

AGENDA
 PARK RIDGE PUBLIC LIBRARY
 20 S. Prospect Avenue, Park Ridge, IL 60068
 Regular Meeting of the Board of Trustees held **in the City Hall Council Chambers**
505 Butler Place, Park Ridge, IL – Tuesday, August 17, 2021 at 7:00 p.m.

1. Call to Order
2. Roll Call
3. CONSENT AGENDA
 - * Items listed with an asterisk are considered routine by the Library Board and will be enacted by one motion. There will be no discussion of those items unless a Board member so requests, in which event the item will be removed from consent and considered in its normal sequence on the agenda.
- *4. Approval of Minutes of the July 20, 2021 Regular Meeting of the Library Board
5. Approval of Minutes of the April 6, 2021, April 7, 2021 and April 22, 2021 Special Meetings of the Library Board
6. Approval of Minutes of the July 12, 2021 Special Meeting of the Library Board (Trustee Orientation)
7. Approval of Minutes of the August 3, 2021 Special Meeting of the Library Board (Trustee Orientation)
8. Comments from the Public (Non-agenda items)
9. Secretary's Report
10. Treasurer's Report

*A. Ratify Bills Payable-Warrant Register for:

Period 3, July 16, 2021		Period 3, July 31, 2021	
Library Fund Warrants	\$57,068.30	Library Fund Warrants	\$49,316.29
Payroll	\$79,517.09	Payroll	\$81,523.74
Per Capita Grant Fund	\$0.00	Per Capita Grant Fund	\$0.00
North Suburban Digital Consortium	\$1,939.63	North Suburban Digital Consortium	\$5,667.19
Total	\$138,525.02	Total	\$136,507.22

- *B. Cash statement for all accounts for July 2021
 - a. Ratify disbursements from the Petty Cash Fund, \$32.90
- C. Consolidated Year to Date Revenue and Expenditures Report for July 2021
 - a. **MOTION** to approve the *Consolidated Year to Date Revenue and Expenditures Report for July 2021*
- *D. Fines & Fees Revenue History for July 2021

11. Library Director's Report

- A. Statistics
- B. Narrative

12. Committee Reports

- A. Building & Grounds
 - a. **MOTION** to approve Change Order Request 29.1 for the 2020 Library Improvement Project in the amount of \$46,067.54
 - b. **MOTION** to approve funds for Capital Needs Assessment, not to exceed \$17,000
- B. Budget & Finance
 - *a. **MOTION** to approve the allocation of \$21,904.23 of the capital facility restrictions to the 2020 Library Improvement Project.
 - b. **MOTION** to approve the transfer of \$17,000 from the Library Data Processing budget line to the Consulting Service budget line.
- C. Personnel
 - *a. **MOTION** to approve the SY21 Salary Plan, which includes \$63,650 in increases, \$37,500 for 3% average merit pool increases, \$9,250 for one time merit bonuses, and \$16,900 for merit adjustments based on revised pay grade/scale and minimum wage adjustments.
 - *b. **MOTION** to approve merit pool increases and adjustments be backdated to May 1, 2021 in alignment with the start of SY21.
- D. Planning & Operations
 - *a. **MOTION** to approve estimate #193193 from Takeform in the amount of \$15,616.37 to complete phase 2 of the interior signage project.
 - *b. **MOTION** to approve purchase of 2 Opto units from Library Furniture International in the amount of \$8,173.08.

13. Friends of the Library Report

14. Unfinished Business

- A. **MOTION** to approve updated essential government operation resolution

15. New Business

- A. Policy review subcommittee appointments

16. Closed Session as per 5 ILCS 120/2(c)(21) for semi-annual review of closed session minutes.

17. Adjournment

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

July 20, 2021 at 7:00 p.m.

CALL TO ORDER

Ms. Rapisand called the meeting to order at 7:00 p.m.

Ms. Rapisand explained that the Library Board is meeting in person and that the meeting is also being video conference. She announced that any public comments or requests to speak from virtual participants may be sent to librarydirector@prpl.org or jbortucci@prpl.org. Participants may also raise their hand virtually.

ROLL CALL

Trustees Present: Karen Burkum, Alexandra Hanba; Josh Kiem, Danielle Powers, Lauren Rapisand, David Somheil, Joseph Steinfelds, Deepika Thiagarajan

Trustees Absent: Gregory Rusk

Others Present: Joanna Bertucci, Library Director; Angela Berger, Lauren Bochat, Alyson Doubek, Staci Greenwald, Gretchen Kottkamp, John Priala, Laura Scott, Library staff; Donna Sitkiewicz and Zoe, Carolyn Sitkiewicz, Gregory Rusk, Ann Lunde

Ms. Rapisand noted that prior to this evening's meeting, Deputy City Clerk Brigid Madden came to the Library to swear in returning trustee Lauren Rapisand and new trustee Danielle Powers. Ms. Rapisand welcomed Ms. Powers to the Board and noted that Gregory Rusk will be attending the August Committee of the Whole meetings and will be sworn in at that time.

Election of Officers

Ms. Rapisand asked Mr. Kiem, as chair of the Nominating Committee, to act as President Pro-tem

The Nominating Committee met on July 14, 2021 and reviewed the business needs of the Library and the tenure, qualifications and interests of Board members, and developed a slate of officers for next year. On behalf of the Committee, Mr. Kiem nominated the following Board members to serve as officers for the 2021-2022 term:

President: Lauren Rapisand
Vice-President: Alexandra Hanba
Treasurer: David Somheil
Secretary: Deepika Thiagarajan

Mr. Kiem asked if there were other nominations or comments from the floor. There being no other nominations from the floor, nor any comments from the public or Board, Trustee Kiem made a

MOTION: To elect the above slate of officers for the 2021-2022 term
Trustee Somheil seconded the motion

Roll Call vote: Yes: Burkum, Hanba, Kiem, Powers, Rapisand, Somheil, Steinfelds, Thiagarajan

Motion passed.

Presentation of 2021 Library Award

The Annual Library Award honors an individual or individuals who have performed extraordinary service to the Library. President Rapisand announced that she is honored to present this year's award to the Sitkiewicz family

President Rapisand read the nomination of the Sitkiewicz family that was submitted by library staff members Angela Berger and Laura Scott:

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

July 20, 2021 at 7:00 p.m.

In 2017, the Sitkiewicz Family reached out to the Library with the goal of creating an ongoing initiative to honor their mother, Marion Sitkiewicz. The Sitkiewicz family worked with Library staff to develop and fund a number of initiatives under the name Marion's Mark. Marion's Mark has generously provided the fireplace in the Quiet Reading Room at the Library. They have also sponsored the popular Read to the Dogs program for children and art classes for adults. In addition, Marion's Mark plans to provide Little Free Libraries throughout the community, to further promote their mother's love of life-long learning, reading and libraries. Prior to COVID, residential locations were selected for the placement of six libraries in Park Ridge. Future placement of additional Little Free Libraries in community parks is also a goal of the program. It is an ideal time to once again recognize the Sitkiewicz family for their support of the Library and the Park Ridge community.

President Rapisand, in speaking for the Board, extended their thanks to the Sitkiewicz Family for their generous and ongoing support of the Library.

Donna Sitkiewicz, on behalf of her entire family, thanked the board for the award and for their support. She also extended her thanks to Laura Scott and Angela Berger, who along with former staff member Parry Rigney, welcomed their family with open arms and brainstormed programs that reflected their mother's love for the library. Through this process, a partnership was formed that both found programs that make a difference to community and meant something to her mother. Ms. Sitkiewicz recalled presenting these ideas and the Marion's Mark logo to their mother, prior to her passing. She further stated that she is happy to begin to now plant the Little Free Libraries in the community and continue the programming that was underway prior to COVID.

President Rapisand announced that the Board would take a brief recess for refreshments and added that the meeting would resume shortly.

Consent agenda

Items on the consent agenda included:

- Approval of Minutes of the June 15, 2021 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 2, June 16, 2021 and Period 2, June 29, 2021
- Cash statement for all accounts for June 2021
- Fines & Fees Revenue History for June 2021

Trustee Somheil made a

MOTION: to approve the consent agenda as amended

Trustee Steinfels seconded the motion.

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

Abstain: Powers

Motion passed.

Comments from the public on non-agenda items

None.

Secretary's Report

Secretary Thiagarajan reviewed recent news articles and press releases including the kickoff of Summer Reading Clubs, mask requirements in the building, various summer programming, and an article highlighting the Park Ridge History Center's 50th anniversary and the related display that was placed in the Library's second floor display case.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

July 20, 2021 at 7:00 p.m.

Treasurer's Report

Treasurer Somheil reviewed the Year to Date Revenue and Expenditures report for SY21 period 2 and noted that with 25% of the stub year completed, revenues were at \$241,185 (13% of total budget amount). The Library spent \$453,406 (15% spent of operating), and \$125,329 (capital projects). Total expenses for stub year 2021 were \$578,735; 16% of the total budget.

Treasurer Somheil made a

MOTION: to approve the SY21 Period 2 YTD Revenue and Expense Statement

Trustee Burkum seconded the motion.

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

Abstain: Powers

Motion passed.

Director's Report

Director Bertucci began her report by taking a moment to acknowledge Gretchen Kottkamp who will be retiring tomorrow after 41 years of service to the Library. Ms. Bertucci thanked Ms. Kottkamp for her exemplary service over the past years and expressed her belief that the model of excellence that Ms. Kottkamp demonstrates will be carried forward by her colleagues and the many staff that she has mentored over the years. She congratulated Ms. Kottkamp on her retirement and thanked her for her service to the library, the citizens and the community of Park Ridge.

President Rapisand also thanked Ms. Kottkamp for her leadership and service and stated that she, and the institutional knowledge that she possesses, will be greatly missed. She extended the Board's very best wishes to Ms. Kottkamp on her retirement.

Director Bertucci then welcomed trustee Danielle Powers to the Board and noted that Gregory Rusk, the other newly appointed trustee would be sworn in at the City by Deputy City Clerk Madden in next few days. An onboarding session will be held for new trustees prior to the August committee of the whole meetings.

Ms. Bertucci reviewed her monthly report that is included in the Board packet. In regard to Library administration, she noted that the Illinois Public Library Annual Report (IPLAR) has been completed and submitted to the Illinois State Library. She further noted that the HR Source annual salary survey has been made available. Trustee Hanba and Director Bertucci will meet next week to review survey data and Director Bertucci's recommendation for the SY21 salary plan.

After meeting with all trustees over the past month, Director Bertucci has created a revised statistical report in response to suggestions and concerns raised in those meetings. Current year statistics will be compared with 2019 as a guidepost, since that is the most recent year when the library was not under construction and statistics were not impacted by COVID. Going forward, the director's report will focus on activities that have a direct tie to the strategic plan.

Other items from the director's report that were highlighted include:

- Receipt of Per Capita Grant funding that will be used for 3rd floor meeting room furniture, storage and signage remaining from the library renovation project.
- Reopening of the Media Lab and Studio this week.
- Additional documentation required for CO 29 has not yet been received. This information will be included for consideration at the August COW meetings, if received
- The library's Annual Report will be printed and distributed throughout the Library

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

July 20, 2021 at 7:00 p.m.

- Director Bertucci was invited to serve a one year term on the Illinois Library Association's Advocacy Committee.
- Notable programming occurring during June was noted. An author visit with Martha Hall Kelly on June 1st was a joint program sponsored by ten area libraries and had 339 attendees. This was noted as an example of the opportunity for this kind of partnership that results from virtual programming.
- Patron comments received during the month will be included in the director's report each month. Director Bertucci believes it is important that the Board be advised of the comments that are being received from patrons.

COMMITTEE REPORTS

PLANNING AND OPERATIONS

Approval of Computer View, Inc. contract extension

President Rapisand noted that a motion appears on the agenda to approve a one year contract extension with the Library's IT services provider. She explained that this was discussed at the Planning & Operations committee meeting. Trustee Hanba asked that Trustee Powers be updated on this issue. Director Bertucci summarized the committee discussion for Ms. Powers. Ms. Powers then inquired as to the Library's satisfaction with CVI's responsiveness and compliance with the terms of the contract. Director Bertucci confirmed that all obligations are being met.

President Rapisand made a

MOTION: to approve a one year extension of the CVI contract commencing on September 1, 2021 and ending on August 31, 2022 in the amount of \$141,400

Trustee Steinfels seconded the motion.

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

Motion passed.

FRIENDS OF THE LIBRARY

Director Bertucci stated that the Friends' book sale is scheduled for October 22-24 as long as we continue to be restored in Illinois. The Friends have begun accepting donations again for the next sale.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

President Rapisand adjourned the meeting at 7:43 p.m.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Special Meeting of the Board of Trustees held via videoconference

April 6, 2021 at 12:00 p.m.

CALL TO ORDER

President Rapisand called the meeting to order at 12:05 p.m.

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

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

ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary;
(Via videoconference) Alexandra Hanba; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan

Trustees Absent: Stevan Dobrilovic, Treasurer

Others Present: Karen Miller and Brian Hare, Bradbury Miller; candidates for Library Director

Public Comment

None.

Library Director Interviews

Trustee Kiem made a

MOTION: for the Board to adjourn to Closed Session, pursuant to 5 ILCS 120/2(c)(1), for the purpose of discussion of a personnel matter.

Trustee Hanba seconded the motion.

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

Motion passed.

Board adjourned to closed session at 12:07 p.m.

Board reconvened in Open Session at 3:26 pm. No additional business occurred after Open Session resumed.

President Rapisand adjourned the meeting at 3:27 pm.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Special Meeting of the Board of Trustees held via videoconference

April 7, 2021 at 12:00 p.m.

CALL TO ORDER

President Rapisand called the meeting to order at 12:04 p.m.

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

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

ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary;
(Via videoconference) Alexandra Hanba; Josh Kiem; Joseph Steinfels; Deepika Thiagarajan

Trustees Absent: Stevan Dobrilovic, Treasurer; Michael Reardon

Others Present: Karen Miller and Brian Hare, Bradbury Miller; candidates for Library Director

Public Comment

None.

Library Director Interviews

Trustee Hanba made a

MOTION: for the Board to adjourn to Closed Session, pursuant to 5 ILCS 120/2(c)(1), for the purpose of discussion of a personnel matter.

Trustee Steinfels seconded the motion.

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

Motion passed.

Board adjourned to closed session at 12:06 p.m.

Board reconvened in Open Session at 3:57 pm. No additional business occurred after Open Session resumed.

President Rapisand adjourned the meeting at 3:58 pm.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Special Meeting of the Board of Trustees held via videoconference

April 22, 2021 at 7:00 p.m.

CALL TO ORDER

President Rapisand called the meeting to order at 7:03 p.m.

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

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

ROLL CALL

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

Others Present: Karen Miller and Jobeth Bradbury, Bradbury Miller

Public Comment

None.

Library Director Interviews

Trustee Kiem made a

MOTION: for the Board to adjourn to Closed Session, pursuant to 5 ILCS 120/2(c)(1), for the purpose of discussion of a personnel matter.

Trustee Steinfels seconded the motion.

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

Motion passed.

Board adjourned to closed session at 7:05 p.m.

Board reconvened in Open Session at 8:09 pm. No additional business occurred after Open Session resumed.

President Rapisand adjourned the meeting at 8:10 pm.

**MINUTES
OF A SPECIAL MEETING OF THE LIBRARY BOARD
FOR NEW TRUSTEE ORIENTATION
PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Held in the 3rd Floor Meeting Room of the Park Ridge Public Library - Monday, July 12 2021 at 4:00 p.m.

ROLL CALL:

TRUSTEES PRESENT: Lauren Rapisand, Deepika Thiagarajan

OTHERS PRESENT: Joanna Bertucci, Library Director, John Priala, Facility Manager

New Trustee Orientation

Director Bertucci, with the support of President Rapisand, reviewed topics listed in Library Trustee Orientation, Appendix II B of Park Ridge Public Library Policies and Procedures. Questions and discussion ensued. Required resources were provided. Facility Manager Priala provided Trustees with a tour of the Library facility.

Adjournment: 5:15 p.m.

DRAFT

**MINUTES
OF A SPECIAL MEETING OF THE LIBRARY BOARD
FOR NEW TRUSTEE ORIENTATION
PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Held in the 3rd Floor Meeting Room of the Park Ridge Public Library – Tuesday, August 3, 2021 at 6:00 PM

ROLL CALL:

TRUSTEES PRESENT: Danielle Powers, Lauren Rapisand, Gregg Rusk, Joseph Steinfeld

OTHERS PRESENT: Joanna Bertucci, Library Director, John Priala, Facility Manager

New Trustee Orientation

Director Bertucci, with the support of President Rapisand, reviewed topics listed in Library Trustee Orientation, Appendix II B of Park Ridge Public Library Policies and Procedures. Questions and discussion ensued. Required resources were provided. Facility Manager Priala provided Trustees with a tour of the Library facility.

Adjournment: 8:00 p.m.

DRAFT

Park Ridge Public Library - Secretary's Report August 17, 2021

PRPL Web Site News Items

- [Three trustees, new officers named to Library board - General News - News | Park Ridge Library](#)

Press Articles

- [Library Elects Officers; Back To Open Meetings | Journal & Topics Media Group \(journal-topics.com\)](#) July 28, 2021
- [Library Award Recognizes The Gifts Of 'Marion's Mark' | Journal & Topics Media Group \(journal-topics.com\)](#) July 28, 2021
- [Colorful origami peace cranes take flight at Park Ridge Public Library - Chicago Tribune](#) July 29, 2021

Cash Statement
Stub Year 2021 - May, 2021 through July, 2021

Library Fund

CHASE

\$ 3,592,322

Internal Operating Fund

LIBRARY LOUNGE FUND

Liberty Bank - Staff self-funded for staff events \$ 204

LIBRARY PETTY CASH FUND

Liberty Bank - Primary use to reimburse lost/paid patron fees \$ 735

CASH ON HAND

\$ 540

Gift Fund

RESTRICTED GIFT FUND INVESTED FUNDS

BMO Harris - Opened when Liberty Gift Fund reached maximum balance \$ 125,496

LIBRARY RESTRICTED GIFT FUND

Liberty Bank - Donations (not necessarily with spending restriction) \$ 195,100

Endowment Fund

SPENSLEY LARGE PRINT ENDOWMENT

Library Funds \$10,000 are a part of Chase Operating \$ -

ENDOWMENT FUND INVESTED FUNDS

Parkway Bank CD - Principal invested for 24 months. \$ 159,846

Trust

***BRUCE MICHEL LIBRARY TRUST**

Northern Trust - Technology Upgrades \$ 251,815

*The Bruce Michel Library Trust funds are held at Northern Trust. The funds are earmarked for technology upgrades throughout the library. Requests for expenditure must be approved by Mr. Bruce Michel's widow and are disbursed by Northern Trust. The balance in this account is reported as of March 31, 2021, based on our quarterly account statement from Northern Trust.

