

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, March 21, 2017 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 February 21, 2017  
 Approval of Minutes of the Special Board Meeting of March 1, 2017

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

5. Secretary's Report

A. Communications

B. **MOTION** for the board to adjourn to Closed Session at the conclusion of regular business, pursuant to 5 ILCS 120/2(c)(21), for discussion of minutes of the meeting of December 13, 2016 and January 23, 2017, lawfully closed under the Act, whether for purposes of approval and/or review of those minutes under 5 ILCS 120/2.06. The Board shall return to open session for to report on the determinations made in Closed Session.

6. Treasurer's Report

\*A. a. Approval of Bills Payable-Warrant Register for  
 Period 10, February 16, 2017

	Library Fund Warrants	\$ 98,778.07
	Payroll	\$ 84,985.29
	Grant Fund	\$ 0.00
	Technology Replacement Fund	\$ 4,270.00
	North Suburban Digital Consortium	\$ 2,333.83
	Library Restricted Fund	<u>\$ 0.00</u>
	Total	\$ 190,367.19

b. Approval of Bills Payable-Warrant Register for  
 Period 10, February 28, 2017

	Library Fund Warrants	\$ 41,520.01
	Payroll	\$ 84,501.48
	Grant Fund	\$ 0.00
	Technology Replacement Fund	\$ 1,612.00
	North Suburban Digital Consortium	\$ 0.00
	Library Restricted Fund	<u>\$ 487.90</u>
	Total	\$ 128,121.39

\*B. Per Capita Grant Report for February 2017

\*C. Technology Replacement Fund Summary Report for February 2017

\*D. Library Gift Fund Report for February 2017

a. Approval for payment from the Restricted Fund, \$383.26

\*E. Year to Date Budget Report for February 2017

\*F. Fines & Fees Revenue History

7. Library Director's Report

A. Statistical Reports – Monthly Statistics for February 2017

B. Narrative

8. Committee Reports

A. Planning & Operations

a. Motion to approve #11 of *Policy IA1: Purchasing*, as revised

B. Communications & Development

a. Motion to award the 2017 Library Award to Mr. Harry Krampitz

C. Building & Grounds

a. Motion to approve #8 of *Policy IA1: Purchasing*, as revised

D. Budget & Finance

E. Attorney Selection Special Committee

a. Motion to hire Robbins Schwartz, 55 W. Monroe, Suite 800, Chicago, IL 60603 as the Park Ridge Public Library's attorneys

F. Personnel

9. Friends of the Library Report

10. Unfinished Business

11. New Business

12. Adjournment



**MINUTES  
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE PARK RIDGE PUBLIC LIBRARY HELD  
IN THE CITY HALL COUNCIL CHAMBERS, 505 BUTLER PLACE, PARK RIDGE, IL  
TUESDAY, FEBRUARY 21, 2017 AT 7:00 P.M.**

**CALL TO ORDER**

Mr. Trizna called the meeting to order at 7:06 p.m.

**ROLL CALL**

**TRUSTEES PRESENT:** Robert Trizna, President (*present at 7:06 p.m., left at 7:27 p.m.*); Berardino Parisi, Vice-President (*chaired the meeting beginning at 7:27 p.m.*); Charlene Foss-Eggemann, Secretary; Michael Reardon, Treasurer; Karen Burkum, Patrick Lamb (*7:22 p.m.*)

**TRUSTEES ABSENT:** Stevan Dobrilovic, Joseph Egan, Judith Rayborn

**OTHERS PRESENT:** Janet Van De Carr, Library Director; Jodi Bemis Whitney, Angela Berger, Anastasia Daskalos, Gretchen Kottkamp, Peggy Maiken, Parry Rigney, Laura Scott, Library Staff; Anne Lunde, Park Ridge Journal; Joshua Kiem, Park Ridge resident

**CONSENT AGENDA**

Mr. Reardon MOVED to approve the Consent Agenda.

Mrs. Burkum SECONDED the motion

Roll call vote

MOTION CARRIED UNANIMOUSLY

**COMMENTS FROM THE GENERAL PUBLIC**

Mr. Trizna solicited questions from the general public on non-agenda items. There were no comments.

**SECRETARY'S REPORT**

Mrs. Foss-Eggemann stated that she sent draft minutes to the Board of the closed session from Tuesday, December 13, 2016 and from the closed session from the Personnel Committee that took place Monday, January 23, 2017. She stated that the Board needs to approve those minutes at a closed session. Mr. Trizna suggested that it be deferred for another month considering the number of trustees absent this evening.

**TREASURER'S REPORT**

Mr. Reardon stated all items are covered under the Consent Agenda and he has nothing to add.

The Year-to-Date Budget Report in the packet indicates that as of January 31, 2017 with 75% of FY16/17 completed, the Library has expended 52% of the operating budget and 61% of the total budget.

Acknowledged in the packet were generous gifts to the Library Restricted Fund by: Mr. Lyons, the Park Ridge Youth Commission, and Mr. & Mrs. Westhoff; and generous gifts to the Library Endowment Fund by: Mrs. & Mrs. Ferschl, and Ms. Newman.

## **LIBRARY DIRECTOR'S REPORT**

Mrs. Van De Carr stated that the trustees have at their seats new statistics sheets, pages 51, 52, and 57. She explained that pages 51-52 are the door counts not initially included in the packet because she wanted Ms. Berger and Ms. Daskalos to review the information again. She added that also at their seat is page 57 that includes all the statistics about virtual visits and computer use. Mrs. Van De Carr explained that the page regarding virtual visits/computer use/Wi-Fi sessions/Media Lab statistics from last month's packet was inadvertently placed in this month's, and so the new page 57 reflects usage data through January 31. Mrs. Van De Carr solicited questions on the reports.

In regard to the statistics of visits to the website, Mrs. Van De Carr reported that American Eagle has pulled in one of their search engine optimization experts to take a look at the reports and the coding to determine why the Library is seeing such a difference in the statistics since the new Library website was launched and she hopes to have some concrete answers before the March Board meeting.

Mr. Parisi explained that he spoke with American Eagle and one of their experts in the area of search engine optimization has looked at this issue and he agrees that something has changed but he will require additional hours to determine the root cause; they suggest something is changed but they don't know exactly what that is at this time.

In response to Mr. Trizna's inquiry about the decline in Wi-Fi use and whether this could be related, Mrs. Van De Carr stated that Wi-Fi statistics are counted separately from visits to the website so it shouldn't be related.

Mrs. Van De Carr announced that there are new statistics regarding "media lab orientations and usage" reported on page 58 of the packet, and on page 62 is information on community partnerships that took place in January. This relates to the discussion at the February Committee meetings regarding the various community partnerships in which the Library is involved. She added that, starting this month, any activity in the previous month will appear in the packet via this report.

Mr. Trizna stated that it appears Media Lab orientations and usage is down compared to last year. Mrs. Van De Carr agreed, adding that staff continues to advertise the media lab. New equipment has been added to the Media Lab during the year, but it is possible that the holidays had an impact on people coming in.

Mrs. Van De Carr solicited questions on the statistics, there were none.

Mrs. Van De Carr announced that for the first time the Library will be expanding its "*Book March Madness*" program to include teens and adults. *Book March Madness* has been a very popular program for 4<sup>th</sup> and 5<sup>th</sup> graders for many years; the next issue of the Library newsletter has further information about this new program.

Mrs. Van De Carr reminded the Board to submit any nominations for the Annual Library Award soon since the deadline for submissions is March 1.

Mrs. Van De Carr stated that at the committee meetings last month there was discussion about new technologies. She stated that included in her report beginning on page 69 of the packet are new technologies she saw on display at the recent ALA (American Library Association) conference. Some examples are "pick-up lockers" for patrons to retrieve borrowed items after-hours, machines to dispense materials such as books and DVDs, laptop/iPad loan units, and one example shows how some libraries are using small trailers when they cannot afford to build a brick and mortar facility. She explained that these machines need to be in a location protected from the weather.

In regard to page 72A, Mr. Reardon asked that for the last item, the follow-up action to this item was to be a visit to Crystal Lake Library to see if they are doing anything revolutionary and for Mrs. Van De Carr to create an action plan from that. Mrs. Van De Carr replied that she did report back to the Board that she

had visited Crystal Lake Library and they weren't doing anything particularly revolutionary. She explained that the "Cost Per Circulation" is based on the Library's total operating budget divided by the number of materials that are circulated, and a number of other factors like cost of upkeep on their building and staffing levels, etc. so it isn't an apples-to-apples comparison.

Mr. Reardon stated that at the January Board meeting there was to be an RFID (Radio Frequency Identification System) project presentation to the Board and asked what the status is. He added that he still doesn't understand what the process is and why the Library still needs barcodes, as is stated on page 3 of the January Board minutes. Mrs. Van De Carr explained that barcodes are still used on each circulating item to give it a unique identifiable number, but that barcode isn't needed to borrow the items with an RFID system instead there is a radio frequency identification tag in each item. Items are checked out based on the RFID signal. Mr. Reardon said he thinks it's twice the work since the RFID tag can have a serial number and he asked that the RFID presentation be added to this chart (on page 72A) and noted a number of items he would like addressed. Mrs. Van De Carr stated the actual costs will be unavailable until she has information from the vendors, and asked Mr. Reardon if it would be ok for her to give him this information when she gives her full presentation to the Board in April, presenting the proposals received for the RFP (Request for Proposal) for an RFID and automated materials handling system. Mr. Reardon stated he would prefer she give her presentation in March, without the financial data.

Mr. Reardon stated that the trustees discussed the purchasing services and Mrs. Van De Carr stated she was going to contact libraries who have used the purchasing services and wondered if this should be on the list. Mrs. Van De Carr stated she intends to speak on this subject later this evening when the Board discusses the joint purchasing. Mr. Reardon replied that would be fine.

## **COMMITTEE REPORTS**

### **Communications & Development:**

Mrs. Foss-Eggemann reported that the Committee discussed possibly seeking sponsorships or donations for some of the line items that will be included in the Library renovation plan; many of these items are "nice-to-haves" as opposed to "must-haves" and they lend themselves to community support, and these would be acknowledged with name plaques, etc. She noted that Mrs. Van De Carr had highlighted eight to ten items that could possibly fall under this kind of sponsorships. One suggestion was to have an event sometime in the summer for possible donors and Mrs. Van De Carr will prepare a more detailed list of possible donation opportunities and present them to the Committee as soon as pricing is available.

The Committee discussed marketing to non-Park Ridge library card holder households in Park Ridge. Staff came up with approximately seven action items to possibly interest this specific demographic. The Library's marketing coordinator will be working on this.

Mrs. Foss-Eggemann reported that staff responded to patrons comments on the survey and noted that specific comments received responses from Library staff in regard to their specific concerns. Due to "survey exhaustion", the Committee agreed that the next Library survey in May, 2017, will only have a single question. Mrs. Van De Carr stated she has decided to also place a "comment" solicitation on the survey.

*Since Mr. Lamb has arrived for this evening's meeting and since there will still be a quorum present, Mr. Trizna stated that at this time (7:27 p.m.) he will be departing (due to illness) and Mr. Parisi, Vice-President of the Library Board, will Chair the remainder of the meeting.*

### **Library Resources:**

Mr. Lamb reported that the Committee discussed a new policy allowing the distribution/circulation of non-traditional equipment, which he found very interesting. Some items suggested are green screens, LCD projectors, Go Pro cameras, art kits, knitting and crochet tools, etc. for use by patrons aged 18 and older. The Committee discussed the matter of wait times, appropriate late fees to assure timely returns, as well

as adjusting the loan periods. Mrs. Van De Carr stated she wishes to remove the Wi-Fi hotspots from the list while staff continues to review pricing from various providers.

Mr. Lamb made a

MOTION: to amend Policy ID2A: Loans of Books and Other Materials – Circulating Equipment/Schedule of Fees, and remove the Wi-Fi Hotspots, and approve the remaining changes to the loan periods, reserve status, and fees as revised

Mrs. Foss-Eggemann SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY

*Josh Kiem, Park Ridge resident* suggested language in item #6 was unclear and suggested language be added to specify the components as well, such as, “and/or any component of the equipment”. There was a great deal of discussion about the wording of item #6 and specifying the loss of items such as components. Mr. Lamb read into the record wording for item #6 in Policy 1D2A. After discussion and reading of the revised point #6, Mrs. Burkum suggested that the third bullet point becomes redundant after the changes to the language in points #1 and #2, therefore that point should be removed. After further discussion, Mr. Lamb read into the record the wording of point #6.

6. Lost materials:

- *If the item **and/or any component thereof** is lost **or not returned**, the retail price of the item **and/or any component thereof** plus a \$5.00 processing fee will be charged. The \$5.00 processing fee is not refunded if the **item(s) and/or such component is/are** returned.*
- *If the **item(s) is/are** returned within 1 month after a charge for the lost item(s) **or any component thereof** has been paid, the Library may, at its discretion, accept the item and refund a portion of the amount previously paid. The refund will be the cost of the item paid for, minus the nonrefundable processing fee and any late fees that had accrued at the time of payment, and will be issued in the form of a check mailed to the address designated by the patron, within 14 days.*
- *Replacement costs will be determined by the Library Director.*

Mr. Lamb made a

MOTION: to approve the language changes to Policy ID2A: Loans of Books and Other Materials – Circulating Equipment/Schedule of Fees, as discussed.

Mrs. Foss-Eggemann SECONDED the motion.

Roll call vote.

MOTION PASSED UNANIMOUSLY

There being no further discussion from the general public,

On behalf of the Committee, Mr. Lamb made a

MOTION: to approve Policy ID2A: Loans of Books and Other Materials – Circulating Equipment/Schedule of Fees, as modified.

Roll call vote.

MOTION PASSED UNANIMOUSLY

### **Building & Grounds:**

Mr. Parisi stated that since Mr. Egan isn't here this evening he will report on what transpired in the Committee meeting, as noted on page 77 of the packet. The Committee voted on a motion to approve the resolution for the Library to join two joint purchasing programs. Mr. Parisi reported that the Committee had a spirited conversation regarding the procurement of the furniture and related items for the Library renovation and again after a good conversation and debate the motion was passed approving the resolution(s) for the joint purchasing programs. Mrs. Van De Carr explained that the motion on the agenda is a place holder so that the Board can vote on it this evening.

Mr. Reardon stated he would like to comment prior to a motion being put forth. Mr. Reardon stated he has concerns with passing this motion this evening. He explained that he feels the Board won't be serving its fiduciary responsibility if the Library doesn't get multiple quotes on furniture. He added that per his notes from the December, 2016 Committee meeting, when he asked Mr. McCarthy of Studio GC how the Library is going to control furniture costs, Mr. McCarthy stated that Studio GC would spec two different dealers for each piece of furniture that the Board was to consider/wanted. Mr. Reardon added that in addition, last week at the Committee meeting Ms. Catania of Studio GC said that this would be impossible, and so Mr. Reardon doesn't understand what changed between December and now and stated he is concerned that it would be an abrogation of the Board's fiduciary duty if, somehow, multiple prices on furniture are not obtained and he proposed the Board not vote on this motion tonight until they can meet with Mr. McCarthy and find out why in December was he intending to get bids and in February the Board was given differing information.

Mr. Lamb stated while he doesn't disagree with Mr. Reardon on the principle of the matter, but he doesn't think Ms. Catania said the Board can't get multiple quotes, but rather she suggested using the consortium for getting best prices as opposed to quotes from individual vendors directly. He added he agrees with Mr. Reardon that the Board has a duty to try and get the best possible value for what we do when purchasing for the Library, but he doesn't remember it being framed that way. He added that the Board doesn't want to slow down the process.

There was considerable discussion among Mr. Lamb, Mr. Reardon and the other trustees regarding this issue. Mrs. Van De Carr clarified the difference between "bids" and "quotes" and the bid process versus the joint purchasing process. She added that the Library can't obtain the "better"/more inclusive pricing from multiple vendors if the Library isn't a member of the joint purchasing consortiums, which is what the approval of these resolutions is for.

In Committee, the trustees asked what the timeline is for obtaining furniture and shelving and Ms. Catania replied it is twelve weeks for shelving after the order is placed.

Mr. Lamb asked Mrs. Van De Carr how not joining the consortiums delays the project. Mrs. Van De Carr replied that it would depend on when the Board meets with Mr. McCarthy and when it takes action on approving joining the consortiums. Mr. Parisi stated his concern that this conversation took place at the Committee meetings and is taking place this evening and there are clear gaps in the trustees' knowledge, and so he thinks the Board should meet with Mr. McCarthy. Mrs. Van De Carr stated that the Building & Grounds Committee can schedule a special meeting and then have a Special Board meeting directly after the Committee meeting to take action if that is warranted.

Mr. Lamb asked Mrs. Van De Carr what the protocol is for scheduling a special meeting, to which she replied the Library has to give 48 hours' notice and a motion subject is placed on the agenda for the meeting as was done for tonight because the law doesn't allow introduction of a motion and a vote on it in the same meeting. She added that trustees can attend remotely as long as there is a quorum present in person. Mrs. Van De Carr asked the trustees to agree on a date for a meeting. Mrs. Foss-Eggemann suggested Mrs. Van De Carr poll the trustees via email and then contact Mr. McCarthy for when he can meet. Mrs. Van De Carr asked if the dates should fall in the next week and following week, to which the trustees said that would be correct. Mrs. Van De Carr stated she would send an email tomorrow morning

to poll the trustees to single out a date for a special Building & Grounds Committee meeting and a Special Board meeting immediately following it on the same day.

**Budget & Finance Committee:**

Mr. Reardon stated that in the Committee of the Whole meeting, the only topic of conversation was the salary plan review. Mr. Reardon stated that the trustees are committed to ensuring that raises happen on time, which has been his main concern since he was appointed to this Board. Mr. Reardon stated that the Committee had the initial discussion last week and there is some information that Mrs. Van De Carr was asked to provide to the Committee and that meeting will take place in March during the scheduled COW (Committee of the Whole) meetings.

**Special Committee to Select an Attorney:**

Mrs. Van De Carr reported that she was instructed by the Committee to contact the attorneys and see if they would be available to meet with the Committee on the next Committee meeting night which is March 14. She added that the attorneys have confirmed that they will be available. Therefore, this interview will be first on the agenda and will take place at 7:00 p.m. at the Library.

Mrs. Van De Carr added that Mr. Dobrilovic emailed some questions to her that he needed answered. Mrs. Van De Carr asked the other trustees to email their questions to her prior to March 14 so that they can be compiled in one document prior to the meeting.

**FRIENDS OF THE LIBRARY**

No report.

**UNFINISHED BUSINESS**

No discussion.

