p>	<p>Increase community awareness and strengthen partnerships to grow appreciation, engagement, and support for Library services</p>	<ul style="list-style-type: none"> ● Establish a Library Foundation to boost charitable giving while also supporting the growth of the Friends of the Library ● Increase investment in community awareness and engagement initiatives ● Leverage community engagement to grow volunteerism ● Strengthen and expand partnerships with local organizations 	<p>A well-informed community that embraces the Library’s impact and invests in its continued success</p>



MISSION

At the heart of a vibrant community, the Park Ridge Library connects people with information, ideas, and one another.

VISION

Inspire a future where knowledge, ideas, and connections empower every individual to grow, thrive, and succeed.

VALUES

Access

We ensure open, equitable access to ideas and information, defending intellectual freedom, and providing a space where all feel safe and empowered to learn.

Education and Lifelong Learning

We support a culture of learning by providing reliable resources, dedicated spaces, and opportunities for human connection and discovery at every stage of life.

Collaboration

We work together - supporting our patrons and building lasting partnerships to strengthen our community.

Community

We build trust through reliability, support, and understanding.

Innovation

We tirelessly explore all opportunities for improving our collections, services, and the patron experience.

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

December 9, 2025 at 7:00 p.m.

The meeting was called to order by Trustee Kiem at 7:32 p.m.

ROLL CALL

Trustees Present: Anita DeFrank, Michael Donahue, Kevin Haggerty, Josh Kiem, Danielle Powers, Theresa Renaldi, Gregg Rusk, Deepika Thiagarajan

Trustees Absent: Briana Jarnagin

Others Present: Joanna Bertucci, Library Director; Angela Berger, Joan Wrenn, Library staff
Alderson Lauren Rapisand

APPROVAL OF MINUTES

Trustee Kiem made a

MOTION: to approve the minutes of November 11, 2025

President Renaldi seconded the motion.

Roll Call Vote: Yes: De Frank, Donahue, Haggerty, Kiem, Powers, Renaldi, Rusk, Thiagarajan

Absent: Jarnagin

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Trustee Kiem reviewed tasks listed for December on the annual task calendar noting that all are either in progress or completed. Director Bertucci noted that City Council will approve the library's 2026 budget and 2025 levy at their December 15, 2025 meeting.

Trustee DeFrank noted that the Personnel Committee's review of the Library Director's evaluation form will be moved from April, 2026 to January, 2026 on the Board Task Calendar.

OTHER

None

Meeting closed at 7:34 pm



BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY26

JANUARY 2026

- Policy review
- Issue new policy manuals to trustees

FEBRUARY 2026

- Budget carry forwards from FY25
- Statistical collection review and discussion

MARCH 2026

- Annual Library Certification due to State Library
- Receive FY Annual report (IPLAR)
- Policy review
- *Trustee Training @ March COW Meeting*

APRIL 2026

- National Library Week 4/19-4/25
- Receive FY25 Annual report (Marketing)
- Cyber security presentation – April COW Mtg.
- Personnel Committee: Library Director Evaluation form

MAY 2026

- Statement of Economic Interest due to Cook County
- FY25 audit field work
- Nominating committee appointments
- Policy review

JUNE 2026

- Approve CCS and OCLC annual fees
- Approve Non-resident library card resolution

JULY 2026

- B&F check-in/levy forecast
- Discuss FY27 budget goals and levy forecast
- Annual trustee and staff anti-harassment training
- New trustee orientation

AUGUST 2026

- Nominating Cttee. Meeting
- Welcome new and reappointed trustees
- Election of officers
- Approve FY27 salary plan
- Review budget assumptions for City-provided services
- FY25 Audit presentation

SEPTEMBER 2026

- Board committee chairs assigned
- Approve FY27 draft budget
- Approve 2026 Levy request
- Recognize former trustees

OCTOBER 2026

- National Friends of the Library week
- Per Capita Grant requirements assigned

NOVEMBER 2026

- City Council Budget Workshop
- Review Per Capita Grant requirements
- Approve 2027 Days Closed schedule
- Library Director annual review – closed session
- Semiannual minutes review - closed session
- Policy review

DECEMBER 2025

- Approve Per Capita Grant application
- City Council Approves Budget & Levy, First Reading
- Library Director annual review

Updated: January 8, 2026



Memorandum

Memo Date: January 9, 2026
From: Joanna Bertucci, Library Director
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: January 13, 2026
Action Requested: For review and approval
Subject: Patron 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 community and support 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 January 13 Committee of the Whole Meeting, where the Committee will discuss the following policies under review. Draft policies were sent to Planning and Operations co-chairs Kiem and Jarnagin ahead of the COW meeting.

