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, October 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 - Renaldi & Donahue, Co-Chairs

1. Approve Minutes of September 8, 2026
2. Project updates
3. Other

BUDGET & FINANCE – Donahue & Haggerty, Co-Chairs

1. Approve Minutes of September 8, 2026
2. Budget amendment
3. Budget transfers
4. Other

RESOURCES – Powers & Han, Co-Chairs

1. Approve Minutes of March 10, 2026
2. Per Capita Grant requirements – Trustee assignments
3. Collection Management policy
4. Other

PLANNING & OPERATIONS - Jarnagin, Chair

1. Approve Minutes of September 8, 2026
2. Task calendar review
3. Pillar Booth purchase
4. Strategic Plan update
5. Other

NO MEETINGS: 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
September 8, 2026, at 7:00 p.m.

Trustee Renaldi called the Committee of the Whole meetings to order at 7:25 p.m.

ROLL CALL

Trustees Present: Sarah Cardillo, Anita DeFrank, Michael Donahue, Kevin Haggerty, Briana Jarnagin, Danielle Powers, Theresa Renaldi, Gregg Rusk
Trustees Absent: Andy Han
Others Present: Joanna Bertucci, Library Director; Angela Berger, Library Staff
Alderperson Lauren Rapisand; Andy Han (via Zoom)

APPROVAL OF MINUTES

Trustee Renaldi made a
MOTION: to approve the minutes of the August 11, 2026 meeting
Treasurer Donahue seconded the motion.
Roll Call Vote: Yes: Cardillo, DeFrank, Donahue, Haggerty, Jarnagin, Powers, Renaldi, Rusk
Absent: Han
Motion passed

PROJECT UPDATES

Director Bertucci noted that there were no updates to the project statuses noted on page 14 of the packet. The committee noted the ComEd energy use analysis report provided by Facility Manager John Priala, commenting favorably on the energy savings compared to prior year usage.

OTHER

None

Meeting was adjourned at 7:26 p.m.

DRAFT

Return to Agenda

Memorandum

Park Ridge Public Library

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

Project	
HVAC Replacement Project	HVAC electrical punch list items have been completed. We are in the process of scheduling another round of testing and balancing of the system.

MINUTES
PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068
Budget and Finance Committee of the Whole Meeting of the Board of Trustees
Held in the First-floor meeting room at the Library
September 8, 2026 at 7:00 p.m.

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

ROLL CALL

Trustees Present:	Sarah Cardillo, Anita DeFrank, Michael Donahue, Kevin Haggerty, Briana Jarnagin, Danielle Powers, Theresa Renadi, Gregg Rusk
Trustees Absent:	Andy Han
Others Present:	Joanna Bertucci, Library Director; Angela Berger, Library staff Andy Han (via Zoom); Alderperson Lauren Rapisand; Riley Martin, Lauterbach and Amen

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

FY25 AUDIT PRESENTATION

Riley Martin, Principal at Lauterbach and Amen, presented the findings of the FY25 audit. He began by stating that the Library received an unmodified opinion for FY25, the highest and cleanest opinion for a governmental agency. He proceeded to direct the committee's attention to the various financial statements presented in the audit report, noting the Library as a component unit of the City of Park Ridge audit. He concluded by reviewing Management Letter comments which referenced new GASB reporting standards being implemented for FY26.

Trustee Donahue called the meeting of the Budget & Finance Committee to order at 7:17 pm.

APPROVAL OF MINUTES

Treasurer Donahue made a
MOTION: to approve the minutes of the August 11, 2026 Budget & Finance Committee of the Whole Meeting
Trustee Renaldi seconded the motion.
Roll Call Vote: Yes: Cardillo, DeFrank, Donahue, Haggerty, Jarnagin, Powers, Renaldi, Rusk
Absent: Han
Motion passed

APPROVAL OF FY27 BUDGET

Director Bertucci directed the committee's attention to page 3 of the packet where the budget memo and spreadsheets begin. She noted that any changes that were made since the budget discussion at the August COW meeting are indicated in blue and she reviewed the noted changes.

Treasurer Donahue made a
MOTION: to approve the FY27 budget in the amount of $5,273,000
Trustee Haggerty seconded the motion.
Roll Call Vote: Yes: Cardillo, DeFrank, Donahue, Haggerty, Jarnagin, Powers, Renaldi, Rusk
Absent: Han
Motion passed

MINUTES
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Budget and Finance Committee of the Whole Meeting of the Board of Trustees
Held in the First-floor meeting room at the Library
September 8, 2026 at 7:00 p.m.

APPROVAL OF 2026 LEVY

Director Bertucci directed the committee's attention to page 9 of the packet. She summarized the meeting that she and President Powers had with City Manager Gilmore and Alderperson Rapisand regarding the library's proposed 2026 levy, noting Mr. Gilmore's comment that the projected statistics on the charts on page 9 and 10 represent a very moderate progression over the next 5 years. Director Bertucci also informed the committee that the City is currently out to bid for work on the exterior of the Library property.

Treasurer Donahue made a
MOTION: to approve the 2026 levy in the amount of $4,466,823
President Powers seconded the motion.
Roll Call Vote: Yes: Cardillo, DeFrank, Donahue, Haggerty, Jarnagin, Powers, Renaldi, Rusk
Absent: Han
Motion passed

OTHER

None

Meeting adjourned at 7:25 p.m.

DRAFT

Return to Agenda

Memorandum

Park Ridge Public Library

Memo Date: October 6, 2026
From: Joanna Bertucci, Library Director
Joan Wrenn, Finance/HR Manager
Meeting Type: Budget & Finance Committee of the Whole Meeting
Meeting Date: October 13, 2026
Action Requested: For Approval
Subject: FY26 Budget Amendment

Background:
Annually in December, we present a funding request to the Friends of the Park Ridge Public Library Board. The Friends provide an estimated funding amount ahead of this meeting and we work within the management team to develop and prepare our request. At the December 2025 meeting, Friends recommended they increase funds for our Annual Family Fun Night to $2,000 for our staff event (they have funded for the last 2 years). This was offered after the 2025 budget was approved. We were thrilled and hosted the Annual Family Fun Night this year on September 25 with an outdoor pizza oven and live music.

In order to accommodate the Family Fun Night expenditures, Library Administration has identified the budget line that requires an amendment.

BUDGET LINE	BUDGET LINE DESCRIPTION	BUDGET BEFORE AMENDMENT	AMENDMENT	BUDGET AFTER AMENDMENT
2015011 951103	Administration – Staff Appreciation	$3,000	+$2,000	$5,000

Recommended Motion:
Amend the FY26 Operating Budget to increase Administration- Staff Appreciation to $5,000.

Park Ridge Public Library

Memorandum

Memo Date: October 8, 2026
From: Joanna Bertucci, Library Director
Joan Wrenn, Finance/HR Manager
Meeting Date: October 13, 2026
Subject: Budget Transfer
Requested: Approval

Request:
Transfer funds within the Administration and Technical Services budgets to accommodate the purchase of Pillar Booths for the library.

