



Park Ridge Public Library
Regular Board Meeting – AGENDA –October 15, 2024 at 7:00 PM

Meeting Location:

Park Ridge Public Library – First Floor Meeting Room, 20 S. Prospect, Park Ridge, IL 60068

- 1. Call to Order
2. Roll Call
3. Former Trustee Rapisand Recognition
4. Public Comment on Non-Agenda Items
5. 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 September 17, 2024 Meeting of the Library Board
b. Ratify Bills Payable-Warrant Register for:

Table with 4 columns: Period 9, September 16, 2024; Period 9, September 30, 2024; and two unlabeled columns for amounts. Rows include Library Fund Warrants, Payroll 9/6/2024, Per Capita Grant Fund, North Suburban Digital Consortium, and Total.

- c. Approve Cash Statement for all accounts for September 2024
d. Ratify disbursements from the Petty Cash Fund, \$176.96
e. Ratify disbursements from the Gift Fund, \$750.00
f. Approve the Park Ridge Public Library FY25 Budget in the amount of \$5,428,700
g. Approve CVI Quote 202828 in the total amount of \$27,294 for the purchase of fourteen (14) laptops at a cost of \$21,344 with an additional configuration/installation cost of \$5,950.
6. Treasurer’s Report
a. Approve the Consolidated Year to Date Revenue and Expenditures Report for September 2024
7. President’s Report
a. Per Capita Grant chapter assignments
8. Secretary’s Report
9. Library Director’s Report
a. Statistics
b. Narrative
c. Value Added Report
10. Friends of the Library Report
11. Unfinished Business
12. New Business
a. Strategic Planning Subcommittee discussion
13. Adjournment

All topics on the Agenda are potential Action Items.

MINUTES

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
September 17, 2024 at 7:00 p.m.

CALL TO ORDER

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

ROLL CALL

Trustees Present: Anita De Frank, Secretary; Michael Donahue, Alexandra Hanba, Josh Kiem, Danielle Powers, Theresa Renaldi, Vice-President; Gregg Rusk, Treasurer; David Somheil
Trustees Absent: Deepika Thiagarajan, President
Others Present: Joanna Bertucci, Library Director, Angela Berger, Lauren Bochat, Staci Greenwald, Laura Scott, Joan Wrenn, Library Staff
Louis Kaufman

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

STAFF PRESENTATION ON 2024 SUMMER READING CLUB (SRC)

Staci Greenwald, Youth Services Manager, made a presentation to the Board on SRC 2024 which was a celebration of 100 years of Summer Reading in Park Ridge. Her presentation included information on the “when, why and how” of this year’s youth (kids and teens) reading clubs. The presentation highlighted changes/additions that were included in this year’s program along with data on levels of participation by community members. Finally, Ms. Greenwald shared her department’s takeaways from this year’s SRC and received some suggestions from Board members on ideas for future years.

CONSENT AGENDA

Vice-President Renaldi 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 August 20, 2024 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register Period 8, August 16, 2024 in the amount of \$135,119.35 and Period 8, August 31, 2024 in the amount of \$130,833.10.
- Approve Cash Statement for all accounts for August, 2024
- Ratify disbursements from the Petty Cash Fund, \$395.96 and the Gift Fund, \$819.00
- Approve the Park Ride Public Library 2024 Levy in the amount of \$4,169,923
- Approve quote QUO-US18730 in the amount of \$12,055.56 for 3 WIN10 upgrade kit flex AMH & AMH300 with Siemens PLC control for the Bibliotheca Automated Materials Handler

Trustee Hanba made a

MOTION: To approve the Consent Agenda, as presented

Trustee Powers seconded the motion

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

Absent: Thiagarajan

Motion passed

MINUTES

PARK RIDGE PUBLIC LIBRARY

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September 17, 2024 at 7:00 p.m.

TREASURER'S REPORT

Treasurer Rusk reviewed the Consolidated YTD Revenue and Expenditures Report for FY24 Period 8 noting that with 66.67% of the year completed, Revenue is at 53% of budget, awaiting second installment taxes, Operating Expenses are on track for the year while Capital Expense are only 9% YTD. Also noted was that several capital projects will be in progress during the remainder of the year and a large Capital budget carryforward will occur at year end.

Treasurer Rusk made a

MOTION: To approve the Consolidated Year to Date Revenue and Expenditures Report for August, 2024
Trustee Hanba seconded the motion
Roll Call Vote: Yes: De Frank, Donahue, Hanba, Kiem, Powers, Renaldi, Rusk, Somheil
Absent: Thiagarajan

Motion passed

PRESIDENT'S REPORT

None

SECRETARY'S REPORT

Secretary DeFrank reviewed each of the PRPL website, social media and press articles included in the Secretary's report included in the packet on page 16.

DIRECTOR'S REPORT

Director Bertucci provided highlights from the Director's Report beginning on page 18 of the packet noting that she has developed and will be releasing a Request for Proposal for engaging a Strategic Planning consultant. She also shared the anticipated timeline for creation of the next Strategic Plan. Additional highlights shared included Technical Services Manager Lauren Bochat's participation in the RAILS cataloging mentorship program, and the completion of categorization of all picture books in the Library's collection as part of the genrefication project. Director Bertucci then provided a recap of the evening at the Center of Concern's *End the Loneliness Epidemic* event where the Library received the Center's Partner of the Year Award. She noted that during the panel discussion it was noted several times that public libraries have a valuable role in supporting social connections in their communities. Staff members attending the event came away with several ideas for additional programming to support the aging and those with memory issues. Finally, Director Bertucci noted that she and Mr. Priala met with representatives from Elara Engineering regarding the HVAC project. Members of the Elara team will be at the October 8, 2024 COW meeting to provide project information to the Building and Grounds committee. Trustee Somheil asked Director Bertucci to share the draft RFP for Strategic Planning with the Board for their comments prior to it being issued.

FRIENDS OF THE LIBRARY REPORT

No report this month

MINUTES

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
September 17, 2024 at 7:00 p.m.

UNFINISHED BUSINESS

None

NEW BUSINESS

Director Bertucci directed the Board's attention to the memo in regard to the virtual server replacement on page 23 of the packet. This is an updated memo from that presented at the Planning & Operations COW meeting and contains very specific information obtained from CVI with respect to the server and its functions along with context for CVI's proposed installation fees. The memo also addresses the question regarding cost of hardware from HPE vs the consumer marketplace. Roxy Poluchowicz, our CVI account manager, shared her main concern with purchasing components which is the transferability of warranties across vendors. She also negotiated a reduction of \$4,700 in hardware costs from their HPE representative.

Discussion ensued with regard to pricing models of various IT service providers with Director Bertucci noting that next year the Library will be going out to bid for our managed IT services. She also shared that she has been in conversation with Rebecca Malinowski, Executive Director of our CCS consortium, regarding her experiences along with those of other member libraries with regard to managed IT services. This information will be valuable in future decisions regarding IT management.

Trustee Somheil made a

MOTION: To approve CVI Quote 202827 for the Virtual Server Replacement Project in the amount of \$52,190

Trustee Donahue seconded the motion

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

Motion passed

ADJOURNMENT

Trustee Powers made a

MOTION: To adjourn the meeting

Trustee Kiem seconded the motion

Voice Vote: Yes: All in favor

Motion passed

The meeting adjourned at 8:02 p.m.

**Cash Statement
Period 9 - September 2024**

CHASE BANK - OPERATING ACCOUNT	
City Administered Library Fund	\$3,574,488

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	\$ 389

CASH ON HAND - GENERAL	
Library Administered	\$ 530

BMO HARRIS - CD	
Library Administered - 13 month term with APY 5.25%; Maturity Date: 11/27/24	
<i>Opened as a low interest checking account when Liberty Restricted Gift Account balance reached FDIC insurance limit; rolled into a CD 10/27/23.</i>	
Signers: Library Director and Finance/HR Manager.	\$ 125,503

LIBERTY BANK - RESTRICTED GIFT ACCOUNT	
Library Administered - Both Restricted and Unrestricted Donations -CD Purchased August 27,2024, 7 month Term, 4.60%, Maturity date 3/27/2025 Signers on account are Library Director and Finance/HR Manager	
	\$ 188,957

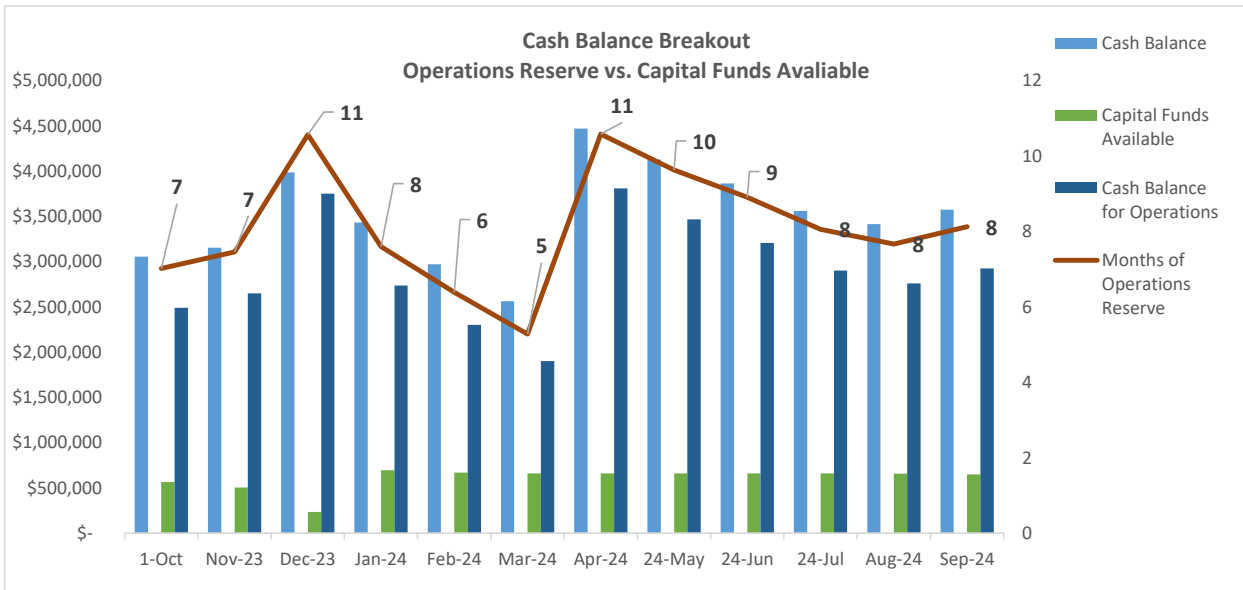
HUNTINGTON BANK - MALINOWSKI BEQUEST	
Library Administered - 7 month term with an APR of 5.00%; Maturity Date 12/14/2024	
Signers on account are Library Director and Finance/HR Manager	\$130,816

VILLAGE BANK AND TRUST - MALINOWSKI BEQUEST	
Library Administered CD - 12 month term with an APY of 5.00%; Maturity Date 6/08/2025	
Signers on account are Library Director and Finance/HR Manager	\$131,518

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	\$210,815

*The Bruce Michel Library Trust funds are held at Northern Trust and designated for technology upgrades. Quarterly statements are received. Balance reported is as of June 30, 2024.



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

Approval for payment from Gift Fund:

Rainbow Animal Assisted Therapy-Marion's	\$150.00
Mark Center of Concern	\$200.00
Stephanie Rohr	\$150.00
Stephanie Rohr	\$250.00
	<hr/> \$750.00

Ratify Disbursements from Petty Cash Account:

1685 Anna Lydka	\$ 9.99
1686 Elizabeth Galati	\$ 54.99
1687 Geraldine Tyre	\$ 15.99
1688 Lauren Pedersen	\$ 17.99
1689 The Language Academy LLC	\$ 50.00
1690 Kevin Roche	\$ 28.00
	<hr/> \$ 176.96



Memorandum

Memo Date: October 3, 2024
From: Joanna Bertucci, Library Director
Meeting Type: Budget & Finance Committee of the Whole
Meeting Date: October 8, 2024
Action Requested: For approval
Subject: FY25 final budget

Background

The Library Director and the Finance/HR Manager developed the draft FY25 budget in consultation with department managers. As part of this planning process, the management team reviewed our Strategic Plan progress and initiatives, circulation and program data as well as departmental goals for FY25. Bringing all these components together, we have highlighted the areas of incremental costs over the FY24 budget below. A full analysis of expenditures begins on the page 2 of this memo.

Big Picture FY25

Salaries comprise 53% of the proposed Operating Budget. Retaining and attracting high-quality staff is the first and top priority for any service organization. Our Strategic Plan values of *service* and *expertise* call for providing the “highest level of services to all library users” and that we listen to our users and are responsive to their feedback. The \$133,900 previously approved for salary increases allows us to reward our high achieving staff in line with the Library market and salary benchmarks for our organization. We have also allocated an additional \$1,500 to our staff **membership, recruiting, and training** line to provide more opportunities for staff to participate in professional development activities.

In FY23, the Library took on additional costs of \$226,600 in **employee benefits** for payroll taxes, pension contributions (IMRF), and a payroll service provider that were previously part of the budget of the City of Park Ridge. For FY24, we anticipate spending \$246,700 and have budgeted \$266,440 for FY25 for these expenses.

The FY25 budget includes \$10,000 total increases to our **data processing** and **computer materials** budgets. In addition to planning for increases in our annual software, security, and email subscription fees, this increase includes \$5,000 earmarked for quarterly penetration testing of our IT environment.

The 3.2% decrease in **library resources** is not a result of lower spending on materials. In 2023, our Adult Services Manager made a concerted effort to reorganize our database subscriptions to align with the calendar year. This effort has reduced the need for prepaid expenses on subscription renewals that previously straddled 2 fiscal years. In order to maintain our tradition of excellent collections and allow opportunities for our community to pursue *education and lifelong learning* endeavors, we continue to decrease spending in increasingly less popular formats (DVDs, CDs, and audiobooks) and shift those dollars to their digital counterparts.

In 2025, the Library will begin work on a new 3-5 year Strategic Plan. Our **consulting** budget has increased significantly (75%) to accommodate fees to be paid to a professional consultant. We can expect this budget line to return to approximately \$20,000 in FY26.

On the capital expense side, the ongoing maintenance and improvement of the Library building is funded solely from the Library’s budget, while the property and building itself are owned by the City of Park Ridge. In FY25, the Library will continue to make **technology equipment improvement** a priority, specifically, replacing PCs for all library staff and public computers. Funds for this were allocated in the FY24 budget, however due to hardware availability we are deferring to FY25.

Our revised Capital Needs Assessment helps us to plan and budget for the upkeep of the Library building. This year, the Library has engaged Elara Engineering to develop plans and bid documents and to oversee an HVAC upgrade and replacement project. **This project will span FY25 and FY26 and cost approximately \$1.8 million.**



Memorandum

Revenue and the 2024 Tax Levy – updated with 9/30/2024 actuals

REVENUE ACCOUNTS	FY22 ACTUALS	FY23 ACTUALS	FY24 BUDGET	FY24 ACTUALS 9/30/2024	FY24 Forecast Actuals	FY25 DRAFT
Property Taxes	\$ 4,027,667	\$ 4,001,404	\$ 4,088,161	\$ 3,894,447	\$ 3,965,516	\$ 4,169,924
Property Tax Prior	\$ -	\$ 49,396	\$ -	\$ 25,653	\$ 25,653	\$ -
PPRT	\$ 254,268	\$ 190,644	\$ 130,000	\$ 77,766	\$ 116,650	\$ 139,252
State Grants	\$ 69,538	\$ 108,493	\$ 58,493	\$ 58,889	\$ 58,889	\$ 58,493
Interest	\$ 8,728	\$ 133,404	\$ 50,000	\$ 73,657	\$ 110,485	\$ 100,000
Other Receipts	\$ 67,246	\$ 338,771	\$ 149,000	\$ 53,182	\$ 97,576	\$ 109,000
TOTAL	\$ 4,427,447	\$ 4,822,112	\$ 4,475,654	\$ 4,183,594	\$ 4,374,769	\$ 4,576,669

The draft FY25 budget assumes a **2% increase to the Library's levy** with our request to City Council coming in at **\$4,169,924**. The Library Board approved the Levy increase at the September 17, 2024 Board meeting.

In consultation with City of Park Ridge Finance Director, Chris Lipman, the Library has budgeted \$139,000 in Personal Property Replacement Tax (PPRT) revenue and \$100,000 in bank interest. Mr. Lipman implemented an overnight sweep where Chase sweeps our balances into their accounts, whose balances are included in the overnight funds rate that is used for lending between banks. Essentially, Chase Bank borrows our money for 6 minutes each night. As library funds are within the City's operating bank account, the same interest is being earned for both entities. The Library does not budget for prior property tax receipts, as there is no predictability to this revenue line, as per CPR Finance.

Additional revenue sources for FY24 include \$58,493 in Per Capita Grant funding. Lastly, other receipts include Friends of the Library donations, proctoring fees, copy machine revenue, meeting room fees, promotional item sales, collection agency proceeds, and gift funds.

As of September 30, 2024 the Library has \$3,574,145 in its cash operating account. Based on current year-end forecasting, it is anticipated that the Library will have approximately 11 months of operating reserves at FY24 end.

