

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, November 20, 2018 at 7:00 p.m.

1. Call to Order and Roll Call
2. CONSENT AGENDA

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

- *3. Approval of Minutes of Regular Meeting of October 16, 2018
4. Comments from the General Public (Non-agenda items)
5. Secretary's Report
 - A. Communications
 - B. Motion to allow copies of closed meeting minutes to be removed from the Library for review by Trustees.
Formal vote necessary per IOMA ILCS 120 §2.06(e)

6. Treasurer's Report

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

a. Period 6, October 16, 2018	b. Period 6, October 31, 2018
Library Fund Warrants \$30,398.04	Library Fund Warrants \$18,748.60
Payroll \$80,924.07	Payroll \$79,107.60
Grant Fund \$0.00	Grant Fund \$0.00
Technology Replacement Fund \$5,419.00	Technology Replacement Fund \$0.00
North Suburban Digital Consortium \$3,036.60	North Suburban Digital Consortium \$2,281.34
Library Restricted Fund \$0.00	Library Restricted Fund \$203.92
Total \$119,777.71	Total \$100,341.46

- *B. Per Capita Grant Report for October 2018
- *C. Technology Replacement Fund Summary Report for October 2018
- *D. Library Gift Fund Report for October 2018
 - a. Approval for payment from the Restricted Fund, \$3,352.91
- E. Year to Date Budget Report for October 2018
- *F. Fines & Fees Revenue History

7. Library Director's Report

- A. Statistical Reports – Monthly Statistics for October 2018
- B. Narrative

8. Committee Reports

A. Planning & Operations

- a. Motion to approve the Resolution Amending the Sexual Harassment Policy Contained in the Library Appendix of the City of Park Ridge Employee Manual – i.e., motion to accept the changes to the anti-harassment policy consistent with the City's policy

C. Library Resources

- a. Per Capita Grant discussion
- b. Motion to accept the bid of Computer View, Inc., 2035 S. Arlington Heights Road, Suite 121, Arlington Heights, IL for the purchase of up to 100 desktop computers, as specified in Specifications and Contract Documents 2018-02, at a cost of \$1,055 per unit.
- c. Motion to accept the bid of Civitas IT, LLC, 401 N. Michigan Avenue, Suite 1200, Chicago, IL for the purchase of up to 20 notebook computers, as specified in Specifications and Contract Documents 2018-02, at a cost of \$1,292 per unit.

D. Building & Grounds

- a. Motion to approve outstanding change orders as presented

E. IGA/Intergovernmental Agreement Sub-Committee (*Memorandum of Understanding (MOU)*)

- a. Update

9. Friends of the Library Report
10. Unfinished Business
11. New Business
12. Adjournment

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

**MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE PARK RIDGE PUBLIC LIBRARY HELD
IN THE CITY HALL COUNCIL CHAMBERS, 505 BUTLER PLACE, PARK RIDGE, IL
TUESDAY, OCTOBER 16, 2018 AT 7:00 P.M.**

CALL TO ORDER

Mr. Reardon called the meeting to order at 7:02 p.m.

ROLL CALL

TRUSTEES PRESENT: Michael Reardon, President; Charlene Foss-Eggemann, Vice-President; Gareth Kennedy, Secretary; Joseph Egan (7:38 p.m.), Treasurer; Karen Burkum, Stevan Dobrilovic, Joshua Kiem, Patrick Lamb, Lauren Rapisand

TRUSTEES ABSENT: None

OTHERS PRESENT: Heidi Smith, Library Director; Jodi Bemis Whitney, Angela Berger, Parry Rigney, Laura Scott, Library Staff; Alderman Charlie Melidosian, Library Liaison; Anne Lunde, Park Ridge Journal

CONSENT AGENDA

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

Mr. Dobrilovic made a motion to

MOTION: to approve the Consent Agenda

Mrs. Rapisand SECONDED the motion

Roll call vote: 8 Yay: Burkum, Dobrilovic, Foss-Eggemann, Kiem, Kennedy, Lamb, Rapisand, Reardon
1 Absent: Egan

MOTION PASSED UNANIMOUSLY

COMMENTS FROM THE GENERAL PUBLIC

None

SECRETARY'S REPORT

Mr. Kennedy reviewed the correspondence for this month.

- A comment form from "a fond patron of PRPL" suggesting we look at the nice computer setup at Niles Public Library.
- A comment card from an anonymous patron, stating they while looking for a book on the catalog computer their 3-year-old was being impatient. Seeing their struggles, Grace, a Reference librarian turned on a video of "Thomas the Train" on her monitor to keep him busy while the patron continued their search. They commended Grace for this kindness which made the parent's experience more enjoyable.
- A comment card from Mrs. Dee Derer, suggesting the "damage sticker" used by the Wilmette Library on the DVD's is much more practical than those used in the PRPL DVDs.
- A comment card requesting hooks on the walls by the sinks of the second floor women's washroom; stating it would be nice to have somewhere to hang purses/bags when patrons wash their hands. They added that the water pressure seems low in those sinks.
- A comment card requesting the Library "please put a shelf back in the Ladies Room. They also asked that one sheet with the date due be placed in each item borrowed.
- A comment card from a young child saying, "Thank you. – Love Love, Avery".
- A comment card from another young child saying, "Love books. Reese O."

TREASURER'S REPORT

Ms. Berger reported that in regard to the Year to Date Budget Report on page 37 of the packet, stating that as of September 30, 2018 with 42% of the fiscal year completed, the Library has expended 37% of the total operating budget and 33% of the Capital Budget. She added that there are footnotes explaining the three line items that appear to be overspent but are prepaid items.

Mr. Lamb made a motion to

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

Mrs. Burkum SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

LIBRARY DIRECTOR'S REPORT

Ms. Smith reported that on page 38 the fines and fees revenue is lower than previous years which, as has been discussed before at length, is attributable to automatic renewal. She added that the chart on page 39 reflects fewer visits which can be attributed to the renovation. Mrs. Burkum suggested that, since this year is such an anomaly with the renovation, moving forward statistics be delineated/compared as post-renovation to pre-renovation and Ms. Smith agreed.

Ms. Smith noted that the Library has fewer computers right now with the renovation, and so the statistics on page 45 for computer use is significantly lower as well.

Ms. Smith reviewed her written report and announced that curb-side pickup began October 9. She thanked the City for working with the Library to reserve the three parking spaces at the end of the Library walkway across from the Pickwick.

Ms. Smith reported that in September 2018 the staff moved and relocated every item in the Library's collections over the course of two weeks, and staff finished the shift two days before schedule.

COMMITTEE REPORTS

Planning & Operations Committee

No report

Budget & Finance

In Mr. Egan's absence, Mrs. Burkum reviewed the Budget & Finance meeting and read the motion being considered,

On behalf of the Committee, Mrs. Burkum made a

MOTION: to approve Resolution 2018-1, a Resolution to Adopt the 2018 Library Tax Levy of the Park Ridge Public Library, in the amount of \$3,661,000.00.

Mrs. Rapisand reviewed her research of the referendum and her thoughts on the approval of the Library levy.

Mr. Egan arrived at 7:38 p.m.

After discussion among the trustees regarding the levy, the Library's fund balance, and other levy-related issues, Mr. Reardon suggested a motion be made to table the motion to approve the Levy Resolution which would allow additional time for Mrs. Rapisand to further develop her proposal for use of available Library funding.

Mrs. Rapisand made a

MOTION: to table the motion regarding approval of the Resolution to Adopt the 2018 Library Tax Levy of the Park Ridge Public Library to allow for further research and discussion by the Board.

Mrs. Burkum SECONDED the motion

Roll call vote: 2 Y: Burkum, Rapisand
7 N: Dobrilovic, Egan, Foss-Eggemann, Kiem, Kennedy, Lamb, Reardon

MOTION FAILED

On behalf of the Committee, Mrs. Burkum made a

MOTION: to approve Resolution 2018-1, a Resolution to Adopt the 2018 Library Tax Levy of the Park Ridge Public Library, in the amount of \$3,661,000.00.

Roll call vote: 7 Y: Dobrilovic, Egan, Foss-Eggemann, Kiem, Kennedy, Lamb, Reardon
2 N: Burkum, Rapisand

MOTION PASSED

Building & Grounds

Mr. Lamb stated that he had walked through the Library and is impressed by the renovations, and the Board and audience applauded.

Mr. Reardon invited Mr. Giometti, architect with Studio GC Architecture, to give a presentation on the options for the proposed first floor bathroom renovations, including the possible removal of the dumb waiter.

Mr. Giometti gave a presentation on the proposed bathroom renovations.

Ms. Smith stated that given all of the information presented she still recommends Option A (a.k.a. the original Option 2) since it offers centralized ADA accessible washrooms, it increases the space in those washrooms by 50%, and adding the additional toilets brings the building more in line with acceptable levels in terms of number of fixtures and accessible fixtures, and it is funded with unrestricted gift funds, she believes it would be a good investment.

Mr. Dobrilovic suggested a poll of the trustees be taken to determine how many trustees wish to vote on an amended amount for the renovation scope changes. Mr. Reardon suggested there be discussion about revising the bathrooms, about having ADA bathrooms other than those already planned for the Children's department.

After discussion, a poll was taken of the trustees regarding which option they would vote for. Based on the results of this poll,

Mr. Lamb made a

MOTION: TO AMEND the motion to approve Option A of the renovation scope changes to first floor bathrooms, second floor media space and third floor staff copy room with the use of unrestricted gift funds in an amount not to exceed \$86,364.43

Mrs. Burkum SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

On behalf of the Committee, Mr. Lamb made a

MOTION: to approve the amended motion for the renovation scope changes in an amount not to exceed \$86,364.43

Mr. Egan SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

The Board thanked Mr. Giometti.

In regard to the purchase of staff workroom furniture, Ms. Smith clarified that the final quote is in the packet on pages 68-69, with the drawings on page 67. She stated that the difference between the quoted amount and the available Per Capita Grant funds is \$3,536.00, and asked that the Board approve this motion using \$3,536.00 in project funds, in addition to \$19,195.00 of FY17/18 Per Capita Grant funds. Ms. Smith explained there is a millwork credit as a result of changing some workstations to desks, thus negating the need for custom millwork and without escalating the project's furniture costs. Without formal pricing she asks that the \$3,536.00 of project funds be included in the motion.

Mr. Reardon made a

MOTION: to amend the motion to approve the purchase of furniture for Children's Service workrooms using \$3,536.00 in Capital Project funds and \$19,195.00 of FY17/18 Per Capita Grant funds.

Mr. Lamb SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

Mr. Reardon made a

MOTION: to approve the amended motion for the purchase of furniture for Children's Service workrooms using \$3,536.00 in Capital Project funds and \$19,195.00 of FY17/18 Per Capita Grant funds

Mr. Lamb SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

FRIENDS OF THE LIBRARY

Ms. Smith stated that the Friends of the Library have been very supportive and patient while the area they use for their workroom is under construction and that is greatly appreciated.

UNFINISHED BUSINESS

Ms. Smith stated that at City Manager Gilmore's and Finance Director Lamberg's suggestion, she has distributed a spreadsheet explaining the timing difference that exists in accounting for property tax revenues. Recognition of the Library's tax levy is split between two fiscal years; for FY19, recorded tax revenues will include the second installment of the December, 2017 levy and the first installment of the December, 2018 levy. The Library/City's *fiscal year* straddles two *levy years* so Ms. Smith wants the Board to be aware of this and the resulting impact on FY19 and FY20 fiscal year end fund balances.

Mr. Dobrilovic asked that Ms. Smith email a copy of the spreadsheet to the Board with clear labeling so they can better understand the details.

Mr. Reardon explained that the ending fund balance (funds the Library has at the end of the fiscal year) has to provide for several months of expenditures while the Library awaits the receipt of the new fiscal year's tax funds. Therefore, there is a real concern that if the Library were to only have three months of funds available at fiscal year end, the fund balance would go negative before it receives tax revenue. Mr. Reardon asked Ms. Smith and Ms. Berger to provide tax revenues by fiscal year (rather than levy year) so the Board can target the three months' fund balance at the appropriate time, rather than at the end of the fiscal year.

NEW BUSINESS

Mr. Dobrilovic stated that the *Book Match Service* at the Library is wonderful; he is on the fourth of the six books recommended for him and he thanked Ms. Scott and the Library for offering this service.

ADJOURNMENT

Mr. Kennedy MOVED to adjourn the Board meeting.

Mrs. Burkum SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 9:15 p.m.