Section	Policy	Recommendation
C. Patrons	Conduct in General	No recommended changes.
C. Patrons	Children in the Library	<p>Over the past year, staff have been tracking incidents of challenging patron behavior. Those efforts have underscored the need for greater clarity and consistency in how we articulate expectations around children’s use of the library.</p> <p>Suggested edits are intended to more clearly define the library’s role, the responsibilities of parents and caregivers, and the boundaries of staff intervention, while reaffirming the library’s commitment to being a safe, welcoming, and developmentally appropriate space for children and families. The updated language is designed to support staff in responding consistently and confidently to situations as they arise and to ensure that expectations are transparent to patrons.</p>
C. Patrons	Vulnerable Adults	No recommended changes.
C. Patrons	Paging Patrons	Procedural – recommend rescinding.
C. Patrons	Public Access Computers	Added a rule regarding guest passes and system restoration software, clarified language related to peripherals, and refined language around application use and downloading.
C. Patrons	Public Internet Access	Minor edits for clarity and consistency, and language updates tying suspension of privileges back to the Conduct Policy.



Memorandum

C. Patrons	Artwork Loans	The current policy is written as if the library would be the borrower of a work of art. Based on our research, if the library were to borrow a work of art, the stipulations of that loan would originate from the lender. We have therefore reworked the policy so that it reflects the library's role as the lender of works of art that it owns. This updated policy will support the library's ability to loan the Kupjack miniature to the Kalo Foundation. We also recommend moving this out of the <u>C. Patron</u> section and moving to <u>A. Oversight</u> section.
------------	---------------	---

Recommended Motions:

1. Based on discussion and updates at the January 13, 2026, meeting, I respectfully recommend that the Board approve revisions to the following policies at the January 20, 2026, Regular Board Meeting:
 - Children in the Library
 - Public Access Computers
 - Public Internet Access
 - Artwork Loans

2. Based on discussion and updates at the January 13, 2026, meeting, I respectfully recommend that the Board rescind the following policy at the January 20, 2026, Regular Board Meeting:
 - Paging Patrons

C10. CONDUCT IN THE LIBRARY**No recommended changes****POLICY:**

The Park Ridge Public Library is a trusted and valued partner engages with and strengthens our entire community by fostering personal growth in learning by providing opportunities to connect, inform, innovate and grow. To that end, Library patrons and staff who visit the Library building and grounds deserve a safe, clean, courteous, respectful and productive environment in which to use materials and services.

RULES:

All patrons are expected to abide by Library policies and to respect the rights of others in order to create an environment conducive to equitable and enjoyable use of the Library and its grounds. The following list of behaviors are in conflict with the Library's mission.

- Interfering with the use of the Library or its resources by Library patrons
- Interfering with Library staff performance of their duties.
- Harassing or disrupting patrons or staff through activities that can reasonably be expected to disturb others.
- Using obscene language or lewd, suggestive or sexually harassing words, visual displays or actions.
- Misusing or rearranging Library furnishings, materials and equipment.
- Using physical action or the threat of physical action that could cause injury to a patron or Library staff member or damage to Library property.
- Engaging in any illegal activity.
- Stealing, vandalizing, defacing or mutilating Library property.
- Smoking, using tobacco products, e-cigarettes, and other electronic smoking devices in the Library building on Library grounds within fifteen (15) feet of the entrances to the Library building in accordance with the State of Illinois Smoke Free Illinois Act.
- Consuming or possessing alcohol or illegal drugs in the Library building or on Library grounds. Individuals exhibiting signs of intoxication or substance abuse will be asked to leave. Alcohol may be served at an authorized Library function.
- Being in possession of a weapon while inside Library or on the Library grounds, unless in the possession of a sworn law enforcement officer.
- Eating food is not allowed unless it is served at a designated program. Drinks with lids are allowed inside the Library.
- Using the public restrooms for the purpose of bathing, grooming, or laundering.
- Failing to dress appropriately and wear shoes at all times. (Examples include, but are not limited to, bare chest, transparent or see-through clothing, and bathing suits). Having personal hygiene so offensive as to constitute a nuisance to other patrons or staff.
- Conducting any activity that obstructs or interferes with patron ingress or egress.
- Soliciting in the Library building or within fifty (50) feet of the Library entrance.
- Bringing animals into the Library building. Only authorized service animals and animals used for programs are allowed in the Library building.
- Leaving personal items unattended in the building. Responsibility for lost, stolen, or damaged items rests with the owner.
- Bringing large personal items into the Library that obstruct walkways and create a safety hazard.
- Skateboarding, roller skating, inline skating, or bicycle riding on Library grounds.
- Failing to follow a Library staff member's directive.