**Park Ridge Public Library
Ratification and Approval of Disbursements/Payments
July, 2021**

Approval for payment from Gift Fund:

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

Ratify Disbursements from Lounge and Petty Cash Accounts:

Lounge

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

Petty Cash

	#1535	Seattle Public Library	\$ 3.97
	#1536	Void	\$ -
	#1537	Angela Bedver	\$ 12.99
	#1538	Kristin Simkins	\$ 7.99
	#1539	Ann Looby	\$ 7.95
		Total:	<u>\$32.90</u>

**Park Ridge Public Library
Consolidated YTD Revenue and Expenditures
Stub Year 21 - May, 2021 through July 2021**

REVENUE ACCOUNTS	BUDGET	REVISED BUDGET	YTD ACTUAL	% RECEIVED
Local Government Taxes	\$1,767,135		\$199,295	11%
Per Capita State Grant	\$46,850		\$0	0%
Other Receipts	\$55,848		\$18,319	33%
Total Revenue	\$1,869,833		\$217,614	12%

ACCOUNT #	OPERATING ACCOUNTS	BUDGET	REVISED BUDGET	YTD EXPENDITURES	% SPENT	NOTES
9100	Salaries	\$1,620,686	\$1,620,686	\$476,094	29%	Fill open positions
9210	Employee Benefits	\$152,705	\$152,705	\$0	0%	
9317	Data Processing	\$197,033	\$197,033	\$69,327	35%	CVI quarterly payment
9321	Building Maintenance	\$114,999	\$134,999	\$42,925	32%	Anticipated Door Lock Project
9324	Membership, Recruiting, Training	\$15,333	\$15,333	\$3,356	22%	
9351	Equipment Rental	\$26,999	\$26,999	\$1,180	4%	
9359	Consulting Services	\$15,000	\$15,000	\$12,600	84%	
9360	Public Relations	\$42,500	\$42,500	\$7,634	18%	
9385	General Contractural	\$105,166	\$105,166	\$18,438	18%	
9416	Audit	\$8,200	\$8,200	\$0	0%	
9425	Special Counsel	\$16,667	\$16,667	\$0	0%	
9510	Supplies	\$74,384	\$99,384	\$4,872	5%	Per Capita Project
9511	Staff Appreciation	\$1,100	\$1,100	\$79	7%	
9520	Computer Materials	\$12,000	\$12,000	\$1,641	14%	Includes Bibiliotheca Invoice
9540	Library Resources	\$481,833	\$481,833	\$211,275	44%	
	Total Operating Budget	\$2,884,605	\$2,929,605	\$849,421	29%	
	Capital Projects Budget					
9901	Machinery and Equipment	\$0	\$0	\$0	0%	
9908	Computer Equipment	\$10,000	\$29,000	\$2,762	10%	Firewall Subscription; Back-Up System
9963	Building Repairs	\$0	\$620,000	\$125,329	0%	Fire Suppression, Ice Melt, Phone System and Replacement PA
	Total Capital Projects Budget	\$10,000	\$649,000	\$128,091	20%	
	Total Operating Budget	\$2,894,605	\$3,578,605	\$977,512	27%	
	LIBRARY SURPLUS (DEFICIT)	(1,024,772)	(1,708,772)	(759,898)		

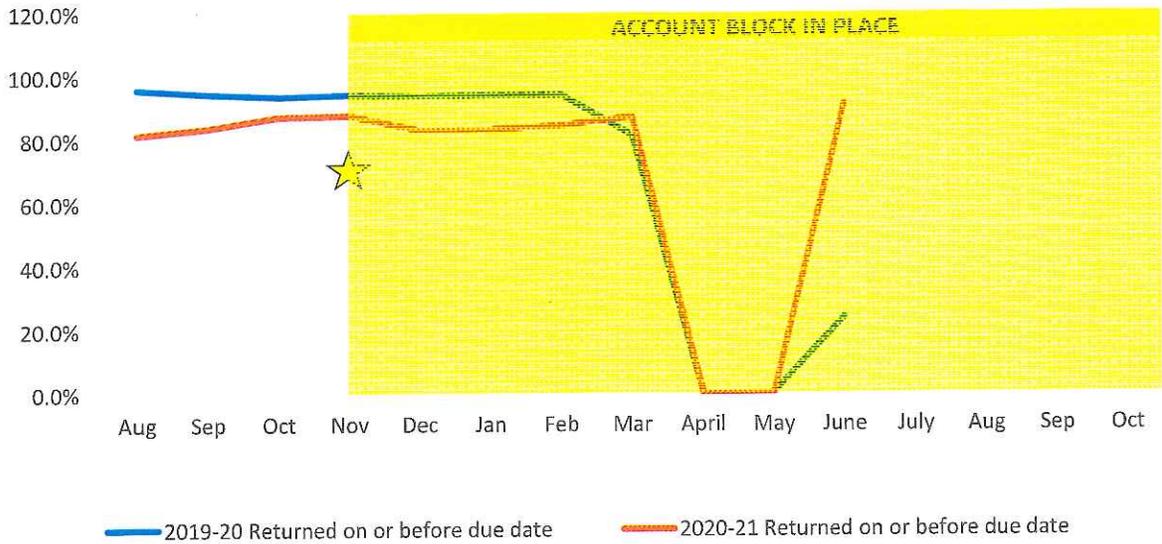
RESTRICTIONS	ORIGINAL	INCREASE/DECREASE	TOTAL
Capital Facility Restrictions	\$250,000	(\$21,904.23)	\$228,095.83
Technology Restrictions	\$150,000	\$0	\$150,000

**Park Ridge Public Library
Fine Revenue History
Five Year Comparison - YTD through July 2021**

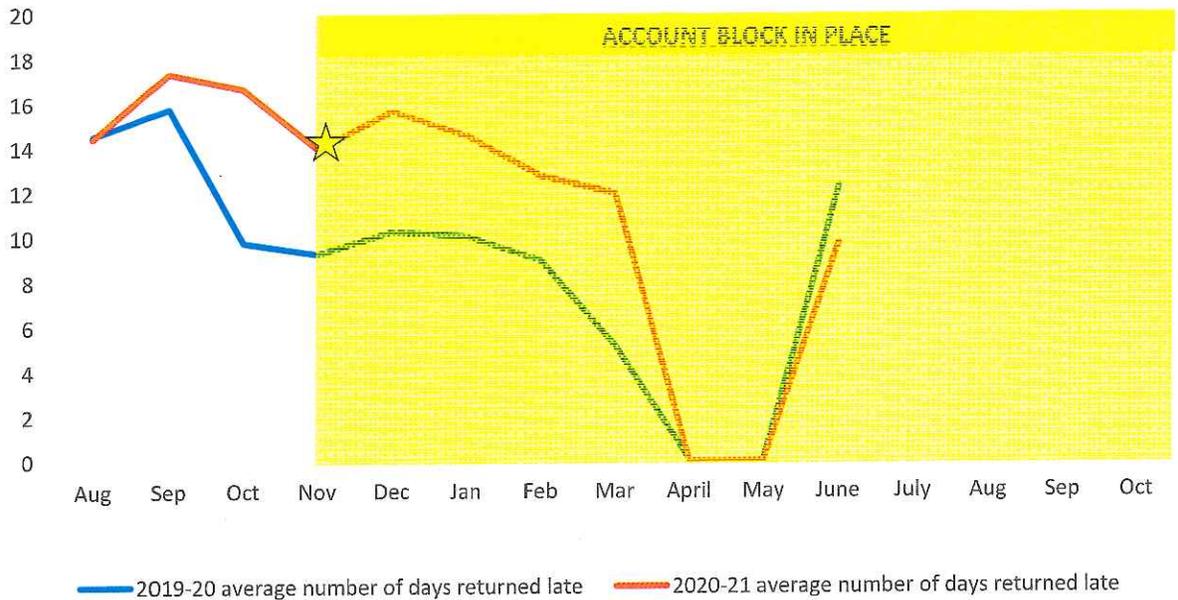
	YTD July - SY 21	YTD July - FY 20/21	YTD July - FY 19/20	YTD July - FY 18/19	YTD July - FY17/18
YTD	\$ 702	\$ 169	\$ 10,154	\$ 10,382	\$ 19,488
% Incr/Dec	315%	-98%	-2%	-47%	19%
\$ Inc/Dec	\$ 533.09	\$ (9,984.88)	\$ (227.84)	\$ (9,106.10)	\$ 3,065.84

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

Returned On Time



Days Returned Late



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

Drive Through Opened 8/28/20

Returns accepted 24/7 8/28/20

★ Account Block Started 11/01/20

Library closed to public 11/13/20

Library Reopened - limited hours 2/16/21

Library Reopened - full hours 5/14/21

* On March 16, 2021, Board Voted to Extend Fine Free/Block Model through Oct. 31, 2021

08/06/2021
Park Ridge Public Library
Items With A Due Date Between
2020-06-01 and 2020-06-30

*This report does not exclude New and Hot Material
As such the Margin of Error is as high as 32.80 %
For checkins before 4/16 a quarantine period of 7 days was used in this report.*

Summary Information

Checkouts at Park Ridge with a due date during 2020-06 : 933
Of the 933 those checked in on or before the due date : 221
Of the 933 those checked in 1 to 7 days after the due date : 343
Of the 933 those checked in 8 to 14 days after the due date : 171
Of the 933 those checked in 15 to 30 days after the due date: 152
Of the 933 those checked in 31 or more days after the due date: 37
Of the 933 those still not checked in as of end-of-day 07-31-2020 : 9
Average Days Returned Late (for Material due during 2020-06 and returned on or before 07-31-2020) : 12.2
Average Days Patron is Blocked (for Material due during 2020-06 and returned on or before 07-31-2020) : 12.2
Number of Patrons Blocked (for Material due during 2020-06 and returned on or before 07-31-2020) : 361
Number of Patrons Blocked (for Material due during 2020-06 includes patrons that did not returned on or before 07-31-2020) : 389
Margin Of Error : 32.80 %

08/06/2021
Park Ridge Public Library
Items With A Due Date Between
2021-06-01 and 2021-06-30

*This report does not exclude New and Hot Material
As such the Margin of Error is as high as 20.95 %
For checkins before 4/16 a quarantine period of 0 days was used in this report.*

Summary Information

Checkouts at Park Ridge with a due date during 2021-06 : 24,688
Of the 24,688 those checked in on or before the due date : 22,492
Of the 24,688 those checked in 1 to 7 days after the due date : 1,270
Of the 24,688 those checked in 8 to 14 days after the due date : 408
Of the 24,688 those checked in 15 to 30 days after the due date: 325
Of the 24,688 those checked in 31 or more days after the due date: 47
Of the 24,688 those still not checked in as of end-of-day 07-31-2021 : 146
Average Days Returned Late (for Material due during 2021-06 and returned on or before 07-31-2021) : 9.7
Average Days Patron is Blocked (for Material due during 2021-06 and returned on or before 07-31-2021) : 8.1
Number of Patrons Blocked (for Material due during 2021-06 and returned on or before 07-31-2021) : 942
Number of Patrons Blocked (for Material due during 2021-06 includes patrons that did not returned on or before 07-31-2021) : 965
Margin Of Error : 20.95 %

08/08/2021

Park Ridge Public Library
 Items With A Due Date Between
 2020-06-01 and 2020-06-30

*This report does not exclude New and Hot Material
 As such the Margin of Error is as high as 32.80 %
 For checkins before 4/16 a quarantine period of 7 days was used in this report.
 For the purpose of this report a patron is blocked at 1 overdue item*

Material Type	Number Of Items Due	Returned Zero Days Due Date	Returned In 1-7 Days Past Due Date	Returned In 8-14 Days Past Due Date	Returned In 15-30 Days Past Due Date	Returned In 31+ Days Past Due Date	Not Yet Checked In	Average Days Returned Late
Book	405	135	140	49	48	28	5	12.6
ILL Material	1	1	0	0	0	0	0	0.0
Multimedia Kit	1	1	0	0	0	0	0	0.0
CD	4	4	0	0	0	0	0	0.0
Other	1	1	0	0	0	0	0	0.0
CD Audiobook New	2	2	0	0	0	0	0	0.0
Videogame	2	0	1	1	0	0	0	13.0
Large Print New	6	0	3	2	1	0	0	10.3
Large Print	6	2	2	1	1	0	0	9.3
Playaway	3	1	2	0	0	0	0	6.0
CD Audiobook	5	2	2	1	0	0	0	6.0
Book Hot	34	0	14	12	6	2	0	12.5
Videogame New	3	0	0	2	1	0	0	15.0
Boxset	18	2	7	5	3	1	0	11.2
Book New	97	17	31	22	25	1	1	12.7
Blu-ray	29	3	17	5	3	1	0	10.0
Blu-ray New	32	1	12	4	15	0	0	13.6
DVD New	100	8	49	22	19	2	0	11.7
DVD	152	41	54	30	22	2	3	12.0
DVD Hot	32	0	9	15	8	0	0	11.8
Totals	933	221	343	171	152	37	9	12.2
Totals Without Hot and New	627	193	225	92	77	32	8	

08/06/2021
 Park Ridge Public Library
 Items With A Due Date Between
 2021-06-01 and 2021-06-30

*This report does not exclude New and Hot Material
 As such the Margin of Error is as high as 20.95 %
 For checkins before 4/16 a quarantine period of 0 days was used in this report.
 For the pupose of this report a patron is blocked at 1 overdue item*

Material Type	Number Of Items Due	Returned Zero Days Due Date	Returned In 1-7 Days Past Due Date	Returned In 8-14 Days Past Due Date	Returned In 15-30 Days Past Due Date	Returned In 31+ Days Past Due Date	Not Yet Checked In	Average Days Returned Late
Scores / sheet music	1	1	0	0	0	0	0	0.0
Blu-ray New	147	119	21	4	3	0	0	7.8
Large Print New	104	94	7	1	2	0	0	7.6
Boxset New	128	107	12	3	3	0	3	10.2
Videogame New	36	25	7	3	0	1	0	10.9
DVD Hot	120	69	45	1	5	0	0	6.9
Kit	25	25	0	0	0	0	0	0.0
DVD-ROM	14	7	5	1	1	0	0	6.3
ILL. Material	42	24	9	0	8	1	0	13.0
CD	525	517	7	0	0	0	1	3.2
STEAM equipment	5	5	0	0	0	0	0	0.0
MP3 Audiobook	1	1	0	0	0	0	0	0.0
Special Collection	2	2	0	0	0	0	0	0.0
Pamphlet	3	1	1	0	1	0	0	11.5
Blu-ray Hot	1	0	0	1	0	0	0	13.0
Equipment	2	2	0	0	0	0	0	0.0
CD-ROM	1	1	0	0	0	0	0	0.0
Book Hot	482	328	109	26	18	0	1	7.7
Book	14,934	13,980	465	192	157	29	111	10.8
DVD	1,905	1,669	141	59	29	3	4	8.6
Large Print	318	299	11	4	2	1	1	9.8
Playaway	154	146	6	2	0	0	0	5.9
Videogame	194	173	14	4	1	2	0	9.6
Blu-ray	256	232	20	2	2	0	0	5.9
CD Audiobook	217	191	11	3	11	0	1	13.0
Multimedia Kit	105	105	0	0	0	0	0	0.0
Boxset	376	361	9	0	2	3	0	15.1
Other	134	129	1	3	1	0	0	11.2
Magazine	302	289	5	2	4	0	2	12.8
Book New	3,380	2,923	294	75	64	7	17	9.3
CD New	108	103	3	1	0	0	1	6.3
CD Audiobook New	90	86	3	1	0	0	0	6.3
DVD New	528	437	60	18	10	0	3	8.3
Playaway Audio New	48	41	4	2	1	0	0	10.0
Totals	24,688	22,492	1,270	408	325	47	146	9.7
Totals without Hot and New	19515	18159	705	272	219	39	121	



	Jul-21	SYTD	Jul-20	Jul-19	% Change July 2019 to 2021	Analysis
CIRCULATION OVERVIEW						
Physical items	61,165	163,110	23,341	73,419	-17%	Overall circulation is down 12% from July 2019. Physical item circulation has not caught back up to 2019 levels, however digital circulation continues to out perform 2019. Over time, we will monitor if these statistics represent a meaningful trend in how users are using our collections or if this increase in digital usage is still due to the pandemic.
Digital items	9,755	29,665	12,418	7,762	26%	
TOTAL	70,920	192,775	35,759	81,181	-13%	
PROGRAMS						
Adult Programs	10	31	12	16	-38%	Programming attendance decreased for all audiences in July 2021. Overall, the Library offered fewer programs due to the pandemic, which resulted in fewer attendees. Additionally, summer travel season is in full swing.
Adult Attendees	345	1,610	378	298	16%	
Youth Programs	33	103	28	45	-27%	
Youth Attendees	456	1,444	522	1,503	-70%	
OUTREACH						
School Loans	8	28	1	18	-56%	School loans are down due to COVID-19; loans to schools in the summer vary based on school offerings at local schools
Items loaned to Schools	191	647	50	324	-41%	
Homebound Patrons served	24	67	16	17	41%	We served a few more homebound patrons in July, compared to 2020 and 2021. We will continue to provide this valuable service for those patrons who cannot visit the Library.
Homebound Materials loaned	93	271	122	97	-4%	We are pleased that our local book groups continue to utilize our collections to support their groups. The Library serves over 70 active Park Ridge book groups.
Book clubs served	35	114	16	34	3%	
Items loaned to book clubs	315	976	116	312	1%	
TECHNOLOGY						
Wi-Fi Sessions	41,612	111,463	9,751	84,072	-51%	Despite the increase in foot traffic in July, Wi-Fi sessions are down from June 2021. We have seen a 7% increase in the use of our public computers from June 2021. Technology use is not up to pre-pandemic levels.
Wi-Fi - unique clients	1,223	111,463	411			
Public PC Sessions	708	1,569	58	2,533	-72%	
WEBSITE						
Visits	18,546	53,819	25,882	18,406	1%	Website usage continues to be strong.
Unique users	9,560		9,935	8,986	6%	
USERS						
New cards issued	231	583	52	191	21%	New Library card sign ups continue to be strong.
Total PRPL cardholders	18,771		23,510	23,856	-21%	Our overall total cardholder count has decreased due to the more frequent purging of inactive patron accounts.
Unique users	3,429		1,654	4,539	-24%	Unique users continues to be down from 2019, but is on par with unique usage in June 2021.
Door count	17,646	43,240	-	31,169	-43%	Door Count is not at prepandemic levels, however it is up 7% from June 2021, which is encouraging.
PATRON SERVICES						
Contact free pick up items	176	464				We continue to report steady use in our contact free pick-up model; we will continue to offer this service as need demands.
SOCIAL MEDIA						
Facebook Followers	3,087		Instagram @prplkids		1010	Our social media outreach continues to be very strong. Social media engagement was up 40% on Facebook and content interactions of Instagram increased 158% in July.
Instagram @prpl1913	1,045		Instagram@prplteens		759	



Park Ridge Public Library

TO: Library Board of Trustees
FROM: Joanna Bertucci, Library Director
DATE: August 17, 2021
SUBJECT: Library Director's Report

Administration & Board

- Following the CDC's guidance released on July 27, the Library re-instated masking for all inside the Library on July 30. The majority of patrons have been happy to comply with masking in the Library regardless of vaccination status. The Library has provided disposable masks to those in need of a mask and will continue to do so. Currently, Cook County is reporting 5,227 cases in the last 7 days or 101.5 cases per 100K residents. This caseload has resulted in a 33% increase in cases in the last 7 days. These metrics suggest that residents of Cook County are now at **high** risk for COVID-19 transmission. The most recent data can be found at <https://covid.cdc.gov/covid-data-tracker/#county-view>. This latest setback has not impacted our service model or open hours.
- Administration will continue to monitor our metrics and make any adjustments to programs and services based on new information and recommendations. The service department teams are planning for a mix of in-person, hybrid, and virtual programs for fall 2021. Our programming team is ready to pivot our program offerings, should metrics continue to move in the wrong direction.
- Trustees Powers, Rapisand, and Rusk were sworn in to office in July by Deputy City Clerk, Brigid Madden.
- President Rapisand and Ms. Bertucci conducted a Trustee Orientation session for Trustees Powers, Rusk, and Steinfelds on Tuesday, August 3.
- Secretary Thiagarajan reviewed the Library's closed session minutes on August 5 and will make recommendations of minutes to be released at the August 17 Board meeting.

Staff Updates and Professional Development:

- Cataloging Librarian, Kellie Green, was promoted to full time in her capacity as Cataloging Librarian. The increase in Ms. Green's hours will provide additional cataloging support to ensure continued smooth functioning of the Technical Services Department.
- Adult Services Manager, Laura Scott and Reference Librarians, Brandee Crisp and Lori Preston, interviewed 5 candidates for our open full-time Reference Librarian position. This position was vacated during COVID-19 and hiring was delayed until the Library resumed full hours and operations. Ms. Scott received and reviewed 33 applications for this position. The finalist accepted our offer and will be starting at the end of August.
- Children's Services Manager, Staci Greenwald, and Children's Services Supervisor, Lisa Winchell, continued to interview for substitute Children's Librarians. 3 candidates were interviewed and Ms. Janki Mody was hired in July and is completing her onboarding and training in the Children's department.
- Patrons Services Assistant Manager, Matthew Hoffman, and Page, Jimmy Bauer, received 5 applications for an open Page position in July. Mr. Hoffman and Mr. Bauer interviewed 3 candidates. The finalist, Ms. Jane Drews, accepted our offer and will be starting in early August.
- Patron Services Manager, Anastasia Rachmaciej, was nominated to serve of the CCS Database Manager Advisory Committee. This committee reviews and recommends changes or additions to the consortium's database of patron and item records. Additionally, Patron Services Coordinator, Jazmin Bravo, was appointed to the CCS Circulation Advisory Committee. This committee reviews and recommends best circulation practices to the committee and the CCS Governing Board.

