Park Ridge Public Library

Notice is hereby given that the following Committees of the Library Board will meet in the
First Floor Meeting Room of the Park Ridge Public Library
20 S. Prospect Avenue, Park Ridge, IL
On the date and time below

All meetings are open to the public according to the provisions of the Illinois Open Meetings Act. For additional information, or to request accommodations, please contact Library Administration.

LIBRARY COMMITTEE AGENDAS
BOARD OF TRUSTEES
Tuesday, December 12, 2023 7:00 P.M.
All committees are committees-of-the-whole unless noted

PUBLIC COMMENT ON NON-AGENDA ITEMS

BUILDING & GROUNDS - Kiem & Powers, Co-Chairs
1. Approve Minutes of November 14, 2023
2. Project updates
3. HVAC Project planning
4. Other

PLANNING & OPERATIONS – Renaldi, Chair
1. Approve Minutes of November 14, 2023
2. Task calendar review and update
3. Board Calendar - 2024
4. LFI Picture Book Shelving Project
5. Security Camera Virtual Server
6. Other

RESOURCES – Thiagarajan, Chair
1. Approve Minutes of November 14, 2023
2. Per Capita Grant application
3. Other

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

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
November 14, 2023 at 7:00 p.m.

ROLL CALL
Trustees Present: Anita De Frank, Alexandrea Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil (via phone), Deepika Thiagarajan

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

Trustee Powers opened the meeting at 7:05p.m.

APPROVAL OF MINUTES
Trustee Kiem made a
MOTION: to approve the minutes of the September 12, 2023 meeting
Vice-President Hanba seconded the motion
Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan
Motion passed

PROJECT UPDATES
Director Bertucci reviewed the project updates memo included on page 7 of the packet. She noted that the window project is progressing with work at the Touhy entrance side of the building. The paint there is lead based and will require heat removal and having the area encapsulated during paint removal.
The Interior Improvement project is nearing completion. The Committee moved to the Children's room in order to view the new space. Director Bertucci explained the plan for promoting the new space and making the community aware of its existence and use.
The Comcast fiber installation project is in its final stages with turn-up of the new service anticipated for the week of December 4, 2023.
Trustee Kiem asked about the status of the Ice Melt system. Director Bertucci explained that Green Associates continues to work on the solution for this without any additional cost to the Library. It appears that the solution may be to install a switch to operate the system. This is not what was originally intended as it was designed to be automatic with the system turning on when moisture was detected. As more details become available, Director Bertucci will advise the committee.

EXHAUST FAN REPLACEMENT
Director Bertucci provided background information regarding the proposed exhaust fan replacement. The 2021 Capital Need Assessment scheduled replacement for 2024 however, with completion of the interior updates to the Children's room washrooms, it has been determined that the existing fan does not provide adequate venting for the building. Director Bertucci explained that because the cost for this is less than $25,000, bids are not required. ATOMATIC is the vendor who will do the replacement as they are most familiar with the Library's current system.

Vice-President Hanba made a
MOTION: Approve quotation from ATOMATIC in the amount of $6,950 for the installation of one (1) Cook 210C17D VF fan rate for 3000CFM with ¾ HP and one (1) curb adapter
Trustee Rapisand seconded the motion
Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan
Motion passed

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
November 14, 2023 at 7:00 p.m.

OTHER
None

Meeting was adjourned at 7:24 p.m.

Memorandum

Park Ridge Public Library

Memo Date:	December 8, 2023
From:	Joanna Bertucci, Library Director
	John Priala, Facility Manager
Meeting Type:	Building & Grounds Committee of the Whole
Meeting Date:	December 12, 2023
Subject:	Building Project Updates