Expenses - updated with 9/30/2024 actuals

OPERATING ACCOUNTS	FY22 ACTUAL	FY23 ACTUAL	FY24 BUDGET	FY24 ACTUALS 9/30/24	FY24 Forecast Actuals	FY25 DRAFT	Proposed Percent Change
Salaries	\$ 2,226,674	\$ 2,328,718	\$ 2,546,525	\$ 1,661,356	\$ 2,400,051	\$ 2,648,000	4.0%
Employee Benefits	\$ 351,508	\$ 582,949	\$ 716,648	\$ 459,296	\$ 626,478	\$ 720,600	0.6%
Data Processing	\$ 249,730	\$ 278,807	\$ 273,300	\$ 223,475	\$ 263,300	\$ 281,300	2.9%
Building Maintenance	\$ 174,039	\$ 126,551	\$ 164,500	\$ 65,828	\$ 97,770	\$ 157,000	-4.6%
Membership, Recruiting, Training	\$ 15,549	\$ 22,601	\$ 31,500	\$ 18,917	\$ 24,756	\$ 33,000	4.8%
Equipment Rental	\$ 17,835	\$ 21,514	\$ 27,000	\$ 16,483	\$ 21,978	\$ 27,000	0.0%
Consulting Services	\$ 10,050	\$ 2,595	\$ 17,200	\$ -	\$ 5,000	\$ 30,000	74.4%
Public Relations	\$ 50,615	\$ 46,604	\$ 45,000	\$ 37,474	\$ 45,000	\$ 45,000	0.0%
General Contractual	\$ 125,448	\$ 162,065	\$ 201,800	\$ 111,114	\$ 184,820	\$ 202,800	0.5%



Memorandum

Audit	\$ 8,700	\$ 9,000	\$ 10,300	\$ 10,300	\$ 10,300	\$ 10,500	1.9%
General Counsel	\$ 13,736	\$ 14,140	\$ 25,000	\$ 17,652	\$ 23,536	\$ 25,000	0.0%
Supplies	\$ 84,539	\$ 69,489	\$ 122,500	\$ 75,765	\$ 107,709	\$ 122,500	0.0%
Staff Appreciation	\$ 1,981	\$ 2,372	\$ 4,000	\$ 2,496	\$ 4,000	\$ 3,000	-25.0%
Computer Materials	\$ 20,289	\$ 34,982	\$ 31,500	\$ 15,391	\$ 31,500	\$ 33,500	6.3%
Library Resources	\$ 571,203	\$ 591,555	\$ 634,800	\$ 440,231	\$ 575,357	\$ 614,500	-3.2%
TOTAL	\$ 3,921,896	\$ 4,293,941	\$ 4,851,573	\$ 3,155,780	\$ 4,421,555	\$ 4,953,700	2.1%

Operating Budget Detail

1. Salaries: \$2,648,000

- a. Salaries are calculated by spreadsheet with each position, hourly rate, and hours by department. Salaries are benchmarked to Library industry compensation data to ensure that compensation aligns with the Library's compensation philosophy and minimum wage mandates.
 - The FY25 salary plan was approved at the August 20, 2024 Regular Board meeting. The approved salary plan includes: \$133,900 in increases in the following areas:
 - \$93,500 4% average merit pool increases
 - \$10,500 for one-time merit bonuses
 - \$29,000 adjustments based on updated pay grade/scale and minimum wage adjustments
- b. This value represents 53% of the proposed operating budget. ILA recommends that up to 60% of the Library's operating budget be allocated to staff salaries.

2. Employee Benefits: \$720,600

- a. Health Insurance: budgeted values represent a 2.5% anticipated increase for PPO and HMO health insurance rates over FY24.
- b. FICA: Budgeted at \$203,000 based on future employee earnings.
- c. IMRF: Estimated at \$70,000. The preliminary IMRF rate for 2025 is 2.47%, up from 2.43% in 2024. The Library has budgeted using a 3% IMRF rate, as advised by the City's Finance Department.
- d. ILA recommends that up to 70% of the Library's operating budget be allocated to salaries and benefits. For the FY25 proposed budget, the Library has allocated 68% to salaries and benefits.

3. Data Processing: \$281,300

- a. This line has experienced a 3% increase over FY24 as a result of increased subscription costs and the addition of quarterly penetration testing of our IT environment, estimated at approximately \$5K.
- b. This budget line includes CVI's (managed IT) 1 year contract approved in July 2024, valued at \$157,600.
- c. This also includes funds for CCS (local consortium) and OCLC (global cooperative) 12 month contracts initiated annually in July. The proposed budget includes an overall 3% increase for these contracts.

4. Building Maintenance: \$157,000

- a. Decreased 4.5% from FY24 as natural gas prices have come down in recent months.
- b. This line includes general maintenance agreements, HVAC equipment maintenance, building supplies and natural gas.

5. Membership, Recruiting and Training: \$33,000

- a. Increased by 5% from FY24 as in-person conferences and travel have resumed. This line also includes \$5,000 for our tuition reimbursement program.



Memorandum

6. **Equipment Rental: \$27,000**
 - a. Flat from FY24 and includes \$20,000 for copier lease and \$7,000 earmarked for equipment rental maintenance and postage machine lease. The copier lease expires at the end of 2025.
7. **Consulting Services: \$30,000**
 - a. Significant increase over the FY24 adjusted budget amount of \$17,200. We anticipate that the majority of this budget line will be allocated to a strategic planning consultant. Estimates from area library directors average approximately \$25,000 for this service.
8. **Public Relations: \$45,000**
 - a. This line includes public relations materials and supplies as well as quarterly newsletter printing.
 - b. Flat for FY25
9. **General Contractual: \$202,800**
 - a. This line includes telephone and internet service, postage, printing, Bibliotheca service contract, payroll service contract and program expenses. For FY25, we have increased our Youth and Adult program lines by \$10,000 respectively. We have a \$10,000 commitment from the Friends of the Library in addition to our annual ask of \$15,000, for a total of \$25,000 for FY25.
10. **Audit: \$10,500**
 - a. \$10,500 for FY25 audit as per Library's 4-year contract with Lauterbach & Amen. Audit fees increased in 2024 due to additional work on the part of the audit team to comply with new GASB standards.
11. **Special Counsel: \$25,000**
 - a. This is the library's budget for legal counsel. The Library works with Robbins Schwartz for matters related to human resources, laws pertaining to public bodies and general counsel. The City of Park Ridge's attorney, Ancel Glink, represents the City and the Library for tax rate objection work. It is important that the Library maintain a healthy special counsel fund as the events that require the need for counsel are often unanticipated.
12. **Supplies: \$122,500**
 - a. Flat for FY25; this line includes copier supplies, supply lines for each department as well as furniture.
13. **Staff Appreciation: \$3,000**
 - a. \$3,000 for general staff appreciation (National Library Workers' Day, retirements, condolence/illness acknowledgement, holiday party).
14. **Computer Materials: \$33,500**
 - a. Relatively flat from FY24's original allocation. Funds for purchase of routine, non-capital technology items and software licenses for staff and public PCs.
15. **Library Resources: \$614,500**
 - a. The total library resources budget is 12% of the operating budget. ILA recommends that libraries spend a minimum of 8-12% on collections. The Board should be proud that the Library is able to maintain strong funding for our resource collections
 - b. The overall library resources budget is down from FY24 as noted on the first page of this memo.
 - i. Youth Services
 1. Print collections remain flat over FY24



Memorandum

2. For FY25, we are reducing our audiobook budget from \$17,000 to \$10,000. Actual FY24 spending has not demonstrated a need for a budget of this size. Our DVD/BR and videogame budgets meet current demand.
 3. The eContent budget will remain at \$18,000.
- ii. Adult Services
1. Print collection budgets remain flat over FY24 allocation.
 2. The DVD/BR, audiobook and music CDs budgets remain relatively flat. These budgets have been reduced in prior years and we have determined that current allocations will meet the demand we are seeing.
 3. The adult eBooks budget increased by \$13,000 to be able to meet demand for consistent usage of the Library's digital collections (OverDrive, Hoopla, and Kanopy). That increase is driven by the decreases in the databases line due to the subscription renewal cycle reorganization as noted on page 1.

Capital Budget Detail

1. Computer Equipment: \$50,000

- a. We anticipate at least \$85,000 in FY24 carry forwards due to deferment of the patron and staff PC upgrade. Additionally the Library will update 3 switch racks scheduled for replacement in 2025.

2. Building Repairs: \$425,000

- a. On October 1, 2024, Elara Engineering provided a cost estimate for our HVAC upgrade project. The estimate includes a 10% contingency (approximately \$162,500) and \$20,000 for trade work. The budget for FY24 has been increased to **\$425,000**. We anticipate at least **\$575,000** in FY24 carry forwards due to amounts budgeted, but not spent, in FY24 for the HVAC project, allowing for **\$1,000,000** in the building repairs budget once carry overs are approved in February 2025. We do not have any other projects in our Capital Plan for 2025.

The **levy forecast** has been updated to accommodate a potential increase to the FY26 capital budget. The increase to the budget project has reduced the months of reserves at the end of FY25, 26, 27, and 28 to 6, 4, 3, and 2 months, respectively. **It's important to consider that the forecast assumes 100% spend of the operating budget.** In FY 22 and 23, 91% of the operating budget was spent and we project the same for the end of FY24. Unspent dollars remain in the Library's cash account and are applied to future years to cover the budget deficit and reserves. Once the bids come in for the HVAC project, Administration will work with the Board Treasurer to update the levy forecast and recommendations for future levy increases.

Attachments:

- FY25 final summary budget
- FY25 final detail budget
- Levy forecast – updated 10/2/24

Park Ridge Public Library
Consolidated YTD Revenue and Expenditures Comparison
Library Fund

FINAL DRAFT

REVENUE ACCOUNTS	FY22 REVISED BUDGET	FY22 ACTUALS	FY22 ACTUALS TO BUDGET	FY23 BUDGET	FY23 FINAL	FY23 ACTUALS TO BUDGET	FY24 BUDGET	FY24 Budget - Actuals (9/30/24)	FY24 Forecast Actuals	FY24 FORECAST TO BUDGET	FY25 DRAFT	% Change	NOTES
Property Taxes	\$ 4,018,661	\$ 4,027,667	100%	\$ 4,302,661	\$ 4,001,404	98%	\$ 4,088,161	\$ 3,894,447	\$ 3,965,516	97%	\$ 4,169,924	2%	Assumes 2% Levy Increase
Property Tax Prior	\$ -	\$ -		\$ 108,500	\$ 49,396		\$ -	\$ 25,653	\$ 25,653		\$ -		We don't budget for prior taxes
PPRT	\$ 70,000	\$ 254,268	363%		\$ 190,644	89%	\$ 130,000	\$ 77,766	\$ 116,650	90%	\$ 139,252	7%	Final estimate available August; forecast decrease
State Grants	\$ 55,283	\$ 69,538	126%		\$ 108,493	100%	\$ 58,493	\$ 58,889	\$ 58,889	101%	\$ 58,493	0%	
Interest	\$ 3,333	\$ 8,728	262%		\$ 133,404	13340%	\$ 50,000	\$ 73,657	\$ 110,485	221%	\$ 100,000	50%	
Other Receipts	\$ 58,000	\$ 67,246	116%	\$ 137,000	\$ 338,771	249%	\$ 149,000	\$ 53,182	\$ 97,576	65%	\$ 109,000	-37%	
TOTAL REVENUE	\$ 4,205,277	\$ 4,427,447	105%	\$ 4,548,161	\$ 4,822,112	106%	\$ 4,475,654	\$ 4,183,594	\$ 4,374,769	98%	\$ 4,576,669	2%	

ACCOUNT #	OPERATING ACCOUNTS	FY22 REVISED BUDGET	FY22 ACTUAL	FY22 ACTUALS TO BUDGET	FY23 BUDGET	FY23 FINAL	FY23 ACTUALS TO BUDGET	FY24 BUDGET	FY24 Budget - Actuals (9/30/24)	FY24 Forecast Actuals	FY24 FORECAST TO BUDGET	FY25 DRAFT	% Change	NOTES
9100	Salaries	\$ 2,359,103	\$ 2,226,674	94%	\$ 2,453,799	\$ 2,328,718	96%	\$ 2,546,525	\$ 1,661,356	\$ 2,400,051	94%	\$ 2,648,000	4.0%	Salary plan approved 8/20/24
9210	Employee Benefits	\$ 375,169	\$ 351,508	94%	\$ 655,266	\$ 582,949	86%	\$ 716,648	\$ 459,296	\$ 626,478	87%	\$ 720,600	0.6%	Confirmed with CPR
9317	Data Processing	\$ 265,000	\$ 249,730	94%	\$ 322,000	\$ 278,807	87%	\$ 273,300	\$ 223,475	\$ 263,300	96%	\$ 281,300	2.9%	IT Subscription increases; added quarterly penetration testing
9321	Building Maintenance	\$ 193,772	\$ 174,039	90%	\$ 176,500	\$ 126,551	73%	\$ 164,500	\$ 65,828	\$ 97,770	59%	\$ 157,000	-4.6%	Reduction in cost of natural gas
9324	Membership, Recruiting, Training	\$ 30,750	\$ 15,549	51%	\$ 29,000	\$ 22,601	78%	\$ 31,500	\$ 18,917	\$ 24,756	79%	\$ 33,000	4.8%	Increase to meet staff training needs
9351	Equipment Rental	\$ 32,000	\$ 17,835	56%	\$ 27,000	\$ 21,514	80%	\$ 27,000	\$ 16,483	\$ 21,978	81%	\$ 27,000	0.0%	No change
9359	Consulting Services	\$ 28,800	\$ 10,050	35%	\$ 20,000	\$ 2,595	17%	\$ 17,200	\$ -	\$ 5,000	29%	\$ 30,000	74.4%	Estimate Statagic Planning Consultant
9360	Public Relations	\$ 50,850	\$ 50,615	100%	\$ 40,000	\$ 46,604	96%	\$ 45,000	\$ 37,474	\$ 45,000	100%	\$ 45,000	0.0%	No change
9385	General Contractual	\$ 137,785	\$ 125,448	91%	\$ 165,100	\$ 162,065	93%	\$ 201,800	\$ 111,114	\$ 184,820	92%	\$ 202,800	0.5%	Modest contract increases
9416	Audit	\$ 9,000	\$ 8,700	97%	\$ 9,300	\$ 9,000	100%	\$ 10,300	\$ 10,300	\$ 10,300	100%	\$ 10,500	1.9%	No change
9425	General Counsel	\$ 19,800	\$ 13,736	69%	\$ 25,000	\$ 14,140	60%	\$ 25,000	\$ 17,652	\$ 23,536	94%	\$ 25,000	0.0%	No change
9510	Supplies	\$ 114,090	\$ 84,539	74%	\$ 62,500	\$ 69,489	80%	\$ 112,500	\$ 75,765	\$ 107,709	96%	\$ 122,500	8.9%	No change
9511	Staff Appreciation	\$ 2,000	\$ 1,981	99%	\$ 2,000	\$ 2,372	95%	\$ 4,000	\$ 2,496	\$ 4,000	100%	\$ 3,000	-25.0%	Return to FY24 orginial appropriation
9520	Computer Materials	\$ 30,000	\$ 20,289	68%	\$ 30,000	\$ 34,982	88%	\$ 31,500	\$ 15,391	\$ 31,500	100%	\$ 33,500	6.3%	IT software increases
9540	Library Resources	\$ 627,125	\$ 571,203	91%	\$ 646,500	\$ 591,555	92%	\$ 644,800	\$ 440,231	\$ 575,357	89%	\$ 614,500	-4.7%	Reduced costs due to database subscription alignment
9493	Transfer Out	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -		\$ -		
	Total Operating Budget	\$ 4,275,244	\$ 3,921,896	92%	\$ 4,663,965	\$ 4,293,941	91%	\$ 4,851,573	\$ 3,155,780	\$ 4,421,555	91%	\$ 4,953,700	2.1%	

Capital Budget Lines

9901	Machinery and Equipment	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -		\$ -		
9908	Computer Equipment	\$ 27,500	\$ 27,202	99%	\$ 50,000	\$ 38,027	76%	\$ 195,000	\$ 41,768	\$ 108,000	55%	\$ 50,000	-290%	Anticipate at least \$85,000 in CF; deferring desktop replacement to 2025
9963	Building Repairs	\$ 604,985	\$ 186,970	31%	\$ 290,000	\$ 484,984	71%	\$ 722,200	\$ 72,996	\$ 133,376	18%	\$ 425,000	-70%	Anticipate at least \$575,000 in CF
	Total Capital Projects Budget	\$ 632,485	\$ 214,171	34%	\$ 340,000	\$ 523,011	72%	\$ 917,200	\$ 114,764	\$ 241,376	26%	\$ 475,000	-93%	

TOTAL EXPENDITURES	\$ 4,907,729	4,136,067	84%	5,003,965	4,816,952	89%	5,768,773	3,270,544	4,662,931	81%	\$ 5,428,700	-6%	
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LIBRARY SURPLUS (DEFICIT)	\$ (702,452)	\$ 291,380		\$ (455,805)	\$ 5,159		\$ (1,293,119)	\$ 913,051	\$ (288,163)		\$ (852,031)	-52%	
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10/2/2024

