

AGENDA
 PARK RIDGE PUBLIC LIBRARY
 20 S. Prospect Avenue, Park Ridge, IL 60068
Regular Meeting of the Library Board of Trustees held via videoconference with all remote participation
 Tuesday, February 16, 2021 at 7:00 p.m.

Meetings of the Library Board are open to the public under provisions of the Illinois Open Meetings Act. The Library Board President has determined that it is not practical or prudent to schedule an in-person meeting due to the COVID-19 pandemic, therefore, this meeting will be held virtually and in accordance with state statute.

To submit public comment, either join the meeting using the link below, or send an email with your comments to librarydirector@prpl.org at any time before or during the meeting. All comments will be read aloud during the meeting.

Please click the link to join the webinar: <https://zoom.us/j/94256249001?pwd=RWM0cUxoZ2taSHpnd1VSV0tMYXpSz09>
 Or dial (312) 626-6799 Webinar ID: 942 5624 9001 Passcode: 905566

Other local and international numbers available: <https://zoom.us/j/94256249001?pwd=RWM0cUxoZ2taSHpnd1VSV0tMYXpSz09>

Those calling in will be identified by the phone number from which they are calling.

To be assigned a different identifier, dial *67 before dialing the phone number. Callers may dial *6 to unmute for public comment.

1. Call to Order and Roll Call
2. CONSENT AGENDA
 - * 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 consent and considered in its normal sequence on the agenda.
- *4. Approval of Minutes of the January 19, 2021 Regular Meeting of the Library Board and the February 9, 2021 Special Board Meeting
5. Comments from the Public (Non-agenda items)
6. Secretary's Report
 - A. **MOTION** for the Board to adjourn to Closed Session at the conclusion of the regular meeting, pursuant to 5 ILCS 120/2(c)(8), for the purpose of discussion of a patron matter
7. Treasurer's Report
 - *A. Ratify Bills Payable-Warrant Register for:

Period 9, January 16, 2021		Period 9, January 31, 2021	
Library Fund Warrants	\$68,666.50	Library Fund Warrants	\$56,888.28
Payroll	\$75,066	Payroll	\$77,120
Per Capita Grant Fund	\$0.00	Per Capita Grant Fund	\$0.00
North Suburban Digital Consortium	\$4,618.18	North Suburban Digital Consortium	\$4,192.38
Total	\$148,350.68	Total	\$138,200.66
 - *B. Cash statement for all accounts for January 2021
 - *a. Approval for payment from the Petty Cash Fund, \$126.93
 - *b. Approval for payment from the Lounge Fund, \$26.56
 - C. Consolidated Year to Date Revenue and Expenditures Report for January 2021
 - a. **MOTION** to approve the *Consolidated Year to Date Revenue and Expenditures Report for January 2021*
 - *D. Fines & Fees Revenue History for January 2021
8. Library Director's Report
 - A. Statistics
 - B. Narrative
9. Committee Reports
 - A. Budget & Finance
 - a. **MOTION** to approve SY21 Operating Budget
 - B. Building & Grounds
 - a. **MOTION** to approve Change Order 004- Rerouting of sprinkler piping
 - b. **MOTION** to approve contracts for asbestos abatement and related project management
 - C. Planning & Operations
 - a. IT service contract
10. Friends of the Library Report
11. Unfinished Business
 - *A. **MOTION** to approve updated essential government operation resolution
12. New Business
13. Adjournment

Library will provide reasonable aids or services to afford an individual with a disability an equal opportunity to participate in all services, programs and facilities. Persons requiring assistance should notify Library of their needs well in advance to provide sufficient time to make an accommodation. Contact Library Administration at 847-825-3123, TTY 847-825-8217.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees held via videoconference

January 19, 2021 at 7:00 p.m.

CALL TO ORDER

President Rapisand called the meeting to order at 7:03 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

President Rapisand announced that any public comments or requests to speak may be sent to librarydirector@prpl.org or participants could raise their hand virtually.

ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary;
(Via videoconference) Stevan Dobrilovic, Treasurer; Alexandra Hanba; Josh Kiem; Michael Reardon; Joseph Steinfelds; Deepika Thiagarajan

Others Present: Angela Berger, Interim Library Director; Alyson Doubek, Library Finance Manager; John Priala, Facility Manager; Laura Scott, Adult Services Manager; Gretchen Kottkamp, Technical Services Manager; Anastasia Rachmaciej, Patron Services Manager; Charlie Melidosian, City Council liaison

Recognition of former library board trustees Gareth Kennedy and Patrick Lamb

President Rapisand read aloud the resolutions of appreciation to former library Trustees Kennedy and Lamb to thank them for their service.

Mr. Kennedy thanked President Rapisand and the Board. He stated that he enjoyed his time on library board, and that it was a privilege to serve the community. He said it was a wonderful job. Government is of the people by the people, and that grass roots organizations are key to that.

Mr. Lamb welcomed the new trustees to the board. He said that they are joining a group of dedicated citizens; and serving on the board was worthwhile. He appreciated the opportunity to share the moment.

Consent agenda

Items on the consent agenda included:

- Approval of Minutes of the December 15, 2020 Regular Meeting of the Library Board and December 18, 2020 Special Meeting of the Library Board
- Ratify Bills Payable-Warrant Register for: Period 8, December 16, 2020 and Period 8, December 31, 2020
- Cash statement for all accounts for December 2020
- Fines & Fees Revenue History for December 2020

Trustee Reardon made a

MOTION: to approve the consent agenda

Vice President Burkum seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfelds, Thiagarajan

Motion passed.

Public Comment

None.

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January 19, 2021 at 7:00 p.m.

Secretary Report

Secretary Somheil presented the Secretary's report. He stated that most of the news articles were related to the Library's director search, and there was an item related to the Winter Reading Club.

Treasurer's Report

Treasurer Dobrilovic stated that the Library is 2/3 of the way through the fiscal year. He reported \$2,086,786 in revenue and \$2,368,821 in expenditures. Deficit spending this year is targeted at \$280,000. He noted that the line item for Computer Materials was high – this was related to Bibliotecha invoices (82%).

Secretary Somheil made a

MOTION: to approve the December 2020 Treasurer's Report
Trustee Steinfels seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

Library Director's Report

Interim Director Berger reported that everything was virtual in December as library continued to be closed due to COVID-19 restrictions. An additional 200 contact-free appointments per week were added to the schedule. She noted the Fine Free trial stats and that this is the first month that we have data of blocking model. Trustee Reardon requested that Interim Director Berger be added to the Personnel Report.

Approve extension of Temporary Paid Sick Leave Policy

Interim Director Berger reviewed the memo and noted the requested changes. She noted that the requirements of FFCRA were not renewed. At the December 18, 2020 meeting the Board approved a temporary extension through January 31 in anticipation of that renewal, which did not happen. It was the consensus of the Board to go back to the previous policy, because there was a provision in the policy approved in December that benefit eligible employees first use their benefit time for COVID-19 purposes. What is before the Board is the modified previous policy. She noted that moving into 2021, this does not create an additional pool of time allocated. It is a continuation for 3 months of time that would be available under original policy. She noted the current status of employee accruals – 71 employees total; 17 are eligible to accrue sick time separate from PTO; 23 obtain PTO; 30 are less than half time and do not accruing any time off at all. The requested motion is for the Board to approve extension of policy effective today through March 31.

Trustee Thiagarajan noted that on p. 42, items #4, 5 and 6 were struck out related to caring for someone else – she wanted to check what the reasoning was. Trustee Hanba believes the policy include these provisions. President Rapisand said these were reasons a parent or caregiver would have to take time off anyway. If they had been exposed, they would have to quarantine.

Treasurer Dobrilovic said he raised this in the COW, he agreed that these provisions should be added back in. The purpose is to not create an incentive to come to work when someone may be exposed. If you are caring for a child or someone in the family, you would likely be exposed, raising the risk to the library and staff.

Trustee Reardon agrees in terms of risk – he believes #5 is worded too broadly. Because schools are closed, that doesn't mean that employee's children have COVID or have been exposed to COVID. Trustee Steinfels asked to clarify the reason for leave. Are employees still required to fulfill the telework requirement? Trustee Hanba explained that there had been library staff take leave to work with kids on school related things - a day or two here or there. She is aware of people taking time, but does not think they are taking advantage. Trustee Steinfels asked if

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perhaps more discretion should be allowed for library leadership. Trustee Hanba said she thought this provided sufficient flexibility.

Trustee Thiagarajan noted that the policy stated that employees may need to provide certification. Trustee Kiem believes the policy provided a variety of flexible options. If person can work from home, not really on leave. That is telework. If they are unable to telework, the flexibility of the leave kicks in.

Vice President Burkum appreciates the flexibility the policy provides and believes that builds loyalty with employees in the long term.

Trustee Reardon made a

MOTION: to approve extension of Temporary Paid Sick Leave Policy as amended; adding items 4, 5 and 6 under "Reason for Leave" back into the policy.

Trustee Hanba seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfelds, Thiagarajan

Motion passed.

Change Order 002- Date of project substantial completion and fire alarm improvements

The contractor requested more time on the substantial date of completion.

The fire alarm work was approved at the Committee meeting. At that meeting, the Board expressed interest in having assurances from the City's Fire Inspector that there would not be additional changes. The architect received no written confirmation, but did have a conversation, and does not anticipate additional requests. The revised change order only shows fire alarm piece. Board members confirmed that they wanted to receive that assurance from the Fire Marshal. Interim Director shared that she had discussed this project with Mr. Priala and this item is not on the critical path; approval can be pushed to next month.

Trustee Reardon asked if the Board was trying to tie together two items that should not be tied together. Any communication from Fire Marshal is independent of telling the contractor to go ahead and do work that has to be done anyway. His suggestion is to go ahead and approve change order and still request a sign-off in writing from the Fire Marshal. Trustee Kiem agreed.

Trustee Hanba said that because the Fire Marshal requested these items be added, that was the point of getting the sign-off, that by doing this work the Library would get the sign-off. Trustee Kiem suggested moving forward, but on a parallel path, make Fire Marshal aware that we are making the effort. President Rapisand said the Fire Marshal would likely not provide final sign-off until the project is completed.

Trustee Reardon said that the reality is that these are life safety issues that are designed to keep staff, patrons and the community safe. The Library has to do what the Fire Marshal he tells us to do if we want the occupancy permit. They are good things to do, and we should not hold up contractor. He did agree that we should confirm that we have the final list at this point, knowing that he may come back with additional provisions at a later date.

Trustee Hanba believes that the Board should exercise due diligence before approving this request, ensuring that more money is not expended before we are certain of the requirements. President Rapisand recommends putting this matter on hold. It will not delay the project if the vote takes place next month. Interim Director Berger will work with Mr. Priala and Mr. Jose from Green Associates to resolve this issue before the next meeting.

Change order 004 – rerouting of sprinkler piping

Interim Director explained that this was a placeholder motion; this pricing was not currently available. This will be brought to next meeting. Trustee Kiem requested that if anything starts to stand in the way of progress, that a

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special meeting be convened to gain necessary Board approval. President Rapisand agreed, and stated she wants to make sure project stays on track.

Change directive for soil characterization testing

Interim Director Berger reviewed that at the last COW, Green Associates explained that soil testing needed to be conducted in the Library Parking lot. An additional level of testing is required by the landfill the soil will be taken to for disposal to determine what contaminants are present in the soil.

Treasurer Dobrilovic asked why this was not included in the budget already. Interim Director Berger responded that it was not initially anticipated that the soil would be contaminated, the costs were based on the soil being taken to a regular landfill. Since the initial test determined that the soil is contaminated, the additional test is required.

There was some discussion regarding the process of the soil testing. Trustee Reardon said he did not like the information coming out piecemeal, and said this matter should have been raised at the previous meeting. He suggested reducing the contingency by this amount to put the architect on notice. President Rapisand asked if the soil could be denied by the landfill. She would like a better idea from Green Associates of what the worst case scenario could be. The project needs to stay within budget.

It was agreed that more discussion is needed with Andrew Jose from Green Associate so he can provide answers, and a big picture worse -case scenario, and possible steps needed.

Trustee Kiem made a

MOTION: to approve soil characterization testing in the amount of \$1,700.

Vice President Burkum seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfelds, Thiagarajan

Motion passed.

Friends of the Library

No report.

Unfinished business

Approve updated essential government operation resolution

Interim Director Berger explained that this needed to be updated on monthly basis as the Governor continues to issue new executive orders related to COVID-19. The Board will need to approve each month which extends the resolution to the next board meeting. She indicated that it is a routine continuation of prior monthly resolutions defining essential functions. There was some procedural discussion of how to streamline this process. It was suggested that it be approved in the Committee of the Whole meeting and approved through the consent agenda at the Board meeting.

Secretary Somheil made a

MOTION: to approve updated essential government operation resolution

Vice President Burkum seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfelds, Thiagarajan

Motion passed.

President Rapisand said that Board members received email from Karen Miller of Bradbury Miller containing a draft Job Announcement and Job description. She asked Board members if they had any comments or feedback to reply as soon as possible so it can be posted. Trustee Hanba noted that the document refers to the strategic plan for

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2015-2019; that needs to be updated to the current plan (2021-2025). Interim Director Berger will follow up and make sure they have the updated plan.

New Business

None.

Hearing no objection, the meeting was adjourned at 8:23 p.m.

DRAFT

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20 S. Prospect Avenue, Park Ridge, IL 60068

Special Meeting of the Board of Trustees

held via videoconference – February 9, 2021 at 7:00 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

CALL TO ORDER

President Rapisand called the Special Meeting of the Library Board to order at 8:39 p.m.

ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary; (via videoconference) Stevan Dobrilovic, Treasurer; Alexandra Hanba; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan

Others Present: Angela Berger, Interim Library Director; Alyson Doubek, Library Finance Manager.

PUBLIC COMMENT

None.

Trustee Reardon noted the motions do not need seconds because they passed unanimously out of committee.

Trustee Reardon made a

MOTION: to approve Change Order 2 of the Sprinkler Project in the amount of \$10,158

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

Trustee Reardon made a

MOTION: to approve Change Order 5 of the Sprinkler Project in the amount of \$1,327.70

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

Trustee Reardon made a

MOTION: to approve Change Order 6 which revised the date of substantial completion to May 28, 2021

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

Hearing no objection, the meeting adjourned at 8:44 p.m.

Park Ridge Public Library - Secretary's Report February 16, 2021

PRPL Web Site News Items

- [Over 3,000 magazines now available for download with Park Ridge Library card](#)
- [Library to open for browsing February 15](#)
- [More on our plans to resume in-person services](#)
- [A message about our plans to resume in-person services](#)

Press Articles

- [Park Ridge Library to reopen for browsing Feb. 15; first floor to remain closed](#) - Park Ridge Herald Advocate, February 9, 2021
- [Park Ridge Library Services Reopen Feb. 15](#) - Journal & Topics, February 10, 2021
- [Program Offers Tips to Cope with COVID](#) - Journal & Topics, February 10, 2021
- [Niles, Lincolnwood libraries are reopening; Park Ridge, Skokie, Morton Grove have yet to announce](#) - Park Ridge Herald Advocate, January 26, 2021

Patron Comments

From: Marlene Arteta [REDACTED]
Sent: Thursday, January 28, 2021 9:31 PM
To: Library Board <libraryboard@prpl.org>; interim <interim@prpl.org>
[REDACTED]
Subject: Opening the library

Dear Board:

While I appreciate your group finally announcing to the public that there is a construction project underway, it left much to be desired. A typical construction project comes with a timeline. Why is this such a secret? The library has been closed since mid November. It seems unfathomable that there is no end in sight. My children are playing sports again. The park district has in-person programming...yet the Board has no idea when the library is opening? There isn't a target date? Is the construction project so far behind?

In the meantime--is there NO way to get some level of book browsing open ASAP? Can't the "most wanted" books/dvds/cds be rolled outside under the makeshift tent daily? Can the lobby be used? What about the first floor meeting room? What about the alternate entrance that was used during prior construction? Is there no part of the library that can be used for outside-the-box thinking to give us in-person access to books?

The citizens of Park Ridge deserve more transparency about the closure and access as quickly as possible to this critical and important part of our community, which is supported via tax-payer dollars. Please advise.

Marlene Arteta

From: Winger, Tracy <[REDACTED]>
Sent: Thursday, February 4, 2021 10:22 AM
To: interim <interim@prpl.org>; Library Board <libraryboard@prpl.org>
Subject: library question

Hi,
I realize there is work being done on the library building but what is the estimate of when it will be completed /the library might reopen? Does the project manager think it will be 2 weeks, 2 months, etc? A general estimate should be available.
Thanks,
Tracy Winger

From: Craig Stankiewicz <[REDACTED]>
Sent: Thursday, January 21, 2021 7:31 PM
To: Library Board <libraryboard@prpl.org>
Subject: reopening?

Hello,

Can you let us know when the library will reopen? Or if you could go to a reservation system?

Thanks,
Craig Stankiewicz

From: Marlene Stankiewicz <[REDACTED]>
Sent: Tuesday, January 19, 2021 10:51 AM
To: interim@prpl.org; Library Board <libraryboard@prpl.org>
Subject: ? about library opening

Hi,
I am a resident of Park Ridge and am wondering when the library is going to be open again for in person access.
The Glenview Library opened for Glenview residents. Why can't PR do that? Also, Chicago's libraries have been open and did not close in November.
Since before November's closing we had a limit of the number of people who could enter the library and that seemed to work. Why can't that system be implemented again?
Looking forward to hearing from you soon.
Thank you
Marlene Stankiewicz
mms4748@sbcglobal.net

From: Marlene Arteta <[REDACTED]>
Sent: Wednesday, January 13, 2021 8:44 PM
To: Library Board <libraryboard@prpl.org>; Library Director <librarydirector@prpl.org>
Subject: Open to the public

With the Governor announcing Tier 3 mitigation starting January 15th, when will the Library be open to the public? Please provide an update as soon as possible. I am hoping it is on the 15th. This has been a sorely missed public need.

Also: the website at the link below has Heidi Smith still listed and there is no mention of Angela Berger or how to contact her.

<https://www.parkridgelibrary.org/administration-board/>

Marlene Arteta

Please find Warrant Registers at the end of the packet

Park Ridge Public Library
Cash Statement
Fiscal Year 20/21 - May, 2020 through January, 2021

Library Fund	
CHASE	\$ 3,736,621

Internal Operating Fund	
LIBRARY LOUNGE FUND	
Liberty Bank - Staff self-funded for staff events	\$ 204
LIBRARY PETTY CASH FUND	
Liberty Bank - Primary use to reimburse lost/paid patron fees	\$ 890
CASH ON HAND	\$ 540

Gift Fund	
RESTRICTED GIFT FUND INVESTED FUNDS	
BMO Harris - Opened when Liberty Gift Fund reached maximum balance	\$ 125,481
LIBRARY RESTRICTED GIFT FUND	
Liberty Bank - Donations (not necessarily with spending restriction)	\$ 195,081

Endowment Fund	
SPENSLEY LARGE PRINT ENDOWMENT	
Library Funds \$10,000 are a part of Chase Operating	\$ -
ENDOWMENT FUND INVESTED FUNDS	
Parkway Bank CD - Principal invested for 24 months.	\$ 159,846

Trust	
*BRUCE MICHEL LIBRARY TRUST	
Northern Trust - Technology Upgrades	\$ 238,447

*The Bruce Michel Library Trust funds are held at Northern Trust. The funds are earmarked for technology upgrades throughout the library. Requests for expenditure must be approved by Mr. Bruce's widow and are disbursed by Northern Trust. The balance in this account is reported as of December 31, 2020, based on our quarterly account statement from Northern Trust.

Park Ridge Public Library
Ratification and Approval of Disbursements/Payments
January, 2021

Approval for payment from Gift Fund:

	n/a	n/a	\$0.00
		Total	\$0.00

Ratify Disbursements from Lounge and Petty Cash Accounts:

Lounge

	#1587 Angela Berger		\$26.56
		Total:	\$26.56

Petty Cash

	#1523 Ingrid Henehan		\$27.99
	#1524 Erin Galbraith		\$70.96
	#1525 Agnieszka Filipek		\$7.99
	#1526 Jill Benson		\$19.99
		Total:	\$126.93

Park Ridge Public Library
Consolidated YTD Revenue and Expenditures
Fiscal Year 20/21 - May, 2020 through January 31, 2021

REVENUE ACCOUNTS	BUDGET	REVISED BUDGET	YTD ACTUAL	% RECEIVED
Local Government Taxes	\$4,165,813		\$2,022,620	49%
Per Capita State Grant	\$46,850		\$46,850	100%
Other Receipts	\$110,850		\$32,249	29%
Total Revenue	\$4,323,513		\$2,101,719	49%

ACCOUNT #	OPERATING ACCOUNTS	BUDGET	REVISED BUDGET	YTD EXPENDITURES	% SPENT
9100	Salaries	\$2,406,539	\$2,341,539	\$1,519,200	65%
9210	Employee Benefits	\$338,116	\$338,116	\$248,718	74%
9317	Data Processing	\$255,000	\$255,000	\$190,884	75%
9321	Building Maintenance	\$172,500	\$172,500	\$60,400	35%
9324	Membership, Recruiting, Training	\$33,500	\$33,500	\$4,339	13%
9351	Equipment Rental	\$24,500	\$24,500	\$7,061	29%
9359	Consulting Services	\$25,000	\$65,000	\$22,953	35%
9360	Public Relations	\$46,500	\$46,500	\$9,780	21%
9385	General Contractural	\$123,500	\$123,500	\$52,315	42%
9416	Audit	\$8,200	\$8,200	\$8,200	100%
9425	Special Counsel	\$25,000	\$25,000	\$4,228	17%
9510	Supplies	\$179,500	\$179,500	\$28,705	16%
9511	Staff Appreciation	\$1,650	\$1,650	\$1,283	78%
9520	Computer Materials	\$30,000	\$30,000	\$26,188	87%
9540	Library Resources	\$625,500	\$650,500	\$431,122	66%
	Total Operating Budget	\$4,295,005	\$4,295,005	\$2,615,376	61%
	Capital Projects Budget				
9901	Machinery and Equipment	\$15,000	\$30,000	\$28,832	96%
9908	Computer Equipment	\$70,000	\$70,000	\$0	0%
9963	Building Repairs	\$1,170,000	\$1,182,877	\$28,104	2%
	Total Capital Projects Budget	\$1,255,000	\$1,282,877	\$56,936	4%
	Total Operating Budget	\$5,550,005	\$5,577,882	\$2,672,312	48%
	LIBRARY SURPLUS (DEFICIT)	(1,226,492.00)	(1,254,369.00)	(570,593.01)	

Park Ridge Public Library
 Fine Revenue History
 Five Year Comparison - YTD through January 2021

	YTD January - FY 20/21	YTD January - FY 19/20	YTD January - FY 18/19	YTD January - FY17/18	YTD January - FY16/17
YTD	\$ 706	\$ 33,046	\$ 26,724	\$ 53,179	\$ 52,223
% Incr/Dec	-98%	24%	-50%	2%	-16%
\$ Inc/Dec	\$ (32,339.50)	\$ 6,321.82	\$ (26,455.45)	\$ 955.92	\$ (9,901.30)

- (1) Automatic renewals implemented on April 17, 2018
- (2) Library closed and not accruing fines March 14, 2020 - TBD
- (3) Fiscal 20/21 includes only defined overdue fines. Previous years included all fines and fees.

Park Ridge Public Library
Library Director's Report – January, 2021

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:

- Patricia Picardi, Library Assistant I
3. Changes in Status: The following personnel have had changes to their position as noted below:

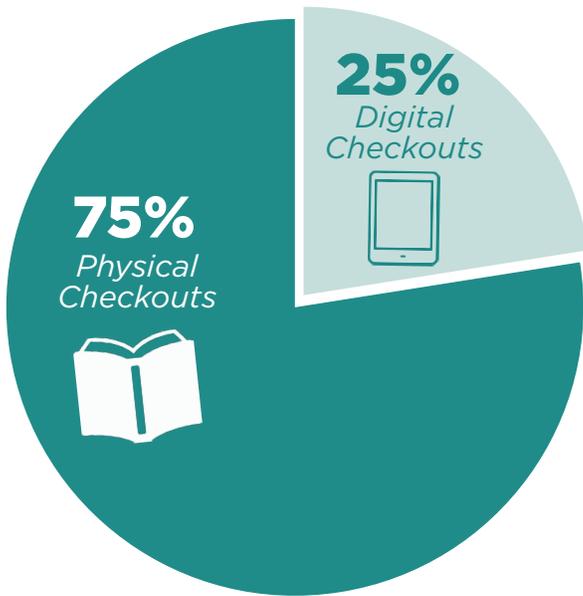
None
4. Volunteers: The following personnel have been accepted as volunteer workers in the Library as noted below:

None



DATA Snapshot

JANUARY Checkouts



- 32,409 Physical Checkouts
- 10,606 Digital Checkouts

CONTACT-FREE Pickup

Due to the Cook County Stay-at-Home Advisory issued on November 13, 2020, the Library remained closed to the public in January.



