

**NOTE
TIME CHANGE**

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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 18, 2018 at 7:30 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 August 21, 2018

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

5. Secretary's Report

- A. Communications

6. Treasurer's Report

- *A. Approval of Bills Payable-Warrant Register for:

a. Period 4, August 16, 2018	b. Period 4, August 31, 2018
Library Fund Warrants \$623,679.87	Library Fund Warrants \$50,433.68
Payroll \$80,568.28	Payroll \$161,684.36
Grant Fund \$29,100.97	Grant Fund \$0.00
Technology Replacement Fund \$0.00	Technology Replacement Fund \$0.00
North Suburban Digital Consortium \$5,106.46	North Suburban Digital Consortium \$8,067.61
Library Restricted Fund \$0.00	Library Restricted Fund \$527.83
Total \$738,455.58	Total \$220,713.48

- *B. Per Capita Grant Report for August 2018

- *C. Technology Replacement Fund Summary Report for August 2018

- *D. Library Gift Fund Report for August 2018

- a. Approval for payment from the Restricted Fund, \$165.49

- E. Year to Date Budget Report for August 2018

- *F. Fines & Fees Revenue History

7. Library Director's Report

- A. Statistical Reports – Monthly Statistics for August 2018

- B. Narrative

8. Committee Reports

- A. Communications & Development

- B. Building & Grounds

- C. Budget & Finance

- a. Motion to approve the FY20 Capital Budget in the amount of \$170,000.00

9. Friends of the Library Report

10. Unfinished Business

11. New Business

12. Adjournment

**MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE PARK RIDGE PUBLIC LIBRARY HELD
IN THE CITY HALL COUNCIL CHAMBERS, 505 BUTLER PLACE, PARK RIDGE, IL
TUESDAY, AUGUST 21, 2018 AT 7:00 P.M.**

CALL TO ORDER

Mrs. Foss-Eggemann called the meeting to order at 7:07 p.m.

ROLL CALL

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

TRUSTEES ABSENT: Michael Reardon

OTHERS PRESENT: Heidi Smith, Library Director; Jodi Bemis Whitney, Anastasia Daskalos, Gretchen Kottkamp, Parry Rigney, Laura Scott, Library Staff; Carl Giometti, Studio GC Architecture; Alderman Charlie Melidosian, Library Liaison; Anne Lunde, Park Ridge Journal; Charles Melidosian, Park Ridge student/resident

CONSENT AGENDA

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

Mrs. Foss-Eggemann made a

MOTION: to approve the Consent Agenda

Mr. Kennedy SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

COMMENTS FROM THE GENERAL PUBLIC

Mrs. Foss-Eggemann solicited questions from the general public on non-agenda items.

It was noted that there is a student visitor this evening. Mrs. Foss-Eggemann welcomed Charles Melidosian to the meeting. Mr. Lamb invited him to the podium to introduce himself. Master Melidosian stated he is a high school senior and is attending the meeting as a requirement for his civic engagement project. He stated he loves the Library and suggested that Library staff undertake more outreach to the students to inform them of the multiple offerings at the Library, beyond books.

SECRETARY'S REPORT

Mr. Kennedy reported that there are multiple comment forms in the red folder and reviewed them:

- An email to the Library Director from Judy Mac, stating, "I want to commend you and your staff on the great way you've handled the remodeling project. Instead of chaos, somehow you've managed the business of being a community resource with lots of upheaval and relocation of materials very well."
- An email to "All Library Staff" from Parry, Children's Services Manager, informing them of positive feedback received from a patron. She said Mrs. Spiteri asked that staff be informed that they "are doing a wonderful job making sure items are still available to people during the transition times of the renovation. She thinks that a lot of libraries would just say, 'sorry, that section is closed'."

- An anonymous email via the “Contact Us” form on the Library website stating, “I think it’s ridiculous the small amount of books you guys have out right now. I’m just trying to become an informed citizen and gain historical knowledge, and all the books are ‘Beach Reads’ or ‘New Books’. You have a wonderful Library but I am not able to use it. As a citizen and taxpayer, this is both (concerning) and upsetting. Before you do construction again I would think about how to get people the books they want. Thanks.”
- An email to the Library Director from Daniel Lavelle, complimenting the staff, specifically Staci and Parry in the Children’s department, for being so helpful when he recently visited the Library from out of town. They answered his many questions “with big smiles, lots and lots of patience, (and they were) super helpful.”
- An email via the “Contact Us” form on the Library website from Rachel Hindery, thanking the two librarians that gave excellent walking directions to the Harlem Avenue Blue Line station. She added that she had covered the *Taste of Park Ridge* that day and included a community member’s comments regarding how her family enjoys the Library in the article.
- A comment card from “A Book Discussion Member”, thanking the Friends of the Park Ridge Library for the lovely lunch they sponsored held at the Harp & Fiddle. They added that this book discussion “group has been fun for me for several years and the Library (staff) has been great throughout the renovations. Good Luck to you in the future.”
- A thank you card from the book discussion group, “I’ll Have What She’s Reading”, thanking Valerie, Rachel and Reader Services, adding they appreciate their efforts in “making our reading wishes come true”.

Mrs. Foss-Eggemann asked Mr. Kennedy if he has anything to report on the closed minutes. Mr. Kennedy stated he had exchanged emails with her on that. He announced that he will soon be reviewing the closed session minutes that are on file at the Library to determine if any can be made public or if they should remain confidential. Mr. Kennedy stated that he has to review them in person at the location where they are stored (i.e., the Library) but the law doesn’t specify if he can review them electronically.

BUILDING & GROUNDS COMMITTEE

Mr. Lamb explained that Mr. Giometti of Studio GC was invited to speak this evening regarding the ceiling issue and the fireplace. Ms. Smith and Mr. Giometti distributed to the trustees a letter from Studio GC Architecture and a rough sample floor plan illustrating the two options for the fireplace orientation.

Fireplace

Studio GC presented two alternative designs. Their recommendation is a modified version of the original fireplace design that increases its depth by 12 inches and can be completed at no additional cost. Mr. Giometti stated he favors Option #1 because he feels it distributes the furniture around the room better; the front of the fireplace is visible from the entry, and he prefers that people (chairs) not have their backs to the entry to the room. Mr. Giometti stated he doesn’t need a response this evening, nor is a formal Board vote required, and he will have a final rendering in a few days for the Board to review so a decision can be made prior to the end of September.

Ceiling for Fiction Area

Mr. Giometti reported that Studio GC (SGC) has received a firm proposal from CSI (Construction Services, Inc.) to perform the work, and SGC finds the cost to be reasonable and within expected values – it did come in about \$1,200.00 more than SGC estimated and he suggests the Board approve the work at a “not to exceed” amount. Mr. Giometti stated there is no quote yet for the Children’s Services furniture.

Ms. Smith reported that the Per Capita Grant funds for FY17/18 are \$46,850.00 and the previously approved budget included funds for the chairs in the first floor meeting room and furniture for some staff work spaces. She added that if \$27,655.00 is used for the ceiling update, there will be \$19,195.00 in Per

Capita Grant funds available to purchase updated staff furniture for the business office, the new staff conference room, and furniture for the children's department.

At the COW (Committee of the Whole), it was the consensus of the Committee that a motion be placed on the agenda for the August regular Board meeting to revise the budget for the FY18 Per Capita Grant to indicate that funds will be used to fund staff workroom furniture currently not in the renovation scope and to update the second floor ceiling in the Phase 2 area.

Mr. Kennedy made a

MOTION: to approve revising the budget for the FY18 Illinois Per Capita Grant funds of \$46,850 to be used to fund staff workroom furniture currently not in the renovation scope and to update the second floor ceiling in Phase 2 area.

Mrs. Foss-Eggemann SECONDED the motion.

Roll call vote

MOTION PASSED UNANIMOUSLY

The Committee determined the motion in 8.D.b. on the agenda should be amended to reflect the more specific cost as a "not to exceed \$27,654.38 to update the second floor ceiling in Phase 2" in reference to Change Order Proposal #13.

Mr. Kennedy made a

MOTION: to amend the motion to approve expenditures not to exceed \$27,654.38 to update the second floor ceiling in Phase 2 in Change Order Proposal #13.

Mrs. Foss-Eggemann SECONDED the motion.

Roll call vote: 7 Yay: Burkum, Dobrilovic, Foss-Eggemann, Kiem, Kennedy, Lamb, Rapisand
1 Nay: Egan
1 Absent: Reardon

MOTION PASSED

Mr. Lamb made a

MOTION: to approve the amended motion, i.e., approve expenditures not to exceed \$27,654.38 to update the second floor ceiling in Phase 2 in Change Order Proposal #13.

Mrs. Burkum SECONDED the motion.

Roll call vote: 7 Yay: Burkum, Dobrilovic, Foss-Eggemann, Kiem, Kennedy, Lamb, Rapisand
1 Nay: Egan
1 Absent: Reardon

MOTION PASSED

Dumbwaiter Removal

Mr. Giometti reported that in the past week SGC provided sketches to CSI to review in regard to removing the dumbwaiter in Phase 3 of renovations and making the adjacent first floor washrooms ADA (Americans with Disabilities Act) compliant. He added that by the end of the week the SGC mechanical, electrical, and plumbing engineers will have performed a site visit to determine the feasibility of the

proposed renovations. Mr. Giometti added that SGC will keep the Board updated as this is developed further, and will provide more definite pricing.

Fire Alarm System

Mr. Giometti reported that the fire alarm contractor will also perform a site visit and develop their proposal. He will keep the Board updated as this is developed further.

Mr. Giometti left the meeting at 7:50 p.m.

TREASURER'S REPORT

Mr. Egan reported that in regard to the financials reflected in the Year to Date Budget Report on page 37 of the packet, with 25% of the fiscal year completed, as of July 31, 2018 the Library has expended 19% of the total operating budget and 10% of the Capital Budget. Mr. Egan noted that Employee Benefits for the first quarter are not on the YTD report.

Mr. Lamb made a motion to

MOTION: to approve the *Year to Date Budget Report* for July, 2018

Mr. Kiem SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

LIBRARY DIRECTOR'S REPORT

Ms. Smith invited Ms. Rigney, Manager of Children's Services, and Ms. Scott, Manager of Reader Services, to report on the Summer Reading Clubs. Ms. Rigney stated that in May, Library staff meet with all school children and young adults, and this year for the first time staff distributed the Summer Reading Logs to all the students during the school visits instead of them having to come in to the Library in June to pick them up.

They reported that almost 2,800 readers of all ages (infants through senior adults) participated in the Summer Reading Clubs. Ms. Rigney explained that national research shows that students who participate in public library summer reading programs score higher on reading achievement tests at the beginning of the school year compared to those who didn't participate and read over the summer; this helps to avoid the "summer slide" in reading skills. Ms. Scott explained that this is a way that the Library supports the reading culture in Park Ridge. She added that 90% of those participating in the Summer Reading Clubs Survey stated that the program motivates all ages to read over the summer and supports children and families on their road to literacy and becoming lifelong learners. Combined with the variety of programs and events offered over the summer, the reading clubs allow staff to get to know our patrons better and to help them get to know the Library better; in fact, the summer programs and reading clubs are an excellent way to market year-round Library services and programs and to build relationships between staff and the public, and staff and community partners.

Ms. Smith announced that the Library staff are an amazing team – they relocated multiple work stations, service desks, and shifted over 100,000 items (books and materials) in just seven days from one side of the Library to the other. She asked the assembly to applaud for our impressive, organized, positive and resilient team.

Ms. Smith invited the assembly to view the Library value calculator on the Library website. She reported that the staff Marketing Team (Angela Berger, Monika Czehak and Stephanie Hill) updated the Library value calculator and featured it in the upcoming fall Library Newsletter and it provides a clear perspective of your tax dollars at work in the Library.

Ms. Smith and Ms. Berger met with representatives of CVI (Computer View, Inc.) in anticipation of the bid process for the Windows 10 and PC Replacement Project, which is part of this fiscal year's Library Technology Replacement Fund Budget, on which the Board will hear more in October.

Ms. Smith reported that she, Reference Manager Ms. Kottkamp, and Reference Librarian Ms. Ensign, will be meeting with former Director Mrs. Van De Carr to discuss the Library's fine artwork and how to best showcase and display them in the newly renovated spaces, and she will update the Board on this project in the coming months. In regard to the possibility of getting local galleries to provide the Library with artwork of local artists to show or maybe even sell, or having an art installation that rotates, Ms. Smith stated this will also be discussed in these meetings.

Ms. Smith reviewed her written report and highlighted the fact that she recently attended the *Research Institute for Public Libraries (RIPL) Conference* in Atlanta, the focus of which was "evaluation". That conference was helpful and there were many points she kept in mind when she met with the managers at their monthly review of collection statistics. She added that through such meetings staff will be proposing revisions to the monthly statistics. This project will take a backseat to the FY20 budget planning this month.