TRANSFER FROM:

BUDGET LINE	BUDGET LINE DESCRIPTION	AMOUNT
201-5011-952000	ADM-Materials	($10,400)
201-5013-951100	TS-Library Supplies	($6,500)
	TOTAL	($16,900)

TRANSFER TO:

BUDGET LINE	BUDGET LINE DESCRIPTION	AMOUNT
201-5011-951003	ADM-Office Supplies Furnishing:	$ 16,900
	TOTAL	$ 16,900

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	%USED
2015011	952000	Admin - Materials	$ 20,000.00	$ 9,600.00	$ 3,400.00	$ 6,200.00	35.42%
2015013	951100	TS-Library Supplies	$ 20,000.00	$ 13,500.00	$ 8,438.98	$ 5,061.02	37.49%
2015011	951003	Admin-Off Supp Furnishing:	$ 15,000.00	$ 31,900.00	$ 6,822.14	$ 25,077.86	78.61%

Recommended Motion:
Approve the FY26 Operating Budget Transfer from Administration-Materials and Technical Services-Library Supplies, $10,400 and $6,500 respectfully, to Administration-Office Supplies Furnishings in order to fulfill the Pillar Booth order for the library.

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

Trustee Thiagarajan called the meeting to order at 7:32 p.m.

ROLL CALL

Trustees Present:	Deepika Thiagarajan, Chair; Anita DeFrank, Michael Donahue, Kevin Haggerty, Briana Jarnagin, Josh Kiem, Danielle Powers, Theresa Renadi, Gregg Rusk
Trustees Absent:	None
Others Present:	Joanna Bertucci, Library Director; Angela Berger, Joan Wrenn, Library staff Alderperson Lauren Rapisand

APPROVAL OF MINUTES

Trustee Rusk made a
MOTION: to approve the minutes of December 9, 2025
Trustee Jarnagin seconded the motion.
Roll Call Vote: Yes: De Frank, Donahue, Haggerty, Jarnagin, Kiem, Powers, Renaldi, Rusk, Thiagarajan
Motion passed

DIGITAL COLLECTIONS ANALYSIS

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 for the community. Director Bertucci directed the committee's attention to the memo beginning on page 37 of the packet which details the analysis that's been done to assess the value being provided by each of the digital platforms that the library provides. Based on this analysis, it is the staff's recommendation that the Board consider and approve a plan to sunset the Hoopla platform. This recommendation is being made based on the higher cost per circulation of items on Hoopla vs. other platforms or print media and on the number of patrons currently being served by Hoopla. It has been estimated by staff that if the approximately $44,000 currently being spent on Hoopla was redirected to Overdrive/Libby, these funds would support about 76,900 digital checkouts, nearly four times the number currently generated by Hoopla.

Trustee Thiagarajan made a
MOTION: to discontinue the library's subscription to the Hoopla platform in FY26
Trustee Rusk seconded the motion.
Roll Call Vote: Yes: De Frank, Donahue, Haggerty, Jarnagin, Kiem, Powers, Renaldi, Rusk, Thiagarajan
Motion passed

Trustee Thiagarajan noted that the success of this initiative will require a strong change management effort by the library to ensure adequate training, marketing and communication of the changes involved in moving patrons from Hoopla to other platforms occurs.

OTHER

None
Meeting closes at 8:08 pm

Vice President Powers made a
MOTION: to adjourn the committee of the whole meetings
Trustee Rusk seconded the motion.
Voice Vote: All in favor
Motion passed
Meeting adjourned at 8:08 p.m.

Memorandum

Memo Date: October 9, 2026
From: Joanna Bertucci
Meeting Type: Resources Committee of the Whole
Meeting Date: October 13, 2026
Action Requested: Information only
Subject: Per Capita Grant requirements

Background:
Each year, Illinois public libraries apply for the Public Library Per Capita Grant, which was established to help libraries improve and expand services within their communities. The grant provides annual funding to eligible Illinois public libraries based on their service populations.

In 2026, the Illinois State Library allocated additional funding to the program, increasing the effective grant rate from $1.475 to approximately $1.70 per resident. As a result, the Park Ridge Public Library's award increased from $58,492 in 2025 to $67,415 in 2026, an increase of $8,923, or approximately 15.3%. Additional information about the grant program is available on the Illinois State Library website.

Application requirements and review process:
In previous years, the Per Capita Grant application required the Library Director and Board of Trustees to review *Serving Our Public 4.0: Standards for Illinois Public Libraries*, a printed publication. While reviewing the Standards remains a grant requirement, the format has changed. The new *Illinois Public Library Standards* are available exclusively online, replacing the printed publication. Trustees may review the Standards online or print individual sections as needed.
I will provide a demonstration of the new website at the October 13 meeting. Resources Committee Co-Chairs Han and Powers have assigned specific Standards to individual Trustees, as outlined below. The new Standards can be accessed on the Illinois Library Association website.
The Board will review and discuss the Standards at the November 10 Committee of the Whole (COW) meeting. The Per Capita Grant application will then be presented at the December 8 COW meeting, with final approval scheduled for the December 15 Board meeting.

New Illinois Standards for Public Libraries	Trustee
Topic 1: Access	Rusk
Topic 2: Advocacy & Community Engagement	Powers
Topic 3: Buildings & Grounds	Renaldi
Topic 4: Collection Management	Han
Topic 5: Finance & Budget	Haggerty
Topic 6: Governance & Administration	De Frank
Topic 7: Human Resources	Cardillo
Topic 8: Information Services	Han
Topic 9: Marketing & Promotion	Powers
Topic 10: Programming	Jarnagin
Topic 11: Safety & Emergency Preparedness	Renaldi
Topic 12: Technology	Donahue

Park Ridge Public Library

Memorandum

Memo Date: October 2, 2026
From: Joanna Bertucci, Library Director
Meeting Type: Committee of the Whole
Meeting Date: October 13, 2026
Action Requested: For discussion
Subject: Collection Management Policies – Biannual review

Background:
Pursuant to 75 ILCS 5/4-7.2, Illinois libraries should review their collection management policies biannually. For the Park Ridge Public Library our Collection Management Policy contains three policy documents:

1. **Collection Management**
2. **Request for Review of an Item in the Collection**
3. **Gifts**

As per Board Bylaws, review of the collection management policies is conducted via the Resources Committee. I worked with Laura Scott (Adult Services Manager) and Staci Greenwald (Youth Services Manager) on the recommended updates. Resource Committee Co-Chairs Powers and Han have had the opportunity to review ahead of the meeting. Also included in your packet are the American Library Association's Library Bill of Rights and the Freedom to Read and Freedom to View Statements as they are referenced in the Collection Management policy.

Recommended updates:

1. Collection Management

Revisions to the second paragraph of the Policy Statement to clarify parental and guardian responsibility for the selection and use of Library materials by children, as well as the Library's responsibility to provide materials representing a broad range of viewpoints.

The policy has also been reorganized to create clearer progression from broad collection oversight and guiding principles to the selection and management of materials at the staff level. As part of this restructuring, redundant language has been removed or consolidated to improve clarity and readability while preserving the intent of the policy.

2. Request for Review of an Item in the Collection

The policy statement has been revised for greater clarity, and redundant language throughout the policy has been removed or consolidated. The policy also clarifies that current Park Ridge residents may submit Requests for Reconsideration.

3. Gifts

No substantive changes.

Recommended Motion:

1. Approve revisions to the Collection Management Policy, Request for Review of an Item in the Collection Policy, and Gifts policies as per discussion at the committee meeting.

COLLECTION MANAGEMENT POLICY

POLICY:

The~~A~~ collection management policy is intended to support the vision, mission, and strategic plan of the Park Ridge Public Library. The Library Board of Trustees endorses the American Library Association's Library Bill of Rights and the Freedom to Read and Freedom to View Statements (see Appendix).