**NEW BUSINESS**

Mrs. Foss-Eggemann stated that occasionally there have been comments in the surveys where people ask the Library to bring back the plastic bags. Mrs. Foss-Eggemann stated she had many plastic bags and reusable totes and asked Mrs. Van De Carr if the Library would be interested in soliciting used reusable totes from the public for use by Circulation when patrons need bags to hold the items they are borrowing. Mrs. Foss-Eggemann stated she had spoken to Mrs. Bartucci of Go Green who thought this would be a good idea, and wondered aloud if this would be appropriate. Mrs. Van De Carr replied that she and staff have discussed recycling plastic grocery store bags and have ruled that out for several reasons, namely that some received are torn, or can be sticky and the Library staff don't have time to check each bag people bring in and clean them, sort them, etc. She added that as far as other types of bags, like the cloth bags, if people want to bring those in that's possible. Mrs. Van De Carr added that the Library was approached by a marketing company who was selling ads on bags to be distributed in town; they have provided the Library with 500 bags. Staff has made them available on rainy days. Mrs. Van De Carr informed the Board that the Library has recyclable bags and cloth Friends of the Library bags for sale at the Circulation desk, for which the Library makes a few pennies profit. Mrs. Foss-Eggemann asked Mrs. Van De Carr to contact the Go Green people to discuss a joint project.

Mr. Parisi stated he heard some discussion about a parking feasibility or usability study done that may affect the Library. Mrs. Van De Carr replied that the City is conducting a parking study right now and all citizens are welcome to take participate in this study. She stated she isn't sure when the report will be ready. Mr. Parisi just wondered if she had heard any update, to which she replied that no, she has not yet received one.

Mr. Parisi asked for an update on the matter of “conducting business in the Library. This was another subject that had spirited conversation months ago and he is wondering if there’s been any feedback as of late. Mrs. Van De Carr replied that patrons who have paid to meet in the Library seem to be mostly tutors. She directed the Board to the new report which was at their seats this evening – page 57, the chart in the lower right-hand corner shows the number of people each month using the Library to conduct business and then the left-hand column shows how much has been collected in fees. She added that there were several comments from patrons in the Library’s last survey, but for the most part there is a small group of people who regularly use the Library to conduct business.

Mr. Parisi stated there had been a concern about staff having to police the areas and he is curious seven to nine months out, what the staff’s observations may be. Mrs. Van De Carr replied that staff have to monitor everyone’s activity while they’re in the Library and then if they do see someone that they believe is tutoring or conducting business they approach them and make them aware of our policy. We have had some people who have refused to move to the Business area and staff try not to create a scene. Mrs. Van De Carr added that for the most part people are cooperative, although we continue to have new people who aren’t aware of the policy.

Mrs. Van De Carr asked Ms. Kottkamp, Reference Services Manager, to report on her observations. Ms. Kottkamp stated that staff have developed a system; they watch and see if somebody appears to be meeting; staff don’t want to listen in on conversations and also try to be respectful, but sometimes people ask us leading questions, particularly if they’re looking for study room. Ms. Kottkamp stated the use of the Library by tutors and other business people has declined significantly and it’s usually one of the five “regulars” that use the Library. Occasionally someone new will come in for a business meeting and once they are told that they have to pay a fee they usually just go across the street or find another place to meet; many leave and don’t return. Ms. Rigney, Children’s Services Manager, also spoke to the Board about her observations, stating that by now most people know; having to approach people is awkward and it’s often really hard to know what’s going on with any given group of people sitting together at a table; it doesn’t happen very often anymore and staff are doing their best to be respectful with enforcing the policy. Mr. Parisi thanked them for speaking.

#### **ADJOURNMENT**

Mr. Reardon MOVED to adjourn the Board meeting.

Mr. Parisi SECONDED the motion.

Voice vote

**MOTION CARRIED UNANIMOUSLY.**

The meeting adjourned at 8:41 p.m.

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Charlene Foss-Eggemann, Secretary

**MINUTES  
OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES  
OF THE PARK RIDGE PUBLIC LIBRARY HELD AT 7:00 P.M. ON  
THURSDAY, MARCH 1, 2017 IN THE THIRD FLOOR MEETING ROOM OF THE LIBRARY**

**CALL TO ORDER**

Mr. Trizna called the meeting to order at 8:15 p.m.

**ROLL CALL**

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

**TRUSTEES ABSENT:** Berardino Parisi, Vice-President; Patrick Lamb, Judith Rayborn

**OTHERS PRESENT:** Janet Van De Carr, Library Director

**Comments from the General Public (Non-Agenda Items)**

Mr. Trizna asked if there were any questions from the public. There were none.

**Discussion of Joint Purchasing Programs**

This meeting was called to vote on the motion to join the joint purchasing programs.

On behalf of the Committee, Mr. Trizna made a

**MOTION:** to approve joining the National Joint Powers Alliance (NJPA) and The Interlocal Purchasing System (TIPS) joint purchasing programs

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

MOTION PASSED

**ADJOURNMENT**

Mr. Reardon MOVED to adjourn the Board meeting.

Mr. Egan SECONDED the motion.

Voice vote.

MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 8:19 p.m.

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Charlene Foss-Eggemann, Secretary

02/16/2017 10:14  
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CITY OF PARK RIDGE  
LIBRARY'S 02/16/17 - PAID WARRANT REPORT

P 1  
appdwarr

WARRANT: L021617

TO FISCAL 2017/10 05/01/2016 TO 04/30/2017

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
6095 ABC COMMERCIAL										
	86715	02/02/17	142757		190375	P	02/16/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	1,890.00
	INVOICE: 20170105									
VENDOR TOTALS			19,510.00	YTD INVOICED				22,660.00	YTD PAID	1,890.00
1119 ACE PARK RIDGE INC										
	86762	02/03/17	142804		190376	P	02/16/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	33.93
	INVOICE: 157877									
	86763	02/03/17	142805		190376	P	02/16/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	6.67
	INVOICE: 157790									
VENDOR TOTALS			6,366.48	YTD INVOICED				6,823.22	YTD PAID	40.60
48 AEC ONE STOP GROUP INC										
	86837	01/05/17	142883		190377	P	02/16/17	2015017 954004	LIB RSRCS-RECORDING	-26.99
	INVOICE: PLS07117501									
	86838	02/02/17	142884		190377	P	02/16/17	2015017 954004	LIB RSRCS-RECORDING	74.96
	INVOICE: PLS08070498									
VENDOR TOTALS			3,361.41	YTD INVOICED				3,626.59	YTD PAID	47.97
5354 AMAZON COM CREDIT SERVICES										
	86717	02/02/17	142759		190378	P	02/16/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	9.18
	INVOICE: 199046019431									
	86718	02/02/17	142760		190378	P	02/16/17	2015017 954010	LIB RSRCS-CD ROM	92.72
	INVOICE: 056146726312									
	86719	02/02/17	142761		190378	P	02/16/17	2015017 954001	LIB RSRCS--ADULT BOOKS	24.88
	INVOICE: 001653967193									
	86720	02/02/17	142762		190379	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	149.68
	INVOICE: 301969012107									
	86721	02/02/17	142763		190378	P	02/16/17	2015017 954001	LIB RSRCS--ADULT BOOKS	16.74
	INVOICE: 033024606758									
	86722	02/02/17	142764		190379	P	02/16/17	2015014 954001	LIB RSRCS--ADULT BOOKS	97.62
	INVOICE: 136316554981									
	86723	02/02/17	142765		190378	P	02/16/17	2015014 954001	LIB RSRCS--ADULT BOOKS	14.99
	INVOICE: 074761490426									
	86724	02/02/17	142766		190378	P	02/16/17	2015014 954001	LIB RSRCS--ADULT BOOKS	14.95
	INVOICE: 136315185519									
	86764	02/03/17	142806		190378	P	02/16/17	2015014 954001	LIB RSRCS--ADULT BOOKS	13.40
	INVOICE: 161339924995									
	86765	02/03/17	142807		190378	P	02/16/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	28.98
	INVOICE: 068894460130									
	86766	02/03/17	142808		190378	P	02/16/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	15.59
	INVOICE: 035650756029									
	86767	02/03/17	142809		190378	P	02/16/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	19.97
	INVOICE: 127035951724									
	86839	02/04/17	142885		190378	P	02/16/17	2015017 954013	LIB RSRCS-YA GAMES	50.49
	INVOICE: 058773962514									
	86840	02/03/17	142886		190378	P	02/16/17	2015017 954013	LIB RSRCS-YA GAMES	18.99
	INVOICE: 058774739076									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	86841	02/03/17	142887		190378	P	02/16/17	2015017 954013	LIB RSRCS-YA GAMES	58.49
	INVOICE:	255419550075								
	86842	01/26/17	142888		190378	P	02/16/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.23
	INVOICE:	233722200305								
	86843	01/26/17	142889		190378	P	02/16/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.23
	INVOICE:	280251048081								
	86844	02/03/17	142890		190378	P	02/16/17	2015014 954001	LIB RSRCS--ADULT BOOKS	11.99
	INVOICE:	128678539321								
	86845	02/02/17	142891		190378	P	02/16/17	2015014 954001	LIB RSRCS--ADULT BOOKS	80.28
	INVOICE:	128679396304								
	86846	02/02/17	142892		190378	P	02/16/17	2015014 954001	LIB RSRCS--ADULT BOOKS	33.55
	INVOICE:	128672246395								
	86847	02/01/17	142893		190378	P	02/16/17	2015014 954001	LIB RSRCS--ADULT BOOKS	19.18
	INVOICE:	218321601461								
	86848	02/03/17	142894		190378	P	02/16/17	2015017 954001	LIB RSRCS--ADULT BOOKS	24.90
	INVOICE:	169171755998								
	VENDOR TOTALS		16,901.99	YTD INVOICED				19,003.67	YTD PAID	819.03
800 AMERICAN EAGLE COM										
	86725	02/02/17	142767		190380	P	02/16/17	2015011 931700	LIB DATA PROC SV	250.00
	INVOICE:	242253								
	VENDOR TOTALS		8,050.00	YTD INVOICED				19,025.00	YTD PAID	250.00
2979 AMERICAN FIRST AID SERVICES INC										
	86726	02/02/17	142768		190381	P	02/16/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	92.50
	INVOICE:	46286								
	VENDOR TOTALS		636.60	YTD INVOICED				636.60	YTD PAID	92.50
4193 ATOMATIC MECHANICAL SERVICES INC										
	86727	02/02/17	142769		190382	P	02/16/17	2015012 932105	BLDG MNT CNTR-HVAC EQUIP	3,644.00
	INVOICE:	SRV1614380								
	86768	02/03/17	142810		190382	P	02/16/17	2015012 932105	BLDG MNT CNTR-HVAC EQUIP	1,447.50
	INVOICE:	MA36182								
	VENDOR TOTALS		14,553.54	YTD INVOICED				15,663.54	YTD PAID	5,091.50
101020 BAKER AND TAYLOR BOOKS										
	86757	02/03/17	142799		190383	P	02/16/17	2015017 954010	LIB RSRCS-CD ROM	232.01
	INVOICE:	YA020317								
	86758	02/03/17	142800		190383	P	02/16/17	2015013 951100	LIBRARY SUPPLIES	135.90
	INVOICE:	TS020317								
	86759	02/03/17	142801		190383	P	02/16/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	662.86
	INVOICE:	CS020317								
	86760	02/03/17	142802		190383	P	02/16/17	2015014 954001	LIB RSRCS--ADULT BOOKS	1,967.95
	INVOICE:	REF020317								
	86761	02/03/17	142803		190383	P	02/16/17	2015017 954001	LIB RSRCS--ADULT BOOKS	1,035.44
	INVOICE:	RS020317								
	86832	02/10/17	142878		190383	P	02/16/17	2015013 951100	LIBRARY SUPPLIES	43.54

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
-----										
	INVOICE: TS021017									
	86833	02/10/17	142879		190383	P	02/16/17	2015017 954010	LIB RSRCS-CD ROM	56.93
	INVOICE: YA021017									
	86834	02/10/17	142880		190383	P	02/16/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	346.33
	INVOICE: CS021017									
	86835	02/10/17	142881		190383	P	02/16/17	2015014 954001	LIB RSRCS--ADULT BOOKS	604.92
	INVOICE: REF021017									
	86836	02/10/17	142882		190383	P	02/16/17	2015017 954001	LIB RSRCS--ADULT BOOKS	1,695.06
	INVOICE: RS021017									
	VENDOR TOTALS		162,053.35	YTD INVOICED				166,933.12	YTD PAID	6,780.94
303461	BRICKTON GALLERY AND ARTS CENTER									
	86803	02/09/17	142846		190384	P	02/16/17	2015015 938506	GNL CNTRL SVC/PROGRAM	100.00
	INVOICE: ADM020916									
	VENDOR TOTALS		750.00	YTD INVOICED				750.00	YTD PAID	100.00
6330	ROBERT BURTON									
	86804	02/09/17	142847		190385	P	02/16/17	2015017 938506	GNL CNTRL SVC/PROGRAM	150.00
	INVOICE: ADM0209172									
	VENDOR TOTALS		150.00	YTD INVOICED				150.00	YTD PAID	150.00
311	CAPSTONE PRESS INC									
	86769	02/03/17	142811		190386	P	02/16/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	440.80
	INVOICE: CI10552979									
	VENDOR TOTALS		440.80	YTD INVOICED				440.80	YTD PAID	440.80
6532	ESTHER CHUANG									
	86796	02/06/17	142838		190213	M	02/06/17	2015017 938506	GNL CNTRL SVC/PROGRAM	300.00
	INVOICE: ADM020617									
	VENDOR TOTALS		425.00	YTD INVOICED				425.00	YTD PAID	300.00
4937	CYNTHIA CLAMPITT									
	86805	02/09/17	142848		190387	P	02/16/17	2015017 938506	GNL CNTRL SVC/PROGRAM	135.00
	INVOICE: ADM0209173									
	VENDOR TOTALS		135.00	YTD INVOICED				135.00	YTD PAID	135.00
102908	COMPUTER VIEW INC									
	86728	02/02/17	142770		190388	P	02/16/17	2015011 931700	LIB DATA PROC SV	33,000.00
	INVOICE: 27404									
	86770	02/03/17	142812		190388	P	02/16/17	5535011 952000	MATERIALS	1,660.00
	INVOICE: 27376									
	86806	01/16/17	142849		190388	P	02/16/17	5535011 952000	MATERIALS	1,834.00
	INVOICE: 27387									
	86807	01/11/17	142850		190388	P	02/16/17	5535011 952000	MATERIALS	776.00
	INVOICE: 27384									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
-----										
VENDOR TOTALS										177,953.00 YTD INVOICED
										181,531.00 YTD PAID
										37,270.00
5281 COPYSET SHOP INC										
86729		02/02/17	142771		190389	P	02/16/17	2015011 938504	GNL CNTRL SVC/PRINTING	100.00
										INVOICE: 48289
VENDOR TOTALS										7,803.00 YTD INVOICED
										7,863.00 YTD PAID
										100.00
19972 DEMCO INC										
86849		01/30/17	142895		190390	P	02/16/17	2015013 951100	LIBRARY SUPPLIES	289.46
										INVOICE: 6054346
VENDOR TOTALS										12,987.21 YTD INVOICED
										15,717.63 YTD PAID
										289.46
3545 FINDAWAY WORLD LLC										
86730		02/02/17	142772		190391	P	02/16/17	2015017 954004	LIB RSRCS-RECORDING	19.99
										INVOICE: 206559
86771		02/03/17	142813		190391	P	02/16/17	2015017 954004	LIB RSRCS-RECORDING	590.66
										INVOICE: 207810
86850		02/08/17	142896		190391	P	02/16/17	2015017 954004	LIB RSRCS-RECORDING	63.74
										INVOICE: 208627
VENDOR TOTALS										11,547.20 YTD INVOICED
										12,497.01 YTD PAID
										674.39
300553 GALE GROUP										
86731		02/02/17	142773		190392	P	02/16/17	2015017 954001	LIB RSRCS--ADULT BOOKS	53.58
										INVOICE: 59794509
86732		02/02/17	142774		190392	P	02/16/17	2015017 954001	LIB RSRCS--ADULT BOOKS	23.19
										INVOICE: 59870226
86772		02/03/17	142814		190392	P	02/16/17	2015017 954001	LIB RSRCS--ADULT BOOKS	21.60
										INVOICE: 59973187
VENDOR TOTALS										40,894.68 YTD INVOICED
										41,522.48 YTD PAID
										98.37
3778 GTM VIDEO INC										
86808		01/31/17	142851		190393	P	02/16/17	2015015 951100	LIBRARY SUPPLIES	149.99
										INVOICE: 0190726IN
VENDOR TOTALS										149.99 YTD INVOICED
										149.99 YTD PAID
										149.99
5041 HARMONIOUS HORIZONS										
86809		02/15/17	142852		190394	P	02/16/17	2015015 938506	GNL CNTRL SVC/PROGRAM	100.00
										INVOICE: ADM0209174
VENDOR TOTALS										600.00 YTD INVOICED
										600.00 YTD PAID
										100.00
4516 IHLS OCLC										
86810		02/03/17	142853		190395	P	02/16/17	602 430819	NO. SUB. DIGITAL CONSORTI	103.50
										INVOICE: 12960

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS										1,618.97 YTD INVOICED 1,618.97 YTD PAID 103.50
5069 IMAGE SYSTEMS & BUSINESS SOLUTIONS LLC										
	86733	02/02/17	142775		190396	P	02/16/17	2015011 935100	EQPT RNTL-MAINTENANCE	490.00
	INVOICE:	243336								
	86734	02/02/17	142776		190396	P	02/16/17	2015011 935100	EQPT RNTL-MAINTENANCE	1,005.85
	INVOICE:	243337								
VENDOR TOTALS										4,802.60 YTD INVOICED 6,506.12 YTD PAID 1,495.85
42450 KIWANIS PARK RIDGE NOON										
	86735	02/02/17	142777		190397	P	02/16/17	2015011 936000	PUBLIC RELATIONS	75.00
	INVOICE:	ADM020217								
VENDOR TOTALS										210.00 YTD INVOICED 210.00 YTD PAID 75.00
971 LIVE OAK MEDIA										
	86773	02/03/17	142815		190398	P	02/16/17	2015015 954004	LIB RSRCS-RECORDING	28.95
	INVOICE:	112273								
VENDOR TOTALS										342.59 YTD INVOICED 342.59 YTD PAID 28.95
6733 SUSAN K MADDOX										
	86797	02/06/17	142839		190215	M	02/06/17	2015017 938506	GNL CNTRL SVC/PROGRAM	300.00
	INVOICE:	ADM0206172								
VENDOR TOTALS										300.00 YTD INVOICED 300.00 YTD PAID 300.00
101892 MIDWEST TAPE										
	86736	02/02/17	142778		190399	P	02/16/17	2015015 954004	LIB RSRCS-RECORDING	15.99
	INVOICE:	94687638								
	86737	02/02/17	142779		190401	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	184.91
	INVOICE:	94704396								
	86738	02/02/17	142780		190400	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	71.96
	INVOICE:	94704395								
	86739	02/02/17	142781		190399	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	17.99
	INVOICE:	94704394								
	86740	02/02/17	142782		190399	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	21.59
	INVOICE:	94704393								
	86741	02/02/17	142783		190400	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	45.98
	INVOICE:	94704392								
	86742	02/02/17	142784		190400	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	95.96
	INVOICE:	94704391								
	86743	02/02/17	142785		190400	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	93.96
	INVOICE:	94704390								
	86744	02/02/17	142786		190399	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	23.99
	INVOICE:	94704199								
	86745	02/02/17	142787		190399	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	22.99
	INVOICE:	94704198								
	86746	02/02/17	142788		190399	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	35.98