- Ms. Bertucci and Finance Manager, Alyson Doubek, attended a session on salary benchmarking hosted by HR Source on July 8. Ms. Doubek attended a virtual HR Source Roundtable for Libraries. This group meets 10x year and is an open forum for Library administrators to discuss HR issues and receive guidance from HR Source legal and professional staff.
- Ms. Doubek, met with human resources staff from the City of Park Ridge to discuss upcoming changes to our ADP payroll system.
- Staff from the Children’s and Technical Services departments continued diversity, equity, and inclusion training in relation to collection development and cataloging.
- Facilities Manager, John Priala, and his team completed Red Cross Blood Borne pathogens training in July.

Strategic Plan Progress:

1. Encourage individual growth and lifelong learning

- The Cataloging Team is training to apply subject headings to library materials related to sexual orientation, romantic orientation, and gender identity from [Homosaurus](#), an international LGBTQ controlled vocabulary.
- Teen Loft staff are continuing their diversity audit of loft collections.
- The Marketing Team in partnership with our Reference Services Team launched our “Ask A Librarian” series on Instagram featuring topics of local interest and history. Posts in July and August featured “What is the story behind our vertical street signs” and “I knew about our history as ‘Brickton,’ but greenhouses?” These posts have received over 100 likes and counting.
- The Reference Desk staff have resumed test proctoring services to the public.
- The Readers Services team provided 315 books to 35 community book clubs.
- 16 patrons attended 2 sessions of the Park Ridge Writers’ Group hosted by Librarian Kelly Meyer.

2. Build up a strong workforce and local businesses

- The Library offers free small business counseling through SCORE North Cook and Lake Counties Chapter #0726. Counselors are available, by appointment, to advise small business owners and start-ups with planning, marketing or financial solutions. Four patrons have taken advantage of this service since January 2021.
- Our Peace Takes Flight partnership with Kids Above All and local Park Ridge businesses exceeded our expectations. Over 1,300 cranes (and counting!) are hanging in the Children’s room.

3. Align with strategy and set the stage for development

- President Rapisand will appoint a policy review subcommittee at the August 17 Board Meeting. A comprehensive review of the Library’s policy manual has not occurred since 2013. Ms. Bertucci will recommend a schedule for the upcoming review process. Additionally, Ms. Bertucci will also recommend a plan to put policy review on a 3-year cycle to ensure that policies are being reviewed regularly.

Finance:

- Ms. Bertucci and Finance Manager, Alyson Doubek met with Trustee Somheil on July 23 to review the warrant approval process, budget, levy, and capital restriction as he begins his term as Board Treasurer.
- Ms. Bertucci and Ms. Doubek, met with Trustee Hanba on July 28 to solidify the SY21 salary adjustment recommendations to be approved at the August 17 Board Meeting. Ms. Bertucci will commence the FY22 salary plan in August and bring to the September 14 Personnel Committee of the Whole meeting for review.
- Auditors from Lauterbach and Amen were onsite July 28 and 29 to complete the fieldwork portion of the FY21 financial audit. Ms. Doubek and bookkeeper, Ed Tidd, worked with the auditors to provide documentation and answer questions. Feedback from the City of Park Ridge suggests that the audit process went smoothly.

- The Library is still awaiting its tax agency report from the Cook County Clerk's office. This report provides the 2020 tax rate and subsequent extension. This rate will be released in mid-August when the 2020 second installment of property tax bills are mailed to homeowners. This rate will inform our 2020 Levy Request to the City of Park Ridge as well as our 5-year Levy strategy.

Building and Grounds:

- Ms. Bertucci and Facilities Manager, John Priala, continued to meet weekly with representatives from Green Associates and Efraim Carlson & Sons for updates on the Sprinkler/Life Safety project. Interior punch list items have been completed.
- Ms. Bertucci issued an RFQ for a Capital Needs Assessment to three firms, Green Associates, Engberg Anderson, and Williams Architects. Green Associates and Engberg Anderson are architects of record for the Library. Mr. Priala toured the facility with a representative from Williams Architects on July 28.
- The City of Park Ridge is finalizing their plans for the Library parking lot paver project. The bid opening is tentatively scheduled for September 8, with a goal of contract approval by the City Council on September 20. Construction would commence shortly thereafter.
- Mr. Priala continued to coordinate with CVI on the low voltage cable project, focusing on the areas in and around the Marketing Office and Media Lab in July.
- A signed contract was provided to CVI for managed network services in July. This 1-year contract extension will expire on August 30, 2022. The Library will go to RFP for managed network services in early 2022.
- The Facility Team continued their frequent disinfection of high touch surfaces throughout the day. Mr. Priala has continued to monitor our PPE supply and stock (Clorox wipes, Lysol, hand soap, gloves, and disposable masks) for the Library.

Operations:

- The Management Team reviewed and updated our internal Person in Charge manual in July. The Person in Charge is assigned as "in charge" when the Library Director is out of the building. Ms. Bertucci will be hosting training sessions for staff on the Person in Charge List in August. The Management Team will be reviewing the emergency manual and procedures in August.
- Adult Services Manager, Laura Scott, worked with outgoing Technical Services Manager, Gretchen Kottkamp, to transition database subscription management from the Technical Services to the Adult Services department. Ms. Scott is currently reviewing the Library's database subscriptions and completing a cost-per-use analysis in order to make subscription recommendations going forward.
- The Studio and Media Lab opened for appointments on July 20. The Adult Services team is planning to resume orientations and small group classes in September. The Children's Department has re-deployed 4 iPad stations in the Children's room. The iPads are available on a first come, first served basis and children are asked to limit their use to 30 minutes.
- Patron Services Coordinator, Jazmin Bravo, is managing the development of a new staff intranet page. This page features resources for staff, including links to the policy manual, procedural documents, forms, calendars and other useful web links. An ad hoc interdepartmental committee has been formed to gather input and beta test the intranet page. Our anticipated go-live date is September 1.

Outreach:

- Social media engagement was up 40% on Facebook and content interactions of Instagram increased 158% in July. Our audience responds well to photos of patrons and staff using and promoting Library services.
- Children's Department staff continued to loan items to local preschool and elementary schools. Preschool Coordinator, Liz Fichter, visited 2 schools, and hosted 9 programs for 103 students to promote Library services.
- Ms. Bertucci participated in the Kiwanis/St. Paul of the Cross food pantry distribution on July 31.

Marketing/Public Relations:

- Marketing Coordinator, Jennifer Healy, Graphic Designer, Stephanie Hill, and Patron Service Manager, Anastasia Rachmaciej, are developing new Library informational pamphlets to be given to new cardholders and to be used at community outreach events.
- The Marketing Team has been working on our 12-page fall newsletter, expected to be in homes by August 31st. The fall issue will spotlight National Library Card Sign-up month in September. Additionally, the newsletter will feature an impact story about a patron using our Media Lab to reconnect with a friend overseas. The newsletter will continue to feature impact stories in alignment with our strategic plan goal to “shift the library’s public narrative to stories of impact...”
- The Marketing Team has started to work with representatives from the Friends of the Library to refresh their promotional materials and help promote the upcoming book sale to the community. The Friends of the Library book sale is scheduled for October 22-24.

Notable Programs and Services:

- Chair Yoga continues to be our most popular Adult program with 227 patrons attending 4 sessions.
- Other adult programs of note included two sessions of the “Library Pup Quiz,” with 69 attendees and “Hooray for Bollywood – Let’s Dance!” with 19 attendees.
- Our [Exploration Library](#) items continue to be very popular with patrons. In July, two lawn games and two backyard movie sets (inflatable screen, projector, and DVD player) were added to our collection.
- 50 attendees were mesmerized by magician, Gary Kantor, who presented his virtual magic show on Zoom on July 24.
- Our Summer STEAM Adventure monthly story and craft series continues to be incredibly popular. Staff present an interactive story time via Zoom and include a group craft or STEAM project. In July we had 44 attendees.
- The Children’s Department gave out nearly 400 pick-me-up-crafts in July. Projects included an ice cream craft and an Olympic medal craft. 66 DIY craft bags were picked up in the Teen loft.
- Teen Services staff hosted 2 “Book Buddies” training sessions in July. 13 teen volunteers were trained to be paired with emerging readers entering 2nd grade to help boost their reading confidence and skills.
- 14 teens attended 2 virtual Dungeons & Dragons programs. Teens explore the world of D&D together as they learn teamwork and perseverance while developing their imaginations and making new friends.

Patron Comments:

- I read the book, it was kind of scary!
- Please make sure your play away books have working batteries in them. Just brought back two books with no batteries in them. Kind of annoying when you sit down to listen and no battery. ♥
- I love your worker, their name is Claudia. They’re so cool and helpful. 10/10. Also, Claire is very cool, too.

Respectfully submitted,

Joanna Bertucci
August 13, 2021

Park Ridge Public Library
Library Director's Report – July, 2021

PERSONNEL

1. Appointments: The following personnel have been appointed to positions as noted below:
 - Angela Berger, Assistant to Library Director, Part-Time

2. Departures: The following personnel have left the Library as noted below:
 - Christopher Abinader, Library Monitor, Part-Time
 - Gretchen Kottkamp, Technical Services Manager

3. Changes in Status: The following personnel have had changes to their position as noted below:
 - Lauren Bochat, Librarian II to Technical Services Manager
 - Kellie Green, Technical Services Librarian, Part-Time to Full-Time
 - Katherine Lenz, Page to Library Assistant, Half-Time

4. Volunteers: The following individuals have been accepted as volunteers in the Library:
 - Nancy, Nickele, Adult Volunteer
 - Lucy Malek, Teen Volunteer
 - Sara Mietus, Teen Volunteer
 - Emma Kuer, Teen Volunteer
 - Athanasios Loutrianakas, Teen Volunteer
 - Miranda Thomas, Teen Volunteer

The following individuals are no longer volunteers in the Library:

- Sue Kase, Adult Volunteer
- Christine Fee, Adult Volunteer

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068
Building and Grounds Committee of the Whole Meeting of the Board of Trustees
Held in the First Floor Meeting Room of the Library
August 10, 2021 at 7:00 p.m.

CALL TO ORDER

President Rapisand called the Committee of the Whole meeting of the Park Ridge Public Library Board of Trustees to order at 7:00 p.m.

ROLL CALL

Trustees Present: Committee Co-Chairs: Joseph Steinfelds and Danielle Powers; Karen Burkum (via phone);
Alexandrea Hanba, Josh Kiem; Lauren Rapisand; Gregg Rusk; David Somheil (via phone)
Deepika Thiagarajan,

Absent: None

Others Present: Joanna Bertucci, Library Director; Alyson Doubek, Finance Manager; and Andrew Jose,
Green and Associates

APPROVAL OF REMOTE ATTENDANCE

Trustee Kiem noted that as Trustees Burkum and Somheil are attending the meeting remotely, it is necessary that a vote be taken to approve this remote attendance. President Rapisand asked both trustees the reason for remote attendance. Both stated that they are calling into the meeting due to personal illness. There being no objection,

Trustee Kiem made a

MOTION: to approve the remote attendance of Trustees Burkum and Somheil
Trustee Steinfelds seconded the motion.

Roll Call Vote: Yes: Hanba, Kiem, Powers, Rapisand, Rusk, Steinfelds, Thiagarajan

Motion passed

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

Trustee Hanba made a

MOTION: to approve the minutes of July 13, 2021

Trustee Rapisand seconded the motion.

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

Abstain: Powers, Rusk

Motion passed

UPDATE ON CONSTRUCTION PROJECT

Mr. Jose of Green Associates provided an update on the Library construction project. With regard to interior work, fire alarm and fire protection systems were tested last week. There was a request from the Fire Inspector for an additional control but Mr. Jose believes that this will be the responsibility of the contractor and will not result in additional costs for the library. Fire alarm permit pending this request. Mr. Jose will be on site on August 12 to review final punch list items.

The only exterior work remaining is to be completed is landscape patching and that will be completed by the end of this week.

Mr. Jose reviewed the status of remaining project costs. Final costs for additional excavation work have been received and those are included as Change Order 12 in the amount of \$46,067.54. This will result in a total change to the contract in the amount of \$21,904.23, in excess of the \$75,000 contingency which has been used for previously approved change orders. Change Order 13 in the amount of \$798.63 is also included in the contract change amount. Trustee Rapisand asked Mr. Jose to confirm that there will be no other additional costs for this

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Building and Grounds Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room of the Library

August 10, 2021 at 7:00 p.m.

project that will be the responsibility of the Library. Mr. Jose stated that this is his understanding as the fire marshal's requests are within the scope of the contractor.

Trustee Steinfelds asked for clarification on the costs for abatement work and soil testing that were included in Mr. Jose's memo. Mr. Jose explained that these were costs that were not considered to be part of the original project scope. Trustee Steinfelds asked if they have already been paid and Mr. Jose confirmed that to be the case.

APPROVAL OF CHANGE ORDER 12

Trustee Steinfelds made a

MOTION: To approve Change Order 12 in the amount of \$29,577.30 for additional water main excavation costs due to unforeseen conditions.

Trustee Hanba seconded the motion.

Roll Call Vote: Yes: Burkum, Hanba, Kiem, Powers, Rapisand, Somheil, Steinfelds, Thiagarajan

Abstain: Rusk

Motion passed

CAPITAL NEEDS ASSESSMENT

Director Bertucci provided the committee with background information regarding the last capital needs assessment that was completed for the Library in 2011 by Engberg Anderson. In order to move forward with obtaining an updated assessment, Director Bertucci created a Request for Quote for the project and obtained three proposals: Engberg Anderson in the amount of \$27,000, Green Associates for \$20,000 and Williams Architecture for \$13,000. The committee discussed the merits of each of the proposals and the deliverable that would result from the assessment. As a result of this discussion,

Trustee Steinfelds made a

MOTION: to approve the proposal from Williams Architecture in the amount of \$13,000 for the completion of a Capital Needs Assessment

Trustee Hanba seconded the motion.

Roll Call Vote: Yes: Burkum, Hanba, Kiem, Powers, Rusk, Rapisand, Somheil, Steinfelds, Thiagarajan

Motion passed

Director Bertucci explained that a budget transfer is required to provide funding for the capital needs assessment. The remaining balance in the SY21 budget for Consulting Services is \$2,400. Director Bertucci proposes that a \$13,000 budget transfer be made from the Data Processing budget (which was budgeted for 12 months vs. the 8 months of the stub year) to the Consulting budget to cover the costs of the assessment.

Trustee Steinfelds made a

MOTION: to approve the transfer of \$13,000 from the SY21 Data Processing budget to the Consulting budget to cover the cost of the Capital Needs Assessment.

Trustee Rapisand seconded the motion.

Roll Call Vote: Yes: Burkum, Hanba, Kiem, Powers, Rusk, Rapisand, Somheil, Steinfelds, Thiagarajan

Motion passed

Committee Co-Chair Steinfelds closed the meeting at 7:47 p.m.



Memorandum

Memo Date: August 13, 2021
From: Joanna Bertucci
Meeting Type: Regular Board Meeting
Meeting Date: August 17, 2021
Action Requested: Amended motion
Subject: Library Sprinkler Project – Change Order Request 29.1

Background:

At the August 10, 2021 Building and Grounds Committee of the Whole meeting a motion was made to approve Change Order 12 in the amount of \$29,577.30. This amount is the contract overage amount; the cost of the work performed as per Change Order Request 29 R.1 is \$46,067.54. This is the amount that should be approved by the Board. For that reason, this item has been removed from the consent agenda in the event that there are any additional questions and so that an amended motion can be made at the August 17 Board meeting.

This update does not affect the \$21,904.23 in excess of the contract sum.

Recommended Motion:

I respectfully request that the Board approve Change Order Request 29.1 in the amount of \$46,067.54

06 August 2021

Ms. Joanna Bertucci
 Library Director
 Park Ridge Public Library
 20 South Prospect Avenue
 Park Ridge, Illinois 60068

RE: PRPL 2020 Improvements
 Project Number: 1404-201966

Dear Joanna,

Below is a status update and summary of current project changes for the 8/10 committee meeting:

Status of interior work: Fire protection and fire alarm testing performed on 8/3. Final occupancy permit to be issued week of 8/9. Inspections performed by city week of 8/2 resulted in requests for clarification from the city. We are working to resolve those. Punch list items to be complete by 8/11.

Status of exterior and plumbing work: All work complete except landscape patching and abandoning a shutoff at the second existing watermain. Work to be complete week of 8/9.

We have included a \$75,000 contingency in the project. Changes to be applied toward contingency and not change contract amount unless noted otherwise. In general, the contingency was included to address the following:

- Unsuitable or contaminated soils or unforeseen conditions during excavation.
- Adjustments to routing of sprinkler piping and plumbing piping in confined and previously obscured plenums.
- Owner requested changes.
- Minor cutting and patching not included in contract.

Changes to date:

- Change Order 1: Executed. Revised date of substantial completion to 2/5/21 due to delays in project award.
- Change Order 2: Executed. Requested changes to the fire alarm system made by the Park Ridge fire marshal. \$10,158.50 applied to contingency.
- Change Order 3: Executed. Change in lighting at second floor offices and new ceilings in Work Room 122. Credit for reduced soffit work in Children's services 120. Total change is a credit of \$4,800.00
- Change Order 4: Executed. Modifications for sprinkler routing on second floor. \$31,203.66 applied to contingency.
- Change Order 5: Executed. Lighting in Office 115 and Storage 103. Minor conduit modifications in attic. \$1,327.70 applied to contingency.
- Change Order 6: Executed. Change date of substantial completion to 5/28/21.
- Change Order 7: Executed. Relocate electrical shutoff switches in Mechanical; Children's Services toilet ceilings; watermain change from Summit to Touhy; new ceiling in Adult Services workroom. Deduct \$3,671.70.
- Change Order 8: Executed. New power supply for fire alarm system. \$3,165.80 applied to contingency.
- Change Order 9: Executed. Additional fire inspection; reroute wiremold at break room; four additional penetrations in steel beams; patch existing plaster ceilings third floor. Total: \$7,955.40 applied to contingency.

Enlightened Design
 Practical Solutions

111 Deer Lake Road, Suite 135
 Deerfield, Illinois 60015-4998
 telephone 847-317-0852
www.greenassociates.com

George W. Reigle, AIA
 Carole Donovan Pugh, AIA
 William H.R. Taylor, AIA
 Stephen M. Chassee
 Andrew G. McCall, AIA



- Change Order 10: Executed. Nitrogen generator new electrical circuit. \$1,325.27.
- Change Order 11: Executed. Change date of substantial completion to 5/28/21.
- Change Order 12: See attached. Additional excavation and watermain costs for concrete encased watermain, backfilling vault, additional investigations requested by city, additional traffic control devices, and removal of sections of existing foundation. Repair and patch at second existing water service where exploratory excavation performed, abandon valve control at second water service. \$46,067.54.
- Change Order 13: Additional mechanical duct connection for staff lounge: \$798.63

Final in-contract changes to contract in excess of contingency: \$21,904.23

Previously executed testing costs:

- Initial CCDD testing: \$2,100.00
- Subsequent soils characterization testing: \$1,700.00

Previously executed abatement work which includes alternate work in Children's Services toilets: \$9,150.00. These costs are not included in the potential total change summary above.

Do not hesitate to contact us if you need anything else.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andrew Jose'.