During the month of January we added additional appointments and were able to get all patrons scheduled less than 24 hours from when they contacted the Library to make an appointment.

Patron Services staff remained flexible during inclement weather. Held pickups in 1st floor lobby several times during the month of January.

In January, we checked out



14,459 materials to
4,056 accounts for contact-free pickup.

library cards applications processed

47 new patrons

29 renewed accounts



registered borrowers

January 2021	23,131
January 2020	24,339

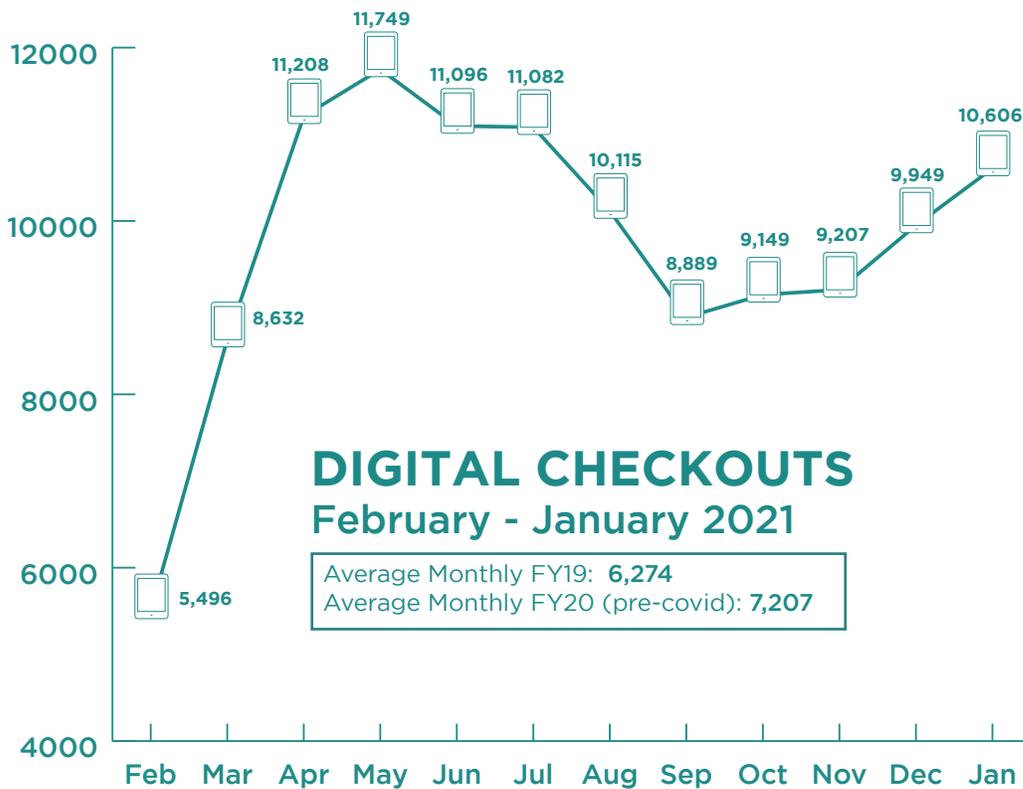
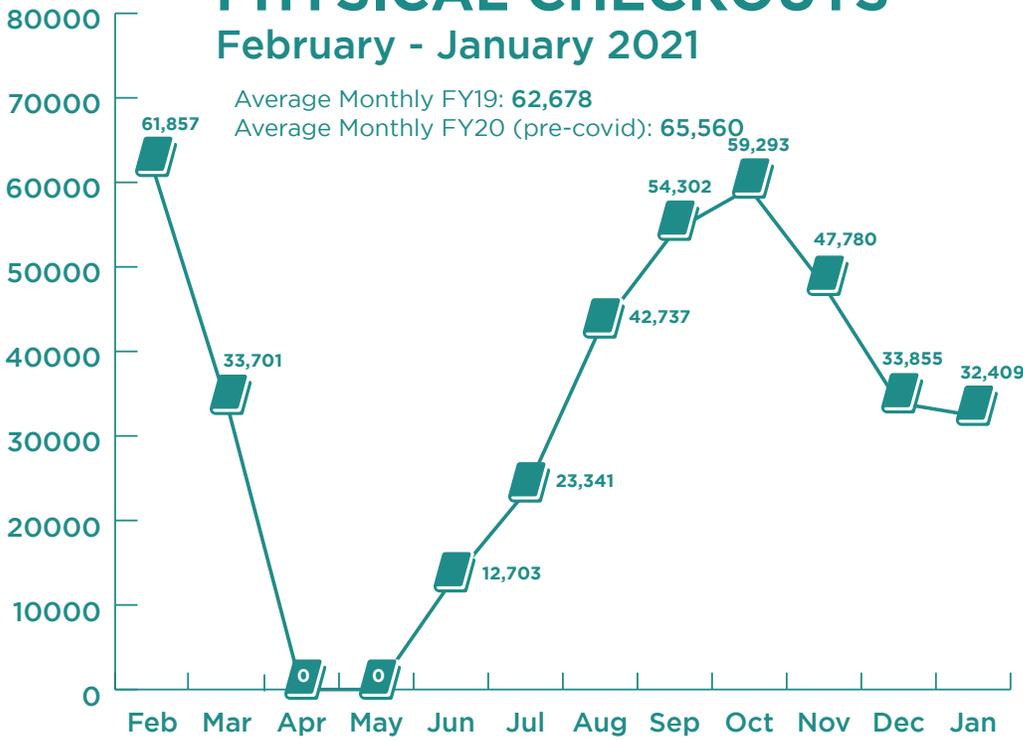


18,194 materials were checked in and shelved.



January 2021

PHYSICAL CHECKOUTS February - January 2021



January TOP OVERDRIVE TITLES

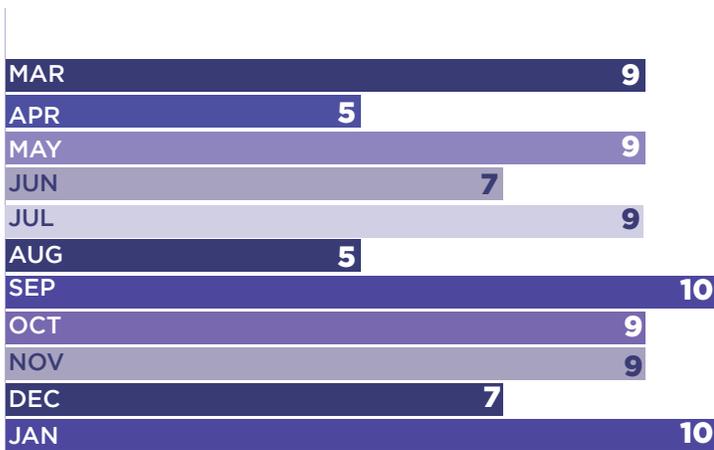
- *The Vanishing Half*
- *Big Summer*
- *The Duke and I: Bridgerton Series*
- *The Silent Patient*
- *The Guest List*
- *A Promised Land*
- *Finding Mrs. Ford*
- *Walk the Wire*
- *Where the Crawdads Sing*



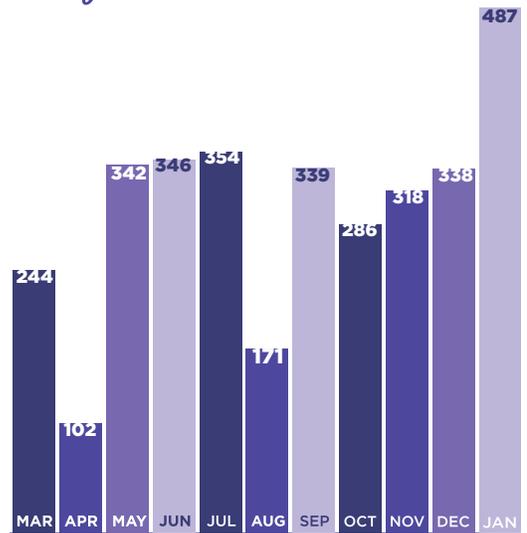
DATA Snapshot

Virtual ADULT PROGRAMS

Number of Programs

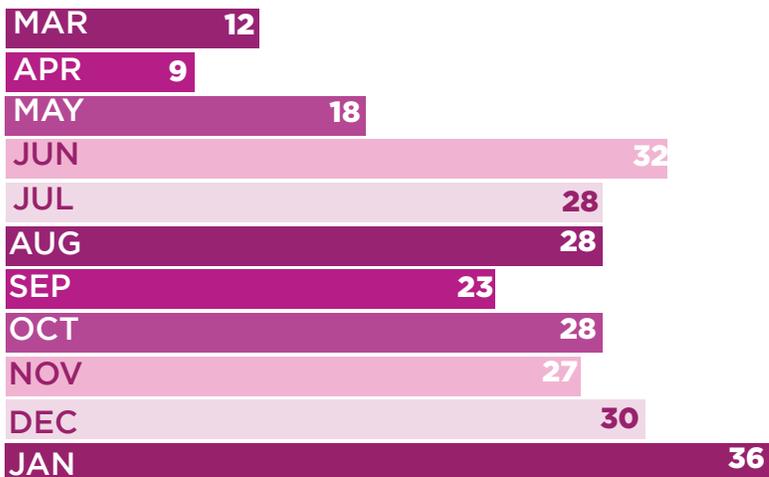


Program Attendance

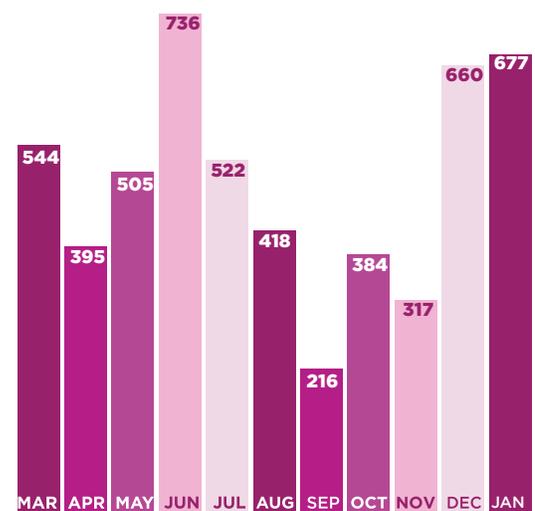


Virtual CHILDREN'S PROGRAMS

Number of Programs



Program Attendance





Park Ridge Public Library

January 2021

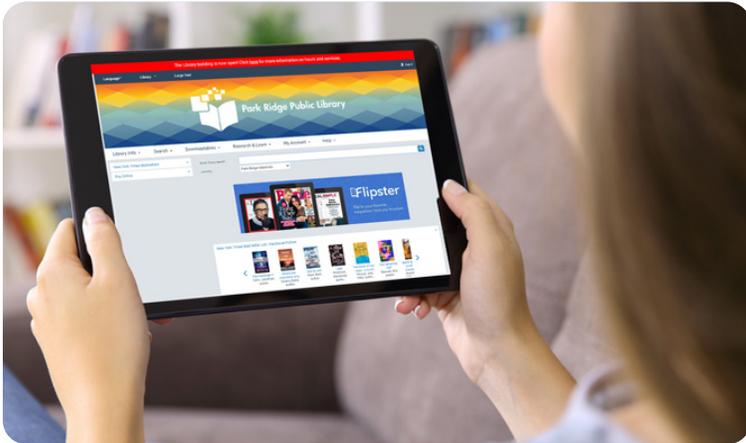
Virtual LIBRARY Connections



Reference staff received

1,300 phone calls

in January, and 900 of those calls were about pickups.



e-newsletter

13,790 Subscribers

29% Average unique open rate of weekly E-Newsletters



social



Facebook followers

2,998

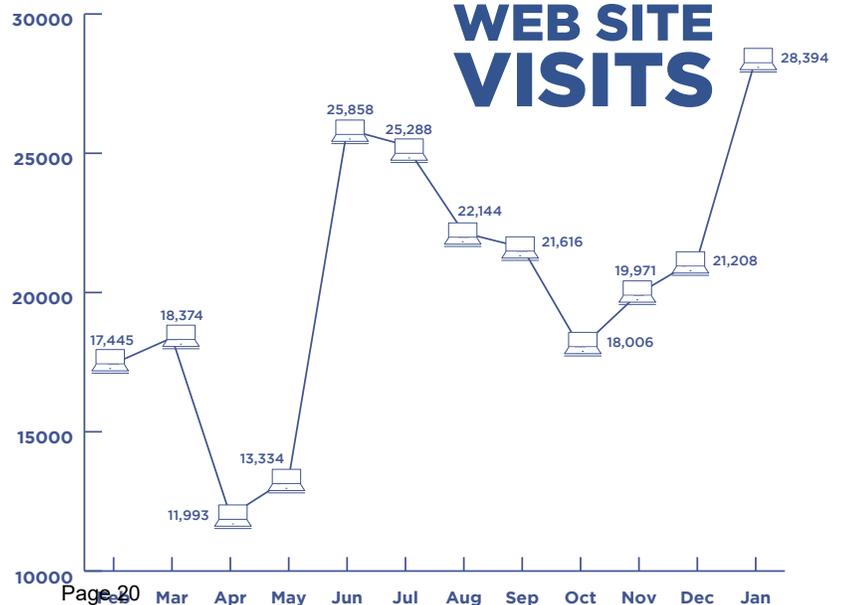


Instagram followers

@prpl1913 922 followers
@prplkids 934 followers
@prplteens 706 followers

Top Web Pages Visited in January

Page	Views
Home Page	19,540
/pickup/	6,824
/schedule-your-pickup/	3,142
/databases/	1,650
/public-access-to-library-building-has-been-suspended-/	1,556
/books-movies-more/	1,019
/ebooks-and-downloadables/	1,008
/kids/	397
/as-staff-picks/	394





Park Ridge Public Library

Virtual LIBRARY

Programs

January 2021

children's programs

36 *live programs*

27 Children's Services

9 Teen Services

677

attendees

- Storytime Live!
- PJ Storytime Live!
- Fairy Tale Fun on the Run
- Book Bites
- Kids' Yoga Break
- Hello, Baby!
- Virtual Teen Trivia
- Virtual Teen Book Club

Passive programs

652 Pick-me-up Craft Kits given out



106 Winter Scavenger Hunt Registrations



51 Book Bundles prepared

23 Book Matches

2021 Winter READING CLUBS
DECEMBER 21 - FEBRUARY 28



221 Adults read a total of **967** days

232 Kids and **41** Teens are registered

Gift Card Prizes (donated by Friends of the Park Ridge Library) include: Target, Amazon and Starbucks gift cards for kids and teens. Adults can win gift certificate prizes to participating local business including Harp & Fiddle, Edie Boutique, Sweet & Tart Cocktail Bar, 2 Sisters Boutique and Beer on the Wall/Off the Wall Cafe.

"Thank you for all that you are doing! We know it's a lot of hard work."

"Contact-free pickup has been great! I've gotten better at searching books on the website and we've picked up so many books outside!"

- Patron Feedback



outreach



10 school loans

263 items

16 virtual school visits

18 homebound deliveries

103 items delivered



261 books ordered for

31 community book clubs

Page 21

adult programs

10 live programs

487 participants

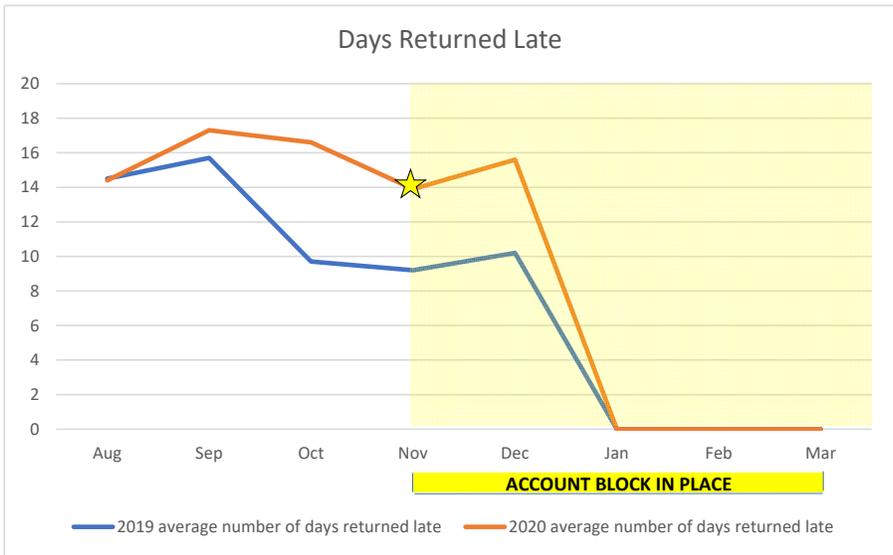
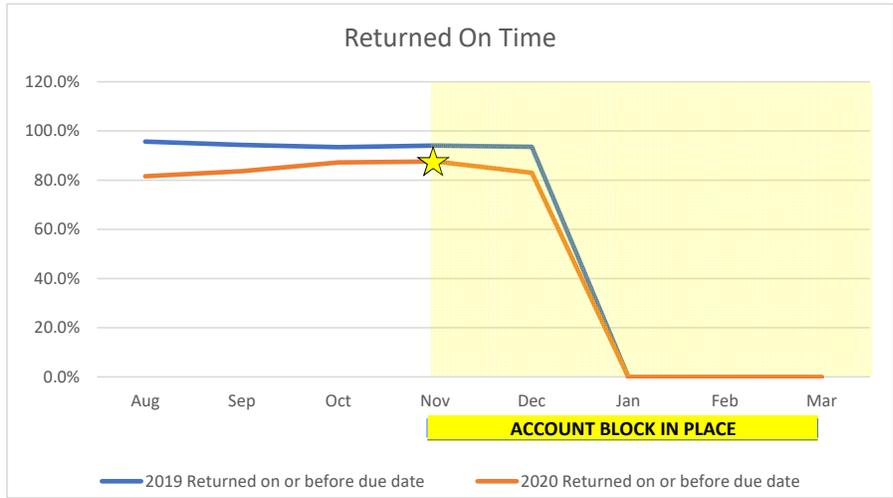
- A Beginner's Guide to Plant Based Nutrition
- Book Discussion: I'm Still Here
- Job Searching in the time of COVID-19
- All Request Piano Show
- Virtual Pub Quiz
- Virtual Chair Yoga



Annual Trend Comparisons

Returned On Time	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2019 Returned on or before due date	95.7%	94.3%	93.4%	94.0%	93.5%	0.0%	0.0%	0.0%
2020 Returned on or before due date	81.6%	83.7%	87.2%	87.6%	83.0%	0.0%	0.0%	0.0%

Days Returned Late	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2019 average number of days returned late	14.5	15.7	9.7	9.2	10.2	0	0	0
2020 average number of days returned late	14.4	17.3	16.6	16.6	13.9	0	0	0



2020: Returns accepted again starting 6/12/20 (limited hours, gradually expanded)
 Drive Through Opened 8/28/20
 Returns accepted 24/7 8/28/20
 ★ Account Block Started 11/01/20
 Library closed to public 11/13/20

02/04/2021

**Park Ridge Public Library
Items With A Due Date Between
2019-12-01 and 2019-12-31**

*This report does not exclude New and Hot Material
As such the Margin of Error is as high as 19.50 %
A quarantine period of 0 days was used in this report.*

Summary Information

Checkouts at Park Ridge with a due date during 2019-12 : 33,341

Of the 33,341 those checked in on or before the due date : 31,162

Of the 33,341 those checked in 1 to 7 days after the due date : 1,359

Of the 33,341 those checked in 8 to 14 days after the due date : 255

Of the 33,341 those checked in 15 to 30 days after the due date: 412

Of the 33,341 those checked in 31 or more days after the due date: 63

Of the 33,341 those still not checked in as of end-of-day 01-31-2020 : 90

Average Days Returned Late (for Material due during 2019-12 and returned on or before 01-31-2020) : 10.2

Average Days Patron is Blocked (for Material due during 2019-12 and returned on or before 01-31-2020) : 6.5

Number of Patrons Blocked (for Material due during 2019-12 and returned on or before 01-31-2020) : 912

Number of Patrons Blocked (for Material due during 2019-12 includes patrons that did not returned on or before 01-31-2020) : 940

Margin Of Error : 19.50 %

02/04/2021

**Park Ridge Public Library
Items With A Due Date Between
2020-12-01 and 2020-12-31**

*This report does not exclude New and Hot Material
As such the Margin of Error is as high as 16.21 %
A quarantine period of 3 days was used in this report.*

Summary Information

Checkouts at Park Ridge with a due date during 2020-12 : 19,939
Of the 19,939 those checked in on or before the due date : 16,547
Of the 19,939 those checked in 1 to 7 days after the due date : 1,517
Of the 19,939 those checked in 8 to 14 days after the due date : 659
Of the 19,939 those checked in 15 to 30 days after the due date: 697
Of the 19,939 those checked in 31 or more days after the due date: 167
Of the 19,939 those still not checked in as of end-of-day 01-31-2021 : 352
Average Days Returned Late (for Material due during 2020-12 and returned on or before 01-31-2021) : 15.6
Average Days Patron is Blocked (for Material due during 2020-12 and returned on or before 01-31-2021) : 9.7
Number of Patrons Blocked (for Material due during 2020-12 and returned on or before 01-31-2021) : 1348
Number of Patrons Blocked (for Material due during 2020-12 includes patrons that did not returned on or before 01-31-2021) : 1372
Margin Of Error : 16.21 %

02/04/2021

**Park Ridge Public Library
Items With A Due Date Between
2019-12-01 and 2019-12-31**

*This report does not exclude New and Hot Material
As such the Margin of Error is as high as 19.50 %
A quarantine period of 0 days was used in this report.
For the purpose of this report a patron is blocked at 1 overdue item*

Material Type	Number Of Items Due	Returned Zero Days Due Date	Returned In 1-7 Days Past Due Date	Returned In 8-14 Days Past Due Date	Returned In 15-30 Days Past Due Date	Returned In 31+ Days Past Due Date	Not Yet Checked In	Average Days Returned Late
DVD	4,088	3,772	269	25	19	0	3	6.5
Special Collection	1	1	0	0	0	0	0	0.0
Bag	1	1	0	0	0	0	0	0.0
Scores / sheet music	1	1	0	0	0	0	0	0.0
Seasonal AV	12	11	1	0	0	0	0	0.0
Videogame New	58	48	7	2	1	0	0	7.8
Equipment	7	7	0	0	0	0	0	0.0
CD New	145	134	5	1	4	1	0	12.7
STEAM equipment	7	6	1	0	0	0	0	2.0
DVD Hot	178	122	56	0	0	0	0	2.8
Seasonal Book	3	3	0	0	0	0	0	0.0
Playaway Audio New	84	81	1	1	1	0	0	13.3
Book Hot	421	306	93	17	4	0	1	5.8
Other	61	60	1	0	0	0	0	7.0
CD Audiobook New	131	119	11	1	0	0	0	3.6
Blu-ray New	289	246	41	2	0	0	0	4.6
Magazine	306	294	10	0	0	0	2	3.7
Large Print New	159	148	7	2	1	1	0	10.4
DVD New	1,100	1,014	76	8	1	0	1	5.1
Boxset New	174	155	19	0	0	0	0	4.3
Book New	3,761	3,570	125	34	24	2	6	8.6
Multimedia Kit	199	198	0	1	0	0	0	10.0
Playaway	288	276	8	2	1	0	1	7.4
Videogame	428	396	26	3	1	1	1	8.0
Blu-ray	548	496	47	3	1	0	1	5.0
Large Print	388	379	5	3	0	1	0	9.9
Boxset	592	571	15	2	3	0	1	8.6
Kit	21	20	0	1	0	0	0	12.0
CD	983	948	29	4	0	0	2	4.5
CD Audiobook	463	450	10	1	2	0	0	7.4
Book	18,444	17,329	496	142	349	57	71	13.1
Totals	33,341	31,162	1,359	255	412	63	90	10.2
Totals without hot and new	26,841	25,219	918	187	376	59	82	11.3

The Margin of Error is as high as 1.5 %

02/04/2021

**Park Ridge Public Library
Items With A Due Date Between
2020-12-01 and 2020-12-31**

*This report does not exclude New and Hot Material
As such the Margin of Error is as high as 16.21 %
A quarantine period of 3 days was used in this report.
For the purpose of this report a patron is blocked at 1 overdue item*

