



Park Ridge Public Library
Regular Board Meeting – AGENDA – July 18, 2023 at 7:00 PM

Meeting Location:

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

- 1. A. Call to Order
B. Roll Call
C. Nomination of President Pro-Tem
D. Election of Officers
2. Public Comment on Non-Agenda Items
3. Library Staff Presentation – Laura Scott, Adult Services Manager
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 June 20, 2023 Regular Meeting of the Library Board
b. Ratify Bills Payable-Warrant Register for:

Table with financial data for Period 6, June 2, 2023 and Period 6, June 16, 2023. Columns include item names and dollar amounts.

- c. Approve Cash Statement for all accounts for June 2023
d. Ratify disbursements from the Petty Cash Fund, \$218.88
e. Ratify disbursements from the Gift Fund, \$1,115.00
f. Approve sections A, B, C, D and E of the Park Ridge Public Library Employee Handbook, with all updates to take effect on Sunday, August 6, 2023
g. Approve revisions to the Library Award, Photo Use, Social Media and Library website policies
h. Approve rescission of the the Park Ridge Community Network policy at the time site is decommissioned

- 5. Treasurer’s Report
a. Approve the Consolidated Year to Date Revenue and Expenditures Report for June 2023
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
a. 2023 Exterior Improvements Project – Contract Award
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 the First Floor meeting room at the Park Ridge Public Library

June 20, 2023 at 7:00 p.m.

CALL TO ORDER

Vice-President Kiem called the meeting to order at 7:02 p.m.

ROLL CALL

Trustees Present: Josh Kiem, Vice-President, Danielle Powers, Secretary; Lauren Rapisand, Gregg Rusk, Deepika Thiagarajan

Absent: Alexandra Hanba, President; Theresa Renaldi, David Somheil, Treasurer

Others Present: Joanna Bertucci, Library Director; Lauren Bochat, Alyson Doubek, Staci Greenwald, and Anastasia Rachmaciej, Library staff

PUBLIC COMMENT

No comments were made.

CONSENT AGENDA

Vice-President Kiem stated that if a trustee(s) would like an item removed from Consent, the item will be removed for further discussion after the Consent Agenda is approved. He then read the items on the Consent Agenda. There were no requests for items to be removed.

The following items are included on the Consent Agenda:

- Approval of Minutes from the May 16, 2023 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 5, FY23 May 16, 2023 in the amount of \$178,444.97 and May 31, 2023 in the amount of \$148,220.19.
- Approve Cash Statement for all accounts for May, 2023
- Ratify disbursements from the Petty Cash Fund, \$68.99
- Ratify disbursements from the Gift Fund, \$391.48
- Approve a budget transfer in the FY23 Operating Budget for an \$8,000 decrease to the Youth DVD/Blu-Ray budget line and an \$8,000 increase to the Youth Service Programming budget line
- Approve a Non-Resident Library Card Fee of \$284 per year for qualified non-residents, effective July 1, 2023.

Trustee Powers made a

MOTION: To approve the Consent Agenda, as presented

Trustee Rapisand seconded the motion

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

Motion passed

TREASURER'S REPORT

Trustee Rusk reviewed the Consolidated YTD Revenue and Expenditures report through May, 2023 which represents completion of 42% of the fiscal year, noting that total revenues are 53% of budget. Revenues include both the Malinowski bequest and funds received from the Michel Trust. On the expense side, operating revenues are at 37% of budget, capital expenditures at 5% of budget which results in total expenditures at 32% of budget

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

Held in the First Floor meeting room at the Park Ridge Public Library

June 20, 2023 at 7:00 p.m.

Trustee Rusk made a

MOTION: To approve the Consolidated Year to Date Revenue and Expenditures Report for May, 2023

Trustee Thiagarajan seconded the motion

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

Motion passed

VICE-PRESIDENT'S REPORT

Vice-President Kiem stated that the following three trustees will serve on the Nominating Committee which will meet in July to develop a slate of officers once the new Board is constituted. Those to serve on the Nominating Committee are Vice-President Kiem, Trustee Rapisand and Trustee Thiagarajan.

SECRETARY'S REPORT

Secretary Powers reviewed the Secretary's report included in the packet on page 12, noting Library website News items and press articles about the Live on the Lawn event and the measure signed into law by Governor Pritzker to prevent book bans. She also noted a letter included in the packet from Secretary of State Giannoulias that awards the FY2023 Per Capita Grant to the Library in the amount of \$58,492.60.

DIRECTOR'S REPORT

Director Bertucci followed up on the article included on page 14 of the packet that discusses HB2789 which amends the Illinois Library System Act, noting that Boards that do not adopt the ILA Freedom to Read policy may be ineligible for future grant funds. She explained that the PRPL Collection Management Policy does endorse the ILA Freedom to Read and Freedom to View policies. The Illinois State Library will now develop standards based on the new legislation and she will bring these back to the Board for discussion. Vice-President Kiem asked how many challenges PRPL has received and Director Bertucci stated that there have been no formal book challenges received. There have been several FOIA requests seeking information about Library programs and titles in the Library's collections.

Other notable items from the Director's report include

- Progress on the Lead Green strategic plan initiative included a \$500 grant that Laura Scott applied for and was awarded from the Solid Waste Agency of Northern Cook County (SWANCC). The Library will be purchasing a thermal camera for the Exploration Library with the funds. As part of the grant agreement, the Library will also host at SWANCC education program.
- AT&T was on-site this past week to run fiber from the street to the Library's server room as part of the copper to fiber migration project.
- The Youth Services staff were out in the community during the month of May to promote the Summer Reading Clubs. Staff made 152 visits and contacted more than 5,000 students while visiting every classroom and school in Park Ridge either in-person or virtually.
- The first Volunteer Appreciation Tea since 2019 was held in May. It was an interdepartmental collaboration to host the event to show the Library's appreciation for all that our volunteers contribute.

MINUTES
PARK RIDGE PUBLIC LIBRARY
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June 20, 2023 at 7:00 p.m.

FRIENDS OF THE LIBRARY REPORT

Director Bertucci reported that she, along with Jen Healy and Laura Scott, attended the Friends' semi-annual meeting in early June. Ms. Healy is working with the Friends to increase their membership and collaborate on marketing strategies.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Trustee Rapisand made a

MOTION: To adjourn the meeting

Trustee Rusk seconded the motion

Voice Vote: All in favor

Motion passed

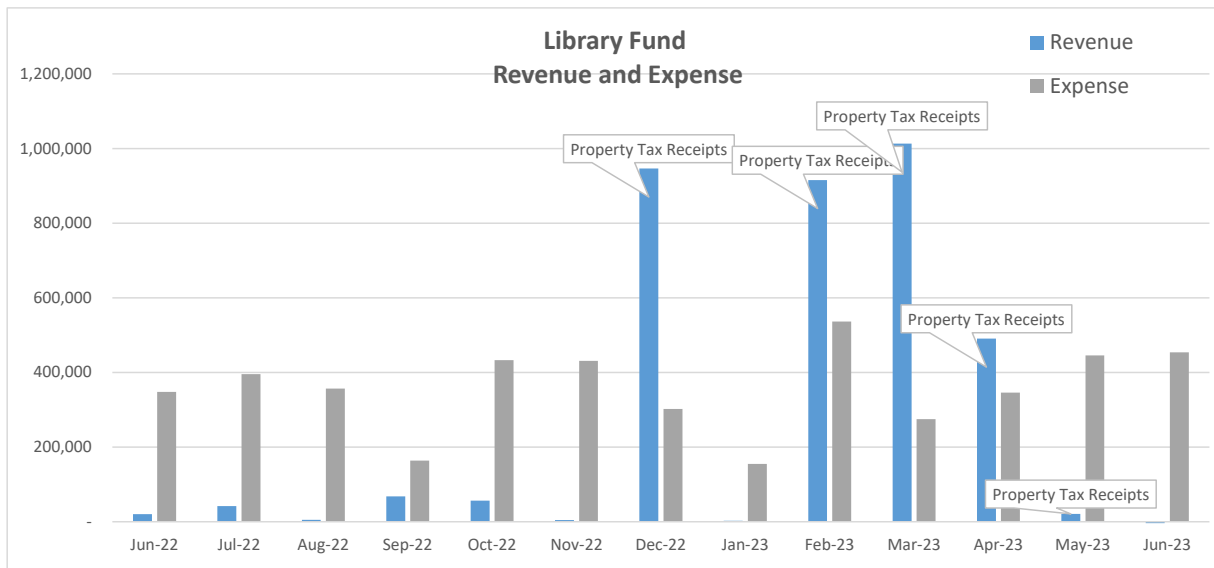
Vice-President Kiem adjourned the meeting at 7:20 p.m.

DRAFT

Cash Statement
Period 6 - June, 2023

CHASE BANK - OPERATING ACCOUNT	
City Administered Library Fund	\$4,564,706
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LIBERTY BANK - PETTY CASH ACCOUNT	
Library Administered - Primary use to reimburse lost/paid patron fees	
<i>Names on account are Library Director, Finance and Administration Services Manager and Adult Services Manager</i>	
	\$ 998
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CASH ON HAND - GENERAL	
Library Administered	\$ 557
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BMO HARRIS - BUSINESS CHECKING ACCOUNT	
Library Administered - APY of 0.01%	
Opened when Liberty Restricted Gift Account reached maximum balance.	
<i>Names on account are Library Director, Finance and Administration Services Manager and Adult Services Manager</i>	
	\$ 125,508
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LIBERTY BANK - RESTRICTED GIFT ACCOUNT	
Library Administered - Both Restricted and Unrestricted Donations - APY of 0.01%	
<i>Names on account are Library Director, Finance and Administration Services Manager and Adult Services Manager</i>	
	\$ 190,912
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HUNTINGTON BANK - MALINOWSKI BEQUEST	
Library Administered - 335 day term with an APR of 5.07%; Maturity Date 7/07/2024	
<i>Names on account are Library Director and Finance and Administration Services Manager</i>	
	\$125,000
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VILLAGE BANK AND TRUST - MALINOWSKI BEQUEST	
Library Administered CD - 12 month term with an APY of 5.20%; Maturity Date 6/08/2024	
<i>Names on account are Library Director and Finance and Administration Services Manager</i>	
	\$125,000
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PARKWAY BANK - ENDOWMENT FUNDS	
Library Administered CD - 13 month term with an APY of 3.10%; Maturity Date 1/05/2024	
<i>Names on account are Library Director, Finance and Administration Services Manager and Adult Services Manager</i>	
	\$ 161,048
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*NORTHERN TRUST - BRUCE MICHEL LIBRARY TRUST	
Michel Family Administered - Northern Trust - Technology Upgrades	\$ 203,538

*The Bruce Michel Library Trust funds are held at Northern Trust. The funds are earmarked for technology upgrades throughout the library. Requests for expenditure must be approved by Mr. Bruce Michel's widow and are disbursed by Northern Trust. The balance in this account is reported as of March 31, 2023, based on our quarterly account statement from Northern Trust.



**Park Ridge Public Library
Ratification and Approval of Disbursements/Payments
June, 2023**

Approval for payment from Gift Fund:

n/a	20th Century Club - Center of Concern	\$200.00
n/a	20th Century Club - Center of Concern	\$200.00
n/a	Marion's Mark - Linda Emmerman	\$315.00
n/a	20th Century Club - Center of Concern	\$200.00
n/a	20th Century Club - Center of Concern	\$200.00

Total: \$1,115.00

Ratify Disbursements from Petty Cash Account:

#1618	Piotr Kleszcz	\$ 69.99
#1619	Don Collins	\$ 35.00
#1620	Carlos Marquez	\$ 21.99
#1621	Jane Pielk	\$ 7.99
#1622	Tonya Gollahalli	\$ 9.99
#1623	Erika Bush	\$ 28.00
#1624	Tim Henehan	\$ 20.97
#1625	Lucy Jesski	\$ 24.95

Total: \$ 218.88



Memorandum

Memo Date: June 7, 2023
From: Joanna Bertucci, Library Director
 Alyson Doubek, Finance and Administrative Services Manager
Meeting Type: Personnel Committee of the Whole
Meeting Date: June 13, 2023
Action Requested: For approval
Subject: Employee Handbook Sections A, B, C, and D

Background:

With the transition to our own payroll system, Library Administration and Personnel Committee Chair Rapisand have been reviewing the Library’s Employee Handbook.

After discussion and feedback at the May 9 Committee of the Whole Meeting, Ms. Doubek and I made significant changes to the policies in sections A, B, and C. (formerly section 1). More specifically, we removed language that was overly procedural, expanded the definitions section, and ensured that terminology is consistent throughout the handbook. Lastly, we reorganized these sections to flow starting with the pre-employment experience through the progression of the employee experience related to conduct. Ms. Doubek and I met with Personnel Committee Chair Rapisand and President Hanba on May 19 to review a second draft. Details on how policies were modified or added are listed in the chart below.

Section	Substantive updates since May 9 Committee of the Whole meeting
A. Introduction	
B. Definitions	
C. Workplace Conduct	
2. Pre-employment	Combined EEO, anti-nepotism, background checks, drug screen, and documentation into one section
3. Code of Ethics	None
4. Drug, Alcohol, Cannabis and Smoke Free Workplace	Sent draft to the attorney for feedback; language included in this draft was recommended by our legal counsel
5. Safety	No substantive changes
6. Anti-Harassment	No substantive changes
7. <i>Solicitation</i>	<i>New section recommended by President Hanba</i>
8. Acceptable Dress	No substantive changes
9. Performance Management	No substantive changes
10. Personnel Files, Reference Checks and Mandatory Notification	Combined these items into one section
11. Employee Discipline	No substantive changes
12. Dispute Resolution	Updated name from <i>Employee Problems and Concerns</i> ; made Whistleblower language more prominent
13. Use of Library Equipment	Moved language about technology reimbursement to benefits section
14. Technology	No substantive changes
15. Social Media	No substantive changes



Memorandum

Section D. Compensation and Benefits was also reviewed at our May 19 meeting and the following changes were made from the original City of Park Ridge Handbook and Library Appendix.

D. Compensation and Benefits

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|-----|---|--|
| 16. | Pay Program | Added required language regarding payroll deductions |
| 17. | Hours of Work and Overtime | No substantive changes |
| 18. | Timesheets, Overtime, and Compensatory Time | No substantive changes |
| 19. | Inclement weather or emergency closure | No substantive changes |
| 20. | Service Recognition | No substantive changes |
| 21. | Benefits | Section includes: medical, employee assistance, dental, vision, flexible spending, life insurance, COBRA, IMRF, and technology reimbursement; updated language to match current offerings and programs |
| 22. | Worker's Compensation | Based on policy from City of Park Ridge, but removed procedural language |
| 23. | <i>Bloodborne Pathogens</i> | <i>NEW; required as per IL State Library</i> |
| 24. | Tuition Reimbursement | Updated to allow doctoral-level degree program eligibility |

In July 2023, the Personnel Committee will bring Section E., Leave Time, to the Committee of the Whole for Board review. Policies in Section E are as follows:

25. General Leave Time
26. Vacation
27. Sick Leave
28. Paid Time off (PTO)
29. Paid Leave for All Workers Act – will be brought to the Board in fall 2023
30. Bereavement Leave
31. Jury and Civil Duty Leave
32. Family and Medical Leave Act (FMLA)

Motion:

Approve Sections A, B, C and D of the Park Ridge Public Library Employee Handbook



Memorandum

Memo Date: July 7, 2023
From: Joanna Bertucci, Library Director
 Alyson Doubek, Finance and Administrative Services Manager
Meeting Type: Personnel Committee of the Whole
Meeting Date: July 11, 2023
Action Requested: For approval
Subject: Employee Handbook Section E

Background:

E. Leave Time

- 25. **Holidays** Updated list of annual closures to include Juneteenth; clarified language regarding unpaid holidays and added the Sundays before Memorial and Labor Day to this list, as is common practice in public libraries in our area.

- 26. **Paid Time Off (PTO)**
 - 1) Remove the distinction between librarians and non-librarians to streamline policies.
 - Common practice in libraries in the past; creates inequities among staff, particularly at the Management Team level.

 - 2) Remove stepped increase on accruals to streamline policies
 - The current stepped increase table is overly complex.

 - 3) Internal Equity
 - The PTO accruals currently offered result in significantly less paid time off, than for staff who were hired before July 1, 2014. As a result of the seniority in that group, those staff are currently earning 12 sick days and 29 vacation days (after 6 years for librarians and 14 years for non-librarians) annually. Currently, our most senior PTO staff earn a maximum of 26 PTO days annually and first-year non-librarians earn 20 PTO days.
 - We are recommending this change to promote a healthy work environment and to support our request that staff stay home when they are sick, a lesson learned during the COVID-19 pandemic.
 - Additionally, an increased accrual of PTO moves us toward being more competitive with area libraries who offer an average of 33 days off (sick, vacation, and personal combined) at year 1 and an average of 35 days off at year 5.

2022 HR Source Library Salary Survey Data – 89 Library participants	VACATION Averages	SICK	PERS	TOTAL
1st Year	18	12	3	33
5th Year	20	12	3	35
10th Year	21	12	3	36

- 4) Retention and recruitment
 - PTO is a unique concept in libraries. Increasing these amounts will help us reward and retain excellent staff as well as aid in recruiting future talent.