Gareth Kennedy, Secretary

WARRANT: L101618

TO FISCAL 2019/06 05/01/2018 TO 04/30/2019

VENDOR NAME

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

5354 AMAZON COM CREDIT SERVICES									
105508	10/15/18	161663		197898	P	10/18/18	2015017 954013	LIB RSRCS-YA GAMES	7.99
INVOICE: 484999565798									
105509	10/15/18	161664		197898	P	10/18/18	2015017 954013	LIB RSRCS-YA GAMES	79.98
INVOICE: 663566678343									
105510	10/15/18	161665		197898	P	10/18/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.32
INVOICE: 476386698358									
105511	10/15/18	161666		197898	P	10/18/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	25.00
INVOICE: 694483365958									
105512	10/15/18	161667		197898	P	10/18/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	34.19
INVOICE: 474375737767									
105513	10/15/18	161668		197898	P	10/18/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	19.45
INVOICE: 468484357638									
105514	10/15/18	161669		197898	P	10/18/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	78.66
INVOICE: 785889566896									
105515	10/15/18	161670		197898	P	10/18/18	2015017 954013	LIB RSRCS-YA GAMES	143.99
INVOICE: 779334667643									
105516	10/15/18	161671		197898	P	10/18/18	2015017 954013	LIB RSRCS-YA GAMES	119.98
INVOICE: 446987997673									
105517	10/15/18	161672		197898	P	10/18/18	2015017 954013	LIB RSRCS-YA GAMES	59.99
INVOICE: 437785473964									
VENDOR TOTALS		8,809.52 YTD INVOICED		9,716.11 YTD PAID		580.55			
800 AMERICAN EAGLE COM									
105518	10/15/18	161673		197899	P	10/18/18	2015011 931700	LIB DATA PROC SV	850.00
INVOICE: 275611									
VENDOR TOTALS		8,425.00 YTD INVOICED		10,875.00 YTD PAID		850.00			
101020 BAKER AND TAYLOR BOOKS									
105455	10/09/18	161609		197900	P	10/18/18	2015013 951100	LIBRARY SUPPLIES	49.96
INVOICE: TS100918									
105456	10/09/18	161610		197900	P	10/18/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	4,252.93
INVOICE: CS100918									
105457	10/09/18	161611		197900	P	10/18/18	2015017 954010	LIB RSRCS-CD ROM	449.93
INVOICE: YA100918									
105458	10/09/18	161612		197900	P	10/18/18	2015017 954001	LIB RSRCS--ADULT BOOKS	1,751.44
INVOICE: RS100918									
105459	10/09/18	161613		197900	P	10/18/18	2015014 954001	LIB RSRCS--ADULT BOOKS	1,525.11
INVOICE: REF100918									
VENDOR TOTALS		97,383.13 YTD INVOICED		103,246.43 YTD PAID		8,029.37			
6910 BIBLIOTHECA LLC									
105521	10/15/18	161676		197901	P	10/18/18	5535011 952000	MATERIALS	5,419.00
INVOICE: S10044699US									
VENDOR TOTALS		5,419.00 YTD INVOICED		11,993.00 YTD PAID		5,419.00			
489 BLACKSTONE AUDIOBOOKS									

WARRANT: L101618

TO FISCAL 2019/06 05/01/2018 TO 04/30/2019

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	105519	10/15/18	161674		197902	P	10/18/18	2015017 954004	LIB RSRCS-RECORDING	15.99
	INVOICE: 1037908									
	105519	10/15/18	161674		197902	P	10/18/18	2015013 951100	LIBRARY SUPPLIES	2.95
	INVOICE: 1037908									
	105520	10/15/18	161675		197902	P	10/18/18	2015017 954004	LIB RSRCS-RECORDING	28.00
	INVOICE: 1039099									
	105520	10/15/18	161675		197902	P	10/18/18	2015013 951100	LIBRARY SUPPLIES	2.95
	INVOICE: 1039099									
VENDOR TOTALS				3,146.17	YTD INVOICED			3,146.17	YTD PAID	49.89
3733 BOTTOM LINE PERSONAL										
	105522	10/15/18	161677		197903	P	10/18/18	2015014 954003	LIB RSRCS--PERIODICALS	39.00
	INVOICE: ADM101518									
VENDOR TOTALS				39.00	YTD INVOICED			39.00	YTD PAID	39.00
3729 CASE LOTS INC										
	105523	10/15/18	161678		197904	P	10/18/18	2015012 952100	BUILDING SUPPLIES	370.80
	INVOICE: 003953									
VENDOR TOTALS				4,767.70	YTD INVOICED			5,548.95	YTD PAID	370.80
303044 CENTER POINT PUBLISHING										
	105524	10/15/18	161679		197905	P	10/18/18	2015017 954001	LIB RSRCS--ADULT BOOKS	81.11
	INVOICE: 1624510									
VENDOR TOTALS				352.41	YTD INVOICED			406.95	YTD PAID	81.11
100148 CHICAGO TRIBUNE SUBSCRIPTION										
	105525	10/15/18	161680		197906	P	10/18/18	2015014 954003	LIB RSRCS--PERIODICALS	390.00
	INVOICE: ADM1015182									
VENDOR TOTALS				702.00	YTD INVOICED			702.00	YTD PAID	390.00
6390 ANASTASIA DASKALOS										
	105526	10/15/18	161681		197907	P	10/18/18	2015011 933800	CONFERENCES & TRAINING	141.89
	INVOICE: ADM1015183									
VENDOR TOTALS				141.89	YTD INVOICED			141.89	YTD PAID	141.89
19972 DEMCO INC										
	105527	10/15/18	161682		197908	P	10/18/18	2015013 951100	LIBRARY SUPPLIES	107.93
	INVOICE: 6458089									
	105528	10/15/18	161683		197908	P	10/18/18	2015016 951100	LIBRARY SUPPLIES	360.79
	INVOICE: 6455804									
VENDOR TOTALS				6,842.79	YTD INVOICED			6,842.79	YTD PAID	468.72
3807 AMBER ENSIGN										
	105529	10/15/18	161684		197909	P	10/18/18	2015014 951100	LIBRARY SUPPLIES	27.96

WARRANT: L101618

TO FISCAL 2019/06 05/01/2018 TO 04/30/2019

VENDOR NAME

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

INVOICE: ADM1015184									
VENDOR TOTALS		27.96 YTD INVOICED			27.96 YTD PAID			27.96	
3545 FINDAWAY WORLD LLC									
105530	10/15/18	161685		197910	P	10/18/18	2015015 954004	LIB RSRCS-RECORDING	37.49
INVOICE: 266844									
VENDOR TOTALS		8,036.68 YTD INVOICED			8,376.32 YTD PAID			37.49	
7277 FIRST COMMUNICATIONS LLC									
105597	10/15/18	161753		197911	P	10/18/18	2015011 938501	GNL CNTRL SVC/TELEPHONE	469.02
INVOICE: 116700536									
VENDOR TOTALS		1,776.80 YTD INVOICED			1,776.80 YTD PAID			469.02	
300553 GALE GROUP									
105531	10/15/18	161686		197912	P	10/18/18	2015017 954001	LIB RSRCS--ADULT BOOKS	46.98
INVOICE: 65167999									
105532	10/15/18	161687		197912	P	10/18/18	2015017 954001	LIB RSRCS--ADULT BOOKS	27.99
INVOICE: 65202034									
VENDOR TOTALS		19,504.75 YTD INVOICED			31,441.83 YTD PAID			74.97	
971 LIVE OAK MEDIA									
105533	10/15/18	161688		197913	P	10/18/18	2015015 954004	LIB RSRCS-RECORDING	29.95
INVOICE: 116966									
VENDOR TOTALS		347.24 YTD INVOICED			347.24 YTD PAID			29.95	
101892 MIDWEST TAPE									
105534	10/15/18	161689		197914	P	10/18/18	2015015 954004	LIB RSRCS-RECORDING	11.24
INVOICE: 96450058									
105535	10/15/18	161690		197914	P	10/18/18	2015015 954004	LIB RSRCS-RECORDING	11.99
INVOICE: 96478842									
105536	10/15/18	161691		197914	P	10/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	12.74
INVOICE: 96478046									
105537	10/15/18	161692		197914	P	10/18/18	2015015 954004	LIB RSRCS-RECORDING	12.74
INVOICE: 96478840									
105538	10/15/18	161693		197914	P	10/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	11.24
INVOICE: 96477463									
105538	10/15/18	161693		197914	P	10/18/18	2015013 951100	LIBRARY SUPPLIES	1.85
INVOICE: 96477463									
105539	10/15/18	161694		197914	P	10/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	14.24
INVOICE: 96456330									
105540	10/15/18	161695		197914	P	10/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	15.99
INVOICE: 96441714									
105541	10/15/18	161696		197914	P	10/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	18.74
INVOICE: 96456322									
105542	10/15/18	161697		197914	P	10/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	14.24
INVOICE: 96455034									

WARRANT: L101618

TO FISCAL 2019/06 05/01/2018 TO 04/30/2019

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	105542	10/15/18	161697		197914	P	10/18/18	2015013 951100	LIBRARY SUPPLIES	4.95
	INVOICE:	96455034								
	105544	10/15/18	161699		197914	P	10/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	18.74
	INVOICE:	96460513								
	105544	10/15/18	161699		197914	P	10/18/18	2015013 951100	LIBRARY SUPPLIES	3.60
	INVOICE:	96460513								
	105545	10/15/18	161700		197914	P	10/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	22.49
	INVOICE:	96478894								
	105546	10/15/18	161701		197914	P	10/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	22.48
	INVOICE:	96443535								
	105546	10/15/18	161701		197914	P	10/18/18	2015013 951100	LIBRARY SUPPLIES	3.30
	INVOICE:	96443535								
	105547	10/15/18	161702		197914	P	10/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	29.99
	INVOICE:	96456321								
	105548	10/15/18	161703		197914	P	10/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	31.98
	INVOICE:	96478844								
	105549	10/15/18	161704		197914	P	10/18/18	2015015 954004	LIB RSRCS-RECORDING	32.98
	INVOICE:	96441712								
	105550	10/15/18	161705		197914	P	10/18/18	2015015 954004	LIB RSRCS-RECORDING	32.98
	INVOICE:	96450059								
	105551	10/15/18	161706		197914	P	10/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	29.98
	INVOICE:	96477466								
	105551	10/15/18	161706		197914	P	10/18/18	2015013 951100	LIBRARY SUPPLIES	3.30
	INVOICE:	96477466								
	105552	10/15/18	161707		197914	P	10/18/18	2015015 954004	LIB RSRCS-RECORDING	34.99
	INVOICE:	96450057								
	105553	10/15/18	161708		197914	P	10/18/18	2015015 954004	LIB RSRCS-RECORDING	37.02
	INVOICE:	96478843								
	105554	10/15/18	161709		197914	P	10/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	37.48
	INVOICE:	96456324								
	105555	10/15/18	161710		197915	P	10/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	33.72
	INVOICE:	96443534								
	105555	10/15/18	161710		197915	P	10/18/18	2015013 951100	LIBRARY SUPPLIES	4.95
	INVOICE:	96443534								
	105556	10/15/18	161711		197915	P	10/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	36.73
	INVOICE:	96452685								
	105556	10/15/18	161711		197915	P	10/18/18	2015013 951100	LIBRARY SUPPLIES	5.25
	INVOICE:	96452685								
	105557	10/15/18	161712		197915	P	10/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	44.98
	INVOICE:	96456323								
	105558	10/15/18	161713		197915	P	10/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	45.72
	INVOICE:	96478048								
	105559	10/15/18	161714		197915	P	10/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	44.97
	INVOICE:	96455036								
	105559	10/15/18	161714		197915	P	10/18/18	2015013 951100	LIBRARY SUPPLIES	4.95
	INVOICE:	96455036								
	105560	10/15/18	161715		197915	P	10/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	53.97
	INVOICE:	96478891								
	105561	10/15/18	161716		197915	P	10/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	55.47
	INVOICE:	96456326								
	105562	10/15/18	161717		197915	P	10/18/18	2015015 954004	LIB RSRCS-RECORDING	59.98

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TO FISCAL 2019/06 05/01/2018 TO 04/30/2019

