



Park Ridge Public Library
Regular Board Meeting – AGENDA – May 17, 2022 at 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
4. Consent Agenda

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

- a. Approval of Minutes of the April 19, 2022 Regular Meeting of the Library Board
b. Ratify Bills Payable-Warrant Register for:

Table with 2 columns: Period 4, April 15, 2022 and Period 4, April 30, 2022. Rows include Library Fund Warrants, Payroll, Per Capita Grant Fund, North Suburban Digital Consortium, and Total.

- c. Approve Cash Statement for all accounts for April 2022
d. Ratify disbursements from the Petty Cash Fund, \$157.84
e. Ratify disbursements from the Gift Fund, \$150
f. Approve the Tuition Reimbursement policy
g. Approve the FY22 (FY23) Operating Budget Transfer of \$5,000 from the Consulting budget line to the Tuition budget line
h. Approve the annual CCS consortium membership fees for \$62,275.16 and OCLC membership fees not to exceed \$15,500 for July 1, 2022 through June 30, 2023
i. Approve revisions to the Persons Entitled to Borrowing Privileges policy, as amended
j. Approve revisions to the Student cards policy, as amended
k. Approve revisions to the Teacher cards policy, as amended
l. Approve revisions to the Circulating materials/schedule of fees policy, as amended
m. Approve revisions to the Exploration Library/circulating equipment/schedule of fees policy
n. Approve revisions to the Interlibrary loan policy

- 5. Treasurer’s Report
a. Approve the Consolidated Year to Date Revenue and Expenditures Report for April 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.

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

April 19, 2022 at 7:00 p.m.

CALL TO ORDER

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

ROLL CALL

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

Trustees Absent: Gregg Rusk

Others Present: Joanna Bertucci, Library Director; Angela Berger, Lauren Bochat, Emily Fardoux, Staci Greenwald, Jennifer Healy, Mary Mason, John Priala, Laura Scott, Library staff
Alice Boghosian, Lydia Boghosian, Jennifer LaDuke, Karen Larson, Seehyun Larson, Alex Waters, in person
Mike Barinek, Emily Curd, Sam Kutz, Beth Barinek, via Zoom

2022 LIBRARY AWARD PRESENTATION

President Rapisand stated that she is very pleased to be making this year’s award. She noted that the award is being given posthumously to Rose Boghosian and Maurine Barinek, who were both volunteers for many years in the Children’s Department. She noted that Alice and Lydia Boghosian are present at tonight’s meeting and that several members of Mrs. Barinek’s family are attending via Zoom. She read the award nomination which was submitted by Mary Mason and Staci Greenwald, Library staff. The nomination spoke to their dedication to the Library over their many years of volunteering and also explained the friendship that developed as they worked together. Noted in the nomination was that although Rose and Maurine were not always in agreement on every topic they discussed, they always respected and accepted the other’s perspective and opinion.

President Rapisand and Director Bertucci then presented the award which includes recognition on a plaque that is displayed in the Library and an engraved crystal book presented to each of the families. Alice Boghosian, Rose’s daughter, thanked the Library staff and Board for the award and provided insight into the extraordinary friendship that developed between Rose and Maurine as a result of their shared time at the Library. Members of Mrs. Barinek’s family also spoke of the beautiful friendship that developed between Rose and Maurine and of their mother’s love for the Library. They said that their mother had instilled a sense of the importance of the Library to them as children and that they have passed that along to their children as well.

President Rapisand thanked the families for attending the meeting and called for a brief recess before the Board continues with the remainder of the agenda.

PUBLIC COMMENT

President Rapisand asked if anyone in attendance at the meeting would like to make a comment. There were no public comments made.

President Rapisand then noted that Seehyun Larson, a member of Scout Troop #76, is present at the meeting to learn about the workings of local government. She encouraged him to ask questions of any of the trustees.

CONSENT AGENDA

President Rapisand stated that the following items are included on the Consent Agenda and added that if a Board member so requests, that item will be removed from consent for further discussion after the Consent Agenda is approved.

- Approval of Minutes of the March 15, 2022 Regular Meeting of the Library Board

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

April 19, 2022 at 7:00 p.m.

- Ratify Bills Payable Warrant Register for Period 3, FY22 March 16, 2022 and March 31, 2022
- Cash Statement for all accounts for March, 2022
- Ratify disbursements from the Petty Cash Fund, \$63.94
- Approve revisions to the Collection Management Policy, Request for Review of Item in the Library Collection Policy, revisions to, and the merging of, the Gifts and Notice to Library Donor policies into one new Gifts policy
- Approve the rescission of the Public Access Typewriter Policy

President Rapisand asked if any Board member wishes to have an item removed from Consent; there were no requests.

Trustee Steinfels made a

MOTION: To approve the Consent Agenda

Vice President Hanba seconded the motion

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

Motion passed

TREASURER'S REPORT

Treasurer Somheil reviewed the FY22 Year to Date Revenue and Expenditures report on page 38 of the packet noting that with 25% of the fiscal year complete, 18% of the Operating budget has been expended. He then referenced an article appearing in the Board packet beginning on page 39, which discusses the expected delay in issuance of Cook County property tax bills. He stated that property taxes are the primary source of revenue for the Library and referred to the Library's Cash Statement appearing on page 11 of the packet which currently shows approximately 11 month of Operations Reserve. With the expected delay in tax receipts, this Reserve will decrease and possibly temporarily go below the Board's six month Fund Balance policy. He further explained that this is why the Board maintains a Fund Balance policy. He concluded by saying that Library Administration is monitoring this situation and will continue to report updates to the Board.

Trustee Burkum made a

MOTION: To approve the FY22 Consolidated Year to Date Revenue and Expenditures Report for March, 2022

Trustee Powers seconded the motion

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

Motion passed

SECRETARY'S REPORT

Secretary Thiagarajan reviewed the Secretary's report included in the packet on page 43 noting both Library website news items and also articles appearing in the press.

SY21 Annual Report – A draft version of the Library's SY21 Annual Report is included in the packet for the Board's review. President Rapisand asked if any of the trustees have questions or comments about the report. No comments were made.

Trustee Burkum made a

MOTION: To approve the SY21 Annual Report

Trustee Steinfels seconded the motion

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

Motion passed

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

April 19, 2022 at 7:00 p.m.

DIRECTOR'S REPORT

Director Bertucci noted recent additions to her written report which begins on page 51 of the packet.

- The Library sponsored its first ever blood drive which proved to be very successful with 34 donors. The program was arranged by Sarah Vessalo, Adult Services program coordinator.
- New copiers and printers have been installed in both patron and staff areas.
- Library staff have begun planning for a Summer Reading Club kickoff event this year. As plans progress, Director Bertucci will update the Board.

Director Bertucci asked if there were questions on her report; none were noted.

FRIENDS OF THE LIBRARY REPORT

Director Bertucci noted that the Friends' Spring Book Sale will be held this year on May 6-8 with the Member's Sale being held on Friday, May 6. She noted that through the efforts of Cub Scout Pack #201, the Friends received over 1,000 book donations for their sale.

UNFINISHED BUSINESS

None

NEW BUSINESS

Approve revisions to the Grand Piano Policy

At its March meeting, the Planning and Operations committee discussed the possibility of rescinding the Grand Piano policy and combining necessary portion of that policy with the Meeting Room Policy. Upon further consideration, Director Bertucci concludes that it is important to maintain the Grand Piano Policy as a separate policy due to paragraph #3 which states the policy for liability related to damage to the piano. It is her recommendation that the policies remain separate until the next review of the Meeting Room policy.

Secretary Thiagarajan made a

MOTION: To approve revisions to the Grand Piano policy

President Rapisand seconded the motion

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

Motion passed

There being no objection, President Rapisand adjourned the meeting at 7:31 p.m.

Cash Statement
 Calendar Year 22 - Period 4 - January, 2022 through April 2022

Library Fund

| | |
|--------------|-------------|
| CHASE | \$4,681,007 |
|--------------|-------------|

Internal Operating Fund

| | |
|---|--------|
| LIBRARY PETTY CASH FUND | |
| Liberty Bank - Primary use to reimburse lost/paid patron fees | \$ 339 |
| CASH ON HAND | \$ 530 |

Gift Fund

| | |
|--|------------|
| RESTRICTED GIFT FUND INVESTED FUNDS | |
| BMO Harris - Opened when Liberty Gift Fund reached maximum balance | \$ 125,504 |
| LIBRARY RESTRICTED GIFT FUND | |
| Liberty Bank - Donations (not necessarily with spending restriction) | \$ 194,863 |

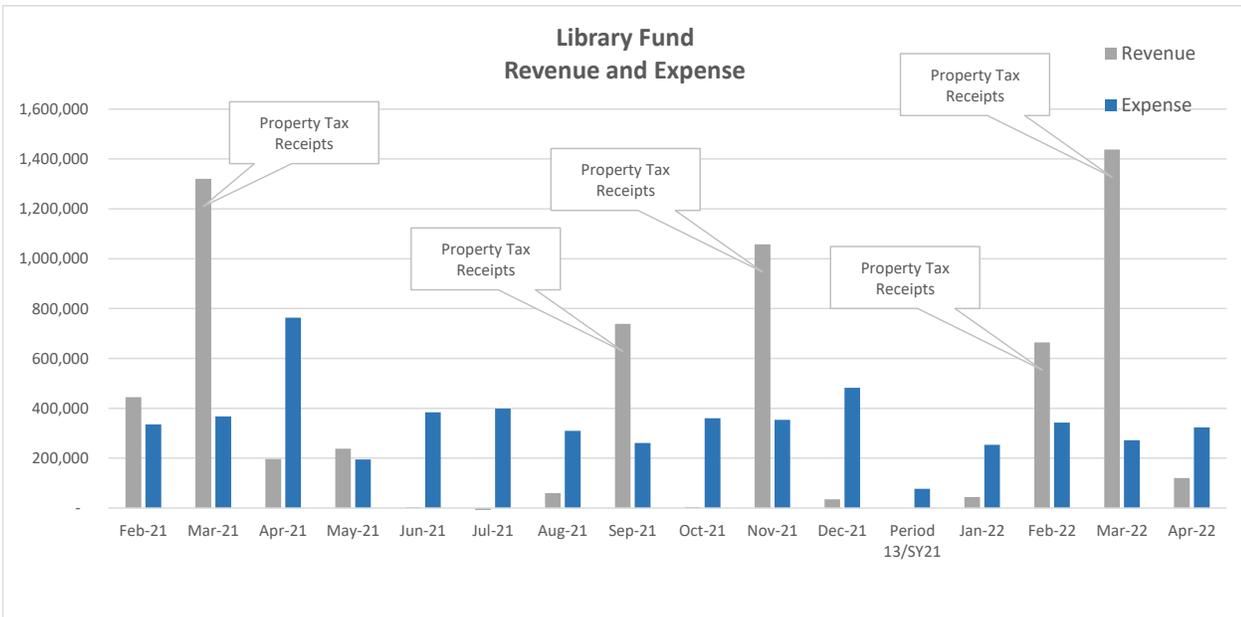
Endowment Fund

| | |
|--|------------|
| 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 | \$ 258,306 |

*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, 2021, based on our quarterly account statement from Northern Trust.



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

Approval for payment from Gift Fund:

| | | |
|-----|--------------------------------|------------------------|
| | Marion's Mark - Youth Services | |
| | Rainbow Animal Assisted | |
| n/a | Therapy | \$150.00 |
| | Total | <u>\$150.00</u> |

Ratify Disbursements from Petty Cash Account:

| | | |
|-------|--------------------|-------------------------|
| #1560 | Linda Hawkins-Khan | \$ 18.95 |
| #1561 | Anna Miller | \$ 18.99 |
| #1562 | Lisa Talbart | \$ 23.95 |
| #1563 | Susan Coogan | \$ 16.99 |
| #1564 | Alyssa Barrett | \$ 39.99 |
| #1565 | Erika Dill | \$ 16.99 |
| #1566 | Patricia Holmes | \$ 4.99 |
| #1567 | Kathryn Jewell | \$ 16.99 |
| | Total: | <u>\$ 157.84</u> |



Memorandum

Memo Date: April 27, 2022
From: Alyson Doubek, Finance and Administrative Services Manager
Meeting Type: Personnel Committee of the Whole
Meeting Date: May 10, 2022
Action Requested: For approval
Subject: Library Tuition Reimbursement

Background:

The City of Park Ridge Benefits Policy Number 22 – Policy 22.12 discusses the Tuition Reimbursement Program. It's a benefit the City is committed to, to the professional development and education of its employees. Each year this tuition assistance is subject to the availability of budget funds, as approved by the City Council, and is subject to the approval of the City Manager. Reimbursements will be made only for tuition – excluding additional schooling costs (books, supplies, etc.).

Recently an employee of the Library expressed interest in tuition reimbursement. This process had not been entertained by a Library employee in recent years. The application was completed and submitted to City Human Resources. It was explained to Library Administration that the City of Park Ridge would not fund a tuition reimbursement request for a Library staff member, the funds would need to come out of the Library's Budget.

The Library's Employee Manual is the City's Employee Manual with an Appendix for the Library. Anything in the Library Appendix takes priority over the policies in the City of Park Ridge Manual, assuming all City policies apply to Library staff. The City's manual is imperative for our staff because the City handles our health insurance, IMRF, FMLA, etc. If the City has a tuition reimbursement policy in its manual and that policy does not apply to our employees we should have a policy explaining/correcting this in the Appendix.

The proposed policy language has been adapted from the City of Park Ridge Benefits Policy Number 22 – Policy 22.12 and updated to meet the Library's needs and priorities.

According to the 2021 HR Source Salary survey 56% of responding libraries offer tuition reimbursement to their employees. In this hyper competitive job market, providing tuition reimbursement as an incentive may attract and/or retain quality talent.

Recommendation:

It is respectfully recommended that the Library Board of Trustees approve the Library's Tuition Reimbursement Policy.

Attachment:

Library Tuition Reimbursement Program

Tuition Reimbursement Program language – to be added to the Library’s Appendix to the City of Park Ridge HR Manual

a) Overview

The Park Ridge Public Library is committed to the professional development and education of its employees by supporting educational opportunities to further employees’ knowledge and skill levels in their current occupations or by enhancing their potential for career advancement within the Library. The Tuition Reimbursement Program was established to provide an opportunity for employees to obtain additional education in order to increase their knowledge and abilities to prepare for future opportunities within the Library.

b) Eligibility

All full-time employees with 12-months of continuous employment prior to the start of the course are eligible for this program.

Degree programs and courses that may be eligible for reimbursement include those offered by an accredited institution of higher learning (college, university, or technical school) at both undergraduate and graduate levels, courses designed to increase one’s skill, courses offered as part of an adult continuing education program and any other appropriate course in the field of library and information science or other applicable field aligned with the line of work of the employee. Doctoral-level degree programs and courses are not eligible for tuition reimbursement.

c) Approval

The Library has the sole discretion to determine whether a degree program or course is job-related or fulfills a job-related requirement. Consideration will also be given to coursework that would enhance an employee’s potential for career advancement within the Library. In addition, the employee’s past work performance and disciplinary record will be considered in whether a request for tuition reimbursement shall be approved. The Library Director will make the final determination on an employee’s acceptance into the tuition reimbursement program and may deny any request that does not meet these criteria. Additionally, if an employee incurs discipline or an unsatisfactory evaluation while participating in the program, the Library Director can revoke the reimbursement privilege.

d) Application for Tuition Reimbursement

Employees wishing to participate in the Library’s Tuition Reimbursement Program must complete a Request for Participation Form BEFORE THE START of each course along with any supporting documentation. Employees shall then submit this form to their Manager for review and approval, who will then forward it on to the Finance and Administrative Services Manager for review. The Library Director shall make the final determination on an employee’s acceptance into the tuition reimbursement program based upon the availability of funding, prior award of reimbursement funds, recommendations of the Department Manager and Finance and Administrative Services Manager, and other relevant information.

If there is a large pool of applicants, some information that may be considered in awarding tuition assistance will include, but is not limited to: length of time employed by the Library, length of time enrolled in a degree program, quality of work performance, prior award of reimbursement funds, and impact of coursework on the organization.

e) Applicable Costs and Amounts for Tuition Reimbursement

Approved employees may generally receive up to \$2,500 reimbursement in the fiscal year, at the Library Director’s discretion, provided that funding has been approved and is available in the Library’s budget.

The total pool set aside for the Tuition Reimbursement Program, will be determined annually as part of the budgeting process.

Tuition reimbursement will be made only for tuition and not for mileage, fees, lodging, books, special materials or incidental expenses. Employees enrolling in college courses must take advantage of and pursue other financial sources such as grants, scholarships, G.I. benefits, and fellowships. The Library only considers the difference between the actual tuition cost and any received financial assistance award as the amount eligible for reimbursement. Employees who fail to disclose other sources of financial assistance in connection with their application and subsequent receipt of tuition reimbursement shall be subject to discipline, up to and including discharge.

The amount of tuition reimbursed is based upon the employee's academic performance in accordance with the following schedule:

| Course Grade | Percent of Tuition Reimbursed |
|------------------|-------------------------------|
| Grade "A" or "B" | 100% of allowed tuition |
| Grade "C" | 75% of allowed tuition |
| Grade "Pass" | 100% of allowed tuition |

Employees who withdraw from or otherwise fail to complete an approved course, or who fail to submit appropriate documentation of their grades within 30 days of course completion, will forfeit reimbursement.

Approved employees seeking reimbursement of tuition costs must submit the Request for Reimbursement Form along with an official grade report or transcript and a receipt for the paid tuition within 30 days of course completion. The Library Director must first approve the request prior to the employee receiving any reimbursement from the Library.

f) Refund of Tuition Reimbursement

Employees receiving tuition reimbursement agree to remain in active, full-time employment with the Library for at least 12-months after receiving tuition assistance. An employee who voluntarily separates from the Library before the 12-months have expired must refund the Library 100% for all tuition reimbursements paid within the 12-month period immediately prior to the separation. The stated time frame commences with the completion of the last course reimbursed under this program. In the event the employee voluntarily separates from the Library prior to the completion of 12-months of service, the entire amount of the reimbursement becomes due and payable from the employee's final paycheck or the Library will invoice the unpaid balance, to be paid within 60 days.



- You fail to submit a medical report from the treating physician to certify continuation of disability.

22.10 Amount of IMRF Disability Benefits

- a) The amount paid as an IMRF disability benefit depends on whether you receive Social Security Benefits, workers' compensation (including occupational disease) benefits, or have returned to work for a trial work period.
- b) The least that you can receive from all four sources is 50% of your average monthly earnings for the 12 calendar months prior to the date you are disabled.

22.11 Group Medical and Dental Benefit Continuation under Illinois Municipal Retirement Fund

- a) When you begin receiving temporary or total and permanent disability benefits under IMRF, your group dental insurance will cease. You may be eligible to continue your dental coverage under COBRA provisions.
- b) When you begin receiving permanent disability benefits under IMRF, you may continue your group medical benefits until age 65 by paying the full amount of the premium.

Please contact Human Resources for specific information on IMRF disability benefits and continuation of health benefits.

22.12 Tuition Reimbursement Program

- a) The City of Park Ridge is committed to the professional development and education of its employees by supporting educational opportunities to further employees' knowledge and skill levels in their current occupations or by enhancing their potential for career advancement within the City. Each fiscal year, tuition assistance is subject to the availability of budget funds, as approved by the City Council, and is subject to the approval of the City Manager. Therefore, eligible employees may receive tuition assistance on a first-come, first-approved basis. Reimbursement will be made only for tuition and not for fees, mileage, books or special materials.

- b) Eligibility

Only full-time employees with 12 months of continuous employment prior to the start of the course are eligible for this program.

Degree programs and courses that may be eligible for reimbursement include those offered by an accredited institution of higher learning (college, university, or technical school) at both undergraduate and graduate levels, courses designed to increase one's skill or trade, courses offered as part of an adult continuing education program and any other appropriate course in a field aligned



with the line of work of the employee. Doctoral-level degree programs and courses are not eligible for tuition reimbursement.

c) Approval

The City has the sole discretion to determine whether a degree program or course is job-related or fulfills a job-related requirement. Consideration will also be given to coursework that would enhance an employee's potential for career advancement within the City. In addition, the employee's past work performance and disciplinary record will be considered in whether a request for tuition reimbursement shall be approved. The City Manager shall make the final determination on an employee's acceptance into the tuition reimbursement program and may deny any request for the reimbursement that does not meet these criteria. Additionally, if an employee incurs discipline or an unsatisfactory evaluation while participating in the program, the City Manager can revoke the reimbursement privilege.

d) Application for Tuition Reimbursement

Employees wishing to participate in the City's Tuition Reimbursement Program must complete a Request for Participation Form before the start of each course along with any supporting documentation. Employees shall then submit this form to their Department Director for review and approval, who will then forward it on to Human Resources for review. The City Manager shall make the final determination on an employee's acceptance into the tuition reimbursement program based upon the availability of funding, recommendations of the Department Director and Human Resources, and other relevant information.

If there is a large pool of applicants, some information that may be considered in awarding tuition assistance will include, but is not limited to: length of time employed by the City, length of time enrolled in a degree program, quality of work performance, and impact of coursework on the organization.

e) Applicable Costs and Amounts for Tuition Reimbursement

Approved employees may generally receive \$2,500 reimbursement in the fiscal year, at the City Manager's discretion, provided that funding has been approved and is available in the City's budget.

Tuition reimbursement will be made only for tuition and not for mileage, fees, lodging, books, special materials or incidental expenses. Employees enrolling in college courses must take advantage of and pursue other financial sources such as grants, scholarships, G.I. benefits, and fellowships. The City only considers the difference between the actual tuition cost and any received financial assistance award as the amount eligible for reimbursement. Employees who fail to disclose other sources of financial assistance in connection with their application and subsequent receipt of tuition reimbursement shall be subject to discipline, up to and including discharge.



The amount of tuition reimbursed is based upon the employee’s academic performance in accordance with the following schedule:

| Course Grade | Percent of Tuition Reimbursed |
|---------------------|--------------------------------------|
| Grade “A” or “B” | 100% of allowed tuition |
| Grade “C” | 75% of allowed tuition |
| Grade “Pass” | 100% of allowed tuition |

Employees who withdraw from or otherwise fail to complete an approved course, or who fail to submit appropriate documentation of their grades within 30 days of course completion, will forfeit reimbursement.

Approved employees seeking reimbursement of tuition costs must submit the Request for Reimbursement Form along with an official grade report or transcript and a receipt for the paid tuition within 30 days of course completion. Human Resources and the City Manager must first approve the request prior to the employee receiving any reimbursement from the City.

f) Refund of Tuition Reimbursement

Employees receiving tuition reimbursement agree to remain in active, full-time employment with the City for at least two years after receiving tuition assistance. Employees who voluntarily separate from the City before the two years have expired must refund the City 100% for all tuition reimbursements paid within the two-year period immediately prior to the separation. This two-year period commences with the completion of the last course reimbursed under this program. In the event the employee voluntarily separates from the City prior to the completion of the two years of service, the entire amount of the reimbursement becomes due and payable from the employee’s final paycheck or the City will invoice the unpaid balance, to be paid within 60 days.



Memorandum

Memo Date: May 3, 2022
From: Alyson Doubek, Finance and Administrative Services Manager
Meeting Type: Budget & Finance Committee of the Whole Meeting
Meeting Date: May 17, 2022
Action Requested: For Approval
Subject: Transfer of funds to Tuition Reimbursement Line

Background:

This memo is in support of the Tuition Reimbursement topic discussed by the Personnel Committee of the Whole.

Library administration developed the following proposed budget transfer in the FY22 (FY23) Operating Budget for the Board's consideration.

| Account Description (expense unless noted) | Original/Revised | Adjustment | Revised Budget | Note |
|--|------------------|------------|----------------|------|
| Administration – Consulting (933200) | \$34,500 | -\$5,000 | \$29,500 | 1 |
| Administration – Tuition (935900) | \$0 | \$5,000 | \$5,000 | |

Notes:

1. The Library would like to add funds to the Tuition Reimbursement line in order to honor policy in the Employee Manual. This entails decreasing administrative consulting by \$5,000 and increasing administrative tuition by \$5,000.

Recommendation:

It is recommended that the Board adopt the FY22 (FY23) Operating Budget Transfer as proposed.

Suggested motions:

Approve FY22 (FY23) Operating Budget Transfer for \$5,000 for tuition reimbursement.



Memorandum

Memo Date: April 29 2022
From: Joanna Bertucci
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: May 10, 2022
Action Requested: For approval
Subject: Annual fees CCS and OCLC

Background:

In 2002, the Library entered into an Intergovernmental Agreement with Cooperative Computer Services, Inc. (CCS), a consortium now 28 public libraries strong that joined together to provide cost effective online circulation and cataloging services to member libraries. Established in 1975, each member library pays a portion of the cost for these services. Database management is shared among the member libraries and library users at all 28 libraries may easily view the holdings of other member libraries and automatically request materials from those libraries. The Library Director is a member of the CCS Governing Board and staff serves on advisory groups. CCS also negotiates group pricing for OCLC membership, providing access to worldwide library catalogs and collections.

The CCS annual membership fee is calculated by having 75% of the total billings split evenly among members with the remaining 25% split proportionately among members based on their adjusted income. This is calculated by using the Average Adjusted Income 2017-2020, tax income as documented with county treasurers, less any applicable long term capital debt. Adjusted income for all libraries is compiled, and each library's percent of the whole is determined. This percent of the whole is applied to the proportionate amount to determine the library's share. The Library's annual total for FY23 is \$62,275.16, a 3.43% decrease over FY22.

