

REVISED 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, October 18, 2016 at 7:00 p.m.

1. Call to Order and Roll Call

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 September 20, 2016

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

5. Secretary's Report

A. Communications

B. Motion to release a portion of the August 16, 2016 Closed Session minutes and publish as a separate document.

6. Treasurer's Report

*A. a. Approval of Bills Payable-Warrant Register for Period 5, September 16, 2016

| | | |
|--|-----------------------------------|----------------------|
| | Library Fund Warrants | \$ 80,548.94 |
| | Payroll | \$ 87,216.34 |
| | Grant Fund | \$ 1,570.46 |
| | Technology Replacement Fund | \$ 5,132.74 |
| | North Suburban Digital Consortium | \$ 4,624.63 |
| | Library Restricted Fund | \$ 0.00 |
| | Total | \$ 179,093.11 |

b. Approval of Bills Payable-Warrant Register for Period 5, September 30, 2016

| | | |
|--|-----------------------------------|----------------------|
| | Library Fund Warrants | \$ 61,980.96 |
| | Payroll | \$ 175,012.00 |
| | Grant Fund | \$ 868.20 |
| | Technology Replacement Fund | \$ 1,256.25 |
| | North Suburban Digital Consortium | \$ 3,319.44 |
| | Library Restricted Fund | \$ 119.99 |
| | Total | \$ 242,556.84 |

*B. Per Capita Grant Report for September 2016

*C. Technology Replacement Fund Summary Report for September 2016

*D. Library Gift Fund Report for September 2016

a. Approval for payment from the Restricted Fund, \$0.00

*E. Year to Date Budget Report for September 2016

*F. Fines & Fees Revenue History

7. Library Director's Report

A. Statistical Reports – Monthly Statistics for September 2016

B. Narrative

8. Committee Reports

A. Planning & Operations

a. Motion to approve the Strategic Plan as revised

b. Motion to approve a 3-year contract with WOW Business (*Wide Open West*), Naperville, IL to provide a 100Mbps fiber connection for the Library at a cost of \$744.99 per month

B. Communications & Development

D. Building & Grounds

a. Motion to approve the proposed Capital Plan for FY18-FY21

E. Budget & Finance

a. Motion to approve *Resolution 2016-1, a Resolution to Adopt the 2016 Library Tax Levy of the Park Ridge Public Library*, for a total of \$4,742,950.00

F. Personnel

G. Special Committee to Select an Attorney

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
TUESDAY, SEPTEMBER 20, 2016 AT 7:00 P.M. IN THE
CITY HALL COUNCIL CHAMBERS, 505 BUTLER PLACE, PARK RIDGE, IL**

CALL TO ORDER

Mr. Trizna called the meeting to order at 7:02 p.m.

ROLL CALL

TRUSTEES PRESENT: Robert Trizna, President; Berardino Parisi, Vice-President; Charlene Foss-Eggemann, Secretary; Michael Reardon, Treasurer; Karen Burkum, Stevan Dobrilovic, Joseph Egan, Patrick Lamb, Judith Rayborn

TRUSTEES ABSENT: None

OTHERS PRESENT: Janet Van De Carr, Library Director; Jodi Bemis Whitney, Angela Berger, Anastasia Daskalos, Linda Egebrecht, Gretchen Kottkamp, Library Staff; Alderman Dan Knight, Park Ridge; Anne Lunde, Park Ridge Journal; Jennifer Johnson, Pioneer Press; Joshua Kiem, Kathy Rolsing, Park Ridge residents

COMMENTS FROM THE GENERAL PUBLIC

None

SECRETARY'S REPORT

There were no folders of correspondence to circulate or review. Positioned at each Trustee's seat were the following two documents that Mrs. Van De Carr reviewed during her Director's Report:

- Copies of the bookmark/guides that staff created that indicate all of the Park Ridge locations of *Pokemon Go* stops, and a list of good websites where kids can obtain more information.
- Document titled "Reconciliation Report Project"

TREASURER'S REPORT

Mr. Reardon stated that since the Budget & Finance meeting is later on the agenda, he will review all budget related matters at that time.

Mr. Dobrilovic asked Mrs. Van De Carr about a large payment made to "Magnified Vision, Inc.", to which Mrs. Van De Carr replied that this purchase was for a new Optelec machine, which is a large, flat-screen monitor that allows a visually impaired person to read documents placed on a platform below a camera and the image is projected on the screen. She explained that the Library purchased one with Library funds and the Lion's Club purchased a second one for the Library. Mrs. Van De Carr explained that the Library can now replace all of the older, heavy Optelec monitors with these large, flat screens, adding that one is in the Library and one will circulate to patrons with low vision. Mr. Dobrilovic thanked Mrs. Van De Carr for the information and stated he had a feeling the purchase had something to do with vision impaired materials.

In the packet the Year-to-Date Budget Report indicates that as of August 31, 2016 with 33% of FY16/17 completed, the Library has expended 27% of the operating budget and 31% of the total budget.

Acknowledged in the packet were gifts to the Library Restricted Fund by the Park Ridge Lion's Club, Mr. Salita, Mrs. Tuteur, and the Park Ridge Youth Commission, and four "Buy A Brick" purchases, from Anonymous, Blakewood, Olzeski, and Perilli.

LIBRARY DIRECTOR'S REPORT

Mrs. Van De Carr stated she would briefly review the statistical reports and gladly answer any questions. She reported that year-to-date circulation and visits on page 49 of the packet shows the Library is about even with the two previous years; the year to date program attendance on page 53 shows that attendance is higher than the last several years. In response to Mr. Trizna's inquiry as to the reason for this, Mrs. Van De Carr stated that it is a combination of more programs as well as the Library's large Block Party that was held this year. Mrs. Van De Carr reported that page 54 shows the daily statistics with the busiest days-per-hour highlighted. Page 59 shows that in-house computer use was up in August by about 300. Mrs. Van De Carr reported there were five individuals representing business organizations using the Library during the month of August, generating \$220 in fees.

Mrs. Van De Carr reported that the Library is still missing one month's worth of data for the Wi-Fi sessions. As was reported last month, she stated this problem came to light after the conversion to the new website. A few days into September American Eagle was able to determine why the counters weren't tallying the statistics and corrected the issue, so next month the report will be incomplete (missing a few days) but for October it should be back on track.

Mrs. Van De Carr reported that following the Google analytics report is the personnel report. She explained that several students left to go off to college and one new person joined the Library as a volunteer.

Mrs. Van De Carr stated that on page 67 and 68 of her written report are photos, including a photo on page 67 of the sign in the lobby which indicates what team controls the Library's *Pokémon Go* Gym at any given time. Mrs. Van De Carr reported that at each Trustee's seat are a bookmark/guide that staff created that lists all of the Park Ridge locations of *Pokemon Go* stops, and a list of good websites where kids can obtain more information.

Mrs. Van De Carr added that immediately after her written report, on pages 69-70, is a status report on the Board's requests for information. She asked that Trustees let her know if they have any additions or questions regarding this report.

Mrs. Van De Carr reported that at each Trustee's seat is a sheet with the title "Reconciliation Report Project". She stated that the Board asked if staff runs a daily report to reconcile cash that is received in the cash register with what the integrated library system shows as collected. She explained that she reported last month that some retraining of the staff would take place in order to make sure that they were correctly recording information in the integrated library system, which they now are, so Ms. Daskalos compiled a report starting September 1 which shows results of that reconciliation for the first 18 days of September. She reviewed the report in detail, stating the differences are small. She added that next month she will provide a full month's report to the Board, and then going forward she doesn't plan to bring these to the Board but Ms. Daskalos will be giving this report to Mrs. Van De Carr on a regular basis.

In regard to this report, Mrs. Rayborn asked if sometimes people just say "keep the change". Mrs. Van De Carr replied she doesn't know, but she will find out. Mr. Reardon stated that his family does often say, "keep the change", to which Mr. Trizna stated the Board thanks the Reardon family.

Mr. Trizna solicited questions on the Director's Report, there were none.

COMMITTEE REPORTS

Planning & Operations:

Mr. Parisi reported that Mrs. Van De Carr presented a memo to the Committee in which she explained that she has received patron requests to make the Library Reading Garden a no-smoking area. The Committee discussed the requests to prohibit smoking in certain areas around and in the

Library, which is covered by *Policy IF1, Conduct in the Library*. Mr. Parisi added that the Committee discussed prohibiting e-cigarettes, as well as the consumption of alcohol or drugs in that area.

On behalf of the Committee, Mr. Trizna made a

MOTION: to approve *Policy IF1, Conduct in the Library* as revised

Mr. Trizna solicited discussion on the matter. Mr. Reardon stated that in Committee he had requested that the bench and table seating areas east of the Touhy entrance, and south of the Prospect Avenue front doors, be included in this section of the policy, but he doesn't see that specifically mentioned in the revised text. He asked if such a restriction is allowed that far away from the entrances. Mrs. Van De Carr stated it is allowed, however as the restricted area gets farther away from the building, the more difficult it is for staff to monitor. She brought his attention to the middle of the policy on page 79, noting she changed the verbiage to read: "Smoking or using tobacco products in the Library building, in the Library Reading Garden, and on the sidewalks adjacent to the building...". She stated she believes one of the concerns was that people would be smoking near the building and others would have to walk by them to get into the Library. She stated she didn't realize Mr. Reardon wanted to include the table area, and she will make the change. She added that now that the shrubs and trees have grown the Reading Garden is more closed in and where the other tables are located it isn't closed in. Mr. Reardon stated he is okay with proceeding this way and then staff can monitor if any comments are received about the southeast table area by the parking lot. Mrs. Van De Carr stated staff will monitor and she can report how successful this is in keeping people from smoking in the reading garden, since there are only so many places that signs can be posted. There were no further comments.

On behalf of the Committee, Mr. Trizna made a

MOTION: to approve *Policy IF1, Conduct in the Library* as revised

Roll call vote

MOTION PASSED UNANIMOUSLY

Communications & Development Committee

Mrs. Foss-Eggemann reported that the Committee reviewed the Marketing Plan update, including new branding, social media/outreach increases, and programs such as the Library Block Party. The consensus is that the Trustees are pleased with the metrics that were seen, all going in an upward direction, as well as other aspects of the marketing plan that had been implemented like social media and outreach events like the block party and other similar events. Mrs. Foss-Eggemann explained that the Committee's next steps are to review the action plan for community engagement, which was mentioned in the marketing plan update, and she is looking forward to reviewing the action plan at the October Committee meeting.

Mrs. Foss-Eggemann reported that the Committee also discussed the next survey which is planned for early November. She explained it will be another very brief survey, and as always, it will have the question about overall satisfaction – which is required every six months by the strategic plan. She added that the goal is to reach 95% satisfaction or higher. It was also suggested that a question be added about overall communication from the Library and its effectiveness. Mrs. Foss-Eggemann stated that the Committee also decided that a space for respondents to include their name, contact information, and demographics if they wish to do so be added to the survey form.

Mrs. Foss-Eggemann stated the Committee is working on a news release to solicit volunteers for a joint Board/citizens' committee to organize a fundraiser to augment special items in the architectural plans that the Board thinks the community would enjoy but for which the Board doesn't believe Library funds should be used. This matter has been deferred until determination has been made on whether to discuss a new referendum and how far the Board wants to take that matter, as well as how best to use the money that was successfully added to the Library Fund due to the last referendum that was successfully voted upon by the community.

Building & Grounds:

Mr. Egan reported that two actions came out of the Building & Grounds Committee, the first of which was the motion to approve the contract with Studio GC to enter into the design development phase of the Library Improvement Plan. Mr. Egan explained that the Committee asked for a list of what the deliverables would be for that project. Mr. Dobrilovic stated he reviewed it and he believes it is adequate.

On behalf of the Committee, Mr. Egan made a

MOTION: to approve a contract with Studio GC for the Design Development Phase of the Library Improvement Plan at a cost of \$20,976

Roll call vote

MOTION PASSED UNANIMOUSLY

Mr. Egan reported that the second item that came out of Committee was the motion to accept the bid from ABC Commercial Inc. for daily cleaning services in the Library. There being no questions about the motion on the table,

On behalf of the Committee, Mr. Egan made a

MOTION: to accept the bid for cleaning services from ABC Commercial, Inc., 212 S. Milwaukee Avenue, Ste. B, Wheeling, IL in the amount of \$1,890.00 per month for daily cleaning services.

Roll call vote

MOTION PASSED UNANIMOUSLY

Mr. Egan reported that the last item discussed by the Committee was what improvements the 2014 referendum question actually covers. As a result of that discussion, there were “to-do” items suggested that will be discussed at the October Committee meeting.

Budget & Finance:

Mr. Reardon reported that the Budget & Finance Committee discussion focused on financial projections for the next several years and the history of tax rates and Equalized Assessed Valuations (EAV) and stated he would like to continue that discussion at this time.

Mr. Reardon reviewed the projections for three scenarios, one assuming the Library Improvement Project moves forward with only improvements specifically referred to in referendum materials, one assuming the Library Improvement Project proceeds as currently envisioned by Studio GC, and the third wherein the Library Improvement Project proceeds with implementation of a number of changes to operations.

Extensive discussion ensued regarding each of the three financial scenarios. The Board inquired about the availability of Return on Investment (ROI) data for RFID sorting equipment. Mrs. Foss-Eggemann asked Mrs. Van De Carr to obtain ROI data from RFID vendors.

UNFINISHED BUSINESS

Mr. Trizna asked if there was any “unfinished business”. Ms. Bemis Whitney stated that the Consent Agenda was neither called nor voted on this evening.

Mr. Reardon MOVED to approve the Consent Agenda.

Mr. Parisi SECONDED the motion.

Ms. Berger stated that the adjournment section at the conclusion of the minutes of the August 16, 2016 meeting were not complete and suggested these minutes not be included in the consent agenda as they are currently written. Mrs. Foss-Eggemann explained that her minutes of the closed (and non-official, non-closed session minutes) indicate the open and close times for the closed session and who motioned first and second to come out of the closed session. There was considerable discussion regarding the procedure followed at the August 16, 2016 meeting. Since there was nothing untoward undertaken, it was decided that the Board could entertain a motion at this time to revise the minutes of the regular August 16, 2016 Board meeting to indicate that the Board “came out of closed session” at 10:23 p.m. (the minutes stated this was 17 minutes prior to adjourning the meeting at 10:40 p.m.), and to indicate the following motion – and the Trustee calling and seconding said motion – at the end of those same minutes:

Mrs. Foss-Eggemann made a

MOTION: that the Board came out of closed session at 10:23 p.m.

Mr. Lamb seconded the motion.

Roll call vote: 6 Yay: Burkum, Dobrilovic, Egan, Foss-Eggemann, Lamb, Parisi, Rayborn, Trizna
1 Abstain: Reardon (*because he was absent for the meeting*)

MOTION PASSED

It was noted that, therefore, the end of the minutes of the *August 16, 2016 Regular Board Meeting* will read:

CLOSED SESSION

Regular meeting ADJOURNED TO CLOSED SESSION AT 8:35 p.m.

Closed Session CALLED TO ORDER at 8:46 p.m.

ADJOURNMENT – CLOSED SESSION

Mrs. Foss-Eggemann MOVED to adjourn the Board meeting.

Mr. Lamb SECONDED the motion.

Voice vote

Closed Session adjourned at 10:23 p.m.

ADJOURNMENT

Mr. Egan MOVED to adjourn the Board meeting.

Mr. Lamb SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 10:40 p.m.

CONSENT AGENDA

Mr. Trizna asked for a vote on the Consent Agenda.

Mr. Reardon MOVED to approve the Consent Agenda of the September 20, 2016 Regular Board Meeting.

Mr. Parisi SECONDED the motion.

Roll call vote

MOTION PASSED UNANIMOUSLY

UNFINISHED BUSINESS

Mrs. Foss-Eggemann stated that the issue she is raising is the portion of the meeting on August 16, 2016 that began as a Closed Session and then meandered into a subject that was not specifically the matter approved for the closed session, but rather a subject that should have been discussed at an open meeting. She provided minutes of the Closed Session of August 16, 2016. Mrs. Van De Carr explained that those minutes, and the minutes of the Closed Session of July 19, 2016, have to be reviewed by the Board and therefore neither was placed in the packet.

Considerable discussion took place about what was discussed at the closed session on August 16, and because 17 minutes of the discussion was, in the opinion of the majority of the Trustees, not for the purpose of discussing a personnel matter as was the stated reason for the closed session under IOMA (Illinois Open Meetings Act). Mr. Lamb stated he believes that those 17 minutes pertained to the matter discussed in closed session and therefore are in accordance with IOMA.

The consensus of the Board is because the conversation occurred at the end while the meeting was actually “in session”, the minutes from those 17 minutes will be considered an “additional document” and will be included as a separate document in the permanent record.

Mr. Trizna made the

MOTION: that these 17 mins be put in the public record and as part of the open session minutes because they didn't exclusively pertain to a “personnel issue”:

Mrs. Foss-Eggemann second

Discussion of Attorneys' Opinion re: Director's performance evaluation. Mr. Lamb stated that for the record he still believes that the discussion – not that he has a problem with it going into the open record – that was a part of the 17 minutes that took place during the closed session and is in question was appropriate to be discussed in the closed session because it dealt in part with the publication of a personnel record. He also wants to say (since he steered the closed session discussion to this subject) that he believes it was an appropriate discussion.

Mr. Dobrilovic provided input on his comments in the minutes Mrs. Foss-Eggemann transcribed from the post-closed session of August 16, 2016. There was further discussion on the matter as to the meaning of what was said in the meeting in regard to Mr. Simon's opinion and response to the Board. Mr. Dobrilovic stated that because the Board has another opinion from a different attorney that disagrees with Mr. Simon's opinion. Mr. Trizna stated that there is also the opinion that Mr. Lamb obtained from Mr. Sterk.

Mr. Lamb stated that he believes the issue has nothing to do with the opinion of Ancel Glink (*re: publishing the Library Director's performance evaluation*), but rather the issue is that Mr. Simon wouldn't give a response to Mr. Trizna's questions in regard to the original opinion provided on the subject. Mr. Simon would only state that Mr. Trizna must just have a different opinion (than Mr. Simon). Mr. Lamb stated he doesn't believe legal counsel should refuse to respond to trustees' questions and as such Mr. Simon's non-response and attitude was a disservice to the other Library Board Trustees who aren't attorneys and therefore cannot benefit from an opinion from Ancel Glink because Mr. Simon refused to respond. Therefore the Board as a whole wasn't allowed to better evaluate the legal position it is expected to follow. Mr. Lamb stated his interpretation of that opinion is that publishing the evaluation is not illegal; however publishing disciplinary information would be illegal. Mr. Lamb stated that from his personal perspective, he thinks it is important to weigh the benefits to the Library and to the community of publishing the evaluation of the Director. He reiterated that he is bothered by the response from Ancel Glink. Mr. Dobrilovic stated that this point is very important and should be reflected in the minutes, even though the Board has agreed to not have verbatim minutes, and that this is the reason the Library Board is discussing the severing of professional ties with Ancel Glink.

Mr. Reardon asked that the name of the attorney's firm from whom Mr. Lamb obtained an opinion be identified to make it a bona fide opinion, identifying its source. Mr. Lamb stated he had not had any contact with this firm prior to sending them the email exchange that prompted this matter.

Mr. Trizna asked if there were any comments from the public.

Kathy Rolsing – Park Ridge resident – explained she understands the confusion that coming in and out of closed session has caused for the Board, but in truth, minutes are supposed to reflect what happened at the open meeting. The Board's discussion in a closed meeting was not open to the public, and therefore this is contrary to what minutes are supposed to reflect.

Mr. Trizna surmised that if discussion is held in a closed session when it should have occurred in open session, then maybe the solution is to remediate the matter by posting the discussion as if it were held in an open session, and stated that is what the Board is trying to do at this time, in order to cure the mistake by publicizing that discussion, and to do it as accurately as possible.

Kathy Rolsing – responded that while that is correct for those 17 minutes, in fact they should instead be posted as a stand-alone document rather than included in the official meeting minutes. It might be a better idea to post them as a document which specifically states the date, time, and then state (sic) 'these 17 minutes the Board reviewed the minutes of the closed session and released these minutes'.

Mr. Trizna stated that is a good point, and he would prefer that, so while they would be associated with the official meeting they would be identified specifically as minutes of an open meeting that were mistakenly held in closed session and subsequently disclosed.

Mrs. Van De Carr stated that the minutes will be formatted as such.

Alderman Knight, Park Ridge – Alderman Knight addressed the Board, and stated he is surprised to learn about the issues the Library Board is having with Ancel Glink. He asked Mr. Trizna if he heard correctly, that they have either been relieved or are going to be relieved.

Mr. Trizna replied that they have not been relieved but at the September Committee of the Whole meetings the Board discussed authorizing Director Van De Carr to prepare an RFQ/RFP to solicit bids or proposals by other firms to represent the Library as alternatives to Ancel Glink. He added that Ancel Glink is still counsel of record to the Library because it was discussed that having no counsel would be problematic if there were to be any issues arise that would require the advice of counsel.

Alderman Knight thanked Mr. Trizna, and asked if, in regard to this issue of the emails between Attorney Simon and the Library, had any Board Trustees met with or spoken to Attorney Simon. Mr. Trizna and Mr. Egan stated that as yet no one from the Board has spoken to Attorney Simon. Mrs. Van De Carr stated she spoke with Attorney Simon following the last week's Committee of the Whole meeting to make him aware of the Board's intention and she also informed the Acting City Manager.

Alderman Knight asked if Mrs. Van De Carr knows if Ancel Glink is relieved from representing the Library, will this have any effect on their contract with the City of Park Ridge. Alderman Knight cautioned that somebody should find out before further action is undertaken. He also stated that if these interactions have been by email, he's not sure why some subset of the Board might not have a sit down with Mr. Simon and ask him why he answered in the way he did, concluding he is aware that would be up to the Library Board and thanked the Board for the information.

Mr. Trizna solicited questions from the audience. Ms. Bemis Whitney requested clarification in regard to the proper posting of the minutes of what transpired after the August 16, 2016 closed session. Mr. Trizna explained that the 17 minutes of conversation that took place after the closed session adjourned should be posted as minutes as an additional document and not incorporated into the August 16 regular Board minutes, which chronicles the meeting prior to the closed session commencement. In this manner they can be viewed as separate from the regular meeting, but still there will be a record of it.

Mr. Egan stated he wished to clarify his point of view both for the press and for all those assembled. He stated he agrees with Mr. Lamb that Mr. Simon was unprofessional and unresponsive to a Board member's requests for clarification of an opinion and his disappointment is in that lack of response not in the opinion per se. Mr. Egan states that the additional document transcribed by Mrs. Foss-Eggemann summarize this issue accurately. Mr. Egan added he requests the minutes be titled "potentially not covered under the rules of a 'Closed Session'".

Mr. Trizna stated that his understanding is that when going into closed session you have to identify the purpose of the session. If you have not identified them in the motion you would not be eligible to discuss those in closed session, if you have to go in with that particular purpose and you have to identify those subjects as you go.

Mrs. Foss-Eggemann withdrew her SECOND to the motion to adopt them as they appear this evening. Since there are two changes to the minutes she would rather change the transcription of the minutes and submit them to the Board at the next meeting to be approved at that time.

Mr. Trizna made a

MOTION: to defer approving a portion of the August 16, 2016 Closed Session minutes until next month, at which time they can be reviewed for approval.

Mrs. Rayborn seconded the motion.

Roll call vote

MOTION PASSED UNANIMOUSLY

Mrs. Van De Carr stated she had a question for the Board; she has received a copy of an RFQ from the City's procurement officer and is planning to revise it for the Library's purposes. She asked the Board if they want her to make the revisions or if the trustees want to review the City's contract work on it since they actually choose the attorneys to represent the Library. Mrs. Rayborn stated she would like to defer to those trustees who are attorneys. The consensus of the Trustees is that the City's contract be reviewed prior to creating an RFQ. Mr. Trizna suggested creating an ad hoc Committee. Alderman Knight agreed and recommends at least one trustee on the Committee not be an attorney.

Mr. Trizna made a

MOTION: to create an ad hoc committee to work with Mrs. Van De Carr and review the City's contract with Ancel Glink and the drafting an RFP/RFQ, after determining any effects it would have on the current contract with the City of Park Ridge.

Mr. Lamb seconded the motion.

Roll call vote

MOTION PASSED UNANIMOUSLY

NEW BUSINESS

Mr. Lamb stated on July 9, 2016 he was secretary and there was a closed session after the regular Board meeting. He transcribed the minutes from the digital recorder and gave the minutes and thumb drive to Ms. Bemis Whitney in a sealed envelope. He stated that after this evening's discussion about the August closed meeting he realizes he needs to revise the minutes so that the Trustees who motioned first and second are indicated properly in the minutes, as are the times entering and exiting the closed session and regular meeting. Ms. Bemis Whitney stated she would give Mr. Lamb the sealed envelope containing the minutes and recording at the conclusion of this evening's meeting.

Mrs. Foss-Eggemann suggested that the Board review and approve both closed session minutes next month.

FRIENDS OF THE LIBRARY

No report

ADJOURNMENT

Mr. Egan MOVED to adjourn the Board meeting.

Mrs. Burkum SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 8:34 p.m.

