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, September 17, 2019 at 7:00 p.m.

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.

*3. Approval of Minutes of Regular Meeting of August 20, 2019

4. Comments from the Public (Non-agenda items)
5. Secretary's Report
   A. Presentation of Lifetime Achievement Award to Richard & Dorothy DuSold, Friends Co-Presidents Emeritus
   B. Communications
6. Treasurer's Report

*A. Ratify Bills Payable-Warrant Register for:

Period 4, August 16, 2019		Period 4, August 31, 2019	
Library Fund Warrants	$45,241.41	Library Fund Warrants	$73,365.38
Payroll (8/2 and 8/16)	$163,718.90	Payroll	$81,680.56
Per Capita Grant Fund	$0.00	Per Capita Grant Fund	$0.00
Technology Replacement Fund	$70,209.00	Technology Replacement Fund	$0.00
North Suburban Digital Consortium	$8,725.45	North Suburban Digital Consortium	$706.43
Library Gift Fund	$0.00	Library Gift Fund	$529.99
Total	$287,894.76	Total	$156,282.36

*B. Balance Sheet for all accounts for August 2019

*a. Ratify disbursements from Lounge and Petty Cash Accounts for $248.10

*b. Approval for payment from the Gift Fund, $750.00

*C. Per Capita Grant Report for August 2019

*D. Technology Replacement Fund Summary Report for August 2019

E. Year to Date Budget Report for August 2019

a. MOTION to approve the *Year to Date Budget Report for August 2019*

*F. Fines & Fees Revenue History

7. Library Director's Report
   A. Statistical Reports – Monthly Statistics for August 2019
   B. Narrative
8. Committee Reports
   A. Building & Grounds
      a. Renovation & Columns projects – Darren Schretter, StudioGC
      b. Roof ice-melt system project – Andrew Jose, Green Associates
         MOTION to award roof snow melt system project to Powerlink Electric, Inc. in the amount of $128,770 for base bid and alternate 1
      c. Sound mitigation assessment – Andrew Jose, Green Associates
   B. Budget & Finance
   C. Communications & Development
   D. Intergovernmental Agreement Subcommittee
   E. Personnel
   F. Planning & Operations
      *a. MOTION to approve draft policy for The Studio
      *b. MOTION to approve request to Bruce A. Michel Trust not to exceed $35,000 for the purchase of a high-performance laser cutter as well as STEM resources and design and craft equipment
9. Friends of the Library Report
10. Unfinished Business
    a. Our Hometown engagement initiative report
11. New Business
12. 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.

WARRANT: L081619 TO FISCAL 2020/04 05/01/2019 TO 04/30/2020

VENDOR	NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
6095	ABC COMMERCIAL									
	114114	08/09/19	170379		201666	P	08/16/19 2015012	932103	BLDG MNT CNTR-GENL MAINT	1,890.00
	INVOICE: 20190735									
	VENDOR TOTALS		5,670.00 YTD INVOICED					7,560.00 YTD PAID		1,890.00
1136	ADVOCATE OCCUPATIONAL HEALTH NILES									
	114115	08/09/19	170380		201667	P	08/16/19 2015011	933100	LIB RECRUIT & TESTING	56.00
	INVOICE: 742094									
	VENDOR TOTALS		4,538.25 YTD INVOICED					4,880.25 YTD PAID		56.00
302856	ALIBRIS									
	114116	08/09/19	170381		201668	P	08/16/19 2015014	954001	LIB RSRCS--ADULT BOOKS	100.75
	INVOICE: 80783289									
	114117	08/09/19	170382		201668	P	08/16/19 2015015	954002	LIB RSRCS-CHILDREN BOOKS	26.85
	INVOICE: 80774518									
	114118	08/09/19	170383		201668	P	08/16/19 2015015	954002	LIB RSRCS-CHILDREN BOOKS	40.45
	INVOICE: 80699552									
	VENDOR TOTALS		199.83 YTD INVOICED					212.77 YTD PAID		168.05
5354	AMAZON COM CREDIT SERVICES									
	114119	08/09/19	170384		201669	P	08/16/19 2015015	954010	LIB RSRCS-CD ROM	59.99
	INVOICE: 444484874948									
	114120	08/09/19	170385		201669	P	08/16/19 2015017	954013	LIB RSRCS-YA GAMES	54.87
	INVOICE: 674894367968									
	114121	08/09/19	170386		201669	P	08/16/19 2015015	954002	LIB RSRCS-CHILDREN BOOKS	37.93
	INVOICE: 698986389737									
	114122	08/09/19	170387		201669	P	08/16/19 2015017	954001	LIB RSRCS--ADULT BOOKS	54.83
	INVOICE: 566958543359									
	114123	08/09/19	170388		201669	P	08/16/19 2015015	954002	LIB RSRCS-CHILDREN BOOKS	12.99
	INVOICE: 468637748387									
	114124	08/09/19	170389		201669	P	08/16/19 2015015	954010	LIB RSRCS-CD ROM	29.99
	INVOICE: 468888537673									
	114125	08/09/19	170390		201669	P	08/16/19 2015015	954010	LIB RSRCS-CD ROM	100.88
	INVOICE: 548958563695									
	114126	08/09/19	170391		201669	P	08/16/19 2015017	954001	LIB RSRCS--ADULT BOOKS	17.98
	INVOICE: 456889567488									
	114127	08/09/19	170392		201669	P	08/16/19 2015017	954001	LIB RSRCS--ADULT BOOKS	15.48
	INVOICE: 996976498393									
	114128	08/09/19	170393		201669	P	08/16/19 2015014	954001	LIB RSRCS--ADULT BOOKS	20.98
	INVOICE: 569349695563									
	114129	08/09/19	170394		201669	P	08/16/19 2015014	954001	LIB RSRCS--ADULT BOOKS	43.99
	INVOICE: 458847333687									
	114130	08/09/19	170395		201669	P	08/16/19 2015015	954002	LIB RSRCS-CHILDREN BOOKS	10.00
	INVOICE: 53677539859									
	114131	08/09/19	170396		201669	P	08/16/19 2015015	954010	LIB RSRCS-CD ROM	32.84
	INVOICE: 978364734934									
	114132	08/09/19	170397		201669	P	08/16/19 2015015	954010	LIB RSRCS-CD ROM	59.99
	INVOICE: 859694888899									

WARRANT: L081619 TO FISCAL 2020/04 05/01/2019 TO 04/30/2020

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS	74,668.58 YTD INVOICED					79,686.44 YTD PAID			10,001.43
6910 BIBLIOTHECA LLC									
114141	08/09/19	170406		201673	P	08/16/19	2015011	935100	EQPT RNTL-MAINTENANCE	2,275.00
INVOICE: SI0048260US									
114141	08/09/19	170406		201673	P	08/16/19	5535011	990800	COMPUTER EQUIPMENT	69,574.00
INVOICE: SI0048260US									
VENDOR TOTALS	77,339.00 YTD INVOICED					78,732.00 YTD PAID			71,849.00
489 BLACKSTONE AUDIOBOOKS									
114142	08/09/19	170407		201674	P	08/16/19	2015017	954004	LIB RSRCS-RECORDING	31.98
INVOICE: 1129148									
114143	08/09/19	170408		201674	P	08/16/19	2015017	954004	LIB RSRCS-RECORDING	541.75
INVOICE: 1129103									
114144	08/09/19	170409		201674	P	08/16/19	2015017	954004	LIB RSRCS-RECORDING	30.94
INVOICE: 11298550									
114145	08/09/19	170410		201674	P	08/16/19	2015017	954004	LIB RSRCS-RECORDING	104.82
INVOICE: 1130098									
114146	08/09/19	170411		201674	P	08/16/19	2015017	954004	LIB RSRCS-RECORDING	66.94
INVOICE: 1125731									
114147	08/09/19	170412		201674	P	08/16/19	2015017	954004	LIB RSRCS-RECORDING	53.88
INVOICE: 1125632									
114148	08/09/19	170413		201674	P	08/16/19	2015017	954004	LIB RSRCS-RECORDING	-18.94
INVOICE: 262519									
VENDOR TOTALS	3,435.70 YTD INVOICED					3,435.70 YTD PAID			811.37
300553 CENGAGE LEARNING INC									
114149	08/09/19	170414		201675	P	08/16/19	2015015	954002	LIB RSRCS-CHILDREN BOOKS	469.34
INVOICE: 67484963									
114150	08/09/19	170415		201675	P	08/16/19	2015017	954001	LIB RSRCS--ADULT BOOKS	88.80
INVOICE: 67508698									
114151	08/09/19	170416		201675	P	08/16/19	2015017	954001	LIB RSRCS--ADULT BOOKS	24.80
INVOICE: 67463872									
114152	08/09/19	170417		201675	P	08/16/19	2015017	954001	LIB RSRCS--ADULT BOOKS	91.96
INVOICE: 67471630									
114153	08/09/19	170418		201675	P	08/16/19	2015017	954001	LIB RSRCS--ADULT BOOKS	68.97
INVOICE: 67463698									
114154	08/09/19	170419		201675	P	08/16/19	2015017	954001	LIB RSRCS--ADULT BOOKS	62.98
INVOICE: 67415651									
VENDOR TOTALS	13,392.75 YTD INVOICED					13,497.52 YTD PAID			806.85
303044 CENTER POINT PUBLISHING									
114155	08/09/19	170420		201676	P	08/16/19	2015017	954001	LIB RSRCS--ADULT BOOKS	81.11
INVOICE: 1708255									
VENDOR TOTALS	270.60 YTD INVOICED					325.14 YTD PAID			81.11