Andrew Jose
Sr. Project Coordinator

J:\clnt\1404\201966\COR\201966-015.docx



AIA Document G701™ – 2017

Change Order

PROJECT: <i>(Name and address)</i> 2020 Improvements at Park Ridge Public Library 20 South Prospect Avenue Park Ridge, Illinois 60068 Project Number 1404-201966	CONTRACT INFORMATION: Contract For: General Construction Date: September 16, 2020	CHANGE ORDER INFORMATION: Change Order Number: 012 Date: 03 August 2021
OWNER: <i>(Name and address)</i> Park Ridge Public Library 20 South Prospect Avenue Park Ridge, Illinois 60068	ARCHITECT: <i>(Name and address)</i> GreenAssociates, Inc. 1437 Harmony Court Itasca, Illinois 60143	CONTRACTOR: <i>(Name and address)</i> Efraim Carlson & Son, Inc. 14052 Petronella Drive, Ste. 105 Libertyville, Illinois 60048

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

1. COR 029R2: Touhy water service connection costs due to unforeseen conditions. (In accordance with Efraim Carlson & Son's Change Request dated 02 Aug 2021 attached).
Add: \$46,067.54

Apply \$16,490.24 to Owner's Contingency Allowance One.
The balance of this Allowance was \$16,490.24.
The new balance is \$0.00

Total Amount of Change Order 012: ADD \$29,577.30

The original Contract Sum was	\$ 774,400.00
The net change by previously authorized Change Orders	\$ -8,471.70
The Contract Sum prior to this Change Order was	\$ 765,928.30
The Contract Sum will be increased by this Change Order in the amount of	\$ 29,577.30
The new Contract Sum including this Change Order will be	\$ 795,505.60

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be unchanged.

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

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

GreenAssociates, Inc.

ARCHITECT *(Firm name)*



SIGNATURE

Andrew Jose, LEED AP, Sr. Project
Coordinator

PRINTED NAME AND TITLE

03 August 2021

DATE

Efraim Carlson & Son, Inc.

CONTRACTOR *(Firm name)*



SIGNATURE

David Hillstrom, President

PRINTED NAME AND TITLE

8/3/2021

DATE

Park Ridge Public Library

OWNER *(Firm name)*



SIGNATURE

Joanna Bertucci, Library Director

PRINTED NAME AND TITLE



DATE





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

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

Change Order Request No. 29.R1

Date: August 2, 2021

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

Item #	Description	Amount
2.3	Additional slurry due to depth of watermain and surrounding utilities 28 CY at 126.07	\$ 3,530.00
2.4	Added traffic control devices due to location of watermain 20 days @ \$134.50	\$ 2,690.00
2.5	Labor to break concrete off main. 32hrs at \$125.00/hr.	\$ 4,000.00
3.1	Storm sewer Repair in direct conflict with vault: 10" fittings and pipe	\$ 1,690.00
3.2	Labor to make storm sewer repair (4) man crew + equipment 1 day	\$ 5,450.00
4.1	Delays due to large existing foundations: Labor and Equipment 1.5 days @ \$5,450.00/day	\$ 8,175.00
4.2	Hydraulic breaker attachment 1.5 days @ \$165.00/Day	\$ 247.50
5.1	Exploratory excavation of suspect vault: labor and equipment (2 man crew w/ excavator) 1D	\$ 2,625.00
5.2	Slurry required to fill void in vault: 24 CY @ \$110.00	\$ 2,640.00
6.1	Transport and disposal of GFL Landfill in Zion, IL 211.05 TN @ \$24.00/TN	\$ 5,065.20
7.1	Final haul tickets 29.87 tons @24/tn	\$ 716.88
8.1	Equipment fees due to delays in IDOT delays	\$ 2,800.00
9.1	Remove and patch curb at 2nd water service labor \$750.00, Lou from Park Ridge was onsite and stated we did not need to remove the saw cut pavement on Touhy	\$ 750.00
10	Remove one section of sidewalk, cut bbox below grade and repour sidewalk. Material \$400.00, Labor: \$1,100.00	\$ 1,500.00

Subtotal		\$ 41,879.58
Overhead & Profit	10.0%	\$ 4,187.96
Total Change Order Request		\$ 46,067.54

ACCEPTED. The above prices and specifications are satisfactory and hereby

Date: _____
 Joanna Bertucci - Park Ridge Public Library

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





Memorandum

Memo Date: August 13, 2021
From: Joanna Bertucci
Meeting Type: Regular Meeting of the Board of Trustees
Meeting Date: August 17, 2021
Action Requested: For approval
Subject: Capital Needs Assessment

Background:

In order to budget accurately for future capital projects a Request for Quotation for a capital needs assessment for the Park Ridge Public Library was issued to three architectural firms in July. Firms were asked to provide costs to assess all major components and aspects of the Library’s physical building. Areas of assessment include but are not limited to accessibility (ADA) compliance, drainage, electrical systems, elevators, energy consumption, HVAC, plumbing, regulatory compliance, roofing, security, fire, and life safety, and building envelope (windows, doors, masonry). The last capital needs assessment was completed in 2011.

Engberg Anderson	Completed the Library’s 2011 Capital Needs Assessment; architect of record	\$27,000
Green Associates	Architect of record	\$19,910
Williams Architects	Architectural firm I have worked with previously	\$13,000

Reviewing the cost and capacity of these firms to complete the capital needs assessment for the Library in our desired time frame, I recommend that the Library authorize Williams Architects to complete our Capital Needs Assessment. Not only were they the low bidder, they also provided a timeline that aligns the completed assessment with our condensed budget planning cycle.

I spoke with Mr. Dogan after the August 10 Committee of the Whole meeting to address some of the questions raised during discussion. To answer the questions regarding cost, Mr. Dogan explained that Williams Architects is a smaller firm therefore they have a lower cost structure. Additionally, cost estimates from the engineering firm 20/10 were reasonable and those cost savings were passed on to the Library. The team Mr. Dogan has slated for this project is highly experienced and has requisite experience in completing this type of assessment thoroughly and efficiently. Finally, Mr. Dogan expressed a sincere interest in working with the Library.

To address the contingency question, Mr. Dogan recommended an additional\$4,000 be earmarked for this study. The contingency could be applied to a newly discovered situation that would require additional testing or expertise. For example, if an area was suspect to an environmental issue (ex. asbestos) requiring a 3rd party consultant, the contingency would be applied since it is outside the parameters of their proposal. Both Engberg Anderson and Green Associates do not include additional testing in their cost structure proposal as those services would be administered by a 3rd party.

Due to expenses incurred during the interim period continuing into SY21, the Consulting Service budget line has \$2,400 remaining. In order to complete the capital needs assessment in the SY, I respectfully



Memorandum

request that the Board authorize a transfer of \$17,000 from the Library Data Processing budget line (which is not projected to be fully expended).

Recommended Motions:

- 1) Approve funds for Capital Needs Assessment, not to exceed \$17,000
- 2) Approve the transfer of \$17,000 from the Library Data Processing budget line to the Consulting Service budget line.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068
Budget and Finance Committee of the Whole Meeting of the Board of Trustees
Held in the First Floor Meeting Room of the Library
August 10, 2021 at 7:00 p.m.

ROLL CALL

Trustees Present:

Co-Chairs: David Somheil; Treasurer and Gregg Rusk; Karen Burkum; Alexandra Hanba;
Josh Kiem; Danielle Powers; Lauren Rapisand; Joseph Steinfels, Deepika Thiagarajan

Absent:

None

Others Present:

Joanna Bertucci, Library Director; Alyson Doubek, Finance Manager

PUBLIC COMMENT

None

Treasurer Somheil opened the Budget and Finance Committee meeting at 7:48 p.m.

Trustee Somheil made a

MOTION: to approve the minutes of July 13, 2021

Trustee Steinfels seconded the motion.

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

Abstain: Powers, Rusk

Motion passed.

ALLOCATION OF CAPITAL FACILITY RESTRICTION TO LIFE SAFETY PROJECT

The Library Board previously created a capital restriction with the intention that there would be available funds for emergencies with flexibility depending on circumstances. Change Order 12 highlights additional costs at the Touhy water main due to unforeseen conditions. The total amount of that change order is an additional \$29,577.30. The net change by previously authorized Change Orders was -\$8,471.70. Change Order 13 represents additional mechanical duct connections for the staff lounge in the amount of \$798.63. The sum of these three amounts results in \$21,904.23 in additional costs in excess of the original Contract Sum of \$774,400.00. Director Bertucci proposed that the sum be used to decrease the previously established \$250,000 Capital restriction.

Treasurer Somheil made a

MOTION: To approve the allocation of \$21,904.25 of the capital facility restriction to the Life Safety Project

Trustee Hanba seconded the motion.

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

Motion passed

FY21 BUDGET SUMMARY

Ms. Doubek reviewed the City's schedule for the FY22 budget along with the Summary Budget highlights and the next steps for this year's budgeting cycle.

The Committee discussed the FY22 summary and detail budgets presented in the packet and agreed that for the next iteration of the budget they would like to have data that would allow for a comparison of a full year of operational data in a pre-pandemic environment with the proposed FY22 budget. Staff will provide FY20 data for that purpose in the next budget document. Director Bertucci emphasized that this data is very preliminary and that additional information will be provided as it becomes available from the City of Park Ridge and County Clerk.

Treasurer Somheil adjourned the meeting at 8:04 p.m.



Memorandum

Memo Date: August 4, 2021
From: Alyson Doubek, Finance Manager
Meeting Type: Budget & Finance Committee of the Whole
Meeting Date: August 10, 2021
Action Requested: For approval
Subject: Capital Restrictions

Background:

The Library Board created the capital restrictions with the intention there is available money for emergencies with flexibility depending on circumstances.

A simple explanation of the Capital Restriction is if our general operating fund were to be completely drained, there would still be a remainder equivalent to the restriction. Currently, there is \$250,000 in the Capital Facility Restriction. So if our operating fund were depleted there would still be the remaining earmarked value of \$250,000.

Former Treasurer Dobrilovic suggested any excessive Sprinkler Project Expenses lessen the restriction.

Change Order 12 highlights additional costs at the Touhy water main due to unforeseen conditions. The total amount of the order is an additional \$29,577.30. The net change by previously authorized Change Orders was -\$8,471.70. Change Order 13 represents additional mechanical duct connections for the staff lounge in the amount of \$798.63. The sum of these three amounts leaves the Library with \$21,904.23 more than the original Contract Sum of \$774,400.00.

Capital Facility Restriction – Stub Year 2021	Amount in Excess	Total
\$250,000	\$21,904.23	\$228,095.83

Requested Motion:

Approve the allocation of \$21,904.23 of the capital facility restriction to the Sprinkler/Life safety project.



Memorandum

Memo Date: August 13, 2021
From: Alyson Doubek, Finance Manager
Meeting Type: Board Meeting
Meeting Date: August 16, 2021
Action Requested: For Approval
Subject: SY21 Operating Budget Transfer - Consulting

Background:

Library administration developed the following proposed budget transfer in the SY21 Operating Budget for the Board's consideration.

FY21 OPERATING BUDGET AMENDMENTS

Account Description (expense unless noted)	Original	Adjustment	Modified	Note
Administration Data Processing	\$112,200	\$-17,000	\$95,200	1
Administration Consulting	\$15,000	\$17,000	\$32,000	

Notes:

1. The Library Board approved the proposal for Capital Needs Assessment from Williams Architects. The consulting line was used to pay consultants during the interim period. In order to provide payment to our new consultant, we would like to make a transfer from Administration Data Processing to Administration Consulting.

Recommendation:

I recommend the Board adopt the SY21 Operating Budget Amendment as proposed.

Suggested motion:

Approve the budget transfer in the SY21 Operating Budget for \$17,000 from the Library's Administration Data Processing budget line to the Library's Administration Consulting Services budget line.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Personnel Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room of the Library

August 10, 2021 at 7:00 p.m.

Committee Chair Hanba opened the Personnel Committee meeting at 8:04 p.m.

ROLL CALL

Trustees Present: Alexandrea Hanba, Chair; Karen Burkum, Josh Kiem; Danielle Powers, Lauren Rapisand; Gregg Rusk; David Somheil; Joseph Steinfels; Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Alyson Doubek, Finance Manager

Trustee Rapisand made a

MOTION: to approve the minutes of May 11, 2021

Secretary Steinfels seconded the motion.

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

Motion passed.

APPROVE SY21 SALARY PLAN

Director Bertucci reviewed the SY21 salary plan memo presented in the packet. She explained the benchmarking work that had been completed both by the previous director and her re-benchmarking work done using the latest salary survey data from HR Source, released in July, 2021. The chart on page 20 of the packet was used to provide a status of employee salaries at various points in time.

The committee had previously opted to wait until this most recent HR Source data was made available to make a decision on salary treatments for SY21. Now that the information has been received and used to update the benchmarking data, Director Bertucci is proposing the committee approve a pool of \$63,650 for SY21 merit adjustments. This amount is within the Salary budget amount of \$1,620,674 that was approved for SY21. In addition to providing merit increases, this proposed amount will allow for adjustments required due to increases in minimum wage and the resulting compression, especially in the lower pay grades.

Committee Chair Hanba added that since HR Source salary data is made available in June/July each year, the move to a calendar fiscal year will ensure that updated salary information is readily available for subsequent year budgeting.

Trustee Kiem made a

MOTION: To approve the SY21 salary plan in the amount of \$63,650

Trustee Rapisand seconded the motion.

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

Motion passed

Trustee Kiem made a

MOTION: To approve the retroactive approval of the salary plan as of May 1, 2021 in alignment with the beginning of SY21

Trustee Steinfels seconded the motion

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

Motion passed

COVID19 SICK LEAVE POLICY

Director Bertucci explained that the Library currently has a policy in place providing for COVID related leave as per the Families First Coronavirus Relief Act (FFCRA). This policy is set to expire in September and the federal government has not yet moved to expand that timeframe. The goal of this discussion is to inform the new trustees of the policy and to remind other trustees that this may be brought up for discussion again in September.

Meeting adjourned at 8:23 p.m.



Memorandum

Memo Date: August 6, 2021
From: Joanna Bertucci
Meeting Type: Personnel Committee of the Whole Meeting
Meeting Date: August 10, 2021
Action Requested: For approval
Subject: SY2021 Salary Plan

Background:

In the past, it was the Library's practice to calculate merit increases based on evaluation score alone, not taking into account market averages of salary ranges. As a result, **some staff have outpaced the market in relationship to their performance, and some have not kept pace with the market in relationship to their performance.** This has resulted in our compensation structure being out of alignment with the compensation philosophy the Board discussed in 2020. In FY2021, the Board elected to wait until the 2021 Library Compensation Survey was available from HR Source to finalize the SY2021 salary plan with the goal of using current data against which to benchmark the Library's positions and develop an updated pay grade and scale.

Compensation Philosophy: (last discussed February 2020)

Park Ridge Public Library recognizes the essential role staff has in furthering the mission and vision of the Library and in achieving the Library's strategic goals. The Board of Trustees and Administration are committed to maintaining an internally equitable and externally competitive compensation structure that will enable the Library to recruit and retain a staff of highly proficient and qualified employees and reward high-performing employees at all levels.

Park Ridge Public Library will establish and maintain pay ranges based upon internal equity and externally competitive guidelines with a base pay minimum and maximum for all pay ranges.

1. Internal equity refers to the constant effort to ensure that pay is managed fairly across all employee pay ranges. Staff will be paid within the pay range for the pay grade of their position.
2. In determining an employee's rate of compensation within their assigned pay range, Administration may consider the employee's performance, contribution, education, experience, and the requirements for the position.
3. Merit increases will be reviewed annually. Merit increases or one-time rewards may be awarded to staff who demonstrate satisfactory job performance in their annual performance review and attain performance goals set forth in the prior year's annual performance review.
4. The Library seeks to provide competitive salaries across all jobs—defined as sufficiently close to the median of the local library competitor market to continue to attract and retain superior staff.

The Library's compensation structure includes competitive benefits for eligible staff including: health, dental, vision and life insurance; paid time off and paid holidays; and enrollment in the Illinois Municipal Retirement Fund. Training is available and encouraged for all positions.

1. Individual employee's eligibility for benefits is dependent on hours worked, length of service, and other factors. Not all employees qualify for all benefits offered.
2. The Library seeks to ensure that benefits are offered and managed fairly across all jobs.
3. The Library encourages employees in developing and maintaining competitive skill levels through support of training initiatives and learning opportunities, ensuring that necessary skill sets are developed. The Library endeavors to allow time and financial support to enable staff to attend approved training.

*These percentages were based on 2020 Salary Survey data that was not aged.



Memorandum

Benchmarking work to date

Initial benchmarking project was completed internally by Former Director Smith with the counsel of Trustee Hanba for FY20. The Management Team, under Former Director Smith’s leadership, revised employee job descriptions and final versions were agreed upon in December 2020. Upon release of the 2021 data in early July, I have updated the Library’s benchmarking rubric to take into account updated salary ranges, new job descriptions and internal restructuring that occurred since the salaries were previously benchmarked.

Current Staff Salaries Report and Updated Plan:

- Overall full-time equivalent (FTE) positions are as follows:

FY20	FY21	SY21
50	48.5	48.5

- Current headcount: 68
 - 26 full-time
 - 42 part-time
- Open positions: 8
- Percent of current employees within percentile ranges described below are as follows:

	<95% Minimum	95-105% Midpoint	>105% Maximum
FY2020 – actual*	59%	26%	15%
FY2021 – current staff salaries benchmarked to new data	58%	25%	17%
SY2021 estimate*	24%	49%	27%
SY2021 final recommendation	26%	53%	21%

- SY2021 salaries budget was approved at \$1,620,674 – this included a pool of \$59,500 for increases. Based on that approval and updated staffing and data from HR Source, I respectfully recommend \$63,650 in increases in the following areas.
 - \$37,500 for 3% average merit pool increases
 - \$9,250 for one time merit bonuses
 - \$16,900 merit adjustments based on revised pay grade/scale and minimum wages adjustments
- Since the development of Former Director Smith’s SY21 salary plan, the Library has undergone significant staffing changes. I have updated the pay grade and scale to reflect internal restructuring which has moved various staff members into new grades. Since December 1, 2020:
 - 10 current staff members experienced change (hours, title, pay rate)
 - 9 staff members have resigned (including the retirement of 1 long tenured Manager)
 - 4 staff members have been hired (including the Library Director)
- I respectfully recommend that that merit pool increases and adjustments be backdated to May 1, 2021 in alignment with the start of the stub year and the annual staff review timeline. On Monday, May 10, the

*These percentages were based on 2020 Salary Survey data that was not aged.



Memorandum

Library reopened the main entrance and first floor to the public and resumed regular hours on Friday, May 14. The life safety project necessitated the amended hours as well as the 3-day closure in early May.

Goals

- If approved, this plan achieves the goal for half the staff to fall into the 95-105% range based on data that has been updated for SY21. Additionally, the compa-ratio for the Library would be 97%, up from 94%
- The SY21 grade and scale allows lowest grades (1-3) to hire at higher starting rates to accommodate upcoming mandated minimum wage increases and compression of above grades and to remain competitive in order to attract new talent. We can expect that the FY22 salary plan will continue to address this issue, perhaps more aggressively, as future minimum wage increase will continue to put pressure on the pay scale.

Planning for FY 22:

- I respectfully request the review process for the FY22 commence in November 2021 and any adjustments/increases take effect on January 1, 2022, to align with the start of the new fiscal year. Staff would be reviewed based on their performance during the 8-month stub year (May – December 2021). Aligning the review process with the commencement of fiscal year will allow for more accurate budgeting and planning as HR Source salary survey data is published annually in July.

Recommended Motions:

- Approve Salary plan as presented, which includes \$63,650 in increases in the following areas:
 - \$37,500 for 3% average merit pool increases
 - \$9,250 for one time merit bonuses
 - \$16,900 merit adjustments based on revised pay grade/scale and minimum wages adjustments
- Approve that merit pool increases and adjustments be backdated to May 1, 2021 in alignment with the start of the stub year.

Attachment:

SY21 Pay Grade and Scale

*These percentages were based on 2020 Salary Survey data that was not aged.