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|CITY OF PARK RIDGE  
|LIBRARY'S 02/16/17 - PAID WARRANT REPORT

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE: 94704197									
	86747	02/02/17	142789		190399	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	31.99
	INVOICE: 94704196									
	86748	02/02/17	142790		190401	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	259.89
	INVOICE: 94704194									
	86774	02/03/17	142816		190399	P	02/16/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	11.99
	INVOICE: 94709302									
	86774	02/03/17	142816		190399	P	02/16/17	2015013 951100	LIBRARY SUPPLIES	1.65
	INVOICE: 94709302									
	86775	02/03/17	142817		190400	P	02/16/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	111.96
	INVOICE: 94723695									
	86776	02/03/17	142818		190399	P	02/16/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	23.98
	INVOICE: 94723290									
	86776	02/03/17	142818		190399	P	02/16/17	2015013 951100	LIBRARY SUPPLIES	3.30
	INVOICE: 94723290									
	86777	02/03/17	142819		190400	P	02/16/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	137.94
	INVOICE: 94723219									
	86777	02/03/17	142819		190400	P	02/16/17	2015013 951100	LIBRARY SUPPLIES	9.90
	INVOICE: 94723219									
	86778	02/03/17	142820		190400	P	02/16/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	91.96
	INVOICE: 94723217									
	86778	02/03/17	142820		190400	P	02/16/17	2015013 951100	LIBRARY SUPPLIES	6.60
	INVOICE: 94723217									
	86779	02/03/17	142821		190399	P	02/16/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	31.98
	INVOICE: 94720834									
	86779	02/03/17	142821		190399	P	02/16/17	2015013 951100	LIBRARY SUPPLIES	3.30
	INVOICE: 94720834									
	86780	02/03/17	142822		190399	P	02/16/17	2015015 954004	LIB RSRCS-RECORDING	12.99
	INVOICE: 94723697									
	86781	02/03/17	142823		190399	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	39.99
	INVOICE: 94723716									
	86782	02/03/17	142824		190400	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	130.93
	INVOICE: 94723715									
	86783	02/03/17	142825		190399	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	27.98
	INVOICE: 94723714									
	86784	02/03/17	142826		190400	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	53.77
	INVOICE: 94723713									
	86785	02/03/17	142827		190400	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	67.97
	INVOICE: 94723712									
	86786	02/03/17	142828		190400	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	80.96
	INVOICE: 94723711									
	86787	02/03/17	142829		190400	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	101.96
	INVOICE: 94723710									
	86788	02/03/17	142830		190399	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	38.98
	INVOICE: 94723698									
	86851	02/06/17	142897		190401	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	230.30
	INVOICE: 94748019									
	86852	02/06/17	142898		190400	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	58.37
	INVOICE: 94748153									
	86853	02/06/17	142899		190400	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	56.77
	INVOICE: 94748152									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	86854	02/06/17	142900		190400	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	98.34
	INVOICE:	94748151								
	86855	02/06/17	142901		190401	P	02/16/17	2015015 954004	LIB RSRCS-RECORDING	220.25
	INVOICE:	94748154								
	86856	02/06/17	142902		190399	P	02/16/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	29.99
	INVOICE:	94748156								
	86857	02/02/17	142903		190399	P	02/16/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	23.99
	INVOICE:	94739181								
	86857	02/02/17	142903		190399	P	02/16/17	2015013 951100	LIBRARY SUPPLIES	1.85
	INVOICE:	94739181								
	86858	02/06/17	142904		190400	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	52.97
	INVOICE:	94748150								
	86859	02/06/17	142905		190400	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	45.98
	INVOICE:	94748149								
	86860	02/06/17	142906		190400	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	100.96
	INVOICE:	94748148								
	86861	02/06/17	142907		190399	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	41.98
	INVOICE:	94748147								
	86862	02/06/17	142908		190400	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	134.94
	INVOICE:	94748146								
	86863	02/06/17	142909		190399	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	19.99
	INVOICE:	94748145								
	86864	02/06/17	142910		190399	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	45.98
	INVOICE:	94748144								
	86865	02/06/17	142911		190401	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	193.92
	INVOICE:	94748143								
	86866	02/06/17	142912		190399	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	18.99
	INVOICE:	94748142								
	86867	02/06/17	142913		190400	P	02/16/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	45.98
	INVOICE:	94748141								
VENDOR TOTALS			46,212.75	YTD INVOICED				47,944.05	YTD PAID	3,334.82
1446 OLLIS BOOK CORPORATION										
	86868	02/06/17	142914		190402	P	02/16/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	394.82
	INVOICE:	244453								
VENDOR TOTALS			703.30	YTD INVOICED				1,707.29	YTD PAID	394.82
102220 OMNIGRAPHICS INC										
	86749	02/02/17	142791		190403	P	02/16/17	2015014 954001	LIB RSRCS--ADULT BOOKS	163.70
	INVOICE:	1086236532								
VENDOR TOTALS			1,555.15	YTD INVOICED				1,718.85	YTD PAID	163.70
924 OVERDRIVE INC										
	86789	02/03/17	142831		190404	P	02/16/17	602 430819	NO. SUB. DIGITAL CONSORTI	1,230.33
	INVOICE:	0751105011977013017								
	86790	02/03/17	142832		190404	P	02/16/17	602 430819	NO. SUB. DIGITAL CONSORTI	1,000.00
	INVOICE:	H0040438								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
-----										
VENDOR TOTALS										69,168.00 YTD INVOICED
										69,168.00 YTD PAID
										2,230.33
303051 PANERA BREAD CO										
	86869	02/10/17	142915		190405	P	02/16/17	2015011 933800	CONFERENCES & TRAINING	109.96
	INVOICE: ADM021017									
VENDOR TOTALS										109.96 YTD INVOICED
										109.96 YTD PAID
										109.96
61248 PARK RIDGE PUBLIC LIBRARY										
	86750	02/02/17	142792		190406	P	02/16/17	2015017 954012	LIB RSRCS-E-BOOKS	251.75
	INVOICE: A01312017									
VENDOR TOTALS										9,251.93 YTD INVOICED
										9,251.93 YTD PAID
										251.75
5923 PENGUIN RANDOM HOUSE LLC										
	86791	02/03/17	142833		190407	P	02/16/17	2015017 954004	LIB RSRCS-RECORDING	30.00
	INVOICE: 1080640694									
	86870	01/27/17	142916		190407	P	02/16/17	2015017 954004	LIB RSRCS-RECORDING	33.75
	INVOICE: 1080796430									
VENDOR TOTALS										2,231.50 YTD INVOICED
										2,355.25 YTD PAID
										63.75
92 LORI L PRESTON										
	86871	02/09/17	142917		190408	P	02/16/17	2015011 933800	CONFERENCES & TRAINING	6.00
	INVOICE: ADM0210172									
	86871	02/09/17	142917		190408	P	02/16/17	2015014 954003	LIB RSRCS--PERIODICALS	5.59
	INVOICE: ADM0210172									
VENDOR TOTALS										180.95 YTD INVOICED
										193.26 YTD PAID
										11.59
301937 PROQUEST LLC										
	86792	02/03/17	142834		190409	P	02/16/17	2015014 954010	LIB RSRCS-CD ROM	5,450.00
	INVOICE: 70441195									
VENDOR TOTALS										21,997.34 YTD INVOICED
										21,997.34 YTD PAID
										5,450.00
6564 PURE HEALTH SOLUTIONS INC										
	86811	01/28/17	142854		190410	P	02/16/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	63.75
	INVOICE: 7130535									
VENDOR TOTALS										382.50 YTD INVOICED
										382.50 YTD PAID
										63.75
67761 QUALITY BOOKS INC										
	86872	02/02/17	142918		190411	P	02/16/17	2015014 954001	LIB RSRCS--ADULT BOOKS	21.95
	INVOICE: 198929									
	86873	02/02/17	142919		190411	P	02/16/17	2015014 954001	LIB RSRCS--ADULT BOOKS	271.41
	INVOICE: 198973									
	86874	02/02/17	142920		190411	P	02/16/17	2015014 954001	LIB RSRCS--ADULT BOOKS	53.06
	INVOICE: 198930									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
-----										
VENDOR TOTALS										346.42
										7,376.87 YTD INVOICED
										7,376.87 YTD PAID
6293 LEAH RAVEN										
86751		02/02/17	142793		190412	P	02/16/17	2015011 933800	CONFERENCES & TRAINING	26.49
										INVOICE: ADM0202172
VENDOR TOTALS										26.49
										195.93 YTD INVOICED
										217.86 YTD PAID
68595 RECORDED BOOKS INC										
86793		02/03/17	142835		190413	P	02/16/17	2015015 954004	LIB RSRCS-RECORDING	7.95
										INVOICE: 75457050
86794		02/03/17	142836		190413	P	02/16/17	2015017 954004	LIB RSRCS-RECORDING	67.48
										INVOICE: 75471051
86875		02/03/17	142921		190413	P	02/16/17	2015017 954004	LIB RSRCS-RECORDING	26.99
										INVOICE: 75476272
86876		01/31/17	142922		190413	P	02/16/17	2015017 954004	LIB RSRCS-RECORDING	40.49
										INVOICE: 75473705
86877		02/01/17	142923		190413	P	02/16/17	2015017 954004	LIB RSRCS-RECORDING	71.99
										INVOICE: 75474950
86878		01/30/17	142924		190413	P	02/16/17	2015017 954004	LIB RSRCS-RECORDING	40.50
										INVOICE: 75472897
VENDOR TOTALS										255.40
										3,385.57 YTD INVOICED
										3,498.80 YTD PAID
6747 LYNN RYMARZ										
86812		02/16/17	142855		190414	P	02/16/17	2015017 938506	GNL CNTRL SVC/PROGRAM	300.00
										INVOICE: ADM0209175
VENDOR TOTALS										300.00
										300.00 YTD INVOICED
										300.00 YTD PAID
303182 SCHOLASTIC LIBRARY PUBLISHING										
86879		01/30/17	142925		190415	P	02/16/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	156.00
										INVOICE: 11475716
VENDOR TOTALS										156.00
										343.00 YTD INVOICED
										343.00 YTD PAID
6746 CHRISTINE M SNEED										
86813		02/01/17	142856		190416	P	02/16/17	2015017 938506	GNL CNTRL SVC/PROGRAM	600.00
										INVOICE: ADM0209176
VENDOR TOTALS										600.00
										600.00 YTD INVOICED
										600.00 YTD PAID
102805 STATE CHEMICAL MANUFACTURING CO										
86752		02/02/17	142794		190417	P	02/16/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	454.75
										INVOICE: 98110418
VENDOR TOTALS										454.75
										454.75 YTD INVOICED
										454.75 YTD PAID
6343 STUDIO GC INC										
86880		01/31/17	142926		190418	P	02/16/17	2015012 996300	BUILDING REPAIRS	14,683.50

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
-----										
INVOICE: 16085A04										
VENDOR TOTALS		66,167.18 YTD INVOICED			67,167.68 YTD PAID					14,683.50
300439	TODAY S BUSINESS SOLUTIONS									
	86753	02/02/17	142795		190419	P	02/16/17	2015011 931700	LIB DATA PROC SV	3,929.60
INVOICE: 4629										
VENDOR TOTALS		4,023.04 YTD INVOICED			4,023.04 YTD PAID					3,929.60
5003	UNIQUE MANAGEMENT SERVICES INC									
	86814	02/01/17	142857		190420	P	02/16/17	201 877500	COLLECTION AGENCY-MISC	62.65
INVOICE: 439901										
VENDOR TOTALS		572.80 YTD INVOICED			626.50 YTD PAID					62.65
303348	THE UPS STORE 1573									
	86815	01/31/17	142858		190421	P	02/16/17	2015011 938502	GNL CNTRL SVC/POSTAGE	79.97
INVOICE: ADM0209177										
VENDOR TOTALS		295.34 YTD INVOICED			304.40 YTD PAID					79.97
84018	JANET L VAN DE CARR									
	86881	02/10/17	142927		190422	P	02/16/17	2015011 933800	CONFERENCES & TRAINING	929.78
INVOICE: ADM0210174										
VENDOR TOTALS		960.01 YTD INVOICED			1,007.48 YTD PAID					929.78
4402	VERIFY									
	86816	01/10/17	142859		190423	P	02/16/17	2015011 933100	LIB RECRUIT & TESTING	16.00
INVOICE: 1119713										
VENDOR TOTALS		897.50 YTD INVOICED			1,193.50 YTD PAID					16.00
2193	VERIZON WIRELESS									
	86817	02/01/17	142860		190424	P	02/16/17	2015011 938501	GNL CNTRL SVC/TELEPHONE	167.87
INVOICE: 9779563148										
VENDOR TOTALS		25,805.93 YTD INVOICED			26,343.47 YTD PAID					167.87
102223	WORLD CHAMBER OF COMMERCE DIR									
	86795	02/03/17	142837		190425	P	02/16/17	2015014 954001	LIB RSRCS--ADULT BOOKS	60.00
INVOICE: 163159										
VENDOR TOTALS		60.00 YTD INVOICED			60.00 YTD PAID					60.00
4803	WIDE OPEN WEST									
	86828	01/29/17	142872		190219	M	02/10/17	2015011 938503	GNL CNTRL SVC-INTERNET	1,448.98
INVOICE: ADM021017										

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VENDOR NAME									
DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
-----									
VENDOR TOTALS		58,874.21 YTD INVOICED			58,874.21 YTD PAID			1,448.98	
4754 WT COX SUBSCRIPTION INC									
86818	02/06/17	142861		190426	P	02/16/17	2015014 954003	LIB RSRCS--PERIODICALS	76.86
INVOICE: 3026258									
86819	02/06/17	142862		190426	P	02/16/17	2015014 954003	LIB RSRCS--PERIODICALS	12,844.31
INVOICE: 3026259									
VENDOR TOTALS		12,959.55 YTD INVOICED			12,959.55 YTD PAID			12,921.17	
								REPORT TOTALS	105,336.90

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	52	103,287.92
TOTAL MANUAL CHECKS	3	2,048.98

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



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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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6043 CHASEWOOD SERVICES INC  
86801 02/06/17 142843 190216 M 02/06/17 2015015 938506 GNL CNTRL SVC/PROGRAM 45.00

INVOICE: ADM0216173

VENDOR TOTALS 315.00 YTD INVOICED 315.00 YTD PAID 45.00

REPORT TOTALS 45.00

COUNT AMOUNT

TOTAL MANUAL CHECKS 1 45.00

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**City of Park Ridge, IL  
Warrant List Fund Totals  
02/16/2017**

<b>Fund</b>	<b>Description</b>	<b>Amount</b>
201	Library Fund	\$98,778.07
201	Grant Fund	\$0.00
553	Library Technology Replacement	\$4,270.00
602	North Suburban Digital Consortium	\$2,333.83
201	Library Restricted Fund	\$0.00
<hr/>		
	<b>Report Total</b>	<b>\$105,381.90</b>



