

AGENDA
 PARK RIDGE PUBLIC LIBRARY
 20 S. Prospect Avenue, Park Ridge, IL 60068
Regular Meeting of the Library Board of Trustees held via videoconference with all remote participation
 Tuesday, January 19, 2021 at 7:00 p.m.

Meetings of the Library Board are open to the public under provisions of the Illinois Open Meetings Act. The Library Board President has determined that it is not practical or prudent to schedule an in-person meeting due to the COVID-19 pandemic, therefore, this meeting will be held virtually and in accordance with state statute.

To submit public comment, either join the meeting using the link below, or send an email with your comments to librarydirector@prpl.org at any time before or during the meeting. All comments will be read aloud during the meeting.

Please click the link to join the webinar: <https://zoom.us/j/94769364255?pwd=SVC1S24vOTY1ZVRCMCtgai4dkhzQT09>

Or dial (312) 626-6799

Webinar ID: 947 6936 4255

Passcode: 994987

Other local and international numbers available: <https://zoom.us/u/ayEDp1Bvj>

Those calling in will be identified by the phone number from which they are calling.

To be assigned a different identifier, dial *67 before dialing the phone number. Callers may dial *6 to unmute for public comment.

1. Call to Order and Roll Call
2. Recognition of former library board trustees Gareth Kennedy and Patrick Lamb
3. CONSENT AGENDA
 - * Items listed with an asterisk are considered routine by the Library Board and will be enacted by one motion. There will be no discussion of those items unless a Board member so requests, in which event the item will be removed from consent and considered in its normal sequence on the agenda.
- *4. Approval of Minutes of the December 15, 2020 Regular Meeting of the Library Board and the December 18, 2020 and January 12, 2021 Special Meetings of the Library Board
5. Comments from the Public (Non-agenda items)
6. Secretary's Report
7. Treasurer's Report

*A. Ratify Bills Payable-Warrant Register for:

Period 8, December 16, 2020	Period 8, December 31, 2020
Library Fund Warrants	\$63,229.12
Payroll	\$164,368.68
Per Capita Grant Fund	\$434.20
North Suburban Digital Consortium	\$8,352.11
Biblioteca Replacement	\$22,294.08
Total	<u>\$258,678.19</u>
	Total
	<u>\$113,772.87</u>

*B. Cash statement for all accounts for December 2020

- a. No checks written in December

C. Consolidated Year to Date Revenue and Expenditures Report for December 2020

- a. **MOTION** to approve the *Consolidated Year to Date Revenue and Expenditures Report for December 2020*

*D. Fines & Fees Revenue History for December 2020

8. Library Director's Report
 - A. Statistics
 - B. Narrative
9. Committee Reports
 - A. Budget & Finance
 - a. **MOTION** to approve FY2021 budget transfer to Consulting
 - B. Personnel
 - a. **MOTION** to approve extension of Temporary Paid Sick Leave Policy
 - C. Building & Grounds
 - a. **MOTION** to approve Change Order 002- Date of project substantial completion and fire alarm improvements - \$10,158.50
 - b. **MOTION** to approve Change Order 004- Rerouting of sprinkler piping
 - c. **MOTION** to approve Change Order for Soil Characterization Testing - \$1,700.00
10. Friends of the Library Report
11. Unfinished Business
 - A. **MOTION** to approve updated essential government operation resolution
12. New Business
13. Adjournment

Library will provide reasonable aids or services to afford an individual with a disability an equal opportunity to participate in all services, programs and facilities. Persons requiring assistance should notify Library of their needs well in advance to provide sufficient time to make an accommodation. Contact Library Administration at 847-825-3123, TTY 847-825-8217.



**RESOLUTION
OF THE BOARD OF TRUSTEES
PARK RIDGE PUBLIC LIBRARY**

WHEREAS, Gareth Kennedy has faithfully served on the Board of Trustees of the Park Ridge Public Library from July 1, 2017 to July 30, 2020; and

WHEREAS, during those years of service he was an active and fiscally responsible member of every Board Committee, and served with a level-headed optimism, dedication; and

WHEREAS, he held the office of Secretary from 2018 to 2019, and provided crucial insights and leadership as President from 2019 to 2020; and

WHEREAS, he has consistently demonstrated a deep commitment to the mission and vision of the Park Ridge Public Library; and

NOW, THEREFORE BE IT RESOLVED THAT ON THIS DATE, January 19, 2021, the Board of Trustees of the Park Ridge Public Library expresses special thanks to Gareth Kennedy for all that he has done, its appreciation for his efforts on behalf of the entire community of Park Ridge, and its very best wishes for success and happiness in all his future endeavors.

BE IT FURTHER RESOLVED that a copy of this Resolution be presented to him and included in the contents of the Minutes.

Board of Trustees President, Lauren D. Rapisand

Board of Trustees Secretary, David Somheil



**RESOLUTION
OF THE BOARD OF TRUSTEES
PARK RIDGE PUBLIC LIBRARY**

WHEREAS, Patrick Lamb has faithfully served on the Board of Trustees of the Park Ridge Public Library from July 1, 2014 to July 30, 2020; and

WHEREAS, during those years of service he was an active member of every Board Committee, he served with perseverance, accountability, and analytical attention all while keeping a sense of humor and levity; and

WHEREAS, he served as a dedicated President from 2017 to 2018; and Secretary from 2015 to 2016; and

WHEREAS, he served as Chairman of the Building and Grounds Committee from 2018 through 2020, providing exceptional leadership through the 2018 renovation and closeout; and

WHEREAS, provided guidance as Chairman of the Library Resources Committee from 2014 to 2017, and

WHEREAS, he has consistently demonstrated a deep commitment to the mission and vision of the Park Ridge Public Library; and

NOW, THEREFORE BE IT RESOLVED THAT ON THIS DATE, January 19, 2021, the Board of Trustees of the Park Ridge Public Library expresses special thanks to Patrick Lamb for all that he has done, its appreciation for his efforts on behalf of the entire community of Park Ridge, and its very best wishes for success and happiness in all his future endeavors.

BE IT FURTHER RESOLVED that a copy of this Resolution be presented to him and included in the contents of the Minutes.

Board of Trustees President, Lauren D. Rapisand

Board of Trustees Secretary, David Somheil

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees held via videoconference

December 15, 2020 at 7:00 p.m.

CALL TO ORDER

President Rapisand called the meeting to order at 7:01 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

President Rapisand announced that any public comments or requests to speak may be sent to hsmith@prpl.org or participants could raise their hand virtually.

ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary;
(via videoconference) Stevan Dobrilovic, Treasurer; Alexandrea Hanba; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan
Others Present: Heidi Smith, Library Director; Alyson Doubek, Library Finance Manager; Charlie Melidosian, City Council liaison

CONSENT AGENDA

Consent Agenda items included:

- Approval of Minutes of the November 17, 2020 Regular Meeting of the Library Board and November 30, 2020 and December 8, 2020 Special Meetings of the Library Board
- Ratify Bills Payable-Warrant Register for: Period 7, November 16, 2020 Period 7, November 30, 2020 Cash statement for all accounts for November 2020
 - Approval for payment from the Petty Cash Fund, \$110.34
- Fines & Fees Revenue History for November 2020
- MOTION to approve updated essential government operation resolution
- MOTION to approve revision to 2020 Per Capita grant funding request
- MOTION to approve 2021 Per Capita grant funding request

Secretary Somheil requested that the motion to approve essential government operations resolution be removed from the consent agenda, as amendments to the original proposal were required based on Governor's new executive order.

Trustee Reardon made a

MOTION: to approve the consent agenda

Trustee Kiem seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

PUBLIC COMMENT

None.

SECRETARY'S REPORT

Secretary Somheil provided the November 2020 Secretary's Report.

PRPL Web Site News Items

- [Public access to Library building has been suspended](#) – November 13, 2020

Press Articles

- [Park Ridge Library Santa Story Visit Set For Dec. 2](#) – Journal & Topics, December 2, 2020
- [Heidi Smith To Leave Park Ridge Library](#) – Journal & Topics, November 25, 2020

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- [Park Ridge aldermen call for 5% increase in tax levy, higher funding of police and fire pensions](#) - Park Ridge Herald Advocate, November 24, 2020
- [Park Ridge Winterfest canceled due to COVID-19 pandemic](#) - Park Ridge Herald Advocate, November 23, 2020
- [Park Ridge Library director resigns to accept position in Highland Park](#) - Park Ridge Herald Advocate, November 18, 2020
- [Niles, Park Ridge libraries close to patrons due to rising COVID-19 rates](#) - Park Ridge Herald Advocate, November 13, 2020
- [Library Locks Doors But Will Take Carryout Orders](#) – Journal & Topics, November 16, 2020
- [Park Ridge veterans urged to document their stories during annual Veterans Day ceremony](#) – Park Ridge Herald Advocate, November 11, 2020

Public Correspondence

- An email was received from K. Rolsing, previous PRPL employee; recommended not using a recruiting firm; disappointed in library services during pandemic.
An email was received from J. Steurer, who recommended against using a recruiting firm.

CLOSED SESSION MINUTES

Vice President Burkum made a

MOTION: to approve opening the closed session minutes dated June 21, 2011, June 14, 2016 and October 8, 2019
President Rapisand seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

Trustee Reardon made a

MOTION: to approve closed session minutes for Regular Meeting November 17, 2020 and Special Meeting November 30, 2020

Vice President Burkum seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

TREASURER'S REPORT

Treasurer Dobrilovic reported that the Library was through 58% through the fiscal year. The November report showed \$2,075,973 in revenue and \$1,947,312 in expenditures. He noted that the ice melt project had still not been paid; we are still waiting for a significant snow event to determine if it is functioning properly. Treasurer Dobrilovic stated that all other expenses generally in line with projections.

Treasurer Dobrilovic made a

MOTION: to approve the November 2020 Treasurer's Report

Trustee Steinfels seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

LIBRARY DIRECTOR'S REPORT

Director Smith reviewed the November Statistics Report, noting a correction p. 16 – that there were 96 available contact-free pickup appointments on Sundays. She reported that there had been a huge increase in contact-free pickup appointments since the Library closed to the public on November 13, and staff was doing a great job keeping up with them.

Vice President Burkum stated that she likes the promotion on social media of contact-free pickup appointments, that they have been successful in meeting the goal of a 48-hour turnaround on patron requests.

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She reviewed the trend comparison for the Fine Free Trial. She noted that additional information was added by request showing the average number of days of a patron block, as well as notations of significant dates in 2020 such as when returns accepted again starting 6/12/20 (limited hours, gradually expanded); drive through opened 8/28/20; returns accepted 24/7 8/28/20.

Block model started November 1; January data will begin to show the November data for the first month of the block trial.

Trustee Reardon inquired about calculating the number of average days blocked for 2019, Director Smith replied that in 2019, patrons were blocked if they owed money over a certain amount.

Director Smith reported that in general, staff had been very busy adapting to changes and preparing for the transition in leadership.

COMMITTEE REPORTS

Planning and Operations Committee

President Rapisand moved agenda item 11a up.

President Rapisand made a

MOTION: to approve revision to purchasing policy for multiyear contracts under \$5,000

Trustee Reardon seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

President Rapisand made a

MOTION: to approve postage meter multi-year contract

Trustee Steinfels seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

Trustee Steinfels made a

MOTION: to approve revision to emergency closing policy for staff compensation

Trustee Burkum seconded the motion.

DISCUSSION

Trustee Reardon noted that this was different than what was presented at the Committee meeting the previous week. Trustee Steinfels said that he worked with Vice President Burkum and Director Smith to provide the proposed language which he believed addressed some of the concerns raised at the Committee meeting.

Trustee Burkum said that she would have preferred to give the Director more flexibility, but it can be revisited.

Trustee Hanba agreed and said that there was the need to have a larger conversation around this as a full policy.

Trustee Kiem noted that if the Library did close it would likely be in the winter months so it was best to have something in place.

Roll Call Vote: Yes: Burkum, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

No: Dobrilovic

Motion passed.

**MINUTES
PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

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December 15, 2020 at 7:00 p.m.

ESSENTIAL GOVERNMENT OPERATIONS RESOLUTION

President Rapisand noted this item had been removed from the consent agenda. Director Smith highlighted the change that had been made to the previous version reviewed at the Committee meeting. She said that Governor Pritzker issued an updated Executive Action 2020-74 on December 11, and this resolution reflected that change.

Secretary Somheil made a

MOTION: to approve the updated essential government operation resolution as amended

Trustee Steinfels seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

President Rapisand returned to Library Director's Report (Director Smith was experiencing technical difficulties.) Director Smith shared her gratitude with library staff, board, city and community for their incredible support and love of the library and library services she has had the benefit of experiencing.

Personnel Committee

INTERIM DIRECTOR CONTRACT

President Rapisand said there was not a finalized contract as of yet. She anticipated receiving it soon and indicated the need to hold a special meeting later in the week.

DIRECTOR SEARCH FIRM CONTRACT

Treasurer Dobrilovic inquired if any changes had been made to the contract since he last reviewed it? He reviewed the contract language for the board. He said the library would pay a \$6,000 retainer at the execution of the contract. Once a candidate accepts an offer, the balance will be due. At the request of the library, Bradbury Miller agreed to a provision that if the director leaves the position in the first year after appointment, on a 1-time basis, Bradbury Miller will reactivate the search and will screen at least 3 well qualified finalist candidates. Library will assume expenses for reactivated search but expect no additional cost. Consultant will be able to pursue its own methodology. The cost of this would be \$5,000 plus expenses.

Trustee Reardon asked if this approval is time sensitive? If the Board is meeting at the end of the week, he would like the opportunity to review the contract prior to voting. He proposed that if the Board is meeting Friday, if this item can be deferred to Friday? President Rapisand said that the intent was to approve both of these items at this meeting, but the documents were not ready.

FRIENDS OF THE LIBRARY REPORT

Secretary Somheil provided the Friends of the Library Report.

- The Friends held their 2020 Annual Meeting
- Approved final revision of Bylaws
- Provisionally approved 2021 Wish List, with plan to revisit at June Board meeting after decision is made on Fall Book Sale

UNFINISHED BUSINESS

Trustee Kiem requested an update on the sprinkler project. Director Smith responded that the City had approved the permit and the tentative start date is Monday, December 21. The project would start on the 1st floor in the Children's Department and in parking lot for water service line. She said that Facilities Manager John Prialia has the project well in hand. She anticipates starting project meetings soon. She said it was slow getting all 3 permits and making sure plans met criteria, but the project should be ready to move forward now.

NEW BUSINESS

Secretary Somheil suggested bundling this with the next motion.

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December 15, 2020 at 7:00 p.m.

Treasurer Dobrilovic provided an explanation on the next item, closure of the Technology Replacement Fund. He said that money was set aside in that fund in the amount of \$156,716. We are closing out that fund and moving the money to the general fund. The Board has set aside a restriction in general fund for technology replacement/spending.

Secretary Somheil made a

MOTION: to approve budget transfer for Adult Services eBooks and budget amendment for final closure of the Technology Replacement fund

Vice President Burkum seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan
Motion passed.

TEMPORARY SICK LEAVE POLICY

Treasurer Dobrilovic said that this was not discussed at the Committee meeting and asked why it was coming up now. Director Smith said that she realized after the Committee meeting that there was an expiration date on this policy aligned with expiration of FFCRA, which had not been extended by Congress. She is proposing extending this policy through end of January, with the hope that Congress will extend. The reason for this policy is to encourage employees to stay home if they are sick or experiencing symptoms. She said a number of area libraries are adopting sick leave policy that grants same benefits for all of 2021, regardless of the FFCRA.

Trustee Hanba said her understanding is if library extends the policy and FFCRA is not extended, the policy does not comply and becomes obsolete. Director Smith said that was not her intent. Director Smith offered to review this policy further and bring it back to the Board for the special meeting on Friday.

President Rapisand said that she had just received the signed contract for the interim director. The Board can approve tonight or vote on Friday at special meeting. Following discussion, it was the consensus to postpone the vote until Friday's special meeting. President Rapisand will send the contract to the Board.

ADJOURNMENT

The meeting adjourned at 8:04 p.m.

MINUTES**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Special Meeting of the Board of Trustees

held via videoconference – December 18, 2020 at 3:30 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

CALL TO ORDER

President Rapisand called the Special Meeting of the Library Board to order at 3:32 p.m.

ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary;
(via videoconference) Stevan Dobrilovic, Treasurer; Alexandrea Hanba; Josh Kiem; Michael Reardon; Deepika Thiagarajan
Absent: Joseph Steinfels
Others Present: Heidi Smith, Library Director; Alyson Doubek, Library Finance Manager.

PUBLIC COMMENT

None.

Approve temporary sick leave policy

Trustee Reardon asked if Director Smith knew how the City was handling this situation. She was not aware of anything official, but did learn that the City did not have an expiration date on their illness at the workplace policy.

Trustee Thiagarajan noted that under the General Guidance section, the conditions have been updated by the CDC, she recommended making these changes before approving. These include: no fever for at least 72 hours changed to 24 hours; at least 7 days have passed since symptoms first appeared changed to 10 days.

Trustee Reardon said that it was his understanding that the Board passed this initially to be in compliance with federal law. Since that law no longer exists he did not see the need for it; if it comes back the Board would have to adopt another policy or resurrect this one. He would prefer letting this policy lapse and addressing it in the future as necessary.

Trustee Burkum supports updating the policy to ensure that employees are covered, and that the library is being proactive to keep the staff safe with the expectation that the federal law would be extended. Trustee Reardon believes that the library has robust sick leave and PTO that would cover most employees, and feels that it is unnecessary to put a policy in place unless we are forced to. Director Smith explained that this policy would cover employees who currently are not benefit eligible. Trustee Hanba asked if this change would put the policy in place for the remainder of 2021 or a different time frame. Director Smith said that it is defined as all of 2021; she is proposing extending the policy through the end of January 2021, at which time the Board could consider what other libraries are doing. Trustee Reardon agreed that made sense. Treasurer Dobrilovic said that he was conflicted as well but agreed with having the policy in place through the end of January.

Trustee Hanba made a

MOTION: Approve temporary sick leave policy as amended

Trustee Kiem seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Thiagarajan
Absent: Steinfels

Motion passed.

