



Park Ridge Public Library  
Regular Board Meeting – AGENDA –May 21, 2024 at 7:00 PM

**Meeting Location:**  
City Hall – Council Chambers – 505 Butler Place, Park Ridge, IL 60068

1. Call to Order
2. Roll Call
3. Public Comment on Non-Agenda Items
4. Consent Agenda

\* Items listed below are considered routine by the Library Board and will be enacted by one motion. There will be no discussion of these items unless a Board member so requests, in which event the item will be removed from Consent for further discussion immediately after the Consent Agenda is approved.

- a. Approval of Minutes of the April 16, 2024 Meeting of the Library Board
- b. Ratify Bills Payable-Warrant Register for:

Period 4, April 16, 2024		Period 4, April 30, 2024	
Library Fund Warrants	\$48,431.93	Library Fund Warrants	\$65,361.34
Payroll	\$94,177.57	Payroll	\$93,896.03
Per Capita Grant Fund	\$0.00	Per Capita Grant Fund	\$0.00
North Suburban Digital Consortium	\$37,372.37	North Suburban Digital Consortium	\$6,030.26
<b>Total</b>	<b>\$179,981.87</b>	<b>Total</b>	<b>\$165,287.63</b>

- c. Approve Cash Statement for all accounts for April 2024
- d. Ratify disbursements from the Petty Cash Fund, \$14.99
- e. Ratify disbursements from the Gift Fund, \$425.00
- f. Approve reduction of the color copy charge for library patrons from \$1.00 per page to \$0.50 per page effective immediately
- g. Approve annual CCS consortium member fees of \$56,747.51 and OCLC member fees not to exceed \$15,500 for July 1, 2024 through June 30, 2025.

5. Treasurer’s Report
  - a. Approve the Consolidated Year to Date Revenue and Expenditures Report for April 2024
6. President’s Report
7. Secretary’s Report
8. Library Director's Report
  - a. Statistics
  - b. Narrative
  - c. Value Added Report
9. Friends of the Library Report
10. Unfinished Business
11. New Business
  - a. Approve proposal from Elara Engineering for \$115,500 for HVAC upgrades project
  - b. Approve revisions to the Collection Management Policy, Request for Review of an Item in the Collection Policy, and Gifts Policy.
  - c. Tolling agreement
12. Adjournment

All topics on the Agenda are potential Action Items.

MINUTES

Return to Agenda

PARK RIDGE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees  
Held at the Park Ridge Public Library  
20 S. Prospect Avenue, Park Ridge, IL  
April 16, 2024 at 7:00 p.m.

CALL TO ORDER

Vice President Hanba called the meeting to order at 7:00 p.m.

ROLL CALL

Trustees Present: Anita De Frank, Alexandra Hanba, Vice-President; Josh Kiem, Danielle Powers, Lauren Rapisand, Secretary; Theresa Renaldi, David Somheil, Deepika Thiagarajan, President  
Trustees Present: Deepika Thiagarajan, President, Gregg Rusk, Treasurer  
(via telephone)  
Others Present: Joanna Bertucci, Library Director; Angela Berger Lauren Bochat, John Priala, Laura Scott, Joan Wrenn, Library Staff  
Roxy Poluchowicz, Timothy Brzny, CVI; Christine Nowacki, Louis Kaufman

APPROVAL OF REMOTE ATTENDANCE

As Trustees Rusk and Thiagarajan are attending the meeting remotely, it is necessary that a vote be taken to approve this remote attendance. Vice President Hanba asked the reason for remote attendance and Trustee Thiagarajan stated that she is calling into the meeting due to personal illness and Trustee Rusk stated that he is travelling for business. There being no objection,

Trustee Kiem made a

**MOTION:** to approve the remote attendance of Trustee Thiagarajan and Trustee Rusk  
Secretary Rapisand seconded the motion.

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Somheil

**Motion passed**

PUBLIC COMMENT

No comments were made.

CYBER SECURITY PRESENTATION

Roxy Poluchowicz and Timothy Brzny from Computer View, Inc. (CVI), the Library’s IT service provider, were on hand to provide a presentation to the Board on the Library’s cyber security. Ms. Poluchowicz made the presentation which began with an update on the status of cyber security in the marketplace and was followed by a detailed presentation of safeguards in place in the Library’s network. Also included in the presentation were details of training provided for Library staff to enhance the level of awareness of potential threats to the network.

CONSENT AGENDA

Vice President Hanba directed the Board’s attention to the list of items on the Consent Agenda and stated that if a trustee(s) would like an item removed from Consent, the item will be removed for further discussion after the Consent Agenda is approved.

The following items are included on the Consent Agenda:

- Approval of Minutes of the March 19, 2024 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register Period 3, March 16, 2024 in the amount of \$172,654.34 and Period 3, March 31, 2024 in the amount of \$138,634.86.

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Held at the Park Ridge Public Library

20 S. Prospect Avenue, Park Ridge, IL

April 16, 2024 at 7:00 p.m.

- Approve Cash Statement for all accounts for March, 2024
- Ratify disbursements from the Petty Cash Fund, \$110.55 and the Gift Fund, \$1,775.63

Trustee Powers made a

**MOTION:** To approve the Consent Agenda, as presented

Trustee Somheil seconded the motion

Roll Call Vote: Yes: DeFrank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

**Motion passed**

### TREASURER'S REPORT

Trustee Somheil reviewed the Consolidated YTD Revenue and Expenditures reports for FY24 Period 3. Operating expenses are at 23% of budget YTD and Capital expenditures are 8% of the YTD budget. Total expenditures are at 21% of budget. Trustee Somheil noted that property tax revenue is being received but has not yet been recorded in the MUNIS financial accounting system.

Trustee Somheil made a

**MOTION:** To approve the Consolidated Year to Date Revenue and Expenditures Report for March, 2024

Trustee Rapisand seconded the motion

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

**Motion passed**

### PRESIDENT'S REPORT

None

### SECRETARY'S REPORT

Secretary Rapisand reviewed the Secretary's report included in the packet on page 9 reviewing each of the Library website News and local press articles. She noted that there were many great articles covering the creation of the new Seed Library by Owen Hanba as his Eagle Scout project. Director Bertucci added that the kick-off event went flawlessly and was very well attended by patrons. The Seed Library is now housed in the Adult Reference section of the Library and has already been a very well used new resource for the community. Vice President Hanba expressed her appreciation to Director Bertucci and Library staff for their support of this project.

### DIRECTOR'S REPORT

Highlights from the Director's Report beginning on page 11 of the packet were noted. Director Bertucci along with the managers in Children and Adult Services are reviewing and updating the Collection Management Policy which will be included in the May, 2024 committee packet. Per statute, this policy is reviewed every two years. Also underway is work on the picture book genrefication project. The new face-forward shelving is scheduled for delivery in May. Activities in support of the Strategic Plan also include the launch of the new Library website taking place on April 26, the installation of sound proofing panes on the ceiling of the Teen Loft, and Adult programming which included on author talk that was presented to 89 patrons.

Director Bertucci also noted the success of the launch of the Seed Library stating that 156 attended the event. She added that Go Green Park Ridge has awarded Owen Hanba a Changemakers Award and stated that it was a privilege to support him in his endeavors.

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Held at the Park Ridge Public Library

20 S. Prospect Avenue, Park Ridge, IL

April 16, 2024 at 7:00 p.m.

The Operational and Services Value Add Report begins on page 14 of the packet. Director Bertucci highlighted progress on the picture book project, cancellation of the Comcast project and ongoing work on streamlining the room reservation process for community organizations. Staff are also working to streamline the home delivery process for patrons.

#### FRIENDS OF THE LIBRARY

Director Bertucci explained that Discover Books, the firm that the Friends have used to recycle books, has closed its doors. They have successfully located two other sources for future book recycling. The Friends spring sale will be held May 3 – 5<sup>th</sup> this year.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

##### APPROVE 2023 ANNUAL REPORT

Director Bertucci noted that the revised version of the annual report is included in the packet beginning on page 12. As discussed at the April committee meetings, changes were made to the financial and donors pages.

Secretary Rapisand made a

**MOTION:** To approve the Park Ridge Public Library 2023 Annual Report

Vice President Hanba seconded the motion

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

**Motion passed**

##### APPROVE TOLLING AGREEMENT

The revised Tolling Agreement between the Library, Green Associates and 20/20 Engineering is included in the packet for approval by the Board. The included agreement has a term of one year which is a change from the term that was discussed at the April Committee meetings. Director Bertucci indicated that if necessary, this agreement can be readdressed next year if need be. Director Bertucci also noted that a separate agreement will be negotiated with the other vendor, Powerlink, as they are unwilling to sign this agreement due to the fact that theirs is the payment that is being held as a retainage on the project.

Trustee Kiem made a

**MOTION:** To approve the one year Tolling Agreement between the Park Ridge Public Library, Green Associates, and 20/10 Engineering with regard to the Roof Snow Melt Project

Trustee Renaldi seconded the motion

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

**Motion passed**

The agenda item to approve a Tolling Agreement between the Park Ridge Public Library and Engineered Services Inc. d/b/a Powerlink is being tabled at this time as indicated above.



**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

Regular Meeting of the Board of Trustees

Held at the Park Ridge Public Library

20 S. Prospect Avenue, Park Ridge, IL

April 16, 2024 at 7:00 p.m.

**ADJOURNMENT**

Trustee Rapisand made a

**MOTION:** To adjourn the meeting

Trustee Powers seconded the motion

Voice Vote: Yes: All in favor

**Motion passed**

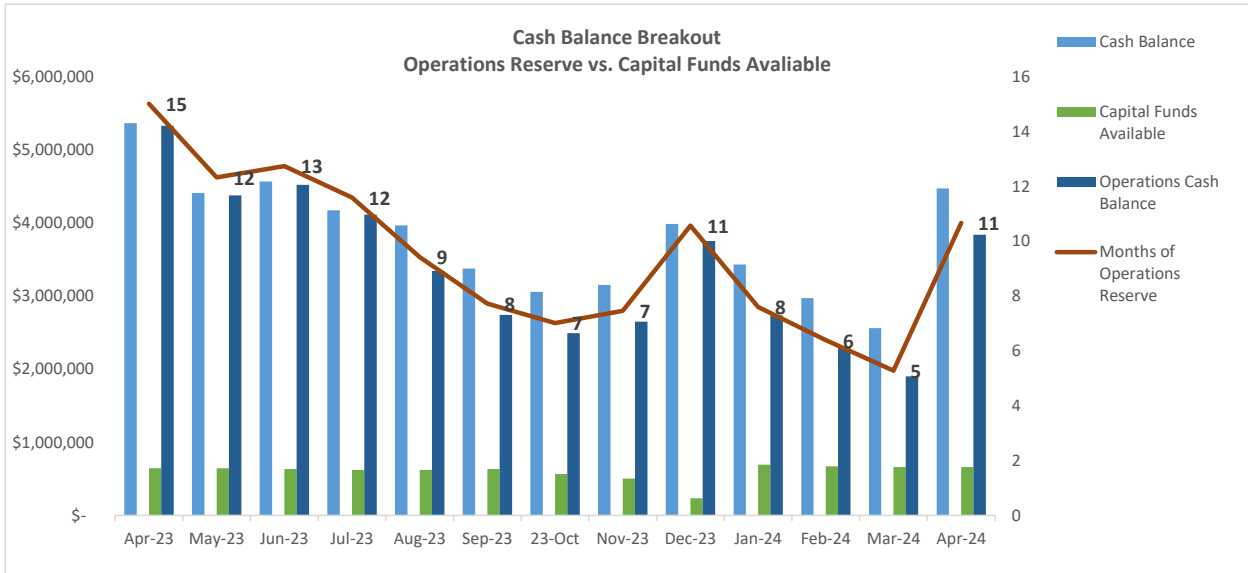
The meeting adjourned at 7:59 p.m.

DRAFT

**Cash Statement  
Period 4 - April 2024**

<b>CHASE BANK - OPERATING ACCOUNT</b>	
City Administered Library Fund	\$4,469,722
<b>LIBERTY BANK - PETTY CASH ACCOUNT</b>	
Library Administered - Primary use to reimburse lost/paid patron fees	
Signers on account are Library Director, Finance/HR Manager and Adult Services Manager	\$ 665
<b>CASH ON HAND - GENERAL</b>	
Library Administered	\$ 530
<b>BMO HARRIS - CD</b>	
Library Administered - 13 month term with APY 5.25%; Maturity Date: 11/27/24	
<i>Opened as a low interest checking account when Liberty Restricted Gift Account balance reached FDIC insurance limit; rolled into a CD 10/27/23.</i>	
Signers: L ibrary Director and Finance/HR Manager.	\$ 125,503
<b>LIBERTY BANK - RESTRICTED GIFT ACCOUNT</b>	
Library Administered - Both Restricted and Unrestricted Donations - APY of 0.01%	
Signers on account are Library Director, Finance/HR Manager and Adult Services Manager	\$ 188,949
<b>HUNTINGTON BANK - MALINOWSKI BEQUEST</b>	
Library Administered - 335 day term with an APR of 5.07%; Maturity Date 7/07/2024	
Signers on account are Library Director and Finance/HR Manager	\$130,816
<b>VILLAGE BANK AND TRUST - MALINOWSKI BEQUEST</b>	
Library Administered CD - 12 month term with an APY of 5.20%; Maturity Date 6/08/2024	
Signers on account are Library Director and Finance/HR Manager	\$125,000
<b>PARKWAY BANK - ENDOWMENT FUNDS</b>	
Library Administered CD - 10 month term with an APY of 4.98%; Maturity Date 11/18/2024	
Signers on account are Library Director, Finance/HR Manager and Adult Services Manager	\$ 166,153
<b>*NORTHERN TRUST - BRUCE MICHEL LIBRARY TRUST</b>	
Michel Family Administered	\$212,992

\*The Bruce Michel Library Trust funds are held at Northern Trust and designated for technology upgrades. Quarterly statements are received. Balance reported is as of March 31, 2024.



Park Ridge Public Library  
Ratification and Approval of Disbursements/Payments  
Apr-24

Approval for payment from Gift Fund:

Marion's Mark - Lynnanne Pearson	\$225.00
Center of Concern- 20th Century Club	\$200.00
	<hr/>
	\$425.00

Ratify Disbursements from Petty Cash Account:

1660 Erika K. Davies	\$ 14.99
	<hr/>
	\$ 14.99



# Memorandum

**Memo Date:** May 6, 2024  
**From:** Joanna Bertucci, Library Director  
 Laura Scott, Adult Services Manager  
**Meeting Type:** Budget & Finance Committee  
**Meeting Date:** May 14, 2024  
**Action Requested:** For approval  
**Subject:** Reduce color copy/print pricing

**Background:**

The Library’s management team is always evaluating the services we offer to the public. Visitors to the Library count on reliable and affordable copy and printing services. In March of this year, Adult Services Manager, Laura Scott researched the price for color copy and printing at CCS member libraries. Given the findings, we feel that our charge of \$1.00/page for color copies is too high. She also reached out to FedEx and UPS store locations, both in Park Ridge. The result of her research is in the table below.

Library	Color Printing Cost 8.5x11 (per side)
Grayslake	\$0.10
Morton Grove	\$0.10
FedEx/Kinko's (Northwest HWY, PR)	\$0.20
Des Plaines	\$0.25
Ela	\$0.25
Fremont	\$0.25
Glencoe	\$0.25
Highland Park	\$0.25
Indian Trails	\$0.25
Lake Villa	\$0.25
Niles-Maine	\$0.25
Palatine	\$0.25
Round Lake Area	\$0.25
Warren-Newport	\$0.25
Winnetka-Northfield	\$0.25
Zion-Benton	\$0.25
Lincolnwood	\$0.40
Algonquin	\$0.50
Cary	\$0.50
Crystal Lake	\$0.50
Evanston	\$0.50
Fox River Valley	\$0.50
Glenview	\$0.50
Huntley	\$0.50
Lake Forest	\$0.50
McHenry	\$0.50
Northbrook	\$0.50
Wilmette	\$0.50
UPS Store (Busse HWY, PR)	\$0.50
Park Ridge	\$1.00

Ms. Scott’s research determined that our prices for color copies at PRPL are at a minimum 50% higher than at CCS peer libraries and local copy centers. To our knowledge, the pricing structure for color copies has been in place since 2009. Our charge of \$0.10 per page for grayscale copies is in line with our peer libraries and the consumer market.



# Memorandum

In FY23, the Library received \$13,045 in revenue from copy, printing, and faxing services, with the vast majority, \$12,265, from the copy machines. The calculations below are based on 3,489 color and 87,757 grayscale prints.

	Color	Grayscale	Total
Current Price	\$ 3,489	\$ 8,776	\$ 12,265
Proposed color copy price reduced to \$0.50	\$ 1,745	\$ 8,776	\$ 10,520
		<b>Difference</b>	<b>\$ 1,745</b>

The Library's copier lease is \$17,694 per year, which includes three patron copy machines, two staff copy machines and 12 staff desktop printers. In FY23, revenue from the public copy machines offset 70% of the lease cost. If the same amount of copies were made in FY24 with the reduced price for color copies, that offset would be reduced to 60%, which is still an excellent value given the number of copy machines and printers covered by our lease agreement.

Reducing the cost from \$1.00 to \$0.50 would have an impact on revenue. However, with proper marketing and promotion of this price reduction, we believe that we could recoup some of the potential loss, as patrons may be inclined to print more color copies due to the lower cost.

**Suggested Motion:**

Reduce the charge for color copies for library patrons from \$1.00 per page to \$.50 per page, effective immediately.



# Memorandum

**Memo Date:** May 8, 2024  
**From:** Joanna Bertucci  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** May 14, 2024  
**Action Requested:** For approval  
**Subject:** FY 24-25 CCS and OCLC fees

**Background:**

In 2002, the Library entered into an Intergovernmental Agreement with Cooperative Computer Services, Inc. (CCS), a consortium now 31 public libraries strong, that 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. Database management is shared among the member libraries and library users at all 31 libraries may easily view the holdings of other member libraries and automatically request materials from those libraries. Annually in May, the CCS Governing Board adopts the fees assessed to members for the upcoming fiscal year based on CCS staff calculations. The Library Director is a member of the CCS Governing Board and staff serves on advisory groups. CCS also negotiates group pricing for OCLC membership, providing access to worldwide library catalogs and collections. I serve as President-Elect on the CCS Governing Board and will serve as President for FY 24-25.

The CCS annual membership fee is calculated by having 75% of the total billings split evenly among members with the remaining 25% split proportionately among members based on their adjusted income. This is calculated by using the Average Adjusted Income 2017-2020, tax income as documented with county treasurers, less any applicable long term capital debt. Adjusted income for all libraries is compiled, and each library's percentage of the whole is determined. This percent of the whole is applied to the proportionate amount to determine the library's share. The Library's **annual total for FY24-25 is \$56,474.51, a 6.6% decrease over FY23-24 fees.**

Reduced CCS costs can be attributed to the addition of Warren-Newport Public Library to the CCS consortium. It is anticipated that costs will continue to decrease as Mount Prospect and Waukegan Public Libraries join CCS in FY25.

The OCLC estimates assume a 5% increase over last year's fees. When we receive the actual increase for the OCLC Group Services contract, the fees will be adjusted to reflect actual OCLC costs and libraries will be notified. OCLC costs are split proportionately based on member libraries' materials budgets, including eContent for which records are in the database. Changes in budgets and changes in eContent practices can result in fluctuations in fees. The Library's estimate is \$14,617.81. To allow for cushion, **I am recommending that the Board approve OCLC fees not to exceed \$15,500.**

**Motion:**

To approve annual CCS consortium membership fees of \$56,474.51 and OCLC membership fees not to exceed \$15,500 for July 2024 through June 2025.