Material Type	Number Of Items Due	Returned Zero Days Due Date	Returned In 1-7 Days Past Due Date	Returned In 8-14 Days Past Due Date	Returned In 15-30 Days Past Due Date	Returned In 31+ Days Past Due Date	Not Yet Checked In	Average Days Returned Late
ILL Material	24	12	6	6	0	0	0	12.9
Blu-ray New	27	18	6	1	1	1	0	17.6
DVD Hot	38	6	25	6	0	1	0	9.7
STEAM equipment	8	2	4	2	0	0	0	11.5
Other	57	54	0	1	2	0	0	19.0
Playaway	128	116	5	1	1	3	2	19.0
Boxset New	31	16	12	2	1	0	0	9.0
CD New	46	40	3	3	0	0	0	10.5
Playaway Audio New	33	28	4	1	0	0	0	8.3
Special Collection	13	12	1	0	0	0	0	0.0
Kit	5	3	1	0	1	0	0	13.0
MP3 Audiobook	2	2	0	0	0	0	0	0.0
Pamphlet	2	2	0	0	0	0	0	0.0
Blu-ray Hot	2	1	1	0	0	0	0	10.0
Seasonal AV	2	1	1	0	0	0	0	0.0
DVD-ROM	3	1	2	0	0	0	0	9.0
Scores / sheet music	1	0	1	0	0	0	0	9.0
DVD New	183	122	49	11	1	0	0	8.7
Book	13,462	11,554	641	350	485	129	303	18.0
DVD	1,294	1,012	187	59	29	2	5	10.8
Seasonal Book	26	13	7	4	2	0	0	12.5
CD	305	276	22	2	3	0	2	10.9
Large Print	240	218	6	5	10	0	1	15.1
Boxset	282	236	31	10	4	0	1	10.8
Multimedia Kit	105	89	9	5	1	0	1	10.1
CD Audiobook	164	150	5	4	1	0	4	11.7
Blu-ray	200	143	38	10	9	0	0	12.2
Videogame	146	91	34	8	9	0	4	12.6
Book New	2,479	1,851	331	130	114	26	27	14.1
Magazine	237	213	7	7	6	2	2	17.6
Videogame New	20	11	6	1	2	0	0	13.0
Large Print New	118	90	15	9	3	1	0	12.2
CD Audiobook New	68	62	3	2	1	0	0	11.8
Book Hot	188	102	54	19	11	2	0	12.3
Totals	19,939	16,547	1,517	659	697	167	352	15.6
Totals without hot and new	16,706	14,200	1,008	474	563	136	325	16.5

The Margin of Error is as high as 1.5 %



Park Ridge Public Library

TO: Library Board of Trustees
FROM: Angela Berger, Interim Library Director
DATE: February 12, 2021
SUBJECT: January 2021 Report

TOP INITIATIVES

- COVID-19 response and planning for reopening
- SY21 Budget
- Sprinkler project
- Fine-free reporting

HIGHLIGHTS

- Please see statistics pages for additional services and programs highlights.
- Due to COVID-19 required mitigations, the Library building remained closed to the public. Virtual and contact-free services continue.
- The Patron Services team continues to remain flexible during COVID by providing contact-free pickup appointments to patrons so they have access to physical materials. During the month of January we added additional appointments and were able to get all patrons scheduled less than 24 hours from when they contacted the Library to make an appointment.
- Adult and Children Services continue to assist Patron Services with contact-free pickup by volunteering to work on checkouts or picklist during busy periods.
- Teen Services Librarian Claire Griebler Bednar was promoted to Teen Services Supervisor; School Services Coordinator Lisa Winchell was promoted to Children's Services Supervisor.
- The Winter Reading Club continued through January. It will wrap up on February 28, 2021.
- Construction within the building to improve life safety measures continued throughout the month of January, but by the middle of the month the Children's Department was much more accessible to staff which greatly improved our ability to serve the families of Park Ridge.
- Reference staff continue to handle the phone calls for contact free holds pickups. Adult Services took 1,300 calls in January - 900 of those calls were about pickups.
- Technical Services: Overdrive bought the rights to Zinio digital magazines formerly obtained through RBdigital; Overdrive adjusted the initial lease price offer from \$25,000 down to \$10,000. With Overdrive we now have over 3,000 magazines available for unlimited, simultaneous use with no circulation caps.
- Maintenance staff performed preventive maintenance to facility; coordinated and moved the equipment, materials, and furniture to clear the areas for sprinkler project; Conducted meetings with GC, architect and subs regarding Sprinkler Project; Worked with CVI for Security Camera system configuration and new Low voltage cable project; Snow melt system contractor replaced faulty controller; walk-thru with Green Associates and the engineers from 20/10 for solutions to re-route the sprinkler pipes.

PROFESSIONAL DEVELOPMENT

- YSS Winter Workshop Series: Youth Programming in a Pandemic (1/13 & 1/14) – L. Winchell and C. Bednar
- Parent University Class through D64- Supporting the Family (Anxiety in Children) During COVID (1/27) – L. Winchell and C. Bednar
- Wizarding Without Transphobia webinar with Chris Rehs-Dupin with Transplaining and Go Camp Pro Webinar – M. McGuire
- G. Kottkamp E-Resources Marketing by Niche Academy and Organizational Tools We Love by Recharge; G. Kottkamp, L. Bochat and K. Green attended the CCS Simply Reports for Technical Services training
- Staff have been attending regular networking meetings that have been meeting virtually.

PROGRAMS AND SERVICES

Adult Services

- Adult programs included Chair Yoga (4 sessions, 251 attended); Library Pub Quiz (2 sessions, 118 attended); A Beginner's Guide to Plant Based Nutrition (50 attended); Job Searching in the time of COVID-19 (27 attended); Concert: All Request Piano Show (27 attended); and Book Discussion: I'm Still Here (14 attended).
- Provided Studio-to-Go craft kits (Finger Knit a Trivet, using a Creativebug video) 28 people picked up kits

Youth Services

- In December, 677 patrons attended 36 live programs
 - Live children's programs included: Kids' Yoga Break, Hello Baby, Storytime Live!, PJ Storytime Live!, Saturday Morning Live!, Fairy Tale and STEAM Fun on the Run, Directed Doodles, Virtual Book Bites, Sticky Fingers Family Cooking Class
 - Teen Programs included: Virtual Dungeons & Dragons, Virtual Middle School Book Club, Virtual Teen Trivia: The Office and Virtual VolunTeens
- In addition, Youth Services continued to provide passive programs including:
 - Pick-Me-Up Crafts – 4 crafts were offered and 652 kits were given out
 - Book Matches - Patrons fill out a form to request personalized suggestions of what to read next. YS Staff then work together to suggest titles - 14 matches for kids, 9 for teens
 - Book Bundles – Packs of 5 books of similar reading or interest levels bundled together for easy selection. In November we prepared: 51 bundles with 345 books

COMMUNITY OUTREACH

- 20 homebound deliveries; 77 items
- 31 book clubs; 261 books ordered
- Children's Services Staff filled 9 loans (253 items) to local preschools and daycares
- Teen Services filled 1 loan for a local middle school
- Teen Services virtually visited three schools to promote the Winter Reading Club to middle school students.

Fairy Tale Fun on the Run



Directed Doodles: WALRUS



PATRON FEEDBACK

I just want to do a "Shout Out" and recognize the great work you did for me during this Covid shutdown. You have gone beyond the call of duty!!! Often, I would call and ask if I can do my pickup early and it was always "yes." Yesterday, I mentioned to my daughter that I needed to do a pickup at 11:45 and again tomorrow. My daughter said "Call and ask if you could pick up all at the same time." I said No I have asked this poor library staff so many favors that they probably know my cell phone by heart! However, yesterday to my surprise, I had the videos I was to pick up today in my bag saving me a trip to the library!!!! Thank you from the bottom of my heart!! I will remember what you have done often during these difficult times. Fortunately, next week I will be in to browse. I miss the library a great deal. Even though I do Ebooks I still like to walk through and browse the titles.

Thank you for the fantastic STEAM class! The activities were a lot of fun; Miles really enjoyed it. Thank you for your excellent programs for children, we are so grateful to have the Children's librarians in Park Ridge.

I really appreciate the library staff's great effort to make sure I knew that contact-free pickup appointments are cancelled today because of the snowstorm. I received notification in three different forms, and I am so grateful for such diligence. Thank you for all the ways in which PRPL is such a wonderful community resource in these unique times!

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees
held via videoconference – February 9, 2021 at 7:00 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary;
(via videoconference) Stevan Dobrilovic, Treasurer; Alexandra Hanba; Josh Kiem; Michael Reardon; Joseph Steinfelds; Deepika Thiagarajan

Others Present: Angela Berger, Interim Library Director; Alyson Doubek, Library Finance Manager; Charlie Melidosian, Alderman, City of Park Ridge.

PUBLIC COMMENT

None.

CALL TO ORDER

Treasurer Dorbrilovic called the Budget & Finance Committee meeting to order at 8:12 p.m.

Trustee Steinfelds made a

MOTION: to approve the minutes of January 12, 2021

Trustee Hanba seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfelds, Thiagarajan

Motion passed.

Budget discussion

Finance Manager Doubek reviewed the stub year budget, which was based on 2/3 of the fiscal year for the 2021 budget. The current stub year budget is more detailed, it includes the salary plan with the merit pool amount of \$59,500 which includes a 2.9% merit increase, funding for community engagement and contingency. Adjustments were made to revenue, compared to what the City calculated. Highlights of the capital budget included items in the tech replacement including a firewall and server rack replacement. These are other possible carry-overs from FY21 to SY21 yet to be determined. There is \$35,000 for a new phone system which has been put on hold due to the leadership transition. There is also \$18,000 budgeted for a backup system, \$16,000 for a PA system and \$40,000 for the sound mitigation project in the Children's Services Department that was put on hold.

At the February 16th Board meeting, the Board will approve the final budget and it will be submitted to the City. It will then be presented at the March 10 City budget meeting, and in April the City will pass the budget ordinance.

Trustee Reardon recalled the discussion that occurred during the January, 2021 Personnel and Budget & Finance meetings, regarding the salary plan – he did not see anywhere in the minutes that the Board approved the budget for salary increases but did not approve a salary plan. He noted that it needs to be clear that although we have a budget, we do not have an approved salary plan, and details of a plan will be presented to the Board at a subsequent meeting.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees
held via videoconference – February 9, 2021 at 7:00 p.m.

Interim Director Berger said that she plans to come back to the Board with the Salary plan, merit increases are planned for May 1. Trustee Reardon wanted to make sure staff received their raises on time. Trustee Hanba agreed that it is important to stay on schedule as much as possible.

Trustee Reardon clarified that if increases were given last May then increases for May, 2021 need to be budgeted in the stub year.

Trustee Hanba asked how this would be done if benchmarking has not been updated? Interim Director Berger said these were concerns that Director Smith outlined in the salary memo she did before she left. The salary ranges had “not been aged or updated using 2020 survey results at the Board’s request due to supposed effects the pandemic may have on library salaries.” It was agreed that Trustee Hanba would meet with Finance Manager Doubek and Interim Director Berger to review the data and benchmarking. Trustee Hanba noted that the market may have changed since the pandemic, we will need to look at the ranges again given the economy.

President Rapisand made a

MOTION: to approve the SY21 Budget

Trustee Reardon seconded the motion.

Roll Call Vote: Yes: Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Not Present at Time of Vote: Burkum

Motion passed.

Trustee Kiem requested that the SY21 budget not be placed on the consent agenda for the Board Meeting.

It was determined that Treasurer Dobrilovic and President Rapisand would attend the City Budget hearing with Interim Director Berger, and will meet before to discuss the presentation

The meeting adjourned at 8:35 p.m.



Memorandum

Memo Date: December 21, 2020
From: Heidi Smith
Meeting Type: Budget & Finance Committee of the Whole
Meeting Date: February 9, 2021
Action Requested: For approval
Subject: SY21 draft budget

Budget Timeline:

January 19: Board approves salary plan for inclusion in annual budget
February 16: Board approves annual budget (submit to City)
March 10: Attend City budget hearing
April TBD: City passes budget ordinance
May 1: Start of SY21

FY21 Budget Assumptions:

City Services: (last reviewed October 2020)

The SY21 budget includes the assumption that the City of Park Ridge will continue to provide the following services to Park Ridge Public Library:

1. Administers and pays employer contributions for IMRF and FICA taxes for each Library employee
2. Administers and pays for Library insurance coverage for excess workers compensation, employee accident, public liability (all City board and commissions), and excess liability and property insurance for the Library building and City parking lot adjacent to the Library
3. Provides general banking for co-mingled funds in operating account only; provides check printing services and financial accounting software
4. Provides general human resources support including maintenance of official personnel records of Library employees
5. Processes payroll of Library employees including software licensing fees for payroll software
6. Administers employee benefits program including health, dental, vision, life insurance, 457 plans and employee assistant program
7. Includes Library in City gas and electric utilities franchise agreements as well as any other benefits the City received to the extent permitted by such franchises and applicable law
8. Waives costs for water and sewer services
9. Administers and pays for garbage removal
10. Maintains City Commons (grounds surrounding Library building) including but not limited to: the drainage system, landscaping, fence and planters
11. Provides snow removal services in City parking lot adjacent to the Library and public sidewalks including Library staff parking area
12. Provides maintenance, gas and insurance for the Library van (replacement would be purchased by Library)

Note: Changes in service may need to be addressed with a budget transfer/amendment by one or both of the organizations involved.

Compensation Philosophy: (last discussed February 2020)

Park Ridge Public Library recognizes the essential role staff has in furthering the mission and vision of the Library and in achieving the Library's strategic goals. The Board of Trustees and Administration are committed to maintaining an internally equitable and externally competitive compensation structure that will enable the Library to recruit and retain a staff of highly proficient and qualified employees and reward high-performing employees at all levels.



Memorandum

Park Ridge Public Library will establish and maintain pay ranges based upon internal equity and externally competitive guidelines with a base pay minimum and maximum for all pay ranges.

1. Internal equity refers to the constant effort to ensure that pay is managed fairly across all employee pay ranges. Staff will be paid within the pay range for the pay grade of their position.
2. In determining an employee's rate of compensation within their assigned pay range, Administration may consider the employee's performance, contribution, education, experience, and the requirements for the position.
3. Merit increases will be reviewed annually. Merit increases or one-time rewards may be awarded to staff who demonstrate satisfactory job performance in their annual performance review and attain performance goals set forth in the prior year's annual performance review.
4. The Library seeks to provide competitive salaries across all jobs—defined as sufficiently close to the median of the local library competitor market to continue to attract and retain superior staff.

The Library's compensation structure includes competitive benefits for eligible staff including: health, dental, vision and life insurance; paid time off and paid holidays; and enrollment in the Illinois Municipal Retirement Fund. Training is available and encouraged for all positions.

1. Individual employee's eligibility for benefits is dependent on hours worked, length of service, and other factors. Not all employees qualify for all benefits offered.
2. The Library seeks to ensure that benefits are offered and managed fairly across all jobs.
3. The Library encourages employees in developing and maintaining competitive skill levels through support of training initiatives and learning opportunities, ensuring that necessary skill sets are developed. The Library endeavors to allow time and financial support to enable staff to attend approved training.

Revenues

(A) Tax Revenue

- a. Budgeted SY21 property tax revenue at 98.3% (net) per City practice; more accurate budget for what will likely be collected; budget for 8 month SY21 includes the 2nd installment of the 2020 levy
- b. PPRT (Personal Property Replacement Tax) are revenues collected by the State of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away; Illinois Department of Revenue (IDOR) estimated a 17.4% decrease over last year
- c. Did not budget funds for collection of previous year's property taxes per K. Zabinski, consultant

(B) Miscellaneous: Includes proctoring fees, copier proceeds, meeting room fees, non-resident fees for program attendance and computer use, business use fees, and promotional items sales, collection agency proceeds, etc.

(C) Gift revenue: Includes Friends request for \$9,515

Operating Expenditures

UNLESS OTHERWISE NOTED, SY21 BUDGET IS AN EXTENSION OF THE FY2021 BUDGET, WITH NO INCREASES, PRORATED TO AN 8 MONTH PERIOD.

(1) Salaries:

- a. Salaries are calculated by spreadsheet with each position, hourly rate and hours by department
- b. Proposed salary plan for approval in January includes \$59,500 merit pool, \$20,000 for Engagement and \$13,000 in contingency (i.e. new Director's salary negotiation)

(2) Employee Benefits:

- a. Budgeted amounts provided by City Finance Department
- b. Includes \$1,100 for general staff appreciation with \$650 from Friends request

(3) Data Processing:



Memorandum

- a. CVI (managed IT) contract will remain at FY2021 budget amount for 8 months; contract expires August 2021
- b. Budgeted 0% increases for CCS (local consortium) for 12 months and OCLC (global cooperative) contracts for 8 months
- c. Maintained American Eagle (website) monthly service rate for 8 months
- (4) Building Maintenance:
 - a. Includes 0% overall increase
 - b. This category of expenses includes \$33,300 unexpected repairs
 - c. Plus \$20,000 for duct cleaning
 - d. *Note: \$20,000 for door lock project (phase 1 in FY20) May need to carry over from FY2021 to SY2021*
- (5) Membership, Recruiting and Training:
 - a. Reduced from FY2021 to SY21 for virtual conference registrations
 - b. Included \$5,000 to support 4-6 staff in-service sessions annually
- (6) Equipment Rental:
 - a. RFID agreements remain at FY2021 budget amount and are the full annual renewal amount
 - b. Includes \$20,000 for copier lease
- (7) Consulting:
 - a. Includes 5 weeks for Berger contract in SY2021 and \$4,500 for additional consulting needs
 - b. *Note: Capital needs assessment final payment may carry over FY2021 to SY2021*
 - c. *Note: Bradbury Miller contract final payment may carry over from FY2021 to SY2021*
- (8) Public Relations:
 - a. Included additional \$15,000 for new signage based on initial quote; adopted phased plan over FY20, 21; funded by Per Capita 2021
 - b. *Note: \$15K for signage in FY2021 funded by Per Capita 2020 may carry over from FY2021 to SY21*
- (9) General Contractual:
 - a. Budgeted 0% overall increase
 - b. \$8,400 for annual audit
- (10) Special Counsel: Budget reduced for SY21
- (11) Supplies:
 - a. Budgeted 0% increase overall
 - b. Included \$33,650 for 3rd floor meeting room furniture and addressing storage and space issues with The Loft and Children’s Department services desk funded by Per Capita 2021
 - c. *Note: \$3K for Adult Computer Lab dividers may carry over from FY2021 to SY21*
 - d. *Note: \$25K for display fixtures for Reference, Reader Services, Children’s and Loft (Per Capita 2020) may carry over FY2021 to SY21*
- (12) Collections: Budgeted 0% increase
- (13) Non-capital technology purchases (software, keyboard, etc.): Decreased based on FY2021 spending

Capital Budget

Technology Replacement: \$10,000

- 1. Firewall, UPS and PDU server racks replacement
- 2. Does not include purchase of new copiers; considering leasing/purchase options for SY2021

Capital Projects: \$0

Potential carryovers for completion from FY2021 to **SY21**

- 1. Phone system \$35,000
- 3. Back- up system \$18,100
- 4. Replacement PA system \$16,900



Memorandum

5. Youth Services sounds project \$40,000

Restrictions

The financial consultant recommended Board restrictions for Technology, Capital and Gift reserves.

Requested Motion: Approve the SY 21 budget as presented

Attachments:

- Updated SY21 draft summary budget
- Updated SY21 draft detail budget

Park Ridge Public Library
Consolidated YTD Revenue and Expenditures - Draft
Library Fund

REVENUE ACCOUNTS	FY20 ACTUAL	FY 21 REVISED BUDGET	FY 21 YTD ACTUAL AS OF JANUARY	FY 21 FORECAST	SY PROPOSED BUDGET
Local Government Taxes	\$ 2,589,781	\$ 4,165,813	\$ 2,022,620	\$ 4,210,313	\$ 1,767,135
Per Capita State Grant	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850
Other Receipts	\$ 130,737	\$ 110,850	\$ 32,249	\$ 78,350	\$ 55,848
TOTAL REVENUE	\$ 2,767,368	\$ 4,323,513	\$ 2,101,719	\$ 4,335,513	\$ 1,869,833

ACCOUNT #	OPERATING ACCOUNTS	FY20 ACTUAL	FY 21 REVISED BUDGET	FY 21 YTD ACTUAL AS OF JANUARY	FY 21 FORECAST	SY PROPOSED BUDGET
9100	Salaries	\$ 2,163,382	\$ 2,341,539	\$ 1,519,200	\$ 2,238,647	\$ 1,620,674
9210	Employee Benefits	\$ 402,942	\$ 338,116	\$ 248,718	\$ 332,116	\$ 152,705
9317	Data Processing	\$ 239,558	\$ 255,000	\$ 190,884	\$ 242,250	\$ 197,033
9321	Building Maintenance	\$ 91,680	\$ 172,500	\$ 60,400	\$ 126,345	\$ 114,999
9324	Membership, Recruiting, Training	\$ 35,235	\$ 33,500	\$ 4,339	\$ 18,425	\$ 15,333
9351	Equipment Rental	\$ 7,330	\$ 24,500	\$ 7,061	\$ 8,075	\$ 26,999
9359	Consulting Services	\$ 19,485	\$ 65,000	\$ 22,953	\$ 25,000	\$ 15,000
9360	Public Relations	\$ 32,924	\$ 46,500	\$ 9,780	\$ 45,570	\$ 42,500
9385	General Contractual	\$ 70,689	\$ 123,500	\$ 52,315	\$ 90,610	\$ 105,166
9416	Audit	\$ -	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200
9425	Special Counsel	\$ 20,001	\$ 25,000	\$ 4,228	\$ 20,000	\$ 16,667
9510	Supplies	\$ 79,928	\$ 179,500	\$ 28,705	\$ 102,848	\$ 74,384
9511	Staff Appreciation	\$ -	\$ 1,650	\$ 1,283	\$ 1,650	\$ 1,100
9520	Computer Materials	\$ -	\$ 30,000	\$ 26,188	\$ 30,000	\$ 12,000
9540	Library Resources	\$ 526,899	\$ 650,500	\$ 431,121	\$ 635,150	\$ 481,833
	Total Operating Budget	\$ 3,690,053	\$ 4,295,005	\$ 2,615,376	\$ 3,924,886	\$ 2,884,593
	Capital Projects Budget					
9901	Machinery and Equipment	\$ 75,000	\$ 30,000	\$ 28,832	\$ 28,832	\$ -
9908	Computer Equipment	\$ -	\$ 70,000	\$ -	\$ 70,000	\$ 10,000
9963	Building Repairs	\$ 262,303	\$ 1,182,877	\$ 28,104	\$ 895,583	\$ -
	Total Capital Projects Budget	\$ 337,303	\$ 1,282,877	\$ 56,936	\$ 994,415	\$ 10,000
	TOTAL EXPENDITURES	\$ 4,027,356	\$ 5,577,882	\$ 2,672,312	\$ 4,919,301	\$ 2,894,594
	LIBRARY SURPLUS (DEFICIT)	\$ (1,259,988)	\$ (1,254,369)	\$ (570,593)	\$ (583,788)	\$ (1,024,761)

