

AGENDA
 PARK RIDGE PUBLIC LIBRARY
 20 S. Prospect Avenue, Park Ridge, IL 60068
 Regular Meeting of the Board of Trustees held in the **City Hall Council Chambers**
505 Butler Place, Park Ridge, IL – Tuesday, July 18, 2017 at 7:00 p.m.

1. a. Call to Order and Roll Call
- b. Swearing in of new Trustees
- c. Election of President Pro-Tem
- d. Roll Call
- e. Election of Officers**

2. CONSENT AGENDA

* All items listed with an asterisk are considered routine by the Library Board and will be enacted by one motion. There will be no discussion of those items unless a Board member so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the agenda.

*3. Approval of Minutes of Regular Meeting of June 20, 2017

4. Comments from the General Public (Non-agenda items)

5. Secretary's Report

- A. Communications
- B. Resolutions for Berardino Parisi and Robert Trizna
- C. **MOTION** for the Board to adjourn to Closed Session at the conclusion of regular business, pursuant to 5 ILCS 2(c)(8) for the purpose of discussing security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.
- D. The Board shall return to open session to report on the determinations made in Closed Session and to vote on the Planning & Operations Committee **MOTION** to approve the suspension of Library privileges for patron for one year.

6. Treasurer's Report

*A. a. Approval of Bills Payable-Warrant Register for
 Period 13, June 30, 2017

	Library Fund Warrants	\$ <u>19,462.47</u>
	Total	\$ 19,462.47

b. Approval of Bills Payable-Warrant Register for
 Period 2, June 16, 2017

	Library Fund Warrants	\$ 23,807.72
	Payroll	\$ 80,883.94
	Grant Fund	\$ 2,484.00
	Technology Replacement Fund	\$ 0.00
	North Suburban Digital Consortium	\$ 1,995.40
	Library Restricted Fund	\$ <u>0.00</u>
	Total	\$ 109,171.06

c. Approval of Bills Payable-Warrant Register for
 Period 2, June 30, 2017

	Library Fund Warrants	\$ 40,366.35
	Payroll	\$ 82,946.07
	Grant Fund	\$ 332.84
	Technology Replacement Fund	\$ 0.00
	North Suburban Digital Consortium	\$ 1,155.98
	Library Restricted Fund	\$ <u>13,550.00</u>
	Total	\$ 138,351.24

- *B. Per Capita Grant Report for June 2017
- *C. Technology Replacement Fund Summary Report for June 2017
- *D. Library Gift Fund Report for June 2017
 - a. Approval for payment from the Restricted Fund, \$35,399.99
- *E. Year to Date Budget Report for June 2017
- *F. Fines & Fees Revenue History

(continued on other side)

7. Library Director's Report
 - A. Statistical Reports – Monthly Statistics for June 2017
 - B. Narrative
8. Committee Reports
 - A. Planning & Operations
 - a. Motion to approve the revision to Policy ID2, an increase of the annual non-resident library card fee to \$345 (from \$340) effective August 1, 2017
 - b. Motion to approve the *2017 Annual Ordinance Authorizing Public Library Non-Resident Cards* effective August 1, 2017
 - c. Motion to approve the suspension of Library privileges for patron in question for a period of one year
 - B. Communications & Development
 - C. Library Resources
 - D. Building & Grounds
 - a. Motion to approve the *Architectural Services Proposal* from Studio GC Architecture and Interiors 223 W. Jackson Blvd., Suite 1200, Chicago, IL as specified
 - E. Budget & Finance
 - F. Personnel Committee
 - a. Motion to authorize contracting with a search firm at a cost not to exceed \$19,990.⁰⁰ to conduct the search to fill the position of Library Director at the Park Ridge Public Library
 - b. Motion to approve Mr. Egan contacting the Library attorneys regarding an Intergovernmental Agreement (IGA)
 - c. Motion to approve compensation for the two Interim Library Co-Directors
 - E. ****Nominating** (****addressed at beginning of this meeting, see #1**)
 - a. Motion to nominate Library Board Trustees to serve as officers for the 2017-2018 term
9. Friends of the Library Report
10. Unfinished Business
11. New Business
12. Adjournment

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 Administration Department at the Park Ridge Public Library, 20 S. Prospect, Park Ridge, IL 60068, 847-825-3123, TTY 847-825-8217.

**MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE PARK RIDGE PUBLIC LIBRARY HELD
IN THE CITY HALL COUNCIL CHAMBERS, 505 BUTLER PLACE, PARK RIDGE, IL
TUESDAY, JUNE 20, 2017 AT 7:00 P.M.**

CALL TO ORDER

Mr. Trizna called the meeting to order at 7:04 p.m.

ROLL CALL

TRUSTEES PRESENT: Robert Trizna, President; Charlene Foss-Eggemann, Secretary; Michael Reardon, Treasurer; Karen Burkum, Stevan Dobrilovic, Patrick Lamb

TRUSTEES ABSENT: Berardino Parisi, Vice-President; Joseph Egan, Judith Rayborn

OTHERS PRESENT: Anastasia Daskalos, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Jodi Bemis Whitney, Angela Berger, Staci Greenwald, Gretchen Kottkamp, Peggy Maiken, John Priala, Parry Rigney, Lisa Winchell, Library Staff; Anne Lunde, Park Ridge Journal; Jennifer Johnson, Pioneer Press; Leslie Farrell, Kim Garber, Gareth Kennedy, Joshua Kiem, Jennifer LaDuke, Julie Stam, Park Ridge residents

CONSENT AGENDA

Mr. Reardon MOVED to approve the Consent Agenda.

Mr. Lamb SECONDED the motion

Voice vote: 6 Yay: Burkum, Foss-Eggemann, Dobrilovic, Lamb, Reardon, Trizna
3 Absent: Egan, Parisi, Rayborn

MOTION PASSED UNANIMOUSLY

COMMENTS FROM THE GENERAL PUBLIC

Mr. Trizna solicited questions from the general public on non-agenda items.

Gretchen Kottkamp, Parry Rigney, and Laura Scott, Library Managers, stepped forward and stated that since yesterday was Janet Van De Carr's last day as Director of the Library, in keeping with Library tradition, and as a small sign of appreciation, on behalf of the staff of the Park Ridge Public Library they will read the following into the record:

Proclamation In Recognition of Janet Van De Carr

Whereas, Janet Van De Carr has served Park Ridge and its residents with distinction for a period of 37 years – from March 3, 1980 to June 19, 2017 – as the Head of Children's Services, then Assistant Director, and lastly for 16 years as the Library Director; *Whereas*, she, as Head of Children's Services, laid a foundation of friendly and competent service and dynamic programming to encourage a love of reading in the children of Park Ridge, including creating the enduring Reading Patch Club, acquiring the department's first and ever-popular train table, and leading the project of amassing dozens of children's stories brought to life through puppets, felts, and props, subsequently known in storytime planning as "proppy things", including but not limited to "The Chocolate Chip Ghost" and "Caps for Sale"; *Whereas*, under her leadership as Assistant Director and as Director we have

conducted space studies, changed catalog systems, began circulating digital materials, removed asbestos, created a community network, established a website and subsequently redesigned our website, replaced a roof and windows, and so much more; *Whereas*, she has demonstrated superior juggling skills, handling all kinds of Library issues from FOIAs to bidding projects, to meeting with consultants and vendors and creating endless reports, studies and surveys; *Whereas*, she led the staff and the community in celebrating the Library's 100th anniversary in a yearlong celebration of special programs and events; *Whereas*, she has remained calm in the face of emergencies such as fire and security alarms at inconvenient times; upset patrons; vehicles running into electrical boxes, the building, and supporting columns; and those last minute information requests from Board members; and has cheerfully welcomed into her office the endless parade of staff and patrons; *Whereas*, she always had chocolate in her office, for which we express special gratitude; *Whereas*, under her leadership the community passed a referendum, voting YES to restore Library funding in the year 2014, showing support for the Library and its role in the community; *Whereas*, she has hired and mentored countless Library staff, who will continue to carry on her good work to the best of our ability; *Whereas*, she will be missed tremendously, as she has served the Library for 37 years with integrity, vision, patience, kindness, a sense of humor, and the best laugh; *Now, therefore be it resolved* that on this date, June 19, 2017, the staff of the Park Ridge Public Library expresses its special thanks and appreciation to Janet Van De Carr for 37 years of distinguished service. Be it further resolved that a copy of this Resolution be presented to her, signed by the Manager of each department of the Library, and proclaimed on this day for all to hear.

Mr. Trizna thanked them and asked that the resolution be included in the official minutes of this meeting.

Leslie Farrell, Park Ridge resident – stated as a librarian and a Park Ridge resident she wishes to express her appreciation for Mrs. Van De Carr's years at the Library as a librarian and as the Director. Mrs. Farrell stated that she considers Mrs. Van De Carr to be an amazing person and a very good librarian and a very good Director and she is sad that she is leaving and grateful that she was here 37 years.

Mrs. Farrell added that she encourages the Board, as they look at applicants, to please consider having the Director be another person with an MLS (Masters of Library Science) degree because that is very important and she's not sure that they realize it.

Mr. Trizna thanked her for her comments.

SECRETARY'S REPORT

Mrs. Foss-Eggemann reported there is no correspondence folder this evening.

Mrs. Foss-Eggemann announced that she will distribute draft minutes of recent closed meetings for the Trustees to review for approval at the next Committee meeting.

TREASURER'S REPORT

Mr. Reardon stated all financial items in the packet are covered under the Consent Agenda.

LIBRARY DIRECTOR'S REPORT

Mr. Trizna solicited questions and comments regarding the written Library Director's report and statistics included in the packet. There were none; there was no further discussion.

COMMITTEE REPORTS

Mr. Trizna stated that Mr. Reardon suggested that the Board only address those Committee reports this evening that have action items. There were no objections from members of the Board.

Planning & Operations:

Mr. Reardon stated that after Mrs. Van De Carr retired he requested a Board designee be authorized to assume the authorizations previously held by the Library Director.

In Committee it was stated that the Board must vote on the issue of the printing of the Library newsletter.

Mr. Reardon made a

MOTION: to approve the quote from Trend Graphics, 10901 Union Special Plaza, Suite 117C, Huntley, IL 60142 for *Printing and Mailing the Library Newsletter* for one year at the cost of \$12,228.00

Mrs. Foss-Eggemann SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY

Mr. Lamb raised the issue that Article II of the Bylaws requires that at the June Board meeting the Board President appoint a Nominating Committee of three Trustees to draw up a slate of Library Board officers for the elections at the July Board meeting. The officer positions are Board President, Vice President, Secretary and Treasurer. Mr. Trizna suggested that since he, Mr. Lamb and Mr. Parisi are up for reappointment to the Library Board that other Trustees volunteer to be on this Committee. After some discussion it was determined that Mrs. Burkum, Mr. Egan, and Mr. Reardon will be the Nominating Committee. Mr. Dobrilovic announced he will not be able to attend any meetings until August.

Budget & Finance:

Mr. Dobrilovic asked Mr. Reardon for assurance that the Library will be able to continue with purchasing without any further changes to policy. Mr. Reardon stated that based on his reading he believes staff will be able to continue with purchasing and payment of its bills without any further changes to policy at this time.

Mr. Reardon addressed purchasing Policy IA1 on page 87, in regard to the passages stating "Library Director or other Board designee", the managers are allowed to approve warrants up to \$2,000 and the Director is allowed to approve warrants from \$2,000 to \$5,000.

On behalf of the Committee, Mr. Reardon made a

MOTION: to approve Policy IA1, *Purchasing Policy*, as revised

Roll call vote.

MOTION PASSED UNANIMOUSLY

Mr. Reardon addressed purchasing Policy IA1a on page 89, noting passages stating "Library Director or other Board designee".

On behalf of the Committee, Mr. Reardon made a

MOTION: to approve Policy IA1a, *Payments for Goods and Services*, as revised

Roll call vote.

MOTION PASSED UNANIMOUSLY

Mr. Reardon suggested that at this time the Board assign a designee.

Mrs. Foss-Eggemann made a

MOTION: to appoint Mr. Reardon as the Board Designee, under policies IA1 and IA1a

Mrs. Burkum SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY

Personnel:

Mr. Reardon made a

MOTION: to accept and approve Library Director Janet Van De Carr's notification of retirement

Mrs. Burkum SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY

Mr. Trizna asked that, since she penned the resolution, Mrs. Burkum read into the record the Library Board's

Resolution Honoring Janet Van De Carr on her Retirement, June 20, 2017

Whereas, Janet Van De Carr, Director of Park Ridge Public Library, retired June 19, 2017, after 37 years; and *Whereas*, Mrs. Van De Carr began her career with the Park Ridge Public Library on March 3, 1980, and served Park Ridge and its residents as the head of Children's Services, Assistant Director, and, since December 1, 2000, as the Library Director; and *Whereas*, in recognition of her outstanding service to the Library, its patrons, the Park Ridge community; and *Whereas*, throughout her many years of service, Mrs. Van De Carr has served the people of this city with fairness and dedication: *Therefore be it resolved*, that we, the members of the Board, do hereby extend to Mrs. Van De Carr our sincere and grateful appreciation for her dedicated service to the Park Ridge Public Library, our congratulations on her well-earned retirement, and our best wishes to her for continued success, happiness, and good health in the years to come. Adopted in Park Ridge, Illinois, this Twentieth day of June 2017, by the Park Ridge Public Library Board of Trustees.

Mrs. Foss-Eggemann thanked Mrs. Burkum for providing the resolution, it was wonderful. Mr. Reardon asked that the resolution be included in the official minutes of this meeting.

Mr. Reardon addressed the agenda item, "discussion of search for new Library Director" and reviewed the action items listed in the *Park Ridge Library Director Replacement Plan* as found on page 103 of the packet.

Mr. Reardon reported that he and Mrs. Burkum held one meeting with the Library managers on Tuesday, June 15 and discussed the need for interim co-Directors. Mrs. Burkum reported that she and Mr. Reardon also held two meetings with staff this afternoon.

Mr. Reardon stated that he and Mrs. Burkum recommend for purposes of a smooth transition that the Board approve moving forward with the two current managers who volunteered to act as co-Interim Library Directors – Anastasia Daskalos and Laura Scott – rather than go with the alternative which would be to hire an interim Director.

Mr. Reardon reported that he and Mrs. Burkum met with Ms. Daskalos and Ms. Scott and had a productive discussion and determined that their department structures are deep enough that they will have sufficient backup when they are absent from their department conducting business as a “co-Director”. He solicited input from the other Trustees.

Mr. Lamb stated as was acknowledged in his own discussion with Mrs. Van De Carr, our Library is run not by just one person but rather it operates effectively and dynamically because of 83 dedicated employees who care about the Library and he believes it will continue to prosper and function at a high level of service to the community.

Mr. Lamb added that he believes all the trustees appreciate the loss that will come with Mrs. Van De Carr not being present, that all libraries today are faced with a variety of new challenges, and also appreciates that Ms. Daskalos and Ms. Scott have volunteered. He added that the staff runs the Library every day and he is confident while the process to find a new Director is undertaken by the Board, the staff will continue to do a great job, which he appreciates. He also agrees with Mr. Reardon and Mrs. Burkum that having two interim co-Directors provides a balance, gives staff alternatives for discussion, and the two co-Directors bring different strengths and experiences that will only help in the transition while the Board conducts the search for a new Library Director. He thanked them for volunteering.

Mr. Reardon added that both managers will continue in their capacity of manager to their individual departments while also acting as interim co-Directors, and that he anticipates the process of finding a permanent Library Director will take four to six months. If the process goes to six months then he and Mrs. Burkum will sit down again with the interim co-Directors to evaluate where everything stands.

Mr. Reardon announced that he agrees with the following suggestion from the two staff members that they will act as Interim Co-Directors until such time that a new Library Director is on board, and during that time the Library staff and Board will act with a “business as usual” strategy, which means specifically that the Board will refrain from requesting new data, new reports, etc. and Mr. Reardon and Mrs. Burkum each reiterated that they are fully in support of this.

Mrs. Burkum added that she is appreciative that Ms. Daskalos and Ms. Scott stepped forward and that they are both fully committed working together closely both with each other and with the Board and staff. She added she is excited about their approach to co-directing.

Mr. Trizna asked if there has been a discussion about an increase in compensation commensurate with the additional duties and additional responsibilities for the interim co-Directors, to which Mr. Reardon replied yes there has and added that he and Mrs. Burkum believe it is completely appropriate. He added that he wishes that Mrs. Rayborn was present due to her HR experience, but since she isn't; the trustee agreed that rather than postpone (until Mrs. Rayborn returns) the interim co-Directors being named that they be formally approved tonight per se, and that their compensation be retroactive.

Mr. Reardon made a

MOTION: to appoint Ms. Anastasia Daskalos and Ms. Laura Scott as Interim Co-Directors of the Park Ridge Public Library pending resolution of a compensation package.

Mr. Lamb SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY

In response to an inquiry by Mr. Kiem, Park Ridge resident, Mr. Lamb and other trustees said yes, the renovation project will continue as planned, pending the resolution of the current matter between the City Planning department and the Board.

Mr. Reardon announced that should staff have questions in regard to the renovation project, the *Library Director Replacement Plan* delineates which Trustee is handling these topics: Building and architects – Mr. Egan; RFID implementation – Mr. Egan; Financial – Mr. Reardon; Personnel – Mrs. Rayborn; Legal – Mr. Trizna; Operations – Mr. Parisi.

Mr. Reardon added that it has suggested that Trustees have a presence in the building at one-hour time increments (one hour a day) and he asked that the Trustees send their availability to Mr. Reardon so that the information can be posted in the Library and on the Library website.

Discussion ensued regarding the formation of a Library Director Search Sub-Committee. It was suggested by staff that the sub-committee should include two Library staff members, to which Mrs. Foss-Eggemann suggested it might be good that one of the two staff members be one of the Interim Co-Directors. Ms. Daskalos nominated Ms. Berger; Ms. Scott volunteered to be the second person. It was also suggested that community meetings with the Director candidates be held for input from residents; Alderman Melidosian suggested the meetings be open and that those trustees not on the sub-committee also be involved in those meetings. The Trustees voiced their agreement.

Mr. Reardon made a

MOTION: to appoint a Library Director Search Sub-Committee to consist of six Board Trustees – Mrs. Burkum, Mr. Dobrilovic, Mr. Lamb, Mr. Parisi, Mr. Reardon, Mrs. Rayborn – and two Library Staff – Ms. Berger and Ms. Scott.

Mr. Lamb SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY

Communications & Development Committee

No discussion.

Library Resources:

No discussion.

Building & Grounds:

No discussion.

FRIENDS OF THE LIBRARY

No report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Mr. Reardon announced that on June 19, 2017 the Library received a FOIA (Freedom of Information Act) request for:

Copies of any and all emails sent to and from Library Director Janet Van De Carr that include conversations regarding the Director's performance, performance review, potential separation agreement, and any discussions with Library Board members about her employment with the Library, during the period of January 1, 2017 and June 16, 2017.

Mr. Trizna stated that he coincidentally had a conversation about this type of matter with the Library's attorney earlier today and they are working on responding to the request. Mr. Trizna asked Mr. Reardon who placed the FOIA request, to which Mr. Reardon stated it was placed by Jennifer Johnson, Staff Writer, on behalf of the Park Ridge Herald-Advocate and Chicago Tribune.

Mr. Reardon stated he suggests that the sub-committee meet next week; after some discussion it was determined that the Special meeting of the Library Director Search Sub-Committee will take place on Thursday, June 29 at 7:00 pm in the Library's third floor meeting room. Mr. Lamb volunteered to draw up an agenda for the meeting. Due to the rules of the Open Meetings Act, it was stated that the agenda must be sent to the Business Office by Tuesday afternoon in order that it gets posted at least 48 hours prior to the meeting.

ADJOURNMENT

Mr. Reardon MOVED to adjourn the Board meeting.

Mrs. Burkum SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 8:00 p.m.

