



Park Ridge Public Library

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

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

**LIBRARY COMMITTEE AGENDAS**  
**BOARD OF TRUSTEES**  
**Tuesday, May 14, 2024 at 7:00 PM**  
All committees are committees-of-the-whole unless noted

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**BUDGET & FINANCE – Rusk & Somheil, Co-Chairs**

1. Approve Minutes of February 13, 2024
2. Copy machine fee – color copy price reduction
3. Other

**BUILDING & GROUNDS - Kiem & Powers, Co-Chairs**

4. Approve Minutes of April 9, 2024
5. Project updates
6. HVAC Upgrades – Engineering Proposal
7. Tolling Agreement
8. Other

**PLANNING & OPERATIONS – Renaldi, Chair**

1. Approve Minutes of April 9, 2024
2. Task calendar review and update
3. CCS/OCLC Annual Fees
4. Other

**RESOURCES – Thiagarajan, Chair**

1. Approve Minutes of December 12, 2023
2. Collection Management Policy revisions
3. Other

**NO MEETINGS: PERSONNEL, NOMINATING, RESOURCES**

**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

February 13, 2024 at 7:00 p.m.

Treasurer Rusk called the meeting to order at 7:51p.m.

**ROLL CALL**

Trustees Present:

Anita De Frank, Alexandra Hanba; Josh Kiem (7:55 pm) ; Danielle Powers; Lauren Rapisand (via telephone); Theresa Renaldi; Gregg Rusk; David Somheil; Deepika Thiagarajan

Others Present:

Joanna Bertucci, Library Director; Angela Berger, John Priala, and Joan Wrenn, Library staff

Trustee Somheil made a

**MOTION:** to approve the minutes of January 9, 2024

Vice President Hanba seconded the motion.

Roll Call Vote: Yes: De Frank, Hanba, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

**Motion passed**

**FY23 CAPITAL BUDGET CARRY FORWARDS**

Treasurer Rusk explained that at the end of each fiscal year, it is necessary to review the status of capital projects and their related funding in order to determine the need to make budget adjustments to the capital budget for the next fiscal year.

Director Bertucci then reviewed the proposed carry forwards for each in-progress project, details of which appear on page 13 of the packet. In total, it is proposed to carry forward \$222,200 in capital budget funding into FY24. Director Bertucci explained that both the interior and exterior improvement projects have contingency funding in the totals and it appears that the entirety of those contingency funds will not be required for completion of these projects. As such, Treasurer Rusk calculated that approximately \$110,000 - \$115,000 in funding will be available after completion of these projects.

Treasurer Rusk made a

**MOTION:** to approve FY23 to FY24 Capital Budget carry forwards in the total amount of \$222,200, \$12,877 for the Ice Melt System, \$70,509 for the Exterior Improvements project, \$54,182 for the Interior Improvements project and \$84,632 for the remainder of the Fire Suppression project

President Thiagarajan seconded the motion.

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

**Motion passed**

**VALUE ADD LIBRARY OPERATIONS AND SERVICES REPORT**

Director Bertucci explained that based on conversations with President Thiagarajan and Vice President Hanba, she will be adding this new report to her monthly Director’s Report. The goal is to present, all in one place, the ways we are adding value to the Library. Some initiatives may result in outright cost savings while others might generate new costs with the goal of creating efficiencies for staff, making services more accessible for patrons, or bringing a new product or service to the public.

Treasurer Rusk noted that this is a mechanism to reference for talking points when communicating with the City Council regarding the Library’s levy. Trustee Kiem expressed his opinion that this document provides a window into building a culture of continuous improvement. Trustee De Frank asked about the threshold for an initiative to be included in this report and Director Bertucci replied that she uses the perspective of initiatives that improve service/access to patrons. Secretary Rapisand commented that an open invitation exists for the

**MINUTES**

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February 13, 2024 at 7:00 p.m.

Board to present and share information with the Council and those opportunities are not limited to once a year during budgeting.

**OTHER**

None

Treasurer Rusk adjourned the meeting at 8:12 p.m.

**ADJOURNMENT**

Secretary Rapisand made a

**MOTION:** to adjourn the Committee of the Whole meetings

Trustee Powers seconded the motion.

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

**Motion passed**

**Meeting adjourned at 8:12 pm**

DRAFT



# Memorandum

**Memo Date:** May 6, 2024  
**From:** Joanna Bertucci, Library Director  
 Laura Scott, Adult Services Manager  
**Meeting Type:** Budget & Finance Committee  
**Meeting Date:** May 14, 2024  
**Action Requested:** For approval  
**Subject:** Reduce color copy/print pricing

**Background:**

The Library’s management team is always evaluating the services we offer to the public. Visitors to the Library count on reliable and affordable copy and printing services. In March of this year, Adult Services Manager, Laura Scott researched the price for color copy and printing at CCS member libraries. Given the findings, we feel that our charge of \$1.00/page for color copies is too high. She also reached out to FedEx and UPS store locations, both in Park Ridge. The result of her research is in the table below.

Library	Color Printing Cost 8.5x11 (per side)
Grayslake	\$0.10
Morton Grove	\$0.10
FedEx/Kinko's (Northwest HWY, PR)	\$0.20
Des Plaines	\$0.25
Ela	\$0.25
Fremont	\$0.25
Glencoe	\$0.25
Highland Park	\$0.25
Indian Trails	\$0.25
Lake Villa	\$0.25
Niles-Maine	\$0.25
Palatine	\$0.25
Round Lake Area	\$0.25
Warren-Newport	\$0.25
Winnetka-Northfield	\$0.25
Zion-Benton	\$0.25
Lincolnwood	\$0.40
Algonquin	\$0.50
Cary	\$0.50
Crystal Lake	\$0.50
Evanston	\$0.50
Fox River Valley	\$0.50
Glenview	\$0.50
Huntley	\$0.50
Lake Forest	\$0.50
McHenry	\$0.50
Northbrook	\$0.50
Wilmette	\$0.50
UPS Store (Busse HWY, PR)	\$0.50
Park Ridge	\$1.00

Ms. Scott’s research determined that our prices for color copies at PRPL are at a minimum 50% higher than at CCS peer libraries and local copy centers. To our knowledge, the pricing structure for color copies has been in place since 2009. Our charge of \$0.10 per page for grayscale copies is in line with our peer libraries and the consumer market.



# Memorandum

In FY23, the Library received \$13,045 in revenue from copy, printing, and faxing services, with the vast majority, \$12,265, from the copy machines. The calculations below are based on 3,489 color and 87,757 grayscale prints.

	Color	Grayscale	Total
Current Price	\$ 3,489	\$ 8,776	\$ 12,265
Proposed color copy price reduced to \$0.50	\$ 1,745	\$ 8,776	\$ 10,520
		<b>Difference</b>	<b>\$ 1,745</b>

The Library's copier lease is \$17,694 per year, which includes three patron copy machines, two staff copy machines and 12 staff desktop printers. In FY23, revenue from the public copy machines offset 70% of the lease cost. If the same amount of copies were made in FY24 with the reduced price for color copies, that offset would be reduced to 60%, which is still an excellent value given the number of copy machines and printers covered by our lease agreement.

Reducing the cost from \$1.00 to \$0.50 would have an impact on revenue. However, with proper marketing and promotion of this price reduction, we believe that we could recoup some of the potential loss, as patrons may be inclined to print more color copies due to the lower cost.

**Suggested Motion:**

Reduce the charge for color copies for library patrons from \$1.00 per page to \$.50 per page, effective immediately.

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068  
Building and Grounds Committee of the Whole Meeting of the Board of  
Trustees April 9, 2024 at 7:00 p.m.

President Thiagarajan called the meeting to order at 7:00 p.m.

**ROLL CALL**

Trustees Present: Anita De Frank, Alexandra Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan  
Others Present: Joanna Bertucci, Library Director; Angela Berger, Joan Wrenn, Library Staff

**APPROVAL OF MINUTES**

Trustee Renaldi made a

**MOTION:** to approve the minutes of the February 13, 2024 meeting

President Thiagarajan seconded the motion

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

**Motion passed**

**PROJECT UPDATES**

Director Bertucci reviewed the memo on page 3 of the packet that details the status of the Comcast fiber project. As a result of Comcast's issues with running fiber into the Library, it is very likely that we will terminate our contract with them. There are no fees associated with contract termination. Ms. Wrenn is contacting our current provider to determine costs to extend service with them until the next eRate cycle begins in February 2025.

**ICE MELT SYSTEM PROJECT - TOLLING AGREEMENT**

In regard to the Ice Melt System project, the Library's legal counsel has advised that given that the statute of limitations will expire in May, 2024 for this project, that the Library enter into tolling agreements with each of the parties to the project, Green Associates, 20/10 Engineering and Engineered Services Inc. d/b/a Powerlink Electric. A tolling agreement would preserve the Library's ability to take action if the project cannot be completed to the Library's satisfaction. The agreement with Powerlink will be separate from that with Green and 20/10 Engineering and both agreements are subject to attorney approval and approval by the Board at the April 16, 2024 Board meeting.

