REVISED AGENDA
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Regular Meeting of the Board of Trustees held **in the City Hall Council Chambers**
505 Butler Place, Park Ridge, IL – Tuesday, March 19, 2019 at 7:00 p.m.

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

*3. Approval of Minutes of Regular Meeting of February 19, 2019
4. Comments from the General Public (Non-agenda items)
5. Secretary's Report
   A. Communications
   B. **MOTION** to adjourn to CLOSED SESSION pursuant to 5 ILCS 120/2(c) for discussion of minutes of the meetings lawfully closed under the Act, whether for purposes of approval and/or review of those minutes under 5 ILCS 120/2.06
   C. **MOTION** to approve opening/releasing the Closed/Executive Session minutes, or portions thereof as discussed, for the following date**:** 09/18/2018 *Special Meeting*.
6. Treasurer's Report
   *A. Approval of Bills Payable-Warrant Register for:

a. Period 10, February 16, 2019

Library Fund Warrants	$120,823.72
Payroll	$78,180.91
Grant Fund	$0.00
Technology Replacement Fund	$0.00
North Suburban Digital Consortium	$ 4,538.55
Library Restricted Fund	$0.00
Total	$203,543.18

b. Period 10, February 28, 2019

Library Fund Warrants	$348,582.39
Payroll	$78,040.53
Grant Fund	$0.00
Technology Replacement Fund	$0.00
North Suburban Digital Consortium	$3,416.14
Library Restricted Fund	$550.00
Total	$430,589.06

   *B. Per Capita Grant Report for February 2019
   *C. Technology Replacement Fund Summary Report for February 2019
   *D. Library Gift Fund Report for February 2019
      a. Approval for payment from the Restricted Fund, $0.00
   E. Year to Date Budget Report for February 2019
      a. **MOTION** to approve the *Year to Date Budget Report for February 2019*
   *F. Fines & Fees Revenue History
7. Library Director's Report
   A. Statistical Reports – Monthly Statistics for February 2019
   B. Narrative
8. Committee Reports
   A. Planning & Operations
      a. **MOTION** to approve the use of funds from the Dorothy Moriarty Trust to purchase 100 KI-Opt4 Mesh-Back/Mesh-Seat chairs and 3 storage caddies from KI at the cost of $17,683.00
   B. Communications & Development
      a. **MOTION** to approve the 2019 Library Award Recipients, Gerry Zwicky and John Priala
   D. Building & Grounds
      a. **MOTION** to approve Change Orders #22-R, #24, #32-R4 for $19,084.00, and Credits #37b, #45 for $30,732.00
      b. **MOTION** to approve Outstanding Credits
   E. Budget & Finance
      a. **MOTION** to approve the FY20 Operating Budget of $4,147,470.00
      b. **MOTION** to approve the revised FY19 Capital Budget for $2,105,000.00
      c. **MOTION** to approve the revised FY20 Capital Budget for $100,000.00
   F. Personnel
      a. **MOTION** to approve up to $60,000.00 in merit payments, to be effective May 1, 2019 in the form of salary increases to eligible staff who are within the salary range for their classification and bonuses to those eligible staff who have met the maximum of their salary range
9. Friends of the Library Report
10. Unfinished Business
11. New Business
12. Adjournment

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

(blank page)

MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE PARK RIDGE PUBLIC LIBRARY HELD
IN THE CITY HALL COUNCIL CHAMBERS, 505 BUTLER PLACE, PARK RIDGE, IL
TUESDAY, FEBRUARY 19, 2019 AT 7:00 P.M.

CALL TO ORDER
President Reardon called the meeting to order at 7:02 p.m.

ROLL CALL

TRUSTEES PRESENT: Michael Reardon, President; Charlene Foss-Eggemann, Vice-President; Joseph Egan, Treasurer *(via phone)*, Gareth Kennedy, Secretary; Karen Burkum, Stevan Dobrilovic, Joshua Kiem, Patrick Lamb, Lauren Rapisand

TRUSTEES ABSENT: None

OTHERS PRESENT: Heidi Smith, Library Director; Jodi Bemis Whitney, Angela Berger, Anastasia Daskalos, Gretchen Kottkamp, Laura Scott, Library Staff; Drake Dietrick, Videographer with *Drake Dietrick Video*

It was noted that Alderman Melidosian is attending the City Council meeting this evening at City Hall and sends his regrets that he cannot be present at the Board meeting in his capacity as Library Liaison.

APPROVAL OF REMOTE ATTENDANCE
Treasurer Egan stated he is out of town on business and wishes to attend remotely. A motion is needed to formally approve attendance by trustees via remote means.

Vice-Pres. Foss-Eggemann made a

MOTION: to approve the attendance at this evening's meeting by Treasurer Egan via electronic means.

Secretary Kennedy SECONDED the motion.

Roll call vote**:** 8 Yay: Burkum, Dobrilovic, Foss-Eggemann, Kennedy, Kiem, Lamb, Rapisand, Reardon
1 not voting: Egan

MOTION PASSED UNANIMOUSLY

CONSENT AGENDA
The items covered by the Consent Agenda are marked by an asterisk on the agenda. There being no comments,

Trustee Kiem made a

MOTION: to approve the Consent Agenda

Trustee Burkum SECONDED the motion

Roll call vote. MOTION PASSED UNANIMOUSLY

COMMENTS FROM THE GENERAL PUBLIC
None

DRAFT

SECRETARY'S REPORT
Secretary Kennedy reviewed the following correspondence in the communications folder**:**

- A letter to then-Reference Services Manager Kottkamp, from Keshia Garnet, Librarian at Malcolm X College - City Colleges of Chicago. Ms. Garnet thanked her for her assistance, and the Library for their generosity in donating approximately a few hundred old bookends to her library.
- An email to Circulation/Patron Services staff commending them on their "friendliness throughout the renovation. That their customer service doesn't go unnoticed."
- An email to the Library Director from Ms. Susan Schaefer, commending the Library staff for doing "a wonderful job in managing a huge project! The Library is a Park Ridge jewel. Congrats to the Park Ridge Library Staff"!
- An email from the Park Ridge Speedskating Club informing the Library that their December, 2018 display at the Library was highlighted in the worldwide *US Speedskating* newsletter.
- An article from the February 14, 2019 Park Ridge Herald Advocate newspaper, *Celebration Planned as Park Ridge Library Renovation Nears End*, regarding the Library reopening its renovated first floor public areas on February 8, 2019.

TREASURER'S REPORT
Treasurer Egan reviewed the Year to Date Budget Report on page 43 of the packet. As of January 31, 2019 with 75% of the fiscal year completed, the Library has expended 63% of the total Operating Budget and 67% of the total Capital Budget, and overall the Library has expended 65% of the total budget.

Secretary Kennedy made a

MOTION: to approve the *Year to Date Budget Report* for January, 2019

Trustee Burkum SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

LIBRARY DIRECTOR'S REPORT
Director Smith announced that Carl Giometti of Studio GC Architecture is present this evening to update the Board on the renovation progress. Director Smith first briefly updated the timeline of the renovation-related items in her written report from the construction meeting earlier today. She added that the Prospect Avenue entrance and first floor public areas opened to the public one week ago and many positive comments have been received by patrons.

Mr. Giometti reviewed the particulars of the remaining aspects of the renovation nearing completion, adding he anticipates the project will be substantially complete for a punch list inspection walkthrough on February 21 and a certificate of substantial completion can be issued once the fireplace is installed next week.

Mr. Giometti discussed scheduling a cost resolution meeting for February 22 with Director Smith, members of the Library Board, Mr. McCarthy *(of Studio GC Architecture*) and CSI *(Construction Solutions of Illinois, Inc.)*.

Discussion took place regarding various items awaiting completion, including the status of the work on the columns at the Prospect Avenue entrance. Mr. Giometti explained that 98% of the column work is done, and the remainder of the work will take place when the weather is warmer, namely the painting of the columns and the sealing of the column joints. Mr. Giometti noted that the painters will test and get approval of the color and finish of the columns prior to painting.

Mr. Giometti departed the meeting at 7:35 p.m.

DRAFT

Director Smith reported that the new return stations are up and running and that Circulation/Patron Services staff are training on one of the new checkout stations. Director Smith voiced her concern that the vendor delivered the wrong self-checks twice and the second time, 4 of the 5 kiosks were delivered and accepted. She stated she is awaiting information on the updated ship/install date for the 5th and final unit. In the interim, staff are training on one of the units with the intention of having it set up in the lobby for patron use March 1. Director Smith noted that the new return stations are up and running and many patrons have voiced their excitement for these new fixtures.

The Board thanked the Library staff for being open and available to the public during the extreme cold emergency on Wednesday, January 30. Director Smith reported that 128 people visited the Library during the reduced building hours during this cold snap, which was roughly 20% of typical attendance. Director Smith reiterated that she is still reviewing information regarding 'how winter weather affects library services' and added that she will have a complete report for the March Committee of the Whole meetings.

COMMITTEE REPORTS

Planning & Operations

Trustee Kiem stated there is a Committee motion regarding purchasing chairs for the meeting room. Director Smith explained that not enough information is available for her to make a definitive recommendation to the Board at this time. The Board discussed the purchasing policy and their opinions about various considerations, and agreed that the criteria for weighing the decision as discussed at the COW remained unchanged and that they support the Director's judgment. Director Smith stated she will have three quotes and a recommendation for their consideration at the March COW.

On behalf of the Committee, Secretary Kennedy made a

MOTION: to table the motion, "to approve purchase of meeting room chairs for a sum not to exceed $19,999.00"

Voice vote

MOTION PASSED UNANIMOUSLY

Communications & Development

Trustee Rapisand reported that the Committee reviewed and discussed the engagement plan. She added there is nothing new to report at this time, other than to announce that the Library will be hiring a Marketing Coordinator soon and that person will be involved with the engagement project. The Committee will discuss this further at the March COW.

Building & Grounds:

Trustee Lamb reported that the Committee received an update from Studio GC at the meeting and reviewed the quotes for the low-voltage cabling. Trustee Lamb noted that it has been verified that the quote from Airport Electric includes materials and labor. Secretary Kennedy noted that because it did not include prevailing wage, the previous quote of $15,675.00 was approximately $4,000.00 lower. Director Smith reviewed the eRate government subsidized discount program for which the Library has applied. There was further discussion regarding Wi-Fi and security cameras, and finish-details regarding the low-voltage cabling.

On behalf of the Committee, Trustee Lamb made a

MOTION: to accept the quote for low voltage cabling in the amount of $19,491.41 from Airport Electric Co., 6342 S. Central Avenue, Chicago, IL

Roll call vote

MOTION PASSED UNANIMOUSLY

DRAFT

Budget & Finance
Director Smith referred the Board to the budget charts beginning on page 71 of the packet. She stated that these are the same charts and figures reviewed and discussed by the Committee at the February COW and she has no changes to report. There was considerable discussion regarding the staffing budget and year-to-date spending. The Board asked Director Smith how the proposed FY20 budget for staff salaries is compared to the current fiscal year budget, and asked will it be 15% underspent. The consensus of the Board is for Director Smith to send them a memo regarding these questions, including the still-outstanding request of Trustee Kiem for an FTE comparison; they will table the vote for now and will review the matter at the March COW. The Board also discussed the possible need for, and merits of, a salary study.

On behalf of the Committee, Treasurer Egan made a

MOTION: to table the motion, "to approve the FY20 Operating Budget in the amount of $4,147,470.00"

Voice vote

MOTION PASSED UNANIMOUSLY

Trustee Lamb departed the meeting at 9:06 p.m.

Personnel
Vice President Foss-Eggemann reported that she would like to have the Board's input questionnaires back March 1 so that she may compile the responses into Director Smith's review prior to the March COW. She encouraged them to notate their form with whether or not they wish all comments to be anonymous or not. It was agreed that if even one trustee wishes to be anonymous, then all of the comments will be anonymous.

Vice Pres. Foss-Eggemann asked for the Board's consensus on the format of the review form so that she may proceed with it in a timely manner.

It is the consensus of the Board that the review form is acceptable and that she should proceed.

The Board discussed compensation options and next steps.

FRIENDS OF THE LIBRARY
Director Smith reported that Whole Foods is currently hosting a fundraiser for the Friends of the Park Ridge Library. She explained that if a shopper provides their own grocery bag at the checkout, Whole Foods will give them a ten cents credit per bag, and they give the shopper the option to donate that ten cents. During January, February, and March, 2019, Whole Foods is giving all donated "bag credits" to the Friends of the Park Ridge Library.