Charlene Foss-Eggemann, Secretary

WARRANT: L062917

TO FISCAL 2017/13 05/01/2017 TO 04/30/2018

Period 13

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	

6348	CONSTRUCTION CONSULTING								
91514	04/30/17	147596		192177	P	06/29/17	2015012 996300	BUILDING REPAIRS	17,517.97
INVOICE: ADM062817									
VENDOR TOTALS		350,359.37 YTD INVOICED			17,517.97 YTD PAID			17,517.97	
5535	FOREST SECURITY								
91516	04/30/17	147598		192178	P	06/29/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	1,944.50
INVOICE: 58597									
VENDOR TOTALS		4,872.25 YTD INVOICED			1,944.50 YTD PAID			1,944.50	
								REPORT TOTALS	19,462.47

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	19,462.47

** END OF REPORT - Generated by Edward Tidd **

**City of Park Ridge, IL
Warrant List Fund Totals
06/29/2017**

Fund	Description	Amount
201	Library Fund	\$19,462.47
201	Grant Fund	\$0.00
553	Library Technology Replacement	\$0.00
602	North Suburban Digital Consortium	\$0.00
201	Library Restricted Fund	\$0.00
<hr/>		
	Report Total	\$19,462.47

WARRANT: L061617

TO FISCAL 2017/02 05/01/2017 TO 04/30/2018

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
1136 ADVOCATE OCCUPATIONAL HEALTH NILES	90884	06/02/17	146963		192003	P	06/16/17	2015011 933100	LIB RECRUIT & TESTING	56.00
	INVOICE:	655870								
VENDOR TOTALS			1,320.00	YTD INVOICED				800.75	YTD PAID	56.00
48 AEC ONE STOP GROUP INC	90637	05/22/17	146716		192004	P	06/16/17	2015017 954004	LIB RSRCS-RECORDING	265.85
	INVOICE:	PLS11676040								
VENDOR TOTALS			893.96	YTD INVOICED				590.70	YTD PAID	265.85
5354 AMAZON COM CREDIT SERVICES	90638	05/23/17	146717		192005	P	06/16/17	2015017 954001	LIB RSRCS--ADULT BOOKS	11.94
	INVOICE:	298954655324								
	90639	05/23/17	146718		192005	P	06/16/17	2015017 954001	LIB RSRCS--ADULT BOOKS	28.94
	INVOICE:	175564825724								
	90640	05/29/17	146719		192005	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	53.88
	INVOICE:	139570585392								
	90641	05/25/17	146720		192005	P	06/16/17	2015017 954013	LIB RSRCS-YA GAMES	98.98
	INVOICE:	265988208924								
	90642	05/25/17	146721		192005	P	06/16/17	2015017 954013	LIB RSRCS-YA GAMES	52.22
	INVOICE:	149872058287								
	90643	05/09/17	146722		192005	P	06/16/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	20.23
	INVOICE:	152789101788								
	90644	05/22/17	146723		192005	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	149.68
	INVOICE:	139579671198								
	90645	05/10/17	146724		192005	P	06/16/17	2015017 954001	LIB RSRCS--ADULT BOOKS	16.49
	INVOICE:	271113120642								
	90646	05/23/17	146725		192005	P	06/16/17	2015017 954010	LIB RSRCS-CD ROM	21.57
	INVOICE:	226756865128								
	90648	05/23/17	146727		192005	P	06/16/17	2015017 954001	LIB RSRCS--ADULT BOOKS	27.98
	INVOICE:	264591607837								
	90649	05/19/17	146728		192005	P	06/16/17	2015017 954013	LIB RSRCS-YA GAMES	95.98
	INVOICE:	165959649459								
	90650	05/19/17	146729		192005	P	06/16/17	2015017 954013	LIB RSRCS-YA GAMES	18.49
	INVOICE:	1498770174728								
	90651	05/09/17	146730		192005	P	06/16/17	2015015 954008	LIB RSRCS-MISCELLANEOUS	33.94
	INVOICE:	089505885649								
	90885	06/01/17	146964		192005	P	06/16/17	2015017 954013	LIB RSRCS-YA GAMES	95.60
	INVOICE:	149879859359								
	90886	05/31/17	146965		192005	P	06/16/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	20.72
	INVOICE:	205477554054								
	90887	06/01/17	146966		192005	P	06/16/17	2015014 954001	LIB RSRCS--ADULT BOOKS	154.98
	INVOICE:	141878671966								
	90888	06/05/17	146967		192005	P	06/16/17	2015017 954001	LIB RSRCS--ADULT BOOKS	25.96
	INVOICE:	197900297736								
	90889	05/30/17	146968		192005	P	06/16/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	12.99
	INVOICE:	078159269027								
	90890	06/02/17	146969		192005	P	06/16/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	15.95
	INVOICE:	247833311964								

WARRANT: L061617

TO FISCAL 2017/02 05/01/2017 TO 04/30/2018

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	90891	05/31/17	146970		192005	P	06/16/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	15.26
	INVOICE: 205477532181									
VENDOR TOTALS				3,406.59	YTD INVOICED			5,875.65	YTD PAID	971.78
800 AMERICAN EAGLE COM										
	90652	05/27/17	146731		192006	P	06/16/17	2015011 931700	LIB DATA PROC SV	250.00
	INVOICE: 248903									
VENDOR TOTALS				1,450.00	YTD INVOICED			1,350.00	YTD PAID	250.00
2979 AMERICAN FIRST AID SERVICES INC										
	90653	05/24/17	146732		192007	P	06/16/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	100.65
	INVOICE: 51025									
VENDOR TOTALS				.00	YTD INVOICED			100.65	YTD PAID	100.65
4193 ATOMATIC MECHANICAL SERVICES INC										
	90892	06/02/17	146971		192008	P	06/16/17	2015012 932105	BLDG MNT CNTR-HVAC EQUIP	325.00
	INVOICE: SRV1711645									
	90947	06/02/17	147026		192008	P	06/16/17	2015012 932105	BLDG MNT CNTR-HVAC EQUIP	295.00
	INVOICE: SRV1711641									
VENDOR TOTALS				2,143.50	YTD INVOICED			2,067.50	YTD PAID	620.00
101735 AUDIO EDITIONS										
	90893	05/24/17	146972		192009	P	06/16/17	2015017 954004	LIB RSRCS-RECORDING	489.54
	INVOICE: 1636058									
	90893	05/24/17	146972		192009	P	06/16/17	2015013 951100	LIBRARY SUPPLIES	130.80
	INVOICE: 1636058									
VENDOR TOTALS				1,333.43	YTD INVOICED			709.52	YTD PAID	620.34
101020 BAKER AND TAYLOR BOOKS										
	90632	06/07/17	146711		192010	P	06/16/17	2015017 954001	LIB RSRCS--ADULT BOOKS	3,105.94
	INVOICE: RS060717									
	90633	06/07/17	146712		192010	P	06/16/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	836.14
	INVOICE: CS060717									
	90634	06/07/17	146713		192010	P	06/16/17	2015017 954010	LIB RSRCS-CD ROM	683.60
	INVOICE: YA060717									
	90635	06/07/17	146714		192010	P	06/16/17	2015014 954001	LIB RSRCS--ADULT BOOKS	1,786.43
	INVOICE: REF060717									
	90636	06/07/17	146715		192010	P	06/16/17	2015013 951100	LIBRARY SUPPLIES	42.73
	INVOICE: TS060717									
	90866	06/09/17	146945		192010	P	06/16/17	2015013 951100	LIBRARY SUPPLIES	61.78
	INVOICE: TS060917									
	90867	06/09/17	146946		192010	P	06/16/17	2015017 954001	LIB RSRCS--ADULT BOOKS	819.85
	INVOICE: RS060917									
	90868	06/09/17	146947		192010	P	06/16/17	2015014 954001	LIB RSRCS--ADULT BOOKS	1,067.71
	INVOICE: REF060917									
	90869	06/09/17	146948		192010	P	06/16/17	2015017 954010	LIB RSRCS-CD ROM	523.05

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VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	

INVOICE: YA060917									
90870	06/09/17	146949		192010	P	06/16/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	1,116.40
INVOICE: CS060917									
VENDOR TOTALS	52,161.47	YTD INVOICED		56,563.04	YTD PAID				10,043.63
6875 BEER ON THE WALL LLC									
90654	06/07/17	146733		192011	P	06/16/17	2015017 938506	GNL CNTRL SVC/PROGRAM	240.00
INVOICE: ADM060717									
VENDOR TOTALS	.00	YTD INVOICED		240.00	YTD PAID				240.00
302631 CHILDRENS PLUS INC									
90655	05/16/17	146734		192012	P	06/16/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	157.80
INVOICE: 136183									
VENDOR TOTALS	.00	YTD INVOICED		1,934.60	YTD PAID				157.80
2920 DAVID G CLARK									
90656	06/07/17	146735		192013	P	06/16/17	2015017 938506	GNL CNTRL SVC/PROGRAM	225.00
INVOICE: ADM0607172									
VENDOR TOTALS	.00	YTD INVOICED		225.00	YTD PAID				225.00
102908 COMPUTER VIEW INC									
90657	05/26/17	146736		192014	P	06/16/17	5535011 952000	MATERIALS	593.00
INVOICE: 27526									
90658	05/22/17	146737		192014	P	06/16/17	5535011 952000	MATERIALS	1,891.00
INVOICE: 27521									
VENDOR TOTALS	37,312.00	YTD INVOICED		35,484.00	YTD PAID				2,484.00
6390 ANASTASIA DASKALOS									
90659	06/05/17	146738		192015	P	06/16/17	2015011 933800	CONFERENCES & TRAINING	57.67
INVOICE: ADM0607173									
VENDOR TOTALS	.00	YTD INVOICED		57.67	YTD PAID				57.67
19972 DEMCO INC									
90660	05/16/17	146739		192016	P	06/16/17	2015013 951100	LIBRARY SUPPLIES	666.03
INVOICE: 6136094									
90661	05/22/17	146740		192016	P	06/16/17	2015013 951100	LIBRARY SUPPLIES	-25.75
INVOICE: C05308									
VENDOR TOTALS	3,158.92	YTD INVOICED		2,790.22	YTD PAID				640.28
6877 MARGARET M EDWARDS									
90662	06/07/17	146741		192017	P	06/16/17	2015017 938506	GNL CNTRL SVC/PROGRAM	200.00
INVOICE: ADM0607174									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION			
VENDOR TOTALS										.00 YTD INVOICED	200.00 YTD PAID	200.00
4751 ELA AREA PUBLIC LIBRARY	90663	06/03/17	146742		192018	P	06/16/17	201 877500	COLLECTION AGENCY-MISC			15.73
	INVOICE: ADM0607175											
VENDOR TOTALS										20.25 YTD INVOICED	15.73 YTD PAID	15.73
5762 JIM GREEN	90948	06/12/17	147027		192019	P	06/16/17	2015017 938506	GNL CNTRL SVC/PROGRAM			250.00
	INVOICE: ADM061217											
VENDOR TOTALS										.00 YTD INVOICED	250.00 YTD PAID	250.00
6876 TIMOTHY M JOYCE	90666	06/07/17	146745		192020	P	06/16/17	2015017 938506	GNL CNTRL SVC/PROGRAM			125.00
	INVOICE: ADM0607176											
VENDOR TOTALS										.00 YTD INVOICED	125.00 YTD PAID	125.00
42242 GRETCHEN KOTTKAMP	90667	06/01/17	146746		192021	P	06/16/17	2015011 933800	CONFERENCES & TRAINING			13.04
	INVOICE: ADM0607177											
VENDOR TOTALS										51.12 YTD INVOICED	46.65 YTD PAID	13.04
1061 MARY MASON	90894	06/07/17	146973		192022	P	06/16/17	2015015 938506	GNL CNTRL SVC/PROGRAM			49.68
	INVOICE: ADM060917											
VENDOR TOTALS										30.99 YTD INVOICED	131.03 YTD PAID	49.68
101892 MIDWEST TAPE	90668	05/19/17	146747		192023	P	06/16/17	2015015 954005	LIB RSRCS-AUDIO VISUAL			11.99
	INVOICE: 95075802											
90668	05/19/17	146747		192023	P	06/16/17	2015013 951100	LIBRARY SUPPLIES				1.65
	INVOICE: 95075802											
90669	05/22/17	146748		192024	P	06/16/17	2015015 954005	LIB RSRCS-AUDIO VISUAL				119.96
	INVOICE: 95081253											
90670	05/22/17	146749		192023	P	06/16/17	2015015 954005	LIB RSRCS-AUDIO VISUAL				15.99
	INVOICE: 95081255											
90671	05/22/17	146750		192024	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL				158.93
	INVOICE: 95081223											
90672	05/22/17	146751		192023	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL				11.99
	INVOICE: 95081159											
90673	05/22/17	146752		192024	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL				240.70
	INVOICE: 95081222											
90674	05/22/17	146753		192023	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL				11.99
	INVOICE: 95081158											
90675	05/22/17	146754		192024	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL				156.94

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE: 95081157									
	90676	05/22/17	146755		192024	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	356.85
	INVOICE: 95081155									
	90677	05/22/17	146756		192023	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	7.99
	INVOICE: 95081221									
	90678	05/22/17	146757		192023	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	59.97
	INVOICE: 95081220									
	90679	05/24/17	146758		192024	P	06/16/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	137.94
	INVOICE: 95091469									
	90679	05/24/17	146758		192024	P	06/16/17	2015013 951100	LIBRARY SUPPLIES	9.90
	INVOICE: 95091469									
	90680	05/24/17	146759		192024	P	06/16/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	137.94
	INVOICE: 95091491									
	90680	05/24/17	146759		192024	P	06/16/17	2015013 951100	LIBRARY SUPPLIES	9.90
	INVOICE: 95091491									
	90681	05/30/17	146760		192024	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	199.92
	INVOICE: 95100476									
	90682	05/30/17	146761		192023	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	18.99
	INVOICE: 95100475									
	90683	05/30/17	146762		192023	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	43.98
	INVOICE: 95100473									
	90684	05/30/17	146763		192024	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	132.73
	INVOICE: 95102182									
	90685	05/30/17	146764		192023	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	50.38
	INVOICE: 95102181									
	90686	05/30/17	146765		192023	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	49.97
	INVOICE: 95102180									
	90895	06/05/17	146974		192023	P	06/16/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	75.96
	INVOICE: 95119978									
	90896	06/05/17	146975		192023	P	06/16/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	71.96
	INVOICE: 95122951									
	90896	06/05/17	146975		192023	P	06/16/17	2015013 951100	LIBRARY SUPPLIES	6.60
	INVOICE: 95122951									
	90897	06/05/17	146976		192024	P	06/16/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	107.94
	INVOICE: 95122953									
	90897	06/05/17	146976		192024	P	06/16/17	2015013 951100	LIBRARY SUPPLIES	9.90
	INVOICE: 95122953									
	90898	06/01/17	146977		192024	P	06/16/17	2015013 951100	LIBRARY SUPPLIES	242.97
	INVOICE: 95108599									
	90899	06/06/17	146978		192024	P	06/16/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	123.93
	INVOICE: 95126256									
	90899	06/06/17	146978		192024	P	06/16/17	2015013 951100	LIBRARY SUPPLIES	18.15
	INVOICE: 95126256									
	90900	06/05/17	146979		192024	P	06/16/17	2015015 954004	LIB RSRCS-RECORDING	150.67
	INVOICE: 95120000									
	90901	06/05/17	146980		192023	P	06/16/17	2015015 954004	LIB RSRCS-RECORDING	9.99
	INVOICE: 95119979									
	90902	06/05/17	146981		192023	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	23.99
	INVOICE: 95120059									
	90903	06/05/17	146982		192024	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	152.33
	INVOICE: 95120058									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	90904	06/05/17	146983		192023	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	54.97
	INVOICE:	95120057								
	90905	06/05/17	146984		192023	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	39.98
	INVOICE:	95120056								
	90906	06/05/17	146985		192024	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	98.96
	INVOICE:	95120054								
	90907	06/05/17	146986		192023	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	21.59
	INVOICE:	95120053								
	90908	06/05/17	146987		192023	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	43.97
	INVOICE:	95120052								
	90909	06/05/17	146988		192023	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	90.35
	INVOICE:	95120101								
	90910	06/05/17	146989		192023	P	06/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	79.57
	INVOICE:	95120100								
VENDOR TOTALS				7,913.70	YTD INVOICED			10,868.83	YTD PAID	3,370.38
102220 OMNIGRAPHICS INC										
	90691	05/24/17	146770		192025	P	06/16/17	2015014 954001	LIB RSRCS--ADULT BOOKS	81.85
	INVOICE:	1086237184								
VENDOR TOTALS				163.70	YTD INVOICED			81.85	YTD PAID	81.85
4041 ORKIN PEST CONTROL										
	90688	05/30/17	146767		192026	P	06/16/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	937.27
	INVOICE:	ADM0607178								
VENDOR TOTALS				801.40	YTD INVOICED			937.27	YTD PAID	937.27
924 OVERDRIVE INC										
	90689	06/01/17	146768		192027	P	06/16/17	602 430819	NO. SUB. DIGITAL CONSORTI	1,000.00
	INVOICE:	H0042123								
	90690	05/19/17	146769		192027	P	06/16/17	602 430819	NO. SUB. DIGITAL CONSORTI	995.40
	INVOICE:	0751110944230051917								
VENDOR TOTALS				11,414.68	YTD INVOICED			2,995.40	YTD PAID	1,995.40
61212 CITY OF PARK RIDGE										
	90911	06/08/17	146990		192028	P	06/16/17	2015012 932104	BLDG MNT CNTR-ELEV MAINT	60.00
	INVOICE:	13224								
	90912	06/06/17	146991		192028	P	06/16/17	2015012 932104	BLDG MNT CNTR-ELEV MAINT	60.00
	INVOICE:	13189								
VENDOR TOTALS				.00	YTD INVOICED			240.00	YTD PAID	120.00
5923 PENGUIN RANDOM HOUSE LLC										
	90692	05/13/17	146771		192029	P	06/16/17	2015017 954004	LIB RSRCS-RECORDING	26.25
	INVOICE:	1082343585								
	90913	05/28/17	146992		192029	P	06/16/17	2015017 954004	LIB RSRCS-RECORDING	33.75
	INVOICE:	1082502281								

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VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS			420.00	YTD INVOICED		342.75	YTD PAID		60.00
6883 CRAIG R PIERCE									
90914	06/09/17	146993		192030	P	06/16/17	2015017 938506	GNL CNTRL SVC/PROGRAM	99.00
INVOICE: ADM0609172									
VENDOR TOTALS			.00	YTD INVOICED		99.00	YTD PAID		99.00
229 PITNEY BOWES INC									
90693	05/21/17	146772		192031	P	06/16/17	2015011 935102	EQPT RNTL-POSTAGE MACHINE	444.18
INVOICE: 3101269317									
VENDOR TOTALS			444.18	YTD INVOICED		444.18	YTD PAID		444.18
101774 POLONIA BOOKSTORE & PLSH CO									
90694	05/22/17	146773		192032	P	06/16/17	2015014 954001	LIB RSRCS--ADULT BOOKS	163.15
INVOICE: 61396									
VENDOR TOTALS			705.97	YTD INVOICED		163.15	YTD PAID		163.15
6564 PURE HEALTH SOLUTIONS INC									
90695	06/06/17	146774		192033	P	06/16/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	63.75
INVOICE: 7439169									
VENDOR TOTALS			.00	YTD INVOICED		127.50	YTD PAID		63.75
2793 QUINN PRINT INC									
90696	05/24/17	146775		192034	P	06/16/17	2015011 938504	GNL CNTRL SVC/PRINTING	645.00
INVOICE: 27131									
VENDOR TOTALS			.00	YTD INVOICED		4,201.60	YTD PAID		645.00
6880 ROBBINS SCHWARTZ									
90697	05/31/17	146776		192035	P	06/16/17	2015011 942500	SPECIAL COUNSEL	60.00
INVOICE: 275032									
VENDOR TOTALS			.00	YTD INVOICED		60.00	YTD PAID		60.00
303227 SCHOLASTIC									
90698	05/19/17	146777		192036	P	06/16/17	2015015 938506	GNL CNTRL SVC/PROGRAM	94.00
INVOICE: 15112717									
VENDOR TOTALS			.00	YTD INVOICED		94.00	YTD PAID		94.00
4412 SHOWCASES									
90915	05/30/17	146994		192037	P	06/16/17	2015013 951100	LIBRARY SUPPLIES	102.38
INVOICE: 300093									
VENDOR TOTALS			58.30	YTD INVOICED		102.38	YTD PAID		102.38

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TO FISCAL 2017/02 05/01/2017 TO 04/30/2018

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
3892 SOUND INCORPORATED	90916	06/08/17	146995		192038	P	06/16/17	2015011 938501	GNL CNTRL SVC/TELEPHONE	409.00
	INVOICE: D1322557									
VENDOR TOTALS			1,017.80	YTD INVOICED				409.00	YTD PAID	409.00
71308 DONNA ZABOROWSKI	90917	04/26/17	146996		192039	P	06/16/17	2015017 951100	LIBRARY SUPPLIES	253.45
	INVOICE: 1696									
90917	04/26/17	146996		192039	P	06/16/17	2015015 938506	GNL CNTRL SVC/PROGRAM	443.30	
	INVOICE: 1696									
90917	04/26/17	146996		192039	P	06/16/17	2015011 936000	PUBLIC RELATIONS	181.35	
	INVOICE: 1696									
VENDOR TOTALS			573.30	YTD INVOICED				1,532.05	YTD PAID	878.10
6878 KACIE SWIERK	90958	06/13/17	147037		191839	M	06/13/17	2015017 938506	GNL CNTRL SVC/PROGRAM	200.00
	INVOICE: ADM061317									
VENDOR TOTALS			.00	YTD INVOICED				200.00	YTD PAID	200.00
5003 UNIQUE MANAGEMENT SERVICES INC	90918	06/01/17	146997		192040	P	06/16/17	201 877500	COLLECTION AGENCY-MISC	35.80
	INVOICE: 445621									
VENDOR TOTALS			44.75	YTD INVOICED				62.65	YTD PAID	35.80
2193 VERIZON WIRELESS	90919	06/01/17	146998		192041	P	06/16/17	2015011 938501	GNL CNTRL SVC/TELEPHONE	165.42
	INVOICE: 9786691210									
VENDOR TOTALS			5,075.02	YTD INVOICED				2,596.92	YTD PAID	165.42
4803 WIDE OPEN WEST	90699	05/29/17	146778		192042	P	06/16/17	2015011 938503	GNL CNTRL SVC-INTERNET	975.99
	INVOICE: ADM0607179									
VENDOR TOTALS			15,469.50	YTD INVOICED				12,741.35	YTD PAID	975.99