Charlene Foss-Eggemann, Secretary

WARRANT: L091616

TO FISCAL 2016/05 05/01/2016 TO 04/30/2017

VENDOR NAME

| DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|---------------------------------|--------------|----------|--------------|----------|---|----------|----------------|---------------------------|--------|
| ----- | | | | | | | | | |
| 1119 ACE PARK RIDGE INC | | | | | | | | | |
| 82221 | 09/08/16 | 138229 | | 188381 | P | 09/16/16 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | 35.78 |
| INVOICE: | 156010 | | | | | | | | |
| VENDOR TOTALS | | 2,395.88 | YTD INVOICED | | | | 3,261.77 | YTD PAID | 35.78 |
| 5354 AMAZON COM CREDIT SERVICES | | | | | | | | | |
| 82224 | 09/08/16 | 138232 | | 188382 | P | 09/16/16 | 2015011 936000 | PUBLIC RELATIONS | 50.00 |
| INVOICE: | 14272375979 | | | | | | | | |
| 82225 | 09/08/16 | 138233 | | 188383 | P | 09/16/16 | 2015011 936000 | PUBLIC RELATIONS | 126.16 |
| INVOICE: | 142472202811 | | | | | | | | |
| 82226 | 09/08/16 | 138234 | | 188383 | P | 09/16/16 | 2015011 936000 | PUBLIC RELATIONS | 115.83 |
| INVOICE: | 142477777075 | | | | | | | | |
| 82227 | 09/08/16 | 138235 | | 188382 | P | 09/16/16 | 2015016 951100 | LIBRARY SUPPLIES | 14.49 |
| INVOICE: | 131566749295 | | | | | | | | |
| 82228 | 09/08/16 | 138236 | | 188382 | P | 09/16/16 | 2015015 938506 | GNL CNTRL SVC/PROGRAM | 39.45 |
| INVOICE: | 287295608718 | | | | | | | | |
| 82229 | 09/08/16 | 138237 | | 188382 | P | 09/16/16 | 2015015 951100 | LIBRARY SUPPLIES | 27.26 |
| INVOICE: | 248410830303 | | | | | | | | |
| 82230 | 09/08/16 | 138238 | | 188382 | P | 09/16/16 | 2015015 951100 | LIBRARY SUPPLIES | 12.99 |
| INVOICE: | 064644379316 | | | | | | | | |
| 82231 | 09/08/16 | 138239 | | 188382 | P | 09/16/16 | 2015011 951002 | OFF SPLS--OTHER SUPPLIES | 51.49 |
| INVOICE: | 064646966268 | | | | | | | | |
| 82231 | 09/08/16 | 138239 | | 188382 | P | 09/16/16 | 2015015 951100 | LIBRARY SUPPLIES | 42.92 |
| INVOICE: | 064646966268 | | | | | | | | |
| 82232 | 09/08/16 | 138240 | | 188382 | P | 09/16/16 | 2015016 951100 | LIBRARY SUPPLIES | 14.94 |
| INVOICE: | 131566815029 | | | | | | | | |
| 82232 | 09/08/16 | 138240 | | 188382 | P | 09/16/16 | 2015014 951100 | LIBRARY SUPPLIES | 19.74 |
| INVOICE: | 131566815029 | | | | | | | | |
| 82454 | 09/12/16 | 138461 | | 188382 | P | 09/16/16 | 2015014 954001 | LIB RSRCS--ADULT BOOKS | 12.99 |
| INVOICE: | 053301207804 | | | | | | | | |
| 82455 | 09/12/16 | 138462 | | 188382 | P | 09/16/16 | 2015014 954001 | LIB RSRCS--ADULT BOOKS | 7.92 |
| INVOICE: | 053300692978 | | | | | | | | |
| 82456 | 09/12/16 | 138463 | | 188382 | P | 09/16/16 | 2015017 954001 | LIB RSRCS--ADULT BOOKS | 10.42 |
| INVOICE: | 130653232412 | | | | | | | | |
| 82458 | 09/12/16 | 138465 | | 188382 | P | 09/16/16 | 2015017 954001 | LIB RSRCS--ADULT BOOKS | 18.43 |
| INVOICE: | 046208724773 | | | | | | | | |
| 82459 | 09/12/16 | 138466 | | 188382 | P | 09/16/16 | 2015017 954001 | LIB RSRCS--ADULT BOOKS | 14.98 |
| INVOICE: | 046204514131 | | | | | | | | |
| 82460 | 09/12/16 | 138467 | | 188382 | P | 09/16/16 | 2015017 954001 | LIB RSRCS--ADULT BOOKS | 23.39 |
| INVOICE: | 130653393056 | | | | | | | | |
| 82461 | 09/12/16 | 138468 | | 188382 | P | 09/16/16 | 2015015 954002 | LIB RSRCS--CHILDREN BOOKS | 7.83 |
| INVOICE: | 219834578828 | | | | | | | | |
| 82462 | 09/12/16 | 138469 | | 188382 | P | 09/16/16 | 2015015 954002 | LIB RSRCS--CHILDREN BOOKS | 15.98 |
| INVOICE: | 246517628572 | | | | | | | | |
| 82463 | 09/12/16 | 138470 | | 188382 | P | 09/16/16 | 2015015 954002 | LIB RSRCS--CHILDREN BOOKS | 7.87 |
| INVOICE: | 057205762713 | | | | | | | | |
| 82464 | 09/12/16 | 138471 | | 188382 | P | 09/16/16 | 2015015 954002 | LIB RSRCS--CHILDREN BOOKS | 7.83 |
| INVOICE: | 098475518272 | | | | | | | | |
| 82465 | 09/12/16 | 138472 | | 188382 | P | 09/16/16 | 2015015 954002 | LIB RSRCS--CHILDREN BOOKS | 7.87 |
| INVOICE: | 016562416891 | | | | | | | | |

WARRANT: L091616

TO FISCAL 2016/05 05/01/2016 TO 04/30/2017

| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|---|----------|--------------|-----------|--------------|----------|---|----------|----------------|--------------------------|----------|
| | 82466 | 09/12/16 | 138473 | | 188382 | P | 09/16/16 | 2015211 936000 | PUBLIC RELATIONS | 19.18 |
| | INVOICE: | 237147526972 | | | | | | | | |
| | 82521 | 09/13/16 | 138529 | | 188382 | P | 09/16/16 | 2015017 954001 | LIB RSRCS--ADULT BOOKS | 42.84 |
| | INVOICE: | 046201667916 | | | | | | | | |
| VENDOR TOTALS | | | 11,671.03 | YTD INVOICED | | | | 10,898.07 | YTD PAID | 712.80 |
| 2990 AM DRAPERY CLEANERS & FLAMEPROOFER INC | | | | | | | | | | |
| | 82522 | 09/13/16 | 138530 | | 188384 | P | 09/16/16 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | 1,585.00 |
| | INVOICE: | 34257 | | | | | | | | |
| VENDOR TOTALS | | | .00 | YTD INVOICED | | | | 1,585.00 | YTD PAID | 1,585.00 |
| 800 AMERICAN EAGLE COM | | | | | | | | | | |
| | 82233 | 09/08/16 | 138241 | | 188385 | P | 09/16/16 | 2015011 931700 | LIB DATA PROC SV | 250.00 |
| | INVOICE: | 234031 | | | | | | | | |
| VENDOR TOTALS | | | 3,400.00 | YTD INVOICED | | | | 14,275.00 | YTD PAID | 250.00 |
| 4222 AV CAFE | | | | | | | | | | |
| | 82234 | 09/08/16 | 138242 | | 188386 | P | 09/16/16 | 2015015 954010 | LIB RSRCS-CD ROM | 254.36 |
| | INVOICE: | 50916 | | | | | | | | |
| VENDOR TOTALS | | | 1,141.49 | YTD INVOICED | | | | 742.83 | YTD PAID | 254.36 |
| 101020 BAKER AND TAYLOR BOOKS | | | | | | | | | | |
| | 82217 | 09/07/16 | 138225 | | 188387 | P | 09/16/16 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 1,343.92 |
| | INVOICE: | CS090716 | | | | | | | | |
| | 82218 | 09/07/16 | 138226 | | 188387 | P | 09/16/16 | 2015017 954001 | LIB RSRCS--ADULT BOOKS | 1,081.86 |
| | INVOICE: | RS090716 | | | | | | | | |
| | 82219 | 09/07/16 | 138227 | | 188387 | P | 09/16/16 | 2015013 951100 | LIBRARY SUPPLIES | 30.91 |
| | INVOICE: | TS090716 | | | | | | | | |
| | 82220 | 09/07/16 | 138228 | | 188387 | P | 09/16/16 | 2015014 954001 | LIB RSRCS--ADULT BOOKS | 1,072.42 |
| | INVOICE: | REF090716 | | | | | | | | |
| | 82367 | 09/12/16 | 138375 | | 188387 | P | 09/16/16 | 2015014 954001 | LIB RSRCS--ADULT BOOKS | 1,356.45 |
| | INVOICE: | REF091216 | | | | | | | | |
| | 82369 | 09/12/16 | 138376 | | 188387 | P | 09/16/16 | 2015017 954001 | LIB RSRCS--ADULT BOOKS | 774.69 |
| | INVOICE: | RS091216 | | | | | | | | |
| | 82370 | 09/12/16 | 138377 | | 188387 | P | 09/16/16 | 2015017 954010 | LIB RSRCS-CD ROM | 181.49 |
| | INVOICE: | YA091216 | | | | | | | | |
| | 82371 | 09/12/16 | 138379 | | 188387 | P | 09/16/16 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 614.18 |
| | INVOICE: | CS091216 | | | | | | | | |
| | 82373 | 09/12/16 | 138381 | | 188387 | P | 09/16/16 | 2015013 951100 | LIBRARY SUPPLIES | 74.74 |
| | INVOICE: | TS091216 | | | | | | | | |
| VENDOR TOTALS | | | 95,069.32 | YTD INVOICED | | | | 90,946.49 | YTD PAID | 6,530.66 |
| 303461 BRICKTON GALLERY AND ARTS CENTER | | | | | | | | | | |
| | 82235 | 09/08/16 | 138243 | | 188388 | P | 09/16/16 | 2015015 938506 | GNL CNTRL SVC/PROGRAM | 100.00 |
| | INVOICE: | ADM090816 | | | | | | | | |

WARRANT: L091616

TO FISCAL 2016/05 05/01/2016 TO 04/30/2017

VENDOR NAME

| DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|---------------|------------------------------|------------------------|----|----------|---|--------------------|----------------|--------------------------|-----------|
| VENDOR TOTALS | | 200.00 YTD INVOICED | | | | 250.00 YTD PAID | | | 100.00 |
| 6549 | EMILY CALVO | | | | | | | | |
| 82236 | 09/08/16 | 138244 | | 188389 | P | 09/16/16 | 2015017 938506 | GNL CNTRL SVC/PROGRAM | 150.00 |
| INVOICE: | | ADM0908162 | | | | | | | |
| VENDOR TOTALS | | .00 YTD INVOICED | | | | 150.00 YTD PAID | | | 150.00 |
| 824 | CENTRAL TECHNOLOGY INC | | | | | | | | |
| 82237 | 09/08/16 | 138245 | | 188390 | P | 09/16/16 | 2015016 951100 | LIBRARY SUPPLIES | 1,202.10 |
| INVOICE: | | 2107 | | | | | | | |
| VENDOR TOTALS | | 1,997.00 YTD INVOICED | | | | 3,095.46 YTD PAID | | | 1,202.10 |
| 5814 | CHASE | | | | | | | | |
| 82452 | 09/12/16 | 138459 | | 16097 | M | 09/12/16 | 2015011 931700 | LIB DATA PROC SV | 173.39 |
| INVOICE: | | ADM091216 | | | | | | | |
| 82452 | 09/12/16 | 138459 | | 16097 | M | 09/12/16 | 2015011 937800 | LIB BNK SERV CHG | 39.95 |
| INVOICE: | | ADM091216 | | | | | | | |
| 82452 | 09/12/16 | 138459 | | 16097 | M | 09/12/16 | 2015011 951002 | OFF SPLS--OTHER SUPPLIES | 19.45 |
| INVOICE: | | ADM091216 | | | | | | | |
| 82452 | 09/12/16 | 138459 | | 16097 | M | 09/12/16 | 2015014 954001 | LIB RSRCS--ADULT BOOKS | 29.95 |
| INVOICE: | | ADM091216 | | | | | | | |
| 82452 | 09/12/16 | 138459 | | 16097 | M | 09/12/16 | 5535011 952000 | MATERIALS | 358.74 |
| INVOICE: | | ADM091216 | | | | | | | |
| VENDOR TOTALS | | 7,000.73 YTD INVOICED | | | | 7,567.01 YTD PAID | | | 621.48 |
| 100148 | CHICAGO TRIBUNE SUBSCRIPTION | | | | | | | | |
| 82238 | 09/08/16 | 138246 | | 188391 | P | 09/16/16 | 2015014 954003 | LIB RSRCS--PERIODICALS | 494.00 |
| INVOICE: | | ADM0908163 | | | | | | | |
| VENDOR TOTALS | | 962.00 YTD INVOICED | | | | 1,065.48 YTD PAID | | | 494.00 |
| 102908 | COMPUTER VIEW INC | | | | | | | | |
| 82239 | 09/08/16 | 138247 | | 188392 | P | 09/16/16 | 2015011 931700 | LIB DATA PROC SV | 33,000.00 |
| INVOICE: | | 27226 | | | | | | | |
| 82240 | 09/08/16 | 138248 | | 188392 | P | 09/16/16 | 5535011 952000 | MATERIALS | -196.00 |
| INVOICE: | | 27273 | | | | | | | |
| 82241 | 09/08/16 | 138249 | | 188392 | P | 09/16/16 | 5535011 952000 | MATERIALS | 879.00 |
| INVOICE: | | 27266 | | | | | | | |
| VENDOR TOTALS | | 41,170.00 YTD INVOICED | | | | 96,628.00 YTD PAID | | | 33,683.00 |
| 6129 | CROWN AWARDS | | | | | | | | |
| 82242 | 09/08/16 | 138250 | | 188393 | P | 09/16/16 | 2015015 938506 | GNL CNTRL SVC/PROGRAM | 22.32 |
| INVOICE: | | 32859701 | | | | | | | |
| VENDOR TOTALS | | 21.30 YTD INVOICED | | | | 44.64 YTD PAID | | | 22.32 |

09/16/2016 13:44 | CITY OF PARK RIDGE
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WARRANT: L091616

TO FISCAL 2016/05 05/01/2016 TO 04/30/2017

| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|-----------------------------------|----------|------------|---------|-----------|--------------|---|----------|----------------|-------------------------|-----------|
| 6390 ANASTASIA DASKALOS | 82243 | 09/08/16 | 138251 | | 188394 | P | 09/16/16 | 2015011 933800 | CONFERENCES & TRAINING | 13.50 |
| | INVOICE: | ADM0908164 | | | | | | | | |
| | 82243 | 09/08/16 | 138251 | | 188394 | P | 09/16/16 | 2015011 936000 | PUBLIC RELATIONS | 13.36 |
| | INVOICE: | ADM0908164 | | | | | | | | |
| VENDOR TOTALS | | | | .00 | YTD INVOICED | | | 115.01 | YTD PAID | 26.86 |
| 19972 DEMCO INC | 82244 | 09/08/16 | 138252 | | 188395 | P | 09/16/16 | 2015013 951100 | LIBRARY SUPPLIES | 655.84 |
| | INVOICE: | 5945575 | | | | | | | | |
| | 82245 | 09/08/16 | 138253 | | 188395 | P | 09/16/16 | 2015013 951100 | LIBRARY SUPPLIES | 544.63 |
| | INVOICE: | 5941605 | | | | | | | | |
| VENDOR TOTALS | | | | 4,098.51 | YTD INVOICED | | | 8,713.96 | YTD PAID | 1,200.47 |
| 101736 DES PLAINES PUBLIC LIBRARY | 82246 | 09/08/16 | 138254 | | 188396 | P | 09/16/16 | 201 877500 | COLLECTION AGENCY-MISC | 21.99 |
| | INVOICE: | ADM0908165 | | | | | | | | |
| VENDOR TOTALS | | | | 21.91 | YTD INVOICED | | | 101.92 | YTD PAID | 21.99 |
| 300347 DEWOLFE MUSIC LIBRARY | 82247 | 09/08/16 | 138255 | | 188397 | P | 09/16/16 | 2015011 938501 | GNL CNTRL SVC/TELEPHONE | 350.00 |
| | INVOICE: | 8245 | | | | | | | | |
| VENDOR TOTALS | | | | 350.00 | YTD INVOICED | | | 350.00 | YTD PAID | 350.00 |
| 300553 GALE GROUP | 82248 | 09/08/16 | 138256 | | 188398 | P | 09/16/16 | 2015014 954010 | LIB RSRCS-CD ROM | 2,778.30 |
| | INVOICE: | 58686017 | | | | | | | | |
| | 82249 | 09/08/16 | 138257 | | 188398 | P | 09/16/16 | 2015014 954010 | LIB RSRCS-CD ROM | 7,669.02 |
| | INVOICE: | 58686018 | | | | | | | | |
| | 82250 | 09/08/16 | 138258 | | 188398 | P | 09/16/16 | 2015014 954010 | LIB RSRCS-CD ROM | 1,041.86 |
| | INVOICE: | 58686020 | | | | | | | | |
| | 82251 | 09/08/16 | 138259 | | 188398 | P | 09/16/16 | 2015014 954010 | LIB RSRCS-CD ROM | 6,515.59 |
| | INVOICE: | 58656019 | | | | | | | | |
| | 82252 | 09/08/16 | 138260 | | 188398 | P | 09/16/16 | 2015017 954001 | LIB RSRCS--ADULT BOOKS | 22.40 |
| | INVOICE: | 58670294 | | | | | | | | |
| | 82253 | 09/08/16 | 138261 | | 188398 | P | 09/16/16 | 2015017 954001 | LIB RSRCS--ADULT BOOKS | 20.79 |
| | INVOICE: | 58670472 | | | | | | | | |
| VENDOR TOTALS | | | | 22,805.44 | YTD INVOICED | | | 32,018.93 | YTD PAID | 18,047.96 |
| 6431 MEG GOLEMBIEWSKI | 82467 | 09/12/16 | 138474 | | 188399 | P | 09/16/16 | 2015011 936000 | PUBLIC RELATIONS | 5.99 |
| | INVOICE: | ADM0912163 | | | | | | | | |
| VENDOR TOTALS | | | | .00 | YTD INVOICED | | | 96.84 | YTD PAID | 5.99 |
| 4739 GREEN ASSOCIATES INC | | | | | | | | | | |

WARRANT: L091616

TO FISCAL 2016/05 05/01/2016 TO 04/30/2017

VENDOR NAME

| DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|-------------------------------------|----------|-----------|--------------|----------|-----------|----------|----------------|--------------------------|----------|
| 82254 | 09/08/16 | 138262 | | 188400 | P | 09/16/16 | 2015012 996300 | BUILDING REPAIRS | 1,549.80 |
| INVOICE: 2016411 | | | | | | | | | |
| VENDOR TOTALS | | 19,496.84 | YTD INVOICED | | 12,823.99 | | YTD PAID | | 1,549.80 |
| 6361 PAUL GUNTY | | | | | | | | | |
| 82523 | 09/13/16 | 138531 | | 188401 | P | 09/16/16 | 2015011 951002 | OFF SPLS--OTHER SUPPLIES | 160.00 |
| INVOICE: ADM091316 | | | | | | | | | |
| VENDOR TOTALS | | .00 | YTD INVOICED | | 160.00 | | YTD PAID | | 160.00 |
| 5041 HARMONIOUS HORIZONS | | | | | | | | | |
| 82255 | 09/08/16 | 138263 | | 188402 | P | 09/16/16 | 2015015 938506 | GNL CNTRL SVC/PROGRAM | 100.00 |
| INVOICE: ADM0908166 | | | | | | | | | |
| VENDOR TOTALS | | 100.00 | YTD INVOICED | | 100.00 | | YTD PAID | | 100.00 |
| 6308 MATTHEW HOFFMAN | | | | | | | | | |
| 82525 | 09/13/16 | 138533 | | 188403 | P | 09/16/16 | 2015011 933800 | CONFERENCES & TRAINING | 43.20 |
| INVOICE: ADM0913162 | | | | | | | | | |
| VENDOR TOTALS | | .00 | YTD INVOICED | | 43.20 | | YTD PAID | | 43.20 |
| 36865 ILLINOIS LIBRARY ASSOC | | | | | | | | | |
| 82453 | 09/12/16 | 138460 | | 16098 | M | 09/12/16 | 2015011 933800 | CONFERENCES & TRAINING | 350.00 |
| INVOICE: ADM0912162 | | | | | | | | | |
| VENDOR TOTALS | | 900.00 | YTD INVOICED | | 350.00 | | YTD PAID | | 350.00 |
| 6566 INNOVATIVE VISION PRODUCTS INC | | | | | | | | | |
| 82256 | 09/08/16 | 138264 | | 188404 | P | 09/16/16 | 5535011 952000 | MATERIALS | 2,695.00 |
| INVOICE: 3284 | | | | | | | | | |
| VENDOR TOTALS | | .00 | YTD INVOICED | | 2,695.00 | | YTD PAID | | 2,695.00 |
| 6565 JMA SIGN & LIGHTING SERVICE CO | | | | | | | | | |
| 82257 | 09/08/16 | 138265 | | 188405 | P | 09/16/16 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | 215.00 |
| INVOICE: ADM0908167 | | | | | | | | | |
| VENDOR TOTALS | | .00 | YTD INVOICED | | 215.00 | | YTD PAID | | 215.00 |
| 6520 JOHN S SWIFT CO INC | | | | | | | | | |
| 82295 | 09/08/16 | 138303 | | 188406 | P | 09/16/16 | 2015011 936001 | PUBLIC RELATIONS NEWSLET | 2,499.00 |
| INVOICE: 160413 | | | | | | | | | |
| VENDOR TOTALS | | .00 | YTD INVOICED | | 4,398.00 | | YTD PAID | | 2,499.00 |
| 3122 KALO FOUNDATION OF PARK RIDGE | | | | | | | | | |
| 82258 | 09/08/16 | 138266 | | 188407 | P | 09/16/16 | 2015017 938506 | GNL CNTRL SVC/PROGRAM | 100.00 |
| INVOICE: ADM0908168 | | | | | | | | | |

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| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|--|---------------------|---------------------|---------|----|----------|---|----------|-----------------|------------------------|--------|
| VENDOR TOTALS | | 100.00 YTD INVOICED | | | | | | 100.00 YTD PAID | | 100.00 |
| 301833 LAKESHORE LEARNING MATERIALS | 82259 | 09/08/16 | 138267 | | 188408 | P | 09/16/16 | 2015211 936000 | PUBLIC RELATIONS | 79.98 |
| | INVOICE: 4951570816 | | | | | | | | | |
| VENDOR TOTALS | | .00 YTD INVOICED | | | | | | 79.98 YTD PAID | | 79.98 |
| 7175 LEXIS NEXIS MATTHEW BENDER & CO INC | 82468 | 09/12/16 | 138475 | | 188409 | P | 09/16/16 | 2015014 954001 | LIB RSRCS--ADULT BOOKS | 129.43 |
| | INVOICE: 86002996 | | | | | | | | | |
| VENDOR TOTALS | | 111.83 YTD INVOICED | | | | | | 129.43 YTD PAID | | 129.43 |
| 5965 BERNARD MARTIN | 82260 | 09/08/16 | 138268 | | 188410 | P | 09/16/16 | 2015017 938506 | GNL CNTRL SVC/PROGRAM | 250.00 |
| | INVOICE: ADM0908169 | | | | | | | | | |
| VENDOR TOTALS | | 250.00 YTD INVOICED | | | | | | 250.00 YTD PAID | | 250.00 |
| 101892 MIDWEST TAPE | 82251 | 09/08/16 | 138269 | | 188412 | P | 09/16/16 | 2015013 951100 | LIBRARY SUPPLIES | 161.98 |
| | INVOICE: 94287962 | | | | | | | | | |
| | 82262 | 09/08/16 | 138270 | | 188411 | P | 09/16/16 | 2015211 936000 | PUBLIC RELATIONS | 87.16 |
| | INVOICE: 94266802 | | | | | | | | | |
| | 82263 | 09/08/16 | 138271 | | 188412 | P | 09/16/16 | 2015211 936000 | PUBLIC RELATIONS | 198.91 |
| | INVOICE: 94266804 | | | | | | | | | |
| | 82264 | 09/08/16 | 138272 | | 188412 | P | 09/16/16 | 2015211 936000 | PUBLIC RELATIONS | 169.92 |
| | INVOICE: 94266805 | | | | | | | | | |
| | 82265 | 09/08/16 | 138273 | | 188412 | P | 09/16/16 | 2015211 936000 | PUBLIC RELATIONS | 188.91 |
| | INVOICE: 94266806 | | | | | | | | | |
| | 82266 | 09/08/16 | 138274 | | 188412 | P | 09/16/16 | 2015211 936000 | PUBLIC RELATIONS | 179.92 |
| | INVOICE: 94266821 | | | | | | | | | |
| | 82267 | 09/08/16 | 138275 | | 188411 | P | 09/16/16 | 2015211 936000 | PUBLIC RELATIONS | 15.99 |
| | INVOICE: 94266822 | | | | | | | | | |
| | 82268 | 09/08/16 | 138276 | | 188411 | P | 09/16/16 | 2015017 954005 | LIB RSRCS-AUDIO VISUAL | 31.99 |
| | INVOICE: 94266807 | | | | | | | | | |
| | 82269 | 09/08/16 | 138277 | | 188411 | P | 09/16/16 | 2015017 954005 | LIB RSRCS-AUDIO VISUAL | 95.97 |
| | INVOICE: 94266808 | | | | | | | | | |
| | 82270 | 09/08/16 | 138278 | | 188411 | P | 09/16/16 | 2015017 954005 | LIB RSRCS-AUDIO VISUAL | 75.96 |
| | INVOICE: 94266809 | | | | | | | | | |
| | 82271 | 09/08/16 | 138279 | | 188412 | P | 09/16/16 | 2015017 954005 | LIB RSRCS-AUDIO VISUAL | 111.95 |
| | INVOICE: 94266820 | | | | | | | | | |
| | 82272 | 09/08/16 | 138280 | | 188411 | P | 09/16/16 | 2015015 954004 | LIB RSRCS-RECORDING | 13.99 |
| | INVOICE: 94266777 | | | | | | | | | |
| | 82273 | 09/08/16 | 138281 | | 188411 | P | 09/16/16 | 2015015 954005 | LIB RSRCS-AUDIO VISUAL | 19.98 |
| | INVOICE: 9470292 | | | | | | | | | |
| | 82273 | 09/08/16 | 138281 | | 188411 | P | 09/16/16 | 2015013 951100 | LIBRARY SUPPLIES | 3.30 |
| | INVOICE: 9470292 | | | | | | | | | |
| | 82274 | 09/08/16 | 138282 | | 188411 | P | 09/16/16 | 2015015 954005 | LIB RSRCS-AUDIO VISUAL | 15.99 |