The Library recognizes its ~~obligation~~ responsibility to protect the expression of diverse ideas and ~~its responsibility~~ to provide a balanced presentation of ~~issues~~ viewpoints in its collection without censorship or restriction. The Library does not promote ~~all of~~ the ideas found in its collections~~, but~~; rather, it provides free access to those ideas so that individuals can form their own opinions. Responsibility for the reading, viewing, and listening choices of children rests with their parents or legal guardians. ~~The Library shall not censor the materials of its patrons.~~

RULES:

1. Ultimate responsibility for the Library's collection resides with the Library Director and the Library Board of Trustees and is delegated to professional librarians who hold ~~an~~a master's degree in library science (or equivalent) from an American Library Association accredited institution. Professional staff utilize their training, experience, and professional knowledge in the selection of library materials. Pursuant to 75 ILCS 5/4-7.2, no employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with written policy.

2. Allocation of the materials budget and the number of items in the collection will be determined by indicators of use, average cost per item, and objectives for development of the collection.

~~4.~~

~~5. The Library collection includes a variety of print, non-print, digital materials, electronic databases, and special equipment. Material formats are evaluated based on the following criteria:~~

- ~~usage~~
- ~~availability~~
- ~~timeliness~~
- ~~space requirements~~

~~6. Professional staff will select and determine an item's placement in the Library's collection. Criteria for selection and placement include, but are not limited to:~~

- ~~timeliness~~
- ~~community interests and needs~~
- ~~reviews in reputable journals or authoritative sources~~
- ~~authority and accuracy of content~~

- ~~availability from reliable library vendors and distributors~~
- ~~existing library resources in the subject area~~
- ~~ownership and demand at nearby public libraries~~
- ~~media and critical attention~~
- ~~space~~
- ~~cost~~
- ~~physical durability of the item~~

3. Professional staff are responsible for the selection, acquisition, format and placement of physical and digital materials and resources in the Library collection. Decisions are based on professional judgment and may consider, but are not limited to, the following criteria:
    - Community needs, interests and demonstrated usage
    - Timeliness and relevance
    - Authority, accuracy, and quality of content
    - Reviews in reputable journals and authoritative sources
    - Current and historical significance
    - Media, critical, and public attention
    - Anticipated demand and usage
    - Relationship to and support of the existing collection
    - Appropriate format for patron access and use
    - Availability from reliable vendors and distributors
    - Availability through nearby libraries and interlibrary loan
    - Cost and budget considerations
    - Physical durability and anticipated lifespan
    - Space, storage, and technology requirements

~~7. The Library is committed to sharing at the local, state, and national levels as demonstrated by our membership and participate in Reaching Across Illinois Libraries (RAILS), Cooperative Computer Services (CCS), Find More Illinois (FMI), the Illinois Library and Information Network (ILLINET), and WorldShare Interlibrary Loan (OCLC).~~

~~8.~~4. Hold lists are monitored to meet patron demand. Additional copies may be purchased as the budget allows.

~~9.~~5. Purchase suggestions from Park Ridge Public Library cardholders will be considered using the selection criteria above. If a suggested item is not purchased, staff will attempt to obtain the item through interlibrary loan.

~~10.~~6. An attractive, current, and useful collection shall be maintained through a continual ~~discarding~~ examination and evaluation of materials. Materials may be removed from the collection due to a variety of factors, including but not limited to:

- deteriorated appearance
- inaccurate information
- space constraints
- unneeded duplicates
- obsolete format

Commented [SG1]: #s 3 & 4 feel redundant. It can be assumed that the evaluation of material formats would fit under the broader umbrella of selection and can be combined.

Commented [SG2]: My suggestion for combining #s 3 & 4

Commented [SG3]: Not removing, just moving lower on the list to maintain logical flow of ideas. See below.

- lack of circulation

~~11.~~7. Materials removed from the collection may be donated to the Friends of the Park Ridge Public Library, local non-profit groups, sent to book recycling/selling organizations or discarded.

~~12.~~8. Each department is responsible for conducting an on-going reevaluation of its collections according to Collection Management Guidelines, which have developed by professional staff. It is the goal of the Library to complete a general reevaluation of its collections in 2-year cycles.

9. The Library is committed to sharing at the local, state, and national levels as demonstrated by our membership and participates in Reaching Across Illinois Libraries (RAILS), Cooperative Computer Services (CCS), Find More Illinois (FMI), the Illinois Library and Information Network (ILLINET), and WorldShare Interlibrary Loan (OCLC).

~~13.~~10. The Library Director is responsible for making recommendations to the Library Board of Trustees concerning updating the Collection Management Policy, through the Library Resources Committee, every 2 years pursuant to 75 ILCS 5/4-7.2.

Commented [SG4]: Suggesting to move down in order from #5

Revised xxx
Revised May 21, 2024
Revised April 19, 2022
Revised May 18, 2010
Approved October 9, 1979

REQUEST FOR REVIEW OF ITEM IN LIBRARY COLLECTION

POLICY:

~~It is the policy of the Library to reconsider any item selected for the Library collection at the formal request of a patron.~~ The Library shall reconsider any item in its collection upon receipt of a formal Request for Review of Items in the Library Collection form submitted by a Park Ridge resident

RULES:

1. A *Request for Review of Item in the Library Collection* form must be filled out in its entirety and submitted to the Library Director. ~~by a patron wishing such action.~~ Patrons requesting review of an item must currently reside in Park Ridge.

2. The item in question will be reviewed in its entirety by the Library Director, in conjunction with a Selection Review Committee composed of Library staff, appointed by the Library Director.

3. The Library Director shall inform the patron requesting the review of the Committee's decision by email. If no email address is provided, the decision letter will be sent certified mail via USPS.

4. A copy of the letter sent to the patron as well as the *Request for Review of Item in the Library Collection* form shall be provided to the Library Board of Trustees for informational purposes. Personal identifiable information will be redacted from documentation provided to the Board.

5. The decision of the Library Director may be appealed, in writing, to the Library Board of Trustees. The appeal must be submitted within five business days of receiving the decision. Appeals to the Library Board of Trustees should be emailed to libraryboard@parkridgelibrary.org or mailed to the Library's Business Office, 20 S. Prospect, Park Ridge, IL, 60068. Appeals may also be hand delivered to the Library's Business Office on the second floor. The Board will review the appeal as soon as is practicable. The Board's decision regarding the appeal is final.

~~6. If no appeal is filed, the Library Director's decision is final.~~

~~7.~~6. No further requests for review for that specific material or resource will be considered for a period of 2 years from the date of the final decision.

~~8.~~7. All documentation associated with the review process, with the exception of personal identifiable information, is subject to the Freedom of Information Act, 5 ILCS 140.

Revised xxx
Revised May 21, 2024

DRAFT

Revised April 19, 2022
Revised May 15, 2007
Approved October 9, 1979

DRAFT

PARK RIDGE PUBLIC LIBRARY
REQUEST FOR REVIEW OF ITEM IN THE LIBRARY COLLECTION

REQUEST MADE BY:

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

Email: _____

TITLE: _____ AUTHOR: _____

1. What do you object to in the work? Specify portion (page numbers) of the work you find objectionable.

   _____

   _____

2. What do you feel might be the result of reading/viewing/listening to/using this work?

   _____

   _____

3. Did you read/view/listen to/use the entire work? ☐ YES ☐ NO

   If not, which parts?