Library Fund

FUND OBJECT	DESCRIPTION	FY20 ACTUAL	FY21 REVISED BUDGET	FY21 YTD ACTUAL AS OF JANUARY	FY21 FORECAST	SY21 PROPOSED BUDGET	SY21 NOTES
201	Library Revenues						
201 811000	PROPERTY TAX CURRENT	\$ 2,492,506	\$ 4,127,470	\$ 1,976,708	\$ 4,171,970	\$ 1,735,464	2nd installment. 98.3% net per City practice
201 812000	PROPERTY TAX PRIOR	\$ 24,567	\$ -	\$ 4,574	\$ -	\$ -	- Advised not to budget
201 831500	PERS PROP REPLACE TAX	\$ 72,708	\$ 38,343	\$ 41,338	\$ 38,343	\$ 31,671	IL Dept of Revenue estimated 17.4% decrease over last year
201 833000	STATE GRANTS	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	
201 854000	LIBRARY OTHER	\$ 35,218	\$ 45,000	\$ 1,050	\$ 15,000	\$ 15,000	Decrease due to COVID
201 854001	LIBRARY MAKERSPACE	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,000	
201 872000	INTEREST ON INVESTMENTS	\$ 18,931	\$ 10,000	\$ 1,999	\$ 5,000	\$ 3,333	
201 875500	CONTRIBUTIONS	\$ -	\$ 11,350	\$ 13,198	\$ 13,850	\$ 9,514	
201 877000	MISCELLANEOUS	\$ 76,251	\$ 40,000	\$ 16,001	\$ 40,000	\$ 25,000	Decrease due to Fine Free Trial
201 877007	PROMOTIONAL ITEMS REV	\$ 337	\$ 1,500	\$ -	\$ 1,500	\$ 1,000	
201 877500	COLLECTION AGENCY-MISC	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,000	
TOTAL LIBRARY REVENUES		\$ 2,767,368	\$ 4,323,513	\$ 2,101,719	\$ 4,335,513	\$ 1,869,833	0% Levy Increase
2015011	Library Administration						
2015011 910000	REGULAR SALARIES	\$ 342,959	\$ 305,150	\$ 235,333	\$ 324,441	\$ 263,538	
2015011 910010	SAL/LIBRARIANS	\$ -	\$ -	\$ -	\$ -	\$ -	
2015011 921000	EMP BNFTS-PPO	\$ 257,140	\$ 209,759	\$ 157,319	\$ 209,759	\$ 100,435	Benefit values provided by City Finance
2015011 921001	EMP BNFTS-HMO	\$ 106,435	\$ 95,367	\$ 71,525	\$ 95,367	\$ 42,868	Benefit values provided by City Finance
2015011 921002	EMP BEFTS-LIFE	\$ 2,819	\$ 2,970	\$ 2,228	\$ 2,970	\$ 980	Benefit values provided by City Finance
2015011 921003	WORKERS COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -	
2015011 921004	UNEMPLOYMENT	\$ 11,532	\$ 7,000	\$ 381	\$ 1,000	\$ 1,000	
2015011 921005	EMP BNFTS-DENTAL	\$ 23,390	\$ 21,535	\$ 16,151	\$ 21,535	\$ 6,859	Benefit values provided by City Finance
2015011 921009	EMP BNFTS-PROGRAMMING	\$ 1,626	\$ 1,485	\$ 1,114	\$ 1,485	\$ 563	Benefit values provided by City Finance
2015011 921099	WORKERS COMP	\$ -	\$ -	\$ -	\$ -	\$ -	
2015011 931700	LIB DATA PROC SV	\$ 156,460	\$ 165,000	\$ 117,001	\$ 156,750	\$ 112,200	Three quarterly payments
2015011 932400	LIB MEMBER DUES	\$ 4,809	\$ 6,000	\$ 1,175	\$ 3,300	\$ 3,333	
2015011 932900	LIB MED EXAM	\$ -	\$ -	\$ -	\$ -	\$ -	
2015011 933100	LIB RECRUIT & TESTING	\$ 1,292	\$ 2,500	\$ 922	\$ 1,375	\$ 2,000	
2015011 933800	CONFERENCES & TRAINING	\$ 29,134	\$ 25,000	\$ 2,242	\$ 13,750	\$ 10,000	Conferences are all virtual
2015011 935100	EQPT RNTL-MAINTENANCE	\$ 5,553	\$ 22,500	\$ 5,371	\$ 6,075	\$ 5,667	
2015011 935101	EQPT RNTS-LEASE PAYMENTS	\$ -	\$ -	\$ -	\$ -	\$ 20,000	Copy machines
2015011 935102	EQPT RNTL-POSTAGE MACHINE	\$ 1,777	\$ 2,000	\$ 1,690	\$ 2,000	\$ 1,332	
2015011 935900	LIB CONSULT SERV	\$ 19,485	\$ 65,000	\$ 22,953	\$ 25,000	\$ 15,000	Library consulting service and Interim Director
2015011 936000	PUBLIC RELATIONS	\$ 16,695	\$ 30,500	\$ 4,697	\$ 29,890	\$ 30,500	15K is signage Per Capita 2021
2015011 936001	PUBLIC RELATIONS NEWSLETTER	\$ 16,229	\$ 16,000	\$ 5,083	\$ 15,680	\$ 12,000	Based on 8 months - 2/3 of the year
2015011 937800	LIB BNK SERV CHG	\$ 3,005	\$ 3,500	\$ 1,874	\$ 2,520	\$ 2,333	
2015011 937900	LIB INSURANCE	\$ 6,328	\$ 7,500	\$ 7,090	\$ 7,090	\$ 7,500	Insurance is due November and December
2015011 938501	GNL CNTRL SVC/TELEPHONE	\$ 9,706	\$ 12,500	\$ 7,731	\$ 9,000	\$ 8,333	
2015011 938502	GNL CNTRL SVC/POSTAGE	\$ 8,728	\$ 14,500	\$ 5,775	\$ 10,440	\$ 9,667	
2015011 938503	GNL CNTRL SVC/INTERNET	\$ 9,680	\$ 12,500	\$ 6,450	\$ 9,000	\$ 8,333	
2015011 938504	GNL CNTRL SVC/PRINTING	\$ 5,994	\$ 11,500	\$ 120	\$ 8,280	\$ 6,000	
2015011 938506	GNI CNTRL SVC/BIBLIOTHECA	\$ -	\$ -	\$ -	\$ -	\$ 22,000	Annual maintenance contract
2015011 941600	AUDIT FEES	\$ -	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	Auditors confirmed
2015011 942500	GENERAL COUNSEL	\$ 20,001	\$ 25,000	\$ 4,228	\$ 20,000	\$ 16,667	
2015011 951001	OFF SPLS-PHOTOCOPY	\$ 3,614	\$ 7,500	\$ 2,832	\$ 4,200	\$ 3,333	
2015011 951002	OFF SPLS-OTHER SUPPLIES	\$ 6,421	\$ 5,800	\$ 1,579	\$ 3,248	\$ 3,867	
2015011 951003	OFF SPLS FURNISHINGS	\$ 49,659	\$ 127,000	\$ 6,398	\$ 71,120	\$ 38,650	2021 Per Capita
2015011 951100	LIBRARY SUPPLIES	\$ 1,319	\$ 2,500	\$ 15	\$ 1,400	\$ 1,667	
2015011 951103	STAFF APPRECIATION	\$ -	\$ 1,650	\$ 1,283	\$ 1,650	\$ 1,100	
2015011 952000	MATERIALS	\$ -	\$ 30,000	\$ 26,188	\$ 30,000	\$ 12,000	Decrease due to COVID

2015011 990800	COMPUTER EQUIPMENT	\$ -	\$ 70,000	\$ -	\$ 70,000	\$ 10,000	Update Firewall
Total Library Administration		\$ 1,121,790	\$ 1,317,416	\$ 724,949	\$ 1,166,525	\$ 787,925	

Library Fund

FUND OBJECT	DESCRIPTION	FY20 ACTUAL	FY21 REVISED BUDGET	FY21 YTD ACTUAL AS OF JANUARY	FY21 FORECAST	SY21 PROPOSED BUDGET	SY21 NOTES
<u>2015012</u> Library Facility							
2015012 910000	REGULAR SALARIES	\$ 138,134	\$ 176,883	\$ 109,103	\$ 166,270	\$ 117,615	
2015012 932103	BLDG MNT CNTR-GENL MAINT	\$ 50,825	\$ 101,000	\$ 35,382	\$ 75,750	\$ 67,333	
2015012 932104	BLDG MNT CNTR-ELEV MAINT	\$ 2,055	\$ 6,500	\$ 2,824	\$ 4,095	\$ 4,333	
2015012 932105	BUDG MNT CNTR-HVAC EQUIP	\$ 18,853	\$ 30,500	\$ 8,640	\$ 19,215	\$ 20,333	Duct Cleaning
2015012 952100	BUILDING SUPPLIES	\$ 12,926	\$ 19,500	\$ 7,104	\$ 12,285	\$ 13,000	
2015012 955000	NATURAL GAS	\$ 7,021	\$ 15,000	\$ 6,450	\$ 15,000	\$ 10,000	
2015012 990100	MACHINERY AND EQUIPMENT	\$ -	\$ 30,000	\$ 28,832	\$ 28,832	\$ -	
2015012 990400	MOTOR EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	
2015012 996300	BUILDING REPAIRS	\$ 262,303	\$ 1,182,877	\$ 28,104	\$ 895,583	\$ -	Sprinkler Project will be Carryover \$700K
Total Library Facility		\$ 492,117	\$ 1,562,260	\$ 226,439	\$ 1,217,030	\$ 232,614	
<u>2015013</u> Library Technical Services							
2015013 910000	REGULAR SALARIES	\$ 291,453	\$ 293,025	\$ 209,890	\$ 275,444	\$ 197,077	
2015013 910010	SAL/LIBRARIANS	\$ -	\$ -	\$ -	\$ -	\$ -	
2015013 931702	DATA PROCESSING/OCLC	\$ 12,208	\$ 15,500	\$ 12,703	\$ 14,725	\$ 10,333	
2015013 935100	EQPT RNTL-MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -	
2015013 949300	TRANSFER OUT	\$ -	\$ -	\$ -	\$ -	\$ -	
2015013 951100	LIBRARY SUPPLIES	\$ 8,380	\$ 19,500	\$ 8,548	\$ 10,920	\$ 13,000	
2015013 990100	MACHINERY & EQUIPMENT	\$ 75,000	\$ -	\$ -	\$ -	\$ -	
Total Library Technical Services		\$ 387,041	\$ 328,025	\$ 231,140	\$ 301,089	\$ 220,410	
<u>2015014</u> Library Adult Reference							
2015014 910000	REGULAR SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -	
2015014 951100	LIBRARY SUPPLIES	\$ 195	\$ -	\$ -	\$ -	\$ -	
2015014 954001	LIB RSRCS-ADULT BOOKS	\$ 62,286	\$ -	\$ -	\$ -	\$ -	
2015014 954003	LIB RSRCS-PERIODICALS	\$ 18,241	\$ -	\$ -	\$ -	\$ -	
2015014 954006	LIB RSRCS-MICROFILM	\$ 565	\$ -	\$ -	\$ -	\$ -	
2015014 954010	LIB RSRCS-CD ROM	\$ 120,864	\$ -	\$ -	\$ -	\$ -	
Total Library Adult Reference		\$ 202,151	\$ -	\$ -	\$ -	\$ -	
<u>2015015</u> Library Youth Services							
2015015 910000	REGULAR SALARIES	\$ 499,489	\$ 549,054	\$ 310,569	\$ 516,111	\$ 348,590	
2015015 915200	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	
2015015 938506	GNL CNTRL SVC/PROGRAM	\$ 15,439	\$ 31,500	\$ 12,665	\$ 22,680	\$ 21,000	Friends of the Library and Marion's Mark
2015015 951100	LIBRARY SUPPLIES	\$ 4,918	\$ 5,500	\$ 1,243	\$ 3,080	\$ 3,667	
2015015 954002	LIB RSRCS-CHILDREN BOOKS	\$ 95,435	\$ 75,000	\$ 66,592	\$ 75,000	\$ 50,000	
2015015 954003	LIB RSRCS-PERIODICALS	\$ 1,466	\$ 1,500	\$ 75	\$ 1,500	\$ 1,000	
2015015 954004	LIB RSRCS-RECORDING	\$ 13,445	\$ 19,000	\$ 7,536	\$ 19,000	\$ 12,667	
2015015 954005	LIB RSRCS-AUDIO VISUAL	\$ 17,198	\$ 24,000	\$ 5,084	\$ 24,000	\$ 16,000	
2015015 954008	LIB RSRCS-MISCELLANEOUS	\$ 2,215	\$ 3,000	\$ -	\$ 3,000	\$ 2,000	
2015015 954010	LIB RSRCS-CD ROM	\$ 3,457	\$ 6,000	\$ 1,907	\$ 5,100	\$ 4,000	
2015015 954012	LIB RSRCS-E-BOOK	\$ -	\$ 10,500	\$ 5,227	\$ 10,500	\$ 7,000	
2015015 954015	LIB RSRCS-RECORD	\$ -	\$ 5,000	\$ 539	\$ 4,250	\$ 3,333	
2015015 954019	LIB RSRCS-CHILDREN	\$ -	\$ 36,500	\$ 21,364	\$ 32,850	\$ 24,333	
Total Library Children's Services		\$ 653,061	\$ 766,554	\$ 432,801	\$ 717,071	\$ 493,590	

Library Fund

FUND OBJECT	DESCRIPTION	FY20 ACTUAL	FY21 REVISED BUDGET	FY21 YTD ACTUAL AS OF JANUARY	FY21 FORECAST	SY21 PROPOSED BUDGET	SY21 NOTES
2015016	<u>Library Patron Services</u>						
2015016 910000	REGULAR SALARIES	\$ 378,782	\$ 465,530	\$ 304,824	\$ 437,598	\$ 309,662	
2015016 931701	DATA PROCESSING	\$ 70,890	\$ 74,500	\$ 61,180	\$ 70,775	\$ 74,500	CCS payments May, August and November
2015016 951100	LIBRARY SUPPLIES	\$ 3,238	\$ 7,200	\$ 6,816	\$ 7,200	\$ 7,200	Increase due to COVID
	Total Library Circulation	\$ 452,910	\$ 547,230	\$ 372,820	\$ 515,573	\$ 391,362	
2015017	<u>Library Adult Services</u>						
2015017 910000	REGULAR SALARIES	\$ 512,565	\$ 551,897	\$ 349,481	\$ 518,783	\$ 384,192	
2015017 938506	GNL CNTRL SVC/PROGRAM	\$ 11,809	\$ 30,000	\$ 10,610	\$ 21,600	\$ 20,000	
2015017 938507	GNL CNTRL SVC/YA PROGRAMS	\$ -	\$ -	\$ -	\$ -	\$ -	
2015017 951100	LIBRARY SUPPLIES	\$ 2,184	\$ 3,000	\$ 1,274	\$ 1,680	\$ 2,000	
2015017 951102	LIBRARY SUPPLIES	\$ -	\$ 1,500	\$ -	\$ -	\$ 1,000	
2015017 954001	LIB RSRCS-ADULT BOOKS	\$ 52,545	\$ 64,000	\$ 44,385	\$ 64,000	\$ 42,667	
2015017 954003	LIB RSRCS-PERIODICALS	\$ -	\$ 18,000	\$ 2,135	\$ 15,300	\$ 12,000	
2015017 954004	LIB RSRCS-RECORDING	\$ 21,613	\$ 16,000	\$ 11,210	\$ 16,000	\$ 10,667	
2015017 954005	LIB RSRCS-AUDIO VISUAL	\$ 33,438	\$ 40,500	\$ 26,693	\$ 36,450	\$ 27,000	
2015017 954006	LIB RSRCS-NICRO	\$ -	\$ 2,000	\$ 1,385	\$ 2,000	\$ 1,333	
2015017 954010	LIB RSRCS-CD ROM	\$ -	\$ 2,000	\$ 962	\$ 2,000	\$ 1,333	
2015017 954011	LIB RSRCS-MWL	\$ 21,156	\$ 22,000	\$ 3,796	\$ 18,700	\$ 14,667	
2015017 954012	LIB RSRCS-E-BOOKS	\$ 61,137	\$ 84,500	\$ 58,320	\$ 84,500	\$ 59,500	
2015017 954013	LIB RSRCS-YA GAMES	\$ 1,838	\$ -	\$ -	\$ -	\$ -	
2015017 954015	LIB RSRCS-RECORD	\$ -	\$ 8,000	\$ 1,362	\$ 8,000	\$ 5,333	
2015017 954017	LIB RSRCS-ADULT	\$ -	\$ 78,000	\$ 48,230	\$ 78,000	\$ 52,000	
2015017 954018	LIB RSRCS-ONLINE	\$ -	\$ 135,000	\$ 124,321	\$ 135,000	\$ 135,000	Kept level due to COVID
	Total Library Readers Services	\$ 718,286	\$ 1,056,397	\$ 684,163	\$ 1,002,013	\$ 768,693	
TOTAL LIBRARY FUND EXPENDITURES		\$ 4,027,356	\$ 5,577,882	\$ 2,672,312	\$ 4,919,301	\$ 2,894,594	
LIBRARY SURPLUS (DEFICIT)		\$ (1,259,988)	\$ (1,254,369)	\$ (570,593)	\$ (583,788)	\$ (1,024,761)	

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Building and Grounds Committee of the Whole Meeting of the Board of Trustees
held via videoconference – February 9, 2021 at 7:00 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary;
(via videoconference) Stevan Dobrilovic, Treasurer; Alexandra Hanba; Josh Kiem; Michael Reardon; Joseph Steinfelds; Deepika Thiagarajan

Others Present: Angela Berger, Interim Library Director; Alyson Doubek, Library Finance Manager,
Andrew Jose, Green & Associates, Charlie Melidosian, Alderman, City of Park Ridge.

PUBLIC COMMENT

None.

Call to Order

Committee Chair Reardon called the Building and Grounds Committee meeting to order at 7:04 p.m.

Secretary Somheil made a

MOTION: to approve the minutes of January 12, 2021

Trustee Steinfelds seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfelds, Thiagarajan

Motion passed.

Update on sprinkler project, approval of Change Orders

Mr. Jose of Green Associates provided an update on the sprinkler project and reviewed change orders to date. Change Order 1, which revised the date of substantial completion to 2/5/21 due to delays in project award was executed.

Mr. Jose explained that Change Order 2 is pending. This covers fire alarm system changes required by the Park Ridge fire marshal. The Board requested Mr. Jose speak to the fire marshal to confirm that no further changes would be needed on the project. While Mr. Jose was unable to obtain that, the fire marshal did approve the final permit alarm drawings and the permit has been issued. He requested the Board's approval of Change Order 2.

Trustee Kiem made a

MOTION: to approve Change Order 2 of the Sprinkler Project in the amount of \$10,158

Vice President Burkum seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfelds, Thiagarajan

Motion passed.

Mr. Jose stated that Change Order 3 has been executed. Change Order 4 involves accommodations for sprinkler pipe routing. He received preliminary pricing from the contractor today, but they are still negotiating. He will have this ready for the Board's review at next week's meeting. Committee Chair Reardon requested that Interim Director Berger make sure this item is on the agenda for next week.

Change Order 5 includes miscellaneous electrical work; changing some fixtures that were supposed to be recessed – after demo discovered they could not be recessed, must be flush mounted. The amount of this change order is \$1,327.70 taken from allowance with no cost change to the contract.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Building and Grounds Committee of the Whole Meeting of the Board of Trustees
held via videoconference – February 9, 2021 at 7:00 p.m.

Trustee Kiem made a

MOTION: to approve Change Order 5 of the Sprinkler Project in the amount of \$1,327.70

Vice President Burkum seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

Mr. Jose presented Change Order 6 which changes the date of substantial completion. The Board had discussed this at a previous meeting and thought the proposed date could be moved up, urging that it was important to complete the project to allow patrons to return to the Library. Mr. Jose reviewed schedule with contractor, stressing where progress had been made and urged them to review timeline. The critical path work is the fire protection piping; work has been underway on that project since December and is more than half done. The contractor agreed to set the date of completion as May 28, 2021. Mr. Jose is still hoping to improve on that timeline, especially once Change Order 4 is approved.

Trustee Kiem stated he was less concerned with substantial completion of the entire project as opposed to getting work completed within the building. If there is a tradeoff to getting interior work completed first, he asked that the contractor please consider that. Mr. Jose confirmed that interior will be completed ahead of exterior work. President Rapisand agreed that her main concern is patron access to the building. Mr. Jose offered that at the next meeting he could break out interior/exterior completion dates.

President Rapisand made a

MOTION: to approve Change Order 6 which revised the date of substantial completion to May 28, 2021

Trustee Kiem seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

Mr. Jose reviewed Construction Change Directive 1, which has been executed, no action needed. Regarding excavation, it will occur at the beginning of April to avoid issues with frost and having to do a temporary patch in the pavement. He indicated that they hope to have the IDOT permit for work on Touhy at that time and all work can be completed at once. He expects the total duration of exterior work will be 3 weeks. Then they will still have the full month of May as a buffer if they run into any issues with the exterior work. The potential maximum cost is \$53,000.

Trustee Kiem asked why Touhy was mentioned, his understanding was that the connection was going through Summit. Mr. Jose replied that the line had to be disconnected at Touhy which required the IDOT permit.

Mr. Jose moved on to the Board's request that they keep track of soil testing cost against the included contingency. While costs are not totaled in the reduction in contingency in the contract, these numbers are also tracked to be consistent with changes in the contract. He noted that once excavation begins, there could be a potential need to address underground utilities if there is something in the way of the watermain. He doesn't anticipate anything but wanted to point that out.

Mr. Jose presented to the Board an asbestos abatement matter that had arisen. In preparing for the work on the sprinkler system, they performed testing in areas of the first floor ceiling and identified some piping insulation that contains asbestos. He said that it does not need to be disturbed to perform the work as part of this project, and can be abandoned in place. However, now that it is exposed, the Library has the opportunity to do full abatement. The environmental consultant performed testing and identified areas where abatement would need to occur. They received proposals from three abatement contractors to remove asbestos.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Building and Grounds Committee of the Whole Meeting of the Board of Trustees
held via videoconference – February 9, 2021 at 7:00 p.m.

The lowest bid received is from CEC Environmental in the amount of \$6,450. There is also alternate work to be performed in the amount of \$2,700 that can be added to the project. There is piping insulation above the two small bathrooms in children's services area. That piping insulation is above a drywall ceiling which would require additional demo and patching. He noted that there had been discussion of renovating those bathrooms in the future and the Board could choose to do the work at that time instead.

Mr. Jose reviewed the floor plan indicating which areas were under the base bid and what would be included in the alternate, with the total contract amount of \$9,150. Committee Chair Reardon noted that there was also a fee for the environmental consultant, Ramboll. Their fee for the base bid is \$4,400, and the fee for alternate work is \$1,200. The consultant conducts air testing control samples and performs project management on-site, is responsible for paperwork, and notifications to governmental agencies that need to be notified of the work.

In order to begin execution of work they must provide 10 day notice. After the notice, contractor can begin work. No lead time is needed, they can perform work right away. This will delay the other work only a few days. Most of the areas are in accessible ceilings where tiles can be removed and put back by contractor themselves.

He explained the Board needs to decide – do they want to abandon in place the asbestos-containing piping insulation with the potential of doing it in a subsequent project, or do they want to do the abatement now, and if so, do they also want to do the alternate work?

Committee Chair Reardon pointed out that the information from the testing company says the areas must be remediated. Mr. Jose replied that at the time the testing was originally performed, the contractor thought they had to connect to piping with asbestos containing piping insulation. If they don't have to disturb it, it does not have to be removed. Committee Chair Reardon noted that the memo stated "some of the pipe insulation was damaged with ACM debris observed laying on top of the drop ceiling." Mr. Jose explained that when ceilings are accessed there is risk to disturbing asbestos-containing material. It can be kept in place as long as it's not friable (disintegrating of its own accord). He can confirm this and revisit at Board meeting.

President Rapisand asked if this was something that would have been found in previous renovation? Mr. Jose replied that he was not involved in that project and was not sure how much work was done on piping. He is aware the first floor and second floor restrooms were done at that time. He said there is potential that it could have been discovered, but was not required to remove if it is not friable.

Trustee Steinfels asked if there was any proposed impact on the timeline or access to the Library if abatement was to move forward? Mr. Jose replied that the delay to the construction project would be at the most a few days (3-5 days). The majority of areas are accessible ceilings. The general contractor can proceed with regular work as scheduled. There will be additional work with the alternate option. The work will also involve additional coordination by Mr. Priala and impact staff in moving departments around, and possible disruption of staff.

Trustee Hanba said that given the opportunity to remove, with the impact being just a few days, and that this would protect staff and patrons she supports doing this.

Trustee Steinfels asked if there was a concern that additional asbestos could be found? Mr. Jose said that they did look at entire first floor ceiling. There are some areas that are still enclosed where they have not done demo work. Most areas were opened in the last project. There is a report from prior projects of the assessment that was done. There is potential for additional asbestos containing piping insulation.

Trustee Kiem said that when asbestos was discovered in the tile in a staff area during the renovation, they closed the Library to employees and the public while it was abated out of an abundance of caution. He asked if there is a

MINUTES

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way to know how long this would take or if they could compress the amount of time, or if it was possible not to have to close the library. Mr. Jose said he will bring that up with environmental consultant and report that at the next Board meeting.

Trustee Steinfels asked if it was a safety issue. If it is ok to leave – abandon in place – does it create a safety risk? If yes, it should go, if not is it necessary? Mr. Jose replied that he will ask the environmental consultant.

Committee Chair Reardon requested that an assessment of safety concerns and outline of financial costs be provided at least a couple of days before the next Board meeting.

Interim Director Berger asked if there were additional costs in terms of construction? Mr. Jose said that there were including patching the drywall ceilings in the alternate area at an estimated cost of \$2-3000. No additional work is required in the base area.

Committee Chair Reardon said the Board needs to know the entirety of costs for the main area and alternate area, and from the environmental consultant whether the material is friable.

President Rapisand asked that if the Board waits on this information, will that further delay construction? Mr. Jose said it would not impact the general contractor. Mr. Jose said the abatement would not be considered as part of contingency – not planned for.

Committee Chair Reardon noted that at the following board meeting, the Board needed to approve Change Orders 2, 5 and 6.

Other Business

Trustee Kiem asked about the Grab and Go service – reopening the north entrance – asked if there was any concern with snow and ice falling. He did not believe the snow and ice melt system extends to that area. Interim Director Berger stated that walkway does not go directly under the building as it does on the parking lot side. She said she would discuss with Mr. Priala.