**Attachments:**

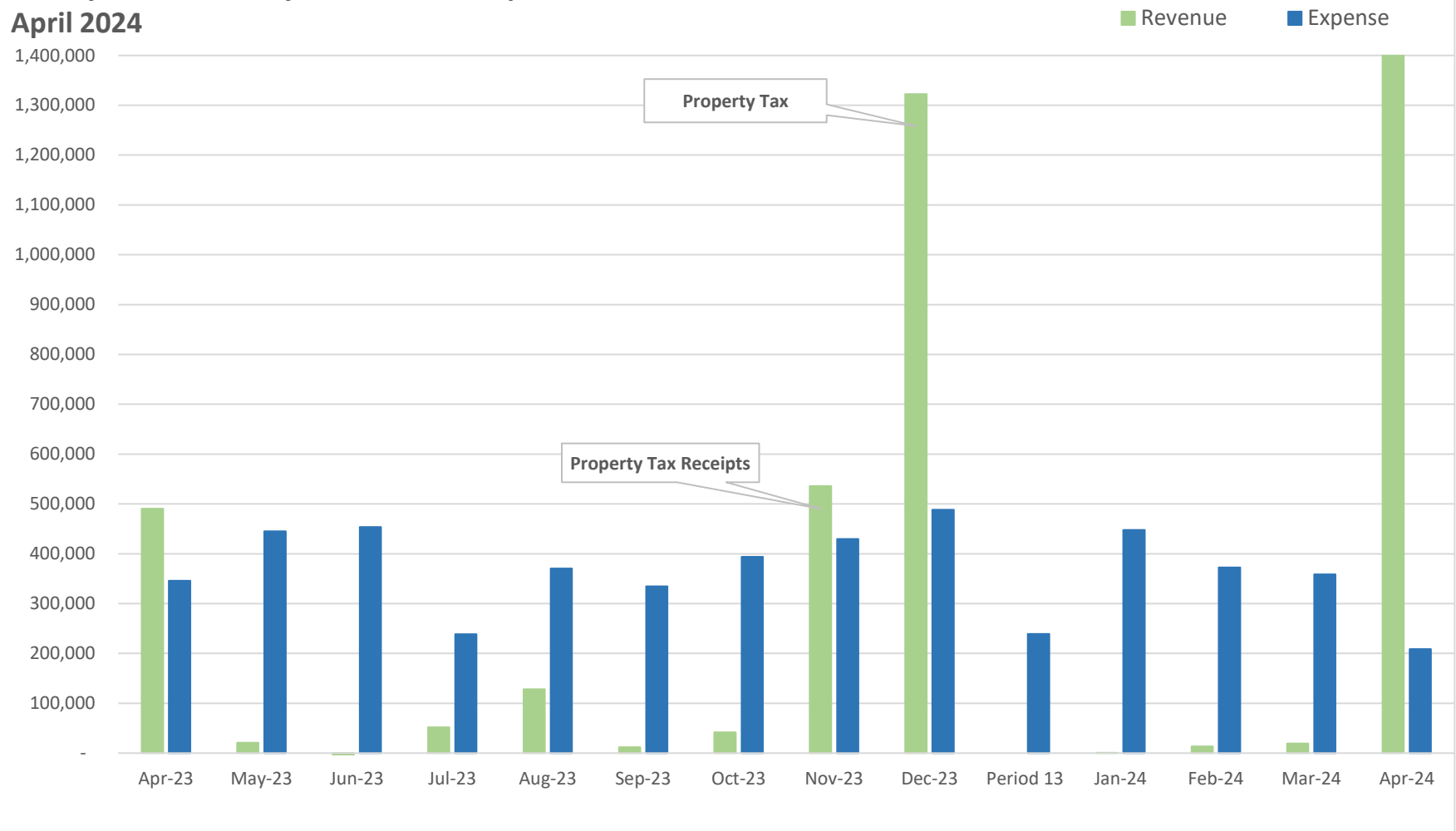
Intergovernmental Agreement between the Library and CCS  
CCS Membership and OCLC fees by library 2024-2025

Library	FY 23-24			FY 24-25			Quarterly CCS Invoice	Quarterly OCLC Invoice	Total Quarterly Invoice	Total Change	% Change
	CCS		Total	Adjusted OCLC		Total					
	Membership	OCLC Fee		CCS Membership	Estimate						
Algonquin Area PLD	\$ 65,041.35	\$ 20,677.24	\$ 85,718.59	\$ 61,963.45	\$ 16,497.47	\$ 78,460.92	\$ 15,490.86	\$ 4,124.37	\$ 19,615.23	\$ (7,257.67)	-9.25%
Cary Area PLD	\$ 53,922.74	\$ 5,583.49	\$ 59,506.23	\$ 50,687.09	\$ 6,052.78	\$ 56,739.87	\$ 12,671.77	\$ 1,513.20	\$ 14,184.97	\$ (2,766.35)	-4.88%
Crystal Lake PL	\$ 62,791.03	\$ 7,723.92	\$ 70,514.95	\$ 58,740.66	\$ 8,838.14	\$ 67,578.80	\$ 14,685.16	\$ 2,209.54	\$ 16,894.70	\$ (2,936.15)	-4.34%
Des Plaines PL	\$ 67,696.87	\$ 18,505.19	\$ 86,202.06	\$ 63,027.28	\$ 20,788.14	\$ 83,815.42	\$ 15,756.82	\$ 5,197.04	\$ 20,953.86	\$ (2,386.64)	-2.85%
Ela Area PLD	\$ 66,772.50	\$ 18,160.36	\$ 84,932.86	\$ 63,523.73	\$ 17,468.10	\$ 80,991.83	\$ 15,880.93	\$ 4,367.02	\$ 20,247.96	\$ (3,941.03)	-4.87%
Evanston PL	\$ 70,404.67	\$ 19,443.07	\$ 89,847.74	\$ 65,798.87	\$ 21,042.20	\$ 86,841.07	\$ 16,449.72	\$ 5,260.55	\$ 21,710.27	\$ (3,006.67)	-3.46%
Fox River Valley PLD	\$ 59,274.94	\$ 8,771.15	\$ 68,046.08	\$ 55,749.54	\$ 9,377.42	\$ 65,126.95	\$ 13,937.38	\$ 2,344.35	\$ 16,281.74	\$ (2,919.13)	-4.48%
Fremont PLD	\$ 62,267.02	\$ 13,817.16	\$ 76,084.18	\$ 58,513.85	\$ 11,490.54	\$ 70,004.39	\$ 14,628.46	\$ 2,872.64	\$ 17,501.10	\$ (6,079.79)	-8.68%
Glencoe PL	\$ 55,715.18	\$ 6,851.41	\$ 62,566.59	\$ 52,458.80	\$ 6,936.02	\$ 59,394.83	\$ 13,114.70	\$ 1,734.01	\$ 14,848.71	\$ (3,171.76)	-5.34%
Glenview PL	\$ 72,099.17	\$ 17,489.24	\$ 89,588.41	\$ 68,002.70	\$ 18,113.13	\$ 86,115.83	\$ 17,000.68	\$ 4,528.28	\$ 21,528.96	\$ (3,472.57)	-4.03%
Grayslake Area PLD	\$ 57,786.07	\$ 10,774.93	\$ 68,561.00	\$ 54,211.63	\$ 10,480.02	\$ 64,691.65	\$ 13,552.91	\$ 2,620.01	\$ 16,172.91	\$ (3,869.35)	-5.98%
Highland Park PL	\$ 64,187.46	\$ 9,771.66	\$ 73,959.12	\$ 59,756.59	\$ 10,797.69	\$ 70,554.28	\$ 14,939.15	\$ 2,699.42	\$ 17,638.57	\$ (3,404.84)	-4.83%
Huntley Area PL	\$ 61,452.66	\$ 6,439.01	\$ 67,891.67	\$ 57,623.10	\$ 7,822.79	\$ 65,445.89	\$ 14,405.77	\$ 1,955.70	\$ 16,361.47	\$ (2,445.78)	-3.74%
Indian Trails PLD	\$ 70,830.08	\$ 15,075.78	\$ 85,905.86	\$ 67,154.63	\$ 16,367.06	\$ 83,521.68	\$ 16,788.66	\$ 4,091.76	\$ 20,880.42	\$ (2,384.17)	-2.85%
Lake Forest Library	\$ 61,044.06	\$ 12,443.98	\$ 73,488.05	\$ 57,204.59	\$ 12,936.94	\$ 70,141.53	\$ 14,301.15	\$ 3,234.23	\$ 17,535.38	\$ (3,346.52)	-4.77%
Lake Villa DL	\$ 63,048.67	\$ 12,857.44	\$ 75,906.10	\$ 58,267.92	\$ 12,909.95	\$ 71,177.87	\$ 14,566.98	\$ 3,227.49	\$ 17,794.47	\$ (4,728.23)	-6.64%
Lincolnwood PLD	\$ 55,828.25	\$ 5,386.10	\$ 61,214.35	\$ 52,662.94	\$ 5,758.76	\$ 58,421.70	\$ 13,165.73	\$ 1,439.69	\$ 14,605.42	\$ (2,792.65)	-4.78%
McHenry PLD	\$ 58,097.41	\$ 8,718.54	\$ 66,815.95	\$ 54,575.60	\$ 8,140.09	\$ 62,715.69	\$ 13,643.90	\$ 2,035.02	\$ 15,678.92	\$ (4,100.27)	-6.54%
Morton Grove PL	\$ 58,816.34	\$ 8,370.64	\$ 67,186.98	\$ 55,045.65	\$ 6,758.02	\$ 61,803.66	\$ 13,761.41	\$ 1,689.50	\$ 15,450.92	\$ (5,383.32)	-8.71%
Mount Prospect PL				\$ 58,221.24	\$ 19,572.09	\$ 77,793.33	\$ 14,555.31	\$ 4,893.02	\$ 19,448.33		
Niles-Maine DL	\$ 68,436.65	\$ 18,425.25	\$ 86,861.90	\$ 62,833.19	\$ 18,596.40	\$ 81,429.59	\$ 15,708.30	\$ 4,649.10	\$ 20,357.40	\$ (5,432.31)	-6.67%
Northbrook PL	\$ 74,704.42	\$ 23,913.15	\$ 98,617.56	\$ 70,051.11	\$ 22,611.66	\$ 92,662.77	\$ 17,512.78	\$ 5,652.91	\$ 23,165.69	\$ (5,954.80)	-6.43%
Palatine PLD	\$ 76,500.86	\$ 16,877.53	\$ 93,378.39	\$ 71,331.86	\$ 20,416.79	\$ 91,748.65	\$ 17,832.97	\$ 5,104.20	\$ 22,937.16	\$ (1,629.74)	-1.78%
Park Ridge PL	\$ 60,453.30	\$ 15,406.51	\$ 75,859.81	\$ 56,474.51	\$ 14,627.81	\$ 71,102.33	\$ 14,118.63	\$ 3,656.95	\$ 17,775.58	\$ (4,757.49)	-6.69%
Prospect Heights PLD	\$ 59,081.32	\$ 5,927.90	\$ 65,009.22	\$ 55,623.35	\$ 5,977.79	\$ 61,601.14	\$ 13,905.84	\$ 1,494.45	\$ 15,400.28	\$ (3,408.08)	-5.53%
Round Lake Area PLD	\$ 57,565.40	\$ 9,416.59	\$ 66,982.00	\$ 54,013.10	\$ 9,230.47	\$ 63,243.57	\$ 13,503.28	\$ 2,307.62	\$ 15,810.89	\$ (3,738.43)	-5.91%
Warren-Newport PLD	\$ 56,394.20	\$ 13,892.93	\$ 70,287.13	\$ 63,953.73	\$ 12,020.95	\$ 75,974.67	\$ 15,988.43	\$ 3,005.24	\$ 18,993.67	\$ 5,687.54	7.49%
Waukegan				\$ 44,228.10	\$ 9,629.46	\$ 53,857.56	\$ 11,057.03	\$ 2,407.36	\$ 13,464.39		
Wilmette PLD	\$ 65,635.38	\$ 22,484.32	\$ 88,119.70	\$ 61,418.95	\$ 19,211.61	\$ 80,630.56	\$ 15,354.74	\$ 4,802.90	\$ 20,157.64	\$ (7,489.15)	-9.29%
Winnetka PLD	\$ 61,929.29	\$ 16,985.48	\$ 78,914.77	\$ 57,980.09	\$ 11,795.53	\$ 69,775.62	\$ 14,495.02	\$ 2,948.88	\$ 17,443.90	\$ (9,139.15)	-13.10%
Zion-Benton PLD	\$ 55,119.06	\$ 5,084.01	\$ 60,203.06	\$ 51,798.51	\$ 5,829.15	\$ 57,627.65	\$ 12,949.63	\$ 1,457.29	\$ 14,406.91	\$ (2,575.41)	-4.47%
	\$ 1,822,896.36	\$ 375,273.97	\$ 2,198,170.33	\$ 1,822,896.36	\$ 398,094.96	\$ 2,220,991.31					

Park Ridge Public Library Consolidated YTD Revenue and Expenditures Period 4 - April 2024							
REVENUE ACCOUNTS	BUDGET	REVISED BUDGET	APRIL	ACTUAL	YTD ACTUAL	% RECEIVED	NOTES
Local Government Taxes	\$ 4,302,661	\$ 4,218,161	\$	2,082,346	\$ 2,085,008	49%	
State Grants	\$ 108,500	\$ 58,493	\$		\$ -	0%	
Other Receipts	\$ 137,000	\$ 199,000	\$	64,881	\$ 68,843	35%	
<b>Total Revenue</b>	<b>\$ 4,548,161</b>	<b>\$ 4,475,654</b>	<b>\$</b>	<b>2,147,227</b>	<b>\$ 2,153,851</b>	<b>48%</b>	
ACCOUNT #	OPERATING ACCOUNTS	BUDGET	REVISED BUDGET	APRIL	ACTUAL	YTD EXPENDITURES	% SPENT
9100	Salaries	\$ 2,546,525	\$ 2,546,525	\$	109,336	\$ 633,986	25%
9210	Employee Benefits	\$ 716,648	\$ 716,648	\$	42,889	\$ 203,207	28%
9317	Data Processing	\$ 273,300	\$ 273,300	\$	23,825	\$ 121,004	44%
9321	Building Maintenance	\$ 164,500	\$ 164,500	\$	9,160	\$ 30,259	18%
9324	Membership, Recruiting, Training	\$ 31,500	\$ 31,500	\$	3,576	\$ 12,121	38%
9351	Equipment Rental	\$ 27,000	\$ 27,000	\$	1,828	\$ 7,053	26%
9359	Consulting Services	\$ 20,000	\$ 20,000	\$	-	\$ -	0%
9360	Public Relations	\$ 45,000	\$ 45,000	\$	3,993	\$ 13,052	29%
9385	General Contractural	\$ 114,800	\$ 114,800	\$	2,387	\$ 21,776	19%
9385	General Contractural - Programs	\$ 65,000	\$ 65,000	\$	4,247	\$ 23,166	36%
9416	Audit	\$ 9,500	\$ 9,500	\$	-	\$ -	0%
9425	Special Counsel	\$ 25,000	\$ 25,000	\$	2,772	\$ 6,540	26%
9510	Supplies	\$ 120,500	\$ 120,500	\$	3,398	\$ 39,778	33%
9511	Staff Appreciation	\$ 2,500	\$ 2,500	\$	1,326	\$ 1,611	64%
9520	Computer Materials	\$ 31,500	\$ 31,500	\$	9,554	\$ 20,945	66%
9540	Library Resources	\$ 636,800	\$ 636,800	\$	39,447	\$ 234,335	37%
	<b>Total Operating Budget</b>	<b>\$ 4,830,073</b>	<b>\$ 4,830,073</b>	<b>\$</b>	<b>257,738</b>	<b>\$ 1,368,833</b>	<b>28%</b>
	<b>Capital Projects Budget</b>						
9908	Computer Equipment	\$ 195,000	\$ 195,000	\$	-	\$ 1,005	1%
9963	Building Repairs	\$ 500,000	\$ 722,200	\$	8,672	\$ 61,347	8%
	<b>Total Capital Projects Budget</b>	<b>\$ 695,000</b>	<b>\$ 917,200</b>	<b>\$</b>	<b>8,672</b>	<b>\$ 62,352</b>	<b>7%</b>
	<b>TOTAL BUDGET</b>	<b>\$ 5,525,073</b>	<b>\$ 5,747,273</b>	<b>\$</b>	<b>266,410</b>	<b>\$ 1,431,185</b>	<b>25%</b>
	<b>LIBRARY SURPLUS (DEFICIT)</b>	<b>\$ (976,912)</b>	<b>\$ (1,271,619)</b>	<b>\$</b>	<b>1,880,817</b>	<b>\$ 722,666</b>	



## Library Fund: Monthly Revenue and Expense April 2024



Park Ridge Public Library - Secretary's Report  
May 21, 2024

PRPL Web Site News Items

- [Public computers will be unavailable Thursday, 4/25 - General News - News | Park Ridge Library](#)  
April 24, 2024
- [Friends of the Library hosts Spring Book Sale, May 3-5 - Park Ridge Public Library \(parkridgelibrary.org\)](#) April 25, 2024
- [Don't miss Día, a cultural celebration of stories and song, April 30 - Park Ridge Public Library \(parkridgelibrary.org\)](#) April 25, 2024
- [Battle of the Books collection updated for 2024-25 - Park Ridge Public Library \(parkridgelibrary.org\)](#) May 2, 2024
- [Friends of the Library raise more than \\$8,400 at Spring Sale - Park Ridge Public Library \(parkridgelibrary.org\)](#) May 7, 2024

Press Articles

- Customer Story –Bibliotecha <https://www.bibliotecha.com/customer-story-park-ridge-public-library-improving-the-patron-experience-with-rfid/> April 19, 2024
- Park Ridge City Clerk hosts voter registration event <https://www.journal-topics.com/articles/park-ridge-city-clerk-hosts-voter-registration-event/> April 22, 2024
- [Puzzles, Games, More Await At Spring Book Sale - Journal & Topics Media Group \(journal-topics.com\)](#) May 1, 2024
- [Park Ridge voter registration drive brings in nearly 100, per clerk \(msn.com\)](#) May 2, 2024



April 2024

	Apr-24	Mar-24	YTD	2023 YTD	2022 YTD	2019 YTD	% Change 2023 to 2024	Analysis
<b>CIRCULATION OVERVIEW</b>								
Physical Items	48,345	52,136	198,436	212,905	206,221	246,631	-7%	Total Circulation is up 5% over prior year with physical item circulation down 7% and circulation of digital materials up 52%.
Digital Items	18,501	20,062	81,492	53,706	40,820	27,712	52%	
<b>TOTAL</b>	<b>66,846</b>	<b>72,198</b>	<b>279,928</b>	<b>266,611</b>	<b>247,041</b>	<b>274,343</b>	<b>5%</b>	
<b>PROGRAMS</b>								
Adult Programs	43	36	163	110	114	75	48%	Number of adult programs and attendance exceed all reported prior years
Adult Attendees	845	566	2,813	2,757	2,580	1,488	2%	
Youth Programs	58	55	235	191	139	168	23%	Youth programs and attendance also exceed all reported year.
Youth Attendees	1658	1579	7,252	6,272	2,767	5,961	16%	
<b>OUTREACH</b>								
Home Delivery - Patrons served	25	20	98	112	150	68	-13%	Home delivery stats include both homebound and other deliveries. Homebound deliveries have increased while demand for other deliveries has declined.
Home Delivery - Materials loaned	108	83	408	412	553	372	-1%	
Book clubs served	50	51	191	181	174	168	6%	Support of local book clubs has increased over 2023 levels and exceeds all reported years.
Items loaned to book clubs	437	446	1,658	1,590	1,512	1,520	4%	
<b>TECHNOLOGY</b>								
Wi-Fi Sessions	47,894	50,120	192,615	167,355	192,896	314,232	15%	Use of public computers is up 15% over prior year. Usage continues to grow each year but has not returned to pre-Covid levels, consistent with national trends.
Wi-Fi - unique clients	1,771	1,716	6,845	5,765	4,416	-	19%	
Public PC Sessions	1,433	1,488	5,346	4,543	3,318	7,410	18%	19% more unique clients are wi-fi users while overall # of sessions is up 18% over 2023
<b>WEBSITE</b>								
Visits	18,270	16,894	69,041	72,873	68,049	77,370	-5%	Both the number of visits to the website and the number of unique users are down from the prior year. New website launched in late April.
Unique users	8,482	8,040	31,716	36,874	32,858	37,843	-14%	
<b>USERS</b>								
New cards issued	172	149	643	624	564	630	3%	172 new cards were issued in April contributing to a 3% increase in cards issues YTD
Total PRPL cardholders	19,246	19,269	19,269	18,356	18,918	23,646	5%	
Unique users	9,025	9,022	9,022	9,149	8,426	3,902	-1%	The number of unique users is consistent with prior year data.
<b>BUILDING USAGE</b>								
Door count	24,385	23,799	93,297	85,267	65,596	37,170	9%	2024 YTD door counts are up 9% over prior year.
Meetings rooms-community use	10	10	40	26	10	n/a	54%	Meeting room usage by community groups has increased by 54% over prior year.
Study Rooms - hours of use	1,135	1,180	4,556	4,114	3,896	n/a	11%	YTD Study room usage is 11% greater than prior year
The Studio - hours of use	29	34	129	172	20	n/a	-25%	YTD Studio usage is consistent with prior month but less than YTD 2023
The Media Lab - hours of use	17	44	142	316	221	n/a	-55%	YTD Media Lab usage is down when compared with prior year.
<b>STRATEGIC PLAN: Provide support to local teachers, students, homeschool families and learners of all ages</b>								
School Loans	29	22	88	85	52	118	4%	The number of school loans YTD has increased compared with prior year.
Items loaned to Teachers	533	386	1,956	1,821	1,762	2,477	7%	Number of items loaned is up 7% - more items are being loaned to students.
Total Teacher Library cards	159	162	159	111	84	n/a	43%	Number of teacher cards has increased 43% over prior year levels!
<b>Cardholders*</b>	<b>49%</b>	<b>49%</b>	<b>49%</b>	<b>46%</b>	<b>48%</b>	<b>63%</b>		Percentage of cardholders increased 3% over 2023 levels and is at 49%, consistent with national averages and that of comparable libraries.
<b>NOTES:</b>								
City of Park Ridge, 2020 Census		39,656						
City of Park Ridge, 2010 Census		37,479						



Park Ridge Public Library

**TO:** Library Board of Trustees  
**FROM:** Joanna Bertucci, Library Director  
**DATE:** May 17, 2024  
**SUBJECT:** Library Director's Report

#### **Administration & Board:**

- On April 22, I attended a RAILS membership virtual Meet & Greet with IL Secretary of State and State Librarian, Alexi Giannoulias. Secretary Giannoulias spoke about proposed legislation that would impact libraries. Specifically, House Bill 4567, "aims to protect library workers in Illinois from harassment, threats, and disorderly conduct." This bill was proposed in response to the bomb threats libraries received last August. See the attached update from the Illinois General Assembly for more information. Additionally, Secretary Giannoulias discussed how as his office moves more vehicle and driver's services online, there is an opportunity for libraries to support residents without computer/internet access to make appointments and complete online forms. Libraries are already supporting this effort by hosting Mobile DMV events, which have been incredibly popular at PRPL.
- I attended the May Governing Board meeting for CCS. On July 1, I will be stepping into the President role on the Governing Board. I am looking forward to this new opportunity to work more closely with CCS staff. In the coming year, CCS will be developing a new strategic plan, which will help inform my process and planning for our strategic plan development in 2025.

#### **Staff Updates and Professional Development:**

- On Friday, May 10, I presented *Anyone Can be a Library Advocate* as part of my work on the Illinois Library Association's Advocacy Committee at their Reaching Forward annual conference. Eight staff members from Patron Services, Technical Services, and Readers Services attended the daylong conference at the Rosemont Convention Center. This conference is unique in that the programs offered are geared specifically to front-line and paraprofessional staff. I am happy that so many members of our team were able to participate in this day of learning, networking, and team building.
- We welcomed Dannah Agno and Alexandra Lodkin to our Patron Services shelving team in April.

#### **Finance and HR**

- Our \$125,000 CD at Huntington Bank matured on May 7. The CD was renewed for a 7-month term at 5.07% interest rate. These funds earned \$5,815 in interest, bringing the starting balance for the new CD to \$130,815.97.
- The Library's administrative team worked with auditors from Lauterbach & Amen during the last week of April. Feedback from the City's Finance department suggests that the audit went well and will likely be completed on time.
- Ms. Wrenn prepared and sent invoices to North Suburban Digital Consortium (NSDC) member libraries in April. The Park Ridge Public Library manages the accounting for NSDC. An escrow account is maintained by the City. Invoices are sent to the membership annually and deposited into the escrow account. Staff from member NSDC libraries (not Park Ridge) place orders on behalf of the consortium and bills are paid by Park Ridge from the escrow account. Adult Services Manager Laura Scott and

Technical Services Manager Lauren Bochat manage the receipt and processing of invoices for the consortium.

### Strategic Plan Monthly Progress:

- **Encourage individual growth and lifelong learning**

- On Friday, April 26, our new shelving and picture book bins were delivered and installed in the Children's Room. Youth Services and Technical Services staff continue to categorize and relabel the picture books in their new classification system.



- **Build up a strong workforce and local businesses**

- In April, the Youth and Technical Services departments hosted a student from Maine South's Transition program for a job shadow experience on Saturday, April 20. This student is in a Library Tech program at the College of DuPage as she moves forward in the Transition program. In addition to spending time observing four Youth Services Library staff members during her afternoon shadow experience, our guest also had a chance to shadow Technical Services Manager Lauren Bochat.