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VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
-----									
5354	AMAZON COM CREDIT SERVICES								
87198	02/13/17	143246		190439	P	02/28/17	2015017 954013	LIB RSRCS-YA GAMES	95.98
	INVOICE: 058777393644								
87199	02/06/17	143247		190439	P	02/28/17	2015015 954010	LIB RSRCS-CD ROM	48.98
	INVOICE: 205919704098								
87200	02/10/17	143248		190439	P	02/28/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	31.99
	INVOICE: 230046631700								
87201	02/11/17	143249		190439	P	02/28/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	22.60
	INVOICE: 230046890241								
87202	02/10/17	143250		190439	P	02/28/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	60.75
	INVOICE: 230041388635								
87203	02/11/17	143251		190439	P	02/28/17	2015017 954001	LIB RSRCS--ADULT BOOKS	75.88
	INVOICE: 075604828306								
87204	02/02/17	143252		190439	P	02/28/17	2015017 954001	LIB RSRCS--ADULT BOOKS	104.60
	INVOICE: 199323990069								
87205	01/27/17	143253		190439	P	02/28/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	17.50
	INVOICE: 045424323653								
87395	02/16/17	143446		190439	P	02/28/17	2015014 954001	LIB RSRCS--ADULT BOOKS	63.42
	INVOICE: 249621828583								
87396	02/14/17	143447		190439	P	02/28/17	2015015 954010	LIB RSRCS-CD ROM	89.34
	INVOICE: 252736105316								
87397	02/10/17	143448		190439	P	02/28/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	28.98
	INVOICE: 282553555021								
87398	02/15/17	143449		190439	P	02/28/17	2015017 954001	LIB RSRCS--ADULT BOOKS	35.54
	INVOICE: 168127058558								
87419	01/16/17	143470		1358	M	02/22/17	2015111 952000	MATERIALS	123.77
	INVOICE: 206054499325								
VENDOR TOTALS		22,179.06 YTD INVOICED			19,803.00 YTD PAID			799.33	
800 AMERICAN EAGLE COM									
87399	02/20/17	143450		190440	P	02/28/17	2015011 931700	LIB DATA PROC SV	150.00
	INVOICE: 243708								
VENDOR TOTALS		6,875.00 YTD INVOICED			19,175.00 YTD PAID			150.00	
303186 AMERICAN LIBRARY ASSOCIATION									
87206	02/01/17	143254		190441	P	02/28/17	2015011 932400	LIB MEMBER DUES	187.00
	INVOICE: ADM022017								
VENDOR TOTALS		1,079.00 YTD INVOICED			1,038.00 YTD PAID			187.00	
101020 BAKER AND TAYLOR BOOKS									
87309	02/21/17	143358		190442	P	02/28/17	2015017 954010	LIB RSRCS-CD ROM	36.48
	INVOICE: YA022117								
87310	02/21/17	143359		190442	P	02/28/17	2015013 951100	LIBRARY SUPPLIES	59.79
	INVOICE: TS022117								
87311	02/21/17	143360		190442	P	02/28/17	2015017 954001	LIB RSRCS--ADULT BOOKS	1,455.84
	INVOICE: RS022117								
87312	02/21/17	143361		190442	P	02/28/17	2015014 954001	LIB RSRCS--ADULT BOOKS	406.55
	INVOICE: REF022117								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	87313	02/21/17	143362		190442	P	02/28/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	6,131.51
	INVOICE:	CS022117								
	87320	02/21/17	143370		190442	P	02/28/17	2015014 954001	LIB RSRCS--ADULT BOOKS	678.04
	INVOICE:	ref0221172								
VENDOR TOTALS			164,962.51	YTD INVOICED				175,701.33	YTD PAID	8,768.21
4756 CALL ONE										
	87392	02/22/17	143443		190433	M	02/22/17	2015011 938501	GNL CNTRL SVC/TELEPHONE	562.05
	INVOICE:	ADM0222172								
	87392	02/22/17	143443		190433	M	02/22/17	2015011 938503	GNL CNTRL SVC-INTERNET	435.00
	INVOICE:	ADM0222172								
VENDOR TOTALS			9,471.54	YTD INVOICED				9,934.83	YTD PAID	997.05
6758 CARSON DELLOSA PUBLISHING										
	87207	02/08/17	143255		190443	P	02/28/17	2015015 938506	GNL CNTRL SVC/PROGRAM	26.98
	INVOICE:	842140								
VENDOR TOTALS			.00	YTD INVOICED				26.98	YTD PAID	26.98
1861 CARY AREA PUBLIC LIBRARY										
	87208	02/20/17	143256		190444	P	02/28/17	201 877500	COLLECTION AGENCY-MISC	20.95
	INVOICE:	ADM0220172								
VENDOR TOTALS			.00	YTD INVOICED				20.95	YTD PAID	20.95
5302 CAVENDISH SQUARE										
	87209	01/27/17	143257		190445	P	02/28/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	177.90
	INVOICE:	3028923								
VENDOR TOTALS			1,013.20	YTD INVOICED				533.70	YTD PAID	177.90
824 CENTRAL TECHNOLOGY INC										
	87400	02/13/17	143451		190446	P	02/28/17	2015016 951100	LIBRARY SUPPLIES	1,270.00
	INVOICE:	1513								
VENDOR TOTALS			7,290.00	YTD INVOICED				6,322.14	YTD PAID	1,270.00
5814 CHASE										
	87393	02/22/17	143444		190434	M	02/22/17	2015011 931700	LIB DATA PROC SV	707.37
	INVOICE:	ADM0222173								
	87393	02/22/17	143444		190434	M	02/22/17	2015011 933800	CONFERENCES & TRAINING	236.53
	INVOICE:	ADM0222173								
	87393	02/22/17	143444		190434	M	02/22/17	2015011 938504	GNL CNTRL SVC/PRINTING	40.28
	INVOICE:	ADM0222173								
	87393	02/22/17	143444		190434	M	02/22/17	2015011 951002	OFF SPLS--OTHER SUPPLIES	248.21
	INVOICE:	ADM0222173								
	87393	02/22/17	143444		190434	M	02/22/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	249.48
	INVOICE:	ADM0222173								
	87393	02/22/17	143444		190434	M	02/22/17	2015017 938507	GNL CNTRL SVC/YA PROGRAMS	120.76

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TO FISCAL 2016/10 05/01/2016 TO 04/30/2017

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
-----									
INVOICE: ADM0222173									
VENDOR TOTALS		15,854.72 YTD INVOICED		16,346.17 YTD PAID		1,602.63			
3701 COMCAST CABLE									
87401	01/14/17	143452		190447	P	02/28/17	2015011 938503	GNL CNTRL SVC-INTERNET	250.51
INVOICE: ADM0222175									
VENDOR TOTALS		4,462.20 YTD INVOICED		2,297.15 YTD PAID		250.51			
102908 COMPUTER VIEW INC									
87210	01/26/17	143258		190448	P	02/28/17	5535011 952000	MATERIALS	1,612.00
INVOICE: 27411									
VENDOR TOTALS		120,510.00 YTD INVOICED		183,143.00 YTD PAID		1,612.00			
55134 COOPERATIVE COMPUTER									
87211	02/15/17	143259		190449	P	02/28/17	2015016 931701	DATA PROCESSING/CLSI	6,324.00
INVOICE: 391									
87212	02/15/17	143260		190449	P	02/28/17	2015013 931702	DATA PROCESSING/OCLC	964.00
INVOICE: 392									
VENDOR TOTALS		61,434.23 YTD INVOICED		78,065.05 YTD PAID		7,288.00			
19972 DEMCO INC									
87213	02/08/17	143261		190450	P	02/28/17	2015013 951100	LIBRARY SUPPLIES	229.76
INVOICE: 6063145									
VENDOR TOTALS		11,514.54 YTD INVOICED		15,947.39 YTD PAID		229.76			
4122 EVANCED SOLUTIONS LLC									
87214	11/04/16	143262		190451	P	02/28/17	2015011 931700	LIB DATA PROC SV	1,208.00
INVOICE: 6000843									
VENDOR TOTALS		1,208.00 YTD INVOICED		1,208.00 YTD PAID		1,208.00			
3545 FINDAWAY WORLD LLC									
87216	02/14/17	143264		190452	P	02/28/17	2015017 954004	LIB RSRCS-RECORDING	19.99
INVOICE: 209053									
87217	02/14/17	143265		190452	P	02/28/17	2015017 954004	LIB RSRCS-RECORDING	212.47
INVOICE: 209374									
VENDOR TOTALS		8,439.38 YTD INVOICED		12,729.47 YTD PAID		232.46			
300553 GALE GROUP									
87218	02/09/17	143266		190453	P	02/28/17	2015017 954001	LIB RSRCS--ADULT BOOKS	172.74
INVOICE: 60080297									
87402	02/15/17	143453		190453	P	02/28/17	2015017 954001	LIB RSRCS--ADULT BOOKS	21.60
INVOICE: 60157293									
87403	02/15/17	143454		190453	P	02/28/17	2015017 954001	LIB RSRCS--ADULT BOOKS	21.60
INVOICE: 60157121									

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TO FISCAL 2016/10 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										32,916.14 YTD INVOICED	41,738.42 YTD PAID	215.94
5041 HARMONIOUS HORIZONS												
	87219	02/20/17	143267		190454	P	02/28/17	2015015 938506	GNL CNTRL SVC/PROGRAM			100.00
	INVOICE: ADM0220173											
VENDOR TOTALS										600.00 YTD INVOICED	700.00 YTD PAID	100.00
5612 HIGHLAND PARK PUBLIC LIBRARY												
	87220	02/20/17	143268		190455	P	02/28/17	201 877500	COLLECTION AGENCY-MISC			19.95
	INVOICE: ADM0220174											
VENDOR TOTALS										37.94 YTD INVOICED	59.90 YTD PAID	19.95
102496 HOME DEPOT CREDIT SERVICES												
	87221	02/20/17	143269		190456	P	02/28/17	2015012 932103	BLDG MNT CNTR-GENL MAINT			210.56
	INVOICE: ADM0220175											
VENDOR TOTALS										7,545.38 YTD INVOICED	10,265.74 YTD PAID	210.56
1396 JEWEL ALBERTSONS SITE 03481												
	87406	02/17/17	143457		190457	P	02/28/17	2015011 936000	PUBLIC RELATIONS			19.99
	INVOICE: ADM0222177											
	87406	02/17/17	143457		190457	P	02/28/17	2015015 938506	GNL CNTRL SVC/PROGRAM			42.10
	INVOICE: ADM0222177											
	87406	02/17/17	143457		190457	P	02/28/17	2015017 938506	GNL CNTRL SVC/PROGRAM			21.16
	INVOICE: ADM0222177											
VENDOR TOTALS										1,161.83 YTD INVOICED	1,489.63 YTD PAID	83.25
300702 WENDY D KRUG												
	87404	02/22/17	143455		190458	P	02/28/17	2015011 933800	CONFERENCES & TRAINING			17.87
	INVOICE: ADM0222176											
VENDOR TOTALS										216.96 YTD INVOICED	17.87 YTD PAID	17.87
7175 LEXIS NEXIS MATTHEW BENDER & CO INC												
	87405	02/14/17	143456		190459	P	02/28/17	2015014 954001	LIB RSRCS--ADULT BOOKS			129.43
	INVOICE: 91546311											
VENDOR TOTALS										234.26 YTD INVOICED	258.86 YTD PAID	129.43
6741 LINDA M SMITH LTD												
	87251	02/06/17	143299		190460	P	02/28/17	2015017 938506	GNL CNTRL SVC/PROGRAM			400.00
	INVOICE: ADM0220178											
VENDOR TOTALS										.00 YTD INVOICED	400.00 YTD PAID	400.00
101892 MIDWEST TAPE												
	87222	02/06/17	143270		190461	P	02/28/17	2015015 954005	LIB RSRCS-AUDIO VISUAL			10.39

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|CITY OF PARK RIDGE  
|LIBRARY'S 02/28/2017 - PAID WARRANT REPORT

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WARRANT: L022817

TO FISCAL 2016/10 05/01/2016 TO 04/30/2017

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 94747384									
87222	02/06/17	143270		190461	P	02/28/17	2015013 951100	LIBRARY SUPPLIES	1.65
INVOICE: 94747384									
87223	02/14/17	143271		190461	P	02/28/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	45.98
INVOICE: 94771114									
87223	02/14/17	143271		190461	P	02/28/17	2015013 951100	LIBRARY SUPPLIES	3.30
INVOICE: 94771114									
87224	02/14/17	143272		190462	P	02/28/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	84.53
INVOICE: 94771112									
87224	02/14/17	143272		190462	P	02/28/17	2015013 951100	LIBRARY SUPPLIES	11.55
INVOICE: 94771112									
87225	02/11/17	143273		190461	P	02/28/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	31.99
INVOICE: 94765638									
87226	02/11/17	143274		190461	P	02/28/17	2015015 954004	LIB RSRCS-RECORDING	22.38
INVOICE: 94765639									
87227	02/11/17	143275		190461	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	56.77
INVOICE: 94766039									
87228	02/11/17	143276		190461	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	55.98
INVOICE: 94766038									
87229	02/11/17	143277		190461	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	75.97
INVOICE: 94766037									
87230	02/11/17	143278		190461	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	49.98
INVOICE: 94766036									
87231	02/11/17	143279		190461	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	34.38
INVOICE: 94766035									
87232	02/11/17	143280		190462	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	321.87
INVOICE: 94766033									
87233	02/11/17	143281		190462	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	88.96
INVOICE: 94766031									
87234	02/11/17	143282		190461	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	45.98
INVOICE: 94766055									
87235	02/11/17	143283		190462	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	87.95
INVOICE: 94766054									
87236	02/11/17	143284		190461	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	19.99
INVOICE: 94766053									
87237	02/11/17	143285		190461	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	68.97
INVOICE: 94766052									
87238	02/11/17	143286		190462	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	151.94
INVOICE: 94766051									
87239	02/11/17	143287		190461	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	45.98
INVOICE: 94766050									
87240	02/10/17	143288		190462	P	02/28/17	2015017 954012	LIB RSRCS-E-BOOKS	4,000.00
INVOICE: 94751475									
87407	02/13/17	143458		190461	P	02/28/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	26.37
INVOICE: 94770352									
87407	02/13/17	143458		190461	P	02/28/17	2015013 951100	LIBRARY SUPPLIES	4.95
INVOICE: 94770352									
87408	02/17/17	143459		190461	P	02/28/17	2015015 954004	LIB RSRCS-RECORDING	18.39
INVOICE: 94782529									
87409	02/17/17	143460		190462	P	02/28/17	2015015 954004	LIB RSRCS-RECORDING	102.73
INVOICE: 94782720									

WARRANT: L022817

TO FISCAL 2016/10 05/01/2016 TO 04/30/2017

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	87410	02/17/17	143461		190461	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	39.98
	INVOICE:	94782753								
	87411	02/17/17	143462		190461	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	27.99
	INVOICE:	94782752								
	87412	02/17/17	143463		190462	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	91.96
	INVOICE:	94782751								
	87413	02/17/17	143464		190461	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	22.99
	INVOICE:	94782739								
	87414	02/17/17	143465		190462	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	88.96
	INVOICE:	94782738								
	87415	02/17/17	143466		190461	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	19.99
	INVOICE:	94782737								
	87416	02/17/17	143467		190461	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	47.99
	INVOICE:	94782736								
	87417	02/17/17	143468		190462	P	02/28/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	92.95
	INVOICE:	94782735								
VENDOR TOTALS			51,458.88	YTD INVOICED				53,845.79	YTD PAID	5,901.74
102063 NEWSBANK										
	87241	02/16/17	143289		190463	P	02/28/17	2015014 954010	LIB RSRCS-CD ROM	4,507.50
	INVOICE:	RN816574								
VENDOR TOTALS			.00	YTD INVOICED				4,562.50	YTD PAID	4,507.50
102220 OMNIGRAPHICS INC										
	87242	01/27/17	143290		190464	P	02/28/17	2015014 954001	LIB RSRCS--ADULT BOOKS	81.85
	INVOICE:	1086237054								
VENDOR TOTALS			1,451.16	YTD INVOICED				1,800.70	YTD PAID	81.85
924 OVERDRIVE INC										
	87243	02/09/17	143291		190465	P	02/28/17	2015017 954012	LIB RSRCS-E-BOOKS	4,000.00
	INVOICE:	CD075110040209172								
VENDOR TOTALS			88,487.28	YTD INVOICED				73,168.00	YTD PAID	4,000.00
5923 PENGUIN RANDOM HOUSE LLC										
	87244	02/03/17	143292		190466	P	02/28/17	2015017 954004	LIB RSRCS-RECORDING	30.00
	INVOICE:	1080897488								
VENDOR TOTALS			4,058.75	YTD INVOICED				2,385.25	YTD PAID	30.00
61391 PIONEER PRESS										
	87245	02/02/17	143293		190467	P	02/28/17	2015014 954003	LIB RSRCS--PERIODICALS	40.04
	INVOICE:	ADM0220176								
VENDOR TOTALS			274.84	YTD INVOICED				164.78	YTD PAID	40.04
101774 POLONIA BOOKSTORE & PLSH CO										
	87246	02/14/17	143294		190468	P	02/28/17	2015014 954001	LIB RSRCS--ADULT BOOKS	163.43

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TO FISCAL 2016/10 05/01/2016 TO 04/30/2017

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
-----									
INVOICE: 60894									
VENDOR TOTALS		2,392.37 YTD INVOICED		2,163.02 YTD PAID		163.43			
68595 RECORDED BOOKS INC									
87247	02/07/17	143295		190469	P	02/28/17	2015015 954004	LIB RSRCS-RECORDING	22.49
INVOICE: 75477886									
87248	02/07/17	143296		190469	P	02/28/17	2015015 954004	LIB RSRCS-RECORDING	22.49
INVOICE: 75478371									
87249	02/10/17	143297		190469	P	02/28/17	2015017 954004	LIB RSRCS-RECORDING	35.99
INVOICE: 75480253									
VENDOR TOTALS		10,238.39 YTD INVOICED		3,579.77 YTD PAID		80.97			
4622 PARRY RIGNEY									
87250	02/10/17	143298		190470	P	02/28/17	2015011 933800	CONFERENCES & TRAINING	45.79
INVOICE: ADM0220177									
VENDOR TOTALS		32.98 YTD INVOICED		793.08 YTD PAID		45.79			
6423 TEAM ONE REPAIR INC									
87421	02/06/17	143472		1359	M	02/22/17	2015111 952000	MATERIALS	364.13
INVOICE: 664050									
VENDOR TOTALS		.00 YTD INVOICED		6,381.93 YTD PAID		364.13			
300439 TODAY S BUSINESS SOLUTIONS									
87418	01/19/17	143469		190471	P	02/28/17	2015011 938501	GNL CNTRL SVC/TELEPHONE	46.72
INVOICE: 01161725									
VENDOR TOTALS		200.00 YTD INVOICED		4,069.76 YTD PAID		46.72			
300318 UNITED STATES POSTAL SERVICE									
87391	02/22/17	143442		1016018	M	02/22/17	2015011 938502	GNL CNTRL SVC/POSTAGE	1,180.67
INVOICE: ADM022217									
VENDOR TOTALS		66,541.52 YTD INVOICED		51,169.97 YTD PAID		1,180.67			
6216 LISA WINCHELL									
87252	02/10/17	143300		190472	P	02/28/17	2015015 938506	GNL CNTRL SVC/PROGRAM	9.48
INVOICE: ADM0220179									
VENDOR TOTALS		98.97 YTD INVOICED		402.48 YTD PAID		9.48			
4754 WT COX SUBSCRIPTION INC									
87253	02/13/17	143301		190473	P	02/28/17	2015015 954003	LIB RSRCS--PERIODICALS	1,169.81
INVOICE: 3026424									
VENDOR TOTALS		13,392.41 YTD INVOICED		14,129.36 YTD PAID		1,169.81			
REPORT TOTALS									43,619.91

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TO FISCAL 2016/10 05/01/2016 TO 04/30/2017

VENDOR NAME

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

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	COUNT	AMOUNT
TOTAL PRINTED CHECKS	35	39,351.66
TOTAL MANUAL CHECKS	5	4,268.25

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

**City of Park Ridge, IL  
Warrant List Fund Totals  
02/28/2017**

<b>Fund</b>	<b>Description</b>	<b>Amount</b>
201	Library Fund	\$41,520.01
201	Grant Fund	\$0.00
553	Library Technology Replacement	\$1,612.00
602	North Suburban Digital Consortium	\$0.00
201	Library Restricted Fund	\$487.90
<hr/>		
	<b>Report Total</b>	<b>\$43,619.91</b>



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

Budget	Description	Fund Balance
\$27,000.00	Digital Books, Magazines & Media	\$27,000.00
\$1,891.46	Marketing	\$1,731.46
\$28,891.46	<b>TOTAL</b>	<b>\$28,731.46</b>



