



Park Ridge Public Library

Regular Board Meeting – AGENDA – December 20, 2022 – 7:00 PM

Meeting Location:

Park Ridge City Hall Council Chambers, 505 Butler Place, Park Ridge, IL

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

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

- a. Approval of Minutes of the November 15, 2022 Regular Meeting of the Library Board
- b. Approval of Minutes of the December 13, 2022 Special Meeting of the Library Board
- c. Ratify Bills Payable-Warrant Register for:

Period 11, November 15, 2022		Period 11, November 30, 2022	
Library Fund Warrants	\$176,668.12	Library Fund Warrants	\$56,186.55
Payroll (11/04/2022)	\$82,493.61	Payroll (11/18/2022)	\$83,708.79
Per Capita Grant Fund	\$0.00	Per Capita Grant Fund	\$0.00
North Suburban Digital Consortium	\$5,283.87	North Suburban Digital Consortium	\$4,285.38
Total	\$264,445.60	Total	\$144,180.72

- d. Approve Cash Statement for all accounts for November 2022
 - e. Ratify disbursements from the Petty Cash Fund, \$32.12
 - f. Approve a budget transfer in the FY22 Operating Budget for a \$3,200 decrease to General Counsel and \$3,200 decrease to Library Consulting Services and an increase of \$6,400 to Administrations’ Library Data Processing Services Line.
 - g. Approve a budget transfer in the FY22 Operating Budget for a \$20,000 decrease to Administration Salaries and \$13,000 decrease to Employee Benefits HMO and an increase of \$33,000 to Employee Benefits PPO.
 - h. Approve an Administration budget transfer in the FY22 Operating Budget for a \$2,750 decrease to Conferences and Training and an increase of \$2,250 to Public Relations Newsletter and \$500 to Postage.
 - i. Approve a budget transfer in the FY22 Operating Budget for a \$2,000 decrease to Youth Services Fiction and an increase of \$2,000 to Youth Services Non-Fiction.
 - j. Approve that the Board of Directors of the Park Ridge Public Library hereby authorize Joanna Bertucci, Director of the Park Ridge Public Library, to act on the behalf of the Library Board in all manners relating to application for authorization, including signing of all services relating to the Estate of Stanley Malinowski.
 - k. Approve a contract with Weblinx, Inc. for website design, development, hosting, maintenance, and security not to exceed \$35,000.
 - l. Approve the extension of the “Illness at the Workplace (COVID-19) for Library Staff” policy through March 31, 2023.
 - m. Approve the FY23 Per Capita Grant application
5. Treasurer’s Report
 - a. Approve the Consolidated Year to Date Revenue and Expenditures Report for November 2022
 6. President’s Report
 7. Secretary’s Report
 8. Library Director’s Report
 - a. Statistics
 - b. Narrative
 9. Friends of the Library Report
 10. Unfinished Business
 11. New Business
 12. Adjournment

All topics on the Agenda are potential Action Items.

The Library will provide reasonable aids or services to afford an individual with a disability an equal opportunity to participate in all services, programs and facilities. Persons requiring assistance should notify Library of their needs well in advance to provide sufficient time to make an accommodation. Contact Library Administration at 847-825-3123, TTY 847-825-8217.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

Held in Park Ridge City Hall Council Chambers – 505 Butler Place, Park Ridge, IL

November 15, 2022 at 7:00 p.m.

CALL TO ORDER

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

ROLL CALL

Trustees Present: Alexandrea Hanba, President; Josh Kiem, Vice-President; Danielle Powers, Secretary; Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Treasurer; Joseph Steinfels, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, Lauren Bochat, Staci Greenwald, and Laura Scott, Library staff

PUBLIC COMMENT

President Hanba asked if there were comments on non-agenda items. No comments were made.

CONSENT AGENDA

President Hanba stated that if a trustee(s) would like an item removed from Consent, the item will be removed for further discussion after the Consent Agenda is approved. There were no requests to have an item removed from Consent.

The following items are included on the Consent Agenda:

- Approval of Minutes of the October 18, 2022 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 10, FY22 October 16, 2022 in the amount of \$138,728.67 and October 31, 2022 in the amount of \$161,809.25
- Approve Cash Statement for all accounts for October, 2022
- Ratify disbursements from the Petty Cash Fund, \$138.45
- Approve a budget transfer in the FY22 Operating Budget for a \$20,000 decrease to General Building Maintenance and an increase of \$10,000 to Natural Gas and \$10,000 to HVAC
- Approve Change Order #2 for the masonry wall project in the amount of \$1,889
- Approve 2023 Days Closed calendar
- Approve updates to the Park Ridge Public Library Strategic Plan 2021-2025
- Approve the Charity Collection Container policy

Trustee Rapisand made a

MOTION: To approve the Consent Agenda

Trustee Somheil seconded the motion

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

Motion passed

TREASURER'S REPORT

Treasurer Somheil reviewed the Consolidated YTD Revenue and Expenditures report for October, 2022 noting that with 83% of the year being reported, Operating expenditures are at 74% of budget. Also noted was that total expenditures, including Capital, are at 66% of YTD budgeted amounts, as several Capital projects remain in progress.

MINUTES

PARK RIDGE PUBLIC LIBRARY

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November 15, 2022 at 7:00 p.m.

Director Bertucci noted that tax bills for the second installment of 2021 taxes are now available on Cook County portal and these bills will be due December 30, 2022. She will monitor receipts as they are received.

Treasurer Somheil made a

MOTION: To approve the Consolidated Year to Date Revenue and Expenditures Report for October, 2022

Trustee Rusk seconded the motion

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

Motion passed

PRESIDENT'S REPORT

President Hanba stated that she has no report.

SECRETARY'S REPORT

Secretary Powers reviewed the Secretary's report included in the packet, noting both Library website news items and articles appearing in the press.

DIRECTOR'S REPORT

Director Bertucci highlighted items from her written report.

- The annual staff evaluation process is underway and all performance reviews will be delivered to staff in December.
- The new service desk for The Loft will be installed on 11/17/22
- The pop-up study space on Wednesdays in the First Floor meeting room continues to be very popular. This allows more space for teens to gather while freeing up space on the second floor.
- Patrons have responded quite positively to the Grateful Project campaign currently being undertaken by the Library.
- The exterior masonry wall project is 95% complete. Some painting remains to be finished and if the weather doesn't allow for this work to be completed in the fall, the Library will hold a retainage until the work is complete.

FRIENDS OF THE LIBRARY REPORT

Director Bertucci reported that the Friends had a successful fall book sale with over \$5,000 in sales! The Friends Annual meeting will be held December 14, 2022 at which time the Library will submit their 2023 wish list to the Friends for their consideration.

UNFINISHED BUSINESS

None

NEW BUSINESS

Interior Acoustics Improvement project approval

Director Bertucci directed the Board's attention to pages 44 and 46 of the packet that include her memo on the status of this project along with notes from Andrew Jose of Green & Associates. At the Building and Grounds committee meeting a questioned was raised with regard to the sound attenuation that could be

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November 15, 2022 at 7:00 p.m.

expected from each of the two alternates being recommended for approval. Director Bertucci reviewed that information with the Board. There being no further questions regarding this project,

Treasurer Somheil made a

MOTION: To award LZ Design Build Group the contract for the Interior Acoustics Improvement Project for a total of \$39,700 which includes a base bid of \$32,400 and Alternate #2 in the amount of \$2,500 and Alternate #3 in the amount of \$4800

Vice President Kiem seconded the motion

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

Motion passed

In response to a question from Trustee Rapisand, Director Bertucci noted that it is her expectation that completion of this project will address the noise issue in the Children's department.

CLOSED SESSION

President Hanba noted that the next item on the agenda is a closed session pursuant to 5 ILCS 120/2(c)(1), for discussion of a personnel matter. She further noted that after the closed session, the Board will not be conducting any additional business prior to adjournment of the meeting.

President Hanba made a

MOTION: To adjourn the regular meeting so that the Board may go into closed session

Trustee Steinfels seconded the motion

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

Motion passed

Meeting was adjourned to Closed Session at 7:16 p.m.

At 8:29 pm the Board returned to Open Session.

Trustee Thiagarajan made a

MOTION: To adjourn the meeting

Trustee Rapisand seconded the motion

Voice Vote: All in favor

Motion passed

President Hanba adjourned the meeting at 8:29 p.m.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Special Meeting of the Board of Trustees

Held at the Park Ridge Public Library – 20 S. Prospect, Park Ridge, IL

December 13, 2022 at 7:00 p.m.

CALL TO ORDER

President Hanba called the meeting to order at 7:02 p.m.

ROLL CALL

Trustees Present: Alexandrea Hanba, President; Josh Kiem, Vice-President; Danielle Powers, Secretary; Theresa Renaldi, Gregg Rusk, David Somheil, Treasurer; Deepika Thiagarajan

Trustees Absent: Lauren Rapisand, Joseph Steinfels

Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, Jennifer Healy, and Laura Scott, Library staff

PUBLIC COMMENT

President Hanba asked if there were comments on non-agenda items. No comments were made.

APPROVAL OF LIBRARY DIRECTOR COMPENSATION

President Hanba stated that the Board met in closed session on November 15, 2022 to discuss the performance review and compensation for the library director. Following that meeting, President Hanba and Trustee Rapisand, Personnel Committee Chair, met with Director Bertucci to provide the Board’s feedback regarding these matters.

Vice-President Kiem provided context for the Board’s decision regarding the FY23 salary increase for Director Bertucci by noting that 1) Director Bertucci has been employed for 18 months and this is the first salary increase being considered and 2) the salary offer made at the time of her employment reflected the fact that she had not previously been a library director and 3) her outstanding performance in this position and the positive impact she has had on staff during her tenure.

Vice-President Kiem made a

MOTION: To approve an increase in Director Bertucci’s salary from \$115,000 to \$124,200, effective January 1, 2023.

President Hanba seconded the motion

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

Motion passed

President Hanba made a

MOTION: To adjourn the meeting

Trustee Powers seconded the motion

Voice Vote: All in favor

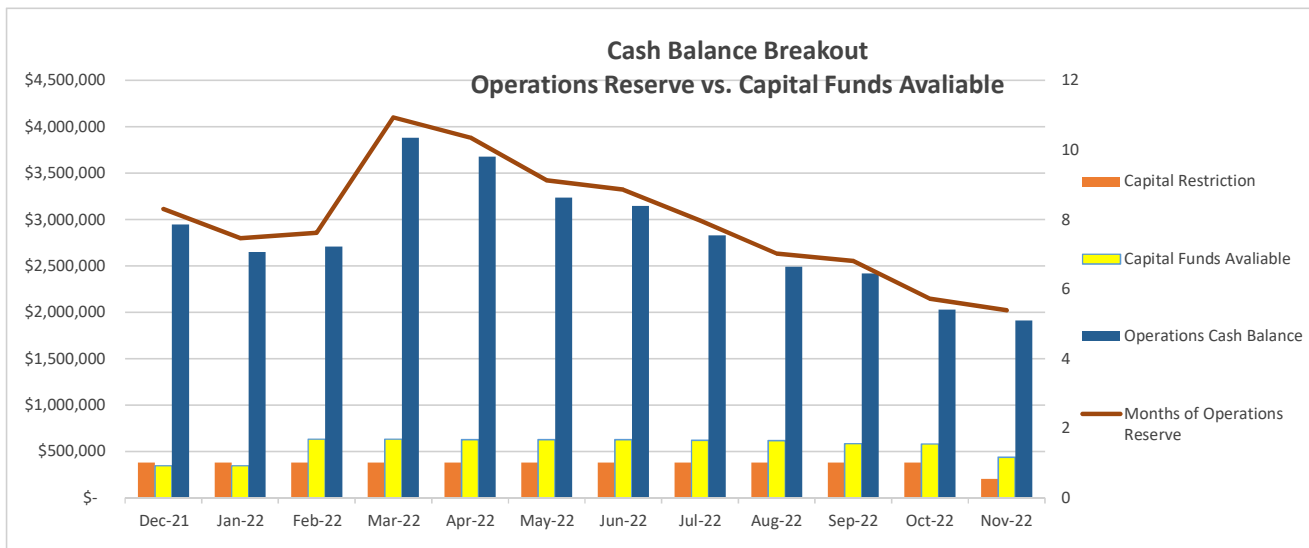
Motion passed

President Hanba adjourned the meeting at 7:06 p.m.

Cash Statement
 Calendar Year 22 - January, 2022 through November, 2022

Library Fund	
CHASE	
	\$ 2,554,922
Internal Operating Fund	
LIBRARY PETTY CASH FUND	
Liberty Bank - Primary use to reimburse lost/paid patron fees	\$ 421
CASH ON HAND	
	\$ 530
Gift Fund	
RESTRICTED GIFT FUND INVESTED FUNDS	
BMO Harris - Opened when Liberty Gift Fund reached maximum balance	\$ 125,512
LIBRARY RESTRICTED GIFT FUND	
Liberty Bank - Donations (not necessarily with spending restriction)	\$ 192,801
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.	\$ 160,444
Trust	
*BRUCE MICHEL LIBRARY TRUST	
Northern Trust - Technology Upgrades	\$ 205,953

*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 September 30, 2022; based on our quarterly account statement from Northern Trust.



**Park Ridge Public Library
Ratification and Approval of Disbursements/Payments
November, 2022**

Approval for payment from Gift Fund:

20th Century Book Club \$620.00

Ratify Disbursements from Petty Cash Account:

#1599 Megan Weber \$14.12

#1600 Adrian Mois \$18.00

Total: \$32.12



Memorandum

[Return to Agenda](#)

Memo Date: December 7, 2022
From: Alyson Doubek
Meeting Type: Committee of the Whole Meeting
Meeting Date: December 13, 2022
Action Requested: For Consideration
Subject: FY22 Operating Budget Transfer

Background:

Library administration developed the following proposed budget transfer in FY22 Operating Budget for the Board’s consideration.

The database line contains all of the computer service contracts that support our library services.

This request is being brought to the Board for approval as the total adjustment for the Data Processing Services and Consulting Service lines is over the Library Director’s \$5,000 limit to transfer without Board approval.

FY22 OPERATING BUDGET TRANSFER

Account Description (expense unless noted)	Original/Revised	Adjustment	Modified	Note
Administration – General Counsel	\$23,000	\$-3,200	\$19,800	1
Administration – Library Consulting Services	\$32,000	\$-3,200	\$28,800	
Administration – Library Data Processing Services	\$166,600	\$6,400	\$173,000	

Notes:

- Administration would like to transfer \$3,200 from General Counsel and \$3,200 from Library Consulting Services for a total of \$6,400 to the Library Data Processing Services Line. The Database line includes the CVI quarterly contract, website, etc.

Recommendation:

Consideration of the budget transfer

Suggested motion:

Approve a budget transfer in the FY22 Operating Budget for a \$3,200 decrease to General Counsel and \$3,200 decrease to Library Consulting Services and an increase of \$6,400 to Administrations’ Library Data Processing Services Line.



Memorandum

Memo Date: December 7, 2022
From: Alyson Doubek
Meeting Type: Committee of the Whole Meeting
Meeting Date: December 13, 2022
Action Requested: For Consideration
Subject: FY22 Operating Budget Transfer

Background:

Library administration developed the following proposed budget transfer in FY22 Operating Budget for the Board’s consideration.

The Employee Benefits PPO line is 4% over budget. We have an additional expenditure for the month of December which will be for \$23,456. This in addition to the 4% overage totals \$32,256.

This request is being brought to the Board for approval as the total adjustment for \$33,000 is over the Library Director’s \$5,000 limit to transfer without Board approval.

FY22 OPERATING BUDGET TRANSFER

Account Description (expense unless noted)	Original	Adjustment	Modified	Note
Administration - Salaries	\$375,245	\$-20,000	\$355,245	1
Administration - Employee Benefits HMO	\$104,291	\$-13,000	\$91,291	
Administration – Employee Benefits PPO	\$222,107	\$33,000	\$255,107	2

Notes:

1. The cost of BCBS PPO insurance has increased significantly in the last year. In January 2022 it cost the Library \$19,790. A 9% rate increase to \$21,714 was received in August. In October 2022 a 13% increase changed our funding to the City to \$23,455.
2. The City provided a memo in May 2022 for the plan year July 1, 2022 to June 30, 2023 stating PPO premiums will experience an increase of 5.4% and HMO premiums an increase of 4.00%. This in conjunction with changes to staff elections is the reasoning behind the monthly increase to PPO and decrease to HMO.
3. The City has historically provided the Employee Benefit numbers for the Library’s Budget. As we acquire our own payroll, we will be able to create our own budgeted values for these specific values.

Recommendation:

Consideration of the budget transfer for Period 13.

Suggested motion (tentative):

Approval a budget transfer in the FY22 Operating Budget for a \$20,000 decrease to Administration Salaries and \$13,000 decrease to Employee Benefits HMO and an increase of \$33,000 to Employee Benefits PPO.



Memorandum

Memo Date: December 7, 2022
From: Alyson Doubek
Meeting Type: Committee of the Whole Meeting
Meeting Date: December 13, 2022
Action Requested: For Consideration
Subject: FY22 Operating Budget Transfer

Background:

Library administration developed the following proposed budget transfer in FY22 Operating Budget for the Board’s consideration.

The costs for our 12 page Newsletter increased this year. This included the cost of paper as well as the cost of postage. Metered letters increased from 53 to 57 cents. Letters additional ounces increase from 20 cents to 24 cents. Costs will continue to increase as inflation and increased operating expenses rise.

This request is being brought to the Board for approval as the total adjustment for \$2,750 puts the total adjustment for the Newsletter line over the Library Director’s \$5,000 limit to transfer without Board approval.

FY22 OPERATING BUDGET TRANSFER

Account Description (expense unless noted)	Original/Revised	Adjustment	Modified	Note
Administration – Conferences and Training	\$20,000	\$-2,750	\$17,250	1
Administration - Public Relations Newsletter	\$20,000	\$2,250	\$22,250	
Administration – Postage	\$12,000	\$500	\$12,500	

Notes:

1. The cost of printing the newsletter increased. Previously \$4,000 was transferred to offset the cost of the Winter Newsletter. 17,000 Winter Newsletters were printed for mailing as well as an additional batch of to include in our new patron packets.
2. The postage line is overspent as well due to increased postage costs.

Recommendation:

Consideration of the budget transfer

Suggested motion:

Approve an Administration budget transfer in the FY22 Operating Budget for a \$2,750 decrease to Conferences and Training and an increase of \$2,250 to Public Relations Newsletter and \$500 to Postage.



Memorandum

Memo Date: December 7, 2022
From: Alyson Doubek
Meeting Type: Committee of the Whole Meeting
Meeting Date: December 13, 2022
Action Requested: For Consideration
Subject: FY22 Operating Budget Transfer

Background:

Library administration developed the following proposed budget transfer in FY22 Operating Budget for the Board's consideration.