Approve contract with Angela Berger as interim director for \$2,100 a week

Secretary Somheil inquired about adjusting the start date to be December 21. President Rapisand confirmed that it would be.

Trustee Reardon made a

MOTION: to approve contract with Angela Berger as interim director for \$2,100 per week with the amendment of the start date to be December 21, 2020

**MINUTES
PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068
Special Meeting of the Board of Trustees
held via videoconference – December 18, 2020 at 3:30 p.m.

Trustee Kiem seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Thiagarajan
Absent: Steinfels

Motion passed.

Approve contract with Bradbury Miller for director recruitment for \$24,000

Trustee Reardon inquired about language in the contract referring to a proposal from December 9. Trustee Hanba stated that proposal document was a marketing piece that included the payment terms. Treasurer Dobrilovic and Trustee Steinfels reviewed proposal and the addendum and Dobrilovic explained that the payment terms were now included in the addendum. President Rapisand thanked Treasurer Dobrilovic for his assistance in reviewing both contracts.

Vice President Burkum made a

MOTION: Approve contract with Bradbury Miller for director recruitment for \$24,000

Trustee Thiagarajan seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Thiagarajan
Absent: Steinfels

Motion passed.

Treasurer Dobrilovic thanked Director Smith for her work and for being a good director. He wished her the best. Trustee Reardon and President Rapisand concurred.

The meeting adjourned at 3:48 p.m.

Park Ridge Public Library - Secretary's Report

January 19, 2021

PRPL Web Site News Items

- [Library Board of Trustees launches director search](#)
- [There's "snow better time to read" than winter](#)

Press Articles

- [Park Ridge Year in Review](#) - Journal & Topics December 30, 2020
- [Berger To Be Interim Leader During Park Ridge Library Director Search](#) - Journal & Topics, December 20, 2020
- [Park Ridge Library to pay consulting firm \\$24,000 for executive director search](#) – Park Ridge Herald Advocate, December 20, 2020
- [Get Head Start for Winter Reading Club](#) - Journal & Topics, December 16, 2020

Please find Warrant Registers at the end of the packet

Park Ridge Public Library
Ratification and Approval of Disbursements/Payments
December, 2020

Approval for payment from Gift Fund:

n/a	n/a	\$0.00
	Total	<u><u>\$0.00</u></u>

Ratify Disbursements from Lounge and Petty Cash Accounts:

Lounge

n/a	n/a	\$0.00
	Total:	<u><u>\$0.00</u></u>

Petty Cash

n/a	n/a	\$0.00
	Total:	<u><u>\$0.00</u></u>

Park Ridge Public Library
Consolidated YTD Revenue and Expenditures
Fiscal Year 20/21 - May, 2020 through December 31, 2020

REVENUE ACCOUNTS	BUDGET	REVISED BUDGET	YTD ACTUAL	% RECEIVED
Local Government Taxes	\$4,165,813		\$2,010,139	48%
Per Capita State Grant	\$46,850		\$46,850	100%
Other Receipts	\$110,850		\$29,797	27%
Total Revenue	\$4,323,513		\$2,086,786	48%

ACCOUNT #	OPERATING ACCOUNTS	BUDGET	REVISED BUDGET	YTD EXPENDITURES	% SPENT	NOTES
9100	Salaries	\$2,406,539	\$2,381,539	\$1,367,014	57%	Fill open positions
9210	Employee Benefits	\$338,116	\$338,116	\$221,125	65%	
9317	Data Processing	\$255,000	\$255,000	\$165,624	65%	CVI quarterly payment
9321	Building Maintenance	\$172,500	\$172,500	\$52,394	30%	
9324	Membership, Recruiting, Training	\$33,500	\$33,500	\$3,436	10%	
9351	Equipment Rental	\$24,500	\$24,500	\$6,071	25%	
9359	Consulting Services	\$25,000	\$25,000	\$12,453	50%	
9360	Public Relations	\$46,500	\$46,500	\$9,645	21%	
9385	General Contractual	\$123,500	\$123,500	\$46,988	38%	
9416	Audit	\$8,200	\$8,200	\$0	0%	
9425	Special Counsel	\$25,000	\$25,000	\$4,180	17%	
9510	Supplies	\$179,500	\$179,500	\$20,858	12%	
9511	Staff Appreciation	\$1,650	\$1,650	\$1,106	67%	
9520	Computer Materials	\$30,000	\$30,000	\$24,588	82%	Includes Bibliotheeca Invoice
9540	Library Resources	\$625,500	\$650,500	\$396,082	61%	
	Total Operating Budget	\$4,295,005	\$4,295,005	\$2,331,564	54%	
<u>Capital Projects Budget</u>						
9901	Machinery and Equipment	\$15,000	\$30,000	\$28,832	96%	Security Cameras Fiscal Year 20 Per Capita Grant
9908	Computer Equipment	\$70,000	\$70,000	\$0	0%	
9963	Building Repairs	\$1,170,000	\$1,182,877	\$8,425	1%	Ice Melt Roof Project Completion in Fiscal 21
	Total Capital Projects Budget	\$1,255,000	\$1,282,877	\$37,257	3%	
	TOTAL OPERATING BUDGET	\$5,550,005	\$5,577,882	\$2,368,821	42%	

Park Ridge Public Library
Fine Revenue History
Five Year Comparison - YTD through December 2020

	YTD November - FY 20/21	YTD November - FY 19/20	YTD November - FY 18/19	YTD November - FY17/18	YTD November- FY16/17
YTD	\$ 546	\$ 28,448	\$ 23,766	\$ 46,331	\$ 45,113
% Incr/Dec	-98%	20%	-49%	3%	-20%
\$ Inc/Dec	\$ (27,901.58)	\$ 4,681.67	\$ (22,565.18)	\$ 1,217.88	\$ (11,204.78)

(1) Automatic renewals implemented on April 17, 2018
(2) Library closed and not accruing fines March 14, 2020 - TBD
(3) Fiscal 20/21 includes only defined overdue fines. Previous years included all fines and fees.

**Park Ridge Public Library
Library Director's Report – December, 2020**

PERSONNEL

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

None

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

- Heidi Smith, Library Director

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

- Lisa Winchell, Children Services Supervisor, Full-Time; from Youth Services Librarian, Full-Time
- Claire Griebler, Teen Services Supervisor, Full-Time; from Youth Services Librarian, Full-Time

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

None

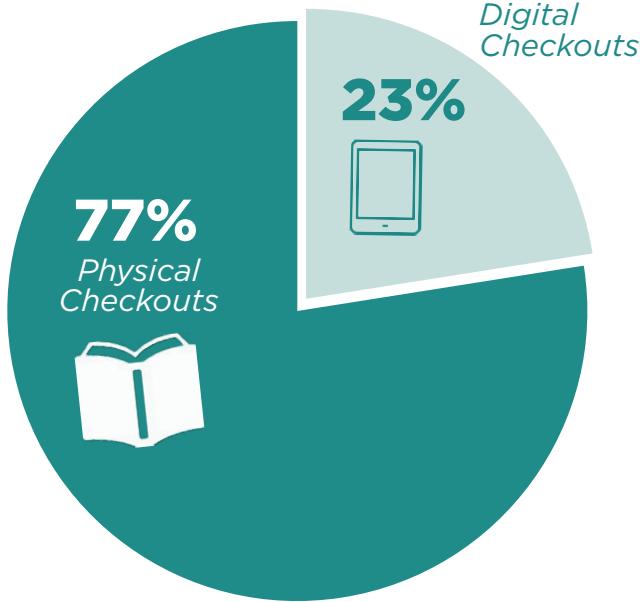


December 2020

DATA

Snapshot

DECEMBER Checkouts



- 33,855 Physical Checkouts
- 9,949 Digital Checkouts

library cards applications processed

34 new patrons

17 renewed accounts



registered borrowers

December 2020	23,203
December 2019	24,332

CONTACT-FREE Pickup

Due to the Cook County Stay-at-Home Advisory issued on November 13, 2020, the Library remained closed to the public in December.



Approximately
200
contact-free appointments
added per week

We continue to meet our service goal of patrons being able to schedule an appointment within 48 hours and the majority of the time they are able to schedule within 24 hours.

In December, we checked out



13,043 materials to
4,395 accounts for
contact-free
pickup.



20,775 materials
were checked in and
shelved.

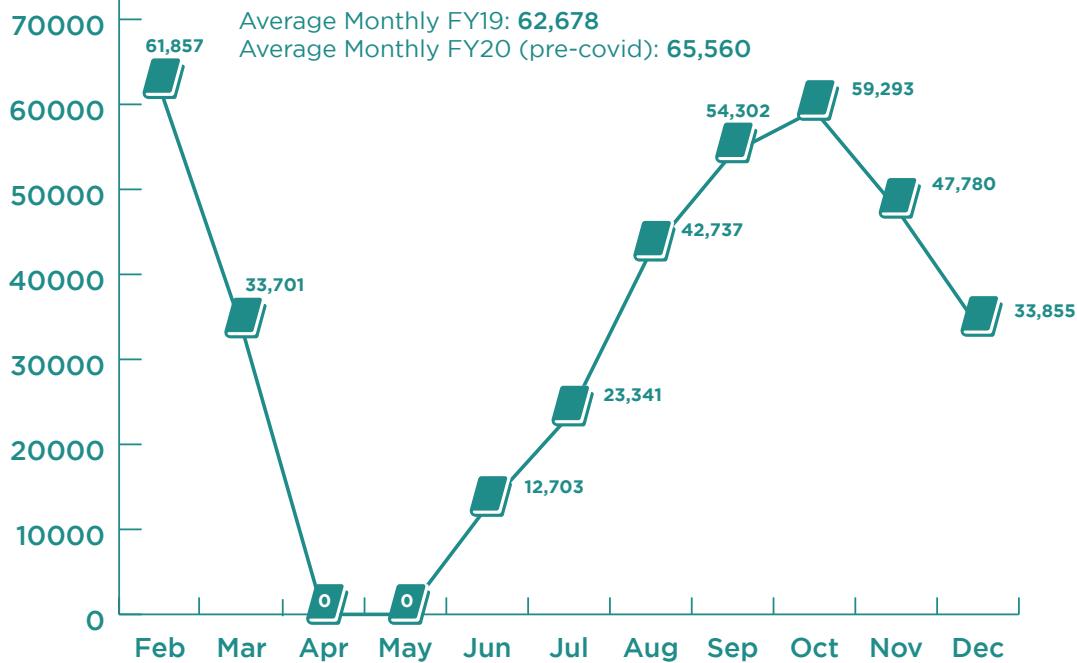
18,976 materials are
currently checked out.



DATA Snapshot

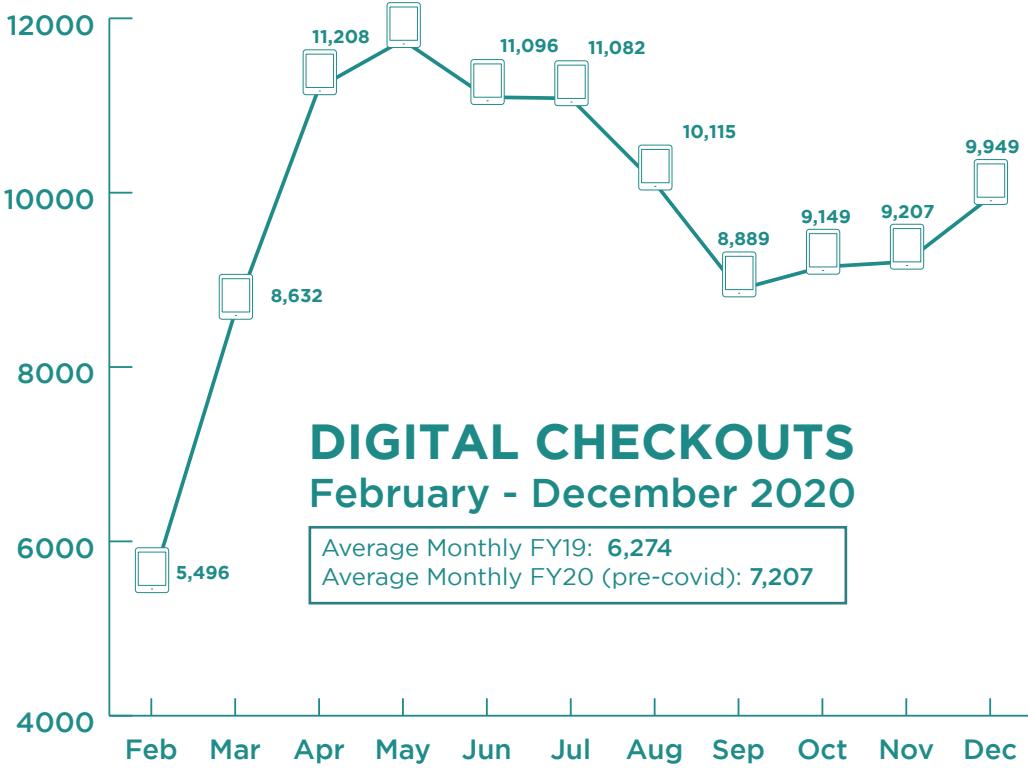
PHYSICAL CHECKOUTS

February - December 2020



DIGITAL CHECKOUTS

February - December 2020



December

TOP OVERDRIVE TITLES

- *The Vanishing Half*
- *A Promised Land*
- *The Silent Patient*
- *A Giver of Stars*
- *American Dirt*
- *This is Where you Belong*
- *The Dutch House*
- *Such a Fun Age*
- *28 Summers*



DATA

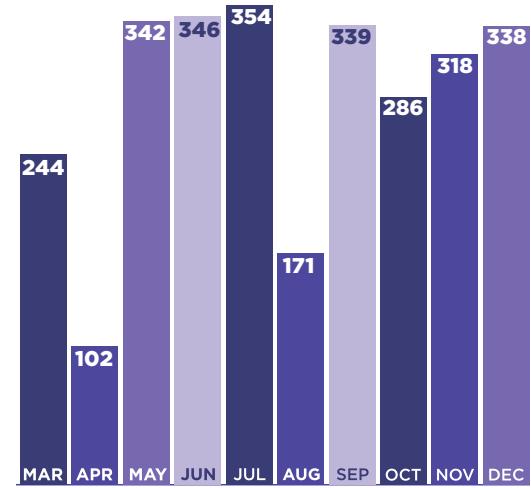
Snapshot

Virtual ADULT PROGRAMS

Number of Programs

MAR	9
APR	5
MAY	9
JUN	7
JUL	9
AUG	5
SEP	10
OCT	9
NOV	9
DEC	7

Program Attendance

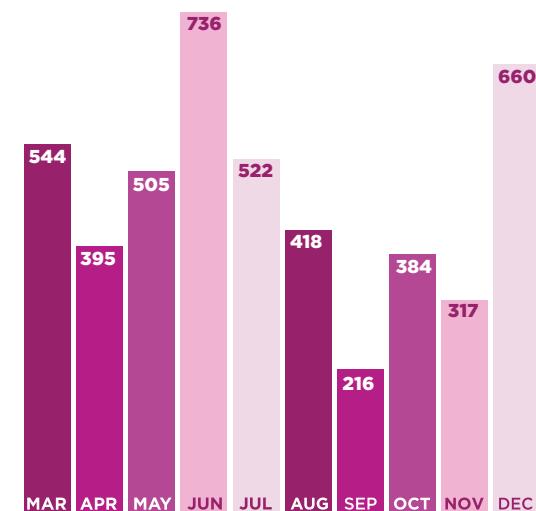


Virtual CHILDREN'S PROGRAMS

Number of Programs

MAR	12
APR	9
MAY	18
JUN	32
JUL	28
AUG	28
SEP	23
OCT	28
NOV	27
DEC	30

Program Attendance





Park Ridge Public Library

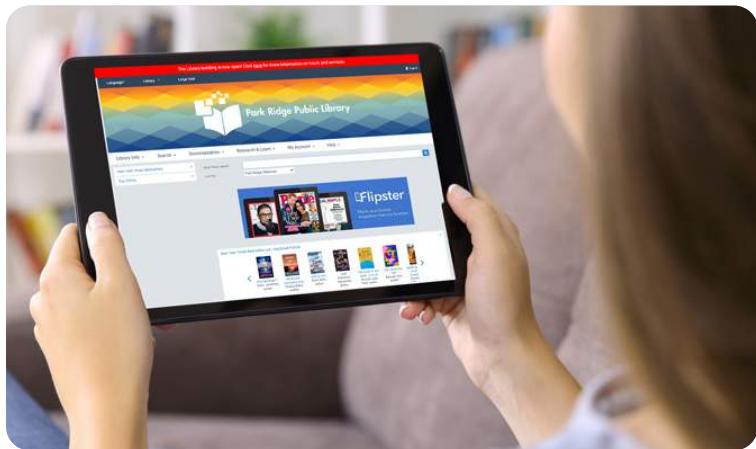
December 2020

Virtual LIBRARY Connections



Reference staff received
1,238 phone calls

in December, and 800 of those calls
were about pickups.



social

Facebook
followers

2,990



Instagram
followers

@prpl1913 871 followers
@prplkids 911 followers
@prpteens 689 followers

e-newsletter

13,790 Subscribers

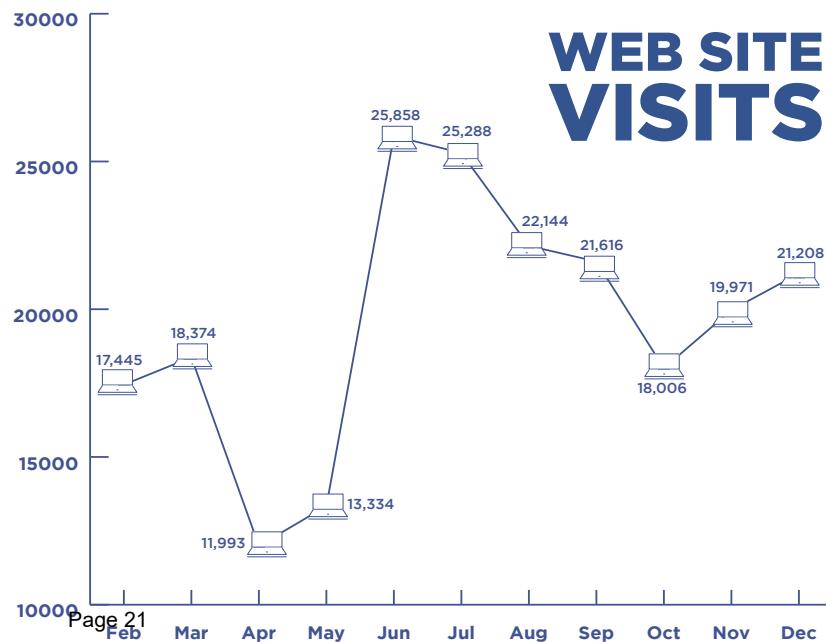
29%

Average unique open rate
of weekly E-Newsletters



Top Web Pages Visited in December

Page	Views
Home Page	17,240
/pickup/	6,449
/schedule-your-pickup/	3,112
/public-access-to-library-building-has-been-suspended-/	1,517
/databases/	1,501
/books-movies-more/	908
/ebooks-and-downloadables/	872
/as-staff-picks/	617
/kids/	504
/winter-reading-club/	405





