

REVISED AGENDA
PARK RIDGE PUBLIC LIBRARY
 20 S. Prospect Avenue, Park Ridge, IL 60068
 Regular Meeting of the Board of Trustees held in the City Hall Council Chambers
505 Butler Place, Park Ridge, IL – Tuesday, February 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 January 17, 2017
 Approval of Minutes of the Personnel Committee January 23, 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 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 9, January 16, 2017

	Library Fund Warrants	\$ 71,148.81
	Payroll	\$ 80,706.88
	Grant Fund	\$ 0.00
	Technology Replacement Fund	\$ 1,329.00
	North Suburban Digital Consortium	\$ 2,354.51
	Library Restricted Fund	<u>\$ 0.00</u>
	Total	\$ 155,539.20

b. Approval of Bills Payable-Warrant Register for
 Period 9, January 31, 2017

	Library Fund Warrants	\$ 15,328.78
	Payroll	\$ 86,740.34
	Grant Fund	\$ 100.00
	Technology Replacement Fund	\$ 0.00
	North Suburban Digital Consortium	\$ 1,110.85
	Library Restricted Fund	<u>\$ 2,500.53</u>
	Total	\$ 105,780.50

*B. Per Capita Grant Report for January 2017

*C. Technology Replacement Fund Summary Report for January 2017

*D. Library Gift Fund Report for January 2017

a. Approval for payment from the Restricted Fund, \$487.90

*E. Year to Date Budget Report for January 2017

*F. Fines & Fees Revenue History

7. Library Director's Report

A. Statistical Reports – Monthly Statistics for January 2017

B. Narrative

8. Committee Reports

A. Communications & Development

B. Library Resources

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

C. Building & Grounds

a. Motion to approve resolution(s) for joint purchasing programs

D. Budget & Finance

E. Attorney Selection Special Committee

9. Friends of the Library Report

10. Unfinished Business

11. New Business

12. Adjournment

THE PARK RIDGE PUBLIC LIBRARY will provide reasonable auxiliary aids or services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs and facilities. Persons requiring assistance are requested to notify the Library of their needs well in advance to provide sufficient time for the Library to make an accommodation. Requests for accommodation should be made to the Administration Department at the Park Ridge Public Library, 20 S. Prospect, Park Ridge, IL 60068, 847-825-3123, TTY 847-825-8217.

**MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE PARK RIDGE PUBLIC LIBRARY HELD
IN THE FIRST FLOOR MEETING ROOM OF THE LIBRARY
AT 7:00 P.M. ON TUESDAY, JANUARY 17, 2017**

CALL TO ORDER

Mr. Trizna called the meeting to order at 7:05 p.m.

ROLL CALL

TRUSTEES PRESENT: Robert Trizna, President; Berardino Parisi, Vice-President; Charlene Foss-Eggemann, Secretary; Michael Reardon, Treasurer; Karen Burkum, Stevan Dobrilovic, Joseph Egan (8:03 p.m.), Patrick Lamb, Judith Rayborn

TRUSTEES ABSENT: None

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; Joshua Kiem, Park Ridge resident; Drake Dietrick, Videographer with *Drake Dietrick Video*

CONSENT AGENDA

Mr. Trizna solicited questions on the Consent Agenda. There were none.

Mr. Reardon MOVED to approve the Consent Agenda.

Mr. Lamb SECONDED the motion

Roll call vote

MOTION CARRIED UNANIMOUSLY

Mr. Dobrilovic stated he has a change to the minutes of the December 20, 2016 minutes. He referred to page 3, first sentence under the *Special Committee to Select an Attorney* where it states, "Mr. Dobrilovic stated he will be happy to review the Attorney Selection Committee meeting." He asked that the word "review" be replaced with "report on". Mrs. Van De Carr stated the minutes will be changed to reflect this.

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 she has no bulletins or letters to report. Mrs. Foss-Eggemann stated she has isolated the recording of the December 13, 2016 closed meeting minutes and placed them on a thumb drive and will be ready to seal them once the minutes are approved by the Board. Mrs. Van De Carr stated that the Board can approve these closed minutes at their January 23, 2017 Personnel Committee meeting during the closed session planned for that evening.

Mr. Trizna informed Mrs. Foss-Eggemann that at that same meeting he would like to discuss comments attributed to him in the minutes for the closed session that may have actually been those of Mr. Reardon.

Mrs. Foss-Eggemann stated that she had brought hard copies of the closed session minutes of the December 13 meeting to the December and January Board meetings to distribute to the trustees. All

trustees indicated that they have received a copy of the minutes.

TREASURER'S REPORT

Mr. Reardon stated all items under the Treasurer's report are covered under the Consent Agenda and solicited questions; there were none.

The Year-to-Date Budget Report in the packet indicates that as of December 31, 2016 with 67% of FY17 completed, the Library has expended 52% of the operating budget and 56% of the total budget.

Acknowledged in the packet were numerous generous gifts to the Library Restricted Fund by: Mr. Antosh, Mr. & Mrs. Babich, Mr. & Mrs. Hoffer, Mr. & Mrs. Itter, Ms. Nagel, and Mr. Salita; and the purchase of two bricks for the Reading Garden by Ms. Manos and Ms. Scott.

LIBRARY DIRECTOR'S REPORT

Mrs. Van De Carr stated that the statistical reports begin on page 31 of the packet, and solicited questions on her report. Mr. Reardon inquired about the statistics on page 41, and asked if Mrs. Van De Carr knows why there has been a significant drop in virtual visits (i.e., visits to the Library's website from outside of the Library) in every month except May, 2016. Mrs. Van De Carr replied that the new website was launched on July 1, 2016 and although she has investigated, no explanation seems to be evident. Mr. Trizna asked about the decrease in Computer Use in the building and Wi-Fi use. Discussion ensued and Mr. Parisi suggested that, since the source of the data is Google Analytics, they may need to be contacted to determine if they have changed the reporting mechanisms, or algorithms by which the data is reported. Mr. Parisi surmised that, as an example perhaps in the past Google used to count the total number of times a single IP address logged in over the course of twelve hours, and now they are only counting it as one time per twelve hours.

Mr. Trizna asked for comparables for the *Media Lab* and *Business Use Fees* to last year because the chart on page 41 only shows the current year. Mrs. Rayborn and Mrs. Van De Carr stated that these two fees only started in March, 2016; Mrs. Van De Carr added that comparables for *Business Use Fees* won't be available until March, 2017 and those for the *Media Lab* might be a little earlier. Mrs. Van De Carr asked Ms. Scott to report on her observations on use of the *Media Lab*. Ms. Scott stated that use has been steadily increasing, and there is at least one person using the Lab every day, although she doesn't have numbers with her this evening.

Mr. Trizna asked Mrs. Van De Carr if she knows the reason for the marked increase in *Visits to Groups Outside of the Library* (page 43) for December, 2016 compared to December, 2015. Mr. Lamb asked if it could be additional senior citizen's homes, Mrs. Van De Carr replied it could be additional school or preschool visits, larger class sizes in attendance, she is not sure but she will get the data for them.

Mrs. Van De Carr solicited questions on her written report but there were none. Mrs. Van De Carr reminded the Board that the Library's annual *Preschool Fair* will be this coming Saturday, January 21 and invited them to stop in to see this popular program. She explained this annual event is a great opportunity for the Library to partner with the Park Ridge Community Women to provide this event to the community. The *Preschool Fair* affords parents the opportunity to talk to representatives of over 40 area preschools, daycare facilities and enrichment programs to choose the best setting for their child. The *Preschool Fair* has been expanded over the years to include other educational and enrichment activities such as museums, dance studios, and other programs.

Mrs. Van De Carr reported that staff have assembled a team to discuss the circulation of "non-traditional materials" and the team hopes to have policies for the Board to review in February or March.

Mrs. Van De Carr reported that Wednesday and Thursday this week staff will have "person in charge" training. She explained there is always designated staff in charge in the building and gave an overview of the designation and responsibilities. There was discussion regarding possibly having staff photos and information posted in the building, similar to grocery stores, to advise patrons of

who is in charge or on duty that day. Mrs. Van De Carr stated she will look into it and inform the Board of what is involved. Mr. Parisi asked what problem the Board is trying to solve with this approach. Mr. Trizna responded “a more user-friendly, more welcoming, more ownership-driven library; he believes it would create a familiarity, a transparency”. Mr. Lamb stated he believes there is value in knowing the employees of the Library. Mr. Parisi asked if in all the surveys that the Library has done, have there been comments that the respondents don’t know who to go to, they don’t know who’s accountable, they don’t feel like it’s a friendly environment; in other words is a pattern seen that indicates this is problematic. Mrs. Foss-Eggemann replied “no” there haven’t been comments saying these things. Mr. Trizna suggested that maybe instead of comments that “Library staff is great” the comments will specifically state the name. It was stated that all staff wear nametags. Mr. Dobrilovic stated that having photos with staff names might promote familiarity.

Josh Kiem, Park Ridge resident – stated that in the Library’s survey making the Library more personal or less personal is a “satisfier”, therefore he thinks that he considers putting a sign with a staff member’s information on it (Children’s Services Manager, Facilities Manager, etc.) would be a satisfier; maybe rather than having 35 signs instead have a slide on the TV screen.

Secondly, in regard to the Preschool Fair, Mr. Kiem suggested that a sign be posted for those who might only be coming in for the Fair, asking “Parent’s, do you need a library card?” to get their attention.

Mr. Trizna stated that it appears on pages 39-40 for program attendance that attendance at Young Adult programs is very low and suggested maybe the Library isn’t connecting with teens. Mrs. Van De Carr noted that the teen programs with better attendance are those offering service hours. Ms. Scott stated that there is a lot going on during December, and sometimes a number of teens will register for programs and then won’t attend. She added that Ms. Griebler, the Young Adult Librarian, is open to changing programs and coming up with new programs (like *KnittFlix* – knitting while watching Netflix – which is very popular). Mrs. Van De Carr noted that program is reflective of the maker movement that is currently popular.

Mrs. Van De Carr distributed the Park Ridge Civic Orchestra 2017 concert booklet, noting the ad in the booklet from the Park Ridge Library highlighting the winter reading clubs. She distributed a copy of the current edition of the Library’s newsletter, reminding the Board that in every issue the Library highlights a staff member. Mr. Reardon stated he always finds these very interesting and suggested they be posted in the Library as well. Mrs. Van De Carr stated she is reminded of an initiative the Library participated in a few years ago in conjunction with the American Library Association, and created staff “READ” posters similar to the celebrity “Read” posters, rather than just lining up people’s photos. This might be another way of introducing Library staff to the public.

Mrs. Van De Carr introduced the Library’s newest staff member, Peggy Maiken, who has joined the Library as the Technical Services Manager, to the Board. Mrs. Van De Carr noted that Ms. Maiken is already learning the procedures and has scheduled a meeting to discuss outsourcing some of the Technical Services department’s more routine tasks.

Mr. Lamb asked Ms. Maiken to explain a little bit about what Technical Services does. Ms. Maiken explained that the department places orders for materials for collections from all the Library departments, then receives all the materials, makes sure they are catalogued, physically process them, which includes adding barcodes and labels. Ms. Maiken added that one of the things she is currently doing is determining ways to assure the process is working as efficiently as possible so that staff can be available to create more programs and spend more time interacting with patrons. In response to Mr. Trizna’s inquiry, Ms. Maiken stated that RFID (Radio Frequency Identification System) is something Mrs. Van De Carr has asked her to look into, but it is a different component of what her department does – it’s more an inventory and circulation module with a security component; RFID doesn’t replace anything her department currently does, it just enhances it. For example, barcodes are still needed and it has a security component. Mrs. Van De Carr added that Ms. Maiken has experience in a previous position with conversion to an RFID system.

Josh Kiem, Park Ridge resident – asked when the Library will start the process of deciding what kind of RFID system to purchase. Mrs. Van De Carr replied that she is drafting an RFQ (request for quote) and as soon as that is complete she will contact vendors. She added that before an RFID system is implemented, it is important to weed the collections because there is a cost to the RFID tags, and if items are removed from the collection after they have been tagged for RFID it would be a wasted expense. Therefore, it is important that staff review the collections thoroughly to avoid this kind of scenario, which staff are currently in the process of doing. Mrs. Van De Carr added that she and staff have been visiting libraries with RFID and self-check systems and reviewing features. Mr. Trizna asked when the RFQ will be ready, to which Mrs. Van De Carr stated the Board will most likely have information to review at the March meetings.

COMMITTEE REPORTS

Communications & Development:

Mrs. Foss-Eggemann reported that the Committee discussed the summary of the patron surveys. Mrs. Foss-Eggemann stated that most of the data is what was expected, although the Committee was surprised that the number of website responses was very low this time; most of the survey responses came from the in-house, written surveys that people received when entering the Library.

Mrs. Foss-Eggemann stated that the Committee once again discussed how to bring into the Library those Park Ridge citizens who don't have a library card. The Committee came up with several ideas, and the next step will be to take these ideas to the marketing team; the marketing team had a proposal to do a targeting mailing. Mrs. Foss-Eggemann is looking forward to hearing if any of the ideas brought up in Committee are used to augment the mailing – the cost of which was another topic of discussion.

Mrs. Foss-Eggemann stated that the Committee also discussed an action plan and discussed that staff need to get back to those respondents who made suggestions and who gave their contact information.

Mrs. Foss-Eggemann noted that per the Library's Strategic Plan another survey is due to be conducted in May. She noted that Mr. Dobrilovic suggested adding a question about satisfaction with the collections.

Mr. Reardon asked that his remarks that appear in the last paragraph on page 54 be changed. He stated that he meant to say that the Library should identify fifty households in Park Ridge that don't have a Library card and ask them why they don't have one; ask them to help us understand what the Library can do to meet their needs and others like them. Mrs. Van De Carr stated the minutes will be changed.

Mr. Trizna stated that on future surveys he strongly suggests that respondents be encouraged to provide their name and contact information on their surveys because he believes anonymous comments are worthless and there's no way to know if one person is providing more than one comment form; he feels if someone really wants to praise some feature or person or to suggest a feature, it has more merit if a name is provided so that staff can follow up with them. Mrs. Foss-Eggemann agreed, adding that many people shared their names.

Mrs. Rayborn stated that she feels we are conducting surveys quite frequently and she wondered aloud about how often other libraries conduct surveys because it seems like the number of responses are falling; should the Board reconsider the frequency that surveys are being done. Mrs. Foss-Eggemann agreed, adding that the Committee discussed "survey exhaustion", that it may be why the number of online respondents has fallen while the in-person ones haven't, possibly because patrons may find it hard to say "no" to a friendly face. Mrs. Foss-Eggemann added that the Board can alleviate that burden by adjusting the Strategic Plan, which when it was drafted specified that a survey be taken every six months with just one question asked, "How would you rate the level of service provided by the Library staff over the past six months?", so either the Library can truly make the survey only one question and maybe not get that "survey exhaustion" effect, or change the

Strategic Plan and return the surveys back to an annual event. Mrs. Rayborn stated that it seems like the Board no sooner receives the survey feedback and then another survey is being conducted. The patrons may feel like 'if I haven't even heard about the survey results yet and you're surveying me again', I may not want to participate. Mrs. Foss-Eggemann reviewed the thought process of the Board when the six month benchmark was created. Mr. Parisi clarified that the current benchmark is a survey once every six months, to which Mrs. Foss-Eggemann agreed, adding that the goal is a 95% positive result and it also appears on Mrs. Van De Carr's annual goals/review. She suggested that the Board might want to review the Strategic Plan again soon in the first quarter and see if this or anything should be adjusted.

Library Resources:

Mr. Lamb reported that he wasn't able to attend the January Committee meeting but explained that the Committee discussed the circulating materials fees in Policy ID2, *Loans of Books and Other Materials*. Mr. Dobrilovic suggested Mr. Lamb review the red-lined version of the policy to see where the changes are. He added that the changes mainly focus on renewal policies for materials. Mrs. Van De Carr stated that the last time this policy, and the fee structure, was revised was in July, 2016. With these proposed changes staff are asking to lengthen the renewal times to allow patrons to have the materials for a longer period of time because that is the most frequent patron request.

Mrs. Burkum stated she appreciates this update, and reported that since receiving this packet she received a notice from the Des Plaines Library that they had automatically renewed the books she had borrowed and it was nice to not have that pressure that she had to return the books; it was a very patron-friendly outreach, that she will suggest as something this Library might want to consider.

Mrs. Van De Carr stated that Des Plaines and Niles libraries are doing automatic renewal, and the Park Ridge Library staff have also discussed doing the same but considering how much this Board focuses on statistics, staff felt it might be perceived that the staff was trying to inflate circulation statistics because checkouts would increase. Staff have wondered if it was something the Board would consider, so extending the renewal times, as proposed, seemed like a good compromise. In response to a question, Mrs. Van De Carr explained that if someone wants to renew a book that someone else has on hold, that book would not renew and would be held for the next person on the "hold" list. Mr. Parisi asked if Mrs. Van De Carr knew when Des Plaines and Niles had instituted this "auto renewal", to which Mrs. Van De Carr replied that it was about six months ago. Mr. Parisi asked if the Library has the technology in place today that would allow the Library to do this if the Board decided to do so. Mrs. Van De Carr replied yes. He asked if this would require any additional investments or any change to Library staff, to which Mrs. Van De Carr replied 'no', it would just entail a change to the ILS (SIRSI) borrowing rules. Mrs. Van De Carr added that this would significantly reduce the Library's late fees revenue. Mrs. Rayborn added that she was going to say the same thing, therefore it depends on what the Board's goal is. If the Board wants to maintain late fees then we don't want to do this; but if the Board is trying to be user-friendly and community-friendly then you do want to institute auto renewal for patrons, even if (for example) it is only offered for the first renewal and not the second or third. Mr. Trizna asked what about people waiting for the materials. Mrs. Rayborn reiterated that if someone is waiting for the materials it won't auto-renew, but the patron won't have to go online or come in to renew.

Ms. Daskalos, Circulation manager, stated she'd like to suggest that the Board think about the Library offering this because many libraries are going fine-free and are implementing automatic renewals and if this Library wants to stay current with what is going on in the library world then it is something to consider because our patrons are going to Des Plaines and Niles libraries and are getting a different experience and they take note of that. Mr. Trizna asked if the Des Plaines and Niles libraries are now going to be benchmarks for what the Park Ridge Library should aspire. Ms. Daskalos replied no, but our patrons visit those libraries and get a more flexible experience and then they expect that from their home library too. Mr. Trizna stated that this is a free market and they have the choice to go there and we don't have to capture them. Mr. Dobrilovic stated however we don't want to drive people away. Mr. Trizna agreed. Mrs. Rayborn stated that is why she asked what this Board wants to do: to drive fines or to drive customer experience. Mr. Trizna stated he doesn't feel we want to drive fines but we want the materials in stock for people to use. He added that over a year ago when the Board discussed the Director getting a rating for generating more fines but

decided that's not what the Board wants but rather that the materials be here for patrons to use. Mr. Parisi stated that it sounds like the Niles and Des Plaines libraries might have more data in six months, and this Board likes data, but at this point on the surface it sounds like something the Board should consider. Ms. Daskalos stated that in her discussions with Circulation managers at other libraries, they have said that their patrons appreciate having auto renewal. Mrs. Foss-Eggemann stated she'd like to know if since they've instituted the policy is it bringing people in and are their overall checkouts going up, or is it hurting circulation because the materials aren't turning over as frequently. Ms. Daskalos responded that it is just saving the patron from coming in or calling to renew their items. Mrs. Foss-Eggemann thanked Mrs. Burkum for raising the issue, adding she would like to see the data from those libraries.

Mrs. Rayborn stated she doesn't know if, personally, this would bring her into the Library more or less, but it would certainly save her the steps of having to go online to renew her materials (because that is the method she uses as opposed to calling or coming back into the building). Mrs. Foss-Eggemann stated personally it might bring her in more because she feels that when she borrows materials she needs more time – or instead of borrowing it for a short period of time she might go buy it just so she can have it as long as she wants, therefore she might use the Library even more if she had the option for her materials to be automatically renewed, and she also might take out more materials too. Mrs. Burkum stated that having older children, they are responsible for keeping track of their books and she feels having auto renewal would take the pressure off of a lot of our patrons. Mr. Parisi agreed, stating there is always that frantic looking for the books and driving back here to renew them. Mrs. Rayborn asked if a book comes from another Library and a Park Ridge patron borrowed it here, would that matter. Mrs. Van De Carr replied that the circulation rules follow the item and where the item is owned are the rules that apply. Mrs. Rayborn asked to clarify if someone picks up a Park Ridge Library book in Des Plaines, it wouldn't automatically auto-renew, to which Mrs. Van De Carr replied she's not certain but she believes that is the case. Mrs. Rayborn stated she would like the rules to be the same at all the libraries she borrows materials from. Mrs. Van De Carr stated she will research this.