The Youth Services Team would like to transfer \$2,000 from their fiction line into their non-fiction line.

This request is being brought to the Board for approval as the total adjustment for non-fiction is over the Library Director's \$5,000 limit to transfer without Board approval. As a previous transfer of \$5,000 was made to the line earlier this year

FY22 OPERATING BUDGET TRANSFER

Account Description (expense unless noted)	Original/Revised	Adjustment	Modified	Note
Youth Services Fiction	\$75,000	\$-2,000	\$73,000	1
Youth Services Non-Fiction	\$41,500	\$2,000	\$43,500	

Notes:

1. The Youth Services Manager would like to transfer money from her fiction to nonfiction line. A lot of nonfiction series were replaced this year and they would like to catch-up with the remaining series that need to be replaced.

Recommendation:

Consideration of the budget transfer

Suggested motion:

Approve a budget transfer in the FY22 Operating Budget for a \$2,000 decrease to Youth Services Fiction and an increase of \$2,000 to Youth Services Non-Fiction.



Memorandum

Memo Date: December 9, 2022
From: Alyson Doubek
Meeting Type: Committee of the Whole Meeting
Meeting Date: December 13, 2022
Action Requested: For Information
Subject: Testamentary gift left to the Park Ridge Public Library

Background:

On Thursday, December 8, the Library received notification that Mr. Stanley Malinowski (former Park Ridge resident) left a testamentary gift to the Park Ridge Public Library. Mr. Malinowski passed away October 7, 2021. The Park Ridge Public Library is designated to receive a specific bequest of \$250,000. The language from Mr. Malinowski's last will and testament is transcribed below:

The sum of two hundred and fifty thousand dollars (\$250,000) to Park Ridge Public Library, located in Park Ridge, Illinois, or its successors in interest, to be used for its general purposes.

At this time, FNBC Bank and Trust is requesting a Corporate Resolution from the Library Board authorizing the Library Director to act on behalf of the Board for receipt of the gift.

As the gift is unrestricted in nature, I have requested to meet with Treasurer Somheil and Trustee Rusk in the New Year to discuss a plan for how to use this generous gift, to be presented to the Board for discussion in 2023.

Recommendation:

I recommend the Board of Directors of the Park Ridge Public Library hereby authorize Joanna Bertucci, Director of the Park Ridge Public Library, to act on the behalf of the Library Board in all manners relating to application for authorization, including signing of all services relating to the Estate of Stanley Malinowski.

Suggested motion:

Approve that the Board of Directors of the Park Ridge Public Library hereby authorize Joanna Bertucci, Director of the Park Ridge Public Library, to act on the behalf of the Library Board in all manners relating to application for authorization, including signing of all services relating to the Estate of Stanley Malinowski.



Park Ridge Public Library

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

December 8, 2022

Dear Sir/Madam,

RE: Authorized Agent Letter

The Board of Directors of the Park Ridge Public Library hereby authorize Joanna Bertucci, Director of the Park Ridge Public Library, to act on the behalf of the Library Board in all manners relating to application for authorization, including signing of all services relating to the Estate of Stanley Malinowski.

Alexandrea Hanba
President, Board of Library Trustees

Date

Danielle Powers
Secretary, Board of Library Trustees

Date



Memorandum

Memo Date: December 5, 2022
From: Joanna Bertucci
Meeting Type: Planning & Operations Committee of the Whole Meeting
Meeting Date: December 13, 2022
Action Requested: For approval
Subject: Website Design and Development

Background:

As per the Library’s Purchasing Policy, a Request for Proposal (RFP) was issued for qualified firms on November 2, 2022. 10 firms responded with proposals.

Company	Location	Website Design & Development (One Time fee)	Website Hosting (Annual fee)	Security Updates (Annual fee)	Maintenance (Annual fee)	Daily Website Backup	Other Fees
LibraryMarket	Jonesboro, AR	\$ 24,900	\$2,000				\$1,500 – ILS integration, required \$2,000 – LibraryCalendar, required
B.E.S. Technology, Inc.	Charles Town, WV	\$ 26,248	\$8,068				
Weblinx, Inc.	Oswego, IL	\$ 27,000	\$400	\$200	\$2,000 (20 HRs)	\$150	
GHD Digital	Philadelphia, PA	\$ 27,399	\$4,500				
Visible Logic	Portland, ME	\$ 30,475-\$42,475	\$900	\$500	\$3,120 (24 HRs)		
Cogent InfoTech	Pittsburg, PA	\$ 34,500	\$1,200	\$500	\$80/HR – no cap		
SabresMedia	Norfolk, VA	\$ 35,590-\$38,500	\$8,388		\$1,800 (24 HRs)	\$900	
Creative Allies	Morrisville, NC	\$ 36,500	\$1,200		\$1,200 (annual)		
Planeteria Media	Santa Rosa, CA	\$ 37,050	\$1,560		\$3,000 (annual)		
Studio Center	Virginia Beach, VA	\$ 39,450					

After reviewing the proposals and speaking with references, I respectfully recommend that the Library award Weblinx, Inc. the contract for the website design and development project. Weblinx, Inc. provided the library with competitive pricing and has worked with numerous libraries in Northern Illinois. Staff have found their websites to be user friend and aesthetically pleasing. The Library’s current vendor, AmericanEagle, did not provide an RFP as their costs were estimated to be \$80,000-\$100,000. Currently, the Library pays AmericanEagle \$420/month for hosting the parkridgelibrary.org and parkridge.info domains. Our current maintenance



Memorandum

plan with American Eagle is \$3,600 for 24 hours. Above and beyond support is a billed at \$200/hour. Weblinx has quoted the Library at \$100/hr for service above and beyond 20 hours. The new website is guaranteed for 2-months after launch, after which the maintenance program will start.

Year 1 Cost: **\$29,750**

Year 2 Cost (Hosting, Security, Daily Back-up Maintenance): **\$2,750**

The lowest proposal, LibraryMarket, while well qualified, requires that the Library also purchase their proprietary calendaring system (LibraryCalendar) to be integrated with the website. Library staff are satisfied with our current calendar platform (LibCal) and does not want to make unnecessary work for staff and confusion for patrons who are acclimated to our LibCal system.

The Library will be paying year 1 costs from 2022 Per Capita grant funds. Year 2 costs will be built into the library's operating fund, technology budget line.

Proposed Motion:

Approve a contract with Weblinx, Inc. for website design, development, hosting, maintenance, and security not to exceed \$35,000.

Attachment:

Weblinx, Inc. Proposal

Proposal of Services

To:

Park Ridge Public Library
20 South Prospect Avenue
Park Ridge IL. 60068

Submitted: 11/30/2022

From:

Dan Zarembski
Weblinx, Inc.
165 Kirkland Circle
Oswego, IL 60534

630-264-0117
dan@weblinxinc.com



**CREATIVE
INNOVATIVE
RESPONSIVE**

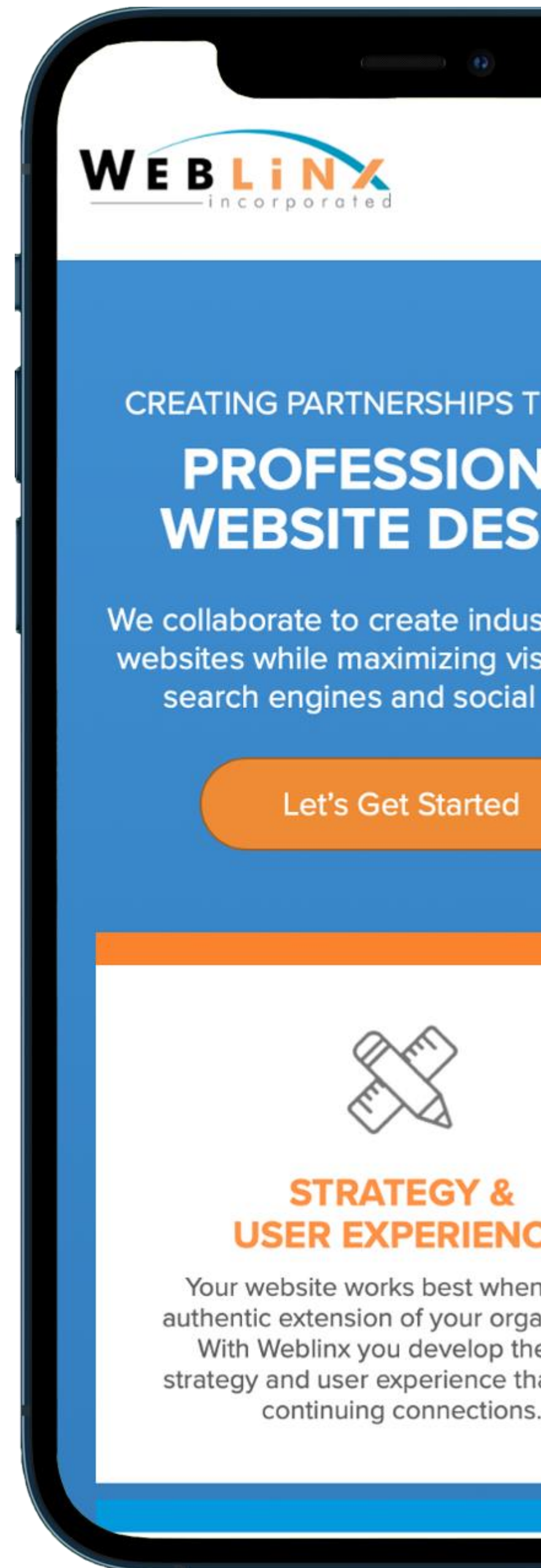


General Background

Weblinx Incorporated (“Weblinx”), an Illinois Corporation established in 2001, is an established leader in providing custom website design and digital marketing solutions. Our mission is developing unique websites that create brand awareness and connect to your audience. Your website should speak clearly and easily guide visitors to the information they seek.

We understand what it takes to build a successful website. The most prominent benefit of working with Weblinx is our knowledge of user experience design. We use leading industry technology to create interactive and professional websites.

Weblinx has a 20 year history creating successful and unique websites and digital marketing programs for public sector organizations. We have made hundreds of presentations and worked with individuals, committees, departments, boards, and executive management teams to create a seamless creative process. We have the experience and personnel to work closely with the **Park Ridge Public Library** staff to successfully organize and execute the requirements of this project.





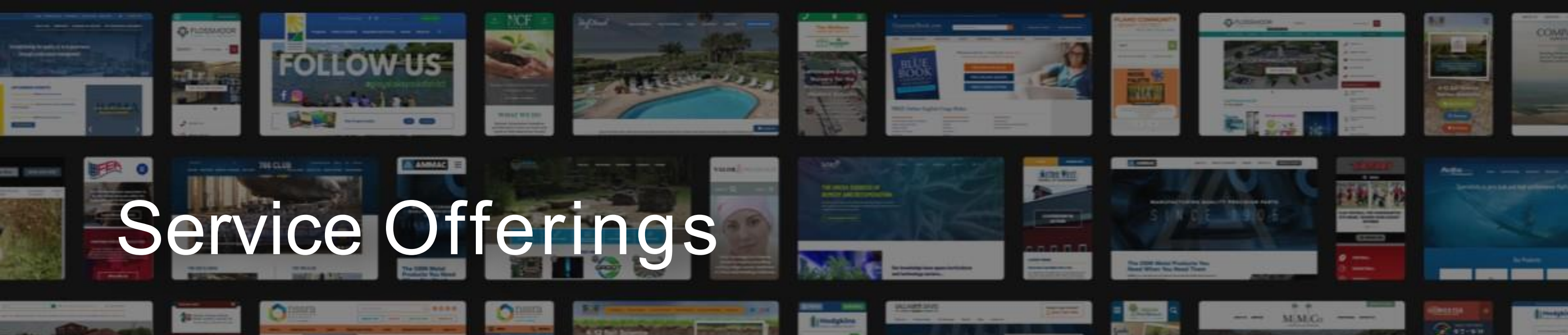
What are Partners Say

“The Weblinx team that worked on the Niles-Maine District Library website was professional and very knowledgeable about website development and design. We appreciated their patience through the process as well as their desire to make sure we were satisfied with the final product. Weblinx designed a website that is user-friendly and easy to find information about the Library’s collection, services, and resources.” --- *Sasha Vasilic, Head of Public Relations and Marketing, Niles-Maine Public Library District*

“I have had the opportunity to work with Weblinx for over 20 years. This actually included several communities that I served: North Aurora, IL; Chippewa Falls, WI (County position); and the last 12 years in Montgomery, IL. Since my career and work is driven through marketing and the internet, my website and internet presence is extremely important. I would never consider anyone but Weblinx for web design and site maintenance. The timing, staff, and professionalism are all exceptional and they always go above and beyond. Best customer service ever!!! Highly recommend Weblinx.” --- *Charlene Coulombe, Executive Director, Montgomery Economic Development Corporation*

“In redesigning our website, we selected the Weblinx Team because of their work with libraries. Throughout the design and development process, their knowledge and expertise helped us launch a website supporting the goals of our 21st Century library. Upon launching our new website, we have received overwhelmingly positive feedback, and we would recommend Weblinx to other libraries.” --- *Karen Migaldi, Assistant Director, Crystal Lake Public Library*

“In 2021 the Village of North Aurora sought to update our website to a modern, streamlined design with the goal of being user-friendly for our visitors and to also make the backend content management system more manageable for staff. Weblinx staff did an amazing job of working with Village staff to create a design and layout to meet our needs and were incredibly receptive to feedback. Transitioning a website to an entirely new content management system is by no means an easy task, but Weblinx made it look so and we had a very smooth changeover to the new system. Weblinx assisted Village staff in navigating all of the new features and backend systems and continues to provide excellent support.” --- *Natalie Stevens, Executive Assistant/Deputy Village Clerk, Village of North Aurora*



Service Offerings

Weblinx is a full-service digital marketing solutions agency specializing in custom website design and development, search engine optimization, content marketing, and social media management services. We work side-by-side with organizations and take a holistic approach to your online marketing to develop fully integrated digital marketing strategies. Our goal is to help your organization reach and connect with your audience members.

- ✓ Custom Website and User Experience Design
- ✓ Brand Marketing Design and Development
- ✓ Website Digital Marketing Strategy
- ✓ Consultative Website Analysis and Reports
- ✓ Web Development and Custom Database Development
- ✓ Ecommerce Solutions and Merchant Gateway Integration
- ✓ Online Forms and E-mail
- ✓ Optimization of Web Sites for Best Search Engine Placement (SEO)
- ✓ Custom Search Engine Marketing Programs (SEM)
- ✓ Pay Per Click Ad Campaign Management (PPC)
- ✓ Content Generation and Optimization
- ✓ Social Media Management
- ✓ WCAG 2.1 Level AA Accessibility Compliance Standards
- ✓ Content Management System Integration and Security Maintenance
- ✓ Website Hosting Plans
- ✓ Website Maintenance Agreements



Management Team

Dan Zarembski (Account Executive)

Dan has over 20 years of experience in sales and sales management, with a Bachelor of Arts degree from the Southern Illinois University. He has worked with people for 20 plus years, and enjoys partnering with clients to greatly enhance their digital marketing efforts. Dan is a 15 year employee with Weblinx.

Joe Chavez (Project Manager)

Joe has over 15 years experience in website and graphic design and has been with Weblinx for over 10 years. He is a graduate of Columbia College Chicago with a Bachelors Degree in Music Business Management and a minor in Web Design. Joe specializes in creating a unique vision and helping the customer achieve their goals.

Rick Pawela (Art Director)

Rick is an International Award Winning Interactive Designer and a graduate of Columbia College Chicago with his Bachelor's Degree in Interactive Media Design. Rick plays a critical role in creating graphics that leave a memorable impression through the use of Animation and Motion Graphics techniques. Rick has been with Weblinx for over 17 years.

Weblinx has a team of 10 digital marketing specialists ranging from front-end developers, back-end developers, graphic designers, content developers, social media managers, and marketing consultants. The work defined within this proposal will be conducted by Weblinx employees. No sub-contractors are used in the consultation and development of our custom websites.

Recent Library Experience

Weblinx has worked with numerous libraries since our inception in 2001. Here is a list of Public Library websites we have launched over the last 2 years.

Deerfield Public Library www.deerfieldlibrary.org

Dunlap Public Library District www.dunlaplibrary.org

Morgan County Public Library www.mocolibrary.com

Broadview Public Library District www.broadviewlibrary.org

Millville Free Public Library www.millvillelibrary.org

Itasca Community Library www.italibrary.org

Glen Ellyn Public Library www.gepl.org

Franklin Park Public Library www.fppld.org

Niles-Maine District Library www.nileslibrary.org

Richton Park Public Library www.richtonparklibrary.org

Paw Paw District Library www.pawpawlib.org

North Chicago Public Library www.ncplibrary.org

Plainfield Public Library www.plainfieldpubliclibrary.org

Orange City Public Library www.orangecitylibrary.org

Bradley Public Library www.bradleylibrary.org

C.H. Booth Library www.chboothlibrary.org

Yorkville Public Library www.yorkville.lib.il.us

Project Management

Weblinx has the experience and personnel to see that the project is completed in a timely fashion. Joe Chavez, our Project Manager, and Rick Pawela, our Art Director, will organize the distribution of work to the Weblinx design team. A staff designer will be selected to create the **Park Ridge Public Library** initial custom home and internal page design concepts.

Upon project initiation, a timeline will be presented to **Park Ridge Public Library** with important milestones for the project. Weblinx will work directly with the **Park Ridge Public Library** staff to communicate project status updates and ensure all milestone goals are being met during the design, development, and testing process.

An initial project planning and discovery meeting will be scheduled at the preference of **Park Ridge Public Library** and the Weblinx team. This discovery meeting will address organizational business goals, marketing objectives, and factors related to improving user interaction and engagement.

The discovery process will specifically address:

- ✓ Strategic Organizational Goals and Requirements
- ✓ Mobile-First Website Design Approach Related to User-Driven Journeys Based on Viewing Device
- ✓ Content Migration Strategy and Analytics Review
- ✓ Technical Review and Project Scope Definition (Creative Project Brief Review)
- ✓ Usability Review Related to User Personas, Audience, and Workflow
- ✓ Information Architecture (IA) and Navigational Structure Analysis
- ✓ Website Improvement Recommendations and Main Communication Goals

The Weblinx creative team will collaborate with the **Park Ridge Public Library** staff so that we continue to acknowledge project goals and offer ongoing communication. Weblinx will be available for status update meetings throughout the design, development, and testing process. We will offer up to four hours of toolset training to the **Park Ridge Public Library** staff before and after the launch of the website.