PARK RIDGE PUBLIC LIBRARY - SALARY RANGES SY2021		Minimum - 20% below	Midpoint	Maximum - 20% above
11	Library Director	98,704 50.62	123,380 63.27	148,056 75.93
10	Service Managers Adult, Youth, Technical	57,788 29.64	72,236 37.04	86,683 44.45
9	Managers Patron Services, Finance, Facility	56,136 28.79	70,170 35.98	84,204 43.18
8	Marketing & Public Relations Supervisor Service Department Supervisor	47,197 24.20	58,996 30.25	70,795 36.31
7	Librarian I / II Cataloger I / II	42,825 21.96	53,531 27.45	64,237 32.94
6	Graphic Artist Bookkeeper Assistant to Director	38,962 19.98	48,703 24.98	58,444 29.97
5	Patron Services Asst. Mngr. Library Specialist I / II	36,057 18.49	45,071 23.11	54,085 27.74
4	ILL Coordinator Technical Services Coordinator Patron Services Coordinator	31,818 16.32	39,772 20.40	47,727 24.48
3	Library Monitor	28,258 14.49	35,323 18.11	42,388 21.74
2	Technical Services Associate Patron Services Associate	24,031 12.32	30,038 15.40	36,046 18.49
1	Shelver	8% 21,450 11.00	23,440 12.00	15% 26,956 13.82

Based on HR Source 2021 Survey, 7/1/2021
Data Collected March 1, 2021
Data Published July 2021

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room of the Library

August 10, 2021 at 7:00 p.m.

Committee Co-Chair Kiem opened the Planning and Operations Committee Meeting at 8:23 p.m.

ROLL CALL

Trustees Present: Co-Chairs Lauren Rapisand and Josh Kiem; Karen Burkum, Alexandra Hanba, Danielle Powers, Gregg Rusk, David Somheil, Joseph Steinfelds; Deepika Thiagarajan

Absent: None

Others Present: Joanna Bertucci, Library Director; Alyson Doubek, Finance Manager

PUBLIC COMMENT

None

Trustee Thiagarajan made a

MOTION: to approve the minutes of July 13, 2021

Trustee Hanba seconded the motion.

Roll Call Vote: Yes: Burkum, Hanba, Kiem, Rapisand, Somheil, Steinfelds, Thiagarajan
Abstain: Powers, Rusk

Motion passed.

APPROVE WAYFINDING SIGNAGE QUOTE

Director Bertucci explained that each year the Library applies for a Per Capita Grant through the Illinois Secretary of State's Office. The FY20 grant application specified that funds received would be used for additional display fixtures and post-renovation signage.

In regard to signage, the Library's marketing team obtained three quotes. Director Bertucci updated the committee on the review of proposals and the staff's recommendation to accept the quote from Takeform.

Trustee Hanba made a

MOTION: to approve Takeform estimate in the amount of \$15,616.37, using FY20 Per Capita Grant funds, to complete Phase 2 of the interior signage project

Trustee Rapisand seconded the motion

Roll Call Vote: Yes: Burkum, Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfelds, Thiagarajan

Motion passed

APPROVE OPTO UNITS QUOTE

Director Bertucci reiterated that this proposal and purchase is also included in the FY20 Per Capita Grant application. The proposal is for the purchase and installation of two display units for Adult and Teen materials as detailed in the memo included in the committee packet. Staff recommends these units for their quality, durability and flexibility in meeting display needs.

Trustee Rapisand made a

MOTION: To approve the purchase and installation of two Opto display fixtures from Library Furniture International in the amount of \$8,173.08, using FY20 Per Capita Grant funds.

Trustee Thiagarajan seconded the motion

Roll Call Vote: **Yes:** Burkum, Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfelds, Thiagarajan

Motion passed

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room of the Library

August 10, 2021 at 7:00 p.m.

REVIEW OF LONG RANGE PROJECTS LIST

Director Bertucci reviewed the list of projects, providing the committee with background information on each project. Each of the projects was discussed by the committee and the list was updated. It was agreed that this list would be reviewed, maintained, and updated as necessary.

The Planning and Operations meeting was adjourned at 8:49 p.m.

OTHER

President Rapisand explained that Secretary Thiagarajan has conducted a review of closed session minutes and made a recommendation as to which should remain closed and which can be considered for being opened. She further explained that each trustee would receive a packet of closed minutes for their review and that they can then make suggestions for which might be released. Trustees should complete this review prior to the August 17, 2021 Board meeting.

ADJOURNMENT

There being no objection the meeting was adjourned at 8:52 p.m.

DRAFT



Memorandum

Memo Date: August 6, 2021
From: Joanna Bertucci
Meeting Type: Planning & Operations Committee of the Whole Meeting
Meeting Date: August 10, 2021
Action Requested: For approval
Subject: Interior signage project

Background:

The Library was awarded a \$46,850 FY20 Per Capita Grant. The grant request (revised in March 2021) stated that funds would be expended to “enhance the promotion of library materials with additional display fixtures for library resources throughout the library and support phases 2 and 3 of the post-renovation signage project.” The State Library requests that FY20 Per Capita Grant funds be expended by December 31, 2021.

Recommendation:

The administrative team would like to begin phase 2 of the post-renovation signage project. Phase 1 included signage for collections and endcaps, which was designed and fabricated in-house during the previous fiscal year. Phase 2 includes interior directional signage for egress and wayfinding and additional shelving and display fixtures. Phase 3 will focus on beautification of the walls of the first and second floor lobby areas, which we hope to complete by the end of SY21 as well.

In order to achieve the goal of Phase 2 in this fiscal year, our Marketing Coordinator, Jennifer Healy, and Graphic Designer, Stephanie Hill, have solicited quotations and interviewed 3 firms for the interior signage product.

1. APCO Signs: approximately \$24,000 for the design, fabrication, and installation of interior signage
2. Takeform: \$15,616.37 for the design, fabrication, and installation of interior signage
3. Poblocki Sign Companies: \$6,785 for site design and planning; costs for fabrication and installation would be based on the signage program design by Poblocki in consultation with the Library.

After review of these proposals, I respectfully recommend that the Library accept the estimate put forth by Takeform to complete the interior signage project for \$15,616.37. Their low bid and quality of presentation was straightforward and will deliver the Library the signage components needed for the lowest cost and lead-time. Takeform has worked previously with the Des Plaines Public Library and Ms. Healy has spoken with the Head of Marketing and Communications at Des Plaines who praised Takeform for their quality signage and ease with which to work.

The administrative team eliminated Poblocki from consideration as the costs of the actual product and installation are unknown. If those costs were prohibitive to the Library that would not be determined until after the design phase is complete and we felt that was too great a risk.

Proposed Motion:

Approve estimate #193193 from Takeform in the amount of \$15,616.37 to complete phase 2 of the interior signage project.



branding space. moving people.

Quorum Group, LLC DBA

Estimate #: 193193

August 02, 2021

Prepared For:

Park Ridge Public Library
20 S Prospect Ave
Park Ridge, IL 60068-4102

Account Manager: Katie Heiligenthaler
klh@takeform.net
(585) 318-1052

Jennifer Healy
(847) 720-3209
jhealy@prpl.org

Representative: Ross Shapland
ross@levelreps.com
(248) 225-6104

PAR0115: Park Ridge Public Library

Table with 4 columns: Item ID, Description, QTY, Unit Net, Extended Net. Contains 19 rows of item details.

Quorum Group, LLC DBA

PAR0115: Park Ridge Public Library

20	Type Q.2: Dimensional Letter Set (6" painted acrylic - Reference Desk)	1	\$386.26	\$386.26
21	Type Q.3: Dimensional Letter Set (6" painted acrylic - Reader Services Desk)	1	\$556.23	\$556.23
22	Type Q.4: Dimensional Letter Set (6" painted acrylic - Meeting Room)	1	\$339.92	\$339.92
23	Type Q.5: Dimensional Letter Set (5" painted acrylic - Adult Programs)	1	\$365.70	\$365.70
24	Type Q.6: Dimensional Letter Set (5" painted acrylic - City & Library News)	1	\$450.09	\$450.09
25	Type Q.7: Dimensional Letter Set (6" painted acrylic - Reader Services)	1	\$432.63	\$432.63
26	Type Q.8: Dimensional Letter Set (6" painted acrylic - Reference)	1	\$278.12	\$278.12
27	Type Q.9: Dimensional Letter Set (6" painted acrylic - Return Stations)	1	\$432.63	\$432.63
28	Takeform Certified Installation Service - Standard Labor (optional)	1	\$4,496.00	\$4,496.00
29	Planning and Creative Services	1	\$870.00	\$870.00
30	A0150 Silicone Adhesive Cartridge	4	\$15.25	\$61.00
			Subtotal:	\$15,197.15
			S & H:	\$419.22
			Taxes:	\$0.00
			Total:	\$15,616.37

Quorum Group, LLC DBA

PAR0115: Park Ridge Public Library

Terms: 40% Dep; Balance Net 30

COVID has added complexity and uncertainty to our entire supply chain. It has affected material availability as well as the time to get the product to you. We take our delivery commitments very seriously, however, the current environment may introduce delays. We will communicate any delay immediately and take every action to minimize the impact to you. Thank you.

DEPOSIT: 40% deposit due upon release to production. Deposits are requested due to the custom nature of signage and graphic products, design hours, and planning services.

MINIMUMS: Orders less than \$500 must be paid in full prior to fabrication.

RELEASE TO PRODUCTION: Client approvals of rendering, location plan and message schedule/proof required prior to production.

DELIVERY: 2-4 weeks after receipt of approvals contingent on project scope and materials.

FOB Origin, with full freight allowed.

INSTALLATION: Unless indicated, sign installation is not included. If shown, price is based on the minimum trips required to perform the work. If additional trips are necessary, for reasons beyond our control, additional charges may apply. Please advise if multiple trips are anticipated. Prices reflect installations performed during regular business hours (M-F, 7:00am - 5:00pm). Work outside these hours or days will incur additional cost.

CHANGES: Changes in quantities, sign types and/or finishes may affect prices.

CANCELLATION: Canceled orders shall be subject to a 25% fee.

EXPIRATION: Prices are valid for 90 days.

WARRANTY: Takeform warrants its products to be free of defects in material and workmanship for a period of five years from date of shipment. Warranty covers all material and labor to repair or replace products determined to be defective.

Purchase Order: _____

Total: \$15,616.37

Signature: _____

Date: _____



Memorandum

Memo Date: August 6, 2021
From: Joanna Bertucci
Meeting Type: Planning & Operations Committee of the Whole Meeting
Meeting Date: August 10, 2021
Action Requested: For approval
Subject: Opto Unit purchase and installation

Background:

The Library was awarded a \$46,850 FY20 Per Capita Grant. The grant request (revised in March 2021) stated that funds would be expended to “enhance the promotion of library materials with additional display fixtures for library resources throughout the library and support phases 2 and 3 of the post-renovation signage project.” The State Library requests that FY20 Per Capita Grant funds be expended by December 31, 2021.

Recommendation:

The service department managers in collaboration with the marketing team, would like to purchase and install display fixtures to fulfill our grant requirement to “enhance the promotion of library materials with additional display fixtures for library resources.”

To that end, the marketing team has been working with Library Furniture International (LFI) to obtain a proposal to install 2 – Opto units on the second floor since April 2021. LFI spec’d the shelving, furniture, and fixtures that were ordered as part of the 2018 renovation project. Opto is a trusted brand in the Library market, known for its durability and flexibility regarding to display materials and promotional items. The picture to the right is an example of an Opto unit installed at an area Library. Adding these displays would complete our shelving plan and vision. The marketing department worked with a representative from LFI to design a system of display fixtures that would coordinate with the existing shelving fixtures on the second floor. The initial quote from LFI came in at \$4,920 per unit, for a total cost of \$9,840. After further development and refinement, LFI provided a second proposal (attached) in August 2021. I respectfully recommend that the Board approve this quotation and subsequent purchase in the amount of **\$8,173.08**. The quote includes wall mounted display fixtures for the following areas on the second floor.



1. Brick façade in the northeast corner of the Readers Services Department to display adult materials and promote programs.

Memorandum



2. Southwest corner of the Readers Services Department display teen materials on the way up to the loft via the adjacent staircase.



We are continuing to work with LFI to provide a quote for an OPTO wall for the Hallway connecting the Readers Services and the Reference Department, across from the display case. This wall would be used to display the Library's nonfiction collections and promote lifelong learning programming opportunities. Due to availability and increased costs of materials, quotes are taking longer to procure.

Proposed Motion:

Approve a purchase of 2 Opto units from Library Furniture International, in the amount of \$8,173.08 using funds from the FY20 Per Capita Grant.

8/6/2021

LFI QT-2467 Proposal For:

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

Factory: Opto

Park Ridge Public Library

Lead Time: 6-8 weeks

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
WB	1	Opto		Brick Wall Opto Unit		\$ 4,393.60
	1			Edge 6'H Post Wall Overall Dimensions: 8' 7"W x 1' 3-5/16"D x 7' 1-1/8"H Finish: Stardust Silver (12) 24"W Media Shelves (2) 48"W x 23"H Front Mount Signs		
WA	1	Opto		Teen Opto Unit		\$ 2,619.89
	1			Edge Post Wall Overall Dimensions: 6' 6"W x 1' 5-1/8"D x 7' 7/8"H Finish: Stardust Silver (4) 24"W Book Shelves (4) 48"W Book Shelves (1) 23"H x 23"W Front-Mount Sign Frame (1) 48"W x 23"H Front-Mount Sign Frame		
TOTAL FOB FACTORY					\$	7,013.49
INSTALLATION + FREIGHT <i>* non union / non-prevailing wage *</i>					\$	1,159.59
TOTAL					\$	8,173.08
50% DEPOSIT					\$	4,086.54

Proposal for:

Stephanie Hill, Joana Bertucci, Jennifer Healy
847-825-3123
shill@prpl.org, JBertucci@prpl.org, Jhealy@prpl.org
[Page 54](#)

8/6/2021

Factory: Opto

Lead Time: 6-8 weeks

LFI QT-2467 Proposal For:

Park Ridge Public Library

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
QUOTATION TERMS						
* quotes are valid for 30 days from date at top of this page						
* quotes are based on stated quantities; any change in quantity may require re-quoting						
* prices include standard materials/finishes unless otherwise noted						
* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote						
* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.						
* Storage Costs---if finished product requires storage at LFI warehouse due to customer's site not being ready for installation at the agreed upon time, LFI reserves the right to assess a storage charge						
PAYMENT TERMS						
50% deposit; balance due upon completion						
TO ACCEPT THIS QUOTE:						
* sign and date below as formal acknowledgement of the quote terms						
* please forward a deposit if one is required per the quote terms						
* please fax back to LFI at 847-564-9337 and we will begin processing your order						
* LFI will coordinate and schedule in-bound freight of your order.						
* An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory.						
* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.						
Signature					Date	
TOTAL						\$ 8,173.08

Proposal for:

Stephanie Hill, Joana Bertucci, Jennifer Healy
847-825-3123

shill@prpl.org, JBertucci@prpl.org, Jhealy@prpl.org

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Park Ridge Public Library

Friends of the Park Ridge Public Library
July 2021 Report

- Took in \$247.00 from Book Nook
- Received \$299.00 from Discover for books we sent to them
- Agreed to supply 560 books (\$280.00) to Franklin School by the end of 2021
- Announced Fall Book Sale and began accepting donations

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

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

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

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

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

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

WHEREAS, on April 30, 2021, Governor Pritzker issued Executive Order 2021-09, which continued most prior executive orders issued in response to COVID-19 through May 29, 2021; and

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

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

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

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

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

- c. Financial, human resources, and business office functions necessary to process payments, manage business relationships, and support staff needs;
 - d. Technical services functions necessary to receive and process library resources;
 - e. Virtual access to a library of digital materials, including e-books and e-audiobooks, streaming content, curated web content, and databases;
 - f. Production of virtual programming for children, teens, and adults, which may be virtually accessed through the Library’s social media channels, website, and by telephone;
 - g. Communication, reference and readers advisory services, account assistance, and community interaction with patrons through the Library’s website and social media channels, direct mail, and by telephone, online chat and email; and
 - h. Fulfillment of telephone, online chat, email, and online requests of physical Library materials through contactless pick-up and returns at the Library.
 - i. Preparation for opening the building to the public.
3. The Board grants authority to the Library Director, to identify and schedule specific employees and/or contractors to perform the Essential Government Functions outlined in Paragraph 2 above.
 4. The Library follows the guidance of federal, state and local authorities. In accordance with these authorities, the Library Director is authorized to adjust Library guidelines (e.g., masks and social distancing requirements) with respect to staff, contractors, and patrons.
 5. This Resolution and the authority granted under this Resolution will expire on September 21, 2021. The Board may rescind this Resolution at any time before said expiration date.
 6. This Resolution shall be in full force and effect upon its adoption.

ADOPTED this 17th day of August, 2021 by the following roll call vote:

Ayes:

President Lauren Rapisand

Nays:

Attest:

Absent/Abstention:

Secretary Deepika Thiagarajan

WARRANT: L071621

TO FISCAL 2022/07 05/01/2021 TO 12/31/2021

VENDOR NAME

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

6095 ABC COMMERCIAL									
132973	07/13/21	189494		209151	P	07/16/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	2,310.00
INVOICE:		20210658							
VENDOR TOTALS			4,620.00	YTD INVOICED		4,620.00		YTD PAID	2,310.00
1119 ACE HARDWARE #152 CORP									
132974	07/13/21	189495		209152	P	07/16/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	2.99
INVOICE:		16378							
VENDOR TOTALS			861.73	YTD INVOICED		1,457.50		YTD PAID	2.99
5354 AMAZON COM LLC									
132676	07/02/21	189196		209153	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	-27.89
INVOICE:		445874789458							
132677	07/02/21	189197		209153	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	16.99
INVOICE:		864878367696							
132678	07/02/21	189198		209153	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	27.89
INVOICE:		646378657667							
132679	07/02/21	189199		209153	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	191.61
INVOICE:		458366799337							
132680	07/02/21	189200		209153	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	14.88
INVOICE:		446473693487							
132681	07/02/21	189201		209153	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	11.69
INVOICE:		549443456543							
132682	07/02/21	189202		209153	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	25.99
INVOICE:		867676349437							
132683	07/02/21	189203		209153	P	07/16/21	2015011 951002	OFF SPLS--OTHER SUPPLIES	32.04
INVOICE:		674447947454							
132684	07/02/21	189204		209153	P	07/16/21	2015011 951002	OFF SPLS--OTHER SUPPLIES	7.98
INVOICE:		957959864454							
132685	07/02/21	189205		209153	P	07/16/21	2015015 951100	LIBRARY SUPPLIES	119.99
INVOICE:		693887657975							
132686	07/02/21	189206		209153	P	07/16/21	2015011 933800	CONFERENCES & TRAINING	39.98
INVOICE:		446838894783							
132687	07/02/21	189207		209153	P	07/16/21	2015015 938506	GNL CNTRL SVC/PROGRAM	17.62
INVOICE:		588639396986							
132688	07/02/21	189208		209153	P	07/16/21	2015017 951102	LIBRARY SUPPLIES - MAKERS	124.24
INVOICE:		935773945933							
132689	07/02/21	189209		209153	P	07/16/21	2015017 951102	LIBRARY SUPPLIES - MAKERS	159.98
INVOICE:		776396645988							
132690	07/02/21	189210		209153	P	07/16/21	2015017 951102	LIBRARY SUPPLIES - MAKERS	359.98
INVOICE:		687669368349							
132691	07/02/21	189211		209153	P	07/16/21	2015017 951102	LIBRARY SUPPLIES - MAKERS	89.99
INVOICE:		537575479583							
132692	07/02/21	189212		209153	P	07/16/21	2015017 951102	LIBRARY SUPPLIES - MAKERS	99.99
INVOICE:		469683375589							
132975	07/13/21	189496		209153	P	07/16/21	2015012 952100	BUILDING SUPPLIES	158.40
INVOICE:		466987367798							
132976	07/13/21	189497		209153	P	07/16/21	2015012 952100	BUILDING SUPPLIES	29.88
INVOICE:		779837446947							