   _____

4. What do you believe is the theme of this work?

   _____

   _____

5. Do you think the work mentioned had any good points? If so, please list.

   _____

6. For what age group would you recommend this work?

   _____

7. Are you aware of the judgment of this work by literary critics?

   _____

   If yes, please identify source.

   _____

   _____

DRAFT

8. What would you like the Library to do about this work?
   _____ Make it available only to the following:

   _____

   _____ Withdraw it from the collection of the Library

   _____ Re-examine it for value

9. In its place, what work of equal or superior quality would you recommend that would convey as valuable a picture and perspective of the subject?

   _____

COMMENTS:

DRAFT

Signature _____ Date _____

~~Park Ridge Public Library, 20 S. Prospect, Park Ridge, IL 60068-4188, (847) 825-3123~~

Revised May 21, 2024
Revised April 19, 2022
Reviewed May 18, 2010
Approved May 20, 2003

GIFTS & DONATIONS: LIBRARY MATERIALS

POLICY:

The Park Ridge Public Library accepts books, materials, and monetary donations for the purchase of library materials. Please see Policy *A14. Gifts and Donations* for the rules regarding monetary donations to support a program, special event, furnishings or equipment.

RULES:

1. The Library will honor monetary donations recommending purchase of specific titles or areas of interest, if theyit meets the selection criteria as defined in Library's Collection Management Policy. If specific titles are not recommended, professional staff will select materials that will strengthen and support the Library's collection.

2. Materials purchased directly by a donor for presentation to the Library will be accepted provided they meet the Library's materials selection criteria.

3. When appropriate, gift book plates will be affixed to those materials chosen to fulfill a donor's request.

4. All materials purchased under this Policy shall be processed, shelved and withdrawn in the same manner as items purchased from other funds. The Library cannot maintain gifted materials in perpetuity.

5. All gifts will be acknowledged with a letter from the Library Director to the donor.

6. The Library cannot appraise used materials.

7. Unsolicited donations Items donated directly to the Library will may be added to the collection if they enhance the value of the collection align with as per the Library's materials selection criteria. Materials that do not meet the selection criteria will be given to the Friends of the Park Ridge Public Library or disposed of at the Library's discretion.

Revised xxx
Revised May 21, 2024
Revised April 19, 2022
Revised May 18, 2010
Approved October 9, 1979

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council;
amended October 14, 1944; June 18, 1948; February 2, 1961;
June 27, 1967; January 23, 1980; January 29, 2019.
Inclusion of "age" reaffirmed January 23, 1996.

FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

   Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely

from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

   Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

   No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

   To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

   The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

   It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative*

responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression
The Association of American University Presses
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

FREEDOM TO VIEW STATEMENT

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

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
September 8, 2026 at 7:00 p.m.

Secretary Jarnagin called the Committee of the Whole Meeting to order at 7:27 p.m.

ROLL CALL

Trustees Present: Sarah Cardillo, Anita DeFrank, Michael Donahue, Kevin Haggerty, Briana Jarnagin, Danielle Powers, Theresa Renaldi, Gregg Rusk
Trustees Absent: Andy Han

Others Present: Joanna Bertucci, Library Director; Angela Berger; Library staff
Andy Han (via Zoom) Alderperson Lauren Rapisand

APPROVAL OF MINUTES

Secretary Jarnagin made a
MOTION: to approve the minutes of August 11, 2026
Trustee Renaldi seconded the motion.
Roll Call Vote: Yes: Cardillo, DeFrank, Donahue, Haggerty, Jarnagin, Powers, Renaldi, Rusk
Absent: Han
Motion passed

TASK CALENDAR REVIEW AND UPDATE

Trustee Jarnagin reviewed tasks listed for September on the annual task calendar, noting that all are either in progress or have been completed.

OTHER

Director Bertucci reminded the committee that next week's Board meeting will be held at the Library instead of in City Council Chambers. She also noted that former trustees Kiem and Thiagarajan will be present at the Board meeting to be recognized for their years of service to the library and community

Meeting adjourned at 7:29 pm

ADJOURNMENT

Trustee Renaldi made a
MOTION: to adjourn the Committee of the Whole meetings
Vice President DeFrank seconded the motion.
Voice Vote: All in favor – none opposed
Meeting adjourned at 7:29 pm

DRAFT

Park Ridge Public Library

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
- ✓ Library Award (2027, 2029, 2031)

MAY 2026
- ✓ Statement of Economic Interest due to Cook County
- ✓ FY25 audit field work
- ✓ Space Audit presentation

JUNE 2026
- ✓ Approve CCS and OCLC annual fees
- ✓ Approve non-resident library card resolution
- ✓ Nominating committee appointments

JULY 2026
- ✓ Cyber Security presentation OSG
- ✓ B&F check-in/levy forecast
- ✓ Discuss FY27 budget goals and levy forecast
- ✓ Annual trustee and staff anti-harassment training
- ✓ Nominating Cttee. Meeting Tuesday, 7/21/26 @ 6 pm
- ✓ Strategic Plan Quarter 2 review

AUGUST 2026
- ✓ Welcome new and reappointed trustees
- ✓ Board committee chairs assigned
- ✓ Election of officers
- ✓ New trustee orientation
- Approve FY27 salary plan
- ✓ Review budget assumptions for City-provided services

SEPTEMBER 2026
- ✓ FY25 Audit presentation at 9/8 COW meeting
- ✓ Approve FY27 draft budget
- ✓ Approve 2026 Levy request
- ✓ Recognize former trustees

OCTOBER 2026
- National Friends of the Library week
- Per Capita Grant requirements assigned
- Policy review: Collection Management policies
- 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 2026
- Approve Per Capita Grant application
- City Council Approves Budget & Levy, First Reading
- Library Director annual review

Updated: 10/6/2026

Memorandum

Memo Date: October 6, 2026
From: Joanna Bertucci, Library Director
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: October 13, 2026
Action Requested: For review and approval
Subject: Pillar Booth purchase

Background

As part of the Library's 2026–2030 Strategic Plan, one of our priorities is to Optimize Spaces by making the best use of our existing building and responding to changing patron needs. One need identified through our planning process and patron survey is additional private space for patrons to work, study, participate in virtual meetings, or make phone calls without disrupting others.

The recent removal of adult audiobook shelving has created additional open space on the second floor, picture to the right. Five comfortable armchairs have been relocated to this area, and additional electrical outlets have been installed to support expanded patron seating. The space also provides an opportunity to introduce private, single-user booths.



Booth Exploration and Recommendation

Staff have reviewed several options for single-occupancy, booth-style fixtures. In August, several staff members visited Warren-Newport Public Library to see similar booths in use and meet with representatives from Pillar Booth. This visit provided an opportunity to evaluate the booths firsthand and discuss their functionality, durability, installation, and use in a public library setting.

As part of our due diligence, staff also discussed the proposed installation with the Fire Marshal. No additional fire-protection requirements were recommended. While the booths provide significant sound reduction and privacy, building alarm signals remain audible from inside.

Facilities Manager John Priala subsequently worked with Pillar Booth to obtain pricing for the purchase of four single-occupancy booths. The total proposed purchase, including shipping, is $24,880. Mr. Priala and his team will assemble and install the booths in house, resulting in greater cost savings.

