



## PUBLIC NOTICE

**Special Meeting of the Park Ridge Public Library Board of Trustees**  
to be held in the Second Floor Meeting Room **OF**  
**PARK RIDGE CITY HALL, 505 Butler Place, Park Ridge, IL**

**Wednesday, May 30, 2018 at 6:30 p.m.**

### **AGENDA** (revised)

1. Call to Order and Roll Call
2. Comments from the General Public
3. **MOTION** to approve a budget amendment for \$360,000 to the FY19 Technology Replacement Fund budget
4. **MOTION** to approve quote in the amount of \$33,032.00 from Computer View, Inc. for virtual server installation and reconfiguration
5. **MOTION** to approve the budget for the FY18 Per Capita Grant for \$46,850.00 to be used to fund additional public furniture and staff workrooms currently not included in renovation scope
6. **MOTION** to approve change orders involved with Renovation Project
7. **MOTION** to approve Non-Resident Fee of \$330.00 effective July 1, 2018 and to adopt Policy ID2, *Loans of Books and Other Materials*, as revised
8. Adjournment

Meetings of the Library Board are open to the public under provisions of the Illinois Open Meetings Act. Please contact the Library Business Office with questions or comments.

THE PARK RIDGE PUBLIC LIBRARY will provide reasonable auxiliary aids or services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs and facilities. Persons requiring assistance are requested to notify the Library of their needs well in advance to provide sufficient time for the Library to make an accommodation. Requests for accommodation should be made to the Business Office at the Park Ridge Public Library, 20 S. Prospect, Park Ridge, IL 60068, 847-825-3123.





# Memorandum

**Memo Date:** May 25, 2018  
**From:** Heidi Smith  
**Meeting Type:** Special Board Meeting  
**Meeting Date:** May 25, 2018  
**Action Requested:**  For approval  
**Subject:** Budget amendment to FY19 Technology Replacement Fund

**Background:**

The current FY19 Technology Replacement Fund budget for commodities expenditures is \$0.00. City of Park Ridge Finance Director advised the Library Board approve a budget amendment as outlined below. It will then go before City Council for approval.

**Options Considered:**

**Itemized FY19 Proposed - Commodities**

|                               |                 |                     |
|-------------------------------|-----------------|---------------------|
| Self-Checkout units           | 5 @ \$12,904.00 | \$ 64,520.00        |
| RFID gate                     |                 | \$ 7,999.00         |
| Handheld tool                 |                 | \$ 4,944.00         |
| AMH - 7 bin sorter            |                 | \$ 87,871.45        |
| Shipping and handling         |                 | \$ 3,500.00         |
| <b>Bibliotheca + 3M Total</b> |                 | <b>\$168,834.45</b> |

|                                 |                     |                          |
|---------------------------------|---------------------|--------------------------|
| Replace UPS/PDU                 | \$ 2,189.00         | HS approved              |
| Virtual Server                  | \$ 33,032.00        | Quote for Board approval |
| Renew firewall                  | \$ 4,000.00         | Estimate                 |
| Printer replacements            | \$ 2,000.00         | Estimate                 |
| Windows 10 – desktops           | \$110,000.00        | 100+ estimate            |
| Windows 10 – notebooks          | \$ 28,000.00        | 15+ estimate             |
| <b>Computer View Inc. Total</b> | <b>\$179,221.00</b> |                          |

**Update surveillance camera system** **\$ 40,000.00** Estimate

**Contingency** **\$ 20,000.00**

**Option A: FY19 Proposed Budget** **\$408,055.45**

**CONSIDERATIONS:**

- Updated Bibliotheca + 3M costs to include all self-check pricing and shipping/handling. Suggest addition of handheld tool for accurate inventory and efficient item changes. Equipment supports renovation project.
- Total of deferred FY18 Tech budget + typical annual budget of \$100K = \$ 313,000.00
- Most desktops and notebooks are not able to be upgraded to Windows 10. Pricing reflects total replacement. This would achieve the best practice of all system computers running the same operating system. CVI is currently updating our inventory for more accurate numbers.
- Individual expenditures will be subject to the purchasing policy for approval.

