



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 accommodation, please contact Library Administration.

**LIBRARY COMMITTEE AGENDAS**  
**BOARD OF TRUSTEES**  
Tuesday, March 10, 2026 – 7 p.m.  
All committees are committees-of-the-whole unless noted

**CALL TO ORDER**

**ROLL CALL**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**REMINDER: Next Board Meeting is scheduled for Monday, March 16, 2026 at the Library**

**BUILDING & GROUNDS – Haggerty and Powers, Co-Chairs**

1. Approve Minutes of February 10, 2026
2. Project updates
3. Other

**PLANNING & OPERATIONS – Jarnagin and Kiem, Co-Chairs**

1. Approve Minutes of February 10, 2026
2. Task calendar review
3. IT: Network separation project
4. Policy review
5. Other

**RESOURCES – Thiagarajan, Chair**

1. Approve Minutes of December 9, 2025
2. Digital collections analysis
3. Other

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

**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

February 10, 2026, at 7:00 p.m.

President Renaldi called the Committee of the Whole meeting to order at 7:00 p.m.

**ROLL CALL**

Trustees Present: Michale Donahue, Kevin Haggerty, Briana Jarnagin, Josh Kiem, Danielle Powers, Theresa Renaldi

Trustees Absent: Anita DeFrank, Gregg Rusk, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library staff  
Gregg Rusk (via phone)

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None

Trustee Haggerty called the Building and Grounds Committee of the Whole meeting to order at 7:01 pm.

**APPROVAL OF MINUTES**

Trustee Haggerty made a

**MOTION:** to approve the minutes of the January 13, 2026 meeting

President Renaldi seconded the motion.

Roll Call Vote: Yes: Donahue, Haggerty, Jarnagin, Kiem, Powers, Renaldi

**Motion passed**

**PROJECT UPDATES**

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

- HVAC Project: Jim Gibson, Elara Engineering was scheduled to attend tonight's meeting to provide a project update but due to personal illness, is unable to attend. He will be at the February Board meeting to provide the update.
- Ice Melt System Project: During the most recent snow event, the system did not function as planned. An electrician is scheduled to inspect the wiring, where accessible. Andrew Jose from Green Associates has obtained quotes for installation of a snow fence for the roof. Quotes for fencing for the front quarter of the building are approximately \$30,000. Because these estimates exceed \$25,000, the project is subject to competitive bidding. Green Associates is developing plans and then the library's attorney will create the bid documents. The goal is to bring a proposal for approval to the Board in April as the current tolling agreement between all parties to the project expires in May.

**OTHER**

None

Meeting was adjourned at 7:12 p.m.



# Memorandum

**Memo Date:** March 6, 2026  
**From:** Joanna Bertucci, Library Director  
John Priala, Facility Manager  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** March 10, 2026  
**Subject:** Building Project Updates

Project	
<b>HVAC Replacement Project</b>	<p>Warranty work on boiler #2 was completed on March 3. The mechanical contractor (AMI) and the boiler vendor (Lochinvar) will be onsite March 10 to perform start up on boiler #2 to ensure that repairs made allow the boiler to perform.</p> <p>Demo of Air Handler Unit #3 (AHU #3) will start on March 16. We do not anticipate any disruptions to service hours or entrances at this time. However, if something changes we have contingency plans in place.</p>
<b>Ice Melt System</b>	<p>We are awaiting the technical specifications and drawings from Green Associates. The library's attorneys will draft the bid documents and assist with facilitating the bid opening. A project schedule will be provided once those materials are finalized.</p>

**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

February 10, 2026 at 7:00 p.m.

The meeting was called to order by Trustee Jarnagin at 7:15 p.m.

**ROLL CALL**

Trustees Present: Michael Donahue, Kevin Haggerty, Briana Jarnagin, Josh Kiem, Danielle Powers, Theresa Renaldi

Trustees Absent: Anita DeFrank, Gregg Rusk, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library staff  
Gregg Rusk (via telephone)

**APPROVAL OF MINUTES**

Trustee Jarnagin made a

**MOTION:** to approve the minutes of January 13, 2026

Trustee Donahue seconded the motion.

Roll Call Vote: Yes: Donahue, Haggerty, Jarnagin, Kiem, Powers, Renaldi

Absent: DeFrank, Rusk, Thiagarajan

**Motion passed**

**TASK CALENDAR REVIEW AND UPDATE**

Trustee Jarnagin reviewed tasks listed for February on the annual task calendar noting that all are either in progress or completed. Noted for March was that a check-in with OSG will take place so that staff can be introduced to the Board and a cybersecurity presentation will be made.

**POLICY REVIEW**

Director Bertucci directed the committee’s attention to the memo on page 10 of the packet which outlines the policy review recommendations for the two policies that were carried forward from the January policy review: Children in the Library and Vulnerable Adults.

Suggested edits to the Children in the Library policy are intended to more clearly define the library’s role, the responsibilities of parents and caregivers, and the boundaries of staff intervention. For the Vulnerable Adults policy, the definition of that term was refined after review of neighboring libraries’ policies. The ALA has not developed a definition of the term.

There being no additional questions or comments on the proposed changes

Trustee Jarnagin made a

**MOTION:** to approve the Children in the Library Policy and the Vulnerable Adults Policy, as revised.

President Renaldi seconded the motion.

Roll Call Vote: Yes: Donahue, Haggerty, Jarnagin, Kiem, Powers, Renaldi

Absent: DeFrank, Rusk, Thiagarajan

**Motion passed**

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

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

Held in the First Floor Meeting Room at the Library

February 10, 2026 at 7:00 p.m.

**FY25 STATISTICS REVIEW AND BENCHMARKING**

Director Bertucci stated that the start of a new fiscal year provides an opportunity to reflect on the previous year's statistics and evaluate the library's strengths and weaknesses in comparison to peer libraries. This year's statistical review examines key trends and shifts in collection usage and purchasing patterns over the past several years. As we move forward with the new strategic plan, 2025 data will serve as the baseline against which goals are set and progress is measured.

Director Bertucci provided analysis of 2025 data on circulation and materials, door count and program attendance, and cardholders. She then presented 2025 data for PRPL compared with seven comparable area libraries that were selected based on similar demographic profiles and comparable operating budgets. These same libraries have been used for comparison with PRPL data for the past three fiscal years. Data compared includes tax allotment per resident, total operating expenditures, materials expenditures as a percentage of total budget, circulation per capita, physical circulation per square foot of building and total circulation.

The 2025 data and comparative analysis demonstrate that PRPL continues to be a high-performing, well-used and cost-effective public institution.

**OTHER**

None

**ADJOURNMENT**

Vice President Powers made a

**MOTION:** to adjourn the meeting

Trustee Jarnagin seconded the motion.