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 96441711									
105563	10/15/18	161718		197915	P	10/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	71.96
INVOICE: 96456331									
105564	10/15/18	161719		197915	P	10/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	72.69
INVOICE: 96478893									
105565	10/15/18	161720		197915	P	10/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	82.46
INVOICE: 96478895									
105566	10/15/18	161721		197915	P	10/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	89.22
INVOICE: 96478047									
105567	10/15/18	161722		197915	P	10/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	95.21
INVOICE: 96456325									
105569	10/15/18	161724		197915	P	10/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	113.18
INVOICE: 96478892									
105570	10/15/18	161725		197915	P	10/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	116.96
INVOICE: 96478578									
105572	10/15/18	161727		197915	P	10/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	104.15
INVOICE: 96477300									
105572	10/15/18	161727		197915	P	10/18/18	2015013 951100	LIBRARY SUPPLIES	17.10
INVOICE: 96477300									
105573	10/15/18	161728		197915	P	10/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	149.49
INVOICE: 96456329									
105574	10/15/18	161729		197915	P	10/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	163.29
INVOICE: 96456327									
105575	10/15/18	161730		197915	P	10/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	167.42
INVOICE: 96478049									
105576	10/15/18	161731		197915	P	10/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	167.65
INVOICE: 96269643									
105577	10/15/18	161732		197916	P	10/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	185.92
INVOICE: 96477464									
105577	10/15/18	161732		197916	P	10/18/18	2015013 951100	LIBRARY SUPPLIES	13.20
INVOICE: 96477464									
105578	10/15/18	161733		197916	P	10/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	185.92
INVOICE: 96477465									
105578	10/15/18	161733		197916	P	10/18/18	2015013 951100	LIBRARY SUPPLIES	13.20
INVOICE: 96477465									
VENDOR TOTALS			30,580.53	YTD INVOICED			32,320.67	YTD PAID	2,670.98
924 OVERDRIVE INC									
105579	10/15/18	161734		197917	P	10/18/18	602 430819	NO. SUB. DIGITAL CONSORTI	890.24
INVOICE: 00751DA18173958									
105580	10/15/18	161735		197917	P	10/18/18	602 430819	NO. SUB. DIGITAL CONSORTI	2,146.36
INVOICE: 00751CO18172998									
VENDOR TOTALS			51,989.70	YTD INVOICED			51,989.70	YTD PAID	3,036.60
5923 PENGUIN RANDOM HOUSE LLC									
105581	10/15/18	161736		197918	P	10/18/18	2015017 954004	LIB RSRCS-RECORDING	30.00
INVOICE: 1082314228									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS										1,107.75 YTD INVOICED
										1,280.25 YTD PAID
										30.00
68595 RECORDED BOOKS INC										
105582	10/15/18	161737			197919	P	10/18/18	2015015 954004	LIB RSRCS-RECORDING	107.30
INVOICE:	76005198									
105583	10/15/18	161738			197919	P	10/18/18	2015015 954004	LIB RSRCS-RECORDING	90.85
INVOICE:	76004674									
105584	10/15/18	161739			197919	P	10/18/18	2015015 954004	LIB RSRCS-RECORDING	17.87
INVOICE:	76002695									
105585	10/15/18	161740			197919	P	10/18/18	2015015 954004	LIB RSRCS-RECORDING	19.37
INVOICE:	76003015									
105586	10/15/18	161741			197919	P	10/18/18	2015017 954004	LIB RSRCS-RECORDING	31.50
INVOICE:	76006376									
105587	10/15/18	161742			197919	P	10/18/18	2015015 954004	LIB RSRCS-RECORDING	35.99
INVOICE:	76002586									
VENDOR TOTALS										2,340.43 YTD INVOICED
										2,475.43 YTD PAID
										302.88
7208 RENTACRATE ENERPRISES LLC										
105588	10/15/18	161743			197920	P	10/18/18	2015012 932103	BLDG MNT CNTR-GENL MAINT	12,720.60
INVOICE:	4012630									
VENDOR TOTALS										33,424.80 YTD INVOICED
										33,424.80 YTD PAID
										12,720.60
302528 THE ROWMAN & LITTLEFIELD PUB CORP										
105589	10/15/18	161744			197921	P	10/18/18	2015014 954001	LIB RSRCS--ADULT BOOKS	90.21
INVOICE:	10935900									
VENDOR TOTALS										90.21 YTD INVOICED
										90.21 YTD PAID
										90.21
102551 CACINI INC-										
105590	10/15/18	161745			197922	P	10/18/18	2015011 951100	LIBRARY SUPPLIES	442.00
INVOICE:	39784									
VENDOR TOTALS										2,603.40 YTD INVOICED
										2,891.40 YTD PAID
										442.00
6343 STUDIO GC INC										
105591	10/15/18	161746			197923	P	10/18/18	2015012 996300	BUILDING REPAIRS	1,440.00
INVOICE:	16085C04									
VENDOR TOTALS										13,675.88 YTD INVOICED
										31,406.72 YTD PAID
										1,440.00
6493 SUN AND MOON YOGA										
105592	10/15/18	161748			197924	P	10/18/18	2015017 938506	GNL CNTRL SVC/PROGRAM	150.00
INVOICE:	ADM1015185									
VENDOR TOTALS										900.00 YTD INVOICED
										900.00 YTD PAID
										150.00
300800 WAREHOUSE DIRECT INC										
105593	10/15/18	161749			197925	P	10/18/18	2015014 951100	LIBRARY SUPPLIES	6.96

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VENDOR NAME

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

INVOICE: 40519680									
105594	10/15/18	161750		197925	P	10/18/18	2015011 951002	OFF SPLS--OTHER SUPPLIES	7.06
INVOICE: 40560790									
105594	10/15/18	161750		197925	P	10/18/18	2015016 951100	LIBRARY SUPPLIES	34.87
INVOICE: 40560790									
105595	10/15/18	161751		197925	P	10/18/18	2015015 951100	LIBRARY SUPPLIES	56.77
INVOICE: 40447920									
VENDOR TOTALS			4,497.92 YTD INVOICED				4,942.94 YTD PAID		105.66
4803 WIDE OPEN WEST									
105596	10/15/18	161752		197926	P	10/18/18	2015011 938503	GNL CNTRL SVC-INTERNET	804.99
INVOICE: ADM1015186									
VENDOR TOTALS			29,004.36 YTD INVOICED				29,004.36 YTD PAID		804.99
REPORT TOTALS									38,853.64

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	29	38,853.64

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

**City of Park Ridge, IL
Warrant List Fund Totals
10/16/2018**

Fund	Description	Amount
201	Library Fund	\$30,398.04
201	Grant Fund	\$0.00
553	Library Technology Replacement	\$5,419.00
602	North Suburban Digital Consortium	\$3,036.60
201	Library Restricted Fund	\$0.00
<hr/>		
	Report Total	\$38,853.64

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TO FISCAL 2018/06 05/01/2018 TO 04/30/2019

VENDOR NAME

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

5354 AMAZON COM CREDIT SERVICES									
105680	10/24/18	161836		198118	P	10/31/18	2015017 954013	LIB RSRCS-YA GAMES	95.98
INVOICE: 456354358598									
105681	10/24/18	161837		198118	P	10/31/18	2015013 951100	LIBRARY SUPPLIES	-314.28
INVOICE: 973488559497									
105682	10/24/18	161838		198118	P	10/31/18	2015013 951100	LIBRARY SUPPLIES	-185.92
INVOICE: 43985699767									
105684	10/24/18	161840		198118	P	10/31/18	2015017 951100	LIBRARY SUPPLIES	79.95
INVOICE: 695888578834									
105687	10/24/18	161843		198118	P	10/31/18	2015017 951100	LIBRARY SUPPLIES	14.98
INVOICE: 449686863335									
105687	10/24/18	161843		198118	P	10/31/18	2015016 951100	LIBRARY SUPPLIES	33.38
INVOICE: 449686863335									
105688	10/24/18	161844		198118	P	10/31/18	2015016 951100	LIBRARY SUPPLIES	32.25
INVOICE: 487695854364									
105689	10/24/18	161845		198118	P	10/31/18	2015015 951100	LIBRARY SUPPLIES	59.95
INVOICE: 676867976558									
105690	10/24/18	161846		198118	P	10/31/18	2015011 951100	LIBRARY SUPPLIES	25.98
INVOICE: 474755654338									
105691	10/24/18	161847		198118	P	10/31/18	2015016 951100	LIBRARY SUPPLIES	29.10
INVOICE: 998748598456									
105692	10/24/18	161848		198118	P	10/31/18	2015016 951100	LIBRARY SUPPLIES	34.74
INVOICE: 435964994943									
105692	10/24/18	161848		198118	P	10/31/18	2015015 938506	GNL CNTRL SVC/PROGRAM	19.67
INVOICE: 435964994943									
105693	10/24/18	161849		198118	P	10/31/18	2015015 951100	LIBRARY SUPPLIES	38.87
INVOICE: 437687964397									
105694	10/24/18	161850		198118	P	10/31/18	2015015 951100	LIBRARY SUPPLIES	53.97
INVOICE: 465693633976									
105696	10/24/18	161852		198118	P	10/31/18	2015016 951100	LIBRARY SUPPLIES	19.95
INVOICE: 879775446655									
105697	10/24/18	161853		198118	P	10/31/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	21.95
INVOICE: 697569868736									
105698	10/24/18	161854		198118	P	10/31/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	12.89
INVOICE: 737735544684									
105699	10/24/18	161855		198118	P	10/31/18	2015017 954001	LIB RSRCS--ADULT BOOKS	13.38
INVOICE: 453573883944									
105700	10/24/18	161856		198118	P	10/31/18	2015014 954001	LIB RSRCS--ADULT BOOKS	37.74
INVOICE: 584856674664									
105701	10/24/18	161857		198118	P	10/31/18	2015015 954010	LIB RSRCS-CD ROM	47.99
INVOICE: 934894833566									
VENDOR TOTALS									
		12,231.03	YTD INVOICED			9,888.63	YTD PAID	172.52	
101020 BAKER AND TAYLOR BOOKS									
105603	10/23/18	161759		198119	P	10/31/18	2015014 954001	LIB RSRCS--ADULT BOOKS	1,397.34
INVOICE: REF102318									
105604	10/23/18	161760		198119	P	10/31/18	2015017 954010	LIB RSRCS-CD ROM	447.27
INVOICE: YA102318									
105605	10/23/18	161761		198119	P	10/31/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	624.49
INVOICE: CS102318									

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VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
105606	10/23/18	161762		198119	P	10/31/18	2015017 954001	LIB RSRCS--ADULT BOOKS	1,092.61
INVOICE: RS102318									
105607	10/23/18	161763		198119	P	10/31/18	2015013 951100	LIBRARY SUPPLIES	63.00
INVOICE: TS102318									
105608	10/23/18	161764		1392	M	10/23/18	2015111 952000	MATERIALS	203.92
INVOICE: ADM102318									
VENDOR TOTALS		122,729.21 YTD INVOICED			107,075.06 YTD PAID			3,828.63	
3596 ANGELA BERGER									
105702	10/24/18	161858		198120	P	10/31/18	2015011 933800	CONFERENCES & TRAINING	53.64
INVOICE: ADM102418									
VENDOR TOTALS		84.66 YTD INVOICED			863.94 YTD PAID			53.64	
489 BLACKSTONE AUDIOBOOKS									
105703	10/24/18	161859		198121	P	10/31/18	2015017 954004	LIB RSRCS-RECORDING	27.99
INVOICE: 1045191									
105703	10/24/18	161859		198121	P	10/31/18	2015013 951100	LIBRARY SUPPLIES	2.95
INVOICE: 1045191									
105704	10/24/18	161860		198121	P	10/31/18	2015017 954004	LIB RSRCS-RECORDING	23.99
INVOICE: 1045126									
105704	10/24/18	161860		198121	P	10/31/18	2015013 951100	LIBRARY SUPPLIES	2.95
INVOICE: 1045126									
105705	10/24/18	161861		198121	P	10/31/18	2015017 954004	LIB RSRCS-RECORDING	456.59
INVOICE: 1043269									
105705	10/24/18	161861		198121	P	10/31/18	2015013 951100	LIBRARY SUPPLIES	44.25
INVOICE: 1043269									
VENDOR TOTALS		20.95 YTD INVOICED			3,704.89 YTD PAID			558.72	
5814 CHASE									
105761	10/24/18	161917		198122	P	10/31/18	2015011 931700	LIB DATA PROC SV	29.99
INVOICE: ADM1025186									
105761	10/24/18	161917		198122	P	10/31/18	2015012 932103	BLDG MNT CNTR-GENL MAINT	27.80
INVOICE: ADM1025186									
105761	10/24/18	161917		198122	P	10/31/18	2015015 938506	GNL CNTRL SVC/PROGRAM	112.43
INVOICE: ADM1025186									
105761	10/24/18	161917		198122	P	10/31/18	2015015 954008	LIB RSRCS-MISCELLANEOUS	25.00
INVOICE: ADM1025186									
105761	10/24/18	161917		198122	P	10/31/18	2015017 938507	GNL CNTRL SVC/YA PROGRAMS	29.45
INVOICE: ADM1025186									
105761	10/24/18	161917		198122	P	10/31/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	99.92
INVOICE: ADM1025186									
VENDOR TOTALS		6,788.08 YTD INVOICED			6,909.26 YTD PAID			324.59	
5403 CHASE PAYMENTECH									
106004	10/29/18	162161		12000	W	10/31/18	2015011 937800	LIB BNK SERV CHG	49.08
INVOICE: 10.31.18									