**APPROVAL OF TOLLING AGREEMENTS**

Trustee Powers made a

**MOTION:** to approve two tolling agreements, subject to attorney approval. One with Green Associates and 20/10 Engineering and the other with Powerlink.

Vice-President Hanba seconded the motion

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

**Motion passed**

Vice-President Hanba requested that this matter be placed on the Board meeting agenda for the April 16, 2024 meeting as "New Business" rather than on the Consent Agenda. Director Bertucci will update the Board agenda accordingly.

**ARCHITECT/ENGINEER SELECTION UPDATE**

Director Bertucci reviewed the memo on page 10 of the packet that outlines the process undertaken for selecting a firm for the HVAC project, noting that after all the interviews were conducted and each of the firms were scored, there was consistent scoring among the team. Director Bertucci is currently in

**MINUTES**

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

April 9, 2024 at 7:00 p.m.

negotiations with the firm and expects to receive a proposal from them in approximately two weeks. Meanwhile, she is doing due diligence as a frame of reference for what other libraries' experience has been. The firm's proposal for services will be reviewed at the May 14, 2024 Building and Grounds committee meeting.

**OTHER**

None

Meeting was adjourned at 7:09 p.m.

DRAFT



# Memorandum

[Return to Agenda](#)

**Memo Date:** May 10, 2024  
**From:** Joanna Bertucci, Library Director  
John Priala, Facility Manager  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** May 14, 2024  
**Subject:** Building Project Updates

<i>Project</i>	<i>April 2024 – Activity to date</i>
<i>Comcast Fiber</i>	<ul style="list-style-type: none"><li>I have signed a contract termination agreement with Comcast. Once it is counter signed, we will work with Astound to increase our bandwidth, at no additional cost.</li></ul>
<i>Ice Melt</i>	<ul style="list-style-type: none"><li>During the week of April 30, we saw significant movement on the ice melt system project. Representatives from Green Associates, 20/10 Engineering, Powerlink Electric, Richmond Electric, Thomas Sales (manufacturers representative of mechanical and electrical products), Q-First, Inc. (electrical contractor), nVent, as well as members of various legal and insurance teams were involved. Repairs were made to the system, temperature sensors were added, and a third party commissioning agency tested all aspects of the system. With the repairs and changes made, the system passed all of the tests. I am awaiting a formal, detailed write up from Green Associates and 20/10 Engineering and will share this with the Board as soon as it is available.</li></ul>





# Memorandum

**Memo Date:** May 3, 2024  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** May 14, 2024  
**Subject:** Architectural/Engineering Services RFQ update

**Background:**

On Monday, February 5 the Park Ridge Public Library issued a Request for Qualifications (RFQ) for architectural/engineering firms that have the requisite experience to develop plans, assist in the writing of bid documents, the evaluation of bids received and to oversee an HVAC component replacement project pursuant to the Local Government Professional Services Selection Act (50 ILCS 510/0.01 et seq). The Library received three responses to our RFQ.

The Building and Grounds Committee co-chairs joined the Library Director and Facility Manager for a virtual interview with each firm. The team met on Wednesday, April 3 to discuss the candidates and rank the candidates based on their qualifications. Based on our discussions, the group ranked Elara Engineering as the most qualified firm for our project.

I have been working with Jim Gibson, P.E. Associate Principal and Practice Leader of Elara Engineering, to secure a proposal for engineering work related to the HVAC upgrades project. A listing of the scope of services Elara proposes is listed below:

Scope of Services - HVAC Upgrades	Fixed Fee
Schematic Design	\$13,900
Permit/Bid/Construction Documents	+ \$79,900
Bidding	+ \$2,900
Construction Administration & Functional Testing	+ \$18,800
<b>Total</b>	<b>\$115,500</b>

Our attorney, Matthew Gardner of Robbins Schwartz, has also reviewed Elara’s proposal. The consensus among my peer Library Directors is that consulting services (as described above) should be budgeted for approximately 10% of the total construction estimate. Anticipated construction costs for all the elements of this project total approximately \$1,245,800 (adjusted for inflation) as per our 2021 Capital Needs Assessment. Elara’s proposal of \$115,500 is in line with the 10% standard.

Additionally, I have reached out to the Directors of the Glen Ellyn Public Library and the Des Plaines Public Library, both who have worked with Elara Engineering on HVAC projects and received positive feedback about their level of service and expertise in navigating HVAC upgrades in existing library buildings.

It is important to note that this proposal does not include architectural services or fees. We do not anticipate that an architect would be needed based on the highly technical scope of this project, however we cannot definitively rule out the possibility that an architect would be needed until the engineering work starts. If so, the Library would likely incur additional consulting fees for an architectural firm.

Based on all these factors, I recommend that the Board approve the proposal from Elara Engineering for \$115,500. If approved, I will instruct Mr. Gardner to prepare the AIA Document B101 – Standard Form of Agreement between Owner and Architect to formalize this proposal.

**Suggested Motion:**

Approve the proposal from Elara Engineering for \$115,500 for the HVAC upgrades project.



#24063  
April 19, 2024

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

Re: Park Ridge Public Library HVAC Upgrades - Engineering Proposal

Dear Joanna,

Thank you for the opportunity to work with you and Park Ridge Public Library. Based on your recent Request for Qualifications (RFQ) and our conversations, we understand there is interest in proceeding with replacement of a portion of the facility's existing heating, ventilating, and air conditioning (HVAC) systems based on a previous report by others that shall be further evaluated and refined during an initial stage of engineering.

In review, the existing library building is three stories and was constructed in 1958 with an addition in 1977 that doubled the size of the building. There was also a recent interior renovation in 2018 that included the installation of a new automatic sprinkler system and addressable fire alarm system.

Based on our walkthrough and the 2022 Capital Needs Assessment prepared by others, we understand the existing building is provided with space conditioning via three (3) air handling units (AHUs) that are served by heating hot water and direct expansion (DX) cooling via remote condensing units. Two (2) AHUs are constant volume and the third AHU is a multizone unit with duct mounted heating coils. Heating hot water for the AHUs, finned tube radiation, unit heaters, and duct mounted heating coils is provided via a centralized hot water boiler plant. There is a combination of pneumatic and digital controls for the existing equipment.

We understand that the building is served by a 1600A 208/120 3-phase switchboard that was recently rebuilt with a separate fire pump service. Lighting in the building is primarily LED and the building employs a Lutron dimming system. Emergency and exit lighting is accomplished via battery backup. Domestic cold water is provided by a duplex booster pump while domestic hot water is provided by a single electric water heater that was installed within the last few years.

We understand it is the opinion of others that two (2) of the existing AHUs (AHU-2 and AHU-3) are aged and should be replaced along with the central heating boiler plant and any remaining pneumatic controls. At this time, we understand conversion of the AHUs to variable air volume (VAV) is being considered based on prior recommendations. It is further intended that the Library remain operational during any infrastructure modifications that take place to replace existing equipment and systems.

Elara, therefore, proposes to provide the mechanical, electrical, and controls engineering services necessary to perform Schematic Design, prepare Permit/Bid/Construction Documents, and perform Bidding, Construction Administration, and Functional Testing for replacement of the (2)



AHUs, the hot water boiler plant, and the pneumatic controls serving Park Ridge Public Library. The following provides a detailed description of these engineering services:

### Schematic Design

Our initial design efforts shall be focused on further familiarizing ourselves with the existing mechanical, electrical, and control systems serving the building, their condition and operational history, and the physical constraints of each. Based on our review, we shall then identify opportunities to replace, modify and/or enhance these systems including consideration for energy efficiency improvements with prioritization, cost estimates, and consideration for construction sequencing. We shall then compare our findings to those presented by others in the Library's 2022 Capital Needs Assessment to validate the mechanical, electrical, and controls design upon which our subsequent permit/bid/construction documents shall be based. This Schematic Design phase is intended to allow the Library to make informed, investment-grade decisions on how to proceed with modification to the building's HVAC systems. The best approach to maximizing the value of further investment in the building's major HVAC systems is with a clear and prioritized plan in place. More specifically, initial schematic design services shall include the following:

1. We shall perform a review of the existing architectural, mechanical, electrical and controls drawings and documentation as they relate to the existing building HVAC systems. These documents give insight into the original design intent including the intended capacity and control and the work recently performed by others.
2. We shall perform site surveys as necessary to verify primary as-built conditions and determine the operation of the existing HVAC systems and related infrastructure. Field reviews shall be conducted on those portions of the system that are readily accessible for visual observation.
3. We shall interview building staff to further facilitate our understanding of the building's HVAC systems and related maintenance or comfort issues and costs.
4. We shall analyze current applicable codes relative to the building HVAC systems including those for energy efficiency and indoor air quality, as well as decarbonization trends.
5. We shall review the history of the last two years of natural gas and electric utility consumption for the HVAC systems serving the building to assist in identifying applicable energy savings for recommended HVAC modifications or replacements.
6. We shall confirm our agreement with those HVAC systems identified by others as in need of repair or replacement in the 2022 Capital Needs Assessment and identify those that present additional opportunity for enhanced operation and/or reduced energy consumption. This specifically includes a review of the condition and replacement timing for all (3) AHUs, the boiler plant, and the building controls.
7. We shall analyze alternatives for repairing, replacing, or upgrading the existing HVAC equipment identified above including estimated installation costs and prioritization. This includes consideration for system enhancements and replacement with VAV AHUs. We shall evaluate these alternatives from numerous perspectives, including the following:
  - a. Implementation Cost
  - b. Operating Cost
  - c. Maintenance Cost
  - d. Energy Efficiency
  - e. Expected Useful Life of Equipment
  - f. Feasibility of Construction



g. Level of Design Redundancy

8. We shall then identify the electrical, controls, and any general contracting modifications necessary to support the new HVAC systems, as applicable.
9. We shall prepare preliminary estimates of cost for each feasible alternative determined above. This includes the identification of order of magnitude energy savings (if applicable) as well as any utility incentive funding.
10. We shall identify construction sequencing opportunities and provide a recommended prioritization for our recommendations with the goal of minimizing impact to the Library during construction.
11. We shall then present our findings and our recommendation to the Library in the form of a brief report (intended to supplement the existing 2022 Capital Needs Assessment Report prepared by others) and at one (1) in-person meeting.