Voice Vote: All in Favor

None Opposed

**Motion passed**

**Meeting adjourned at 7:57pm**

**BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY26****JANUARY 2026**

- ✓ Policy review
- Issue new policy manuals to trustees
- [Strategic Plan Quarter 4 review \(2027\)](#)

**FEBRUARY 2026**

- ✓ Policy review
- ✓ Budget carry forwards from FY25
- ✓ FY25 statistics review and benchmarking

**MARCH 2026**

- Annual Library Certification due to State Library
- Receive FY Annual report (IPLAR)
- Policy review

**APRIL 2026**

- Virtual Trustee Training at COW Meeting
- National Library Week 4/19-4/25
- Receive FY25 Annual report (Marketing)
- [Strategic Plan Quarter 1 review](#)

**MAY 2026**

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

**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
- [Strategic Plan Quarter 2 review](#)

**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
- [Strategic Plan Quarter 3 review](#)

**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: February 18, 2026



# Memorandum

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**Memo Date:** March 2, 2026  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** March 10, 2026  
**Action Requested:** For review and approval  
**Subject:** Network separation project

**Background:**

As part of our ongoing commitment to maintaining a secure and reliable technology environment, Outsource Solutions Group (OSG) has been reviewing the library's current network configuration. While our system has been functional, it is structured in a way that places both staff and patron devices within shared network segments. This arrangement is not uncommon in older network designs; however, current best practices recommend greater segmentation to strengthen data security and system performance.

To proactively enhance our technology infrastructure, OSG is recommending that PRPL implements an updated, segmented network environment. This project will separate staff and patron devices into distinct virtual networks (VLANs), providing an added layer of protection and improving overall network efficiency.

The primary goal of this initiative is to align our network configuration with modern security standards, reduce potential vulnerabilities, and ensure continued reliability for both staff operations and patron access. To that end, OSG has prepared the attached proposal for the Board's consideration. The cost of this project is a fixed fee of \$14,800, as this work falls outside the scope of our day-to-day service contract.

**Suggested Motion:**

Approve the Statement of Work prepared by OSG for the network separation project in the amount of \$14,800.



# Statement of Work

PARK RIDGE PUBLIC LIBRARY | NEW PATRON NETWORK

OUTSOURCE SOLUTIONS GROUP

11/06/24



# Background

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Park Ridge Public Library (PRPL) currently operates with a network configuration that poses significant security risks. The existing setup consists of many VLANs, wherein both staff and patron devices share the same network space. This configuration presents several vulnerabilities, including increased exposure to potential data breaches and the heightened risk of catastrophic corruption.

Given these security concerns, Outsource Solutions Group (OSG) has been engaged by PRPL to address these issues and enhance the overall security posture of the library's IT infrastructure. OSG's recommendation is to transition PRPL to a more secure network environment, which involves the implementation of new VLAN to separate the patron from staff.

# Objective

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This project's objective is to enhance the security and efficiency of Park Ridge Public Library's (PRPL) network infrastructure by implementing a segmented network environment with separate VLANs for staff and patrons. This will involve the following key tasks:

- Create a new VLAN on the network switches.
  - Configure the network switches to create separate VLANs for staff and patrons, thereby segmenting network traffic and improving security.
- Configure Patron SSIDs to Talk to New Patron VLAN
  - Set separate Service Set Identifiers (SSIDs) for patron devices to connect to the new patron VLAN, ensuring proper communication and access control.
- Create new virtual server and patron domain.
  - Establish a new virtual server environment and create a dedicated domain for patron devices, enhancing security and management capabilities.
- Migrate existing patron devices to new patron domain.
  - Migrate existing patron devices from the current network domain to the new patron domain, ensuring a seamless transition with minimal disruption to library services.
- Move Existing PRPL-SRV03 server to new patron domain.
  - Transfer the existing PRPL-SRV03 server to the new patron domain, ensuring continued access to essential services for both staff and patrons while maintaining security and performance.
- Configure Staff PCs to work with patron VLAN.
  - Configure staff PCs that utilize PRPL-SRV03 and related services to communicate with the patron VLAN, enabling seamless access to shared resources while maintaining appropriate security measures.

# Scope

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## Phase I | Discovery and Planning

- Contact TBS and confirm IP changes and the effect of MyPc and related services
- Confirm ethernet drops for all patron devices
- Confirm all patron devices
- Confirm all staff devices that need access to patron VLAN
- Create a spreadsheet with details of current network drops and identification

## Phase II | Network Setup

- Work with 3<sup>rd</sup> party vendors to identify unknown connections to patron devices
- Update spreadsheet created during Phase I
- Create patron VLAN and configure test ports
- Create patron SSID and configure VLAN on wireless access points.

## Phase III | Patron Domain Setup

- Create a new virtual server
- Configure new patron domain controller
- Install DNS and DHCP
- Create a new virtual network adapter for patron network.
- Test connectivity

## Phase IV | Pilot Testing

- Identify patron test device and join the patron domain
- Perform IP address changes
- Test Access to the patron domain from LAN and wireless networks
- Test Staff access to the patron VLAN
- Test MyPc and PaperCut functionality

## Phase V | Go Live

- Remove PRPL-SRV03 from Staff Domain and join to new patron domain
- Migrate all patron devices to the new domain
- Change all DNS entries as needed related to MyPc and related services
- Migrate all patron profiles
- Reinstall TBS/MyPc related services

## Phase VI | Documentation / Post Migration Support

- Update technical documentation with latest information
- Onsite or end user support

## Phase VII | Backup Configuration

- Add backup agents and set up backup jobs

## Project Management

- Track project status
- Provide project updates to the Customer
- Manage project resources, tasks, activities, timing, and coordination
- Address changes in project scope and unexpected issues
- Ensure project completes on time and in budget, anticipating no change in scope

## Assumptions

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- All required licensing and hardware will be purchased through OSG independently of this SOW
- Access to required personnel will be granted
- Access to relevant documentation will be granted
- The client accepts there could be business disruption

## Exclusions

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- All hardware purchased, leased, or loaned is not accounted for in this SOW

## Fixed Fee

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Upon signature by OSG and Customer a fixed fee invoice in the amount of \$14,800 will be generated.

## Authorization

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This is a “Statement of Work” or “SOW” under the Professional Services Agreement dated 12/9/2021 between Outsource Solutions Group, a Delaware corporation whose address for notices is 1730 Park Street Suite 225 Naperville IL 60563 (“Vendor”) and Park Ridge Public Library whose address for notices is 20 South Prospect Avenue Park Ridge, Illinois 60068 (“Customer”) (each of Vendor and Customer, a “Party”; together, the “Parties”).”

AGREED:

<b>Park Ridge Public Library</b>	<b>Outsource Solutions Group, Inc.</b>
Signature	Signature
Name	Name
Title	Title
Date	Date



# Memorandum

**Memo Date:** March 3, 2026  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** March 10, 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 March 10 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 for review ahead of the COW meeting.