The OCLC estimates are based on a 4% increase over last year's combined CCS fees. When we receive the actual increase for the OCLC Group Services contract, the fees will be adjusted to reflect actual OCLC costs and libraries will be notified. OCLC costs are split proportionately based on member libraries' materials budgets, including eContent for which records are in the database. Changes in budgets and changes in eContent practices can result in fluctuations in fees. The Library's estimate is \$14,765.46

Motion:

To approve annual CCS consortium membership fees for \$62,275.16 and OCLC membership fees not to exceed \$15,500.00 for July 2022 through June 2023 to be paid from the Data Processing budget line.

Attachments:

Intergovernmental Agreement between the Library and CCS
CCS Membership and OCLC fees by library 2022-2023

INTERGOVERNMENTAL AGREEMENT
FOR LIBRARY COMPUTER SERVICES

WHEREAS, each of the Libraries listed on Exhibit A to this Agreement is either a local library established pursuant to the Local Library Act, 75 ILCS 5/ 1-0.1, et seq., or a public library district established pursuant to the Public Library District Act, 75 ILCS 16/ 1-1 et seq.; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970 and to the Intergovernmental Agreement Act, 5 ILCS 220/ 1 et seq., and to the respective statutes pursuant to which each of the said Libraries is established, the Board of Trustees of each of the said Libraries is empowered and authorized to enter into intergovernmental contracts and agreements for library services; and

WHEREAS, the Libraries which are signatories to this Agreement wish to cooperate jointly and mutually among themselves to provide library automation and library computer services;

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, and in further consideration of the execution of this Agreement by any one or more of the other Libraries listed on Exhibit A, the Library whose signature is set forth below hereby agrees as follows:

1. There is hereby created and established an intergovernmental entity to be known as the Cooperative Computer Services, a body politic and corporate ("CCS"), which shall be the administrative entity formed to carry out the joint and cooperative undertakings of this Agreement.
2. CCS shall be comprised of each of the Libraries which are signatories to this Agreement, each of which Libraries shall be designated a "Member" of CCS.
3. The affairs of CCS shall be conducted by a Governing Board, which shall be composed of one representative from each of its Members.
4. Each representative to the Governing Board of CCS shall be appointed by the Board of Trustees of the Member from among the Trustees of such Member or its head librarian. Each such representative shall have such authority and power as shall be conferred by the appointing Member.
5. CCS may exercise any power, privilege, or authority, consistent with its bylaws, which may be exercised by any of its Members, and may perform any governmental service, activity, or undertaking which any of the parties hereto is authorized by law to perform.
6. The Governing Board of CCS shall adopt bylaws consistent with law and with

this Agreement to govern its operation, which bylaws shall include, among other things, provisions dealing with election of officers, meetings, voting, contracts, budgeting, receipt and expenditure funds, ownership of real and personal property, operational services, employment of staff, assessment of fees, establishment and termination of membership, and dissolution.

7. This Agreement shall become effective and binding upon and inure to the benefit of the Libraries signing this Agreement, and their respective successors and assigns, as of the date of execution by any two (2) or more of the Libraries listed on Exhibit A; provided, however, that this Agreement shall be null and void ab initio unless by September 22, 1987, not less than less than twenty-three (23) of the Libraries listed on Exhibit A attached hereto have so signed.
8. Cooperative Computer Services, an intergovernmental entity established pursuant to the Illinois Constitution and statues, shall provide Social Security coverage to its employees. The Governing Board shall enter into a Section 218 Agreement on behalf of the employees of CCS pursuant to Section 218 of the Social Security Act (42 U.S.C. 418) by entering into a coverage agreement with the Social Security Division of the Illinois State Employees' Retirement System, in accordance with Article 21 of the Illinois Pension Code (40 ILCS 5/21-101). The Governing Board is authorized to take such other and further action as may be necessary or desirable to provide and maintain Social Security coverage to the employees of CCS.

IN WITNESS WHEREOF, the Library whose signature is set forth below, acting under authority of its Board of Trustees, has caused this Agreement to be duly executed. This Agreement shall be executed in several counterparts, each of which shall be signed by one Member Library, and each separate Agreement and all such collectively constitute one original.

Park Ridge

PUBLIC LIBRARY

BY: M. Tighe Mary Beth Tighe
ITS PRESIDENT

ATTEST:

BY: Mary T. Gormley Mary Teresa Gormley
ITS SECRETARY

APPROVED THIS 16 DAY OF April, 2002

| Library | FY 21-22 | | | FY 22-23 | | | Total Change | % Change |
|----------------------|------------------------|----------------------|------------------------|-----------------------|----------------------|-----------------------|---------------|----------|
| | CCS Membership | OCLC Fee | Total | CCS Membership | OCLC Fee | Total | | |
| Algonquin Area PLD | \$ 66,342.59 | \$ 13,107.25 | \$ 79,449.84 | \$ 66,171.50 | \$ 17,523.14 | \$ 83,694.64 | \$ 4,244.80 | 5.07% |
| Cary Area PLD | \$ 55,709.38 | \$ 5,130.01 | \$ 60,839.39 | \$ 55,650.37 | \$ 5,392.96 | \$ 61,043.33 | \$ 203.94 | 0.33% |
| Crystal Lake PL | \$ 65,213.31 | \$ 10,081.13 | \$ 75,294.44 | \$ 65,048.94 | \$ 7,996.30 | \$ 73,045.24 | \$ (2,249.20) | -3.08% |
| Des Plaines PL | \$ 70,777.23 | \$ 17,734.86 | \$ 88,512.09 | \$ 70,421.46 | \$ 18,046.52 | \$ 88,467.97 | \$ (44.12) | -0.05% |
| Ela Area PLD | \$ 67,447.30 | \$ 16,286.10 | \$ 83,733.40 | \$ 67,681.18 | \$ 17,036.02 | \$ 84,717.20 | \$ 983.80 | 1.16% |
| Evanston PL | \$ 72,490.18 | \$ 19,758.61 | \$ 92,248.78 | \$ 72,760.74 | \$ 20,204.40 | \$ 92,965.13 | \$ 716.35 | 0.77% |
| Fox River Valley PLD | \$ 60,893.37 | \$ 7,740.33 | \$ 68,633.70 | \$ 61,087.06 | \$ 8,597.00 | \$ 69,684.06 | \$ 1,050.36 | 1.51% |
| Fremont PLD | \$ 61,676.53 | \$ 9,352.80 | \$ 71,029.33 | \$ 63,050.20 | \$ 11,628.05 | \$ 74,678.25 | \$ 3,648.91 | 4.89% |
| Glencoe PL | \$ 57,360.19 | \$ 5,905.77 | \$ 63,265.97 | \$ 57,450.94 | \$ 6,189.79 | \$ 63,640.73 | \$ 374.76 | 0.59% |
| Glenview PL | \$ 77,078.67 | \$ 13,225.86 | \$ 90,304.53 | \$ 74,558.76 | \$ 17,127.19 | \$ 91,685.95 | \$ 1,381.42 | 1.51% |
| Grayslake Area PLD | \$ 59,577.61 | \$ 9,476.18 | \$ 69,053.79 | \$ 59,636.99 | \$ 10,666.48 | \$ 70,303.47 | \$ 1,249.68 | 1.78% |
| Highland Park PL | \$ 66,308.24 | \$ 9,728.45 | \$ 76,036.69 | \$ 66,491.28 | \$ 8,807.37 | \$ 75,298.65 | \$ (738.04) | -0.98% |
| Huntley Area PL | \$ 61,073.76 | \$ 6,207.33 | \$ 67,281.08 | \$ 62,327.01 | \$ 6,155.70 | \$ 68,482.71 | \$ 1,201.62 | 1.75% |
| Indian Trails PLD | \$ 72,131.31 | \$ 14,763.46 | \$ 86,894.77 | \$ 73,107.35 | \$ 14,216.99 | \$ 87,324.34 | \$ 429.57 | 0.49% |
| Lake Forest Library | \$ 63,016.46 | \$ 11,457.59 | \$ 74,474.04 | \$ 63,034.88 | \$ 12,035.23 | \$ 75,070.11 | \$ 596.06 | 0.79% |
| Lake Villa DL | \$ 67,142.49 | \$ 10,265.80 | \$ 77,408.29 | \$ 66,474.89 | \$ 11,397.75 | \$ 77,872.64 | \$ 464.36 | 0.60% |
| Lincolnwood PLD | \$ 57,257.58 | \$ 6,707.37 | \$ 63,964.96 | \$ 57,476.23 | \$ 6,722.69 | \$ 64,198.92 | \$ 233.96 | 0.36% |
| McHenry PLD | \$ 60,104.10 | \$ 10,269.49 | \$ 70,373.59 | \$ 60,039.74 | \$ 9,096.74 | \$ 69,136.49 | \$ (1,237.10) | -1.79% |
| Morton Grove PL | \$ 61,005.63 | \$ 7,721.53 | \$ 68,727.16 | \$ 60,906.23 | \$ 8,476.37 | \$ 69,382.59 | \$ 655.43 | 0.94% |
| Niles-Maine DL | \$ 72,490.56 | \$ 16,938.62 | \$ 89,429.19 | \$ 72,212.45 | \$ 16,885.45 | \$ 89,097.91 | \$ (331.28) | -0.37% |
| Northbrook PL | \$ 78,804.24 | \$ 22,103.05 | \$ 100,907.29 | \$ 78,102.92 | \$ 23,218.10 | \$ 101,321.03 | \$ 413.74 | 0.41% |
| Palatine PLD | \$ 74,786.27 | \$ 20,452.33 | \$ 95,238.60 | \$ 77,487.64 | \$ 18,461.34 | \$ 95,948.97 | \$ 710.38 | 0.74% |
| Park Ridge PL | \$ 64,410.23 | \$ 13,977.42 | \$ 78,387.65 | \$ 62,274.16 | \$ 14,765.46 | \$ 77,039.62 | \$ (1,348.03) | -1.75% |
| Prospect Heights PLD | \$ 60,816.71 | \$ 5,530.18 | \$ 66,346.89 | \$ 60,908.23 | \$ 5,375.44 | \$ 66,283.67 | \$ (63.22) | -0.10% |
| Round Lake Area PLD | \$ 59,329.79 | \$ 9,133.02 | \$ 68,462.82 | \$ 59,405.55 | \$ 9,260.04 | \$ 68,665.59 | \$ 202.77 | 0.30% |
| Wilmette PLD | \$ 68,972.13 | \$ 19,729.47 | \$ 88,701.59 | \$ 68,253.73 | \$ 20,405.73 | \$ 88,659.46 | \$ (42.13) | -0.05% |
| Winnetka PLD | \$ 63,785.56 | \$ 15,925.49 | \$ 79,711.05 | \$ 63,976.74 | \$ 16,444.18 | \$ 80,420.92 | \$ 709.87 | 0.88% |
| Zion-Benton PLD | \$ 56,894.93 | \$ 5,521.50 | \$ 62,416.43 | \$ 56,899.20 | \$ 5,468.13 | \$ 62,367.32 | \$ (49.11) | -0.08% |
| Total | \$ 1,822,896.36 | \$ 334,231.00 | \$ 2,157,127.36 | \$1,822,896.36 | \$ 347,600.56 | \$2,170,496.92 | | |



Memorandum

Memo Date: May 11, 2022
From: Joanna Bertucci
Meeting Type: Planning & Operations Committee
Meeting Date: May 17, 2022
Action Requested: For approval
Subject: Policy manual review

Policies are organized in the packet in the order below. Redlined copies of each policy follow the policy recommended for approval.

| Policy | Trustee | Trustee | Nature of Recommended Changes |
|--|---------|-------------|---|
| Persons entitled to borrowing privileges | Burkum | Thiagarajan | Added volunteer library card in free non-resident section; removed language regarding institutional cards. Institutional cards have been replaced by Teacher cards; updated language about lost/stolen card per 5/10/22 COW discussion |
| Student cards | Burkum | Thiagarajan | No substantive changes; updated language about lost/stolen card per 5/10/22 COW discussion |
| Teacher cards | Burkum | Thiagarajan | No changes; updated language about lost/stolen card per 5/10/22 COW discussion |
| Circulating materials/schedule of fees | Burkum | Thiagarajan | Updated to reflect fine free approval; clarified non-resident library card language; updated rules to reflect current collections, loan periods, and renewal terms; removed telephone renewal policy language as it is overly procedural; updated charts that were deleted from previous draft |
| Exploration Library/Circulating equipment/schedule of fees | Burkum | Thiagarajan | No substantive changes; further updated chart to reflect current holdings |
| Interlibrary Loan | Burkum | Thiagarajan | Cleaned up language to reflect current practice. |

Recommended Action:

- 1) I respectfully recommend that the Board approve revisions to the following policies at the May 17, 2022 Regular Board Meeting:
 - a. Persons entitled to borrowing privileges as amended
 - b. Student cards as amended
 - c. Teacher cards as amended
 - d. Circulating materials/schedule of fees as amended
 - e. Exploration Library/Circulating equipment/schedule of fees as amended
 - f. Interlibrary loan

PERSONS ENTITLED TO BORROWING PRIVILEGES

POLICY:

It is the policy of the Park Ridge Public Library to provide books and other materials for reading, recreation, study or reference to residents of Park Ridge and to qualified non-residents.

RULES:

1. No person may borrow books or other materials unless such person has a valid borrower's card, issued by the Park Ridge Public Library or a Library with which Park Ridge has a reciprocal borrowing agreement and that library card is not in good standing.
2. A valid borrower's card must be presented each time Library materials are borrowed. If a patron has forgotten his or her card, an exception may be made if the patron can present valid identification.
3. Cards issued by the Park Ridge Public Library remain its property and use of such cards may be revoked or suspended by the Library for failure to comply with appropriate Library policy.
4. A maximum of 150 items may be checked out on a patron card at any time.
5. The following types of borrower's cards will be issued to qualified individuals and will entitle holders to all Library privileges:

A. Resident - valid for three years:

Any legal resident of Park Ridge 16 or older may, upon proper application and evidence of current home address, obtain a resident borrower's card at no charge, although there is a charge for replacement of a lost card. For residents under the age of 16, a parent or legal guardian must sign the application and agree to be responsible for all fees and lost or damaged items checked out on the library card issued to their child.

Children who have not attained seventh grade will be issued an unrestricted card that will entitle them to check out materials from the Library. Parents may restrict their children's borrowing to the Children's Department on request at registration.

B. Free Non-resident - valid for three years:

Individuals not legally residing in Park Ridge shall, upon proper application, be entitled to a free non-resident borrower's card under the following conditions:

1. Any person who pays real estate property taxes to support the Park Ridge Public Library.
2. Any individual, partner, principal stockholder or other joint owner who owns or leases taxable property or is a senior administrative officer of a firm,

business, or other corporation owning taxable property upon presentation of a recent tax bill or lease for property in Park Ridge.

3. Any non-resident employee of the City of Park Ridge
4. Any volunteer who resides outside of RAILS service area, has volunteered a minimum of 6 hours per month, and after 3 months of service, qualifies for a free card for 1 year.

C. Qualified Non-resident – valid for one year

Any person not residing in Park Ridge or otherwise qualifying for a free card may upon application and payment of the non-resident family fee, obtain a non-resident borrower's card according to the provisions of Illinois law, if that person's principal residence is not within a taxing district through which library services are available as per [75 ILCS 5/4-7](#)

1. Each person who applies for a borrower's card shall be required to submit evidence of current home address; in the case of a non-resident applying for a free card, evidence of tax-paying or property lease is required.
2. Each person who renews a Library card, or applies for a replacement card, must submit evidence of current home address; in the case of a non-resident applying for a free card, evidence of tax paying or property lease is required.
3. Any person whose library card is lost and/or stolen must notify the Park Ridge Public Library immediately. The cardholder's maximum liability is \$50 on all materials checked out and not returned prior to notifying the Library.

Revised XXX
Revised July 16, 2019
Revised October 19, 2010
Approved March 13, 1979

LOANS OF BOOKS AND OTHER MATERIALS

1 D 1

PERSONS ENTITLED TO BORROWING PRIVILEGES

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POLICY:

It is the policy of the Park Ridge Public Library to provide books and other materials for reading, recreation, study or reference to residents of Park Ridge and to ~~certain~~ qualified non-residents. ~~Borrowing privileges shall also be granted to authorized institutions.~~

RULES:

1. No person may borrow books or other materials unless such person has a valid borrower's card, issued by the Park Ridge Public Library or a Library with which Park Ridge has a reciprocal borrowing agreement and that library card is not ~~delinquent in~~ good standing.
2. A valid borrower's card must be presented each time Library materials are borrowed. If a patron has forgotten his or her card, an exception may be made if the patron can present valid identification.

~~3. 3—~~ Cards issued by the Park Ridge Public Library remain its property and use of such cards may be revoked or suspended by the Library for failure to comply with appropriate Library ~~rules or for other reasonable cause policy.~~

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~~4. A maximum of 150 items may be checked out on a patron card at any time.~~

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~~54.~~ The following types of borrower's cards will be issued to qualified individuals and will entitle holders to all Library privileges:

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A. Resident - valid for three years:

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Any legal resident of Park Ridge 16 or older may, upon proper application and evidence of current home address, obtain a resident borrower's card at no charge, although there is a charge for replacement of a lost card. For residents under the age of 16, a parent or legal guardian must ~~countersign sign~~ the application and agree to be responsible for all ~~late~~ fees and lost or damaged items checked out on the library card issued to their child.

Children who have not attained seventh grade will be issued an unrestricted card that will entitle them to check out materials from the Library. Parents may restrict their children's borrowing to the Children's Department on request at registration.

B. Free Non-resident - valid for three years:

Individuals not legally residing in Park Ridge shall, upon proper application, be entitled to a free non-resident borrower's card under the following conditions:

1. Any person who pays real estate property taxes to support the Park Ridge Public Library.
2. Any individual, partner, principal stockholder or other joint owner who owns

or leases taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property upon presentation of a recent tax bill or lease for property in Park Ridge.

3. Any non-resident employee of the City of Park Ridge

3.4. Any volunteer who resides outside of RAILS service area, has volunteered a minimum of 6 hours per month, and after 3 months of service, qualifies for a free card for 1 year.

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C. Qualified Non-resident – valid for one year

Any person not residing in Park Ridge or otherwise qualifying for a free card may upon application and payment of the non-resident family fee, obtain a non-resident borrower's card according to the provisions of Illinois law, if that person's principal residence is not within a taxing district through which library services are available as per 75 ILCS 5/4-7.

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~~5. Authorized institutions within the City of Park Ridge will not be issued library cards but may borrow materials from the Park Ridge Public Library. Authorized institutions include schools, preschools, licensed day care facilities and other educational institutions.~~

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6. Each person who applies for a borrower's card shall be required to submit evidence of current home address; in the case of a non-resident applying for a free card, evidence of tax-paying or property lease is required.

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7. Each person who renews a Library card, or applies for a replacement card, must submit evidence of current home address; in the case of a non-resident applying for a free card, evidence of tax paying or property lease is required.

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~~8. Any person whose library card is lost and/or stolen must notify the Park Ridge Public Library immediately. The cardholder's maximum liability is \$50 on all materials checked out and not returned prior to notifying the Library. Any person losing a Library card must notify the Park Ridge Public Library immediately. The cardholder is financially responsible for all materials checked out on that card prior to the date of notification. (Maximum liability is \$50.00.)~~

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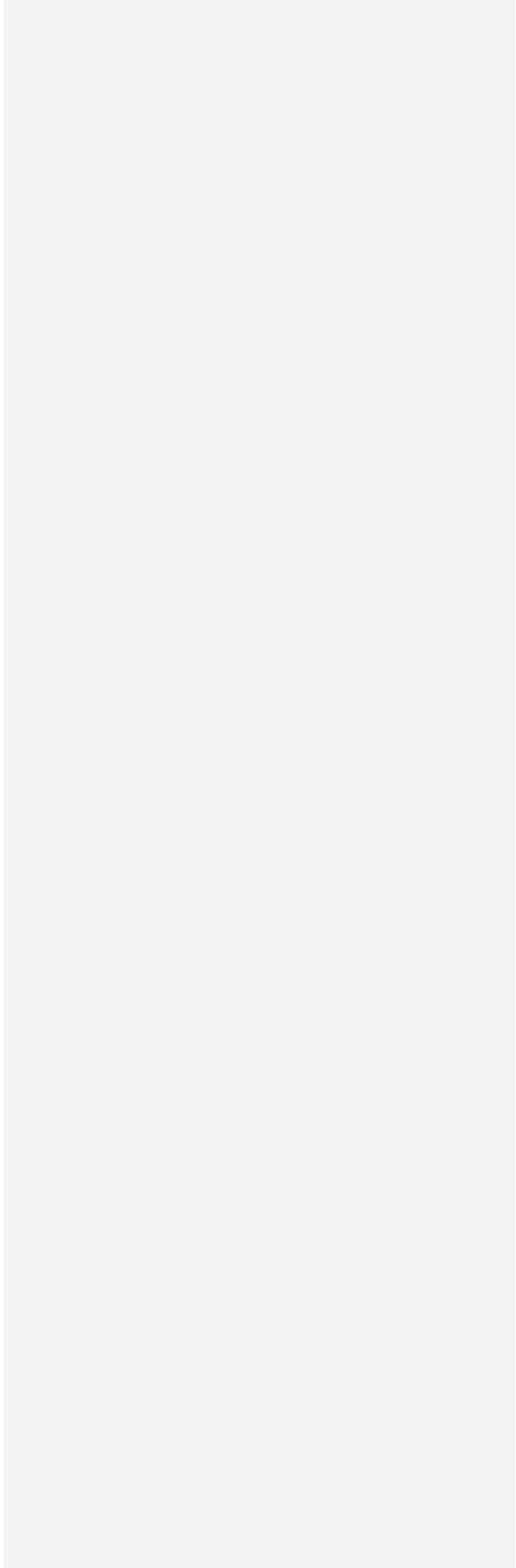
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| Revised XXX

Revised July 16, 2019

Revised October 19, 2010

Approved March 13, 1979



STUDENT CARDS

POLICY:

It is the policy of the Park Ridge Public Library to enter into contracts with schools within the City of Park Ridge to provide limited borrowing privileges to students that reside in a community outside of the RAILS System or in an unincorporated area that is not taxed for library service so these students may borrow materials for school use.

RULES:

1. A current letter of agreement between the Park Ridge Public Library and the school must be on file at the beginning of the school year.
2. The school will provide a qualification letter to eligible students at the beginning of each school year to present to the Library at the time of registration.
3. The Library will issue a Student Library Card to each eligible student in kindergarten or above. This card must be presented each time Library materials are borrowed.
4. Student Library Cards are issued for the current school year and expire on the last day of the school year as determined by the school's official calendar.
5. A maximum of twenty items may be checked out on a student card at any time.
6. The school is financially responsible for all lost or damaged materials and all outstanding fines. Bills for long overdue items and outstanding fines will be billed to the school.
7. Cards issued by the Park Ridge Public Library remain its property and use of such cards may be revoked or suspended by the Library for failure to comply with appropriate Library policy.
8. Student Library Cards may only be used at the Park Ridge Public Library.
9. Any student whose library card is lost and/or stolen must notify the Park Ridge Public Library immediately. The cardholder's maximum liability is \$50 on all materials checked out and not returned prior to notifying the Library.

Revised XXX

Revised May 21, 2013

Reviewed May 18, 2010

Approved December 16, 2003

LOANS OF BOOKS AND OTHER MATERIALS

ID-1a

STUDENT CARDS

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POLICY:

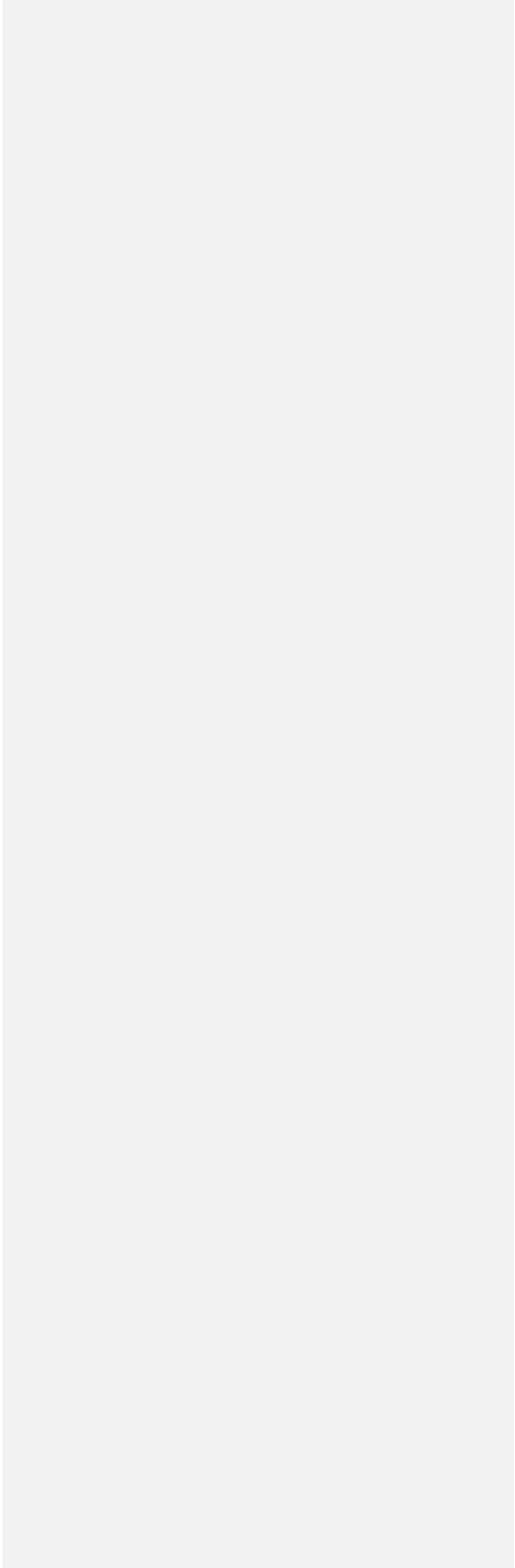
It is the policy of the Park Ridge Public Library to enter into contracts with schools within the City of Park Ridge to provide limited borrowing privileges to students that reside in a community outside of the RAILS System or in an unincorporated area that is not taxed for library service so these students may borrow materials for school use.