**Option B: FY19 Proposed Budget (Reduced) \$360,000.00**

**CONSIDERATIONS**

- Postponing notebooks to FY20 could affect computer classes, but could be acceptable until May 2019. (Reduce by \$28,000.00)
- Phasing cameras over 2 fiscal years would delay the benefit of improved quality and coverage, but could be acceptable until May 2019. (Reduce by \$20,000.00)

**Budget Implications:**

Action requires expenditure of Funds:  No

**Recommendation:**

I recommend Option B, the reduced and more conservative approach. I think the delays proposed would be acceptable until May, 2019.

**Requested motion:**

To approve a budget amendment to FY19 Technology Replacement Fund budget for \$360,000.00



# Memorandum

**Memo Date:** May 25, 2018  
**From:** Heidi Smith  
**Meeting Type:** Special Board Meeting  
**Meeting Date:** May 25, 2018  
**Action Requested:**  For approval  
**Subject:** Virtual Server Consolidation and Replacement

**Background:**

The Library has three physical servers. The *file* server was installed in 2016, while the other two servers (*virtual* and *management*) are from the 2010 upgrade project. A proposal to combine the virtual and management servers into a new virtual server was presented by Computer View Inc. (CVI), the Library’s current IT service provider, and budgeted for FY18. This project was never initiated.

The existing virtual server has become increasingly unreliable with more frequent failures. It is also currently at capacity. CVI submitted an updated proposal on May 3, 2018.

**Options Considered:**

Included are two additional hardware quotes for comparison.

| CVI         | CDW-G       | Hewlett Packard Enterprise |
|-------------|-------------|----------------------------|
| \$17,532.00 | \$18,239.19 | \$19,178.39                |

**CONSIDERATIONS:**

- Library Purchasing policy requires 3 competitive quotes for hardware; all include 5 year, 24/7 service
- All options include installation by CVI at \$15,500.00

**Recommendation:**

As CVI is the lowest quote for hardware and our current IT service provider, I recommend the Board approve the CVI quote in its entirety so that the failing virtual server and existing management server can be replaced with one new server as soon as possible.

**Budget Implications:**

Action requires expenditure of Funds:  Yes

If “yes”, cost ..... \$33,032.00

If “yes”, is this a budgeted item:  Grant Funds  Library Funds

**Requested motion:**

To approve CVI virtual server installation and reconfiguration quote of \$33,032.00.

**Attachments:**

- 3 quotes for a virtual server:
- from CDW
  - from CVI (Computer View, Inc.)
  - from HPE – Hewlett Packard Enterprise