Memorandum

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| 27. Paid Leave for All Workers Act | <i>Placeholder for future policy. This provision takes effect January 1, 2024. We are postponing policy approval based on advice from HR Source as the Illinois Department of Labor is expected to issue future guidance closer to the effective date.</i> |
| 28. Vacation | No substantive changes as staff hired prior to July 1, 2014 are grandfathered into this policy. |
| 29. Sick Leave | No substantive changes as staff hired prior to July 1, 2014 are grandfathered into this policy. |
| 30. Bereavement Leave | Maintained current paid bereavement leave options; added required language from the Illinois mandated unpaid Family Bereavement Leave Act. |
| 31. Voting Leave, Jury Duty, and Civil Duty | Added language about voting leave and eliminated the requirement for staff to surrender jury pay to the Library in order to receive compensation as per the advice of HR Source. |
| 32. Family and Medical Leave Act (FMLA) | Federally mandated policy required. Ms. Doubek met with City of Park Ridge HR Generalist Katy Darr, to review the FMLA paperwork process, as the Library will be processing our own FMLA paperwork going forward. |
| 33. Parental Leave | <i>New for Board Consideration.</i> The attached chart provides data on paid parental leave provided by area libraries. |
| 34. General Leave Time and Other Leaves | Consolidated other leaves into one section, no substantive changes. |

Motions:

- Approve previously reviewed sections A, B, C and D of the Park Ridge Public Library Employee Handbook
- Approve section E of the Park Ridge Public Library Employee Handbook
- Approve all changes to take effect Sunday, August 6, 2023



Memorandum

	Library	Maximum number of week(s) paid for parental leave
1	Acorn Public Library District	8 weeks
2	Addison Public Library	8 weeks
3	Algonquin Area Public Library	6 weeks
4	Barrington Area Library	6 weeks
5	Bartlett Public Library District	6 weeks
6	Chicago Ridge Public Library	8 weeks
7	Chillicothe Public Library District	4 weeks
8	Cook Memorial Public Library District	8 weeks
9	Deerfield Public Library	6 weeks
10	Ela Area Public Library District	8 weeks
11	Elk Grove Village Public Library	2 weeks
12	Elmhurst Public Library	8 weeks
13	Forest Park Public Library	8 weeks
14	Fremont Public Library District	8 weeks
15	Glenview Public Library	6 weeks
16	Hinsdale Public Library	1 week
17	Indian Trails Library District	6 weeks
18	La Grange Public Library	9 or more weeks
19	Lake Bluff Public Library	9 or more weeks
20	Lake Forest Library	3 weeks
21	Lake Villa District Library	8 weeks
22	Morton Grove Public Library	4 weeks
23	Naperville Public Library	6 weeks



Memorandum

24	Northbrook Public Library	6 weeks
25	Oak Park Public Library	8 weeks
26	Oswego Public Library District	6 weeks
27	Palatine Public Library District	6 weeks
28	Prairie Trails Public Library District	8 weeks
29	Prospect Heights Public Library	8 weeks
30	Roselle Public Library District	9 or more weeks
31	Schaumburg Township District Library	8 weeks
32	Skokie Public Library	8 weeks
33	Vernon Area Public Library District	8 weeks
34	Warren-Newport Public Library District	6 weeks
35	Wilmette Public Library District	8 weeks
	Average	6.7 weeks



Park Ridge Public Library Employee Handbook

Approved XXX

Park Ridge Library Board of Trustees

A. Introduction

1. 1.1 Welcome
- 1.2 About the Library
- 1.3 Standards
- 1.4 Standards for Processes and Procedures
- 1.5 Disclaimer
- 1.6 Acknowledgement of Receipt

B. Definitions

C. Workplace Conduct

2. Pre-employment

- 2.1 Equal Employment Opportunities
- 2.2 Anti-nepotism
- 2.3 Background checks
- 2.4 Drug screen
- 2.5 Documentation
- 2.6 Noncompliance

3. Code of Ethics

4. Drug, Alcohol, Cannabis, and Smoke Free Workplace

- 4.1 Testing
- 4.2 Notice of Convictions
- 4.3 Employee Initiated Treatment
- 4.4 Management Initiated Treatment
- 4.5 Post-treatment
- 4.6 Disciplinary Actions

5. Safety

- 5.1 Security Inspections
- 5.2 Threats, Violence, and Weapons
- 5.3 One-the-Job Safety
- 5.4 Noncompliance

6. Anti-harassment

- 6.1 Zero Tolerance
- 6.2 Harassment
- 6.3 Sexual Harassment
- 6.4 Reporting Requirements
- 6.5 Investigation of Complaints
- 6.6 False Complaints
- 6.7 Training

7. Solicitation

8. Acceptable Dress

- 8.1 Dress Standards
- 8.2 Grooming Standards
- 8.3 Noncompliance

9. Performance Management

10. Personnel Files, Reference Checks, and Mandatory Notification

- 10.1 Personnel Files
- 10.2 Disciplinary Action Forms
- 10.3 Access to Personnel Files

- 10.4 Reference Checks
- 10.5 Mandatory Notifications to Human Resources
- 11. Employee Discipline**
- 12. Dispute Resolution**
 - 12.1 Dispute Resolution
 - 12.2 Whistleblower Protection
- 13. Use of Library Equipment**
 - 13.1 Use of Personal Vehicles on Library Business
 - 13.2 Vehicle Rental
 - 13.3 Personal Mail
 - 13.4 Communications Devices
 - 13.5 Noncompliance
- 14. Technology**
 - 14.1 Security
 - 14.2 Computers and Software
 - 14.3 Library Issued Equipment
 - 14.4 Files and Data
 - 14.5 Electronic Communications
 - 14.6 Library Issued Communication Devices
 - 14.7 Personal Devices
 - 14.8 Training
 - 14.9 Noncompliance
- 15. Social Media**
 - 15.1 Library Sponsored Social Media
 - 15.2 Staff Members' Personal Use of Social Media
 - 15.3 Noncompliance

D. Compensation and Benefits

- 16. Pay Program**
 - 16.1 Compensation Philosophy
 - 16.2 New Hires
 - 16.3 Transfers
 - 16.4 Promotions
 - 16.5 Temporary Work
 - 16.6 Merit Award
 - 16.7 Payroll Deductions
 - 16.8 Deductions from Pay for Exempt Employees
 - 16.9 Errors in Pay
 - 16.10 Your Paycheck
- 17. Hours of Work**
 - 17.1 Days of Work
 - 17.2 Hours of Work
 - 17.3 Meal and Work Breaks
- 18. Timesheets, Overtime and Compensatory Time**
 - 18.1 Timesheets
 - 18.2 Exempt Employees
 - 18.3 Non- Exempt Employees
- 19. Inclement Weather or Emergency Closure**
 - 19.1 Full-time Staff
 - 19.2 Half-time and Part-time Staff
- 20. Service Recognition**

- 21. Benefits**
 - 21.1 Group Medical Insurance Coverage
 - 21.2 Employee Assistance Program
 - 21.3 Group Dental and Vision Coverage
 - 21.4 Flexible Spending Account (FSA)
 - 21.5 Life Insurance
 - 21.6 COBRA
 - 21.7 Pension Benefits: Illinois Municipal Retirement Fund (IMRF)
 - 21.8 Personal Technology Reimbursement
- 22. Worker's Compensation**
 - 22.1 Accident and/or Injury in the Workplace
 - 22.2 Violations/Disciplinary Actions
- 23. Bloodborne Pathogens**
 - 23.1 Exposure Determination
 - 23.2 Universal Precautions
 - 23.3 Exposure Control Plan
 - 23.4 Training
- 24. Tuition Reimbursement**
 - 24.1 Eligibility
 - 24.2 Approval
 - 24.3 Application for Tuition Reimbursement
 - 24.4 Applicable Costs and Amounts for Tuition Reimbursement
 - 24.5 Refund of Tuition Reimbursement

E. Leave Time

- 25. Holidays**
 - 25.1 Annual Holiday Closures
 - 25.2 Holiday Leave Pay
 - 25.3 Unpaid Holidays
- 26. Paid Time Off (PTO)**
 - 26.1 Accrual Rates: Full-time Employees
 - 26.2 Accrual Rates: Half-time Employees
 - 26.3 PTO Carry-over and Pay Out
 - 26.4 Noncompliance
- 27. Placeholder for Paid Leave for All Workers Act**
- 28. Vacation**
 - 28.1 Full-time Employee Accrual Rates
 - 28.2 Half-time Employee Accrual Rates
 - 28.3 Vacation Carry Over
 - 28.4 Job Change
 - 28.5 Separation
- 29. Sick Leave**
 - 29.1 Approved Use of Sick Leave
 - 29.2 Accrual and Maximums
 - 29.3 Verification and Documentation
 - 29.4 Sick Leave at Retirement or Termination
 - 29.5 Noncompliance
- 30. Bereavement Leave**
 - 30.1 Paid Bereavement Leave
 - 30.2 Unpaid Bereavement Leave
 - 30.3 Illinois Mandated Unpaid Family Bereavement Leave Act

- 31. Jury and Civil Duty Leave**
 - 31.1 Voting Leave
 - 31.2 Jury Duty
 - 31.3 Civil Leave
- 32. Family and Medical Leave Act (FMLA)**
 - 32.1 FMLA Eligibility
 - 32.2 Continuation of Benefits
 - 32.3 Application of Paid Leave
 - 32.4 Intermittent, Reduced Schedule Leave
 - 32.5 Reinstatement
 - 32.6 Military Leave
 - 32.7 Family Military Leave
 - 32.8 Victims' Economic Security and Safety Act (VESSA) Leave
- 33. Parental Leave**
 - 33.1 Eligibility
 - 33.2 Leave Scheduling
 - 33.3 Pay
 - 33.4 Benefits
 - 33.5 Requesting the Leave
 - 33.6 When Both Parents and Eligible Employees
- 34. General Leave Time**
 - 34.1 Emergency Leave
 - 34.2 Personal Leave
 - 34.2 Disability Leave
 - 34.3 Administrative Time – Exempt Employees

A. Introduction

1.1 Welcome

Welcome to the Park Ridge Public Library (hereinafter referred to as *the Library*). We are glad to have you with us and look forward to a mutually beneficial working relationship. We believe our employees are our greatest asset in achieving our mission and vision.

Mission Statement

We are the Park Ridge Public Library. We are a trusted and valued community partner that engages and strengthens its community by fostering personal growth in learning by providing opportunities to connect, inform, innovate and grow.

Vision Statement

The Park Ridge Public Library facilitates the goals and aspirations of the individual and our community. Our Library creates the intersection of engagement, information, tradition and innovation.

1.2 About the Library

The Library is a component unit of the City of Park Ridge, not a City department. The Library has a separately appointed Board of Trustees who set policy for the Library and hire the Library Director. The Library Director, and their designees, are responsible for all employment matters related to Library employees. The Library collaborates in a variety of ways with the City of Park Ridge, including the administration of healthcare, and pension benefits.

1.3 Standards

The Library relies on outstanding customer service in all aspects of our operations. Accordingly, the Library aims to support and develop employees in their role, so they feel confident meeting their job duties and contributing to the success of the Library. The Library also aims to offer opportunities for employees to learn new skills and expand their knowledge base. In return, the Library asks for a high degree of commitment, dedication, and professionalism to help us achieve the aims and objectives of the Library.

We have created these **Standards of Service Excellence** based upon the premise that the actions of one single individual can create or change the image of the Library and of all employees in the eyes of our patrons and colleagues. Therefore, we have standardized certain behaviors and responses so that all may receive the same consistent level of excellent service. These standards apply to all areas of service in person, online and over the phone.

Friendly: Create an atmosphere that makes people feel welcome the moment they enter the Library or your work area. Greet with a “hello” when possible.

Attentive/Observant: Acknowledge people with eye contact or a smile as quickly as possible.

Always leave paperwork, conversations with others and the computer to assist a patron. Be aware of the actions of an individual that may signal the need for special assistance.

Enthusiastic: Be enthusiastic, enthusiasm is contagious; it improves the work environment and causes patrons to look forward to their visit.

Empathetic: "What if this were happening to me?" is one of the best questions to ask ourselves when an individual is experiencing a problem. "Asking what would I want the Library to do for me if I were in this situation?" gives us an indication of the action necessary to show that we understand and want to assist in the solution of the problem.

Knowledgeable: Develop a thorough working knowledge of the Library's services and which department(s) provide them. Use this knowledge to answer questions, solve problems or direct an individual to the appropriate department or person.

Professional: Professionalism is a matter of attitude, not academic degrees. We must appear and conduct ourselves in a professional manner while working, regardless of job classification. Professional appearance should be consistent with the highest standards in the field. Professional demeanor while working includes such things as refraining from personal conversations and telephone calls, eating, or chewing gum in public view, refraining from making any negative comments about other employees, patrons, the Library, or other organizations where it may be overheard by the public.

Proud: Display an attitude of pride in the quality of our work and the services we provide. Acknowledge the achievements of our colleagues.

Diplomatic: Be diplomatic and tactful in all situations. Although patrons or colleagues may not always be right, it is essential that they never be treated as though they are wrong. Care must be taken to avoid offending or embarrassing an individual, or causing one to lose face in front of their peers.

Listen: Communication occurs only when the person to whom we are talking hears what is being said. We should always listen carefully to understand, not to judge, a situation or individual. By understanding, we are able to respond in calming, confidence-building language and avoid aggravating, confidence-destroying language. By restating what we have heard, we indicate that we have understood what has been said.

1.4 Standards for Processes and Procedures

Convenient: Within the framework of the Library's mission and vision, all processes and procedures are designed for the convenience of library patrons. Services and facilities must be easily understood and used. Our responsibility is to accommodate the patron in the most reasonable manner.

Flexible: Although policies and procedures are important, they can never be detailed or extensive enough to cover every situation. Procedures cannot solve problems - people can. Procedures exist to give us guidelines and parameters within which to solve problems. Unnecessary rules or rules that are too difficult to explain or enforce do not permit excellent service. These should be brought to the attention of Library Administration, who will in turn

make recommendations for policy change to the Library Board of Trustees.

Solution-driven: Avoid giving the patron the run-around. Take ownership of a misdirected patron; do not just point them in another direction. Whenever possible, accompany the patron to the appropriate person or location that can help them. If you have to transfer a patron who has been misdirected, place the person on hold and explain the situation to the next person before you transfer the call.

Responsive: Always indicate our course of action with every request. Be as specific as possible with a patron concerning when he or she may expect a response. Always respond by the time we promised, even if it is to tell the patron that we are still working on their request. Remember that the entire organization has promised the patron excellent service.

Image Conscious: Every employee must guard and promote the Library's image, being aware that image and quality are linked. Understand that our actions, communications (verbal, virtual, in-person and online) and decisions are a statement about quality, and reveals what we think about our patrons, our services and ourselves.

Complaints: Every effort should be made to respond positively to every question or complaint when and where it is received, even if the response is "Yes, that is a problem. Let me take you to someone who will help you." If no one is available, provide the patron with the name of the Manager who can discuss the problem with them and/or provide them with a patron comment form. Do not make excuses for the problem; rather direct the patron to the person who can best help them with the problem.

1.5 Disclaimer

This is your personal copy of the Library's Employee Handbook. If there is a need for additional information or if you have questions, you may contact your Manager or the Finance and Administrative Services Manager. Neither the policies, programs and benefits summarized herein, nor this employee handbook itself shall be considered as creating the terms and conditions of an employment contract, either expressed or implied, nor creating rights in the nature of an employment contract, nor does it provide employees with any due process rights in the event of discipline or termination.

Employees of the Library are at-will and can be terminated, demoted, suspended or otherwise disciplined with or without cause at any time at the sole discretion of the Library Director. Personnel policies are developed by Library Administration and approved by the Library Board of Trustees.

This handbook includes the policies, programs and benefits in effect as of the most recent amendment, as noted on the title page. These policies, practices and benefits, which supersede all prior policies, practices and benefits, may be revised or revoked at any time to meet changing circumstances. You will be notified of any changes, and an updated version of the handbook will be available on the Library's intranet page.

Applicable federal, state or local laws or regulations shall supersede these stated policies, until corrections can be published, in the following instances:

- If any of the policies are or become in conflict with federal, state, or local laws or regulations.
- If any omissions or inclusions cause conflict with federal, state, or local laws or regulations; or
- If typographical or printer error should cause conflict with any federal, state, or local laws or regulations.

Should there be any questions as to the interpretation of the policies or benefits listed in this handbook, the final explanation and resolution will be at the sole and absolute discretion of the Library Director, subject to applicable federal, state, and local laws.

1.6 Acknowledgment of Receipt

You will be required to sign a document acknowledging receipt of this handbook. We will all be using and referring to these policies as we work together and therefore, it is important to ensure everyone has received a copy. Should you lose this copy, it is available on the Library's intranet, to which all employees have access.

All Library employees are expected to comply with all applicable policies and in particular those describing appropriate conduct in the workplace. These standards of conduct also cover all conduct within the workplace, including:

- Library Trustees
- Persons employed to make or conduct a temporary special inquiry, investigation on behalf of the Library Board or Library Board Committee
- Volunteers who receive no regular compensation from the Library

B. Definitions

Full-time Employee: An employee who regularly works at least 37.5 hours per week or more year-round.

Half-time Employee: An employee who regularly works between 19 and 29 hours per week year-round.

Part-time Employee: An employee who regularly works less than 19 hours per week year-round

Temporary or Seasonal Employee: An employee may be assigned temporarily to a specific position, or an employee may be hired for a specific project, both of which are fixed time periods and will terminate upon completion of the specific project or on a specific date.

Probationary Employee: An employee who has yet to complete their probationary period.

Probationary Period: Period of one year after date of hire during which employee conduct and job performance are most closely observed and evaluated to ensure satisfactory performance of your position's assigned duties and to identify conduct and/or performance that is not satisfactory.

Exempt Employee: An employee who performs duties determined by the Library to be exempt and paid on a salary basis regardless of the number of hours worked consistent with the Fair Labor Standards Act. This employee is not eligible for overtime pay per the Fair Labor Standards Act.

Non-exempt Employee: An employee who is paid hourly and their pay is based upon hours actually worked in any given day. This employee is eligible for overtime pay per the Fair Labor Standards Act.

Tier 1 Employee: For purposes of these policies, a Tier 1 Library Employee is an employee hired before July 1, 2014.

Tier 2 Employee: For purposes of these policies, a Tier 2 Library Employee is an employee hired on or after July 1, 2014.

Library Administration: Library Administrative employees include the Library Director, Finance & Administrative Services Manager, and their respective support employees. Library Administration is housed in the Library's Business Office on the second floor.

Person-in-Charge: When the Library Director is in the physical building, they act as Person-in-Charge. When the Library Director is out of the Library Building a Person-in-Charge is designed as "in charge" in the Director's absence.

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C. Workplace Conduct

2. Pre-employment

2.1 Equal Employment Opportunities

- The Library is an Equal Opportunity Employer and does not discriminate in employment policies and practices for any reason, regardless of actual or perceived race (and traits associated with race including but not limited to hair texture and protective hairstyles), color, national origin, ancestry, citizenship status, work authorization status, age, religion, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law.
- All reasonable safeguards are used to ensure that position descriptions and employment procedures impose only those physical and other requirements and restrictions which are considered necessary for satisfactory performance of tasks included within the position description.
- To ensure equal employment opportunities to qualified individuals with a disability, the Library will make reasonable accommodations for the known disability of an otherwise qualified individual to assist them in performing their essential job duties. The Library may engage in an interactive process with employees to determine the nature of limitations and potential accommodations that might remove such limitations. As part of this interactive process, the Library may request an employee to provide certain information from their health care provider regarding the employee's ability to perform the essential job functions with or without a reasonable accommodation.
- The Library will not discriminate against any applicant or employee due to pregnancy, childbirth, or pregnancy-related conditions. The Library is committed to providing reasonable accommodations to applicants and employees who need such accommodations for any medical or common conditions related to pregnancy and/or childbirth. Such accommodations will be evaluated on a case-by-case basis and may include, if/as appropriate, more frequent or longer breaks, physical accommodations such as some seating arrangements, modifications to job schedules and/or reasonable time off work as may be required by the pregnancy, childbirth or related medical conditions.
- All Library employees are responsible for helping to assure that there is no discrimination in the workplace. If you feel, you have experienced or witnessed such discrimination, or have any questions about discrimination in the workplace, immediately notify the Finance and Administrative Services Manager if said person is not involved in a charge of discrimination. If said person is involved in a charge of discrimination, notification should be given directly to the Library Director, providing said person is not involved in a charge of discrimination. The Library forbids retaliation against anyone who has reported discrimination.

- The Library will investigate all such complaints thoroughly and promptly. To the extent practicable and the needs of the investigation permit, the Library will keep complaints and the terms of their resolution confidential. If an investigation confirms that discrimination has occurred, the Library will take corrective action.

2.2 Anti-Nepotism

- It is the policy of the Library to prohibit nepotism. Library employees and prospective employees should be evaluated on the basis of individual merit, without reference to considerations of race, sex, religion or national origin, or any other factors not involving personal professional qualifications and performance, the following restrictions, designed to avoid the possibility of favoritism based on family relationship, shall be observed with respect to employment of all Library personnel:
 - Immediate Family Members of the Library Board; Library Director; Managers. Members of the Library Board's, the Library Director's and Manager's immediate family may not be considered for employment by the Library and may not be hired by the Library. Immediate family shall be defined herein to mean a spouse, domestic partner, parent, child, brother, sister, grandparent, equivalent step, in-law and half relationships, and all guardians and wards of the individuals named above.
 - Extended Family Members of the Library Board; Library Director; Managers. Members of the Library Board's, the Library Director's and Manager's extended family may not be considered for employment by the Library and may not be hired unless all of the following do not apply: (1) a manager/subordinate relationship is created between the family members; (2) there is a potential to create an adverse impact on work performance; and (3) the employment creates either an actual conflict of interest or the appearance of a conflict of interest. Extended family shall be defined herein as any family relation not within the immediate relationship defined above.
 - Family Members of Employees. Members of any other employees' immediate or extended family will be considered for employment on the basis of their qualifications. However, immediate family may not be hired, promoted or transferred, if employment, promotion or transfer would: (1) create a manager/subordinate relationship between family members; or (2) create either an actual conflict of interest or the appearance of a conflict of interest.
- Current employees who become related, married, or involved in a domestic partnership will be permitted to continue employment with the Library provided they do not work in a direct supervisory relationship with each other or otherwise pose a conflict of interest. If such employees do work in a direct supervisory relationship with each other, the Library will attempt to reassign one of the employees to another position for which they are qualified if such a position is available. If no such position is available, one of the employees may be required to separate from the Library.

2.3 Background Checks

- All offers of employment are contingent on passing a criminal background check. Background checks will be conducted by a third party for any final candidate considered for employment. Before requesting the background check, the Library will obtain the applicant's consent and will comply with the Federal Credit Report Act (FCRA) and any applicable Illinois state laws.
- Background check results will be maintained in Business Office in a confidential manner.

2.4 Drug Screen

- Employment with the Library is conditional upon passing an illegal drug and alcohol screen. *Please see Section #3, Drug, Alcohol, and Smoke Free Workplace, in this handbook for additional information.*

2.5 Documentation

- All employees must provide documentation as required by the Library, which establishes your birth date, identity and employment eligibility in the United States. You must complete the I-9 form confirming your eligibility to work in the United States.

