

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, May 15, 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 April 17, 2018

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

5. Secretary's Report

A. Communications

B. **MOTION:** to approve **Closed Session** Minutes of the February 27, March 1, March 6, and March 20, 2018 Board meetings

6. Treasurer's Report

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

a. Period 12, April 16, 2018

Library Fund Warrants	\$89,417.92
Payroll	\$ 75,030.04
Grant Fund	\$0.00
Technology Replacement Fund	\$0.00
North Suburban Digital Consortium	\$ 3,524.90
Library Restricted Fund	\$0.00
Total	<u>\$167,972.86</u>

b. Period 12, April 30, 2018

Library Fund Warrants	\$311,064.21
Payroll	\$ 80,115.95
Grant Fund	\$0.00
Technology Replacement Fund	\$0.00
North Suburban Digital Consortium	\$ 3,241.74
Library Restricted Fund	\$109.55
Total	<u>\$394,531.45</u>

*B. Per Capita Grant Report for April 2018

*C. Technology Replacement Fund Summary Report for April 2018

*D. Library Gift Fund Report for April 2018

a. Approval for payment from the Restricted Fund, \$0.00

E. Year to Date Budget Report for April 2018

*F. Fines & Fees Revenue History

7. Library Director's Report

A. Statistical Reports – Monthly Statistics for April 2018

B. Narrative

8. Committee Reports

A. Planning & Operations

B. Communications & Development

C. Library Resources

a. Motion to approve the spending of the 2016 Per Capita Grant funds of \$29,100.97, as determined

D. Building & Grounds

a. Motion to move the former Post Office Mural, "*Indians Cede the Land*", to the Quiet Reading Room of the Library

b. Motion to proceed with the Library Column Replacement Project using Library funds.

E. Budget & Finance

a. Motion to approve Policy IA1, *Purchasing Policy*, as revised

b. Motion to approve the Library entering into a two year telecommunication services service agreement with First Telecommunications, 3340 W. Market Street, Akron, OH 44333, at the monthly rate of \$348.11

c. Discussion of Library Technology Replacement Fund expenditures for FY19

F. Personnel

G. IGA/Intergovernmental Agreement Sub-Committee

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 AT THE Library
ON TUESDAY, APRIL 17, 2018 AT 7:00 P.M.
IN THE FIRST FLOOR MEETING ROOM OF THE LIBRARY**

CALL TO ORDER

Mr. Lamb called the meeting to order at 7:08 p.m.

ROLL CALL

TRUSTEES PRESENT: Patrick Lamb, President; Michael Reardon, Treasurer; Charlene Foss-Eggemann, Secretary; Stevan Dobrilovic, Gareth Kennedy, Joshua Kiem, Judith Rayborn

TRUSTEES ABSENT: Joseph Egan, Vice-President; Karen Burkum

OTHERS PRESENT: Heidi Smith, Library Director; Jodi Bemis Whitney, Angela Berger, Anastasia Daskalos, Gretchen Kottkamp, Parry Rigney, Laura Scott, Library Staff; Alderman Charlie Melidosian, Library Liaison; Anne Lunde, Park Ridge Journal; Amy Bartucci, Gary & Lora Berger, Mike Brooks, Alice Dobrinsky, Deb Kuhlman, Jennifer LaDuke, Sarah Marcucci.

CONSENT AGENDA

Mr. Lamb noted that the items covered by the Consent Agenda are marked by an asterisk on the agenda. There being no comments,

Mr. Reardon made a motion to

MOTION: to approve the Consent Agenda

Mr. Kennedy SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

Presentation of 2018 Library Awards

The Annual Library Award honors an individual who has performed extraordinary service to the Library. Mr. Lamb announced that he is honored to make the presentation of the award to the four recipients.

Mr. Lamb read a passage written by Deb Kuhlman, a volunteer at the Library for the past 26 years, and the first awardee this evening. “She stated that she “thinks of volunteering as random and not so random acts of kindness, which represent ripples of caring for our fellow human beings. Sometimes we never see who the ripple impacts. Other times the ripple rebounds to confirm to us that we made a difference. Whether acts of kindness are acknowledged or simply accepted, those who extend themselves in this way help to make the world spin a little more smoothly.” Mr. Lamb read from Library nomination of Deb Kuhlman submitted by the Library Volunteer Coordinator, Meg Golembiewski. Ms. Golembiewski wrote, “It is my privilege to nominate Deb Kuhlman for the 2018 Library Award. Deb has been a long-time volunteer at the Park Ridge Public Library and invaluable as an ambassador for the Library. She truly embodies the spirit of volunteerism, and is always ready to pitch in and help, despite her many commitments throughout the community. She is a wonderful ambassador for the Library both internally in the building and externally in the community.

Deb has been volunteering at the Park Ridge Public Library for twenty-six years this July. The longevity of her service and dedication to the Library is impressive in itself, but she also helps the Library in a

plethora of ways. She serves the Library by helping with Thursday travel films at the Library. In addition to sitting through the program, which frees up staff time to work on other duties in the Library, she works closely with the program attendees. She knows many of the repeat attendees by name, and she is always willing to help any patrons with mobility issues down the stairs or ramp to the meeting room and helps them find a seat. She also assists with book repairs, replacing worn out labels on the books. In addition to this, she also helps deliver books to our homebound patrons who cannot come to the Library. I also know I can always count on Deb to assist with other volunteer opportunities at the Library, such as helping with the annual summer lawn events or to pass out patron satisfaction surveys.

This February, the Library hosted a program about the Random Acts of Kindness. As part of the program, which promotes volunteerism and random acts of kindness, our Programming Librarian, Sarah Vessalo, asked if some of the Library volunteers I work with would be willing to provide a testimonial about how volunteerism has affected their lives. I knew immediately I had to ask Deb for a testimonial, and as Deb always does when the Library makes a request, she said 'yes'. In her own words, she beautifully explained how she thinks of volunteering..." which Mr. Lamb stated he read a few minutes ago.

"I, for one, can certainly testify to the fact that Deb's willingness to give of her time and talent to the truly makes our organization move a little more smoothly, and that the kindness and grace with which she does her work certainly help the Library spread more ripples of kindness into the community."

Mr. Lamb stated that the Board agrees Ms. Kuhlman is a tremendous award recipient for 2018 for what she brings to the Library, and as such in recognition of the Board's appreciation, Mr. Lamb presented Deborah Kuhlman with a crystal book and a commemorative pin. The assembly applauded.

Mr. Lamb announced that the next recipients of the 2018 Library Award are the Library's wonderful Interim Library Co-Directors Angela Berger and Laura Scott and Interim Technical Services Manager Anastasia Daskalos. He added that he cannot say enough about the contributions these three have made over the last year to the Library and listed only a few examples of their individual contributions to the smooth running of the Library over the past 10 months. Mr. Lamb asked the three of them to step forward to receive their 2018 Library Awards.

In recognition of the Board's appreciation, Mr. Lamb presented Angela Berger, Laura Scott, and Anastasia Daskalos each with a crystal book and a commemorative pin. The assembly applauded.

Mr. Lamb announced that at this time the Board would take a brief recess for refreshments and invited everyone present to join in, adding that the meeting would reconvene in a few minutes.

The meeting adjourned at 7:20 p.m.

The meeting reconvened and was brought to order at 7:33 p.m.

COMMENTS FROM THE GENERAL PUBLIC

Mr. Lamb solicited questions from the general public on non-agenda items. There were no comments.

SECRETARY'S REPORT

Mrs. Foss-Eggemann stated that on behalf of the Library Board, she welcomed Heidi Smith on her second day with the Library.

Mrs. Foss-Eggemann reported that she had distributed the minutes from four closed meetings to the Trustees and added that unless there are changes, she requests that they be added to the agenda for approval at the May 15, 2018 Board meeting.

Mrs. Foss-Eggemann reviewed the following items which were in the information folder:

- A comment form from “anonymous” saying, “keep up the good work!”
- A comment form from “anonymous” saying, the film series is “Brilliant! Thank you.”
- A comment form from Bev Evko, Park Ridge resident, complimenting Zena, Children's Services Librarian – she said “Such a great staff! Ms. Zena was particularly helpful to me today in Reader Services.”
- A comment form from Bev Evko, Park Ridge resident, complimenting Jimmy (Reference) for being “most helpful finding books for me. Great staff all. Thank you.”
- A comment form from Jeanne McCaffery, Park Ridge resident, complimenting Grace, Reference Librarian, and Jodi, Admin Assistant, stating “Grace and Jodi were wonderful. (They) helped me get my (information) changed so I could vote. Wonderful service, thank you.”
- A comment form from “anonymous” suggesting the Library include the expiration date on patron's library cards as well as on the Library website so that patrons will know beforehand when their card will expire. – *In response to Mrs. Foss-Eggemann, Ms. Daskalos explained that the new system (Polaris) does list the library card expiration date.*

TREASURER'S REPORT

Mr. Reardon referred those in attendance to the updated financials on the *Year to Date Budget Report* on page 41 of the packet, reporting that with 92% of the fiscal year completed, the Library has expended 82% of the total operating budget as of March 31, 2018. Mr. Reardon added that all but two line items are under budget, but overall the Library is under budget. Mr. Lamb explained that the data processing line item is paid quarterly so that should even out next month, and the line item for attorney fees the Board has discussed has been heavily impacted this year, both with contractual items and some extraordinary legal issues, but the budget is on track and looks good.

Mr. Reardon made a motion to

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

Mr. Lamb SECONDED the motion

Roll call vote

MOTION PASSED UNANIMOUSLY

LIBRARY CO-DIRECTOR'S REPORT

Mr. Lamb asked Ms. Scott to give the final Interim Library Co-Directors Report. She solicited questions on the written report; there were none.

Ms. Scott announced that the Library launched the new catalog, which is called Polaris, today and Ms. Daskalos and IT staff were at the Library very early to assure that everything went smoothly and it's been a great transition.

Ms. Scott reported that Ms. Kottkamp is in charge of shifting the collections to other areas in the Library and Ms. Scott said she herself is in charge of telling people who see the empty shelves to not worry, the books are still here, and to walk them over to the area to find their books. She stated it is stark to see the empty shelves but it is exciting.

She added that the Classic Film Series just concluded. It was another awesome series from Circulation Assistant Manager Matthew Hoffman, almost 400 attendees and this year he only presented six films over six weeks because of the upcoming renovation.

Money Smart Week is coming up, the program which the Library runs in conjunction with the U.S. Federal Reserve offering free programs to promote financial literacy. Ms. Scott stated that Children's Manager Parry Rigney always contributes the cutest photos for the Director's reports.

COMMITTEE REPORTS

Communications & Development:

In Mrs. Burkum's absence, Mrs. Foss-Eggemann reported that the Committee discussed the *renovation communications postcard*. Ms. Berger gave an overview of the postcard and what will be presented in the Summer, 2018 newsletter. Mrs. Foss-Eggemann suggested having a renovation FAQ added to the Library website. Mr. Reardon stated that he has researched this and the IRS will issue a letter stating that donations to government entities are tax deductible. The Committee discussed levels of donor sponsorships and issues needing to be addressed in order to move this project forward. Ms. Berger shared an example from the Golden, Colorado Public Library and how they conducted their sponsorships. Mrs. Foss-Eggemann added that it seems like a fantastic way to bring in additional revenue and support for the Library.

Mrs. Foss-Eggemann announced that the Library is working on the assembly of a committee of citizens to assist Library Staff with assembling the details related to donor sponsorships, what items can be sponsored, as well as different ways to acknowledge donations and donors. At the Committee meeting Mrs. Burkum volunteered to reach out to the Friends of the Library to solicit their involvement and Mr. Dobrilovic requested that a summary of necessary decision points be prepared for the April 17, 2018 Board meeting.

Mrs. Foss-Eggemann reported that the Committee discussed the Library's naming policy (*Policy IA4*) and various issues that need to be discussed in greater detail.

Ms. Smith reported that the renovation communications postcard went to the printer today and is scheduled to be in homes by April 25 or April 26; it focuses on the timing of the renovation and the timing of the phases of work.

Mr. Dobrilovic stated that the Committee discussed the issue of the tax deductibility of donations and the ILA (Illinois Library Association) Designated Charitable Trust Agreement. Mr. Lamb stated that Mr. Reardon did some research and discovered that the IRS will issue a letter to donors, explaining that donations to government entities are tax deductible for individuals. Mr. Lamb suggested that this fact be advertised. Mr. Dobrilovic added that staff is researching the use of the ILA Fund for Libraries to accept donations from corporate organizations which would be tax deductible because the ILA is a 501C3 organization and they would pass those donations onto the Library.

Ms. Smith stated that Mr. Dobrilovic had requested a summary of necessary decision points in regard to fundraising. She explained that she and Ms. Berger discussed this and came up with three questions that the Board needs to answer:

1. What if any Library resources do we want to allocate to this initiative – whether it be staff time, the investment of money for printing, or things of that nature
2. Who will be doing the work – who will spearhead the Committee/effort – Board and community? Do they see staff support and in what roles?
3. What is the goal? if the goal is to raise a specific monetary amount, i.e., 'we want to raise \$x' -- or -- 'we'd really like to get the word out and see what kind of reception it receives' that will be helpful to know

Mr. Dobrilovic asked when she would like these decisions made. Ms. Smith replied 'the sooner the better', but it is going to be a lengthy project and these decisions don't have to be finalized prior to the renovation beginning – however the timing is different if the answer to who will spearhead is "Heidi" rather than "the community group".

Ms. Smith added that it also depends on where the Board wants this project to fit into the first 90 days of her onboarding.

Mr. Kiem stated he believes the Library's part time marketing personnel should be involved in this. Mr. Reardon suggested that Ms. Smith meet with Mrs. Burkum. Ms. Smith asked if the Board wants her to meet with Mrs. Burkum within the first 30 days – Mr. Lamb replied yes, because the renovation is

moving forward. He believes she will have some valuable contributions based on her experience in Waukegan and he asked that it be an agenda item for the May COW (Committee of the Whole) meetings.

Ms. Smith stated she will meet with Mrs. Burkum prior to the May COW and report back with what we see as the answers to those three questions and potential next steps. Mr. Kennedy asked that she also review the policy and evaluate whether it inhibits the director in its current form – is there a way to maximize the potential fundraising and then the Committee can address it in May.

Ms. Smith stated she recognizes this as a priority. She stated that depending on the discussion with Mrs. Burkum regarding the naming policy, her own concern is that if she puts a lot of her time and energy in the next 30 days behind this project, what other things get less attention. She stated that this is her first meeting, and with the renovation beginning in the next three weeks, she's spending a lot of time getting on board and she doesn't want to overpromise and under-deliver.

Mr. Kiem stated that not everything has to come directly off of Ms. Smith's desk. Mr. Reardon stated he understands her legitimate concerns, he is hoping that by the time the Board sits down at the COW, Ms. Smith and Mrs. Burkum will have already thought these things through so that the Committee can have a productive discussion.

Library Resources:

Mr. Dobrilovic reported that the Resources Committee had a short meeting, in which was discussed the fact that the Library received the check from the state of Illinois for the 2017 Per Capita Grant --- \$29,100.17 which translates to about 78 cents per person in Park Ridge. There is no budget for this funding as yet but this will be discussed at the May COW. Ms. Berger informed the Board that today the Library received a letter from the State Library that although the funding was delayed, the deadline for spending that money will not be delayed. She announced that the money has to be encumbered by June 30, 2018. Ms. Berger explained that the Library has never had such a lengthy delay in receiving the funding for a given year.

Building & Grounds:

In Mr. Egan's absence, Mr. Reardon reviewed the Committee meeting, reporting that the focus of the discussion was the Library Renovation Project, the work the architects are doing on the schedule, their meeting with the staff and is staff providing input back to the architects, contractors, staff, etc.

As of last week, the work is projected to begin May 7 and he is looking forward to seeing that begin. He asked if some sort of special "groundbreaking" event is planned. Mr. Kennedy stated it would be a good way to publicize the fundraising.

In regard to the project, Ms. Smith asked for the Board's guidance on what it sees as necessary for managing the renovation in terms of accountability. Ms. Smith will be accountable to the Board, the Board is accountable to the community – so what kind of information, reporting, and structure would the Board like to have in order to fulfill both of those roles. Ms. Smith suggested that it might be helpful if one of the Trustees, perhaps Mr. Egan, as chair of Building & Grounds Committee, be Ms. Smith's main contact person/liaison for the project, who would then filter and distribute the necessary information to the rest of the Trustees.

Mr. Lamb stated that his experience with this kind of project is that either the architects and/or the general contractor should issue a weekly status report of work-in-progress of the project. He suggested that they provide a weekly copy of this, or provide to Mr. Egan weekly this "status report" and he can then give a short summary to the rest of the Board; he suggested a type of timeline.

Mr. Kiem stated he would like the raw information to go to all the Board every week rather than have the Board wait on Mr. Egan. Then the Trustees can comment back to Mr. Egan with questions. Mr. Lamb suggested Studio GC be asked what kind of format they provide for the weekly report. Mr. Lamb added that while he appreciates the raw data, he would rather get a formatted, narrative report.

Ms. Smith stated she believes she will receive a one to two page, bulleted summary report that can easily be distributed to the Board as a whole. She asked that in addition to the weekly summary, how does the Board want her to handle change orders, sometimes they have to happen quickly and they need a quick “yes” or “no”. It could be a call to Mr. Egan or calling an emergency Board meeting if it’s more than \$5,000; she just wants to be ready to hit the ground on May 7 knowing how the Board wants her to handle this. Mr. Reardon informed her that there is a fairly significant contingency line item that the Board already approved and until that is used up, her following the purchasing policy with Ms. Smith’s signature authority is appropriate; items greater than Ms. Smith’s signature authority even though the money is approved should go through Mr. Egan and Mr. Reardon, as treasurer. When change orders begin to approximate the amount of that contingency, then he suggests a vote be scheduled at a special Board meeting to approve additional contingency funds, so that these things can be addressed quickly as they arise. Mr. Kiem suggested a monthly report of the contingency balance report.