Meeting adjourned at 7:49pm

9 February 2021
 Revised 12 February 2021

Ms. Angela Berger
 Interim Library Director
 Park Ridge Public Library
 20 South Prospect Avenue
 Park Ridge, Illinois 60068

RE: PRPL 2020 Improvements
 Project Number: 1404-201966

Dear Angela,

The environmental consultant, Ramboll, requested proposals from three contractors for full abatement of asbestos-containing piping insulation in the first-floor ceiling plenum areas. Below is a summary of received proposals and are attached hereto:

- CEC Environmental – Base Bid of \$6,450.00 and Alternate add of \$2,700.00
- Tecnica Environmental Services – Base Bid of \$10,600.00 and Alternate of \$2,375.00
- Kinsale Contracting Group – Base Bid of \$19,899.00 and Alternate of \$4,975.00

Matt Meyer with Ramboll reviewed the proposals and noted that the wide range of costs tend to be normal for the abatement industry. Matt Meyer with Ramboll reviewed the scope of work with CEC Environmental, low bidder, and noted there are no errors or omissions in their proposal. Ramboll noted they have completed many successful projects with the contractor. Ramboll recommends CEC Environmental perform the work should the Library elect to proceed with the abatement. Below is a cost summary and options for awarding the work:

CEC Base Bid Work (Option 1):	\$6,450.00
CEC Base Bid and Alternate Work (Option 2):	\$9,150.00

Also attached are Ramboll's fees for managing the abatement work. Below is a cost summary and fees associated with the options for award noted above:

Ramboll Fees for Base Bid Work (Option 1):	\$4,400.00
Ramboll Fees for Base Bid and Alternate Work (Option 2):	\$5,600.00

Enlightened Design
 Practical Solutions

At the 9 February Park Ridge Public Library committee meeting, the board members requested additional information regarding whether the asbestos-containing insulation is required to be abated. They also requested additional information regarding safety during proposed abatement work. Matt Meyer responded in an email on 12 February:

This is follow-up information to address PRPL questions concerning the asbestos inspection report and possible asbestos removal PRPL is considering:

1. *It was our understanding that some of the asbestos insulated piping on the 1st floor would need to be disturbed or removed in order to facilitate the renovation project. It is now reported that the plumber may not need to disturb any of the existing asbestos insulation in order to install new piping and make connections. (AJ – the plumbing contractor did confirm that they do not need to disturb existing asbestos insulation to complete their work.)*
 - a. *If the asbestos insulation will be left alone and not disturbed, there is no requirement for asbestos removal; the insulation can be left in place.*
 - b. *The plumber and other contractors working in the area must be notified of the presence of asbestos and to avoid disturbance.*

111 Deer Lake Road, Suite 135
 Deerfield, Illinois 60015-4998
 telephone 847-317-0852
www.greenassociates.com

George W. Reigle, AIA
 Carole Donovan Pugh, AIA
 William H.R. Taylor, AIA
 Stephen M. Chassee
 Andrew G. McCall, AIA

2. *Our inspection report noted that some of the asbestos insulation was damaged and debris was observed laying on top of ceiling tiles. In general, it is recommended that loose or damaged asbestos is cleaned up/repared, however, from a regulatory perspective, the same rules apply as noted in paragraph 1 – if the damaged insulation will not be touched or disturbed or present an asbestos hazard to workers, there is no regulatory requirement to remove or repair the damaged insulation.*
3. *A question was asked; “Does the library need to be closed during asbestos removal”? The answer is No. The removal work area will be limited to the specific locations of abatement with appropriate barriers and caution signs. Other contractors or library employees (or the public) can safely occupy other areas of the library while the abatement work is ongoing.*

Do not hesitate to contact us if you need anything else.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andrew Jose', with a long horizontal flourish extending to the right.

Andrew Jose
Sr. Project Coordinator

J:\clnt\1404\201966\COR\201966-003R.docx

Sent via Electronic Mail

Library Director
Park Ridge Public Library
20 South Prospect Avenue
Park Ridge, IL 60068

**ASBESTOS ABATEMENT WORK PLAN, BIDDING, AND OVERSIGHT
1ST FLOOR PIPE INSULATION
PARK RIDGE PUBLIC LIBRARY, PARK RIDGE, ILLINOIS**

Dear Library Director:

Thank you for the opportunity to present this proposal. Ramboll US Consulting, Inc. (Ramboll) has extensive experience providing asbestos management services. We have worked with the Park Ridge Public Library (PRPL) and your Architect, Green Associates, on several occasions in the past.

February 9, 2021

We understand the current situation is:

Ramboll US Corp.
333 West Wacker Drive
Suite 2700
Chicago, IL 60606
USA

T +1 312 288 3800
F +1 312 288 3801
www.ramboll-environ.com

1. Plans are underway to install new piping above ceilings at various 1st floor locations.
2. PRPL retained Ramboll to conduct an asbestos assessment and sampling of the pipe insulation to determine if asbestos-containing materials (ACMs) are present.
3. The assessment was completed and confirmed that ACM pipe insulation is present in several of the 1st floor work areas (see Ramboll report dated February 3, 2021).
4. The ACM pipe insulation will require removal to facilitate the planned piping replacement work.
5. The specific locations where abatement is needed have been coordinated with the PRPL Architect, Green & Associates. It was requested that Ramboll obtain pricing from abatement contractors for the ACM pipe insulation removal work in the main "core" area (as a Base Bid) and the bathrooms facing the children's library (as Alternate Work).
6. Ramboll prepared a Work Plan showing the planned abatement locations (see Attachment 1).
7. A walk through of the work areas was performed with three abatement contractors on Friday, February 5, 2021 and contractor bids were received for the abatement work today. The bids will be forwarded to PRPL along with this proposal from Ramboll for the design and monitoring work.
8. It is anticipated that the Base Bid abatement work will take three days to complete. One more day (four days total) will be needed if the Alternate Work is accepted.



SCOPE OF WORK

Ramboll will coordinate the Abatement Work, obtain competitive contractor bids for the abatement on behalf of PRPL, and provide on-site project management, and air sampling during abatement activities.

This work will include:

1. Review of construction drawings to gain and understanding of the planned 1st floor piping replacement/connection work.
2. Coordination with Green Associates to determine the specific areas where abatement is needed to facilitate the work.
3. Preparation of an Asbestos Abatement Work Plan that specifies the locations for asbestos abatement.
4. Conducting an on-site walkthrough with three abatement contractors to show the project and answer contractor questions.
5. Obtaining competitive contractor bids for the work on behalf of PRPL and issuing a letter of recommendation for contract award.
6. Coordination with PRPL, Green Associates, and the abatement firm to schedule the abatement, obtain permits, submit notifications, and review overall logistics.
7. During the abatement work, Ramboll will provide an on-site Asbestos Project Manager and Air Sampling Professional to observe/document the contractors work practices, conduct daily air monitoring, conduct visual inspections, and perform final air clearance monitoring of the abatement work areas.
8. A written report will be prepared at project completion that includes air monitoring results and other supporting documentation.

PROPOSED FEE

Ramboll will complete the proposed scope of services for the following Fixed Fees:

Base Bid Work Areas (three-day project)	\$4,400
Alternate Work (one additional day – optional)	\$1,200

These fees are fully inclusive of the project design/bidding work, on-site monitoring, and final report.

These fees do not include the abatement contractor fee. The abatement contractor proposals have been submitted to PRPL along with this proposal for PRPL consideration. It is anticipated that PRPL will retain the abatement firm directly for the work.

For contractual convenience and insurance considerations, Ramboll can subcontract directly with the abatement firm at the request of PRPL, there would be a 10% markup to the abatement contractors fee.

AUTHORIZATION

The work will be completed in accordance with the attached General Terms and Conditions (Attachment 2). To initiate work on this project, please sign the attached signature page and return to me.



We look forward to working with you on this important project.

Sincerely,

Ramboll US Consulting, Inc.

Matthew F. Meyer
Consulting Manager

D 312.288.3821
mmeye@ramboll.com

Reviewed by,

Robert B. Rottersman, MS, CIH
Principal

D 312.288.3857
rrottersman@ramboll.com



Ramboll Proposal for:

Asbestos Abatement work Plan, Bidding, and Oversight – 1st Floor Pipe Insulation

Park Ridge Public Library

Dated: February 9, 2021

Fixed Fee of \$4,400 for Base Bid Work

Additional Fee of \$1,200 if Alternate One Work is elected (one extra day)

Approved and accepted in accordance with the attached Terms and Conditions:

Signature

Printed Name

Title

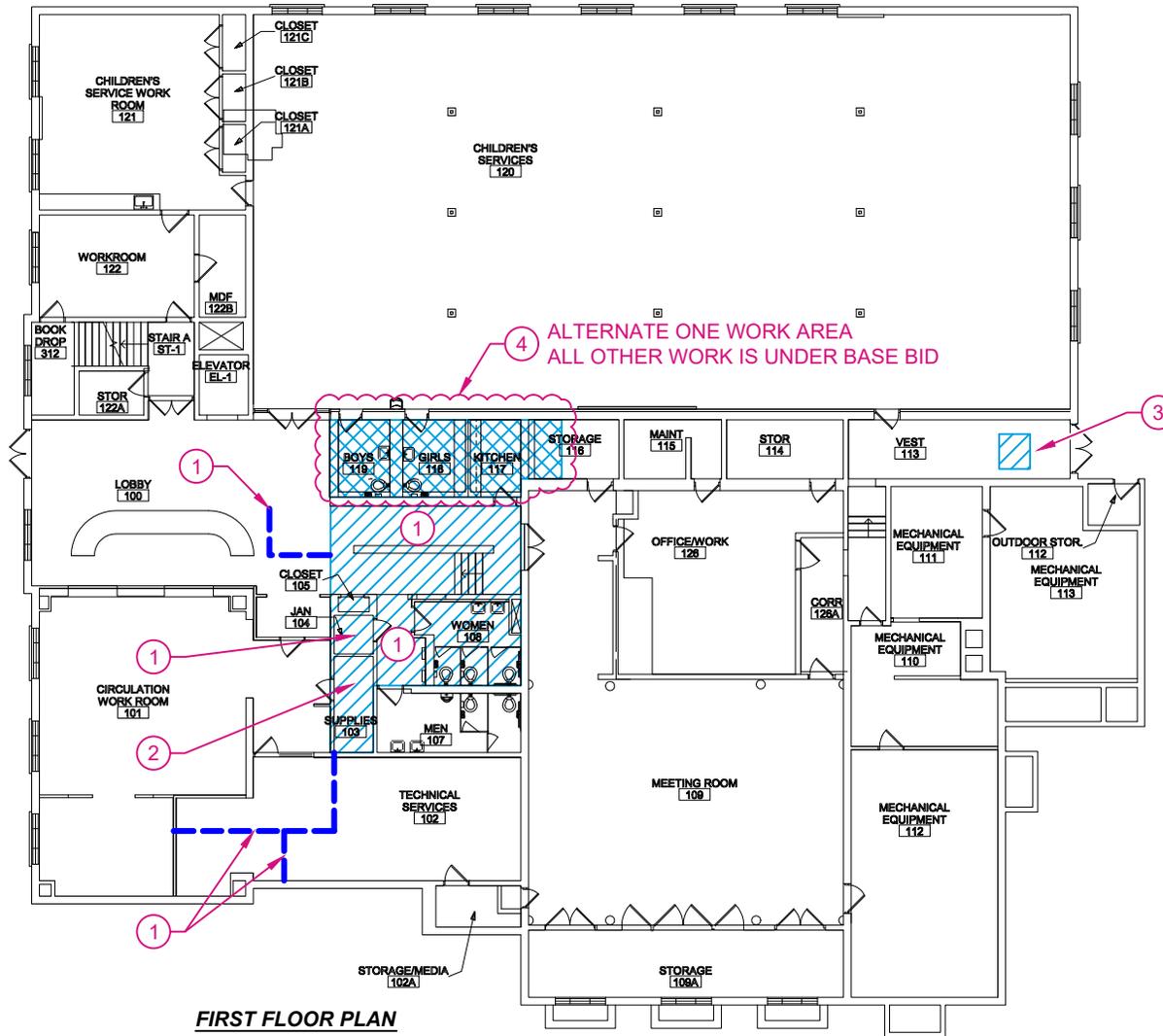
Date

**ATTACHMENT 1
ASBESTOS ABATEMENT WORK PLAN**



NOTES

1. REMOVE ALL ACM PIPE INSULATION FROM ABOVE THE CEILING IN THESE AREAS. THE LAY-IN CEILING TILE SYSTEM IS TO REMAIN IN PLACE AND BE PROTECTED FROM DAMAGE. CONTRACTOR MAY CAREFULLY REMOVE CEILING TILES AND SECTIONS OF GRID WORK TO FACILITATE ABATEMENT. CEILING SYSTEM SHALL BE RESTORED TO PRE-ABATEMENT CONDITION AFTER ACM REMOVAL.
2. ACM PIPE INSULATION IS ACCESSIBLE FOR REMOVAL FROM ADJACENT WORK ROOM. NO DEMOLITION OF PLASTER CEILING IS NEEDED.
3. DEMOLISH AN APPROXIMATE 3' X 3' OPENING IN PLASTER CEILING TO ACCESS AND REMOVE ACM PIPE FITTINGS. SAW-CUT THE PLASTER TO LEAVE A CLEAN EDGE. REPLACEMENT WILL BE BY OTHERS.
4. PROVIDE AN ALTERNATE COST FOR WORK IN THIS AREA. WORK INCLUDES SELECTIVE DEMOLITION OF DRYWALL CEILING TO ACCESS AND REMOVE ACM PIPE INSULATION.



FIRST FLOOR PLAN



Source: Floor plan based on "2020 Improvements" drawing by Greenassociates, Inc. dated 6/26/2020.

ASBESTOS ABATEMENT WORK PLAN

FIGURE 01

RAMBOLL US CONSULTING, INC.
A RAMBOLL COMPANY

PARK RIDGE PUBLIC LIBRARY

20 SOUTH PROSPECT AVENUE
PARK RIDGE, ILLINOIS



**ATTACHMENT 2
GENERAL TERMS AND CONDITIONS**

TERMS AND CONDITIONS FOR SINGLE PROJECT SERVICES AGREEMENT
Proposal by Ramboll US Consulting, Inc. ("Ramboll") to
Park Ridge Public Library ("Client")

These terms and conditions shall govern and be a part of the proposal issued by Ramboll to Client (the "Proposal") along with any exhibits attached thereto, which, when executed by the parties, shall constitute the sole and complete agreement between the parties with respect to the subject matter of the Proposal, excluding all standard business forms and other oral or written materials (the "Agreement").

Section 1. The Services

- 1.1 Scope of Services; Schedule:** Subject to the terms and conditions set forth in the Proposal and in the Agreement, Ramboll will perform the scope of services as explicitly set forth in the Proposal (the "Services"). There are no implied Services. The scope of Services or the proposed schedule set forth in the Proposal may not be altered by the Client in any way, unless and until a Ramboll representative has approved such alteration in writing. Ramboll will use reasonable commercial efforts to complete the Services within the time frame stated in the Proposal. Client represents and warrants that it has full right and authority to have the Services performed, and that it has obtained all necessary licenses and approvals for the Service to be performed.
- 1.2 Termination:** The Agreement may be terminated by either party: (a) upon thirty (30) days prior written notice to the other; or (b) effective immediately upon written notice to the other party if such other party declares itself insolvent, files an action in bankruptcy or becomes the subject of involuntary bankruptcy proceedings, or fails to perform any of its obligations hereunder or otherwise breaches the Agreement and does not remedy such failure or breach within fourteen (14) days after written notice thereof. Client shall pay Ramboll for all Services performed and expenses incurred prior to termination, plus reasonable termination charges such as charges for third party cancellation and for demobilization (including leaving the site in a safe condition and the site and project files in good order) plus, in the event of termination by Ramboll under subsection (b), damages under applicable law. Client's obligations under the Agreement shall survive termination of the Agreement and/or completion of the Services hereunder.
- 1.3 Additional Cost or Delay:** Ramboll and its affiliates shall not be responsible or liable for any additional cost to perform Services or other damages resulting from: (a) the lack or insufficiency of performance by any person or entity not selected by, engaged by, and responsible to Ramboll, (b) changes, delays or additional Services not necessitated by the acts or omissions of Ramboll, (c) delay in response to requests, applications or reviews by Client or third parties, or (d) damage to underground utilities or structures not accurately located on plans, maps or figures furnished to Ramboll.
- 1.4 Reporting Requirements:** Client may be required under federal, state, provincial or local statutes, laws, ordinances, codes, rules, orders or regulations ("Laws") to report the results of the Services to appropriate regulatory agencies. Ramboll is not responsible for advising Client about Client reporting obligations and Client agrees that Client shall be responsible for all reporting, except as specifically stated in Ramboll's Proposal as part of scope of work. To the extent Ramboll has an independent duty to report, it will endeavor to provide Client with advance notice.
- 1.5 Force Majeure:** Ramboll and its affiliates shall not be liable in any way because of any delay or failure in performance due to circumstances or causes beyond its control, which shall be deemed to include without limitation strike, lockout, embargo, epidemic, pandemic, or other outbreak of disease, quarantine restrictions, riot, war, act of terrorism, cyber-attack, flood, fire, act of God, act of the federal or state government, accident, failure or breakdown of components necessary

to order completion, Client, subcontractor or supplier delay or non-performance, inability to obtain or shortages in labor, materials, protective gear, other supplies or manufacturing facilities, compliance with any Law, or circumstances or conditions which in the discretion of Ramboll may pose a material risk to the health or safety of the employees of Ramboll, its affiliates or subcontractors. In any such event, Ramboll is entitled to equitable compensation from Client for time expended and expenses incurred with respect to the project.

- 1.6 Scope Dependent Provisions:** Certain provisions dependent on the scope of Services are set forth in Exhibit A, attached hereto and incorporated herein.

Section 2. Fees and Charges

- 2.1 Fees:** Client shall pay for all Ramboll time spent in performing the Services, including travelling, at its then-standard rates for the type of Services (except to the extent otherwise stated in the Proposal). Estimates of fees, recommendations and opinions are made on the basis of experience and professional judgment; they are not guarantees. The Parties shall promptly agree to equitable adjustments in the budget and schedule if any of the following will result in increased fees or schedule delays in performing the Services: (a) Client requests changes to the scope or extent of Services, (b) Ramboll encounters site conditions that differ from those specified in the Proposal and are the basis for the scope of work or otherwise are unanticipated, (c) significant changes in relevant Laws, or (d) delays or disruptions for reasons beyond Ramboll's control.
- 2.2 Reimbursable Expenses:** Client shall reimburse Ramboll for all project-related expenses including, without limitation, the following: travel, priority mail, and overnight delivery, outside reproduction and courier services, which will be billed at cost, plus fifteen percent; the use of Ramboll or employee owned cars, trucks and vans will be charged at \$125.00 per day; the use of equipment and protective clothing will be billed in accordance with Ramboll standard practice; and the cost of project-related communications, to include in-house telephone, facsimile, postage, and reproduction, computers, data compilation, and Computer Aided Design and Drafting ("CADD") will be charged at six percent of total labor charges.
- 2.3 Taxes:** Client shall pay or reimburse Ramboll for (a) all sales taxes, use taxes, value added taxes, duties, levies, and similar taxes or impositions imposed by any taxing jurisdiction relating to the provision of the Services, and (b) to the extent that Services are performed in a country where Ramboll has no permanent establishment, all withholding taxes or similar impositions imposed by any taxing jurisdiction on the provision of the Services.
- 2.4 Invoicing:** Ramboll will invoice Client on a monthly basis using its standard invoice format. This format provides for a general description of work performed and a summary of professional fees, expenses, and other charges covered therein. For more detailed invoicing requests, Client shall pay for invoice preparation time by staff members.
- 2.5 Payment:** Client shall pay each invoice in cash within thirty (30) days after the invoice date. Client shall pay late charges at the rate of 1.5 percent per month or the maximum percentage allowed by Law, whichever is less, for any amounts not paid within thirty (30) days of the invoice date. Ramboll has the right to stop work for, withhold work product from, and/or terminate the Agreement or any Services hereunder in accordance with Section 1.2 herein, and/or terminate any other engagement with Client, if any invoice to Client remains unpaid for more than thirty (30) days past the invoice date. Client shall make timely payment without condition, setoff, retainage, or contingency, including without limitation the closing of a transaction or obtaining financing. If Ramboll determines that it is advisable/necessary to engage collection professionals and/or commence collection proceedings (including, without limitation, by commencing formal legal proceedings) to obtain payment on account of an unpaid invoice and Ramboll is the

substantially prevailing party in such proceedings, Client also shall pay Ramboll's collection costs and costs associated with any such proceedings, including, without limitation, arbitrator fees, reasonable attorneys' fees and a reasonable fee for the services of Ramboll's internal resources and its out-of-pocket expenses.

- 2.6 Currency Conversion:** To the extent non-U.S. Ramboll affiliates provide Services, or costs are incurred in currencies other than US dollars, currencies will be converted into US dollars at the prevailing exchange rate(s) as at the end of the month during which Services have been provided or costs have been incurred.

Section 3. Third Parties

- 3.1 Subcontractors:** Except to the extent specifically agreed in writing by Ramboll, Client shall directly contract/retain all other contractors whose services are required in connection with a project (e.g., drillers, analytical laboratories, transporters). As a service to Client, Ramboll may advise with respect to selecting such other contractors and may assist Client in coordinating and monitoring their performance, but Ramboll is not responsible for such performance. Client shall release, indemnify, defend and hold harmless Ramboll and its affiliates and subcontractors and their respective directors, officers, employees and agents (collectively, the "Ramboll Indemnitees") from and against any and all allegations, claims, costs (including reasonable attorney and expert fees), damages, demands, expenses, fines, judgments, liabilities, liens, obligations, penalties, personal injury, property damage, suits and other losses of any nature whatsoever (collectively "Losses") relating in any way to work performed by any contractor retained/contracted by Client. When, notwithstanding the foregoing, Ramboll contracts/retains a subcontractor to perform a portion of the Services, all related expenses shall be billed to Client as they are incurred, at cost plus 15 percent.
- 3.2 No Third-Party Reliance/Use:** The Services including, without limitation, related communications and deliverables/work product, and the contents of such communications and deliverables/work product, are solely for Client's benefit and may not be relied upon by or disclosed to any third party without Ramboll's express written consent. In addition, Client shall not attribute any statement to Ramboll without Ramboll's express written consent. Ramboll shall be entitled to injunctive relief preventing/prohibiting any disclosure or attribution prohibited hereunder, and Client shall release, indemnify, defend and hold harmless the Ramboll Indemnitees from any and all Losses arising from or related to such unauthorized disclosure or attribution.

Section 4. Liabilities

- 4.1 Performance Standards:**
- a. In performing the Services, Ramboll agrees to exercise professional judgment, made on the basis of the information available and to use the same degree of care and skill ordinarily exercised in similar circumstances by reputable consultants performing comparable services in the same geographic area as of the time the Services are rendered, and not according to earlier or later standards. Client acknowledges that scientific, medical, and health and safety knowledge and expertise is always evolving, and that Ramboll's work, conclusions and opinions cannot fully anticipate or take into account changes in knowledge or expertise that develop after the Services are performed. A difference of opinion on a question of professional judgment shall not excuse Client from paying when due for Services rendered.
 - b. Ramboll makes no guarantee that the Services shall meet any particular specification or result except as specifically stated in the description of Services and then subject to all qualifications, assumptions, changes of condition and correctness of information given to Ramboll.

- c. Ramboll represents that: (i) it shall comply with all Laws which apply to Ramboll in the performance of the Agreement ; (ii) it shall obtain and maintain all permits or licenses which it is required to obtain in order for it to perform the Services; and (iii) to the best knowledge of Ramboll, without inquiry or investigation, the Services and work product provided by Ramboll will not violate or infringe any third party's patents, trade secrets, trademarks, or other proprietary rights.
- d. Other than the representations specifically set forth above in this section, RAMBOLL AND ITS AFFILIATES MAKE NO WARRANTIES OR REPRESENTATIONS OF ANY KIND, EXPRESS, IMPLIED OR STATUTORY, INCLUDING THOSE OF NON-INFRINGEMENT OR FITNESS FOR A PARTICULAR PURPOSE, OR MERCHANTABILITY OF ANY PRODUCTS, OR AS TO ANY OTHER MATTER, and the representations set forth above shall supersede any oral or written warranties or representations made or implied by Ramboll or any of Ramboll's affiliates or their employees or representatives or in any of Ramboll's brochures, manuals, catalogs, literature or other materials.
- e. The Services and all deliverables are rendered based on the specific circumstances and conditions described in the Proposal and are intended for use by the Client only in connection with the purpose set forth in the Proposal. Ramboll disclaims all warranties relating to any other use and Client shall indemnify, defend and hold harmless the Ramboll Indemnities against any and all Loss relating to such other use.

