



Notice is hereby given that the following Committees of the Library Board will be held via videoconference with **all remote participation** Tuesday, July 14, 2020 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 Library Director Heidi Smith at hsmith@prpl.org at any time before or during the meeting. All comments will be read aloud during the meeting.

Join meeting online: <https://zoom.us/j/93401525623?pwd=Y2tYMEZVMzRzcG5HTUcrSXdhVDFydz09>

Or call (312) 626-6799

Webinar ID: 934 0152 5623

Password: 994987

International numbers available: <https://zoom.us/u/alUWfhvrh>

Of note, 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.

Please contact Library Administration for additional information or to request accommodations.

LIBRARY COMMITTEE AGENDAS

BOARD OF TRUSTEES

TUESDAY, July 14, 2020 at 7:00 P.M.

All committees are committees-of-the-whole unless noted

PUBLIC COMMENT

PLANNING & OPERATIONS (Burkum – Chair)

1. Approve June 9, 2020 Minutes – Attached
2. Discuss strategic plan - Attached
3. Approve extension of overdue fine grace period – Attached
4. Discuss public use of library patio
5. Other

BUDGET & FINANCE (Dobrilovic – Co-Chairs)

1. Approve May 12, 2020 Minutes – Attached
2. Approve final payment for CSI for 2018 renovation – Attached
3. Approve FY20 budget transfer for unemployment – Attached
4. Other

COMMUNICATIONS & DEVELOPMENT (Rapisand – Chair)

1. Approve March 10, 2020 Minutes – Attached
2. Approve FY2020 annual report – Attached
3. Other

NO MEETINGS:

BUILDING & GROUNDS

INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE

PERSONNEL

RESOURCES

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees
held via videoconference - Tuesday, June 9, 2020 at 7:00 p.m.

CALL TO ORDER

President Kennedy called the meeting Committee of the Whole meeting to order at 7:00 p.m.

President Kennedy explained that the Library Board was meeting via videoconference and referenced the Executive Order of the Governor (COVID-19 Executive Order No. 39, May 29, 2020) as it relates to the Open Meetings Act, permitting the Park Ridge Library Board to suspend their remote attendance policy.

PUBLIC COMMENT

None.

PLANNING AND OPERATIONS COMMITTEE OF THE WHOLE MEETING – CALL TO ORDER

Committee Chair Burkum called the meeting to order at 7:00 p.m.

MINUTES

Trustee Reardon requested an edit to the minutes of March 10, 2020.

On page two of the minutes, the fourth full paragraph, the first sentence says "All of the trustees stated they were in favor of pursuing (sic) a fine-free strategy in some way as long as the data was clear." Trustee Reardon requested that the minutes be revised to replace that with the following sentence: "There was general agreement among the trustees that Director Smith should continue to evaluate a fine-free strategy and that any decision should be data driven."

Trustee Reardon made a

MOTION: to approve the minutes of March 10, 2020 as amended.

President Kennedy seconded the motion.

Voice Vote: Yes: Burkum, Hanba, Kennedy, Kiem, Lamb, Rapisand, Reardon, Somheil
Absent: Dobrilovic

Motion passed.

"CLEAN SLATE" OVERDUE FINE FORGIVENESS PROGRAM

Director Smith reported that CCS, the Library's consortium was offering special group pricing on a fine purge. It will be conducted at the end of June. The Library's system does not have any easy way to do a batch fine forgiveness, and manual purges are labor intensive. CCS negotiated special pricing for a group purge. It would cost an individual library \$1,000 to do the purge on their own; the group purge cost is \$2,600. She stated that she thought it would be a good idea to bring to the Board for consideration in light of current circumstances, establishing a "clean slate" fine forgiveness program could be a way of supporting the community during this difficult time. She suggested it may be difficult that the first contact we may have with patrons post-COVID would be to collect fines that were assessed several months ago.

Committee Chair Burkum asked what the Library is spending to collect overdue fines. Director Smith responded that the Library does not actively try to recoup only overdue fines. The collection service is used for unpaid replacement costs when an item is lost and not returned as well as any overdue fines also owed. If a patron owes more than a certain amount, their account is blocked; they are no longer allowed to check out materials – ebook or print until the fines are paid.

President Kennedy felt that it was difficult to forgive fines, that it seems unfair to those who paid their fines. He said he was more interested in what the Library was going to do regarding lost items, especially during this time. He suggested waiving the processing fee for lost items.

Vice-President Rapisand pointed out that there was another purge date with CCS established for December. If the Board decided not to move forward at this time, they could revisit the matter for the December date. Director Smith stated yes, that was a possibility, or the Board could schedule their own purge if they wished to do so. This was just a cost saving

MINUTES

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opportunity. Vice-President Rapisand asked Director Smith to explain how Library fines are used. Director Smith replied that the fines go into the general revenue account, they are not earmarked for a specific item or purpose.

Trustee Reardon stated that any funds the Library decides not to collect will just be collected in another way through taxes. He has not heard any talk of cutting expenses or savings in staff hours in relation to this task. The loss in revenue would be spread to taxpayers, some of which do not use the library. He has not yet seen the rationale to convince him to go fine free or abandon this money that is owed to the Library. He sees that it could be a good PR program that would be easy to do and makes for a friendlier space. But other procedures could be put in place to achieve same goals.

Trustee Reardon asked for confirmation that the library has not been charging overdue fines since the closure in March. Director Smith confirmed. She also stated that if the Board did decide to waive the overdue fines, she could look at options to offset the difference. She has been discussing how COVID has affected library expenses during this time, and how much of the budget has not been spent. She wanted to bring the opportunity to the Board's attention to see if the Board thought the program had merit.

Trustee Lamb stated that collecting some fines was better than none. He said there needed to be more detail as it related to the CCS process. He felt it was necessary at this time to focus on the present circumstances. Vice-President Rapisand stated that the Library was not in position to forgive this debt until the Board decides how to move forward. Until we the Board is able to have the full discussion on fine free, she is not ready to make the call at this time.

Trustee Somheil said he felt it would be disingenuous to forgive these fines without having made a full decision on going fine free. Although they are two separate issues, they are interrelated. It is hard to separate out the fine free movement, they do have some dependency on one another. To forgive the debt doesn't seem like a solution at this time. The debt from budget perspective, it is a lesser amount. There would not be a full impact of \$51,000, but the Board does need to discuss the fine free issue.

Secretary Kiem said that the outstanding fines are equal to 4/10 of 1% of the total budget. The intent of fines is to get materials back in time - either it's working or not. If we really want it to work, it is not having a sufficient deterrent effect of people bringing materials back. He thinks this is a proper time to consider these issues and do some nice things for our community. He is in favor of this and supports fine free. It is difficult to expect we are going to get \$50,000.

President Kennedy stated some mentioned that it would be good PR - it could also be bad PR for those who have paid fines.

There was some discussion of the possibility of an amnesty program where patrons bring donation for food pantry to have fines forgiven. There was some opposition to this based on past experience and COVID considerations.

President Kennedy asked the Board to consider the replacement fee waiver suggestion. There was some discussion of what the waiver period would be. President Kennedy suggested it through Phase 5 of the Governor's Restore Illinois Plan.

President Kennedy made a

MOTION: to approve policy to waive processing fees for lost items in the post pandemic until the Library passes through Phase 5 of the Restore Illinois Plan.

Trustee Somheil seconded the motion.

Voice Vote: Yes: Burkum, Hanba, Kennedy, Kiem, Lamb, Rapisand, Reardon, Somheil
Absent: Dobrilovic

Motion passed.

ADJOURNMENT

Meeting closed at 8:02 p.m.

DRAFT DRAFT DRAFT DRAFT DRAFT

Park Ridge Public Library Key Initiatives: Narrative

By James LaRue and Elizabeth Martin
LaRue & Associates
July 14, 2020

Background

Much of the focus of our work has been on the generation of a new, more community-centered vision (and accompanying initiatives) for the library. The library also has traditional, highly valued services it should and will maintain. The promotion of early literacy is one of them. Providing access to print is another. Public space is a valuable asset, especially when it's downtown. All of these things have ongoing needs for time, attention, and money.

But the organizing theme of the Park Ridge Public Library (PRPL) strategic plan is **engagement**, developing enduring relationships and connections within the context of the community. The library seeks to connect individuals with the larger social and intellectual context, not just as a consumer, but as creator, partner and leader. While this focus may not always manifest itself as new services, real engagement requires both intention and practice. The shift is one of orientation and underlying philosophy.

The draft initiatives were identified by community leaders, and vetted by them in a debrief session. While some of the responses were unquestionably influenced by COVID-19 (locked down people are almost frantically relieved to talk with anyone not locked in with them), there was genuine and grateful interest in the library's interview process. Interviewees were glad to have been contacted, eager to share their thoughts, and eager to see coordinated action. There was a deep and persistent concern for the community as a whole. One message was clear: the library is a valued and respected resource. It is also a trusted and intriguing community partner.

Following the community debrief, staff involved in the planning effort met with all departments, and asked for staff's best thinking about library responses to the expressed community concerns. There was strong convergence in the suggested initiatives, which is itself a sign that the community interviews gave some clear direction to services.

They fall into five broad categories.

I. Encourage lifelong learning and individual growth.

This is the traditional base of library service. We serve people who want to explore the world of stories and ideas. Often, our service transactions are one to one, librarian to patron. But these ongoing services -- staff, a place, a collection, library-sponsored programs, community-sponsored programs, access to technology -- have two clear needs for the future.

The first concerns the **library building** itself. Libraries are often seen in the community as a reflection of shared values. Community leaders consistently voiced a strong interest in sustainable, "green" technologies. There is particular interest in having public buildings reflect this concern. How efficient can the library be? As a practical matter, the real cost of libraries is not building the facility, but operating it. Energy consumption (usually generated by interior lighting and the related need to heat and cool the building) is typically the largest cost.

The second need is for PRPL to *grow the library's digital offerings*. We have learned that in a time of quarantine, people still want to read, still want to listen to books, still want to listen to music, still want to watch videos, and still want to meet to listen and talk about things. While many of the library's most popular materials seem recreational, research tells us that even reading for fun is part of lifelong learning (we learn about human situations and possibilities, for instance). Many people have long taken advantage of the library to support both formal education, and less formal alternatives such as self-paced language instruction, or the social learning that happens in programs and meetings.

In a pandemic, people can't go into a closed public space. They need virtual options. During the first few months of the pandemic, many patrons finally got around to trying ebooks, streaming videos, or Zoom. That expertise opens up some options for ongoing services. This has budget implications. The conveniences of digital offerings are often offset by their costs. But the demand is there.

Finally, notice that the most personal of issues -- mental health -- is also a shared concern. The library should provide opportunities to connect, combat isolation, learn more about local resources, and be aware of healthy and helpful practices. There are many potential partners in the community.

II. Build a healthy and sustainable private sector.

The essential issue here is economic recovery. In the Great Recession of 2008-2010, libraries found themselves delivering two levels of community support: helping people find jobs, and helping people found (or grow) their own businesses. In (at least) 2020 through 2022, all libraries will be walking that road again. The good news: we know how to do it. This time, we need to be a little clearer about telling our community just how important our contribution really is.

III. Align Policies and Procedures to set the stage for Development.

We were asked to address Development opportunities and approaches. The general idea was even raised by community leaders, although not just about the library.

Changes begin from within, and much thought needs to be put into both how this plan will be executed and by whom. Policies, procedures, programs, partnerships, staffing, reports, facility use and budgets need to be aligned towards the updated vision, mission and strategy. A focus should be on shifting the library's public narrative to the stories of impact that result from the plan. Use this narrative to communicate to the community, apply for grants and awards.

Additionally, an outcomes focus for planning, assessment and reporting will be key to show that what the library is doing is making a difference.

Development is to Fundraising what Engagement is to Outreach. Funders like to give to winners and this plan will lay the groundwork for developing relationships with future donors. Planned gifts come from relationships and winning strategies. This plan lays the groundwork for "development" by those who have been positively affected by your mission and have firsthand experience with the value of your service.

IV. Build a healthy and sustainable public and social sector.

Most folks have no idea of the significance or contributions of the publicly funded world. Interviewees frequently voiced questions that fall into the category of "civic education." There are two key initiatives here: the establishment of a Citizens Academy, and a refresh of the Park Ridge Community Network.