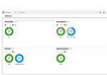




# Shopping Cart

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Add Item to Cart

| Item   | Availability                                       | Price  | Quantity | Item Total |   |
|--|--|--|----------|------------|---|
|  <p><b>HPE ProLiant DL380 Gen10 – rack-mountable – Xeon Silver 4114 2.2 GHz – 16 G</b><br/>MFG Part: 875766-S01<br/>CDW Part: 4708406<br/>UNSPSC: 43211501</p> <p><a href="#">-Top Recommendations</a></p>    | <b>In Stock</b><br>In stock and ready for shipment | <del>\$4,299.00</del><br><b>\$3,429.49</b><br>Extranet Price |          | \$3,429.49 | ✕ |
|  <p><b>Intel Xeon Silver 4114 / 2.2 GHz processor</b><br/>MFG Part: 826850-B21<br/>CDW Part: 4739617<br/>UNSPSC: 43201503</p> <p><a href="#">+Top Recommendations</a></p>                                     | <b>In Stock</b><br>In stock and ready for shipment | <del>\$1,169.00</del><br><b>\$882.54</b><br>Extranet Price   |          | \$882.54   | ✕ |
|  <p><b>HPE SmartMemory – DDR4 – 16 GB – DIMM 288-pin</b><br/>MFG Part: 835955-B21<br/>CDW Part: 4708375<br/>UNSPSC: 32101602</p> <p><a href="#">+Top Recommendations</a></p>                                 | <b>In Stock</b><br>In stock and ready for shipment | <del>\$630.00</del><br><b>\$491.14</b><br>Extranet Price     |          | \$3,437.98 | ✕ |
|  <p><b>Total Micro 300GB 2.5" SAS Enterprise Hard Drive, HPE ProLiant DL580 Gen9</b><br/>MFG Part: 759208-B21-TM<br/>CDW Part: 4281869<br/>UNSPSC: 43201803</p> <p><a href="#">+Top Recommendations</a></p> | <b>Call</b><br>Call for availability               | <b>\$370.49</b><br>Extranet Price                            |          | \$3,704.90 | ✕ |
|  <p><b>HPE 562SFP+ – network adapter</b><br/>MFG Part: 727055-B21<br/>CDW Part: 4087162<br/>UNSPSC: 43201404</p> <p><a href="#">+Top Recommendations</a></p>  | <b>In Stock</b><br>In stock and ready for shipment | <del>\$699.00</del><br><b>\$528.19</b><br>Extranet Price     |          | \$528.19   | ✕ |
|  <p><b>HPE OneView with iLO Advanced – license + 3 Years 24x7 Support – 1 server</b><br/>MFG Part: E5Y43A<br/>CDW Part: 3545523<br/>UNSPSC: 43232804</p> <p><a href="#">+Top Recommendations</a></p>        | <b>In Stock</b>                                    | <b>\$615.59</b><br>Extranet Price                            |          | \$615.59   | ✕ |
|  | <b>In Stock</b>                                    | <b>\$13.29</b>   |          | \$26.58    | ✕ |

## Order Summary

**Subtotal: \$18,239.19**

Tax and Shipping calculated at checkout.

Lease Option Pricing ?  
\$499.57 / Month





**HPE 10A 6' Power Cord - Black**

MFG Part: AF556A  
CDW Part: 1037697  
UNSPSC: 26121636

In stock and ready for shipment

Extranet Price

[+Top Recommendations](#)



**HPE Foundation Care 24x7 Service - extended service agreement - 5 years - o**

MFG Part: H7J34A5#W3Y  
CDW Part: 4944294  
UNSPSC: 81111812

In Stock

**\$5,613.92**  
Extranet Price

\$5,613.92



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This page was printed on 5/22/2018 4:47:03 PM.





COMPUTER VIEW INC.

**Computer View, Inc.**  
 2035 S Arlington Heights Rd  
 Suite 121  
 Arlington Heights, Illinois  
 United States  
<http://www.cview.net>  
 (P) 847-290-9286  
 (F) 847-290-9602

| Quotation (Open)        |  |
|-------------------------|--|
| <b>Date</b>             | May 03, 2018 11:20 AM CDT  |
| <b>Modified Date</b>    | May 08, 2018 02:27 PM CDT  |
| <b>Doc #</b>            | 201506 - rev 1 of 1  |
| <b>Description</b>      | Virtual Server   |
| <b>SalesRep</b>         | Poluchowicz, Roxy<br>(P) 847-290-9286 ext. 114<br>(F) 847-290-9602 |
| <b>Customer Contact</b> | Smith, Heidi<br>(P) (847) 720-3203<br>hsmith@prpl.org              |

**Customer**

Park Ridge Public Library (PR0003)  
 Smith, Heidi  
 20 South Prospect Avenue  
 Park Ridge, IL 60068-4188  
 United States  
 (P) 847-825-3123  
 (F) 847-825-0001

**Bill To**

Park Ridge Public Library  
 Smith, Heidi  
 20 South Prospect Avenue  
 Park Ridge, IL 60068-4188  
 United States  
 (P) (847) 720-3203  
 hsmith@prpl.org