Park Ridge Public Library

December 2020

Virtual LIBRARY Programs

children's programs

30 live programs

25 Children's Services

5 Teen Services

660

attendees

Passive programs

770

Pick-me-up
Craft Kits
given out



102

Winter Scavenger Hunt
registrations

- Storytime Live!
- PJ Storytime Live!
- Fairy Tale Fun on the Run
- Book Bites
- Kids' Yoga Break
- Hello, Baby!
- Virtual Teen Trivia
- Virtual Teen Book Club



30 book bundles
prepared

outreach



10 school loans

312 items

9 virtual school visits/
video tutorials

20 homebound
deliveries

77 items delivered



285 books ordered for

35 community
book clubs



adult programs

7 live programs

338 participants

- Cooking Demo: Winter Soups and Stews
- Storytelling: 'Twas the Night Before Christmas
- Concert: Under the Mistletoe
- Virtual Pub Quiz
- Virtual Chair Yoga



November

Overdue Statistics Report 2019 vs. 2020 summary

	November 2019 - With fines*	November 2020 - Without fines^
Total items checked out	33,487	100%
Returned on or before due date	31,429	93.9%
Returned after due date	1,999	6.0%
Still checked out	59	0.2%
		28,191 100% 24,693 87.6% 3,178 11.3% 320 1.1%

Average number of days returned late 9.2 13.9

Note: The margin of error is high when Hot and New items are included because their loan periods change when they change from "New" to regular collections

The margin of error is computed as:

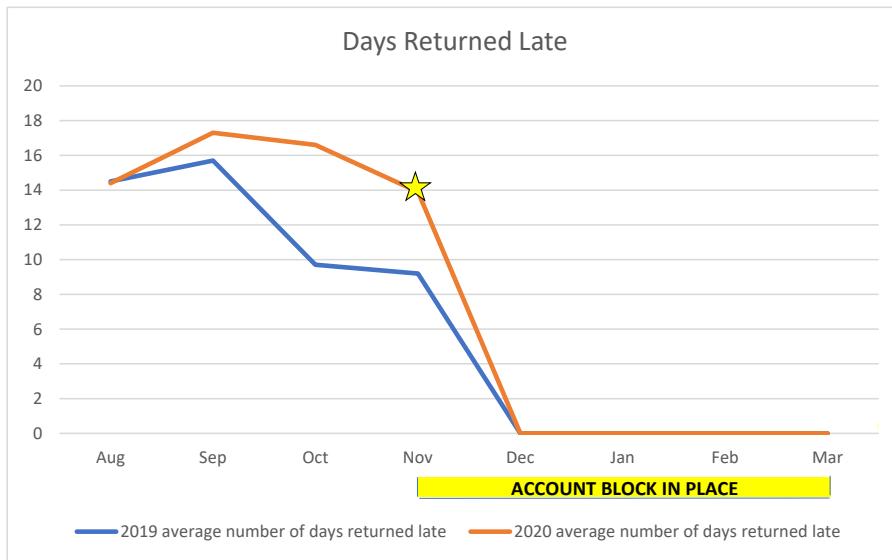
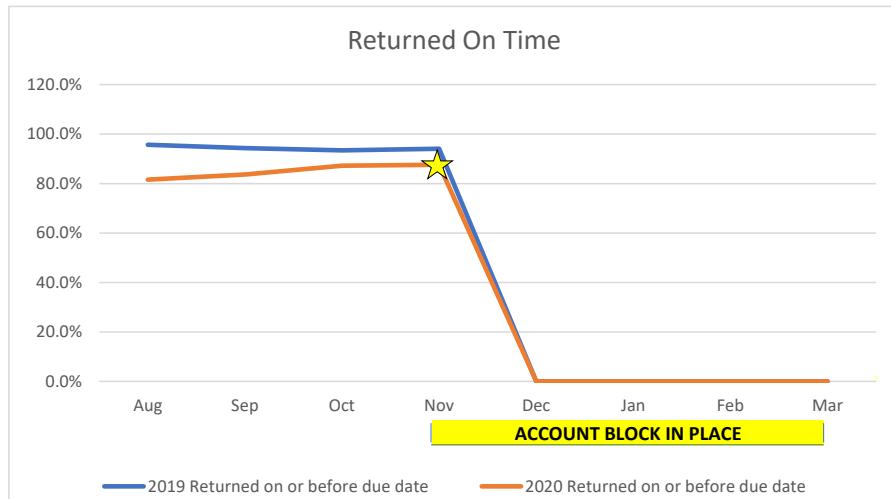
Total number of Hot and New items Checked-in during the month / **Total number of Check-ins during the month** * 100

* Margin of error 19.40%

[^] Margin of error 17.75%

Annual Trend Comparisons

Returned On Time	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2019 Returned on or before due date	95.7%	94.3%	93.4%	94.0%	0.0%	0.0%	0.0%	0.0%
Days Returned Late	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2019 average number of days returned late	14.5	15.7	9.7	9.2	0	0	0	0
2020 average number of days returned late	14.4	17.3	16.6	13.9	0	0	0	0



2020: Returns accepted again starting 6/12/20 (limited hours, gradually expanded)

Drive Through Opened 8/28/20

Returns accepted 24/7 8/28/20

★ Account Block Started 11/01/20

Library closed to public 11/13/20

Park Ridge Public Library

Items With A Due Date Between

2019-11-01 and 2019-11-30

This report does not exclude New and Hot Material

As such the Margin of Error is as high as 19.40 %

A quarantine period of 0 days was used in this report.

Summary Information

Checkouts at Park Ridge with a due date during 2019-11 : 33,487

Of the 33,487 those checked in on or before the due date : 31,429

Of the 33,487 those checked in 1 to 7 days after the due date : 1,253

Of the 33,487 those checked in 8 to 14 days after the due date : 487

Of the 33,487 those checked in 15 to 30 days after the due date: 207

Of the 33,487 those checked in 31 or more days after the due date: 52

Of the 33,487 those still not checked in as of end-of-day 12-31-2019 : 59

Average Days Returned Late (for Material due during 2019-11 and returned on or before 12-31-2019) : 9.2

Average Days Patron is Blocked (for Material due during 2019-11 and returned on or before 12-31-2019) : 6.5

Number of Patrons Blocked (for Material due during 2019-11 and returned on or before 12-31-2019) : 889

Number of Patrons Blocked (for Material due during 2019-11 includes patrons that did not return on or before 12-31-2019) : 920

Margin Of Error : 19.40 %

Park Ridge Public Library

Items With A Due Date Between

2020-11-01 and 2020-11-30

This report does not exclude New and Hot Material

As such the Margin of Error is as high as 17.75 %

A quarantine period of 3 days was used in this report.

Summary Information

Checkouts at Park Ridge with a due date during 2020-11 : 28,191

Of the 28,191 those checked in on or before the due date : 24,693

Of the 28,191 those checked in 1 to 7 days after the due date : 1,620

Of the 28,191 those checked in 8 to 14 days after the due date : 942

Of the 28,191 those checked in 15 to 30 days after the due date: 512

Of the 28,191 those checked in 31 or more days after the due date: 104

Of the 28,191 those still not checked in as of end-of-day 12-31-2020 : 320

Average Days Returned Late (for Material due during 2020-11 and returned on or before 12-31-2020) : 13.9

Average Days Patron is Blocked (for Material due during 2020-11 and returned on or before 12-31-2020) : 9.1

Number of Patrons Blocked (for Material due during 2020-11 and returned on or before 12-31-2020) : 1482

Number of Patrons Blocked (for Material due during 2020-11 includes patrons that did not return on or before 12-31-2020

Margin Of Error : 17.75 %

Park Ridge Public Library
Items With A Due Date Between
2019-11-01 and 2019-11-30

This report does not exclude New and Hot Material

As such the Margin of Error is as high as 19.40 %

A quarantine period of 0 days was used in this report.

For the purpose of this report a patron is blocked at 1 overdue item

Material Type	Number Of Items Due	Returned Zero Days Due Date	Returned In 1-7 Days Past Due Date	Returned In 8-14 Days Past Due Date	Returned In 15-30 Days Past Due Date	Returned In 31+ Days Past Due Date	Not Yet Checked In	Average Days Returned Late
Videogame New	28	20	6	2	0	0	0	6.2
Boxset New	214	187	21	6	0	0	0	5.5
CD Audiobook New	114	105	8	0	1	0	0	5.7
Large Print New	132	125	5	1	1	0	0	7.8
Playaway Audio New	101	95	4	2	0	0	0	6.8
Other	97	95	1	1	0	0	0	6.0
DVD Hot	55	39	16	0	0	0	0	3.5
Book Hot	367	286	60	13	4	2	2	7.7
Equipment	3	2	1	0	0	0	0	3.0
Large Print	406	394	5	3	3	0	1	14.8
Seasonal Book	4	2	2	0	0	0	0	2.0
Special Collection	2	2	0	0	0	0	0	0.0
ILL Material	2	1	0	0	0	0	1	0.0
Scores / sheet music	3	3	0	0	0	0	0	0.0
Pamphlet	1	1	0	0	0	0	0	0.0
Seasonal AV	2	2	0	0	0	0	0	0.0
MP3 Audiobook	1	1	0	0	0	0	0	0.0
CD New	170	168	1	1	0	0	0	14.0
Book	18,853	17,661	557	386	167	36	46	10.5
DVD	3,886	3,683	180	15	4	2	2	5.5
CD	941	923	12	0	6	0	0	8.0
CD Audiobook	486	467	11	3	3	1	1	10.2
Playaway	255	248	5	2	0	0	0	6.3
Kit	41	40	1	0	0	0	0	7.0
Multimedia Kit	215	209	1	1	1	2	1	23.0
Videogame	346	318	25	2	1	0	0	6.1
Blu-ray	536	491	43	0	2	0	0	5.2
Boxset	567	548	18	1	0	0	0	4.1
STEAM equipment	6	5	1	0	0	0	0	0.0
Book New	3,747	3,523	153	45	12	9	5	8.4
Magazine	338	331	5	0	2	0	0	8.9
Blu-ray New	303	273	29	1	0	0	0	3.6
DVD New	1,265	1,181	82	2	0	0	0	3.7
Totals	33,487	31,429	1,253	487	207	52	59	9.2
Totals without hot and new	26,991	25,427	868	414	189	41	52	9.8

The Margin of Error is as high as 1.5 %

Park Ridge Public Library
Items With A Due Date Between
2020-11-01 and 2020-11-30

*This report does not exclude New and Hot Material
As such the Margin of Error is as high as 17.75 %
A quarantine period of 3 days was used in this report.
For the purpose of this report a patron is blocked at 1 overdue item*

Material Type	Number Of Items Due	Returned Zero Days Due Date	Returned In 1-7 Days Past Due Date	Returned In 8-14 Days Past Due Date	Returned In 15-30 Days Past Due Date	Returned In 31+ Days Past Due Date	Not Yet Checked In	Average Days Returned Late
CD	658	631	14	3	9	0	1	20.6
Pamphlet	4	4	0	0	0	0	0	0.0
Special Collection	2	2	0	0	0	0	0	0.0
STEAM equipment	5	4	1	0	0	0	0	9.0
Kit	5	5	0	0	0	0	0	0.0
ILL Material	46	38	1	0	5	2	0	27.0
Videogame New	18	10	5	0	2	0	1	16.8
CD New	65	60	5	0	0	0	0	5.0
Boxset New	86	55	17	4	2	0	8	11.2
CD Audiobook New	89	82	0	3	2	0	2	18.2
DVD-ROM	12	8	3	1	0	0	0	9.5
Playaway Audio New	62	54	2	3	1	1	1	15.9
Other	69	63	5	0	0	1	0	17.4
CD Audiobook	265	254	4	3	3	0	1	12.8
Playaway	173	161	3	6	2	0	1	13.5
Magazine	484	463	3	8	8	1	1	17.6
Blu-ray New	96	64	19	11	1	0	1	10.9
Book Hot	478	268	125	41	31	6	7	13.3
DVD Hot	24	7	16	1	0	0	0	7.8
DVD New	565	410	120	21	13	0	1	10.2
Large Print New	137	129	6	2	0	0	0	9.3
Book New	3,384	2,794	310	119	103	14	44	13.5
Multimedia Kit	167	149	5	10	2	1	0	13.6
Videogame	256	186	35	16	13	2	4	14.8
Blu-ray	369	295	54	10	10	0	0	11.1
Large Print	303	284	5	4	3	2	5	19.4
Boxset	412	379	18	9	4	0	2	12.5
Seasonal Book	5	3	1	1	0	0	0	11.0
DVD	2,578	2,116	261	124	53	6	18	12.1
Book	17,374	15,715	582	542	245	68	222	14.9
Totals	28,191	24,693	1,620	942	512	104	320	13.9
Totals without hot and new	23,187	20,760	995	737	357	83	255	14.3

The Margin of Error is as high as 1.5 %



TO: Library Board of Trustees
FROM: Angela Berger, Interim Library Director
DATE: January 15, 2021
SUBJECT: December 2020 Report

TOP INITIATIVES

- COVID-19 response and planning
- SY2021 salary and budget preparation
- Director transition preparation
- Sprinkler project construction
- Fine-free reporting

HIGHLIGHTS

- Please see statistics pages for additional services and programs highlights.
- Due to the Cook County Stay-at-Home Advisory, the Library building remained closed to the public. Virtual and contact-free services continue.
- All departments are working together to facilitate Contact-Free Pickup.
- Adult Services staff volunteered to work shifts/be on call in Patron Services and completed training. They contributed 36 hours of work in PS in December.
- The Patron Services team continues to make physical materials available to patron through contact-free pickup. We continue to meet our service goal of patrons being able to schedule an appointment within 48 hours and the majority of the time they are able to schedule within 24 hours.
- Patron Services added approximately 200 more appointments for contact-free pickup per week. The team will monitor how this impacts workflow and if this is feasible to continue.
- Reference staff continues to handle the phone calls for contact free holds pickups. They received 1,238 call in December, 800 of these calls were about pickups.
- A record number of Book Match requests received this month. This service has been recently promoted in the email newsletter
- The Youth Services team is planning to meet in January for our next Genre Study, teen fantasy books. Two more Genre Studies are planned: mystery/thriller in February and nonfiction in March. The Genre Studies help the Youth Services staff to provide teen book recommendations for our patrons by staying current with Young Adult book trends.
- Technical Services staff is working on a large backlog of resources to process, extra cataloging hours have been added to assist.
- Staff completed the *Desk Manual for Insect Infestation*, supplies and training to follow.
- Winter Reading Club started Dec. 21. It was moved up to start early this year to encourage patrons to read over the winter break.
- Children's Services staff planned a winter scavenger hunt to engage families and provide more screen-free fun during the winter months.
- Maintenance staff worked with CVI for Security Camera system configuration, new Low voltage cable project; Tecta Tec Roofing performed inspection and repairs to the roof; conducted deep cleaning and disinfection in the Young Adult Loft (COVID); coordinated and moved the equipment, materials, and furniture to clear the areas for sprinkler project; Conducted meetings with GC, architect and subs regarding Sprinkler Project.

PROFESSIONAL DEVELOPMENT

- Using Children's Books to Approach Trauma Informed Education – R. Sindelar, Children's Services
- Staff attended the Friends of the Library Annual Meeting
- G. Kottkamp, Technical Services Manager, attended an informational session with NSDC representative regarding Overdrive and purchase of digital magazines platform from Recorded Books
- J. Priala attended a training session regarding Emergency Communication
- Staff have been attending regular networking meetings that have been meeting virtually.

PROGRAMS AND SERVICES

Youth Services

- In December, 660 patrons attended 30 live programs
 - Live children's programs included: Virtual Storytime with Santa, Kids' Yoga Break, Hello Baby, Storytime Live!, PJ Storytime Live!, Saturday Morning Live!, Fairy Tale and STEAM Fun on the Run, Kids' Kitchen, Virtual Book Bites, Sticky Fingers Family Cooking Class
 - Teen Programs included: Virtual Dungeons & Dragons, Virtual Middle School Book Club, Virtual Teen Trivia: The Office and Virtual VolunTeens
- In addition, Youth Services continued to provide passive programs including:
 - Pick-Me-Up Crafts (Pete the Kitten Collage Cards- 300 total, Holiday Tree Craft- 270 total, Penguin Craft- 200 total)
 - Book Matches - Patrons fill out a form to request personalized suggestions of what to read next. YS Staff then work together to suggest titles - 12 matches for kids, 3 for teens
 - Book Bundles – Packs of 5 books of similar reading or interest levels bundled together for easy selection. In November we prepared: 30 bundles with 335 books

Adult Services

- Adult programs included Chair Yoga (3 sessions, 166 attendees), Library Pub Quiz (58 attendees); Cooking Demo: Winter Soups and Stews (54 attended); Storytelling: 'Twas the Night Before Christmas (40 attended); Concert: Under the Mistletoe (30 attended)

PATRON FEEDBACK

Adult Services staff assisted a former patron who requested an article from the Library database. Her response:

I can't tell you how much I appreciate your efforts in sending that article to me! I was working up to midnight several nights to get my Mom's life story done so I could give it to my sister and children for Christmas, and never thought I would get this so close to Christmas. It was lovingly received and the article was sooooo much better than the old one I had. My Mom starting working at the old city hall (the white house) after the war and continued until 1963 when we moved to California. Many friends and good memories about Park Ridge are mine.