Upon mutual agreement of the basis of design determined at the close of Schematic Design, we shall complete the balance of the engineering to replace select HVAC systems which includes the preparation of Permit/Bid/Construction documents and the performance of Bidding, Construction Administration, and Functional Testing. At this time, we have based the balance of our proposal on the replacement of AHU-2 and AHU-3 with new VAV equipment, replacement of the existing hot water boiler plant with a new high-efficiency hot water boiler plant, and the conversion of all pneumatic HVAC controls to digital controlled by the building's existing front-end. Should alternate HVAC systems be identified and selected for implementation, this proposal can be modified by change order. Additional details regarding our subsequent engineering services are as follows:

Permit/Bid/Construction Documents

Upon mutual agreement of the completion of Schematic Design and the project budget, we shall proceed with preparing Permit/Bid/Construction documents for use in obtaining a permit through the City of Park Ridge, securing competitive bids from multiple prime contractors, and constructing the project. We have included the preparation of a single documentation package (Construction Documents) inclusive of the following:

1. Scope of Work on drawings for the Mechanical and Controls portions of the project.
2. Scope of Work on drawings for the Electrical portion of the project.
3. Mechanical drawings depicting the demolition and installation of the new Mechanical equipment, piping, valving etc.
4. Electrical drawings depicting the demolition and installation of the new Electrical equipment and wiring.
5. Schematic diagrams of the system identifying the location of the existing and new sensors required for control.
6. Specifications covering the Mechanical and Controls portions of the project.
7. Specifications covering the Electrical portion of the project.
8. Project Manual with Prime Contractor Instructions to Bidders and Bid Form.

The Permit/Bid/Construction Documents shall be prepared identifying the Mechanical Contractor as the prime contractor, unless requested otherwise; all other contractors shall be sub-contractors to the Prime Contractor. The successful contractor will be responsible for obtaining the project permit(s) utilizing the documentation prepared above.



Bid

Upon completion of the Permit/Bid/Construction Documents, we shall assist the Library in obtaining and evaluating the bids from multiple Prime Contractors. We understand that this project requires a public bid process. Our bidding services include (as required) posting a bid advertisement, creating a project manual, posting digital project drawings, conducting (1) pre-bid meeting, clarifying the project for the bidders, and responding to any questions during the bidding period. We shall then assist in evaluating the bids to determine the lowest responsible bidder. Our evaluation of the bids includes interviews with each of the two (2) lowest bidding contractors for clarification and identification of value added items.

Construction Administration

After award of the construction contract by the Library, we shall review relevant submittals, shop drawings, and equipment data for conformance with the Construction Documents. We shall also provide stamped copies of the Construction Documents for the Contractor’s use in obtaining a permit. We shall respond to contractor requests for information and related correspondence and perform periodic site visits up to a frequency of once every other week during active construction to observe the work in progress and determine if such work is proceeding in accordance with the Contract Documents. Based upon our on-site observations, we shall review the Contractor’s applications for payment and recommend the amounts owed.

Construction Administration is not the same as construction management. The successful Prime Contractor shall be responsible for managing the project and coordinating all subcontractors. The successful Prime Contractor shall be responsible for preparing a detailed schedule of the sequence and duration of each phase of work. Additionally, any schedule modifications shall be developed and communicated by the Prime Contractor directly with the Library.

Functional Testing

One of the most important aspects of any project is functional testing. Upon completion of the installation, we shall be actively involved in the functional testing of this project during its first three (3) months of operation. We shall work with the installing contractors and building maintenance to demonstrate the operation of components and control logic. At this time, we have included up to eight (8) hours for our engineering efforts associated with functional testing.

Fee

We propose to provide engineering services as detailed above for the following fixed fees exclusive of Reimbursable Expenses and Additional Services as defined in the enclosed Terms and Conditions:

<b>Scope of Services</b>	<b>Fixed Fee</b>
Schematic Design	\$13,900.00
Permit/Bid/Construction Documents	+\$79,900.00
Bidding	+\$2,900.00
Construction Administration & Functional Testing	+\$18,800.00



#24063

<b>TOTAL</b>	<b>\$115,500.00</b>
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Additional services requested outside the scope of this proposal will be invoiced at the Elara hourly rate schedule applicable at the time this proposal is accepted. A current hourly rate schedule is available upon request.

Our terms are one-third down payment with monthly progress bills, based on the percentage of work completed, due within thirty days of the date of the invoice or the unpaid balance subject to a 1% monthly finance charge.

### Assumptions & Clarifications

1. To facilitate our work, we will need access to the site for several site visits. We shall schedule these site visits ahead of time subject to approval by the Library.
2. We have based our Permit/Bid/Construction Documents and subsequent engineering services within this proposal on the following:
  - a. Replacement of AHU-2 and AHU-3 with new VAV equipment in the same location as existing and reusing existing major ductwork and ceilings. Existing branch level ductwork shall be adapted to accommodate new VAV boxes serving individual zones. AHU-1 is intended to be reused.
  - b. Replacement of the exiting boiler equipment with new high-efficiency hot water boilers in the same location as existing. Boiler pumps and accessories shall also be replaced; however, piping distribution and room level equipment (i.e. unit heaters, fin tube, etc.) downstream of the boiler plant are intended to be reused.
  - c. Reuse of the building's existing electrical infrastructure to support the new equipment.
  - d. Integration of the new equipment with the existing building automation system front-end.
  - e. Replacement of existing pneumatic HVAC controls with new digital controls integrated with the building's existing building automation system front end.
  - f. Creation of digital floor plans as required by our design.
  - g. Using Autodesk AutoCAD 2022 or Revit 2022 software or later for the preparation of our Permit/Bid/Construction Documents.
  - h. Assisting the Library with the pre-order of long-lead equipment, if needed.
  - i. A single, continuous design and construction for this project occurring over a maximum of 24 continuous months. Multiple bidding or construction phases are presently excluded and will be considered additional services.
  - j. Up to two (2) reviews of mechanical, electrical, and controls submittals and shop drawings as part of our Construction Administration. Additional reviews requested or determined to be necessary beyond the (2) included will be considered additional services.
  - k. Assisting in the preparation and submission of prescriptive applications for funding through local incentive programs as applicable. Note that funding through the incentive program(s) is not guaranteed and is subject to approval by incentive program representatives. Additionally, please note that energy savings identified within incentive applications are not guaranteed.



#24063

3. Any services not set forth above are excluded from this Proposal. In addition, the following services are excluded from Elara's Scope of Services:
  - a. The survey of inaccessible locations (i.e. behind closed, occupied chase walls).
  - b. Costs associated with third party testing of existing equipment.
  - c. Costs associated with asbestos abatement from our engineering fee (though we will assist the abatement contractor in identifying the limits of the project areas, as applicable).
  - d. Site utility design work as none is presently seen as being required.
  - e. Energy modeling as none is seen as being required.
  - f. The design of multiple HVAC system alternatives after the completion of Schematic Design. It is assumed that the balance of design (Permit/Bid/Construction Documents through Functional Testing) shall be based on one (1) traditional HVAC system type (i.e. VAV AHUs and high efficiency hot water boilers) as determined at the completion of schematic design and all subsequent design issuances shall be based on the system type as determined.
  - g. Revisions to the permit/bid/construction documentation associated with "value engineering," shop drawings, and/or as-built documentation.
  - h. Architectural, structural, acoustical, plumbing, fire protection, and technology engineering as none have yet been identified as being required.
  - i. Construction management. The successful Prime Contractor shall be responsible for managing the project and coordinating all subcontractors.
  - j. Formal commissioning services, though this can be provided as an additional service upon request.

Note: Elara Engineering holds active Minority Business Enterprise (MBE) Certification through the State of Illinois.

Please indicate your acceptance of this proposal by signing below and forwarding an original to us. Upon execution, this proposal, along with its enclosed Terms and Conditions, shall become the Agreement between the parties and shall supersede all prior proposal, oral or written, and any prior communications or agreements. Should the Library have preference to utilize a standard AIA Agreement in place of these Terms and Conditions, we reserve the right to review and comment on the AIA Agreement as drafted to reflect this project and incorporating this proposal as exhibit.