Furthermore, the Library it is not designated or intended to serve as a primary classroom or place of business, which are secondary and accessory uses permitted by the Library.

- The Library reserves the right, at its sole discretion, to limit such activities based on space availability or an assessment by Library staff that such activities interfere with the Library's principal designated and intended use and/or operations. The Library may require such groups to relocate to another location in the Library if it determines that it is interfering with the public's use of the Library.

PATRON BANS:

75 ILCS 5/4-7(11) authorizes the Library Board of Trustees to "exclude from the use of the library any person who willfully violates the rules prescribed by the board."

Incidents involving failure to follow the Conduct in the Library policy will be handled at the discretion of the Library Director, or their designee. Failure to abide by any of the Library policies may result in a loss of library privileges, which includes but is not limited to use of library card, presence on library grounds, and or attendance at library programs and/or events. The loss of privileges will be implemented in the following manner.

- The Library Director or Person in Charge may ask a patron to leave for the day, following an incident.
- If the incident is deemed of a more serious nature the Library Director or Person in Charge is authorized to ban a patron for up to 45-days.
- If an incident is the result of a repeat offender, or a very serious policy violation, the Library Director has the right to ban a patron for up to a year. The Library Director may exercise their discretion in determining the level of severity. In the absence of the Library Director, the Director's designee, in consultation with the Board President, can impose a ban for up to a year.
- The Library Board President will be informed of any patron ban over 45-days as soon as is practicable.
- The Park Ridge Public Library Board of Trustees may extend the ban beyond one year and reserves the right to make a ban permanent.

A violation of the terms of a suspension will be reported to the Park Ridge Police Department and the Library will take whatever action it deems appropriate including, but not limited to, reporting said person for trespassing or other criminal prosecution.

APPEAL:

A patron whose Library privileges have been denied or limited will receive mailing of notice of the imposition of the sanction to the patron's last known address via USPS certified mail. A patron may then request reconsideration of the decision to the Board of Trustees within 10 business days. Any such appeal request must be submitted in writing to the President of the Board of Trustees via USPS first class mail or via email at libraryboard@parkridgelibrary.org. Failure to appeal within 10 business days from the date of mailing of the notice of suspension shall result in the sanction becoming final and binding. The Board will review the decision at its next regularly scheduled Board meeting. The Board may conduct its review in closed session, in its discretion. Following its deliberations, the Board will send its decision to the patron via USPS certified mail within 10 business days.

Revised June 18, 2024
Revised February 15, 2022
Revised January 16, 2018
Revised November 21, 2017
Revised September 19, 2017
Revised September 20, 2016
Revised October 15, 2013
Revised May 21, 2013
Revised May 18, 2010



**PARK RIDGE PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION OF RESTRICTION OF USE PRIVILEGES**

Date: _____

Name: _____

Address: _____

Telephone #: _____ E-mail address: _____

Set forth your reasons why the Library Board ruling should be rescinded or modified (*continue on back if necessary*):

Feel free to attach additional narrative explanation, letters, or supporting documents to this form.

(Optional)

Please provide the name and contact information for persons you would like the Library to contact relative to your request:

Name: _____

Address: _____

Telephone #: _____ E-mail address: _____

Name: _____

Address: _____

Telephone #: _____ E-mail address: _____

You will be notified in writing of the decision of the Library Board.

Mail completed form to:

Library Director, Park Ridge Public Library, 20 S. Prospect Avenue, Park Ridge, IL 60068

“Library Grounds”

(For the purposes of Library Policy IF1, Conduct in the Library)



CHILDREN IN THE LIBRARY

POLICY:

The Park Ridge Public Library welcomes the use of its facilities and services by children, however library staff do not function in loco parentis (i.e., in the position or place of a parent). The responsibility for the supervision and safety of minors under the age of 18 who use the Library must be borne by the parent, guardian, or designated caregiver.