Ms. Smith reported that the staff training day held at the Des Plaines Library the day the Park Ridge Library was closed due to the asbestos abatement was very productive and informative. About 40 staff members attended and participated in team-building exercises, listened to a presentation on sexual harassment. Staff anticipates having another staff training day in a few months.

In response to an inquiry, Ms. Smith explained that there have been some hiccups in gathering check-in numbers since migrating to Polaris, and staff are monitoring the process with CCS in order to rectify the disparity in the transactions.

The trustees listed a number of subjects that were compiled in a list while the Library was without a Library Director, *per se*, that they wish to remember to address in the future, like review of the policy manual, security cameras in other areas around the Library, and developing a "succession" document for the position of Library Director (should it be needed in the distant future) that can be reviewed and updated possibly annually.

In response to an inquiry, Ms. Smith reported that staff has not held a fire drill however an updated exit plan (map) that shows emergency egress during Phase 2 has been created and posted; she also contacted Mr. Gilmore who will be sending her more information and she will be speaking with the Fire Marshall to schedule a drill.

COMMITTEE REPORTS

Planning & Operations

No report.

Communications & Development

Nothing to report at this time.

Resources

Mr. Dobrilovic reported that the Committee discussed the proposed *Little Free Libraries* program being considered for placement around the community and what the Library's role will be in the project. It is one of the proposed initiatives to be funded by the *Marion's Mark* program.

Budget & Finance

It was the consensus of the Committee that two motions be placed on the agenda for tonight's Board meeting: one to approve the purchase of the RFID equipment and one to approve the purchase of custom color wraps for the self-checkout stations. Ms. Smith announced that in regard to the second

motion on the agenda, for custom color wraps for the self-check stations, the company no longer offers these and so this motion is moot.

Mr. Egan made a

MOTION: to approve the purchase of Radio Frequency Identification (RFID) equipment at a cost of \$171,829.45 from Bibliotheca/3M, 3169 Holcomb Bridge Road, Norcross, GA.

Mr. Lamb SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Personnel

The Committee discussed the Library Director evaluation process and revised the Director Evaluation Form to reflect the fact that Ms. Smith has only just had her four month anniversary. A special Closed Session Personnel meeting has been scheduled for the purpose of this mid-year review. It was announced that the meeting will be Tuesday, September 18, 2018 at 6:30 p.m. in the second floor meeting room at City Hall with the regular Board meeting to follow with a later start time of 7:30 p.m. in the Council Chambers.

Intergovernmental Agreement (IGA) Sub-Committee

Mr. Egan reported that the current draft of IGA distributed to the Trustees includes the edits from the City as well as those submitted by the Trustees. Discussion centered on possibly adding an expiration date / sunset clause to the IGA document, including the possible merits and ramifications of doing so.

It was suggested that a meeting be scheduled.

FRIENDS OF THE LIBRARY

No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mr. Egan stated that Mr. Gilmore recommends we wait to meet about life safety plans until drawings for the comprehensive fire alarm system are completed. It was stated that the plans will be completed before the inspection for the next phase. Ms. Smith stated she would be happy to schedule a meeting sooner rather than later.

ADJOURNMENT

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

Mr. Lamb SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 9:36 p.m.

Gareth Kennedy, Secretary

08/16/2018 13:49 |CITY OF PARK RIDGE
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|P 1
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WARRANT: L081618

TO FISCAL 2019/04 05/01/2018 TO 04/30/2019

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
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48 AEC ONE STOP GROUP INC								
103727	07/24/18	159871	197256 P	08/16/18	2015017	954004	LIB RSRCS-RECORDING	57.27
INVOICE: PLS25626352								
VENDOR TOTALS		557.55	YTD INVOICED			1,201.96	YTD PAID	57.27
<hr/>								
5354 AMAZON COM CREDIT SERVICES								
103728	07/16/18	159872	197257 P	08/16/18	2015014	954001	LIB RSRCS--ADULT BOOKS	162.48
INVOICE: 454875669837								
103729	07/31/18	159873	197257 P	08/16/18	2015015	954005	LIB RSRCS-AUDIO VISUAL	37.38
INVOICE: 546373599957								
103730	07/16/18	159874	197257 P	08/16/18	2015014	954001	LIB RSRCS--ADULT BOOKS	43.99
INVOICE: 768747968457								
103731	07/26/18	159875	197257 P	08/16/18	2015014	954001	LIB RSRCS--ADULT BOOKS	24.24
INVOICE: 975967653337								
103732	07/25/18	159876	197257 P	08/16/18	2015017	954013	LIB RSRCS-YA GAMES	71.98
INVOICE: 883649645376								
103733	07/31/18	159877	197257 P	08/16/18	2015017	954013	LIB RSRCS-YA GAMES	-52.28
INVOICE: 785964737794								
103734	07/24/18	159878	197257 P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	13.70
INVOICE: 738696433577								
103735	07/24/18	159879	197257 P	08/16/18	2015015	954002	LIB RSRCS-CHILDREN BOOKS	29.96
INVOICE: 443336755657								
103736	07/24/18	159880	197257 P	08/16/18	2015015	954002	LIB RSRCS-CHILDREN BOOKS	-16.99
INVOICE: 594856938338								
VENDOR TOTALS		5,371.48	YTD INVOICED			6,278.07	YTD PAID	314.46
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800 AMERICAN EAGLE COM								
103740	07/24/18	159884	197258 P	08/16/18	2015011	931700	LIB DATA PROC SV	850.00
INVOICE: 272184								
VENDOR TOTALS		5,775.00	YTD INVOICED			8,225.00	YTD PAID	850.00
<hr/>								
303186 AMERICAN LIBRARY ASSOCIATION								
103737	07/24/18	159881	197259 P	08/16/18	2015011	932400	LIB MEMBER DUES	213.00
INVOICE: ADM081018								
VENDOR TOTALS		369.00	YTD INVOICED			559.00	YTD PAID	213.00
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4193 ATOMATIC MECHANICAL SERVICES INC								
103738	07/24/18	159882	197260 P	08/16/18	2015012	932105	BLDG MNT CNTR-HVAC EQUIP	1,477.00
INVOICE: MA41196								
VENDOR TOTALS		10,021.96	YTD INVOICED			10,021.96	YTD PAID	1,477.00
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101020 BAKER AND TAYLOR BOOKS								
103721	08/10/18	159865	197261 P	08/16/18	2015015	954004	LIB RSRCS-RECORDING	14.21
INVOICE: 2033872478								
103722	08/10/18	159866	197261 P	08/16/18	2015013	951100	LIBRARY SUPPLIES	72.71
INVOICE: TS081018								

08/16/2018 13:49 |CITY OF PARK RIDGE
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|P 2
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WARRANT: L081618

TO FISCAL 2019/04 05/01/2018 TO 04/30/2019

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
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103723	08/10/18	159867		197261 P	08/16/18	2015014	954001	LIB RSRCS--ADULT BOOKS	1,732.38
INVOICE:	REF081018								
103724	08/10/18	159868		197261 P	08/16/18	2015017	954001	LIB RSRCS--ADULT BOOKS	1,370.69
INVOICE:	RS081018								
103725	08/10/18	159869		197261 P	08/16/18	2015017	954010	LIB RSRCS-CD ROM	403.13
INVOICE:	YA081018								
103726	08/10/18	159870		197261 P	08/16/18	2015015	954002	LIB RSRCS-CHILDREN BOOKS	5,134.28
INVOICE:	CS081018								
VENDOR TOTALS				64,847.58	YTD INVOICED		70,710.88	YTD PAID	8,727.40
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3596	ANGELA BERGER								
103739	07/24/18	159883		197262 P	08/16/18	2015011	933800	CONFERENCES & TRAINING	521.94
INVOICE:	ADM0810182								
VENDOR TOTALS				810.30	YTD INVOICED		810.30	YTD PAID	521.94
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489	BLACKSTONE AUDIOBOOKS								
103741	07/24/18	159885		197263 P	08/16/18	2015017	954004	LIB RSRCS-RECORDING	119.17
INVOICE:	1017996								
103741	07/24/18	159885		197263 P	08/16/18	2015013	951100	LIBRARY SUPPLIES	11.80
INVOICE:	1017996								
103742	07/24/18	159886		197263 P	08/16/18	2015017	954004	LIB RSRCS-RECORDING	28.00
INVOICE:	1019931								
103742	07/24/18	159886		197263 P	08/16/18	2015013	951100	LIBRARY SUPPLIES	2.95
INVOICE:	1019931								
103743	07/24/18	159887		197263 P	08/16/18	2015017	954004	LIB RSRCS-RECORDING	270.70
INVOICE:	1020801								
103743	07/24/18	159887		197263 P	08/16/18	2015013	951100	LIBRARY SUPPLIES	29.50
INVOICE:	1020801								
VENDOR TOTALS				2,499.34	YTD INVOICED		2,499.34	YTD PAID	462.12
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102908	COMPUTER VIEW INC								
103744	07/24/18	159888		197264 P	08/16/18	2015011	931700	LIB DATA PROC SV	180.00
INVOICE:	27968								
103745	07/24/18	159889		197264 P	08/16/18	2015011	931700	LIB DATA PROC SV	34,350.00
INVOICE:	27963								
103746	07/24/18	159890		197264 P	08/16/18	2015011	931700	LIB DATA PROC SV	455.00
INVOICE:	27969								
VENDOR TOTALS				87,350.00	YTD INVOICED		87,350.00	YTD PAID	34,985.00
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7221	CONSTRUCTION SOLUTIONS OF ILLINOIS INC								
103747	07/31/18	159891		197265 P	08/16/18	2015012	996300	BUILDING REPAIRS	530,923.03
INVOICE:	G002								
103747	07/31/18	159891		197265 P	08/16/18	2015211	936000	PUBLIC RELATIONS	29,100.97
INVOICE:	G002								
VENDOR TOTALS				687,257.00	YTD INVOICED		687,257.00	YTD PAID	560,024.00

08/16/2018 13:49 |CITY OF PARK RIDGE
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|P 3
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WARRANT: L081618

TO FISCAL 2019/04 05/01/2018 TO 04/30/2019

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
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55134 COOPERATIVE COMPUTER									
103834	07/31/18	159978		197266 P	08/16/18	2015016	931701	DATA PROCESSING/CLSI	6,409.51
INVOICE:	1286								
VENDOR TOTALS				20,796.49	YTD INVOICED		27,989.98	YTD PAID	6,409.51
6258 MONIKA CZEHAK									
103748	07/31/18	159892		197267 P	08/16/18	2015011	933800	CONFERENCES & TRAINING	337.85
INVOICE:	ADM0810183								
VENDOR TOTALS				337.85	YTD INVOICED		337.85	YTD PAID	337.85
300553 GALE GROUP									
103750	07/31/18	159894		197268 P	08/16/18	2015017	954001	LIB RSRCS--ADULT BOOKS	20.99
INVOICE:	64121608								
103751	07/31/18	159895		197268 P	08/16/18	2015017	954001	LIB RSRCS--ADULT BOOKS	43.98
INVOICE:	64177709								
103752	07/31/18	159896		197268 P	08/16/18	2015017	954001	LIB RSRCS--ADULT BOOKS	55.97
INVOICE:	64112993								
103754	07/31/18	159898		197268 P	08/16/18	2015017	954001	LIB RSRCS--ADULT BOOKS	34.99
INVOICE:	64105409								
VENDOR TOTALS				2,280.21	YTD INVOICED		14,217.29	YTD PAID	155.93
32118 GRAINGER INC									
103755	07/31/18	159899		197269 P	08/16/18	2015012	932105	BLDG MNT CNTR-HVAC EQUIP	164.40
INVOICE:	9865058607								
VENDOR TOTALS				2,727.88	YTD INVOICED		4,086.36	YTD PAID	164.40
5069 IMAGE SYSTEMS & BUSINESS SOLUTIONS LLC									
103757	07/31/18	159901		197270 P	08/16/18	2015011	935100	EQPT RNTL-MAINTENANCE	490.00
INVOICE:	269386								
103759	07/31/18	159903		197270 P	08/16/18	2015011	935100	EQPT RNTL-MAINTENANCE	902.50
INVOICE:	269387								
VENDOR TOTALS				2,382.50	YTD INVOICED		3,284.10	YTD PAID	1,392.50
7265 K M HOLLY CONSTRUCTION CO INC									
103966	08/11/18	160112		197271 P	08/16/18	2015012	996300	BUILDING REPAIRS	25,920.00
INVOICE:	ADM081418								
VENDOR TOTALS				25,920.00	YTD INVOICED		25,920.00	YTD PAID	25,920.00
101892 MIDWEST TAPE									
103760	07/31/18	159904		197273 P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	132.93
INVOICE:	96294188								
103761	07/31/18	159905		197272 P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	14.99
INVOICE:	96294187								
103762	07/31/18	159906		197273 P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	260.59
INVOICE:	96294186								