Project	December 2023 – Activity to Date
2023 Exterior Improvements project	Work on the Prospect Avenue columns was completed in November. Currently, the painters are addressing windows on the second floor – tech zone area, quiet reading room, and first floor patron services workroom.
Phase 2 Structural and Youth Restroom/ADA Project	• Work in the Children's room and the second Floor Conference/Local History room work is substantially complete; the contractor is working on punch list items. • Business Office area will be substantially completed by the week of December 11.
Exhaust Fan	The exhaust fan was replaced by ATOMATIC on December 6, 2023
Comcast Fiber	The Comcast project is in its final stages. Comcast is reporting that fiber splicing is nearing completion and circuit turn up has been pushed into the month of December, no specific timeline is available.
City Maintained Exterior Hardscape	On December 4, I met with City Manager Joe Gilmore and Public Works Director Sarah Mitchell to discuss the exterior hardscape adjacent to the Library building. The Public Works Director identified three areas that the City plans to address in the near and short term. 1) Bluestone patio steps (Touhy side of the building) are scheduled for repairs by the end of the year. 2) Exterior stairs, railings, fencing, and brick work adjacent to the reading statue (Prospect) and park. It appears that the City will issue an RFP for this work, scheduling to be determined. 3) Exterior mechanical area stairs, in the rear of the library. The stairs are in need of repair. No action plan yet, but this is on the City's radar.

Memorandum

Park Ridge Public Library

Memo Date:	December 8, 2023
From:	Joanna Bertucci, Library Director
	John Priala, Facility Manager
Meeting Type:	Building & Grounds Committee of the Whole
Meeting Date:	December 12, 2023
Subject:	HVAC project planning – first steps Architect selection.

Background:

Facility Manager John Priala and I have been exploring strategies for the upcoming HVAC work. Given the technical intricacies involved, it is crucial to collaborate with an architect experienced in similar projects. To ensure a comprehensive search for qualified architectural services, I propose issuing a Request for Qualifications (RFQ). This approach will enable Library Administration and the Board to interview potential firms that present qualifications aligned with our project requirements. I am sharing a draft timeline for your consideration and discussion.

Monday, January 8	Issue RFQ – post on Library website, newspaper, and direct solicitation to architectural firms
Friday, February 2	RFQ due to Library Director
Prior to Friday, February 16 *Coordinate meeting time with co-chairs Kiem and Powers*	Building and Grounds co-chairs meet with Library Director and Facility Manager to review RFQ responses and invite at least three firms to interview with the Board.
Tuesday, March 5:	Convene a Special Meeting for interviews with the Board. We will provide Trustees with questions for candidates and an evaluation rubric.
Tuesday, March 12	Trustees deliberate during Building and Grounds meeting at March COW
Tuesday, March 19	Board authorizes Library Director to enter into negations with the most qualified firm.

The Board employed a similar process in 2011 for the roof replacement project, the 2017 attorney services selection, and the 2018 Library improvement/renovation project.

<div align="center">

MINUTES
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Planning and Operations Committee of the Whole Meeting of the Board of Trustees
Held in the First Floor Meeting Room at the Library
November 14, 2023 at 7:00 p.m.

</div>

The meeting was called to order by Trustee Renaldi at 7:28p.m.

ROLL CALL

Trustees Present:	Anita De Frank, Alexandrea Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil (via phone), Deepika Thiagarajan
Others Present:	Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library staff

Trustee Kiem made a
MOTION: to approve the minutes of September 12, 2023
President Thiagarajan seconded the motion.
Roll Call Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan
Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for November, noting that all tasks are being completed on schedule. She noted that she will attend the City Council's first reading of the budget and levy. Also noted was that Library policy review will begin again in January, 2024.

2024 DAYS CLOSED CALENDAR

The proposed Days Closed calendar for 2024 appears in the packet on page 19. Director Bertucci noted that in addition to the dates presented, she is proposing that the Library also be closed on February 26, 2024 for an all staff training day. She also noted the addition of Juneteenth, June 19, as an additional paid holiday and closure date, beginning in 2024.

Trustee Renaldi made a
MOTION: to approve the 2024 Days Closed Calendar as presented, with the addition of February 26, 2024 for staff training
Trustee Powers seconded the motion.
Roll Call Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan
Motion passed

OTHER
None

The meeting was adjourned at 7:34 p.m.