RULES:

1. A current letter of agreement between the Park Ridge Public Library and the school must be on file at the beginning of the school year.
2. The school will provide a qualification letter to ~~list of all~~ eligible students at the beginning of each school year to present to the Library at the time of registration, and will keep this list current by notifying the Library of any new students or students that have left the school.
3. The Library will issue a Student Library Card to each eligible student in kindergarten or above. This card must be presented each time Library materials are borrowed.
4. Student Library Cards are issued for the current school year and expire on the last day of the school year as determined by the school's official calendar.
5. A maximum of ~~twenty~~ items may be checked out on a student card at any time.
6. The school is financially responsible for all lost or damaged materials and all outstanding ~~overdue~~ fines. Bills for long overdue items and outstanding fines will be ~~sent billed~~ to the school.
7. Cards issued by the Park Ridge Public Library remain its property and use of such cards may be revoked or suspended by the Library for failure to comply with appropriate Library ~~rules or for other reasonable cause.~~policy.
- ~~8. Student Library Cards may only be used at the Park Ridge Public Library.~~
8. Any student whose library card is lost and/or stolen must notify the Park Ridge Public Library immediately. The cardholder's maximum liability is \$50 on all materials checked out and not returned prior to notifying the Library.
- ~~9. Any student losing a Library card must notify the Park Ridge Public Library immediately. The school is financially responsible for all materials checked out on that card prior to the date of notification. (Maximum liability is \$50.00.)~~

Revised XXX

Revised May 21, 2013
Reviewed May 18, 2010
Approved December 16, 2003



TEACHER CARDS

POLICY:

It is the policy of the Park Ridge Public Library to enter into contracts with schools within the jurisdictional boundaries of The City of Park Ridge to provide limited borrowing privileges to teachers who work at the school.

RULES:

1. The definition of “school” shall include public and parochial elementary and high schools as well as preschools, licensed day care facilities and other educational institutions within the city limits of Park Ridge.
2. A current letter of agreement between the Park Ridge Public Library and the school must be on file at the beginning of the school year.
3. Teachers who are eligible may apply for a school year Teacher Card by presenting identification that shows proof of employment no earlier than 10 days before the start of the school year, or September 1, whichever is earlier.
4. Teacher Cards issued for the current school year expire each year on June 1 or the last day of the school term.
5. A maximum of fifty items may be checked out on a teacher card at any time.
6. The school is financially responsible for all lost or damaged materials and all outstanding overdue fines. Bills for long overdue items and outstanding fines will be sent to the school.
7. Cards issued by the Park Ridge Public Library remain its property and use of such cards may be revoked or suspended by the Library for failure to comply with appropriate Library policy.
8. Teacher Library Cards may only be used at the Park Ridge Public Library.
9. Any teacher whose library card is lost and/or stolen must notify the Park Ridge Public Library immediately. The cardholder’s maximum liability is \$50 on all materials checked out and not returned prior to notifying the Library.

Reviewed XXX
Approved July 16, 2019

LOANS OF BOOKS AND OTHER MATERIALS ID 1b

TEACHER CARDS

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POLICY:

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It is the policy of the Park Ridge Public Library to enter into contracts with schools within the jurisdictional boundaries of The City of Park Ridge to provide limited borrowing privileges to teachers who work at the school.

RULES:

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1. The definition of "school" shall include public and parochial elementary and high schools as well as preschools, licensed day care facilities and other educational institutions within the city limits of Park Ridge.
2. A current letter of agreement between the Park Ridge Public Library and the school must be on file at the beginning of the school year.
3. Teachers who are eligible may apply for a school year Teacher Card by presenting identification that shows proof of employment no earlier than 10 days before the start of the school year, or September 1, whichever is earlier.
4. Teacher Cards issued for the current school year expire each year on June 1 or the last day of the school term.
5. A maximum of fifty items may be checked out on a teacher card at any time.
6. The school is financially responsible for all lost or damaged materials and all outstanding overdue fines. Bills for long overdue items and outstanding fines will be sent to the school.
7. Cards issued by the Park Ridge Public Library remain its property and use of such cards may be revoked or suspended by the Library for failure to comply with appropriate Library policy, rules or for other reasonable cause.
8. Teacher Library Cards may only be used at the Park Ridge Public Library.

~~9. Any teacher losing a Library card must notify the Park Ridge Public Library immediately. The school is financially responsible for all materials checked out on that card prior to the date of notification. (Maximum liability is \$50.00.) Any teacher whose library card is lost and/or stolen must notify the Park Ridge Public Library immediately. The cardholder's maximum liability is \$50 on all materials checked out and not returned prior to notifying the Library.~~

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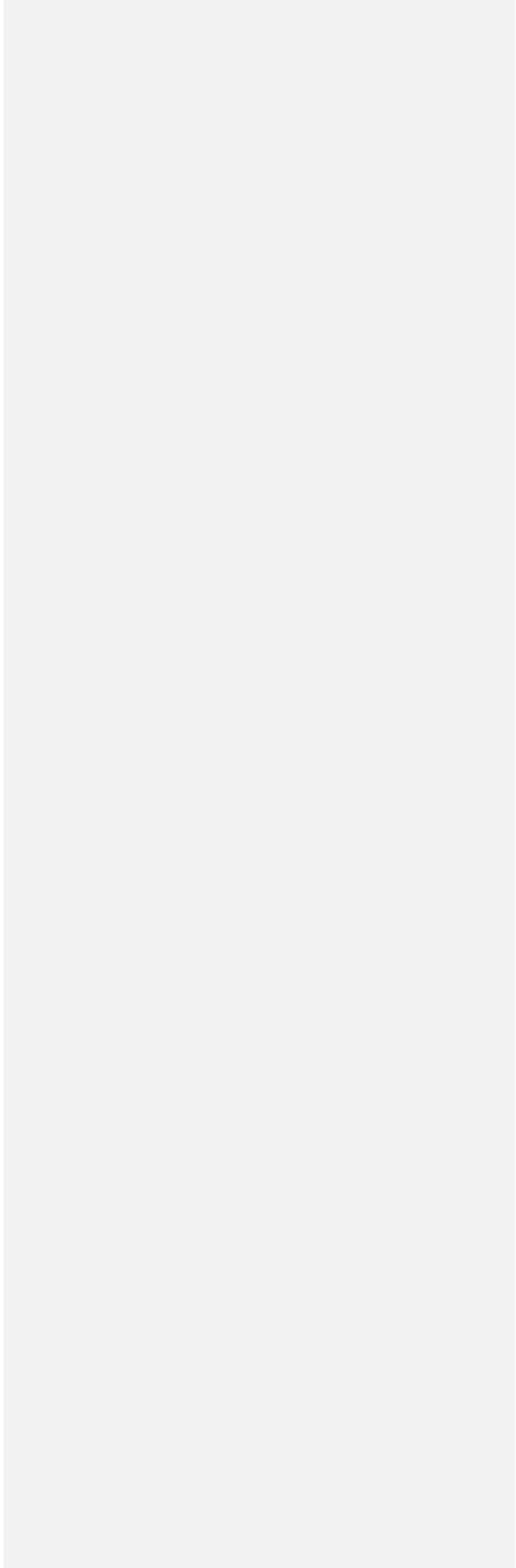
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| [Reviewed XXX](#)

Approved July 16, 2019



CIRCULATING MATERIALS/SCHEDULE OF FEES**POLICY:**

Library books and other materials, except certain reference and historical items, shall be available for circulation, for specified periods of time to all patrons holding valid RAILS library cards and who are in good standing. Items restricted to Park Ridge library card holders only are noted in the rules.

In order to encourage compliance with Library borrowing rules, and to reimburse the Library for the cost of replacing or repairing lost or damaged Library materials, fees and charges shall be imposed in accordance with the schedule set forth in the rules. The Library does not charge daily overdue fines for the items listed in the chart below.

New items added to the Library's collection will be assigned loan periods and renewal terms based on the recommendation of the appropriate Department Manager in consultation with the Library Director.

RULES:

1. Restrictions, Loan Periods, Renew/Reserve Status, and Fees

| | |
|--|---------|
| Annual non-resident borrower's card Fee shall be determined annually by formula established by Illinois State Library per 75 ILCS 5/4-7 and codified in a Resolution approved by the Library Board of Trustees. | |
| All other borrower's cards; no charge for initial card; replacement of lost cards | \$1.00 |
| Lost item barcode label | \$2.00 |
| Collection fee for accounts sent to collection agency | \$10.00 |

| Materials | Restrictions* | Loan Period | Renewable | Holdable |
|-----------------------------------|----------------------|--------------------|------------------|-----------------|
| Books | | 3 weeks | 3 times | Yes |
| Books - 14-day | | 2 weeks | 1 time | Yes |
| Books - Most Wanted | | 2 weeks | No | No |
| New Large Print Books | | 3 weeks | 3 times | Yes |
| Book Club Books | | 3 weeks | 2 times | No |
| Books on CD/ Compact Discs | | 3 weeks | 2 times | Yes |
| New Books on CD/ Compact Discs | | 3 weeks | 1 time | Yes |
| New DVDs | | 7 days | 1 time | Yes |
| DVDs | | 7 days | 2 times | Yes |
| New BLU RAY DVDs | Limit 10 per person | 7 days | 1 time | Yes |

| | | | | |
|---|---|--|---------|-------------------------|
| BLU RAY DVDs | Limit 10 per person | 7 days | 2 times | Yes |
| HOT DVDs | Registered patron of Park Ridge Public Library;) Limit 2 per person | 3 days | No | No |
| TV Series DVDs | | 2 weeks | 2 times | Yes |
| Movie Marathon bundles | Registered patron of Park Ridge Public Library | 2 weeks | No | No |
| Video Games | Limit 5 per person | 2 weeks | 2 times | Yes |
| Overdrive/Libby – Digital Media | Registered patron of Park Ridge Public Library Limit of 15 checkouts at a time | 2 weeks | Yes | Yes, 10 holds at a time |
| Axis360 – Digital Media | Registered patron of Park Ridge Public Library Limit of 5 checkouts at a time | 2 weeks | | Yes, 5 holds at a time |
| Hoopla – Digital Media | Registered patron of Park Ridge Public Library Limit 10 checkouts per month | Movies: 72 hours Music: 1 week Audiobooks: 21 days | NA | NA |
| Kanopy – Digital Movies | Registered patron of Park Ridge Public Library Limit 8 checkouts per month | 3 days | NA | NA |
| Magazines and pamphlets | | 3 weeks | 2 times | Yes |
| Magazines – Digital | Registered patron of Park Ridge Public Library | Unlimited | N/A | N/A |
| Playaways | Limit 5 per person | 3 weeks | 2 times | Yes |
| Youth theme kits and bags | Registered patron of Park Ridge Public Library | 3 weeks | 2 times | Yes |
| Memory Care collection items | Limit 5 per person | 3 weeks | 2 times | Yes |
| Reference Items | | At discretion of Librarian | No | No |
| Special Services Equipment ** | Registered patron of Park Ridge Public Library | 6 weeks | 2 times | Yes |
| Digital Media Lab External Hard Drive | Registered patron of Park Ridge Public Library | 7 Days | No | No |
| *Unless noted, all items may be checked out by registered patron of a RAILS library. | | | | |
| **Adopt-A-Lap Book Stands, Bifocal Kits, Closed Caption Decoder, CRIS Radio, Magnifiers, and Optelec Spectrum Jr. | | | | |

2. If the item being renewed is on reserve for another patron, the item may not be renewed. Renewable items may only be renewed on the library card on which they were originally checked out, unless approved by Patron Services staff.

3. Library materials may be renewed at the Patron Services Desk, online, or by phone.
4. The date due at time of check out serves as first notice to the patron.

As a courtesy, patrons that have signed up for email notification will receive a reminder three days before their library materials are due.

Patron accounts will be blocked when an item(s) is more than 14 days overdue. Patrons will be unable to check out additional physical or digital materials if their account is blocked.

Late notices and bills are sent at regular intervals for all overdue items:

Late Notices:

- 1st Overdue Notice: 3 days overdue
- 2nd Overdue Notice: 15 days overdue
- 3rd Overdue Notice: 28 days overdue

Bill Notice:

Materials 45 days or more overdue will automatically be billed and the patron will be notified.

At 60 days overdue, accounts that have a minimum total of \$50.00 (value of materials) in fees will, at the discretion of the Patron Services Manager, be sent to a collection service and a \$10.00 service fee will be added to the amount owed to the Library.

5. Each borrower is financially responsible for the timely return in good condition of all circulating materials borrowed on their card. Lost items should be reported immediately to avoid cost of additional fees. Borrowers will be charged for replacing or repairing lost or damaged materials and bar codes in accordance with the schedule of fees.

6. Any person who owes more than \$10.00 in fees or has billed items is considered “blocked” and is not entitled to borrow materials while in a blocked status; however, no other family member will have such privileges restricted because of the blocked member of the family.
7. Lost materials:
 - If the item is lost, the retail price of the item plus a \$5.00 processing fee will be charged. The \$5.00 processing fee is not refunded if the item is returned.
 - If the item is returned within 1 month after a charge for the lost item has been paid, the Library may, at its discretion, accept the item and refund a portion of the amount previously paid. The refund will be the cost of the item paid for, minus the nonrefundable processing fee and any late fees that had accrued at the time of payment, and will be issued in the form of a check mailed to the address designated by the patron, within 14 days.
 - If any protective coverings, inserts or DVD box is lost, the patron will be charged the retail price of the container plus \$5.00 processing fee, which is not refunded if the item is returned.
 - If booklets from video games are missing, a \$5.00 processing fee will be charged, which is not refunded if the booklet is returned.
8. Damaged Materials: Borrowers will be charged the cost of repairing the damage as determined by Library guidelines or, if additional clarification is needed, by the Department Manager. If the Library Director or their designee determines that the item cannot be repaired, the item will be treated as lost.
9. Materials made available through the Library System or other Library agencies are subject to rules, regulations and fees of those agencies.
10. Library patrons use library materials at their own risk. The Library is not responsible for damages that may occur to a patron’s equipment while using Library materials.

Revised XXX
Revised May 21, 2019
Revised May 30, 2018
Revised March 20, 2018
Revised July 18, 2017
Revised January 17, 2017
Revised July 21, 2015
Approved March 13, 1979

LOANS OF BOOKS AND OTHER MATERIALS **I D 2**

CIRCULATING MATERIALS/SCHEDULE OF FEES

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POLICY:

Library books and other materials, except certain reference and ~~historical materials~~ **historical items**, shall be available for circulation, for specified periods of time to all patrons holding valid RAILS library cards and who are ~~not delinquent~~ **in good standing**. Items restricted to Park Ridge library card holders only are noted in the rules.

In order to encourage compliance with Library borrowing rules, and to reimburse the Library for the cost of replacing or repairing lost or damaged Library materials, fees and charges shall be imposed in accordance with the schedule set forth in the rules. The Library does not charge daily overdue fines for the items listed in the chart below.

New items added to the Library's collection will be assigned loan periods and renewal terms based on the recommendation of the appropriate Department Manager in consultation with the Library Director.

RULES:

1. Restrictions, Loan Periods, Renew/Reserve Status, and Fees

| Annual non-resident borrower's card | | | | | \$425.00 | |
|--|---|--------------------|------------------|-------------------------|--------------------------|-----------------------------|
| <u>Fee shall be determined annually by formula established by Illinois State Library per 75 ILCS 5/4-7 and codified in a Resolution approved by the Library Board of Trustees.</u> | | | | | | |
| All other borrower's cards; no charge for initial card; replacement of lost cards | | | | | \$1.00 | |
| Lost item barcode label | | | | | \$2.00 | |
| Collection fee for accounts sent to collection agency | | | | | \$10.00 | |
| Materials | Restrictions* | Loan Period | Renewable | Reserve Holdable | Overdue fees /day | Maximum fees Overdue |
| Books | | 3 weeks | 3 times | Yes | \$0.20/day | \$5.00 |
| Books - 14-day | | 2 weeks | 1 time | Yes | \$0.20/day | \$10.00 |
| Books - Most Wanted | | 2 weeks | No | No | \$0.20/day | \$10.00 |
| <u>New Large Print Books</u> | | <u>3 weeks</u> | <u>3 times</u> | <u>Yes</u> | | |
| Book Club Books | | 3 weeks | 2 times | No | \$0.20/day | \$5.00 |
| Books on CD/ Compact Discs | | 3 weeks | 2 times | Yes | \$0.20/day | \$5.00 |
| New Books on CD/ Compact Discs | | 3 weeks | 1 time | Yes | \$0.20/day | \$10.00 |
| New DVDs | (Adult DVDs non-restricted card, only) | 7 days | 1 time | Yes | \$1.00/day | \$25.00 |

| | | | | | | |
|------------------|---|--------|---------|-----|------------|---|
| | | | | | | (but not to exceed retail cost) |
| DVDs | (Adult DVDs-non-restricted card, only) | 7 days | 2 times | Yes | \$1.00/day | \$25.00 (but not to exceed retail cost) |
| New BLU RAY DVDs | (Adult DVDs-non-restricted card, only) Limit 5 10 per person | 7 days | 1 time | Yes | \$1.00/day | \$25.00 (but not to exceed retail cost) |

| | Restrictions* | Loan Period | Renewable | Reserve | Overdue fees /day | Maximum fees Overdue |
|--|--|--|----------------|--------------------------------|-------------------|---|
| BLU RAY DVDs | (Adult DVDs-non-restricted card, only) Limit 105 per person | 7 days | 2 times | Yes | \$1.00/day | \$25.00 (but not to exceed retail cost) |
| HOT DVDs | Registered patron of Park Ridge Public Library; (Adult DVDs-non-restricted card, only) Limit 2 per person | 3 days | No | No | \$1.00/day | \$25.00 (but not to exceed retail cost) |
| TV Series DVDs | | 2 weeks | 2 times | Yes | \$1.00/day | \$25.00 (but not to exceed retail cost) |
| <u>Movie Marathon bundles</u> | <u>Registered patron of Park Ridge Public Library</u> | <u>2 weeks</u> | <u>No</u> | <u>No</u> | | |
| <u>Video Games</u> | <u>Limit 5 per person</u> | <u>2 weeks</u> | <u>2 times</u> | <u>Yes</u> | | |
| <u>E-Books/Overdrive/Library – Digital Media</u> | Registered patron of Park Ridge Public Library <u>Limit of 15 checkouts at a time</u> | <u>23 weeks</u> | <u>No/Yes</u> | <u>Yes, 10 holds at a time</u> | | |
| <u>Axis360 – Digital Media</u> | <u>Registered patron of Park Ridge Public Library</u> <u>Limit of 5 checkouts at a time</u> | <u>2 weeks</u> | | <u>Yes, 5 holds at a time</u> | | |
| Hoopla – Digital Media | Registered patron of Park Ridge Public Library Limit 10 checkouts per month | Movies: 72 hours Music: 1 week Audiobooks: 21 days | NA | NA | | |
| <u>Kanopy – Digital Movies</u> | <u>Registered patron of Park Ridge Public Library</u> | <u>3 days</u> | <u>NA</u> | <u>NA</u> | | |

| | | | | | | |
|--|--|----------------------------|----------------|------------|------------|---|
| | <u>Limit 8 checkouts per month</u> | | | | | |
| Magazines and pamphlets | | 3 weeks | 2 times | Yes | \$0.20/day | \$5.00 |
| Magazines – Digital | Registered patron of Park Ridge Public Library | Unlimited | N/A | N/A | N/A | N/A |
| MP3-Players eReaders | Registered patron of Park Ridge Public Library | 3 weeks | No | Yes | \$1.00/day | \$25.00 (but not to exceed retail cost) |
| Playaways | Limit 5 per person | 3 weeks | 2 times | Yes | \$0.20/day | \$5.00 |
| Playaway Views | Registered patron of Park Ridge Public Library Limit 5 per person | 7 days | No | Yes | \$1.00/day | \$25.00 (not to exceed retail cost) |
| Youth theme kits and bags Parent/Kid Concern Bags/ Music Literacy Kits/ Preschool Theme Kits/ Storytime Theme Kits/ Preschool Music Kits/ Common Core Kits | Registered patron of Park Ridge Public Library | 3 weeks | 2 times | Yes | \$0.20/day | \$5.00 |
| Memory Care collection items | <u>Limit 5 per person</u> | <u>3 weeks</u> | <u>2 times</u> | <u>Yes</u> | | |
| Reference Items | | At discretion of Librarian | No | No | \$2.00/day | \$25.00 (but not to exceed retail cost) |
| Special Services Equipment ** | Registered patron of Park Ridge Public Library | 6 weeks | 2 times | Yes | \$0.50/day | Smaller of \$20.00 or retail cost |
| Digital Media Lab External Hard Drive | Registered patron of Park Ridge Public Library | 7 Days | No | No | \$5.00 | \$25.00 |
| Video Games | <u>Limit 5 per person</u> | <u>2 weeks</u> | <u>2 times</u> | <u>Yes</u> | | |

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*Unless noted, all items may be checked out by registered patron of a RAILS library.
 **Adopt-A-Lap Book Stands, Bifocal Kits, Closed Caption Decoder, CRIS Radio, Magnifiers, and Optelec Spectrum Jr.

| Materials | Restrictions* | Loan Period | Renewable | Reserve | Overdue fees /day | Maximum fees Overdue |
|-------------|--------------------|-------------|-----------|---------|-------------------|---|
| Video Games | Limit 5 per person | 2 weeks | 2 times | Yes | \$1.00 day | \$25.00 (but not to exceed retail cost) |

*Unless noted, all items may be checked out by registered patron of a RAILS library.
 **Adopt-A-Lap Book Stands, Bifocal Kits, Closed Caption Decoder, CRIS Radio, Magnifiers, and Optelec Spectrum Jr.

2. If the item being renewed is on reserve for another patron, the item may not be renewed. Renewable items may only be renewed on the library card on which they were originally checked out, unless approved by Circulation-Patron Services staff.
3. Library materials may be renewed at the Circulation-Patron Services Desk, online, or by phone. ~~For telephone renewal, see policy below. (Interlibrary Loan renewal policy is stated in 1D-3.)~~
4. The date due ~~slip received~~ at time of check out serves as first notice to the patron.

As a courtesy, patrons that have signed up for email notification will receive a reminder three days before their library materials are due.

Patron accounts will be blocked when an item(s) is more than 14 days overdue. Patrons will be unable to check out additional physical or digital materials if their account is blocked.

Late notices and bills are sent at regular intervals for all overdue items:

Late Notices:

- 1st Overdue Notice: 3 days overdue
- 2nd Overdue Notice: 15 days overdue
- 3rd Overdue Notice: 28 days overdue

Bill Notice:

Materials 45 days or more overdue will automatically be billed and the patron will be notified.

At 60 days overdue, accounts that have a minimum total of \$50.00 in overdue materials (value of materials) and/or \$50.00 in ~~late~~ fees will, at the discretion of the Circulation-Patron Services Manager, be sent to a collection service and a \$10.00 service fee will be added to the amount owed to the Library.

5. Each borrower is financially responsible for the timely return in good condition of all circulating materials borrowed on ~~his or her their~~ card. Lost items should be reported immediately to avoid cost of additional ~~overdue~~ fees. Borrowers will be charged for replacing or repairing lost or damaged materials and bar codes in accordance with the schedule of fees.

~~6. A computerized delinquency file is maintained of patrons who owe for overdue materials, and fees for lost and/or damaged materials.~~

~~7-6.~~ Any person who owes more than \$10.00 in fees or has billed items is considered "blocked" and is not entitled to borrow materials while in a blocked status; however, no other family member will have such privileges restricted because of the blocked member of the family.

~~8-7.~~ Lost materials:

- If the item is lost, the retail price of the item plus a \$5.00 processing fee will be charged. The \$5.00 processing fee is not refunded if the item is returned.
- If the item is returned within 1 month after a charge for the lost item has been paid, the Library may, at its discretion, accept the item and refund a portion of the amount previously paid. The refund will be the cost of the item paid for, minus the nonrefundable processing fee and any late fees that had accrued at the time of payment, and will be issued in the form of a check mailed to the address designated by the patron, within 14 days.
- If any protective coverings, inserts or DVD box is lost, the patron will be charged the retail price of the container plus \$5.00 processing fee, which is not refunded if the item is returned.
- If booklets from video games are missing, a \$5.00 processing fee will be charged, which is not refunded if the booklet is returned.

~~• Replacement costs for eReaders will be as follows plus a \$5.00 processing fee:~~

| | |
|---|------------------------------|
| Damage or loss of eReader, case, and components: | _____ Retail cost |
| Damage or loss of eReader only: | _____ Retail cost |
| Damage or loss of Nook Case | _____ \$25.00 |
| Damage or loss to USB cord and/or Power Adapter | _____ \$15.00 |
| Damage or loss of Multimedia Case | _____ \$12.00 |

~~9-8.~~ Damaged Materials: Borrowers will be charged the cost of repairing the damage as determined by Library guidelines or, if additional clarification is needed, by the Department Manager. If the Library Director or ~~their~~ designee determines that the item cannot be repaired, the item will be treated as lost.

~~10-9.~~ Materials made available through the Library System or other Library agencies are subject to rules, regulations and fees of those agencies.

~~11-10.~~ Library patrons use library materials at their own risk. The Library is not responsible for damages that may occur to a patron's equipment while using Library materials.

TELEPHONE RENEWAL POLICY

RULES:

Library materials may be renewed by phone under the following guidelines:

1. Patrons must have their library card number available.
2. Items on hold are not subject to telephone renewal.
3. Staff reserves the right to ask the patron to call back at a later time if the department is busy.
4. Staff will provide the patron with the renewal date.
5. No renewals are allowed if there are more than \$10 in late fees on the patron's card.