The purpose of the **Citizens Academy** is not only to recruit and orient a new generation of civic leaders (always needed in a community with governing and advisory bodies), but also to contribute quality information to the community, at a

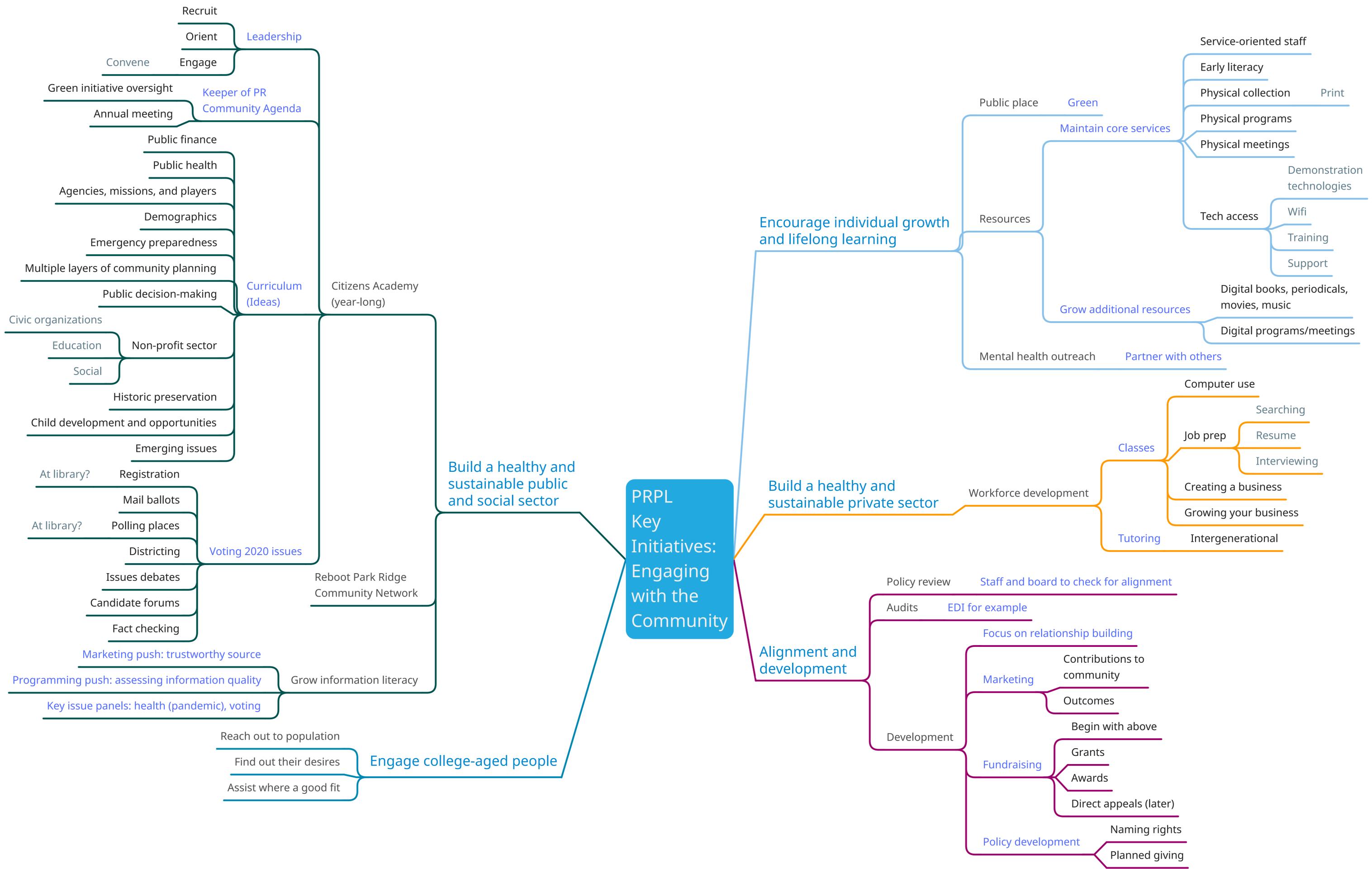
time when “fake news” is spreading. The key information concerns of the community, today, concern public health and the 2020 elections. There is also an oft-expressed interest in deeper *community conversations*, encompassing everything from public finance to historic preservation to population density.

The proposed **curriculum** is just a starting point. Ideally, the Citizens Academy would be a jointly created effort with other interested parties. Other more pressing issues will certainly arise. But this is a good starting point for an annual list of the issues people seem to wonder about.

The **Park Ridge Community Network** is imagined as a place where Park Ridge residents can find a comprehensive introduction to community agencies: their missions, their plans and initiatives, their contacts. Maintaining these kinds of community databases can be a lot of work, and for some libraries, the use is often disappointing. The challenge will be to make the resource participative and sustainable in the sense of “we can keep this current.” We recommend a pilot project -- a list of mental health resources is one example, or perhaps other formal education products -- and careful assessment of use before any expansion of the effort.

V. Engage college-aged people.

A key finding of the interviews was the deep insight that a lot of young people won't be leaving Park Ridge to go to college. What will they do instead (beyond having the time to lead national protests)? Where does the community most need them? The best approach to this issue is to assemble a group of this population, share this information with them, and ask them if they would like to combine their efforts, and how? Perhaps the library can assist. (Note that this initiative could easily fit under either Individual Growth *or* Sustainable Public Sector.) While the issue is, at present, a reflection of the pandemic, an outreach to this demographic group is worthwhile on its own merits, if only as a recruitment tool, and certainly as an investment in the future.





Memorandum

Memo Date: July 10, 2020
From: Heidi Smith
Meeting Type: Planning & Operations Committee of the Whole Meeting
Meeting Date: July 14, 2020
Action Requested: For Approval
Subject: Overdue Fine Grace Period Extension

Background:

Due to COVID-19 and the closure of the Library, we have not been charging daily overdue fines since March 13. Multi-day isolation of returns may last for several more months if not the next year. Just to give you a snapshot on return progress to date, in June alone, library staff checked in and shelved 22,555 items. They also pulled, checked out and packaged 8,658 materials to 2,322 accounts for contact free pickup. The number of days that materials were isolated fluctuated between 3 and 9 days over the last few weeks depending on how pickup demand and returns volume fluctuated.

At the June 16, 2020 Library Board meeting, the Board discussed and approved a temporary suspension of daily overdue fines for a period of 45 days. Based on current circumstances in consideration of the COVID-19 situation, I am recommending that some form of overdue fine grace period continue while returns are required to be isolated for multiple days.

Options Considered:

Effective August 1, the Board could revise the grace period for daily overdue fines to a period of 10 days until isolating returns is no longer required. Patrons would not be assessed a fine if items are returned within 10 days of the due date.

- A 10-day grace period would allow us to maintain the due date system while ensuring no overdue fines are assessed because of returns isolation. Patrons would return to operating within the typical overdue fine system and fine revenue may rebound.
- While we continue contact-free pickup, reduced overdue fines would mean reduced number of patrons who need to pay overdue fines through the website. It works well, but it might not be convenient for those without internet access or those who may need technical assistance. Accounts could be blocked for fines above the threshold preventing borrowing until fines are resolved below the threshold.

The Board could extend the current overdue fine grace period of no overdue fines accruing at all for another 30 days.

- Library team is preparing a presentation on the effects of eliminated overdue fines could have on Park Ridge for the August Committee meeting. The Board could extend what is currently in place, then decide next steps on this in conjunction with that discussion.

Recommendation:

I recommend that the Board extend the current grace period for daily overdue fines through August 31, 2020, and consider the longer-term strategy at the August Committee meeting.

Suggested motions:

1. Extend the grace period for daily overdue fines through August 31, 2020

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
Tuesday, May 12, 2020 at 7:00 p.m.

CALL TO ORDER

President Kennedy called the Committee of the Whole meeting to order at 7:01 p.m.

President Kennedy explained that the Library Board was meeting via videoconference and referenced the Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020) as it relates to the Open Meetings Act, permitting the Park Ridge Library Board to suspend their remote attendance policy.

PUBLIC COMMENT

President Kennedy noted that he received a comment from Alderman Moran suggesting that the Library Board agenda contain hyperlinks to the documents in the packet.

BUDGET AND FINANCE COMMITTEE OF THE WHOLE MEETING – CALL TO ORDER

Committee Chair Dobrilovic called the Budget and Finance Committee meeting to order at 7:03 p.m.

APPROVAL OF MINUTES

Trustee Burkum made a

MOTION: to approve the minutes of March 10, 2020

Trustee Reardon seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Kiem, Lamb, Rapisand, Reardon, Somheil

Motion passed.

FISCAL 21 BUDGET STRATEGY

Director Smith reviewed proposed deferrals for the FY21 capital and operating budgets. The items listed were proposed to defer until after August 1, or the end first quarter of FY21. These included:

- New positions on hold
- Vacant positions on hold for at least 30 days
- Raises – with exception of required minimum wage adjustment, proposed putting the market benchmarking adjustments on hold with the option of considering after the first quarter of FY21 as possible retroactive to May 1.

At the June meeting, Director Smith will provide additional information about staffing. She is looking to June for the possibility of contactless pickup and returns, and an evaluation of staffing needs for the longer term period in alignment with Governor Pritzker's Restore Illinois plan.

Staffing is the Library's biggest cost. Director Smith also proposed deferring selected projects totaling \$222,000. She is not proposing to amend budget and cancel the projects, but to defer for at least first quarter. This includes the sound mitigation project in Children's Services. Some deferrals are general and do not yet have a specific costs associated with them.

Director Smith is proposing moving forward in the 1st Quarter with capital projects that were planned. These include the sprinkler project, and 3 IT projects – new phone system, IT system backup and the camera project.

She explained that the Library's current phone system is very old. We have guarantee of support for next year, but it is not looking promising that support will be available after that. The PA system is integrated into phone system, and could be considered safety issue so she recommends including that as well at this time.

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The IT backup system is slated for an update. The Library is currently on a very old tape backup that needs to be manually changed. Director Smith pointed out that these projects have been delayed several years, and her recommendation is to move forward with them at this time.

Trustee Burkum inquired about the Public Relations signage deferral. Director Smith replied that signage was not included in the renovation budget. Some funds were allocated in FY20 for signs and sign holders (end panels). This included directional and wayfinding signage and was broken out over 3 fiscal years, and adjusted to do more in house. She is recommending to wait until after first quarter to place any orders.

Trustee Burkum asked about deferral of gift reserves and grant funds. Director Smith replied that the operating funds and gift funds are not use it or lose it, and could stay in reserves. The Per Capita grant is a state grant that every public library in Illinois receives, based on population. For the FY18 and 19 grants, the Library requested mid-year to use the funds for something other than what they applied for and received approval. The funds may be used for operating costs such as materials collection purchase. It is possible that the Board could determine for the FY19 funds (slated for camera project) and FY20 funds could use for collections instead, which would mean that less library funds would be needed to purchase same amount of books and could increase library fund balance by the end of year.

For the FY19 Per Capita grant the Library requested to use the funds for the collection, later revised to use it for the camera project. The camera bid came in lower than expected, now the Board needs to determine how to use the remaining funds. The Board could decide to defer these projects, leaving more money in reserves.

Chair Dobrilovic asked if the Per Capita grant had restrictions on the use of funds. Director Smith replied that the program follow standards established by the Illinois State Library, which set standards for libraries for things like lighting, technology, and collections. They Libraries request funds, they should be in support of meeting or improving one of the standards.

Chair Dobrilovic asked if allowable that the Per Capita grant be used to pay for salaries. Director Smith she didn't recall that it couldn't be used for salaries. She is proposing that it be used for collections purchases, which is a long standing process that Park Ride has used.

Secretary Kiem asked if the funds were to be used for adult computer lab seating, to replace the furniture the Library has received complaints on. Director Smith responded that it was. Trustee Kiem suggested that the Library cannot reopen with furniture configuration we have. He believes it is shortsighted to set this aside this and the project of designing new way for patrons to use computers. Face to face, close proximity is not going to work in the post-COVID reality. He is reluctant to say we shouldn't start planning for that day.

Vice President Rapisand asked about the reference to salaries and the strategic plan. She asked if Director Smith was proposing postponing strategic plan. Director Smith clarified that funds had been included within salaries/contingencies for hiring or changes that would increase salary costs as a result of recommendations of the strategic plan. This is just to clarify that hiring new positions is not on the radar at least for the first quarter.

Trustee Reardon asked if it was possible to track savings through time, so we know how much we have saved to date once the Board reached the point where they needed to start making decisions.

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Director Smith said that can absolutely be tracked – they can track salaries for on hold positions, training, projects, conference funds and more. She stated that many of the current training options for Library staff, especially related to COVID, are free, so that will also be reflected.

