



Park Ridge Public Library
Regular Board Meeting – AGENDA –June 18, 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 May 21, 2024 Meeting of the Library Board
b. Ratify Bills Payable-Warrant Register for:

Table with 4 columns: Period 5, May 16, 2024; Period 5, May 31, 2024; and two columns for each period containing financial data like Library Fund Warrants, Payroll, Per Capita Grant Fund, and North Suburban Digital Consortium.

- c. Approve Cash Statement for all accounts for May 2024
d. Ratify disbursements from the Petty Cash Fund, \$125.98
e. Ratify disbursements from the Gift Fund, \$950.00
f. Approve funds transfer of \$10,000 from Administration – Office Supplies/Furnishings to Youth Services – Children’s Books-Fiction
g. Approve contract extension with Computer View, Inc. (CVI) for a 1-year term commencing on September 1, 2024 and ending on August 31, 2025 for \$157,600.
h. Approve the Non Resident Library Card fee of \$272 for qualified non-resident, effective July 1, 2024.

- 5. Treasurer’s Report
a. Approve the Consolidated Year to Date Revenue and Expenditures Report for May 2024
6. President’s Report
a. Nominating Committee appointments
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 updates to the Conduct in the Library Policy
12. Adjournment

All topics on the Agenda are potential Action Items.

PARK RIDGE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees
Held in Council Chamber at Park Ridge City Hall
505 Butler Place, Park Ridge, IL
May 21, 2024 at 7:00 p.m.

CALL TO ORDER

President Thiagarajan 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 Absent: Gregg Rusk, Treasurer
Others Present: Joanna Bertucci, Library Director; Angela Berger, Anastasia Rachmaciej, Laura Scott, Joan Wrenn, Library Staff
Trustee Gregg Rusk (as community member), Louis Kaufman

PUBLIC COMMENT

None

CONSENT AGENDA

President Thiagarajan 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 April 19, 2024 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register Period 4, April 16, 2024 in the amount of \$179,981.87 and Period 4, April 30, 2024 in the amount of \$165,287.63.
- Approve Cash Statement for all accounts for April, 2024
- Ratify disbursements from the Petty Cash Fund, \$14.99 and the Gift Fund, \$425.00
- Approve reduction of the color copy charge for library patrons from \$1.00 per page to \$0.50 per page effective immediately.
- 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.

Vice Preside Hanba made a

MOTION: To approve the Consent Agenda, as presented

Secretary Rapisand seconded the motion

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

Motion passed

TREASURER’S REPORT

Trustee Somheil reviewed the Consolidated YTD Revenue and Expenditures reports for FY24 Period 4. Operating expenses are at 28% of budget YTD and Capital expenditures are 7% of the YTD budget. Total expenditures are at 25% of budget. Trustee Somheil noted that property tax revenue has been recorded in the MUNIS financial accounting system this month.

Trustee Somheil made a

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

MINUTES

PARK RIDGE PUBLIC LIBRARY

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President Thiagarajan seconded the motion

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

Motion passed

PRESIDENT'S REPORT

President Thiagarajan noted that applications will be made available soon for trustees wishing to apply for reappointment as well as those interested in applying for the Board for the first time. With regard to developing a slate of officers for next year's term, she asked that trustees interested in serving on the Nominating Committee notify Director Bertucci of their interest by June 7th. The Nominating Committee will meet on July 9 prior to the July Committee of the Whole meetings.

SECRETARY'S REPORT

Secretary Rapisand reviewed the Secretary's report included in the packet on page 14 reviewing each of the Library website News and local press articles. Noted among the website articles was one promoting attendance at Dia, a cultural celebration of stories and song. Also noted by Trustee Kiem was a press article from Bibliotecha, the vendor for our self-check and sorter machines.

DIRECTOR'S REPORT

Highlights from the Director's Report beginning on page 15 of the packet were noted. Director Bertucci highlighted proposed legislation that would impact libraries. HB4567 "aims to protect library workers in Illinois from harassment, threats, and disorderly conduct" and was proposed in response to the bomb threats libraries received last August. The proposed statute would provide library workers with the same protections as public officials and school personnel. Trustee Kiem added that although the legislation had been tabled earlier, it was brought back as an amendment and passed in the Illinois House today. Director Bertucci replied that she will send the Board an update once the Illinois Library Association issues a news article on this matter.

Other items noted by Director Bertucci include:

- The Library has been able to take advantage of current interest rates in investing gift funds and one half of the Malinowski gift was just renewed in a CD at 5% interest
- The new face forward picture book shelving has been installed in the Children's room and now all picture books are front facing. Progress continues on reclassifying these books by genre.
- The Library held its first Dia celebration – a celebration of diversity and inclusion for those speakers of languages other than English. The hope is that this will become an annual celebration.
- From the Value Add Report on page 30 of the packet – the Library's website has been launched. The meeting room application is on the website and Ms. Wrenn is working on adding the ability to pay meeting room fees online.

FRIENDS OF THE LIBRARY

The Friends reported that they earned \$8,430.36 on their spring book sale. Director Bertucci congratulated the Friends on their hugely successful sale and noted that she will meet with the Friends next week to discuss additional funding that the Friends plan to provide to the Library. Also noted was that the Friends Annual Meeting will be held on June 12th.

MINUTES

PARK RIDGE PUBLIC LIBRARY

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UNFINISHED BUSINESS

None

NEW BUSINESS

APPROVE PROPOSAL FROM ELARA ENGINEERING

Director Bertucci directed the Board's attention to the memo on page 34 of the packet that provides follow-up information to the discussion from the May COW meeting. In discussion with Elara representative Jim Gibson, it was confirmed that 1) No additional services would be undertaken by Elara without written notice to the Library and 2) the hourly rate listed for 2024 apply only to 2024 and would change for 2025. It was also noted that if significant unforeseen issues were to arise, the parties would most likely enter into a new agreement rather than complete additional work on an hourly basis.

President Thiagarajan made a

MOTION: To approve the proposal from Elara Engineering for \$115,500 for the HVAC Upgrades Project
Vice President Hanba seconded the motion

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

Motion passed

Trustee Powers asked about timing for the work to begin to which Director Bertucci replied that work would begin when the contract was signed by both parties.

APPROVE REVISIONS TO THE COLLECTION MANAGEMENT POLICY, REQUEST FOR REVIEW OF AN ITEM IN THE COLLECTION POLICY AND THE GIFTS POLICY

Director Bertucci explained that in following up with Kevin Noll at Robbins Schwartz after the discussion at the COW, it was confirmed that information from the Request for Review of an Item in the Collection is public record and subject to FOIA. Also confirmed was that certain private information would be subject to redaction. The revised draft policy appears on page 38 of the packet.

Trustee Renaldi made a

MOTION: To approve revisions to the Collection Management Policy, the Request for Review of an Item in the Collection Policy and the Gifts Policy

Trustee Rapisand seconded the motion

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

Motion passed

TOLLING AGREEMENT

A Tolling Agreement between the Library, Green Associates and 20/20 Engineering has been executed by the three parties. Power Link, the installer of the Ice Melt System has been unwilling to enter into a Tolling Agreement with the Library. Legal counsel for both the Library and Power Link continue to be in conversation on this matter with the statute of limitations set to expire on May 26, 2024. No monetary value is associated with the tolling agreements, they simply extend the statute of limitations.

Trustee Kiem stated that he would like to authorize Director Bertucci to enter into a Tolling Agreement with Power Link if one can be successfully negotiated between the two parties.

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Trustee Kiem made a

MOTION: To authorize Director Bertucci to execute a Tolling Agreement with Power Link, subject to review and approval of such agreement by Robbins Schwartz

Vice President Hanba seconded the motion

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

Motion passed

ADJOURNMENT

Vice President Hanba made a

MOTION: To adjourn the meeting

Trustee Powers seconded the motion

Voice Vote: Yes: All in favor

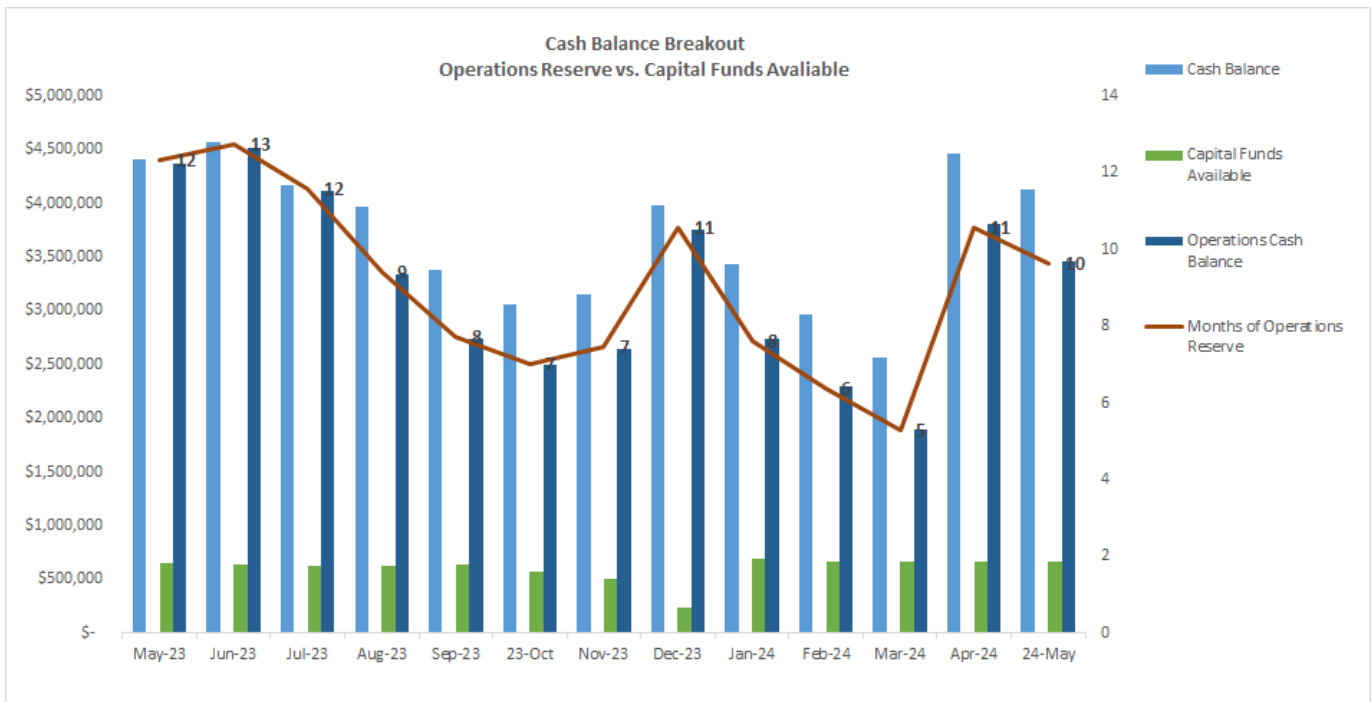
Motion passed

The meeting adjourned at 7:40 p.m.

DRAFT

**Cash Statement
Period 5 - May 2024**

CHASE BANK - OPERATING ACCOUNT	
City Administered Library Fund	\$4,127,028
LIBERTY BANK - PETTY CASH ACCOUNT	
Library Administered - Primary use to reimburse lost/paid patron fees	
Signers on account are Library Director, Finance/HR Manager and Adult Services Manager	\$ 665
CASH ON HAND - GENERAL	
Library Administered	\$ 530
BMO HARRIS - CD	
Library Administered - 13 month term with APY 5.25%; Maturity Date: 11/27/24	
Opened as a low interest checking account when Liberty Restricted Gift Account balance reached FDIC insurance limit; rolled into a CD 10/27/23.	
Signers: L Library Director and Finance/HR Manager.	\$ 125,503
LIBERTY BANK - RESTRICTED GIFT ACCOUNT	
Library Administered - Both Restricted and Unrestricted Donations - APY of 0.01%	
Signers on account are Library Director, Finance/HR Manager and Adult Services Manager	\$ 188,951
HUNTINGTON BANK - MALINOWSKI BEQUEST	
Library Administered - 335 day term with an APR of 5.07%; Maturity Date 7/7/2024	
Signers on account are Library Director and Finance/HR Manager	\$130,816
VILLAGE BANK AND TRUST - MALINOWSKI BEQUEST	
Library Administered CD - 12 month term with an APY of 5.20%; Maturity Date 6/8/2024	
Signers on account are Library Director and Finance/HR Manager	\$125,000
PARKWAY BANK - ENDOWMENT FUNDS	
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
*NORTHERN TRUST - BRUCE MICHEL LIBRARY TRUST	
Michel Family Administered	\$212,992



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

Approval for payment from Gift Fund:

Marion's Mark - Indian Dance School	\$500.00
Marion's Mark - Anoma Food Services	\$250.00
20th Century Club - Center of Concern	\$200.00
	<hr/> \$950.00

Ratify Disbursements from Petty Cash Account:

1661 Anne McCullah	\$ 17.99
1662 Lynne Pasnik	\$ 32.99
1663 Gantulga Munkhzaya	\$ 75.00
	<hr/> \$ 125.98



Memorandum

Memo Date: May 31, 2024
From: Joanna Bertucci, Library Director
 Joan Wrenn, Finance/HR Manager
Meeting Type: Budget & Finance Committee of the Whole Meeting
Meeting Date: June 11, 2024
Action Requested: For Approval
Subject: FY24 midyear budget transfer

Background:

With approximately six months remaining in FY24, Library Administration has developed the following proposed budget transfer for the Board’s consideration. The Library’s *Levy and Budget Policy* authorizes the Library Director to transfer funds in to or out of budget lines, not to exceed a cumulative amount of \$5,000. Transfers totaling more than \$5,000 require the approval of the Library Board.

Transfer Request #1:

During the development of the FY24 budget, Library Administration added the full Per Capita Grant amount (\$58,490) to the Office Supplies/Furnishings budget in anticipation of a large expenditure for the new picture book bins and shelving. At the time of FY24 budget development, the exact cost of the shelving (\$33,150) was unknown. Staff have determined that we will not need the full grant amount for the furnishings and would like to transfer \$10,000 into the Youth Services Fiction line to allow for the purchase of more picture books.

Account	Original	Adjustment	Modified	Transfer #
Administration – OFF SPLS Furnishings	\$73,500	-\$10,000	\$63,500	#1
Youth Services – Children’s Books FIC	\$75,000	+\$10,000	\$85,000	

Recommended Motion:

Transfer \$10,000 **from** Administration – Office Supplies/Furnishings **to** Youth Services – Children’s Books-Fiction



Memorandum

Memo Date: June 3, 2024
From: Joanna Bertucci, Library Director
Meeting Type: Planning & Operations Committee of the Whole Meeting
Meeting Date: June 11, 2024
Action Requested: For approval
Subject: Computer View, Inc. 1- year contract extension

Background:

In August 2022, the Library entered into an agreement with Computer View, Inc. (CVI) for comprehensive management of the Library's IT infrastructure. This agreement provides for in-house technical support, inventory support of all Library computer hardware, and local area network management. CVI is a known provider who has successfully met the needs of PRPL since 2015.

A two year agreement was signed in August 2022 for \$148,500 for year one and \$153,000 for year two, with the contract expiration set on August 31, 2024. During the RFP process, vendors were asked to provide a renewal option for a third year. The Library's current contract with CVI lists a third year renewal option at \$157,600. As the Library is pleased with CVI's performance, I recommend that the Board approve the one year contract extension at its June 18, 2024 Board meeting.

This one year contract extension is in compliance with the Library's Purchasing Policy. In 2025, I will issue a Request for Proposal for Managed IT Services.

Proposed Motion:

Approve a contract extension with CVI for a 1-year term commencing on September 1, 2024 and ending on August 31, 2025 for \$157,600.

Attachment: Proposed Computer View, Inc. contract extension



COMPUTER VIEW INC.
NETWORKING & SYSTEMS INTEGRATION

NETWORKING & SYSTEMS INTEGRATION

Letter of Transmittal

June 17, 2022

Park Ridge Public Library
Attn: Joanna Bertucci
20 S. Prospect Avenue
Park Ridge, IL 60068

Via email: businessoffice@parkridgelibrary.org

Dear Joanna:

Please consider this letter along with the following attachment:

- Park Ridge Public Library Managed Information Technology Services Proposal to be our offer to perform in full compliance with the subject Request for Proposal.

The contact person for purposes of responding to any inquiries you may have is:

Roxy Poluchowicz, Director Computer View Inc. 2777 Finley Road, STE 13 Downers Grove, IL 60515	Email rpoluchowicz@cview.net Phone (847) 290-9286 x114 FAX (847) 290-9602
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If selected, we understand any award is subject to successful negotiation of terms and conditions including, but not limited to, price and exceptions taken.

Our proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the library.

Best regards,

Roxy Poluchowicz



COMPUTER VIEW INC.

MANAGED INFORMATION TECHNOLOGY SERVICES PROPOSAL

FOR



Park Ridge Public Library

Due June 17, 2022

Submitted by:

Roxy Poluchowicz

**Computer View Inc.
2777 Finley Road STE 13
Downers Grove, IL 60515
FEIN # 36-3746952**

(847) 290-9286 x114

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General Company Information

Computer View Inc. (CVI) has been operating for the past 31 years as an information technology systems and networking integrator. The company was incorporated in the state of Illinois in January 1991. We have no plans for a sale, acquisition or merger that would alter our present structure. The company is financially sound, having established credit lines with our major suppliers, as well as a Line of Credit with our bank and a finance flooring company, to accommodate larger projects.

While we have always provided information technology support services, we have expanded our offerings in this area over the past 16 years to include the Comprehensive Support Plan, which effectively provides the appropriate support level for the vast majority of our clients. This plan delivers the majority of support issue resolutions remotely, while onsite visits are scheduled as required. We also offer a Comprehensive Plus Support Plan, which adds regular onsite technician visits, according to a schedule selected by the client to service their needs.

