

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda


_____ Resolution or Ordinance (Blue) _____ Waiver of First Requested
_____ Recommendations of Boards, Commissions & Committees (Green)
 X Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scot Niehaus, Village Manager

DATE: January 24, 2023 (BOT) Date: February 2, 2023

SUBJECT: Helen Plum Library Request to Place Banners on Village Owned Streetlights

SUBMITTED BY: Carl S. Goldsmith, Director of Public Works 

BACKGROUND/POLICY IMPLICATIONS:

Staff recommends approving the request from the Helen Plum Library to place banners on Village owned streetlights. This request is compliant with Village Board Policy 6.H. – Placement of Banners on Village Light Poles.

Fiscal Impact/Funding Source:

Review (as necessary):
Finance Director _____ Date _____
Village Manager _____ Date _____


NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the agenda distribution.



January 24, 2023

TO: Village President and Board of Trustees

THROUGH: Scott Niehaus, Village Manager

FROM: Carl S. Goldsmith, Director of Public Works 

SUBJECT: HPL Request to Place Banners on Village Owned Streetlights

The Village regulates the placement of banners on Village owned light poles via Village Board Policy 6.H.. a copy of the policy has been attached. Per the policy, requests from non-profit community groups and organizations are reviewed by the Director of Public Works who is responsible for making a recommendation to the Village board of Trustees. Requests must be in writing and should include a description of the proposed banner including, but not limited to, size, color(s), content (theme and any wording), location(s) requested.

The Helen Plum Library as submitted a request to place ten (10) 32" x 72" banners along Main Street to commemorate the opening of the new library. The request would have the banners installed in mid-March 2023 and be removed at the end of May 2023. Based upon the submitted request from the HPL, the content of the banners is consistent with the Village Board policy. A copy of the content and images has been included as part of the request. The banners will be produced, installed and removed by the library's contractor. The contractor will provide the Village with a certificate of insurance and will be responsible for any damage that may occur in the course of hanging and displaying the banners.

I respectfully request that this matter be placed on the Village Board agenda for the February 2, 2023 meeting for consideration.

Recommendation

Staff recommends that the Village President and Board of Trustees approve the request from the Helen Plum Library to place banners on Village owned street lights along Main Street from mid-March 2023 to the end of May 2023 to commemorate the opening of the new Helen Plum Library.

Goldsmith, Carl

From: Steph Koblich <SKoblich@helenplum.org>
Sent: Monday, January 23, 2023 3:29 PM
To: Goldsmith, Carl
Cc: Kristie Leslie
Subject: Permission to hang banners on Main Street
Attachments: HPL Street Banners.pdf

Please be cautious

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Carl,

I am reaching out with interest in displaying street light banners along South Main Street in front of the new Helen Plum Library location around the time of our Grand Opening. Please find mockups of our proposed street light banners and intended locations attached. We would like to hang the following banners mid-March 2023 and removal will take place at the end of May 2023.

All banners are sized 32" x 72" in various shades of our brand colors (navy, purple, teal, shades of blue, green, purple, and yellow). All read "____ at your library" with a visual icon representing the verb and the Helen Plum Library logo below.

We will be printing with Liberty Flag & Banner who will also install the banners along South Main Street. I have just reached out to them for a certificate of insurance naming the Village as an additional insured and will pass that along to you as soon as I have it. Please let me know if you have any questions.

Thank you,

Steph Koblich
(She/Her)
Graphic Designer
(630) 627-0316 ext. 252

Helen Plum Library
110 West Maple Street
Lombard, IL 60148

Each banner sized at 30in x 72in on 18oz vinyl with grommets and windslits; to be installed by Liberty Flag & Banner