08/16/2018 13:49 |CITY OF PARK RIDGE
 etidd |LIBRARY'S 08/16/18 - PAID WARRANT REPORT

|P 4
 |appdwar

WARRANT: L081618

TO FISCAL 2019/04 05/01/2018 TO 04/30/2019

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
	103763	07/31/18	159907		197272	P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	36.72
	INVOICE:	96294185									
	103764	07/31/18	159908		197272	P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	42.73
	INVOICE:	96294184									
	103765	07/31/18	159909		197273	P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	181.42
	INVOICE:	96294183									
	103766	07/31/18	159910		197273	P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	59.22
	INVOICE:	96294182									
	103767	07/31/18	159911		197273	P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	124.44
	INVOICE:	96294181									
	103768	07/31/18	159912		197272	P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	20.24
	INVOICE:	96294180									
	103769	07/31/18	159913		197273	P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	67.45
	INVOICE:	96310300									
	103770	07/31/18	159914		197273	P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	78.71
	INVOICE:	963110299									
	103771	07/31/18	159915		197272	P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	48.72
	INVOICE:	96310298									
	103772	07/31/18	159916		197272	P	08/16/18	2015015	954005	LIB RSRCS-AUDIO VISUAL	50.95
	INVOICE:	96291073									
	103772	07/31/18	159916		197272	P	08/16/18	2015013	951100	LIBRARY SUPPLIES	8.25
	INVOICE:	96291073									
	103773	07/31/18	159917		197272	P	08/16/18	2015015	954005	LIB RSRCS-AUDIO VISUAL	32.23
	INVOICE:	96279361									
	103773	07/31/18	159917		197272	P	08/16/18	2015013	951100	LIBRARY SUPPLIES	3.30
	INVOICE:	96279361									
	103774	07/31/18	159918		197272	P	08/16/18	2015015	954005	LIB RSRCS-AUDIO VISUAL	14.99
	INVOICE:	96277757									
	103774	07/31/18	159918		197272	P	08/16/18	2015013	951100	LIBRARY SUPPLIES	1.85
	INVOICE:	96277757									
	103775	07/31/18	159919		197273	P	08/16/18	2015015	954005	LIB RSRCS-AUDIO VISUAL	69.55
	INVOICE:	96293868									
	103776	07/31/18	159920		197272	P	08/16/18	2015015	954005	LIB RSRCS-AUDIO VISUAL	14.99
	INVOICE:	96292290									
	103776	07/31/18	159920		197272	P	08/16/18	2015013	951100	LIBRARY SUPPLIES	1.65
	INVOICE:	96292290									
	103777	07/31/18	159921		197272	P	08/16/18	2015015	954005	LIB RSRCS-AUDIO VISUAL	26.23
	INVOICE:	96302902									
	103777	07/31/18	159921		197272	P	08/16/18	2015013	951100	LIBRARY SUPPLIES	5.25
	INVOICE:	96302902									
	103778	07/31/18	159922		197272	P	08/16/18	2015015	954005	LIB RSRCS-AUDIO VISUAL	12.74
	INVOICE:	96311582									
	103778	07/31/18	159922		197272	P	08/16/18	2015013	951100	LIBRARY SUPPLIES	1.65
	INVOICE:	96311582									
	103780	07/31/18	159924		197272	P	08/16/18	2015015	954005	LIB RSRCS-AUDIO VISUAL	32.20
	INVOICE:	96311584									
	103780	07/31/18	159924		197272	P	08/16/18	2015013	951100	LIBRARY SUPPLIES	8.25
	INVOICE:	96311584									
	103781	07/31/18	159925		197273	P	08/16/18	2015015	954004	LIB RSRCS-RECORDING	79.74
	INVOICE:	96293866									
	103782	07/31/18	159926		197273	P	08/16/18	2015015	954004	LIB RSRCS-RECORDING	208.92

08/16/2018 13:49 | CITY OF PARK RIDGE
 etidd | LIBRARY'S 08/16/18 - PAID WARRANT REPORT

| P 5
 | appdwarr

WARRANT: L081618

TO FISCAL 2019/04 05/01/2018 TO 04/30/2019

VENDOR NAME		DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK	DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
<hr/>												
INVOICE:	96293865	103783	07/31/18	159927		197272	P	08/16/18	2015015	954004	LIB RSRCS-RECORDING	11.99
INVOICE:	96293864	103784	07/31/18	159928		197272	P	08/16/18	2015015	954004	LIB RSRCS-RECORDING	11.99
INVOICE:	96293863	103785	07/31/18	159929		197273	P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	146.16
INVOICE:	96310296	103786	07/31/18	159930		197272	P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	22.49
INVOICE:	96310295	103787	07/31/18	159931		197272	P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	37.49
INVOICE:	96310294	103788	07/31/18	159932		197273	P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	61.47
INVOICE:	96310293	103789	07/31/18	159933		197272	P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	34.49
INVOICE:	96310292	103790	07/31/18	159934		197273	P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	128.94
INVOICE:	96310291	103791	07/31/18	159935		197272	P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	42.73
INVOICE:	96310290	103792	07/31/18	159936		197272	P	08/16/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	44.99
INVOICE:	96310259	103793	07/31/18	159937		197272	P	08/16/18	2015015	954005	LIB RSRCS-AUDIO VISUAL	44.98
INVOICE:	96291075	103793	07/31/18	159937		197272	P	08/16/18	2015013	951100	LIBRARY SUPPLIES	3.30
INVOICE:	96291075											
VENDOR TOTALS						18,809.20	YTD	INVOICED		20,549.34	YTD PAID	2,231.92
<hr/>												
4270 MUELLERMIST IRRIGATION COMPANY												
103794	07/31/18	159938				197274	P	08/16/18	2015012	932103	BLDG MNT CNTR-GENL MAINT	194.25
INVOICE:	84321											
VENDOR TOTALS						527.95	YTD	INVOICED		527.95	YTD PAID	194.25
<hr/>												
924 OVERDRIVE INC												
103795	07/31/18	159939				197275	P	08/16/18	602	430819	NO. SUB. DIGITAL CONSORTI	1,690.46
INVOICE:	00751CO18130878											
103796	07/31/18	159940				197275	P	08/16/18	602	430819	NO. SUB. DIGITAL CONSORTI	471.78
INVOICE:	00751DA18132359											
103797	07/31/18	159941				197275	P	08/16/18	602	430819	NO. SUB. DIGITAL CONSORTI	2,464.24
INVOICE:	00751CO18131036											
103798	07/31/18	159942				197275	P	08/16/18	602	430819	NO. SUB. DIGITAL CONSORTI	479.98
INVOICE:	00751DA18136726											
VENDOR TOTALS						26,951.31	YTD	INVOICED		26,951.31	YTD PAID	5,106.46
<hr/>												
5923 PENGUIN RANDOM HOUSE LLC												
103799	07/31/18	159943				197276	P	08/16/18	2015017	954004	LIB RSRCS-RECORDING	30.00
INVOICE:	1080450263											
103800	07/31/18	159944				197276	P	08/16/18	2015017	954004	LIB RSRCS-RECORDING	30.00
INVOICE:	1180450263											

08/16/2018 13:49 |CITY OF PARK RIDGE
 etidd |LIBRARY'S 08/16/18 - PAID WARRANT REPORT

|P 6
 |appdwar

WARRANT: L081618

TO FISCAL 2019/04 05/01/2018 TO 04/30/2019

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
<hr/>									
103801	07/31/18	159945		197276	P	08/16/18	2015017	954004	LIB RSRCS-RECORDING
INVOICE:	1080673803								71.25
103802	07/31/18	159946		197276	P	08/16/18	2015017	954004	LIB RSRCS-RECORDING
INVOICE:	1080241706								30.00
VENDOR TOTALS				754.00	YTD INVOICED			926.50	YTD PAID
									161.25
6564 PURE HEALTH SOLUTIONS INC									
103803	07/31/18	159947		197277	P	08/16/18	2015012	932103	BLDG MNT CNTR-GENL MAINT
INVOICE:	8585156								63.75
VENDOR TOTALS				255.00	YTD INVOICED			255.00	YTD PAID
									63.75
68595 RECORDED BOOKS INC									
103804	07/31/18	159948		197278	P	08/16/18	2015015	954004	LIB RSRCS-RECORDING
INVOICE:	75927096								8.99
103806	07/31/18	159950		197278	P	08/16/18	2015017	954004	LIB RSRCS-RECORDING
INVOICE:	75925839								108.67
103809	07/31/18	159953		197278	P	08/16/18	2015017	954004	LIB RSRCS-RECORDING
INVOICE:	75924525								99.00
103810	07/31/18	159954		197278	P	08/16/18	2015015	954004	LIB RSRCS-RECORDING
INVOICE:	75923619								21.40
VENDOR TOTALS				1,844.10	YTD INVOICED			1,979.10	YTD PAID
									238.06
6880 ROBBINS SCHWARTZ									
103812	07/31/18	159956		197279	P	08/16/18	2015011	942500	GENERAL COUNSEL
INVOICE:	282198								72.00
VENDOR TOTALS				408.00	YTD INVOICED			576.00	YTD PAID
									72.00
3887 LAURA SCOTT									
103815	07/31/18	159959		197280	P	08/16/18	2015011	933800	CONFERENCES & TRAINING
INVOICE:	ADM0810184								328.44
103815	07/31/18	159959		197280	P	08/16/18	2015011	936000	PUBLIC RELATIONS
INVOICE:	ADM0810184								81.75
VENDOR TOTALS				410.19	YTD INVOICED			410.19	YTD PAID
									410.19
4412 SHOWCASES									
103817	07/31/18	159961		197281	P	08/16/18	2015013	951100	LIBRARY SUPPLIES
INVOICE:	307255								178.85
103819	07/31/18	159963		197281	P	08/16/18	2015013	951100	LIBRARY SUPPLIES
INVOICE:	307220								178.85
VENDOR TOTALS				357.70	YTD INVOICED			357.70	YTD PAID
									357.70
6343 STUDIO GC INC									
103822	07/31/18	159966		197282	P	08/16/18	2015012	996300	BUILDING REPAIRS
INVOICE:	16085A								2,085.92

08/16/2018 13:49 | CITY OF PARK RIDGE
 etidd | LIBRARY'S 08/16/18 - PAID WARRANT REPORT

| P 7
 | appdwarr

WARRANT: L081618

TO FISCAL 2019/04 05/01/2018 TO 04/30/2019

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER PO	CHECK NO	T CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
<hr/>							
VENDOR TOTALS					25,771.77	YTD PAID	2,085.92
<hr/>							
6493 SUN AND MOON YOGA							
103826	07/31/18	159970	197283	P 08/16/18	2015017	938506	GNL CNTRL SVC/PROGRAM
INVOICE:	ADM0810185						150.00
VENDOR TOTALS					600.00	YTD PAID	150.00
<hr/>							
7261 TERRY DOWD INC							
103937	08/08/18	160083	197103	M 08/14/18	2015012	932103	BLDG MNT CNTR-GENL MAINT
INVOICE:	102330						2,052.50
VENDOR TOTALS					2,052.50	YTD PAID	2,052.50
<hr/>							
303348 THE UPS STORE 1573							
103827	07/31/18	159971	197284	P 08/16/18	2015011	938502	GNL CNTRL SVC/POSTAGE
INVOICE:	ADM0810186						10.14
VENDOR TOTALS					41.34	YTD PAID	10.14
<hr/>							
300318 UNITED STATES POSTAL SERVICE							
103967	08/14/18	160113	197285	P 08/16/18	2015011	938502	GNL CNTRL SVC/POSTAGE
INVOICE:	ADM0814182						1,189.55
VENDOR TOTALS					23,436.92	YTD PAID	1,189.55
<hr/>							
2193 VERIZON WIRELESS							
103828	07/31/18	159972	197286	P 08/16/18	2015011	938501	GNL CNTRL SVC/TELEPHONE
INVOICE:	9810052460						186.12
VENDOR TOTALS					13,099.40	YTD PAID	186.12
<hr/>							
85957 WESTON WOODS							
103830	07/31/18	159974	197287	P 08/16/18	2015015	954004	LIB RSRCS-RECORDING
INVOICE:	17456129						536.24
VENDOR TOTALS					536.24	YTD PAID	536.24
<hr/>							
6216 LISA WINCHELL							
103832	07/31/18	159976	197288	P 08/16/18	2015015	938506	GNL CNTRL SVC/PROGRAM
INVOICE:	ADM0810187						13.88
VENDOR TOTALS					13.88	YTD PAID	13.88
<hr/>							
4803 WIDE OPEN WEST							
103833	07/31/18	159977	197289	P 08/16/18	2015011	938503	GNL CNTRL SVC-INTERNET
INVOICE:	ADM0810188						814.99
VENDOR TOTALS					18,975.30	YTD PAID	814.99