- **Align with strategy and set the stage for development**

- No activity in April

- **Develop Civic Education for an informed and engaged citizenry.**

- Park Ridge City Clerk Sal Raspanti hosted a voter registration event at the Library on April 27. Clerk Raspanti signed up 10 residents to vote. Another registration event is scheduled for June 22.

### Building and IT:

- The new security camera server was configured and installed in April. CVI worked with staff with security camera access to ensure a smooth transition.
- Facility Manager, John Priala, coordinated the repairs and testing of the roof ice melt system during the last week of April.

### Marketing and Public Relations:

- Our refreshed website went live on Friday, April 26. The new site has been well received and is cleaner and easier to navigate. The site was built to function first as a mobile site, so patrons will find it especially easy to use on their smartphones. We continue to keep the front page content fresh with posts on the latest library events and services. The content management system is fast and offers a better way to manage our branding elements.
- Marketing efforts for our Summer Reading programs are underway. Youth Services staff have started to make their school visits to promote this year's program. We are currently brainstorming ways to showcase the Summer Reading mascots through social media videos.

- The open rates for messaging going to **occasionals** is going strong. An **occasional** is defined as a cardholder who has gone more than 12 weeks without using their card, but have been active within the last 12 months:
  - Message 1: Reminder to use your library card. Open rate is 58.5%
  - Message 2: Highlights three ways to save, featuring free items available with your card. Open rate 54.24%
  - Message 3: How to get reading recommendations. Open rate 50.94%
  - Message 4: All about the Media Lab. Open rate of 55.97%



### Outreach

- On April 20, Youth Services Librarian Lan Eng and Youth Services Manager Staci Greenwald represented the Library at Wildwood Nature Center’s annual Earth Day celebration. While there, they promoted the new Seed Library and gave away more of the Seed Library kickoff seeds and biodegradable planters.

### Notable Programs, Collections, and Services

- Due to high demand, we have added 4 additional mobile Wi-Fi hotspots to our collection.
- The Library gave away over 600 pairs of solar viewers and glasses in anticipation of the April 8 solar eclipse.
- Spring programs for Adults wrapped up with several big successes.
  - 67 gardeners for “Native Plant Gardening” on April 18
  - 62 music lovers for “Concert: Bluegrass with the Bourbon Aristocracy” on April 11
  - 51 space enthusiasts for “The Solar Eclipse & Other News from Space” on April 2,
  - Full counts each (18) for “There’s Always Time for Tea & Scones” on April 9 and “Crochet 101” on April 25.

- On Tuesday, April 30, 110 patrons came out to Library’s First **Dia** celebration hosted by our Youth Services department. **Dia** is a nationally recognized initiative that emphasizes the importance of literacy for all children from all backgrounds that culminates yearly on April 30. The morning featured a bilingual story time featuring volunteer readers who read their favorite Polish, Arabic, Spanish and Russian stories. Mayor Marty Maloney kicked off our celebration, reading his favorite children’s book in English. In the afternoon, we welcomed fiddler John Lin and the Roosevelt School Choir to continue the celebration.



Respectfully Submitted,  
Joanna Bertucci  
May 16, 2024

**PARK RIDGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT – April 2024**

**PERSONNEL**

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

Dannah Agno, PT Shelver, Patron Services, 15 hrs/week  
Alexandra Lodkin, PT Shelver, Patron Services, 13-15 hrs/week

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

Claire Griebler, Librarian, Adult Services, FT, Last day 4/17/2024, leaving for a promotion at another library.

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

Grace Wechman, Librarian, PT, Adult Services, Promoted on 4/15/2024 to fill Claire Griebler's position

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

None

**Bill Status of HB4567** 103rd General Assembly**Short Description:** CRIM CD-THREATS-LIBRARY**House Sponsors**

Rep. [Anne Stava-Murray](#) - [Diane Blair-Sherlock](#) - [Barbara Hernandez](#) - [Maura Hirschauer](#) - [Janet Yang Rohr](#), [Dagmara Avelar](#), [Abdelnasser Rashid](#), [Terra Costa Howard](#), [Mary Beth Canty](#), [Bob Morgan](#), [Daniel Didech](#), [Jenn Ladisch Douglass](#), [Katie Stuart](#), [Maurice A. West, II](#), [Stephanie A. Kifowit](#), [Sue Scherer](#), [Michelle Mussman](#), [Ann M. Williams](#), [Joyce Mason](#) and [Norma Hernandez](#)

**Last Action**

Date	Chamber	Action
4/19/2024	House	Rule 19(a) / Re-referred to <a href="#">Rules Committee</a>

**Statutes Amended In Order of Appearance**

[720 ILCS 5/12-9](#) from Ch. 38, par. 12-9

[720 ILCS 5/26-1](#) from Ch. 38, par. 26-1

[720 ILCS 5/29D-20](#)

[720 ILCS 5/29D-25](#)

**Synopsis As Introduced**

Amends the Criminal Code of 2012. Includes in offense of threatening a public official or human service provider, threatening a library employee. Provides that the threat to a public official, human service provider, or library employee includes a threat made electronically or via social media. Defines "library employee". In the offense of threatening a public official, human service provider, or library employee, includes in the definition of "public official" an employee of any State of Illinois constitutional office, State agency, or the General Assembly. Provides that the offense of disorderly conduct includes transmitting or causing to be transmitted threats or false reports electronically or via social media. Provides that disorderly conduct includes the knowing transmission of or causing to be transmitted in any manner, including electronically or via social media, a lewd, lascivious, indecent, or obscene message to a public official. Provides that making a terrorist threat or falsely making a terrorist threat includes making a terrorist threat or falsely making a terrorist threat by any means of communication, including electronically or via social media. Makes other changes.

**Actions**

Date	Chamber	Action
1/23/2024	House	Filed with the Clerk by <a href="#">Rep. Anne Stava-Murray</a>
1/24/2024	House	Added Chief Co-Sponsor <a href="#">Rep. Diane Blair-Sherlock</a>
<b>1/31/2024</b>	<b>House</b>	<b>First Reading</b>
1/31/2024	House	Referred to <a href="#">Rules Committee</a>
2/15/2024	House	Added Chief Co-Sponsor <a href="#">Rep. Barbara Hernandez</a>
3/5/2024	House	Assigned to <a href="#">Judiciary - Criminal Committee</a>
3/6/2024	House	Added Chief Co-Sponsor <a href="#">Rep. Maura Hirschauer</a>
3/6/2024	House	Added Chief Co-Sponsor <a href="#">Rep. Janet Yang Rohr</a>
3/6/2024	House	Added Co-Sponsor <a href="#">Rep. Dagmara Avelar</a>
3/6/2024	House	Added Co-Sponsor <a href="#">Rep. Abdelnasser Rashid</a>
3/6/2024	House	Added Co-Sponsor <a href="#">Rep. Terra Costa Howard</a>
3/6/2024	House	Added Co-Sponsor <a href="#">Rep. Mary Beth Canty</a>
3/6/2024	House	Added Co-Sponsor <a href="#">Rep. Bob Morgan</a>
4/4/2024	House	Do Pass / Short Debate <a href="#">Judiciary - Criminal Committee</a> ; 012-003-000
4/4/2024	House	Added Co-Sponsor <a href="#">Rep. Daniel Didech</a>
4/4/2024	House	Placed on Calendar 2nd Reading - Short Debate
4/12/2024	House	Added Co-Sponsor <a href="#">Rep. Jenn Ladisch Douglass</a>
4/12/2024	House	Added Co-Sponsor <a href="#">Rep. Katie Stuart</a>



4/16/2024	House	Added Co-Sponsor <a href="#">Rep. Maurice A. West, II</a>
4/16/2024	House	Added Co-Sponsor <a href="#">Rep. Stephanie A. Kifowit</a>
4/17/2024	House	Added Co-Sponsor <a href="#">Rep. Sue Scherer</a>
<b>4/17/2024</b>	<b>House</b>	<b>Second Reading - Short Debate</b>
4/17/2024	House	Held on Calendar Order of Second Reading - Short Debate
4/18/2024	House	Added Co-Sponsor <a href="#">Rep. Michelle Mussman</a>
4/18/2024	House	Added Co-Sponsor <a href="#">Rep. Ann M. Williams</a>
4/18/2024	House	Added Co-Sponsor <a href="#">Rep. Joyce Mason</a>
4/19/2024	House	Added Co-Sponsor <a href="#">Rep. Norma Hernandez</a>
4/19/2024	House	Placed on Calendar Order of 3rd Reading - Short Debate
<b>4/19/2024</b>	<b>House</b>	<b>Rule 19(a) / Re-referred to <a href="#">Rules Committee</a></b>

## FIELD REPORT

Time:	7am-2pm	Project:	PRPL Roof Ice Melt
Weather Conditions:	April 30: Clear sky May 1: Partly cloudy	Project Number:	0404-201916
Temperature:	April 30: 57-70° May 1: 65-74°	Date:	April 30 2024 May 1 2024

### Work in Progress

Repairs/Upgrades to roof ice melt system as noted below

### Present at Site

See attached sign-in

### Observations

The purpose of the work was to test the entire system to ensure it is working as specified and to change the exterior sensors from water and snow sensors to four temperature sensors. Each of the four ice melt zones will be activated by their own temperature sensors. The temperature threshold was set at 45° F. A report of the test results will be provided by nVent the ice melt system manufacturer. George Kivlehan from nVent was present to perform the testing both days. Richmond Electric performed the work.

Enlightened Design  
Practical Solutions

### April 30

1. Initial testing of all zones was performed starting in the morning. The nVent technician performed both megger ohm testing and infrared scanning of the system heat cables. nVent determined that the gutter cable at the north east section of the system did not activate. It was determined that this cable was damaged and had a cuts and perforations in multiple locations along the cable. See attached shop drawings for location.
2. It was observed that a section of conduit at location noted in attached drawings was damaged. This section of conduit contained control wires that were pushed out of the conduit. It appears that some insulation damage may have occurred. It was determined this section of conduit would be replaced along with all conductors contained within. Conductors were replaced from the end terminations on the roof back to the interior of the building.

1437 Harmony Court  
Itasca, Illinois 60143  
847-317-0852

954 West Washington Blvd.  
Suite 605  
Chicago, Illinois 60607  
847-317-0852

1320 South Second Street  
Springfield, Illinois 62704  
217-522-3355

greenassociates.com

Stephen M. Chassee  
Andrew G. McCall, AIA  
William H.R. Taylor, AIA  
Todd R. Hannah, AIA  
George T. Prosiliakos, AIA  
Andrew C. Jose



**FIELD REPORT**

1404-20196

Page 2

30 April 2024



- 3. Existing water sensors in gutters and snow sensors on roof were removed.
- 4. The team discussed the location of new temperature sensors. The sensors are to be placed on supports adjacent to the two roof penetration curbs. A metal shroud will be placed over the sensors so that they are shielded from the sun and that they measure ambient temperatures.

**May 1**

- 5. The sensors were temped in and tested with the controls panels. The sensors performed properly by turning on their associated zones, and the entire control system was tested and passed.
- 6. Additional existing gutter sensors were removed.
- 7. The damaged cable at the north-east zone was replaced.
- 8. Follow up testing of the system was performed. All zones passed except for one downspout in location as indicated on the attached plans. The cable splice at this downspout was improperly executed. The cable was re-spliced and the section after the splice was replaced. All downspouts were inspected for concealed splices, all remaining downspout tubes were examined and no additional splices were located. All downspouts passed additional testing.
- 9. Manual over-ride activation was reviewed by George Kivlehan with John Priala. It was noted that the over-ride can be set for up to 12 hours. The over-ride performed activation performed as expected.

**May 2**

- 10. Richmond electric installed new temperature sensors on sensor supports approximately 14 inches above the roof surface. Once the metal shrouds are fabricated GA, 2010 and the local nVent representative will return to the site to ensure shrouds are installed properly and temperature threshold on the sensors is set properly.
- 11. Damaged conduit was replaced, and new conductor provided in the conduit run.

The performance of the repairs and upgrades will be observed in fall/winter 2024.

**Copied to:**

**Prepared By:** A. Jose/GA  
R. Ruelas/2010

---

**E-Mailed to:** J. Bertucci/PRPL  
J. Priala/PRPL  
M. Gardner/ Robbins  
Schwartz  
K. DiPiero/ Robbins  
Schwartz

---



---

**Signed:** 

---

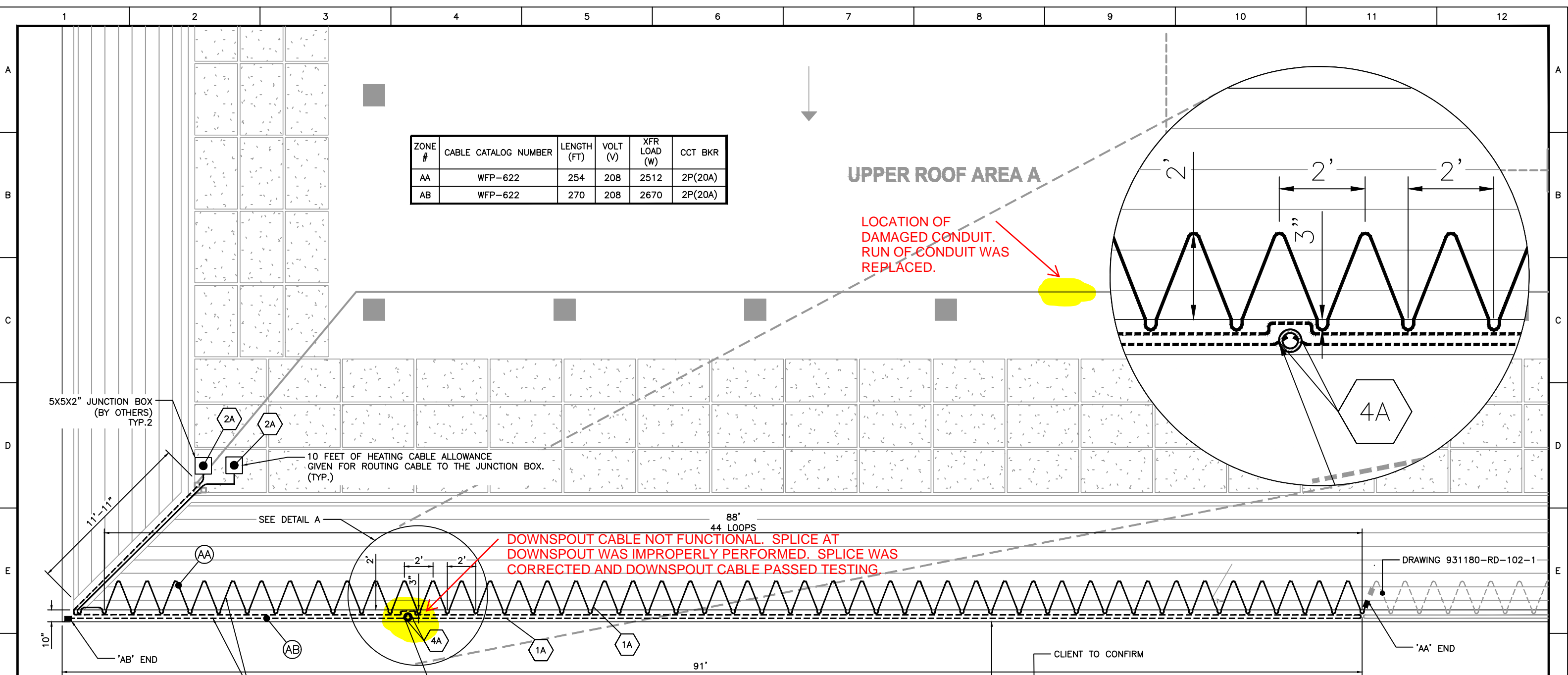
Sign in Sheet – Ice Melt System – Wednesday, April 30, 2024

1711

Name	Company
1. GREG BIRD	20/10
2. ANDREW JOSE	GREEN ASSOCIATES
3. John Priola	P.R.P.L.
4. Al Papic	Powerlink Electric
5. Rudy Ruelas	20/10 Emergency Group LLC
6. Joe Quinlan	Q FIRST INC
7. Paul Krajewski	Thomas Siles
8. JAKE LENC	RICHMOND ELECTRIC
9. George Kulehan	N VENT
10. DAN LENC	Richmond E/E
11. Paul Jan Kowski	<del>Secura</del> Insurance (Powerlink)

x  
x  
x  
x  
x  
x  
x  
x  
x  
x  
x ONLY

Secura



ZONE #	CABLE CATALOG NUMBER	LENGTH (FT)	VOLT (V)	XFR LOAD (W)	CCT BKR
AA	WFP-622	254	208	2512	2P(20A)
AB	WFP-622	270	208	2670	2P(20A)

**UPPER ROOF AREA A**

LOCATION OF DAMAGED CONDUIT. RUN OF CONDUIT WAS REPLACED.

DOWNSPOUT CABLE NOT FUNCTIONAL. SPLICE AT DOWNSPOUT WAS IMPROPERLY PERFORMED. SPLICE WAS CORRECTED AND DOWNSPOUT CABLE PASSED TESTING.

5X5X2" JUNCTION BOX (BY OTHERS) TYP.2

10 FEET OF HEATING CABLE ALLOWANCE GIVEN FOR ROUTING CABLE TO THE JUNCTION BOX. (TYP.)

SEE DETAIL A

88'  
44 LOOPS

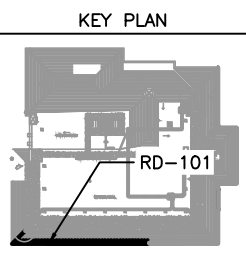
CLIENT TO CONFIRM

DRAWING 931180-RD-102-1

SEE DETAIL A FOR PATTERN AND SPACING(TYP.)

30' LONG DOWNSPOUT LOOP DOWN 60' OF HEATING CABLE WITH ZONE AB

11" GUTTER TYP.



**NOTES:**

1. ALL DIMENSIONS ARE IN FEET/INCHES UNLESS OTHERWISE NOTED.
2. FOR ALL INSTALLATION DETAILS, SEE DRAWING 931180-ID-101-1.
3. MAXIMUM CIRCUIT LENGTH IS 330' FOR A 20A BREAKER.
4. XFR LOAD BASED ON 32°F STARTUP TEMPERATURE.
5. USE DSH WHENEVER ENTERING AND EXITING A DOWNSPOUT WITH THE HEATING CABLE, SEE DETAIL B.
6. GUTTER SNOW SENSOR TO BE INSTALLED WITH MOISTURE SENSING GRID FACING AWAY FROM FLOW OF DRAIN WATER TO ENSURE PROPER PERFORMANCE. SEE DETAIL C.
7. EXTEND HEATING CABLE THE FULL LENGTH OF DOWNSPOUTS OR INTO HEATED CONDITIONED SPACE AS NOTED.
8. FASTEN ROOF CLIPS(BY OTHERS) WITH ADHESIVE(BY OTHERS), AS SHOWN ON INSTALLATION DETAIL A.
9. ALL CONDUIT, WIRING, JUNCTION BOXES, ETC. SUPPLIED BY OTHERS.

\* ITEMS 8A AND 8B ARE NOT SHOWN ON DRAWING.

**BILL OF MATERIALS**

ITEM	QTY	UNITS	CATALOG NUMBER	DESCRIPTION
1A	524	FT.	WFP-622	208V RAYCHEM WFP SELF-REGULATING HEATING CABLE
2A	2	EA.	WPCK-R	POWER CONN KIT, ROOF & GUTTER DEICING
4A	2	EA.	DSH	DOWNSPOUT HANGER BRACKET
8A	1	EA.	APS-4C-208/240V 1P & 3P	AUTOMATIC SNOW/ICE MELTING SYSTEM CONTROLLER
8B	1	EA.	SC-40C 208/240V 1P & 3P	SATELLITE CONTACTOR

**nVent RAYCHEM**  
nVent.com

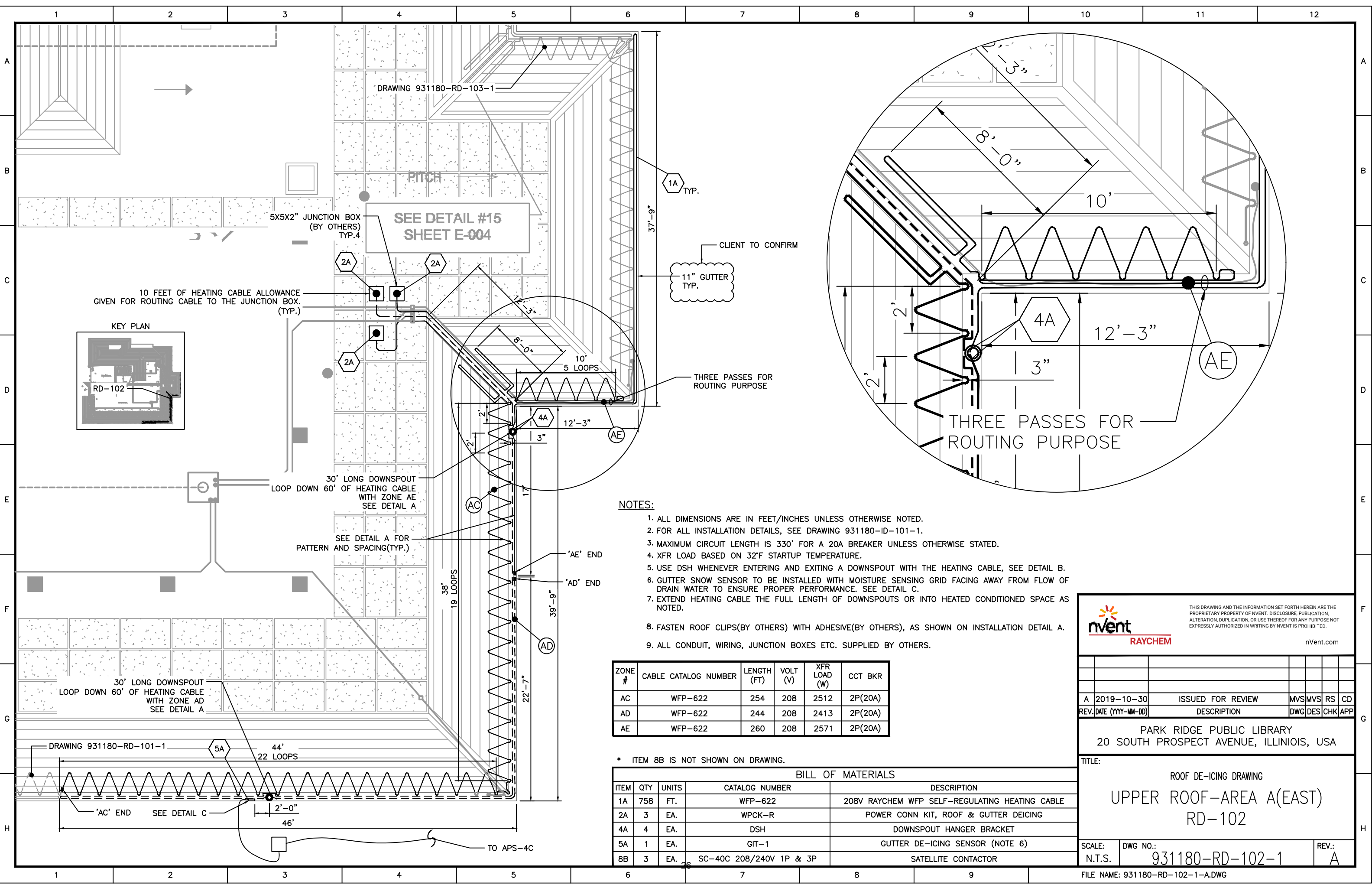
THIS DRAWING AND THE INFORMATION SET FORTH HEREIN ARE THE PROPRIETARY PROPERTY OF NVENT. DISCLOSURE, PUBLICATION, ALTERATION, DUPLICATION, OR USE THEREOF FOR ANY PURPOSE NOT EXPRESSLY AUTHORIZED IN WRITING BY NVENT IS PROHIBITED.