Chair Dobrilovic summarized stating that the Board was largely in concurrence with Director Smith's recommendations, stating that some items may need to be further discussed at an upcoming meeting.

FY20 OPERATING BUDGET TRANSFER/FY20 to FY21 OPERATING BUDGET CARRY OVER

The FY20 to FY21 Budget carry over is for the camera project. The project cost for the cameras includes installation, configuration, and server work. In reviewing the figures, Director Smith explained that she took into account a project she was proposing be postponed – purchase of a lift (\$15,000). The Machinery and Equipment line item needs a total of \$30,000 to complete the camera project. The line item already has \$15,000, the amount needed to carry over from FY20 is \$15,000.

The FY20 Budget transfer involves a previously approved transfer from newsletter funds to public relations funds. At the time, staff did not anticipate the postcard mailing that was recently sent out. The actual year-end for the Public Relations line did not need the full \$3,600 that was previously transferred. Director Smith is recommending amending the amount transferred from Public Relations Newsletter to Public Relations from \$3,600 to \$1,700 to cover the cost of the postcard mailing.

President Kennedy made a

MOTION: to approve revision of FY20 Public Relations transfer from \$3,600 to \$1,700 for increased signage and decreased direct mail and approve FY20 carryover of \$15,000 Machinery & Equipment funds into FY21 for the camera project.

Trustee Reardon seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Kiem, Lamb, Rapisand, Reardon, Somheil

Motion passed.

Chair Dobrilovic adjourned the meeting at 7:38 p.m.



Memorandum

Memo Date: July 10, 2020
From: Heidi Smith
Meeting Type: Budget & Finance Committee of the Whole Meeting
Meeting Date: July 14, 2020
Action Requested: For Approval
Subject: CSI Final Payment

Background:

In working to close the 2018 renovation architectural and construction contracts with final payments, the Board had several discussion about the shelving demolition work had been completed by Construction Solutions of Illinois (CSI) even though the change order had not been officially approved prior to the work being completed. I understood that the Board did not object to Studio GC's (SGC) assessment that the price for the shelving demolition change order was fair. Based on this, I worked with SGC to close out the 2018 renovation contracts with both SGC and CSI. We were successful in brokering additional credits with CSI as included in the allowance authorization (attached). We were not successful in brokering additional credits with SGC beyond what is reflected in their final invoice (attached).

The SGC final invoice for the 2018 Library Renovation project was paid in May 2020 with the \$5,775 credit specific to a mistake with the stairwell carpet. No additional credits were granted for other change orders. SGC did not bill any additional fees for work in closing out the project over the last year as it was included in their contract. In addition, they did not increase the construction costs with the escalation costs CSI applied to their contract and therefore SGC's fee did not escalate. The lump sum for the life safety additions was approximately \$3,000 less than if SGC had applied their percentage to CSI's increase for that work. All in all, I thought this a fair conclusion even though no other credits were granted. I authorized payment, the Treasurer approved, the check was issued, and the Board ratified the payment in June.

Also attached is the allowance authorization for CSI that was reviewed by SGC that I approved on behalf of the Library. This was the basis for the final pay application and includes the demolition change order in addition to several credits that reduce the overall allowance spending to \$10,422.50 below the previous "contract sum to date." With SGC's counsel, I felt that this was appropriate for the project closeout, and believed the correct next step was to approve it on behalf of the Library in order to process the final pay application. I now understand that it would have been in line with previous change order approvals to bring it back to the Board first. I hope that in reviewing it, the Board will agree with my assessment and approve CSI's final certificate for payment (attached) to close out the contract. Also attached is the penultimate certificate for payment paid in February 2020 for comparison; this shows that the requested final payment is \$10,422.50 below the contract sum amount which includes the life safety additions, cost escalation, alternates and change orders.

Recommendation:

I recommend that the Board approve final payment for CSI for 2018 renovation.

Suggested motions:

Approve final payment for CSI for 2018 renovation in the amount of \$27,412

Attachments:

1. SGC final invoice
2. CSI allowance authorization
3. CSI penultimate certificate for payment
4. CSI final certificate for payment

Date 5-18-2020

Acct. No. 21 5212 9963 00 Amt. 19,041.70

Acct. No. _____ Amt. _____
Signature [Signature]



Park Ridge Public Library
20 S Prospect Avenue
Park Ridge, IL 60068

INVOICE NO.: 16085A.16 FINAL
DATE: 05/31/19

Re: Project No.: 16085A

Park Ridge Public Library - Renovations, Remodeling, FF&E

SERVICES BILLING PERIOD: Through May 31, 2019

ACTUAL FURNITURE COST:	\$843,614.00	
ACTUAL CONSTRUCTION COST:	\$1,162,723.00	
CHANGE ORDER #2	\$48,358.00	(Includes All #2 and All #4 - Accepted)
CHANGE ORDER #3	\$27,654.00	
CHANGE ORDER #4	\$86,364.43	

TOTAL CONSTRUCTION COST: \$2,168,713.43

TOTAL FEES @ 8.97% \$194,533.59

BASIC SERVICES

	percent of total fee	phase fee	% complete	fee billed
SCHEMATIC DESIGN	25%	48,633.40	100%	\$ 48,633.40
SCHEMATIC DESIGN CREDIT		(5,000.00)	100%	\$ (5,000.00)
DESIGN DEVELOPMENT	15%	29,180.04	100%	\$ 29,180.04
CONTRACT DOCUMENTS	35%	68,086.76	100%	\$ 68,086.76
BID/NEGOTIATION	5%	9,726.68	100%	\$ 9,726.68
CONSTRUCTION ADMIN. (RENOVATIONS)	20%	23,772.27	100%	\$ 23,772.27
CONSTRUCTION ADMIN. (FURNITURE)	20%	15,134.44	100%	\$ 15,134.44
total fees billed				\$ 189,533.59
fees billed previously				\$ (172,412.02)
previously billed for Alt #2 and Alt #4				\$ (2,457.78)
subtotal fees billed for basic services				\$ 14,663.79

BASIC SERVICES - CITY SCOPE CHANGES ASSOCIATED WITH CHANGE ORDER #1

	phase fee	% complete	fee billed
LUMP SUM	10,136.00	100%	\$ 10,136.00
total fees billed			\$ 10,136.00
fees billed previously			\$ -
subtotal fees billed for basic services			\$ 10,136.00

ARCHITECTURAL FEE CREDIT

Architectural Fee Credit for COR 19, Additional Stair Carpet \$ (5,775.00)

architectural credit **\$ (5,775.00)**

REIMBURSABLE EXPENSES

Invoiced at actual x 1.10 \$15.37 x 1.10 **\$ 16.91**

PAY THIS AMOUNT \$ 19,041.70

DocuSigned by:
Stuart D. Dulane
505428340988458

CONSTRUCTION SOLUTIONS OF ILLINOIS, INC.
1 2540 S. HOLIDAY DRIVE UNIT D
ALSIP, ILLINOIS 60803
708-239-0001
708-239-0006 FAX

PROJECT:
Interior Renovations
Park Ridge Library

OWNER:
Park Ridge Library
20 South Prospect Avenue
Park Ridge, IL 60068

ARCHITECT:
Studio GC Architecture
223 West Jackson Blvd, 1200
Chicago, IL 60606

Change Order Proposal No. 37a

Date: January 15, 2019

Description of Changes are as follows:

Provide labor and disposal fees to demolish existing shelving & furniture at all three phases of project
(See Attached)

Phase I: \$11,560.00
Phase 2: \$15,300.00
Phase 3: \$10,235.00

TOTAL: \$37,095.00

*****Additional Performance Bond and Overhead & Profit Charges will apply if not taken from Allowance*****

Note: -The above proposals do not include any work not itemized above and attached herein; - No premium time labor is included
- Any Proposed work is void if circumstances have changes that affect pricing when approval has been provided.
-Proposal valid for 7 days; - All quotations are lump sum proposals only

Total time adjustment: n/a

Accepted by: Heidi L Smith

Construction Solutions of Illinois, Inc.



From: Andrew Gordon adgordon@comcast.net
Subject: Re: Park Ridge Library
Date: May 14, 2018 at 1:31 PM
To: Ron Marlowe - CSI Rmarlowe@csofi.com
Cc: pschipma@csofi.com

Ron/Pete-

Here is a detail of last weeks hours that were verified and agreed upon with Ron by myself. There will be more hours once we go upstairs in this phase, though they won't be as many as this portion of the phase. If you could please issue a CO for these hours so they may be included in this months billing. I cannot afford to fall behind on collecting funds with the amount of work I have coming up this Summer. Thanks for understanding!

Monday 5/7 4 men 8 hours each
Tuesday 5/8 3 men 8 hours each
Wednesday 5/9 3 men 8 hours each
Thursday 5/10 3 men 8 hours each

102 total man hours at \$85/hour = \$8,840.00

Thank you,

Andrew Gordon
AG Services, Inc.

On May 9, 2018, at 12:10 PM, Ron Marlowe - CSI <Rmarlowe@csofi.com> wrote:

Andrew, as we talked , please remove the owners furniture not shown on the drawings as we walked thru the other day. This will be on a T & M basis as described below. Please have your foreman verify times with me each days as you go. Also, please remember , there will be more work of the same in both the other two phases of work. Thank you.

Ron Marlowe
Rmarlowe@csofi.com
Cell- 708-800-6317
Construction Solutions of Illinois

On May 8, 2018, at 9:40 PM, Andrew Gordon <adgordon@comcast.net> wrote:

Guys-

I please need some sort of authorization and acknowledgement that we have been directed to remove shelving units and furniture and that we will be paid for this extra. We are already at \$4760 thru today (32 hours Monday and 24 Tuesday as agreed with Ron today) and there is more to go. With 24-32 more man hours Wednesday we will be between \$6800-\$7480 and we still may not be finished. This is adding up quickly. Please respond with some sort of approval and confirmation that we will be paid for this work. Sorry to ask but like I said it's adding up quickly. Thanks for your understanding.

Andrew Gordon
AG Services, Inc.

Sent from my iPhone

From: Andrew Gordon adgordon@comcast.net
Subject: Park Ridge Library Extra
Date: May 18, 2018 at 11:28 AM
To: pschipma@csofi.com



Pete-

We still have the lockers to remove but I'm not overly concerned those will take long. We will get them today or Monday.

The last extra for this phase was yesterday as well as the lockers which will be 32 more hours at \$85/hour which totals \$2720

Add that to the previous amount of \$8840 makes the total extra for this phase \$11,560.

Please issue a change order and I would really appreciate it if it could be billed out on the May draw.

For the May draw as we spoke about yesterday we have completed a nice chunk of the work in this phase. I'm estimating it's about 35-40%. So if you could please bill that as well it would be much appreciated.

Thanks again. Let me know if you need anything else

Andrew Gordon
AG Services, Inc.

Sent from my iPhone

From: Andrew Gordon adgordon@comcast.net
Subject: Park Ridge Library Phase 2 Extra Work
Date: August 14, 2018 at 12:05 PM
To: Ron Marlowe - CSI rmarlowe@csofi.com, Pete Schipma - CSI pschipma@csofi.com



As agreed we removed all book shelves, tables, chairs, desks, cubbies, and misc. furniture left behind by the library on a time and material basis. Please find a detailed list of man hours below. I will include this in my August billing which I will submit before the end of this week. Thank you.

Thurs. 8/2 3 men 8 hours each= 24 total hours
Fri. 8/3 3 men 8 hours each and 2 men 4 hours each = 32 total hours
Mon. 8/6 4 men 8 hours each= 32 total hours
Tues. 8/7 3 men 8 hours each= 24 total man hours
Wed. 8/8 5 men 4 hours each= 20 total man hours
Thurs. 8/9 4 men 2 hours each= 8 total hours
Fri 8/10 4 men 2 hours each= 8 total hours
Mon. 8/13 3 men 8 hours each= 24 total hours
Tues. 8/14 2 men 4 hours each= 8 total hours

Total Man hours is 180 at \$85/hour= \$15,300.00

Please issue a change order for this amount.

Thank you,

Andrew Gordon
AG Services, Inc.

From: Andrew Gordon adgordon@comcast.net
Subject: Park Ridge Library Phase 3 Extra Work
Date: October 17, 2018 at 12:41 PM
To: Pete Schipma pschipma@csofi.com, saltenburg@csofi.com



As agreed we removed all book shelves, tables, chairs, desks, cubbies, and misc. furniture left behind by the library on a time and material basis. Please find a detailed list of man hours below. I will include this in my October billing which I will submit before the end of this week. Thank you.