08/16/2018 13:49 | CITY OF PARK RIDGE
etidd | LIBRARY'S 08/16/18 - PAID WARRANT REPORT

|P 8
|appwarr

WARRANT: L081618

TO FISCAL 2019/04 05/01/2018 TO 04/30/2019

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
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REPORT TOTALS 657,887.30

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	34	655,834.80
TOTAL MANUAL CHECKS	1	2,052.50

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

City of Park Ridge, IL
Warrant List Fund Totals
08/16/2018

Fund	Description	Amount
201	Library Fund	\$623,679.87
201	Grant Fund	\$29,100.97
553	Library Technology Replacement	\$0.00
602	North Suburban Digital Consortium	\$5,106.46
201	Library Restricted Fund	\$0.00
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	Report Total	\$657,887.30

08/30/2018 11:22 |CITY OF PARK RIDGE
etidd |PAID WARRANT REPORT

|P 1
|appdwar

WARRANT: L083118

TO FISCAL 2019/04 05/01/2018 TO 04/30/2019

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
<hr/>									
48 AEC ONE STOP GROUP INC									
104074	08/24/18	160217		197413	P	08/30/18	2015017	954004	LIB RSRCS-RECORDING
INVOICE:	PLS26169507								281.32
VENDOR TOTALS				838.87	YTD INVOICED			1,483.28	YTD PAID
5354 AMAZON COM CREDIT SERVICES									
104075	08/24/18	160218		197414	P	08/30/18	2015015	954010	LIB RSRCS-CD ROM
INVOICE:	435985433954								39.99
104076	08/24/18	160219		197415	P	08/30/18	2015012	932103	BLDG MNT CNTR-GENL MAINT
INVOICE:	944934577995								49.24
104077	08/24/18	160220		197414	P	08/30/18	2015012	932103	BLDG MNT CNTR-GENL MAINT
INVOICE:	464787735643								43.50
104078	08/24/18	160221		197415	P	08/30/18	2015012	932103	BLDG MNT CNTR-GENL MAINT
INVOICE:	963893698894								101.20
104079	08/24/18	160222		197415	P	08/30/18	2015012	932103	BLDG MNT CNTR-GENL MAINT
INVOICE:	437477349695								156.55
104080	08/24/18	160223		197414	P	08/30/18	2015012	932103	BLDG MNT CNTR-GENL MAINT
INVOICE:	438537944333								36.79
104081	08/24/18	160224		197414	P	08/30/18	2015017	954001	LIB RSRCS--ADULT BOOKS
INVOICE:	466875969978								28.99
104082	08/24/18	160225		197414	P	08/30/18	2015015	954002	LIB RSRCS-CHILDREN BOOKS
INVOICE:	445538369498								18.08
104083	08/24/18	160226		197415	P	08/30/18	2015015	954002	LIB RSRCS-CHILDREN BOOKS
INVOICE:	436359984845								66.54
104084	08/24/18	160227		197414	P	08/30/18	2015015	954002	LIB RSRCS-CHILDREN BOOKS
INVOICE:	855766489986								12.99
104085	08/24/18	160228		197415	P	08/30/18	2015016	951100	LIBRARY SUPPLIES
INVOICE:	886357493953								95.92
104086	08/24/18	160229		197414	P	08/30/18	2015017	954013	LIB RSRCS-YA GAMES
INVOICE:	434434497878								47.99
104087	08/24/18	160230		197414	P	08/30/18	2015017	954013	LIB RSRCS-YA GAMES
INVOICE:	674373943748								47.99
104088	08/24/18	160231		197414	P	08/30/18	2015011	951002	OFF SPLS--OTHER SUPPLIES
INVOICE:	468386455674								21.71
104089	08/24/18	160232		197414	P	08/30/18	2015016	951100	LIBRARY SUPPLIES
INVOICE:	443583359353								21.98
104090	08/24/18	160233		197414	P	08/30/18	2015016	951100	LIBRARY SUPPLIES
INVOICE:	644569885734								8.49
104091	08/24/18	160234		197414	P	08/30/18	2015017	951100	LIBRARY SUPPLIES
INVOICE:	464564649938								17.00
104092	08/24/18	160235		197415	P	08/30/18	2015017	938507	GNL CNTRL SVC/YA PROGRAMS
INVOICE:	899854543343								250.00
104093	08/24/18	160236		197414	P	08/30/18	2015015	954008	LIB RSRCS-MISCELLANEOUS
INVOICE:	786833955389								12.33
104094	08/24/18	160237		197414	P	08/30/18	2015017	951100	LIBRARY SUPPLIES
INVOICE:	467757967775								4.99
104095	08/24/18	160238		197414	P	08/30/18	2015015	954002	LIB RSRCS-CHILDREN BOOKS
INVOICE:	7468889844568								33.45
104096	08/24/18	160239		197415	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	437879995465								48.80

08/30/2018 11:22 |CITY OF PARK RIDGE
etidd |PAID WARRANT REPORT

|P 2
|appdwar

WARRANT: L083118

TO FISCAL 2019/04 05/01/2018 TO 04/30/2019

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
<hr/>									
104098	08/24/18	160241		197414 P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	20.00
INVOICE:	797793946884								
104099	08/24/18	160242		197415 P	08/30/18	2015014	954001	LIB RSRCS--ADULT BOOKS	119.50
INVOICE:	558589645574								
104100	08/24/18	160243		197414 P	08/30/18	2015014	954001	LIB RSRCS--ADULT BOOKS	32.40
INVOICE:	679673335654								
104101	08/24/18	160244		197414 P	08/30/18	2015014	954001	LIB RSRCS--ADULT BOOKS	33.99
INVOICE:	468555679449								
104102	08/24/18	160245		197414 P	08/30/18	2015014	954001	LIB RSRCS--ADULT BOOKS	15.75
INVOICE:	456739694898								
104103	08/24/18	160246		197414 P	08/30/18	2015017	954001	LIB RSRCS--ADULT BOOKS	27.99
INVOICE:	437863687673								
VENDOR TOTALS		6,785.63	YTD INVOICED			7,692.22	YTD PAID		1,414.15
<hr/>									
101020	BAKER AND TAYLOR BOOKS								
103974	08/02/18	160121		197416 P	08/30/18	2015015	954004	LIB RSRCS-RECORDING	27.33
INVOICE:	2033884855								
103975	08/02/18	160122		197416 P	08/30/18	2015015	954002	LIB RSRCS-CHILDREN BOOKS	3,221.07
INVOICE:	CS082218								
103976	08/02/18	160123		197416 P	08/30/18	2015013	951100	LIBRARY SUPPLIES	99.76
INVOICE:	TS082218								
103977	08/02/18	160124		197416 P	08/30/18	2015017	954010	LIB RSRCS-CD ROM	461.39
INVOICE:	YA082218								
103978	08/02/18	160125		197416 P	08/30/18	2015014	954001	LIB RSRCS--ADULT BOOKS	2,601.09
INVOICE:	REF082218								
103979	08/02/18	160126		197416 P	08/30/18	2015017	954001	LIB RSRCS--ADULT BOOKS	2,532.17
INVOICE:	RS082218								
104215	08/27/18	160358		197416 P	08/30/18	2015013	951100	LIBRARY SUPPLIES	24.37
INVOICE:	TS082718								
104216	08/27/18	160359		197416 P	08/30/18	2015014	954001	LIB RSRCS--ADULT BOOKS	712.85
INVOICE:	REF082718								
104217	08/27/18	160360		197416 P	08/30/18	2015017	954001	LIB RSRCS--ADULT BOOKS	866.68
INVOICE:	RS082718								
104218	08/27/18	160361		197416 P	08/30/18	2015017	954010	LIB RSRCS-CD ROM	84.55
INVOICE:	YA082718								
104219	08/27/18	160362		197416 P	08/30/18	2015015	954002	LIB RSRCS-CHILDREN BOOKS	2,455.09
INVOICE:	CS082718								
VENDOR TOTALS		77,933.93	YTD INVOICED			83,797.23	YTD PAID		13,086.35
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489	BLACKSTONE AUDIOBOOKS								
104104	08/24/18	160247		197417 P	08/30/18	2015017	954004	LIB RSRCS-RECORDING	123.94
INVOICE:	1024246								
104104	08/24/18	160247		197417 P	08/30/18	2015013	951100	LIBRARY SUPPLIES	11.80
INVOICE:	1024246								
VENDOR TOTALS		2,635.08	YTD INVOICED			2,635.08	YTD PAID		135.74
<hr/>									
303044	CENTER POINT PUBLISHING								
104105	08/24/18	160248		197418 P	08/30/18	2015017	954001	LIB RSRCS--ADULT BOOKS	80.41

08/30/2018 11:22 |CITY OF PARK RIDGE
etidd |PAID WARRANT REPORT

|P 3
|appdwar

WARRANT: L083118

TO FISCAL 2019/04 05/01/2018 TO 04/30/2019

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
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INVOICE: 1610466									
VENDOR TOTALS				271.30	YTD INVOICED		325.84	YTD PAID	80.41
5814 CHASE									
104106	08/24/18	160249		197419 P	08/30/18	2015011	931700	LIB DATA PROC SV	29.99
INVOICE:	ADM082418								
104106	08/24/18	160249		197419 P	08/30/18	2015011	931700	LIB DATA PROC SV	313.00
INVOICE:	ADM082418								
104106	08/24/18	160249		197419 P	08/30/18	2015011	951002	OFF SPLS--OTHER SUPPLIES	-.01
INVOICE:	ADM082418								
104106	08/24/18	160249		197419 P	08/30/18	2015012	952100	BUILDING SUPPLIES	119.40
INVOICE:	ADM082418								
104106	08/24/18	160249		197419 P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL	84.93
INVOICE:	ADM082418								
104106	08/24/18	160249		197419 P	08/30/18	2015015	938506	GNL CNTRL SVC/PROGRAM	175.00
INVOICE:	ADM082418								
104388	08/29/18	160532		1389 M	08/29/18	2015111	952000	MATERIALS	527.83
INVOICE:	ADM082918								
VENDOR TOTALS				4,763.43	YTD INVOICED		5,242.94	YTD PAID	1,250.14
5403 CHASE PAYMENTTECH									
104308	08/28/18	160451		11973 W	08/28/18	2015011	937800	LIB BNK SERV CHG	61.74
INVOICE:	08.28.18								
VENDOR TOTALS				15,285.91	YTD INVOICED		19,321.43	YTD PAID	61.74
55134 COOPERATIVE COMPUTER									
104107	08/24/18	160250		197420 P	08/30/18	2015016	931701	DATA PROCESSING/CLSI	6,409.51
INVOICE:	1311								
104107	08/24/18	160250		197420 P	08/30/18	2015013	931702	DATA PROCESSING/OCLC	838.84
INVOICE:	1311								
VENDOR TOTALS				28,044.84	YTD INVOICED		35,238.33	YTD PAID	7,248.35
19972 DEMCO INC									
104108	08/24/18	160251		197421 P	08/30/18	2015013	951100	LIBRARY SUPPLIES	29.99
INVOICE:	642882								
104109	08/24/18	160252		197421 P	08/30/18	2015013	951100	LIBRARY SUPPLIES	722.36
INVOICE:	642704								
VENDOR TOTALS				5,852.29	YTD INVOICED		5,852.29	YTD PAID	752.35
3545 FINDAWAY WORLD LLC									
104110	08/24/18	160253		197422 P	08/30/18	2015017	954004	LIB RSRCS-RECORDING	991.35
INVOICE:	263837								
104111	08/24/18	160254		197422 P	08/30/18	2015015	954004	LIB RSRCS-RECORDING	556.77
INVOICE:	264256								