**PARK RIDGE PUBLIC LIBRARY  
LIBRARY TECHNOLOGY REPLACEMENT FUND SUMMARY 2016/17  
February, 2017**

<b>Budget</b>	<b>Description</b>	<b>Date</b>	<b>Expenses Vendor</b>	<b>Amount Paid Expenditures</b>	<b>Receipts Interest</b>	<b>Balance</b>
<b>\$100,000.00</b>	Previous Balance	4/30/2016	Prior Year Ending Balance			\$321,594.40
		5/31/2016	Computerview	\$983.00		\$320,611.40
		5/31/2016	Computerview	\$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
		10/31/2016	Computerview, Inc.	\$1,991.00		\$386,931.90
		10/31/2016	Interest		\$17.13	\$386,949.03
		11/16/2016	Computerview, Inc.	\$427.00		\$386,522.03
		12/21/2016	Interest		\$16.58	\$386,538.61
		12/21/2016	Computerview, Inc.	\$9,611.00		\$376,927.61
		12/21/2016	Team One Repair	\$1,047.00		\$375,880.61
		1/16/2017	Computerview, Inc.	\$1,329.00		\$374,551.61
		2/16/2017	Computerview, Inc.	\$4,270.00		\$370,281.61
		2/28/2017	Computerview, Inc.	\$1,612.00		\$368,669.61
	<b>Account Balance</b>					
<b>\$100,000.00</b>	<b>Total Capital Budget 2016/17</b>			<b>\$53,042.99</b>	<b>\$100,118.20</b>	<b>\$368,669.61</b>



**PARK RIDGE PUBLIC LIBRARY**  
February, 2017

**RESTRICTED/ENDOWMENT GIFT FUND**

Balance 2/1/2017 - Liberty Bank	\$162,032.05	
Receipts	\$265.00	
Interest	\$2.49	
Expenditures	(\$487.90)	
<b>Balance 2/28/2017</b>		<b>\$161,811.64</b>

**Restricted Gift Receipts:**

Donation-	\$155.00	Amazon.com	
Donation-	\$50.00	Team One Repair, Inc.	
Donation-PEO Sisterhood Chapter JF	\$35.00		
Donation-Morrell for Stout	\$25.00		
<b>Total</b>	<b>\$265.00</b>		

**Restricted Gift Expenditures:**

		Amazon.com	\$123.77
		Team One Repair, Inc.	\$364.13
<b>Total</b>			<b>\$487.90</b>

**Endowment Gift Receipts:**

**Endowment Interest Expenditures:**

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**SPENSLEY LARGE PRINT ENDOWMENT**

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

Parkway Bank CD- Principal invested 11/19/16 for 24 months. Matures 11/19/18	\$148,966.07
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March 21, 2017

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

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

#1360 Baker & Taylor	\$213.20
#1361 Print Place	\$170.06
	<hr/>
	<u>\$383.26</u>

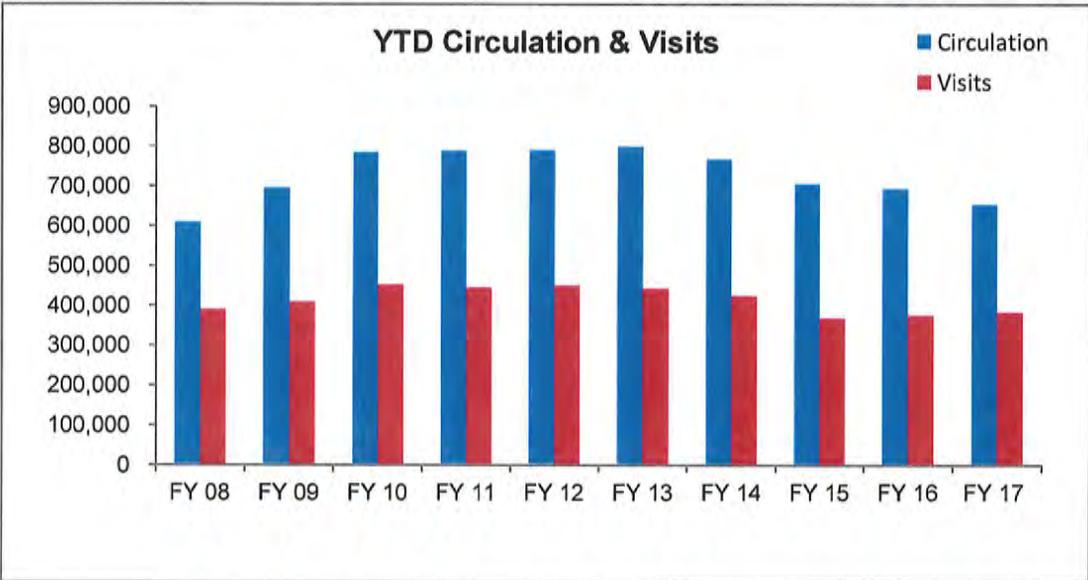
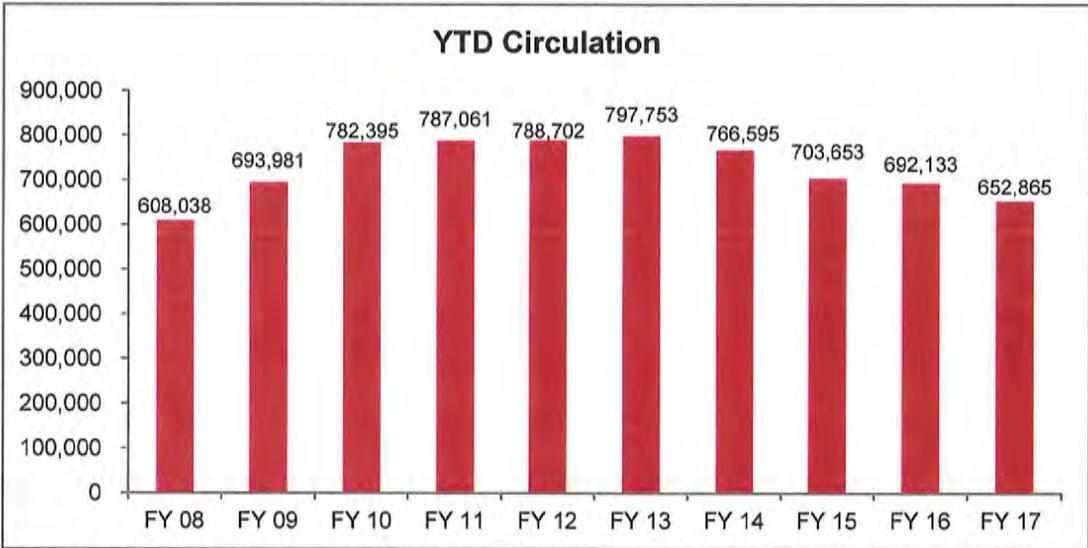
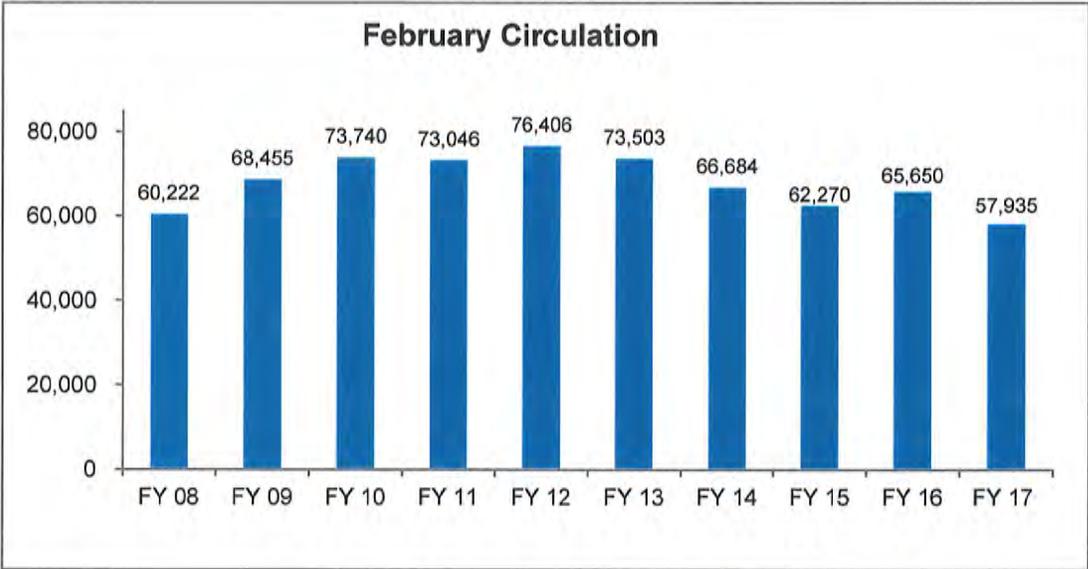
Park Ridge Public Library  
 Year To Date Budget Report-Preliminary  
 2/28/2017

83% of Fiscal Year Completed

	<u>Budget</u>	<u>Monthly Expenditures</u>	<u>Year To Date Expenditures</u>	<u>% of Budget Expended</u>
<b>Operating Budget</b>				
Salaries	\$ 2,430,726	\$ 169,486.77	\$ 1,851,664.92	76%
Employee Benefits	\$ 552,235	\$ 28,673.20	\$ 292,559.18	53%
Data Processing	\$ 240,000	\$ 35,332.97	\$ 206,469.27	86%
Building Maintenance	\$ 130,000	\$ 8,110.64	\$ 78,618.22	60%
Membership Dues	\$ 5,000	\$ 187.00	\$ 3,783.00	76%
Recruiting and Testing	\$ 2,500	\$ 16.00	\$ 1,448.00	58%
Conferences and Training	\$ 20,000	\$ 1,372.42	\$ 5,605.47	28%
Equipment Rental	\$ 19,000	\$ 1,495.85	\$ 6,135.14	32%
Consulting Services	\$ 35,000	\$ -	\$ 3,552.75	10%
Public Relations	\$ 29,000	\$ 94.99	\$ 20,218.46	70%
Bank Service Charges	\$ 1,500	\$ 81.62	\$ 704.38	47%
Insurance	\$ 16,000	\$ -	\$ 6,359.88	40%
General Contractual	\$ 80,300	\$ 7,062.25	\$ 58,263.23	73%
Special Counsel	\$ 10,000	\$ -	\$ 3,670.31	37%
Office Supplies	\$ 25,000	\$ 248.21	\$ 13,479.36	54%
Library Supplies	\$ 51,500	\$ 2,226.49	\$ 30,896.98	60%
Building Supplies	\$ 21,000	\$ -	\$ 2,555.42	12%
Library Resources	\$ 585,692	\$ 57,863.72	\$ 428,285.36	73%
Heat	\$ 12,000	\$ -	\$ 3,241.65	27%
<b>Total Operating Budget</b>	<b>\$ 4,266,453</b>	<b>\$ 312,252.13</b>	<b>\$ 3,017,510.98</b>	<b>71%</b>
<b>Capital Budget</b>				
Technology Replacement	\$ 100,000	\$ -	\$ 100,000.00	100%
Motor Equipment	\$ 2,000	\$ -	\$ 2,000.00	100%
Capital Projects	\$ 847,001	\$ 14,683.50	\$ 409,389.97	48%
<b>Total Capital Budget</b>	<b>\$ 949,001</b>	<b>\$ 14,683.50</b>	<b>\$ 511,389.97</b>	<b>54%</b>
<b>Total Budget</b>	<b>\$ 5,215,454</b>	<b>\$ 326,935.63</b>	<b>\$ 3,528,900.95</b>	<b>68%</b>

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

	<b>FY16/17</b>	<b>FY15/16</b>	<b>FY14/15</b>	<b>FY13/14</b>	<b>FY12/13</b>
<b>Year to Date</b>	\$ 65,944.65	\$66,494.77	\$71,683.67	\$76,621.57	\$81,813.57
<b>% Incr/Dec</b>	-1%	-7%	-6%	-6%	-
<b>\$ Inc/Dec</b>	-\$550.12	-\$5,188.90	-\$4,937.90	-\$5,192.00	-





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

	Cardholders 2/1/2017	New Residents February	New Non-Residents February	Purged February	Total 2/28/2017	Total 2/28/2016
Adult	19,671	81	0	140	19,612	19,892
Juvenile	5,197	20	0	30	5,187	5,320
<b>TOTALS</b>	<b>24,868</b>	<b>101</b>	<b>0</b>	<b>170</b>	<b>24,799</b>	<b>25,212</b>

**Total Registered Borrowers**

February 28, 2017	24,799	66%
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February 28, 2016	25,212	67%
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**Unique Borrowers - Cards used to check out physical items**

February, 2017	4,535
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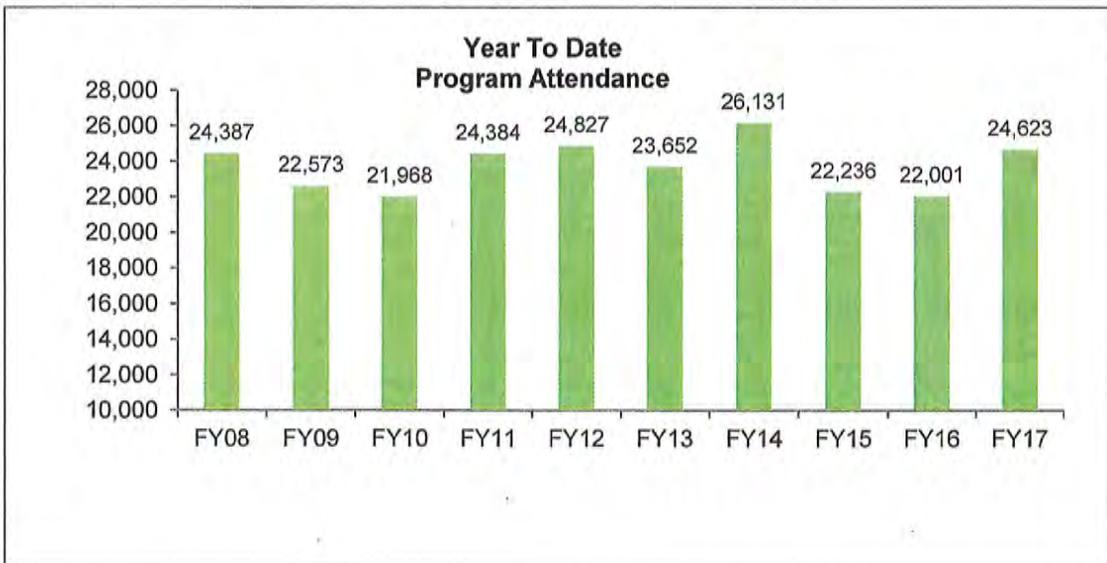
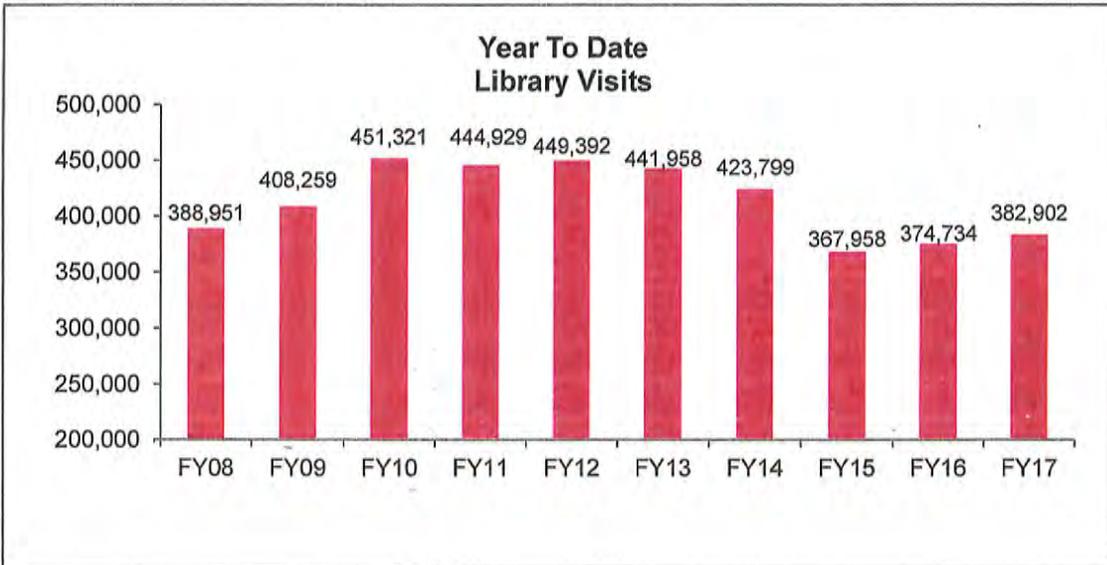
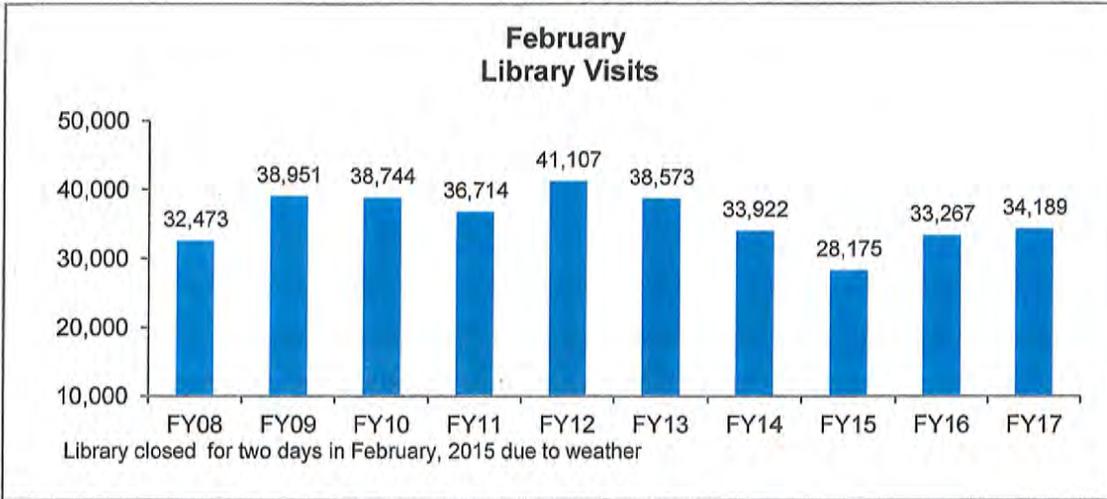
February, 2016	4,862
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March, 2016 - February, 2017	12,848
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March, 2015 - February, 2016	12,944
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**Park Ridge Public Library  
February 2017**