	A	B	M	N	O	P	Q	R	S	T	U	W
1	Park Ridge Public Library											FINAL DRAFT
2	Detailed YTD Revenue and Expenditures Comparison											
3	Library Fund											
4	FUND OBJECT	DESCRIPTION	FY22 REVISED BUDGET	FY22 YTD ACTUALS	FY23 BUDGET 0% Levy Increase	FY23 REVISED BUDGET 0% LEVY INCREASE	FY23 ACTUALS FINAL		FY24 Budget - Revised	FY24 Budget - Actuals (9/30/24)	FY24 Annualized	FY25 Proposed
5	201	Library Revenues										
6	201 811000	PROPERTY TAX CURRENT	\$ 4,018,661	\$ 4,027,667	\$ 4,088,161	\$ 4,088,161	\$ 4,001,404	98%	\$ 4,088,161	\$ 3,894,447	\$ 3,965,516	\$ 4,169,924
7	201 812000	PROPERTY TAX PRIOR	\$ -	\$ -	\$ -	\$ -	\$ 49,396		\$ -	\$ 25,653	\$ 25,653	
8	201 831500	PERS PROP REPLACE TAX	\$ 70,000	\$ 254,268	\$ 214,500	\$ 214,500	\$ 190,644	89%	\$ 130,000	\$ 77,766	\$ 116,650	\$ 139,252
9	201 833000	STATE GRANTS	\$ 55,283	\$ 58,493	\$ 108,500	\$ 108,500	\$ 108,493	100%	\$ 58,493	\$ 58,889	\$ 58,889	\$ 58,493
10	201 854000	LIBRARY OTHER	\$ 15,000	\$ 8,156	\$ 10,000	\$ 10,000	\$ 5,953	60%	\$ 8,000	\$ 7,206	\$ 9,608	\$ 8,000
11	201 854001	LIBRARY MAKERSPACE	\$ 1,000	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
12	201 872000	INTEREST ON INVESTMENTS	\$ 3,333	\$ 8,728	\$ 1,000	\$ 1,000	\$ 133,404	13340%	\$ 50,000	\$ 73,657	\$ 110,485	\$ 100,000
13	201 875500	CONTRIBUTIONS	\$ 15,000	\$ -	\$ 55,000	\$ 55,000	\$ 271,863	494%	\$ 50,000	\$ 10,000	\$ 40,000	\$ 50,000
14	201 877000	MISCELLANEOUS	\$ 25,000	\$ 58,955	\$ 70,000	\$ 70,000	\$ 60,825	87%	\$ 90,000	\$ 35,976	\$ 47,968	\$ 50,000
15	201 877007	PROMOTIONAL ITEMS REV	\$ 1,000	\$ 135	\$ 500	\$ 500	\$ 130	26%	\$ 500	\$ -	\$ -	\$ 500
16	201 877050	COVID RELATED GRANT	\$ -	\$ 11,045	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
17	201 877500	COLLECTION AGENCY-MISC	\$ 1,000	\$ -	\$ 500	\$ 500		0%	\$ 500	\$ -	\$ -	\$ 500
18		TRANSFERS IN (TECH FUND)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
19	TOTAL LIBRARY REVENUES		\$ 4,205,277	\$ 4,427,447	\$ 4,548,161	\$ 4,548,161	\$ 4,822,112	106.0%	\$ 4,475,654	\$ 4,183,594	\$ 4,374,769	\$ 4,576,669
20												
21	2015011	Library Administration										
22	2015011 910000	REGULAR SALARIES	\$ 355,140	\$ 340,930	\$ 387,498	\$ 364,498	\$ 358,783	98%	\$ 408,955	\$ 257,507	\$ 371,954	\$ 407,713
23	2015011 910010	SAL/LIBRARIANS	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
24	2015011 915200	OVERTIME	\$ 105	\$ 105	\$ -	\$ -	\$ -		\$ -	\$ 436	\$ 945	
25	2015011 921000	EMP BNFTS-PPO	\$ 255,107	\$ 254,363	\$ 233,878	\$ 281,878	\$ 278,273	99%	\$ 297,344	\$ 216,877	\$ 289,169	\$ 315,000
26	2015011 921001	EMP BNFTS-HMO	\$ 91,291	\$ 78,069	\$ 108,462	\$ 83,462	\$ 82,263	99%	\$ 106,877	\$ 63,511	\$ 84,681	\$ 100,000
27	2015011 921002	EMP BEFTS-LIFE	\$ 2,140	\$ 1,362	\$ 2,140	\$ 2,140	\$ 1,898	89%	\$ 1,953	\$ 1,655	\$ 2,206	\$ 2,600
28	2015011 921003	WORKERS COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
29	2015011 921004	UNEMPLOYMENT	\$ 7,000	\$ -	\$ 7,000	\$ 7,000	\$ -	0%	\$ 7,000	\$ -	\$ -	\$ 7,000
30	2015011 921005	EMP BNFTS-DENTAL	\$ 18,786	\$ 17,714	\$ 18,786	\$ 18,786	\$ 18,177	97%	\$ 20,174	\$ 14,151	\$ 18,868	\$ 22,000
31	2015011 921009	EMP BNFTS-PROGRAMMING	\$ 845	\$ -	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000	\$ -	\$ -	\$ 1,000
32	2015011 921030	FICA TAXES	\$ -	\$ -	\$ 190,000	\$ 190,000	\$ 173,449	91%	\$ 195,000	\$ 126,754	\$ 183,089	\$ 203,000
33	2015011 921031	EMP BNFTS - IMRF	\$ -	\$ -	\$ 94,000	\$ 94,000	\$ 28,889	31%	\$ 87,300	\$ 36,348	\$ 48,464	\$ 70,000
34	2015011 921099	WC	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
35	2015011 931700	LIB DATA PROC SV	\$ 173,000	\$ 171,592	\$ 230,000	\$ 226,200	\$ 201,463	89%	\$ 177,000	\$ 166,951	\$ 177,000	\$ 185,000
36	2015011 932400	LIB MEMBER DUES	\$ 6,000	\$ 5,100	\$ 6,000	\$ 7,000	\$ 5,717	82%	\$ 7,000	\$ 5,026	\$ 7,000	\$ 7,000
37	2015011 933100	LIB RECRUIT & TESTING	\$ 2,500	\$ 2,410	\$ 3,000	\$ 2,000	\$ 1,325	66%	\$ 3,000	\$ 942	\$ 1,256	\$ 3,000
38	2015011 933200	TUITION	\$ 5,000	\$ -	\$ 5,000	\$ 3,500	\$ -	0%	\$ 5,000	\$ -	\$ -	\$ 5,000
39	2015011 933800	CONFERENCES & TRAINING	\$ 17,250	\$ 8,039	\$ 15,000	\$ 16,500	\$ 15,559	94%	\$ 16,500	\$ 12,949	\$ 16,500	\$ 18,000
40	2015011 935100	EQPT RNTL-COPIER MAINTENANCE	\$ 8,000	\$ 2,851	\$ 5,000	\$ 2,500	\$ 57	2%	\$ 5,000	\$ 2,402	\$ 3,203	\$ 5,000
41	2015011 935101	EQPT RNTS-LEASE PAYMENTS	\$ 22,000	\$ 14,015	\$ 20,000	\$ 22,500	\$ 20,488	91%	\$ 20,000	\$ 13,354	\$ 17,805	\$ 20,000
42	2015011 935102	EQPT RNTL-POSTAGE MACHINE	\$ 2,000	\$ 969	\$ 2,000	\$ 2,000	\$ 969	48%	\$ 2,000	\$ 727	\$ 969	\$ 2,000

	A	B	M	N	O	P	Q	R	S	T	U	W
4	FUND OBJECT	DESCRIPTION	FY22 REVISED BUDGET	FY22 YTD ACTUALS	FY23 BUDGET 0% Levy Increase	FY23 REVISED BUDGET 0% LEVY INCREASE	FY23 ACTUALS FINAL		FY24 Budget - Revised	FY24 Budget - Actuals (9/30/24)	FY24 Annualized	FY25 Proposed
43	2015011 935900	LIB CONSULT SERV	\$ 28,800	\$ 10,050	\$ 20,000	\$ 15,000	\$ 2,595	17%	\$ 17,200	\$ -	\$ 5,000	\$ 30,000
44	2015011 936000	PUBLIC RELATIONS	\$ 28,600	\$ 28,379	\$ 20,000	\$ 23,800	\$ 23,090	97%	\$ 22,000	\$ 19,452	\$ 22,000	\$ 22,000
45	2015011 936001	PUBLIC RELATIONS NEWSLETTER	\$ 22,250	\$ 22,236	\$ 20,000	\$ 25,000	\$ 23,514	94%	\$ 23,000	\$ 18,023	\$ 23,000	\$ 23,000
46	2015011 937800	LIB BNK SERV CHG	\$ 4,500	\$ 4,475	\$ 3,600	\$ 4,200	\$ 4,162	99%	\$ 3,800	\$ 2,381	\$ 3,175	\$ 3,800
47	2015011 937900	LIB INSURANCE	\$ 7,500	\$ 7,082	\$ 7,500	\$ 7,500	\$ 5,552	74%	\$ 7,500	\$ 2,650	\$ 7,500	\$ 7,500
48	2015011 938501	GNL CNTRL SVC/TELEPHONE	\$ 12,500	\$ 11,828	\$ 12,500	\$ 19,000	\$ 18,330	96%	\$ 14,000	\$ 10,865	\$ 14,000	\$ 14,000
49	2015011 938502	GNL CNTRL SVC/POSTAGE	\$ 12,500	\$ 12,424	\$ 12,000	\$ 12,000	\$ 11,221	94%	\$ 14,000	\$ 12,325	\$ 14,000	\$ 15,000
50	2015011 938503	GNL CNTRL SVC/INTERNET	\$ 11,500	\$ 8,866	\$ 11,500	\$ 8,000	\$ 7,687	96%	\$ 10,000	\$ 6,828	\$ 9,105	\$ 10,000
51	2015011 938504	GNL CNTRL SVC/PRINTING	\$ 4,400	\$ 2,436	\$ 3,500	\$ 3,500	\$ 2,810	80%	\$ 3,500		\$ 3,500	\$ 3,500
52	2015011 938506	GNL CNTRL SVC/BIBLIOTHECA	\$ 24,500	\$ 23,227	\$ 24,500	\$ 24,500	\$ 23,518	96%	\$ 26,000		\$ 26,000	\$ 28,000
53	2015011 938509	GNL CNTRL SVC/PAYROLL	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 24,295	81%	\$ 38,000	\$ 15,027	\$ 22,540	\$ 36,000
54	2015011 941600	AUDIT FEES	\$ 9,000	\$ 8,700	\$ 9,300	\$ 9,000	\$ 9,000	100%	\$ 10,300	\$ 10,300	\$ 10,300	\$ 10,500
55	2015011 942500	GENERAL COUNSEL	\$ 19,800	\$ 13,736	\$ 25,000	\$ 23,500	\$ 14,140	60%	\$ 25,000	\$ 17,652	\$ 23,536	\$ 25,000
56	2015011 951001	OFF SPLS-PHOTOCOPY	\$ 5,400	\$ 3,180	\$ 5,000	\$ 5,000	\$ 3,342	67%	\$ 5,000	\$ 2,303	\$ 3,071	\$ 5,000
57	5015011 951002	OFF SPLS-OTHER SUPPLIES	\$ 5,800	\$ 5,800	\$ 4,800	\$ 6,000	\$ 5,601	93%	\$ 4,800	\$ 3,379	\$ 4,800	\$ 4,800
58	2015011 951003	OFF SPLS FURNISHINGS	\$ 64,200	\$ 41,585	\$ 15,000	\$ 37,615	\$ 28,011	74%	\$ 63,500	\$ 42,457	\$ 65,000	\$ 73,500
59	2015011 951100	LIBRARY SUPPLIES	\$ 2,500	\$ 2,411	\$ 1,500	\$ 1,500	\$ 676	45%	\$ 1,500	\$ 939	\$ 1,252	\$ 1,500
60	2015011 951103	STAFF APPRECIATION	\$ 2,000	\$ 1,981	\$ 2,000	\$ 2,500	\$ 2,372	95%	\$ 4,000	\$ 2,496	\$ 4,000	\$ 3,000
61	2015011 952000	COMPUTER MATERIALS	\$ 30,000	\$ 20,289	\$ 30,000	\$ 39,710	\$ 34,982	88%	\$ 31,500	\$ 15,391	\$ 31,500	\$ 33,500
62	2015011 990800	COMPUTER EQUIPMENT	\$ 27,500	\$ 27,202	\$ 50,000	\$ 50,000	\$ 38,027	76%	\$ 195,000	\$ 41,768	\$ 108,000	\$ 50,000
63	Total Library Administration		\$ 1,289,414	\$ 1,153,405	\$ 1,636,464	\$ 1,672,289	\$ 1,470,233	88%	\$ 1,880,703	\$ 1,143,827	\$ 1,624,390	\$ 1,772,913
64												
65	2015012	Library Facility (Maintenance)										
66	2015012 910000	REGULAR SALARIES	\$ 182,731	\$ 171,906	\$ 194,541	\$ 194,541	\$ 178,919	92%	\$ 209,860	\$ 131,252	\$ 189,587	\$ 221,602
67	2015012915200	OT					\$ 49		\$ 84	\$ 122		
68	2015012 932103	BLDG MNT CNTR-GENL MAINT	\$ 77,272	\$ 70,001	\$ 100,000	\$ 100,000	\$ 67,754	68%	\$ 100,000	\$ 38,729	\$ 61,638	\$ 95,000
69	2015012 932104	BLDG MNT CNTR-ELEV MAINT	\$ 6,500	\$ 4,250	\$ 6,500	\$ 6,500	\$ 4,697	72%	\$ 6,500	\$ 2,311	\$ 3,081	\$ 6,500
70	2015012 932105	BUDG MNT CNTR-HVAC EQUIP	\$ 65,000	\$ 58,769	\$ 30,000	\$ 30,000	\$ 26,757	89%	\$ 30,000	\$ 13,029	\$ 17,372	\$ 30,000
71	2015012 952100	BUILDING SUPPLIES	\$ 20,000	\$ 18,533	\$ 18,000	\$ 18,000	\$ 16,832	94%	\$ 18,000	\$ 9,467	\$ 12,623	\$ 18,000
72	2015012 955000	NATURAL GAS	\$ 25,000	\$ 22,486	\$ 22,000	\$ 19,000	\$ 10,511	55%	\$ 10,000	\$ 2,292	\$ 3,056	\$ 7,500
73	2015012 990100	MACHINERY AND EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 0	
74	2015012 990400	MOTOR EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 0	
75	2015012 996300	BUILDING REPAIRS	\$ 604,985	\$ 186,970	\$ 290,000	\$ 679,008	\$ 484,984	71%	\$ 722,200	\$ 72,996	\$ 133,376	\$ 425,000
76	Total Library Facility		\$ 981,488	\$ 532,915	\$ 661,041	\$ 1,047,049	\$ 790,502	75%	\$ 1,096,560	\$ 270,160	\$ 420,855	\$ 803,602
77												
78	2015013	Library Technical Services										
79	2015013 910000	REGULAR SALARIES	\$ 243,755	\$ 239,674	\$ 253,431	\$ 253,431	\$ 249,078	98%	\$ 260,656	\$ 174,253	\$ 251,698	\$ 275,250
80	2015013 910010	OT	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 328	\$ 474	
81	2015013 931702	DATA PROCESSING/OCLC	\$ 15,000	\$ 14,569	\$ 15,000	\$ 15,950	\$ 15,936	100%	\$ 16,300	\$ 12,110	\$ 16,300	\$ 16,300
82	2015013 935100	EQPT RNTL-MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
83	2015013 949300	TRANSFER OUT	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
84	2015013 951100	LIBRARY SUPPLIES	\$ 19,500	\$ 19,344	\$ 19,500	\$ 18,550	\$ 17,590	95%	\$ 20,000	\$ 11,915	\$ 15,887	\$ 20,000

	A	B	M	N	O	P	Q	R	S	T	U	W
4	FUND OBJECT	DESCRIPTION	FY22 REVISED BUDGET	FY22 YTD ACTUALS	FY23 BUDGET 0% Levy Increase	FY23 REVISED BUDGET 0% LEVY INCREASE	FY23 ACTUALS FINAL		FY24 Budget - Revised	FY24 Budget - Actuals (9/30/24)	FY24 Annualized	FY25 Proposed
85	2015013 990100	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
86		Total Library Technical Services	\$ 278,255	\$ 273,587	\$ 287,931	\$ 287,931	\$ 282,605	98%	\$ 296,956	\$ 198,606	\$ 284,359	\$ 311,550

	A	B	M	N	O	P	Q	R	S	T	U	W
4	FUND OBJECT	DESCRIPTION	FY22 REVISED BUDGET	FY22 YTD ACTUALS	FY23 BUDGET 0% Levy Increase	FY23 REVISED BUDGET 0% LEVY INCREASE	FY23 ACTUALS FINAL		FY24 Budget - Revised	FY24 Budget - Actuals (9/30/24)	FY24 Annualized	FY25 Proposed
96												
97	2015015	Library Youth Services										
98	2015015 910000	REGULAR SALARIES	\$ 530,262	\$ 500,433	\$ 532,390	\$ 532,390	\$ 535,582	101%	\$ 568,532	\$ 381,546	\$ 551,121	\$ 604,492
99	2015015 915200	OVERTIME	\$ 21	\$ 21	\$ -	\$ -	\$ 130		\$ -	\$ 1,547	\$ 2,234	
100	2015015 938506	GNL CNTRL SVC/PROGRAM	\$ 31,510	\$ 31,507	\$ 35,000	\$ 39,500	\$ 39,432	100%	\$ 50,000	\$ 39,814	\$ 50,000	\$ 50,000
101	2015015 951100	LIBRARY SUPPLIES	\$ 5,490	\$ 5,185	\$ 5,500	\$ 7,000	\$ 6,229	89%	\$ 7,500	\$ 7,215	\$ 7,500	\$ 6,500
102	2015015 954002	LIB RSRCS-CHILDREN BOOKS	\$ 73,925	\$ 73,916	\$ 75,000	\$ 74,000	\$ 73,131	99%	\$ 85,000	\$ 51,548	\$ 79,000	\$ 75,000
103	2015015 954003	LIB RSRCS-PERIODICALS	\$ 3,000	\$ 2,607	\$ 1,500	\$ 1,500	\$ 1,476	98%	\$ 1,000	\$ 774	\$ 1,000	\$ 1,000
104	2015015 954004	LIB RSRCS-AUDIO BOOKS	\$ 18,075	\$ 17,659	\$ 19,000	\$ 19,000	\$ 16,414	86%	\$ 17,000	\$ 6,495	\$ 8,660	\$ 10,000
105	2015015 954005	LIB RSRCS-AUDIO VISUAL	\$ 19,000	\$ 12,941	\$ 16,000	\$ 8,000	\$ 6,854	86%	\$ 8,000	\$ 4,617	\$ 6,156	\$ 8,000
106	2015015 954008	LIB RSRCS-MISCELLANEOUS	\$ 3,000	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
107	2015015 954010	LIB RSRCS-VIDEOGAMES	\$ 6,000	\$ 5,860	\$ 5,000	\$ 8,000	\$ 7,141	89%	\$ 6,800	\$ 3,043	\$ 4,057	\$ 6,000
108	2015015 954012	LIB RSRCS-E-BOOK	\$ 12,750	\$ 12,075	\$ 21,000	\$ 21,000	\$ 17,496	83%	\$ 18,000	\$ 14,631	\$ 18,000	\$ 18,000
109	2015015 954015	LIB RSRCS-RECORD MUSIC	\$ 1,250	\$ 207	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
110	2015015 954019	LIB RSRCS-CHILDREN NONFICTION	\$ 43,500	\$ 42,352	\$ 36,500	\$ 36,500	\$ 34,780	95%	\$ 36,500	\$ 19,725	\$ 32,000	\$ 36,500
111		Total Library Children's Services	\$ 747,783	\$ 704,764	\$ 746,890	\$ 746,890	\$ 738,665	99%	\$ 798,332	\$ 530,953	\$ 759,729	\$ 815,492
112												
113	2015016	Library Patron Services										
114	2015016 910000	REGULAR SALARIES	\$ 469,414	\$ 433,026	\$ 482,960	\$ 482,960	\$ 468,975	97%	\$ 501,833	\$ 334,118	\$ 482,614	\$ 530,458
115	2015016 915200	OVERTIME					\$ 1,682		\$ -	\$ 245	\$ 354	
116	2015016 931701	DATA PROCESSING	\$ 77,000	\$ 63,569	\$ 77,000	\$ 77,000	\$ 61,408	80%	\$ 80,000	\$ 44,413	\$ 70,000	\$ 80,000
117	2015016 951100	LIBRARY SUPPLIES	\$ 7,200	\$ 4,226	\$ 7,200	\$ 6,700	\$ 4,308	64%	\$ 6,200	\$ 5,648	\$ 6,200	\$ 6,200
118		Total Library Circulation	\$ 553,614	\$ 500,821	\$ 567,160	\$ 566,660	\$ 536,372	95%	\$ 588,033	\$ 384,424	\$ 559,168	\$ 616,658
119												