Staff will develop procedures governing use of the booths prior to making them available to the public. The current concept is that the booths would be available to patrons age 18 and older and reservable for a defined period of time. Procedures will address reservations, length of use, patron expectations, and other operational considerations.

Funding and Budget Transfers

The Library had anticipated purchasing private booths in 2027 and increased the FY27 budget accordingly. Our 2026 Illinois Public Library Per Capita Grant specified funds would be used for furniture and seating purchases.

The timing of the Per Capita Grant does not align with the Library's fiscal year. The 2026 Per Capita Grant funds were received in June 2026, but the grant expenditure period runs from July 1, 2026 through June 30, 2027, meaning the grant period spans two Library budget years. This timing requires the Library to account for

grant-funded expenditures within the appropriate fiscal year budget even though the funds have already been received.

The four booths would be purchased for $24,880 using these Per Capita Grant funds. Correspondingly, planned FY27 Per Capita expenditures will be reduced by $24,880 to ensure that total grant spending does not exceed the amount actually received.

The Furniture budget currently has approximately $8,000 in unspent funds available toward the purchase. To provide the remaining expenditure authority necessary to complete the purchase during the current fiscal year, staff recommend the following budget transfers:

- $10,400 from Computer Materials to Furniture
- $ 6,500 from Technical Services Supplies to Furniture

These transfers total $16,900 and, combined with the approximately $8,000 currently available in the Furniture budget, provide sufficient budget authority for the $24,880 purchase.

Recommendation

Approve the purchase of four single-occupancy booths from Pillar Booth for $24,880.01.

Attachments

- Pillar Booth information
- Pillar Booth quote

sales@pillarbooth.com
pillarbooth.com



The Pillar Booth

Suitable for any type of floor plan, Pillar Booths are used in offices, universities, libraries, apartment buildings, warehouses, and beyond.

Suitable for any type of floor plan, Pillar Booths are used in offices, warehouses, universities, libraries, apartment buildings, and beyond. Whether you sit or stand, your team will love a quiet, comfortable space for calls, meetings, private conversations, and heads down focus. Made in the USA with incredible attention to detail, audio engineering, and comfort, it is no surprise that Pillar Booth is the fastest growing phone booth brand.

sales@pillarbooth.com
pillarbooth.com



Designed to be the category-leader in sustainability, safety, and durability.

Sustainable

Sustainably designed with eco-friendly wood and acoustic panels plus an occupancy sensor to conserve energy.

Quick Assembly

The assembly of each Pillar Booth is minimal and takes less than an hour with two people using only an allen wrench.

High Quality Materials

Made in the USA with a durable steel frame, shatterproof door, and UL listed lighting and electrical components.

Code and Compliance

Pillar Booths align with building and local regulations without expensive modifications.

Total Cost Of Ownership

Pillar Booths are built to last and offer features that allow the booth to adapt to any space without additional expense.

Made In America

Assembled in Chicago, Pillar Booth works with local suppliers for access to specialty parts, sustainable materials, and related processes.

pillar CASE STUDY

Vernon Area Public Library

Creating quiet in a shared space

THE CHALLENGE

For more than 50 years, the Vernon Area Public Library in Lincolnshire, Illinois, has been a cornerstone of its community—serving more than 44,000 residents across neighboring towns. The library's light-filled architecture, rounded ceilings, and open, welcoming layout encourage collaboration and activity. But that openness comes with a familiar challenge: how to provide truly quiet, private spaces for patrons in such a lively environment.

Library Director **Anne Rasmussen** and Head of Library Operations **Stephen Territo** recognized the growing need for small, private, distraction-free spaces that could support the full spectrum of patron activities—from studying and tutoring to making a quick phone call or joining a virtual meeting.

> *The open areas of the library present their own challenges with sound. The booths give us an opportunity to provide quiet spaces in this big, open floor plan.*
>
> – STEPHEN TORRITO, HEAD OF LIBRARY OPERATIONS

The library's two study rooms were booked solid nearly every day, highlighting the ongoing demand for more private spaces. *"Even if we had a dozen study rooms, they would still be used constantly,"* Anne explained. Staff also noticed that patrons often needed a place for phone or Zoom calls, which could be disruptive to others in shared areas.



LOCATION
Licolnshire, IL

SECTOR
Public Library

PRODUCTS
Pillar One, Pillar Two

PLACEMENT
Entrance, Childrens, Staff

44,000 RESIDENTS | 3 BOOTHS | 2 FLOORS

THE SOLUTION

Two types of booths were added: a one-person booth near the main entrance and café area, and a two-person booth in the children's section. Each quickly found its audience. "There's a good mix of usage types for the two-person booth," Stephen explained. "We see tutoring sessions, kids working together on homework, and children just using the space for reading or playing."

The one-person booth, meanwhile, became the go-to spot for adults and teens taking phone calls or joining online meetings.

Recognizing the broader potential of the booths, the library also installed a booth in a staff-only area on the second floor—giving employees a quiet, private place for Zoom calls or committee work. "Our staff often work in rooms with several other people, so having a private space for work calls is crucial," Anne said.

THE IMPACT

- ✓ **Exceeded expectations –** patrons use booths as dedicated workspaces
- **Children engaged –** focused during tutoring and reading
- **Staff empowered –** private space for Zoom calls and committee work
- ↑ **Expansion planned –** archiects designing booths into future plans

> *Allow for some flexibility when prescribing how the booths are to be used, because patrons may find them useful in ways other than you had imagined.*
>
> – ANNE RASMUSSEN, LIBRARY DIRECTOR



pillar

ORDER FORM

Order Information

Created Date	9/9/2026
Account Name	Park Ridge Public Library
Contact Email	jbertucci@parkridgelibrary.org

Address Information

Bill To	20 South Prospect Avenue Park Ridge, IL 60068 United States	Ship To	20 South Prospect Avenue Park Ridge, IL 60068 United States

Order Details

Opportunity Owner	Blake Schwartz	Installation	☐
		Custom Notes	- Chicagoland Area: drop off pallets at the back door freight entrance of Park Ridge Library. - Park Ridge Library will install the booths themselves.

Product	Quantity	Sales Price	Discount Amount	Total Price
Pillar One - White	4.00	$6,695.00	$3,400.00	$23,380.01

Total Price	$23,380.01
Shipping and Handling	$1,500.00
Grand Total	$24,880.01

* Total before sales tax. All prices in $USD.

PILLAR

_____
Authorized Signature *Date*

_____
Print Name *Title*

CUSTOMER

_____
Authorized Signature *Date*

_____
Print Name *Title*

Pricing valid for 30 days and this agreement is subject to the attached Terms and Conditions

Welcome to the Pillar Community!

If you have any questions concerning this order please contact sales@pillarbooth.com

Pillar Order Form Terms & Conditions

1. ORDER FORMS. This Agreement will be implemented through one or more written order forms that reference this Agreement (each, an "Order Form"), and shall describe the number of items ordered, the color of items ordered, the delivery details, the price, and the payment details. Any change to the terms of this Agreement within an Order Form will apply only to that specific order.

2. PRODUCTS. Pillar Designs, LLC ("Pillar") designs, manufactures, and sells sound-isolating phone booths, lactation rooms, privacy enclosures, and related products and accessories, including products designed for institutional and correctional facility settings (collectively, "Products"), as further described on Pillar's website and in applicable Order Forms. Customer wishes to purchase the Products in the quantities, configurations, and specifications set forth in the applicable Order Form(s).