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VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS	325.00 YTD INVOICED					325.00 YTD PAID			325.00
1396 JEWEL ALBERTSONS									
114170	08/09/19	170435		201683	P	08/16/19	2015017	938506 GNL CNTRL SVC/PROGRAM	16.49
INVOICE: ADM0809193									
114170	08/09/19	170435		201683	P	08/16/19	2015011	951002 OFF SPLS--OTHER SUPPLIES	84.89
INVOICE: ADM0809193									
VENDOR TOTALS	1,265.21 YTD INVOICED					1,428.70 YTD PAID			101.38
7594 BARBARA LARSON									
114171	08/09/19	170436		201684	P	08/16/19	2015011	933800 CONFERENCES & TRAINING	4.81
INVOICE: ADM0809194									
114171	08/09/19	170436		201684	P	08/16/19	2015011	951002 OFF SPLS--OTHER SUPPLIES	62.85
INVOICE: ADM0809194									
VENDOR TOTALS	67.66 YTD INVOICED					67.66 YTD PAID			67.66
7175 LEXIS NEXIS MATTHEW BENDER & CO INC									
114173	08/09/19	170438		201685	P	08/16/19	2015014	954001 LIB RSRCS--ADULT BOOKS	147.43
INVOICE: 12562971									
VENDOR TOTALS	147.43 YTD INVOICED					147.43 YTD PAID			147.43
2383 LIBRARY FURNITURE INTERNATIONAL INC									
114174	08/09/19	170439		201686	P	08/16/19	2015011	951003 OFF SPLS FURNISHINGS	3,583.00
INVOICE: 6516									
114175	08/09/19	170440		201686	P	08/16/19	2015011	951003 OFF SPLS FURNISHINGS	6,196.00
INVOICE: 6515									
VENDOR TOTALS	12,833.00 YTD INVOICED					12,833.00 YTD PAID			9,779.00
7283 LIBRARY IDEAS LLC									
114176	08/09/19	170441		201687	P	08/16/19	2015015	954004 LIB RSRCS-RECORDING	689.10
INVOICE: 70748									
VENDOR TOTALS	689.10 YTD INVOICED					1,358.20 YTD PAID			689.10
101892 MIDWEST TAPE									
114177	08/09/19	170442		201690	P	08/16/19	2015017	954005 LIB RSRCS-AUDIO VISUAL	207.14
INVOICE: 97748038									
114178	08/09/19	170443		201689	P	08/16/19	2015017	954005 LIB RSRCS-AUDIO VISUAL	92.20
INVOICE: 97748037									
114179	08/09/19	170444		201688	P	08/16/19	2015017	954005 LIB RSRCS-AUDIO VISUAL	29.99
INVOICE: 97748036									
114180	08/09/19	170445		201688	P	08/16/19	2015017	954005 LIB RSRCS-AUDIO VISUAL	41.98
INVOICE: 97748035									
114181	08/09/19	170446		201688	P	08/16/19	2015017	954005 LIB RSRCS-AUDIO VISUAL	44.98
INVOICE: 97748034									
114182	08/09/19	170447		201689	P	08/16/19	2015017	954005 LIB RSRCS-AUDIO VISUAL	104.96

WARRANT: L081619 TO FISCAL 2020/04 05/01/2019 TO 04/30/2020

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
114208	08/09/19	170473		201689	P	08/16/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	52.48
INVOICE: 97683015									
114209	08/09/19	170474		201688	P	08/16/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	15.99
INVOICE: 97683014									
114210	08/09/19	170475		201688	P	08/16/19	2015015 954004	LIB RSRCS-RECORDING	25.48
INVOICE: 97655811									
114211	08/09/19	170476		201688	P	08/16/19	2015015 954004	LIB RSRCS-RECORDING	23.38
INVOICE: 97683013									
114212	08/09/19	170477		201688	P	08/16/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	29.99
INVOICE: 97667460									
114213	08/09/19	170478		201689	P	08/16/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	76.46
INVOICE: 97683817									
114214	08/09/19	170479		201688	P	08/16/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	14.99
INVOICE: 97683816									
114215	08/09/19	170480		201689	P	08/16/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	72.72
INVOICE: 97683815									
114216	08/09/19	170481		201689	P	08/16/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	124.45
INVOICE: 97683814									
114217	08/09/19	170482		201689	P	08/16/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	161.93
INVOICE: 97683812									
114218	08/09/19	170483		201688	P	08/16/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	29.99
INVOICE: 97683811									
VENDOR TOTALS		13,391.02 YTD INVOICED					21,728.01 YTD PAID		3,127.23
102220 OMNIGRAPHICS INC									
114219	08/09/19	170484		201691	P	08/16/19	2015014 954001	LIB RSRCS--ADULT BOOKS	81.85
INVOICE: 1086239273									
114220	08/09/19	170485		201691	P	08/16/19	2015014 954001	LIB RSRCS--ADULT BOOKS	163.70
INVOICE: 1086239271									
VENDOR TOTALS		736.65 YTD INVOICED					900.35 YTD PAID		245.55
1193 ORIENTAL TRADING COMPANY INC									
114221	08/09/19	170486		201692	P	08/16/19	2015015 938506	GNL CNTRL SVC/PROGRAM	78.90
INVOICE: 69733967601									
VENDOR TOTALS		214.79 YTD INVOICED					276.82 YTD PAID		78.90
60311 OTIS ELEVATOR COMPANY									
114233	08/09/19	170498		201693	P	08/16/19	2015012 932104	BLDG MNT CNTR-ELEV MAINT	2,061.60
INVOICE: CY05969519									
114234	08/09/19	170499		201693	P	08/16/19	2015012 932104	BLDG MNT CNTR-ELEV MAINT	-692.40
INVOICE: 101000523904									
114235	08/09/19	170500		201693	P	08/16/19	2015012 932104	BLDG MNT CNTR-ELEV MAINT	-173.10
INVOICE: 101000523905									
VENDOR TOTALS		1,196.10 YTD INVOICED					1,986.10 YTD PAID		1,196.10
924 OVERDRIVE INC									
114222	08/09/19	170487		201694	P	08/16/19	602 430819	NO. SUB. DIGITAL CONSORTI	2,747.11

WARRANT: L081619 TO FISCAL 2020/04 05/01/2019 TO 04/30/2020

VENDOR	NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	114241	08/09/19	170506		201699	P	08/16/19 2015015	954004	LIB RSRCS-RECORDING	22.45
	INVOICE: 76453108									
	VENDOR TOTALS	514.28 YTD INVOICED					838.04 YTD PAID			22.45
4622	PARRY RIGNEY									
	114243	08/09/19	170508		201700	P	08/16/19 2015015	938506	GNL CNTRL SVC/PROGRAM	365.89
	INVOICE: ADM08209196									
	VENDOR TOTALS	487.11 YTD INVOICED					487.11 YTD PAID			365.89
6880	ROBBINS SCHWARTZ									
	114244	08/09/19	170509		201701	P	08/16/19 2015011	942500	GENERAL COUNSEL	2,143.35
	INVOICE: 850047-48									
	VENDOR TOTALS	2,865.57 YTD INVOICED					2,865.57 YTD PAID			2,143.35
7606	IVAN RUNAC									
	114245	08/09/19	170510		201702	P	08/16/19 201	854000	LIBRARY OTHER	58.90
	INVOICE: ADM0809197									
	VENDOR TOTALS	58.90 YTD INVOICED					58.90 YTD PAID			58.90
303227	SCHOLASTIC									
	114247	08/09/19	170512		201703	P	08/16/19 2015015	938506	GNL CNTRL SVC/PROGRAM	1,250.70
	INVOICE: 196662222									
	VENDOR TOTALS	1,250.70 YTD INVOICED					1,250.70 YTD PAID			1,250.70
7176	HEIDI SMITH									
	114248	08/09/19	170513		201704	P	08/16/19 2015011	933800	CONFERENCES & TRAINING	1,271.36
	INVOICE: ADM0809198									
	114249	08/09/19	170514		201704	P	08/16/19 2015011	933800	CONFERENCES & TRAINING	204.16
	INVOICE: ADM0809199									
	114249	08/09/19	170514		201704	P	08/16/19 2015011	933800	CONFERENCES & TRAINING	160.52
	INVOICE: ADM0809199									
	114250	08/09/19	170515		201704	P	08/16/19 2015011	951002	OFF SPLS--OTHER SUPPLIES	47.24
	INVOICE: ADM08091910									
	VENDOR TOTALS	1,683.28 YTD INVOICED					1,683.28 YTD PAID			1,683.28
102805	STATE CHEMICAL MANUFACTURING CO									
	114251	08/09/19	170516		201705	P	08/16/19 2015012	952100	BUILDING SUPPLIES	673.62
	INVOICE: 901095217									
	VENDOR TOTALS	673.62 YTD INVOICED					673.62 YTD PAID			673.62
6493	SUN AND MOON YOGA									
	114252	08/09/19	170517		201706	P	08/16/19 2015017	938506	GNL CNTRL SVC/PROGRAM	175.00
	INVOICE: ADM08091911									