REPORT TOTALS 28,287.12

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	40	28,087.12
TOTAL MANUAL CHECKS	1	200.00

** END OF REPORT - Generated by Edward Tidd **

**City of Park Ridge, IL
Warrant List Fund Totals
06/16/2017**

Fund	Description	Amount
201	Library Fund	\$23,807.72
201	Grant Fund	\$0.00
553	Library Technology Replacement	\$2,484.00
602	North Suburban Digital Consortium	\$1,995.40
201	Library Restricted Fund	\$0.00
<hr/>		
	Report Total	\$28,287.12

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
48 AEC ONE STOP GROUP INC	91314	06/16/17	147395		192180	P	06/30/17	2015017 954004	LIB RSRCS-RECORDING	110.33
	INVOICE:	PLS12472073								
	91315	06/19/17	147396		192180	P	06/30/17	2015017 954004	LIB RSRCS-RECORDING	255.10
	INVOICE:	PLS12552281								
VENDOR TOTALS			631.28	YTD INVOICED				956.13	YTD PAID	365.43
5354 AMAZON COM CREDIT SERVICES	91102	06/02/17	147183		192182	P	06/30/17	2015015 938506	GNL CNTRL SVC/PROGRAM	122.32
	INVOICE:	069228717837								
	91103	06/04/17	147184		192182	P	06/30/17	2015011 951002	OFF SPLS--OTHER SUPPLIES	44.20
	INVOICE:	076540774105								
	91104	05/19/17	147185		192182	P	06/30/17	2015015 938506	GNL CNTRL SVC/PROGRAM	129.08
	INVOICE:	121248698532								
	91105	05/09/17	147186		192181	P	06/30/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	5.63
	INVOICE:	001147429132								
	91106	06/13/17	147187		192182	P	06/30/17	2015016 951100	LIBRARY SUPPLIES	54.05
	INVOICE:	124111502524								
	91106	06/13/17	147187		192182	P	06/30/17	2015011 951002	OFF SPLS--OTHER SUPPLIES	4.99
	INVOICE:	124111502524								
	91107	06/05/17	147188		192181	P	06/30/17	2015011 951002	OFF SPLS--OTHER SUPPLIES	15.20
	INVOICE:	219534642684								
	91108	06/02/17	147189		192181	P	06/30/17	2015016 951100	LIBRARY SUPPLIES	11.29
	INVOICE:	025887841489								
	91109	06/02/17	147190		192182	P	06/30/17	2015015 938506	GNL CNTRL SVC/PROGRAM	37.64
	INVOICE:	053886174019								
	91110	06/07/17	147191		192181	P	06/30/17	2015014 954001	LIB RSRCS--ADULT BOOKS	15.95
	INVOICE:	074941995861								
	91111	06/12/17	147192		192181	P	06/30/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	25.48
	INVOICE:	050394748730								
	91112	06/09/17	147193		192181	P	06/30/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	-12.96
	INVOICE:	096319240857								
	91113	06/08/17	147194		192181	P	06/30/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	7.66
	INVOICE:	158332804010								
	91114	06/09/17	147195		192182	P	06/30/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	293.56
	INVOICE:	074865768122								
	91115	06/07/17	147196		192181	P	06/30/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	6.64
	INVOICE:	059834589604								
	91116	06/07/17	147197		192181	P	06/30/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	5.88
	INVOICE:	001140774280								
	91117	06/07/17	147198		192181	P	06/30/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	5.52
	INVOICE:	005373490694								
	91118	06/07/17	147199		192182	P	06/30/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	46.29
	INVOICE:	096317156465								
	91119	06/07/17	147200		192181	P	06/30/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	7.94
	INVOICE:	286693947895								
	91316	06/14/17	147397		192181	P	06/30/17	2015014 954001	LIB RSRCS--ADULT BOOKS	17.02
	INVOICE:	080700314680								
	91317	06/15/17	147398		192182	P	06/30/17	2015014 954001	LIB RSRCS--ADULT BOOKS	92.25
	INVOICE:	185862777351								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	91318	06/14/17	147399		192181	P	06/30/17	2015014 954001	LIB RSRCS--ADULT BOOKS	23.94
	INVOICE:	267143356470								
	91319	06/17/17	147400		192182	P	06/30/17	2015017 954001	LIB RSRCS--ADULT BOOKS	26.69
	INVOICE:	164640750250								
	91320	06/17/17	147401		192182	P	06/30/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	47.90
	INVOICE:	099370589401								
	91321	06/15/17	147402		192182	P	06/30/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	59.97
	INVOICE:	200909764197								
	91323	06/13/17	147404		192181	P	06/30/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	15.88
	INVOICE:	044816861820								
	91326	05/30/17	147407		192181	P	06/30/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	24.15
	INVOICE:	281508257402								
	91331	06/07/17	147412		192181	P	06/30/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	6.87
	INVOICE:	134977038457								
	91333	06/17/17	147414		192181	P	06/30/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	18.40
	INVOICE:	224533401504								
	91335	06/07/17	147416		192181	P	06/30/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	8.91
	INVOICE:	098674566138								
	91337	06/07/17	147418		192182	P	06/30/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	38.43
	INVOICE:	223736069759								
	91340	06/09/17	147421		192181	P	06/30/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	13.99
	INVOICE:	063454481276								
	91342	06/15/17	147423		192181	P	06/30/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	6.99
	INVOICE:	234402954977								
VENDOR TOTALS				3,186.36	YTD INVOICED			7,103.40	YTD PAID	1,227.75
800 AMERICAN EAGLE COM										
	91346	06/20/17	147427		192183	P	06/30/17	2015011 931700	LIB DATA PROC SV	150.00
	INVOICE:	250472								
VENDOR TOTALS				1,250.00	YTD INVOICED			1,500.00	YTD PAID	150.00
303186 AMERICAN LIBRARY ASSOCIATION										
	91348	06/08/17	147429		192184	P	06/30/17	2015011 932400	LIB MEMBER DUES	202.00
	INVOICE:	ADM062317								
VENDOR TOTALS				202.00	YTD INVOICED			202.00	YTD PAID	202.00
4193 ATOMATIC MECHANICAL SERVICES INC										
	91120	06/12/17	147201		192185	P	06/30/17	2015012 932105	BLDG MNT CNTR-HVAC EQUIP	1,288.00
	INVOICE:	SRV1711785								
VENDOR TOTALS				3,355.50	YTD INVOICED			3,355.50	YTD PAID	1,288.00
101020 BAKER AND TAYLOR BOOKS										
	91079	06/21/17	147160		192186	P	06/30/17	2015013 951100	LIBRARY SUPPLIES	38.63
	INVOICE:	TS062117								
	91081	06/21/17	147162		192186	P	06/30/17	2015017 954010	LIB RSRCS-CD ROM	72.72
	INVOICE:	YS062117								
	91082	06/21/17	147163		192186	P	06/30/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	3,877.36

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE: CS062117									
	91083	06/21/17	147164		192186	P	06/30/17	2015017 954001	LIB RSRCS--ADULT BOOKS	1,119.39
	INVOICE: RS062117									
	91084	06/21/17	147165		192186	P	06/30/17	2015014 954001	LIB RSRCS--ADULT BOOKS	865.20
	INVOICE: REF062117									
	91308	06/23/17	147389		192186	P	06/30/17	2015014 954001	LIB RSRCS--ADULT BOOKS	637.90
	INVOICE: REF062317									
	91309	06/23/17	147390		192186	P	06/30/17	2015013 951100	LIBRARY SUPPLIES	40.82
	INVOICE: TS062317									
	91310	06/23/17	147391		192186	P	06/30/17	2015017 954010	LIB RSRCS-CD ROM	347.42
	INVOICE: YA062317									
	91311	06/23/17	147392		192186	P	06/30/17	2015017 954001	LIB RSRCS--ADULT BOOKS	2,086.70
	INVOICE: RS062317									
	91312	06/23/17	147393		192186	P	06/30/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	1,234.37
	INVOICE: CS062317									
	VENDOR TOTALS		54,050.11	YTD INVOICED				66,883.55	YTD PAID	10,320.51
4756	CALL ONE									
	91121	06/15/17	147202		192187	P	06/30/17	2015011 938501	GNL CNTRL SVC/TELEPHONE	571.70
	INVOICE: ADM062117									
	VENDOR TOTALS		1,093.86	YTD INVOICED				1,093.86	YTD PAID	571.70
5814	CHASE									
	91519	06/28/17	147601		192045	M	06/28/17	2015211 936000	PUBLIC RELATIONS	332.84
	INVOICE: ADM0628172									
	91519	06/28/17	147601		192045	M	06/28/17	2015011 931700	LIB DATA PROC SV	1,217.99
	INVOICE: ADM0628172									
	91519	06/28/17	147601		192045	M	06/28/17	2015011 936000	PUBLIC RELATIONS	228.00
	INVOICE: ADM0628172									
	91519	06/28/17	147601		192045	M	06/28/17	2015011 951002	OFF SPLS--OTHER SUPPLIES	133.78
	INVOICE: ADM0628172									
	91519	06/28/17	147601		192045	M	06/28/17	2015017 938507	GNL CNTRL SVC/YA PROGRAMS	430.25
	INVOICE: ADM0628172									
	VENDOR TOTALS		2,931.29	YTD INVOICED				4,129.49	YTD PAID	2,342.86
302631	CHILDRENS PLUS INC									
	91374	06/09/17	147455		192188	P	06/30/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	202.25
	INVOICE: 137665									
	VENDOR TOTALS		360.05	YTD INVOICED				2,136.85	YTD PAID	202.25
55134	COOPERATIVE COMPUTER									
	91122	06/15/17	147203		192189	P	06/30/17	2015013 931702	DATA PROCESSING/OCLC	964.00
	INVOICE: 597									
	91123	06/15/17	147204		192189	P	06/30/17	2015016 931701	DATA PROCESSING/CLSI	6,324.00
	INVOICE: 596									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS										14,576.00 YTD INVOICED
										14,576.00 YTD PAID
										7,288.00
5281 COPYSET SHOP INC										
91377	06/09/17	147458			192190	P	06/30/17	2015011 951002	OFF SPLS--OTHER SUPPLIES	58.00
	INVOICE:	49396								
VENDOR TOTALS										646.00 YTD INVOICED
										646.00 YTD PAID
										58.00
6805 CYPRESS ENVIROSYSTEMS										
91124	06/14/17	147205			192191	P	06/30/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	1,467.00
	INVOICE:	INV20171089								
VENDOR TOTALS										1,467.00 YTD INVOICED
										4,990.75 YTD PAID
										1,467.00
25165 EBSCO SUBSCRIPTION SERV										
91125	06/07/17	147206			192192	P	06/30/17	2015014 954003	LIB RSRCS--PERIODICALS	5,932.50
	INVOICE:	1543575								
VENDOR TOTALS										5,932.50 YTD INVOICED
										5,932.50 YTD PAID
										5,932.50
5535 FOREST SECURITY										
91126	06/15/17	147207			192193	P	06/30/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	172.35
	INVOICE:	59616								
91127	06/12/17	147208			192193	P	06/30/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	1,158.00
	INVOICE:	59094								
VENDOR TOTALS										1,330.35 YTD INVOICED
										3,274.85 YTD PAID
										1,330.35
300553 GALE GROUP										
91129	06/07/17	147210			192194	P	06/30/17	2015014 954010	LIB RSRCS-CD ROM	1,100.00
	INVOICE:	60697656								
VENDOR TOTALS										12,978.10 YTD INVOICED
										33,231.81 YTD PAID
										1,100.00
4515 GLENVIEW PUBLIC LIBRARY										
91130	06/13/17	147211			192195	P	06/30/17	201 877500	COLLECTION AGENCY-MISC	21.99
	INVOICE:	ADM0621172								
VENDOR TOTALS										43.99 YTD INVOICED
										43.99 YTD PAID
										21.99
757 GLOBAL EQUIPMENT CO INC										
91378	06/22/17	147459			192196	P	06/30/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	216.38
	INVOICE:	11197984								
VENDOR TOTALS										216.38 YTD INVOICED
										216.38 YTD PAID
										216.38
4739 GREEN ASSOCIATES INC										
91381	05/31/17	147462			192197	P	06/30/17	2015011 935900	LIB CONSULT SERV	533.88
	INVOICE:	3017149								

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DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		533.88 YTD INVOICED		1,058.88 YTD PAID				533.88	
4516 IHLS OCLC									
91131	06/05/17	147212		192198	P	06/30/17	602 430819	NO. SUB. DIGITAL CONSORTI	84.00
INVOICE:		13562							
VENDOR TOTALS		285.00 YTD INVOICED		285.00 YTD PAID				84.00	
42242 GRETCHEN KOTTKAMP									
91132	06/10/17	147213		192199	P	06/30/17	2015011 933800	CONFERENCES & TRAINING	13.04
INVOICE:		ADM0621173							
VENDOR TOTALS		59.69 YTD INVOICED		59.69 YTD PAID				13.04	
6507 JENNIFER LEE									
91133	06/05/17	147214		192200	P	06/30/17	2015015 938506	GNL CNTRL SVC/PROGRAM	6.26
INVOICE:		ADM0621174							
VENDOR TOTALS		6.26 YTD INVOICED		6.26 YTD PAID				6.26	
6332 TERRENCE LYNCH									
91134	06/21/17	147215		192201	P	06/30/17	2015017 938506	GNL CNTRL SVC/PROGRAM	275.00
INVOICE:		ADM0621175							
VENDOR TOTALS		275.00 YTD INVOICED		275.00 YTD PAID				275.00	
101892 MIDWEST TAPE									
91135	06/12/17	147216		192202	P	06/30/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	71.94
INVOICE:		95138698							
91135	06/12/17	147216		192202	P	06/30/17	2015013 951100	LIBRARY SUPPLIES	9.90
INVOICE:		95138698							
91136	06/12/17	147217		192202	P	06/30/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	55.98
INVOICE:		95128879							
91137	06/12/17	147218		192203	P	06/30/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	145.94
INVOICE:		95139921							
91138	06/12/17	147219		192202	P	06/30/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	86.97
INVOICE:		95139922							
91139	06/12/17	147220		192202	P	06/30/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	14.39
INVOICE:		95139923							
91140	06/12/17	147221		192202	P	06/30/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	71.97
INVOICE:		95139924							
91141	06/12/17	147222		192202	P	06/30/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	53.97
INVOICE:		95139925							
91386	06/20/17	147467		192203	P	06/30/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	193.91
INVOICE:		95165152							
91388	06/14/17	147469		192202	P	06/30/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	95.94
INVOICE:		95148804							
91388	06/14/17	147469		192202	P	06/30/17	2015013 951100	LIBRARY SUPPLIES	9.90
INVOICE:		95148804							
91390	06/16/17	147471		192202	P	06/30/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	11.99

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	INVOICE:	95155154								
	91390	06/16/17	147471		192202	P	06/30/17	2015013 951100	LIBRARY SUPPLIES	1.65
	INVOICE:	95155154								
	91393	06/16/17	147474		192203	P	06/30/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	231.78
	INVOICE:	95155152								
	91393	06/16/17	147474		192203	P	06/30/17	2015013 951100	LIBRARY SUPPLIES	36.90
	INVOICE:	95155152								
	91394	06/20/17	147475		192202	P	06/30/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	19.98
	INVOICE:	95165861								
	91396	06/12/17	147477		192202	P	06/30/17	2015015 954004	LIB RSRCS-RECORDING	91.53
	INVOICE:	95140015								
	91398	06/20/17	147479		192202	P	06/30/17	2015015 954004	LIB RSRCS-RECORDING	117.31
	INVOICE:	95165864								
	91400	06/20/17	147481		192202	P	06/30/17	2015015 954004	LIB RSRCS-RECORDING	16.99
	INVOICE:	95165863								
	91402	06/20/17	147483		192202	P	06/30/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	137.94
	INVOICE:	95165151								
	91405	06/20/17	147486		192202	P	06/30/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	51.98
	INVOICE:	95165150								
	91407	06/20/17	147488		192202	P	06/30/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	95.96
	INVOICE:	95165029								
	91409	06/20/17	147490		192202	P	06/30/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	69.96
	INVOICE:	95165028								
	91410	06/20/17	147491		192202	P	06/30/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	93.17
	INVOICE:	95165026								
	91411	06/20/17	147492		192202	P	06/30/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	117.95
	INVOICE:	95156189								
	91412	06/20/17	147493		192202	P	06/30/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	91.96
	INVOICE:	95156188								
	91413	06/20/17	147494		192202	P	06/30/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	27.99
	INVOICE:	95156186								
	VENDOR TOTALS			7,883.21	YTD INVOICED			12,894.68	YTD PAID	2,025.85
57766	NICOR GAS									
	91142	06/13/17	147223		192204	P	06/30/17	2015012 955000	NATURAL GAS	290.64
	INVOICE:	ADM0621176								
	VENDOR TOTALS			2,734.38	YTD INVOICED			6,833.57	YTD PAID	290.64
924	OVERDRIVE INC									
	91145	06/14/17	147226		192205	P	06/30/17	2015011 933800	CONFERENCES & TRAINING	20.00
	INVOICE:	6310								
	91414	06/21/17	147495		192205	P	06/30/17	602 430819	NO. SUB. DIGITAL CONSORTI	1,051.98
	INVOICE:	0751115020653062117								
	VENDOR TOTALS			4,067.38	YTD INVOICED			4,067.38	YTD PAID	1,071.98
5923	PENGUIN RANDOM HOUSE LLC									
	91415	06/09/17	147496		192206	P	06/30/17	2015017 954004	LIB RSRCS-RECORDING	30.00
	INVOICE:	1082697615								

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DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
91416	06/02/17	147497		192206	P	06/30/17	2015017 954004	LIB RSRCS-RECORDING	93.75
INVOICE:		1082611387							
91417	06/06/17	147498		192206	P	06/30/17	2015017 954004	LIB RSRCS-RECORDING	37.50
INVOICE:		1082689674							
VENDOR TOTALS			309.00	YTD INVOICED		504.00		YTD PAID	161.25
101774 POLONIA BOOKSTORE & PLSH CO									
91418	06/14/17	147499		192207	P	06/30/17	2015014 954003	LIB RSRCS--PERIODICALS	288.00
INVOICE:		61493							
VENDOR TOTALS			451.15	YTD INVOICED		451.15		YTD PAID	288.00
2793 QUINN PRINT INC									
91146	06/07/17	147227		192208	P	06/30/17	2015011 938504	GNL CNTRL SVC/PRINTING	451.00
INVOICE:		27192							
VENDOR TOTALS			4,652.60	YTD INVOICED		4,652.60		YTD PAID	451.00
3247 EDWARD A TIDD									
91143	06/19/17	147224		192209	P	06/30/17	2015011 936000	PUBLIC RELATIONS	37.98
INVOICE:		ADM0621177							
VENDOR TOTALS			83.94	YTD INVOICED		83.94		YTD PAID	37.98
3323 TRIBUNE MEDIA GROUP									
91370	05/31/17	147451		192210	P	06/30/17	2015011 936000	PUBLIC RELATIONS	420.00
INVOICE:		003283473							
VENDOR TOTALS			538.25	YTD INVOICED		598.03		YTD PAID	420.00
300318 UNITED STATES POSTAL SERVICE									
91523	06/29/17	147605		192211	P	06/30/17	2015011 938502	GNL CNTRL SVC/POSTAGE	1,187.26
INVOICE:		ADM062917							
VENDOR TOTALS			12,911.84	YTD INVOICED		15,523.60		YTD PAID	1,187.26
5625 VALUE LINE PUBLISHING LLC									
91307	06/08/17	147388		1366	M	06/13/17	2015111 952000	MATERIALS	13,550.00
INVOICE:		KF762189176							
VENDOR TOTALS			13,550.00	YTD INVOICED		13,550.00		YTD PAID	13,550.00
84018 JANET L VAN DE CARR									
91073	06/15/17	147154		192002	M	06/15/17	2015011 936000	PUBLIC RELATIONS	370.00
INVOICE:		ADM061517							
91144	06/12/17	147225		192212	P	06/30/17	2015011 933800	CONFERENCES & TRAINING	29.61
INVOICE:		ADM0621178							
VENDOR TOTALS			399.61	YTD INVOICED		429.90		YTD PAID	399.61