We look forward to working with you and Park Ridge Public Library. Please do not hesitate to call if there are items in this proposal that need clarification, modification or deletion or items that we have missed that need inclusion.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jim Gibson", written over a white background.

Jim Gibson, PE  
Associate Principal/Practice Leader  
Elara Engineering

Enclosure: Terms & Conditions (3 pages)

## INTRODUCTION

These Terms and Conditions shall be incorporated by reference into any purchase order, contract, proposal or other agreement between Elara Energy Services, Inc. (d.b.a. Elara Engineering) ("Elara") and the Client relating to the Project "the Agreement") and these Terms and Conditions shall supersede any conflicting terms and conditions in the Agreement. By accepting Elara's proposed agreement for Services for the Project, the Client agrees that these Terms and Conditions shall be attached to and become a part of the Agreement for the Project and that these Terms and Conditions shall take precedence over any conflicting terms or conditions in the Agreement.

## EXCLUSIONS

Any services not set forth in the Scope of Services in the Agreement are excluded from Elara's Services, including but not limited to the following (as applicable to the project):

1. The survey of locations accessible only through destructive means (i.e. behind walls). Such locations may conceal hidden conditions which may cause a change in design or construction and the resulting additional cost of such conditions, including design fees and construction costs, are the responsibility of others. Elara shall carry no responsibility for the existence and ramifications of such hidden conditions.
2. Revisions to the Instruments of Service to reflect Value Engineering, shop drawings, and as-constructed conditions.
3. Hazardous materials. Elara shall not be responsible for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances at the Project site. The Client will retain, if necessary, a qualified industrial hygienist and/or contractor to provide these services.
4. The specification and layout of specialty (i.e. elevator, laboratory, etc.) equipment. Mechanical, electrical, plumbing, fire protection, and technology requirements to support this equipment are to be identified by others and submitted in writing to Elara for incorporation into Elara's design and Instruments of Service.
5. Final Building Information Modeling (BIM) coordination which is the responsibility of the General Contractor and successful contractors. Any coordination items requiring mechanical, electrical, plumbing, fire protection engineering, and/or technology review are to be submitted through a formal request for information (RFI) or addressed during included construction meetings, as applicable.

## ADDITIONAL SERVICES

Elara may provide Additional Services after execution of the Agreement without invalidating the Agreement. Except for services required due to the fault of Elara, any Additional Services provided in accordance with this Section shall entitle Elara to compensation at its then standard rates, or as otherwise mutually agreed upon in writing, and an appropriate adjustment in Elara's schedule. Upon recognizing the need to perform Additional Services, Elara

shall notify the Client with reasonable promptness and explain the facts and circumstances giving rise to the need. Elara shall not proceed to provide Additional Services without the Client's written authorization unless delay in the Additional Services would cause unreasonable delay in the Project. Additional Services are outside the scope of the Agreement and may include but are not limited to:

1. Preparation of multiple preliminary designs;
2. Services necessitated by a change in the Initial Information provided by the Client, previous instructions or approvals given by the Client, or a material change in the Project including size, quality, complexity, the Client's schedule or budget, or procurement or delivery method;
3. Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
4. Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
5. Services necessitated by decisions of the Client not rendered in a timely manner or any other failure of performance on the part of the Client or the Client's consultants or contractors;
6. Preparation of design and documentation for alternate bid or proposal requests, or Value Engineering, proposed by others;
7. Preparation for, and attendance at, a public presentation, meeting or hearing;
8. Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
9. Evaluating an extensive number of Claims as the Initial Decision Maker;
10. Evaluating substitutions proposed by the Client or Contractor and making subsequent revisions to Instruments of Service resulting therefrom;
11. On-site project representation beyond periodic site visits outlined in the Agreement;
12. Architectural, structural, civil, acoustical, and other specialty consulting unless expressly stated in the Agreement.

## REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to compensation for Basic (Services identified in the Agreement) and Additional Services and include expenses incurred by Elara and Elara's consultants directly related to the Project, as follows:





1. Transportation and authorized out-of-town travel and subsistence;
2. Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
3. Permitting and other fees required by authorities having jurisdiction over the Project;
4. Printing, reproductions, plots, and standard form documents;
5. Postage, handling, and delivery;
6. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client;
7. Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Client or required for the Project;
8. All taxes levied on professional services and on reimbursable expenses;
9. Registration fees and any other fees charged by entities such as a Certifying Entity or third party Vendor Program required to achieve the Project objectives including processing payment to Elara.
10. Other similar Project-related expenditures.

Reimbursable expenses shall be expenses incurred by Elara plus Zero Percent (0%) of the expense incurred.

**STANDARD OF CARE**

In providing its Services, Elara will perform its Services with reasonable diligence using skill and care ordinarily exercised by similar engineering firms currently providing similar services in the same geographic area as the Client using similar Client-supplied specifications under similar time, budgetary, and other constraints.

**NO WARRANTY OR GUARANTEE**

NO WARRANTY, EXPRESS OR IMPLIED, OR GUARANTEE IS APPLICABLE TO ELARA'S SERVICES OR TO ELARA'S DELIVERABLES, DOCUMENTS, PROPOSALS, CONTRACTS, DESIGNS, ANALYSES, OR REPORTS THEREFORE, AND ELARA EXPRESSLY DISCLAIMS ALL WARRANTIES OR GUARANTEES OF ANY KIND, INCLUDING THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

**LIMIT OF LIABILITY**

In recognition of the relative risks and benefits of the Project to the Client and Elara, the risks have been allocated such that the Client or anyone claiming through the Client agrees, to the fullest extent permitted by law, to limit the liability of Elara and its sub-consultants to the Client or anyone claiming by or through the Client, including to all construction contractors on the Project, for any and all claims, causes of action, losses, costs, or damages of any nature whatsoever or claims expenses from any cause or causes, including attorney's fees and costs and expert witness fees and costs, so that the total aggregate liability of Elara and its sub-consultants to all those named shall not exceed the total compensation paid to Elara for services rendered on this Project. It is intended that this limitation

apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

Notwithstanding any other provision of this Agreement, neither Elara nor the Client shall be liable to the other party for any incidental, indirect, or consequential damages due to the fault of the other party or any other entity or person for which the other party is legally liable. Such damages include, but are not limited to, loss of use, loss of revenue, loss of income, rental costs, loss of profit, additional financing costs and other similar indirect damages.

**PERSONAL LIABILITY**

No personal liability or personal responsibility is assumed by nor shall at any time be asserted or enforced against Client's members, partners, officers, directors, employees, trustees, investment advisors, agents, or representatives or against Elara's owners, officers, directors and employees on account of any services or obligations contained in this Agreement, whether express or implied.

**VALUE ENGINEERING**

Value engineering refers to voluntary design modifications or alternatives intended to reduce the Project cost while achieving the same or similar functionality. All value engineering proposals shall be given to Elara for review and professional evaluation. If Elara objects to a value engineering proposal, Elara will notify the Client in writing along with the reasons supporting the objections. If the Client mandates the incorporation of value engineering proposal(s) into the Project design over Elara's written objection, the Client assumes all risks, responsibility, losses and damages associated with such value engineering change.

**CONSTRUCTION ADMINISTRATION**

It is anticipated that duly qualified, licensed, and bonded contractors, experienced in the work required shall be the Contractors to perform the work required for this Project. Should construction administration be provided for this Project, Elara shall provide such services at intervals agreed to by the Client as part of its Services for the sole purpose of becoming generally familiar with the progress and construction of the Project and to determine if the construction is in general compliance with the design intent of the contract documents. Elara shall in no way be responsible or liable for construction methods, construction means, sequences of procedures or any safety precautions or programs in association with the construction work. Elara shall further not be held responsible for any defects or omissions on the part of the Contractor or for any deviations from the contract documents used by the Contractor or its subcontractors.

**MARKETING**

In order to further demonstrate experience in similar projects, the Client shall permit Elara to use the name and nonproprietary images identifying the scope, general layout, general location, types of mechanical, electrical, plumbing fire protection, and technology systems, etc. in its marketing material which includes, but shall not be limited to: website, social media, printed media (leave behinds), verbal descriptions, examples provided in formal requests for proposal (RFP) and/or qualifications (RFQ) responses, etc.

unless specifically prohibited by the Client prior to engaging in this Agreement. Samples of similar marketing materials can be provided upon request. Additionally, the Client shall identify Elara as the mechanical, electrical, plumbing, fire protection, and/or technology design engineer in any marketing publications relative to the Project.

#### CONSTRUCTION COST

Elara has no control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. As such, Elara cannot and does not warrant or represent that bids or negotiated prices will not vary from any estimate of construction cost or evaluation prepared or agreed to by Elara.