RULES:

1. A caregiver must be aged 12 or older.
2. Children aged birth - 4 must be accompanied and directly supervised at all times by a caregiver. Direct supervision means the child and caregiver are within arm's length and the caregiver's attention is on the child.
3. Children ages 5-8 must have a parent, guardian, or caregiver in the library building for the duration of the child's visit. Children of this age may attend a Library program without a caregiver. However, the caregiver is expected to remain in the library building and immediately join their child at the end of the program.
4. Unattended children age 9 and over are free to use the library's resources as long as needed, provided that their behavior is not disruptive to other patrons or staff members and they adhere to the *Conduct in the Library* policy. Parents or guardians are responsible for the behavior of their children in the library, whether or not the parents or guardians are in attendance.
5. The Children's Services Department, on the library's first floor, is for the use of children and adults accompanied by children. The Teen Loft, on the library's third floor, is intended for the independent use of children, grades six through twelve. Adults without children are asked to utilize the spaces provided in the Adult Services Department.
6. If a child, under the age of 12, remains longer than 15 minutes after the building has closed, the library staff member in charge will contact the police. The library staff member in charge and an additional staff member will stay with the child until a parent, guardian or police arrive.

Revised XXX

Revised June 21, 2022

Revised August 18, 2015

Revised May 18, 2010

Approved: April 15, 2008

C11. CHILDREN IN THE LIBRARY

POLICY:

The Park Ridge Public Library welcomes the use of its facilities and services by children, however library staff do not function in loco parentis (i.e., in the position or place of a parent). The responsibility for the supervision and safety of minors under the age of 18 who use the Library must be borne by the parent, guardian, or designated caregiver. The Library is a public building, and as such, it is not recommended to leave children who have not attained 3rd grade, unattended. The safety of children under the age of 18 lies with the parent, guardian, or caregiver.

RULES:

1. ~~Parents, guardians and caregivers are responsible for the safety and actions of those children whom they are supervising the Library. A caregiver must be age 12 or older. Library staff are unable to directly supervise or direct the activities children in the Library.~~
2. Children ~~in kindergarten or younger ages birth - 4~~ must be accompanied and directly supervised at all times by a parent, guardian, or caregiver. Direct supervision means the child and caregiver are within arms length and the caregiver's attention is on the child.
3. Children ~~who are not yet in 3rd grade~~ ages 5-8 -must have a parent, guardian, or caregiver in the Library building for the duration of the child's visit. Children of this age ~~A child who is not yet in 3rd grade~~ may attend a Library program without a parent, guardian or caregiver. However, the parent, guardian or caregiver is expected to remain in the library building and immediately join their child at the end of the program.
4. ~~Children in 3rd grade, or older, may use the Library without a parent, guardian, or caregiver.~~ Unattended children age 9 and over are free to use the Library's resources as long as needed, provided that their behavior is not disruptive to other patrons or staff members provided and they adhere to the *Conduct in the Library* policy.
5. The Children's Services Department, on the Library's first floor, is for the use of children and adults accompanied by children. The Teen Loft, on the Library's third floor, is intended for the independent use of children, grades six through twelve. Adults without children are asked to utilize the spaces provided in the Adult Services Department.
6. If a child, under the age of 12, remains longer than 15 minutes after the building has closed, the Library staff member in charge will contact the police. The Library staff member in charge and an additional staff member will stay with the child until a parent, guardian, ~~or,~~ or police arrive.

Revised XXX

Revised June 21, 2022

No recommended changes

C12. VULNERABLE ADULTS

POLICY:

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

RULES:

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

Approved June 21, 2022

Procedural – recommendation to rescind

PAGING PATRONS

POLICY:

Park Ridge Public Library staff will not page patrons except in an emergency or in special situation as deemed necessary by the Person In Charge (PIC).

RULES:

1. If, in the opinion of the staff member answering the telephone, a critical situation exists, efforts are made to contact the patron and convey a message.
2. Library telephones are available for public use in the event of an emergency, or at the discretion of the staff on duty.
3. Children may use the telephone in the event of an emergency or to reach their parent/guardian.