Mr. Trizna questioned the Committee minutes that it "is a common practice in libraries" that the Park Ridge Public Library has both a "Most Wanted" list collection and a collection of materials that can be put on hold for a patron to pick up, and reiterated that how do we know it's a common practice. Mrs. Van De Carr replied that it is known to be a common practice because staff visits many libraries and have meetings with staff from other libraries. While specific research has not been conducted it is common, not anecdotal. Mr. Trizna asked how do we know that (*as stated in the minutes*) "patrons seem satisfied with two opportunities to access best sellers while they are in demand". Mr. Trizna asked when was the last time patrons were surveyed about holds versus the 'most wanted' lists. Mrs. Van De Carr responded that to her knowledge the Library has never surveyed on this specific question, but in the hundreds of comments the Library has received from patrons in the last two years there have been zero comments complaining about having both collections. Mr. Trizna says he doesn't see a comment that patrons like this, but he believes it's not even on their radar. Mrs. Van De Carr responded that she believes that patrons are just happy when they get the item they are looking for.

Further discussion ensued about the particulars about patrons being able to obtain books when they walk in the building, or having to wait for a book on the "hold" list, and whether they know about them. Mr. Lamb stated he looks at both options as positive, and even an incentive to patrons to come into the building to look at the 'most wanted' shelves. Ms. Scott, Reader Services manager, explained that in the eight years she has worked here she sees it as a very popular collection. If someone comes in to get the latest James Patterson book, she does a couple of things. First she places a 'hold' on it for them, she explains that they can be added to the "Preferred Author List" so that they will automatically get a 'hold' on his new books when they come out, she explains that the Library buys 'x' number of books that are holdable, and tells them that if they are in the building they should always ask a staff member to check if a copy of the book is on the 'most wanted' shelf because they cannot have a hold put on them, but sometimes a copy might be here before their hold comes in and she tells them that 'the 'holds' are in trends, the 'most wanted' might make your day'. Ms. Scott says a lot of people tell her 'thank you, I'm so excited this just came out and I found a copy of it on the 'most wanted' shelf. The 'most wanted' shelves incentivize people to come into the

building which she believes is a bonus. She added that if a book is holdable, her department buys a certain number of copies and she is always watching the usage; staff don't want to get more than four holds on one copy because then patrons might be waiting a while with a two week checkout. The 'most wanted' is a separate matter, the department never buys more than six copies, and not as many copies as for the holdable authors. Ms. Scott stated that she believes patrons understand the two collections because they are well-used; staff explain the collections to them; there is a sign above the collection there is a sign that says "first come, first served" and they are notated in the catalog so that patrons know; the 'most wanted' shelves are a small collection right at the front of the department and many people come in, go right to that collection and find a book and go on their way. Mr. Lamb stated he doesn't feel that someone's life is ruined by not being able to get the latest Patterson book within a two week period; but I do feel if you use the Library and you are astute and you come in and if you happen to find a copy on the shelf then you're happy. Ms. Kottkamp said some patrons use the 'hold' as a backup in case they aren't able to find the book on the shelf when they are in the building; these two collections serve many needs. Mrs. Van De Carr added that if someone borrows a book off the shelf that they had on hold, when they check it out the system removes them from the hold list and the next person moves up the list. Mr. Reardon wonders if there's a better way to publicize what Ms. Scott explained, adding that he's always thought doesn't "first come, first served" apply to every item in the Library, to which everyone laughed in agreement.

Josh Kiem – mentioned that the eBooks offered on the Park Ridge Public Library website via Overdrive have the following categories: "available", "place a hold", and "too hot to hold", so maybe those are good categories. He added that both he and wife like "hold" services for materials at the Library. He suggested some signage to explain the two collections.

Ms. Daskalos stated that at another Library the 'most wanted' collection is called "lucky day".

Mr. Trizna stated that in searching the Library's website just now on his laptop he isn't seeing an explanation of the "most wanted" and "hold" lists on the website. Mr. Lamb asked Mrs. Van De Carr to look at the Library's website and make sure that something is added to the website. Mr. Reardon noted that this practice isn't limited to libraries, he mentioned that Target stores announced in December that they set aside stock that are available to patrons in the store only, and that same stock isn't available to website orders; so he believes that the Library having both the 'most wanted' and 'holds' is similar in that it can entice people to come into the building; he can see both sides and it's not just this Board struggling with the question.

On behalf of the Committee, Mr. Trizna made a

MOTION: to approve Policy ID2: Loans of Books and Other Materials as revised

Roll call vote: 7 Yay: Burkum, Dobrilovic, Egan, Foss-Eggemann, Lamb, Rayborn, Reardon
1 Nay: Trizna
1 Abstain: Parisi (*he was absent from the Committee meeting, and in light of this spirited conversation, he abstains*)

MOTION PASSED

FRIENDS OF THE LIBRARY

No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mrs. Rayborn stated that Mr. Lamb informed her that he will be unavailable for the January 19 Personnel Committee meeting, and since the goal is to have everyone at the meeting a new date is needed. After some discussion, the Personnel Committee and Attorney Selection Committee

meeting were tentatively rescheduled for Monday, January 23, 2017 at 5:30 p.m. at the Library, and it was decided that all trustees will confirm their availability with Mrs. Van De Carr by tomorrow morning.

ADJOURNMENT

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

Mr. Reardon SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 8:29 p.m.

Charlene Foss-Eggemann, Secretary

DRAFT

**MINUTES
OF THE SPECIAL MEETING OF
THE PERSONNEL COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
JANUARY 23, 2017 AT 5:36 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

TRUSTEES PRESENT: Judith Rayborn, Chair; Karen Burkum, Stevan Dobrilovic, Joseph Egan, Charlene Foss-Eggemann, Patrick Lamb, Berardino Parisi (5:36 p.m.), Michael Reardon (departed at 6:20 p.m.), Robert Trizna

TRUSTEES ABSENT: None

OTHERS PRESENT: Janet Van De Carr, Library Director

Approval of Minutes

Mr. Reardon made a

MOTION: to approve the OPEN SESSION minutes of the Personnel Committee Meeting held December 13, 2016

Mr. Egan SECONDED the motion.

Voice vote: 7 Yay: Burkum, Dobrilovic, Egan, Foss-Eggemann, Lamb, Reardon, Trizna
2 Abstain: Parisi, Rayborn

MOTION PASSED

Library Director Goals – Mid-Year Review

Mr. Reardon made a

MOTION: to adjourn to Closed Session at the conclusion of regular business of this Committee meeting to consider information regarding the compensation, discipline, performance, or dismissal of a specific Library employee, pursuant to 5 ILCS 120/2(c)(1).

Mrs. Rayborn SECONDED the motion.

Roll call vote: 7 Yay: Burkum, Dobrilovic, Egan, Lamb, Rayborn, Reardon, Parisi
2 Nay: Foss-Eggemann, Trizna

MOTION PASSED

CLOSED SESSION

Mr. Reardon called the closed meeting to order at 5:37 p.m.

CLOSED MEETING ADJOURNMENT:

Mrs. Rayborn MOVED to come out of Closed Session

Mr. Egan SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY.

THE CLOSED SESSION adjourned at 6:55 p.m.

ADJOURNMENT:

Mrs. Rayborn MOVED to adjourn the regular Personnel Committee meeting

Mr. Egan SECONDED the motion.

Voice vote: 7 Yay: Burkum, Dobrilovic, Egan, Lamb, Parisi, Rayborn, Trizna
2 Absent: Foss-Eggemann, Reardon (per the tape)

MOTION PASSED UNANIMOUSLY

Adjournment: 6:56 p.m.

Judith Rayborn, Chair

DRAFT

WARRANT: L011617

TO FISCAL 2016/09 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	85564	12/26/16	141589		189906	P	01/18/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	1,890.00
	INVOICE:	20161204								
VENDOR TOTALS			22,050.00	YTD INVOICED				20,770.00	YTD PAID	1,890.00
1136 ADVOCATE OCCUPATIONAL HEALTH NILES	86223	01/16/17	142257		189907	P	01/18/17	2015011 933100	LIB RECRUIT & TESTING	56.00
	INVOICE:	639172								
VENDOR TOTALS			11,398.39	YTD INVOICED				8,279.75	YTD PAID	56.00
48 AEC ONE STOP GROUP INC	85565	12/26/16	141590		189908	P	01/18/17	2015017 954004	LIB RSRCS-RECORDING	245.36
	INVOICE:	PLS05653301								
	85566	12/26/16	141591		189908	P	01/18/17	2015017 954004	LIB RSRCS-RECORDING	-19.99
	INVOICE:	PLS03709695								
	86025	01/10/17	142057		189908	P	01/18/17	2015017 954004	LIB RSRCS-RECORDING	84.31
	INVOICE:	PLS06815319								
VENDOR TOTALS			4,281.51	YTD INVOICED				3,408.29	YTD PAID	309.68
1472 ALBERTSONS	86024	01/10/17	142056		189909	P	01/18/17	2015017 938506	GNL CNTRL SVC/PROGRAM	49.81
	INVOICE:	ADM011017								
VENDOR TOTALS			571.29	YTD INVOICED				601.55	YTD PAID	49.81
5354 AMAZON COM CREDIT SERVICES	85567	12/26/16	141592		189910	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	-2.00
	INVOICE:	275203404032								
	85568	12/26/16	141593		189911	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	79.31
	INVOICE:	275207349697								
	85569	12/26/16	141594		189911	P	01/18/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	87.44
	INVOICE:	267293244089								
	85570	12/26/16	141595		189910	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	11.50
	INVOICE:	275208576112								
	85571	12/26/16	141596		189911	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	51.61
	INVOICE:	275204592156								
	85572	12/26/16	141597		189910	P	01/18/17	2015017 954001	LIB RSRCS--ADULT BOOKS	14.95
	INVOICE:	092002941488								
	85573	12/26/16	141598		189910	P	01/18/17	2015014 954001	LIB RSRCS--ADULT BOOKS	20.00
	INVOICE:	020854123848								
	85574	12/26/16	141599		189911	P	01/18/17	2015017 954001	LIB RSRCS--ADULT BOOKS	111.52
	INVOICE:	239952728349								
	85575	12/26/16	141600		189910	P	01/18/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	8.29
	INVOICE:	031256902463								
	85576	12/26/16	141601		189910	P	01/18/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	17.06
	INVOICE:	006995332406								
	85577	12/26/16	141602		189911	P	01/18/17	2015015 954010	LIB RSRCS-CD ROM	44.60
	INVOICE:	228823944486								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	86026	01/10/17	142058		189911	P	01/18/17	2015017 954001	LIB RSRCS--ADULT BOOKS	40.22
	INVOICE:		294832585175							
	86027	01/10/17	142059		189911	P	01/18/17	2015017 954013	LIB RSRCS-YA GAMES	38.52
	INVOICE:		184074300701							
	86028	01/10/17	142060		189911	P	01/18/17	2015017 954013	LIB RSRCS-YA GAMES	29.99
	INVOICE:		123409359783							
	86029	01/10/17	142061		189911	P	01/18/17	2015017 954013	LIB RSRCS-YA GAMES	158.05
	INVOICE:		123409470452							
	86030	01/10/17	142062		189910	P	01/18/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	22.94
	INVOICE:		256146451461							
	86031	01/10/17	142063		189910	P	01/18/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	8.24
	INVOICE:		140507677883							
	86032	01/10/17	142064		189910	P	01/18/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	9.95
	INVOICE:		217977214526							
	86033	01/10/17	142065		189911	P	01/18/17	2015014 954001	LIB RSRCS--ADULT BOOKS	33.35
	INVOICE:		135050269345							
	86034	01/10/17	142066		189911	P	01/18/17	2015017 954001	LIB RSRCS--ADULT BOOKS	31.95
	INVOICE:		294832525039							
	86035	01/10/17	142067		189910	P	01/18/17	2015015 954010	LIB RSRCS-CD ROM	19.99
	INVOICE:		235699383452							
	86036	01/10/17	142068		189910	P	01/18/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	12.58
	INVOICE:		071248867710							
	86037	01/10/17	142069		189911	P	01/18/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	34.89
	INVOICE:		222098062047							
	86038	01/10/17	142070		189910	P	01/18/17	2015014 954001	LIB RSRCS--ADULT BOOKS	29.95
	INVOICE:		074761925274							
	86039	01/10/17	142071		189910	P	01/18/17	2015014 954001	LIB RSRCS--ADULT BOOKS	5.99
	INVOICE:		074767158983							
	86040	01/10/17	142072		189910	P	01/18/17	2015014 954001	LIB RSRCS--ADULT BOOKS	23.95
	INVOICE:		074767585916							
	86172	01/13/17	142205		189910	P	01/18/17	2015017 954013	LIB RSRCS-YA GAMES	18.76
	INVOICE:		302151153942							
	86173	01/13/17	142206		189911	P	01/18/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	218.30
	INVOICE:		097310802772							
	86174	01/13/17	142207		189910	P	01/18/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	-41.11
	INVOICE:		246047461395							
	86175	01/13/17	142208		189911	P	01/18/17	2015015 951100	LIBRARY SUPPLIES	29.90
	INVOICE:		236657413342							
	86175	01/13/17	142208		189911	P	01/18/17	2015016 951100	LIBRARY SUPPLIES	5.49
	INVOICE:		236657413342							
	86176	01/13/17	142209		189911	P	01/18/17	2015011 951003	OFF SPLS FURNISHINGS	529.00
	INVOICE:		196436199606							
	86177	01/13/17	142210		189911	P	01/18/17	2015015 951100	LIBRARY SUPPLIES	44.95
	INVOICE:		067043413976							
	86178	01/13/17	142211		189911	P	01/18/17	2015015 951100	LIBRARY SUPPLIES	39.98
	INVOICE:		110876717740							
	86178	01/13/17	142211		189911	P	01/18/17	2015011 951002	OFF SPLS--OTHER SUPPLIES	86.55
	INVOICE:		110876717740							
	86179	01/13/17	142212		189911	P	01/18/17	2015016 951100	LIBRARY SUPPLIES	47.99
	INVOICE:		216851900965							
	86180	01/13/17	142213		189910	P	01/18/17	2015016 951100	LIBRARY SUPPLIES	12.89

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
INVOICE:	236657606196										
86181	01/13/17	142214			189910	P	01/18/17	2015015 951100	LIBRARY SUPPLIES	8.49	
INVOICE:	185874459206										
86182	01/13/17	142215			189910	P	01/18/17	2015015 951100	LIBRARY SUPPLIES	17.90	
INVOICE:	285289113201										
86183	01/13/17	142216			189910	P	01/18/17	2015015 951100	LIBRARY SUPPLIES	8.49	
INVOICE:	067045489419										
86184	01/13/17	142217			189911	P	01/18/17	2015015 951100	LIBRARY SUPPLIES	7.62	
INVOICE:	067045068615										
86184	01/13/17	142217			189911	P	01/18/17	2015016 951100	LIBRARY SUPPLIES	31.61	
INVOICE:	067045068615										
86185	01/13/17	142218			189911	P	01/18/17	2015011 951002	OFF SPLS--OTHER SUPPLIES	30.36	
INVOICE:	058613957685										
86185	01/13/17	142218			189911	P	01/18/17	2015016 951100	LIBRARY SUPPLIES	18.85	
INVOICE:	058613957685										
VENDOR TOTALS				20,560.31		YTD INVOICED			17,961.91	YTD PAID	2,060.86
800 AMERICAN EAGLE COM											
85578	12/26/16	141603			189912	P	01/18/17	2015011 931700	LIB DATA PROC SV	150.00	
INVOICE:	240360										
86041	01/10/17	142073			189912	P	01/18/17	2015011 931700	LIB DATA PROC SV	250.00	
INVOICE:	240507										
VENDOR TOTALS				6,300.00		YTD INVOICED			18,275.00	YTD PAID	400.00
2979 AMERICAN FIRST AID SERVICES INC											
86042	01/10/17	142074			189913	P	01/18/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	131.75	
INVOICE:	44130										
86043	01/10/17	142075			189913	P	01/18/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	143.40	
INVOICE:	41935										
VENDOR TOTALS				358.20		YTD INVOICED			544.10	YTD PAID	275.15
302800 AMERICAN LIBRARY ASSOCIATION											
86044	01/10/17	142076			189914	P	01/18/17	2015015 951100	LIBRARY SUPPLIES	57.60	
INVOICE:	44581007										
VENDOR TOTALS				.00		YTD INVOICED			57.60	YTD PAID	57.60
5008 ANCEL GLINK DIAMOND BUSH											
86045	01/10/17	142077			189915	P	01/18/17	2015011 942500	SPECIAL COUNSEL	40.95	
INVOICE:	54314										
VENDOR TOTALS				53,343.40		YTD INVOICED			184,350.70	YTD PAID	40.95
101735 AUDIO EDITIONS											
85579	12/26/16	141604			189916	P	01/18/17	2015017 954004	LIB RSRCS-RECORDING	69.60	
INVOICE:	1616871										
85579	12/26/16	141604			189916	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	13.60	
INVOICE:	1616871										

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	85580	12/26/16	141605		189916	P	01/18/17	2015017 954004	LIB RSRCS-RECORDING	24.00
	INVOICE:	1616872								
	85580	12/26/16	141605		189916	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	6.80
	INVOICE:	1616872								
	85581	12/26/16	141606		189916	P	01/18/17	2015017 954004	LIB RSRCS-RECORDING	430.30
	INVOICE:	1616880								
	85581	12/26/16	141606		189916	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	110.00
	INVOICE:	1616880								
	85582	12/26/16	141607		189916	P	01/18/17	2015017 954004	LIB RSRCS-RECORDING	32.00
	INVOICE:	1616882								
	85582	12/26/16	141607		189916	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	8.40
	INVOICE:	1616882								
	86046	01/10/17	142078		189916	P	01/18/17	2015017 954004	LIB RSRCS-RECORDING	8.00
	INVOICE:	1617177								
	86186	01/13/17	142219		189916	P	01/18/17	2015017 954004	LIB RSRCS-RECORDING	139.18
	INVOICE:	1618418								
	86186	01/13/17	142219		189916	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	40.80
	INVOICE:	1618418								
VENDOR TOTALS					4,667.53	YTD INVOICED		5,008.54	YTD PAID	882.68
101020 BAKER AND TAYLOR BOOKS										
	85557	12/26/16	141582		189917	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	44.11
	INVOICE:	TS122616								
	85558	12/26/16	141583		189917	P	01/18/17	2015017 954010	LIB RSRCS-CD ROM	93.38
	INVOICE:	YA122616								
	85559	12/26/16	141584		189917	P	01/18/17	2015014 954001	LIB RSRCS--ADULT BOOKS	941.65
	INVOICE:	REF122616								
	85560	12/26/16	141585		189917	P	01/18/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	2,962.19
	INVOICE:	CS122616								
	85561	12/26/16	141586		189917	P	01/18/17	2015017 954001	LIB RSRCS--ADULT BOOKS	1,467.59
	INVOICE:	RS122616								
	85562	12/26/16	141587		189917	P	01/18/17	2015015 954004	LIB RSRCS-RECORDING	21.79
	INVOICE:	2032517183								
	85563	12/26/16	141588		189917	P	01/18/17	2015014 954001	LIB RSRCS--ADULT BOOKS	-16.92
	INVOICE:	0002900809								
	85985	01/09/17	142017		189917	P	01/18/17	2015015 954004	LIB RSRCS-RECORDING	8.36
	INVOICE:	2032543046								
	85986	01/09/17	142018		189917	P	01/18/17	2015017 954010	LIB RSRCS-CD ROM	186.98
	INVOICE:	YA010917								
	85987	01/09/17	142019		189917	P	01/18/17	2015014 954001	LIB RSRCS--ADULT BOOKS	2,037.97
	INVOICE:	REF010917								
	85988	01/09/17	142020		189917	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	80.30
	INVOICE:	TS010917								
	85989	01/09/17	142021		189917	P	01/18/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	822.53
	INVOICE:	CS010917								
	85990	01/09/17	142022		189917	P	01/18/17	2015017 954001	LIB RSRCS--ADULT BOOKS	1,870.45
	INVOICE:	RS010917								
	86166	01/13/17	142199		189917	P	01/18/17	2015015 954004	LIB RSRCS-RECORDING	4.18
	INVOICE:	2032569467								
	86167	01/13/17	142200		189917	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	68.40