Section	Policy	Recommendation
B. Oversight	Photography, Video, and Audio Recording	Formatting changes, only. This policy was prepared by the library’s attorney in 2023.
B. Oversight	Website	Added #9 to address website accessibility standards. PRPL’s deadline for compliance is 4/26/2027.
B. Oversight	Social media	Minor edits
C. Patrons	Meeting Rooms	Minor edits; no substantive change
C. Patrons	Charity Collections Container	No recommended edits
C. Patrons	Digital Media Lab	Minor edits; removed the word “digital” preceding Media Lab throughout.
C. Patrons	The Studio	Minor edits matching practice to policy.
C. Patrons	Community Bulletin Board	Further developed #2 and addition of #5.
C. Patrons	Display Case and Exhibits	Removed #5 as it is overly procedural.

**Recommended Motions:**

- Based on discussion and updates at the March 10, 2026, meeting, I respectfully recommend that the Board approve revisions to the following policies at the March 16, 2026, Regular Board Meeting:
  - Photography, Video, and Audio Recording
  - Website
  - Social media
  - Meeting Rooms
  - Charity Collections Container
  - Digital Media Lab
  - The Studio
  - Community Bulletin Board
  - Display Case and Exhibits

## **B8. PHOTOGRAPHY, VIDEO, AND AUDIO RECORDING POLICY**

### **POLICY:**

As stated in the Conduct in the Library Policy, the Park Ridge Public Library maintains a safe, clean, courteous, respectful and productive environment for all Library patrons and staff. Towards this end, the Library maintains policies, including this Photography, Video, and Audio Recording Policy, that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being.

### **LIBRARY PATRONS - RULES:**

- 1.** Permission is not required for photography, video or audio recording in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, photography, video, and audio recording is prohibited in certain library locations (i.e., restrooms, spaces reserved for nursing, childcare areas, areas reserved for staff only, and exhibition areas displaying museum artifacts and archival materials). If tripods, lights, or other specialized equipment is to be used, requests with the Library Director must be made at least 24 hours in advance.
- 2.** *Prohibited Use.* The Library building is a limited public forum. Photography, video, and audio recording is prohibited when it: (1) compromises a patron or staff member's right to privacy, (2) harasses, intimidates, or threatens a patron or staff member, (3) interferes with a staff member's ability to perform their duties, or (4) blocks library aisles, walkways, stairwells, doors, or exits.
- 3.** *Exterior Photography, Video and Audio Recording.* Photography, video, and audio recording outside of the Library building while on Library grounds does not require permission, provided the activity does not impede the entering or exiting of patrons or staff to or from the Library building and otherwise complies with this Policy.
- 4.** *Commercial Photography, Video, and Audio Recording.* The Library may permit use of its facilities for commercial photography, video, and audio recording if the project does not interfere with the mission of the Library and otherwise complies with this Policy. The Library may charge a fee to offset costs incurred by the Library to provide access to the facility, and prior permission from the Library Director must be sought at least one week in advance.
- 5.** *Photography, Video and Audio Recording of Materials and Resources.* The Library permits photography, video and audio recording of its publicly available collections, provided such activity otherwise complies with this Policy. Patrons are solely responsible for obtaining consent or other permission when taking photographs, videos, or audio recordings of copyrighted materials.
- 6.** *Liability.* Patrons involved in taking photographs, videos or audio recordings are solely liable for any injuries to persons or property that result from their activities on Library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The Library does not assume any responsibility for obtaining these releases or permissions.

7. Enforcement. The Library reserves the right to ask any individual or group violating this Policy to cease the taking of photographs, videos, or audio recordings. Violations may result in removal from the facility and/or suspension of library privileges. Illegal activity may result in arrest.

LIBRARY STAFF:

Library staff may take photographs of patrons attending Library programs or activities for the purpose of inclusion in Library publications, to publish on its website, or share on social media. Print publications include the newsletter, brochures, or other printed materials. Attendees consent to having their photograph taken and used for such purposes.

Rules:-RULES:

1. If a Library patron does not wish for themselves or their child to be photographed, the patron must notify Library staff to that effect.
2. The Library will not identify, by name, patron(s) in photographs used on the Library website, social media, or in print publications unless granted permission to do so by the patron(s).
3. When the Library plans to identify a patron by name in a photograph, the patron will be asked to provide verbal or written consent prior to such publication. Names of minors will not be included with photographs unless the Library obtains parental consent.

Reviewed: XXX

Revised: July 18, 2023

Revised: October 19, 2021

Approved August 21, 2012

## **B9. LIBRARY WEBSITE**

### **POLICY:**

The Park Ridge Public Library maintains a website to provide information on Library collections, services, programs and policies. The website supports the Mission, Vision, and Strategic Plan established by the Library Board of Trustees.

### **RULES:**

#### 1. Address (URL) and Hosting

The website address is ~~www.parkridgelibrary.org~~[www.parkridgelibrary.org](http://www.parkridgelibrary.org). The website is hosted by a third-party vendor who also provides management tools and technical support.

#### 2. Webmaster

A designee of the Library Director manages the website internally.

#### 3. Scope

The website is intended to provide both the public and staff access to a variety of educational and informational resources. The information complements the Library's physical collections and includes the catalog, databases, e-Content, information on Library programs, services, policies, [Board](#) agendas and minutes, and curated links to web resources.

#### 4. Content Management

Designated Library employees have permission to update content relevant to their departmental pages. Library employees who post content to the website without permission are subject to discipline, up to and including termination.

Only information relevant to the Library will be published on the website. Commercial trademarks and logos will only be used with permission from a vendor or indicating partnership or sponsorship of a Library event. Advertising on the Library's website is not permitted.

#### 5. Links

The Library ~~may will~~ provide links to other websites to support the Library's goal of providing a wide range of information to the public. Government, non-profit, and commercial websites free from excessive marketing may be included. To be selected, websites must meet the following criteria:

- The primary intent of the website is to educate or inform.
- The site's owner or sponsor is easily identifiable and credible.

The site does not charge for access. The Library is not responsible for the content or accuracy of ~~third party~~[third-party](#) websites. Library staff will make every effort to keep links current and encourages website visitors to utilize the "Contact Us" page on the website if they find a link that no longer functions or that is inconsistent with the above stated criteria.

6. Errors and Omissions

The Library does not warrant that access to the Library's website will be uninterrupted or error free and the Library will attempt to correct information in a timely manner. Issues should be reported using the "Contact Us" page on the website or by calling the Library directly at 847-825-3123.

7. Disclaimer of Liability

The Park Ridge Public Library shall not be held liable for any improper or incorrect use of the information contained on the Library website and assumes no responsibility for anyone's use of the information.