#### INSTRUMENTS OF SERVICE

All Deliverables prepared by Elara as instruments of its professional Services and issued to the Client are and shall remain the property of Elara, including all intellectual property rights therein. Elara grants to the Client a non-exclusive license to use the Deliverables solely and exclusive for the purpose of using the Deliverables for their intended purposes, including, if appropriate, for the construction of the Project provided that the Client is in compliance with the Agreement, including prompt payment of all sums when due. "Deliverables" shall include reports, studies, plans, construction documents, specifications, and calculations, including items stored on electronic media in pdf. Format. Any failure by the Client to comply with the Agreement shall result in a termination of the foregoing license. The Client agrees, to the fullest extent permitted by law, to indemnify, hold harmless, and defend Elara from any and all claims, liabilities, losses, or costs (including reasonable attorney's fees and costs of defense) arising from or related to any use, reuse or modification of the Deliverables by the Client or any third-party unless Elara is actively involved in providing services in connection with the use, reuse and/or modifications and has approved in writing such re-use and/or modification.

#### TERMINATION OF AGREEMENT

Client or Elara may terminate the Agreement, in whole or in part, for convenience or cause by giving seven (7) days written notice to the other party. Where the method of payment is 'lump sum' or cost reimbursement, the final invoice will include all services and expenses associated with the Project up to the effective date of termination. An equitable adjustment shall also be made to provide for termination settlement costs Elara incurs as a result of commitments that had become firm before termination, and for a reasonable profit for services performed. Any termination for convenience shall terminate the Client's license to use the Deliverables. Upon a termination for cause, the Client may continue to use the signed and sealed Deliverables as appropriate to construct the Project at the Client's sole risk and responsibility.

#### LITIGATION SUPPORT

In the event Elara is required to respond to a subpoena, government inquiry or other legal process related to the services in connection with a legal or dispute resolution proceeding to which Elara is not a party, Client shall

reimburse Elara for reasonable fees and costs in responding and compensate Elara at its then standard rates for the time incurred by Elara employees in gathering information and documents and attending depositions, hearings, and trial, including Elara's attorney's fees in connection with same.

#### MISCELLANEOUS PROVISIONS

All disputes arising out of or in any way connected with the validity and interpretation of these Terms and Conditions, the Agreement, Elara's Services thereunder, or any other claims relating to Elara's Services shall be governed by the laws of Illinois. Any suit, claim, or legal proceeding between the Client and Elara shall be brought in a court of competent jurisdiction in Cook County, Illinois; provided however, as a condition precedent to the commencement of a legal proceeding by either parties, the Client and Elara agree to mediate the dispute with a mutually acceptable mediator

Causes of action, and other legal proceedings by either party against the other arising out of or in any way connected with Elara's Services shall accrue and shall be initiated within four (4) years from the completion of Elara's Services as established upon the submission of Elara's final punch list, final report, final invoice, or termination of the Agreement, whichever occurs first.

#### NO THIRD PARTY BENEFICIARIES

Nothing in the Agreement or the Terms and Conditions shall create a contractual relationship with, or a cause of action, in favor of a third party. Elara's services are for the sole benefit of the Client and no other persons or entities shall use or rely on or be entitled to use or rely on any reports, studies or other similar Deliverables.

#### NO ASSIGNMENT

Neither Client nor Elara may assign the Agreement without the prior written consent of the other party.

#### DELAYS

Elara shall not be responsible if its performance of the Services is prevented or delayed by any cause which is beyond its reasonable control. Further, Client understands and agrees to pay all reasonable costs associated with any delays, cancellations, rescheduling or other activities that may alter time schedules and anticipated costs and that are due as a result of circumstances beyond the reasonable control of Elara.

#### CLIENT PROVIDED INFORMATION

Elara shall have the right to rely on the accuracy of any information provided by the Client unless Elara knows of an error or omission in such information. Elara has no obligation to review Client provided information for accuracy.

#### INTEGRATION

The Agreement, including these Terms and Conditions, represent the entire and integrated agreement between Client and Elara and supersedes all prior negotiations, representations or agreements, either written or oral. The Agreement may be amended only by a written modification signed by both Client and Elara.



Our hourly rates for your reference are as follows:

<b>ELARA 2024 Hourly Fee Schedule</b>	
Principals	\$275.00
Associate Principals	\$255.00
Senior Project Managers & Engineers	\$245.00
Project Managers & Engineers	\$235.00
Team Leaders & Managers	\$205.00
Senior Associates & Engineers	\$190.00
Associates & Engineers	\$170.00
Coordinators	\$160.00
Designers	\$150.00
Technicians	\$135.00
Administration	\$100.00

This fee schedule is in effect through December 31, 2024.

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

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

Held in the First Floor Meeting Room at the Library

April 9, 2024 at 7:00 p.m.

The meeting was called to order by Trustee Renaldi at 7:35p.m.

**ROLL CALL**

Trustees Present: Anita DeFrank, Alexandra Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan  
Others Present: Joanna Bertucci, Library Director; Angela Berger and Joan Wrenn, Library staff

Vice President Hanba made a

**MOTION:** to approve the minutes of February 13, 2024

Trustee Rapisand 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 April, noting that tasks are being completed on schedule. National Library Week was celebrated with a variety of activities throughout the week and the Park Ridge Police gave a nice shout out to the Library during that time. New lawn signs were made available to patrons and social media posts communicated the events happening at the Library during NLW. Director Bertucci further noted that policy review will begin again in May and the annual cybersecurity presentation will be made by CVI at the April Board meeting.

**FOLLOW UP TO ANNUAL STATISTICAL REVIEW**

Director Bertucci reviewed the memo on page 20 of the packet which provides additional information regarding the statistical review that she provided to the Board in February. The Library's cataloging consortium, CCS, has begun making data offerings more robust for members and created a report that provides a mapping of cardholders by household. This report indicates that 67% of Park Ridge households have at least one library cardholder in their residence. Director Bertucci stated that as more libraries obtain household level cardholder data, she will include that comparable data in future year reports on statistics.

As the memo on page 20 also indicates, in regard to the decrease in number of cardholders beginning in 2021, Director Bertucci learned from CCS that in March 2021, the criteria for purging cardholder accounts from the database was changed. This resulted in a sizeable increase in the number of patrons eligible to be purged from the cardholder database.

**OTHER**

**None**

The meeting was adjourned at 7:46 p.m.

**BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY24****JANUARY 2024**

- ✓ Policy review

**FEBRUARY 2024**

- ✓ Budget carryforwards from FY23
- ✓ Statistical collection review and discussion
- ✓ Secretary review of closed session minutes

**MARCH 2024**

- ✓ Annual Library Certification due to State Library
- ✓ Receive FY Annual report (IPLAR)
- ✓ Interview architects for HVAC project

**APRIL 2024**

- ✓ **National Library Week**
- ✓ Receive FY23 Annual report (Marketing)
- ✓ Policy review
- ✓ Cyber security presentation – April Board Mtg.

**MAY 2024**

- ✓ Statement of Economic Interest due to Cook County
- ✓ FY23 audit field work
- Approve CCS and OCLC annual fees
- Policy review

**JUNE 2024**

- Nominating committee appointed
- Approve Non-resident library card resolution
- **Computer View, Inc. (CVI) 1 year contract extension**

**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 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: April 25, 2024



# Memorandum

**Memo Date:** May 8, 2024  
**From:** Joanna Bertucci  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** May 14, 2024  
**Action Requested:** For approval  
**Subject:** FY 24-25 CCS and OCLC fees

## Background:

In 2002, the Library entered into an Intergovernmental Agreement with Cooperative Computer Services, Inc. (CCS), a consortium now 31 public libraries strong, that joined together to provide cost effective online circulation and cataloging services to member libraries. Established in 1975, each member library pays a portion of the cost for these services. Database management is shared among the member libraries and library users at all 31 libraries may easily view the holdings of other member libraries and automatically request materials from those libraries. Annually in May, the CCS Governing Board adopts the fees assessed to members for the upcoming fiscal year based on CCS staff calculations. The Library Director is a member of the CCS Governing Board and staff serves on advisory groups. CCS also negotiates group pricing for OCLC membership, providing access to worldwide library catalogs and collections. I serve as President-Elect on the CCS Governing Board and will serve as President for FY 24-25.

The CCS annual membership fee is calculated by having 75% of the total billings split evenly among members with the remaining 25% split proportionately among members based on their adjusted income. This is calculated by using the Average Adjusted Income 2017-2020, tax income as documented with county treasurers, less any applicable long term capital debt. Adjusted income for all libraries is compiled, and each library's percentage of the whole is determined. This percent of the whole is applied to the proportionate amount to determine the library's share. The Library's **annual total for FY24-25 is \$56,474.51, a 6.6% decrease over FY23-24 fees.**

Reduced CCS costs can be attributed to the addition of Warren-Newport Public Library to the CCS consortium. It is anticipated that costs will continue to decrease as Mount Prospect and Waukegan Public Libraries join CCS in FY25.

The OCLC estimates assume a 5% increase over last year's fees. When we receive the actual increase for the OCLC Group Services contract, the fees will be adjusted to reflect actual OCLC costs and libraries will be notified. OCLC costs are split proportionately based on member libraries' materials budgets, including eContent for which records are in the database. Changes in budgets and changes in eContent practices can result in fluctuations in fees. The Library's estimate is \$14,617.81. To allow for cushion, **I am recommending that the Board approve OCLC fees not to exceed \$15,500.**

## Motion:

To approve annual CCS consortium membership fees of \$56,474.51 and OCLC membership fees not to exceed \$15,500 for July 2024 through June 2025.