Our Process

Phase 1: Full Custom Design, Revisions, and Site Interactivity

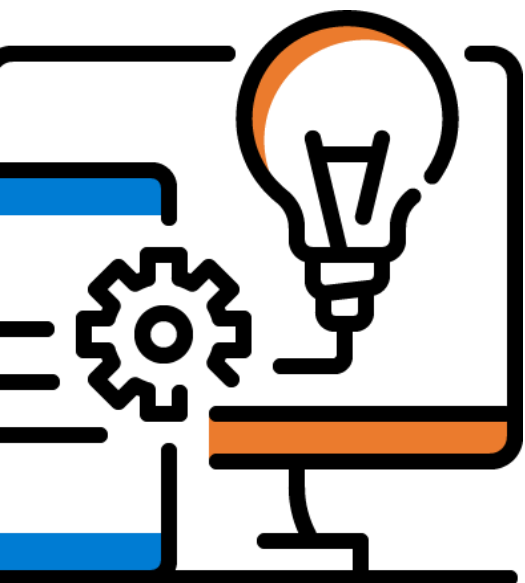
Following the project kick-off and discovery meeting, Weblinx will offer 2 custom desktop and mobile home page design concepts from a staff designer using responsive, mobile-first web design for scalable viewing on portable devices. The design concepts will be based on the information gathered and priorities established during project discovery with **Park Ridge Public Library** staff, and through careful review and discussion of the project creative brief.

The home page design concepts will go through an extensive revision process before the final designs are achieved. Custom desktop and mobile internal page designs will be completed following home page graphics approval and a consistent theme will be carried throughout the website.

Phase 2: Full Content Integration to Include Client Customizations

After the static designs have been approved, Weblinx will take the graphics and build the custom code for the site. Weblinx will build the internal pages of the **Park Ridge Public Library** site with migrated and customer supplied new content. Additional functionality and customizations will be implemented at this time. Weblinx will build all necessary website pages, and a demo site will be created and sent to **Park Ridge Public Library** for review and feedback.

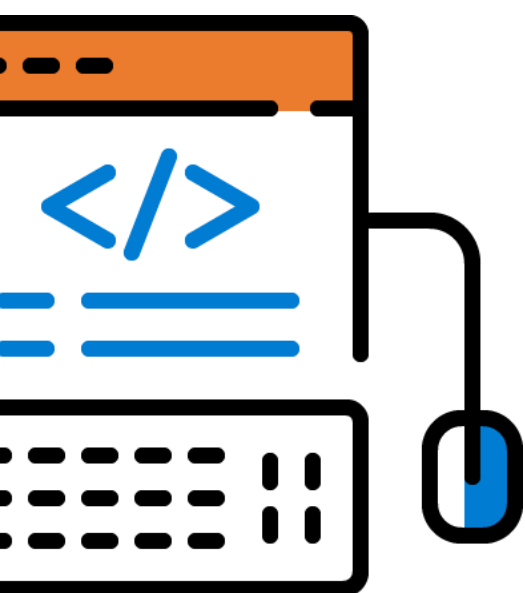
Our Process (continued)



Phase 3: Training, Site Enhancements and Testing

Following the build of the website, Weblinx will train **Park Ridge Public Library** staff members on how to use the Open Source Content Management System and all associated extension/plugin technology. Weblinx will work closely with **Park Ridge Public Library** staff to make enhancements to the existing areas of the website for improvement of the formatting and overall look.

Weblinx engages in extensive beta testing and editing throughout this phase by running the site through automated tools and manually checking to ensure all functionality is working per our high performance standards. The site will be cross-platform browser tested to ensure compatibility on a wide variety of displays, devices, and operating systems prior to launch. We have developed code that is future-proof to combat future device changes.



Phase 4: Final Review and Project Completion

Customer completes a final review and approves the website for public launch. Weblinx makes final edits and continues to test the site prior to launch.

Following the website launch, Weblinx administers the following optimization strategies to ensure top search engine rankings and performance: Unique ALT Tags, Page Titles, Meta Descriptions, Live Text Navigation, Section 508 Accessibility Compliance, Website Speed Optimization, XML Sitemap Creation, and SSL Page Encryption (https) with Hosting Plan. Weblinx will continue to monitor and link test the **Park Ridge Public Library** website following project completion and the launch of the new site. We will provide technical assistance for a period of one year to the **Park Ridge Public Library** staff.

Scope Summary

Park Ridge Public Library digital marketing deliverables will consist of the following components:

- ✓ Creative Brief to Be Reviewed with **Park Ridge Public Library**
- ✓ Make Layout (User Experience) Recommendations for Site Based on Evaluation of Current User Journeys and Best Design Practices
- ✓ 2 Custom Desktop and Mobile Home Page Design Concepts with Design Revisions
- ✓ 2-3 Custom Desktop and Mobile Internal Page Design Concepts with Design Revisions.
- ✓ Code Website Utilizing Responsive, Mobile-First, User-Centered Design Approach
- ✓ PWA (Progressive Web Application) Code for Native, App-like User Experience to Cross-Platform Web Applications
- ✓ Integrate Open Source Content Management Solution
*Our Open Source CMS solutions are based on PHP and MySQL and have many features including plug-in/extension architecture and a template system. **Park Ridge Public Library** to have full administrative control,. Editor has several content contributor levels. **Backend tools can be accessed via multi factor authentication**. All navigation is automated based on simple selection criteria and a user friendly dashboard. New pages can be added at any time and edited through the use of a WYSIWYG content editor. This editor can be customized and will be structured to meet **Park Ridge Public Library** specific needs. For instance, permissions may be set up so that staff members may submit to a supervisor for approval prior to publishing. The **Park Ridge Public Library** staff will have the ability to edit pages and scale images, post current news releases, announcements, PDF/JPG/GIF documents, links, and highlight important text live from the frontend with unlimited concurrent editors using browser based administration.*
- ✓ Use Appropriate Navigation for the Website (Dropdowns, Sticky, Mega Menu, Breadcrumbs, etc.)
- ✓ Create Rotating Events Slideshow on Home Page of Website w/Auto Expire Content
- ✓ Website Search Feature
- ✓ Emergency Notifications Alert Banner
- ✓ Integrated Calendar of Events (The Events Calendar)
- ✓ Staff Directory with fun staff photos and contact information
- ✓ Document Management w/Meeting Agendas and Minutes Archive
- ✓ Online Form Tool capable of creating surveys, contest submissions and forms as needed by staff. Data stored in backend database.
- ✓ Link to Third Party Database Systems As Required

Scope Summary (continued)

- ✓ Work with Library specific systems like Libcal, Polaris, and PAC
- ✓ Google Translate Integration
- ✓ Build and Migrate Website Pages
- ✓ Social Networking Site Links
- ✓ Set Up Page Redirects
- ✓ Site-Wide SSL Install (https) for Website Page Encryption w/ Weblinx Hosting Plan
- ✓ Implement Google Analytics To Monitor Website Statistics including disclosure and protections for user privacy.
- ✓ Implement Website Page Speed Optimization Strategies to Increase Image Load Time
- ✓ (Automatic Image Compression, Server-Side Caching, HTTP/2 Support, Auto Generate WebP Images, Lazy Load Images, Concatenate & Compress CSS and JavaScript if Required)
- ✓ Engage In Extensive Beta and Cross-Platform Browser and Operating System Testing
Throughout Building Process and Following Launch in Beta Environment to Ensure Site Works Across All Web Browsers, Operating Systems and Screen Resolutions (Chrome 93+, Firefox 92+, Safari 14+, Edge 93+, Opera 79+), and Incompatible or Legacy Browsers (Windows 8+, iOS 13+, iPadOS 13+, macOS 11+, Android 9+, and Linux as Needed)
- ✓ Train **Park Ridge Public Library** Staff on WordPress Content Management System, All Associated Plug-in Usage, and Google Analytics With Supporting Documentation Provided (2 Hours)
- ✓ WCAG 2.1 Level AA Accessibility Compliance Standards Used
*Weblinx builds all websites in with Accessibility Compliance in mind. This compliance is directly responsible for and meets all Federal government agency web accessibility guidelines. To achieve this end we provide descriptive and blank ALT Tags for all images, text/descriptions for audio/video files, text based menus, TH tags / SCOPE tags on tables, appropriate header tags, use role/aria parameters, use screen-reader only labels, and use em/rem units to ensure theme is navigable by keyboard alone. Weblinx will train the **Park Ridge Public Library** staff on how to keep the site within these guidelines. Weblinx will test the site with Pa11y and AChecker prior to launch to ensure full compliance.*
- ✓ Launch One Responsive and ADA Compliant Website for the **Park Ridge Public Library**
- ✓ Continue to Monitor and Link Test **Park Ridge Public Library** Site Following Launch (60 days)

Project Work Plan and Timeline

Phase 1: Custom Website Design

Design website with Weblinx expert user experience design team.

- Creative Brief Review and Project Discovery
- User Experience Design Review and Recommendations
- 2 Desktop and Mobile Home Page Designs Concepts w/3-5 Rounds of Design Revisions
- 2-3 Desktop and Mobile Internal Page Design Concepts w/3-5 Rounds of Design Revisions
- Provide Detailed Project Schedule to Client

Phase 1 Timeline: 6-8 Weeks

Project Work Plan and Timeline

Phase 2: Website Development

Customize content to customer approved design to include:

- Code Website Utilizing Responsive Design
- Open Source CMS / Blog Integration
- Use Appropriate Navigation
- Home Page Rotating Events Image Area
- Prominent Catalog Search Feature
- Emergency Notifications Alert Banner
- Integrated Calendar of Events (The Events Calendar)
- Staff Directory Page with staff photos
- Meeting Agendas and Minutes Archive
- Online Form Tool capable of creating surveys, contest submissions and forms as needed by staff. Data stored in backend database.
- Work with Library specific systems like Libcal, Polaris, and PAC
- Google Translate Integration
- Build and Migrate Necessary Website Pages
- Social Networking Site Links
- SSL Install (https) w/Hosting Plan
- Link to Social Networking Sites
- Google Analytics Integration
- Accessibility Compliance Standards Used
- Usability Testing
- Working Demo Provided in Beta Environment

Phase 2 Timeline: 14 Weeks

Project Work Plan and Timeline

Phase 3: Beta Testing and Toolset Training

Train **Park Ridge Public Library** staff on the Open Source CMS and associated plug-in/extension toolset and provide supporting documentation. Work with client to make all necessary enhancements to formatting and overall look. Test site on multiple browsers and operating systems. Troubleshoot any questions posed by client during the training, revisions, and testing process.

Phase 3 Timeline: 4 Weeks

Phase 4: Project Completion

Customer sign-off upon completion. Open Source and CMS and document management training continues. Submission and optimization to Search Engines .

- Testing Continues
- Set Up All Page Redirects
- Unique Page Titles and ALT Tags
- Meta Descriptions
- Live Text Navigation
- XML Sitemap Creation
- Implement Organic SEO Strategies To Assist with Search Engines
- Run Site Through Pa11y and AChecker to Ensure Compliance
- Launch One Responsive & ADA Compliant Website

Phase 4 Timeline: 1 Week

Pricing Schedule

Deposit: \$6,750

Phase 1

Project Discovery, Custom User Experience Design

Installment 2: \$6,750

Phase 2

Custom Build, Open Source Content Management System, Content Migration

Installment 3: \$6,750

Phase 3

Demo Review, Testing, Training, and Revisions

Final Installment: \$6,750

Phase 4

Add'l Testing, Training, Revisions, and Site Launch

Park Ridge Public Library Website Investment: \$27,000 (200 Hours)

Annual Support, Maintenance, and Consultation

Weblinx develops websites that are easy to maintain for our library clientele. We have included a two month warranty on our work which will include technical assistance, maintenance, and support to the **Park Ridge Public Library** staff following the completion and launch of the new **Park Ridge Public Library** website.

Weblinx will offer annual website hosting for the **Park Ridge Public Library** site if required. Open Source CMS and plug-in /extension security maintenance may also be provided to ensure software versions are current. Regular backups and security audits may occur at a maximum of once per day and at a minimum of once per week with the website hosting plan.

Dedicated account support, maintenance and consultation management plans are available after the 2-month support period as outlined in Additional and Optional Fees in this proposal. Various maintenance plans are available, and may cover website upgrades, site maintenance, ongoing conversation and continued recommendations for improving the website as new technology and applications are available.

Annual page speed optimization, which includes server-side and coding updates, along with accessibility reviews and updates may also be conducted on the site. We will keep **Park Ridge Public Library** abreast of any impactful Google algorithm changes and update the site in conjunction with these changes to improve results and keep the site performing at its best.

Weblinx normal business hours are Monday through Friday from 9 AM to 5 PM CST. Our main office line is 630.551.0334. In case of emergency, a 24-hour hotline is available at 630.551.0334 x218. We will respond to problem requests within four (4) hours, and resolve problem requests within 24 hours of receiving the request.

Optional Services

Website Hosting - Annual

\$400/year

Weblinx will provide Park Ridge Public Library with a hosting plan that meets the organization's specific needs. Our servers are located in an IBM facility with 24/7 accountability. Weblinx servers are linked to the best network in the industry with unrivaled connectivity and an array of Tier One Providers that sets them apart. The robust network and infrastructure guarantees maximum up time and superior performance. This includes six 2 megawatt back-up power generators, over 3,000 tons of cooling capacity, 13 separate fiber ring connectivity and up to OC-192 connection. (See www.myweblinx.net for more information on Weblinx website hosting plans)

Annual Open Source CMS and Plug-In/Extension Security Maintenance

\$200/year

Weblinx will perform Open Source CMS and plug-in/extension security updates on the **Park Ridge Public Library** website as new versions are released to minimize website vulnerability.

Daily Website Backups

\$150/year

Add-on to web hosting plan upon request

Multilingual Module Implementation

Starting at \$1,875

SEO, Page-Speed, and ADA Compliance Site Tune-Up

\$1,250

Annual Technical Support and Site Maintenance

As Needed Basis

\$135/hour

10 Hours Per Year

\$120/hour

20 Hours Per Year

\$100/hour

References

Marshalltown Public Library

Sarah Rosenblum, Library Director
105 West Boone Street, Marshalltown, IA 50158

T: 641.754.5780
E: srosenblum@marshalltown-ia.gov
www.marshalltownlibrary.org

Client Since 2017



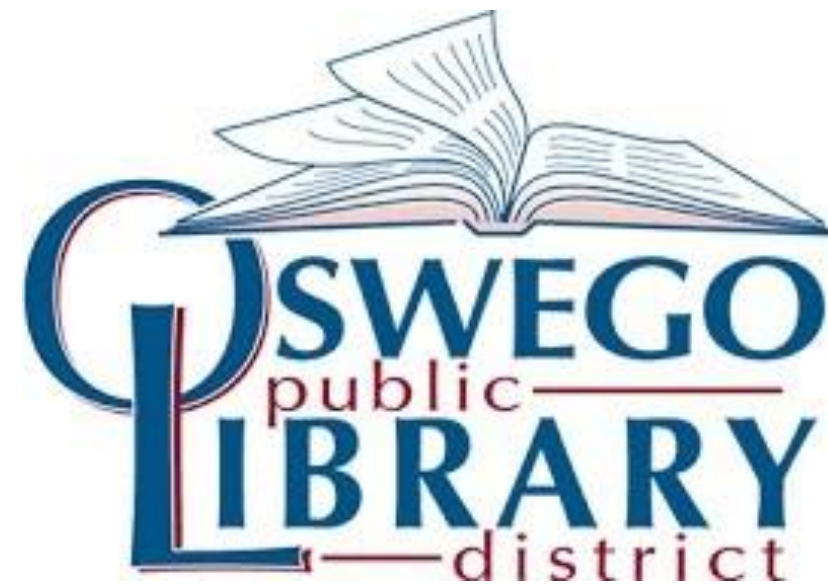
MARSHALLTOWN
PUBLIC LIBRARY

Oswego Public Library District

Sarah Skilton, Library Director
32 W. Jefferson Street, Oswego, IL 60543

T: 630.554.3150
E: sskilton@oswego.lib.il.us
www.oswego.lib.il.us

Client Since 2003



Plainfield Public Library District

Lisa Pappas, Library Director
15025 S. Illinois Street, Plainfield, IL 60544

T: 815.436.6639
E: lpappas@plainfieldpubliclibrary.org
www.plainfield.lib.il.us

Client Since 2008



Plainfield
PUBLIC LIBRARY DISTRICT

Terms & Conditions

Standard Payment Plan

A deposit in the amount of \$6,750 will be due to initiate the project. The remaining balance of \$20,250 will be invoiced over three remaining installments, with \$6,750 due per installment. Optional web hosting fee of \$400 and the Open Source CMS and plug-in/extension security maintenance fee of \$200, \$600 total, will be invoiced after the launch of the new website and annually thereafter. Payments may be made payable to Weblinx, Inc.

Default of Payment

In the event of default of payment, customer agrees to pay all cost of collection, including a reasonable attorney's fees. Venue for litigation arising between the parties to enforce the terms of this agreement shall be fixed in the 16th Judicial Circuit, Kendall County, Illinois.

Work Guarantee

Weblinx will warranty our design and development work for a one year period following the launch of the **Park Ridge Public Library** website. We will also provide technical assistance to the client as needed.

Work

Weblinx will take responsibility for the quality and timeliness of the work produced. If the actual duration of the work exceeds the estimated number of hours allotted to complete the work, Weblinx has the right to review the project scope and additional fees may apply.

Graphics Approval

E-mail approval of graphics is required to build the website.

Hold Harmless / Indemnification

The customer agrees it will indemnify and hold harmless Weblinx from and against all losses, claims, suits or other legal expenses of any nature imposed upon or brought against them by reason of any act of omission by customer/ client or its agent or employees in the course of performing the work of providing the services that are the subject of this contract. Any losses will be limited to the amount of the work order/proposal.

Let's Get Started

Expiration

There is a 90-day rate lock on this agreement, from the date indicated below. After this period of time, Weblinx has the right to alter fees based on the going rates for service.

Hold Harmless / Indemnification

The customer agrees it will indemnify and hold harmless Weblinx from and against all losses, claims, suits or other legal expenses of any nature imposed upon or brought against them by reason of any act of omission by customer/ client or its agent or employees in the course of performing the work of providing the services that are the subject of this contract. Any losses will be limited to the amount of the work order/proposal.

Customer has caused this agreement to be effective as of the date indicated below. Please authorize this page and return to Weblinx, Inc. Thank you for your business.

Park Ridge Public Library
20 South Prospect Avenue
Park Ridge IL. 60068

Dan Zarembski
Weblinx, Incorporated
165 Kirkland Circle
Oswego, IL 60543

For Park Ridge Public Library:

Signature

Date

For Weblinx:



Signature

Date 11/30/2022



Memorandum

Memo Date: December 7, 2022
From: Joanna Bertucci
Meeting Type: Personnel Committee of the Whole
Meeting Date: December 13, 2022
Action Requested: For approval
Subject: "Illness at the Workplace (COVID-19) for Library Staff" policy extension through March 31, 2023

Background:

The Library's "Illness at the Workplace (COVID-19) for Library Staff" policy (attached) was extended, through December 31, 2022 at the Board's September 20, 2022 meeting. At this time, the global COVID-19 pandemic remains an active risk.