REV. DATE (YYY-MM-DD)	DESCRIPTION	DWG	DES	CHK	APP
A 2019-10-30	ISSUED FOR REVIEW	MVS	MVS	RS	CD

PARK RIDGE PUBLIC LIBRARY  
20 SOUTH PROSPECT AVENUE, ILLINOIS, USA

TITLE:  
**ROOF DE-ICING DRAWING  
UPPER ROOF-AREA A(SOUTH)  
RD-101**

SCALE: N.T.S. DWG NO.: 931180-RD-101-1 REV.: A

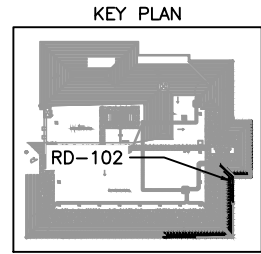


DRAWING 931180-RD-103-1

SEE DETAIL #15 SHEET E-004

5X5X2" JUNCTION BOX (BY OTHERS) TYP.4

10 FEET OF HEATING CABLE ALLOWANCE GIVEN FOR ROUTING CABLE TO THE JUNCTION BOX. (TYP.)



30' LONG DOWNSPOUT LOOP DOWN 60' OF HEATING CABLE WITH ZONE AE SEE DETAIL A

SEE DETAIL A FOR PATTERN AND SPACING(TYP.)

30' LONG DOWNSPOUT LOOP DOWN 60' OF HEATING CABLE WITH ZONE AD SEE DETAIL A

DRAWING 931180-RD-101-1

'AC' END SEE DETAIL C

TO APS-4C

**NOTES:**

1. ALL DIMENSIONS ARE IN FEET/INCHES UNLESS OTHERWISE NOTED.
2. FOR ALL INSTALLATION DETAILS, SEE DRAWING 931180-ID-101-1.
3. MAXIMUM CIRCUIT LENGTH IS 330' FOR A 20A BREAKER UNLESS OTHERWISE STATED.
4. XFR LOAD BASED ON 32°F STARTUP TEMPERATURE.
5. USE DSH WHENEVER ENTERING AND EXITING A DOWNSPOUT WITH THE HEATING CABLE, SEE DETAIL B.
6. GUTTER SNOW SENSOR TO BE INSTALLED WITH MOISTURE SENSING GRID FACING AWAY FROM FLOW OF DRAIN WATER TO ENSURE PROPER PERFORMANCE. SEE DETAIL C.
7. EXTEND HEATING CABLE THE FULL LENGTH OF DOWNSPOUTS OR INTO HEATED CONDITIONED SPACE AS NOTED.
8. FASTEN ROOF CLIPS(BY OTHERS) WITH ADHESIVE(BY OTHERS), AS SHOWN ON INSTALLATION DETAIL A.
9. ALL CONDUIT, WIRING, JUNCTION BOXES ETC. SUPPLIED BY OTHERS.

ZONE #	CABLE CATALOG NUMBER	LENGTH (FT)	VOLT (V)	XFR LOAD (W)	CCT BKR
AC	WFP-622	254	208	2512	2P(20A)
AD	WFP-622	244	208	2413	2P(20A)
AE	WFP-622	260	208	2571	2P(20A)

\* ITEM 8B IS NOT SHOWN ON DRAWING.

BILL OF MATERIALS					
ITEM	QTY	UNITS	CATALOG NUMBER	DESCRIPTION	
1A	758	FT.	WFP-622	208V RAYCHEM WFP SELF-REGULATING HEATING CABLE	
2A	3	EA.	WPCK-R	POWER CONN KIT, ROOF & GUTTER DEICING	
4A	4	EA.	DSH	DOWNSPOUT HANGER BRACKET	
5A	1	EA.	GIT-1	GUTTER DE-ICING SENSOR (NOTE 6)	
8B	3	EA.	SC-40C 208/240V 1P & 3P	SATELLITE CONTACTOR	

THIS DRAWING AND THE INFORMATION SET FORTH HEREIN ARE THE PROPRIETARY PROPERTY OF NVENT. DISCLOSURE, PUBLICATION, ALTERATION, DUPLICATION, OR USE THEREOF FOR ANY PURPOSE NOT EXPRESSLY AUTHORIZED IN WRITING BY NVENT IS PROHIBITED.

nVent.com

A	2019-10-30	ISSUED FOR REVIEW	MVS	MVS	RS	CD
REV. DATE (YYY-MM-DD)	DESCRIPTION		DWG	DES	CHK	APP

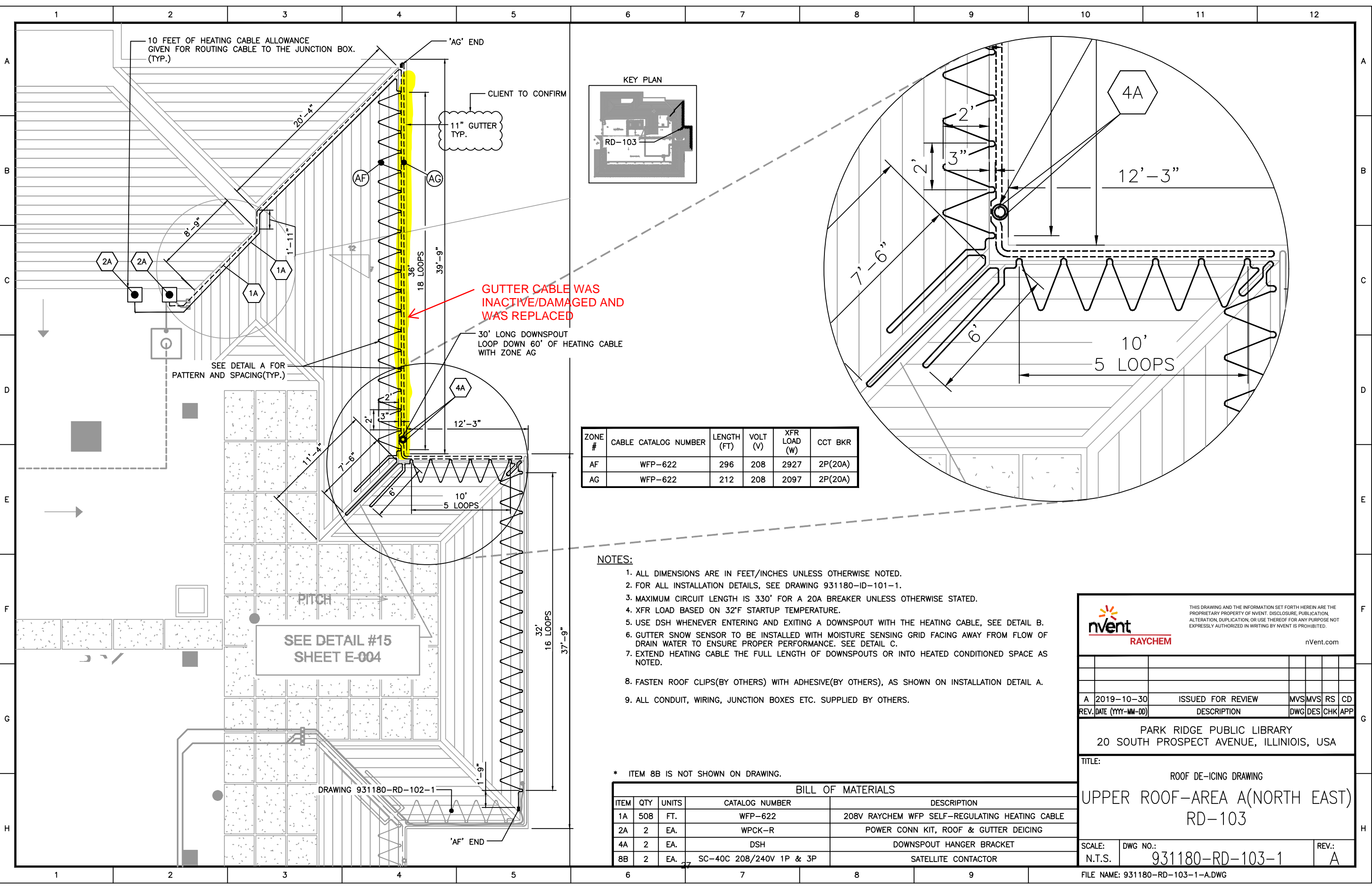
**TITLE:**

ROOF DE-ICING DRAWING  
UPPER ROOF-AREA A(EAST)  
RD-102

SCALE:	DWG NO.:	REV.:
N.T.S.	931180-RD-102-1	A

FILE NAME: 931180-RD-102-1-A.DWG





ZONE #	CABLE CATALOG NUMBER	LENGTH (FT)	VOLT (V)	XFR LOAD (W)	CCT BKR
AF	WFP-622	296	208	2927	2P(20A)
AG	WFP-622	212	208	2097	2P(20A)

- NOTES:**
1. ALL DIMENSIONS ARE IN FEET/INCHES UNLESS OTHERWISE NOTED.
  2. FOR ALL INSTALLATION DETAILS, SEE DRAWING 931180-ID-101-1.
  3. MAXIMUM CIRCUIT LENGTH IS 330' FOR A 20A BREAKER UNLESS OTHERWISE STATED.
  4. XFR LOAD BASED ON 32°F STARTUP TEMPERATURE.
  5. USE DSH WHENEVER ENTERING AND EXITING A DOWNSPOUT WITH THE HEATING CABLE, SEE DETAIL B.
  6. GUTTER SNOW SENSOR TO BE INSTALLED WITH MOISTURE SENSING GRID FACING AWAY FROM FLOW OF DRAIN WATER TO ENSURE PROPER PERFORMANCE. SEE DETAIL C.
  7. EXTEND HEATING CABLE THE FULL LENGTH OF DOWNSPOUTS OR INTO HEATED CONDITIONED SPACE AS NOTED.
  8. FASTEN ROOF CLIPS(BY OTHERS) WITH ADHESIVE(BY OTHERS), AS SHOWN ON INSTALLATION DETAIL A.
  9. ALL CONDUIT, WIRING, JUNCTION BOXES ETC. SUPPLIED BY OTHERS.

\* ITEM 8B IS NOT SHOWN ON DRAWING.

BILL OF MATERIALS					
ITEM	QTY	UNITS	CATALOG NUMBER	DESCRIPTION	
1A	508	FT.	WFP-622	208V RAYCHEM WFP SELF-REGULATING HEATING CABLE	
2A	2	EA.	WPCK-R	POWER CONN KIT, ROOF & GUTTER DEICING	
4A	2	EA.	DSH	DOWNSPOUT HANGER BRACKET	
8B	2	EA.	SC-40C 208/240V 1P & 3P	SATELLITE CONTACTOR	

THIS DRAWING AND THE INFORMATION SET FORTH HEREIN ARE THE PROPRIETARY PROPERTY OF NVENT. DISCLOSURE, PUBLICATION, ALTERATION, DUPLICATION, OR USE THEREOF FOR ANY PURPOSE NOT EXPRESSLY AUTHORIZED IN WRITING BY NVENT IS PROHIBITED.

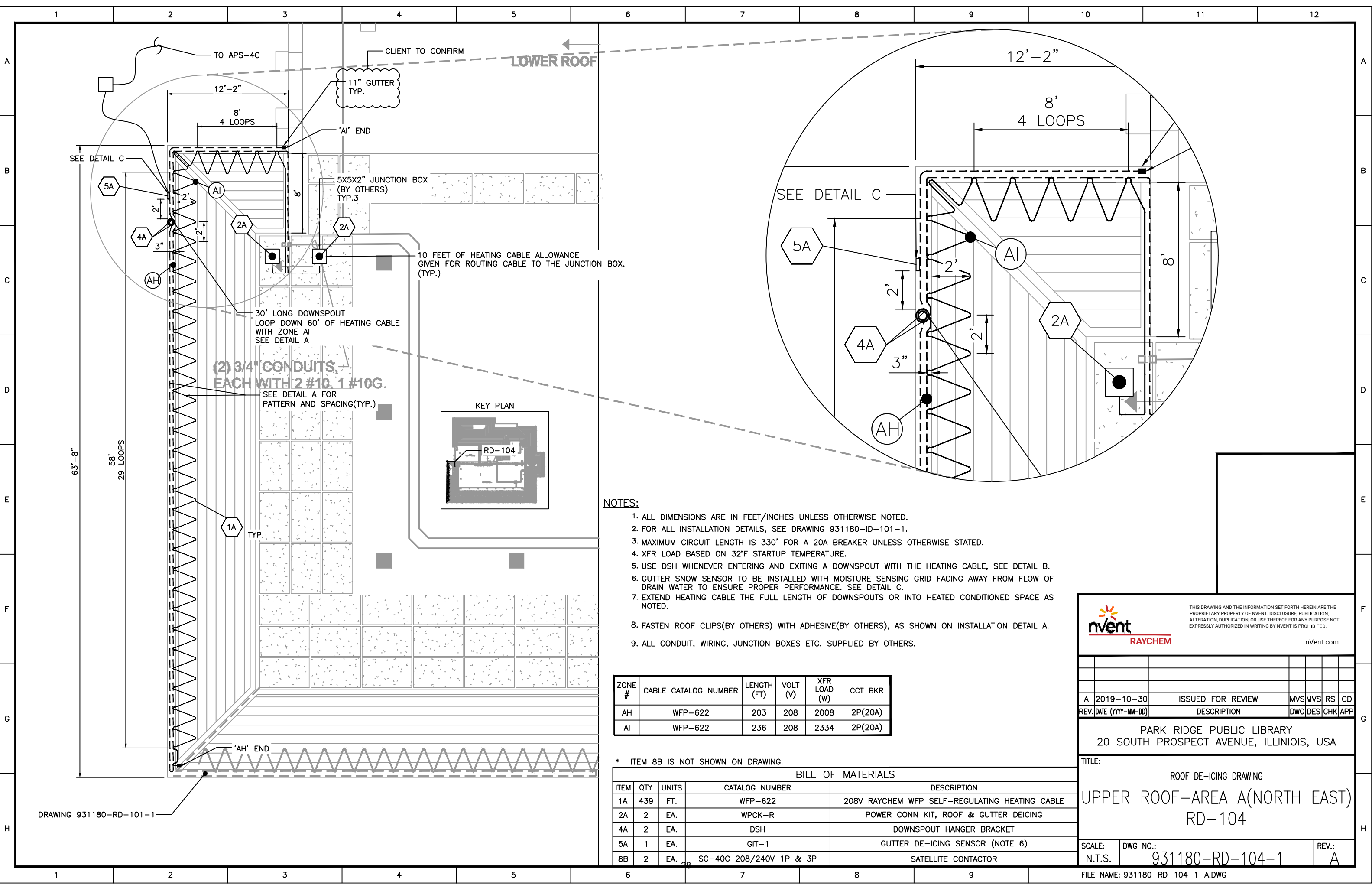
**nVent RAYCHEM** nVent.com

A	2019-10-30	ISSUED FOR REVIEW	MVS	MVS	RS	CD
REV. DATE (YYY-MM-DD)		DESCRIPTION	DWG	DES	CHK	APP

TITLE: **PARK RIDGE PUBLIC LIBRARY**  
20 SOUTH PROSPECT AVENUE, ILLINOIS, USA

ROOF DE-ICING DRAWING  
**UPPER ROOF-AREA A(NORTH EAST)**  
RD-103

SCALE: N.T.S. DWG NO.: 931180-RD-103-1 REV.: A



**NOTES:**

1. ALL DIMENSIONS ARE IN FEET/INCHES UNLESS OTHERWISE NOTED.
2. FOR ALL INSTALLATION DETAILS, SEE DRAWING 931180-ID-101-1.
3. MAXIMUM CIRCUIT LENGTH IS 330' FOR A 20A BREAKER UNLESS OTHERWISE STATED.
4. XFR LOAD BASED ON 32°F STARTUP TEMPERATURE.
5. USE DSH WHENEVER ENTERING AND EXITING A DOWNSPOUT WITH THE HEATING CABLE, SEE DETAIL B.
6. GUTTER SNOW SENSOR TO BE INSTALLED WITH MOISTURE SENSING GRID FACING AWAY FROM FLOW OF DRAIN WATER TO ENSURE PROPER PERFORMANCE. SEE DETAIL C.
7. EXTEND HEATING CABLE THE FULL LENGTH OF DOWNSPOUTS OR INTO HEATED CONDITIONED SPACE AS NOTED.
8. FASTEN ROOF CLIPS(BY OTHERS) WITH ADHESIVE(BY OTHERS), AS SHOWN ON INSTALLATION DETAIL A.
9. ALL CONDUIT, WIRING, JUNCTION BOXES ETC. SUPPLIED BY OTHERS.

ZONE #	CABLE CATALOG NUMBER	LENGTH (FT)	VOLT (V)	XFR LOAD (W)	CCT BKR
AH	WFP-622	203	208	2008	2P(20A)
AI	WFP-622	236	208	2334	2P(20A)

\* ITEM 8B IS NOT SHOWN ON DRAWING.

BILL OF MATERIALS					
ITEM	QTY	UNITS	CATALOG NUMBER	DESCRIPTION	
1A	439	FT.	WFP-622	208V RAYCHEM WFP SELF-REGULATING HEATING CABLE	
2A	2	EA.	WPCK-R	POWER CONN KIT, ROOF & GUTTER DEICING	
4A	2	EA.	DSH	DOWNSPOUT HANGER BRACKET	
5A	1	EA.	GIT-1	GUTTER DE-ICING SENSOR (NOTE 6)	
8B	2	EA.	SC-40C 208/240V 1P & 3P	SATELLITE CONTACTOR	

**nVent RAYCHEM** nVent.com

THIS DRAWING AND THE INFORMATION SET FORTH HEREIN ARE THE PROPRIETARY PROPERTY OF NVENT. DISCLOSURE, PUBLICATION, ALTERATION, DUPLICATION, OR USE THEREOF FOR ANY PURPOSE NOT EXPRESSLY AUTHORIZED IN WRITING BY NVENT IS PROHIBITED.