WARRANT: L081619 TO FISCAL 2020/04 05/01/2019 TO 04/30/2020

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 43671150									
114261	08/09/19	170527		201714	P	08/16/19	2015011 951002	OFF SPLS--OTHER SUPPLIES	7.83
INVOICE: 43736210									
114262	08/09/19	170528		201714	P	08/16/19	2015015 951100	LIBRARY SUPPLIES	-14.11
INVOICE: C43436590									
114263	08/09/19	170529		201714	P	08/16/19	2015011 951002	OFF SPLS--OTHER SUPPLIES	14.74
INVOICE: 43585760									
VENDOR TOTALS		2,246.12 YTD INVOICED					2,957.12 YTD PAID		356.93
4803 WIDE OPEN WEST									
114265	08/09/19	170531		201715	P	08/16/19	2015011 938503	GNL CNTRL SVC-INTERNET	804.99
INVOICE: ADM08091914									
VENDOR TOTALS		18,820.13 YTD INVOICED					19,625.12 YTD PAID		804.99

REPORT TOTALS 124,175.86

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	50	124,175.86

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

Park Ridge Public Library
Warrant Register Fund Totals
August 16, 2019

Fund	Description	Amount
201	Library Fund	$45,241.41
201	Grant Fund	$0.00
553	Library Technology Replacement	$70,209.00
602	North Suburban Digital Consortium	$8,725.45
201	Library Restricted Fund	$0.00
	Total	$124,175.86

WARRANT: L083119 TO FISCAL 2020/04 05/01/2019 TO 04/30/2020

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
5354 AMAZON COM CREDIT SERVICES									
114693	08/27/19	170973		201830	P	08/30/19 2015012	952100	BUILDING SUPPLIES	30.62
INVOICE: 696589855343									
114694	08/27/19	170974		201830	P	08/30/19 2015012	952100	BUILDING SUPPLIES	44.97
INVOICE: 445673678953									
114695	08/27/19	170975		201830	P	08/30/19 2015012	932103	BLDG MNT CNTR-GENL MAINT	27.33
INVOICE: 587443346975									
114696	08/27/19	170976		201830	P	08/30/19 2015015	951100	LIBRARY SUPPLIES	10.99
INVOICE: 479839344645									
114697	08/27/19	170977		201830	P	08/30/19 2015015	938506	GNL CNTRL SVC/PROGRAM	119.68
INVOICE: 465573543576									
114698	08/27/19	170978		201830	P	08/30/19 2015015	954008	LIB RSRCS-MISCELANEOUS	66.52
INVOICE: 446776664459									
114699	08/27/19	170979		201830	P	08/30/19 2015015	938506	GNL CNTRL SVC/PROGRAM	20.59
INVOICE: 786636597347									
114700	08/27/19	170980		201830	P	08/30/19 2015015	938506	GNL CNTRL SVC/PROGRAM	10.50
INVOICE: 985773798676									
114701	08/27/19	170981		201830	P	08/30/19 2015015	938506	GNL CNTRL SVC/PROGRAM	37.45
INVOICE: 975964795457									
114702	08/27/19	170982		201830	P	08/30/19 2015015	938506	GNL CNTRL SVC/PROGRAM	-37.45
INVOICE: 744954443539									
114703	08/27/19	170983		201830	P	08/30/19 2015014	954001	LIB RSRCS--ADULT BOOKS	27.83
INVOICE: 767543898776									
114704	08/27/19	170984		201830	P	08/30/19 2015015	954002	LIB RSRCS-CHILDREN BOOKS	10.35
INVOICE: 587977537834									
114737	08/27/19	171017		1411	M	08/14/19 2015111	952000	MATERIALS	129.99
INVOICE: ADM08271913									
VENDOR TOTALS		6,651.95 YTD INVOICED				8,698.01 YTD PAID			499.37
303186 AMERICAN LIBRARY ASSOCIATION									
114705	08/27/19	170985		201831	P	08/30/19 2015011	932400	LIB MEMBER DUES	220.00
INVOICE: ADM082719									
VENDOR TOTALS		1,167.00 YTD INVOICED				1,167.00 YTD PAID			220.00
101020 BAKER AND TAYLOR BOOKS									
114689	08/26/19	170969		201832	P	08/30/19 2015017	954001	LIB RSRCS--ADULT BOOKS	245.93
INVOICE: 2034716790									
114690	08/26/19	170970		201832	P	08/30/19 2015015	954002	LIB RSRCS-CHILDREN BOOKS	305.47
INVOICE: CS082619									
114691	08/26/19	170971		201832	P	08/30/19 2015014	954001	LIB RSRCS--ADULT BOOKS	1,580.85
INVOICE: REF082619									
114692	08/26/19	170972		201832	P	08/30/19 2015015	954002	LIB RSRCS-CHILDREN BOOKS	125.15
INVOICE: CSYA082619									
VENDOR TOTALS		76,925.98 YTD INVOICED				81,943.84 YTD PAID			2,257.40
489 BLACKSTONE AUDIOBOOKS									
114706	08/27/19	170986		201833	P	08/30/19 2015017	954004	LIB RSRCS-RECORDING	26.95
INVOICE: 1131389									

WARRANT: L083119 TO FISCAL 2020/04 05/01/2019 TO 04/30/2020

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
55134 COOPERATIVE COMPUTER									
114713	08/27/19	170993		201839	P	08/30/19 2015016	931701	DATA PROCESSING/CLSI	6,409.51
INVOICE: 1593									
114713	08/27/19	170993		201839	P	08/30/19 2015013	931702	DATA PROCESSING/OCLC	967.98
INVOICE: 1593									
114714	08/27/19	170994		201839	P	08/30/19 2015016	931701	DATA PROCESSING/CLSI	17,418.50
INVOICE: 1619									
114714	08/27/19	170994		201839	P	08/30/19 2015013	931702	DATA PROCESSING/OCLC	3,081.67
INVOICE: 1619									
VENDOR TOTALS		35,255.15 YTD INVOICED				42,632.64 YTD PAID			27,877.66
19972 DEMCO INC									
114715	08/27/19	170995		201840	P	08/30/19 2015015	951100	LIBRARY SUPPLIES	360.88
INVOICE: 6661341									
114716	08/27/19	170996		201840	P	08/30/19 2015015	954008	LIB RSRCS-MISCELANEOUS	184.89
INVOICE: 6655646									
VENDOR TOTALS		2,160.92 YTD INVOICED				2,772.87 YTD PAID			545.77
7277 FIRST COMMUNICATIONS LLC									
114717	08/27/19	170997		201841	P	08/30/19 2015011	938501	GNL CNTRL SVC/TELEPHONE	470.58
INVOICE: 118123490									
VENDOR TOTALS		1,864.19 YTD INVOICED				1,864.19 YTD PAID			470.58
5436 KARINA GUICO									
114735	08/27/19	171015		1410	M	08/14/19 2015111	952000	MATERIALS	200.00
INVOICE: ADM08271911									
VENDOR TOTALS		200.00 YTD INVOICED				200.00 YTD PAID			200.00
5041 HARMONIOUS HORIZONS									
114718	08/27/19	170998		201842	P	08/30/19 2015015	938506	GNL CNTRL SVC/PROGRAM	100.00
INVOICE: ADM0827193									
VENDOR TOTALS		100.00 YTD INVOICED				100.00 YTD PAID			100.00
102496 HOME DEPOT CREDIT SERVICES									
114719	08/27/19	170999		201843	P	08/30/19 2015012	932103	BLDG MNT CNTR-GENL MAINT	163.78
INVOICE: ADM0827194									
VENDOR TOTALS		6,885.76 YTD INVOICED				9,157.46 YTD PAID			163.78
4516 IHLS OCLC									
114720	08/27/19	171000		201844	P	08/30/19 602	430819	NO. SUB. DIGITAL CONSORTI	66.00
INVOICE: 19817									
VENDOR TOTALS		355.50 YTD INVOICED				355.50 YTD PAID			66.00
6876 TIMOTHY M JOYCE									