Ms. Smith stated that her understanding is that the Library is responsible for tracking the budget of the project. She will continue to converse with the Project Manager from Studio GC to make sure that the roles of responsibility and timelines are clear, as well as updates to the budget from the contractor. She will review it with Mr. Egan and share it with the Board as well.

Mr. Lamb asked that Mr. Reardon propose a three step protocol related to expenditures and then the Trustees will discuss it at the May COW. Ms. Scott stated that the COW meetings are May 8.

Mr. Dobrilovic stated that he finds that receiving MS Project plans and such aren’t useful for him – but what he does find very useful is a short narrative on the delays, costs, change orders, explaining why the delay is occurring and what steps are being taken to mitigate the delay, and then a brief explanation of change orders, why they arose, and what’s the recommendation to proceed.

Mr. Lamb asked Mr. Dobrilovic to create a short note or format to pass on to Studio GC Architecture and the general contractor, to outline the Board’s expectations of them so we are all on the same page.

Mr. Dobrilovic stated his experience with construction projects is more from ground-up constructions and the kinds of reports received at site meetings. He doesn’t believe the Board wants to go through every bit of detail but rather a shorter summary that explains the status like: “drywall is being put up, ceiling is being put up, lighting is 60% done, etc.” and that takes up a half page or less, and then the rest of the report will address issues the Board should be aware of: “• this issue has come up • this is why it has come up • this is what we’re doing about it • this is what the new timeline is going to be.” OR: “• we have this change order • this is why it has come up • we recommend that it be approved by x date • or here are two options for this change order, maybe we can purchase cheaper materials or more expensive materials, and this is the difference”, etc. Mr. Kiem suggested the Board wait first to see what they intend to provide before seeing if it is what the Board is seeking before suggesting what to report and how.

Ms. Smith asked about the furniture disposal, and she has spoken with the architects regarding provisions in the contract for demolition and whether or not they include the shelving, any furniture and fixtures, who the responsibility lies with for disposal of these materials. Ms. Smith asked what the Board’s expectation is for the furniture and shelving that won’t be reused. Is it financial, is it green and keeping it out of a landfill, is it community sharing and assisting with a community organization, or is it about the path of least resistance.

There was considerable discussion about the pros and cons of the various options. One of the things Mr. Kennedy stated is that Studio GC told him that the contractors have built-in the disposal as part of the contract – as part of the fee that they charge because they have an expectation of getting something back for the scrap. He added that he is more than happy to give the items to a community organization that wants and can use them rather than they go in a landfill as long as the Library doesn’t lose money on it. Mr. Reardon suggested a priority be delineated in order of preference – public organizations such as schools, park district or city hall – secondary would be any other organizations

that want them, such as chamber, charities – then third any individuals that will reuse or recycle rather than putting them into a landfill. Ms. Smith noted that these have to move in the next three weeks.

Ms. Smith stated her understanding of the contract is that, upon the advice of Studio GC, the inclusion of the furniture in the demolition and disposal portion of the contract needs to be confirmed by SGC with the contractor and she will get an answer on that. She added that she likes Mrs. Foss-Eggemann's idea to get the word out in the quickest and most time-effective way. She asked if it is acceptable to the Board for the Library to post on FreeCycle and CraigsList, share that posting with other municipal agencies, specify a day and time, etc. Mr. Kiem suggested Ms. Smith contact the City Manager prior to doing anything to verify that the Library follows City Policy.

Ms. Smith asked for next steps. Mr. Lamb stated that Mr. Reardon made a good suggestion: Ms. Smith should first contact Mr. Gilmore regarding City policy, and then contact each of the municipal groups; Mrs. Foss-Eggemann will look into possible alternative locations; the architect and/or contractor has to verify that it's included in the budget so that the items are gone by a particular date no matter what. Ms. Smith verified that after making sure all bases are covered in following policy, putting the items out for free as discussed and giving to the municipal organizations (tax-supported), then non-profits, community, etc. Mrs. Foss-Eggemann stated that there are also groups in the community that assist with recycling.

Budget & Finance:

Mr. Reardon reviewed the Budget & Finance Committee meeting. Mr. Reardon explained that the discussion centered on the salary plan that will be implemented by May 1, 2018. Mrs. Rayborn is still reviewing and finalizing the plan with Ms. Berger and Ms. Scott to assure that everything is finalized and will bring Ms. Smith on Board with all of the final details. In response to Mr. Reardon's inquiry, Ms. Berger stated that the Ms. Hodge in Human Resources at the City gave her the absolute last date to get the report to her as April 30. That is based on the next payroll cycle.

Mr. Reardon reported that last Wednesday he attended the City Budget Workshop and was asked to do an elevator speech as to what the Library will be doing in fiscal year 2019. This is the first time the Library has been asked to attend this workshop. He stated he spent one third of his time talking about the new Library Director and the great job she will do, and the last two thirds discussing the construction project and then the actual budget. The Council and Mr. Reardon reviewed the budget – and he explained that the Library's budget is simple – we have people, we purchase materials and we take care of a building. The big issues are the salaries and benefits, the materials we purchase and then the construction this year is the bulk of the funds. Mr. Reardon added that he spoke about efficiencies and how the Board questions every new hire. Mr. Reardon said he feels it went very well.

Personnel:

Mrs. Rayborn reported that there isn't much to report from the Committee other than the big news is that Ms. Smith is here – and the assembly applauded.

Mrs. Rayborn added that the staff has been working on finalizing all of the performance evaluations and she and Ms. Smith will discuss that.

Intergovernmental Agreement (IGA) Sub-Committee

In Mr. Egan's absence, Mrs. Foss-Eggemann reported that the Sub-Committee reviewed the status of the IGA (Intergovernmental Agreement). Alderman Melidosian was at the COW (Committee of the Whole) and informed the Committee that that he is trying to get all parties together to discuss the IGA but it hasn't yet occurred. At the COW, Alderman Melidosian asked the Board to send him the points from the latest draft agreement that the Board doesn't agree with so that then the Council, Trustees, Mr. Gilmore and Mrs. Smith can have a working session. It was decided that the Trustees should email their comments and input to Mrs. Foss-Eggemann and she will combine them and email them to Alderman Melidosian.

Mrs. Foss-Eggemann reported that since that meeting last week, Mr. Dobrilovic and Mr. Kiem reviewed the revised draft that Attorney Simon provided to the Library and they did a line-by-line comparison of that revised draft, the last draft provided by the Library Board, and the comments by all the Trustees. Mrs. Foss-Eggemann stated she assembled the resulting comments by Mr. Dobrilovic and Mr. Kennedy and emailed them to Alderman Melidosian. Mrs. Foss-Eggemann added that the Board hoped that this was what Alderman Melidosian was seeking, and was sufficient to inform the Council and Attorney Simon of what the Library Board is seeking.

Alderman Melidosian stepped up to the podium, and he stated that it was an excellent response to his request. He informed the Council last night of our intention to move forward with a small working group from both sides, and informed City Manager Gilmore that the group wants Attorney Simon to provide a summary/narrative of his reasoning for his changes or why he is or isn't in agreement with the Library Board's changes. Alderman Melidosian added that he has forwarded all of the email correspondence, attachments, and some of the post-narrative to Attorney Simon and Alderman Mazzuca, and he has also emailed Mr. Egan with proposed meeting dates but he is out of town for the next week and may not be able to respond.

Mr. Lamb solicited questions from the general public on non-agenda items. Mr. Lamb invited Ms. Alice Dobrinsky to the podium.

Alice Dobrinsky – Park Ridge resident – stated that at the April COW (Committee of the Whole) there was discussion about this IGA (Intergovernmental Agreement), trying to better clarify the relationship between the City and the Library. She is concerned with some of the things discussed that the City wants to start billing the Library to plow the Central Parking Lot (which she thought is a City lot), billing the Library for payroll, etc. For clarification, she asked if the City bills other City Departments – for example, the Police Department – for such things. Mr. Lamb stated he doesn't know and deferred the question to Alderman Melidosian. Alderman Melidosian stated that we can find out if Ms. Dobrinsky can submit the question in writing or via a FOIA (Freedom of Information Act) to the City Council. Alderman Melidosian added that in essence the taxpayer pays for all of these kinds of things and that is what the IGA is trying to delineate. Ms. Dobrinsky suggested that maybe the Library needs to question these things considering the Library is a City Department. She hopes there will be some consistency with treatment of all City departments.

Mr. Kennedy asked how much of this (IGA draft language) is an attorney just playing a negotiation stance with such items and is his position realistic and aligned with what the City actually wants, i.e. to charge the Library to continue to process its payroll, to plow the City lot adjacent to the Library, etc. He added, is it going to be the Library Board versus the City Council or is it going to be a more reasonable conversation within the group which he believes will be a more sensible, political solution rather than a lawyer-crafted document which might not be as reasonable or based in reality.

Mr. Kiem gave a brief summary of the reason that the City and Library are attempting to draft this Intergovernmental Agreement (IGA) adding that in all the changes in people involved in this process is the City's attorney, who used to be the Library's attorney who wrote the original document. He added that the Library Board is constituted under the Illinois Library Act and acts under different rules compared to the other Boards, who answer and report through the City Council Aldermen.

FRIENDS OF THE LIBRARY

Ms. Scott announced that the Friends' are having their spring book sale the first weekend in May right before the construction is to begin. The book sale will take place from 4:00 to 7:00 p.m. on Friday, May 4 for *Friends of the Park Ridge Library* members only; from 9:00 a.m. to 3:00 p.m. on Saturday, May 5 for all who wish to attend, and Sunday, May 6 from Noon to 2:00 p.m. all items are half-price.

Speaking of that weekend, Ms. Scott announced that the Library would like to have a welcome reception for Ms. Smith on Sunday, May 6 from 1:00 pm to 3:00 pm. with refreshments. Staff will keep the Board apprised of the details.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Mr. Kennedy MOVED to adjourn the Board meeting.

Mr. Kiem SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 8:36 p.m.

Charlene Foss-Eggemann, Secretary

DRAFT

04/18/2018 11:44 | CITY OF PARK RIDGE
 etidd | LIBRARY'S 04-16-18 - PAID WARRANT REPORT

| P 1
 | appdwarr

WARRANT: L041618

TO FISCAL 2018/12 05/01/2017 TO 04/30/2018

VENDOR NAME

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

6095 ABC COMMERCIAL										
99786	03/31/18	155914		195688	P	04/18/18	2015012 932103	BLDG MNT CNTR-GENL MAINT	1,890.00	
INVOICE:		20180319								
VENDOR TOTALS		20,790.00 YTD INVOICED				23,680.00 YTD PAID			1,890.00	
5354 AMAZON COM CREDIT SERVICES										
100012	03/16/18	156143		195689	P	04/18/18	2015014 954001	LIB RSRCS--ADULT BOOKS	24.01	
INVOICE:		736765753955								
100013	03/29/18	156144		195689	P	04/18/18	2015014 954001	LIB RSRCS--ADULT BOOKS	133.01	
INVOICE:		467888499357								
100014	03/26/18	156145		195689	P	04/18/18	2015017 954001	LIB RSRCS--ADULT BOOKS	68.12	
INVOICE:		453679656779								
100015	03/26/18	156146		195689	P	04/18/18	2015017 954001	LIB RSRCS--ADULT BOOKS	48.40	
INVOICE:		475374687866								
100016	04/01/18	156147		195689	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	42.99	
INVOICE:		835889867645								
100017	03/27/18	156148		195689	P	04/18/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.36	
INVOICE:		856788479699								
100018	03/27/18	156149		195689	P	04/18/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	62.99	
INVOICE:		789687643474								
100019	03/25/18	156150		195689	P	04/18/18	2015017 954013	LIB RSRCS-YA GAMES	95.96	
INVOICE:		128657538889								
100020	03/30/18	156151		195689	P	04/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	38.96	
INVOICE:		789884956638								
99787	03/19/18	155915		195689	P	04/18/18	2015017 954001	LIB RSRCS--ADULT BOOKS	25.92	
INVOICE:		678674374554								
99788	03/25/18	155916		195689	P	04/18/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	14.45	
INVOICE:		978667697653								
99789	03/21/18	155917		195689	P	04/18/18	2015017 954013	LIB RSRCS-YA GAMES	50.90	
INVOICE:		439643674988								
VENDOR TOTALS		23,947.82 YTD INVOICED				27,864.86 YTD PAID			617.07	
800 AMERICAN EAGLE COM										
100021	11/27/17	156152		195690	P	04/18/18	2015011 931700	LIB DATA PROC SV	50.00	
INVOICE:		258965B								
100025	03/27/18	156156		195690	P	04/18/18	2015011 931700	LIB DATA PROC SV	700.00	
INVOICE:		265549								
100026	04/05/18	156157		195690	P	04/18/18	2015011 931700	LIB DATA PROC SV	450.00	
INVOICE:		266600								
100027	12/27/17	156158		195690	P	04/18/18	2015011 931700	LIB DATA PROC SV	50.00	
INVOICE:		260506B								
VENDOR TOTALS		11,450.00 YTD INVOICED				11,700.00 YTD PAID			1,250.00	
303186 AMERICAN LIBRARY ASSOCIATION										
99791	03/28/18	155919		195691	P	04/18/18	2015011 932400	LIB MEMBER DUES	140.00	
INVOICE:		ADM040418								

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VENDOR TOTALS				1,360.00 YTD INVOICED		1,360.00 YTD PAID			140.00
5008 ANCEL GLINK DIAMOND BUSH									
100028	03/31/18	156159		195692	P	04/18/18	2015011 942500	SPECIAL COUNSEL	84.53
INVOICE: 62858									
VENDOR TOTALS				167,141.14 YTD INVOICED		182,581.13 YTD PAID			84.53
101020 BAKER AND TAYLOR BOOKS									
100006	04/09/18	156137		195693	P	04/18/18	2015017 954010	LIB RSRCS-CD ROM	257.58
INVOICE: YA040918									
100007	04/09/18	156138		195693	P	04/18/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	739.85
INVOICE: CS040918									
100008	04/09/18	156139		195693	P	04/18/18	2015017 954001	LIB RSRCS--ADULT BOOKS	2,028.62
INVOICE: RS040918									
100009	04/09/18	156140		195693	P	04/18/18	2015013 951100	LIBRARY SUPPLIES	96.63
INVOICE: TS040918									
100011	04/09/18	156142		195693	P	04/18/18	2015014 954001	LIB RSRCS--ADULT BOOKS	1,867.37
INVOICE: REF040918									
99780	03/26/18	155908		195693	P	04/18/18	2015013 935100	EQPT RNTL-MAINTENANCE	2,735.00
INVOICE: NS18030310									
99781	03/26/18	155909		195693	P	04/18/18	2015014 954001	LIB RSRCS--ADULT BOOKS	2,053.25
INVOICE: REF040418									
99782	03/26/18	155910		195693	P	04/18/18	2015017 954001	LIB RSRCS--ADULT BOOKS	782.65
INVOICE: RS040418									
99783	03/26/18	155911		195693	P	04/18/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	771.92
INVOICE: CS040418									
99784	03/26/18	155912		195693	P	04/18/18	2015017 954010	LIB RSRCS-CD ROM	58.66
INVOICE: YA040418									
99785	03/26/18	155913		195693	P	04/18/18	2015013 951100	LIBRARY SUPPLIES	97.93
INVOICE: TS040418									
VENDOR TOTALS				208,701.00 YTD INVOICED		221,534.44 YTD PAID			11,489.46
7141 AMY BARTUCCI									
99792	04/04/18	155920		195694	P	04/18/18	2015017 938506	GNL CNTRL SVC/PROGRAM	157.50
INVOICE: ADM0404182									
VENDOR TOTALS				157.50 YTD INVOICED		157.50 YTD PAID			157.50
489 BLACKSTONE AUDIOBOOKS									
100029	03/16/18	156160		195695	P	04/18/18	2015017 954004	LIB RSRCS-RECORDING	27.99
INVOICE: 979372									
100029	03/16/18	156160		195695	P	04/18/18	2015013 951100	LIBRARY SUPPLIES	2.95
INVOICE: 979372									
99793	03/16/18	155921		195695	P	04/18/18	2015017 954004	LIB RSRCS-RECORDING	279.92
INVOICE: 976691									
99793	03/16/18	155921		195695	P	04/18/18	2015013 951100	LIBRARY SUPPLIES	29.50
INVOICE: 976691									