REV.	DATE (YYY-MM-DD)	DESCRIPTION	DWG	DES	CHK	APP
A	2019-10-30	ISSUED FOR REVIEW	MVS	MVS	RS	CD

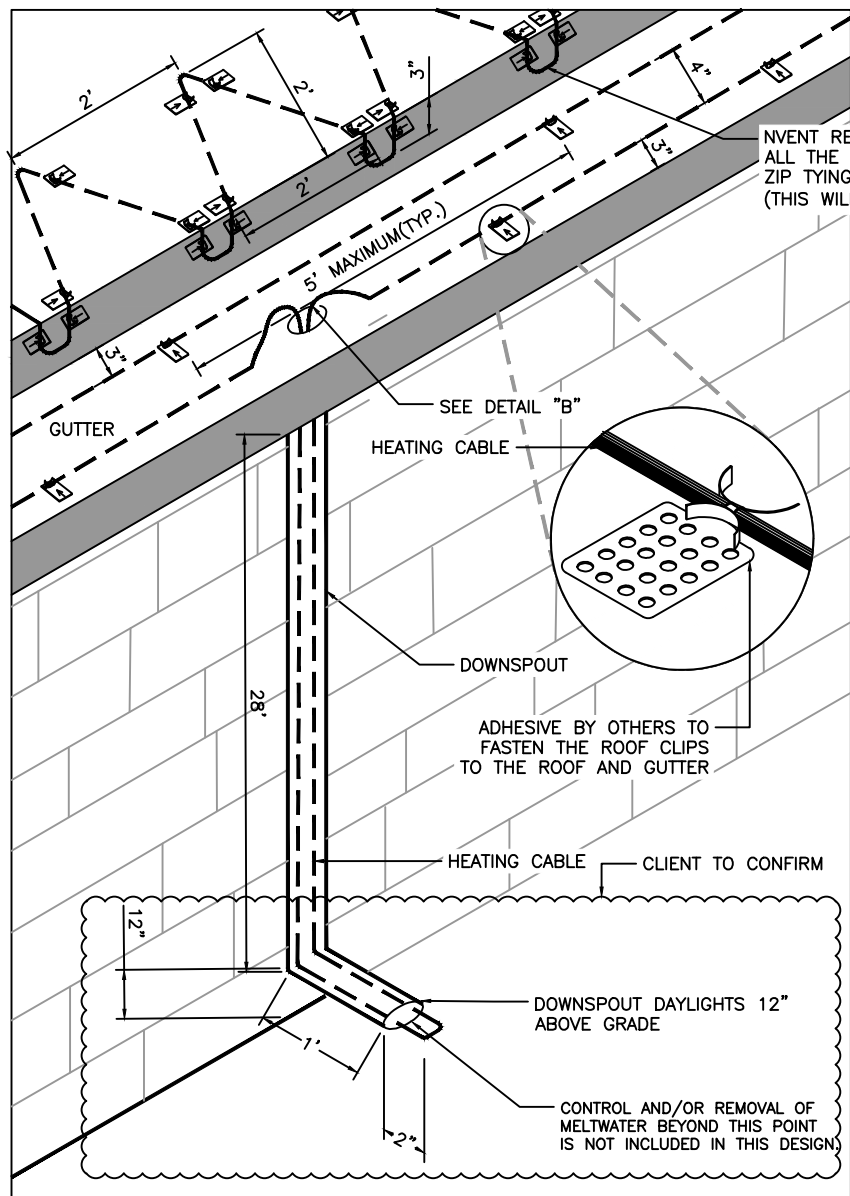
PARK RIDGE PUBLIC LIBRARY  
20 SOUTH PROSPECT AVENUE, ILLINOIS, USA

TITLE:  
ROOF DE-ICING DRAWING  
UPPER ROOF-AREA A(NORTH EAST)  
RD-104

SCALE: N.T.S.	DWG NO.: 931180-RD-104-1	REV.: A
------------------	-----------------------------	------------

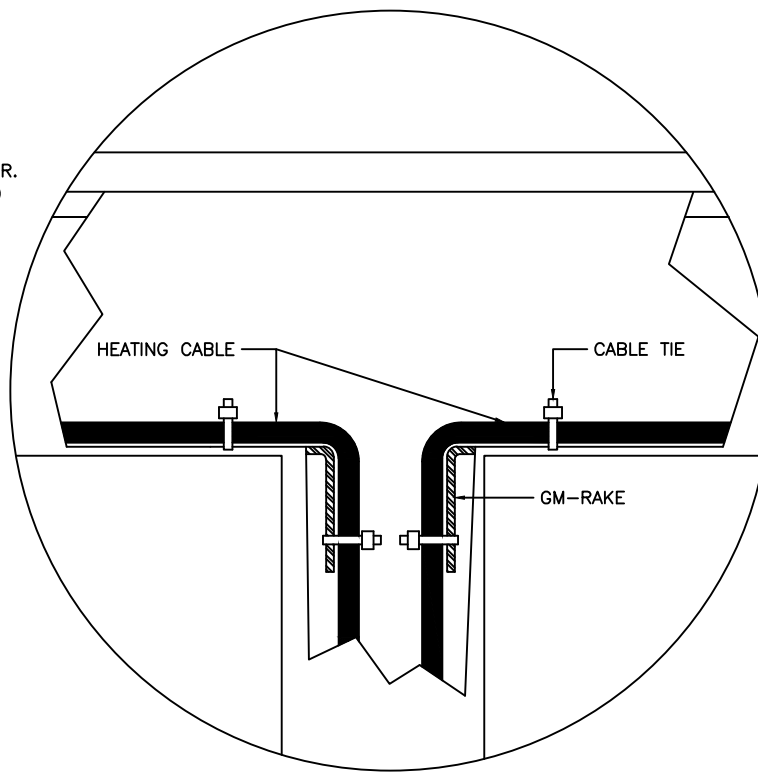


**DETAIL A: CABLE INSTALLATION AND FASTENING ON ROOF, GUTTER AND DOWNSPOUT**

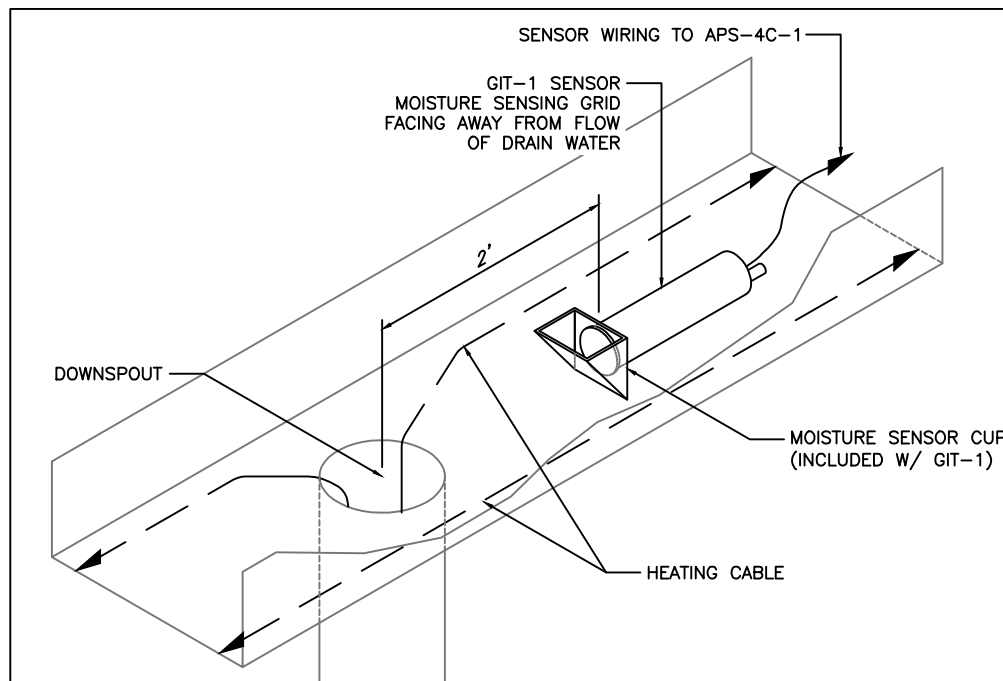


NVENT RECOMMENDS LOOPING ALL THE WAY INTO THE GUTTER AND ZIP TYING TO THE RUN IN THE GUTTER. (THIS WILL INCREASE CIRCUIT LENGTH)

**DETAIL B: DOWNSPOUT DETAIL**



**DETAIL C: GIT-1 SENSOR DETAIL**



**nVent RAYCHEM** nVent.com

THIS DRAWING AND THE INFORMATION SET FORTH HEREIN ARE THE PROPRIETARY PROPERTY OF NVENT. DISCLOSURE, PUBLICATION, ALTERATION, DUPLICATION, OR USE THEREOF FOR ANY PURPOSE NOT EXPRESSLY AUTHORIZED IN WRITING BY NVENT IS PROHIBITED.

REV. DATE (YYY-MM-DD)	DESCRIPTION	MVS	MVS	RS	CD
A 2019-10-30	ISSUED FOR REVIEW				
		DWG	DES	CHK	APP

TITLE:  
**PARK RIDGE PUBLIC LIBRARY**  
 20 SOUTH PROSPECT AVENUE, ILLINOIS, USA

INSTALLATION DETAILS  
**ROOF**  
 ID-101

SCALE: N.T.S. DWG NO.: 931180-ID-101-1 REV.: A

FILE NAME: 931180-ID-101-1-A.DWG

**Operational and Services Value Add Report**

Month: May  
Fiscal Year: 2024

Status	Project	Goal	Plan	Progress to date	Cost Savings	New Costs	Results (Was the project successful? If not, why? Do we have data to report success?)	Year
In Progress	Internet provider	Move the Library from month to month Internet service with Astound		Our contract with Comcast has been cancelled. CVI is working with Astound to upgrade our internet speed to 200 MBPS. We will apply for discounted service during the next eRate filing period (Feb. 2025)				2023-2025
In Progress	Picture Book Genre-fiction Project	Reorganizing our picture book collection with a face-out display and introducing distinct, easily recognizable icon-identifiable categories will enhance accessibility for pre-readers and non-native English speakers. This approach empowers these patrons to select materials and will likely increase circulation of our picture book collection.	<b>Youth Services:</b> Development categories, subcategories, and reclassify materials according to new classification scheme. <b>Technical Services:</b> Reclassify and relabel existing collection according to new classification scheme. <b>Patron Services:</b> Shelves will learn new shelving procedures. <b>Marketing:</b> work with YS to develop iconography, labels, and signage. <b>Facility/Administration:</b> Coordinate and oversee shelving install.	Progress as of 5/16: The new shelving and browser bins arrived in April. YS staff have shifted the collection so that all picture books are face forward and the 4 categories with new labels are on the new shelving! 7,700 books have been categorized by YS staff. The remaining 15 category labels have been designed and are at the printer.	\$0	\$31,600 - Per Capita Grant Request		2024
In Progress	Streamline Meeting Room Reservation process	Opportunity for cost savings in staff time; new website will allow for more control of forms and backend management. Explore possibility of accepting online payment for meeting rooms. Streamline process to save the time of patrons	John Priala, Joan Wrenn, Ed Tidd, and I met in late January to discuss streamlining the process which includes offering our application as a fillable form on our website and giving patrons set up options. Mr. Priala is confirming the set up diagrams and Jen Healy is working on the website components.	Progress as of 5/16. The new reservation form is available on the website. The new form also provides set-up option diagrams to make it easier for patrons to choose how they want the room set up. This also creates efficiency for our maintenance team who are in charge of setting up the room. Ms. Wrenn is exploring options for accepting online payments through				2024
In Progress: Onboarding new hires through ADP system in progress to save time and reduce paperwork to make process more efficient	Payroll Migration	City of Park Ridge decided to transfer payroll processing and payroll software costs from the City to the Library budget. This change will provide a clearer depiction of the Library's overhead; Library has full autonomy over system, no reliance on City staff for new hires, changes, issues, etc.			\$0	\$27,000 year one; \$20,000 years two and three		2022-2024
In Progress	Home Delivery service	Streamline our two materials home delivery services into one service to consolidate time for staff and make the home delivery experience easier for patrons.	Laura Scott and Anastasia Rachmaciej will work collaboratively to combine these services.	As of 5/16 Teams from the departments have met twice to figure out specifics. Marketing will be looped in to develop a promotional campaign and graphics for this enhanced service	\$0	\$0		2024
Pending	Database offering analysis	Determine cost per use; benchmark an acceptable cost per use to justify offering. Market collection to drive usage. Goal: Collection is well used and offers what we need to deliver core services as well as popular/trendy services						2024

Pending	Strategic Plan update	Issue RFP for Strategic Plan consultant on or before July 8. Board or Committee to interview firms. Begin work in January 2025.		Goal: 3-year plan that can be extended; measurable outcomes				2024
---------	-----------------------	---	--	---	--	--	--	------



[Return to Agenda](#)

## **May 2024 Report**

- Spring Sale profits: \$8,430.36
- New Life Members: 3



# Memorandum

[Return to Agenda](#)

**Memo Date:** May 16, 2024  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Regular Board Meeting  
**Meeting Date:** May 21, 2024  
**Subject:** Architectural/Engineering Services RFQ update

**Background:**

On Monday, February 5 the Park Ridge Public Library issued a Request for Qualifications (RFQ) for architectural/engineering firms that have the requisite experience to develop plans, assist in the writing of bid documents, the evaluation of bids received and to oversee an HVAC component replacement project pursuant to the Local Government Professional Services Selection Act (50 ILCS 510/0.01 et seq). The Library received three responses to our RFQ.

The Building and Grounds Committee co-chairs joined the Library Director and Facility Manager for a virtual interview with each firm. The team met on Wednesday, April 3 to discuss the candidates and rank the candidates based on their qualifications. Based on our discussions, the group ranked Elara Engineering as the most qualified firm for our project.

I have been working with Jim Gibson, P.E. Associate Principal and Practice Leader of Elara Engineering, to secure a proposal for engineering work related to the HVAC upgrades project. A listing of the scope of services Elara proposes is listed below:

Scope of Services - HVAC Upgrades	Fixed Fee
Schematic Design	\$13,900
Permit/Bid/Construction Documents	+ \$79,900
Bidding	+ \$2,900
Construction Administration & Functional Testing	+ \$18,800
<b>Total</b>	<b>\$115,500</b>

Our attorney, Matthew Gardner of Robbins Schwartz, has also reviewed Elara’s proposal. The consensus among my peer Library Directors is that consulting services (as described above) should be budgeted for approximately 10% of the total construction estimate. Anticipated construction costs for all the elements of this project total approximately \$1,245,800 (adjusted for inflation) as per our 2021 Capital Needs Assessment. Elara’s proposal of \$115,500 is in line with the 10% standard.

Additionally, I have reached out to the Directors of the Glen Ellyn Public Library and the Des Plaines Public Library, both who have worked with Elara Engineering on HVAC projects and received positive feedback about their level of service and expertise in navigating HVAC upgrades in existing library buildings.

It is important to note that this proposal does not include architectural services or fees. We do not anticipate that an architect would be needed based on the highly technical scope of this project, however we cannot definitively rule out the possibility that an architect would be needed until the engineering work starts. If so, the Library would likely incur additional consulting fees for an architectural firm.

Based on all these factors, I recommend that the Board approve the proposal from Elara Engineering for \$115,500. If approved, I will instruct Mr. Gardner to prepare the AIA Document B101 – Standard Form of Agreement between Owner and Architect to formalize this proposal.



# Memorandum

---

## **Follow up from 5/14 COW Meeting:**

I reached out to Jim Gibson at Elara Engineering regarding the questions that were posed at the committee meeting. My questions and Mr. Gibson's answers (in red) are below:

- 1) Proposal page 14 – Can a clause be added to the first paragraph to clarify that no additional services outside the scope of the project will be initiated without written authorization from the Library. *We would endorse this whether it be in our proposal or in the final AIA contract we sign with you for the work. We would most definitely not initiate work outside of the project scope without written permission/agreement from you. No issue here.*
- 2) Does the 2024 hourly rate schedule apply throughout the “single, continuous design and construction for this project occurring over a maximum of 24 continuous months.” *The 2024 hourly rates are only provided for work that may be performed outside of the agreed upon scope or for work agreed to be performed on a time and material basis. If work of this nature occurs in 2025, we would issue the 2025 rates published for that year at that time. However, I can't think of any work that we have discussed that we are proposing to perform on an hourly time and material basis, and if we did get to that point for whatever reason we could always discuss a fixed fee for that added scope. I am not really anticipating any issues here.*

## **Suggested Motion:**

Approve the proposal from Elara Engineering for \$115,500 for the HVAC upgrades project.



---

**Memo Date:** May 15, 2024  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Regular Board Meeting  
**Meeting Date:** May 21, 2024  
**Action Requested:** For review and approval  
**Subject:** Collection Management Policies – Biannual review

**Background:**

Pursuant to 75 ILCS 5/4-7.2, Illinois libraries should review their collection management policies biannually. For the Park Ridge Public Library our Collection Management Policy contain 3 policy documents:

1. Collection Management
2. Request for Review of an Item in the Collection
3. Gifts

As per Board Bylaws, review of the collection management policies is conducted via the Resources Committee. I worked with the Adult and Youth Services Managers on updates to the attached and President Thiagarajan has had the opportunity to review proposed changes as well.

**Policy updates:**

The Collection Management Policy was reworked to provide a process flow from big picture oversight to materials selection at the staff level. The managers and I reviewed several collection management/development policies from peer libraries.

The Request for Review of an Item in the Collection Policy did not undergo significant changes. Lastly, the Gifts Policy was edited to minimize redundancies between this policy and Gifts & Donations in the Oversight section, which addresses significant gifts and donations, restricted and unrestricted.

**Follow up from 5/14 COW Meeting:**

I reached out to Kevin Noll at Robbins Schwartz regarding the FOIA and public record questions that were posed regarding the Request for Review of an Item in the Collection policy. Mr. Noll's response is below.

*The Request for Review of an Item in the Library collection form (and any response from staff) is a public record subject to FOIA. I agree with you that some of the information is exempt and subject to redaction. Specifically, the patron's contact information (address and email) and signature are exempt as "private information" under FOIA Section 7(1)(b) (bright-line categories of unique identifiers). Given the nature of the form, the patron's name is also exempt: names and other information that may identify private citizens expressing opinions, may be exempt as personal information the disclosure of which would constitute a clearly unwarranted invasion of privacy pursuant to FOIA Section 7(1)(c). 5 ILCS 140/7(1)(c). The PAC has allowed the withholding of the identities of private individuals expressing opinions to public bodies under this exemption, noting that citizens have a privacy right in the opinions they express. See PAC Pre-Authorization Letter 2010 PAC 8559.*

**Recommended Motion:**

1. Approve revisions to the Collection Management Policy, Request for Review of an Item in the Collection Policy, and Gifts policies as per discussion at the committee meeting.

## **COLLECTION MANAGEMENT POLICY**

### **POLICY:**

A collection management policy is intended to support the vision, mission, and strategic plan of the Park Ridge Public Library. The Library Board of Trustees endorses the American Library Association's Library Bill of Rights and the Freedom to Read and Freedom to View Statements (see Appendix).

The Library recognizes its obligation to protect the expression of diverse ideas and its responsibility to provide a balanced presentation of issues in its collection. The Library does not promote all of the ideas found in its collections, but it provides free access to those ideas so that individuals can form their own opinions. The Library shall not censor the materials of its patrons.

### **RULES:**

1. Ultimate responsibility for the Library's collection resides with the Library Director and the Library Board of Trustees and is delegated to professional librarians who hold a master's degree in library science (or equivalent) from an American Library Association accredited institution. Professional staff utilize their training, experience, and professional knowledge in the selection of library materials. Pursuant to 75 ILCS 5/4-7.2, no employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with written policy.
2. Allocation of the materials budget and the number of items in the collection will be determined by indicators of use, average cost per item, and objectives for development of the collection.
3. The Library collection includes a variety of print, non-print, digital materials, electronic databases, and special equipment. Material formats are evaluated based on the following criteria:
  - usage
  - availability
  - timeliness
  - space requirements
4. Professional staff will select and determine an item's placement in the Library's collection. Criteria for selection and placement include, but are not limited to:
  - timeliness
  - community interests and needs
  - reviews in reputable journals or authoritative sources
  - authority and accuracy of content
  - availability from reliable library vendors and distributors
  - existing library resources in the subject area
  - ownership and demand at nearby public libraries
  - media and critical attention
  - space



- cost
  - physical durability of the item
5. The Library is committed to sharing at the local, state, and national levels as demonstrated by our membership and participate in Reaching Across Illinois Libraries (RAILS), Cooperative Computer Services (CCS), Find More Illinois, the Illinois Library and Information Network (ILLINET), and WorldShare Interlibrary Loan.
  6. Hold lists are monitored to meet patron demand. Additional copies may be purchased as the budget allows.
  7. Purchase suggestions from Park Ridge Public Library cardholders will be considered using the selection criteria above. If a suggested item is not purchased, staff will attempt to obtain the item through interlibrary loan.
  8. An attractive, current, and useful collection shall be maintained through a continual discarding of materials. Materials may be removed from the collection due to a variety of factors, including but not limited to:
    - deteriorated appearance
    - inaccurate information
    - space constraints
    - unneeded duplicates
    - obsolete format
    - lack of circulation
  9. Materials removed from the collection may be donated to the Friends of the Park Ridge Public Library, local non-profit groups, sent to book recycling/selling organizations or discarded.
  10. Each department is responsible for conducting an on-going reevaluation of its collections according to Collection Management Guidelines, which have developed by professional staff. It is the goal of the Library to complete a general reevaluation its collections in 2-year cycles.
  11. The Library Director is responsible for making recommendations to the Library Board of Trustees concerning updating the Collection Management Policy, through the Library Resources Committee, every 2 years pursuant to [75 ILCS 5/4-7.2](#).

Revised xxx  
Revised April 19, 2022  
Revised May 18, 2010  
Approved October 9, 1979

## REQUEST FOR REVIEW OF ITEM IN LIBRARY COLLECTION

### POLICY:

It is the policy of the Library to reconsider any item selected for the Library collection at the formal request of a patron.

### RULES:

1. A *Request for Review of Item in the Library Collection* form must be filled out by a patron wishing such action. Patrons requesting review of an item must reside in Park Ridge.
2. The item in question will be reviewed in its entirety by the Library Director, in conjunction with a Selection Review Committee composed of Library staff, appointed by the Library Director.
3. The Library Director shall inform the patron requesting the review of the Committee's decision by ~~letter~~ email. If no email address is provided, the decision letter will be sent certified mail via USPS.
4. A copy of the letter sent to the patron as well as the *Request for Review of Item in the Library Collection* form shall be given provided to the Library Board of Trustees for informational purposes. Personal identifiable information will be redacted from documentation provided to the Board.
5. The decision of the ~~Library Director Selection Review Committee~~ may be appealed, in writing, to the Library Board of Trustees. The appeal must be received within five business days of receiving the decision. Appeals to the Library Board of Trustees should be emailed to libraryboard@parkridgelibrary.org or mailed to the Library's Business Office, 20 S. Prospect, Park Ridge, IL, 60068. Appeals may also be hand delivered to the Library's Business Office on the second floor. The Board will review the appeal as soon as is practicable. The Board's decision regarding the appeal is final.
6. If no appeal is filed, the Library Director's decision is final.  
~~by the patron.~~
7. No further requests for review for that specific material or resource will be considered for a period of 2 years from the date of the final decision.
- 5-8. All documentation associated with the review process, with the exception of personal identifiable information, is subject to the Freedom of Information Act, 5 ILCS 140.



Park Ridge Public Library

## PARK RIDGE PUBLIC LIBRARY REQUEST FOR REVIEW OF ITEM IN THE LIBRARY COLLECTION

REQUEST MADE BY:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

TITLE: \_\_\_\_\_ AUTHOR: \_\_\_\_\_

1. What do you object to in the work? Specify portion (page numbers) of the work you find objectionable.

---

---

2. What do you feel might be the result of reading/viewing/listening to/using this work?

---

---

3. Did you read/view/listen to/use the entire work?  YES  NO  
If not, which parts?

---

4. What do you believe is the theme of this work?

---

---

5. Do you think the work mentioned had any good points? If so, please list.

---

6. For what age group would you recommend this work?

---

7. Are you aware of the judgment of this work by literary critics?

---

If yes, please identify source.

---

---

8. What would you like the Library to do about this work?

Make it available only to the following:

---

Withdraw it from the collection of the Library

Re-examine it for value

9. In its place, what work of equal or superior quality would you recommend that would convey as valuable a picture and perspective of the subject?

---

**COMMENTS:**

DRAFT

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Park Ridge Public Library, 20 S. Prospect, Park Ridge, IL 60068-4188, (847) 825-3123**

Revised xxx

Revised April 19, 2022

Reviewed May 18, 2010

## REQUEST FOR REVIEW OF ITEM IN LIBRARY COLLECTION

### POLICY:

It is the policy of the Library to reconsider any item selected for the Library collection at the formal request of a patron.

### RULES:

1. A *Request for Review of Item in the Library Collection* form must be filled out by a patron wishing such action. Patrons requesting review of an item must reside in Park Ridge.
2. The item in question will be reviewed in its entirety by the Library Director, in conjunction with a Selection Review Committee composed of Library staff, appointed by the Library Director.
3. The Library Director shall inform the patron requesting the review of the Committee's decision by email. If no email address is provided, the decision letter will be sent certified mail via USPS.
4. A copy of the letter sent to the patron as well as the *Request for Review of Item in the Library Collection* form shall be provided to the Library Board of Trustees for informational purposes. Personal identifiable information will be redacted from documentation provided to the Board.
5. The decision of the Library Director may be appealed, in writing, to the Library Board of Trustees. The appeal must be received within five business days of receiving the decision. Appeals to the Library Board of Trustees should be emailed to [libraryboard@parkridgelibrary.org](mailto:libraryboard@parkridgelibrary.org) or mailed to the Library's Business Office, 20 S. Prospect, Park Ridge, IL, 60068. Appeals may also be hand delivered to the Library's Business Office on the second floor. The Board will review the appeal as soon as is practicable. The Board's decision regarding the appeal is final.
6. If no appeal is filed, the Library Director's decision is final.
7. No further requests for review for that specific material or resource will be considered for a period of 2 years from the date of the final decision.
8. All documentation associated with the review process, with the exception of personal identifiable information, is subject to the Freedom of Information Act, [5 ILCS 140](#).