Previous Board discussion has addressed concern about not having a Sick Policy in place for all staff during the pandemic. The major concern, which I also share, is that a staff member who may be experiencing symptoms of COVID-19, may have to choose between following our Personal Wellness Check instructions to stay home if they are ill, or come to work in order to be paid for their scheduled hours.

As of the writing of this memo, Illinois continues to be in a state of "disaster," as defined in Governor Pritzker's "Disaster Proclamation," in place since March 12, 2020.

No substantive changes were made to the policy. Updates to policy language are intended to bring the policy up to date.

Recommendation:

I respectfully recommend that the Library Board of Trustees extend the "Illness at the Workplace (COVID-19) for Library Staff" policy through March 31, 2023.

Attachment:

Illness at the Workplace (COVID-19) for Library Staff policy

Policy Topic: Illness at the Workplace (COVID-19) for Library Staff

Effective Date: April 1, 2021

Expiration Date: March 31, 2023

The health and safety of Library employees and patrons is our primary concern during this time. The following is a temporary Workplace Policy for Library employees in light of the coronavirus. The purpose of this administrative Policy is to respond to a public health emergency and is non-precedent setting.

Purpose

Coronavirus infectious disease (COVID-19) is a global outbreak of respiratory illness that is spreading from person to person. Known symptoms at this time include fever, cough, fatigue and shortness of breath.

Medical evidence indicates that the virus spreads between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching his or her own mouth, nose, or possibly their eyes.

Additionally, medical evidence indicates that the risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, such as healthcare workers or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19.

The Park Ridge Public Library continues to adopt employee policies of the City of Park Ridge, which continues to work collaboratively and closely with the Cook County Department of Public Health, the Illinois Department of Public Health, government partners, hospital systems, and the business community to help minimize the spread of this disease.

People can help protect themselves from respiratory illness with everyday preventive actions. Because the health and safety of our employees are among the Library's highest priorities, employees are expected to follow current guidance from the World Health Organization (WHO), Centers for Disease Control and Prevention (CDC), as well as current guidance from State and local authorities, which may include:

- Avoiding close contact with people who are sick;
- Maintaining social distancing
- Wearing personal protective equipment;
- Avoiding touching your eyes, nose, and mouth;
- Avoiding shaking hands or other personal contacts with people;
- Staying home when you are sick;

Coronavirus Disease 2019 (COVID-19) Workplace Policy

- Covering your cough or sneeze with a tissue, then throwing the tissue in the trash;
- Cleaning and disinfecting frequently touched objects and surfaces using a regular household cleaning spray or wipe; and
- Washing your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

The World Health Organization's advice to the public can be found at:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

General Guidance

Employees are required to stay home if they experience fever, cough, and shortness of breath. Employees should remain at home and not come to work until:

They have had no fever for at least 24 hours without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants)

AND

Other symptoms have improved

AND

At least 5 days have passed since their symptoms first appeared.

Employees should notify their supervisor and stay home if they are sick.

Employees may be required to self-quarantine or may be subject to mandatory quarantine as ordered by the applicable Department of Health.

Leaves of Absences Related to COVID-19

Employees who are seeking leave for reasons outside of this Policy may be eligible for leave pursuant to other leave provisions contained in the City of Park Ridge Employee Manual and Library Appendix.

Emergency Paid Sick Leave (EPSL)

- Eligible Employees. All Library employees are deemed an eligible employee.
- Reason for Leave. Employees who are unable to work, including unable to telework, because the employee is:
 1. Subject to a federal, State, or local quarantine or isolation order related to COVID-19;
 2. Been advised by a health care provider to self-quarantine related to COVID-19;
 3. Experiencing COVID-19 symptoms and is seeking a medical diagnosis;

Coronavirus Disease 2019 (COVID-19) Workplace Policy

4. Caring for an individual subject to an order described in bullet point (1) or in self-quarantine as described in bullet point (2);
 5. Caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or
 6. Experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.
 7. The employee is seeking or awaiting results of a COVID-19 test or diagnosis because either the employee has been exposed to COVID-19 or the employer has requested the test or diagnosis
 8. The employee is obtaining a COVID-19 immunization
 9. The employee is recovering from an injury, disability, illness, or condition related to the COVID-19 immunization
- **Amount of Leave.** Employees may be eligible for up to two weeks (75 hours, or a part-time employee's two-week equivalent) of paid sick leave. The extension of this policy does reset the amount of time an employee may take. In other words, if an employee has already used all or a portion of their allotted EPSL time prior to the current effective date of this policy, additional leave beyond the original provision is available.
 - **Existing Policy**
 - There will be no payment for unused sick leave pay under this Temporary Policy, nor will employees be permitted to carry-over any unused sick leave under this Temporary Policy beyond the policy's expiration date.
 - Paid sick leave granted under this Temporary Policy is not eligible for conversion to IMRF service credits.
 - **Certification.** Employees may be required to provide certification confirming the need for leave, consistent with the library's existing Paid Sick Leave policy and this Temporary Policy.

Work Remote Policy

For those employees whose job duties are determined by the Department Manager to be able to be performed remotely, the Library may allow those employees to work remotely at the discretion of the Library Director.

Employees may be allowed to work remotely if the Department Manager determines that their job duties permit such work. Authorization to work remotely may be given only by the Library Director. Employees that are authorized to work remotely shall not be considered absent and will not be required to use any leave pursuant to the Library's leave policies.

Employees that are authorized to work remotely will be given appropriate equipment, as determined by the Library Director, to allow the employee to remotely access the Library's server

Coronavirus Disease 2019 (COVID-19) Workplace Policy

and electronic mail while working remotely. Employees authorized to work remotely are expected to continue to perform their assigned tasks. All employees who work remotely are directed to find a safe place, free from unreasonable physical restrictions and risks, in which to engage in work. Employees working remotely shall employ reasonable care in the course of performing work in the home or other distant location.

Work Area

The evening cleaning crew has been instructed to wipe down light switches, door handles and other frequently touched surfaces. Maintenance staff will also be doing a mid-day wipe down.

Employees should routinely clean or sanitize their workstations (including Library van if applicable), telephones, and keyboards with anti-bacterial solution or wipes. Work areas should have tissues and alcohol-based hand sanitizer available for use. If additional supplies are needed, supervisors should be notified. Employees should follow the CDC's guidelines described above.

Continuity of Service Plan

Department Managers are responsible for developing their continuity of service plans, and any modification are required to be approved by the Library Director or designee.

Travel

The Library Director may limit domestic travel based on current metrics.

Updates to Workplace Policy

The Library will continue to monitor all aspects of the COVID-19 pandemic and consider updates to this Policy accordingly.

Revised: XXXXXXXXX

Revised: September 20, 2022

Revised: June 21, 2022

Revised: March 15, 2022

Revised: December 18, 2021

Revised: September 21, 2021

Approved: April 20, 2021

PRPL Board of Trustees



Memorandum

Memo Date: December 1, 2022
From: Joanna Bertucci, Library Director
Meeting Type: Resources Committee of the Whole Meeting
Meeting Date: December 13, 2022
Action Requested: For approval
Subject: FY23 Per Capita grant application

Background

The Illinois State Library's annual Public Library Per Capita Grant application requires review of library services and standards. A complete review of by the Library Director and Board or Trustees of *Serving our Public 4.0 Standards for Illinois Public Libraries* is required for the January 2023 submission. At the November 8 Committee of the Whole Meeting, Resources Committee Chair Kiem led the Board in a discussion of the standards.

At this time, I am respectfully putting forth the FY23 Per Capita grant application for Board approval at the December 20 Regular Board Meeting.

Recommended Action:

Approve the FY23 Per Capita Grant application

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

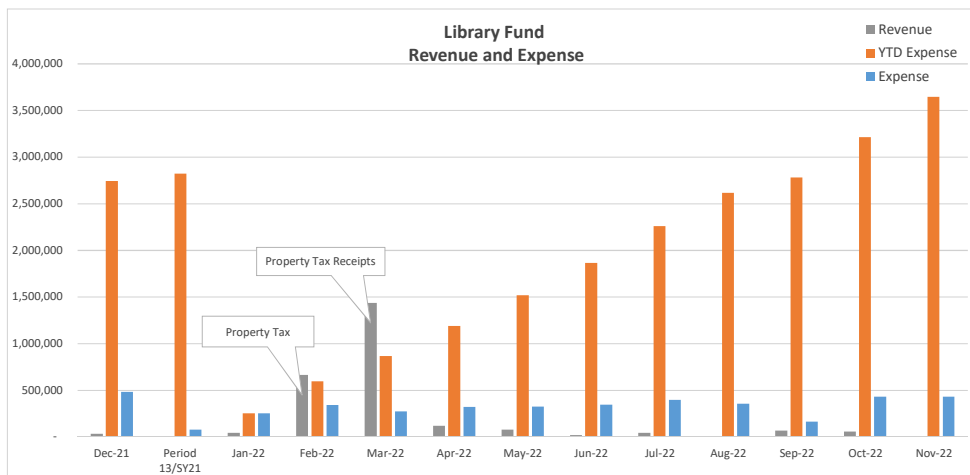
Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

**Park Ridge Public Library
Consolidated YTD Revenue and Expenditures
Calendar Year 2022 - January, 2022 through November, 2022**

REVENUE ACCOUNTS	BUDGET	REVISED BUDGET	YTD ACTUAL	% RECEIVED
Local Government Taxes	\$4,088,661		\$2,404,833	59%
Per Capita State Grant	\$55,283		\$58,493	106%
COVID Related	\$0		\$11,045	100%
Other Receipts	\$61,333		\$68,139	111%
Total Revenue	\$4,205,277		\$2,542,510	60%

ACCOUNT #	OPERATING ACCOUNTS	BUDGET	REVISED BUDGET	YTD EXPENDITURES	% SPENT	NOTES
9100	Salaries	\$2,379,103	\$2,379,103	\$1,922,459	81%	Fill open positions
9210	Employee Benefits	\$355,169	\$355,169	\$320,059	90%	
9317	Data Processing	\$257,000	\$258,600	\$241,886	94%	CVI quarterly payment
9321	Building Maintenance	\$187,500	\$193,772	\$149,368	77%	
9324	Membership, Recruiting, Training	\$28,500	\$33,500	\$13,737	41%	Includes tuition reimbursement
9351	Equipment Rental	\$32,000	\$32,000	\$15,982	50%	Copier lease; Postage lease
9359	Consulting Services	\$37,000	\$32,000	\$2,950	9%	
9360	Public Relations	\$34,600	\$48,600	\$43,663	90%	
9385	General Contractual	\$77,600	\$76,800	\$41,030	53%	Includes Bibliothecca Invoice
9385	Contractual Programs	\$61,500	\$61,500	\$51,252	83%	
9416	Audit	\$9,000	\$9,000	\$8,700	97%	
9425	Special Counsel	\$25,000	\$23,000	\$11,964	52%	
9510	Supplies	\$117,000	\$114,200	\$80,985	71%	
9511	Staff Appreciation	\$2,000	\$2,000	\$1,848	92%	
9520	Computer Materials	\$30,000	\$30,000	\$20,169	67%	
9540	Library Resources	\$626,000	\$626,000	\$524,976	84%	
	Total Operating Budget	\$4,258,972	\$4,275,244	\$3,451,028	81%	
	Capital Projects Budget					
9901	Machinery and Equipment	\$0	\$0	\$0	0%	
9908	Computer Equipment	\$22,500	\$26,500	\$20,522	77%	Firewall Subscription
						Carry Forward for Ice Melt System, Phone System, Replacement PA and Remainder of funds originally allocated for Fire Suppression
9963	Building Repairs	\$275,000	\$605,985	\$174,658	29%	
	Total Capital Projects Budget	\$297,500	\$632,485	\$195,179	31%	
	Total Operating Budget	\$4,556,472	\$4,907,729	\$3,646,208	74%	
	LIBRARY SURPLUS (DEFICIT)	(351,195)	(702,452)	(1,103,698)		

RESTRICTIONS	ORIGINAL	INCREASE/DECREASE	TOTAL
Capital Facility Restrictions	\$250,000	\$174,658.00	\$75,342.00
Technology Restrictions	\$150,000	\$20,552	\$129,448





2023 Library Board of Trustees Meeting Schedule

Committee of the Whole Meetings <i>All meetings are held at 7:00 p.m.</i> <i>Meetings are held at the Library, unless otherwise noted below</i>	Library Board Meetings <i>All meetings are held at 7:00 p.m.</i> <i>Meetings are held at City Hall, unless otherwise noted below</i>
Tuesday, January 10, 2023 Tuesday February 14, 2023 Tuesday, March 14, 2023 Tuesday, April 11, 2023 Tuesday, May 9, 2023 Tuesday, June 13, 2023 Tuesday, July 11, 2023 Tuesday, August 8, 2023 Tuesday, September 12, 2023 Tuesday, October 10, 2023 Tuesday, November 14, 2023 Tuesday, December 12, 2023	Tuesday, January 17, 2023 Tuesday, February 21, 2023 – Park Ridge Public Library Tuesday, March 21, 2023 Tuesday, April 18, 2023 Tuesday, May 16, 2023 Tuesday, June 20, 2023 - Park Ridge Public Library Tuesday, July 18, 2023 Tuesday, August 15, 2023 Tuesday, September 19, 2023 Tuesday, October 17, 2023 Tuesday, November 21, 2023 Tuesday, December 19, 2023

Meetings are subject to change. Please check www.parkridgelibrary.org for most up to date schedule.

Park Ridge Public Library - Secretary's Report
December 20, 2022

PRPL Web Site News Items

- [Library to offer pre-Winterfest Weekend activities this Friday, November 25 - General News - News | Park Ridge Library](#) November 21, 2022

Press Articles

- [Park Ridge Public Library Trustees Honor Karen Burkum | Park Ridge, IL Patch](#) November 23, 2022





Park Ridge Public Library

TO: Library Board of Trustees
FROM: Joanna Bertucci, Library Director
DATE: December 16, 2022
SUBJECT: Library Director's Report

Administration & Board

- Work on the Live and Learn Grant application is underway. I submitted a request for project review on December 12 to the Illinois State Historic Preservation Office (SHPO) as part of the grant application process. Andy Dogan of Williams Architects has supplied the required cost estimate and project plan to be included with the application. It is my goal to have the application submitted before the end of the year. The application deadline is January 15, 2023.
- President Hanba and Personnel Committee Chair Rapisand met with me on December 5 to deliver and discuss the 2022 Library Director Annual review report and comments.
- Marketing and PR Coordinator, Jen Healy, Youth Services Manager, Staci Greenwald, Technical Services Manager, Lauren Bochat, and I attended the Friends of the Library annual meeting on December 14. The Friends reviewed and approved the Library's 2023 funding request (attached to this report). We continue to be grateful for our Friends.

Staff Updates and Professional Development:

- On November 18 the Adult Services Department led by Laura Scott hosted a lovely going away breakfast for Reference Librarian Grace O'Keefe. Ms. O'Keefe retired after being on staff at PRPL for 30 years.
- We welcomed three new staff members in November. Cecilia Schmitt has joined our team in late November as graphic designer and has hit the ground running. Eugene Daly joined our Facilities team as a building monitor/custodian and has been working with John and his team. Lastly, we welcomed Grace Wechman as a new reference librarian. Cecilia, Eugene, and Grace are great additions to our team.
- On November 30, Adult Services Manager, Laura Scott, and Youth Services Manager, Staci Greenwald, attended a Bibliotheca Insiders event at the Skokie Public Library. One of the sessions for the day was presented by Rob Simmons a licensed social worker on staff at the Oak Park Public Library. As part of his presentation, Mr. Simmons recommended "Mental Health First Aid" training for Library staff to help navigate the myriad of mental health scenarios we encounter in the Library. In January 2023, myself, Ms. Scott, Ms. Greenwald, and other members of staff from each department will participate in this training at Elmhurst Hospital.
- On December 7, Library staff celebrated with an end of the year holiday lunch. Staff who wished participated in an ugly/not so ugly holiday sweater contest. It was a very nice afternoon made even better by President Hanba's gift of Cheryl's cookies for dessert.
- The annual review process for all staff is nearly complete. Wage increases will go into effect January 1, 2023.

- All staff participated in cyber security and how to avoid phishing scams training, facilitated by our IT Services provider, CVI in November.

Strategic Plan Progress:

- **Encourage individual growth and lifelong learning**
 - The Reader Services team provided 398 books to 46 community book clubs in November.
- **Build up a strong workforce and local businesses**
 - No activities this month
- **Align with strategy and set the stage for development**
 - Marketing and PR Coordinator, Jen Healy, has implemented a new card holder campaign to promote library resources and engagement.
- **Develop Civic Education for an informed and engaged citizenry.**
 - The Library partnered with the City of Park Ridge and participated in their annual Toys for Tots program. Additionally, the Library offered two additional charitable giving opportunities through our cozy comforts (hats, gloves, scarfs) donations for WINGS and food collection for the Maine Township Food pantry.

Finance and HR:

- I am pleased to share with the Board that Alyson Doubek, Finance and Administrative Services Manager, passed the Professional in Human Resources (PHR) certification examination in November. We are thrilled to be able to tap into Alyson's wealth of knowledge as the Library begins to administer more human resources functions in-house. Congratulations, Alyson!
- President Hanba and Ms. Doubek represented the Library at the November 28 City of Park Ridge Budget Workshop. Their presentation was well received by the City Council. Special thanks to Ms. Doubek for stepping in to take my place as I was unable to attend due to contracting COVID-19 a few days before. The Library's budget and levy request were briefly mentioned at the December 5 City Council meeting. I was in attendance in case of further questions from the City Council. No addition questions were asked. The final reading and approval will occur at the December 19 City Council meeting. Thank you to Treasurer Somheil and Trustee Rusk for their feedback throughout the budgeting process.
- As we approach the end of the fiscal year, the Acquisitions team and Business Office staff are monitoring budget lines to ensure encumbered items are received by the end of the year. As budget lines are being spent down, budget transfers have been required to ensure that budget lines aren't overspent.
- Finance Manager, Alyson Doubek, is working through the implementation process with ADP. On December 12, Ms. Doubek ran a test payroll in our new system and has been diligently working with our implementation team to ensure that our staff profiles are accurate. Ms. Doubek and I met with City of Park Ridge staff multiple times in November and December as we enter the final stage of implementation. Our January 13, 2023 paychecks will be issued to staff from our new ADP account.
- The Library initiated the following budget transfers in November:
 - \$800 transfer from Office Supplies Furnishings to Library Bank Services Charges
 - \$1,600 transfer from General Contractual Printing to Library Data Processing
 - \$5,000 transfer from Youth Services DVD/Blu-Ray to Youth Services Nonfiction Resources
 - \$10,000 Board Approved budget transfer from General Maintenance to Natural Gas
 - \$10,000 Board Approved budget transfer from General Maintenance to HVAC Equipment

Building and Grounds:

- The Library took delivery of our new Teen Loft service desk, storage and shelving unit in mid-November. Youth Services staff are thrilled to have a highly functional and professional looking service desk.