**Ship To**

Park Ridge Public Library  
 Smith, Heidi  
 20 South Prospect Avenue  
 Park Ridge, IL 60068-4188  
 United States  
 (P) (847) 720-3203  
 hsmith@prpl.org

|                              |                            |                                |
|------------------------------|----------------------------|--------------------------------|
| <b>Customer PO:</b>          | <b>Terms:</b><br>Undefined | <b>Ship Via:</b><br>UPS Ground |
| <b>Special Instructions:</b> |                            | <b>Carrier Account #:</b>      |

| #   | Description  | Part #     | Qty | Unit Price | Total      |
|---|--|------------|-----|------------|------------|
| <b>Virtual Server - Consolidation of Management &amp; Virtual Servers</b> |  |            |     |            |            |
| 1   | HPE ProLiant DL380 Gen10<br>Server - rack-mountable - 2U - 2-way - 1 x Xeon Silver 4114 / 2.2 GHz - RAM 16 GB - SATA/SAS - hot-swap 2.5" - no HDD - GigE - monitor: none - HPE Smart Buy                       | 875766-S01 | 1   | \$3,635.00 | \$3,635.00 |
| 2   | Intel Xeon Silver 4114<br>2.2 GHz - 10-core - 20 threads - 13.75 MB cache - LGA3647 Socket - for ProLiant DL380 Gen10; SimpliVity 380 Gen10  | 826850-B21 | 1   | \$755.00   | \$755.00   |
| 3   | HPE SmartMemory<br>DDR4 - 16 GB - DIMM 288-pin - 2666 MHz / PC4-21300 - CL19 - 1.2 V - registered - ECC  | 835955-B21 | 7   | \$350.00   | \$2,450.00 |
| 4   | HPE Enterprise<br>Hard drive - 300 GB - hot-swap - 2.5" SFF - SAS 12Gb/s - 15000 rpm - with HPE SmartDrive carrier   | 870753-B21 | 10  | \$462.00   | \$4,620.00 |
| 5   | HPE 562SFP+<br>Network adapter - PCIe 3.0 x8 - 10 Gigabit SFP+ x 2 - for ProLiant DL360 Gen10, DL580 Gen10, ML110 Gen10, ML350 Gen10, XL230k Gen10, XL450 Gen10  | 727055-B21 | 1   | \$450.00   | \$450.00   |
| 6   | HPE OneView with iLO Advanced Flexible License<br>License + 3 Years 24x7 Support - electronic - Linux, Win, OpenVMS  | E5Y35AAE   | 1   | \$650.00   | \$650.00   |
| 7   | HPE<br>Power cable - IEC 60320 C13 straight to NEMA 5-15 (P) - AC 110 V - 10 A - 6 ft - black - Canada, United States - for HPE MSL2024, MSL4048; Apollo 4510 Gen9; ProLiant DL380 G6, DL380p Gen8, DL560 Gen8 | AF556A     | 2   | \$6.50     | \$13.00    |

| # | Description  | Part # | Qty | Unit Price  | Total       |
|---|--|--------|-----|-------------|-------------|
| 8 | HPE Foundation Care 24x7 Service<br>Extended service agreement - parts and labor - 5 years - on-site - 24x7 - response time: 4 h - for ProLiant DL380 Gen10  | H8QV5E | 1   | \$4,959.00  | \$4,959.00  |
| 9 | Installation / Configuration<br>Virtual root includes migration of SCVMM from Mgmt Svr<br>Note: Virtual root & 3 guests:<br>1. Backup Domain Controller<br>2. TBS MyPC/PaperCut<br>3. Exchange - upgrade to 2016 | INST   | 1   | \$15,500.00 | \$15,500.00 |

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

Subtotal: \$33,032.00  
Shipping: \$0.00  
**Total: \$33,032.00**

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

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

Hewlett Packard Enterprise United States  
 WW Corporate Headquarters - Palo Alto, CA  
 3000 Hanover St.  
 Palo Alto California

HPE confidential and proprietary information.  
 Do not share.