8. Disclaimer of Endorsement

The Park Ridge Public Library is a distributor of content supplied by third parties. Opinions, information and content expressed or made available by third parties, including information providers, and others are those of the respective author(s) or distributor(s) and do not state or reflect the opinions of the Library staff and Board of Trustees.

9. Accessibility

In accordance with the 2024 U.S. Department of Justice regulations under Title II of the Americans with Disabilities Act (ADA), the Library is committed to ensuring that all website content and mobile applications meet WCAG 2.1 AA accessibility standards by April 26, 2027.

Reviewed XXX

Revised July 18, 2023

Revised November 16, 2021

Revised May 21, 2013

Approved September 21, 2010

## **B10. SOCIAL MEDIA**

### **POLICY:**

The Park Ridge Public Library uses various social media platforms to communicate information and promote Library programs, collections, services. Social media is defined as online discussion forums, including but not limited to Facebook, [X Twitter](#), Instagram, [YouTube](#), and LinkedIn. The Library allows the posting of public comments on social media platforms as specified in the rules.

### **RULES:**

1. The Library's social media platforms are managed by the Library Director and Marketing Office staff. This group meets regularly to review content, suggest changes and enhancements and to review user comments and statistics with the goal of continuous improvement.
2. The Library Director or their designee reserve the right to monitor content before it is posted on any Library sponsored social media platform.
3. The Library does not endorse the opinions expressed by members of the public when commenting on Library posts on social media platforms. The Library may respond to commenters to correct misinformation regarding Library programs or services.
4. By participating in the library's social media platform(s), patrons agree to abide by the Library's Social Media Policy. Comments posted to Library-sponsored social media platforms are moderated by Library staff.
5. The Library reserves the right to limit, suspend, or remove comments, posts, or responses containing information including, but not limited to, the following:
  - Language perceived as abusive or bullying in nature
  - Advertising or sale of merchandise or services
  - Copyright and trademark violations
  - Spam
  - Obscenity
  - Specific threats, discriminatory or harassing language
  - Libelous or defamatory comments
6. The Library will make every reasonable effort to monitor comments posted to its social media outlets, however continuous monitoring is not practicable.
7. Comments posted in violation of this policy can be reported to the Library using the social media outlet's direct message feature or by contacting the Library Director via telephone or email [librarydirector@parkridgelibrary.org](mailto:librarydirector@parkridgelibrary.org)
8. The Library, its employees, agents and officials assume no responsibility for any damages, direct or indirect, arising from participation in Library-sponsored social media.

**Revised XXX**

Revised July 18, 2023

Revised December 21, 2021  
Approved May 20, 2014

## **C15. MEETING ROOMS**

### POLICY:

The Park Ridge Public Library has two meeting rooms available to support the Library's mission, vision and strategic plan. When not in use for Library activities, these rooms may be made available for use by the public.

In keeping with the American Library Association's Library Bill of Rights, the Park Ridge Public Library makes "meeting rooms available ~~to the public~~ on an equitable bases, regardless of the race, color, creed, beliefs or affiliations of individuals or groups requesting their use."

Meeting room space may be made available "to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities." In allowing use of Library meeting rooms, neither the Library nor its Board of Trustees endorse the position expressed by any group using the Library's meeting rooms.

### RULES:

1. Priorities for use of the meeting rooms are as follows:
  - a. Library-sponsored meetings or programs
  - b. Library-related meetings or programs, such as by the Friends of the Park Ridge Library or Library professional development or networking events.
  - c. Meetings sponsored by agencies of the City of Park Ridge, including Boards and Commissions.
  - d. Not for profit organizations conducting meetings or programs.
  - e. Businesses conducting meetings or hosting programs where no fees are charged and no goods or services are sold.
2. Applicants by separate agreement shall indemnify, hold harmless and defend the Board of Library Trustees of the City of Park Ridge, the members of the City Council of the City of Park Ridge, and their respective officers, agents and employees from and against any and all claims, demands, causes of action and liabilities, including all costs and reasonable attorneys' fees arising from and related to the applicant's use of the Park Ridge Public Library's meeting rooms and other facilities.
3. All meetings not sponsored by the Library must be free of charge. No admission fee shall be charged, or donations collected, for programs presented in the Library.
4. Organizations may request that meetings be closed to the general public. However, all meetings will be open to the Library Director and staff. This does not obligate the group or organization to notify the public of the meeting or to specify in any publicity that it is open to the public.
5. Programs involving the sale, advertising, or promotion of commercial products or services are prohibited. Workshops or seminars on financial, higher education, estate, or retirement

planning and related topics are considered commercial ventures and therefore, sponsoring groups or individuals will not be permitted to use the meeting rooms.

6. The use of rooms for hosting private events of a strictly social nature is prohibited.
7. The person making the reservation shall be responsible for any damage. The cost of damage will be determined by the Library Director.
8. No group or individual may reassign the use of the room to another group or individual. The representative must ~~sign the application and~~ be present for the entire meeting.
9. The use of the meeting rooms shall not interfere with the normal operations of the Library, such as causing excessive noise, a significant safety hazard, or security risk.
10. The Library is not responsible for equipment, supplies, materials or any personal possessions owned by those sponsoring or attending meetings held at the Library. The Library does not provide porter services for groups meeting in the building or storage space for their property.
11. The Library reserves the right to change a scheduled meeting date which conflicts with Library sponsored programs. The Library will contact the appropriate individual as early as possible to arrange rescheduling. The Library accepts no responsibility for any meeting-related expenses.
12. Publicity is the responsibility of groups booking meeting rooms. Groups must provide and produce their own publicity. Groups must be identified on all publicity as sponsoring the meeting. Wording must appear on all publicity for meetings in the meeting rooms as follows: "This is not a Library-sponsored event. Except for providing meeting space, the Park Ridge Public Library is not in any manner connected with this meeting, and neither the Library nor the Board of Trustees endorses any position expressed by the group."
13. With the exception of the Friends of the Library, organizations meeting in the Library shall not use the Library's mailing address or telephone number to conduct their business.
14. Light refreshments (beverages, cookies, cake or snacks) may be served in the First Floor Meeting Room subject to the approval of the Library Director or their designee. Major food preparation is not permitted. There is a \$20.00 fee, payable in advance, for the privilege of serving food. Organizations/patrons are asked to avoid serving items that are likely to stain furniture or carpeting.
15. Individual, covered beverages may be brought to the Third Floor Meeting Room; however, no food or beverages may be served.
16. The Library's meeting rooms may be used for political activities related to an election, in conformance with City Ordinances, until one hundred days prior to the election, except for municipal or township election activities. Municipal or township election activities may be held until the petition filing deadline, which is seventy-one days before the election. After these deadlines, the meeting rooms may only be used for candidate forums when the following conditions are met:

- a. All candidates are invited to attend.
  - b. The forum is sponsored by a non-partisan group.
  - c. Candidates for a particular office must agree in writing to attend the forum or indicate in writing that they do not oppose the forum being held even though they are unable to attend.
17. Groups of persons under eighteen years of age must be accompanied by a responsible adult.
18. For the safety of our patrons, only Library staff members are allowed to rearrange or set up equipment and furnishings. Additional equipment may not be brought into the Library without permission from the Library Director or their designee. Such items include but are not limited to additional lighting, risers, and sound systems.
19. The ~~PRPL-Unattended Children~~*Children in the Library* Policy (C11) applies to people who use the meeting rooms. A group must make provisions for childcare elsewhere if the children will not be part of the program and are under age ~~409~~. Children under age ~~409~~ attending the program must remain in the meeting room unless accompanied by a responsible adult elsewhere in the Library.
20. Any group or person reserving a room who needs to cancel a reservation must do so with at least 48 hours' notice to the Library Director or their designee. Failure to give the Library notice of meeting cancellation may prevent future scheduling of rooms by that group. Refunds will not be issued to any groups or persons who cancel without giving 48 hours' notice.
21. The Library reserves the right to deny the use of any meeting room to any organization that violates this policy.
22. Reservations  
Reservations can be made by calling the Business Office at 847-720-3207 between 9:00 a.m. and ~~5:00~~4:30 p.m., Monday through Friday. Once a date and time is selected, applicants must complete an application form. Information is available from the Business Office or online at [www.parkridgelib.org](http://www.parkridgelib.org) under "~~Contact Us~~"the "Services" tab.
- a. Not for profits groups may use a meeting room once a month. For ~~for~~-profit groups may use the meeting room once in 3 month period (rolling calendar).
  - b. Meeting room requests cannot be submitted more than 90 days in advance
  - c. Applicants must be 18 years of age or older.
  - ~~d.~~—Meeting room reservations made less than 14 days in advance of the event must be made in person in the Business Office during regularly scheduled hours. All fees must be paid at the time of such bookings.
  - d.

~~e.~~ Fees that are not paid by the date specified on the reservation ~~confirm-invoice~~ may result in the release of said reservation.

~~e.~~

~~e.~~ Completed applications are reviewed by the Library Director or their designee, and ~~applicants will be notified accordingly. returned to the applicant, with the Meeting Room Application Approval.~~

~~f.~~

g. The representative and other group members may not enter the meeting room before the agreed upon start-time. If additional time is required for setup, please request a start-time 15-30 minutes prior to the event.

### 23. Meeting Rooms

a. ~~Large-First Floor~~ Meeting Room (~~First Floor~~large) = 84 seated, maximum. If setup consists of a combination of tables and chairs, the limit is determined by the setup requested.

b. ~~Third Floor-Small~~ Meeting Room (~~Third Floor~~small) = 20.

c. Attendance at meetings may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the room.

d. All rooms have Wi Fi capability

e. Meeting rooms are accessible to the disabled. All meetings must comply with the current Americans with Disabilities Act (ADA) and the applicant/organization is responsible for providing qualified interpreters or auxiliary aids to meeting attendees upon request.

f. Meeting rooms are available during the following hours on days the Library is open.

Monday - Thursday	9:30 a.m. – 8:30 p.m.
Friday	9:30 a.m. – 5:30 p.m.
Saturday	9:30 a.m. – 4:30 p.m.
Sunday	12:30 p.m. – 4:30 p.m.

g. The Library has set the following fee schedule for meeting room and equipment use

i. First Floor Meeting Room: \$50 for first 3 hours of use. \$20 per hour for each additional hour or portion thereof.

ii. Third Floor Meeting Room:

a. No charge to nonprofit groups for a maximum of 3 hours. \$10 per hour for each additional hour or portion thereof. The Library reserves the

- right to require proof of nonprofit status prior to room booking.
- b. \$35 for first 3 hours of use by for-profit groups. \$10 per hour for each additional hour or portion thereof.

Meetings must begin and end in accordance with regular Library hours. Participants must vacate the building when the Library closes. Should a group incur any extension of time beyond the closing hour, there will be a charge of \$25 per quarter hour or any portion thereof.

- iii. Piano and benches: \$25
  - a. To encourage musical programs, the Park Ridge Public Library provides a piano for use in the ~~f~~First ~~f~~Floor, ~~l~~arge ~~M~~meeting ~~R~~room.
  - b. The Library will tune and maintain the piano on a regular basis. Patrons wishing additional tuning of the piano must request this service at least two weeks prior to the scheduled program. Piano tuning will be performed by a Library approved vendor based on the vendor's availability, at the patron's expense. This bill must be paid prior to the program.
  - c. Patrons are liable for damage caused through careless or malicious use of the piano. The cost of the damage will be determined by the Library Director.
- iv. Fee for serving food in the ~~f~~First ~~f~~Floor ~~m~~Meeting ~~r~~Room: \$20

Revised XXX

Revised January 17, 2023  
Revised February 15, 2022  
Revised May 21, 2013  
Revised August 21, 2012  
Revised May 17, 2011  
Approved May 8, 1979

## **C16. CHARITY COLLECTION CONTAINER POLICY**

### **POLICY:**

As part of the Park Ridge Public Library's commitment to community engagement, the Library provides limited areas for non-cash charity collection containers sponsored by, or designed to benefit, local non-profit community organizations.

### **RULES:**

1. Priority for Use:
  - a. Library sponsored collections
  - b. Collections by non-profit organizations based in Park Ridge
  - c. Collections by other non-profits
2. Limits of Use: Charity collection containers that promote political parties or candidates, that violate any local, state, or federal law, or that incite violence or promote hatred toward or discrimination against any individuals or groups will not be allowed. At the discretion of the Library Director, the Library reserves the right to limit the number of charity collection containers. A donation container cannot be in the library for more than 30 days at a time.
3. Procedures: Organizations wishing to place collection container in the Library must submit an application which can be found on the Library's website at <https://www.parkridgelibrary.org/services/>. Collection containers placed without prior approval will be removed. In order to have a request considered, an application must be completed at least two weeks in advance. Completed applications should be returned to the Business Office for review by the Library Director. Approval of an application is at the discretion of the Library Director or their designee.
  - a. The organization requesting placement of a collection container must provide a durable receptacle and signage indicating the name of the charity, a list of items that can be donated; how the donated goods will be used. The Library reserves the right to edit or remove signage if deemed inaccurate or in violation of the Conduct in the Library policy. The Library is not responsible for the security of the collection box or its contents. The Library will determine the placement of the container.
  - b. Authorized representatives must make arrangements with the Library Director or Facilities Manager for pick-up and are responsible for emptying the container on a regular basis during the collection period. Collection containers and any items in them will become the property of the Library if not picked up within 7 days of the end of the collection period.
  - c. The Library reserves the right to adjust or cease collection at any time. Containers may be removed by the Library without notice.