Approximately 50% of the customers we actively service in a given year are public libraries or library districts. Other customers include public sector enterprises (cities, townships, park districts), private and public enterprises (schools, school districts, not-for-profits, associations), and small to mid-sized commercial enterprises (services providers, manufacturers). The range of services we have provided for our customers include information technology consulting, and procurement and implementations with a focus on optimizing their technology investments.

Technology infrastructure support is one of CVI's core competencies. We are frequently called upon to solve complex technical issues that require deep knowledge of the technology arena. Our customers depend on us to keep their technology environments highly available and reliable. We provide network monitoring and issue resolution remotely, which allows us to quickly react to warning alerts and resolve any issues that may occur. Some customers have fully managed sites where we provide technology support services with onsite CVI personnel dedicated to their facility.

Our present staff are engaged in customer activities as follows:

- 3 – Consulting
- 6 – Installation and training, technology support
- 3 – Onsite support

Because the Company has supported public libraries since its founding, we stay current with new developments, technology trends, specific software and known issues by regular meetings and interaction with our customers. This information is brought back to our Staff Meetings to provide valuable information sharing and group collaboration.

Computer View's headquarters is located in our Downers Grove office.

Positioning and Experience

Computer View Inc. has deep experience working with libraries since the company's inception. This provides us with an intimate understanding of the software applications that are unique in this environment. Our long-standing experience working with libraries enables us to provide guidance on issues such as electronic record keeping requirements, including accommodation of FOIA requests. Our technicians also have a keen appreciation of the impact on library and departmental workflows when integral components are malfunctioning.

We support a number of clients that are members of the Cooperative Computer Services (CCS) and SWAN consortia and maintain a good working relationship with their staff. We have assisted our library clients as they have migrated to Cloud-based Integrated Library Systems offered by their consortia.

Another 3rd party firm that we have worked with extensively is TBS, which provides the PC reservations and print control software to the Library – MyPC and PaperCut. Our staff has worked with TBS on installations and troubleshooting of the software products they provide to libraries. We also maintain a close working relationship with EnvisionWare, another vendor that provides PC reservations and print control software.

The hardware platforms in which CVI staff have expertise that corresponds to Park Ridge Public Library District's requirements are: network switches, wireless networks, Windows servers, Windows desktops & notebooks, Mac desktops & notebooks, tablets, PBX telephone system, security cameras, digital media lab equipment and smartphones.

Customer References- Active Contracts

Computer View has had the privilege of providing information technology support services to a number of library clients. We have provided the requested references for customers with similar and expanded requirements compared to the RFP request for Park Ridge Public Library District:

Customer Contact	Scope and Services
<p>Lauren Cerniglia, Assistant Director Cook Memorial Public Library District (Sierra ILS onsite) 413 N. Milwaukee Ave. Libertyville, IL 60048 (224) 513-7421</p>	<p>220 users / 25 years (Main library + large branch)</p> <ul style="list-style-type: none"> • Comprehensive Plus Network Management (5 days onsite every week) • Website design • Projects: file servers, virtual servers, Exchange server, firewalls, SharePoint server, wireless network, iMac media lab, remodeling consulting, desktops deployment, security camera management software; Navori digital display software
<p>Elizabeth Greenup, Director Wauconda Area Public Library (Polaris ILS onsite) 801 N. Main St. Wauconda, IL 60084 (847) 526-6225</p>	<p>90 users / 25 years</p> <ul style="list-style-type: none"> • Comprehensive Network Management • Projects: file servers, virtual servers, Exchange server, chassis switches, firewall, wireless network, remodeling consulting, desktops deployment, IP/PBX telephone system, iMac support
<p>Christopher Renkosiak, Deputy Director Lincolnwood Public Library (Polaris ILS via CCS Library Consortium) 4000 W. Pratt Blvd. Lincolnwood, IL 60712 (224) 233-1870</p>	<p>70 users / 6 years</p> <ul style="list-style-type: none"> • Comprehensive Plus Network Management (1 day onsite every 2 weeks) • Projects: file servers, virtual servers, Exchange server, wireless network, firewall, remodeling consulting, desktops deployment, security camera management software, iMac support
<p>Jane Jenkins, Director Green Hills Public Library (Symphony/Workflows ILS via SWAN Library Consortium) 10331 Interlochen Dr. Palos Hills, IL 60465 (708) 598-8446</p>	<p>55 users / 17 years</p> <ul style="list-style-type: none"> • Comprehensive Network Management • Projects: file servers, virtual servers, Exchange server, chassis switches, firewall, wireless network, remodeling consulting, desktops deployment, IP/PBX telephone system, iMac support; Navori digital display software

Security

Providing appropriate security for a client's data is perhaps the greatest responsibility that a managed information technology services provider must provide.

On-site data, software and hardware are protected by a multi-faceted approach. The first level is physical security. We ensure our clients' data is housed within a locked space, with limited access to only authorized personnel. Within the space, we recommend and configure power and temperature management consistent with manufacturers' requirements. Both are monitored and alerts sent if acceptable parameters are out of range.

A backup rotation that is monitored daily by CVI for successful completion is an integral part of the on-site security, since it provides the safety net for recovering from a number of possible disaster scenarios.

Logical network access security is provided by several means: network access is restricted to personnel with established login/password; unassigned network ports in public areas don't connect through to the switch; an on-site Next Generation Firewall protects against malware from the Internet; Trend Micro antivirus software protects against malware in local files; the Spam Control filter protects against malware from emails.

Remote network access is provided to a limited number of personnel via a secure 2-factor authentication utilizing an encrypted VPN through the firewall.

A key activity that keeps our clients' networks secure is the regularly scheduled patching of client and server operating systems, plug-in software, and 3rd party applications software. Keeping software up to date with software publishers' security patches mitigates known system security vulnerabilities.

We have also implemented security measures in the Wi-Fi facilities in the Library. Separate SSID's have been created to ensure each category of wireless user is provided access only to the resources that are designated for their use. Additionally, wireless is configured to prevent wireless users from being able to access the wireless data of any other user.

As clients move their processing and data to the Cloud, the same security measures must be implemented in this space to provide robust security protection.

Confidentiality of clients' data is of utmost importance, to the point where we support situations where at times only limited personnel are called upon to support a highly confidential activity. Our normal protection for patron data within the environment is to flush all electronic storage on computers that are used. CVI also has its personnel sign Non-Disclosure Confidentiality Agreements annually.

Strengthening of existing security is presently underway, per a number of activities called out as requirements in order for the City to secure a Cyber Security policy which will include the Library. CVI is meeting regularly with several libraries' cyber security policy providers, to ensure that appropriate compliance measures are implemented within the required timeframe to secure the desired policy.

Our personnel have many years of experience configuring and implementing the security technologies described. In addition, CVI personnel possess certifications in Fortinet NSE1, NSE2, NSE3, NSE4, NSE5, Microsoft MCP, MCP+, MCSE, wireless CWNA, A+, and Panasonic i-Pro cameras, all of which provide both general and specialized knowledge.

Client Management

Computer View does not dedicate specific individuals to customer accounts, except in the case of Comprehensive Plus contracts, where the same individual would perform most of the onsite visits portion of the contract. Typically, our personnel are instead assigned to work on support issues or projects according to their area of expertise and best availability. The table below summarizes the staff count and job titles within specific areas of responsibility. In providing services to our support contract customers, it is likely that all personnel will interface with the client at one time or another, depending on the activity that is provided.

Management / Consulting / Sales Staff	
Three (3)	Titles: President Director, Business Operations Director, Sales & Marketing
Design / Configuration / Projects Staff	
Two (2)	Titles: Project Manager/Senior Network Engineer (1) Senior Network Engineer (1)
Support / Projects Staff	
Four (4)	Titles: Senior Network Engineer (1) Network Engineer (3)
Onsite Support Staff	
Three (3)	Titles: Network Engineer (1) Technology Assistant (2)

Computer View does not currently employ any contract employees.

Computer View maintains Partner status as well as sales and technical certifications with our major hardware and software vendors:

- Avocent – KVM
- Eaton – UPS
- Fortinet – Firewalls
- HP Inc. – Desktops, Monitors and Notebooks
- HP Enterprise / Aruba – Servers, Storage, Software, Networking (Wired & Wireless)
- Kaseya – Real-time monitoring and management, Unitrends Backup
- Microsoft – Windows Desktop operating systems, Windows Server operating systems, Microsoft 365, AER (Authorized Education Reseller)
- Panasonic – Security cameras, Video Insight camera management software
- Veritas – Backup software
- Vertical Communications – IP-PBX Telephone Systems

Our major vendors conduct an annual review of partnership status, which requires successful certification testing in their technologies. To prepare staff for this, CVI provides the required education and participation in vendor conferences to its staff.

Support and Projects Approach and Methodology

Our approach to providing support of the highest caliber at a very effective price is based on methods and procedures that CVI has developed and regularly refines in a process of continuous improvement. Standardization of configurations is one of the first activities we complete with a new client. Although this typically involves significant effort for CVI, we make this investment to facilitate more straightforward maintenance and updating in the future. Frequently, this process also uncovers configuration errors that are corrected, resulting in better network stability.

During this process of standardization, we also implement a security review of the client's network. We configure the environment, with users' assigned permissions within the network that adhere to a security policy of "least privilege". This provides the strongest level of security to the client's network. If users are required to have additional permissions, these are assigned on a case-by-case basis to minimize security exposure.

Network equipment to be managed as part of this contract currently runs software that constantly monitors performance thresholds established by CVI. Alerts are sent to CVI if performance parameters stray outside acceptable ranges.

CVI also provides its comprehensive network support clients with multiple communications methods to advise us of other issues that may not be detectable by our remote monitoring software. For high priority or emergency issues, we recommend that clients call us, in addition to entering a help desk ticket. During normal business hours of operation, calls will be answered by the first available help desk technician. If all are busy, a voice message can be left which will be promptly attended to. Outside our normal hours of operation, contract customers leave a message after entering their uniquely assigned emergency PIN code, and a help desk technician will respond after being paged by our system. For medium or low priority issues, the client can log into the CVI Support Services online help desk system and enter a request for service with a full description of the issue. All issues, no matter how they originate, are entered into our help desk system, so that ongoing monitoring and communications with the client can be maintained.

Our help desk technicians monitor the help desk queue, and work on issues in a sequence dictated by severity of reported issues. Within a given severity queue, we observe a first-in first-out (FIFO) sequence.

Another key aspect of our support and projects delivery methodology is scheduling all possible activities outside the Library's normal hours of operation, thus greatly minimizing disruption to staff and patrons. On average, about 90% of our scheduled support and project activities are completed this way, with no premium upcharge to our customers.

IT Service Levels

As mentioned earlier, Computer View provides its support contract customers with access to our online help desk system, CVI Support Services. This system is available 24x7 for entry and monitoring of support issues. We also use this system to track change requests and installation projects.

Communications with our clients is mostly through updates to help desk tickets, which generate an email back to the customer. Issues requiring personal interaction would provide the client with information via phone in addition to ticket updates.

The help desk is manned between 9AM and 5PM CST, Monday through Friday, excluding CVI holidays. Support for high priority or emergency issues is available outside these hours via telephone, which allows clients to enter their assigned emergency PIN, and subsequently the on-call technician is paged.

The cost structure for the CVI Comprehensive Support contract is based on installed inventory, which results in a predictable quarterly flat fee for the support activities, regardless of effort required. All activities, both inclusions and exclusions from the contract are tracked in the same help desk system. This provides a track record of actual work that was done, and the number of hours associated with the activity. The customer would receive a separate bill for activities that are excluded from the contract.

Our problem escalation process is as follows:

1. The help desk technicians monitor the online Support Services queue. Any critical or severe system outages are automatically assigned to the Severity 1 queue, which is worked on as the top priority. The technicians move on to the next lowest queue when issues in the Severity 1 queue are resolved or pending action from a 3rd party vendor.
2. The Severity 2 queue is worked on in FIFO order. Generally, the issue impacts a smaller number of people.
3. CVI management monitors the support issues queues for general awareness about the issues our customers are experiencing. We also look for any issues whose resolution time has surpassed the established service level goal, and get additional staff involved as needed.
4. If the customer has an issue with the resolution provided, or the length of time to resolve, they can always contact any member of the CVI management staff, and they will work with the customer towards a satisfactory decision.

Our response time goals are:

1. 1 hour – review, prioritize and perform initial diagnostic
2. 4 hours – respond to / resolve Severity 1 (major) issues
3. 1 business day – respond to / resolve Severity 2 (medium) issues
4. 2 business days – respond to / resolve Severity 3 (low) issues

The backups that would be crucial for a recovery activity are monitored and cataloged within the software that is used – Veritas Backup Exec. Since the same software is utilized routinely in our project installation activities, this provides the necessary procedures and validation for potential recovery from a disaster. Data restore capabilities are also included with the Unitrends backup system.

Major system software upgrades are usually coupled with projects, which are quoted and billed separately from our support contract.

Monitoring

Changes to the technology environment are recorded and maintained in our remote management software. Inventory reports and files can include a number of attributes relating to specific hardware, such as name, hardware configuration items, software versions installed, etc.

At the end of a contract period, we can provide current inventory report and Excel file, list of system-level passwords and a report of current switch configuration.

Prior Contract Performance

During its 31 years of operation, Computer View Inc. has never had a contract terminated for default. In Customer Satisfaction surveys that have been conducted by external organizations on our behalf, more than 90% of our customers state they are "Extremely satisfied" or "Very satisfied" with the services they receive.

In fact, Computer View Inc. frequently goes above and beyond in providing services in support of our clients' technology environments. These services include cabling and cable testing and certification, loaner equipment to fill short-term or emergency needs, and consulting and guidance regarding optimum spending on technology assets.

Other Services

In addition to comprehensive network support services, Computer View offers a number of technology services that enhance our clients' infrastructure environments.

Consulting for New Construction or Remodeling

CVI routinely advises its clients on IT requirements for building areas that are new or retrofit construction. We ensure that both current and potential future wired and wireless LAN requirements are properly accommodated.

Hardware and Software Acquisition

CVI exploits to the maximum any special promotions or negotiated contracts from the hardware and software vendors that we have partnered with, thus optimizing our customers IT expenditures. We also expose our customers to alternate acquisition sources and methods, such as techsoup.org and vendor-specific contracts that are in place for SLED (State, Local Education) accounts. We provide leasing numbers and analysis as part of major projects planning, so customers can consider this in their acquisition analysis. Our partnerships also give us expedited access to subject matter experts when they are needed to make a strategic decision or resolve a reliability issue.

Network Security Services

Our Network Security Services include intrusion prevention and detection, coupled with the latest firewall technologies, to ensure a safe Internet computing environment. We also have solutions for managing email security, both anti-virus and anti-SPAM technologies, that will make staff more productive by minimizing unwanted emails. A recent enhancement of this service includes implementation of MFA services to comply with cyber security policy requirements.

Network and Software Integration

Our consulting, design and implementation of network hardware and software integrations allow our customers to remain focused on their business goals, while CVI provides the infrastructure that allows customers to achieve success.

Telephony

Computer View is an authorized dealer for Vertical Communications IP-based PBX systems. We offer models that support the most sophisticated, networked multi-location enterprises down to basic IP-based systems that offer basic functionality to the smaller, more cost-conscious customer. All systems we represent offer the potential to implement Unified Communications, with integrations to email systems such as Exchange and mobile smartphones.

CVI Cloud Services

Through our CVI Cloud, customers can receive co-location, Web hosting, email hosting, and cloud anti-SPAM services. Working with one of our key vendors, we have developed a framework and are piloting an onsite D2D backup appliance coupled with a cost-effective Cloud backup service, which will provide our customers with a local full disaster recovery backup copy, as well as a redundant copy in the public Cloud. This design provides the fastest recovery time in the event of a disaster, and greatly simplifies and automates the backup process at the customer site.

Security Camera Systems

CVI has partnered with Panasonic to provide state-of-the-art security cameras. We also resell their award-winning easy to use Video Insight camera management software, which can be used to manage Panasonic or other 3rd party cameras.

Emerging Technologies

As new technologies are introduced into the marketplace, we evaluate their applicability for our clients. At times, clients will ask us to research and advise them on a particular technology they are considering. For example, we have done research on 3D printing technologies and developed in-house expertise, to assist our clients in their new installations.

Licenses and Insurance

CVI carries the required commercial business insurance and business license to conduct business with its customers. Upon written request from a Customer, they can be added as an additional insured on the Company's Business Liability plan.

Proposal Summary

Computer View Inc. is pleased to respond to the Park Ridge Public Library District's RFP for Information Technology Services and hopes that we will continue our long-standing partnership.

The Support Quote represents all activities that are necessary for the successful operation of the Library's technology environment, per the proposed Comprehensive Plus Support Plan. Periodically scheduled meetings, presently occurring on a bi-weekly schedule, would continue with attendance by a CVI Manager and technical CVI staff as required.

Major upgrades and installations are excluded from the scope of this agreement but can be contracted for separately when needed.