WARRANT: L071621

TO FISCAL 2022/07 05/01/2021 TO 12/31/2021

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
132977	07/13/21	189498		209153	P	07/16/21	2015015 954010	LIB RSRCS-VIDEOGAMES	59.98
INVOICE:	773745953437								
132978	07/13/21	189499		209153	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	38.00
INVOICE:	836487474938								
132979	07/13/21	189500		209153	P	07/16/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	20.95
INVOICE:	987937545975								
132980	07/13/21	189501		209153	P	07/16/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	36.92
INVOICE:	857447599689								
132981	07/13/21	189502		209153	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	24.44
INVOICE:	883577949674								
132982	07/13/21	189503		209153	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	19.99
INVOICE:	693657366689								
132983	07/13/21	189504		209153	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	26.99
INVOICE:	447936763945								
132984	07/13/21	189505		209153	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	31.85
INVOICE:	947436749985								
132985	07/13/21	189506		209153	P	07/16/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	29.95
INVOICE:	963897777598								
132986	07/13/21	189507		209153	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	15.03
INVOICE:	455388753595								
132987	07/13/21	189508		209153	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	11.53
INVOICE:	454558694433								
132988	07/13/21	189509		209153	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	18.37
INVOICE:	469356546546								
132989	07/13/21	189510		209153	P	07/16/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	170.78
INVOICE:	433767566933								
132990	07/13/21	189511		209153	P	07/16/21	2015011 951002	OFF SPLS--OTHER SUPPLIES	29.99
INVOICE:	999963449946								
132991	07/13/21	189512		209153	P	07/16/21	2015015 938506	GNL CNTRL SVC/PROGRAM	30.77
INVOICE:	469439343769								
132992	07/13/21	189513		209153	P	07/16/21	2015016 951100	LIBRARY SUPPLIES	9.99
INVOICE:	664386439446								
132993	07/13/21	189514		209153	P	07/16/21	2015011 951002	OFF SPLS--OTHER SUPPLIES	9.99
INVOICE:	464677843879								
132994	07/13/21	189515		209153	P	07/16/21	2015015 938506	GNL CNTRL SVC/PROGRAM	19.16
INVOICE:	838347973547								
132995	07/13/21	189516		209153	P	07/16/21	2015015 938506	GNL CNTRL SVC/PROGRAM	115.70
INVOICE:	986845897397								
132996	07/13/21	189517		209153	P	07/16/21	2015012 952100	BUILDING SUPPLIES	23.97
INVOICE:	859398374567								
132997	07/13/21	189518		209153	P	07/16/21	2015012 952100	BUILDING SUPPLIES	39.95
INVOICE:	856738875736								
VENDOR TOTALS			5,359.03	YTD INVOICED			10,446.13	YTD PAID	2,285.53

800 AMERICAN EAGLE COM

132693	07/02/21	189213		209154	P	07/16/21	2015011 931700	LIB DATA PROC SV	420.00
INVOICE:	332534								
VENDOR TOTALS			2,108.00	YTD INVOICED			1,890.00	YTD PAID	420.00

WARRANT: L071621

TO FISCAL 2022/07 05/01/2021 TO 12/31/2021

VENDOR NAME

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

303186 AMERICAN LIBRARY ASSOCIATION									
132694	07/02/21	189214		209155	P	07/16/21	2015011 932400	LIB MEMBER DUES	148.00
INVOICE: ADM070221									
VENDOR TOTALS		148.00 YTD INVOICED			148.00 YTD PAID			148.00	
7060 ANTHONY ROOFING TECTA AMERICA LLC									
132998	07/13/21	189519		209156	P	07/16/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	4,592.00
INVOICE: S69004192									
132999	07/13/21	189520		209156	P	07/16/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	4,190.00
INVOICE: S69004191									
VENDOR TOTALS		8,782.00 YTD INVOICED			11,176.55 YTD PAID			8,782.00	
4193 ATOMATIC MECHANICAL SERVICES INC									
133000	07/13/21	189521		209157	P	07/16/21	2015012 932105	BLDG MNT CNTR-HVAC EQUIP	1,180.50
INVOICE: SRV2102786									
133001	07/13/21	189522		209157	P	07/16/21	2015012 932105	BLDG MNT CNTR-HVAC EQUIP	1,095.00
INVOICE: SRV2103003									
VENDOR TOTALS		13,191.80 YTD INVOICED			13,191.80 YTD PAID			2,275.50	
101020 BAKER AND TAYLOR BOOKS									
132695	07/02/21	189215		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	64.26
INVOICE: 5017065378									
132696	07/02/21	189216		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	114.36
INVOICE: 2036014976									
132697	07/02/21	189217		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	14.89
INVOICE: 2036014977									
132698	07/02/21	189218		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	33.72
INVOICE: 2036014978									
132699	07/02/21	189219		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	62.96
INVOICE: 2036014979									
132700	07/02/21	189220		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	98.97
INVOICE: 2036014980									
132701	07/02/21	189221		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	14.88
INVOICE: 2036014981									
132702	07/02/21	189222		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	17.72
INVOICE: 2036014982									
132703	07/02/21	189223		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	15.45
INVOICE: 2036014983									
132704	07/02/21	189224		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	85.77
INVOICE: 2036014984									
132705	07/02/21	189225		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	32.05
INVOICE: 2036040438									
132706	07/02/21	189226		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	41.26
INVOICE: 2036040439									
132707	07/02/21	189227		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	61.38
INVOICE: 2036040440									
132708	07/02/21	189228		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	27.67
INVOICE: 2036040441									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	132709	07/02/21	189229		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	138.24
	INVOICE:	2036040442								
	132710	07/02/21	189230		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	174.36
	INVOICE:	2036030687								
	132711	07/02/21	189231		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	32.60
	INVOICE:	2036021676								
	132712	07/02/21	189232		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	39.95
	INVOICE:	2036021677								
	132713	07/02/21	189233		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	508.01
	INVOICE:	2036021678								
	132714	07/02/21	189234		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	17.15
	INVOICE:	203605413								
	132715	07/02/21	189235		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	27.03
	INVOICE:	2036005414								
	132716	07/02/21	189236		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	49.18
	INVOICE:	2036005415								
	132717	07/02/21	189237		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	31.87
	INVOICE:	2036005416								
	132718	07/02/21	189238		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	185.00
	INVOICE:	2036005412								
	132718	07/02/21	189238		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	15.92
	INVOICE:	2036005412								
	132719	07/02/21	189239		209158	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	93.05
	INVOICE:	5017012249								
	132720	07/02/21	189240		209158	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	103.30
	INVOICE:	5017029314								
	132721	07/02/21	189241		209158	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.47
	INVOICE:	2036014079								
	132722	07/02/21	189242		209158	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	426.67
	INVOICE:	2036014080								
	132723	07/02/21	189243		209158	P	07/16/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	95.48
	INVOICE:	2036026959								
	132724	07/02/21	189244		209158	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	106.86
	INVOICE:	2036039018								
	132725	07/02/21	189245		209158	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	10.90
	INVOICE:	2036011178								
	132726	07/02/21	189246		209158	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	23.10
	INVOICE:	2036011179								
	132727	07/02/21	189247		209158	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	17.07
	INVOICE:	2036011180								
	132728	07/02/21	189248		209158	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	662.96
	INVOICE:	2036011181								
	132729	07/02/21	189249		209158	P	07/16/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	26.98
	INVOICE:	2036039017								
	132729	07/02/21	189249		209158	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	64.55
	INVOICE:	2036039017								
	132730	07/02/21	189250		209158	P	07/16/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	11.35
	INVOICE:	2036039019								
	133002	07/13/21	189523		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	15.78
	INVOICE:	2036038357								
	133003	07/13/21	189524		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	49.26

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	2036038358								
	133004	07/13/21	189525		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	17.71
	INVOICE:	2036038359								
	133005	07/13/21	189526		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	49.12
	INVOICE:	2036038360								
	133006	07/13/21	189527		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	17.03
	INVOICE:	2036038361								
	133007	07/13/21	189528		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	150.87
	INVOICE:	2036038362								
	133008	07/13/21	189529		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	81.78
	INVOICE:	2036038363								
	133009	07/13/21	189530		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	19.88
	INVOICE:	2036038364								
	133010	07/13/21	189531		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	346.00
	INVOICE:	5017077517								
	133011	07/13/21	189532		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	49.75
	INVOICE:	2036016342								
	133012	07/13/21	189533		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	928.21
	INVOICE:	2036016343								
	133013	07/13/21	189534		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	238.32
	INVOICE:	2035984937								
	133014	07/13/21	189535		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	67.46
	INVOICE:	2035984938								
	133015	07/13/21	189536		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	25.41
	INVOICE:	2035984939								
	133016	07/13/21	189537		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	16.59
	INVOICE:	2035984940								
	133017	07/13/21	189538		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	15.21
	INVOICE:	2035974941								
	133018	07/13/21	189539		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	31.87
	INVOICE:	2035984942								
	133019	07/13/21	189540		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	161.95
	INVOICE:	2035984943								
	133020	07/13/21	189541		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	38.67
	INVOICE:	2035984944								
	133021	07/13/21	189542		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	65.14
	INVOICE:	2035984945								
	133022	07/13/21	189543		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	12.81
	INVOICE:	2035984946								
	133023	07/13/21	189544		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	948.36
	INVOICE:	2035947764								
	133024	07/13/21	189545		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	16.59
	INVOICE:	2035947173								
	133025	07/13/21	189546		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	50.21
	INVOICE:	2035947174								
	133026	07/13/21	189547		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	20.57
	INVOICE:	2035947175								
	133027	07/13/21	189548		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	37.32
	INVOICE:	2035947176								
	133028	07/13/21	189549		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	421.02
	INVOICE:	2035947177								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	133029	07/13/21	189550		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	55.45
	INVOICE:	2036002965								
	133030	07/13/21	189551		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	39.40
	INVOICE:	2036002966								
	133031	07/13/21	189552		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	29.45
	INVOICE:	2036002967								
	133032	07/13/21	189553		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	33.63
	INVOICE:	2036002968								
	133033	07/13/21	189554		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	16.56
	INVOICE:	2036002969								
	133034	07/13/21	189555		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	161.05
	INVOICE:	2036002970								
	133035	07/13/21	189556		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	19.88
	INVOICE:	2036027910								
	133036	07/13/21	189557		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	57.02
	INVOICE:	2036027911								
	133037	07/13/21	189558		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	57.40
	INVOICE:	2036027912								
	133038	07/13/21	189559		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	31.46
	INVOICE:	2036027913								
	133039	07/13/21	189560		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	58.03
	INVOICE:	2036027914								
	133040	07/13/21	189561		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	46.42
	INVOICE:	2036027915								
	133041	07/13/21	189562		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	40.09
	INVOICE:	2036027916								
	133042	07/13/21	189563		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	16.59
	INVOICE:	2036027917								
	133043	07/13/21	189564		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	12.80
	INVOICE:	2036027918								
	133044	07/13/21	189565		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	63.96
	INVOICE:	2035967159								
	133045	07/13/21	189566		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	123.88
	INVOICE:	2035967160								
	133046	07/13/21	189567		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	98.50
	INVOICE:	2035967161								
	133047	07/13/21	189568		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	30.19
	INVOICE:	2035967162								
	133048	07/13/21	189569		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	201.19
	INVOICE:	2035967163								
	133049	07/13/21	189570		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	20.57
	INVOICE:	2035967164								
	133050	07/13/21	189571		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	215.74
	INVOICE:	2035967165								
	133051	07/13/21	189572		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	15.45
	INVOICE:	2035967166								
	133052	07/13/21	189573		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	118.10
	INVOICE:	2036000182								
	133053	07/13/21	189574		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	17.03
	INVOICE:	2036000183								
	133054	07/13/21	189575		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	12.46

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	2036000184								
	133055	07/13/21	189576		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	48.10
	INVOICE:	2036000185								
	133056	07/13/21	189577		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	34.11
	INVOICE:	2036000186								
	133057	07/13/21	189578		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	158.83
	INVOICE:	2036000187								
	133058	07/13/21	189579		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	185.11
	INVOICE:	2036000188								
	133059	07/13/21	189580		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	14.86
	INVOICE:	2036000189								
	133060	07/13/21	189581		209158	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	103.14
	INVOICE:	2036000190								
	133061	07/13/21	189582		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	33.75
	INVOICE:	2035998380								
	133062	07/13/21	189583		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	50.32
	INVOICE:	2035998381								
	133063	07/13/21	189584		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	46.93
	INVOICE:	2035998382								
	133064	07/13/21	189585		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	449.60
	INVOICE:	2035998383								
	133065	07/13/21	189586		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	16.59
	INVOICE:	2035973440								
	133066	07/13/21	189587		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	50.82
	INVOICE:	2035973441								
	133067	07/13/21	189588		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	28.80
	INVOICE:	2035973442								
	133068	07/13/21	189589		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	72.49
	INVOICE:	2035973443								
	133069	07/13/21	189590		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	764.72
	INVOICE:	2035947168								
	133070	07/13/21	189591		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	55.00
	INVOICE:	2036061079								
	133071	07/13/21	189592		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	283.19
	INVOICE:	2036043705								
	133072	07/13/21	189593		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	347.60
	INVOICE:	2036052460								
	133073	07/13/21	189594		209158	P	07/16/21	2015017 954011	LIB RSRCS -MWL	66.36
	INVOICE:	2036029207								
	133074	07/13/21	189595		209158	P	07/16/21	2015017 954011	LIB RSRCS -MWL	64.11
	INVOICE:	2036029208								
	133075	07/13/21	189596		209158	P	07/16/21	2015017 954011	LIB RSRCS -MWL	33.18
	INVOICE:	2036051541								
	133076	07/13/21	189597		209158	P	07/16/21	2015017 954011	LIB RSRCS -MWL	184.10
	INVOICE:	2036051542								
	133077	07/13/21	189598		209158	P	07/16/21	2015017 954011	LIB RSRCS -MWL	512.42
	INVOICE:	2035964728								
	133077	07/13/21	189598		209158	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	31.64
	INVOICE:	2035964728								
	133078	07/13/21	189599		209158	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	58.88
	INVOICE:	5017026711								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	133079	07/13/21	189600		209158	P	07/16/21	2015015 954002	LIB RSRCS--CHILDREN BOOKS	14.06
	INVOICE:	2036047567								
	133080	07/13/21	189601		209158	P	07/16/21	2015015 954002	LIB RSRCS--CHILDREN BOOKS	36.16
	INVOICE:	2036047568								
	133081	07/13/21	189602		209158	P	07/16/21	2015015 954002	LIB RSRCS--CHILDREN BOOKS	41.92
	INVOICE:	2036047569								
	133082	07/13/21	189603		209158	P	07/16/21	2015015 954002	LIB RSRCS--CHILDREN BOOKS	484.07
	INVOICE:	2036047570								
	133083	07/13/21	189604		209158	P	07/16/21	2015015 954002	LIB RSRCS--CHILDREN BOOKS	70.57
	INVOICE:	2036042818								
	133084	07/13/21	189605		209158	P	07/16/21	2015015 954002	LIB RSRCS--CHILDREN BOOKS	109.31
	INVOICE:	2036042819								
	133085	07/13/21	189606		209158	P	07/16/21	2015015 954002	LIB RSRCS--CHILDREN BOOKS	30.15
	INVOICE:	2036042820								
	133086	07/13/21	189607		209158	P	07/16/21	2015015 954002	LIB RSRCS--CHILDREN BOOKS	88.32
	INVOICE:	2036042821								
	VENDOR TOTALS		34,288.51	YTD INVOICED				38,327.79	YTD PAID	13,612.79
6593	BEST NAME BADGES									
	132731	07/02/21	189251		209159	P	07/16/21	2015011 951002	OFF SPLS--OTHER SUPPLIES	55.50
	INVOICE:	331379								
	VENDOR TOTALS		168.70	YTD INVOICED				168.70	YTD PAID	55.50
300553	CENGAGE LEARNING INC									
	132733	07/02/21	189253		209160	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	37.98
	INVOICE:	74568606								
	132734	07/02/21	189254		209160	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	35.00
	INVOICE:	74560114								
	133087	07/13/21	189608		209160	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	33.98
	INVOICE:	74574494								
	VENDOR TOTALS		5,465.17	YTD INVOICED				5,559.15	YTD PAID	106.96
100148	CHICAGO TRIBUNE SUBSCRIPTION									
	133088	07/13/21	189609		209161	P	07/16/21	2015017 954003	LIB RSRCS--PERIODICALS	105.06
	INVOICE:	ADM071321								
	VENDOR TOTALS		105.06	YTD INVOICED				105.06	YTD PAID	105.06
302631	CHILDRENS PLUS INC									
	132736	07/02/21	189256		209162	P	07/16/21	2015015 954019	LIB RSRCS--CHILDRENS BOOKS	3,544.18
	INVOICE:	192609								
	VENDOR TOTALS		3,544.18	YTD INVOICED				3,544.18	YTD PAID	3,544.18
102908	COMPUTER VIEW INC									
	132738	07/02/21	189258		209163	P	07/16/21	2015011 990800	COMPUTER EQUIPMENT	994.00
	INVOICE:	29030								
	133090	07/13/21	189611		209163	P	07/16/21	2015011 990800	COMPUTER EQUIPMENT	209.00

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VENDOR NAME

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

INVOICE: 29032									
VENDOR TOTALS		43,015.00 YTD INVOICED			43,015.00 YTD PAID			1,203.00	
61212 CITY OF PARK RIDGE									
133089	07/13/21	189610		209164	P	07/16/21	2015012 932104	BLDG MNT CNTR-ELEV MAINT	60.00
INVOICE: 15939									
VENDOR TOTALS		60.00 YTD INVOICED			60.00 YTD PAID			60.00	
2272 DE FRANCO PLUMBING INC									
133091	07/13/21	189612		209165	P	07/16/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	193.90
INVOICE: 29238									
VENDOR TOTALS		587.59 YTD INVOICED			3,058.59 YTD PAID			193.90	
8264 GIA PUBLICATIONS INC									
132739	07/02/21	189259		209166	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	43.50
INVOICE: 1023124									
VENDOR TOTALS		43.50 YTD INVOICED			43.50 YTD PAID			43.50	
5041 TIFFANY ANN GATES ETCHELL									
132740	07/02/21	189260		209167	P	07/16/21	2015015 938506	GNL CNTRL SVC/PROGRAM	50.00
INVOICE: ADM0702213									
VENDOR TOTALS		250.00 YTD INVOICED			250.00 YTD PAID			50.00	
102496 HOME DEPOT CREDIT SERVICES									
133093	07/13/21	189614		209168	P	07/16/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	90.26
INVOICE: ADM0713212									
VENDOR TOTALS		2,817.97 YTD INVOICED			3,945.94 YTD PAID			90.26	
7842 INGRAM LIBRARY SERVICES									
132741	07/02/21	189261		209169	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	257.97
INVOICE: 662723302									
132742	07/02/21	189262		209169	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	14.85
INVOICE: 62722959									
132743	07/02/21	189263		209169	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	27.42
INVOICE: 67326382									
132744	07/02/21	189264		209169	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	10.88
INVOICE: 62722965									
133094	07/13/21	189615		209169	P	07/16/21	2015015 954010	LIB RSRCS-VIDEOGAMES	189.97
INVOICE: 67327704									
133095	07/13/21	189616		209169	P	07/16/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	34.43
INVOICE: 67328033									
133096	07/13/21	189617		209169	P	07/16/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	36.43
INVOICE: 62725266									
133097	07/13/21	189618		209169	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	541.13
INVOICE: 62724235									

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CITY OF PARK RIDGE
 PAID WARRANT REPORT