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VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		20,655.96 YTD INVOICED			24,668.45 YTD PAID				49.08
3545 FINDAWAY WORLD LLC									
105706	10/24/18	161862		198123	P	10/31/18	2015017 954004	LIB RSRCS-RECORDING	63.74
INVOICE: 268639									
105707	10/24/18	161863		198123	P	10/31/18	2015017 954004	LIB RSRCS-RECORDING	19.99
INVOICE: 268250									
105708	10/24/18	161864		198123	P	10/31/18	2015017 954004	LIB RSRCS-RECORDING	907.86
INVOICE: 268554									
105709	10/24/18	161865		198123	P	10/31/18	2015017 954004	LIB RSRCS-RECORDING	817.88
INVOICE: 268790									
VENDOR TOTALS		8,712.75 YTD INVOICED			10,185.79 YTD PAID				1,809.47
4594 FLUORECYCLE INC									
105710	10/24/18	161866		198124	P	10/31/18	2015012 932103	BLDG MNT CNTR-GENL MAINT	146.01
INVOICE: 41597									
VENDOR TOTALS		128.56 YTD INVOICED			146.01 YTD PAID				146.01
300553 GALE GROUP									
105711	10/24/18	161867		198125	P	10/31/18	2015017 954001	LIB RSRCS--ADULT BOOKS	20.99
INVOICE: 65361925									
105712	10/24/18	161869		198125	P	10/31/18	2015017 954001	LIB RSRCS--ADULT BOOKS	155.94
INVOICE: 65343150									
105714	10/24/18	161870		198125	P	10/31/18	2015017 954001	LIB RSRCS--ADULT BOOKS	73.97
INVOICE: 65353383									
105715	10/24/18	161871		198125	P	10/31/18	2015017 954001	LIB RSRCS--ADULT BOOKS	24.99
INVOICE: 65331790									
VENDOR TOTALS		39,184.13 YTD INVOICED			31,717.72 YTD PAID				275.89
30861 GAYLORD BROTHERS INC									
105716	10/24/18	161872		198126	P	10/31/18	2015013 951100	LIBRARY SUPPLIES	78.64
INVOICE: 2563136									
VENDOR TOTALS		.00 YTD INVOICED			352.92 YTD PAID				78.64
5590 CLAIRE GRIEBLER									
105717	10/24/18	161873		198127	P	10/31/18	2015011 933800	CONFERENCES & TRAINING	12.65
INVOICE: ADM1024182									
105717	10/24/18	161873		198127	P	10/31/18	2015017 938507	GNL CNTRL SVC/YA PROGRAMS	275.55
INVOICE: ADM1024182									
VENDOR TOTALS		905.73 YTD INVOICED			801.78 YTD PAID				288.20
102496 HOME DEPOT CREDIT SERVICES									
105718	10/24/18	161874		198128	P	10/31/18	2015012 932103	BLDG MNT CNTR-GENL MAINT	102.70
INVOICE: ADM1024183									

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DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		9,056.67 YTD INVOICED		11,948.77 YTD PAID				102.70	
1396 JEWEL ALBERTSONS									
105719	10/24/18	161875		198129	P	10/31/18	2015015 938506	GNL CNTRL SVC/PROGRAM	6.48
INVOICE: ADM1024184									
105719	10/24/18	161875		198129	P	10/31/18	2015017 938506	GNL CNTRL SVC/PROGRAM	6.48
INVOICE: ADM1024184									
VENDOR TOTALS		1,133.89 YTD INVOICED		1,455.16 YTD PAID				12.96	
101892 MIDWEST TAPE									
105720	10/24/18	161876		198130	P	10/31/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	14.98
INVOICE: 96489883									
105720	10/24/18	161876		198130	P	10/31/18	2015013 951100	LIBRARY SUPPLIES	3.30
INVOICE: 96489883									
105721	10/24/18	161877		198130	P	10/31/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	37.48
INVOICE: 96495435									
105721	10/24/18	161877		198130	P	10/31/18	2015013 951100	LIBRARY SUPPLIES	6.60
INVOICE: 96495435									
105722	10/24/18	161878		198130	P	10/31/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	37.48
INVOICE: 96501134									
VENDOR TOTALS		39,118.84 YTD INVOICED		32,420.51 YTD PAID				99.84	
6246 NICHE ACADEMY LLC									
105723	10/24/18	161879		198131	P	10/31/18	2015014 954010	LIB RSRCS-CD ROM	1,290.00
INVOICE: 1888									
VENDOR TOTALS		1,290.00 YTD INVOICED		1,290.00 YTD PAID				1,290.00	
924 OVERDRIVE INC									
105724	10/24/18	161880		198132	P	10/31/18	602 430819	NO. SUB. DIGITAL CONSORTI	916.87
INVOICE: 00751CO18184935									
105725	10/24/18	161881		198132	P	10/31/18	602 430819	NO. SUB. DIGITAL CONSORTI	24.99
INVOICE: 00751DA18182225									
105726	10/24/18	161882		198132	P	10/31/18	602 430819	NO. SUB. DIGITAL CONSORTI	1,000.00
INVOICE: H0052952									
105727	10/24/18	161883		198132	P	10/31/18	602 430819	NO. SUB. DIGITAL CONSORTI	339.48
INVOICE: 00751DA18180598									
VENDOR TOTALS		89,983.20 YTD INVOICED		54,271.04 YTD PAID				2,281.34	
62802 PARK RIDGE CHAMBER OF COMMERCE									
105728	10/24/18	161884		198133	P	10/31/18	2015011 936000	PUBLIC RELATIONS	300.00
INVOICE: 8856									
VENDOR TOTALS		1,465.00 YTD INVOICED		350.00 YTD PAID				300.00	
7337 PARK RIDGE COMMUNITY CHURCH									
105762	10/24/18	161918		198134	P	10/31/18	2015017 938506	GNL CNTRL SVC/PROGRAM	100.00

WARRANT: L103118

TO FISCAL 2018/06 05/01/2018 TO 04/30/2019

VENDOR NAME

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

INVOICE: ADM1025187									
VENDOR TOTALS		.00 YTD INVOICED			100.00 YTD PAID			100.00	
5923 PENGUIN RANDOM HOUSE LLC									
105729	10/24/18	161885		198135	P	10/31/18	2015017 954004	LIB RSRCS-RECORDING	90.00
INVOICE: 9002540002									
105730	10/24/18	161886		198135	P	10/31/18	2015017 954004	LIB RSRCS-RECORDING	127.50
INVOICE: 1082681485									
VENDOR TOTALS		1,467.75 YTD INVOICED			1,497.75 YTD PAID			217.50	
301981 PROGRAM PROFESSIONAL SERVICES INC									
105731	10/24/18	161887		198136	P	10/31/18	2015012 932103	BLDG MNT CNTR-GENL MAINT	348.00
INVOICE: 116256									
VENDOR TOTALS		626.00 YTD INVOICED			974.00 YTD PAID			348.00	
6564 PURE HEALTH SOLUTIONS INC									
105732	10/24/18	161888		198137	P	10/31/18	2015012 932103	BLDG MNT CNTR-GENL MAINT	63.75
INVOICE: 8755552									
VENDOR TOTALS		382.50 YTD INVOICED			382.50 YTD PAID			63.95	
6293 LEAH RAVEN									
105733	10/24/18	161889		198138	P	10/31/18	2015015 938506	GNL CNTRL SVC/PROGRAM	53.06
INVOICE: ADM1024185									
105733	10/24/18	161889		198138	P	10/31/18	2015011 933800	CONFERENCES & TRAINING	14.22
INVOICE: ADM1024185									
VENDOR TOTALS		53.58 YTD INVOICED			1,144.22 YTD PAID			67.28	
68595 RECORDED BOOKS INC									
105734	10/24/18	161890		198139	P	10/31/18	2015017 954004	LIB RSRCS-RECORDING	46.37
INVOICE: 76007625									
105735	10/24/18	161891		198139	P	10/31/18	2015015 954004	LIB RSRCS-RECORDING	17.87
INVOICE: 76011148									
VENDOR TOTALS		2,036.60 YTD INVOICED			2,539.67 YTD PAID			64.24	
4622 PARRY RIGNEY									
105745	10/24/18	161901		198140	P	10/31/18	2015015 938506	GNL CNTRL SVC/PROGRAM	97.24
INVOICE: ADM102518									
105745	10/24/18	161901		198140	P	10/31/18	2015017 938507	GNL CNTRL SVC/YA PROGRAMS	52.58
INVOICE: ADM102518									
105746	10/24/18	161902		198140	P	10/31/18	2015015 938506	GNL CNTRL SVC/PROGRAM	23.96
INVOICE: ADM1025182									
105746	10/24/18	161902		198140	P	10/31/18	2015017 938506	GNL CNTRL SVC/PROGRAM	23.96
INVOICE: ADM1025182									

WARRANT: L103118

TO FISCAL 2018/06 05/01/2018 TO 04/30/2019

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

VENDOR TOTALS					585.40	YTD INVOICED			369.71	YTD PAID	197.74
303227 SCHOLASTIC	105944	10/24/18	162101		198141	P	10/31/18	2015015 938506	GNL CNTRL SVC/PROGRAM		270.25
	INVOICE:	17340962									
VENDOR TOTALS					403.00	YTD INVOICED			3,734.16	YTD PAID	270.25
3887 LAURA SCOTT	105747	10/24/18	161903		198142	P	10/31/18	2015017 938506	GNL CNTRL SVC/PROGRAM		60.00
	INVOICE:	ADM1025183									
VENDOR TOTALS					.00	YTD INVOICED			547.71	YTD PAID	60.00
7176 HEIDI SMITH	106015	10/24/18	162172		198143	P	10/31/18	2015011 933800	CONFERENCES & TRAINING		376.83
	INVOICE:	ADM102918									
VENDOR TOTALS					.00	YTD INVOICED			2,325.49	YTD PAID	376.83
3892 SOUND INCORPORATED	105736	10/24/18	161892		198144	P	10/31/18	2015011 938501	GNL CNTRL SVC/TELEPHONE		261.00
	INVOICE:	D1334337									
	105737	10/24/18	161893		198144	P	10/31/18	2015011 938501	GNL CNTRL SVC/TELEPHONE		222.50
	INVOICE:	D1334468									
	105738	10/24/18	161894		198144	P	10/31/18	2015011 938501	GNL CNTRL SVC/TELEPHONE		184.00
	INVOICE:	D1334582									
VENDOR TOTALS					1,009.00	YTD INVOICED			1,562.00	YTD PAID	667.50
6343 STUDIO GC INC	105739	10/24/18	161895		198145	P	10/31/18	2015012 996300	BUILDING REPAIRS		4,171.85
	INVOICE:	16085A13									
VENDOR TOTALS					32,531.41	YTD INVOICED			35,578.57	YTD PAID	4,171.85
300439 TODAY S BUSINESS SOLUTIONS	105740	10/24/18	161896		198146	P	10/31/18	2015011 938501	GNL CNTRL SVC/TELEPHONE		30.88
	INVOICE:	10011896									
VENDOR TOTALS					874.52	YTD INVOICED			6,138.08	YTD PAID	30.88
1522 ULINE INC	105741	10/24/18	161897		198147	P	10/31/18	2015016 951100	LIBRARY SUPPLIES		93.55
	INVOICE:	101719336									
	105742	10/24/18	161898		198147	P	10/31/18	2015016 951100	LIBRARY SUPPLIES		87.40
	INVOICE:	101620128									
VENDOR TOTALS					81.54	YTD INVOICED			342.43	YTD PAID	180.95