Park Ridge Public Library

BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY23

DECEMBER 2023
- Approve Per Capita Grant request
- City Council 1st reading Budget & Levy, December 4
- Library Director annual review

BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY24

JANUARY 2024
- Policy review

FEBRUARY 2024
- Budget carryforwards from FY23
- Statistical collection review and discussion
- Policy review
- Secretary review of closed session minutes

MARCH 2024
- Annual Library Certification due to State Library
- Annual Cyber Security presentation
- Receive FY annual report (IPLAR)
- Interview Architects for HVAC project

APRIL 2024
- *National Library Week*
- B&F quarterly check-in
- Receive FY23 Annual report (Marketing)
- FY23 audit field work
- Policy review

MAY 2024
- Statement of Economic Interest due to Cook County
- Approve CCS and OCLC annual fees
- Policy review

JUNE 2024
- Nominating committee appointed
- Non-resident library card resolution

JULY 2024
- Welcome new and reappointed trustees
- Election of officers
- Review budget assumptions for City-provided services
- Annual trustee and staff anti-harassment training

AUGUST 2024
- B&F quarterly check-in/levy forecast
- New Trustee orientation
- Board committee chairs assigned
- Strategic plan progress report
- Discuss draft summary FY25 budget and goals
- Review FY25 salary plan
- FY23 Audit presentation

SEPTEMBER 2024
- Approve FY25 salary plan
- Review FY25 draft budget
- Recognize former trustee(s)
- Secretary review of closed session minutes

OCTOBER 2024
- *National Friends of the Library week*
- Approve FY25 Operating budget
- Approve 2024 Levy request
- Per Capita Grant requirements assigned

NOVEMBER 2024
- City Council Budget Workshop
- Review Per Capita Grant requirements
- Approve 2025 Days Closed schedule
- Library Director annual review

DECEMBER 2024
- Approve Per Capita Grant request
- City Council Approves Budget & Levy
- Library Director annual review

Updated: December 5, 2023

Memorandum

Park Ridge Public Library

Memo Date: December 6, 2023
From: Deepika Thiagarajan, Board President
                        Joanna Bertucci, Library Director
Meeting Type: Planning & Operations Committee of the Whole Meeting
Meeting Date: December 12, 2023
Action Requested: For discussion and approval
Subject: 2024 Board Meeting Calendar

Background:
The draft calendar for the 2024 meetings of the Library Board of Trustees is attached. Deviations from the standard schedule are in bold font.

Recommended Motion:
- Approve the 2024 Board Meeting calendar as presented

2024 Library Board of Trustees Meeting Schedule

Committee of the Whole Meetings *All meetings are held at 7:00 p.m.* *Meetings are held at the Library, unless otherwise noted below*	Library Board Meetings *All meetings are held at 7:00 p.m.* *Meetings are held at City Hall, unless otherwise noted below*
Tuesday, January 9, 2024	Tuesday, January 16, 2024 - *Park Ridge Public Library*
Tuesday February 13, 2024	Tuesday, February 20, 2024 – *Park Ridge Public Library*
Tuesday, March 12, 2024	Tuesday, March 19, 2024
Tuesday, April 9, 2024	Tuesday, April 16, 2024
Tuesday, May 14, 2024	Tuesday, May 21, 2024
Tuesday, June 11, 2024	Tuesday, June 18, 2024
Tuesday, July 9, 2024	Tuesday, July 16, 2024
Tuesday, August 13, 2024	Tuesday, August 20, 2024
Tuesday, September 10, 2024	Tuesday, September 17, 2024
Tuesday, October 8, 2024	Tuesday, October 15, 2024
Tuesday, November 12, 2024	Tuesday, November 19, 2024
Tuesday, December 10, 2024	Tuesday, December 19, 2024

Special Meeting: Tuesday, March 5, 2024

Meetings are subject to change. Please check www.parkridgelibrary.org for most up to date schedule.

![Park Ridge Public Library logo]

Memorandum

Park Ridge Public Library

Memo Date:	December 1, 2023
From:	Joanna Bertucci, Library Director
Meeting Type:	Planning & Operations Committee of the Whole Meeting
Meeting Date:	December 12, 2023
Action Requested:	For discussion and approval
Subject:	Picture book shelving project

Background:

For FY2024, we have earmarked the $58,500 FY23 Per Capita Grant funding to be used to acquire more shelving and retrofit our existing picture book shelving units. The aim is to facilitate an **entirely face-out presentation of our picture book collection.**

The current picture book shelving was installed during the 2018 Library Renovation project, with Library Furniture International (LFI) serving as the supplier. The fixtures, designed and manufactured by Biblomodel, were procured through LFI. Adhering to the Library's purchasing policy, Mr. Priala contacted Biblomodel directly for a quote. It was revealed that Biblomodel does not sell their fixtures directly to end-users, and LFI is the exclusive distributor for our geographic region.