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	133098	07/13/21	189619		209169	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	10.88
	INVOICE:	62724918								
	133099	07/13/21	189620		209169	P	07/16/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	9.60
	INVOICE:	62725267								
	133100	07/13/21	189621		209169	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	309.01
	INVOICE:	62725531								
	133101	07/13/21	189622		209169	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	9.78
	INVOICE:	62724530								
	133102	07/13/21	189623		209169	P	07/16/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	53.27
	INVOICE:	67326904								
	133103	07/13/21	189624		209169	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	20.50
	INVOICE:	62724926								
	133104	07/13/21	189625		209169	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	180.54
	INVOICE:	62724927								
	133105	07/13/21	189626		209169	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	25.52
	INVOICE:	67327532								
VENDOR TOTALS			9,530.87	YTD INVOICED				9,602.23	YTD PAID	1,732.18
5221 GARY KANTOR										
	132745	07/02/21	189265		209170	P	07/16/21	2015015 938506	GNL CNTRL SVC/PROGRAM	250.00
	INVOICE:	ADM0702214								
VENDOR TOTALS			250.00	YTD INVOICED				250.00	YTD PAID	250.00
5303 KINGS III OF AMERICA INC										
	133106	07/13/21	189627		209171	P	07/16/21	2015012 932104	BLDG MNT CNTR-ELEV MAINT	146.64
	INVOICE:	2022447								
VENDOR TOTALS			146.64	YTD INVOICED				146.64	YTD PAID	146.64
42242 GRETCHEN KOTTKAMP										
	132746	07/02/21	189266		209172	P	07/16/21	2015013 951100	LIBRARY SUPPLIES	5.69
	INVOICE:	ADM0702215								
VENDOR TOTALS			5.69	YTD INVOICED				5.69	YTD PAID	5.69
7175 LEXIS NEXIS MATTHEW BENDER & CO INC										
	133107	07/13/21	189628		209173	P	07/16/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	191.10
	INVOICE:	26093448								
VENDOR TOTALS			191.10	YTD INVOICED				191.10	YTD PAID	191.10
7382 KELLY MAYER										
	132747	07/02/21	189267		209174	P	07/16/21	2015011 936000	PUBLIC RELATIONS	30.00
	INVOICE:	ADM0702216								
VENDOR TOTALS			30.00	YTD INVOICED				30.00	YTD PAID	30.00
101892 MIDWEST TAPE										
	132748	07/02/21	189268		209175	P	07/16/21	2015017 954012	LIB RSRCS-E-BOOKS	5,000.00

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	500648002								
	132749	07/02/21	189269		209175	P	07/16/21	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	79.14
	INVOICE:	500615588								
	132750	07/02/21	189270		209175	P	07/16/21	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	9.14
	INVOICE:	500615589								
	132751	07/02/21	189271		209175	P	07/16/21	2015015 954004	LIB RSRCS-RECORDING AUDIO	24.99
	INVOICE:	500611279								
	132752	07/02/21	189272		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	18.74
	INVOICE:	500613820								
	132753	07/02/21	189273		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	17.24
	INVOICE:	500613819								
	132754	07/02/21	189274		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	18.74
	INVOICE:	500613818								
	132755	07/02/21	189275		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	29.97
	INVOICE:	500613817								
	132756	07/02/21	189276		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	29.99
	INVOICE:	500613816								
	132757	07/02/21	189277		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	4.49
	INVOICE:	500613815								
	132758	07/02/21	189278		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	29.98
	INVOICE:	50613814								
	132759	07/02/21	189279		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	118.44
	INVOICE:	500613813								
	132760	07/02/21	189280		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	290.83
	INVOICE:	500613812								
	132761	07/02/21	189281		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	46.48
	INVOICE:	500613811								
	132762	07/02/21	189282		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	27.79
	INVOICE:	500615583								
	133108	07/13/21	189629		209175	P	07/16/21	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	20.39
	INVOICE:	500642441								
	133109	07/13/21	189630		209175	P	07/16/21	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	22.17
	INVOICE:	500642442								
	133110	07/13/21	189631		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	52.48
	INVOICE:	500631499								
	133111	07/13/21	189632		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	52.48
	INVOICE:	500631498								
	133112	07/13/21	189633		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	65.18
	INVOICE:	500631497								
	133113	07/13/21	189634		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	29.98
	INVOICE:	500631496								
	133114	07/13/21	189635		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	27.79
	INVOICE:	500642398								
	133115	07/13/21	189636		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	25.48
	INVOICE:	500637927								
	133116	07/13/21	189637		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	79.36
	INVOICE:	500637926								
	133117	07/13/21	189638		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	18.73
	INVOICE:	500637925								
	133118	07/13/21	189639		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	82.45
	INVOICE:	500637924								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	133119	07/13/21	189640		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	338.88
	INVOICE: 500637922									
	133120	07/13/21	189641		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	26.24
	INVOICE: 50637921									
	133121	07/13/21	189642		209175	P	07/16/21	2015017 954005	LIB RSRCS-AV/DVD/BL	44.96
	INVOICE: 500637920									
VENDOR TOTALS			17,811.86	YTD INVOICED				19,559.15	YTD PAID	6,632.53
4041 ORKIN PEST CONTROL										
	133122	07/13/21	189643		209176	P	07/16/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	250.00
	INVOICE: 213276775									
VENDOR TOTALS			1,505.68	YTD INVOICED				1,505.68	YTD PAID	250.00
924 OVERDRIVE INC										
	132763	07/02/21	189283		209177	P	07/16/21	201 430819	NO. SUB. DIGITAL CONSORTI	1,022.25
	INVOICE: 00751CO21273629									
	132765	07/02/21	189285		209177	P	07/16/21	201 430819	NO. SUB. DIGITAL CONSORTI	679.41
	INVOICE: 00751DA21275692									
	133123	07/13/21	189644		209177	P	07/16/21	201 430819	NO. SUB. DIGITAL CONSORTI	237.97
	INVOICE: 00751DA21277998									
VENDOR TOTALS			27,616.60	YTD INVOICED				32,285.97	YTD PAID	1,939.63
61391 PIONEER PRESS										
	132766	07/02/21	189286		209178	P	07/16/21	2015017 954003	LIB RSRCS--PERIODICALS	32.50
	INVOICE: ADM0702216									
VENDOR TOTALS			62.86	YTD INVOICED				62.86	YTD PAID	32.50
301981 PROGRAM PROFESSIONAL SERVICES INC										
	133124	07/13/21	189645		209179	P	07/16/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	794.00
	INVOICE: 142185									
VENDOR TOTALS			794.00	YTD INVOICED				794.00	YTD PAID	794.00
301937 PROQUEST LLC										
	132767	07/02/21	189287		209180	P	07/16/21	2015017 954018	LIB RSRCS--ONLINE DATABASE	2,634.00
	INVOICE: 70681465									
VENDOR TOTALS			16,768.80	YTD INVOICED				16,768.80	YTD PAID	2,634.00
6564 PURE HEALTH SOLUTIONS INC										
	133125	07/13/21	189646		209181	P	07/16/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	63.75
	INVOICE: 12037522									
VENDOR TOTALS			191.25	YTD INVOICED				191.25	YTD PAID	63.75
5530 REACHING ACROSS ILLINOIS LIBRARY SYSTEMS										
	133126	07/13/21	189647		209182	P	07/16/21	2015017 954012	LIB RSRCS-E-BOOKS	3,541.00

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TO FISCAL 2022/07 05/01/2021 TO 12/31/2021

VENDOR NAME

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

INVOICE: 8191									
VENDOR TOTALS		3,541.00 YTD INVOICED			3,541.00 YTD PAID			3,541.00	
8227 ROBERT HALF INTERNATIONAL INC									
133127	07/13/21	189648		209183	P	07/16/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	1,377.26
INVOICE: 57972998									
VENDOR TOTALS		5,221.46 YTD INVOICED			5,221.46 YTD PAID			1,377.26	
7912 ROBERT K CHASE									
132735	07/02/21	189255		209184	P	07/16/21	2015015 938506	GNL CNTRL SVC/PROGRAM	2,250.00
INVOICE: ADM0702212									
VENDOR TOTALS		2,250.00 YTD INVOICED			2,250.00 YTD PAID			2,250.00	
102551 CACINI INC									
133128	07/13/21	189649		209185	P	07/16/21	2015011 936000	PUBLIC RELATIONS	49.00
INVOICE: 42238									
VENDOR TOTALS		1,479.00 YTD INVOICED			1,999.70 YTD PAID			49.00	
6493 SUN AND MOON YOGA									
132768	07/02/21	189288		209186	P	07/16/21	2015017 938506	GNL CNTRL SVC/PROGRAM	600.00
INVOICE: ADM0702217									
VENDOR TOTALS		2,450.00 YTD INVOICED			2,450.00 YTD PAID			600.00	
5003 UNIQUE MANAGEMENT SERVICES INC									
133129	07/13/21	189650		209187	P	07/16/21	2015011 937800	LIB BNK SERV CHG	17.90
INVOICE: 603093									
VENDOR TOTALS		53.70 YTD INVOICED			53.70 YTD PAID			17.90	
2193 VERIZON WIRELESS									
133130	07/13/21	189651		209188	P	07/16/21	2015011 938501	GNL CNTRL SVC/TELEPHONE	93.09
INVOICE: 9883101227									
VENDOR TOTALS		5,759.65 YTD INVOICED			21,663.35 YTD PAID			93.09	
300800 WAREHOUSE DIRECT INC									
132769	07/02/21	189289		209189	P	07/16/21	2015015 951100	LIBRARY SUPPLIES	25.56
INVOICE: 49910890									
132770	07/02/21	189290		209189	P	07/16/21	2015015 951100	LIBRARY SUPPLIES	17.99
INVOICE: 49855750									
132770	07/02/21	189290		209189	P	07/16/21	2015011 951002	OFF SPLS--OTHER SUPPLIES	31.04
INVOICE: 49855750									
132771	07/02/21	189291		209189	P	07/16/21	2015011 951002	OFF SPLS--OTHER SUPPLIES	15.48
INVOICE: 49860800									
133131	07/13/21	189652		209189	P	07/16/21	2015011 951001	OFF SPLS--PHOTOCOPY	102.58
INVOICE: 49916530									

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VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
133132	07/13/21	189653		209189	P	07/16/21	2015016 951100	LIBRARY SUPPLIES	72.00
INVOICE:		49948330							
133133	07/13/21	189654		209189	P	07/16/21	2015011 951002	OFF SPLS--OTHER SUPPLIES	18.85
INVOICE:		49923580							
VENDOR TOTALS		1,147.48 YTD INVOICED				1,537.30 YTD PAID			283.50
4803 WIDE OPEN WEST ILLINOIS LLC									
133134	07/13/21	189655		209190	P	07/16/21	2015011 938503	GNL CNTRL SVC-INTERNET	804.99
INVOICE:		ADM0713213							
VENDOR TOTALS		6,016.26 YTD INVOICED				6,224.98 YTD PAID			804.99
								REPORT TOTALS	59,007.93

COUNT AMOUNT

TOTAL PRINTED CHECKS 40 59,007.93

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

**City of Park Ridge, IL
Warrant List Fund Totals
07/16/2021**

Fund	Description	Amount
201	Library Fund	\$57,068.30
201	Grant Fund	0.00
201	North Suburban	\$1,939.63
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	Report Total	\$59,007.93

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VENDOR NAME

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

6095 ABC COMMERCIAL										
133740	07/26/21	190268		209312	P	07/29/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	2,310.00	
INVOICE:		20210759								
VENDOR TOTALS			6,930.00	YTD INVOICED		6,930.00		YTD PAID		2,310.00
5354 AMAZON COM LLC										
133481	07/26/21	190008		209313	P	07/29/21	2015011 951002	OFF SPLS--OTHER SUPPLIES	1.48	
INVOICE:		937654468478								
133482	07/26/21	190009		209313	P	07/29/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	9.99	
INVOICE:		457577								
133506	07/26/21	190033		209313	P	07/29/21	2015015 938506	GNL CNTRL SVC/PROGRAM	8.79	
INVOICE:		733654359796								
133507	07/26/21	190034		209313	P	07/29/21	2015015 938506	GNL CNTRL SVC/PROGRAM	123.85	
INVOICE:		546473566354								
133508	07/26/21	190035		209313	P	07/29/21	2015017 954010	LIB RSRCS-VIDEOGAMES	29.99	
INVOICE:		895753798694								
133509	07/26/21	190037		209313	P	07/29/21	2015015 954010	LIB RSRCS-VIDEOGAMES	39.99	
INVOICE:		986596554554								
133511	07/26/21	190038		209313	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	15.83	
INVOICE:		937469968877								
133512	07/26/21	190039		209313	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	28.97	
INVOICE:		465846437578								
133513	07/26/21	190040		209313	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	138.30	
INVOICE:		457464935866								
133514	07/26/21	190041		209313	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.99	
INVOICE:		745988547889								
133515	07/26/21	190042		209313	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	-11.99	
INVOICE:		953794566599								
133517	07/26/21	190044		209313	P	07/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	26.25	
INVOICE:		463879537458								
133518	07/26/21	190045		209313	P	07/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	8.04	
INVOICE:		577737475956								
133521	07/26/21	190048		209313	P	07/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	49.91	
INVOICE:		447553778555								
133522	07/26/21	190049		209313	P	07/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	92.24	
INVOICE:		795484354663								
133524	07/26/21	190051		209313	P	07/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	22.67	
INVOICE:		658767598484								
133525	07/26/21	190052		209313	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	28.79	
INVOICE:		688359639638								
133527	07/26/21	190054		209313	P	07/29/21	2015015 938506	GNL CNTRL SVC/PROGRAM	44.97	
INVOICE:		463747563593								
133528	07/26/21	190055		209313	P	07/29/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	10.06	
INVOICE:		453595547674								
133528	07/26/21	190055		209313	P	07/29/21	2015012 952100	BUILDING SUPPLIES	61.50	
INVOICE:		453595547674								
133530	07/26/21	190057		209313	P	07/29/21	2015017 951102	LIBRARY SUPPLIES - MAKERS	-24.99	
INVOICE:		54479854358800								
133532	07/26/21	190059		209313	P	07/29/21	2015017 951100	LIBRARY SUPPLIES	59.69	
INVOICE:		435739775689								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	133533	07/26/21	190060		209313	P	07/29/21	2015012 952100	BUILDING SUPPLIES	16.33
	INVOICE:	465763886536								
	133534	07/26/21	190061		209313	P	07/29/21	2015016 951100	LIBRARY SUPPLIES	19.99
	INVOICE:	455449975355								
	133535	07/26/21	190062		209313	P	07/29/21	2015016 951100	LIBRARY SUPPLIES	17.99
	INVOICE:	4359466843384								
	133536	07/26/21	190063		209313	P	07/29/21	2015016 951100	LIBRARY SUPPLIES	15.49
	INVOICE:	447786757496								
	133538	07/26/21	190065		209313	P	07/29/21	2015017 951102	LIBRARY SUPPLIES - MAKERS	188.76
	INVOICE:	873973344378								
	133539	07/26/21	190066		209313	P	07/29/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	88.69
	INVOICE:	469475569996								
	133540	07/26/21	190067		209313	P	07/29/21	2015013 951100	LIBRARY SUPPLIES	59.98
	INVOICE:	744438833974								
	133541	07/26/21	190068		209313	P	07/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	33.86
	INVOICE:	737695757484								
	133542	07/26/21	190069		209313	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	16.86
	INVOICE:	537649768894								
	133543	07/26/21	190070		209313	P	07/29/21	2015012 952100	BUILDING SUPPLIES	164.35
	INVOICE:	443789997854								
	133544	07/26/21	190071		209313	P	07/29/21	2015015 938506	GNL CNTRL SVC/PROGRAM	113.63
	INVOICE:	765668958963								
VENDOR TOTALS								6,871.28 YTD INVOICED	11,958.38 YTD PAID	1,512.25
4193 ATOMATIC MECHANICAL SERVICES INC										
	133545	07/26/21	190072		209314	P	07/29/21	2015012 932105	BLDG MNT CNTR-HVAC EQUIP	1,992.00
	INVOICE:	MA50670								
	133546	07/26/21	190073		209314	P	07/29/21	2015012 932105	BLDG MNT CNTR-HVAC EQUIP	525.50
	INVOICE:	SRV2103107								
	133741	07/26/21	190269		209314	P	07/29/21	2015012 932105	BLDG MNT CNTR-HVAC EQUIP	398.38
	INVOICE:	SRV2103373								
VENDOR TOTALS								16,107.68 YTD INVOICED	16,107.68 YTD PAID	2,915.88
101020 BAKER AND TAYLOR BOOKS										
	133649	07/26/21	190176		209315	P	07/29/21	2015015 938506	GNL CNTRL SVC/PROGRAM	54.92
	INVOICE:	5017119802								
	133650	07/26/21	190177		209315	P	07/29/21	2015015 938506	GNL CNTRL SVC/PROGRAM	52.56
	INVOICE:	2036088933								
	133651	07/26/21	190178		209315	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	48.43
	INVOICE:	2036080549								
	133652	07/26/21	190179		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	7.77
	INVOICE:	2036077965								
	133653	07/26/21	190180		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	21.80
	INVOICE:	2036077966								
	133654	07/26/21	190181		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	86.97
	INVOICE:	2036082444								
	133655	07/26/21	190182		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	18.08
	INVOICE:	2036082445								
	133656	07/26/21	190183		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.30

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	2036076037								
	133657	07/26/21	190184		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	13.74
	INVOICE:	2036082446								
	133658	07/26/21	190185		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	1,669.48
	INVOICE:	2036082447								
	133659	07/26/21	190186		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	79.34
	INVOICE:	2036076038								
	133660	07/26/21	190187		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	97.43
	INVOICE:	2036076039								
	133661	07/26/21	190188		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	42.37
	INVOICE:	2036076040								
	133662	07/26/21	190189		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	38.62
	INVOICE:	2036076041								
	133663	07/26/21	190190		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	28.12
	INVOICE:	2036076042								
	133664	07/26/21	190191		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	115.30
	INVOICE:	5017112940								
	133665	07/26/21	190192		209315	P	07/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	17.07
	INVOICE:	2036072608								
	133666	07/26/21	190193		209315	P	07/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	15.06
	INVOICE:	2036072609								
	133667	07/26/21	190194		209315	P	07/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	804.87
	INVOICE:	2036072610								
	133668	07/26/21	190195		209315	P	07/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	61.64
	INVOICE:	5017035861								
	133685	07/26/21	190213		209315	P	07/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	22.98
	INVOICE:	2036051281								
	133686	07/26/21	190214		209315	P	07/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	49.19
	INVOICE:	2036051282								
	133687	07/26/21	190215		209315	P	07/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	34.28
	INVOICE:	2036051283								
	133688	07/26/21	190216		209315	P	07/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	14.89
	INVOICE:	2036051284								
	133689	07/26/21	190217		209315	P	07/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	44.54
	INVOICE:	2036051285								
	133690	07/26/21	190218		209315	P	07/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	16.59
	INVOICE:	2036051286								
	133691	07/26/21	190219		209315	P	07/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	17.69
	INVOICE:	2036051287								
	133692	07/26/21	190220		209315	P	07/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	51.09
	INVOICE:	2036051288								
	133693	07/26/21	190221		209315	P	07/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	33.17
	INVOICE:	2036051289								
	133694	07/26/21	190222		209315	P	07/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	106.35
	INVOICE:	2036051290								
	133695	07/26/21	190223		209315	P	07/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	196.37
	INVOICE:	2036051291								
	133696	07/26/21	190224		209315	P	07/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	16.56
	INVOICE:	2036038356								
	133697	07/26/21	190225		209315	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	46.92
	INVOICE:	2036050549								

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	133698	07/26/21	190226		209315	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	28.23
	INVOICE:	2036050550								
	133699	07/26/21	190227		209315	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	33.18
	INVOICE:	2036050551								
	133700	07/26/21	190228		209315	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	32.61
	INVOICE:	2036050552								
	133701	07/26/21	190229		209315	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	39.86
	INVOICE:	2036050553								
	133702	07/26/21	190230		209315	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	233.46
	INVOICE:	2036050554								
	133703	07/26/21	190231		209315	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	604.08
	INVOICE:	2036050555								
	133704	07/26/21	190232		209315	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	36.61
	INVOICE:	2036063870								
	133705	07/26/21	190233		209315	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	33.18
	INVOICE:	2036063871								
	133706	07/26/21	190234		209315	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	48.61
	INVOICE:	2036063872								
	133707	07/26/21	190235		209315	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	31.23
	INVOICE:	2036063873								
	133708	07/26/21	190236		209315	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	217.10
	INVOICE:	2036063874								
	133709	07/26/21	190237		209315	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	60.46
	INVOICE:	2036063875								
	133710	07/26/21	190238		209315	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	9.82
	INVOICE:	2036063876								
	133711	07/26/21	190239		209315	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	100.66
	INVOICE:	2036073011								
	133712	07/26/21	190240		209315	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	290.46
	INVOICE:	2036062149								
	133713	07/26/21	190241		209315	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	140.00
	INVOICE:	2036063869								
	133713	07/26/21	190241		209315	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	24.82
	INVOICE:	2036063869								
	133714	07/26/21	190242		209315	P	07/29/21	2015017 954011	LIB RSRCS -MWL	99.51
	INVOICE:	2036074108								
	133715	07/26/21	190243		209315	P	07/29/21	2015017 954011	LIB RSRCS -MWL	64.09
	INVOICE:	2036074109								
	133716	07/26/21	190244		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	12.04
	INVOICE:	2036055486								
	133717	07/26/21	190245		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	30.04
	INVOICE:	2036055487								
	133718	07/26/21	190246		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	12.04
	INVOICE:	2036055488								
	133719	07/26/21	190247		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.34
	INVOICE:	2036061767								
	133720	07/26/21	190248		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	221.81
	INVOICE:	2036061768								
	133721	07/26/21	190249		209315	P	07/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	9.65
	INVOICE:	2036059719								
	133722	07/26/21	190250		209315	P	07/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	110.50