Director Smith announced that the Friends plan to begin accepting donations March 1. She invited the Trustees to watch for the Friends' announcement and membership envelope in the upcoming spring Library newsletter. She also expressed her gratitude for Friends' support of the recent staff & volunteer luncheon, and she thanked the trustees who were able to attend. Director Smith thanked Trustee Kiem for acting as spokesman for the Board and presenting its statement commending the staff.

NEW BUSINESS
Nothing to report.

DRAFT

UNFINISHED BUSINESS
Secretary Kennedy stated that he, together with Director Smith, and President Reardon had consulted with the Library's Attorney to obtain their opinion regarding which closed minutes should be opened/released and which should remain closed. Secretary Kennedy stated he is seeking the consensus of the Board tonight on this matter so that he may gather an appropriate list of closed minutes to be considered at the March COW. The Board discussed the types of subject matter discussed in closed session and gave Secretary Kennedy their approval to move forward and at the March COW to provide the Committee with a list of closed meeting minutes to release.

ADJOURNMENT
Trustee Lamb MOVED to adjourn the Board meeting.

Vice-Pres. Foss-Eggemann SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 9:43 p.m.

_____
Gareth Kennedy, Secretary

DRAFT

(blank page)

WARRANT: L021619 TO FISCAL 2019/10 05/01/2018 TO 04/30/2019

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
6095 ABC COMMERCIAL									
108953	02/14/19	165136		199352	P	02/21/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	1,890.00
INVOICE: 20181229									
VENDOR TOTALS		17,010.00 YTD INVOICED				18,900.00 YTD PAID			1,890.00
5354 AMAZON COM CREDIT SERVICES									
108956	02/14/19	165139		199353	P	02/21/19	2015015 954002	LIB RSRCS-CHILDREN BOOKS	21.53
INVOICE: 456839494458									
108957	02/14/19	165140		199353	P	02/21/19	2015017 954013	LIB RSRCS-YA GAMES	-5.59
INVOICE: 487786594953									
108958	02/14/19	165141		199353	P	02/21/19	2015017 954013	LIB RSRCS-YA GAMES	51.43
INVOICE: 457578588587									
108959	02/14/19	165142		199353	P	02/21/19	2015015 954002	LIB RSRCS-CHILDREN BOOKS	23.97
INVOICE: 473578757888									
VENDOR TOTALS		13,621.97 YTD INVOICED				14,528.56 YTD PAID			91.34
800 AMERICAN EAGLE COM									
108960	02/14/19	165143		199354	P	02/21/19	2015011 931700	LIB DATA PROC SV	850.00
INVOICE: 282294									
VENDOR TOTALS		13,675.00 YTD INVOICED				16,125.00 YTD PAID			850.00
5008 ANCEL GLINK DIAMOND BUSH									
109048	02/14/19	165231		199355	P	02/21/19	2015011 942500	GENERAL COUNSEL	86.10
INVOICE: 68486									
VENDOR TOTALS		126,251.21 YTD INVOICED				147,686.89 YTD PAID			86.10
3583 ANDERSON LOCK COMPANY LTD									
109049	02/14/19	165232		199356	P	02/21/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	40.00
INVOICE: 0999708									
VENDOR TOTALS		13,538.86 YTD INVOICED				13,583.81 YTD PAID			40.00
4193 ATOMATIC MECHANICAL SERVICES INC									
109050	02/14/19	165233		199357	P	02/21/19	2015012 932105	BLDG MNT CNTR-HVAC EQUIP	1,477.00
INVOICE: MA42884									
VENDOR TOTALS		21,823.86 YTD INVOICED				21,823.86 YTD PAID			1,477.00
101020 BAKER AND TAYLOR BOOKS									
108934	02/12/19	165117		199358	P	02/21/19	2015013 951100	LIBRARY SUPPLIES	67.55
INVOICE: TS021219									
108935	02/12/19	165118		199358	P	02/21/19	2015015 954002	LIB RSRCS-CHILDREN BOOKS	885.81
INVOICE: CS021219									
108936	02/12/19	165119		199358	P	02/21/19	2015017 954010	LIB RSRCS-CD ROM	218.54
INVOICE: YA021219									
108937	02/12/19	165120		199358	P	02/21/19	2015014 954001	LIB RSRCS--ADULT BOOKS	1,096.12
INVOICE: REF021219									

WARRANT: L021619 TO FISCAL 2019/10 05/01/2018 TO 04/30/2019

VENDOR	NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	108938	02/12/19	165121		199358	P	02/21/19	2015017 954001	LIB RSRCS--ADULT BOOKS	1,650.41
	INVOICE: RS021219									
	VENDOR TOTALS		155,869.86 YTD INVOICED					161,733.16 YTD PAID		3,918.43
489	BLACKSTONE AUDIOBOOKS									
	108961	02/14/19	165144		199359	P	02/21/19	2015017 954004	LIB RSRCS-RECORDING	28.00
	INVOICE: 1087968									
	108961	02/14/19	165144		199359	P	02/21/19	2015013 951100	LIBRARY SUPPLIES	2.95
	INVOICE: 1087968									
	108962	02/14/19	165145		199359	P	02/21/19	2015017 954004	LIB RSRCS-RECORDING	323.87
	INVOICE: 1088262									
	108962	02/14/19	165145		199359	P	02/21/19	2015013 951100	LIBRARY SUPPLIES	32.45
	INVOICE: 1088262									
	108963	02/14/19	165146		199359	P	02/21/19	2015017 954004	LIB RSRCS-RECORDING	63.99
	INVOICE: 1086942									
	108963	02/14/19	165146		199359	P	02/21/19	2015013 951100	LIBRARY SUPPLIES	5.90
	INVOICE: 1086942									
	VENDOR TOTALS		6,566.76 YTD INVOICED					6,566.76 YTD PAID		457.16
303044	CENTER POINT PUBLISHING									
	108964	02/14/19	165147		199360	P	02/21/19	2015017 954001	LIB RSRCS--ADULT BOOKS	108.38
	INVOICE: 1657295									
	VENDOR TOTALS		705.29 YTD INVOICED					759.83 YTD PAID		108.38
102908	COMPUTER VIEW INC									
	108965	02/14/19	165148		199361	P	02/21/19	2015011 931700	LIB DATA PROC SV	34,350.00
	INVOICE: 28143									
	VENDOR TOTALS		213,253.50 YTD INVOICED					213,253.50 YTD PAID		34,350.00
19972	DEMCO INC									
	108966	02/14/19	165149		199362	P	02/21/19	2015015 951100	LIBRARY SUPPLIES	144.83
	INVOICE: 6536906									
	VENDOR TOTALS		11,069.71 YTD INVOICED					11,069.71 YTD PAID		144.83
25165	EBSCO SUBSCRIPTION SERV									
	108967	02/14/19	165150		199363	P	02/21/19	2015014 954010	LIB RSRCS-CD ROM	3,248.00
	INVOICE: 10000967161									
	VENDOR TOTALS		9,164.82 YTD INVOICED					9,164.82 YTD PAID		3,248.00
3545	FINDAWAY WORLD LLC									
	108968	02/14/19	165151		199364	P	02/21/19	2015017 954004	LIB RSRCS-RECORDING	127.48
	INVOICE: 277739									
	108969	02/14/19	165152		199364	P	02/21/19	2015017 954004	LIB RSRCS-RECORDING	50.99
	INVOICE: 268791									

WARRANT: L021619 TO FISCAL 2019/10 05/01/2018 TO 04/30/2019

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS	13,282.06 YTD INVOICED					13,621.70 YTD PAID			178.47
7277 FIRST COMMUNICATIONS LLC									
109051	02/14/19	165234		199365	P	02/21/19	2015011 938501	GNL CNTRL SVC/TELEPHONE	458.06
INVOICE: 117282474									
VENDOR TOTALS	3,990.48 YTD INVOICED					3,990.48 YTD PAID			458.06
4516 IHLS OCLC									
108970	02/14/19	165153		199366	P	02/21/19	602 430819	NO. SUB. DIGITAL CONSORTI	96.00
INVOICE: 18176									
VENDOR TOTALS	1,944.40 YTD INVOICED					1,944.40 YTD PAID			96.00
5069 IMAGE SYSTEMS & BUSINESS SOLUTIONS LLC									
108971	02/14/19	165154		199367	P	02/21/19	2015011 935100	EQPT RNTL-MAINTENANCE	490.00
INVOICE: 279208									
108972	02/14/19	165155		199367	P	02/21/19	2015011 935100	EQPT RNTL-MAINTENANCE	860.35
INVOICE: 279209									
VENDOR TOTALS	4,978.95 YTD INVOICED					5,880.55 YTD PAID			1,350.35
1396 JEWEL ALBERTSONS									
108952	02/14/19	165135		199368	P	02/21/19	2015015 954008	LIB RSRCS-MISCELANEOUS	50.00
INVOICE: 8034811214183481									
VENDOR TOTALS	1,982.79 YTD INVOICED					2,055.29 YTD PAID			50.00
7265 K M HOLLY CONSTRUCTION CO INC									
108708	02/01/19	164891		199230	M	02/01/19	2015012 996300	BUILDING REPAIRS	35,462.93
INVOICE: ADM020119									
VENDOR TOTALS	134,705.03 YTD INVOICED					134,705.03 YTD PAID			35,462.93
2383 LIBRARY FURNITURE INTERNATIONAL INC									
109052	02/14/19	165235		199369	P	02/21/19	2015012 996300	BUILDING REPAIRS	11,371.42
INVOICE: 6291									
109053	02/14/19	165236		199369	P	02/21/19	2015012 996300	BUILDING REPAIRS	1,150.00
INVOICE: 6289									
109054	02/14/19	165237		199369	P	02/21/19	2015012 996300	BUILDING REPAIRS	1,800.00
INVOICE: 6290									
VENDOR TOTALS	285,959.42 YTD INVOICED					285,959.42 YTD PAID			14,321.42
7283 LIBRARY IDEAS LLC									
108973	02/14/19	165156		199370	P	02/21/19	2015015 954004	LIB RSRCS-RECORDING	34.95
INVOICE: 67287									
VENDOR TOTALS	1,655.29 YTD INVOICED					1,655.29 YTD PAID			34.95

WARRANT: L021619 TO FISCAL 2019/10 05/01/2018 TO 04/30/2019

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
101892 MIDWEST TAPE									
108974	02/14/19	165157		199371	P	02/21/19	2015015 954004	LIB RSRCS-RECORDING	23.38
INVOICE: 96867639									
108975	02/14/19	165158		199372	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	65.21
INVOICE: 96918674									
108976	02/14/19	165159		199371	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	26.24
INVOICE: 96918673									
108977	02/14/19	165160		199371	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	26.24
INVOICE: 96918672									
108978	02/14/19	165161		199372	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	292.34
INVOICE: 96918670									
108979	02/14/19	165162		199372	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	119.97
INVOICE: 96918659									
108980	02/14/19	165163		199371	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	19.49
INVOICE: 96918658									
108981	02/14/19	165164		199371	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	22.48
INVOICE: 96918657									
108982	02/14/19	165165		199371	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	18.74
INVOICE: 96918656									
108983	02/14/19	165166		199371	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	38.98
INVOICE: 96918010									
108984	02/14/19	165167		199371	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	19.49
INVOICE: 96918009									
108985	02/14/19	165168		199371	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	19.49
INVOICE: 96918008									
108986	02/14/19	165169		199372	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	44.98
INVOICE: 96918007									
108987	02/14/19	165170		199372	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	148.43
INVOICE: 96918005									
108988	02/14/19	165171		199372	P	02/21/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	52.48
INVOICE: 96918701									
108989	02/14/19	165172		199372	P	02/21/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	52.46
INVOICE: 96911209									
108989	02/14/19	165172		199372	P	02/21/19	2015013 951100	LIBRARY SUPPLIES	6.60
INVOICE: 96911209									
108990	02/14/19	165173		199371	P	02/21/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	14.99
INVOICE: 96920323									
108990	02/14/19	165173		199371	P	02/21/19	2015013 951100	LIBRARY SUPPLIES	1.65
INVOICE: 96920323									
108991	02/14/19	165174		199371	P	02/21/19	2015015 954004	LIB RSRCS-RECORDING	10.49
INVOICE: 96918702									
108992	02/14/19	165175		199371	P	02/21/19	2015015 954004	LIB RSRCS-RECORDING	29.99
INVOICE: 96918700									
108993	02/14/19	165176		199372	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	108.70
INVOICE: 96918004									
108994	02/14/19	165177		199371	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	38.98
INVOICE: 96918003									
108995	02/14/19	165178		199372	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	44.98
INVOICE: 96932098									
108996	02/14/19	165179		199371	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	22.49
INVOICE: 96932097									