Once new equipment is installed, it falls within the auspices of the contract as supported inventory (post-implementation). Small projects, environment additions, changes and equipment moves are accommodated by the annual allocation of Move-Add-Change hours (MAC), which are provided at no additional charge. The specific activities that are included in our proposed contract are:

1. **Initial Assessment** – this has been done at the inception of CVI's support activities at the Library and environment assessment will continue as changes are implemented within the environment.
2. **Desktop Applications Support** – Computer View supports the desktop environment, beginning with initial installation according to our standards, with user accounts limited to "least privilege". With our knowledge of library-specific applications, we can configure desktops that are highly reliable and stable between user sessions of many patrons, with differing computing styles and requirements.
3. **Server Administration Services** – all server software is initially configured by CVI. Our maintenance procedures include batched operating system updates about every 3-4 months; security updates that are critical are implemented immediately after they are successfully tested by CVI staff in a Lab environment. Capacity and performance are monitored, and adjustments are recommended, as needed. The timetable of updates will be updated to match the requirements of the cyber security insurance policy.
4. **Network Administration Services** – Computer View maintains all equipment in the Library's wired and wireless networks. As with the servers, the controlling software (firmware) is upgraded as new releases are made available by the manufacturer and successfully tested by CVI.
5. **Security** – in addition to virus detection and prevention systems deployed within the Library, CVI maintains a firewall. Much of the network security comes from client desktop and notebook configuration settings that we have developed and optimized for the library environment. These settings prevent many virus and malware outbreaks. Secure remote access for key library personnel and 3rd party support personnel is also provided, as requested by the Library, to facilitate their ability to provide support within their areas of expertise.
6. **Strategic planning** – the Comprehensive Support Agreement provides strategic planning activities to review the current environment with an eye towards recommended enhancements. This includes the preparation of recommendations for technology upgrades or replacements, along with appropriate cost estimates for budgeting purposes. Coupled with our knowledge of

upcoming industry developments, we will recommend an appropriate time to acquire technology.

7. **Projects** – since the Comprehensive Support Plan includes an annual allocation of Move-Add-Change (MAC) hours, there will be opportunity to complete small to mid-sized projects within the scope of the support agreement.
8. **Phone system** – our experience in supporting phone systems spans multiple vendors, and we are well positioned to provide any requested support in troubleshooting suspected network issues that would affect the Library’s telephone system.
9. **Project management** – our senior staff have many years of experience managing projects, from initial assessment of scope of work, identification of hardware and software requirements, laying out work schedules, to final training and turnover.
10. **Documentation** – the resource management software that we deploy at our managed customer sites provides us with the ability to generate inventory and many other reports, which document the installed technology environment. The software also provides the ability to add notes or documents to the site records. We recommend maintaining documentation on an automated tool, such as the one we use, since this will provide more current and accurate information than manually maintained documents.

We would also like to point out that throughout the years that CVI has been servicing the IT needs of the Library, we have provided many additional services at no charge, such as loaner equipment, involvement in construction project planning meetings and subsequent delivery inspection of IT-related infrastructure items, cabling remediation and new runs as needed and telephone system support to accommodate staff moves as part of construction activities.

We have also delivered services at an effective cost, with increases pegged to the CPI (Consumer Price Index) or reduced to accommodate the Library’s budget situation. Please see the chart below for information on the IT services contract historical costs.

Term	Annual Amount	Increase
2015 – 2016	\$132,000	
2016 – 2017	\$132,000	0.00%
2017 – 2018	\$134,640	2.00%
2018 – 2019	\$137,400	2.05%
2019 – 2020	\$140,000	1.89%
2020 – 2021	\$140,000	0.00%
2021 – 2022	\$141,400	1.00%

Quote – Comprehensive Plus Support Plan

Comprehensive Plus Support Plan – 2 Year Agreement (9/1/2022 – 8/31/2024) with a 1-Year renewal option

Under this Plan, all necessary technical support is provided, without regard to the number of hours required. To provide better service, CVI utilizes Remote Management Software to monitor and provide remote support for the environment. Any non-warranty hardware repairs and major projects are excluded. Parts and Labor for these activities would be quoted and billed separately.

Description	Proposed Annual Cost
Remote support software (CVI owned)	N/C
Onsite technician/technology assistant	During the Library's 70 weekly hours of operation
Annual Investment	\$ 148,500
<ul style="list-style-type: none"> ○ 24x7 monitoring of installed inventory, with immediate remediation of Severity 1 alerts ○ 24x7 access to CVI staff for emergencies ○ 24x7 issue and project status via access to CVI Help Desk system ○ Proactive periodic update of installed Windows-based equipment; emergency security updates immediately, if appropriate ○ Remote support to server and desktops ○ Systems lifecycle planning, project management, acquisition optimization ○ Bi-weekly status/planning meetings ○ Periodic project lists, reports, and statistics as requested ○ Coordination of third-party support contracts ○ Asset management, including site inventory and documentation ○ Support of telephone PBX system ○ Support of camera server & 26 cameras ○ Support of wireless network with 25 access points ○ Annual assistance with PCI Audit ○ Annual assistance with Cyber Security audit 	
Total annual investment (Year 1):	\$ 148,500
Total annual investment (Year 2):	\$ 153,000
Total annual investment (Year 3 renewal):	\$ 157,600



Memorandum

Memo Date: May 31, 2024
From: Joanna Bertucci, Library Director
 Joan Wrenn, Finance/HR Manager
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: June 11, 2024
Action Requested: For approval
Subject: Non-resident Library Card fee

Background:

The Library sells library cards to non-residents that live in areas not taxed for public library service as per [23 Ill. Admin Code 3050.60](#) of the State of Illinois Administrative Code. Cards purchased by non-residents provide all of the privileges of a resident library card and can be used at other libraries within the CCS library system. The fee is determined using a mathematical formula provided by the State to calculate a fee equivalent to the average local tax support.

The State requires the Library Board of Trustees to annually review the fee for a Non-Resident Library Card and authorize the sale of Library cards to non-residents.

The statute allows libraries to calculate their non-resident library card annual fee based on a general mathematical formula that divides the Library’s total anticipated tax income by the local population. The average tax revenue per capita figure is then multiplied by the average household size to determine the final rate. All population estimates must be based on the most recent Federal Census Data. Based on this calculation, the Non-Resident Card Fee effective July 1, 2024 is \$272.00

Non Resident Library Card - General Mathematical Formula Calculation - July 1, 2024 – June 30, 2025	
Estimate Library Income from Local Property Tax Sources – FY24	\$4,218,161
2020 Census Data – Population	39,656
Tax Revenue Per Capita	\$106.37
2020 Census Data – Average household size	x 2.56
Non-resident fee	= \$272.30

Recommended Motion:

1. Approve a *Non-Resident Library Card Fee* of \$272 for qualified non-residents, effective July 1, 2024.

Attachment:

- 2024 Park Ridge Public Library Non-Resident Library Card Resolution

**2024 ANNUAL RESOLUTION
AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS**

Whereas, the Park Ridge Public Library is a tax-supported public library; and

Whereas, people residing within the jurisdictional boundaries of the Park Ridge Public Library pay taxes to support the Library, and so need pay no additional fee to be eligible to receive a library card; and

Whereas, Section 5/4-7(12) of the Local Library Act stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence"; and

Whereas, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also providing three formulae which public libraries can use to determine the non-resident fee; and

Whereas, the Library Board of Trustees of the Park Ridge Public Library has determined for the period commencing January 1, 2024 and ending December 31, 2024, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE LIBRARY BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the Park Ridge Public Library whose closest public library is the Park Ridge Public Library, and not residing within the boundaries of another public library and owning or leasing no taxable property within the jurisdictional boundaries of the Park Ridge Public Library, may purchase a one year nonresident fee card for the price of **\$272.00** effective July 1, 2024, calculated by the General Mathematical Formula (23 Ad. Code 3050.60(a)),

Section 2: Individuals residing beyond the jurisdictional boundaries of the Park Ridge Public Library, but owning or leasing (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within jurisdictional boundaries of the Park Ridge Library, or serving as a Senior Administrative Officer of a firm, business or other corporation owning or leasing taxable property within the jurisdictional boundaries of the Park Ridge Public Library, notwithstanding anything to the contrary in this Resolution, may obtain a non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Library Board of Trustees shall notify the regional library system in writing within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

Section 4: The Park Ridge Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The Park Ridge Public Library shall cooperate with other participating area public libraries, the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23Ad. Code 3050.25.

Section 6: The policy of the Park Ridge Public Library for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

Section 7: A valid non-resident library card issued by the Park Ridge Public Library pursuant to this Resolution shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a "local use" library card from the Park Ridge Public Library.

ADOPTED this 18th day of June, 2024, by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by the President and Library Board of Trustees of the Park Ridge Public Library.

Deepika Thiagarajan, President, Library Board of Trustees

ATTEST:

Lauren Rapisand, Secretary, Library Board of Trustees

Park Ridge Public Library
Consolidated YTD Revenue and Expenditures
Period 5 - May 2024

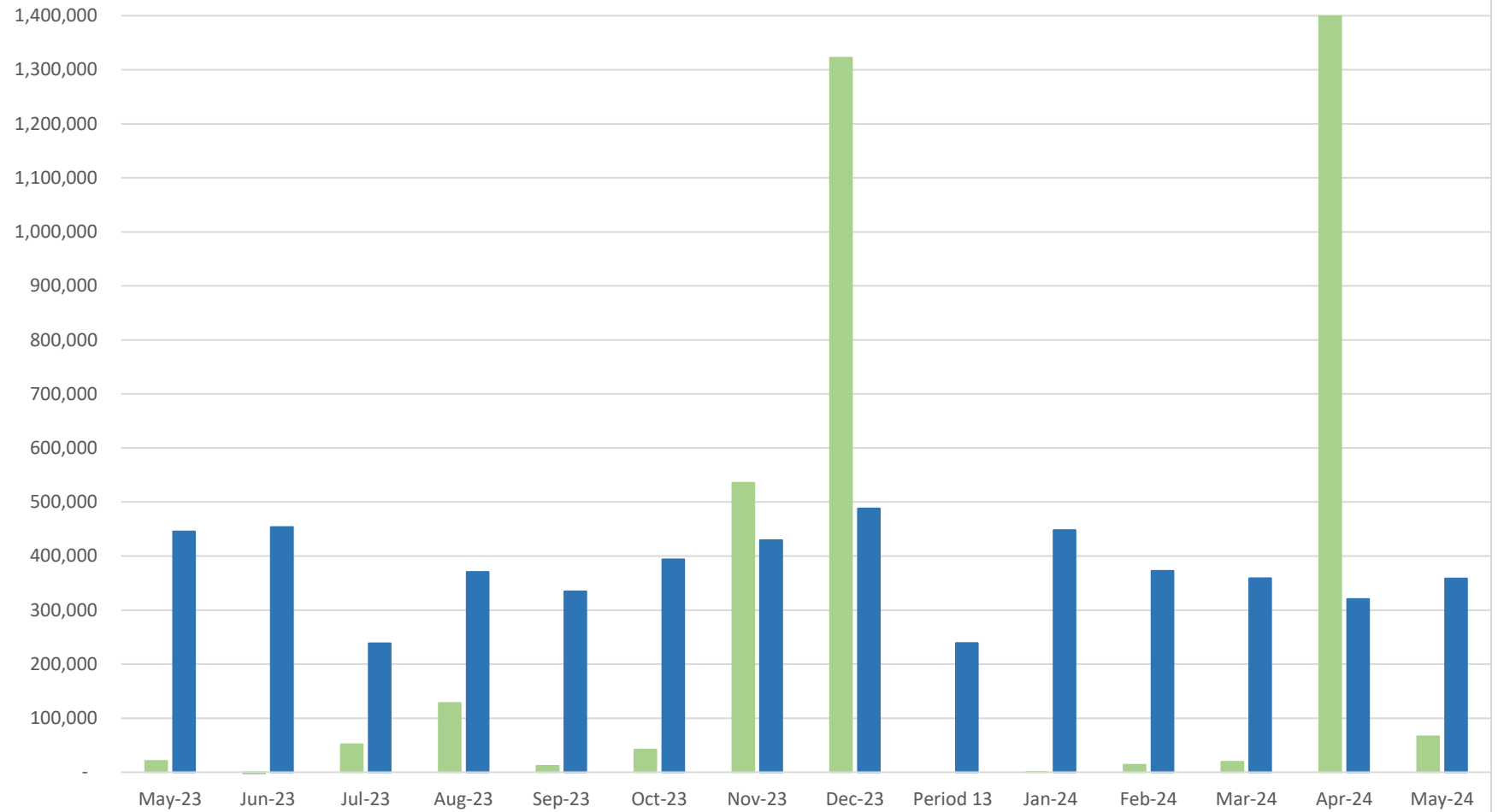
REVENUE ACCOUNTS	BUDGET	REVISED BUDGET	MAY	ACTUAL	YTD ACTUAL	% RECEIVED	NOTES
Local Government Taxes	\$ 4,302,661	\$ 4,218,161	\$	25,523	\$ 2,085,008	49%	
State Grants	\$ 108,500	\$ 58,493	\$		\$ -	0%	
Other Receipts	\$ 137,000	\$ 199,000	\$	21,567	\$ 68,843	35%	
Total Revenue	\$ 4,548,161	\$ 4,475,654	\$	47,090	\$ 2,153,851	48%	

ACCOUNT #	OPERATING ACCOUNTS	BUDGET	REVISED BUDGET	MAY	ACTUAL	YTD EXPENDITURES	% SPENT
9100	Salaries	\$ 2,546,525	\$ 2,546,525	\$	191,628	\$ 904,351	36%
9210	Employee Benefits	\$ 716,648	\$ 716,648	\$	51,429	\$ 254,637	36%
9317	Data Processing	\$ 273,300	\$ 273,300	\$	41,350	\$ 162,354	59%
9321	Building Maintenance	\$ 164,500	\$ 164,500	\$	8,724	\$ 38,983	24%
9324	Membership, Recruiting, Training	\$ 31,500	\$ 31,500	\$	2,210	\$ 14,331	45%
9351	Equipment Rental	\$ 27,000	\$ 27,000	\$	1,960	\$ 9,013	33%
9359	Consulting Services	\$ 20,000	\$ 20,000	\$	-	\$ -	0%
9360	Public Relations	\$ 45,000	\$ 45,000	\$	8,490	\$ 21,543	48%
9385	General Contractural	\$ 114,800	\$ 114,800	\$	2,072	\$ 24,095	21%
9385	General Contractural - Programs	\$ 65,000	\$ 65,000	\$	10,751	\$ 33,916	52%
9416	Audit	\$ 9,500	\$ 9,500	\$	-	\$ -	0%
9425	Special Counsel	\$ 25,000	\$ 25,000	\$	715	\$ 7,255	29%
9510	Supplies	\$ 120,500	\$ 120,500	\$	6,443	\$ 46,221	38%
9511	Staff Appreciation	\$ 2,500	\$ 2,500	\$	169	\$ 1,780	71%
9520	Computer Materials	\$ 31,500	\$ 31,500	\$	4,000	\$ 24,945	79%
9540	Library Resources	\$ 636,800	\$ 636,800	\$	61,833	\$ 296,165	47%
	Total Operating Budget	\$ 4,830,073	\$ 4,830,073	\$	391,774	\$ 1,839,589	38%
	Capital Projects Budget						
9908	Computer Equipment	\$ 195,000	\$ 195,000	\$	-	\$ 1,005	1%
9963	Building Repairs	\$ 500,000	\$ 722,200	\$	-	\$ 61,347	8%
	Total Capital Projects Budget	\$ 695,000	\$ 917,200	\$	-	\$ 62,352	7%
	TOTAL BUDGET	\$ 5,525,073	\$ 5,747,273	\$	391,774	\$ 1,901,941	33%
	LIBRARY SURPLUS (DEFICIT)	\$ (976,912)	\$ (1,271,619)	\$	(344,684)	\$ 251,910	

Library Fund: Monthly Revenue and Expense

May 2024

■ Revenue ■ Expense



Park Ridge Public Library - Secretary's Report
June 18, 2024

PRPL Web Site News Items

- [Summer bookmark contest returns - Park Ridge Public Library \(parkridgelibrary.org\)](#) May 28, 2024
- [Journalist, author Robert Herguth to speak at Writers Group, June 12 - Park Ridge Public Library \(parkridgelibrary.org\)](#) June 7, 2024
- [Bookmark contest progresses to staff poll - Park Ridge Public Library \(parkridgelibrary.org\)](#) June 10, 2024

Press Articles

- [Summer Reading Heats Up At Park Ridge Library - Journal & Topics Media Group \(journal-topics.com\)](#) June 5, 2024
- [Put these Park Ridge summer fun dates into your calendar – Chicago Tribune](#) June 10, 2024
- [Celebrating 100 years of summer reading, Park Ridge Library offers rewards – Chicago Tribune](#) June 11, 2024



May 2024

[Return to Agenda](#)

	May-24	Apr-24	YTD	2023 YTD	2022 YTD	2019 YTD	% Change 2023 to 2024	Analysis
CIRCULATION OVERVIEW								
Physical items	44,653	48,345	243,089	264,684	255,435	308,016	-8%	Total Circulation is up 4% over prior year with physical item circulation down 8% and circulation of digital materials up 50%.
Digital items	19,373	18,501	100,865	67,437	50,197	34,859	50%	
TOTAL	64,026	66,846	343,954	332,121	305,632	342,875	4%	
PROGRAMS								
Adult Programs	44	43	207	141	142	98	47%	Number of adult programs and attendance exceed all reported prior years
Adult Attendees	656	845	3,469	3,439	3,225	1,914	1%	
Youth Programs	50	58	285	228	174	186	25%	Youth programs and attendance also exceed all reported year.
Youth Attendees	1220	1658	8,472	7,161	3,626	6,476	18%	
OUTREACH								
Home Delivery - Patrons served	40	25	138	148	181	85	-7%	Home delivery stats include both homebound and other deliveries. Homebound deliveries have increased while demand for other deliveries has declined.
Home Delivery - Materials loaned	147	108	555	538	682	465	3%	
Book clubs served	45	50	236	230	218	210	3%	Support of local book clubs has increased over 2023 levels and exceeds all reported years.
Items loaned to book clubs	387	437	2,045	1,993	1,894	1,900	3%	
TECHNOLOGY								
Wi-Fi Sessions	45,918	47,894	238,533	213,852	235,203	429,552	12%	Use of public computers is up 12% 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	1,797	1,771	8,642	7,477	5,414	-	16%	
Public PC Sessions	1,224	1,433	6,570	5,805	4,275	9,422	13%	
WEBSITE								
Visits	22,603	18,270	91,644	90,610	85,035	94,034	1%	Number of visits to the website increased significantly this month. The number of unique users are down over the prior year.
Unique users	10,854	8,482	42,570	45,708	40,533	46,100	-7%	
USERS								
New cards issued	148	172	791	790	724	756	0%	148 new cards were issued in May.
Total PRPL cardholders	19,297	19,246	19,269	18,431	18,896	23,698	5%	Total number of cardholders increased 5% over May, 2023 levels.
Unique users	8,988	9,025	9,022	9,146	8,503	3,874	-1%	The number of unique users is consistent with prior year data.
BUILDING USAGE								
Door count	23,194	24,385	116,491	107,797	84,259	62,984	8%	2024 YTD door counts are up 8% over prior year.
Meetings rooms-community use	8	10	48	36	16	1	33%	Meeting room usage by community groups has increased by 33% over prior year.
Study Rooms - hours of use	1,130	1,135	5,686	5,267	4,917	n/a	8%	YTD Study room usage is 8% greater than prior year
The Studio- hours of use	28	29	157	207	24	n/a	-24%	YTD Studio usage is consistent with prior month but less than YTD 2023
The Media Lab - hours of use	22	17	164	379	261	n/a	-57%	YTD Media Lab usage is down when compared with prior year.
STRATEGIC PLAN: Provide support to local teachers, students, homeschool families and learners of all ages								
School Loans	17	29	105	104	69	141	1%	The number of school loans YTD is consistent compared with prior year.
Items loaned to Teachers	314	533	2,270	2,195	2,156	2,986	3%	Number of items loaned is up 3% - more items are being loaned to students.
Total Teacher Library cards	161	159	159	113	83	35	41%	Number of teacher cards has increased 41% over prior year levels!
Cardholders*	49%	49%	49%	46%	48%	63%		Percentage of cardholders increased 3% over 2023 levels and is at 49%, consistent with national averages and that of comparable libraries.
NOTES:								
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: June 18, 2024
SUBJECT: Library Director's Report

Administration & Board:

- On June 12, Marketing Manager, Jen Healy, and Finance/HR Manager, Joan Wrenn, and I attended the Friends of the Library bi-annual Board meeting. Our initial request letter is attached. During the meeting, Ms. Wrenn requested an additional \$1,000 to host a staff BBQ in late August-early September. The Friends unanimously approved our requests. The Friends welcomed soon to be former Library Board Trustee, Lauren Rapisand, and resident Ron Stempkowski to their Board. Longtime Friends of the Library Board Member, Dave Donovan, stepped down after being on the Friends Board for many years. We continue to be grateful for all the support we receive from the Friends.
- I attended the June Executive Board meeting for CCS on June 12. I will step into the role of CCS Governing Board President on July 1, 2024.