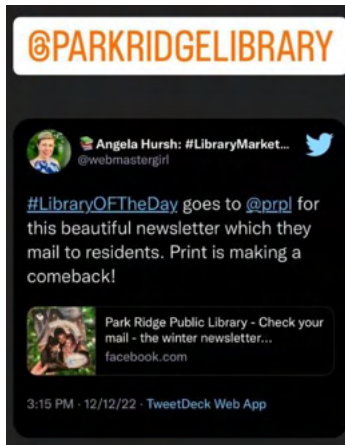


- Additionally, the credenza/storage unit for the third floor meeting room was delivered on December 8. In the new year we are going to replace the existing light fixtures and add a 65" flat screen TV to the meeting room so that it can serve as a highly functional conference/meeting room for staff and the public.
- On November 15, Facilities Manager, John Prial, Assistant to the Director, Angela Berger, Ms. Greenwald and I met with Andy Dogan and Carrie Kotera of Williams Architects to discuss finishes and fixtures selections for the Children's room washroom and low sensory (name TBD) space projects.
- The final Owner Architect Contractor (OAC) meeting for the masonry wall project took place at the Library on December 9 to discuss punch list items and closeout documents and procedures.
- Andrew Jose of Green Associates is coordinating with the contractor (LZ Design Build) who is mobilizing for the Interior Acoustics Project.
- Carey Electric was onsite the week of December 12 to make modifications to the ice melt system, testing will take place after the work has been completed.

Partnerships, Outreach and Advocacy

- We are continuing to serve patrons in ways that are most comfortable for them. Volunteers delivered 63 items to 18 homebound patrons in November. Patron Services staff made 8 (28 items) additional deliveries to patrons this month.
- Members of our Youth Services team visited our local schools 42 times in October, interacting with over 2,100 students.
- *The Harbour* was featured in the Library's second floor display case in November.

Marketing/Public Relations:



- Our Winter 2022/23 newsletter arrived in homes on December 1, 2022. The newsletter got a social media shout out from Library marketing expert, Angela Hursh on December 12, 2022.



- Our kickoff to Winterfest Weekend giveaway was very popular with patrons. Library staff distributed nearly 100 mugs at the service desks in each department. Desk staff handed them out after each interaction. The mugs included some candy canes and Winter Reading Club bookmarks with the Park Ridge winter streetscape and a QR code linked to our Beanstack page.
- The eNewsletter continues to do well with cardholders. The general eBlast sent on Fridays had an open rate of 52.8% (10,269 recipients) on November 25. The eBlast sent to those who borrowed materials through Youth Services collections, sent on Saturday mornings, had an open rate of 53.1% (1,808 recipients) on November 26. Unsubscribe rates are consistently less than 1%. We will initiate the drip campaign to new patrons in mid-December.
- We will stop posting to the Children and Teen Instagram pages on Thursday, December 14. We have instead been driving people to the @parkridgelibrary Instagram via eNewsletters and social media posts. Jen will be doing a thorough cross-check of followers' lists in the coming week to ensure that followers were not lost in the transition.

Notable Programs and Services:

- On November 5, the Adult Services Department hosted a **Book Club Mixer**. Invitations were sent to members of the over 70 community book clubs the Library supports; members of the public were also welcome. 42 patrons came out to hear author Mia Manansala talk about her writing journey and her books. Book Club coordinators Sarah V. and Rachel D. spoke about the new book discussion sets in our collection. Attendees played book club trivia and prizes (made in *The Studio*) were given out to participants and to the book club with the most members in attendance. Book clubs then shared their stories: how long they'd been meeting, how they choose books, favorite books over the years, etc. We hope to continue this as an annual event.



- Grammy nominated musician **Nanny Nikki** delighted families with her music and stories on the Friday after Thanksgiving as part of the library's kick off to Winterfest Weekend programming. 93 children and caregivers attended this fun and engaging concert! We plan to host Nanny Nikki again in the future.



- The Youth Services department distributed approximately 514 kits and projects for kids and teens in November



- 17 patron orientations
- 9 classes with 26 total attendees
- 27 user sessions (45 hours of use)



- 9 patron orientations
- 3 classes with 4 total attendees
- 42 user sessions (103 hours of use)

Use of the Media Lab in November set a record high for user sessions and hours of use.

Respectfully Submitted,

Joanna Bertucci
December 16, 2022



December 5, 2022

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

Dear Friends of the Park Ridge Library Board Members,

On behalf of the staff of the Park Ridge Public Library, I want to sincerely thank your members for their dedicated support. In my more than 15 years of public library experience, I have yet to encounter a Friends group that so actively supports and partners with its Library to help fulfill their mission and vision in service to the community.

In order to help us to continue to serve the Park Ridge community, I respectfully request \$15,000 in funding for the 2023 fiscal year.

\$500 to purchase promotional signage for the Friends of the Library donation bin.

\$1,000 for the movie license subscriptions

- The Library hosts a number of film programs throughout the year. In order to be in compliance with regards to public viewing laws, the library must obtain necessary licensure.

\$2,000 for the purchase of additional items for the Library's Exploration Library collection

\$2,500 for the purchase of new story time furniture and props

- The Youth Services story time team is requesting funds to purchase new chairs for story time staff, carpets, and other props.

\$9,000 to support the Library's Reading Club programs for all ages

- \$7,000 for youth and \$2,000 for adult reading club programs
- Requested funds will be used to purchase prizes for reading club participants.

I greatly appreciate your consideration of these requests. Lauren Bochat, Jen Healy, Staci Greenwald, and I will be representing the Library's Management Team at your December 14 meeting.

Sincerely,

Joanna Bertucci

CC: Alyson Doubek, Finance and Administrative Services Manager
Ed Tidd, Bookkeeper

**Park Ridge Public Library
Personnel Report
November, 2022**

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

- Cecilia Schmitt, Administration, Graphic Artist, Part-Time
- Grace Wechman, Adult Services, Reference Librarian, Part-Time

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

- Grace O'Keefe, Adult Services, Reference Librarian, Part-Time
- Maciej Rudnicki, Facilities, Custodian, Part-Time

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

- None



November 2022

	Nov-22	Oct-22	YTD	2021 YTD	2020 YTD	2019 YTD	% Change 2019 to 2022	Analysis
CIRCULATION OVERVIEW								
Physical items	50,716	51,288	587,884	522,962	366,833	715,023	-18%	Physical circulation is trending upward from 2021 but remains lower than 2019. Digital circulation continues to far exceed pre-COVID levels.
Digital items	9,133	9,431	110,127	113,328	114,381	80,170	37%	
TOTAL	59,849	60,719	698,011	636,290	481,214	795,193	-12%	
PROGRAMS								
Adult Programs	18	15	196	131	136	235	-17%	Attendance at Adult programming is 50% higher than in 2019. The combination of live and virtual programming appeals to adult patrons. Youth program attendance is trending upward in 2022.
Adult Attendees	608	447	5,703	5,277	3,245	3,799	50%	
Youth Programs	47	45	492	366	300	388	27%	
Youth Attendees	1,061	1,342	10,274	5,564	7,397	13,287	-23%	
OUTREACH								
School Loans	23	21	144	118	69	266	-46%	Loans to schools increased in November and now exceeds prior year. Number of loans and items loaned yet to reach 2019 levels.
Items loaned to Schools	446	593	4,092	3,553	1,676	5,614	-27%	
Homebound Patrons served	18	16	207	221	148	191	8%	Deliveries to homebound patrons is a well used service that provides access to those who otherwise would not have access to print resources.
Homebound Materials loaned	63	67	873	999	896	1,039	-16%	
Book clubs served	46	47	467	410	265	468	0%	Book clubs represent a significant user demographic and support for these groups approximates 2019 levels.
Items loaned to book clubs	398	430	4,043	3,533	2,370	4,274	-5%	
TECHNOLOGY								
Wi-Fi Sessions	43,893	46,277	500,528	348,118	135,337	993,120	-50%	Both Wi-Fi and public PC usage have significantly increased from prior year but remain below pre-COVID levels.
Wi-Fi - unique clients	1,675	1,702	14,095	9,091	8,704	-		
Public PC Sessions	1,129	1,006	11,174	4,961	5,916	21,958	-49%	
WEBSITE								
Visits	16,476	16,470	191,018	215,270	213,561	201,589	-5%	Website usage remains lower than prior years.
Unique users	8,686	7,819	93,908	100,842	96,040	99,428	-6%	
USERS								
New cards issued	134	136	2,104	1,756	544	2,088	1%	Number of new cards issued now exceeds prior years
Total PRPL cardholders	18,656	18,730	18,656	19,196	23,290	24,343	-23%	Total number of cardholders down from 2019 levels.
Unique users	4,280	4,226	4,280	3,986	2,263	3,905	10%	There were 10% more unique card users this month than was the case in November, 2019 and # of unique users exceeds that of prior years
Door count	20,814	22,369	219,095	117,741	84,661	234,411	-7%	Current door counts are less than pre-pandemic levels.
PATRON SERVICES								
Contact free pick up items	6	2	893	3,746			-76%	This service continues to provide access to those most comfortable with contact free usage.
Cardholders*			47%	48%	62%	65%		Percentage decline in cardholders since 2019 reflects both pandemic impacts and population increase resulting from 2020 census.

NOTES:

YTD Comparisons are made to 2019 as that was the most recent year when services were not impacted by COVID-19
 SY21 Population 39,656 (2020 Census); FY20 and FY21 Population 37,479 (2010 Census)
 FY20 and FY21 numbers have been adjusted to be compared to the 8-month (May - Dec.) SY21
 City of Park Ridge, 2020 Census 39,656
 City of Park Ridge, 2010 Census 37,479

**City of Park Ridge, IL
Warrant List Fund Totals
11/15/2022**

Fund	Description	Amount
201	Library Fund	\$176,668.12
201	Grant Fund	\$0.00
201	North Suburban	\$5,283.87
<hr/>		
	Report Total	\$181,951.99

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L111522

TO FISCAL 2023/11 01/01/2022 TO 12/31/2022

VENDOR NAME	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
6095 ABC COMMERCIAL	11/11/22	206237					214289 P 11/16/22 2015012	932103 BLDG MNT CNTR-GENL MAINT	2,541.00
INVOICE: ADM111522									
VENDOR TOTALS									2,541.00
1136 ADVOCATE HEALTH AND HOSPITALS CORPORATION	11/14/22	206413					214290 P 11/16/22 2015011	933100 LIB RECRUIT & TESTING	150.00
INVOICE: 836553									
VENDOR TOTALS									150.00
48 AEC ONE STOP GROUP INC	11/11/22	206238					214291 P 11/16/22 2015017	954015 LIB RSRCS-RECORDINGS MUSI	110.85
INVOICE: ADM111522									
VENDOR TOTALS									110.85
302943 AJ GALLAGHER RISK MGMT SVCS PR	11/11/22	206243					214292 P 11/16/22 2015011	937900 LIB INSURANCE	3,238.00
INVOICE: 4477890									
VENDOR TOTALS									3,238.00
302670 AMAZON CAPITAL SERVICES	11/14/22	206341					214293 P 11/16/22 2015015	938506 GNL CNTRL SVC/PROGRAM	57.27
INVOICE: 149729									
INVOICE: 149730	11/14/22	206342					214293 P 11/16/22 2015011	951100 LIBRARY SUPPLIES	59.96
INVOICE: 149731	11/14/22	206343					214293 P 11/16/22 2015012	952100 BUILDING SUPPLIES	286.50
INVOICE: 149732	11/14/22	206344					214293 P 11/16/22 2015015	951100 LIBRARY SUPPLIES	21.85
INVOICE: 149733	11/14/22	206345					214293 P 11/16/22 2015015	951100 LIBRARY SUPPLIES	93.96
INVOICE: 149734	11/14/22	206346					214293 P 11/16/22 2015015	938506 GNL CNTRL SVC/PROGRAM	15.74
INVOICE: 149735	11/14/22	206347					214293 P 11/16/22 2015015	954019 LIB RSRCS-CHILDRENS BOOKS	64.91
INVOICE: 149736	11/14/22	206348					214293 P 11/16/22 2015015	954002 LIB RSRCS-CHILDRENS BOOKS	101.91
INVOICE: 149737	11/14/22	206349					214293 P 11/16/22 2015015	954019 LIB RSRCS-CHILDRENS BOOKS	36.23
INVOICE: 149738	11/14/22	206350					214293 P 11/16/22 2015017	954001 LIB RSRCS-ADULT BOOKS FI	35.73
INVOICE: 149739	11/14/22	206351					214293 P 11/16/22 2015017	954001 LIB RSRCS-ADULT BOOKS FI	87.23
INVOICE: 149740	11/14/22	206352					214293 P 11/16/22 2015017	954017 LIB RSRCS-ADULT BOOKS NF	118.05
INVOICE: 149741	11/14/22	206353					214293 P 11/16/22 2015015	938506 GNL CNTRL SVC/PROGRAM	226.10

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L111522

TO FISCAL 2023/11 01/01/2022 TO 12/31/2022

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
149742	11/14/22	206354		214293	P	11/16/22	2015012	952100	BUILDING SUPPLIES	173.79
INVOICE:	16JW-YFAF-HTC7			214293	P	11/16/22	2015012	952100	BUILDING SUPPLIES	43.55
149743	11/14/22	206355		214293	P	11/16/22	2015012	952100	BUILDING SUPPLIES	89.99
INVOICE:	1TKR-W96W-CKFN			214293	P	11/16/22	2015012	952100	BUILDING SUPPLIES	-12.73
149744	11/14/22	206356		214293	P	11/16/22	2015015	951100	LIBRARY SUPPLIES	9.99
INVOICE:	1J6M-XLXP-XL9X			214293	P	11/16/22	2015015	951100	LIBRARY SUPPLIES	9.99
149745	11/14/22	206357		214293	P	11/16/22	2015011	936000	PUBLIC RELATIONS	36.84
INVOICE:	1KY9-6WHC-MVWV			214293	P	11/16/22	2015017	951100	LIBRARY SUPPLIES	15.99
149746	11/14/22	206358		214293	P	11/16/22	2015013	951100	LIBRARY SUPPLIES	8.99
INVOICE:	1K01-QD11-C73K			214293	P	11/16/22	2015015	954010	LIBRARY SUPPLIES	159.96
149747	11/14/22	206359		214293	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	48.02
INVOICE:	1M9L-703H-FKR9			214293	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	12.99
149748	11/14/22	206360		214293	P	11/16/22	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	12.95
INVOICE:	119D-91FF-DNC7			214293	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	173.56
149749	11/14/22	206361		214293	P	11/16/22	2015017	954017	LIB RSRCS-CHILDRENS BOOKS	8.99
INVOICE:	1DN9-4PRK-CACC			214293	P	11/16/22	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	18.47
149750	11/14/22	206362		214293	P	11/16/22	2015015	954010	LIB RSRCS-ADULT BOOKS NF	2,006.79
INVOICE:	1HF3-QXDF-6QXR			214293	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	48.02
149751	11/14/22	206363		214293	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	12.99
INVOICE:	1JD3-C6H4-DKXV			214293	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	12.95
149752	11/14/22	206364		214293	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	173.56
INVOICE:	1LCC-CH3J-G6YH			214293	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	8.99
149753	11/14/22	206365		214293	P	11/16/22	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	18.47
INVOICE:	1JD3-C6H4-QT16			214293	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	173.56
149754	11/14/22	206366		214293	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	8.99
INVOICE:	1XOY-XHXH-344R			214293	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	18.47
149755	11/14/22	206367		214293	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	18.47
INVOICE:	1XFP-KV3F-JYQP			214293	P	11/16/22	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	18.47
149756	11/14/22	206368		214293	P	11/16/22	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	18.47
INVOICE:	1FMM-WCKG-CR6X			214293	P	11/16/22	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	18.47
VENDOR TOTALS				35,512.90	YTD	INVOICED		20,912.19	YTD PAID	
800 AMERICAN EAGLE COM	11/11/22	206240		214294	P	11/16/22	2015011	931700	LIB DATA PROC SV	420.00
149628	11/11/22	206240		214294	P	11/16/22	2015011	931700	LIB DATA PROC SV	420.00
INVOICE:	364430			214294	P	11/16/22	2015011	942500	GENERAL COUNSEL	168.75
VENDOR TOTALS				5,746.67	YTD	INVOICED		6,166.67	YTD PAID	420.00
5008 ANCEL GLINK DIAMOND BUSH	11/11/22	206242		214295	P	11/16/22	2015011	942500	GENERAL COUNSEL	168.75
149630	11/11/22	206242		214295	P	11/16/22	2015011	942500	GENERAL COUNSEL	168.75
INVOICE:	ADM111522			214295	P	11/16/22	2015011	938503	GNL CNTRL SVC-INTERNET	804.99
VENDOR TOTALS				148,134.90	YTD	INVOICED		165,095.32	YTD PAID	168.75
8568 RADIATE HOLDINGS LP	11/11/22	206244		214296	P	11/16/22	2015011	938503	GNL CNTRL SVC-INTERNET	804.99
149632	11/11/22	206244		214296	P	11/16/22	2015011	938503	GNL CNTRL SVC-INTERNET	804.99
INVOICE:	443658901-0015862			214296	P	11/16/22	2015011	938503	GNL CNTRL SVC-INTERNET	804.99
VENDOR TOTALS				12,036.18	YTD	INVOICED		11,612.26	YTD PAID	804.99

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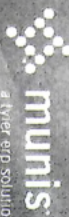
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VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
101020 BAKER AND TAYLOR BOOKS	11/09/22	206111		214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	17.45
149500 INVOICE:	2037099785			214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	19.88
149508 INVOICE:	2037099786			214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	35.47
149510 INVOICE:	2037099787			214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	404.16
149511 INVOICE:	2037099788			214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	157.71
149512 INVOICE:	2037116417			214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	59.91
149513 INVOICE:	2037099107			214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	51.22
149514 INVOICE:	2037099108			214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	50.33
149515 INVOICE:	2037099109			214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	17.03
149516 INVOICE:	2037099110			214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	12.84
149517 INVOICE:	2037099111			214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	34.06
149518 INVOICE:	2037099112			214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	57.05
149519 INVOICE:	2037099113			214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	50.89
149520 INVOICE:	2037099114			214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	36.19
149521 INVOICE:	2037099115			214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	46.79
149522 INVOICE:	2037099116			214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	178.08
149523 INVOICE:	2037099117			214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	147.49
149524 INVOICE:	2037099118			214297	P	11/16/22	2015017	954001	LIB RSRCS--ADULT BOOKS FI	314.82
149525 INVOICE:	2037103583			214297	P	11/16/22	2015017	954001	LIB RSRCS--ADULT BOOKS FI	363.77
149526 INVOICE:	2037112200			214297	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	68.70
149527 INVOICE:	2037102529			214297	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	23.15
149528 INVOICE:	2037102530			214297	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	11.77
149529 INVOICE:	2037102531			214297	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	122.50
149530 INVOICE:	2037102532			214297	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	440.28
149531 INVOICE:	2037102533			214297	P	11/16/22	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	77.61
149532 INVOICE:	2037102486									