WARRANT: L063017

TO FISCAL 2018/02 05/01/2017 TO 04/30/2018

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
300800 WAREHOUSE DIRECT INC										
	91420	06/07/17	147501		192213	P	06/30/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	75.00
	INVOICE:	35074770								
	91421	06/09/17	147502		192213	P	06/30/17	2015014 951100	LIBRARY SUPPLIES	19.79
	INVOICE:	35118450								
	91422	06/08/17	147503		192213	P	06/30/17	2015016 951100	LIBRARY SUPPLIES	-14.25
	INVOICE:	C35048780								
	91423	06/05/17	147504		192213	P	06/30/17	2015015 951100	LIBRARY SUPPLIES	115.76
	INVOICE:	35048780								
	91423	06/05/17	147504		192213	P	06/30/17	2015016 951100	LIBRARY SUPPLIES	291.49
	INVOICE:	35048780								
	91423	06/05/17	147504		192213	P	06/30/17	2015011 951002	OFF SPLS--OTHER SUPPLIES	36.91
	INVOICE:	35048780								
VENDOR TOTALS				701.70	YTD INVOICED			1,937.53	YTD PAID	524.70
								REPORT TOTALS		55,405.17

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	34	39,142.31
TOTAL MANUAL CHECKS	3	16,262.86

** END OF REPORT - Generated by Edward Tidd **

**City of Park Ridge, IL
Warrant List Fund Totals
06/30/2017**

Fund	Description	Amount
201	Library Fund	\$40,366.35
201	Grant Fund	\$332.84
553	Library Technology Replacement	\$0.00
602	North Suburban Digital Consortium	\$1,155.98
201	Library Restricted Fund	\$13,550.00
<hr/>		
	Report Total	\$55,405.17

**PARK RIDGE PUBLIC LIBRARY
PER CAPITA GRANT FUND SUMMARY - FY 2015/16 GRANT
JUNE 2017**

Budget	Description	Fund Balance
\$27,000.00	Digital Books, Magazines & Media	\$24,649.51
\$1,891.46	Marketing	\$1,398.62
\$28,891.46	TOTAL	\$26,048.13

PARK RIDGE PUBLIC LIBRARY
LIBRARY TECHNOLOGY FUND SUMMARY - FY18
June, 2017

Budget	Description	Date	Expenses		Amount Paid		Receipts		Balance
			Vendor		Expenditures	Interest	Interest		
\$100,000.00	Previous Balance	4/30/2017	Prior Year Ending Balance						\$348,543.16
		5/31/2017	Olea Kiosks, Inc.		\$4,057.20				\$344,485.96
		5/31/2017	Amazon.com		\$239.99				\$344,245.97
		5/31/2017	Interest				\$17.20		\$344,263.17
		6/16/2017	CVI		\$2,484.00				\$341,779.17
		6/30/2017	Interest				\$16.64		\$341,795.81
	Account Balance								\$341,795.81
\$100,000.00	Total Capital Budget 2017/18				\$6,781.19		\$33.84		

PARK RIDGE PUBLIC LIBRARY
June, 2017

RESTRICTED/ENDOWMENT GIFT FUND

Balance 6/1/2017 - Liberty Bank	\$193,063.86	
Receipts	\$240.00	
Interest	\$3.15	
Expenditures	(\$13,550.00)	
Balance 6/30/2017		\$179,757.01

Restricted Gift Receipts:

Donation - Salita	\$130.00	
Donation - Century 21 Elm - Muellner	\$80.00	
Donation - 20th Century Club	\$30.00	
Total	\$240.00	

Restricted Gift Expenditures:

Value Line Publishing	\$	13,550.00
Total	\$	13,550.00

Endowment Gift Receipts:

Total	\$0.00	
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Endowment Interest Expenditures:

Total	\$	0.00
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SPENSLEY LARGE PRINT ENDOWMENT

Balance City of Park Ridge Investment Account	10,000.00
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ENDOWMENT FUND INVESTED FUNDS

Parkway Bank CD - Principal invested 11/19/16 for 24 months. Matures 11/19/18	\$148,966.07
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RESTRICTED GIFT FUND INVESTED FUNDS

BMO Harris	\$125,256.70
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July 18, 2017

**Park Ridge Public Library
Library Restricted Gift Fund**

**MOTION: TO APPROVE FOR PAYMENT FROM THE PARK RIDGE PUBLIC LIBRARY
RESTRICTED GIFT FUND**

#1367 Advantage Companies	\$17,245.00
#1368 Amazon.com	\$79.99
#1369 NewsBank, Inc.	\$18,000.00
#1370 Jewel	\$75.00
	<hr/>
	\$35,399.99
	<hr/> <hr/>

Park Ridge Public Library
Year To Date Budget Report
6/30/2017

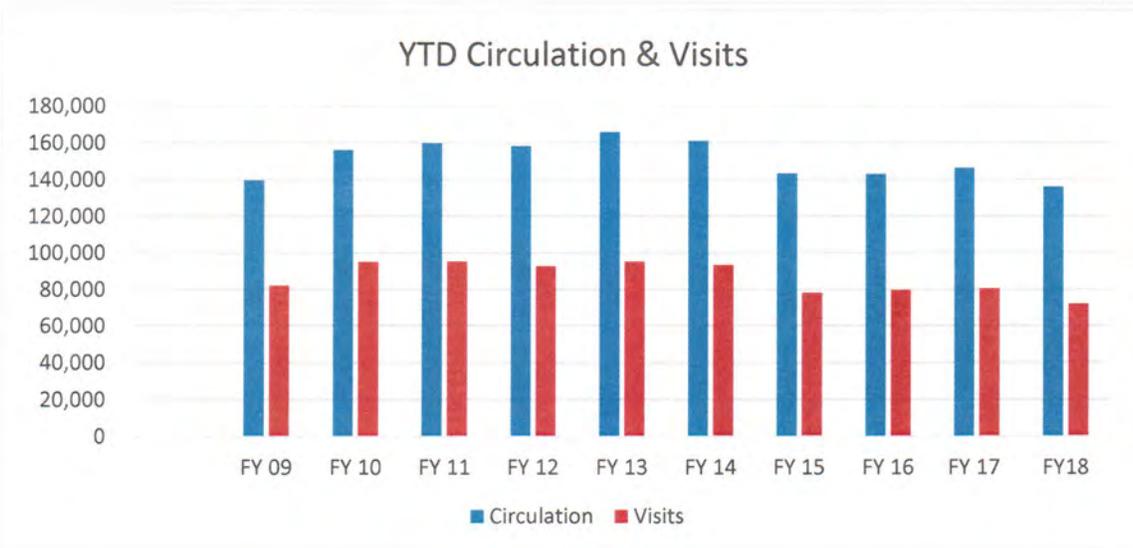
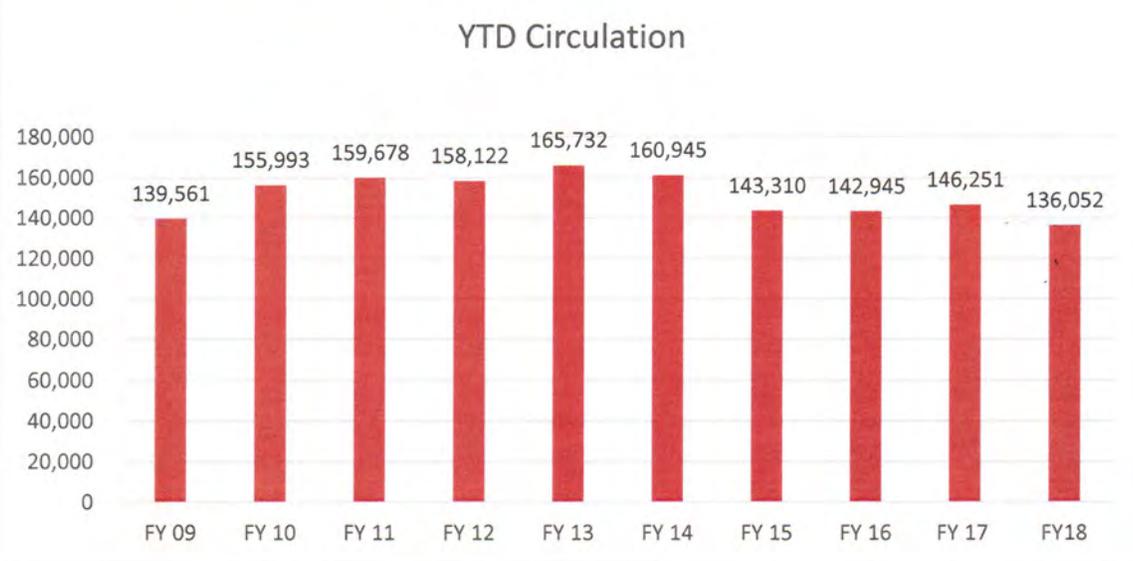
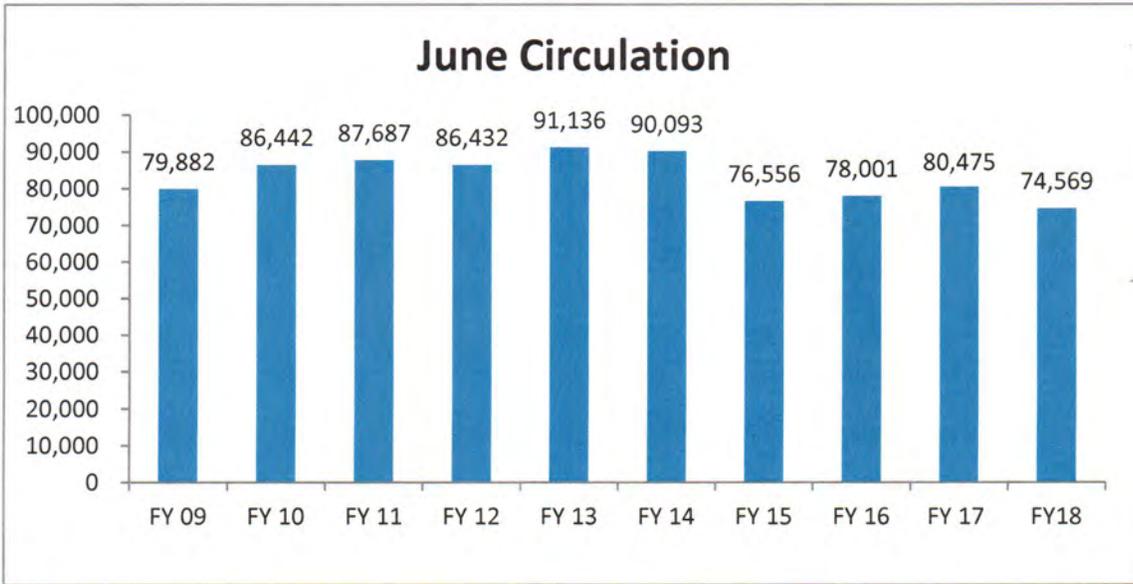
16% of Fiscal Year Completed

Operating Budget	Budget	Monthly Expenditures	Year To Date Expenditures	% of Budget Expended
Salaries	\$ 2,376,726	\$ 163,830.01	\$ 330,431.66	14%
Employee Benefits (1)	\$ 383,046	\$ -	\$ -	0%
Data Processing	\$ 246,568	\$ 8,905.99	\$ 61,168.98	25%
Building Maintenance	\$ 145,000	\$ 6,224.03	\$ 11,057.62	8%
Membership Dues	\$ 5,000	\$ 202.00	\$ 1,562.00	31%
Recruiting and Testing	\$ 2,500	\$ 56.00	\$ 56.00	2%
Conferences and Training	\$ 20,000	\$ 133.36	\$ 232.41	1%
Equipment Rental	\$ 21,100	\$ 444.18	\$ 1,434.18	7%
Consulting Services	\$ 35,000	\$ 533.88	\$ 533.88	2%
Public Relations	\$ 29,000	\$ 1,237.33	\$ 5,385.31	19%
Bank Service Charges	\$ 1,500	\$ 69.36	\$ 69.36	5%
Insurance	\$ 16,000	\$ -	\$ -	0%
General Contractual	\$ 78,400	\$ 6,899.65	\$ 15,177.62	19%
Special Counsel	\$ 10,000	\$ 60.00	\$ 60.00	1%
Office Supplies	\$ 25,000	\$ 293.08	\$ 350.40	1%
Library Supplies	\$ 100,200	\$ 2,146.42	\$ 2,962.65	3%
Building Supplies	\$ 21,000	\$ -	\$ -	0%
Library Resources	\$ 595,300	\$ 36,261.74	\$ 146,984.38	25%
Heat	\$ 12,000	\$ 290.64	\$ 623.45	5%
Total Operating Budget	\$ 4,123,340	\$ 227,587.67	\$ 578,089.90	14%
			\$ -	
Capital Budget			\$ -	
Technology Replacement	\$ 100,000	\$ -	\$ -	0%
Motor Equipment	\$ 2,000	\$ -	\$ -	0%
Capital Projects	\$ 2,050,000	\$ -	\$ -	0%
Total Capital Budget	\$ 2,152,000	\$ -	\$ -	0%
			\$ -	
Total Budget	\$ 6,275,340	\$ 227,587.67	\$ 578,089.90	9%

(1) City Finance will record Employee Benefit costs for May and June by the end of July

Park Ridge Public Library
 Fine Revenue History
 FYTD Through June

	FY17/18	FY16/17	FY15/16	FY14/15	FY13/14
Year to Date	\$ 12,817.38	\$11,915.00	\$13,179.95	\$13,067.91	\$13,823.51
% Incr/Dec	8%	-10%	1%	-5%	-
\$ Inc/Dec	\$902.38	-\$1,264.95	\$112.04	-\$755.60	-



**Park Ridge Public Library
BORROWER POPULATION/LIBRARY CARD REGISTRATION - JUNE 2017**

	Cardholders	New Resident	New Non-Resident	Purged	TOTAL	Last Year
	6/1/2017	June	June		6/30/2017	6/30/2016
Adult	19,898	134	4	0	20,036	20,276
Juvenile	5,240	37	2	0	5,279	5,434
TOTALS	25,138	171	6	0	25,315	25,710

Total Registered Borrowers

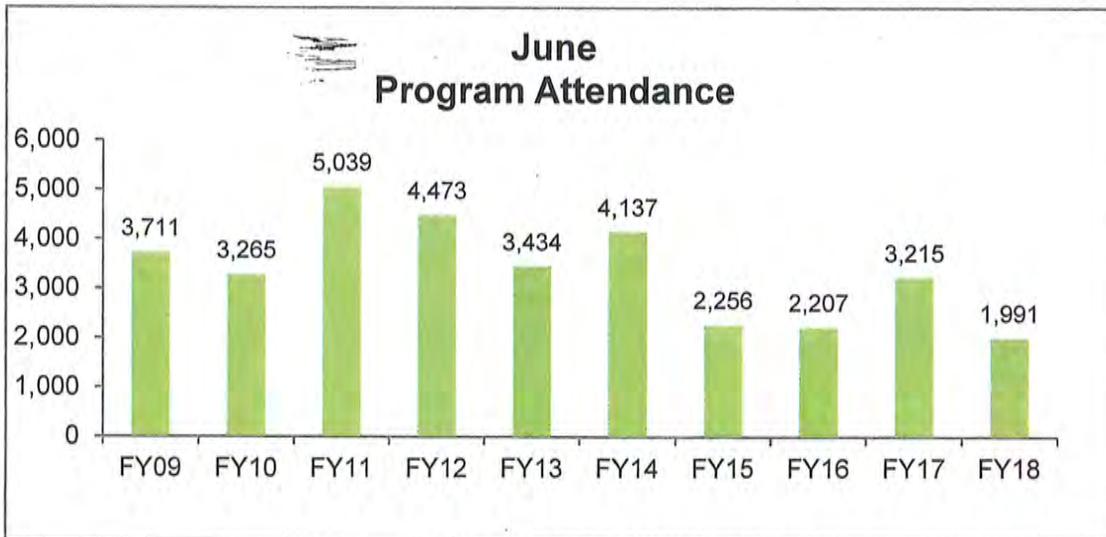
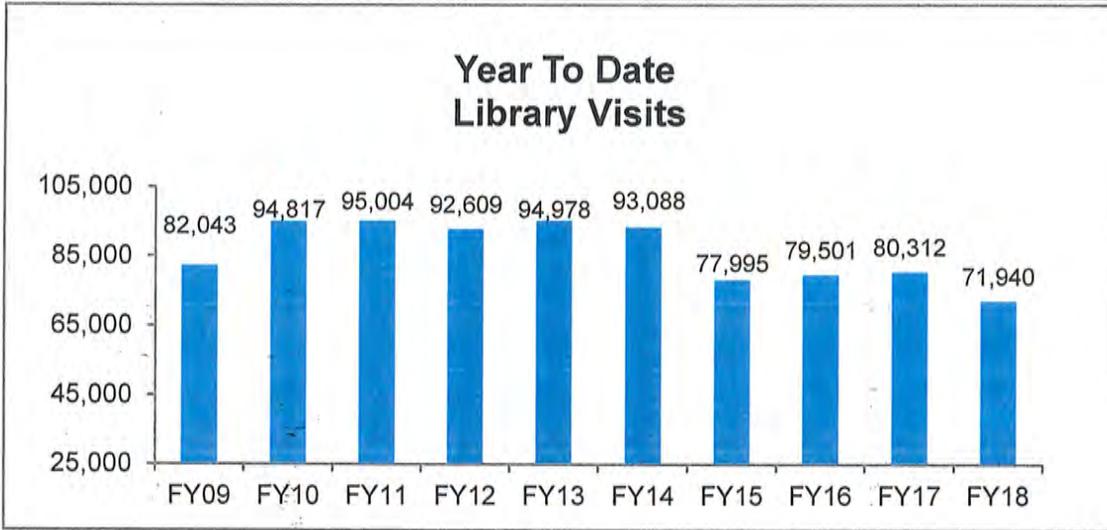
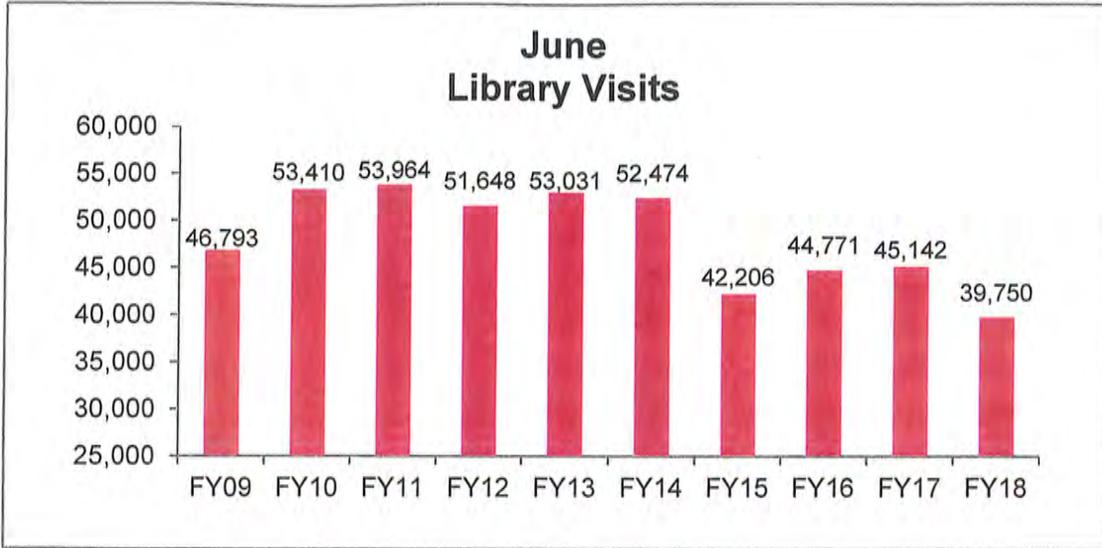
Cardholders % of Population

June 2017	25,315	68%
June 2016	25,710	69%

Unique Borrowers - Cards used to check out physical items-digital checkouts and other use not included

June, 2017	5,300
June, 2016	5,452
July, 2016 - June, 2017	12,800
July, 2015 - June, 2016	12,804

**Park Ridge Public Library
June 2017**



**Park Ridge Public Library
Daily Statistics
JUNE 2017**

Date	Day	Library Visits	Visits per hour	Library program attendance	Community program attendance
6/1/2017	Thursday	1,239	103	16	22
6/2/2017	Friday	1,129	125	0	
6/3/2017	Saturday	1,164	146	0	58
6/4/2017	Sunday	631	126	0	50
6/5/2017	Monday	1,736	145	1	
6/6/2017	Tuesday	1,375	115	0	
6/7/2017	Wednesday	1,540	128	141	
6/8/2017	Thursday	1,319	110	48	
6/9/2017	Friday	1,171	130	41	
6/10/2017	Saturday	936	117	70	
6/11/2017	Sunday	564	113	26	
6/12/2017	Monday	1,574	131	25	
6/13/2017	Tuesday	1,622	135	134	
6/14/2017	Wednesday	1,625	135	208	
6/15/2017	Thursday	1,511	126	70	
6/16/2017	Friday	1,301	145	48	
6/17/2017	Saturday	1,022	128	29	
6/18/2017	Sunday	607	121	0	
6/19/2017	Monday	1,815	151	87	
6/20/2017	Tuesday	1,639	137	262	
6/21/2017	Wednesday	1,503	125	116	7
6/22/2017	Thursday	1,465	122	98	
6/23/2017	Friday	1,307	145	39	
6/24/2017	Saturday	1,026	128	0	
6/25/2017	Sunday	749	150	0	
6/26/2017	Monday	1,789	149	66	
6/27/2017	Tuesday	1,643	137	148	
6/28/2017	Wednesday	1,697	141	192	
6/29/2017	Thursday	1,685	140	72	
6/30/2017	Friday	1,366	152	54	
	Totals	39,750		1,991	137
	Last Year	45,142		3,215	437
	YTD Totals	71,940		3,003	277
	Last YTD	80,312		3,895	787

Five busiest days of the month on a visit/hour basis

Some programs require registration. Please ask for more information.