4.2 Insurance: Ramboll shall maintain the following insurance coverage while it performs the services: (a) statutory Workers Compensation and Employer's Liability Coverage; (b) General Liability for bodily injury and property damage of \$1,000,000 aggregate; (c) Automobile Liability with \$1,000,000 combined single limit; and (d) Professional Liability and Contractor's Pollution Liability with a combined single limit of \$1,000,000 per claim and in the aggregate. If Client desires additional insurance coverage types or amounts that Ramboll does not carry or special endorsements that Ramboll does not have in its policies, all premiums associated with obtaining those coverages or endorsements shall be promptly reimbursed by Client. Upon request, Ramboll will provide Client with a certificate of insurance.

4.3 Indemnities:

- a. Ramboll shall release, indemnify, defend and hold harmless Client and its affiliates and their directors, officers, employees and agents from and against any and all Losses arising out of or relating to the Agreement or the Services to the extent of such Losses that a court or other tribunal of competent jurisdiction finds and concludes, in a final and non-appealable order or judgment, directly resulted from Ramboll's material breach of the Agreement, gross negligence or intentional misconduct. Other than as set forth in the preceding sentence, Client shall be solely responsible for and shall release, indemnify, defend and hold harmless the Ramboll Indemnitees from and against any and all Losses the Ramboll Indemnitees suffer or incur as a result of, or are in any way related to, the Agreement or the Services or a Ramboll Indemnitee's presence on a site for the purpose of performing Services.
- b. An indemnified party hereunder ("Indemnitee") will give prompt notice of any indemnified claim to the indemnifying party ("Indemnitor"). The Indemnitee shall have the right to participate in the defense of any claim against it with counsel selected by it, subject to the Indemnitor's right to control the defense thereof. The fees and disbursements of such counsel shall be at the expense of such Indemnitee, provided, that if in the reasonable opinion of counsel to such Indemnitee, there exists a conflict of interest between the Indemnitor and such Indemnitee that cannot be waived, such Indemnitee shall have the right to control defense of the Claim against it, and the Indemnitor shall be liable for the fees and expenses of counsel to such Indemnitee in each jurisdiction for which such Indemnitee determines counsel is required.

- c. The Indemnitees and Indemnitor shall cooperate with each other in all reasonable respects in connection with the defense of any claim, including making available records relating to such claim and furnishing to the defending party, management employees of the non-defending party as may be reasonably necessary for the preparation of the defense of such claim. Such cooperation furnished by the Indemnitees shall be paid for on the basis provided for in the Agreement.

4.4 Limitation of Liability: Notwithstanding anything to the contrary set forth in the Agreement:

- a. Under no circumstances shall either party be liable to the other for any type of damages other than direct damages (including loss of profits, loss of opportunity, loss of business, loss of goodwill, or indirect, consequential, special, or punitive damages), even if such party has been advised of the possibility of such damages, or for damages caused by the other party's failure to perform its obligations under Law or contract; and
- b. In no event shall the aggregate liability of Ramboll and its affiliates in connection with the Agreement or the Services exceed the an amount equal to three (3) times the amount actually paid to Ramboll by Client for the Services, but in no event more than One Million Dollars (\$1,000,000), and Client specifically releases Ramboll and its affiliates for any and all Losses in excess of that amount. Ramboll and its affiliates shall have no liability in connection with the Services, whether in contract, in tort, in negligence, breach of statutory duty or otherwise unless it receives a claim in writing before the first anniversary of completion of the Services.

Section 5. Information

5.1 Confidentiality:

- a. The parties hereto each contemplate that, in connection with the Services and to facilitate performance of their respective obligations hereunder, it may be necessary to provide the other (the "Receiving Party") with information that disclosing party (the "Disclosing Party") considers to be confidential information. Information received from a Disclosing Party (or from one acting on its behalf) that the Disclosing Party identifies as confidential, or that, by its nature clearly should be treated as confidential hereunder (collectively "Confidential Information"), shall be maintained in confidence by the Receiving Party, which shall follow reasonable and prudent practices to maintain the Confidential Information in confidence. Confidential Information shall be used by the Receiving Party only for the purpose of and in connection with its performance hereunder; provided that Ramboll also may use any information received or generated in connection with the Services for the purpose of improving its products and services.
- b. Confidential Information does not include information that (i) was lawfully known to the Receiving Party before receipt from the Disclosing Party; (ii) is or becomes publicly available through no fault of the Receiving Party; (iii) is lawfully received by the Receiving Party from a third party without a duty of confidentiality; (iv) is independently developed by the Receiving Party without use of Confidential Information; or (v) that counsel for the Receiving Party determines is required to be disclosed by law (including, without limitation, in response to a subpoena), provided that the party intending to make such required disclosure, to the extent permissible and reasonably possible under the circumstances, shall endeavor promptly to notify the Disclosing Party of such intended disclosure in order to provide to the Disclosing Party an opportunity to seek a protective order or other remedy and/or take such other action it deems necessary.
- c. If Ramboll, its documents/records or its personnel are subpoenaed for production, for deposition or other testimony, or for other legal process related to the Services (except in connection with proceedings to resolve a dispute between Ramboll and Client related to the Services), Client

shall promptly pay Ramboll at its then current standard billing rates for the efforts of its personnel in responding to such subpoena, and reimburse Ramboll for related out-of-pocket expenses.

5.2 Data Privacy:

- a. Each Party, as part of their contractual relationship and to perform their respective obligations under the Agreement, will obtain and use, for administrative purposes only, the following personal data about certain employees or other agents/representatives of the other Party or third parties engaged by the other Party (“Engaged Third Parties”) who are working to fulfil the Agreement:
 - i. Name;
 - ii. Name of employer (i.e. one of the Parties or an Engaged Third Party);
 - iii. Title; and
 - iv. Contact information, such as e-mail or phone number.
- b. Each Party will collect and process such personal data as data controllers under, and otherwise in compliance with, applicable data protection Laws.
- c. Each Party further acknowledges and agrees that it has provided or will provide all of its employees, agents and/or Engaged Third Parties, as applicable, who are working to fulfil the Agreement, with a general notice about the other Party’s collection and processing of their personal data. Such notice must comply with applicable data protection Laws (including, to the extent applicable, Article 13 and 14 of the Regulation (EU) 2016/679, the General Data Protection Regulation). Furthermore, each Party agrees to process such personal data in accordance with applicable data protection Laws. Furthermore, to the extent any such Law requires or provides for the parties to enter into a more detailed data protection agreement or similar agreements to more fully set forth, as contemplated by such Law, their respective data privacy obligations vis-à-vis services under the Agreement, or otherwise, the Parties each agree to act reasonably and in good faith in negotiating and executing such agreements.

5.3 Intellectual Property: If Ramboll is required by the Agreement to deliver a particular final written product to Client (the “Deliverable”), then, subject to section 3.2, the Client shall own the Deliverable. To the extent there is any intellectual property included in the Deliverable, then, subject to section 3.2, Ramboll hereby grants to Client a perpetual, irrevocable, nonexclusive, royalty-free license to use such intellectual property solely as part of the Deliverable, and in connection with the Client project for which the Services were provided. Ramboll retains all other rights to its intellectual property. Client shall release, indemnify, defend and hold harmless the Ramboll Indemnitees from and against any and all Losses relating to Client’s modification of or excerpts from the Deliverable or use of the Deliverable other than in connection with the project for which the Services were provided.

Section 6. Miscellaneous

- 6.1 Independent Contractor:** Ramboll is acting as an independent contractor and shall retain responsibility for and control over the means for performing the Services. Nothing in these Terms and Conditions shall be construed to make Ramboll or any of its officers, employees or agents, an employee or agent of Client.
- 6.2 Conflicts:** Client recognizes and agrees that Ramboll and its affiliates may assist other clients in matters that could be perceived as, or, in fact, may be adverse to the interests of Client, including, without limitation, matters that relate to the same site or geographical area,

neighboring sites, the same acquisition opportunity or other issues in which Client may have an interest. In each of those situations, Ramboll will take reasonable measures to maintain separation between/among affected engagements, including, for example, by establishing a separate team for each client and implementing reasonable ethical screens between/among them.

6.3 Non-solicitation: During the performance of the Services and for 12 months thereafter, Client will not solicit for employment, or hire as an employee or contractor, any personnel of Ramboll or its affiliates, without first obtaining the written consent of a corporate officer of Ramboll.

6.4 Assignments: Neither party shall assign its rights and obligations under the Agreement or without the prior written consent of the other party, except in connection with a sale of substantially all of the assets of such party; provided that, Ramboll may subcontract its Services or assign or delegate Services to an affiliate without prior written consent of Client.

6.5 Severability: The Agreement shall be enforced to the fullest extent permitted by Law. If any provision of the Agreement is found to be invalid or unenforceable the provision shall be construed and applied in a way that comes as close as possible to expressing the intention of the parties with regard to the provisions and that saves the validity and enforceability of the provision.

6.6 Disputes:

- a. The Agreement shall be governed by the Laws of the state of New Jersey, without regard to its conflict of laws rules. Any dispute or controversy relating to the Agreement that is not resolved amicably shall be resolved by binding arbitration under the Commercial Arbitration Rules of the American Arbitration Association, and judgment on a decision or award rendered by the arbitrator(s) may be entered in any court of competent subject matter jurisdiction sitting in the State of New Jersey. Unless otherwise agreed to by the Parties, (i) the arbitration proceedings shall be presided over by a single arbitrator, unless the amount in controversy exceeds \$500,000.00, in which case, the number of arbitrators shall be three, one appointed by each Party and the third appointed by mutual agreement of the other two and (ii) any and all depositions, oral argument, hearings, or similar personal appearances shall take place in the State of New Jersey, or, at Ramboll's election in its sole discretion, in the U.S. state in which the Services primarily are provided. Any decision or award by the arbitrator(s) shall be final and binding, and, except in the case of fraud or gross misconduct by the arbitrator(s), no decision or award rendered by the arbitrator(s) shall be appealable. Subject to Section 2.5 above, the arbitrator(s) shall have discretion to designate one of the Parties as the prevailing party and to require the other Party to reimburse such prevailing party for all or a portion of the costs and fees incurred in such arbitration, including arbitrators' fees, administrative fees, attorney's fees, and other reasonable out-of-pocket costs. The arbitration proceedings and arbitration award shall be maintained by the Parties and arbitrator(s) as strictly confidential, except as is otherwise required by Law, an order from a court or other tribunal of competent jurisdiction, or as is necessary to confirm, vacate, or enforce any arbitral award and for disclosure in confidence to the Parties' respective auditors, attorneys, insurers, tax advisors and similar professionals who themselves agree to maintain confidentially in accordance with this subparagraph.
- b. Neither Party shall be subjected to the foregoing arbitration requirement in the event of an alleged, actual, or threatened breach of an obligation under Sections 4.2, 6.1 or 6.2 above, or that otherwise is reasonably likely to result in irreparable harm to that Party absent immediate injunctive relief. In such event, the Party immediately may pursue by civil action in and obtain from any court of competent subject matter jurisdiction sitting in the State of New Jersey, or, at Ramboll's election in its sole discretion, in the U.S. state in which the subject products/services primarily are provided, injunctive and other equitable relief to remedy any such breach or

threatened breach, which remedy(ies) shall not be exclusive, but, rather, shall be in addition to all other remedies and rights available at law, in equity, or otherwise. The prevailing party in any such civil action shall be awarded its costs and fees incurred in such civil action, including attorney's fees and other reasonable out-of-pocket costs.

- c. Ramboll also shall not be subjected to the foregoing arbitration requirement in an action strictly to collect unpaid invoices not exceeding \$50,000.00 and/or to foreclose upon or otherwise enforce any lien. In such event, Ramboll may pursue its fee claim in any court of competent subject matter jurisdiction sitting in the State of New Jersey, or, at Ramboll's election in its sole discretion, in the U.S. state in which the subject products/services primarily are provided.

6.7 Anti-Corruption & Sanctions:

- a. The Parties agree that, at all times in connection with and throughout the course of the Agreement, they will comply with and that they will take reasonable measures to ensure that their employees, subcontractors, agents or other third parties, subject to their control or determining influence, will comply with all applicable Laws of any applicable jurisdiction, including without limitation those relating to corruption and bribery. The Parties shall also comply with the standards provided in the conventions of the United Nations and OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions. If any of the Parties demonstrate non-compliance with the before mentioned Laws related to corruption and bribery, despite efforts to address these via constructive dialogue, or demonstrates non-compliance of grave character, both Parties hold the right to terminate the business relationship with immediate effect. Both Parties must inform each other without undue delay if they are charged by a court of law (e.g. under the US Foreign Corrupt Practices Act or UK Bribery Act) for bribery or corruption, in which case the non-charged Party may terminate the relationship immediately for convenience. If the charged Party is convicted for bribery or corruption by a court of law the non-charged Party may terminate the business relationship immediately for cause.
- b. Each party represents and warrants that neither that party, its directors, executive officers, agents, shareholders nor any person having a controlling interest in that party are (i) a person targeted by trade or financial sanctions under the Laws of the United Nations, the United States, the European Union and its Member States, the United Kingdom or any other jurisdiction that is applicable to the Services, including but not limited to persons designated on the U.S. Department of the Treasury, Office of Foreign Assets Control's List of Specially Designated Nationals and Other Blocked Persons and Consolidated Sanctions List, the U.S. State Department's Non-proliferation Sanctions Lists, the UN Financial Sanctions Lists, the EU's Consolidated List of Persons, Groups and Entities Subject to EU Financial Sanctions, and the UK HM Treasury Consolidated Lists of Financial Sanctions Targets; or (ii) directly or indirectly owned or controlled by such persons (together "Restricted Person"). Each party shall notify the other party in writing immediately if that party or any of its directors, executive officers, agents, shareholders or any person having a controlling interest in that party becomes a Restricted Person or if that party becomes directly or indirectly owned or controlled by one or more Restricted Persons.

July 2020

EXHIBIT A

SCOPE DEPENDENT PROVISIONS

Each of the following provisions shall apply and be part of the Agreement to the extent it is relevant to the scope of Services being performed:

1. **Authority, Access and Site Information:** Client shall grant or obtain for Ramboll reasonable access, at Client's sole cost, to any sites (including adjacent sites) to be investigated as part of Ramboll's scope of work, free from interference by third parties. Client shall also specify and describe to Ramboll in writing (a) the boundary lines of the site(s), (b) the location of any underground materials or structures, including tanks, piping, water, telephone, electric, gas, sewer, and other utility lines, (c) all hazardous site conditions or hazardous materials, including providing copies of relevant Safety Data Sheets, and (d) all other information necessary or desirable to allow Ramboll to perform the Services. Ramboll shall have no liability relating to the foregoing matters except to the extent specifically included in Ramboll's scope of work; provided that, Client shall be responsible for any personal injury or property damage or other Loss caused by incomplete or inaccurate information provided by the Client or any other party.
2. **Management of Pre-existing Materials:**
 - a. Client recognizes that there may be pre-existing conditions, contamination, substances, wastes or materials, hazardous or otherwise ("Pre-existing Materials") at sites to be entered as part of the Services and acknowledges that Ramboll has neither created nor contributed to the existence of any Pre-existing Materials. Client also acknowledges that some investigative procedures may carry the risk of release or dispersal of Pre-existing Materials, even when exercising due care, and Client hereby waives any claim with respect thereto except to the extent of damages caused by Ramboll's gross negligence or willful misconduct.
 - b. Client and not Ramboll shall be responsible for complying with all Laws in connection with transportation, treatment, disposal and management of Pre-existing Materials. If Client and Ramboll execute a Proposal for assistance in meeting such obligations, (i) Client shall make the final selection of and take full responsibility for both the transporter and disposal facility, (ii) Ramboll shall not be deemed to be an operator, generator or party who arranges for transportation, treatment or disposal, and (iii) Client shall release, indemnify, defend and hold harmless the Ramboll Indemnitees from and against any and all Losses relating to a claim or allegation that Ramboll has any obligation or responsibility referred to in this Section.
 - c. To the extent that any term used above in this Section is defined in one or more applicable Laws, such term as used herein shall have the broadest definition stated herein or in any such Law.
3. **Environmental Professionals:** Ramboll employees may serve as Environmental Professionals under various state or Federal programs, which may include rendering opinions about site assessments or remediation programs or outcomes and/or which may have Ramboll employees assuming quasi-regulatory roles. In carrying out these functions for Client, the Environmental Professional will select the investigations, data collection activities, remediation or other services which, in the Environmental Professional's judgment are appropriate under applicable statutes and regulations, to establish a basis for the Environmental Professional's opinions. Client acknowledges that, under certain state or federal programs, the Environmental Professionals may have an independent duty to report site conditions or other information to a regulatory agency and Client agrees that the Environmental Professional may make such disclosures as are required by Law without violating any confidentiality obligations under the Agreement, provided that the Environmental Professional gives the Client notice before (or if circumstances do not reasonably allow concurrently with) notifying the regulatory agency. Client also acknowledges that a federal,

SINGLE PROJECT SERVICES AGREEMENT
TERMS AND CONDITIONS

state or local agency may review, comment and/or audit Ramboll's services and may require additional site activities, even though Ramboll and its Environmental Professionals have each performed its services in accordance with the standard of care set forth in this Section 11. Client agrees to compensate Ramboll for services performed in response to such an audit at Ramboll's billing rates then in effect.

4. **Laboratory Services:** Ramboll will conduct toxicology tests as prescribed in standard industry methodology, which includes test acceptability requirements. From time to time the quantity or quality of test organisms cannot be obtained. Ramboll will notify Client when this occurs and suggest delaying the testing until such organisms become available. Ramboll will conduct the tests at Client's request but Ramboll will not be responsible for any test failures that might occur under those circumstances.
5. **Engagement by Law Firms:** If the Agreement is being executed by a law firm on behalf of its client, the firm represents that the client has reviewed the Agreement and both the firm and the client are bound by all limitations on liability and other provisions of the Agreement; provided that, the client and not the firm will have the obligation to pay Ramboll's fees and costs.



6640 West 99th Place
Suite B
Chicago Ridge, IL 60415

Phone: 708.442.5823
Fax: 708.442.5827
www.cec-environmental.com

February 8, 2021

Mr. Matt Meyer, PM
RAMBOLL US CONSULTING, INC
mmeyer@ramboll.com

RE: Park Ridge Public Library – Work Plan 2/8/2021
20 South Prospect Ave. Park Ridge, IL

Dear Mr. Matt Meyer, PM;

Thank you for the opportunity to provide our quote for the above named property.

PROJECT SCOPE:

Base Bid Work Plan 2/8/2021

CEC Environmental will provide the selective demolition and asbestos abatement work as noted on the provided RAMBOLL work plan dated February 8, 2021. The work will consist of removing the identified ceilings as needed to access the asbestos insulation in its entirety. All make safe MEP disconnections and or capping should be completed prior to the arrival of our crew. The work will require for contents to be removed from all work areas. All work will be performed in three mobilizations with an additional for the alternate if needed and will follow the construction sequence provided by client prior to the start of the work.

The area of work will be contained and placed under HEPA filtered negative air pressure as needed. Poly protection includes the use of adhesives, tapes, and or fasteners which may blemish some finishes. Celtic is not responsible for any unforeseen circumstances. All protection will be removed and disposed of following EPA and IDPH guidelines and all applicable regulations.

PROJECT COST:

Supervision, UNION labor, and disposal (Base Bid)	\$5,400.00
Cook County Permit and Inspection fee (\$900.00) & State EPA Fee (\$160.00)	\$1,060.00
Total Project Cost	\$6,450.00

ALTERNATE ONE: Add \$2,700.00 to Base Bid



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Mr. Matt Meyer, PM
RAMBOLL US CONSULTING, INC
mmeyer@ramboll.com

RE: Park Ridge Public Library – Work Plan 2/8/2021
20 South Prospect Ave. Park
Ridge, IL

- ✓ Illinois Department of Public Health certified laborers would perform all work.
- ✓ Access to work area will be limited to our employees and those admitted by our foreman who have donned proper protective clothing and the necessary respiratory equipment and certification to do so.
- ✓ A “COMPETENT PERSON” as required by EPA supervises our crews according to all EPA, NESHAP, and OSHA standards.
- ✓ Unless otherwise stipulated, prices do not include third party air monitoring or costs for third party air monitoring.
- ✓ All material will be disposed of using a licensed waste hauler at an approved landfill site.
- ✓ We will forward our certificate of insurance at your request.

Our fees unless otherwise stated in writing are due and payable upon presentation of the invoice. Any balance unpaid after 30-days will begin accruing interest at 1.5% per month. If any payments become delinquent, CEC Environmental has the right to reject any discounts that may have been given upon this contract for any outstanding invoices. Customer shall reimburse CEC Environmental for all costs and expenses, including court costs and reasonable attorney fees, incurred by CEC in collecting any delinquent fees for services performed as part of this agreement.

Should you have any questions, concerns, or need additional information, please feel free to contact me at the above number.

Sincerely,

Ruben Lara, PM

Signature of Acceptance

Date



February 9, 2021

Via E-Mail: mmeyer@ramboll.com Page(s): 2

Mr. Matt Meyer
Ramboll US Consulting, Inc.
333 W. Wacker Dr., Suite 2700
Chicago, IL 60606

RE: Asbestos Abatement
Park Ridge Public Library
20 S. Prospect Ave
Park Ridge, IL 60068

PROPOSAL

We propose to furnish the labor, disposal, material and equipment necessary to remove & dispose of certain exposed accessible asbestos containing pipe insulation, approximately 350 l.f., from within the 1st floor of the Park Ridge Public Library building located at 20 S. Prospect Ave, Park Ridge, IL. All work in accordance with revised Asbestos Abatement Work Plan, Figure 01, revised from Ramboll US Consulting Inc., 2/8/21.

All work will be performed in accordance with applicable Federal, State and local regulations.

Water and electric power will be provided by the owner.

Our workers will be protected with NIOSH approved respiratory equipment and protective clothing suitable for this type of work. While we are removing the asbestos containing material from this area, access will be restricted.

We have included a \$150.00 IEPA fee, which requires a 14-day notice prior to the start of the project.

We have included a \$2,200.00 Cook County Department of the Environment fee, which requires a 14-day notification prior to the start of the project.

All movable items will be removed from the work area by others prior to beginning our work.

We maintain \$5,000,000.00 per occurrence of true occurrence from commercial general liability insurance provided by an A+ XV rated carrier. This insurance, which incorporates coverage for our asbestos and lead abatement operations, is included on a project specific basis with each project having minimum aggregate coverage of \$5,000,000.00. Kinsale Contracting Group is able to maintain such outstanding insurance due to its superior experience and excellent claims history.

In consideration of the above work, the sum of **\$19,899.00** shall be paid to the undersigned upon completion.

Alternate #1

If you desire for us to additionally perform Alternate #1 work, as described on above mentioned documents, please add the sum of **\$4,975.00** to the above price.

We thank you for the opportunity to submit our proposal and hope to serve you in the near future.

Very truly yours,

KINSALE CONTRACTING GROUP INC.



Gus Thanos

Project Manager

Email: Gust@kinsalecg.com

ACCEPTED BY: _____ TITLE: _____

DATE: _____

ALTERNATE #1: _____



TECNICA ENVIRONMENTAL SERVICES, INC.

February 8, 2021

Matt Meyer
Ramboll US Corp
333 W. Wacker Drive
Chicago, IL 60606

**RE: Proposal – ACM Abatement
Park Ridge Library
Park Ridge, IL**

Dear Mr. Meyer,

The following is our proposal to remove TSI – Pipe Insulation from various location at 20 South Prospect Ave., Park Ridge Illinois.

Scope of work and Procedures

Obtain Cook County and IEPA permits.
Mobilize to site.
Setup containments Corridor, office restrooms, storage room, tech services, lobby, vestibule 113 and public restrooms with kitchen (Alternate #1).
Remove ceilings accordingly to expose pipe.
Remove TSI.
Encapsulate
Teardown
De-mobilize

Caveats

Work to be performed M-F. Premium time has not been included.
Personal items/furniture to be moved by others prior to mobilization.
Restroom 107 is not included.
Water and electric to be provided.
Replacement of materials is not included.
No structural demolition is included.
Truck and trailer will be spotted in parking lot.
Proposal valid for (60) sixty days.

Mr. Meyer
Park Ridge Library
February 8, 2021
Page 2

Cost Estimate

Description	Amount	Days
Lump Sum for Base Price	\$ 10,600	3
Alternate #1	\$ 2,375	---
Total Lump Sum Base + Alternate	\$ 12,975	3

Should you have any questions or concerns, please do not hesitate to call.

Sincerely,
Tecnica Environmental Services, Inc.