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VENDOR TOTALS		2,257.58 YTD INVOICED		2,619.36 YTD PAID				340.36	
6983. LAUREN BOCHAT									
100201	04/10/18	156333		195696	P	04/18/18	2015011 933800	CONFERENCES & TRAINING	13.52
INVOICE: ADM041318									
VENDOR TOTALS		110.68 YTD INVOICED		110.68 YTD PAID				13.52	
303461 BRICKTON GALLERY AND ARTS CENTER									
99794	04/04/18	155922		195697	P	04/18/18	2015015 938506	GNL CNTRL SVC/PROGRAM	115.00
INVOICE: ADM0404183									
VENDOR TOTALS		995.00 YTD INVOICED		995.00 YTD PAID				115.00	
311 CAPSTONE PRESS INC									
100030	03/26/18	156161		195698	P	04/18/18	2015015 954004	LIB RSRCS-RECORDING	356.86
INVOICE: 106563									
100030	03/26/18	156161		195698	P	04/18/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	922.53
INVOICE: 106563									
VENDOR TOTALS		1,279.39 YTD INVOICED		1,279.39 YTD PAID				1,279.39	
5403 CHASE PAYMENTECH									
100200	04/15/18	156332		11902	W	04/15/18	2015011 937800	LIB BNK SERV CHG	74.99
INVOICE: 04.15.18									
VENDOR TOTALS		35,288.91 YTD INVOICED		39,640.16 YTD PAID				74.99	
100148 CHICAGO TRIBUNE SUBSCRIPTION									
100031	04/09/18	156162		195699	P	04/18/18	2015014 954003	LIB RSRCS--PERIODICALS	390.00
INVOICE: ADM040918									
VENDOR TOTALS		1,664.00 YTD INVOICED		1,664.00 YTD PAID				390.00	
303317 ROSANNE CIRIGNANI									
100214	04/16/18	156346		195700	P	04/18/18	2015016 951100	LIBRARY SUPPLIES	119.84
INVOICE: ADM0416182									
VENDOR TOTALS		119.84 YTD INVOICED		119.84 YTD PAID				119.84	
6390 ANASTASIA DASKALOS									
100202	04/09/18	156334		195701	P	04/18/18	2015011 933800	CONFERENCES & TRAINING	147.71
INVOICE: ADM0413182									
VENDOR TOTALS		397.39 YTD INVOICED		397.39 YTD PAID				147.71	
25165 EBSCO SUBSCRIPTION SERV									
99795	03/26/18	155923		195702	P	04/18/18	2015014 954010	LIB RSRCS-CD ROM	3,154.00
INVOICE: 1000075151									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS										9,086.50 YTD INVOICED
										9,086.50 YTD PAID
										3,154.00
3545 FINDAWAY WORLD LLC										
100032		03/28/18	156163		195703	P	04/18/18	2015017 954004	LIB RSRCS-RECORDING	511.17
										INVOICE: 249254
100033		03/28/18	156164		195703	P	04/18/18	2015015 954004	LIB RSRCS-RECORDING	574.39
										INVOICE: 249304
99799		03/23/18	155927		195703	P	04/18/18	2015017 954004	LIB RSRCS-RECORDING	125.98
										INVOICE: 248778
VENDOR TOTALS										16,685.77 YTD INVOICED
										18,343.68 YTD PAID
										1,211.54
5535 FOREST SECURITY										
100203		03/27/18	156335		195704	P	04/18/18	2015012 932103	BLDG MNT CNTR-GENL MAINT	98.00
										INVOICE: 69653
VENDOR TOTALS										3,595.40 YTD INVOICED
										5,539.90 YTD PAID
										98.00
301264 FOX VALLEY FIRE AND SAFETY										
100204		04/03/18	156336		195705	P	04/18/18	2015012 932103	BLDG MNT CNTR-GENL MAINT	66.00
										INVOICE: IN00163029
VENDOR TOTALS										7,676.37 YTD INVOICED
										8,273.12 YTD PAID
										66.00
300553 GALE GROUP										
100034		03/29/18	156165		195706	P	04/18/18	2015014 954010	LIB RSRCS-CD ROM	5,297.64
										INVOICE: 63452047
100035		03/28/18	156166		195706	P	04/18/18	2015017 954001	LIB RSRCS--ADULT BOOKS	19.00
										INVOICE: 63447470
100036		03/28/18	156167		195706	P	04/18/18	2015017 954001	LIB RSRCS--ADULT BOOKS	19.00
										INVOICE: 63448055
100037		03/23/18	156168		195706	P	04/18/18	2015017 954001	LIB RSRCS--ADULT BOOKS	21.44
										INVOICE: 63424316
100038		03/29/18	156169		195706	P	04/18/18	2015014 954010	LIB RSRCS-CD ROM	11,039.92
										INVOICE: 63452046
99800		03/27/18	155928		195706	P	04/18/18	2015017 954001	LIB RSRCS--ADULT BOOKS	140.95
										INVOICE: 63439818
99801		03/21/18	155929		195706	P	04/18/18	2015017 954001	LIB RSRCS--ADULT BOOKS	56.97
										INVOICE: 63413775
VENDOR TOTALS										61,534.59 YTD INVOICED
										81,788.30 YTD PAID
										16,594.92
4515 GLENVIEW PUBLIC LIBRARY										
100039		04/09/18	156170		195707	P	04/18/18	201 877500	COLLECTION AGENCY-MISC	16.04
										INVOICE: ADM0409182
100040		04/09/18	156171		195707	P	04/18/18	201 877500	COLLECTION AGENCY-MISC	32.00
										INVOICE: ADM0409183
VENDOR TOTALS										101.02 YTD INVOICED
										101.02 YTD PAID
										48.04

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5590 CLAIRE GRIEBLER										
	99802	03/27/18	155930		195708	P	04/18/18	2015011 933800	CONFERENCES & TRAINING	10.69
	INVOICE: ADM0404184									
	99802	03/27/18	155930		195708	P	04/18/18	2015017 938507	GNL CNTRL SVC/YA PROGRAMS	35.39
	INVOICE: ADM0404184									
VENDOR TOTALS			1,332.51	YTD INVOICED				1,433.96	YTD PAID	46.08
301426 INFO USA MARKETING INC										
	100041	04/02/18	156172		195709	P	04/18/18	2015014 954010	LIB RSRCs-CD ROM	9,400.00
	INVOICE: 10003330029									
VENDOR TOTALS			9,400.00	YTD INVOICED				9,400.00	YTD PAID	9,400.00
1396 JEWEL ALBERTSONS SITE 03481										
	99804	03/19/18	155932		195710	P	04/18/18	2015011 933800	CONFERENCES & TRAINING	49.62
	INVOICE: ADM0404185									
VENDOR TOTALS			2,357.94	YTD INVOICED				2,635.04	YTD PAID	49.62
6929 JOHN KEISTER & ASSOCIATES LLC										
	99805	03/22/18	155933		195711	P	04/18/18	2015011 935900	LIB CONSULT SERV	5,500.00
	INVOICE: JKA0322									
VENDOR TOTALS			17,402.50	YTD INVOICED				17,402.50	YTD PAID	5,500.00
7038 ANNA KARWOWSKA										
	100205	04/09/18	156337		195712	P	04/18/18	2015015 951100	LIBRARY SUPPLIES	17.16
	INVOICE: ADM0413183									
VENDOR TOTALS			37.16	YTD INVOICED				37.16	YTD PAID	17.16
5303 KINGS III OF AMERICA INC										
	99806	04/01/18	155934		195713	P	04/18/18	2015012 932104	BLDG MNT CNTR-ELEV MAINT	129.12
	INVOICE: 1490540									
VENDOR TOTALS			508.98	YTD INVOICED				508.98	YTD PAID	129.12
42242 GRETCHEN KOTTKAMP										
	100042	04/04/18	156173		195714	P	04/18/18	2015011 933800	CONFERENCES & TRAINING	13.52
	INVOICE: ADM0409184									
VENDOR TOTALS			266.42	YTD INVOICED				266.42	YTD PAID	13.52
1061 MARY MASON										
	100206	04/09/18	156338		195715	P	04/18/18	2015015 951100	LIBRARY SUPPLIES	43.46
	INVOICE: ADM0413184									
VENDOR TOTALS			561.93	YTD INVOICED				576.96	YTD PAID	43.46

101892 MIDWEST TAPE

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		100043	03/31/18	156174		195717	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	384.22
		INVOICE:	95961260								
		100044	03/31/18	156175		195716	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	52.57
		INVOICE:	95961259								
		100045	03/31/18	156176		195717	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	145.94
		INVOICE:	95961258								
		100046	03/31/18	156177		195717	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	266.51
		INVOICE:	95961257								
		100047	03/31/18	156178		195717	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	64.97
		INVOICE:	95961256								
		100048	03/31/18	156179		195716	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	27.99
		INVOICE:	95961255								
		100049	03/31/18	156180		195716	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	23.99
		INVOICE:	95961254								
		100050	03/31/18	156181		195717	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	91.96
		INVOICE:	95961253								
		100051	03/31/18	156182		195717	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	145.94
		INVOICE:	95961252								
		100052	03/31/18	156183		195716	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	13.59
		INVOICE:	95961251								
		100053	03/31/18	156184		195717	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	55.99
		INVOICE:	95961229								
		100054	03/31/18	156185		195716	P	04/18/18	2015015 954004	LIB RSRCS-RECORDING	35.18
		INVOICE:	95961191								
		100055	03/31/18	156186		195717	P	04/18/18	2015015 954004	LIB RSRCS-RECORDING	80.75
		INVOICE:	95961190								
		100056	03/31/18	156187		195716	P	04/18/18	2015015 954004	LIB RSRCS-RECORDING	13.99
		INVOICE:	95960889								
		100057	03/31/18	156188		195716	P	04/18/18	2015015 954004	LIB RSRCS-RECORDING	39.99
		INVOICE:	95960886								
		100058	04/02/18	156189		195716	P	04/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	23.97
		INVOICE:	95962401								
		100058	04/02/18	156189		195716	P	04/18/18	2015013 951100	LIBRARY SUPPLIES	6.90
		INVOICE:	95962401								
		100059	04/02/18	156190		195716	P	04/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	17.58
		INVOICE:	95962400								
		100059	04/02/18	156190		195716	P	04/18/18	2015013 951100	LIBRARY SUPPLIES	3.30
		INVOICE:	95962400								
		100060	03/29/18	156191		195716	P	04/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	14.99
		INVOICE:	95955035								
		100060	03/29/18	156191		195716	P	04/18/18	2015013 951100	LIBRARY SUPPLIES	1.65
		INVOICE:	95955035								
		100061	03/31/18	156192		195716	P	04/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	15.99
		INVOICE:	95961193								
		100062	03/31/18	156193		195716	P	04/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	18.99
		INVOICE:	95961192								
		100063	04/03/18	156194		195717	P	04/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	114.95
		INVOICE:	95971587								
		100063	04/03/18	156194		195717	P	04/18/18	2015013 951100	LIBRARY SUPPLIES	8.25
		INVOICE:	95971587								
		100064	04/03/18	156195		195717	P	04/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	137.94

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DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 95971585									
100064	04/03/18	156195		195717	P	04/18/18	2015013 951100	LIBRARY SUPPLIES	9.90
INVOICE: 95971585									
100065	03/31/18	156196		195717	P	04/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	80.97
INVOICE: 95960888									
100066	03/27/18	156197		195716	P	04/18/18	2015015 954004	LIB RSRCS-RECORDING	43.97
INVOICE: 95949068									
100067	03/27/18	156198		195716	P	04/18/18	2015015 954004	LIB RSRCS-RECORDING	15.99
INVOICE: 95949069									
99807	03/21/18	155935		195717	P	04/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	43.97
INVOICE: 95936114									
99807	03/21/18	155935		195717	P	04/18/18	2015013 951100	LIBRARY SUPPLIES	8.85
INVOICE: 95936114									
99808	03/23/18	155936		195716	P	04/18/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	35.98
INVOICE: 95938702									
99808	03/23/18	155936		195716	P	04/18/18	2015013 951100	LIBRARY SUPPLIES	3.30
INVOICE: 95938702									
99809	03/27/18	155937		195716	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	43.18
INVOICE: 95949330									
99810	03/27/18	155938		195717	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	64.98
INVOICE: 95949332									
99811	03/27/18	155939		195716	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	34.99
INVOICE: 95949333									
99812	03/27/18	155940		195716	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	33.58
INVOICE: 95949334									
99813	03/27/18	155941		195717	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	59.96
INVOICE: 95949335									
99814	03/27/18	155942		195717	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	81.55
INVOICE: 95949336									
99815	03/27/18	155943		195717	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	131.96
INVOICE: 95949337									
99816	03/27/18	155944		195716	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	50.37
INVOICE: 95949338									
99817	03/27/18	155945		195716	P	04/18/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	14.39
INVOICE: 95949339									
VENDOR TOTALS		79,180.33	YTD INVOICED				84,191.80	YTD PAID	2,565.98
3715 NILES PUBLIC LIBRARY									
100068	04/04/18	156199		195718	P	04/18/18	201 877500	COLLECTION AGENCY-MISC	18.96
INVOICE: ADM0409185									
VENDOR TOTALS		267.65	YTD INVOICED				267.65	YTD PAID	18.96
102220 OMNIGRAPHICS INC									
100069	03/22/18	156200		195719	P	04/18/18	2015014 954001	LIB RSRCS--ADULT BOOKS	81.85
INVOICE: 1086238102									
100070	03/22/18	156201		195719	P	04/18/18	2015014 954001	LIB RSRCS--ADULT BOOKS	59.70
INVOICE: 1086238112									

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

VENDOR TOTALS										1,041.90 YTD INVOICED
										1,041.90 YTD PAID
										141.55
7124 JAMES M OROURKE										
	99803	03/29/18	155931		195720	P	04/18/18	2015011 942500	SPECIAL COUNSEL	2,300.00
	INVOICE: MAR292018									
VENDOR TOTALS										5,000.00 YTD INVOICED
										5,000.00 YTD PAID
										2,300.00
924 OVERDRIVE INC										
	100071	04/03/18	156202		195721	P	04/18/18	602 430819	NO. SUB. DIGITAL CONSORTI	30.98
	INVOICE: 00751DA18059653									
	100072	04/01/18	156203		195721	P	04/18/18	602 430819	NO. SUB. DIGITAL CONSORTI	1,000.00
	INVOICE: H0048848									
	100073	04/02/18	156204		195721	P	04/18/18	602 430819	NO. SUB. DIGITAL CONSORTI	16.99
	INVOICE: 00751DA18058885									
	99818	03/28/18	155946		195721	P	04/18/18	602 430819	NO. SUB. DIGITAL CONSORTI	2,031.51
	INVOICE: 00751CO18055380									
	99819	03/26/18	155947		195721	P	04/18/18	602 430819	NO. SUB. DIGITAL CONSORTI	131.99
	INVOICE: 00751DA18053399									
	99820	03/27/18	155948		195721	P	04/18/18	602 430819	NO. SUB. DIGITAL CONSORTI	227.88
	INVOICE: 00751DA18054310									
	99821	03/28/18	155949		195721	P	04/18/18	602 430819	NO. SUB. DIGITAL CONSORTI	27.99
	INVOICE: 00751DA18055656									
	99822	03/28/18	155950		195721	P	04/18/18	602 430819	NO. SUB. DIGITAL CONSORTI	57.56
	INVOICE: 00751CO18055383									
VENDOR TOTALS										140,575.43 YTD INVOICED
										140,575.43 YTD PAID
										3,524.90
61248 PARK RIDGE PUBLIC LIBRARY										
	100213	04/16/18	156345		195722	P	04/18/18	2015017 954012	LIB RSRCS-E-BOOKS	12,000.00
	INVOICE: A041618									
VENDOR TOTALS										16,734.68 YTD INVOICED
										16,734.68 YTD PAID
										12,000.00
5923 PENGUIN RANDOM HOUSE LLC										
	100074	03/23/18	156205		195723	P	04/18/18	2015017 954004	LIB RSRCS-RECORDING	63.75
	INVOICE: 1087207302									
	99823	03/19/18	155951		195723	P	04/18/18	2015017 954004	LIB RSRCS-RECORDING	105.00
	INVOICE: 1087159080									
	99824	03/16/18	155952		195723	P	04/18/18	2015017 954004	LIB RSRCS-RECORDING	41.25
	INVOICE: 1087063580									
VENDOR TOTALS										3,100.75 YTD INVOICED
										3,295.75 YTD PAID
										210.00
854 PENWORTHY										
	99825	03/23/18	155953		195724	P	04/18/18	2015015 954004	LIB RSRCS-RECORDING	560.78
	INVOICE: 0538975IN									
	99826	03/23/18	155954		195724	P	04/18/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	69.88
	INVOICE: 0538972IN									
	99827	03/23/18	155955		195724	P	04/18/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	152.64