- d. The Library will not issue acknowledgements of donations made to collection containers.
4. Hosting a container does not imply endorsement by the Library staff or the Board of Trustees of any product, service, activity, event or viewpoint. The organization may state that the Library is a collection point but not that the Library is sponsoring or endorsing the project.
5. Any appeals for changes to, or exceptions to, any portion of the Charity Collection Container policy will be considered. An organization wishing to file an appeal shall submit it to the Library Director in writing. The Director will respond in writing.

| Reviewed XXX

Approved November 15, 2022

## C17. ~~Digital~~ Media Lab

### POLICY:

The ~~Digital~~ Media Lab provides Park Ridge Library card holders with access to equipment and software to create media presentations, transfer media, scan photos and other projects.

### RULES:

1. The ~~Digital~~ Media Lab is open to Park Ridge Public Library card holders high school age and older. Younger users must be accompanied by an adult that will remain with them during the entire appointment.
2. A valid photo ID is required and will be held at the Reference Services Desk during the appointment.
3. First time users must read the ~~Digital~~ Media Lab Policy and sign a form stating that they will comply with these rules and agree that they will be financially responsible for any misuse or damage to equipment. Users younger than 18 must have a parent or legal guardian sign this form.
- ~~4. First time users are required to attend an orientation session prior to using the Media Lab. Users in need of the low vision reader or typewriter do not have to attend orientation session. New users that need additional assistance beyond the basic orientation must schedule appointments for the Media Lab when a designated staff member is available to assist them. Staff will provide up to three training sessions~~
- ~~4.~~ based on availability.
5. Library staff at the Reference Services Desk will direct users to instructions and information on using the equipment and software in the Media Lab but cannot provide individual assistance.
6. Users may reserve the Lab for up to 3 hours per day, with extended time permitting provided there aren't other reservations in the queue. Appointments may be made in-person, by calling the Reference Services Department at (847) 720-3230, or email [prkref@parkridgelibrary.org](mailto:prkref@parkridgelibrary.org). Appointments will be held for ten minutes.
7. A maximum of 2 people are allowed in the Media Lab at one time.
8. The Park Ridge Library is not liable for any loss, damage, or expense sustained in the use of the equipment in the Media Lab. The library is not responsible for any personal materials damaged in the digitization process, or for equipment or files (digital or print) left behind.
9. Patrons are responsible for understanding and abiding by the copyright on any materials used in digital projects.
10. Users must save their work on an external memory source. External hard drives are available to checkout for those projects that are not completed in one appointment. They may be checked out for one week, they may not be reserved or renewed. If an

external hard drive is lost or damaged the user will be charged for the cost of replacement plus a \$5.00 processing fee. Hard drives which are returned late will be assessed a \$5.00 per day late fee.

11. Users may not leave the Media Lab unattended. Doing so will forfeit use of the room for that day.
12. No food or drinks of any kind are permitted in the Media Lab.
13. Due to a lack of soundproofing and space limitations, recording with musical instruments (other than those in Garage Band) is not permitted.
14. Users that do not comply with this policy or *Conduct in the Library* policy, -will not be allowed to use the Media Lab.

Revised xxx

Revised February 15, 2022

Approved February 17, 2015

## C18. The Studio

### POLICY:

The Studio provides Park Ridge Library card holders with access to equipment and software to explore their creativity and curiosity using various technologies, tools and equipment.

### RULES:

1. The Studio is open to Park Ridge Public Library card holders 14 years of age or older. Younger users must be accompanied and monitored by an adult that will remain with them during the entire appointment.
- ~~2. A valid ID is required and will be held at the Reference Desk during the appointment.~~
- ~~3.2. First time users are required to attend an orientation session prior to using The Studio. New users that need additional assistance beyond the basic orientation must schedule appointments for The Studio when a designated staff member is available to assist them. Staff will provide up to three training sessions based on availability.~~
- ~~4.3. First time users must read The Studio Policy and sign a form stating that they will comply with these rules and agree that they will be financially responsible for any misuse or damage to equipment. Users younger than 18 must have a parent or legal guardian sign this form.~~
- ~~5.~~
4. Library staff will direct users to instructions and information on using the equipment, tools and software, ~~in the Lab but cannot provide individual assistance.~~ Use of select equipment and tools require staff assistance to operate. ~~Materials are subject to staff approval.~~
- ~~6.—~~
- ~~7.1. Use of select equipment and tools require staff assistance to operate.~~
- ~~8. Materials are subject to staff approval.~~
- 9.5. Card holders may use The Studio for up to 2 hours per day, if there aren't other reservations in the queue. Appointments may be made in person or by calling the Reference Department (847) 720-3230 or email [thestudio@parkridgelibrary.org](mailto:thestudio@parkridgelibrary.org) ~~prkref@parkridgelibrary.org~~. Appointments will be held for ten minutes.
- 10.6. A maximum of 10 people are allowed in the Studio at one time.
- 11.7. The Park Ridge Library is not liable for any loss, damage, expense, or injury sustained in the use of the equipment in The Studio. The library is not responsible for equipment, projects or files (digital or print) left behind.
- 12.8. Users may not leave The Studio unattended. Doing so will forfeit use of the room for that day.
- 13.9. No food or drinks of any kind are permitted in The Studio.

14.10. Users that do not comply with The Studio policy or the Library's *Conduct in the Library* policy will not be allowed to use The Studio.

14. The Library reserves the right to halt, delete or disallow the creation of items that violate Library policy including the creation of materials that are:

- Prohibited by local, state or federal law
- Used as weapons
- Unsafe, harmful, dangerous or pose a threat to the well-being of others
- Obscene or otherwise inappropriate
- In violation of another's intellectual property rights

| Revised XXX

Revised February 15, 2022

Approved September 17, 2019

## C20. COMMUNITY BULLETIN BOARD

### POLICY:

A community bulletin board is available for the display of ~~posters~~ flyers and notices in the Library.

### RULES:

1. Material displayed is restricted to announcements of:
  - A. Library-related programs and services.
  - B. Cultural events of community-wide interest with local Park Ridge community events taking precedence when space is limited.
  - C. Non-commercial events of community-wide interest and available to the general public.
  - D. Items in general support of community service organizations.
2. In general, ~~announcements of events devoted primarily to fund-raising are not acceptable.~~ the following materials will not be posted:
  - A. Commercial advertisements or business promotions.
  - B. Materials primarily intended for private financial gain, including fundraising.
  - C. For-sale listings (included but not limited to real estate, merchandise, or services)
  - D. Materials that are obscene, defamatory, violate the law or of a political nature.
3. Size and appearance of material are taken into consideration. Size is limited to 8.5" x 11" with a vertical (portrait) orientation.
4. The Library is not responsible for the preservation or return of posted materials displayed.
- 4.5. Posting of materials does not imply Library endorsement of the event, organization, or viewpoints expressed.
- 5.6. Final approval for postings will be the responsibility of the Library Director or their designee.