Sergio Munoz

Sergio Munoz
Senior Project Executive

Via email: mmeyer@ramboll.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees
held via videoconference – February 9, 2021 at 7:00 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary;
(via videoconference) Stevan Dobrilovic, Treasurer; Alexandria Hanba; Josh Kiem; Michael Reardon; Joseph Steinfelds; Deepika Thiagarajan

Others Present: Angela Berger, Interim Library Director; Alyson Doubek, Library Finance Manager; Gretchen Kottkamp, Technical Services Manager; Charlie Melidosian, Alderman, City of Park Ridge.

PUBLIC COMMENT

None.

CALL TO ORDER

Committee Chair Steinfelds called the Planning and Operations Committee meeting to order at 7:49 p.m.

Trustee Hanba made a

MOTION: to approve the minutes of December 8, 2020

President Rapisand seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfelds, Thiagarajan

Motion passed.

IT Managed Services

Interim Director Berger reported that City Manager Gilmore had notified her that the City is going to RFP for IT services. In 2015 the Library was included in their RFP, ultimately deciding not to go with the City's contract. The bid the City received was higher than the proposals the library received from vendors who support area libraries. The Board needs to decide if they want the Library included in the City's RFP.

Before her departure, Director Smith recommended extending the contract with CVI for an additional year due to the leadership transition, and disruptions due to ongoing construction in the building. The current CVI contract is up for renewal in August 2021.

President Rapisand asked if the City's contract would be single year or multi-year? Interim Director Berger stated that it would likely be a multi-year contract.

Trustee Hanba suggested participating in the RFP to see what the pricing came out to be, and could always stay with CVI if that was preferable. Committee Chair Steinfelds asked if there was a cost associated with doing the RFP with the City? Interim Director Berger stated that she does not believe there would be a cost for participating but will confirm that with the City Manager. Trustee Reardon concurred with Trustee Hanba's suggestion.

Committee Chair Steinfelds outlined the options:

- Extend existing contract with CVI
- Participate in City RFP
- Library do own RFP

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees
held via videoconference – February 9, 2021 at 7:00 p.m.

Alderman Melidosian suggested discussing with City Manager Gilmore if he would have concerns about including the Library in the RFP if they were not certain about participating in the contract. President Rapisand suggested having conversation with City Manager Gilmore before making decision.

Treasurer Dobrilovic said it would be helpful to hear from staff at the Board meeting how much disruption changing of IT provider might be to staff. Trustee Kiem noted that Director Smith was the primary contact with CVI, he was not sure how much staff was aware of the relationship with CVI. He wants to determine if we are satisfied with the service provided by CVI. Finance Manager Doubek said that CVI does have a staff person on site at library to assist with not only staff but also patrons who have computer issues. She said that was something not all providers offered. Trustee Kiem said that should be expressed as a requirement in the RFP. Ms. Doubek noted that CVI is available all hours that the Library is open. Interim Director Berger explained that was a difference between the Library and the City requirements; to have someone on site during hours the Library is open.

Trustee Reardon asked Interim Director Berger to determine the timing of City RFP. Interim Director Berger said the City is in the process of developing the RFP now, so a decision as to the Library's course of action on this as soon as possible is preferrable.

Technical Services Manager Kottkamp provided a comment that CVI has been very responsive, they serve several libraries and are familiar with Library needs.

Committee Chair Steinfels clarified if the Library did not enter into the RFP with the City, then this matter could wait a few months. Trustee Kiem suggested Interim Director Berger seek input from staff regarding their level of satisfaction with CVI. Interim Director Berger will discuss further with City Manager Gilmore.

Library reopening

President Rapisand expressed her appreciation of staff for making this work even during construction, and commended them for the messaging which also explained current construction projects. She noted that Children's Services would be relocated to the Quiet Reading Room on the second floor. She thanked staff for helping make this happen for patrons.

Trustee Kiem explained that this main objection to the asbestos work is the impact on access to Library. If the first floor is closed completely, perhaps it could be completed at this time.

Committee Chair Steinfels asked if the Library would be conducting temperature checks? Interim Director replied that they were not, which is consistent with the prior reopening. There is a greeter stationed inside the door to make sure people are masked.

Committee Chair Steinfels asked about egress routes, with the Prospect Ave. entrance closed. In case of emergency are there alternate exit routes? Interim Director Berger stated that during the renovation, a similar use of the second floor only was in place and that there are additional exits from the second floor. Trustee Reardon said we also need to make sure the contractors working on first floor will be safe as well if we are doing abatement.

The meeting adjourned at 8:12 p.m.



Memorandum

Memo Date: January 27, 2021
From: Angela Berger
Meeting Type: Planning & Operations COW
Meeting Date: February 9, 2021
Action Requested: For discussion
Subject: IT Managed Services

Background:

The Library's contract for managed IT services expires August 31, 2021. Computer View, Inc. (CVI) has provided these services for the Library since 2015.

The library considered a joint IT service contract with the City in 2015 and at that time, the library's information technology needs were included in an RFP issued by the City with vendors asked to provide an alternate quote for the Library.

In addition to being included in the City's RFP, and before bringing a recommendation to the Board, the Library issued its own RFP in order to broaden the search to include vendors that provided managed IT services to public libraries in our area. At that time, three proposals were considered and CVI was selected. Among the proposals considered was one from Prescient Solutions, the City's current provider. At that time, their proposal was \$53,000/year more than that of CVI.

City Manager Gilmore has again reached out to the Library, inviting the Library to consider a joint bid in spring, 2021. The City's current IT service contract expires August 2, 2021. He has indicated that the City will be updating the RFP/scope of work in early February.

Considerations:

The Library's purchasing policy states that service contracts will not be entered into for more than two years and may be extended for one year, with extensions subject to approval by the Board. After issuing an RFP in 2019, a two year contract was entered into with CVI for 2019-21. The annual contract cost is \$140,000 and the contract specifies a Year 3 renewal option of \$141,400, a 1% increase to the initial contract rate.

One option to be considered is to renew the existing contract with CVI. They are a known provider who has successfully met the needs of PRPL since 2015. Given the transition in Library leadership currently underway, this would allow a decision to change IT providers to be considered by the new director. This was the course of action followed by the Board during the previous transition in leadership.

The Library could also decide to be included in the City's RFP this year. Doing so may result in a contract cost savings over the current CVI contract but would require a change in IT providers during a transitional period. A change in providers would also likely include transition costs, including the soft costs of Library staff time, incurred while dealing with the demands on staff time related to COVID and the ongoing construction project.

The Library could also issue an RFP for services, focusing on vendors who support area libraries. The purpose of this would be to ensure that the Library is receiving competitive pricing. Any change in providers undertaken as a result of this process would also be subject to the considerations listed above.

Action Requested:

That the Board decide if the Library should be included in the City's upcoming RFP for Managed IT services. This would require that the scope of work be updated in February in order to meet the City's timeframe for issuance of their RFP.

Friends February Activities

- Received \$1,000 donation from the Adreani Foundation

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE CITY OF PARK RIDGE, COOK COUNTY, ILLINOIS
AUTHORIZING DETERMINATION OF
ESSENTIAL GOVERNMENTAL FUNCTIONS DURING COVID-19 CRISIS – February 2021**

WHEREAS, the Park Ridge Public Library Board of Trustees (the “Board”) is empowered to conduct the business of the Park Ridge Public Library (the “Library”) consistent with the provisions of the Illinois Local Library Act; and

WHEREAS, Section 5/4-7 of the Illinois Local Library Act (75 ILCS 5/4-7) permits the Board to make and adopt such bylaws, rules, and regulations for the government of the Library as may be expedient; and

WHEREAS, on March 11, 2020, the World Health Organization characterized the novel coronavirus (“COVID-19”) outbreak as a pandemic; and

WHEREAS, on March 20, 2020, Illinois Governor Pritzker issued Executive Order 2020-10, the Stay at Home, Social Distancing, and Essential Businesses and Operations directive, in order to slow and stop the spread of COVID-19; and

WHEREAS, Executive Order 2020-10 provided that each government body shall determine its own Essential Government Functions and identify employees and/or contractors necessary to the performance of those functions; and

WHEREAS, on February 5, 2021, Governor Pritzker issued Executive Order 2021-04, which continued most prior executive orders issued in response to COVID-19 through March 6, 2021; and

WHEREAS, the Board recognizes that certain Library services provided to members of the public cannot be performed by employees working remotely; and

WHEREAS, the Board concurrently recognizes that the health and safety of Library employees, contractors, and patrons is of paramount importance; and

WHEREAS, the Board desires to declare certain Library services as Essential Government Functions, consistent with Executive Order 2020-10, as set forth below.

NOW, THEREFORE, Be it resolved by the Board as follows:

1. The preamble recitals are hereby incorporated as if fully set forth herein.
2. The Board has determined the following services are Essential Government Functions and shall be provided by the Library through the duration of a future stay-at-home order:
 - a. Leadership, management and coordination of new and ongoing initiatives and all staff work as well as planning for next steps;
 - b. Regular maintenance and cleaning of the Library facility including oversight of capital projects currently in process;

- c. Financial, human resources, and business office functions necessary to process payments, manage business relationships, and support staff needs;
 - d. Technical services functions necessary to receive and process library resources;
 - e. Virtual access to a library of digital materials, including e-books and e-audiobooks, streaming content, curated web content, and databases;
 - f. Production of virtual programming for children, teens, and adults, which may be virtually accessed through the Library's social media channels, website, and by telephone;
 - g. Communication, reference and readers advisory services, account assistance, and community interaction with patrons through the Library's website and social media channels, direct mail, and by telephone, online chat and email; and
 - h. Fulfillment of telephone, online chat, email, and online requests of physical Library materials through contactless pick-up and returns at the Library.
 - i. Preparation for opening the building to the public.
3. The Board grants authority to the Library Director or Interim Library Director, to identify and schedule specific employees and/or contractors to perform the Essential Government Functions outlined in Paragraph 2 above.
 4. Any Library employees and/or contractors designated as necessary to perform any of the services outlined in Paragraph 2 above must wear a face covering and practice appropriate social distancing guidelines (*e.g.*, maintaining a six (6) foot physical separation from others) while working on the Library's premises, consistent with any previously-issued Executive Orders.
 5. This Resolution and the authority granted under this Resolution will expire on March 17, 2021. The Board may rescind this Resolution at any time before said expiration date.
 6. This Resolution shall be in full force and effect upon its adoption.

ADOPTED this 16th day of February, 2021 by the following roll call vote:

Ayes

President Lauren Rapisand

Nays:

Attest:

Absent/Abstention:

Secretary David Somheil

**City of Park Ridge, IL
Warrant List Fund Totals
01/16/2021**

Fund	Description	Amount
201	Library Fund	\$68,666.50
201	Grant Fund	\$0.00
201	Bibliotecha	\$0.00
201	North Suburban Digital Consortium	\$4,618.18
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	Report Total	\$73,284.86

WARRANT: L011621

TO FISCAL 2021/09 05/01/2020 TO 04/30/2021

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
6095 ABC COMMERCIAL	127436	01/12/21	183899		207235	P	01/18/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	2,310.00
	INVOICE: 20201252									
VENDOR TOTALS			18,480.00	YTD INVOICED				20,370.00	YTD PAID	2,310.00
48 AEC ONE STOP GROUP INC	127437	01/12/21	183900		207236	P	01/18/21	2015017 954015	LIB RSRCS-RECORDINGS MUST	181.96
	INVOICE: PLS52421650									
VENDOR TOTALS			1,361.53	YTD INVOICED				1,361.53	YTD PAID	181.96
5354 AMAZON COM LLC	127438	01/12/21	183901		207237	P	01/18/21	2015015 938506	GNL CNTRL SVC/PROGRAM	-10.52
	INVOICE: 439485798486									
	127439	01/12/21	183902		207237	P	01/18/21	2015015 938506	GNL CNTRL SVC/PROGRAM	250.64
	INVOICE: 759938539764									
	127440	01/12/21	183903		207237	P	01/18/21	2015015 938506	GNL CNTRL SVC/PROGRAM	17.70
	INVOICE: 899846385366									
	127441	01/12/21	183904		207237	P	01/18/21	2015015 938506	GNL CNTRL SVC/PROGRAM	13.85
	INVOICE: 469947493834									
	127442	01/12/21	183905		207237	P	01/18/21	2015015 938506	GNL CNTRL SVC/PROGRAM	31.96
	INVOICE: 887334746886									
	127443	01/12/21	183906		207237	P	01/18/21	2015015 938506	GNL CNTRL SVC/PROGRAM	36.46
	INVOICE: 697764958853									
	127444	01/12/21	183907		207237	P	01/18/21	2015015 938506	GNL CNTRL SVC/PROGRAM	84.99
	INVOICE: 643949483435									
	127445	01/12/21	183908		207237	P	01/18/21	2015015 938506	GNL CNTRL SVC/PROGRAM	25.78
	INVOICE: 564453856984									
	127446	01/12/21	183909		207237	P	01/18/21	2015015 938506	GNL CNTRL SVC/PROGRAM	19.78
	INVOICE: 593958578387									
	127447	01/12/21	183910		207237	P	01/18/21	2015015 938506	GNL CNTRL SVC/PROGRAM	19.68
	INVOICE: 435966654768									
	127448	01/12/21	183911		207237	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	13.55
	INVOICE: 449536966885									
	127449	01/12/21	183912		207237	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	56.25
	INVOICE: 859977394969									
	127450	01/12/21	183913		207237	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	4.99
	INVOICE: 977379533935									
	127451	01/12/21	183914		207237	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	142.45
	INVOICE: 874444884955									
	127452	01/12/21	183915		207237	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	18.88
	INVOICE: 446535834997									
	127453	01/12/21	183916		207237	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	21.21
	INVOICE: 948348554649									
	127454	01/12/21	183917		207237	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	14.96
	INVOICE: 969593666836									
	127547	01/12/21	184010		207237	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	23.49
	INVOICE: 949986734353									
	127588	01/12/21	184052		207237	P	01/18/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	21.90
	INVOICE: 884374455955									

WARRANT: L011621

TO FISCAL 2021/09 05/01/2020 TO 04/30/2021

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS										14,041.76 YTD INVOICED
										14,745.24 YTD PAID
										808.00
800 AMERICAN EAGLE COM										
	127455	01/12/21	183918		207238	P	01/18/21	2015011 931700	LIB DATA PROC SV	420.00
	INVOICE:	321678								
VENDOR TOTALS										6,810.00 YTD INVOICED
										7,330.00 YTD PAID
										420.00
7060 ANTHONY ROOFING TECTA AMERICA LLC										
	127456	01/12/21	183919		207239	P	01/18/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	875.00
	INVOICE:	S69003629								
VENDOR TOTALS										875.00 YTD INVOICED
										875.00 YTD PAID
										875.00
101020 BAKER AND TAYLOR BOOKS										
	127318	01/06/21	183780		207240	P	01/18/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	5.64
	INVOICE:	2035666215								
	127318	01/06/21	183780		207240	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	205.95
	INVOICE:	2035666215								
	127319	01/06/21	183781		207240	P	01/18/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	1,151.08
	INVOICE:	CSNF010621								
	127320	01/06/21	183782		207240	P	01/18/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	1,005.79
	INVOICE:	RS010621								
	127321	01/06/21	183783		207240	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	4,402.67
	INVOICE:	CSFIC010621								
	127322	01/06/21	183784		207240	P	01/18/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	3,122.97
	INVOICE:	REF010621								
	127457	01/12/21	183920		207240	P	01/18/21	2015015 938506	GNL CNTRL SVC/PROGRAM	7.17
	INVOICE:	2035696415								
	127538	01/12/21	184001		207240	P	01/18/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	41.24
	INVOICE:	CSNF011221								
	127539	01/12/21	184002		207240	P	01/18/21	2015017 954011	LIB RSRCS -MWL	32.05
	INVOICE:	2035688384								
	127540	01/12/21	184003		207240	P	01/18/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	32.02
	INVOICE:	2035686116								
	127541	01/12/21	184004		207240	P	01/18/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	12.74
	INVOICE:	2035685747								
	127541	01/12/21	184004		207240	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	70.65
	INVOICE:	2035685747								
	127542	01/12/21	184005		207240	P	01/18/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	64.90
	INVOICE:	2035685746								
	127542	01/12/21	184005		207240	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	227.67
	INVOICE:	2035685746								
	127543	01/12/21	184006		207240	P	01/18/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	406.01
	INVOICE:	REF011221								
	127544	01/12/21	184007		207240	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	622.60
	INVOICE:	CSFIC011221								
	127545	01/12/21	184008		207240	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	431.34
	INVOICE:	CSYAFIC011221								
	127546	01/12/21	184009		207240	P	01/18/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	1,416.42

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WARRANT: L011621

TO FISCAL 2021/09 05/01/2020 TO 04/30/2021

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

INVOICE: RS011221										
VENDOR TOTALS		155,031.75 YTD INVOICED			158,093.12 YTD PAID					13,258.91
3596 ANGELA BERGER										
	127458	01/12/21	183921		207241	P	01/18/21	2015011 935900	LIB CONSULT SERV	4,200.00
	INVOICE: 20211									
	127459	01/12/21	183922		207241	P	01/18/21	2015011 935900	LIB CONSULT SERV	2,100.00
	INVOICE: 20221									
VENDOR TOTALS		6,300.00 YTD INVOICED			6,442.06 YTD PAID					6,300.00
6910 BIBLIOTHECA LLC										
	127460	01/12/21	183923		207242	P	01/18/21	2015013 951100	LIBRARY SUPPLIES	5,075.02
	INVOICE: INVUS37411									
	127461	01/12/21	183924		207242	P	01/18/21	2015011 952000	MATERIALS	1,599.90
	INVOICE: INVUS39157									
VENDOR TOTALS		28,969.00 YTD INVOICED			28,969.00 YTD PAID					6,674.92
489 BLACKSTONE AUDIOBOOKS										
	127462	01/12/21	183925		207243	P	01/18/21	2015017 954004	LIB RSRCS-RECORDING AUDIO	500.28
	INVOICE: 1193327									
	127463	01/12/21	183926		207243	P	01/18/21	2015017 954004	LIB RSRCS-RECORDING AUDIO	214.52
	INVOICE: 1193991									
	127464	01/12/21	183927		207243	P	01/18/21	2015017 954004	LIB RSRCS-RECORDING AUDIO	38.91
	INVOICE: 1195960									
VENDOR TOTALS		5,544.52 YTD INVOICED			6,022.98 YTD PAID					753.71
300553 CENGAGE LEARNING INC										
	127466	01/12/21	183929		207244	P	01/18/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	19.00
	INVOICE: 72753658									
	127467	01/12/21	183930		207244	P	01/18/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	55.97
	INVOICE: 72746488									
VENDOR TOTALS		24,204.93 YTD INVOICED			24,626.80 YTD PAID					74.97
7750 CHICAGO FILTER SUPPLY										
	127548	01/12/21	184011		207245	P	01/18/21	2015012 932105	BLDG MNT CNTR-HVAC EQUIP	1,101.35
	INVOICE: 50005									
VENDOR TOTALS		1,247.87 YTD INVOICED			1,247.87 YTD PAID					1,101.35
8060 CPI CRISIS INTERVENTION PROGRAM										
	127468	01/12/21	183931		207246	P	01/18/21	2015011 933800	CONFERENCES & TRAINING	16.50
	INVOICE: CUS0240176									
VENDOR TOTALS		16.50 YTD INVOICED			16.50 YTD PAID					16.50
19972 DEMCO INC										

WARRANT: L011621

TO FISCAL 2021/09 05/01/2020 TO 04/30/2021

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	127469	01/12/21	183932		207247	P	01/18/21	2015013 951100	LIBRARY SUPPLIES	288.63
	INVOICE:	6885511								
	127469	01/12/21	183932		207247	P	01/18/21	2015015 951100	LIBRARY SUPPLIES	106.74
	INVOICE:	6885511								
VENDOR TOTALS			4,171.24	YTD INVOICED				4,171.24	YTD PAID	395.37
25165 EBCO SUBSCRIPTION SERV										
	127471	01/12/21	183934		207248	P	01/18/21	2015017 954018	LIB RSRCS-ONLINE DATABASE	3,280.00
	INVOICE:	10001466881								
VENDOR TOTALS			9,596.86	YTD INVOICED				9,596.86	YTD PAID	3,280.00
302023 ELIZABETH FICHTER										
	127472	01/12/21	183935		207249	P	01/18/21	2015015 938506	GNL CNTRL SVC/PROGRAM	105.77
	INVOICE:	ADM011221								
	127472	01/12/21	183935		207249	P	01/18/21	2015015 951100	LIBRARY SUPPLIES	.94
	INVOICE:	ADM011221								
VENDOR TOTALS			363.45	YTD INVOICED				363.45	YTD PAID	106.71
3545 FINDAWAY WORLD LLC										
	127473	01/12/21	183936		207250	P	01/18/21	2015017 954004	LIB RSRCS-RECORDING AUDIO	251.21
	INVOICE:	336602								
VENDOR TOTALS			8,075.67	YTD INVOICED				8,211.65	YTD PAID	251.21
7277 FIRST COMMUNICATIONS LLC										
	127474	01/12/21	183937		207251	P	01/18/21	2015011 938501	GNL CNTRL SVC/TELEPHONE	469.18
	INVOICE:	121001485								
VENDOR TOTALS			4,200.88	YTD INVOICED				4,200.88	YTD PAID	469.18
7725 GEORGE PATTON ASSOCIATES INC										
	127470	01/12/21	183933		207252	P	01/18/21	2015011 936000	PUBLIC RELATIONS	23.39
	INVOICE:	PSI1674044								
VENDOR TOTALS			457.59	YTD INVOICED				457.59	YTD PAID	23.39
6231 CLARENCE GOODMAN										
	127475	01/12/21	183938		207253	P	01/18/21	2015017 938506	GNL CNTRL SVC/PROGRAM	250.00
	INVOICE:	ADM0112212								
VENDOR TOTALS			250.00	YTD INVOICED				500.00	YTD PAID	250.00
4739 GREEN ASSOCIATES INC										
	127589	01/12/21	184053		207254	P	01/18/21	2015012 996300	BUILDING/BUILDING IMPROVE	1,937.43
	INVOICE:	2020781								
	127590	01/12/21	184054		207254	P	01/18/21	2015012 996300	BUILDING/BUILDING IMPROVE	760.73
	INVOICE:	2020053R								

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TO FISCAL 2021/09 05/01/2020 TO 04/30/2021

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		9,122.75 YTD INVOICED		75,124.26 YTD PAID				2,698.16	
5018 ANASTASIA GREENWALD									
127476	01/12/21	183939		207255	P	01/18/21	2015015 951100	LIBRARY SUPPLIES	25.00
INVOICE:		ADM0112213							
VENDOR TOTALS		95.00 YTD INVOICED		95.00 YTD PAID				25.00	
5041 TIFFANY ANN GATES ETCHELL									
127477	01/12/21	183940		207256	P	01/18/21	2015015 938506	GNL CNTRL SVC/PROGRAM	100.00
INVOICE:		ADM0112214							
VENDOR TOTALS		900.00 YTD INVOICED		900.00 YTD PAID				100.00	
102496 HOME DEPOT CREDIT SERVICES									
127591	01/12/21	184055		207257	P	01/18/21	2015012 952100	BUILDING SUPPLIES	79.75
INVOICE:		ADM011521							
VENDOR TOTALS		11,604.36 YTD INVOICED		12,835.48 YTD PAID				79.75	
303245 ID LABEL INCORPORATED									
127478	01/12/21	183941		207258	P	01/18/21	2015013 951100	LIBRARY SUPPLIES	450.00
INVOICE:		0142123IN							
VENDOR TOTALS		450.00 YTD INVOICED		450.00 YTD PAID				450.00	
7842 INGRAM LIBRARY SERVICES									
127479	01/12/21	183942		207260	P	01/18/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	31.81
INVOICE:		67256335							
127480	01/12/21	183943		207259	P	01/18/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	16.95
INVOICE:		62682488							
127481	01/12/21	183944		207260	P	01/18/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	49.70
INVOICE:		62682132							
127482	01/12/21	183945		207259	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.45
INVOICE:		62683724							
127483	01/12/21	183946		207259	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	5.99
INVOICE:		62683525							
127484	01/12/21	183947		207259	P	01/18/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	20.81
INVOICE:		67255419							
127485	01/12/21	183948		207259	P	01/18/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	20.87
INVOICE:		62682560							
127486	01/12/21	183949		207260	P	01/18/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	151.28
INVOICE:		62682170							
127487	01/12/21	183950		207259	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	10.32
INVOICE:		62683119							
127488	01/12/21	183951		207259	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.45
INVOICE:		62683043							
127489	01/12/21	183952		207259	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	10.62
INVOICE:		67257785							
127490	01/12/21	183953		207260	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	314.48