2.6 Noncompliance

- Any applicant who provides false, misleading, or willfully deceptive information during any part of the pre-employment process that is discovered after employment begins is subject to discipline including termination of employment.

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3. Code of Ethics

- All Library employees assume the obligation to maintain the highest standards of professionalism as public sector employees. Employees who violate this code of ethics or any other policy or procedure of the Library contained in this handbook or elsewhere will be subject to discipline, including termination of employment.
- As a condition of employment, each Library employee agrees to:
 - Effectively administer and implement the policies established by the Library Board of Trustees and Library Administration.
 - Maintain the highest level of honesty and integrity in all dealings with the public, other governmental agencies, outside parties, and other employees.
 - Other than compensation and benefits as provided by ordinance, no employee of the Library shall gain personal advantage either monetarily or otherwise for work as a Library employee.
 - Each employee shall embrace the mission of the Library as a “trusted community partner that engages and strengthens its community by fostering personal growth in learning by providing opportunities to connect, inform, innovate and grow.”
 - Employees shall not accept tips or gifts over \$10 in value from patrons, vendors, or other individuals with whom the Library does business. Employees may accept gifts without momentary value. Any employee having any knowledge about another employee’s possible violation of this code of ethics, established Library policies, or this handbook, shall bring it to the attention of their Manager or to the Library Director immediately.

4. Drug, Alcohol, Cannabis and Smoke Free Workplace

- The Library is committed to maintaining a workplace that is free from the effects of illegal drugs, alcohol, and cannabis. The intent of this policy is to prohibit the use of and to remove the effect of employees being under the influence of any intoxicating substance in the workplace.
- The Library complies with the Smoke-Free Illinois Act of 2008. Per the Smoke-Free Illinois Act, smoking of any kind is prohibited on the Library grounds and includes, but is not limited to the Library's vehicles or within 15 feet of entrances, exits, or operational windows of the Library.
- The Library does not tolerate the use of illegal drugs, alcohol or cannabis in our work environment. Employees are prohibited from being under the influence of illegal drugs, cannabis or alcohol during work hours or while on Library premises, in the Library's vehicles, or while operating the Library's vehicles. Further, employees may not unlawfully manufacture, distribute, dispense, or possess illegal drugs, alcohol or cannabis during work hours or while on Library property, including in the Library's vehicles.
- An employee who has been lawfully prescribed drugs, including medical cannabis, is required to consult with their doctor or pharmacist about the prescribed medication's effect on the employee's ability to perform their job safely, and to immediately disclose to their Manager any medication-related work restrictions. The Library shall determine if the employee is fit to perform their job safely. Employees should not, however, disclose the underlying medical conditions, impairments or disabilities. This policy prohibits the use or possession of medically prescribed cannabis in the workplace or being under the influence of cannabis as a "qualifying patient" under the Illinois Compassionate Use of Medical Cannabis Program Act during the workday or work activities. Where an employee is subject to discipline due to the Library's determination that the employee is impaired by the use of cannabis in the workplace, the Library will offer the employee the opportunity to respond to the determination regarding impairment.

4.1 Testing

- Pre-employment Drug Testing. Pre-employment drug testing will be done on all prospective employees of the Library. Applicants testing positive for illegal drugs will not be employed. However, they may reapply after twelve (12) months.
- Reasonable Suspicion Testing. All employees, regardless of their position, shall be subject to drug and alcohol testing based upon:
 - Reasonable suspicion of use or impairment. Circumstances that may constitute reasonable suspicion of impairment include, but are not limited to:
 - Irregular, unusual, or slurred speech patterns.
 - Impaired judgment, disorientation, or confusion.
 - Alcohol or cannabis odor on breath.
 - Unsteady standing.

- Uncoordinated walking or movement.
- Disruption of workplace process.
- Negligence or carelessness in the Library environment.
- Disregard for the safety of employees or patrons.
- Carelessness that results in injury to the employee or others.
- Observation of drug or alcohol use prior to reporting to work or while on duty.
- As a follow-up to a rehabilitation program.

4.2 Notice of Convictions

- Any Library employee or prospective employee who is convicted of violating any federal or state criminal drug statutes must notify the Library Director as soon as reasonably possible of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilty; a no-contest plea; or a judgment entered by a judicial body for any violation of criminal statute involving the unlawful manufacture, distribution, dispensation, possession or use of drugs or controlled substance.
- In accordance with the Illinois Human Rights Act, the Library will review an employee or prospective employee's drug-related conviction to determine if: (1) there is a substantial relationship between the criminal offense and the employment sought or held; and (2) the continuation of employment involves an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. The Library may consider the following factors:
 - The length of time that has passed since the conviction.
 - The number of convictions.
 - The relationship between the conviction and the individual's job duties or prospective job duties.
 - The facts surrounding the conviction.
 - The individual's age at the time of the conviction.
 - Evidence of rehabilitation efforts.

4.3 Employee Initiated Rehabilitation Treatment

- Employees using alcohol or illegal drugs in violation of this policy are encouraged to contact the Employee Assistance Program, their Manager, or the Library Director for counseling and possible referral for treatment. Employees who admit the use of an illegal drug and initiate treatment prior to discovery of unlawful use by the Library will not be subject to discipline solely as a result of prior unlawful use of an illegal drug. Such employees may be provided with counseling and referred for treatment.

- Employees may be placed on medical disability during treatment. The employee may be transferred to another job if necessary. Employees undergoing treatment must meet all normal standards and requirements of the job assigned.
- The counseling and treatment process will be managed by a physician in cooperation with the Library Director. Counseling and treatment will be kept confidential to the extent practical and consistent with such factors as reassignment, absence from work for treatment, or the employee's failure to cooperate with the treatment program. Failure to cooperate with the treatment program will be grounds for discipline including termination of employment.

4.4 Management-Initiated Rehabilitation Treatment

- Employees who are confirmed by testing to have illegal drugs in their system will be subject to discipline which may include termination. Employees who admit to unlawful drug use at this point will still be subject to disciplinary action. Such discipline, including possible termination, shall also apply to employees who admit unlawful use of controlled drugs after deterioration of job performance. Treatment may be required if the employee is to be retained in the workforce. If rehabilitation is offered to the employee in lieu of termination, the employee will be required to complete the rehabilitation program to continue employment.
- Each situation (individual or group) will be thoroughly reviewed. Based on this review, the Manager, and/or the Library Director will determine the specific action to be taken concerning drug testing, discipline, treatment, and subsequent placement or termination of employment.

4.5 Post-Treatment

- Employees treated for unlawful use of illegal drugs may be required to be tested from time-to-time after treatment is concluded. Refusal to be tested will be grounds for discipline including termination.
- Employees who complete treatment and any required follow-up treatment and remain drug free will normally be eligible to resume their former position or a comparable position. Confirmed unlawful use of illegal drugs after the completion of the treatment program will be grounds for discipline up to and including termination of employment.
- The Group Health Plan may provide for substance abuse treatment.

4.6 Disciplinary Actions

- Employees found to have been under the influence of illegal drugs, cannabis, or alcohol while on Library premises and/or in the performance of duties whether on or off Library premises may be subject to disciplinary action, including and up to termination of employment. Eligibility to be considered for future employment will be subject to a review by the Manager and the Library Director.

5. Safety

- The Library is committed to maintaining a work environment that is free from intimidation, threats, or violent acts, and also is free of illegal drugs, cannabis, alcohol, and weapons.

5.1 Security Inspections

- Desks, lockers and other storage devices may be provided but remain the sole property of the Library. Accordingly, these areas, the Library's vehicle and other workplace areas, as well as any articles found within them, can be inspected by any agent or representative of the Library at any time, with or without prior notice. Employees should have no expectation of privacy within any of the above mentioned equipment, places or locations.

5.2 Threats, Violence and Weapons

- The Library prohibits intimidating, threatening or hostile behavior; physical abuse; vandalism; arson; sabotage; use of weapons; in the Library building, the Library's vehicle or on Library grounds; or any other act, which, in the Library's opinion, is inappropriate to the workplace. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures. This list is not intended to be all-inclusive.
- Employees who believe they have been subjected to any of the behaviors listed above, or witness such behavior, are required to immediately report the incident to their Manager, the Library Director, or the Person in Charge. All complaints will be investigated. Based upon the results, disciplinary action up to and including termination will be taken against the offender, if appropriate.
- Employees are empowered to contact the proper law enforcement authorities without first informing management if they are certain that a threat to their safety or that of others is imminent.

5.3 On-the-Job Safety

- Employees are expected to exercise caution and observe all established safety rules and regulations applicable to their position and in the operation of tools, equipment and motor vehicles in connection with Library business. Motor vehicles are an extension of the workplace.
- Any employee acting in a managerial capacity shall require all employees under their supervision to comply with all applicable safety rules and practices.
- The following safety rules apply to all employees of the Library:
 - Any employee having knowledge of any unsafe condition or work practice shall report such condition or practice to their Manager or the Facility Manager immediately.
 - All employees shall use reasonable precautions in the performance of their duties and act in such a manner as to assure maximum safety to themselves, their fellow employees and the public.

- All employees shall familiarize themselves with the safety rules applicable to their jobs and shall consult with their Manager on any safety rule or practice not understood, or whenever work conditions present unforeseen hazards.
- No employee shall remove or make ineffective any safeguard, safety device or safety appliance except for the purpose of replacement, repair or adjustment.
- Employees shall keep their work areas clean, orderly and, to the extent possible, free from all recognized safety hazards.
- All employees shall work in appropriate clothing, including footwear, suitable for the type of work being performed and shall wear or use appropriate safety devices or personal protective equipment as provided, or directed.
- When driving or riding as a passenger the Library's vehicle, or in a personal vehicle while on Library business, employees shall wear properly adjusted and fastened seat belts.
- Employees shall comply with all applicable local, state and federal traffic laws when operating the Library's vehicle or personal vehicle while on Library business. Use of a hand-held mobile telephone or similar communication device while driving is prohibited by State law. Employees whose job responsibilities include regular or occasional driving are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Texting or sending e-mails or other written communications is prohibited while operating a vehicle.
- Any employee who suffers an on-the-job injury or illness, or is involved in an accident while operating or riding in the Library's vehicle, or a personal vehicle on Library business, shall immediately complete a report of accident on the approved report form and submit the form to their Manager and Library Administration even if the employee has not received medical attention as a result of the accident.

5.4 Noncompliance

- Employees who do not comply with above safety rules or other department specific rules are subject to disciplinary action up to including termination of employment from the Library.

6. Anti - harassment

6.1 Zero Tolerance for Discrimination and Harassment in Workplace

- The Library is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, the Library has zero tolerance for harassment of Library employees by anyone, including any co-worker, manager, trustee, vendor, client, customer or any other person. The Library maintains a zero tolerance policy for harassment, sexual harassment and discrimination. All claims of harassment, sexual harassment, and discrimination will be investigated.

6.2 Harassment

- Harassment consists of unwelcome conduct, whether verbal, physical or of a visual nature that is based upon a person's protected status, including race, age, sex, sexual orientation, gender identity, color, religious affiliation, political preference, national origin, physical or mental disability, ancestry, marital status, parental status, unfavorable termination from the military (except dishonorable), source of income, housing status, or any other protected status under applicable law. The Library will not tolerate harassment that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working environment.
- The conduct prohibited by this policy includes, but is not limited to: epithets, slurs, jokes, negative stereotyping, or intimidating acts that are based on a person's protected status; written or graphic material circulated in hard copy or via any electronic or digital means, available on the Library's computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status.
- Even where the conduct is not sufficiently severe or pervasive to constitute actionable harassment the Library discourages any such conduct in the workplace.

6.3 Sexual Harassment

- Unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex constitute sexual harassment when:
 - Submission to the conduct is an explicit or implicit term or condition of employment;
 - Submission to or rejection of the conduct is used as the basis for an employment decision;
 - The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex and may include, but is not limited to:
 - Explicit sexual propositions
 - Sexual innuendo
 - Suggestive comments
 - Threats
 - Sexually oriented "kidding" or "teasing"

- Sexually oriented “practical jokes”
 - Jokes about gender-specific traits
 - Foul or obscene language or gestures
 - Suggestive or insulting noises or whistling
 - Leering
 - Displays of foul, pornographic, sexually explicit or obscene printed or visual materials
 - Physical contact, such as patting, pinching, brushing against another’s body
 - Coercing sexual intercourse or assault
- This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature. This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation.

6.4 Reporting Requirements

- All Library employees are responsible for helping to ensure that harassment, including sexual harassment, is avoided. Employees who feel they have experienced or witnessed any conduct that is inconsistent with this policy are to notify their Manager or the Finance and Administrative Services Manager, if said person is not involved in the harassment charge. If their Manager or the Finance and Administrative Services Manager is involved in the harassment charge, notification should be given directly to the Library Director or the Library Board President, providing said person is not involved in the harassment charge. Any Manager who is aware of conduct inconsistent with this policy is expected to promptly report such conduct to the Finance and Administrative Services Manager or the Library Director. A Manager’s failure to make such a report may constitute a violation of this policy.
- Library Trustees who feel they have experienced or witnessed any conduct of other Trustees that is inconsistent with this policy are to notify the Library Director, who will refer the review of allegations to an independent attorney.
- The Library forbids retaliation against anyone that has reported harassment, assisted in making a harassment complaint, or cooperated in a harassment investigation. If you feel you have been retaliated against or have witnessed retaliation, you are to notify the Finance and Administrative Services Manager or the Library Director. Persons who report allegations of sexual harassment may also have whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Illinois Human Rights Act.

6.5 Investigation of Complaints

- All reports describing conduct that is inconsistent with this policy will be investigated promptly. The Library may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. The Library will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The Library might also conclude, depending on the circumstances, either that no violation of policy occurred or that the Library cannot conclude whether or not a violation occurred. To the

extent reasonably possible, confidentiality with respect to reports and investigations under this policy will be maintained.

- If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the Library will take corrective action, including discipline up to and including termination, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The Library may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy. If the person who engaged in harassment is not employed by the Library, then the Library will take whatever corrective action is reasonable and appropriate under the circumstances.
- The policy provides for immediate notice of problems to the Library personnel listed above, so that the Library may address and resolve any problems without waiting for any legal proceedings to run their course. However, employees may also file a charge of discrimination in writing with the IDHR within 300 days of the occurrence or with the EEOC within 300 days of the occurrence at:

Illinois Department of Human Rights
100 W. Randolph St., Suite 10-100
Chicago, IL 60601
(312) 814-6200

Equal Employment Opportunity
Commission
JCK Federal Building
230 S. Dearborn St., Ste. 1866
Chicago, IL 60604
(312) 872-9777 or (800) 669-6820

6.6 False Complaints

- False and/or frivolous charges refer to cases where an accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual or other harassment. A false or frivolous charge of sexual harassment or other prohibited harassment is a severe offense that may result in disciplinary action up to and including termination of employment.

6.7 Training

- All Library employees and trustees are required to participate in annual anti-harassment training facilitated by the Library as required by Illinois State Law.

7. Solicitation

- In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may leave solicitation materials in the staff lounge or an area designated by a Manager in their department. Employees may not distribute literature or printed materials of any kind outside the designated locations, sell merchandise, solicit financial contributions, or solicit for any other cause during working time.
- Employees who are not on working time (e.g., those on lunch hour or breaks) may use this time to solicit other employees who are on meal or regular breaks. There is to be no solicitation in public areas where such activity is likely to disrupt patrons' use of the library facilities.
- In addition, the email system may not be used for non-work related solicitation except for Library-sponsored and sanctioned fund raising and Library social events, such as retirement parties, showers, and other employee celebrations.

8. Acceptable Dress

- We strive to maintain a high degree of professionalism and Library employees are expected to present a professional image to the public. A professional appearance is part of the pride we show in our work. Clothing does not determine one's competence and credibility, however it does influence others' perception of those qualities.
- All employees are required to display their Library provided nametag when working in the Library building or at a Library related community event.
- Questions regarding acceptable dress should be directed to your Manager.

8.1 Dress Standards

- No dress code can cover all contingencies therefore employees must exert a certain amount of judgement in their choice of clothing to wear to work.
- The Library's standard for acceptable dress is business casual, which includes denim jeans.
- All employees must adhere to the following:
 - All attire will be neat, clean, and free from rips, tears, or holes.
 - Leggings worn as pants, exercise, sweat, and pajama pants and shorts are not permitted.
 - Flip-flops are not permitted.
 - Athletic/gym or walking shoes are permitted.
 - Clothing that does not adequately cover underclothing, midriffs or may be considered too revealing is not permitted
 - Clothing with obscene, harassing, or discriminatory words, terms, logos or images are not permitted. Graphic t-shirts are discouraged, unless it is a Library issued graphic t-shirt.
 - Employees may wear shorts of at least knee length when facilitating programs outdoors.

8.2 Grooming Standards

- Employees are expected to maintain a high level of personal hygiene

8.3 Noncompliance

- Employees who do not comply with the Library's acceptable dress policy are subject to disciplinary action up to and including termination of employment.

9. Performance Management

- Communication between employees and Managers is critical. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their Manager if they feel additional ongoing feedback is needed.
- Generally, formal performance reviews are conducted once a year. These reviews typically include a written performance appraisal and discussion between the employee and the Manager about job performance and expectations.

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10. Personnel Files, Reference Checks, and Mandatory Notification

10.1 Personnel Files

- The official personnel file is maintained in the Business Office at the Library. Personnel files for employees hired prior to 2023 are stored with the City of Park Ridge.
- The Library maintains historical performance evaluation forms for all employees in the Business Office.

10.2 Disciplinary Action Forms

- All written disciplinary actions will be maintained in the employee's personnel file. Once submitted to the Finance and Administrative Services Manager all written disciplinary actions will be considered part of the employee's permanent record.

10.3 Access to Personnel Files

- Employees have the right to review the personnel file maintained by the Library. For employees hired before 2023, the Finance and Administrative Services Manager will coordinate with City of Park Ridge Human Resources to arrange for said employees to review their files. Employees hired after 2023 are to contact the Finance and Administrative Services Manager directly to make an appointment to view their files during normal business hours, Monday through Friday, 9:00 am to 5:00 pm.
- Managers may review their employees' personnel files by scheduling an appointment with the Finance and Administrative Services Manager.

10.4 Reference Checks

- Requests for verification of employment data should be submitted to the Finance and Administrative Services Manager and be accompanied by the employee's written authorization for release of the information.
- Additional information regarding employment with the Library may be released to third parties in response to a request under the Freedom of Information Act, including information related to job positions, salary and pay rates, dates of employment, and employment status.

10.5 Mandatory Notifications to Human Resources

- Employees must notify the Finance and Administrative Services Manager within thirty (30) days of any change in:
 - Home address or telephone number.
 - Change in marital status.
 - Addition of dependent(s).
 - Deletion of dependent(s).
 - Name, address and telephone number of the person to be notified in case of an emergency.
- Benefits may be denied to a new dependent if the employee does not notify them within thirty (30) days of the change.

- Employees must notify their Manager and the Finance and Administrative Services Manager within twenty-four (24) hours of any loss of driving privileges.
- Employees must notify the Library Director of any criminal convictions (including pleas of guilty or no contest) for anything other than a minor traffic violation within twenty-four (24) hours of the conviction. The Library Director will determine if the nature of the conviction and the employee's job poses an unreasonable risk to co-workers or the public.

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11. Employee Discipline

- Library employees are expected to conduct themselves in a manner consistent with the highest ethical and service standards prevailing in the professional community in which we operate. Disciplinary guidelines have been established so employees generally know what the organization expects of them.
- If an employee engages in unacceptable behavior, a Manager may provide coaching and a performance action plan in an attempt to change said behavior. Depending on the severity of the infraction, an employee may be subject to immediate paid or unpaid suspension or termination. **Unacceptable behaviors include, but are not limited to:**
 - Excessive, unreported or chronic absenteeism or tardiness. Absence without leave for a period of three (3) days (a voluntary resignation), or failure to report after leave of absence has expired or has been disapproved, revoked or cancelled by a Manager.
 - Incompetence, negligence, inefficiency, or failure or inability to perform assigned duties.
 - Falsifying or alteration of time-sheets, personnel records, employment applications, attendance, or any other Library records or documents.
 - Producing fraudulent statements or actions involving Library records or business activities.
 - Revealing any confidential Library information.
 - Deliberately damaging or destroying Library property.
 - Refusing to obey a direct, reasonable order that pertains to an employee's position.
 - Using obscene, abusive, inflammatory or derogatory language, including the spreading of rumors and/or gossip.
 - Fighting and/or physical, verbal, non-verbal, or written threats or intimidation.
 - Failure to report changes in driver's license status.
 - Using scheduled work time for activities other than job performance unless permission has been granted for those activities by the Manager.
 - Political activity on Library time.
 - Violation of established Library policies and procedures.
 - Any other misconduct as determined by the Library.