Revised January 18, 2022

Revised May 18, 2010

Approved March 13, 1979

C14. PUBLIC ACCESS COMPUTERS**POLICY:**

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

RULES:

1. The Library has an automated ~~PC~~-reservation system to manage the public access computers. ~~Park Ridge library card holders may make a reservation in person or in advance by phone.~~
2. Park Ridge ~~l~~ibrary card-holders must use their library card number to reserve and log onto a public access ~~computer~~-computer. ~~If a card holder does not have their library card, Library staff will look up their card number if proper identification is provided.~~
2. ~~If a card holder does not have their library card, Library staff will look up their card number if proper identification is provided.~~
3. ~~Non card holders will be issued a 60-minute guest pass. Guest passes may be extended so long as there is not an active waiting list.~~
4. During times of high demand, priority for computer access will be given to Park Ridge Public Library cardholders over guest users.
5. Staff ~~on duty has~~have the right to cancel or interrupt use of a computer at any time.
6. The Library reserves the right to determine which peripherals can be used with Library computers. ~~The Library is not responsible for damage to peripherals that a patron uses on a Library computer~~
7. ~~Patrons may not bring their own programs to use on Library computers or download applications onto Library computers.~~
- 8-7. ~~The Library is not responsible for damage to peripherals that a patron uses on a Library computer.~~
- 9-8. ~~Most programs include self-explanatory directions. While the Library staff is available for basic support and guidance, but they cannot provide in-depth computer instruction.~~
- 10-9. USB drives are available for purchase at the Reference Desk for a nominal fee.
- 11-10. The Law forbids duplication of copyrighted software. Library software may not be copied.
- 12-11. The Library has the right to restrict usage by those who do not abide by the general regulations of the Library or the specific regulations governing Library computers.

Commented [JB1]: Can this go? Do people still do this?

Formatted: Space Before: 12 pt, After: 0 pt

Formatted: Space After: 0 pt, No bullets or numbering

Formatted: No bullets or numbering

| Revised xxx

Revised June 21, 2022

Revised February 18, 2014

Revised May 21, 2013

Revised April 21, 2009

Approved September 17, 1985

C15. PUBLIC INTERNET ACCESS

POLICY:

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

RULES:

1. The Park Ridge Public Library is responsible only for information that Library staff has produced and published on the Library's website. The Library is not responsible for the content, availability or accuracy of information provided by other agencies or institutions, or for that of any external sites linked to Library pages. The Library cannot ~~assure-ensure~~ access to all resources at all times.
2. The Library has installed filtering software on all ~~public computers~~~~internet workstations,~~ to block those sites that may be obscene and/or contain child pornography. No filter is 100% effective and the Library assumes no liability should a patron engage in illegal activity on a Library computer. If a patron believes that a website has been improperly blocked, the patron can ask the staff, in consultation with Library's Managed IT Service provider, to disable the filter to enable access for bona fide research and other lawful purposes.
3. Parents or guardians have the ultimate responsibility to supervise and guide the use of the internet by their children.
4. The Library's computers shall not be used for any illegal activity. The user must comply with all local, state and federal laws.
5. The Library is not liable for costs incurred through patron use of the internet.
6. Library staff will help users navigate the internet; however, staff will not provide in-depth training nor can Library staff complete online forms ~~or process payments~~ on behalf of a patron. ~~Training classes and one-on-one training sessions are available through the Library's technology program offerings or by appointment.~~
7. The Library Director or designee may suspend or terminate internet privileges if a member of the Library staff reasonably believes that any user has violated this policy. Violation of this policy may result in internet privileges being suspended or revoked, and may include contacting law enforcement authorities and/or legal action if determined appropriate. ~~Future internet use privileges and/or other Library privileges may be modified and/or suspended in their entirety at the discretion of the Library Director on a case-by-case basis.~~ A patron may request reconsideration of a suspension ~~the Director's decision to the Board of Trustees within forty five (45) days. Any such request must be submitted in writing. Failure to do so within forty five days, from the date of mailing of the notice of suspension, shall result in the sanction becoming final and binding as specified in the Library's "Conduct in General" policy.~~

Revised xxx

Revised June 21, 2022

Revised May 21, 2013

Revised June 15, 2010

A21. ARTWORK LOANS

POLICY:

The Park Ridge Public Library (PRPL) may loan Library-owned artwork to cultural institutions and nonprofit organizations for temporary exhibition or educational purposes. All outbound loans are made at the discretion of the Library Board of Trustees or its designee and are subject to the terms and conditions of this policy.