The following are not subject to renewal:

1. Items reserved or on hold for another patron, otherwise renewable items that have reached their designated renewal limit, eReaders, MP3 players, eBooks, Playaways, Playaway Views, Reference books and Hot DVDs.

The INTERLIBRARY LOAN DEPARTMENT handles renewal of all Interlibrary loan materials.

Revised XXX

Revised May 21, 2019

Revised May 30, 2018

Revised March 20, 2018

Revised July 18, 2017

Revised January 17, 2017

Revised July 21, 2015

Approved March 13, 1979

EXPLORATION LIBRARY CIRCULATING EQUIPMENT/SCHEDULE OF FEES**POLICY:**

Library equipment shall be available for circulation, for specified periods of time to all patrons holding a valid Park Ridge Public Library card and are in good standing. Some Items are restricted to card holders 18 and older.

In order to encourage compliance with Library borrowing rules, and to reimburse the Library for the cost of replacing or repairing lost or damaged Library items, fees and charges shall be imposed in accordance with the schedule set forth in the rules.

New items added to the Library's collection will be assigned loan periods and renewal terms based on the recommendation of the appropriate Department Manager in consultation with the Library Director.

RULES:

1. Restrictions, Loan Periods, Reserve Status, and Fees

| Equipment | Restrictions | Loan Period | Renewable | Holdable | Overdue fees /day | Maximum fees Overdue |
|---|-----------------------------------|--------------------|------------------|-----------------|--------------------------|---|
| GoPro Cameras | 18 years and older Limit 1 | 1 week | No | Yes | \$5.00/day | \$50.00 (but not to exceed retail cost) |
| Green Screen Kits Screen, tripod, lights | 18 years and older Limit 1 | 1 week | No | Yes | \$5.00/day | \$50.00 (but not to exceed retail cost) |
| LCD Projector | 18 years and older Limit 1 | 1 week | No | Yes | \$5.00/day | \$50.00 (but not to exceed retail cost) |
| Tripods | 18 years and older Limit 1 | 1 week | No | Yes | \$5.00/day | \$50.00 (but not to exceed retail cost) |
| VR Glasses | 18 years and older Limit 1 | 1 week | No | Yes | \$1.00/day | \$5.00 |
| Telescopes | 18 years and older Limit 1 | 1 week | No | Yes | \$5.00/day | \$50.00 (but not to exceed retail cost) |
| Robotics Kits | 18 years and older Limit 1 | 1 week | No | Yes | \$5.00/day | \$50.00 (but not to exceed retail cost) |
| Backyard Movie Bundle | 18 years and older Limit 1 | 1 week | No | Yes | \$5.00/day | \$50.00 (but not to exceed retail cost) |
| PlayStation VR | 18 years and older | 1 week | No | Yes | \$5.00/day | \$50.00 (but not to exceed retail cost) |

| | | | | | | |
|---|---|---------|----|-----|------------|---|
| | Limit 1 | | | | | |
| Mobile Document Scanner | 18 years and older Limit 1 | 1 week | No | Yes | \$5.00/day | \$50.00 (but not to exceed retail cost) |
| Outdoor Games (Bocce Ball; Giant 4x4) | 18 years and older Limit 1 | 1 week | No | Yes | \$5.00/day | \$50.00 (but not to exceed retail cost) |
| Convenience Items: Umbrellas Bike Locks | | 1 week | No | No | \$1.00/day | \$5.00 |
| Wi-Fi Hot Spots | 18 years and older Limit 1 Service is deactivated if item is overdue. | 2 weeks | No | Yes | NA | \$50.00 (but not to exceed retail cost) |

2. The date due serves as first notice to the patron.

As a courtesy, patrons that have signed up for email notification will receive a reminder three days before their library materials are due

Patron accounts will be blocked when an item(s) is more than 14 days overdue. Patrons will be unable to check out additional physical or digital materials if their account is blocked.

Late notices and bills are sent at regular intervals for all overdue items:

Late Notices:

- 1st Overdue Notice: 3 days overdue
- 2nd Overdue Notice: 15 days overdue
- 3rd Overdue Notice: 28 days overdue

Bill Notice:

Materials 45 days or more overdue will automatically be billed and the patron will be notified.

At 60 days overdue, accounts that have a minimum total of \$50.00 in fees will, at the discretion of the Patron Services Manager, be sent to a collection service and a \$10.00 service fee will be added to the amount owed to the Library.

3. Each borrower is financially responsible for the timely return in good condition of all circulating items borrowed on their card. Lost items should be reported immediately. Borrowers will be charged for replacing or repairing lost or damaged materials and bar codes in accordance with the schedule of fees.

4. Any person who owes more than ten dollars in fees or has billed items is considered “blocked” and is not entitled to borrow materials while in a blocked status; however, no other family member will have such privileges restricted because of the blocked member of the family.
5. Lost materials:
 - If the item is lost, the retail price of the item plus a \$5.00 processing fee will be charged. The \$5.00 processing fee is not refunded if the item is returned.
 - If the item is returned within 1 month after a charge for the lost item has been paid, the Library may, at its discretion, accept the item and refund a portion of the amount previously paid. The refund will be the cost of the item paid for, minus the nonrefundable processing fee that had accrued at the time of payment, and will be issued in the form of a check mailed to the address designated by the patron, within 14 days.
 - If a storage case is lost, the patron will be charged the retail price of the case plus \$5.00 processing fee, which is not refunded if the item is returned.
 - Replacement costs for equipment will be at the current replacement cost as determined by the Library Director.
6. Damaged items: Borrowers will be charged the cost of repairing the damage as determined by the Library Director. If the Library Director or their designee determines that the item cannot be repaired, the item will be treated as lost.
7. Library patrons use all library materials at their own risk. The Library is not responsible for damages that may occur to a patron’s equipment while using Library materials.

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Revised May 30, 2018
Revised March 20, 2018
Approved February 21, 2017

LOANS OF BOOKS AND OTHER MATERIALS

I-D-2A

EXPLORATION LIBRARY CIRCULATING EQUIPMENT/SCHEDULE OF FEES

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POLICY:

Library equipment shall be available for circulation, for specified periods of time to all patrons holding a valid Park Ridge Public Library card and ~~who are not delinquent~~ are in good standing. Some Items are restricted to card holders 18 and older.

In order to encourage compliance with Library borrowing rules, and to reimburse the Library for the cost of replacing or repairing lost or damaged Library items, fees and charges shall be imposed in accordance with the schedule set forth in the rules.

New items added to the Library's collection will be assigned loan periods and renewal terms based on the recommendation of the appropriate Department Manager in consultation with the Library Director.

RULES:

1. Restrictions, Loan Periods, Reserve Status, and Fees

| Equipment | Restrictions | Loan Period | Renewable | Reserve Holdable | Overdue fees /day | Maximum Overdue |
|---|--|---------------------|-----------|------------------|-------------------|---|
| GoPro Cameras | 18 years and older Limit 1 | 12 weeks | No | Yes | \$5.00/day | \$50.00 (but not to exceed retail cost) |
| Green Screen Kits Screen, tripod, lights | 18 years and older Limit 1 | 21 weeks | No | Yes | \$5.00/day | \$50.00 (but not to exceed retail cost) |
| LCD Projector | 18 years and older Limit 1 | 21 weeks | No | Yes | \$5.00/day | \$50.00 (but not to exceed retail cost) |
| Art Kits: Knitting Crocheting | | 2 weeks | No | Yes | \$1.00/day | \$5.00 |
| Wi-Fi Hot Spots | 18 years and older Limit 1 | 2 weeks | No | Yes | \$5.00/day | \$50.00 (but not to exceed retail cost) |
| Tripods | 18 years and older Limit 1 | 21 weeks | No | Yes | \$5.00/day | \$50.00 (but not to exceed retail cost) |
| VR Glasses | 18 years and older Limit 1 | 21 weeks | No | Yes | \$1.00/day | \$5.00 |
| Telescopes | 18 years and older Limit 1 | 21 weeks | No | Yes | \$5.00/day | \$50.00 (but not to exceed retail cost) |
| Robotics Kits | 18 years and older Limit 1 | 21 weeks | No | Yes | \$5.00/day | \$50.00 (but not to exceed retail cost) |

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|---|--|------------------|-----------|------------|-------------------|--|
| <u>Backyard Movie Bundle</u> | <u>18 years and older</u> <u>Limit 1</u> | <u>1 week</u> | <u>No</u> | <u>Yes</u> | <u>\$5.00/day</u> | <u>\$50.00 (but not to exceed retail cost)</u> |
| <u>PlayStation VR</u> | <u>18 years and older</u> <u>Limit 1</u> | <u>1 week</u> | <u>No</u> | <u>Yes</u> | <u>\$5.00/day</u> | <u>\$50.00 (but not to exceed retail cost)</u> |
| <u>Mobile Document Scanner</u> | <u>18 years and older</u> <u>Limit 1</u> | <u>1 week</u> | <u>No</u> | <u>Yes</u> | <u>\$5.00/day</u> | <u>\$50.00 (but not to exceed retail cost)</u> |
| <u>Outdoor Games (Bocce Ball; Giant 4x4)</u> | <u>18 years and older</u> <u>Limit 1</u> | <u>1 week</u> | <u>No</u> | <u>Yes</u> | <u>\$5.00/day</u> | <u>\$50.00 (but not to exceed retail cost)</u> |
| Convenience Items: Umbrellas Bike Locks | | <u>2 1 weeks</u> | No | No | \$1.00/day | \$5.00 |
| <u>Wi-Fi Hot Spots</u> | <u>18 years and older</u> <u>Limit 1</u> <u>Service is deactivated if item is overdue.</u> | <u>2 weeks</u> | <u>No</u> | <u>Yes</u> | <u>NA</u> | <u>\$50.00 (but not to exceed retail cost)</u> |

- The date due ~~slip~~ serves as first notice to the patron.

As a courtesy, patrons that have signed up for email notification will receive a reminder three days before their library materials are due.

Patron accounts will be blocked when an item(s) is more than 14 days overdue. Patrons will be unable to check out additional physical or digital materials if their account is blocked.

Late notices and bills are sent at regular intervals for all overdue items:

Late Notices:

1st Overdue Notice: 3 days overdue

2nd Overdue Notice: 15 days overdue

3rd Overdue Notice: 28 days overdue

Bill Notice:

Materials 45 days or more overdue will automatically be billed and the patron will be notified.

At 60 days overdue, accounts that have a minimum total of \$50.00 ~~in overdue materials (value of materials) and/or \$50.00 in late~~ fees will, at the discretion of the Circulation Patron Services Manager, be sent to a collection service and a \$10.00 service fee will be added to the amount owed to the Library.

3. Each borrower is financially responsible for the timely return in good condition of all circulating items borrowed on ~~their~~his or her card. Lost items should be reported immediately ~~to avoid cost of additional overdue fees~~. Borrowers will be charged for replacing or repairing lost or damaged materials and bar codes in accordance with the schedule of fees.

~~4. A computerized delinquency file is maintained of patrons who owe for overdue materials, and fees for lost and/or damaged materials.~~

~~5-4.~~ Any person who owes more than ten dollars in fees or has billed items is considered "blocked" and is not entitled to borrow materials while in a blocked status; however, no other family member will have such privileges restricted because of the blocked member of the family.

~~6-5.~~ Lost materials:

- If the item is lost, the retail price of the item plus a \$5.00 processing fee will be charged. The \$5.00 processing fee is not refunded if the item is returned.
- If the item is returned within 1 month after a charge for the lost item has been paid, the Library may, at its discretion, accept the item and refund a portion of the amount previously paid. The refund will be the cost of the item paid for, minus the nonrefundable processing fee ~~and any late fees~~ that had accrued at the time of payment, and will be issued in the form of a check mailed to the address designated by the patron, within 14 days.
- If a storage case is lost, the patron will be charged the retail price of the case plus \$5.00 processing fee, which is not refunded if the item is returned.
- Replacement costs for equipment will be at the current replacement cost as determined by the Library Director.

~~7-6.~~ Damaged items: Borrowers will be charged the cost of repairing the damage as determined by the Library Director. If the Library Director or ~~their~~her designee determines that the item cannot be repaired, the item will be treated as lost.

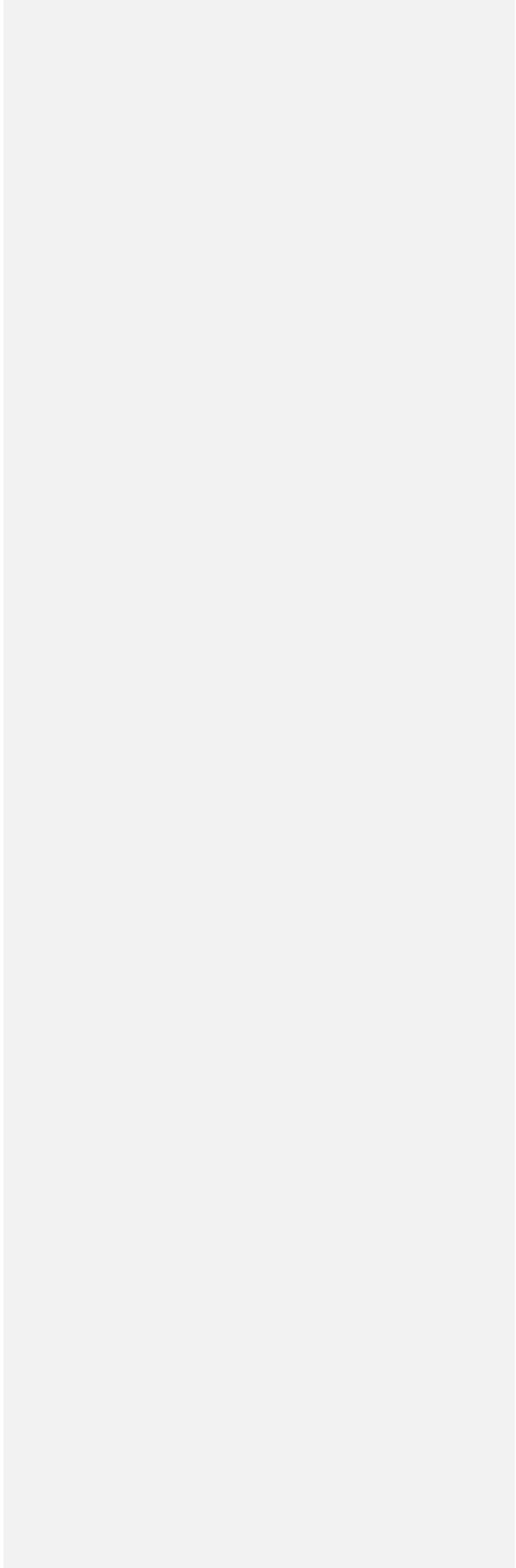
~~8-7.~~ Library patrons use all library materials at their own risk. The Library is not responsible for damages that may occur to a patron's equipment while using Library materials.

| Revised XXX

Revised May 30, 2018

Revised March 20, 2018

Approved February 21, 2017



INTERLIBRARY LOAN SERVICES

For the purposes of this policy, Interlibrary Loan is defined as items that are either lent or borrowed from outside the local consortium, Computer Cooperative Services (CCS).

Lending and borrowing of materials within the CCS consortium are dictated by the CCS Governing Board approved Resource Sharing policy. The Library Director is a member of the Governing Board.

LENDING

POLICY:

The Park Ridge Public Library offers a lending policy within the confines of the ILLINET Interlibrary Loan Code.

RULES:

1. All loanable materials are checked out for a period of four weeks.
2. All interlibrary-loaned materials can be renewed with the approval of designated Library staff.
3. New materials will be interlibrary-loaned after six months from accession
4. Reference and local history items will be loaned at the discretion of the Adult Services Manager
5. Materials that are lost by borrowing libraries will be charged replacement cost plus a \$5.00 processing fee.

BORROWING

POLICY:

In accordance with the ILLINET Interlibrary Loan Code, the Park Ridge Public Library will only request the types or formats of material which they make available to other libraries through Interlibrary Loan. Some institutions charge for the loan of their items. The Park Ridge Public Library will pass on to the patron any charges incurred in obtaining the borrowed item.

RULES:

1. The Library will only borrow items for Park Ridge Public Library cardholders.
2. Interlibrary Loan items may be renewed in person or by phone. Items may be renewed for one week by the Patron Services Staff; Libraries may be contacted by the Interlibrary Loan Coordinator for longer renewals.
3. Any loan fees are due upon checkout of the charged item. If the patron does not

comply, a fee will be attached to the patron's card and the patron's library privileges will be restricted.

PHOTO DUPLICATED ARTICLES OBTAINED FROM OTHER SOURCES:

POLICY:

The Park Ridge Public Library will pass on to patrons any charges, including fees from vendors, and other libraries, copyright charges, postage and handling, or any other cost incurred in obtaining periodical articles. At this time, if the material is available from a member library of the RAILS the patron will not be assessed a fee.

RULES:

1. The requestor must be a Park Ridge Library cardholder in good standing.
2. Payment for materials is due upon pick-up of materials.
3. Five articles may be requested for a patron at one time.

PHOTO DUPLICATED ARTICLES SUPPLIED TO OTHER LIBRARIES:

POLICY:

The Park Ridge Public Library offers a photo duplication policy within the confines of the ILLINET Interlibrary Loan Code.

RULES:

1. The Library will supply photocopies of any material complying with copyright restrictions.
2. Up to thirty pages per bibliographic citation will be supplied free of charge and sent by van, mail, or fax.
3. Reference and local history items will be photocopied at the discretion of the Adult Services Manager.

Revised XXX
Revised May 15, 2012
Revised May 18, 2010
Approved January 19, 1993

LOANS OF BOOKS AND OTHER MATERIALS I D 3

INTERLIBRARY LOAN AND INTERLIBRARY LOAN PHOTO DUPLICATION SERVICES

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For the purposes of this policy, Interlibrary Loan is defined as items that are either lent or borrowed from outside the local consortium, Computer Cooperative Services (CCS).

Lending and borrowing of materials within the CCS consortium are dictated by the CCS Governing Board approved Resource Sharing policy. The Library Director is a member of the Governing Board.

LENDING

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POLICY:

The Park Ridge Public Library offers a lending policy within the confines of the ILLINET Interlibrary Loan Code.

RULES:

1. ~~All loanable materials are Books, paperbacks, books on CD, compact discs, and periodicals are~~ checked out for a period of ~~three~~four weeks.
2. ~~DVDs are checked out for a period of one week.~~
3. All interlibrary-loaned materials can be renewed with the approval of designated Library staff.
4. ~~New materials will be interlibrary-loaned after four~~after six months from accession ~~with exceptions being made at the librarian's discretion.~~
4. ~~Special Collection and fragile material~~Reference and local history items will be loaned at the discretion of the ~~Adult Services Manager~~librarian.
6. ~~Titles Materials~~ that are lost by borrowing libraries will be charged replacement cost plus a \$5.00 processing fee, ~~which will not be refunded if the lost item is returned.~~

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BORROWING

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POLICY:

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In accordance with the ILLINET Interlibrary Loan Code, the Park Ridge Public Library will only request the types or formats of material which they make available to other libraries through Interlibrary Loan. Some institutions charge for the loan of their items. The Park Ridge Public Library will pass on to the patron any charges incurred in obtaining the borrowed item.

RULES:

1. The Library will only borrow items for Park Ridge Public Library cardholders. ~~The Library will honor ILL holds placed by any RAILS cardholders through the online~~

~~catalog designating the pickup point as Park Ridge Public Library.~~

~~2. Overdue Interlibrary Loan items will be charged the same fines as Park Ridge items.~~

3. Interlibrary Loan items may be renewed in person or by phone. Items may be renewed for one week by the Patron Services Circulation Staff; Libraries may be contacted by the Interlibrary Loan Reference Staff Coordinator for longer renewals.

4. Any loan fees are due upon checkout of the charged item. If the patron does not comply, a fee will be attached to the patron's card and the patron's library privileges will be restricted.

PHOTO DUPLICATED ARTICLES OBTAINED FROM OTHER SOURCES:

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POLICY:

The Park Ridge Public Library will pass on to patrons any charges, including fees from vendors, and other libraries, copyright charges, postage and handling, or any other cost incurred in obtaining periodical articles. At this time, if the material is available from a member library of the RAILS the patron will not be assessed a fee.

RULES:

1. The requestor must be a Park Ridge Library cardholder in good standing.

~~2. The requestor must fill out and sign a fee agreement slip.~~

~~3. If the requestor is under the age of eighteen, the fee agreement slip must be signed by a parent or guardian.~~

4. Payment for materials is due upon pick-up of materials; ~~if the patron does not comply, a fee will be attached to their card and their library privileges will be restricted.~~

5. Five articles, ~~or more, may be in process~~ may be requested for a patron at one time, ~~at the discretion of the Interlibrary Loan staff.~~

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PHOTO DUPLICATED ARTICLES SUPPLIED TO OTHER LIBRARIES:

POLICY:

The Park Ridge Public Library offers a photo duplication policy within the confines of the ILLINET Interlibrary Loan Code.

RULES:

1. The Library will supply photocopies of any material complying with copyright restrictions.

2. Up to thirty pages per bibliographic citation will be supplied free of charge and sent by van, mail, or fax.

3. ~~Special Collection and fragile material~~Reference and local history items will be photocopied at the discretion of the ~~librarian~~Adult Services Manager.

Revised XXX

Revised May 15, 2012

Revised May 18, 2010

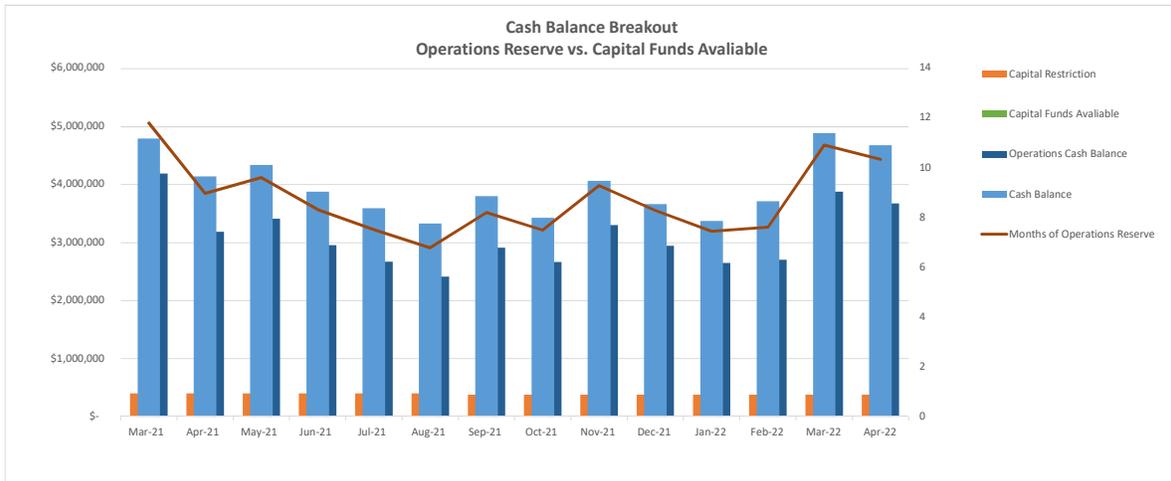
Approved January 19, 1993

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

| REVENUE ACCOUNTS | BUDGET | REVISED BUDGET | YTD ACTUAL | % RECEIVED |
|------------------------|--------------------|----------------|--------------------|------------|
| Local Government Taxes | \$4,088,661 | | \$2,237,062 | 55% |
| Per Capita State Grant | \$55,283 | | \$0 | 0% |
| COVID Related | \$0 | | \$11,045 | 100% |
| Other Receipts | \$61,333 | | \$18,186 | 30% |
| Total Revenue | \$4,205,277 | | \$2,266,293 | 54% |

| ACCOUNT # | OPERATING ACCOUNTS | BUDGET | REVISED BUDGET | YTD EXPENDITURES | % SPENT | NOTES |
|-----------|--------------------------------------|--------------------|--------------------|--------------------|------------|--|
| 9100 | Salaries | \$2,379,103 | \$2,379,103 | \$640,846 | 27% | Fill open positions |
| 9210 | Employee Benefits | \$355,169 | \$355,169 | \$112,665 | 32% | |
| 9317 | Data Processing | \$257,000 | \$257,000 | \$111,001 | 43% | CVI quarterly payment |
| 9321 | Building Maintenance | \$187,500 | \$193,772 | \$35,737 | 18% | Carry Forward Door Lock Project |
| 9324 | Membership, Recruiting, Training | \$28,500 | \$28,500 | \$3,597 | 13% | |
| 9351 | Equipment Rental | \$32,000 | \$32,000 | \$1,503 | 5% | |
| 9359 | Consulting Services | \$37,000 | \$37,000 | \$2,500 | 7% | |
| 9360 | Public Relations | \$34,600 | \$44,600 | \$18,610 | 42% | Carry Forward Per Capita Signage |
| 9385 | General Contractual | \$77,600 | \$77,600 | \$16,761 | 22% | |
| 9385 | Contractual Programs | \$61,500 | \$61,500 | \$12,019 | 20% | |
| 9416 | Audit | \$9,000 | \$9,000 | \$0 | 0% | |
| 9425 | Special Counsel | \$25,000 | \$25,000 | \$6,697 | 0% | |
| 9510 | Supplies | \$117,000 | \$117,000 | \$21,563 | 18% | |
| 9511 | Staff Appreciation | \$2,000 | \$2,000 | \$855 | 43% | |
| 9520 | Computer Materials | \$30,000 | \$30,000 | \$5,350 | 18% | Includes Bibliotheca Invoice |
| 9540 | Library Resources | \$626,000 | \$626,000 | \$196,947 | 31% | |
| | Total Operating Budget | \$4,258,972 | \$4,275,244 | \$1,186,651 | 28% | |
| | Capital Projects Budget | | | | | |
| 9901 | Machinery and Equipment | \$0 | \$0 | \$0 | 0% | |
| 9908 | Computer Equipment | \$22,500 | \$22,500 | \$2,465 | 11% | Firewall Subscription |
| | | | | | | Carry Forward for Ice Melt System, Phone System, Replacement PA and Remainder of funds originally allocated for Fire |
| 9963 | Building Repairs | \$275,000 | \$609,985 | \$2,303 | 0% | Suppression |
| | Total Capital Projects Budget | \$297,500 | \$632,485 | \$4,768 | 1% | |
| | Total Operating Budget | \$4,556,472 | \$4,907,729 | \$1,191,418 | 24% | |
| | LIBRARY SURPLUS (DEFICIT) | (351,195) | (702,452) | 1,074,874 | | |