WARRANT: L103118

TO FISCAL 2018/06 05/01/2018 TO 04/30/2019

VENDOR NAME

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

7220	UNITEDS ANALYTICAL SERVICES INC								
105748	10/24/18	161904		198148	P	10/31/18	2015012 996300	BUILDING REPAIRS	655.00
	INVOICE: 1849903F								
VENDOR TOTALS	.00 YTD INVOICED			1,785.00 YTD PAID			655.00		
303348	THE UPS STORE 1573								
105743	10/24/18	161899		198149	P	10/31/18	2015011 938502	GNL CNTRL SVC/POSTAGE	12.14
	INVOICE: ADM1024186								
VENDOR TOTALS	103.53 YTD INVOICED			73.76 YTD PAID			12.14		
300318	UNITED STATES POSTAL SERVICE								
105749	10/24/18	161905		198150	P	10/31/18	2015011 938502	GNL CNTRL SVC/POSTAGE	1,189.62
	INVOICE: ADM1025184								
VENDOR TOTALS	29,721.21 YTD INVOICED			31,004.77 YTD PAID			1,189.62		
2193	VERIZON WIRELESS								
105744	10/24/18	161900		198151	P	10/31/18	2015011 938501	GNL CNTRL SVC/TELEPHONE	98.49
	INVOICE: 9815629331								
VENDOR TOTALS	19,019.65 YTD INVOICED			32,492.71 YTD PAID			98.49		
6235	SARAH VESSALO								
105763	10/24/18	161919		198152	P	10/31/18	2015011 933800	CONFERENCES & TRAINING	42.34
	INVOICE: ADM1025188								
VENDOR TOTALS	43.70 YTD INVOICED			76.60 YTD PAID			42.34		
300800	WAREHOUSE DIRECT INC								
105750	10/24/18	161906		198153	P	10/31/18	2015011 951002	OFF SPLS--OTHER SUPPLIES	20.00
	INVOICE: 40601870								
105751	10/24/18	161907		198153	P	10/31/18	2015011 951002	OFF SPLS--OTHER SUPPLIES	-20.00
	INVOICE: C40590580								
105752	10/24/18	161908		198153	P	10/31/18	2015015 951100	LIBRARY SUPPLIES	104.77
	INVOICE: 40563530								
105753	10/24/18	161909		198153	P	10/31/18	2015011 951002	OFF SPLS--OTHER SUPPLIES	17.43
	INVOICE: 40590581								
105755	10/24/18	161911		198153	P	10/31/18	2015011 951002	OFF SPLS--OTHER SUPPLIES	30.58
	INVOICE: 40590580								
105756	10/24/18	161912		198153	P	10/31/18	2015011 951001	OFF SPLS--PHOTOCOPY	228.00
	INVOICE: 40578760								
105757	10/24/18	161913		198153	P	10/31/18	2015011 951001	OFF SPLS--PHOTOCOPY	320.00
	INVOICE: 40518620								
105758	10/24/18	161914		198153	P	10/31/18	2015011 951001	OFF SPLS--PHOTOCOPY	320.00
	INVOICE: 40713520								
105759	10/24/18	161915		198153	P	10/31/18	2015011 951001	OFF SPLS--PHOTOCOPY	-288.00
	INVOICE: C40518620								

**City of Park Ridge, IL
Warrant List Fund Totals
10/31/2018**

Fund	Description	Amount
201	Library Fund	\$18,748.60
201	Grant Fund	\$0.00
553	Library Technology Replacement	\$0.00
602	North Suburban Digital Consortium	\$2,281.34
201	Library Restricted Fund	\$203.92
<hr/>		
	Report Total	\$21,233.86

**PARK RIDGE PUBLIC LIBRARY
PER CAPITA GRANT FUND SUMMARY - FY 2017/18 GRANT
OCTOBER, 2018**

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

**PARK RIDGE PUBLIC LIBRARY
LIBRARY TECHNOLOGY FUND SUMMARY - FY19
October, 2018**

Budget	Description	Date	Expenses Vendor	Amount Paid Expenditures	Receipts Interest	Balance
\$388,055.00	Previous Balance	4/30/2018	Prior Year Ending Balance			\$420,380.66
		5/1/2018	Transfer from Library Fund		\$100,000.00	\$520,380.66
		5/31/2018	Interest		16.67	\$520,397.33
		6/16/2018	CDW	\$270.00		\$520,127.33
		6/16/2018	CVI	\$16,516.00		\$503,611.33
		6/30/2018	CVI	\$2,189.00		\$501,422.33
		6/30/2018	Chase	\$290.00		\$501,132.33
		6/30/2018	Interest		17.23	\$501,149.56
		7/31/2018	Interest		33.92	\$501,183.48
		8/31/2018	Interest		17.24	\$501,200.72
		9/16/2018	CVI	\$16,516.00		\$484,684.72
		10/16/2018	Bibliotecha	\$5,419.00		\$479,265.72
	Account Balance			\$41,200.00	\$100,085.06	
\$388,055.00	Total Capital Budget 2018/19					

PARK RIDGE PUBLIC LIBRARY
 October, 2018

RESTRICTED/ENDOWMENT GIFT FUND

Balance 10/1/2018 - Liberty Bank	\$186,842.56	
Receipts	\$25.00	
Interest	\$3.38	
Expenditures	(\$203.92)	
Balance 10/31/2018		\$186,667.02

Restricted Gift Receipts:

Donation - Byrne for Marion's Mark \$ 25.00

Total \$ 25.00

Restricted Gift Expenditures:

Baker & Taylor \$ 203.92

Total \$ 203.92

Endowment Gift Receipts:

Total

Endowment Interest Expenditures:

Total \$ -

SPENSLEY LARGE PRINT ENDOWMENT

Balance City of Park Ridge Investment Account \$ 10,000.00

ENDOWMENT FUND INVESTED FUNDS

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

RESTRICTED GIFT FUND INVESTED FUNDS

BMO Harris \$ 125,340.46

November 20 2018

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

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

#1393 Baker & Taylor	\$70.85
#1394 Midwest Tape	\$29.98
#1395 Impressions in Stone	\$673.50
#1396 Parkway Bank	<u>\$2,578.58</u>
	<u><u>\$3,352.91</u></u>

Park Ridge Public Library
Year To Date Budget Report
10/31/2018

50% of Fiscal Year Completed

Operating Budget	Budget	YTD Budget	Monthly Expenditures	Year To Date Expenditures	% of YTD Budget Spent	% of Budget Spent
Salaries	\$ 2,436,144	\$ 1,218,072	\$ 160,031.67	\$ 1,043,043.53	86%	43%
Employee Benefits	\$ 423,200	\$ 211,600	\$ 33,349.07	\$ 200,094.42	95%	47%
Data Processing	\$ 249,568	\$ 124,784	\$ 879.99	\$ 119,767.47	96%	48%
Building Maintenance	\$ 145,000	\$ 72,500	\$ 13,408.86	\$ 63,486.58	88%	44%
Membership Dues (1)	\$ 5,000	\$ 2,500	\$ -	\$ 2,470.00	99%	49%
Recruiting and Testing	\$ 2,500	\$ 1,250	\$ -	\$ 704.00	56%	28%
Conferences and Training	\$ 17,000	\$ 8,500	\$ 641.57	\$ 8,918.14	105%	52%
Equipment Rental	\$ 14,600	\$ 7,300	\$ (11.50)	\$ 3,259.36	45%	22%
Consulting Services	\$ 35,000	\$ 17,500	\$ -	\$ -	0%	0%
Public Relations	\$ 29,000	\$ 14,500	\$ 300.00	\$ 4,615.60	32%	16%
Bank Service Charges	\$ 1,500	\$ 750	\$ 92.27	\$ 503.53	67%	34%
Insurance	\$ 10,000	\$ 5,000	\$ -	\$ -	0%	0%
General Contractual	\$ 81,500	\$ 40,750	\$ 4,568.24	\$ 27,770.50	68%	34%
Special Counsel	\$ 30,000	\$ 15,000	\$ -	\$ 2,980.00	20%	10%
Office Supplies	\$ 22,000	\$ 11,000	\$ 635.07	\$ 2,781.65	25%	13%
Library Supplies	\$ 49,700	\$ 24,850	\$ 1,579.12	\$ 13,214.82	53%	27%
Building Supplies	\$ 21,000	\$ 10,500	\$ 370.80	\$ 3,262.48	31%	16%
Library Resources (2)	\$ 597,300	\$ 298,650	\$ 20,447.06	\$ 287,276.93	96%	48%
Heat	\$ 10,000	\$ 5,000	\$ -	\$ 1,386.75	28%	14%
Total Operating Budget	\$ 4,180,012	\$ 2,090,006	\$ 236,292.22	\$ 1,785,535.76	85%	43%
Capital Budget						
Technology Replacement	\$ 100,000	\$ 100,000	\$ -	\$ 100,000.00	100%	100%
Capital Projects	\$ 2,335,000	\$ 1,167,500	\$ 6,266.85	\$ 712,888.76	61%	31%
Total Capital Budget	\$ 2,435,000	\$ 1,267,500	\$ 6,266.85	\$ 812,888.76	64%	33%
Total Budget	\$ 6,615,012	\$ 3,357,506	\$ 242,559.07	\$ 2,598,424.52	77%	39%

(1) Annual Management Association membership

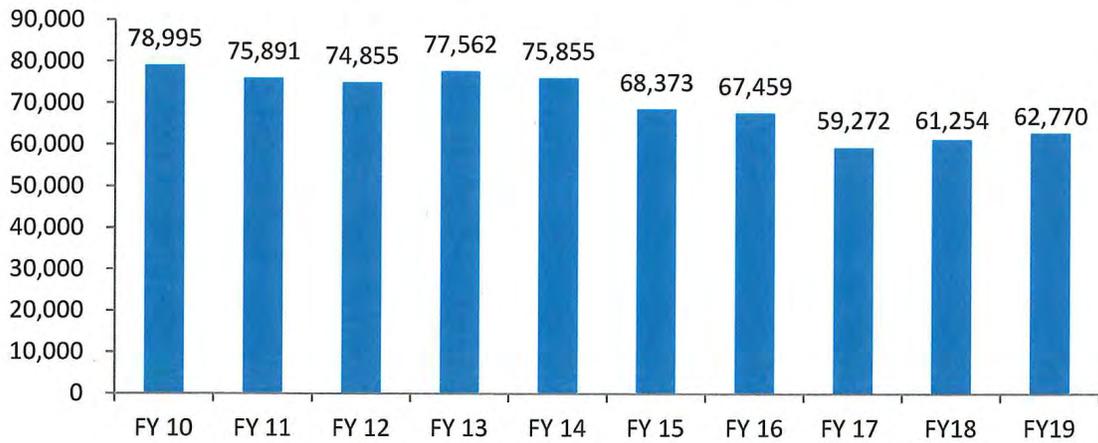
(2) Includes prepaid database subscriptions

Park Ridge Public Library
Fine Revenue History
YTD through October

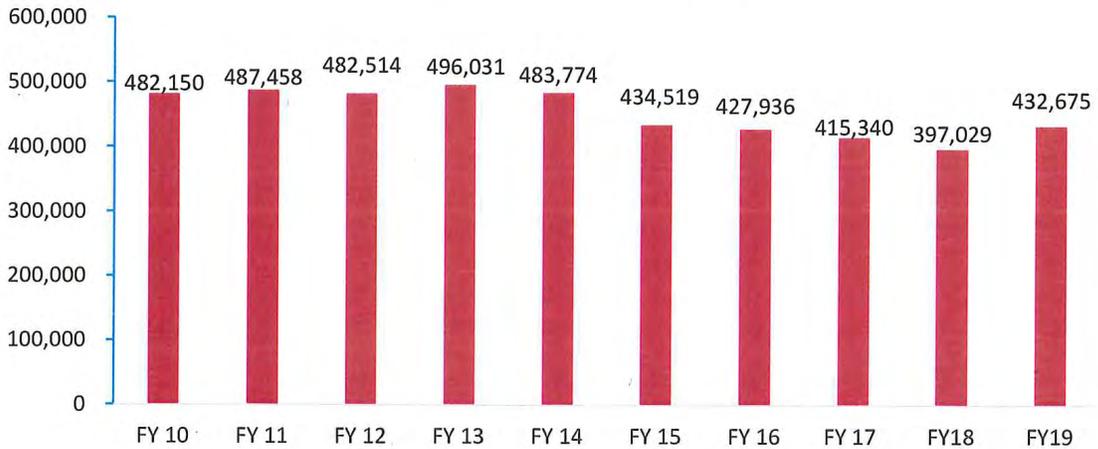
	FY 18/19	FY17/18	FY16/17	FY15/16	FY14/15
YTD	\$ 18,499.62	\$ 36,175.56	\$34,148.32	\$39,769.64	\$42,161.46
% Incr/Dec	-49%	6%	-14%	-6%	-
\$ Inc/Dec	\$ (17,675.94)	\$2,027.24	\$ (5,621.32)	-\$2,391.82	\$42,161.46