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

Date	Day	Patrons using the Library	Visits per hour	Library program attendance	Community program attendance
2/1/2017	Wednesday	1,384	115	97	
2/2/2017	Thursday	1,403	117	194	
2/3/2017	Friday	1,299	144	96	
2/4/2017	Saturday	1,492	187	1	
2/5/2017	Sunday	862	172	0	60
2/6/2017	Monday	1,519	127	169	12
2/7/2017	Tuesday	1,536	128	125	
2/8/2017	Wednesday	1,568	131	151	
2/9/2017	Thursday	1,519	127	236	
2/10/2017	Friday	1,381	153	157	
2/11/2017	Saturday	1,422	178	62	
2/12/2017	Sunday	988	198	0	
2/13/2017	Monday	1,562	130	155	
2/14/2017	Tuesday	1,266	106	160	
2/15/2017	Wednesday	1,388	116	92	
2/16/2017	Thursday	1,442	120	267	
2/17/2017	Friday	1,017	113	89	
2/18/2017	Saturday	1,136	142	155	
2/19/2017	Sunday	729	146	0	
2/20/2017	Monday	1,319	110	118	20
2/21/2017	Tuesday	1,284	107	190	30
2/22/2017	Wednesday	1,231	103	114	
2/23/2017	Thursday	1,186	99	211	
2/24/2017	Friday	0	0	0	
2/25/2017	Saturday	1,249	156	0	
2/26/2017	Sunday	739	148	0	
2/27/2017	Monday	1,182	99	0	
2/28/2017	Tuesday	1,086	91	6	
	Totals	34,189		2,845	122
	Last Year	33,267		2,582	71
	YTD Totals	382,902		24,623	2,007
	Last YTD	374,734		22,001	2,073



**Park Ridge Public Library  
Schedule of Park Ridge Public Library Programs**

**February 2017**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18 1:30 PM-Teen Program	20 9:30 AM-Teddy Bear Time Ages 12 - 24 months with adult 10:20 AM-Harmonious Horizons Family Music Class Ages 1 month - 5 years with adult 11:00 AM-Harmonious Horizons Family Music Class Ages 1 month - 5 years with adult 1:30 PM-Storytime for All Ages 4:30 PM-Middle School Book Discussion: Trash by Andy Mulligan 8:30 PM-Media Lab Orientation	21 9:15 AM-Baby Bounces: 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 1:30 PM-Media Lab Orientation 2:00 PM-"Mongolia: The Farthest Horizon" 4:00 PM-Battle of the Books 2017 4:15 PM-Book Bites Grades 4 - 8 7:00 PM-Library Board of Trustees Meeting AT City Hall 7:00 PM-Archiving Your Photos, Slides and Negatives 7:00 PM-Library Lit Fiction Writing Workshop with Christine Sneed	22 9:30 AM-Storytime for 2s with adult 10:15 AM-Storytime for 3s with adult 12:00 PM-Converting Your Home Videos to Digital 1:00 PM-Digitizing Audio Cassettes and Records 4:00 PM-Pizza & Pages: Middle School Edition 4:15 PM-Pokamon Club Grades K - 6 8:30 PM-Media Lab Orientation 7:00 PM-Teen Ink Writing Club	23 9:30 AM-Meet with Rep from State Senator Murphy's Office 9:30 AM-Storytime for 2s with adult 10:00 AM-Thurs AM Book Discussion: CIRCLING THE SUN by Paula McClain 10:15 AM-Storytime for 3s with adult 10:30 AM-Media Lab Orientation 11:00 AM-Busy Bees Playgroup Ages Birth - 4 with adult 2:00 PM-Travel Film 4:00 PM-Battle of the Books 2017 - Make-up day if needed 7:00 PM-Movie Memories	24 9:00 AM-Park Ridge LIBRARY CLOSED TODAY - Staff Training	25
26 48	27 4:00 PM-Battle of the Books 2017 - Make-up day if needed 4:00 PM-Teen Coloring Book Club 8:30 PM-Media Lab Orientation	28 1:30 PM-Media Lab Orientation 7:00 PM-Documentary Film: Iris				

Title	Date	Primary Event Type	Attendance	CS	RS	YA	RS Comp	REF Comp
Meet with Rep from Marty Moylan's Office	2/1/2017	Other	1		1			
Storytime for 2s with adult	2/1/2017	Children's Program	42	42				
Storytime for 3s with adult	2/1/2017	Children's Program	40	40				
CANCELLED: Teen Project Linus	2/1/2017	Young Adult Program						
Library U: Fiction Writing Workshop with Christine Sneed	2/1/2017	RS Adult Program	14		14			
Storytime for 2s with adult	2/2/2017	Children's Program	36	36				
Storytime for 3s with adult	2/2/2017	Children's Program	29	29				
Busy Bees Playgroup Ages Birth - 4 with adult	2/2/2017	Children's Program	28	28				
Travel Film: Visions of Greece	2/2/2017	RS Travel Films	12		12			
Listen to This! Teen Music Circle: High School Edition	2/2/2017	Young Adult Program	4			4		
Battle of the Books 2017	2/2/2017	Children's Battle of the Books	60	60				
Open Knitting & Crocheting Night	2/2/2017	RS Adult Program	25		25			
Nonfiction Book Discussion: AMERICA'S BITTER PILL by Steven Brill	2/3/2017	RS Book Discussion	14		14			
STEAM Starts Ages 2 - 6 with adult	2/3/2017	Children's Program	45	45				
Teen Cards for Hospitalized Kids	2/3/2017	Young Adult Program	9			9		
STEAMagination Ages 6 - 12	2/3/2017	Children's Program	28	28				
CANCELLED: Teen Breakout Edu	2/3/2017	Young Adult Program						
CANCELLED: ACT Prep: Practice Exam	2/4/2017	Young Adult Program						
Plug into The Past with Ancestry Library Edition	2/4/2017	Computer Class	1					1
Teddy Bear Time Ages 12 - 24 months	2/6/2017	Children's Program	62	62				
Storytime for All Ages	2/6/2017	Children's Program	29	29				
CANCELLED: Listen to This! Teen Music Circle: Middle School Edition	2/6/2017	Young Adult Program						
Battle of the Books 2017	2/6/2017	Children's Battle of the Books	74	74				
Teen Movie Night: The Outsiders	2/6/2017	Young Adult Program	4			4		
Baby Bounce: Storytime Just for Birth - 12 months with adult	2/7/2017	Children's Program	28	28				
Storytime for 4s & 5s	2/7/2017	Children's Program	17	17				
Teddy Bear Time Ages 12 - 24 months	2/7/2017	Children's Program	48	48				
Library U: Robotics Classes with Chasewood Learning Grades 3 - 6	2/7/2017	Children's Program	6	6				
*Concert: Esther Chuang, Piano	2/7/2017	RS Adult Program	26		26			
Storytime for 2s with adult	2/8/2017	Children's Program	27	27				
Storytime for 3s with adult	2/8/2017	Children's Program	34	34				
Online Safety and Security for Seniors	2/8/2017	RS Adult Program	14		14			
Pokemon Club Grades K - 6	2/8/2017	Children's Program	30	30				
Evn Bk Disc: WE WERE LIARS by E. Lockhart	2/8/2017	RS Book Discussion	6		6			
Pajama Storytime All Ages	2/8/2017	Children's Storytimes	40	40				
Storytime for 2s with adult	2/9/2017	Children's Program	27	27				
Thurs AM Book Discussion: CIRCLING THE SUN by Paula McLain	2/9/2017	RS Book Discussion	10		10			
Storytime for 3s with adult	2/9/2017	Children's Program	32	32				
Busy Bees Playgroup Ages Birth - 4 with adult	2/9/2017	Children's Program	42	42				
Travel Film: Botswana with Alexander McCall Smith	2/9/2017	RS Travel Films	27		27			
Battle of the Books 2017	2/9/2017	Children's Battle of the Books	50	50				
Teen Advisory Board	2/9/2017	Young Adult Program	7			7		
*Romantic Chocolate Desserts	2/9/2017	RS Adult Program	37		37			
Pizza & Pages: High School Edition	2/9/2017	Young Adult Program	4			4		
Power Employment Workshop	2/10/2017	RS Adult Program	12		12			
Friday Morning Coffee Club: Operation Lighthouse Rescue	2/10/2017	RS Adult Program	31		31			
STEAM Starts Ages 2 - 6 with adult	2/10/2017	Children's Program	25	25				
Teen Cards for Hospitalized Kids	2/10/2017	Young Adult Program	13			13		
Crafternoons All Ages	2/10/2017	Children's Program	76	76				
Drop-in Help Desk	2/11/2017	Computer Class	16				16	
2nd Saturday Family Storytime & Craft All Ages	2/11/2017	Children's Program	42	42				
Microsoft Excel Basics	2/11/2017	Computer Class	4					4
Teddy Bear Time Ages 12 - 24 months	2/13/2017	Children's Program	64	64				
Storytime for All Ages	2/13/2017	Children's Program	27	27				
Battle of the Books 2017	2/13/2017	Children's Battle of the Books	64	64				
Baby Bounce: Storytime Just for Birth - 12 months with adult	2/14/2017	Children's Program	28	28				
Storytime for 4s & 5s	2/14/2017	Children's Program	9	9				
Teddy Bear Time Ages 12 - 24 months	2/14/2017	Children's Program	34	34				

Feature Film: THE LIGHT BETWEEN OCEANS,	2/14/2017	RS Feature Film	44		44			
Library U: Robotics Classes with Chasewood Learning Grades 3 - 6	2/14/2017	Children's Program	6	6				
Teen Project Linus	2/14/2017	Young Adult Program	6			6		
Feature Film: THE LIGHT BETWEEN OCEANS	2/14/2017	RS Feature Film	33		33			
Meet with Rep from IL Rep Marty Moylan's Office	2/15/2017	Other	4		4			
Storytime for 2s with adult	2/15/2017	Children's Program	27	27				
Storytime for 3s with adult	2/15/2017	Children's Program	35	35				
Brickton Art Center Class Grades 2 - 6	2/15/2017	Children's Early Childhood	17	17				
Library U: Fiction Writing Workshop with Christine Sneed	2/15/2017	RS Adult Program	9		9			
Storytime for 2s with adult	2/16/2017	Children's Program	24	24				
Storytime for 3s with adult	2/16/2017	Children's Program	44	44				
Busy Bees Playgroup Ages Birth - 4 with adult	2/16/2017	Children's Program	26	26				
Travel Film New Mexico	2/16/2017	RS Travel Films	15		15			
Battle of the Books 2017	2/16/2017	Children's Battle of the Books	71	71				
*Her Hamilton: As Told by His Wife, Eliza	2/16/2017	RS Adult Program	85		85			
High School Book Discussion: History Is All You Left Me by Adam Silvera	2/16/2017	Young Adult Program	2			2		
Toddler Art Ages 18 months - 3 years	2/17/2017	Children's Program	26	26				
Low Vision Group Meeting	2/17/2017	Low Vision Support Group	3		3			
Toddler Art Ages 18 months - 3 years	2/17/2017	Children's Program	27	27				
Teen Cards for Hospitalized Kids	2/17/2017	Young Adult Program	8			8		
Teen Murder Mystery Party	2/17/2017	Young Adult Program	25			25		
Winter Family Concert Featuring Jim Gill All Ages	2/18/2017	Children's Program	117	117				
Teacher Workshop with Jim Gill: Music Play with Purpose	2/18/2017	Children's Program	38	38				
Teddy Bear Time Ages 12 - 24 months	2/20/2017	Children's Program	42	42				
Harmonious Horizons Family Music Class	2/20/2017	Children's Program	24	24				
Harmonious Horizons Family Music Class	2/20/2017	Children's Program	29	29				
Storytime for All Ages	2/20/2017	Children's Program	20	20				
Middle School Book Discussion: Trash by Andy Mulligan	2/20/2017	Young Adult Program	3			3		
Baby Bounce: Storytime Just for Birth - 12	2/21/2017	Children's Program	30	30				
Storytime for 4s & 5s	2/21/2017	Children's Program	13	13				
Teddy Bear Time Ages 12 - 24 months	2/21/2017	Children's Program	40	40				
*Mongolia: The Farthest Horizon	2/21/2017	RS Adult Program	26		26			
Battle of the Books 2017	2/21/2017	Children's Battle of the Books	64	64				
Book Bites Grades 4 - 6	2/21/2017	Children's Program	4	4				
Archiving Your Photos, Slides and Negatives	2/21/2017	Computer Class	3				3	
Library U: Fiction Writing Workshop with Christine Sneed	2/21/2017	RS Adult Program	10		10			
Storytime for 2s with adult	2/22/2017	Children's Program	22	22				
Storytime for 3s with adult	2/22/2017	Children's Program	40	40				
Converting Your Home Videos to Digital	2/22/2017	Computer Class	2				2	
Digitizing Audio Cassettes and Records	2/22/2017	Computer Class	1				1	
Pizza & Pages: Middle School Edition	2/22/2017	Young Adult Program	14			14		
Pokemon Club Grades K - 6	2/22/2017	Children's Program	26	26				
Teen Ink Writing Club	2/22/2017	Young Adult Program	9			9		
Meet with Rep from Senator Murphy's Office	2/23/2017	Other	1		1			
Storytime for 2s with adult	2/23/2017	Children's Program	43	43				
Thurs AM Book Discussion: CIRCLING THE SUN by Paula McLain	2/23/2017	RS Book Discussion	12		12			
Storytime for 3s with adult	2/23/2017	Children's Program	38	38				
Busy Bees Playgroup Ages Birth - 4 with adult	2/23/2017	Children's Program	48	48				
Travel Film: Russia	2/23/2017	RS Travel Films	26		26			
*Movie Memories	2/23/2017	RS Adult Program	43		43			
Teen Coloring Book Club	2/27/2017	Young Adult Program	0					
Documentary Film: Iris	2/28/2017	RS Adult Program	6		6			

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**Park Ridge Public Library**  
**Virtual Visits/Computer Use/WiFi Sessions/Media Lab**  
[www.parkridgelibrary.org](http://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	16,752	22,796	(6,044)	-27%
November	15,966	22,470	(6,504)	-29%
December	16,282	22,522	(6,240)	-28%
January	20,498	25,392	(4,894)	-19%
February	20,248	22,533	(2,285)	-10%
March		25,426		
April		22,227		
<b>YTD Total</b>	<b>186,422</b>	<b>280,506</b>	<b>(46,431)</b>	

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	3,173	3,434	(261)	-8%	\$204	\$254	-\$50
November	3,293	3,188	105	3%	\$180	\$205	-\$25
December	2,599	3,434	(835)	-24%	\$191	\$123	\$68
January	2,430	3,038	(608)	-20%	\$201	\$198	\$3
February	2,757	3,193	(436)	-14%	\$181	\$257	-\$76
March		3,562				\$268	
April		3,245				\$234	
<b>YTD Total</b>	<b>32,328</b>	<b>41,741</b>	<b>(2,606)</b>		<b>\$2,032</b>	<b>\$2,634</b>	<b>-\$100</b>

WiFi Sessions	FY17	FY 16	% Inc/Decr
May	4,466	2,968	50%
June	3,785	3,322	14%
July	0	3,596	-100%
August	0	3,535	-100%
September (1)	2,549	4,227	-40%
October	3,823	4,868	-21%
November	4,354	4,836	-10%
December	4,707	5,101	-8%
January	3,882	4,323	-10%
February	3,920	3,826	2%
March		4,387	
April		4,001	
<b>YTD Total</b>	<b>31,486</b>	<b>48,990</b>	

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
October	\$ 230	6
November	\$ 270	5
December	\$ 270	4
January	\$ 230	5
February	\$ 240	4
<b>YTD Total</b>	<b>\$ 3,270</b>	

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

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

	Orientations FY17	Sessions FY17	Orientations FY16	Sessions FY16
May	11	23	21	12
June	10	12	9	21
July	5	11	15	33
August	5	15	13	31
September	10	18	15	36
October	4	26	10	12
November	10	19	5	12
December	7	28	6	26
January	9	17	11	25
February	7	18	9	28
March			19	33
April			6	9
<b>Total</b>	<b>78</b>	<b>187</b>	<b>139</b>	<b>278</b>

Orientations to Date	217
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Sessions to Date	465
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February 2017

Feb 1, 2017 - Feb 28, 2017

All Users  
100.00% Sessions

Total Visits

**20,248**

% of Total: 100.00% (20,248)



Page Views Per Visit

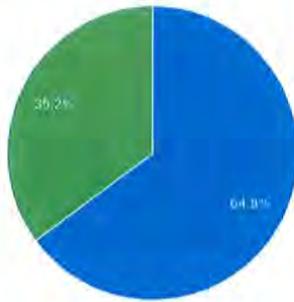
**1.99**

Avg for View: 1.99 (0.00%)



Total Visits

Returning Visitor New Visitor



Avg. Visit Duration

**00:02:29**

Avg for View: 00:02:29 (0.00%)



Pageviews by Page

Page	Pageviews
/	22,950
/databases/	3,721
/ebooks-and-downloadables/	833
/new-dvd-blu-ray/	788
/read-listen-view/	459
/battle-of-the-books/	438
/kids/	406
/employment/	391
/research-learn/	373
/book-madness/	364

Unique Visitors

**9,806**

% of Total: 100.00% (9,806)



New Visits

**7,123**

% of Total: 100.00% (7,123)



Visits by Browser

Browser	Sessions
Chrome	9,329
Safari	4,927
Internet Explorer	2,856
Firefox	2,281
Edge	646
Amazon Silk	84



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

**Visits to Groups outside the Library**

	<b>Groups</b>	<b>People Reached</b>
February 2017	42	1,207
February 2016	35	1,234
YTD 2016/17	341	14,104
YTD 2015/16	284	12,137

**Loans of Materials**

<b>Schools and Nursing Homes</b>	<b>Loans</b>	<b>Number of Items Sent</b>
February 2017	33	635
February 2016	25	526
<b>Home Bound Patrons</b>	<b>Patrons Served</b>	<b>Number of Items Sent</b>
February 2017	17	79
February 2016	12	65
Totals February 2017	50	714
Totals February 2016	37	591
YTD 2016/17	398	5,544
YTD 2015/16	332	5,174

Park Ridge Public Library  
Community Engagement  
February, 2017

Type of Partnership	Organization	Contact	Event	Impact
Organization/Sustaining	City of Park Ridge/Youth Commission	Claire/Reader Services	Youth Commission	Developing a "Life After High School" panel that will explore issues related to post-secondary options. Collaborating with students on Youth Commission to identify panel participants. Panel meeting to be held on June 14, 2017. Supports education, students and families
School/Sustaining	Maine South H. S.	Claire/Children's	Business Class Mentor	Mentoring students who are developing business plans on ways to use library resources in their research. Supports education, students and families
Organization/Sustaining	Oakton C.C.	Cathy/Reader Services	Literacy Advisory Group	Supports local organization and promotes use of Library
School/Sustaining	Have Dream, Messiah Lutheran, Jefferson	Staci/Children's	Storytimes	Promotes use of library
School/Sustaining	District 207	Liz/Wendy/Children's	Judged Family, Career and Community Leaders of America (FCCLA) storytelling competition	Children's librarians served as judges at this annual competition at the request of two D207 teachers. Supports local organization and promotes use of Library
Organization/Sustaining	SCORE, a non-profit that provides mentoring for small businesses	Reference	One-on-One mentoring sessions	Sessions offered at PRPL by appointment. Provides information and support to residents. Promotes use of the library as a source of resources and assistance.
Organization/Sustaining	Park Ridge Chamber of Commerce	Reference	Cross-promotion of SCORE mentoring	Promotion of mentoring sessions included in Chamber publications. Raises awareness of library resources and promotes use of the Library.
School/Sustaining	D64 and local parochial schools	Administration	Youth Art Month	Relationship with Library provides schools with positive publicity. Supports education, students and families.
Organization/Sustaining	20th Century Women's Group	Laura/Reader Services	Presentation on PRPL resources	Raises awareness of library resources and promotes use of the Library
School/Sustaining	Kiddie Academy	Parry/Children's	Presentation at school's in-service day	Raises awareness of library resources and promotes use of the Library
Organization/Sustaining/C ontributing	St. Paul of the Cross and PEO group	Laura/Reader Services	Book discussions	Raises awareness of library resources and promotes use of the Library. Both organizations subsequently made donations to the Library

**PARK RIDGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT – MARCH 21, 2017**

**PERSONNEL**

1. **Appointments:** The following personnel have been appointed to positions as noted below:  
Peter Cato, Library Monitor, Maintenance, Part-Time, Substitute, effective March 9
  
2. **Departures:** The following personnel have left the Library as noted below:  
Raj Rambhajan, Library Page, Reference Services, Part-Time, effective March 16
  
3. **Changes in Status:** The following personnel have had changes to their position as noted below.  
None
  
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:** March 16, 2017  
**SUBJECT:** Library Director's Report

The following report includes highlights of the month's activities along with news on new programs and services.