WARRANT: L021619 TO FISCAL 2019/10 05/01/2018 TO 04/30/2019

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
108997	02/14/19	165180		199372	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	143.18
INVOICE: 96932095									
108998	02/14/19	165181		199372	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	63.71
INVOICE: 969322094									
108999	02/14/19	165182		199371	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	20.24
INVOICE: 96932093									
109000	02/14/19	165183		199372	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	122.94
INVOICE: 96932092									
109001	02/14/19	165184		199372	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	48.73
INVOICE: 96932091									
109002	02/14/19	165185		199372	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	57.71
INVOICE: 96932090									
109003	02/14/19	165186		199372	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	48.73
INVOICE: 96931089									
109004	02/14/19	165187		199372	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	274.37
INVOICE: 96931088									
109005	02/14/19	165188		199371	P	02/21/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	22.49
INVOICE: 96918675									
109006	02/14/19	165189		199371	P	02/21/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	9.74
INVOICE: 96887800									
109006	02/14/19	165189		199371	P	02/21/19	2015013 951100	LIBRARY SUPPLIES	1.65
INVOICE: 96887800									
109007	02/14/19	165190		199372	P	02/21/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	134.94
INVOICE: 96888761									
109007	02/14/19	165190		199372	P	02/21/19	2015013 951100	LIBRARY SUPPLIES	9.90
INVOICE: 96888761									
109008	02/14/19	165191		199371	P	02/21/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	11.24
INVOICE: 96888762									
109008	02/14/19	165191		199371	P	02/21/19	2015013 951100	LIBRARY SUPPLIES	1.65
INVOICE: 96888762									
109009	02/14/19	165192		199372	P	02/21/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	89.96
INVOICE: 96888319									
109009	02/14/19	165192		199372	P	02/21/19	2015013 951100	LIBRARY SUPPLIES	6.60
INVOICE: 96888319									
109010	02/14/19	165193		199371	P	02/21/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	30.72
INVOICE: 96892483									
109010	02/14/19	165193		199371	P	02/21/19	2015013 951100	LIBRARY SUPPLIES	5.15
INVOICE: 96892483									
109011	02/14/19	165194		199371	P	02/21/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	29.99
INVOICE: 96892482									
109011	02/14/19	165194		199371	P	02/21/19	2015013 951100	LIBRARY SUPPLIES	1.85
INVOICE: 96892482									
VENDOR TOTALS		59,200.47 YTD INVOICED					60,940.61 YTD PAID		2,404.76
924 OVERDRIVE INC									
109012	02/14/19	165195		199373	P	02/21/19	602 430819	NO. SUB. DIGITAL CONSORTI	1,000.00
INVOICE: H0056797									
109013	02/14/19	165196		199373	P	02/21/19	602 430819	NO. SUB. DIGITAL CONSORTI	530.95
INVOICE: 00751DA19017389									
109014	02/14/19	165197		199373	P	02/21/19	602 430819	NO. SUB. DIGITAL CONSORTI	27.00

WARRANT: L021619 TO FISCAL 2019/10 05/01/2018 TO 04/30/2019

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 00751DA19019683									
109015	02/14/19	165198		199373	P	02/21/19	602 430819	NO. SUB. DIGITAL CONSORTI	855.46
INVOICE: 00751DA19023267									
109016	02/14/19	165199		199373	P	02/21/19	602 430819	NO. SUB. DIGITAL CONSORTI	2,029.14
INVOICE: 00751CO19015411									
VENDOR TOTALS		91,062.31 YTD INVOICED					91,062.31 YTD PAID		4,442.55
3949 PARK RIDGE LIONS CLUB									
109017	02/14/19	165200		199374	P	02/21/19	2015011 932400	LIB MEMBER DUES	175.00
INVOICE: ADM021419									
VENDOR TOTALS		525.00 YTD INVOICED					525.00 YTD PAID		175.00
5923 PENGUIN RANDOM HOUSE LLC									
109018	02/14/19	165201		199375	P	02/21/19	2015015 954004	LIB RSRCS-RECORDING	45.00
INVOICE: 1085834796									
109019	02/14/19	165202		199375	P	02/21/19	2015017 954004	LIB RSRCS-RECORDING	30.00
INVOICE: 1085834794									
109020	02/14/19	165203		199375	P	02/21/19	2015017 954004	LIB RSRCS-RECORDING	30.00
INVOICE: 1086193849									
109021	02/14/19	165204		199375	P	02/21/19	2015017 954004	LIB RSRCS-RECORDING	56.25
INVOICE: 1085973832									
VENDOR TOTALS		2,441.48 YTD INVOICED					2,613.98 YTD PAID		161.25
101774 POLONIA BOOKSTORE & PLSH CO									
109022	02/14/19	165205		199376	P	02/21/19	2015014 954001	LIB RSRCS--ADULT BOOKS	193.86
INVOICE: 64784									
VENDOR TOTALS		2,002.78 YTD INVOICED					2,002.78 YTD PAID		193.86
6564 PURE HEALTH SOLUTIONS INC									
109055	02/14/19	165238		199377	P	02/21/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	63.75
INVOICE: 9126892									
VENDOR TOTALS		637.50 YTD INVOICED					637.50 YTD PAID		63.75
68595 RECORDED BOOKS INC									
109024	02/14/19	165207		199378	P	02/21/19	2015014 954010	LIB RSRCS-CD ROM	271.38
INVOICE: 76010017									
109025	02/14/19	165208		199378	P	02/21/19	2015015 954004	LIB RSRCS-RECORDING	23.37
INVOICE: 76178222									
109026	02/14/19	165209		199378	P	02/21/19	2015017 954004	LIB RSRCS-RECORDING	99.00
INVOICE: 76174540									
109027	02/14/19	165210		199378	P	02/21/19	2015014 954010	LIB RSRCS-CD ROM	1,800.00
INVOICE: 76178383									
VENDOR TOTALS		5,017.83 YTD INVOICED					5,152.83 YTD PAID		2,193.75
6880 ROBBINS SCHWARTZ									

WARRANT: L021619 TO FISCAL 2019/10 05/01/2018 TO 04/30/2019

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
109028	02/14/19	165211		199379	P	02/21/19	2015011 942500	GENERAL COUNSEL	660.00
INVOICE: 285798									
VENDOR TOTALS		1,212.00 YTD INVOICED					1,380.00 YTD PAID		660.00
303227 SCHOLASTIC									
109029	02/14/19	165212		199380	P	02/21/19	2015015 954002	LIB RSRCS-CHILDREN BOOKS	130.00
INVOICE: 18669335									
109030	02/14/19	165213		199380	P	02/21/19	2015015 954002	LIB RSRCS-CHILDREN BOOKS	26.00
INVOICE: 18667844									
VENDOR TOTALS		1,630.24 YTD INVOICED					4,009.95 YTD PAID		156.00
7350 SERVICE PRINTING CORPORATION									
109031	02/14/19	165214		199381	P	02/21/19	2015011 936001	PUBLIC RELATIONS NEWSLETT	2,472.00
INVOICE: 28423									
VENDOR TOTALS		3,954.00 YTD INVOICED					3,954.00 YTD PAID		2,472.00
5003 UNIQUE MANAGEMENT SERVICES INC									
109032	02/14/19	165215		199382	P	02/21/19	201 877500	COLLECTION AGENCY-MISC	62.65
INVOICE: 494991									
VENDOR TOTALS		268.50 YTD INVOICED					268.50 YTD PAID		62.65
303348 THE UPS STORE 1573									
109056	02/14/19	165239		199383	P	02/21/19	2015011 938502	GNL CNTRL SVC/POSTAGE	42.71
INVOICE: ADM021519									
VENDOR TOTALS		182.01 YTD INVOICED					192.15 YTD PAID		42.71
4402 VERIFY									
109033	02/14/19	165216		199384	P	02/21/19	2015011 933100	LIB RECRUIT & TESTING	64.00
INVOICE: 1274587									
VENDOR TOTALS		996.50 YTD INVOICED					1,240.50 YTD PAID		64.00
2193 VERIZON WIRELESS									
109034	02/14/19	165217		199385	P	02/21/19	2015011 938501	GNL CNTRL SVC/TELEPHONE	119.43
INVOICE: 9823284781									
VENDOR TOTALS		42,395.25 YTD INVOICED					46,202.45 YTD PAID		119.43
300800 WAREHOUSE DIRECT INC									
109035	02/14/19	165218		199386	P	02/21/19	2015016 951100	LIBRARY SUPPLIES	70.03
INVOICE: 41773090									
109036	02/14/19	165219		199386	P	02/21/19	2015011 951002	OFF SPLS--OTHER SUPPLIES	51.25
INVOICE: 41739410									
109037	02/14/19	165220		199386	P	02/21/19	2015016 951100	LIBRARY SUPPLIES	-152.60
INVOICE: C41715930									
109038	02/14/19	165221		199386	P	02/21/19	2015011 951002	OFF SPLS--OTHER SUPPLIES	-10.17

WARRANT: L021619 TO FISCAL 2019/10 05/01/2018 TO 04/30/2019

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: C41715930B									
109039	02/14/19	165222		199386	P	02/21/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	15.31
INVOICE: 41897730									
109039	02/14/19	165222		199386	P	02/21/19	2015014 951100	LIBRARY SUPPLIES	9.35
INVOICE: 41897730									
109040	02/14/19	165223		199386	P	02/21/19	2015016 951100	LIBRARY SUPPLIES	156.28
INVOICE: 41791050									
109041	02/14/19	165224		199386	P	02/21/19	2015017 951100	LIBRARY SUPPLIES	170.40
INVOICE: 41848720									
109041	02/14/19	165224		199386	P	02/21/19	2015011 951002	OFF SPLS--OTHER SUPPLIES	7.83
INVOICE: 41848720									
VENDOR TOTALS		9,070.04 YTD INVOICED					9,515.06 YTD PAID		317.68
4832 WORLD TRADE PRESS									
109042	02/14/19	165225		199387	P	02/21/19	2015014 954010	LIB RSRCS-CD ROM	600.00
INVOICE: INV669704									
VENDOR TOTALS		600.00 YTD INVOICED					600.00 YTD PAID		600.00
4803 WIDE OPEN WEST									
109043	02/14/19	165226		199388	P	02/21/19	2015011 938503	GNL CNTRL SVC-INTERNET	804.99
INVOICE: ADM0214192									
VENDOR TOTALS		48,757.96 YTD INVOICED					48,757.96 YTD PAID		804.99
4754 WT COX SUBSCRIPTION INC									
109044	02/14/19	165227		199389	P	02/21/19	2015014 954003	LIB RSRCS--PERIODICALS	11,854.69
INVOICE: 3059703									
109045	02/14/19	165228		199389	P	02/21/19	2015014 954003	LIB RSRCS--PERIODICALS	-13.68
INVOICE: 1627469									
109046	02/14/19	165229		199389	P	02/21/19	2015014 954003	LIB RSRCS--PERIODICALS	-26.54
INVOICE: 1630232									
VENDOR TOTALS		11,917.95 YTD INVOICED					11,917.95 YTD PAID		11,814.47
								REPORT TOTALS	125,362.27

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	38	89,899.34
TOTAL MANUAL CHECKS	1	35,462.93

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

City of Park Ridge, IL
Warrant List Fund Totals
02/16/2018

Fund	Description	Amount
201	Library Fund	$120,823.72
201	Grant Fund	$0.00
553	Library Technology Replacement	$0.00
602	North Suburban Digital Consortium	$4,538.55
201	Library Restricted Fund	$0.00
	Report Total	$125,362.27

(blank page)