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149533 INVOICE:	11/09/22	206145		214297	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	-166.91
149534 INVOICE:	11/09/22	206146		214297	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	1,089.44
149535 INVOICE:	11/09/22	206147		214297	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	14.06
149536 INVOICE:	11/09/22	206148		214297	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	46.51
149537 INVOICE:	11/09/22	206149		214297	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	7.38
149538 INVOICE:	11/09/22	206150		214297	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	55.89
149539 INVOICE:	11/09/22	206151		214297	P	11/16/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	1,881.39
149540 INVOICE:	11/09/22	206152		214297	P	11/16/22	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	1,709.75
149541 INVOICE:	11/09/22	206153		214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	14.04
149542 INVOICE:	11/09/22	206154		214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	16.46
149543 INVOICE:	11/09/22	206155		214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	34.35
149544 INVOICE:	11/09/22	206156		214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	82.03
149545 INVOICE:	11/09/22	206157		214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	17.45
149546 INVOICE:	11/09/22	206158		214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	37.58
149548 INVOICE:	11/09/22	206160		214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	22.70
149549 INVOICE:	11/09/22	206161		214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	68.89
149550 INVOICE:	11/09/22	206162		214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	136.11
149551 INVOICE:	11/09/22	206163		214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	34.48
149552 INVOICE:	11/09/22	206164		214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	68.27
149553 INVOICE:	11/09/22	206165		214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	26.55
149554 INVOICE:	11/09/22	206166		214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	602.07
149555 INVOICE:	11/09/22	206167		214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	19.44
149556 INVOICE:	11/09/22	206168		214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	32.06
149557 INVOICE:	11/09/22	206169		214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	45.99
149558 INVOICE:	11/09/22	206170		214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	18.01
149559 INVOICE:	11/09/22	206171		214297	P	11/16/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	38.61

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INVOICE: 149560	11/09/22	206172		214297	P	11/16/22	2015017	LIB RSRCS-ADULT BOOKS NF
INVOICE: 149561	11/09/22	206173		214297	P	11/16/22	2015017	LIB RSRCS-ADULT BOOKS NF
INVOICE: 149562	11/09/22	206174		214297	P	11/16/22	2015017	LIB RSRCS-ADULT BOOKS NF
INVOICE: 149563	11/09/22	206175		214297	P	11/16/22	2015017	LIB RSRCS-ADULT BOOKS NF
INVOICE: 149564	11/09/22	206176		214297	P	11/16/22	2015017	LIB RSRCS-ADULT BOOKS NF
INVOICE: 149565	11/09/22	206177		214297	P	11/16/22	2015017	LIB RSRCS-ADULT BOOKS NF
INVOICE: 149566	11/09/22	206178		214297	P	11/16/22	2015017	LIB RSRCS-ADULT BOOKS FI
INVOICE: 149567	11/09/22	206179		214297	P	11/16/22	2015017	LIB RSRCS-ADULT BOOKS FI
INVOICE: 149568	11/09/22	206180		214297	P	11/16/22	2015017	LIB RSRCS -MML
INVOICE: 149569	11/09/22	206181		214297	P	11/16/22	2015017	LIB RSRCS -MML
INVOICE: 149570	11/09/22	206182		214297	P	11/16/22	2015017	LIB RSRCS -MML
INVOICE: 149571	11/09/22	206183		214297	P	11/16/22	2015017	LIB RSRCS -MML
INVOICE: 149572	11/09/22	206184		214297	P	11/16/22	2015015	LIB RSRCS-CHILDREN BOOKS
INVOICE: 149573	11/09/22	206185		214297	P	11/16/22	2015015	LIB RSRCS-CHILDREN BOOKS
INVOICE: 149574	11/09/22	206186		214297	P	11/16/22	2015015	LIB RSRCS-CHILDREN BOOKS
INVOICE: 149575	11/09/22	206187		214297	P	11/16/22	2015015	LIB RSRCS-CHILDREN BOOKS
INVOICE: 149576	11/09/22	206188		214297	P	11/16/22	2015015	LIB RSRCS-CHILDRENS BOOKS
INVOICE: 149577	11/09/22	206189		214297	P	11/16/22	2015015	LIB RSRCS-CHILDREN BOOKS
INVOICE: 149578	11/09/22	206190		214297	P	11/16/22	2015015	LIB RSRCS-CHILDREN BOOKS
INVOICE: 149579	11/09/22	206191		214297	P	11/16/22	2015015	LIB RSRCS-CHILDREN BOOKS
INVOICE: 149580	11/09/22	206192		214297	P	11/16/22	2015015	LIB RSRCS-CHILDREN BOOKS
INVOICE: 149581	11/09/22	206193		214297	P	11/16/22	2015015	LIB RSRCS-CHILDREN BOOKS
INVOICE: 149582	11/09/22	206194		214297	P	11/16/22	2015015	LIB RSRCS-CHILDREN BOOKS
INVOICE: 149584	11/09/22	206196		214297	P	11/16/22	2015015	LIB RSRCS-CHILDREN BOOKS
INVOICE: 149585	11/09/22	206197		214297	P	11/16/22	2015015	LIB RSRCS-CHILDREN BOOKS

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149586	INVOICE:	11/09/22	206198		214297	P	11/16/22	2015015	954002 LIB RSRCS-CHILDREN BOOKS
	INVOICE:	2037116834			214297	P	11/16/22	2015015	954002 LIB RSRCS-CHILDREN BOOKS
149587	INVOICE:	11/09/22	206199		214297	P	11/16/22	2015015	954002 LIB RSRCS-CHILDREN BOOKS
	INVOICE:	2037116835			214297	P	11/16/22	2015015	954002 LIB RSRCS-CHILDREN BOOKS
149588	INVOICE:	11/09/22	206200		214297	P	11/16/22	2015015	954002 LIB RSRCS-CHILDREN BOOKS
	INVOICE:	2037116836			214297	P	11/16/22	2015015	954002 LIB RSRCS-CHILDREN BOOKS
149589	INVOICE:	11/09/22	206201		214297	P	11/16/22	2015015	954002 LIB RSRCS-CHILDREN BOOKS
	INVOICE:	2037116837			214297	P	11/16/22	2015015	954002 LIB RSRCS-CHILDREN BOOKS
149590	INVOICE:	11/09/22	206202		214297	P	11/16/22	2015015	954002 LIB RSRCS-CHILDREN BOOKS
	INVOICE:	2037116838			214297	P	11/16/22	2015015	954019 LIB RSRCS-CHILDRENS BOOKS
149591	INVOICE:	11/09/22	206203		214297	P	11/16/22	2015015	954019 LIB RSRCS-CHILDRENS BOOKS
	INVOICE:	2037123980			214297	P	11/16/22	2015015	954019 LIB RSRCS-CHILDRENS BOOKS
149592	INVOICE:	11/09/22	206204		214297	P	11/16/22	2015017	954017 LIB RSRCS-ADULT BOOKS NF
	INVOICE:	2037123981			214297	P	11/16/22	2015017	954017 LIB RSRCS-ADULT BOOKS NF
149728	INVOICE:	11/09/22	206340						
	INVOICE:	2037099119							
VENDOR TOTALS		163,411.06 YTD INVOICED		169,039.47 YTD PAID		11,983.59			
8645	BB NETWORKS INC	11/11/22	206247		214298	P	11/16/22	2015012	996300 BUILDING/BUILDING IMPROVE
	INVOICE:	26286-2							
VENDOR TOTALS		30,623.52 YTD INVOICED		30,623.52 YTD PAID		15,475.76			
489	BLACKSTONE AUDIOBOOKS	11/11/22	206248		214299	P	11/16/22	2015017	954004 LIB RSRCS-RECORDING AUDIO
	INVOICE:	2070466			214299	P	11/16/22	2015017	954004 LIB RSRCS-RECORDING AUDIO
149637	INVOICE:	11/11/22	206249		214299	P	11/16/22	2015017	954004 LIB RSRCS-RECORDING AUDIO
	INVOICE:	2070658			214299	P	11/16/22	2015017	954004 LIB RSRCS-RECORDING AUDIO
149638	INVOICE:	11/11/22	206250						
	INVOICE:	2071330							
VENDOR TOTALS		8,922.15 YTD INVOICED		9,000.04 YTD PAID		810.49			
8516	CATHERINE DUDLEY	11/11/22	206251		214300	P	11/16/22	2015015	951100 LIBRARY SUPPLIES
	INVOICE:	ADM111522			214300	P	11/16/22	2015015	938506 GNL CNTRL SVC/PROGRAM
149639	INVOICE:	11/11/22	206251		214300	P	11/16/22	2015011	951100 LIBRARY SUPPLIES
	INVOICE:	ADM111522							
149639	INVOICE:	11/11/22	206251						
	INVOICE:	ADM111522							
VENDOR TOTALS		296.80 YTD INVOICED		296.80 YTD PAID		111.15			
300553	CENEGAGE LEARNING INC	11/11/22	206252		214301	P	11/16/22	2015017	954001 LIB RSRCS--ADULT BOOKS FI
	INVOICE:	79534774			214301	P	11/16/22	2015017	954001 LIB RSRCS--ADULT BOOKS FI
149641	INVOICE:	11/11/22	206253		214301	P	11/16/22	2015017	954001 LIB RSRCS--ADULT BOOKS FI
	INVOICE:	79546285			214301	P	11/16/22	2015017	954001 LIB RSRCS--ADULT BOOKS FI
149642	INVOICE:	11/11/22	206254						
VENDOR TOTALS		296.80 YTD INVOICED		296.80 YTD PAID		30.39			

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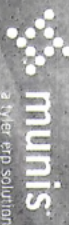
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INVOICE: 79579629									
VENDOR TOTALS									
102908	COMPUTER VIEW INC	11/11/22	206271		214302	P	11/16/22	2015011	LIB DATA PROC SV
149659	INVOICE:	29469							
VENDOR TOTALS									
7,716.17	YTD INVOICED								
7,762.55	YTD PAID								
12,475.00									
INVOICE: 29469									
VENDOR TOTALS									
176,472.16	YTD INVOICED								
176,472.16	YTD PAID								
12,475.00									
INVOICE: 93									
VENDOR TOTALS									
111,580.97	YTD INVOICED								
111,580.97	YTD PAID								
111,580.97									
INVOICE: 124570512									
VENDOR TOTALS									
21,712.40	YTD INVOICED								
22,596.77	YTD PAID								
1,658.98									
INVOICE: 100774602									
VENDOR TOTALS									
6,260.05	YTD INVOICED								
6,260.05	YTD PAID								
600.34									
INVOICE: ADM111522									
VENDOR TOTALS									
12,162.09	YTD INVOICED								
12,162.09	YTD PAID								
1,449.44									
INVOICE: ADM111522									
VENDOR TOTALS									
55.00	YTD INVOICED								
73.18	YTD PAID								
30.00									
INVOICE: ADM111522									
VENDOR TOTALS									
214,308	P	11/14/22	206414		214308	P	11/16/22	2015011	CONFERENCES & TRAINING
149802	INVOICE:	ADM111522							
297.32									
INVOICE: ADM111522									
VENDOR TOTALS									
214,308	P	11/14/22	206414		214308	P	11/16/22	2015011	CONFERENCES & TRAINING
149802	INVOICE:	ADM111522							
297.32									
INVOICE: ADM111522									
VENDOR TOTALS									
214,308	P	11/14/22	206414		214308	P	11/16/22	2015011	CONFERENCES & TRAINING
149802	INVOICE:	ADM111522							
297.32									

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT : L111522

TO FISCAL 2023/11 01/01/2022 TO 12/31/2022

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
102496 HOME DEPOT CREDIT SERVICES										
149804		11/14/22	206417		214309	P	11/16/22	2015012	952100 BUILDING SUPPLIES	
	INVOICE:		9034740							
149805		11/14/22	206418		214309	P	11/16/22	2015012	952100 BUILDING SUPPLIES	
	INVOICE:		9034741							
VENDOR TOTALS										
			1,010.24	YTD INVOICED				1,010.24	YTD PAID	764.58
303245 ID LABEL INCORPORATED										
149652		11/11/22	206264		214310	P	11/16/22	2015013	951100 LIBRARY SUPPLIES	
	INVOICE:		2022-0615700							
VENDOR TOTALS										
			15,214.64	YTD INVOICED				16,913.87	YTD PAID	160.97
7842 INGRAM LIBRARY SERVICES										
149763		11/14/22	206375		214311	P	11/16/22	2015015	954002 LIB RSRCS-CHILDREN BOOKS	
	INVOICE:		62864908							
149764		11/14/22	206376		214311	P	11/16/22	2015017	954017 LIB RSRCS-ADULT BOOKS NF	
	INVOICE:		67534192							
149765		11/14/22	206377		214311	P	11/16/22	2015015	954019 LIB RSRCS-CHILDRENS BOOKS	
	INVOICE:		67536011							
149766		11/14/22	206378		214311	P	11/16/22	2015015	954002 LIB RSRCS-CHILDREN BOOKS	
	INVOICE:		67536012							
149767		11/14/22	206379		214311	P	11/16/22	2015015	954002 LIB RSRCS-CHILDREN BOOKS	
	INVOICE:		67536013							
149768		11/14/22	206380		214311	P	11/16/22	2015017	954001 LIB RSRCS--ADULT BOOKS FI	
	INVOICE:		67536343							
149769		11/14/22	206381		214311	P	11/16/22	2015017	954017 LIB RSRCS-ADULT BOOKS NF	
	INVOICE:		72305207							
VENDOR TOTALS										
			18,280.68	YTD INVOICED				18,867.29	YTD PAID	1,068.99
8366 JOANNA BERTUCCI										
149653		11/11/22	206265		214312	P	11/16/22	2015011	951103 STAFF APPRECIATION	
	INVOICE:		ADM111522							
VENDOR TOTALS										
			150.40	YTD INVOICED				150.40	YTD PAID	28.47
1061 MARY MASON										
149654		11/11/22	206266		214313	P	11/16/22	2015015	951100 LIBRARY SUPPLIES	
	INVOICE:		ADM110922							
149654		11/11/22	206266		214313	P	11/16/22	2015015	938506 GNL CNTRL SVC/PROGRAM	
	INVOICE:		ADM110922							
VENDOR TOTALS										
			639.25	YTD INVOICED				639.25	YTD PAID	37.41
101892 MIDWEST TAPE										
149770		11/14/22	206382		214314	P	11/16/22	2015015	954015 LIB RSRCS-RECORDINGS MUSI	
VENDOR TOTALS										
			639.25	YTD INVOICED				639.25	YTD PAID	37.41

CITY OF PARK RIDGE

PAID INVOICES REPORT

WARRANT: L111522

TO FISCAL 2023/11 01/01/2022 TO 12/31/2022

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 149771	11/14/22	502897566		214314	P	11/16/22	2015013	LIBRARY SUPPLIES	179.98
INVOICE: 149772	11/14/22	502872905		214314	P	11/16/22	2015015	LIB RSRCS-AV/DVD/BLURAY	35.64
INVOICE: 149773	11/14/22	502872227		214314	P	11/16/22	2015015	LIB RSRCS-AV/DVD/BLURAY	72.40
INVOICE: 149774	11/14/22	502872228		214314	P	11/16/22	2015015	LIB RSRCS-AV/DVD/BLURAY	413.94
INVOICE: 149775	11/14/22	502872225		214314	P	11/16/22	2015015	LIB RSRCS-AV/DVD/BLURAY	64.77
INVOICE: 149776	11/14/22	502897565		214314	P	11/16/22	2015015	LIB RSRCS-RECORDING AUDIO	323.92
INVOICE: 149777	11/14/22	502897564		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL	35.14
INVOICE: 149778	11/14/22	502868145		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL	64.56
INVOICE: 149779	11/14/22	502868143		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL	18.74
INVOICE: 149780	11/14/22	502897820		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL	221.92
INVOICE: 149781	11/14/22	502897821		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL	52.72
INVOICE: 149782	11/14/22	502897822		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL	15.74
INVOICE: 149783	11/14/22	502897823		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL	227.18
INVOICE: 149784	11/14/22	502897824		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL	134.94
INVOICE: 149785	11/14/22	502897826		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL	20.24
INVOICE: 149786	11/14/22	502897827		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL	29.99
INVOICE: 149787	11/14/22	502897828		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL	20.99
INVOICE: 149788	11/14/22	502897829		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL	20.24
INVOICE: 149789	11/14/22	502897830		214314	P	11/16/22	2015015	LIB RSRCS-AV/DVD/BLURAY	38.63
INVOICE: 149790	11/14/22	502905321		214314	P	11/16/22	2015015	LIB RSRCS-AV/DVD/BLURAY	214.22
INVOICE: 149791	11/14/22	502905323		214314	P	11/16/22	2015015	LIB RSRCS-RECORDINGS MUSI	9.89
INVOICE: 149792	11/14/22	502919657		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL	125.97
INVOICE: 149793	11/14/22	502919659		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL	26.24
INVOICE: 149794	11/14/22	502919660		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL	116.20
INVOICE: 149795	11/14/22	502919661		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL	84.71
INVOICE: 502919663	11/14/22	502919663		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL	



CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L111522

TO FISCAL 2023/11 01/01/2022 TO 12/31/2022

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
149796	INVOICE:	11/14/22	206408		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL
	INVOICE:	11/14/22	206409		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL
	INVOICE:	11/14/22	206410		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL
	INVOICE:	11/14/22	206411		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL
	INVOICE:	11/14/22	206412		214314	P	11/16/22	2015017	LIB RSRCS-AV/DVD/BL
VENDOR TOTALS									
									2,836.73
4270	MUELLERMIST IRRIGATION COMPANY				214315	P	11/16/22	2015012	BLDG MNT CNTR-GENL MAINT
149806	INVOICE:	11/14/22	206419						421.25
	INVOICE:	11/14/22	206419						421.25
VENDOR TOTALS									
									7,077.80
8731	NANNY NIKKI MUSIC LLC				214316	P	11/16/22	2015015	GNL CNTRL SVC/PROGRAM
149655	INVOICE:	11/11/22	206267						425.00
	INVOICE:	11/11/22	206267						425.00
VENDOR TOTALS									
									425.00
60311	OTIS ELEVATOR COMPANY				214317	P	11/16/22	2015012	BLDG MNT CNTR-ELEV MAINT
149662	INVOICE:	11/11/22	206274						125.00
	INVOICE:	11/11/22	206274						125.00
VENDOR TOTALS									
									4,848.46
924	OVERDRIVE INC				214318	P	11/16/22	201	NO. SUB. DIGITAL CONSORTI
149757	INVOICE:	11/14/22	206369						234.11
	INVOICE:	11/14/22	206370						65.00
	INVOICE:	11/14/22	206371						827.14
	INVOICE:	11/14/22	206372						1,000.00
	INVOICE:	11/14/22	206373						535.95
	INVOICE:	11/14/22	206374						2,621.67
VENDOR TOTALS									
									172,875.35
4141	PADDOCK PUBLICATIONS INC				214319	P	11/16/22	2015011	LIBRARY SUPPLIES
149644	INVOICE:	11/11/22	206256						726.30
	INVOICE:	11/11/22	206256						726.30
VENDOR TOTALS									
									177,385.39