### **Classic Film Series 2017 – *Movies About Movies* – *Hollywood Projects Itself***

Our classic film series is back! This year the theme is focused on movies about Hollywood. Films are shown on select Thursdays from March 2 through May 25. Each showing begins with an introduction by Matthew Hoffman. A complete schedule is on our website at [www.parkridgelibrary.org/park-ridge-public-library-presents-movie-madness-classic-film-series/](http://www.parkridgelibrary.org/park-ridge-public-library-presents-movie-madness-classic-film-series/). If you are interested in classic films Matthew also has a blog at [www.parkridgeclassicfilm.com](http://www.parkridgeclassicfilm.com)

### **Celebrating Youth Art in Park Ridge**

March is "Celebrate Youth Art Month" and each year the Library hosts a display of student art work from local schools. Be sure to stop by the second floor display case to see the works of our talented young people.

### **Small Business Matters**

The Library is partnering with Score a nonprofit association dedicated to helping small businesses by providing experienced volunteer counselors for one on one sessions. We are offering appointments the second and fourth Monday of each month, in the evenings. If you know anyone that might want to take advantage of this opportunity please share this information with them.

### **Charging on the Go**

If your phone is almost out of power you can now stop in and charge it up while you are using the Library. Patrons can stop by the Reference Desk, pick up a Doblet and use it anywhere in the Library to charge their portable device.

### **Library U**

Our Library U series offers patrons an opportunity to learn a new skill in a series of two or three workshops. We just concluded a three part Fiction Writing Workshop with Christine Sneed, who is the faculty director of Northwestern University's MA/MFA program. There were 15 spaces in the class and all were filled. We also offered a robotics class for children from Chasewood Learning, 15 spaces were available and 6 children registered for this program that included 3 one hour sessions on robotics. Attendees pay a fee and there is a minimum requirement for each class or the class is cancelled. Library U allows us to offer more in depth instruction on topics of interest and the cost of the instructors are paid for by the attendees.

### **Maker Space Open House**

On Saturday, April 1 from 10 am – Noon we are holding an open house to introduce our new Mobile Maker Space. Staff will be on hand to show patrons how to use the equipment in our Maker Space. We are creating a schedule for the Maker Space that will include times when patrons of all ages can drop in and use the materials. We are also going to make the space available to clubs and organizations in town that want to use the equipment.

### **Adult Programming**

Adult programs included Romantic Chocolate Desserts, Her Hamilton: As Told by His Wife, Eliza and Movie Memories. Statistics for all adult programs are included in the packet.

### **Teen Services**

Claire Griebler, Teen Services Librarian, is assisting Maine South students with their business class projects by showing them how to use the Library's resources for their research. Programs for teens this month included making cards for hospitalized children, A Murder Mystery Party, the Teen Ink Writing Club and Pizza & Pages: Middle School Edition.

### **For Children and Families**

A wide array of fun and creative programs were offered for children of all ages during the month of February. The monthly calendar in the packet lists all of the programs and attendance numbers.

### **Winter Reading Clubs**

Winter Reading Clubs promote reading and provide an opportunity to learn about new authors and genres during the gray and wintry days of January and February. 723 kids signed up for the All Ages Winter Reading Club, 108 more than last year. Children worked towards a goal of reading for 20 days, after which they were invited to select a prize book. 93 kids signed up for our Wolves Winter Reading Club (for kids in grades 1-8), sponsored by the Chicago Wolves, participants can win prizes provided by the team and are treated to a visit with one of the players at the end of the program. The adult club had 177 participants that read 680 books (up from 155 and 610 last year). Twenty-seven teens participated in the club and read 60 books. The number of teen was less than last year – 126 - because last year students signed up during January school visits. This year visits were in December and students were informed of the program but did not come in during January to sign up. Next year Claire will move her visits back to January or start the club in December when she visits the schools.

### **Beyond Our Walls – Library Outreach**

Staff visited local nursing homes, conducted book talks, facilitated a book discussion and promoted Library services at events during the month. One resident signed up for a Media Lab orientation and told us his wife told him about the Lab after hearing a presentation by Laura Scott. Lori Preston spoke to members of the St. Luke's Men's Breakfast Club about Library services and resources and Children's Services staff visiting students at Jefferson School, Have Dreams and presented information on the Library at the staff in-service day at Kiddie Academy.

### **Blind Date with a Book**

During the month of February patrons were invited to have a blind date with a book. The books were wrapped in brown paper with a heart on the front that contained three adjectives describing the book. Patrons seemed to enjoy this and 31 books were checked out from the display.

### **Battle of the Books**

Field School came in 1<sup>st</sup> place and St. Paul came in 2<sup>nd</sup> place. Staff report that "It was another wonderful battle season, with many enthusiastic kids participating and many family members present to cheer them on. Parents really appreciate this chance for their readers to shine and join in a friendly competition."

**Quote from a parent: "It was such a delight to see my daughter competing in her element. She's a really big reader and it's just so great to see that celebrated."** Staci Greenwald led each Battle, assisted by Lisa Winchell. A Battle of the Books celebration for all participants was held on March 13.

### **Tax Season**

With one month to go in tax season we continue to distribute paper copies of tax forms provided by the State of IL and the IRS. Staff also assist many patrons with printing forms from the government websites.

### **Behind the Scenes**

Staff is busy preparing our non-traditional items for checkout. Unlike books and AV, each item requires special packaging and handling to make it ready for checkout. As soon as items are available we will be marketing the collection to the public.

Peggy Maiken made changes to the way we withdraw worn and damaged materials to reduce the number of steps involved in handling them. She is also generating new reports thru the ILS that eliminates manual record keeping of items withdrawn. Both steps have helped staff manage the increase in the volume of materials we are withdrawing from the collections in preparation for the renovation and reorganization. Anastasia Daskalos is training Circulation staff to assist with the holds retrieval process on weekends, this allows us to get many items ready for pick up from the holds shelves a day or two faster.

### **Follow Up from February Board Meeting**

Char Foss-Eggeman thought it would be helpful to provide free bags to patrons that are checking out multiple materials by collecting donated eco/cloth bags or used plastic bags and sharing them with patrons. She also had a conversation with Amy Bartucci who is a member of Go Green Park Ridge and asked me to contact her. I had a conversation with Amy about ways we can make free bags available to patrons and discussed several options. In December we obtained 500 eco bags for free from a company that sells advertising to local businesses and distributes the bags for free to public libraries. We are currently distributing these bags to anyone that needs one and have been told we can obtain up to 5,000 per year. We will continue to make these bags available to patrons as there is no staff time involved and no cost to the Library.

### **Facility**

John Priala met with the architects and engineers from Studio GC several times as they investigated the building systems prior to preparing the bid documents. We will both be present for the pre bid meeting on Friday, March 17.

John and I met with Police Chief Frank Kaminski to discuss building security and adding cameras to the exterior of the Library that would provide views of the exterior of the building and the grounds.

John is investigating options for information kiosks to be placed around the community to promote the Library's digital collections. We will have information and pricing for the Planning & Operations Committee to review next month along with suggested locations for placement of the kiosks.

### **Technology**

CVI completed work with TBS on the installation and reporting for the new print management software installed on the copier/printers in the public areas. In addition to the regular updates, problem solving and assisting patrons, they are assisting American Eagle with the investigation of our Google Analytics data for the Library website.

### **Staff Development**

Our annual Staff In-Service/Training Day was held on Friday, February 24. The focus of the day was on training, the renovation plans including logistics and phasing, as well as the changes to services as a result of the renovation. Staff met the City's new social worker and learned about her role and how she can serve as a resource for the Library. Kim Hodges from Human Resources discussed a variety of personnel matters and Claire Griebler did a presentation on teen behavior and development that was a highlight of the day.

### **Library Director**

I attended weekly City Department Head meetings, visited a showroom with Parry Rigney and Isela Catania that manufactures display shelving and held an all-day meeting with Isela and Library staff to review furniture and shelving counts and placement for the renovation. I met with Carl Giometti to review the construction plans, provided answers to questions from the vendors that are submitting proposals for an RFID system and visited the newly renovated Lincolnwood Public Library to see what new features they incorporated into their library's makeover. (Study rooms, media lab, fireplace, more electrical outlets, variety of seating options, new vestibule/entry area, new service desks and moveable walls for one of their meeting rooms. There is a nice video on their website that provides an overview of their renovation, we plan to do something similar when our renovation is completed. <http://lincolnwoodlibrary.org/construction-updates-2/>

### **FOR FUTURE BOARD REVIEW AND DISCUSSION**

- Library Renovations
- RFID
- Employee Compensation
- Information Kiosks in the Community
- Intergovernmental Agreement

The Friends of the Library provided funds for a family concert with Jim Gill and a workshop for teachers on music and play.



Teen Murder Mystery Party



Pizza and Pages



**REQUESTS FOR INFORMATION - STATUS REPORT 3/14/17**

DATE OF REQUEST	REQUESTOR	DESCRIPTION OF REQUEST	DATE DUE	DATE OF RESPONSE	STATUS OF REQUEST
3/1/17	Egan	IGA Status	3/21/17	3/21/17	Acting City Manager will provide Director with info on 3/17/17 Next mtg. will be after election
2/21/17	Parisi	Information on latest parking study being conducted by City			Will report when information is available
2/21/17	Foss-Eggeman	Suggested library collect donations of used bags and provide free to patrons – contact Go Green committee head to discuss	3/21/17		Contacted Amy Bartucci 2/23 to discuss ideas – contacted provider of free eco bags, promised 5,000 per year if needed, currently distributing free bags
2/14/17	Board	Presentation on RFID-what it is what it does	3/21/17	3/21/17	
1/17/17	Board	Why are Google Analytics showing a decline in website hits?	Open		Still working with American Eagle, Dean is also in contact with them – no definite answer has been provided to date 3/21/17
1/17/17	Board	Why is attendance at teen programs low?	2/21/17	2/21/17	Data provided in monthly report – attendance is in line with neighboring libraries
1/17/17	Board	Automatic Renewals of checked out materials– experience of other libraries	Future		Will collect data from other libraries that have 1 or more years of exp.
1/17/17	Board	Media Lab Data to be added to monthly Board Packet	2/21/17	2/21/17	Closed
1/10/17	Reardon	Turnover Rate on” Most Wanted” Collection	1/17/17	1/11/17	Closed Info provided to trustees via email
12/13/16	Reardon	Request for research on technology used for new Amazon Go store and	1/10/17	12/15/16	Provided available information, including patent via email. Staff

DATE OF REQUEST	REQUESTOR	DESCRIPTION OF REQUEST	DATE DUE	DATE OF RESPONSE	STATUS OF REQUEST
		contact information for Jeff Bezos			continuing to search for more information
12/13/16	Reardon	Data on circulation trends of DVDs and video games	12/20/16	12/14/16	Closed Provided ten years of data to MR
11/9/16	Board	Develop plan to market to households that do not have a card	1/10/17	2/14/17	Comm. Agreed to focus on low cost ideas first. Marketing Coor. will begin work on this
11/9/16	Board	Information on households that do not have a library card	1/10/17	2/14/17	Closed – Discussion of results and course of action determined at Resources Comm. Mtg. 2/14/17
10/18/16	Board	Information on digital materials circulation as a % of the whole	11/9/16	11/9/16	Closed
10/18/16	Board	Provide data on how many unique library cards are used to check out digital materials only	<del>12/20/16</del> 2/14/17	2/21/17	Info from two providers not available. Staff will attempt to match card numbers with database to identify unique users
10/11/16	Board	Define Metrics for establishing and maintaining community partnerships at different levels	1/17/17	2/14/17	Provided definition of partnerships to Trustees by 1/17/17 Complete list of partners and impacts distributed on 2/14/17
10/11/16	Reardon	Analysis of cost per circulation of PRPL vs. comparable libraries with lower per circ. cost	12/13/16	12/13/16	Closed – Reported that Director visited Crystal Lake and did not see any efficiencies or different procedures. Available data does not make comparisons possible, Total operating budget/total annual circulation does not show actual cost of circulating items
9/13/16	Board	Prepare RFQ for an Attorney to represent the Library	10/11/16	10/18/16	Closed RFQ published 11/2/16 Due 12/1/16

DATE OF REQUEST	REQUESTOR	DESCRIPTION OF REQUEST	DATE DUE	DATE OF RESPONSE	STATUS OF REQUEST
9/13/16	Foss-Eggemann	Action Plan for community engagement	10/11/16	10/11/16	Discussed at 11/9/16 comm. Mtg.
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 – Follow Up above
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  
MARCH 14, 2017 AT 7:49 P.M. IN THE THIRD FLOOR MEETING ROOM**

**ROLL CALL:**

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

**TRUSTEES ABSENT:** Joseph Egan, Judith Rayborn

**OTHERS PRESENT:** Janet Van De Carr, Library Director

**Approval of Minutes**

Mr. Trizna made a

**MOTION:** to approve the minutes for the Planning & Operations Committee meeting held October 11, 2016

Mr. Lamb SECONDED the motion

MOTION PASSED UNANIMOUSLY

**Communication with Library Attorney – Policy IA1**

The Committee discussed point #11 of Policy IA1, Purchasing, which covers communications with the Library attorney. Mrs. Van De Carr shared with the Committee Mr. Trizna's suggestion that there be a policy to proscribe when the Director can contact the Library's attorney with or without pre-approval of some of the Library trustees, and on what occasions. Mr. Trizna elaborated on the matter, and there was discussion among the trustees.

Mr. Reardon asked if the Planning & Operations Committee would also be voting on revisions to point #8 of the policy, to which Mrs. Van De Carr stated that #8 came from the Building & Grounds Committee, and that would go before the Board at the March 21, 2017 meeting. She clarified that points #8 and #11 would be voted on separately at the Board meeting.

The Committee decided that point #11 be revised to include the text underlined below:  
*Requests for legal counsel from individual Trustees or the Director must be approved by majority vote at regularly scheduled meetings of the Trustees except for matters pertaining to FOIA (Freedom of Information Act) requests, bids, bid documents, contracts, proposals, and tax appeals. Any interim requests made outside of regularly scheduled meetings must be approved by the President and Vice President of the Library Board of Trustees before requesting legal counsel. If the request is initiated by the President, approval must be given by the Vice President and a second Officer of the Board. Either the President or Vice President may at their discretion defer the decision to a meeting of the full Board.*

Mr. Trizna made a

**MOTION:** to approve point #11 of *Policy IA1, Purchasing*, as revised

Mr. Parisi SECONDED the motion

Voice vote: 4 Yay: Foss-Eggemann, Lamb, Parisi, Trizna  
3 Nay: Burkum, Dobrilovic, Reardon  
2 Absent: Egan, Rayborn

MOTION PASSED

**Revised Timeline – Library Improvements**

Mrs. Van De Carr stated that in April and May the Board is slated to review furniture and shelving for the renovation. She asked for clarification and direction as to what the trustees want to see from the architects so that she can direct the architects properly. She asked if the trustees want to see two choices for every item, items that meet certain price ranges, and what criteria they wish to establish for how the information is presented to the Board.

Mr. Lamb asked what was the ultimate consensus regarding the purchasing programs at the special Board meeting on March 1, to which Mrs. Van De Carr replied that the Board approved joining the joint purchasing programs.

Mr. Trizna stated he wants to see detailed specs – such as weight of the chairs for the meeting room – with other pertinent decision factors such as pricing, how high can they be stacked, padded or not, etc., things normally specified if going out to bid.

Mr. Dobrilovic stated he agrees that the Board would like to see specifications for all of the items being purchased, but he also agrees with Mrs. Van De Carr that there is a design element to this renovation and he believes everyone wants the Library to be visually appealing and to encourage people to want to come in. He doesn't think items should be purchased solely based on specifications and low price. He believes there has to be consideration for design and that is why the Library is paying the architects, to develop, and execute a design.

He suggested the architects present certain packages of items that group items that flow together from the design perspective, but also meet the specifications of the items the Board wants. He suggested Studio GC provide the information in "design packages" so that items flow together and meet the design and specification goals.

Mr. Dobrilovic asked Mrs. Van De Carr to ask them if it would be beneficial to extend the bid date for one week to allow bidders ample time to prepare their bids. The trustees agreed to adhere to Studio GC's recommendation.