Tues. 10/9- 1 man 4 hours and 2 men 8 hours each= 20 total hours
Wed. 10/10- 3 men 8 hours each= 24 total hours and 1 30 yard dumpster
Thurs. 10/11- 4 men 8 hours each= 32 total hours and 1 30 yard dumpster
Fri. 10/12- 4 men 8 hours each= 32 total hours
Wed. 10/17- 3 men 1 hour each= 3 total hours

Total man hours is 111 at \$85/hour=\$9,435
2 30 yard dumpsters @ \$400/per= \$800

Total of Phase 3 Extra Work is \$10,235

Please issue a change order at your earliest convenience. Thank you.

Andrew Gordon
AG Services, Inc.

CONSTRUCTION SOLUTIONS OF ILLINOIS, INC.
1 2540 S. HOLIDAY DRIVE UNIT D
ALSIP, ILLINOIS 60803
708-239-0001
708-239-0006 FAX

PROJECT:
Interior Renovations
Park Ridge Library

OWNER:
Park Ridge Library
20 South Prospect Avenue
Park Ridge, IL 60068

ARCHITECT:
Studio GC Architecture
223 West Jackson Blvd, 1200
Chicago, IL 60606

Change Order Proposal No. 38

Date: January 15, 2019

Description of Changes are as follows:

Provide additional electrical work at first floor areas per layout changes (See Attached)

TOTAL: \$2,594.00

*****Additional Performance Bond and Overhead & Profit Charges will apply if not taken from Allowance*****

Note: -----
-The above proposals do not include any work not itemized above and attached herein; - No premium time labor is included
- Any Proposed work is void if circumstances have changes that affect pricing when approval has been provided.
-Proposal valid for 7 days; - All quotations are lump sum proposals only

Total time adjustment: n/a

Peter M. Schipma
Construction Solutions of Illinois, Inc.

Accepted by: Heidi L Smith

From: Sean Altenburg saltenburg@csofi.com
Subject: Fwd: PARK RIDGE LIBRARY EXTRAS
Date: January 14, 2019 at 1:32 PM
To: pschipma@csofi.com



Pete,

Can you be sure to formalize this CO and send to Carl. Call me with question please.
Thanks

Sean Altenburg
Construction Solutions
Phone mobile (708)-288-6705

Begin forwarded message:

From: Joe Quick <jdq1962@gmail.com>
Date: January 11, 2019 at 5:18:37 PM CST
To: Sean Altenburg <saltenburg@csofi.com>
Subject: PARK RIDGE LIBRARY EXTRAS

1. Provide 6 led low profile cans \$ 480
2. Provide raceway and install 2 outlets
in workroom.
3hrs @ 110 per material \$90
420 x 10% = \$464
3. Provide 2 circuits for office furniture
4 hrs @ 110 per. material. \$80
520 x 10% = \$572
4. Security gate feeds
8hrs @ 110 per material \$100
980x10% = \$1078

CONSTRUCTION SOLUTIONS OF ILLINOIS, INC.

12540 S. HOLIDAY DRIVE UNIT D

ALSIP, ILLINOIS 60803

708-239-0001

708-239-0006 FAX

PROJECT:

Interior Renovations
Park Ridge Library

OWNER:

Park Ridge Library
20 South Prospect Avenue
Park Ridge, IL 60068

ARCHITECT:

Studio GC Architecture
223 West Jackson Blvd, 1200
Chicago, IL 60606

Change Order Proposal No. 47-REV2

Date: February 14, 2020

Description of Changes are as follows:

Provide credit to eliminate two averaging thermostats. (See Attached)

TOTAL CREDIT: \$1,105.00

*****Additional Performance Bond and Overhead & Profit Charges will apply if not taken from Allowance*****

Note: -The above proposals do not include any work not itemized above and attached herein; - No premium time labor is included
- Any Proposed work is void if circumstances have changes that affect pricing when approval has been provided.
- Proposal valid for 7 days; - All quotations are lump sum proposals only

Total time adjustment: n/a


Construction Solutions of Illinois, Inc.

Accepted by: Heidi L Smith

1734 E. Cass Street
Joliet, Illinois 60432-2766

CRYER & OLSEN MECHANICAL, INC.
PROCESS PIPING - PLUMBING - HEATING
INDUSTRIAL - COMMERCIAL - RESIDENTIAL
24-HOUR EMERGENCY SERVICE

Phone: (815) 723-1332
Fax: (815) 723-1639

COR # 9 REV

March 13, 2019

Construction Solutions
Attn: Pete
Project: Park Ridge Library
Re: Credit for 2 stat's

Credit for 2 averaging thermostats (not applicable for pneumatic) as requested

Material 2 @ \$175
Labor 3.5 hr @ \$ 120

~~\$ 350.00~~
~~\$ 420.00~~
685
+420
Revised ←

TOTAL REQUESTED FOR COR: - ~~\$ 770.00~~

CREDIT \$ 1,105.00

Augustine J. Cryer

Signed

3-13-19
Dated

Owners Representative - Accepted

Dated



Sean Altenburg <saltenburg@csofi.com>

FW: Quote request

Wayne Brouwer <wayne@aqihvac.com>
To: Sean Altenburg <saltenburg@csofi.com>

Mon, Jan 27, 2020 at 10:11 AM

From: Mike Romano <mike.romanco@cypressenvirosystems.com>
Sent: Friday, January 24, 2020 3:19 PM
To: Wayne Brouwer <wayne@aqihvac.com>
Subject: Fwd: Quote request

Hi Wayne,

The price for 2 (two) WPT-800-T2DP is \$329.99 each x 2 = \$659.98. Plus S&H at \$25.

Grand Total = \$684.98.

Thanks,

Mike

Michael Romano
Senior Sales Director
Cypress Envirosystems, Inc.
Midwest Office: Naperville, Illinois

C: (630)-388-8938

Email: Mike.Romanco@cypressenvirosystems.com

www.cypressenvirosystems.com



----- Forwarded message -----
From: <david.roberts@cypressenvirosystems.com>
Date: Fri, Jan 24, 2020 at 1:52 PM

Subject: Quote request
To: Michael Romano <mike.romanco@cypressenvirosystems.com>

Mike,

Can you quote Wayne for 2 WPT-800-T2DP?

<https://cypressenvirosystemshelp.zendesk.com/agent/tickets/175>

Air Quality

Park Ridge Library

2 WPT-

Wayne

wayne@aqihvac.com

815-693-5276

Regards,

David K. Roberts

Vice President

Cypress Envirosystems

415-686-5596

david.roberts@cypressenvirosystems.com

www.cypressenvirosystems.com

CONSTRUCTION SOLUTIONS OF ILLINOIS, INC.
1 2540 S. HOLIDAY DRIVE UNIT D
ALSIP, ILLINOIS 60803
708-239-0001
708-239-0006 FAX

PROJECT:
Interior Renovations
Park Ridge Library

OWNER:
Park Ridge Library
20 South Prospect Avenue
Park Ridge, IL 60068

ARCHITECT:
Studio GC Architecture
223 West Jackson Blvd, 1200
Chicago, IL 60606

Change Order Proposal No. 48

Date: March 19, 2019

Description of Changes are as follows:

Provide credit to eliminate window film at second and third floor windows (See Attached)

TOTAL CREDIT: \$7,220.00

*****Additional Performance Bond and Overhead & Profit Charges will apply if not taken from Allowance*****

Note: -----
-The above proposals do not include any work not itemized above and attached herein; - No premium time labor is included
- Any Proposed work is void if circumstances have changes that affect pricing when approval has been provided.
-Proposal valid for 7 days; - All quotations are lump sum proposals only

Total time adjustment: n/a

Peter M. Schipma
Construction Solutions of Illinois, Inc.

Accepted by: Heidi L Smith



RESIDENTIAL/COMMERCIAL

**P.O. Box 812
Wauconda, IL 60084
847-516-3951
Fax 847-516-3943
Lake Forest 847-295-9211**

Page 1 of 1 Page(s)	
INVOICE #	
ESTIMATE DATE	03/19/2019
ESTIMATE TIME	8-9
INSTALL DATE	
INSTALL TIME	

◇ BILL TO CUSTOMER / JOB SITE					◇ BILL TO CONTRACTOR				
Name	PARK RIDGE LIBRARY				Company	CONSTRUCTION SOLUTIONS			
Contact					Contact	SEAN ALTENBURG			
Address	20 PROSPECT AVE				Address				
City	PARK RIDGE	State	IL	Zip	60068	City		State	Zip
Phone			Ext			Phone			Ext
Fax			Cell			Fax			Cell

#	N/S/E/W	Area / Description	# Of Panes	Width Inches	X	Height Inches	Ladder/Scaffolding	Film Type
1		OFFICE 207	1	52	X	164	14	ACID ETCH
2					X			
3		READER SERICE	6	30	X	14		
4			3	60	X	14	8	
5		\$590.00			X			
6		TEN LOFT	4	37	X	28		SH2FGCL
7			2	56	X	28		
8			1	59	X	28		
9			2	29	X	28	33	
10					X			
11		MEDIA LAB	6	41	X	76	40	
12					X			
13		STUDY ROOM 5	3	31	X	55	15	
14					X			
15		\$6,630.00			X			
16					X			
17					X			
18					X			
19					X			

TOTAL COST

FILM TYPES OFFERED		FRAME TYPE	<ul style="list-style-type: none"> ◇ Wood ◇ Steel ◇ Aluminum ◇ Vinyl ◇ Rubber Gasket ◇ Caulk ◇ Paint/Stain ◇ Other _____ 	GLASS TYPE	<ul style="list-style-type: none"> ◇ Clear ◇ Single Pane ◇ Insulated ◇ Laminated ◇ Tempered ◇ Reflective ◇ Tinted ◇ Low-E ◇ Other _____
ACID ETCH / SH2FGCL					
<input type="checkbox"/> Yellow Pages <input type="checkbox"/> Personal Referral <input type="checkbox"/> Ad <input type="checkbox"/> Designer <input type="checkbox"/> Contractor <input type="checkbox"/> Previous Customer					

TAX EXEMPT YES TAX EXEMPT NUMBER:

PAYMENT TERMS: PAYMENT DUE WITHIN 30 DAYS OF INSTALLATION

If payment is not received within 30 days of the installation date service charges on the total balance due will be as follows: 30 days past due, 3% charge 60 days past due, 6% charge and 90 days past due, 9% service charge.	TOTAL DUE		\$
	DEPOSIT 1/3 UPON SIGNING		\$
	BALANCE DUE		\$
	DEPOSIT	CK#	BALANCE

NO VERBAL ORDERS RECGONIZED, THIS ESTIMATE IS GOOD FOR 90 DAYS FROM THE ESTIMATE DATE

All materials are guaranteed to be as specified. All work is to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specification including extra costs (**materials and labor**) will be executed only upon written orders and will become an extra charge over and above the estimate. All agree Sullivan's Window Tinting is not responsible for delays to the above agreed work due to strikes, accidents, acts of nature or delays beyond our control. Property owner and or customer to carry fire, tornado and other necessary insurance on above said job site.

Authorized Dealer Signature

PROPOSAL ACCEPTANCE

The above prices, specifications and conditions are satisfactory and are hereby accepted. The below signature authorizes Sullivan's Window Tinting to complete the installation described above and has approved the film type(s) and understands that any future changes to the film type(s) will incur a charge for removal and replacement. Payment will be made as indicated above in the Payment Terms section and understands service charges will be incurred if payment is not made according to the payment terms.

Signature _____ Title _____
Date _____ Line(s) to be completed _____

AUTHORIZATION OF WORK COMPLETION

By signing below I hereby agree that all work designated to be completed has been installed to my satisfaction and authorize payment to be made to Sullivan's Window Tinting.

The following line(s) and /or windowpanes _____ were not completed. The line(s) will be completed at a later date.