WARRANT: L022819 TO FISCAL 2019/01 05/01/2018 TO 04/30/2019

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
48 AEC ONE STOP GROUP INC									
109274	02/22/19	165457		199526	P	02/28/19	2015017 954004	LIB RSRCS-RECORDING	41.48
INVOICE: PLS32134235									
VENDOR TOTALS			133.77 YTD INVOICED				2,708.31 YTD PAID		41.48
5354 AMAZON COM CREDIT SERVICES									
109275	02/22/19	165458		199528	P	02/28/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	225.04
INVOICE: 473365664567									
109276	02/22/19	165459		199527	P	02/28/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	36.11
INVOICE: 854395775598									
109277	02/22/19	165460		199528	P	02/28/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	117.60
INVOICE: 443968667485									
109278	02/22/19	165461		199528	P	02/28/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	423.34
INVOICE: 935338363479									
109279	02/22/19	165462		199528	P	02/28/19	2015012 952100	BUILDING SUPPLIES	113.24
INVOICE: 976688835538									
109280	02/22/19	165463		199527	P	02/28/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	35.40
INVOICE: 693334788465									
109281	02/22/19	165464		199527	P	02/28/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	7.99
INVOICE: 437438435757									
109282	02/22/19	165465		199527	P	02/28/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	28.68
INVOICE: 999439974553									
109283	02/22/19	165466		199527	P	02/28/19	2015012 952100	BUILDING SUPPLIES	55.78
INVOICE: 436639766963									
109284	02/22/19	165467		199527	P	02/28/19	2015011 951002	OFF SPLS--OTHER SUPPLIES	9.99
INVOICE: 863863447339									
109284	02/22/19	165467		199527	P	02/28/19	2015017 951100	LIBRARY SUPPLIES	6.67
INVOICE: 863863447339									
109285	02/22/19	165468		199527	P	02/28/19	2015014 954001	LIB RSRCS--ADULT BOOKS	26.96
INVOICE: 935899373746									
109287	02/22/19	165470		199527	P	02/28/19	2015017 954001	LIB RSRCS--ADULT BOOKS	25.99
INVOICE: 547837943537									
109288	02/22/19	165471		199527	P	02/28/19	2015013 951100	LIBRARY SUPPLIES	35.97
INVOICE: 456455783639									
109289	02/22/19	165472		199528	P	02/28/19	2015015 951100	LIBRARY SUPPLIES	188.38
INVOICE: 443497658966									
109290	02/22/19	165473		199528	P	02/28/19	2015015 954008	LIB RSRCS-MISCELANEOUS	68.89
INVOICE: 866596473349									
109291	02/22/19	165474		199527	P	02/28/19	2015015 951100	LIBRARY SUPPLIES	32.00
INVOICE: 8633336688868									
109292	02/22/19	165475		199527	P	02/28/19	2015015 954008	LIB RSRCS-MISCELANEOUS	-3.93
INVOICE: 656456854735									
109293	02/22/19	165476		199527	P	02/28/19	2015015 951100	LIBRARY SUPPLIES	33.92
INVOICE: 684559445446									
109294	02/22/19	165477		199527	P	02/28/19	2015015 951100	LIBRARY SUPPLIES	14.69
INVOICE: 547854898554									
109295	02/22/19	165478		199527	P	02/28/19	2015014 951100	LIBRARY SUPPLIES	11.28
INVOICE: 456738686545									
109296	02/22/19	165479		199527	P	02/28/19	2015015 951100	LIBRARY SUPPLIES	15.99
INVOICE: 446448549355									

WARRANT: L022819 TO FISCAL 2019/01 05/01/2018 TO 04/30/2019

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
109297	02/22/19	165480		199528	P	02/28/19	2015015 951100	LIBRARY SUPPLIES	155.25
INVOICE: 444743473677									
109298	02/22/19	165481		199528	P	02/28/19	2015015 954008	LIB RSRCS-MISCELANEOUS	214.98
INVOICE: 665974695997									
109299	02/22/19	165482		199528	P	02/28/19	2015015 954008	LIB RSRCS-MISCELANEOUS	396.00
INVOICE: 464996759864									
109300	02/22/19	165483		199527	P	02/28/19	2015016 951100	LIBRARY SUPPLIES	14.71
INVOICE: 884434444839									
109301	02/22/19	165484		199527	P	02/28/19	2015016 951100	LIBRARY SUPPLIES	16.99
INVOICE: 444693398947									
109302	02/22/19	165485		199527	P	02/28/19	2015015 951100	LIBRARY SUPPLIES	25.47
INVOICE: 456688436437									
109303	02/22/19	165486		199527	P	02/28/19	2015015 951100	LIBRARY SUPPLIES	-1.50
INVOICE: 873843594458									
109304	02/22/19	165487		199527	P	02/28/19	2015016 951100	LIBRARY SUPPLIES	7.98
INVOICE: 664984578846									
VENDOR TOTALS		676.18 YTD INVOICED					16,868.42 YTD PAID		2,339.86
101020 BAKER AND TAYLOR BOOKS									
109088	02/21/19	165272		199529	P	02/28/19	2015013 951100	LIBRARY SUPPLIES	30.30
INVOICE: TS022119									
109089	02/21/19	165273		199529	P	02/28/19	2015017 954001	LIB RSRCS--ADULT BOOKS	381.95
INVOICE: RS022119									
109091	02/21/19	165275		199529	P	02/28/19	2015017 954010	LIB RSRCS-CD ROM	61.92
INVOICE: YA0221129									
109092	02/21/19	165276		199529	P	02/28/19	2015015 954002	LIB RSRCS-CHILDREN BOOKS	498.64
INVOICE: CS022119									
109093	02/21/19	165277		199529	P	02/28/19	2015014 954001	LIB RSRCS--ADULT BOOKS	871.78
INVOICE: REF022119									
VENDOR TOTALS		24,745.51 YTD INVOICED					163,577.75 YTD PAID		1,844.59
489 BLACKSTONE AUDIOBOOKS									
109305	02/22/19	165489		199530	P	02/28/19	2015017 954004	LIB RSRCS-RECORDING	24.00
INVOICE: 1090876									
109305	02/22/19	165489		199530	P	02/28/19	2015013 951100	LIBRARY SUPPLIES	2.95
INVOICE: 1090876									
109306	02/22/19	165490		199530	P	02/28/19	2015017 954004	LIB RSRCS-RECORDING	31.99
INVOICE: 1089732									
109306	02/22/19	165490		199530	P	02/28/19	2015013 951100	LIBRARY SUPPLIES	2.95
INVOICE: 1089732									
VENDOR TOTALS		584.60 YTD INVOICED					6,628.65 YTD PAID		61.89
4756 CALL ONE									
109308	02/22/19	165492		199531	P	02/28/19	2015011 938501	GNL CNTRL SVC/TELEPHONE	122.58
INVOICE: ADM022219									
VENDOR TOTALS		602.05 YTD INVOICED					2,690.79 YTD PAID		122.58

WARRANT: L022819 TO FISCAL 2019/01 05/01/2018 TO 04/30/2019

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
3729 CASE LOTS INC									
109309	02/22/19	165493		199532	P	02/28/19	2015012 952100	BUILDING SUPPLIES	541.80
INVOICE: 7528									
VENDOR TOTALS			.00 YTD INVOICED				8,591.25 YTD PAID		541.80
5814 CHASE									
109428	02/22/19	165613		199533	P	02/28/19	2015011 931700	LIB DATA PROC SV	389.87
INVOICE: ADM0225192									
109428	02/22/19	165613		199533	P	02/28/19	2015011 933800	CONFERENCES & TRAINING	83.00
INVOICE: ADM0225192									
109428	02/22/19	165613		199533	P	02/28/19	2015011 951002	OFF SPLS--OTHER SUPPLIES	61.10
INVOICE: ADM0225192									
109428	02/22/19	165613		199533	P	02/28/19	2015011 938504	GNL CNTRL SVC/PRINTING	67.42
INVOICE: ADM0225192									
109428	02/22/19	165613		199533	P	02/28/19	2015013 951100	LIBRARY SUPPLIES	71.03
INVOICE: ADM0225192									
109428	02/22/19	165613		199533	P	02/28/19	2015016 951100	LIBRARY SUPPLIES	46.93
INVOICE: ADM0225192									
109428	02/22/19	165613		199533	P	02/28/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	68.74
INVOICE: ADM0225192									
VENDOR TOTALS			784.99 YTD INVOICED				12,547.34 YTD PAID		788.09
5403 CHASE PAYMENTECH									
109374	02/25/19	165556		12059	W	02/25/19	2015011 937800	LIB BNK SERV CHG	37.72
INVOICE: 02.25.19									
VENDOR TOTALS			.00 YTD INVOICED				36,417.67 YTD PAID		37.72
55134 COOPERATIVE COMPUTER									
109310	02/22/19	165494		199534	P	02/28/19	2015016 931701	DATA PROCESSING/CLSI	6,409.51
INVOICE: 1482									
109310	02/22/19	165494		199534	P	02/28/19	2015013 931702	DATA PROCESSING/OCLC	967.98
INVOICE: 1482									
VENDOR TOTALS			7,193.49 YTD INVOICED				80,600.39 YTD PAID		7,377.49
6392 DRAKE DIETRICK VIDEO									
109311	02/22/19	165495		199535	P	02/28/19	2015011 951002	OFF SPLS--OTHER SUPPLIES	240.00
INVOICE: ADM0222192									
VENDOR TOTALS			.00 YTD INVOICED				240.00 YTD PAID		240.00
5947 ESSENTRA SPECIALTY TAPES CHICAGO									
109312	02/22/19	165496		199536	P	02/28/19	2015011 951100	LIBRARY SUPPLIES	69.37
INVOICE: 62122668									
VENDOR TOTALS			.00 YTD INVOICED				69.37 YTD PAID		69.37
3545 FINDAWAY WORLD LLC									

WARRANT: L022819 TO FISCAL 2019/01 05/01/2018 TO 04/30/2019

VENDOR	NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	109313	02/22/19	165497		199537	P	02/28/19	2015017 954004	LIB RSRCS-RECORDING	19.99
	INVOICE: 277797									
	VENDOR TOTALS		632.13 YTD INVOICED					13,641.69 YTD PAID		19.99
300553	GALE GROUP									
	109314	02/22/19	165498		199538	P	02/28/19	2015017 954001	LIB RSRCS--ADULT BOOKS	52.79
	INVOICE: 66413388									
	109315	02/22/19	165499		199538	P	02/28/19	2015017 954001	LIB RSRCS--ADULT BOOKS	132.95
	INVOICE: 66457730									
	VENDOR TOTALS		407.27 YTD INVOICED					37,095.83 YTD PAID		185.74
5041	HARMONIOUS HORIZONS									
	109316	02/22/19	165500		199539	P	02/28/19	2015015 938506	GNL CNTRL SVC/PROGRAM	100.00
	INVOICE: ADM0222193									
	VENDOR TOTALS		.00 YTD INVOICED					200.00 YTD PAID		100.00
2383	LIBRARY FURNITURE INTERNATIONAL INC									
	109437	02/22/19	165622		199540	P	02/28/19	2015012 996300	BUILDING REPAIRS	326,686.00
	INVOICE: 6293									
	VENDOR TOTALS		1,150.00 YTD INVOICED					612,645.42 YTD PAID		326,686.00
3493	MANGO LANGUAGES									
	109435	02/22/19	165620		199541	P	02/28/19	2015014 954010	LIB RSRCS-CD ROM	5,773.53
	INVOICE: INV004637									
	VENDOR TOTALS		.00 YTD INVOICED					5,773.53 YTD PAID		5,773.53
101892	MIDWEST TAPE									
	109319	02/22/19	165503		199542	P	02/28/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	26.23
	INVOICE: 96956630									
	109319	02/22/19	165503		199542	P	02/28/19	2015013 951100	LIBRARY SUPPLIES	5.25
	INVOICE: 96956630									
	109320	02/22/19	165504		199542	P	02/28/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	29.99
	INVOICE: 96927254									
	109320	02/22/19	165504		199542	P	02/28/19	2015013 951100	LIBRARY SUPPLIES	1.85
	INVOICE: 96927254									
	109321	02/22/19	165505		199542	P	02/28/19	2015015 954004	LIB RSRCS-RECORDING	17.23
	INVOICE: 96931447									
	109322	02/22/19	165506		199542	P	02/28/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	14.99
	INVOICE: 96941436									
	109323	02/22/19	165507		199542	P	02/28/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	14.99
	INVOICE: 96941435									
	109324	02/22/19	165508		199542	P	02/28/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	18.74
	INVOICE: 96941433									
	VENDOR TOTALS		2,485.50 YTD INVOICED					61,069.88 YTD PAID		129.27