**Outsourcing Proposal**

The Committee discussed the outsourcing proposal and discussed what efficiencies the Library can gain. What are the savings? Mrs. Van De Carr was asked to provide additional information to the Board.

**Other**                      None

**Adjournment:** 8:43 p.m.

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Berardino Parisi, Chair

PURCHASING POLICY

POLICY:

The Board of Trustees is responsible for approving the expenditure of all library funds over which it has control. The operating budget of the Library acts as the spending plan for the fiscal year. The Library Director is authorized and directed to take such action with respect to the expenditure or commitment of the library funds as may be defined in the pertinent rules.

RULES:

1. The Library Director shall develop detailed specifications and secure written proposals or quotes from suppliers and contractors when an expenditure for a single item or for an aggregate purchase of like items of equipment or service is expected to be over \$5,000.00 but less than \$20,000.00.

The Library Director will obtain at least three (3) competitive proposals and every reasonable effort to solicit proposals through direct supplier contact, local media, trade publications, purchasing cooperatives, procurement websites, manufacturer contacts, and other cost effective means in order to cast the widest possible net for suppliers will be made. Such proposals shall be submitted to the Board for action through the appropriate committee.

2. The Library Director shall secure competitive bids from suppliers and contractors when an expenditure is expected to exceed \$20,000.00 in accordance with 75 ILCS 5/5.5. Such bids shall be submitted to the Board for action through the appropriate committee.

Where competitive sealed bidding is utilized for purchases above \$20,000.00, an invitation for bids shall be issued which shall include a general description and all contractual terms and conditions applicable to the procurement. Adequate public notice of the invitation for bids shall be given at least fourteen (14) business days prior to the date set forth therein for the opening of bids. In addition, every effort to distribute the invitation for bids through direct supplier contact, local media, trade publications, purchasing cooperatives, procurement websites, manufacturer contacts, and other cost effective means in order to foster a competitive bidding event.

Bids shall be opened publicly in the presence of one or more witnesses at a time and place designated in the invitation for bids. Bids shall be unconditionally accepted without alteration or correction, and evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as terms of delivery, quality, serviceability and experience. Those criteria that will affect the bid price shall be objectively measurable. No criteria may be used in bid evaluation that is not set forth in the invitation for bids. The Library reserves the right to reject any and all bids and to make bid awards in the Library's best interest.

3. The Library will procure Professional, Technical or Artistic Services according to the provisions of Local Government Professional Services Selection Act (50 ILCS 510/1 et seq.).
4. The Library Director is authorized to make purchases of supplies, materials, library resources, and other normal recurring items without prior Board approval so long as these purchases are covered within budgeted amounts. The Library Director is further authorized to purchase individual items of equipment and to authorize repairs up to \$5,000.00 without prior Board approval so long as these are covered within budgeted amounts.

5. The Library Director is authorized to obligate the Library for expenses up to \$25,000 for emergency repairs and equipment without prior Board action provided such expenditures can be accommodated within the budget limitations for such items. The Board of Trustees will act on the expenditure at the next appropriate meeting. Contracts for emergency expenditures are also exempt from competitive bidding when the emergency expenditure is approved by 3/4 of the members of the Board.
6. The Library Director shall not enter into any contract for services for a period exceeding one year or for an amount exceeding \$5,000.00 without approval by the Library Board of Trustees.
7. The Library will not enter into any service contract for more than two years (24 months). Contracts may be extended for one year (12 months) if deemed in the best interest of the Library due to cost savings or other factors. An extension will be subject to approval by the Library Board of Trustees.
8. The Library shall have the authority to join with other units of ~~local~~ government in cooperative purchasing plans **or in cooperative purchasing organizations, such as when the best interests of the Library would be served.** ~~The Library may also participate in the Illinois Joint Purchasing Program pursuant to 30 ILCS 525/0.01 et seq.~~ **when the best interests of the Library would be served.**
9. No Library Trustee or employee of the Library shall have a personal interest in Library purchases or contracts beyond the extent provided by law. (50 ILCS 105/3) Library trustees and employees shall also comply with the provisions regarding bidding contained in 720 ILCS 5/33 E-1 et seq. pertaining to public contracts.
10. The Library will keep records of all bidding activity, including competitive proposals and all solicitations made to obtain them in accordance with the Library's record retention schedule.
11. Requests for legal counsel from individual Trustees **or the Director** must be approved by majority vote at regularly scheduled meetings of the Trustees **except for matters pertaining to FOIA (Freedom of Information Act) requests, bids, bid documents, contracts, proposals, and tax appeals.** Any interim requests made outside of regularly scheduled meetings must be approved by the President and Vice President of the Library Board of Trustees before requesting legal counsel. If the request is initiated by the President, approval must be given by the Vice President and a second Officer of the Board. Either the President or Vice President may at their discretion defer the decision to a meeting of the full Board.

Revised \_\_\_\_\_, 2017  
Revised August 16, 2016  
Revised November 17, 2015  
Approved Mar 13, 1979

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8. The Library shall have the authority to join with other units of government in cooperative purchasing plans or in cooperative purchasing organizations, such as the Illinois Joint Purchasing Program pursuant to 30 ILCS 525/0.01 *et seq.* when the best interests of the Library would be served.
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Revised \_\_\_\_\_, 2017  
Revised August 16, 2016  
Revised November 17, 2015  
Approved Mar 13, 1979

**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  
MARCH 14, 2017 AT 8:44 P.M. IN THE THIRD FLOOR MEETING ROOM**

**ROLL CALL:**

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

**TRUSTEES ABSENT:** Joseph Egan, Judith Rayborn

**OTHERS PRESENT:** Janet Van De Carr, Library Director

**Approval of Minutes**

Mr. Trizna made a

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

Mr. Lamb SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

**Selection of 2017 Library Award Recipient**

The Committee discussed the four individuals nominated for the 2017 Annual Library Award, which honors an individual who has performed extraordinary service to the Library. The Committee discussed the nominees at length.

Mrs. Foss-Eggemann made a

**MOTION:** to award the 2017 Library Award to Mr. Harry Krampitz

Mrs. Burkum seconded the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Mrs. Van De Carr stated that she will invite Mr. Krampitz to the April Board meeting to receive his award.

**Other**

Mrs. Van De Carr stated that she will make sure the Library recognizes Deb Kuhlman, also nominated for the Library Award, for her 25 years of service as a volunteer to the Library. Mr. Reardon asked if the Library can acknowledge her at the April Board meeting as well, to which Mrs. Van De Carr replied that she will invite her to the April meeting.

Mrs. Van De Carr distributed her status report for requests for information from the Board.

Mrs. Van De Carr addressed Mr. Lamb's question about the status of the Intergovernmental Agreement (IGA) between the Library and the City, which Mr. Egan also questioned at the March 1, 2017 special committee meeting. She stated that there was a draft report created in 2016 after she and Mr. Trizna met with Attorney Simon, Alderman Moran, Alderman Knight, and City Manager Hamilton. At that time, Mrs. Van De Carr had asked Mr. Simon for a draft of the Intergovernmental Agreement (IGA) and he said that it first needed to go to the

City for review. Mrs. Van De Carr then reached out to Mr. Trizna and asked him to speak with Alderman Knight. Mr. Lamb asked why the Library Board wouldn't get a copy, to which Mr. Trizna said because the Aldermen wanted to make sure the City was comfortable with it before forwarding it to the Library Board.

Mrs. Van De Carr stated that the current status is that Mr. Gilmore is going to discuss the Intergovernmental Agreement (IGA) with Attorney Simon, and he has promised an update by March 17. With the upcoming election only weeks away, a follow-up meeting will be scheduled afterward and then the Library's attorney will be invited to review the IGA and represent the Library at that meeting.

Mrs. Van De Carr reported that she will have information on the kiosks as well as digitizing the newspapers for the Library Resources Committee to discuss at its April, 2017 meeting.

Mr. Lamb asked that the Board consider recognizing Maine East student Hannah Flood, because she earned a perfect score on the Advanced Placement U.S. History Exam in May, 2016. He stated he would like the Library to acknowledge her and her teacher, Mr. Owen Doke, as well at the April Board meeting. Mrs. Van De Carr said she will obtain contact information for both of them and invite them to the April 18 meeting.

There was brief discussion of whether to hold the Closed Personnel Committee meeting this evening. It was decided that the meeting can wait until the Chair of the Committee, Mrs. Rayborn, is present. Mrs. Van De Carr stated that Mrs. Rayborn said she will be at the March Board meeting. It was the consensus of the Committee to postpone the Closed Session meeting until March 21, 2017.

**Adjournment:** 8:58 p.m.

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Charlene Foss-Eggemann, Chair

**MINUTES  
OF THE SPECIAL MEETING OF  
THE BUILDING & GROUNDS COMMITTEE OF THE WHOLE  
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD  
MARCH 1, 2017 AT 7:05 P.M. IN THE THIRD FLOOR MEETING ROOM**

**ROLL CALL:**

**TRUSTEES PRESENT:** Joseph Egan, Chair; Karen Burkum (7:50 p.m.), Stevan Dobrilovic, Charlene Foss-Eggemann, Michael Reardon; Robert Trizna

**TRUSTEES ABSENT:** Patrick Lamb, Berardino Parisi, Judith Rayborn

**OTHERS PRESENT:** Janet Van De Carr, Library Director; Patrick Callahan & Rick McCarthy, Studio GC Architecture

**Discussion of the Use of Joint Purchasing Programs for Library Renovation**

Mr. Reardon explained the reason for this evening's special Committee and Board meetings was his concern with how the Library is going to control furniture costs, especially in regard to the joint purchasing programs presented by Mr. McCarthy and Ms. Catania. Mr. Reardon stated he is concerned that the Board won't be meeting its fiduciary responsibility if it doesn't get multiple quotes, and therefore the lowest price, on furniture.

Mr. Reardon explained that per his notes from the December 13, 2016 Committee meeting, when he asked Mr. McCarthy how the Library is going to control furniture costs, Mr. McCarthy told the Committee that Studio GC would provide the Board with multiple bids on the furniture and that would assure that we got the lowest price. Then Ms. Catania introduced the idea of direct purchasing and the Library joining the joint purchasing consortiums and she then stated that this would be the best procedure for purchasing furniture. Mr. Reardon stated he feels he doesn't have enough information to approve that path and that is why Studio GC was invited to speak to the Committee. He added that he can't approve of this process without clarification, adding that his goal is to get the best price for the taxpayers.

Mr. McCarthy of Studio GC stated that first of all Studio GC can use either process for purchasing furniture, whichever way the Board wishes to proceed. He introduced Patrick Callahan, the Senior Principal of Studio GC, who is here this evening to better clarify what the joint purchasing programs are, and the differences between the two approaches.

Mr. Callahan stated Studio GC is not pushing one method or the other when it comes to purchasing. Mr. Callahan explained how the cooperative purchasing approach gives Studio GC and the Library the ability to select the various pieces of furniture from multiple manufacturers that are the most appropriate for the project – not the most expensive, not the least – but the item that will best match the longevity required and one that is the better investment. Using either purchasing option, Studio GC will make its recommendation but it is ultimately the Board who makes the decision.

Mr. Callahan explained the differences between the cooperative purchasing, and the procedure of going through a particular manufacturer versus a bid process. Lengthy discussion ensued among the trustees regarding different options available via the two courses of action, and the trustees asked questions of Mr. Callahan and Mr. McCarthy.

Mr. Egan made a

**MOTION:** to approve joining the National Joint Powers Alliance (NJPA) and The Interlocal Purchasing System (TIPS) joint purchasing programs.

Mrs. Foss-Eggemann SECONDED

Roll call vote

MOTION PASSED UNANIMOUSLY

Mr. Trizna asked that the next time Studio GC meets with the Board, Mr. McCarthy and Mr. Callahan to identify three to five “wow features” of the current remodeling plan. Mr. McCarthy said they will be happy to do so.

*Mr. Callahan and Mr. McCarthy left the meeting at 7:42 p.m.*

### **Purchasing Policy IA1**

The trustees discussed Policy IA1 – Purchasing and revised the language in item #8 to make it more clear.

Mr. Dobrilovic made a

**MOTION:** to approve Policy IA1 – Purchasing as revised.

Mr. Trizna SECONDED

Roll call vote

MOTION PASSED UNANIMOUSLY

### **Obtaining Legal Opinions**

Mr. Trizna stated he raised this issue because the Library has in place a policy that limits when an individual Board member can seek an opinion from the Library’s attorney. Mr. Trizna said he believes the Library should have the Board Policy that applies to how legal opinions are sought by Board Trustees also apply to the Library Director and Library Staff so that every time legal opinion is sought that it is done through some sort of process or consensus.

Mrs. Van De Carr asked Mr. Trizna if he is saying whenever something arises at the Library and she, as the Director, believes it requires legal counsel that she should consult with several Trustees first to get permission. Mr. Trizna said, that’s what he is determining and asked Mrs. Van De Carr to give examples of when, during the course of normal operations of the Library, she would need to seek the opinion of legal counsel.

Mr. Trizna stated that he believes if an individual Board trustee cannot individually seek legal opinion and has those constraints, then those constraints should be uniform and that point should be removed from her job description. Mr. Trizna stated he was focusing on her expertise as a librarian, not as a lawyer.

Mr. Reardon stated that he believes it is part of Mrs. Van De Carr’s job that there are some times when she may have to call the attorney and to handcuff her from doing that is in contradiction of what she has been told to do by the Board.

Mr. Reardon asked Mrs. Van De Carr if there are things that happen regularly where she has to seek the attorney’s opinion, such as with a FOIA request (Freedom of Information Act). Mrs. Van De Carr said that a FOIA request is very important, because it must be handled properly and there is a short turn around for replies. Mrs. Van De Carr stated she is very

conscious of the fees the Library is charged for each consultation. Mr. Reardon stated that if the Board decides to go this route of having this written into a policy, perhaps the Board can carve out the contracts, bids and FOIAs which are more routine. Mr. Trizna agreed. Mrs. Foss-Eggemann stated she agrees with Mr. Reardon that the Board should categorize when the Director can contact the Library attorney without first contacting Board officers. Mrs. Van De Carr will identify topics that are routine so that the Board can refer to them when drafting the policy. Mr. Trizna will draft a Policy for the Committee to review.

**Other** Mr. Egan asked Mrs. Van De Carr the status of the Intergovernmental Agreement with the City. Mrs. Van De Carr replied that there is currently no Library Liaison, adding that she will contact Mr. Gilmore, Acting City Manager, about this matter and report back to the Board.

Mr. Egan asked if the Board is going to discuss the Director's evaluation next month. Mrs. Van De Carr stated she will contact Mrs. Rayborn to see when she anticipates being able to return.

**Adjournment:** 8:14 p.m.

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Joseph Egan, Chair

DRAFT

NO  
March 17, 2017  
Building & Grounds  
Committee Meeting

No action items.

**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  
MARCH 14, 2017 AT 7:34 P.M. IN THE THIRD FLOOR MEETING ROOM**

**ROLL CALL:**

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

**TRUSTEES ABSENT:** Joseph Egan, Judith Rayborn

**OTHERS PRESENT:** Janet Van De Carr, Library Director

**FY18 Salary Plan**

Mrs. Van De Carr reviewed the information in the memo and noted that she included cost of living statistics from the Bureau of Labor Statistics for the Chicago area as per the request of the Committee. In the materials she also included a direct quote from the Acting City Manager, Joe Gilmore, stating that "the City's Salary Plan includes a placeholder of 2.5% for non-union staff; this has not been reviewed or approved by Council at this point". Mrs. Van De Carr added that she did not provide dollar amount efficiencies from implementation of the RFID (Radio Frequency Identification System) but will include that information in her presentation on RFID.

The Committee discussed following the methodology used last year with staff below the midpoint receiving a raise, above the midpoint a bonus, and a range of 0-4% salary treatment based on merit. Mr. Reardon requested the following information be provided before the Board approves a salary plan for next year.

- How much of the pool will go towards raises and how much towards bonuses.
- The amount of efficiency the Library will gain from implementing RFID.

Any extraordinary circumstances involving staff reviews and adjustments will be reviewed with Mrs. Rayborn.

**Other** No discussion.

**Adjournment:** 7:48 p.m.

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Michael Reardon, Chair



**MINUTES  
OF THE SPECIAL MEETING OF  
THE ATTORNEY SELECTION COMMITTEE OF THE WHOLE  
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD  
MARCH 14, 2017 AT 7:04 P.M. IN THE THIRD FLOOR MEETING ROOM**

**ROLL CALL:**

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

**TRUSTEES ABSENT:** Joseph Egan, Judith Rayborn

**OTHERS PRESENT:** Janet Van De Carr, Library Director; Ken Florey, Amanda Tiebert Collman attorneys with Robbins Schwartz

**Approval of Minutes**

Mrs. Foss-Eggemann made a

**MOTION:** to approve the minutes for the Attorney Selection Committee meeting held February 14, 2017

Mrs. Burkum SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

**Interview – Robbins Schwartz Attorneys**

*Interview commenced at 7:05 p.m.*

Mr. Trizna welcomed the attorneys from Robbins Schwartz to the Library.

Mr. Florey introduced himself, and gave a brief overview of Robbins Schwartz, noting that they work with all types of local government. The firm consists of attorneys practicing in many areas of law who work collaboratively to serve clients. Partners work directly with clients. Ms. Tiebert Collman's field of expertise is Labor /Employment. Mr. Florey would be the Library's primary contact; his areas of expertise are construction, FOIA (Freedom of Information Act) requests, and OMA (Open Meetings Act). Mr. Florey & Ms. Tiebert Collman have not been a primary contact for any public libraries to date.

Mr. Florey has direct contact with the communities of Yorktown, Wheeling, and Bolingbrook. Mr. Florey has worked with all types of libraries and believes that he can answer 75% of questions directly; for other areas he collaborates with other attorneys at the firm. The firm provides clients with legal updates, and a newsletter. There are forty attorneys in the firm. Several trustees asked questions of Mr. Foley and Ms. Tiebert Collman.

*Interview concluded at 7:25 p.m.*

After the interview concluded, and the trustees discussed their impressions and the answers provided by the attorneys, Mr. Trizna asked the trustees to voice any objections or concerns. The trustees discussed the pros and cons of engaging Robbins Schwartz.

Mr. Lamb made a

**MOTION:** to hire Robbins Schwartz, 55 W. Monroe, Suite 800, Chicago, IL 60603 as the Park Ridge Public Library's attorneys.

Mrs. Foss-Eggemann SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

**Other** None.

**Adjournment:** 7:33 p.m.

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Robert Trizna, Chair

DRAFT

NO  
March 14, 2017  
Personnel  
Committee Meeting

Cancelled by Trustees that evening.