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VENDOR NAME

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

INVOICE: TS011317										
86168	01/13/17	142201		189917	P	01/18/17	2015014 954001	LIB RSRCS--ADULT BOOKS	819.14	
INVOICE: REF011317										
86169	01/13/17	142202		189917	P	01/18/17	2015017 954001	LIB RSRCS--ADULT BOOKS	490.47	
INVOICE: RS011317										
86170	01/13/17	142203		189917	P	01/18/17	2015017 954010	LIB RSRCS-CD ROM	84.44	
INVOICE: YA011317										
86171	01/13/17	142204		189917	P	01/18/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	2,488.47	
INVOICE: CS011317										
VENDOR TOTALS	151,769.34		YTD INVOICED				157,801.77		YTD PAID	14,475.48
303461 BRICKTON GALLERY AND ARTS CENTER										
85583	12/26/16	141608		189918	P	01/18/17	2015015 938506	GNL CNTRL SVC/PROGRAM	100.00	
INVOICE: ADM122616										
VENDOR TOTALS	400.00		YTD INVOICED				650.00		YTD PAID	100.00
4756 CALL ONE										
86224	01/16/17	142258		189919	P	01/18/17	2015011 938501	GNL CNTRL SVC/TELEPHONE	558.09	
INVOICE: ADM011617										
86224	01/16/17	142258		189919	P	01/18/17	2015011 938503	GNL CNTRL SVC-INTERNET	435.00	
INVOICE: ADM011617										
VENDOR TOTALS	8,524.23		YTD INVOICED				8,937.78		YTD PAID	993.09
3729 CASE LOTS INC										
85584	12/26/16	141609		189920	P	01/18/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	809.45	
INVOICE: 017709										
VENDOR TOTALS	10,589.82		YTD INVOICED				8,588.84		YTD PAID	809.45
12962 CDW GOVERNMENT INC										
86047	01/10/17	142079		189921	P	01/18/17	2015011 951002	OFF SPLS--OTHER SUPPLIES	96.25	
INVOICE: GJQ8610										
VENDOR TOTALS	7,051.90		YTD INVOICED				2,789.16		YTD PAID	96.25
303044 CENTER POINT PUBLISHING										
85585	12/26/16	141610		189922	P	01/18/17	2015017 954001	LIB RSRCS--ADULT BOOKS	79.71	
INVOICE: 1434300										
VENDOR TOTALS	717.36		YTD INVOICED				549.90		YTD PAID	79.71
5814 CHASE										
86225	01/16/17	142259		189923	P	01/18/17	2015011 931700	LIB DATA PROC SV	329.99	
INVOICE: ADM0116172										
86225	01/16/17	142259		189923	P	01/18/17	2015011 951100	LIBRARY SUPPLIES	27.70	
INVOICE: ADM0116172										
86225	01/16/17	142259		189923	P	01/18/17	2015011 933800	CONFERENCES & TRAINING	499.00	
INVOICE: ADM0116172										

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	86225	01/16/17	142259		189923	P	01/18/17	2015015 951100	LIBRARY SUPPLIES	379.62
	INVOICE:	ADM0116172								
	86225	01/16/17	142259		189923	P	01/18/17	2015015 938506	GNL CNTRL SVC/PROGRAM	18.47
	INVOICE:	ADM0116172								
	86225	01/16/17	142259		189923	P	01/18/17	2015017 938507	GNL CNTRL SVC/YA PROGRAMS	74.75
	INVOICE:	ADM0116172								
	VENDOR TOTALS		15,854.72	YTD INVOICED				12,443.01	YTD PAID	1,329.53
302631 CHILDRENS PLUS INC										
	85586	12/26/16	141611		189924	P	01/18/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	1,052.20
	INVOICE:	130140								
	86048	01/10/17	142080		189924	P	01/18/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	170.40
	INVOICE:	130498								
	VENDOR TOTALS		7,262.29	YTD INVOICED				1,222.60	YTD PAID	1,222.60
3701 COMCAST CABLE										
	86049	01/10/17	142081		189925	P	01/18/17	2015011 938503	GNL CNTRL SVC-INTERNET	255.83
	INVOICE:	ADM0110172								
	VENDOR TOTALS		4,206.37	YTD INVOICED				2,046.64	YTD PAID	255.83
102908 COMPUTER VIEW INC										
	86050	01/10/17	142082		189926	P	01/18/17	5535011 952000	MATERIALS	1,329.00
	INVOICE:	27364								
	VENDOR TOTALS		82,560.00	YTD INVOICED				144,261.00	YTD PAID	1,329.00
55134 COOPERATIVE COMPUTER										
	85587	12/26/16	141612		189927	P	01/18/17	2015013 931702	DATA PROCESSING/OCLC	964.00
	INVOICE:	243								
	85588	12/26/16	141613		189927	P	01/18/17	2015016 931701	DATA PROCESSING/CLSI	6,324.00
	INVOICE:	242								
	86226	01/16/17	142260		189927	P	01/18/17	2015016 931701	DATA PROCESSING/CLSI	6,324.00
	INVOICE:	341								
	VENDOR TOTALS		60,410.56	YTD INVOICED				69,813.05	YTD PAID	13,612.00
19972 DEMCO INC										
	85589	12/26/16	141614		189928	P	01/18/17	2015017 951100	LIBRARY SUPPLIES	360.48
	INVOICE:	6025521								
	85590	12/26/16	141615		189928	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	215.62
	INVOICE:	6023144								
	85591	12/26/16	141616		189928	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	524.68
	INVOICE:	6020685								
	86187	01/13/17	142220		189928	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	995.66
	INVOICE:	6037463								
	VENDOR TOTALS		10,266.33	YTD INVOICED				15,428.17	YTD PAID	2,096.44

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

25165 EBSCO SUBSCRIPTION SERV									
85592	12/26/16	141617		189929	P	01/18/17	2015014 954010	LIB RSRCS-CD ROM	761.00
INVOICE: 10000468771									
VENDOR TOTALS		10,743.46 YTD INVOICED				6,931.52 YTD PAID			761.00
3545 FINDAWAY WORLD LLC									
86051	01/10/17	142083		189930	P	01/18/17	2015017 954004	LIB RSRCS-RECORDING	19.99
INVOICE: 204334									
86188	01/13/17	142221		189930	P	01/18/17	2015015 954004	LIB RSRCS-RECORDING	318.69
INVOICE: 206065									
86189	01/13/17	142222		189930	P	01/18/17	2015017 954004	LIB RSRCS-RECORDING	403.69
INVOICE: 206080									
VENDOR TOTALS		7,881.47 YTD INVOICED				10,533.33 YTD PAID			742.37
5535 FOREST SECURITY									
85593	12/26/16	141618		189931	P	01/18/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	158.85
INVOICE: 53667									
VENDOR TOTALS		476.55 YTD INVOICED				476.55 YTD PAID			158.85
301264 FOX VALLEY FIRE AND SAFETY									
85594	12/26/16	141619		189932	P	01/18/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	852.00
INVOICE: IN00050800									
VENDOR TOTALS		9,077.38 YTD INVOICED				5,372.51 YTD PAID			852.00
300553 GALE GROUP									
85595	12/26/16	141620		189933	P	01/18/17	2015017 954001	LIB RSRCS--ADULT BOOKS	42.98
INVOICE: 59506244									
85596	12/26/16	141621		189933	P	01/18/17	2015017 954001	LIB RSRCS--ADULT BOOKS	42.98
INVOICE: 59482914									
85597	12/26/16	141622		189933	P	01/18/17	2015017 954001	LIB RSRCS--ADULT BOOKS	121.95
INVOICE: 59474392									
86052	01/10/17	142084		189933	P	01/18/17	2015017 954001	LIB RSRCS--ADULT BOOKS	21.99
INVOICE: 59547176									
86190	01/13/17	142223		189933	P	01/18/17	2015017 954001	LIB RSRCS--ADULT BOOKS	170.35
INVOICE: 59652866									
VENDOR TOTALS		32,085.49 YTD INVOICED				41,282.56 YTD PAID			400.25
5590 CLAIRE GRIEBLER									
86053	01/10/17	142085		189934	P	01/18/17	2015011 933800	CONFERENCES & TRAINING	17.18
INVOICE: ADM0110173									
VENDOR TOTALS		796.13 YTD INVOICED				1,015.96 YTD PAID			17.18
125 GUMDROP BOOKS									
85598	12/26/16	141623		189935	P	01/18/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	2,102.21
INVOICE: PINV103614									

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VENDOR TOTALS										5,330.17 YTD INVOICED
										9,933.94 YTD PAID
										2,102.21
102496 HOME DEPOT CREDIT SERVICES										
86191		01/13/17	142224		189936	P	01/18/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	45.56
										INVOICE: ADM011317
VENDOR TOTALS										6,963.87 YTD INVOICED
										9,432.06 YTD PAID
										45.56
4516 IHLS OCLC										
86054		01/10/17	142086		189937	P	01/18/17	602 430819	NO. SUB. DIGITAL CONSORTI	90.00
										INVOICE: 12818
VENDOR TOTALS										1,497.18 YTD INVOICED
										1,515.47 YTD PAID
										90.00
6359 OFFICE OF THE STATE FIRE MARSHAL										
86057		01/10/17	142089		189938	P	01/18/17	2015012 932105	BLDG MNT CNTR-HVAC EQUIP	70.00
										INVOICE: 9567903
VENDOR TOTALS										.00 YTD INVOICED
										170.00 YTD PAID
										70.00
36865 ILLINOIS LIBRARY ASSOC										
86055		01/10/17	142087		189939	P	01/18/17	2015011 932400	LIB MEMBER DUES	250.00
										INVOICE: 125883
86056		01/10/17	142088		189939	P	01/18/17	2015011 932400	LIB MEMBER DUES	300.00
										INVOICE: 125724
VENDOR TOTALS										1,235.00 YTD INVOICED
										900.00 YTD PAID
										550.00
3938 JOE ORGANIZER LLC										
85638		12/26/16	141663		189940	P	01/18/17	2015017 938506	GNL CNTRL SVC/PROGRAM	275.00
										INVOICE: ADM1226164
VENDOR TOTALS										.00 YTD INVOICED
										275.00 YTD PAID
										275.00
6520 JOHN S SWIFT CO INC										
86058		01/10/17	142090		189941	P	01/18/17	2015011 936001	PUBLIC RELATIONS NEWSLETT	2,529.00
										INVOICE: 160596
VENDOR TOTALS										.00 YTD INVOICED
										8,926.00 YTD PAID
										2,529.00
5303 KINGS III OF AMERICA INC										
86059		01/10/17	142091		189942	P	01/18/17	2015012 932104	BLDG MNT CNTR-ELEV MAINT	125.37
										INVOICE: 1318530
VENDOR TOTALS										360.99 YTD INVOICED
										492.30 YTD PAID
										125.37
42242 GRETCHEN KOTTKAMP										
85599		12/26/16	141624		189943	P	01/18/17	2015014 954003	LIB RSRCS--PERIODICALS	8.00
										INVOICE: ADM1226162

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VENDOR TOTALS		282.03 YTD INVOICED				116.69 YTD PAID			8.00
4584 L MARSHALL ROOFING AND SHEET METAL INC									
85600	12/26/16	141625		189944	P	01/18/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	4,815.00
INVOICE: 21965									
VENDOR TOTALS		2,450.00 YTD INVOICED				8,436.00 YTD PAID			4,815.00
4024 LAKE VILLA DISTRICT LIBRARY									
86106	01/10/17	142092		189945	P	01/18/17	201 877500	COLLECTION AGENCY-MISC	22.00
INVOICE: ADM0110174									
VENDOR TOTALS		38.00 YTD INVOICED				22.00 YTD PAID			22.00
5016 DEBORAH LERNER									
86023	01/10/17	142055		189703	M	01/10/17	2015017 938506	GNL CNTRL SVC/PROGRAM	70.00
INVOICE: ADM011017									
86106	01/10/17	142139		189946	P	01/18/17	2015017 938506	GNL CNTRL SVC/PROGRAM	70.00
INVOICE: ADM011117									
86107	01/10/17	142140		189947	P	01/18/17	2015017 938506	GNL CNTRL SVC/PROGRAM	70.00
INVOICE: ADM0111172									
86108	01/10/17	142141		189948	P	01/18/17	2015017 938506	GNL CNTRL SVC/PROGRAM	70.00
INVOICE: ADM0111173									
VENDOR TOTALS		.00 YTD INVOICED				350.00 YTD PAID			280.00
971 LIVE OAK MEDIA									
86109	01/10/17	142142		189949	P	01/18/17	2015015 954004	LIB RSRCS-RECORDING	313.64
INVOICE: 112036									
VENDOR TOTALS		55.48 YTD INVOICED				313.64 YTD PAID			313.64
48947 MANUFACTURERS NEWS INC									
86110	01/10/17	142143		189950	P	01/18/17	2015014 954001	LIB RSRCS--ADULT BOOKS	218.90
INVOICE: 85689000C									
VENDOR TOTALS		441.80 YTD INVOICED				218.90 YTD PAID			218.90
1061 MARY MASON									
85601	12/26/16	141626		189951	P	01/18/17	2015015 938506	GNL CNTRL SVC/PROGRAM	52.92
INVOICE: ADM1226163									
85601	12/26/16	141626		189951	P	01/18/17	2015011 933800	CONFERENCES & TRAINING	13.39
INVOICE: ADM1226163									
86193	01/13/17	142227		189951	P	01/18/17	2015011 936000	PUBLIC RELATIONS	58.95
INVOICE: ADM0113173									
VENDOR TOTALS		796.70 YTD INVOICED				936.90 YTD PAID			125.26
6714 FRANCINE MC ENANEY									
86192	01/13/17	142225		189952	P	01/18/17	2015011 936000	PUBLIC RELATIONS	360.00

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

INVOICE: ADM0113172										
VENDOR TOTALS .00 YTD INVOICED 360.00 YTD PAID 360.00										
101892	MIDWEST TAPE									
	85602	12/26/16	141627		189955	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	69.97
	INVOICE: 94607713									
	85603	12/26/16	141628		189956	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	180.92
	INVOICE: 94607714									
	85604	12/26/16	141629		189953	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	18.99
	INVOICE: 94607715									
	85605	12/26/16	141630		189954	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	43.18
	INVOICE: 94607716									
	85606	12/26/16	141631		189954	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	34.39
	INVOICE: 94607717									
	85607	12/26/16	141632		189953	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	19.99
	INVOICE: 94607718									
	85608	12/26/16	141633		189954	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	29.98
	INVOICE: 94607719									
	85609	12/26/16	141634		189953	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	19.99
	INVOICE: 94607830									
	85610	12/26/16	141635		189956	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	148.53
	INVOICE: 94607831									
	85611	12/26/16	141636		189956	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	131.35
	INVOICE: 94607711									
	85612	12/26/16	141637		189955	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	105.94
	INVOICE: 94590840									
	85613	12/26/16	141638		189954	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	35.98
	INVOICE: 94590843									
	85614	12/26/16	141639		189956	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	266.88
	INVOICE: 94590844									
	85615	12/26/16	141640		189954	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	23.99
	INVOICE: 94590845									
	85616	12/26/16	141641		189954	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	45.98
	INVOICE: 94590846									
	85617	12/26/16	141642		189954	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	21.59
	INVOICE: 94590847									
	85618	12/26/16	141643		189955	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	85.97
	INVOICE: 94590848									
	85619	12/26/16	141644		189956	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	199.50
	INVOICE: 94590849									
	85620	12/26/16	141645		189954	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	20.99
	INVOICE: 94590850									
	85621	12/26/16	141646		189955	P	01/18/17	2015015 954004	LIB RSRCS-RECORDING	53.56
	INVOICE: 94607851									
	85622	12/26/16	141647		189953	P	01/18/17	2015015 954004	LIB RSRCS-RECORDING	19.99
	INVOICE: 94578594									
	85623	12/26/16	141648		189955	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	91.96
	INVOICE: 94620096									
	85623	12/26/16	141648		189955	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	6.60
	INVOICE: 94620096									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	85624	12/26/16	141649		189955	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	91.96
	INVOICE:	94620098								
	85624	12/26/16	141649		189955	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	6.60
	INVOICE:	94620098								
	85625	12/26/16	141650		189953	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	10.39
	INVOICE:	94620099								
	85625	12/26/16	141650		189953	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	1.65
	INVOICE:	94620099								
	85626	12/26/16	141651		189955	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	53.98
	INVOICE:	94590764								
	85627	12/26/16	141652		189954	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	22.38
	INVOICE:	94579917								
	85627	12/26/16	141652		189954	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	3.30
	INVOICE:	94579917								
	85628	12/26/16	141653		189953	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	15.99
	INVOICE:	94579916								
	85628	12/26/16	141653		189953	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	1.65
	INVOICE:	94579916								
	85629	12/26/16	141654		189955	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	91.96
	INVOICE:	94586703								
	85629	12/26/16	141654		189955	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	6.60
	INVOICE:	94586703								
	85630	12/26/16	141655		189956	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	114.95
	INVOICE:	94586702								
	85630	12/26/16	141655		189956	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	8.25
	INVOICE:	94586702								
	85631	12/26/16	141656		189953	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	11.99
	INVOICE:	94598189								
	85631	12/26/16	141656		189953	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	1.65
	INVOICE:	94598189								
	85632	12/26/16	141657		189955	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	71.96
	INVOICE:	94598188								
	85632	12/26/16	141657		189955	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	6.60
	INVOICE:	94598188								
	85633	12/26/16	141658		189956	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	107.94
	INVOICE:	94598186								
	85633	12/26/16	141658		189956	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	9.90
	INVOICE:	94598186								
	85634	12/26/16	141659		189954	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	31.99
	INVOICE:	94590766								
	86111	01/10/17	142144		189956	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	118.95
	INVOICE:	94638504								
	86112	01/10/17	142145		189954	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	45.98
	INVOICE:	94638506								
	86113	01/10/17	142146		189955	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	76.97
	INVOICE:	94638507								
	86114	01/10/17	142147		189953	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	18.99
	INVOICE:	94648535								
	86115	01/10/17	142148		189953	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	11.99
	INVOICE:	94645775								
	86115	01/10/17	142148		189953	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	1.65

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	INVOICE:	94645775								
	86116	01/10/17	142149		189955	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	42.37
	INVOICE:	94627870								
	86116	01/10/17	142149		189955	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	4.95
	INVOICE:	94627870								
	86117	01/10/17	142150		189953	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	7.99
	INVOICE:	94627848								
	86117	01/10/17	142150		189953	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	1.65
	INVOICE:	94627848								
	86118	01/10/17	142151		189953	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	5.59
	INVOICE:	94629383								
	86118	01/10/17	142151		189953	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	1.65
	INVOICE:	94629383								
	86119	01/10/17	142152		189956	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	137.94
	INVOICE:	94629381								
	86119	01/10/17	142152		189956	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	9.90
	INVOICE:	94629381								
	86120	01/10/17	142153		189956	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	114.95
	INVOICE:	94629380								
	86120	01/10/17	142153		189956	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	8.25
	INVOICE:	94629380								
	86121	01/10/17	142154		189955	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	47.17
	INVOICE:	94645777								
	86121	01/10/17	142154		189955	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	4.95
	INVOICE:	94645777								
	86122	01/10/17	142155		189955	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	59.98
	INVOICE:	94648534								
	86123	01/10/17	142156		189956	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	210.52
	INVOICE:	94648537								
	86124	01/10/17	142157		189956	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	187.93
	INVOICE:	94648538								
	86125	01/10/17	142158		189954	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	45.98
	INVOICE:	94648539								
	86126	01/10/17	142159		189954	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	29.99
	INVOICE:	94648580								
	86127	01/10/17	142160		189953	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	19.99
	INVOICE:	94648581								
	86128	01/10/17	142161		189956	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	124.94
	INVOICE:	94648582								
	86129	01/10/17	142162		189955	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	51.17
	INVOICE:	94648583								
	86130	01/10/17	142163		189956	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	391.82
	INVOICE:	94648584								
	86131	01/10/17	142164		189955	P	01/18/17	2015015 954004	LIB RSRCS-RECORDING	75.15
	INVOICE:	94633281								
	86132	01/10/17	142165		189953	P	01/18/17	2015015 954004	LIB RSRCS-RECORDING	15.99
	INVOICE:	94633280								
	86133	01/10/17	142166		189956	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	118.95
	INVOICE:	94633021								
	86134	01/10/17	142167		189954	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	45.98
	INVOICE:	94633022								