	A	B	M	N	O	P	Q	R	S	T	U	W
4	FUND OBJECT	DESCRIPTION	FY22 REVISED BUDGET	FY22 YTD ACTUALS	FY23 BUDGET 0% Levy Increase	FY23 REVISED BUDGET 0% LEVY INCREASE	FY23 ACTUALS FINAL		FY24 Budget - Revised	FY24 Budget - Actuals (9/30/24)	FY24 Annualized	FY25 Proposed
120	2015017	Library Adult Services										
121	2015017 910000	REGULAR SALARIES	\$ 577,675	\$ 540,579	\$ 602,979	\$ 602,979	\$ 535,443	89%	\$ 596,689	\$ 379,766	\$ 548,551	\$ 608,485
122	2015017915200	OT					\$ 78		\$	\$ 274	\$ 396	
123	2015017 938506	GNL CNTRL SVC/PROGRAM	\$ 28,875	\$ 23,604	\$ 25,000	\$ 25,250	\$ 25,058	99%	\$ 35,000	\$ 21,224	\$ 35,000	\$ 35,000
124	2015017 938507	GNL CNTRL SVC/YA PROGRAMS	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
125	2015017 951100	LIBRARY SUPPLIES	\$ 2,500	\$ 1,597	\$ 2,500	\$ 1,000	\$ 965	97%	\$ 2,000	\$ 967	\$ 2,000	\$ 2,000
126	2015017 951102	LIBRARY MAKERSPACE SUPPLIES	\$ 1,500	\$ 1,210	\$ 1,500	\$ 3,000	\$ 2,768	92%	\$ 2,000	\$ 942	\$ 2,000	\$ 3,000
127	2015017 954001	LIB RSRCS-ADULT BOOKS FICTION	\$ 65,125	\$ 65,125	\$ 64,000	\$ 66,000	\$ 65,978	100%	\$ 64,000	\$ 46,068	\$ 61,424	\$ 64,000
128	2015017 954003	LIB RSRCS-PERIODICALS	\$ 19,000	\$ 18,171	\$ 20,000	\$ 20,000	\$ 19,977	100%	\$ 23,000	\$ 18,316	\$ 23,000	\$ 21,000
129	2015017 954004	LIB RSRCS-AUDIO BOOK	\$ 20,000	\$ 19,998	\$ 21,000	\$ 21,000	\$ 18,562	88%	\$ 21,000	\$ 14,064	\$ 18,752	\$ 20,000
130	2015017 954005	LIB RSRCS-AUDIO VISUAL	\$ 40,500	\$ 34,460	\$ 40,500	\$ 35,500	\$ 32,331	91%	\$ 31,500	\$ 17,372	\$ 23,163	\$ 30,000
131	2015017 954006	LIB RSRCS-MICRO	\$ 2,500	\$ 1,441	\$ 2,500	\$ 1,500	\$ 1,458	97%	\$ 2,500	\$ 1,499	\$ 2,500	\$ 2,500
132	*2015015 954008	LIB RSRCS-MISCELLANEOUS	\$ 3,000	\$ 727	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
133	2015017 954010	LIB RSRCS-CD ROM/VIDEOGAMES	\$ 2,000	\$ 1,862	\$ 2,000	\$ 2,000	\$ 1,814	91%	\$ 2,000	\$ 1,040	\$ 2,000	\$ 2,000
134	2015017 954011	LIB RSRCS-MWL	\$ 18,000	\$ 9,308	\$ 18,000	\$ 10,500	\$ 8,910	85%	\$ 10,000	\$ 6,531	\$ 8,708	\$ 10,000
135	2015017 954012	LIB RSRCS-E-BOOKS	\$ 86,500	\$ 86,500	\$ 92,000	\$ 105,500	\$ 105,500	100%	\$ 107,000	\$ 78,000	\$ 107,000	\$ 120,000
136	2015017 954013	LIB RSRCS-YA GAMES	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
137	2015017 954015	LIB RSRCS-RECORD	\$ 8,000	\$ 6,736	\$ 6,000	\$ 6,000	\$ 4,852	81%	\$ 5,000	\$ 2,836	\$ 3,781	\$ 4,000
138	2015017 954017	LIB RSRCS-ADULT NONFICTION	\$ 74,000	\$ 64,121	\$ 74,000	\$ 72,000	\$ 70,740	98%	\$ 74,000	\$ 47,742	\$ 63,656	\$ 74,000
139	2015017 954018	LIB RSRCS-DATABASES	\$ 108,000	\$ 95,138	\$ 130,000	\$ 129,750	\$ 103,052	79%	\$ 130,000	\$ 104,993	\$ 110,000	\$ 110,000
140	2015017 954020	LIB RSRCS - EXP LIB	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 1,089	44%	\$ 2,500	\$ 939	\$ 2,500	\$ 2,500
141		Total Library Adult Services	\$ 1,057,175	\$ 970,576	\$ 1,104,479	\$ 1,104,479	\$ 998,574	90%	\$ 1,108,189	\$ 742,573	\$ 1,014,431	\$ 1,108,485
142												
143		TOTAL LIBRARY EXPENDITURES	\$ 4,907,729	\$ 4,136,067	\$ 5,003,965	\$ 5,425,298	\$ 4,816,952	89%	\$ 5,768,773	\$ 3,270,544	\$ 4,662,931	\$ 5,428,700
144												
145	10/2/2024	LIBRARY SURPLUS (DEFICIT)	\$ (702,452)	\$ 291,380	\$ (455,805)	\$ (877,137)	\$ 5,159	-1%	\$ (1,293,119)	\$ 913,051	\$ (288,163)	\$ (852,031)



Memorandum

Return to Agenda

Memo Date: October 1, 2024
From: Joanna Bertucci, Library Director
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: October 8, 2024
Action Requested: For approval
Subject: Laptop replacement

Background:

The Library's laptop fleet is scheduled for replacement in 2024. The library maintains 14 laptops for patron and staff use. Usage and replacement recommendations are listed below.

QTY.	Use	Replacement recommendation
2	Studio (makerspace) staff laptops to run laser cutter and other equipment	HP EliteBook 660
4	Studio patron laptops used for Studio classes	HP ZBook Firefly 16 G11
1	1 st Floor Meeting Room – Dedicated for presenters	HP ZBook Firefly 16 G11
1	1 st Floor Meeting Room – Dedicated for staff to run Zoom programs	HP ZBook Firefly 16 G11
2	Adult and Youth Services dedicated staff laptops, used for offsite conferences, training, other departmental needs	HP ZBook Firefly 16 G11
4	Administration team laptops (Director, Finance/HR, Marketing, Building)	HP ZBook Firefly 16 G11

Total: 14

I have obtained hardware and HP Care Pack costs from two vendors:

- Computer View, Inc. (CVI): \$21,344
- CDW-G: \$27,185.20

CVI has quoted \$5,950 for the configuration/installation of the 14 laptops. This price is fixed, regardless of the vendor supplying the hardware.

Recommended Motion:

Approve CVI Quote 202828 in the total amount of \$27,294 for the purchase of fourteen (14) laptops at a cost of \$21,344 with an additional configuration/installation cost of \$5950.

Attachment:

- CVI Quote 202828
- CDW Quote PCRG435



Computer View, Inc.
 2777 Finley Road
 Suite 13
 Downers Grove, Illinois 60515
 United States
<http://www.cview.net>
 (P) 847-290-9286
 (F) 847-290-9602

Quotation (Open)	
Date	Sep 25, 2024 07:16 PM CDT
Modified Date	Sep 30, 2024 09:56 AM CDT
Quote #	202828 - rev 1 of 1
Description	Replacement Notebooks
SalesRep	Poluchowicz, Roxy (P) 847-290-9286 ext. 114 (F) 847-290-9602
Customer Contact	Bertucci, Joanna (P) (847) 720-3203 jbertucci@parkridgelibrary.org

Customer
 Park Ridge Public Library (PR0003)
 Bertucci, Joanna
 20 South Prospect Avenue
 Park Ridge, IL 60068-4188
 United States
 (P) 847-825-3123
 (F) 847-825-0001

Bill To
 Park Ridge Public Library
 Bertucci, Joanna
 20 South Prospect Avenue
 Park Ridge, IL 60068-4188
 United States
 (P) (847) 720-3203
 jbertucci@parkridgelibrary.org

Ship To
 Park Ridge Public Library
 Bertucci, Joanna
 20 South Prospect Avenue
 Park Ridge, IL 60068-4188
 United States
 (P) (847) 720-3203
 jbertucci@parkridgelibrary.org

Customer PO:	Terms: Undefined	Ship Via: UPS Ground
Special Instructions:		Carrier Account #:

#	Description	Part #	Qty	Unit Price	Total
Replacement Notebooks					
1	SBUY ELITEBOOK 660 G11 U7-165U 16GB 256GB 16IN PC INTEL U7-165U, WUXGA AG LED UW	A6UC7UT#ABA	2	\$1,350.00	\$2,700.00
2	Electronic HP Care Pack Essential Offsite Support Extended service agreement - parts and labor - 3 years - pick-up and return - 9x5 - response time: NBD - for EliteBook 630 G11, 640 G11, 645 G11, 660 G11, 665 G11	U85GBE	2	\$52.00	\$104.00
3	SMART BUY ZBOOK FIREFLY 16 G11 U7-155H 16IN 16GB 512GB W11 PRO64	A6UE9UT#ABA	12	\$1,455.00	\$17,460.00
4	Electronic HP Care Pack Essential Offsite Support Extended service agreement - parts and labor (for mobile workstation) - 3 years - pick-up and return - 9x5 - response time: NBD - for ZBook Power G11, Studio G11; ZBook Firefly 14 G11, 16 G11; ZBook Fury 16 G11	U85QDE	12	\$90.00	\$1,080.00
5	Configuration / Installation	INST	1	\$5,950.00	\$5,950.00

N.B.: This project requires a 50% deposit

Subtotal: \$27,294.00
Shipping: \$0.00
Total: \$27,294.00

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

Laptops & care packs: \$21,344

Installation: \$5,950



Thank you for choosing CDW. We have received your quote.

QUOTE CONFIRMATION

TIM BRZNY,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PCRG435	9/26/2024	PCRG435	184973	\$27,185.20

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP EliteBook 660 G11 16" Touchscreen Notebook - WUXGA - Intel Core Ultra 7 Mfg. Part#: A6UC7UT#ABA Contract: Sourcwell 121923-CDWG Tech Catalog (121923)	2	7948378	\$1,548.41	\$3,096.82
HP Care Pack Essential Offsite Support - 3 Year - Warranty Mfg. Part#: U85GBE Electronic distribution - NO MEDIA Contract: Sourcwell 121923-CDWG Tech Catalog (121923)	2	7967617	\$70.11	\$140.22
HP ZBook Firefly G11 16" Mobile Workstation - WUXGA - Intel Core Ultra 7 15 Mfg. Part#: A6UE9UT#ABA Contract: Sourcwell 121923-CDWG Tech Catalog (121923)	12	7947942	\$1,890.50	\$22,686.00
HP Care Pack Essential Offsite Support - 3 Year - Warranty Mfg. Part#: U85QDE Electronic distribution - NO MEDIA Contract: Sourcwell 121923-CDWG Tech Catalog (121923)	12	7881528	\$105.18	\$1,262.16

SUBTOTAL	\$27,185.20
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$27,185.20

PURCHASER BILLING INFO	DELIVER TO
------------------------	------------

Billing Address:
 PARK RIDGE PUBLIC LIBRARY
 ACCOUNTS PAYABLE
 20 S PROSPECT AVE
 PARK RIDGE, IL 60068-4188
Phone: (847) 825-3123
Payment Terms: NET 30-VERBAL

Shipping Address:
 PARK RIDGE PUBLIC LIBRARY
 TIM BRZNY
 20 S PROSPECT AVE
 PARK RIDGE, IL 60068-4188
Phone: (847) 825-3123
Shipping Method: UPS Ground (Indy 1-2 day)

Please remit payments to:

CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515



Sales Contact Info

Sam Raes | (877) 465-3134 | sam.raes@cdwg.com

LEASE OPTIONS

FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$27,185.20	\$785.65/Month	\$27,185.20	\$896.84/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

Need Help?



My Account



Support



Call 800.800.4239

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdw.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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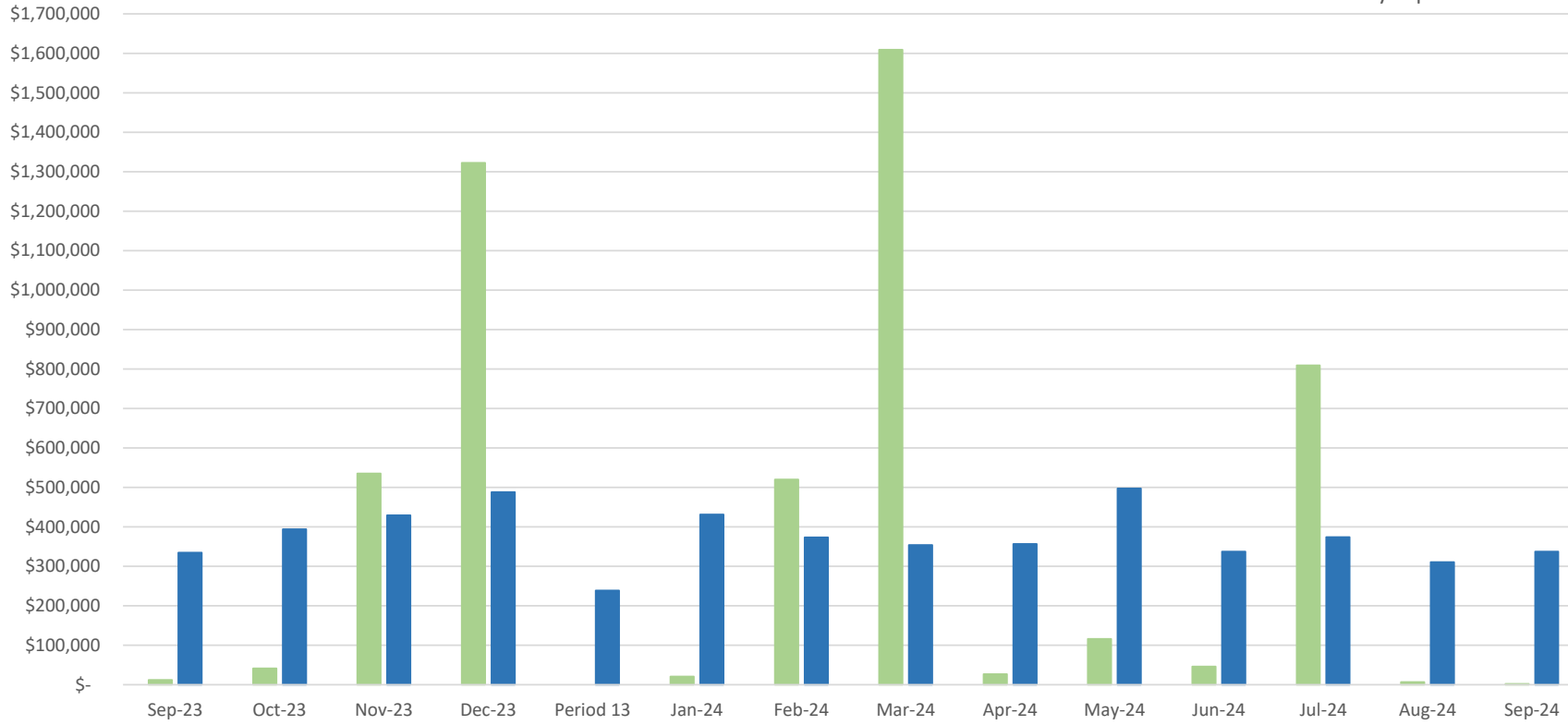
Park Ridge Public Library
Consolidated YTD Revenue and Expenditures
Period 9 - SEPTEMBER 2024

REVENUE ACCOUNTS	BUDGET	REVISED BUDGET	SEPTEMBER ACTUAL	YTD ACTUAL	% RECEIVED	NOTES
Local Government Taxes	\$ 4,302,661	\$ 4,218,161	\$ -	\$ 2,959,193	70%	
State Grants	\$ 108,500	\$ 58,493	\$ -	\$ 58,889	101%	
Other Receipts	\$ 137,000	\$ 199,000	\$ 2,062	\$ 139,500	70%	
Total Revenue	\$ 4,548,161	\$ 4,475,654	\$ 2,062	\$ 3,157,582	71%	

ACCOUNT #	OPERATING ACCOUNTS	BUDGET	REVISED BUDGET	SEPTEMBER ACTUAL	YTD EXPENDITURES	% SPENT
9100	Salaries	\$ 2,546,525	\$ 2,546,525	\$ 186,392	\$ 1,754,038	69%
9210	Employee Benefits	\$ 716,648	\$ 716,648	\$ 50,413	\$ 468,135	65%
9317	Data Processing	\$ 273,300	\$ 273,300	\$ 729	\$ 223,125	82%
9321	Building Maintenance	\$ 164,500	\$ 164,500	\$ 5,186	\$ 65,828	40%
9324	Membership, Recruiting, Training	\$ 31,500	\$ 31,500	\$ 1,817	\$ 18,917	60%
9351	Equipment Rental	\$ 27,000	\$ 27,000	\$ 1,896	\$ 16,483	61%
9359	Consulting Services	\$ 20,000	\$ 17,200	\$ -	\$ -	0%
9360	Public Relations	\$ 45,000	\$ 46,000	\$ 3,620	\$ 37,474	81%
9385	General Contractural	\$ 114,800	\$ 116,800	\$ 4,781	\$ 50,956	44%
9385	General Contractural - Programs	\$ 65,000	\$ 85,000	\$ 7,241	\$ 61,038	72%
9416	Audit	\$ 9,500	\$ 10,300	\$ -	\$ 10,300	100%
9425	Special Counsel	\$ 25,000	\$ 25,000	\$ -	\$ 17,652	71%
9510	Supplies	\$ 120,500	\$ 112,500	\$ 2,369	\$ 75,786	67%
9511	Staff Appreciation	\$ 2,500	\$ 4,000	\$ 171	\$ 2,496	62%
9520	Computer Materials	\$ 31,500	\$ 31,500	\$ -	\$ 15,391	49%
9540	Library Resources	\$ 636,800	\$ 644,800	\$ 38,637	\$ 440,231	68%
	Total Operating Budget	\$ 4,830,073	\$ 4,852,573	\$ 303,251	\$ 3,257,852	67%
	Capital Projects Budget					
9908	Computer Equipment	\$ 195,000	\$ 195,000	\$ 27,330	\$ 41,768	21%
9963	Building Repairs	\$ 500,000	\$ 722,200	\$ 6,950	\$ 72,997	10%
	Total Capital Projects Budget	\$ 695,000	\$ 917,200	\$ 34,280	\$ 114,765	13%
	TOTAL BUDGET	\$ 5,525,073	\$ 5,769,773	\$ 337,531	\$ 3,372,616	58%
	LIBRARY SURPLUS (DEFICIT)	\$ (976,912)	\$ (1,294,119)	\$ (335,469)	\$ (215,035)	