WARRANT: L091616

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| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|-------------------------|----------|------------|-----------|--------------|----------|---|----------|----------------|------------------------|----------|
| | INVOICE: | 94270291 | | | | | | | | |
| | 82274 | 09/08/16 | 138282 | | 188411 | P | 09/16/16 | 2015013 951100 | LIBRARY SUPPLIES | 1.65 |
| | INVOICE: | 94270291 | | | | | | | | |
| | 82275 | 09/08/16 | 138283 | | 188412 | P | 09/16/16 | 2015015 954005 | LIB RSRCS-AUDIO VISUAL | 163.84 |
| | INVOICE: | 94270293 | | | | | | | | |
| | 82275 | 09/08/16 | 138283 | | 188412 | P | 09/16/16 | 2015013 951100 | LIBRARY SUPPLIES | 28.25 |
| | INVOICE: | 94270293 | | | | | | | | |
| | 82469 | 09/12/16 | 138476 | | 188411 | P | 09/16/16 | 2015211 936000 | PUBLIC RELATIONS | 73.36 |
| | INVOICE: | 94292096 | | | | | | | | |
| | 82470 | 09/12/16 | 138477 | | 188412 | P | 09/16/16 | 2015211 936000 | PUBLIC RELATIONS | 334.86 |
| | INVOICE: | 94292098 | | | | | | | | |
| | 82471 | 09/12/16 | 138478 | | 188411 | P | 09/16/16 | 2015211 936000 | PUBLIC RELATIONS | 63.98 |
| | INVOICE: | 94292123 | | | | | | | | |
| | 82472 | 09/12/16 | 138479 | | 188411 | P | 09/16/16 | 2015211 936000 | PUBLIC RELATIONS | 48.77 |
| | INVOICE: | 94292124 | | | | | | | | |
| | 82473 | 09/12/16 | 138480 | | 188411 | P | 09/16/16 | 2015211 936000 | PUBLIC RELATIONS | 109.52 |
| | INVOICE: | 94292125 | | | | | | | | |
| | 82474 | 09/12/16 | 138481 | | 188411 | P | 09/16/16 | 2015017 954005 | LIB RSRCS-AUDIO VISUAL | 18.99 |
| | INVOICE: | 94292099 | | | | | | | | |
| | 82475 | 09/12/16 | 138482 | | 188411 | P | 09/16/16 | 2015017 954005 | LIB RSRCS-AUDIO VISUAL | 45.98 |
| | INVOICE: | 94292120 | | | | | | | | |
| | 82476 | 09/12/16 | 138483 | | 188411 | P | 09/16/16 | 2015017 954005 | LIB RSRCS-AUDIO VISUAL | 35.99 |
| | INVOICE: | 94292121 | | | | | | | | |
| | 82477 | 09/12/16 | 138484 | | 188411 | P | 09/16/16 | 2015017 954005 | LIB RSRCS-AUDIO VISUAL | 45.98 |
| | INVOICE: | 94292122 | | | | | | | | |
| | 82478 | 09/12/16 | 138485 | | 188411 | P | 09/16/16 | 2015015 954005 | LIB RSRCS-AUDIO VISUAL | 26.38 |
| | INVOICE: | 94262064 | | | | | | | | |
| | 82478 | 09/12/16 | 138485 | | 188411 | P | 09/16/16 | 2015013 951100 | LIBRARY SUPPLIES | 5.25 |
| | INVOICE: | 94262064 | | | | | | | | |
| | 82479 | 09/12/16 | 138486 | | 188411 | P | 09/16/16 | 2015015 954005 | LIB RSRCS-AUDIO VISUAL | 15.98 |
| | INVOICE: | 94280796 | | | | | | | | |
| | 82479 | 09/12/16 | 138486 | | 188411 | P | 09/16/16 | 2015013 951100 | LIBRARY SUPPLIES | 3.30 |
| | INVOICE: | 94280796 | | | | | | | | |
| | 82480 | 09/12/16 | 138487 | | 188411 | P | 09/16/16 | 2015015 954005 | LIB RSRCS-AUDIO VISUAL | 58.36 |
| | INVOICE: | 94291421 | | | | | | | | |
| | 82480 | 09/12/16 | 138487 | | 188411 | P | 09/16/16 | 2015013 951100 | LIBRARY SUPPLIES | 6.60 |
| | INVOICE: | 94291421 | | | | | | | | |
| | 82481 | 09/12/16 | 138488 | | 188411 | P | 09/16/16 | 2015015 954005 | LIB RSRCS-AUDIO VISUAL | 41.98 |
| | INVOICE: | 94291289 | | | | | | | | |
| | 82481 | 09/12/16 | 138488 | | 188411 | P | 09/16/16 | 2015013 951100 | LIBRARY SUPPLIES | 3.30 |
| | INVOICE: | 94291289 | | | | | | | | |
| VENDOR TOTALS | | | 28,745.79 | YTD INVOICED | | | | 19,780.68 | YTD PAID | 2,504.24 |
| 102220 OMNIGRAPHICS INC | | | | | | | | | | |
| | 82276 | 09/08/16 | 138284 | | 188413 | P | 09/16/16 | 2015014 954001 | LIB RSRCS--ADULT BOOKS | 81.85 |
| | INVOICE: | 1086236332 | | | | | | | | |
| | 82482 | 09/12/16 | 138489 | | 188413 | P | 09/16/16 | 2015014 954001 | LIB RSRCS--ADULT BOOKS | 81.85 |
| | INVOICE: | 1086236342 | | | | | | | | |

WARRANT: L091616

TO FISCAL 2016/05 05/01/2016 TO 04/30/2017

| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | | |
|--------------------------------------|----------|------------------------------|---------|----|----------|---|----------|------------|------------------------|---------------------------|----------|
| ----- | | | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | 513.26 YTD INVOICED | |
| | | | | | | | | | | 818.50 YTD PAID | |
| | | | | | | | | | | 163.70 | |
| 924 OVERDRIVE INC | | | | | | | | | | | |
| 82277 | | 09/08/16 | 138285 | | 188414 | P | 09/16/16 | 602 | 430819 | NO. SUB. DIGITAL CONSORTI | 91.17 |
| | | INVOICE: 0751000125570083016 | | | | | | | | | |
| 82278 | | 09/08/16 | 138286 | | 188414 | P | 09/16/16 | 602 | 430819 | NO. SUB. DIGITAL CONSORTI | 1,000.00 |
| | | INVOICE: H0036968 | | | | | | | | | |
| 82279 | | 09/08/16 | 138287 | | 188414 | P | 09/16/16 | 602 | 430819 | NO. SUB. DIGITAL CONSORTI | 9.99 |
| | | INVOICE: 0751093548390082916 | | | | | | | | | |
| 82280 | | 09/08/16 | 138288 | | 188414 | P | 09/16/16 | 602 | 430819 | NO. SUB. DIGITAL CONSORTI | 65.00 |
| | | INVOICE: 0751000110133082316 | | | | | | | | | |
| 82281 | | 09/08/16 | 138289 | | 188414 | P | 09/16/16 | 602 | 430819 | NO. SUB. DIGITAL CONSORTI | 1,057.15 |
| | | INVOICE: 0751155552060081916 | | | | | | | | | |
| 82282 | | 09/08/16 | 138290 | | 188414 | P | 09/16/16 | 602 | 430819 | NO. SUB. DIGITAL CONSORTI | 498.24 |
| | | INVOICE: 0751155656543081916 | | | | | | | | | |
| 82283 | | 09/08/16 | 138291 | | 188414 | P | 09/16/16 | 602 | 430819 | NO. SUB. DIGITAL CONSORTI | 1,903.08 |
| | | INVOICE: 0751155423303081916 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | 50,210.83 YTD INVOICED | |
| | | | | | | | | | | 34,320.92 YTD PAID | |
| | | | | | | | | | | 4,624.63 | |
| 62802 PARK RIDGE CHAMBER OF COMMERCE | | | | | | | | | | | |
| 82483 | | 09/12/16 | 138490 | | 188415 | P | 09/16/16 | 2015011 | 933800 | CONFERENCES & TRAINING | 30.00 |
| | | INVOICE: 4716 | | | | | | | | | |
| 82484 | | 09/12/16 | 138491 | | 188415 | P | 09/16/16 | 2015011 | 933800 | CONFERENCES & TRAINING | 30.00 |
| | | INVOICE: 4715 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | 885.00 YTD INVOICED | |
| | | | | | | | | | | 610.00 YTD PAID | |
| | | | | | | | | | | 60.00 | |
| 61212 CITY OF PARK RIDGE | | | | | | | | | | | |
| 82284 | | 09/08/16 | 138292 | | 188416 | P | 09/16/16 | 2015012 | 932104 | BLDG MNT CNTR-ELEV MAINT | 120.00 |
| | | INVOICE: 90001119 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | .00 YTD INVOICED | |
| | | | | | | | | | | 120.00 YTD PAID | |
| | | | | | | | | | | 120.00 | |
| 5923 PENGUIN RANDOM HOUSE LLC | | | | | | | | | | | |
| 82285 | | 09/08/16 | 138293 | | 188417 | P | 09/16/16 | 2015017 | 954004 | LIB RSRCS-RECORDING | 33.75 |
| | | INVOICE: 1088326861 | | | | | | | | | |
| 82286 | | 09/08/16 | 138294 | | 188417 | P | 09/16/16 | 2015017 | 954004 | LIB RSRCS-RECORDING | 56.25 |
| | | INVOICE: 1188326861 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | 1,811.25 YTD INVOICED | |
| | | | | | | | | | | 1,242.75 YTD PAID | |
| | | | | | | | | | | 90.00 | |
| 6587 PERMACARD | | | | | | | | | | | |
| 82526 | | 09/13/16 | 138534 | | 188418 | P | 09/16/16 | 2015011 | 951002 | OFF SPLS--OTHER SUPPLIES | 1,387.71 |
| | | INVOICE: 135940 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | .00 YTD INVOICED | |
| | | | | | | | | | | 1,387.71 YTD PAID | |
| | | | | | | | | | | 1,387.71 | |
| 229 PITNEY BOWES INC | | | | | | | | | | | |
| 82287 | | 09/08/16 | 138295 | | 188419 | P | 09/16/16 | 2015011 | 935101 | EQPT RNTL-LEASE PAYMENTS | 444.18 |

WARRANT: L091616

TO FISCAL 2016/05 05/01/2016 TO 04/30/2017

| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | FO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|--------------------------------------|-----------------------|----------|---------|-------------------|----------|---|----------|----------------|--------------------------|----------|
| ----- | | | | | | | | | | |
| INVOICE: | 3100420391 | | | | | | | | | |
| VENDOR TOTALS | 888.36 YTD INVOICED | | | 2,888.36 YTD PAID | | | 444.18 | | | |
| 92 LORI L PRESTON | | | | | | | | | | |
| 82288 | 09/08/16 | 138296 | | | 188420 | P | 09/16/16 | 2015014 954003 | LIB RSRCS--PERIODICALS | 7.99 |
| INVOICE: | ADM09081610 | | | | | | | | | |
| VENDOR TOTALS | 30.36 YTD INVOICED | | | 80.30 YTD PAID | | | 7.99 | | | |
| 6517 JOHN PRIALA | | | | | | | | | | |
| 82289 | 09/08/16 | 138297 | | | 188421 | P | 09/16/16 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | 70.70 |
| INVOICE: | ADM09081611 | | | | | | | | | |
| VENDOR TOTALS | .00 YTD INVOICED | | | 94.68 YTD PAID | | | 70.70 | | | |
| 6564 PURE HEALTH SOLUTIONS INC | | | | | | | | | | |
| 82290 | 09/08/16 | 138298 | | | 188422 | P | 09/16/16 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | 63.75 |
| INVOICE: | 6752451 | | | | | | | | | |
| VENDOR TOTALS | .00 YTD INVOICED | | | 63.75 YTD PAID | | | 63.75 | | | |
| 67761 QUALITY BOOKS INC | | | | | | | | | | |
| 82485 | 09/12/16 | 138493 | | | 188423 | P | 09/16/16 | 2015014 954001 | LIB RSRCS--ADULT BOOKS | 4,175.05 |
| INVOICE: | 196154 | | | | | | | | | |
| VENDOR TOTALS | 2,496.13 YTD INVOICED | | | 4,329.35 YTD PAID | | | 4,175.05 | | | |
| 68595 RECORDED BOOKS INC | | | | | | | | | | |
| 82291 | 09/08/16 | 138299 | | | 188424 | P | 09/16/16 | 2015017 954004 | LIB RSRCS-RECORDING | 36.00 |
| INVOICE: | 75391963 | | | | | | | | | |
| VENDOR TOTALS | 1,135.74 YTD INVOICED | | | 1,400.77 YTD PAID | | | 36.00 | | | |
| 303182 SCHOLASTIC LIBRARY PUBLISHING | | | | | | | | | | |
| 82486 | 09/12/16 | 138494 | | | 188425 | P | 09/16/16 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 156.00 |
| INVOICE: | 11468713 | | | | | | | | | |
| VENDOR TOTALS | .00 YTD INVOICED | | | 156.00 YTD PAID | | | 156.00 | | | |
| 4412 SHOWCASES | | | | | | | | | | |
| 82292 | 09/08/16 | 138300 | | | 188426 | P | 09/16/16 | 2015013 951100 | LIBRARY SUPPLIES | 112.13 |
| INVOICE: | 294847 | | | | | | | | | |
| VENDOR TOTALS | .00 YTD INVOICED | | | 170.43 YTD PAID | | | 112.13 | | | |
| 71308 SUMMIT SPECIALTEES | | | | | | | | | | |
| 82293 | 09/08/16 | 138301 | | | 188427 | P | 09/16/16 | 2015015 938506 | GNL CNTRL SVC/PROGRAM | 124.50 |
| INVOICE: | 1492 | | | | | | | | | |

09/16/2016 13:44 | CITY OF PARK RIDGE
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WARRANT: L091616

TO FISCAL 2016/05 05/01/2016 TO 04/30/2017

| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|-------------------------------------|----------------------|----------|---------|----|----------|---|----------|----------------|-------------------------|--|
| VENDOR TOTALS | | | | | | | | | | 782.25 YTD INVOICED 4,933.37 YTD PAID 124.50 |
| 6493 SUN AND MOON YOGA | 82294 | 09/08/16 | 138302 | | 188428 | P | 09/16/16 | 2015017 938506 | GNL CNTRL SVC/PROGRAM | 150.00 |
| | INVOICE: ADM09081612 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | .00 YTD INVOICED 300.00 YTD PAID 150.00 |
| 6423 TEAM ONE REPAIR INC | 82296 | 09/08/16 | 138304 | | 188429 | P | 09/16/16 | 5535011 952000 | MATERIALS | 1,396.00 |
| | INVOICE: 622444 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | .00 YTD INVOICED 4,970.80 YTD PAID 1,396.00 |
| 301997 CATHY THOMPSON | 82297 | 09/08/16 | 138305 | | 188430 | P | 09/16/16 | 2015011 933800 | CONFERENCES & TRAINING | 9.45 |
| | INVOICE: ADM09081613 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | 108.17 YTD INVOICED 160.45 YTD PAID 9.45 |
| 5003 UNIQUE MANAGEMENT SERVICES INC | 82298 | 09/08/16 | 138306 | | 188431 | P | 09/16/16 | 201 877500 | COLLECTION AGENCY-MISC | 53.70 |
| | INVOICE: 432560 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | 304.30 YTD INVOICED 250.60 YTD PAID 53.70 |
| 300318 UNITED STATES POSTAL SERVICE | 82300 | 09/08/16 | 138308 | | 188432 | P | 09/16/16 | 2015011 938502 | GNL CNTRL SVC/POSTAGE | 215.00 |
| | INVOICE: ADM09081615 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | 25,531.23 YTD INVOICED 20,483.69 YTD PAID 215.00 |
| 303348 THE UPS STORE 1573 | 82299 | 09/08/16 | 138307 | | 188433 | P | 09/16/16 | 2015011 938502 | GNL CNTRL SVC/POSTAGE | 15.71 |
| | INVOICE: ADM09081614 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | 157.87 YTD INVOICED 106.68 YTD PAID 15.71 |
| 4402 VERIFY | 82487 | 09/12/16 | 138495 | | 188434 | P | 09/16/16 | 2015011 933100 | LIB RECRUIT & TESTING | 32.00 |
| | INVOICE: 1085432 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | 420.00 YTD INVOICED 894.50 YTD PAID 32.00 |
| 2193 VERIZON WIRELESS | 82301 | 09/08/16 | 138309 | | 188435 | P | 09/16/16 | 2015011 938501 | GNL CNTRL SVC/TELEPHONE | 168.58 |
| | INVOICE: 9771214590 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | 11,609.42 YTD INVOICED 11,009.43 YTD PAID 168.58 |

WARRANT: L091616

TO FISCAL 2016/05 05/01/2016 TO 04/30/2017

| VENDOR NAME | | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | | |
|-------------|----------------------|----------|----------|---------|----------|--------------|---|----------|----------------|--------------------------|----------|-----------|
| ----- | | | | | | | | | | | | |
| 300800 | WAREHOUSE DIRECT INC | | | | | | | | | | | |
| | 82302 | | 09/08/16 | 138310 | | 188436 | P | 09/16/16 | 2015011 951001 | OFF SPLS--PHOTOCOPY | 615.86 | |
| | INVOICE: | | 31502450 | | | | | | | | | |
| | 82303 | | 09/08/16 | 138311 | | 188436 | P | 09/16/16 | 2015015 951100 | LIBRARY SUPPLIES | 49.49 | |
| | INVOICE: | | 31688240 | | | | | | | | | |
| | 82303 | | 09/08/16 | 138311 | | 188436 | P | 09/16/16 | 2015011 951001 | OFF SPLS--PHOTOCOPY | 282.00 | |
| | INVOICE: | | 31688240 | | | | | | | | | |
| | 82303 | | 09/08/16 | 138311 | | 188436 | P | 09/16/16 | 2015011 951002 | OFF SPLS--OTHER SUPPLIES | 8.09 | |
| | INVOICE: | | 31688240 | | | | | | | | | |
| | 82304 | | 09/08/16 | 138312 | | 188436 | P | 09/16/16 | 2015015 951100 | LIBRARY SUPPLIES | 178.09 | |
| | INVOICE: | | 31756660 | | | | | | | | | |
| | 82488 | | 09/12/16 | 138496 | | 188436 | P | 09/16/16 | 2015012 952100 | BUILDING SUPPLIES | 1,015.16 | |
| | INVOICE: | | 31841920 | | | | | | | | | |
| | VENDOR TOTALS | | | | 3,970.74 | YTD INVOICED | | | | 8,194.81 | YTD PAID | 2,148.69 |
| 85957 | WESTON WOODS | | | | | | | | | | | |
| | 82305 | | 09/08/16 | 138313 | | 188437 | P | 09/16/16 | 2015015 954004 | LIB RSRCS-RECORDING | 26.96 | |
| | INVOICE: | | 13623390 | | | | | | | | | |
| | 82306 | | 09/08/16 | 138314 | | 188437 | P | 09/16/16 | 2015015 954004 | LIB RSRCS-RECORDING | 53.92 | |
| | INVOICE: | | 13672484 | | | | | | | | | |
| | VENDOR TOTALS | | | | .00 | YTD INVOICED | | | | 404.40 | YTD PAID | 80.88 |
| | | | | | | | | | | REPORT TOTALS | | 91,876.77 |

| | COUNT | AMOUNT |
|----------------------|-------|-----------|
| TOTAL PRINTED CHECKS | 57 | 90,905.29 |
| TOTAL MANUAL CHECKS | 2 | 971.48 |

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

City of Park Ridge, IL
Warrant List Fund Totals
09/16/2016

| Fund | Description | Amount |
|--------------------|--------------------------------------|-------------|
| 201 | Library Fund | \$80,548.94 |
| 201 | Grant Fund | \$1,570.46 |
| 553 | Library Technology Replacement | \$5,132.74 |
| 602 | North Suburban Digital Consortium | \$4,624.63 |
| 201 | Library Restricted Fund | \$0.00 |
| <hr/> Report Total | | \$91,876.77 |

WARRANT: L093016

TO FISCAL 2016/05 05/01/2016 TO 04/30/2017

VENDOR NAME

| DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|---|----------|-----------------------|----|----------|-------------------|----------|----------------|--------------------------|--------|
| ----- | | | | | | | | | |
| 1136 ADVOCATE OCCUPATIONAL HEALTH NILES | | | | | | | | | |
| 82557 | 09/20/16 | 138565 | | 188573 | P | 09/30/16 | 2015011 921099 | WORKERS COMP | 103.00 |
| INVOICE: | | 626245 | | | | | | | |
| 82558 | 09/20/16 | 138566 | | 188573 | P | 09/30/16 | 2015011 921099 | WORKERS COMP | 335.25 |
| INVOICE: | | 626272 | | | | | | | |
| VENDOR TOTALS | | 3,819.59 YTD INVOICED | | | 6,021.75 YTD PAID | | | 438.25 | |
| 48 AEC ONE STOP GROUP INC | | | | | | | | | |
| 82559 | 09/20/16 | 138567 | | 188574 | P | 09/30/16 | 2015017 954004 | LIB RSRCS-RECORDING | 344.75 |
| INVOICE: | | PLS00918897 | | | | | | | |
| 82560 | 09/20/16 | 138568 | | 188574 | P | 09/30/16 | 2015017 954004 | LIB RSRCS-RECORDING | 62.71 |
| INVOICE: | | PLS01321826 | | | | | | | |
| VENDOR TOTALS | | 1,646.31 YTD INVOICED | | | 1,951.49 YTD PAID | | | 407.46 | |
| 5354 AMAZON COM CREDIT SERVICES | | | | | | | | | |
| 82561 | 09/20/16 | 138569 | | 188575 | P | 09/30/16 | 2015017 954001 | LIB RSRCS--ADULT BOOKS | 32.77 |
| INVOICE: | | 224537322681 | | | | | | | |
| 82562 | 09/20/16 | 138570 | | 188575 | P | 09/30/16 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 18.48 |
| INVOICE: | | 050277935510 | | | | | | | |
| 82563 | 09/20/16 | 138571 | | 188575 | P | 09/30/16 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 18.98 |
| INVOICE: | | 073280693763 | | | | | | | |
| 82564 | 09/20/16 | 138572 | | 188575 | P | 09/30/16 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 22.98 |
| INVOICE: | | 153392807627 | | | | | | | |
| 82565 | 09/20/16 | 138573 | | 188575 | P | 09/30/16 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 10.46 |
| INVOICE: | | 170921019273 | | | | | | | |
| 82566 | 09/20/16 | 138574 | | 188575 | P | 09/30/16 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 20.85 |
| INVOICE: | | 085579744188 | | | | | | | |
| 82567 | 09/20/16 | 138575 | | 188575 | P | 09/30/16 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 35.17 |
| INVOICE: | | 085574497980 | | | | | | | |
| 82568 | 09/20/16 | 138576 | | 188575 | P | 09/30/16 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 52.79 |
| INVOICE: | | 085574117571 | | | | | | | |
| 82569 | 09/20/16 | 138577 | | 188575 | P | 09/30/16 | 2015017 954013 | LIB RSRCS-YA GAMES | 100.20 |
| INVOICE: | | 111318682879 | | | | | | | |
| 82570 | 09/20/16 | 138578 | | 188575 | P | 09/30/16 | 2015015 954010 | LIB RSRCS-CD ROM | 40.98 |
| INVOICE: | | 243130185952 | | | | | | | |
| 82571 | 09/20/16 | 138579 | | 188575 | P | 09/30/16 | 2015013 951100 | LIBRARY SUPPLIES | 23.73 |
| INVOICE: | | 023358124169 | | | | | | | |
| 82636 | 09/21/16 | 138644 | | 188576 | P | 09/30/16 | 2015014 954001 | LIB RSRCS--ADULT BOOKS | 116.41 |
| INVOICE: | | 016945446695 | | | | | | | |
| 82637 | 09/21/16 | 138645 | | 188575 | P | 09/30/16 | 2015014 954001 | LIB RSRCS--ADULT BOOKS | 22.38 |
| INVOICE: | | 016948597437 | | | | | | | |
| 82638 | 09/21/16 | 138646 | | 188575 | P | 09/30/16 | 2015014 954001 | LIB RSRCS--ADULT BOOKS | 19.99 |
| INVOICE: | | 016944519908 | | | | | | | |
| 82639 | 09/21/16 | 138647 | | 188575 | P | 09/30/16 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | -22.98 |
| INVOICE: | | 076705344349 | | | | | | | |
| 82640 | 09/21/16 | 138648 | | 188575 | P | 09/30/16 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 33.87 |
| INVOICE: | | 076707070362 | | | | | | | |
| 82641 | 09/21/16 | 138649 | | 188575 | P | 09/30/16 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 8.15 |
| INVOICE: | | 147691416577 | | | | | | | |