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DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
86135	01/10/17	142168		189955	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	58.97
INVOICE:	94633023								
86136	01/10/17	142169		189955	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	69.97
INVOICE:	94633024								
86137	01/10/17	142170		189954	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	45.98
INVOICE:	94633025								
86138	01/10/17	142171		189953	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	7.99
INVOICE:	94633026								
86139	01/10/17	142172		189954	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	23.99
INVOICE:	94633027								
86140	01/10/17	142173		189953	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	19.99
INVOICE:	94633029								
86141	01/10/17	142174		189955	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	71.17
INVOICE:	94633030								
86142	01/10/17	142175		189953	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	18.39
INVOICE:	94632999								
86143	01/10/17	142176		189956	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	107.96
INVOICE:	94633009								
86194	01/13/17	142228		189953	P	01/18/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	5.59
INVOICE:	94664243								
86194	01/13/17	142228		189953	P	01/18/17	2015013 951100	LIBRARY SUPPLIES	1.65
INVOICE:	94664243								
86195	01/13/17	142229		189954	P	01/18/17	2015015 954004	LIB RSRCS-RECORDING	27.18
INVOICE:	94652477								
86196	01/13/17	142230		189954	P	01/18/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	26.38
INVOICE:	94669356								
86197	01/13/17	142231		189953	P	01/18/17	2015015 954004	LIB RSRCS-RECORDING	15.99
INVOICE:	94669354								
86198	01/13/17	142232		189956	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	204.69
INVOICE:	94669538								
86199	01/13/17	142233		189954	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	39.99
INVOICE:	94669537								
86200	01/13/17	142234		189953	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	15.99
INVOICE:	9466536								
86201	01/13/17	142235		189955	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	47.98
INVOICE:	94669535								
86202	01/13/17	142236		189955	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	87.97
INVOICE:	94669534								
86203	01/13/17	142237		189954	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	19.99
INVOICE:	94669533								
86204	01/13/17	142238		189953	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	13.99
INVOICE:	94669532								
86205	01/13/17	142239		189956	P	01/18/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	197.91
INVOICE:	94669530								

VENDOR TOTALS 46,927.34 YTD INVOICED 43,174.55 YTD PAID 5,517.90

102220 OMNIGRAPHICS INC

85635	12/26/16	141660		189957	P	01/18/17	2015014 954001	LIB RSRCS--ADULT BOOKS	327.40
INVOICE:	1086236481								
86144	01/10/17	142177		189957	P	01/18/17	2015014 954001	LIB RSRCS--ADULT BOOKS	81.85

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

INVOICE: 1086236512										
VENDOR TOTALS		1,168.06 YTD INVOICED			1,555.15 YTD PAID			409.25		
924 OVERDRIVE INC										
86145		01/10/17	142178		189958	P	01/18/17	602 430819	NO. SUB. DIGITAL CONSORTI	1,000.00
INVOICE: H0039688										
86146		01/10/17	142179		189958	P	01/18/17	602 430819	NO. SUB. DIGITAL CONSORTI	1,264.51
INVOICE: 0751185517800122916										
VENDOR TOTALS		80,984.74 YTD INVOICED			65,826.82 YTD PAID			2,264.51		
3949 PARK RIDGE LIONS CLUB										
86147		01/10/17	142180		189959	P	01/18/17	2015011 932400	LIB MEMBER DUES	175.00
INVOICE: ADM0111174										
VENDOR TOTALS		350.00 YTD INVOICED			700.00 YTD PAID			175.00		
61248 PARK RIDGE PUBLIC LIBRARY										
86206		01/13/17	142240		189960	P	01/18/17	201 877000	MISCELLANEOUS	25.00
INVOICE: ADM0113174										
VENDOR TOTALS		2,015.00 YTD INVOICED			9,000.18 YTD PAID			25.00		
5923 PENGUIN RANDOM HOUSE LLC										
85636		12/26/16	141661		189961	P	01/18/17	2015017 954004	LIB RSRCS-RECORDING	75.00
INVOICE: 1089585619										
86148		01/10/17	142181		189961	P	01/18/17	2015017 954004	LIB RSRCS-RECORDING	26.25
INVOICE: 1080270066										
86207		01/13/17	142241		189961	P	01/18/17	2015017 954004	LIB RSRCS-RECORDING	26.25
INVOICE: 1080377129										
VENDOR TOTALS		3,567.50 YTD INVOICED			2,265.25 YTD PAID			127.50		
4035 PETE THE PAINTER INC										
86149		01/10/17	142182		189962	P	01/18/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	4,980.00
INVOICE: 163307										
VENDOR TOTALS		.00 YTD INVOICED			4,980.00 YTD PAID			4,980.00		
101774 POLONIA BOOKSTORE & PLSH CO										
85637		12/26/16	141662		189963	P	01/18/17	2015014 954001	LIB RSRCS--ADULT BOOKS	198.34
INVOICE: 60568										
VENDOR TOTALS		2,211.67 YTD INVOICED			1,827.84 YTD PAID			198.34		
92 LORI L PRESTON										
86150		01/10/17	142183		189964	P	01/18/17	2015014 954003	LIB RSRCS--PERIODICALS	6.99
INVOICE: ADM0111175										

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VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS			57.33	YTD INVOICED		181.67		YTD PAID	6.99
6564 PURE HEALTH SOLUTIONS INC									
86151	01/10/17	142184		189965	P	01/18/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	63.75
INVOICE: 7050829									
VENDOR TOTALS			.00	YTD INVOICED		318.75		YTD PAID	63.75
5530 RAILS									
85639	12/26/16	141664		189966	P	01/18/17	2015014 954010	LIB RSRCS-CD ROM	82.50
INVOICE: 3905									
VENDOR TOTALS			1,689.00	YTD INVOICED		82.50		YTD PAID	82.50
68595 RECORDED BOOKS INC									
85640	12/26/16	141665		189967	P	01/18/17	2015015 954004	LIB RSRCS-RECORDING	35.99
INVOICE: 75454362									
86208	01/13/17	142242		189967	P	01/18/17	2015017 954004	LIB RSRCS-RECORDING	35.99
INVOICE: 75460390									
VENDOR TOTALS			2,282.06	YTD INVOICED		3,218.80		YTD PAID	71.98
4622 PARRY RIGNEY									
86152	01/10/17	142185		189968	P	01/18/17	2015015 938506	GNL CNTRL SVC/PROGRAM	6.00
INVOICE: ADM0111176									
VENDOR TOTALS			.00	YTD INVOICED		678.10		YTD PAID	6.00
3892 SOUND INCORPORATED									
86209	01/13/17	142243		189969	P	01/18/17	2015011 938501	GNL CNTRL SVC/TELEPHONE	74.00
INVOICE: D1318967									
VENDOR TOTALS			2,229.87	YTD INVOICED		2,279.80		YTD PAID	74.00
6697 NEIL I STEINBERG									
85641	12/26/16	141666		189970	P	01/18/17	2015017 938506	GNL CNTRL SVC/PROGRAM	200.00
INVOICE: ADM1226165									
VENDOR TOTALS			.00	YTD INVOICED		200.00		YTD PAID	200.00
6493 SUN AND MOON YOGA									
85642	12/26/16	141667		189971	P	01/18/17	2015017 938506	GNL CNTRL SVC/PROGRAM	150.00
INVOICE: ADM1226166									
VENDOR TOTALS			.00	YTD INVOICED		450.00		YTD PAID	150.00
6521 STEPHEN SZABADOS									
85643	12/26/16	141668		189972	P	01/18/17	2015017 938506	GNL CNTRL SVC/PROGRAM	150.00
INVOICE: ADM1226167									

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

VENDOR TOTALS								.00 YTD INVOICED	300.00 YTD PAID	150.00
5003 UNIQUE MANAGEMENT SERVICES INC										
	86153	01/10/17	142186		189973	P	01/18/17	201 877500	COLLECTION AGENCY-MISC	71.60
	INVOICE: 438470									
VENDOR TOTALS								608.60 YTD INVOICED	563.85 YTD PAID	71.60
303348 THE UPS STORE 1573										
	86154	01/10/17	142187		189974	P	01/18/17	2015011 938502	GNL CNTRL SVC/POSTAGE	9.71
	INVOICE: 4493									
VENDOR TOTALS								186.97 YTD INVOICED	224.43 YTD PAID	9.71
4402 VERIFY										
	86155	01/10/17	142188		189975	P	01/18/17	2015011 933100	LIB RECRUIT & TESTING	16.00
	INVOICE: 1112561									
VENDOR TOTALS								752.00 YTD INVOICED	1,161.50 YTD PAID	16.00
2193 VERIZON WIRELESS										
	86156	01/10/17	142189		189976	P	01/18/17	2015011 938501	GNL CNTRL SVC/TELEPHONE	169.63
	INVOICE: 97778921475									
VENDOR TOTALS								21,313.07 YTD INVOICED	23,124.92 YTD PAID	169.63
300800 WAREHOUSE DIRECT INC										
	85644	12/26/16	141669		189977	P	01/18/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	639.00
	INVOICE: 33018240									
	85645	12/26/16	141670		189977	P	01/18/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	32.00
	INVOICE: 32854570									
	85646	12/26/16	141671		189977	P	01/18/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	-32.00
	INVOICE: C32854570									
	85647	12/26/16	141672		189977	P	01/18/17	2015016 951100	LIBRARY SUPPLIES	14.94
	INVOICE: 32998220									
	85648	12/26/16	141673		189977	P	01/18/17	2015014 951100	LIBRARY SUPPLIES	15.20
	INVOICE: 32775270									
	85649	12/26/16	141674		189977	P	01/18/17	2015015 951100	LIBRARY SUPPLIES	29.00
	INVOICE: 33072030									
	86157	01/10/17	142190		189977	P	01/18/17	2015014 951100	LIBRARY SUPPLIES	17.82
	INVOICE: 33084080									
	86158	01/10/17	142191		189977	P	01/18/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	49.92
	INVOICE: 33153270									
	86159	01/10/17	142192		189977	P	01/18/17	2015016 951100	LIBRARY SUPPLIES	5.50
	INVOICE: 32990300									
	86210	01/13/17	142244		189977	P	01/18/17	2015011 951002	OFF SPLS--OTHER SUPPLIES	15.80
	INVOICE: 33250380									
	86211	01/13/17	142245		189977	P	01/18/17	2015011 951002	OFF SPLS--OTHER SUPPLIES	36.89
	INVOICE: 33295440									
	86212	01/13/17	142246		189977	P	01/18/17	2015011 951001	OFF SPLS--PHOTOCOPY	551.00

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VENDOR NAME

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

INVOICE: 32985130									
86213	01/13/17	142247		189977	P	01/18/17	2015016 951100	LIBRARY SUPPLIES	42.79
INVOICE: 32985060									
86213	01/13/17	142247		189977	P	01/18/17	2015015 951100	LIBRARY SUPPLIES	46.29
INVOICE: 32985060									
VENDOR TOTALS			8,334.17	YTD INVOICED			15,451.57	YTD PAID	1,464.15
4803 WIDE OPEN WEST									
86008	01/10/17	142040		189702	M	01/10/17	2015011 938503	GNI CNTRL SVC-INTERNET	1,314.81
INVOICE: 013575489LIB									
VENDOR TOTALS			55,877.83	YTD INVOICED			52,884.52	YTD PAID	1,314.81
REPORT TOTALS									74,832.32

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	72	73,447.51
TOTAL MANUAL CHECKS	2	1,384.81

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

**City of Park Ridge, IL
Warrant List Fund Totals
01/16/2017**

Fund	Description	Amount
201	Library Fund	\$71,148.81
201	Grant Fund	\$0.00
553	Library Technology Replacement	\$1,329.00
602	North Suburban Digital Consortium	\$2,354.51
201	Library Restricted Fund	\$0.00
<hr/>		
	Report Total	\$74,832.32

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VENDOR NAME

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

48 AEC ONE STOP GROUP INC									
86237	01/24/17	142271		189985	P	01/31/17	2015017 954004	LIB RSRCS-RECORDING	170.33
INVOICE: PLS07497110									
VENDOR TOTALS		4,281.51 YTD INVOICED				3,578.62 YTD PAID			170.33
1472 ALBERTSONS									
86238	01/24/17	142272		189986	P	01/31/17	2015017 938506	GNL CNTRL SVC/PROGRAM	31.32
INVOICE: ADM012417									
VENDOR TOTALS		571.29 YTD INVOICED				632.87 YTD PAID			31.32
5354 AMAZON COM CREDIT SERVICES									
86239	01/24/17	142273		189987	P	01/31/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	8.99
INVOICE: 030804723427									
86240	01/24/17	142274		189987	P	01/31/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	14.61
INVOICE: 000339016469									
86241	01/24/17	142275		189987	P	01/31/17	2015017 954001	LIB RSRCS--ADULT BOOKS	93.12
INVOICE: 112687335263									
86242	01/24/17	142276		189987	P	01/31/17	2015017 954001	LIB RSRCS--ADULT BOOKS	25.62
INVOICE: 112686043432									
86243	01/24/17	142277		189987	P	01/31/17	2015017 954001	LIB RSRCS--ADULT BOOKS	16.00
INVOICE: 112687371982									
86244	01/24/17	142278		189987	P	01/31/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	24.78
INVOICE: 192656648497									
86245	01/24/17	142279		189987	P	01/31/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	6.74
INVOICE: 114623843056									
86246	01/24/17	142280		189987	P	01/31/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	32.87
INVOICE: 194051934432									
VENDOR TOTALS		20,560.31 YTD INVOICED				18,184.64 YTD PAID			222.73
800 AMERICAN EAGLE COM									
86247	01/24/17	142281		189988	P	01/31/17	2015011 931700	LIB DATA PROC SV	150.00
INVOICE: 241914									
VENDOR TOTALS		6,300.00 YTD INVOICED				18,425.00 YTD PAID			150.00
303186 AMERICAN LIBRARY ASSOCIATION									
86248	01/24/17	142282		189989	P	01/31/17	2015011 932400	LIB MEMBER DUES	197.00
INVOICE: ADM0124172									
VENDOR TOTALS		882.00 YTD INVOICED				851.00 YTD PAID			197.00
101735 AUDIO EDITIONS									
86249	01/24/17	142283		189990	P	01/31/17	2015017 954004	LIB RSRCS-RECORDING	8.00
INVOICE: 1619485									
86250	01/24/17	142284		189990	P	01/31/17	2015017 954004	LIB RSRCS-RECORDING	24.00
INVOICE: 1619829									
86250	01/24/17	142284		189990	P	01/31/17	2015013 951100	LIBRARY SUPPLIES	6.80
INVOICE: 1619829									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	86251	01/24/17	142285		189990	P	01/31/17	2015017 954004	LIB RSRCS-RECORDING	311.94
	INVOICE:	1619828								
	86251	01/24/17	142285		189990	P	01/31/17	2015013 951100	LIBRARY SUPPLIES	86.40
	INVOICE:	1619828								
	VENDOR TOTALS		4,667.53	YTD INVOICED				5,445.68	YTD PAID	437.14
4222 AV CAFE										
	86252	01/24/17	142286		189991	P	01/31/17	2015015 954010	LIB RSRCS-CD ROM	63.59
	INVOICE:	51446								
	86253	01/24/17	142287		189991	P	01/31/17	2015015 954010	LIB RSRCS-CD ROM	31.79
	INVOICE:	51447								
	VENDOR TOTALS		2,525.25	YTD INVOICED				1,336.51	YTD PAID	95.38
101020 BAKER AND TAYLOR BOOKS										
	86232	01/24/17	142266		189992	P	01/31/17	2015017 954001	LIB RSRCS--ADULT BOOKS	1,291.39
	INVOICE:	RS012417								
	86233	01/24/17	142267		189992	P	01/31/17	2015015 954002	LIB RSRCS-CHILDREN BOOKS	471.61
	INVOICE:	CS012417								
	86234	01/24/17	142268		189992	P	01/31/17	2015017 954010	LIB RSRCS-CD ROM	290.78
	INVOICE:	YA012417								
	86235	01/24/17	142269		189992	P	01/31/17	2015014 954001	LIB RSRCS--ADULT BOOKS	276.89
	INVOICE:	REF012417								
	86236	01/24/17	142270		189992	P	01/31/17	2015013 951100	LIBRARY SUPPLIES	19.74
	INVOICE:	TS012417								
	VENDOR TOTALS		151,769.34	YTD INVOICED				160,152.18	YTD PAID	2,350.41
6726 CHRISTINE CARRION										
	86254	01/24/17	142288		189993	P	01/31/17	201 877000	MISCELLANEOUS	45.00
	INVOICE:	ADM0124173								
	VENDOR TOTALS		.00	YTD INVOICED				45.00	YTD PAID	45.00
303044 CENTER POINT PUBLISHING										
	86255	01/24/17	142289		189994	P	01/31/17	2015017 954001	LIB RSRCS--ADULT BOOKS	26.57
	INVOICE:	1443526								
	VENDOR TOTALS		717.36	YTD INVOICED				576.47	YTD PAID	26.57
5814 CHASE										
	86377	01/25/17	142409		1355	M	01/25/17	2015111 952000	MATERIALS	299.00
	INVOICE:	ADM0125176								
	86379	01/25/17	142413		1356	M	01/25/17	2015111 952000	MATERIALS	2,001.53
	INVOICE:	ADM0125177								
	VENDOR TOTALS		15,854.72	YTD INVOICED				14,743.54	YTD PAID	2,300.53
6043 CHASEWOOD SERVICES INC										
	86345	01/25/17	142379		189995	P	01/31/17	2015015 938506	GNL CNTRL SVC/PROGRAM	90.00

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

INVOICE: ADM012517	86349	01/25/17	142383		189996	P	01/31/17	2015015 938506	GNL CNTRL SVC/PROGRAM	90.00	
INVOICE: ADM0125172	86352	01/25/17	142386		189997	P	01/31/17	2015015 938506	GNL CNTRL SVC/PROGRAM	90.00	
INVOICE: ADM0125173											
VENDOR TOTALS				150.00	YTD INVOICED				270.00	YTD PAID	270.00
334 CHICAGO SUN TIMES	86256	01/24/17	142290		189998	P	01/31/17	2015014 954003	LIB RSRCS--PERIODICALS	405.60	
INVOICE: ADM0124174											
VENDOR TOTALS				.00	YTD INVOICED				405.60	YTD PAID	405.60
101555 COLUMBIA BOOKS INC PUBLISHER	86257	01/24/17	142291		189999	P	01/31/17	2015014 954001	LIB RSRCS--ADULT BOOKS	269.10	
INVOICE: 44717											
VENDOR TOTALS				269.10	YTD INVOICED				269.10	YTD PAID	269.10
55134 COOPERATIVE COMPUTER	86258	01/24/17	142292		190000	P	01/31/17	2015013 931702	DATA PROCESSING/OCLC	964.00	
INVOICE: 342											
VENDOR TOTALS				60,410.56	YTD INVOICED				70,777.05	YTD PAID	964.00
5281 COPYSET SHOP INC	86259	01/24/17	142293		190001	P	01/31/17	2015011 938504	GNL CNTRL SVC/PRINTING	58.00	
INVOICE: 48228											
VENDOR TOTALS				1,651.00	YTD INVOICED				7,046.00	YTD PAID	58.00
6392 DRAKE DIETRICK VIDEO	86304	01/25/17	142338		189983	M	01/25/17	2015011 936000	PUBLIC RELATIONS	85.00	
INVOICE: 1172017ADM											
VENDOR TOTALS				.00	YTD INVOICED				255.00	YTD PAID	85.00
4751 ELA AREA PUBLIC LIBRARY	86260	01/24/17	142294		190002	P	01/31/17	201 877500	COLLECTION AGENCY-MISC	10.08	
INVOICE: ADM0124175											
VENDOR TOTALS				.00	YTD INVOICED				30.33	YTD PAID	10.08
6730 MATTHEW ELLIFSON	86380	01/25/17	142415		1357	M	01/25/17	2015111 952000	MATERIALS	200.00	
INVOICE: ADM0125178											
VENDOR TOTALS				.00	YTD INVOICED				200.00	YTD PAID	200.00
3545 FINDAWAY WORLD LLC											