Signature _____ Title _____
Date of Acceptance _____

CONSTRUCTION SOLUTIONS OF ILLINOIS, INC.
1 2540 S. HOLIDAY DRIVE UNIT D
ALSIP, ILLINOIS 60803
708-239-0001
708-239-0006 FAX

PROJECT:
Interior Renovations
Park Ridge Library

OWNER:
Park Ridge Library
20 South Prospect Avenue
Park Ridge, IL 60068

ARCHITECT:
Studio GC Architecture
223 West Jackson Blvd, 1200
Chicago, IL 60606

Change Order Proposal No. 50

Date: May 15, 2019

Description of Changes are as follows:

Provide credit to leave third floor bathroom tile work as installed (SEE ATTACHED)

TOTAL: \$1,691.00

Note: -----
-The above proposals do not include any work not itemized above and attached herein; - No premium time labor is included
- Any Proposed work is void if circumstances have changes that affect pricing when approval has been provided.
-Proposal valid for 7 days; - All quotations are lump sum proposals only

Total time adjustment: n/a

Peter M. Schipma
Construction Solutions of Illinois, Inc.

Accepted by: Heidi L Smith

From: Jay Hoots jay@pinnacleflooringcompany.com 
Subject: park Ridge Library 3rd floor bathroom
Date: May 9, 2019 at 3:57 PM
To: Pete Schipma - CSI pschipma@csofi.com



Pete,

We would offer the following credit:

2 man days of labor - $\$91 \times 16 = \$1,456.00$

Setting material - \$32.00

Grout - \$18.00

Tile - \$185.00

Total Credit - \$1,691.00



Jay Hoots
18522 81st Ave. ****NEW ADDRESS****
Tinley Park, IL 60487
P: 708-712-2410
C: 630-669-5026

CONSTRUCTION SOLUTIONS OF ILLINOIS, INC.
1 2540 S. HOLIDAY DRIVE UNIT D
ALSIP, ILLINOIS 60803
708-239-0001
708-239-0006 FAX

PROJECT:
Interior Renovations
Park Ridge Library

OWNER:
Park Ridge Library
20 South Prospect Avenue
Park Ridge, IL 60068

ARCHITECT:
Studio GC Architecture
223 West Jackson Blvd, 1200
Chicago, IL 60606

Change Order Proposal No. 52

Date: 2-14-2020

Description of Changes are as follows:

Provide credit to eliminate final fire alarm programming from contract.

TOTAL CREDIT: -\$440.00

Note: -----
-The above proposals do not include any work not itemized above and attached herein; - No premium time labor is included
- Any Proposed work is void if circumstances have changes that affect pricing when approval has been provided.
-Proposal valid for 7 days; - All quotations are lump sum proposals only

Total time adjustment: n/a

Peter M. Schipma
Construction Solutions of Illinois, Inc.

Accepted by: Heidi L Smith

CONSTRUCTION SOLUTIONS OF ILLINOIS, INC.
1 2540 S. HOLIDAY DRIVE UNIT D
ALSIP, ILLINOIS 60803
708-239-0001
708-239-0006 FAX

PROJECT:
Interior Renovations
Park Ridge Library

OWNER:
Park Ridge Library
20 South Prospect Avenue
Park Ridge, IL 60068

ARCHITECT:
Studio GC Architecture
223 West Jackson Blvd, 1200
Chicago, IL 60606

Change Order Proposal No. 53

Date: 5-11-2020

Description of Changes are as follows:

Provide credit to eliminate Timer at Children's Services and (1) motion sensor from contract.

TOTAL CREDIT: -\$2,050.00

Note: -----
-The above proposals do not include any work not itemized above and attached herein; - No premium time labor is included
- Any Proposed work is void if circumstances have changes that affect pricing when approval has been provided.
-Proposal valid for 7 days; - All quotations are lump sum proposals only

Total time adjustment: n/a

Peter M. Schipma
Construction Solutions of Illinois, Inc.

Accepted by: Heidi L Smith

From: Sean Altenburg saltenburg@csofi.com
Subject: Fwd: Park Ridge Library
Date: May 6, 2020 at 3:25 PM
To: pschipma@csofi.com



Pete,

We have to send this in to Darren for credit for the library.

Sean Altenburg
Construction Solutions
Phone mobile (708)-288-6705

Begin forwarded message:

From: Joe Quick <jdq1962@gmail.com>
Date: May 6, 2020 at 11:05:00 AM CDT
To: Sean Altenburg <saltenburg@csofi.com>
Subject: Park Ridge Library

Credits

Timer Children Services \$1800

Motion sesnor \$250



223 W. Jackson Blvd., Suite 1200
Chicago, IL 60606
Phone: 312-253-3400
Fax: 312-253-3401

Certificate for Payment

Owner: Park Ridge Public Library
20 S. Prospect Avenue
Park Ridge, IL 60068

Certificate No.: G-007

Project: Renovations and Remodeling

Period to: 1/20/20

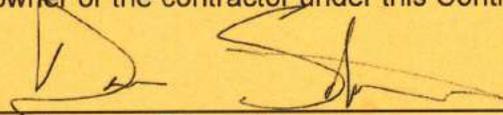
**Architect's
Project No.:** 16085A

Based upon our observations at the site and on the data comprising the Contractor's Application for Payment, the work has progressed to the point indicated on the Application for Payment and, to the best of our knowledge, information and belief, the Work covered by this Application for Payment is in accordance with the Contract Documents, and that all amounts shown as due are due and owing to the named contractor/subcontractor(s). We, therefore, recommend payment be made to **Construction Solutions of Illinois, Inc.** in the amount **highlighted below.**

Contract Summary:

Original Contract Amount	\$ 1,162,723.00
Net Change by Change Orders	\$ 352,861.06
Contract Sum to Date	\$ 1,515,584.06
Total Completed and Stored to Date	\$ 1,483,461.56
Less Retainage	\$ 5,712.00
Total Earned Less Retainage	\$ 1,477,749.56
Less Previous Certificates for Payment	\$ 1,335,115.56
Current Payment Due (Amount Certified)	\$ 142,634.00
Balance to Finish, Plus Retainage	\$ 37,834.50

This Certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the owner or the contractor under this Contract.

StudioGC, by  Date: 1/30/20
Darren Schretter



223 W. Jackson Blvd., Suite 1200
Chicago, IL 60606
Phone: 312-253-3400

Heidi L Smith

6/22/2020

Final Certificate for Payment

Owner: Park Ridge Public Library
20 S. Prospect Avenue
Park Ridge, IL 60068

Certificate No.: G-008

Project: Renovations and Remodeling

Period to: 6/18/20

**Architect's
Project No.:** 16085A

Based upon our observations at the site and on the data comprising the Contractor's Application for Payment, the work has progressed to the point indicated on the Application for Payment and, to the best of our knowledge, information and belief, the Work covered by this Application for Payment is in accordance with the Contract Documents, and that all amounts shown as due are due and owing to the named contractor/subcontractor(s). We, therefore, recommend **final** payment be made to **Construction Solutions of Illinois, Inc.** in the amount **highlighted below.**

Contract Summary:

Original Contract Amount	\$ 1,162,723.00
Net Change by Change Orders	\$ 342,438.56
Contract Sum to Date	\$ 1,505,161.56
Total Completed and Stored to Date	\$ 1,505,161.56
Less Retainage	\$ 0.00
Total Earned Less Retainage	\$ 1,505,161.56
Less Previous Certificates for Payment	\$ 1,477,749.56
Current Payment Due (Amount Certified)	\$ 27,412.00
Balance to Finish, Plus Retainage	\$ 0.00

This Certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the owner or the contractor under this Contract.

StudioGC, by

Darren Schretter

Date: 6/19/20

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF TWO

PAGES

TO OWNER: Park Ridge Library
20 South Prospect Avenue
Park Ridge, IL 60068

PROJECT: Interior Renovations
Park Ridge Library

APPLICATION NO: #08-FINAL

Distribution to:

OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR:
Construction Solutions of Illinois, Inc.
12540 South Holiday Drive, Unit D
Alsip, Illinois 60803

VIA ARCHITECT: Studio GC, Inc.
223 W Jackson Boulevard
Suite 1200
Chicago, IL 60606

Period To: 06-18-2020

PROJECT NOS:

CONTRACT FOR: General Contracting

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$	1,162,723.00
2. Net change by Change Orders	\$	342,438.56
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	1,505,161.56
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	1,505,161.56
5. RETAINAGE:		
a. 0 % of Completed Work (Column D + E on G703)	\$	0.00
b. 0 % of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	1,505,161.56
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	1,477,749.56
8. CURRENT PAYMENT DUE	\$	27,412.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	0.00

CONTRACTOR:

By: Petar W. Schijma Date: June 18, 2020

State of: Illinois County of: Cook
Subscribed and sworn to before me this 18th day of June 2020
Notary Public:
My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$352,861.06	\$0.00
Total approved this Month	\$0.00	\$10,422.50
TOTALS	\$352,861.06	\$10,422.50
NET CHANGES by Change Order	\$342,438.56	

AIA DOCUMENT G702 APPLICATION AND CERTIFICATION FOR PAYMENT - 1992 EDITION - AIA - ©1992

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Owner Park Ridge Library
 20 South Prospect Avenue
 Park Ridge, IL 60068

CONTINUATION SHEET

Application No. #08
 Application Date: 06/18/20
 Period To: 06/18/20

Architect: Studio GC, Inc.
 223 W. Jackson Boulevard
 Suite 1200
 Chicago, IL 60608

Project Interior Renovations
 Park Ridge Library

Page: 2 of 3

A ITEM NOS.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE	H BALANCE TO FINISH	I RETAINAGE	
			FROM PREVIOUS APPLICATION	THIS PERIOD					
1	Demolition <i>AG Services</i>	\$117,735.00	\$117,735.00	\$0.00	\$0.00	\$117,735.00	100%	\$0.00	\$0.00
2	Masonry <i>Construction Solutions</i>	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100%	\$0.00	\$0.00
3	Steel Fabrication <i>Guardian Construction</i>	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100%	\$0.00	\$0.00
4	Carpentry <i>KDM Construction</i>	\$47,150.00	\$47,150.00	\$0.00	\$0.00	\$47,150.00	100%	\$0.00	\$0.00
5	HM/Doors/HDW <i>Lalorce, Inc.</i>	\$44,353.75	\$44,353.75	\$0.00	\$0.00	\$44,353.75	100%	\$0.00	\$0.00
6	Glass & Glazing <i>D&M Architectural</i>	\$48,157.00	\$48,157.00	\$0.00	\$0.00	\$48,157.00	100%	\$0.00	\$0.00
7	M.S. & Drywall <i>KDM Construction</i>	\$182,620.00	\$182,620.00	\$0.00	\$0.00	\$182,620.00	100%	\$0.00	\$0.00
8	Acoustical Tile <i>KDM Construction</i>	\$21,561.00	\$21,561.00	\$0.00	\$0.00	\$21,561.00	100%	\$0.00	\$0.00
9	Flooring <i>Pinnacle Flooring</i>	\$278,520.00	\$278,520.00	\$0.00	\$0.00	\$278,520.00	100%	\$0.00	\$0.00
10	Painting <i>Nedrow Decorating</i>	\$41,567.24	\$41,567.24	\$0.00	\$0.00	\$41,567.24	100%	\$0.00	\$0.00
11	Toilet Partitions & Acc Commercial Specialties	\$6,937.00	\$6,937.00	\$0.00	\$0.00	\$6,937.00	100%	\$0.00	\$0.00
12	Millwork/Casework <i>Heartland Cabinets</i>	\$18,782.00	\$18,782.00	\$0.00	\$0.00	\$18,782.00	100%	\$0.00	\$0.00
13	3 Form Panels <i>Construction Solutions</i>	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100%	\$0.00	\$0.00
14	HVAC <i>Cryer Olson</i>	\$83,539.80	\$83,539.80	\$0.00	\$0.00	\$83,539.80	100%	\$0.00	\$0.00
15	Plumbing <i>Cryer Olson</i>	\$74,188.00	\$74,188.00	\$0.00	\$0.00	\$74,188.00	100%	\$0.00	\$0.00
16	Electric <i>Quick Electric</i>	\$316,052.00	\$316,052.00	\$0.00	\$0.00	\$316,052.00	100%	\$0.00	\$0.00
17	Window Shades <i>Construction Solutions</i>	\$32,059.00	\$32,059.00	\$0.00	\$0.00	\$32,059.00	100%	\$0.00	\$0.00

Owner Park Ridge Library
 20 South Prospect Avenue
 Park Ridge, IL 60068

CONTINUATION SHEET

Application No. #08
 Application Date: 06/18/20
 Period To: 06/18/20

Architect: Studio GC, Inc
 223 W. Jackson Boulevard
 Suite 1200
 Chicago, IL 60606

Project Interior Renovations
 Park Ridge Library

Page: 3 of 3

A ITEM NOS.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE		H BALANCE TO FINISH	I RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD					
18	Contingency Allowance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00
19	Mobilization	\$18,500.00	\$18,500.00	\$0.00	\$0.00	\$18,500.00	100%	\$0.00	\$0.00
20	Insurance	\$14,000.00	\$14,000.00	\$0.00	\$0.00	\$14,000.00	100%	\$0.00	\$0.00
21	General Conditions	\$39,185.00	\$39,185.00	\$0.00	\$0.00	\$39,185.00	100%	\$0.00	\$0.00
22	Bond	\$33,830.00	\$33,830.00	\$0.00	\$0.00	\$33,830.00	100%	\$0.00	\$0.00
23	Overhead & Profit	\$61,424.77	\$39,724.71	\$21,700.06	\$0.00	\$61,424.77	100%	\$0.00	\$0.00
24	Total:	\$1,505,161.56	\$1,483,461.50	\$21,700.06	\$0.00	\$1,505,161.56	100%	\$0.00	\$0.00

STATE OF ILLINOIS

FINAL WAIVER OF LIEN

COUNTY OF COOK

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Park Ridge Public Library
to furnish General Contracting
for the premises known as Park Ridge Public Library
of which Park Ridge Public Library is the Owner.