Park Ridge Public Library
 Schedule of Park Ridge Public Library Programs

June 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 2:00 PM-Travel Film: Ultimate Scandinavia-Denmark and Sweden 7:00 PM-One on One eBook Appointment	2 11:00 AM-One on One eBook Appointment 3:00 PM-Teen Cards for Hospitalized Kids	3 9:30 AM-Media Lab Orientation
4	5 11:00 AM-One on One eBook Appointment	6 1:30 PM-Media Lab Orientation 6:00 PM-PRPL-Friends of the Library Annual Board/ General Membership Meeting	7 9:00 AM-Meet with Rep from IL Rep Marty Moylan's Office 10:00 AM-Kids' Concert with Little Miss Ann All Ages 6:30 PM-Media Lab Orientation 7:00 PM-*Growing Succulents Indoors	8 10:30 AM-Media Lab Orientation 2:00 PM-Travel Film: Iconic British Estates-Hampton Court Palace 7:00 PM-*Cheese 101 7:00 PM-One on One eBook Appointment 8:00 PM-Special Meeting of the Personnel COW	9 9:30 AM-Power Employment Workshop 11:00 AM-One on One eBook Appointment 3:00 PM-Teen Cards for Hospitalized Kids 4:00 PM-Book Buddy Orientation	10 9:00 AM-Drop-in Help Desk 9:30 AM-Media Lab Orientation 10:00 AM-World Wide Knit in Public Day 10:00 AM-World Wide Knit in Public Day 10:00 AM-2nd Saturday Family Storytime & Craft All Ages
11 1:00 PM-Guided Meditation and Stretch Workshop	12 10:00 AM-LEGO Engineering Challenge-Tall Tower Challenge Going into Gr K-2 11:00 AM-One on One eBook Appointment 6:30 PM-SCORE Small Busn Counseling (by appt only) 6:30 PM-Media Lab Orientation 7:00 PM-Mobile Makerspace Drop-In for Teens and Adults 7:30 PM-SCORE Small Busn Counseling (by appt only)	13 9:30 AM-Wiggle Worms Birth-24 mo. w/adult 1:00 PM-RS Feature Film: ARRIVAL, PG-13, 106 min. 1:30 PM-Media Lab Orientation 4:00 PM-Pizza & Pages: Middle School Edition 7:00 PM-RS Feature Film: ARRIVAL, PG-13, 106 min. 7:00 PM-Board Committee Meetings	14 9:30 AM-Storytime for 2s with adult 10:15 AM-Storytime for 3s with adult 12:00 PM-Lunch on the Lawn: Kacie Swierk concert 2:00 PM-Teen Ink Writing Club: Middle School Edition 6:30 PM-Media Lab Orientation 7:00 PM-CANCELLED: Teen College Panel	15 10:00 AM-Storytime for 4s & 5s 10:30 AM-Media Lab Orientation 2:00 PM-Travel Film: Egypt 7:00 PM-*Mind Games: A Night of Self-Deception 7:00 PM-One on One eBook Appointment	16 10:00 AM-Friday Morning Coffee Club: Secrets of Her Majesty's Secret Service 11:00 AM-One on One eBook Appointment 3:00 PM-Teen Cards for Hospitalized Kids	17 9:30 AM-Media Lab Orientation 10:00 AM-Family Mobile Makerspace Drop-Ins

Some programs require registration. Please ask for more information.

June 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18	19 11:00 AM-One on One eBook Appointment 2:00 PM-Maker Mondays: Penny Flashlight Going into Gr 3-6 4:00 PM-Teen Extreme Duct Tape 6:30 PM-Media Lab Orientation 7:00 PM-Pajama Storytime All Ages	20 9:30 AM-Wiggle Worms Birth-24 mo. w/adult 10:00 AM-Illinois Lions Club Hearing Bus@the Library 1:30 PM-Media Lab Orientation 2:00 PM-*Attracting & Feeding Summer Birds 2:00 PM-Crafternoons All Ages 7:00 PM-Library Board Meeting AT City Hall 7:00 PM-Three Steps to College Planning and Career Success	21 9:00 AM-Meet with Rep from IL Rep Marty Moylan's Office 9:30 AM-Storytime for 2s with adult 10:15 AM-Storytime for 3s with adult 6:30 PM-Media Lab Orientation 7:00 PM-Create a Quote of Art: A Poetry Painting Workshop 7:00 PM-Archiving Your Photos, Slides and Negatives	22 10:00 AM-Storytime for 4s & 5s 10:30 AM-Media Lab Orientation 11:00 AM-Read to the Dogs Going into Gr 2-6 2:00 PM-Travel Film: Visions of Germany-Bavaria 7:00 PM-*Chicago by Design: Architectural Vistas for a Visitor's Eyes 7:00 PM-One on One eBook Appointment	23 10:00 AM-Book Bites Going into Grades 4-6 10:30 AM-Low Vision Group Meeting 11:00 AM-One on One eBook Appointment 3:00 PM-Teen Cards for Hospitalized Kids 5:30 PM-Library Breakout Going into Gr 4-6	24 9:30 AM-Media Lab Orientation
25	26 10:00 AM-Little Builders on the Move Age 3 - Going into Gr 1 with adult 11:00 AM-One on One eBook Appointment 11:15 AM-Little Builders on the Move Age 3-Gr1 with adult 12:00 PM-SPEAK WITH A LIBRARY BOARD TRUSTEE 2:00 PM-Maker Mondays: 3D Printing Going into Gr 3-6 6:30 PM-SCORE Small Busn Counseling (by appt only) 6:30 PM-Media Lab Orientation 7:30 PM-SCORE Small Busn Counseling (by appt only)	27 9:30 AM-Wiggle Worms Birth-24 mo. w/adult 11:00 AM-Teen Babysitting Class 1:30 PM-Media Lab Orientation 2:00 PM-Converting Your Home Videos to Digital 3:00 PM-Digitizing Audio Cassettes and Records 7:00 PM-*Murder, Mystery, Mayhem and the Birth of Motion Pictures	28 9:00 AM-SPEAK WITH A LIBRARY BOARD TRUSTEE 9:30 AM-Storytime for 2s with adult 10:15 AM-Storytime for 3s with adult 12:00 PM-Lunch on the Lawn: Jim Green concert 2:00 PM-*Stitches in Time 3:00 PM-RESCHEDULED: Pizza & Pages: High School Edition 6:30 PM-Media Lab Orientation 6:30 PM-Teen Movie: Before I Fall	29 10:00 AM-Storytime for 4s & 5s 10:30 AM-Media Lab Orientation 11:00 AM-Read to the Dogs Going into Gr 2-6 2:00 PM-Travel Film: British Columbia-Vancouver and Beyond 2:00 PM-Middle School Starbucks Book Disc 3:00 PM-SPEAK WITH A LIBRARY BOARD TRUSTEE 7:00 PM-*Beer Tasting at Beer on the Wall 7:00 PM-High School Starbucks Book Disc 7:00 PM-One on One eBook Appointment 7:00 PM-Special Library Board Committee Meeting(s)	30 11:00 AM-Battle Boot Camp Going into Grades 4-5 11:00 AM-One on One eBook Appointment 3:00 PM-Teen Cards for Hospitalized Kids 4:00 PM-Teen Murder Mystery Party	

Title	Date	Primary Event Type	Attendance	CS	RS	YA	RS Comp	REF Comp	LW
Travel Film: Ultimate Scandinavia - Denmark and Sweden	6/1/2017	RS Travel Films	15		15				
One on One eBook Appointment	6/1/2017	RS Computer Class	1				1		
Teen Cards for Hospitalized Kids	6/2/2017	Young Adult Program	0						
One on One eBook Appointment	6/5/2017	RS Computer Class	1				1		
Meet with Rep from Marty Moylan's Office Cancelled	6/7/2017	Other							
Kids' Concert with Little Miss Ann All Ages	6/7/2017	Children's Program	123	123					
*Growing Succulents Indoors	6/7/2017	RS Adult Program	18		18				
Travel Film: Iconic British Estates - Hampton Court Palace	6/8/2017	RS Travel Films	23		23				
*Cheese 101	6/8/2017	RS Adult Program	25		25				
One on One eBook Appointment	6/8/2017	RS Computer Class	0						
Power Employment Workshop	6/9/2017	RS Adult Program	0						
One on One eBook Appointment	6/9/2017	RS Computer Class	1				1		
Teen Cards for Hospitalized Kids	6/9/2017	Young Adult Program	6			6			
Book Buddy Orientation	6/9/2017	Young Adult Program	34			34			
Drop-in Help Desk	6/10/2017	Computer Class	6				6		
World Wide Knit in Public Day	6/10/2017	RS Adult Program	40		40				
2nd Saturday Family Storytime & Craft All Ages	6/10/2017	Children's Program	24	24					
Guided Meditation and Stretch Workshop	6/11/2017	RS Adult Program	26		26				
LEGO Engineering - Tall Tower Going into Grades K - 2	6/12/2017	Children's Program	20	20					
One on One eBook Appointment	6/12/2017	RS Computer Class	0						
SCORE Small Business Counseling (by appointment only)	6/12/2017	Other	1		1				
Mobile Makerspace Drop-In for Teens and Adults	6/12/2017	RS Adult Program	4		4				
SCORE Small Business Counseling (by appointment only)	6/12/2017	Other	0						
Wiggle Worms Birth - 24 months with adult	6/13/2017	Children's Program	69	69					
RS Feature Film: ARRIVAL, PG-13, 106 min.	6/13/2017	RS Feature Film	25		25				
Pizza & Pages: Middle School Edition	6/13/2017	Young Adult Program	14			14			
RS Feature Film: ARRIVAL, PG-13, 106 min.	6/13/2017	RS Feature Film	26		26				
Storytime for 2s with adult	6/14/2017	Children's Program	57	57					
Storytime for 3s with adult	6/14/2017	Children's Program	61	61					
Lunch on the Lawn: Kacie Swierk concert	6/14/2017	Library-Wide Event	80						80
Teen Ink Writing Club: Middle School Edition	6/14/2017	Young Adult Program	10			10			
CANCELLED: Teen College Panel	6/14/2017	Young Adult Program							
Storytime for 4s & 5s	6/15/2017	Children's Program	17	17					
Travel Film: Egypt	6/15/2017	RS Travel Films	16		16				
*Mind Games: A Night of Self-Deception	6/15/2017	RS Adult Program	37		37				
Friday Morning Coffee Club:: Secrets of Her Majesty's Secret Service	6/16/2017	RS Adult Program	38		38				
One on One eBook Appointment	6/16/2017	RS Computer Class	1				1		
Teen Cards for Hospitalized Kids	6/16/2017	Young Adult Program	9			9			
Family Mobile Makerspace Drop-Ins	6/17/2017	Children's Program	29	29					
One on One eBook Appointment	6/19/2017	RS Computer Class	1				1		
Maker Mondays: Penny Flashlight Going into Grades 3 - 6	6/19/2017	Children's Program	12	12					
Teen Extreme Duct Tape	6/19/2017	Young Adult Program	27			27			
Pajama Storytime All Ages	6/19/2017	Children's Program	47	47					
Wiggle Worms Birth - 24 months with adult	6/20/2017	Children's Program	101	101					
Illinois Lions Club Hearing Bus@the Library	6/20/2017	RS Adult Program	46		46				
*Attracting & Feeding Summer Birds	6/20/2017	RS Adult Program	20		20				
Crafternoons All Ages	6/20/2017	Children's Program	75	75					
Three Steps to College Planning and Career Success	6/20/2017	Young Adult Program	20			20			
Meet with Rep from Marty Moylan's Office Cancelled	6/21/2017	Other							
Storytime for 2s with adult	6/21/2017	Children's Program	40	40					
Storytime for 3s with adult	6/21/2017	Children's Program	59	59					
Create a Quote of Art: A Poetry Painting Workshop	6/21/2017	Young Adult Program	15			15			
Archiving Your Photos, Slides and Negatives	6/21/2017	Computer Class	2				2		
Storytime for 4s & 5s	6/22/2017	Children's Program	13	13					
Read to the Dogs Going into Grades 2 - 6	6/22/2017	Children's Program	16	16					
Travel Film: Visions of Germany - Bavaria	6/22/2017	RS Travel Films	26		26				
*Chicago by Design: Architectural Vistas for a Visitor's Eyes	6/22/2017	RS Adult Program	43		43				
Book Bites Going Into Grades 4-6	6/23/2017	Children's Program	11	11					
Low Vision Group Meeting	6/23/2017	Low Vision Support Group	6		6				
Teen Cards for Hospitalized Kids	6/23/2017	Young Adult Program	6			6			
Library Breakout Going into Grades 4 - 6	6/23/2017	Children's Program	16	16					
Little Builders on the Move Age 3 - Going into Grade 1	6/26/2017	Children's Program	22	22					
Little Builders on the Move Age 3 - Going into Grade 1	6/26/2017	Children's Program	32	32					
Maker Mondays: 3D Printing Going into Grades 3 - 6	6/26/2017	Children's Program	12	12					
SCORE Small Business Counseling (by appointment only)	6/26/2017	Other	0						
SCORE Small Business Counseling (by appointment only)	6/26/2017	Other	0						

Wiggle Worms Birth - 24 months with adult	6/27/2017	Children's Program	84	84					
Teen Babysitting Class	6/27/2017	Young Adult Program	26			26			
Converting Your Home Videos to Digital	6/27/2017	Computer Class	3				3		
Digitizing Audio Cassettes and Records	6/27/2017	Computer Class	3				3		
*Murder, Mystery, Mayhem and the Birth of Motion Pictures	6/27/2017	RS Adult Program	32		32				
Storytime for 2s with adult	6/28/2017	Children's Program	50	50					
Storytime for 3s with adult	6/28/2017	Children's Program	51	51					
Lunch on the Lawn: Jim Green concert	6/28/2017	Library-Wide Event	52						52
*Stitches in Time	6/28/2017	RS Adult Program	17		17				
RESCHEDULED: Pizza & Pages: High School Edition	6/28/2017	Young Adult Program	6			6			
Teen Movie: Before I Fall	6/28/2017	Young Adult Program	16			16			
Storytime for 4s & 5s	6/29/2017	Children's Program	6	6					
Read to the Dogs Going into Grades 2 - 6	6/29/2017	Children's Program	15	15					
Travel Film: British Columbia - Vancouver and Beyond	6/29/2017	RS Travel Films	13		13				
Middle School Starbucks BK Disc: Gracefully Grayson	6/29/2017	Young Adult Program	12			12			
*Beer Tasting at Beer on the Wall	6/29/2017	RS Adult Program	20		20				
High School Starbucks Book Discussion: The Hate U Give	6/29/2017	Young Adult Program	4			4			
One on One eBook Appointment	6/29/2017	RS Computer Class	2				2		
Battle Boot Camp Going Into Grades 4-5	6/30/2017	Children's Programs	14	14					
Teen Cards for Hospitalized Kids	6/30/2017	Young Adult Program	5			5			
Teen Murder Mystery Party	6/30/2017	Young Adult Program	35			35			
			1991	1076	517	245	21	0	132

Park Ridge Public Library
 Virtual Visits/Computer Use/WiFi Sessions/Media Lab
www.parkridgelibrary.org

Virtual Visits	FY 18	FY 17	Incr/Decr	% Incr/Decr
May	20,718	22,823	(2,105)	-9%
June	20,726	22,108	(1,382)	-6%
July		12,889	(12,889)	
August		21,324	(21,324)	
September		17,532	(17,532)	
October		16,752	(16,752)	
November		15,966	(15,966)	
December		16,282	(16,282)	
January		20,498	(20,498)	
February		20,248	(20,248)	
March		24,348	(24,348)	
April		19,911	(19,911)	
YTD Total	41,444	230,681	(189,237)	

Total number of visits to the Library website from outside the Library

Note: Google Analytics data for new website not available for July 1 -11 due to new website launch

Source: Google Analytics

Computer Use Statistics	FY18	FY 17	Incr/Decr	%Incr/Decr	FY 18 Revenue	FY 17 Revenue	\$ Inc/Decr FY18 vs FY17
May	3,024	3,122	(98)	-3%	\$255	\$163	\$92
June	3,470	3,881	(411)	-11%	126	\$214	(88)
July		3,614		-100%		\$248	
August		4,260		-100%		\$277	
September		3,199		-100%		\$173	
October		3,173		-100%		\$204	
November		3,293		-100%		\$180	
December		2,599		-100%		\$191	
January		2,430		-100%		\$201	
February		2,757		-100%		\$181	
March		3,341		-100%		\$206	
April		2,836		-100%		\$148	
YTD Total	6,494	38,505	(509)		\$381	\$2,386	\$4

WiFi Sessions	FY18	FY 17	% Inc/Decr	Business Use Fees	Revenue 2017/18	# of Users	Revenue 2016/17	# of Users
May	4,656	4,466	4%	March	\$ 240	5	\$ 310	7
June	3,964	3,785	5%	April	\$ 185	5	\$ 360	6
July		0		May	\$ 160	5	\$ 350	7
August		0		June	\$ 240	6	\$ 330	7
September (1)		2,549		July			\$ 170	4
October		3,823		August			\$ 220	5
November		4,354		September			\$ 290	5
December		4,707		October			\$ 230	6
January		3,882		November			\$ 270	5
February		3,920		December			\$ 270	4
March		3,976		January			\$ 230	5
April		3,917		February			\$ 240	4
YTD Total	8,620	39,379		YTD Total	\$ 825		\$ 3,270	

(1) Data on Wifi sessions for Sept. 12 - 30, 2016

**Park Ridge Public Library
Media Lab Orientations and Usage**

	Orientations FY18	Sessions FY18	Orientations FY17	Sessions FY17	Orientations FY16	Sessions FY16
May	5	23	11	23	21	12
June	8	22	10	12	9	
July			5	11	15	33
August			5	15	13	31
September			10	18	15	36
October			4	26	10	12
November			10	19	5	12
December			7	28	6	26
January			9	17	11	25
February			7	18	9	28
March			12	14	19	33
April			5	6	6	9
Total	13	45	95	207	139	257

Orientations to Date	247
-------------------------	-----

Sessions to Date	509
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June 2017

Jun 1, 2017 - Jun 30, 2017

All Users
100.00% Sessions

Total Visits

20,726
% of Total: 100.00% (20,726)



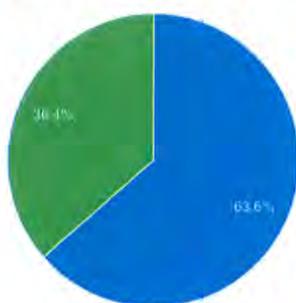
Page Views Per Visit

1.99
Avg for View: 1.99 (0.00%)



Total Visits

Returning Visitor New Visitor



Avg. Visit Duration

00:02:37
Avg for View: 00:02:37 (0.00%)



Pageviews by Page

Page	Pageviews
/	24,483
/databases/	2,901
/new-dvd-blu-ray/	674
/ebooks-and-downloadables/	624
/kids/	472
/employment/	464
/agendas-minutes-packets/	463
/read-listen-view/	405
/research-learn/	337
/email-news/	301

Unique Visitors

10,247
% of Total: 100.00% (10,247)



New Visits

7,547
% of Total: 100.00% (7,547)



Visits by Browser

Browser	Sessions
Chrome	9,124
Safari	5,480
Internet Explorer	2,784
Firefox	2,426
Edge	676
Amazon Silk	82

**Park Ridge Public Library
Outreach Statistics
June 2017**

Visits to Groups outside the Library

	Groups	People Reached
June 2017	21	652
June 2016	10	229
YTD 17/18	138	7,562
YTD 16/17	138	6,950

Loans of Materials

Schools and Nursing Homes	Loans	Number of Items sent
June 2017	13	320
June 2016	14	277
Home Bound	Patrons Served	Number of Items sent
June 2017	22	97
June 2016	16	78
Totals June 2017	35	417
Totals June 2016	30	355
YTD 17/18	72	953
YTD 16/17	67	856

Park Ridge Public Library
Community Engagement
June, 2017

Type of Partnership	Organization	Contact	Event	Impact
Businesses/Contributing	Two Sisters, Shaker Furniture, Summit Specialtees, Allegro, Uptown Family Vision	Children's Services	"Around Town With Gadget" initiative	Promotes local businesses which supports the local economy. Promotes library usage.
Businesses/Contributing	Buona Beef, Jump Zone, Nakfor Orthodontics, PRPD, PRFD, Pump It Up, Ravinia, Original Pancake House	Children's	Summer Reading Club prize sponsors	Promotes local businesses which supports the local economy. Benefits families by offering free treats, etc. Promotes library usage.
Organization/Sustaining	Brickton Art Center	Administration	Display in Second floor case	Supports local organizations and provides information to the community
Organization/Sustaining	Illinois WorkNet Center	Reference	Power Employment Workshops	Supports job seekers and promotes use of library resources. Allows library to offer additional program at no additional cost.
Business/Sustaining	Fire Logic	Reader Services	Conducts monthly "Drop-in Help Desk" program	Promotes Library usage. Allows PRPL to offer additional programming without incurring additional cost. Promotes education/students/families.
Organization/Sustaining	SCORE	Reference	Free one hour, small business counseling sessions	Promotes library usage. Allows library to offer additional, no-cost programming.
Organization/Sustaining	DAR	Reference	Genealogy Assistance	Promotes library usage. Supports local organization. Allows library to provide addl programming without additional cost

PARK RIDGE PUBLIC LIBRARY
LIBRARY DIRECTOR'S REPORT – JULY 18, 2017

PERSONNEL

1. **Appointments:** The following personnel have been appointed to positions as noted below:
Faye Levin-O'Leary, Library Senior Page, Reference Services, Part-Time, effective June 26

2. **Departures:** The following personnel have left the Library as noted below:
Janet Van De Carr, Library Director, Full-Time, effective June 19

3. **Changes in Status:** The following personnel have had changes to their position as noted below.
Lauren Bochat, **to** Library Assistant, Technical Services, Part-Time, **from** Library Assistant/
Interlibrary Loan, Reference Services, Part-Time, effective July 2
Claire Griebler, **to** Librarian II, Children's Services, Full-Time, **from** Librarian I, Reader Services,
Full-Time, effective June 18

4. **Volunteers:** The following adults have been accepted as volunteer workers in the Library as noted below:
Elijah Irizarry, Adopt-A-Shelf in Reader Services, effective June 12
Rebecca Kolstad, Adopt-A-Shelf in Reader Services, effective June 7



TO: Board of Trustees
FROM: Laura Scott & Anastasia Daskalos
DATE: July 13, 2017
SUBJECT: Library Co-Interim Directors Report

Block Party time

We are gearing up for the WGN block party on Friday, July 14. The Library has been promised some on air time to promote our services. We are also planning to participate in the parade.