08/30/2018 11:22 | CITY OF PARK RIDGE
etidd | PAID WARRANT REPORT

| P 4
| appdwarr

WARRANT: L083118

TO FISCAL 2019/04 05/01/2018 TO 04/30/2019

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER PO	CHECK NO	T CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
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VENDOR TOTALS		6,950.86	YTD INVOICED		7,290.50	YTD PAID	1,548.12
7277 FIRST COMMUNICATIONS LLC							
104368	08/24/18	160512	197423	P 08/30/18	2015011	938501	GNL CNTRL SVC/TELEPHONE
INVOICE:	116249592						429.47
104370	08/24/18	160514	197423	P 08/30/18	2015011	938501	GNL CNTRL SVC/TELEPHONE
INVOICE:	116397498						438.55
VENDOR TOTALS		868.02	YTD INVOICED		868.02	YTD PAID	868.02
300553 GALE GROUP							
104112	08/24/18	160255	197424	P 08/30/18	2015017	954001	LIB RSRCS--ADULT BOOKS
INVOICE:	64295241						54.98
104113	08/24/18	160256	197424	P 08/30/18	2015017	954001	LIB RSRCS--ADULT BOOKS
INVOICE:	64224112						18.00
104114	08/24/18	160257	197424	P 08/30/18	2015017	954001	LIB RSRCS--ADULT BOOKS
INVOICE:	64199320						26.39
104115	08/24/18	160258	197424	P 08/30/18	2015017	954001	LIB RSRCS--ADULT BOOKS
INVOICE:	64200056						75.97
104116	08/24/18	160259	197424	P 08/30/18	2015017	954001	LIB RSRCS--ADULT BOOKS
INVOICE:	64209437						62.98
VENDOR TOTALS		2,518.53	YTD INVOICED		14,455.61	YTD PAID	238.32
7276 HOILAN ASBESTOS REMOVAL & ENCAPSULATION							
104213	08/24/18	160356	197425	P 08/30/18	2015012	996300	BUILDING REPAIRS
INVOICE:	55419						6,650.00
VENDOR TOTALS		6,650.00	YTD INVOICED		6,650.00	YTD PAID	6,650.00
4516 IHLS OCLC							
104117	08/24/18	160260	197426	P 08/30/18	602	430819	NO. SUB. DIGITAL CONSORTI
INVOICE:	17329						102.00
VENDOR TOTALS		381.00	YTD INVOICED		381.00	YTD PAID	102.00
36865 ILLINOIS LIBRARY ASSOC							
104118	08/24/18	160261	197427	P 08/30/18	2015011	932400	LIB MEMBER DUES
INVOICE:	150822						100.00
VENDOR TOTALS		350.00	YTD INVOICED		350.00	YTD PAID	100.00
42242 GRETCHEN KOTTKAMP							
104119	08/24/18	160262	197428	P 08/30/18	2015011	933800	CONFERENCE & TRAINING
INVOICE:	ADM0824182						19.22
VENDOR TOTALS		52.37	YTD INVOICED		72.86	YTD PAID	19.22
6964 LINKEDIN CORPORATION							
104214	08/24/18	160357	197429	P 08/30/18	2015014	954010	LIB RSRCS-CD ROM
							7,000.00

08/30/2018 11:22 |CITY OF PARK RIDGE
etidd |PAID WARRANT REPORT

|P 5
|appdwar

WARRANT: L083118

TO FISCAL 2019/04 05/01/2018 TO 04/30/2019

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
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INVOICE: 10110544226									
VENDOR TOTALS				7,000.00	YTD INVOICED		7,000.00	YTD PAID	7,000.00
1061 MARY MASON									
104120	08/24/18	160263		197430	P	08/30/18	2015015	951100	LIBRARY SUPPLIES
INVOICE:	CADM0824183								33.96
104120	08/24/18	160263		197430	P	08/30/18	2015015	938506	GNL CNTRL SVC/PROGRAM
INVOICE:	CADM0824183								7.50
VENDOR TOTALS				455.31	YTD INVOICED		455.31	YTD PAID	41.46
101892 MIDWEST TAPE									
104121	08/24/18	160264		197433	P	08/30/18	2015015	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96321768								106.42
104121	08/24/18	160264		197433	P	08/30/18	2015013	951100	LIBRARY SUPPLIES
INVOICE:	96321768								13.40
104122	08/24/18	160265		197431	P	08/30/18	2015015	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96328290								12.74
104122	08/24/18	160265		197431	P	08/30/18	2015013	951100	LIBRARY SUPPLIES
INVOICE:	96328290								1.65
104123	08/24/18	160266		197431	P	08/30/18	2015015	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96327463								15.99
104124	08/24/18	160267		197431	P	08/30/18	2015015	954004	LIB RSRCS-RECORDING
INVOICE:	96310280								12.59
104125	08/24/18	160268		197431	P	08/30/18	2015015	954004	LIB RSRCS-RECORDING
INVOICE:	96310282								14.99
104127	08/24/18	160270		197431	P	08/30/18	2015015	954004	LIB RSRCS-RECORDING
INVOICE:	96310283								8.99
104128	08/24/18	160271		197431	P	08/30/18	2015015	954004	LIB RSRCS-RECORDING
INVOICE:	96317464								30.12
104132	08/24/18	160275		197432	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96327852								110.94
104134	08/24/18	160277		197432	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96327357								94.46
104136	08/24/18	160279		197431	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96363392								11.24
104137	08/24/18	160280		197431	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96363393								18.74
104140	08/24/18	160284		197431	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96363394								38.22
104141	08/24/18	160285		197432	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96363397								104.96
104143	08/24/18	160286		197431	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96363396								38.98
104144	08/24/18	160287		197433	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96363395								116.21
104145	08/24/18	160288		197433	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96363398								124.43
104146	08/24/18	160289		197432	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96363399								46.48

08/30/2018 11:22 | CITY OF PARK RIDGE
etidd | PAID WARRANT REPORT

| P 6
| appdwar

WARRANT: L083118

TO FISCAL 2019/04 05/01/2018 TO 04/30/2019

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
104147	08/24/18	160290		197431	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96363460								33.73
104148	08/24/18	160291		197432	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96363461								99.71
104149	08/24/18	160292		197432	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96363462								92.06
104150	08/24/18	160293		197433	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96363463								167.15
104151	08/24/18	160294		197433	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96363465								204.67
104152	08/24/18	160295		197431	P	08/30/18	2015015	954004	LIB RSRCS-RECORDING
INVOICE:	96345288								26.98
104153	08/24/18	160296		197431	P	08/30/18	2015015	954004	LIB RSRCS-RECORDING
INVOICE:	96345287								16.48
104154	08/24/18	160297		197432	P	08/30/18	2015015	954004	LIB RSRCS-RECORDING
INVOICE:	96345286								83.98
104155	08/24/18	160298		197431	P	08/30/18	2015015	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96363241								27.38
104156	08/24/18	160299		197433	P	08/30/18	2015015	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96359428								186.35
104156	08/24/18	160299		197433	P	08/30/18	2015013	951100	LIBRARY SUPPLIES
INVOICE:	96359428								28.85
104157	08/24/18	160300		197431	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96327358								12.74
104158	08/24/18	160301		197431	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96327359								18.74
104159	08/24/18	160302		197433	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96327703								209.91
104160	08/24/18	160303		197432	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96327704								101.94
104161	08/24/18	160304		197432	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96327705								80.96
104162	08/24/18	160305		197431	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96327706								29.98
104163	08/24/18	160306		197432	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96327707								111.69
104164	08/24/18	160307		197431	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96327708								14.99
104165	08/24/18	160308		197432	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96327700								96.70
104166	08/24/18	160309		197432	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96347914								97.45
104167	08/24/18	160310		197432	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96347915								60.47
104168	08/24/18	160311		197433	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96347916								133.44
104169	08/24/18	160312		197433	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96347917								649.73
104170	08/24/18	160313		197431	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96339043								40.49
104171	08/24/18	160314		197432	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
									53.99

08/30/2018 11:22 | CITY OF PARK RIDGE
etidd | PAID WARRANT REPORT

| P 7
| appdwar

WARRANT: L083118

TO FISCAL 2019/04 05/01/2018 TO 04/30/2019

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
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INVOICE:	96339044								
104172	08/24/18	160315		197432	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96339045								109.44
104173	08/24/18	160316		197433	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96339046								215.16
104174	08/24/18	160317		197432	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96339047								44.98
104175	08/24/18	160318		197432	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96339048								43.48
104176	08/24/18	160319		197432	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96339049								51.73
104177	08/24/18	160320		197431	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96345451								12.74
104178	08/24/18	160321		197432	P	08/30/18	2015015	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96337913								69.72
104178	08/24/18	160321		197432	P	08/30/18	2015013	951100	LIBRARY SUPPLIES
INVOICE:	96337913								5.35
104179	08/24/18	160322		197432	P	08/30/18	2015017	954005	LIB RSRCS-AUDIO VISUAL
INVOICE:	96327701								46.47
VENDOR TOTALS		23,010.38	YTD INVOICED				24,750.52	YTD PAID	4,201.18
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924 OVERDRIVE INC									
104180	08/24/18	160323		197434	P	08/30/18	602	430819	NO. SUB. DIGITAL CONSORTI
INVOICE:	00751SU18141767								3,000.00
104181	08/24/18	160324		197434	P	08/30/18	602	430819	NO. SUB. DIGITAL CONSORTI
INVOICE:	00751DA18144028								151.96
104182	08/24/18	160325		197434	P	08/30/18	602	430819	NO. SUB. DIGITAL CONSORTI
INVOICE:	00751DA18144862								158.97
104183	08/24/18	160326		197434	P	08/30/18	602	430819	NO. SUB. DIGITAL CONSORTI
INVOICE:	00751DA18140898								781.95
104184	08/24/18	160327		197434	P	08/30/18	602	430819	NO. SUB. DIGITAL CONSORTI
INVOICE:	00751CO18139453								2,322.73
104185	08/24/18	160328		197434	P	08/30/18	602	430819	NO. SUB. DIGITAL CONSORTI
INVOICE:	H0051365								1,000.00
104186	08/24/18	160329		197434	P	08/30/18	602	430819	NO. SUB. DIGITAL CONSORTI
INVOICE:	00751CO18141777								550.20
VENDOR TOTALS		34,917.12	YTD INVOICED				34,917.12	YTD PAID	7,965.81
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5923 PENGUIN RANDOM HOUSE LLC									
104187	08/24/18	160330		197435	P	08/30/18	2015017	954004	LIB RSRCS-RECORDING
INVOICE:	1080776066								56.25
104188	08/24/18	160331		197435	P	08/30/18	2015017	954004	LIB RSRCS-RECORDING
INVOICE:	1080625754								30.00
104189	08/24/18	160332		197435	P	08/30/18	2015017	954004	LIB RSRCS-RECORDING
INVOICE:	1080907232								26.25
VENDOR TOTALS		866.50	YTD INVOICED				1,039.00	YTD PAID	112.50
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101774 POLONIA BOOKSTORE & PLSH CO									

08/30/2018 11:22 |CITY OF PARK RIDGE
etidd |PAID WARRANT REPORT

|P 8
|appdwar

WARRANT: L083118

TO FISCAL 2019/04 05/01/2018 TO 04/30/2019

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
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104190	08/24/18	160333		197436	P	08/30/18	2015014	954001	LIB RSRCS--ADULT BOOKS
			INVOICE:	63827					172.30
VENDOR TOTALS				1,013.05	YTD INVOICED			1,013.05	YTD PAID
									172.30
92	LORI L PRESTON								
104191	08/24/18	160334		197437	P	08/30/18	2015011	933800	CONFERENCES & TRAINING
			INVOICE:	ADM082718					19.18
VENDOR TOTALS				1,653.70	YTD INVOICED			1,653.70	YTD PAID
									19.18
68595	RECORDED BOOKS INC								
104192	08/24/18	160335		197438	P	08/30/18	2015015	954004	LIB RSRCS-RECORDING
			INVOICE:	75934705					13.49
104193	08/24/18	160336		197438	P	08/30/18	2015015	954004	LIB RSRCS-RECORDING
			INVOICE:	75931724					31.49
104194	08/24/18	160337		197438	P	08/30/18	2015017	954004	LIB RSRCS-RECORDING
			INVOICE:	75931272					53.99
VENDOR TOTALS				1,943.07	YTD INVOICED			2,078.07	YTD PAID
									98.97
7208	RENTACRATE ENERPRIES LLC								
104195	08/24/18	160338		197439	P	08/30/18	2015012	932103	BLDG MNT CNTR-GENL MAINT
			INVOICE:	4009640					3,586.20
VENDOR TOTALS				8,296.80	YTD INVOICED			8,296.80	YTD PAID
									3,586.20
4622	PARRY RIGNEY								
104196	08/24/18	160339		197440	P	08/30/18	2015015	938506	GNL CNTRL SVC/PROGRAM
			INVOICE:	ADM0827182					12.50
104196	08/24/18	160339		197440	P	08/30/18	2015017	938506	GNL CNTRL SVC/PROGRAM
			INVOICE:	ADM0827182					12.50
104197	08/24/18	160340		197440	P	08/30/18	2015015	938506	GNL CNTRL SVC/PROGRAM
			INVOICE:	ADM0827183					4.98
104197	08/24/18	160340		197440	P	08/30/18	2015015	951100	LIBRARY SUPPLIES
			INVOICE:	ADM0827183					79.36
VENDOR TOTALS				171.97	YTD INVOICED			171.97	YTD PAID
									109.34
6880	ROBBINS SCHWARTZ								
104198	08/24/18	160341		197441	P	08/30/18	2015011	942500	GENERAL COUNSEL
			INVOICE:	282750					72.00
VENDOR TOTALS				480.00	YTD INVOICED			648.00	YTD PAID
									72.00
4412	SHOWCASES								
104199	08/24/18	160342		197442	P	08/30/18	2015013	951100	LIBRARY SUPPLIES
			INVOICE:	307650					120.53
104200	08/24/18	160343		197442	P	08/30/18	2015013	951100	LIBRARY SUPPLIES
			INVOICE:	307651					47.30