THE undersigned, for and in consideration of Twenty-Seven Thousand Four Hundred Twelve
\$27,412.00 Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to
mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the materials,
fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the Owner,
on account of all labor, services, material, fixtures, apparatus or machinery, furnished to this date by the undersigned for the
above-described premises, INCLUDING EXTRAS.*

DATE: 6/18/20 COMPANY NAME Construction Solutions of Illinois, Inc.
ADDRESS 12540 S. Holiday Drive, Unit "D", Alsip, IL

SIGNATURE AND TITLE Peter M. Schipma PRESIDENT
*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

STATE OF ILLINOIS

CONTRACTOR'S AFFIDAVIT

COUNTY OF COOK

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) Peter Schipma BEING DULY SWORN, DEPOSES
AND SAYS THAT HE OR SHE IS (POSITION) President OF Construction Solutions of Illinois, Inc.
WHO IS THE CONTRACTOR FURNISHING General Contracting WORK ON THE BUILDING LOCATED AT
Park Ridge Public Library
OWNED BY Park Ridge Public Library

That the total amount of the contract including extras* is: \$1,505,161.56 on which he or she has received payment of
\$1,477,749.56 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no
claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have
furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for
material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and
material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	Contract Price	Amount Paid	This Payment	Balance Due
All materials and equipment taken from fully paid stock and delivered to jobsite by our own trucks					
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE					

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor, or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE: 6/18/20 SIGNATURE: Peter M. Schipma
SUBSCRIBED AND SWORN TO BEFORE ME THIS 18th DAY OF June-20

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.



Memorandum

Memo Date: July 10, 2020
From: Heidi Smith
Meeting Type: Budget & Finance Committee of the Whole
Meeting Date: July 14, 2020
Action Requested: For Approval
Subject: FY20 Operating Budget Transfer

Background:

Library administration developed the following proposed budget transfer for the FY20 Operating Budget transfer for the Board's consideration.

FY20 BUDGET TRANSFERS

Account Description (expense unless noted)	Revised	Adjustment	Modified	Note
Administration Regular Salaries	\$ 375,797	\$ -2,533	\$ 373,264	1
Unemployment	\$ 9,000	\$ 2,533	\$ 11,533	

Notes:

1. Previous transfer was insufficient for total unemployment claim payments. Note: \$32,837 available budget in Administration Salaries at year end.

Recommendation:

I recommend the Board approve the FY20 Operating Budget Transfer as proposed.

Suggested motion:

Approve a budget transfer in the FY20 Operating Budget for \$2,533 for added Unemployment costs.

MINUTES
PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Communications and Development Committee of the Whole Meeting of the Board of Trustees held in
3rd Floor Meeting Room – March 10, 2020 at 7:59 p.m.

CALL TO ORDER

Vice-President Rapisand called the meeting to order at 7:59 p.m.

ROLL CALL

Trustees Present: Lauren Rapisand, Vice-President; Stevan Dobrilovic, Treasurer; Joshua Kiem, Secretary;
Karen Burkum, Alexandra Hanba, Patrick Lamb, Michael Reardon, David Somheil

By Phone: Gareth Kennedy, President;

Others Present: Heidi Smith, Library Director; Alyson Doubek, Library staff; Alderman Charlie Melidosian,
City Council Liaison

MINUTES

Trustee Somheil made a

MOTION: to approve the minutes of July 9, 2019

Trustee Lamb seconded the motion.

Voice Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Kiem, Lamb, Rapisand, Reardon, Somheil

Motion passed.

LIBRARY AWARD POLICY

Director Smith is proposing a change to the previous schedule for the Annual Library Award. In reviewing with the marketing team and Vice-President Rapisand, the idea is to solicit nominations during Library week. It was thought that there may be an opportunity to garner greater community interest by shifting the schedule. The proposal calls for the award to be presented at the June Board meeting.

Trustee Burkum made a

MOTION: to approve the revisions to the Library Award policy

Trustee Hanba seconded the motion.

Voice Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Kiem, Lamb, Rapisand, Reardon, Somheil

Motion passed.

OTHER BUSINESS

Secretary Kiem requested an update on the community interviews for the Library's strategic plan. Director Smith reported that the interviews are going well. As anticipated, trends are emerging in the feedback. Focus on momentum, keeping staff energy high – many are volunteering to conduct interviews. More information will be provided in Director's monthly report.

ADJOURNMENT

Hearing no objections, the meeting was adjourned at 8:04 p.m.



Park Ridge Public Library

ANNUAL REPORT

2019-2020



OUR VISION

The Vision of the Park Ridge Public Library is to be a community resource that dynamically provides relevant materials and stimulating programs, accomplished through a friendly and professional staff in an enhanced building with reliable and accessible technology.

relevant

enlightenment

community

information

stimulating

recreation

OUR MISSION

The Mission of the Park Ridge Public Library is to provide the community with access to information, recreation and enlightenment by providing and promoting materials, programs and services.

PARK RIDGE PUBLIC LIBRARY ANNUAL REPORT

FISCAL YEAR 2020
May 1, 2019 - April 30, 2020

Presented by

Heidi Smith
Library Director

Laura Scott
Adult Services Manager

John Priala
Facility Manager

Alyson Doubek
Finance Manager

Anastasia Rachmaciej
Patron Services Manager

Gretchen Kottkamp
Technical Services Manager

Staci Greenwald
Youth Services Manager

Approved by Library Board of Trustees

President Gareth Kennedy

Vice-President Lauren Rapisand

Treasurer Stevan Dobrilovic

Secretary Joshua Kiem

Karen Burkum

Alexandra Hanba

Patrick Lamb

Michael Reardon

David Somheil

MESSAGE FROM THE DIRECTOR

2020 has been quite a year.

As we settled back into Library spaces after our renovation, we experienced first-hand that updating a physical space is about more than just new walls, furniture and fresh paint. It meant an opportunity to reimagine how we deliver services in these spaces. It meant we could make the entire space within the Library a custom fit to Park Ridge's needs, from establishing a space to get creative with hands-on projects to choosing new interactive features in the Children's play space. It also meant it was time to hear from you where we go from here.

During the last 6 weeks of the 2020 fiscal year, the Library building was closed in response to the COVID-19 pandemic. During that time, we began plans for how spaces might need to be augmented further to serve in our new reality along with different ways of providing existing and new services.

Throughout the year, we learned from patrons' suggestions and feedback on how to make the Library more comfortable, more accessible and more helpful, including the best approach to using the new check-out stations. The renovation to the building was completed, but we aren't finished building on our ideas and your input to make your library experience better and effective in the years to come.

New Spaces, New Ways of Thinking

The Studio, our new makerspace, opened and we got creative with pop-up programs and small group classes from tote-bag screenprinting to fingerknitting. Our 65-inch monitor allows for enhanced instruction and demonstration of complex craft projects. This, in addition to a larger Media Lab, has increased access to various technologies and equipment and provided collaborative spaces for creators.



A Community of Readers

Park Ridge has demonstrated year after year that it is a community of readers. Summer Reading Club 2019, "A Universe of Stories," was a stellar success with 3,784 registrants. Teens and adults read almost 3,000 books and kids logged over 70,000 days of reading!

As further evidence, from February to April, we saw a 110% increase of digital checkouts when the Library's services were virtual and print materials temporarily unavailable. We hope these resources provided some escape, relief, hope and any other benefits to be found through reading during this difficult time.

Listening to You—So We Can Plan for the Future

We kicked off our strategic planning process by talking to community groups and surveying cardholders, and got patrons' feedback via our lobby wall Our Hometown banners. We heard from more than 1,000 people in Park Ridge!

In March, the team began interviewing community leaders in Park Ridge in order to learn more about the concerns of the Park Ridge community. The plan will be completed with these valuable perspectives as guidance in summer 2020.

In summary, it's been another big year at the Park Ridge Public Library, and we couldn't have done it without your creativity, patronage, support and feedback. Thank you for another great year, Park Ridge!

Heidi Smith - *Library Director*

HIGHLIGHTS

2020 POPULAR TITLES
Where the Crawdads Sing
Catch and Kill
Guts
Frozen 2
Parasite

- Use of the new checkout stations grew to support **90% of checkouts**
- **The Studio**, our new makerspace, opened and Park Ridge got creative
- Teens and adults read almost 3,000 books and kids logged over **70,000 days of reading**
- During the March/April building closure, **digital checkouts** increased 110%
- We heard from over 1,000 people in response to **Our Hometown** strategic planning interviews and surveys

A COMMUNITY OF SUPPORTERS

We are so grateful for the 60 adult volunteers and 50 teen volunteers who gave their time and talent to the Library this year. In all, they gave us nearly 1,700 hours of their time.

The Friends of the Library continued their generous support of the reading clubs and programs and we can't thank them enough for the positive impact they have on these services.

WE DID THE MATH

Last year, the Library provided Park Ridge an estimated \$11 million of value*. A household that borrows 9 books and movies a month rather than purchasing them saves about \$150; that's over \$1,800 a year.

Calculate how much you saved last year at www.parkridgelibrary.org/about/library-value-calculator

**Values based on the average cost of materials and services originally provided by the Massachusetts Library Association and updated by the Maine State Library.*

MILLIONS OF RESOURCES

- 171,541 books, videos, recordings and more
- 833,984 downloadable books, recordings and videos
- That's over 1 million options, and doesn't include information available in online databases
- Millions of additional items are available through partnerships with 28 other area libraries

WE ARE A COMMUNITY OF READERS

- **24,152** registered borrowers
- **20.36** items borrowed per Park Ridge resident, on average
- **7.6** visits per Park Ridge resident, on average
- **2,354** books read by adults for reading clubs
- **76,433** days kids spent time reading for reading clubs
- **137** reference questions per day among general inquiries
- **4,549** books provided to 74 community book clubs
- **1 out of every 2 items borrowed** are from youth collections
- **182** Homebound patrons served
- **982** Homebound materials loaned

WE ARE A LIBRARY TOWN

- 763,322** items borrowed
- 285,131** visits
- 217,326** virtual visits to parkridgelibrary.org
- 167,435** electronic content uses
- 49,842** reference questions
- 829,569** Wi-Fi sessions
- 21,126** computer sessions
- 12,674** outreach connections
- 15,154** program attendees

2020 CHECKOUTS **763,322**

- Books: **458,766**—60%
- DVD/Blu-ray: **154,831**—20%
- Downloads: **97,900**—13%
- Audio: **31,006**—4%

- Magazines: **5,722**—1%
- Other: **15,097**—2%



FINANCIAL OUTLOOK

At the November 25, 2019 Park Ridge City Council Finance and Budget Committee of the Whole meeting, Board President Gareth Kennedy, Treasurer Stevan Dobrilovic, and Library Director Heidi Smith presented the Library Board's 2019 levy resolution that included significant deficit spending in fiscal year 2021. The goal is to spend down the Library's fund balance funds to a target of six months in annual operating costs in unrestricted reserves. They also shared that the Library planned to update its 5-year forecast in summer 2020 following salary survey results and minimum wage changes.

To maintain FY20-level operations with adjustments due to minimum wage legislation, the 2020 Library Board levy resolution is estimated at this time to be no more than \$4,008,000. This is a 0% increase from the 2019 levy. The Library Board is taking into account the pandemic and its potential effects on the tax levy. In addition, the Library may determine the need for additional deficit spending to approach the 6 month target. A more comprehensive assessment of financial requirements is being developed for the Library Board's 2020 levy resolution.