Staff Updates and Professional Development:

- In May I spent some time learning more about AI. I attended a session at Reaching Forward North on May 10 entitled, *AI Powered Productivity: Unleashing the Potential of Artificial Intelligence in your Everyday Life*. Additionally, I attended a program on the topic of leveraging AI to create operational efficiencies hosted by the Director of the Glenview Public Library on May 23. Both sessions provided good insight and useful techniques for harnessing the power of AI to create workplace efficiencies. At our May 28 Management Team meeting I shared what I have learned thus far and demoed some ways other libraries are using AI. In the coming months, I plan to bring an *AI in the Workplace* policy to the Board for review. Even though the landscape of AI is changing rapidly, I feel it is important to have an overarching policy in place, as our staff are likely experimenting with and perhaps using this emerging technology here at the library.
- After eight years of dedicated service, Patron Services Coordinator Jazmin Bravo, resigned her full time position, effective June 12, 2024, as she plans to pursue her Master's degree. We wish her the very best! Part time Patron Services Associate Tim Witek, was promoted to the full time Coordinator position vacated by Ms. Bravo. Mr. Witek has been a great addition to our Patron Services team and we are excited to have him onboard in a full time capacity.
- In May, we welcomed Ms. Laura Mao to our Adult Services Team. Ms. Mao, having recently earned her Master's in Library and Information Science, will be working as a half-time Reference Librarian.

Finance and HR

- The Library received our FY24 Per Capita Grant Award in the amount of \$58,889.16. These funds are earmarked for a new second floor display case and will be expended in the FY25 fiscal year.
- Our \$125,000 CD at Village Bank and Trust matured on June 8. The CD was renewed for a 12-month term at a 4.89% interest rate. These funds earned \$6,518 in interest, bringing the starting balance for the new CD to \$131,518.18.

Strategic Plan Monthly Progress:

- **Encourage individual growth and lifelong learning**
- **Build up a strong workforce and local businesses**
 - On Thursday, May 23, 72 adult patrons attended *Global Neighbors: India* program. Attendees enjoyed a traditional Kathak dance performance and cultural lesson by Gauri Job. Additionally, we worked with local restaurateurs and residents, Revathi and Vinoth Manoharan, owners of Thalavia's Kitchen to serve a delicious sampling of Indian cuisine.
- **Align with strategy and set the stage for development**
- **Develop Civic Education for an informed and engaged citizenry.**
 - Recently, we've received increased inquiries from teens interested in volunteering. Volunteer Coordinator Kelly Mayer is collaborating with Library Specialists Mary Mason and Denise Byrne, along with Middle & High School Coordinator Maddie McGuire, to organize new regular volunteers for the summer. Ms. Mayer is also working with District 207 Special Education faculty to arrange volunteer opportunities for special needs students in Adult Services. We're fortunate to have such strong interest and support for our library.

Building and IT:

- Our security cameras were migrated to the new server in May. Security camera down time was less than one hour and there have been no reported issues as a result of the migration.
- After noticing significant wear on the Loft chairs, Youth Services Manager Staci Greenwald and Teen Services Supervisor Emily Fardoux sought new ones based on Teen Advisory Board (TAB) suggestions. Staff and teens tested a rocker and a fidget chair, and we decided to purchase a mix of both. The TAB will choose the colors, and we plan to order the chairs within two weeks.

Marketing and Public Relations:

- Marketing efforts for Summer Reading Club are in full swing. Staff have been outfitted with Summer Reading T-shirts, banners are out around town and signage is up around the Library. Messages and reminders to sign up are out via e-blast to all patrons, on social media via videos and graphics. We were listed in the *Herald-Advocate's* "[Fun things to do this summer](#)" article on June 10. The *Journal & Topics* ran a [story about Summer Reading](#) on June 5.
- Planning is underway for the Summer Reading Sendoff event, scheduled for Saturday, August 10, and Library Card Sign-up Month in August and September.
- We have secured additional outdoor promotional opportunities with the Park Ridge Park District, who has graciously agreed to let us use their new banner frame in Hodges Park in the month of August. We will use it to promote library card sign-ups. We have also asked D64 if we can hang banners on their school fences during August.

Outreach and Community Engagement

- Marketing Manager, Jen Healy, and I staffed the Farmer's Market Community Tent on Saturday, 6/8. We fielded many questions about summer reading for kids and adults. Visitors all of ages had fun spinning our prize wheel for PRPL swag items.
- 23 Library staff members and their families as well as trustees and their family members represented the Library at the May 27 Park Ridge Memorial Day Parade. It is always heartwarming to hear and see support for our Library in the community.



Notable Programs, Collections, and Services

- Our **100 Years of Summer Reading** celebration is off to a great start!
 - In late April, May, and early June, Preschool Coordinator Liz Fichter, Elementary School Coordinator Catherine Dudley, and Middle & High School Coordinator Maddie McGuire **visited over 6,700 Park Ridge students to promote Summer Reading.**
 - As of June 11, we have 1,583 kids, 420 adults, and 350 teens signed up for our summer reading program.
 - Kids seem to be enjoying our new mascots, Gus and Billie, and patrons overall are excited about the 100th anniversary theme, decorations, and prize offerings.



- On May 31, we welcomed 21 Library volunteers to our 2024 Volunteer Ice Cream Social. It was a wonderful opportunity not only to thank our volunteers but also to speak with them about all the ways the Library makes a difference in their lives. As per usual, the ice cream from Triple Scoop'd did not disappoint. The social was an interdepartmental collaboration lead by our Volunteer Coordinator, Kelly Mayer, with support from Mary Mason (Youth Services), Laura Muresan (Patron Services), and Cathy Thompson (Adult Services).
- On June 11, we went live with a new interlibrary loan service, Find More Illinois. Find More Illinois is an interlibrary loan platform that provides access to a growing number of library holdings in one seamless interface as it is integrated into our catalog allowing patrons (and staff) to place holds for items from outside our CCS consortium. Patron Services Manager, Anastasia Rachmaciej, and Interlibrary Loan Coordinator, Tony Letrich, have been leading the team in training staff and processing Find More Illinois requests.

Respectfully Submitted,
 Joanna Bertucci
 June 14, 2024



June 6, 2024

Friends of the Park Ridge Library Board
20 S. Prospect
Park Ridge, IL 60068

Dear Friends of the Park Ridge Library Board Members,

On behalf of the Park Ridge Public Library, I am writing to express our heartfelt gratitude for your unwavering support and generosity. Your commitment to enhancing our library's offerings through your financial contributions is truly invaluable. The additional \$15,000 pledged to us has opened up exciting opportunities for new and engaging programs for our community.

We are particularly excited to inform you that we plan to allocate \$4,000 of these funds to establish a quarterly music program sponsored by the Friends. This initiative will begin with two events in 2024, one in the fall and another in the winter. We are currently in the process of seeking out high-quality performers and considering the use of an alternate venue to accommodate a larger audience, ensuring these events are accessible and enjoyable for all attendees.

Our goal is for these music programs to become a regular feature of our library's offerings. If the initial events are as successful as we anticipate, we aim to continue hosting these programs quarterly throughout 2025, creating a lasting and enriching cultural experience for our patrons.

In addition to the music program, we are also planning to expand our event offerings in the coming year. One of our aspirations is to host an author visit event, and we hope to seek your support once again to bring this initiative to life. Your backing would significantly enhance our ability to connect our community with renowned authors and foster a deeper love for reading and literature.

While we are unable to allocate the entire \$15,000 this year, with your approval, we hope to use the remainder towards our 2025 funding request. This will help us continue to provide valuable programs and services to our community in the coming year.

Thank you once again for your incredible support and dedication to our library. We look forward to continuing our partnership and achieving great things together.

Sincerely,

A handwritten signature in cursive script that reads "Joanna Bertucci".

Joanna Bertucci
Library Director

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

PERSONNEL

1. **Appointments:** The following personnel have been appointed to positions as noted below:
Laura Mao, Half-Time Adult Reference Librarian, effective May 28, 2024

2. **Departures:** The following personnel have left the Library as noted below:
Alexandra Lodkin, PT Shelver, Patron Services, last day May 3, 2024
Jazmin Bravo FT Patron Services Coordinator, last day June 12, 2024
Mary “Daisy” Bowe PT Patron Services Associate, last day May 31, 2024.
Grace Naum PT Patron Services Associate, last day May 29, 2024

3. **Changes in Status:** The following personnel have had changes to their position as noted below:
Tim Witek PT Patron Services Associate promoted to FT Patron Services Coordinator, effective May 26, 2024.

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

Operational and Services Value Add Report

Month: June
 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
Complete	Internet provider	Move the Library from month to month Internet service with Astound		Service was upgraded on 6/7.				2024
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.	Youth Services: Development categories, subcategories, and reclassify materials according to new classification scheme. Technical Services: Reclassify and relabel existing collection according to new classification scheme. Patron Services: Shelves will learn new shelving procedures. Marketing: work with YS to develop iconography, labels, and signage. Facility/Administration: Coordinate and oversee shelving install.	Progress as of 6/13: 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 We have received the remaining 15 category labels and the Technical Services department is contining to update catalog records and apply new labels	\$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 6/13. Ms. Wrenn is exploring options for accepting online payments through our calendar software, LibCal.				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 home materials 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 6/13 Teams from the departments have met multiple times 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 September 1 Board or Committee to interview firms. Begin work in January 2025.		Goal: 3-year plan that can be extended; measurable outcomes					2024



Memorandum

[Return to Agenda](#)

Memo Date: June 14, 2024
From: Joanna Bertucci, Library Director
Meeting Type: Board Meeting
Meeting Date: June 18, 2024
Action Requested: For approval
Subject: Conduct in the Library Policy revisions

Background:

In March 2024, the Library Director recommended that the Board impose a 6-month ban on a patron who had violated the Library’s Conduct in the Library Policy on multiple occasions. This recommendation was brought to the Board for approval as the current Conduct in the Library Policy authorizes the Library Director to ban patrons for up to 45 days. During that discussion, it was suggested that I review the practices of other libraries and make a recommendation that would give the Library Director the option to impose a longer ban without Board approval.

Recommendation:

I recommend that our Conduct in the Library Policy extend the Library Director's authority to impose a patron ban from the current limit of 45 days to a maximum of one year. This change would allow the Library Director to be more flexible in responding to serious or repeated violations of library rules, thereby enhancing the safety and comfort of all patrons and staff.

In consultation with Planning and Operations Committee Chair Renaldi, the proposed policy adjustment aligns with practices observed in other public libraries. Additional recommendations for updates clarify how Persons in Charge can respond to policy violations and specific language regarding the grievance procedure for patrons. After discussion at the Committee of the Whole meeting, I worked with Trustee Powers to clarify the patron appeal process.

Below is a list of libraries in our geographic area and our comparable libraries and their policies regarding the Library Director’s authority to impose a patron ban.

Library	Library Director's Authority to Ban
Crystal Lake Public Library	"length of time deemed appropriate by the Library Director"
Des Plaines Public Library	vague; references banning but gives no specifics regarding time frame
Eisenhower Public Library (Norridge)	up to one year
Evanston Public Library	vague; references banning but gives no specifics regarding time frame
Fremont Public Library (Mundelein)	"Library Director can suspend patrons' visitation and/or borrowing privileges. The Board of Trustees may review and alter suspension"
Glen Ellyn Public Library	"longer expulsion subject to approval of Library Director"
Glenview Public Library	up to one year
Grayslake Public Library	"denied access to the library and the library’s resources either by a Notice of No Trespass issued by the Grayslake Police Department and authorized by the Executive Director (or designee) or banned by the library Board of Trustees, on recommendation of the Executive Director.
Highland Park Public Library	"patron who violates...may be denied the privilege of access...by the Library Director"



Memorandum

Indian Prairie Public Library (Darien)	Director determines ban length based on incident, policy references "harassment specifically"
Indian Trails Public Library (Wheeling)	up to one year
Morton Grove Public Library	"determinate or indeterminate periods of time at the discretion of the Executive Director or his/her designee"
Niles-Maine District Library	up to one year
Northbrook Public Library	up to 6 months
Poplar Creek Public Library	up to one year
Skokie Public Library	up to one year
Wheaton Public Library	references to the Director's ability to impose a ban but not specific timeframes

Proposed Motion:

Approve revisions to the Conduct in the Library policy based on Trustee discussion and input at the June 11, 2024 committee meeting.

POLICY:

The Park Ridge Public Library is a trusted and valued partner engages with and strengthens our entire community by fostering personal growth in learning by providing opportunities to connect, inform, innovate and grow. To that end, Library patrons and staff who visit the Library building and grounds deserve a safe, clean, courteous, respectful and productive environment in which to use materials and services.

RULES:

All patrons are expected to abide by Library policies and to respect the rights of others in order to create an environment conducive to equitable and enjoyable use of the Library and its grounds. The following list of behaviors are in conflict with the Library's mission.

- Interfering with the use of the Library or its resources by Library patrons
- Interfering with Library staff performance of their duties.
- Harassing or disrupting patrons or staff through activities that can reasonably be expected to disturb others.
- Using obscene language or lewd, suggestive or sexually harassing words, visual displays or actions.
- Misusing or rearranging Library furnishings, materials and equipment.
- Using physical action or the threat of physical action that could cause injury to a patron or Library staff member or damage to Library property.
- Engaging in any illegal activity.
- Stealing, vandalizing, defacing or mutilating Library property.
- Smoking, using tobacco products, e-cigarettes, and other electronic smoking devices in the Library building on Library grounds within fifteen (15) feet of the entrances to the Library building in accordance with the State of Illinois Smoke Free Illinois Act.
- Consuming or possessing alcohol or illegal drugs in the Library building or on Library grounds. Individuals exhibiting signs of intoxication or substance abuse will be asked to leave. Alcohol may be served at an authorized Library function.
- Being in possession of a weapon while inside Library or on the Library grounds, unless in the possession of a sworn law enforcement officer.
- Eating food is not allowed unless it is served at a designated program. Drinks with lids are allowed inside the Library.
- Using the public restrooms for the purpose of bathing, grooming, or laundering.
- Failing to dress appropriately and wear shoes at all times. (Examples include, but are not limited to, bare chest, transparent or see-through clothing, and bathing suits). Having personal hygiene so offensive as to constitute a nuisance to other patrons or staff.
- Conducting any activity that obstructs or interferes with patron ingress or egress.
- Soliciting in the Library building or within fifty (50) feet of the Library entrance.
- Bringing animals into the Library building. Only authorized service animals and animals used for programs are allowed in the Library building.
- Leaving personal items unattended in the building. Responsibility for lost, stolen, or damaged items rests with the owner.
- Bringing large personal items into the Library that obstruct walkways and create a safety hazard.
- Skateboarding, roller skating, inline skating, or bicycle riding on Library grounds.
- Failing to follow a Library staff member's directive.

Furthermore, the Library it is not designated or intended to serve as a primary classroom or place of business, which are secondary and accessory uses permitted by the Library.

- The Library reserves the right, at its sole discretion, to limit such activities based on space availability or an assessment by Library staff that such activities interfere with the Library's principal designated and intended use and/or operations. The Library may require such groups to relocate to another location in the Library if it determines that it is interfering with the public's use of the Library.