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



Park Ridge Public Library - Secretary's Report

May 17, 2022

PRPL Web Site News Items

- [Volunteers who formed lifelong friendship honored posthumously with Library Award - General News - News | Park Ridge Library](#) April 20, 2022
- [Friends of the Library Spring Book Sale - General News - News | Park Ridge Library](#) April 20, 2022

Press Articles

- The Library Should Serve Everyone; Residents Urge for Library Censorship
https://issuu.com/southwords/docs/2022-04-18_southwords April 18, 2022
- [State Legislation Provides Easier Municipal Library Access, Arlington Heights Journal \(IL\), April 27, 2022 \(newsbank.com\)](#) April 27, 2022
- [May 6 | Friends of the Park Ridge Library Preview Book Sale, members only- join at the door | Park Ridge, IL Patch](#)
- [May 7 | Spring Open Book Sale | Park Ridge, IL Patch](#)
- [May 8 | Half Price Book Sale | Park Ridge, IL Patch](#)
- [Jul 16 | Summer Pop-Up Book Sale at Park Ridge Library | Park Ridge, IL Patch](#)
- [Park Ridge's Memorial Day parade returns, but its future uncertain due to aging of American Legion members - Chicago Tribune - ProQuest](#) May 7, 2022



| | Apr-22 | Mar-22 | YTD | 2021 YTD | 2020 YTD | 2019 YTD | % Change 2019 to 2022 | Analysis |
|-----------------------------|---------------|---------------|----------------|----------------|----------------|----------------|--------------------------|--|
| CIRCULATION OVERVIEW | | | | | | | | |
| Physical items | 52,326 | 54,556 | 206,221 | 155,033 | 126,677 | 246,631 | -16% | Circulation of physical items is trending upward from 2021 YTD levels but still trails preCOVID levels. Digital circulation remains significantly higher than before COVID. |
| Digital items | 9,305 | 10,790 | 40,820 | 44,163 | 35,911 | 27,712 | 47% | |
| TOTAL | 61,631 | 65,346 | 247,041 | 199,196 | 162,588 | 274,343 | -10% | |
| PROGRAMS | | | | | | | | |
| Adult Programs | 21 | 25 | 77 | 53 | 59 | 75 | 3% | Adult programs and attendance exceed prior years. Youth programming attendance on track with FY21 but trails FY19. In addition to programs, many additional opportunities to engage with children offered in library (e.g. pixel art, take |
| Adult Attendees | 648 | 773 | 2,407 | 2,188 | 981 | 1,488 | 62% | |
| Youth Programs | 34 | 42 | 139 | 151 | 116 | 168 | -17% | |
| Youth Attendees | 519 | 887 | 2,767 | 2,593 | 4,299 | 5,961 | -54% | |
| OUTREACH | | | | | | | | |
| School Loans | 19 | 11 | 52 | 49 | 34 | 118 | -56% | Items loaned to schools is trending upward in FY22 but remains lower than in FY 19 |
| Items loaned to Schools | 412 | 460 | 1,762 | 1,273 | 677 | 2,477 | -29% | |
| Homebound Patrons served | 24 | 17 | 92 | 73 | 57 | 68 | 35% | Deliveries to homebound patrons continues to be a well used service, now exceeding pre-COVID usage. |
| Homebound Materials loaned | 98 | 82 | 390 | 357 | 277 | 372 | 5% | |
| Book clubs served | 49 | 46 | 174 | 139 | 140 | 168 | 4% | Service to books clubs has returned to pre-pandemic levels. Number of clubs served shows slight increase |
| Items loaned to book clubs | 407 | 402 | 1,512 | 1,172 | 1,288 | 1,520 | -1% | |
| TECHNOLOGY | | | | | | | | |
| Wi-Fi Sessions | 66,191 | 76,015 | 192,896 | 76,294 | 51,729 | 314,232 | -39% | Wi-Fi and public PC usage has not yet reached preCOVID levels. |
| Wi-Fi - unique clients | 1,132 | 1,123 | 4,416 | 1,509 | 5,635 | - | -22% | |
| Public PC Sessions | 986 | 1,006 | 3,318 | 497 | 4,826 | 7,410 | -55% | |
| WEBSITE | | | | | | | | |
| Visits | 15,952 | 18,540 | 68,049 | 92,915 | 66,750 | 77,370 | -12% | Website usage has not reached preCOVID levels. |
| Unique users | 7,814 | 9,139 | 32,858 | 36,387 | 32,370 | 37,843 | -13% | |
| USERS | | | | | | | | |
| New cards issued | 147 | 158 | 564 | 249 | 358 | 630 | -10% | Number of cards issued for the month and # of unique users approximate FY19 levels while total cardholders has decreased. |
| Total PRPL cardholders | 18,918 | 18,787 | 18,918 | 20,467 | 24,265 | 23,646 | -20% | |
| Unique users | 4,127 | 4,248 | 4,127 | 4,535 | 8 | 3,902 | 6% | FY 2019 door counts not comparable due to renovation closure of front entrance during this timeframe. |
| Door count | 17,714 | 18,304 | 65,596 | 8,861 | 58,211 | 37,170 | 76% | |
| PATRON SERVICES | | | | | | | | |
| Contact free pick up items | 175 | 184 | 741 | 2,489 | | | -70% | Consistent usage of this option in FY22 |
| Cardholders* | | | 48% | 52% | 65% | 63% | | Cumulative impact of pandemic closures and renovation and parking lot closures have negatively impacted number of cardholders. |
| 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



Park Ridge Public Library

TO: Library Board of Trustees
 FROM: Joanna Bertucci, Library Director
 DATE: May 12, 2022
 SUBJECT: Library Director's Report

Administration & Board

- Staff will represent the Library at the 2022 Memorial Day parade. The parade is back on the calendar for the first time since 2019! Trustees and their families are welcome to join us for the parade. I will send details to all Trustees in a separate communication.
- I was part of a panel discussion with three Dominican University School of Information Science alumni Library Directors as part of the 50th Anniversary celebration of the Rebecca Crown Library on April 26. I and two other Directors reflected on our experiences and memories of the Crown Library and Dominican University. It was a lovely event and I was honored to have been a part of the event.
- Angela Berger is coordinating our Little Free Library (LFL) program with Marion's Mark and our current LFL stewards. After reaching out to the six existing stewards, three updates were received with requests for books to replenish their libraries. Among the responses received were:
 - "One fun story, I purchased some small art kits to hand out to my frequent visitors. One lovely family sent me a thank you note for the Library and the art kit. So touching."
 - "Thanks so much for allowing me to host one of the Little Free Libraries! It has been an absolute pleasure."
 - "We were THRILLED to pick up the two overflowing bags of books for our LFL. Thank you soooo much."
 - "We literally have at least 2 moms with little ones visit the library each day!!! My office faces the library so I can see 😊 This has been such a great addition to this neighborhood."
- The Library received 1 FOIA request in April 2022.
 - Requestor: Canon/Municipal Account Executive
 - Lease and Maintenance/Service contract(s) pertaining to all copier and printer equipment used by the PARK RIDGE PUBLIC LIBRARY.
 - Contract(s) pertaining to any Managed Print Services program used by the PARK RIDGE PUBLIC LIBRARY.
 - Current printer and copier invoices from the past six months.

Staff Updates and Professional Development:

- Caroline McCarthy of Have Dreams returned to the Library April 25 for a second Autism Acceptance training session with 27 staff members in attendance. After the training sessions, staff were asked to complete an evaluation. Feedback was overwhelmingly positive and many staff articulated that Ms. McCarthy offered suggestions for serving patrons on the autism spectrum that could be applied to our broader patron base, as well. When asked what topics staff would like to see presented at future staff training events, many staff suggested de-escalation training or how to handle challenging patron interactions. I am looking into a training program for all staff on this topic for fall 2022.
- On April 28 the Park Ridge Public Library was the host location for Bibliotheca's first BiblioInsiders event. Patron Services Manager, Anastasia Rachmaciej, was invited by Bibliotheca to present on best practices in circulation. Ms. Rachmaciej shared her experience managing the Library's RFID conversion project including procedures and tips for implementing RFID technology and equipment. Staff from the Fayetteville Public Library (Fayetteville, Arkansas) and the Scott County Library System (Scott County, Minnesota) also presented, Bibliotheca hosted the event at Pazzi di Pizza (1 South Prospect, PR). After the presentations, Ms. Rachmaciej and I facilitated a tour of the Library for the event participants with the assistance of



Adult Services Manager, Laura Scott. It was very gratifying to have the opportunity to showcase our Library to the professional community.

- We welcomed two new staff members to our Adult Services team in April. Ms. Anna Jayne Wolf is our new Library Specialist II, working the RS Desk, and Ms. Grace Swedberg is our new Makerspace Associate. We are very excited to have them on board.
- Several Library staff attended ILA's Reaching Forward conference on May 6 at the Donald E. Stephens Convention Center in Rosemont, IL. This conference is an excellent opportunity for paraprofessional staff.

Strategic Plan Progress:

- ***Encourage individual growth and lifelong learning***
 - The Reader Services team provided 407 books to 49 community book clubs in April.
 - The Youth Services department staff continue to work through their respective EDI audits.
- ***Develop civic education for an informed and engaged citizenry***
 - Librarian Maddie McGuire is our new library representative at the monthly Youth Commission meetings. Ms. McGuire planned a high school study night at the Library to support teens preparing for final exams and projects.

Finance:

- Finance and Administrative Services Manager, Alyson Doubek, submitted a budget transfer request to the City of Park Ridge:
 - Transfer \$4,000 from adult nonfiction books to Library resources periodicals.
- The field work for the SY21 audit took place on April 28. Ms. Doubek and Mr. Ed Tidd, the Library's bookkeeper, will worked directly with the auditors during their visit. Feedback from City Finance Manager, Chris Lipman, suggests that the audit went very smoothly for all City departments and component units. Once we have a date for the audit presentation, the task calendar will be updated accordingly.
- The new printer and copier fleet were installed on April 18 and 19. CVI has been working with Gordon Flesch and Today's Business Solutions (TBS) to ensure that the configurations for patron and staff machines are working correctly.
- Ms. Doubek prepared and sent the annual NSDC invoices to the eight member libraries.

Building and Grounds:

- Facility Manager, John Priala, managed the Library's duct cleaning project and was onsite overnight for the duration of the project. The project commenced on April 25 and was substantially completed on May 5. The crew from Kleen Air will return to the Library the week of May 23 to complete the project with the cleaning of interior returns and ducts.
- Mr. Priala and I meet with Andy Dogan and Kyle Cunningham of Williams Architects on April 29. This team will meet again in May in advance of Mr. Dogan's presentation to the Board at the June 2022 Committee of the Whole meeting.
- Mr. Priala coordinated and oversaw the repairs and updates to the 7 exterior electrical outlets. All outlets were updated to GFCI and enclosed with lockable cases.
- Takeform was onsite on May 9 to install the dimensional lettering and balance of the directional signage.
- Now that the weather has improved (warmer and dryer than the past 6 weeks), the facilities team are working on patching and painting the lower level exterior window sills.

Operations:

- Patron Services Manager, Anastasia Rachmaciej, worked with Ms. Bertucci to develop recommendations and edits to the circulation policies.

- The Technical Services department staff have been busy processing this year’s award winning titles in our children’s, loft, and high school collections. Additionally, the Youth Services has curated the 2023 Battle of the Books list and Technical Services staff have been working quickly to get all these titles shelf ready for our patrons.
- Youth Services Manager, Staci Greenwald, Teen Services Supervisor, Emily Fardoux, Mr. Priala, and I met with a representative from Library Furniture International (LFI) to begin the procurement process for a new Teen Loft service desk. At the onset of the COVID-19 pandemic, the Teen Loft desk was replaced with a larger, retrofitted patron table as the service desk could not accommodate the large plastic barriers. Since then, the Loft service desk has been repurposed in the Youth Services work room as an additional needed staff workstation. During the interim period it was determined that the Loft would benefit from a more functional service desk and storage solution. The FY21 Per Capita Grant specified this project as planned use for grant funds. This past week, Mr. Priala and his team reconfigured the current shelving units, tables, and chairs to improve sight lines in the space in consultation with Ms. Greenwald, Ms. Fardoux, and myself.



Partnerships, Outreach and Advocacy:

- We are continuing to serve patrons in ways that are most comfortable for them. Volunteers delivered 98 items to 24 homebound patrons in April. Patron Services staff made 11 (23 items) additional deliveries to patrons in April.
- Ms. Bertucci attended the “Get It Together” benefit luncheon for the 20th Century Club of Park Ridge on Saturday, April 23, 2022 at the Park Ridge County Club. The Library was designated as this year’s beneficiary of the fundraiser and Mrs. Janelle Marcuccilli and Mrs. Liz Greenhill presented the Library with a \$6,000 check at the May 10, 2022 Committee of the Whole meeting. The funds will be used to enhance our outreach services for seniors in the community.
- Marketing and Public Relations Supervisor, Jen Healy, worked with Go Green Park Ridge to promote their Earth Day activities in the second floor display case. This summer, The Harbour and the city’s Historic Preservation Commission will be using the case to promote their organizations.

Marketing/Public Relations:

- Planning for Summer Reading 2022 is well underway. We are so excited for a return to pre pandemic Summer Reading Club!

- Promotional materials including reading logs, flyers to be handed out at school visits in May, and posters to be displayed in kiosks around Uptown and inside the Library have been produced. A postcard promoting the kickoff event (Saturday, June 4) will be mailed to all residences mid-May.
- Summer Reading registration opens May 20 and readers can begin logging on June 3.
- Ms. Healy, has begun the onboarding and training process for Savannah/Orange Boy, our new email marketing and engagement platform. As of April 30, Orange Boy is in the process of migrating our data to their platform.

Notable Programs and Services:

- In anticipation of Summer Reading signup, Youth Services staff have been making the rounds at local schools. Preschool Coordinator Liz Fitcher, School Services Coordinator Catherine Dudley, and Teen Services Librarian Maddie McGuire will visit each Park Ridge school classroom, either in-person or virtually, during the month of May. It is anticipated that our staff will engage with over 5,000 students!
- In an effort to make the Children’s Department more dynamic, inviting and engaging, the Youth Services Team has implemented monthly “adventures” for young children and their caregivers.
 - April’s activity featured a **Pixel Art** community art project. We had 675 kids (some, more than once) participate in this program.
 - Additionally, April saw the return of PRPL’s Book Madness! A March Madness style competition featuring a faceoff between favorite children’s book characters and literacy heroes vs. villains. Patrons cast 1,634 votes in March and April.
- The Youth Services department distributed approximately 750 kits and projects for kids and teens in March.
- 59 patrons Zoomed in to the Nick Offerman and Jeff Tweedy event on April 27. This program was made possible by our partnership with Illinois Libraries Presents programming consortium, a statewide programming collaboration between public libraries. The pilot program for Illinois Libraries Presents will conclude in June 2022. I am pleased to report that this collaboration has been very beneficial for our Library and we intend to remain a part of this cooperative when programming resumes in September 2022.
- We have added an 8 mm film converter to the Media Lab. The Wolverine MovieMaker Pro can digitize 8mm and Super 8 film reels up to 5 inches in diameter. Patrons have been asking for one of these so we are glad to meet the demand. Reference Librarian, Sarah Lamparelli, is working on instruction materials and developing a class around using this equipment and software.



- | | |
|---------------------------------------|--------------------------------------|
| ● 5 patron orientations | ● 4 patron orientations |
| ● 4 classes with 11 total attendees | ● 4 classes with 4 total attendees |
| ● 5 user sessions (6.25 hours of use) | ● 22 user sessions (51 hours of use) |

Respectfully Submitted,

Joanna Bertucci
May 13, 2022

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

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

- Grace Swedberg, Makerspace Associate, Part-time
- Anna Jayne Wolf, Library Specialist II, Part-time

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

- Timothy Butzen, Library Specialist II, Part-time

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

- None



April and May 2022 Activities:

- Made \$5,776.25 at Spring Book Sale
- Trained 6 new volunteers
- Created new membership envelopes

**City of Park Ridge, IL
Warrant List Fund Totals
04/16/2022**

| Fund | Description | Amount |
|-------------|---------------------|--------------------|
| 201 | Library Fund | \$59,727.70 |
| 201 | Grant Fund | \$0.00 |
| 201 | North Suburban | \$6,541.40 |
| <hr/> | | |
| | Report Total | \$66,269.10 |

WARRANT: L041622

TO FISCAL 2022/04 01/01/2022 TO 12/31/2022

| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|--|-------------------------|----------|---------|--------|----------|----------|----------------|---------------------------|---------------------------|----------|
| 6095 ABC COMMERCIAL | 142429 | 04/11/22 | 199007 | | 212012 | P | 04/21/22 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | 2,541.00 |
| | INVOICE: 20220367 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | 9,471.00 | YTD PAID | 2,541.00 |
| 1136 ADVOCATE HEALTH AND HOSPITALS CORPORATION | 142431 | 04/11/22 | 199009 | | 212013 | P | 04/21/22 | 2015011 933100 | LIB RECRUIT & TESTING | 58.00 |
| | INVOICE: 821363 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | 3,749.00 | YTD PAID | 58.00 |
| 48 AEC ONE STOP GROUP INC | 142430 | 04/11/22 | 199008 | | 212014 | P | 04/21/22 | 2015017 954015 | LIB RSRCS-RECORDINGS MUSI | 150.72 |
| | INVOICE: PLS64197275 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | 1,437.54 | YTD PAID | 150.72 |
| 5354 AMAZON COM LLC | 142432 | 04/11/22 | 199010 | | 212015 | P | 04/21/22 | 2015012 952100 | BUILDING SUPPLIES | 129.99 |
| | INVOICE: 453335434388 | | | | | | | | | |
| 142433 | 04/11/22 | 199011 | | 212015 | P | 04/21/22 | 2015017 951100 | LIBRARY SUPPLIES | 93.99 | |
| | INVOICE: 469856586695 | | | | | | | | | |
| 142434 | 04/11/22 | 199012 | | 212015 | P | 04/21/22 | 2015012 952100 | BUILDING SUPPLIES | 129.68 | |
| | INVOICE: 465777474839 | | | | | | | | | |
| 142435 | 04/11/22 | 199013 | | 212015 | P | 04/21/22 | 2015012 952100 | BUILDING SUPPLIES | 258.32 | |
| | INVOICE: 474549438886 | | | | | | | | | |
| 142436 | 04/11/22 | 199014 | | 212015 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | -88.70 | |
| | INVOICE: 0211386CM05X2U | | | | | | | | | |
| 142437 | 04/11/22 | 199015 | | 212015 | P | 04/21/22 | 2015011 951002 | OFF SPLS--OTHER SUPPLIES | 44.99 | |
| | INVOICE: 465853787349 | | | | | | | | | |
| 142438 | 04/11/22 | 199016 | | 212015 | P | 04/21/22 | 2015013 951100 | LIBRARY SUPPLIES | 7.47 | |
| | INVOICE: 784456858545 | | | | | | | | | |
| 142439 | 04/11/22 | 199017 | | 212015 | P | 04/21/22 | 2015015 954010 | LIB RSRCS-VIDEOGAMES | 59.99 | |
| | INVOICE: 453596768533 | | | | | | | | | |
| 142440 | 04/11/22 | 199018 | | 212015 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 14.03 | |
| | INVOICE: 644376494373 | | | | | | | | | |
| 142441 | 04/11/22 | 199019 | | 212015 | P | 04/21/22 | 2015015 954010 | LIB RSRCS-VIDEOGAMES | 79.98 | |
| | INVOICE: 639884457985 | | | | | | | | | |
| 142443 | 04/11/22 | 199021 | | 212015 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 49.96 | |
| | INVOICE: 538987846369 | | | | | | | | | |
| 142444 | 04/11/22 | 199022 | | 212015 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | -4.99 | |
| | INVOICE: 877997893558 | | | | | | | | | |
| 142445 | 04/11/22 | 199023 | | 212015 | P | 04/21/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 33.94 | |
| | INVOICE: 785588667339 | | | | | | | | | |
| 142446 | 04/11/22 | 199024 | | 212015 | P | 04/21/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 76.84 | |
| | INVOICE: 833884894337 | | | | | | | | | |
| 142615 | 04/12/22 | 199196 | | 212015 | P | 04/21/22 | 2015015 951100 | LIBRARY SUPPLIES | 14.97 | |
| | INVOICE: 445646387739 | | | | | | | | | |
| 142616 | 04/12/22 | 199197 | | 212015 | P | 04/21/22 | 2015012 952100 | BUILDING SUPPLIES | 65.00 | |
| | INVOICE: 598653989677 | | | | | | | | | |

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| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|--------------------------------|----------|--------------|---------|-----|--------------|---|----------|----------------|--------------------------|----------|
| | 142617 | 04/12/22 | 199198 | | 212015 | P | 04/21/22 | 2015012 952100 | BUILDING SUPPLIES | 49.79 |
| | INVOICE: | 784477883955 | | | | | | | | |
| | 142618 | 04/12/22 | 199199 | | 212015 | P | 04/21/22 | 2015012 952100 | BUILDING SUPPLIES | 170.95 |
| | INVOICE: | 748756637559 | | | | | | | | |
| | 142619 | 04/12/22 | 199200 | | 212015 | P | 04/21/22 | 2015015 938506 | GNL CNTRL SVC/PROGRAM | 9.99 |
| | INVOICE: | 434784774546 | | | | | | | | |
| | 142620 | 04/12/22 | 199201 | | 212015 | P | 04/21/22 | 2015015 938506 | GNL CNTRL SVC/PROGRAM | 110.89 |
| | INVOICE: | 446899545379 | | | | | | | | |
| VENDOR TOTALS | | | | .00 | YTD INVOICED | | | 12,019.53 | YTD PAID | 1,307.08 |
| 800 AMERICAN EAGLE COM | | | | | | | | | | |
| | 142447 | 04/11/22 | 199025 | | 212016 | P | 04/21/22 | 2015011 931700 | LIB DATA PROC SV | 200.00 |
| | INVOICE: | 352056 | | | | | | | | |
| | 142448 | 04/11/22 | 199026 | | 212016 | P | 04/21/22 | 2015011 931700 | LIB DATA PROC SV | 420.00 |
| | INVOICE: | 350522 | | | | | | | | |
| VENDOR TOTALS | | | | .00 | YTD INVOICED | | | 2,030.00 | YTD PAID | 620.00 |
| 3583 ANDERSON LOCK COMPANY LTD | | | | | | | | | | |
| | 142449 | 04/11/22 | 199027 | | 212017 | P | 04/21/22 | 2015012 952100 | BUILDING SUPPLIES | 43.20 |
| | INVOICE: | 1089495 | | | | | | | | |
| VENDOR TOTALS | | | | .00 | YTD INVOICED | | | 21,129.00 | YTD PAID | 43.20 |
| 3596 ANGELA BERGER | | | | | | | | | | |
| | 142450 | 04/11/22 | 199028 | | 212018 | P | 04/21/22 | 2015011 933800 | CONFERENCES & TRAINING | 33.45 |
| | INVOICE: | ADM041122 | | | | | | | | |
| | 142451 | 04/11/22 | 199029 | | 212018 | P | 04/21/22 | 2015011 951103 | STAFF APPRECIATION | 37.98 |
| | INVOICE: | ADM0411222 | | | | | | | | |
| VENDOR TOTALS | | | | .00 | YTD INVOICED | | | 71.43 | YTD PAID | 71.43 |
| 101020 BAKER AND TAYLOR BOOKS | | | | | | | | | | |
| | 142341 | 04/08/22 | 198919 | | 212019 | P | 04/21/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 17.02 |
| | INVOICE: | 2036613063 | | | | | | | | |
| | 142342 | 04/08/22 | 198920 | | 212019 | P | 04/21/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 86.50 |
| | INVOICE: | 2036613064 | | | | | | | | |
| | 142343 | 04/08/22 | 198921 | | 212019 | P | 04/21/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 103.51 |
| | INVOICE: | 2036613056 | | | | | | | | |
| | 142344 | 04/08/22 | 198922 | | 212019 | P | 04/21/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 171.37 |
| | INVOICE: | 2036613057 | | | | | | | | |
| | 142345 | 04/08/22 | 198923 | | 212019 | P | 04/21/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 127.47 |
| | INVOICE: | 2036613058 | | | | | | | | |
| | 142346 | 04/08/22 | 198924 | | 212019 | P | 04/21/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 64.91 |
| | INVOICE: | 2036613059 | | | | | | | | |
| | 142347 | 04/08/22 | 198925 | | 212019 | P | 04/21/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 50.34 |
| | INVOICE: | 2036613060 | | | | | | | | |
| | 142348 | 04/08/22 | 198926 | | 212019 | P | 04/21/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 111.03 |
| | INVOICE: | 2036613061 | | | | | | | | |
| | 142349 | 04/08/22 | 198927 | | 212019 | P | 04/21/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 20.57 |