FY2022 Assumptions for City Services:

The FY21 budget includes the assumption that the City of Park Ridge will continue to provide the following services to Park Ridge Public Library. The Library Board assumes in the Library's FY2022 financial outlook that these will remain unchanged for FY2022.

- Administers and pays employer contributions for IMRF and FICA taxes for each Library employee
- Administers and pays for Library insurance coverage for excess workers compensation, employee accident, public liability (all City board and commissions), and excess liability and property insurance for the Library building and City parking lot adjacent to the Library
- Provides general banking for co-mingled funds in operating account only; provides check printing services and financial accounting software
- Provides general human resources support including maintenance of official personnel records of Library employees
- Processes payroll of Library employees including software licensing fees for payroll software
- Administers employee benefits program including health, dental, vision, life insurance, 457 plans and employee assistant program
- Includes Library in City gas and electric utilities franchise agreements as well as any other benefits the City received to the extent permitted by such franchises and applicable law
- Waives costs for water and sewer services
- Administers and pays for garbage removal
- Maintains City Commons (grounds surrounding Library building) including but not limited to: the drainage system, landscaping, fence and planters
- Provides snow removal services in City parking lot adjacent to the Library and public sidewalks including Library staff parking area
- Provides maintenance, gas and insurance for the Library van (replacement would be purchased by Library)

Note: Changes in service may need to be addressed with a budget transfer/amendment by one or both of the organizations involved.
Additional Notes:

** Fiscal year 2020 financial information remains subject to audit.*

***There are no outstanding liabilities from FY2020.*



PARK RIDGE PUBLIC LIBRARY

CONSOLIDATED YTD REVENUE AND EXPENDITURES

MAY 1, 2019 – APRIL 30, 2020

Total Fund Balance - May 1, 2019 **\$6,068,931 ***

REVENUE ACCOUNTS	BUDGET	REVISED BUDGET	YTD ACTUAL	% RECEIVED
Local Government Taxes	\$2,665,743	\$2,665,743	\$2,594,267	97%
Per Capita State Grant	\$46,850	\$46,850	\$46,850	100%
Other Receipts	\$80,500	\$122,106	\$130,709	107%
Total Revenue	\$2,793,093	\$2,834,699	\$2,771,825	98%

ACCOUNT #	OPERATING ACCOUNTS	BUDGET	REVISED BUDGET	YTD EXPENDITURES	% SPENT
9100	Salaries	\$2,400,000	\$2,390,797	\$2,163,383	90%
9210	Employee Benefits	\$391,410	\$414,223	\$402,943	97%
9317	Data Processing	\$253,000	\$253,000	\$239,558	95%
9321	Building Maintenance	\$145,000	\$145,000	\$91,680	63%
9324	Membership, Recruiting, Training	\$37,500	\$37,500	\$37,535	100%
9351	Equipment Rental	\$24,500	\$24,500	\$7,330	30%
9359	Consulting Services	\$37,000	\$37,000	\$19,485	53%
9360	Public Relations	\$33,600	\$33,600	\$32,924	98%
9385	General Contractural	\$89,500	\$98,950	\$70,688	71%
9425	Special Counsel	\$30,000	\$30,000	\$20,001	67%
9493	Transfer Out	\$75,000	\$0	\$0	0%
9510	Supplies	\$72,000	\$102,183	\$79,928	78%
9540	Library Resources	\$620,350	\$620,350	\$526,900	85%
	Total Operating Budget	\$4,208,860	\$4,187,103	\$3,692,354	88%
	Capital Projects Budget				
9901	Computer Equipment	\$0	\$121,850	\$75,000	62%
9963	Building Repairs	\$100,000	\$431,529	\$370,360	86%
	Total Capital Projects Budget	\$100,000	\$553,379	\$445,360	80%
	Library Gift				
9520	Materials	\$14,000	\$0	\$0	0%
	Total Library Gift Budget	\$14,000	\$0	\$0	0%
	Library Grant				
9360	Per Capita Grant	\$46,850	\$0	\$0	0%
	Total Library Grant Budget	\$46,850	\$0	\$0	0%
	TOTAL OPERATING BUDGET	\$4,369,710	\$4,740,482	\$4,137,714	87%
	TOTAL BUDGET DEFICIT			\$1,365,889 **	

*Reported from 2019 Comprehensive Annual Financial Report City of Park Ridge: Statement of Net Position and Governmental Funds Balance Sheet April 30, 2019.

**Deficit spending planned to reduce unrestricted fund balance.

Note: Year-to-Date budget report as of June 30, 2020; Remains subject to audit.

PARK RIDGE PUBLIC LIBRARY
 LIBRARY TECHNOLOGY REPLACEMENT FUND
 MAY 1, 2019 – APRIL 30, 2020

REVENUE ACCOUNTS	BUDGET	REVISED BUDGET	YTD ACTUAL	% RECEIVED
Interest	\$ -	\$ -	\$ 252	100%
Transfers In	\$ 75,000	\$ 75,000	\$ 75,000	100%
Total Revenue	\$ 75,000	\$ 75,000	\$ 75,252	

ACCOUNT #	OPERATING ACCOUNTS	BUDGET	REVISED BUDGET	YTD EXPENDITURES	% SPENT
952000	Materials	\$ -	\$ 55,230	\$ 39,880	72%
990800	Computer Equipment	\$ 100,000	\$ 170,000	\$ 143,560	84%
	Total Expenses		\$ 225,230.00	\$ 183,440.00	81%



CONSORTIUMS and PARTNERSHIPS

The Park Ridge Public Library is a member of several consortiums and partnerships that expand and enhance our services and resources. Through participation in these partnerships the Library shares the fixed costs of providing those services with other member libraries and also benefits from negotiated discounts beyond what would be extended to an individual library.

Cooperative Computer Services, Inc. (CCS)

CCS is a consortium of 29 public libraries in the former North Suburban Library System that have joined together to provide cost effective online circulation and cataloging services to member libraries. Established in 1975, each member library pays a portion of the cost for these services. CCS staff and the computer center are housed in Arlington Heights and member libraries connect to the circulation system through the Internet. Database management is shared among the member libraries and library users at all 29 libraries may easily view the holdings of other member libraries and automatically request materials from those libraries. The Library Director is a member of the CCS Governing Board and staff serves on advisory groups. Consortia pricing is provided for Novelist Plus and Novelist K-8, a reader's advisory tool.

Reaching Across Illinois Library System (RAILS)

One of two multi-type library systems in Illinois, RAILS is funded by an annual grant from the Illinois State Library. Benefits of membership include delivery and pick up of library materials Monday through Friday including items for Interlibrary Loan and reciprocal borrowing, representation for libraries at the state level, networking and continuing education opportunities, and a discount on the platform fee for RBdigital magazines. RAILS also manages the eREAD Illinois program that provides circulating ebooks for member public libraries. This collection is available to all Park Ridge Library card holders.

Illinois State Library (ISL)

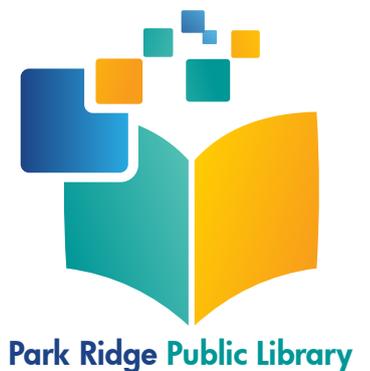
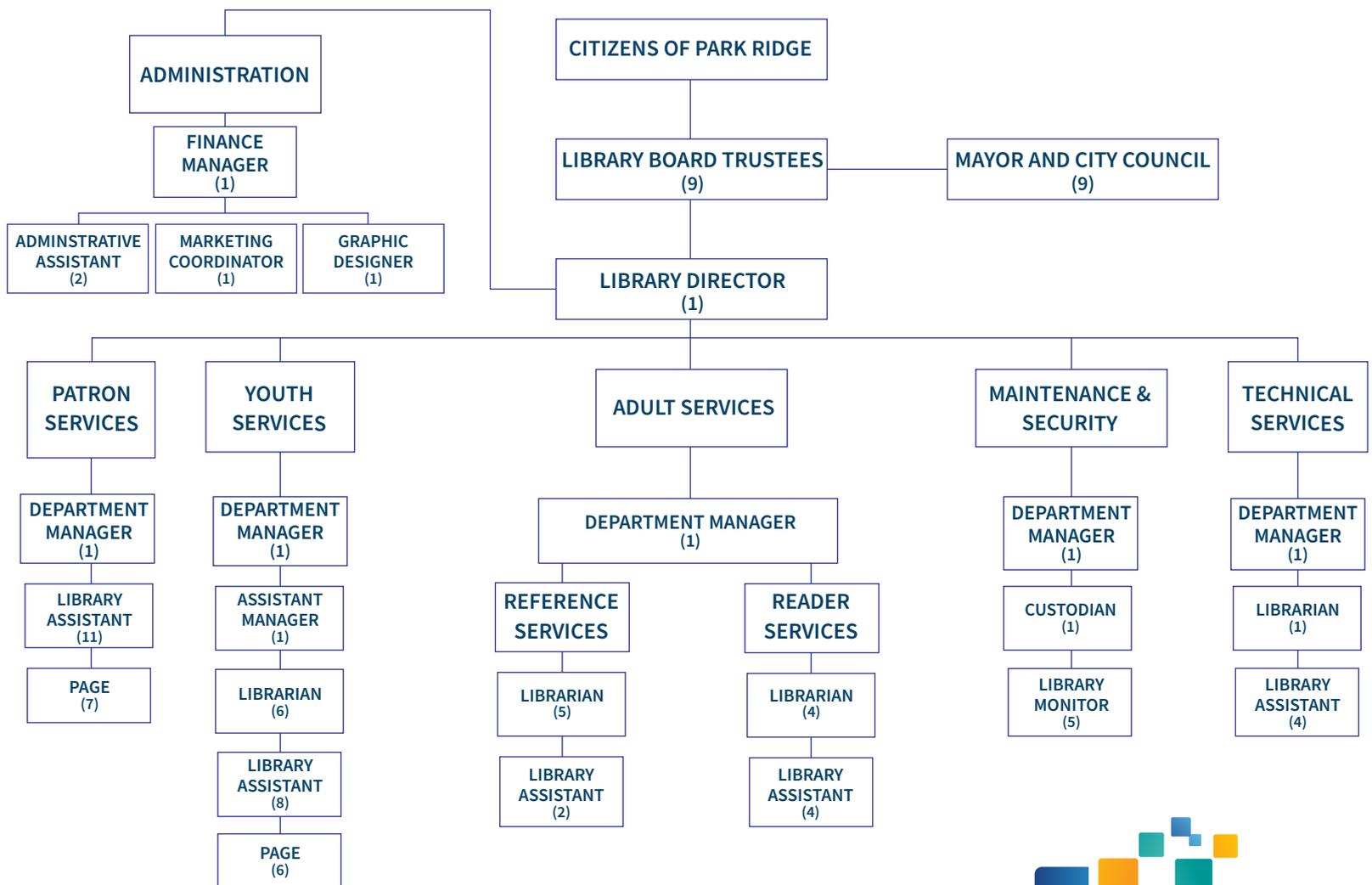
Through the ISL we receive free access to OCLC First Search to access worldwide library collections, and the ISL arranges annual demonstration fairs where librarians can try various online products, many offered at a discounted price. ISL also hosts the Illinois Digital Archives which provides online access to historically significant Illinois materials held by libraries throughout the state including several Park Ridge digitized collections.

North Suburban Digital Consortium (NSDC)

Established in 2004 by the Park Ridge Public Library it is comprised of and funded by eight public libraries. The NSDC was formed to provide Library patrons with a broad collection of easily accessible downloadable materials including audio books, eBooks, and videos. Member libraries make annual contributions toward the purchase of new titles and all orders are coordinated by one of the member libraries on behalf of the consortium.

PARK RIDGE PUBLIC LIBRARY

FISCAL YEAR 2019/20



THANK YOU TO OUR DONORS

Every year the Park Ridge Public Library is able to enhance the quality of its materials and services, thanks to generous donations to our Endowment and Restricted Funds. These gifts come from both individuals and organizations and support the positive things that libraries represent.

The Library would like to acknowledge the following donors who made contributions during the fiscal year, May 1, 2019 through April 30, 2020.