The attached quote from LFI encompasses seven additional shelving units (66"H x 36"W) to provide additional space for this collection as books facing out require more linear feet of shelving, than books shelved spine out. This expansion aligns with our goal to enhance accessibility and visibility of the picture book collection.

Current 36" shelving unit.	Existing shelving unit with 100% face-out shelving

- We will remove the top shelves and repurpose them for use elsewhere in the Library's collections.

- We will position the new units on the wall on the perimeter of the play area, and will house three shelves, with the top (fourth) shelf a slanted fixture to allow for face out picture book display.

Reorganizing our picture book collection with a face-out display and introducing distinct, easily recognizable **icon-identifiable categories** will enhance accessibility for pre-readers and non-native English speakers. This approach empowers these patrons to select materials.

Notably, our most circulated picture books already follow this format, with approximately 75% of *Favorite Characters* books and around 50% of *Things That Go* titles consistently checked out. In contrast, picture books organized alphabetically by author see circulation rates at approximately 30%.

As we assign new categories, each title will be evaluated to ensure alignment with current collection development criteria. Additionally, a diversity audit will be conducted, scrutinizing both characters and creators to ensure representation of varied identities and experiences. By creating categories centered on universal themes like *Starting School* and *Families*, we aim to elevate the visibility of diverse titles. This comprehensive process will shed light on underrepresented identities and experiences in our collection, guiding targeted future purchases to address these gaps.

Our objective is to have the new furniture installed in the spring, completing the conversion project before May 31, 2024, to avoid any disruption during the busy summer reading season.

Recommended Motion:
- Approve LFT QT.3946-rev. 2 for $31,600

LFI QT-3946 rev.2 Proposal For:

Park Ridge Public Library

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
Tips #230301

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
SH-1	**7**	**Biblo XPO**		**Single Face Shelving**	$ **887.00**	$ **6,209.00**
				SF 66"H x 36"W x 15-3/4"D		
				4 rows high		
			base	**15"D picture book browsing bin**		
			row 2-3	**12"D picture book browsing bin**		
			row 4	**face out display shelf**		
			STEEL COLOR:	**Light Grey**		
			SIGNAGE:	**4" high**		
			CASTERS:	**N/A**		
			END PANELS	**Yes, EP-1**		
			CANOPY TOPS	**N/A**		
	1			STARTER		
	6			ADDER		
EP-1	**2**			**Laminate End Panel**	$ **457.00**	$ **914.00**
	2			66"H x 13"W at top, 18-3/4"W at base x 1"		
				Wilsonart Island Grain Y0314-60		
				with Klearvue Satin Stainless edge		
EP-2	**4**			**Laminate End Panel**	$ **428.57**	$ **1,714.28**
				for existing shelving		
	4			48"H x 13"W at top, 18-3/4"W at base x 1"		
				Wilsonart Island Grain Y0314-60		
				with Klearvue Satin Stainless edge		
SH-2	**56**	**Biblomodel**		**Browsing Bins-for existing shelving**	$ **230.10**	$ **12,885.60**
				***Installation not included, add $670 if required.**		
				***Any existing shelves to be removed*		
				by library ahead of installation of browsing bins.		
			STEEL COLOR:	**Light Grey**		
	56			12"D PICTURE BOOK BROWSING BINS		
MISC				**BIBLO STEEL SURCHARGE**		$ **3,698.00**

TOTAL FOB FACTORY	$	25,420.87
INSTALLATION + FREIGHT * *prevailing wage* *	$	6,179.12
TOTAL	$	**31,600.00**
50% DEPOSIT	$	**15,800.00**

Proposal for: Staci Greenwald Leah Raven
sgreenwald@parkridgelibrary.org
lraven@parkridgelibrary.org
847-825-3123
12

11/8/2023

Factory: Biblo

Lead Time: 8-10 weeks

LFI QT-3946 rev.2 Proposal For:

Park Ridge Public Library

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
Tips #230301

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION

QUOTATION TERMS

* quote is valid until 12/31/23

* quotes are based on stated quantities; any change in quantity may require re-quoting

* prices include standard materials/finishes unless otherwise noted

* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote

* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.