We are also preparing for our PRPL Block Party, which will be on Sunday, July 23. There will be live music, a bounce house, food vendors, a fire truck, games, and more.

Taste of Park Ridge

The Taste continues through Saturday, July 15. The Library will have a booth at the *Canopies on Courtland* on Saturday where trustees and staff will take questions and comments from the public.

World Knit in Public Day

The Park Ridge Fiber Artists returned to the Library to celebrate Worldwide Knit in Public Day on June 10, and they decked out our Reading Garden with their knitted creations (photo below). This group also leads our monthly Open Knitting & Crocheting nights, which are consistently popular.

Community Partnerships

The following businesses provided support for the 2017 Summer Reading Clubs and programs: Art Station Studio, Brickton Art Center, Buona Beef, Dairy Queen, Erich Muellner of Century 21 Elm Realtors, Frosty Penguin Grill, Habetler Bowl, Illinois Railway Museum, Jack and Jill, Jamie O'Hearn and Mike O'Hearn, Jason's Deli, Jump Zone, Legoland Discovery Center, Lou Malnati's, Oberweis, Nakfoor Orthodontics, Park Ridge Fire Department, Park Ridge Police Department, Party Time Palace, Pump It Up, Ravinia, Subway, The Friends of the Library, The Original Pancake House, The Pickwick Theatre, Whole Foods Park Ridge.

Maine South Government Class

Each summer the City hosts the Maine South Clinical Government summer school class. Students also come to the Library to conduct research for their class. On June 19-20, Reference Librarians Lori Preston and Grace O'Keefe showed the 18 students books, websites, and databases they could use to assist them with the Supreme Court case they were researching.

Children's Services

More than 2,500 children are now signed up for the summer reading clubs. Some notable programs for children this month included the popular *Read to the Dogs* series, *Kids Concert with Little Miss Ann*, a 2 part *Lego Engineering Challenge*, and an after hours *Library Breakout* program.

Teens

In addition to a variety of programs and volunteer opportunities, one of the traditions of summer is the *Book Buddies* program. This is a six week long program where young readers (going into 1st or 2nd grade) are paired with older buddies (6th grade and up) and meet in the Loft to practice their reading skills.

Lifelong Learning

Some of the programs offered for adults this past month were *Beer Tasting at Beer on the Wall*, *Guided Meditation and Stress Workshop*, *Cheese 101*, and *Murder, Mystery, Mayhem and the Birth of Motion Pictures*.

Exploration Library

Our collection of telescopes, Go Pro cameras, green screen kit, projectors, Virtual Reality glasses, robots, and more has become very in demand! Since being featured in the newsletter, all of the items have holds lists. We just purchased an additional Dash robot, Ozobot, and LCD projector to meet demand. Patrons are very pleased that we are offering these items.

Volunteers

We had 33 student applications for volunteer positions this summer. We had 13 program assistant volunteer applications and 20 applications for the general volunteer program. Interestingly, 3 people filled out an application for both types of volunteer positions. Meg Golembiewski (Volunteer Coordinator) selected names via a lottery and was able to place all 13 of the program assistant applicants and all but 3 of the general volunteers, two of who she was able to recommend for the Book Buddies Program and one who volunteered as a program assistant instead. Orientation for the summer volunteers took place on June 9 and this first volunteer session runs from June 12 to June 28.

Media Lab

8 people completed media lab orientations this month, and there were 22 lab appointments. The appointments (not including the orientations) totaled 45 hours in June.

Professional Development

Several staff attended the American Library Association conference in Chicago. They attended sessions such as *Better Service than Amazon and Nordstrom: Secrets to How It's Done*; *The New Normal: Libraries Navigating Uncertain Times* and *Librarians and Support Staff Partnering for Service Excellence*. They also met with publishers to learn about upcoming titles (useful for ordering, events, and book clubs), with current vendors to find out what's new, and with prospective vendors whose services we might be interested in. Secretary Clinton was the ending session speaker, and gave her hometown Library a shout out, saying "I am here today because of great public schools, educators, and Park Ridge Public Library."

Co-Interim Directors

We met with WGN to discuss plans and logistics for their Block Party. Laura Scott attended a City department managers meeting, and a City Special Events meeting, where we discussed the WGN block party and the Taste of Park Ridge.

(see photos on next two pages)

Little Miss Ann concert and Read to the Dogs- Children's Services programs



Lunch on the Lawn concert with Kacie Swierk- June 14. Children's Services and Reader Services program



Worldwide Knit in Public Day



Teen Murder Mystery party



**MINUTES
OF THE REGULAR MEETING OF THE
PLANNING AND OPERATIONS COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
JULY 11, 2017 AT 7:55 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

TRUSTEES PRESENT: Berardino Parisi, Chair; Karen Burkum, Joseph Egan, Patrick Lamb, Judith Rayborn (*returned 7:56 p.m.*), Michael Reardon, Robert Trizna

TRUSTEES ABSENT: Stevan Dobrilovic, Charlene Foss-Eggemann

OTHERS PRESENT: Anastasia Daskalos, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Alderman Charlie Melidosian, Library Liaison; Anne Lunde, Park Ridge Journal; Joshua Kiem, Park Ridge resident

Approval of Minutes

Mr. Reardon made a

MOTION: to approve the minutes for the Planning & Operations Committee meeting held June 13, 2017

Mrs. Burkum SECONDED the motion

Voice vote: 5 Yay: Burkum, Lamb, Parisi, Reardon, Trizna

1 Abstain: Egan

3 Absent for vote: Dobrilovic, Foss-Eggemann, Rayborn

MOTION PASSED

Revision to Policy ID2, Non-resident Library Card Fee

The Committee reviewed the current non-resident library card fee as set forth in *Policy ID2 (Non-Resident Library Card Fee)*, as well as the resolution (*2017 Annual Ordinance Authorizing Public Library Non-Resident Cards*) required by the Illinois State Library in regard to the annual non-resident library card fee. Historically, the Library Director reviews the non-resident fee every other year and this proposed rate reflects an increase.

In response to Mr. Lamb's inquiry, Ms. Scott and Ms. Daskalos replied that this non-resident library card fee is paid by citizens of unincorporated areas near Park Ridge as well as other non-RAILS members such as in Chicago. The Committee discussed the method used to calculate the non-resident library card fee. Mrs. Burkum agrees while the Board should look at what this non-resident fee covers and how the calculations are made, this matter should be addressed after the Library has a new Director.

Mr. Parisi made a

MOTION: to approve the revision to Policy ID2, an increase of the annual non-resident library card fee to \$345 (from \$340) effective August 1, 2017

Mr. Reardon SECONDED the motion.

MOTION PASSED UNANIMOUSLY.

Ordinance to Sell Library Cards to Non-residents

Mr. Lamb noted that within 30 days of the adoption of this Resolution, which states how much non-residents pay for a non-resident Library card, the Library has to send a copy of the resolution to the State. The Illinois State Library requires all libraries to annually pass a Resolution regarding the sale of non-resident library cards.

Mr. Parisi made a

MOTION: to approve the *2017 Annual Ordinance Authorizing Public Library Non-Resident Cards* effective August 1, 2017

Mr. Reardon SECONDED the motion.

MOTION PASSED UNANIMOUSLY.

Discussion of patron violation of *Policy IF1, Conduct in General*

The Committee reviewed the issues involved regarding the recent behavior of a patron in violation of Library *Policy IF1, Conduct in General*. The Committee reviewed and discussed the matter, reviewed the Library policy, as well as information received from the Library's attorney. The Committee determined that the situation merits banning the patron from the Library for one year based on several instances of unacceptable behavior.

Mr. Parisi made a

MOTION: to approve the suspension of Park Ridge Public Library privileges for the patron in question for one year.

Mrs. Burkum SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY.

Other No discussion.

Adjournment: 8:13 p.m.

Joe Egan, Chair Pro-tem

LOANS OF BOOKS AND OTHER MATERIALS

I D 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	\$340.00 \$345.00
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

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

Revised _____, 2017

Revised January 17, 2017

Revised July 21, 2015

Approved March 13, 1979

**2017 ANNUAL ORDINANCE
AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS**

Whereas, the Park Ridge Public Library is a tax-supported public library; and

Whereas, people residing within the jurisdictional boundaries of the Park Ridge Public Library pay taxes to support the Library, and so need pay no additional fee to be eligible to receive a library card; and

Whereas, Section 5/4-7(12) of the Local Library Act stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence"; and

Whereas, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also providing three formulae which public libraries can use to determine the non-resident fee; and

Whereas, the Library Board of Trustees of the Park Ridge Public Library has determined for its 2017-18 fiscal year, commencing May 1, 2017 and ending April 30, 2018, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE LIBRARY BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the Park Ridge Public Library whose closest public library is the Park Ridge Public Library, and not residing within the boundaries of another public library and owning no taxable property within the jurisdictional boundaries of the Park Ridge Public Library, may purchase a one year nonresident fee card for the price of \$345.00 effective August 1, 2017, calculated according to the box which is checked-off below:

- General Mathematical Formula (23 Ad. Code 3050.60(a));
- Tax Bill Method (23 Ad. Code 3050.60(b)); or
- Average Non-Resident Fee (23 Ad. Code 3050.60(c)), if authorized by the Director of the Illinois State Library.

Section 2: Individuals residing beyond the jurisdictional boundaries of the Park Ridge Public Library, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within jurisdictional boundaries of the Park Ridge Library, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the Park Ridge Public Library, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

- Section 3: The President of the Library Board of Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of this Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance, and (c) the fee formula as set forth herein.
- Section 4: The Park Ridge Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.
- Section 5: The Park Ridge Public Library shall cooperate with other participating area public libraries, the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23Ad. Code 3050.25.
- Section 6: The policy of the Park Ridge Public Library for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.
- Section 7: A valid non-resident library card issued by the Park Ridge Public Library pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.
- Section 8: No non-resident is eligible to receive a "local use" library card from the Park Ridge Public Library.

ADOPTED this 18th day of July, 2017 by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by the President and Library Board of Trustees of the Park Ridge Public Library.

 President, Library Board of Trustees

ATTEST:

 Secretary, Library Board of Trustees

CONDUCT IN GENERAL

I F 1

CONDUCT IN THE LIBRARY

POLICY:

The Park Ridge Public Library is a public institution that strives to advance human knowledge and understanding by providing access to information, literature, technology, and the arts relevant to the community it serves. To that end, Library employees and patrons who visit the Library facilities deserve a safe, clean, healthy, courteous and productive environment for study, research, information and entertainment.

In order to achieve these goals, the Board of Trustees of the Park Ridge Public Library has created a policy on Conduct in the Library.

RULES:

The following list of behaviors and conduct are in conflict with the Library's goals and are among the behaviors not permitted on Library premises:

- Interfering with the use of the Library or its resources by Library patrons or interfering with Library employees' performance of their duties.
- Harassing or annoying patrons through activities that can reasonably be expected to disturb others.
- Using obscene language or lewd, suggestive or sexually harassing words, visual displays or actions.
- Using physical action or the threat of physical action that could cause injury to a patron or Library staff member or damage to Library property.
- Engaging in any illegal activity.
- Theft, vandalism, defacing or mutilation of Library property.
- Smoking or using tobacco products in the Library building, in the Library Reading Garden and on the sidewalks adjacent to the building, or within fifteen (15) feet of the entrances to the Library building in accordance with the State of Illinois Smoke Free Illinois Act.
- Use of e-cigarettes and other electronic smoking devices in the Library building, in the Library Reading Garden and on the sidewalks adjacent to the building, or within fifteen (15) feet of the entrances to the Library building.
- Consuming alcohol (unless specifically authorized at a Library function) or being under the influence of alcohol or drugs, or bringing these items into the building.
- Consuming food or uncovered beverages in the Library building, unless specifically authorized at a library function.
- Using the public restrooms for the purpose of shaving, bathing, or washing and drying clothes.
- Failing to wear proper attire (e.g., bare feet, bare chest, transparent or see-through clothing, bathing suits, etc.).
- Having personal hygiene so offensive as to constitute a nuisance to other patrons or staff or to interfere with others' use of the building
- Conducting any activity that obstructs or interferes with patrons entering or exiting the Library building or grounds.
- Soliciting in the Library building or within 50 feet of the Library entrance.
- Bringing animals into the Library building except for registered handicap support or guide animals – or for an authorized Library function.

- Leaving personal items unattended in the building.
- Bringing large personal items into the Library that obstruct walkways and create a safety hazard.
- Skateboarding, roller skating, inline skating, or bicycle riding on Library property

A violation of these rules may result in any of the following sanctions:

- A warning.
- A request to leave the Library building.
- A call to the police or other legal actions as seems most appropriate to the Library Director (or designee).
- A suspension of Library privileges for up to thirty (30) days with the approval of the Library Director (or designee).

A Library patron must be advised of the reasons for any proposed sanction and given the opportunity to state his or her views as to the facts giving rise to the proposed sanction. A suspension of Library privileges for longer than 30 days with the approval of the Board of Trustees.

A person whose Library privileges have been denied or limited may appeal the decision to the Board of Trustees requesting a hearing within thirty days (30 days) after the imposition of the sanction. Any such request must be submitted in writing. Failure to request a hearing within that period shall result in the sanction becoming final and binding. The hearing will be held at the next regularly scheduled Board meeting.

The Library Director (or designee), at their discretion, will determine if the behavior is inappropriate.

Revised September 20, 2016
Revised October 15, 2013
Revised May 21, 2013
Revised May 18, 2010
Approved January 8, 1980

**MINUTES
OF THE REGULAR MEETING OF
THE COMMUNICATIONS & DEVELOPMENT COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
JULY 11, 2017 AT 8:21 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

TRUSTEES PRESENT: Michael Reardon, Chair Pro-tem; Karen Burkum, Joseph Egan, Patrick Lamb, Bernardino Parisi, Judith Rayborn, Robert Trizna

TRUSTEES ABSENT: Charlene Foss-Eggemann, Chair; Stevan Dobrilovic

OTHERS PRESENT: Anastasia Daskalos, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Alderman Charlie Melidosian, Library Liaison; Anne Lunde, Park Ridge Journal; Joshua Kiem, Park Ridge resident

Approval of Minutes

Mr. Reardon made a

MOTION: to approve the minutes of the Communications & Development Committee meeting held March 14, 2017

Mrs. Burkum SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Donation Brochure – Attached

Mr. Reardon stated that all trustees saw the donation brochure sample. He instructed anyone with comments or suggestions to please give them to Mrs. Foss-Eggemann.

Canopies on Courtland

The Committee discussed who has volunteered to staff the Library table at Canopies on Courtland. Mr. Reardon will be at the table from 10 to 11 am, Mr. Egan will be present from 11am to Noon, and Mrs. Burkum will be present from Noon to 2pm. Since no other trustees are available Ms. Scott will have Library staff at the table for the last two hours.

Survey Results – Attached

Mr. Reardon stated that the survey results are in the packet.

Fund Raising Event

No action items.

Other

None

Adjournment: 8:27 p.m.

Michael Reardon, Chair Pro-tem

**MINUTES
OF THE REGULAR MEETING OF
THE RESOURCES COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
JULY 11, 2017 AT 8:27 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

TRUSTEES PRESENT: Patrick Lamb, Chair; Karen Burkum, Joseph Egan, Berardino Parisi, Michael Reardon, Judith Rayborn, Robert Trizna

TRUSTEES ABSENT: Stevan Dobrilovic, Charlene Foss-Eggemann

OTHERS PRESENT: Anastasia Daskalos, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Alderman Charlie Melidosian, Library Liaison; Anne Lunde, Park Ridge Journal; Joshua Kiem, Park Ridge resident

Approval of Minutes

Mr. Lamb made a

MOTION: to approve the minutes for the Resources Committee Meeting held April 11, 2017

Mr. Reardon SECONDED the motion.

Voice vote.

MOTION PASSED

Other **Digitization of Historical Newspaper Collection**

Mr. Lamb asked about the two questions stated in the April 11 minutes regarding the digitization of the Library's historical newspaper collection. Mr. Reardon stated that he did a LinkedIn search and found an editor in chief to the suburban newspapers who happens to have a connection with Alderman Melidosian. In response to Mr. Lamb, Alderman Melidosian stated he has no report on this and thanked Mr. Reardon for the reminder.

Mr. Lamb asked if the digital files are in a standard format OCR (optical character recognition), to which Ms. Scott stated she will research this and report back to the Committee.

Mr. Lamb asked if these questions were being asked to reduce the cost of digitizing the Library's collection. Mr. Reardon stated that this motion was approved at the April 18 Board meeting; the Board approved a maximum amount of \$21,000 and the staff was going to move forward with digitizing the earlier years. Mr. Lamb asked Ms. Scott or Ms. Daskalos to determine if anything has been paid to the digitization company, Advantage Preservation and to report back to the Committee.

Other Mr. Egan asked Alderman Melidosian if the City Council is going to vote on the Mayor's recommendations for appointment to the Library Board at the Council meeting on July 17, 2017, to which Alderman Melidosian replied in the affirmative. The Trustees whose tenure ended June 30 remain on the Board until the City Council approves the new appointees. The new Trustees are sworn in at the beginning of the first meeting after the Council approval.

The Committee briefly discussed the order of the meeting, which includes the nomination of new Board officers.

Ms. Daskalos asked for clarification as to when the Nominating Committee will be meeting. After some discussion, it was determined that the Nominating Committee will meet on July 18 at the Library prior to the Board meeting at City Hall – meeting will be at 6:45 p.m. – Mr.

Reardon asked if the meeting can take place tonight under "other" for Personnel, to which he was told no. An agenda or notice has to be posted at least 48 hours in advance of the meeting stating the date and time of the special meeting of the Nominating Committee to propose a slate of officers for the Library Board.

Adjournment: 8:37 p.m.

Patrick Lamb, Chair

DRAFT

**MINUTES
OF THE REGULAR MEETING OF
THE BUILDING & GROUNDS COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
JULY 11, 2017 AT 7:09 P.M. IN IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

TRUSTEES PRESENT: Joseph Egan, Chair; Karen Burkum, Patrick Lamb (7:10 p.m.), Bernardino Parisi, Michael Reardon, Judith Rayborn (left 7:51 p.m.), Robert Trizna

TRUSTEES ABSENT: Stevan Dobrilovic, Charlene Foss-Eggemann

OTHERS PRESENT: Anastasia Daskalos, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Alderman Charlie Melldosian, Library Liaison; Steven Steffens, (Building Inspector) CP&D, City of Park Ridge; Anne Lunde, Park Ridge Journal; Joshua Kiem, Park Ridge resident

Approval of Minutes

Mr. Trizna referred to the end of the second paragraph under "Library Columns" on page 2 of the June 13, 2017 Building & Grounds Committee minutes. In regard to the statement that, "Mrs. Van De Carr added that she has been discussing this matter with Green Associates the last two to three years" he doesn't recall seeing any action item or any discussion at any meetings. He stated he doesn't recall hearing any concern about the pillars until this recent incident.