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TO FISCAL 2016/09 05/01/2016 TO 04/30/2017

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	86261	01/24/17	142295		190003	P	01/31/17	2015017 954004	LIB RSRCS-RECORDING	59.49
	INVOICE:	206706								
	86262	01/24/17	142296		190003	P	01/31/17	2015017 954004	LIB RSRCS-RECORDING	1,229.80
	INVOICE:	207014								
VENDOR TOTALS			7,881.47	YTD INVOICED				11,822.62	YTD PAID	1,289.29
300553 GALE GROUP										
	86263	01/24/17	142297		190004	P	01/31/17	2015017 954001	LIB RSRCS--ADULT BOOKS	62.38
	INVOICE:	59741218								
	86264	01/24/17	142298		190004	P	01/31/17	2015017 954001	LIB RSRCS--ADULT BOOKS	79.17
	INVOICE:	59768520								
VENDOR TOTALS			32,085.49	YTD INVOICED				41,424.11	YTD PAID	141.55
5590 CLAIRE GRIEBLER										
	86265	01/24/17	142299		190005	P	01/31/17	2015011 933800	CONFERENCES & TRAINING	26.23
	INVOICE:	ADM0124176								
	86265	01/24/17	142299		190005	P	01/31/17	2015017 938507	GNL CNTRL SVC/YA PROGRAMS	82.20
	INVOICE:	ADM0124176								
VENDOR TOTALS			796.13	YTD INVOICED				1,124.39	YTD PAID	108.43
6520 JOHN S SWIFT CO INC										
	86266	01/24/17	142300		190006	P	01/31/17	2015011 938504	GNL CNTRL SVC/PRINTING	1,029.00
	INVOICE:	160582								
VENDOR TOTALS			.00	YTD INVOICED				9,955.00	YTD PAID	1,029.00
42357 JAMES A KASZUBA										
	86267	01/24/17	142301		190007	P	01/31/17	2015011 938504	GNL CNTRL SVC/PRINTING	460.00
	INVOICE:	6871								
VENDOR TOTALS			2,498.00	YTD INVOICED				1,165.00	YTD PAID	460.00
6727 KEYSTONE OFFICE PRODUCTS CORP										
	86268	01/24/17	142302		190008	P	01/31/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	50.00
	INVOICE:	11720240								
VENDOR TOTALS			.00	YTD INVOICED				50.00	YTD PAID	50.00
42242 GRETCHEN KOTTKAMP										
	86355	01/25/17	142389		190009	P	01/31/17	2015011 933800	CONFERENCES & TRAINING	14.87
	INVOICE:	ADM0125174								
VENDOR TOTALS			282.03	YTD INVOICED				131.56	YTD PAID	14.87
48947 MANUFACTURERS NEWS INC										
	86269	01/24/17	142303		190010	P	01/31/17	2015014 954001	LIB RSRCS--ADULT BOOKS	222.90
	INVOICE:	856890012017								

WARRANT: L013117

TO FISCAL 2016/09 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			441.80	YTD INVOICED		441.80		YTD PAID	222.90
1061 MARY MASON									
86357	01/25/17	142391		190011	P	01/31/17	2015015 951100	LIBRARY SUPPLIES	12.40
INVOICE:		ADM0125175							
86357	01/25/17	142391		190011	P	01/31/17	2015015 938506	GNL CNTRL SVC/PROGRAM	48.89
INVOICE:		ADM0125175							
VENDOR TOTALS			796.70	YTD INVOICED		998.19		YTD PAID	61.29
101892 MIDWEST TAPE									
86270	01/24/17	142304		190012	P	01/31/17	2015015 954004	LIB RSRCS-RECORDING	14.39
INVOICE:		94684960							
86271	01/24/17	142305		190012	P	01/31/17	2015015 954004	LIB RSRCS-RECORDING	27.18
INVOICE:		94684962							
86272	01/24/17	142306		190012	P	01/31/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	29.99
INVOICE:		94694535							
86272	01/24/17	142306		190012	P	01/31/17	2015013 951100	LIBRARY SUPPLIES	1.65
INVOICE:		94694535							
86273	01/24/17	142307		190012	P	01/31/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	161.49
INVOICE:		94691205							
86273	01/24/17	142307		190012	P	01/31/17	2015013 951100	LIBRARY SUPPLIES	20.10
INVOICE:		94691205							
86274	01/24/17	142308		190012	P	01/31/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	31.17
INVOICE:		94691204							
86274	01/24/17	142308		190012	P	01/31/17	2015013 951100	LIBRARY SUPPLIES	4.95
INVOICE:		94691204							
86275	01/24/17	142309		190012	P	01/31/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	23.99
INVOICE:		94678532							
86275	01/24/17	142309		190012	P	01/31/17	2015013 951100	LIBRARY SUPPLIES	1.65
INVOICE:		94678532							
86276	01/24/17	142310		190012	P	01/31/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	4.99
INVOICE:		94676141							
86278	01/24/17	142312		190012	P	01/31/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	393.82
INVOICE:		94684903							
86279	01/24/17	142313		190012	P	01/31/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	50.97
INVOICE:		94684901							
86280	01/24/17	142314		190012	P	01/31/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	136.53
INVOICE:		94684902							
86281	01/24/17	142315		190012	P	01/31/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	130.94
INVOICE:		94684900							
86282	01/24/17	142316		190012	P	01/31/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	66.37
INVOICE:		94684889							
86283	01/24/17	142317		190012	P	01/31/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	15.99
INVOICE:		94684888							
86284	01/24/17	142318		190012	P	01/31/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	23.99
INVOICE:		94684887							
86285	01/24/17	142319		190012	P	01/31/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	45.98
INVOICE:		94684886							
86286	01/24/17	142320		190012	P	01/31/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	75.97

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TO FISCAL 2016/09 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:	94684885								
	86287	01/24/17	142321		190012	P	01/31/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	72.97
	INVOICE:	94684884								
	86288	01/24/17	142322		190012	P	01/31/17	2015017 954005	LIB RSRCS-AUDIO VISUAL	81.96
	INVOICE:	94684882								
	86289	01/24/17	142323		190012	P	01/31/17	2015015 954005	LIB RSRCS-AUDIO VISUAL	15.99
	INVOICE:	94673257								
	86289	01/24/17	142323		190012	P	01/31/17	2015013 951100	LIBRARY SUPPLIES	1.65
	INVOICE:	94673257								
	VENDOR TOTALS		46,927.34	YTD INVOICED				44,609.23	YTD PAID	1,434.68
1193 ORIENTAL TRADING COMPANY INC										
	86290	01/24/17	142324		190013	P	01/31/17	2015017 938507	GNL CNTRL SVC/YA PROGRAMS	24.77
	INVOICE:	68178171901								
	86290	01/24/17	142324		190013	P	01/31/17	2015015 938506	GNL CNTRL SVC/PROGRAM	27.95
	INVOICE:	68178171901								
	VENDOR TOTALS		664.01	YTD INVOICED				334.78	YTD PAID	52.72
924 OVERDRIVE INC										
	86291	01/24/17	142325		190014	P	01/31/17	602 430819	NO. SUB. DIGITAL CONSORTI	74.38
	INVOICE:	0751225325590011517								
	86292	01/24/17	142326		190014	P	01/31/17	602 430819	NO. SUB. DIGITAL CONSORTI	1,036.47
	INVOICE:	0751224652167011517								
	VENDOR TOTALS		80,984.74	YTD INVOICED				66,937.67	YTD PAID	1,110.85
62802 PARK RIDGE CHAMBER OF COMMERCE										
	86293	01/24/17	142327		190015	P	01/31/17	2015211 936000	PUBLIC RELATIONS	100.00
	INVOICE:	5455								
	VENDOR TOTALS		1,865.00	YTD INVOICED				1,450.00	YTD PAID	100.00
5923 PENGUIN RANDOM HOUSE LLC										
	86294	01/24/17	142328		190016	P	01/31/17	2015017 954004	LIB RSRCS-RECORDING	26.25
	INVOICE:	1080461654								
	VENDOR TOTALS		3,567.50	YTD INVOICED				2,291.50	YTD PAID	26.25
101774 POLONIA BOOKSTORE & PLSH CO										
	86295	01/24/17	142329		190017	P	01/31/17	2015014 954001	LIB RSRCS--ADULT BOOKS	171.75
	INVOICE:	60732								
	VENDOR TOTALS		2,211.67	YTD INVOICED				1,999.59	YTD PAID	171.75
4426 PROSPECT HEIGHTS LIBRARY										
	86296	01/24/17	142330		190018	P	01/31/17	201 877500	COLLECTION AGENCY-MISC	17.95
	INVOICE:	ADM0124177								

WARRANT: L013117

TO FISCAL 2016/09 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			41.99	YTD INVOICED				17.95	YTD PAID	17.95
67761 QUALITY BOOKS INC										
86297	01/24/17	142331		190019	P	01/31/17	2015014 954001	LIB RSRCS--ADULT BOOKS	2,421.54	
INVOICE: 198567										
86298	01/24/17	142332		190019	P	01/31/17	2015014 954001	LIB RSRCS--ADULT BOOKS	-21.96	
INVOICE: 197804										
VENDOR TOTALS			4,202.84	YTD INVOICED				7,030.45	YTD PAID	2,399.58
68595 RECORDED BOOKS INC										
86299	01/24/17	142333		190020	P	01/31/17	2015015 954004	LIB RSRCS-RECORDING	24.60	
INVOICE: 75461476										
VENDOR TOTALS			2,282.06	YTD INVOICED				3,243.40	YTD PAID	24.60
4622 PARRY RIGNEY										
86300	01/24/17	142334		190021	P	01/31/17	2015015 951100	LIBRARY SUPPLIES	41.00	
INVOICE: ADM0124178										
86300	01/24/17	142334		190021	P	01/31/17	2015015 938506	GNL CNTRL SVC/PROGRAM	28.19	
INVOICE: ADM0124178										
VENDOR TOTALS			.00	YTD INVOICED				747.29	YTD PAID	69.19
303104 USA TODAY										
86301	01/24/17	142335		190022	P	01/31/17	2015014 954003	LIB RSRCS--PERIODICALS	339.93	
INVOICE: ADM0124179										
VENDOR TOTALS			292.01	YTD INVOICED				339.93	YTD PAID	339.93
300800 WAREHOUSE DIRECT INC										
86303	01/24/17	142337		190023	P	01/31/17	2015012 932103	BLDG MNT CNTR-GENL MAINT	338.05	
INVOICE: 33364050										
86359	01/25/17	142393		190023	P	01/31/17	2015011 951100	LIBRARY SUPPLIES	75.04	
INVOICE: 33183410										
86363	01/25/17	142397		190023	P	01/31/17	2015011 951002	OFF SPLS--OTHER SUPPLIES	214.71	
INVOICE: 33327330										
86365	01/25/17	142400		190023	P	01/31/17	2015011 951001	OFF SPLS--PHOTOCOPY	318.00	
INVOICE: 33414030										
86365	01/25/17	142400		190023	P	01/31/17	2015011 951002	OFF SPLS--OTHER SUPPLIES	5.44	
INVOICE: 33414030										
86365	01/25/17	142400		190023	P	01/31/17	2015013 951100	LIBRARY SUPPLIES	25.90	
INVOICE: 33414030										
VENDOR TOTALS			8,334.17	YTD INVOICED				16,428.71	YTD PAID	977.14
4832 WORLD TRADE PRESS										
86302	01/24/17	142336		190024	P	01/31/17	2015014 954010	LIB RSRCS-CD ROM	650.00	
INVOICE: INV64957										

01/31/2017 10:14 | CITY OF PARK RIDGE
 etidd | LIBRARY'S 01/31/17 - PAID WARRANT REPORT

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WARRANT: L013117

TO FISCAL 2016/09 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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VENDOR TOTALS	630.00	YTD INVOICED	650.00	YTD PAID	650.00
			REPORT TOTALS		19,040.16

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	40	16,454.63
TOTAL MANUAL CHECKS	4	2,585.53

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

**City of Park Ridge, IL
Warrant List Fund Totals
01/31/2017**

Fund	Description	Amount
201	Library Fund	\$15,328.78
201	Grant Fund	\$100.00
553	Library Technology Replacement	\$0.00
602	North Suburban Digital Consortium	\$1,110.85
201	Library Restricted Fund	\$2,500.53
<hr/>		
	Report Total	\$19,040.16

**PARK RIDGE PUBLIC LIBRARY
PER CAPITA GRANT FUND SUMMARY - FY 2015/16 GRANT
JANUARY 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	TOTAL	\$28,731.46

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

Budget	Description	Date	Expenses Vendor	Amount Paid Expenditures	Receipts Interest	Balance
\$100,000.00	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
	Account Balance					
\$100,000.00	Total Capital Budget 2016/17			\$47,160.99	\$100,118.20	\$374,551.61

PARK RIDGE PUBLIC LIBRARY
January, 2017

RESTRICTED/ENDOWMENT GIFT FUND

Balance 1/1/2017 - Liberty Bank	\$163,669.18	
Receipts	\$860.53	
Interest	\$2.87	
Expenditures	(\$2,500.53)	
Balance 1/31/2017		\$162,032.05

Restricted Gift Receipts:

Donation-Westhoff	\$100.00	
Donation-Anonymous	\$63.00	
Donation-Anonymous	\$25.00	
Donation-Youth Commission	\$437.53	
Donation-Lyons for Antosh	\$25.00	
Total	\$650.53	

Restricted Gift Expenditures:

Chase Card Member Services		\$2,300.53
M. Ellefson		\$200.00
Total	Total	\$2,500.53

Endowment Interest Expenditures:

<u>Endowment Gift Receipts:</u>		
Donation-Newman	\$10.00	
Donation-Ferschl	\$200.00	
	\$210.00	

SPENSLEY LARGE PRINT ENDOWMENT

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

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

BMO Harris	\$125,230.96
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February 21, 2017

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

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

#1358 Amazon.com	\$123.77
#1359 Team One Repair, Inc.	<u>\$364.13</u>
	<u><u>\$487.90</u></u>

Park Ridge Public Library
 Year To Date Budget Report-Preliminary
 1/31/2017

75% of Fiscal Year Completed

	<u>Budget</u>	<u>Monthly Expenditures</u>	<u>Year To Date Expenditures</u>	<u>% of Budget Expended</u>
Operating Budget				
Salaries	\$ 2,430,726	\$ 167,447.22	\$ 1,682,178.15	69%
Employee Benefits	\$ 552,235	\$ 28,673.20	\$ 263,885.98	48%
Data Processing	\$ 240,000	\$ 8,017.99	\$ 171,136.30	71%
Building Maintenance	\$ 130,000	\$ 5,997.80	\$ 70,507.58	54%
Membership Dues	\$ 5,000	\$ 922.00	\$ 3,596.00	72%
Recruiting and Testing	\$ 2,500	\$ 72.00	\$ 1,432.00	57%
Conferences and Training	\$ 20,000	\$ 557.28	\$ 4,233.05	21%
Equipment Rental	\$ 19,000	\$ -	\$ 4,639.29	24%
Consulting Services	\$ 35,000	\$ -	\$ 3,552.75	10%
Public Relations	\$ 29,000	\$ 3,032.95	\$ 20,123.47	69%
Bank Service Charges	\$ 1,500	\$ 60.21	\$ 602.76	40%
Insurance	\$ 16,000	\$ -	\$ 6,359.88	40%
General Contractual	\$ 80,300	\$ 5,306.42	\$ 51,200.98	64%
Special Counsel	\$ 10,000	\$ 40.95	\$ 3,670.31	37%
Office Supplies	\$ 25,000	\$ 1,884.00	\$ 13,231.15	53%
Library Supplies	\$ 51,500	\$ 2,368.57	\$ 28,670.49	56%
Building Supplies	\$ 21,000	\$ -	\$ 2,555.42	12%
Library Resources	\$ 585,692	\$ 25,226.16	\$ 370,421.64	63%
Heat	\$ 12,000	\$ -	\$ 3,241.65	27%
Total Operating Budget	\$ 4,266,453	\$ 249,606.75	\$ 2,705,238.85	63%

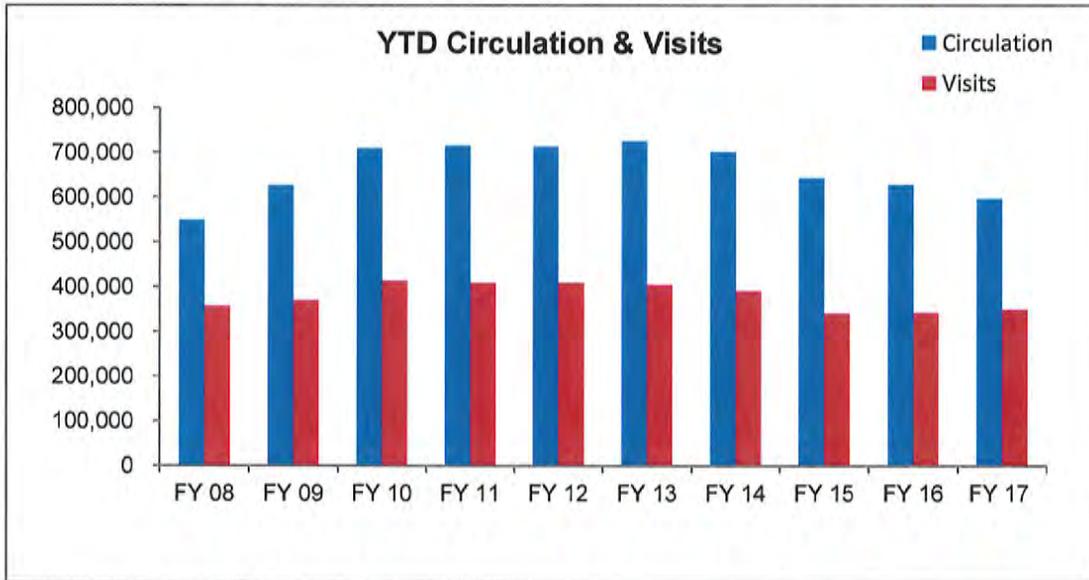
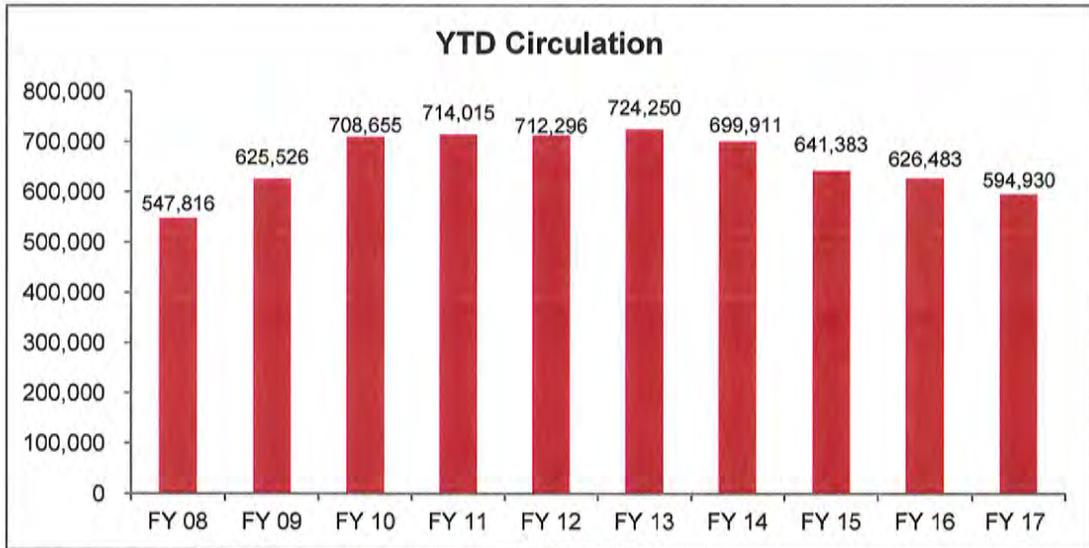
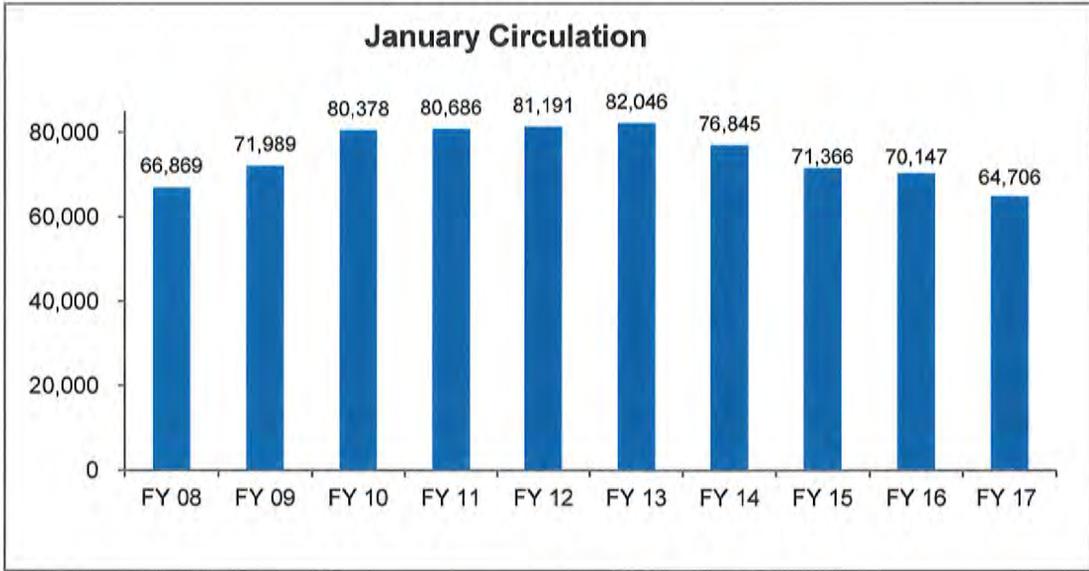
Capital Budget