3. CONFIDENTIALITY. Each party agrees that the pricing and/or business terms contained in each Order Form is Confidential Information. Except as expressly allowed herein, the receiving party will hold in confidence and not use or disclose any Confidential Information and shall similarly bind its employees, consultants, and independent contractors. Except as required by law, upon the expiration or termination of this Agreement, all of the Confidential Information (including any copies) will be returned to the disclosing party or destroyed, and the receiving party will make no further use of such materials. If required by law, the receiving party may disclose Confidential Information of the disclosing party, but will give adequate prior notice of such disclosure to the disclosing party to permit the disclosing party to intervene and to request protective orders or other confidential treatment therefor.

4. FEES, TAXES, & PAYMENT TERMS. Customer shall pay Pillar all fees set forth in all Order Forms as consideration for the Products described therein. Unless otherwise set forth in the applicable Order Form, all invoices are due and payable upon receipt unless otherwise specified in the relevant Order Form. All amounts not paid when due shall bear interest at the rate of one and one-half percent (1.5%) per month (or the maximum rate permitted by applicable law, if lower), from the due date until paid in full. Pillar reserves the right to suspend production or delivery under any Order Form if any invoice remains unpaid for more than fifteen (15) days after its due date. Customer shall reimburse Pillar for all reasonable costs of collection, including reasonable attorneys' fees, incurred in connection with any overdue amount. Unless otherwise agreed in writing, Pillar may require a deposit of up to fifty percent (50%) of the total Order Form value prior to commencement of production. All fees are exclusive of all taxes, and Customer shall be responsible for payment of all such taxes, excluding those based solely on Pillar's net income.

5. TITLE AND RISK OF LOSS. Unless explicitly stated otherwise in the relevant Order Form, title to and risk of loss of the Products shall pass to Customer upon delivery of the Products to the Customer. Notwithstanding the foregoing, Pillar retains a purchase-money security interest in all Products sold hereunder until the purchase price for such Products has been paid in full.

6. SHIPPING AND ASSEMBLY. Shipping and assembly quotes assume Standard Delivery and that Customer will prepare, and provide access to, the Delivery Address and Installation Site as described in this Section 6. Additional fees may be assessed and charged for any delivery or installation that does not meet the Standard Delivery conditions, or that is delayed because Customer has not made the necessary arrangements, as further described below.

Delivery Address; Installation Site. Pillar will use commercially reasonable efforts to ship and deliver the Products to the delivery address identified by Customer on the applicable Order Form (the "Delivery Address"). Customer is solely responsible for selecting, designating, and preparing, in advance of the scheduled delivery, the precise location within the Delivery Address at which the Products are to be placed and installed (the "Installation Site"). If the Delivery Address is a residential location, or otherwise does not satisfy the conditions for Standard Delivery described below, Customer must notify Pillar before the applicable Order Form is finalized so that Pillar may provide a corresponding quote, and such delivery may be subject to additional fees.

Order Confirmation and Scheduling. Following Pillar's acceptance of an Order Form, Pillar will provide Customer with an order confirmation identifying the estimated date on which the Products are expected to leave Pillar's manufacturing facility and/or its third-party logistics provider (the "Estimated Ship Date"). Pillar or its designated delivery partner will thereafter contact Customer to arrange a mutually acceptable delivery date and time window.

Standard Delivery. Except as otherwise set forth in the applicable Order Form, the shipping and assembly fees quoted by Pillar assume "Standard Delivery." "Standard Delivery" means delivery and installation performed during ordinary business hours (Monday through Friday, 9:00 a.m. to 5:00 p.m. local time at the Delivery Address), using a loading dock and/or freight elevator whose interior meets or exceeds the minimum clearance dimensions specified by Pillar for the ordered Products, without the use of stairs, and at a location that does not require the engagement of union labor. Any delivery that deviates from these conditions does not qualify as Standard Delivery and may result in additional charges. If Customer's Delivery Address, Installation Site, or requested delivery window will not meet the Standard Delivery conditions, Customer must notify Pillar and obtain a revised quote before the Order Form becomes final. Customer must communicate any such deviation, or any subsequent change to the agreed delivery parameters, to Pillar in writing no later than two (2) weeks before the Estimated Ship Date. Should Customer fail to notify Pillar of a non-Standard Delivery condition within that period, Customer will be responsible for all costs resulting from that condition.

Site Access and Documentation. Before a delivery can be scheduled, Customer must provide all information and documentation reasonably required for Pillar and its service partners to gain entry to the Delivery Address and Installation Site, including without limitation any non-disclosure agreements, certificates of insurance, and health, safety, or security clearances and procedures, together with a primary and a secondary point of contact authorized to provide access. The designated point(s) of contact must remain available throughout the entire delivery and assembly. Once a delivery, return visit, or repair has been scheduled, any change to it must be communicated to Pillar or its service partner in writing at least two (2) business days before the agreed date and time window.

Failed Delivery. A delivery will be treated as a failed delivery if: (a) Customer changes or cancels the scheduled date or time window on less than two (2) business days' written notice; (b) access to the Delivery Address or Installation Site is not provided within thirty (30) minutes after the Products arrive within the agreed time window; (c) the Delivery Address or Installation Site is not ready to receive the Products at the agreed date and time; or (d) the documentation required for access has not been provided. In the event of a failed delivery, Customer will be responsible for all costs arising from it, including without limitation restocking, return shipping, and warehousing charges, in addition to the original shipping and assembly fee.

Site Readiness. Customer is responsible for validating that the Installation Site is ready to receive the Products, assembly, or repairs before the Products arrive, including without limitation a clear and unobstructed delivery path, finished flooring, and an active, compatible power supply located within the reach of the power cable(s) provided by Pillar. To the extent applicable based on the product type or applicable code, Customer is also responsible for coordinating, before the Products arrive, any ethernet ports, strobe conduit, and sprinkler system piping, as well as any inspection or verification of placement and local code requirements by the authority having jurisdiction. The Installation Site must be large enough to accommodate both the dimensions of the Products and the space required to assemble them.

Placement and Scope Confirmation; Receipt. Before assembly or any move begins, Customer must confirm the placement of the Products and the scope of work to be performed, including without limitation the installation of any additional cables or accessories. Once Customer has confirmed the placement and scope of work, no further change to the Products, their placement, or the scope of work may be made without an additional charge to Customer. Upon completion of the assembly or move, Customer must provide written confirmation of receipt of the Products on the form(s) presented by the installation personnel.

Moving Services. Customer may engage Pillar's moving services, for an additional fee, to relocate the Products either within Customer's current location or to another location. Products relocated by Pillar will remain covered by Pillar's limited warranty (Section 15); Products relocated by Customer or by personnel engaged by Customer will no longer be covered by that warranty. Pillar does not provide, and is not responsible for, any services relating to sprinkler installation or seismic anchorage, including any modification of the Products. Where Pillar reasonably deems it necessary in order to perform a repair or service, Customer will, at its own expense, disconnect the Products from building systems, remove them, and reinstall and reconnect them. Any modification of the Products, for any reason, voids Pillar's warranty.