12. Dispute Resolution

12.1 Dispute Resolution

- Employees are welcome to express concerns arising out of their employment with the Library. Employees should first discuss their concerns with their Manager in accordance with established dispute resolution procedures. The Manager will work with the employee in a timely fashion to provide a determination, solution, or strategy for how to address the concern. This process is intended to promote the informal resolution of employee concerns and problems.
 - If the Manager is not able to resolve the issue, the employee may request a conference with the Finance and Administrative Services Manager.
 - In the event the Finance and Administrative Services Manager does not resolve an employee problem or concern in a manner satisfactory to the employee, the employee may request a meeting with the Library Director. The decision made at this level will be final.
 - In extraordinary circumstances where the employee believes that it would be inappropriate to discuss the matter with the management personnel set forth above; i.e. the matter involves illegal activity, or a pattern of discriminatory activity has occurred; the employee may bring the matter to the attention of the Library Board President. In such instance, the Board President shall report the matter to the Library Board of Trustees as soon as may be practicable.

12.2 Whistleblower

- The Library is committed to preventing retaliation against any employee who reports any activity undertaken in connection with the performance of Library activity that may be in violation of any state or federal law. All employees are protected as per the Illinois Whistleblower Act; [740 ILCS 174](#), and any person acting pursuant to this policy shall be afforded the same protections as are found in that Act.

13. Use of Library Equipment

- The Library provides equipment, supplies, and use of a vehicle to employees under certain, specific conditions. Employees are responsible for the proper operation and care of Library equipment. Library equipment includes, but is not limited to, vehicles, machinery, office equipment, tools and supplies.
- Removing from Library premises or being in the unauthorized possession of, or using for personal or any other inappropriate use, any Library vehicle, equipment, supplies, tools, material or property, or the vehicle, equipment, supplies, tools or property of a resident, business, Library official or fellow employee is prohibited.
- To be authorized to operate the Library's vehicle, or to operate a private vehicle in conducting Library business, you must have a valid driver's license.

13.1 Employees Use of Library Equipment

- Employees are responsible for the proper operation, care and conservation of Library equipment used in carrying out assigned duties. Equipment includes, but is not limited to, computers, printers, copiers, the Studio and Media Lab equipment. Employees are expected to report promptly any accident, breakdown, or malfunction of any equipment. In reporting an accident, employees must follow the established notification procedures.
- Employees are expected to conform to the highest standards of safety and courtesy during operation of the Library's vehicle. Seatbelts must be worn in the Library vehicle at all times. Failure to wear a seatbelt or failure to follow any other law may result in disciplinary action, up to and including termination of employment.

13.2 Use of Personal Vehicles on Library Business

- If an employee is authorized to operate a personal vehicle in conducting Library business they will be compensated for its use at the rate as set forth annually by the IRS.

13.3 Vehicle Rental

- If an employee is authorized to rent a vehicle temporarily to conduct Library business, the Library will reimburse the employee for the cost of the most economical vehicle available that meets the needs of the Library.
- The employee should request additional supplemental insurance, which will be reimbursed by the Library.

13.4 Personal Mail

- Employees may not use the address of the Library as a personal address for receipt of personal mail.
- Occasionally, it may be necessary for an employee to have a personal package delivered to the Library. Employees may receive packages with prior approval from the Facility Manager. The Library will not be responsible or liable for lost or misplaced packages.

13.5 Noncompliance

- Employees who do not comply with equipment use expectations are subject to disciplinary action up to including termination of employment.

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14. Technology

- This is the policy and procedures of the Library regarding computer systems, email and internet access. Managers authorize access to the Library's network, intranet, internet and/or email systems for designated employees. The goal of this policy is to ensure the responsible and acceptable use of these resources. The safety and security of the Library's network and resources must be considered paramount. The Library's technology policy sets expectations for an employee's use of Library technology resources. Violation of the technology policy can result in discipline up to and including termination of employment.
- The library provides technology resources to employees for Library business use. All library technology resources, and all communications and information pertaining to library business transmitted through, received on, accessed on, or contained in the Library's technology resources are library property. Employees should be aware that the Library reserves the right to monitor and access all technology resources, including the content of files and communication platforms such as email and chat.
- Electronic communications and documents created by employees using library technology resources also are subject to Freedom of Information Act (FOIA) requests. Employees should understand that any work they create for the library could be accessed through a FOIA request.
- The Library contracts with a third party technology firm to support the Library's technology resources. The outsourcing firm uses monitoring software agents and other tools to regularly scan and access the Library technology resources. In order to maintain the Library network and secure it against harmful activities, the Library may monitor firewall traffic, including internet traffic created by employees. As a result, employees should have no expectation of privacy in connection with the use of the Library's technology resources.

14.1 Security

- Security must be a high priority for every Library employee. The Library expects employees to follow measures to protect the Library's technology resources and to prevent unauthorized access to Library networks and data.
- Employees must follow the Library's procedure for creating and maintaining current, strong passwords. Passwords for Library technology resources should not be shared with other employees or anyone outside the Library. The Library reserves the right to request access to or reset an employee's password to access any Library resource.
- Employees who wish to access the Library's network from outside the Library must receive permission from the Library Director. Once approval is given, employees must use a Virtual Private Network (VPN) that is configured by the Library to access these resources. The Library may revoke remote access at any time.
- Employees are expected to report suspected security breaches to the Library Director and to the technology outsourcing firm representative in a timely manner. This includes, but is not limited to, suspected phishing attempts, social engineering, and stolen or compromised passwords.

14.2 Computers and Software

- The Library provides technology resources like computers and software to employees for Library business use. Personal use of these resources should be minimal and on personal time.
- All Library computers must be kept secure during Library operations. Employees are encouraged to lock their computers when not in use. Employees should also secure their computers at close by shutting them down.
- Only authorized IT personnel may complete installations, upgrades, and repairs to library computers and software. Employees requiring assistance should reach out to their Manager.
- Employees must adhere to all laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, and software license agreements concerning access, use, and copying of software or other electronic material.
- Employees may not tamper with or in any way alter Library computers or software. Employees members found tampering with or altering these resources will be subject to disciplinary action up to and including termination of employment.

14.3 Library Issued Equipment

- An employee may bring home Library equipment for pre-approved work related purpose including but not limited to laptops, tablets, cameras, etc. Any equipment that is brought home will be the responsibility of the employee and shall not be used by any other person. Any damage that happens to a piece of equipment should be immediately reported to the Library Director. Employees are expected to take necessary precautions to avoid loss, damage or theft.
- Upon resignation, retirement, or termination of employment, employees must return any issued or borrowed Library devices. At any time, employees may be asked to produce the issued devices for return or inspection.

14.4 Files and Data

- Employees are required to use networked file locations when creating and saving files. These networked locations are regularly backed up and ensure ongoing access to this data.
- Managers should keep sensitive files in a secure location on the shared drive or an approved electronic file storage medium.
- Accessing, copying, or manipulating patron records for non-library use is prohibited.

14.5 Electronic Communications

- The Library provides a variety of electronic communication platforms for employees use to conduct library business. These platforms include, but are not limited to email, chat, telephones, project management software, and email newsletters.

- Employees must follow Library procedures around retaining electronic communications by archiving work-related communications. This ensures that relevant communications are accessible through Freedom of Information Act (FOIA) requests.
- The Library's prohibition against sexual, racial and other forms of harassment are extended to include the use of electronic communication platforms. Offensive, harassing, vulgar, obscene, or threatening communications are strictly prohibited, as are sexually oriented messages or images. Employees who receive email or other information on their computers which they believe violate this policy should immediately report this activity to their Manager or the Library Director.
- Privileged or confidential material, such as, but not limited to, trade secrets or attorney-client communications, should not be exchanged haphazardly through any communication channel.

14.6 Library Issued Communication Devices

- Employees in possession of Library mobile phones are expected to protect the equipment from loss, damage, or theft. Employees should not use such devices to communicate or store confidential or sensitive Library information, and in the event such use is unavoidable, the employee must immediately remove the confidential or sensitive information from the device. Any device used for Library purposes must be password-protected. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the mobile phone for return or inspection. Employees who use Library mobile phones specifically consent to the access by and disclosure to the Library of information created, entered, transmitted or received via such devices that is stored by a third-party electronic communication service or remote computing service.

14.7 Personal Devices

- While at work employees are expected to exercise the same discretion in using personal mobile phones as is expected for the personal use of Library computers. Personal phone calls and messaging must be limited to non-work time, or otherwise cleared through the employee's Manager, and must be made in a manner that does not disturb employees who are working. Employees are expected to devote working time to performance of job duties, and any use of communications devices during working time for messaging or functions other than a phone call that has been cleared through the employee's immediate Manager is strictly prohibited.
- Employees may join their personal device to the Library's wireless network designated for employees personal devices.
- The Library's IT System's Administrator will not support or troubleshoot problems with an employee's personal device except as it relates to employees using the multi-factor authentication app to log into Library computers or accounts.
- The Library is not liable for the loss of personal devices brought into the workplace.

14.8 Training

- The Library will deploy required virtual training programs on topics related to technology, including but not limited to, library services, cyber security, phishing, malware, etc.

14.9 Noncompliance

- Employees who do not comply with the Library's technology policy are subject to disciplinary action up to including termination of employment.

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15. Social Media

- The Library's use of social media is closely tied to the to the Library's Mission, Vision, and Strategic Plan. The Library uses social media to communicate information, to promote Library programs, reading, services, and community events. Social media is defined as: blogs and online discussion forums including but not limited to Facebook, Twitter, Instagram and LinkedIn.

15.1 Library Sponsored Social Media

- The Library Director has access to social media platform passwords and shares them with their designees. Employees are not permitted to change social media platform passwords without authorization from the Library Director.
- Only employees designated and authorized by the Library Director can post content on the Library's sponsored social media accounts.
- Employees that contribute to the Library's social media should present content in a clear and professional manner.
- Employees must follow all copyright laws as they relate to posting content on the Library's social media accounts and must check facts, grammar and spelling before posting.
- Employees may not post confidential, work-related information.
- Employees that leave the employment of the Library may not continue to post items on the Library's accounts. Social Media platform passwords will be changed upon employee exit.
- Content that is posted on Library-sponsored social media sites is subject to the Freedom of Information Act (FOIA) requirements and records retention guidelines.

15.2 Employees' Personal Use of Social Media

- Library employees have the same rights to self-expression enjoyed by members of the community as a whole when discussing matters of public concern. As public employees, Library employees are cautioned that speech made pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any Library policy. Library employees should keep in mind the following best practices when posting content about library-related subjects and issues on personal time.
 - Employees that identify themselves as employees of the Library shall make it clear that the views expressed are their personal views and do not represent the views of the Library.
 - Employees shall respect the Library's confidential and proprietary information and shall not post information that is still in draft form or is confidential.
 - Employees shall respect all Library patrons online as they do in person and on the phone. Comments about patrons in general, about specific questions from patrons, or about patron behavior are not appropriate.

15.3 Noncompliance

- Employees who do not comply with social media policy are subject to disciplinary action up to including termination of employment.

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D. Compensation and Benefits

16. Pay Program

16.1 Compensation Philosophy

- The Library recognizes the essential role employees have in furthering the Mission and Vision of the Library and in achieving the Library's strategic goals. The Board of Trustees and Library Administration are committed to maintaining an internally equitable and externally competitive compensation structure that will enable the Library to recruit and retain highly proficient and qualified employees and reward high-performing employees at all levels.
- The Library will establish and maintain pay ranges based upon internal equity and externally competitive guidelines with a base pay minimum and maximum for all pay ranges.
 - Internal equity refers to the constant effort to ensure that pay is managed fairly across all employee pay ranges. Employees will be paid within the pay range for the pay grade of their position.
 - In determining an employee's rate of compensation within their assigned pay range, Administration may consider the employee's performance, contribution, education, experience, and the requirements for the position.
 - Merit increases will be reviewed annually. Merit increases or one-time awards may be granted to employees who demonstrate satisfactory job performance in their annual performance review and attain performance goals set forth in the prior year's annual performance review.
 - The Library seeks to provide competitive salaries across all jobs—defined as sufficiently close to the median of the local library competitor market to continue to attract and retain superior employees.
- The Library's compensation structure includes competitive benefits for eligible employees which may include health, dental, vision and insurance coverages; paid time off and paid holidays; and enrollment in the Illinois Municipal Retirement Fund. Training is available and encouraged for all positions.
 - Individual employee's eligibility for benefits is dependent on hours worked, length of service, and other factors. Not all employees qualify for all benefits offered.
 - The Library seeks to ensure that benefits are offered and managed fairly across all jobs.
 - The Library encourages employees in developing and maintaining competitive skill levels through support of training initiatives and learning opportunities, ensuring that necessary skill sets are developed. The Library aims to allow time and financial support to enable employees to attend approved training.

16.2 New Hires

- A candidate who meets only the minimum requirements for the position will be offered the minimum rate of pay for that position. A candidate who exceeds the minimum qualifications stated in the class specification may be offered a salary above the minimum. Department Managers may use their discretion in hiring new employees and offering compensation between the minimum and midpoint. Any consideration to hiring above the midpoint of the pay range must be approved in advance by the Library Director.

16.3 Transfers

- Employees may transfer or be transferred to another department in a similar, lateral position. Such transfer will not change the employee's pay, grade or the date of the next evaluation for performance award. If the transfer is outside of a lateral move, the employee's new rate of pay will be based on the position's established pay grade.

16.4 Promotions

- Qualified employees will be advanced to openings in a higher classification through promotion within, based on the Library's needs. Those who are promoted to a position in a higher classification will normally begin at the minimum compensation of the new classification.

16.5 Temporary Work

- Employees required to work in a higher classification than their current position may be eligible to receive an increase in pay as follows:
 - The appointment to the higher position is at the direction of the Manager, with approval of the Library Director.
 - The employee is required to work in the higher classification for thirty-one (31) consecutive calendar days or longer.
 - The employee meets the minimum qualifications of the higher classification.
- Increased compensation for substitution of a position in a higher job classification is at the discretion of the Library Director.

16.6 Merit Award

- The performance award component is designed to reward job performance using the performance evaluation form and policy. Employees, whose overall rating Meets Standards or Exceeds Standards, generally will be eligible for consideration of a performance award. Employees whose overall rating is Requires Improvement will not normally be eligible for a performance award. Any funding for performance awards must be approved by the Library Board at the recommendation of the Library Director.
 - Employees who consistently perform all responsibilities in a fully competent manner and above are eligible to move from the minimum of the pay grade to the maximum where authorized within budget. Employees who are at the maximum of their salary ranges will not normally be eligible to receive increases to base pay. They may, however, be eligible to receive a performance award in the form of a lump-sum bonus, as authorized and approved by the Library Director, provided the performance warrants that increase.

16.7 Payroll Deductions

- Automatic payroll deductions required by law include Social Security, Medicare, federal and state income taxes, and Illinois Municipal Retirement Fund. Other involuntary deductions may be made as required by law or court order, such as child support payments or wage garnishments. Voluntary deductions may be made for elective programs such as health insurance, life insurance, or dental insurance. Except as required by law or court order, deductions will not be made without written authorization from the employee.
- All such deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form. Any change to your legal name, address, telephone number, marital status or number of exemptions must be reported to the Finance and Administrative Services Manager immediately, to ensure proper deductions for tax purposes.

16.8 Deductions from Pay for Exempt Employees

- Exempt employees are entitled to receive a fixed, predetermined amount of compensation on a biweekly basis. This salary is not subject to reduction because of variations in the quality or quantity of the employee's work. However, as expressly permitted by law, the Library reserves the right, at its sole discretion, to make deductions to an exempt employee's paycheck in the following instances:
 - Absence from work for one or more full days for personal reasons other than sickness or disability;
 - Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
 - Offset for amounts received as witness or jury fees, or for military pay;
 - Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions; or,
 - During the week an exempt employee begins work for the Library or during the last week of employment, the employee will only be paid for actual hours worked.

16.9 Errors in Pay

- If an employee believes that there has been an error in their pay, including an improper deduction, the employee should first check-in with their Manager and then report the error to the Financial and Administrative Services Manager. If an error has been made the Library will reimburse the employee and take appropriate measures to ensure that such error is not made again in the future.

16.10 Your Paycheck

- Paydays are bi-weekly. All employees have access to an online employee portal to view check stubs, withholding allowances and direct deposit information.

- All employees will receive their remittance advice of deposit or paychecks every other Friday. For the purpose of determining any overtime pay, the 'pay week' begins Sunday and ends Saturday.
- If the regular payday falls on a holiday, payday will normally be the last workday prior to the scheduled payday.

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17. Hours of Work

17.1 Days of Work

- Weekly schedules vary from department to department based on their needs. In order to cover all of the hours that the library is open, employees are scheduled to work a combination of morning, afternoon and evening shifts, including Saturday and Sunday shifts.
- The Library's workweek runs from Sunday through Saturday.

17.2 Hours of Work

- Full-time employees are scheduled to work 37.5 hours per week, 7.5 hours per day.
- Half-time employees are scheduled to work between 19 and 29 hours per week; daily shifts cannot exceed 7.5 hours per day.
- Part-time employees are scheduled to work less than 19 hours per week; daily shifts cannot exceed 7.5 hours per day.
- Saturday and Sunday are regular workdays and employees are paid straight time.

17.3 Meal and Work Breaks

- Meal periods are one hour of the employee's own time when working a 7 or 7.5 hour shift. These periods are scheduled by the employee's Manager. Exceptions must be approved by the employee's Manager or the Person In Charge.
- Employees may take a paid fifteen-minute work break for each consecutive 3 ½ hours worked. Employees working a full day (at least 7 hours) may take two breaks, regardless of their meal break schedule.
- If a department is short employees or it is an exceptionally busy day and library service would be affected, employees may be asked to forfeit a work break.
- Lost work time may not be made up by skipping meals or breaks. Time allowed for meals or breaks may not be accumulated for future use. Breaks may not be used to take the place of a meal period, nor may they be used either at the beginning or end of a scheduled work period. Employees must return promptly from their meal periods and breaks. When employees are repeatedly tardy, it increases the workload of others in the department. Chronic tardiness will affect the employee's performance appraisal and that individual may be subject to discipline, up to and including termination of employment.
- Nursing mothers may take paid, reasonable breaks during the workday to express breast milk for a period of up to one (1) year after the birth of a child. The Library provides a private, staff wellness room for such use.

18. Timesheets, Overtime and Compensatory Time

18.1 Timesheets

- Timesheets provide a record of hours worked, including, but not limited to, sick leave, holidays, vacation time, and paid time off (PTO). They should be completed daily by the employee using the ADP online system and approved by the Manager at the end of the pay period. Employees must complete these sheets accurately. Failure to complete an accurate timesheet and/or falsifying timesheets are subject to disciplinary action up to including termination of employment. Employees may be entitled to overtime compensation depending upon the position they hold.

18.20 Exempt Employees

- This classification of employee is paid on a bi-weekly salaried basis and is exempt from overtime, that is, is not eligible to receive overtime regardless of the hours worked in any given week. Positions in this classification are executive, administrative and professional as defined by the Fair Labor Standards Act.

18.21 Non-Exempt Employees

- This classification of employee is paid on a bi-weekly basis, and is eligible for overtime. It includes part-time employees. Employees in this classification will receive overtime for all hours worked over 37.5 per week. Managers must approve all overtime in advance. Time worked in excess of 37.5 hours per week constitutes overtime work. Employee will receive overtime compensation at 1.5 times the regular hourly rate of pay and may receive this as direct pay or compensatory time.
- Non-Exempt employees may make-up time they are absent from work in lieu of using benefits or leave without pay if absence and the make-up time both occur during the same workweek. Time may be made up by working extra time before or after the workday hours. Working through a lunch or break period is not permitted for make-up time. Except in emergency situations, an employee must first obtain approval from their Manager to use the make-up time option.