RULES:

1. Artwork may be loaned only to nonprofit organizations, and/or cultural, educational, or governmental institutions whose missions align with that of the library.
2. All loans must be approved by the Library Board of Trustees or by the Library Director acting under authority granted by the Board. The Board reserves the right to approve or deny any loan request and to determine the terms, duration, and conditions of each loan.
3. A written loan agreement, prepared by the library, must be executed by both parties before any artwork is released. No artwork shall be loaned without a fully signed agreement.
4. Loans shall be for a defined, temporary period as specified in the loan agreement.
5. The borrowing institution agrees to provide professional standards of care, handling, security, and environmental controls appropriate for the artwork and cannot alter, restore, or modify the artwork in any way without written permission from the library.
6. The borrowing institution is responsible for insuring the artwork for its full appraised value for the duration of the loan, including transit, unless otherwise agreed in writing. Proof of insurance naming the Park Ridge Public Library as additionally insured must be provided prior to release. The borrowing institution assumes full responsibility for loss or damage to the artwork while it is in their custody.
7. Transportation arrangements, costs, and insurance during transit shall be the responsibility of the borrowing institution unless otherwise specified in the agreement. Transport must meet professional museum or gallery standards.
8. The Park Ridge Public Library shall be credited as the lender in all labels, publications, publicity, or promotional materials related to the exhibition unless otherwise agreed.
9. Either party may terminate the loan with thirty (30) days written notice, unless otherwise specified in the agreement. Upon termination or expiration, the borrowing institution must return the artwork promptly and in the same condition as received.
10. A condition report shall be completed and agreed upon by both parties prior to release and upon return of the artwork.



ARTWORK LOAN AGREEMENT

Between: Park Ridge Public Library and _____

Lender:

Name: Park Ridge Public Library
Address: 20 S. Prospect Avenue, Park Ridge, IL 60068
Phone: 847-825-3123
Email: businessoffice@parkridgelibrary.org

Borrower:

Name: _____
Address: _____
Phone: _____
Email: _____
Tax ID (if applicable): _____

1. Artwork Description

The Lender agrees to loan the following artwork to the [borrower]:

- Title: _____
- Artist: _____
- Medium: _____
- Dimensions: _____
- Year Created: _____
- Description: _____
- Insurance Value: _____

2. Acknowledgement of Policy

The Library's Artwork Loan Policy is hereby incorporated by reference into all artwork loan agreements. Execution of a loan agreement constitutes the Borrower's acknowledgment that they have read, understand, and agree to comply with this policy and all related procedures and requirements.

3. Term of Loan

The loan period will begin on [Start Date] and end on [End Date], unless otherwise extended in writing by mutual agreement.

4. Purpose

The artwork will be displayed/stored by the Borrower for the purpose of exhibition.

5. Ownership and Rights

The Lender retains full ownership of the artwork. No transfer of title or copyright is implied by this agreement.

6. Care and Handling

The Borrower agrees to care for the artwork while in its custody, to protect it from damage, theft, or loss, and to display or store it in a secure, climate-appropriate setting.



7. Insurance - *select one or include both parties' responsibilities.*

- The Lender will maintain insurance on the artwork during the loan period.
- The Borrower will insure the artwork for the declared value above during the loan period.

8. Transportation - *choose or detail arrangements*

- Lender will be responsible for delivery and pickup.
- Borrower will arrange for transportation.

9. Return of Artwork

At the end of the loan term, the artwork will be returned to the Lender at the address provided unless other arrangements are made in writing.

10. Damage or Loss

In the event of damage, loss, or theft, the Borrower will notify the Lender immediately. Responsibility for replacement or compensation will follow the terms of the insurance coverage selected above.

11. Photography and Promotion

The Borrower may photograph or use images of the artwork for non-commercial promotional, educational, and exhibition purposes, with appropriate credit to the Lender and/or Artist.