Customer Waiver of Assembly. Should Customer choose to waive assembly, Customer acknowledges and agrees that it bears sole responsibility for: (a) ensuring the delivery truck has space off the street to park and unload; (b) getting the Products off the truck, which will require a loading dock or liftgate, as well as a forklift or pallet jack; (c) disposal of the pallet, which is a double-wide pallet and weighs over 100 lbs; (d) safely transporting the Products from the truck to their final destination (each Product ships in multiple boxes each of which requires two or more people to carry safely); and (e) proper installation. Pillar strongly recommends that Customer does not choose to waive assembly. In addition to the foregoing, if Customer elects to waive professional assembly by Pillar or Pillar's designated installation partner, Customer hereby: (i) represents and warrants that installation will be performed by qualified personnel in strict accordance with Pillar's then-current installation guidelines (available upon request); (ii) agrees to indemnify, defend, and hold harmless Pillar and its officers, employees, agents, and subcontractors from and against any and all claims, losses, damages, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or related to Customer's self-installation, including any personal injury, property damage, or product damage; and (iii) acknowledges that Pillar's limited product warranty (Section 15) will be VOID with respect to any damage or defect caused by improper installation.

7. ACCEPTANCE OF DELIVERY. Upon delivery of the Products, Customer shall inspect the Products within five (5) business days and promptly notify Pillar in writing of any visible damage, shortages, or non-conformities ("Delivery Defects"). Customer's failure to provide written notice of Delivery Defects within such five (5) business day period shall constitute Customer's acceptance of the Products as delivered, and Pillar shall have no liability for any Delivery Defects not timely reported. For purposes of this Section, damage caused during shipment shall be governed by the applicable carrier's terms, and Customer is encouraged to document any damage at the time of delivery and to retain packaging materials.

8. REPRESENTATIONS AND WARRANTIES. Each party represents, warrants, and covenants that: (a) it is a business entity duly organized and validly existing under the laws of the jurisdiction in which it is organized; (b) it has full power and authority to enter into this Agreement and to perform its obligations hereunder; (c) this Agreement is legally binding upon it and enforceable in accordance with its terms; (d) it shall comply with all applicable laws in connection with its performance hereunder; and (e) the execution, delivery, and performance of this Agreement does not and will not conflict with any agreement, instrument, judgment, or understanding, oral or written, to which it is a party or by which it may be bound.

9. DISCLAIMERS. Customer acknowledges and agrees that shipping, delivery, and installation of the items ordered may be provided by independent third-party providers. Such third parties are solely responsible and liable for providing their services. Pillar's responsibility in connection with third-party providers is strictly limited. Pillar makes no warranty, either express or implied, regarding the suitability, safety, insurance, or other aspects of any third-party services.

10. INDEMNITY.

10.1 INDEMNIFICATION BY PILLAR. Pillar shall defend, indemnify, and hold harmless Customer and its officers, directors, employees, and agents ("Customer Indemnitees") from and against any third-party claims, losses, damages, and reasonable attorneys' fees to the extent directly caused by: (a) Pillar's material breach of its representations and warranties under this Agreement; or (b) a manufacturing defect in a Product that causes bodily injury or property damage, provided that the Product was installed, used, and maintained in strict accordance with Pillar's specifications and this Agreement.

10.2 INDEMNIFICATION BY CUSTOMER. Customer shall defend, indemnify, and hold harmless Pillar and its officers, directors, employees, and agents ("Pillar Indemnitees") from and against any third-party claims, losses, damages, and reasonable attorneys' fees arising out of or relating to: (a) Customer's breach of its representations or warranties under this Agreement; (b) the installation, operation, maintenance, repair, modification, or use of the Products by Customer or any third party under Customer's control or direction, other than claims covered by Pillar's indemnification obligation above; (c) Customer's failure to follow Pillar's installation guidelines or Product specifications; (d) Customer's unauthorized modification or alteration of any Product; (e) Customer's negligence or willful misconduct; or (f) any claim by Customer's employees, contractors, invitees, or any other person present at Customer's premises arising from the condition, installation, or maintenance of the Products.

10.3 INDEMNIFICATION PROCEDURE. The indemnified party shall: (i) promptly notify the indemnifying party in writing of any claim for which it seeks indemnification; (ii) give the indemnifying party reasonable control over the defense and settlement of such claim; and (iii) provide reasonable cooperation at the indemnifying party's expense. The indemnifying party shall not settle any claim in a manner that imposes any obligation, restriction, or liability on the indemnified party without the indemnified party's prior written consent.

11. LIMITATION OF LIABILITY.

11.1 EXCLUSION OF INDIRECT DAMAGES. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY SPECIAL, CONSEQUENTIAL, PUNITIVE, INCIDENTAL, OR INDIRECT DAMAGES, INCLUDING LOST PROFITS, LOSS OF BUSINESS, LOSS OF REVENUE, OR LOSS OF DATA, ARISING OUT OF OR RELATED TO THIS AGREEMENT OR THE PRODUCTS, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE OR WHETHER EITHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

11.2 AGGREGATE LIABILITY CAP. EACH PARTY'S TOTAL AGGREGATE LIABILITY TO THE OTHER PARTY ARISING OUT OF OR RELATED TO THIS AGREEMENT, INCLUDING ANY ORDER FORM, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, OR OTHERWISE, SHALL NOT EXCEED THE TOTAL FEES PAID OR PAYABLE BY CUSTOMER TO PILLAR UNDER THE APPLICABLE ORDER FORM GIVING RISE TO THE CLAIM IN THE TWELVE (12) MONTH PERIOD PRECEDING THE DATE ON WHICH THE CLAIM AROSE.

11.3 EXCEPTIONS. The exclusions and limitations in this Section 11 shall not apply to: (a) either party's indemnification obligations under Section 10 (provided that the aggregate liability of the indemnifying party for all indemnification claims shall not exceed three (3) times the total fees paid or payable under the applicable Order Form); (b) damages arising from a party's gross negligence or willful misconduct; or (c) either party's confidentiality obligations under Section 3.

12. PRODUCT SAFETY AND CUSTOMER OBLIGATIONS. Customer agrees and acknowledges the following:

(a) INSTALLATION. The Products must be installed in strict accordance with Pillar's installation guidelines and specifications, which will be provided to Customer upon delivery. Customer shall not permit the Products to be installed by personnel who have not reviewed such guidelines. If Customer engages a third-party installer, Customer is responsible for ensuring that installer's compliance with Pillar's guidelines.

(b) COMPLIANCE WITH LAWS. Customer is solely responsible for ensuring that the installation, placement, and use of the Products comply with all applicable federal, state, and local laws, codes, ordinances, and regulations, including without limitation applicable building codes, fire codes, electrical codes, ADA accessibility requirements, OSHA regulations, and any regulations applicable to correctional or detention facilities.

(c) NO MODIFICATION. Customer shall not modify, alter, disassemble, or repair the Products without Pillar's prior written consent. Any unauthorized modification voids Pillar's warranty and releases Pillar from any liability arising from or related to such modification.

(d) MAINTENANCE. Customer is responsible for performing reasonable maintenance of the Products as recommended in Pillar's guidelines. Customer shall promptly notify Pillar of any damage, defect, or condition that may render the Products unsafe. Customer shall immediately remove from service any Product that presents a safety hazard until the issue is resolved.

(e) INTENDED USE. The Products are designed and sold solely for the purposes described in Pillar's product documentation. Customer shall use the Products only for their intended purpose and shall not use them in any manner that could damage the Products, cause injury, or violate applicable law.