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L111522

TO FISCAL 2023/11 01/01/2022 TO 12/31/2022

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
4821	PENCO ELECTRIC INC	11/11/22	206275		214320	P	11/16/22	2015012	932103 BLDG MNT CNTR-GENL MAINT
	INVOICE: 27843								
	VENDOR TOTALS								2,000.00
									2,246.90 YTD INVOICED
									2,246.90 YTD PAID
8732	RACHEL DEPCIK	11/11/22	206280		214321	P	11/16/22	2015017	938506 GNL CNTRL SVC/PROGRAM
	INVOICE: ADM111522								
	VENDOR TOTALS								2,000.00
									3,587.00 YTD INVOICED
									3,587.00 YTD PAID
3887	LAURA SCOTT	11/14/22	206415		214322	P	11/16/22	2015011	933800 CONFERENCES & TRAINING
	INVOICE: ADM111522								
	VENDOR TOTALS								70.92
									70.92 YTD INVOICED
									70.92 YTD PAID
102551	CACINI INC	11/11/22	206285		214323	P	11/16/22	2015011	936000 PUBLIC RELATIONS
	INVOICE: 43366								
	INVOICE: 149674								
	INVOICE: 43367								
	VENDOR TOTALS								11.67
									1,201.67 YTD INVOICED
									1,201.67 YTD PAID
6493	SUN AND MOON YOGA	11/11/22	206288		214324	P	11/16/22	2015017	938506 GNL CNTRL SVC/PROGRAM
	INVOICE: ADM111522								
	VENDOR TOTALS								750.00
									7,050.00 YTD INVOICED
									7,050.00 YTD PAID
5003	UNIQUE MANAGEMENT SERVICES INC	11/11/22	206290		214325	P	11/16/22	2015011	937800 LIB BNK SERV CHG
	INVOICE: 6106275								
	VENDOR TOTALS								39.40
									463.75 YTD INVOICED
									499.55 YTD PAID
303348	THE UPS STORE	11/11/22	206289		214326	P	11/16/22	2015011	938502 GNL CNTRL SVC/POSTAGE
	INVOICE: ADM111522								
	VENDOR TOTALS								18.70
									420.83 YTD INVOICED
									308.24 YTD PAID
5022	PETRONELLA A VAN NUIS	11/11/22	206277		214327	P	11/16/22	2015017	938506 GNL CNTRL SVC/PROGRAM
	INVOICE: ADM111522								
	VENDOR TOTALS								300.00

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L111522

TO FISCAL 2023/11 01/01/2022 TO 12/31/2022

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

VENDOR TOTALS 300.00 YTD INVOICED 300.00 YTD PAID 300.00

2193 VERIZON WIRELESS 11/14/22 206422 214328 P 11/16/22 2015011 938501 GNL CNTRL SVC/TELEPHONE 97.95

INVOICE: 9919480028 54,037.90 YTD PAID 97.95

VENDOR TOTALS 48,402.57 YTD INVOICED 54,037.90 YTD PAID 97.95

300800 WAREHOUSE DIRECT INC 11/11/22 206291 214329 P 11/16/22 2015011 951100 LIBRARY SUPPLIES 85.15

INVOICE: 5362148-0 6,302.97 YTD INVOICED 6,447.36 YTD PAID 390.31

149680 11/11/22 206292 214329 P 11/16/22 2015011 951001 OFF SPLS--PHOTOCOPY 305.16

INVOICE: 5357560-0 181,951.99 YTD INVOICED 181,951.99

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

TOTAL PRINTED CHECKS	COUNT	AMOUNT
	41	181,951.99

**City of Park Ridge, IL
Warrant List Fund Totals
11/30/2022**

Fund	Description	Amount
201	Library Fund	\$56,186.55
201	Grant Fund	\$0.00
201	North Suburban	\$4,285.38
<hr/>		
	Report Total	\$60,471.93

CITY OF PARK RIDGE



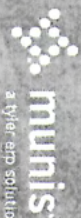
PAID INVOICES REPORT

WARRANT: L113022

TO FISCAL 2023/11 01/01/2022 TO 12/31/2022

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION			
48 AEC ONE STOP GROUP INC	149946	11/25/22	206562		214414	P	11/30/22	2015017	954015	LIB RSRCS-RECORDINGS MUSI	311.93	
INVOICE:	PLS68500309											
VENDOR TOTALS									5,344.75 YTD INVOICED		5,405.36 YTD PAID	311.93
302670 AMAZON CAPITAL SERVICES	149947	11/25/22	206563		214415	P	11/30/22	2015013	951100	LIBRARY SUPPLIES	27.99	
INVOICE:	IR4RCMP9NRYG											
149948	11/25/22	206564			214415	P	11/30/22	2015015	954010	LIB RSRCS-VIDEOGAMES	119.76	
INVOICE:	17H9179Q7M06											
149949	11/25/22	206565			214415	P	11/30/22	2015015	954010	LIB RSRCS-VIDEOGAMES	- .08	
INVOICE:	1JN6QKK1L7P1											
149950	11/25/22	206566			214415	P	11/30/22	2015015	954010	LIB RSRCS-VIDEOGAMES	- .08	
INVOICE:	117YHYKJ3CCG											
149951	11/25/22	206567			214415	P	11/30/22	2015015	954010	LIB RSRCS-VIDEOGAMES	-57.89	
INVOICE:	1361PLLVPV											
149952	11/25/22	206568			214415	P	11/30/22	2015015	954010	LIB RSRCS-VIDEOGAMES	89.89	
INVOICE:	1KQTNOL3RP6											
149954	11/25/22	206570			214415	P	11/30/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	320.98	
INVOICE:	1FLDDKPLGKY7											
149955	11/25/22	206571			214415	P	11/30/22	2015017	954005	LIB RSRCS-AV/DVD/BL	56.92	
INVOICE:	1M317M7CFGV4											
149956	11/25/22	206572			214415	P	11/30/22	2015017	954005	LIB RSRCS-AV/DVD/BL	-14.16	
INVOICE:	13G0Q4RXYL9M											
149957	11/25/22	206573			214415	P	11/30/22	2015017	954005	LIB RSRCS-AV/DVD/BL	29.58	
INVOICE:	14F7HCVMCLYQ											
149959	11/25/22	206575			214415	P	11/30/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	48.60	
INVOICE:	1CRHTN4Y43L4											
149960	11/25/22	206576			214415	P	11/30/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	147.10	
INVOICE:	1PR1CNWFH4GW											
149961	11/25/22	206577			214415	P	11/30/22	2015017	954001	LIB RSRCS--ADULT BOOKS FI	177.60	
INVOICE:	114WMTW1PDW6											
149962	11/25/22	206578			214415	P	11/30/22	2015015	951100	LIBRARY SUPPLIES	44.53	
INVOICE:	1YWRX1NFKNYG											
149963	11/25/22	206579			214415	P	11/30/22	2015016	951100	LIBRARY SUPPLIES	17.99	
INVOICE:	11H6MH9Q761C											
149964	11/25/22	206580			214415	P	11/30/22	2015015	938506	GNL CNTRL SVC/PROGRAM	13.29	
INVOICE:	11GGRFOCF6MR											
149966	11/25/22	206582			214415	P	11/30/22	2015011	936000	PUBLIC RELATIONS	10.99	
INVOICE:	11KWR77CWWY4J											
149967	11/25/22	206583			214415	P	11/30/22	2015012	952100	BUILDING SUPPLIES	332.40	
INVOICE:	11JHCVO4KF6MT											
149968	11/25/22	206584			214415	P	11/30/22	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	347.41	
INVOICE:	11ML39GNK4QJW											
149969	11/25/22	206585			214415	P	11/30/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	61.85	
INVOICE:	1KTWR1TKKR9R											
149970	11/25/22	206586			214415	P	11/30/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	14.50	
INVOICE:	1XNPXJRT4G6W											
149971	11/25/22	206587			214415	P	11/30/22	2015017	954010	LIB RSRCS-VIDEOGAMES	129.98	
INVOICE:	1FLV4LTTFWR6											

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L113022

TO FISCAL 2023/11 01/01/2022 TO 12/31/2022

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
149972	INVOICE:	11/25/22	206588		214415	P	11/30/22	2015017	954010 LIB RSRCS-VIDEOGAMES		
149973	INVOICE:	11/25/22	206589		214415	P	11/30/22	2015017	951102 LIBRARY SUPPLIES - MAKERS		
149974	INVOICE:	11/25/22	206590		214415	P	11/30/22	2015017	954010 LIB RSRCS-VIDEOGAMES		
149975	INVOICE:	11/25/22	206591		214415	P	11/30/22	2015017	954001 LIB RSRCS-ADULT BOOKS FI		
149976	INVOICE:	11/25/22	206592		214415	P	11/30/22	2015017	954001 LIB RSRCS-ADULT BOOKS FI		
149977	INVOICE:	11/25/22	206593		214415	P	11/30/22	2015017	954017 LIB RSRCS-ADULT BOOKS NF		
149978	INVOICE:	11/25/22	206594		214415	P	11/30/22	2015015	954010 LIB RSRCS-VIDEOGAMES		
149979	INVOICE:	11/25/22	206595		214415	P	11/30/22	2015013	951100 LIBRARY SUPPLIES		
149980	INVOICE:	11/25/22	206596		214415	P	11/30/22	2015013	951100 LIBRARY SUPPLIES		
149981	INVOICE:	11/25/22	206597		214415	P	11/30/22	2015012	932103 BLDG MNT CNTR-GENL MAINT		
149982	INVOICE:	11/25/22	206598		214415	P	11/30/22	2015015	938506 GNL CNTRL SVC/PROGRAM		
149983	INVOICE:	11/25/22	206599		214415	P	11/30/22	2015015	938506 GNL CNTRL SVC/PROGRAM		
149984	INVOICE:	11/25/22	206600		214415	P	11/30/22	2015015	938506 GNL CNTRL SVC/PROGRAM		
149985	INVOICE:	11/25/22	206601		214415	P	11/30/22	2015015	938506 GNL CNTRL SVC/PROGRAM		
149986	INVOICE:	11/25/22	206602		214415	P	11/30/22	2015012	952100 BUILDING SUPPLIES		
VENDOR TOTALS				38,958.36	YTD INVOICED			24,357.65	YTD PAID	3,445.46	
4193	ATOMATIC MECHANICAL SERVICES INC										
149989	INVOICE:	11/25/22	206605		214416	P	11/30/22	2015012	932105 BLDG MNT CNTR-HVAC EQUIP		
149990	INVOICE:	11/25/22	206606		214416	P	11/30/22	2015012	932105 BLDG MNT CNTR-HVAC EQUIP		
VENDOR TOTALS				18,744.35	YTD INVOICED			18,744.35	YTD PAID	3,222.89	
101020	BAKER AND TAYLOR BOOKS										
149880	INVOICE:	11/22/22	206496		214417	P	11/30/22	2015015	954012 LIB RSRCS-E-BOOKS		
149881	INVOICE:	11/22/22	206497		214417	P	11/30/22	2015017	954017 LIB RSRCS-ADULT BOOKS NF		
149883	INVOICE:	11/22/22	206499		214417	P	11/30/22	2015017	954017 LIB RSRCS-ADULT BOOKS NF		
149884	INVOICE:	11/22/22	206500		214417	P	11/30/22	2015017	954017 LIB RSRCS-ADULT BOOKS NF		
149885	INVOICE:	11/22/22	206501		214417	P	11/30/22	2015017	954017 LIB RSRCS-ADULT BOOKS NF		

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INVOICE: 149886	11/22/22	2037142543		214417	P	11/30/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	41.74
INVOICE: 149887	11/22/22	2037142546		214417	P	11/30/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	33.35
INVOICE: 149888	11/22/22	2037142547		214417	P	11/30/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	53.78
INVOICE: 149890	11/22/22	2037142548		214417	P	11/30/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	15.75
INVOICE: 149891	11/22/22	2037142549		214417	P	11/30/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	87.67
INVOICE: 149894	11/22/22	2037142550		214417	P	11/30/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	18.02
INVOICE: 149895	11/22/22	2037142551		214417	P	11/30/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	87.50
INVOICE: 149897	11/22/22	2037142552		214417	P	11/30/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	44.40
INVOICE: 149898	11/22/22	2037142553		214417	P	11/30/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	634.72
INVOICE: 149900	11/22/22	2037142555		214417	P	11/30/22	2015017	954017	LIB RSRCS-ADULT BOOKS NF	36.74
INVOICE: 149903	11/22/22	2037142554		214417	P	11/30/22	2015017	954001	LIB RSRCS-ADULT BOOKS FI	9.86
INVOICE: 149904	11/22/22	2037140283		214417	P	11/30/22	2015017	954001	LIB RSRCS-ADULT BOOKS FI	33.36
INVOICE: 149905	11/22/22	2037140284		214417	P	11/30/22	2015017	954001	LIB RSRCS-ADULT BOOKS FI	24.21
INVOICE: 149906	11/22/22	2037140285		214417	P	11/30/22	2015017	954001	LIB RSRCS-ADULT BOOKS FI	26.38
INVOICE: 149907	11/22/22	2037140286		214417	P	11/30/22	2015017	954001	LIB RSRCS-ADULT BOOKS FI	15.18
INVOICE: 149908	11/22/22	2037140287		214417	P	11/30/22	2015017	954001	LIB RSRCS-ADULT BOOKS FI	48.41
INVOICE: 149909	11/22/22	2037140288		214417	P	11/30/22	2015017	954001	LIB RSRCS-ADULT BOOKS FI	67.62
INVOICE: 149910	11/22/22	2037140289		214417	P	11/30/22	2015017	954001	LIB RSRCS-ADULT BOOKS FI	96.69
INVOICE: 149911	11/22/22	2037140290		214417	P	11/30/22	2015017	954001	LIB RSRCS-ADULT BOOKS FI	33.76
INVOICE: 149912	11/22/22	203711084		214417	P	11/30/22	2015017	954001	LIB RSRCS-ADULT BOOKS FI	30.45
INVOICE: 149913	11/22/22	203711085		214417	P	11/30/22	2015017	954001	LIB RSRCS-ADULT BOOKS FI	49.50
INVOICE: 149914	11/22/22	203711086		214417	P	11/30/22	2015017	954001	LIB RSRCS-ADULT BOOKS FI	115.59
INVOICE: 149915	11/22/22	203711087		214417	P	11/30/22	2015017	954001	LIB RSRCS-ADULT BOOKS FI	52.03
INVOICE: 149916	11/22/22	203711088		214417	P	11/30/22	2015017	954001	LIB RSRCS-ADULT BOOKS FI	732.81
INVOICE: 149918	11/22/22	203711089		214417	P	11/30/22	2015017	954001	LIB RSRCS-ADULT BOOKS FI	38.18
INVOICE: 2037143862	11/22/22	2037143862		214417	P	11/30/22	2015017	954001	LIB RSRCS-ADULT BOOKS FI	

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149920 INVOICE: 2037138720	11/22/22	206536		214417	P	11/30/22	2015017	954001	LIB RSRCS--ADULT BOOKS FI	136.63
149922 INVOICE: 2037143881	11/22/22	206538		214417	P	11/30/22	2015017	954011	LIB RSRCS -MWL	92.10
149923 INVOICE: 2037143882	11/22/22	206540		214417	P	11/30/22	2015017	954011	LIB RSRCS -MWL	33.76
149925 INVOICE: 2037143883	11/22/22	206541		214417	P	11/30/22	2015017	954011	LIB RSRCS -MWL	120.94
149926 INVOICE: 2037152122	11/22/22	206542		214417	P	11/30/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	11.35
149927 INVOICE: 2037156115	11/22/22	206543		214417	P	11/30/22	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	28.14
149928 INVOICE: 2037156114	11/22/22	206544		214417	P	11/30/22	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	32.15
149929 INVOICE: 2037129765	11/22/22	206545		214417	P	11/30/22	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	12.34
149930 INVOICE: 203129766	11/22/22	206546		214417	P	11/30/22	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	67.00
149931 INVOICE: 2037129767	11/22/22	206547		214417	P	11/30/22	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	30.15
149932 INVOICE: 2037146681	11/22/22	206548		214417	P	11/30/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	16.06
149933 INVOICE: 2037152032	11/22/22	206549		214417	P	11/30/22	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	117.20
149934 INVOICE: 2037129734	11/22/22	206550		214417	P	11/30/22	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	342.43
149935 INVOICE: 2037129733	11/22/22	206551		214417	P	11/30/22	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	34.33
149936 INVOICE: 2037152033	11/22/22	206552		214417	P	11/30/22	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	26.63
150018 INVOICE: 2037153232	11/28/22	206634		214417	P	11/30/22	2015017	954001	LIB RSRCS--ADULT BOOKS FI	406.92
150023 INVOICE: 2037150965	11/28/22	206639		214417	P	11/30/22	2015017	954001	LIB RSRCS--ADULT BOOKS FI	18.01
150024 INVOICE: 2037150966	11/28/22	206640		214417	P	11/30/22	2015017	954001	LIB RSRCS--ADULT BOOKS FI	12.26
150026 INVOICE: 2037150967	11/28/22	206642		214417	P	11/30/22	2015017	954001	LIB RSRCS--ADULT BOOKS FI	17.45
150027 INVOICE: 2037150968	11/28/22	206643		214417	P	11/30/22	2015017	954001	LIB RSRCS--ADULT BOOKS FI	12.26
150029 INVOICE: 2037150969	11/28/22	206645		214417	P	11/30/22	2015017	954001	LIB RSRCS--ADULT BOOKS FI	37.66
150030 INVOICE: 2037156093	11/28/22	206646		214417	P	11/30/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	5.97
150034 INVOICE: 2037156094	11/28/22	206650		214417	P	11/30/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	12.34
150035 INVOICE: 0003273504	11/28/22	206651		214417	P	11/30/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	-202.89
150037 INVOICE: 2037152035	11/28/22	206653		214417	P	11/30/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	36.53
150038 INVOICE: 2037152035	11/28/22	206654		214417	P	11/30/22	2015015	954002	LIB RSRCS-CHILDREN BOOKS	23.55