## Attachments:

Intergovernmental Agreement between the Library and CCS  
 CCS Membership and OCLC fees by library 2024-2025

Library	FY 23-24			FY 24-25			Quarterly CCS Invoice	Quarterly OCLC Invoice	Total Quarterly Invoice	Total Change	% Change
	CCS		Total	Adjusted OCLC		Total					
	Membership	OCLC Fee		CCS Membership	Estimate						
Algonquin Area PLD	\$ 65,041.35	\$ 20,677.24	\$ 85,718.59	\$ 61,963.45	\$ 16,497.47	\$ 78,460.92	\$ 15,490.86	\$ 4,124.37	\$ 19,615.23	\$ (7,257.67)	-9.25%
Cary Area PLD	\$ 53,922.74	\$ 5,583.49	\$ 59,506.23	\$ 50,687.09	\$ 6,052.78	\$ 56,739.87	\$ 12,671.77	\$ 1,513.20	\$ 14,184.97	\$ (2,766.35)	-4.88%
Crystal Lake PL	\$ 62,791.03	\$ 7,723.92	\$ 70,514.95	\$ 58,740.66	\$ 8,838.14	\$ 67,578.80	\$ 14,685.16	\$ 2,209.54	\$ 16,894.70	\$ (2,936.15)	-4.34%
Des Plaines PL	\$ 67,696.87	\$ 18,505.19	\$ 86,202.06	\$ 63,027.28	\$ 20,788.14	\$ 83,815.42	\$ 15,756.82	\$ 5,197.04	\$ 20,953.86	\$ (2,386.64)	-2.85%
Ela Area PLD	\$ 66,772.50	\$ 18,160.36	\$ 84,932.86	\$ 63,523.73	\$ 17,468.10	\$ 80,991.83	\$ 15,880.93	\$ 4,367.02	\$ 20,247.96	\$ (3,941.03)	-4.87%
Evanston PL	\$ 70,404.67	\$ 19,443.07	\$ 89,847.74	\$ 65,798.87	\$ 21,042.20	\$ 86,841.07	\$ 16,449.72	\$ 5,260.55	\$ 21,710.27	\$ (3,006.67)	-3.46%
Fox River Valley PLD	\$ 59,274.94	\$ 8,771.15	\$ 68,046.08	\$ 55,749.54	\$ 9,377.42	\$ 65,126.95	\$ 13,937.38	\$ 2,344.35	\$ 16,281.74	\$ (2,919.13)	-4.48%
Fremont PLD	\$ 62,267.02	\$ 13,817.16	\$ 76,084.18	\$ 58,513.85	\$ 11,490.54	\$ 70,004.39	\$ 14,628.46	\$ 2,872.64	\$ 17,501.10	\$ (6,079.79)	-8.68%
Glencoe PL	\$ 55,715.18	\$ 6,851.41	\$ 62,566.59	\$ 52,458.80	\$ 6,936.02	\$ 59,394.83	\$ 13,114.70	\$ 1,734.01	\$ 14,848.71	\$ (3,171.76)	-5.34%
Glenview PL	\$ 72,099.17	\$ 17,489.24	\$ 89,588.41	\$ 68,002.70	\$ 18,113.13	\$ 86,115.83	\$ 17,000.68	\$ 4,528.28	\$ 21,528.96	\$ (3,472.57)	-4.03%
Grayslake Area PLD	\$ 57,786.07	\$ 10,774.93	\$ 68,561.00	\$ 54,211.63	\$ 10,480.02	\$ 64,691.65	\$ 13,552.91	\$ 2,620.01	\$ 16,172.91	\$ (3,869.35)	-5.98%
Highland Park PL	\$ 64,187.46	\$ 9,771.66	\$ 73,959.12	\$ 59,756.59	\$ 10,797.69	\$ 70,554.28	\$ 14,939.15	\$ 2,699.42	\$ 17,638.57	\$ (3,404.84)	-4.83%
Huntley Area PL	\$ 61,452.66	\$ 6,439.01	\$ 67,891.67	\$ 57,623.10	\$ 7,822.79	\$ 65,445.89	\$ 14,405.77	\$ 1,955.70	\$ 16,361.47	\$ (2,445.78)	-3.74%
Indian Trails PLD	\$ 70,830.08	\$ 15,075.78	\$ 85,905.86	\$ 67,154.63	\$ 16,367.06	\$ 83,521.68	\$ 16,788.66	\$ 4,091.76	\$ 20,880.42	\$ (2,384.17)	-2.85%
Lake Forest Library	\$ 61,044.06	\$ 12,443.98	\$ 73,488.05	\$ 57,204.59	\$ 12,936.94	\$ 70,141.53	\$ 14,301.15	\$ 3,234.23	\$ 17,535.38	\$ (3,346.52)	-4.77%
Lake Villa DL	\$ 63,048.67	\$ 12,857.44	\$ 75,906.10	\$ 58,267.92	\$ 12,909.95	\$ 71,177.87	\$ 14,566.98	\$ 3,227.49	\$ 17,794.47	\$ (4,728.23)	-6.64%
Lincolnwood PLD	\$ 55,828.25	\$ 5,386.10	\$ 61,214.35	\$ 52,662.94	\$ 5,758.76	\$ 58,421.70	\$ 13,165.73	\$ 1,439.69	\$ 14,605.42	\$ (2,792.65)	-4.78%
McHenry PLD	\$ 58,097.41	\$ 8,718.54	\$ 66,815.95	\$ 54,575.60	\$ 8,140.09	\$ 62,715.69	\$ 13,643.90	\$ 2,035.02	\$ 15,678.92	\$ (4,100.27)	-6.54%
Morton Grove PL	\$ 58,816.34	\$ 8,370.64	\$ 67,186.98	\$ 55,045.65	\$ 6,758.02	\$ 61,803.66	\$ 13,761.41	\$ 1,689.50	\$ 15,450.92	\$ (5,383.32)	-8.71%
Mount Propsect PL				\$ 58,221.24	\$ 19,572.09	\$ 77,793.33	\$ 14,555.31	\$ 4,893.02	\$ 19,448.33		
Niles-Maine DL	\$ 68,436.65	\$ 18,425.25	\$ 86,861.90	\$ 62,833.19	\$ 18,596.40	\$ 81,429.59	\$ 15,708.30	\$ 4,649.10	\$ 20,357.40	\$ (5,432.31)	-6.67%
Northbrook PL	\$ 74,704.42	\$ 23,913.15	\$ 98,617.56	\$ 70,051.11	\$ 22,611.66	\$ 92,662.77	\$ 17,512.78	\$ 5,652.91	\$ 23,165.69	\$ (5,954.80)	-6.43%
Palatine PLD	\$ 76,500.86	\$ 16,877.53	\$ 93,378.39	\$ 71,331.86	\$ 20,416.79	\$ 91,748.65	\$ 17,832.97	\$ 5,104.20	\$ 22,937.16	\$ (1,629.74)	-1.78%
Park Ridge PL	\$ 60,453.30	\$ 15,406.51	\$ 75,859.81	\$ 56,474.51	\$ 14,627.81	\$ 71,102.33	\$ 14,118.63	\$ 3,656.95	\$ 17,775.58	\$ (4,757.49)	-6.69%
Prospect Heights PLD	\$ 59,081.32	\$ 5,927.90	\$ 65,009.22	\$ 55,623.35	\$ 5,977.79	\$ 61,601.14	\$ 13,905.84	\$ 1,494.45	\$ 15,400.28	\$ (3,408.08)	-5.53%
Round Lake Area PLD	\$ 57,565.40	\$ 9,416.59	\$ 66,982.00	\$ 54,013.10	\$ 9,230.47	\$ 63,243.57	\$ 13,503.28	\$ 2,307.62	\$ 15,810.89	\$ (3,738.43)	-5.91%
Warren-Newport PLD	\$ 56,394.20	\$ 13,892.93	\$ 70,287.13	\$ 63,953.73	\$ 12,020.95	\$ 75,974.67	\$ 15,988.43	\$ 3,005.24	\$ 18,993.67	\$ 5,687.54	7.49%
Waukegan				\$ 44,228.10	\$ 9,629.46	\$ 53,857.56	\$ 11,057.03	\$ 2,407.36	\$ 13,464.39		
Wilmette PLD	\$ 65,635.38	\$ 22,484.32	\$ 88,119.70	\$ 61,418.95	\$ 19,211.61	\$ 80,630.56	\$ 15,354.74	\$ 4,802.90	\$ 20,157.64	\$ (7,489.15)	-9.29%
Winnetka PLD	\$ 61,929.29	\$ 16,985.48	\$ 78,914.77	\$ 57,980.09	\$ 11,795.53	\$ 69,775.62	\$ 14,495.02	\$ 2,948.88	\$ 17,443.90	\$ (9,139.15)	-13.10%
Zion-Benton PLD	\$ 55,119.06	\$ 5,084.01	\$ 60,203.06	\$ 51,798.51	\$ 5,829.15	\$ 57,627.65	\$ 12,949.63	\$ 1,457.29	\$ 14,406.91	\$ (2,575.41)	-4.47%
	\$ 1,822,896.36	\$ 375,273.97	\$ 2,198,170.33	\$ 1,822,896.36	\$ 398,094.96	\$ 2,220,991.31					