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| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|-------------|----------|------------|---------|----|----------|---|----------|----------------|---------------------------|--------|
| | INVOICE: | 2036613062 | | | | | | | | |
| | 142350 | 04/08/22 | 198928 | | 212019 | P | 04/21/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 66.38 |
| | INVOICE: | 2036613055 | | | | | | | | |
| | 142351 | 04/08/22 | 198929 | | 212019 | P | 04/21/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 34.30 |
| | INVOICE: | 2036595876 | | | | | | | | |
| | 142352 | 04/08/22 | 198930 | | 212019 | P | 04/21/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 38.77 |
| | INVOICE: | 2036646481 | | | | | | | | |
| | 142353 | 04/08/22 | 198931 | | 212019 | P | 04/21/22 | 2015015 954019 | LIB RSRCS-CHILDRENS BOOKS | 23.67 |
| | INVOICE: | 2036611470 | | | | | | | | |
| | 142354 | 04/08/22 | 198932 | | 212019 | P | 04/21/22 | 2015015 954019 | LIB RSRCS-CHILDRENS BOOKS | 152.47 |
| | INVOICE: | 2036611471 | | | | | | | | |
| | 142355 | 04/08/22 | 198933 | | 212019 | P | 04/21/22 | 2015015 954019 | LIB RSRCS-CHILDRENS BOOKS | 12.04 |
| | INVOICE: | 2036611715 | | | | | | | | |
| | 142356 | 04/08/22 | 198934 | | 212019 | P | 04/21/22 | 2015015 954019 | LIB RSRCS-CHILDRENS BOOKS | 119.60 |
| | INVOICE: | 2036611716 | | | | | | | | |
| | 142357 | 04/08/22 | 198935 | | 212019 | P | 04/21/22 | 2015015 954019 | LIB RSRCS-CHILDRENS BOOKS | 61.61 |
| | INVOICE: | 2036637406 | | | | | | | | |
| | 142358 | 04/08/22 | 198936 | | 212019 | P | 04/21/22 | 2015015 954019 | LIB RSRCS-CHILDRENS BOOKS | 11.77 |
| | INVOICE: | 2036637407 | | | | | | | | |
| | 142359 | 04/08/22 | 198937 | | 212019 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 16.59 |
| | INVOICE: | 2036609488 | | | | | | | | |
| | 142360 | 04/08/22 | 198938 | | 212019 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 35.89 |
| | INVOICE: | 2036615280 | | | | | | | | |
| | 142361 | 04/08/22 | 198939 | | 212019 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 179.09 |
| | INVOICE: | 2036616459 | | | | | | | | |
| | 142362 | 04/08/22 | 198940 | | 212019 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 88.70 |
| | INVOICE: | 2036504795 | | | | | | | | |
| | 142363 | 04/08/22 | 198941 | | 212019 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 506.64 |
| | INVOICE: | 2036630292 | | | | | | | | |
| | 142364 | 04/08/22 | 198942 | | 212019 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 66.47 |
| | INVOICE: | 2036609487 | | | | | | | | |
| | 142365 | 04/08/22 | 198943 | | 212019 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 182.43 |
| | INVOICE: | 2036629630 | | | | | | | | |
| | 142366 | 04/08/22 | 198944 | | 212019 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 49.77 |
| | INVOICE: | 2036633584 | | | | | | | | |
| | 142367 | 04/08/22 | 198945 | | 212019 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 16.58 |
| | INVOICE: | 2036629626 | | | | | | | | |
| | 142368 | 04/08/22 | 198946 | | 212019 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 16.58 |
| | INVOICE: | 2036609485 | | | | | | | | |
| | 142369 | 04/08/22 | 198947 | | 212019 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 69.78 |
| | INVOICE: | 2036609486 | | | | | | | | |
| | 142370 | 04/08/22 | 198948 | | 212019 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 6.82 |
| | INVOICE: | 2036609483 | | | | | | | | |
| | 142371 | 04/08/22 | 198949 | | 212019 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 33.74 |
| | INVOICE: | 2036609484 | | | | | | | | |
| | 142372 | 04/08/22 | 198950 | | 212019 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 45.97 |
| | INVOICE: | 2036629631 | | | | | | | | |
| | 142373 | 04/08/22 | 198951 | | 212019 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 8.02 |
| | INVOICE: | 2036629627 | | | | | | | | |
| | 142374 | 04/08/22 | 198952 | | 212019 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 31.77 |
| | INVOICE: | 2036629628 | | | | | | | | |

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| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|-------------|----------|------------|---------|----|----------|---|----------|----------------|---------------------------|--------|
| | 142375 | 04/08/22 | 198953 | | 212019 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 58.15 |
| | INVOICE: | 2036629629 | | | | | | | | |
| | 142376 | 04/08/22 | 198954 | | 212019 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 12.30 |
| | INVOICE: | 2036630291 | | | | | | | | |
| | 142377 | 04/08/22 | 198955 | | 212019 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 8.02 |
| | INVOICE: | 2036630293 | | | | | | | | |
| | 142378 | 04/08/22 | 198956 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 31.13 |
| | INVOICE: | 2036611624 | | | | | | | | |
| | 142379 | 04/08/22 | 198957 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 13.49 |
| | INVOICE: | 2036611625 | | | | | | | | |
| | 142380 | 04/08/22 | 198958 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 26.97 |
| | INVOICE: | 2036611626 | | | | | | | | |
| | 142381 | 04/08/22 | 198959 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 35.87 |
| | INVOICE: | 2036611627 | | | | | | | | |
| | 142382 | 04/08/22 | 198960 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 258.84 |
| | INVOICE: | 2036611628 | | | | | | | | |
| | 142383 | 04/08/22 | 198961 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 220.23 |
| | INVOICE: | 2036624354 | | | | | | | | |
| | 142384 | 04/08/22 | 198962 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 50.65 |
| | INVOICE: | 2036629446 | | | | | | | | |
| | 142385 | 04/08/22 | 198963 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 26.12 |
| | INVOICE: | 2036629447 | | | | | | | | |
| | 142386 | 04/08/22 | 198964 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 66.60 |
| | INVOICE: | 2036629448 | | | | | | | | |
| | 142387 | 04/08/22 | 198965 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 40.47 |
| | INVOICE: | 2036629449 | | | | | | | | |
| | 142388 | 04/08/22 | 198966 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 5.27 |
| | INVOICE: | 2036629450 | | | | | | | | |
| | 142389 | 04/08/22 | 198967 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 13.74 |
| | INVOICE: | 2036629451 | | | | | | | | |
| | 142390 | 04/08/22 | 198968 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 10.34 |
| | INVOICE: | 2036624353 | | | | | | | | |
| | 142391 | 04/08/22 | 198969 | | 212019 | P | 04/21/22 | 2015017 954011 | LIB RSRCS -MWL | 33.16 |
| | INVOICE: | 2036613598 | | | | | | | | |
| | 142392 | 04/08/22 | 198970 | | 212019 | P | 04/21/22 | 2015017 954011 | LIB RSRCS -MWL | 65.23 |
| | INVOICE: | 2036613597 | | | | | | | | |
| | 142393 | 04/08/22 | 198971 | | 212019 | P | 04/21/22 | 2015017 954011 | LIB RSRCS -MWL | 56.33 |
| | INVOICE: | 2036613596 | | | | | | | | |
| | 142394 | 04/08/22 | 198972 | | 212019 | P | 04/21/22 | 2015017 954011 | LIB RSRCS -MWL | 177.83 |
| | INVOICE: | 2036630389 | | | | | | | | |
| | 142395 | 04/08/22 | 198973 | | 212019 | P | 04/21/22 | 2015017 954011 | LIB RSRCS -MWL | 101.79 |
| | INVOICE: | 2036630388 | | | | | | | | |
| | 142396 | 04/08/22 | 198974 | | 212019 | P | 04/21/22 | 2015017 954011 | LIB RSRCS -MWL | 66.36 |
| | INVOICE: | 2036630387 | | | | | | | | |
| | 142397 | 04/08/22 | 198975 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 58.48 |
| | INVOICE: | 2036611707 | | | | | | | | |
| | 142398 | 04/08/22 | 198976 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 6.57 |
| | INVOICE: | 2036611708 | | | | | | | | |
| | 142399 | 04/08/22 | 198977 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 480.97 |
| | INVOICE: | 2036611709 | | | | | | | | |
| | 142400 | 04/08/22 | 198978 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 48.64 |

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| VENDOR NAME | | | | | | | | | |
|-----------------------------|----------|---------|------------------|----------|---|--------------------|----------------|---------------------------|----------|
| DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
| ----- | | | | | | | | | |
| INVOICE: 2036611706 | | | | | | | | | |
| 142402 | 04/08/22 | 198980 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 22.97 |
| INVOICE: 2036636930 | | | | | | | | | |
| 142403 | 04/08/22 | 198981 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 11.20 |
| INVOICE: 2036636931 | | | | | | | | | |
| 142404 | 04/08/22 | 198982 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 34.75 |
| INVOICE: 2036636932 | | | | | | | | | |
| 142405 | 04/08/22 | 198983 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 51.04 |
| INVOICE: 2036636933 | | | | | | | | | |
| 142406 | 04/08/22 | 198984 | | 212019 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 22.97 |
| INVOICE: 2036636934 | | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | 54,068.56 YTD PAID | 4,744.65 | | |
| 489 BLACKSTONE AUDIOBOOKS | | | | | | | | | |
| 142452 | 04/11/22 | 199030 | | 212020 | P | 04/21/22 | 2015017 954004 | LIB RSRCS-RECORDING AUDIO | 103.33 |
| INVOICE: 2031612 | | | | | | | | | |
| 142453 | 04/11/22 | 199031 | | 212020 | P | 04/21/22 | 2015017 954004 | LIB RSRCS-RECORDING AUDIO | 82.40 |
| INVOICE: 2032000 | | | | | | | | | |
| 142454 | 04/11/22 | 199032 | | 212020 | P | 04/21/22 | 2015017 954004 | LIB RSRCS-RECORDING AUDIO | 86.90 |
| INVOICE: 2032306 | | | | | | | | | |
| 142455 | 04/11/22 | 199033 | | 212020 | P | 04/21/22 | 2015017 954004 | LIB RSRCS-RECORDING AUDIO | 32.64 |
| INVOICE: 2032523 | | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | 2,414.72 YTD PAID | 305.27 | | |
| 303441 BROWN INDUSTRIES INC | | | | | | | | | |
| 142456 | 04/11/22 | 199034 | | 212021 | P | 04/21/22 | 2015011 951103 | STAFF APPRECIATION | 466.00 |
| INVOICE: 12204921 | | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | 561.50 YTD PAID | 466.00 | | |
| 8516 CATHERINE DUDLEY | | | | | | | | | |
| 142468 | 04/11/22 | 199046 | | 212022 | P | 04/21/22 | 2015011 933800 | CONFERENCES & TRAINING | 9.40 |
| INVOICE: ADM0411225 | | | | | | | | | |
| 142468 | 04/11/22 | 199046 | | 212022 | P | 04/21/22 | 2015015 938506 | GNL CNTRL SVC/PROGRAM | 100.00 |
| INVOICE: ADM0411225 | | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | 109.40 YTD PAID | 109.40 | | |
| 12962 CDW GOVERNMENT INC | | | | | | | | | |
| 142457 | 04/11/22 | 199035 | | 212023 | P | 04/21/22 | 2015011 990800 | COMPUTER EQUIPMENT | 2,464.53 |
| INVOICE: V154539 | | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | 2,488.53 YTD PAID | 2,464.53 | | |
| 300553 CENGAGE LEARNING INC | | | | | | | | | |
| 142458 | 04/11/22 | 199036 | | 212024 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 76.97 |
| INVOICE: 77513430 | | | | | | | | | |
| 142459 | 04/11/22 | 199037 | | 212024 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 24.79 |
| INVOICE: 77480822 | | | | | | | | | |

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| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|-----------------------------------|----------|-----------|---------|-----|--------------|---|----------|----------------|---------------------------|--------|
| | 142460 | 04/11/22 | 199038 | | 212024 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 30.39 |
| | INVOICE: | 77487794 | | | | | | | | |
| | 142461 | 04/11/22 | 199039 | | 212024 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 48.98 |
| | INVOICE: | 77488360 | | | | | | | | |
| | 142462 | 04/11/22 | 199040 | | 212024 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 30.00 |
| | INVOICE: | 77494250 | | | | | | | | |
| VENDOR TOTALS | | | | .00 | YTD INVOICED | | | 1,540.35 | YTD PAID | 211.13 |
| 7517 JPH ENTERPRISES INC | | | | | | | | | | |
| | 142464 | 04/11/22 | 199042 | | 212025 | P | 04/21/22 | 2015011 936000 | PUBLIC RELATIONS | 187.00 |
| | INVOICE: | 69743 | | | | | | | | |
| VENDOR TOTALS | | | | .00 | YTD INVOICED | | | 314.00 | YTD PAID | 187.00 |
| 19972 DEMCO INC | | | | | | | | | | |
| | 142466 | 04/11/22 | 199044 | | 212026 | P | 04/21/22 | 2015013 951100 | LIBRARY SUPPLIES | 461.87 |
| | INVOICE: | 7105095 | | | | | | | | |
| | 142467 | 04/11/22 | 199045 | | 212026 | P | 04/21/22 | 2015015 951100 | LIBRARY SUPPLIES | 118.95 |
| | INVOICE: | 7105733 | | | | | | | | |
| VENDOR TOTALS | | | | .00 | YTD INVOICED | | | 3,127.74 | YTD PAID | 580.82 |
| 3545 FINDAWAY WORLD LLC | | | | | | | | | | |
| | 142469 | 04/11/22 | 199047 | | 212027 | P | 04/21/22 | 2015015 954004 | LIB RSRCS-RECORDING AUDIO | 164.97 |
| | INVOICE: | 383700 | | | | | | | | |
| | 142470 | 04/11/22 | 199048 | | 212027 | P | 04/21/22 | 2015015 954004 | LIB RSRCS-RECORDING AUDIO | 164.97 |
| | INVOICE: | 383706 | | | | | | | | |
| | 142471 | 04/11/22 | 199049 | | 212027 | P | 04/21/22 | 2015015 954004 | LIB RSRCS-RECORDING AUDIO | 39.98 |
| | INVOICE: | 383857 | | | | | | | | |
| | 142472 | 04/11/22 | 199050 | | 212027 | P | 04/21/22 | 2015015 954004 | LIB RSRCS-RECORDING AUDIO | 39.98 |
| | INVOICE: | 383858 | | | | | | | | |
| VENDOR TOTALS | | | | .00 | YTD INVOICED | | | 6,027.03 | YTD PAID | 409.90 |
| 7277 FIRST COMMUNICATIONS LLC | | | | | | | | | | |
| | 142473 | 04/11/22 | 199051 | | 212028 | P | 04/21/22 | 2015011 938501 | GNL CNTRL SVC/TELEPHONE | 525.20 |
| | INVOICE: | 123493512 | | | | | | | | |
| VENDOR TOTALS | | | | .00 | YTD INVOICED | | | 2,107.88 | YTD PAID | 525.20 |
| 102496 HOME DEPOT CREDIT SERVICES | | | | | | | | | | |
| | 142646 | 04/12/22 | 199227 | | 212029 | P | 04/21/22 | 2015012 952100 | BUILDING SUPPLIES | 464.82 |
| | INVOICE: | ADM041322 | | | | | | | | |
| VENDOR TOTALS | | | | .00 | YTD INVOICED | | | 7,022.64 | YTD PAID | 464.82 |
| 36865 ILLINOIS LIBRARY ASSOC | | | | | | | | | | |
| | 142474 | 04/11/22 | 199052 | | 212030 | P | 04/21/22 | 2015011 932400 | LIB MEMBER DUES | 250.00 |
| | INVOICE: | 212915 | | | | | | | | |
| | 142621 | 04/12/22 | 199202 | | 212030 | P | 04/21/22 | 2015011 933800 | CONFERENCES & TRAINING | 640.00 |

WARRANT: L041622

TO FISCAL 2022/04 01/01/2022 TO 12/31/2022

VENDOR NAME

| DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
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| ----- | | | | | | | | | |
| INVOICE: 213490 | | | | | | | | | |
| VENDOR TOTALS | | .00 YTD INVOICED | | 1,190.00 YTD PAID | | | | 890.00 | |
| 7842 INGRAM LIBRARY SERVICES | | | | | | | | | |
| 142475 | 04/11/22 | 199053 | | 212031 | P | 04/21/22 | 2015015 954019 | LIB RSRCS-CHILDRENS BOOKS | 110.25 |
| INVOICE: 62799924 | | | | | | | | | |
| 142476 | 04/11/22 | 199054 | | 212031 | P | 04/21/22 | 2015015 954019 | LIB RSRCS-CHILDRENS BOOKS | 77.44 |
| INVOICE: 67446713 | | | | | | | | | |
| 142477 | 04/11/22 | 199055 | | 212031 | P | 04/21/22 | 2015015 954019 | LIB RSRCS-CHILDRENS BOOKS | 10.88 |
| INVOICE: 62801035 | | | | | | | | | |
| 142479 | 04/11/22 | 199057 | | 212031 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 97.91 |
| INVOICE: 9923 | | | | | | | | | |
| 142480 | 04/11/22 | 199058 | | 212031 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 130.42 |
| INVOICE: 62799925 | | | | | | | | | |
| 142481 | 04/11/22 | 199059 | | 212031 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 21.24 |
| INVOICE: 67447752 | | | | | | | | | |
| 142482 | 04/11/22 | 199060 | | 212031 | P | 04/21/22 | 2015015 954019 | LIB RSRCS-CHILDRENS BOOKS | 11.45 |
| INVOICE: 62801831 | | | | | | | | | |
| 142483 | 04/11/22 | 199061 | | 212031 | P | 04/21/22 | 2015015 954019 | LIB RSRCS-CHILDRENS BOOKS | 14.27 |
| INVOICE: 62802830 | | | | | | | | | |
| 142484 | 04/11/22 | 199062 | | 212031 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 10.88 |
| INVOICE: 67451926 | | | | | | | | | |
| 142485 | 04/11/22 | 199063 | | 212031 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 11.58 |
| INVOICE: 67451919 | | | | | | | | | |
| 142486 | 04/11/22 | 199064 | | 212031 | P | 04/21/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 138.21 |
| INVOICE: 628025835 | | | | | | | | | |
| 142487 | 04/11/22 | 199065 | | 212031 | P | 04/21/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | -22.36 |
| INVOICE: 58690541 | | | | | | | | | |
| 142488 | 04/11/22 | 199066 | | 212031 | P | 04/21/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 61.75 |
| INVOICE: 67449703 | | | | | | | | | |
| 142489 | 04/11/22 | 199067 | | 212031 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 22.49 |
| INVOICE: 67448887 | | | | | | | | | |
| 142490 | 04/11/22 | 199068 | | 212031 | P | 04/21/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 140.09 |
| INVOICE: 67447751 | | | | | | | | | |
| 142491 | 04/11/22 | 199069 | | 212031 | P | 04/21/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 123.10 |
| INVOICE: 62801750 | | | | | | | | | |
| 142492 | 04/11/22 | 199070 | | 212031 | P | 04/21/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 16.26 |
| INVOICE: 62801749 | | | | | | | | | |
| VENDOR TOTALS | | .00 YTD INVOICED | | 7,143.93 YTD PAID | | | | 975.86 | |
| 5303 KINGS III OF AMERICA INC | | | | | | | | | |
| 142493 | 04/11/22 | 199071 | | 212032 | P | 04/21/22 | 2015012 932104 | BLDG MNT CNTR-ELEV MAINT | 153.96 |
| INVOICE: 2173737 | | | | | | | | | |
| VENDOR TOTALS | | .00 YTD INVOICED | | 307.92 YTD PAID | | | | 153.96 | |
| 3599 KINGSLEY COMPANIES | | | | | | | | | |
| 142494 | 04/11/22 | 199072 | | 212033 | P | 04/21/22 | 2015011 951003 | OFF SPLS FURNISHINGS | 5,224.00 |
| INVOICE: M19391 | | | | | | | | | |

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VENDOR NAME

| DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
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| VENDOR TOTALS | | | .00 | YTD INVOICED | | 5,224.00 | YTD PAID | | 5,224.00 |
| 301833 | LAKESHORE LEARNING MATERIALS | | | | | | | | |
| 142495 | 04/11/22 | 199074 | | 212034 | P | 04/21/22 | 2015015 938506 | GNL CNTRL SVC/PROGRAM | 12.99 |
| | INVOICE: 715927031422 | | | | | | | | |
| VENDOR TOTALS | | | .00 | YTD INVOICED | | 12.99 | YTD PAID | | 12.99 |
| 101892 | MIDWEST TAPE | | | | | | | | |
| 142496 | 04/11/22 | 199075 | | 212035 | P | 04/21/22 | 2015017 954012 | LIB RSRCS-E-BOOKS | 6,000.00 |
| | INVOICE: 501935686 | | | | | | | | |
| 142497 | 04/11/22 | 199076 | | 212035 | P | 04/21/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 30.74 |
| | INVOICE: 501885874 | | | | | | | | |
| 142498 | 04/11/22 | 199077 | | 212035 | P | 04/21/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 97.45 |
| | INVOICE: 501885875 | | | | | | | | |
| 142499 | 04/11/22 | 199078 | | 212035 | P | 04/21/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 317.12 |
| | INVOICE: 501885876 | | | | | | | | |
| 142500 | 04/11/22 | 199079 | | 212035 | P | 04/21/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 108.71 |
| | INVOICE: 501885877 | | | | | | | | |
| 142501 | 04/11/22 | 199080 | | 212035 | P | 04/21/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 22.49 |
| | INVOICE: 501885879 | | | | | | | | |
| 142502 | 04/11/22 | 199081 | | 212035 | P | 04/21/22 | 2015015 954005 | LIB RSRCS-AV/DVD/BLURAY | 154.44 |
| | INVOICE: 501924015 | | | | | | | | |
| 142503 | 04/11/22 | 199082 | | 212035 | P | 04/21/22 | 2015015 954004 | LIB RSRCS-RECORDING AUDIO | 29.99 |
| | INVOICE: 501924013 | | | | | | | | |
| 142504 | 04/11/22 | 199083 | | 212035 | P | 04/21/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 29.99 |
| | INVOICE: 501897697 | | | | | | | | |
| 142506 | 04/11/22 | 199085 | | 212035 | P | 04/21/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 46.48 |
| | INVOICE: 501897696 | | | | | | | | |
| 142507 | 04/11/22 | 199086 | | 212035 | P | 04/21/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 38.79 |
| | INVOICE: 501899228 | | | | | | | | |
| 142508 | 04/11/22 | 199087 | | 212035 | P | 04/21/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 38.79 |
| | INVOICE: 501899227 | | | | | | | | |
| 142509 | 04/11/22 | 199088 | | 212035 | P | 04/21/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 44.98 |
| | INVOICE: 501924795 | | | | | | | | |
| 142510 | 04/11/22 | 199089 | | 212035 | P | 04/21/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 16.49 |
| | INVOICE: 501924794 | | | | | | | | |
| 142511 | 04/11/22 | 199090 | | 212035 | P | 04/21/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 44.98 |
| | INVOICE: 501924793 | | | | | | | | |
| 142512 | 04/11/22 | 199091 | | 212035 | P | 04/21/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 44.98 |
| | INVOICE: 501924792 | | | | | | | | |
| 142513 | 04/11/22 | 199092 | | 212035 | P | 04/21/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 35.98 |
| | INVOICE: 501924791 | | | | | | | | |
| 142515 | 04/11/22 | 199094 | | 212035 | P | 04/21/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 102.71 |
| | INVOICE: 501924790 | | | | | | | | |
| 142517 | 04/11/22 | 199096 | | 212035 | P | 04/21/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 29.98 |
| | INVOICE: 501924019 | | | | | | | | |
| 142518 | 04/11/22 | 199097 | | 212035 | P | 04/21/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 18.74 |
| | INVOICE: 501924018 | | | | | | | | |
| 142519 | 04/11/22 | 199098 | | 212035 | P | 04/21/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 14.99 |

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| INVOICE: 501924017 | | | | | | | | | |
| 142520 | 04/11/22 | 199099 | | 212035 | P | 04/21/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 50.37 |
| INVOICE: 501924016 | | | | | | | | | |
| 142521 | 04/11/22 | 199100 | | 212035 | P | 04/21/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 92.21 |
| INVOICE: 501885910 | | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | 23,994.82 YTD PAID | 7,411.40 | | |
| 101509 MORNINGSTAR INC | | | | | | | | | |
| 142522 | 04/11/22 | 199101 | | 212036 | P | 04/21/22 | 2015017 954018 | LIB RSRCS-ONLINE DATABASE | 8,104.00 |
| INVOICE: 1A | | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | 8,104.00 YTD PAID | 8,104.00 | | |
| 8517 ORANGEBOY INC | | | | | | | | | |
| 142622 | 04/12/22 | 199203 | | 212037 | P | 04/21/22 | 2015011 952000 | MATERIALS | 5,350.00 |
| INVOICE: 3857 | | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | 5,350.00 YTD PAID | 5,350.00 | | |
| 1193 ORIENTAL TRADING COMPANY INC | | | | | | | | | |
| 142623 | 04/12/22 | 199204 | | 212038 | P | 04/21/22 | 2015015 938506 | GNL CNTRL SVC/PROGRAM | 66.70 |
| INVOICE: 71545824601 | | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | 146.35 YTD PAID | 66.70 | | |
| 924 OVERDRIVE INC | | | | | | | | | |
| 142624 | 04/12/22 | 199205 | | 212039 | P | 04/21/22 | 2015015 954012 | LIB RSRCS-E-BOOKS | 2,000.00 |
| INVOICE: CD0075122091090 | | | | | | | | | |
| 142625 | 04/12/22 | 199206 | | 212039 | P | 04/21/22 | 201 430819 | NO. SUB. DIGITAL CONSORTI | 304.91 |
| INVOICE: 00751DA22103460 | | | | | | | | | |
| 142626 | 04/12/22 | 199207 | | 212039 | P | 04/21/22 | 201 430819 | NO. SUB. DIGITAL CONSORTI | 306.64 |
| INVOICE: 00751CP22107483 | | | | | | | | | |
| 142627 | 04/12/22 | 199208 | | 212039 | P | 04/21/22 | 201 430819 | NO. SUB. DIGITAL CONSORTI | 1,000.00 |
| INVOICE: H0084869 | | | | | | | | | |
| 142628 | 04/12/22 | 199209 | | 212039 | P | 04/21/22 | 201 430819 | NO. SUB. DIGITAL CONSORTI | 668.04 |
| INVOICE: 00751CO22100681 | | | | | | | | | |
| 142647 | 04/12/22 | 199228 | | 212039 | P | 04/21/22 | 201 430819 | NO. SUB. DIGITAL CONSORTI | 3,339.83 |
| INVOICE: 00751CO22115780 | | | | | | | | | |
| 142648 | 04/12/22 | 199229 | | 212039 | P | 04/21/22 | 201 430819 | NO. SUB. DIGITAL CONSORTI | 921.98 |
| INVOICE: 00751CO22119287 | | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | 59,892.69 YTD PAID | 8,541.40 | | |
| 4141 PADDOCK PUBLICATIONS INC | | | | | | | | | |
| 142465 | 04/11/22 | 199043 | | 212040 | P | 04/21/22 | 2015017 954003 | LIB RSRCS--PERIODICALS | 786.20 |
| INVOICE: ADM0411224 | | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | 992.75 YTD PAID | 786.20 | | |
| 229 PITNEY BOWES INC | | | | | | | | | |