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VENDOR NAME

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

INVOICE: 0538973IN									
99828	03/23/18	155956		195724	P	04/18/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	392.91
INVOICE: 0538967IN									
99829	03/23/18	155957		195724	P	04/18/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	400.98
INVOICE: 0538987IN									
99830	03/23/18	155958		195724	P	04/18/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	2,486.48
INVOICE: 0538969IN									
VENDOR TOTALS	6,342.46		YTD INVOICED		6,342.46		YTD PAID		4,063.67
229 PITNEY BOWES INC									
100215	04/16/18	156347		195725	P	04/18/18	2015011 938502	GNL CNTRL SVC/POSTAGE	4,000.00
INVOICE: ADM041718									
VENDOR TOTALS	7,776.72		YTD INVOICED		7,776.72		YTD PAID		4,000.00
6564 PURE HEALTH SOLUTIONS INC									
100207	03/28/18	156339		195726	P	04/18/18	2015012 932103	BLDG MNT CNTR-GENL MAINT	63.75
INVOICE: 8250850									
VENDOR TOTALS	765.00		YTD INVOICED		765.00		YTD PAID		63.75
3899 RAINBOW BOOKS INC									
100075	03/27/18	156206		195727	P	04/18/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	599.85
INVOICE: 151301									
VENDOR TOTALS	599.85		YTD INVOICED		599.85		YTD PAID		599.85
6293 LEAH RAVEN									
100076	03/31/18	156207		195728	P	04/18/18	2015011 933800	CONFERENCES & TRAINING	10.35
INVOICE: ADM0409186									
VENDOR TOTALS	164.28		YTD INVOICED		164.28		YTD PAID		10.35
68595 RECORDED BOOKS INC									
100077	03/27/18	156208		195729	P	04/18/18	2015017 954004	LIB RSRCS-RECORDING	74.20
INVOICE: 75764035									
100078	03/29/18	156209		195729	P	04/18/18	2015015 954004	LIB RSRCS-RECORDING	21.59
INVOICE: 75765581									
99831	03/19/18	155959		195729	P	04/18/18	2015017 954004	LIB RSRCS-RECORDING	31.48
INVOICE: 75760447									
99832	03/19/18	155960		195729	P	04/18/18	2015015 954004	LIB RSRCS-RECORDING	207.40
INVOICE: 75760585									
VENDOR TOTALS	13,712.34		YTD INVOICED		13,771.72		YTD PAID		334.67
7149 ROBERT W SCHLACKS									
100208	04/10/18	156340		195730	P	04/18/18	2015017 938507	GNL CNTRL SVC/YA PROGRAMS	100.00
INVOICE: ADM0413185									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS								100.00 YTD INVOICED		100.00 YTD PAID 100.00
3892 SOUND INCORPORATED	99833	02/06/18	155961		195731	P	04/18/18	2015011 938501	GNL CNTRL SVC/TELEPHONE	420.00
								INVOICE: R153795		
VENDOR TOTALS								1,429.00 YTD INVOICED		1,429.00 YTD PAID 420.00
6343 STUDIO GC INC	100168	03/31/18	156299		195732	P	04/18/18	2015012 996300	BUILDING REPAIRS	3,960.00
								INVOICE: 16085C01		
VENDOR TOTALS								36,491.41 YTD INVOICED		36,491.41 YTD PAID 3,960.00
6493 SUN AND MOON YOGA	99834	04/04/18	155962		195733	P	04/18/18	2015017 938506	GNL CNTRL SVC/PROGRAM	150.00
								INVOICE: ADM04041086		
VENDOR TOTALS								1,500.00 YTD INVOICED		1,500.00 YTD PAID 150.00
3247 EDWARD A TIDD	100209	04/11/18	156341		195734	P	04/18/18	2015011 936000	PUBLIC RELATIONS	18.99
								INVOICE: ADM0413186		
VENDOR TOTALS								226.49 YTD INVOICED		226.49 YTD PAID 18.99
5003 UNIQUE MANAGEMENT SERVICES INC	100210	04/01/18	156342		195735	P	04/18/18	201 877500	COLLECTION AGENCY-MISC	35.80
								INVOICE: 460381		
VENDOR TOTALS								635.45 YTD INVOICED		662.30 YTD PAID 35.80
2193 VERIZON WIRELESS	100211	04/01/18	156343		195736	P	04/18/18	2015011 938501	GNL CNTRL SVC/TELEPHONE	104.55
								INVOICE: 9804500357		
VENDOR TOTALS								38,448.41 YTD INVOICED		38,448.41 YTD PAID 104.55
6235 SARAH VESSALO	100216	04/04/18	156348		195737	P	04/18/18	2015011 933800	CONFERENCES & TRAINING	1,592.22
								INVOICE: ADM041018		
	99835	04/02/18	155963		195737	P	04/18/18	2015017 938506	GNL CNTRL SVC/PROGRAM	9.78
								INVOICE: ADM0404187		
VENDOR TOTALS								1,663.08 YTD INVOICED		1,663.08 YTD PAID 1,602.00
300800 WAREHOUSE DIRECT INC	100172	03/05/18	156303		195738	P	04/18/18	2015011 951001	OFF SPLS--PHOTOCOPY	87.00
								INVOICE: 38203880		
	100174	03/19/18	156305		195738	P	04/18/18	2015011 951002	OFF SPLS--OTHER SUPPLIES	39.86

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VENDOR NAME

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

INVOICE: 38364540									
100176	04/02/18	156307		195738	P	04/18/18	2015014 951100	LIBRARY SUPPLIES	35.78
INVOICE: 38519230									
100176	04/02/18	156307		195738	P	04/18/18	2015015 951100	LIBRARY SUPPLIES	96.02
INVOICE: 38519230									
100176	04/02/18	156307		195738	P	04/18/18	2015017 951100	LIBRARY SUPPLIES	170.40
INVOICE: 38519230									
100176	04/02/18	156307		195738	P	04/18/18	2015016 951100	LIBRARY SUPPLIES	181.97
INVOICE: 38519230									
100176	04/02/18	156307		195738	P	04/18/18	2015011 951002	OFF SPLS--OTHER SUPPLIES	1.98
INVOICE: 38519230									
100212	04/03/18	156344		195738	P	04/18/18	2015012 952100	BUILDING SUPPLIES	75.60
INVOICE: 38533430									
99836	03/20/18	155964		195738	P	04/18/18	2015012 932103	BLDG MNT CNTR-GENL MAINT	62.37
INVOICE: 38380630									
VENDOR TOTALS		14,623.12	YTD INVOICED				15,858.95	YTD PAID	750.98
3542 WILMETTE PUBLIC LIBRARY									
99838	03/30/18	155966		195739	P	04/18/18	201 877500	COLLECTION AGENCY-MISC	31.00
INVOICE: ADM0404188									
VENDOR TOTALS		71.00	YTD INVOICED				71.00	YTD PAID	31.00
4832 WORLD TRADE PRESS									
100177	04/05/18	156308		195740	P	04/18/18	2015014 954010	LIB RSRCS-CD ROM	650.00
INVOICE: INV668304									
VENDOR TOTALS		650.00	YTD INVOICED				650.00	YTD PAID	650.00
4803 WIDE OPEN WEST									
100178	03/29/18	156309		195741	P	04/18/18	2015011 938503	GNL CNTRL SVC-INTERNET	804.99
INVOICE: ADM0410182									
VENDOR TOTALS		65,745.25	YTD INVOICED				65,745.25	YTD PAID	804.99
REPORT TOTALS									92,942.82

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	54	92,867.83
TOTAL WIRE TRANSFERS	1	74.99

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

**City of Park Ridge, IL
Warrant List Fund Totals
04/16/2018**

Fund	Description	Amount
201	Library Fund	\$89,417.92
201	Grant Fund	\$0.00
553	Library Technology Replacement	\$0.00
602	North Suburban Digital Consortium	\$3,524.90
201	Library Restricted Fund	\$0.00
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	Report Total	\$92,942.82

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

48 AEC ONE STOP GROUP INC									
100318	04/17/18	156451		195745	P	04/27/18	2015017 954004	LIB RSRCS-RECORDING	71.96
INVOICE:	PLS23131913								
VENDOR TOTALS		3,112.79	YTD INVOICED				3,437.64	YTD PAID	71.96
5354 AMAZON COM CREDIT SERVICES									
100319	03/20/18	156452		195747	P	04/27/18	2015012 932103	BLDG MNT CNTR-GENL MAINT	151.81
INVOICE:	939553653448								
100321	03/20/18	156454		195746	P	04/27/18	2015012 952100	BUILDING SUPPLIES	21.99
INVOICE:	689379976388								
100322	03/29/18	156455		195747	P	04/27/18	2015012 932103	BLDG MNT CNTR-GENL MAINT	179.99
INVOICE:	467579496645								
100324	03/20/18	156457		195747	P	04/27/18	2015012 952100	BUILDING SUPPLIES	57.36
INVOICE:	434999694676								
100326	03/12/18	156459		195747	P	04/27/18	2015012 952100	BUILDING SUPPLIES	418.10
INVOICE:	439847449349								
100327	04/06/18	156460		195747	P	04/27/18	2015012 932103	BLDG MNT CNTR-GENL MAINT	285.84
INVOICE:	648777859338								
100328	03/30/18	156461		195747	P	04/27/18	2015017 951100	LIBRARY SUPPLIES	21.58
INVOICE:	443657474656								
100328	03/30/18	156461		195747	P	04/27/18	2015016 951100	LIBRARY SUPPLIES	296.95
INVOICE:	443657474656								
100330	04/04/18	156463		195748	P	04/27/18	2015016 951100	LIBRARY SUPPLIES	757.45
INVOICE:	883895497557								
100333	04/03/18	156466		195746	P	04/27/18	2015011 951002	OFF SPLS--OTHER SUPPLIES	20.85
INVOICE:	447368368643								
100337	04/11/18	156470		195747	P	04/27/18	2015011 951002	OFF SPLS--OTHER SUPPLIES	144.87
INVOICE:	466655849383								
100339	04/11/18	156472		195746	P	04/27/18	2015014 954001	LIB RSRCS--ADULT BOOKS	-34.43
INVOICE:	743553363447								
100341	04/16/18	156474		195746	P	04/27/18	2015014 954001	LIB RSRCS--ADULT BOOKS	17.99
INVOICE:	769967496359								
100343	04/07/18	156476		195747	P	04/27/18	2015014 954001	LIB RSRCS--ADULT BOOKS	149.55
INVOICE:	788376997577								
100344	04/08/18	156477		195747	P	04/27/18	2015014 954001	LIB RSRCS--ADULT BOOKS	100.23
INVOICE:	448474939976								
100345	04/11/18	156478		195746	P	04/27/18	2015014 954001	LIB RSRCS--ADULT BOOKS	-32.33
INVOICE:	433756748534								
100346	04/13/18	156479		195747	P	04/27/18	2015014 954001	LIB RSRCS--ADULT BOOKS	38.89
INVOICE:	444965583663								
100347	04/14/18	156480		195747	P	04/27/18	2015014 954001	LIB RSRCS--ADULT BOOKS	171.84
INVOICE:	535349985665								
100349	04/11/18	156482		195746	P	04/27/18	2015011 951002	OFF SPLS--OTHER SUPPLIES	19.99
INVOICE:	445888536743								
100350	04/18/18	156483		195746	P	04/27/18	2015015 938506	GNL CNTRL SVC/PROGRAM	31.68
INVOICE:	446779734959								
100351	04/04/18	156484		195746	P	04/27/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	-1.00
INVOICE:	445447957676								
100352	04/08/18	156485		195746	P	04/27/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	24.99
INVOICE:	769654686879								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
	100353	03/26/18	156486		195747	P	04/27/18	2015017 954001	LIB RSRCS--ADULT BOOKS	60.10	
	INVOICE:	454577869759									
	100354	03/30/18	156487		195746	P	04/27/18	2015017 954001	LIB RSRCS--ADULT BOOKS	9.95	
	INVOICE:	497878949983									
	100355	04/05/18	156488		195747	P	04/27/18	2015017 954001	LIB RSRCS--ADULT BOOKS	224.08	
	INVOICE:	536695986876									
	100356	04/09/18	156489		195746	P	04/27/18	2015014 954001	LIB RSRCS--ADULT BOOKS	-17.76	
	INVOICE:	466384656438									
	100357	04/05/18	156490		195747	P	04/27/18	2015017 954001	LIB RSRCS--ADULT BOOKS	143.94	
	INVOICE:	689469355354									
	100358	03/28/18	156491		195746	P	04/27/18	2015014 954001	LIB RSRCS--ADULT BOOKS	16.94	
	INVOICE:	595956783955									
	100359	04/15/18	156492		195747	P	04/27/18	2015017 954013	LIB RSRCS-YA GAMES	34.63	
	INVOICE:	545589457449									
	100360	03/16/18	156493		195746	P	04/27/18	2015014 954001	LIB RSRCS--ADULT BOOKS	17.76	
	INVOICE:	996799736753									
	100361	04/03/18	156494		195746	P	04/27/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	12.98	
	INVOICE:	436343576569									
	100362	04/03/18	156495		195746	P	04/27/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	28.98	
	INVOICE:	585849478734									
	100363	04/17/18	156496		195746	P	04/27/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	-24.99	
	INVOICE:	558684447755									
	100364	04/09/18	156497		195746	P	04/27/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	9.95	
	INVOICE:	894899989795									
	100365	04/03/18	156498		195747	P	04/27/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	65.34	
	INVOICE:	793396866866									
	100366	04/04/18	156499		195746	P	04/27/18	2015017 954013	LIB RSRCS-YA GAMES	30.99	
	INVOICE:	834365755853									
	100367	04/04/18	156500		195747	P	04/27/18	2015017 954013	LIB RSRCS-YA GAMES	120.30	
	INVOICE:	683337855358									
	100368	03/30/18	156501		195747	P	04/27/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	48.93	
	INVOICE:	637349488933									
	100369	04/03/18	156502		195747	P	04/27/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	224.11	
	INVOICE:	463696395537									
	100370	04/04/18	156503		195746	P	04/27/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	29.85	
	INVOICE:	674394455539									
	100371	03/12/18	156504		195747	P	04/27/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	38.77	
	INVOICE:	433693783964									
	100372	04/09/18	156505		195746	P	04/27/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	33.26	
	INVOICE:	473364757383									
VENDOR TOTALS					27,900.12	YTD INVOICED			31,817.16	YTD PAID	3,952.30
101020 BAKER AND TAYLOR BOOKS											
	100232	04/20/18	156364		195749	P	04/27/18	2015013 951100	LIBRARY SUPPLIES	69.54	
	INVOICE:	TS042018									
	100233	04/20/18	156365		195749	P	04/27/18	2015017 954010	LIB RSRCS-CD ROM	180.98	
	INVOICE:	YA042018									
	100234	04/20/18	156366		195749	P	04/27/18	2015017 954001	LIB RSRCS--ADULT BOOKS	1,936.72	
	INVOICE:	RS042018									
	100235	04/20/18	156367		195749	P	04/27/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	5,234.58	

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

INVOICE: CS042018									
100236	04/20/18	156368		195749	P	04/27/18	2015014 954001	LIB RSRCS--ADULT BOOKS	1,725.52
INVOICE: ADM042018									
100483	04/13/18	156618		1386	M	04/25/18	2015111 952000	MATERIALS	109.55
INVOICE: ADM0425182									
VENDOR TOTALS		217,957.89 YTD INVOICED				230,791.33 YTD PAID			9,256.89
4756 CALL ONE									
100373	04/09/18	156506		195750	P	04/27/18	2015011 938501	GNL CNTRL SVC/TELEPHONE	601.93
INVOICE: ADM042418									
VENDOR TOTALS		6,928.38 YTD INVOICED				6,928.38 YTD PAID			601.93
303044 CENTER POINT PUBLISHING									
100374	04/03/18	156507		195751	P	04/27/18	2015017 954001	LIB RSRCS--ADULT BOOKS	80.41
INVOICE: 1571803									
VENDOR TOTALS		914.58 YTD INVOICED				914.58 YTD PAID			80.41
5814 CHASE									
100484	04/11/18	156619		195752	P	04/27/18	2015011 931700	LIB DATA PROC SV	29.99
INVOICE: ADM0425183									
100484	04/11/18	156619		195752	P	04/27/18	2015011 933800	CONFERENCES & TRAINING	237.24
INVOICE: ADM0425183									
100484	04/11/18	156619		195752	P	04/27/18	2015011 936000	PUBLIC RELATIONS	933.60
INVOICE: ADM0425183									
100484	04/11/18	156619		195752	P	04/27/18	2015011 938504	GNL CNTRL SVC/PRINTING	25.95
INVOICE: ADM0425183									
100484	04/11/18	156619		195752	P	04/27/18	2015011 951002	OFF SPLS--OTHER SUPPLIES	151.13
INVOICE: ADM0425183									
100484	04/11/18	156619		195752	P	04/27/18	2015012 932103	BLDG MNT CNTR-GENL MAINT	778.09
INVOICE: ADM0425183									
100484	04/11/18	156619		195752	P	04/27/18	2015013 951100	LIBRARY SUPPLIES	65.41
INVOICE: ADM0425183									
100484	04/11/18	156619		195752	P	04/27/18	2015015 938506	GNL CNTRL SVC/PROGRAM	125.55
INVOICE: ADM0425183									
100484	04/11/18	156619		195752	P	04/27/18	2015017 938507	GNL CNTRL SVC/YA PROGRAMS	79.70
INVOICE: ADM0425183									
100484	04/11/18	156619		195752	P	04/27/18	2015017 954013	LIB RSRCS-YA GAMES	59.99
INVOICE: ADM0425183									
VENDOR TOTALS		16,881.78 YTD INVOICED				18,079.98 YTD PAID			2,486.65
2272 DE FRANCO PLUMBING INC									
100376	03/30/18	156509		195753	P	04/27/18	2015012 932103	BLDG MNT CNTR-GENL MAINT	347.38
INVOICE: 23838									
VENDOR TOTALS		10,353.31 YTD INVOICED				11,972.16 YTD PAID			347.38
19972 DEMCO INC									