WARRANT: L022819 TO FISCAL 2019/01 05/01/2018 TO 04/30/2019

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
3269 TERRI MURPHY									
109348	02/22/19	165532		1401	M	02/22/19	2015111 952000	MATERIALS	300.00
INVOICE: ADM0222199									
VENDOR TOTALS			.00 YTD INVOICED				300.00 YTD PAID		300.00
102220 OMNIGRAPHICS INC									
109325	02/22/19	165509		199543	P	02/28/19	2015014 954001	LIB RSRCS--ADULT BOOKS	81.85
INVOICE: 10862329032									
VENDOR TOTALS			.00 YTD INVOICED				1,391.45 YTD PAID		81.85
924 OVERDRIVE INC									
109326	02/22/19	165510		199544	P	02/28/19	602 430819	NO. SUB. DIGITAL CONSORTI	84.00
INVOICE: 00751DA19031256									
109327	02/22/19	165511		199544	P	02/28/19	602 430819	NO. SUB. DIGITAL CONSORTI	451.93
INVOICE: 00751DA19032270									
109328	02/22/19	165512		199544	P	02/28/19	602 430819	NO. SUB. DIGITAL CONSORTI	692.92
INVOICE: 00751DA19028152									
109329	02/22/19	165513		199544	P	02/28/19	602 430819	NO. SUB. DIGITAL CONSORTI	2,187.29
INVOICE: 00751CO19026208									
VENDOR TOTALS			8,545.00 YTD INVOICED				94,478.45 YTD PAID		3,416.14
5923 PENGUIN RANDOM HOUSE LLC									
109330	02/22/19	165514		199545	P	02/28/19	2015017 954004	LIB RSRCS-RECORDING	67.50
INVOICE: 1086415422									
VENDOR TOTALS			70.00 YTD INVOICED				2,681.48 YTD PAID		67.50
229 PITNEY BOWES INC									
109332	02/22/19	165516		199546	P	02/28/19	2015011 935102	EQPT RNTL-POSTAGE MACHINE	444.18
INVOICE: 3102930698									
VENDOR TOTALS			.00 YTD INVOICED				1,776.72 YTD PAID		444.18
92 LORI L PRESTON									
109334	02/22/19	165518		199547	P	02/28/19	2015011 933800	CONFERENCES & TRAINING	11.72
INVOICE: ADM0222195									
109334	02/22/19	165518		199547	P	02/28/19	2015014 954003	LIB RSRCS--PERIODICALS	7.99
INVOICE: ADM0222195									
VENDOR TOTALS			.00 YTD INVOICED				1,881.65 YTD PAID		19.71
4023 RAINBOW ANIMAL ASSISTED THERAPY									
109347	02/22/19	165531		1400	M	02/22/19	2015111 952000	MATERIALS	250.00
INVOICE: ADM0222198									
VENDOR TOTALS			.00 YTD INVOICED				250.00 YTD PAID		250.00
7428 BOKEUM KO									

WARRANT: L022819 TO FISCAL 2019/01 05/01/2018 TO 04/30/2019

VENDOR	NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	109317	02/22/19	165501		199548	P	02/28/19	2015017 938506	GNL CNTRL SVC/PROGRAM	150.00
	INVOICE: ADM0222194									
	VENDOR TOTALS			.00 YTD INVOICED				150.00 YTD PAID		150.00
301997	CATHY THOMPSON									
	109335	02/22/19	165519		199549	P	02/28/19	2015017 938506	GNL CNTRL SVC/PROGRAM	14.99
	INVOICE: ADM0222196									
	VENDOR TOTALS			.00 YTD INVOICED				254.88 YTD PAID		14.99
300800	WAREHOUSE DIRECT INC									
	109336	02/22/19	165520		199550	P	02/28/19	2015011 951002	OFF SPLS--OTHER SUPPLIES	7.83
	INVOICE: 41984040									
	VENDOR TOTALS			350.29 YTD INVOICED				9,522.89 YTD PAID		7.83
5147	DENNIS WOLKOWICZ									
	109337	02/22/19	165521		199551	P	02/28/19	2015017 938506	GNL CNTRL SVC/PROGRAM	150.00
	INVOICE: ADM0222197									
	VENDOR TOTALS			.00 YTD INVOICED				150.00 YTD PAID		150.00
4754	WT COX SUBSCRIPTION INC									
	109338	02/22/19	165522		199552	P	02/28/19	2015015 954003	LIB RSRCS--PERIODICALS	1,286.93
	INVOICE: 3059704									
	VENDOR TOTALS			.00 YTD INVOICED				13,204.88 YTD PAID		1,286.93
									REPORT TOTALS	352,548.53

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	27	351,960.81
TOTAL MANUAL CHECKS	2	550.00
TOTAL WIRE TRANSFERS	1	37.72

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

City of Park Ridge, IL
Warrant List Fund Totals
02/28/2018

Fund	Description	Amount
201	Library Fund	$348,582.39
201	Grant Fund	$0.00
553	Library Technology Replacement	$0.00
602	North Suburban Digital Consortium	$3,416.14
201	Library Restricted Fund	$550.00
	Report Total	$352,548.53

(blank page)

PARK RIDGE PUBLIC LIBRARY
PER CAPITA GRANT FUND SUMMARY - FY 2017/18 GRANT
FEBRUARY, 2019

		Fund
Budget	**Description**	**Balance**
$46,850.00	Second floor ceiling construction	$0.00
	Staff area furniture	
$46,850.00	**TOTAL**	**$0.00**

(blank page)

PARK RIDGE PUBLIC LIBRARY
LIBRARY TECHNOLOGY FUND SUMMARY - FY19
February, 2019

			Expenses	Amount Paid	Receipts	
Budget	**Description**	**Date**	**Vendor**	**Expenditures**	**Interest**	**Balance**
$388,055.00	Previous Balance	4/30/2018	Prior Year Ending Balance			$420,380.66
		5/1/2018	Transfer from Library Fund		$100,000.00	$520,380.66
		5/31/2018	Interest		16.67	$520,397.33
		6/16/2018	CDW	$270.00		$520,127.33
		6/16/2018	CVI	$16,516.00		$503,611.33
		6/30/2018	CVI	$2,189.00		$501,422.33
		6/30/2018	Dell	$290.00		$501,132.33
		6/30/2018	Interest		17.23	$501,149.56
		7/31/2018	Interest		33.92	$501,183.48
		8/31/2018	Interest		17.24	$501,200.72
		9/16/2018	CVI	$16,516.00		$484,684.72
		10/16/2018	Bibliotecha	$5,419.00		$479,265.72
		11/30/2018	Interest		228.77	$479,494.49
		12/16/2018	CVI	$375.00		$479,119.49
		12/16/2018	CVI	$2,860.00		$476,259.49
		12/31/2018	Interest		209.73	$476,469.22
		1/31/2019	Bibliotecha	$87,871.45		$388,597.77
		1/31/2019	CVI	$37,452.50		$351,145.27
		1/31/2019	Apple - CS ipads	$1,316.00		$349,829.27
		1/31/2019	Interest		138.46	$349,967.73
		2/28/2019	Interest		191.05	$350,158.78
	Account Balance			**$171,074.95**	**$100,853.07**	
$388,055.00	**Total Capital Budget 2018/19**					

(blank page)

PARK RIDGE PUBLIC LIBRARY
February, 2019

RESTRICTED/ENDOWMENT GIFT FUND

Balance 2/1/2019 - Liberty Bank		**$183,510.27**	
Receipts	$	585.00	
Interest		$2.86	
Expenditures	$	(550.00)	
Balance 2/28/2019			**$183,548.13**

Restricted Gift Receipts:			**Restricted Gift Expenditures:**		
Donation - Holy Family Guild	$	50.00	T. Collins	$	300.00
Donation - Lions	$	500.00	Rainbow Animal Therapy	$	250.00
Donation - PEO	$	35.00			
Total	**$**	**585.00**	**Total**		**$550.00**

Endowment Gift Receipts:			**Endowment Interest Expenditures:**		
Total		**$0.00**	**Total**		**$0.00**

SPENSLEY LARGE PRINT ENDOWMENT		
Balance City of Park Ridge Investment Account	$	10,000.00

ENDOWMENT FUND INVESTED FUNDS		
Parkway Bank CD - Principal invested for 24 months.	$	150,306.76

RESTRICTED GIFT FUND INVESTED FUNDS		
BMO Harris	$	125,361.06

6D

March 19, 2019

Park Ridge Public Library
Library Restricted Gift Fund

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

Total	$0.00

Park Ridge Public Library
Year To Date Budget Report
2/28/2019

83% of Fiscal Year Completed

Operating Budget	Budget	YTD Budget	Monthly Expenditures	Year To Date Expenditures	% of YTD Budget Spent	% of Budget Spent
Salaries	$ 2,436,144	$ 2,030,039	$ 156,221.44	$ 1,670,320.74	82%	69%
Employee Benefits	$ 423,200	$ 352,653	$ 33,349.07	$ 333,490.70	95%	79%
Data Processing (1)	$ 249,568	$ 207,965	$ 42,967.36	$ 239,922.56	115%	96%
Building Maintenance	$ 145,000	$ 120,829	$ 4,360.22	$ 112,401.05	93%	78%
Membership Dues	$ 5,000	$ 4,167	$ 175.00	$ 3,202.00	77%	64%
Recruiting and Testing	$ 2,500	$ 2,083	$ 64.00	$ 896.50	43%	36%
Conferences and Training	$ 17,000	$ 14,166	$ 94.72	$ 11,298.15	80%	66%
Equipment Rental	$ 14,600	$ 12,166	$ 1,794.53	$ 6,744.17	55%	46%
Consulting Services	$ 35,000	$ 29,166	$ -	$ -	0%	0%
Public Relations	$ 29,000	$ 24,166	$ 2,472.00	$ 10,923.91	45%	38%
Bank Service Charges	$ 1,500	$ 1,250	$ 76.82	$ 828.83	66%	55%
Insurance	$ 10,000	$ 8,333	$ -	$ 6,329.00	76%	63%
General Contractual	$ 81,500	$ 67,914	$ 3,216.40	$ 45,369.05	67%	56%
Special Counsel	$ 30,000	$ 24,999	$ 746.10	$ 3,798.10	15%	13%
Office Supplies	$ 22,000	$ 18,333	$ 367.83	$ 5,171.01	28%	24%
Library Supplies	$ 49,700	$ 41,415	$ 1,330.62	$ 21,262.86	51%	43%
Building Supplies	$ 21,000	$ 17,499	$ 710.82	$ 6,113.80	35%	29%
Library Resources	$ 597,300	$ 497,730	$ 35,722.01	$ 432,903.39	87%	72%
Heat	$ 10,000	$ 8,333	$ -	$ 7,663.10	92%	77%
Total Operating Budget	**$ 4,180,012**	**$ 3,483,204**	**$ 283,668.94**	**$ 2,918,638.92**	**84%**	**70%**
Capital Budget						
Technology Replacement	$ 100,000	$ 100,000	$ -	$ 100,000.00	100%	100%
Capital Projects	$ 2,335,000	$ 1,945,826	$ 376,470.35	$ 1,916,341.74	98%	82%
Total Capital Budget	**$ 2,435,000**	**$ 2,045,826**	**$ 376,470.35**	**$ 2,016,341.74**	**99%**	**83%**
Total Budget	**$ 6,615,012**	**$ 5,529,030**	**$ 660,139.29**	**$ 4,934,980.66**	**89%**	**75%**

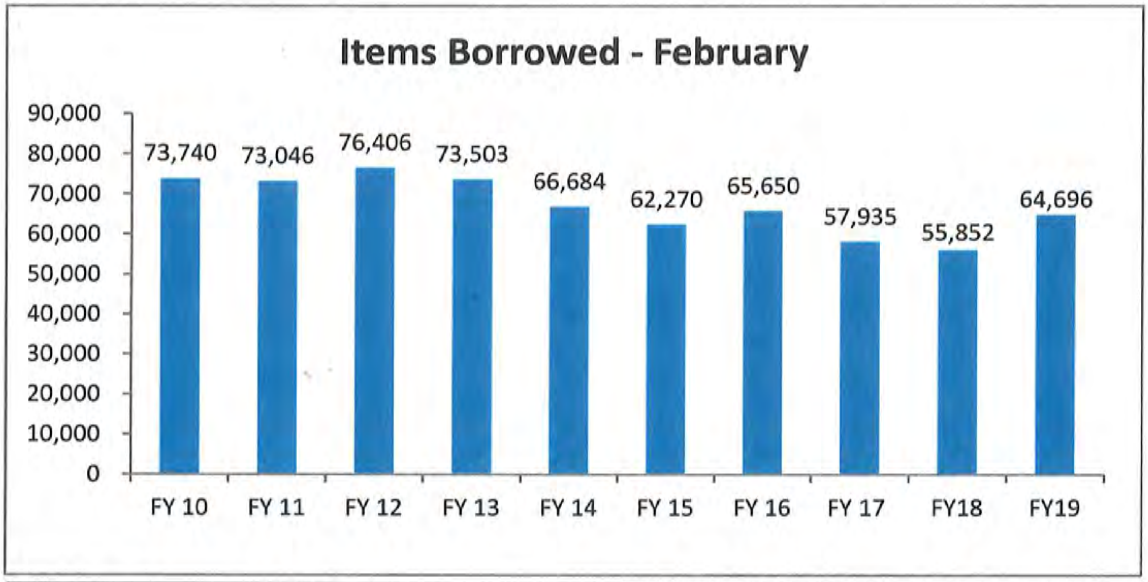
(1) Quarterly payment of CVI contract (March - May)