Library Fund: Monthly Revenue and Expense
September 2024

■ Monthly Revenue
 ■ Monthly Expense



Park Ridge Public Library - Secretary's Report
October 15, 2024

PRPL Web Site and Social Media News Items

- [Library offers Halloween fun for all ages - Park Ridge Public Library \(parkridgelibrary.org\)](https://parkridgelibrary.org) October 7, 2024
- [Friends of the Library to hold annual Fall Book Sale, October 19-20 - Park Ridge Public Library \(parkridgelibrary.org\)](https://parkridgelibrary.org) October 4, 2024
- [Library catalog is back online - Park Ridge Public Library \(parkridgelibrary.org\)](https://parkridgelibrary.org) October 1, 2024
- [Library catalog will be offline September 28-30 - Park Ridge Public Library \(parkridgelibrary.org\)](https://parkridgelibrary.org) September 19, 2024
- [Library to host Baby Shower for new and expectant families - Park Ridge Public Library \(parkridgelibrary.org\)](https://parkridgelibrary.org) September 18, 2024

Press Articles

- [Northwest Suburban Events - Journal & Topics Media Group \(journal-topics.com\)](https://journal-topics.com) August 9, 2024
- [Park Ridge Cannabis Zoning Amendment Heads To P&Z - Journal & Topics Media Group \(journal-topics.com\)](https://journal-topics.com) October 9, 2024



Sept. 2024

[Return to Agenda](#)

	Sep-24	Aug-24	YTD	2023 YTD	2022 YTD	2019 YTD	% Change 2023 to 2024	Analysis
CIRCULATION OVERVIEW								
Physical items	44,142	54,158	456,050	488,907	485,880	585,291	-7%	Total Circulation is up 3% over prior year with physical item circulation down 7% and circulation of digital materials up 43%.
Digital items	19,246	19,135	178,556	124,811	91,563	65,014	43%	
TOTAL	63,388	73,293	634,606	613,718	577,443	650,305	3%	
PROGRAMS								
Adult Programs	42	39	370	244	256	180	52%	Attendance at adult programs is consistent with 2023. The number of adult programs have increased by 52%, primarily resulting from increased Studio programming. Youth programs and attendance exceed all reported years.
Adult Attendees	548	763	5,887	5,794	5,805	3,077	2%	
Youth Programs	54	59	503	422	400	297	19%	
Youth Attendees	1500	1711	14,424	12,715	7,871	9,812	13%	
OUTREACH								
Home Delivery - Patrons served	29	31	255	261	296	155	-2%	Home delivery stats include both homebound and other deliveries. Homebound deliveries have increased while demand for other deliveries has declined. Support of local book clubs remains consistently strong
Home Delivery - Materials loaned	98	125	1,000	935	1,092	863	7%	
Book clubs served	45	35	401	407	374	368	-1%	
Items loaned to book clubs	408	297	3,494	3,456	3,215	3,303	1%	
TECHNOLOGY								
Wi-Fi Sessions	48,907	50,745	426,761	396,620	410,358	805,728	8%	Use of public computers is up 3% over prior year. Usage continues to grow each year but has not returned to pre-Covid levels, consistent with national trends. 12% more unique clients are Wi-Fi users while overall # of sessions is up 8% over 2023
Wi-Fi - unique clients	1,832	1,842	15,063	13,476	10,718	-	12%	
Public PC Sessions	1,150	1,487	12,177	11,792	9,039	17,682	3%	
WEBSITE								
Visits	19,761	23,335	179,266	164,242	158,072	166,543	9%	Number of visits to the website has increased 9% YTD. The number of unique users is up 3% over prior year.
Unique users	9,432	10,667	82,886	80,518	77,403	82,038	3%	
USERS								
New cards issued	155	285	1,693	1,721	1,834	1,711	-2%	155 new cards were issued in September. YTD cards issued is down 2% Total number of cardholders increased 3% over September, 2023 levels. The number of unique users is consistent with prior year data.
Total PRPL cardholders	19,599	19,536	19,480	18,881	19,050	24,089	3%	
Unique users	9,103	9,069	9,043	8,989	8,865	3,992	1%	
BUILDING USAGE								
Door count	21,900	28,455	222,348	213,203	175,912	181,428	4%	2024 YTD door counts are up 4% over prior year. Meeting room usage by community groups has increased by 31% over prior year. YTD Study room usage is 8% greater than prior year Studio usage is 18%-less than YTD 2023 Media Lab usage is down when compared with prior years.
Meetings rooms-community use	8	8	80	61	26	12	31%	
Study Rooms - hours of use	1,148	1,238	10,263	9,518	8,839	n/a	8%	
The Studio- hours of use	32	48	299	366	98	n/a	-18%	
The Media Lab - hours of use	43	47	321	634	463	n/a	-49%	
STRATEGIC PLAN: Provide support to local teachers, students, homeschool families and learners of all ages								
School Loans	22	10	162	155	100	198	5%	The number of school loans YTD is up 5% when compared with prior year. Number of items loaned is up 23% YTD - more items are getting to teachers. Number of teacher cards has increased 5% over prior year levels
Items loaned to Teachers	646	356	3,919	3,191	3,053	4,214	23%	
Total Teacher Library cards	191	182	159	151	128	35	5%	
Cardholders*	49%	49%	49%	48%	48%	64%		Percentage of cardholders 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: October 11, 2024
SUBJECT: Library Director's Report

Administration & Board:

- Patron Services Coordinators, Associates, and Shelves did a fantastic job during our offline period (09/28-09/30) and Go Live (10/01) as CCS migrated Mount Prospect and Waukegan Public Libraries into the consortium. Three days' worth of items from Offline, and all new material returned on Go Live, were checked in and shelved by the end of the day – including delivery items, the pick list, new items, and damages/repairs all processed.

Staff Updates and Professional Development:

- Youth Services Manager, Staci Greenwald, and I submitted a proposal to present *Designing for Neurodiversity: How We Reframed Our Perspective and Our Space* to the Illinois Youth Services Institute Conference that is hosted in Bloomington, IL at the end of February 2025.
- In September, we welcomed Richard Ipjian to Patron Services as the newest member of our shelving team.
- On Friday, September 27, we hosted 70+ guests for a Staff and Family BBQ. This event was generously sponsored by the Friends of the Library as a treat for our staff and their families. We had a wonderful evening filled with great food, good conversation, and exceptional live music. We hope to make this an annual event.

Finance and HR

- The 2024 evaluation process has started for all library staff. Self-evaluation forms and instructions were sent to staff on September 30. Managers will review self-evaluations and complete performance review documentation by mid-November with the goal of completing review and goal setting meetings by December 16.
- Finance/HR Manager, Joan Wrenn, has started drafting an AI in the Workplace policy for Board review and consideration in November. I will be reaching out to Vice President Renaldi and Trustee Kiem before the end of October to schedule work on our next batch of policy review.
- The Library Budget will be presented to the City Council at the Budget Workshop on Monday, 11/18 starting at 7 pm.
- The Library initiated a transfer of \$1,000 from Patron Services – Data Processing to Patron Services - Supplies.

Strategic Plan Monthly Progress:

- **Encourage individual growth and lifelong learning**
 - Youth Services Librarian Lan Eng is working with Technical Services to reorganize and refresh the Children's *World Languages Collection*. The update will involve some recataloging and relabeling for a more user-friendly experience. The updated collection will include titles written or translated into

languages other than English as well as materials to help learn those languages including dictionaries and instructional texts. American Sign Language will be a part of this collection as well.

- ***Build up a strong workforce and local businesses***
 - No activity in September.

- ***Align with strategy and set the stage for development***
 - Adult Services Manager, Laura Scott, submitted a funding request to the Park Ridge Garden Club for funds in the range of \$1,250 to \$1,750 to support gardening and environmental themed programming and to replenish our Seed Library for spring 2025.

 - I reached out to the President of the 20th Century Club of Park Ridge to inquire if the Club could provide additional funding to continue to support our Wits Workout programming. The Club will be providing a \$500 gift toward the Wits Workout program and will consider additional funding after their spring 2025 benefit.

- ***Develop Civic Education for an informed and engaged citizenry.***
 - In September, we collaborated once again with the Park Ridge City Clerk's office to host a voter registration drive. September 17 was National Voter Registration Day and Constitution Day.

Building and IT:

- Facility Manager, John Priala, and I met with Jim Gibson and Daniel Anastasia of Elara Engineering to review the schematic design narrative and discuss phasing and bidding options for the HVAC project. Mr. Gibson presented at the Buildings and Grounds Committee of the Whole meeting on October 8, 2024. On October 10, 2024 a representative from R.J. Olmen, an HVAC equipment manufacturer, walked the building with Mr. Priala and Mr. Gibson to review the project scope.

- Mr. Priala and I hired Stuckey Construction to complete a small project (\$9,700) related to relocating the current meeting room doors to a location inside the meeting room. Currently, the doors create a blind spot for patrons and staff accessing the meeting room. Relocating the doors will provide complete visibility for patrons and staff. Mr. Priala will coordinate this project with Stuckey before the end of the year. We do not anticipate any disruption for staff or patrons.

Marketing and Public Relations:

- Our Library Card Sign-up campaign wrapped up on September 30. We signed up 440 new cardholders and added nearly 360 email addresses to the email marketing system in August and September. New card sign ups were up 9% over the same period last year. We are encouraged that realigning the campaign to the start of the school year gave us more visibility and better results.

- Our New Cardholder drip campaign is automated to send a message at 2 weeks, 3 weeks and 4 weeks following a patron's acquisition of a library card. The messages welcome them, then remind them each week of different benefits of having a library card – free programs, classes, and digital resources like our databases or our downloadable collection. These messages consistently earn high open rates with new cardholders:
 - *14 Days Out: Welcome to the Library*, open rate of 74.11%
 - *21 Days Out: Events & Programs*, open rate of 65.31%
 - *28 Days Out: Digital Services*, open rate of 62.69%

Outreach and Community Engagement

- On Friday, October 4, we collaborated with the Park Ridge Lions Club to host the Lions of Illinois Foundation to offer free vision and hearing screenings. The Club provided 100 screenings to 80 participants.
- On Saturday, October 5, nine members of library staff and three library family members participated in the Go Green Park Ridge Forest Preserve Clean up.
- Members of the Youth Services Team will be participating in the Park District's walk through Trunk or Treat on Friday, October 25.
- Marketing Manager Jen Healy and I will be representing the Library at the Farmer's Market Community Tent on Saturday, October 26



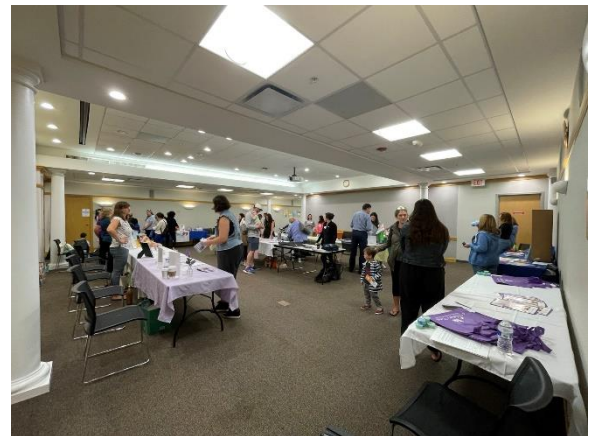
Notable Programs, Collections, and Services

Fall programs for adults are off to a good start in September!

- We had 257 for Chair Yoga,
- 31 for "Death-Defying Acts: The History of the Circus" on September 10
- 26 for Library Pub Quiz on September 24 at The Harp and Fiddle
- 22 for Wits Workout on September 12 and "Self-Care Cross Stitch" on September 26, respectively.

Youth Services had another busy month

- Our first annual Baby Shower expo on Saturday, 9/28 went well. We welcomed 50 new and prospective parents to learn about and connect with community partners and businesses that support early childhood development. Next year, our goal will be to increase foot traffic to the event.



Respectfully submitted,
Joanna Bertucci
October 11, 2024

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

PERSONNEL

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

Richard Ipjian Patron Services Shelver Start date 9.4.2024

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

Linda Gottlieb Youth Services last day 9.19.2024,

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

Steven Zick resigned from PT Maintenance Custodian to Substitute Maintenance Custodian

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: October

Fiscal Year: 2024

Status	Project	Goal	Plan	Progress to date	Cost Savings	New Costs	Results (Was the project successful? If not, why? Do we have data to report success?)	Year
In Progress	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.	Technical Services department is continuing to update catalog records and apply new labels. Next steps include mapping collection locations and installing wayfinding signage.	\$0	\$31,600 - Per Capita Grant Request		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 9/13 Teams from the departments have met multiple times to figure out specifics. Marketing has been looped in to develop a promotional campaign and graphics for this enhanced service	\$0	\$0		2024
In Progress	Strategic Plan update	Issue RFP for Strategic Plan consultant on September 23. Board vote on consultant recommendation in November	<ul style="list-style-type: none"> o Monday, September 23, 2024: Release RFP o Friday, October 25, 2024: Proposals due o Tuesday, December 10, 2024: Board reviews recommendation at Planning and Operations Committee of the Whole meeting. o Tuesday, December 19, 2024: Library Board awards contract to selected firm o Monday, January 6, 2025: Work begins 	The Library Board discussed the Strategic Plan on 10/8. Pres. Thiagarajan will appoint a subcommittee of P&O to interview and recommend a consultant in collaboration with the Director		\$30,000, approximately in FY25	3-year plan with measurable outcomes	2025
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



Memorandum

[Return to Agenda](#)

Memo Date: October 9, 2024
From: Joanna Bertucci, Library Director
Meeting Type: Regular Board Meeting
Meeting Date: October 15, 2024
Action Requested: For discussion
Subject: Strategic planning

Background:

At their October 8, 2024 meeting, the Planning & Operations Committee of the Whole discussed the upcoming Strategic Plan process as well as lessons learned from the last planning process. Highlights from the discussion are listed below:

- The prior plan was heavy on community engagement, with perhaps not enough patron engagement.
- The prior plan was an ambitious effort but was not leveraged to its full potential.
- A 3 year plan is optimal.
- The new plan should set the strategic direction for the Library and give the Director and Managers pathways for decision making.
- The new plan should address the role of the Library in the community.
- The new plan should be more than words on paper and have clear and actionable priorities and goals.
- The new plan should be a reflection of what the community wants/expects from its library.
- A discussion was raised about completing the planning process internally versus hiring a consultant. As this is my first plan at the Park Ridge Public Library, my preference is to retain an outside consultant. This would not only ensure the expertise needed for a comprehensive plan but also provide an opportunity for me to learn from the consultant for future processes. Given that we are seeking a 3-year plan, I believe it is reasonable to consider developing the next plan internally in 2028. Spending \$30,000 on planning every three years may be excessive, and by working with a consultant this time, we can build internal capacity to handle the process ourselves in the future.

Resources:

Below are links to the Strategic Plans of our [comparable libraries](#).

- [Crystal Lake Public Library - Strategic Plan](#)
- [Fremont Public Library \(Mundelein\) - Strategic Plan](#)
- [Glen Ellyn Public Library - Strategic Plan](#)
- [Grayslake Area Public Library District - Strategic Plan](#)
- [Highland Park Public Library - Strategic Plan](#)
- Indian Prairie Public Library District (Darien) – *in progress*
- [Wheaton Public Library - Strategic Plan](#)



Memorandum

Below are links to the City of Park Ridge Long Term planning documents:

- [City of Park Ridge - Strategic Plan](#)
- [City of Park Ridge – Draft Uptown Master Plan](#)

Timeline:

Task	Date
RFP released; sent directly to nine firms and posted on the Library's website. Three firms have notified me that they plan to submit a proposal.	Monday, 9/24
Committee of the Whole Discussion	Tuesday, 10/8
Proposals Due	Friday, 10/25
Ad hoc subcommittee to interview firms - Meetings with selected firms will be in-person at the Library to comply with the Open Meetings Act. Selected firms can participate virtually.	By the end of November
Subcommittee recommendation to the Board	Tuesday, 12/10
Contract approval	Tuesday, 12/17

Recommended Motions:

- 1) Convene an ad hoc Strategic Planning Subcommittee of the Planning and Operations Committee.
- 2) Appoint Trustees Hanba, Renaldi, and Somheil to the Strategic Planning Subcommittee

**City of Park Ridge, IL
Warrant List Fund Totals
09/16/2024**

Fund	Description	Amount
201	Library Fund	\$27,657.48
201	Grant Fund	\$2,308.25
201	North Suburban	\$5,913.67
<hr/>		
	Report Total	\$35,879.40

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L091624 TO FISCAL 2025/09 01/01/2024 TO 12/31/2024

VENDOR NAME	INV DATE	VOUCHER	P0	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID	YTD INVOICED
6095 ABC COMMERCIAL	09/10/24	228112		22792	P	09/16/24	2015012	BLDG MNT CNTR-GENL MAINT	2,541.00	2,541.00
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VENDOR TOTALS									20,328.00	22,869.00
8960 AIRESRING INC	09/10/24	228116		22793	P	09/16/24	2015011	GNL CNTRL SVC/TELEPHONE	481.03	481.03
INVOICE: 188096363										
INVOICE: 188096364				22793	P	09/16/24	2015011	GNL CNTRL SVC/TELEPHONE	365.50	365.50
VENDOR TOTALS									6,689.05	6,689.05
48 ALLIANCE ENTERTAINMENT	09/10/24	228113		22794	P	09/16/24	2015017	LIB RSRCS-RECORDINGS MUSI	-9.99	-9.99
INVOICE: PLS81747682				22794	P	09/16/24	2015017	LIB RSRCS-RECORDINGS MUSI	96.07	96.07
INVOICE: PLS81668980										
VENDOR TOTALS									2,591.10	2,591.10
302670 AMAZON CAPITAL SERVICES	09/10/24	228118		22795	P	09/16/24	2015015	GNL CNTRL SVC/PROGRAM	12.84	12.84
INVOICE: 1Q1336YJMLDD				22795	P	09/16/24	2015017	LIB RSRCS-VIDEOGAMES	39.49	39.49
INVOICE: 19KFPKVM6VWG				22795	P	09/16/24	2015016	LIBRARY SUPPLIES	15.83	15.83
INVOICE: 1R437KPVJ906				22795	P	09/16/24	2015015	GNL CNTRL SVC/PROGRAM	59.25	59.25
INVOICE: 1T3FWFQ01YWR				22795	P	09/16/24	2015017	LIBRARY SUPPLIES	25.73	25.73
INVOICE: 1QF7C94CPF6G				22795	P	09/16/24	2015015	GNL CNTRL SVC/PROGRAM	258.43	258.43
INVOICE: 1EVNGGHJPDNY				22795	P	09/16/24	2015017	LIBRARY SUPPLIES - MAKERS	80.64	80.64
INVOICE: 1QXVCGNTNRYN				22795	P	09/16/24	2015016	LIBRARY SUPPLIES	24.99	24.99
INVOICE: 1XYJ9XDVPQNL				22795	P	09/16/24	2015012	BLDG MNT CNTR-GENL MAINT	298.00	298.00
INVOICE: 1RQFMK6P1KWL				22795	P	09/16/24	2015012	BUILDING SUPPLIES	75.92	75.92
INVOICE: 1Y44DC7K7YKT				22795	P	09/16/24	2015012	BLDG MNT CNTR-GENL MAINT	8.24	8.24
INVOICE: 1F431MDT7H7				22795	P	09/16/24	2015011	PUBLIC RELATIONS	17.49	17.49
INVOICE: 1JG3JTMR37H1				22795	P	09/16/24	2015017	LIBRARY SUPPLIES	5.91	5.91
INVOICE: 1NT1NKMN76XT				22795	P	09/16/24	2015015	LIB RSRCS-VIDEOGAMES	59.98	59.98
INVOICE: 1K76PRQM363M										