94304-1112  
 Phone:+1 800-607-3567

# Quote

## Hewlett Packard Enterprise Quote for Heidi Smith

This is an electronic copy of a quote you placed online.

| Quote information               | Personal information                  |
|---------------------------------|---------------------------------------|
| Quote name: PRPL Virtual Server | Contract name: MHEC IL -MHEC-10012015 |
| Quote number: 50518645          | First name: Heidi                     |
| Quote creation date: 05/22/18   | Last name: Smith                      |
| Quote expires: 06/21/18         | Phone: 847-720-3203                   |
|                                 | Fax:                                  |
|                                 | E-mail address: cvitech@prpl.org      |
|                                 | Country:                              |

| E-mail notification              |
|----------------------------------|
| E-mail address: cvitech@prpl.org |

| Shipping information                    |
|---|
| Company name: Computer View Inc.        |
| Attention to: Roxy Poluchowicz          |
| Address: 2035 S Arlington Heights Rd    |
| Address 2: Suite 121                    |
| ZIP/Postal code: 60005                  |
| City: Arlington Heights                 |
| State/Province: IL                      |
| Country: United States                  |
| Phone: 847-290-9286 x114                |
| Fax: 847-290-9602                       |
| E-mail address: sales@cview.net         |
| Shipping and handling options: Standard |
| Shipping instructions:                  |

| #   | Product number   | Qty | List price [USD] | % Off List price | Unit price [USD] | Total price [USD] |
|-----|--|-----|------------------|------------------|------------------|-------------------|
| 100 | <b>Configurable - HPE ProLiant DL380 Gen10 24SFF Server v2</b><br>Base Model ID: 24551335<br>Config ID: 28648020 | 1   | 25,725.00        | 25.45            | 14,632.79        | 14,632.79         |
| 101 | <b>868704-B21#ABA</b><br>HPE DL380 Gen10 24SFF CTO Server  | 1   | 2,759.00         |                  | 2,014.07         |                   |
| 102 | <b>826850-L21</b><br>HPE DL380 Gen10 Intel Xeon-Silver 4114 (2.2GHz/10-core/85W) FIO Processor Kit               | 1   | 1,169.00         |                  | 853.37           |                   |
| 103 | <b>826850-B21#0D1</b><br>HPE DL380 Gen10 Intel Xeon-Silver 4114 (2.2GHz/10-core/85W) Processor Kit               | 1   | 1,169.00         |                  | 853.37           |                   |

| #   | Product number  | Qty | List price [USD] | % Off List price | Unit price [USD]    | Total price [USD] |
|---|---|-----|------------------|------------------|---------------------|-------------------|
| 104   | <b>835955-B21#0D1</b><br>HPE 16GB (1x16GB) Dual Rank x8 DDR4-2666 CAS-19-19-19 Registered Smart Memory Kit        | 8   | 630.00           |                  | 459.90              |                   |
| 105   | <b>870753-B21#0D1</b><br>HPE 300GB SAS 12G Enterprise 15K SFF (2.5in) SC 3yr Wty Digitally Signed Firmware HDD    | 10  | 579.00           |                  | 422.67              |                   |
| 106   | <b>870549-B21#0D1</b><br>HPE DL38X Gen10 12Gb SAS Expander Card Kit with Cables                                   | 1   | 699.00           |                  | 510.27              |                   |
| 107   | <b>647594-B21#0D1</b><br>HPE Ethernet 1Gb 4-port 331T Adapter   | 1   | 359.00           |                  | 262.07              |                   |
| 108   | <b>727055-B21#0D1</b><br>HPE Ethernet 10Gb 2-port 562SFP+ Adapter   | 1   | 699.00           |                  | 510.27              |                   |
| 109   | <b>P01366-B21#0D1</b><br>HPE 96W Smart Storage Battery (up to 20 Devices) with 145mm Cable Kit                    | 1   | 99.00            |                  | 72.27               |                   |
| 110   | <b>804331-B21#0D1</b><br>HPE Smart Array P408i-a SR Gen10 (8 Internal Lanes/2GB Cache) 12G SAS Modular Controller | 1   | 599.00           |                  | 437.27              |                   |
| 111   | <b>865408-B21#0D1</b><br>HPE 500W Flex Slot Platinum Hot Plug Low Halogen Power Supply Kit                        | 2   | 309.00           |                  | 225.57              |                   |
| 112   | <b>AF556A#0D1</b><br>HPE C13 - Nema 5-15P US/CA 110V 10Amp 1.83m Power Cord                                       | 2   | 10.00            |                  | 8.00                |                   |
| 113   | <b>E5Y43A</b><br>HPE OneView for ProLiant DL Server including 3yr 24x7 Support FIO Bundle Physical 1-server LTU   | 1   | 799.00           |                  | 583.27              |                   |
| 114   | <b>786092-B21#0D1</b><br>HPE DL380 SFF Smart Array HBA H200/P400 Series SAS Cable Kit                             | 1   | 59.00            |                  | 43.07               |                   |
| 115   | <b>733664-B21#0D1</b><br>HPE 2U Cable Management Arm for Easy Install Rail Kit                                    | 1   | 65.00            |                  | 47.45               |                   |
| 116   | <b>733660-B21#0D1</b><br>HPE 2U Small Form Factor Easy Install Rail Kit   | 1   | 100.00           |                  | 73.00               |                   |
| <b>Options and Accessories</b>  |   |     |                  |                  |                     |                   |
| 117   | <b>H8QV5E</b><br>HPE 5 Year Foundation Care 24x7 DL38x Gen10 Service  | 1   | 5,682.00         |                  | 4,545.60            | 4,545.60          |
|   |   |     |                  |                  | [USD] Subtotal:     | 19,178.39         |
| Tax, shipping, and applicable recycling fees will appear on your invoice.<br><a href="#">Click here for more information on recycling fees.</a> |   |     |                  |                  | <b>[USD] Total:</b> | <b>19,178.39</b>  |