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DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 62682825									
127491	01/12/21	183954		207260	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	211.90
INVOICE: 67256745									
127492	01/12/21	183955		207260	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	364.60
INVOICE: 62683469									
127549	01/12/21	184012		207259	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	9.75
INVOICE: 62684632									
127550	01/12/21	184013		207259	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	17.47
INVOICE: 62684004									
127551	01/12/21	184014		207259	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	10.88
INVOICE: 67260202									
127552	01/12/21	184015		207259	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	5.99
INVOICE: 62684467									
127553	01/12/21	184016		207259	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	10.32
INVOICE: 62684006									
127554	01/12/21	184017		207259	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	6.59
INVOICE: 62684005									
127555	01/12/21	184018		207259	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	9.73
INVOICE: 67259645									
127556	01/12/21	184019		207259	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	10.88
INVOICE: 67260203									
127557	01/12/21	184020		207259	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	16.01
INVOICE: 67260535									
127558	01/12/21	184021		207260	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	32.19
INVOICE: 62685246									
127559	01/12/21	184022		207260	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	231.08
INVOICE: 67258667									
127560	01/12/21	184023		207259	P	01/18/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	16.01
INVOICE: 67259264									
127561	01/12/21	184024		207260	P	01/18/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	46.49
INVOICE: 62684694									
127562	01/12/21	184025		207259	P	01/18/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	30.82
INVOICE: 62685969									
127563	01/12/21	184026		207259	P	01/18/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	15.97
INVOICE: 62685737									
127564	01/12/21	184027		207260	P	01/18/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	60.80
INVOICE: 62684952									
127565	01/12/21	184028		207260	P	01/18/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	122.41
INVOICE: 62684695									
VENDOR TOTALS			8,996.71	YTD INVOICED			8,996.71	YTD PAID	1,885.62
8032 KALEEN ELIZABETH DOLAN									
127592	01/12/21	184056		207261	P	01/18/21	2015017 938506	GNL CNTRL SVC/PROGRAM	150.00
INVOICE: ADM0115212									
VENDOR TOTALS			300.00	YTD INVOICED			300.00	YTD PAID	150.00
5303 KINGS III OF AMERICA INC									
127493	01/12/21	183956		207262	P	01/18/21	2015012 932104	BLDG MNT CNTR-ELEV MAINT	146.64
INVOICE: 1927961									

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DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		428.64 YTD INVOICED			428.64 YTD PAID				146.64
302687 LAUTERBACH & AMEN LLP									
127494	01/12/21	183957		207263	P	01/18/21	2015011 941600	AUDIT FEES	8,200.00
INVOICE: 51640									
VENDOR TOTALS		48,200.00 YTD INVOICED			48,925.00 YTD PAID				8,200.00
101892 MIDWEST TAPE									
127495	01/12/21	183958		207264	P	01/18/21	2015015 954004	LIB RSRCS-RECORDING AUDIO	34.99
INVOICE: 99764377									
127496	01/12/21	183959		207264	P	01/18/21	2015015 954004	LIB RSRCS-RECORDING AUDIO	29.99
INVOICE: 99789753									
127497	01/12/21	183960		207264	P	01/18/21	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	7.99
INVOICE: 99764376									
127498	01/12/21	183961		207265	P	01/18/21	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	115.54
INVOICE: 99769946									
127499	01/12/21	183962		207264	P	01/18/21	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	29.53
INVOICE: 99789454									
127500	01/12/21	183963		207265	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	244.36
INVOICE: 99764412									
127501	01/12/21	183964		207264	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	16.49
INVOICE: 99764415									
127502	01/12/21	183965		207265	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	187.97
INVOICE: 99793084									
127503	01/12/21	183966		207264	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	30.04
INVOICE: 99793082									
127504	01/12/21	183967		207264	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	56.22
INVOICE: 99789759									
127505	01/12/21	183968		207265	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	296.03
INVOICE: 99789758									
127506	01/12/21	183969		207265	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	170.93
INVOICE: 99789757									
127507	01/12/21	183970		207264	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	39.73
INVOICE: 99789755									
127508	01/12/21	183971		207264	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	15.73
INVOICE: 99789756									
127509	01/12/21	183972		207265	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	404.54
INVOICE: 99773098									
127510	01/12/21	183973		207265	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	61.58
INVOICE: 99773250									
127511	01/12/21	183974		207264	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	32.29
INVOICE: 99773251									
127512	01/12/21	183975		207264	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	59.96
INVOICE: 99764414									
127513	01/12/21	183976		207264	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	43.48
INVOICE: 99764411									
127514	01/12/21	183977		207265	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	281.57
INVOICE: 99764379									
127515	01/12/21	183978		207265	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	146.19

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	INVOICE: 99764378									
	127516	01/12/21	183979		207264	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	14.99
	INVOICE: 99764413									
	127517	01/12/21	183980		207265	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	149.94
	INVOICE: 99764410									
	127566	01/12/21	184029		207264	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	18.74
	INVOICE: 99825331									
	127567	01/12/21	184030		207265	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	146.94
	INVOICE: 99825319									
	127568	01/12/21	184031		207264	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	18.74
	INVOICE: 99825318									
	127569	01/12/21	184032		207264	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	9.74
	INVOICE: 99825316									
	127570	01/12/21	184033		207264	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	44.98
	INVOICE: 99825317									
	127571	01/12/21	184034		207264	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	52.54
	INVOICE: 99808668									
	127572	01/12/21	184035		207265	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	71.08
	INVOICE: 99808669									
	127573	01/12/21	184036		207264	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	38.04
	INVOICE: 99819040									
	127574	01/12/21	184037		207265	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	75.72
	INVOICE: 99835811									
	127575	01/12/21	184038		207265	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	134.19
	INVOICE: 99835810									
	127576	01/12/21	184039		207264	P	01/18/21	2015017 954005	LIB RSRCS-AV/DVD/BL	46.48
	INVOICE: 99835759									
	VENDOR TOTALS		47,574.54	YTD INVOICED				47,772.63	YTD PAID	3,127.27
4041 ORKIN PEST CONTROL										
	127518	01/12/21	183981		207266	P	01/18/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	250.00
	INVOICE: 206540891									
	VENDOR TOTALS		1,663.87	YTD INVOICED				1,663.87	YTD PAID	250.00
924 OVERDRIVE INC										
	127519	01/12/21	183982		207267	P	01/18/21	2015017 954012	LIB RSRCS-E-BOOKS	5,000.00
	INVOICE: CD0075120453316									
	127520	01/12/21	183983		207267	P	01/18/21	201 430819	NO. SUB. DIGITAL CONSORTI	531.32
	INVOICE: 00751CO20462458									
	127521	01/12/21	183984		207267	P	01/18/21	201 430819	NO. SUB. DIGITAL CONSORTI	87.90
	INVOICE: 00751DA20456854									
	127522	01/12/21	183985		207267	P	01/18/21	201 430819	NO. SUB. DIGITAL CONSORTI	8.99
	INVOICE: 00751DA20456853									
	127523	01/12/21	183986		207267	P	01/18/21	201 430819	NO. SUB. DIGITAL CONSORTI	2,990.15
	INVOICE: 00751CO20461675									
	127577	01/12/21	184040		207267	P	01/18/21	201 430819	NO. SUB. DIGITAL CONSORTI	1,000.00
	INVOICE: H0073174									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		98,270.78 YTD INVOICED		112,669.72 YTD PAID						9,618.36
3949 PARK RIDGE LIONS CLUB	127524	01/12/21	183987		207268	P	01/18/21	2015011 932400	LIB MEMBER DUES	175.00
	INVOICE: ADM0112215									
VENDOR TOTALS		350.00 YTD INVOICED		700.00 YTD PAID						175.00
61391 PIONEER PRESS	127525	01/12/21	183988		207269	P	01/18/21	2015017 954003	LIB RSRCS--PERIODICALS	32.50
	INVOICE: ADM0112216									
VENDOR TOTALS		182.00 YTD INVOICED		182.00 YTD PAID						32.50
101774 POLONIA BOOKSTORE & PLSH CO	127526	01/12/21	183989		207270	P	01/18/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	192.67
	INVOICE: 68350									
VENDOR TOTALS		1,937.22 YTD INVOICED		2,128.64 YTD PAID						192.67
6564 PURE HEALTH SOLUTIONS INC	127527	01/12/21	183990		207271	P	01/18/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	63.75
	INVOICE: 11388532									
VENDOR TOTALS		510.00 YTD INVOICED		573.75 YTD PAID						63.75
6880 ROBBINS SCHWARTZ	127528	01/12/21	183991		207272	P	01/18/21	2015011 942500	GENERAL COUNSEL	48.00
	INVOICE: 878767									
VENDOR TOTALS		4,228.38 YTD INVOICED		5,056.38 YTD PAID						48.00
102551 CACINI INC	127593	01/12/21	184057		207273	P	01/18/21	2015011 936000	PUBLIC RELATIONS	17.50
	INVOICE: 41785									
VENDOR TOTALS		5,817.33 YTD INVOICED		5,879.91 YTD PAID						17.50
6493 SUN AND MOON YOGA	127529	01/12/21	183992		207274	P	01/18/21	2015015 938506	GNL CNTRL SVC/PROGRAM	500.00
	INVOICE: ADM0112217									
VENDOR TOTALS		7,150.00 YTD INVOICED		7,150.00 YTD PAID						500.00
8043 TIMOTHY COMMUNICATIONS INC	127530	01/12/21	183993		207275	P	01/18/21	2015017 938506	GNL CNTRL SVC/PROGRAM	150.00
	INVOICE: ADM0112218									
VENDOR TOTALS		150.00 YTD INVOICED		150.00 YTD PAID						150.00

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

300439	TODAY S BUSINESS SOLUTIONS									
127531	01/12/21	183994		207276	P	01/18/21	2015011 931700	LIB DATA PROC SV	4,608.40	
	INVOICE: 11437									
	VENDOR TOTALS		5,050.28	YTD INVOICED			5,131.72	YTD PAID		4,608.40
1522	ULINE INC									
127532	01/12/21	183995		207277	P	01/18/21	2015016 951100	LIBRARY SUPPLIES	585.00	
	INVOICE: 127879428									
127533	01/12/21	183996		207277	P	01/18/21	2015016 951100	LIBRARY SUPPLIES	585.00	
	INVOICE: 128249942									
	VENDOR TOTALS		5,745.76	YTD INVOICED			5,745.76	YTD PAID		1,170.00
5003	UNIQUE MANAGEMENT SERVICES INC									
127594	01/12/21	184058		207278	P	01/18/21	2015011 937800	LIB BNK SERV CHG	8.95	
	INVOICE: 598396									
	VENDOR TOTALS		590.70	YTD INVOICED			590.70	YTD PAID		8.95
303348	THE UPS STORE 1573									
127578	01/12/21	184041		207279	P	01/18/21	2015011 938502	GNL CNTRL SVC/POSTAGE	13.50	
	INVOICE: 00000017196									
	VENDOR TOTALS		69.10	YTD INVOICED			79.42	YTD PAID		13.50
2193	VERIZON WIRELESS									
127579	01/12/21	184042		207280	P	01/18/21	2015011 938501	GNL CNTRL SVC/TELEPHONE	185.11	
	INVOICE: 9870285121									
	VENDOR TOTALS		38,126.91	YTD INVOICED			42,986.64	YTD PAID		185.11
300800	WAREHOUSE DIRECT INC									
127534	01/12/21	183997		207281	P	01/18/21	2015011 951002	OFF SPLS--OTHER SUPPLIES	84.46	
	INVOICE: 48455620									
127535	01/12/21	183998		207281	P	01/18/21	2015011 951001	OFF SPLS--PHOTOCOPY	471.65	
	INVOICE: 48557420									
127536	01/12/21	183999		207281	P	01/18/21	2015012 952100	BUILDING SUPPLIES	64.99	
	INVOICE: 47086040									
	VENDOR TOTALS		5,433.75	YTD INVOICED			5,433.75	YTD PAID		621.10
6668	WOLTERS KLUWER									
127465	01/12/21	183928		207282	P	01/18/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	411.41	
	INVOICE: 4805041081									
	VENDOR TOTALS		411.41	YTD INVOICED			411.41	YTD PAID		411.41
4803	WIDE OPEN WEST									
127537	01/12/21	184000		207283	P	01/18/21	2015011 938503	GNL CNTRL SVC-INTERNET	804.99	
	INVOICE: ADM0112219									

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VENDOR NAME

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

VENDOR TOTALS 15,919.78 YTD INVOICED 28,212.59 YTD PAID 804.99
REPORT TOTALS 73,284.86

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	49	73,284.86

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

**City of Park Ridge, IL
Warrant List Fund Totals
01/31/2021**

Fund	Description	Amount
201	Library Fund	\$56,888.28
201	Grant Fund	\$0.00
201		\$0.00
201	North Suburban Digital Consortium	\$4,192.38
<hr/>		
	Report Total	\$61,080.66

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

6095 ABC COMMERCIAL	127952	01/25/21	184423		207403	P	01/29/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	2,310.00
	INVOICE:	20210153								
VENDOR TOTALS	20,790.00 YTD INVOICED				22,680.00 YTD PAID					2,310.00
5354 AMAZON COM LLC	127847	01/25/21	184318		207404	P	01/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	15.99
	INVOICE:	458845556555								
	127848	01/25/21	184319		207404	P	01/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	14.67
	INVOICE:	945856434599								
	127849	01/25/21	184320		207404	P	01/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	56.28
	INVOICE:	449973845937								
	127850	01/25/21	184321		207404	P	01/29/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	13.25
	INVOICE:	983734696999								
	127851	01/25/21	184323		207404	P	01/29/21	2015017 951100	LIBRARY SUPPLIES	65.46
	INVOICE:	434347574869								
	127853	01/25/21	184324		207404	P	01/29/21	2015015 938506	GNL CNTRL SVC/PROGRAM	27.45
	INVOICE:	463438436869								
	127854	01/25/21	184326		207404	P	01/29/21	2015015 938506	GNL CNTRL SVC/PROGRAM	5.59
	INVOICE:	468466896979								
	127856	01/25/21	184327		207404	P	01/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	17.99
	INVOICE:	476639569899								
VENDOR TOTALS	14,258.44 YTD INVOICED				14,961.92 YTD PAID					216.68
303186 AMERICAN LIBRARY ASSOCIATION	127857	01/25/21	184328		207405	P	01/29/21	2015011 932400	LIB MEMBER DUES	275.00
	INVOICE:	ADM012521								
VENDOR TOTALS	500.00 YTD INVOICED				500.00 YTD PAID					275.00
3596 ANGELA BERGER	127859	01/25/21	184330		207406	P	01/29/21	2015011 935900	LIB CONSULT SERV	4,200.00
	INVOICE:	20321								
VENDOR TOTALS	10,500.00 YTD INVOICED				10,642.06 YTD PAID					4,200.00
4193 ATOMATIC MECHANICAL SERVICES INC	127953	01/25/21	184424		207407	P	01/29/21	2015012 932105	BLDG MNT CNTR-HVAC EQUIP	545.08
	INVOICE:	SRV2100101								
VENDOR TOTALS	7,322.03 YTD INVOICED				7,322.03 YTD PAID					545.08
101020 BAKER AND TAYLOR BOOKS	127803	01/22/21	184270		207408	P	01/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	12.74
	INVOICE:	2035710784								
	127803	01/22/21	184270		207408	P	01/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	119.86
	INVOICE:	2035710784								
	127804	01/22/21	184271		207408	P	01/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	525.82
	INVOICE:	RS012221								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	127805	01/22/21	184272		207408	P	01/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	43.32
	INVOICE:	CSNF012221								
	127806	01/22/21	184273		207408	P	01/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	65.66
	INVOICE:	CSYANF012221								
	127807	01/22/21	184274		207408	P	01/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	144.55
	INVOICE:	CSYAFIC012221								
	127808	01/22/21	184275		207408	P	01/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	1,510.07
	INVOICE:	CSFIC012221								
	127809	01/22/21	184276		207408	P	01/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	806.19
	INVOICE:	REF012221								
VENDOR TOTALS			158,259.96	YTD INVOICED				161,321.33	YTD PAID	3,228.21
489 BLACKSTONE AUDIOBOOKS										
	127861	01/25/21	184332		207409	P	01/29/21	2015017 954004	LIB RSRCS-RECORDING AUDIO	450.37
	INVOICE:	1197738								
	127862	01/25/21	184333		207409	P	01/29/21	2015017 954004	LIB RSRCS-RECORDING AUDIO	38.95
	INVOICE:	1198792								
VENDOR TOTALS			6,033.84	YTD INVOICED				6,512.30	YTD PAID	489.32
4756 CALL ONE										
	127864	01/25/21	184335		207410	P	01/29/21	2015011 938501	GNL CNTRL SVC/TELEPHONE	319.85
	INVOICE:	365928								
VENDOR TOTALS			1,591.23	YTD INVOICED				1,591.23	YTD PAID	319.85
300553 CENGAGE LEARNING INC										
	127865	01/25/21	184336		207411	P	01/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	119.96
	INVOICE:	72925882								
	127866	01/25/21	184337		207411	P	01/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	29.59
	INVOICE:	72845874								
VENDOR TOTALS			24,354.48	YTD INVOICED				24,776.35	YTD PAID	149.55
5814 CHASE										
	127955	01/25/21	184426		207412	P	01/29/21	2015011 931700	LIB DATA PROC SV	602.49
	INVOICE:	ADM0127212								
	127955	01/25/21	184426		207412	P	01/29/21	2015011 933800	CONFERENCES & TRAINING	436.62
	INVOICE:	ADM0127212								
	127955	01/25/21	184426		207412	P	01/29/21	2015011 936000	PUBLIC RELATIONS	94.40
	INVOICE:	ADM0127212								
	127955	01/25/21	184426		207412	P	01/29/21	2015011 951002	OFF SPLS--OTHER SUPPLIES	55.70
	INVOICE:	ADM0127212								
	127955	01/25/21	184426		207412	P	01/29/21	2015011 951103	STAFF APPRECIATION	176.74
	INVOICE:	ADM0127212								
	127955	01/25/21	184426		207412	P	01/29/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	90.00
	INVOICE:	ADM0127212								
VENDOR TOTALS			7,610.76	YTD INVOICED				8,037.21	YTD PAID	1,455.95

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
5403 CHASE PAYMENTECH	127948	01/27/21	184419		16120	W	01/27/21	2015011 937800	LIB BNK SERV CHG	25.00
	INVOICE: ADM012721									
VENDOR TOTALS			31,068.23	YTD INVOICED				31,068.23	YTD PAID	25.00
55134 COOPERATIVE COMPUTER	127867	01/25/21	184338		207413	P	01/29/21	2015016 931701	DATA PROCESSING/CLSI	16,328.64
	INVOICE: 1806									
127867	01/25/21	184338		207413	P	01/29/21	2015013 931702	DATA PROCESSING/OCLC		3,300.82
	INVOICE: 1806									
VENDOR TOTALS			72,555.16	YTD INVOICED				72,555.16	YTD PAID	19,629.46
8072 EFRALM CARLSON & SON INC	127870	01/25/21	184341		207414	P	01/29/21	2015012 996300	BUILDING/BUILDING IMPROVE	19,320.81
	INVOICE: ADM0125212									
VENDOR TOTALS			19,320.81	YTD INVOICED				19,320.81	YTD PAID	19,320.81
3545 FINDAWAY WORLD LLC	127871	01/25/21	184342		207415	P	01/29/21	2015017 954004	LIB RSRCS-RECORDING AUDIO	131.73
	INVOICE: 339135									
127872	01/25/21	184343		207415	P	01/29/21	2015017 954004	LIB RSRCS-RECORDING AUDIO		246.46
	INVOICE: 339125									
VENDOR TOTALS			8,453.86	YTD INVOICED				8,589.84	YTD PAID	378.19
5069 IMAGE SYSTEMS & BUSINESS SOLUTIONS LLC	127956	01/25/21	184427		207416	P	01/29/21	2015011 935100	EQPT RNTL-MAINTENANCE	500.00
	INVOICE: 329597									
127957	01/25/21	184428		207416	P	01/29/21	2015011 935100	EQPT RNTL-MAINTENANCE		490.00
	INVOICE: 329596									
VENDOR TOTALS			5,371.45	YTD INVOICED				5,371.45	YTD PAID	990.00
7842 INGRAM LIBRARY SERVICES	127873	01/25/21	184344		207417	P	01/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	34.62
	INVOICE: 62686881									
127874	01/25/21	184345		207417	P	01/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF		19.96
	INVOICE: 67264227									
127875	01/25/21	184346		207417	P	01/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS		16.01
	INVOICE: 67264367									
VENDOR TOTALS			9,067.30	YTD INVOICED				9,067.30	YTD PAID	70.59
1061 MARY MASON	127876	01/25/21	184347		207418	P	01/29/21	2015015 938506	GNL CNTRL SVC/PROGRAM	116.42
	INVOICE: ADM0125213									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS										940.82 YTD INVOICED
										1,004.27 YTD PAID
										116.42
101892 MIDWEST TAPE										
	127877	01/25/21	184348		207419	P	01/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	329.87
	INVOICE:		99905148							
	127878	01/25/21	184349		207419	P	01/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	205.39
	INVOICE:		99905147							
	127879	01/25/21	184350		207419	P	01/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	126.68
	INVOICE:		99905146							
	127880	01/25/21	184351		207419	P	01/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	18.74
	INVOICE:		99906011							
	127881	01/25/21	184352		207419	P	01/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	29.99
	INVOICE:		99906010							
	127882	01/25/21	184353		207419	P	01/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	28.29
	INVOICE:		99904608							
	127883	01/25/21	184354		207419	P	01/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	18.79
	INVOICE:		99905330							
	127884	01/25/21	184355		207419	P	01/29/21	2015015 954004	LIB RSRCS-RECORDING AUDIO	67.98
	INVOICE:		99905852							
	127885	01/25/21	184356		207419	P	01/29/21	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	9.14
	INVOICE:		99904786							
	127886	01/25/21	184357		207419	P	01/29/21	2015015 954004	LIB RSRCS-RECORDING AUDIO	59.99
	INVOICE:		99905851							
	127888	01/25/21	184359		207419	P	01/29/21	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	56.33
	INVOICE:		99875287							
	127889	01/25/21	184360		207419	P	01/29/21	2015015 954004	LIB RSRCS-RECORDING AUDIO	257.90
	INVOICE:		99874821							
	127890	01/25/21	184361		207419	P	01/29/21	2015015 954004	LIB RSRCS-RECORDING AUDIO	19.99
	INVOICE:		99874820							
	127891	01/25/21	184362		207419	P	01/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	25.49
	INVOICE:		99874830							
	127892	01/25/21	184363		207419	P	01/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	5.24
	INVOICE:		99874829							
	127894	01/25/21	184365		207419	P	01/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	128.95
	INVOICE:		99874828							
	127895	01/25/21	184366		207419	P	01/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	277.36
	INVOICE:		99874827							
	127896	01/25/21	184367		207419	P	01/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	213.65
	INVOICE:		99874825							
VENDOR TOTALS										49,454.31 YTD INVOICED
										49,652.40 YTD PAID
										1,879.77
924 OVERDRIVE INC										
	127898	01/25/21	184369		207420	P	01/29/21	201 430819	NO. SUB. DIGITAL CONSORTII	602.95
	INVOICE:		00751DA21020008							
	127899	01/25/21	184370		207420	P	01/29/21	201 430819	NO. SUB. DIGITAL CONSORTII	3,005.49
	INVOICE:		00751CO21011581							
	127900	01/25/21	184371		207420	P	01/29/21	201 430819	NO. SUB. DIGITAL CONSORTII	518.94
	INVOICE:		00751DA21003696							
	127901	01/25/21	184372		207420	P	01/29/21	201 430819	NO. SUB. DIGITAL CONSORTII	65.00

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

INVOICE: 00751DA21012273									
VENDOR TOTALS		102,463.16 YTD INVOICED			116,862.10 YTD PAID			4,192.38	
6493 SUN AND MOON YOGA									
127902	01/25/21	184373		207421	P	01/29/21	2015015 938506	GNL CNTRL SVC/PROGRAM	500.00
INVOICE: ADM0125214									
127903	01/25/21	184374		207421	P	01/29/21	2015017 938506	GNL CNTRL SVC/PROGRAM	600.00
INVOICE: ADM0125215									
VENDOR TOTALS		8,250.00 YTD INVOICED			8,250.00 YTD PAID			1,100.00	
300800 WAREHOUSE DIRECT INC									
127904	01/25/21	184375		207422	P	01/29/21	2015015 951100	LIBRARY SUPPLIES	53.28
INVOICE: 48636220									
127905	01/25/21	184376		207422	P	01/29/21	2015012 952100	BUILDING SUPPLIES	95.26
INVOICE: 48155730									
127906	01/25/21	184377		207422	P	01/29/21	2015012 952100	BUILDING SUPPLIES	39.86
INVOICE: 46465620									
VENDOR TOTALS		5,622.15 YTD INVOICED			5,622.15 YTD PAID			188.40	
REPORT TOTALS									61,080.66

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	20	61,055.66
TOTAL WIRE TRANSFERS	1	25.00

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