WARRANT: L083119 TO FISCAL 2020/04 05/01/2019 TO 04/30/2020

VENDOR	NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
4622	PARRY RIGNEY									
	114730	08/27/19	171010		201852	P	08/30/19 2015015	951100	LIBRARY SUPPLIES	5.99
	INVOICE: ADM0827199									
	VENDOR TOTALS		493.10 YTD INVOICED				493.10 YTD PAID			5.99
303227	SCHOLASTIC									
	114731	08/27/19	171011		201853	P	08/30/19 2015015	938506	GNL CNTRL SVC/PROGRAM	398.30
	INVOICE: 19780658									
	VENDOR TOTALS		1,649.00 YTD INVOICED				1,649.00 YTD PAID			398.30
7350	SERVICE PRINTING CORPORATION									
	114732	08/27/19	171012		201854	P	08/30/19 2015011	936001	PUBLIC RELATIONS NEWSLETT	3,634.00
	INVOICE: 29299									
	VENDOR TOTALS		6,106.00 YTD INVOICED				6,106.00 YTD PAID			3,634.00
300800	WAREHOUSE DIRECT INC									
	114733	08/27/19	171013		201855	P	08/30/19 2015011	951001	OFF SPLS--PHOTOCOPY	88.74
	INVOICE: 43817920									
	VENDOR TOTALS		2,334.86 YTD INVOICED				3,045.86 YTD PAID			88.74
7615	JOSEPH ZIEMBA									
	114734	08/27/19	171014		201856	P	08/30/19 2015017	938506	GNL CNTRL SVC/PROGRAM	150.00
	INVOICE: ADM08271910									
	VENDOR TOTALS		150.00 YTD INVOICED				150.00 YTD PAID			150.00

REPORT TOTALS 74,601.80

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	27	74,015.00
TOTAL MANUAL CHECKS	3	529.99
TOTAL WIRE TRANSFERS	1	56.81

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

Park Ridge Public Library
Warrant Register Fund Totals
August 31, 2019

Fund	Description	Amount
201	Library Fund	$73,365.38
201	Grant Fund	$0.00
553	Library Technology Replacement	$0.00
602	North Suburban Digital Consortium	$706.43
201	Library Restricted Fund	$529.99
	Total	$74,601.80

Park Ridge Public Library
Balance Sheet
August, 2019

Library Fund		
CHASE		
	$	4,077,225.43
MB FINANCIAL		
	$	874,922.71

Internal Operating Fund		
LIBRARY LOUNGE FUND		
Liberty Bank - Staff self-funded for staff events	$	1,354.83
LIBRARY PETTY CASH FUND		
Liberty Bank - Primary use to reimburse lost/paid patron fees	$	363.31

Gift Fund		
RESTRICTED GIFT FUND INVESTED FUNDS		
BMO Harris - Opened when Liberty Gift Fund reached maximum balance	$	125,392.64
LIBRARY RESTRICTED GIFT FUND		
Liberty Bank - Donations (not necessarily with spending restriction)	$	170,650.35

Endowment Fund		
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.	$	156,388.80

Trust		
***BRUCE MICHEL LIBRARY TRUST**		
Northern Trust - Technology Upgrades	$	230,152.97

*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 Norther Trust. The balance in this account is reported as of June 30, 2019, based on our quarterly account statement from Northern Trust.

Park Ridge Public Library
Ratification and Approval of Disbursements/Payments
August, 2019

Approval for payment from the Gift Fund:

#1412	Albertson's / Safeway	$50.00
#1413	Terri Murphy	$300.00
#1414	Rainbow AAT	$400.00
	Total	$750.00

Ratify Disbursements from Lounge and Petty Cash Accounts:

Lounge

#1567	Warehouse Direct	$82.10
#1568	Albertson's / Safeway	$64.82
#1569	Zena Yeatman	$19.92
#1570	Warehouse Direct	$30.97
#1571	Zena Yeatman	$5.00

Petty Cash

#1473	Helen McCann	$19.99
#1474	Jackie Klindera	$12.80
#1475	Valerie Gianopulous	$12.50
	Total	$248.10

PARK RIDGE PUBLIC LIBRARY
PER CAPITA GRANT FUND SUMMARY - FY 2019/20 GRANT
August, 2019

Budget	Description	Fund Balance
$46,850.00		$0.00
$46,850.00	TOTAL	$0.00

Grant revenue for FY19/20 has not been received.

PARK RIDGE PUBLIC LIBRARY
LIBRARY TECHNOLOGY FUND SUMMARY - FY20
August, 2019

			Expenses	Amount Paid	Receipts	
Budget	Description	Date	Vendor	Expenditures	Interest	Balance
$100,000.00	Previous Balance	4/30/2019	Prior Year Ending Balance			$309,686.08
		5/31/2019	CVI	$37,452.50		$272,233.58
		5/31/2019	Interest		165.79	$272,399.37
		6/21/2019	Computer View Inc.	$5,456.00		$266,943.37
		6/28/2019	Computer View Inc.	$33,100.00		$233,843.37
		6/28/2019	Computer View Inc.	$5,029.00		$228,814.37
		6/30/2019	Interest		318.05	$229,132.42
		7/30/2019	Bibliotheca LLC	$5,490.00		$223,642.42
		8/16/2019	Bibliotheca LLC	$69,574.00		$154,068.42
		8/16/2019	Computer View Inc.	$180.00		$153,888.42
		8/16/2019	Computer View Inc.	$455.00		$153,433.42
	Account Balance			$156,736.50	$483.84	$153,433.42
$100,000.00	Total Capital Budget 2019/20					