A violation of these rules may result in any of the following sanctions:

- A warning
- A request to leave the Library grounds. For the purpose of this policy, see attached map of "Library Grounds".
- A call to the Police or other legal actions as seems most appropriate to the Library Director or their designee.
- A suspension of Library privileges for up to forty-five (45) days, from the date of mailing of the notice of suspension, with the approval of the Library Director or their designee.
- A suspension of Library privileges for longer than forty-five (45) days, from the date of mailing of the notice of suspension, with the approval of the Board of Trustees at the next scheduled Board meeting.

A Library patron must be advised of the reasons for any proposed sanction and given the opportunity to state their views as to the facts giving rise to the proposed sanction.

A patron whose Library privileges have been denied or limited will receive mailing of notice of the imposition of the sanction to the patron's last known address. A patron may then request reconsideration of the decision to the Board of Trustees within forty-five (45) days. Any such request must be submitted in writing. Failure to do so within forty-five days, from the date of mailing of the notice of suspension, shall result in the sanction becoming final and binding.

A violation of the terms of a suspension will be reported to the Park Ridge Police Department and the Library will take whatever action it deems appropriate including, but not limited to, reporting said person for trespassing or other criminal prosecution.

The Library Director or their designee, at their discretion, will determine if the behavior is inappropriate.

For the purposes of this policy, "Library privileges" include but are not limited to:

- Use of library card
- Presence on Library grounds
- Attendance at Library programs and/or events

Revised February 15, 2022

Revised January 16, 2018

Revised November 21, 2017

Revised September 19, 2017

Revised September 20, 2016

Revised October 15, 2013

Revised May 21, 2013

Revised May 18, 2010

Approved January 8, 1980



PARK RIDGE PUBLIC LIBRARY REQUEST FOR RECONSIDERATION OF RESTRICTION OF USE PRIVILEGES

Date: _____

Name: _____

Address: _____

Telephone #: _____ E-mail address: _____

Set forth your reasons why the Library Board ruling should be rescinded or modified (*continue on back if necessary*):

Feel free to attach additional narrative explanation, letters, or supporting documents to this form.

(Optional)

Please provide the name and contact information for persons you would like the Library to contact relative to your request:

Name: _____

Address: _____

Telephone #: _____ E-mail address: _____

Name: _____

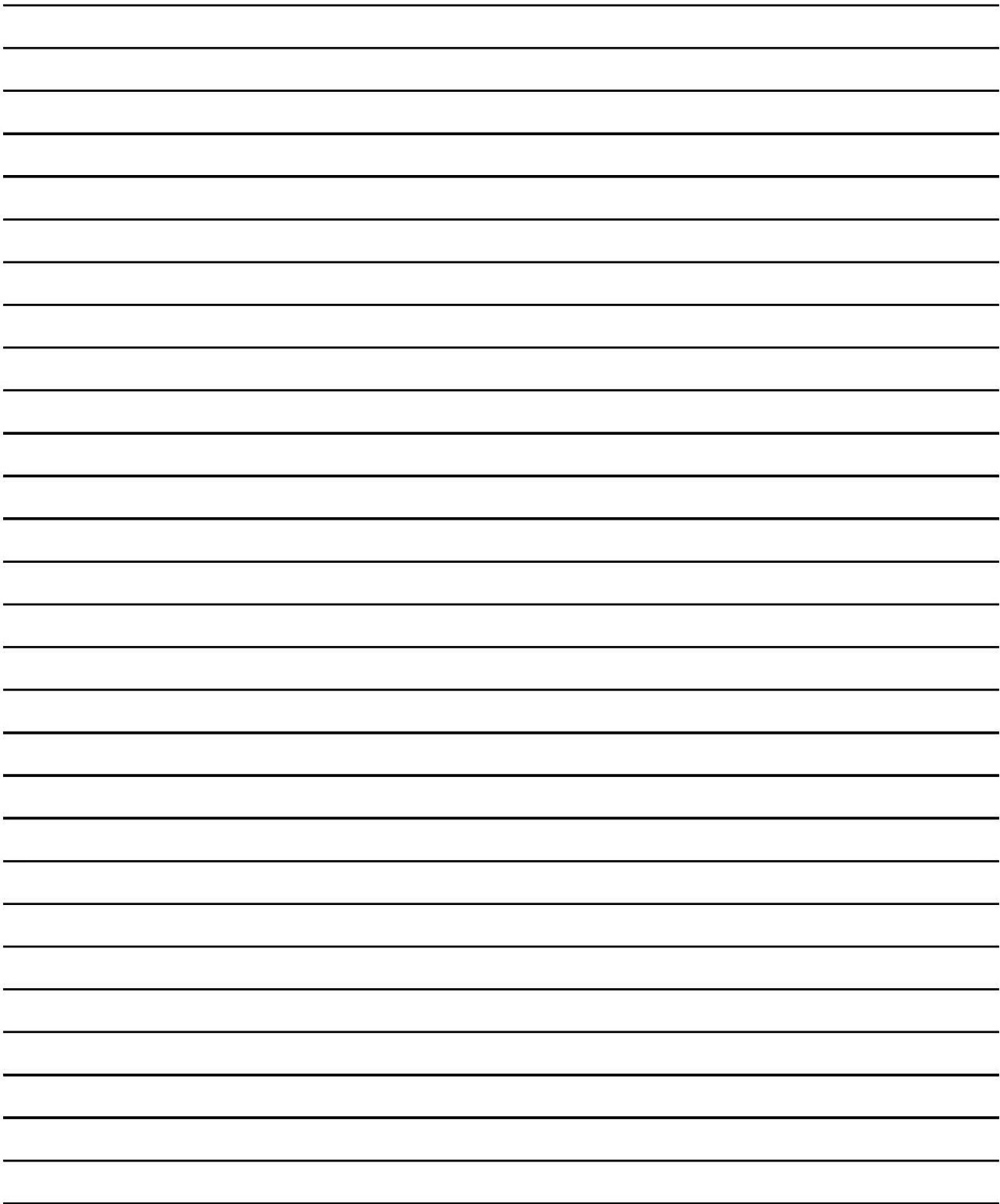
Address: _____

Telephone #: _____ E-mail address: _____

You will be notified in writing of the decision of the Library Board.

Mail completed form to:

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



“Library Grounds”

(For the purposes of Library Policy IF1, Conduct in the Library)



CONDUCT IN THE LIBRARY

POLICY:

The Park Ridge Public Library is a trusted and valued partner engages with and strengthens our entire community by fostering personal growth in learning by providing opportunities to connect, inform, innovate and grow. To that end, Library patrons and staff who visit the Library building and grounds deserve a safe, clean, courteous, respectful and productive environment in which to use materials and services.

RULES:

All patrons are expected to abide by Library policies and to respect the rights of others in order to create an environment conducive to equitable and enjoyable use of the Library and its grounds. The following list of behaviors are in conflict with the Library's mission.

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- Misusing or rearranging Library furnishings, materials and equipment.
- Using physical action or the threat of physical action that could cause injury to a patron or Library staff member or damage to Library property.
- Engaging in any illegal activity.
- Stealing, vandalizing, defacing or mutilating Library property.
- Smoking, using tobacco products, e-cigarettes, and other electronic smoking devices in the Library building on Library grounds within fifteen (15) feet of the entrances to the Library building in accordance with the State of Illinois Smoke Free Illinois Act.
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- Being in possession of a weapon while inside Library or on the Library grounds, unless in the possession of a sworn law enforcement officer.
- Eating food is not allowed unless it is served at a designated program. Drinks with lids are allowed inside the Library.
- Using the public restrooms for the purpose of bathing, grooming, or laundering.
- Failing to dress appropriately and wear shoes at all times. (Examples include, but are not limited to, bare chest, transparent or see-through clothing, and bathing suits). Having personal hygiene so offensive as to constitute a nuisance to other patrons or staff.
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- Failing to follow a Library staff member's directive.

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- The Library reserves the right, at its sole discretion, to limit such activities based on space availability or an assessment by Library staff that such activities interfere with the Library’s principal designated and intended use and/or operations. The Library may require such groups to relocate to another location in the Library if it determines that it is interfering with the public’s use of the Library.

PATRON BANS:

75 ILCS 5/4-7(11) authorizes the Library Board of Trustees to “exclude from the use of the library any person who willfully violates the rules prescribed by the board.”

Incidents involving failure to follow the Conduct in the Library policy will be handled at the discretion of the Library Director, or their designee. Failure to abide by any of the Library policies may result in a loss of library privileges, which includes but is not limited to use of library card, presence on library grounds, and or attendance at library programs and/or events. The loss of privileges will be implemented in the following manner.

- The Library Director or Person in Charge may ask a patron to leave for the day, following an incident.
- If the incident is deemed of a more serious nature the Library Director or Person in Charge is authorized to ban a patron for up to 45-days.
- If an incident is the result of a repeat offender, or a very serious policy violation, the Library Director has the right to ban a patron for up to a year. The Library Director may exercise their discretion in determining the level of severity. In the absence of the Library Director, the Director’s designee, in consultation with the Board President, can impose a ban for up to a year.
- The Library Board President will be informed of any patron ban over 45-days as soon as is practicable.
- The Park Ridge Public Library Board of Trustees may extend the ban beyond one year and reserves the right to make a ban permanent.

A violation of the terms of a suspension will be reported to the Park Ridge Police Department and the Library will take whatever action it deems appropriate including, but not limited to, reporting said person for trespassing or other criminal prosecution.

The Library Director or their designee, at their discretion, will determine if the behavior is inappropriate.

For the purposes of this policy, “Library privileges” include but are not limited to:

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APPEAL:

A patron whose Library privileges have been denied or limited will receive mailing of notice of the imposition of the sanction to the patron’s last known address via USPS certified mail. A patron may then request reconsideration of the decision to the Board of Trustees within forty five 10 business days. (45) days. Any such appeal request must be submitted in writing to the President of the Board of Trustees via USPS first class mail or via email at libraryboard@parkridgelibrary.org. Any such request must be submitted in writing. Failure to

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~~appeal do so within forty five days10 business days, from the date of mailing of the notice of suspension.suspension shall result in the sanction becoming final and binding.~~

~~The Board will review the decision at its next regularly scheduled Board meeting. The Board may conduct its review in closed session, in its discretion. Following its deliberations, the Board will send its decision to the patron via USPS certified mail within 10 business days.~~

~~A violation of these rules may result in any of the following sanctions:~~

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Revised XXX

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- The Library Board President will be informed of any patron ban over 45-days as soon as is practicable.
- The Park Ridge Public Library Board of Trustees may extend the ban beyond one year and reserves the right to make a ban permanent.

A violation of the terms of a suspension will be reported to the Park Ridge Police Department and the Library will take whatever action it deems appropriate including, but not limited to, reporting said person for trespassing or other criminal prosecution.

APPEAL:

A patron whose Library privileges have been denied or limited will receive mailing of notice of the imposition of the sanction to the patron's last known address via USPS certified mail. A patron may then request reconsideration of the decision to the Board of Trustees within 10 business days. Any such appeal request must be submitted in writing to the President of the Board of Trustees via USPS first class mail or via email at libraryboard@parkridgelibrary.org. Failure to appeal within 10 business days from the date of mailing of the notice of suspension shall result in the sanction becoming final and binding. The Board will review the decision at its next regularly scheduled Board meeting. The Board may conduct its review in closed session, in its discretion. Following its deliberations, the Board will send its decision to the patron via USPS certified mail within 10 business days.

Revised XXX
Revised February 15, 2022

Revised January 16, 2018
Revised November 21, 2017
Revised September 19, 2017
Revised September 20, 2016

Revised October 15, 2013
Revised May 21, 2013
Revised May 18, 2010
Approved January 8, 1980

**City of Park Ridge, IL
Warrant List Fund Totals
05/16/2024**

Fund	Description	Amount
201	Library Fund	\$104,104.77
201	Grant Fund	\$0.00
201	North Suburban	\$4,659.95
<hr/>		
	Report Total	\$ 108,764.72

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L051624

TO FISCAL 2024/05 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
6095 ABC COMMERCIAL	166954	05/03/24	223721		219640	P	05/16/24	2015012	932103 BLDG MNT CNTR-GENL MAINT
	INVOICE:	20240492							
VENDOR TOTALS					10,164.00				12,705.00 YTD PAID
1119 ACE HARDWARE #152 CORP	167273	05/14/24	224041		219641	P	05/16/24	2015012	932103 BLDG MNT CNTR-GENL MAINT
	INVOICE:	024351							
VENDOR TOTALS					2,421.20				2,211.73 YTD PAID
1136 ADVOCATE HEALTH AND HOSPITALS CORPORATION	167361	05/14/24	224129		219642	P	05/16/24	2015011	933100 LIB REGRUIT & TESTING
	INVOICE:	857371							
VENDOR TOTALS					1,021.00				2,558.00 YTD PAID
8960 AIRSPRING INC	167274	05/14/24	224042		219643	P	05/16/24	2015011	938501 GNL CNTRL SVC/TELEPHONE
	INVOICE:	184117594							
	INVOICE:	05/14/24	224044		219643	P	05/16/24	2015011	938501 GNL CNTRL SVC/TELEPHONE
	INVOICE:	184117593							
VENDOR TOTALS					.00				4,175.35 YTD PAID
48 ALLIANCE ENTERTAINMENT	166955	05/03/24	223722		219644	P	05/16/24	2015017	954015 LIB RSRCS-RECORDINGS MUSI
	INVOICE:	PLS79548535							
VENDOR TOTALS					1,870.85				1,204.13 YTD PAID
302670 AMAZON CAPITAL SERVICES	166956	05/03/24	223723		219645	P	05/16/24	2015011	951001 OFF SPLS--PHOTOCOPY
	INVOICE:	1N4DHKLL1G3J							
	INVOICE:	05/03/24	223724		219645	P	05/16/24	2015015	951100 LIBRARY SUPPLIES
	INVOICE:	13134PKC6MH6							
	INVOICE:	05/03/24	223725		219645	P	05/16/24	2015015	938506 GNL CNTRL SVC/PROGRAM
	INVOICE:	1Y77QNTXN7Q1							
	INVOICE:	05/03/24	223726		219645	P	05/16/24	2015015	938506 GNL CNTRL SVC/PROGRAM
	INVOICE:	14NVVW746V4L							
	INVOICE:	05/03/24	223727		219645	P	05/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS
	INVOICE:	1LRNR6CK44N4							
	INVOICE:	05/03/24	223728		219645	P	05/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS
	INVOICE:	1NKYDDN1M1F							
	INVOICE:	05/03/24	223729		219645	P	05/16/24	2015015	954019 LIB RSRCS-CHILDRENS BOOKS
	INVOICE:	1VLPF7D7HW7R							
	INVOICE:	05/03/24	223730		219645	P	05/16/24	2015017	954017 LIB RSRCS-ADULT BOOKS NF
	INVOICE:	1YY9MNDN1TM9							
	INVOICE:	05/03/24	223731		219645	P	05/16/24	2015012	932103 BLDG MNT CNTR-GENL MAINT
	INVOICE:	1RHPW7L1MKVC							

CITY OF PARK RIDGE



PAID INVOICES REPORT

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TO FISCAL 2024/05 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
166965 INVOICE:	05/03/24	223732		219645	P	05/16/24	2015012	932103	BLDG MNT CNTR-GENL MAINT	19.79
166966 INVOICE:	05/03/24	223733		219645	P	05/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	28.54
166967 INVOICE:	05/03/24	223734		219645	P	05/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	76.15
166968 INVOICE:	05/03/24	223735		219645	P	05/16/24	2015012	952100	BUILDING SUPPLIES	-229.95
166969 INVOICE:	05/03/24	223736		219645	P	05/16/24	2015012	952100	BUILDING SUPPLIES	229.95
167285 INVOICE:	05/14/24	224053		219645	P	05/16/24	2015015	938506	GNL CNTRL SVC/PROGRAM	76.98
167286 INVOICE:	05/14/24	224054		219645	P	05/16/24	2015012	932103	BLDG MNT CNTR-GENL MAINT	96.48
167287 INVOICE:	05/14/24	224055		219645	P	05/16/24	2015012	952100	BUILDING SUPPLIES	26.99
167288 INVOICE:	05/14/24	224056		219645	P	05/16/24	2015015	938506	GNL CNTRL SVC/PROGRAM	-29.98
167289 INVOICE:	05/14/24	224057		219645	P	05/16/24	2015012	932103	BLDG MNT CNTR-GENL MAINT	160.70
167290 INVOICE:	05/14/24	224058		219645	P	05/16/24	2015015	938506	GNL CNTRL SVC/PROGRAM	565.06
167292 INVOICE:	05/14/24	224060		219645	P	05/16/24	2015015	938506	GNL CNTRL SVC/PROGRAM	152.39
167294 INVOICE:	05/14/24	224062		219645	P	05/16/24	2015015	938506	GNL CNTRL SVC/PROGRAM	748.18
167298 INVOICE:	05/14/24	224066		219645	P	05/16/24	2015013	951100	LIBRARY SUPPLIES	84.59
167299 INVOICE:	05/14/24	224067		219645	P	05/16/24	2015015	954010	LIB RSRCS-VIDEOGAMES	49.99
167300 INVOICE:	05/14/24	224068		219645	P	05/16/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	35.57
167301 INVOICE:	05/14/24	224069		219645	P	05/16/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	19.99
167302 INVOICE:	05/14/24	224070		219645	P	05/16/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	81.23
167303 INVOICE:	05/14/24	224071		219645	P	05/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	25.51
167304 INVOICE:	05/14/24	224072		219645	P	05/16/24	2015011	951003	OFF SPLS FURNISHINGS	83.50
167305 INVOICE:	05/14/24	224073		219645	P	05/16/24	2015013	951100	LIBRARY SUPPLIES	690.00
167306 INVOICE:	05/14/24	224074		219645	P	05/16/24	2015013	951100	LIBRARY SUPPLIES	48.97
VENDOR TOTALS										
				26,942.13	YTD INVOICED			23,977.52	YTD PAID	3,817.30
800 AMERICAN EAGLE COM										
166970 INVOICE: 05/03/24 223737				219646	P	05/16/24	2015011	931700	LIB DATA PROC SV	483.50
402929										