* Storage Costs---if finished product requires storage at LFI warehouse due to customer's site not being ready for installation at the agreed upon time, LFI reserves the right to assess a storage charge

PAYMENT TERMS

50% deposit; balance due upon completion

TO ACCEPT THIS QUOTE:

* sign and date below as formal acknowledgement of the quote terms

* please forward a deposit if one is required per the quote terms

* please fax back to LFI at 847-564-9337 and we will begin processing your order.. You can also email your order to matt@libraryfurniture-intl.com or your Project Manager contact

* LFI will coordinate and schedule in-bound freight of your order.

* An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory.

* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.

* Factories and freight carriers will require digital photography of any damage related issues.

Signature	Date

| | TOTAL | $ | 31,600.00 |

Quote Created by LFI
11/8/2023 at 3:16 PM
MR/LK

Proposal for: Staci Greenwald Leah Raven
sgreenwald@parkridgelibrary.org
lraven@parkridgelibrary.org
847-825-3123
13

Page 2 of 2

Memorandum

Park Ridge Public Library

Memo Date: December 6, 2023
From: Joanna Bertucci, Library Director
Meeting Type: Planning & Operations Committee of the Whole Meeting
Meeting Date: December 12, 2023
Action Requested: For discussion and approval
Subject: Security Camera Virtual Server and additional camera

Background:

The security server at the Library is currently a virtual guest on the Library's server. The storage capacity, set at 18 TB, has been upgraded to the maximum available on the current server, reaching full capacity. The Library's policy requires that security camera footage be retained for 20 days. Presently, the existing security server stores approximately 15-17 days of recordings, depending on detected activity.

The proposed server configuration aims to expand storage capacity, ensuring compliance with the 20-day retention policy. Additionally, it will enable the utilization of high-definition recording capabilities, enhancing the clarity of recorded images.

In addition, CVI has provided a quote for installing an additional security camera in the stairwell. This camera will cover the second-floor landing area and adjacent stairs, improving visibility and coverage.

Recommended Motion:

Approve CVI Quote 202685 for $19,108 for the Security Camera Server
Approve CVI Quote 202686 for $1,235 for an additional security camera

Computer View, Inc.
2777 Finley Road
Suite 13
Downers Grove, Illinois 60515
United States
http://www.cview.net
(P) 847-290-9286
(F) 847-290-9602

Quotation (Open)	
Date	Nov 08, 2023 06:31 PM CST
Modified Date	Nov 08, 2023 06:35 PM CST
Quote #	202685 - rev 1 of 1
Description	Security Server
SalesRep	Poluchowicz, Roxy (P) 847-290-9286 ext. 114 (F) 847-290-9602
Customer Contact	Bertucci, Joanna (P) (847) 720-3203 jbertucci@parkridgelibrary.org

Customer	Bill To	Ship To
Park Ridge Public Library (PR0003) Bertucci, Joanna 20 South Prospect Avenue Park Ridge, IL 60068-4188 United States (P) 847-825-3123 (F) 847-825-0001	Park Ridge Public Library Bertucci, Joanna 20 South Prospect Avenue Park Ridge, IL 60068-4188 United States (P) (847) 720-3203 jbertucci@parkridgelibrary.org	Park Ridge Public Library Bertucci, Joanna 20 South Prospect Avenue Park Ridge, IL 60068-4188 United States (P) (847) 720-3203 jbertucci@parkridgelibrary.org

Customer PO:	Terms: Undefined	Ship Via: UPS Ground
Special Instructions:		**Carrier Account #:**