(1) Automatic renewals implemented on April 17, 2018

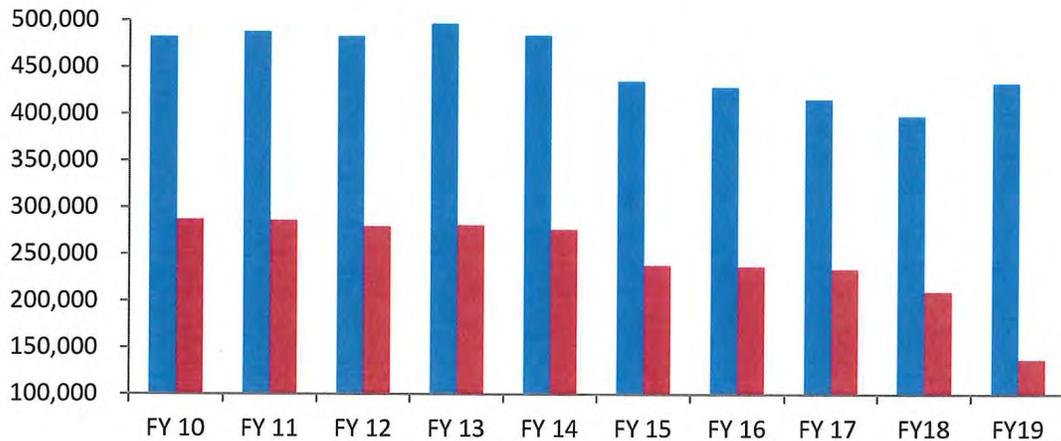
Items Borrowed - October



Items Borrowed - Year to Date



YTD Items Borrowed & Visits



Park Ridge Public Library

BORROWER POPULATION/LIBRARY CARD REGISTRATION

October, 2018

	Persons 10/1/2018	New Residents October	New Non-Residents October	Purged	TOTAL 10/31/2018	Last Year 10/31/2017
Adult	18,402	96	3	20	18,501	19,601
Children	4,884	28	2	4	4,914	5,204
TOTALS	23,286	124	5	24	23,415	24,805

Total Registered Borrowers

October 2018	23,415	62%
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October 2017	24,805	66%
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Unique Borrowers - Cards used to check out physical items

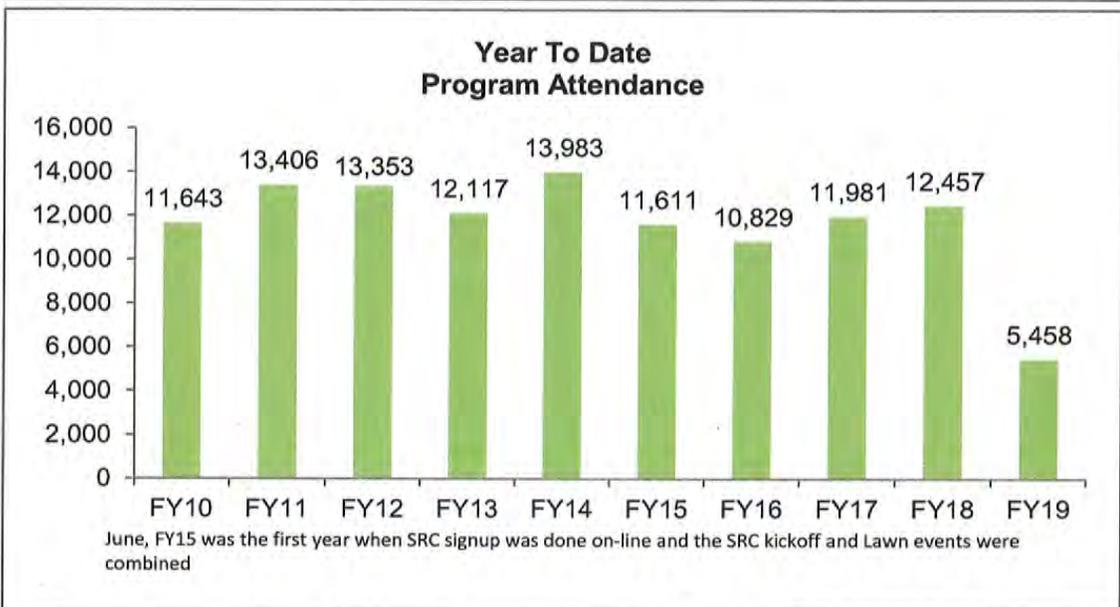
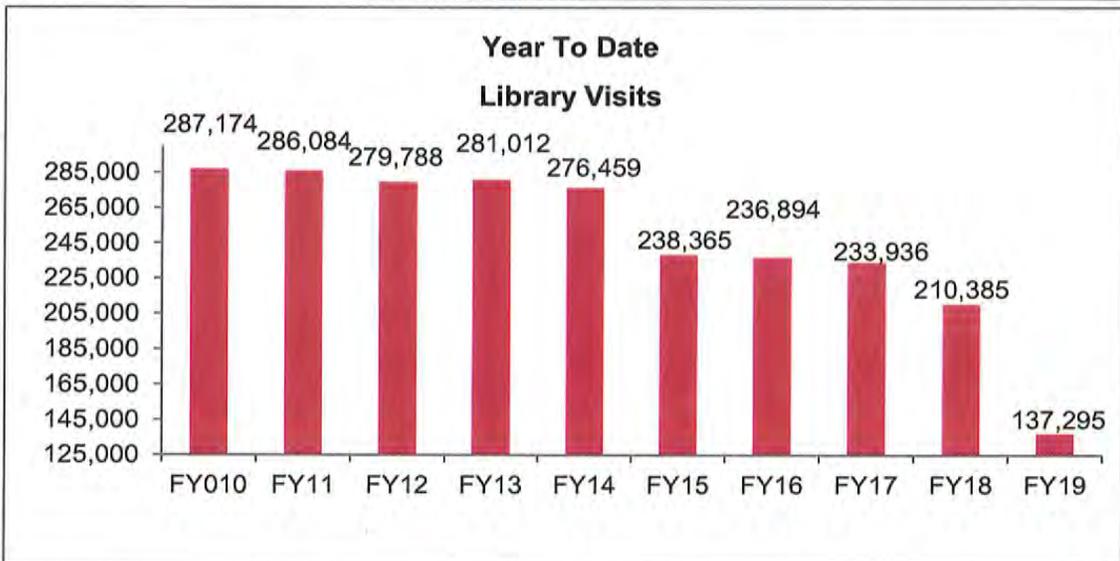
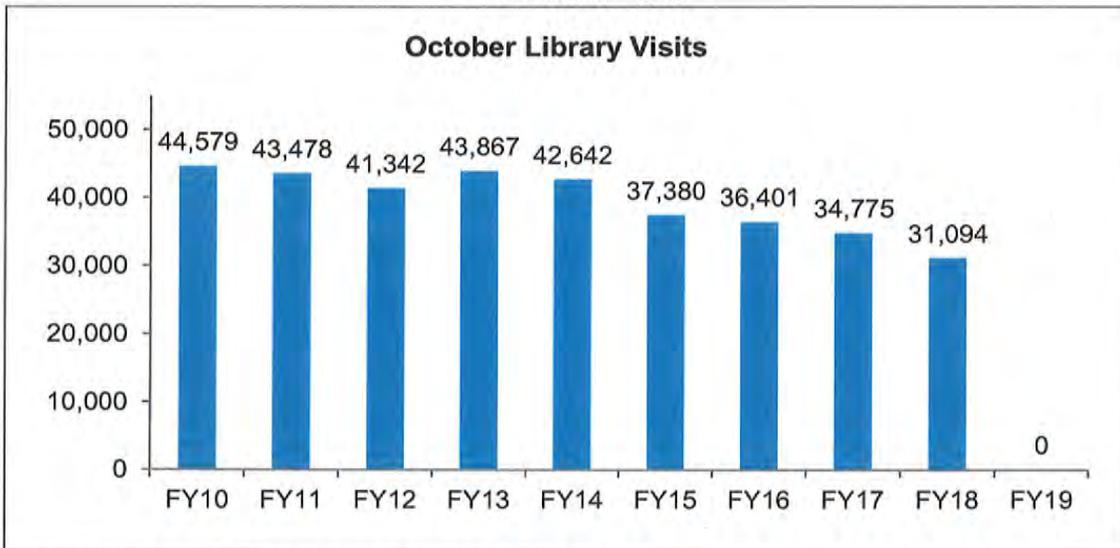
October, 2018	4,510
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October, 2017	4,652
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November, 2017 - October, 2018	not available
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November, 2016 - October, 2017	12,911
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**Park Ridge Public Library
October 2018**



Note: During Phase 3 of renovation, door counts are not available.

Virtual Visits	FY 19	FY 18	Incr/Decr	% Incr/Decr
May	17,849	20,718	(2,869)	-14%
June	18,493	20,726	(2,233)	-11%
July	17,633	21,913	(4,280)	-20%
August	17,235	22,134	(4,899)	-22%
September	15,621	19,146	(3,525)	-18%
October	17,639	19,813	(2,174)	-11%
November		20,173		
December		17,509		
January		21,259		
February		18,552		
March		22,476		
April		20,898		
YTD Total	104,470	245,317	(19,980)	-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/Decr FY19 vs FY18
May	2,479	3,024	(545)	-18%	\$212	\$255	-\$43
June	3,082	3,470	(388)	-11%	\$215	\$126	\$89
July	2,745	3,372	(627)	-19%	\$200	\$117	\$83
August	1,980	3,456	(1,476)	-43%	\$93	\$121	-\$28
September	1,693	2,733	(1,040)	-38%	\$133	\$182	-\$49
October	1,721	2,948	(1,227)	-42%	\$118	\$185	-\$67
November		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	13,700	35,767	(5,303)	-170%	\$971	\$2,159	-\$15

WiFi Sessions	FY19	FY 18	% Inc/Decr	Business Use Fees	Revenue 2018/19	# of Users	Revenue 2017/18	# of Users
May	4,089	4,656	-12%	March	\$ 220	6	\$ 240	5
June	3,519	3,964	-11%	April	\$ 220	7	\$ 185	5
July	2,780	3,944	-30%	May	\$ 230	6	\$ 160	5
August	1,870	4,081	-54%	June	\$ 140	6	\$ 240	6
September	1,325	3,534	-63%	July	\$ -	0	\$ 170	4
October	2,188	3,857	-43%	August	\$ -	0	\$ 70	3
November		3,979		September	\$ -	0	\$ 130	3
December		4,559		October	\$ 10	1	\$ 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	15,771	47,628	-17%	YTD Total	\$ 820	26	\$ 1,965	54

7A

October 2018

Oct 1, 2018 - Oct 31, 2018

All Users
100.00% Sessions

Total Visits

17,639
% of Total: 100.00% (17,639)



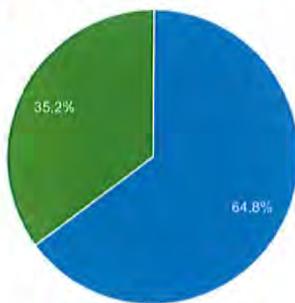
Page Views Per Visit

2.07
Avg for View: 2.07 (0.00%)



Total Visits

■ Returning Visitor ■ New Visitor



Avg. Visit Duration

00:02:33
Avg for View: 00:02:33 (0.00%)



Pageviews by Page

Page	Pageviews
/	18,680
/databases/	2,432
/ebooks-and-downloadables/	781
/about/renovation-2018/	706
/obituaries/	511
/employment/	466
/read-listen-view/	416
/new-dvd-blu-ray/	378
/search/	333
/research-learn/	329

Unique Visitors

8,494
% of Total: 100.00% (8,494)



New Visits

6,210
% of Total: 100.00% (6,210)



Visits by Browser

Browser	Sessions
Chrome	9,006
Safari	5,030
Internet Explorer	1,264
Firefox	1,125
Edge	708
Amazon Silk	138

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

Visits to Groups outside the Library

	Groups	People Reached
October 2018	44	2,039
October 2017	30	2,573
YTD 2018/19	172	8,697
YTD 2017/18	245	12,650

Loans of Materials

Schools and Nursing homes	Loans	Number of Items sent
October 2018	30	607
October 2017	29	510
Home Bound	Patrons Served	Number of items sent
October 2018	22	111
October 2017	13	67
Totals October 2018	52	718
Totals October 2017	42	577
YTD 2018/19	202	2,670
YTD 2017/18	226	2,764

**PARK RIDGE PUBLIC LIBRARY
LIBRARY DIRECTOR'S REPORT – NOVEMBER 20, 2018**

PERSONNEL

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

None

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

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:

None



TO: Board of Trustees
FROM: Heidi Smith
DATE: November 20, 2018
SUBJECT: Library Director Report

HOW ARE THINGS GOING?