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L051624

TO FISCAL 2024/05 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									
5008 ANGEL GLINK PC	167307	05/14/24	224075		219647	P	05/16/24	2015011	942500 GENERAL COUNSEL
INVOICE:	103800								
VENDOR TOTALS									
1,690.50 YTD INVOICED									
2,417.50 YTD PAID									
483.50									
VENDOR TOTALS									
8568 RADIATE HOLDINGS LP	167309	05/14/24	224077		219648	P	05/16/24	2015011	938503 GNL CNTRL SVC-INTERNET
INVOICE:	4436589010016843								
VENDOR TOTALS									
65,444.67 YTD INVOICED									
81,777.15 YTD PAID									
300.00									
VENDOR TOTALS									
9,057.73 YTD INVOICED									
9,821.30 YTD PAID									
804.99									
VENDOR TOTALS									
4193 ATOMATTIC MECHANICAL SERVICES INC	167310	05/14/24	224078		219649	P	05/16/24	2015012	932105 BLDG MNT CNTR-HVAC EQUIP
INVOICE:	MAG2046								
VENDOR TOTALS									
10,246.50 YTD INVOICED									
17,632.59 YTD PAID									
1,695.50									
VENDOR TOTALS									
101020 BAKER AND TAYLOR LLC	166971	05/03/24	223738		219650	P	05/16/24	2015017	954017 LIB RSRCS--ADULT BOOKS NF
INVOICE:	2038246586								
166972	INVOICE:	05/03/24	223739		219650	P	05/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI
2038242807	INVOICE:	05/03/24	223740		219650	P	05/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI
166973	INVOICE:	05/03/24	223741		219650	P	05/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI
2038242808	INVOICE:	05/03/24	223742		219650	P	05/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI
166974	INVOICE:	05/03/24	223743		219650	P	05/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI
2038242809	INVOICE:	05/03/24	223744		219650	P	05/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI
166975	INVOICE:	05/03/24	223745		219650	P	05/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI
2038242810	INVOICE:	05/03/24	223746		219650	P	05/16/24	2015015	954002 LIB RSRCS--CHILDREN BOOKS
166976	INVOICE:	05/03/24	223747		219650	P	05/16/24	2015015	954002 LIB RSRCS--CHILDREN BOOKS
2038242811	INVOICE:	05/03/24	223748		219650	P	05/16/24	2015015	954002 LIB RSRCS--CHILDREN BOOKS
166977	INVOICE:	05/03/24	223749		219650	P	05/16/24	2015015	954002 LIB RSRCS--CHILDREN BOOKS
2038242812	INVOICE:	05/03/24	223750		219650	P	05/16/24	2015015	954002 LIB RSRCS--CHILDREN BOOKS
166978	INVOICE:	05/03/24	223751		219650	P	05/16/24	2015015	954002 LIB RSRCS--CHILDREN BOOKS
2038243843	INVOICE:	05/03/24	223752		219650	P	05/16/24	2015015	954002 LIB RSRCS--CHILDREN BOOKS
166983	INVOICE:	05/03/24	223753		219650	P	05/16/24	2015015	954019 LIB RSRCS--CHILDRENS BOOKS
2038243844	INVOICE:	05/03/24	223752						
166985	INVOICE:	05/03/24	223752						
2038243845	INVOICE:	05/03/24	223753						
166986	INVOICE:	05/03/24	223753						

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L051624

TO FISCAL 2024/05 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: 167224	05/14/24	2038247781		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	164.56
INVOICE: 167225	05/14/24	2038266662		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	129.29
INVOICE: 167228	05/14/24	2038266663		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	17.33
INVOICE: 167229	05/14/24	2038266664		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	71.61
INVOICE: 167230	05/14/24	2038266665		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	38.10
INVOICE: 167231	05/14/24	2038266666		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	75.73
INVOICE: 167232	05/14/24	2038266667		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	78.26
INVOICE: 167233	05/14/24	2038266668		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	75.46
INVOICE: 167235	05/14/24	2038266669		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	138.47
INVOICE: 167236	05/14/24	2038266670		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	58.57
INVOICE: 167238	05/14/24	2038266671		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	89.29
INVOICE: 167239	05/14/24	2038266672		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	57.73
INVOICE: 167240	05/14/24	2038266673		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	19.63
INVOICE: 167241	05/14/24	2038266674		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	-17.58
INVOICE: 167242	05/14/24	0003298138		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	429.71
INVOICE: 167243	05/14/24	2038247860		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	144.78
INVOICE: 167244	05/14/24	2038247075		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	74.44
INVOICE: 167245	05/14/24	2038247076		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	36.96
INVOICE: 167246	05/14/24	2038247077		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	19.92
INVOICE: 167248	05/14/24	2038247078		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	36.38
INVOICE: 167249	05/14/24	2038247079		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	69.59
INVOICE: 167250	05/14/24	2038247080		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	16.72
INVOICE: 167251	05/14/24	2038247081		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	106.14
INVOICE: 167252	05/14/24	2038247082		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	51.10
INVOICE: 167253	05/14/24	2038247083		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	51.32
INVOICE: 2038247084	05/14/24	224021		219650	P	05/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	

CITY OF PARK RIDGE



PAID INVOICES REPORT

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TO FISCAL 2024/05 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
167254 INVOICE:	05/14/24	224022		219650	P	05/16/24	2015017	954017	LIB RSRCS--ADULT BOOKS NF	18.48
2038247085	05/14/24	224023		219650	P	05/16/24	2015017	954017	LIB RSRCS--ADULT BOOKS NF	154.18
167255 INVOICE:	05/14/24	224024		219650	P	05/16/24	2015017	954017	LIB RSRCS--ADULT BOOKS NF	13.69
2038247086	05/14/24	224025		219650	P	05/16/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	19.62
167256 INVOICE:	05/14/24	224026		219650	P	05/16/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	20.17
2038247087	05/14/24	224027		219650	P	05/16/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	9.42
167257 INVOICE:	05/14/24	224028		219650	P	05/16/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	50.92
2038264501	05/14/24	224029		219650	P	05/16/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	103.13
167258 INVOICE:	05/14/24	224030		219650	P	05/16/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	727.71
2038264502	05/14/24	224031		219650	P	05/16/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	69.39
167259 INVOICE:	05/14/24	224032		219650	P	05/16/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	109.10
2038264503	05/14/24	224033		219650	P	05/16/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	41.81
167260 INVOICE:	05/14/24	224034		219650	P	05/16/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	18.48
2038264504	05/14/24	224035		219650	P	05/16/24	2015015	954002	LIB RSRCS--CHILDREN BOOKS	36.36
167261 INVOICE:	05/14/24	224036		219650	P	05/16/24	2015015	954002	LIB RSRCS--CHILDREN BOOKS	797.91
2038264505	05/14/24	224037		219650	P	05/16/24	2015015	954002	LIB RSRCS--CHILDREN BOOKS	105.42
167262 INVOICE:	05/14/24	224038		219650	P	05/16/24	2015015	954002	LIB RSRCS--CHILDREN BOOKS	125.69
2038264506	05/14/24	224039		219650	P	05/16/24	2015015	954002	LIB RSRCS--CHILDREN BOOKS	14.97
167263 INVOICE:	05/14/24	224039								
2038244144	05/14/24	224032								
167264 INVOICE:	05/14/24	224032								
2038261228	05/14/24	224033								
167265 INVOICE:	05/14/24	224033								
2038266632	05/14/24	224034								
167266 INVOICE:	05/14/24	224034								
2038248470	05/14/24	224036								
167267 INVOICE:	05/14/24	224035								
2038267240	05/14/24	224036								
167268 INVOICE:	05/14/24	224036								
2038267241	05/14/24	224037								
167269 INVOICE:	05/14/24	224037								
2038260015	05/14/24	224038								
167270 INVOICE:	05/14/24	224038								
2038260017	05/14/24	224039								
167271 INVOICE:	05/14/24	224039								
2038260016	05/14/24	224039								
VENDOR TOTALS				71,731.25	YTD	INVOICED	68,514.66	YTD	PAID	5,777.85
489 BLACKSTONE AUDIO INC										
166987	05/03/24	223754		219651	P	05/16/24	2015017	954004	LIB RSRCS--RECORDING AUDIO	77.89
2150020	05/03/24	223755		219651	P	05/16/24	2015017	954004	LIB RSRCS--RECORDING AUDIO	16.44
166988	05/03/24	223755		219651	P	05/16/24	2015017	954004	LIB RSRCS--RECORDING AUDIO	737.16
2149680	05/16/24	224080		219651	P	05/16/24	2015017	954004	LIB RSRCS--RECORDING AUDIO	831.49
167312	05/14/24	224080								
2151509	05/14/24	224080								
VENDOR TOTALS				3,066.11	YTD	INVOICED	3,410.86	YTD	PAID	21.44
6983 LAUREN BOCHAT										
167313	05/14/24	224081		219652	P	05/16/24	2015011	933800	CONFERENCES & TRAINING	21.44

CITY OF PARK RIDGE



PAID INVOICES REPORT

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TO FISCAL 2024/05 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: ADM0514243									
3729	CASE LOTS INC	05/03/24	223756		219653	P	05/16/24	2015012	952100 BUILDING SUPPLIES
	166989	INVOICE:	24086						
	166990	INVOICE:	05/03/24 223757		219653	P	05/16/24	2015012	952100 BUILDING SUPPLIES
		INVOICE:	24410						
VENDOR TOTALS			.00	YTD INVOICED				42.88	YTD PAID
									21.44
300553	CENGAGE LEARNING INC	05/03/24	223758		219654	P	05/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI
	166991	INVOICE:	84231144		219654	P	05/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI
		INVOICE:	05/03/24 223759		219654	P	05/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI
		INVOICE:	84219551		219654	P	05/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI
	167314	INVOICE:	05/14/24 224082		219654	P	05/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI
		INVOICE:	84254233		219654	P	05/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI
	167315	INVOICE:	05/14/24 224083		219654	P	05/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI
		INVOICE:	84240864		219654	P	05/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI
	167316	INVOICE:	05/14/24 224084						
		INVOICE:	84230846						
VENDOR TOTALS			7,368.45	YTD INVOICED				8,871.01	YTD PAID
									239.93
7517	JPH ENTERPRISES INC	05/03/24	223760		219655	P	05/16/24	2015011	936000 PUBLIC RELATIONS
	166993	INVOICE:	74165		219655	P	05/16/24	2015011	936000 PUBLIC RELATIONS
	167368	INVOICE:	05/14/24 224136						
		INVOICE:	74307						
VENDOR TOTALS			2,698.00	YTD INVOICED				3,881.00	YTD PAID
									1,834.00
102908	COMPUTER VIEW INC	05/03/24	223761		219656	P	05/16/24	2015011	931700 LIB DATA PROC SV
	166994	INVOICE:	29975						
VENDOR TOTALS			88,449.70	YTD INVOICED				133,273.20	YTD PAID
									38,550.00
61212	CITY OF PARK RIDGE	05/14/24	224085		219657	P	05/16/24	2015012	932104 BLDG MNT CNTR-ELEV MAINT
	167317	INVOICE:	18434						
VENDOR TOTALS			60.00	YTD INVOICED				60.00	YTD PAID
									60.00
19972	DEMCO INC	05/03/24	223762		219658	P	05/16/24	2015013	951100 LIBRARY SUPPLIES
	166995	INVOICE:	7473846						
VENDOR TOTALS			60.00	YTD INVOICED				60.00	YTD PAID
									652.79

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L051624

TO FISCAL 2024/05 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
8496 GORDON FLESCH COMPANY INC	166997	05/03/24	223764		219659	P	05/16/24	2015011	935101 EQPT RNTL-LEASE PAYMENTS
	INVOICE:	I00916706							
VENDOR TOTALS									
			2,461.70	YTD INVOICED					4,196.91
									YTD PAID
									652.79
									1,474.44
4237 HR SOURCE	166996	05/03/24	223763		219660	P	05/16/24	2015011	932400 LIB MEMBER DUES
	INVOICE:	FY2549628							
VENDOR TOTALS									
			8,288.26	YTD INVOICED					8,285.22
									YTD PAID
									1,474.44
									1,500.00
									1,500.00
9055 INDIAN DANCE SCHOOL	166998	05/03/24	223765		219661	P	05/16/24	2015017	938506 GNL CNTRL SVC/PROGRAM
	INVOICE:	adm050324							
VENDOR TOTALS									
			1,630.00	YTD INVOICED					1,500.00
									YTD PAID
									1,500.00
									500.00
									500.00
7842 INGRAM LIBRARY SERVICES	166999	05/03/24	223766		219662	P	05/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS
	INVOICE:	63057432							
	INVOICE:	63057432							
	INVOICE:	63057431							
	INVOICE:	63057431							
	INVOICE:	63057263							
	INVOICE:	63057264							
	INVOICE:	63057264							
	INVOICE:	63059348							
VENDOR TOTALS									
			10,621.26	YTD INVOICED					10,908.86
									YTD PAID
									1,197.40
									431.08
									155.68
									237.61
									174.43
									198.60
8366 JOANNA BERTUCCI	167311	05/14/24	224079		219663	P	05/16/24	2015011	933800 CONFERENCES & TRAINING
	INVOICE:	ADM0514242							
	INVOICE:	ADM0514242							
VENDOR TOTALS									
			253.95	YTD INVOICED					301.91
									YTD PAID
									190.62
									21.31
									169.31
8865 LANGUAGE ACADEMY LLC	167321	05/14/24	224089		219664	P	05/16/24	2015015	938506 GNL CNTRL SVC/PROGRAM
	INVOICE:	ADM0514244							
VENDOR TOTALS									
			.00	YTD INVOICED					250.00
									YTD PAID
									50.00
									33.24
8580 MADELINE MCGUIRE	167322	05/14/24	224090		219665	P	05/16/24	2015011	933800 CONFERENCES & TRAINING
VENDOR TOTALS									
			.00	YTD INVOICED					250.00
									YTD PAID
									50.00
									33.24

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L051624

TO FISCAL 2024/05 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: ADM0514245									
VENDOR TOTALS 506.03 YTD INVOICED 33.24 YTD PAID									
1061 MARY MASON	167323	05/14/24	224091		219666	P	05/16/24	2015015	938506 GNL CNTRL SVC/PROGRAM
INVOICE: ADM0514246									
VENDOR TOTALS 207.34 YTD INVOICED 391.03 YTD PAID									
101892 MIDWEST TAPE									
167003	INVOICE:	05/03/24	223770		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL
INVOICE: 505370188									
167004	INVOICE:	05/03/24	223771		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL
INVOICE: 505370189									
167005	INVOICE:	05/03/24	223772		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL
INVOICE: 505377411									
167006	INVOICE:	05/03/24	223773		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL
INVOICE: 505377413									
167007	INVOICE:	05/03/24	223774		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL
INVOICE: 505370187									
167008	INVOICE:	05/03/24	223775		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL
INVOICE: 505370186									
167009	INVOICE:	05/03/24	223776		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL
INVOICE: 505370184									
167010	INVOICE:	05/03/24	223777		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL
INVOICE: 505370183									
167011	INVOICE:	05/03/24	223778		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL
INVOICE: 505370182									
167012	INVOICE:	05/03/24	223779		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL
INVOICE: 505370181									
167013	INVOICE:	05/03/24	223780		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL
INVOICE: 505370180									
167014	INVOICE:	05/03/24	223781		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL
INVOICE: 505370169									
167015	INVOICE:	05/03/24	223782		219667	P	05/16/24	2015015	954005 LIB RSRCS-AV/DVD/BLURAY
INVOICE: 505370319									
167324	INVOICE:	05/14/24	224092		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL
INVOICE: 505413760									
167325	INVOICE:	05/14/24	224093		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL
INVOICE: 505409829									
167326	INVOICE:	05/14/24	224094		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL
INVOICE: 505399640									
167327	INVOICE:	05/14/24	224095		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL
INVOICE: 505399639									
167328	INVOICE:	05/14/24	224096		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL
INVOICE: 505399638									
167329	INVOICE:	05/14/24	224097		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL
INVOICE: 505399637									
167330	INVOICE:	05/14/24	224098		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL
INVOICE: 505399636									

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT : L051624

TO FISCAL 2024/05 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV. DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
167331	INVOICE:	05/14/24	224099		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL		
167332	INVOICE:	05/14/24	224100		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL		
167333	INVOICE:	05/14/24	224101		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL		
167334	INVOICE:	05/14/24	224102		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL		
167335	INVOICE:	05/14/24	224103		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL		
167336	INVOICE:	05/14/24	224104		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL		
167337	INVOICE:	05/14/24	224105		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL		
167338	INVOICE:	05/14/24	224106		219667	P	05/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL		
167339	INVOICE:	05/14/24	224107		219667	P	05/16/24	2015015	954004 LIB RSRCS-RECORDING AUDIO		
167340	INVOICE:	05/14/24	224108		219667	P	05/16/24	2015015	954004 LIB RSRCS-RECORDING AUDIO		
167341	INVOICE:	05/14/24	224109		219667	P	05/16/24	2015015	954005 LIB RSRCS-AV/DVD/BLURAY		
167342	INVOICE:	05/14/24	224110		219667	P	05/16/24	2015017	954012 LIB RSRCS-E-BOOKS		
VENDOR TOTALS			22,907.90						29,023.34	YTD PAID	9,226.38
8604	MOBILE ROOM ESCAPE LLC	05/14/24	224111		219668	P	05/16/24	2015015	938506 GNL CNTRL SVC/PROGRAM		442.50
VENDOR TOTALS			.00						885.00	YTD PAID	442.50
4270	MUELLERWIST SERVICE CORP	05/03/24	223783		219669	P	05/16/24	2015012	932103 BLDG MNT CNTR-GENL MAINT		793.10
VENDOR TOTALS			1,035.35						2,362.88	YTD PAID	793.10
57766	NICOR GAS	05/14/24	224112		219670	P	05/16/24	2015012	955000 NATURAL GAS		1,220.30
VENDOR TOTALS			24,794.11						16,343.52	YTD PAID	1,220.30
9068	ORSTIDIAN FX INC	05/03/24	223784		219671	P	05/16/24	2015015	938506 GNL CNTRL SVC/PROGRAM		500.00
VENDOR TOTALS			.00						500.00	YTD PAID	500.00