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| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|-------------------------------|---------------|--------------|-----------|--------------|----------|---|----------|----------------|--------------------------|-----------|
| | 82683 | 09/22/16 | 138691 | | 1350 | M | 09/22/16 | 2015111 952000 | MATERIALS | 119.99 |
| | INVOICE: | ADM092216 | | | | | | | | |
| | 82761 | 09/23/16 | 138770 | | 188575 | P | 09/30/16 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | 14.99 |
| | INVOICE: | 290494397368 | | | | | | | | |
| | 82762 | 09/23/16 | 138771 | | 188575 | P | 09/30/16 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | 21.97 |
| | INVOICE: | 290498799353 | | | | | | | | |
| | 82763 | 09/23/16 | 138772 | | 188575 | P | 09/30/16 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | 24.47 |
| | INVOICE: | 138572639628 | | | | | | | | |
| | 82764 | 09/23/16 | 138773 | | 188575 | P | 09/30/16 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | 21.97 |
| | INVOICE: | 290493564174 | | | | | | | | |
| | 82765 | 09/23/16 | 138774 | | 188576 | P | 09/30/16 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | 236.50 |
| | INVOICE: | 200844909465 | | | | | | | | |
| | VENDOR TOTALS | | 11,671.03 | YTD INVOICED | | | | 11,893.17 | YTD PAID | 995.10 |
| 800 AMERICAN EAGLE COM | 82642 | 09/21/16 | 138650 | | 188577 | P | 09/30/16 | 2015011 931700 | LIB DATA PROC SV | 150.00 |
| | INVOICE: | 235458 | | | | | | | | |
| | VENDOR TOTALS | | 3,400.00 | YTD INVOICED | | | | 14,425.00 | YTD PAID | 150.00 |
| 101020 BAKER AND TAYLOR BOOKS | 82553 | 09/20/16 | 138561 | | 188578 | P | 09/30/16 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 4,546.54 |
| | INVOICE: | CS092016 | | | | | | | | |
| | 82554 | 09/20/16 | 138562 | | 188578 | P | 09/30/16 | 2015017 954010 | LIB RSRCS-CD ROM | 642.38 |
| | INVOICE: | YA092016 | | | | | | | | |
| | 82555 | 09/20/16 | 138563 | | 188578 | P | 09/30/16 | 2015014 954001 | LIB RSRCS--ADULT BOOKS | 395.16 |
| | INVOICE: | REF092016 | | | | | | | | |
| | 82556 | 09/20/16 | 138564 | | 188578 | P | 09/30/16 | 2015017 954001 | LIB RSRCS--ADULT BOOKS | 2,516.79 |
| | INVOICE: | RS092016 | | | | | | | | |
| | 82628 | 09/21/16 | 138636 | | 188578 | P | 09/30/16 | 2015017 954001 | LIB RSRCS--ADULT BOOKS | 31.42 |
| | INVOICE: | 3021198726 | | | | | | | | |
| | 82629 | 09/21/16 | 138637 | | 188578 | P | 09/30/16 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 55.31 |
| | INVOICE: | 3021196311 | | | | | | | | |
| | 82630 | 09/21/16 | 138638 | | 188578 | P | 09/30/16 | 2015013 951100 | LIBRARY SUPPLIES | 106.34 |
| | INVOICE: | TS092116 | | | | | | | | |
| | 82631 | 09/21/16 | 138639 | | 188578 | P | 09/30/16 | 2015014 954001 | LIB RSRCS--ADULT BOOKS | 528.50 |
| | INVOICE: | REF092116 | | | | | | | | |
| | 82632 | 09/21/16 | 138640 | | 188578 | P | 09/30/16 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 266.34 |
| | INVOICE: | CS0921162 | | | | | | | | |
| | 82633 | 09/21/16 | 138641 | | 188578 | P | 09/30/16 | 2015017 954010 | LIB RSRCS-CD ROM | 172.45 |
| | INVOICE: | YA0921162 | | | | | | | | |
| | 82634 | 09/21/16 | 138642 | | 188578 | P | 09/30/16 | 2015017 954001 | LIB RSRCS--ADULT BOOKS | 227.52 |
| | INVOICE: | RS0921162 | | | | | | | | |
| | 82635 | 09/21/16 | 138643 | | 188578 | P | 09/30/16 | 2015014 954001 | LIB RSRCS--ADULT BOOKS | 1,427.96 |
| | INVOICE: | REF0921162 | | | | | | | | |
| | VENDOR TOTALS | | 95,069.32 | YTD INVOICED | | | | 101,863.20 | YTD PAID | 10,916.71 |
| 3596 ANGELA BERGER | 82572 | 09/20/16 | 138580 | | 188579 | P | 09/30/16 | 2015011 933800 | CONFERENCES & TRAINING | 1.62 |

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VENDOR NAME

| DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
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| ----- | | | | | | | | | |
| INVOICE: ADM0920162 | | | | | | | | | |
| 82572 | 09/20/16 | 138580 | | 188579 | P | 09/30/16 | 2015011 936000 | PUBLIC RELATIONS | 33.35 |
| INVOICE: ADM0920162 | | | | | | | | | |
| VENDOR TOTALS | .00 YTD INVOICED | | 428.47 YTD PAID | | | | | | |
| 6593 BEST NAME BADGES | | | | | | | | | |
| 82643 | 09/21/16 | 138651 | | 188580 | P | 09/30/16 | 2015011 951002 | OFF SPLS--OTHER SUPPLIES | 1,623.91 |
| INVOICE: 177468 | | | | | | | | | |
| VENDOR TOTALS | .00 YTD INVOICED | | 1,623.91 YTD PAID | | | | | | |
| 489 BLACKSTONE AUDIOBOOKS | | | | | | | | | |
| 82573 | 09/20/16 | 138581 | | 188581 | P | 09/30/16 | 2015015 954004 | LIB RSRCS-RECORDING | 61.09 |
| INVOICE: 855439 | | | | | | | | | |
| VENDOR TOTALS | .00 YTD INVOICED | | 61.09 YTD PAID | | | | | | |
| 5935 BARRY BRADFORD | | | | | | | | | |
| 82574 | 09/20/16 | 138582 | | 188582 | P | 09/30/16 | 2015017 938506 | GNL CNTRL SVC/PROGRAM | 275.00 |
| INVOICE: ADM0920163 | | | | | | | | | |
| VENDOR TOTALS | 250.00 YTD INVOICED | | 275.00 YTD PAID | | | | | | |
| 4756 CALL ONE | | | | | | | | | |
| 82575 | 09/20/16 | 138583 | | 188583 | P | 09/30/16 | 2015011 938501 | GNL CNTRL SVC/TELEPHONE | 558.57 |
| INVOICE: ADM0920164 | | | | | | | | | |
| 82575 | 09/20/16 | 138583 | | 188583 | P | 09/30/16 | 2015011 938503 | GNL CNTRL SVC-INTERNET | 435.00 |
| INVOICE: ADM0920164 | | | | | | | | | |
| VENDOR TOTALS | 4,744.49 YTD INVOICED | | 4,949.12 YTD PAID | | | | | | |
| 3729 CASE LOTS INC | | | | | | | | | |
| 82576 | 09/20/16 | 138584 | | 188584 | P | 09/30/16 | 2015012 952100 | BUILDING SUPPLIES | 59.90 |
| INVOICE: 015708 | | | | | | | | | |
| VENDOR TOTALS | 6,195.67 YTD INVOICED | | 4,219.80 YTD PAID | | | | | | |
| 5302 CAVENDISH SQUARE | | | | | | | | | |
| 82577 | 09/20/16 | 138585 | | 188585 | P | 09/30/16 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 177.90 |
| INVOICE: 3025331 | | | | | | | | | |
| VENDOR TOTALS | 419.35 YTD INVOICED | | 355.80 YTD PAID | | | | | | |
| 12962 CDW GOVERNMENT INC | | | | | | | | | |
| 82578 | 09/20/16 | 138586 | | 188586 | P | 09/30/16 | 2015011 931700 | LIB DATA PROC SV | 474.01 |
| INVOICE: FBL8361 | | | | | | | | | |
| VENDOR TOTALS | 3,725.30 YTD INVOICED | | 2,279.10 YTD PAID | | | | | | |
| 303044 CENTER POINT PUBLISHING | | | | | | | | | |

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|------------------------------|---------------------|----------|-----------|--------------|----------|---|----------|----------------|---------------------------|-----------|
| | 82644 | 09/21/16 | 138652 | | 188587 | P | 09/30/16 | 2015017 954001 | LIB RSRCS--ADULT BOOKS | 52.44 |
| | INVOICE: 1410644 | | | | | | | | | |
| VENDOR TOTALS | | | 360.78 | YTD INVOICED | | | | 339.44 | YTD PAID | 52.44 |
| 5814 CHASE | 82766 | 09/23/16 | 138775 | | 188588 | P | 09/30/16 | 2015011 931700 | LIB DATA PROC SV | -113.41 |
| | INVOICE: ADM092316 | | | | | | | | | |
| | 82766 | 09/23/16 | 138775 | | 188588 | P | 09/30/16 | 2015011 933800 | CONFERENCES & TRAINING | 15.00 |
| | INVOICE: ADM092316 | | | | | | | | | |
| | 82766 | 09/23/16 | 138775 | | 188588 | P | 09/30/16 | 2015011 938504 | GNL CNTRL SVC/PRINTING | 88.54 |
| | INVOICE: ADM092316 | | | | | | | | | |
| | 82766 | 09/23/16 | 138775 | | 188588 | P | 09/30/16 | 2015014 954003 | LIB RSRCS--PERIODICALS | 618.88 |
| | INVOICE: ADM092316 | | | | | | | | | |
| | 82766 | 09/23/16 | 138775 | | 188588 | P | 09/30/16 | 2015015 938506 | GNL CNTRL SVC/PROGRAM | 25.00 |
| | INVOICE: ADM092316 | | | | | | | | | |
| | 82766 | 09/23/16 | 138775 | | 188588 | P | 09/30/16 | 2015017 938506 | GNL CNTRL SVC/PROGRAM | 25.00 |
| | INVOICE: ADM092316 | | | | | | | | | |
| | 82766 | 09/23/16 | 138775 | | 188588 | P | 09/30/16 | 2015017 938507 | GNL CNTRL SVC/YA PROGRAMS | 73.21 |
| | INVOICE: ADM092316 | | | | | | | | | |
| | 82766 | 09/23/16 | 138775 | | 188588 | P | 09/30/16 | 5535011 952000 | MATERIALS | -18.75 |
| | INVOICE: ADM092316 | | | | | | | | | |
| VENDOR TOTALS | | | 7,000.73 | YTD INVOICED | | | | 8,280.48 | YTD PAID | 713.47 |
| 3701 COMCAST CABLE | 82645 | 09/21/16 | 138653 | | 188589 | P | 09/30/16 | 2015011 938503 | GNL CNTRL SVC-INTERNET | 255.83 |
| | INVOICE: ADM092116 | | | | | | | | | |
| VENDOR TOTALS | | | 2,469.63 | YTD INVOICED | | | | 1,279.15 | YTD PAID | 255.83 |
| 102908 COMPUTER VIEW INC | 82580 | 09/20/16 | 138588 | | 188590 | P | 09/30/16 | 5535011 952000 | MATERIALS | 1,275.00 |
| | INVOICE: 27275 | | | | | | | | | |
| VENDOR TOTALS | | | 41,170.00 | YTD INVOICED | | | | 97,903.00 | YTD PAID | 1,275.00 |
| 6348 CONSTRUCTION CONSULTING | 82581 | 09/20/16 | 138589 | | 188591 | P | 09/30/16 | 2015012 996300 | BUILDING REPAIRS | 19,676.17 |
| | INVOICE: ADM0920166 | | | | | | | | | |
| VENDOR TOTALS | | | .00 | YTD INVOICED | | | | 332,841.40 | YTD PAID | 19,676.17 |
| 55134 COOPERATIVE COMPUTER | 82582 | 09/20/16 | 138590 | | 188592 | P | 09/30/16 | 2015016 931701 | DATA PROCESSING/CLSI | 6,324.00 |
| | INVOICE: 94 | | | | | | | | | |
| | 82583 | 09/20/16 | 138591 | | 188592 | P | 09/30/16 | 2015013 931702 | DATA PROCESSING/OCLC | 964.00 |
| | INVOICE: 95 | | | | | | | | | |
| VENDOR TOTALS | | | 36,465.89 | YTD INVOICED | | | | 41,625.05 | YTD PAID | 7,288.00 |

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| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|---------------------------------------|----------|------------|-----------|--------------|----------|---|----------|----------------|--------------------------|--------|
| 19972 DEMCO INC | 82584 | 09/20/16 | 138592 | | 188593 | P | 09/30/16 | 2015013 951100 | LIBRARY SUPPLIES | 374.28 |
| | INVOICE: | 5948235 | | | | | | | | |
| | 82585 | 09/20/16 | 138593 | | 188593 | P | 09/30/16 | 2015013 951100 | LIBRARY SUPPLIES | 417.03 |
| | INVOICE: | 5954935 | | | | | | | | |
| | 82646 | 09/21/16 | 138654 | | 188593 | P | 09/30/16 | 2015013 951100 | LIBRARY SUPPLIES | 172.51 |
| | INVOICE: | 5962344 | | | | | | | | |
| VENDOR TOTALS | | | 4,098.51 | YTD INVOICED | | | | 9,677.78 | YTD PAID | 963.82 |
| 3545 FINDAWAY WORLD LLC | 82586 | 09/20/16 | 138594 | | 188594 | P | 09/30/16 | 2015015 954004 | LIB RSRCS-RECORDING | 93.48 |
| | INVOICE: | 194865 | | | | | | | | |
| | 82587 | 09/20/16 | 138595 | | 188594 | P | 09/30/16 | 2015017 954004 | LIB RSRCS-RECORDING | 756.39 |
| | INVOICE: | 195221 | | | | | | | | |
| | 82647 | 09/21/16 | 138655 | | 188594 | P | 09/30/16 | 2015017 954004 | LIB RSRCS-RECORDING | 59.97 |
| | INVOICE: | 195943 | | | | | | | | |
| VENDOR TOTALS | | | 4,843.98 | YTD INVOICED | | | | 5,901.83 | YTD PAID | 909.84 |
| 5535 FOREST SECURITY | 82588 | 09/20/16 | 138596 | | 188595 | P | 09/30/16 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | 158.85 |
| | INVOICE: | 50631 | | | | | | | | |
| VENDOR TOTALS | | | 317.70 | YTD INVOICED | | | | 317.70 | YTD PAID | 158.85 |
| 300553 GALE GROUP | 82589 | 09/20/16 | 138597 | | 188596 | P | 09/30/16 | 2015017 954001 | LIB RSRCS--ADULT BOOKS | 278.30 |
| | INVOICE: | 58878324 | | | | | | | | |
| | 82648 | 09/21/16 | 138656 | | 188596 | P | 09/30/16 | 2015017 954001 | LIB RSRCS--ADULT BOOKS | 107.16 |
| | INVOICE: | 58934534 | | | | | | | | |
| VENDOR TOTALS | | | 22,805.44 | YTD INVOICED | | | | 32,404.39 | YTD PAID | 385.46 |
| 4515 GLENVIEW PUBLIC LIBRARY | 82590 | 09/20/16 | 138598 | | 188597 | P | 09/30/16 | 201 877500 | COLLECTION AGENCY-MISC | 20.95 |
| | INVOICE: | ADM0920167 | | | | | | | | |
| VENDOR TOTALS | | | 22.00 | YTD INVOICED | | | | 50.95 | YTD PAID | 20.95 |
| 5018 ANASTASIA GREENWALD | 82591 | 09/20/16 | 138599 | | 188598 | P | 09/30/16 | 2015011 933800 | CONFERENCES & TRAINING | 52.92 |
| | INVOICE: | ADM0920168 | | | | | | | | |
| | 82591 | 09/20/16 | 138599 | | 188598 | P | 09/30/16 | 2015015 938506 | GNL CNTRL SVC/PROGRAM | 40.46 |
| | INVOICE: | ADM0920168 | | | | | | | | |
| VENDOR TOTALS | | | 52.76 | YTD INVOICED | | | | 203.94 | YTD PAID | 93.38 |
| 3996 HD SUPPLY FACILITIES MAINTENANCE | 82767 | 09/23/16 | 138776 | | 188599 | P | 09/30/16 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | 57.99 |
| | INVOICE: | 9148817219 | | | | | | | | |

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| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|---|---------------------|----------|----------|--------------|----------|---|----------|----------------|---------------------------|----------|
| | 82768 | 09/23/16 | 138777 | | 188599 | P | 09/30/16 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | 104.97 |
| | INVOICE: 9148668799 | | | | | | | | | |
| VENDOR TOTALS | | | 2,668.29 | YTD INVOICED | | | | 162.96 | YTD PAID | 162.96 |
| 102496 HOME DEPOT CREDIT SERVICES | 82592 | 09/20/16 | 138600 | | 188600 | P | 09/30/16 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | 140.67 |
| | INVOICE: 4021146 | | | | | | | | | |
| VENDOR TOTALS | | | 4,323.29 | YTD INVOICED | | | | 5,559.68 | YTD PAID | 140.67 |
| 4516 IHLS OCLC | 82593 | 09/20/16 | 138601 | | 188601 | P | 09/30/16 | 602 430819 | NO. SUB. DIGITAL CONSORTI | 130.50 |
| | INVOICE: 12232 | | | | | | | | | |
| VENDOR TOTALS | | | 528.00 | YTD INVOICED | | | | 517.50 | YTD PAID | 130.50 |
| 5069 IMAGE SYSTEMS & BUSINESS SOLUTIONS LLC | 82594 | 09/20/16 | 138602 | | 188602 | P | 09/30/16 | 2015011 935100 | EQPT RNTL-MAINTENANCE | 1,359.25 |
| | INVOICE: 234381 | | | | | | | | | |
| | 82595 | 09/20/16 | 138603 | | 188602 | P | 09/30/16 | 2015011 935100 | EQPT RNTL-MAINTENANCE | 490.00 |
| | INVOICE: 234380 | | | | | | | | | |
| VENDOR TOTALS | | | 1,474.10 | YTD INVOICED | | | | 3,552.77 | YTD PAID | 1,849.25 |
| 101892 MIDWEST TAPE | 82596 | 09/20/16 | 138604 | | 188603 | P | 09/30/16 | 2015017 954005 | LIB RSRCS-AUDIO VISUAL | 31.99 |
| | INVOICE: 94305774 | | | | | | | | | |
| | 82597 | 09/20/16 | 138605 | | 188604 | P | 09/30/16 | 2015017 954005 | LIB RSRCS-AUDIO VISUAL | 95.96 |
| | INVOICE: 94305775 | | | | | | | | | |
| | 82598 | 09/20/16 | 138606 | | 188604 | P | 09/30/16 | 2015017 954005 | LIB RSRCS-AUDIO VISUAL | 339.84 |
| | INVOICE: 94305790 | | | | | | | | | |
| | 82599 | 09/20/16 | 138607 | | 188604 | P | 09/30/16 | 2015211 936000 | PUBLIC RELATIONS | 45.98 |
| | INVOICE: 94305772 | | | | | | | | | |
| | 82600 | 09/20/16 | 138608 | | 188604 | P | 09/30/16 | 2015211 936000 | PUBLIC RELATIONS | 189.92 |
| | INVOICE: 94305776 | | | | | | | | | |
| | 82601 | 09/20/16 | 138609 | | 188603 | P | 09/30/16 | 2015211 936000 | PUBLIC RELATIONS | 23.99 |
| | INVOICE: 94305777 | | | | | | | | | |
| | 82602 | 09/20/16 | 138610 | | 188603 | P | 09/30/16 | 2015211 936000 | PUBLIC RELATIONS | 21.59 |
| | INVOICE: 94305778 | | | | | | | | | |
| | 82603 | 09/20/16 | 138611 | | 188604 | P | 09/30/16 | 2015211 936000 | PUBLIC RELATIONS | 88.74 |
| | INVOICE: 94305779 | | | | | | | | | |
| | 82604 | 09/20/16 | 138612 | | 188603 | P | 09/30/16 | 2015015 954004 | LIB RSRCS-RECORDING | 14.39 |
| | INVOICE: 94292134 | | | | | | | | | |
| | 82605 | 09/20/16 | 138613 | | 188603 | P | 09/30/16 | 2015015 954004 | LIB RSRCS-RECORDING | 10.39 |
| | INVOICE: 94305810 | | | | | | | | | |
| | 82606 | 09/20/16 | 138614 | | 188603 | P | 09/30/16 | 2015015 954004 | LIB RSRCS-RECORDING | 35.18 |
| | INVOICE: 94305811 | | | | | | | | | |
| | 82607 | 09/20/16 | 138615 | | 188603 | P | 09/30/16 | 2015015 954005 | LIB RSRCS-AUDIO VISUAL | 35.98 |
| | INVOICE: 94318236 | | | | | | | | | |
| | 82607 | 09/20/16 | 138615 | | 188603 | P | 09/30/16 | 2015013 951100 | LIBRARY SUPPLIES | 3.30 |

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VENDOR NAME

| DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|-------------------|----------|---------|----|----------|---|----------|----------------|------------------------|--------|
| INVOICE: 94318236 | | | | | | | | | |
| 82608 | 09/20/16 | 138616 | | 188603 | P | 09/30/16 | 2015015 954005 | LIB RSRCS-AUDIO VISUAL | 15.99 |
| INVOICE: 94318237 | | | | | | | | | |
| 82608 | 09/20/16 | 138616 | | 188603 | P | 09/30/16 | 2015013 951100 | LIBRARY SUPPLIES | 1.65 |
| INVOICE: 94318237 | | | | | | | | | |
| 82609 | 09/20/16 | 138617 | | 188603 | P | 09/30/16 | 2015015 954005 | LIB RSRCS-AUDIO VISUAL | 15.98 |
| INVOICE: 94318239 | | | | | | | | | |
| 82609 | 09/20/16 | 138617 | | 188603 | P | 09/30/16 | 2015013 951100 | LIBRARY SUPPLIES | 3.30 |
| INVOICE: 94318239 | | | | | | | | | |
| 82610 | 09/20/16 | 138618 | | 188603 | P | 09/30/16 | 2015015 954005 | LIB RSRCS-AUDIO VISUAL | 11.99 |
| INVOICE: 94305278 | | | | | | | | | |
| 82610 | 09/20/16 | 138618 | | 188603 | P | 09/30/16 | 2015013 951100 | LIBRARY SUPPLIES | 1.65 |
| INVOICE: 94305278 | | | | | | | | | |
| 82611 | 09/20/16 | 138619 | | 188603 | P | 09/30/16 | 2015015 954005 | LIB RSRCS-AUDIO VISUAL | 11.99 |
| INVOICE: 94302381 | | | | | | | | | |
| 82611 | 09/20/16 | 138619 | | 188603 | P | 09/30/16 | 2015013 951100 | LIBRARY SUPPLIES | 6.60 |
| INVOICE: 94302381 | | | | | | | | | |
| 82612 | 09/20/16 | 138620 | | 188604 | P | 09/30/16 | 2015015 954005 | LIB RSRCS-AUDIO VISUAL | 253.86 |
| INVOICE: 94299691 | | | | | | | | | |
| 82612 | 09/20/16 | 138620 | | 188604 | P | 09/30/16 | 2015013 951100 | LIBRARY SUPPLIES | 23.10 |
| INVOICE: 94299691 | | | | | | | | | |
| 82613 | 09/20/16 | 138621 | | 188603 | P | 09/30/16 | 2015211 936000 | PUBLIC RELATIONS | 4.79 |
| INVOICE: 94299690 | | | | | | | | | |
| 82613 | 09/20/16 | 138621 | | 188603 | P | 09/30/16 | 2015013 951100 | LIBRARY SUPPLIES | 1.65 |
| INVOICE: 94299690 | | | | | | | | | |
| 82650 | 09/21/16 | 138658 | | 188604 | P | 09/30/16 | 2015211 936000 | PUBLIC RELATIONS | 138.34 |
| INVOICE: 94327871 | | | | | | | | | |
| 82651 | 09/21/16 | 138659 | | 188604 | P | 09/30/16 | 2015211 936000 | PUBLIC RELATIONS | 45.98 |
| INVOICE: 94327870 | | | | | | | | | |
| 82652 | 09/21/16 | 138660 | | 188604 | P | 09/30/16 | 2015211 936000 | PUBLIC RELATIONS | 57.97 |
| INVOICE: 94327869 | | | | | | | | | |
| 82653 | 09/21/16 | 138661 | | 188603 | P | 09/30/16 | 2015211 936000 | PUBLIC RELATIONS | 15.99 |
| INVOICE: 94327868 | | | | | | | | | |
| 82654 | 09/21/16 | 138662 | | 188604 | P | 09/30/16 | 2015211 936000 | PUBLIC RELATIONS | 93.96 |
| INVOICE: 94327867 | | | | | | | | | |
| 82655 | 09/21/16 | 138663 | | 188604 | P | 09/30/16 | 2015211 936000 | PUBLIC RELATIONS | 124.96 |
| INVOICE: 94327866 | | | | | | | | | |
| 82656 | 09/21/16 | 138664 | | 188604 | P | 09/30/16 | 2015017 954005 | LIB RSRCS-AUDIO VISUAL | 51.99 |
| INVOICE: 94327865 | | | | | | | | | |
| 82657 | 09/21/16 | 138665 | | 188603 | P | 09/30/16 | 2015017 954005 | LIB RSRCS-AUDIO VISUAL | 31.99 |
| INVOICE: 94327864 | | | | | | | | | |
| 82658 | 09/21/16 | 138666 | | 188603 | P | 09/30/16 | 2015015 954005 | LIB RSRCS-AUDIO VISUAL | 22.36 |
| INVOICE: 94340697 | | | | | | | | | |
| 82658 | 09/21/16 | 138666 | | 188603 | P | 09/30/16 | 2015013 951100 | LIBRARY SUPPLIES | 6.60 |
| INVOICE: 94340697 | | | | | | | | | |
| 82659 | 09/21/16 | 138667 | | 188603 | P | 09/30/16 | 2015015 954005 | LIB RSRCS-AUDIO VISUAL | 10.39 |
| INVOICE: 94340696 | | | | | | | | | |
| 82659 | 09/21/16 | 138667 | | 188603 | P | 09/30/16 | 2015013 951100 | LIBRARY SUPPLIES | 1.65 |
| INVOICE: 94340696 | | | | | | | | | |
| 82660 | 09/21/16 | 138668 | | 188604 | P | 09/30/16 | 2015017 954005 | LIB RSRCS-AUDIO VISUAL | 201.90 |
| INVOICE: 94327863 | | | | | | | | | |