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| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|-----------------------------------|----------------------|----------|---------|-----|--------------|---|----------|----------------|---------------------------|----------|
| | 142180 | 03/31/22 | 198757 | | 211897 | M | 03/31/22 | 2015011 938502 | GNL CNTRL SVC/POSTAGE | 520.46 |
| | INVOICE: ADM033122 | | | | | | | | | |
| VENDOR TOTALS | | | | .00 | YTD INVOICED | | | 762.68 | YTD PAID | 520.46 |
| 101774 POLONIA BOOKSTORE | 142629 | 04/12/22 | 199210 | | 212041 | P | 04/21/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 193.15 |
| | INVOICE: 71262 | | | | | | | | | |
| VENDOR TOTALS | | | | .00 | YTD INVOICED | | | 1,047.40 | YTD PAID | 193.15 |
| 8386 QUENCH USA INC | 142630 | 04/12/22 | 199211 | | 212042 | P | 04/21/22 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | 102.00 |
| | INVOICE: INV03917275 | | | | | | | | | |
| VENDOR TOTALS | | | | .00 | YTD INVOICED | | | 204.00 | YTD PAID | 102.00 |
| 6880 ROBBINS SCHWARTZ | 142631 | 04/12/22 | 199212 | | 212043 | P | 04/21/22 | 2015011 942500 | GENERAL COUNSEL | 1,508.00 |
| | INVOICE: 917504-508 | | | | | | | | | |
| VENDOR TOTALS | | | | .00 | YTD INVOICED | | | 1,868.00 | YTD PAID | 1,508.00 |
| 7912 ROBERT K CHASE | 142463 | 04/11/22 | 199041 | | 212044 | P | 04/21/22 | 2015015 938506 | GNL CNTRL SVC/PROGRAM | 300.00 |
| | INVOICE: ADM0411223 | | | | | | | | | |
| VENDOR TOTALS | | | | .00 | YTD INVOICED | | | 1,200.00 | YTD PAID | 300.00 |
| 7350 SERVICE PRINTING CORPORATION | 142749 | 04/12/22 | 199330 | | 212045 | P | 04/21/22 | 2015011 936001 | PUBLIC RELATIONS NEWSLETT | 5,590.00 |
| | INVOICE: 32149 | | | | | | | | | |
| | 142751 | 04/12/22 | 199332 | | 212045 | P | 04/21/22 | 2015011 936001 | PUBLIC RELATIONS NEWSLETT | 861.00 |
| | INVOICE: 32288 | | | | | | | | | |
| VENDOR TOTALS | | | | .00 | YTD INVOICED | | | 6,451.00 | YTD PAID | 6,451.00 |
| 4412 ROSEDREW INC | 142632 | 04/12/22 | 199213 | | 212046 | P | 04/21/22 | 2015013 951100 | LIBRARY SUPPLIES | 19.41 |
| | INVOICE: 322999 | | | | | | | | | |
| VENDOR TOTALS | | | | .00 | YTD INVOICED | | | 306.17 | YTD PAID | 19.41 |
| 102551 CACINI INC | 142633 | 04/12/22 | 199214 | | 212047 | P | 04/21/22 | 2015011 936000 | PUBLIC RELATIONS | 182.00 |
| | INVOICE: 42826 | | | | | | | | | |
| VENDOR TOTALS | | | | .00 | YTD INVOICED | | | 393.50 | YTD PAID | 182.00 |
| 6493 SUN AND MOON YOGA | 142634 | 04/12/22 | 199215 | | 212048 | P | 04/21/22 | 2015017 938506 | GNL CNTRL SVC/PROGRAM | 600.00 |

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INVOICE: ADM041222

VENDOR TOTALS .00 YTD INVOICED 2,550.00 YTD PAID 600.00

8309 QUORUM GROUP LLC

142635 04/12/22 199216 212049 P 04/21/22 2015011 936000 PUBLIC RELATIONS 795.17
 INVOICE: 111066

VENDOR TOTALS .00 YTD INVOICED 795.17 YTD PAID 795.17

303348 THE UPS STORE 1573

142636 04/12/22 199217 212050 P 04/21/22 2015011 938502 GNL CNTRL SVC/POSTAGE 15.13
 INVOICE: 59

VENDOR TOTALS .00 YTD INVOICED 70.39 YTD PAID 15.13

2193 VERIZON WIRELESS

142637 04/12/22 199218 212051 P 04/21/22 2015011 938501 GNL CNTRL SVC/TELEPHONE 86.52
 INVOICE: 9903096762

VENDOR TOTALS .00 YTD INVOICED 21,464.25 YTD PAID 86.52

300800 WAREHOUSE DIRECT INC

142638 04/12/22 199219 212052 P 04/21/22 2015015 951100 LIBRARY SUPPLIES 60.36
 INVOICE: 52056850
 142639 04/12/22 199220 212052 P 04/21/22 2015011 951001 OFF SPLS--PHOTOCOPY 88.41
 INVOICE: 52054950
 142640 04/12/22 199221 212052 P 04/21/22 2015011 951001 OFF SPLS--PHOTOCOPY 453.40
 INVOICE: 51991640

VENDOR TOTALS .00 YTD INVOICED 3,251.85 YTD PAID 602.17

4803 WIDE OPEN WEST ILLINOIS LLC

142641 04/12/22 199222 212053 P 04/21/22 2015011 938503 GNL CNTRL SVC-INTERNET 804.99
 INVOICE: ADM0412223

VENDOR TOTALS .00 YTD INVOICED 7,871.76 YTD PAID 804.99

4754 COX SUBSCRIPTION

142642 04/12/22 199223 212054 P 04/21/22 2015015 954003 LIB RSRCS--PERIODICALS 1,327.06
 INVOICE: 3106472
 142643 04/12/22 199224 212054 P 04/21/22 2015015 954003 LIB RSRCS--PERIODICALS -14.62
 INVOICE: 1675146

VENDOR TOTALS .00 YTD INVOICED 14,297.31 YTD PAID 1,312.44

REPORT TOTALS 66,269.10

COUNT AMOUNT

04/21/2022 14:07 | CITY OF PARK RIDGE
etidd | PAID WARRANT REPORT

| P 12
| appdwarr

WARRANT: L041622

TO FISCAL 2022/04 01/01/2022 TO 12/31/2022

VENDOR NAME

| DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION |
|----------|----------|---------|----|----------|---|----------|------------|------------------------|
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| | | |
|----------------------|----|-----------|
| TOTAL PRINTED CHECKS | 43 | 65,748.64 |
| TOTAL MANUAL CHECKS | 1 | 520.46 |

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

**City of Park Ridge, IL
Warrant List Fund Totals
04/30/2022**

| Fund | Description | Amount |
|-------------|---------------------|--------------------|
| 201 | Library Fund | \$56,916.61 |
| 201 | Grant Fund | \$7,505.23 |
| 201 | North Suburban | \$472.54 |
| <hr/> | | |
| | Report Total | \$64,894.38 |

WARRANT: L043022

TO FISCAL 2022/04 01/01/2022 TO 12/31/2022

VENDOR NAME

| DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|-----------------------------|----------|---------------|------------------|----------|-------------------|----------|----------------|---------------------------|----------|
| ----- | | | | | | | | | |
| 6921 ADVANTAGE ARCHIVES LLC | | | | | | | | | |
| 142913 | 04/25/22 | 199494 | | 212152 | P | 04/28/22 | 2015017 954006 | LIB RSRCS--MICROFILM | 1,441.40 |
| INVOICE: | | 35220 | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | 1,441.40 YTD PAID | | | 1,441.40 | |
| 48 AEC ONE STOP GROUP INC | | | | | | | | | |
| 142914 | 04/25/22 | 199495 | | 212153 | P | 04/28/22 | 2015017 954015 | LIB RSRCS-RECORDINGS MUSI | 65.76 |
| INVOICE: | | PLS64508018 | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | 1,503.30 YTD PAID | | | 65.76 | |
| 5354 AMAZON COM LLC | | | | | | | | | |
| 142916 | 04/25/22 | 199497 | | 212154 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 11.99 |
| INVOICE: | | 464758499478 | | | | | | | |
| 142917 | 04/25/22 | 199498 | | 212154 | P | 04/28/22 | 2015012 952100 | BUILDING SUPPLIES | 216.95 |
| INVOICE: | | 965656989664 | | | | | | | |
| 142919 | 04/25/22 | 199500 | | 212154 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 24.11 |
| INVOICE: | | 4457574784844 | | | | | | | |
| 142921 | 04/25/22 | 199502 | | 212154 | P | 04/28/22 | 2015016 951100 | LIBRARY SUPPLIES | 104.93 |
| INVOICE: | | 435338658497 | | | | | | | |
| 142924 | 04/25/22 | 199505 | | 212154 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 26.95 |
| INVOICE: | | 885659749836 | | | | | | | |
| 142925 | 04/25/22 | 199506 | | 212154 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 11.55 |
| INVOICE: | | 465375973466 | | | | | | | |
| 142927 | 04/25/22 | 199508 | | 212154 | P | 04/28/22 | 2015015 954019 | LIB RSRCS-CHILDRENS BOOKS | 47.38 |
| INVOICE: | | 646967375764 | | | | | | | |
| 142928 | 04/25/22 | 199509 | | 212154 | P | 04/28/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 86.58 |
| INVOICE: | | 766463644376 | | | | | | | |
| 142929 | 04/25/22 | 199510 | | 212154 | P | 04/28/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 59.15 |
| INVOICE: | | 873487443747 | | | | | | | |
| 142930 | 04/25/22 | 199511 | | 212154 | P | 04/28/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 132.25 |
| INVOICE: | | 858665844549 | | | | | | | |
| 142932 | 04/25/22 | 199513 | | 212154 | P | 04/28/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 59.88 |
| INVOICE: | | 856996369944 | | | | | | | |
| 142934 | 04/25/22 | 199515 | | 212154 | P | 04/28/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 15.02 |
| INVOICE: | | 497554864894 | | | | | | | |
| 142936 | 04/25/22 | 199517 | | 212154 | P | 04/28/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 14.38 |
| INVOICE: | | 943365537538 | | | | | | | |
| 142937 | 04/25/22 | 199518 | | 212154 | P | 04/28/22 | 2015015 954019 | LIB RSRCS-CHILDRENS BOOKS | 9.99 |
| INVOICE: | | 794578949957 | | | | | | | |
| 142938 | 04/25/22 | 199519 | | 212154 | P | 04/28/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 9.99 |
| INVOICE: | | 683435974847 | | | | | | | |
| 142939 | 04/25/22 | 199520 | | 212154 | P | 04/28/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 14.03 |
| INVOICE: | | 454394744877 | | | | | | | |
| 142940 | 04/25/22 | 199521 | | 212154 | P | 04/28/22 | 2015015 954010 | LIB RSRCS-VIDEOGAMES | -39.80 |
| INVOICE: | | 434988734689 | | | | | | | |
| 142941 | 04/25/22 | 199523 | | 212154 | P | 04/28/22 | 2015015 954010 | LIB RSRCS-VIDEOGAMES | -44.95 |
| INVOICE: | | 547796576649 | | | | | | | |
| 142943 | 04/25/22 | 199524 | | 212154 | P | 04/28/22 | 2015015 954010 | LIB RSRCS-VIDEOGAMES | 74.98 |
| INVOICE: | | 549374988959 | | | | | | | |

WARRANT: L043022

TO FISCAL 2022/04 01/01/2022 TO 12/31/2022

| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | | | |
|-------------------------------|----------|---------------|---------|----|----------|---|----------|----------------|---------------------------|------------------|--------------------|----------|
| | 142944 | 04/25/22 | 199525 | | 212154 | P | 04/28/22 | 2015015 954010 | LIB RSRCS-VIDEOGAMES | 24.99 | | |
| | INVOICE: | 598344547787 | | | | | | | | | | |
| | 142945 | 04/25/22 | 199526 | | 212154 | P | 04/28/22 | 2015015 954010 | LIB RSRCS-VIDEOGAMES | 228.10 | | |
| | INVOICE: | 898978447678 | | | | | | | | | | |
| | 142946 | 04/25/22 | 199527 | | 212154 | P | 04/28/22 | 2015015 954010 | LIB RSRCS-VIDEOGAMES | 114.06 | | |
| | INVOICE: | 9354474545867 | | | | | | | | | | |
| | 142947 | 04/25/22 | 199528 | | 212154 | P | 04/28/22 | 2015015 954010 | LIB RSRCS-VIDEOGAMES | 28.98 | | |
| | INVOICE: | 467476343387 | | | | | | | | | | |
| | 142948 | 04/25/22 | 199529 | | 212154 | P | 04/28/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 97.00 | | |
| | INVOICE: | 473699559343 | | | | | | | | | | |
| | 142950 | 04/25/22 | 199531 | | 212154 | P | 04/28/22 | 2015012 952100 | BUILDING SUPPLIES | -249.99 | | |
| | INVOICE: | 863975565833 | | | | | | | | | | |
| | 142952 | 04/25/22 | 199533 | | 212154 | P | 04/28/22 | 2015015 954019 | LIB RSRCS-CHILDRENS BOOKS | 27.79 | | |
| | INVOICE: | 465877835639 | | | | | | | | | | |
| | 142954 | 04/25/22 | 199536 | | 212154 | P | 04/28/22 | 2015012 952100 | BUILDING SUPPLIES | 249.99 | | |
| | INVOICE: | 766368953557 | | | | | | | | | | |
| | 142957 | 04/25/22 | 199538 | | 212154 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 36.97 | | |
| | INVOICE: | 655496473575 | | | | | | | | | | |
| | 142959 | 04/25/22 | 199540 | | 212154 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 21.84 | | |
| | INVOICE: | 499635338945 | | | | | | | | | | |
| | 142960 | 04/25/22 | 199541 | | 212154 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 33.03 | | |
| | INVOICE: | 887656844368 | | | | | | | | | | |
| | 142961 | 04/25/22 | 199542 | | 212154 | P | 04/28/22 | 2015015 951100 | LIBRARY SUPPLIES | 7.86 | | |
| | INVOICE: | 439555694893 | | | | | | | | | | |
| | 142962 | 04/25/22 | 199543 | | 212154 | P | 04/28/22 | 2015015 938506 | GNL CNTRL SVC/PROGRAM | 6.37 | | |
| | INVOICE: | 695768464388 | | | | | | | | | | |
| | 142963 | 04/25/22 | 199544 | | 212154 | P | 04/28/22 | 2015015 938506 | GNL CNTRL SVC/PROGRAM | 33.98 | | |
| | INVOICE: | 736496873389 | | | | | | | | | | |
| | 142964 | 04/25/22 | 199545 | | 212154 | P | 04/28/22 | 2015017 951100 | LIBRARY SUPPLIES | 19.88 | | |
| | INVOICE: | 785885579999 | | | | | | | | | | |
| | 142965 | 04/25/22 | 199546 | | 212154 | P | 04/28/22 | 2015012 952100 | BUILDING SUPPLIES | 23.49 | | |
| | INVOICE: | 476833989449 | | | | | | | | | | |
| | 142966 | 04/25/22 | 199547 | | 212154 | P | 04/28/22 | 2015012 952100 | BUILDING SUPPLIES | 51.25 | | |
| | INVOICE: | 468534894699 | | | | | | | | | | |
| | 142967 | 04/25/22 | 199548 | | 212154 | P | 04/28/22 | 2015012 952100 | BUILDING SUPPLIES | 24.95 | | |
| | INVOICE: | 434756578747 | | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | .00 YTD INVOICED | 13,635.43 YTD PAID | 1,615.90 |
| 303308 KATHRYN J ATWOOD | | | | | | | | | | | | |
| | 142968 | 04/25/22 | 199549 | | 212155 | P | 04/28/22 | 2015017 938506 | GNL CNTRL SVC/PROGRAM | 250.00 | | |
| | INVOICE: | ADM042522 | | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | .00 YTD INVOICED | 250.00 YTD PAID | 250.00 |
| 101020 BAKER AND TAYLOR BOOKS | | | | | | | | | | | | |
| | 142832 | 04/25/22 | 199413 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 41.89 | | |
| | INVOICE: | 2036661019 | | | | | | | | | | |
| | 142833 | 04/25/22 | 199414 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 79.01 | | |
| | INVOICE: | 2036661020 | | | | | | | | | | |
| | 142834 | 04/25/22 | 199415 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 45.94 | | |

WARRANT: L043022

TO FISCAL 2022/04 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: 203666102/8 | | | | | | | | | |
| 142835 | 04/25/22 | 199416 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 32.33 |
| INVOICE: 2036661029 | | | | | | | | | |
| 142836 | 04/25/22 | 199417 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 50.32 |
| INVOICE: 2036661030 | | | | | | | | | |
| 142837 | 04/25/22 | 199418 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 30.19 |
| INVOICE: 2036661031 | | | | | | | | | |
| 142838 | 04/25/22 | 199419 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 211.30 |
| INVOICE: 2036661022 | | | | | | | | | |
| 142839 | 04/25/22 | 199420 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 77.29 |
| INVOICE: 2036661023 | | | | | | | | | |
| 142840 | 04/25/22 | 199421 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 33.90 |
| INVOICE: 2036661024 | | | | | | | | | |
| 142841 | 04/25/22 | 199422 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 136.18 |
| INVOICE: 2036661025 | | | | | | | | | |
| 142842 | 04/25/22 | 199423 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 109.42 |
| INVOICE: 2036661026 | | | | | | | | | |
| 142843 | 04/25/22 | 199424 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 60.42 |
| INVOICE: 2036661027 | | | | | | | | | |
| 142844 | 04/25/22 | 199425 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 122.56 |
| INVOICE: 2036661021 | | | | | | | | | |
| 142845 | 04/25/22 | 199426 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 17.16 |
| INVOICE: 2036643983 | | | | | | | | | |
| 142846 | 04/25/22 | 199427 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 15.33 |
| INVOICE: 2036643984 | | | | | | | | | |
| 142847 | 04/25/22 | 199428 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 58.19 |
| INVOICE: 2036643985 | | | | | | | | | |
| 142848 | 04/25/22 | 199429 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 110.57 |
| INVOICE: 2036643986 | | | | | | | | | |
| 142849 | 04/25/22 | 199430 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 15.75 |
| INVOICE: 2036643987 | | | | | | | | | |
| 142850 | 04/25/22 | 199431 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 18.01 |
| INVOICE: 2036643988 | | | | | | | | | |
| 142851 | 04/25/22 | 199432 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 46.53 |
| INVOICE: 2036643989 | | | | | | | | | |
| 142852 | 04/25/22 | 199433 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 29.37 |
| INVOICE: 2036643990 | | | | | | | | | |
| 142853 | 04/25/22 | 199434 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 290.22 |
| INVOICE: 2036643991 | | | | | | | | | |
| 142854 | 04/25/22 | 199435 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 25.96 |
| INVOICE: 2036643992 | | | | | | | | | |
| 142855 | 04/25/22 | 199436 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 19.19 |
| INVOICE: 2036625301 | | | | | | | | | |
| 142856 | 04/25/22 | 199437 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 83.50 |
| INVOICE: 2036625302 | | | | | | | | | |
| 142857 | 04/25/22 | 199438 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 37.55 |
| INVOICE: 2036625303 | | | | | | | | | |
| 142858 | 04/25/22 | 199439 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 150.59 |
| INVOICE: 2036625304 | | | | | | | | | |
| 142859 | 04/25/22 | 199440 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 19.88 |
| INVOICE: 2036625305 | | | | | | | | | |

WARRANT: L043022

TO FISCAL 2022/04 01/01/2022 TO 12/31/2022

| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|-------------|----------|------------|---------|----|----------|---|----------|----------------|---------------------------|--------|
| | 142860 | 04/25/22 | 199441 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 69.39 |
| | INVOICE: | 2036625306 | | | | | | | | |
| | 142861 | 04/25/22 | 199442 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 40.52 |
| | INVOICE: | 2036625307 | | | | | | | | |
| | 142862 | 04/25/22 | 199443 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 396.62 |
| | INVOICE: | 308 | | | | | | | | |
| | 142863 | 04/25/22 | 199444 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 17.72 |
| | INVOICE: | 2036625309 | | | | | | | | |
| | 142864 | 04/25/22 | 199445 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 47.12 |
| | INVOICE: | 2036625310 | | | | | | | | |
| | 142865 | 04/25/22 | 199446 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 51.21 |
| | INVOICE: | 2036640377 | | | | | | | | |
| | 142866 | 04/25/22 | 199447 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 66.71 |
| | INVOICE: | 2036640378 | | | | | | | | |
| | 142867 | 04/25/22 | 199448 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 42.14 |
| | INVOICE: | 2036640379 | | | | | | | | |
| | 142868 | 04/25/22 | 199449 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 60.17 |
| | INVOICE: | 2036640380 | | | | | | | | |
| | 142869 | 04/25/22 | 199450 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 29.38 |
| | INVOICE: | 2036640381 | | | | | | | | |
| | 142870 | 04/25/22 | 199451 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 12.23 |
| | INVOICE: | 2036640382 | | | | | | | | |
| | 142871 | 04/25/22 | 199452 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 17.99 |
| | INVOICE: | 2036640383 | | | | | | | | |
| | 142872 | 04/25/22 | 199453 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 16.89 |
| | INVOICE: | 2036640384 | | | | | | | | |
| | 142873 | 04/25/22 | 199454 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 15.20 |
| | INVOICE: | 2036640385 | | | | | | | | |
| | 142874 | 04/25/22 | 199455 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 39.96 |
| | INVOICE: | 2036640386 | | | | | | | | |
| | 142875 | 04/25/22 | 199456 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 16.59 |
| | INVOICE: | 2036640387 | | | | | | | | |
| | 142876 | 04/25/22 | 199457 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 14.88 |
| | INVOICE: | 2036640388 | | | | | | | | |
| | 142877 | 04/25/22 | 199458 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 61.33 |
| | INVOICE: | 2036640389 | | | | | | | | |
| | 142878 | 04/25/22 | 199459 | | 212156 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 45.06 |
| | INVOICE: | 5017655988 | | | | | | | | |
| | 142879 | 04/25/22 | 199460 | | 212156 | P | 04/28/22 | 2015017 954011 | LIB RSRCS -MWL | 29.78 |
| | INVOICE: | 2036654578 | | | | | | | | |
| | 142880 | 04/25/22 | 199461 | | 212156 | P | 04/28/22 | 2015017 954011 | LIB RSRCS -MWL | 23.24 |
| | INVOICE: | 2036644579 | | | | | | | | |
| | 142881 | 04/25/22 | 199462 | | 212156 | P | 04/28/22 | 2015017 954011 | LIB RSRCS -MWL | 67.52 |
| | INVOICE: | 2036644580 | | | | | | | | |
| | 142882 | 04/25/22 | 199463 | | 212156 | P | 04/28/22 | 2015017 954011 | LIB RSRCS -MWL | 34.32 |
| | INVOICE: | 2036644581 | | | | | | | | |
| | 142883 | 04/25/22 | 199464 | | 212156 | P | 04/28/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 52.89 |
| | INVOICE: | 2036654503 | | | | | | | | |
| | 142884 | 04/25/22 | 199465 | | 212156 | P | 04/28/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 12.25 |
| | INVOICE: | 2036654504 | | | | | | | | |
| | 142885 | 04/25/22 | 199466 | | 212156 | P | 04/28/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 73.99 |