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L091624

TO FISCAL 2025/09 01/01/2024 TO 12/31/2024

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171301	INVOICE:	09/10/24	228133		22795	P	09/16/24	2015012	952100 BUILDING SUPPLIES	89.60
171302	INVOICE:	09/10/24	228134		22795	P	09/16/24	2015012	952100 BUILDING SUPPLIES	19.54
171304	INVOICE:	09/10/24	228136		22795	P	09/16/24	2015015	938506 GNL CNTRL SVC/PROGRAM	54.72
171305	INVOICE:	09/10/24	228137		22795	P	09/16/24	2015017	954001 LIB RSRCS -MWL	85.12
171306	INVOICE:	09/10/24	228138		22795	P	09/16/24	2015015	954001 LIB RSRCS--ADULT BOOKS FI	81.12
171307	INVOICE:	09/10/24	228139		22795	P	09/16/24	2015015	954010 LIB RSRCS-VIDEOGAMES	139.98
171308	INVOICE:	09/10/24	228140		22795	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	10.43
171309	INVOICE:	09/10/24	228141		22795	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	127.31
171310	INVOICE:	09/10/24	228142		22795	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	23.86
171311	INVOICE:	09/10/24	228143		22795	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	302.21
171312	INVOICE:	09/10/24	228144		22795	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	39.99
171313	INVOICE:	09/10/24	228145		22795	P	09/16/24	2015015	954019 LIB RSRCS-CHILDRENS BOOKS	139.40
171314	INVOICE:	09/10/24	228146		22795	P	09/16/24	2015015	954019 LIB RSRCS-CHILDRENS BOOKS	28.84
171315	INVOICE:	09/10/24	228147		22795	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	138.98
171316	INVOICE:	09/10/24	228148		22795	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	12.68
171317	INVOICE:	09/10/24	228149		22795	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	53.46
171318	INVOICE:	09/10/24	228150		22795	P	09/16/24	2015017	954017 LIB RSRCS-ADULT BOOKS NF	22.46
171319	INVOICE:	09/10/24	228151		22795	P	09/16/24	2015015	938506 GNL CNTRL SVC/PROGRAM	163.37
VENDOR TOTALS 52,274.07 YTD INVOICED 40,628.10 YTD PAID 2,515.81										
9147	ASSENTIAL THERAPIES INC	171320	09/10/24	228152	22796	P	09/16/24	2015015	938506 GNL CNTRL SVC/PROGRAM	75.00
INVOICE: ADM091024										
VENDOR TOTALS 300.00 YTD INVOICED 300.00 YTD PAID 75.00										
8568	RADIATE HOLDINGS LP	171321	09/10/24	228153	22797	P	09/16/24	2015011	938503 GNL CNTRL SVC-INTERNET	910.00
INVOICE: 4436589010017064										
VENDOR TOTALS 18,003.75 YTD INVOICED 18,066.88 YTD PAID 910.00										



CITY OF PARK RIDGE

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TO FISCAL 2025/09 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
101020 BAKER AND TAYLOR LLC	09/09/24	227918		22798	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	954.73
171087 INVOICE: 2038502848	09/09/24	227920		22798	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	19.87
171089 INVOICE: 2038499285	09/09/24	227921		22798	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	31.43
171090 INVOICE: 2038499286	09/09/24	227922		22798	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	27.52
171091 INVOICE: 2038499288	09/09/24	227923		22798	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	15.26
171092 INVOICE: 2038505393	09/09/24	227924		22798	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	61.97
171093 INVOICE: 2038502847	09/09/24	227925		22798	P	09/16/24	2015015	954019 LIB RSRCS-CHILDRENS BOOKS	43.56
171094 INVOICE: 2038505095	09/09/24	227926		22798	P	09/16/24	2015015	954019 LIB RSRCS-CHILDRENS BOOKS	200.35
171095 INVOICE: 2038505096	09/09/24	227927		22798	P	09/16/24	2015015	954019 LIB RSRCS-CHILDRENS BOOKS	24.27
171096 INVOICE: 2038495814	09/09/24	227928		22798	P	09/16/24	2015015	954019 LIB RSRCS-CHILDRENS BOOKS	44.72
171097 INVOICE: 2038495815	09/09/24	227929		22798	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	77.67
171098 INVOICE: 2038509429	09/09/24	227931		22798	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	160.93
171099 INVOICE: 2038505394	09/09/24	227932		22798	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	7.64
171101 INVOICE: 2038502849	09/09/24	227933		22798	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	36.35
171102 INVOICE: 2038499284	09/09/24	227935		22798	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	80.46
171104 INVOICE: 2038499287	09/09/24	227936		22798	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	15.77
171105 INVOICE: 2038499289	09/09/24	227938		22798	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	41.00
171107 INVOICE: 2038499290	09/09/24	227940		22798	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	161.05
171109 INVOICE: 2038492930	09/09/24	227941		22798	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	104.90
171110 INVOICE: 2038492932	09/09/24	227943		22798	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	6.67
171112 INVOICE: 2038492931	09/09/24	227945		22798	P	09/16/24	2015015	954019 LIB RSRCS-CHILDRENS BOOKS	47.91
171114 INVOICE: 2038496232	09/09/24	227948		22798	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	-7.13
171116 INVOICE: 0003302166	09/09/24	227950		22798	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	493.10
171118 INVOICE: 2038496327	09/09/24	227951		22798	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	12.71
171119 INVOICE: 2038496326	09/09/24	227953		22798	P	09/16/24	2015017	954011 LIB RSRCS -MWL	35.82
171120 INVOICE: 2038501899	09/09/24								

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L091624

TO FISCAL 2025/09 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
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INVOICE:	171125	09/09/24	227957		22798	P	09/16/24	2015017	954011	LIB RSRCS -MWL	78.53
INVOICE:	171126	09/09/24	227958		22798	P	09/16/24	2015017	954011	LIB RSRCS -MWL	143.46
INVOICE:	171127	09/09/24	227959		22798	P	09/16/24	2015017	954011	LIB RSRCS -MWL	73.90
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INVOICE:	171147	09/09/24	227979		22798	P	09/16/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	14.29
INVOICE:	171148	09/09/24	227980		22798	P	09/16/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	14.28
INVOICE:	171149	09/09/24	227981		22798	P	09/16/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	54.87
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INVOICE:	171151	09/09/24	227983		22798	P	09/16/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	35.21
INVOICE:	171152	09/09/24	227984		22798	P	09/16/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	92.40
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INVOICE:	171157	09/09/24	227989		22798	P	09/16/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	38.10
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CITY OF PARK RIDGE

PAID INVOICES REPORT

WARRANT: L091624

TO FISCAL 2025/09 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
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171169 09/09/24 228001	09/09/24	228001		22798	P	09/16/24	2015017	954017 LIB RSRCS-ADULT BOOKS NF	103.44
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INVOICE: 2038505269									
171175 09/09/24 228007	09/09/24	228007		22798	P	09/16/24	2015017	954017 LIB RSRCS-ADULT BOOKS NF	41.54
INVOICE: 2038505270									
171176 09/09/24 228008	09/09/24	228008		22798	P	09/16/24	2015017	954017 LIB RSRCS-ADULT BOOKS NF	64.86
INVOICE: 2038505271									
171177 09/09/24 228009	09/09/24	228009		22798	P	09/16/24	2015017	954017 LIB RSRCS-ADULT BOOKS NF	43.27
INVOICE: 2038505272									
171178 09/09/24 228010	09/09/24	228010		22798	P	09/16/24	2015017	954017 LIB RSRCS-ADULT BOOKS NF	19.63
INVOICE: 2038505273									
171179 09/09/24 228011	09/09/24	228011		22798	P	09/16/24	2015017	954017 LIB RSRCS-ADULT BOOKS NF	20.20
INVOICE: 2038505274									
171180 09/09/24 228012	09/09/24	228012		22798	P	09/16/24	2015017	954017 LIB RSRCS-ADULT BOOKS NF	65.26
INVOICE: 2038505275									
171181 09/09/24 228013	09/09/24	228013		22798	P	09/16/24	2015017	954017 LIB RSRCS-ADULT BOOKS NF	64.26
INVOICE: 2038505276									
171182 09/09/24 228014	09/09/24	228014		22798	P	09/16/24	2015017	954017 LIB RSRCS-ADULT BOOKS NF	20.15
INVOICE: 2038505277									
171183 09/09/24 228015	09/09/24	228015		22798	P	09/16/24	2015017	954017 LIB RSRCS-ADULT BOOKS NF	165.61
INVOICE: 2038505278									
171184 09/09/24 228016	09/09/24	228016		22798	P	09/16/24	2015017	954017 LIB RSRCS-ADULT BOOKS NF	36.92
INVOICE: 2038505279									
VENDOR TOTALS		119,662.44	YTD INVOICED				120,880.52	YTD PAID	6,049.77
300553 CENGAGE LEARNING INC									
171322 09/10/24 228154	09/10/24	228154		22799	P	09/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI	12.69
INVOICE: 85063566									
171322 09/10/24 228154	09/10/24	228154		22799	P	09/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI	12.91
INVOICE: 85063566									
171323 09/10/24 228155	09/10/24	228155		22799	P	09/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI	29.59
INVOICE: 84858608									
171324 09/10/24 228156	09/10/24	228156		22799	P	09/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI	85.57
INVOICE: 84858607									
171325 09/10/24 228157	09/10/24	228157		22799	P	09/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI	25.60
INVOICE: 85063565									
VENDOR TOTALS		11,289.00	YTD INVOICED				11,426.55	YTD PAID	166.36
302631 CHILDRENS PLUS INC									

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L091624

TO FISCAL 2025/09 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID
171327	INVOICE: 250153	09/10/24	228159		22800	P	09/16/24	2015015	LIB RSRCS-CHILDRENS BOOKS	194.40
VENDOR TOTALS										
									7,853.96 YTD PAID	194.40
9202	CITY LIT THEATER COMPANY	09/10/24	228160		22801	P	09/16/24	2015015	GNL CNTRL SVC/PROGRAM	250.00
171328	INVOICE: ADM0910243	09/10/24	228160		22801	P	09/16/24	2015017	GNL CNTRL SVC/PROGRAM	250.00
171328	INVOICE: ADM0910243	09/10/24	228160		22801	P	09/16/24	2015017	GNL CNTRL SVC/PROGRAM	250.00
VENDOR TOTALS										
									500.00 YTD PAID	500.00
7517	JPH ENTERPRISES INC	09/10/24	228161		22802	P	09/16/24	2015011	PUBLIC RELATIONS	69.00
171329	INVOICE: 74821	09/10/24	228161		22802	P	09/16/24	2015011	PUBLIC RELATIONS	83.00
171329	INVOICE: 74821	09/10/24	228161		22802	P	09/16/24	2015011	PUBLIC RELATIONS	83.00
VENDOR TOTALS										
									5,624.00 YTD INVOICED	6,341.00 YTD PAID
102908	COMPUTER VIEW INC	09/10/24	228162		22803	P	09/16/24	2015011	COMPUTER EQUIPMENT	1,235.00
171330	INVOICE: 30082	09/10/24	228162		22803	P	09/16/24	2015011	COMPUTER EQUIPMENT	1,235.00
VENDOR TOTALS										
									179,792.20 YTD INVOICED	179,792.20 YTD PAID
55134	COOPERATIVE COMPUTER SERVICES	09/10/24	228164		22804	P	09/16/24	2015016	DATA PROCESSING/CLSI	78.16
171332	INVOICE: 2313	09/10/24	228164		22804	P	09/16/24	2015016	DATA PROCESSING/CLSI	78.16
VENDOR TOTALS										
									55,716.94 YTD INVOICED	55,716.94 YTD PAID
9078	DANIELLE ALICE RYAN CHASE	09/10/24	228158		22805	P	09/16/24	2015015	GNL CNTRL SVC/PROGRAM	300.00
171326	INVOICE: ADM0910242	09/10/24	228158		22805	P	09/16/24	2015015	GNL CNTRL SVC/PROGRAM	300.00
VENDOR TOTALS										
									1,800.00 YTD INVOICED	1,800.00 YTD PAID
19972	DEMCO INC	09/10/24	228165		22806	P	09/16/24	2015013	LIBRARY SUPPLIES	685.41
171333	INVOICE: 7520917	09/10/24	228165		22806	P	09/16/24	2015013	LIBRARY SUPPLIES	685.41
VENDOR TOTALS										
									8,923.96 YTD INVOICED	8,923.96 YTD PAID
300347	DEWOLFE MUSIC LIBRARY	09/10/24	228166		22807	P	09/16/24	2015011	GNL CNTRL SVC/TELEPHONE	350.00
171334	INVOICE: 00024853	09/10/24	228166		22807	P	09/16/24	2015011	GNL CNTRL SVC/TELEPHONE	350.00
VENDOR TOTALS										
									350.00 YTD INVOICED	350.00 YTD PAID



CITY OF PARK RIDGE

PAID INVOICES REPORT

WARRANT: L091624

TO FISCAL 2025/09 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
9245 EVERLIGHTS, INC. 171400 INVOICE: 0081129IN	09/10/24	228232		22808	P	09/16/24	2015012	932103 BLDG MNT CNTR-GENL MAINT	417.85
VENDOR TOTALS				417.85	YTD INVOICED			417.85	YTD PAID
9009 FAMBRO MANAGEMENT LLC 171335 INVOICE: ADM0910244	09/10/24	228167		22809	P	09/16/24	2015015	938506 GNL CNTRL SVC/PROGRAM	190.00
VENDOR TOTALS				950.00	YTD INVOICED			950.00	YTD PAID
8496 GORDON FLESCH COMPANY INC 171336 INVOICE: I00949791	09/10/24	228168		22810	P	09/16/24	2015011	935101 EQPT RNTL-LEASE PAYMENTS	1,502.44
VENDOR TOTALS				15,362.33	YTD INVOICED			15,362.33	YTD PAID
9176 IMAGINE VIDEO PRODUCTIONS 171338 INVOICE: ADM0910246	09/10/24	228170		22811	P	09/16/24	2015017	938506 GNL CNTRL SVC/PROGRAM	350.00
VENDOR TOTALS				350.00	YTD INVOICED			350.00	YTD PAID
7842 INGRAM LIBRARY SERVICES 171339 INVOICE: 83532456	09/10/24	228171		22812	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	-12.23
171340 INVOICE: 67740967	09/10/24	228172		22812	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	128.79
171341 INVOICE: 83473289	09/10/24	228173		22812	P	09/16/24	2015017	954011 LIB RSRCS -MWL	-16.81
171342 INVOICE: 83473290	09/10/24	228174		22812	P	09/16/24	2015017	954011 LIB RSRCS -MWL	-17.94
171343 INVOICE: 67740954	09/10/24	228175		22812	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	21.64
171344 INVOICE: 63098046	09/10/24	228176		22812	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	161.47
171345 INVOICE: 67737513	09/10/24	228177		22812	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	20.93
171346 INVOICE: 63098047	09/10/24	228178		22812	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	11.24
171347 INVOICE: 67737510	09/10/24	228179		22812	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	158.16
171348 INVOICE: 83392872	09/10/24	228180		22812	P	09/16/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	-34.61
171349 INVOICE: 67737923	09/10/24	228181		22812	P	09/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI	75.01
171350 INVOICE: 67737924	09/10/24	228182		22812	P	09/16/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI	258.16
171351 INVOICE: 67740955	09/10/24	228183		22812	P	09/16/24	2015015	954019 LIB RSRCS-CHILDRENS BOOKS	21.74

CITY OF PARK RIDGE



PAID INVOICES REPORT

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TO FISCAL 2025/09 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	36.56
171352 INVOICE:	09/10/24	228184		22812	P	09/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	36.56
171353 INVOICE:	09/10/24	228185		22812	P	09/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	203.14
171354 INVOICE:	09/10/24	228186		22812	P	09/16/24	2015015	LIB RSRCS-CHILDRENS BOOKS	-11.72
171355 INVOICE:	09/10/24	228187		22812	P	09/16/24	2015015	LIB RSRCS-CHILDRENS BOOKS	29.19
171356 INVOICE:	09/10/24	228188		22812	P	09/16/24	2015015	LIB RSRCS-CHILDREN BOOKS	36.32
171357 INVOICE:	09/10/24	228189		22812	P	09/16/24	2015015	LIB RSRCS-CHILDREN BOOKS	165.11
171358 INVOICE:	09/10/24	228190		22812	P	09/16/24	2015015	LIB RSRCS-CHILDREN BOOKS	520.99
171359 INVOICE:	09/10/24	228191		22812	P	09/16/24	2015017	LIB RSRCS--ADULT BOOKS FI	16.95
171360 INVOICE:	09/10/24	228192		22812	P	09/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	91.66
171361 INVOICE:	09/10/24	228193		22812	P	09/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	41.49
171362 INVOICE:	09/10/24	228194		22812	P	09/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	229.85
171363 INVOICE:	09/10/24	228195		22812	P	09/16/24	2015017	LIB RSRCS-ADULT BOOKS NF	224.76
171364 INVOICE:	09/10/24	228196		22812	P	09/16/24	2015017	LIB RSRCS--ADULT BOOKS FI	344.33
VENDOR TOTALS									2,704.18
9063	JOAN WRENN			26,195.31	YTD INVOICED		26,195.31	YTD PAID	
171398	INVOICE:	09/10/24	228230	22813	P	09/16/24	2015011	LIBRARY SUPPLIES	11.97
171398	INVOICE:	ADM09102416		22813	P	09/16/24	2015011	STAFF APPRECIATION	63.06
171398	INVOICE:	ADM09102416							
VENDOR TOTALS									75.03
9174	JOHN KOKORIS			3,193.58	YTD INVOICED		3,193.58	YTD PAID	
171365	INVOICE:	09/10/24	228197	22814	P	09/16/24	2015017	GNL CNTRL SVC/PROGRAM	250.00
171365	INVOICE:	ADM0910247							
VENDOR TOTALS									250.00
101892	MIDWEST TAPE			250.00	YTD INVOICED		250.00	YTD PAID	
171366	INVOICE:	09/10/24	228198	22815	P	09/16/24	2015015	LIB RSRCS-RECORDING AUDIO	10.79
171367	INVOICE:	505978920		22815	P	09/16/24	2015015	LIB RSRCS-AV/DVD/BLURAY	439.66
171368	INVOICE:	505964553		22815	P	09/16/24	2015015	LIB RSRCS-AV/DVD/BLURAY	64.48
171369	INVOICE:	505978769		22815	P	09/16/24	2015015	LIB RSRCS-AV/DVD/BLURAY	24.74