19. Inclement Weather or Emergency Closure

- When it is necessary to close the Library due to inclement weather or due to an emergency, Library employees will be compensated in the following manner.

19.1 Full-time Employees

- Full time employees will be paid for the hours they were scheduled to work that day.

19.2 Half-time and Part-time Employees

- Half-time and part-time employees present at the time of the closure will be paid for the hours they normally would have worked to the end of their scheduled shift. Half-time and part-time employees not present at the time of the closure will be notified prior to the start of their shift to not report to work and will not be paid.

20. Service Recognition

- The Library recognizes that longevity is integral to the success of the organization and wants to recognize employees for their years of service. Library employees will receive a coupon for time off as outlined below on these respective anniversaries: 5, 10, 15, 20, 25 years and every five years after. Time off awarded is determined by the number of hours per week the employee is currently budgeted for as follows:
 - Part-time and half-time employees 3.75 hours paid time off
 - Full-time employees 7.5 hours paid time off
- The time off coupon expires six months after it is issued. This time cannot be carried over and it will not be paid out upon termination.

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21. Benefits

- Employee benefits are administered by the City of Park Ridge Human Resources Department. The Finance and Administrative Services Manager is the liaison between Library employees and the City of Park Ridge in matters related to benefits.
- The health, dental, vision, and life insurance provisions set forth below provide only a brief description of your benefits. Summary plan descriptions (SPD) are available on the staff intranet. The actual plan documents, which are available by making a written request, are the final authority in all matters relating to benefits described in the library policies or in the summary plan descriptions and will govern in the event of any conflict. Additionally, the City of Park Ridge reserves the right to change or eliminate any benefits at any time in accordance with applicable law or City Council policy direction.

21.1 Group Medical Insurance Coverage

- If you are a regular full-time employee, or for purposes of the Affordable Care Act only an employee who works on average at least thirty (30) hours per week or 130 hours per month, the Library offers group health and major medical insurance to you and your eligible dependents effective the date of your employment. At your option, you may elect coverage through any one of the health and major medical plans made available by the Library. For full-time employees, the Library shall pay a portion of the monthly employee and dependent premium, as determined from plan year to plan year.
- The City of Park Ridge and/or Library may, at its option, modify plan design, extent of benefits, or change commercial insurance carriers. All Library employees will be notified of any changes.

21.2 Employee Assistance Program (EAP)

- An Employee Assistance Program is provided for all employees. An Employee Assistance Program (EAP) is a professional and confidential counseling and information service designed to help resolve any personal concerns an employee or family member may have. Information on the EAP is posted on the Library's intranet and available from the Finance and Administrative Services Manager.

21.3 Group Dental and Vision Coverage

- Full-time employees and eligible dependents can elect to participate in group dental and/or vision insurance program effective from the date of your employment. The Library shall pay a portion of the monthly employee and dependent premium, as determined from plan year to plan year.

21.4 Flexible Spending Account (FSA)

- Full-time employees are eligible for participation in the Flexible Spending Account (FSA) program. The FSA allows you to set aside pretax dollars to pay for out-of-pocket health and dependent care expenses.

21.5 Life Insurance

- Full-time employees receive basic term life insurance that is paid by the Library. Additional supplemental term life insurance coverage is also available. Please see the Finance and Administrative Services Manager for specific life insurance coverage information.

21.6 Provision for Continuation of Group Medical and Dental Coverage (COBRA)

- If you would otherwise lose your group coverage because of a reduction in your working hours or the termination of your employment for reasons other than gross misconduct on your part, you may be eligible to continue under the Library's plan for a period of time as prescribed by COBRA law. The Library will notify you of the time period for which continuation of coverage may be provided, depending upon your individual situation.
- If you elect to continue coverage, you are responsible for payment of the full premium plus administrative fees, which may change from time to time.

21.7 Pension Benefits: Illinois Municipal Retirement Fund (IMRF)

- All employees working more than 1000 hours per year (full-time and half-time) are required to participate in Illinois Municipal Retirement Fund (IMRF). The Library makes a contribution for each participating employee.
- The City of Park Ridge acts as the authorized agent for the City's plan of which the Library is a part. The Finance and Administrative Services Manager acts as a liaison between Library employees and City staff for paperwork processing. Employees who have questions about their retirement, disability, or death benefits must contact IMRF directly, www.imrf.org.

21.8 Personal Technology Reimbursement

- The Library recognizes that exempt employees and other employees, designated by the Library Director, may be required to use personal devices for work-related reasons. As per the Illinois Wage Payment and Collection Act, the Library will provide said employees with a monthly stipend to compensate for the costs of such use. The current rate for the stipend is \$25.00/month and will be processed with the first payroll check.

22. Workers Compensation

22.1 Accident and/or Injury in the Workplace

- All employee accidents and/or injuries while on the job must be reported to the Library Director, or in their absence, the Finance and Administrative Services Manager as soon as practicable.
- Library employees who are involved in or witness an accident and/or injury must document the incident in accordance with the Library's incident reporting procedures within 24-hours.

22.2 Violations/Disciplinary Actions

- The following violations are major offenses for which any employee could be terminated immediately. The decision as to what disciplinary action will be taken rests solely with management and is made on a case-by-case basis.
 - **Drug-Related Accidents:** Employees who report to work when physically, mentally or emotionally impaired and unable to perform assigned responsibilities and are involved in an accident that results in injury and/or damage to property will be subject to a drug screen. *Please see #4 Drug, Alcohol, Cannabis, and Smoke Free workplace policy in this handbook for additional details.*
 - **Hazardous Acts:** Employees who knowingly circumvent safety procedures, or violate safety rules or practices as well as employees who have been previously counseled for a similar incident may be subject to immediate termination of employment.
- The following violations are offenses for which substantial penalties could be levied. Normally, an employee will be subject to progressive counseling. The decision as to what disciplinary action will be taken rests solely with management and is made on a case-by-case basis.
 - **Reporting Requirement:** Failure to report all occupational injuries or acts that result in injury. This includes failure to report the accident to Library Administration within 24 hours of occurrence.
 - **Medical Attention:** Failure to receive medical attention at the designated medical facility.
 - **Negligent Conduct:** Failure to use reasonable care in performance of work-related duties, which may result in injury or property damage.
 - **Irresponsible Actions:** Behavior, which creates risk of harm or actual harm to another person or the business, damage to company property or to the property of others while on company time or on the premises. This includes, but is not limited to reckless use of company equipment; assault or attempted physical assault on any fellow associate or horseplay.

23. Bloodborne Pathogens

- While normal Library operations are not likely to involve circumstances exposing employees or patrons to blood borne pathogens, the Library complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to blood borne pathogens, which have been incorporated by administrative actions.

23.1 Exposure Determination

- No particular job classification of the Library has occupational exposure (a reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee's duties). Emergencies may occur, however, with employees or patrons and Library employees may need to assist.

23.2 Universal Precautions

- All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immune deficiency virus (HIV), and other blood borne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

23.3 Exposure Control Plan

- At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined even if the entire Library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, and masks are kept at the Library and shall be used in the cleanup and safe disposal of contaminated waste. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment.
- Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee, or employees, a confidential medical evaluation. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

23.4 Training

- The Library shall provide precautionary and exposure control training for Maintenance Department employees.

24. Tuition Reimbursement Program

- The 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.

24.1 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, graduate, and doctoral 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.

24.2 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 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 Library Director can revoke the reimbursement privilege.

24.3 Application for Tuition Reimbursement

- Employees wishing to participate in the Library's Tuition Reimbursement Program must complete a Request for Participation Form found on the staff intranet 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, recommendations of the Manager and the 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, and impact of coursework on the organization.

24.4 Applicable Costs and Amounts for Tuition Reimbursement

- Approved employees may generally receive \$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 termination.
- 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.

24.5 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. Employees who voluntarily separate 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. This one-year period 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 the 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.

E. Leave Time

25. Holidays

25.1 Annual Holiday Closures

- The Library has 9 predetermined holidays per year. The Library Director may close for additional holidays with approval from the Library Board of Trustees.
 - New Year's Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Winter Holiday (December 24 and 25)
 - New Year's Eve Day

25.2 Holiday Leave Pay

- Regular full-time employees will be paid for the above holidays.
- Regular half-time employees will be paid for holiday hours they normally would have been scheduled to work.
- Regular part-time employees are not eligible for holiday pay.
- When the observed holiday is on a day, which is a regularly scheduled day off for a regular full-time employee then another day off will be given the same week or a compensatory day off at a later date with the approval of the employee's Manager. This provision does not apply to half-time or part-time employees.
- Religious holidays not regularly observed by the Library may be taken as vacation leave or paid time off. Time off for a religious holiday may be made up at a later date with approval from the employee's Manager or the Library Director. *For questions about scheduling make up time please see #18, Timesheets, Overtime and Compensatory Time, in this handbook.*

25.2 Unpaid Holidays

- The library is closed Easter Sunday and the Sundays preceding Memorial Day and Labor Day. These are not paid holidays. Nonexempt part-time and half-time employees normally scheduled to work Sundays can arrange with their Manager to make up the time. *For questions about scheduling make up time please see #18, Timesheets, Overtime and Compensatory Time, in this handbook.*
- The Library will close at 6 PM on July 3 and the evening before Thanksgiving.

26. Paid Time Off (PTO)

- This policy is in effect for all employees hired after July 1, 2014 and any employees in service prior to July 1, 2014 who voluntarily opt into the Paid Time off (PTO) program instead of vacation and sick time programs.
- This PTO policy eliminates the distinction between sick and vacation time. PTO is an accrual of time, which an employee can use for any purpose such as vacation, other leisure time, personal illness, to care for another person who is ill, etc. PTO encompasses all time off, except specific leaves, which are covered *under Section #25 in this handbook and any other policy regarding specific leaves.*
- If an illness or injury falls within Family Medical Leave Act definitions, the time off will be designated as such and FMLA provisions will apply. *Please see Section #31, Family and Medical Leave Act, in this handbook for additional information.*
- Employees accrue at the new rate beginning with the first day after their anniversary.
- Employees requesting to use PTO for a planned absence are required to give advance notice to their Manager. Employees, who need to use PTO for an unplanned absence, need to give notification to their Manager at least 30 minutes before the start of their shift. Employees are required to give their Manager the reason for the unplanned absence, such as illness of themselves, their spouse, or any member of their immediate household.
- The Library may require an employee to verify illness of themselves, their spouse, or any member of their immediate household with a doctor's note or other communication deemed appropriate by the Library.

26.1 Accrual Rates: Full-time Employees

Full-time Employees <i>hired after</i> July 1, 2014			
Years of Service	Accrual per pay period	Annual PTO Hours	Annual PTO Days
Years 0-4	7.21	187.5	25
Year 5+	8.65	225	30

26.2 Accrual Rates: Half-time Employees

Half-time Employees <i>hired after</i> July 1, 2014		
Years of Service	Accrual per pay period	Annual PTO Hours
Years 0-4	1.846	48
Year 5+	2.308	60

26.3 PTO Carry-over and Pay Out

- Employees may carry-over up to 262.5 hours (35 days) from year to year. Managers may, with Library Director approval, allow the employee to carry over additional PTO days. Employees must submit a request for the additional days to be carried over to their Manager and Library Director.
- Accrued, but unused PTO, will be paid out upon termination at the employee's regular hourly rate of pay, in effect at time of termination.

26.4 Noncompliance

- Use of PTO for illness is not to be abused by the employee and excessive absenteeism will not be tolerated. Abuse of the PTO policy may include discipline, up to and including termination.

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28. Vacation

- This vacation policy applies only to full-time and half-time employees of the Library hired before July 1, 2014 (Tier 1 employees) who regularly work 37.5 hours per week.
- Employees earn and accrue vacation hours beginning the first pay period of employment.
- Employees will accrue at the new rate beginning with the first day after their anniversary.

28.1 Accrual Rates: Full-time Employees

Full-time Non Librarian Staff hired prior to January 1, 2005			
Years of Service	Accrual per pay period	Annual Vacation Hours	Annual Vacation Days
0-1 Year	4.01	105.0	14
Year 2	4.33	112.5	15
Year 3	4.62	120.0	16
Year 4	4.9	127.5	17
Year 5	5.19	135.0	18
Year 6	5.48	142.5	19
Year 7	5.77	150.0	20
Year 8	6.06	157.5	21
Year 9	6.35	165.0	22
Year 10	6.63	172.5	23
Year 11+	8.37	217.5	29

Full-time Non Librarian Staff hired between January 1, 2005 – June 30, 2014			
Years of Service	Accrual per pay period	Annual Vacation Hours	Annual Vacation Days
0-1 Year	4.04	105.0	14
Year 2	4.04	105.0	14
Year 3	4.04	105.0	14
Year 4	4.04	105.0	14
Year 5	4.04	105.0	14
Year 6	4.33	112.5	15
Year 7	4.62	120.0	16
Year 8	4.90	127.5	17
Year 9	5.19	135.0	18
Year 10	5.48	142.5	19
Year 11	5.77	150.0	20

Year 12	6.06	157.5	21
Year 13	6.35	165.0	22
Year 14	6.63	172.5	23
Year 15	8.37	217.5	29

Full-time Librarians <i>hired between</i> January 1, 2005-June 30, 2014			
Years of Service	Accrual per pay period	Annual Vacation Hours	Annual Vacation Days
0-1 Year	5.19	135.0	18
Year 2	5.48	142.5	19
Year 3	5.77	150.0	20
Year 4	6.06	157.5	21
Year 5	6.35	165.0	22
Year 6	6.63	172.5	23
Year 7+	8.37	217.5	29

28.2 Accrual Rates: Half-time employees

- Half-time employees receive vacation pay paid at straight time as determined by the average number of hours worked during a normal workweek.

Half-time Staff <i>hired between</i> January 1, 2005-June 30, 2014		
Years of Service	Accrual per pay period	Annual Vacation Hours
Years 0-5	0.769	20
Year 6	0.923	24
Year 7	1.077	28
Year 8	1.231	32
Year 9	1.385	36
Year 10	1.538	40
Year 11	1.692	44
Year 12	1.846	48
Year 13	2.000	52
Year 14	2.154	56
Years 15+	2.308	60

28.3 Vacation Carry Over

- Vacation should normally be taken in the year in which it is accrued.

- A Full-time employee with 10 years of service or less will be allowed to carry over not more than the equivalent of 300 vacation hours to the next calendar year without the written approval of the Library Director.
- An employee with 10 years of service or more will be allowed to carry over not more than the equivalent of 337.5 vacation hours to the next calendar year without the written approval of the Library Director.
- A half-time employee will be allowed to carry over not more than the equivalent of 60 hours of vacation time to the next calendar year without the written approval of the Library Director.

28.4 Job Change

- Any employee that is transitioning from half-time to full-time with 10 years or more of employment will be given 5 years of credit for vacation or PTO based on their original date of hire.

28.5 Separation

- Employees who are terminated from Library service will be compensated for all unused, accrued vacation. This pay will be at the regular rate of pay in effect at time of termination.

29. Sick Leave

- This policy is in effect for employees hired before July 1, 2014. The Library recognizes that it may be necessary for some employees to be absent due to illness, whether personal or immediate family. To properly schedule work in accordance with the needs of the department and increase the effectiveness and ability to satisfy the needs of our customers, absences must be for good cause and within reasonable limits.

29.1 Approved Use of Sick Leave

- Sick leave is intended to provide employees with paid time off during occasional periods of illness, or in the event of certain unavoidable medical emergencies. Sick leave may be used in the following instances only:
 - Personal illness or injury (non-work related)
 - Personal medical or dental appointment
 - To care for a sick spouse, domestic partner, dependent, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent or member of employee's immediate household.

29.2 Accrual and Maximums

- Regular Full-time employees earn and accumulate one day of sick leave per calendar month of employment.
- Half-time employees earn four hours of sick leave per calendar month of employment.
- The maximum sick leave accrual is two hundred forty (240) workdays for Full-time employees.
- The maximum sick leave accrual is 96 hours for Half-time employees.
- Any employee transitioning from part to full-time status will keep any accrued sick leave.

29.3 Sick Leave Verification and Documentation

- Illnesses resulting in three (3) or more consecutive workdays of lost time may require a doctor's note to verify illness/injury and ability to return to work.
- In the event the absence is to continue beyond seven (7) consecutive workdays, the following procedures will apply:
 - The employee must provide Finance and Administrative Services Manager with a doctor's note indicating estimated return to work date.
 - In the event of prolonged illness, an updated medical certification may be required to ensure continuation of paid leave.
- If the illness or injury falls within Family Medical Leave Act definitions, the time off will be designated as such and FMLA provisions will apply. *Please see Section #31, Family and Medical Leave Act, in this handbook for additional information.*

29.4 Sick Leave at Retirement or Termination

- Full-time and Half-time Tier 1 employees who retire or resign in good standing may be eligible to receive compensation for unused, accrued sick leave as follows:
 - The employee must have accrued sick leave of a minimum of 120 days.

- The employee may receive compensation for 35% of all unused accrued sick leave days in excess of 120 days, up to a maximum of 180 days. A maximum of 35% of 60 days may be paid out to an employee in this situation.
- Sick time less than 120 days will be converted into IMRF service credit.

29.5 Noncompliance

- Employees who abuse the use of sick time may be subject to discipline, up to and including termination.

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30. Bereavement Leave

- When it is necessary for an employee to be absent for purposes of funeral arrangements and/or attendance at a funeral for a member of their immediate family, provisions are made to cover such absences without loss of wages or salary.

30.1 Paid Bereavement Leave

- Normally, such excused absences are to be limited to three (3) consecutive days for Full-time employees and up to twelve (12) hours over three consecutive days for Half-time and Part-time employees.
- Immediate family is defined as child, stepchild, foster child, spouse, domestic partner, sibling, parent, foster parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, brother-in-law or sister-in-law.
- One paid funeral leave day may be taken for attendance at the funeral of an aunt, uncle, first cousin, niece or nephew.
- Paid leave for funeral attendance for non-immediate family members not listed above will be reviewed by the Library Director and the Finance and Administrative Services Manager on a case-by-case basis and is only approved for unique circumstances.
- Vacation time or PTO must be utilized for any bereavement leaves that are not permissible under this policy.

30.2 Unpaid Bereavement Leave

- If an employee does not have paid time off options available, the employee may be granted unpaid time or make up time for any bereavement leaves that are not permissible under this policy.

30.3 Illinois Mandated Unpaid Family Bereavement Leave Act

- The Library upholds the Family Bereavement Leave Act /820 ILCS 154 (FBLA) as it relates to Library staff. FBLA ensures unpaid leave rights for eligible employees.
 - Eligibility: An employee is eligible for FBLA leave after at least 1,250 hours of service with their employer during the prior 12-month period.
 - “Covered family member:” is an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.
 - Eligible employees are entitled to a maximum of 2 weeks (10 workdays) of unpaid leave time in the event of:
 - the death of a “covered family member”; a stillbirth; a miscarriage; an unsuccessful reproductive procedure; a failed adoption match or an adoption that is not finalized because it is contested; a failed surrogacy agreement; or a diagnosis that negatively impacts pregnancy or fertility.
 - Staff who have vacation time or PTO may use paid time concurrently with a FBLA.

- Employees are entitled to a maximum of 6 weeks of leave if they experience more than one event during a 12-month period.
- Employees may use FBLA leave time to:
 - grieve; attend the funeral or alternative to a funeral of a covered family member; or make arrangements necessitated by the death of the covered family member.
- FBLA leave time must be completed within 60 days after the date the employee receives notice of the event. Employees must give their Manager at least 48 hours notice before taking FBLA leave, unless not reasonable or practicable.

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31. Voting Leave, Jury Duty and Civil Duty

31.1 Voting Leave

- In accordance with Illinois law, Library employees will be granted paid leave of up to two (2) hours to vote in an election during working hours if the employee starts work less than two (2) hours after the polls open and ends work less than two (2) hours before polls close. Employees must notify the library of their need for voting leave prior to the day of the election. Upon consideration of an employee's request for voting leave, the library will specify the time during which the employee is granted voting leave.