Park Ridge Public Library
Year To Date Budget Report
August, 2019

33% of Fiscal Year Completed

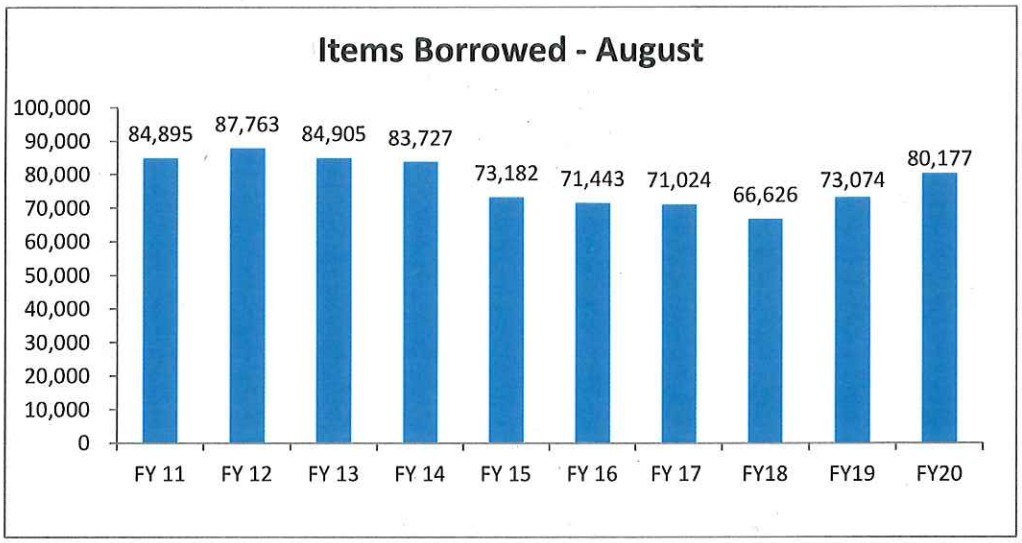
Operating Budget	Budget	YTD Budget	Monthly Expenditures	Year To Date Expenditures	% of YTD Budget Spent	% of Budget Spent
Salaries	$ 2,400,000	$ 792,000	$ 245,489.46	$ 718,456.72	91%	30%
Employee Benefits	$ 405,020	$ 133,657	$ 32,617.50	$ 130,470.00	98%	32%
Data Processing (1)	$ 253,000	$ 83,490	$ 63,364.65	$ 108,404.11	130%	43%
Building Maintenance	$ 114,000	$ 37,620	$ 3,340.96	$ 15,006.60	40%	13%
Membership Dues	$ 5,000	$ 1,650	$ 515.00	$ 2,607.00	158%	52%
Recruiting and Testing	$ 2,500	$ 825	$ 56.00	$ 332.00	40%	13%
Conferences and Training	$ 30,000	$ 9,900	$ 2,305.94	$ 7,424.18	75%	25%
Equipment Rental	$ 24,500	$ 8,085	$ 2,275.00	$ 3,122.18	39%	13%
Consulting Services	$ 37,000	$ 12,210	$ -	$ -	0%	0%
Public Relations	$ 33,600	$ 11,088	$ 3,634.00	$ 9,254.70	83%	28%
Bank Service Charges	$ 1,500	$ 495	$ 228.21	$ 696.56	141%	46%
Insurance	$ 7,000	$ 2,310	$ -	$ -	0%	0%
General Contractual	$ 81,000	$ 26,730	$ 6,638.10	$ 26,975.36	101%	33%
Special Counsel	$ 30,000	$ 9,900	$ 2,143.35	$ 2,865.57	29%	10%
Office Supplies	$ 33,000	$ 10,890	$ 10,419.85	$ 16,576.60	152%	50%
Library Supplies	$ 39,000	$ 12,870	$ 809.51	$ 4,413.99	34%	11%
Building Supplies	$ 21,000	$ 6,930	$ 1,066.61	$ 2,381.06	34%	11%
Library Resources	$ 620,350	$ 204,716	$ 21,727.06	$ 216,763.26	106%	35%
Heat	$ 10,000	$ 3,300	$ 117.21	$ 1,832.03	56%	18%
Total Operating Budget	**$ 4,147,470**	**$ 1,368,665**	**$ 396,748.41**	**$ 1,267,581.92**	**93%**	**31%**
Capital Budget						
Transfer to Technology	$ 75,000	$ 75,000	$ -	$ 75,000.00	100%	100%
Capital Projects	$ 100,000	$ 33,000	$ -	$ 4,724.50	14%	5%
Total Capital Budget	**$ 175,000**	**$ 108,000**	**$ -**	**$ 79,724.50**	**74%**	**46%**
Total Budget	**$ 4,322,470**	**$ 1,476,665**	**$ 396,748.41**	**$ 1,347,306.42**	**91%**	**31%**

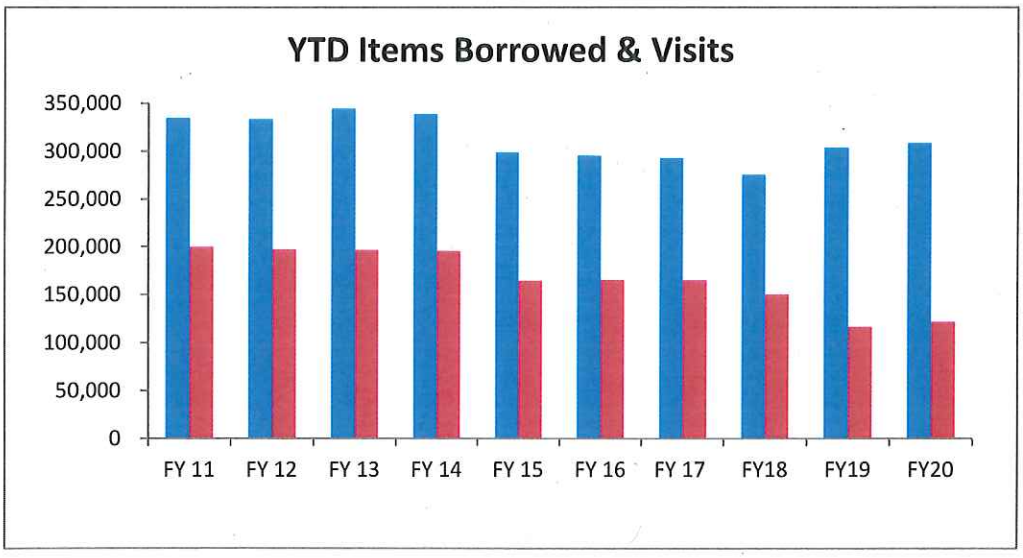
Data based on 9/11/19 Munis YTD Budget Report

Park Ridge Public Library
Fine Revenue History
YTD through August, 2019

	FY 19/20	FY 18/19	FY17/18	FY16/17	FY15/16
YTD	$ 13,585.63	$ 6,777.49	$ 12,817.38	$10,615.85	$13,179.95
% Incr/Dec	100%	-47%	21%	-19%	1%
$ Inc/Dec	$ 6,808.14	$ (6,039.89)	$2,201.53	$ (2,564.10)	$112.04

(1) Automatic renewals implemented on April 17, 2018





Notes:
1. FY 18 visits do not include door counts for April 2018
2. FY 19 items borrowed include automatic renewals
3. visits do not include door counts for May 2018 through March 2019

Park Ridge Public Library
Library Cardholders
August, 2019

	Cardholders 8/1/2019	New Residents August	New Non-Residents August	Purged	TOTAL 8/31/2019	TOTAL 8/31/2018
Adult	19,241	152	0	82	19,311	19,296
Juvenile	5,088	109	0	41	5,156	5,067
TOTALS	24,329	261	0	123	24,467	24,363

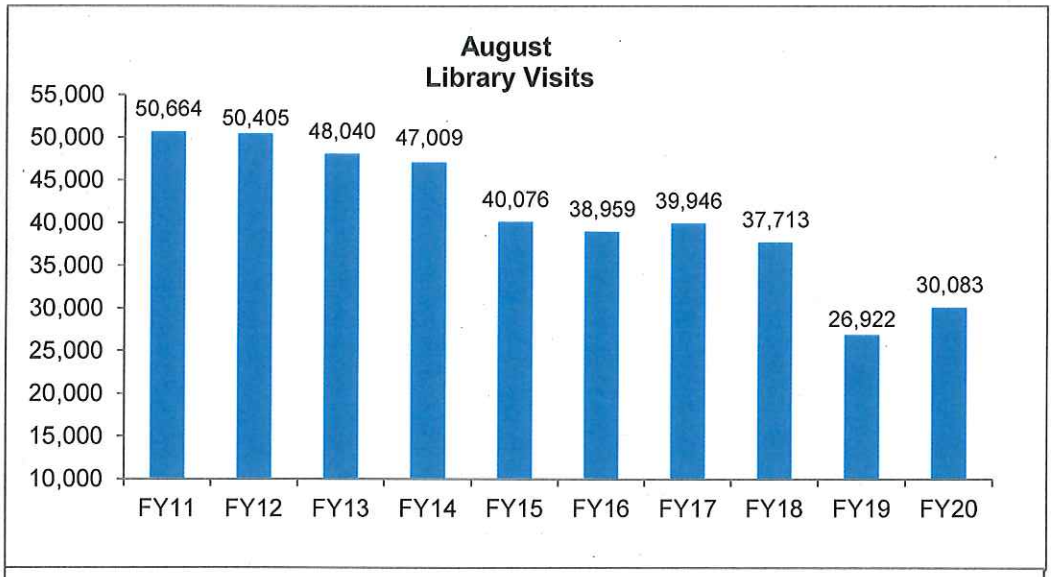
Total Registered Borrowers

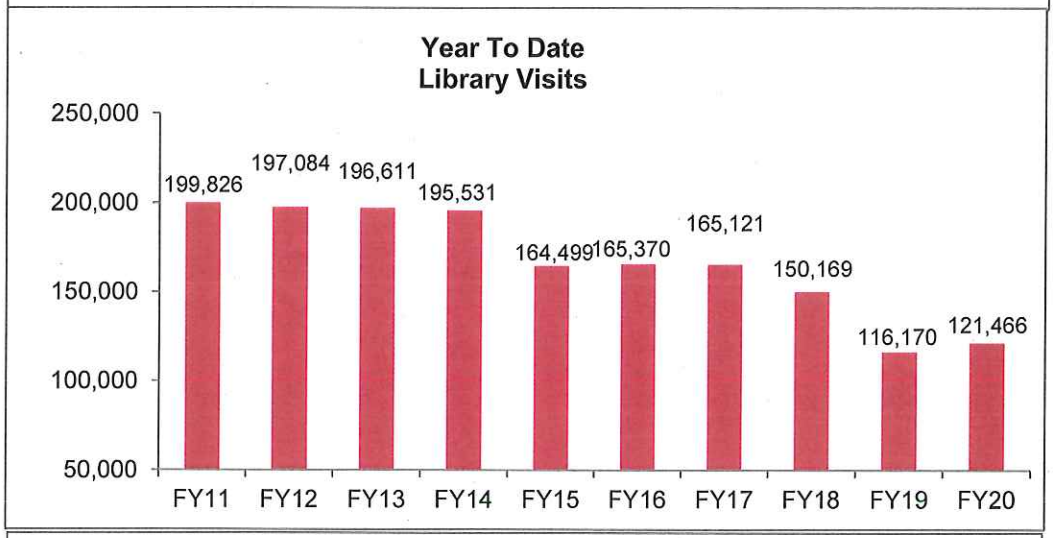
	Cardholders	% of Population
August 2019	24,467	65%
August 2018	24,363	65%