(f) ACCESS CONTROLS. Customer is solely responsible for implementing and enforcing appropriate supervision, safety protocols, and access controls with respect to the Products' use.

13. TERM AND TERMINATION. This Agreement may be terminated by either party at any time upon thirty (30) days' written notice in the event there are no then-current Order Forms in effect. Any termination hereunder shall be effective at the end of the next calendar month following such notice, and any prepaid fees shall not be refunded. Upon any expiration or termination of this Agreement, all corresponding rights, obligations, and licenses of the parties shall cease, except that: (a) all obligations that accrued prior to the effective date of termination (including without limitation all payment obligations) shall survive; and (b) Sections 3 (Confidentiality), 4 (Fees, Taxes, & Payment Terms), 5 (Title and Risk of Loss), 9 (Disclaimers), 10 (Indemnity), 11 (Limitation of Liability), 12 (Product Safety and Customer Obligations), 14 (Publicity), 15 (Warranty), 16 (Returns), 17 (Insurance), 18 (Dispute Resolution), and 20 (General Provisions) shall survive termination or expiration of this Agreement.

14. PUBLICITY. Neither party shall issue any press release or public announcement referencing the other party or this Agreement without the other party's prior written consent. Notwithstanding the foregoing, Pillar may: (a) list Customer's name and industry (without logo or other branding) in Pillar's standard customer lists and on its website as a reference account; and (b) use Customer as a reference for prospective customers, provided that Customer has not objected in writing to such use.

15. PRODUCT WARRANTY. Subject to the terms and conditions of this Agreement, Pillar warrants that its Products will be free from material defects in materials and workmanship for a period of three (3) years from the date of delivery to Customer (the "Warranty Period"). This warranty does not cover damage, defects, or failures caused by: (a) improper installation, operation, or maintenance; (b) modification, alteration, or repair by anyone other than Pillar or Pillar's authorized service personnel; (c) accident, abuse, misuse, or force majeure events; (d) use of the Products in a manner inconsistent with Pillar's documentation or specifications; or (e) normal wear and tear.

Any warranty claims must be made by Customer during the Warranty Period, and Customer's sole and exclusive remedy for a warranty claim, and Pillar's sole and exclusive obligation, is, at Pillar's option, to repair or replace the defective Product or component, or to refund the purchase price paid for the defective Product.

EXCEPT AS EXPRESSLY SET FORTH IN THIS SECTION 15, PILLAR MAKES NO OTHER WARRANTIES, EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, OR

NON-INFRINGEMENT, ALL OF WHICH ARE HEREBY EXPRESSLY DISCLAIMED TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW.

16. RETURNS. Customer may initiate a return request within thirty (30) days after delivery. Customer must contact Pillar for a return merchandise authorization ("RMA") number prior to returning any Product. Products returned without an RMA number will not be accepted. Return shipping costs are the responsibility of Customer unless the return is the result of Pillar's error or a valid warranty claim. For a full refund, the Products must be in their original condition with the packaging intact. If the Products are no longer in new condition, and/or returned without the original packaging, Customer will be subject to a minimum 20% refurbishing/restocking charge that will be deducted from Customer's refund. Notwithstanding the above, custom orders, white glove delivery costs, and installation fees are non-refundable.

17. INSURANCE. During the term of this Agreement and for a period of two (2) years thereafter, Customer shall maintain, at its own expense, the following insurance coverages with insurers having an AM Best rating of A- VII or better:

(a) Commercial General Liability insurance with limits of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate, covering bodily injury, property damage, personal injury, and products/completed operations arising from the use of the Products;

(b) Workers' Compensation insurance as required by applicable law; and

(c) for transactions valued at $100,000 or more, Property insurance covering the Products against loss or damage in an amount not less than their full replacement value.

Customer shall: (i) name Pillar as an additional insured on its Commercial General Liability policy during any period in which Pillar's personnel are present at Customer's premises for installation or service; and (ii) provide Pillar with certificates of insurance evidencing such coverages upon Pillar's request. Failure of Pillar to demand evidence of compliance with the insurance requirements of this Agreement shall not be construed as a waiver of Customer's obligation to maintain such insurance. Customer's insurance shall be primary and non-contributory with respect to any insurance maintained by Pillar.

18. DISPUTE RESOLUTION. The parties shall make a good faith attempt to resolve through negotiation any dispute or claim arising out of or related to this Agreement. Within ten (10) business days after notice of a dispute or claim is received by a party, an executive officer of each of the parties shall meet and make a good faith attempt to resolve such dispute or claim. The parties agree to hold such negotiations for a period of at least ten (10) business days, unless such dispute or claim is settled sooner. In the event that a dispute or claim arising out of or related to this Agreement is not settled by the parties within the ten (10) day period, the dispute shall be resolved by binding and confidential arbitration before a single neutral arbitrator with the office of the American Arbitration Association ("AAA") in Illinois. All rules governing the arbitration shall be the rules as set forth by AAA. The arbitrator shall apply the substantive law of the State of Illinois, or federal law, or both, as applicable to the claim(s) asserted. The prevailing party shall be entitled to have the non-prevailing party pay its attorneys' fees and other costs in connection with any such arbitration. Notwithstanding the foregoing, any party may seek injunctive or other equitable relief as necessary to avoid irreparable harm upon no less than five (5) business days' advance notice of a hearing at which the other party will have an opportunity to appear.

Notwithstanding anything to the contrary in this Section 18, either party may pursue in any court of competent jurisdiction: (a) an action for collection of undisputed amounts owed under this Agreement; (b) a claim for non-payment of fees; or (c) any injunctive or provisional relief to prevent irreparable harm, without first submitting such matter to negotiation or arbitration.

In addition, if Customer is a government entity or department that is legally prohibited from submitting to binding arbitration, the parties agree that disputes shall be resolved in the state or federal courts located in Cook County, Illinois or in the state or federal courts of Customer's state of incorporation or organization, and each party consents to the personal jurisdiction of such courts.

19. FORCE MAJEURE. Neither party shall be in default or liable to the other for any failure or delay in performance (other than payment obligations) to the extent such failure or delay is caused by circumstances beyond such party's reasonable control, including acts of God, natural disasters, epidemic or pandemic, war, terrorism, riot, embargo, fire, flood, government action, labor disputes, shortage of materials or components, transportation disruptions, or failure of third-party suppliers (each, a "Force Majeure Event"). The affected party shall: (a) provide written notice to the other party as soon as reasonably practicable after the Force Majeure Event arises; and (b) use commercially reasonable efforts to resume performance as soon as possible. If a Force Majeure Event affecting Pillar continues for more than ninety (90) days, either party may terminate the affected Order Form(s) upon written notice, and Customer's sole remedy shall be a refund of any prepaid amounts for Products not yet delivered.

20. GENERAL PROVISIONS. Each party is an independent contractor. This Agreement supersedes all prior written or oral understandings between the parties regarding the subject matter of the Agreement, and it may be modified or waived only in writing. This Agreement shall be governed by the laws of the State of Illinois, without regard to its conflict of law rules. If any provision of this Agreement is determined to be illegal or unenforceable, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect. Neither party shall have the right to assign this Agreement without the other party's prior written consent; provided that either party may, without such consent, assign this Agreement and its rights and obligations to a successor to substantially all of its business or assets to which this Agreement relates.