ENDOWMENT AND RESTRICTED FUNDS

Linda Catalano
Christies Carousel of Learning
Rosemary Cox
F Czerwionka-Hartnett
Daughters of the American
Revolution 21st Star Chapter
The Gourmet Book Club c/o
Joan Huening
Mary Seat of Wisdom Church
Kathleen A. Menzer
Michel Trust
Jim and Joan Sandrik
St. Paul of the Cross Social
Service Ministries
Howard M. Salita

OTHER DONATIONS

MBC Book Club
Pagewinners Book Club

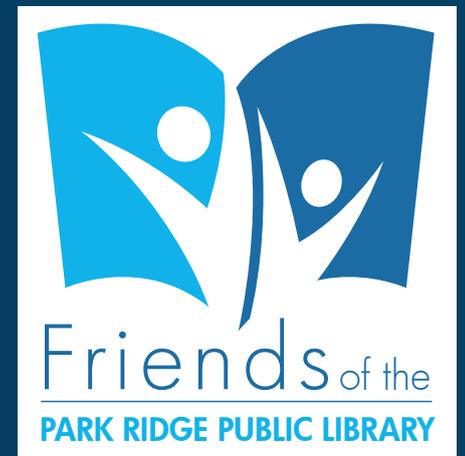
SUMMER READING CLUB PARTNERS

Brunswick Bowl
Century 21 Elm Realtors
Chicago Zoological Society -
Brookfield Zoo

Chili's
Christie's Carousel of Learning
Dairy Queen
Erich Muellner of Century 21 Elm,
Realtors
Friends of the Library
Goldfish Swim School
Habetler Bowling
Holt's
Illinois Railway Museum
Jump Zone Niles
Make Room for Truman
Jamie and Mike O'Hearn
Original Pancake House
Park Ridge Fire Station
Park Ridge Police Department
Pickwick
Pump It Up
Portillo's
The Sandlot
Santa's Village Amusement
and Water Park
Subway

BUY A BRICK

Jeanne Adams
Janice Migon
Shannon O' Conner



Each year, the Friends contribute financial support and volunteer hundreds of hours. We offer our heartfelt thanks for their ongoing support and invite you to become a volunteer.

Check our website for more information.

www.parkridgelibrary.org



Park Ridge Public Library
parkridgelibrary.org



Contact Us



20 S. Prospect Avenue
Park Ridge, Illinois 60068
(847) 825-3123

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2020

PARK RIDGE PUBLIC LIBRARY**IPLAR****IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30532
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0415
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Park Ridge Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	20 South Prospect Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Park Ridge
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60068
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	20 South Prospect Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Park Ridge
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60068
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(847) 825-3123
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(847) 825-0001
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.parkridgelibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Heidi Smith
1.15 Title	Library Director
1.16 Library Director's E-mail	librarydirector@prpl.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	City
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	37,480
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes

1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	05/01/2019
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	04/30/2020
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Heidi Smith
3.5 Telephone Number of Person Preparing Report	847-720-3203
3.6 FAX Number	847-825-0001
3.7 E-Mail Address	librarydirector@prpl.org

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Joshua Kiem
5.6 Trustee Position	Secretary

5.7 Present Term Ends (mm/year)	06/2020
5.8 Telephone Number	847-530-5436
5.9 E-mail Address	jpk60068-library@yahoo.com
5.10 Home Address	720 N. Western Ave., #2
5.11 City	Park Ridge
5.12 State	IL
5.13 Zip Code	60068

Second member

5.5 Name	Alexandra Hanba
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2022
5.8 Telephone Number	773-573-0561
5.9 E-mail Address	ahanba@gmail.com
5.10 Home Address	620 S. Knight Ave.
5.11 City	Park Ridge
5.12 State	IL
5.13 Zip Code	60068

Third member

5.5 Name	Patrick Lamb
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2020
5.8 Telephone Number	847-318-9365
5.9 E-mail Address	plamb@plunkettcrowley.com
5.10 Home Address	920 W. Crescent Ave.
5.11 City	Park Ridge
5.12 State	IL
5.13 Zip Code	60068

Fourth member

5.5 Name	Karen Burkum
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2019
5.8 Telephone Number	773-569-5484
5.9 E-mail Address	Karenbcommunications@gmail.com
5.10 Home Address	401 S. Prospect Ave.
5.11 City	Park Ridge
5.12 State	IL
5.13 Zip Code	60068

Fifth member

5.5 Name	David Somheil
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2022
5.8 Telephone Number	773-800-9655
5.9 E-mail Address	david.somheil@gmail.com
5.10 Home Address	217 N. Knight Ave.
5.11 City	Park Ridge
5.12 State	IL
5.13 Zip Code	60068

Sixth member

5.5 Name	Gareth Kennedy
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2020
5.8 Telephone Number	224-875-0432
5.9 E-mail Address	kennedyg1@gmail.com
5.10 Home Address	300 S. Cumberland Ave.
5.11 City	Park Ridge
5.12 State	IL
5.13 Zip Code	60068

Seventh member

5.5 Name	Michael Reardon
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2021
5.8 Telephone Number	847-518-9538
5.9 E-mail Address	mfreardon@msn.com
5.10 Home Address	430 S. Prospect Ave.
5.11 City	Park Ridge
5.12 State	IL
5.13 Zip Code	60068

Eighth member

5.5 Name	Stevan Dobrilovic
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	06/2021
5.8 Telephone Number	847-696-7747
5.9 E-mail Address	sdobrilovic1@gmail.com
5.10 Home Address	924 W. Crescent Ave.
5.11 City	Park Ridge
5.12 State	IL
5.13 Zip Code	60068

Ninth member

Ninth member

5.5 Name	Lauren Rapisand
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	06/2021
5.8 Telephone Number	773-718-1147
5.9 E-mail Address	laurendrapisand@gmail.com
5.10 Home Address	705 S. Delphia Ave.
5.11 City	Park Ridge
5.12 State	IL
5.13 Zip Code	60068

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	36,040
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	No
6.2b If so, please describe	
6.3a Total Number of Meeting Rooms	2
6.3b Total number of times meeting room(s) used by the public during the fiscal year	45
6.4a Total Number of Study Rooms	5
6.4b Total number of times study room(s) used by the public during the fiscal year	8,684

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [[75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? ¹	\$10,000,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	

7.6 Other**7.7 Provide a general description of the property acquired.****Fiscal Accumulations**

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?

Yes

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.

Fund Balance as of April 30, 2020 was \$4,673,925.90. Funding for Capital projects and operating expenses.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?

No

7.11 IF YES, what is the total amount of the outstanding liabilities?

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only) ²

\$2,531,320

8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?

No

8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes

\$4,141,591

all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$46,850
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$62,946
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$109,796

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$27,125
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$27,125

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$35,190
8.14 Other receipts intended to be used for operating expenditures	\$95,520
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$130,710
8.16 Other non-capital receipts placed in reserve funds	-1 Unknown

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$2,798,951
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Safeguarding of Library Funds

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	Park Ridge Public Library - Proof of Insurance.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,500,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Municipal Corporate Authority

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$2,163,382
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9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$398,766
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$2,562,148

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$250,960
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$222,870
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$93,205
10.3b Please provide an explanation of the other types of material expenditures.	audio/visual resources & microfilm
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$567,035

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$927,689
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$4,056,872

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0

12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	0
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$329,467
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	21	21	\$620.88	609.50
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Library Director	Library Director	\$58.97	37.50
	Adult Services Manager	Adult Services	\$37.18	37.50
	Technical Services Manager	Collection Development Acquisitions	\$42.63	37.50
	Youth Services Manager	Children's Services	\$34.10	37.50

Librarian II	Reference	\$31.81	37.50
Librarian II	Collection Development Acquisitions	\$25.00	37.50
Librarian II	Young Adult Services	\$31.58	37.50
Librarian II	Young Adult Services	\$24.06	37.50
Librarian	Collection Development Acquisitions	\$23.75	24.00
Librarian	Children's Services	\$23.28	37.50
Librarian	Children's Services	\$26.24	20.00
Librarian	Children's Services	\$23.01	6.00
Librarian	Reference	\$30.29	37.50
Librarian	Adult Services	\$24.15	37.50
Librarian	Adult Services	\$23.70	37.50
Librarian	Adult Services	\$25.93	24.00
Librarian	Adult Services	\$25.04	6.00
Librarian	Reference	\$27.41	6.00
Librarian	Reference	\$27.59	24.00
Librarian	Reference	\$27.60	37.50
Librarian	Children's Services	\$27.56	12.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	15.24
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Group A hidden group hours**Group B**

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	¹				
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
	Library Director				

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	15.24

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	837.00
13.14 Minimum hourly rate actually paid	\$12.05

13.15 Maximum hourly rate actually paid	\$33.33
13.16 Total FTE Group C employees (13.13 / 40)	20.93

Group D

This category includes full-time and part-time pages or shelveers.

13.17 Total hours worked in a typical week by all Group D employees	168.00
13.18 Minimum hourly rate actually paid	\$9.25
13.19 Maximum hourly rate actually paid	\$14.40
13.20 Total FTE Group D employees (13.17 / 40)	4.20

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	123.00
13.22 Minimum hourly rate actually paid	\$14.25
13.23 Maximum hourly rate actually paid	\$34.60
13.24 Total FTE Group E employees (13.21 / 40)	3.08
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	28.20
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	43.44

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary							
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary						
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,150
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	3,150
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	45
14.3 Total annual visits/attendance in the library [PLSC 501]	285,131

PROGRAMS & ATTENDANCE (15.1 - 15.17)**Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	289	11,611	-1 Unknown	-1 Unknown
Young Adult	77	858	-1 Unknown	-1 Unknown
Other	174	2,685	70	834
Total	540	15,154	70	834
15.17a Did the library provide any special programming for patrons on the autism spectrum?	No			
15.17b Please describe the programming provided.				

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	16,524
16.2a Total Number of Unexpired Non-resident Users Cards	23
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$2,940.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	16,547
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	137,634
17.2 Current Print Serial Subscriptions [PLSC 460]	253
17.3 Total Print Materials (17.1+17.2)	137,887
17.4 E-books Held at end of the fiscal year [PLSC 451]	424,903
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	13,217
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	375,318
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	20,437
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455] ³	33,763

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by

the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	51
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	64

USE OF RESOURCES (18.1 - 18.17)

Libraries are require by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	289,287
18.2 Number of young adult materials loaned	20,328
18.3 Number of children's materials loaned [PLSC 551]	355,807
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	665,422

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	458,766
18.6 Videos/DVDs- Physical	154,831
18.7 Audios (include music)- Physical	31,006
18.8 Magazines/Periodicals- Physical	5,722
18.9 Other Items- Physical	15,097
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	665,422
18.11 Use of Electronic Materials [PLSC 552]	97,900
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	763,322
18.13 Successful Retrieval of Electronic Information [PLSC 554]	69,535
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	167,435
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	832,857
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	18,275
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	33,085

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	49,842
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One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	84
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	117
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20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	50
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20.3 Is your library's catalog automated?	Yes
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20.4 Is your library's catalog accessible via the web?	Yes
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20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No
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INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b If Other, please specify	100MB symmetrical fiber
21.3 What is the monthly cost of the library's internet access?	\$1,619
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	41
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	21,126
21.6 Wireless Sessions Per Year [PLSC 652]	829,569
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	No
21.9 Number of website visits or sessions to your library website [PLSC 653]	217,326 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	Yes
22.2a If YES, did your library apply for Category 1, Category 2 or both?	Category 2
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	\$27,125
22.3 If NO, why did your library NOT participate in the E-rate program?	

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$31,434
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	1,326.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	The Library closed on March 13, 2020 due to COVID-19 and remains closed at this time. This impacted much of our data.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1 Not Applicable
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Heidi Smith <small>DocuSigned by: C8A0EC61BAD3460...</small>	06/26/2020
President	Gareth Kennedy <small>DocuSigned by: FFD04EAD6FCE442...</small>	6/26/2020
Secretary	Joshua Kiem <small>DocuSigned by: AF98E0A02EAE4B3...</small>	6/26/2020

As revised by
H. Smith
7/1/2020

IPLAR SUBMISSION REMINDERS**Follow these steps for IPLAR submission:**

- 1. Select the "Verify" button located at the top of the screen.**
- 2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.**
- 3. Select the "Submit/Lock" button at the top of the page.**

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, 7.1 Library doesn't own any real estate; Library property and facility is owned by the City. (0-2020-06-26)

², 8.1 Levy reduction to spend accumulated unrestricted funds (0-2020-06-26)

³, 17.6b Downloadables increased significantly this year: Hoopla & Kanopy subscriptions (0-2020-06-26)