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L091624

TO FISCAL 2025/09 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		153,735.72	YTD INVOICED				159,199.46	YTD PAID		5,913.67
229 PITNEY BOWES BANK INC 171390 09/10/24 228222 INVOICE: ADM09102410		22819	P	09/16/24	2015011	938502		GNL CNTRL SVC/POSTAGE		230.91
VENDOR TOTALS		20,281.67	YTD INVOICED				20,148.88	YTD PAID		230.91
101774 POLONIA BOOKSTORE 171391 09/10/24 228223 INVOICE: 77634		22820	P	09/16/24	2015017	954017		LIB RSRCS-ADULT BOOKS NF		213.15
VENDOR TOTALS		1,672.40	YTD INVOICED				1,875.55	YTD PAID		213.15
4023 RAINBOW ANIMAL ASSISTED THERAPY 171392 09/10/24 228224 INVOICE: ADM09102411		22821	P	09/16/24	2015015	938506		GNL CNTRL SVC/PROGRAM		150.00
VENDOR TOTALS		1,000.00	YTD INVOICED				1,000.00	YTD PAID		150.00
9144 RHIANNON GURLEY 171337 09/10/24 228169 INVOICE: ADM0910245		22822	P	09/16/24	2015015	938506		GNL CNTRL SVC/PROGRAM		200.00
VENDOR TOTALS		400.00	YTD INVOICED				400.00	YTD PAID		200.00
102551 CACINI INC 171393 09/10/24 228225 INVOICE: 44947 171393 09/10/24 228225 INVOICE: 44947		22823	P	09/16/24	2015011	936000		PUBLIC RELATIONS		325.00
VENDOR TOTALS		7,543.95	YTD INVOICED				7,983.95	YTD PAID		337.00
9169 STEPHANIE ROHR 171401 09/10/24 228233 INVOICE: ADM091124 171402 09/10/24 228234 INVOICE: ADM0911242		22824	P	09/16/24	2015017	938506		GNL CNTRL SVC/PROGRAM		150.00
VENDOR TOTALS		400.00	YTD INVOICED				400.00	YTD PAID		250.00
6493 SUN AND MOON YOGA 171394 09/10/24 228226 INVOICE: ADM09102413		22826	P	09/16/24	2015017	938506		GNL CNTRL SVC/PROGRAM		600.00
VENDOR TOTALS		5,700.00	YTD INVOICED				5,700.00	YTD PAID		600.00
8952 TWISTED TREE YOGA CORPORATION 171395 09/10/24 228227		22827	P	09/16/24	2015015	938506		GNL CNTRL SVC/PROGRAM		75.00

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L091624

TO FISCAL 2025/09 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID
INVOICE:	505978922									
171370	09/10/24	228202			22815	P	09/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL	53.98
INVOICE:	505943908									
171371	09/10/24	228203			22815	P	09/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL	60.73
INVOICE:	505943906									
171372	09/10/24	228204			22815	P	09/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL	46.48
INVOICE:	505943905									
171373	09/10/24	228205			22815	P	09/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL	32.14
INVOICE:	505936808									
171374	09/10/24	228206			22815	P	09/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL	35.98
INVOICE:	505944144									
171375	09/10/24	228207			22815	P	09/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL	74.97
INVOICE:	505944142									
171376	09/10/24	228208			22815	P	09/16/24	2015017	954005 LIB RSRCS-AV/DVD/BL	134.18
INVOICE:	505944141									
171377	09/10/24	228209			22815	P	09/16/24	2015015	954005 LIB RSRCS-AV/DVD/BLURAY	112.52
INVOICE:	505936912									
171378	09/10/24	228210			22815	P	09/16/24	2015015	954005 LIB RSRCS-AV/DVD/BLURAY	112.52
INVOICE:	50593610									
171379	09/10/24	228211			22815	P	09/16/24	2015015	954005 LIB RSRCS-AV/DVD/BLURAY	119.96
INVOICE:	505914955									
171380	09/10/24	228212			22815	P	09/16/24	2015015	954005 LIB RSRCS-AV/DVD/BLURAY	15.19
INVOICE:	505944074									
VENDOR TOTALS					43,001.98	YTD INVOICED		43,553.65	YTD PAID	1,338.32
1193 ORIENTAL TRADING COMPANY INC										
171382	09/10/24	228214			22816	P	09/16/24	2015015	938506 GNL CNTRL SVC/PROGRAM	175.57
INVOICE:	73238879701									
VENDOR TOTALS					378.01	YTD INVOICED		426.00	YTD PAID	175.57
4041 ORKIN PEST CONTROL										
171383	09/10/24	228215			22817	P	09/16/24	2015012	932103 BLDG MNT CNTR-GENL MAINT	1,201.88
INVOICE:	ADM0910249									
VENDOR TOTALS					2,826.08	YTD INVOICED		2,826.08	YTD PAID	1,201.88
924 OVERDRIVE INC										
171384	09/10/24	228216			22818	P	09/16/24	201	430819 NO. SUB. DIGITAL CONSORTI	1,000.00
INVOICE:	H0107605									
171385	09/10/24	228217			22818	P	09/16/24	201	430819 NO. SUB. DIGITAL CONSORTI	1,205.02
INVOICE:	00751C024248232									
171386	09/10/24	228218			22818	P	09/16/24	201	430819 NO. SUB. DIGITAL CONSORTI	278.39
INVOICE:	00751DA24250337									
171387	09/10/24	228219			22818	P	09/16/24	201	430819 NO. SUB. DIGITAL CONSORTI	231.97
INVOICE:	00751DA24259757									
171388	09/10/24	228220			22818	P	09/16/24	201	430819 NO. SUB. DIGITAL CONSORTI	3,198.29
INVOICE:	00751C024249023									

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L091624 TO FISCAL 2025/09 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
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INVOICE: ADM09102414									
VENDOR TOTALS	1,245.00	YTD INVOICED	1,245.00	YTD PAID				75.00	
1522 ULINE INC 171396	09/10/24	228228		22828	P	09/16/24	2015012	BLDG MNT CNTR-GENL MAINT	
INVOICE: 182203416							932103	288.05	
VENDOR TOTALS	3,615.52	YTD INVOICED	3,615.52	YTD PAID				288.05	
5003 UNIQUE MANAGEMENT SERVICES INC									
171397	09/10/24	228229		22829	P	09/16/24	2015011	LIB BNK SERV CHG	
INVOICE: 6129974							937800	59.10	
VENDOR TOTALS	1,406.04	YTD INVOICED	1,406.04	YTD PAID				59.10	
2193 VERIZON WIRELESS									
171403	09/10/24	228235		22830	P	09/16/24	2015011	GNL CNTRL SVC/TELEPHONE	
INVOICE: 9972791673							938501	138.43	
VENDOR TOTALS	36,688.41	YTD INVOICED	36,688.41	YTD PAID				138.43	
8881 VOGUE PRINTERS INC									
171404	09/10/24	228236		22831	P	09/16/24	2015011	PUBLIC RELATIONS NEWSLETT	
INVOICE: 242722							936001	1,908.30	
171404	09/10/24	228236		22831	P	09/16/24	2015011	GNL CNTRL SVC/POSTAGE	
INVOICE: 242722							938502	275.00	
VENDOR TOTALS	18,297.74	YTD INVOICED	18,297.74	YTD PAID				2,183.30	
8939 WRITE TURN LLC									
171381	09/10/24	228213		22832	P	09/16/24	2015015	GNL CNTRL SVC/PROGRAM	
INVOICE: ADM0910248							938506	200.00	
VENDOR TOTALS	400.00	YTD INVOICED	400.00	YTD PAID				200.00	
REPORT TOTALS									
								COUNT	AMOUNT
								41	35,879.40

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

**City of Park Ridge, IL
Warrant List Fund Totals
09/30/2024**

Fund	Description	Amount
201	Library Fund	\$69,719.52
201	Grant Fund	\$63.95
201	North Suburban	\$5,058.88
<hr/>		
	Report Total	\$74,842.35

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L093024

TO FISCAL 2025/09 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
1136 ADVOCATE HEALTH AND HOSPITALS CORPORATION	171615	09/04/24	228450		220880	P	09/30/24	2015011	933100 LIB RECRUIT & TESTING
	INVOICE:	09042024							108.00
VENDOR TOTALS									2,106.00 YTD INVOICED
									2,932.00 YTD PAID
8960 AIRESPRING INC	171612	08/01/24	228447		220881	P	09/30/24	2015011	938501 GNL CNTRL SVC/TELEPHONE
	INVOICE:	187096072							473.91
	INVOICE:	08/01/24	228449		220881	P	09/30/24	2015011	938501 GNL CNTRL SVC/TELEPHONE
	INVOICE:	187096073							360.10
VENDOR TOTALS									7,523.06 YTD INVOICED
									7,523.06 YTD PAID
48 ALLIANCE ENTERTAINMENT	171833	09/05/24	228676		220882	P	09/30/24	2015017	954015 LIB RSRCS-RECORDINGS MUSI
	INVOICE:	PLS81914809							244.62
VENDOR TOTALS									2,835.72 YTD INVOICED
									2,835.72 YTD PAID
302670 AMAZON CAPITAL SERVICES	171705	09/15/24	228543		220883	P	09/30/24	2015016	951100 LIBRARY SUPPLIES
	INVOICE:	1VLV-17LM-NQ9X							24.18
	INVOICE:	09/13/24	228545		220883	P	09/30/24	2015015	938506 GNL CNTRL SVC/PROGRAM
	INVOICE:	1K3F-HHML-7VL9							207.55
	INVOICE:	09/12/24	228546		220883	P	09/30/24	2015011	951103 STAFF APPRECIATION
	INVOICE:	16XM-G7J7-4XJH							22.29
	INVOICE:	09/11/24	228547		220883	P	09/30/24	2015015	951100 LIBRARY SUPPLIES
	INVOICE:	1MH7-HXFG-4RGP							33.95
	INVOICE:	09/12/24	228548		220883	P	09/30/24	2015015	951100 LIBRARY SUPPLIES
	INVOICE:	1P7N-63ND-CKQ3							4.27
	INVOICE:	09/11/24	228549		220883	P	09/30/24	2015015	951100 LIBRARY SUPPLIES
	INVOICE:	1PF4-KVGG-6YF7							20.89
	INVOICE:	09/13/24	228550		220883	P	09/30/24	2015015	938506 GNL CNTRL SVC/PROGRAM
	INVOICE:	1DDJ-KD74-6OH6							33.46
	INVOICE:	09/12/24	228627		220883	P	09/30/24	2015017	954017 LIB RSRCS-ADULT BOOKS NF
	INVOICE:	1MXC-X43M-7D3Y							37.19
	INVOICE:	09/13/24	228628		220883	P	09/30/24	2015017	954017 LIB RSRCS-ADULT BOOKS NF
	INVOICE:	1PX9-76HC-7YKG							46.01
	INVOICE:	09/13/24	228631		220883	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS
	INVOICE:	1JM4-XG3L-7FWX							7.66
	INVOICE:	09/16/24	228632		220883	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS
	INVOICE:	11R6-HLYV-6MWK							39.26
	INVOICE:	09/16/24	228633		220883	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS
	INVOICE:	131K-LQHV-67HQ							40.18
	INVOICE:	09/11/24	228635		220883	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS
	INVOICE:	1MGY-KVHG-7K6L							422.50
	INVOICE:	09/13/24	228636		220883	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS
	INVOICE:	1X3N-F444-9QR0							13.98
	INVOICE:	09/07/24	228637		220883	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS
	INVOICE:	1LD6-F713-PJ7Q							9.99

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171797	08/30/24	228638	220883	P	09/30/24	2015015	LIB RSRCS-CHILDREN BOOKS	19.35
INVOICE:	1163-L61L-C6H1							
171820	08/30/24	228662	220883	P	09/30/24	2015015	LIB RSRCS-CHILDREN BOOKS	10.54
INVOICE:	11FV-PQLC-CPN3							
171822	09/06/24	228665	220883	P	09/30/24	2015015	LIB RSRCS-CHILDRENS BOOKS	111.22
INVOICE:	1DMT-W1LK-PTWX							
171834	09/06/24	228677	220883	P	09/30/24	2015017	LIB RSRCS-VIDEOGAMES	59.00
INVOICE:	1LFK-PLKP-JDK9							
171851	09/04/24	228694	220883	P	09/30/24	2015015	LIB RSRCS-VIDEOGAMES	32.99
INVOICE:	1K91-QJTM-6HGI							
171967	09/26/24	228812	220883	P	09/30/24	2015017	LIBRARY SUPPLIES	26.27
INVOICE:	133W4MWTYJ6Q							
171968	09/26/24	228813	220883	P	09/30/24	2015017	LIBRARY SUPPLIES - MAKERS	35.79
INVOICE:	1GPRKGM3HVR							
171970	09/26/24	228815	220883	P	09/30/24	2015011	PUBLIC RELATIONS	17.57
INVOICE:	1VDKFYYXP4N							
171971	09/26/24	228816	220883	P	09/30/24	2015011	STAFF APPRECIATION	17.94
INVOICE:	16FR9QKJVLGG							
171972	09/26/24	228817	220883	P	09/30/24	2015011	GNL CNTRL SVC/POSTAGE	31.90
INVOICE:	1HV193FMV6V6							
VENDOR TOTALS		55,566.41	YTD INVOICED	41,954.03	YTD PAID	1,325.93		
101020	BAKER AND TAYLOR LLC							
171648	09/04/24	228486	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	102.17
INVOICE:	2038520889							
171649	09/04/24	228487	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	19.63
INVOICE:	2038520890							
171650	09/04/24	228488	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	20.18
INVOICE:	2038520891							
171651	09/04/24	228489	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	19.37
INVOICE:	2038520892							
171652	09/04/24	228490	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	18.48
INVOICE:	2038520893							
171653	09/04/24	228491	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	17.33
INVOICE:	2038520894							
171654	09/04/24	228492	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	18.48
INVOICE:	2038520895							
171655	09/04/24	228493	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	62.51
INVOICE:	2038520896							
171656	09/04/24	228494	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	18.57
INVOICE:	2038520897							
171657	09/04/24	228495	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	36.37
INVOICE:	2038520898							
171658	09/04/24	228496	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	1,222.58
INVOICE:	2038520899							
171659	09/04/24	228497	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	21.37
INVOICE:	2038520900							
171660	09/05/24	228498	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	17.90
INVOICE:	2038524972							
171661	09/05/24	228499	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	20.18

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INVOICE:	171662	09/05/24	228500		220884	P	09/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	25.43
INVOICE:	171663	09/05/24	228501		220884	P	09/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	68.99
INVOICE:	171664	09/05/24	228502		220884	P	09/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	17.90
INVOICE:	171665	09/05/24	228503		220884	P	09/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	57.30
INVOICE:	171666	09/05/24	228504		220884	P	09/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	25.94
INVOICE:	171667	09/05/24	228505		220884	P	09/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	177.43
INVOICE:	171668	09/09/24	228506		220884	P	09/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	54.29
INVOICE:	171669	09/09/24	228507		220884	P	09/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	16.14
INVOICE:	171670	09/09/24	228508		220884	P	09/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	29.28
INVOICE:	171671	09/09/24	228509		220884	P	09/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	60.38
INVOICE:	171672	09/09/24	228510		220884	P	09/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	13.07
INVOICE:	171673	09/09/24	228511		220884	P	09/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	35.81
INVOICE:	171674	09/09/24	228512		220884	P	09/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	18.47
INVOICE:	171675	09/09/24	228513		220884	P	09/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	21.37
INVOICE:	171676	09/09/24	228514		220884	P	09/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	41.00
INVOICE:	171677	09/09/24	228515		220884	P	09/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	153.49
INVOICE:	171681	09/09/24	228519		220884	P	09/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	190.17
INVOICE:	171682	09/09/24	228520		220884	P	09/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	-17.58
INVOICE:	171683	09/09/24	228521		220884	P	09/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	132.84
INVOICE:	171684	09/09/24	228522		220884	P	09/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	57.49
INVOICE:	171685	09/04/24	228523		220884	P	09/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	146.90
INVOICE:	171686	09/09/24	228524		220884	P	09/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	418.01
INVOICE:	171687	09/03/24	228525		220884	P	09/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	17.90
INVOICE:	171688	09/03/24	228526		220884	P	09/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	36.96
INVOICE:	171689	09/03/24	228527		220884	P	09/30/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI	17.91

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171690	INVOICE:	09/03/24	228528	220884	P	09/30/24	2015017	LIB RSRCS--ADULT BOOKS FI	56.16
171691	INVOICE:	09/03/24	228529	220884	P	09/30/24	2015017	LIB RSRCS--ADULT BOOKS FI	73.69
171692	INVOICE:	09/03/24	228530	220884	P	09/30/24	2015017	LIB RSRCS--ADULT BOOKS FI	17.90
171693	INVOICE:	09/03/24	228531	220884	P	09/30/24	2015017	LIB RSRCS--ADULT BOOKS FI	106.82
171694	INVOICE:	09/03/24	228532	220884	P	09/30/24	2015017	LIB RSRCS--ADULT BOOKS FI	84.07
171695	INVOICE:	09/04/24	228533	220884	P	09/30/24	2015015	LIB RSRCS-CHILDREN BOOKS	264.39
171703	INVOICE:	09/03/24	228542	220884	P	09/30/24	2015015	LIB RSRCS-RECORDING AUDIO	44.84
171729	INVOICE:	09/16/24	228569	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	35.80
171730	INVOICE:	09/16/24	228570	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	27.13
171731	INVOICE:	09/16/24	228571	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	21.37
171732	INVOICE:	09/16/24	228572	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	20.78
171733	INVOICE:	09/16/24	228573	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	17.90
171734	INVOICE:	09/16/24	228574	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	56.59
171735	INVOICE:	09/16/24	228576	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	108.31
171736	INVOICE:	09/16/24	228577	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	38.65
171737	INVOICE:	09/16/24	228578	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	59.45
171743	INVOICE:	09/16/24	228584	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	17.91
171744	INVOICE:	09/16/24	228585	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	16.69
171745	INVOICE:	09/16/24	228586	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	17.44
171746	INVOICE:	09/16/24	228587	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	42.68
171747	INVOICE:	09/16/24	228588	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	38.05
171748	INVOICE:	09/03/24	228589	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	139.04
171749	INVOICE:	09/09/24	228590	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS NF	206.87
171750	INVOICE:	09/12/24	228591	220884	P	09/30/24	2015017	LIB RSRCS-ADULT BOOKS FI	197.20
171751	INVOICE:	09/04/24	228592	220884	P	09/30/24	2015017	LIB RSRCS--ADULT BOOKS FI	-17.01
171752	INVOICE:	09/10/24	228593	220884	P	09/30/24	2015017	LIB RSRCS--MML	36.96