31.2 Jury Duty

- Full-time employees who are called to serve on a jury will be granted leave with pay, up to ten (10) days for normally scheduled work days/shifts only.
- If the period of jury duty is less than a normally scheduled shift for the employee, the employee will check in with their supervisor to determine if the employee should come to work for the remainder of their normally scheduled shift.
- Upon completion of jury duty the employee is required to provide the Finance and Administrative Services Manager with the court clerk's confirmation of days served to ensure jury duty leave is paid.

31.3 Civil Duty

- Library employees who are subpoenaed or are ordered by a court to attend pre-court proceedings to appear on any matter connected with their employment with the Library will receive pay for time lost from work.

32. Family and Medical Leave Act (FMLA)

- The U.S. Department of Labor's rules (federal rules) implementing the Family and Medical Leave Act (FMLA), as they may be amended from time to time, control FMLA leave. This policy summarizes important aspects of the rules.

32.1 FMLA Eligibility

- The FMLA entitles eligible employees to take up to 12 workweeks of unpaid, job protected leave during any rolling 12-month period measured backward from the date an employee uses any FMLA leave for:
 - The birth of a child or placement of a child with the employee for adoption or foster care,
 - The care for a child, spouse, or parent who has a serious health condition,
 - A serious health condition that makes the employee unable to work, and
 - Reasons related to a family member's service in the military, including
 - Qualifying exigency leave – leave for certain reasons related to a family member's foreign deployment, and
 - Military caregiver leave – leave when a family member is a current service member or recent veteran with a serious injury or illness.
- To be eligible for FMLA leave, an employee must have been employed by the library for at least 12 months and have worked at least 1,250 hours during the preceding 12-month period before the leave is requested.
- All family and medical leave requests, except in the case of an emergency, must be submitted at least 30 days in advance to the Finance and Administrative Services Manager or Library Director.
- Employees may be required to provide certification by a doctor or other health care provider of the employee's or family member's serious health condition to the Library.

32.2 Continuation of Benefits

- During any FMLA leave, the Library shall maintain the employee's coverage under any group health, dental and life plan maintained by the City of Park Ridge under the same conditions that existed when actively employed.
- Employees are obligated to continue to make the same co-payments of insurance premiums as made while actively employed. Employees going on unpaid FMLA leave will be informed at the beginning of the unpaid leave period of the right to continue group health and dental insurance, the responsibility for premiums, the amount due, and frequency of insurance premium payments. Premium payments more than thirty (30) days late can result in the City terminating group health and dental insurance coverage. However, group health insurance coverage will be restored, without a waiting period, immediately upon the employee's return from FMLA leave.
- Employees who fail to return from unpaid FMLA leave for reasons other than (1) the continuation of a serious health condition of employee or a covered family members or

(2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason) may be required to reimburse the Library for the cost of premiums paid by the Library.

- Contributions to IMRF will be continued on the same conditions as coverage would have been provided if the employee had been actively employed during the entire leave, provided the employee is using accrued paid leave time during the term of the family leave. If FMLA leave is unpaid, the Library will not contribute to IMRF for employees on unpaid leave. The employee may be eligible to purchase this time upon return from leave, in accordance with IMRF rules and regulations.
- An employee is not entitled to the accrual of seniority, vacation, service credit or other benefits during unpaid FMLA. An employee who takes family or medical leave will not lose any employment benefits that accrued before the leave date began.

32.3 Application of Paid Leave

- In all qualifying instances, the Library will require an employee to substitute paid leave for unpaid FMLA leave:
 - Leave for Child Care for Birth or Placement of a Child: Employees who require FMLA due to childbirth shall be required to first use any and all accrued sick leave, then vacation leave. Employees who require FMLA due to bonding shall be required to first use any and all accrued vacation leave, then sick leave. Balance of family leave (up to a total of twelve weeks including paid time off) will be unpaid. In accordance with the law, leave for the birth of a child and bonding allows parents to use FMLA during the 12-month period beginning on the date of birth on a continuous basis.
 - Leave for Serious Health Condition of a Family Member: Employees shall be required to first use any and all accrued sick leave, then vacation leave. Balance of family leave (up to a total of twelve weeks including paid time off) will be unpaid.
 - Leave for Serious Health Condition of the Employee: Employees shall be required to first use any and all accrued sick leave, then vacation leave. Balance of family leave (up to a total of twelve weeks including paid time off) will be unpaid.
- Tier 2 employees on the PTO policy will be required to use any and all accrued paid time off concurrently with FMLA. Employees using all available eligible paid leave accruals before the end of a scheduled FMLA leave will be in an unpaid status for the remainder of the leave. While in an unpaid FMLA leave status, employees with a serious medical condition may be eligible for disability benefits under the applicable pension program. Receipt of disability benefits under a pension program or through workers' compensation benefits does not extend the maximum limit of FMLA leave entitlement; rather this benefit will run concurrently with FMLA leave.

32.4 Intermittent, Reduced Schedule Leave

- FMLA leave taken to care for a family member with a serious health condition or for an employee's own serious health condition may be taken intermittently or on a reduced leave basis if medically necessary.

- The employee should work with their Manager and make a reasonable effort to schedule intermittent leave for planned medical treatment so as not to unduly disrupt the department's operations.
- FMLA taken for care of a newborn, or adopted or foster child may be taken intermittently or on a reduced leave basis only upon the Library's approval.

32.5 Reinstatement

- Upon the employee's return to work they will be restored to their prior position or to an equivalent position with equivalent employment benefits and pay.

32.6 Military Leave

- Leaves of absence for military or reserve duty are granted to all employees of the Library. Employees called to active military duty or to reserve or National Guard training, or volunteering for the same, should submit copies of their military orders to their Manager as soon as is practicable.
- Employees will be granted a military leave of absence for the period of military service in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws.
- Employees who are reservists or members of the National Guard are granted time off for required military training. Eligibility for reinstatement after the completion of their military duty and training and benefit continuation/eligibility issues are determined in accordance with applicable federal and state laws.

32.7 Family Military Leave

- The Illinois Family Military Leave Act entitles eligible employees, who are the spouses, parents, children, or grandparents of a person called to state or federal military service lasting longer than 30 days, to take up to 30 days of unpaid, job protected leave during any 12 month period when the federal or state deployment orders are in effect.
- To be eligible for Family Military Leave, employees must have been employed by the Library for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the leave. Employees are not entitled to Family Military Leave unless they have exhausted all accrued vacation leave, PTO and any other leave to which they are entitled, except sick leave. In addition, the Library will require employees requesting Family Military Leave to provide certification by the proper military authority that verifies the employee's eligibility for Family Military Leave.
- Employees must give 14 days notice of the need for Family Military Leave if the leave will consist of five or more consecutive days duration. Employees requesting Family Military Leave for less than five consecutive days must provide as much advance notice as is practicable. During any Family Military Leave, employees shall be eligible to continue their benefits at their own expense.
- Upon an employee's return to work at the Library, they will be restored to their prior position or to an equivalent position with equivalent employment benefits and pay.

32.8 Victims' Economic Security and Safety Act (VESSA) Leave

- The Victims Economic Safety and Security Act (VESSA) entitles employees to take up to 12 workweeks of unpaid, job-protected leave during any 12-month period to any employees who are victims of domestic or sexual violence, or whose family or household member is a victim.
- In the event of the employee's suffering from domestic or sexual violence, the employee may elect to use any accrued paid leave credits (including sick, vacation, or PTO) toward satisfaction of the 12-week leave period. However, employees are not required to substitute available paid leave for unpaid leave under VESSA.
- All VESSA leave requests, except in the case of an emergency, must be submitted at least 48 hours in advance to the Finance and Administrative Services Manager or the Library Director.
- Employees may be required to provide certification by a doctor or other relevant individual of the employee's or family member's need for such leave under VESSA.
- During VESSA leave, employees under the Library's insurance plan will continue to be covered. The employee will, however be required to reimburse the library for the employee's share of the monthly premiums, should the employee opt for unpaid time.
- Upon the employee's return to work, they will be restored to their prior position or to an equivalent position with equivalent employment benefits and pay.

33. Parental Leave

- The Library will provide up to six (6) weeks of paid parental leave to eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. For those employees who are eligible for FMLA leave, this paid parental leave will run concurrently with their FMLA leave and cannot be used to extend the FMLA leave. *For questions about FMLA please see #32, Family and Medical Leave Act (FMLA), in this handbook*
- Paid parental leave must be taken within the first 12 months of the birth or placement of the child(ren). The amount of paid parental leave does not increase with multiple births or adopted children.
- Employees will continue to accrue paid time off during the time they are on approved paid leave from Library service

33.1 Eligibility

- To be eligible for paid parental leave under this policy, employees must be a full-time or half-time employees who meet the following criteria:
 - Have worked for the library for at least 12 consecutive months **and**
 - Have given birth; or
 - Be a spouse or domestic partner of a woman who has given birth; or,
 - Have adopted a child or been placed with a foster child under age 18. An employee who adopts a spouse's or partner's child(ren) is not eligible for this benefit.

33.2 Leave Scheduling

- The leave may begin no earlier than the birth or placement of the child(ren) and must begin and end within 12 months immediately following the birth or placement. With prior approval from the library, paid parental leave may be taken intermittently but must be taken in full week increments by prior arrangement with the employee's Manager and in consideration of the needs of the library.
- Unused paid parental leave may not be carried over and there is no payment of unused parental leave upon termination of employment.

33.3 Pay

- Parental leave is paid at 100 percent of the employee's regular, straight-time weekly pay. In all cases, the term "week" applies to the regular workweek schedule. Employees will be paid on a biweekly basis on regularly scheduled pay dates.

33.4 Benefits

- During an approved paid parental leave, the Library will maintain the employee's health benefits.

33.5 Requesting the Leave

- If the need for leave is foreseeable, the employee must submit a written leave request to their Manager and the Finance and Administrative Services Manager at least 30 days

prior to the start of the leave in the form of a proposed schedule of leave to be taken.

- Where the need for leave is not foreseeable, the employee must submit a written leave request to their Manager and the Finance and Administrative Services Manager as soon as practicable in the form of a proposed schedule of leave to be taken.

33.6 When Both Parents are Eligible Employees

- Paid parental leave may be taken concurrently, consecutively, or intermittently within 12 months of the birth or placement of the child(ren). Each eligible parent is entitled to six (6) weeks of paid parental leave.

Final Draft 7/12/2023

34. General Leave Time and Other Leaves

- Employees must normally request a leave of absence in advance from their Manager, except in situations where they are absolutely prohibited from doing so by emergencies or unforeseen circumstances. All leaves must be reviewed by the Library Director for final approval.
- Employees will maintain employment status and previously accrued paid time off while on approved leave.
- Except where otherwise noted, employees will continue to accrue paid time off during the time they are on approved paid leave from Library service.
- Employees are not entitled to the accrual of any seniority, paid time off, vacation, sick, or other paid time off program during an unpaid leave of absence, unless otherwise proscribed by law.
- Time spent on extended, unpaid leaves of absence may not be counted as creditable service for IMRF pension purposes.
- If an employee goes on an approved, unpaid leave of absence for a period in excess of thirty (30) calendar days and wishes to maintain insurance coverage, the employee is responsible for payment of the total monthly insurance premiums unless otherwise provided by law.

34.1 Emergency Leave

- Short term emergency leave may be granted without pay by your Manager for a period of up to three (3) working days when conditions warrant absence from work for compelling personal or business reasons.

34.2 Personal Leave

- Extended personal leaves of absence may be granted when there is an urgent or compelling need for an employee to be absent to take care of important personal business. Personal leaves of absence will not be granted or extended to last for more than six (6) months.
- A request for an extended personal leave of absence must be made to the Manager at least thirty (30) days in advance when practicable. Personal leaves of absence must be approved in advance by the Manager and Library Director.
- All personal leaves will be unpaid, unless the employee has accrued unused vacation, PTO or compensatory time, in which case the employee will be required to utilize such leave concurrently with the requested personal leave.
- Employees on an unpaid personal leave of absence may continue their insurance coverage by paying the employee portion of their insurance premiums.

34.3 Disability Leave

- The Illinois Municipal Retirement Fund (IMRF) provides retirement, disability, and death benefits to eligible participants. Contact IMRF for information www.imrf.org.

34.4 Administrative Time – Exempt Employees

- Exempt Regular Full-time employees will be granted administrative days annually on January 1 to acknowledge additional time worked outside of the standard workday.
 - Department Managers will be granted three (3) administrative days per calendar year.
 - The Library Director will be granted five (5) administrative days per calendar year.

- Administrative time cannot be carried over and will not be paid out at separation of employment.

Final Draft 7/12/2023



Memorandum

Memo Date: July 7, 2023
From: Joanna Bertucci
Meeting Type: Planning & Operations Committee of the Whole Meeting
Meeting Date: July 11, 2023
Action Requested: For review and approval
Subject: Policy manual review

Beginning in July 2023, the Planning and Operations committee will be presented with policies to be reviewed on a quarterly basis. The quarterly review schedule will ensure that policies are reviewed triennially so that they are up to date and support the mission, vision, and strategic plan of the library.

The following policies are for your consideration at the July 11 Committee of the Whole meeting:

Section	Policy	Recommendations
A. Oversight	Annual Library Award	Change name to <i>Library Award</i> Present the award biennially going forward, next award to be given in 2024.
B. Patrons	Photo Use	Sent to attorney for feedback and recommendations on including language about video recording in the Library; significant revisions to encompass photography, video and audio recording.
C. Patrons	Social Media	Minor revisions
D. Patrons	Library Website	Language felt dated, updated to reflect current practices.
E. Patrons	Park Ridge Community Network	Recommend rescission. Elements of the PRCN will be incorporated into the new website and does not require a separate policy.

Recommended Action:

- 1) Based on discussion and possible updates at the July 11, 2023 meeting, I respectfully recommend that the Board approve revisions to the following policies at the July 18, 2023 Regular Board Meeting:
 - 1) Library Award
 - 2) Photo Use
 - 3) Social Media
 - 4) Library Website

- 2) I respectfully recommend that the Board rescind the Park Ridge Community Network policy at its July 18, 2023 Board meeting.

PHOTOGRAPHY, VIDEO, AND AUDIO RECORDING POLICY

POLICY:

As stated in the Conduct in the Library Policy, the Park Ridge Public Library maintains a safe, clean, courteous, respectful and productive environment for all Library patrons and staff. Towards this end, the Library maintains policies, including this Photography, Video, and Audio Recording Policy, that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being.

LIBRARY PATRONS:

Permission is not required for photography, video or audio recording in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, photography, video and audio recording is prohibited in certain library locations (i.e., restrooms, spaces reserved for nursing, childcare areas, areas reserved for staff only, and exhibition areas displaying museum artifacts and archival materials). If tripods, lights, or other specialized equipment is to be used, requests with the Library Director must be made at least 24 hours in advance.

Prohibited Use. The Library building is a limited public forum. Photography, video and audio recording is prohibited when it: (1) compromises a patron or staff member's right to privacy, (2) harasses, intimidates, or threatens a patron or staff member, (3) interferes with a staff member's ability to perform their duties, or (4) blocks library aisles, walkways, stairwells, doors, or exits.

Exterior Photography, Video and Audio Recording. Photography, video and audio recording outside of the Library building while on library grounds does not require permission, provided the activity does not impede the entering or exiting of patrons or staff to or from the library building and otherwise complies with this Policy.

Commercial Photography, Video and Audio Recording. The Library may permit use of its facilities for commercial photography, video and audio recording if the project does not interfere with the mission of the Library and otherwise complies with this Policy. The Library may charge a fee to offset costs incurred by the Library to provide access to the facility, and prior permission from the Library Director must be sought at least one week in advance.

Photography, Video and Audio Recording of Materials and Resources. The Library permits photography, video and audio recording of its publicly available collections, provided such activity otherwise complies with this Policy. Patrons are solely responsible for obtaining consent or other permission when taking photographs, videos or audio recordings of copyrighted materials.

Liability. Patrons involved in taking photographs, videos or audio recordings are solely liable for any injuries to persons or property that result from their activities on Library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The Library does not assume any responsibility for obtaining these releases or permissions.

Enforcement. The Library reserves the right to ask any individual or group violating this Policy to cease the taking of photographs, videos or audio recordings. Violations may result in removal from the facility and/or suspension of library privileges. Illegal activity may result in arrest.

LIBRARY STAFF:

Library staff may take photographs of patrons attending Library programs or activities for the purpose of inclusion in Library publications, to publish on its website, or share on social media. Print publications include the newsletter, brochures, or other printed materials. Attendees consent to having their photograph taken and used for such purposes.

Rules:

1. If a Library patron does not wish for themselves or their child to be photographed, the patron must notify Library staff to that effect.
2. The Library will not identify, by name, patron(s) in photographs used on the Library website, social media, or in print publications unless granted permission to do so by the patron(s).
3. When the Library plans to identify a patron by name in a photograph, the patron will be asked to provide verbal or written consent prior to such publication. Names of minors will not be included with photographs unless the Library obtains parental consent.

Revised: July __, 2023

Revised: October 19, 2021

Approved August 21, 2012

DRAFT

PHOTO USE

POLICY:

Park Ridge Public Library staff may take photographs of patrons attending Library programs or activities for the purpose of inclusion in Library publications, to publish on its website, or share on social media. Print publications include the newsletter, brochures, or other printed materials. Attendees consent to having their photograph taken and used for such purposes.

Library patrons may not take photographs or videos of other patrons or staff without the permission of the person(s) being photographed.

RULES:

1. If a Library patron does not wish them self or their child to be photographed, the patron must notify Library staff to that effect.
2. The Library will not identify, by name, patron(s) in photographs used on the Library website, social media, or in print publications unless granted permission to do so by the patron(s).
3. When the Library plans to identify patron by name in a photograph, the patron will be asked to provide verbal or written consent prior to such publication. Names of minors will not be included with photographs unless the Library obtains parental consent.

Revised: October 19, 2021
Approved August 21, 2012

~~ANNUAL~~ LIBRARY AWARD

POLICY:

An ~~annual~~ biennial Library Award will be presented to honor an individual or group that has performed extraordinary service to the Library.

RULES:

1. The award presentation will take place at the Board of Trustees' April meeting. ~~annually.~~
2. To be eligible, the nominee is expected to be selected either for service during the past two years or for service over a period of years.
3. Previous honorees and current members of the Board of Trustees are not eligible for the award.
4. The Communications & Development Committee will solicit nominations from the public, staff and Board members.
5. All nominations will be due one week prior to the March Committee meeting.
6. The Communications & Development Committee will review the nominations and make a recommendation for approval by the full Board at their regular meeting in March.
7. A perpetual plaque inscribed with the names of each ~~annual~~ honoree will be displayed in a place of prominence in the Library.

Revised xxx

Revised November 16, 2021

Revised May 21, 2013

Revised May 18, 2010

Approved: January 17, 2006

Revised December 21, 2021

Approved May 20, 2014

LIBRARY WEBSITE

POLICY:

The Park Ridge Public Library maintains a website to provide information on Library collections, services, programs and policies. The website supports the Mission, Vision, and Strategic Plan established by the Library Board of Trustees.

RULES:

1. Address (URL) and Hosting

The website address is www.parkridgelibrary.org. The website is hosted by a third party vendor who also provides management tools and technical support.

2. Webmaster

A designee of the Library Director manages the website internally.

3. Scope

The website is intended to provide both the public and staff access to a variety of educational and informational resources. The information complements the Library's physical collections and includes the catalog, databases, e-Content, information on Library programs, services, policies, agendas and minutes, and curated links to web resources.

4. Content Management

Designated Library employees have permission to update content relevant to their departmental pages. Library employees who post content to the website without permission are subject to discipline, up to and including termination.

Only information relevant to the Library will be published on the website. Commercial trademarks and logos will only be used with permission from a vendor or indicating partnership or sponsorship of a Library event. Advertising on the Library's website is not permitted.

5. Links

The Library will provide links to other websites to support the Library's goal of providing a wide range of information to the public. Government, non-profit, and commercial websites free from excessive marketing may be included. To be selected, websites must meet the following criteria:

- The primary intent of the website is to educate or inform.
- The site's owner or sponsor is easily identifiable and credible.