Technology Replacement	\$ 100,000	\$ -	\$ 100,000.00	100%
Motor Equipment	\$ 2,000	\$ -	\$ 2,000.00	100%
Capital Projects	\$ 847,001	\$ -	\$ 394,706.47	47%
Total Capital Budget	\$ 949,001	\$ -	\$ 496,706.47	52%

Total Budget	\$ 5,215,454	\$ 249,606.75	\$ 3,201,945.32	61%
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**Park Ridge Public Library
Fines & Fees Revenue History
FYTD Through January**

	FY16/17	FY15/16	FY14/15	FY13/14	FY12/13
Year to Date	\$ 60,337.09	\$59,758.97	\$65,991.79	\$69,245.28	\$74,285.53
% Incr/Dec	1%	-9%	-5%	-7%	-
\$ Inc/Dec	\$578.12	-\$6,232.82	-\$3,253.49	-\$5,040.25	-



**Park Ridge Public Library
Borrower Population/Library Card Registration
January, 2017**

	Persons 1/1/2017	New Residents January	New Non-Residents January	TOTAL 1/31/2017	Last Year 1/31/2016
Adult	19,577	92	2	19,671	19,777
Juvenile	5,168	27	2	5,197	5,303
TOTALS	24,745	119	4	24,868	25,080

Total Registered Borrowers

January 31, 2017	24,868	66%
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January 31, 2016	25,080	67%
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Unique Borrowers - Cards used to check out physical items

January, 2017	4,873
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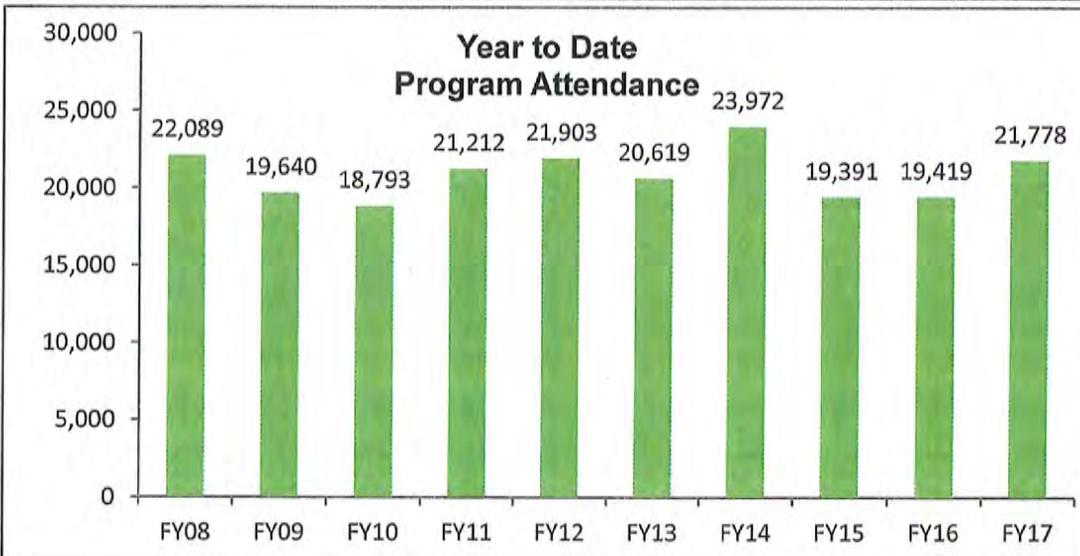
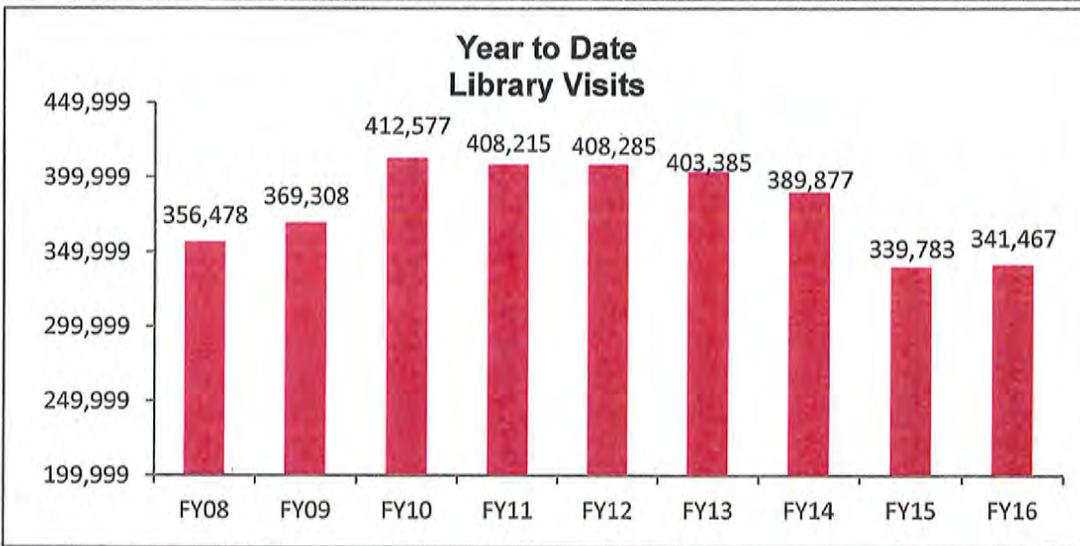
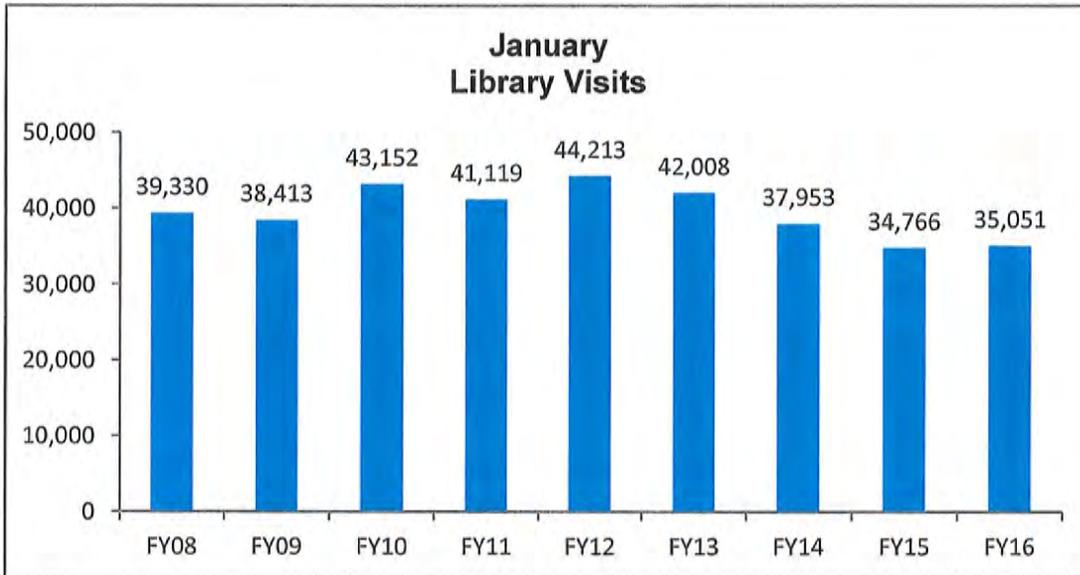
January, 2016	4,967
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February, 2016 - January, 2017	12,880
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February, 2015 - January, 2016	12,893
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*Data indicates total number of library cards used to check out physical materials, not the total number of library patrons that checked out materials. One library card may be used by multiple family members.

**Park Ridge Public Library
January 2017**



Park Ridge Public Library Daily Statistics January 2017					
Date	Day	# people using the Library	Visits per hour	Library program Attendance	Community Program Attendance
1/1/2017	Sunday	Closed Holiday		0	
1/2/2017	Monday			0	
1/3/2017	Tuesday			0	
1/4/2017	Wednesday			61	
1/5/2017	Thursday			37	
1/6/2017	Friday			69	
1/7/2017	Saturday			0	
1/8/2017	Sunday			0	27
1/9/2017	Monday			78	
1/10/2017	Tuesday			152	
1/11/2017	Wednesday			127	
1/12/2017	Thursday			229	
1/13/2017	Friday			115	
1/14/2017	Saturday			58	80
1/15/2017	Sunday			0	90
1/16/2017	Monday			126	50
1/17/2017	Tuesday			209	19
1/18/2017	Wednesday			82	
1/19/2017	Thursday			249	
1/20/2017	Friday			38	
1/21/2017	Saturday			192	
1/22/2017	Sunday			0	
1/23/2017	Monday			150	
1/24/2017	Tuesday			126	
1/25/2017	Wednesday			169	
1/26/2017	Thursday			249	
1/27/2017	Friday			61	
1/28/2017	Saturday			0	
1/29/2017	Sunday			0	77
1/30/2017	Monday			169	20
1/31/2017	Tuesday			125	
	Totals	0		2,871	363
	Last Year	35,051		2,958	288
	YTD Totals			21,778	1,885
	Last YTD	341,467		19,419	2,002

Park Ridge Public Library
 Schedule of Park Ridge Public Library Programs

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
1	All Day-Park Ridge LIBRARY CLOSED - HOLIDAY	2		3		4	9:00 AM-Meet with Rep from IL Rep Marty Moylan's Office 11:00 AM-Picture Bingo All Ages 6:30 PM-Teen Movie Night Miss Peregrine's Home for Peculiar Children 9:30 PM-Media Lab Orientation	5	10:30 AM-Media Lab Orientation 2:00 PM-Travel Film: French Riviers 7:00 PM-Open Knitting & Crocheting Night	6	10:00 AM-Nonfiction Book Discussion: PIRATE HUNTERS by Robert Kurson 10:00 AM-STEAM Starts Ages 2 - 8 with adult 3:00 PM-Teen Cards for Hospitalized Kids 4:00 PM-STEAM/Imagination Ages 6 - 12	7	10:00 AM-Microsoft Word Basics
8		9	9:30 AM-Teddy Bear Time Ages 12 - 24 months with adult 1:30 PM-Storytime for All Ages 4:00 PM-Battle of the Books 2017	10	9:15 AM-Baby Bounce: Storytime Just for Birth - 12 months with adult 10:15 AM-Storytime for 4s & 5s 11:00 AM-Teddy Bear Time Ages 12 - 24 months with adult 1:00 PM-Feature Film: SULLY, PG-13, 96 min. 1:30 PM-Media Lab Orientation 4:15 PM-Book Bits Grades 4 - 8 7:00 PM-Board of Trustees Committee Meetings 7:00 PM-Feature Film: SULLY, PG-13, 96 min.	11	9:30 AM-Storytime for 2s with adult 10:15 AM-Storytime for 3s with adult 4:15 PM-Pokemon Club Grades K - 6 6:30 PM-Media Lab Orientation 7:00 PM-Evening Book Discussion: BEE SEASON by Myla Goldberg 7:00 PM-Pajama Storytime All Ages	12	9:30 AM-Storytime for 2s with adult 10:00 AM-Thurs AM Book Discussion: BE FRANK WITH ME by Julia Claiborne Johnson 10:15 AM-Storytime for 2s with adult 10:30 AM-Media Lab Orientation 11:00 AM-Busy Bees Playgroup Ages Birth - 4 with adult 2:00 PM-Travel Film: Western Parks - Lodges and Inns 4:00 PM-Battle of the Books 2017 7:00 PM-Postpone 7:30 PM-Pizza & Pages: High School Edition	13	9:30 AM-Power Employment Workshop 10:00 AM-Friday Morning Coffee Club: Royal Wives at War 10:00 AM-STEAM Starts Ages 2 - 8 with adult 3:00 PM-Teen Cards for Hospitalized Kids 4:00 PM-Craftsmoons All Ages	14	9:00 AM-Drop-in Help Desk 9:30 AM-CANCELLED: SAT Prep: Practice Exam 10:00 AM-2nd Saturday Storytime All Ages 2:00 PM-Microsoft Excel Basics
15		16	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 6:30 PM-Media Lab Orientation	17	9:15 AM-Saby Bounce: Storytime Just for Birth - 12 months with adult 10:15 AM-Storytime for 4s & 5s 11:00 AM-Teddy Bear Time Ages 12 - 24 months with adult 1:30 PM-Media Lab Orientation 2:00 PM-Write Your Family and Share Your Heritage 4:00 PM-Battle of the Books 2017 4:00 PM-Pizza & Pages: Middle School Edition 7:00 PM-Library Board of Trustees Meeting AT LIBRARY 7:00 PM-Converting Your Home Videos to Digital 7:00 PM-Board of Trustees Meeting AT THE LIBRARY 8:00 PM-Digitizing Audio Cassettes and Records	18	9:00 AM-Meet with Rep from IL Rep Marty Moylan's Office 9:30 AM-Storytime for 2s with adult 10:15 AM-Storytime for 3s with adult 12:00 PM-Archiving Your Photos, Slides and Negatives 1:30 PM-Officer Friendly Storytime All Ages 4:00 PM-Brookton Art Center Class Grades 2 - 6 6:30 PM-Media Lab Orientation 7:00 PM-Library Downloads/Books: E-Books, Movies, and More	19	9:00 AM-PR Genealogy Help @ the PR Library - D.A.R. (21st Star Chapter of the D.A.R.) 9:30 AM-Storytime for 2s with adult 10:15 AM-Storytime for 2s with adult 11:30 AM-Busy Bees Playgroup Ages Birth - 4 with adult 2:00 PM-Travel Film: Greenland and Iceland 4:00 PM-Battle of the Books 2017 4:00 PM-Meet & Greet with: Teen Author Adam Silveira 7:00 PM-Out of the Week: Rise with Neil Steinberg 7:00 PM-Board of Trustees Committee Meetings CANCELLED and MOVED TO January 23	20	10:00 AM-STEAM Starts Ages 2 - 8 with adult 3:00 PM-Teen Cards for Hospitalized Kids	21	10:00 AM-Preschool and Enrichment Fair

Park Ridge Public Library
 Schedule of Park Ridge Public Library Programs

January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
22	<p>23 9:30 AM-Teddy Bear Time Ages 12 - 24 months with adult 1:30 PM-Storytime for All Ages 4:00 PM-Battle of the Books 2017 6:30 PM-Board of Trustees Committee Meetings MOVED FROM January 19 6:30 PM-Media Lab Orientation 7:00 PM-Cooking the Books: A Cookbook Book Club for Adults</p>	<p>24 9:15 AM-Baby Bouncer: 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 7:00 PM-Energy Efficiency at Home</p>	<p>25 9:30 AM-Storytime for 2s with adult 10:15 AM-Storytime for 3s with adult 2:00 PM-Chair Yoga 4:15 PM-Pokamon Club Grades K - 6 6:30 PM-Media Lab Orientation 7:00 PM-Teen Ink Writing Club</p>	<p>26 8:20 AM-Meet with Rep from State Senator Murphy's Office 8:30 AM-Storytime for 2s with adult 10:00 AM-Thurs AM Book Discussion: BE FRANK WITH ME by Julia Claisborne Johnson 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: Icarus British Estates - Highclere Castle 4:00 PM-Battle of the Books 2017 7:00 PM-Get Organized to Reduce Stress</p>	<p>27 9:30 AM-Toddler Science Ages 18 months - 3 years with adult 10:30 AM-Low Vision Group Meeting 10:30 AM-Toddler Science Ages 18 months - 3 years with adult 3:00 PM-Teen Cards for Hospitalized Kids</p>	<p>28 9:30 AM-Teen Babysitting Class</p>	
29	<p>30 9:30 AM-Teddy Bear Time Ages 12 - 24 months with adult 1:30 PM-Storytime for All Ages 4:00 PM-Battle of the Books 2017 6:30 PM-Media Lab Orientation</p>	<p>31 9:15 AM-Baby Bouncer: 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 4:00 PM-Library U: Robotics Learning Grades 3 - 6 4:00 PM-Teen Coloring Book Club 7:00 PM-How to Pay for College Without Going Broke</p>					