INTERGOVERNMENTAL AGREEMENT  
FOR LIBRARY COMPUTER SERVICES

WHEREAS, each of the Libraries listed on Exhibit A to this Agreement is either a local library established pursuant to the Local Library Act, 75 ILCS 5/ 1-0.1, et seq., or a public library district established pursuant to the Public Library District Act, 75 ILCS 16/ 1-1 et seq.; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970 and to the Intergovernmental Agreement Act, 5 ILCS 220/ 1 et seq., and to the respective statutes pursuant to which each of the said Libraries is established, the Board of Trustees of each of the said Libraries is empowered and authorized to enter into intergovernmental contracts and agreements for library services; and

WHEREAS, the Libraries which are signatories to this Agreement wish to cooperate jointly and mutually among themselves to provide library automation and library computer services;

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, and in further consideration of the execution of this Agreement by any one or more of the other Libraries listed on Exhibit A, the Library whose signature is set forth below hereby agrees as follows:

1. There is hereby created and established an intergovernmental entity to be known as the Cooperative Computer Services, a body politic and corporate ("CCS"), which shall be the administrative entity formed to carry out the joint and cooperative undertakings of this Agreement.
2. CCS shall be comprised of each of the Libraries which are signatories to this Agreement, each of which Libraries shall be designated a "Member" of CCS.
3. The affairs of CCS shall be conducted by a Governing Board, which shall be composed of one representative from each of its Members.
4. Each representative to the Governing Board of CCS shall be appointed by the Board of Trustees of the Member from among the Trustees of such Member or its head librarian. Each such representative shall have such authority and power as shall be conferred by the appointing Member.
5. CCS may exercise any power, privilege, or authority, consistent with its bylaws, which may be exercised by any of its Members, and may perform any governmental service, activity, or undertaking which any of the parties hereto is authorized by law to perform.
6. The Governing Board of CCS shall adopt bylaws consistent with law and with



this Agreement to govern its operation, which bylaws shall include, among other things, provisions dealing with election of officers, meetings, voting, contracts, budgeting, receipt and expenditure funds, ownership of real and personal property, operational services, employment of staff, assessment of fees, establishment and termination of membership, and dissolution.

7. This Agreement shall become effective and binding upon and inure to the benefit of the Libraries signing this Agreement, and their respective successors and assigns, as of the date of execution by any two (2) or more of the Libraries listed on Exhibit A; provided, however, that this Agreement shall be null and void ab initio unless by September 22, 1987, not less than less than twenty-three (23) of the Libraries listed on Exhibit A attached hereto have so signed.
  
8. Cooperative Computer Services, an intergovernmental entity established pursuant to the Illinois Constitution and statues, shall provide Social Security coverage to its employees. The Governing Board shall enter into a Section 218 Agreement on behalf of the employees of CCS pursuant to Section 218 of the Social Security Act (42 U.S.C. 418) by entering into a coverage agreement with the Social Security Division of the Illinois State Employees' Retirement System, in accordance with Article 21 of the Illinois Pension Code (40 ILCS 5/21-101). The Governing Board is authorized to take such other and further action as may be necessary or desirable to provide and maintain Social Security coverage to the employees of CCS.

IN WITNESS WHEREOF, the Library whose signature is set forth below, acting under authority of its Board of Trustees, has caused this Agreement to be duly executed. This Agreement shall be executed in several counterparts, each of which shall be signed by one Member Library, and each separate Agreement and all such collectively constitute one original.

Park Ridge

PUBLIC LIBRARY

BY: M. Tighe Mary Beth Tighe  
ITS PRESIDENT

ATTEST:

BY: Mary T. Gormley Mary Teresa Gormley  
ITS SECRETARY

APPROVED THIS 16 DAY OF April, 2002

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Resources Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room of the Library – December 12, 2023 at 7:00 p.m.

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

**ROLL CALL**

Trustees Present: Deepika Thiagarajan, Chair; Anita De Frank, Alexandra Hanba; Danielle Powers; Lauren Rapisand, Theresa Renaldi, Gregg Rusk

Trustee Absent: Josh Kiem, David Somheil

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

**APPROVAL OF MINUTES**

Trustee Renaldi made a

**MOTION:** to approve the minutes of November 14, 2023

Trustee Powers seconded the motion.

Roll Call Vote: Yes: De Frank, Hanba, Powers, Rapisand, Renaldi, Rusk, Thiagarajan

**Motion passed**

**PER CAPITA GRANT APPLICATION**

Director Bertucci directed the committee's attention to pages 20 through 29 of the packet which includes the 2024 Per Capita Grant application. The application specifies that the funds will be used to replace the second floor display case with a custom designed, lighted case with storage. The display case is in strong demand by community organizations that use it as a venue for displaying information about their organizations. This display case was identified as being in need of replacement during the 2018 Library Renovation project and this funding will now allow for that replacement.

Vice President Hanba made a

**MOTION:** to approve the FY24 Per Capita Grant Application

Treasurer Rusk seconded the motion

Roll Call Vote: Yes: De Frank, Hanba, Powers, Rapisand, Renaldi, Rusk, Thiagarajan

**Motion passed**

**OTHER**

None

Trustee Powers made a

**MOTION:** to adjourn the meeting at 7:34 p.m.

Trustee Renaldi seconded the motion

Voice Vote: All in favor

**Motion passed**

Meeting adjourned at 7:34 p.m.



# Memorandum

[Return to Agenda](#)

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**Memo Date:** May 7, 2024  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Resources Committee  
**Meeting Date:** May 14, 2024  
**Action Requested:** For review and approval  
**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 contain 3 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 the Adult and Youth Services Managers on updates to the attached and President Thiagarajan has had the opportunity to review proposed changes as well.

**Policy updates:**

The Collection Management Policy was reworked to provide a process flow from big picture oversight to materials selection at the staff level. The managers and I reviewed several collection management/development policies from peer libraries.

The Request for Review of an Item in the Collection Policy did not undergo significant changes. Lastly, the Gifts Policy was edited to minimize redundancies between this policy and Gifts & Donations in the Oversight section, which addresses significant gifts and donations, restricted and unrestricted.

**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:

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).

### RULES:

1. The Library Director operates under the authority of the policies adopted by the Library Board of Trustees. 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 as per [75 ILCS 5/4-7.2](#).
2. The Library Director in consultation with professional staff shall develop and implement the selection process using the criteria listed below.
  - community demand
  - published peer reviews
  - 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

All criteria need not be met for acquisition and can vary based on individual titles, formats, languages, and age levels.

3. The Library recognizes its obligation to protect the expression of diverse ideas and also its responsibility to provide a balanced presentation of issues in its collection. The acquisition of an item does not indicate the Library's endorsement of the ideas or institutional approval of language or actions contained therein.
4. The Library will comply with current laws regarding obscenity. The Library Board of Trustees believes that the responsibility for monitoring materials used by a minor rests with their parent or guardian. The Library shall not censor the reading materials of its patrons.
5. The Library collection shall include a variety of print, non-print, and digital materials and special equipment. Collection Management Guidelines have been established for all library collections.
6. The Library is guided by a sense of responsibility to the past, present and the future of the community and therefore adds materials which will enhance the collection while attempting to preserve an intellectual balance. The Library also accepts as its responsibility the selection of materials that will add intellectual enlightenment and recreational reading pleasure.

7. Due to budget and space constraints, the Library cannot purchase all materials available or requested. The Library is a member of the Cooperative Computer Services (CCS) consortium and lends and borrows materials from participating local libraries and institutions in order to best serve the needs of its users. The Library is also a member of the Online Computer Library Center (OCLC) and has the ability to lend and borrow materials from member libraries across the United States.
8. Purchase suggestions from patrons are welcomed and considered using the selection criteria above. If an item suggested by a Park Ridge Public Library cardholder is not purchased, staff will attempt to obtain the item through interlibrary loan whenever possible.
9. An attractive, current, and useful collection shall be maintained through a continual discarding of materials. Materials may be removed from the collection due to a variety of factors, including but not limited to, deteriorated appearance, inaccurate or outdated information, space constraints, unneeded duplicates, obsolete format or lack of circulation. Materials removed from the collection may be donated to Friends of the Park Ridge Library, local non-profit groups, sent to book recycling/selling organizations, or discarded at the discretion of the Director.
10. Each department is responsible for conducting an on-going reevaluation of its collections according to departmental guidelines developed for that purpose. It is the goal of the Library to complete a general reevaluation of every collection in 2 year cycles.
11. Material formats will be evaluated based on the following criteria: use, availability, ability to replace, currency and availability of supporting equipment, space requirements.

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

## COLLECTION MANAGEMENT POLICY

### POLICY:

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).