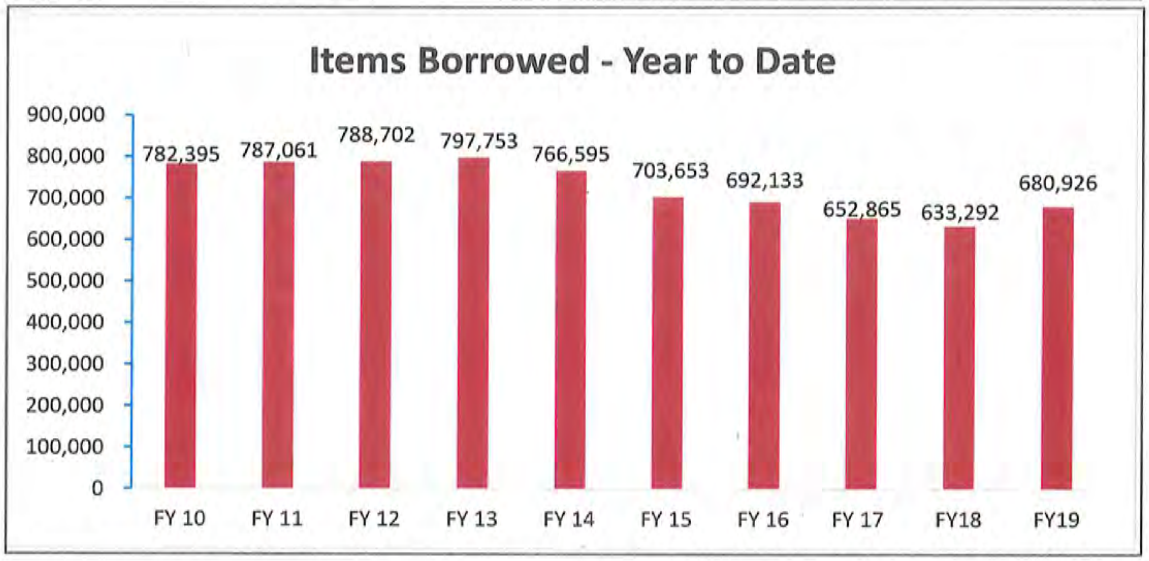
6F

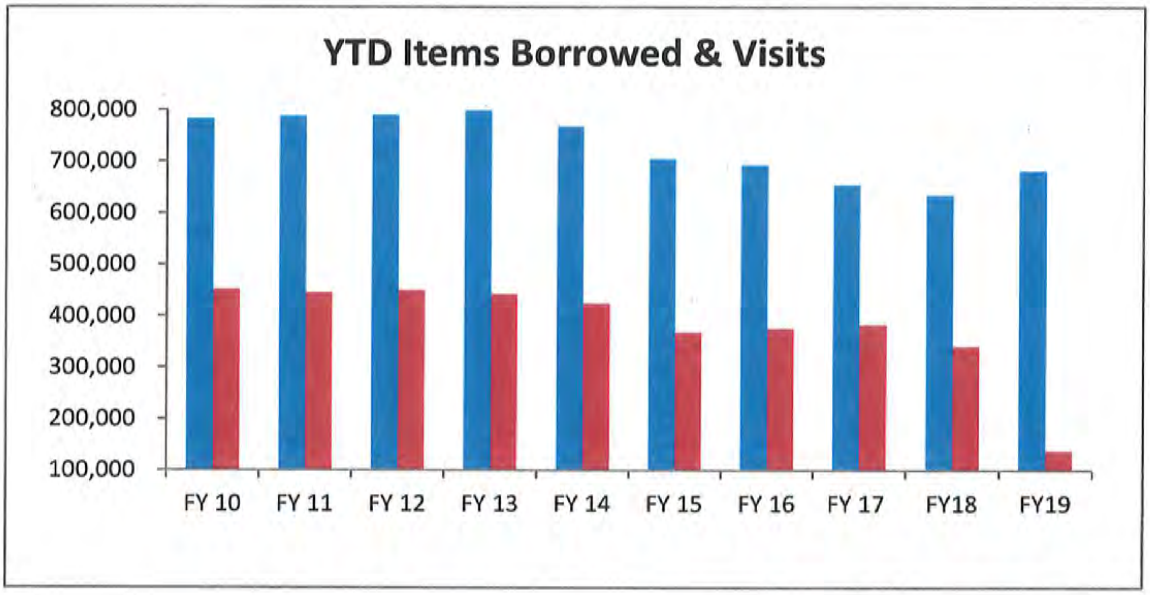
Park Ridge Public Library
Fine Revenue History
YTD through February

	FY 18/19	FY17/18	FY16/17	FY15/16	FY14/15
YTD	$ 29,607.76	$ 58,744.77	$57,274.83	$63,626.83	$69,589.82
% Incr/Dec	-50%	3%	-10%	-9%	-
$ Inc/Dec	$ (29,137.01)	$1,469.94	$ (6,352.00)	-$5,962.99	$69,589.82

(1) Automatic renewals implemented on April 17, 2018


Items Borrowed - February
90,000
80,000
70,000
60,000
50,000
40,000
30,000
20,000
10,000
0
73,740
73,046
76,406
73,503
66,684
62,270
65,650
57,935
55,852
64,696
FY 10
FY 11
FY 12
FY 13
FY 14
FY 15
FY 16
FY 17
FY18
FY19


Items Borrowed - Year to Date
900,000
800,000
700,000
600,000
500,000
400,000
300,000
200,000
100,000
0
782,395
787,061
788,702
797,753
766,595
703,653
692,133
652,865
633,292
680,926
FY 10
FY 11
FY 12
FY 13
FY 14
FY 15
FY 16
FY 17
FY18
FY19


YTD Items Borrowed & Visits
800,000
700,000
600,000
500,000
400,000
300,000
200,000
100,000
FY 10
FY 11
FY 12
FY 13
FY 14
FY 15
FY 16
FY 17
FY18
FY19

(blank page)

Park Ridge Public Library
BORROWER POPULATION/LIBRARY CARD REGISTRATION - FEBRUARY 2019

	Cardholders 2/1/2019	New Residents February	New Non-Residents February	Purged February	Total 2/28/2019	Total 2/28/2018
Adult	18,676	119	0	163	18,632	19,902
Juvenile	4,969	30	0	70	4,929	5,290
TOTALS	23,645	149	0	233	23,561	24,799

Total Registered Borrowers

February 28, 2019	23,561	63%

February 28, 2018	24,799	66%

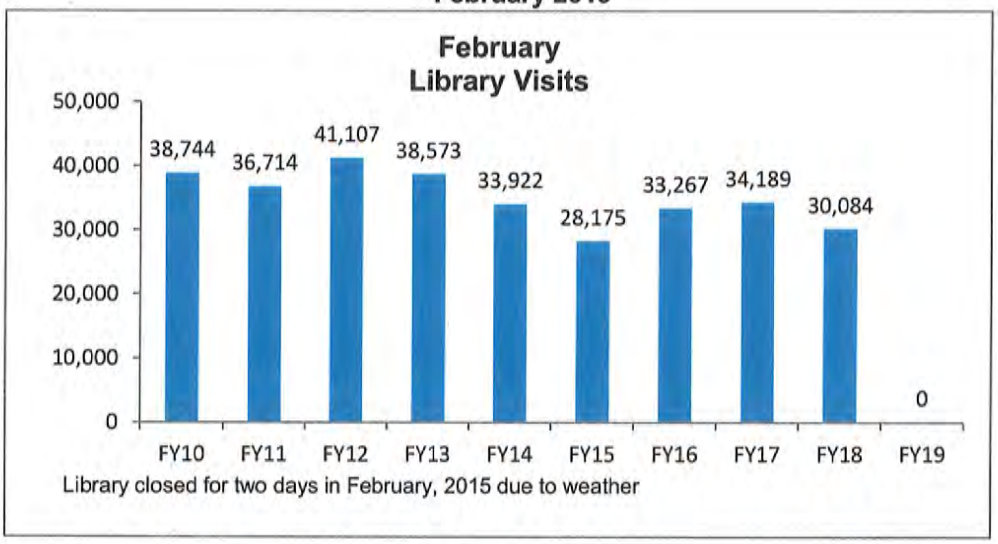
Unique Borrowers - Cards used to check out physical items

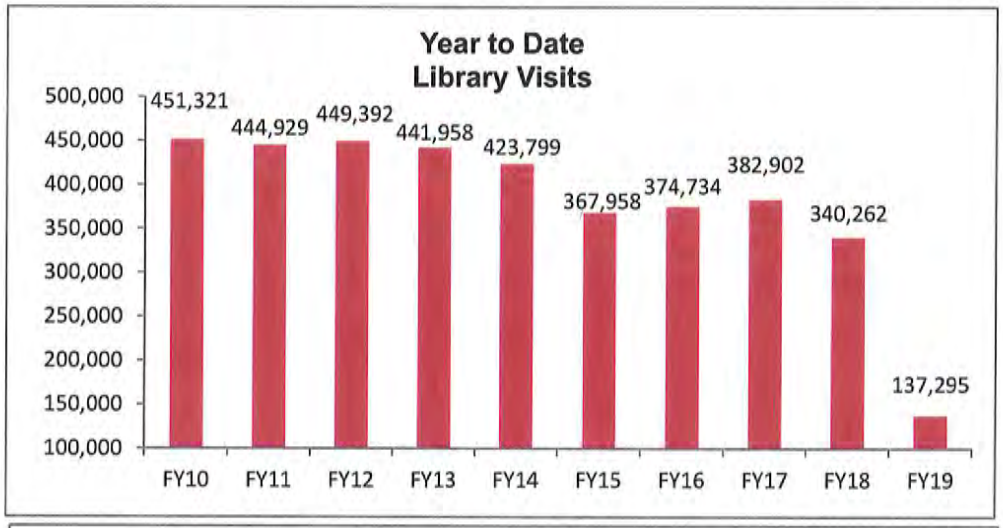
February, 2019	4,557

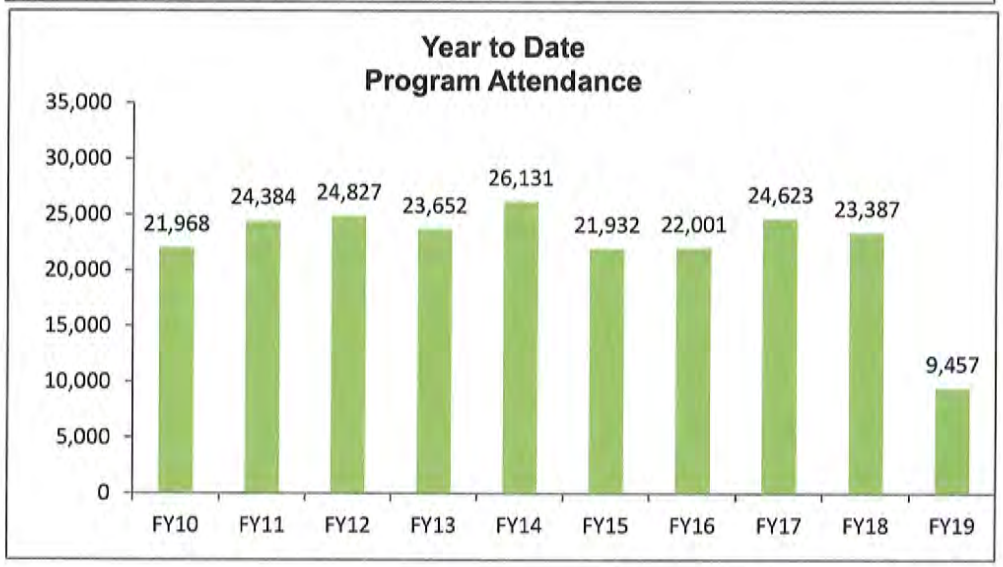
February, 2018	4,173

(blank page)

Park Ridge Public Library
February 2019







(blank page)

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

Virtual Visits	FY 19	FY 18	Incr/Decr	% Incr/Decr
May	17,849	20,718	(2,869)	-14%
June	18,493	20,726	(2,233)	-11%
July	17,633	21,913	(4,280)	-20%
August	17,235	22,134	(4,899)	-22%
September	15,621	19,146	(3,525)	-18%
October	17,639	19,813	(2,174)	-11%
November	16,502	20,173	(3,671)	-18%
December	15,688	17,509	(1,821)	-10%
January	19,718	21,259	(1,541)	-7%
February	17,959	18,552	(593)	-3%
March		22,476		
April		20,898		
YTD Total	**174,337**	**245,317**	**(27,606)**	**-15%**

Total number of visits to the Library website from outside the Library
Source: Google Analytics