12. Entire Agreement

This Agreement constitutes the entire understanding between the parties. Any amendments must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement:

LENDER

Signature: _____

Printed Name & Title : _____

Date: _____

BORROWER

Authorized Signature: _____

Printed Name & Title: _____

Date: _____

Approved: XXX



Memorandum

Memo Date: January 9, 2026
From: Joanna Bertucci, Library Director
 Joan Wrenn, Finance/HR Manager
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: January 13, 2026
Action Requested: Approval of Loan of the Kupjack Miniature to the Kalo Foundation of Park Ridge

Background:

The Kupjack miniature is a significant piece in the library's local history and art collection. The Kalo Foundation of Park Ridge has expressed interest in borrowing the miniature for display in connection with its mission to preserve, interpret, and share Park Ridge's cultural and artistic heritage.

Ms. Wrenn has been in contact with Dr. Maria Hrycelak, President of the Kalo Foundation, regarding the proposed loan. The Foundation is prepared to meet all requirements necessary to ensure the safe handling, transport, insurance, and display of the miniature. Specifically, The Kalo Foundation has committed to:

- Adding \$30,000 in coverage to its insurance policy to cover the value of the Kupjack miniature for the duration of the loan.
- Providing the Library with proof of insurance prior to the transfer of the piece; and
- Arranging and paying for professional art movers to transport the miniature to and from the library.

These provisions ensure that the library incurs no direct costs related to the loan and that the piece is adequately protected while off-site.

Term of Loan

Staff recommend a loan term of five years. This provides sufficient time for the Foundation to meaningfully incorporate the miniature into its programming and exhibitions. We recommend that the terms of the loan be formally revisited in 2030.

Benefits to the Library and Community

This loan supports the library's mission to "connect people with ideas, information, and one another" by placing the Kupjack miniature in a setting where it can be viewed by a broader audience and integrated into interpretive programming. It also strengthens the library's partnership with the Kalo Foundation and reinforces the library's role as a steward of the community's cultural assets.

Recommended Motion:

Approve the loan of the Kupjack miniature to the Kalo Foundation of Park Ridge under the terms outlined in the Artwork Loan Agreement.



ARTWORK LOAN AGREEMENT

Between: Park Ridge Public Library and _____

Lender:

Name: Park Ridge Public Library
Address: 20 S. Prospect Avenue, Park Ridge, IL 60068
Phone: 847-825-3123
Email: businessoffice@parkridgelibrary.org

Borrower:

Name: _____
Address: _____
Phone: _____
Email: _____
Tax ID (if applicable): _____

1. Artwork Description

The Lender agrees to loan the following artwork to the [borrower]:

- Title: _____
- Artist: _____
- Medium: _____
- Dimensions: _____
- Year Created: _____
- Description: _____
- Insurance Value: _____

2. Acknowledgment of Policy

The Library's Artwork Loan Policy is hereby incorporated by reference into all artwork loan agreements. Execution of a loan agreement constitutes the Borrower's acknowledgment that they have read, understand, and agree to comply with this policy and all related procedures and requirements.

3. Term of Loan

The loan period will begin on _____ and end on, _____ unless otherwise extended in writing by mutual agreement.

4. Purpose

The artwork will be displayed/stored by the Borrower for the purpose of exhibition.

5. Ownership and Rights

The Lender retains full ownership of the artwork. No transfer of title or copyright is implied by this agreement.

6. Care and Handling

The Borrower agrees to care for the artwork while in its custody, to protect it from damage, theft, or loss, and to display or store it in a secure, climate-appropriate setting.



7. Insurance - *select one or include both parties' responsibilities.*

- The Lender will maintain insurance on the artwork during the loan period.
- The Borrower will insure the artwork for the declared value above during the loan period.

8. Transportation - *choose or detail arrangements*

- Lender will be responsible for delivery and pickup.
- Borrower will arrange for transportation.

9. Return of Artwork

At the end of the loan term, the artwork will be returned to the Lender at the address provided unless other arrangements are made in writing.

10. Damage or Loss

In the event of damage, loss, or theft, the Borrower will notify the Lender immediately. Responsibility for replacement or compensation will follow the terms of the insurance coverage selected above.

11. Photography and Promotion

The Borrower may photograph or use images of the artwork for non-commercial promotional, educational, and exhibition purposes, with appropriate credit to the Lender and/or Artist.

12. Entire Agreement

This Agreement constitutes the entire understanding between the parties. Any amendments must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement:

LENDER

Signature: _____

Printed Name & Title : _____

Date: _____

BORROWER

Authorized Signature: _____

Printed Name & Title: _____

Date: _____

Approved: XXX