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	100377	04/11/18	156510		195754	P	04/27/18	2015013 951100	LIBRARY SUPPLIES	769.77
	INVOICE:		6351476							
VENDOR TOTALS			12,634.49	YTD INVOICED				14,383.59	YTD PAID	769.77
25165 EBSCO SUBSCRIPTION SERV	100378	04/19/18	156511		195755	P	04/27/18	2015014 954010	LIB RSRCS-CD ROM	3,059.00
	INVOICE:		10000765651							
VENDOR TOTALS			12,145.50	YTD INVOICED				12,145.50	YTD PAID	3,059.00
7151 EDUCATIONAL DEVELOPMENT CORPORATION	100379	04/09/18	156512		195756	P	04/27/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	559.02
	INVOICE:		DIR2618500							
	100380	04/06/18	156513		195756	P	04/27/18	2015015 954002	LIB RSRCS-CHILDREN BOOKS	1,245.80
	INVOICE:		DIR25817198							
	100380	04/06/18	156513		195756	P	04/27/18	2015015 954004	LIB RSRCS-RECORDING	24.99
	INVOICE:		DIR25817198							
VENDOR TOTALS			1,829.81	YTD INVOICED				1,829.81	YTD PAID	1,829.81
3545 FINDAWAY WORLD LLC	100381	04/13/18	156514		195757	P	04/27/18	2015017 954004	LIB RSRCS-RECORDING	19.99
	INVOICE:		251328							
VENDOR TOTALS			16,705.76	YTD INVOICED				18,363.67	YTD PAID	19.99
300553 GALE GROUP	100382	04/09/18	156515		195758	P	04/27/18	2015017 954001	LIB RSRCS--ADULT BOOKS	62.38
	INVOICE:		63510954							
	100383	04/06/18	156516		195758	P	04/27/18	2015017 954001	LIB RSRCS--ADULT BOOKS	24.99
	INVOICE:		63497524							
	100384	04/11/18	156517		195758	P	04/27/18	2015017 954001	LIB RSRCS--ADULT BOOKS	56.99
	INVOICE:		63524353							
	100385	04/05/18	156518		195758	P	04/27/18	2015017 954001	LIB RSRCS--ADULT BOOKS	131.95
	INVOICE:		63489901							
VENDOR TOTALS			61,810.90	YTD INVOICED				82,064.61	YTD PAID	276.31
5590 CLAIRE GRIEBLER	100386	04/20/18	156519		195759	P	04/27/18	2015011 933800	CONFERENCES & TRAINING	5.57
	INVOICE:		ADM0424182							
	100386	04/20/18	156519		195759	P	04/27/18	2015015 938506	GNL CNTRL SVC/PROGRAM	74.95
	INVOICE:		ADM0424182							
	100386	04/20/18	156519		195759	P	04/27/18	2015017 938507	GNL CNTRL SVC/YA PROGRAMS	17.48
	INVOICE:		ADM0424182							
VENDOR TOTALS			1,430.51	YTD INVOICED				1,531.96	YTD PAID	98.00
3996 HD SUPPLY FACILITIES MAINT LTD	100387	04/13/18	156520		195760	P	04/27/18	2015012 952100	BUILDING SUPPLIES	113.98

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INVOICE: 9162379228									
VENDOR TOTALS		229.96 YTD INVOICED		229.96 YTD PAID		113.98			
102496 HOME DEPOT CREDIT SERVICES									
100388	04/05/18	156521		195761	P	04/27/18	2015012 932103	BLDG MNT CNTR-GENL MAINT	48.57
INVOICE: ADM0424183									
VENDOR TOTALS		17,045.15 YTD INVOICED		17,574.19 YTD PAID		48.57			
4516 IHLS OCLC									
100389	04/05/18	156522		195762	P	04/27/18	602 430819	NO. SUB. DIGITAL CONSORTI	118.50
INVOICE: 15908									
VENDOR TOTALS		1,939.40 YTD INVOICED		1,939.40 YTD PAID		118.50			
36865 ILLINOIS LIBRARY ASSOC									
100390	04/20/18	156523		195763	P	04/27/18	2015011 933800	CONFERENCES & TRAINING	300.00
INVOICE: 148303									
VENDOR TOTALS		975.00 YTD INVOICED		975.00 YTD PAID		300.00			
7156 KANOPY LLC									
100539	04/26/18	156675		195764	P	04/27/18	2015017 954012	LIB RSRCS-E-BOOKS	8,000.00
INVOICE: KDEP2158									
VENDOR TOTALS		8,000.00 YTD INVOICED		8,000.00 YTD PAID		8,000.00			
2383 LIBRARY FURNITURE INTERNATIONAL INC									
100553	03/22/18	156690		195765	P	04/27/18	2015012 996300	BUILDING REPAIRS	253,084.00
INVOICE: 5882									
VENDOR TOTALS		253,084.00 YTD INVOICED		253,084.00 YTD PAID		253,084.00			
1061 MARY MASON									
100391	04/14/18	156524		195766	P	04/27/18	2015011 936000	PUBLIC RELATIONS	78.15
INVOICE: ADM0424184									
VENDOR TOTALS		640.08 YTD INVOICED		655.11 YTD PAID		78.15			
101892 MIDWEST TAPE									
100392	04/09/18	156525		195767	P	04/27/18	2015015 954004	LIB RSRCS-RECORDING	56.15
INVOICE: 95986918									
100393	04/09/18	156526		195767	P	04/27/18	2015015 954004	LIB RSRCS-RECORDING	18.38
INVOICE: 95986916									
100394	04/10/18	156527		195767	P	04/27/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	23.18
INVOICE: 95993166									
100394	04/10/18	156527		195767	P	04/27/18	2015013 951100	LIBRARY SUPPLIES	3.30
INVOICE: 95993166									
100395	04/10/18	156528		195767	P	04/27/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	23.98
INVOICE: 95992667									

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	100395	04/10/18	156528		195767	P	04/27/18	2015013 951100	LIBRARY SUPPLIES	3.30
	INVOICE:	95992667								
	100396	04/13/18	156529		195767	P	04/27/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	23.98
	INVOICE:	96002987								
	100396	04/13/18	156529		195767	P	04/27/18	2015013 951100	LIBRARY SUPPLIES	3.30
	INVOICE:	96002987								
	100397	04/13/18	156530		195768	P	04/27/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	111.10
	INVOICE:	96002988								
	100397	04/13/18	156530		195768	P	04/27/18	2015013 951100	LIBRARY SUPPLIES	16.50
	INVOICE:	96002988								
	100398	04/17/18	156531		195767	P	04/27/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	74.96
	INVOICE:	96014360								
	100400	04/17/18	156533		195768	P	04/27/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	266.28
	INVOICE:	96014361								
	100402	04/16/18	156535		195768	P	04/27/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	103.44
	INVOICE:	96011198								
	100402	04/16/18	156535		195768	P	04/27/18	2015013 951100	LIBRARY SUPPLIES	9.90
	INVOICE:	96011198								
	100404	04/16/18	156537		195767	P	04/27/18	2015015 954005	LIB RSRCS-AUDIO VISUAL	86.20
	INVOICE:	96011197								
	100404	04/16/18	156537		195767	P	04/27/18	2015013 951100	LIBRARY SUPPLIES	8.25
	INVOICE:	96011197								
	100406	04/17/18	156539		195768	P	04/27/18	2015015 954004	LIB RSRCS-RECORDING	129.91
	INVOICE:	96014363								
	100408	04/17/18	156541		195767	P	04/27/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	67.97
	INVOICE:	96014180								
	100410	04/17/18	156543		195767	P	04/27/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	112.96
	INVOICE:	96014181								
	100412	04/17/18	156545		195767	P	04/27/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	23.99
	INVOICE:	96013983								
	100415	04/17/18	156547		195768	P	04/27/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	167.92
	INVOICE:	96013986								
	100416	04/17/18	156550		195767	P	04/27/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	17.24
	INVOICE:	96013987								
	100418	04/17/18	156551		195767	P	04/27/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	20.79
	INVOICE:	96013988								
	100419	04/17/18	156552		195768	P	04/27/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	213.71
	INVOICE:	96013989								
	100421	04/17/18	156554		195767	P	04/27/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	27.18
	INVOICE:	96013985								
	100422	04/12/18	156555		195768	P	04/27/18	2015013 951100	LIBRARY SUPPLIES	242.97
	INVOICE:	96000823								
	100424	04/09/18	156557		195767	P	04/27/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	107.96
	INVOICE:	95986381								
	100425	04/09/18	156558		195767	P	04/27/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	18.99
	INVOICE:	95990233								
	100426	04/09/18	156559		195767	P	04/27/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	19.99
	INVOICE:	95990235								
	100427	04/09/18	156560		195767	P	04/27/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	15.99
	INVOICE:	95990236								
	100428	04/09/18	156561		195767	P	04/27/18	2015017 954005	LIB RSRCS-AUDIO VISUAL	68.97

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

INVOICE: 95990237									
100430	04/09/18	156563		195768	P	04/27/18	2015017 954005	LIB RSRCs-AUDIO VISUAL	129.34
INVOICE: 95990238									
100432	04/09/18	156565		195768	P	04/27/18	2015017 954005	LIB RSRCs-AUDIO VISUAL	129.95
INVOICE: 95990239									
100434	04/09/18	156567		195768	P	04/27/18	2015017 954005	LIB RSRCs-AUDIO VISUAL	393.45
INVOICE: 95990240									
100435	04/09/18	156568		195767	P	04/27/18	2015017 954005	LIB RSRCs-AUDIO VISUAL	91.96
INVOICE: 95986309									
100436	04/09/18	156570		195767	P	04/27/18	2015017 954005	LIB RSRCs-AUDIO VISUAL	45.98
INVOICE: 95986380									
100540	04/26/18	156676		195768	P	04/27/18	2015017 954012	LIB RSRCs-E-BOOKS	8,000.00
INVOICE: 96040341									
VENDOR TOTALS		90,059.75	YTD INVOICED				95,071.22	YTD PAID	10,879.42
7158 NAYAX									
100554	04/27/18	156691		11903	W	04/30/18	2015011 937800	LIB BNK SERV CHG	4.07
INVOICE: 04.27.18A									
100555	04/27/18	156692		11904	W	04/30/18	2015011 937800	LIB BNK SERV CHG	26.41
INVOICE: 04.30.18B									
100556	04/27/18	156693		11905	W	04/30/18	2015011 937800	LIB BNK SERV CHG	2.05
INVOICE: 04.27.18C									
VENDOR TOTALS		32.53	YTD INVOICED				32.53	YTD PAID	32.53
57766 NICOR GAS									
100439	04/12/18	156572		195769	P	04/27/18	2015012 955000	NATURAL GAS	1,238.86
INVOICE: ADM0424185									
VENDOR TOTALS		32,000.74	YTD INVOICED				36,099.93	YTD PAID	1,238.86
3715 NILES PUBLIC LIBRARY									
100442	04/13/18	156576		195770	P	04/27/18	201 877500	COLLECTION AGENCY-MISC	54.95
INVOICE: ADM0424186									
VENDOR TOTALS		322.60	YTD INVOICED				322.60	YTD PAID	54.95
924 OVERDRIVE INC									
100447	04/06/18	156581		195771	P	04/27/18	602 430819	NO. SUB. DIGITAL CONSORTI	1,344.88
INVOICE: 00751CO18062179									
100449	04/06/18	156583		195771	P	04/27/18	602 430819	NO. SUB. DIGITAL CONSORTI	1,073.43
INVOICE: 00751CO18062176									
100450	04/18/18	156584		195771	P	04/27/18	602 430819	NO. SUB. DIGITAL CONSORTI	84.00
INVOICE: 00751DA18070013									
100451	04/17/18	156585		195771	P	04/27/18	602 430819	NO. SUB. DIGITAL CONSORTI	131.98
INVOICE: 00751DA18068582									
100452	04/10/18	156586		195771	P	04/27/18	602 430819	NO. SUB. DIGITAL CONSORTI	460.96
INVOICE: 00751DA18064016									
100454	04/11/18	156588		195771	P	04/27/18	602 430819	NO. SUB. DIGITAL CONSORTI	27.99
INVOICE: 00751DA18065326									

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	100541	04/25/18	156677		195771	P	04/27/18	2015017 954012	LIB RSRCS-E-BOOKS	8,000.00
	INVOICE: CD0075118074479									
VENDOR TOTALS			151,698.67	YTD INVOICED				151,698.67	YTD PAID	11,123.24
4141 PADDOCK PUBLICATIONS INC										
	100455	04/12/18	156589		195772	P	04/27/18	2015011 951002	OFF SPLS--OTHER SUPPLIES	162.00
	INVOICE: T4497788									
VENDOR TOTALS			592.00	YTD INVOICED				659.50	YTD PAID	162.00
5923 PENGUIN RANDOM HOUSE LLC										
	100456	04/05/18	156590		195773	P	04/27/18	2015017 954004	LIB RSRCS-RECORDING	26.25
	INVOICE: 1087428177									
	100465	04/01/18	156599		195773	P	04/27/18	2015017 954004	LIB RSRCS-RECORDING	127.50
	INVOICE: 1087303108									
VENDOR TOTALS			3,254.50	YTD INVOICED				3,449.50	YTD PAID	153.75
101774 POLONIA BOOKSTORE & PLSH CO										
	100466	04/17/18	156600		195774	P	04/27/18	2015014 954001	LIB RSRCS--ADULT BOOKS	178.30
	INVOICE: 63264									
VENDOR TOTALS			2,382.20	YTD INVOICED				2,382.20	YTD PAID	178.30
68117 REBELS TROPHIES										
	100467	04/17/18	156601		195775	P	04/27/18	2015011 936000	PUBLIC RELATIONS	261.40
	INVOICE: 77532									
VENDOR TOTALS			445.55	YTD INVOICED				453.05	YTD PAID	261.40
68595 RECORDED BOOKS INC										
	100468	04/06/18	156602		195776	P	04/27/18	2015015 954004	LIB RSRCS-RECORDING	29.65
	INVOICE: 75769677									
	100469	04/10/18	156603		195776	P	04/27/18	2015015 954004	LIB RSRCS-RECORDING	428.80
	INVOICE: 75769995									
VENDOR TOTALS			14,170.79	YTD INVOICED				14,230.17	YTD PAID	458.45
68272 REGENT BOOK COMPANY INC										
	100470	03/30/18	156604		195777	P	04/27/18	2015014 954001	LIB RSRCS--ADULT BOOKS	17.00
	INVOICE: 56454									
VENDOR TOTALS			17.00	YTD INVOICED				17.00	YTD PAID	17.00
6880 ROBBINS SCHWARTZ										
	100471	02/21/18	156605		195778	P	04/27/18	2015011 942500	GENERAL COUNSEL	366.92
	INVOICE: 279630									
VENDOR TOTALS			25,394.74	YTD INVOICED				25,394.74	YTD PAID	366.92

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
3887 LAURA SCOTT	100472	04/11/18	156606		195779	P	04/27/18	2015011 933800	CONFERENCES & TRAINING	158.19
	INVOICE: ADM0424187									
	100472	04/11/18	156606		195779	P	04/27/18	2015017 938506	GNL CNTRL SVC/PROGRAM	311.45
	INVOICE: ADM0424187									
	100472	04/11/18	156606		195779	P	04/27/18	2015011 936000	PUBLIC RELATIONS	61.47
	INVOICE: ADM0424187									
	100472	04/11/18	156606		195779	P	04/27/18	2015014 954001	LIB RSRCS--ADULT BOOKS	120.93
	INVOICE: ADM0424187									
VENDOR TOTALS				652.04	YTD INVOICED			652.04	YTD PAID	652.04
4412 SHOWCASES	100473	04/10/18	156607		195780	P	04/27/18	2015013 951100	LIBRARY SUPPLIES	69.66
	INVOICE: 305637									
	100474	04/11/18	156608		195780	P	04/27/18	2015013 951100	LIBRARY SUPPLIES	74.52
	INVOICE: 305673									
VENDOR TOTALS				1,001.89	YTD INVOICED			1,001.89	YTD PAID	144.18
683 THE NEW YORK TIMES	100475	04/15/18	156609		195781	P	04/27/18	2015014 954003	LIB RSRCS--PERIODICALS	1,053.00
	INVOICE: ADM0424188									
VENDOR TOTALS				1,151.80	YTD INVOICED			1,151.80	YTD PAID	1,053.00
303348 THE UPS STORE 1573	100476	03/31/18	156610		195782	P	04/27/18	2015011 938502	GNL CNTRL SVC/POSTAGE	28.79
	INVOICE: ADM0424189									
VENDOR TOTALS				265.93	YTD INVOICED			300.81	YTD PAID	28.79
300318 UNITED STATES POSTAL SERVICE	100480	04/25/18	156615		195742	M	04/25/18	2015011 938502	GNL CNTRL SVC/POSTAGE	1,188.44
	INVOICE: ADM042518									
VENDOR TOTALS				71,636.72	YTD INVOICED			74,248.48	YTD PAID	1,188.44
6235 SARAH VESSALO	100477	04/19/18	156611		195783	P	04/27/18	2015011 933800	CONFERENCES & TRAINING	27.30
	INVOICE: ADM04241810									
VENDOR TOTALS				1,690.38	YTD INVOICED			1,690.38	YTD PAID	27.30
300800 WAREHOUSE DIRECT INC	100479	04/11/18	156613		195784	P	04/27/18	2015012 932103	BLDG MNT CNTR-GENL MAINT	2.91
	INVOICE: 38627220									
	100479	04/11/18	156613		195784	P	04/27/18	2015014 951100	LIBRARY SUPPLIES	17.82
	INVOICE: 38627220									
	100479	04/11/18	156613		195784	P	04/27/18	2015016 951100	LIBRARY SUPPLIES	573.90
	INVOICE: 38627220									

04/27/2018 13:51 | CITY OF PARK RIDGE
 etidd | LIBRARYS 04/30/18 - PAID WARRANT REPORT

| P 10
 | appdwarr

WARRANT: L043018 TO FISCAL 2018/12 05/01/2017 TO 04/30/2018

VENDOR NAME									
DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
100479	04/11/18	156613		195784	P	04/27/18	2015011 951002	OFF SPLS--OTHER SUPPLIES	6.31
INVOICE: 38627220									
100479	04/11/18	156613		195784	P	04/27/18	2015015 951100	LIBRARY SUPPLIES	.39
INVOICE: 38627220									
VENDOR TOTALS		15,224.45 YTD INVOICED			16,460.28 YTD PAID			601.33	
7150 WAUKEGAN PUBLIC LIBRARY									
100478	04/10/18	156612		195785	P	04/27/18	2015011 933800	CONFERENCES & TRAINING	1,200.00
INVOICE: ADM04241811									
VENDOR TOTALS		1,200.00 YTD INVOICED			1,200.00 YTD PAID			1,200.00	
								REPORT TOTALS	314,415.50

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	41	313,084.98
TOTAL MANUAL CHECKS	2	1,297.99
TOTAL WIRE TRANSFERS	3	32.53