CITY OF PARK RIDGE



PAID INVOICES REPORT

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TO FISCAL 2024/05 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
8517 ORANGEBOY INC	167018	05/03/24	223785		219672	P	05/16/24	2015011	952000 MATERIALS
	INVOICE:	5025							
VENDOR TOTALS									4,000.00
924 OVERDRIVE INC	167019	05/03/24	223786		219673	P	05/16/24	201	430819 NO. SUB. DIGITAL CONSORTI
	INVOICE:	00751DA24134208							
	INVOICE:	05/14/24	224113		219673	P	05/16/24	201	430819 NO. SUB. DIGITAL CONSORTI
	INVOICE:	H0104194							
	INVOICE:	05/14/24	224114		219673	P	05/16/24	201	430819 NO. SUB. DIGITAL CONSORTI
	INVOICE:	00751DA24140182							
	INVOICE:	05/14/24	224115		219673	P	05/16/24	201	430819 NO. SUB. DIGITAL CONSORTI
	INVOICE:	00751DA24141962							
	INVOICE:	05/14/24	224117		219673	P	05/16/24	201	430819 NO. SUB. DIGITAL CONSORTI
	INVOICE:	00751CO24140762							
VENDOR TOTALS									99,528.71
3665 DAWN PAHLKE	167350	05/14/24	224118		219674	P	05/16/24	2015011	933800 CONFERENCES & TRAINING
	INVOICE:	ADM0514248							
VENDOR TOTALS									20.23
61248 PARK RIDGE PUBLIC LIBRARY	167020	05/03/24	223787		219675	P	05/16/24	2015017	954012 LIB RSRCS-E-BOOKS
	INVOICE:	42024L8							
	INVOICE:	05/03/24	223787		219675	P	05/16/24	2015017	954018 LIB RSRCS-ONLINE DATABASE
	INVOICE:	42024L8							
VENDOR TOTALS									20,250.00
229 PITNEY BOWES BANK INC	167021	05/03/24	223788		219676	P	05/16/24	2015011	935102 EQPT RNTL-POSTAGE MACHINE
	INVOICE:	3106643017							
VENDOR TOTALS									242.22
8790 PLAYAWAY PRODUCTS LLC	167351	05/14/24	224119		219677	P	05/16/24	2015017	954004 LIB RSRCS-RECORDING AUDIO
	INVOICE:	460609							
	INVOICE:	05/14/24	224120		219677	P	05/16/24	2015015	954004 LIB RSRCS-RECORDING AUDIO
	INVOICE:	460434							
VENDOR TOTALS									131.73
6880 ROBBINS SCHWARTZ	167353	05/14/24	224121		219678	P	05/16/24	2015011	942500 GENERAL COUNSEL
	INVOICE:	978402,403,404							
VENDOR TOTALS									390.00

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L051624

TO FISCAL 2024/05 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
102551	CACINI INC	05/14/24	224122		219679	P	05/16/24	2015011	936000 PUBLIC RELATTONS
	INVOICE: 44656								
	VENDOR TOTALS								2,390.00 YTD INVOICED
									5,381.00 YTD PAID
									390.00
8078	THALAIYAS INDIAN KITHCEN	05/14/24	224076		219680	P	05/16/24	2015017	938506 GNL CNTRL SVC/PROGRAM
	INVOICE: ADM051424								
	VENDOR TOTALS								2,248.50 YTD INVOICED
									4,607.40 YTD PAID
									174.00
8952	TWISTED TREE YOGA CORPORATION	05/14/24	224123		219681	P	05/16/24	2015015	938506 GNL CNTRL SVC/PROGRAM
	INVOICE: ADM0514249								
	VENDOR TOTALS								.00 YTD INVOICED
									250.00 YTD PAID
									250.00
1522	ULINE INC	05/03/24	223789		219682	P	05/16/24	2015013	951100 LIBRARY SUPPLIES
	INVOICE: 177261722								
	VENDOR TOTALS								.00 YTD INVOICED
									780.00 YTD PAID
									75.00
5003	UNIQUE MANAGEMENT SERVICES INC	05/14/24	224124		219683	P	05/16/24	2015011	937800 LIB BKMK SERV CHG
	INVOICE: 6125506								
	VENDOR TOTALS								2,090.79 YTD INVOICED
									2,552.47 YTD PAID
									93.12
4402	VERIFY	05/14/24	224125		219684	P	05/16/24	2015011	933100 LIB RECRUIT & TESTING
	INVOICE: 13913791N								
	VENDOR TOTALS								256.10 YTD INVOICED
									1,568.14 YTD PAID
									39.40
2193	VERIZON WIRELESS	05/14/24	224127		219685	P	05/16/24	2015011	938501 GNL CNTRL SVC/TELEPHONE
	INVOICE: 9963015440								
	VENDOR TOTALS								772.30 YTD INVOICED
									219.00 YTD PAID
									72.00
300800	WAREHOUSE DIRECT INC	05/03/24	223790		219686	P	05/16/24	2015011	951002 OFF SPLS--OTHER SUPPLIES
	INVOICE: 57100690								
	VENDOR TOTALS								21,934.08 YTD INVOICED
									25,855.57 YTD PAID
									133.32
167023	WAREHOUSE DIRECT INC	05/03/24	223790		219686	P	05/16/24	2015011	951002 OFF SPLS--OTHER SUPPLIES
	INVOICE: 57100690								
	VENDOR TOTALS								21,934.08 YTD INVOICED
									25,855.57 YTD PAID
									133.32
167024	WAREHOUSE DIRECT INC	05/03/24	223791		219686	P	05/16/24	2015013	951100 LIBRARY SUPPLIES
	INVOICE: 57072110								
	VENDOR TOTALS								21,968.60 YTD INVOICED
									9511.00 YTD PAID
									93.40
167025	WAREHOUSE DIRECT INC	05/03/24	223792		219686	P	05/16/24	2015016	951100 LIBRARY SUPPLIES
	INVOICE: 57072110								
	VENDOR TOTALS								21,968.60 YTD INVOICED
									9511.00 YTD PAID
									132.84

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L051624

TO FISCAL 2024/05 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:	57100680							
167026		05/03/24	223793		219686 P	05/16/24	2015015	951100	LIBRARY SUPPLIES
	INVOICE:	57123740							
167027		05/03/24	223794		219686 P	05/16/24	2015016	951100	LIBRARY SUPPLIES
	INVOICE:	57136580							
VENDOR TOTALS								2,022.33	YTD PAID
8773	WEBLINK INC	05/14/24	224128		219687 P	05/16/24	2015011	931700	LIB DATA PROC SV
	INVOICE:	33793							
VENDOR TOTALS								750.00	YTD PAID
VENDOR TOTALS								13,500.00	YTD INVOICED
REPORT TOTALS								108,764.72	

TOTAL PRINTED CHECKS COUNT AMOUNT
 48 108,764.72

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

**City of Park Ridge, IL
Warrant List Fund Totals
05/31/2024**

Fund	Description	Amount
201	Library Fund	\$44,412.59
201	Grant Fund	\$0.00
201	North Suburban	\$4,815.67
<hr/>		
	Report Total	\$ 49,228.26



CITY OF PARK RIDGE

PAID INVOICES REPORT

WARRANT: L053124

TO FISCAL 2024/05 01/01/2024 TO 12/31/2024

VENDOR NAME	INV DATE	VOUCHER	PO	CHECK NO	I	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD INVOICED	YTD PAID	AMOUNT
8867 ALISON CRAIG	05/24/24	224341		219755	P	05/31/24	2015011	CONFERENCES & TRAINING	933800	17.68	17.68
167572 INVOICE: ADM0524246											
VENDOR TOTALS				20.07	YTD INVOICED				17.68	YTD PAID	17.68
48 ALLIANCE ENTERTAINMENT	05/24/24	224297		219756	P	05/31/24	2015017	LIB RSRCS-RECORDINGS MUSI	954015	150.86	150.86
167528 INVOICE: PLS79889484											
VENDOR TOTALS				1,870.85	YTD INVOICED				1,354.99	YTD PAID	150.86
302670 AMAZON CAPITAL SERVICES	05/24/24	224298		219757	P	05/31/24	2015012	BUILDING SUPPLIES	952100	115.38	115.38
167529 INVOICE: 1GJG736PQGNX											
167530 INVOICE: LYNG7GNNWCYR	05/24/24	224299		219757	P	05/31/24	2015012	BUILDING SUPPLIES	952100	55.98	55.98
167531 INVOICE: 1QCCJPFVHGC9	05/24/24	224300		219757	P	05/31/24	2015011	OFF SPLS--OTHER SUPPLIES	951002	27.99	27.99
167532 INVOICE: 1NTRKMXPLGYTW	05/24/24	224301		219757	P	05/31/24	2015015	GNL CNTRL SVC/PROGRAM	938506	29.99	29.99
167533 INVOICE: 1C9G9RFDPO16	05/24/24	224302		219757	P	05/31/24	2015015	LIB RSRCS-CHILDREN BOOKS	954002	159.55	159.55
167534 INVOICE: 1WVYMLTRYR4	05/24/24	224303		219757	P	05/31/24	2015015	LIB RSRCS-CHILDRENS BOOKS	954019	66.61	66.61
167535 INVOICE: 147GYGJFFP1D	05/24/24	224304		219757	P	05/31/24	2015015	GNL CNTRL SVC/PROGRAM	938506	13.86	13.86
167536 INVOICE: 1JKHJ3G3KJW3	05/24/24	224305		219757	P	05/31/24	2015017	LIB RSRCS--ADULT BOOKS FI	954001	79.10	79.10
167537 INVOICE: 1XN6VNF9MGDD	05/24/24	224306		219757	P	05/31/24	2015012	BUILDING SUPPLIES	952100	303.21	303.21
167538 INVOICE: 1WL94KQFJT6G	05/24/24	224307		219757	P	05/31/24	2015012	BUILDING SUPPLIES	952100	377.70	377.70
167539 INVOICE: 1KDLPTL1J1JG	05/24/24	224308		219757	P	05/31/24	2015012	BLDG MNT CNTR-GENL MAINT	932103	18.52	18.52
167540 INVOICE: 14Q9F3QH3KD	05/24/24	224309		219757	P	05/31/24	2015012	BUILDING SUPPLIES	952100	105.98	105.98
167541 INVOICE: 1YVM7PG1QTT6	05/24/24	224310		219757	P	05/31/24	2015012	BLDG MNT CNTR-GENL MAINT	932103	81.58	81.58
167542 INVOICE: 1QCCJPFVHGC9	05/24/24	224311		219757	P	05/31/24	2015012	BLDG MNT CNTR-GENL MAINT	932103	9.98	9.98
167543 INVOICE: 1PFPH4QPLC7	05/24/24	224312		219757	P	05/31/24	2015012	BUILDING SUPPLIES	952100	16.99	16.99
167544 INVOICE: 1Y36JKRKD4QC	05/24/24	224313		219757	P	05/31/24	2015012	BUILDING SUPPLIES	952100	51.72	51.72
167545 INVOICE: 1H1CL3Y9YMW	05/24/24	224314		219757	P	05/31/24	2015017	LIBRARY SUPPLIES - MAKERS	951102	146.35	146.35
167546 INVOICE: 1XHM6JTLDLK6	05/24/24	224315		219757	P	05/31/24	2015015	LIBRARY SUPPLIES	951100	115.36	115.36
167547 INVOICE: 1QJGKGPNDMJK	05/24/24	224316		219757	P	05/31/24	2015015	LIBRARY SUPPLIES	951100	27.49	27.49

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167548	INVOICE:	05/24/24	224317		219757	P	05/31/24	2015015	LIBRARY SUPPLIES	79.77
			IKHKG3HT71QY							
167549	INVOICE:	05/24/24	224318		219757	P	05/31/24	2015015	GNL CNTRL SVC/PROGRAM	6.99
			1VHEJYKY7906							
167550	INVOICE:	05/24/24	224319		219757	P	05/31/24	2015016	LIBRARY SUPPLIES	24.98
			1WJKJRH71MG							
167551	INVOICE:	05/24/24	224320		219757	P	05/31/24	2015015	GNL CNTRL SVC/PROGRAM	114.97
			1JKHJ3G39LN4							
167552	INVOICE:	05/24/24	224321		219757	P	05/31/24	2015015	LIB RSRCS-VIDEOGAMES	19.99
			1WVW4WYKPOQH							
167553	INVOICE:	05/24/24	224322		219757	P	05/31/24	2015015	LIB RSRCS-CHILDREN BOOKS	22.99
			1DDNX1PFXXOWL							
167554	INVOICE:	05/24/24	224323		219757	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	36.95
			1LH13FQD669P							
167555	INVOICE:	05/24/24	224324		219757	P	05/31/24	2015013	LIBRARY SUPPLIES	37.96
			1HCNVVG9C6YG							
VENDOR TOTALS										2,147.94
9168	ANNA PRAWICA		26,942.13					26,125.46	YTD PAID	
	167641	05/24/24	224413		219758	P	05/31/24	2015011	CONFERENCES & TRAINING	17.68
			ADM05242411							
VENDOR TOTALS										17.68
4193	ATOMATIC MECHANICAL SERVICES INC		.00					17.68	YTD PAID	
	167556	05/24/24	224325		219759	P	05/31/24	2015012	BLDG MNT CNTR-HVAC EQUIP	353.00
			SRV2402592							
VENDOR TOTALS										353.00
101020	BAKER AND TAYLOR LLC		10,246.50					17,985.59	YTD PAID	
	167457	05/23/24	224226		219760	P	05/31/24	2015015	GNL CNTRL SVC/PROGRAM	661.47
			2038264673							
	167458	05/23/24	224227		219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	20.17
			2038281740							
	167459	05/23/24	224228		219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	76.44
			2038281741							
	167460	05/23/24	224229		219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	18.47
			2038281742							
	167461	05/23/24	224230		219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	16.16
			2038281743							
	167462	05/23/24	224231		219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	17.91
			2038281744							
	167463	05/23/24	224232		219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	16.72
			2038281745							
	167464	05/23/24	224233		219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	75.92
			2038281746							
	167465	05/23/24	224234		219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	38.11
			2038281747							
	167466	05/23/24	224235		219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	35.75



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INVOICE: 167467	2038281748	05/23/24	224236	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	954017 36.28
INVOICE: 167468	2038281749	05/23/24	224237	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	954017 18.48
INVOICE: 167469	2038281750	05/23/24	224238	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	954017 407.94
INVOICE: 167470	2038281751	05/23/24	224239	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	954017 535.89
INVOICE: 167471	2038303938	05/23/24	224240	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	954017 150.13
INVOICE: 167472	2038270181	05/23/24	224241	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	954017 88.45
INVOICE: 167473	2038286198	05/23/24	224242	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	954017 104.62
INVOICE: 167474	2038270174	05/23/24	224243	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	954017 41.28
INVOICE: 167475	2038270175	05/23/24	224244	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	954017 16.69
INVOICE: 167476	2038270176	05/23/24	224245	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	954017 17.33
INVOICE: 167477	2038270177	05/23/24	224246	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	954017 17.32
INVOICE: 167478	2038270178	05/23/24	224247	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS NF	954017 18.48
INVOICE: 167479	2038270179	05/23/24	224248	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS FI	954001 24.23
INVOICE: 167480	2038270180	05/23/24	224249	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS FI	954001 35.82
INVOICE: 167481	2038281399	05/23/24	224250	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS FI	954001 47.35
INVOICE: 167482	2038281400	05/23/24	224251	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS FI	954001 37.88
INVOICE: 167483	2038281401	05/23/24	224252	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS FI	954001 160.53
INVOICE: 167484	2038281402	05/23/24	224253	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS FI	954001 58.26
INVOICE: 167485	2038281403	05/23/24	224254	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS FI	954001 17.33
INVOICE: 167486	2038281404	05/23/24	224255	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS FI	954001 -19.24
INVOICE: 167487	0003298665	05/23/24	224256	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS FI	954001 99.53
INVOICE: 167489	2038291871	05/23/24	224258	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS FI	954001 603.96
INVOICE: 167490	2038291036	05/23/24	224259	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS FI	954001 380.01
INVOICE: 167491	2038282375	05/23/24	224260	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS FI	954001 51.89
INVOICE: 167492	2038276063	05/23/24	224261	219760	P	05/31/24	2015017	LIB RSRCS-ADULT BOOKS FI	954001 213.24
INVOICE: 167492	2038271186	05/23/24	224261	219760	P	05/31/24	2015017	LIB RSRCS -MWL	954011