The site does not charge for access. The Library is not responsible for the content or accuracy of third party websites. Library staff will make every effort to keep links current and encourages website visitors to utilize the "Contact Us" page on the website if they find a link that no longer functions or that is inconsistent with the above stated criteria.

6. Errors and Omissions

The Library does not warrant that access to the Library's website will be uninterrupted or error free and the Library will attempt to correct information in a timely manner. Issues should be reported using the "Contact Us" page on the website or by calling the Library directly at 847-825-3123.

7. Disclaimer of Liability

The Park Ridge Public Library shall not be held liable for any improper or incorrect use of the information contained on the Library website and assumes no responsibility for anyone's use of the information.

8. Disclaimer of Endorsement

The Park Ridge Public Library is a distributor of content supplied by third parties. Opinions, information and content expressed or made available by third parties, including information providers, and others are those of the respective author(s) or distributor(s) and do not state or reflect the opinions of the Library staff and Board of Trustees.

Revised XXX

Revised November 16, 2021

Revised May 21, 2013

Approved September 21, 2010

LIBRARY WEBSITE

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RULES:

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The website address is www.parkridgelibrary.org. ~~The website is hosted by a third party vendor who also provides. The website is hosted by a third party vendor that provides content management tools and technical support.~~ management tools and technical support.

2. Webmaster

~~The website is managed by A designee of the Library Director manages the website internally. the Website Review Committee, an interdepartmental staff committee designated by the Director. The Committee meets bi-monthly to review content, suggest changes and enhancements and to review user comments and statistics with the goal of continuous improvement.~~

3. Scope

The website is intended to provide both the public and staff access to a variety of education ~~and~~ and information ~~and~~ and resources. ~~It provides a dynamic collection of links and content on a variety of subjects for users of all ages and levels of experience.~~ The information complements ~~the print and multimedia~~ the Library's physical collections of the Library and includes the catalog, a web-based catalog, online databases, ~~e-Content~~ electronic books, information on Library programs, ~~and~~ services, policies, agendas and minutes, and curated links to ~~other selected Internet websites~~ web resources.

4. Content Management

~~Designated Library employees have permission to update content relevant to their departmental pages. Library employees who post content to the website without permission are subject to discipline, up to and including termination. Website content is updated regularly by the members of the Website Review Committee. All content is reviewed by the Library Director, or designee, prior to publication.~~

Only information relevant to the Library ~~about the Library~~ will be published on the website. Commercial trademarks and logos will only be used with permission from a vendor or if they are indicating partnership or sponsorship of a Library event, ~~or represent a vendor that provides online content such as third party online databases and resources. There will be no advertising on the website.~~ Advertising on the Library's website is not permitted.

5. Links

The Library will provide links ~~from its website~~ to other websites to support the Library's goal of providing a wide range of information to the public. Government, non-profit, and commercial

websites free from excessive marketing may be included. To be selected, websites must meet the following criteria:

- ~~The primary intent of the website is to educate or inform.~~
- ~~The site's owner or sponsor is easily identifiable, and contact information is provided and credible.~~

The site does not charge for access. ~~As website content may change or disappear entirely without notice, the Library cannot be held is not~~ responsible for the content or accuracy of ~~websites not maintained by the Park Ridge Public Library staff~~ third party websites. Library staff will make every effort to keep links current and will encourages website visitors to utilize the "Contact Us" page function on the website if they find a link that no longer functions or that is inconsistent with the above stated criteria.

The Library reserves the right to deny or remove links from its website if a particular website contains obscene images and/or text or is a website sponsored by or serving a candidate for elected office, any political party or organization supporting or seeking to defeat any candidate for elective office or ballot proposal.

6. Electronic Newsletter

The Library maintains a list of subscribers to our electronic newsletters. Participation is voluntary and patrons may unsubscribe at any time. Emails are for the exclusive use of the Library and will not be transferred or used for any other purpose.

7. Errors and Omissions

The Library does not warrant that access to the Library's website will be uninterrupted or error free, ~~though and~~ the Library will attempt to correct information in a timely manner. Problems Issues should be reported using the "Contact Us" page feature on the website or by calling the Library directly at 847-825-3123.

8. Disclaimer of Liability

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9. Disclaimer of Endorsement

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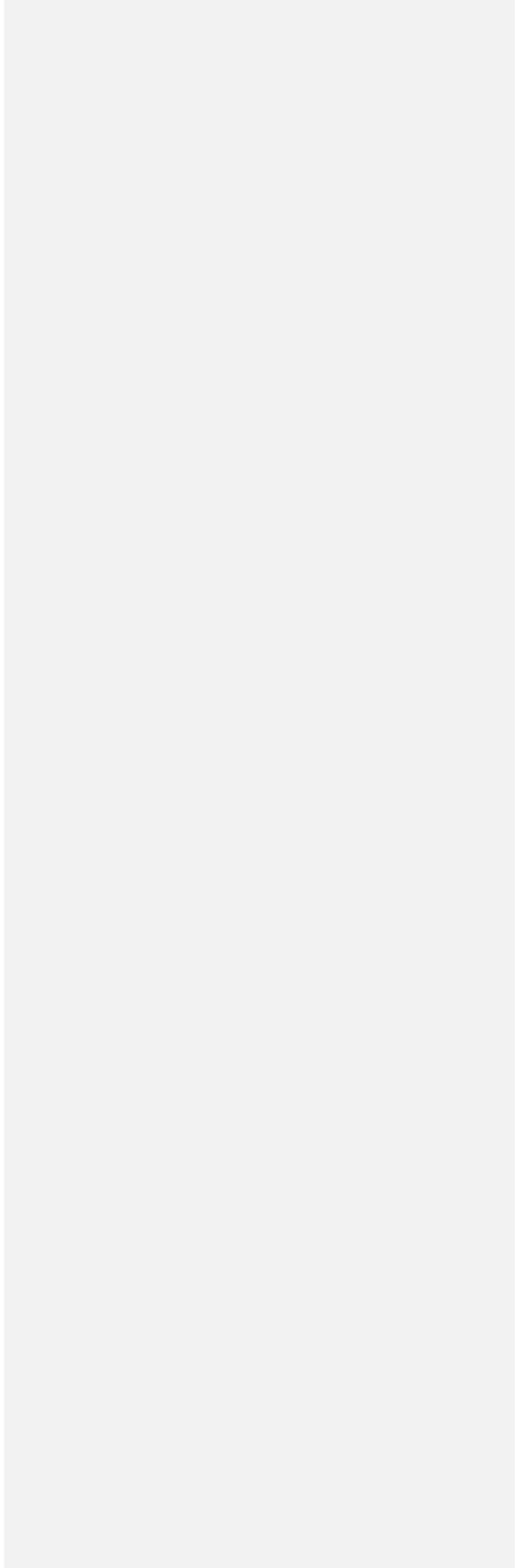
Revised November 16, 2021

Commented [JB1]: This is not needed. The Library wouldn't provide a link to anything obscene or political on our website. If a linked website was hacked, we'd remove it immediately. We also don't solicit suggestions for sites to be included on our site, that is in the purview of staff.

Commented [JB2]: Recommend to remove from this policy. We don't need policy language to send eNewsletters. All our eNewsletters have the required OPT out feature. Our confidentiality policies prohibit the Library from sharing emails

Commented [JB3]: My guess is this was included at a time when the website featured a blog...we do not allow patron's to post content on our website.

Revised May 21, 2013
Approved September 21, 2010



POLICY:

The Park Ridge Community Network (PRCN) website provides information about Park Ridge, IL including information about community organizations and other community resources of interest to residents and visitors.

RULES:

1. Address (URL) and Hosting

The website address is www.parkridge.info The Library has a contract with a web hosting company to provide 24/7 support of the site, content management tools and technical support.

2. Webmaster

The website is managed Community Network Committee, a Library staff committee designated by the Director. The committee meets bi-monthly to review content and suggest changes or enhancements to the site in order to provide a wide array of current and relevant information about Park Ridge.

3. Scope

The PRCN provides information via links to the City of Park Ridge, Park Ridge Park District, community schools and other community services. The PRCN features information on community organizations of a nonprofit, community-oriented nature, a link to the City's business license database, and a directory of shops and restaurants within the city limits.

4. Content Management

Only information about Park Ridge, IL, community organizations that regularly meet in Park Ridge and have a membership that includes at least 50% Park Ridge residents are included on the PRCN website.

Designated representatives of community organizations as defined above may submit information about their organization, including schedules of meetings, events and news. Website content is updated regularly by members of Community Network Committee. All content will be reviewed by the Library Director, or designee, prior to publication

Commercial trademarks and logos will only be used if they are indicating sponsorship of an event hosted by a community organization.

Advertising on the website is prohibited.

5. Submitting Information to be Posted on the Website

Information to be posted on the website shall be submitted via the form included on the PRCN home page. There is no charge to post information on the website.

6. Links

Library staff are responsible for developing links from the PRCN website to other websites. Selected links to other websites support the goal of providing current and relevant information to the public. To be selected, websites must meet the following criteria:

- The primary intent of the website is to educate or inform.
- The website's owner or sponsor is easily identifiable, and contact information is provided.
- The website does not charge for access.
- Links that contain political campaign information shall not be included.

Since website content may change or disappear entirely without notice, the Library and its staff cannot be responsible for the content or accuracy of websites it does not host. Library staff will make every effort to keep links current. Website visitors will be instructed to utilize the "Contact Us" function of the website if they find a link that no longer functions or that is inconsistent with the above stated criteria.

The Library reserves the right to deny or remove links from its website if a particular website contains obscene images and/or text. The Library has the right to deny or remove a link to a website sponsored by or serving a candidate for elected office, any political party or organization supporting or seeking to defeat any candidate for elective office or ballot proposal.

7. Errors and Omissions

The Library does not warrant that access to the PRCN website will be uninterrupted or error free. Problems should be reported using the "Contact Us" feature on the website.

8. Disclaimer of Liability

The Park Ridge Public Library shall not be liable for any improper or incorrect use of the information contained on the PRCN website.

9. Disclaimer of Endorsement

The Park Ridge Public Library is a distributor of content supplied by third parties and patrons. Opinions, information and content expressed or made available by third parties, including information providers, patrons and others are those of the respective author(s) or distributor(s) and do not necessarily state or reflect the opinions of the Library staff and Board of Trustees.

Revised November 16, 2021
Approved February 21, 2012

SOCIAL MEDIA

POLICY:

The Park Ridge Public Library uses various social media platforms to communicate information and promote Library programs, collections, services. Social media is defined as online discussion forums, including but not limited to Facebook, Twitter, Instagram and LinkedIn. The Library allows the posting of public comments on social media platforms as specified in the rules.

RULES:

1. The Library's social media platforms are managed by the Library Director and Marketing Office staff. This group meets regularly to review content, suggest changes and enhancements and to review user comments and statistics with the goal of continuous improvement.
2. The Library Director or their designee reserve the right to monitor content before it is posted on any Library sponsored social media platform.
3. The Library does not endorse the opinions expressed by members of the public when commenting on Library posts on in comments, posts or responses on its social media platforms. The Library may respond to commenters to correct misinformation regarding Library programs or services.
4. By participating in the library's social media platform(s), using this service, patrons agree to abide by the Library's Social Media Policy. Comments posted to Library-sponsored social media platforms are moderated by Library staff.
5. The Library reserves the right to limit, suspend, or remove comments, posts, or responses containing information including, but not limited to, the following:
 - Language perceived as abusive or bullying in nature
 - Advertising or sale of merchandise or services
 - Copyright and trademark violations
 - Spam
 - Obscenity
 - Specific threats, discriminatory or harassing language
 - Libelous or defamatory comments
6. The Library will make every reasonable effort to monitor comments posted to its social media outlets, however continuous monitoring is not practicable.
7. Comments posted in violation of this policy can be reported to the Library using the social media outlet's direct message feature or by contacting the Library Director via telephone or email librarydirector@parkridgelibrary.org
8. The Library, its employees, agents and officials assume no responsibility for any damages, direct or indirect, arising from participation in Library-sponsored social media.

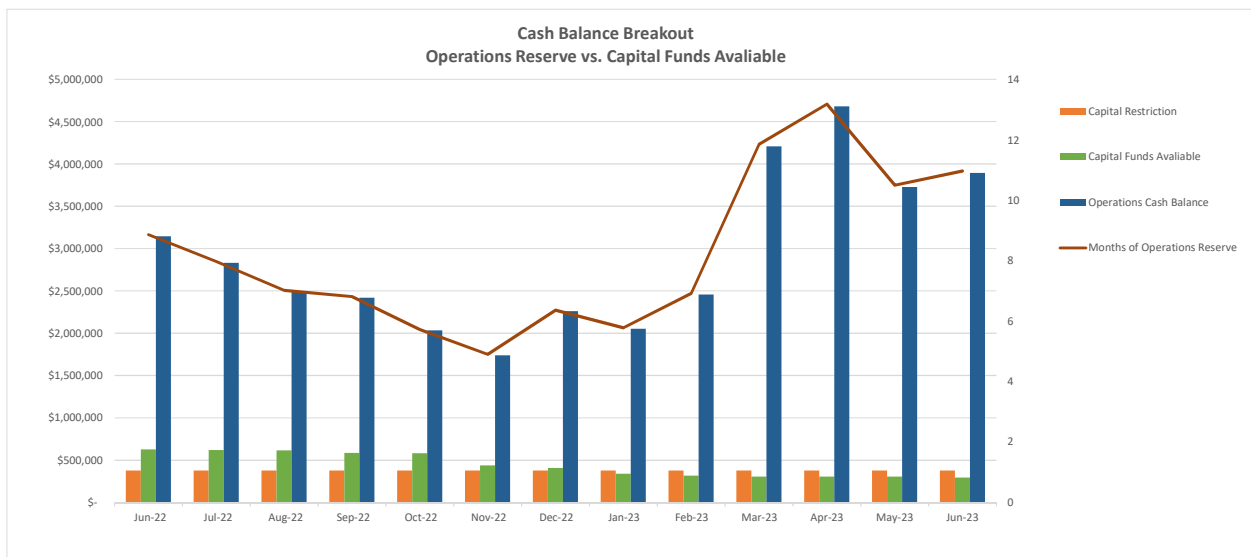
Revised December 21, 2021
Approved May 20, 2014

**Park Ridge Public Library
 Consolidated YTD Revenue and Expenditures
 Period 6 - January, 2023 through June, 2023**

REVENUE ACCOUNTS	BUDGET	REVISED BUDGET	YTD ACTUAL	% RECEIVED	NOTES
Local Government Taxes	\$ 4,302,661	\$ 4,302,661	\$ 2,242,305	52%	Auditors adjusted delayed taxes
State Grants	\$ 108,500	\$ 108,500	\$ 50,000	46%	
Other Receipts	\$ 137,000	\$ 137,000	\$ 69,916	51%	Includes Malinowski Bequest \$250K; Michel Trust Donation \$21,862
Total Revenue	\$ 4,548,161	\$ 4,548,161	\$ 2,362,221	52%	

ACCOUNT #	OPERATING ACCOUNTS	BUDGET	REVISED BUDGET	YTD EXPENDITURES	% SPENT	NOTES
9100	Salaries	\$ 2,453,799	\$ 2,453,799	\$ 1,180,053	48%	Estimated Figures
9210	Employee Benefits	\$ 655,266	\$ 655,266	\$ 289,906	44%	Estimated Figures
9317	Data Processing	\$ 322,000	\$ 322,000	\$ 162,090	50%	CVI quarterly payments; Website Design Project; CCS and OCLC
9321	Building Maintenance	\$ 176,500	\$ 176,500	\$ 56,266	32%	
9324	Membership, Recruiting, Training	\$ 29,000	\$ 29,000	\$ 12,937	45%	
9351	Equipment Rental	\$ 27,000	\$ 27,000	\$ 10,222	38%	
9359	Consulting Services	\$ 20,000	\$ 20,000	\$ 1,215	6%	
9360	Public Relations	\$ 40,000	\$ 40,000	\$ 24,745	62%	
9385	General Contractural	\$ 105,100	\$ 105,100	\$ 38,419	37%	Includes payroll fees; Library insurance; Telephone
9385	General Contractural - Programs	\$ 60,000	\$ 60,000	\$ 25,257	42%	
9416	Audit	\$ 9,300	\$ 9,300	\$ 9,000	97%	
9425	Special Counsel	\$ 25,000	\$ 25,000	\$ 2,840	11%	
9510	Supplies	\$ 62,500	\$ 85,115	\$ 13,463	16%	
9511	Staff Appreciation	\$ 2,000	\$ 2,000	\$ 760	38%	
9520	Computer Materials	\$ 30,000	\$ 39,710	\$ 22,534	57%	Includes Bibliotheca Invoice
9540	Library Resources	\$ 646,500	\$ 646,500	\$ 317,057	49%	
	Total Operating Budget	\$ 4,663,965	\$ 4,696,290	\$ 2,166,764	46%	
	Capital Projects Budget					
9901	Machinery and Equipment	\$ -	\$ -	\$ -	0%	
9908	Computer Equipment	\$ 50,000	\$ 50,000	\$ 19,738	39%	Firewall Subscription
9963	Building Repairs	\$ 290,000	\$ 679,008	\$ 25,292	4%	
	Total Capital Projects Budget	\$ 340,000	\$ 729,008	\$ 45,030	6%	
	Total Operating Budget	\$ 5,003,965	\$ 5,425,298	\$ 2,211,794	41%	
	LIBRARY SURPLUS (DEFICIT)	\$ (455,804)	\$ (877,137)	\$ 150,427		

RESTRICTIONS	ORIGINAL	INCREASE/DECREASE	TOTAL
Capital Facility Restrictions	250,000.00	(21,904.23)	228,095.83
Technology Restrictions	150,000.00	-	150,000.00
TOTAL RESTRICTIONS	400,000.00	(21,904.23)	378,095.83



Park Ridge Public Library - Secretary's Report
July 18, 2023

PRPL Web Site News Items

- [The Library will be closed Tuesday, July 4, for Independence Day. - General News - News | Park Ridge Library](#)
- [Friends of the Library host pop-up book sale, July 15 - General News - News | Park Ridge Library](#)
July 11, 2023

Press Articles

- [Park Ridge Public Library - 2023 Interior Improvements :: BHFX Digital Imaging Online Planroom \(bhfxplanroom.com\)](#) July 1, 2023





June 2023

	Jun-23	May-23	YTD	2022 YTD	2021 YTD	2019 YTD	% Change 2022 to 2023	Analysis
CIRCULATION OVERVIEW								
Physical items	56,729	51,779	321,413	317,015	256,978	379,362	1%	Circulation is 7% greater than prior year and circulation of digital materials continues to grow and exceeds all reported years. Total circulation approximates pre-Covid levels.
Digital items	13,532	13,731	80,969	59,993	64,073	42,196	35%	
TOTAL	70,261	65,510	402,382	377,008	321,051	421,558	7%	
PROGRAMS								
Adult Programs	9	12	72	116	74	118	-38%	Attendance at adult programs exceeds pre-Covid levels. Average attendance per program has increased significantly in 2023. Youth program and attendance exceed all reported years.
Adult Attendees	430	499	3,047	3,302	3,453	2,179	-8%	
Youth Programs	49	37	277	248	221	206	12%	
Youth Attendees	1409	889	8,570	5,009	3,581	7,046	71%	
OUTREACH								
Home Delivery - Patrons served	33	36	181	195	116	106	-7%	Home delivery stats include both homebound and other deliveries. Homebound deliveries are steady while demand for other deliveries has declined. Support for local book clubs has increased both in terms of number of clubs served and number of items loaned.
Home Delivery - Materials loaned	131	126	669	750	535	603	-11%	
Book clubs served	51	49	281	261	218	252	8%	
Items loaned to book clubs	427	403	2,420	2,265	1,833	2,280	7%	
TECHNOLOGY								
Wi-Fi Sessions	50,474	46,497	264,326	272,675	146,145	551,952	-3%	Use of public computers is up 29% over prior year. Reflects return to more in-person usage of the building. PC usage is greater than 2022 but has not returned to pre-Covid levels. This is consistent with national trends.
Wi-Fi - unique clients	1,420	1,712	8,897	6,340	3,338	-	40%	
Public PC Sessions	1,612	1,262	7,417	5,731	1,358	10,706	29%	
WEBSITE								
Visits	21,000	17,737	111,610	104,792	128,188	112,840	7%	Both the number of visits to the website and the number of unique users increased over the prior year and again approximate 2019 visits.
Unique users	10,965	8,834	56,673	50,290	54,561	55,525	13%	
USERS								
New cards issued	301	166	1,091	1,045	601	1,013	4%	June saw 301 new cards issued! The number of unique card users increased YTD by 4% over 2022, indicating that more individuals are using the library.
Total PRPL cardholders	18,664	18,356	18,664	19,032	18,712	23,805	-2%	
Unique users	9,123	9,146	9,123	8,734	5,624	4,722	4%	
BUILDING USAGE								
Door count	28,752	22,530	136,549	110,991	34,455	95,315	23%	YTD Door counts are 23% higher than YTD 2022.
Meetings rooms - total bookings	8	10	44	21	n/a	7	110%	Meeting room usage is a newly reported stat. Will need more data to establish trends.
Study Rooms - hours of use	1,034	1,153	6,301	5,923	183	n/a	6%	Study room usage is 6% greater than in 2022.
The Studio- hours of use	40	35	247	30	n/a	n/a	723%	Studio usage has skyrocketed in 2023 due to an increase in programming resulting from dedicated staff for this space.
The Media Lab - hours of use	100	63	479	313	n/a	n/a	53%	Media Lab usage has also significantly increased (53%) compared with 2022 YTD.
STRATEGIC PLAN: Provide support to local teachers, students, homeschool families and learners of all ages								
School Loans	10	19	114	74	69	147	54%	Both the number of school loans and the number of items loaned exceed prior year. Both stats are lower than pre-Covid levels.
Items loaned to Teachers	206	374	2,401	2,362	1,729	3,168	2%	
Total Teacher Library cards	113	113	113	83	82	35	36%	The number of teacher cards has increased 36% over 2022.
Cardholders*	47%		47%	48%	47%	64%		Percentage of cardholders is down from pre-pandemic levels but is consistent with national averages.
NOTES:								
City of Park Ridge, 2020 Census		39,656						
City of Park Ridge, 2010 Census		37,479						



Park Ridge Public Library

TO: Library Board of Trustees
FROM: Joanna Bertucci, Library Director
DATE: July 14, 2023
SUBJECT: Library Director's Report

Administration & Board

- The Mayor's Advisory Board interviewed nine candidates for the three open seats on the Library Board. We welcome newly appointed trustee, Anita De Frank and re-appointed Trustees Kiem and Thiagarajan. I look forward to working with the 2023-2024 Library Board.