08/30/2018 11:22 | CITY OF PARK RIDGE
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|P 9
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WARRANT: L083118

TO FISCAL 2019/04 05/01/2018 TO 04/30/2019

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
<hr/>							
VENDOR TOTALS			525.53	YTD INVOICED		525.53	YTD PAID
<hr/>							
3892 SOUND INCORPORATED							
104201	08/24/18	160344	197443	P	08/30/18	2015011	938501
INVOICE:	R157037						GNL CNTRL SVC/TELEPHONE
VENDOR TOTALS			894.50	YTD INVOICED		894.50	YTD PAID
<hr/>							
7271 STANLY COMMUNITY COLLEGE LIBRARY							
104202	08/24/18	160345	197444	P	08/30/18	201	877000
INVOICE:	ADM0827184						MISCELLANEOUS
VENDOR TOTALS			15.00	YTD INVOICED		15.00	YTD PAID
<hr/>							
5611 THYSSENKRUPP ELEVATOR CORP							
104203	08/24/18	160346	197445	P	08/30/18	2015012	932104
INVOICE:	6000290956						BLDG MNT CNTR-ELEV MAINT
VENDOR TOTALS			350.00	YTD INVOICED		350.00	YTD PAID
<hr/>							
3247 EDWARD A TIDD							
104204	08/24/18	160347	197446	P	08/30/18	2015011	933800
INVOICE:	ADM0827185						CONFERENCES & TRAINING
VENDOR TOTALS			163.08	YTD INVOICED		163.08	YTD PAID
<hr/>							
2193 VERIZON WIRELESS							
104205	08/24/18	160348	197447	P	08/30/18	2015011	938501
INVOICE:	9811914044						GNL CNTRL SVC/TELEPHONE
VENDOR TOTALS			17,287.94	YTD INVOICED		21,095.14	YTD PAID
<hr/>							
300800 WAREHOUSE DIRECT INC							
104206	08/24/18	160349	197448	P	08/30/18	2015015	951100
INVOICE:	39885160						LIBRARY SUPPLIES
104207	08/24/18	160350	197448	P	08/30/18	2015011	951001
INVOICE:	39921610						OFF SPLS--PHOTOCOPY
104208	08/24/18	160351	197448	P	08/30/18	2015016	951100
INVOICE:	39940180						LIBRARY SUPPLIES
104209	08/24/18	160352	197448	P	08/30/18	2015011	951002
INVOICE:	39973520						OFF SPLS--OTHER SUPPLIES
104210	08/24/18	160353	197448	P	08/30/18	2015016	951100
INVOICE:	39796850						LIBRARY SUPPLIES
104211	08/24/18	160354	197448	P	08/30/18	2015013	951100
INVOICE:	39796851						LIBRARY SUPPLIES
104212	08/24/18	160355	197448	P	08/30/18	2015011	951002
INVOICE:	39969750						OFF SPLS--OTHER SUPPLIES
VENDOR TOTALS			3,536.97	YTD INVOICED		3,981.99	YTD PAID
<hr/>							

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WARRANT: L083118

TO FISCAL 2019/04 05/01/2018 TO 04/30/2019

VENDOR NAME

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

59,029.12

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	36	58,439.55
TOTAL MANUAL CHECKS	1	527.83
TOTAL WIRE TRANSFERS	1	61.74

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

**City of Park Ridge, IL
Warrant List Fund Totals
08/31/2018**

Fund	Description	Amount
201	Library Fund	\$50,433.68
201	Grant Fund	\$0.00
553	Library Technology Replacement	\$0.00
602	North Suburban Digital Consortium	\$8,067.61
201	Library Restricted Fund	\$527.83
<hr/>		
	Report Total	\$59,029.12

PARK RIDGE PUBLIC LIBRARY
PER CAPITA GRANT FUND SUMMARY - FY 2016/17 GRANT
AUGUST 2018

Budget	Description	Fund Balance
\$29,100.97	<u>Roller Shades</u>	\$0.00
\$29,100.97	TOTAL	\$0.00

PARK RIDGE PUBLIC LIBRARY
 LIBRARY TECHNOLOGY FUND SUMMARY - FY19
 August, 2018

Budget	Description	Date	Expenses Vendor	Amount Paid Expenditures	Receipts Interest	Balance
\$388,055.00	Previous Balance					
	4/30/2018 Prior Year Ending Balance					\$424,765.97
	5/1/2018 Transfer from Library Fund			\$100,000.00		\$524,765.97
	5/31/2018 Interest				16.67	\$524,782.64
	6/16/2018 CDW			\$270.00		\$524,512.64
	6/16/2018 CVI			\$16,516.00		\$507,996.64
	6/30/2018 CVI			\$2,189.00		\$505,807.64
	6/30/2018 Chase			\$290.00		\$505,517.64
	6/30/2018 Interest				17.23	\$505,534.87
	7/31/2018 Interest				33.92	\$505,568.79
	8/31/2018 Interest				17.24	\$505,586.03
						\$505,586.03
						\$505,586.03
	Account Balance			\$19,265.00	\$85.06	
\$388,055.00	Total Capital Budget 2018/19					

PARK RIDGE PUBLIC LIBRARY

August, 2018

RESTRICTED/ENDOWMENT GIFT FUND

Balance 8/1/2018 - Liberty Bank	\$179,914.95
Receipts	\$5,264.99
Interest	\$3.09
Expenditures	\$0.00
Balance 8/31/2018	\$185,183.03

Restricted Gift Receipts:

Donation - Barthel for Marion's Mark	\$ 25.00	
Donation - Muellner/Century 21 Realtors	\$ 79.99	
Donation - Chagala for Marion's Mark	\$ 50.00	
Donation- Exelon for Marion's Mark	\$ 5,000.00	
Donation- Buy A Brick - O'Connor	\$ 75.00	
	\$ 5,229.99	Total
		\$

Restricted Gift Expenditures:Endowment Gift Receipts:

Donation-Anonymous	\$ 35.00	
Total	\$ 35.00	Total
		\$

Endowment Interest Expenditures:SPENSLEY LARGE PRINT ENDOWMENT

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

Parkway Bank CD - Principal invested 11/19/16 for 24 months. Matures 11/19/18	\$	150,306.76
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RESTRICTED GIFT FUND INVESTED FUNDS

BMO Harris	\$	125,329.99
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September 18 ,2018

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

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

#1390 Baker & Taylor	\$23.83
#1391 Warehouse Direct	\$141.66
	<hr/>
	<hr/>
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Park Ridge Public Library
 Year To Date Budget Report
 8/31/2018

33% of Fiscal Year Completed

<u>Operating Budget</u>	<u>Budget</u>	<u>YTD Budget</u>	<u>Monthly Expenditures</u>	<u>Year To Date Expenditures</u>	<u>% of YTD Budget Spent</u>	<u>% of Budget Spent</u>
Salaries	\$ 2,436,144	\$ 812,040	\$ 242,252.64	\$ 724,102.13	89%	30%
Employee Benefits	\$ 423,200	\$ 141,065	\$ 33,349.07	\$ 133,396.28	95%	32%
Data Processing (1)	\$ 249,568	\$ 83,189	\$ 49,835.85	\$ 109,532.88	132%	44%
Building Maintenance	\$ 145,000	\$ 48,333	\$ 8,275.38	\$ 28,962.06	60%	20%
Membership Dues (2)	\$ 5,000	\$ 1,667	\$ 313.00	\$ 2,044.00	123%	41%
Recruiting and Testing	\$ 2,500	\$ 833	\$ -	\$ 432.00	52%	17%
Conferences and Training	\$ 17,000	\$ 5,667	\$ 1,285.34	\$ 7,438.16	131%	44%
Equipment Rental	\$ 14,600	\$ 4,867	\$ 1,392.50	\$ 2,826.68	58%	19%
Consulting Services	\$ 35,000	\$ 11,667	\$ -	\$ -	0%	0%
Public Relations	\$ 29,000	\$ 9,667	\$ 81.75	\$ 2,220.48	23%	8%
Bank Service Charges	\$ 1,500	\$ 500	\$ 108.48	\$ 323.68	65%	22%
Insurance	\$ 10,000	\$ 3,333	\$ -	\$ -	0%	0%
General Contractual	\$ 81,500	\$ 27,166	\$ 4,214.73	\$ 19,217.16	71%	24%
Special Counsel	\$ 30,000	\$ 10,000	\$ 144.00	\$ 2,980.00	30%	10%
Office Supplies	\$ 22,000	\$ 7,333	\$ 382.59	\$ 1,856.02	25%	8%
Library Supplies	\$ 49,700	\$ 16,567	\$ 2,057.09	\$ 8,440.12	51%	17%
Building Supplies	\$ 21,000	\$ 7,000	\$ 119.40	\$ 2,007.78	29%	10%
Library Resources (3)	\$ 597,300	\$ 199,098	\$ 40,195.93	\$ 220,881.71	111%	37%
Heat	\$ 10,000	\$ 3,333	\$ -	\$ 1,210.69	36%	12%
Total Operating Budget	\$ 4,180,012	\$ 1,393,323	\$ 384,007.75	\$ 1,267,871.83	91%	30%

<u>Capital Budget</u>						
Technology Replacement	\$ 100,000	\$ 100,000	\$ -	\$ 100,000.00	100%	100%
Capital Projects	\$ 2,335,000	\$ 778,326	\$ 565,578.95	\$ 701,046.96	90%	30%
Total Capital Budget	\$ 2,435,000	\$ 878,326	\$ 565,578.95	\$ 801,046.96	91%	33%
Total Budget	\$ 6,615,012	\$ 2,271,649	\$ 949,586.70	\$ 2,068,918.79	91%	31%

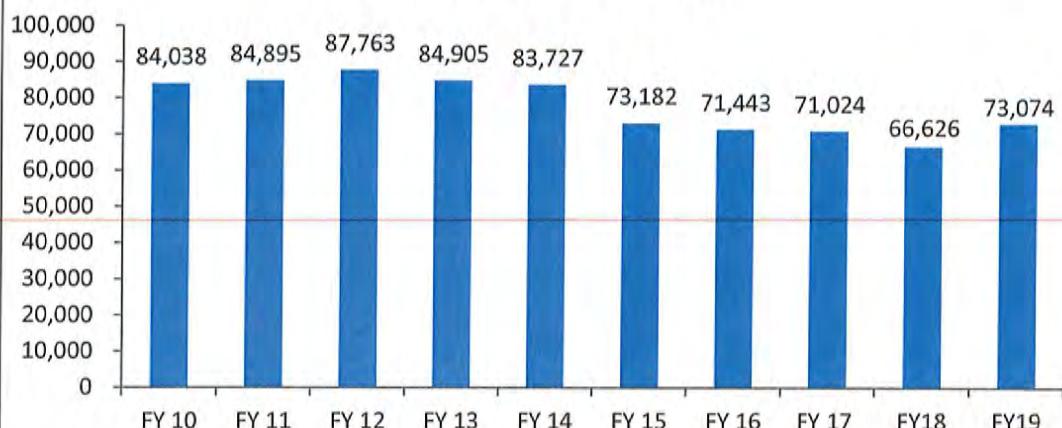
- (1) Prepaid IT service contract
- (2) Annual Management Association membership
- (3) Includes prepaid database subscriptions