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	INVOICE:	2036059720								
	133723	07/26/21	190251		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	46.75
	INVOICE:	2036066181								
	133724	07/26/21	190252		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	72.32
	INVOICE:	2036059668								
	133725	07/26/21	190253		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	44.20
	INVOICE:	2036059669								
	133727	07/26/21	190255		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	190.16
	INVOICE:	2036059670								
	133729	07/26/21	190257		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	123.09
	INVOICE:	2036059671								
	133731	07/26/21	190259		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	95.12
	INVOICE:	2036059672								
	133732	07/26/21	190260		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	921.73
	INVOICE:	2036059673								
	133733	07/26/21	190261		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	163.05
	INVOICE:	2036053699								
	133734	07/26/21	190262		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	50.67
	INVOICE:	2036053700								
	133735	07/26/21	190263		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	86.15
	INVOICE:	2036073205								
	133736	07/26/21	190264		209315	P	07/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	53.96
	INVOICE:	2036066180								
	133736	07/26/21	190264		209315	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	145.13
	INVOICE:	2036066180								
	133737	07/26/21	190265		209315	P	07/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	14.92
	INVOICE:	2036053701								
	133738	07/26/21	190266		209315	P	07/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	30.13
	INVOICE:	2036066182								
	133739	07/26/21	190267		209315	P	07/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	328.60
	INVOICE:	2036054335								
VENDOR TOTALS					43,125.37	YTD INVOICED		47,164.65	YTD PAID	8,836.86
7046 ALYSSA BARRETT										
	133547	07/26/21	190074		209316	P	07/29/21	2015015 938506	GNL CNTRL SVC/PROGRAM	26.00
	INVOICE:	ADM072621								
VENDOR TOTALS					26.00	YTD INVOICED		26.00	YTD PAID	26.00
489 BLACKSTONE AUDIOBOOKS										
	133549	07/26/21	190076		209317	P	07/29/21	2015017 954004	LIB RSRCS-RECORDING AUDIO	34.41
	INVOICE:	1230779								
	133550	07/26/21	190077		209317	P	07/29/21	2015017 954004	LIB RSRCS-RECORDING AUDIO	560.02
	INVOICE:	1231128								
	133551	07/26/21	190078		209317	P	07/29/21	2015017 954004	LIB RSRCS-RECORDING AUDIO	68.89
	INVOICE:	1231082								
VENDOR TOTALS					1,794.73	YTD INVOICED		1,988.57	YTD PAID	663.32
4756 CALL ONE										

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	133552	07/26/21	190079		209318	P	07/29/21	2015011 938501	GNL CNTRL SVC/TELEPHONE	160.70
	INVOICE: 428903									
VENDOR TOTALS			483.36	YTD INVOICED				483.36	YTD PAID	160.70
300553 CENGAGE LEARNING INC										
	133553	07/26/21	190080		209319	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	116.96
	INVOICE: 74645476									
	133554	07/26/21	190081		209319	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	51.98
	INVOICE: 74662956									
	133555	07/26/21	190082		209319	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	46.98
	INVOICE: 74669912									
VENDOR TOTALS			5,681.09	YTD INVOICED				5,775.07	YTD PAID	215.92
303044 CENTER POINT PUBLLSHING										
	133556	07/26/21	190083		209320	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	27.27
	INVOICE: 1868365									
VENDOR TOTALS			219.54	YTD INVOICED				219.54	YTD PAID	27.27
5814 CHASE										
	133557	07/26/21	190084		209321	P	07/29/21	2015011 931700	LIB DATA PROC SV	224.96
	INVOICE: ADM0726213									
	133557	07/26/21	190084		209321	P	07/29/21	2015011 932400	LIB MEMBER DUES	250.00
	INVOICE: ADM0726213									
	133557	07/26/21	190084		209321	P	07/29/21	2015011 933800	CONFERENCES & TRAINING	565.00
	INVOICE: ADM0726213									
	133557	07/26/21	190084		209321	P	07/29/21	2015011 936000	PUBLIC RELATIONS	622.44
	INVOICE: ADM0726213									
	133557	07/26/21	190084		209321	P	07/29/21	2015015 938506	GNL CNTRL SVC/PROGRAM	25.00
	INVOICE: ADM0726213									
VENDOR TOTALS			4,822.07	YTD INVOICED				5,232.05	YTD PAID	1,687.40
8192 CHERYL BROWN										
	133548	07/26/21	190075		209322	P	07/29/21	2015017 938506	GNL CNTRL SVC/PROGRAM	250.00
	INVOICE: ADM0726212									
VENDOR TOTALS			250.00	YTD INVOICED				250.00	YTD PAID	250.00
102908 COMPUTER VIEW INC										
	133558	07/26/21	190085		209323	P	07/29/21	2015011 990800	COMPUTER EQUIPMENT	1,559.00
	INVOICE: 29037									
VENDOR TOTALS			44,574.00	YTD INVOICED				44,574.00	YTD PAID	1,559.00
55134 COOPERATIVE COMPUTER										
	133559	07/26/21	190086		209324	P	07/29/21	2015016 931701	DATA PROCESSING/CLSI	16,102.56
	INVOICE: 1876									
	133559	07/26/21	190086		209324	P	07/29/21	2015013 931702	DATA PROCESSING/OCLC	3,494.36

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VENDOR NAME

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

INVOICE: 1876									
VENDOR TOTALS		32,683.22 YTD INVOICED			32,683.22 YTD PAID			19,596.92	
3545 FINDAWAY WORLD LLC									
133563	07/26/21	190090		209325	P	07/29/21	2015017 954004	LIB RSRCS-RECORDING AUDIO	287.46
INVOICE: 356164									
133565	07/26/21	190092		209325	P	07/29/21	2015017 954004	LIB RSRCS-RECORDING AUDIO	67.99
INVOICE: 355798									
VENDOR TOTALS		1,786.72 YTD INVOICED			1,826.70 YTD PAID			355.45	
301264 FOX VALLEY FIRE AND SAFETY									
133566	07/26/21	190093		209326	P	07/29/21	2015012 932103	BLDG MNT CNTR-GENL MAINT	344.20
INVOICE: IN00445365									
VENDOR TOTALS		2,361.36 YTD INVOICED			2,361.36 YTD PAID			344.20	
7725 GEORGE PATTON ASSOCIATES INC									
133562	07/26/21	190089		209327	P	07/29/21	2015011 936000	PUBLIC RELATIONS	22.55
INVOICE: PSI1811637									
VENDOR TOTALS		22.55 YTD INVOICED			22.55 YTD PAID			22.55	
8279 HAMLET MENESES									
133567	07/26/21	190094		209328	P	07/29/21	2015015 938506	GNL CNTRL SVC/PROGRAM	500.00
INVOICE: ADM0726214									
VENDOR TOTALS		500.00 YTD INVOICED			500.00 YTD PAID			500.00	
7605 HFGROUP									
133568	07/26/21	190095		209329	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	184.78
INVOICE: 21019885									
VENDOR TOTALS		184.78 YTD INVOICED			184.78 YTD PAID			184.78	
5069 IMAGE SYSTEMS & BUSINESS SOLUTIONS LLC									
133742	07/26/21	190270		209330	P	07/29/21	2015011 935100	EQPT RNTL-MAINTENANCE	490.00
INVOICE: 340591									
133743	07/26/21	190271		209330	P	07/29/21	2015011 935100	EQPT RNTL-MAINTENANCE	850.90
INVOICE: 340592									
VENDOR TOTALS		1,340.90 YTD INVOICED			2,330.90 YTD PAID			1,340.90	
7842 INGRAM LIBRARY SERVICES									
133569	07/26/21	190096		209331	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	15.78
INVOICE: 62727728									
133570	07/26/21	190097		209331	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	68.71
INVOICE: 62727957									
133571	07/26/21	190098		209331	P	07/29/21	2015017 954001	LIB RSRCS--ADULT BOOKS FI	5.58
INVOICE: 67332239									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	133572	07/26/21	190099		209331	P	07/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	222.97
	INVOICE:	62727273								
	133573	07/26/21	190100		209331	P	07/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	23.79
	INVOICE:	67331867								
	133574	07/26/21	190101		209331	P	07/29/21	2015015 938506	GNL CNTRL SVC/PROGRAM	373.78
	INVOICE:	62728163								
	133575	07/26/21	190102		209331	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	8.47
	INVOICE:	62726976								
	133576	07/26/21	190103		209331	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	19.19
	INVOICE:	67331868								
	133577	07/26/21	190104		209331	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	26.11
	INVOICE:	67328693								
	133578	07/26/21	190105		209331	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	281.81
	INVOICE:	62726146								
	133579	07/26/21	190106		209331	P	07/29/21	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	81.70
	INVOICE:	67330335								
	133580	07/26/21	190107		209331	P	07/29/21	2015015 938506	GNL CNTRL SVC/PROGRAM	26.35
	INVOICE:	67333506								
	133581	07/26/21	190108		209331	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	105.43
	INVOICE:	62725973								
	133582	07/26/21	190109		209331	P	07/29/21	2015015 954002	LIB RSRCS-CHILDREN BOOKS	10.88
	INVOICE:	62726491								
	133583	07/26/21	190110		209331	P	07/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	14.82
	INVOICE:	62725644								
	133584	07/26/21	190111		209331	P	07/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	184.39
	INVOICE:	62726672								
VENDOR TOTALS			11,000.63	YTD INVOICED				11,071.99	YTD PAID	1,469.76
7783 JOANN STORES HOLDINGS LLC										
	133560	07/26/21	190087		209332	P	07/29/21	2015017 954018	LIB RSRCS-ONLINE DATABASE	1,099.00
	INVOICE:	DMARVA22498								
VENDOR TOTALS			1,099.00	YTD INVOICED				1,099.00	YTD PAID	1,099.00
1061 MARY MASON										
	133585	07/26/21	190112		209333	P	07/29/21	2015015 938506	GNL CNTRL SVC/PROGRAM	124.87
	INVOICE:	ADM0726215								
VENDOR TOTALS			287.72	YTD INVOICED				428.62	YTD PAID	124.87
101892 MIDWEST TAPE										
	133586	07/26/21	190113		209334	P	07/29/21	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	37.17
	INVOICE:	500694649								
	133587	07/26/21	190114		209334	P	07/29/21	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	49.58
	INVOICE:	50694938								
	133588	07/26/21	190115		209334	P	07/29/21	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	16.64
	INVOICE:	500709919								
	133589	07/26/21	190116		209334	P	07/29/21	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	307.74
	INVOICE:	500709918								
	133590	07/26/21	190117		209334	P	07/29/21	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	13.09

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	500709917								
	133591	07/26/21	190118		209334	P	07/29/21	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	9.14
	INVOICE:	500709916								
	133592	07/26/21	190119		209334	P	07/29/21	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	54.42
	INVOICE:	500704213								
	133593	07/26/21	190120		209334	P	07/29/21	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	179.24
	INVOICE:	500704212								
	133594	07/26/21	190121		209334	P	07/29/21	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	9.14
	INVOICE:	500704210								
	133595	07/26/21	190122		209334	P	07/29/21	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	11.39
	INVOICE:	500671348								
	133596	07/26/21	190123		209334	P	07/29/21	2015015 954004	LIB RSRCS-RECORDING AUDIO	29.99
	INVOICE:	500700880								
	133597	07/26/21	190124		209334	P	07/29/21	2015015 954015	LIB RSRCS-RECORDINGS MUSI	22.48
	INVOICE:	500694368								
	133598	07/26/21	190125		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	33.79
	INVOICE:	500701065								
	133599	07/26/21	190126		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	38.04
	INVOICE:	500709785								
	133600	07/26/21	190127		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	34.29
	INVOICE:	500701063								
	133601	07/26/21	190128		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	26.24
	INVOICE:	500700889								
	133602	07/26/21	190129		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	74.98
	INVOICE:	500700888								
	133603	07/26/21	190130		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	18.74
	INVOICE:	500700887								
	133604	07/26/21	190131		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	22.49
	INVOICE:	500700886								
	133605	07/26/21	190132		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	11.24
	INVOICE:	500700885								
	133606	07/26/21	190133		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	88.89
	INVOICE:	500700884								
	133607	07/26/21	190134		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	29.98
	INVOICE:	500700883								
	133608	07/26/21	190135		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	37.47
	INVOICE:	500700882								
	133609	07/26/21	190136		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	96.71
	INVOICE:	500700881								
	133610	07/26/21	190137		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	20.98
	INVOICE:	500675860								
	133611	07/26/21	190138		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	295.23
	INVOICE:	500675861								
	133612	07/26/21	190139		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	44.97
	INVOICE:	500675863								
	133613	07/26/21	190140		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	53.98
	INVOICE:	500675864								
	133614	07/26/21	190141		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	33.73
	INVOICE:	500675865								
	133615	07/26/21	190142		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	47.99
	INVOICE:	500675866								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	133616	07/26/21	190143		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	44.98
	INVOICE:	500675867								
	133617	07/26/21	190144		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	395.89
	INVOICE:	500675882								
	133618	07/26/21	190145		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	52.48
	INVOICE:	500675217								
	133619	07/26/21	190146		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	17.24
	INVOICE:	500675218								
	133620	07/26/21	190147		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	60.72
	INVOICE:	500675219								
	133621	07/26/21	190148		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	16.49
	INVOICE:	500675981								
	133622	07/26/21	190149		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	43.48
	INVOICE:	50675980								
	133623	07/26/21	190150		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	44.98
	INVOICE:	500675982								
	133624	07/26/21	190151		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	52.48
	INVOICE:	500675983								
	133625	07/26/21	190152		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	33.79
	INVOICE:	500674564								
	133626	07/26/21	190153		209334	P	07/29/21	2015017 954005	LIB RSRCS-AV/DVD/BL	75.58
	INVOICE:	500674565								
	133627	07/26/21	190154		209334	P	07/29/21	2015015 954004	LIB RSRCS-RECORDING AUDIO	152.95
	INVOICE:	500675553								
	VENDOR TOTALS	20,552.68 YTD INVOICED			22,299.97 YTD PAID					2,740.82
57766	NICOR GAS									
	133628	07/26/21	190155		209335	P	07/29/21	2015012 955000	NATURAL GAS	248.65
	INVOICE:	ADM0726216								
	VENDOR TOTALS	9,299.13 YTD INVOICED			16,786.57 YTD PAID					248.65
102220	OMNIGRAPHICS INC									
	133629	07/26/21	190156		209336	P	07/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	83.78
	INVOICE:	1086231272								
	VENDOR TOTALS	251.34 YTD INVOICED			251.34 YTD PAID					83.78
1193	ORIENTAL TRADING COMPANY INC									
	133630	07/26/21	190157		209337	P	07/29/21	2015015 938506	GNL CNTRL SVC/PROGRAM	62.98
	INVOICE:	71073912701								
	VENDOR TOTALS	289.34 YTD INVOICED			289.34 YTD PAID					62.98
924	OVERDRIVE INC									
	133631	07/26/21	190158		209338	P	07/29/21	201 430819	NO. SUB. DIGITAL CONSORTI	7.99
	INVOICE:	00751DA21289871								
	133632	07/26/21	190159		209338	P	07/29/21	201 430819	NO. SUB. DIGITAL CONSORTI	2,798.70
	INVOICE:	00751CO21286330								
	133633	07/26/21	190160		209338	P	07/29/21	201 430819	NO. SUB. DIGITAL CONSORTI	3.99

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VENDOR NAME

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

INVOICE: 00751DA21282036									
133634	07/26/21	190161		209338	P	07/29/21	201 430819	NO. SUB. DIGITAL CONSORTI	1,000.00
INVOICE: H0076587									
133635	07/26/21	190162		209338	P	07/29/21	201 430819	NO. SUB. DIGITAL CONSORTI	1,023.12
INVOICE: 00751CO21289274									
133636	07/26/21	190163		209338	P	07/29/21	201 430819	NO. SUB. DIGITAL CONSORTI	755.91
INVOICE: 00751DA21290867									
133637	07/26/21	190164		209338	P	07/29/21	201 430819	NO. SUB. DIGITAL CONSORTI	67.48
INVOICE: 00751DA21292564									
VENDOR TOTALS			33,273.79	YTD INVOICED			37,943.16	YTD PAID	5,657.19
101774 POLONIA BOOKSTORE									
133638	07/26/21	190165		209339	P	07/29/21	2015017 954017	LIB RSRCS-ADULT BOOKS NF	197.90
INVOICE: 69605									
VENDOR TOTALS			397.80	YTD INVOICED			397.80	YTD PAID	197.90
68117 REBELS TROPHIES									
133639	07/26/21	190166		209340	P	07/29/21	2015011 951002	OFF SPLS--OTHER SUPPLIES	10.00
INVOICE: 78265									
VENDOR TOTALS			28.00	YTD INVOICED			28.00	YTD PAID	10.00
102551 CACINI INC									
133640	07/26/21	190167		209341	P	07/29/21	2015011 936000	PUBLIC RELATIONS	216.00
INVOICE: 42257									
VENDOR TOTALS			1,695.00	YTD INVOICED			2,215.70	YTD PAID	216.00
5503 CAROLE STEPHENS									
133641	07/26/21	190168		209342	P	07/29/21	2015015 938506	GNL CNTRL SVC/PROGRAM	300.00
INVOICE: ADM0726217									
VENDOR TOTALS			300.00	YTD INVOICED			300.00	YTD PAID	300.00
300439 TODAY S BUSINESS SOLUTIONS									
133642	07/26/21	190169		209343	P	07/29/21	2015011 938501	GNL CNTRL SVC/TELEPHONE	5.44
INVOICE: 07122120									
VENDOR TOTALS			5.44	YTD INVOICED			5.44	YTD PAID	5.44
5003 UNIQUE MANAGEMENT SERVICES INC									
133643	07/26/21	190170		209344	P	07/29/21	2015011 937800	LIB BNK SERV CHG	25.02
INVOICE: 592469									
VENDOR TOTALS			78.72	YTD INVOICED			78.72	YTD PAID	25.02
300800 WAREHOUSE DIRECT INC									
133644	07/26/21	190171		209345	P	07/29/21	2015016 951100	LIBRARY SUPPLIES	37.20
INVOICE: 50036341									

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DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
133645	07/26/21	190172		209345	P	07/29/21	2015016 951100	LIBRARY SUPPLIES	36.30
INVOICE: 50036340									
133646	07/26/21	190173		209345	P	07/29/21	2015015 938506	GNL CNTRL SVC/PROGRAM	25.99
INVOICE: 50018730									
133647	07/26/21	190174		209345	P	07/29/21	2015015 951100	LIBRARY SUPPLIES	115.90
INVOICE: 50073470									
VENDOR TOTALS		1,362.87 YTD INVOICED				1,752.69 YTD PAID			215.39
6216 LISA WINCHELL									
133648	07/26/21	190175		209346	P	07/29/21	2015015 938506	GNL CNTRL SVC/PROGRAM	7.28
INVOICE: ADM0726218									
VENDOR TOTALS		74.98 YTD INVOICED				74.98 YTD PAID			7.28
								REPORT TOTALS	54,973.48

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	35	54,973.48

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

**City of Park Ridge, IL
Warrant List Fund Totals
07/31/2021**

Fund	Description	Amount
201	Library Fund	\$49,316.29
201	Grant Fund	0.00
201	North Suburban	\$5,657.19
<hr/>		
	Report Total	\$54,973.48