Revised XXX  
Revised March 15, 2022  
Revised May 21, 2013  
Revised May 18, 2010  
Approved March 13, 1979

## C21. DISPLAY CASES/EXHIBITS

### POLICY:

Display cases for exhibits stimulate interest, provide information, develop aesthetic appreciation and furnish an opportunity for community members and nonprofit organizations to display artistic, educational or informational materials. A display case is available for exhibits of different forms of art and collections, or special exhibits.

### RULES:

1. Application to use the display case must be made using the "Display Request Form" ~~available from the Business Office and~~ on the Library's website <https://www.parkridgelibrary.org/get-involved/promote-your-organization/>. Acceptance of an exhibit will be determined by the Library Director or their designee.
2. Materials which may be displayed in the display case are limited to items of general interest such as arts and crafts, collections, historical material, hobby collections, and educational materials prepared by individuals or groups. Displays must be of general interest to the public and must represent or promote a nonprofit organization or philanthropic cause. Materials deemed inaccurate or in violation of Conduct in the Library may be removed at the discretion of the Library Director.
3. Priority for use of the display case is given to Park Ridge residents and to nonprofit organizations associated with Park Ridge.
4. Display case exhibits are limited to one month.
- ~~5. Each display case exhibitor will be encouraged to provide a brief informative article and photo, if desired, for use in Library marketing materials and on the Library website.~~
- ~~6.5.~~ Art work displayed in the display case may be identified as "available for purchase from the artist," however no price tags shall be affixed to any work exhibited. Information about purchasing items including contact information shall be provided by the artist.
- ~~7.6.~~ Arrangement of exhibits in the display case shall be the responsibility of the exhibitor under the supervision of Library staff.
- ~~8.7.~~ The Library assumes no responsibility for the safety of any items placed on exhibit. Items on display in the Library are provided the same security as the library collection and equipment. The display case is locked, but irreplaceable items or items of great value should not be included in the display. Insurance covering the value of the exhibit will be the responsibility of the exhibitor. Prior to the display, the exhibitor/owner will complete a "Waiver of Liability."
- ~~9.8.~~ The Library reserves the right to remove any display or exhibit that the exhibitor has not removed by the agreed upon end date specified on the "Display Request Form." The Library reserves the right to dispose of items not claimed 30 days after the specified end date of the exhibit.
- ~~10.9.~~ Due to the high demand for the use of the display case, groups and organizations are eligible to use the space only once per year, based on availability.

Revised XXX

Revised January 16, 2024

Revised March 17, 2022

Revised June 18, 2019

Revised October 15, 2013

Revised May 21, 2013

Revised May 18, 2010

Approved March 13, 1979

The paper form is being converted to an online form



## **THE DISPLAY CASE/EXHIBITS REQUEST FORM**

### **Request for Use of 2<sup>nd</sup> Floor Display Case**

Name: \_\_\_\_\_  
(Full legal name of Organization, if applicable)

Address: \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ Email: \_\_\_\_\_  
(Evening) \_\_\_\_\_

Type of Exhibit (describe briefly):

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Preferred Month: \_\_\_\_\_ (The Library does not guarantee that this preference can be accommodated.)

I hereby acknowledge that I have read and received a copy of the "Display/Exhibits" policy and agree to comply with all of the provisions contained therein. I understand that the Park Ridge Public Library cannot be held responsible for any damage or theft that may occur during the period of time the exhibit is on display.

Signature: \_\_\_\_\_

Approved Display Date: \_\_\_\_\_

Library Director or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

**Waiver of Liability for Display of Works of Art Collections or Books**

The undersigned

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whose legal residence is

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has delivered to the Park Ridge Public Library the items hereafter described with the understanding that they will be displayed in the Library during the period \_\_\_\_\_ to\_\_\_\_\_. The undersigned is the owner of said items and is willing and desirous that the same be exhibited to the public.

The undersigned does hereby release the City of Park Ridge and the Park Ridge Public Library their officers, agents, and employees of and from all liabilities which may result from any damage to or loss of such items while in the custody of and while so being exhibited by the Park Ridge Public Library, which items are here described and valued as follows:

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Signature

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Date

Revised January 16, 2024  
Revised March 15, 2022  
Revised June 18, 2019  
Revised October 15, 2013  
Revised May 18, 2010  
Approved April 18, 2000

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068  
Resources Committee of the Whole Meeting of the Board of Trustees  
Held in the First Floor Meeting Room of the Library  
December 9, 2025 at 7:00 p.m.

Trustee Thiagarajan called the meeting to order at 7:34 p.m.

**ROLL CALL**

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

**APPROVAL OF MINUTES**

Trustee DeFrank a made a

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

Vice President Powers seconded the motion.

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

**Motion passed**

**PER CAPITA GRANT APPLICATION REVIEW**

Annually, Illinois public libraries apply for the Public Library Per Capita Grant (PCG). The grant provides funding amounts up to \$1.475 per person in each library’s service area. As part of the grant application process, the Library Director and Board of Trustees is required to review the entirety of “Serving Our Public 4.0: Standards for Illinois Public Libraries”, This review was completed at the November 11, 2025 COW meeting. Based on those discussions, the grant application has been drafted and appears in the packet beginning on page 11.

Trustee Thiagarajan asked if there were any requested changes to the application, as drafted. Trustee Rusk requested that Topic 6 – Governance and Administration, Standard 11 be changed from “Intermediate” to “Core” as he feels that the Board has not historically participated in continuing education opportunities. Director Bertucci stated that the change will be made to the final draft that appears in the Board packet for approval next week. She also stated that she will be bringing additional information to the December Board meeting with proposed training that will fill the gap identified by Trustee Rusk.

Trustee Thiagarajan made a

**MOTION:** to approve the 2026 Illinois Public Library Per Capita Grant application, as amended

President Renaldi seconded the motion.

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

**Motion passed**

**OTHER**

None

Meeting closed at 7:39 pm

Vice President Powers made a

**MOTION:** to adjourn the committee of the whole meetings

Treasurer Donhaue seconded the motion.

Voice Vote: All in favor

**Motion passed**

Meeting adjourned at 7:39 p.m.