This quote is governed by the terms of the customer's Direct Agreement. Price quotes are subject to product and price availability.

Price quotes are subject to product and price availability.

Please refer to this link for a copy of the Services Terms and Conditions. Make sure to choose the correct country document.



# Memorandum

**Memo Date:** May 25, 2018  
**From:** Heidi Smith  
**Meeting Type:** Special Board Meeting  
**Meeting Date:** May 25, 2018  
**Action Requested:**  For approval  
**Subject:** FY17/18 Per Capita Grant Budget (PROPOSED)

## Background:

On April 3, 2018 we received our Per Capita Grant award letter for FY17/18 from the State of Illinois. The amount awarded was \$46,850. These funds must be used by June 30, 2019. A budget amendment request was issued and approved May 1, 2018 for use of the funds for facility and technology rather than collections.

## Options Considered:

Additional public furniture and staff workrooms currently not included in renovation scope.

- |  |   |
|--|---|
| 1) 1 <sup>st</sup> floor meeting room chairs (100):          | \$13,500 (plastic/sled-base estimate)     |
| 2) Reconfiguration of Admin/3 <sup>rd</sup> floor workrooms: | \$19,000 (general estimate)               |
| 3) Children's Department staff workroom furniture:           | \$21,000 (cost of a comparable work room) |
| Estimated total:   | \$53,500                                  |

## CONSIDERATIONS:

- 1<sup>st</sup> floor meeting room chairs are in very poor condition.
- 2<sup>nd</sup> floor conference room is the only space managers have for 1:1 conversations or group meetings. Space is neither confidential nor private and is too small to meet group needs. Current plans do not address this issue nor provide effective spaces for participating in online continuing education.
- Reconfiguration of Administration and 3<sup>rd</sup> floor workroom will create a more usable staff conference room to be shared by managers and increased storage and functionality for administration.
  - Business office walls and access would not change.
  - 3<sup>rd</sup> floor workroom as drawn would be divided into 2 rooms.
    - Better use of the space after reducing 4 workstations.
    - Space would be within locked staff-only-access area.
- Children's Department staff workroom is very crowded. Existing furniture is mismatched, limiting effective reconfiguration.
- All staff workroom furniture will be dismantled for carpet; good time to replace.