#	Description	Part #	Qty	Unit Price	Total
	Security Server				
1	HPE DL380 Gen11 12LFF NC CTO Server	P52533-B21	1	$3,500.00	$3,500.00
2	Intel Xeon Silver 4410Y 2 GHz - 12-core - 24 threads - 30 MB cache - FCLGA4677 Socket - for P/N: P53568-001	P49610-B21	1	$707.00	$707.00
3	HPE SmartMemory DDR5 - module - 32 GB - DIMM 288-pin - 4800 MHz / PC5-38400 - CL40 - 1.1 V - registered - ECC	P43328-B21	2	$272.00	$544.00
4	HPE Midline Hard drive - 8 TB - 3.5" LFF Low Profile - SAS 12Gb/s - 7200 rpm	834031-B21	8	$346.00	$2,768.00
5	HPE MR416i-p Gen11 SPDM Storage controller - up to 240 physical drives, up to 64 logical drives - 16 Channel - SATA 6Gb/s / SAS 12Gb/s / PCIe 4.0 (NVMe) - RAID RAID 0, 1, 5, 6, 10, 50, 60 - PCIe 4.0 x8	P47777-B21	1	$1,064.00	$1,064.00
6	Broadcom BCM57412 Network adapter - PCIe 3.0 x8 - 1Gb Ethernet / 10Gb Ethernet SFP+ x 2 - for ProLiant DL20 Gen10, DL325 Gen10, DL360 Gen10, DL380 Gen10, ML30 Gen10, XL220n Gen10	P26259-B21	1	$188.00	$188.00
7	Broadcom BCM5719 Network adapter - PCIe 2.0 x4 - Gigabit Ethernet x 4 - for Apollo 4200 Gen10; ProLiant DL20 Gen10, DL325 Gen10, DL360 Gen10, DL380 Gen10, ML30 Gen10	P51178-B21	1	$74.00	$74.00
8	HPE 96W Smart Storage Storage device battery - lithium ion - for Apollo 4200 Gen10; ProLiant DL360 Gen10, DL365 Gen10, DL380 Gen10, ML30 Gen10	P01366-B21	1	$40.00	$40.00
9	HPE Enablement Cable Kit SATA / SAS cable kit - for ProLiant DL360 Gen11	P48918-B21	1	$11.00	$11.00
10	HPE Flex Slot Platinum Power supply - hot-plug (plug-in module) - Flex Slot - 80 PLUS Platinum - AC 230 V - 800 Watt	P38995-B21	2	$92.00	$184.00
11	HPE Power cable - power IEC 60320 C13 straight to NEMA 5-15 (P) - AC 110 V - 10 A - 6 ft - black - Canada, United States - for HPE MSL2024, MSL4048; Apollo 4510 Gen9; ProLiant DL180 Gen10, DL380 G6, XL290n Gen10	AF556A	2	$9.00	$18.00
12	HPE Enablement kit - CPU1 to OCP2 x8 - for ProLiant DL360 Gen11	P51911-B21	1	$25.00	$25.00
13	HPE LFF Tri-Mode Cable Kit Storage cable kit - for ProLiant DL380 Gen11 Network Choice	P56995-B21	1	$53.00	$53.00
14	HPE Processor heatsink kit - standard	P49145-B21	1	$37.00	$37.00
15	HPE Easy Install Rail 3 Kit Rack rail kit - for ProLiant DL380 Gen11 Network Choice	P52341-B21	1	$45.00	$45.00

15

#	Description	Part No.	Qty	Unit Price	Total
16	HPE Integrated Lights-Out Advanced License + 3 Years 24x7 Support - 1 server - electronic - for ProLiant DL160 Gen10, DL180 Gen10, DL20 Gen10, DX360 Gen10, ML30 Gen10, XL290n Gen10	E6U64ABE	1	$233.00	$233.00
17	HPE Greenlake COM EN 5Y ProLiant aaS	R7A12AAE	1	$750.00	$750.00
18	HPE Pointnext Tech Care Essential Service Extended service agreement - parts and labor - 5 years - on-site - 24x7 - response time: 4 h - for ProLiant DL380 Gen11 Network Choice	H93J8E	1	$5,500.00	$5,500.00
	Software				
19	Microsoft Windows Server Standard Edition License & software assurance - 16 cores - academic - Open Value - additional product, 1 Year Acquired Year 1 - Single Language	9EM-00723	1	$267.00	$267.00
20	Installation / Configuration	INST	1	$3,100.00	$3,100.00

N.B.: This project requires a 50% deposit.