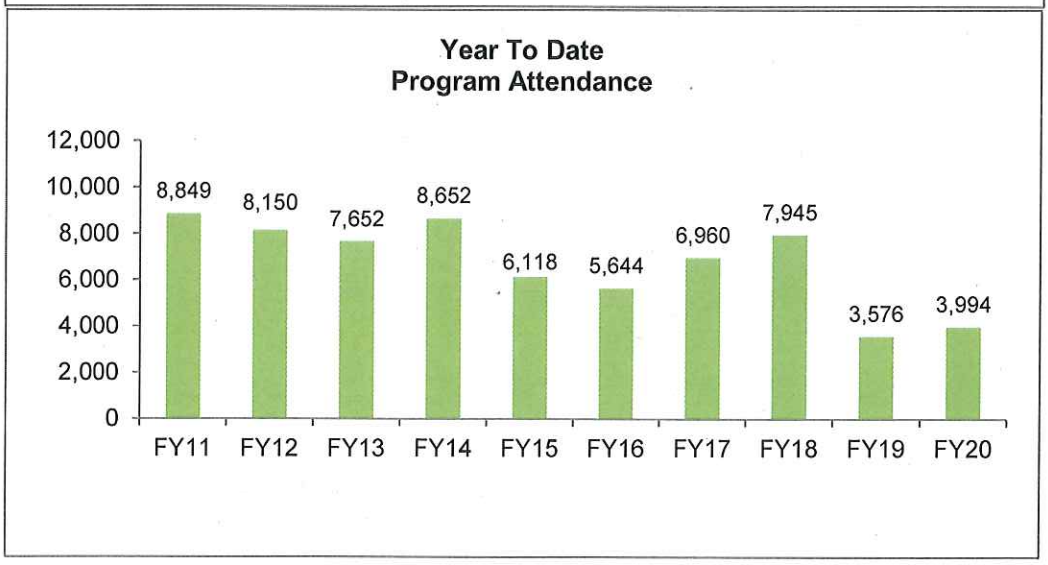
Unique Borrowers - Cards used to check out physical items

August, 2019	4,752
August, 2018	5,260

Park Ridge Public Library
August 2019







Notes: 1. FY19 Visits do not include door counts for May 2018 through March 2019
2. FY19 Programs were limited due to the renovation.

Park Ridge Public Library
Virtual Visits/Computer Use/WiFi Sessions/Business Use
August, 2019

Virtual Visits	FY 20	FY 19	Incr/Decr	% Incr/Decr
May	16,664	17,849	(1,185)	-7%
June	18,806	18,493	313	2%
July	18,406	17,633	773	4%
August	18,197	17,235	962	6%
September		15,621	(15,621)	-100%
October		17,639	(17,639)	-100%
November		16,502	(16,502)	-100%
December		15,688	(15,688)	-100%
January		19,718	(19,718)	-100%
February		17,959	(17,959)	-100%
March		22,021	(22,021)	-100%
April		18,212	(18,212)	-100%
YTD Total	72,073	214,570	(142,497)	-15%

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

Computer Use Statistics	FY20	FY 19	Incr/Decr	%Incr/Decr	FY 20 Revenue	FY 19 Revenue	$ Inc/Dec FY19 vs FY18
May	2,012	2,479	(467)	-19%	$320	$212	$108
June	1,284	3,082	(1,798)	-58%	$179	$215	-$36
July	2,533	2,745	(212)	-8%	$163	$200	-$37
August	2,504	1,980	524	26%	$181	$93	$88
September		1,693	(1,693)	-100%		$133	-$133
October		1,721	(1,721)	-100%		$118	-$118
November		1,649	(1,649)	-100%		$131	-$131
December		1,572	(1,572)	-100%		$112	-$112
January		1,448	(1,448)	-100%		$94	-$94
February		1,608	(1,608)	-100%		$116	-$116
March		2,160	(2,160)	-100%		$146	-$146
April		2,194	(2,194)	-100%		$143	-$143
YTD Total	8,333	24,331	(15,998)	-49%	$843	$1,713	-$870

WIFI Sessions	FY20	FY 19	% Inc/Decr	Business Use Fees	Revenue 2019/20	# of Users	Revenue 2018/19	# of Users
May*		4,089	-100%	March	$ -	0	$ 220	6
June*		3,519	-100%	April			$ 220	7
July*		2,780	-100%	May			$ 230	6
August*		1,870	-100%	June			$ 140	6
September		1,325	-100%	July			$ -	0
October		2,188	-100%	August			$ -	0
November		2,541	-100%	September			$ -	0
December		1,569	-100%	October			$ 10	1
January *				November			$ -	0
February *				December			$ 20	2
March*				January			$ 15	1
April*				February			$ 10	1
YTD Total	-	19,881	-17%	YTD Total	$ -	0	$ 865	30

Notes: WiFi stats not available in 2019
1. FY19 programs and computers were limited due to the renovation, August through February
2. FY19 & FY20 Wi-Fi statistics do not include January-August

August 2019

Aug 1, 2019 - Aug 31, 2019

All Users
100.00% Sessions

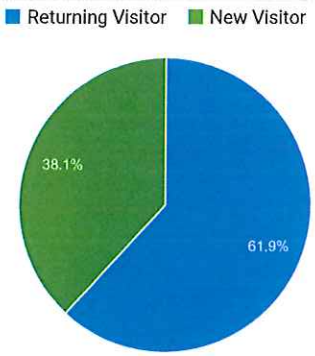
Total Visits

18,197
% of Total: **100.00% (18,197)**

Page Views Per Visit

1.97
Avg for View: **1.97 (0.00%)**

Total Visits



Avg. Visit Duration

00:02:30
Avg for View: **00:02:30 (0.00%)**

Pageviews by Page

Page	Pageviews
/	20,092
/databases/	2,659
/books-movies-more/	830
/ebooks-and-downloadables/	763
/employment/	745
/kids/	445
/research-learn/	373
/media-lab/	358
/storytimes/	326
/about/	231

Unique Visitors

8,873
% of Total: **100.00% (8,873)**

New Visits

6,940
% of Total: **100.00% (6,940)**

Visits by Browser

Browser	Sessions
Chrome	8,729
Safari	5,638
Firefox	1,362
Edge	1,072
Internet Explorer	884
Samsung Internet	215

© 2019 Google

Park Ridge Public Library
Library Director's Report – September 17, 2019

PERSONNEL

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

   Robert Beran, Patron Services, Part-time

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

   none

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

   none

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

   Adults:
   Jessica Tarnowski
   Thi Nguyen
   Teens:
   Linda Mahler
   Tommy Howlett
   Emma Crosson

   Departed Volunteers:
   Mary Desler
   Grace Virgilio

Park Ridge Public Library

TO: Library Board of Trustees
FROM: Heidi Smith
DATE: September 16, 2019
SUBJECT: Library Director's August Report

HOW ARE THINGS GOING?

Through teamwork and flexibility the staff have successfully launched our new checkout stations in Children's Services on August 19 followed by the two stations in the 2nd floor lobby the week of August 26. Every department has staffed the checkout station locations for a total of over 600 hours to date to welcome patrons and assist them with learning the new technology. We have heard countless positive comments with less overall apprehension.

The Summer Reading Club concluded on August 18 with impressive participation and overall increases from the previous year. 2,512 kids and 1,543 kids completed their goal, a 61% completion rate. 581 teens registered and 261 kids completed, a 45% completion rate. 771 adults participated as well. Overall, kids logged 71,263 days over the summer, teens logged 6,585 days and 1,380 books and adults logged 1,294 books and 1,363 hours.