WARRANT: L093016

TO FISCAL 2016/05 05/01/2016 TO 04/30/2017

| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|----------------------------|----------|---------------------|---------|-----------|--------------|---|----------|----------------|---------------------------|----------|
| | 82661 | 09/21/16 | 138669 | | 188604 | P | 09/30/16 | 2015017 954005 | LIB RSRCS-AUDIO VISUAL | 255.47 |
| | INVOICE: | 94327862 | | | | | | | | |
| | 82662 | 09/21/16 | 138670 | | 188604 | P | 09/30/16 | 2015017 954005 | LIB RSRCS-AUDIO VISUAL | 83.96 |
| | INVOICE: | 94327860 | | | | | | | | |
| | 82663 | 09/21/16 | 138671 | | 188604 | P | 09/30/16 | 2015013 951100 | LIBRARY SUPPLIES | 242.97 |
| | INVOICE: | 94326898 | | | | | | | | |
| | 82664 | 09/21/16 | 138672 | | 188603 | P | 09/30/16 | 2015015 954005 | LIB RSRCS-AUDIO VISUAL | 29.59 |
| | INVOICE: | 94327658 | | | | | | | | |
| | 82665 | 09/21/16 | 138673 | | 188604 | P | 09/30/16 | 2015015 954005 | LIB RSRCS-AUDIO VISUAL | 84.74 |
| | INVOICE: | 94334226 | | | | | | | | |
| | 82665 | 09/21/16 | 138673 | | 188604 | P | 09/30/16 | 2015013 951100 | LIBRARY SUPPLIES | 9.90 |
| | INVOICE: | 94334226 | | | | | | | | |
| | 82666 | 09/21/16 | 138674 | | 188603 | P | 09/30/16 | 2015015 954005 | LIB RSRCS-AUDIO VISUAL | 30.38 |
| | INVOICE: | 94334225 | | | | | | | | |
| | 82666 | 09/21/16 | 138674 | | 188603 | P | 09/30/16 | 2015013 951100 | LIBRARY SUPPLIES | 3.50 |
| | INVOICE: | 94334225 | | | | | | | | |
| | 82667 | 09/21/16 | 138675 | | 188603 | P | 09/30/16 | 2015211 936000 | PUBLIC RELATIONS | 15.99 |
| | INVOICE: | 94334224 | | | | | | | | |
| | 82667 | 09/21/16 | 138675 | | 188603 | P | 09/30/16 | 2015011 951100 | LIBRARY SUPPLIES | 1.65 |
| | INVOICE: | 94334224 | | | | | | | | |
| | 82668 | 09/21/16 | 138676 | | 188603 | P | 09/30/16 | 2015015 954004 | LIB RSRCS-RECORDING | 39.97 |
| | INVOICE: | 94327659 | | | | | | | | |
| VENDOR TOTALS | | | | 28,745.79 | YTD INVOICED | | | 22,672.68 | YTD PAID | 2,892.00 |
| 102220 OMNIGRAPHICS INC | | | | | | | | | | |
| | 82669 | 09/21/16 | 138677 | | 188605 | P | 09/30/16 | 2015014 954001 | LIB RSRCS--ADULT BOOKS | 81.85 |
| | INVOICE: | 1086236362 | | | | | | | | |
| VENDOR TOTALS | | | | 513.26 | YTD INVOICED | | | 900.35 | YTD PAID | 81.85 |
| 924 OVERDRIVE INC | | | | | | | | | | |
| | 82614 | 09/20/16 | 138622 | | 188606 | P | 09/30/16 | 602 430819 | NO. SUB. DIGITAL CONSORTI | 60.00 |
| | INVOICE: | 0751000122943090616 | | | | | | | | |
| | 82670 | 09/21/16 | 138678 | | 188606 | P | 09/30/16 | 602 430819 | NO. SUB. DIGITAL CONSORTI | 1,454.22 |
| | INVOICE: | 0751174109910090816 | | | | | | | | |
| | 82671 | 09/21/16 | 138679 | | 188606 | P | 09/30/16 | 602 430819 | NO. SUB. DIGITAL CONSORTI | 537.98 |
| | INVOICE: | 0751174318957090816 | | | | | | | | |
| | 82672 | 09/21/16 | 138680 | | 188606 | P | 09/30/16 | 602 430819 | NO. SUB. DIGITAL CONSORTI | 973.79 |
| | INVOICE: | 0751174216057090816 | | | | | | | | |
| | 82673 | 09/21/16 | 138681 | | 188606 | P | 09/30/16 | 602 430819 | NO. SUB. DIGITAL CONSORTI | 162.95 |
| | INVOICE: | 0751000120643091316 | | | | | | | | |
| VENDOR TOTALS | | | | 50,210.83 | YTD INVOICED | | | 37,509.86 | YTD PAID | 3,188.94 |
| 3949 PARK RIDGE LIONS CLUB | | | | | | | | | | |
| | 82769 | 09/23/16 | 138778 | | 188607 | P | 09/30/16 | 2015011 932400 | LIB MEMBER DUES | 175.00 |
| | INVOICE: | ADM0923162 | | | | | | | | |
| VENDOR TOTALS | | | | 175.00 | YTD INVOICED | | | 525.00 | YTD PAID | 175.00 |

WARRANT: L093016

TO FISCAL 2016/05 05/01/2016 TO 04/30/2017

| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|--|----------|------------|-----------|--------------|----------|---|----------|----------------|--------------------------|----------|
| 5923 PENGUIN RANDOM HOUSE LLC | 82615 | 09/20/16 | 138623 | | 188608 | P | 09/30/16 | 2015017 954004 | LIB RSRCS-RECORDING | 10.00 |
| | INVOICE: | 1088492257 | | | | | | | | |
| | 82616 | 09/20/16 | 138624 | | 188608 | P | 09/30/16 | 2015017 954004 | LIB RSRCS-RECORDING | 67.50 |
| | INVOICE: | 1088460124 | | | | | | | | |
| | 82674 | 09/21/16 | 138682 | | 188608 | P | 09/30/16 | 2015017 954004 | LIB RSRCS-RECORDING | 30.00 |
| | INVOICE: | 1088535481 | | | | | | | | |
| VENDOR TOTALS | | | 1,811.25 | YTD INVOICED | | | | 1,350.25 | YTD PAID | 107.50 |
| 229 PITNEY BOWES INC | 82552 | 09/16/16 | 138560 | | 188438 | M | 09/16/16 | 2015011 938502 | GNL CNTRL SVC/POSTAGE | 2,000.00 |
| | INVOICE: | ADM091616 | | | | | | | | |
| VENDOR TOTALS | | | 888.36 | YTD INVOICED | | | | 4,888.36 | YTD PAID | 2,000.00 |
| 101774 POLONIA BOOKSTORE & PLSH CO | 82675 | 09/21/16 | 138683 | | 188609 | P | 09/30/16 | 2015014 954001 | LIB RSRCS--ADULT BOOKS | 182.50 |
| | INVOICE: | 59953 | | | | | | | | |
| VENDOR TOTALS | | | 1,366.20 | YTD INVOICED | | | | 1,269.22 | YTD PAID | 182.50 |
| 301981 PROGRAM PROFESSIONAL SERVICES INC | 82618 | 09/20/16 | 138626 | | 188610 | P | 09/30/16 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | 626.00 |
| | INVOICE: | 93413 | | | | | | | | |
| VENDOR TOTALS | | | .00 | YTD INVOICED | | | | 626.00 | YTD PAID | 626.00 |
| 301937 PROQUEST LLC | 82619 | 09/20/16 | 138627 | | 188611 | P | 09/30/16 | 2015014 954010 | LIB RSRCS-CD ROM | 2,384.00 |
| | INVOICE: | 70411750 | | | | | | | | |
| VENDOR TOTALS | | | 16,467.34 | YTD INVOICED | | | | 15,614.00 | YTD PAID | 2,384.00 |
| 68595 RECORDED BOOKS INC | 82620 | 09/20/16 | 138628 | | 188612 | P | 09/30/16 | 2015017 954004 | LIB RSRCS-RECORDING | 35.95 |
| | INVOICE: | 75403375 | | | | | | | | |
| | 82621 | 09/20/16 | 138629 | | 188612 | P | 09/30/16 | 2015017 954004 | LIB RSRCS-RECORDING | 116.99 |
| | INVOICE: | 75403069 | | | | | | | | |
| | 82676 | 09/21/16 | 138684 | | 188612 | P | 09/30/16 | 2015017 954004 | LIB RSRCS-RECORDING | 31.45 |
| | INVOICE: | 74508168 | | | | | | | | |
| | 82677 | 09/21/16 | 138685 | | 188612 | P | 09/30/16 | 2015017 954004 | LIB RSRCS-RECORDING | 26.99 |
| | INVOICE: | 75406219 | | | | | | | | |
| | 82678 | 09/21/16 | 138686 | | 188612 | P | 09/30/16 | 2015017 954004 | LIB RSRCS-RECORDING | 35.99 |
| | INVOICE: | 75405523 | | | | | | | | |
| VENDOR TOTALS | | | 1,135.74 | YTD INVOICED | | | | 1,648.14 | YTD PAID | 247.37 |
| 6591 S & P GLOBAL MARKET INTELLIGENCE | 82622 | 09/20/16 | 138630 | | 188613 | P | 09/30/16 | 2015014 954001 | LIB RSRCS--ADULT BOOKS | 200.00 |
| | INVOICE: | 30617388 | | | | | | | | |

WARRANT: L093016

TO FISCAL 2016/05 05/01/2016 TO 04/30/2017

| 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 |
| 102551 CACINI INC | 82770 | 09/23/16 | 138779 | | 188614 | P | 09/30/16 | 2015011 936000 | PUBLIC RELATIONS | | | 240.00 |
| | INVOICE: | 37786 | | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | 2,416.64 YTD INVOICED | 2,099.50 YTD PAID | 240.00 |
| 6343 STUDIO GC INC | 82623 | 09/20/16 | 138631 | | 188615 | P | 09/30/16 | 2015011 935900 | LIB CONSULT SERV | | | 3,004.35 |
| | INVOICE: | 16085A01 | | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | .00 YTD INVOICED | 4,004.85 YTD PAID | 3,004.35 |
| 3323 TRIBUNE MEDIA GROUP | 82579 | 09/20/16 | 138587 | | 188616 | P | 09/30/16 | 2015011 951002 | OFF SPLS--OTHER SUPPLIES | | | 39.49 |
| | INVOICE: | 002880046 | | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | 1,326.87 YTD INVOICED | 938.18 YTD PAID | 39.49 |
| 300800 WAREHOUSE DIRECT INC | 82624 | 09/20/16 | 138632 | | 188617 | P | 09/30/16 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | | | 933.50 |
| | INVOICE: | 31910100 | | | | | | | | | | |
| | 82680 | 09/21/16 | 138688 | | 188617 | P | 09/30/16 | 2015011 951002 | OFF SPLS--OTHER SUPPLIES | | | 27.99 |
| | INVOICE: | 31793230 | | | | | | | | | | |
| | 82680 | 09/21/16 | 138688 | | 188617 | P | 09/30/16 | 2015011 951100 | LIBRARY SUPPLIES | | | 256.00 |
| | INVOICE: | 31793230 | | | | | | | | | | |
| | 82681 | 09/21/16 | 138689 | | 188617 | P | 09/30/16 | 2015011 951002 | OFF SPLS--OTHER SUPPLIES | | | 16.95 |
| | INVOICE: | 31938140 | | | | | | | | | | |
| | 82771 | 09/23/16 | 138780 | | 188617 | P | 09/30/16 | 2015012 952100 | BUILDING SUPPLIES | | | 204.96 |
| | INVOICE: | 31941180 | | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | 3,970.74 YTD INVOICED | 9,634.21 YTD PAID | 1,439.40 |
| 6216 LISA WINCHELL | 82625 | 09/20/16 | 138633 | | 188618 | P | 09/30/16 | 2015011 933800 | CONFERENCES & TRAINING | | | 51.98 |
| | INVOICE: | ADM09201610 | | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | 5.50 YTD INVOICED | 249.59 YTD PAID | 51.98 |

REPORT TOTALS 67,544.84

| | COUNT | AMOUNT |
|----------------------|-------|-----------|
| TOTAL PRINTED CHECKS | 46 | 65,424.85 |
| TOTAL MANUAL CHECKS | 2 | 2,119.99 |

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

**PARK RIDGE PUBLIC LIBRARY
PER CAPITA GRANT FUND SUMMARY - FY 2014/15 GRANT
SEPTEMBER 2016**

| Budget | Description | Fund Balance |
|---------------|---|---------------------|
| \$3,000.00 | Print Materials for Children's Collections / S.T.E.A.M. | \$1,987.68 |
| \$30,000.00 | Digital Books, Magazines & Media | \$10,234.49 |
| \$3,000.00 | Foreign Language Materials | \$216.89 |
| \$5,000.00 | Media for Adult Collections | \$1,828.60 |
| \$2,000.00 | Media for Children's Collections | \$1,100.21 |
| \$3,850.00 | Marketing | \$2,941.50 |
| \$46,850.00 | TOTAL | \$18,309.37 |

Note: FY 16 grant in the amount of \$28,891.46 received 6/26/216

PARK RIDGE PUBLIC LIBRARY
LIBRARY TECHNOLOGY REPLACEMENT FUND SUMMARY 2016/17
September, 2016

| Budget | Description | Date | Expenses | | Amount Paid Expenditures | Receipts | | Balance |
|--------------|------------------------------|-----------|----------------------------|--|-----------------------------|--------------|--|--------------|
| | | | Vendor | | | Interest | | |
| \$100,000.00 | Previous Balance | 4/30/2016 | Prior Year Ending Balance | | | | | \$321,594.40 |
| | | 5/31/2016 | Computerview, Inc. | | \$983.00 | | | \$320,611.40 |
| | | 5/31/2016 | Computerview, Inc. | | \$3,329.00 | | | \$317,282.40 |
| | | 5/31/2016 | Interest | | | \$17.11 | | \$317,299.51 |
| | | 5/31/2016 | Budget transfer | | | \$100,000.00 | | \$417,299.51 |
| | | 6/30/2016 | Interest | | | \$16.57 | | \$417,316.08 |
| | | 7/16/2016 | Computerview, Inc. | | \$18,210.00 | | | \$399,106.08 |
| | | 7/31/2016 | Computerview, Inc. | | \$2,431.00 | | | \$396,675.08 |
| | | 7/31/2016 | Interest | | | \$17.12 | | \$396,692.20 |
| | | 8/16/2016 | Computerview, Inc. | | \$1,414.00 | | | \$395,278.20 |
| | | 8/31/2016 | Interest | | | \$17.12 | | \$395,295.32 |
| | | 9/16/2016 | Chase | | \$358.74 | | | \$394,936.58 |
| | | 9/16/2016 | Computerview, Inc. | | \$683.00 | | | \$394,253.58 |
| | | 9/16/2016 | Innovative Vision Products | | \$2,695.00 | | | \$391,558.58 |
| | | 9/16/2016 | Team One Repair | | \$1,396.00 | | | \$390,162.58 |
| | | 9/30/2016 | Chase | | (\$18.75) | | | \$390,181.33 |
| | | 9/30/2016 | Computerview, Inc. | | \$1,275.00 | | | \$388,906.33 |
| | | 9/30/2016 | Interest | | | \$16.57 | | \$388,922.90 |
| | Account Balance | | | | \$32,755.99 | | | \$388,922.90 |
| \$100,000.00 | Total Capital Budget 2016/17 | | | | \$32,755.99 | \$100,084.49 | | \$388,922.90 |

PARK RIDGE PUBLIC LIBRARY
September, 2016

RESTRICTED/ENDOWMENT GIFT FUND

| | | |
|--|---------------------|--|
| Balance 9/1/2016 - Liberty Bank | \$160,622.08 | |
| Receipts | \$300.00 | |
| Interest | \$2.64 | |
| Expenditures | (\$119.99) | |
| Balance 9/30/2016 | \$160,804.73 | |

Restricted Gift Receipts:

| | | | |
|--------------------------------|-----------------|--|--|
| Buy a Brick - PRPL Tech Svcs | \$150.00 | | |
| Donation-21st Star Chapter-DAR | \$100.00 | | |
| Donation-Burman | \$50.00 | | |
| Total | \$300.00 | | |

Restricted Gift Expenditures:

| | | | |
|--------------|-----------------|--|----------|
| Amazon.com | | | \$119.99 |
| Total | \$119.99 | | |

Endowment Gift Receipts:

Endowment Interest Expenditures:

SPENSLEY LARGE PRINT ENDOWMENT

| | |
|---|-----------|
| Balance City of Park Ridge Investment Account | 10,000.00 |
|---|-----------|

ENDOWMENT FUND INVESTED FUNDS

| | |
|--|--------------|
| Parkway Bank CD - Principal invested 5/19/15 for 18 months. Matures 11/19/16 | \$147,736.60 |
|--|--------------|

RESTRICTED GIFT FUND INVESTED FUNDS

| | |
|------------|--------------|
| BMO Harris | \$125,209.91 |
|------------|--------------|

October 18, 2016

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

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

_____ \$0.00

Park Ridge Public Library
Year To Date Budget Report
9/30/2016

42% of Fiscal Year Completed

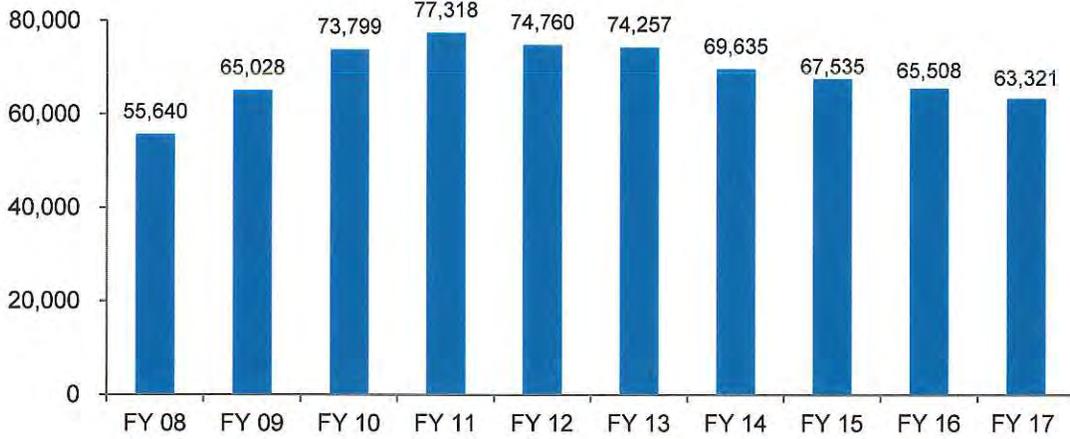
| <u>Operating Budget</u> | <u>Budget</u> | <u>Monthly Expenditures</u> | <u>Year To Date Expenditures</u> | <u>% of Budget Expended</u> |
|-------------------------------|---------------------|-----------------------------|----------------------------------|-----------------------------|
| Salaries | \$ 2,430,726 | \$ 262,228.34 | \$ 972,430.54 | 40% |
| Employee Benefits | \$ 552,235 | \$ 29,111.45 | \$ 144,283.75 | 26% |
| Data Processing | \$ 240,000 | \$ 41,221.99 | \$ 104,710.34 | 44% |
| Building Maintenance | \$ 130,000 | \$ 4,427.11 | \$ 26,885.42 | 21% |
| Membership Dues | \$ 5,000 | \$ 175.00 | \$ 1,849.00 | 37% |
| Recruiting and Testing | \$ 2,500 | \$ 32.00 | \$ 976.00 | 39% |
| Conferences and Training | \$ 20,000 | \$ 529.67 | \$ 1,926.37 | 10% |
| Equipment Rental | \$ 19,000 | \$ 2,293.43 | \$ 2,737.61 | 14% |
| Consulting Services | \$ 35,000 | \$ 3,004.35 | \$ 3,004.35 | 9% |
| Public Relations | \$ 29,000 | \$ 3,083.69 | \$ 12,807.83 | 44% |
| Bank Service Charges | \$ 1,500 | \$ 187.29 | \$ 338.28 | 23% |
| Insurance | \$ 16,000 | \$ - | \$ - | 0% |
| General Contractual | \$ 80,300 | \$ 5,562.17 | \$ 29,445.17 | 37% |
| Special Counsel | \$ 10,000 | \$ - | \$ 2,429.00 | 24% |
| Office Supplies | \$ 25,000 | \$ 4,232.94 | \$ 8,363.72 | 33% |
| Library Supplies | \$ 51,500 | \$ 4,851.31 | \$ 16,809.80 | 33% |
| Building Supplies | \$ 21,000 | \$ 1,280.02 | \$ 2,501.89 | 12% |
| Library Resources | \$ 585,692 | \$ 49,962.41 | \$ 249,361.33 | 43% |
| Heat | \$ 12,000 | \$ - | \$ 651.89 | 5% |
| Total Operating Budget | \$ 4,266,453 | \$ 412,183.17 | \$ 1,581,512.29 | 37% |

| <u>Capital Budget</u> | | | | |
|-----------------------------|---------------------|----------------------|------------------------|------------|
| Technology Replacement | \$ 100,000 | \$ - | \$ 100,000.00 | 100% |
| Motor Equipment | \$ 2,000 | \$ - | \$ 2,000.00 | 100% |
| Capital Projects | \$ 847,001 | \$ 21,225.97 | \$ 344,126.26 | 41% |
| Total Capital Budget | \$ 949,001 | \$ 21,225.97 | \$ 446,126.26 | 47% |
| | | | | |
| Total Budget | \$ 5,215,454 | \$ 433,409.14 | \$ 2,027,638.55 | 39% |

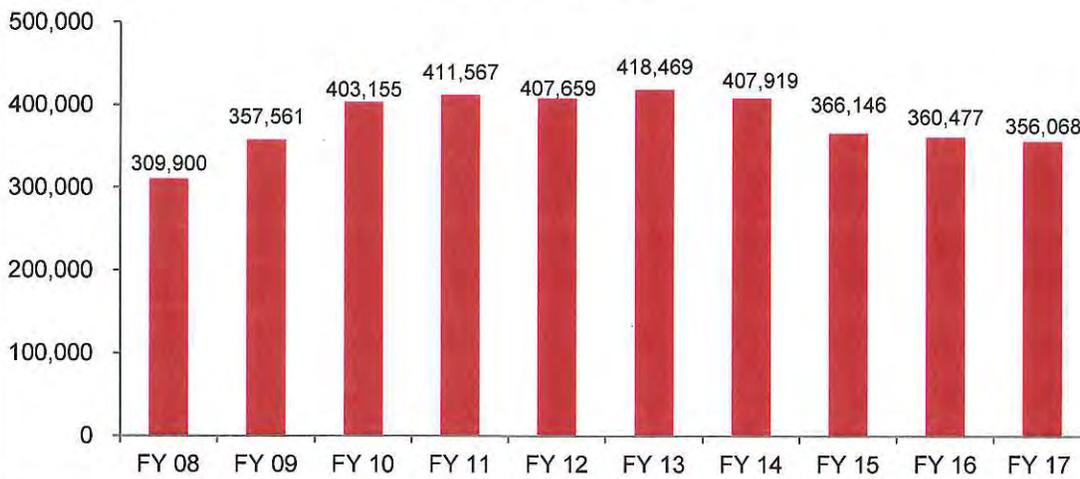
**Park Ridge Public Library
Fines & Fees Revenue History
FYTD Through September**

| | FY16/17 | FY15/16 | FY14/15 | FY13/14 | FY12/13 |
|---------------------|----------------|----------------|----------------|----------------|----------------|
| Year to Date | \$ 34,829.07 | \$38,533.49 | \$36,635.66 | \$41,593.61 | \$43,234.80 |
| % Incr/Dec | -10% | 5% | -12% | -4% | - |
| \$ Inc/Dec | -\$3,704.42 | \$1,897.83 | -\$4,957.95 | -\$1,641.19 | - |

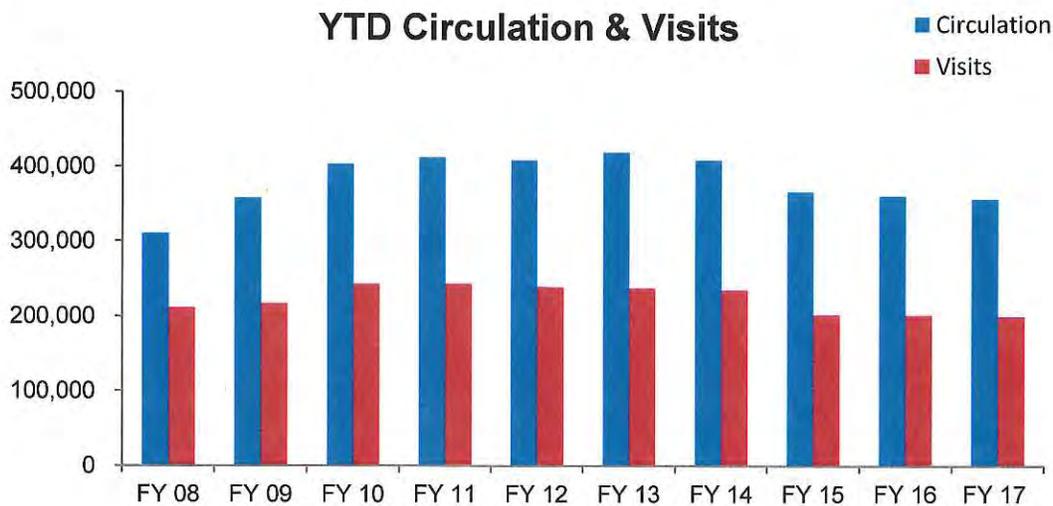
September Circulation



YTD Circulation



YTD Circulation & Visits



**Park Ridge Public Library
BORROWER POPULATION/LIBRARY CARD REGISTRATION
SEPTEMBER, 2016**

| | Cardholders 9/1/2016 | New Residents September | New Non- Residents September | Cardholders 9/30/2016 | Last Year 9/30/2015 |
|----------|-------------------------|----------------------------|------------------------------------|--------------------------|------------------------|
| Adult | 19,095 | 96 | (3) | 19,188 | 19,432 |
| Juvenile | 5,186 | 95 | (3) | 5,278 | 5,218 |
| TOTALS | 24,281 | 191 | (6) | 24,466 | 24,650 |