Changes to the scope of work of the renovation, unforeseen conditions uncovered during Phase 3 demolition as well as related change orders were time consuming this month. Staff and materials are settled in Phase 3 configuration. Adult services are in their permanent locations for the most part.

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.**
 - Hosted RAILS executive director Deirdre Brennen; introduced her to available staff, completed tour and discussed PRPL transition, projects and what's coming up
 - Attended City Council Finance & Budget Committee meeting to support bathroom renovation increase and address non-union labor protest
2. **Deliver sound financial planning for FY20 budget including services adapted to new facility and required staffing.**
 - Met with Trustee Lauren Rapisand and Business Manager Angela Berger to discuss budget/levy questions
 - Reviewed revenue recognition for property taxes with City Manager, City Finance Director and Ms. Berger
 - Worked with Ms. Berger to develop outline for FY20 and future year budgets in support of analysis of Library Fund Balance and discussion of December, 2018 levy request
3. **Provide rigorous management of the project including practical improvements and cost savings.**
 - Recommending revisions as needed, including another look at the doors to the 1st and 2nd floor stairwells
 - Met with City Building Inspector Steve Steffens, Fire Marshall Kevin Plach and Facility Manager John Priala to discuss plans for the fire alarm system; next steps were identified and related to Studio GC
 - Discussed sorter, gates and self-check delivery and installation with 3M representatives and Circulation Manager Anastasia Daskalos

OF NOTE:

- **Curbside pick-up** began Tuesday, October 9. Staff made 30 runs through the end of October and have been working with parking enforcement to manage the reserved spaces.
- The new Teen Loft will require additional staff hours in its new configuration in order to be sustainable. We are **currently accepting applications for a new part-time Teen Assistant**.
- **Trick or Treating all day in the Library** took place on Halloween. Each service desk was a site for kids to trick or treat throughout the day.
- The e-Vents Committee is **evaluating our online calendar** with 4 different demos: *Communico*, *LibCal*, *Beanstack*, and *READSquared*. The committee will make a recommendation in December.

STAFF DEVELOPMENT

- 40 staff members attended Staff Training Day at Public Works when the Library was closed in October for asbestos abatement.
- Library Director Heidi Smith and Business Manager Angela Berger attended a webinar from the Harwood Institute on community engagement.
- Ms. Smith also attended a meeting of north-suburban library directors and tour of the North Chicago Public Library and toured Waukegan Public Library's new teen space.
- Children's Services Manager Parry Rigney and Librarian Leah Raven attended *Beanstack Summer Reading Club* and *Read Squared Summer Reading Club* software demos.
- Reference Librarian Amber Ensign attended the webinar *Penguin Random House Grupo Editorial: Best New Releases in Spanish*.
- Reference Manager Gretchen Kottkamp attended ELSUM (Electronic Managers Network).
- Reference Librarian Lori Preston attended *Money Smart Week Partner*.
- Reader Services Program Coordinator Sarah Vessalo attended a *Programming Librarians Group*.
- Circulation Manager Anastasia Daskalos attended *Circulation Technical Group* meeting.

PROGRAMS AND SERVICES

- We had a full house (30 people) at our second **Library Pub Quiz**. Program coordinator Sarah Vessalo said, "It was a new team that won this time, and they were made up of people who had been strangers as they came in. After I handed them their prizes they asked me to take a group picture. I love to think that the Library provided this kind of safe and fun space for a few more adults."
- Three weekly **All Ages Storytimes** continued at the Library through mid-October: weekly **Baby Storytime**, **2nd Saturday Family Storytime** and **Pajama Storytime** are held in the department during the renovation. Children's Services Manager Parry Rigney secured **offsite locations with the Park District for storytimes during Phase 3 of renovation**.
- Offsite book discussions included **Book Bites**, an informal book discussion group for grades 4-6, held at Oberweis and **Family Book Discussions** for grades 1-3 and grades 4-8, hosted at the Maine Park Leisure Center.
- Children's and Teen programs this month included **Costumed Pet Parade**, two **After Hours Murder Mystery Parties** for grades 4-6 and 6-8, drop-in **Family Mobile Makerspace** and **Teen Board Game Night** and high school and middle school **Pizza & Pages**.
- We had six new Book Match requests this month, bringing our **total to 25 Book Matches with 148 books suggested** to patrons. A patron commented that "Laura really knocked it out of the park!" She said her Book Match included 5 authors she'd never read before, and she really loved them.
- Staff moved the **Biographies** behind the new Media Lab creating a "**boutique**" collection.
- Also shifted Large Print Collection to not use the top shelf, making books more reachable at a height of 64", rather than using the top shelf which is 75" high – completed by adult page Jimmy Bauer and volunteer.

COMMUNITY OUTREACH

- Teen Librarian Claire Griebler:
 - Facilitated the **6th grade and 7th grade MSW Book Clubs**
 - Facilitated **Lincoln Literary Lions Book Club**
 - Visited **Emerson middle school classrooms to conduct Rebecca Caudill book talks** on multiple days, seeing a total of 860 kids.
 - Visited **Emerson's 7th grade Language Arts classes**, assisting with their scary story unit, seeing a total of 150 students.
 - Attended the **Youth Commission meeting**

- Children’s assistant Anna Karwowska represented the Library at the **Park Ridge Farmer’s Market**.
- Children’s Librarian Staci Greenwald coordinated **visits to Park Ridge grade school Kindergarten and 1st grade classrooms** to promote our *Patch Club* and *Getting Your First Library Card*. So far in October we have **completed visits to 4 different schools, for a total of 24 classroom visits, seeing 621 students total**. These visits will continue through November. This is the first year in several in which we’ve included 1st graders. In just the last few weeks, we’ve had the same number of 1st graders sign up for the 1st Grade *Patch Club* that usually sign up in a **WHOLE YEAR**, so we feel the visits have already made an impact!
- Ms. Greenwald also conducted **monthly storytime at Jefferson Preschool**.
- Children’s Librarian Liz Fichter **visited MSW preschool classrooms and Sugar Plum preschool classrooms** to promote the Preschool Patch Club and Getting Your First Library Card.
- Ms. Fichter also began **planning the 2019 Preschool and Enrichment Fair**. The fair will be held on January 12th, 2019. It will once again be off site at St. Andrews school.

A FEW PHOTOS FROM OUR COSTUMED PET PARADE ON SATURDAY, OCTOBER 6 AND COSTUMED GUESTS



DECORATIONS IN THE NEW TEEN LOFT



TEMPORARY CHILDREN'S SERVICE AREA



**MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
PLANNING AND OPERATIONS COMMITTEE OF THE WHOLE
HELD NOVEMBER 13, 2018 AT 8:00 P.M. IN THE SECOND FLOOR MEETING ROOM OF
CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL**

ROLL CALL:

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

TRUSTEES ABSENT: Joseph Egan

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

Approval of Minutes

Mr. Kiem made a

MOTION: to approve the minutes for the Planning & Operations Committee meeting held October 2, 2018

Mrs. Foss-Eggemann SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Resolution to Modify Existing Anti-Harassment Policy

Mr. Kiem made a

MOTION: to accept the changes to the anti-harassment policy consistent with the City's policy.

Mrs. Foss-Eggemann SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

2019 Meeting Conflicts in Schedule

The Committee reviewed the schedule of Library Board and Committee meetings for 2019, including dates where meetings are in conflict with City Council meetings. On November 12, 2019 a Library Board COW meeting taking place at the Library occurs the same evening as a Council meeting at City Hall. On February 19 and October 15, 2019 Library Board meetings that usually take place in the Council Chambers occur the same evening as rescheduled Council meetings, which will take place in Council Chambers and so will have to take place at the Library. It is that consensus of the Committee to leave the dates and times of the Library's Board and Committee meetings unchanged, and to meet at the Library.

Review Annual Board Calendar

Ms. Smith reviewed the updated Annual Board Calendar.

Other

Mr. Kiem asked when the levy will be approved by the City. Ms. Smith replied that the City's Finance & Budget Committee will discuss it at their November 26, 2018 meeting, adding that she will ask Mr. Egan to attend.

In regard to the review of closed minutes, Ms. Smith stated that Mr. Kennedy will be visiting the Library on Monday, November 19 to review the closed minutes. Next week the Board can vote on allowing Ms. Smith to distribute printed copies of the closed minutes then at the December COW the trustees will vote on their review.

Mr. Kennedy made a

MOTION: to give the Library Director the power to distribute printed copies of closed minutes to the Trustees.

Mrs. Rapisand SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Mr. Kiem distributed a list of issues placed on the "back burner" (or "parking lot") while the Interim Library Co-Directors were managing the Library. The Committee will discuss at the December COW.

Adjournment: 8:29 p.m.

Joshua Kiem, Chair

**MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
RESOURCES COMMITTEE OF THE WHOLE
HELD NOVEMBER 13, 2018 AT 8:59 P.M. IN THE SECOND FLOOR MEETING ROOM OF
CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL**

ROLL CALL:

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

TRUSTEES ABSENT: Joseph Egan

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

Approval of Minutes

Mr. Dobrilovic made a

MOTION: to approve the minutes for the Resources Committee meeting held October 2, 2018.

Mrs. Rapisand SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

FY19 Per Capita Grant

Ms. Smith reminded the trustees of the chapters they must read prior to the November 20 Board meeting as requirements of the FY19 Per Capita Grant. She stated that she had included the links to the appropriate documents (*Chapter 8, "Public Services: Reference and Reader's Advisory Services"*, of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014* and chapters 6-10 of the *Trustee Facts File*) and videos they must review in tonight's packet and will do so again in the packet for next week's Board meeting so that the Per Capita Grant Application can be approved and signed.

The "Continuing Education" portion of the Per Capita Grant requirements was fulfilled by Mr. Kiem's viewing of the online video regarding libraries meeting the needs of patrons with challenges or disabilities. Ms. Smith stated she will note this on the application.

In regard to the "Planned Use of Funds" portion of the Per Capita Grant application, she will request funding for resources, but this could be revised if needed after the funds are received and the Board is developing a budget.

It is the consensus of the Committee that they approve of the "Planned Use of Funds" as stated on the Per Capita Grant Application.

Bids for Desktop and Notebook Replacement

Ms. Smith reviewed the bid for the replacement of Library desktop computers and notebooks, explaining that only 16 of the current machines are capable of being upgraded to Windows 10. Money for the replacements will come from the Technology Replacement Fund. Ms. Smith stated that the specs were developed with the assistance of CVI (Computer View, Inc.) to allow for five years of useful life.

Mr. Dobrilovic made a

MOTION #1: to accept the bid from Computer View, Inc., 2035 S. Arlington Heights Road, Suite 121, Arlington Heights, IL for the purchase of up to 100 desktop computers, as specified in *Specifications and Contract Documents 2018-02*, at a cost of \$1,055 per unit.

Mr. Kennedy SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Mr. Dobrilovic made a

MOTION #2: to accept the bid from Civitas IT, LLC, 401 N. Michigan Avenue, Suite 1200, Chicago, IL for the purchase of up to 20 notebook computers, as specified in *Specifications and Contract Documents 2018-02*, at a cost of \$1,292 per unit.

Mr. Kennedy SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Other Discussion of *Little Free Libraries Initiative – Marion’s Mark*

The Committee discussed this initiative. Mr. Dobrilovic asked for an estimate of staff time required to maintain the little libraries and a determination if the Library staff should be involved in maintaining those that may be placed in public areas.

Adjournment: 8:58 p.m.