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

**City of Park Ridge, IL
Warrant List Fund Totals
04/30/2018**

Fund	Description	Amount
201	Library Fund	\$311,064.21
201	Grant Fund	\$0.00
553	Library Technology Replacement	\$0.00
602	North Suburban Digital Consortium	\$3,241.74
201	Library Restricted Fund	\$109.55
<hr/>		
	Report Total	\$314,415.50

PARK RIDGE PUBLIC LIBRARY
LIBRARY TECHNOLOGY FUND SUMMARY - FY18
April, 2018

Budget	Description	Date	Expenses		Amount Paid		Receipts		Balance
			Vendor		Expenditures		Interest		
\$100,000.00	Previous Balance	4/30/2017	Prior Year Ending Balance						\$348,543.16
		5/1/2017	Transfer from Library Fund				\$100,000.00		\$448,543.16
		5/31/2017	Olea Kiosks, Inc.		\$4,057.20				\$444,485.96
		5/31/2017	Amazon.com		\$239.99				\$444,245.97
		5/31/2017	Interest				\$17.20		\$444,263.17
		6/16/2017	CVI		\$2,484.00				\$441,779.17
		6/30/2017	Interest				\$16.64		\$441,795.81
		7/16/2017	Bibliotecha		\$3,445.00				\$438,350.81
		8/15/2017	Bibliotecha		\$2,700.00				\$435,650.81
		8/15/2017	Compuype, Inc.		\$1,482.50				\$434,168.31
		8/31/2017	Interest				\$34.40		\$434,202.71
		9/30/2017	Interest				\$16.65		\$434,219.36
		10/31/2017	Interest				\$17.21		\$434,236.57
		11/16/2017	CDW-bar code readers		\$554.49				\$433,682.08
		11/30/2017	Bibliotecha		\$1,692.30				\$431,989.78
		12/31/2017	Interest				\$16.66		\$432,006.44
		1/31/2018	CVI		\$411.00				\$431,595.44
		3/16/2018	CDW-adobe software		\$1,826.69				\$429,768.75
		3/31/2018	CDW		\$120.00				\$429,648.75
		3/31/2018	CVI		\$4,950.00				\$424,698.75
		3/31/2018	Interest				\$50.00		\$424,748.75
		4/30/2018	Interest				17.22		\$424,765.97
	Account Balance								
\$100,000.00	Total Capital Budget 2017/18				\$23,963.17		\$100,185.98		\$424,765.97

PARK RIDGE PUBLIC LIBRARY
April, 2018

RESTRICTED/ENDOWMENT GIFT FUND

Balance 4/1/2018 - Liberty Bank	\$148,275.47	
Receipts	\$25.00	
Interest	\$2.52	
Expenditures	(\$109.55)	
Balance 4/31/2018		\$148,193.44

Restricted Gift Receipts:

Donation - Salita
Total

\$25.00
\$25.00

Restricted Gift Expenditures:

Baker & Taylor
Total

\$

109.55
\$109.55

Endowment Gift Receipts:

Total

\$0.00

Endowment Interest Expenditures:

Total

\$0.00

SPENSLEY LARGE PRINT ENDOWMENT

Balance City of Park Ridge Investment Account 10,000.00

ENDOWMENT FUND INVESTED FUNDS

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

RESTRICTED GIFT FUND INVESTED FUNDS

BMO Harris \$125,308.88

Year To Date Budget Report
4/30/2018 - Preliminary

100% of Fiscal Year Completed

<u>Operating Budget</u>	<u>Budget</u>	<u>Monthly Expenditures</u>	<u>Year to Date Budget</u>	<u>Year To Date Expenditures</u>	<u>% of Total Budget Expended</u>
Salaries	\$ 2,376,726	\$ 155,145.99	\$ 2,376,726.00	\$ 2,130,804.89	90%
Employee Benefits	\$ 383,046	\$ 31,920.39	\$ 383,046.00	\$ 384,045.00	100.3%
Data Processing (1)	\$ 246,568	\$ 1,279.99	\$ 246,568.00	\$ 235,758.95	96%
Building Maintenance	\$ 145,000	\$ 4,103.83	\$ 145,000.00	\$ 59,942.76	41%
Membership Dues	\$ 5,000	\$ 140.00	\$ 5,000.00	\$ 3,645.00	73%
Recruiting and Testing	\$ 2,500	\$ -	\$ 2,500.00	\$ 1,842.50	74%
Conferences and Training	\$ 20,000	\$ 3,765.93	\$ 20,000.00	\$ 9,673.64	48%
Equipment Rental	\$ 21,100	\$ 2,735.00	\$ 21,100.00	\$ 10,296.87	49%
Consulting Services	\$ 35,000	\$ 5,500.00	\$ 35,000.00	\$ 17,033.88	49%
Public Relations	\$ 29,000	\$ 1,353.61	\$ 29,000.00	\$ 23,459.77	81%
Bank Service Charges	\$ 1,500	\$ 107.52	\$ 1,500.00	\$ 723.12	48%
Insurance	\$ 16,000	\$ -	\$ 16,000.00	\$ 6,324.96	40%
General Contractual	\$ 78,400	\$ 8,083.13	\$ 78,400.00	\$ 64,389.71	82%
Special Counsel (2)	\$ 10,000	\$ 2,751.45	\$ 10,000.00	\$ 38,015.62	380%
Office Supplies	\$ 25,000	\$ 633.99	\$ 25,000.00	\$ 9,169.37	37%
Library Supplies	\$ 100,200	\$ 3,905.34	\$ 100,200.00	\$ 78,351.66	78%
Building Supplies	\$ 21,000	\$ 687.03	\$ 21,000.00	\$ 9,565.47	46%
Library Resources (3)	\$ 595,300	\$ 106,630.74	\$ 595,300.00	\$ 612,425.49	103%
Heat	\$ 12,000	\$ 1,238.86	\$ 12,000.00	\$ 5,244.49	44%
Total Operating Budget	\$ 4,123,340	\$ 329,982.80	\$ 4,123,340.00	\$ 3,700,663.15	90%
				\$ -	
Capital Budget				\$ -	
Technology Replacement	\$ 100,000	\$ -	\$ 100,000.00	\$ 100,000.00	100%
Motor Equipment	\$ 2,000	\$ -	\$ 2,000.00	\$ 2,000.00	100%
Capital Projects	\$ 2,050,000	\$ 257,044.00	\$ 2,050,000.00	\$ 294,822.91	14%
Total Capital Budget	\$ 2,152,000	\$ 257,044.00	\$ 2,152,000.00	\$ 396,822.91	18%
				\$ -	
Total Budget	\$ 6,275,340	\$ 587,026.80	\$ 6,275,340.00	\$ 4,097,486.06	65%

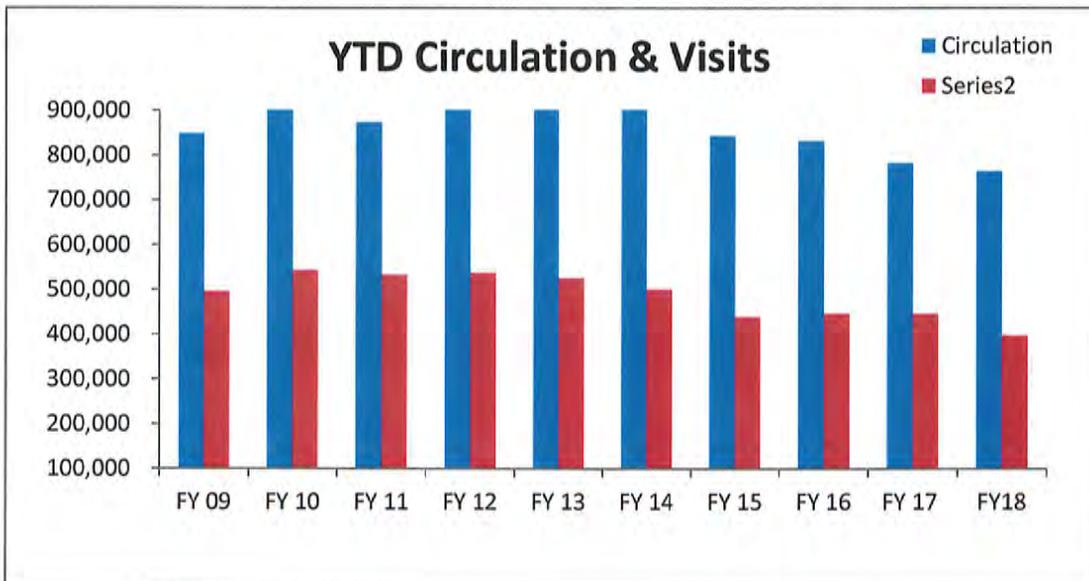
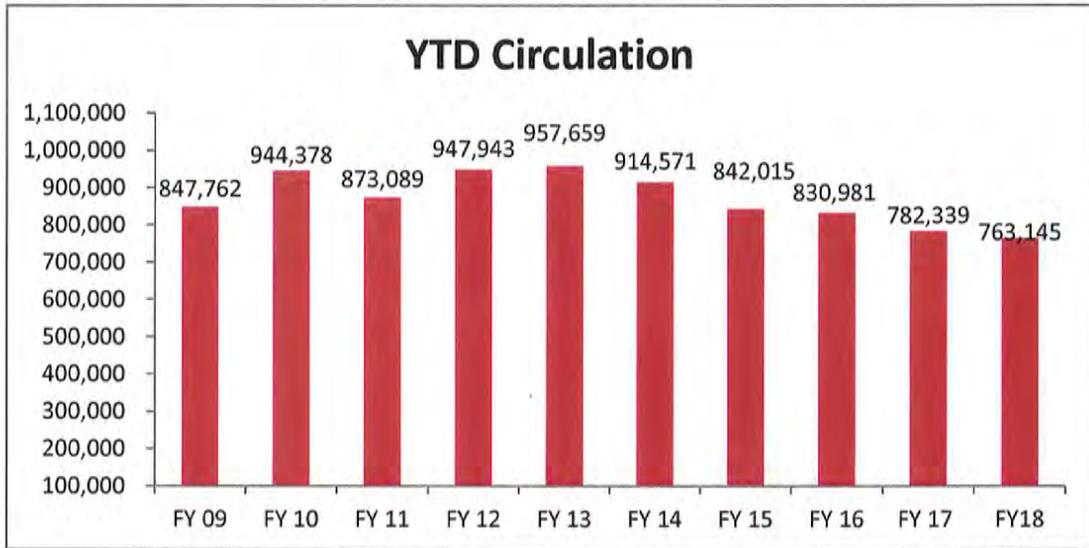
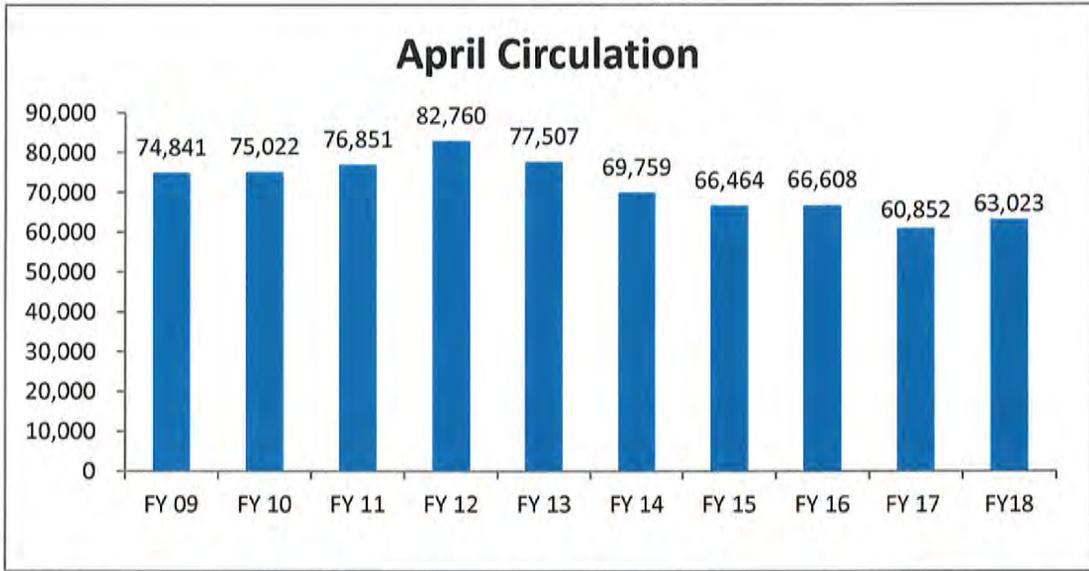
(1) Payment of quarterly fee for Managed IT Services through May, 2018

(2) Fees for unanticipated requests for legal services

(3) Pending recognition of Prepaid Asset for databases

Park Ridge Public Library
 Fine Revenue History
 FYTD Through April

	FY17/18	FY16/17	FY15/16	FY14/15	FY13/14
Year to Date	\$ 68,244.29	\$68,117.33	\$75,351.00	\$83,692.60	\$89,658.02
% Incr/Dec	0%	-10%	-10%	-7%	-
\$ Inc/Dec	\$126.96	-\$7,233.67	-\$8,341.60	-\$5,965.42	-



**Park Ridge Public Library
LIBRARY CARD REGISTRATION - APRIL 2018**

	Persons	New Residents	New Non-Residents	Purged	TOTAL	Last Year
	4/1/2018	April	April	April	4/30/2018	4/30/2017
Adult	18,776	160	3	0	18,939	19,795
Juvenile	4,900	27	0	0	4,927	5,231
TOTALS	23,676	187	3	0	23,866	25,444

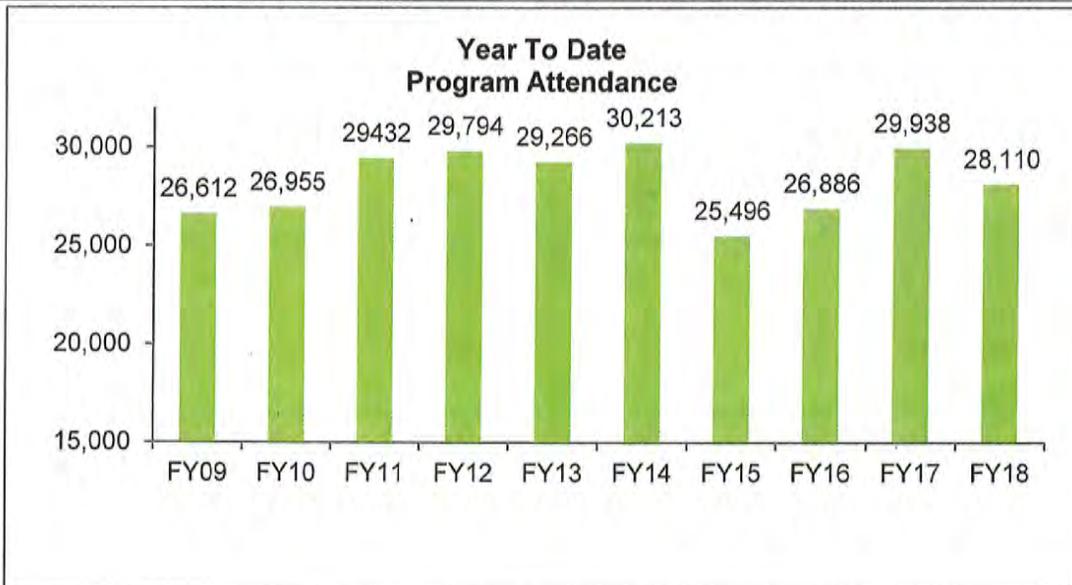
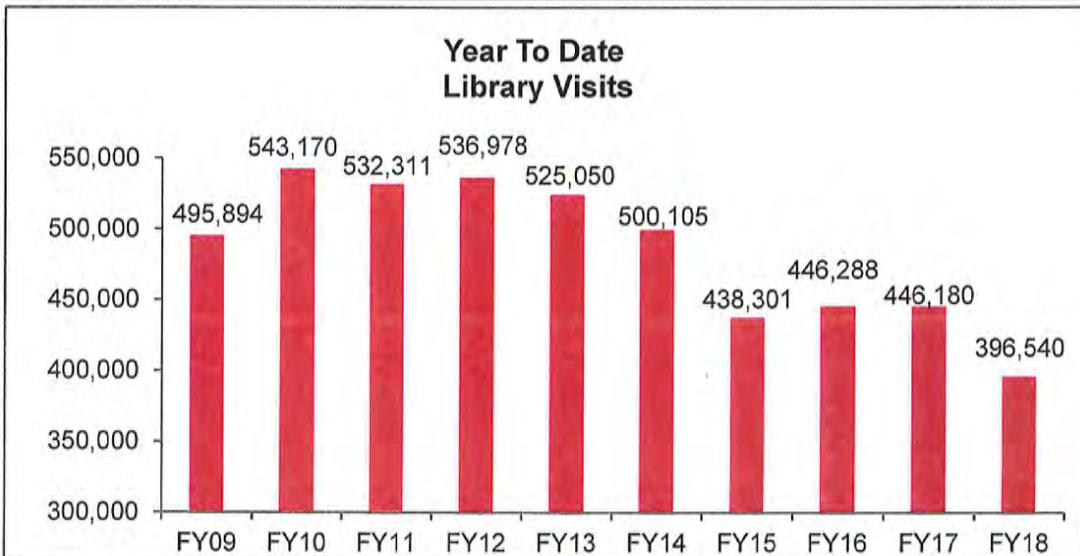
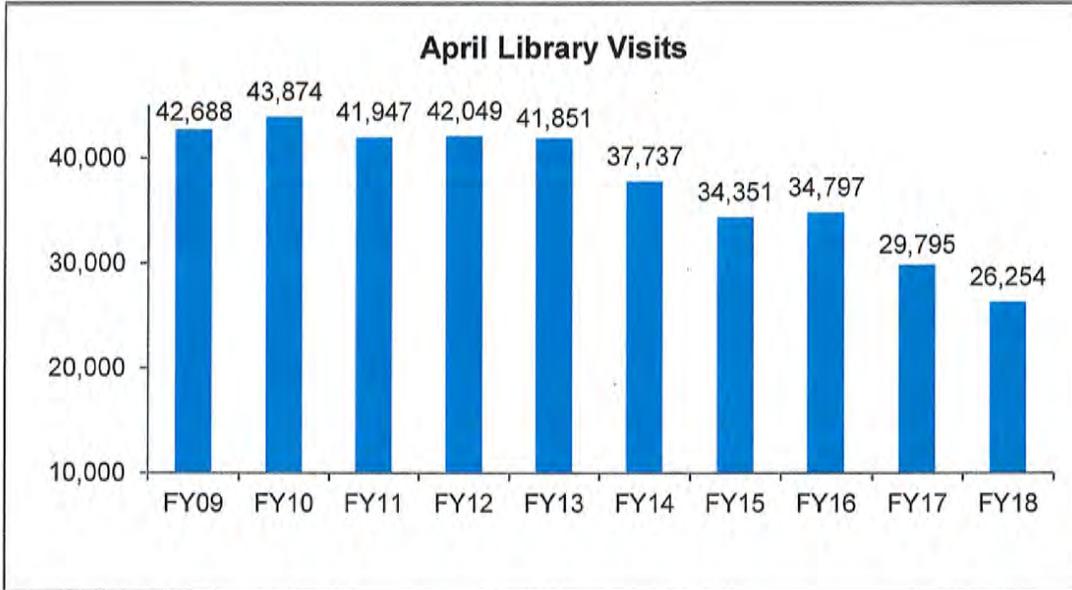
Total Registered Borrowers

April 2018	23,866	63%
April 2017	25,444	67%

Unique Borrowers - Cards used to check out physical items

Data on the number of individual library cards used to check out materials is not currently available from POLARIS.