## Memorandum

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**Memo Date:** March 4, 2026  
**From:** Joanna Bertucci, Library Director  
 Laura Scott, Adult Services Manager  
**Meeting Type:** Resources Committee of the Whole  
**Meeting Date:** March 10, 2026  
**Action Requested:** For review and approval  
**Subject:** Digital collection analysis

### Background

As part of the *Invest in Resources and Staff* strategic goal, Adult Services staff have been reviewing the performance, cost efficiency, and user impact of the library's digital collections to ensure our investments provide the greatest value and equitable access for the community. This review includes analysis of usage patterns, cost per circulation, and how each platform supports the library's goal of reducing waiting times for high-demand materials. This memo summarizes our findings regarding the Library's Hoopla digital service and compares its performance and cost efficiency with other collections, particularly OverDrive/Libby.

Hoopla is a digital media service that allows library cardholders to instantly borrow movies, TV shows, music, audiobooks, eBooks, and comics online. The service was introduced at the Park Ridge Public Library in 2014. Unlike traditional digital collections (OverDrive/Libby and The PalaceProject) that operate on a one-copy/one-user model, Hoopla uses a pay-per-use structure that allows simultaneous access with no wait lists. Currently, library cardholders are allowed up to ten checkouts per month through the Hoopla platform.

### Considerations

Hoopla offers certain advantages, including immediate availability without holds and access to a wide range of streaming and downloadable formats. However, its pay-per-use model results in a higher cost per checkout, a concentration of expenditures driven by a relatively small number of patrons, and limited opportunities for professional staff to curate and intentionally develop the collection.

#### 1. Cost per Circulation

To help manage expenses, the library has imposed daily spending limits on Hoopla usage. However, these limits are frequently reached by midday, often as early as 12:00 p.m., which can be frustrating for patrons who attempt to borrow materials and receive messages that the daily borrowing limit has been met. To also help manage cost, PRPL caps Hoopla checkouts at ten items per month, whereas OverDrive/Libby allows patrons to have up to fifteen items checked out at one time, providing greater borrowing flexibility. FY25 annual circulation and cost data show that Hoopla has the highest cost per circulation among our major collections, coming in at 3.9x higher than OverDrive/Libby and 4.5x higher than physical materials.



# Memorandum

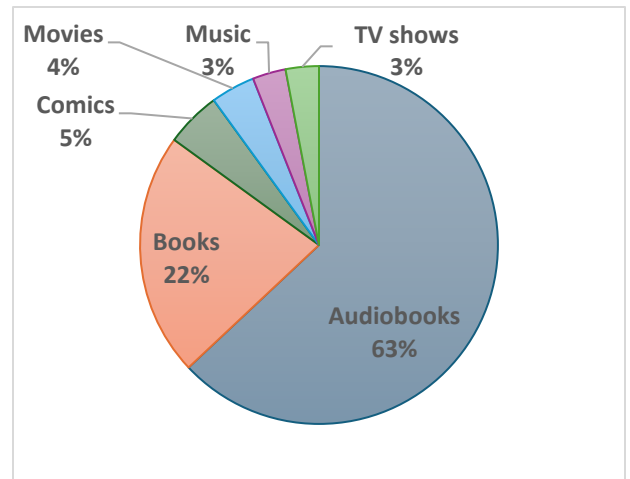
Platform	Annual Circ	Annual Cost	Cost per Circ
<b>Hoopla</b>	19,578	\$44,600	<b>\$2.27</b>
<b>OverDrive / Libby</b>	127,938	\$75,300	<b>\$0.58</b>
Kanopy	5,171	\$5,277	\$1.02
Boundless/The PalaceProject	3,667	\$3,500	\$0.95
Physical Collections	569,130	\$286,685	\$0.50

Compared to other collections:

- Hoopla accounted for approximately 2.7% of total library circulation in FY25
- Within digital materials, Hoopla represents about 7% of digital use
- However, Hoopla consumed roughly 28% of the library’s digital materials budget in FY25

## 2. Number of Patrons served

In 2025, 927 unique patrons used Hoopla, with 74% borrowing only one item during the year. Compared to the Library’s 12,335 active users, Hoopla users represent approximately 7.5% of the active patron base. Usage is also highly concentrated: 241 patrons (26% of Hoopla users) generated approximately 96% of all Hoopla circulations, meaning a small number of high-volume users drive the majority of Hoopla activity and costs under its pay-per-use model. The pie chart to the right shows how patrons used Hoopla in 2025.



## 3. Collection Development

From a collection development perspective, Hoopla also functions differently from most other library collections. Because titles are made available through publisher agreements within the Hoopla marketplace, library staff have no ability to actively curate the collection in the same way they do with OverDrive/Libby or physical materials. Staff cannot selectively build the collection title by title, and some publishers choose not to participate in the Hoopla platform. As a result, the available catalog may not always align with the library’s collection development priorities or content quality standards. This limits the library’s ability to intentionally develop the digital collection to reflect community interests and professional selection standards.



# Memorandum

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## **Opportunity Cost**

In FY25, the Library spent approximately \$44,600 on Hoopla. If those funds were redirected to OverDrive/Libby, at the current cost of approximately \$0.58 per circulation, the same amount could support about 76,900 digital checkouts—nearly four times the number currently generated by Hoopla. This would significantly expand overall access and allow the library to serve more patrons with the same level of funding.

Usage data also shows that audiobooks account for most of the Hoopla borrowing, so a portion of these funds could be strategically redirected to increase audiobook purchasing in OverDrive/Libby, directly aligning spending with demonstrated patron demand. Unlike Hoopla's pay-per-use model, these audiobook titles would become part of the library's owned OverDrive/Libby collection, allowing them to circulate repeatedly and provide long-term value.

Additionally, these funds could purchase approximately 750–1,000 additional OverDrive licenses, depending on format and pricing. This would help reduce waiting times for high-demand titles, expand access for the largest share of digital users, and provide ongoing collection value rather than one-time pay-per-use transactions.

## **Next Steps / Recommendation**

### **March 2026**

- Library Board considers and approves the plan to sunset Hoopla.
- Following approval, the library will begin targeted email notifications to current Hoopla users explaining the upcoming change, the timeline, and available alternative eContent services.
- Public-facing messaging will begin across the website, e-newsletter, and service desks promoting alternative platforms including OverDrive/Libby, Kanopy, and Palace Project.

### **April 2026**

- Reduce Hoopla checkouts from 10 to 5
- Continue patron communications and reminders about the upcoming sunset date.
- Launch eContent Help Desk sessions and provide additional education to assist patrons with transitioning to alternate platforms, including instruction on downloading and using OverDrive/Libby, Kanopy, and Palace Project.
- Ongoing promotion of alternative services through marketing channels and at service points.

### **May 2026**

- Final communication reminders sent to Hoopla users.
- Continue help desk sessions and targeted patron support.
- Sunday, May 17, 2026: Final day of Hoopla access for Park Ridge patrons.

## **Recommended Motion:**

Discontinue the Library's subscription to the Hoopla platform in Fiscal Year 2026.