Computer Use Statistics	FY19	FY 18	Incr/Decr	%Incr/Decr	FY 19 Revenue	FY 18 Revenue	$ Inc/Dec FY19 vs FY18
May	2,479	3,024	(545)	-18%	$212	$255	-$43
June	3,082	3,470	(388)	-11%	$215	$126	$89
July	2,745	3,372	(627)	-19%	$200	$117	$83
August	1,980	3,456	(1,476)	-43%	$93	$121	-$28
September	1,693	2,733	(1,040)	-38%	$133	$182	-$49
October	1,721	2,948	(1,227)	-42%	$118	$185	-$67
November	1,649	3,043	(1,394)	-46%	$131	$162	-$31
December	1,572	2,505	(933)	-37%	$112	$106	$6
January	1,448	2,821	(1,373)	-49%	$94	$209	-$115
February	1,608	2,480	(872)	-35%	$116	$162	-$46
March		3,160				$266	
April		2,755				$268	
YTD Total	**19,977**	**35,767**	**(9,875)**	**-81%**	**$1,424**	**$2,159**	**-$201**

WiFi Sessions	FY19	FY 18	% Inc/Decr	Business Use Fees	Revenue 2018/19	# of Users	Revenue 2017/18	# of Users
May	4,089	4,656	-12%	March	$ 220	6	$ 240	5
June	3,519	3,964	-11%	April	$ 220	7	$ 185	5
July	2,780	3,944	-30%	May	$ 230	6	$ 160	5
August	1,870	4,081	-54%	June	$ 140	6	$ 240	6
September	1,325	3,534	-63%	July	$ -	0	$ 170	4
October	2,188	3,857	-43%	August	$ -	0	$ 70	3
November	2,541	3,979	-36%	September	$ -	0	$ 130	3
December	1,569	4,559	-66%	October	$ 10	1	$ 150	4
January *		3,807		November	$ -	0	$ 180	4
February *		3,431		December	$ 20	2	$ 150	4
March		4,060		January	$ 15	1	$ 140	5
April		3,756		February	$ 10	1	$ 150	6
YTD Total	**19,881**	**47,628**	**-17%**	YTD Total	**$ 865**	**30**	**$ 1,965**	**54**

*WiFi stats not available

7A

Analytics http://www.parkridgelibrary.org www.parkridgelibrary.org...

Go to report

February 2019

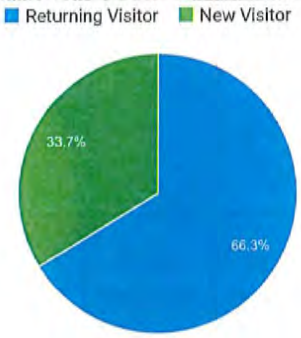
Feb 1, 2019 - Feb 28, 2019

All Users
100.00% Sessions

Total Visits

17,959
% of Total: 100.00% (17,959)

Total Visits



Unique Visitors

8,397
% of Total: 100.00% (8,397)

New Visits

6,053
% of Total: 100.00% (6,053)

Page Views Per Visit

1.89
Avg for View: 1.89 (0.00%)

Avg. Visit Duration

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

Pageviews by Page

Page	Pageviews
/	18,248
/databases/	2,572
/ebooks-and-downloadables/	791
/employment/	742
/battle-of-the-books/	506
/read-listen-view/	441
/research-learn/	346
/storytimes/	324
/kids/	317
/new-dvd-blu-ray/	275

Visits by Browser

Browser	Sessions
Chrome	9,196
Safari	5,314
Firefox	1,120
Internet Explorer	1,009
Edge	769
Samsung Internet	201

© 2019 Google

Park Ridge Public Library
Outreach Statistics
FEBRUARY 2019

Visits to Groups outside the Library

	Groups	People Reached
February 2019	19	672
February 2018	28	1,749
YTD 2018/19	262	12,221
YTD 2017/18	311	16,278

Loans of Materials

Schools and Nursing Homes	Loans	Number of Items Sent
February 2019	30	640
February 2018	29	574
Home Bound Patrons	**Patrons Served**	**Number of Items Sent**
February 2019	29	124
February 2018	23	96
Totals February 2019	59	764
Totals February 2018	52	670
YTD 2018/19	422	5,663
YTD 2017/18	429	5,592

(blank page)

PARK RIDGE PUBLIC LIBRARY
LIBRARY DIRECTOR'S REPORT – MARCH 19, 2019

PERSONNEL

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

   Lan Eng, Children's Services, Library Assistant, Part-Time, effective March 15

   Anna Schmeltz, Children's Services, Page I, Part-Time, effective March 14

   Jennifer Healy, Administration, Marketing Coordinator, Part -Time, effective March 12

   Delaney Bannon, Children's Services, Page I, Part-Time, effective March 5

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

   Arlena Wang, Children's Services, Page I, Part-Time, effective February 24

   Valerie Rominski, Reader Services, Library Assistant, Part-Time, effective February 28

   Mary (Judy) Whalen, Children's Services, Page II, Part-Time, effective March 19

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

(blank page)

Park Ridge Public Library

TO: Library Board
FROM: Heidi Smith
DATE: March 14, 2019
SUBJECT: Monthly report

HOW ARE THINGS GOING?
Kudos to the staff for moving swiftly and efficiently and jumping right back in!

We've been busy welcoming patrons back to the Prospect entrance and getting settled into new spaces. We've had mostly positive responses about all of our new spaces, including our new return stations. We continue to correct any issues as they are identified. In addition, we've been testing our new checkout station in the workroom and working on solving potential issues that would not make a solid first impression for patrons.

Over the course of the month, the Children's Services team has been working to add to the space and adjust to get it to where it will best meet patron needs. To go along with our newly renovated space, the team revamped our early literacy play area toys and play pieces – this includes the addition of a grocery store, a new doll house, and a new modern playhouse. More to come.

I submitted my annual progress to goal in my self-evaluation; based on our discussion April 3, I will include summarized results in my April report.

OF NOTE:
- Moved into new department spaces from temporary areas, including lobby and entrance
- Converted 800+ items in the catalog from storage to available as items were brought out of storage
- Introduced Patron Services (formerly Circulation Services) along with new circulation technology
- Launched new return station and supporting patrons with use, glitches and questions
- Hosted wonderful staff and volunteer luncheon, thanks to members of the Lounge Committee
- Hired Jennifer Healy, Marketing Coordinator, started March 11
- Completed PRPL's first ever eRate filing for Wi-Fi hotspots and replacement switch
- Partnered with Friends of the Library on newsletter inserts, yard signs and signage for used book sale
- Relocated magazines and newspapers to the new Quiet Reading Room
- Hosted March 10 *Renovation Celebration*; over 200 attended
- Reconfigured Teen Loft to improve sight lines; will assess after 30 days
- Completed cabling project with Airport Electric Inc. for Wi-Fi network and security camera system
- Reviewed timeline for upcoming capital projects with Andrew Jose from Green Associates
- Kicked off *Book Madness*, a show-down of 16 of the most popular adult, teen and kid' books
- Made some adjustments to the adult computers to increase space for each user
- Disabled Wi-Fi acceptance page due to patrons experiencing connectivity issues.
    - *Note: The acceptance page was our resource for compiling Wi-Fi session statistics that were included in the board packet; we are unable to provide a similar metric until the Library's Wi-Fi devices are upgraded. Please note that due to the new way connection information will be gathered, the numbers will be different. More to come.*

PROFESSIONAL DEVELOPMENT
- Manager of Technical Services, Gretchen Kottkamp: *Collection Management Networking* meeting
- Gretchen Kottkamp, Technical Services Assistant Manager Carol Pinson and Librarian (PT, Cataloging) Lauren Bochat: *CAMM [Cataloging and Metadata Management]* meeting

- Gretchen Kottkamp: *Polaris: Cataloging* training – Serials training – Acquisitions training
- Gretchen Kottkamp , Library Assistant (Acquisitions) Dawn Pahlke and Library Assistant (Acquisitions) Christine Gross: *Polaris training – Acquisitions*
- Librarian (PT, Cataloging) Lauren Bochat – *Simply Reports*, webinar
- Reference Librarians Brandee Crisp, Amber Ensign, and Lori Preston: *New Mango Experience* webinar
- Programming Librarian Sarah Vessalo: PLA webinar, "*Starting Small with Project Outcome*"
- Interlibrary Loan Coordinator Tony Letrich: *CCS ILL Technical Group* Meeting
- Children's Librarian II and Page Supervisor Lisa Winchell: *Managing CS and YA Collections*, University of Wisconsin, Madison 4 week online course
- Children's Librarian and Preschool Coordinator Liz Fichter: *Lincoln Story League Networking Group*

PROGRAMS AND SERVICES

- *Winter Reading Club* was a success with 259 adult readers, exceeding 203 from last year. Kids and teens receive a free prize book for completing their reading goal; final numbers are still being tabulated.
- Adult programs included *An Afternoon at the Oscars* (35 attendees), *Exploring the Cassini Mission to Saturn* (52 attendees) and *Tax Prep for Seniors* (37 attendees)
- Patron Services completed 22 curbside delivery transactions and delivered 41 materials. This service has decreased since the Prospect entrance re-opened. We are currently working to identify a new designated spot in the back of our parking lot.
- Storytimes resumed in our first floor meeting room space! We host two weekly storytimes for each of the following age groups: 2-3 year olds, 3-5 year olds, and 1-2 year olds. We hold one weekly storytime for babies ages 0-14 months. We also hold two monthly evening storytimes and one monthly Saturday storytime and craft. Patrons have been very excited to have this core service back and once again in our program space.
- Drop in STEAM programming resumed. We host drop-in, self-directed STEAM programming for the following age groups: ages 2-6 and ages 6-12. We also host the *Family Mobile Makerspace Program* for all ages.
- *Battle of the Books* was in full swing in February! Children's Services Assistant Manager and School Services Coordinator Staci Greenwald works closely with the schools to facilitate this dynamic program where each local school hosts a team of 4th and 5th graders who battle each other on their knowledge of a curated list of books.
- With the support of the Sitkiewicz family and Marion's Mark, *Read to the Dogs* is now being offered during the school year! Kids in grades 2-6 sign up for a 15 minute session to read to a therapy dog.
- Planned and presented by new Teen Services Library Assistant Madeline McGuire, we introduced a NEW monthly program for teens: *Teen Craft Club!* Maddie introduced the teens to a few different mindfulness crafts, including mindfulness glitter jars and stretchy play dough stress balls.
- A representative from *More Than Scores and Tests* administered an SAT Practice Test for Teens, then returned the following week to offer the teens' test results and a presentation about college admissions tests to the teens and their parents.
- Many other programs for kids and teens were held; including *Little Einsteins*, a science program geared to toddlers; *Family Book Discussion* for kids in Grades 1-3 and 4-8; informal book groups for middle schoolers, high schoolers, and kids in grades 4-6; an after-hours Teen Library Scavenger Hunt; *Lego Club; Crafternoon; Harmonious Horizons;* and teen volunteer opportunity, *Cards for Hospitalized Kids*.
- Children's Services Staff filled seven standing monthly Preschool Loans to local preschools and daycares. Children's Librarian and Preschool Services Coordinator Liz Fichter coordinates this service.

COMMUNITY OUTREACH

- Adult Services Manager Laura Scott gave a book talk to a PEO group on Best Reads of 2018 and also updated the group on the Library's renovation (12 attended). She also led a book discussion on H*illbilly Elegy* for the Holy Family Guild (14 attended).
- Adult Services Manager Laura Scott teamed up with Children's Services Manager Parry Rigney to host an event for the Park Ridge Newcomers Club (26 attended). They provided a tour and talked up our services and new spaces, presented on relevant programs, and Laura gave a presentation on Best Reads of 2018 and Upcoming 2019 releases with handouts.
- Children's Services Assistant Manager and School Services Coordinator Staci Greenwald presented monthly Storytime to the Jefferson School Kindergarten classrooms as well as Preschool Classrooms.

- Three different Scout troops visited the Library in February for a custom STEAM program just for their troop. Children's Librarian and Page Supervisor Lisa Winchell coordinates these visits.
- Teen Services Librarian Claire Griebler hosted monthly book discussions for middle schoolers at Mary Seat of Wisdom and Lincoln Middle School.
- Children's Services Assistant Manager and School Services Coordinator Staci Greenwald visited local schools, including Field, Roosevelt and Mary Seat of Wisdom, to promote our upcoming *Book Madness* program!
- Teen Services Librarian Claire Griebler attended a Youth Commission meeting at City Hall.

Read to the Dogs is back! With the support of the Sitkiewicz family and Marion's Mark, we are offering Read to the Dogs in the school year.

Young patrons exploring our new playhouse, purchased with the support of the Friends of the Library!

A local Girl Scouts troop explores STEAM concepts at the Library!

Harmonious Horizons classes are one of our most popular early childhood classes. Miss Tiffany from local music studio Harmonious Horizons always gets everyone moving!