## Recommendation:

I recommend utilizing FY17/18 Per Capita Grant funds for all three options. It is my opinion that this serves the public directly with new seating for programming and meetings. In addition, it indirectly serves the public by supporting Library staff in increased productivity and professional development. Funds in excess of Per Capita Grant funding TBD based on proposals/selection.

*(continued on other side)*

**Budget Implications:**

Action requires expenditure of Funds:  Yes

If "yes", cost ..... \$46,850.00

If "yes", is this a budgeted item:  Grant Funds  Library Funds

**Requested motion:**

To approve the budget for the FY17/18 IL Per Capita Grant funds of \$46,850.00 to fund additional public furniture and staff workrooms currently not included in renovation scope.



# Memorandum

**Memo Date:** May 25, 2018  
**From:** Angela Berger  
**Meeting Type:** Library Board  
**Meeting Date:** May 30, 2018  
**Action Requested:**  For approval  
**Subject:** Non-resident Library Card Fee  
Revision to Policy ID2

**Background:**

The Library sells library cards to non-residents that live in areas not taxed for public library service according to the laws of the State of Illinois. Cards sold to non-residents provide all of the privileges of a resident library card and may be used at other libraries within the RAILS library system. The fee is determined using a mathematical formula provided by the State to calculate a fee equivalent to the average local tax support.

The State requires the Library Board of Trustees to annually review the fee for a Non-Resident Library Card and authorize selling library cards to non-residents.

Based on the Library’s FY 18 tax receipts, I recommend that the Non-Resident Library Card Fee be set at \$330 effective July 1, 2018.

|  | <b>2018</b>     |
|--|-----------------|
| Property Taxes – FY18 ( <i>current and prior</i> ) | \$4,638,940.00  |
| 2010 Census – Population                           | 37,480          |
| Total Tax Revenue per person                       | \$123.77        |
| 2010 Census – Average household size               | 2.65            |
| <b>Non-resident fee</b>                            | <b>\$327.99</b> |

**Budget Implications:**

Action requires expenditure of Funds:  No

**Recommended Motions:**

1. To approve a *Non-Resident Library Card Fee* of \$330 effective July 1, 2018.
2. To revise *Policy ID2, “Loans of Books and Other Materials”* to include the Non-Resident Library Card Fee of \$330.00 effective July 1, 2018.

**Attachment:**

- Policy ID2 – Loans of Books and Other Materials, Circulating Materials/Schedule of Fees

## LOANS OF BOOKS AND OTHER MATERIALS

ID 2

### CIRCULATING MATERIALS/SCHEDULE OF FEES

#### POLICY:

Library books and other materials, except certain reference and historical materials, shall be available for circulation, for specified periods of time to all patrons holding valid RAILS library cards and who are not delinquent. Items restricted to Park Ridge library card holders only are noted in the rules.

In order to encourage compliance with Library borrowing rules, and to reimburse the Library for the cost of replacing or repairing lost or damaged Library materials, fees and charges shall be imposed in accordance with the schedule set forth in the rules.

#### RULES:

##### 1. Restrictions, Loan Periods, Renew/Reserve Status, and Fees

| Annual non-resident borrower's card   |               |             |           |         |                   | <del>\$345.00</del>  | <b>\$330.00</b> |
|---|---------------|-------------|-----------|---------|-------------------|----------------------|-----------------|
| All other borrower's cards; no charge for initial card; replacement of lost cards |               |             |           |         |                   |                      | \$1.00          |
| Lost item barcode label   |               |             |           |         |                   |                      | \$2.00          |
| Collection fee for accounts sent to collection agency                             |               |             |           |         |                   |                      | \$10.00         |
| Materials   | Restrictions* | Loan Period | Renewable | Reserve | Overdue fees /day | Maximum fees Overdue |                 |
| Books   |               | 3 weeks     | 3 times   | Yes     | \$0.20/day        | \$5.00               |                 |

(★ all other text/pages of text omitted for the purpose of saving paper – nothing else changing)

Revised \_\_\_\_\_, 2018

Revised July 18, 2017

Revised January 17, 2017

Revised July 21, 2015

Approved March 13, 1979