Subtotal:	**$19,108.00**
Shipping:	$0.00
Total:	**$19,108.00**

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

Computer View, Inc.
2777 Finley Road
Suite 13
Downers Grove, Illinois 60515
United States
http://www.cview.net
(P) 847-290-9286
(F) 847-290-9602

Quotation (Open)	
Date	Nov 08, 2023 06:47 PM CST
Modified Date	Nov 08, 2023 06:58 PM CST
Quote #	202686 - rev 1 of 1
Description	Security Camera
SalesRep	Poluchowicz, Roxy (P) 847-290-9286 ext. 114 (F) 847-290-9602
Customer Contact	Bertucci, Joanna (P) (847) 720-3203 jbertucci@parkridgelibrary.org

Customer	Bill To	Ship To
Park Ridge Public Library (PR0003) Bertucci, Joanna 20 South Prospect Avenue Park Ridge, IL 60068-4188 United States (P) 847-825-3123 (F) 847-825-0001	Park Ridge Public Library Bertucci, Joanna 20 South Prospect Avenue Park Ridge, IL 60068-4188 United States (P) (847) 720-3203 jbertucci@parkridgelibrary.org	Park Ridge Public Library Bertucci, Joanna 20 South Prospect Avenue Park Ridge, IL 60068-4188 United States (P) (847) 720-3203 jbertucci@parkridgelibrary.org

Customer PO:	Terms: Undefined	Ship Via: UPS Ground
Special Instructions:		**Carrier Account #:**

#	Description	Part #	Qty	Unit Price	Total
	Security Camera				
1	5MP Indoor Vandal Resistant Dome Camera with AI Engine, H.265/H.264/MJPEG, 2.9-9MM 3.1X Motorized Zoom Lens, IR LED, IP66, IK10, FIPS 140-2 Level 3 Compliant, 5-Yr Warranty, VI 7.9.2 or Higher	WV-S22500-V3L	1	$695.00	$695.00
2	Installation / Configuration	INST	1	$540.00	$540.00

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

Subtotal:	**$1,235.00**
Shipping:	$0.00
Total:	**$1,235.00**

MINUTES
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Resources Committee of the Whole Meeting of the Board of Trustees
Held in the First Floor Meeting Room of the Library – November 14, 2023 at 7:00 p.m.

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

ROLL CALL
Trustees Present: Deepika Thiagarajan, Chair; Anita De Frank, Alexandrea Hanba; Josh Kiem, Danielle Powers; Lauren Rapisand, Theresa Renaldi, Gregg Rusk; David Somheil

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

APPROVAL OF MINUTES
President Thiagarajan made a
MOTION: to approve the minutes of December 13, 2022
Vice-President Hanba seconded the motion.
Roll Call Vote: Yes: Hanba, Kiem, Powers, Renaldi, Rusk, Somheil, Thiagarajan
                 Abstain: De Frank, Rapisand
Motion passed

PER CAPITA GRANT REQUIREMENTS
In preparation for applying for the 2024 Illinois Per Capita Grant, the application requires that the Library Director and Board review the entirety of *Serving our Public 4.0: Standards for Illinois Public Libraries*. Trustee Kiem assigned chapters for review to each trustee. Once reviewed, each trustee brought their findings for discussion to tonight's meeting.

     Chapter 1: Core Standards – President Thiagarajan reviewed this chapter, noting no questions or concerns regarding the Library's compliance with this standard

     Chapter 2: Governance and Administration – Trustee De Frank reviewed this chapter noting that as a newer trustee on the Board, she found it to be very informative. She noted that all items on the chapter's checklist are either in place or are on the Board's future task list. Trustee De Frank inquired about trustees' attendance at Board education classes. Director Bertucci replied that most opportunities for this come through RAILS, noting that in-person legislative meet-ups are staring again now, post-pandemic. She will send trustees updates on additional opportunities as they occur

     Chapter 3: Personnel – Vice-President Hanba reviewed this chapter and the related check list, noting that all check list items are in place. She further noted that in 2024, Library staff will undertake a complete review of all job descriptions and will modify as needed.

     Chapter 4: Access – Trustee Powers reviewed this chapter, noting the recent interior and exterior projects undertaken by the Library to improve accessibility. Director Bertucci noted that when the ramp leading to the first floor meeting room is reconfigured, this will be an excellent opportunity for the Library to apply for another State Library Live and Learn Accessibility Grant.