Title	Date	Primary Event Type	Attendance	CS	RS	YA	RS Comp.	Ref Comp.
Meet with Rep from IL Rep Moylan's Office	1/4/2017	Other	2		2			
Picture Bingo All Ages	1/4/2017	Children's Program	53	53				
Teen Movie Night: Miss Peregrine's Home for Peculiar Children	1/4/2017	Young Adult Program	6			6		
Travel Film: French Riviera	1/5/2017	RS Travel Films	10		10			
Open Knitting & Crocheting Night	1/5/2017	RS Adult Program	27		27			
Nonfiction Book Discussion: PIRATE HUNTERS by Robert Kurson	1/6/2017	RS Book Discussion	15		15			
STEAM Starts Ages 2 - 6 with adult	1/6/2017	Children's Program	23	23				
Teen Cards for Hospitalized Kids	1/6/2017	Young Adult Program	3			3		
STEAMagination Ages 6 - 12	1/6/2017	Children's Program	28	28				
Microsoft Word Basics	1/7/2017	Computer Class	0					
Teddy Bear Time Ages 12 - 24 months	1/9/2017	Children's Program	64	64				
Storytime for All Ages	1/9/2017	Children's Program	14	14				
Battle of the Books 2017	1/9/2017	Children's Battle of the Books	0					
Baby Bounce: Storytime Just for Birth - 12	1/10/2017	Children's Program	16	16				
Storytime for 4s & 5s	1/10/2017	Children's Program	14	14				
Teddy Bear Time Ages 12 - 24 months	1/10/2017	Children's Program	40	40				
Feature Film: SULLY, PG-13, 96 min.	1/10/2017	RS Feature Film	57		57			
Book Bites Grades 4 - 6	1/10/2017	Children's Program	10	10				
Feature Film: SULLY, PG-13, 96 min.	1/10/2017	RS Feature Film	15		15			
Storytime for 2s with adult	1/11/2017	Children's Program	32	32				
Storytime for 3s with adult	1/11/2017	Children's Program	37	37				
Pokemon Club Grades K - 6	1/11/2017	Children's Program	27	27				
Evening Book Discussion: BEE SEASON by Myla Goldberg	1/11/2017	RS Book Discussion	4		4			
Pajama Storytime All Ages	1/11/2017	Children's Storytimes	27	27				
Storytime for 2s with adult	1/12/2017	Children's Program	17	17				
Thurs AM Book Discussion: BE FRANK WITH ME by Julia Claiborne Johnson	1/12/2017	RS Book Discussion	11		11			
Storytime for 3s with adult	1/12/2017	Children's Program	41	41				
Busy Bees Playgroup Ages Birth - 4	1/12/2017	Children's Program	32	32				
Travel Film: Western Parks - Lodges and Inns	1/12/2017	RS Travel Films	15		15			
Battle of the Books 2017	1/12/2017	Children's Battle of the Books	66	66				
*Postpone Procrastination Now!	1/12/2017	RS Adult Program	37		37			
Pizza & Pages: High School Edition	1/12/2017	Young Adult Program	10			10		
Power Employment Workshop	1/13/2017	RS Adult Program	8		8			
Friday Morning Coffee Club: Royal Wives at War	1/13/2017	RS Adult Program	37		37			
STEAM Starts Ages 2 - 6 with adult	1/13/2017	Children's Program	21	21				
Teen Cards for Hospitalized Kids	1/13/2017	Young Adult Program	3			3		
Crafternoons All Ages	1/13/2017	Children's Program	46	46				
Drop-in Help Desk	1/14/2017	Computer Class	10				10	
CANCELED: SAT Prep: Practice Exam	1/14/2017	Young Adult Program	46	46				
2nd Saturday Family Storytime & Craft	1/14/2017	Children's Program	46	46				
Microsoft Excel Basics	1/14/2017	Computer Class	2					2
Teddy Bear Time Ages 12 - 24 months	1/16/2017	Children's Program	42	42				
Harmonious Horizons Family Music Class	1/16/2017	Children's Program	28	28				
Harmonious Horizons Family Music Class	1/16/2017	Children's Program	31	31				
Storytime for All Ages	1/16/2017	Children's Program	25	25				
Baby Bounce: Storytime Just for Birth - 12 m	1/17/2017	Children's Program	27	27				
Storytime for 4s & 5s	1/17/2017	Children's Program	14	14				
Teddy Bear Time Ages 12 - 24 months	1/17/2017	Children's Program	52	52				
*Write Your Family History: Easy Steps to Organize and Share Your Heritage	1/17/2017	RS Adult Program	20		20			
Battle of the Books 2017	1/17/2017	Children's Battle of the Books	81	81				
Pizza & Pages: Middle School Edition	1/17/2017	Young Adult Program	10			10		
Converting Your Home Videos to Digital	1/17/2017	Computer Class	2					2
Digitizing Audio Cassettes and Records	1/17/2017	Computer Class	3					3
Meet with Rep from IL Rep Moylan's Office	1/18/2017	Other	0		0			
Storytime for 2s with adult	1/18/2017	Children's Program	24	24				
Storytime for 3s with adult	1/18/2017	Children's Program	29	29				

Title	Date	Primary Event Type	Attendance	CS	RS	YA	RS Comp.	Ref Comp.
Archiving Your Photos, Slides and Negatives	1/18/2017	Computer Class	3				3	
Officer Friendly Storytime All Ages	1/18/2017	Children's Program	5	5				
Brickton Art Center Class Grades 2 - 6	1/18/2017	Children's Program	17	17				
Library Downloadables: E-Books, Movies, and More	1/18/2017	Computer Class	4				4	
PR Genealogy Help @ the PR Library - DAR (21st Star Chapter of the D.A.R.)	1/19/2017	Other	4		4			
Storytime for 2s with adult	1/19/2017	Children's Program	29	29				
Storytime for 3s with adult	1/19/2017	Children's Program	44	44				
Busy Bees Playgroup Ages Birth - 4 with adult	1/19/2017	Children's Program	46	46				
Travel Film: Greenland and Iceland	1/19/2017	RS Travel Films	15		15			
Battle of the Books 2017	1/19/2017	Children's Battle of the Books	55	55				
Meet & Greet with Teen Author Adam Silvera	1/19/2017	Young Adult Program	9			9		
*Out of the Wreck I Rise with Neil Steinberg	1/19/2017	RS Adult Program	47		47			
STEAM Starts Ages 2 - 6 with adult	1/20/2017	Children's Program	38	38				
Teen Cards for Hospitalized Kids	1/20/2017	Young Adult Program	0			0		
Preschool and Enrichment Fair	1/21/2017	Children's Program	192	192				
Teddy Bear Time Ages 12 - 24 months	1/23/2017	Children's Program	58	58				
Storytime for All Ages	1/23/2017	Children's Program	21	21				
Battle of the Books 2017	1/23/2017	Children's Battle of the Books	64	64				
Cooking the Books: A Cookbook Book Club for Adults	1/23/2017	RS Adult Program	7		7			
Baby Bounce: Storytime Just for Birth - 12 m	1/24/2017	Children's Program	20	20				
Storytime for 4s & 5s	1/24/2017	Children's Program	11	11				
Teddy Bear Time Ages 12 - 24 months	1/24/2017	Children's Program	68	68				
Energy Efficiency at Home	1/24/2017	RS Adult Program	27		27			
Storytime for 2s with adult	1/25/2017	Children's Program	40	40				
Storytime for 3s with adult	1/25/2017	Children's Program	35	35				
*Chair Yoga	1/25/2017	RS Adult Program	38		38			
Pokemon Club Grades K - 6	1/25/2017	Children's Program	44	44				
Teen Ink Writing Club	1/25/2017	Young Adult Program	12			12		
Meet with Rep with Senator Murphy's Office	1/26/2017	Other	4		4			
Storytime for 2s with adult	1/26/2017	Children's Program	15	15				
Thurs AM Book Discussion: BE FRANK WITH ME by Julia Claiborne Johnson	1/26/2017	RS Book Discussion	11		11			
Storytime for 3s with adult	1/26/2017	Children's Program	42	42				
Busy Bees Playgroup Ages Birth - 4 with adult	1/26/2017	Children's Program	54	54				
Travel Film: Iconic British Estates - Highclere Castle	1/26/2017	RS Travel Films	10		10			
Battle of the Books 2017	1/26/2017	Children's Battle of the Books	66	66				
*Get Organized to Reduce Stress	1/26/2017	RS Adult Program	47		47			
Toddler Science Ages 18 months - 3 years	1/27/2017	Children's Program	26	26				
Low Vision Group Meeting	1/27/2017	Low Vision Support Group						
Toddler Science Ages 18 months - 3 years	1/27/2017	Children's Program	31	31				
Teen Cards for Hospitalized Kids	1/27/2017	Young Adult Program	4			4		
CANCELED: Teen Babysitting Class	1/28/2017	Young Adult Program						
Teddy Bear Time Ages 12 - 24 months	1/30/2017	Children's Program	71	71				
Storytime for All Ages	1/30/2017	Children's Program	17	17				
Battle of the Books 2017	1/30/2017	Children's Battle of the Books	81	81				
Baby Bounce: Storytime Just for Birth - 12 m	1/31/2017	Children's Program	29	29				
Storytime for 4s & 5s	1/31/2017	Children's Program	14	14				
Teddy Bear Time Ages 12 - 24 months	1/31/2017	Children's Program	62	62				
Library U: Robotics Classes with Chasewood Learning Grades 3 - 6	1/31/2017	Children's Program	7	7				
Teen Coloring Book Club	1/31/2017	Young Adult Program						
How to Pay for College Without Going Broke	1/31/2017	RS Adult Program	13		13			
			2871	2309	481	57	22	2

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

Virtual Visits	FY 17	FY 16	Incr/Decr	% Incr/Decr
May	22,823	20,982	1,841	9%
June	22,108	24,086	(1,978)	-8%
July	12,889	23,983	(11,094)	-46%
August	21,324	24,087	(2,763)	-11%
September	17,532	24,002	(6,470)	-27%
October	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		22,533		
March		25,426		
April		22,227		
YTD Total	166,174	280,506	(44,146)	

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		3,038				\$198	
February		3,193				\$257	
March		3,562				\$268	
April		3,245				\$234	
YTD Total	27,141	41,741	(1,562)		\$ 1,650	\$2,634	-\$27

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		4,323	
February		3,826	
March		4,387	
April		4,001	
YTD Total	23,684	48,990	

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
YTD Total	\$ 2,800

(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			9	28
March			19	33
April			6	9
Total	71	169	139	278

Orientations to Date	210
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Sessions to Date	447
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January 2017

Jan 1, 2017 - Jan 31, 2017

All Users
100.00% Sessions

Total Visits

20,498
% of Total: 100.00% (20,498)



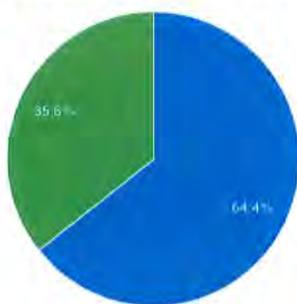
Page Views Per Visit

1.86
Avg for View: 1.86 (0.00%)



Total Visits

Returning Visitor New Visitor



Avg. Visit Duration

00:01:39
Avg for View: 00:01:39 (0.00%)



Pageviews by Page

Page	Pageviews
/	20,499
/databases/	2,962
/ebooks-and-downloadables/	1,004
/new-dvd-blu-ray/	803
/employment/	681
/read-listen-view/	615
/research-learn/	446
/search/	319
/kids/	294
/movies-music-more/	274

Unique Visitors

9,997
% of Total: 100.00% (9,997)



New Visits

7,301
% of Total: 100.00% (7,301)



Visits by Browser

Browser	Sessions
Chrome	9,729
Safari	5,836
Internet Explorer	2,192
Firefox	1,799
Edge	700
Amazon Silk	106

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

Visits to Groups outside the Library

	Groups	People Reached
January 2017	9	223
January 2016	15	1,720
YTD 2016/17	299	12,897
YTD 2015/16	249	10,903

Loans of Materials

Schools and Nursing homes	Loans	Number of Items Sent
January 2017	32	696
January 2016	35	542
Home Bound	Patrons Served	Number of Items Sent
January 2017	20	89
January 2016	12	68
Totals January 2017	52	785
Totals January 2016	39	610
YTD 2016/17	348	4,830
YTD 2015/16	295	4,583

Park Ridge Public Library
Community Engagement
January, 2017

Type of Partnership	Organization	Contact	Event	Impact
Organization/Sustaining	Second Sense	Cathy/Reader Services	Low Vision Support Group	Second Sense was featured speaker. Demonstrated app for those who have difficulty reading at all - takes photo of page and reads it back to the reader. Jerry White attended and revealed how Amazon Echo has changed his life
School/Sustaining	Have Dreams	Parry/Children's	Storytime	Outreach to families with special needs
School/Sustaining	Jefferson School	Staci/Children's	Storytime	Promotes use of the Library
Business/Contributing	Dolcetti's	Children's	Story Walk	100 coupons for free hot chocolate were given to children who completed the StoryWalk
Organization/Sustaining	Girl Scout Troop	Children's	STEAM presentation	Supports local organization and promotes use of Library
Organization/Sustaining	Illinois WorkNet Center	Reference	Power Employment Workshop	Provides information and support to residents
Organization & School/Sustaining	Park Ridge Community Women and 45 local preschools and enrichment organizations	Children's	Preschool Fair	Provides information for residents and support for local organizations

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

PERSONNEL

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

None

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

Francine McEnaney, Library Assistant, Circulation Services, Part-Time, effective January 18

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

Parisa Piri, **to** Library Assistant, Circulation Services, Part-Time, Substitute, **from** Library Assistant, Circulation Services, Part-Time, effective January 21

Colleen Magruder, **to** Library Assistant, Circulation Services, Part-Time, **from** Library Assistant, Circulation Services, Part-Time, Substitute, effective January 23

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

Abby Turray, assisting in Reader Services with Adopt-A-Shelf, Non Fiction and Foreign DVDS and making reminder calls for YA Programs, effective January 16



TO: Board of Trustees
FROM: Janet Van De Carr
DATE: February 17, 2017
SUBJECT: Report on the Previous Month's Activities and Upcoming Events

MARCH MADNESS

Adults and teens can now be part of our popular March Madness program at the Library. The next issue of the Library newsletter will contain information on how everyone can join in the fun! Ms. Greenwald (Children's School Services Coordinator) has produced another video to promote the program to students; you can view it at <http://www.parkridgelibrary.org/kids/>

ANNUAL LIBRARY AWARD

The deadline for nominations for the Annual Library Award is March 1, 2017. If you would like to nominate someone for the award you can pick up a nomination form at the Library or on the Library website. The Communications & Development Committee will review all of the nominations at their March committee meeting and a winner will be selected at the March 21 Board meeting. The award winner(s) will be honored at the April 18, 2017 Board Meeting.

WINTER READING CLUBS

The Winter Reading Clubs (WRC) are going well; both the Adult and Children's clubs have exceeded the totals for the number of participants in last year's WRC. Clubs end February 28, 2017 and the final numbers will be available in March.

LIFELONG LEARNING

We've added something new to the Spring lineup: **One on One eBook appointments**. We have always done this but we learned from our last patron survey that not everyone knows about it. We will be promoting this through all of our marketing channels to try to get the word out to more patrons.

We also launched a new Media Lab class in January: **Digitizing Audio Cassettes and Records**. Patrons can learn how to convert their old audio cassette recordings and record albums to MP3 or CD using the TEAC machine in our Digital Media Lab.

ADULT PROGRAMS

Popular programs in January included *Friday Morning Coffee Club: Royal Wives at War, Out of the Wreck I Rise with Neil Steinberg, Chair Yoga*, and *Get Organized to Reduce Stress with Beth Randall*. Six patrons attended our *Cooking the Books* cookbook book club this month. In March the theme will be world cuisine. Statistics on all of these programs are available on the monthly calendar.

TEENS

The highlight of our January programs for teens was a visit with teen author Adam Silvera. This was a last minute opportunity and with only a days' notice nine students were able to attend.

FOR CHILDREN AND FAMILIES

A wide variety of programs for all ages were held during the month of January. All of the programs and attendance numbers are included on the monthly calendar.

BATTLE OF THE BOOKS

Battle of the Books is in full swing! Eight local schools are participating this year with teams of 4th and 5th graders. Battle meets are held twice a week through January and February. This is a popular program which celebrates and encourages reading, strengthens our relationships with the schools, and offers a fun and friendly opportunity for kids to compete. It also brings a lot of families into the Library after school.

LOW VISION SERVICES

Cody from the company "Second Sense" was the featured speaker at the January *Low Vision Support Group* program. He explained how Apple products can be adjusted for low vision users. He demonstrated an app for those who have lost almost all their ability to read by taking a photo of a written page and reading it aloud back to the user. Former Library Board Trustee Jerry White also attended this program and revealed how *Amazon Echo* has totally changed his life. We hope the patrons present at the program were encouraged and will attempt to use some of this new technology to their benefit.

MEDIA LAB

A total of 9 people completed Media Lab orientations this month, and there were 17 lab appointments for those already trained. The appointments (not including the orientations) totaled 33 hours in January. Cumulative data is now included in the statistical reports in the Board Packet.

TECHNOLOGY

For the past six months staff from the 24 member libraries in our ILS consortium has been investigating options for a consortium online catalog and circulation system in anticipation of the expiration of the contract with SIRSI/Dynix in June 2018. There are only two options for a consortium of our size as the market for ILS systems has experienced several mergers over the past four years. After a thorough review, the Governing Board of which all library Directors are members, voted 23 to 1 to enter into contract negotiations with *Innovative Interfaces* to migrate to their ILS product, *Polaris*. If negotiations are successful, we will complete the migration in early Spring of 2018. Our consortium has been accumulating reserves in the consortium's Development Fund to cover the cost of migration.

The Request for Proposal (RFP) for an RFID (Radio Frequency Identification System) system and automated materials handling is complete and the legal notice was published. All three vendors of RFID and Automated Materials Handling Systems requested and received the RFP documents; proposals are due March 15, 2017.

COLLECTIONS

Staff continues to work on collection development projects to reduce the number of items that, 1) have not circulated in the last two years, 2) contain out of date material, or 3) are no longer popular. Ms. Maiken, Technical Services Manager, is working on ways to streamline the withdrawal process in order to manage the higher volume of materials. While weeding is a constant and ongoing process, the bulk of older materials that are no longer needed will be removed before we begin tagging materials with RFID tags.

VOLUNTEERS

Several Junior Volunteers are working on projects in several departments and an adult volunteer helped us by contacting all of the patrons who responded with their names and emails on the fall survey.

FACILITY

Facility Manager, John Priala, has been assisting Carl Giometti of Studio GC as he investigates our building systems, space above the ceilings, and other matters in preparation for the final construction drawings.

An awning was installed at the back door of the Library.

STAFF DEVELOPMENT

Ms. Ensign (Reference) our Social Media Marketing Coordinator attended a webinar on *Social Media Marketing for Libraries* and Mr. Zevnik (Reference) attended a webinar on *Serving Older Adults in a Changing World*.

Ms. Griebler (Teen Services Librarian) attended a *School Facilitator Networking Group* meeting where they discussed news literacy and digital literacy as it relates to teens, and a book discussion on the top high school books of 2016.

IN-SERVICE DAY

The Library will be closed on Friday, February 24 for our annual staff in-service day. Staff will participate in training sessions throughout the day as well as updates on Library renovations and changes in the workplace. We will also have a presentation by the City Social Worker and City HR staff.

FOLLOWING UP

Last month there were several questions about the statistics in the January Board Packet. One of the questions was about programming for teens and why attendance at programs was small. Teens lead very busy lives and they are a hard group to attract for programs. Our current Teen Services Librarian (Claire Griebler) who you met when she gave a presentation to the Board several months ago is very proactive. Since she became our Teen Services librarian there has been an increase in the number of programs offered. In addition, she meets with students regularly at the local schools, reaching teens where they “live”.

Park Ridge Public Library teen programs:

2014/2015	54 programs, 866 attendees
2015/2016	78 programs, 1,102 attendees
2016/2017 (through February 15, 2017)	99 programs, 1,436 attendees

Statistics from public libraries that responded to our poll:

Des Plaines Public Library (2015-2016)	99 programs, 1,590 attendees
Evanston Public Library Main Branch (2015-2016)	185 programs, 996 attendees
Fremont Public Library (Mundelein) (2015-2016)	59 programs, 968 attendees
Niles Public Library (July 2016-January 2017)	77 programs, 2,183 attendees
Niles Public Library In-house gaming programs (July 2016-January 2017)	50-100 attendees each month
Round Lake Area Public (2015-2016)	36 programs, 144 attendees
Winfield Public Library (2015-2016)	12 programs, 134 attendees (Summer Only)

Ms. Griebler reports that she continues to try out new programs that are suggested by teens; some of them are, *Teen Ink Writing Club*, *Listen to This! Teen Music Circle*, and *The Podcast Club*. She is also incorporating new volunteer programs into the schedule so that teens can get service hours while participating in a program. Two such projects are *Project Linus* and *Cards for Hospitalized Kids*. She is also partnering with the Park Ridge Youth Commission to develop new program ideas.

DIRECTOR

I attended weekly department head meetings with the City Manager, meetings with the Library Management team, and status meetings with our representative from Computer View. I attended the CCS Governing Board meeting at the Fremont Public Library and had the opportunity to see their interior renovations and the shelving that we are considering for our project.

I visited showrooms at the Merchandise Mart with Isela Catania of Studio GC and several Library staff members. I also held several meetings at the Library with these same people to discuss details of the project including door hardware, paint and finishes, and requirements of self-checkout units and material sorters. Adequate space has been designed into the plans for an RFID automated materials handling system if the Board approves the purchase.

With Ms. Maiken's assistance, I completed the RFP (Request for Proposal) for an RFID and Automated Materials Handling system, set up the registration form on the website, sent the legal notice to the vendors and published it. All three vendors have registered and I am setting up appointments with the vendors for on-site visits.

FOR FUTURE BOARD REVIEW AND DISCUSSION

- RFID (*Radio Frequency Identification System*) RFP
- Library Improvements
- City/Library Relationship



NEW PRODUCTS FOR LIBRARIES ON DISPLAY AT A RECENT TRADE SHOW:



iPad Dispenser – Patrons scan their library card to check out one of the devices, when it is returned the item is ‘reset’ to remove any personal information or changes that the user made to the device. This unit can be placed on a table top or service desk, the iPads are in protective cases that make them easily identifiable as library property and act as a theft deterrent. RFID tags can also be placed on the items for added security. Approx. \$30,000. An additional unit can be added to hold an additional six devices for \$10,000.