COMMUNITY OUTREACH

- 20 homebound deliveries; 77 items
- 35 book clubs; 285 books ordered
- Children's Services Staff filled 9 loans (292 items) to local preschools and daycares
- School Services Coordinator Lisa Winchell filled 1 loan for local elementary schools
- Youth Services staff provided recorded book talks that were sent to Emerson Middle School.

Fairy Tale Fun on the Run



Winter Scavenger Hunt
Completion Prize:



Kids' Kitchen



MINUTES**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees
held via videoconference – January 12, 2021 at 7:00 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary;
(via videoconference) Stevan Dobrilovic, Treasurer; Alexandrea Hanba; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan
Others Present: Angela Berger, Interim Library Director; Alyson Doubek, Library Finance Manager.

PUBLIC COMMENT

None.

Treasurer Dobrilovic called the Budget and Finance Committee meeting to order at 9:16 p.m.

APPROVAL OF MINUTES

Trustee Hanba made a

MOTION: to approve the minutes of November 10, 2020

President Rapisand seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.**SY 2021 budget**

Interim Director Berger directed the Board's attention to the budget memo which delineates the assumptions upon which the budget was built, specifically in regard to services provided to the Library by the City of Park Ridge. It was further noted that changes in service may need to be addressed with a budget transfer/amendment by one or both of the organizations involved. It was noted that the proposed SY21 budget represents no change from previous year except as noted.

The stub year budget presented includes the proposed salary plan for approval in January which includes a \$59,500 merit pool, \$20,000 for Engagement and \$13,000 in contingency (i.e. new Director's salary negotiation)

The SY 2021 budget is for a period of 8 month; and the Property Tax revenue budget includes the 2nd installment of the 2020 levy.

The capital needs assessment final payment may carry over FY2021 to SY21, and Bradbury Miller contract final payment may carry over from FY2021 to SY21.

The Capital Budget includes funding for Technology Replacement: \$10,000 for Firewall, UPS and PDU server racks replacement; there is the potential carryovers for completion from FY2021 to SY21. Also included are \$35,000 for a new Phone system, Back- up system \$18,100 and Replacement PA system \$16,900.

FY2021 Budget Transfer

Finance Manager Doubek explained that the transfer was for \$40,000 from the Administration salary line budget item to the Consulting budget line for the contract of Interim Director for 19 weeks in the current fiscal year through April 30. It was noted that these funds were already in the budget, this action was simply moving them from one item to another for proper accounting.

MINUTES
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Budget and Finance Committee of the Whole Meeting of the Board of Trustees
held via videoconference – January 12, 2021 at 7:00 p.m.

Trustee Reardon made a

MOTION: to approve the budget transfer in the amount of \$40,000 from Administration to Consulting budget line item.

President Rapisand seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

OTHER

Interim Director Berger asked about approvals between \$2,000 (manager approval) and \$5,000 (library director approval) and also with regard to project change orders that may come. She inquired if it was reasonable for her, as a contractor, to be approving the expenditure of any library fund.

Several Board members responded that as Interim Director, she had the same authority the Library Director would have. Board members did not have concern on this matter and said that if she had any questions or concerns she can bring to the Board's attention or contact Treasurer Dobrilovic. She said regarding change orders, when time permits, they would be brought to the Board for their approval.

Finance Committee adjourned at 9:29 p.m.

OTHER

President Rapisand announced that at the Board meeting on January 19, former Trustees Lamb and Kennedy would be recognized for their service. They had hoped to do this in person, but wanted to give them this recognition.

The meeting adjourned at 9:32 p.m.



Memorandum

Memo Date: January 8, 2021
From: Alyson Doubek
Meeting Type: Committee of the Whole Meeting
Meeting Date: January 12, 2021
Action Requested: For Approval
Subject: FY21 Operating Budget Amendment

Background:

Library administration developed the following proposed budget amendment in the FY21 Operating Budget for the Board's consideration.

FY21 OPERATING BUDGET AMENDMENTS

Account Description (expense unless noted)	Original	Adjustment	Modified	Note
Administration Salaries	\$345,150	\$-40,000	\$305,150	1
Administration Consulting	\$25,000	\$40,000	\$65,000	

Notes:

1. The Library hired a consultant to fill its need for the position of Interim Director. In order to provide payment to our new consultant, we would like to make a transfer from Administration Salaries.

Recommendation:

I recommend the Board adopt the FY21 Operating Budget Amendment as proposed.

Suggested motion:

Approve a budget transfer in the FY21 Operating Budget for \$40,000 for additional consulting fees.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Personnel Committee of the Whole Meeting of the Board of Trustees
held via videoconference – January 12, 2021 at 7:00 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

ROLL CALL

Trustees Present:
(via videoconference) Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary; Stevan Dobrilovic, Treasurer; Alexandrea Hanba; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan

Others Present: Angela Berger, Interim Library Director; Alyson Doubek, Library Finance Manager.

PUBLIC COMMENT

None.

CALL TO ORDER

Committee Chair Hanba called the Personnel Committee meeting to order at 8:02 p.m.

Trustee Reardon made a

MOTION: to approve the minutes of December 8, 2020

Trustee Thiagarajan seconded the motion.

President Rapisand expressed concern that she was marked absent for a vote when she was at the meeting. Trustees said that she was on a call when the vote took place.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan
Motion passed.

Salary plan

There was some discussion of when the new minimum wage rates take effect. Committee Chair Hanba said that the law goes into effect July 1, 2021. Finance Director Doubek said that went into effect January 1.

Interim Director Berger reviewed the memo which provides background on where the Board is at in terms of compensation philosophy and review of salary grades, review of positions, minimum wage increases, and compression issues as that continues to increase.

Finance Director Doubek directed the Board to the salary plan recommendation in the memo which summarized and indicated the cost.

Committee Chair Hanba stated that everyone should be making current minimum wage, July 1, 2021 inflation adjusted minimum wage starts to go into effect for Cook County and for Illinois. Should not look at compression until we know the economic impact of COVID. The chart is from when the salary reviews were initially done and she does not think the chart is up to date with salaries and hourly rates.

Interim Director Berger explained that Director Smith looked at every employee, where they are in the salary range, and what their evaluation might be in order to make the recommendations for the merit pool.

Finance Manager Doubek explained that the primary goal of establishing this plan now was to assist in preparing numbers for budget, the Library was required to provide numbers to the City. The stub year budget is being prepared now, and salaries are a significant share of the budget.

MINUTES
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Personnel Committee of the Whole Meeting of the Board of Trustees
held via videoconference – January 12, 2021 at 7:00 p.m.

Committee Chair Hanba did not understand how the Board could approve the salary plan without updating the numbers.

Trustee Reardon said this is a timing issue. The City wants numbers before the Library plans out what the salaries will be for the upcoming year; the plan is finalized later. It is like putting the cart before the horse, but this is the way it has always worked. Finance Manager Doubek said that hopefully will be changing as a result of the fiscal year being changed to a calendar year for 2022.

Interim Director Berger said this was Director Smith's attempt to plan ahead for what will be needed. The City is requiring that the Library submit stub year budget numbers now. Trustee Reardon said the Board reserved right to change number when the salary planning is actually done.

There was some discussion as to whether the Board could have input into the budget number before it is finalized. It was determined that they would be able to review it again before the budget is finalized.

Interim Director Berger said the Board will approve the stub year budget next month at the February meeting. She explained that the salary plan (which was included in the draft budget) included: contingency of \$13,000, additional engagement resources for \$20,000 and \$59,500 for merit pool.

Trustee Reardon said that in past, when a salary plan has been done, it has come in under the projected amounts. In the past, directors have overestimated for purposes of preliminary budget. Interim Director indicated that the memo contains an analysis of the distribution of salaries resulting from the budgeted increases. The salary ranges have been established but not updated. Trustee Hanba said the updated data are needed to determine where the ranges are.

Renewal of illness in the workplace for library staff policy

Committee Chair Hanba explained that the Board approved this extension through January 31, 2021. Now it is recommended to extend to March 31, 2021. This was prepared when it was uncertain whether the federal government would pass a law mandating this policy again.

President Rapisand said that the mandate under the FFCRA expired December 31, 2020 but that employers could voluntarily enact a policy. Treasurer Dobrilovic agreed, stating that businesses could receive a tax credit if they voluntarily implement this policy that gives employees paid sick leave if they have COVID or think they have COVID (does not apply to Library as Library is not business).

Committee Chair Hanba recommends that this be extended through March 31, 2021. The best thing to do is give staff time off if they do have COVID or have symptoms. President Rapisand agrees, she would hate for someone to come to work if they are sick. Treasurer Dobrilovic agrees, it is best not to endanger staff if someone thinks they have COVID.

Trustee Reardon asked about a line in the document that says the benefit covers all of 2021, and asked what is the time frame this would be in effect. Committee Chair Hanba recommends extending per the federal law. Does not mandate paid sick leave but allows employers to voluntarily provide. Trustee Reardon does not think the policy is necessary due to the fact that it was put in place to comply with federal law which is no longer in effect. The Library already had generous sick leave policy. President Rapisand said that Library employees are considered front line workers and she believes this is an important benefit to provide at this time.

Treasurer Dobrilovic formerly would have agreed, but through personal experience, thinks it is important to protect workers and ensure that those who may be sick or have symptoms stay home to minimize risk of infecting others.

MINUTES
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Personnel Committee of the Whole Meeting of the Board of Trustees
held via videoconference – January 12, 2021 at 7:00 p.m.

Committee Chair Hanba said she doesn't want to make staff use sick time now if they have COVID or COVID symptoms, if they get sick later in the year they won't have sick time left. She supports extending the policy through March 31, 2021.

Interim Director Berger pointed out that the policy as amended requires staff who accrue sick time or paid time to use their own paid sick time or PTO before additional sick pay is provided. As currently written, only employees who do not have accrued time would be covered under this policy. Trustee Hanba said the policy previously was that employees would get additional time for FMLA; up to 2 weeks paid time, but for the majority of staff does not apply. Finance Manager Doubek noted that staff has not abused this. Interim Director Berger noted that the last time this was discussed was at the December 18 special board meeting. The policy was amended at that time; benefit eligible employees must first expend regularly accrued sick or PTO time before use of this benefit.

Treasurer Dobrilovic said the original policy allowed an additional 14 days of sick time for anyone who suspected or knew they had COVID without having to use regular PTO. That makes sense for what this policy is trying to accomplish. He believes this is important to safeguard the workforce from COVID and to create an incentive not to come to work when employees are sick. Committee Chair Hanba and President Rapisand agreed. Trustee Reardon suggested reverting to the previous policy and requested to see it again. Treasurer Dobrilovic proposed adding this to the agenda for the Board meeting.

Bradbury Miller timeline and next steps

President Rapisand presented to trustees the announcement for the Library Director position developed by Bradbury Miller. A meeting was held with management staff to discuss specifics and all duties as assigned. They were provided with the previous job description from the last director search. She reported on the updated search schedule, and survey which she and Trustee Hanba met with the consultant to put together. She asked for feedback on the position announcement. Trustee Steinfels asked if quantitative numbers should be included under responsibilities – number of staff, physical location, physical plant description, budget number, resident number, supervising staff. Committee Chair Hanba noted that staff, budget and resident numbers are included in the announcement. Committee Chair Hanba said this is more of a summary, the job description will be more detailed. Trustee Reardon noted that the budget figure is inflated by sprinkler system this year; the budget is generally not that high. President Rapisand suggested a budget range or average budget; it was agreed to change this number to \$5 million.

Treasurer Dobrilovic suggested including that the building is newly renovated.

For the schedule, the application period is January 24 – March 14. Bradbury Miller will review and determine if more applicants are needed or if there was an adequate pool of candidates. Bradbury Miller will send top candidates to search committee and Board and will also send all applicants for review. Search committee is currently President Rapisand and Committee Chair Hanba to adhere to IOMA rules. Prescreening interviews will be completed by consultants by March 30; they will meet with the search committee to present on March 31. The search committee will select 6-8 semi-finalists for a meeting via zoom April 6 – 7. Final interviews with the full board will be conducted on April 21. Negotiations are targeted for April 28 completion; start date depends on candidate availability.

Trustee Reardon asked how many it would be narrowed down to for semifinalists. Committee Chair Hanba replied that there would be around 6-8 semifinalists, and then narrow down to 2 - 4 candidates for final interviews. Trustee Reardon shared that the last time a search was conducted, trustees had differing opinions on what the Board was looking for. He was concerned that there may be a danger in having only 2 people doing pre-screening and not getting what others on the board may want. He said the Board may lose something if there isn't a big enough pool for the larger board to consider. Committee Chair Hanba said this was why Bradbury Miller is doing so much up front work to get on same page of what trustees are looking for. They discussed having Bradbury Miller come to meetings to chat and provide updates – talk through candidates. She said candidates may have concerns about

MINUTES
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Personnel Committee of the Whole Meeting of the Board of Trustees
held via videoconference – January 12, 2021 at 7:00 p.m.

IOMA and open interviews. Candidate may not want it to be public that they are interviewing. Trustee Reardon said that last time, to avoid that issue, interviews were held in closed session. Trustee Kiem said there was no reason closed sessions couldn't be conducted via Zoom. He also noted that the last round of the Director search, there was an opportunity for community input. He looked for a sense from the Board on whether that was worthwhile to conduct that again. Committee Chair Hanba said they did discuss with Bradbury Miler and the possibility of finalists giving presentations that are public. It is something that is common and recommended, just not listed on schedule. She agreed that it was a good thing. There was discussion regarding how the interviews would be conducted and who would be involved. Trustees Steinfels, Kiem and Reardon indicated they were interested in participating in the semi-finalist round of interviews. President Rapisand said she would bring this feedback back to Bradbury Miller.

Interim Director Berger reported that the management team met with Karen Miller of Bradbury Miller and had a good conversation, that they felt good about the process.

Other business

Interim Director Berger reported that the Illinois Library Association is advocating for vaccine eligibility for Library staff. They are proposing that Library staff be included in - 1b or 1c - for vaccination.

Personnel closed at 9:12 p.m.


01/13/2021
TIER 3 OPERATING HOURS FOR CITY HALL

City Hall operating hours will be 9:00 to 10:00am for seniors and vulnerable populations and 10:00am to 3:00pm for the general public.

City of Park Ridge opts out of Cook County's Minimum Wage and Sick Leave Ordinances

The City has received many questions from Park Ridge employers asking whether or not the City opted out of the Cook County ordinances enforcing new minimum wage and paid sick leave requirements which otherwise would have been effective July 1, 2017.

The City voted to "opt out" of both the minimum wage and sick leave mandates on June 19, 2017. The City of Park Ridge adopted Ordinance 2017-32 to reflect that Employers located within the City shall only need to comply with all Federal and/or State laws related to the accrual of and eligibility for minimum hourly wages and paid sick leave, as such laws and regulations may exist from time to time.

No additional obligations with regard to paid sick leave or minimum hourly wages, including any additional obligations imposed by the ordinances adopted by Cook County, shall apply to employers located within the City.

[**« Back to News**](#)

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Memorandum

Memo Date: January 15, 2021
From: Angela Berger
Meeting Type: Regular Board Meeting
Meeting Date: January 19, 2021
Action Requested: For approval
Subject: Renewal of "Illness at the Workplace (COVID-19) for Library Staff" policy (updated)

Background:

On December 27, 2020, the federal government passed a stimulus bill that unlike the Families First Coronavirus Response Act (FFCRA), does not mandate paid leave including Emergency Paid Sick Leave (EPSL) and expanded FMLA (EFMLA) which expired on December 31, 2020. Instead, it allows employers to voluntarily provide FFCRA benefits through March 31, 2021. Employees who have already exhausted their use of FFCRA benefits will not be entitled to any additional leave under the new law.

At the January 12, 2021 Personnel COW meeting, the Board reviewed the policy as it was approved at the December 18, 2020 Special Board Meeting. At the January COW meeting, it was the consensus of the Board that the policy be extended through March 31, 2021. The Board also agreed that the policy should be amended to no longer require that benefit eligible employees first be required to use any accrued Sick or PTO to cover COVID related illness. The policy attached reflects these changes. Of note, the policy has also been amended to specify that no additional leave time is provided under the policy beyond the amount originally granted. If an employee has used all hours provided by the Board's original policy, the extension of the policy into 2021 does not provide a new pool of hours.

Staff Sick Time and PTO Accruals:

Currently, the Library has 71 employees. Of that number, 17 employees accrue both vacation time and sick time, 23 accrue Paid Time Off only and 30 work less than half-time and do not accrue time off. The proposed extension of this policy addresses the concern with not having a policy in place for all staff during the pandemic in that someone who may be experiencing symptoms may choose between following our Personal Wellness Check instructions to stay home, or depleting their accrued PTO or not being paid for their typical hours.

Requested Motion: To approve the extension of the Illness in the Workplace (COVID 19) for Library Staff policy, as amended, through March 31, 2021.

Attachment:

Illness at the Workplace (COVID-19) for Library Staff, January 19 – March 31, 2021

Policy Topic: Illness at the Workplace (COVID-19) for Library Staff

Effective Date: April 28, 2020January 19, January 4, 2021

Expiration Date: December 31, 2020MarchJanuary 31, 2021

The health and safety of Library employees and patrons is our primary concern during this time. The following is a temporary Workplace Policy for Library employees in light of the coronavirus. If you have any questions, please contact myself or your department manager. The purpose of this administrative Policy is to respond to a public health emergency and is non-precedent setting.

Heidi Smith, Library Director

Purpose

Coronavirus infectious disease (COVID-19) is an expanding global outbreak of respiratory illness that is spreading from person to person. Known symptoms at this time include fever, cough, and shortness of breath.

Medical evidence indicates that the virus spreads between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching his or her own mouth, nose, or possibly their eyes.

Additionally, medical evidence indicates that the risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, such as healthcare workers or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19.

The Park Ridge Public Library continues to adopt employee policies of the City of Park Ridge, which continues to work collaboratively and closely with the Cook County Department of Public Health, the Illinois Department of Public Health, government partners, hospital systems, and the business community to help minimize the spread of this disease.