**Park Ridge Public Library
April 2018**



**Park Ridge Public Library
Daily Statistics
April 2018**

Date		Library	Visits	Library	Community
		Visits	Per Hour	Program Attendance	Program Attendance
4/1/2018	Sunday	0	0	0	
4/2/2018	Monday	1,269	106	48	10
4/3/2018	Tuesday	891	74	119	
4/4/2018	Wednesday	998	83	86	2
4/5/2018	Thursday	1,084	90	179	10
4/6/2018	Friday	901	100	103	2
4/7/2018	Saturday	945	118	0	
4/8/2018	Sunday	753	151	0	
4/9/2018	Monday	980	82	79	
4/10/2018	Tuesday	1,080	90	237	
4/11/2018	Wednesday	982	82	64	
4/12/2018	Thursday	950	79	208	
4/13/2018	Friday	879	98	71	
4/14/2018	Saturday	842	105	52	
4/15/2018	Sunday	653	131	0	
4/16/2018	Monday	909	76	120	
4/17/2018	Tuesday	966	81	148	
4/18/2018	Wednesday	830	69	114	1
4/19/2018	Thursday	913	76	111	
4/20/2018	Friday	784	87	108	
4/21/2018	Saturday	769	96	0	
4/22/2018	Sunday	685	137	0	
4/23/2018	Monday	1,009	84	86	
4/24/2018	Tuesday	970	81	161	
4/25/2018	Wednesday	1,048	87	133	
4/26/2018	Thursday	983	82	130	7
4/27/2018	Friday	849	94	93	
4/28/2018	Saturday	866	108	33	
4/29/2018	Sunday	577	115	0	
4/30/2018	Monday	889	74	31	
	Totals	26,254		2,514	32
	Last Year	29,795		2,731	69
	YTD Totals	396,540		28,110	783
	Last YTD	446,180		29,938	2,689

Five busiest days of the month on a visits per hour basis

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

Virtual Visits	FY 18	FY 17	Incr/Decr	% Incr/Decr
May	20,718	22,823	(2,105)	-9%
June	20,726	22,108	(1,382)	-6%
July	21,913	12,889	9,024	70%
August	22,134	21,324	810	4%
September	19,146	17,532	1,614	9%
October	19,813	16,752	3,061	18%
November	20,173	15,966	4,207	26%
December	17,509	16,282	1,227	8%
January	21,259	20,498	761	4%
February	18,552	20,248	(1,696)	-8%
March	22,476	24,348	(1,872)	-8%
April	20,898	19,911	987	5%
YTD Total	245,317	230,681	14,636	6%

Total number of visits to the Library website from outside the Library

Note: Google Analytics data for new website not available for July 1 -11, 2016 due to website launch

Source: Google Analytics

Computer Use Statistics	FY18	FY 17	Incr/Decr	%Incr/Decr	FY 18 Revenue	FY 17 Revenue	\$ Inc/Decr FY18 vs FY17
May	3,024	3,122	(98)	-3%	\$255	\$163	\$92
June	3,470	3,881	(411)	-11%	\$126	\$214	-\$88
July	3,372	3,614	(242)	-7%	\$117	\$248	-\$131
August	3,456	4,260	(804)	-19%	\$121	\$277	-\$156
September	2,733	3,199	(466)	-15%	\$182	\$173	\$9
October	2,948	3,173	(225)	-7%	\$185	\$204	-\$19
November	3,043	3,293	(250)	-8%	\$162	\$180	-\$18
December	2,505	2,599	(94)	-4%	\$106	\$191	-\$85
January	2,821	2,430	391	16%	\$209	\$201	\$8
February	2,480	2,757	(277)	-10%	\$162	\$181	-\$19
March	3,160	3,341	(181)	-5%	\$266	\$206	\$60
April	2,755	2,836	(81)	-3%	\$268	\$148	\$120
YTD Total	35,767	38,505	(2,738)	-7%	\$2,159	\$2,386	-\$227

WiFi Sessions	FY18	FY 17	% Inc/Decr	Business Use Fees	Revenue 2018/19	# of Users	Revenue 2017/18	# of Users
May	4,656	4,466	4%	March	\$ 220	6	\$ 240	5
June	3,964	3,785	5%	April	\$ 220	7	\$ 185	5
July	3,944	0	-	May			\$ 160	5
August	4,081	0	-	June			\$ 240	6
September (1)	3,534	2,549	39%	July			\$ 170	4
October	3,857	3,823	1%	August			\$ 70	3
November	3,979	4,354	-9%	September			\$ 130	3
December	4,559	4,707	-3%	October			\$ 150	4
January	3,807	3,882	-2%	November			\$ 180	4
February	3,431	3,920	-12%	December			\$ 150	4
March	4,060	3,976	2%	January			\$ 140	5
April	3,756	3,917	-4%	February			\$ 150	6
YTD Total	47,628	39,379		YTD Total	\$ 440	13	\$ 1,965	54

April 2018

Apr 1, 2018 - Apr 30, 2018

All Users
 100.00% Sessions

Total Visits

20,898
 % of Total: 100.00% (20,898)



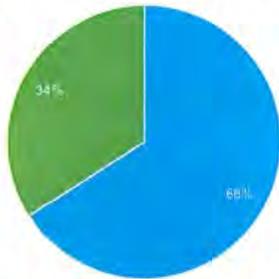
Page Views Per Visit

2.00
 Avg for View: 2.00 (0.00%)



Total Visits

Returning Visitor New Visitor



Avg. Visit Duration

00:02:31
 Avg for View: 00:02:31 (0.00%)



Pageviews by Page

Page	Pageviews
/	23,276
/databases/	2,297
/new-dvd-blu-ray/	700
/ebooks-and-downloadables/	690
/employment/	604
/newcatalog/	469
/read-listen-view/	442
/book-madness/	378
/genealogy/	355
/search/	319

Unique Visitors

9,996
 % of Total: 100.00% (9,996)



New Visits

7,106
 % of Total: 100.00% (7,106)



Visits by Browser

Browser	Sessions
Chrome	10,204
Safari	5,822
Internet Explorer	2,117
Firefox	1,414
Edge	924
Amazon Silk	143

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

Visits to Groups outside the Library

	Groups	People Reached
April 2018	20	616
April 2017	15	583
YTD 2017/18	358	17,636
YTD 2016/17	374	15,027

Loans of Materials

Schools and Nursing homes	Loans	Number of Items Sent
April 2018	33	649
April 2017	29	544
Home Bound Patrons	Patrons Served	Number of Items Sent
April 2018	22	91
April 2017	14	76
Totals April 2018	55	740
Totals April 2017	43	620
YTD 2017/18	546	7,067
YTD 2016/17	486	6,895

PARK RIDGE PUBLIC LIBRARY
LIBRARY DIRECTOR'S REPORT – MAY 15, 2018

PERSONNEL

1. **Appointments:** The following personnel have been appointed to positions as noted below:
Max Edsey, Library Monitor, Maintenance, Part-Time, Substitute, effective April 23
Becky Tucker Ramsey, Volunteer Coordinator, Reader Services, Part-Time, effective May 2

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.
Colleen Magruder, **to** Library Assistant, Part-Time, Substitute, Circulation, **from** Library Assistant, Part-Time, Circulation, effective April 23

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

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

HOW ARE THINGS GOING?

The staff and community have been incredibly welcoming and supportive. It feels so good to be here! As you can see by my progress-to-goal, assessment data is not yet included. I have not approached these goals in equal priority this month, giving priority to the renovation, followed closely by relationship building, and to a lesser extent learning about PRPL services. My plans for next month are rather similar by necessity for finalizing renovation plans, furniture, and phasing.

LIBRARY DIRECTOR PROGRESS-TO-GOAL

1. Build strong relationships with staff, trustees and community based on open communication.

- Attended City Council meeting for introduction.
- Most staff attended all-staff meetings to meet me.
- Dropped in on library programs to meet members of the community.
- Attended Park Ridge Chamber of Commerce board meeting.
- Attended Maine South High School presentation on proposed capital improvements.
- Attend Friends of the Park Ridge Public Library book sale.
- Attended PRPL Open House to meet the community and answer renovation questions.
- Attended Park Ridge Lions meeting.
- Met individually with Ms. Rayborn, Mr. Lamb, Mr. Reardon, and Mr. Egan.
- Attending weekly city department head meetings; toured Public Works.
- Attending department managers' weekly meeting and 1:1 meetings with each manager.
- Walking through the library multiple times daily to interact with staff and visitors.

2. Gain understanding of why we do what we do and how we do it.

- Met with representatives from Computer View Inc. (CVI) to review plans and services.
- Met with Business Manager and Marketing team on marketing plans for renovation.
- Planning for Library Tech Replacement budget expenditures for FY2019.
- Researching IGA including conversation with Robbins Schwarz attorney Ken Florey.

3. Work with the team to renovate our facility.

- Attending weekly construction meetings and daily meetings with Facility Manager.
- Recommending revisions and potential funding opportunities to support them.
- Developing a plan for surveillance camera upgrades.

OF NOTE

- Staff shifted tens of thousands of items for Phase 1, saving significant Library funds.
- Maintenance staff worked tirelessly to give away 75% of our old furniture for Phase 1.
- Installed kiosk in lobby to share images of renovation.
- Installed Pinwheel Garden in support of Center of Concern.
- Fifty-six attend our Annual Volunteer Appreciation Tea on April 13.
- Staff completed 12 outreach events providing services out in the community.
- Planning for our 2018 Summer Reading Clubs is well underway!
- Improving preservation of Carnegie documents and blueprints before the renovation.
- Summer newsletter will be in homes week of May 28, 2018

POLARIS MIGRATION

Staff has done an outstanding job helping patrons learn our new catalog and policies. The Migration Team hosted drop-in help sessions and assisted 36 patrons. We've received several positive comments from patrons that they like the new catalog. The Technical Services team has also done an outstanding job working on the new ILS (Integrated Library System), developing best practices for the new system.

LIFELONG LEARNING

Adult *Book Madness* concluded in April and we had over 30 patrons participate. The winning book was *A Gentleman in Moscow* by Amor Towles, with *Lilac Girls* by Martha Hall Kelly a close second.

Popular programs for April included two showings of *The Shape of Water*, an Earth Day collaboration with Go Green Park Ridge screening of documentary film *Wasted*, and the Money Smart Week program: *Preparing Your Home for Sale*.

CHILDREN'S SERVICES

The day of many bubbles! It started out with the *Little Einsteins* program where we explored the science of bubbles and made Gak bubbles. And since we had some bubble solution left over, we made giant bubbles outside after school!



Popular programs for children this past month included our early literacy program *Readers and Leaders*, making a terrarium at *DIY Mini-Gardens*, and learning about the science of flight and making paper kites at *Thrilling Thursdays: High Flying Fun*.

TEENS

Teen *Book Madness* received 535 completed brackets for a HUGE increase in numbers! The brackets made more sense to kids this year. Staff added online voting and visited more schools. The kids were much more familiar with the books and eager to vote. Success!

STAFF DEVELOPMENT

- Children's staff member attended Tinker networking group for *Coding Beyond Scratch* in Wilmette
- Children's staff member Attended RAILS Youth Services Managers Networking Group in Elk Grove Village
- Teen staff member attended first session of the Library Journal online course: *Empowering Teens: Fostering the Next Generation of Advocates*
- Reference staff member attended the ELSUM (Electronic Resources Librarians Networking Group) meeting in Schaumburg
- Director attended *Elevate Illinois Libraries Leadership Program* in Springfield

**MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
PLANNING AND OPERATIONS COMMITTEE OF THE WHOLE
HELD MAY 8, 2018 AT 10:10 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, Judith Rayborn, Michael Reardon

TRUSTEES ABSENT: Joseph Egan

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

Approval of Minutes

Mr. Lamb made a

MOTION: to approve the minutes for the Planning & Operations Committee meeting held January 9, 2018

Mr. Reardon SECONDED the motion.

Voice vote: 7 Yay: Burkum, Foss-Eggemann, Kiem, Kennedy, Lamb, Rayborn, Reardon
1 Abstain: Dobrilovic
1 Absent: Egan

MOTION PASSED

Closed Session

Mr. Lamb made a

MOTION: for the Committee to adjourn to Closed Session pursuant to 5 ILCS 120/2(c)(8), for the purpose of discussion of a patron matter.

Mr. Kiem SECONDED the motion.

Voice vote: 6 Yay: Burkum, Dobrilovic, Kiem, Lamb, Rayborn, Reardon
2 Nay: Foss-Eggemann, Kennedy
1 Absent: Egan

MOTION PASSED – Meeting went into Closed Session at 10:15 p.m.

Closed Meeting Adjournment

Mr. Kiem made a

MOTION: to end Closed Session

Mr. Reardon SECONDED the motion.

Voice vote. MOTION PASSED UNANIMOUSLY

The closed session adjourned at 10:36 p.m.

Open session of the Planning & Operations Committee meeting reconvened at 10:36 p.m.

Other None.

Adjournment: 10:38 p.m.

Joshua Kiem, Chair

DRAFT

MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
COMMUNICATIONS & DEVELOPMENT COMMITTEE OF THE WHOLE
HELD MAY 8, 2018 AT 9:34 P.M. IN THE SECOND FLOOR MEETING ROOM OF
CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL

ROLL CALL:

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

TRUSTEES ABSENT: Joseph Egan

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

Approval of Minutes

Mrs. Foss-Eggemann made a

MOTION: to approve the minutes of the Communications & Development Committee meeting April 10, 2018

Mr. Kennedy SECONDED the motion

Voice vote

MOTION PASSED

Communications for the Renovation

The Committee reviewed the memo detailing communications for the renovation.

Donor Opportunities for the Renovation

Ms. Berger gave an explanation of the current holdings in the Restricted Gift and Endowment Gift funds. Ms. Smith presented her memo on reasons to fundraise. Her recommendation is to pursue fundraising for naming opportunities rather than enhancements. The Committee discussed the need to clearly communicate the purposes for which the money raised will be used. Ms. Smith will develop a list of naming opportunities for discussion at the May 15, 2018 regular Board meeting.

Other None.

Adjournment: 10:05 p.m.

Karen Burkum, Chair

**MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
RESOURCES COMMITTEE OF THE WHOLE
HELD MAY 8, 2018 AT 9:15 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, Judith Rayborn, Michael Reardon

TRUSTEES ABSENT: Joseph Egan

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

Approval of Minutes

Mr. Reardon made a

MOTION: to approve the minutes for the Resources Committee Meeting held April 10, 2018

Mr. Kennedy SECONDED the motion.

Voice vote

MOTION PASSED

**FY16/17 Per Capita Grant Budget and
FY17/18 Per Capita Grant Budget Planning**

The Committee discussed options for spending the FY17 Per Capita Grant funds. At the May 15, 2018 meeting Ms. Smith will provide the Board with a list of three priorities for use of the funds.

Mr. Dobrilovic made a

MOTION: to approve the spending of the FY17 Per Capita Grant funds of \$29,100.97, on one of the three priorities brought to the Board by the Director

Mrs. Rayborn SECONDED the motion.

MOTION PASSED UNANIMOUSLY

Other None

Adjournment: 9:34 p.m.

Stevan Dobrilovic, Chair



Memorandum

Memo Date: May 11, 2018
From: Heidi Smith
Meeting Type: Board Meeting
Meeting Date: May 15, 2018
Action Requested: For approval
Subject: FY16/17 Per Capita Grant Budget (PROPOSED)

Background:

On April 3, 2018 we received our Per Capita Grant Funding check for FY16/17 from the State of Illinois. The amount received was \$29,100.97, which equates to \$0.776 per person based on the population of Park Ridge in the 2010 census (37,480). These funds must be encumbered by June 30, 2018 and expended by August 15, 2018. A budget amendment request was issued and approved May 1, 2018 for use of the funds for facility and technology rather than collections.