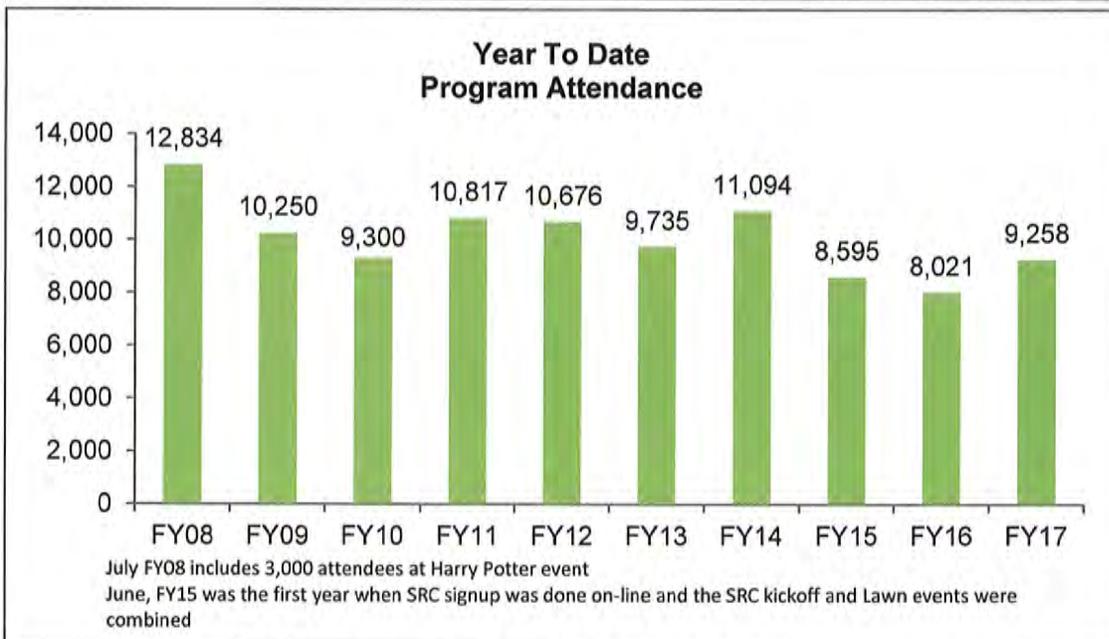
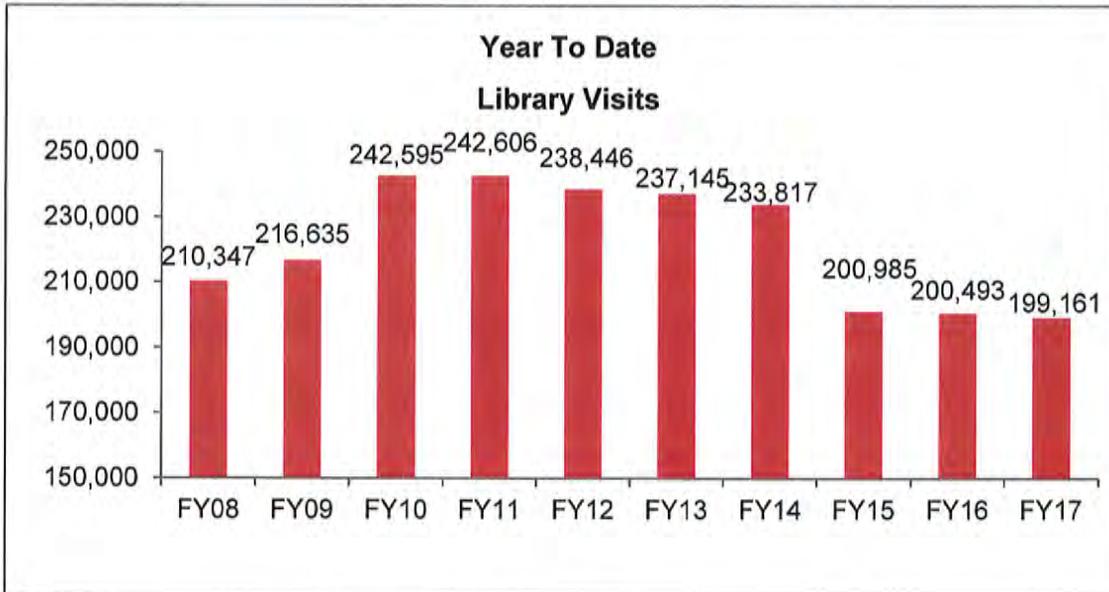
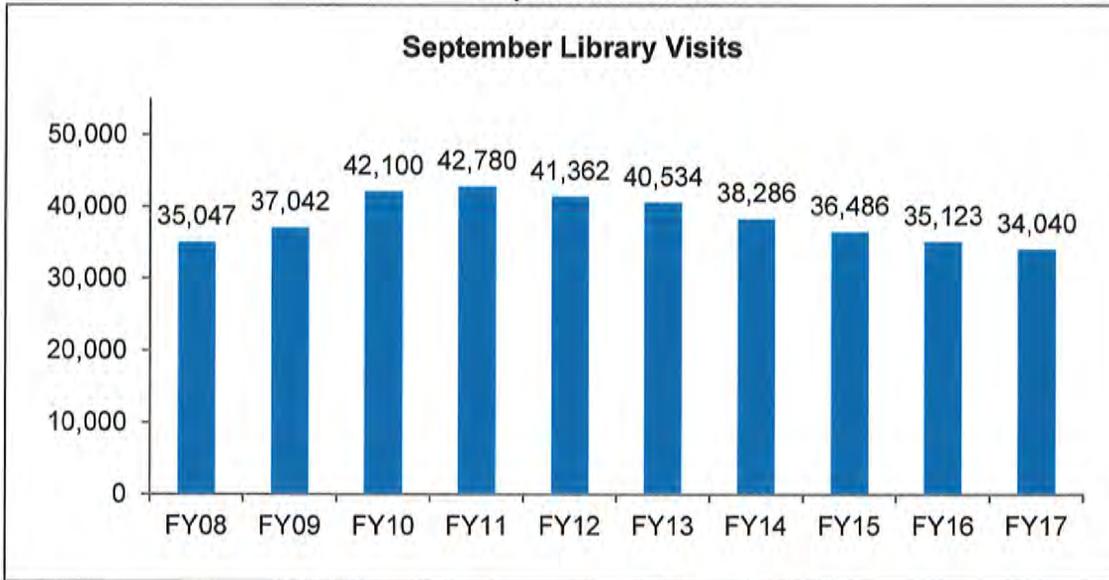
**TOTAL REGISTERED BORROWERS
AS PERCENTAGE OF POPULATION**

| | | |
|----------------|--------|-----|
| September 2016 | 24,466 | 65% |
| September 2015 | 24,650 | 66% |

Unique Borrowers - Cards used to check out physical items

| | |
|---------------------------------|--------|
| September, 2016 | 4,646 |
| September, 2015 | 4,853 |
| October, 2015 - September, 2016 | 12,757 |
| October, 2014 - September, 2015 | 13,121 |

**Park Ridge Public Library
September 2016**



**Park Ridge Public Library
Daily Statistics
September 2016**

| Date | Day | Library visits | Visits per hour | Library program attendance | Community program attendance |
|-----------|------------|-------------------|-----------------------|----------------------------------|------------------------------------|
| 9/1/2016 | Thursday | 1,362 | 114 | 17 | 16 |
| 9/2/2016 | Friday | 1,242 | 138 | 17 | |
| 9/3/2016 | Saturday | 1,131 | 141 | 0 | |
| 9/4/2016 | Sunday | Closed | - | 0 | |
| 9/5/2016 | Monday | Closed | - | 0 | |
| 9/6/2016 | Tuesday | 1,613 | 134 | 24 | |
| 9/7/2016 | Wednesday | 1,319 | 110 | 30 | |
| 9/8/2016 | Thursday | 1,323 | 110 | 80 | |
| 9/9/2016 | Friday | 1,170 | 130 | 104 | |
| 9/10/2016 | Saturday | 1,233 | 154 | 45 | |
| 9/11/2016 | Sunday | 794 | 159 | 0 | |
| 9/12/2016 | Monday | 1,267 | 106 | 79 | |
| 9/13/2016 | Tuesday | 1,397 | 116 | 225 | |
| 9/14/2016 | Wednesday | 1,279 | 107 | 83 | |
| 9/15/2016 | Thursday | 1,400 | 117 | 218 | |
| 9/16/2016 | Friday | 1,035 | 115 | 93 | |
| 9/17/2016 | Saturday | 1,251 | 156 | 2 | |
| 9/18/2016 | Sunday | 746 | 149 | 0 | 13 |
| 9/19/2016 | Monday | 1,231 | 103 | 115 | |
| 9/20/2016 | Tuesday | 1,455 | 121 | 157 | 11 |
| 9/21/2016 | Wednesday | 1,388 | 116 | 112 | |
| 9/22/2016 | Thursday | 1,354 | 113 | 191 | |
| 9/23/2016 | Friday | 1,139 | 127 | 109 | |
| 9/24/2016 | Saturday | 1,022 | 128 | 3 | |
| 9/25/2016 | Sunday | 571 | 114 | 0 | |
| 9/26/2016 | Monday | 1,317 | 110 | 95 | |
| 9/27/2016 | Tuesday | 1,313 | 109 | 139 | |
| 9/28/2016 | Wednesday | 1,253 | 104 | 156 | |
| 9/29/2016 | Thursday | 1,312 | 109 | 143 | 10 |
| 9/30/2016 | Friday | 1,123 | 125 | 61 | |
| | Totals | 34,040 | | 2,298 | 50 |
| | Last Year | 35,123 | | 2,377 | 132 |
| | YTD Totals | 199,161 | | 9,258 | 1,007 |
| | Last YTD | 200,493 | | 8,021 | 1,022 |

Busiest five days of month on a visits per hour basis

Park Ridge Public Library Schedule of Park Ridge Public Library Programs

September 2016

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|---|--|--|--|--|---|
| | | | | <p>1 10:00 AM-Media Lab Orientation 2:00 PM-Travel Film: Visions of Sicily</p> | <p>2 10:00 AM-Nonfiction Book Discussion: THE PRIZE by Dale Russakoff 4:00 PM-RESCHEDULED: Teen Podcast Club</p> | <p>3</p> |
| <p>4 All Day-Park Ridge LIBRARY CLOSED - HOLIDAY</p> | <p>5 All Day-Park Ridge LIBRARY CLOSED - HOLIDAY</p> | <p>6 1:00 PM-Media Lab Orientation 7:00 PM-Open Knitting & Crocheting Night</p> | <p>7 10:00 AM-All About iPad 4:15 PM-Pokemon Club Grades K - 6 6:30 PM-Teen Podcast Club</p> | <p>8 10:00 AM-Media Lab Orientation 10:00 AM-Thurs AM Book Discussion: BEST BOY by Eli Gottlieb 2:00 PM-Travel Film: Orlando, Myrtle Beach and Cape Cod 6:30 PM-*Heddal A Musical Conversation</p> | <p>9 9:30 AM-Power Employment Workshop 10:00 AM-STEAM Starts Ages 2 - 6 with adult 4:00 PM-STEAMagination Ages 6 - 12</p> | <p>10 9:00 AM-Drop-in Help Desk 10:00 AM-2nd Saturday Storytime All Ages</p> |
| <p>11 9:30 AM-Teddy Bear Time Ages 12 - 24 months with adult 1:30 PM-Storytime for All Ages 6:30 PM-Teen Movie Night: Allegiant 6:30 PM-Media Lab Orientation</p> | <p>12 9:15 AM-Baby Bounce; Storytime Just for Birth - 12 months with adult 10:15 AM-Storytime for 4s & 5s 11:00 AM-Teddy Bear Time Ages 12 - 24 months with adult 1:00 PM-Media Lab Orientation 1:00 PM-Feature Film: ME BEFORE YOU, PG-13, 110 min. **NOW AT 1:00** 4:00 PM-Teen Coloring Book Club 7:00 PM-Feature Film: ME BEFORE YOU, PG-13, 110 min. 7:00 PM-Board of Trustees Committee Meetings</p> | <p>13 9:30 AM-Storytime for 2s with adult 10:15 AM-Storytime for 3s with adult 4:00 PM-Teen Pizza & Pages: Middle School Edition 6:30 PM-Media Lab Orientation 7:00 PM-Evening Book Discussion: EVERYTHING I NEVER TOLD YOU by Celeste Ng</p> | <p>14 9:30 AM-Storytime for 2s with adult 10:15 AM-Storytime for 3s with adult 4:00 PM-Teen Pizza & Pages: Middle School Edition 6:30 PM-Media Lab Orientation 7:00 PM-Evening Book Discussion: EVERYTHING I NEVER TOLD YOU by Celeste Ng</p> | <p>15 9:00 AM-PR Genealogy Help @ the PR Library - DAR (21st Star Chapter of the D.A.R.) 9:30 AM-Storytime for 2s with adult 10:00 AM-Media Lab Orientation 10:15 AM-Storytime for 3s with adult 11:00 AM-Busy Bees Playgroup Ages Birth - 4 with adult 2:00 PM-Travel Film: Islands of the Indian Ocean 3:00 PM-Teen Cards for Hospitalized Kids 4:15 PM-Brickton Art Center Class Grades 2 - 6 7:00 PM-*Concert: Esther Chuang, Piano</p> | <p>16 10:00 AM-Friday Morning Coffee Club: A Few Great Bakeries 10:00 AM-STEAM Starts Ages 2 - 6 with adult</p> | <p>17 10:30 AM-Books and Bagels Grades 4 - 6</p> |

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|--|---|--|---|---|
| <p>18</p> <p>9:30 AM-Teddy Bear Time Ages 12 - 24 months with adult</p> <p>10:20 AM-Harmonious Horizons Family Music Class Ages 1 month - 5 years with adult</p> <p>11:00 AM-Harmonious Horizons Family Music Class Ages 1 month - 5 years with adult</p> <p>1:30 PM-Storytime for All Ages</p> <p>6:30 PM-Media Lab Orientation</p> | <p>19</p> <p>9:15 AM-Baby Bounce; Storytime Just for Birth - 12 months with adult</p> <p>10:00 AM-Lions Club Free Hearing Screening</p> <p>10:15 AM-Storytime for 4s & 5s</p> <p>11:00 AM-Teddy Bear Time Ages 12 - 24 months with adult</p> <p>1:00 PM-Media Lab Orientation</p> <p>2:00 PM-*Concert: The Chordmasters</p> <p>Barbershop Quartet</p> <p>7:00 PM-Converting Your Home Videos to Digital</p> <p>7:00 PM-Library Board of Trustees Meeting AT City Hall</p> <p>8:00 PM-Converting Your Home Videos to Digital</p> | <p>20</p> <p>9:30 AM-Storytime for 2s with adult</p> <p>10:00 AM-Archiving Your Photos, Slides and Negatives</p> <p>10:15 AM-Storytime for 3s with adult</p> <p>11:00 AM-Archiving Your Photos, Slides and Negatives</p> <p>1:30 PM-Officer Friendly Storytime All Ages</p> <p>2:00 PM-Microsoft Word Basics</p> <p>4:15 PM-Pokemon Club Grades K - 6</p> <p>6:30 PM-Media Lab Orientation</p> <p>7:00 PM-Intro to Library Apps and Downloadables</p> | <p>21</p> <p>9:30 AM-Meet with Rep from State Senator Murphy's Office</p> <p>9:30 AM-Storytime for 2s with adult</p> <p>10:00 AM-Media Lab Orientation</p> <p>10:15 AM-Storytime for 3s with adult</p> <p>11:00 AM-Busy Bees Playgroup Ages Birth - 4 with adult</p> <p>2:00 PM-Travel Film: Germany's Romantic Road/Music Lover's Europe</p> <p>4:00 PM-Thrilling Thursdays: Hooray for Elephant and Piggie! Grades K - 3</p> <p>7:00 PM-*Hands-On Workshop: Terrariums</p> | <p>22</p> <p>9:30 AM-STEAM Starts Ages 2 - 6 with adult</p> <p>10:30 AM-Low Vision Group Meeting</p> <p>4:00 PM-Craftermoons All Ages</p> | <p>23</p> <p>10:00 AM-Microsoft Excel Basics</p> | <p>24</p> <p>10:00 AM-Microsoft Excel Basics</p> |
| <p>25</p> <p>9:30 AM-Teddy Bear Time Ages 12 - 24 months with adult</p> <p>1:30 PM-Storytime for All Ages</p> <p>4:00 PM-Maker Mondays Grades 3 - 6</p> <p>6:30 PM-Media Lab Orientation</p> <p>7:00 PM-Cooking the Books: A Cookbook Book Club for Adults</p> | <p>26</p> <p>9:15 AM-Baby Bounce; Storytime Just for Birth - 12 months with adult</p> <p>10:15 AM-Storytime for 4s & 5s</p> <p>11:00 AM-Teddy Bear Time Ages 12 - 24 months with adult</p> <p>1:00 PM-Media Lab Orientation</p> <p>7:00 PM-*Park Ridge: Rediscovering a Major American Arts Colony</p> | <p>27</p> <p>9:30 AM-Storytime for 2s with adult</p> <p>10:15 AM-Storytime for 3s with adult</p> <p>2:00 PM-*Chair Yoga</p> <p>6:30 PM-Media Lab Orientation</p> <p>7:00 PM-Pajama Storytime All Ages</p> <p>7:30 PM-Teen Pizza & Pages: High School Edition</p> | <p>28</p> <p>9:30 AM-Meet with Rep from State Senator Murphy's Office</p> <p>9:30 AM-Storytime for 2s with adult</p> <p>10:00 AM-Media Lab Orientation</p> <p>10:15 AM-Storytime for 3s with adult</p> <p>11:00 AM-Busy Bees Playgroup Ages Birth - 4 with adult</p> <p>2:00 PM-Travel Film: Virginia</p> <p>7:00 PM-*Not-Your-Grandma's Poetry Show</p> | <p>29</p> <p>9:30 AM-Toddler Art 18 months - 3 years with adult</p> <p>10:30 AM-Toddler Art 18 months - 3 years with adult</p> | <p>30</p> <p>9:30 AM-Storytime for 2s with adult</p> | <p>31</p> <p>9:30 AM-Storytime for 2s with adult</p> |

| Title | Date | Primary Event Type | Attendance | CS | RS | YA | RS Comp | Ref Comp |
|--|-----------|-----------------------|------------|----|----|----|---------|----------|
| Travel Film: Visions of Sicily | 9/1/2016 | RS Travel Films | 17 | | 17 | | | |
| Nonfiction Book Discussion: THE PRIZE by Dale Russakoff | 9/2/2016 | RS Book Discussion | 12 | | 12 | | | |
| RESCHEDULED: Teen Podcast Club | 9/2/2016 | Young Adult Program | 5 | | | 5 | | |
| Open Knitting & Crocheting Night | 9/6/2016 | RS Adult Program | 24 | | 24 | | | |
| All About iPad | 9/7/2016 | Computer Class | 3 | | | | 3 | |
| Pokemon Club Grades K - 6 | 9/7/2016 | Children's Program | 27 | 27 | | | | |
| CANCELLED: Teen Podcast Club | 9/7/2016 | Young Adult Program | 0 | | | | | |
| Thurs AM Book Discussion: BEST BOY by Eli Gottlieb | 9/8/2016 | RS Book Discussion | 9 | | 9 | | | |
| Travel Film: Orlando, Myrtle Beach and Cape Cod | 9/8/2016 | RS Travel Films | 19 | | 19 | | | |
| *Hedda! A Musical Conversation | 9/8/2016 | RS Adult Program | 52 | | 52 | | | |
| Power Employment Workshop | 9/9/2016 | RS Adult Program | 11 | | 11 | | | |
| STEAM Starts Ages 2 - 6 with adult | 9/9/2016 | Children's Program | 57 | 57 | | | | |
| STEAMagination Ages 6 - 12 | 9/9/2016 | Children's Program | 36 | 36 | | | | |
| Drop-in Help Desk | 9/10/2016 | Computer Class | 5 | | | | 5 | |
| 2nd Saturday Storytime All Ages | 9/10/2016 | Children's Storytimes | 40 | 40 | | | | |
| Teddy Bear Time Ages 12 - 24 months | 9/12/2016 | Children's Program | 61 | 61 | | | | |
| Storytime for All Ages | 9/12/2016 | Children's Program | 18 | 18 | | | | |
| CANCELLED: Teen Movie Night: Allegiant | 9/12/2016 | Young Adult Program | 0 | | | | | |
| Baby Bounce; Storytime Just for Birth - 12 | 9/13/2016 | Children's Program | 36 | 36 | | | | |
| Storytime for 4s & 5s | 9/13/2016 | Children's Program | 16 | 16 | | | | |
| Teddy Bear Time Ages 12 - 24 months | 9/13/2016 | Children's Program | 53 | 53 | | | | |
| Feature Film: ME BEFORE YOU, | 9/13/2016 | RS Adult Program | 60 | | 60 | | | |
| Teen Coloring Book Club | 9/13/2016 | Young Adult Program | 3 | | | 3 | | |
| Feature Film: ME BEFORE YOU | 9/13/2016 | RS Adult Program | 57 | | 57 | | | |
| Storytime for 2s with adult | 9/14/2016 | Children's Storytimes | 48 | 48 | | | | |
| Storytime for 3s with adult | 9/14/2016 | Children's Program | 19 | 19 | | | | |
| Teen Pizza & Pages: Middle School Edition | 9/14/2016 | Young Adult Program | 8 | | | 8 | | |
| Evening Book Discussion: EVERYTHING I NEVER TOLD YOU by Celeste Ng | 9/14/2016 | RS Book Discussion | 8 | | 8 | | | |
| PR Genealogy Help @ the PR Library - DAR (21st Star Chapter of the D.A.R.) | 9/15/2016 | Other | 3 | | 3 | | | |
| Storytime for 2s with adult | 9/15/2016 | Children's Program | 30 | 30 | | | | |
| Storytime for 3s with adult | 9/15/2016 | Children's Program | 44 | 44 | | | | |
| Busy Bees Playgroup Ages Birth - 4 | 9/15/2016 | Children's Program | 52 | 52 | | | | |
| Travel Film: Islands of the Indian Ocean | 9/15/2016 | RS Travel Films | 15 | | 15 | | | |
| Teen Cards for Hospitalized Kids | 9/15/2016 | Young Adult Program | 6 | | | 6 | | |
| Brickton Art Center Class Grades 2 - 6 | 9/15/2016 | Children's Program | 15 | 15 | | | | |
| *Concert: Esther Chuang, Piano | 9/15/2016 | RS Adult Program | 53 | | 53 | | | |
| Friday Morning Coffee Club: A Few Great Bakeries | 9/16/2016 | RS Adult Program | 37 | | 37 | | | |
| STEAM Starts Ages 2 - 6 | 9/16/2016 | Children's Program | 56 | 56 | | | | |
| Books and Bagels Grades 4 - 6 | 9/17/2016 | Children's Program | 2 | 2 | | | | |
| Teddy Bear Time Ages 12 - 24 months with adult | 9/19/2016 | Children's Program | 47 | 47 | | | | |
| Harmonious Horizons Family Music Class | 9/19/2016 | Children's Program | 28 | 28 | | | | |
| Harmonious Horizons Family Music Class | 9/19/2016 | Children's Program | 24 | 24 | | | | |
| Storytime for All Ages | 9/19/2016 | Children's Program | 16 | 16 | | | | |
| Baby Bounce; Storytime Just for Birth - 12 | 9/20/2016 | Children's Program | 35 | 35 | | | | |
| Lions Club Free Hearing Screening | 9/20/2016 | RS Adult Program | | | | | | |
| Storytime for 4s & 5s | 9/20/2016 | Children's Program | 21 | 21 | | | | |
| Teddy Bear Time Ages 12 - 24 months | 9/20/2016 | Children's Program | 46 | 46 | | | | |
| *Concert: The Chordmasters Barbershop Quartet | 9/20/2016 | RS Adult Program | 55 | | 55 | | | |

| | | | | | | | | |
|---|-----------|-----------------------|----|----|----|--|---|---|
| CANCELLED: Converting Your Home Videos to Digital | 9/20/2016 | Computer Class | | | | | | |
| CANCELLED: Converting Your Home Videos to Digital | 9/20/2016 | Computer Class | | | | | | |
| Storytime for 2s with adult | 9/21/2016 | Children's Storytimes | 36 | 36 | | | | |
| Archiving Your Photos, Slides and Negatives | 9/21/2016 | Computer Class | 3 | | | | | 3 |
| Storytime for 3s with adult | 9/21/2016 | Children's Program | 18 | 18 | | | | |
| Archiving Your Photos, Slides and Negatives | 9/21/2016 | Computer Class | 3 | | | | | 3 |
| Officer Friendly Storytime All Ages | 9/21/2016 | Children's Program | 17 | 17 | | | | |
| Microsoft Word Basics | 9/21/2016 | Computer Class | 3 | | | | | |
| Pokemon Club Grades K - 6 | 9/21/2016 | Children's Program | 35 | 35 | | | | |
| Intro to Library Apps and Downloadables | 9/21/2016 | Computer Class | 3 | | | | | |
| Storytime for 2s with adult | 9/22/2016 | Children's Program | 27 | 27 | | | | |
| Thurs AM Bk Disc: BEST BOY by Eli Gottlieb | 9/22/2016 | RS Book Discussion | 19 | | 19 | | | |
| Storytime for 3s with adult | 9/22/2016 | Children's Program | 38 | 38 | | | | |
| Busy Bees Playgroup Ages Birth - 4 with adult | 9/22/2016 | Children's Program | 39 | 39 | | | | |
| Travel Film: Germany's Romantic Road/Music Lover's Europe | 9/22/2016 | RS Travel Films | 17 | | 17 | | | |
| Thrilling Thursdays: Hooray for Elephant and Piggie! Grades K - 3 | 9/22/2016 | Children's Program | 24 | 24 | | | | |
| *Hands-On Workshop: Terrariums | 9/22/2016 | RS Adult Program | 27 | | 27 | | | |
| STEAM Starts Ages 2 - 6 with adult | 9/23/2016 | Children's Program | 52 | 52 | | | | |
| Low Vision Group Meeting | 9/23/2016 | Low Vision Support | 9 | | 9 | | | |
| Crafternoons All Ages | 9/23/2016 | Children's Program | 48 | 48 | | | | |
| Microsoft Excel Basics | 9/24/2016 | Computer Class | 3 | | | | | 3 |
| Teddy Bear Time Ages 12 - 24 months | 9/26/2016 | Children's Program | 45 | 45 | | | | |
| Storytime for All Ages | 9/26/2016 | Children's Program | 27 | 27 | | | | |
| Maker Mondays Grades 3 - 6 | 9/26/2016 | Children's Program | 11 | 11 | | | | |
| Cooking the Books: A Cookbook Club for Adults | 9/26/2016 | RS Adult Program | 12 | | 12 | | | |
| Baby Bounce; Storytime Just for Birth - 12 | 9/27/2016 | Children's Program | 27 | 27 | | | | |
| Storytime for 4s & 5s | 9/27/2016 | Children's Program | 18 | 18 | | | | |
| Teddy Bear Time Ages 12 - 24 months with adult | 9/27/2016 | Children's Program | 40 | 40 | | | | |
| *Park Ridge: Rediscovering a Major American Arts Colony | 9/27/2016 | RS Adult Program | 49 | | 49 | | | |
| Converting Your Home Videos to Digital | 9/27/2016 | Computer Class | 3 | | | | | 3 |
| Converting Your Home Videos to Digital | 9/27/2016 | Computer Class | 2 | | | | | 2 |
| Storytime for 2s with adult | 9/28/2016 | Children's Storytimes | 52 | 52 | | | | |
| Storytime for 3s with adult | 9/28/2016 | Children's Program | 14 | 14 | | | | |
| *Chair Yoga | 9/28/2016 | RS Adult Program | 39 | | 39 | | | |
| Pajama Storytime All Ages | 9/28/2016 | Children's Program | 44 | 44 | | | | |
| Teen Pizza & Pages: High School Edition | 9/28/2016 | Young Adult Program | 7 | | | | 7 | |
| Meet with State Senator Murphy's Office | 9/29/2016 | Other | 4 | | 4 | | | |
| Storytime for 2s with adult | 9/29/2016 | Children's Program | 18 | 18 | | | | |
| Storytime for 3s with adult | 9/29/2016 | Children's Program | 53 | 53 | | | | |
| Busy Bees Playgroup Ages Birth - 4 with adult | 9/29/2016 | Children's Program | 37 | 37 | | | | |
| Travel Film: Virginia | 9/29/2016 | RS Travel Films | 16 | | 16 | | | |
| *Not-Your-Grandma's Poetry Show | 9/29/2016 | RS Adult Program | 15 | | 15 | | | |
| Toddler Art 18 months - 3 years with adult | 9/30/2016 | Children's Program | 26 | 26 | | | | |
| Toddler Art 18 months - 3 years with adult | 9/30/2016 | Children's Program | 35 | 35 | | | | |