create  at your library 

E Washington Blvd
& Main

play  at your library 


411 S Main,
in front of Library

explore  at your library 

411 S Main,
in front of Library

learn  at your library 

Hickory & Main

read  at your library 

Hickory & Main,
across from Library

connect  at your library 

Main, in front of Ladies
Room Consignment

discover  at your library 

Main near Lilac Ln

grow  at your library 

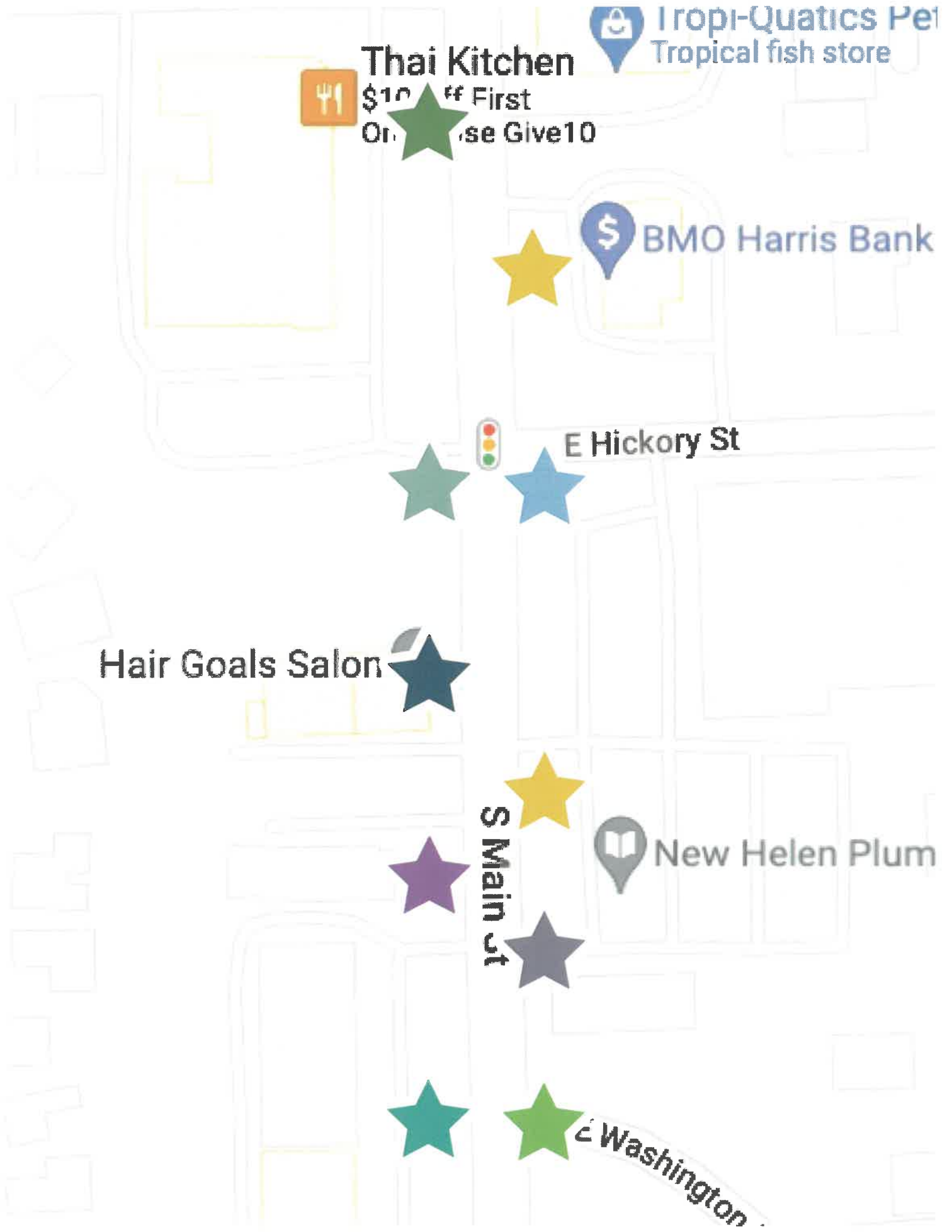
E Washington Blvd &
Main, by Colonial
Commons

study  at your library 

Main, in front of
Thai Kitchen

search  at your library 

Main, in front of
BMO Harris



Thai Kitchen

\$10 off First
Or. Use Give10



Tropi-Quatics Pet
Tropical fish store



BMO Harris Bank



E Hickory St



Hair Goals Salon



New Helen Plum



S Main St



E Washington St



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

**SUBJECT: Placement of Banners on
Village Light Poles**

Section: 6.H.
Dept.: VMO
Date: April 18, 1990
Updated: December 2, 2010

I. Purpose

This administrative policy sets forth procedures for the placement of banners on Village street lighting poles by entities other than the Village.

II. Responsibility

It shall be the responsibility of the Director of Public Works to manage the administrative review of all requests from outside organizations and entities for the erection of banners on Village street lighting poles. Requests for banners shall be forwarded to the Director of Public Works. The Director of Public Works shall be responsible for submitting staff reports to the Village Board outlining the nature of the request and the staff recommendation for disposition. The Village Board shall make the final determination on what banners shall be placed on street lighting poles.

III. Forms

None

IV. Procedures

A. All requests from non-profit community groups and organizations which may be received by any Village department shall be forwarded to the Director of Public Works. Requests must be in writing and should include a description of the proposed banner including, but not limited to, size, color(s), content (theme and any wording), location(s) requested, date the banner is to be erected and the date it is to be removed. Banner design will be reviewed by the Communications Coordinator. Reasonable documentation of the group's purpose and non-profit status will also be required. Said request must be made no less than 45 days prior to the requested placement of the banners.

Organizations should be informed that the expense of banners and their erection shall be borne by the requesting organization unless otherwise authorized by the Village Board.

B. The Director of Public Works shall be responsible for the review of the request and shall provide a recommendation to the Village

Board as to the propriety of the request. The Director of Public Works shall keep the requesting organization informed of the status of the request and also advise the organization of the meeting date when the request will be before the Village Board.

C. Banners will be allowed only on Village owned street lighting poles and will not be allowed on either utility poles or traffic signal poles, unless authorization is granted by the respective utility. Existing hardware may be used to hang banners, however, those poles not having hardware will have to be equipped with suitable hardware at the requesting organization's expense. The requesting organization shall also be required to indemnify the Village from any liability arising out of the banners, related hardware, and their installation and/or removal. Beyond this the requesting organization shall assume responsibility for any damage to Village property as a result of the banners.

D. Upon approval by the Village Board, the Director of Public Works shall be responsible for working with the requesting organization on the installation and subsequent removal of the banners. Public Works department staff shall supervise both the installation and removal of banners.

E. The Village shall reserve the right at any time to request removal of the banners. In the event the requesting organization does not remove the banners the Village shall, at the requesting organization's expense, provide for their removal.