WARRANT: L043022

TO FISCAL 2022/04 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: 2036654505 | | | | | | | | | |
| 142886 | 04/25/22 | 199467 | | 212156 | P | 04/28/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 19.44 |
| INVOICE: 2036654506 | | | | | | | | | |
| 142887 | 04/25/22 | 199468 | | 212156 | P | 04/28/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 43.70 |
| INVOICE: 2036654507 | | | | | | | | | |
| 142888 | 04/25/22 | 199469 | | 212156 | P | 04/28/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 42.24 |
| INVOICE: 2036654508 | | | | | | | | | |
| 142889 | 04/25/22 | 199470 | | 212156 | P | 04/28/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 438.79 |
| INVOICE: 2036650928 | | | | | | | | | |
| 142890 | 04/25/22 | 199471 | | 212156 | P | 04/28/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 125.64 |
| INVOICE: 2036662362 | | | | | | | | | |
| 142891 | 04/25/22 | 199472 | | 212156 | P | 04/28/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 440.53 |
| INVOICE: 2036662471 | | | | | | | | | |
| 142892 | 04/25/22 | 199473 | | 212156 | P | 04/28/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 18.35 |
| INVOICE: 2036664066 | | | | | | | | | |
| 142894 | 04/25/22 | 199475 | | 212156 | P | 04/28/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 59.99 |
| INVOICE: 2036664067 | | | | | | | | | |
| 142895 | 04/25/22 | 199476 | | 212156 | P | 04/28/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 80.04 |
| INVOICE: 2036664068 | | | | | | | | | |
| 142896 | 04/25/22 | 199477 | | 212156 | P | 04/28/22 | 2015015 954019 | LIB RSRCS-CHILDRENS BOOKS | 17.68 |
| INVOICE: 2036664019 | | | | | | | | | |
| 142897 | 04/25/22 | 199478 | | 212156 | P | 04/28/22 | 2015015 954019 | LIB RSRCS-CHILDRENS BOOKS | 39.24 |
| INVOICE: 2036664020 | | | | | | | | | |
| 142898 | 04/25/22 | 199479 | | 212156 | P | 04/28/22 | 2015015 954019 | LIB RSRCS-CHILDRENS BOOKS | 10.64 |
| INVOICE: 2036664021 | | | | | | | | | |
| 142899 | 04/25/22 | 199480 | | 212156 | P | 04/28/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 39.03 |
| INVOICE: 2036472429 | | | | | | | | | |
| 142902 | 04/25/22 | 199483 | | 212156 | P | 04/28/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 44.67 |
| INVOICE: 2036654501 | | | | | | | | | |
| 142903 | 04/25/22 | 199484 | | 212156 | P | 04/28/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 11.01 |
| INVOICE: 2036654502 | | | | | | | | | |
| 142904 | 04/25/22 | 199485 | | 212156 | P | 04/28/22 | 2015015 954019 | LIB RSRCS-CHILDRENS BOOKS | 9.65 |
| INVOICE: 036655093 | | | | | | | | | |
| 142905 | 04/25/22 | 199486 | | 212156 | P | 04/28/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 11.47 |
| INVOICE: 2036654289 | | | | | | | | | |
| 142906 | 04/25/22 | 199487 | | 212156 | P | 04/28/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 37.30 |
| INVOICE: 2036654290 | | | | | | | | | |
| 142908 | 04/25/22 | 199489 | | 212156 | P | 04/28/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 17.02 |
| INVOICE: 2036654515 | | | | | | | | | |
| 142909 | 04/25/22 | 199490 | | 212156 | P | 04/28/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 14.55 |
| INVOICE: 36654516 | | | | | | | | | |
| 142910 | 04/25/22 | 199491 | | 212156 | P | 04/28/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 62.97 |
| INVOICE: 2036654517 | | | | | | | | | |
| 142911 | 04/25/22 | 199492 | | 212156 | P | 04/28/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 21.84 |
| INVOICE: 2036654518 | | | | | | | | | |
| 142912 | 04/25/22 | 199493 | | 212156 | P | 04/28/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 15.06 |
| INVOICE: 2036654519 | | | | | | | | | |
| 143049 | 04/25/22 | 199630 | | 212156 | P | 04/28/22 | 2015015 954002 | LIB RSRCS-CHILDREN BOOKS | 38.17 |
| INVOICE: 20366544514 | | | | | | | | | |

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| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|--------------------------------|---------------------|----------|---------|----|----------|---|----------|------------------|---------------------------|----------|
| ----- | | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | .00 YTD INVOICED | 59,051.23 YTD PAID | 4,982.67 |
| 8314 BELLWETHER MEDIA INC | | | | | | | | | | |
| | 142969 | 04/25/22 | 199550 | | 212157 | P | 04/28/22 | 2015015 954019 | LIB RSRCS-CHILDRENS BOOKS | 558.60 |
| | INVOICE: 157652 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | .00 YTD INVOICED | 558.60 YTD PAID | 558.60 |
| 489 BLACKSTONE AUDIOBOOKS | | | | | | | | | | |
| | 142970 | 04/25/22 | 199551 | | 212158 | P | 04/28/22 | 2015017 954004 | LIB RSRCS-RECORDING AUDIO | 131.22 |
| | INVOICE: 2037465 | | | | | | | | | |
| | 142971 | 04/25/22 | 199552 | | 212158 | P | 04/28/22 | 2015017 954004 | LIB RSRCS-RECORDING AUDIO | 38.95 |
| | INVOICE: 2033710 | | | | | | | | | |
| | 142972 | 04/25/22 | 199553 | | 212158 | P | 04/28/22 | 2015017 954004 | LIB RSRCS-RECORDING AUDIO | 402.91 |
| | INVOICE: 2033587 | | | | | | | | | |
| | 142973 | 04/25/22 | 199554 | | 212158 | P | 04/28/22 | 2015017 954004 | LIB RSRCS-RECORDING AUDIO | 199.17 |
| | INVOICE: 2034478 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | .00 YTD INVOICED | 3,186.97 YTD PAID | 772.25 |
| 8530 INSPIRE ONE INC | | | | | | | | | | |
| | 142974 | 04/25/22 | 199555 | | 212159 | P | 04/28/22 | 2015015 938506 | GNL CNTRL SVC/PROGRAM | 150.00 |
| | INVOICE: ADM0425222 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | .00 YTD INVOICED | 150.00 YTD PAID | 150.00 |
| 12962 CDW GOVERNMENT INC | | | | | | | | | | |
| | 142975 | 04/25/22 | 199556 | | 212160 | P | 04/28/22 | 2015011 931700 | LIB DATA PROC SV | 191.51 |
| | INVOICE: V785084 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | .00 YTD INVOICED | 2,680.04 YTD PAID | 191.51 |
| 300553 CENGAGE LEARNING INC | | | | | | | | | | |
| | 142976 | 04/25/22 | 199557 | | 212161 | P | 04/28/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 47.99 |
| | INVOICE: 77602848 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | .00 YTD INVOICED | 1,588.34 YTD PAID | 47.99 |
| 303044 CENTER POINT PUBLISHING | | | | | | | | | | |
| | 142977 | 04/25/22 | 199558 | | 212162 | P | 04/28/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 83.91 |
| | INVOICE: 1924247 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | .00 YTD INVOICED | 360.11 YTD PAID | 83.91 |
| 5814 CHASE | | | | | | | | | | |
| | 142978 | 04/25/22 | 199559 | | 212163 | P | 04/28/22 | 2015011 931700 | LIB DATA PROC SV | 1,093.56 |
| | INVOICE: ADM0425223 | | | | | | | | | |
| | 142978 | 04/25/22 | 199559 | | 212163 | P | 04/28/22 | 2015011 933800 | CONFERENCES & TRAINING | 17.95 |
| | INVOICE: ADM0425223 | | | | | | | | | |
| | 142978 | 04/25/22 | 199559 | | 212163 | P | 04/28/22 | 2015011 936000 | PUBLIC RELATIONS | 1,727.40 |

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VENDOR NAME

| DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
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| INVOICE: ADM0425223 | | | | | | | | | |
| 142978 | 04/25/22 | 199559 | | 212163 | P | 04/28/22 | 2015011 951002 | OFF SPLS--OTHER SUPPLIES | 119.00 |
| INVOICE: ADM0425223 | | | | | | | | | |
| 142978 | 04/25/22 | 199559 | | 212163 | P | 04/28/22 | 2015011 951103 | STAFF APPRECIATION | 208.16 |
| INVOICE: ADM0425223 | | | | | | | | | |
| 142978 | 04/25/22 | 199559 | | 212163 | P | 04/28/22 | 2015015 938506 | GNL CNTRL SVC/PROGRAM | 489.98 |
| INVOICE: ADM0425223 | | | | | | | | | |
| 142978 | 04/25/22 | 199559 | | 212163 | P | 04/28/22 | 2015017 954003 | LIB RSRCS--PERIODICALS | 942.24 |
| INVOICE: ADM0425223 | | | | | | | | | |
| 142978 | 04/25/22 | 199559 | | 212163 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 215.90 |
| INVOICE: ADM0425223 | | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | | 11,912.97 YTD PAID | | 4,814.19 |
| 5403 CHASE PAYMENTECH | | | | | | | | | |
| 143053 | 04/26/22 | 199634 | | 16550 | W | 04/30/22 | 2015011 937800 | LIB BNK SERV CHG | 26.65 |
| INVOICE: ADM042622 | | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | | 7,937.41 YTD PAID | | 26.65 |
| 55134 COOPERATIVE COMPUTER | | | | | | | | | |
| 142979 | 04/25/22 | 199560 | | 212164 | P | 04/28/22 | 2015016 931701 | DATA PROCESSING/CLSI | 16,102.56 |
| INVOICE: 1977 | | | | | | | | | |
| 142979 | 04/25/22 | 199560 | | 212164 | P | 04/28/22 | 2015013 931702 | DATA PROCESSING/OCLC | 3,494.36 |
| INVOICE: 1977 | | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | | 39,193.84 YTD PAID | | 19,596.92 |
| 19972 DEMCO INC | | | | | | | | | |
| 142980 | 04/25/22 | 199561 | | 212165 | P | 04/28/22 | 2015015 951100 | LIBRARY SUPPLIES | 134.99 |
| INVOICE: 7110537 | | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | | 3,262.73 YTD PAID | | 134.99 |
| 7543 LAN ENG | | | | | | | | | |
| 142981 | 04/25/22 | 199562 | | 212166 | P | 04/28/22 | 2015015 938506 | GNL CNTRL SVC/PROGRAM | 11.99 |
| INVOICE: ADM0425224 | | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | | 40.60 YTD PAID | | 11.99 |
| 3545 FINDAWAY WORLD LLC | | | | | | | | | |
| 142982 | 04/25/22 | 199563 | | 212167 | P | 04/28/22 | 2015015 954004 | LIB RSRCS-RECORDING AUDIO | 55.24 |
| INVOICE: 385712 | | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | | 6,082.27 YTD PAID | | 55.24 |
| 301264 FOX VALLEY FIRE AND SAFETY | | | | | | | | | |
| 142983 | 04/25/22 | 199564 | | 212168 | P | 04/28/22 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | 391.25 |
| INVOICE: IN00511314 | | | | | | | | | |

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| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
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| ----- | | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | .00 YTD INVOICED | 4,256.50 YTD PAID | 391.25 |
| 5041 TIFFANY ANN GATES ETCHELL | | | | | | | | | | |
| | 142984 | 04/25/22 | 199565 | | 212169 | P | 04/28/22 | 2015015 938506 | GNL CNTRL SVC/PROGRAM | 100.00 |
| | INVOICE: ADM0425225 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | .00 YTD INVOICED | 450.00 YTD PAID | 100.00 |
| 7842 INGRAM LIBRARY SERVICES | | | | | | | | | | |
| | 142985 | 04/25/22 | 199566 | | 212170 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 16.54 |
| | INVOICE: 62804548 | | | | | | | | | |
| | 142986 | 04/25/22 | 199567 | | 212170 | P | 04/28/22 | 2015017 954001 | LIB RSRCS--ADULT BOOKS FI | 17.10 |
| | INVOICE: 62807859 | | | | | | | | | |
| | 142987 | 04/25/22 | 199568 | | 212170 | P | 04/28/22 | 2015017 954017 | LIB RSRCS-ADULT BOOKS NF | 13.12 |
| | INVOICE: 62808734 | | | | | | | | | |
| | 142988 | 04/25/22 | 199569 | | 212170 | P | 04/28/22 | 2015015 954019 | LIB RSRCS-CHILDRENS BOOKS | 11.45 |
| | INVOICE: 62805195 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | .00 YTD INVOICED | 7,202.14 YTD PAID | 58.21 |
| 2383 LIBRARY FURNITURE INTERNATIONAL INC | | | | | | | | | | |
| | 142989 | 04/25/22 | 199570 | | 212171 | P | 04/28/22 | 2015011 951003 | OFF SPLS FURNISHINGS | 2,883.50 |
| | INVOICE: 7810 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | .00 YTD INVOICED | 5,767.00 YTD PAID | 2,883.50 |
| 101892 MIDWEST TAPE | | | | | | | | | | |
| | 142990 | 04/25/22 | 199571 | | 212172 | P | 04/28/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 53.97 |
| | INVOICE: 501977581 | | | | | | | | | |
| | 142991 | 04/25/22 | 199572 | | 212172 | P | 04/28/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 84.70 |
| | INVOICE: 501977582 | | | | | | | | | |
| | 142992 | 04/25/22 | 199573 | | 212172 | P | 04/28/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 44.98 |
| | INVOICE: 501977580 | | | | | | | | | |
| | 142993 | 04/25/22 | 199574 | | 212172 | P | 04/28/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 16.49 |
| | INVOICE: 501977568 | | | | | | | | | |
| | 142994 | 04/25/22 | 199575 | | 212172 | P | 04/28/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 35.98 |
| | INVOICE: 501977567 | | | | | | | | | |
| | 142995 | 04/25/22 | 199576 | | 212172 | P | 04/28/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 128.20 |
| | INVOICE: 501977566 | | | | | | | | | |
| | 142996 | 04/25/22 | 199577 | | 212172 | P | 04/28/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 14.99 |
| | INVOICE: 501977565 | | | | | | | | | |
| | 142997 | 04/25/22 | 199578 | | 212172 | P | 04/28/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 198.66 |
| | INVOICE: 501977564 | | | | | | | | | |
| | 142998 | 04/25/22 | 199579 | | 212172 | P | 04/28/22 | 2015015 954015 | LIB RSRCS-RECORDINGS MUSI | 21.58 |
| | INVOICE: 501977514 | | | | | | | | | |
| | 142999 | 04/25/22 | 199580 | | 212172 | P | 04/28/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 79.96 |
| | INVOICE: 501977512 | | | | | | | | | |
| | 143000 | 04/25/22 | 199581 | | 212172 | P | 04/28/22 | 2015015 954005 | LIB RSRCS-AV/DVD/BLURAY | 18.28 |
| | INVOICE: 501964858 | | | | | | | | | |
| | 143001 | 04/25/22 | 199582 | | 212172 | P | 04/28/22 | 2015015 954005 | LIB RSRCS-AV/DVD/BLURAY | 317.44 |

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VENDOR NAME

| DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
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| INVOICE: 501964856 | | | | | | | | | |
| 143002 | 04/25/22 | 199583 | | 212172 | P | 04/28/22 | 2015015 954005 | LIB RSRCS-AV/DVD/BLURAY | 136.94 |
| INVOICE: 501977513 | | | | | | | | | |
| 143003 | 04/25/22 | 199584 | | 212172 | P | 04/28/22 | 2015015 954005 | LIB RSRCS-AV/DVD/BLURAY | 417.58 |
| INVOICE: 501932006 | | | | | | | | | |
| 143004 | 04/25/22 | 199585 | | 212172 | P | 04/28/22 | 2015015 954005 | LIB RSRCS-AV/DVD/BLURAY | 260.78 |
| INVOICE: 501932008 | | | | | | | | | |
| 143005 | 04/25/22 | 199586 | | 212172 | P | 04/28/22 | 2015015 954004 | LIB RSRCS-RECORDING AUDIO | 180.94 |
| INVOICE: 501954297 | | | | | | | | | |
| 143006 | 04/25/22 | 199587 | | 212172 | P | 04/28/22 | 2015015 954015 | LIB RSRCS-RECORDINGS MUSI | 9.74 |
| INVOICE: 501954298 | | | | | | | | | |
| 143007 | 04/25/22 | 199588 | | 212172 | P | 04/28/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 60.72 |
| INVOICE: 501958170 | | | | | | | | | |
| 143008 | 04/25/22 | 199589 | | 212172 | P | 04/28/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 125.94 |
| INVOICE: 501958171 | | | | | | | | | |
| 143009 | 04/25/22 | 199590 | | 212172 | P | 04/28/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 109.45 |
| INVOICE: 501958172 | | | | | | | | | |
| 143010 | 04/25/22 | 199591 | | 212172 | P | 04/28/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 86.18 |
| INVOICE: 501958173 | | | | | | | | | |
| 143011 | 04/25/22 | 199592 | | 212172 | P | 04/28/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 22.49 |
| INVOICE: 501958174 | | | | | | | | | |
| 143012 | 04/25/22 | 199593 | | 212172 | P | 04/28/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 18.74 |
| INVOICE: 501958175 | | | | | | | | | |
| 143013 | 04/25/22 | 199594 | | 212172 | P | 04/28/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 14.99 |
| INVOICE: 501958176 | | | | | | | | | |
| 143014 | 04/25/22 | 199595 | | 212172 | P | 04/28/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 18.74 |
| INVOICE: 501958177 | | | | | | | | | |
| 143015 | 04/25/22 | 199596 | | 212172 | P | 04/28/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 140.16 |
| INVOICE: 501935481 | | | | | | | | | |
| 143016 | 04/25/22 | 199597 | | 212172 | P | 04/28/22 | 2015017 954005 | LIB RSRCS-AV/DVD/BL | 30.79 |
| INVOICE: 501935349 | | | | | | | | | |
| VENDOR TOTALS | | | .00 | YTD INVOICED | | | 26,644.23 | YTD PAID | 2,649.41 |
| 7036 THERESA MURPHY | | | | | | | | | |
| 143017 | 04/25/22 | 199598 | | 212173 | P | 04/28/22 | 2015017 938506 | GNL CNTRL SVC/PROGRAM | 300.00 |
| INVOICE: ADM0425225 | | | | | | | | | |
| VENDOR TOTALS | | | .00 | YTD INVOICED | | | 300.00 | YTD PAID | 300.00 |
| 57766 NICOR GAS | | | | | | | | | |
| 143018 | 04/25/22 | 199599 | | 212174 | P | 04/28/22 | 2015012 955000 | NATURAL GAS | 4,304.32 |
| INVOICE: ADM0425226 | | | | | | | | | |
| VENDOR TOTALS | | | .00 | YTD INVOICED | | | 33,453.48 | YTD PAID | 4,304.32 |
| 924 OVERDRIVE INC | | | | | | | | | |
| 143019 | 04/25/22 | 199600 | | 212175 | P | 04/28/22 | 201 430819 | NO. SUB. DIGITAL CONSORTI | 472.54 |
| INVOICE: 00751DA22121251 | | | | | | | | | |

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| VENDOR NAME | DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|--|-----------------------|----------|---------|----|----------|---|----------|----------------|--------------------------|---|
| VENDOR TOTALS | | | | | | | | | | .00 YTD INVOICED 60,365.23 YTD PAID 472.54 |
| 61248 PARK RIDGE PUBLIC LIBRARY | | | | | | | | | | |
| | 143052 | 04/25/22 | 199633 | | 212176 | P | 04/28/22 | 2015016 951100 | LIBRARY SUPPLIES | 750.00 |
| | INVOICE: 000001 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | .00 YTD INVOICED 750.00 YTD PAID 750.00 |
| 8416 PEERLESS NETWORK INC | | | | | | | | | | |
| | 143021 | 04/25/22 | 199602 | | 212177 | P | 04/28/22 | 2015011 938501 | GNL CNTRL SVC/TELEPHONE | 166.47 |
| | INVOICE: 515393 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | .00 YTD INVOICED 843.72 YTD PAID 166.47 |
| 4821 Penco Electric Inc | | | | | | | | | | |
| | 143022 | 04/25/22 | 199603 | | 212178 | P | 04/28/22 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | 1,587.00 |
| | INVOICE: 24973 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | .00 YTD INVOICED 1,587.00 YTD PAID 1,587.00 |
| 229 PITNEY BOWES INC | | | | | | | | | | |
| | 143023 | 04/25/22 | 199604 | | 212180 | P | 04/28/22 | 2015011 938502 | GNL CNTRL SVC/POSTAGE | 1,000.00 |
| | INVOICE: ADM0425227 | | | | | | | | | |
| | 143024 | 04/25/22 | 199605 | | 212179 | P | 04/28/22 | 2015011 938502 | GNL CNTRL SVC/POSTAGE | 438.26 |
| | INVOICE: 158765975 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | .00 YTD INVOICED 2,200.94 YTD PAID 1,438.26 |
| 301981 PROGRAM PROFESSIONAL SERVICES INC | | | | | | | | | | |
| | 143025 | 04/25/22 | 199606 | | 212181 | P | 04/28/22 | 2015012 932103 | BLDG MNT CNTR-GENL MAINT | 417.00 |
| | INVOICE: 151969 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | .00 YTD INVOICED 417.00 YTD PAID 417.00 |
| 68117 REBELS TROPHIES | | | | | | | | | | |
| | 143026 | 04/25/22 | 199607 | | 212182 | P | 04/28/22 | 2015011 936000 | PUBLIC RELATIONS | 20.00 |
| | INVOICE: 10043 | | | | | | | | | |
| | 143027 | 04/25/22 | 199608 | | 212182 | P | 04/28/22 | 2015011 936000 | PUBLIC RELATIONS | 10.00 |
| | INVOICE: 10045 | | | | | | | | | |
| | 143028 | 04/25/22 | 199609 | | 212182 | P | 04/28/22 | 2015011 936000 | PUBLIC RELATIONS | 155.00 |
| | INVOICE: 10042 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | .00 YTD INVOICED 185.00 YTD PAID 185.00 |
| 6880 ROBBINS SCHWARTZ | | | | | | | | | | |
| | 143054 | 04/25/22 | 199635 | | 212183 | P | 04/28/22 | 2015011 942500 | GENERAL COUNSEL | 4,604.00 |
| | INVOICE: 919855565758 | | | | | | | | | |
| VENDOR TOTALS | | | | | | | | | | .00 YTD INVOICED 6,472.00 YTD PAID 4,604.00 |

WARRANT: L043022

TO FISCAL 2022/04 01/01/2022 TO 12/31/2022

VENDOR NAME

| DOCUMENT | INV DATE | VOUCHER | PO | CHECK NO | T | CHK DATE | GL ACCOUNT | GL ACCOUNT DESCRIPTION | |
|---|-------------|---------|------------------|----------|---|----------|-------------------|---------------------------|-----------|
| ----- | | | | | | | | | |
| 4412 ROSEDREW INC | | | | | | | | | |
| 143030 | 04/25/22 | 199611 | | 212184 | P | 04/28/22 | 2015013 951100 | LIBRARY SUPPLIES | 58.22 |
| INVOICE: | 323288 | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | | 364.39 YTD PAID | | 58.22 |
| 8309 QUORUM GROUP LLC | | | | | | | | | |
| 143055 | 04/25/22 | 199636 | | 212185 | P | 04/28/22 | 2015011 936000 | PUBLIC RELATIONS | 7,505.23 |
| INVOICE: | 105202B | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | | 8,300.40 YTD PAID | | 7,505.23 |
| 301997 CATHY THOMPSON | | | | | | | | | |
| 143031 | 04/25/22 | 199612 | | 212186 | P | 04/28/22 | 2015017 938506 | GNL CNTRL SVC/PROGRAM | 20.99 |
| INVOICE: | ADM0425229 | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | | 36.98 YTD PAID | | 20.99 |
| 303348 THE UPS STORE 1573 | | | | | | | | | |
| 143032 | 04/25/22 | 199613 | | 212187 | P | 04/28/22 | 2015011 938502 | GNL CNTRL SVC/POSTAGE | 112.87 |
| INVOICE: | ADM04252210 | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | | 183.26 YTD PAID | | 112.87 |
| 300800 WAREHOUSE DIRECT INC | | | | | | | | | |
| 143033 | 04/25/22 | 199614 | | 212188 | P | 04/28/22 | 2015011 951002 | OFF SPLS--OTHER SUPPLIES | 17.72 |
| INVOICE: | 52099560 | | | | | | | | |
| 143034 | 04/25/22 | 199615 | | 212188 | P | 04/28/22 | 2015011 951002 | OFF SPLS--OTHER SUPPLIES | 26.78 |
| INVOICE: | 52096720 | | | | | | | | |
| 143035 | 04/25/22 | 199616 | | 212188 | P | 04/28/22 | 2015016 951100 | LIBRARY SUPPLIES | 113.14 |
| INVOICE: | 52187090 | | | | | | | | |
| 143036 | 04/25/22 | 199617 | | 212188 | P | 04/28/22 | 2015011 951002 | OFF SPLS--OTHER SUPPLIES | 20.08 |
| INVOICE: | 52125580 | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | | 3,429.57 YTD PAID | | 177.72 |
| 7445 WESTERN FIRST AID & SAFETY | | | | | | | | | |
| 143037 | 04/25/22 | 199618 | | 212189 | P | 04/28/22 | 2015012 952100 | BUILDING SUPPLIES | 301.04 |
| INVOICE: | ORD6004163 | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | | 625.28 YTD PAID | | 301.04 |
| 8325 WILLIAMS ASSOCIATES ARCHITECTS LTD | | | | | | | | | |
| 143038 | 04/25/22 | 199619 | | 212190 | P | 04/28/22 | 2015012 996300 | BUILDING/BUILDING IMPROVE | 1,611.38 |
| INVOICE: | 0020893 | | | | | | | | |
| VENDOR TOTALS | | | .00 YTD INVOICED | | | | 2,303.22 YTD PAID | | 1,611.38 |
| REPORT TOTALS | | | | | | | | | 64,894.38 |

04/28/2022 14:18 |CITY OF PARK RIDGE
etidd |PAID WARRANT REPORT

|P 12
|appdwarr

WARRANT: L043022

TO FISCAL 2022/04 01/01/2022 TO 12/31/2022

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

| | COUNT | AMOUNT |
|----------------------|-------|-----------|
| TOTAL PRINTED CHECKS | 39 | 64,867.73 |
| TOTAL WIRE TRANSFERS | 1 | 26.65 |

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