Park Ridge Public Library
Fine Revenue History
YTD through August

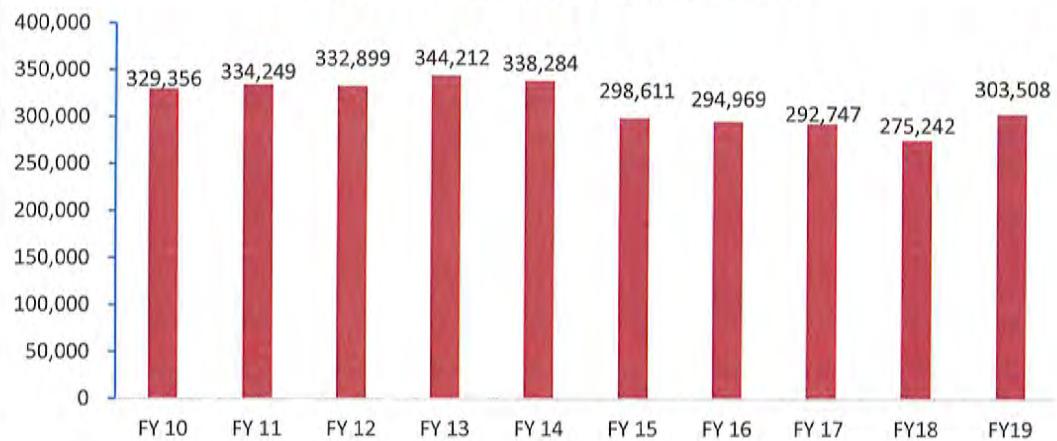
	FY 18/19	FY17/18	FY16/17	FY15/16	FY14/15
YTD	\$ 13,637.87	\$ 25,690.98	\$23,541.46	\$28,351.15	\$27,033.36
% Incr/Dec	-47%	9%	-17%	5%	-
\$ Inc/Dec	\$ (12,053.11)	\$2,149.52	\$ (4,809.69)	\$1,317.79	\$27,033.36

(1) Automatic renewals implemented on April 17, 2018

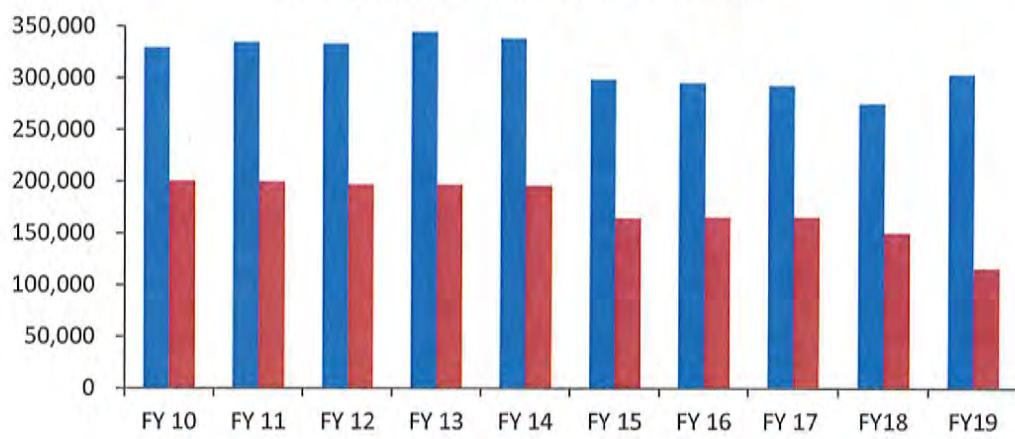
Items Borrowed - August



Items Borrowed - Year to Date



YTD Items Borrowed & Visits



Park Ridge Public Library
BORROWER POPULATION/LIBRARY CARD REGISTRATION
AUGUST, 2018

	Cardholders 8/1/2018	New Residents August	New Non- Residents August	Purged (1)	TOTAL 8/31/2018	Last Year 8/31/2017
Adult	19,178	163	0	964	18,377	19,296
Juvenile	5,015	103	0	205	4,913	5,067
TOTALS	24,193	266	0	1,169	23,290	24,363

**TOTAL REGISTERED BORROWERS
AS PERCENTAGE OF POPULATION**

August 2018	23,290	62%
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August 2017	24,363	65%
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Unique Borrowers - Cards used to check out physical items

August, 2018	5,130
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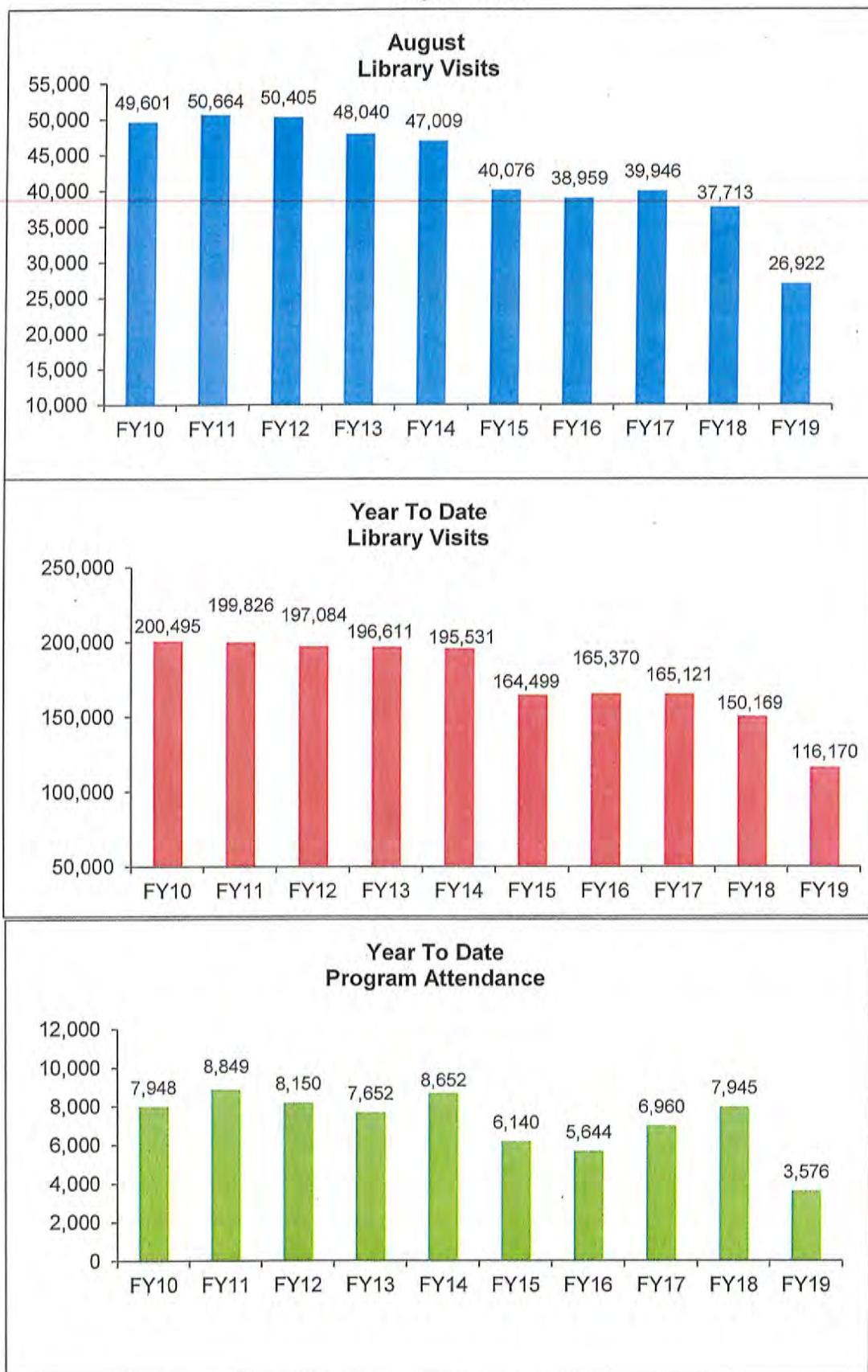
August, 2017	5,096
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September, 2017 - August, 2018	not available
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September, 2016 - August, 2017	12,509
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(1) CCS has begun process of monthly purge of patron accounts meeting purge criteria

Park Ridge Public Library
August 2018



Park Ridge Public Library Daily Statistics August 2018					
Date	Day	Library visits	Visits per hour	Library program attendance	Community program attendance
8/1/2017	Wednesday	1,146	96	42	
8/2/2017	Thursday	956	80	0	
8/3/2017	Friday	791	88	21	
8/4/2017	Saturday	654	82	0	
8/5/2017	Sunday	465	93	0	
8/6/2017	Monday	1,229	102	0	
8/7/2017	Tuesday	1,133	94	0	
8/8/2017	Wednesday	1,001	83	0	
8/9/2017	Thursday	974	81	12	
8/10/2017	Friday	876	97	3	
8/11/2017	Saturday	763	95	0	
8/12/2017	Sunday	589	118	0	
8/13/2017	Monday	1,106	92	0	
8/14/2017	Tuesday	1,058	88	0	
8/15/2017	Wednesday	962	80	25	
8/16/2017	Thursday	936	78	5	
8/17/2017	Friday	855	95	4	
8/18/2017	Saturday	776	97	0	
8/19/2017	Sunday	511	102	0	
8/20/2017	Monday	962	80	15	
8/21/2017	Tuesday	996	83	0	
8/22/2017	Wednesday	936	78	38	
8/23/2017	Thursday	841	70	0	
8/24/2017	Friday	781	87	89	
8/25/2017	Saturday	819	102	0	
8/26/2017	Sunday	525	105	0	
8/27/2017	Monday	857	71	0	
8/28/2017	Tuesday	913	76	0	
8/29/2017	Wednesday	920	77	27	
8/30/2017	Thursday	772	64	0	
8/31/2017	Friday	819	91	120	
	Totals	26,922		401	0
	Last Year	37,713	0	1,919	60
	YTD Totals	116,170		3,576	0
	Last YTD	150,169	0	7,945	346

Park Ridge Public Library
Virtual Visits/Computer Use/WiFi Sessions/Media Lab
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		19,146		
October		19,813		
November		20,173		
December		17,509		
January		21,259		
February		18,552		
March		22,476		
April		20,898		
YTD Total	71,210	245,317	(14,281)	-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		2,733				\$182	
October		2,948				\$185	
November		3,043				\$162	
December		2,505				\$106	
January		2,821				\$209	
February		2,480				\$162	
March		3,160				\$266	
April		2,755				\$268	
YTD Total	10,286	35,767	(3,036)	-91%	\$720	\$2,159	\$101

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		3,534		July	\$ -	0	\$ 170	4
October		3,857		August	\$ -	0	\$ 70	3
November		3,979		September			\$ 130	3
December		4,559		October			\$ 150	4
January		3,807		November			\$ 180	4
February		3,431		December			\$ 150	4
March		4,060		January			\$ 140	5
April		3,756		February			\$ 150	6
YTD Total	12,258	47,628	-17%	YTD Total	\$ 810	25	\$ 1,965	54

August 2018

Aug 1, 2018 - Aug 31, 2018

 All Users
100.00% Sessions

Total Visits

17,235

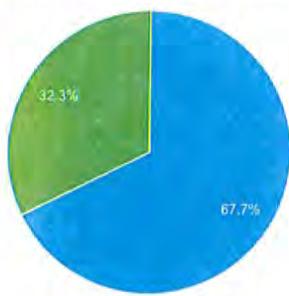
% of Total: 100.00% (17,235)

Page Views Per Visit

2.04

Avg for View: 2.04 (0.00%)

Total Visits



Avg. Visit Duration

00:02:34

Avg for View: 00:02:34 (0.00%)

Unique Visitors

7,951

% of Total: 100.00% (7,951)

Pageviews by Page

Page	Pageviews
/	18,961
/databases/	2,415
/ebooks-and-downloadables/	788
/employment/	666
/about/renovation-2018/	609
/read-listen-view/	446
/new-dvd-blu-ray/	328
/search/	299
/newcatalog/	286
/research-learn/	286

New Visits

5,568

% of Total: 100.00% (5,568)

Visits by Browser

Browser	Sessions
Chrome	8,777
Safari	4,961
Firefox	1,190
Internet Explorer	1,124
Edge	711
Amazon Silk	203

**Park Ridge Public Library
Outreach Statistics
August 2018**

Visits to Groups outside the Library

	Groups	People Reached
August 2018	12	708
August 2017	21	932
YTD 2018/19	127	5,962
YTD 2017/18	159	8,494

Loans of Materials

Schools and Nursing homes	Loans	Number of Items sent
August 2018	7	172
August 2017	12	218
Home Bound	Patrons Served	Number of Items sent
August 2018	17	78
August 2017	25	102
Totals-August 2018	24	250
Totals-August 2017	37	320
YTD 2018/19	109	1,357
YTD 2017/18	132	1,560

**PARK RIDGE PUBLIC LIBRARY
LIBRARY DIRECTOR'S REPORT – SEPTEMBER 18, 2018**

PERSONNEL

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

Laura Collins, Library Assistant, Part-Time, Circulation, effective August 28

Sarah O'Brien, Library Assistant, Part-Time, Circulation, effective September 5

Kaitlyn Settipane, Library Page, Part-Time, Reference Services, effective September 7

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

Faye Levin-O'Leary, Library Senior Page, Part-Time, Reference Services, effective August 23

Megan Sanks, Student Page, Part-Time, Reference Services, effective August 23

Jessica Person, Library Assistant I, Part-time, Circulation, effective August 24

Anna Domusiewicz, Library Assistant, Part-Time, Circulation, effective August 31

Parisa Piri, Library Assistant, Part-Time, Circulation Services, effective September 2

Julia Lukasik, Library Page, Part-time, Children's Services, effective September 12

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

None

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

None



TO: Board of Trustees
FROM: Heidi Smith
DATE: September 14, 2018
SUBJECT: Library Director Report

HOW ARE THINGS GOING?