OF NOTE:

- In response to a question regarding Grants & Gifts:
  - Currently reviewing Live and Learn construction grant opportunity
  - Compiling a report on gift funds (restricted, committed, assigned or unrestricted)
  - Drafting a recommendation to the Board about other potential uses for FY20 Per Capita funds
  - Researching possibility of applying for fiber internet service through Erate
- In response to a question regarding Post-renovation Assessment:
  - Replacement adult computer tables were not fast-tracked, but remain a priority for this year
- We are working with the donor to select the first wave of homeowners for fall installation.
- Installation of the WiFi access points has been scheduled for completion by early November
- Letters about the revised non-resident fee card policy were sent to 12 families; 2 responded with disappointment
- The Studio committee visited the Barrington and LaGrange Park public libraries to tour their makerspaces
- Volunteer Coordinator Kelly Mayer arranged many volunteers to uncase all the music cds and dvds

PROFESSIONAL DEVELOPMENT

- Technical Services Manager,Gretchen Kottkamp: Nexis Uni (was LexisNexis Library) webinar
- Technical Services Librarian Lauren Bochat and Gretchen: CAMM [Catalog and Metadata Management] meeting
- All Technical Services staff attended a Technical Services networking meeting
- Children's Services Librarian Leah Raven: TOYS (Teen or Youth Selectors) Networking Meeting
- Children's Services Librarian and Page Supervisor Lisa Winchell: Jim Gill's A Joyous Way to Learn workshop; first of two-part webinar Supervise with Success
- Children's Services Librarian and Preschool Coordinator Liz Fichter: Preschool Fair Networking Group meeting
- Reference Librarian Brandee Crisp: Webinar on the new Library Express Product
- Facility Manager John Priala: online training program regarding Active Shooter/Hostile Event Response
- All staff members completed the City-provided online Sexual Harassment training course
- Teen Librarian Claire Griebler was selected for a 3 year post on the reading committee for the Lincoln Award's Reading Committee.

PROGRAMS AND SERVICES

- September is National Library Card Sign-up Month to encourage residents to become Library patrons and encourage current patrons to bring in a family or friend to become a patron. Any patron who signs up or brings

in a friend or family member to sign-up for a card will receive some fun giveaways as well as participating in a weekly drawing for one of four $25 gift card generously donated by The Harp and Fiddle.

- Adult Services added Creativebug to the Library's databases resource to support The Studio makerspace.
- Received refund check from Weiss Financial Ratings, for unused year and corrective past year of discontinued database Financial Ratings Series Online. Check was reimbursement to Michel Trust for previous funding.
- Our extremely popular Read to the Dogs program wrapped up its summer session on August 1st. This program is a partnership with Rainbow Animal Assisted Therapy volunteers and is supported by Marion's Mark. On August 1, Erin Ivory from WGN came to do a story on this wonderful program. The piece aired in late August and can be viewed here: https://wgntv.com/2019/08/26/story-time-for-dogs-gives-kids-a-fun-way-to-read-out-loud/
- Children's program highlights included Moon Viewing, informal book chat: Pizza and Pages for Middle Schoolers, interactive showing of Wall-E,
- Teen program highlights included informal book chat: Pizza and Pages for HIgh Schoolers, Craft Club Rainbow Shaving Cream Art and Starbucks Middle School Book Discussion.
- Teen Services hosted an ACT practice test and ACT Practice Test Results Workshop on subsequent Saturdays in August. This program is facilitated free of charge by the organization More than Scores and Tests.
- Adult programs highlights included Chair Yoga (28); jazz concert with Petra van Nuis (26); and Hydrangeas are Hot (24). Also of note, Park Ridge Writers' Group met for the first time on September 4 with 12 attending.
- Now that the Media Lab is back in business, 14 patrons attended Media Lab orientations in August.
- The annual Book Club picnic for those who participate in in-house book discussions was held on August 19 with 25 eager attendees. Thanks to the Friends of the Library who sponsored lunch.

COMMUNITY OUTREACH

- Youth Services Manager Parry Rigney represented the Library at National Night Out in Hodges Park. We looked at the moon through the telescope to promote the Exploration Library and offered a special craft.
- Children's Services Assistant Manager and School Services Coordinator Staci Greenwald attended a Mary Seat of Wisdom back to school event to sign up students for Library cards and non-resident student courtesy cards.
- Teen Librarian Claire Griebler and School Services Coordinator Staci Greenwald attended the St. Paul Information Fair to sign up students for Library cards and non-resident student courtesy cards.
- Teen Librarian Claire Griebler attended the Youth Commission meeting.
- Adult Services Manager Laura Scott and Marketing Coordinator Jen Healey attended the Park Ridge Farmers Market to promote Library Card Signup Month and talk about The Studio.
- Teen Librarian Claire Griebler, School Services Coordinator Staci Greenwald, and Preschool Coordinator Liz Fichter have been busy lining up fall school visits.

Viewing the moon with the Library's telescope on August 8! It was a beautiful night for viewing the moon, and patrons even had a chance to see Jupiter's moons!

A young patron is interviewed by WGN's Erin Ivory after her turn reading to a therapy dog! WGN's piece aired in late August and featured interviews with Rainbow Animal Assisted Therapy staff, Library staff, and young patrons.

BIDDERS TABULATION LIST

GreenAssociates, Inc.
111 Deer Lake Road, Suite 135
Deerfield, Illinois 60015
Telephone 847-317-0852

Client: Park Ridge Public Library
Project: 2019 Roof Snow Melt System
Project Number: 1404-201916
Date/Time: 10 Sept. 2019 2:00 p.m.

	Bidder	City / State	AIA A310 Bid Bond	AIA A305 Ctr. Qual.	Addendum 1	Addendum 2	Base Bid	Alternate 1	Alternate 2
								Snow Melt System where noted as Alternate 1 on Sheet E-003	Snow Melt System where noted as Alternate 2 on Sheet E-003
1	Carey Electric Cont., Inc.	McHenry, IL	✓	✓	✓	✓	$176,153.00	$32,660.00	$89,480.00
2	Courtesy Electric, Inc.	Chicago, IL	✓	NO	✓	✓	$133,000.00	$65,000.00	$50,000.00
3	Powerlink Electric	Vernon Hills, IL	✓	NO	✓	✓	$112,750.00	$16,020.00	$33,240.00
4	Richmond Electric Co., Inc.	Woodridge, IL	✓	✓	✓	✓	$147,700.00	$34,700.00	$70,700.00
5									

GREEN ASSOCIATES
ARCHITECTURE
CONSTRUCTION SERVICES

12 September 2019

Ms. Heidi Smith
Library Director
Park Ridge Public Library
20 South Prospect Avenue
Park Ridge, Illinois 60068

RE: 2019 Roof Snow Melt System
Project Number: 1404-201916

Dear Ms. Smith:

On 10 September 2019 at 2:00pm we received and opened bids for the referenced project. Four bids were received and are summarized on the attached Bidders Tabulation List.

The apparent low bidder is Powerlink Electric Inc. (Powerlink). We reviewed the scope of work and project schedule with Dan Pelli at Powerlink and he stated there were no concerns or qualifications regarding their bid. The contractor conveyed a general understanding of the work, the schedule, and product lead times. The contractor conveyed an understanding of the interior architectural and exterior roofing work. The contractor did note they did not have a roofing contractor selected but acknowledged the roofing contractor requirements set forth in the bid documents. We discussed staging and site access, including the limited access at the main entry and they cited no issues.

References for Powerlink were positive. GreenAssociates has worked with Powerlink on a prior project with positive results. Powerlink has extensive experience in commercial work including a number of municipalities. They have experience working on projects of similar scope and size.

GreenAssociates recommends award of this project to Powerlink Electric Inc. for the following contract amounts depending on the Library's selection of alternates:

- Base bid: $112,750.00
- Base bid + alternate 1: $128,770.00
- Base bid + alternate 1 + alternate 2: $162,010.00

Should you have any other questions regarding this project or the bids, do not hesitate to contact us.

Respectfully,

Andrew Jose, LEED AP
Senior Project Coordinator

Encl. 1
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Practical Solutions

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George W. Reigle, AIA
Carole Donovan Pugh, AIA
Colin A. Marshall, AIA
Gerald L. Guy, PE
William H.R. Taylor, AIA
Lynn D. Gibbons

MEETING MEMORANDUM

GREEN ASSOCIATES
ARCHITECTURE
CONSTRUCTION SERVICES

Date of Meeting:	16 August 2019	Project:	Youth Services and Study Room Acoustics
Location of Meeting:	PRPL Admin Office	Project Number:	1404-MISC
		Date:	12 September 2019

Participants:

Heidi Smith – PRPL
John Priala – PRPL
Parry Rigney - PRPL
Andrew Jose - GA

Summary:

Purpose: To review issues with acoustics in the first floor youth services area and the second floor study rooms.

1. Youth Services:

   A. H. Smith and P. Rigney noted that the space is very loud. The library has received public comments regarding this. During the walkthrough it was observed that in addition to being loud, the space was very live (sound echoes off of hard surfaces). Hearing comprehension at the information desk was poor.