Floor Unit dispenser - This unit has the same features as the one above. Approx. \$40,000



Pick up lockers – patrons pick up holds from this unit, the unit also accepts returns. This technology allows a library to extend its service hours by providing patrons the opportunity to pick up items they have reserved, 24/7. Unit may be installed outdoors, but must be in a covered area protected from the weather, interior installation is preferred. Approx. \$25,000 for basic unit shown above, additional costs would include the enclosure, any heating or cooling, electricity, etc.

Library “branch” used in place of a brick-and-mortar branch Library. This unit dispenses a variety of items and accepts returns. In this example the bottom row contains items that are on hold and awaiting pick up. Approx. \$250,000 – can be used outdoors but must be in a covered/protected area.



This photo shows a self-serve ‘branch’ with a book vending machine on the left, a DVD vending machine on the right and pick up lockers on the far right. Pick up lockers are used to provide access to reserved items either after the library is closed or in remote locations. This ‘branch’ is in Silver Springs, MD in an area of Montgomery County that does not have a physical branch, this is in a community building.

Vending machine holds books and DVDs, patron’s checkout items using their library card. This unit must be installed indoors. Approx. \$45,000.





Laptop/iPad loan unit –User checks out using library card or credit card, laptop is returned and user is responsible for plugging unit back into power source. Laptop is not 'reset' after use, this is a locker with power. Approx. \$25,000.

REQUESTS FOR INFORMATION – STATUS REPORT 02/17/17

DATE OF REQUEST	REQUESTOR	DESCRIPTION OF REQUEST	DATE DUE	DATE OF RESPONSE	STATUS OF REQUEST
02/14/17	Board	ROI on RFID	03/14/17		
01/17/17	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 experience
01/17/17	Board	Media Lab Data to be added to monthly Board Packet	02/21/17	02/21/17	Closed
01/10/17	Reardon	Turnover Rate on” Most Wanted” Collection	01/17/17	01/11/17	Closed Info provided to trustees via email
12/13/16	Reardon	Request for research on technology used for new Amazon Go store and contact information for Jeff Bezos	01/10/17	12/15/16	Provided available information, including patent via email. Staff 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
11/09/16	Board	Develop plan to market to households that do not have a card	01/10/17	01/10/17	Provided preliminary plan, trustees offered additional suggestions. Will work with Marketing Coord. to incorporate all ideas
11/09/16	Board	Information on households that do not have a library card	01/10/17	02/14/17	Closed – Discussion of results and course of action determined at Resources Comm. Mtg. 02/14/17
10/18/16	Board	Information on digital materials circulation as a % of the whole	11/09/16	11/09/16	Closed
10/18/16	Board	Provide data on how many unique library cards are used to check out digital materials only	02/14/17 12/20/16	02/21/17	Update Info from two providers not available staff is matching card numbers with database to identify unique users
10/11/16	Board	Define Metrics for establishing and maintaining community partnerships at different levels	01/17/17	02/14/17	Provided definition of partnerships to Trustees by 01/17/17 Complete list of partners and impacts on 02/14/17mtg.
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

DATE OF REQUEST	REQUESTOR	DESCRIPTION OF REQUEST	DATE DUE	DATE OF RESPONSE	STATUS OF REQUEST
09/13/16	Board	Prepare RFQ for an Attorney to represent the Library	10/11/16	10/18/16	Closed RFQ published 11/02/16 Due 12/01/16
09/13/16	Foss-Eggemann	Action Plan for community engagement	10/11/16	10/11/16	Discussed at 11/09/16 comm. Mtg.
09/13/16	Reardon	Create Board Calendar of topics that require Board action annually	10/18/16	10/11/16	Closed
08/10/16	Reardon	Financial Projections for Sept. Budget & Fin. COW	09/13/16 09/20/16	09/20/16	Presented 09/20/16
08/25/16	Special COW	Historical Tax Rates	09/13/16	09/08/16	Closed
07/19/16	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
07/19/16	Trizna	Value and reasons for waived late fees – who has authority to waive fees	08/16/16	08/11/16	Closed
07/19/16	Board	Daily late fee reports vs cash receipts	08/16/16	10/18/16	Closed Shared report at Board October Board Meeting
07/19/16	Trizna	# of unique business organization reps. using Library monthly	08/16/16	08/16/16	Closed Now included in monthly Board Packet

**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
FEBRUARY 14, 2017 AT 9:20 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

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

TRUSTEES ABSENT: Stevan Dobrilovic, Judith Rayborn

OTHERS PRESENT: Janet Van De Carr, Library Director

Approval of Minutes

Mr. Parisi made a

MOTION: to approve the minutes of the Communications & Development Committee meeting held January 10, 2017

Mr. Egan SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Sponsorships/Donations for Library Renovation

Mrs. Foss-Eggemann stated that now that the Board has a defined list of sponsorships opportunities we need to market them to the community. Mrs. Foss-Eggemann and Mrs. Burkum discussed suggestions on how to market: target groups and organizations for specific projects; provide opportunities for groups to donate – for example, many people might contribute to furnishings; have an event sometime in the summer for possible donors; list of opportunities for donations will be prepared as soon as the Library has pricing;

Marketing to Non-cardholder Households

The Committee discussed: new cardholders; buying data from sources that provide specific demographic data but it can be expensive; focus groups, but it may be difficult to get people to participate. Could also ask people to take a survey and offer a gift card to participate; staff will reach out to new residents with follow up several months after Greeter Box. The challenge will be to get participants for focus groups.

Staff Responses to November 2016 Survey Results

The Committee discussed the survey comments and some trustees thought the Library should consider adding hours in the future. Mrs. Van De Carr suggested the Library consider extra hours after the renovation is complete. Mrs. Foss-Eggemann would like to see Library stay open late on Fridays so teens have a place to hang out. Mr. Parisi suggested trustees vote on the top three ideas and how they might be implemented.

Schedule for 2017 Surveys

The May survey will contain the Patron Satisfaction question only, "How would you rate the level of service provided by the Library staff over the past six months?" Mrs. Van De Carr suggested waiting until several months after the renovation is complete to survey patrons about the changes.

Other None

Adjournment: 9:49 p.m.

Charlene Foss-Eggemann, Chair

**MINUTES
OF THE REGULAR MEETING OF
THE RESOURCES COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
FEBRUARY 14, 2017 AT 8:45 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

TRUSTEES PRESENT: Patrick Lamb, Chair; Karen Burkum, Joseph Egan, Charlene Foss-Eggemann, Bernardino Parisi, Michael Reardon, Robert Trizna

TRUSTEES ABSENT: Stevan Dobrilovic, Judith Rayborn

OTHERS PRESENT: Janet Van De Carr, Library Director

Approval of Minutes

Mr. Egan made a

MOTION: to approve the minutes for the Resources Committee Meeting held January 10, 2017

Mr. Reardon SECONDED the motion. VOICE VOTE

Voice vote

MOTION PASSED UNANIMOUSLY

New Policy ID2A – Circulating Non-Traditional Equipment

The Committee discussed the proposed new *Policy ID2A – Circulating Equipment/Schedule of Fees* and suggested changes.

Mr. Parisi made a

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

Mrs. Foss-Eggemann SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Access to Collections in Offsite Locations

The Committee discussed the Library utilizing kiosks for the purpose of providing access to its eBook collection and as a marketing tool. The Committee asked Mrs. Van De Carr to obtain more information on kiosks, including pricing and local sources.

Other None

Adjournment: 9:19 p.m.

Patrick Lamb, Chair

LOANS OF BOOKS AND OTHER MATERIALS

CIRCULATING EQUIPMENT/SCHEDULE OF FEES

POLICY:

Library equipment shall be available for circulation, for specified periods of time to all patrons holding a valid Park Ridge Public Library card and who are not delinquent. Some Items are restricted to card holders 18 and older.

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

RULES:

1. Restrictions, Loan Periods, Reserve Status, and Fees

Equipment	Restrictions	Loan Period	Renewable	Reserve	Overdue fees /day	Maximum fees Overdue
GoPro Cameras	18 years and older Limit 1	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Green Screen Kits Screen, tripod, lights	18 years and older Limit 1	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
LCD Projector	18 years and older Limit 1	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Art Kits: Knitting Crocheting		2 weeks	No	Yes	\$1.00/day	\$5.00
Wi-Fi Hot Spots	18 years and older Limit 1	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Tripods		2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
VR Glasses		2 weeks	No	Yes	\$1.00/day	\$5.00
Telescopes	18 years and older Limit 1	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Robotics Kits	18 years and older Limit 1	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Convenience Items: Umbrellas Bike Locks		2 weeks	No	No	\$1.00/day	\$5.00

2. The date due slip serves as first notice to the patron.

As a courtesy, patrons that have signed up for email notification will receive a “Friendly Reminder” two days before their library items are due and a reminder on the day the library items are due.

Late notices and bills are sent at regular intervals for all overdue items:

\$1.00 per day items	Bill mailed at 15 days overdue Final notice mailed at 30 days overdue
\$5.00 per day items	Overdue notice mailed at 3 days overdue Final notice mailed at 2 weeks overdue Assumed lost notice mailed at 45 days overdue

At 60 days overdue, accounts that have a minimum total of \$50.00 in overdue materials (value of materials) and/or \$50.00 in late fees will, at the discretion of the Circulation Manager, be sent to a collection service and a \$10.00 service fee will be added to the amount owed to the Library.

3. Each borrower is financially responsible for the timely return in good condition of all circulating items borrowed on his or her card. Lost items should be reported immediately to avoid cost of additional overdue fees. Borrowers will be charged for replacing or repairing lost or damaged materials and bar codes in accordance with the schedule of fees.
4. A computerized delinquency file is maintained of patrons who owe for overdue materials, and fees for lost and/or damaged materials.
5. Any person who owes more than ten dollars is considered "blocked" and is not entitled to borrow materials while in a blocked status; however, no other family member will have such privileges restricted because of the blocked member of the family.
6. Lost materials:
 - If the item is lost, the retail price of the item plus a \$5.00 processing fee will be charged. The \$5.00 processing fee is not refunded if the item is returned.
 - If the item is returned within 1 month after a charge for the lost item 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.
 - If a storage case is lost, the patron will be charged the retail price of the case plus \$5.00 processing fee, which is not refunded if the item is returned.
 - Replacement costs for equipment will be at the current replacement cost as determined by the Library Director.
7. Damaged items: Borrowers will be charged the cost of repairing the damage as determined by the Library Director. If the Library Director or her designee determines that the item cannot be repaired, the item will be treated as lost.
8. Library patrons use all library materials at their own risk. The Library is not responsible for damages that may occur to a patron's equipment while using Library materials.

Approved _____, 2017

**MINUTES
OF THE REGULAR MEETING OF
THE BUILDING & GROUNDS COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
FEBRUARY 14, 2017 AT 7:02 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

TRUSTEES PRESENT: Joseph Egan, Chair; Karen Burkum, Charlene Foss-Eggemann, Patrick Lamb, Berardino Parisi, Michael Reardon; Robert Trizna (7:05 p.m.)

TRUSTEES ABSENT: Stevan Dobrilovic, Judith Rayborn

OTHERS PRESENT: Janet Van De Carr, Library Director; Isela Catania & Carl Giometti, Studio GC Architecture

Approval of Minutes

Mrs. Burkum made a

MOTION: to approve the minutes for the Buildings and Grounds Committee meeting held December 13, 2016

Mr. Lamb SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Library Improvement Project Update: Studio GC

Mr. Giometti of Studio GC reviewed the Construction Documentation Phase and presented the timeline for the project:

- Out to Bid February 27-March 3
- Bids Due March 20-March 24
- Bid Review March 27-March 31
- Studio GC presents recommendation(s) to Committee and preliminary acceptance at April 11 Library Committee meeting
- Board acceptance at April 18 Regular Board meeting to hire company to begin construction
- Also April 18 – Formal Library Board acceptance of the furniture package (assuming direct purchase – to be discussed later this evening)

Mr. Egan and Mr. Reardon stated they want to review the bid documents before the project goes out to bid. Mr. Giometti stated that Studio GC is proceeding with the understanding of the scope that was agreed to by the Board at the beginning of the Design Development Phase of the project. All the drawings are those that were in the Design Development documents, but with instructions added for the contractors. Mr. Giometti added that typically Boards don't review the technical drawings. Mr. Egan stated this Board is different. Mr. Giometti explained that the project is at the point that if the Board wishes to review all the drawings it may extend the schedule he presented and Studio GC needs to know this. Mr. Giometti stated the drawing are in progress until the day they go out to bid. Ms. Catania explained that the final details won't be available for the next couple of weeks. She added that the Studio GC design team is in the midst of making decisions with Mrs. Van De Carr on finishes, detailing, where power supplies are needed, where computer stations are going, all this is being coordinated with Studio GC engineers. Mr. Giometti added that the design team is on schedule, but review of the drawings by the Board will push everything back two to four weeks. Mr. Giometti explained that none of the Board members are in a contractual agreement to provide professional services on any of the items and so if any member of the

Board who is an engineer disagrees with the Studio GC engineer, ultimately the Studio GC engineer has the professional liability at stake; he also asked if the Library's attorney is fine with the liability assumed with the trustees making changes to the plans. There was discussion about this issue. The trustees clarified the desire to view the bids and expressed their belief that they don't feel that their request to review the documents is unreasonable or that it will significantly change things or delay the process.

Mr. Reardon stated he would like the Library to investigate a way to avoid self-checkout and implement new technology where people can check out materials by just walking out past scanners, like through turnstiles. Mrs. Van De Carr explained turnstiles are not ADA compliant and, in response to the question by Mr. Parisi, Ms. Catania stated in her experience she has not seen this kind of technology in use in the Library world. Mr. Reardon stated he would like this Library to be on the cutting edge of technology. Mr. Parisi explained that being on the cutting edge of technology can be very expensive and early adopters of technology pay more for customization, and customization always means spending more money. Mr. Parisi added that once "new" technology matures it becomes more affordable both to implement and to sustain. While he loves the idea of being an early adopter, he believes that it's going to cost more money.

Mr. Giometti explained the merging/smaller market. Mr. Reardon stated he wants to see electrical drawings to make sure technology is where it needs to be.

Mrs. Van De Carr explained how current RFID works; that RFID sorters, counters and self-checkouts and automated materials handler require retagging the Library collection. She added that the readers have to read individual items, match them to individuals, they have to turn "off" the security and record that the item has been borrowed, to whom and when. Mrs. Van De Carr also explained that there are only three RFID companies in the market now due to several mergers in the last several years.

Mr. Giometti discussed an electric fireplace by "Modern Flames", which meets the fire code and he will obtain a breakout price in order to explore sponsorship opportunities.

Ms. Catania said the plans include electrical requirements for the RFID (Radio Frequency Identification) system.

Mr. Giometti explained the remodeling will be done in three phases. Even with phasing the project it will require the Library be closed for a few days. Mr. Giometti stated the designers will prepare blackout dates and duration of closures in main core areas. The more days contractors have to work uninterrupted, the more the cost savings. Mrs. Van De Carr stated she can develop "black out days", when closures won't take place; closures could be up to five days, Monday through Friday; no closures during Taste of Park Ridge or during high school finals.

Mr. Egan asked about recent budget estimates. Mr. Giometti said they have not changed.

Ms. Catania discussed direct purchasing vs. bidding for furniture and shelving and the benefits of direct purchasing. Mr. Parisi asked her professional recommendation. Ms. Catania replied she prefers the Board give approval to go the direct purchasing route. The trustees discussed options for furniture and shelving purchases.

The Committee asked Mrs. Van De Carr to call other libraries that have used this method and report back to the Board.

Mr. Parisi made a

MOTION: approve resolution(s) for joint purchasing programs.

Mrs. Burkum seconded the motion.

Voice vote: 5 Yay: Burkum, Egan, Foss-Eggemann, Lamb, Parisi,
2 Nay: Reardon, Trizna
2 Absent: Dobrilovic, Rayborn

MOTION PASSED

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

Mr. Reardon said that Ms. Berger provided him with data on number of discs that circulate (DVDs, CDs, etc.) and he discovered there is a linear decay of 29,000 per year, and so he wishes to formally state that he no longer wants a disc dispensing unit similar to Red Box. He told Mrs. Van De Carr to please tell Ms. Berger "thank you" for the data.

Mrs. Van De Carr reported on locker units for materials that she saw at the recent ALA (American Library Association) convention. She will provide the Board with information on these and other new technologies.

Other None

Adjournment: 8:43 p.m.

Joseph Egan, Chair

RESOLUTION

(Please check)
 Governing Board
 Commissioners Court

STATE OF Illinois COUNTY OF Cook

THE REGION VIII EDUCATION SERVICE CENTER for THE INTERLOCAL PURCHASING SYSTEM

And

Park Ridge Public Library

(Name of Entity applying for Membership in TIPS)

WHEREAS, the entity listed above, pursuant to the authority granted by the applicant's state purchasing Requirements, desires to participate in The Interlocal Purchasing System (TIPS). TIPS is a National Cooperative Purchasing Program offered by Region VIII Education Service Center, located in Pittsburg, Texas, (Camp County). Participation, through membership and utilization of competitively bid and awarded vendor contracts in a cooperative purchasing program specializing in the management of high quality cooperative procurement solutions will be beneficial to the taxpayers through the anticipated savings to be realized by such entity listed above.

Therefore, be it RESOLVED, that the entity listed above has identified a stated need for participation in The Interlocal Purchasing System (TIPS) whereby Janet Van De Carr is
(Name of Authorized Person)

authorized and directed to sign and deliver any and all necessary documents herewith for and on behalf of above named entity requesting membership in TIPS. I certify that the foregoing is a true and correct original Resolution duly adopted by the Park Ridge Public Library
(Name of Entity applying for Membership in TIPS)

and is filed on record with TIPS.

In witness thereof, I have set my hand and signature this 21 day of February, 2017.

By: _____
(Authorized Signature for Entity) Charlene Foss-Eggemann
(Printed Name)
Secretary, Library Board of Trustees booklover922004@yahoo.com
(Title or Position) *(email address)*

This legal document will remain current on file until either party severs the agreement.

**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
FEBRUARY 14, 2017 AT 9:50 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

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

TRUSTEES ABSENT: Stevan Dobrilovic, Judith Rayborn

OTHERS PRESENT: Janet Van De Carr, Library Director

Salary Plan Review

Mr. Reardon discussed the philosophy that was approved last year for employee compensation. A pool for merit increases was calculated using 2% of salaries for those staff eligible for raises based on performance. If their current salary was below the midpoint of the range, they would receive a raise, and if their current salary was above midpoint of the range, they would receive a one-time bonus.

The Committee directed Mrs. Van De Carr to provide information on the following items for the March Committee meeting:

- Efficiencies anticipated from implementation of RFID (Radio Frequency Identification System) technology
- The City's plan for year-end salary treatments
- Cost of living statistics for the Chicago area
- Recalculation of the pool for FY18

Other No discussion.

Adjournment: 9:58 p.m.

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
FEBRUARY 14, 2017 AT 9:59 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

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

TRUSTEES ABSENT: Stevan Dobrilovic, Judith Rayborn

OTHERS PRESENT: Janet Van De Carr, Library Director

Approval of Minutes

Mr. Egan made a

MOTION: to approve the minutes for the Attorney Selection Committee meeting held January 23, 2017

Mr. Parisi **SECONDED** the motion.

Voice vote: 6 Yea: Burkum, Egan, Foss-Eggemann, Lamb, Parisi, Trizna
 2 Absent: Dobrilovic, Rayborn
 1 Abstain: Reardon (*because he was absent from January meeting*)

MOTION PASSED

Evaluation of Response and Next Steps

The Committee discussed the next steps in the process. Attorneys from the firm of Robbins Schwartz will be invited to interview on Tuesday, March 14, 2017 at 7:00 p.m. during the scheduled COW (Committee of the Whole) meetings. Mrs. Van De Carr stated that she will place the Attorney Selection Committee first on the agenda for the March COW meetings to accommodate this interview.

Other None.

Adjournment: 10:09 p.m.

Robert Trizna, Chair