People can help protect themselves from respiratory illness with everyday preventive actions. Because the health and safety of our employees are among the Library's highest priorities, employees are expected to follow current guidance from the World Health Organization (WHO), Centers for Disease Control and Prevention (CDC), as well as current guidance from State and local authorities, which may include:

- Avoiding close contact with people who are sick;
- Maintaining social distancing (six feet);
- Wearing personal protective equipment;
- Avoiding touching your eyes, nose, and mouth;

Coronavirus Disease 2019 (COVID-19) Workplace Policy

- Avoiding shaking hands or other personal contacts with people;
- Staying home when you are sick;
- Covering your cough or sneeze with a tissue, then throw the tissue in the trash;
- Cleaning and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe; and
- Washing your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

The World Health Organization's advice to the public can be found at:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

General Guidance

Employees are required to stay home if they experience fever, cough, and shortness of breath. Employees should remain at home and not come to work until:

- | They have had no fever for at least 7224 hours without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants)
AND
Other symptoms have improved
AND
At least 710 days have passed since their symptoms first appeared.

As the CDC issues new guidance and recommendations on COVID-19, the Library will follow them.

Employees should notify their supervisor and stay home if they are sick.

Employees may be required to self-quarantine or may be subject to mandatory quarantine as ordered by the applicable Department of Health.

Leaves of Absences Related to COVID-19

~~The Library will comply with the Families First Coronavirus Response Act (FFCRA), which provides eligible employees with leave and paid sick leave, and the terms outlined in this Policy.~~

Employees who are seeking leave for reasons outside of ~~the FFCRA or~~ this Policy may be eligible for leave pursuant ~~to~~ other leave provisions contained in the City of Park Ridge Employee Manual and Library Appendix.

Expanded Family and Medical Leave Act (eFMLA)

- * ~~Eligible Employees. All employees who have been employed by the Library for at least 30 days prior to their leave request are deemed an eligible employee.~~

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Coronavirus Disease 2019 (COVID-19) Workplace Policy

- Reason for Leave. Employees who are unable to work, including unable to telework, because the employee is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons.
- Amount of Leave. Employees may be eligible for up to 12 weeks of eFMLA.
- Amount of Pay. Leave is unpaid for the first 10 working days. However, employees may elect to use any paid time off, including time available under the Emergency Paid Sick Leave Act. For the remainder of the eFMLA leave, employees will be paid 2/3 their regular rate of pay for up to \$200 daily and \$12,000 total, consistent with the FFCRA. The Library will allow employees to concurrently use any applicable paid leave (1/3 per day) so that the employee receives 100% pay.
- Certification. Employees may be required to provide certification confirming the need for leave, consistent with federal regulations and law.
- Job Restoration. An employee who returns to work from approved eFMLA leave is entitled to his or her job or an equivalent position, consistent with federal regulations and law.

Emergency Paid Sick Leave (EPSL)

- Eligible Employees. All Library employees are deemed an eligible employee.
- Reason for Leave. Employees who are unable to work, including unable to telework, because the employee is:
 1. Subject to a federal, State, or local quarantine or isolation order related to COVID-19;
 2. Been advised by a health care provider to self-quarantine related to COVID-19;
 3. Experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 4. Caring for an individual subject to an order described in bullet point (1) or self-quarantine as described in bullet point (2);
 5. Caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or
 6. Experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.
- Amount of Leave. Employees may be eligible for up to two weeks (7580 hours, or a part-time employee's two-week equivalent) of paid sick leave. The extension of this policy does not reset the amount of time an employee may take. In other words, if an employee has already used all or a portion their allotted EPSL time prior to the current effective date of this policy, additional leave beyond the original provision is not available.
- Existing Policy.

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Coronavirus Disease 2019 (COVID-19) Workplace Policy

- There will be no payment for unused sick leave pay under this Temporary Policy, nor will employees be permitted to carry-over any unused sick leave under this Temporary Policy beyond the policy's expiration date.
- *○ Paid sick leave granted under this Temporary Policy is not eligible for conversion to IMRF service credits.

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- **Amount of Pay.** Employees are paid based on the higher of their regular rate of pay, or the applicable State of federal minimum wage, paid at:
 - 100% for qualifying reasons #1-3 above, up to \$511 daily and \$5,110 total;
 - 2/3 for qualifying reasons #4 and 6 above, up to \$200 daily and \$2,000 total;
 - Up to 12 weeks of paid sick leave and eFMLA paid at 2/3 for qualifying reason #5 above, up to \$200 daily and \$12,000 total.
- **Certification.** Employees may be required to provide certification confirming the need for leave, consistent with ~~federal regulations and law~~ the library's existing Paid Sick Leave policy and this Temporary Policy.

Work Remote Policy

For those employees whose job duties are determined by the Department Manager to be able to be performed remotely, the Library may allow those employees to work remotely at the discretion of the Library Director.

Employees may be allowed to work remotely if the Department Manager determines that their job duties permit such work. Authorization to work remotely may be given only by the Library Director. Employees that are authorized to work remotely shall not be considered absent and will not be required to use any leave pursuant to the Library's leave policies.

Employees that are authorized to work remotely will be given appropriate equipment, as determined by the Library Director, to allow the employee to remotely access the Library's server and electronic mail while working remotely. Employees authorized to work remotely are expected to continue to perform their assigned tasks. All employees who work remotely are directed to find a safe place, free from unreasonable physical restrictions and risks, in which to engage in work. Employees working remotely shall employ reasonable care in the course of performing work in the home or other distant location.

Work Area

The evening cleaning crew has been instructed to wipe down light switches, door handles and other frequently touched surfaces. Maintenance staff will also be doing a mid-day wipe down.

Employees should routinely clean or sanitize their workstations (including Library van if applicable), telephones, and keyboards with anti-bacterial solution or wipes. Work areas should have tissues and alcohol-based hand sanitizer available for use. If additional supplies are needed, supervisors should be notified. Employees should follow the CDC's guidelines described above, as well as wearing a face covering at all times while working in the Library building, including but not limited to frequent hand washing, and covering nose and mouth with a tissue during a cough or sneeze, then throwing the tissue in the trash.

**Coronavirus Disease 2019 (COVID-19)
Workplace Policy**

Continuity of Service Plan

Department Managers are responsible for developing their continuity of service plans, and any modification are required to be approved by the Library Director or designee.

Travel

As directed by the Library Director, Library employees should not schedule attendance at any in-state or out-of-state conferences where they are representing the Library. The Library Director may limit domestic travel and approve only mission-critical domestic travel. Library employees shall not attend any gatherings of greater than 10 people until further notice.

Updates to Workplace Policy

The Library will continue to monitor all aspects of the COVID-19 pandemic and consider updates to this Policy accordingly.

**MINUTES
PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Building and Grounds Committee of the Whole Meeting of the Board of Trustees
held via videoconference – January 12, 2021 at 7:00 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary;
(via videoconference) Stevan Dobrilovic, Treasurer; Alexandrea Hanba; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan
Others Present: Angela Berger, Interim Library Director; Alyson Doubek, Library Finance Manager,
Andrew Jose, Green & Associates

PUBLIC COMMENT

None.

President Rapisand called the Committee of the Whole Meeting to order at 7:05 p.m. She welcomed Interim Director Angela Berger to the meeting.

BUILDING AND GROUNDS COMMITTEE

Trustee Reardon called the Building and Grounds Committee meeting to order at 7:08 p.m.

Trustee Hanba made a

MOTION: to approve the minutes of October 13, 2020

Secretary Somheil seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan
Motion passed.

Approval of change orders and additional professional services

Committee Chair Reardon explained that there were construction related change orders for the Board to review. He introduced Andrew Jose of Green Associates, the Library's architect to present them, answer questions, provide updates on the projects. One change order was related to the roof snow melt project and the other is for the sprinkler project.

Mr. Jose reported that he had been working with the contractor to correct issues with the controllers for the roof snow melt system. They initially installed sensors in the gutters to address ice buildup; it was later determined that snow sensors were needed so the system could turn on when snow fall is detected to address snow drifting that occurs on the roof. If approved, this work can be completed in 2 weeks.

President Rapisand asked if this was not initially needed or if it was something that was later determined to be necessary. Mr. Jose replied that it was not recommended in the design of project. Due to empirical data based on what happened last year, more sensors were needed due to snow drifting.

Committee Chair Reardon said the contingency allowance for the project was \$8,000, the cost of the proposed additional work at \$5,811 would be covered by this allowance and would not increase the total project cost. He confirmed that this is the last change order on the project.

Vice President Burkum made a

MOTION: to apply \$5,811 of the project contingency to installation of snow sensors

President Rapisand seconded the motion.

MINUTES
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Building and Grounds Committee of the Whole Meeting of the Board of Trustees
held via videoconference – January 12, 2021 at 7:00 p.m.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan
Motion passed.

Change order 002 for Sprinkler Project

The next items are related to the sprinkler project. This change order includes:

- Change the Date of Substantial Completion per Change Order 001 from 05 February 2021 to 19 July 2021.
The Final Completion date will be 26 July 2021.
- Per the Fire Marshall's request during permit reviews, replace (11) wall mounted strobes, (1) ceiling mounted strobe, (2) wall mounted visuals, (3) new ceiling mounted strobes, and (3) new ceiling mount horn strobes. (In accordance with Efraim Carlson's Change Request dated 18 Nov 2020 attached).
Add: \$10,158.50

Mr. Jose explained that the project had a \$75,000 contingency for unforeseen conditions, which is typical with any project involving excavation. He noted that there were tight conditions for routing of sprinkler piping, which would not be known until they started pulling things apart, and incorporates any owner requested changes during construction and minor cutting and patching as it comes up that was not included in the contract.

Change order 002 also includes changes requested by the Fire Marshal. The documents were reviewed before going out to bid and during permitting, and provided additional comments, which were incorporated into the contract. These changes amount to \$10,158.50 which also includes changing out devices and coordinating strobe alarms. The change order also moves the completion date to July 26, 2021. Trustee Kiem asked about the Fire Marshal changes and inquired why these changes weren't requested earlier in the process. Mr. Jose replied that some were included and then the project was tabled. He said that was the purpose of the project was to address and resolve any concerns that the Fire Marshal has. He said there is a good relationship with the Fire Marshal, who is thrilled that sprinklers are going in. Once these last set of limitations are included, he doesn't believe the Library will have any more issues with complying with Fire Marshal requirements. He is very satisfied with the way things are going. Trustee Kiem asked that Green submit a formal request in writing to the Fire Marshal to confirm that no further changes will be required.

Committee Chair Reardon said that Change order 001 revised the completion date to February 2021; now it is being revised again to another 6 months out – why do they keep pushing the completion date? Mr. Jose said that after reviewing the granularity of the phased implementation, and what was involved with moving departments around, the contractor composed a detailed Gant chart schedule of how to accommodate the staff's moves, and projected that the work could be extended to July. He does not anticipate it will be that far out; but said the contractor wants to be careful about contractual obligations, requested date of substantial completion be pushed out to accommodate that.

Committee Chair Reardon asked if this is reasonable, more than doubling the time. Mr. Jose said the contractor experienced additional delays waiting for permitting, and that in looking at the schedule, with as much relocation of departments that needed to happen, it makes sense. Committee Chair Reardon asked if it implied they did not do their homework ahead of time to understand what the project required. Mr. Jose replied that given COVID and all that is going on, he was not sure the phasing was expressly communicated to them in the way that it is now. Reardon expressed displeasure with this extension and had hoped the project would be completed as soon as possible.

MINUTES
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Building and Grounds Committee of the Whole Meeting of the Board of Trustees
held via videoconference – January 12, 2021 at 7:00 p.m.

Trustee Kiem said he would be happier with June 1 completion. Mr. Jose explained that the schedule was done before they started on the phases; they've reviewed the schedule again now that they have gotten some of the work under their belt.

President Rapisand asked if the Board could have the schedule prior to next week's meeting. Committee Chair Reardon suggested if not, the change orders could be separated.

Vice President Burkum made a

MOTION: approve change order 002 as amended - \$10,158.50 changes to fire alarm system as requested by Fire Marshal

Trustee Steinfels seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

Treasurer Dobrilovic suggested that this item be kept off consent. Trustee Kiem said he would like to receive written confirmation from the Fire Marshal that no further changes will be required.

The change to substantial completion date would be put on agenda for next week and Mr. Jose will provide a separate change order for that.

Change order 003 includes:

- Changing lighting in second floor office areas from flat panel to low-profile "dome" type light fixture to match other fixtures in the amount of \$1,052.70 (owner request)
- Remove and replace ceiling in Work Room 122 – entire floor have all new ceilings \$2,321
- Credit for reduction of soffit modifications in Children's Services – better routing for piping \$4,800

Trustee Thiagarajan made a

MOTION: approve change order 003

Trustee Kiem seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

Mr. Jose reviewed change order 004 which pertains to tight space on second floor in the ceilings and will involve changing some routing. Green Associates and the general contractor are still reviewing costs, if this is ready, he will submit for the board meeting next week.

Construction change directive 1 involves the excavation of contaminated soils from the parking lot area. A sample has determined that the soil has been found to have fuel-based contaminants, common with parking lots.

The Library has the option of hiring a soil engineer to conduct delineation testing to determine if the water main excavation was moved to the north or south that could eliminate the contaminated soil concern. The cost of this would be \$2,700. He pointed out that this would have limited return – even if the testing is conducted, other areas may still be contaminated.

Mr. Jose explained that contaminated soil cannot be accepted at a regular landfill, it has to be taken to a special landfill and the cost for that is higher. Based on the quantities of soil that could potentially be removed, the cost of disposal could be up to \$16,000, but he does not anticipate it going that high. If the Board went ahead with the change directive, the contractor could proceed with work, and issue change order at the end based on final cost. The amount would not exceed \$16,000. The agreed upon cost with the contractor is \$27.50 per ton. The contractor will provide daily tickets indicating the quantity of spoils removed each day. Trustee Burkum expressed concern about cost and environmental impacts. There was some discussion about the hauling and testing procedures.

MINUTES
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Building and Grounds Committee of the Whole Meeting of the Board of Trustees
held via videoconference – January 12, 2021 at 7:00 p.m.

Trustee Hanba asked if there was any obligation to address other areas of the parking lot. Mr. Jose replied that the Library was not required to abate any additional area outside of the work area.

Trustee Kiem asked about the watermain to Summit Ave. and thought it was going to go to Touhy Ave. Mr. Jose replied that if it went to Touhy Ave. that would require IDOT permits which can take up to 18 months to obtain. Summit Ave. is a City of Park Ridge connection and would not be subject to IDOT regulations.

Committee Chair Reardon said that if the trench has to be dug through the parking lot, it is likely the all soil will be contaminated. Mr. Jose concurred.

Treasurer Dobrilovic summarized saying that it seemed the most expedient way to address the concerns would be to forgo the additional testing, assume everything is contaminated, and monitor how many tons are hauling to special landfill, with the maximum total cost not to exceed \$16,000 coming from the project contingency.

Treasurer Dobrilovic made a

MOTION: to approve construction directive 1 for a total not to exceed \$16,000 and forgo the additional testing.

Trustee Steinfels seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

Committee Chair Reardon asked how this would be accounted for since there is not yet a change order. Finance Manager Doubek will develop a tracking method.

Hearing no objection, Committee Chair Reardon adjourned the meeting at 8:01 p.m.



Change Order

PROJECT: (Name and address)
2020 Improvements at Park Ridge Public Library
20 South Prospect Avenue
Park Ridge, Illinois 60068

Project Number 1404-201966

CONTRACT INFORMATION:
Contract For: General Construction
Date: September 16, 2020

CHANGE ORDER INFORMATION:
Change Order Number: 002
Date: 23 December 2020

OWNER: (Name and address)
Park Ridge Public Library
20 South Prospect Avenue
Park Ridge, Illinois 60068

ARCHITECT: (Name and address)
GreenAssociates, Inc.
111 Deer Lake Road, Suite 135
Deerfield, Illinois 60015

CONTRACTOR: (Name and address)
Efraim Carlson & Son, Inc.
14052 Petronella Drive, Ste. 105
Libertyville, Illinois 60048

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. Change the Date of Substantial Completion per Change Order 001 from 05 February 2021 to 19 July 2021. The Final Completion date will be 26 July 2021.
2. COR 002: Per the Fire Marshall's request during permit reviews, replace (11) wall mounted strobes, (1) ceiling mounted strobe, (2) wall mounted visuals, (3) new ceiling mounted strobes, and (3) new ceiling mount horn strobes. (In accordance with Efraim Carlson's Change Request dated 18 Nov 2020 attached).
Add: \$10,158.50

Apply \$10,158.50 to Owner's Contingency Allowance No. One.
The balance of this Allowance was \$75,000.00
The new balance is \$64,842.00

Total Amount of Change Order 002: ADD: \$0.00

The original Contract Sum was

\$	774,400.00
\$	0.00
\$	774,400.00
\$	0.00
\$	774,400.00

The net change by previously authorized Change Orders

The Contract Sum prior to this Change Order was

The Contract Sum will be unchanged by this Change Order in the amount of

The new Contract Sum including this Change Order will be

The Contract Time will be increased by One Hundred Sixty-Four (164) days.

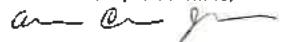
The new date of Substantial Completion will be 19 July 2021.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

GreenAssociates, Inc.

ARCHITECT (Firm name)



SIGNATURE

Andrew Jose, LEED AP, Project
Coordinator

PRINTED NAME AND TITLE

23 December 2020

DATE

Efraim Carlson & Son, Inc.