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167493 INVOICE:	05/23/24	224262		219760	P	05/31/24	2015017	954011	LIB RSRCS -MWL	39.25
167495 INVOICE:	05/23/24	224264		219760	P	05/31/24	2015017	954011	LIB RSRCS -MWL	-38.48
167496 INVOICE:	05/23/24	224265		219760	P	05/31/24	2015017	954011	LIB RSRCS -MWL	109.71
167497 INVOICE:	05/23/24	224266		219760	P	05/31/24	2015017	954011	LIB RSRCS -MWL	147.83
167499 INVOICE:	05/23/24	224268		219760	P	05/31/24	2015017	954011	LIB RSRCS -MWL	108.55
167500 INVOICE:	05/23/24	224269		219760	P	05/31/24	2015017	954011	LIB RSRCS -MWL	71.61
167501 INVOICE:	05/23/24	224270		219760	P	05/31/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	296.85
167502 INVOICE:	05/23/24	224271		219760	P	05/31/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	11.55
167503 INVOICE:	05/23/24	224272		219760	P	05/31/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	20.04
167504 INVOICE:	05/23/24	224273		219760	P	05/31/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	12.13
167505 INVOICE:	05/23/24	224274		219760	P	05/31/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	24.26
167506 INVOICE:	05/23/24	224275		219760	P	05/31/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	36.98
167507 INVOICE:	05/23/24	224276		219760	P	05/31/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	23.69
167508 INVOICE:	05/23/24	224277		219760	P	05/31/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	12.71
167509 INVOICE:	05/23/24	224278		219760	P	05/31/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	12.71
167510 INVOICE:	05/23/24	224279		219760	P	05/31/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	17.33
167511 INVOICE:	05/23/24	224280		219760	P	05/31/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	32.99
167512 INVOICE:	05/23/24	224281		219760	P	05/31/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	9.08
167513 INVOICE:	05/23/24	224282		219760	P	05/31/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	12.13
167514 INVOICE:	05/23/24	224283		219760	P	05/31/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	311.55
167515 INVOICE:	05/23/24	224284		219760	P	05/31/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	65.92
167516 INVOICE:	05/23/24	224285		219760	P	05/31/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	14.40
167517 INVOICE:	05/23/24	224286		219760	P	05/31/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	60.03
167518 INVOICE:	05/23/24	224287		219760	P	05/31/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	11.55
167519 INVOICE:	05/23/24	224288		219760	P	05/31/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	12.13
167520 INVOICE:	05/23/24	224289		219760	P	05/31/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	325.89

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INVOICE:	2038295292									
167521	05/23/24 224290				219760	P	05/31/24	2015015 954002	LIB RSRCS--CHILDREN BOOKS	-283.85
INVOICE:	0003298742									
167522	05/23/24 224291				219760	P	05/31/24	2015015 954002	LIB RSRCS--CHILDREN BOOKS	66.65
INVOICE:	2038289443									
167523	05/23/24 224292				219760	P	05/31/24	2015015 954002	LIB RSRCS--CHILDREN BOOKS	28.55
INVOICE:	2038289444									
167524	05/23/24 224293				219760	P	05/31/24	2015015 954002	LIB RSRCS--CHILDREN BOOKS	32.96
INVOICE:	2038289445									
167525	05/23/24 224294				219760	P	05/31/24	2015015 954002	LIB RSRCS--CHILDREN BOOKS	19.35
INVOICE:	20382879446									
167526	05/23/24 224295				219760	P	05/31/24	2015015 954002	LIB RSRCS--CHILDREN BOOKS	34.66
INVOICE:	2038275969									
167527	05/23/24 224296				219760	P	05/31/24	2015015 954002	LIB RSRCS--CHILDREN BOOKS	57.89
INVOICE:	2038275970									
VENDOR TOTALS								71,731.25 YTD INVOICED		5,859.40
489 BLACKSTONE AUDIO INC								74,374.06 YTD PAID		
167557	05/24/24 224326				219761	P	05/31/24	2015017 954004	LIB RSRCS--RECORDING AUDIO	43.45
INVOICE:	2153946									
VENDOR TOTALS								3,066.11 YTD INVOICED		43.45
6983 LAUREN BOCHAT								3,454.31 YTD PAID		
167559	05/24/24 224328				219762	P	05/31/24	2015011 933800	CONFERENCES & TRAINING	21.44
INVOICE:	ADM052424									
VENDOR TOTALS								.00 YTD INVOICED		21.44
300553 CENGAGE LEARNING INC								64.32 YTD PAID		
167560	05/24/24 224329				219763	P	05/31/24	2015017 954001	LIB RSRCS--ADULT BOOKS FI	65.58
INVOICE:	84302944									
167561	05/24/24 224330				219763	P	05/31/24	2015015 954002	LIB RSRCS--CHILDREN BOOKS	63.97
INVOICE:	84266301									
167562	05/24/24 224331				219763	P	05/31/24	2015017 954001	LIB RSRCS--ADULT BOOKS FI	123.16
INVOICE:	84277946									
167563	05/24/24 224332				219763	P	05/31/24	2015017 954001	LIB RSRCS--ADULT BOOKS FI	62.38
INVOICE:	84266296									
167564	05/24/24 224333				219763	P	05/31/24	2015017 954001	LIB RSRCS--ADULT BOOKS FI	29.59
INVOICE:	84288540									
167565	05/24/24 224334				219763	P	05/31/24	2015017 954001	LIB RSRCS--ADULT BOOKS FI	55.98
INVOICE:	84288528									
VENDOR TOTALS								7,368.45 YTD INVOICED		400.66
13239 CENTER OF CONCERN								9,271.67 YTD PAID		
167566	05/24/24 224335				219764	P	05/31/24	2015017 938506	GNL CNTRL SVC/PROGRAM	200.00
INVOICE:	ADM0524242									

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VENDOR TOTALS									1,000.00	YTD PAID	200.00
303044 CENTER POINT INC	05/24/24	224336		219765	P	05/31/24	2015017	LIB RSRCS--ADULT BOOKS FI	954001		28.67
INVOICE: 2095477											
VENDOR TOTALS									546.94	YTD PAID	28.67
5814 CHASE	05/24/24	224337		219766	P	05/31/24	2015011	LIB DATA PROC SV	931700		1,566.71
167568 INVOICE: ADM0524243	05/24/24	224337		219766	P	05/31/24	2015011	CONFERENCES & TRAINING	933800		226.10
167568 INVOICE: ADM0524243	05/24/24	224337		219766	P	05/31/24	2015011	PUBLIC RELATIONS	936000		986.02
167568 INVOICE: ADM0524243	05/24/24	224337		219766	P	05/31/24	2015011	GNL CNTRL SVC/POSTAGE	938502		6.03
167568 INVOICE: ADM0524243	05/24/24	224337		219766	P	05/31/24	2015015	GNL CNTRL SVC/PROGRAM	938506		99.98
167568 INVOICE: ADM0524243	05/24/24	224337		219766	P	05/31/24	2015017	GNL CNTRL SVC/PROGRAM	938506		1,766.50
167568 INVOICE: ADM0524243	05/24/24	224337		219766	P	05/31/24	2015017	LIB RSRCS--PERIODICALS	954003		1,557.94
167568 INVOICE: ADM0524243	05/24/24	224337		219766	P	05/31/24	2015017	LIB RSRCS--PERIODICALS	954003		60.00
167568 INVOICE: ADM0524243	05/24/24	224337		219766	P	05/31/24	2015015	LIBRARY SUPPLIES	951100		19.59
VENDOR TOTALS									22,087.00	YTD PAID	6,288.87
5403 CHASE PAYMENTECH	05/28/24	224536		16969	W	05/31/24	2015011	LIB BNK SERV CHG	937800		21.03
167763 INVOICE: ADM052824											
VENDOR TOTALS									14,620.54	YTD PAID	21.03
302631 CHILDRENS PLUS INC	05/24/24	224339		219767	P	05/31/24	2015015	LIB RSRCS-CHILDRENS BOOKS	954019		2,790.76
167570 INVOICE: 246173											
VENDOR TOTALS									4,019.90	YTD PAID	2,790.76
8462 CODY CLARK	05/24/24	224340		219768	P	05/31/24	2015015	GNL CNTRL SVC/PROGRAM	938506		550.00
167571 INVOICE: ADM0524245											
VENDOR TOTALS									550.00	YTD PAID	550.00
103002 CRIMSON MULTIMEDIA DISTRIBUTION INC	05/24/24	224342		219769	P	05/31/24	2015015	LIB RSRCS-VIDEOGAMES	954010		53.89
167573											

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INVOICE: 014680													
VENDOR TOTALS													
9078	DANIELLE ALICE RYAN CHASE	05/24/24	224338		219770	P	05/31/24	2015015	938506	GNL CNTRL SVC/PROGRAM	710.54	YTD PAID	53.89
	INVOICE: ADM0524244												450.00
VENDOR TOTALS													
									1,050.00	YTD PAID			450.00
19972	DEMCO INC	05/24/24	224343		219771	P	05/31/24	2015013	951100	LIBRARY SUPPLIES			2,544.74
	INVOICE: 7479825												227.21
	INVOICE: 7478198												255.64
	INVOICE: 7478198												
VENDOR TOTALS													
									7,224.50	YTD PAID			3,027.59
301264	FOX VALLEY FIRE AND SAFETY	05/24/24	224345		219772	P	05/31/24	2015012	932103	BLDG MNT CNTR-GENL MAINT			50.00
	INVOICE: IN00673587												50.00
VENDOR TOTALS													
									7,232.68	YTD PAID			243.49
8496	GORDON FLESCH COMPANY INC	05/24/24	224346		219773	P	05/31/24	2015011	935100	EQPT RNLT-MAINTENANCE			243.49
	INVOICE: IN14695287												243.49
VENDOR TOTALS													
									8,528.71	YTD PAID			125.00
5041	TIFFANY ANN GATES ETCHELL	05/24/24	224347		219774	P	05/31/24	2015015	938506	GNL CNTRL SVC/PROGRAM			125.00
	INVOICE: ADM0524247												125.00
VENDOR TOTALS													
									575.00	YTD PAID			150.00
4237	HR SOURCE	05/24/24	224348		219775	P	05/31/24	2015011	932400	LIB MEMBER DUES			150.00
	INVOICE: 20105												150.00
VENDOR TOTALS													
									1,650.00	YTD PAID			328.82
7842	INGRAM LIBRARY SERVICES	05/24/24	224349		219776	P	05/31/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS			14.39
	INVOICE: 63062693												148.91
	INVOICE: 63062691												
	INVOICE: 63062692												
VENDOR TOTALS													



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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
167583	INVOICE:	05/24/24	224352		219776	P	05/31/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	-8.33
167584	INVOICE:	05/24/24	224353		219776	P	05/31/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	52.53
167585	INVOICE:	05/24/24	224354		219776	P	05/31/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	78.17
167586	INVOICE:	05/24/24	224355		219776	P	05/31/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	-12.28
167587	INVOICE:	05/24/24	224356		219776	P	05/31/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	172.26
167588	INVOICE:	05/24/24	224357		219776	P	05/31/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	31.16
167589	INVOICE:	05/24/24	224358		219776	P	05/31/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	112.50
167590	INVOICE:	05/24/24	224359		219776	P	05/31/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	25.11
167591	INVOICE:	05/24/24	224360		219776	P	05/31/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	27.53
167592	INVOICE:	05/24/24	224361		219776	P	05/31/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	287.01
167593	INVOICE:	05/24/24	224362		219776	P	05/31/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	72.50
167594	INVOICE:	05/24/24	224363		219776	P	05/31/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	342.77
167595	INVOICE:	05/24/24	224364		219776	P	05/31/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	152.17
167596	INVOICE:	05/24/24	224365		219776	P	05/31/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	249.78
167597	INVOICE:	05/24/24	224366		219776	P	05/31/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	20.94
167598	INVOICE:	05/24/24	224367		219776	P	05/31/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	14.54
167599	INVOICE:	05/24/24	224368		219776	P	05/31/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	36.03
167600	INVOICE:	05/24/24	224369		219776	P	05/31/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	20.34
167601	INVOICE:	05/24/24	224370		219776	P	05/31/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	35.81
167602	INVOICE:	05/24/24	224371		219776	P	05/31/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	38.84
167603	INVOICE:	05/24/24	224372		219776	P	05/31/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	26.63
VENDOR TOTALS										2,268.13	
8865 LANGUAGE ACADEMY LLC											
167605 05/24/24 224374										50.00	
INVOICE: ADM0524249											
VENDOR TOTALS										50.00	
10,621.26 YTD INVOICED										13,176.99 YTD PAID	
219777 P 05/31/24 2015015 938506										GNL CNTRL SVC/PROGRAM	
.00 YTD INVOICED										300.00 YTD PAID	

CITY OF PARK RIDGE



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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID
9122 LAURA KOVARIK	167604	05/24/24	224373		219778	P	05/31/24	2015017	GNL CNTRL SVC/PROGRAM	200.00
	INVOICE: ADM0524248									
VENDOR TOTALS					.00	YTD INVOICED		200.00	YTD PAID	200.00
9160 MASTER TAPE PRINTERS	167606	05/24/24	224375		219779	P	05/31/24	2015013	LIBRARY SUPPLIES	506.01
	INVOICE: 72571									
VENDOR TOTALS					.00	YTD INVOICED		506.01	YTD PAID	506.01
101892 MIDWEST TAPE	167607	05/24/24	224378		219780	P	05/31/24	2015017	LIB RSRCS-AV/DVD/BL	44.98
	INVOICE: 505473351									
	INVOICE: 505473352									
	INVOICE: 505473353									
	INVOICE: 505473355									
	INVOICE: 505473356									
	INVOICE: 505473357									
	INVOICE: 505447021									
	INVOICE: 505447023									
	INVOICE: 505442769									
VENDOR TOTALS					22,907.90	YTD INVOICED		29,449.52	YTD PAID	426.18
8731 NANNY NIKKI MUSIC LLC	167621	05/24/24	224393		219781	P	05/31/24	2015015	GNL CNTRL SVC/PROGRAM	1,450.00
	INVOICE: ADM05242410									
VENDOR TOTALS					725.00	YTD INVOICED		1,450.00	YTD PAID	1,450.00
1193 ORIENTAL TRADING COMPANY INC	167625	05/24/24	224397		219782	P	05/31/24	2015015	GNL CNTRL SVC/PROGRAM	73.38
	INVOICE: 73107159301									
VENDOR TOTALS					222.87	YTD INVOICED		250.43	YTD PAID	73.38
924 OVERDRIVE INC	167626	05/24/24	224398		219783	P	05/31/24	2015017	LIB RSRCS-E-BOOKS	8,000.00
	INVOICE: CD00751424152656									
	INVOICE: 00751DA24155371									
VENDOR TOTALS					430819	YTD INVOICED		430819	NO. SUB. DIGITAL CONSORTI	405.47



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VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	NO.	SUB.	YTD PAID
167630 INVOICE: 00751C024154275	05/24/24	224402		219783	P	05/31/24	430819	NO. SUB. DIGITAL CONSORTI	3,017.94		
167631 INVOICE: 00751DA24148679	05/24/24	224403		219783	P	05/31/24	430819	NO. SUB. DIGITAL CONSORTI	189.98		
167633 INVOICE: 00751C024146599	05/24/24	224405		219783	P	05/31/24	430819	NO. SUB. DIGITAL CONSORTI	1,202.28		
VENDOR TOTALS			103,479.63				112,344.38				12,815.67
8790 PLAYAWAY PRODUCTS LLC 167634 INVOICE: 462498	05/24/24	224406		219784	P	05/31/24	954004	LIB RSRCS-RECORDING AUDIO	63.74		
167636 INVOICE: 461786	05/24/24	224408		219784	P	05/31/24	954004	LIB RSRCS-RECORDING AUDIO	313.95		
167638 INVOICE: 462342	05/24/24	224410		219784	P	05/31/24	954004	LIB RSRCS-RECORDING AUDIO	242.95		
167639 INVOICE: 461457	05/24/24	224411		219784	P	05/31/24	954004	LIB RSRCS-RECORDING AUDIO	930.64		
VENDOR TOTALS			6,732.60				7,100.10				1,551.28
5530 REACHING ACROSS ILLINOIS LIBRARY SYSTEMS 167643 INVOICE: ADM05242412	05/24/24	224415		219785	P	05/31/24	942500	GENERAL COUNSEL	25.00		
VENDOR TOTALS			522.00				1,171.00				25.00
4023 RAINBOW ANIMAL ASSISTED THERAPY 167645 INVOICE: ADM05242413	05/24/24	224417		219786	P	05/31/24	938506	GNL CNTRL SVC/PROGRAM	150.00		
VENDOR TOTALS			600.00				700.00				150.00
9036 SARAH ROOTS 167647 INVOICE: ADM05242414	05/24/24	224419		219787	P	05/31/24	933800	CONFERENCES & TRAINING	5.00		
VENDOR TOTALS			.00				5.00				5.00
102551 CACINI INC 167650 INVOICE: 44695	05/24/24	224422		219788	P	05/31/24	936000	PUBLIC RELATIONS	25.00		
167652 INVOICE: 44672	05/24/24	224424		219788	P	05/31/24	936000	PUBLIC RELATIONS	100.00		
VENDOR TOTALS			2,248.50				4,732.40				125.00
9127 SOAPY ROADS OF LOMBARD 167654 INVOICE: ADM05242415	05/24/24	224426		219789	P	05/31/24	938506	GNL CNTRL SVC/PROGRAM	435.00		

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VENDOR TOTALS	.00	YTD INVOICED	435.00	YTD PAID	435.00
6493 SUN AND MOON YOGA	167656	05/24/24 224428	219790 P 05/31/24 2015017	938506	938506
INVOICE: ADM05242416					GNL CNTRL SVC/PROGRAM
VENDOR TOTALS	3,300.00	YTD INVOICED	3,300.00	YTD PAID	750.00
300439 TODAYS BUSINESS SOLUTIONS INC	167658	05/24/24 224430	219791 P 05/31/24 2015011	938501	938501
INVOICE: 04182442					GNL CNTRL SVC/TELEPHONE
VENDOR TOTALS	506.52	YTD INVOICED	58.72	YTD PAID	34.72
8881 VOGUE PRINTERS INC	167661	05/24/24 224433	219792 P 05/31/24 2015011	936001	936001
INVOICE: 242478					PUBLIC RELATIONS NEWSLETT
VENDOR TOTALS	1,676.00	YTD INVOICED	11,067.47	YTD PAID	5,371.48
					REPORT TOTALS
					49,228.26

TOTAL PRINTED CHECKS	COUNT	AMOUNT
TOTAL WIRE TRANSFERS	1	21.03
	38	49,207.23

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