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INVOICE: 171753	09/10/24	228594		220884	P	09/30/24	2015017	954011 LIB RSRCS -MWL	72.77
INVOICE: 171754	09/10/24	228595		220884	P	09/30/24	2015017	954011 LIB RSRCS -MWL	191.69
INVOICE: 171755	09/10/24	228596		220884	P	09/30/24	2015017	954011 LIB RSRCS -MWL	35.80
INVOICE: 171756	09/06/24	228597		220884	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	26.84
INVOICE: 171757	09/06/24	228598		220884	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	25.99
INVOICE: 171758	09/10/24	228599		220884	P	09/30/24	2015015	954019 LIB RSRCS-CHILDRENS BOOKS	15.59
INVOICE: 171759	09/12/24	228600		220884	P	09/30/24	2015015	954019 LIB RSRCS-CHILDRENS BOOKS	44.03
INVOICE: 171760	09/16/24	228601		220884	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	28.30
INVOICE: 171761	09/16/24	228602		220884	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	6.06
INVOICE: 171762	09/16/24	228603		220884	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	24.84
INVOICE: 171763	09/16/24	228604		220884	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	837.13
INVOICE: 171764	09/16/24	228605		220884	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	29.90
INVOICE: 171765	09/16/24	228606		220884	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	55.94
INVOICE: 171766	09/16/24	228607		220884	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	14.18
INVOICE: 171767	09/12/24	228608		220884	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	30.98
INVOICE: 171768	09/12/24	228609		220884	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	6.11
INVOICE: 171769	09/12/24	228610		220884	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	16.48
INVOICE: 171773	09/12/24	228614		220884	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	282.67
INVOICE: 171775	09/04/24	228616		220884	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	4.85
INVOICE: 171776	09/04/24	228617		220884	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	489.77
INVOICE: 171777	09/12/24	228618		220884	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	17.58
INVOICE: 171778	09/04/24	228619		220884	P	09/30/24	2015015	954002 LIB RSRCS-CHILDREN BOOKS	16.48
INVOICE: 171779	09/05/24	228620		220884	P	09/30/24	2015015	954019 LIB RSRCS-CHILDRENS BOOKS	80.40
INVOICE: 171780	09/05/24	228621		220884	P	09/30/24	2015015	954019 LIB RSRCS-CHILDRENS BOOKS	19.08
INVOICE: 171781	09/11/24	228622		220884	P	09/30/24	2015015	954019 LIB RSRCS-CHILDRENS BOOKS	12.99

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171782	2038536640	09/11/24	228623		220884	P	09/30/24	2015015	954019 LIB RSRCS-CHILDRENS BOOKS
171783	2038536641	09/11/24	228624		220884	P	09/30/24	2015015	954019 LIB RSRCS-CHILDRENS BOOKS
171784	2038536642	09/11/24	228625		220884	P	09/30/24	2015015	954019 LIB RSRCS-CHILDRENS BOOKS
VENDOR TOTALS		127,419.49 YTD INVOICED		128,637.57 YTD PAID					
7046	ALYSSA BARRETT	09/26/24	228818		220885	P	09/30/24	2015011	933800 CONFERENCES & TRAINING
171973	ADM092624								
VENDOR TOTALS		41.46 YTD INVOICED		41.46 YTD PAID					
489	BLACKSTONE AUDIO INC	09/06/24	228672		220886	P	09/30/24	2015017	954004 LIB RSRCS-RECORDING AUDIO
171830	2168785								
VENDOR TOTALS		6,532.08 YTD INVOICED		6,731.28 YTD PAID					
9221	BRIAN ELLIS	08/14/24	228556		220887	P	09/30/24	2015017	938506 GNL CNTRL SVC/PROGRAM
171717	ADM091924-5								
VENDOR TOTALS		450.00 YTD INVOICED		450.00 YTD PAID					
8516	CATHERINE DUDLEY	08/30/24	228478		220888	P	09/30/24	2015011	933800 CONFERENCES & TRAINING
171641	ADM083024				220888	P	09/30/24	2015015	951100 LIBRARY SUPPLIES
171641	ADM083024				220888	P	09/30/24	2015015	938506 GNL CNTRL SVC/PROGRAM
171641	ADM083024								
VENDOR TOTALS		353.60 YTD INVOICED		364.87 YTD PAID					
300553	CENGAGE LEARNING INC	09/10/24	228629		220889	P	09/30/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI
171788	85465102								
VENDOR TOTALS		11,412.16 YTD INVOICED		11,549.71 YTD PAID					
13239	CENTER OF CONCERN	08/14/24	228559		220890	P	09/30/24	2015017	938506 GNL CNTRL SVC/PROGRAM
171720	ADM091924-8								
VENDOR TOTALS		1,600.00 YTD INVOICED		1,600.00 YTD PAID					
303044	CENTER POINT INC	08/26/24	228630		220891	P	09/30/24	2015017	954001 LIB RSRCS--ADULT BOOKS FI
171789									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
VENDOR TOTALS									
6984 ACCOUNTING RESEARCH & ANALYTICS LLC	171614	09/13/24	228456		220892	P	09/30/24	2015017	954003 LIB RSRCS--PERIODICALS
INVOICE:	INV143742								
VENDOR TOTALS 1,073.93 YTD INVOICED 1,073.93 YTD PAID 32.32									
5814 CHASE									
171974	INVOICE:	09/26/24	228819		220893	P	09/30/24	2015011	931700 LIB DATA PROC SV
171974	INVOICE:	09/26/24	228819		220893	P	09/30/24	2015011	933800 CONFERENCES & TRAINING
171974	INVOICE:	09/26/24	228819		220893	P	09/30/24	2015011	936000 PUBLIC RELATIONS
171974	INVOICE:	09/26/24	228819		220893	P	09/30/24	2015011	938502 GNL CNTRL SVC/POSTAGE
171974	INVOICE:	09/26/24	228819		220893	P	09/30/24	2015011	951002 OFF SPLS--OTHER SUPPLIES
171974	INVOICE:	09/26/24	228819		220893	P	09/30/24	2015011	951100 LIBRARY SUPPLIES
171974	INVOICE:	09/26/24	228819		220893	P	09/30/24	2015012	952100 STAFF APPRECIATION
171974	INVOICE:	09/26/24	228819		220893	P	09/30/24	2015011	951103 BUILDING SUPPLIES
171974	INVOICE:	09/26/24	228819		220893	P	09/30/24	2015015	938506 GNL CNTRL SVC/PROGRAM
171974	INVOICE:	09/26/24	228819		220893	P	09/30/24	2015015	951100 LIBRARY SUPPLIES
171974	INVOICE:	09/26/24	228819		220893	P	09/30/24	2015017	951100 LIBRARY SUPPLIES
VENDOR TOTALS 35,396.53 YTD INVOICED 37,102.72 YTD PAID 4,366.27									
5403 CHASE PAYMENTECH									
171982	INVOICE:	09/26/24	228828		17030	W	09/30/24	2015011	937800 LIB BNK SERV CHG
INVOICE:	ADM0926245								
VENDOR TOTALS 22,882.84 YTD INVOICED 25,436.49 YTD PAID 18.17									
302631 CHILDRENS PLUS INC									
171702	INVOICE:	08/30/24	228541		220894	P	09/30/24	2015015	954019 LIB RSRCS--CHILDRENS BOOKS
171821	INVOICE:	09/16/24	228664		220894	P	09/30/24	2015015	954019 LIB RSRCS--CHILDRENS BOOKS
171823	INVOICE:	09/10/24	228666		220894	P	09/30/24	2015015	954019 LIB RSRCS--CHILDRENS BOOKS
INVOICE:	250864								
VENDOR TOTALS 22,882.84 YTD INVOICED 25,436.49 YTD PAID 1,818.85									

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L093024

TO FISCAL 2025/09 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											
102908	COMPUTER VIEW INC	09/18/24	228475		220895	P	09/30/24	2015011	990800	COMPUTER EQUIPMENT	26,095.00
	171638										
	INVOICE:	30098									26,095.00
VENDOR TOTALS											
9233	ELARA ENERGY SERVICES INC	09/17/24	228452		220896	P	09/30/24	2015012	996300	BUILDING/BUILDING IMPROVE	6,950.00
	171617										
	INVOICE:	24053-3									6,950.00
VENDOR TOTALS											
9000	EMILY FARDOUX	09/26/24	228820		220897	P	09/30/24	2015011	933800	CONFERENCES & TRAINING	28.57
	171975										
	INVOICE:	ADM0926243									28.57
VENDOR TOTALS											
8496	GORDON FLESCH COMPANY INC	09/26/24	228823		220898	P	09/30/24	2015011	935100	EQPT RNTL-MAINTENANCE	394.04
	171977										
	INVOICE:	IN14852181									394.04
VENDOR TOTALS											
5041	TIFFANY ANN GATES ETCHHELL	08/27/24	228558		220899	P	09/30/24	2015015	938506	GNL CNTRL SVC/PROGRAM	125.00
	171719										
	INVOICE:	ADM091924-7									125.00
VENDOR TOTALS											
7842	INGRAM LIBRARY SERVICES	09/09/24	228535		220900	P	09/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	325.38
	171696										
	INVOICE:	63102492									20.94
	171697				220900	P	09/30/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF	575.98
	INVOICE:	63102491									185.24
	171698				220900	P	09/30/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	97.38
	INVOICE:	63102119									155.03
	171699				220900	P	09/30/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	221.99
	INVOICE:	67742174									1,581.94
	171700				220900	P	09/30/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	
	INVOICE:	63099935									
	171701				220900	P	09/30/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	
	INVOICE:	63099934									
	171793				220900	P	09/30/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS	
	INVOICE:	63104740									
VENDOR TOTALS											
27,777.25 YTD INVOICED										27,777.25 YTD PAID	

CITY OF PARK RIDGE



PAID INVOICES REPORT

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TO FISCAL 2025/09 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
8366 JOANNA BERTUCCI	171635	09/11/24	228472		220901	P	09/30/24	2015011	933800	CONFERENCES & TRAINING	26.54
	INVOICE:	ADM091124									
VENDOR TOTALS											26.54
7156 KANOPY LLC	171976	09/26/24	228822		220902	P	09/30/24	2015017	954012	LIB RSRCS-E-BOOKS	4,000.00
	INVOICE:	KDEP23015									
VENDOR TOTALS											26.54
8860 KOHL CHILDREN MUSEUM-GREATER CHICAGO	171716	09/06/24	228555		220903	P	09/30/24	2015015	938506	GNL CNTRL SVC/PROGRAM	475.00
	INVOICE:	ADM091924-4									
VENDOR TOTALS											4,000.00
8865 LANGUAGE ACADEMY LLC	171712	09/06/24	228551		220904	P	09/30/24	2015015	938506	GNL CNTRL SVC/PROGRAM	50.00
	INVOICE:	ADM091924									
VENDOR TOTALS											475.00
7835 MARK ANDERSON	171715	09/06/24	228554		220905	P	09/30/24	2015015	938506	GNL CNTRL SVC/PROGRAM	650.00
	INVOICE:	ADM091924-3									
VENDOR TOTALS											50.00
1061 MARY MASON	171620	09/10/24	228458		220906	P	09/30/24	2015015	938506	GNL CNTRL SVC/PROGRAM	64.45
	INVOICE:	NM91024									
VENDOR TOTALS											650.00
101892 MIDWEST TAPE	171619	09/13/24	228457		220907	P	09/30/24	2015017	954012	LIB RSRCS-E-BOOKS	7,000.00
	INVOICE:	506040246									
	INVOICE:	09/16/24 228667			220907	P	09/30/24	2015017	954005	LIB RSRCS-AV/DVD/BL	46.48
	INVOICE:	506049873			220907	P	09/30/24	2015017	954005	LIB RSRCS-AV/DVD/BL	110.22
	INVOICE:	09/16/24 228668			220907	P	09/30/24	2015017	954005	LIB RSRCS-AV/DVD/BL	52.48
	INVOICE:	09/16/24 228669			220907	P	09/30/24	2015017	954005	LIB RSRCS-AV/DVD/BL	38.99
	INVOICE:	09/09/24 228670			220907	P	09/30/24	2015017	954005	LIB RSRCS-AV/DVD/BL	106.20
	INVOICE:	09/05/24 228678			220907	P	09/30/24	2015015	954005	LIB RSRCS-AV/DVD/BLURAY	106.20
	INVOICE:	09/05/24 228679			220907	P	09/30/24	2015015	954005	LIB RSRCS-AV/DVD/BLURAY	106.52
VENDOR TOTALS											64.45

CITY OF PARK RIDGE



PAID INVOICES REPORT

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TO FISCAL 2025/09 01/01/2024 TO 12/31/2024

VENDOR NAME	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCT	GL ACCT DESCRIPTION	
171837	09/05/24	228680		220907	P	09/30/24	2015015	954005 LIB RSRCS-AV/DVD/BLURAY	106.52
INVOICE:	506005691								
171838	09/11/24	228681		220907	P	09/30/24	2015015	954005 LIB RSRCS-AV/DVD/BLURAY	14.26
INVOICE:	506032267								
VENDOR TOTALS									7,581.67
1193	09/26/24	228824		220908	P	09/30/24	2015015	938506 GNL CNTRL SVC/PROGRAM	168.93
171978	09/26/24	228824							
INVOICE:	73271661301								
VENDOR TOTALS									168.93
924	09/09/24	228459		220909	P	09/30/24	201	430819 NO. SUB. DIGITAL CONSORTI	1,198.37
171621	09/10/24	228459		220909	P	09/30/24	201	430819 NO. SUB. DIGITAL CONSORTI	420.49
INVOICE:	00751C024264739								
171630	09/10/24	228468		220909	P	09/30/24	201	430819 NO. SUB. DIGITAL CONSORTI	2,877.08
INVOICE:	00751DA24266973								
171631	09/10/24	228471		220909	P	09/30/24	201	430819 NO. SUB. DIGITAL CONSORTI	562.94
INVOICE:	00751C024266091								
171721	09/17/24	228560		220909	P	09/30/24	201	430819 NO. SUB. DIGITAL CONSORTI	562.94
INVOICE:	00751DA24274553								
VENDOR TOTALS									5,058.88
8790	09/10/24	228675		220911	P	09/30/24	2015017	954004 LIB RSRCS-RECORDING AUDIO	1,069.34
171832	09/10/24	228675		220911	P	09/30/24	2015015	954004 LIB RSRCS-RECORDING AUDIO	24.99
INVOICE:	474225								
171840	09/03/24	228683		220910	P	09/30/24	2015015	954004 LIB RSRCS-RECORDING AUDIO	24.99
INVOICE:	473304								
171842	09/03/24	228685		220911	P	09/30/24	2015015	954004 LIB RSRCS-RECORDING AUDIO	118.98
INVOICE:	473298								
171845	09/06/24	228687		220911	P	09/30/24	2015015	954004 LIB RSRCS-RECORDING AUDIO	187.73
INVOICE:	473893								
171847	09/06/24	228690		220911	P	09/30/24	2015015	954004 LIB RSRCS-RECORDING AUDIO	187.73
INVOICE:	473877								
VENDOR TOTALS									1,426.03
4023	09/06/24	228552		220912	P	09/30/24	2015015	938506 GNL CNTRL SVC/PROGRAM	100.00
171713	09/06/24	228552		220912	P	09/30/24	2015015	938506 GNL CNTRL SVC/PROGRAM	100.00
INVOICE:	ADM091924-1								
VENDOR TOTALS									100.00
102551	09/26/24	228825		220913	P	09/30/24	2015011	936000 PUBLIC RELATIONS	150.00
171979	09/26/24	228825		220913	P	09/30/24	2015011	936000 PUBLIC RELATIONS	150.00
INVOICE:	44993								
VENDOR TOTALS									150.00

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TO FISCAL 2025/09 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
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9178 STEVEN BALAZS	171714	09/06/24	228553		220914	P	09/30/24	2015015	938506	GNL CNTRL SVC/PROGRAM	550.00
INVOICE: ADM091924-2											

VENDOR TOTALS											
											550.00
YTD INVOICED											550.00
YTD PAID											550.00

8952 TWISTED TREE YOGA CORPORATION	171718	08/24/24	228557		220915	P	09/30/24	2015015	938506	GNL CNTRL SVC/PROGRAM	120.00
INVOICE: ADM091924-6											

VENDOR TOTALS											
											1,365.00
YTD INVOICED											1,365.00
YTD PAID											120.00

5003 UNTRQUE MANAGEMENT SERVICES INC	171980	09/26/24	228826		220916	P	09/30/24	2015011	936000	PUBLIC RELATIONS	300.00
INVOICE: 6128541											

VENDOR TOTALS											
											1,706.04
YTD INVOICED											1,706.04
YTD PAID											2,143.94

4402 VERIFY	171981	09/26/24	228827		220917	P	09/30/24	2015011	933100	LIB RECRUIT & TESTING	54.00
INVOICE: ADM0926244											

VENDOR TOTALS											
											360.00
YTD INVOICED											360.00
YTD PAID											381.00

300800 WAREHOUSE DIRECT INC	171645	09/12/24	228483		220918	P	09/30/24	2015011	951001	OFF SPLS--PHOTOCOPY	308.94
INVOICE: 5789425-0											
	171647	09/13/24	228485		220918	P	09/30/24	2015011	951001	OFF SPLS--PHOTOCOPY	74.32
INVOICE: 5790769-0											

VENDOR TOTALS											
											2,980.07
YTD INVOICED											2,980.07
YTD PAID											3,386.77
REPORT TOTALS											74,842.35

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

TOTAL PRINTED CHECKS	COUNT	AMOUNT
TOTAL WIRE TRANSFERS	39	74,824.18
	1	18.17