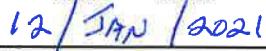
CONTRACTOR (Firm name)



SIGNATURE

David Hillstrom, President

PRINTED NAME AND TITLE



DATE

Park Ridge Public Library

OWNER (Firm name)

SIGNATURE

Angela Berger, Interim Library Director

PRINTED NAME AND TITLE

DATE



TO: Park Ridge Public Library
20 S. Prospect Ave.
Park Ridge, IL 60068

RE: Park Ridge Public Library
2020 Improvements
20 S. Prospect Ave.
Park Ridge, IL 60068

Change Order Request No. 2

Date: November 18, 2020

We hereby agree to make the change(s) specified below:

Item #	Description - Fire Alarm	Amount
1	Replace (11) wall mounted strobes, (1) ceiling mounted strobe, (2) wall mounted visuals, (3) new ceiling mounted strobes, (3) new ceiling mount horn strobes	\$ 9,235.00

Subtotal	\$ 9,235.00
Overhead & Profit	10.0% \$ 923.50
Total Change Order Request	\$ 10,158.50

ACCEPTED. The above prices and specifications are satisfactory and hereby accepted. All work to be performed under same terms and conditions as specified in original contract.

Date: _____
Heidi Smith - Park Ridge Public Library

No signature required by ECS
David M. Hillstrom - Efraim Carlson & Son



14052 Petronella Drive • Suite 105 Libertyville, IL 60048
847.573.1888
Fax 847.573.0188
www.efraimcarlson.com



ECS MIDWEST, LLC

Geotechnical • Construction Materials • Environmental • Facilities

"Setting the Standard for Service"

AUTHORIZATION FOR PROFESSIONAL SERVICES

ECS MIDWEST, LLC
1575 BARCLAY BLVD, BUFFALO GROVE, ILLINOIS
Phone: 847-279-0366

Project Information

Project Information	
Project Name	Park Ridge Public Library Waste Characterization
Street Address	20 S Prospect Avenue
City, State	Park Ridge, Illinois 60068
ECS Proposal #	2794

Client Information

Company	Green Associates Architects, Inc.
Attn.	Mr. Andrew Jose
Address	111 Deerlake Road
City, State, Zip Code	Deerfield, Illinois 60015
E-mail Address	aJose@greenassociates.com

PROPOSED SCOPE OF SERVICES

- Soil Sampling/Analysis Groundwater Sampling/Analysis Soil/Gas Sampling/Analysis
 Asbestos Sampling Lead Paint Survey Industrial Hygiene Services
 Other-Due Diligence

As we understand, the subject property is undergoing construction activities which will generate spoils requiring disposal off-site at a subtitle D landfill. Given this, ECS proposes to collect one representative soil sample from the onsite soils and will have the sample analyzed for the following: pH, flashpoint, paint filter, total phenols, reactive sulfide, reactive cyanide, polychlorinated biphenyls, total VOCs, total SVOCs, TCLP metals, TCLP herbicides/pesticides, and TCLP organics. The sample will be tested on a standard (5-7 business day) turnaround. ECS will forward the laboratory results upon receipt. If needed, ECS can also assist with the completion of the Waste Management Soil Profile. It should be noted that the landfill will make the final determination on whether or not they will choose to accept the waste, which could be regardless of laboratory results.

ESTIMATED COST

Disposal Sampling and Analysis

\$1,700

Your acceptance of this proposal/change order may be indicated by signing and returning one copy to us. Issuance of a purchase order, or other types of notices to proceed (verbal, written, or electronic) implicitly acknowledges acceptance of this proposal/change order. The Client's signature below also indicates that he/she has read or has had the opportunity to read the attached Terms and Conditions of Service and agrees to be bound by such Terms and Conditions of Service.

Sincerely,

ECS MIDWEST, LLC

Mike McGee, PG
Project Manager

Jason Warren, REM
Principal

Proposal Acceptance

Service	Initial
Waste Characterization Sampling (\$1,700)	
Proposal Information	
ECS Proposal Number	53: 2794
Scope of Work	Waste Characterization Sampling
Location	20 S Prospect Avenue, Park Ridge, Illinois
Client Information	
Signature – Authorized Representative Responsible for Payment	
Print or Type Name of Client and Company	
Date of Execution	
Proposal Addressee - Company	Green Associates Architects, Inc.
INVOICE INFORMATION	
Please print or type below if invoice addressee is different than proposal addressee or if there are any special invoice instructions	
Invoice Addressee - Name	
Invoice Addressee - Company	
Invoice Addressee – Street Address	
Invoice Addressee – City, State, Zip Code	
Invoice Addressee – E-mail	
Invoice Addressee – Phone Number	
Purchase Order Number	
Client Project/Accounting Number	



Memorandum

Memo Date: January 14, 2021
From: Angela Berger
Meeting Type: Library Board
Meeting Date: January 19, 2021
Action Requested: For Approval
Subject: Proposed Essential Government Functions Resolution January 2021

Background:

At the May 12, 2020 Special Board Meeting, the Library Board defined its Essential Government Functions to include preparation for contactless pick-up and returns of physical materials among other functions. That resolution expired in June, and no extension was required at that time.

It has since been proposed that the resolution be updated and renewed to include fulfilment of requests via contactless pick-up and processing returns to define these services as essential and allow Director to offer pick-up services at Director's discretion. This would include future emergency orders that may impact library services.

Illinois Executive Order 2020-32 defines essential activities "for necessary supplies and services" to be "by way of example only and without limitation, groceries and food, household consumer products, supplies they need to work from home, and products necessary to maintaining the safety, sanitation and essential operation of residences." It also defines "essential government functions" as "needed to ensure the continuing operation of government agencies or to provide for or support the health, safety and welfare of the public..." (<https://www2.illinois.gov/Pages/Executive-Orders/ExecutiveOrder2020-32.aspx>; accessed online 5/14/2020)

Merriam Webster defines "welfare" as the "state of doing well especially in respect to good fortune, happiness, well-being or prosperity." (<https://www.merriam-webster.com/dictionary/welfare>; accessed online 5/14/2020)

The Library's attorney recommended that the determination of what is an essential function to the Library should be discussed in a public forum and be the decision of the governing body, as the Board determined in May 2020. The Director will determine how and when services and operations shift based on current conditions, and the Board's definition of essential functions is the larger context in which we will operate.

The draft resolution (attached) includes an expiration date of February 17, 2021, allowing the Board to renew and/or revise at the February 16, 2021 regular Board meeting.

Park Ridge Public Library Service Outline:

The following is a brief outline for a phase-in of on-site Library operations. Management has completed a detailed checklist and resource document for operations; it is subject to change based on new information.

Restore Illinois Phase	Restore Illinois Summary	Park Ridge Public Library Service Outline
Phase 1 – Rapid Spread	Essential government functions and essential businesses continue	Essential Government Functions Staff Occupancy Only / Maximum Telework
Phase 2 – Flattening	Non-essential retail stores reopen for curb-side pickup and delivery	Essential Government Functions Staff Occupancy Only / Maximum Telework



Memorandum

Phase 3 – Recovery	Essential and non-essential government functions and businesses continue; retail open with capacity limits and safety guidance	Essential Government Functions Some Services By Appointment / Reduced Telework
Phase 4 – Revitalization	Schools reopen; all employees return to work with safety guidance	Grab and Go Services Some Telework 4A Public Areas: Modified 4B All Non-Group Activities; 4C Small Groups
Phase 5 – Illinois Restored	All sectors of the economy reopen with businesses, schools, and recreation resuming normal operations with new safety guidance and procedures	PRPL: Full Services including larger group programs

Note: Restore Illinois Mitigation Tiers have been changing based on current conditions; more specific plans TBD based on current tier information.

Recommended motion:

MOTION to approve resolution authorizing determination of essential governmental functions during COVID-19 crisis through February 17, 2021

Attachment:

Draft Resolution

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE CITY OF PARK RIDGE, COOK COUNTY, ILLINOIS
AUTHORIZING DETERMINATION OF
ESSENTIAL GOVERNMENTAL FUNCTIONS DURING COVID-19 CRISIS – January 2021**

WHEREAS, the Park Ridge Public Library Board of Trustees (the “Board”) is empowered to conduct the business of the Park Ridge Public Library (the “Library”) consistent with the provisions of the Illinois Local Library Act; and

WHEREAS, Section 5/4-7 of the Illinois Local Library Act (75 ILCS 5/4-7) permits the Board to make and adopt such bylaws, rules, and regulations for the government of the Library as may be expedient; and

WHEREAS, on March 11, 2020, the World Health Organization characterized the novel coronavirus (“COVID-19”) outbreak as a pandemic; and

WHEREAS, on March 20, 2020, Illinois Governor Pritzker issued Executive Order 2020-10, the Stay at Home, Social Distancing, and Essential Businesses and Operations directive, in order to slow and stop the spread of COVID-19; and

WHEREAS, Executive Order 2020-10 provided that each government body shall determine its own Essential Government Functions and identify employees and/or contractors necessary to the performance of those functions; and

WHEREAS, on January 8, 2021, Governor Pritzker issued Executive Order 2021-01, which continued most prior executive orders issued in response to COVID-19 through February 6, 2021; and

WHEREAS, the Board recognizes that certain Library services provided to members of the public cannot be performed by employees working remotely; and

WHEREAS, the Board concurrently recognizes that the health and safety of Library employees, contractors, and patrons is of paramount importance; and

WHEREAS, the Board desires to declare certain Library services as Essential Government Functions, consistent with Executive Order 2020-10, as set forth below.

NOW, THEREFORE, Be it resolved by the Board as follows:

1. The preamble recitals are hereby incorporated as if fully set forth herein.
2. The Board has determined the following services are Essential Government Functions and shall be provided by the Library through the duration of a future stay-at-home order:
 - a. Leadership, management and coordination of new and ongoing initiatives and all staff work as well as planning for next steps;
 - b. Regular maintenance and cleaning of the Library facility including oversight of capital projects currently in process;

- c. Financial, human resources, and business office functions necessary to process payments, manage business relationships, and support staff needs;
 - d. Technical services functions necessary to receive and process library resources;
 - e. Virtual access to a library of digital materials, including e-books and e-audiobooks, streaming content, curated web content, and databases;
 - f. Production of virtual programming for children, teens, and adults, which may be virtually accessed through the Library's social media channels, website, and by telephone;
 - g. Communication, reference and readers advisory services, account assistance, and community interaction with patrons through the Library's website and social media channels, direct mail, and by telephone, online chat and email; and
 - h. Fulfillment of telephone, online chat, email, and online requests of physical Library materials through contactless pick-up and returns at the Library.
 - i. Preparation for opening the building to the public.
3. The Board grants authority to the Library Director or Interim Library Director, to identify and schedule specific employees and/or contractors to perform the Essential Government Functions outlined in Paragraph 2 above.
4. Any Library employees and/or contractors designated as necessary to perform any of the services outlined in Paragraph 2 above must wear a face covering and practice appropriate social distancing guidelines (e.g., maintaining a six (6) foot physical separation from others) while working on the Library's premises, consistent with any previously-issued Executive Orders.
5. This Resolution and the authority granted under this Resolution will expire on February 17, 2021. The Board may rescind this Resolution at any time before said expiration date.
6. This Resolution shall be in full force and effect upon its adoption.

ADOPTED this 19th day of January, 2021 by the following roll call vote:

Ayes:

President Lauren Rapisand

Nays:

Attest:

Absent/Abstention:

Secretary David Somheil

**City of Park Ridge, IL
Warrant List Fund Totals
12/16/2020**

Fund	Description	Amount
201	Library Fund	\$63,229.12
201	Grant Fund	\$434.20
201	Biblioteca Replacement	\$22,294.08
201	North Suburban Digital Consortium	\$8,352.11
<hr/>		
	Report Total	\$94,309.51

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WARRANT: L121620

TO FISCAL 2021/08 05/01/2020 TO 04/30/2021

VENDOR NAME

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VENDOR TOTALS			16,170.00	YTD INVOICED		18,060.00	YTD PAID
							2,310.00
5354 AMAZON COM LLC							
126720	12/09/20	183176	206879 P	12/15/20	2015015	938506	GNL CNTRL SVC/PROGRAM
INVOICE:	649555334568						150.00
126721	12/09/20	183177	206879 P	12/15/20	2015012	952100	BUILDING SUPPLIES
INVOICE:	0206679CM04UWI						-17.03
126722	12/09/20	183178	206879 P	12/15/20	2015015	951100	LIBRARY SUPPLIES
INVOICE:	953699645795						298.87
126723	12/09/20	183179	206879 P	12/15/20	2015016	951100	LIBRARY SUPPLIES
INVOICE:	956848338397						21.99
126724	12/09/20	183180	206879 P	12/15/20	2015017	951100	LIBRARY SUPPLIES
INVOICE:	769588688369						124.95
126725	12/09/20	183181	206879 P	12/15/20	2015011	951100	LIBRARY SUPPLIES
INVOICE:	445643773744						15.40
126726	12/09/20	183182	206879 P	12/15/20	2015012	932103	BLDG MNT CNTR-GENL MAINT
INVOICE:	558557568897						33.80
126727	12/09/20	183183	206879 P	12/15/20	2015015	951100	LIBRARY SUPPLIES
INVOICE:	676863869355						233.87
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INVOICE:	868735965393						-233.87
126729	12/09/20	183185	206879 P	12/15/20	2015017	951100	LIBRARY SUPPLIES
INVOICE:	647943974486						106.74
126730	12/09/20	183186	206879 P	12/15/20	2015015	954005	LIB RSRCS-AV/DVD/BLURAY
INVOICE:	435368876654						29.73
126731	12/09/20	183187	206879 P	12/15/20	2015015	954002	LIB RSRCS-CHILDREN BOOKS
INVOICE:	433887944693						9.70
126732	12/09/20	183188	206879 P	12/15/20	2015015	954002	LIB RSRCS-CHILDREN BOOKS
INVOICE:	468354958369						29.90
126733	12/09/20	183189	206879 P	12/15/20	2015017	954001	LIB RSRCS--ADULT BOOKS FI
INVOICE:	883976473794						153.92
126734	12/09/20	183190	206879 P	12/15/20	2015017	954017	LIB RSRCS-ADULT BOOKS NF
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126735	12/09/20	183191	206879 P	12/15/20	2015015	954002	LIB RSRCS-CHILDREN BOOKS
INVOICE:	597754436678						16.98
VENDOR TOTALS			12,616.17	YTD INVOICED		13,319.65	YTD PAID
							992.99
800 AMERICAN EAGLE COM							
126736	12/09/20	183192	206880 P	12/15/20	2015011	931700	LIB DATA PROC SV
INVOICE:	320052						420.00
VENDOR TOTALS			5,740.00	YTD INVOICED		6,260.00	YTD PAID
							420.00
101020 BAKER AND TAYLOR BOOKS							
126710	12/09/20	183166	206881 P	12/15/20	2015015	954019	LIB RSRCS-CHILDRENS BOOKS
INVOICE:	2035645328						40.64

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| P 2
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WARRANT: L121620

TO FISCAL 2021/08 05/01/2020 TO 04/30/2021

VENDOR NAME

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126711	12/09/20	183167	206881 P	12/15/20	2015015	954002	LIB RSRCS-CHILDREN BOOKS 23.28
INVOICE:	2035637321						
126712	12/09/20	183168	206881 P	12/15/20	2015015	954019	LIB RSRCS-CHILDRENS BOOKS 305.39
INVOICE:	CSYANF120920						
126713	12/09/20	183169	206881 P	12/15/20	2015017	954011	LIB RSRCS -MWL 364.86
INVOICE:	RSMWL120920						
126714	12/09/20	183170	206881 P	12/15/20	2015015	954019	LIB RSRCS-CHILDRENS BOOKS 351.97
INVOICE:	CSNFI120920						
126715	12/09/20	183171	206881 P	12/15/20	2015015	954002	LIB RSRCS-CHILDREN BOOKS 917.10
INVOICE:	CSYAF120920						
126716	12/09/20	183172	206881 P	12/15/20	2015017	954017	LIB RSRCS-ADULT BOOKS NF 1,811.97
INVOICE:	REF120920						
126717	12/09/20	183173	206881 P	12/15/20	2015017	954001	LIB RSRCS--ADULT BOOKS FI 1,215.36
INVOICE:	RS120920						
126718	12/09/20	183174	206881 P	12/15/20	2015015	954002	LIB RSRCS-CHILDREN BOOKS 6,291.23
INVOICE:	CS120920						
VENDOR TOTALS			137,616.64	YTD INVOICED		140,678.01	YTD PAID 11,622.96
6910 BIBLIOTHECA LLC							
126737	12/09/20	183193	206882 P	12/15/20	2015011	952000	MATERIALS 22,294.08
INVOICE:	INVUS38026						
VENDOR TOTALS			22,294.08	YTD INVOICED		22,294.08	YTD PAID 22,294.08
489 BLACKSTONE AUDIOBOOKS							
126738	12/09/20	183194	206883 P	12/15/20	2015017	954004	LIB RSRCS-RECORDING AUDIO 159.78
INVOICE:	1193077						
VENDOR TOTALS			4,790.81	YTD INVOICED		5,269.27	YTD PAID 159.78
301674 BOOKPAGE							
126739	12/09/20	183195	206884 P	12/15/20	2015011	936000	PUBLIC RELATIONS 588.00
INVOICE:	S50570						
VENDOR TOTALS			588.00	YTD INVOICED		588.00	YTD PAID 588.00
4756 CALL ONE							
126740	12/09/20	183196	206885 P	12/15/20	2015011	938501	GNL CNTRL SVC/TELEPHONE 159.13
INVOICE:	344490						
VENDOR TOTALS			1,112.25	YTD INVOICED		1,112.25	YTD PAID 159.13
3729 CASE LOTS INC							
126741	12/09/20	183197	206886 P	12/15/20	2015012	952100	BUILDING SUPPLIES 513.50
INVOICE:	1532						