Stevan Dobrilovic, Chair



Memorandum

Memo Date: November 16, 2018
From: Heidi Smith
Meeting Type: Library Board Meeting
Meeting Date: November 20, 2018
Action Requested: For information For consensus
Subject: Fulfilment of Requirements for FY19 Per Capita Grant Application – Updated

Requirements for FY19 Per Capita Grant Application

- Standards Chapter Review, Public Service** – The Library Director and the Board of Trustees shall review and report on progress in meeting *Chapter 8, “Public Services: Reference and Reader’s Advisory Services”*, of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014**. (*attached)

Staff have reviewed Chapter 8: Public Services: Reference and Reader’s Advisory Services. We comply with all list standards, and we are currently doing the vast majority of the items on the checklist. A large amount of our reference resources are in electronic format, as allowed in the standards. This saves space but more importantly, it makes these resources available 24/7 for our patrons. We have recently expanded our Reader’s Advisory options with the introduction of “BookMatch”, a form based reader’s advisory tool. We will continue to explore continuing education opportunities and provide staff training to maintain our Reference and Reader’s Advisory skills.

- Trustees Fact File** – Review chapters 6-10 of the *Trustee Facts File Third or Fourth Edition*, placing particular emphasis on *Chapter 8, “Human Resources”*.

Please review the content at this link prior to discussion at our November 20 Board meeting:
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

- Continuing Education** – Library staff and at least one Trustee will complete an educational program in calendar year 2018 focusing on meeting the needs of patrons with challenges or disabilities.

The original grant requirements specified more than one Trustee, not “at least one” trustee. To date, I have received confirmation from only one Trustee that they have completed this requirement. We have met this requirement, but if you have not yet watched or read pertinent content, I have included two links below.

I will include a statement regarding the Library’s “commitment to serving patrons with challenges, disabilities or differences” in the Grant application and will provide a copy of the application to the Board for approval at the December 18 Board meeting.

View the session here: <http://ala.adobeconnect.com/p3x4aww3b0o/>

Read the transcript or download complementary documents here: <http://www.ala.org/ascla/documents-accessibility-academy>

- Planned Use of Funds** – Describe how the Library plans to use grant monies in order to meet standards in the most recent edition of “Serving Our Public 3.0”. Use general categories in identifying actual planned expenditures.

*Our response: The Park Ridge Public Library will use 2019 Per Capita Grant funds to purchase resources for the Library’s collections in order to meet the standards in Chapter 7, “Collection Management and Resources Sharing”, of *Serving Our Public*.*

Serving Our Public 3.0

Standards for Illinois Public Libraries

Through public services, a library offers assistance to patrons in the use of its collections and resources. The library also provides patrons with resources beyond those owned by the library through interlibrary loan and other resource-sharing arrangements. Basic public services include reference and reader's advisory. These services should be provided to all age groups.

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 11, 16, 17, 18, 19, 22, and 24 in Chapter 1.

REFERENCE SERVICES

Reference service is the provision of information in response to a patron's question. All Illinois public libraries should provide reference service for their patrons.

REFERENCE SERVICES STANDARDS

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access.
2. The library has a board-approved reference service policy developed by reference staff and administration and it is reviewed biennially. (See Appendix R)
3. The library provides staff trained in reference services to meet the needs of patrons who have challenges with disabilities, language, and literacy.
4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
7. The library provides easy access to accurate and up-to-date community information/resource files.
8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
10. The library provides access to local and state maps.
11. The library strives to provide access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
12. The library provides voter information, including precinct boundaries and location of polling places.
13. The library provides information about local history and events.
14. The library has telephone books for the local calling area and any other frequently requested areas.
15. The library will include at least one current reference resource for each subject area. Electronic resources may fulfill this requirement. (See Appendix T)
16. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
17. Staff members are encouraged to attend at least one relevant continuing education event each year.
18. The library accepts and responds to reference requests received in all formats, including electronic, print, and phone.
19. The library annually evaluates its reference service for accuracy, timeliness, staff friendliness, and patron ease. (See Appendix S)

REFERENCE SERVICES CHECKLIST

- All basic services are available when the library is open.
- The library has a reference service policy.
- The library provides staff trained in reference services to meet the needs of patrons who have challenges with disabilities, language, and literacy.
- The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
- The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
- The library provides easy access to accurate and up-to-date community information.
- The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
- The library provides access to local ordinances or codes of all municipalities within its service boundaries.
- The library provides access to local and state maps.
- The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
- The library provides voter information, including precinct boundaries and location of polling places.
- The library provides information about local history and events.
- The library has telephone books for the local calling area and any other frequently requested areas.
- The library has at least one current reference resource for each subject area.
- Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
- Staff members are encouraged to attend at least one relevant continuing education event each year.
- The library evaluates its reference service on an annual basis.

BIBLIOGRAPHY

Cassell, Kay Ann and Uma Hiremath. *Reference and Information Services in the 21st Century: An Introduction*. 2nd ed. New York: Neal-Schuman, 2011.

Eberhart, George. *Whole Library Handbook 5: Current Data, Professional Advice, and Curiosa About Libraries and Library Services*. Chicago: American Library Association, 2011.

Johnson, Peggy. *Fundamentals of Collection Development and Management*. 2nd ed. Chicago: American Library Association, 2009.

Kresh, Diane. *The Whole Digital Library Handbook*. Chicago: American Library Association, 2007.

O'Gorman, Jack, ed. *Reference Sources for Small and Medium-sized Libraries*. 7th ed. Chicago: American Library Association, 2008.

Thomsett-Scott, Beth C., ed. *Implementing Virtual Reference*. Chicago: American Library Association, 2013.

READER'S ADVISORY SERVICES

Reader's Advisory Services is a patron-oriented service that promotes and encourages recreational reading. It is a service that offers advice, suggestions, recommendations, and selections to library users regarding authors, titles, and genres. It is a service that strives to respond to the recreational reading tastes of individual readers using the resources of the library to link readers and books.

All Illinois public libraries should provide some sort of reader's advisory service to their patrons. This can be done formally with a separate designated service desk, through conversation with a librarian, or informally at the library's circulation desk where library staff members get to know the library patron's reading preferences and are able to suggest similar titles that the patron might enjoy reading.

READER'S ADVISORY STANDARDS

1. All basic services are available when the library is open. For the purposes of this document, basic services are circulation and reference and reader's advisory services. If reference and reader's advisory services are provided to children and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.
2. The library has competently trained staff that has thorough knowledge of popular authors and titles.
3. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
4. The library is aware of the importance of accuracy in reader's advisory service and relies on information sources of demonstrated currency and authority.
5. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
6. Staff members who are responsible for reader's advisory services in their library should attempt to stay current with community events by participating in community organizations, clubs, or councils.
7. Staff members who are responsible for reader's advisory services in their library should attempt to attend as many workshops, reading roundtables, or continuing education events as possible to stay current.
8. The library accepts and responds to reader's advisory requests received via e-mail, IM (instant messaging), texting, and/or virtual reference.

READER'S ADVISORY SERVICES CHECKLIST

- All basic services are available when the library is open.
- The library has competently trained staff that has thorough knowledge of popular authors and titles.
- The library maintains a well-rounded collection of both fiction and nonfiction titles.
- The library has a reader's advisory services policy.
- The library promotes the importance of leisure reading to its community members.
- The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- The library maintains a basic collection of reader's advisory reference materials.
- All staff members attend at least one relevant continuing education event each year.
- Staff members who are responsible for reader's advisory services in their library join at least one community organization, club, or council.
- Staff members who are responsible for reader's advisory services in their library attend at least one workshop, reading roundtable, or continuing education event.
- The library accepts and responds to reader's advisory requests received via e-mail, IM (instant messaging), texting, and/or virtual reference.

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- Avila, Salvador. *Serving Latino Teens*. Westport, CT: Libraries Unlimited, 2012.
- Booth, Heather. *Serving Teens Through Readers' Advisory (ALA Reader's Advisory Series)*. Chicago: American Library Association, 2007.
- Hysell, Shannon Graff. *Recommended Reference Books for Small and Medium-Sized Libraries and Media Centers*. Westport, CT: Libraries Unlimited, 2013.
- Moyer, Jessica E., ed. *The Readers' Advisory Handbook*. Chicago: American Library Association, 2010.
- Okobi, Elsie A. Rogers Halliday. *Library Services for Adults in the 21st Century*. Westport, CT: Libraries Unlimited, 2013.
- Orr, Cynthia and Diana Tixier Herald. *Genreflecting: A Guide to Popular Reading Interests*. 7th ed. Westport, CT: Libraries Unlimited, 2013.
- Pandora, Cherie P. and Stacey Hayman. *Better Serving Teens Through School Library-Public Library Collaborations*. Westport, CT: Libraries Unlimited, 2013.
- Peck, Penny. *Readers' Advisory for Children and 'Tweens*. Westport, CT: Libraries Unlimited, 2010.
- Roberts, Ann and Stephanie G. Bauman. *Crash Course in Library Services for Seniors*. Westport, CT: Libraries Unlimited, 2012.
- Saricks, Joyce. *Reader's Advisory Guide to Genre Fiction*. Chicago: American Library Association, 2009.
- Zabel, Diane. *Reference Reborn: Breathing New Life into Public Services Librarianship*. Westport, CT: Libraries Unlimited, 2010.

WEBSITES

- NoveList Plus – EBSCO
www.ebscohost.com/novelist/our-products/novelist-plus
- The Reader's Advisory Online – Libraries Unlimited
rainfo.lu.com/

**MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
BUILDING & GROUNDS COMMITTEE OF THE WHOLE
HELD NOVEMBER 13, 2018 AT 7:03 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 (7:04 p.m.), Stevan Dobrilovic, Charlene Foss-Eggemann, Gareth Kennedy, Joshua Kiem, Lauren Rapisand, Michael Reardon

TRUSTEES ABSENT: Joseph Egan

OTHERS PRESENT: Heidi Smith, Library Director; Angela Berger, Library Staff; Josh Bess, Park Ridge student

Approval of Minutes

Mr. Lamb made a

MOTION: to approve the minutes of the October 2, 2018 Buildings and Grounds Committee meeting

Mr. Dobrilovic SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Library Renovation Project Update

Ms. Smith reviewed her memo on page 5-6 of the packet and reviewed the progress of the renovation. She also gave an update on the fire alarm and the ceiling in the lobby. The Library's creation of a comprehensive fire alarm plan was requirement to receive temporary occupancy of the Phase 1 areas.

Ms. Smith asked for pricing for roughing in four additional smoke detectors in Children's Services area, as it has a drywall ceiling and to do it after the fact would be very invasive. Now getting pricing (probably \$2k-\$3k) within Ms. Smith's approval level.

- Mrs. Rapisand asked that Ms. Smith make sure the City agrees with the idea that "as of this date" is sufficient and won't be revisited/added onto. Mr. Lamb suggested the PRFD inspector, Fire Marshall Plach, be in attendance at that discussion.
- Mr. Reardon stated that the only agreement the Library had at this point is to develop a comprehensive fire alarm plan – not yet discussed how to implement the plan.

Discussion ensued regarding the ceiling and flooring in the lobby, time cards for the workers, carpeted stairs, (stairs were in the design for carpet but were not in the plan, so CSI (Construction Services, Inc.) did not bid on it. Studio GC has agreed to pay for half of the cost of the carpeting.)

Mr. Lamb recommended working with an independent project manager for the sprinkler project.

Ms. Smith reported that Mr. Giometti has alerted her to a change order coming in regard to the ceiling in the lobby/circulation workroom areas. They encountered unforeseen conditions when the ceiling was opened. Ms. Smith will talk to Mr. Lamb and Mr. Egan once she receives the estimate from Studio GC.

- Mr. Kiem stated he would like to see a placeholder motion on the agenda for the November Board meeting to approve outstanding change orders, adding that the Board Treasurer and Building & Grounds Committee Chair can approve up to \$20k.

In regard to the columns, there are two reasons that steel columns are necessary:

- Fiberglass reinforced concrete columns require center supports.
- Studio GC determined the columns to be load-bearing.
- The columns are being shipped two at a time, and are anticipated to be received and installed by the end of November, 2018.

Ms. Smith stated she may have an update regarding the columns for the Director's Report.

In response to Mr. Lamb's inquiry regarding if a final date is known, Ms. Smith stated the construction will be complete by the end of December, but the bathrooms and punch list may be completed in January.

Ms. Smith stated that planning for a grand opening type of celebration will take place after Thanksgiving week and the "Visit with Santa" program that Friday.

Other None

Adjournment: 7:59 p.m.

Patrick Lamb, Chair

NO
November 2018
Personnel
Budget & Finance
Communications & Development
IGA / Intergovernmental Agreement
(a.k.a. Memorandum of Understanding (MOU))
Committee Meetings

(No action items.)