Options Considered:

Note: All options considered relate to the renovation, relying on our ability to amend the Library Tech Replacement budget for FY2019. For all, payment would be in advance of deliverables. Funds in excess of Per Capita Grant funding TBD based on proposals/selection.

A) Bid alternate for motorized/manual roller shades for public windows (2016 bid amount: \$23,250).

Possible 10% cost increase:	\$25,575
Possible addition:	\$8,000
Estimated total:	\$33,575

CONSIDERATIONS:

- Proposed addition of staff workroom windows will achieve uniform library façade.
- Replaces all existing curtains rather than expending any additional funds for cleaning/fire resistant coating.
- Existing curtains would clash with newly updated furnishings.

B) Additional public and staff furniture/shelving currently not included in renovation scope.

1 st floor meeting room chairs (100):	\$13,500 (plastic/sled-base estimate)
Reconfiguration of Admin/3 rd Floor workrooms:	\$19,000 (general estimate)
Estimated total:	\$32,500

CONSIDERATIONS:

- Meeting room chairs are in very poor condition.
- 2nd floor conference room is the only space managers have for 1:1 conversations or group meetings. Space is neither confidential nor private and is too small to meet group needs. Current plans do not address this issue.
- Reconfiguration will create a more usable staff conference room to be shared by managers and increased storage and functionality for administration. Layout under development.

- Business office walls and access would change very little.
- 3rd floor workroom as drawn would be divided into 2 rooms.
 - Better use of the space after reducing 4 workstations.
 - Space would be within locked staff only access area.

C) Additional public and staff furniture/shelving currently not included in renovation scope.

1 st floor meeting room chairs (100)	\$13,500 (plastic/sled-base estimate)
Children’s department staff workroom furniture	\$21,000 (cost of a comparable work room)
Estimated total:	\$34,500

CONSIDERATIONS:

- Meeting room chairs are in very poor condition.
- All staff workroom furniture will be dismantled for carpet; good time to replace.
- Children’s Department staff workroom is very crowded. Existing furniture is mismatched, limiting effective reconfiguration.

Recommendation:

I recommend utilizing FY16/17 Per Capita Grant funds for Option A: roller shades as described above. Funds in excess of Per Capita grant funding TBD based on proposals/selection. It is my opinion that this option would be the most impactful of the options for daily use of the library. The shades would contribute to a pleasant overall experience by managing the use of natural light and highlighting the aesthetic of the windows and new finishes.

I recommend we consider a combined expenditure of items outlined in Options B/C, approximately \$53,500, as a good use of FY2018 funds of \$46,850. We will research whether or not we can expend the grant funds before the check is received.

Budget Implications:

Action requires expenditure of Funds: Yes

If “yes”, cost \$29,100.97

If “yes”, is this a budgeted item: Grant Funds Library Funds

Requested motion:

To approve the budget for the FY16/17 IL Per Capita Grant to fund Option A for motorized/manual shades in the amount of \$29,100.97

**MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
BUILDING & GROUNDS COMMITTEE OF THE WHOLE
HELD MAY 8, 2018 AT 7:00 P.M. IN THE SECOND FLOOR MEETING ROOM OF
CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL**

ROLL CALL:

TRUSTEES PRESENT: Michael Reardon, Chair Pro-tem; Karen Burkum, Stevan Dobrilovic, Charlene Foss-Eggemann, Gareth Kennedy, Joshua Kiem, Patrick Lamb, Judith Rayborn

TRUSTEES ABSENT: Joseph Egan, Chair

OTHERS PRESENT: Heidi Smith, Library Director; Angela Berger, Laura Scott, Library Staff; Alderman Charlie Melidosian, Library Liaison; Carl Giometti, Studio GC Architecture; Braxton Ellingsen, Nick Jop, Lukas Stoklosa, Park Ridge students

Approval of Minutes

Mr. Reardon made a

MOTION: to approve the minutes of the April 10, 2018 Buildings and Grounds Committee meeting

Mr. Lamb SECONDED the motion.

Voice vote: 7 Yay: Burkum, Dobrilovic, Foss-Eggemann, Kiem, Kennedy, Lamb, Reardon
 1 Abstain: Rayborn
 1 Absent: Egan

MOTION PASSED

Library Renovation Project

Ms. Smith provided an update on the renovation. Phase 1 of the renovation began on Monday, May 7, 2018 with demolition of the areas on the second and third floor that are encompassed by Phase 1. Ms. Smith circulated photos of the progress thus far.

Mr. Reardon raised the issue of the discrepancy in the dollar amount of the furniture order and expressed that he would like to have firm numbers. Ms. Smith reviewed the added expenses; some changes that may reduce the overall cost; and what is currently not included in the furniture order.

Mr. Giometti mentioned that staff should be commended for their hard work consolidating the materials on to one side of the building as this saved a substantial amount of money, adding that Mr. Priala, Facility Manager, has been extremely helpful with coordinating everything and everyone.

Column Replacement Project - Studio GC

Mr. Giometti gave a presentation on the column replacement project. The scope of the project includes removing and replacing existing load bearing wood columns; installing new steel columns (8); install new column covers and paint adjacent area. The merits of glass fiber reinforced concrete (GFRC) vs. cast fiberglass were discussed. Studio GC Architecture recommends using GFRC.

The project has no cost increase risk – only the possibility of decrease if some of the columns do not need to be load bearing.

The project was originally estimated at \$45,000 by another architect. Mr. Reardon asked if the Board should hold off on this decision until the IGA (Intergovernmental Agreement) is resolved. He also asked if the bidder could get a lift and do an assessment in order to determine the actual cost.

Ms. Smith suggested she could raise this as a topic at the IGA meeting on Monday, May 14, 2018. Mr. Reardon believes that according to both the City's and the Library's draft versions of the IGA, the City would be responsible for this project, so he doesn't think the Library should approve it. Mr. Dobrilovic agreed with Mr. Reardon. Mr. Kiem suggested creating a timeline documenting how the columns deteriorated.

Mr. Kennedy made a

MOTION: to accept the bid from K.M. Holly Construction 9218 Walnut Lane, Tinley Park, IL 60487 for installation of eight glass fiber reinforced concrete (GFRC) columns at the cost of \$148,750.00

Mrs. Rayborn SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Window Treatment Bid Alternate - Studio GC

Window treatments were a bid alternate that was not considered by the Board. At the meeting it was discussed that the approximate cost for motorized shades for the taller windows and manual roller shades for the smaller windows would be \$62,000. *Subsequent to the Committee meetings*, Mr. Giometti of Studio GC determined that the actual cost of these shades would be approximately \$33,575, which includes a 10% possible increase, and that there will be an additional approximate cost of \$8,000 for roller blinds in staff areas.

Mr. Reardon stated he has heard from schools that the motorized shades are not reliable and asked if there is a non-motorized option for shades for the taller windows. Mr. Reardon also asked when the decision needs to be made. Mr. Giometti replied that the lead time for the shades is 8 to 10 weeks. Mr. Reardon asked for a list of wish list items with decision deadline dates. Ms. Smith stated she will handle this.

Location of Post Office Mural

The Committee discussed the placement of the Post Office Mural. Studio GC proposed moving it to the new Quiet Reading Room (former "New Book Room"). After some discussion, it is the consensus of the Committee that the final placement of the Post Office Mural, "*Indians Cede the Land*", will be in the new Quiet Reading Room. Mr. Kiem and Mr. Kennedy requested this item be placed as a motion on the agenda for the May 15, 2018 regular Board meeting.

Other None

Adjournment: 8:35 p.m.

Michael Reardon, Chair Pro-tem

**MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
BUDGET & FINANCE COMMITTEE OF THE WHOLE
HELD MAY 8, 2018 AT 8:45 P.M. IN THE SECOND FLOOR MEETING ROOM OF
CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL**

ROLL CALL:

TRUSTEES PRESENT: Michael Reardon, Treasurer, Chair; Patrick Lamb, President; Charlene Foss-Eggemann, Secretary; Karen Burkum, Stevan Dobrilovic, Gareth Kennedy, Joshua Kiem, Judith Rayborn

TRUSTEES ABSENT: Joseph Egan, Vice-President

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

Approval of Minutes

Mr. Lamb made a

MOTION: to approve the minutes for the April 10, 2018 Budget & Finance Committee meeting

Mr. Kennedy SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

Contract for Telecommunications Services

Ms. Berger reviewed pricing for the proposed contract for telecommunication services.

Mr. Reardon made a

MOTION: to approve the Library entering into a two year telecommunication services service agreement with First Telecommunications, 3340 W. Market Street, Akron, OH 44333, at the monthly rate of \$348.11

Mrs. Rayborn SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Review of Policy IA1, Purchasing Policy Request for Legal Counsel

Mr. Reardon proposed that Ms. Berger become the Board designee for the purposes of the purchasing policy. Mr. Kennedy asked if that should be caveated as “in the absence of the Library Director”. The others agreed this would be a good idea. Mr. Kennedy asked if there should be a time limit. Mr. Lamb asked if Ms. Berger should be named or if the policy should say “Business Manager”.

The Committee discussed replacing the terminology “the Library Director or other Board designee” with “*Library Director, or Business Manager in the absence of the Library Director.*”

Mr. Reardon referred to #11 in the Purchasing Policy IA1, which concerns requests for legal counsel. Mr. Reardon suggests that now that there is a new Library Director, all

legal communications should go through her and the Trustees won't contact/communicate with the Library attorneys. Mr. Lamb disagreed with this and Mr. Dobrilovic agreed with Mr. Lamb. Mr. Reardon clarified that he doesn't want to change the policy, but wants to insure that the policy as written is being followed.

Ms. Smith requested that if, in accordance with the policy, an independent call is made to the attorney that she be notified afterward for purposes of subsequent approval of fee invoices.

Mr. Dobrilovic agreed that it is necessary to have this supporting documentation for verification of the validity of invoices received.

Other None

Adjournment: 9:15 p.m.

Michael Reardon, Chair

DRAFT

PURCHASING POLICY

POLICY:

The Board of Trustees is responsible for approving the expenditure of all library funds over which it has control. The operating budget of the Library acts as the spending plan for the fiscal year. The Library Director or ~~other Board-designee~~ **Library Business Manager in the absence of the Library Director** is authorized and directed to take such action with respect to the expenditure or commitment of the library funds as may be defined in the pertinent rules.

RULES:

1. The Library Director or ~~other Board-designee~~ **Library Business Manager in the absence of the Library Director** shall develop detailed specifications and secure written proposals or quotes from suppliers and contractors when an expenditure for a single item or for an aggregate purchase of like items of equipment or service is expected to be over \$5,000.00 but less than \$20,000.00.

The Library Director or ~~other Board-designee~~ **Library Business Manager in the absence of the Library Director** will obtain at least three (3) competitive proposals and every reasonable effort to solicit proposals through direct supplier contact, local media, trade publications, purchasing cooperatives, procurement websites, manufacturer contacts, and other cost effective means in order to cast the widest possible net for suppliers will be made. Such proposals shall be submitted to the Board for action through the appropriate committee.

2. The Library Director or ~~other Board-designee~~ **Library Business Manager in the absence of the Library Director** shall secure competitive bids from suppliers and contractors when an expenditure is expected to exceed \$20,000.00 in accordance with 75 ILCS 5/5.5. Such bids shall be submitted to the Board for action through the appropriate committee.

Where competitive sealed bidding is utilized for purchases above \$20,000.00, an invitation for bids shall be issued which shall include a general description and all contractual terms and conditions applicable to the procurement. Adequate public notice of the invitation for bids shall be given at least fourteen (14) business days prior to the date set forth therein for the opening of bids. In addition, every effort to distribute the invitation for bids through direct supplier contact, local media, trade publications, purchasing cooperatives, procurement websites, manufacturer contacts, and other cost effective means in order to foster a competitive bidding event.

Bids shall be opened publicly in the presence of one or more witnesses at a time and place designated in the invitation for bids. Bids shall be unconditionally accepted without alteration or correction, and evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as terms of delivery, quality, serviceability and experience. Those criteria that will affect the bid price shall be objectively measurable. No criteria may be used in bid evaluation that is not set forth in the invitation for bids. The Library reserves the right to reject any and all bids and to make bid awards in the Library's best interest.

3. The Library will procure Professional, Technical or Artistic Services according to the provisions of Local Government Professional Services Selection Act (50 ILCS 510/1 *et seq.*).
4. The Library Director or ~~other Board-designee~~ **Library Business Manager in the absence of the Library Director** is authorized to make purchases of supplies, materials, library resources, and other normal recurring items without prior Board approval

so long as these purchases are covered within budgeted amounts. The Library Director or ~~other Board designee~~ **Library Business Manager in the absence of the Library Director** is further authorized to purchase individual items of equipment and to authorize repairs up to \$5,000.00 without prior Board approval so long as these are covered within budgeted amounts.

5. The Library Director or ~~other Board designee~~ **Library Business Manager in the absence of the Library Director** is authorized to obligate the Library for expenses up to \$25,000 for emergency repairs and equipment without prior Board action provided such expenditures can be accommodated within the budget limitations for such items. The Board of Trustees will act on the expenditure at the next appropriate meeting. Contracts for emergency expenditures are also exempt from competitive bidding when the emergency expenditure is approved by 3/4 of the members of the Board.
6. The Library Director or ~~other Board designee~~ **Library Business Manager in the absence of the Library Director** shall not enter into any contract for services for a period exceeding one year or for an amount exceeding \$5,000.00 without approval by the Library Board of Trustees.
7. The Library will not enter into any service contract for more than two years (24 months). Contracts may be extended for one year (12 months) if deemed in the best interest of the Library due to cost savings or other factors. An extension will be subject to approval by the Library Board of Trustees.
8. The Library shall have the authority to join with other units of government in cooperative purchasing plans or in cooperative purchasing organizations, such as the Illinois Joint Purchasing Program pursuant to 30 ILCS 525/0.01 *et seq.* when the best interests of the Library would be served.
9. No Library Trustee or employee of the Library shall have a personal interest in Library purchases or contracts beyond the extent provided by law. (50 ILCS 105/3) Library trustees and employees shall also comply with the provisions regarding bidding contained in 720 ILCS 5/33 E-1 *et seq.* pertaining to public contracts.
10. The Library will keep records of all bidding activity, including competitive proposals and all solicitations made to obtain them in accordance with the Library's record retention schedule.
11. Requests for legal counsel from individual Trustees must be approved by majority vote at regularly scheduled meetings of the Trustees. Any interim requests made outside of regularly scheduled meetings must be approved by the President and Vice President of the Library Board of Trustees before requesting legal counsel. If the request is initiated by the President, approval must be given by the Vice President and a second Officer of the Board. Either the President or Vice President may at their discretion defer the decision to a meeting of the full Board.

Revised _____, 2018

Revised June 20, 2017

Revised March 21, 2017

Revised August 16, 2016

Revised November 17, 2015

Approved Mar 13, 1979

**MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
PERSONNEL COMMITTEE OF THE WHOLE
HELD MAY 8, 2018 AT 8:35 P.M. IN THE SECOND FLOOR MEETING ROOM OF
CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL**

ROLL CALL:

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

TRUSTEES ABSENT: Joseph Egan

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

Approval of Minutes

Mr. Lamb made a

MOTION: to approve the minutes of the Personnel Committee meeting held April 10, 2018.

Mr. Kennedy SECONDED the motion.

Voice vote: 7 Yay: Burkum, Dobrilovic, Foss-Eggemann, Kiem, Kennedy, Lamb, Reardon
1 Abstain: Rayborn
1 Absent: Egan

MOTION PASSED

Goals and Evaluation Process for Library Director

Mrs. Rayborn suggested that she meet with Ms. Smith to construct a draft of goals and a review of the job description. Ms. Smith informed the Committee that all stipends for interim positions ended on April 15, 2018. The Circulation Manager will continue to manage the Technical Services department and will be paid in accordance with City policy.

Ms. Smith gave an update on conferences she will be attending.

Other None

Adjournment: 8:45 p.m.

Judith Rayborn, Chair

**MINUTES
OF THE SPECIAL MEETING OF THE LIBRARY BOARD
INTERGOVERNMENTAL AGREEMENT (IGA) SUB-COMMITTEE
HELD MAY 8, 2018 AT 10:05 P.M. IN THE SECOND FLOOR MEETING ROOM OF
CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL**

ROLL CALL

COMMITTEE PRESENT: Michael Reardon, Chair Pro-tem; Charlene Foss-Eggemann, Joshua Kiem

TRUSTEES ABSENT: Joseph Egan

OTHER TRUSTEES PRESENT: Karen Burkum, Stevan Dobrilovic Gareth Kennedy, Patrick Lamb, Judith Rayborn, Michael Reardon

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

Approval of Minutes

Mr. Kiem made a

MOTION: to approve the minutes of the April 10, 2018 IGA (*Intergovernmental Agreement*) Sub-Committee meeting

Mrs. Foss-Eggemann SECONDED the motion

Voice vote

MOTION PASSED UNANIMOUSLY

Update – Intergovernmental Agreement (IGA)

Mrs. Foss-Eggemann reported that there is a meeting scheduled for Monday, May 14, 2018 to discuss the IGA (Intergovernmental Agreement).

Alderman Melidosian explained it will be a working session, reviewing the draft document, with no business being conducted.

Mr. Kennedy asked that the meeting be posted as an “open meeting” under the Illinois Open Meetings Act (IOMA).

Other None

Adjournment: 10:10 p.m.

Charlene Foss-Eggemann