(blank page)

MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
PLANNING AND OPERATIONS COMMITTEE OF THE WHOLE
HELD MARCH 12, 2019 AT 8:54 P.M. IN THE SECOND FLOOR MEETING ROOM OF
CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL

ROLL CALL:

TRUSTEES PRESENT: Joshua Kiem, Chair; Karen Burkum, Stevan Dobrilovic, Joseph Egan, Charlene Foss-Eggemann, Gareth Kennedy, Patrick Lamb, Lauren Rapisand, Michael Reardon

TRUSTEES ABSENT: None

OTHERS PRESENT: Heidi Smith, Library Director; Angela Berger, Library Staff; Alderman Melidosian, Library Liaison

Approval of Minutes

President Reardon made a

MOTION: to approve the minutes for the Planning & Operations Committee meeting held February 12, 2019

Trustee Burkum SECONDED the motion.

Voice vote. MOTION PASSED UNANIMOUSLY

Meeting Room Chairs

The Committee reviewed the memo regarding the meeting room chairs. The Committee agreed that thorough research had been conducted to find appropriate choices and after a review of Director Smith's recommendation,

Trustee Burkum made a

MOTION: to approve the use of funds from the Dorothy Moriarty Trust to purchase 100 KI-Opt4 Mesh-Back/Mesh-Seat chairs and 3 storage caddies from KI at the cost of $17,683.00

Trustee Rapisand SECONDED the motion.

Voice vote**:** 6 Yay: Burkum, Dobrilovic, Kiem, Lamb, Rapisand, Reardon
3 Nay: Egan, Foss-Eggemann, Kennedy

MOTION PASSED

Review Annual Board Calendar

The Committee reviewed the March tasks.

Review Pending Initiatives List

The Committee reviewed the Pending Initiatives list; to be organized by committee

DRAFT

Other Director Smith announced she would be unavailable for the June Committee meetings, and asked the Trustees to consider the options of rescheduling the meetings or cancelling them.

Adjournment: 9:06 p.m.

_____

Joshua Kiem, Chair

DRAFT

MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
COMMUNICATIONS & DEVELOPMENT COMMITTEE OF THE WHOLE
HELD MARCH 12, 2019 AT 9:07 P.M. IN THE SECOND FLOOR MEETING ROOM OF
CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL

ROLL CALL:

TRUSTEES PRESENT: Karen Burkum, Co-Chair; Lauren Rapisand, Co-Chair; Stevan Dobrilovic, Joseph Egan, Charlene Foss-Eggemann, Gareth Kennedy, Joshua Kiem, Patrick Lamb, Michael Reardon

TRUSTEES ABSENT: None

OTHERS PRESENT: Heidi Smith, Library Director; Angela Berger, Library Staff; Alderman Melidosian, Library Liaison

Approval of Minutes

Trustee Rapisand made a

MOTION: to approve the minutes of the February 12, 2019 Communications & Development Committee meeting

Trustee Lamb SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Discussion of Engagement/Conversation Initiative

Director Smith discussed the meeting with the City and the advisability of aligning the Library's project and timeline more closely with the City's project. Director Smith and Ms. Healy, the new Library Marketing Coordinator, will meet with Trustee Burkum and Trustee Rapisand to discuss.

Selection of 2019 Library Award Recipient(s)

The Committee discussed the nominations for the 2019 Annual Library Award, which honors an individual who has performed extraordinary service to the Library.

Trustee Rapisand made a

MOTION: to award the 2019 Library Award to Library volunteer, Gerry Zwicky, and Library Facility Manager, John Priala

Trustee Dobrilovic seconded the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

DRAFT

It was suggested that a Lifetime Achievement Award be considered and added to the "Pending Initiatives" list. The Committee also discussed the possibility of "Employee of the Year" and "Volunteer of the Year" awards.

Other Treasurer Egan suggested rotating the order of the Committees on each month's COW agenda.

Trustee Dobrilovic asked Alderman Melidosian to give an update of the IGA (Intergovernmental Agreement), to which he stated that a draft would be available by the end of Alderman Melidosian's current term in office.

Adjournment: 9:17 p.m.

_____

Karen Burkum or Lauren Rapisand, Co-Chair

DRAFT

MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
BUILDING & GROUNDS COMMITTEE OF THE WHOLE
HELD MARCH 12, 2019 AT 7:00 P.M. IN THE SECOND FLOOR MEETING ROOM OF
CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL

ROLL CALL:

TRUSTEES PRESENT: Patrick Lamb, Chair *(7:02 p.m.)*; Karen Burkum, Stevan Dobrilovic *(7:02 p.m.)*, Joseph Egan *(7:03 p.m.)*, Charlene Foss-Eggemann, Gareth Kennedy, Joshua Kiem *(7:06 p.m.)*, Lauren Rapisand, Michael Reardon

TRUSTEES ABSENT: None

OTHERS PRESENT: Heidi Smith, Library Director; Angela Berger, Library Staff; Carl Giometti, Studio GC Architecture *(departed at 7:57 p.m.)*; Alderman Melidosian, Library Liaison; Cecilia Klein *(departed at 7:06 p.m.)* and Mary Jo DiRe *(departed at 7:06 p.m.)*, Park Ridge residents

Comments from the General Public on Non-Agenda Items

Two members of the public spoke to the Committee regarding the selection of book titles for the Library's *Book Madness* program.

Call to Order

President Reardon called the meeting to order at 7:06 p.m.

Approval of Minutes

Trustee Burkum made a

MOTION: to approve the minutes of the February 12, 2019 Building and Grounds Committee meeting

Secretary Kennedy SECONDED the motion.

Voice vote**:** 8 Yay: Burkum, Dobrilovic, Foss-Eggemann, Kiem, Kennedy, Lamb, Rapisand, Reardon
1 Abstain: Egan

MOTION PASSED

Capital Projects Update / Outstanding Change Orders

Mr. Giometti of Studio GC Architecture gave an update on the renovation project.

The Committee discussed open Change Orders and credits. Director Smith noted that documentation has not yet been provided for two of the Change Orders and is expected by the end of this week. After review of each Change Order, the consensus of the Committee is that tentatively they will approve COR#24 as they await verification of the work's preapproval by the Board.

President Reardon made a

MOTION: to approve Change Orders #22-R, #24, #32-R4 for $19,084.$\underline{00}$, and Credits #37b, #45 for $30,732.$\underline{00}$

Trustee Lamb SECONDED the motion.

DRAFT

Voice vote.

MOTION PASSED UNANIMOUSLY

Trustee Lamb made a

MOTION: to approve outstanding credits

Trustee Burkum SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

Invoice for Fire Alarm Comprehensive Plans

Director Smith reviewed the fire alarm invoice from Top to Bottom Installations.

Trustee Lamb made a

MOTION: to approve invoice of $7,750.00 for fire alarm drawings from Top to Bottom Installations, 690 Welch Street, Gilberts, IL

Trustee Rapisand SECONDED the motion.

MOTION PASSED UNANIMOUSLY

Other Mr. Giometti requested a timeline for the next meeting to negotiate open Change Orders. It was noted that April 1, 2019 is the date that CSI *(Construction Solutions of Illinois, Inc.)* has for completing the punch list. The punch list is now approximately 25%-30% complete.

Adjournment: 7:57 p.m.

_____

Patrick Lamb, Chair

DRAFT

MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
BUDGET & FINANCE COMMITTEE OF THE WHOLE
HELD MARCH 12, 2019 AT 8:25 P.M. IN THE SECOND FLOOR MEETING ROOM OF
CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL

ROLL CALL:

TRUSTEES PRESENT: Joseph Egan, Chair; Karen Burkum, Stevan Dobrilovic, Charlene Foss-Eggemann, Gareth Kennedy, Joshua Kiem, Patrick Lamb, Lauren Rapisand, Michael Reardon

TRUSTEES ABSENT: None

OTHERS PRESENT: Heidi Smith, Library Director; Angela Berger, Library Staff; Alderman Melidosian, Library Liaison

Approval of Minutes

Vice President Egan made a

MOTION: to approve the minutes for the February 12, 2019 Budget & Finance meeting as revised

Trustee Rapisand SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

FY20 Operating Budget

Director Smith stated that her approach in developing the Salary Budget was based on efficiency: maximizing productivity with minimum waste, and the fact that as positions became open they weren't automatically filled. Director Smith verified the Board's goals in relationship to efficiencies. There was discussion about reductions to payroll as related to technology.

Treasurer Egan made a

MOTION: to approve the FY20 Operating Budget of $4,147,470.00

Trustee Lamb SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

FY19 Capital Plan & FY20 Capital Budget

The Committee discussed the water distribution system and its timing in the Capital Budget. The Committee asked that a note be added to the FY19 Capital Budget that the City adjusted their Capital Budget to support work on the columns. It was noted that the revised Capital Budget for $100,000 was previously approved for $170,000.

Trustee Dobrilovic made a

MOTION: to approve the FY20 Operating Budget of $4,147,470.00, the revised FY19 Capital Budget for $2,105,000.00, and the revised FY20 Capital Budget for $100,000.00

DRAFT

Treasurer Egan SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Other Treasurer Egan stated that for the FY21 Operating Budget he wants to look at the potential impact of a 40-hour work week.

Adjournment: 8:53 p.m.

_____

Joseph Egan, Chair

DRAFT

MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
PERSONNEL COMMITTEE OF THE WHOLE
HELD MARCH 12, 2019 AT 7:58 P.M. IN THE SECOND FLOOR MEETING ROOM OF
CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL

ROLL CALL:

TRUSTEES PRESENT: Charlene Foss-Eggemann, Chair; Karen Burkum, Stevan Dobrilovic, Joseph Egan, Gareth Kennedy, Joshua Kiem, Patrick Lamb, Lauren Rapisand, Michael Reardon

TRUSTEES ABSENT: None

OTHERS PRESENT: Heidi Smith, Library Director; Angela Berger, Library Staff; Alderman Melidosian, Library Liaison

Approval of Minutes

President Reardon asked that in the last paragraph of the minutes of the February 12, 2019 Personnel Committee meeting, the words "Mrs. Rapisand" be changed to read, "former Library Board Trustee Mrs. Rayborn".

President Reardon made a

MOTION: to approve the minutes for the February 12, 2019 Personnel Committee meeting as revised

Trustee Lamb SECONDED the motion.

Voice vote. MOTION PASSED UNANIMOUSLY

Secretary Kennedy made a

MOTION: to approve the **Closed** Minutes of the Special September 18, 2018 Personnel Committee meeting

Trustee Burkum SECONDED the motion.

Voice vote**:** 7 Yay: Burkum, Dobrilovic, Egan, Kennedy, Kiem, Rapisand, Reardon
2 Abstain: Foss-Eggemann, Lamb,

MOTION PASSED

The consensus of the Committee is to add these *Closed Minutes of the Special September 18, 2018 Personnel Committee meeting* to Secretary Kennedy's list of minutes to be opened/released.

Discussion of Salary Plan

Vice President Foss-Eggemann reviewed the memo regarding the Salary Plan and the Library's compensation plan. Trustees noted that the City's is budgeting 2.5% and the Library is budgeting 3%. Trustee Dobrilovic and President Reardon noted that given this past year, the 3% pool is deserved.

DRAFT

Discussion ensued regarding a salary study and the need for a review of the staff job descriptions. Alderman Melidosian stated his opinion that the salary study conducted by the City was helpful because the City strives to be competitive with surrounding communities in regard to compensation.

Director Smith explained that over the past 5 years, 30% of the Library's full time staff turned over, and turnover of managers was 75%. An annual breakdown will be provided. Director Smith talked about the difference between the Library and City work force and that the impact of the increase in the State minimum wage will be felt more by the Library as opposed to the City; the City has few part-time personnel, and the City has employees covered by union contracts.

The Committee directed Ms. Smith to get a proposal for a salary study (it is already in the FY20 Budget). Trustee Dobrilovic also requested an impact study of minimum wage for the Board to review.

President Reardon, Vice President Foss-Eggemann, and Trustee Kiem stated that if Director Smith believes valuable employees are underpaid, that adjustments should be made and recommendations brought to Vice President Foss-Eggemann.

President Reardon made a

MOTION: to approve up to $60,000 in merit payments, to be effective May 1, 2019 in the form of salary increases to eligible staff who are within the salary range for their classification and bonuses to those eligible staff who have met the maximum of their salary range.

Trustee Rapisand SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Other Vice President Foss-Eggemann noted that she has distributed copies of Director Smith's evaluation for the Trustees to review prior to the April 3, 2019 Special Personnel Committee Meeting at the Library.

Adjournment: 8:24 p.m.

Charlene Foss-Eggemann, Chair

DRAFT