Revised XXX  
Revised May 15, 2007  
Approved October 9, 1979



Park Ridge Public Library

## PARK RIDGE PUBLIC LIBRARY REQUEST FOR REVIEW OF ITEM IN THE LIBRARY COLLECTION

REQUEST MADE BY:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

TITLE: \_\_\_\_\_ AUTHOR: \_\_\_\_\_

1. What do you object to in the work? Specify portion (page numbers) of the work you find objectionable.

---

---

2. What do you feel might be the result of reading/viewing/listening to/using this work?

---

---

3. Did you read/view/listen to/use the entire work?  YES  NO  
If not, which parts?

---

4. What do you believe is the theme of this work?

---

---

5. Do you think the work mentioned had any good points? If so, please list.

---

6. For what age group would you recommend this work?

---

7. Are you aware of the judgment of this work by literary critics?

---

If yes, please identify source.

---

---

8. What would you like the Library to do about this work?

Make it available only to the following:

\_\_\_\_\_

Withdraw it from the collection of the Library

Re-examine it for value

9. In its place, what work of equal or superior quality would you recommend that would convey as valuable a picture and perspective of the subject?

\_\_\_\_\_

**COMMENTS:**

DRAFT

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Park Ridge Public Library, 20 S. Prospect, Park Ridge, IL 60068-4188, (847) 825-3123**

Revised xxx  
Revised April 19, 2022  
Reviewed May 18, 2010

## **GIFTS: LIBRARY MATERIALS**

### POLICY:

The Park Ridge Public Library accepts books, materials, and monetary donations for the purchase of library materials. Please see Policy *A14. Gifts and Donations* for the rules regarding monetary donations to support a program, special event, furnishings or equipment.

### RULES:

1. The Library will honor monetary donations recommending purchase of specific titles or areas of interest, if it meets the selection criteria as defined in Library's Collection Management Policy. If specific titles are not recommended, professional staff will select materials that will strengthen and support the Library's collection.
2. Materials purchased directly by a donor for presentation to the Library will be accepted provided they meet the Library's materials selection criteria.
3. When appropriate, gift book plates will be affixed to those materials chosen to fulfill a donor's request.
4. All materials purchased under this Policy shall be processed, shelved and withdrawn in the same manner as items purchased from other funds. The Library cannot maintain gifted materials in perpetuity.
5. All gifts will be acknowledged with a letter from the Library Director to the donor.
6. The Library cannot appraise used materials.
7. Items donated directly to the Library will be added to the collection if they enhance the value of the collection as per the Library's materials selection criteria. Materials that do not meet the selection criteria will be given to the Friends of the Park Ridge Public Library or disposed of at the Library's discretion.

Revised xxx  
Revised April 19, 2022  
Revised May 18, 2010  
Approved October 9, 1979



**City of Park Ridge, IL  
Warrant List Fund Totals  
04/16/2024**

<b>Fund</b>	<b>Description</b>	<b>Amount</b>
201	Library Fund	\$48,431.93
201	Grant Fund	\$0.00
201	North Suburban	\$37,372.37
<hr/>		
	Report Total	\$ 85,804.30



# CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L041624

TO FISCAL 2024/04 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	69.98
165816	INVOICE:	04/02/24	222573		219331	P	04/16/24	2015012	932103	69.98
	1XGJFF7J4YYJ									
165952	INVOICE:	04/05/24	222711		219331	P	04/16/24	2015015	951100	50.68
	1LOFG3KV3TNV									
165953	INVOICE:	04/05/24	222712		219331	P	04/16/24	2015015	938506	14.99
	169M67N67RQK									
165954	INVOICE:	04/05/24	222713		219331	P	04/16/24	2015017	951102	14.38
	1M3TDL9949X									
165955	INVOICE:	04/05/24	222714		219331	P	04/16/24	2015016	951100	7.99
	1T1VTTN49XWJ									
165956	INVOICE:	04/05/24	222715		219331	P	04/16/24	2015015	938506	51.97
	16V4GP3X6VWY									
165957	INVOICE:	04/05/24	222716		219331	P	04/16/24	2015017	954017	901.94
	1PRWXJLVF4PK									
165958	INVOICE:	04/05/24	222717		219331	P	04/16/24	2015017	954017	114.05
	1PX7PX94GPRL									
165959	INVOICE:	04/05/24	222718		219331	P	04/16/24	2015017	954001	44.49
	1PH7P4T4J46X									
165960	INVOICE:	04/05/24	222719		219331	P	04/16/24	2015017	954001	17.89
	1T3W11PC13TY									
165961	INVOICE:	04/05/24	222720		219331	P	04/16/24	2015015	954002	20.15
	1LXGCTLX16K									
165962	INVOICE:	04/05/24	222721		219331	P	04/16/24	2015015	954002	-23.73
	1YWHL7GX6F39									
165963	INVOICE:	04/05/24	222722		219331	P	04/16/24	2015015	954002	57.25
	1P3HR1YQ73DP									
165964	INVOICE:	04/05/24	222723		219331	P	04/16/24	2015015	954002	17.22
	1F4FR1JKFPX1									
165965	INVOICE:	04/05/24	222724		219331	P	04/16/24	2015015	954019	22.93
	1MGH6CDFY1X									
165966	INVOICE:	04/05/24	222725		219331	P	04/16/24	2015015	954019	15.12
	1M67CYQNLMT7									
165967	INVOICE:	04/05/24	222726		219331	P	04/16/24	2015015	954019	19.99
	14N3NKCW9HR3									
166183	INVOICE:	04/12/24	222942		219331	P	04/16/24	2015015	954002	264.41
	1JY3D1QG9POM									
166184	INVOICE:	04/12/24	222943		219331	P	04/16/24	2015017	954017	40.21
	1CCXTQF7VQB7									
166185	INVOICE:	04/12/24	222944		219331	P	04/16/24	2015017	954017	123.15
	1KR3LJ4D7HTK									
166186	INVOICE:	04/12/24	222945		219331	P	04/16/24	2015017	954017	89.21
	1GNJHI7CTR4C									
166187	INVOICE:	04/12/24	222946		219331	P	04/16/24	2015017	954017	103.15
	1FRL1Y69WNC									
166188	INVOICE:	04/12/24	222947		219331	P	04/16/24	2015017	954001	35.99
	1YKXMF7IVGL1									
166189	INVOICE:	04/12/24	222948		219331	P	04/16/24	2015016	951100	29.98
	14WM743JQF4N									
166190	INVOICE:	04/12/24	222949		219331	P	04/16/24	2015012	952100	34.00
	1D7GFRN4W1WN									

# CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L041624

TO FISCAL 2024/04 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD INVOICED	YTD PAID
<b>VENDOR TOTALS</b>											
800 AMERICAN EAGLE COM	165794	04/02/24	222550		219332	P	04/16/24	2015011	LIB DATA PROC SV	18,013.33	18,382.77
INVOICE:	401030										3,195.89
<b>VENDOR TOTALS</b>											
8568 RADIATE HOLDINGS LP	165795	04/02/24	222551		219333	P	04/16/24	2015011	GNL CNTRL SVC-INTERNET	1,267.00	483.50
INVOICE:	4436589010016787										483.50
<b>VENDOR TOTALS</b>											
101020 BAKER AND TAYLOR LLC	165796	04/02/24	222552		219334	P	04/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	6,575.00	784.99
INVOICE:	2038170316										784.99
165797		04/02/24	222553		219334	P	04/16/24	2015017	LIB RSRCS-ADULT BOOKS NF		62.17
INVOICE:	2038170317										15.71
165798		04/02/24	222554		219334	P	04/16/24	2015017	LIB RSRCS-ADULT BOOKS NF		26.28
INVOICE:	2038170318										18.51
165799		04/02/24	222555		219334	P	04/16/24	2015017	LIB RSRCS-ADULT BOOKS NF		112.51
INVOICE:	2038170319										17.90
165800		04/02/24	222556		219334	P	04/16/24	2015017	LIB RSRCS--ADULT BOOKS FI		44.04
INVOICE:	2038170320										21.82
165801		04/02/24	222557		219334	P	04/16/24	2015017	LIB RSRCS--ADULT BOOKS FI		175.94
INVOICE:	2038179589										30.38
165802		04/02/24	222558		219334	P	04/16/24	2015017	LIB RSRCS--ADULT BOOKS FI		26.15
INVOICE:	2038179590										12.67
165803		04/02/24	222559		219334	P	04/16/24	2015017	LIB RSRCS--ADULT BOOKS FI		7.88
INVOICE:	2038179591										14.41
165804		04/02/24	222560		219334	P	04/16/24	2015017	LIB RSRCS--ADULT BOOKS FI		108.79
INVOICE:	2038179592										865.85
165805		04/02/24	222562		219334	P	04/16/24	2015017	LIB RSRCS--ADULT BOOKS FI		16.31
INVOICE:	2038179593										36.34
165806		04/02/24	222563		219334	P	04/16/24	2015017	LIB RSRCS--ADULT BOOKS FI		
INVOICE:	2038179594										
165807		04/02/24	222564		219334	P	04/16/24	2015015	LIB RSRCS-CHILDREN BOOKS		
INVOICE:	2038172347										
165808		04/02/24	222565		219334	P	04/16/24	2015015	LIB RSRCS-CHILDREN BOOKS		
INVOICE:	2038172348										
165809		04/02/24	222566		219334	P	04/16/24	2015015	LIB RSRCS-CHILDREN BOOKS		
INVOICE:	2038175395										
165810		04/02/24	222567		219334	P	04/16/24	2015015	LIB RSRCS-CHILDREN BOOKS		
INVOICE:	2038179264										
165811		04/02/24	222568		219334	P	04/16/24	2015015	LIB RSRCS-CHILDREN BOOKS		
INVOICE:	2038176057										
165812		04/02/24	222569		219334	P	04/16/24	2015015	LIB RSRCS-CHILDREN BOOKS		
INVOICE:	2038176058										
165813		04/02/24	222570		219334	P	04/16/24	2015015	LIB RSRCS-CHILDRENS BOOKS		





# CITY OF PARK RIDGE

## PAID INVOICES REPORT

WARRANT: L041624

TO FISCAL 2024/04 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	AMOUNT
INVOICE:	2038175895				219334	P	04/16/24	2015015	954019	273.91
165814	04/02/24 222571									
INVOICE:	2038175896				219334	P	04/16/24	2015017	954017	19.92
165887	04/04/24 222645									
INVOICE:	2038179520				219334	P	04/16/24	2015017	954017	106.64
165888	04/04/24 222646									
INVOICE:	2038179521				219334	P	04/16/24	2015017	954017	65.91
165889	04/04/24 222647									
INVOICE:	2038179522				219334	P	04/16/24	2015017	954017	37.79
165890	04/04/24 222648									
INVOICE:	2038179523				219334	P	04/16/24	2015017	954017	47.66
165891	04/04/24 222649									
INVOICE:	2038179524				219334	P	04/16/24	2015017	954017	131.22
165893	04/04/24 222651									
INVOICE:	2038179525				219334	P	04/16/24	2015017	954017	18.48
165894	04/04/24 222652									
INVOICE:	2038179526				219334	P	04/16/24	2015017	954017	165.44
165895	04/04/24 222653									
INVOICE:	2038179527				219334	P	04/16/24	2015017	954017	37.53
165896	04/04/24 222654									
INVOICE:	2038186708				219334	P	04/16/24	2015017	954017	42.65
165897	04/04/24 222655									
INVOICE:	2038186709				219334	P	04/16/24	2015017	954017	253.47
165898	04/04/24 222656									
INVOICE:	2038186710				219334	P	04/16/24	2015017	954017	21.37
165899	04/04/24 222657									
INVOICE:	2038186711				219334	P	04/16/24	2015017	954001	13.68
165900	04/04/24 222658									
INVOICE:	2038188187				219334	P	04/16/24	2015017	954001	36.95
165901	04/04/24 222659									
INVOICE:	2038188188				219334	P	04/16/24	2015017	954001	17.91
165902	04/04/24 222660									
INVOICE:	2038188189				219334	P	04/16/24	2015017	954001	9.42
165903	04/04/24 222661									
INVOICE:	2038188190				219334	P	04/16/24	2015017	954001	77.00
165904	04/04/24 222662									
INVOICE:	2038188191				219334	P	04/16/24	2015017	954001	712.01
165905	04/04/24 222663									
INVOICE:	2038188192				219334	P	04/16/24	2015017	954001	326.02
165906	04/04/24 222664									
INVOICE:	2038184597				219334	P	04/16/24	2015017	954001	20.63
165907	04/04/24 222665									
INVOICE:	2038190254				219334	P	04/16/24	2015015	954002	361.05
165908	04/04/24 222666									
INVOICE:	2038183878				219334	P	04/16/24	2015015	954019	27.15
165909	04/04/24 222667									
INVOICE:	2038186576				219334	P	04/16/24	2015015	954002	66.65
165910	04/04/24 222668									
INVOICE:	2038195719				219334	P	04/16/24	2015015	954002	49.95
165911	04/04/24 222669									
INVOICE:	2038195720									



# CITY OF PARK RIDGE

## PAID INVOICES REPORT

WARRANT: L041624

TO FISCAL 2024/04 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
165913 INVOICE:	04/04/24	222671		219334	P	04/16/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 72.92
165914 INVOICE:	04/04/24	222672		219334	P	04/16/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS -35.98
165915 INVOICE:	04/04/24	222673		219334	P	04/16/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 1,901.78
165916 INVOICE:	04/04/24	222674		219334	P	04/16/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS 14.52
165917 INVOICE:	04/04/24	222675		219334	P	04/16/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS 18.01
165918 INVOICE:	04/04/24	222676		219334	P	04/16/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS 57.70
166134 INVOICE:	04/11/24	222893		219334	P	04/16/24	2015015	954012	LIB RSRCS-E-BOOKS 1,579.71
166135 INVOICE:	04/11/24	222894		219334	P	04/16/24	2015015	954012	LIB RSRCS-E-BOOKS 60.00
166136 INVOICE:	04/11/24	222895		219334	P	04/16/24	2015015	938506	GNL CNTRL SVC/PROGRAM 15.30
166137 INVOICE:	04/11/24	222896		219334	P	04/16/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI 104.59
166138 INVOICE:	04/11/24	222897		219334	P	04/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 72.05
166139 INVOICE:	04/11/24	222898		219334	P	04/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 103.01
166140 INVOICE:	04/11/24	222899		219334	P	04/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 36.92
166141 INVOICE:	04/11/24	222900		219334	P	04/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 50.64
166142 INVOICE:	04/11/24	222901		219334	P	04/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 69.66
166143 INVOICE:	04/11/24	222902		219334	P	04/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 18.47
166144 INVOICE:	04/11/24	222903		219334	P	04/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 18.36
166145 INVOICE:	04/11/24	222904		219334	P	04/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 56.01
166146 INVOICE:	04/11/24	222905		219334	P	04/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 106.84
166147 INVOICE:	04/11/24	222906		219334	P	04/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 56.02
166148 INVOICE:	04/11/24	222907		219334	P	04/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 16.76
166149 INVOICE:	04/11/24	222908		219334	P	04/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 19.63
166150 INVOICE:	04/11/24	222909		219334	P	04/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 42.68
166151 INVOICE:	04/11/24	222910		219334	P	04/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 19.63
166152 INVOICE:	04/11/24	222911		219334	P	04/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 28.31
166153 INVOICE:	04/11/24	222912		219334	P	04/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 36.95



# CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L041624

TO FISCAL 2024/04 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
INVOICE:	2038193939										
166154	INVOICE:	04/11/24	222913		219334	P	04/16/24	2015017	9540017	LIB RSRCS-ADULT BOOKS NF	18.47
166155	INVOICE:	04/11/24	222914		219334	P	04/16/24	2015017	9540017	LIB RSRCS-ADULT BOOKS NF	419.05
166156	INVOICE:	04/11/24	222915		219334	P	04/16/24	2015017	9540017	LIB RSRCS-ADULT BOOKS NF	64.66
166157	INVOICE:	04/11/24	222916		219334	P	04/16/24	2015017	9540001	LIB RSRCS--ADULT BOOKS FI	106.67
166158	INVOICE:	04/11/24	222917		219334	P	04/16/24	2015017	9540001	LIB RSRCS--ADULT BOOKS FI	56.76
166161	INVOICE:	04/11/24	222920		219334	P	04/16/24	2015017	9540001	LIB RSRCS--ADULT BOOKS FI	27.48
166162	INVOICE:	04/11/24	222921		219334	P	04/16/24	2015017	9540001	LIB RSRCS--ADULT BOOKS FI	18.47
166163	INVOICE:	04/11/24	222922		219334	P	04/16/24	2015017	9540001	LIB RSRCS--ADULT BOOKS FI	141.47
166164	INVOICE:	04/11/24	222923		219334	P	04/16/24	2015017	9540001	LIB RSRCS--ADULT BOOKS FI	116.53
166165	INVOICE:	04/11/24	222924		219334	P	04/16/24	2015017	9540001	LIB RSRCS--ADULT BOOKS FI	165.09
166166	INVOICE:	04/11/24	222925		219334	P	04/16/24	2015017	9540001	LIB RSRCS--ADULT BOOKS FI	16.71
166167	INVOICE:	04/11/24	222926		219334	P	04/16/24	2015017	9540011	LIB RSRCS -MWL	76.22
166169	INVOICE:	04/11/24	222928		219334	P	04/16/24	2015017	9540011	LIB RSRCS -MWL	109.71
166171	INVOICE:	04/11/24	222930		219334	P	04/16/24	2015017	9540011	LIB RSRCS -MWL	26.15
166172	INVOICE:	04/11/24	222931		219334	P	04/16/24	2015017	9540011	LIB RSRCS -MWL	34.65
166173	INVOICE:	04/11/24	222932		219334	P	04/16/24	2015015	9540002	LIB RSRCS-CHILDREN BOOKS	49.22
166174	INVOICE:	04/11/24	222933		219334	P	04/16/24	2015015	9540002	LIB RSRCS-CHILDREN BOOKS	151.77
166175	INVOICE:	04/11/24	222934		219334	P	04/16/24	2015015	9540002	LIB RSRCS-CHILDRENS BOOKS	42.82
166176	INVOICE:	04/11/24	222935		219334	P	04/16/24	2015015	9540002	LIB RSRCS-CHILDREN BOOKS	15.29
166177	INVOICE:	04/11/24	222936		219334	P	04/16/24	2015015	9540002	LIB RSRCS-CHILDREN BOOKS	30.41
166178	INVOICE:	04/11/24	222937		219334	P	04/16/24	2015015	9540002	LIB RSRCS-CHILDREN BOOKS	-163.91
166179	INVOICE:	04/11/24	222938		219334	P	04/16/24	2015015	9540002	LIB RSRCS-CHILDREN BOOKS	13.56
166180	INVOICE:	04/11/24	222939		219334	P	04/16/24	2015015	9540002	LIB RSRCS-CHILDREN BOOKS	100.66
166181	INVOICE:	04/11/24	222940		219334	P	04/16/24	2015015	9540002	LIB RSRCS-CHILDREN BOOKS	27.72
166182	INVOICE:	04/11/24	222941		219334	P	04/16/24	2015015	9540019	LIB RSRCS-CHILDRENS BOOKS	69.27

# CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L041624

TO FISCAL 2024/04 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID	YTD PAID
<b>VENDOR TOTALS</b>										
									54,289.21	55,228.84
489 BLACKSTONE AUDIO INC	04/02/24	222574		219335	P	04/16/24	2015017	LIB RSRCS-RECORDING AUDIO	954004	38.95
INVOICE: 2145666										
165968	04/05/24	222727		219335	P	04/16/24	2015017	LIB RSRCS-RECORDING AUDIO	954004	488.90
INVOICE: 2146600										
<b>VENDOR TOTALS</b>										
									2,356.92	2,413.55
300553 CENGAGE LEARNING INC	04/02/24	222575		219336	P	04/16/24	2015017	LIB RSRCS--ADULT BOOKS FI	954001	39.63
INVOICE: 84076060										
165819	04/02/24	222576		219336	P	04/16/24	2015017	LIB RSRCS--ADULT BOOKS FI	954001	24.80
INVOICE: 84065271										
165969	04/05/24	222728		219336	P	04/16/24	2015015	LIB RSRCS-CHILDREN BOOKS	954002	461.85
INVOICE: 84117771										
165970	04/05/24	222729		219336	P	04/16/24	2015017	LIB RSRCS--ADULT BOOKS FI	954001	77.60
INVOICE: 84108309										
165971	04/05/24	222730		219336	P	04/16/24	2015017	LIB RSRCS--ADULT BOOKS FI	954001	59.77
INVOICE: 84084184										
165972	04/05/24	222731		219336	P	04/16/24	2015017	LIB RSRCS--ADULT BOOKS FI	954001	24.00
INVOICE: 84108106										
165973	04/05/24	222732		219336	P	04/16/24	2015017	LIB RSRCS--ADULT BOOKS FI	954001	76.13
INVOICE: 84113579										
165974	04/05/24	222733		219336	P	04/16/24	2015017	LIB RSRCS--ADULT BOOKS FI	954001	23.40
INVOICE: 84123566										
166191	04/12/24	222950		219336	P	04/16/24	2015017	LIB RSRCS--ADULT BOOKS FI	954001	79.97
INVOICE: 84141335										
166192	04/12/24	222951		219336	P	04/16/24	2015015	LIB RSRCS-CHILDREN BOOKS	954002	21.59
INVOICE: 84137047										
<b>VENDOR TOTALS</b>										
									5,557.89	8,394.36
303044 CENTER POINT INC	04/05/24	222734		219337	P	04/16/24	2015017	LIB RSRCS--ADULT BOOKS FI	954001	31.62
INVOICE: 2088074										
<b>VENDOR TOTALS</b>										
									319.72	316.90
302631 CHILDRENS PLUS INC	04/02/24	222577		219338	P	04/16/24	2015015	LIB RSRCS-CHILDRENS BOOKS	954019	49.90
INVOICE: 243101										
<b>VENDOR TOTALS</b>										
									.00	1,229.14
7517 JPH ENTERPRISES INC	04/02/24	222578		219339	P	04/16/24	2015011	PUBLIC RELATIONS	936000	204.00
INVOICE: 74044										



# CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L041624

TO FISCAL 2024/04 01/01/2024 TO 12/31/2024

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

102908	COMPUTER VIEW INC 165822	04/02/24	222579		219340	P	04/16/24	2015011	931700	LIB DATA PROC SV	525.00
	INVOICE: 29962										
	VENDOR TOTALS		88,449.70	YTD INVOICED					85,169.20	YTD PAID	525.00
19972	DEMCO INC 165823	04/02/24	222580		219341	P	04/16/24	2015013	951100	LIBRARY SUPPLIES	409.32
	INVOICE: 7455926										
	165824	04/02/24	222581		219341	P	04/16/24	2015015	951100	LIBRARY SUPPLIES	107.23
	INVOICE: 7450321										
	VENDOR TOTALS		2,461.70	YTD INVOICED					3,283.31	YTD PAID	516.55
301264	FOX VALLEY FIRE AND SAFETY 165825	04/02/24	222582		219342	P	04/16/24	2015012	932103	BLDG MNT CNTR-GENL MAINT	1,583.99
	INVOICE: IN00670700										
	VENDOR TOTALS		4,460.63	YTD INVOICED					5,423.49	YTD PAID	1,583.99
4908	FROG LADY PRESENTATIONS 165982	04/05/24	222741		219343	P	04/16/24	2015015	938506	GNL CNTRL SVC/PROGRAM	500.00
	INVOICE: ADM0405243										
	VENDOR TOTALS		.00	YTD INVOICED					500.00	YTD PAID	500.00
8496	GORDON FLESCH COMPANY INC 165826	04/02/24	222583		219344	P	04/16/24	2015011	935101	EQPT RNTL-LEASE PAYMENTS	1,474.44
	INVOICE: I00908614										
	VENDOR TOTALS		6,214.50	YTD INVOICED					6,458.19	YTD PAID	1,474.44
5018	ANASTASIA GREENWALD 165976	04/05/24	222735		219345	P	04/16/24	2015011	933800	CONFERENCES & TRAINING	417.52
	INVOICE: ADM040524										
	165977	04/05/24	222736		219345	P	04/16/24	2015015	938506	GNL CNTRL SVC/PROGRAM	36.41
	INVOICE: ADM0405242										
	VENDOR TOTALS		156.03	YTD INVOICED					503.93	YTD PAID	453.93
36865	ILLINOIS LIBRARY ASSOC 166193	04/12/24	222952		219346	P	04/16/24	2015011	932400	LIB MEMBER DUES	250.00
	INVOICE: 283008										
	VENDOR TOTALS		550.00	YTD INVOICED					1,670.00	YTD PAID	250.00
7842	INGRAM LIBRARY SERVICES 165828	04/02/24	222585		219347	P	04/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	-130.71

# CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L041624

TO FISCAL 2024/04 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO.	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 81083114	04/02/24	222586		219347	P	04/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	245.58
165829	INVOICE: 63042791	04/02/24	222587	219347	P	04/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	74.84
165830	INVOICE: 67697164	04/02/24	222588	219347	P	04/16/24	2015017	LIB RSRCS--ADULT BOOKS FI	404.27
165831	INVOICE: 63042792	04/02/24	222589	219347	P	04/16/24	2015017	LIB RSRCS--ADULT BOOKS FI	142.96
165832	INVOICE: 67697167	04/02/24	222590	219347	P	04/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	98.68
165833	INVOICE: 67697165	04/02/24	222591	219347	P	04/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	45.18
165834	INVOICE: 67697166	04/02/24	222737	219347	P	04/16/24	2015015	LIB RSRCS-CHILDREN BOOKS	11.99
165978	INVOICE: 63046044	04/05/24	222738	219347	P	04/16/24	2015015	LIB RSRCS-CHILDREN BOOKS	334.81
165979	INVOICE: 63046045	04/05/24	222739	219347	P	04/16/24	2015015	LIB RSRCS-CHILDREN BOOKS	255.99
165980	INVOICE: 63046047	04/05/24	222740	219347	P	04/16/24	2015015	LIB RSRCS-CHILDRENS BOOKS	157.18
165981	INVOICE: 63046046	04/05/24							
<b>VENDOR TOTALS</b>			<b>7,839.86</b>	<b>YTD INVOICED</b>			<b>7,754.13</b>	<b>YTD PAID</b>	<b>1,640.77</b>
9063 JOAN WRENN	04/12/24	222980		219348	P	04/16/24	2015011	STAFF APPRECIATION	798.04
166221	INVOICE: ADM0412244								
<b>VENDOR TOTALS</b>			<b>.00</b>	<b>YTD INVOICED</b>			<b>2,313.30</b>	<b>YTD PAID</b>	<b>798.04</b>
9121 JOHN LING	04/05/24	222742		219349	P	04/16/24	2015015	GNL CNTRL SVC/PROGRAM	125.00
165983	INVOICE: ADM0405244								
<b>VENDOR TOTALS</b>			<b>.00</b>	<b>YTD INVOICED</b>			<b>125.00</b>	<b>YTD PAID</b>	<b>125.00</b>
5303 KINGS III OF AMERICA INC	04/12/24	222953		219350	P	04/16/24	2015012	BLDG MNT CNTR-ELEV MAINT	202.35
166194	INVOICE: 2671336								
<b>VENDOR TOTALS</b>			<b>392.94</b>	<b>YTD INVOICED</b>			<b>404.70</b>	<b>YTD PAID</b>	<b>202.35</b>
9051 LIZZADRO MUSEUM LAPIDARY ART	04/05/24	222743		219351	P	04/16/24	2015015	GNL CNTRL SVC/PROGRAM	150.00
165984	INVOICE: ADM0405245								
<b>VENDOR TOTALS</b>			<b>.00</b>	<b>YTD INVOICED</b>			<b>450.00</b>	<b>YTD PAID</b>	<b>150.00</b>
8907 LYNANNE PEARSON	04/02/24	222604		219352	P	04/16/24	2015017	GNL CNTRL SVC/PROGRAM	225.00
165847	INVOICE: ADM040324								











# CITY OF PARK RIDGE

## PAID INVOICES REPORT

WARRANT: L041624

TO FISCAL 2024/04 01/01/2024 TO 12/31/2024

VENDOR NAME	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
166214	04/12/24	222973		219356	P	04/16/24	201	NO. SUB. DIGITAL CONSORTI	1,005.29
INVOICE: 00751C02418006									
166215	04/12/24	222974		219356	P	04/16/24	201	NO. SUB. DIGITAL CONSORTI	409.46
INVOICE: 00751DA24110170									
<b>VENDOR TOTALS</b>								<b>85,838.50 YTD PAID</b>	<b>40,372.37</b>
<b>8790 PLAYAWAY PRODUCTS LLC</b>									
165998	04/05/24	222757		219357	P	04/16/24	2015015	LIB RSRCS-RECORDING AUDIO	288.95
INVOICE: 456695									
165999	04/05/24	222758		219357	P	04/16/24	2015015	LIB RSRCS-RECORDING AUDIO	77.94
INVOICE: 457418									
166000	04/05/24	222759		219357	P	04/16/24	2015015	LIB RSRCS-RECORDING AUDIO	123.23
INVOICE: 457257									
166216	04/12/24	222975		219357	P	04/16/24	2015017	LIB RSRCS-RECORDING AUDIO	1,024.10
INVOICE: 458013									
<b>VENDOR TOTALS</b>								<b>4,721.95 YTD PAID</b>	<b>1,514.22</b>
<b>101774 POLONIA BOOKSTORE</b>									
165848	04/02/24	222605		219358	P	04/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	208.35
INVOICE: 76485									
<b>VENDOR TOTALS</b>								<b>836.60 YTD PAID</b>	<b>208.35</b>
<b>6880 ROBBINS SCHWARTZ</b>									
166217	04/12/24	222976		219359	P	04/16/24	2015011	GENERAL COUNSEL	1,572.00
INVOICE: 975593594595596									
<b>VENDOR TOTALS</b>								<b>4,991.00 YTD PAID</b>	<b>1,572.00</b>
<b>8996 STUCKEY CONSTRUCTION</b>									
166218	04/12/24	222977		219360	P	04/16/24	2015012	BUILDING/BUILDING IMPROVE	8,671.95
INVOICE: ADM0412242									
<b>VENDOR TOTALS</b>								<b>251,007.32 YTD PAID</b>	<b>8,671.95</b>
<b>6493 SUN AND MOON YOGA</b>									
165849	04/02/24	222606		219361	P	04/16/24	2015017	GNL CNTRL SVC/PROGRAM	600.00
INVOICE: ADM0403242									
<b>VENDOR TOTALS</b>								<b>2,550.00 YTD PAID</b>	<b>600.00</b>
<b>3247 EDWARD A TIDD</b>									
165850	04/02/24	222607		219362	P	04/16/24	2015011	STAFF APPRECIATION	46.99
INVOICE: ADM0403243									
<b>VENDOR TOTALS</b>								<b>83.98 YTD PAID</b>	<b>46.99</b>
<b>5003 UNIQUE MANAGEMENT SERVICES INC</b>									
166219	04/12/24	222978		219363	P	04/16/24	2015011	PUBLIC RELATIONS	300.00

# CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L041624

TO FISCAL 2024/04 01/01/2024 TO 12/31/2024

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

INVOICE: 6125184									
VENDOR TOTALS		226.55	YTD INVOICED		1,528.74	YTD PAID			300.00
4402 VERIFY 165851	04/02/24 222608		219364 P 04/16/24 2015011	933100		LIB RECRUIT & TESTING			18.00
INVOICE: 1586407									
VENDOR TOTALS		523.40	YTD INVOICED		147.00	YTD PAID			18.00
2193 VERIZON WIRELESS 166222	04/12/24 222981		219365 P 04/16/24 2015011	938501		GNL CNTRL SVC/TELEPHONE			134.07
INVOICE: 996052864									
VENDOR TOTALS		16,262.18	YTD INVOICED		20,375.01	YTD PAID			134.07
6235 SARAH VESSALO 166220	04/12/24 222979		219366 P 04/16/24 2015011	933800		CONFERENCES & TRAINING			900.23
INVOICE: ADM0412243									
VENDOR TOTALS		20.00	YTD INVOICED		930.23	YTD PAID			900.23
REPORT TOTALS									85,804.30

TOTAL PRINTED CHECKS COUNT AMOUNT  
39 85,804.30

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

**City of Park Ridge, IL  
Warrant List Fund Totals  
04/30/2024**

<b>Fund</b>	<b>Description</b>	<b>Amount</b>
201	Library Fund	\$65,361.34
201	Grant Fund	\$0.00
201	North Suburban	\$6,030.26
<hr/>		
	<b>Report Total</b>	<b>\$ 71,391.60</b>





# CITY OF PARK RIDGE

## PAID INVOICES REPORT

WARRANT: L043024

TO FISCAL 2025/04 01/01/2024 TO 12/31/2024

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

48	ALLIANCE ENTERTAINMENT	04/23/24	223303		219473	P	04/30/24	2015017	954015	LIB RSRCS-RECORDINGS MUSI	100.26
	166540	PLS79410650									
	INVOICE:										
	VENDOR TOTALS								1,092.17	YTD PAID	100.26
302670	AMAZON CAPITAL SERVICES	04/23/24	223305		219474	P	04/30/24	2015012	932103	BLDG MNT CNTR-GENL MAINT	148.18
	166542	IGHXWDX6K9R1									
	INVOICE:										
	166543	04/23/24 223306			219474	P	04/30/24	2015012	952100	BUILDING SUPPLIES	109.70
	INVOICE:										
	166544	16V4GP1X7W6G			219474	P	04/30/24	2015012	932103	BLDG MNT CNTR-GENL MAINT	10.39
	INVOICE:										
	166545	13LRP33G67W1			219474	P	04/30/24	2015012	952100	BUILDING SUPPLIES	-98.73
	INVOICE:										
	166546	1HR3MFQ3GWQW			219474	P	04/30/24	2015012	952100	BUILDING SUPPLIES	-10.97
	INVOICE:										
	166547	04/23/24 223309			219474	P	04/30/24	2015012	951100	LIBRARY SUPPLIES	21.53
	INVOICE:										
	166548	1C3Y3GLL3D7W			219474	P	04/30/24	2015015	938506	GNL CNTRL SVC/PROGRAM	253.41
	INVOICE:										
	166549	04/23/24 223311			219474	P	04/30/24	2015011	951002	OFF SPLS--OTHER SUPPLIES	4.70
	INVOICE:										
	166550	1KTX1HCY4W4W			219474	P	04/30/24	2015017	951102	LIBRARY SUPPLIES - MAKERS	23.52
	INVOICE:										
	166551	1IY9NXXHKNNH6			219474	P	04/30/24	2015011	936000	PUBLIC RELATIONS	51.78
	INVOICE:										
	166552	04/23/24 223312			219474	P	04/30/24	2015012	952100	BUILDING SUPPLIES	8.09
	INVOICE:										
	166553	1MRVRPX76F5Y			219474	P	04/30/24	2015016	932103	BLDG MNT CNTR-GENL MAINT	68.75
	INVOICE:										
	166554	04/23/24 223314			219474	P	04/30/24	2015012	952100	BUILDING SUPPLIES	96.50
	INVOICE:										
	166555	19RHVRX36MQ7			219474	P	04/30/24	2015015	938506	GNL CNTRL SVC/PROGRAM	139.69
	INVOICE:										
	166556	04/23/24 223315			219474	P	04/30/24	2015012	952100	BLDG MNT CNTR-GENL MAINT	18.55
	INVOICE:										
	166557	1HR3MFQ3WJ134			219474	P	04/30/24	2015012	932103	BUILDING SUPPLIES	208.64
	INVOICE:										
	166558	04/23/24 223316			219474	P	04/30/24	2015012	954002	LIB RSRCS-CHILDREN BOOKS	15.65
	INVOICE:										
	166559	1KJ71JMF71			219474	P	04/30/24	2015012	954002	LIB RSRCS-CHILDREN BOOKS	-15.65
	INVOICE:										
	166560	04/23/24 223317			219474	P	04/30/24	2015015	938506	GNL CNTRL SVC/PROGRAM	39.99
	INVOICE:										
	166561	1PHH3D3GG9MFM			219474	P	04/30/24	2015012	932103	BLDG MNT CNTR-GENL MAINT	18.55
	INVOICE:										
	166562	04/23/24 223318			219474	P	04/30/24	2015012	952100	BUILDING SUPPLIES	208.64
	INVOICE:										
	166563	1XD47DPN9JDF			219474	P	04/30/24	2015012	954002	LIB RSRCS-CHILDREN BOOKS	15.65
	INVOICE:										
	166564	04/23/24 223319			219474	P	04/30/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	-15.65
	INVOICE:										
	166565	1KFKNGVX4P19			219474	P	04/30/24	2015013	951100	LIBRARY SUPPLIES	39.99
	INVOICE:										
	166566	04/23/24 223320			219474	P	04/30/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	-14.47
	INVOICE:										
	166567	1RYWYH4N9WG9			219474	P	04/30/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	16.47
	INVOICE:										
	166568	04/23/24 223321			219474	P	04/30/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	16.47
	INVOICE:										
	166569	1CR6J6GJXNN3			219474	P	04/30/24	2015015	954002	LIB RSRCS-ADULT BOOKS FI	24.99
	INVOICE:										
	166570	04/23/24 223322			219474	P	04/30/24	2015015	954002	LIB RSRCS-ADULT BOOKS FI	24.99
	INVOICE:										
	166571	1PRDKW6P9731			219474	P	04/30/24	2015017	954001	LIB RSRCS-ADULT BOOKS FI	24.99
	INVOICE:										
	166572	04/23/24 223323			219474	P	04/30/24	2015015	954002	LIB RSRCS-ADULT BOOKS FI	24.99
	INVOICE:										
	166573	1NCN4F66TCTW			219474	P	04/30/24	2015015	954002	LIB RSRCS-ADULT BOOKS FI	24.99
	INVOICE:										
	166574	04/23/24 223326			219474	P	04/30/24	2015017	954001	LIB RSRCS-ADULT BOOKS FI	24.99
	INVOICE:										
	166575	1FRGC4C64TVW			219474	P	04/30/24	2015017	954001	LIB RSRCS-ADULT BOOKS FI	24.99
	INVOICE:										

# CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L043024

TO FISCAL 2025/04 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION			
166564	INVOICE:	04/23/24	223327		219474	P	04/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	101.20		
166565	INVOICE:	04/23/24	223328		219474	P	04/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	-101.20		
166566	INVOICE:	04/23/24	223329		219474	P	04/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	79.73		
166567	INVOICE:	04/23/24	223330		219474	P	04/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	19.01		
166747	INVOICE:	04/25/24	223510		219474	P	04/30/24	2015012	BUILDING SUPPLIES	279.00		
166748	INVOICE:	04/25/24	223511		219474	P	04/30/24	2015012	BUILDING SUPPLIES	-279.00		
166749	INVOICE:	04/25/24	223512		219474	P	04/30/24	2015015	LIBRARY SUPPLIES	47.92		
166750	INVOICE:	04/25/24	223513		219474	P	04/30/24	2015012	BLDG MNT CNTR-GENL MAINT	23.98		
166751	INVOICE:	04/25/24	223514		219474	P	04/30/24	2015012	BUILDING SUPPLIES	13.49		
166752	INVOICE:	04/25/24	223515		219474	P	04/30/24	2015011	PUBLIC RELATIONS	82.32		
166753	INVOICE:	04/25/24	223516		219474	P	04/30/24	2015013	LIBRARY SUPPLIES	20.89		
166754	INVOICE:	04/25/24	223517		219474	P	04/30/24	2015013	LIBRARY SUPPLIES	34.86		
166755	INVOICE:	04/25/24	223518		219474	P	04/30/24	2015015	LIB RSRCS-VIDEOGAMES	84.98		
166756	INVOICE:	04/25/24	223519		219474	P	04/30/24	2015017	LIB RSRCS-VIDEOGAMES	69.98		
166757	INVOICE:	04/25/24	223520		219474	P	04/30/24	2015015	LIB RSRCS-CHILDRENS BOOKS	13.98		
166758	INVOICE:	04/25/24	223521		219474	P	04/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	108.00		
166759	INVOICE:	04/25/24	223522		219474	P	04/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	-12.46		
166760	INVOICE:	04/25/24	223524		219474	P	04/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	12.12		
166761	INVOICE:	04/25/24	223525		219474	P	04/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	48.96		
166836	INVOICE:	04/25/24	223600		219474	P	04/30/24	2015016	LIBRARY SUPPLIES	8.98		
VENDOR TOTALS										25,289.51 YTD INVOICED	20,160.22 YTD PAID	1,777.45
5008	ANCEL GLINK PC	04/23/24	223331		219475	P	04/30/24	2015011	GENERAL COUNSEL	1,200.00		
166568	INVOICE:	103107										
VENDOR TOTALS										51,987.15 YTD INVOICED	65,657.15 YTD PAID	1,200.00
101020	BAKER AND TAYLOR LLC	04/18/24	223159		219476	P	04/30/24	2015017	LIB RSRCS--ADULT BOOKS FI	35.82		
166396	INVOICE:											



# CITY OF PARK RIDGE

## PAID INVOICES REPORT

WARRANT: L043024

TO FISCAL 2025/04 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 2038217294									
166397 04/18/24 223160				219476	P	04/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI 11.25
INVOICE: 2038217295									
166398 04/18/24 223161				219476	P	04/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI 31.55
INVOICE: 2038217296									
166399 04/18/24 223162				219476	P	04/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI 31.58
INVOICE: 2038217297									
166400 04/18/24 223163				219476	P	04/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI 938.45
INVOICE: 2038217298									
166401 04/18/24 223164				219476	P	04/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI -23.24
INVOICE: COA102982559									
166402 04/18/24 223165				219476	P	04/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI 278.03
INVOICE: 2038215605									
166403 04/18/24 223166				219476	P	04/30/24	2015017	954011	LIB RSRCS -MWL 35.82
INVOICE: 2038223350									
166404 04/18/24 223167				219476	P	04/30/24	2015017	954011	LIB RSRCS -MWL 158.22
INVOICE: 2038223351									
166405 04/18/24 223168				219476	P	04/30/24	2015017	954011	LIB RSRCS -MWL 35.82
INVOICE: 2038223352									
166406 04/18/24 223169				219476	P	04/30/24	2015017	954011	LIB RSRCS -MWL 72.77
INVOICE: 2038216431									
166407 04/18/24 223170				219476	P	04/30/24	2015017	954011	LIB RSRCS -MWL 71.59
INVOICE: 2038216432									
166408 04/18/24 223171				219476	P	04/30/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 34.66
INVOICE: 2038226215									
166409 04/18/24 223172				219476	P	04/30/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 46.07
INVOICE: 2038226213									
166410 04/18/24 223173				219476	P	04/30/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 66.65
INVOICE: 2038216814									
166411 04/18/24 223174				219476	P	04/30/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 32.62
INVOICE: 238216815									
166412 04/18/24 223175				219476	P	04/30/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 98.20
INVOICE: 2038216816									
166413 04/18/24 223176				219476	P	04/30/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 48.93
INVOICE: 2038216817									
166414 04/18/24 223177				219476	P	04/30/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 49.33
INVOICE: 2038216818									
166415 04/18/24 223178				219476	P	04/30/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS 17.21
INVOICE: 2038216725									
166416 04/18/24 223179				219476	P	04/30/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS 54.37
INVOICE: 2038216726									
166762 04/25/24 223526				219476	P	04/30/24	2015015	954012	LIB RSRCS-E-BOOKS 82.88
INVOICE: 2038212665									
166763 04/25/24 223527				219476	P	04/30/24	2015015	954012	LIB RSRCS-E-BOOKS 285.14
INVOICE: 2038210316									
166764 04/25/24 223528				219476	P	04/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 48.67
INVOICE: 2038227935									
166765 04/25/24 223529				219476	P	04/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 62.51
INVOICE: 2038227936									
166766 04/25/24 223530				219476	P	04/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 33.41
INVOICE: 2038227937									



# CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L043024

TO FISCAL 2025/04 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
166767 INVOICE:	04/25/24	223531		219476	P	04/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 156.86
2038227938									
166769 INVOICE:	04/25/24	223533		219476	P	04/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 30.26
2038227939									
166770 INVOICE:	04/25/24	223534		219476	P	04/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 18.45
2038219913									
166771 INVOICE:	04/25/24	223535		219476	P	04/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 36.69
2038219914									
166772 INVOICE:	04/25/24	223536		219476	P	04/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 39.84
2038219915									
166773 INVOICE:	04/25/24	223537		219476	P	04/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 102.62
2038219916									
166774 INVOICE:	04/25/24	223538		219476	P	04/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 56.01
2038219917									
166775 INVOICE:	04/25/24	223539		219476	P	04/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 66.80
2038219918									
166776 INVOICE:	04/25/24	223540		219476	P	04/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 18.47
2038219919									
166777 INVOICE:	04/25/24	223541		219476	P	04/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 85.86
2038219920									
166778 INVOICE:	04/25/24	223542		219476	P	04/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 91.50
2038219921									
166779 INVOICE:	04/25/24	223543		219476	P	04/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 82.88
2038219922									
166780 INVOICE:	04/25/24	223544		219476	P	04/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 148.08
2038219923									
166781 INVOICE:	04/25/24	223545		219476	P	04/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 56.00
2038219924									
166782 INVOICE:	04/25/24	223546		219476	P	04/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 21.25
2038219925									
166783 INVOICE:	04/25/24	223547		219476	P	04/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI 749.25
2038235205									
166784 INVOICE:	04/25/24	223548		219476	P	04/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI 138.76
2038228181									
166785 INVOICE:	04/25/24	223549		219476	P	04/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI 18.82
2038228243									
166786 INVOICE:	04/25/24	223550		219476	P	04/30/24	2015017	954011	LIB RSRCS -MWL 79.69
2038240657									
166787 INVOICE:	04/25/24	223551		219476	P	04/30/24	2015017	954011	LIB RSRCS -MWL 72.75
2038240658									
166788 INVOICE:	04/25/24	223552		219476	P	04/30/24	2015017	954011	LIB RSRCS -MWL 71.63
2038240659									
166789 INVOICE:	04/25/24	223553		219476	P	04/30/24	2015017	954011	LIB RSRCS -MWL 73.90
2038240660									
166790 INVOICE:	04/25/24	223554		219476	P	04/30/24	2015017	954011	LIB RSRCS -MWL 34.65
2038240661									
166791 INVOICE:	04/25/24	223555		219476	P	04/30/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 20.57
2038237440									
166792 INVOICE:	04/25/24	223556		219476	P	04/30/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 318.82
2038237441									
166793 INVOICE:	04/25/24	223557		219476	P	04/30/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 64.19
2038237442									

# CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L043024

TO FISCAL 2025/04 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 2038224294									
166794 04/25/24 223558				219476	P	04/30/24	2015015 954002	LIB RSRCS-CHILDREN BOOKS	13.90
INVOICE: 2038224295									
166795 04/25/24 223559				219476	P	04/30/24	2015015 954002	LIB RSRCS-CHILDREN BOOKS	1.19
INVOICE: 2038224296									
166796 04/25/24 223560				219476	P	04/30/24	2015015 954002	LIB RSRCS-CHILDREN BOOKS	12.13
INVOICE: 2038225063									
166797 04/25/24 223561				219476	P	04/30/24	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	13.29
INVOICE: 2038224310									
166798 04/25/24 223562				219476	P	04/30/24	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	12.11
INVOICE: 2038224311									
166799 04/25/24 223563				219476	P	04/30/24	2015015 954002	LIB RSRCS-CHILDREN BOOKS	25.99
INVOICE: 2038234293									
166800 04/25/24 223564				219476	P	04/30/24	2015015 954002	LIB RSRCS-CHILDREN BOOKS	33.64
INVOICE: 2038234294									
166801 04/25/24 223565				219476	P	04/30/24	2015015 954002	LIB RSRCS-CHILDREN BOOKS	137.56
INVOICE: 2038234295									
166802 04/25/24 223566				219476	P	04/30/24	2015015 954002	LIB RSRCS-CHILDREN BOOKS	1,713.92
INVOICE: 2038234296									
166803 04/25/24 223567				219476	P	04/30/24	2015015 954002	LIB RSRCS-CHILDREN BOOKS	17.33
INVOICE: 2038234297									
166804 04/25/24 223568				219476	P	04/30/24	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	221.29
INVOICE: 238233492									
166805 04/25/24 223569				219476	P	04/30/24	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	12.71
INVOICE: 2038233491									
VENDOR TOTALS							62,736.81	YTD PAID	7,507.97
489 BLACKSTONE AUDIO INC									
166806 04/25/24 223570				219477	P	04/30/24	2015017 954004	LIB RSRCS-RECORDING AUDIO	165.82
INVOICE: 2149188									
VENDOR TOTALS							2,579.37	YTD PAID	165.82
6983 LAUREN BOCHAT									
166837 04/25/24 223601				219478	P	04/30/24	2015011 933800	CONFERENCES & TRAINING	21.44
INVOICE: ADM0425246									
VENDOR TOTALS							21.44	YTD PAID	21.44
8516 CATHERINE DUDLEY									
166581 04/23/24 223344				219479	P	04/30/24	2015015 938506	GNL CNTRL SVC/PROGRAM	111.72
INVOICE: ADM0423244									
VENDOR TOTALS							294.35	YTD PAID	111.72
12962 CDW GOVERNMENT INC									
166944 04/30/24 223711				219480	P	04/30/24	2015011 931700	LIB DATA PROC SV	3,173.68
INVOICE: QM92738									



# CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L043024

TO FISCAL 2025/04 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID	YTD INVOICED	
<b>300553</b>							21,244.83		3,173.68		
CENGAGE LEARNING, INC	04/23/24	223332		219481	P	04/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	123.96	
INVOICE: 166569	04/17/2024	84174006		219481	P	04/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	30.39	
INVOICE: 166570	04/23/24	223333		219481	P	04/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	27.19	
INVOICE: 166807	04/25/24	223571		219481	P	04/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	28.79	
INVOICE: 166808	04/25/24	223572		219481	P	04/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	26.39	
INVOICE: 166809	04/25/24	223573		219481	P	04/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	26.39	
INVOICE: 884189665											
<b>VENDOR TOTALS</b>							8,493.53	YTD INVOICED	8,631.08	YTD PAID	236.72
<b>13239</b>									200.00		
CENTER OF CONCERN	04/23/24	223334		219482	P	04/30/24	2015017	938506	GNL CNTRL SVC/PROGRAM	200.00	
INVOICE: 166571		ADM042324									
<b>VENDOR TOTALS</b>							800.00	YTD INVOICED	800.00	YTD PAID	200.00
<b>303044</b>									139.85		
CENTER POINT INC	04/23/24	223335		219483	P	04/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	139.85	
INVOICE: 166572		2087656		219483	P	04/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	31.47	
INVOICE: 166573		2089114		219483	P	04/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	30.05	
INVOICE: 166810		223574		219483	P	04/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	30.05	
INVOICE: 2090051											
<b>VENDOR TOTALS</b>							518.27	YTD INVOICED	518.27	YTD PAID	201.37
<b>5814</b>									677.60		
CHASE	04/23/24	223338		219484	P	04/30/24	2015011	931700	LIB DATA PROC SV	677.60	
INVOICE: 166575		ADM0423242		219484	P	04/30/24	2015011	936000	PUBLIC RELATIONS	2,673.37	
INVOICE: 166575		ADM0423242		219484	P	04/30/24	2015011	951103	STAFF APPRECIATION	481.43	
INVOICE: 166575		ADM0423242		219484	P	04/30/24	2015012	932103	BLDG MNT CNTR-GENL MAINT	612.51	
INVOICE: 166575		ADM0423242		219484	P	04/30/24	2015015	951100	LIBRARY SUPPLIES	199.56	
INVOICE: 884189665											
<b>VENDOR TOTALS</b>							14,091.94	YTD INVOICED	15,798.13	YTD PAID	4,644.47
<b>5403</b>									20.81		
CHASE PAYMENTECH	04/25/24	223603		16954	W	04/30/24	2015011	937800	LIB BNK SERV CHG	20.81	
INVOICE: 166839		ADM04252410									

# CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L043024

TO FISCAL 2025/04 01/01/2024 TO 12/31/2024

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

VENDOR TOTALS		7,991.72	YTD INVOICED	10,545.37	YTD PAID	20.81
102908	COMPUTER VIEW INC 166576 INVOICE: 29981	04/23/24 223339	219485 P 04/30/24 2015011	952000	MATERIALS	9,554.00
VENDOR TOTALS		94,723.20	YTD INVOICED	94,723.20	YTD PAID	9,554.00
55134	COOPERATIVE COMPUTER SERVICES 166577 INVOICE: 2267	04/23/24 223340	219486 P 04/30/24 2015016	931701	DATA PROCESSING/CLSI	15,113.32
166577	INVOICE: 2267	04/23/24 223340	219486 P 04/30/24 2015013	931702	DATA PROCESSING/OCLC	3,851.63
VENDOR TOTALS		37,929.90	YTD INVOICED	37,929.90	YTD PAID	18,964.95
103002	CRIMSON MULTIMEDIA DISTRIBUTION INC 166578 INVOICE: 014269	04/23/24 223341	219487 P 04/30/24 2015015	954010	LIB RSRCS-VIDEOGAMES	517.33
VENDOR TOTALS		612.99	YTD INVOICED	656.65	YTD PAID	517.33
19972	DEMCO INC 166580 INVOICE: 7465937	04/23/24 223343	219488 P 04/30/24 2015013	951100	LIBRARY SUPPLIES	260.81
VENDOR TOTALS		3,544.12	YTD INVOICED	3,544.12	YTD PAID	260.81
4321	ELAINE DAME 166579 INVOICE: ADM0423243	04/23/24 223342	219489 P 04/30/24 2015017	938506	GNL CNTRL SVC/PROGRAM	600.00
VENDOR TOTALS		600.00	YTD INVOICED	600.00	YTD PAID	600.00
9000	EMILY FARDoux 166582 INVOICE: ADM0423245	04/23/24 223345	219490 P 04/30/24 2015011	933800	CONFERENCES & TRAINING	1,946.82
VENDOR TOTALS		1,946.82	YTD INVOICED	1,946.82	YTD PAID	1,946.82
9009	FAMBRO MANAGEMENT LLC 166811 INVOICE: ADM042524	04/25/24 223575	219491 P 04/30/24 2015015	938506	GNL CNTRL SVC/PROGRAM	190.00
VENDOR TOTALS		760.00	YTD INVOICED	760.00	YTD PAID	190.00
8484	FIREFLY FAMILY THEATRE LLC 166812 INVOICE: ADM0425242	04/25/24 223576	219492 P 04/30/24 2015015	938506	GNL CNTRL SVC/PROGRAM	500.00



# CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L043024

TO FISCAL 2025/04 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	500.00 YTD INVOICED	500.00 YTD PAID
8496 GORDON FLESH COMPANY INC 166813 04/25/24 223577 INVOICE: IN14654657				219493	P	04/30/24	2015011	EQPT RNTL-MAINTENANCE	352.59	352.59
VENDOR TOTALS				6,810.78	YTD INVOICED			6,810.78	YTD PAID	352.59
8835 GRACE WECHMAN 166613 04/23/24 223376 INVOICE: ADM04232410				219494	P	04/30/24	2015017	LIBRARY SUPPLIES - MAKERS	17.00	17.00
VENDOR TOTALS				17.00	YTD INVOICED			17.00	YTD PAID	17.00
5041 TIFFANY ANN GATES ETCHHELL 166814 04/25/24 223578 INVOICE: ADM0425243 166815 04/25/24 223579 INVOICE: ADM0425244				219495	P	04/30/24	2015015	GNL CNTRL SVC/PROGRAM	125.00	125.00
VENDOR TOTALS				219495	P	04/30/24	2015015	GNL CNTRL SVC/PROGRAM	75.00	75.00
VENDOR TOTALS				450.00	YTD INVOICED			450.00	YTD PAID	200.00
7842 INGRAM LIBRARY SERVICES 166583 04/23/24 223346 INVOICE: 67703732 166584 04/23/24 223347 INVOICE: 67703731 166585 04/23/24 223348 INVOICE: 63050036 166586 04/23/24 223349 INVOICE: 67703733 166587 04/23/24 223350 INVOICE: 63051614 166588 04/23/24 223351 INVOICE: 63050037 166589 04/23/24 223352 INVOICE: 67703734 166590 04/23/24 223353 INVOICE: 63050038 166816 04/25/24 223580 INVOICE: 67705665 166817 04/25/24 223581 INVOICE: 67705666 166818 04/25/24 223582 INVOICE: 67705668 166819 04/25/24 223583 INVOICE: 67705667 166820 04/25/24 223584 INVOICE: 67705664 166821 04/25/24 223585				219496	P	04/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	13.45	13.45
				219496	P	04/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	269.73	269.73
				219496	P	04/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	155.62	155.62
				219496	P	04/30/24	2015017	LIB RSRCS--ADULT BOOKS FI	71.12	71.12
				219496	P	04/30/24	2015015	LIB RSRCS-CHILDREN BOOKS	165.61	165.61
				219496	P	04/30/24	2015017	LIB RSRCS--ADULT BOOKS FI	17.05	17.05
				219496	P	04/30/24	2015017	LIB RSRCS--ADULT BOOKS FI	99.93	99.93
				219496	P	04/30/24	2015017	LIB RSRCS--ADULT BOOKS FI	144.31	144.31
				219496	P	04/30/24	2015015	LIB RSRCS-CHILDRENS BOOKS	32.31	32.31
				219496	P	04/30/24	2015015	LIB RSRCS-CHILDRENS BOOKS	35.15	35.15
				219496	P	04/30/24	2015015	LIB RSRCS-CHILDREN BOOKS	81.29	81.29
				219496	P	04/30/24	2015015	LIB RSRCS-CHILDREN BOOKS	72.12	72.12
				219496	P	04/30/24	2015015	LIB RSRCS-CHILDREN BOOKS	8.99	8.99
				219496	P	04/30/24	2015017	LIB RSRCS--ADULT BOOKS FI	513.58	513.58



# CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L043024

TO FISCAL 2025/04 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV. DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	AMOUNT
	INVOICE: 63054152									
	166822	04/25/24	223586		219496	P	04/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	277.07
	INVOICE: 63054151									
	VENDOR TOTALS		9,711.46	YTD INVOICED				9,711.46	YTD PAID	1,957.33
41133	JOURNAL & TOPIC NEWSPAPERS									
	166591	04/23/24	223354		219497	P	04/30/24	2015017	LIB RSRCS--PERIODICALS	49.00
	INVOICE: ADM0423246									
	166592	04/23/24	223355		219497	P	04/30/24	2015017	LIB RSRCS--PERIODICALS	49.00
	INVOICE: ADM0423247									
	VENDOR TOTALS		98.00	YTD INVOICED				98.00	YTD PAID	98.00
7283	LIBRARY IDEAS LLC									
	166823	04/25/24	223587		219498	P	04/30/24	2015015	LIB RSRCS-RECORDING AUDIO	322.43
	INVOICE: 112330									
	VENDOR TOTALS		479.89	YTD INVOICED				479.89	YTD PAID	322.43
9140	LINDA LAMM									
	166593	04/23/24	223356		219499	P	04/30/24	2015015	GNL CNTRL SVC/PROGRAM	42.69
	INVOICE: ADM0423248									
	VENDOR TOTALS		42.69	YTD INVOICED				42.69	YTD PAID	42.69
101892	MIDWEST TAPE									
	166594	04/23/24	223357		219500	P	04/30/24	2015015	LIB RSRCS-AV/DVD/BLURAY	13.13
	INVOICE: 505311410									
	166595	04/23/24	223358		219500	P	04/30/24	2015017	LIB RSRCS-AV/DVD/BL	34.53
	INVOICE: 505307836									
	166596	04/23/24	223359		219500	P	04/30/24	2015017	LIB RSRCS-AV/DVD/BL	46.48
	INVOICE: 505327274									
	166597	04/23/24	223360		219500	P	04/30/24	2015017	LIB RSRCS-AV/DVD/BL	22.49
	INVOICE: 505327273									
	166598	04/23/24	223361		219500	P	04/30/24	2015017	LIB RSRCS-AV/DVD/BL	44.98
	INVOICE: 505327272									
	166599	04/23/24	223362		219500	P	04/30/24	2015017	LIB RSRCS-AV/DVD/BL	22.49
	INVOICE: 505327271									
	166600	04/23/24	223363		219500	P	04/30/24	2015017	LIB RSRCS-AV/DVD/BL	82.46
	INVOICE: 505327269									
	166601	04/23/24	223364		219500	P	04/30/24	2015017	LIB RSRCS-AV/DVD/BL	233.13
	INVOICE: 505327268									
	166602	04/23/24	223365		219500	P	04/30/24	2015017	LIB RSRCS-AV/DVD/BL	56.98
	INVOICE: 505327267									
	166824	04/25/24	223588		219500	P	04/30/24	2015017	LIB RSRCS-AV/DVD/BL	35.89
	INVOICE: 505344708									
	166825	04/25/24	223589		219500	P	04/30/24	2015015	LIB RSRCS-AV/DVD/BLURAY	109.15
	INVOICE: 505345810									

# CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L043024

TO FISCAL 2025/04 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
VENDOR TOTALS		19,245.29	YTD INVOICED				19,796.96	YTD PAID		701.71
9018 NIR ROOF CARE INC 166603 INVOICE: 167217	04/23/24	223366		219501	P	04/30/24	2015012	932103	BLDG MNT CNTR-GENL MAINT	1,400.00
VENDOR TOTALS		1,400.00	YTD INVOICED				1,400.00	YTD PAID		1,400.00
60311 OTIS ELEVATOR CORPORATION 166827 INVOICE: 100401524038	04/25/24	223591		219502	P	04/30/24	2015012	932104	BLDG MNT CNTR-ELEV MAINT	1,643.88
VENDOR TOTALS		4,728.72	YTD INVOICED				5,183.72	YTD PAID		1,643.88
924 OVERDRIVE INC 166604 INVOICE: CD00751Z4116224	04/23/24	223367		219503	P	04/30/24	2015017	954012	LIB RSRCS-E-BOOKS	3,000.00
166605 INVOICE: 00751DA24117301	04/23/24	223368		219503	P	04/30/24	201	430819	NO. SUB. DIGITAL CONSORTI	205.87
166606 INVOICE: 04/23/24 223369	04/23/24	223369		219503	P	04/30/24	201	430819	NO. SUB. DIGITAL CONSORTI	3,004.07
166828 INVOICE: 00751C024115724	04/25/24	223592		219503	P	04/30/24	201	430819	NO. SUB. DIGITAL CONSORTI	461.92
166829 INVOICE: 00751DA24123557	04/25/24	223593		219503	P	04/30/24	201	430819	NO. SUB. DIGITAL CONSORTI	99.99
166830 INVOICE: 0075C024122558	04/25/24	223594		219503	P	04/30/24	201	430819	NO. SUB. DIGITAL CONSORTI	1,061.76
166831 INVOICE: 00751C024123098	04/25/24	223595		219503	P	04/30/24	201	430819	NO. SUB. DIGITAL CONSORTI	1,196.65
VENDOR TOTALS		89,405.02	YTD INVOICED				94,868.76	YTD PAID		9,030.26
8790 PLAYAWAY PRODUCTS LLC 166607 INVOICE: 458502	04/23/24	223370		219504	P	04/30/24	2015017	954004	LIB RSRCS-RECORDING AUDIO	76.49
VENDOR TOTALS		4,773.45	YTD INVOICED				4,798.44	YTD PAID		76.49
101774 POLONIA BOOKSTORE 166832 INVOICE: 76702	04/25/24	223596		219505	P	04/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	199.55
VENDOR TOTALS		833.00	YTD INVOICED				1,036.15	YTD PAID		199.55
301981 PROGRAM PROFESSIONAL SERVICES INC 166608 INVOICE: 176217	04/23/24	223371		219506	P	04/30/24	2015012	932103	BLDG MNT CNTR-GENL MAINT	480.00
VENDOR TOTALS		480.00	YTD INVOICED				480.00	YTD PAID		480.00

# CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L043024

TO FISCAL 2025/04 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	AMOUNT	
7461 ANASTASIA RACHMACIEJ	166838	04/25/24	223602		219507	P	04/30/24	2015011 933800	CONFERENCES & TRAINING	21.44	
	INVOICE: ADM0425247										
VENDOR TOTALS					21.44	YTD INVOICED		21.44	YTD PAID	21.44	
102551 CACINI INC	166609	04/23/24	223372		219508	P	04/30/24	2015011 936000	PUBLIC RELATIONS	82.00	
	INVOICE: 44587										
166610		04/23/24	223373		219508	P	04/30/24	2015011 936000	PUBLIC RELATIONS	600.00	
	INVOICE: 44583										
VENDOR TOTALS					3,018.40	YTD INVOICED		3,458.40	YTD PAID	682.00	
8952 TWISTED TREE YOGA CORPORATION	166833	04/25/24	223597		219509	P	04/30/24	2015015 938506	GNL CNTRL SVC/PROGRAM	120.00	
	INVOICE: ADM0425245										
VENDOR TOTALS					705.00	YTD INVOICED		705.00	YTD PAID	120.00	
303348 THE UPS STORE 1573	166611	04/23/24	223374		219510	P	04/30/24	2015011 938502	GNL CNTRL SVC/POSTAGE	219.54	
	INVOICE: ADM0423249										
VENDOR TOTALS					219.54	YTD INVOICED		219.54	YTD PAID	219.54	
565 VERNON LIBRARY SUPPLIES INC	166612	04/23/24	223375		219511	P	04/30/24	2015013 951100	LIBRARY SUPPLIES	246.90	
	INVOICE: 683191										
VENDOR TOTALS					581.95	YTD INVOICED		581.95	YTD PAID	246.90	
300800 WAREHOUSE DIRECT INC	166834	04/25/24	223598		219512	P	04/30/24	2015011 951001	OFF SPLS--PHOTOCOPY	299.94	
	INVOICE: 5709180										
VENDOR TOTALS					1,178.80	YTD INVOICED		1,585.50	YTD PAID	299.94	
1774 WORTHINGTON DIRECT HOLDINGS	166835	04/25/24	223599		219513	P	04/30/24	2015015 951100	LIBRARY SUPPLIES	1,384.23	
	INVOICE: INV411732PAR2158										
VENDOR TOTALS					1,384.23	YTD INVOICED		1,384.23	YTD PAID	1,384.23	
REPORT TOTALS											
TOTAL PRINTED CHECKS										COUNT	AMOUNT
TOTAL WIRE TRANSFERS										41	71,370.79
										1	20.81

# CITY OF PARK RIDGE

## PAID INVOICES REPORT

WARRANT: L043024

VENDOR NAME  
DOCUMENT

INV DATE VOUCHER PO

CHECK NO T CHK DATE GL ACCOUNT

GL ACCOUNT DESCRIPTION

TO FISCAL 2025/04 01/01/2024 TO 12/31/2024

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