2304 1608 639 29 19 3

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

| Virtual Visits | FY 17 | FY 16 | Incr/Decr | % Incr/Decr |
|------------------|---------------|----------------|-----------------|-------------|
| May | 22,823 | 20,982 | 1,841 | 9% |
| June | 22,108 | 24,086 | (1,978) | -8% |
| July | 12,889 | 23,983 | (11,094) | -46% |
| August | 21,324 | 24,087 | (2,763) | -11% |
| September | 17,532 | 24,002 | (6,470) | -27% |
| October | | 22,796 | | |
| November | | 22,470 | | |
| December | | 22,522 | | |
| January | | 25,392 | | |
| February | | 22,533 | | |
| March | | 25,426 | | |
| April | | 22,227 | | |
| YTD Total | 96,676 | 280,506 | (20,464) | |

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

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

Source: Google Analytics

| Computer Use Statistics | FY17 | FY 16 | Incr/Decr | %Incr/Decr | FY 17 Revenue | FY 16 Revenue | \$ Inc/Dec FY17 vs FY16 |
|-------------------------|---------------|---------------|--------------|------------|-----------------|----------------|-------------------------|
| May | 3,122 | 3,406 | (284) | -8% | \$ 163 | \$175 | -\$12 |
| June | 3,881 | 3,846 | 35 | 1% | \$ 214 | \$253 | -\$39 |
| July | 3,614 | 4,115 | (501) | -12% | \$ 248 | \$243 | \$5 |
| August | 4,260 | 3,955 | 305 | 8% | \$ 277 | \$244 | \$33 |
| September | 3,199 | 3,325 | (126) | -4% | \$ 173 | \$180 | -\$7 |
| October | | 3,434 | | | | \$254 | |
| November | | 3,188 | | | | \$205 | |
| December | | 3,434 | | | | \$123 | |
| January | | 3,038 | | | | \$198 | |
| February | | 3,193 | | | | \$257 | |
| March | | 3,562 | | | | \$268 | |
| April | | 3,245 | | | | \$234 | |
| YTD Total | 18,076 | 41,741 | (571) | | \$ 1,075 | \$2,634 | -\$20 |

| WiFi Sessions | FY17 | FY 16 | % Incr/Decr |
|------------------|---------------|---------------|-------------|
| May | 4,466 | 2,968 | 50% |
| June | 3,785 | 3,322 | 14% |
| July | 0 | 3,596 | -100% |
| August | 0 | 3,535 | -100% |
| September | 2,549 | 4,227 | -40% |
| October | | 4,868 | |
| November | | 4,836 | |
| December | | 5,101 | |
| January | | 4,323 | |
| February | | 3,826 | |
| March | | 4,387 | |
| April | | 4,001 | |
| YTD Total | 10,800 | 48,990 | |

Note: Data on Wifi sessions for Sept. 12 - 30, 2016

| Media Lab | To Date |
|--------------|---------|
| Orientations | 172 |
| Sessions | 340 |

| Business Use Fees | # of Users | |
|-------------------|-----------------|---|
| March | \$ 310 | 7 |
| April | \$ 360 | 6 |
| May | \$ 350 | 7 |
| June | \$ 330 | 7 |
| July | \$ 170 | 4 |
| August | \$ 220 | 5 |
| September | \$ 290 | 5 |
| YTD Total | \$ 2,030 | |

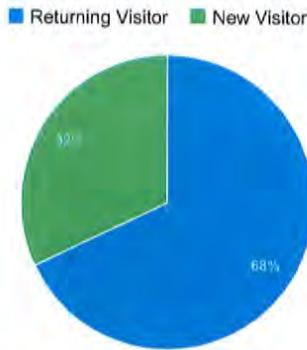
September

Sep 1, 2016 - Sep 30, 2016

All Users
100.00% Sessions

Total Visits
17,532
% of Total: 100.00% (17,532)

Total Visits



Unique Visitors
8,286
% of Total: 100.00% (8,286)

New Visits
5,612
% of Total: 100.00% (5,612)

Page Views Per Visit
1.80
Avg for View: 1.80 (0.00%)

Avg. Visit Duration
00:01:19
Avg for View: 00:01:19 (0.00%)

Pageviews by Page

| Page | Pageviews |
|----------------------------|-----------|
| / | 16,102 |
| /databases/ | 2,685 |
| /wireless/ | 1,181 |
| /ebooks-and-downloadables/ | 797 |
| /new-dvd-blu-ray/ | 527 |
| /research-learn/ | 459 |
| /kids_pages/kids_page.aspx | 456 |
| /read-listen-view/ | 399 |
| /employment/ | 373 |
| /mobile/ | 268 |

Visits by Browser

| Browser | Sessions |
|-------------------|----------|
| Chrome | 7,899 |
| Safari | 4,860 |
| Internet Explorer | 1,613 |
| Firefox | 1,495 |
| Edge | 695 |
| Safari (in-app) | 635 |

**Park Ridge Public Library
Outreach Statistics
September 2016**

Visits to Groups outside the Library

| | Groups | People Reached |
|----------------|---------------|-----------------------|
| September 2016 | 47 | 1,117 |
| September 2015 | 30 | 1,058 |
| YTD 2016/17 | 221 | 9,279 |
| YTD 2015/16 | 182 | 7,705 |

Loans of Materials

| Schools and Nursing homes | Loans | Number of Items sent |
|----------------------------------|-----------------------|-----------------------------|
| September 2016 | 28 | 563 |
| September 2015 | 21 | 400 |
| | | |
| Home Bound | Patrons Served | Number of Items sent |
| September 2016 | 13 | 58 |
| September 2015 | 16 | 72 |
| | | |
| Totals September 2016 | 41 | 621 |
| Totals September 2015 | 37 | 472 |
| | | |
| YTD 2016/17 | 170 | 2,163 |
| YTD 2015/16 | 163 | 2,333 |

**PARK RIDGE PUBLIC LIBRARY
LIBRARY DIRECTOR'S REPORT – OCTOBER 18, 2016**

PERSONNEL

1. **Appointments:** The following personnel have been appointed to positions as noted below:

Raj Rambhajan, Library Page, Reference Services, Part-Time, effective September 22

Lauren Kajiwara, Library Page, Children's Services, Part-Time, effective September 23

Christina Mikalopoulos, Library Page, Children's Services, Part-Time, effective September 28

2. **Departures:** The following personnel have left the Library as noted below:

None

3. **Changes in Status:** The following personnel have had changes to their position as noted below.

Anna Domusiewicz, **to** Library Assistant, Circulation, Part-Time, **from** Library Assistant, Circulation, Part-Time, Substitute, effective October 3

Jacqueline Schipp, **to** Library Assistant, Circulation, Part-Time, Substitute, **from** Library Page, Library Assistant, Circulation, Part-Time, effective September 24

4. **Volunteers:** The following personnel have been accepted as volunteer workers in the Library as noted below:

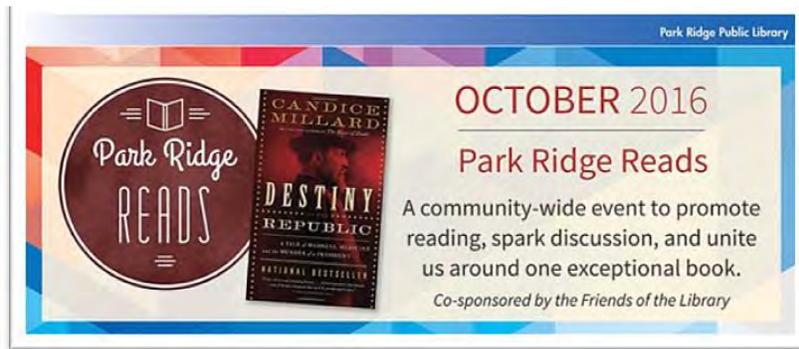
None



TO: Board of Trustees
FROM: Janet Van De Carr
DATE: October 13, 2016
SUBJECT: Library Director's Monthly Report

PARK RIDGE READS

Our *One Book, One Community* reading campaign is underway! Laura Scott (*Adult Services Manager*) will provide an overview at the Board meeting.



COMMUNITY PARTNERSHIPS

Lions Club

On September 20 the Library partnered with the Park Ridge Lions Club to once again have the Hearing Bus in the Library parking lot. Cathy Thompson (*Senior Adult Services*) reports that “It was a beautiful day outside and we had lots of patrons willing to wait their turn for a hearing screening. We received very positive responses from the participants and they thanked the Library and the Lions Club for the opportunity.” Forty-two screenings were conducted in the four hours that the bus was here.

This is an excellent example of a successful community partnership. As host of the Hearing Bus, the Library provided a valuable community service, made the Library a focal point in the community that afternoon, and helped raise awareness of the work of the Park Ridge Lion’s Club.

Park Ridge Civic Orchestra

The Library has partnered with the Park Ridge Civic Orchestra again this year to offer “Monster Bash” from 5:00 to 6:30 p.m. on Wednesday, October 26, prior to the Halloween concert at the Pickwick Theater. In conjunction with this, the Park District is also planning a costume parade that will step off at Hodges Park at 6:30 p.m. and travel to the Pickwick Theatre.

Kriser’s Natural Pet participated in our *Costumed Pet Parade* on October 8 and passed out goody bags for the pets. (see photos at the end of this report)

Wildwood Nature Center will be a participant in the Library’s *Thrilling Thursdays: Bug-Ology* program on October 13. They will bring live bugs to the Library for the kids to meet and interact with.

MAKER MOVEMENT

The national Maker Movement is growing and the Library is responding by offering new crafting programs for both kids and adults.

For Kids

Maker Mondays is an afterschool craft program for 3rd through 6th grade students, and *Crafternoons* is a drop-in program held for all ages on Friday afternoons.

For Adults

In September the Library hosted a “Make Your Own Terrarium” and once a month the Library is hosting “Open Knitting and Crocheting Nights” with the Windy Ridge Knitting Guild. Everyone is invited to bring their supplies and join the group for free knitting advice and lively conversation.

COMMUNITY ENGAGEMENT

Staff regularly “bring the Library and its services” to the residents of Park Ridge through visits to nursing homes and assisted living facilities. In September Cathy Thompson’s visits featured documentaries and singalongs for residents.

Contacts with students, parents and teachers within the community included *Meet the Teacher Night* at Maine East, *Library Card Sign-Up* at Maine East, the *Literary Lions Book Club* at Lincoln Middle School and *Roosevelt School’s Back to School Picnic*. Staff also visited every Kindergarten class in every Park Ridge school to promote the Reading Patch Club and Library Card Sign-Up. All of this was in addition to the monthly visit with students at Jefferson School and at Have Dreams.

Staff also visited Maine East to do presentations for the high school students that work in the preschool program, teaching them storytelling skills.



NATIONAL LIBRARY CARD SIGN-UP MONTH

Each year the Library participates in *Library Card Sign-Up*, the national campaign to increase awareness of libraries and encourage residents to sign up for library cards and to recognize the benefits of having a library card.

This year the Library held a weekly raffle for residents who obtained a library card. Anyone that registered for a library card received five raffle tickets and anyone that used their card to check out physical materials also received tickets. The Library collected 7,100 raffle tickets during the month and prizes were awarded weekly. The most popular prizes were gift cards to Starbucks. Patrons told us they enjoyed the raffle and it added something interesting to their visit to the Library.

Staff from Circulation Services spent three Saturday mornings at the Farmers’ Market, signing people up for library cards and even checking out a few items. Several cards were issued to new residents that hadn’t made it to the Library since moving to Park Ridge and were very pleased to be able to take care of this task while at the Farmers’ Market.

In addition to our traditional marketing tools, staff tried a Facebook ad for the first time. According to Facebook the ad reached 5,586 Facebook users in the 60068 zip code. The online article on “50 Ways to Use Your Library Card” had 153 page views with an average time of 1.19 minutes, indicating that viewers took the time to read the article.

Although the total number of new library cards issued in September was 13 less than last year, staff still believes this was a successful effort because it reminded numerous people of the value of having and using their library card.

LOW VISION SUPPORT

A program on September 23 featured Richard Regan, a representative from LS&S Catalog, featured items for the visually impaired and hard of hearing. He brought items for patrons to look at and several went home with purchases. Cathy Thompson reports that patrons appreciate the opportunity to try out these specialized devices that are generally only available through catalogs.

VOLUNTEERS

Volunteers are entering contact information from the raffle tickets collected during Library Card Sign Up Month to our email news subscriber list. Staff is recruiting volunteers to pass out surveys during the Library's next patron survey, scheduled for the week of November 7.

PROGRAMS AT THE LIBRARY

Programs help the Library fulfill its mission to support lifelong learning in our community. Popular programs for adults this month included a wide variety of topics including music, art and history. They included: *Hedda! A Musical Conversation*, Piano Concert with Esther Chuang, *Chordmasters Barbershop Quartet*, *Park Ridge: Rediscovering a Major American Arts Colony*, and *Chair Yoga*.

The theme of September's cook book club, *Cooking the Books* was Celebrity Chefs. There were a wide range of participants – from professional cooks to those who don't cook very often – and everyone expressed that they loved having a reason to make a new recipe. The Library provided a printed brochure with a bibliography of all of the cookbooks people chose.

A full line up of programs for children of all ages was offered during the month of September, a list of programs and attendance numbers are in the packet.

TECHNOLOGY

CVI installed a new door counter and it will be tested this month to see how the data it collects compares with the data from the old laser counter. On October 6 staff attended a training session to learn how to view and print reports with the new software.

Ten people completed media lab orientations and there were 18 lab appointments in September. The appointments (not including the orientations) totaled 32 hours in September.

All of the Library's online catalog stations/PCs were replaced with used, but much newer, equipment that CVI obtained for us from another client that was upgrading their PCs. Until the exact number and type of catalog stations needed for a Library renovation are known, this was a good, temporary, no-cost solution.

FACILITY

John Priala (*Facility Manager*) began working with our new cleaning service company on October 1 and is monitoring their work daily. In addition to daily cleaning, over the past two weekends they cleaned all of the carpets in the building.

The annual hydraulic pressure test was conducted on our elevator and it passed. The Park Ridge Fire Prevention Bureau inspector performed the annual fire inspection and found several emergency lights that needed new back-up batteries. John has already replaced them and the re-inspection will take place at the end of the month.

John and his assistant are systematically going through their work areas and all storage areas in the building, organizing and eliminating unused items.

STAFF

Claire Griebler (*Teen Services Librarian*) was selected to serve on the Illinois Library Association committee to develop the 2018 iRead Summer Reading Resource Guide.

Angela Berger (*Business Manager*) attended the Management Association Roundtable meeting for public libraries. These meetings provide information on changes in employment law, best practices, and lively discussions on HR-related topics.

Staff received training on Sexual Harassment in the Work Place, offered by the City. Anyone that was unable to attend on September 29 will be required to watch the video of the training session.

LIBRARY DIRECTOR

I attended weekly meetings with the Department Directors and the City Manager where we discuss City business and share information about our departments. The Acting City Manager is reviewing all of the capital budget items and will be preparing the information for the City Council to review.

I met several times with the staff from Studio GC, participated in training on how to run reports from our new door counter software, and met with staff at American Eagle about the development of an APP for the Library. I obtained quotes for the new fiber connection and met with vendors regarding updates to our print management software.

I also participated in the development of the RFP for a new integrated library system (online/catalog circulation system) for our consortium, CCS (Cooperative Computer Services), who published the RFP last week.

UPCOMING ISSUES

- City/Library Relationship – Intergovernmental Agreement
- FY18 Operating Budget

Costumed Pet Parade (held October 8)



Doggy Dinosaur



Blaze the Guinea Pig



Animals of all sizes participated.

REQUESTS FOR INFORMATION - STATUS REPORT 10/18/16

| DATE OF REQUEST | REQUESTOR | DESCRIPTION OF REQUEST | DATE DUE | DATE OF RESPONSE | STATUS OF REQUEST |
|------------------------|------------------|---|--------------------|-------------------------|--|
| | | | | | |
| | | | | | |
| 10/11/16 | Reardon | Analysis of cost per circulation of PRPL vs. comparable libraries with lower per circ. cost | 12/13/16 | | |
| 9/13/16 | Board | Prepare RFP for an Attorney to represent the Library | 10/11/16 | 10/11/16 | Draft completed |
| 9/13/16 | Foss-Eggemann | Action Plan for community engagement | 10/11/16 | 10/11/16 | Draft completed |
| 9/13/16 | Reardon | Create Board Calendar of topics that require Board action annually | 10/18/16 | 10/11/16 | Closed |
| 8/10/16 | Reardon | Financial Projections for Sept. Budget & Fin. COW | 9/13/16 9/20/16 | 9/20/16 | Presented 9/20/16 |
| 8/25/16 | Special COW | Historical Tax Rates | 9/13/16 | 9/8/16 | Closed |
| 7/19/16 | Reardon | Analysis of Personnel Expenses compared to comparable libraries in the area | 10/18/16 | 10/11/16 | Presented 10/11/16 |
| 7/19/16 | Trizna | Value and reasons for waived late fees – who has authority to waive fees | 8/16/16 | 8/11/16 | Closed |
| 7/19/16 | Board | Daily late fee reports vs cash receipts | 8/16/16 | 10/18/16 | Closed Shared report at Board October Board Meeting |
| 7/19/16 | Trizna | No. of unique business organization reps. using library monthly | 8/16/16 | 8/16/16 | Closed Now included in monthly Board Packet |

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
OCTOBER 11, 2016 AT 8:05 P.M. IN THE THIRD FLOOR MEETING ROOM

ROLL CALL:

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

TRUSTEES ABSENT: Charlene Foss-Eggemann, Judith Rayborn

OTHERS PRESENT: Janet Van De Carr, Library Director; Linda Egebrecht, Library Staff

Approval of Minutes

Mr. Trizna made a

MOTION: to approve the minutes for the Planning & Operations Committee meeting held September 13, 2016

Mr. Reardon SECONDED the motion.

MOTION PASSED UNANIMOUSLY

Board of Trustees Annual Calendar

The Committee reviewed the Board of Trustees annual calendar. Mr. Reardon noted action items related to Human Resources, such as “begin discussing director goals in January” so they are completed in a timely manner. Also begin to discuss salary plan earlier in the year. Mr. Reardon asked Mrs. Van De Carr to add these calendar items to the monthly agendas as needed.

Strategic Plan Revisions

The Committee reviewed the suggested revisions to the Strategic Plan as developed by staff. The Committee discussed the following:

- “Objective: Provide excellent customer service”, point: “Staff will review all policies, identify barriers to good customer service and suggest changes.” (page 2 of SP) – Mr. Trizna asked Mrs. Van De Carr to identify one barrier to good service. Mrs. Van De Carr noted that all library materials have renewal limits – staff would like to review these to see if the limits are really needed or provide the best service.
- “Objective: Develop a Community Engagement Plan” (page 3 of SP) – The Committee revised and updated terminology.
- “Objective: Strengthen existing community partnerships and develop new partnerships...” (page 4 of SP) – Mr. Trizna questioned how to quantify the benefits of partnerships; what do they yield; do they reduce expenses, increase revenue, or increase use. Mr. Lamb noted actions and measurements in the Plan. Mr. Dobrilovic asked what the Library hopes to get from partnerships, stating it is easier to visualize with schools but perhaps harder to visualize with some businesses. Mrs. Van De Carr replied that in addition to the schools, the Library has established long-term partnerships with businesses such as Whole Foods, who have conducted multiple, popular cooking programs for patrons, which draws more people into the Library. Other long-term, important partnerships are the businesses who give the Library coupons to use as incentives/prizes for children and adults for the summer and winter reading clubs and other special programs during the year. Patrons really like the coupons and the businesses get more patronage, which fosters good will with the community, the businesses, and the patrons. Develop/establish 2 or 3 long-term partnerships a year and 4 or 5 opportunistic relationships. Mr. Lamb stated he believes these get down to the fundamental goal of the Library, which is knowledge and education (for example, learning to cook).

The Committee discussed ways of measuring, how to measure effectiveness and benefits.

Mr. Dobrilovic suggested adding to an objective: “build and develop new programs”.

In regard to partnering with local schools, Mr. Trizna questioned what resources the Library has that schools don’t provide, particularly given the much smaller budget of the Library. Mrs. Van De Carr explained that school libraries close at 3:00 pm and are not that well-funded. Schools are not open on weekends. The Library is more of a supplemental service to schools, rather than being a support to schools or the school curriculum.

- “The Library continues to be an early adopter of...” (page 5 of SP) – Mr. Parisi stated he approves of the deletion of the wording “be an early adopter”.

In regard to metrics, Mr. Trizna stated the Library should have a way to identify unique users of the Library website and unique users of the Library. Mrs. Van De Carr replied that Google Analytics can identify new users by their IP address. Mr. Trizna questioned the value of door counts unless there is a way of swiping IDs when entering/using the Library to identify unique users, rather than repeat users. Mr. Reardon stated the Library gets better metrics for families using the Library and attending programs and added that requiring visitors/users to scan a card at the entrance would not be welcoming. Mr. Parisi asked Mrs. Van De Carr if any other public libraries require visitors to scan a card for entry, she replied none do so. Mrs. Van De Carr stated she will work on developing metrics for the Committee to review. Mr. Reardon stated it would be helpful to obtain metrics for online use and unique patrons attending programs.

Mr. Parisi made a

MOTION: to approve the Strategic Plan as revised

Mrs. Burkum SECONDED the motion.

Roll call vote: 6 Yay: Burkum, Dobrilovic, Egan, Lamb, Parisi, Reardon
1 Nay: Trizna
2 Absent: Foss-Eggemann, Rayborn

MOTION PASSED

Contract for Fiber Connection

The Committee reviewed the proposal for a 100Mbps Fiber Connection.

Mr. Egan made a

MOTION: to approve a three year contract with WOW Business (*Wide Open West*), 1674 Frontenac Road, Naperville, IL 60563, to provide a 100Mbps fiber connection for the Library at a cost of \$744.99 per month.

Mr. Reardon SECONDED the motion.

Voice vote. MOTION PASSED UNANIMOUSLY

Other None

Adjournment: 8:46 p.m.

Berardino Parisi, Chair



Strategic Plan 2015-2019

The Library works to provide a positive experience in every interaction with the community

Objective: Provide excellent customer service

Goal: 95% of Library users surveyed rate customer service as positive.

Actions:

- Library will provide customer service training annually to all staff.
- All staff will be knowledgeable on library services and collections to better serve library users at all points of contact.
- Staff will provide a comfortable, modern and welcoming environment.
- Staff will review all policies, identify barriers to good customer service and suggest changes.
- Library users will be surveyed two times per year regarding customer service.

The Library strives to reach out to members of our community so that they are well informed of the wide variety of Library services, programs, and materials

Objective: Develop a Community Engagement Plan.

Goal: Establish metrics and outcomes for evaluation, evaluate, assess and adjust.

Actions:

- Apply data on community demographics, current marketing methods and services to identified groups.
- Gather data on effectiveness of current marketing tools (Newsletter, Facebook, Twitter, email) identify and adopt new tools.
- Continue to evaluate effectiveness of Marketing Plan in engaging the community.

As a vital community institution dedicated to being an active part of a vibrant community life, the Library seeks ways to partner with organizations and businesses that share that goal

Objective: Strengthen existing community partnerships and develop new partnerships to contribute to the life of the community, further the mission of the Library, including the development of new programs, and reach more members of the community.

Goal: Increase partnerships that demonstrate a benefit to Library patrons by 10 per fiscal year

Actions:

- Partner with local businesses and organizations to offer six or more programs and displays per year that are relevant to the community.
- Contact five businesses a month and invite them to work with the Library to provide programs, offer reading incentives, sponsorships or other in-kind contributions.
- Partner with educators and administrators at local schools in order to provide students with the supplemental resources they need to support learning, including library materials, software and hardware, maximize and enhance the utilization of resources provided in the schools. Review progress twice per year.
- Send out monthly emails to all organizations to encourage them to use the Park Ridge Community Network, post information and create displays within the Library to promote their services and make more connections within the community.

The Library continues to adopt technology that fits within the Library's mission by anticipating trends and changes, providing ever evolving services and assisting community members in learning new technologies.

Objective: Use new and existing technologies to meet the needs of residents and continually improve the user experience both within the Library and virtually.

Goal: Identify existing and new statistics and develop metrics to measure use and growth. Report statistics monthly to the Board and provide comparison data annually.

Actions:

- Provide interactive, easily accessible learning opportunities so that residents are comfortable using Library resources and services including how to use digital resources, media lab and social media.
- Evaluate use of the new website and continually revise and improve it to meet users needs.
- Evaluate existing digital resources to determine if they meet the needs and expectations of users and make changes supported by available data.
- Evaluate current technology within the Library to determine if the amount and types of technology are adequate and appropriate to meet residents' needs.