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VENDOR TOTALS										
INVOICE:	2037152036									
150039	11/28/22	206655			214417	P	11/30/22	2015015	954002 LIB RSRCS--CHILDREN BOOKS	
INVOICE:	2037152037									
150040	11/28/22	206656			214417	P	11/30/22	2015015	954002 LIB RSRCS--CHILDREN BOOKS	
INVOICE:	2037152038									
VENDOR TOTALS		168,687.89	YTD INVOICED					174,316.30	YTD PAID	5,276.83
6875 BEER ON THE WALL LLC										
149992	11/25/22	206608			214418	P	11/30/22	2015017	938506 GNL CNTRL SVC/PROGRAM	450.00
INVOICE:	ADM112522									
VENDOR TOTALS		450.00	YTD INVOICED					450.00	YTD PAID	450.00
8314 BELLWETHER MEDIA INC										
149991	11/25/22	206607			214419	P	11/30/22	2015015	954019 LIB RSRCS--CHILDRENS BOOKS	1,072.75
INVOICE:	162549									
VENDOR TOTALS		1,631.35	YTD INVOICED					1,631.35	YTD PAID	1,072.75
489 BLACKSTONE AUDIOBOOKS										
149995	11/25/22	206611			214420	P	11/30/22	2015017	954004 LIB RSRCS--RECORDING AUDIO	38.94
INVOICE:	2074212									
149996	11/25/22	206612			214420	P	11/30/22	2015017	954004 LIB RSRCS--RECORDING AUDIO	107.83
INVOICE:	2073848									
149997	11/25/22	206613			214420	P	11/30/22	2015017	954004 LIB RSRCS--RECORDING AUDIO	95.90
INVOICE:	2071790									
149998	11/25/22	206614			214420	P	11/30/22	2015017	954004 LIB RSRCS--RECORDING AUDIO	77.89
INVOICE:	2072747									
VENDOR TOTALS		9,242.71	YTD INVOICED					9,320.60	YTD PAID	320.56
301674 BOOKPAGE										
149999	11/25/22	206615			214421	P	11/30/22	2015011	936000 PUBLIC RELATIONS	648.00
INVOICE:	562700									
VENDOR TOTALS		648.00	YTD INVOICED					648.00	YTD PAID	648.00
8530 INSPIRE ONE INC										
150000	11/25/22	206616			214422	P	11/30/22	2015015	938506 GNL CNTRL SVC/PROGRAM	150.00
INVOICE:	ADM1125222									
150001	11/25/22	206617			214422	P	11/30/22	2015015	938506 GNL CNTRL SVC/PROGRAM	150.00
INVOICE:	ADM1125224									
VENDOR TOTALS		600.00	YTD INVOICED					600.00	YTD PAID	300.00
300553 CENGAGE LEARNING INC										
150002	11/25/22	206618			214423	P	11/30/22	2015017	954001 LIB RSRCS--ADULT BOOKS FI	24.79
INVOICE:	79621916									
150003	11/25/22	206619			214423	P	11/30/22	2015017	954001 LIB RSRCS--ADULT BOOKS FI	54.38
INVOICE:	79646985									

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150004	11/25/22	206620		214423	P	11/30/22	2015017	LIB RSRCS--ADULT BOOKS FI	31.19				
INVOICE:	79664898												
150005	11/25/22	206621		214423	P	11/30/22	2015017	LIB RSRCS--ADULT BOOKS FI	165.55				
INVOICE:	79628442												
150007	11/25/22	206623		214423	P	11/30/22	2015017	LIB RSRCS--ADULT BOOKS FI	24.00				
INVOICE:	79656401												
150008	11/25/22	206624		214423	P	11/30/22	2015017	LIB RSRCS--ADULT BOOKS FI	30.39				
INVOICE:	79656725												
150009	11/25/22	206625		214423	P	11/30/22	2015017	LIB RSRCS--ADULT BOOKS FI	85.57				
INVOICE:	79638262												
VENDOR TOTALS				8,132.04		YTD INVOICED		8,178.42		YTD PAID		415.87	
13239	CENTER OF CONCERN			214424	P	11/30/22	2015017	GNL CNTRL SVC/PROGRAM	200.00				
150010	INVOICE:	ADM1125225							200.00				
VENDOR TOTALS				600.00		YTD INVOICED		600.00		YTD PAID		200.00	
303044	CENTER POINT PUBLISHING			214425	P	11/30/22	2015017	LIB RSRCS--ADULT BOOKS FI	86.01				
150011	INVOICE:	1971108							86.01				
VENDOR TOTALS				919.82		YTD INVOICED		919.82		YTD PAID		86.01	
5814	CHASE			214426	P	11/30/22	2015011	LIB DATA PROC SV	135.57				
150012	INVOICE:	ADM112526							135.57				
150012	INVOICE:	ADM112526		214426	P	11/30/22	2015011	CONFERENCES & TRAINING	637.74				
150012	INVOICE:	ADM112526		214426	P	11/30/22	2015011	PUBLIC RELATIONS	832.37				
150012	INVOICE:	ADM112526		214426	P	11/30/22	2015011	OFF SPLS--OTHER SUPPLIES	24.37				
150012	INVOICE:	ADM112526		214426	P	11/30/22	2015015	GNL CNTRL SVC/PROGRAM	375.00				
150012	INVOICE:	ADM112526		214426	P	11/30/22	2015017	LIBRARY SUPPLIES - MAKERS	50.00				
150012	INVOICE:	ADM112526		214426	P	11/30/22	2015017	GNL CNTRL SVC/PROGRAM	1,797.62				
150012	INVOICE:	ADM112526		214426	P	11/30/22	2015017	LIB RSRCS-MISCELLANEOUS	726.80				
VENDOR TOTALS				34,254.46		YTD INVOICED		34,603.91		YTD PAID		4,579.47	
102908	COMPUTER VIEW INC			214427	P	11/30/22	2015011	COMPUTER EQUIPMENT	1,167.00				
150013	INVOICE:	29503							1,167.00				
150014	INVOICE:	29502		214427	P	11/30/22	2015011	COMPUTER EQUIPMENT	5,105.00				

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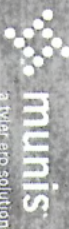
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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
61212 CITY OF PARK RIDGE									
	150106	11/28/22	206722		214428	P	11/30/22	2015012	BLDG MNT CNTR-ELEV MAINT
	INVOICE:	17215							
VENDOR TOTALS									
			182,744.16	YTD INVOICED				182,744.16	YTD PAID
									6,272.00
103002 CRIMSON MULTIMEDIA DISTRIBUTION INC									
	150015	11/29/22	206631		214429	P	11/30/22	2015015	LIB RSRCS-VIDEOGAMES
	INVOICE:	9154							
VENDOR TOTALS									
			1,484.74	YTD INVOICED				1,484.74	YTD PAID
									60.00
19972 DEMCO INC									
	150016	11/25/22	206632		214430	P	11/30/22	2015013	LIBRARY SUPPLIES
	INVOICE:	7218892							
VENDOR TOTALS									
			892.11	YTD INVOICED				892.11	YTD PAID
									548.58
8740 EXCELLERATE LEARNING STUDIO									
	150017	11/25/22	206633		214431	P	11/30/22	2015015	GNL CNTRL SVC/PROGRAM
	INVOICE:	ADM1125227							
VENDOR TOTALS									
			9,568.65	YTD INVOICED				9,944.74	YTD PAID
									548.58
3545 FINDAWAY WORLD LLC									
	150042	11/28/22	206658		214432	P	11/30/22	2015017	LIB RSRCS-RECORDING AUDIO
	INVOICE:	411643							
	150043	11/28/22	206659		214432	P	11/30/22	2015015	LIB RSRCS-RECORDING AUDIO
	INVOICE:	412064							
	150044	11/28/22	206660		214432	P	11/30/22	2015015	LIB RSRCS-RECORDING AUDIO
	INVOICE:	411909							
	150045	11/28/22	206661		214432	P	11/30/22	2015015	LIB RSRCS-RECORDING AUDIO
	INVOICE:	411921							
	150046	11/28/22	206662		214432	P	11/30/22	2015017	LIB RSRCS-RECORDING AUDIO
	INVOICE:	411435							
	150047	11/28/22	206663		214432	P	11/30/22	2015015	LIB RSRCS-RECORDING AUDIO
	INVOICE:	411929							
	150048	11/28/22	206664		214432	P	11/30/22	2015015	LIB RSRCS-RECORDING AUDIO
	INVOICE:	410990							
VENDOR TOTALS			22,892.38	YTD INVOICED				23,776.75	YTD PAID
									1,179.98
4739 GREEN ASSOCIATES INC									
	150051	11/28/22	206667		214433	P	11/30/22	2015011	LIB CONSULT SERV
	INVOICE:	2021511							
	150054	11/28/22	206670		214433	P	11/30/22	2015012	BUILDING/BUILDING IMPROVE
	INVOICE:	2021512							
VENDOR TOTALS									
									450.00
									7,037.89

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VENDOR TOTALS								
5041 TEEFANY ANN GATES FITCHELL	11/28/22	206672		214434	P	11/30/22	2015015	GNL CNTRL SVC/PROGRAM
150056	11/28/22	206672						
INVOICE: ADM112822								
VENDOR TOTALS								
4516 IHLS OCLC	11/22/22	206749		214435	P	11/30/22	2015013	DATA PROCESSING/OCLC
150133	11/22/22	206749						
INVOICE: 27394A								
VENDOR TOTALS								
7842 INGRAM LIBRARY SERVICES	11/28/22	206677		214436	P	11/30/22	2015015	LIB RSRCS-VIDEOGAMES
150061	11/28/22	206677						
INVOICE: 67541447								
150063	11/28/22	206679		214436	P	11/30/22	2015015	LIB RSRCS-CHILDREN BOOKS
150064	11/28/22	206680		214436	P	11/30/22	2015017	LIB RSRCS-ADULT BOOKS NF
INVOICE: 62873489								
150065	11/28/22	206681		214436	P	11/30/22	2015017	LIB RSRCS-ADULT BOOKS NF
INVOICE: 67542766								
150066	11/28/22	206682		214436	P	11/30/22	2015015	LIB RSRCS-CHILDREN BOOKS
INVOICE: 72471268								
150067	11/28/22	206683		214436	P	11/30/22	2015015	LIB RSRCS-CHILDREN BOOKS
INVOICE: 67538753								
150068	11/28/22	206684		214436	P	11/30/22	2015015	LIB RSRCS-CHILDREN BOOKS
INVOICE: 67538754								
INVOICE: 67538752								
VENDOR TOTALS								
2383 LIBRARY FURNITURE INTERNATIONAL INC	11/28/22	206685		214437	P	11/30/22	2015011	OFF SPLS FURNISHINGS
150069	11/28/22	206685						
INVOICE: 8162								
VENDOR TOTALS								
5208 MARQUEE MOVIE PRESENTATIONS LLC	11/28/22	206686		214438	P	11/30/22	2015017	GNL CNTRL SVC/PROGRAM
150070	11/28/22	206686						
INVOICE: ADM1128222								
VENDOR TOTALS								
302782 BETSEY MEANS	11/28/22	206687		214439	P	11/30/22	2015017	GNL CNTRL SVC/PROGRAM
150071	11/28/22	206687						
INVOICE: ADM1128223								
VENDOR TOTALS								
VENDOR TOTALS								
VENDOR TOTALS								

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101892 MIDWEST TAPE	150072	11/28/22	206688		214440	P	11/30/22	2015015	LIB RSRCS-AV/DVD/BLURAY	31.13
INVOICE:	502964046	11/28/22	206689		214440	P	11/30/22	2015015	LIB RSRCS-AV/DVD/BLURAY	39.04
INVOICE:	503000796	11/28/22	206690		214440	P	11/30/22	2015015	LIB RSRCS-AV/DVD/BLURAY	17.63
INVOICE:	503000852	11/28/22	206691		214440	P	11/30/22	2015017	LIB RSRCS-AV/DVD/BL	74.17
INVOICE:	502964044	11/28/22	206692		214440	P	11/30/22	2015017	LIB RSRCS-AV/DVD/BL	28.39
INVOICE:	502964043	11/28/22	206693		214440	P	11/30/22	2015017	LIB RSRCS-AV/DVD/BL	34.48
INVOICE:	502979939	11/28/22	206694		214440	P	11/30/22	2015017	LIB RSRCS-AV/DVD/BL	27.99
INVOICE:	502979938	11/28/22	206695		214440	P	11/30/22	2015017	LIB RSRCS-AV/DVD/BL	22.49
INVOICE:	502979937	11/28/22	206696		214440	P	11/30/22	2015017	LIB RSRCS-AV/DVD/BL	52.47
INVOICE:	502979936	11/28/22	206697		214440	P	11/30/22	2015017	LIB RSRCS-AV/DVD/BL	13.49
INVOICE:	502979935	11/28/22	206698		214440	P	11/30/22	2015017	LIB RSRCS-AV/DVD/BL	22.49
INVOICE:	502979934	11/28/22	206699		214440	P	11/30/22	2015017	LIB RSRCS-AV/DVD/BL	67.46
INVOICE:	502979932	11/28/22	206700		214440	P	11/30/22	2015017	LIB RSRCS-AV/DVD/BL	89.96
INVOICE:	502979931	11/28/22	206701		214440	P	11/30/22	2015017	LIB RSRCS-AV/DVD/BL	161.18
INVOICE:	502979930	11/28/22	206702		214440	P	11/30/22	2015017	LIB RSRCS-AV/DVD/BL	109.45
INVOICE:	502979929	11/28/22	206703		214440	P	11/30/22	2015017	LIB RSRCS-AV/DVD/BL	104.95
INVOICE:	502979928	11/28/22	206704		214440	P	11/30/22	2015017	LIB RSRCS-AV/DVD/BL	30.78
INVOICE:	503000850	11/28/22	206705		214440	P	11/30/22	2015017	LIB RSRCS-AV/DVD/BL	83.95
INVOICE:	502962302	11/28/22	206706		214440	P	11/30/22	2015017	LIB RSRCS-AV/DVD/BL	19.99
INVOICE:	502962301	11/28/22	206707		214440	P	11/30/22	2015017	LIB RSRCS-AV/DVD/BL	111.72
INVOICE:	502962300	11/28/22	206708		214440	P	11/30/22	2015017	LIB RSRCS-AV/DVD/BL	29.99
INVOICE:	502962229	11/28/22	206709		214440	P	11/30/22	2015017	LIB RSRCS-AV/DVD/BL	44.98
INVOICE:	502962228	11/28/22	206710		214440	P	11/30/22	2015017	LIB RSRCS-AV/DVD/BL	68.46
INVOICE:	502962227	11/28/22	206711		214440	P	11/30/22	2015015	LIB RSRCS-AV/DVD/BLURAY	95.66
INVOICE:	502940742	11/28/22	206712		214440	P	11/30/22	2015015	LIB RSRCS-AV/DVD/BLURAY	13.13
INVOICE:	502940741									

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L113022

TO FISCAL 2023/11 01/01/2022 TO 12/31/2022

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
150098	INVOICE:	11/28/22	206714		214440	P	11/30/22	2015015	954005 LIB RSRCS-AV/DVD/BLURAY
									27.17
									1,422.60
VENDOR TOTALS									
57766	NICOR GAS	11/28/22	206715		214441	P	11/30/22	2015012	955000 NATURAL GAS
150099	INVOICE:	ADM1128224							4,003.20
									93,147.41
VENDOR TOTALS									
1193	ORIENTAL TRADING COMPANY INC	11/28/22	206716		214442	P	11/30/22	2015015	938506 GNL CNTRL SVC/PROGRAM
150100	INVOICE:	72063118601							61.11
									614.62
VENDOR TOTALS									
924	OVERDRIVE INC	11/28/22	206718		214443	P	11/30/22	201	430819 NO. SUB. DIGITAL CONSORTI
150102	INVOICE:	00751DA22422865							184.99
150103	INVOICE:	11/28/22	206719		214443	P	11/30/22	201	430819 NO. SUB. DIGITAL CONSORTI
150104	INVOICE:	00751CG22419458							2,777.41
150105	INVOICE:	11/28/22	206720		214443	P	11/30/22	201	430819 NO. SUB. DIGITAL CONSORTI
150105	INVOICE:	00751CG22413076							950.62
150105	INVOICE:	11/28/22	206721		214443	P	11/30/22	201	430819 NO. SUB. DIGITAL CONSORTI
150105	INVOICE:	00751DA22415529							372.36
VENDOR TOTALS									
8416	PEERLESS NETWORK INC	11/28/22	206742		214444	P	11/30/22	2015011	938501 GNL CNTRL SVC/TELEPHONE
150126	INVOICE:	574281							165.66
									2,022.57
VENDOR TOTALS									
229	PITNEY BOWES INC	11/28/22	206728		214445	P	11/30/22	2015011	935102 EQPT RNTL-POSTAGE MACHINE
150112	INVOICE:	3105800930							242.22
									3,459.55
VENDOR TOTALS									
101774	POLONIA BOOKSTORE	11/28/22	206729		214446	P	11/30/22	2015017	954017 LIB RSRCS-ADULT BOOKS NF
150113	INVOICE:	72643							203.15
									3,459.55
VENDOR TOTALS									
5530	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS	11/28/22	206731		214447	P	11/30/22	2015017	938506 GNL CNTRL SVC/PROGRAM
150115	INVOICE:	10160							1,500.00
150138	INVOICE:	11/22/22	206754		214447	P	11/30/22	2015017	954018 LIB RSRCS-ONLINE DATABASE
									82.50
									2,646.60
VENDOR TOTALS									

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L113022

TO FISCAL 2023/11 01/01/2022 TO 12/31/2022

VENDOR NAME	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
INVOICE: 9965								
VENDOR TOTALS								5,442.50 YTD INVOICED
102551 CACINI INC	11/28/22	206733						5,442.50 YTD PAID
150117 INVOICE:	43402							214448 P 11/30/22 2015011 PUBLIC RELATIONS
150135 INVOICE:	43422							214448 P 11/30/22 2015011 PUBLIC RELATIONS
VENDOR TOTALS								4,976.45 YTD INVOICED
301997 CATHY THOMPSON	11/28/22	206735						4,533.95 YTD PAID
150119 INVOICE:	ADM1128225							214449 P 11/30/22 2015017 938506 GNL CNTRL SVC/PROGRAM
VENDOR TOTALS								121.92 YTD INVOICED
8325 WILLIAMS ASSOCIATES ARCHITECTS LTD	11/28/22	206736						137.91 YTD PAID
150120 INVOICE:	0021330							214450 P 11/30/22 2015012 996300 BUILDING/BUILDING IMPROVE
VENDOR TOTALS								25,415.35 YTD INVOICED
								25,415.35 YTD PAID
REPORT TOTALS								60,471.93

TOTAL PRINTED CHECKS
 COUNT 37
 AMOUNT 60,471.93

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