Mr. Reardon made a

MOTION: to approve the minutes for the Buildings and Grounds Committee meeting held June 13, 2017

Mr. Trizna **SECONDED** the motion.

Voice vote: 5 Yay: Burkum, Lamb, Parisi, Reardon, Trizna
2 Abstain: Egan, Rayborn (*because they weren't at the meeting*)
2 Absent: Dobrilovic, Foss-Eggemann,

MOTION PASSED

Library Improvement Project

Mr. Steve Steffens, Building Inspector with CP&D (the City's Community, Preservation and Development department) – Mr. Steffens stated that he read the June 13, 2017 Building & Grounds Committee minutes and he would like to take this opportunity to make some clarifications. He stated that in regard to an "independent examiner who conducts many municipal reviews", CP&D has not been notified of who that independent examiner is and there has been no further explanation of them. In response to Mr. Lamb's inquiry he stated that Studio GC has not contacted the City to notify them and he had informed Studio GC that the City would need two to three names. Mr. Steffens added that Studio GC shouldn't have hired anyone without prior approval from the City and the Park Ridge Fire Department.

Mr. Steffens stated he has yet to receive anything in writing from Studio GC or an independent examiner stating that per the building code extra sprinklers aren't required. Further discussion ensued regarding the minutes of the meeting and Mr. Steffens mentioned that the suggestion about an extra exit in Children's Services, etc. was just a suggestion made by him at the meeting as one example and shouldn't be regarded as "this gets you all the way there". Increasing the number of exits was just one idea and the ideas shouldn't be coming from the City they should be coming from Studio GC. Mr. Lamb assured Mr. Steffens that minutes of the meeting are just a summary of the conversation and the Board understands that all renovation plans have to be reviewed by and signed off by the City and the Fire Department.

Mr. Egan stated that over the years a fireman said there have been a number of suggestions for improving life safety and the Board would like to see the documentation.

Mr. Steffens instructed the Board to have Studio GC produce a code analysis and life safety plans and suggestions for compliance.

Mrs. Burkum asked if there is a way the Library can make a long term plan to come up to code. Mr. Steffens replied that the City is open to this but what comes first is a life safety analysis. The international fire code is very important. Mr. Lamb asked if the City pays for the safety upgrades.

In regard to the issue that CP&D doesn't want to state whether the Library is a 3-story or 2-story with mezzanine. Mr. Egan stated that it's a City building so why can't the City state what they classify it to be? Mr. Steffens replied that the architects (Studio GC) have to make that call. There could be records on file at the City but the architects (Studio GC) haven't requested any of them. Mr. Egan stated he surmises they started by looking at the drawings from the City. Mr. Steffens stated that from the City's standpoint it is a 3-story building and Studio GC needs to work from that.

Alderman Melidosian asked for clarification that a 2-story building with mezzanine doesn't need sprinklers but a 3-story building does. Where do you draw the line on how much renovation can be undertaken before the building codes apply? It was stated that both sides are anxious to figure this out. Alderman Melidosian asked what can be done to get Studio GC and the City talking and to get this project moving forward again. It was decided that another meeting with Studio GC, Fire Marshall Kevin Plach, Mr. Steffens, and two Library Board Trustees would take place. Mr. Egan will contact Mr. McCarthy of Studio GC to discuss a meeting and how to move this process forward. Mr. Steffens stated it shouldn't take more than a couple of weeks to review the submittal once it is received. He also offered suggestions for consultants.

Columns Someone inquired what the insurance procedure is for the column hit by the truck. Mr. Egan asked who it going to pay for the repairs to the columns. Mr. Lamb suggested the Library forward the bill to the City. Mr. Reardon asked if the cost can be incorporated into the bigger renovation project, which might be cheaper. Does the Library have to go out to bid? The Committee reviewed the proposal from Studio GC for *Architectural Services Proposal*. Per the proposal, *"Compensation will be based on a lump sum fee of \$7,200 and reimbursable expenses will be invoiced at one and one-tenth (1.10) the cost billed to the Architect and shall be limited to plotting and printing costs."*

Mr. Egan made a

MOTION: to approve the *Architectural Services Proposal* from Studio GC Architecture and Interiors 223 W. Jackson Blvd., Suite 1200, Chicago, IL as specified above

Mr. Lamb SECONDED the motion.

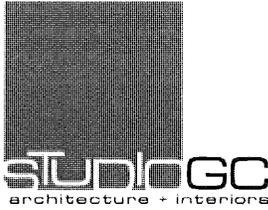
Voice vote

MOTION PASSED UNANIMOUSLY

Other Mr. Egan asked Mr. Trizna for an update on the Intergovernmental Agreement (IGA). Mr. Trizna replied he does not have an update. The last meeting was held in the fall of 2016 and Ancel Glink provided an IGA from the suggestions but it never went any farther. Mr. Egan stated the Board will have to get back to the City on this matter.

Adjournment: 7:54 p.m.

Joseph Egan, Chair



223 W. Jackson Blvd., Suite 1200
Chicago, IL 60606
Phone: 312-253-3400
Fax: 312-253-3401

Architectural Services Proposal

DATE: July 6, 2017

TO: Anastasia Daskalos
Acting Director
Park Ridge Public Library
20 Prospect Ave.
Park Ridge, IL 60068

FROM: Richard C. McCarthy, AIA, LEED-AP

RE: Architectural Services Relating to Column Replacement

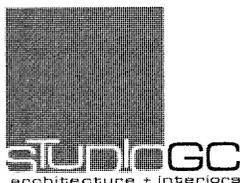
Scope of Architectural Services:

StudioGC shall provide the following scope of services for the Park Ridge Public Library:

- Assess and evaluate conditions of existing wood columns at east entry.
- Review reports prepared by Green Associates
- Prepare documents to enable bidding and replacement of existing columns with new fiberglass or composite columns to match existing to the greatest degree possible.
- Administer bidding process, answer contractor's questions and review bids.
- Provide board of trustees with a recommendation for the lowest responsible bidder.
- Assist library with preparation of an Owner/Contractor contract.
- Observe construction to confirm conformance with bid documents.
- Confirm substantial completion
- Review Contractor pay requests
- 2 site visits to observe construction
- Prepare close out documents and assemble warranties as applicable

Deliverables

- Plans and bid documents enabling competitive bidding for column replacement
- Letters and communications as required recommending contractor selection and approval of pay requests
- Reports, as required, detailing any deviations from expected, existing conditions.



Owner-Supplied Information

Electronic copies of existing building plan
Information, as available, detailing existing conditions.

Compensation

Compensation will be based on a lump sum fee of \$7,200

Reimbursable expenses will be invoiced at one and one-tenth (1.10) the cost billed to the Architect and shall be limited to plotting and printing costs.

Scope Not Included

Structural engineering services (none anticipated at this time).

Schedule

We can proceed with these assignments as soon as authorized to do so. If these terms are acceptable, please sign below. If you wish to discuss the scope of services in more detail, we are available to do so at your convenience.

If acceptable, please sign both originals and forward one fully executed original of this document to our office. Retain the other copy for your contract file.

OWNER: _____

ACCOUNT MANAGER: Richard C. McCarthy

PRINT NAME: _____

PRINT NAME: Richard C. McCarthy

DATE: _____

DATE: 7-6-2017

cc: Vicki Luczynski, StudioGC

**MINUTES
OF THE REGULAR MEETING OF
THE BUDGET & FINANCE COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
JULY 11, 2017 AT 8:13 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

TRUSTEES PRESENT: Michael Reardon, Treasurer, Chair; Robert Trizna, President; Berardino Parisi, Vice-President; Karen Burkum, Joseph Egan, Patrick Lamb, Judith Rayborn

TRUSTEES ABSENT: Charlene Foss-Eggemann, Secretary; Stevan Dobrilovic

OTHERS PRESENT: Anastasia Daskalos, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Alderman Charlie Melidosian, Library Liaison; Anne Lunde, Park Ridge Journal; Joshua Kiem, Park Ridge resident

Financial Analysis

Mr. Reardon referred to the pages in the packet of financial analysis which were completed before Mrs. Van De Carr's departure. These are updates for scenarios explained previously.

Mr. Reardon opined that until the Board knows what the definitive renovations will be and what the budgets are for them, it would be best to not work on these budget scenarios at this time.

10 Year Income & Expense Report and Levy Summary

Mr. Reardon stated that once the renovation costs are decided the Board needs to review what funds are available and determine what the Library will do long term about the levy.

Other

Mr. Reardon referred to the memo regarding the staffing in the Circulation department. Interlibrary Loan duties were recently transferred to the Circulation department in May while staffing in the department has been reduced. The Committee discussed the matter, the FTE's, and the budget and voiced their agreement with the Interim Director's decision to change one half-time position to a full-time position. Mr. Reardon explained how this matter was in effect a courtesy consultation and no motion is required.

Adjournment: 8:21 p.m.

Michael Reardon, Chair



Memorandum

Memo Date: July 11, 2017

Meeting Date: July 11, 2017

Meeting Type: Board COW (Committee of the Whole)

Subject: Staffing in Circulation

Action Requested: For discussion

From: Anastasia Daskalos

Background:

In May the Circulation Department underwent several staffing changes. On May 8, a full-time employee resigned and was not replaced. In addition, another half-time employee went on medical leave on May 1, we still do not have a return date. During the same month, ILL responsibilities were moved to the Circulation Department. The ILL team originally consisted on one full time employee and one half-time employee. During this transition the full-time employee moved to the Circulation Department and the half-time employee moved to Technical Services to help fill the gap of the full-time position they had lost in April. Since May the Circulation Department has been understaffed by two full-time equivalent positions, one full-time employee and two half-time employees. Also, last Thursday, another half-time employee gave their notice, effective July 29th.

This has all occurred during our busiest time of year, Circulation staff are beginning to feel the effects of being understaffed. In addition to assuming ILL responsibilities, The Circulation Department will begin RFID tagging in a few weeks and will be responsible for tagging all materials that are returned in addition to starting training for the new system that will go live in April. This will take away even more staff from our usual responsibilities.

Recommendation:

I recommend that we promote one half-time employee to full-time status to replace the full-time employee that resigned in May in addition to the half-time position already approved by the board. This particular individual has already been trained on full-time responsibilities, has experience with RFID implementation and would be able to fill in the gap in the schedule sooner than hiring from outside.

Budget Implications:

Action requires expenditure of Funds: No Yes Other _____

If "yes", cost: replacement of full-time employee

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

**MINUTES
OF THE SPECIAL MEETING OF
THE PERSONNEL COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
JULY 11, 2017 AT 8:37 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

TRUSTEES PRESENT: Judith Rayborn, Chair; Karen Burkum, Joseph Egan, Patrick Lamb, Bernardino Parisi, Michael Reardon, Robert Trizna

TRUSTEES ABSENT: Stevan Dobrilovic, Charlene Foss-Eggemann

OTHERS PRESENT: Anastasia Daskalos, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Alderman Charlie Melidosian, Library Liaison; Anne Lunde, Park Ridge Journal; Joshua Kiem, Park Ridge resident

Approval of Minutes

Mr. Reardon made a

MOTION: to approve the OPEN SESSION minutes of the Personnel Committee Meeting held June 29, 2017

Mr. Lamb SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Mr. Reardon made a

MOTION: to approve the OPEN SESSION minutes of the Personnel Committee Meeting held June 13, 2017

Mr. Lamb SECONDED the motion.

Mr. Trizna referred to page 2, paragraph 4 of the June 13, 2017 minutes of the Personnel Committee meeting. He stated that the sentence, "Mr. Trizna stated he wants to prepare FAQs" infers that he was to compose some FAQs which was not what he meant. He requested the sentence be changed to read, "Mr. Trizna stated he believes FAQs should be prepared by the Board". All present voiced their agreement.

Mr. Reardon made a

MOTION: to approve the OPEN SESSION minutes of the Personnel Committee Meeting held June 13, 2017 as revised.

Mr. Lamb SECONDED the motion.

Voice vote: 6 Yay: Burkum, Egan, Lamb, Parisi, Reardon, Trizna
 1 Abstain: Rayborn (*because she wasn't at the meeting*)
 2 Absent: Dobrilovic, Foss-Eggemann

MOTION PASSED

Library Director Search Update

Mrs. Rayborn stated that before the Committee undertakes composing a job ad for, and discussing any changes to the job description for, the position of Library Director she

would like to discuss the possibility of hiring a search firm. Mrs. Rayborn distributed the results of her research of appropriate personnel search firms. She received two proposals in writing; one from John Keister, whose fee would be \$16,500, and one from Lynn Elam, who stated her fee would be approximately \$16,000. The third person Mrs. Rayborn contacted is based in Arizona, is semi-retired and referred her to a fourth person who is a retired library director and so Mrs. Rayborn isn't going to pursue that further.

Mrs. Rayborn outlined the responsibilities of a search firm oversees and stated she believes that the (average of) \$16,000 would be money well spent to ensure that the Library is getting the most from the search without the Library Trustees having to undertake the workload. She added that the cost is also below the \$20,000 threshold. In response to Mr. Parisi's inquiry, Mrs. Rayborn stated that yes, both search firms offer a one year guarantee, i.e., they will find obtain another viable candidate should the person hired fail to stay for one year in the position.

Mrs. Burkum stated she agrees with Mrs. Rayborn. She added that the City salary ranges haven't been visited in ten years and she believes that has to be addressed before a candidate search and offer are made. In that regard, Mrs. Rayborn reported that Mike Suppan, the City's HR Director, informed her that the City is currently reviewing the salary ranges and there may be a change to the ranges in the near future. When Mrs. Rayborn asked Mr. Suppan if the Board can offer a candidate a rate below the range he replied that it shouldn't do that because then the Board is saying that the Library's department head is less important than every other department head in the City, adding that all the City department heads are paid using the same salary range.

Mrs. Burkum voiced her other concern that the Library won't be able to attract a quality candidate pool if the Library's salary range is too low. Mrs. Rayborn stated that the Park Ridge Library has a high circulation rate for comparable sized libraries. Mr. Reardon said he will look at the Management Association survey and report back to the Committee.

Mrs. Burkum offered to assist Mrs. Rayborn with further work on this matter, adding that she believes the Committee should move forward with contracting with one of the search firms as soon as possible.

Mr. Reardon asked for a consensus that the Committee wishes to use the services of a search firm to fill the Library Director position. It is the consensus of the Trustees to select a consultant to conduct the search for a Library Director and to place a motion on the agenda for the July 18, 2017 Board meeting.

Mr. Reardon made a

MOTION: to authorize contracting with a search firm at a cost not to exceed \$19,990.00 to conduct the search to fill the position of Library Director at the Park Ridge Public Library.

Mrs. Burkum SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

In response to Mr. Lamb's request, Mrs. Rayborn stated that a copy of the proposals of the two search firms will be sent to the trustees. Due to the rules under IOMA (Illinois Open Meetings Act) Ms. Scott asked Mrs. Rayborn to please email the proposals to her or Ms. Daskalos and they will in turn email them to the Board. Discussion ensued regarding the Illinois Open Meetings Act (IOMA) (5 ILCS 120/1.01). Ms. Scott read the

statute of the Open Meetings Act and again asked the Trustees to not correspond with each other via any electronic means and requested that emails be sent to the Interim Library Co-Directors and they will in turn send emails out to the Board. Discussion ensued regarding whether conversation back and forth via email is required to constitute "interaction" and therefore a violation of IOMA. The matter concluded with Mrs. Rayborn stating she will email the proposals to Ms. Scott and Ms. Daskalos so they can then distribute them via email to the Board as a whole.

Indiscernible overlapping conversations in regard to contacting the attorneys about an Intergovernmental Agreement (IGA). Mr. Lamb stated he was making a motion, Mr. Trizna stated he was seconding the motion, however no specific motion stated and no vote taken. Therefore a motion will be placed on the July agenda to approve contacting the attorney regarding the Intergovernmental Agreement due to the necessity of a formal motion per the Bylaws.

Discussion of compensation of Interim Library Co-Directors

Mrs. Rayborn informed the Committee that when she spoke to Mr. Suppan, City HR Director, about the compensation of the Interim Library Co-Directors. Mrs. Rayborn explained to Mr. Suppan that in this case there are two co-Directors and asked if the Board should consider the range for the Assistant Library Director because not one person but rather two are taking on the duties of the Director. With that in mind, Mrs. Rayborn stated that she and Mr. Reardon discussed the responsibilities and compensation of the position. Mrs. Rayborn propose a \$2,000 per month increase for each of the Interim Co-Directors. After some discussion Ms. Scott and Ms. Daskalos asked if they have to give their decision this evening or can they think about it. Mr. Egan stated it doesn't need to be finalized tonight and the compensation will be retroactive.

Mr. Reardon stated that although the agenda indicates the Committee was to go into Closed Session to discuss the minutes of the three closed meetings, because Mrs. Foss-Eggemann is absent this evening this closed session is not necessary.

The Committee stated that a motion will be placed on the agenda for the July Board meeting regarding compensation for the two Interim Library Co-Directors.

Other

Library Credit Card

Mr. Reardon explained to the Committee that the Library's credit card is in the former Library Director's name and it has to be changed. Mr. Reardon suggested that Ms. Berger, the Library Business Manager, be placed on the Chase Bank account as the name on the Library's credit card. There were no objections from the Committee and Mr. Reardon stated he will sign the paperwork to approve the name change.

Mr. Kiem asked what happened with the FOIA (Freedom of Information Act) matter, to which Ms. Scott and Ms. Daskalos stated that Ms. Berger is the FOIA Officer and Ms. Daskalos and Ms. Scott already fulfilled the request and it is done.

Adjournment: 9:12 p.m.

Judith Rayborn, Chair

**MINUTES
OF THE SPECIAL MEETING OF
THE PERSONNEL COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
JUNE 13, 2017 AT 8:20 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

TRUSTEES PRESENT: Michael Reardon, Chair Pro-tem; Karen Burkum, Stevan Dobrilovic, Charlene Foss-Eggemann, Patrick Lamb, Robert Trizna

TRUSTEES ABSENT: Judith Rayborn, Chair; Joseph Egan, Berardino Parisi

OTHERS PRESENT: Janet Van De Carr, Library Director; Joshua Kiem, Park Ridge resident

Approval of Minutes

Mr. Reardon made a

MOTION: to approve the OPEN SESSION minutes of the Personnel Committee meeting held May 9, 2017

Mrs. Foss-Eggemann SECONDED the motion. Voice vote.

MOTION PASSED

Library Director

Since the Library Director has notified the Library Board of her retirement, Mr. Reardon asked if it is necessary to adjourn into Closed Session. Mr. Trizna stated he believes he has one brief point that should be made in Closed Session, and then the open meeting will reconvene.

Closed Session

Mr. Reardon made a

MOTION: for the board to adjourn to Closed Session at the conclusion of regular business, pursuant to 5 ILCS 120/2(c)(21), lawfully closed under the Act for the purpose of discussion of a personnel matter. The Board shall return to Open Session to report on the determinations made in Closed Session.

Mr. Trizna SECONDED the motion.

Roll call vote: 5 Yay: Burkum, Dobrilovic, Lamb, Reardon, Trizna
 1 Nay: Foss-Eggemann
 3 Absent: Egan, Parisi, Rayborn

MOTION PASSED

The Regular meeting ADJOURNED to go into Closed Session at 8:26 p.m.

Closed Meeting Adjournment

The Closed Session adjourned at 8:32 p.m.

Open Meeting Reconvened

The Personnel Committee meeting reconvened at 8:34 p.m.

Library Director

Mr. Reardon distributed to those in attendance an “action plan” for seeking the Library Director’s replacement and reviewed the “action plan”.

Mr. Reardon asked what the next steps are. Mr. Trizna stated the Board must formally accept Mrs. Van De Carr’s retirement. He is researching whether this has to occur at a special meeting of the Board or if it can occur at the regular Board meeting on June 20. He suggested that a meeting with staff and Board Trustees take place.

Mr. Trizna stated he believes FAQs should be prepared by the Board. Mrs. Burkum suggested facts and talking points. Mr. Trizna stated the Trustees should monitor the various social media sites.

It was determined that a sub-Committee be established, consisting of Mrs. Burkum, Mr. Dobrilovic, Mr. Lamb, Mr. Parisi, Mrs. Rayborn, and Mr. Reardon.

It was suggested that an Acting Director be appointed soon as well as a meeting of the Board with the staff. The meeting with general staff will take place on the afternoon of Tuesday, June 20 and a meeting with managerial staff will take place on June 15. Mrs. Van De Carr stated she will send an email to staff tomorrow notifying them of the meetings.

Mr. Dobrilovic suggested the sub-Committee review the Library Director job description and share it with other library directors to get their input.

Adjournment: 9:03 p.m.