There is so much we want to do, and there is no shortage on good ideas, dedication and excitement from the team. Prioritizing and making sure we're not trying to do so much that quality suffers is the hardest challenge we're facing. Construction Phase 2 will be complete September 21, and we are preparing for Phase 3.

LIBRARY DIRECTOR PROGRESS-TO-GOAL FY2019

- 1. Include staff in meetings with trustees and members of the community, building relationships between them as well as with me.**
 - Met with Trustee Lauren Rapisand and Business Manager Angela Berger to discuss fundraising opportunities.
 - Met with Trustees Mike Reardon and Joe Egan and Business Manager Angela Berger to discuss budget strategy.
 - Met with former Library Director Jan Van De Carr, Reference Manager Gretchen Kottkamp and Librarian Amber Ensign to work on fine art inventory and placement post renovation.
 - Met with Park Ridge Chamber of Commerce executive Director Gail Haller and Marketing Coordinator Monika Czehak to start planning a visit from Santa at City Hall for Winterfest.
- 2. Deliver sound financial planning for FY20 budget including services adapted to new facility and required staffing.**
 - Drafted capital budget with Business Manager Angela Berger and Facility Manager John Prialia.
 - Brainstormed and reviewed draft operating goals with management team.
 - Meeting with each manager to discuss budget and spending strategies currently in practice.
 - Setting the groundwork for the staff audit with discussion with Library managers about post-renovation projections, current openings and job descriptions.
- 3. Provide rigorous management of the project including practical improvements and cost savings.**
 - Continue feedback with architect Studio GC, general contractor CSI and John Prialia to maintain effective project communication.
 - Recommending revisions as needed, including ADA accessible bathrooms.
 - Identified additional cost savings with staff workroom millwork.
 - Planning for Phase 3 materials shifting, furniture disposal and emergency egress.
 - Phase 3 design review with Studio GC in progress.
 - Met with Trustees Mike Reardon and Joe Egan and City Manager Joe Gilmore to review the agreed upon Phases for Library renovation and life safety improvements this year and FY21.

OF NOTE:

- Staff completed a **successful fire drill**.
- Park Ridge Prevention Bureau performed the **Annual Fire Prevention inspection**.

- Asbestos abatement tentatively scheduled for October 11-12. The Library would be closed those two days
- Atomic Mechanical Services **performed repairs to the rooftop unit #3** including relays, circuit breakers and power washing radiators to keep our aging HVAC system running effectively.
- The Lounge Committee served a **staff luncheon in honor of the Lounge reopening** and an after-hours staff potluck to celebrate being half-way through the renovation.
- Staff are planning the transition from Phase 2 to Phase 3 in which the **staff will shift almost 170,000 items**.
- *Book Match*, our new readers' advisory service, launched on August 17. We have **received sixteen Book Match requests so far and responded with over 90 recommended books**.
- **August pop-up programs at the Library:** *Decorate Our Reading Garden with Butterflies*, *Popsicle Party* and *Movie on the Lawn*.
- The **Summer Reading Club** came to a close August 12.
 - 2,119 kids signed up (compared with 2,675 in 2017)
 - “Finishing rate” was 68% (compared to 55% in 2017)
 - 269 teens signed up (compared to 536 in 2017 and 382 in 2016)
 - “Finishing rate” was 56%.
 - We expect that having no real Teen Loft throughout the summer impacted participation.
 - 347 adult participants logged 1605 books
- In August **Children's Services staff attended community events and back-to-school events**, at which we offered Library Card Sign-ups and spoke with families about Library services:
 - National Night Out
 - Farmer's Market Kids' Tent
 - St. Paul of the Cross School Info Fair
 - Mary Seat of Wisdom School Ice Cream Social
 - Storytime at Jefferson School
 - Park Ridge Park District Preschool Back-to-School Night
 - Lincoln School Parent Night
 - Emerson School Parent Night
- CS staff is **conducting final weeding projects** in preparation for Phase 3 move of the Children's Services collections and new shelving.



Decorating our Reading Garden with Butterflies



Pat's picture of the 2nd floor ceiling with drywall

STAFF DEVELOPMENT

- All Children's Services staff attended training for addressing behavior in the Teen Loft and ideas for great teen reads, led by Teen Services Librarian Claire Griebler in preparation for staffing the new space.
- Children's Services Librarian Leah Raven attended *Polaris Simply Reports* training at CCS.
- Teen Services Librarian Claire Griebler attended YALD networking and Youth Commission meetings.
- Facility Manager John Priala attended a seminar regarding *Overdose Education and Naloxone Distribution Training* at the Park Ridge Non Profit Center.
- Reader Services Manager Laura Scott attended "*Instant Impact: Supervisory Fundamentals*" workshop with HRSource.
- Technical Services Librarian Carol Pinson and Cataloging Assistant Lauren Bochat attended CAMM Technical Group meeting.
- ILL Coordinator Tony Letrich attended ILL Technical Group Meeting.
- Reference Librarian Lori Preston attended the Chamber Luncheon where the Park Ridge Police gave a demonstration of a new active shooter training module.
- Lori also attended *B.I.G. (Business Information Group) Librarians Meeting*.
- Reference Manager Gretchen Kottkamp attended the *Collection Management Meeting* at Harper College.
- Gretchen also attended *ELSUM (Electronic Resources Managers) Meeting*.
- Director Heidi Smith, Marketing Coordinator Monika Czehak and Business Manager Angela Berger attended Harwood Institute *Strategic Planning Webinar* to prepare staff straining on turning outward with community conversations.

**MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
COMMUNICATIONS & DEVELOPMENT COMMITTEE OF THE WHOLE
HELD SEPTEMBER 11, 2018 AT 7:42 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, Gareth Kennedy, Joshua Kiem, Patrick Lamb, Michael Reardon

TRUSTEES ABSENT: Charlene Foss-Eggemann

OTHERS PRESENT: Heidi Smith, Library Director; Angela Berger, Library Staff; Alderman Charlie Melidosian, Library Liaison; Amy Bartucci, Alice Dobrinsky, Park Ridge residents

Approval of Minutes

Mr. Lamb made a

MOTION: to approve the minutes of the Communications & Development Committee meeting August 14, 2018

Mr. Egan SECONDED the motion

Voice vote

MOTION PASSED UNANIMOUSLY

Discussion of Donor Opportunities for the Renovation

Mrs. Rapisand provided background information from conversations with Library staff regarding the philosophy of giving to support the Library and possible strategies for soliciting support. Mr. Egan opined that this is the time for soliciting "home run" donations and asked that a solicitation for naming rights be included in the November/December newsletter.

Mrs. Rapisand mentioned the need to have the support of the Library Board trustees when moving forward with fundraising.

Mrs. Rapisand stated that Ms. Smith will connect with the consultants prior to the September Board meeting.

Other None

Adjournment: 8:10 p.m.

Karen Burkum or Lauren Rapisand, Co-Chair

**MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
BUILDING & GROUNDS COMMITTEE OF THE WHOLE
HELD SEPTEMBER 11, 2018 AT 7:02 P.M. IN THE SECOND FLOOR MEETING ROOM OF
CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL**

ROLL CALL:

TRUSTEES PRESENT: Patrick Lamb, Chair; Karen Burkum, Stevan Dobrilovic, Joseph Egan, Gareth Kennedy (7:15 p.m.), Joshua Kiem, Lauren Rapisand, Michael Reardon

TRUSTEES ABSENT: Charlene Foss-Eggemann

OTHERS PRESENT: Heidi Smith, Library Director; Angela Berger, Library Staff; Alderman Charlie Melidosian, Library Liaison; Amy Bartucci, Alice Dobrinsky, Park Ridge residents

Approval of Minutes

Mr. Reardon made a

MOTION: to approve the minutes of the August 14, 2018 Buildings and Grounds Committee meeting

Mr. Kiem SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Library Renovation Project Update

Washrooms – Ms. Smith reviewed the *Renovation Construction Update* from today. She also provided an update and timeline for expanded plan for the first floor washrooms adjacent to the current dumbwaiter. This work could add two to four weeks to the project but not delay the opening of the building.

Mr. Egan suggested the possibility of using gift funds for naming of renovated space, thereby enabling the use of project funds for expansion and accessibility of the first floor washrooms adjacent to the current dumbwaiter.

Ms. Smith confirmed that it is the consensus of the Board to move forward with this funding plan.

Inspections – Ms. Smith summarized her August 30 meeting with Mr. Reardon, Mr. Egan, and City Manager Mr. Gilmore regarding changing goals/requirements of fire inspections. To avoid delays experienced between Phase 1 and Phase 2 a pre-inspection walkthrough process will be initiated. The group also discussed what might be expected/added going forward with the renovation. Mr. Gilmore confirmed that the original plan is the one we will execute on. The comprehensive plan being developed is not the goal for this project.

Mr. Lamb inquired about the latest change orders. Mr. Egan would like the janitor's closet repair to be charged repairs and not to the project.

Fireplace – Ms. Smith reviewed the fireplace options and asked for consensus of the Committee.

It is the consensus of the Committee to adopt Option #1 of the fireplace design.

Other None

Adjournment: 7:42 p.m.

Patrick Lamb, Chair

DRAFT

**MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
BUDGET & FINANCE COMMITTEE OF THE WHOLE
HELD SEPTEMBER 11, 2018 AT 8:10 P.M. IN THE SECOND FLOOR MEETING ROOM OF
CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL**

ROLL CALL:

TRUSTEES PRESENT: Joseph Egan, Treasurer, Chair; Michael Reardon, President; Gareth Kennedy, Secretary; Karen Burkum, Stevan Dobrilovic, Joshua Kiem, Patrick Lamb, Lauren Rapisand

TRUSTEES ABSENT: Charlene Foss-Eggemann, Vice-President

OTHERS PRESENT: Heidi Smith, Library Director; Angela Berger, Library Staff; Alderman Charlie Melidosian, Library Liaison; Amy Bartucci, Alice Dobrinsky, Park Ridge residents

Approval of Minutes

Mr. Reardon made a

MOTION: to approve the minutes for the August 14, 2018 Budget & Finance Committee meeting

Mr. Egan SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Review of Budget Schedule from Annual Board Calendar

The Committee agreed that the process should be:

1. Develop a preliminary budget
2. Provide the Board with options for spending down fund balance
3. Review with the City Manager, Mr. Gilmore

The Committee would like to have a draft to review at the October Planning & Operations COW.

FY20 Capital Budget

The Committee reviewed the proposed FY20 capital budget, which includes \$60,000 for *Roof/Snow Ice Prevention* and \$110,000 for *Sanitary Drain and Water Distribution*.

Ms. Smith discussed the possibility of completing the roof snow/ice project this fiscal year, FY19, but keeping it in the FY20 budget as well. Undertaking this project in FY19 would require City Council approval per Council Policy Statement #23.

Mr. Egan made a

MOTION: to approve the FY20 Capital Budget in the amount of \$170,000.00

Mr. Reardon SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Mr. Kiem requested an update on the Capital Reserve Study.

Review of FY20 Operating Budget Goals

Ms. Smith reviewed the FY20 Operating Budget Goals as presented in the memo:

1. Post-renovation assessments: inventory of carts and stools, additional furniture and fixtures that might be necessary, usage of spaces, things not completed as part of this renovation (ceilings/lighting for sprinklers), digital signage, directional signage and community events postings. (Beginning January 2019 and ongoing; could result in FY20 budget revisions.)
2. Ensure e-books, streaming databases and informational databases for adults and kids are optimal in what we offer, accessibility, licensing sustainability, usage and community outcomes/impact assessment.
3. Develop and enact community engagement strategies to support the development of a new/revised strategic plan.
4. Complete staff audit including market pay study for FY21 budget; evaluation processes/training/tools.

Mr. Egan added that in the interest of long-term sustainability of the Library, a study be undertaken to better understand the implications of adopting a 40 hour work week.

FY20 Levy Resolution

No discussion.

Other None

Adjournment: 9:11 p.m.

Joseph Egan, Chair

NO
September 2018

IGA (Intergovernmental Agreement)
Sub-Committee

Personnel
Planning & Operations
Resources
Committee Meetings

(No action items.)