     Chapter 5: Building Infrastructure and Maintenance – Trustee Kiem reviewed this chapter noting the ongoing projects and that the building overall is in good condition.

     Chapter 6: Safety – Trustee Somheil reviewed this chapter, noting contingency planning.

     Chapter 7: Collection Management – President Thiagarajan reviewed this chapter, noting that the Library has a current and updated Collection Management policy to guide collection development.

     Chapter 8: System Member Responsibilities and Resource Sharing – Treasurer Rusk reviewed this chapter noting compliance with checklist items.

     Chapter 9: Public Services: Reference and Readers' Advisory Services – Trustee De Frank reviewed this chapter noting that infrastructure is in place to provide these services.

     Chapter 10: Programming – Trustee Renaldi reviewed this chapter noting that programming presented meets the diverse needs of the community, incorporating new philosophies and best practices. She further noted additional strides in this area with the addition of Low Sensory programming hours.

MINUTES
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Resources Committee of the Whole Meeting of the Board of Trustees
Held in the First Floor Meeting Room of the Library – November 14, 2023 at 7:00 p.m.

Chapter 11: Youth/Young Adult Services – Trustee Renaldi reviewed this chapter noting compliance with standards. Also noted was the re-establishment of the Teen Advisory Board during 2023 with the goal of having teen input into programming and space within the building.

Chapter 12: Technology – Trustee Kiem reviewed this chapter noting that the Library meets standards in this area. Also noted were recently undertaken projects to improve technology including, i.e. Comcast fiber upgrade, system hardware upgrades, installation of Teams environment for staff. In 2024, staff and patrons computers will be replaced.

Chapter 13: Marketing, Promotion and Collaboration – Secretary Rapisand reviewed this chapter noting that all checklist items are in place. She noted that in the area of library orientation for staff and trustees, a link to the history of the Library that appears on the Library's website will be added to the orientation process.

OTHER
None

Trustee Rapisand made a
MOTION: to adjourn the meeting at 7:48 p.m.
Trustee Powers seconded the motion
Voice Vote: All in favor
Motion passed

Meeting adjourned at 7:48 p.m.

Memorandum

Memo Date: December 8, 2023
From: Joanna Bertucci, Library Director
Meeting Type: Resources Committee of the Whole Meeting
Meeting Date: December 12, 2023
Action Requested: For approval
Subject: FY24 Per Capita grant application

Background

The Illinois State Library's annual Public Library Per Capita Grant application requires review of library services and standards. A complete review by the Library Director and Board of Trustees of *Serving our Public 4.0 Standards for Illinois Public Libraries* is required for the January 2023 submission. At the November 14, 2023 Committee of the Whole Meeting, Resources Committee Chair Thiagarajan led the Board in a discussion of the standards.

At this time, I am respectfully putting forth the FY24 Per Capita grant application for Board approval at the December 19, 2023 Regular Board Meeting.

Recommended Action:

Approve the FY24 Per Capita Grant application
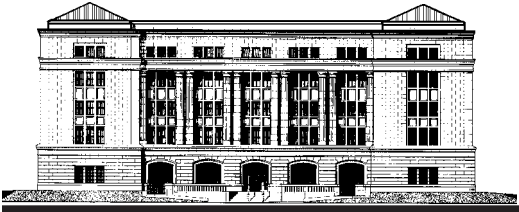
ALEXI GIANNOULIAS · Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

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

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

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

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

Legal Name of Library: _____

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

Contact information of the person completing this grant application:

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

Preparer's Title: _____

Preparer's Phone Number:_____

Preparer's Email Address:_____

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

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

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

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

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

Service Area Population _____

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

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

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

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

Chapter 1: Core Standards

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

Chapter 2: Governance and Administration

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

Chapter 3: Personnel

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

Chapter 4: Access

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

Chapter 5: Building Infrastructure and Maintenance

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

Chapter 6: Safety

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

Chapter 7: Collection Management

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

Chapter 8: System Member Responsibilities and Resource Sharing

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

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

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

Chapter 10: Programming

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

Chapter 11: Youth/Young Adult Services

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

Chapter 12: Technology

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

Chapter 13: Marketing, Promotion and Collaboration

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

Part II: Planned Use of Grant Funds

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