Michael Reardon, Chair Pro-tem

AS REVIEWED

Lynn Elam Consulting

Leading Libraries Forward

143 Randall Road #115

Batavia, IL 60510

Lynnelamconsulting.com

lelam@Lynnelamconsulting.com

630/624-9678

Letter of Agreement Between the XXXXXX and Lynn Elam Consulting, Inc. To Assist in the Hiring of an Executive Library Director

Lynn Elam Consulting (Consultant) agrees to work with XXXXX Public Library through the Library Director hiring process, including:

- Develop a recruitment timeline
- Meet with members of the Search Committee, designated senior managers and staff to determine characteristics, skills, experiences and cultural fit desired in a library executive director
- Review and update position description as appropriate
- Create and assist with the placement of job postings in appropriate sources as directed
- Recruit desirable candidates from an established nationwide network of sources
- Confirm receipt of resumes from all applicants
- Submit to XXX Personnel Committee or share electronically copies of cover letter and resumes submitted by each candidate
- Develop criteria based on hiring best practices for evaluating candidates
- Create and submit to XXX a ratings matrix of all applicants' qualifications for the position
- Regular progress reports (typically weekly) to the XXX Search Committee
- Follow-up on all referrals or candidate nominations
- Pre-screen applicants using best practices hiring assessments
- Select candidates and conduct two preliminary screening interviews
- Present summary data of 4-6 selected candidates for final interviews by Board of Trustees/Committee
- Schedule interviews with candidates and Search Committee
- Develop or assist in preparing questions for the Search Committee to use with candidates
- Assist and advise Search Committee in conducting interviews
- Facilitate the hiring decision-making process with the Search Committee including a decision matrix as appropriate
- Provide due diligence of finalists, including verification of previous employment, contact at least three professional references, verification of education and degrees and conduct a criminal background check. *

- Contact all unsuccessful candidates.

* The Library may choose to conduct its own background check.

This process will cost \$XXXX payable to the consultant from the Library. Half of that fee (and incurred expenses) will be paid after the first preliminary interviews are completed. The second half will be due 30 days after completion of the search. Invoices will be submitted to the Library for each payment due with itemized expenses for professional search services, advertising, printing and shipping, background checks and other items as agreed in writing between the Library and consulting corporation.

Total advertising expenses for national, state and local job board postings are estimated not to exceed \$1,500.

This agreement will be in effect continuously from the date of XXXX, through the completion of the hiring process. Either the consultant or XXXX Public Library may cancel this agreement with 30 days' notice without cause or terminate at any time for cause with no prior notice requirement. In the event of cancellation of agreement, the consultant will be paid for work performed and related expenses incurred. In addition, XXXXX Public Library will pay expenses to Lynn Elam Consulting in amount not exceed \$1,500, for the costs incurred for advertising and printing and shipping of candidate packets as requested and agreed.

Travel to and from the Library, beginning with the sixth and any subsequent trips will be approved by the Library and reimbursed at the current IRS mileage rate. All candidate travel will be pre-approved by the XXXXX Public Library. The Library will reimburse expenses to the candidate as agreed upon.

The agreement between Lynn Elam Consulting and the XXXXX Public Library includes a 12-month guarantee during which time the consultant will provide one-time services to replace the successful candidate, should he/she leave the position for any reason. Reimbursable expenses for advertising, printing, shipping, candidate and consultant travel will apply.

Lynn Elam Consulting, Inc. is a corporation filed in the State of Illinois. No agent, employee or servant of the corporation shall be or shall be deemed to be the employee, agent or servant of the Library. The Library Board is interested only in the results obtained under this agreement; the manner and means of conducting the work are under the sole control of the consulting corporation. None of the benefits provided by the Library to its employees, including but not limited to IMRF benefits and health insurance, are available from the Library to the consulting corporation. The consulting corporation will be solely responsible for its acts during the performance of this agreement.

Lynn Elam Consulting agrees that services shall be performed in accordance with the highest professional standards and current best practices of employment recruiting and hiring.

The consultant shall not disclose or communicate information that is proprietary to the Library and will treat all information regarding the hiring process as confidential. This provision remains in effect during and following the completion of the recruiting and hiring project.

Notices to be given under this agreement shall be made in writing signed by the authorized agent of each party and delivered by United States certified mail. This agreement shall be subject to and construed under the laws of the State of Illinois. The provisions of this agreement may be changed or amended in writing signed by both parties upon mutual agreement, but no other modifications shall be effective unless completed in compliance with the requirements stated in this paragraph. Should any provision in this agreement be found as invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.

Lynn Elam Consulting, Inc.
143 Randall Road #115
Batavia, IL 60510

By _____
Lynn Elam, President

By _____

Title _____

Date: _____

Date: _____

johnkeister & associates LLC
EXECUTIVE SEARCH FOR LIBRARY DIRECTORS

374 E. Marseilles Street
Vernon Hills, IL 60061

Phone: (847) 955-0541
john@johnkeister.com
www.johnkeister.com
Twitter: @jkaLibrary

July 7, 2017

Board of Trustees
Park Ridge Public Library
20 S Prospect Avenue
Park Ridge, IL 60068

Dear Board of Trustees:

We love libraries. We love how they act as equal opportunity providers, offering services, materials, and inspiration to their customers without regard to an individual's personal, economic or educational status. Libraries are the community centers of the 21st century and the cornerstones of a well-functioning and engaged citizenry.

Library leadership is always important, and especially so when libraries must keep evolving — not just to keep up with technological change and user tastes, but to *anticipate* those events and plan proactively. We appreciate the opportunity to submit this proposal for executive search services to evaluate candidates for the position of Library Director. One of our strengths as a search firm is that we customize our approach to fit the wishes of our customers. The attached document is a blueprint of how we approach a search and can be easily adapted to fit your particular needs. We would enjoy the opportunity to further discuss and explain our process with you via a phone or Skype interview.

Thank you for your consideration. We look forward to hearing from you!

Sincerely,



John Keister

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Executive Search Proposal

Library Director Park Ridge Public Library

Thank you for giving us the opportunity to present this proposal for the search and recruitment of the next Library Director of the Park Ridge Public Library.

Hiring a new director is one of the most important decisions a library board will make and we would be pleased to provide advice and assistance. In addition to evaluating and screening candidates, we can facilitate the interview process and help the Board of Trustees reach consensus on the final candidates.

Our Experience

John Keister & Associates is a full-service, nationwide executive search firm founded by John and Beth Keister in 1987. During this time, we have completed over 300 executive searches. Our library searches have run the gamut from small community libraries to regional libraries with dozens of branches to large consortiums. Given today's competitive environment for hiring library directors, it helps to have the assistance and guidance of knowledgeable executive search consultants.

Our extensive and diverse experience enables us to identify and evaluate management and leadership traits in candidates, assets that are critical to the successful administration and guidance of today's libraries. We get to know our candidates so that we can effectively evaluate the "soft" characteristics that indicate which individuals will be an ideal fit for a certain organization or position. By asking the right questions and examining characteristics beyond what's on a resume, we are able to find the best match between an organization and the leader they seek.

We enjoy working with libraries because they are the heart and soul of their communities. Whether serving a small town, a densely populated region, or an academic or special interest institution, a library represents the interests, passions and goals of a special group of people — its users. Every library is unique. Should you decide to work with us, we'll help you hire the Director who is right for *your* library and *your* community.

We are proactive in searching for and recruiting top candidates, rather than relying solely on passive approaches, such as job postings, to locate talented leaders. Our success is the result of networking and actively building long-term relationships with the best and brightest library leaders.

Project Team

John Keister has more than 30 years of executive search experience, working with respected global corporations and libraries of all sizes. When working with libraries, John draws upon his considerable experience as an elected public library Trustee and library Board President. He also served multiple terms on the Board of Directors of the North Suburban Library System, a library consortium of academic, public, school, and special libraries in suburban Chicago. John has advocated on behalf of libraries at the local, state, and federal levels, been an invited speaker at numerous library conferences, and has raised community

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awareness of library issues through town meetings, focus groups, print and broadcast media. John also provides customized coaching and training to help library boards become more efficient and effective. He currently serves on the Illinois Library Association Advocacy Committee.

John holds a Bachelor of Science degree in Mechanical Engineering with post-graduate coursework in business management and administration.

Beth Keister handles many of the “behind the scenes” functions of our firm, designing and maintaining our databases and websites, conducting research for the search process, and using social media to create awareness. Previously, Beth trained the staffs of several libraries and library organizations on a variety of software packages and consulted with libraries on creating programs and reports that support daily operations. Beth holds a Master of Science degree in Statistics and a Bachelor of Science degree in Mathematics.

Sarah Keister Armstrong specializes in providing community needs assessments and strategic planning services to libraries and other organizations through her own firm, Sarah Keister Armstrong & Associates. Her awareness of library trends and issues, coupled with a keen understanding of each library’s unique circumstances and demographics, helps us focus our efforts on the type of leader who will be most effective for every library search we undertake. Sarah has Public Library Trustee experience and served on the Board of RAILS (Reaching Across Illinois Library System). She is currently serving as a Director-at-Large of the Illinois Library Association and is an active member of the American Evaluation Association and the American Library Association. Sarah holds a Master of Public Policy and Administration degree and a Bachelor of Arts degree in Political Science and Sociology.

Recruitment Process

We have the resources in place and are prepared to initiate the search upon selection by the library board. John Keister will be the primary contact representing our firm, while Beth Keister and Sarah Keister Armstrong will provide project support.

Though each search is unique and presents its own characteristics, we find that the search process from our initial client meeting to candidate offer and acceptance generally takes 3½ to 4 months. Since we would tailor the search to meet your needs and deadlines, we’d be happy to revise the schedule, as needed, after our initial meeting with your search committee.

Initial Meeting

Our first step is to thoroughly understand your needs. John will visit the library to gain an understanding of your environment and to find out what is expected of the new Director. This will help us learn about your distinctive organizational culture, mission, and current concerns. Such knowledge will be useful when forming interview questions and evaluating candidates within the framework of your organization and setting.

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Website for the Director Search

For each of our library searches, we design, develop and host a website that includes information on the position, the library, and the local community. The website is a helpful tool for sharing information with potential candidates and it allows for easy updates as the search progresses. Examples include johnkeister.com/woodridge/, johnkeister.com/warrennewport/ and johnkeister.com/mortongrove/.

Strategy

Our strength as a search firm lies in our personal contacts with individuals in the library field. In addition to attracting candidates through traditional advertising and use of the custom website, we will carry out an extensive networking and social media effort to identify outstanding candidates who do not normally respond to ads or announcements. We have discovered that many excellent people are interested when approached by a respected recruitment firm. With this multi-pronged approach, we will ensure that we locate the best candidate(s) for your position.

Candidate Process

Resumes are just one piece of what we consider when evaluating candidates. People can look great on paper — but they may be a terrible fit for your library. Conversely, sometimes a resume does not do justice to someone who might be terrific. We love going deeper, learning more about applicants, and assessing if and how they would work for your situation.

Candidate Qualifying

Once we have identified candidates, we will conduct in-depth interviews. When possible, these conversations will be in person. If that is not practical, we will conduct detailed Skype interviews. Our conversations with candidates allow us to thoroughly evaluate their personality, work ethic, and how they may fit into your particular library.

Candidate Presentation

After the initial interviewing/qualifying work has been completed, we will present you with resumes and additional information for the top candidates. We'll be ready to discuss each individual in some detail, and to answer any questions from the search committee. This approach allows for valuable give-and-take of information with you and/or other decision makers before setting up finalist interviews.

Finalist Interviews

It is very beneficial for John to be on-site at the library during the finalist interviews to answer questions, make suggestions, and facilitate the process. We strongly recommend that candidates meet with staff, the board, and other key stakeholders as part of the process. During this crucial time, as important decisions are made, we can provide whatever support you need, including ideas about interview questions, advice on questions to avoid for legal reasons, and tips on interview approaches and potential pitfalls.

Final Steps

Many boards have never gone through the final steps of hiring a director and find that this is where our expertise can be particularly helpful.

Closing Arguments

We can make suggestions on how to handle salary negotiations and benefits questions, deal with relocation issues, and “close” the most desired candidate. Staff input is particularly important and we can help the board use that information wisely. Bridging the step between final interviews and making an offer can be stressful and occasionally contentious. We have the experience and strategies to make this part of the process go smoothly and even enjoyably.

Verifying Employment Duties And Performance Levels

We will interview references for the final candidates, and will present summaries of the reference investigation. Our reference questions help flesh out the character of the candidates. We look for first-hand accounts of how each individual works with staff and patrons, what they do to stay on top of library trends, and information illuminating how they’ve dealt with challenges. We are seeking leaders and a candidate’s references help us better understand how he/she will perform in that role.

Pre-Employment Background Investigation

If the library does not have a pre-employment background investigation process in place, we can assist with those arrangements for the final candidate. This investigation should include verification of credentials and an examination of professional, personal, financial, and criminal records. We can set up such an investigation with a professional firm should you need assistance with this piece.

Project Schedule

The following schedule is flexible and may be adjusted according to the needs of the library.

<i>Month</i>	<i>Tasks</i>
Month 1	<ul style="list-style-type: none">• Initial meeting with Board/Selection Committee to discuss needs• Meet with key staff members and other constituencies for their insights• Create and post custom search website• Advertise position through various national and local channels• Begin recruiting candidates using contacts within our library network

Month 2 – 3	<ul style="list-style-type: none"> • Conduct interviews with possible candidates • Compile documentation on most viable candidates • Present resumes and additional information on 3 to 5 of the best candidates to Board/Selection Committee • Schedule interviews with Board/Selection Committee • Advise on interview process and questions
Month 3 – 4	<ul style="list-style-type: none"> • Final candidate interviews at library • Conduct reference checks • Presentation of offer (Board to Candidate)

Fee

Our fee for search services is \$16,500. Part of this fee (\$6,000) will be payable upfront, to help us defray our search expenses and to initiate the search. A second payment of \$5,500 will be due upon your acceptance of a slate of candidates. The balance of the fee will be billable upon selection of the new Director, and payable within 30 days after acceptance of the offer by the new Director.

Our professional fee includes:

- Design, development and hosting of a website for the director search (see examples: www.johnkeister.com/woodridge/ or www.johnkeister.com/warrennewport/)
- Advertising expenses
- All consultant expenses, including travel, for meetings at the library

Not included in our fee are costs incurred by candidates who are asked to interview in-person with the library (i.e., mileage reimbursement, lodging, meals, etc.).

Guarantee

If the new Director leaves the position within the first year after acceptance, we will, on a one-time basis, reactivate the search upon your request. Such a reactivation must assume that we will be allowed to pursue our own approach to achieve the reasonable results you anticipate. The library will assume all expenses directly related to a reactivated search, but we will expect no additional search fee.

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We thank you for your interest in John Keister & Associates. Please contact us if you have any questions. We look forward to working with you.

John Keister & Associates



John W. Keister
President

If these terms are acceptable, please sign this letter and return one copy to us. Thank you.

Park Ridge Public Library

By: _____ Title: _____ Date: _____

Our firm is committed to Equal Employment Opportunities, and will not discriminate against any candidate because of race, color, religion, national origin, age, gender, disability, veteran status, or sexual orientation.

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References and Testimonials

Warren-Newport Public Library District

Gurnee, Illinois
Ms. Jo Beckwith
Board of Trustees
Phone: 847-814-1346
jobeckwith@sbcglobal.net

Warren-Newport Public Library District serves more than 66,000 residents with a 58,000 sq. ft. building, a bookmobile, and an operating budget of about \$7 million. The search was conducted due to the retirement of the previous Director.

In our unique situation, I would not have wanted to select anyone that did not acknowledge *full-on* that we would have a problem attracting candidates. You said that and also insisted that any candidate be told the full story so that we would not be ambushing anyone by keeping our situation a secret. This was not only practical, but also an issue of integrity, in my view.

Your style is informal and laid back. You use humor to make a point. The processes you use, though, are not laid back. They are organized, well-thought out, and professional. You tried to get us to articulate the characteristics that we wanted rather than telling us the typical list.

You back up your process with a lot of experience both as a trustee and a search consultant. Your knowledge of Illinois libraries and directors is quite impressive. And so is your love of libraries. What a great bonus! Thanks for helping WNPL find the next great Illinois library director.

With gratitude,
Jo Beckwith, Trustee

Bloomington Public Library

Bloomington, Illinois
bloomingtonlibrary.org
Ms. Carol Koos
President, Board of Trustees
Phone: 309-830-9382
carolkoos12@gmail.com

The Bloomington Public Library serves about 80,000 residents with a 55,000 sq. ft. building and an operating budget of \$5.3 million. The search was conducted due to the retirement of the previous Director.

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We were very happy with Keister & Associates. I was very surprised at how quickly you came up with 4 finalists. Having worked with a national firm 10 years ago I was expecting the same huge cattle call of candidates that the search committee would have to sort through. When you presented 4 finalists in 3 months time I realized that you had done the weeding process and consequently handled the search process much more efficiently than the previous search firm we used. What pleased me the most was your customized search process. I felt that the candidates were all good matches for the community and the library. The customized search process condensed the search process considerably because the board did not have to engage in the weeding out process but only the selection process.

I would recommend your firm and in fact already have. I felt that you delivered the services that you stated that you would and in the way that you stated they would be delivered. I felt that your customized search process was very effect both in use of time and in identifying the best candidates.

Thank you for your hard work. It was a pleasure working with you.

Carol Koos, President, Board of Trustees

Beloit Public Library

Beloit, Wisconsin
www.beloitlibrary.org
Mr. John Watrous
President, Board of Trustees
Phone: 608-363-9179
watrousj@gmail.com

Beloit Public Library serves 48,000 residents with a 55,000 sq. ft. building and an operating budget of \$2.2 million. We were asked to conduct the search for a Director after failed attempts by another library executive search firm.

Our first contacts with you were extremely positive and confirmed for the board that you were a good fit for us. You showed enthusiasm for our library and our community, and you made it clear to us that you were eager to work with us on this search.

We were looking for a bold and creative leader more than a competent manager. You understood this and designed a search process that identified leadership and networking skills. There were doubtless a lot of things that you did on the back end that we never saw, but what we did see pleased us. For example, the website that you created to advertise the Director position was very professional. There were important instances when you gave us excellent advice.

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Everyone I've spoken to (including board members, library staff, members of the Friends and Foundation, and people in city government) agrees that the three finalists we did bring to the library were by far the most impressive group we could remember from a Director search. The candidate we hired has been wonderful, and we are extremely pleased to have him at our library. Nick is providing us with the kind of creative leadership and community outreach that we wanted all along in our new Director.

John Watrous, President, Board of Trustees

Wheaton Public Library

Wheaton, IL
Ms. Christine Fenne
President, Board of Trustees
Phone: 630-653-2442
cfenne@alphagraphics.com

Wheaton Public Library serves 55,000 residents with a 124,000 sq ft building and an operating budget of about \$3.8 million. The search was conducted due to the retirement of the previous Director who served for 47 years, 35 as Director.

I am writing to express my recommendation of John Keister & Associates...

Like [other libraries], we found ourselves looking for a new Library Director suddenly after 35 years. Fortunately, we had a policy in place that outlined the selection committee responsibilities. Our committee chair reached out to several search firms whom we interviewed.

John Keister formed an immediate connection with our committee and understood our search challenges right away. We were grateful to have his expertise and passion for libraries. John took time to tour our library, listened to our concerns and provided detailed questions for our Executive Director interviews. He truly was interested in discovering what the Board of Trustees wanted in a new Library Director and what our future library would be for the community.

The entire selection process was very organized and smooth because of his availability and commitment to finding a successful pool of candidates. I know we made the right choice in using John Keister & Associates. Although we had several excellent candidates, one floated to the top of the pile! We now have a Director that we are extremely proud to lead our staff, who is also community focussed.

It was a pleasure working with John during this challenging search.

Sincerely,
Christine Fenne, President, Wheaton Public Library Board of Trustees

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Hussey-Mayfield Memorial Public Library

Zionsville, Indiana (Indianapolis area)
www.zionsvillelibrary.org
Ms. LeeAnn Biggs
President, Board of Trustees
Phone: 317-873-4241
biggsdiggs@att.net

Hussey-Mayfield Memorial Public Library is located in Zionsville, an upscale and well-educated community northwest of Indianapolis. It has a 54,000 sq. ft. library serving 26,000 residents with an operating budget of about \$2.1 million.

I believe we connected from the start. Your genuine passion and love for finding the right fit for each individual library/client was apparent.

Our board reviewed proposals by you and a competing firm. Both firms were well qualified and had similar fees. It was your unique boutique approach that appealed to our board as well as your enthusiasm. We also appreciated that you had actually served on a library board. We were not just another cog in the system to your firm. It was apparent that we both truly wanted to find the ideal fit for our library's continued success and were committed to the process of finding our true north.

We are most impressed with our new Executive Director. The HMMPL board is very satisfied, our administrative staff and other staff members are much happier and our future looks bright. The atmosphere and morale in our library has made a much-needed turn around. We thank you for your tenacity and stick-to-itiveness in completing the job you started until it was not just done, but done well. It was a process that we hope we will not have to repeat for some time. But, if we ever needed to search again, we would not hesitate to call you and your firm.

The Hussey-Mayfield board of Trustees extends our deepest gratitude to you and your firm for above and beyond service to our library and community. We believe you got the sense of who we truly are and what we needed from the start. There was much to process and sift along the way and you were committed to us. We thank you for believing in our board and our staff and for championing us when needed. We have an amazing library for a community of our size but our great potential had stagnated. With your guidance, we now have an outstanding Executive Director to take us in the direction we want and need to go. Our future has been rejuvenated.