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WARRANT: L121620

TO FISCAL 2021/08 05/01/2020 TO 04/30/2021

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER PO	CHECK NO	T CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
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300553 CENGAGE LEARNING INC								
126742 12/09/20 183198			206887 P 12/15/20	2015017	954001	LIB RSRCS--ADULT BOOKS FI		32.98
INVOICE: 72648276								
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INVOICE: 72647678								
126744 12/09/20 183200			206887 P 12/15/20	2015017	954001	LIB RSRCS--ADULT BOOKS FI		27.99
INVOICE: 72641266								
126745 12/09/20 183201			206887 P 12/15/20	2015017	954001	LIB RSRCS--ADULT BOOKS FI		-62.98
INVOICE: 72542896								
VENDOR TOTALS			23,799.48	YTD INVOICED		24,221.35	YTD PAID	9.98
303044 CENTER POINT PUBLISHING								
126746 12/09/20 183202			206888 P 12/15/20	2015017	954001	LIB RSRCS--ADULT BOOKS FI		54.54
INVOICE: 1806671								
VENDOR TOTALS			516.89	YTD INVOICED		516.89	YTD PAID	54.54
7750 CHICAGO FILTER SUPPLY								
126747 12/09/20 183203			206889 P 12/15/20	2015012	932105	BLDG MNT CNTR-HVAC EQUIP		146.52
INVOICE: 49172								
VENDOR TOTALS			146.52	YTD INVOICED		146.52	YTD PAID	146.52
55134 COOPERATIVE COMPUTER								
126748 12/09/20 183204			206890 P 12/15/20	2015016	931701	DATA PROCESSING/CLSI		16,328.64
INVOICE: 1745								
126748 12/09/20 183204			206890 P 12/15/20	2015013	931702	DATA PROCESSING/OCLC		3,300.82
INVOICE: 1745								
VENDOR TOTALS			52,925.70	YTD INVOICED		52,925.70	YTD PAID	19,629.46
3545 FINDAWAY WORLD LLC								
126749 12/09/20 183205			206891 P 12/15/20	2015017	954004	LIB RSRCS-RECORDING AUDIO		67.99
INVOICE: 334529								
VENDOR TOTALS			7,120.07	YTD INVOICED		7,256.05	YTD PAID	67.99
7277 FIRST COMMUNICATIONS LLC								
126750 12/09/20 183206			206892 P 12/15/20	2015011	938501	GNL CNTRL SVC/TELEPHONE		467.13
INVOICE: 120846487								
VENDOR TOTALS			3,731.70	YTD INVOICED		3,731.70	YTD PAID	467.13
4594 FLUORECYCLE INC								
126751 12/09/20 183207			206893 P 12/15/20	2015012	932103	BLDG MNT CNTR-GENL MAINT		182.05
INVOICE: 45763								

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| P 4
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WARRANT: L121620

TO FISCAL 2021/08 05/01/2020 TO 04/30/2021

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DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
<hr/>									
VENDOR TOTALS				294.13	YTD INVOICED		294.13	YTD PAID	182.05
301264 FOX VALLEY FIRE AND SAFETY									
126752	12/09/20	183208		206894	P	12/15/20	2015012	932103	BLDG MNT CNTR-GENL MAINT
INVOICE:	IN00399630								852.00
126753	12/09/20	183209		206894	P	12/15/20	2015012	932103	BLDG MNT CNTR-GENL MAINT
INVOICE:	IN00398381								1,580.00
VENDOR TOTALS				4,713.99	YTD INVOICED		4,713.99	YTD PAID	2,432.00
7725 GEORGE PATTON ASSOCIATES INC									
126835	12/09/20	183291		206895	P	12/15/20	2015011	936000	PUBLIC RELATIONS
INVOICE:	PSI1674001								434.20
VENDOR TOTALS				434.20	YTD INVOICED		434.20	YTD PAID	434.20
5041 TIFFANY ANN GATES ETCHELL									
126754	12/09/20	183210		206896	P	12/15/20	2015015	938506	GNL CNTRL SVC/PROGRAM
INVOICE:	ADM120920								100.00
VENDOR TOTALS				700.00	YTD INVOICED		700.00	YTD PAID	100.00
4516 IHLS OCLC									
126755	12/09/20	183211		206897	P	12/15/20	201	430819	NO. SUB. DIGITAL CONSORTI
INVOICE:	22830								115.50
VENDOR TOTALS				1,387.92	YTD INVOICED		1,588.92	YTD PAID	115.50
7286 MIDWEST IMPRESSIONS IN STONE INC									
126756	12/09/20	183212		206898	P	12/15/20	2015011	951002	OFF SPLS--OTHER SUPPLIES
INVOICE:	11342								205.50
VENDOR TOTALS				460.50	YTD INVOICED		460.50	YTD PAID	205.50
7842 INGRAM LIBRARY SERVICES									
126757	12/09/20	183213		206899	P	12/15/20	2015017	954017	LIB RSRCS-ADULT BOOKS NF
INVOICE:	62677954								51.73
126758	12/09/20	183214		206899	P	12/15/20	2015017	954017	LIB RSRCS-ADULT BOOKS NF
INVOICE:	62680011								12.76
126759	12/09/20	183215		206899	P	12/15/20	2015017	954017	LIB RSRCS-ADULT BOOKS NF
INVOICE:	67252436								45.41
126760	12/09/20	183216		206899	P	12/15/20	2015015	954010	LIB RSRCS-VIDEOGAMES
INVOICE:	67248938								66.49
126761	12/09/20	183217		206899	P	12/15/20	2015015	954019	LIB RSRCS-CHILDRENS BOOKS
INVOICE:	62680008								10.88
126762	12/09/20	183218		206899	P	12/15/20	2015015	954002	LIB RSRCS-CHILDREN BOOKS
INVOICE:	62677818								775.54
126763	12/09/20	183219		206899	P	12/15/20	2015015	954019	LIB RSRCS-CHILDRENS BOOKS
INVOICE:	62679799								10.88
126764	12/09/20	183220		206899	P	12/15/20	2015017	954001	LIB RSRCS--ADULT BOOKS FI
									53.92

12/15/2020 10:35 | CITY OF PARK RIDGE
etidd | PAID WARRANT REPORT

| P 5
| appdwarr

WARRANT: L121620

TO FISCAL 2021/08 05/01/2020 TO 04/30/2021

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE:	67250933								
126765	12/09/20	183221		206899	P	12/15/20	2015017	954001	LIB RSRCS--ADULT BOOKS FI
INVOICE:	62679179								105.08
126766	12/09/20	183222		206899	P	12/15/20	2015017	954001	LIB RSRCS--ADULT BOOKS FI
INVOICE:	62679304								133.28
126767	12/09/20	183223		206899	P	12/15/20	2015015	954002	LIB RSRCS-CHILDREN BOOKS
INVOICE:	62680304								21.84
126768	12/09/20	183224		206899	P	12/15/20	2015015	954002	LIB RSRCS-CHILDREN BOOKS
INVOICE:	67252407								26.17
126769	12/09/20	183225		206899	P	12/15/20	2015015	954002	LIB RSRCS-CHILDREN BOOKS
INVOICE:	62679800								14.51
126770	12/09/20	183226		206899	P	12/15/20	2015017	954001	LIB RSRCS--ADULT BOOKS FI
INVOICE:	67252529								63.96
126771	12/09/20	183227		206899	P	12/15/20	2015017	954001	LIB RSRCS--ADULT BOOKS FI
INVOICE:	62679874								9.78
126772	12/09/20	183228		206899	P	12/15/20	2015017	954017	LIB RSRCS-ADULT BOOKS NF
INVOICE:	62680345								34.20
VENDOR TOTALS				7,039.65	YTD INVOICED			7,039.65	YTD PAID
									1,436.43
915 LACONI									
126773	12/09/20	183229		206900	P	12/15/20	2015011	932400	LIB MEMBER DUES
INVOICE:	ADM1209203								100.00
VENDOR TOTALS				100.00	YTD INVOICED			100.00	YTD PAID
									100.00
7283 LIBRARY IDEAS LLC									
126774	12/09/20	183230		206901	P	12/15/20	2015015	954004	LIB RSRCS-RECORDING AUDIO
INVOICE:	79316								725.10
VENDOR TOTALS				2,175.30	YTD INVOICED			2,175.30	YTD PAID
									725.10
1061 MARY MASON									
126775	12/09/20	183231		206902	P	12/15/20	2015015	938506	GNL CNTRL SVC/PROGRAM
INVOICE:	ADM1209204								66.87
VENDOR TOTALS				750.20	YTD INVOICED			813.65	YTD PAID
									66.87
6210 MARTINA J MATHTISEN									
126776	12/09/20	183232		206903	P	12/15/20	2015017	938506	GNL CNTRL SVC/PROGRAM
INVOICE:	ADM1209205								200.00
VENDOR TOTALS				200.00	YTD INVOICED			200.00	YTD PAID
									200.00
101892 MIDWEST TAPE									
126777	12/09/20	183233		206905	P	12/15/20	2015017	954012	LIB RSRCS-E-BOOKS
INVOICE:	99711903								8,000.00
126778	12/09/20	183234		206904	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL
INVOICE:	99704215								31.99
126779	12/09/20	183235		206904	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL
INVOICE:	99704214								14.99

12/15/2020 10:35 | CITY OF PARK RIDGE
etidd | PAID WARRANT REPORT

| P 6
| appdwarr

WARRANT: L121620

TO FISCAL 2021/08 05/01/2020 TO 04/30/2021

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
126780	12/09/20	183236		206904	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 12.74
INVOICE:	99704213								
126781	12/09/20	183237		206905	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 145.42
INVOICE:	99704212								
126782	12/09/20	183238		206904	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 18.74
INVOICE:	99704211								
126783	12/09/20	183239		206904	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 33.79
INVOICE:	99683715								
126784	12/09/20	183240		206905	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 817.63
INVOICE:	99683714								
126785	12/09/20	183241		206904	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 36.54
INVOICE:	99715793								
126786	12/09/20	183242		206904	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 33.79
INVOICE:	99715272								
126787	12/09/20	183243		206905	P	12/15/20	2015015	954004	LIB RSRCS-RECORDING AUDIO 261.92
INVOICE:	99652389								
126788	12/09/20	183244		206905	P	12/15/20	2015015	954004	LIB RSRCS-RECORDING AUDIO 275.94
INVOICE:	99673543								
126789	12/09/20	183245		206905	P	12/15/20	2015015	954004	LIB RSRCS-RECORDING AUDIO 91.97
INVOICE:	99673540								
126790	12/09/20	183246		206904	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 29.98
INVOICE:	99651869								
126791	12/09/20	183247		206904	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 28.47
INVOICE:	99652539								
126792	12/09/20	183248		206904	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 29.99
INVOICE:	99652538								
126793	12/09/20	183249		206904	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 16.48
INVOICE:	99652537								
126794	12/09/20	183250		206905	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 115.44
INVOICE:	99652536								
126795	12/09/20	183251		206905	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 89.20
INVOICE:	99652535								
126796	12/09/20	183252		206905	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 89.97
INVOICE:	99652534								
126797	12/09/20	183253		206905	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 96.71
INVOICE:	99652532								
126798	12/09/20	183254		206905	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 250.38
INVOICE:	99652531								
126799	12/09/20	183255		206905	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 83.96
INVOICE:	99652530								
126800	12/09/20	183256		206905	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 182.15
INVOICE:	99673551								
126801	12/09/20	183257		206904	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 22.49
INVOICE:	99673550								
126802	12/09/20	183258		206904	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 5.24
INVOICE:	99673549								
126803	12/09/20	183259		206904	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 22.49
INVOICE:	99673548								
126804	12/09/20	183260		206904	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 15.99
INVOICE:	99673547								
126805	12/09/20	183261		206905	P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL 132.68

12/15/2020 10:35 |CITY OF PARK RIDGE
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|P 7
|appdwarr

WARRANT: L121620

TO FISCAL 2021/08 05/01/2020 TO 04/30/2021

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
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INVOICE:	99673546							
126806	12/09/20	183262	206904 P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL	22.49
INVOICE:	99673545							
126807	12/09/20	183263	206905 P	12/15/20	2015017	954005	LIB RSRCS-AV/DVD/BL	74.96
INVOICE:	99673544							
126808	12/09/20	183264	206904 P	12/15/20	2015015	954015	LIB RSRCS-RECORDINGS MUSI	10.78
INVOICE:	99652520							
126809	12/09/20	183265	206904 P	12/15/20	2015015	954015	LIB RSRCS-RECORDINGS MUSI	57.69
INVOICE:	99673541							
126810	12/09/20	183266	206905 P	12/15/20	2015015	954005	LIB RSRCS-AV/DVD/BLURAY	78.15
INVOICE:	99712386							
126811	12/09/20	183267	206904 P	12/15/20	2015015	954005	LIB RSRCS-AV/DVD/BLURAY	14.99
INVOICE:	99704210							
126812	12/09/20	183268	206904 P	12/15/20	2015015	954005	LIB RSRCS-AV/DVD/BLURAY	25.78
INVOICE:	99715839							
126813	12/09/20	183269	206905 P	12/15/20	2015015	954005	LIB RSRCS-AV/DVD/BLURAY	192.82
INVOICE:	99684518							
126814	12/09/20	183270	206905 P	12/15/20	2015015	954005	LIB RSRCS-AV/DVD/BLURAY	242.57
INVOICE:	99637061							
VENDOR TOTALS			42,773.95	YTD INVOICED			42,972.04 YTD PAID	11,707.31
924 OVERDRIVE INC								
126815	12/09/20	183271	206906 P	12/15/20	201	430819	NO. SUB. DIGITAL CONSO	2,415.16
INVOICE:	00751CO20402991							
126816	12/09/20	183272	206906 P	12/15/20	201	430819	NO. SUB. DIGITAL CONSO	12.95
INVOICE:	00751DA20407495							
126817	12/09/20	183273	206906 P	12/15/20	201	430819	NO. SUB. DIGITAL CONSO	1,126.43
INVOICE:	00751DA20411715							
126818	12/09/20	183274	206906 P	12/15/20	201	430819	NO. SUB. DIGITAL CONSO	55.00
INVOICE:	00751DA20422376							
126819	12/09/20	183275	206906 P	12/15/20	201	430819	NO. SUB. DIGITAL CONSO	3,274.59
INVOICE:	00751CO20421660							
126820	12/09/20	183276	206906 P	12/15/20	201	430819	NO. SUB. DIGITAL CONSO	1,000.00
INVOICE:	H0072223							
126821	12/09/20	183277	206906 P	12/15/20	201	430819	NO. SUB. DIGITAL CONSO	352.48
INVOICE:	00751DA20431718							
VENDOR TOTALS			85,122.10	YTD INVOICED			99,521.04 YTD PAID	8,236.61
101774 POLONIA BOOKSTORE & PLSH CO								
126822	12/09/20	183278	206907 P	12/15/20	2015017	954003	LIB RSRCS--PERIODICALS	225.00
INVOICE:	68120							
126823	12/09/20	183279	206907 P	12/15/20	2015017	954017	LIB RSRCS-ADULT BOOKS NF	192.75
INVOICE:	68077							
VENDOR TOTALS			1,744.55	YTD INVOICED			1,935.97 YTD PAID	417.75
301981 PROGRAM PROFESSIONAL SERVICES INC								
126824	12/09/20	183280	206908 P	12/15/20	2015012	932103	BLDG MNT CNTR-GENL MAINT	756.00
INVOICE:	137635							

12/15/2020 10:35 |CITY OF PARK RIDGE
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|P 8
|appdwarr

WARRANT: L121620

TO FISCAL 2021/08 05/01/2020 TO 04/30/2021

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER PO	CHECK NO	T CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS			1,134.00	YTD INVOICED		1,134.00	YTD PAID
							756.00
6564 PURE HEALTH SOLUTIONS INC							
126825	12/09/20	183281	206909	P 12/15/20	2015012	932103	BLDG MNT CNTR-GENL MAINT
INVOICE:	11297346						63.75
VENDOR TOTALS			446.25	YTD INVOICED		510.00	YTD PAID
							63.75
8002 REAL V LLC							
126828	12/09/20	183284	206910	P 12/15/20	2015015	938506	GNL CNTRL SVC/PROGRAM
INVOICE:	ADM1209206						150.00
VENDOR TOTALS			300.00	YTD INVOICED		300.00	YTD PAID
							150.00
7350 SERVICE PRINTING CORPORATION							
126826	12/09/20	183282	206911	P 12/15/20	2015011	936001	PUBLIC RELATIONS NEWSLETT
INVOICE:	30715						1,686.00
VENDOR TOTALS			5,083.32	YTD INVOICED		5,083.32	YTD PAID
							1,686.00
102551 CACINI INC							
126827	12/09/20	183283	206912	P 12/15/20	2015011	936000	PUBLIC RELATIONS
INVOICE:	41716						78.00
VENDOR TOTALS			5,799.83	YTD INVOICED		5,862.41	YTD PAID
							78.00
834 SOUTHPONT INSURANCE AGENCY							
126829	12/09/20	183285	206913	P 12/15/20	2015011	937900	LIB INSURANCE
INVOICE:	50900						4,138.00
VENDOR TOTALS			4,138.00	YTD INVOICED		4,138.00	YTD PAID
							4,138.00
1522 ULINE INC							
126830	12/09/20	183286	206914	P 12/15/20	2015016	951100	LIBRARY SUPPLIES
INVOICE:	127025192						422.50
VENDOR TOTALS			3,801.14	YTD INVOICED		3,801.14	YTD PAID
							422.50
300800 WAREHOUSE DIRECT INC							
126831	12/09/20	183287	206915	P 12/15/20	2015012	952100	BUILDING SUPPLIES
INVOICE:	48283850						139.96
126832	12/09/20	183288	206915	P 12/15/20	2015012	952100	BUILDING SUPPLIES
INVOICE:	47123040						259.98
VENDOR TOTALS			4,567.49	YTD INVOICED		4,567.49	YTD PAID
							399.94
6216 LISA WINCHELL							
126833	12/09/20	183289	206916	P 12/15/20	2015011	933800	CONFERENCES & TRAINING
INVOICE:	ADM1209207						14.95

12/15/2020 10:35 |CITY OF PARK RIDGE
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|P 9
|appdwarr

WARRANT: L121620

TO FISCAL 2021/08 05/01/2020 TO 04/30/2021

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS				216.17 YTD INVOICED			216.17 YTD PAID		14.95
4803 WIDE OPEN WEST									
126834	12/09/20	183290		206917	P	12/15/20	2015011	938503	
INVOICE: ADM1209208									
VENDOR TOTALS				12,152.66 YTD INVOICED			24,445.47 YTD PAID		804.99
REPORT TOTALS									94,309.51

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	40	94,309.51

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

**City of Park Ridge, IL
Warrant List Fund Totals
12/31/2020**

Fund	Description	Amount
201	Library Fund	\$25,862.19
201	Grant Fund	\$0.00
201	Biblioteca	\$0.00
201	North Suburban Digital Consortium	\$3,530.32
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	Report Total	\$29,392.51