   B. The ceiling in the entire space is painted drywall. Wall surfaces are brick masonry, glazing, and painted plaster. Floors are carpet. The acoustical issues are due to lack of sound absorption – primarily due to the hard ceiling surfaces and lack of division of the space. Due to need for wall space for display and furnishings, there is not significant surface available for sound absorption on the walls.

   C. Potential solutions:

      1. Install an approx. 3'-0" wide acoustical panel on the ceiling at the perimeter of each ceiling bay.
      2. Install groups of ceiling-applied or suspended round clouds which reflect the design of the colorful round light fixtures in the space. These could be added as a supplement to the perimeter panels. The quantity of these round panels could be adjusted to "tune" the space.
      3. Install baffles on the ceiling beam or panels off the columns between the main play space and the quieter study areas.
      4. Create column enclosures with acoustical panels.
      5. Provide a display using acoustically absorptive tack boards or wall panels at the SE side of the play area. This could reflect the multicolored light fixtures in the space or provide a surface for ephemera or more three dimensional displays.
      6. At the wall behind the information desk, provide base cabinets with acoustical panels and a tack board above. This would run continuous up to the ceiling. The proposed layout is a 3x3 grid with the tackboard in the center. Discussed other options to accommodate a monitor or more dimensional displays. It was determined that a tack board at the center of the wall is preferred. Install a group of round panels on the ceiling

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Stephen M. Chassee

above the desk, similar to item 2 above.

D. Products: Example product lines attached. A. Jose to provide probable costs for each solution once selections are refined. Products discussed:

1. Felt acoustical panels: Very durable and versatile. More modern aesthetic.
2. Fabric wrapped acoustical panels: Can be more economical. More traditional look.
3. Acoustical plaster: Not viable due to down-time required and cost.

E. J. Priala asked if acoustical testing could be performed. A. Jose noted that controlled testing could be done if quantitative data is needed to confirm improvements. We typically see these tests performed in spaces such as auditoriums or when there may be a dispute regarding acoustics. GA will perform preliminary analysis using modeling software and improvements can be monitored subjectively in phased implementation. We feel a subjective assessment will be most valuable in these spaces after the initial modeling.

2. Study Rooms:

A. H. Smith and J. Priala noted that sound levels are generally acceptable within spaces, but patrons can hear sound coming from adjacent study rooms. Thus far there have not been issues with sound between open area and study rooms. At time of observation, we were able to hear a man speaking in an adjacent room – mostly in mid to lower vocal frequencies.

B. Existing partitions between rooms are either new drywall or original heavy drywall or plaster. The partitions appear to be a standard single stud configuration with no insulation and continue up to underside of deck. There is a 1/4" to 1/2" gap at the top of the partition. There appears to be no acoustical sealant at perimeter of partition. The issue appears to be sound transmission via the partitions. Ceilings are acoustical panel and flooring is carpet.

C. Potential solutions:

1. Provide acoustical sealant at the perimeter of partitions.
2. Insulate the partition with closed-cell foam insulation via portals. Portals would be patched and painted.
3. Surface-apply a resilient channel and acoustical drywall such as National Gypsum Soundbreak XP. This would require modification of acoustical ceiling and flooring wall base.
4. Remove drywall from one side of partition, install sound batt insulation, resilient channel and acoustical drywall. This would require modification of acoustical ceiling and flooring wall base.

D. After solutions refined, A. Jose to facilitate obtaining proposals.

This summary constitutes the writer's understanding of the basic matters discussed and the conclusions reached. The participants are requested to review the following and notify GreenAssociates, Inc., of any exceptions, in writing, within ten (10) days of receipt of this meeting memorandum. In the absence of such notice, this meeting memorandum will be considered accurate.

Copied to:		**Prepared by:**	Andrew Jose
E-Mailed to:	Participants	**Signed:**	

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C. USE OF LIBRARY FACILITIES

THE STUDIO

POLICY:
The Studio provides Park Ridge Library card holders with access to equipment and software to explore their creativity and curiosity using various technologies, tools and equipment.

RULES:

1. The Studio is open to Park Ridge Public Library card holders 14 years of age or older. Younger users must be accompanied and monitored by an adult that will remain with them during the entire appointment.

2. A valid ID or library card is required and will be held at the Reference Desk during the appointment.

3. First time users must read The Studio Policy and sign a form stating that they will comply with these rules and agree that they will be financially responsible for any misuse or damage to the space, furniture or equipment beyond normal wear. Users younger than 18 must have a parent or legal guardian sign this form.

5. Library staff will direct users to instructions and information on using the equipment, tools and software in the Lab but may not be available to provide individual assistance.

6. Select equipment and tools will require staff assistance to operate.

7. Materials for use in Library equipment are to be provided by the user and are subject to staff approval. Some materials will be available for purchase to use with specific equipment in order to maintain the integrity of the equipment.

8. Card holders may use The Studio for up to 2 hours per day (with extended time permitted if no one else is waiting). Outside of scheduled drop-in times, appointments may be made in person or by calling the Reference Department (847) 720-3232 and are subject to staff availability. Appointments will be held for ten minutes.

9. A maximum of 10 people are allowed in the Studio at one time.

10. The Library is not liable for any loss, damage, expense, or injury sustained in the use of the equipment in The Studio. The Library is not responsible for equipment, projects or files (digital or print) left behind.

11. Users may not leave The Studio unattended. Doing so will forfeit use of the room for that day.

12. No food or drinks of any kind are permitted in The Studio.

13. Use of and behavior in The Studio must comply with all Library policies including “Conduct in the Library”, Policy IFI. Failure to comply may result in suspended use of The Studio.

14. The Library reserves the right to halt, delete or disallow the creation of items that violate Library policy including the creation materials that are:

- Prohibited by local, state or federal law
- Used as weapons
- Unsafe, harmful, dangerous or pose a threat to the well-being of others
- Obscene or otherwise inappropriate
- In violation of another’s intellectual property rights

DRAFT

Park Ridge Public Library

September 18, 2019

Michelle D'Amico
The Northern Trust Company
50 South LaSalle Street
Chicago, IL 60603

Dear Ms. D'Amico:

I am writing to request funds from the Bruce A. Michel Trust for the procurement of cutting-edge equipment in order to provide the residents of Park Ridge with access to exciting advances in creative technologies.

As a result of the Library's recent renovation, the community will now have access to a dedicated makerspace: The Studio. A makerspace is a collaborative place that encourages creative exploration, design, and building, using a variety of technology and equipment. Exposure to equipment utilized in science, technology, engineering and math (STEM) as well as design and other creative applications is essential to the education of our community, not to mention stimulating and rewarding to creators of all ages.

Following a community survey and extensive staff research including visits to other local library makerspaces, the following resources were identified as ideal to serve the community's creative ambitions. We plan to open The Studio in fall 2019, and hope you will partner with us to support this important initiative.

Our request for $27,056 includes the purchase of a high-performance laser cutter as well as STEM resources and design and craft equipment as described below.

Epilog Mini Laser Cutter
https://www.epiloglaser.com/laser-machines/mini-helix-engraver-cutter/
The laser cutter is a computer controlled cutting device. It uses a finely focused beam of light to cut wood, paper, plastic, fabric, foam, and more with high precision and speed. Epilog's laser systems are designed to be as easy to use as a paper printer: you can create a design in a graphic software program of your choice and print it directly to the laser cutting machine. The laser's interlocked metal enclosure carries with it a class 2 safety rating, which allows for safe use in any workshop, home, or office.

Mini 2412 60 watt with a bed size of 24 x 12 X 8	$18,495
Extended warranty	$ 1,080

Purex Fume Extractor Alpha 400
https://www.purexinc.com/products/analogue/alpha-400/
This filter is necessary for use of the laser cutter as our space is not ventilated. Purex Fume Extractors provide a stable process by providing a controlled airflow to remove harmful fumes.

With 15% educational discount	$ 1,981

DRAFT

We request an additional $3,000 for the purchase of STEM resources including coding, robotics and electronics prototyping kits for various skills and age groups as well as supportive technology including a large-scale monitor.

Also popular in other library makerspaces are various textile, printing and laminating devices. The Library is fortunate to own a 3D printer, and we hope to provide other design and craft equipment for an additional $2,500 as part of this request.

In recognition of your incredibly meaningful support, the Library would include the following recognition in all promotional and information materials about The Studio as well as being prominently displayed in the space itself:

Creative technology generously provided by the Bruce A. Michel Library Trust.

Please contact me should you have any questions about this very exciting new service. Thank you for your consideration.

Sincerely,

Heidi Smith
Library Director

DRAFT