### 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 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. The Library Director operates under the authority of the policies adopted by the Library Board of Trustees. 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 pursuant to 75 ILCS 5/4-7.2.

~~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 as per 75 ILCS 5/4-7.2.~~

2. The Library recognizes its obligation to protect the expression of diverse ideas and its responsibility to provide a balanced presentation of issues in its collection. The Library does not promote all of the ideas found in its collections, but it provides free access to those ideas so that individuals can form their own opinions. The Library shall not censor the materials of its patrons.

3. 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. 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

~~4.~~

2.5. Professional staff will select and determine an item's placement in the Library's collection. The Library Director in consultation with professional staff shall develop and implement the selection process using the criteria listed below. Criteria for selection and placement include, but are not limited to:

- timeliness
- community interests and needs demand
- reviews in reputable journals or authoritative sources published peer reviews
- 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

~~All criteria need not be met for acquisition and can vary based on individual titles, formats, languages, and age levels.~~

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~~5. \_\_\_\_\_~~

~~6. \_\_\_\_\_ The Library is guided by a sense of responsibility to the past, present and the future of the Community and therefore adds materials which will enhance the collection while attempting to preserve an intellectual balance. The Library also accepts as its responsibility the selection of materials that will add intellectual enlightenment and recreational reading pleasure.~~

~~6. 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). Due to budget and space constraints, the Library cannot purchase all materials available or requested. The Library is a member of the Cooperative Computer Services (CCS), Find More Illinois, the Illinois Library and Information Network (ILLINET), and WorldShare Interlibrary Loan.~~

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attempt to obtain the item through interlibrary loan.  
~~8. whenever possible.~~

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

- deteriorated appearance;
- inaccurate ~~or outdated~~ information;
- space constraints;
- unnneeded duplicates;
- obsolete format ~~or~~
- lack of circulation.

~~9. Materials removed from the collection may be donated to Friends of the Park Ridge Library, local non-profit groups, sent to book recycling/selling organizations, or discarded at the discretion of the Director.~~

10. 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.

~~10.~~ Each department is responsible for conducting an on-going reevaluation of its collections according to Collection Management departmental ~~g~~Guidelines, which developed~~have developed~~ for that purpose by professional staff. It is the goal of the Library to complete a general reevaluation of every its collections in 2-year cycles.

~~11. 11. Material formats will be evaluated based on the following criteria: use, availability, ability to replace, currency and availability of supporting equipment, space requirements.~~

12. 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 as per ~~pursuant to~~ 75 ILCS 5/4-7.2.

~~The Library will comply with current laws regarding obscenity. The Library Board of Trustees believes that the responsibility for monitoring materials used by a minor rests with their parent or guardian. The Library shall not censor the reading materials of its patrons.~~

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



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  - space requirements
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  - community interests and needs
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  - 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

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12. 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](#).

Revised xxx  
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.

### RULES:

1. A Request for Review of Item in the Library Collection form must be completed by a patron wishing such action. Patrons requesting review of an item must reside in Park Ridge.
2. The item in question will be reviewed by the Library Director, in conjunction with a Selection Review Committee comprised 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 letter.
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 given to the Library Board of Trustees for informational purposes.
5. The decision of the Selection Review Committee may be appealed to the Library Board of Trustees, which has final authority. ~~by the patron.~~
- 5.6. Once a final ruling has been made, 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 of the Library Board of Trustees.

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Revised XXX  
Revised May 15, 2007  
Approved October 9, 1979



Park Ridge Public Library

**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.

\_\_\_\_\_  
\_\_\_\_\_

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:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Revised xxx  
Revised April 19, 2022  
Reviewed May 18, 2010

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### RULES:

1. A Request for Review of Item in the Library Collection form must be completed by a patron wishing such action. Patrons requesting review of an item must reside in Park Ridge.
2. The item in question will be reviewed 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 letter.
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 given to the Library Board of Trustees for informational purposes.
5. The decision of the Selection Review Committee may be appealed to the Library Board of Trustees, which has final authority.
6. Once a final ruling has been made, 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 of the Library Board of Trustees.

Revised XXX  
Revised May 15, 2007  
Approved October 9, 1979



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

Park Ridge Public Library

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.

\_\_\_\_\_  
\_\_\_\_\_

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



## **GIFTS**

### POLICY:

The Park Ridge Public Library will gratefully accept books and other library materials and monetary donations for purchasing library materials, supporting a program, event, or special projects, providing a periodical subscription, or funding art or library furnishings.

### RULES:

1. The Library will honor monetary donations recommending purchase of specific titles or areas of interest, provided that meet the Library's selection criteria listed in the Collection Management Policy. If specific titles are not recommended the Library Director or professional staff will select materials that will strengthen the Library's collection.
2. Undesignated gift funds will be deposited to the Endowment Fund and interest from that fund will be used to purchase materials or other items, subject to approval of the Library Board.
3. Books or other library materials purchased by the donor for presentation to the Library may be accepted provided they meet the Library's selection criteria.
4. When appropriate, gift book plates will be affixed to those materials chosen to fulfill a donor's request.
5. All materials purchased under this Policy shall be processed, shelved and withdrawn, when necessary, in the same manner as items purchased from other funds.
6. It is not the function of the Library to appraise used materials. If a donor wishes an appraisal, it must be arranged prior to donating the materials to the Library.
7. Donations of used books or other items will be accepted provided that in the opinion of the professional staff, they enhance the value of the Library's collection. Materials, which do not meet the Library's selection criteria, shall be offered to the Friends of the Park Ridge Public Library for their annual sales or disposed of at the discretion of the Library.
8. All gifts shall be acknowledged with a letter from the Library Director to the donor.

*The Park Ridge Public Library appreciates your generous donation of materials to the Library.*

*However, the lack of available storage space for book sale items and considerations of salability and handling time required have made it necessary to issue the following guidelines:*

*Please be sure any donations you contribute are in readable/playable condition. Dirty, flood damaged, mildewed or otherwise damaged materials are not saleable and must be disposed of at Library expense.*

*Items donated should contain useful current information.*

*Donations of the following will not be accepted by the Library:*

- a) Textbooks*
- b) Business and professional publications*
- d) Reader's Digest condensed books and encyclopedias*

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

## **GIFTS: LIBRARY MATERIALS**

### **POLICY:**

The Park Ridge Public Library ~~will gratefully accept~~ books, ~~and other library~~ materials, and monetary donations for the purchasing of library materials. Please see Policy A14. Gifts and Donations for the rules regarding monetary donations to, support supporting a program, special event, or special projects, providing a periodical subscription, or funding art or library furnishings or equipment.

### **RULES:**

1. The Library will honor monetary donations recommending purchase of specific titles or areas of interest, provided that if it meets the Library's selection criteria listed in the as defined in Library's Collection Management Policy. If specific titles are not recommended, ~~the Library Director or~~ professional staff will select materials that will strengthen and support the Library's collection.
- ~~2. Undesignated gift funds will be deposited to the Endowment Fund and interest from that fund will be used to purchase materials or other items, subject to approval of the Library Board.~~
- ~~32. Books or other library m~~Materials purchased directly by ~~the~~ donor for presentation to the Library may will be accepted provided they meet the Library's materials selection criteria.
- ~~43. When appropriate, gift book plates will be affixed to those materials chosen to fulfill a donor's request.~~
- ~~54. All materials purchased under this Policy shall be processed, shelved and withdrawn, when necessary, in~~withdrawn in the same manner as items purchased from other funds. The Library cannot maintain gifted materials in perpetuity.
- ~~5. \_\_\_\_\_~~
- ~~6. \_\_\_\_\_~~It is not the function of the Library to appraise used materials. ~~If a donor wishes an appraisal, it must be arranged prior to donating the materials to the Library.~~
- ~~76. Donations of used books or other items will be added to the collection accepted provided that if in the opinion of the professional staff, they enhance the value of the Library's collection as per the Library's materials selection criteria. Materials, which do not meet the Library's selection, that do not meet the selection criteria, shall will be given offered to the to the Friends of the Park Ridge Public Library for their annual sales or disposed of at the discretion of the Library.~~
8. All gifts shall be acknowledged with a letter from the Library Director to the donor.

~~The Park Ridge Public Library appreciates your generous donation of materials to the Library.~~

~~However, the lack of available storage space for book sale items and considerations of salability and handling time required have made it necessary to issue the following guidelines:~~

~~Please be sure any donations you contribute are in readable/playable condition. Dirty, flood damaged, mildewed or otherwise damaged materials are not saleable and must be disposed of at Library expense.~~

~~Items donated should contain useful current information.~~

~~Donations of the following will not be accepted by the Library:~~

~~a) Textbooks~~

~~b) Business and professional publications~~

~~d) Reader's Digest condensed books and encyclopedias~~

Revised xxx

Revised April 19, 2022

Revised May 18, 2010

Approved October 9, 1979

## **GIFTS: 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 it 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. It is not the function of the Library to appraise used materials.
6. Donations of used books or other items will be added to the collection if they enhance the value of the Library's collection 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 discretion of the Library.
7. All gifts shall be acknowledged with a letter from the Library Director to the donor.

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