12/30/2020 11:02 | CITY OF PARK RIDGE
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| P 1
| appdwarr

WARRANT: L123120

TO FISCAL 2021/08 05/01/2020 TO 04/30/2021

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
<hr/>									
48 AEC ONE STOP GROUP INC									
127084	12/21/20	183542		207096	P	12/30/20	2015017	954015	LIB RSRCS-RECORDINGS MUSI
INVOICE:	PLSS1944797								389.17
VENDOR TOTALS							1,179.57	YTD INVOICED	1,179.57 YTD PAID
									389.17
5354 AMAZON COM LLC									
127085	12/21/20	183543		207097	P	12/30/20	2015015	954002	LIB RSRCS-CHILDREN BOOKS
INVOICE:	543737864757								253.28
127086	12/21/20	183544		207097	P	12/30/20	2015015	954002	LIB RSRCS-CHILDREN BOOKS
INVOICE:	454769486573								17.89
127087	12/21/20	183545		207097	P	12/30/20	2015017	954010	LIB RSRCS-VIDEOGAMES
INVOICE:	586394376493								99.88
127088	12/21/20	183546		207097	P	12/30/20	2015017	954001	LIB RSRCS--ADULT BOOKS FI
INVOICE:	788437896368								14.99
127089	12/21/20	183547		207097	P	12/30/20	2015012	952100	BUILDING SUPPLIES
INVOICE:	586593563436								54.00
127090	12/21/20	183548		207097	P	12/30/20	2015012	952100	BUILDING SUPPLIES
INVOICE:	697933668943								30.98
127091	12/21/20	183549		207097	P	12/30/20	2015016	951100	LIBRARY SUPPLIES
INVOICE:	449775893747								36.96
127092	12/21/20	183550		207097	P	12/30/20	2015016	951100	LIBRARY SUPPLIES
INVOICE:	476366896544								109.61
VENDOR TOTALS							13,233.76	YTD INVOICED	13,937.24 YTD PAID
									617.59
101020 BAKER AND TAYLOR BOOKS									
127077	12/21/20	183535		207098	P	12/30/20	2015015	954019	LIB RSRCS-CHILDRENS BOOKS
INVOICE:	20356555639								23.84
127077	12/21/20	183535		207098	P	12/30/20	2015015	954002	LIB RSRCS-CHILDREN BOOKS
INVOICE:	20356555639								21.92
127078	12/21/20	183536		207098	P	12/30/20	2015015	954019	LIB RSRCS-CHILDRENS BOOKS
INVOICE:	2035674804								18.21
127079	12/21/20	183537		207098	P	12/30/20	2015015	954019	LIB RSRCS-CHILDRENS BOOKS
INVOICE:	2035661379								11.18
127080	12/21/20	183538		207098	P	12/30/20	2015017	954001	LIB RSRCS--ADULT BOOKS FI
INVOICE:	RS122120								201.43
127081	12/21/20	183539		207098	P	12/30/20	2015015	954002	LIB RSRCS-CHILDREN BOOKS
INVOICE:	CSYA122120								36.68
127082	12/21/20	183540		207098	P	12/30/20	2015015	954002	LIB RSRCS-CHILDREN BOOKS
INVOICE:	CSF122120								407.52
127083	12/21/20	183541		207098	P	12/30/20	2015017	954017	LIB RSRCS-ADULT BOOKS NF
INVOICE:	REF122120								3,435.42
VENDOR TOTALS							141,772.84	YTD INVOICED	144,834.21 YTD PAID
									4,156.20
4756 CALL ONE									
127166	12/21/20	183624		207099	P	12/30/20	2015011	938501	GNL CNTRL SVC/TELEPHONE
INVOICE:	355192								159.13

12/30/2020 11:02 |CITY OF PARK RIDGE
etidd |PAID WARRANT REPORT

|P 2
|appdwarr

WARRANT: L123120

TO FISCAL 2021/08 05/01/2020 TO 04/30/2021

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER PO	CHECK NO	T CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
<hr/>							
VENDOR TOTALS					1,271.38	YTD INVOICED	159.13
300553 CENGAGE LEARNING INC					1,271.38	YTD PAID	
127093 12/21/20 183551			207100 P 12/30/20 2015017	954001	LIB RSRCS--ADULT BOOKS FI	24.79	
INVOICE: 72722214							
127094 12/21/20 183552			207100 P 12/30/20 2015017	954001	LIB RSRCS--ADULT BOOKS FI	87.17	
INVOICE: 72725888							
127095 12/21/20 183553			207100 P 12/30/20 2015017	954001	LIB RSRCS--ADULT BOOKS FI	56.98	
INVOICE: 72700338							
127096 12/21/20 183554			207100 P 12/30/20 2015017	954001	LIB RSRCS--ADULT BOOKS FI	29.59	
INVOICE: 72700518							
127097 12/21/20 183555			207100 P 12/30/20 2015017	954001	LIB RSRCS--ADULT BOOKS FI	67.97	
INVOICE: 72715043							
127098 12/21/20 183556			207100 P 12/30/20 2015017	954001	LIB RSRCS--ADULT BOOKS FI	42.98	
INVOICE: 72721872							
127099 12/21/20 183557			207100 P 12/30/20 2015017	954001	LIB RSRCS--ADULT BOOKS FI	21.00	
INVOICE: 72721545							
VENDOR TOTALS					24,129.96	YTD INVOICED	330.48
24,551.83	YTD PAID						
303044 CENTER POINT PUBLISHING							
127100 12/21/20 183558			207101 P 12/30/20 2015017	954001	LIB RSRCS--ADULT BOOKS FI	134.95	
INVOICE: 1812066							
VENDOR TOTALS					651.84	YTD INVOICED	134.95
					651.84	YTD PAID	
5814 CHASE							
127101 12/21/20 183559			207102 P 12/30/20 2015011	931700	LIB DATA PROC SV	124.96	
INVOICE: ADM122120							
127101 12/21/20 183559			207102 P 12/30/20 2015011	936000	PUBLIC RELATIONS	60.71	
INVOICE: ADM122120							
127101 12/21/20 183559			207102 P 12/30/20 2015011	951002	OFF SPLS--OTHER SUPPLIES	416.18	
INVOICE: ADM122120							
127101 12/21/20 183559			207102 P 12/30/20 2015011	951103	STAFF APPRECIATION	78.59	
INVOICE: ADM122120							
127101 12/21/20 183559			207102 P 12/30/20 2015012	932103	BLDG MNT CNTR-GENL MAINT	180.00	
INVOICE: ADM122120							
VENDOR TOTALS					6,154.81	YTD INVOICED	860.44
					6,581.26	YTD PAID	
5403 CHASE PAYMENTTECH							
127155 12/22/20 183613			15935 W 12/22/20 2015011	937800	LIB BNK SERV CHG	25.00	
INVOICE: ADM122220							
VENDOR TOTALS					28,845.76	YTD INVOICED	25.00
					28,845.76	YTD PAID	
8049 EMMA JANE MULVANY							
127103 12/21/20 183561			207103 P 12/30/20 2015017	938506	GNL CNTRL SVC/PROGRAM	125.00	
INVOICE: ADM1221202							

12/30/2020 11:02 | CITY OF PARK RIDGE
etidd | PAID WARRANT REPORT

| P 3
| appdwarr

WARRANT: L123120

TO FISCAL 2021/08 05/01/2020 TO 04/30/2021

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
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VENDOR TOTALS				125.00	YTD INVOICED		125.00	YTD PAID
8042 ERICA J RECKAMP								125.00
127113	12/21/20	183571		207104	P	12/30/20	2015017	938506
INVOICE:	ADM1221204						GNL CNTRL SVC/PROGRAM	150.00
VENDOR TOTALS				150.00	YTD INVOICED		150.00	YTD PAID
3545 FINDAWAY WORLD LLC								
127104	12/21/20	183562		207105	P	12/30/20	2015017	954004
INVOICE:	335664						LIB RSRCS-RECORDING AUDIO	632.15
127105	12/21/20	183563		207105	P	12/30/20	2015017	954004
INVOICE:	336063						LIB RSRCS-RECORDING AUDIO	72.24
VENDOR TOTALS				7,824.46	YTD INVOICED		7,960.44	YTD PAID
5535 FOREST SECURITY								704.39
127106	12/21/20	183564		207106	P	12/30/20	2015012	932103
INVOICE:	110784						BLDG MNT CNTR-GENL MAINT	172.35
VENDOR TOTALS				517.05	YTD INVOICED		517.05	YTD PAID
4739 GREEN ASSOCIATES INC								
127107	12/21/20	183565		207107	P	12/30/20	2015011	935900
INVOICE:	2020742						LIB CONSULT SERV	340.00
127108	12/21/20	183566		207107	P	12/30/20	2015012	996300
INVOICE:	2020741						BUILDING/BUILDING IMPROVE	880.05
VENDOR TOTALS				8,764.54	YTD INVOICED		74,766.05	YTD PAID
5041 TIFFANY ANN GATES ETCHELL								1,220.05
127109	12/21/20	183567		207108	P	12/30/20	2015015	938506
INVOICE:	ADM1221203						GNL CNTRL SVC/PROGRAM	100.00
VENDOR TOTALS				800.00	YTD INVOICED		800.00	YTD PAID
8019 IFPC WORLDWIDE INC								100.00
127146	12/21/20	183604		207109	P	12/30/20	2015012	932103
INVOICE:	28524						BLDG MNT CNTR-GENL MAINT	2,240.00
VENDOR TOTALS				2,240.00	YTD INVOICED		2,240.00	YTD PAID
7842 INGRAM LIBRARY SERVICES								
127111	12/21/20	183569		207110	P	12/30/20	2015015	954002
INVOICE:	62680747						LIB RSRCS-CHILDREN BOOKS	11.45
127112	12/21/20	183570		207110	P	12/30/20	2015017	954017
INVOICE:	62680903						LIB RSRCS-ADULT BOOKS NF	59.99
VENDOR TOTALS				7,111.09	YTD INVOICED		7,111.09	YTD PAID
								71.44

12/30/2020 11:02 |CITY OF PARK RIDGE
etidd |PAID WARRANT REPORT

|P 4
|appdwarr

WARRANT: L123120

TO FISCAL 2021/08 05/01/2020 TO 04/30/2021

VENDOR NAME DOCUMENT	INV DATE VOUCHER PO	CHECK NO T CHK DATE GL ACCOUNT	GL ACCOUNT DESCRIPTION	
8062 KAREN E MILLER 127220 12/21/20 183681 INVOICE: ADM123020		207111 P 12/30/20 2015011 935900	LIB CONSULT SERV	6,000.00
VENDOR TOTALS	6,000.00 YTD INVOICED		6,000.00 YTD PAID	6,000.00
7175 LEXIS NEXIS MATTHEW BENDER & CO INC 127114 12/21/20 183572 INVOICE: 22486453		207112 P 12/30/20 2015017 954017	LIB RSRCS-ADULT BOOKS NF	163.43
VENDOR TOTALS	322.86 YTD INVOICED		322.86 YTD PAID	163.43
6267 LIBRARIES FIRST 127115 12/21/20 183573 INVOICE: 7829		207113 P 12/30/20 2015015 938506	GNL CNTRL SVC/PROGRAM	275.00
VENDOR TOTALS	275.00 YTD INVOICED		275.00 YTD PAID	275.00
1061 MARY MASON 127116 12/21/20 183574 INVOICE: ADM1221205		207114 P 12/30/20 2015015 938506	GNL CNTRL SVC/PROGRAM	74.20
VENDOR TOTALS	824.40 YTD INVOICED		887.85 YTD PAID	74.20
101892 MIDWEST TAPE 127117 12/21/20 183575 INVOICE: 99727953		207115 P 12/30/20 2015015 954015	LIB RSRCS-RECORDINGS MUSI	7.49
127118 12/21/20 183576 INVOICE: 99727951		207115 P 12/30/20 2015015 954015	LIB RSRCS-RECORDINGS MUSI	12.59
127119 12/21/20 183577 INVOICE: 99730877		207115 P 12/30/20 2015015 954004	LIB RSRCS-RECORDING AUDIO	91.98
127120 12/21/20 183578 INVOICE: 99727954		207115 P 12/30/20 2015015 954004	LIB RSRCS-RECORDING AUDIO	24.99
127121 12/21/20 183579 INVOICE: 99730961		207115 P 12/30/20 2015017 954005	LIB RSRCS-AV/DVD/BL	34.48
127122 12/21/20 183580 INVOICE: 99730960		207115 P 12/30/20 2015017 954005	LIB RSRCS-AV/DVD/BL	153.68
127123 12/21/20 183581 INVOICE: 99730898		207115 P 12/30/20 2015017 954005	LIB RSRCS-AV/DVD/BL	51.72
127124 12/21/20 183582 INVOICE: 99730896		207115 P 12/30/20 2015017 954005	LIB RSRCS-AV/DVD/BL	470.02
127125 12/21/20 183583 INVOICE: 99730895		207115 P 12/30/20 2015017 954005	LIB RSRCS-AV/DVD/BL	29.98
127126 12/21/20 183584 INVOICE: 99730893		207115 P 12/30/20 2015017 954005	LIB RSRCS-AV/DVD/BL	374.56
127127 12/21/20 183585 INVOICE: 99730899		207115 P 12/30/20 2015017 954005	LIB RSRCS-AV/DVD/BL	5.24
127128 12/21/20 183586 INVOICE: 99730894		207115 P 12/30/20 2015017 954005	LIB RSRCS-AV/DVD/BL	41.21
127129 12/21/20 183587 INVOICE: 99727160		207115 P 12/30/20 2015017 954005	LIB RSRCS-AV/DVD/BL	21.54

12/30/2020 11:02 | CITY OF PARK RIDGE
etid: | PAID WARRANT REPORT

| P 5
| appdwarr

WARRANT: L123120

TO FISCAL 2021/08 05/01/2020 TO 04/30/2021

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
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127130	12/21/20	183588		207115	P	12/30/20	2015017	954005	LIB RSRCS-AV/DVD/BL
INVOICE:	99720398								353.84
VENDOR TOTALS				44,447.27	YTD INVOICED			44,645.36	YTD PAID
									1,673.32
57766 NICOR GAS									
127131	12/21/20	183589		207116	P	12/30/20	2015012	955000	NATURAL GAS
INVOICE:	ADM1221206								2,209.57
VENDOR TOTALS				29,159.91	YTD INVOICED			34,141.36	YTD PAID
									2,209.57
60311 OTIS ELEVATOR COMPANY									
127132	12/21/20	183590		207117	P	12/30/20	2015012	932104	BLDG MNT CNTR-ELEV MAINT
INVOICE:	CY23272001								456.25
VENDOR TOTALS				7,330.97	YTD INVOICED			7,330.97	YTD PAID
									456.25
924 OVERDRIVE INC									
127133	12/21/20	183591		207118	P	12/30/20	201	430819	NO. SUB. DIGITAL CONSORTI
INVOICE:	00751CO20448228								3,530.32
VENDOR TOTALS				88,652.42	YTD INVOICED			103,051.36	YTD PAID
									3,530.32
8002 REAL V LLC									
127136	12/21/20	183594		207119	P	12/30/20	2015015	938506	GNL CNTRL SVC/PROGRAM
INVOICE:	ADM1221207								150.00
VENDOR TOTALS				450.00	YTD INVOICED			450.00	YTD PAID
									150.00
303227 SCHOLASTIC									
127135	12/21/20	183593		207120	P	12/30/20	2015015	938506	GNL CNTRL SVC/PROGRAM
INVOICE:	26529427								379.50
VENDOR TOTALS				1,565.50	YTD INVOICED			1,565.50	YTD PAID
									379.50
6493 SUN AND MOON YOGA									
127137	12/21/20	183595		207121	P	12/30/20	2015017	938506	GNL CNTRL SVC/PROGRAM
INVOICE:	ADM1221208								600.00
127138	12/21/20	183596		207121	P	12/30/20	2015015	938506	GNL CNTRL SVC/PROGRAM
INVOICE:	ADM1221209								500.00
VENDOR TOTALS				6,650.00	YTD INVOICED			6,650.00	YTD PAID
									1,100.00
1522 ULINE INC									
127139	12/21/20	183597		207122	P	12/30/20	2015016	951100	LIBRARY SUPPLIES
INVOICE:	127412590								252.03
127140	12/21/20	183598		207122	P	12/30/20	2015016	951100	LIBRARY SUPPLIES
INVOICE:	127688524								309.03
VENDOR TOTALS				4,575.76	YTD INVOICED			4,575.76	YTD PAID
									561.06

12/30/2020 11:02 |CITY OF PARK RIDGE
etidd |PAID WARRANT REPORT

|P 6
|appdwarr

WARRANT: L123120

TO FISCAL 2021/08 05/01/2020 TO 04/30/2021

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER PO	CHECK NO	T CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
5003 UNIQUE MANAGEMENT SERVICES INC							
127141	12/21/20	183599	207123	P 12/30/20	2015016	931701	DATA PROCESSING/CLSI
INVOICE:	597780						26.85
VENDOR TOTALS			581.75	YTD INVOICED		581.75	YTD PAID
							26.85
2193 VERIZON WIRELESS							
127143	12/21/20	183601	207124	P 12/30/20	2015011	938501	GNL CNTRL SVC/TELEPHONE
INVOICE:	9868164264						92.66
VENDOR TOTALS			37,625.60	YTD INVOICED		42,485.33	YTD PAID
							92.66
300800 WAREHOUSE DIRECT INC							
127144	12/21/20	183602	207125	P 12/30/20	2015011	951001	OFF SPLS--PHOTOCOPY
INVOICE:	48369790						245.16
VENDOR TOTALS			4,812.65	YTD INVOICED		4,812.65	YTD PAID
							245.16
102628 WORLD BOOK SCHOOL AND LIBRARY							
127145	12/21/20	183603	207126	P 12/30/20	2015015	954019	LIB RSRCS-CHILDRENS BOOKS
INVOICE:	0001617774						999.00
VENDOR TOTALS			999.00	YTD INVOICED		999.00	YTD PAID
							999.00
						REPORT TOTALS	29,392.51

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	31	29,367.51
TOTAL WIRE TRANSFERS	1	25.00

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