The Library shall effectively use the funds from the referendum to enhance Library resources, facility, and programs to increase the relevancy and use of the Library.

Objective: The Library Board and staff will provide the facilities, collections and services that meet the community's expectations so that they will continue to use and support the Library.

Goal: Increase overall use of the Library by 2% annually.

Actions:

- Define metrics for measuring increased use.
- Solicit input from community members of all ages on their expectations for the facility, collections and services.
- Complete interior upgrades.
- Offer new programs and evaluate existing programs to assure that they remain relevant and meet community expectations
- Expand popular collections; add new collections and new formats to meet residents' requests and expectations.

The Library will secure its future by remaining relevant, ensuring adequate funding and enhancing public awareness

Objective: The Library is a highly respected and well used resource for the community.

Goal: The Library will inform the community on Library issues, finances, operations and challenges.

Actions:

- Maintain open communication with the community on Library business, Board decisions and Library finances by including information on the website six times per year and in each issue of the newsletter.
- Obtain alternate funding sources such as grants, sponsorships and gift giving within the community to supplement tax revenue and support special projects, and inform the community to promote awareness and expand opportunities.
- Trustees and Director will communicate with elected officials regarding the Library at least twice per year.

**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
OCTOBER 11, 2016 AT 8:47 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

TRUSTEES PRESENT: Robert Trizna, Chair Pro-tem; Karen Burkum, Stevan Dobrilovic, Joseph Egan, Patrick Lamb, Berardino Parisi, Michael Reardon, Robert Trizna

TRUSTEES ABSENT: Charlene Foss-Eggemann, Chair; Judith Rayborn

OTHERS PRESENT: Janet Van De Carr, Library Director; Linda Egebrecht, Library Staff

Approval of Minutes

Mr. Reardon made a

MOTION: to approve the minutes of the Communications & Development Committee meeting held September 13, 2016

Mr. Egan SECONDED the motion.

MOTION PASSED UNANIMOUSLY

Community Engagement Plan

The Committee decided to defer discussion of the Community Engagement Plan to November. The Marketing Plan is part of the Community Engagement Plan

Plan for Sponsorships/Donations

Mrs. Van De Carr stated she will keep this subject on the agenda for future discussion.

Other

None

Adjournment: 8:49 p.m.

Robert Trizna, Chair Pro-tem

**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
OCTOBER 11, 2016 AT 7:20 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

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

TRUSTEES ABSENT: Charlene Foss-Eggemann, Judith Rayborn

OTHERS PRESENT: Janet Van De Carr, Library Director; Linda Egebrecht, Library Staff

Approval of Minutes

Mr. Reardon questioned the wording in the second paragraph on page 4 of the 9/13/16 Building & Grounds meeting minutes. He asked that the paragraph beginning with, "Mr. Reardon reiterated..." be replaced by:

Mr. Reardon reiterated that the financial charts will be updated. He asked for consensus on including in the base case the cost of lighting, bathroom upgrades, and carpeting. The Trustees voiced their agreement.

Mr. Reardon made a

MOTION: to approve the minutes for the Buildings and Grounds Meeting held September 13, 2016 as amended

Mr. Egan SECONDED the motion.

MOTION PASSED UNANIMOUSLY

Capital Budget Plan

The Committee reviewed and discussed the October 5, 2016 memo from Mrs. Van De Carr regarding the capital plan. She explained that costs that are related to improvements are estimates only. For FY22, FY23, and FY24, she estimated a budget of \$100,000 annually for capital repairs as/if needed (for planning purposes only). This is an old building and so some work will probably be needed. For FY18, \$2,000,000 is estimated for Library improvements. Mr. Egan asked if the Library will have those funds by that time, to which Mrs. Van De Carr replied that we should.

The Committee reviewed the fund balance information. Mrs. Van De Carr stated this is a planning document and the Library doesn't have to spend all of the funds shown in the Capital Budget.

Mr. Egan made a

MOTION: to approve the proposed Capital Plan for FY18 through FY21 as presented

Mr. Reardon SECONDED the motion.

MOTION PASSED UNANIMOUSLY

Library Improvement Project Update: Studio GC

Mrs. Van De Carr gave an update to the Committee on the Library Improvement Project. The Library is currently in the design development phase, which includes interior design, furniture, options, finishes, costs, major dimensions, and details. Mrs. Van De Carr informed the

Committee that Studio GC is working to revise and update the shelving numbers and plans. The next set of plans and budget detail will be much more specific than what has been presented in the past.

Other The Committee discussed the advisory referendum language proposed by Mr. Trizna. Mr. Reardon asked the trustees if it is necessary to discuss whether the Library needs an advisory referendum. Because of efficiency gains projected through FY24 resulting from undertaking the Library Improvement Plan, there isn't a significant impact on funds available for operations whether or not the renovations are undertaken. Based on this conclusion, he asked if there is any need to do a referendum.

Mr. Trizna and Mr. Parisi expressed concern about the accuracy of long-range projections. Mrs. Van De Carr stated there would be efficiencies, as discussed, with an RFID (Radio Frequency Identification System). Mr. Trizna questioned how many people would use the self-checkouts based on current usage, unless the Library forces patrons to use the self-checkouts by reducing staff at the desk. Mr. Reardon noted that, as in private industry, you do the best you can to project numbers. Mr. Parisi stated that at this time this is the most accurate projection.

The Committee questioned projected employee health care benefits. Mrs. Van De Carr replied that the City forecasted a 3% increase and so in order to be more conservative she estimated a 5% increase. She added that the City joining the new insurance group has helped reduce costs.

Mr. Trizna reiterated his concerns about funding. Mr. Lamb noted changes in Library services and resources and changes in the ways people use libraries. He expressed concerns about the amount of time and energy that would be required to educate and inform the public about an advisory referendum.

Mrs. Burkum suggested the Library do a better job of communicating to the public what has been discussed regarding renovations; invite the public to attend Board and Committee meetings to express their opinions; put the plans on the Library website. Mrs. Van De Carr stated that as the plans are developed the Library will be able to give the public more specific information.

Mr. Parisi stated he has always viewed the renovations as evolutionary, not revolutionary. The improvements are needed to bring the Library up to today's standards while looking to the future. Mrs. Van De Carr stated that nothing is planned that would preclude changes in the future for repurposing various areas as needs, wants, and technology change.

The Committee discussed asking the public to attend meetings to give input, contribute ideas, and express opinions.

The consensus of the Committee is to publicize the Library Improvement plans, rather than have an advisory referendum.

Adjournment: 8:04 p.m.

Joseph Egan, Chair



Memorandum

Memo Date: October 5, 2016

From: Janet Van De Carr 

Meeting Type: Building & Grounds Committee COW (Committee of the Whole)

Meeting Date: October 11, 2016

Action Requested: For discussion and approval

Subject: Capital Plan

Background:

FY15/16

The Board approved moving the Window Repair Project to FY16/17 and completing the Lighting Project in FY15/16. Bids were obtained for new lighting in the Reference Services Area however this project was deferred until a decision was made on a more comprehensive improvement plan.

FY16/17

The third and final phase of the window repair project was completed.

The proposed future capital projects are based on the Capital Reserve Study completed in 2011 and the proposed Library Improvement Plan.

Recommendation:

The acting City Manager/Finance Director is preparing the Capital Plan for the City and has requested that we submit the Library's plan so that it can be incorporated into the overall plan that will be reviewed by the City Council at their COW meeting on October 24.

| 2017-18 | | |
|--------------|--------------------|---|
| | \$2,000,000 | Complete Library Improvement Plan as Designed by StudioGC in conjunction with Library staff and Board of Trustees |
| | \$50,000 | Replace two Return Air Fans |
| | \$100,000 | Funding for Technology Fund |
| | \$2,000 | Funding for Motor Replacement Fund |
| Total | \$2,152,000 | |

| 2018-19 | | |
|--------------|------------------|------------------------------------|
| | \$100,000 | Replace Condensing Units 2 & 3 |
| | \$120,000 | Upgrade electrical switch gear |
| | \$75,000 | Funding for Technology Fund |
| | \$2,000 | Funding for Motor Replacement Fund |
| Total | \$297,000 | |



Memorandum

| 2019-20 | | |
|---------|-----------|-----------------------------|
| | \$25,000 | Replace 6 reheat coils |
| | \$75,000 | Funding for Technology Fund |
| Total | \$100,000 | |

| 2020-21 | | |
|---------|-----------|---|
| | \$25,000 | Replace 6 reheat coils |
| | \$75,000 | Funding for Technology Replacement Fund |
| Total | \$100,000 | |

FY 2021-22, 2022-23, 2023-24

Projected budget of \$100,000 annually for capital repairs as/if needed – for planning purposes only.

By FY23 conduct an assessment of the Library’s HVAC system to determine future needs for repairs/replacement.

Requested motion:

To approve the proposed Capital Plan as presented for 2018 – 2021.

**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
OCTOBER 11, 2016 AT 7:03 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

TRUSTEES PRESENT: Michael Reardon, Treasurer, Chair; Robert Trizna, President; Berardino Parisi (7:06 pm), Vice-President; Karen Burkum, Stevan Dobrilovic, Joseph Egan (7:16 pm), Patrick Lamb

TRUSTEES ABSENT: Charlene Foss-Eggemann, Secretary, Judith Rayborn

OTHERS PRESENT: Janet Van De Carr, Library Director; Linda Egebrecht, Library Staff

Approval of Minutes

Mr. Trizna made a

MOTION: to approve the minutes for the Budget & Finance Committee Meeting held September 13, 2016

Mr. Lamb SECONDED the motion.

MOTION PASSED UNANIMOUSLY

Capital Budget

The Committee deferred discussion of the Capital Budget until the Building & Grounds Committee portion of this evening's Committee of the Whole meetings.

FY18 Operating Budget Goals

Mrs. Van De Carr reviewed the operating budget goals and asked if any of the Trustees had any suggestions for specific goals. She explained that the cost for RFID (Radio Frequency Identification System) tagging would go into operating budget. She also explained that she will work with staff in the coming weeks to develop the budget. Reallocation of space will mostly take place in FY17/18.

Mr. Trizna asked that the Board receive all quantitative analyses of savings if RFID is implemented. Mr. Reardon asked for information related to efficiencies due to reconfiguration of building and other efficiencies.

Levy Resolution

Mrs. Van De Carr explained that the Levy has to be submitted by the City in December. Mrs. Van De Carr explained how the levy amount is calculated. This year's levy resolution total is \$4,742,950.00, which is approximately \$150,000 less than last year due to the reduction in the Equalized Assessed Valuations (EAV).

Mrs. Van De Carr explained that 0.368% is the rate approved by voters in the November, 2014 referendum. The Board could ask the City to approve more but 0.368% is the binding referendum amount. Mrs. Van De Carr stated this lower tax levy should not have a significant effect on operations.

Mr. Lamb made a

MOTION: to approve *Resolution 2016-1, a Resolution to Adopt the 2016 Library Tax Levy of the Park Ridge Public Library*, for a total of \$4,742,950.00

Mrs. Burkum SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

Other Mrs. Van De Carr stated she had received a bill from Ancel Glink for the opinion requested of Adam Simon and asked the Committee if they approve making payment. The Committee agreed that Mr. Simon did the work so therefore the bill should be paid.

Adjournment: 7:19 p.m.

Michael Reardon, Chair

DRAFT

**CITY OF PARK RIDGE
PARK RIDGE PUBLIC LIBRARY**

RESOLUTION 2016-1

**A RESOLUTION TO ADOPT THE 2016 LIBRARY TAX LEVY
OF THE PARK RIDGE PUBLIC LIBRARY**

WHEREAS, the Park Ridge Public Library (“Library”) is a municipal library organized and operating under the Illinois Local Library Act, 75 ILCS 5/1-1, et seq., and all laws supplemental thereto; and

WHEREAS, the Library’s taxes shall be levied by the City Council in the amounts determined by the Library Board and collected in like manner with other general taxes of the City, and the proceeds shall be deposited in a special fund, which shall be known as the Library Fund, expenditures from which shall be under the direction of the Board of Library Trustees, 75 ILCS 5/3-5; and

WHEREAS, pursuant to Section 3-3 of the Local Library Act, 75 ILCS 5/3-3, and the general election law, at the 2014 General Election the City submitted a proposition of the electors of the City to determine whether the library tax for maintenance and operation of the Library shall be increased to 0.368% for the next four levy years; and

WHEREAS, the proposition was approved by the electors of the City; and

WHEREAS, the Board of Library Trustees hereby desires to exercise the authority granted by the electors to increase its tax levy for maintenance and operation of the Library; and

WHEREAS, the Board of Library Trustees intends to budget and levy in accordance with the Local Library Act; and

WHEREAS, the Board of Library Trustees finds the levy set forth herein to be in the best interests of the City and patrons of the Park Ridge Public Library and is not inconsistent with the results of the referendum described above.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Park Ridge Public Library, as follows:

1. **Recitals**. The Board finds the foregoing recitals to be true and complete and hereby adopts and incorporates them as though fully recited herein.

2. **Tax Levy**. The Board of Library Trustees does hereby find and declare the amount of money which, in its judgment, will be necessary to levy for Library purposes in the next annual tax levy ordinance of the City to be not less than Four Million Seven Hundred Forty Two Thousand Nine Hundred Fifty and No/100 Dollars (\$4,742,950.00). The Board of Library Trustees finds this levy to represent the Library Board's best estimate of the 2016 tax levy approved by the electors at the 2014 General Election.

3. **Miscellaneous**. All prior resolutions and motions in conflict with this resolution are hereby repealed to the extent of the conflict. In the event all or any part of any provision of this resolution, or any application hereof, is adjudged to be invalid or unenforceable, it is the Board of Library Trustees' intent that such finding not to affect the implementation and enforcement of the remaining provisions and all other applications hereof to the fullest extent permitted by law, and that this resolution would have been adopted without the offending provision. This Resolution shall become effective from and after its passage.

SO RESOLVED this _____ Day of _____, 2016.

AYES:

NAYS:

ABSENT:

APPROVED:

ATTEST:

President, Board of Library Trustees

Secretary, Board of Library Trustees

State of Illinois)
) SS
County of Cook)

CERTIFICATE

I, Charlene Foss-Eggemann, do hereby certify that I am the duly qualified Secretary of the Board of Library Trustees of Park Ridge Public Library, Cook County, Illinois, and as such am the keeper of the records and files of the Board of Library Trustees of the said Library.

I do further certify that attached hereto is a full, true and complete copy of a certain resolution passed, approved and adopted by the Board of Library Trustees on this 18th day of October, 2016, captioned:

**A RESOLUTION TO ADOPT THE 2016 LIBRARY TAX LEVY
OF THE PARK RIDGE PUBLIC LIBRARY**

I do further certify that the deliberations of the members of said Board of Library Trustees of Park Ridge Public Library on the adoption of said ordinance were taken openly; that said meeting was held at a specified time and place convenient to the public, that the vote on the adoption of said ordinance was taken openly; that notice of said meeting was duly given to all newspapers, radio or television stations and other news media requesting such notice; and that said meeting was called and held in strict accordance with the provisions of the Open Meeting Act, as amended, and that said Board of Library Trustees has complied with all of the applicable provisions of said Act and its procedural rules in the adoption of said ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Park Ridge Public Library this 18th day of the month of October in the year 2016.

Secretary, Board of Library Trustees
Park Ridge Public Library
Cook County, State of Illinois

**MINUTES
OF THE REGULAR MEETING OF
THE PERSONNEL COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
OCTOBER 11, 2016 AT 8:50 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

TRUSTEES PRESENT: Michael Reardon, Chair Pro-tem; Karen Burkum, Stevan Dobrilovic, Joseph Egan, Patrick Lamb, Berardino Parisi, Robert Trizna

TRUSTEES ABSENT: Judith Rayborn, Chair; Charlene Foss-Eggemann

OTHERS PRESENT: Janet Van De Carr, Library Director; Linda Egebrecht, Library Staff

Approval of Minutes

Mr. Parisi made a

MOTION: to approve the minutes for the Personnel Committee Meeting held September 13, 2016

Mr. Lamb SECONDED the motion.

MOTION PASSED UNANIMOUSLY

Library Director Goals

The Committee discussed the compiled Director's goals for FY17. It was agreed that the version of Goal #1 should be the one that only includes the planning portion of the Library Improvement Plan because construction is not going to occur until after this fiscal year is over.

In regard to Goal #2, Mr. Trizna questioned the effectiveness of surveys in determining the quality of customer service and stated his opinion that complaints are more effective in improving customer service. Mr. Parisi stated that you shouldn't discount survey results, adding he believes one can effectively query people in this way. The Committee discussed the effectiveness of surveys.

Mr. Reardon noted weighted percentages of each goal.

The consensus of the Committee is to accept the goals as written – including the version of Goal #1 that only addresses the planning portion of the Library Improvement Plan.

Comparison of Employee Costs/Operating Budget

Mrs. Van De Carr reviewed the analysis in her October 6 memo regarding the comparison of employee costs and the operating budget. She identified six communities that were similar to Park Ridge in demographics. She noted that libraries might define elements of "other expenses" in different ways; some might include capital items, others not. These differing definitions can result in significant variation in personnel costs as a percentage of the total budget. Mrs. Van De Carr noted that there are some things district libraries pay for that a city Library doesn't (e.g., snow removal).

Mr. Reardon stated he was looking at staff costs on a per capita basis as identified by Studio GC but included libraries that weren't demographically similar to Park Ridge. What drives personnel costs in a Library is circulation, programming and general customer service. All of these factors aren't included in this analysis. Mr. Reardon stated that he had calculated staff cost per circulation and concluded that Park Ridge Public Library is

right in the middle of the seven libraries included in this analysis. Ela had the lowest cost per item circulated at \$5.51 per item circulated and Glenview had the highest at a cost of \$14 per item circulated. Park Ridge Public Library's cost per circulation at \$6.93 places the Park Ridge Public Library in the middle of the group of peer libraries. Mr. Reardon concluded that, therefore, Ela and Crystal Lake are doing something more efficiently than the Park Ridge Library. Ela has RFID and materials handling and Crystal Lake doesn't. He asked that Mrs. Van De Carr contact Crystal Lake to do some benchmarking to discover possible explanations. Mr. Reardon stated he found the analysis Mrs. Van De Carr provided to be very helpful and asked that she forward to him an electronic version of the analysis.

In response to Mr. Reardon's earlier request for an update on efficiencies realized to support the one-time adjustment for staff salaries, Mrs. Van De Carr confirmed that cost savings of \$21,000 have been realized and the cost of the one-time adjustment for high performing, underpaid staff is \$13,000.

Adjournment: 9:14 p.m.

Michael Reardon, Chair Pro-tem

DRAFT

**MINUTES
OF THE MEETING OF
THE ATTORNEY SELECTION COMMITTEE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
OCTOBER 11, 2016 AT 9:15 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

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

TRUSTEES ABSENT: Charlene Foss-Eggemann, Judith Rayborn

OTHERS PRESENT: Janet Van De Carr, Library Director; Linda Egebrecht, Library Staff

RFQ for Selection of Attorney Services

Mrs. Van De Carr informed the Committee that she had spoken with Adam Simon of Ancel Glink and he presented two options for the Board to consider. If the Library Board is still interested in working with Ancel Glink another attorney can be assigned to the account. As an alternative, Mr. Simon stated he can also meet with the Library Board to discuss the situation.

The Committee discussed an RFQ. Mr. Reardon stated he feels the most important qualifications were those of the lead attorney and suggested a different point value for evaluation criteria.

Mr. Lamb stated his belief that requiring five references may limit the pool and suggested changing the RFQ to require two references.

Mr. Dobrilovic asked if the trustees would consider using another attorney at Ancel Glink rather than going through the RFQ process.

Mr. Lamb stated he would vote for looking for a different law firm.

Mr. Trizna stated he believes it would not be different with another attorney at Ancel Glink.

Mrs. Van De Carr stated she will revise the RFQ for the Board to review at the October 18 Board meeting.

Adjournment: 9:35 p.m.

Robert Trizna, Chair

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Ave.
PARK RIDGE, IL 60068
847/ 825-3123
www.parkridgelibrary.org

LEGAL NOTICE

PARK RIDGE PUBLIC LIBRARY, IL REQUEST FOR QUALIFICATIONS ATTORNEY SERVICES PRPL FY-17-03

CHANGES IN RED/BOLD

The Park Ridge Public Library will accept sealed qualifications to provide Attorney Services, all in accordance with the documents: Attorney Services, **PRPL FY-17-03**. Request for Qualifications documents may be obtained at the Park Ridge Public Library, Business Office, 2nd Floor, 20 S. Prospect Ave., Park Ridge, Illinois or online at the Library web site, www.parkridgelibrary.org. A deposit for the documents is not required.

Qualifications will be accepted at the Business Office, 2nd Floor, 20 S. Prospect Ave., Park Ridge, Illinois, 60068, until 10:00 AM on Date to be determined. Qualifications must be submitted in a sealed envelope and marked in the lower left corner as "Attorney Services **PRPL FY-17-03**". Qualifications transmitted by facsimile (fax) will not be accepted.

All general questions regarding this Legal Notice and all detailed questions concerning the actual qualifications document shall be directed to Janet Van De Carr, Library Director, in writing or e-mail to librarydirector@prpl.org no less than five (5) business days prior to the scheduled opening date.

The Park Ridge Public Library reserves the right to reject any and all qualifications.

| DATE | EVENT |
|-------------|---|
| | Legal Notice Advertisement Placed |
| 5:00pm CST | Questions Due to Library Director E-mail: librarydirector@prpl.org |
| 5:00pm CST | Final Questions/Answers Addendum Published |
| 10:00am CST | Submittals Due to Business Office |

1.00 SCOPE OF SERVICES

1.01 OBJECTIVE

The Park Ridge Public Library ("Library") is seeking the services of an attorney or attorneys to fulfill the duties and responsibilities described in this Request for Qualifications (RFQ) for the Library Attorney position. The Library is inviting individual attorneys, or firms, to respond to this RFQ for the purpose of providing the Library with the needed legal services listed in the request.

1.02 BACKGROUND

The Library, incorporated in 1913, is a Municipal Library serving the City of Park Ridge. The Library Attorney is one of two positions appointed directly by the Library Board (Library Director is the other).

1.03 GENERAL LEGAL COUNSEL DUTIES

The Library Attorney is the chief legal officer of the Library and is responsible to the Library Board for the proper administration and coordination of all Library legal affairs. The Library Attorney represents the Library at the direction of the Library Director.

The Library Attorney duties and responsibilities currently include:

- Preparing and/or reviewing all Library policies, resolutions, contracts, and other legal documents;
- Attending Library Board meetings, Committee of the Whole meetings and special meetings as requested;
- Conducting legal research and rendering opinions on a variety of Library issues, including the following areas:

CORE

- a. policies and resolutions
- b. legal aspects of managing Library functions
- c. bid documents
- d. contracts for services
- e. employment matters
- f. compliance with open meetings and all applicable laws
- g. inter-governmental agreements

ANCILLARY

- a. public finance
 - b. litigation
 - c. ethics and conflict of interest matters
 - d. defense of tax appeals of real property;
- Providing legal advice to Library Trustees and the Director

1.04 MINIMUM QUALIFICATIONS

The candidate(s) must have the following education and experience:

- a) Graduation from a recognized school of law.
- b) Admission to the bar of the State of Illinois and the United States District Court for the Northern District of Illinois.

1.05 SUBMITTAL FORMAT

Qualified attorneys interested in performing the work described in this RFQ are asked to provide the following information presented in a clear, comprehensive, and concise manner, illustrating the attorney's capabilities and legal expertise:

- 1) Cover Letter – Provide an introductory letter, with content at discretion of submitter, that is signed by an authorized representative of the firm;
- 2) General Firm Qualifications – Provide a statement that portrays the attorney firm's qualifications in relation to the Scope of Services. The response should include the following:
 - a) A summary of the attorney firm's general qualifications including specific disciplines represented that are applicable to the proposed work, number of employees, office locations, etc.;
 - b) An outline of the two lead attorney 's ability to carry out the scope and the extent of the work required, especially that of the lead attorney;**
 - c) A description of the attorney firm's capability to perform legal services promptly and in a manner that permits the Library Board and staff to meet established deadlines and to operate in an effective and efficient manner, including that of the lead attorney committed for the term of the agreement;
 - d) List of **two (2)** municipal or public library references, including contact information;
 - e) Name of your professional liability insurance carrier and workers' compensation carrier and the limits of the insurance.
- 3) Lead Attorney Qualifications
 - a) Bar Admission and Background;
 - b) Experience;
 - c) Accessibility and Back-up (if unavailable).
- 4) Hourly Billable Rate of the attorneys and the firm by level; also include rate card for staff time by the hour, including rates for expenses such as travel; a description of the billing and fee reporting system.**
- 5) Any exceptions taken to this RFQ shall be clearly identified.

The qualifications submittal should contain ten (10) printed versions and one (1) PDF version (on CD or flash drive). **Limit the qualifications submittal to five (5) pages.**

1.06 EVALUATION CRITERIA

The following scorecard will be used as part of the selection process:

| <u>CRITERIA</u> | <u>POINTS</u> |
|------------------------------|---------------|
| General Firm Qualifications | 30 |
| Lead Attorney Qualifications | 40 |
| Hourly Billable Rate | 30 |
| | <hr/> |
| | 100 |

1.07 REQUEST FOR MORE INFORMATION

It is the intent of the Library to make selections from the submitted qualifications. More information may be requested to fully and accurately evaluate the qualifications.

Through scorecard evaluation and Library Board approval, selected firms will be invited to move on to the final phase of the selection process where interviews will be held that are conducted at an evening public meeting. No firm will be ceded any advantage in the final phase. Written information may be requested to be submitted in advance of the actual interview.

1.08 CONTRACT FORM AND TERM

Upon selection by the Library Board, the successful respondent shall be required to provide a draft engagement letter that describes the firm's understanding of the scope of services to be performed along with the cost as agreed. The engagement letter will be reviewed and approved by the Library.

1.09 CONSIDERATION OF SUBMITTALS

This RFQ is not intended to be an offer, order, or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Library by issuance of this RFQ.

The Library reserves the right to disregard any informality in the submittals, to waive technicalities, or to reject any and all submittals when, in the opinion of the Library Board, the best interest of the Library will be served by such action.

END OF SCOPE OF SERVICES