Staff Updates and Professional Development:

- Patron Services Manager, Anastasia Rachmaciej interviewed four candidates to fill the Assistant Manager position vacated by Matthew Hoffman. We are pleased to share that Ms. Samantha Menard was promoted from Patron Services Coordinator to Patron Services Assistant Manager. We are excited to support Ms. Menard in this new role. The Library is currently seeking her replacement.
- All Library staff completed annual anti-harassment training in June and early July. Members of the Maintenance Team completed Bloodborne pathogens training also in June.
- Three members of the Adult Services team attended the annual conference of the American Library Association held in Chicago at the end of June 2023. Sessions attended by our librarians focused on genealogy and local history, serving aging patrons and patrons with dementia.

Strategic Plan Progress:

- **Encourage individual growth and lifelong learning**
 - Adult Services Manager, Laura Scott, completed work on the RAILS Equity, Diversity, and Inclusion Cohort.
 - The Youth Services team hosted a *Homeschool Hangout* program giving homeschool families an opportunity to interact and network. This program will be offered monthly.
- **Build up a strong workforce and local businesses**
 - The Youth Services department has collaborated with local businesses for our *On Tour with Ozzy* activity around Uptown Park Ridge.
- **Align with strategy and set the stage for development**
 - Library Administration and the Personnel Committee continued work on the Library's Employee Handbook.
- **Develop Civic Education for an informed and engaged citizenry.**
 - No activity this month.

Finance and Human Resources

- Finance and Administrative Services Manager, Alyson Doubek and I met with City of Park Ridge Finance Manager, Chris Lipman, and new Assistant Finance Manager Nate Giacalone to discuss posting the Library's payroll journal entries into the Munis financial system. Additionally, the team discussed the timeline for FY24 budget review. Tentatively, the dates are as follows:
 - Budget Workshops: Monday, 10/30 and 11/13 – *attended by Library Board President, Treasurer, and Director*
 - 1st Reading of Budget and Levy: Monday, 11/20
 - Final Reading and Approval: Monday, 12/4
- Ms. Doubek worked with the City's Human Resources department to update rates for the new benefits cycle (health, dental, vision) which started July 1.

Building and Grounds:

- Mr. Priala and Mr. Brzny are continuing to work with Comcast on the logistics for our fiber internet circuit upgrade.
- Mr. Priala and I attended the bid opening for the 2023 Exterior Improvements Project on July 6 facilitated by GreenAssociates. We also attended the pre-bid meeting for 2023 Interior Improvements Project on July 13 facilitated by Williams Architects.

Partnerships, Outreach and Advocacy

- In June, the Adult Services Department collaborated with the Park Ridge Garden Club to host *Growing and Using Herbs*. 41 patrons attended this informative program.

Marketing/Public Relations

- We are in the thick of Summer Reading Club promotion, pushing out content to Instagram and Facebook encouraging reading, logging, asking for recommendations and visiting the Library. Instagram profile visits are up 102.6% and new followers are up 66.7% in the last 28 days. Facebook page new "likes" are up 144.4% and we are up to 3,569 Facebook followers.
- Our first-ever Summer Reading Club bookmark design contest was a success! We had nearly 50 entries and chose 4 winners to have printed as bookmarks, with one design featured weekly throughout July. The winners were thrilled to be chosen and patrons seem to be enjoying the cute designs.
- We brought in a professional photographer in June to take interior photos of patrons using our library space. We will use these pictures on the new website and in future promotional materials, eNewsletters and in the print newsletter. We have not had professional interior photos taken in more than a decade, pre-renovation.
- Ms. Kerstin Henke, our graphic designer, is working closely with Emily Fardoux, Teen Services Supervisor, and the Teen Advisory Board to develop a logo and additional graphics for the Teen Loft. TAB members will vote on the finalist logo options in July.



Notable Programs, Collections, and Services:

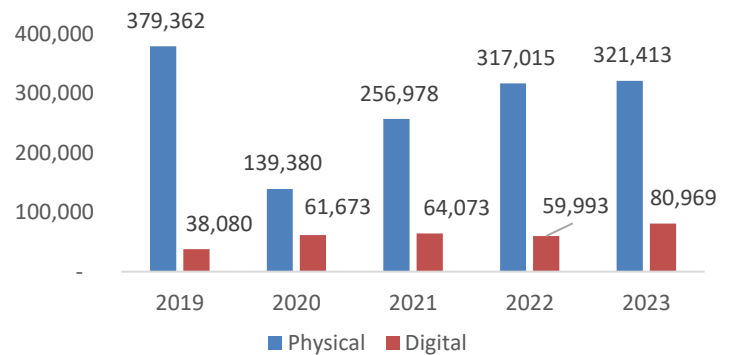
- June was a great month at the Library! Summer Reading is in full swing. Kids who have read at least 30-days since the start of the program are now eligible for their prize books. Below is a snapshot of second quarter activity compared to the same period last year. Circulation and door count continue to outperform 2022.

2 nd Quarter Comparison	2023	2022	% Change
Total Circulation	199,803	191,598	4%
Door Count	73,158	63,109	16%
New Cards issued	589	628	-6%
Total Cardholders	18,664	19,032	-2%

- We are slightly behind in new card sign ups, but expect to be ahead of 2022 by year-end. In June, we signed a contract with Unique Management Services to print and mail a postcard to new residents in Park Ridge, inviting them to come in to the library. The postcard will offer an incentive if they bring it to Patron Services and apply for a library card. The first postcards will be mailed September 1, so new residents will get it just a few days after receiving the print newsletter, which should serve as a nice reminder to them to visit the library. Our graphic artist is working on mocking up the postcard design.

- Looking at circulation data from January to June from the past five years, we continue to monitor print versus digital checkouts as we see more users migrate to digital formats. We are pleased to continue to see an increase in print circulation post pandemic.

January through June 5-YR look back print vs. digital circulation



- In May and June our Reference and Technical Services team worked together to select, order and catalog a starter collection of 23 books in the Ukrainian language. We are excited to expand our offerings of world language materials. During the fall, we will feature a program giving patrons the opportunity to explore Ukrainian culture through music and dance.
- This summer our Youth Services department began offering world language story times. In June, staff from the Language Academy read stories in Spanish to our youngest patrons. The team will be back in July and August to present story times in Spanish and Polish.
- We are excited to offer Studio programs for our teens! This summer teens will have the opportunity to sign up for classes to create water bottles and tote bags. Our Studio programs are in high demand among adult and teen patrons.

Respectfully Submitted,
 Joanna Bertucci
 July 14, 2023

**Park Ridge Public Library
Personnel Report
June, 2023**

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

- Micah Orr, Youth Services, Seasonal Programming Assistant
- Samantha Menard, Patron Services, Full-Time Assistant Manager

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

- Katie Lenz, Youth Services, Library Specialist

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

- None

Park Ridge Public Library



June 2023 Report:

- Held biannual Board meeting:
 - Reported that library has not yet tapped the \$15,000 released for 2023 Friends donation; Joanna to work with Business Manager to begin presenting invoices
 - Elected new Board member
 - Agreed to a trial of increasing the price for novels (no more than 3 years old) to \$2 at the Fall Sale
 - Viewed one of the Backyard Movie Bundle wagons that the Friends are sponsoring
- Agreed to date for Spring 2024 Scout book drive

12 July 2023

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

RE: 2023 Exterior Improvements
Project Number: 1404-2023038

Dear Ms. Bertucci:

On 06 July 2023 the Library received and opened bids for the referenced project. Three bids were received and are summarized on the attached Bidders Tabulation List.

The apparent low bidder is Tandem Construction, Inc. (Tandem) On 07 July 2023, GreenAssociates reviewed the scope of work with Pat Cox at Tandem. Subsequent to the scope review, the contractor informed GreenAssociates that the painting subcontractor (International Decorators, Inc.) did not include the cost for the specified method of paint stripping for the existing exterior paint. Due to this added cost, Tandem formally submitted the attached request to withdraw their bid. The Library accepted the request.

The second lowest bidder is Stuckey Construction Company. We reviewed the scope of work, including alternates, and project schedule with Ed Stuckey on 11 July 2023, and he stated there were no objections or qualifications regarding their bid. The contractor had an understanding of the work, the schedule, and product lead times. We discussed staging and site access and they cited no issues.

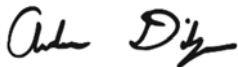
References for Stuckey Construction Company were positive. The contractor has experience in public and municipal work. They have experience working on projects of similar scope and size including larger projects.

GreenAssociates recommends award of the contract to Stuckey Construction Company. We have listed base bid and alternate amounts below:

Base bid:	\$252,700.00
Alternate 1 – Prepare and paint cornice at entire perimeter of building:	\$23,700.00
Alternate 2 – Prospect Avenue column base repair:	\$47,700.00

Should you have any other questions regarding this project or the bids, do not hesitate to contact us.

Respectfully,



Andrew Dilger, AIA
Project Architect

Encl. 1
cc: A Jose, GA
K. Johnson, GA

J:\clnt\1404\2022063\BN\2022063-003.docx

Enlightened Design
Practical Solutions

1437 Harmony Court
Itasca, Illinois 60143
telephone 847-317-0852

1413 South MacArthur Blvd
Springfield, Illinois 62704
telephone 217-522-3355

www.greenassociates.com

Carole Donovan Pugh, AIA
Stephen M. Chassee
William H.R. Taylor, AIA
Andrew G. McCall, AIA
Todd R. Hannah, AIA
George T. Prosilakos, AIA
Andrew C. Jose

July 10th, 2023

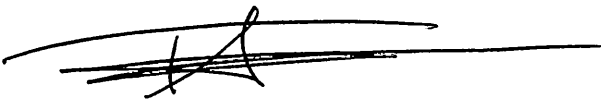
Andrew Dilger
GreenAssociates
1437 Harmony Court
Itasca, Illinois 60143

**Re: 2023 Exterior Improvements
Park Ridge Public Library
20 South Prospect Avenue
Park Ridge, Illinois 60068**

Dear Mr. Dilger,

We appreciate the opportunity to provide a bid for the 2023 Exterior Improvements project at the Park Ridge Public Library. However, due to the error of our painting subcontractor not including the cost of stripping the existing finishes from the exterior of the wood window frames in his bid amount, Tandem Construction cannot proceed with the project at the bid amount and must regrettably withdraw its bid which was submitted in good faith on July 6th at 2pm. We wish you and the Library the best as you pursue the successful execution and completion of this project.

Sincerely,



Tony Andrews
President
Tandem Construction, Inc.

BIDDERS TABULATION LIST



GreenAssociates, Inc.

1437 Harmony Court
Itasca, Illinois 60143
Telephone 847-317-0852

Client: Park Ridge Public Library
Project: 2023 Exterior Improvements
Project Number: 1404-2023038
Date/Time: 06 July 2023 @ 2:00 p.m.

	Bidder	City / State	Bid Bond	Ctr. Qual.	Addendum 01	Addendum 02	Base Bid	(ADD/DEDUCT) Alternate 01	(ADD/DEDUCT) Alternate 02
								Prepare and paint cornice at entire perimeter of building as indicated	All work at Prospect Ave. columns as indicated
1	Boller Construction Company, Inc.	Waukegan, IL	X	X	X	X	\$276,500.00	\$20,000.00	\$80,800.00
2	Stuckey Construction Co., Inc.	Waukegan, IL	X	X	X	X	\$252,700.00	\$23,700.00	\$47,700.00
3	Tandem Construction, Inc.	Chicago, IL	X	X	X	X	\$170,000.00	\$30,000.00	\$35,000.00
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

**City of Park Ridge, IL
Warrant List Fund Totals
06/16/2023**

Fund	Description	Amount
201	Library Fund	\$89,479.93
201	Grant Fund	\$0.00
201	Certificate of Deposit	\$250,000.00
201	North Suburban	\$5,405.44
<hr/>		
	Report Total	\$ 344,885.37

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L061623

TO FISCAL 2023/06 01/01/2023 TO 12/31/2023

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID	YTD PAID
6095 ABC COMMERCIAL	155912	06/07/23	212577		216441	P	06/16/23	2015012	932103	2,541.00	2,541.00
	INVOICE:	20230581									
VENDOR TOTALS			12,243.00						15,246.00	YTD PAID	2,541.00
5132 ADP, INC.	155913	06/07/23	212578		216442	P	06/16/23	2015011	938509	689.16	689.16
	INVOICE:	634811294									
VENDOR TOTALS			57,089.94						80,999.57	YTD PAID	689.16
48 AEC ONE STOP GROUP INC	155914	06/07/23	212579		216443	P	06/16/23	2015017	954015	286.81	286.81
	INVOICE:	PLS72953727									
155962		06/08/23	212627		216443	P	06/16/23	2015017	954015	83.79	83.79
	INVOICE:	PLS73123844									
VENDOR TOTALS			2,001.50						2,394.44	YTD PAID	370.60
302670 AMAZON CAPITAL SERVICES	155915	06/07/23	212580		216444	P	06/16/23	2015011	951002	47.89	47.89
	INVOICE:	1WJFM4CJC73W									
155916		06/07/23	212581		216444	P	06/16/23	2015012	952100	4.22	4.22
	INVOICE:	1MJPLMY6RGM									
155917		06/07/23	212582		216444	P	06/16/23	2015012	952100	-4.22	-4.22
	INVOICE:	1WJFM4CJF17N									
155918		06/07/23	212583		216444	P	06/16/23	2015012	952100	17.99	17.99
	INVOICE:	1R3DRJT349NL									
155919		06/07/23	212584		216444	P	06/16/23	2015011	951002	499.00	499.00
	INVOICE:	17JFKJDKCJGD									
155920		06/07/23	212585		216444	P	06/16/23	2015017	954017	33.49	33.49
	INVOICE:	1WNFYWYGFQNO									
155921		06/07/23	212586		216444	P	06/16/23	2015017	954017	23.45	23.45
	INVOICE:	139PXT7K9G4H									
155922		06/07/23	212587		216444	P	06/16/23	2015017	954001	29.18	29.18
	INVOICE:	1VVGRRWVFMG3									
155923		06/07/23	212588		216444	P	06/16/23	2015017	954001	-29.18	-29.18
	INVOICE:	1RTHJGPI1PQH									
155924		06/07/23	212589		216444	P	06/16/23	2015017	954001	25.20	25.20
	INVOICE:	19LV43FFKQJ4									
155925		06/07/23	212590		216444	P	06/16/23	2015017	954001	113.37	113.37
	INVOICE:	1YXF93G3CLXP									
155926		06/07/23	212591		216444	P	06/16/23	2015015	954002	51.44	51.44
	INVOICE:	1GCM7FRH66M									
155927		06/07/23	212592		216444	P	06/16/23	2015015	954002	35.82	35.82
	INVOICE:	1GCM7FR4DIF									
155928		06/07/23	212593		216444	P	06/16/23	2015015	954010	-19	-19
	INVOICE:	13JY61TH9K1W									
155929		06/07/23	212594		216444	P	06/16/23	2015012	932103	155.72	155.72
	INVOICE:	1LH17H19DDPNE									

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L061623

TO FISCAL 2023/06 01/01/2023 TO 12/31/2023

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	83.85
155930	INVOICE: 14HCXQTF1MLM	06/07/23	212595		216444	P	06/16/23	2015012	BUILDING SUPPLIES	83.85
155931	INVOICE: 14HCXQTF1MLM	06/07/23	212596		216444	P	06/16/23	2015011	PUBLIC RELATIONS	58.77
155932	INVOICE: 1GN7RHNG3DG4	06/07/23	212597		216444	P	06/16/23	2015015	LIB RSRCS-VIDEOGAMES	- .08
155933	INVOICE: 1339WF466QRX	06/07/23	212598		216444	P	06/16/23	2015015	LIB RSRCS-VIDEOGAMES	- .99
155934	INVOICE: 1K4WJ1WL6XGD	06/07/23	212599		216444	P	06/16/23	2015015	LIB RSRCS-VIDEOGAMES	279.92
155935	INVOICE: 17QG4CN9Q3R3	06/07/23	212600		216444	P	06/16/23	2015015	LIB RSRCS-VIDEOGAMES	249.74
155936	INVOICE: 1K4WJ1WL6G6F	06/07/23	212601		216444	P	06/16/23	2015015	GNL CNTRL SVC/PROGRAM	153.24
155937	INVOICE: 1VJHQMTRTWQ	06/07/23	212602		216444	P	06/16/23	2015015	GNL CNTRL SVC/PROGRAM	30.58
155938	INVOICE: 163Q3NT33M13	06/07/23	212603		216444	P	06/16/23	2015015	GNL CNTRL SVC/PROGRAM	501.53
155939	INVOICE: 1RHC7YVY1MXR	06/07/23	212604		216444	P	06/16/23	2015011	OFF SPLS--OTHER SUPPLIES	24.30
155940	INVOICE: 1PCD999P773C	06/07/23	212605		216444	P	06/16/23	2015012	BUILDING SUPPLIES	54.81
155942	INVOICE: 11C3X67H7MMM	06/07/23	212607		216444	P	06/16/23	2015015	LIBRARY SUPPLIES	156.78
155963	INVOICE: 1W664MDV37CF	06/08/23	212628		216444	P	06/16/23	2015015	LIB RSRCS-VIDEOGAMES	-29.86
155964	INVOICE: 1YXXJRJGFH19	06/08/23	212629		216444	P	06/16/23	2015015	LIB RSRCS-VIDEOGAMES	-28.76
155965	INVOICE: 16YQD1WJ1446	06/08/23	212630		216444	P	06/16/23	2015015	LIB RSRCS-RECORDING AUDIO	30.00
155966	INVOICE: 11WXX49GF63Q	06/08/23	212631		216444	P	06/16/23	2015015	LIB RSRCS-CHILDRENS BOOKS	32.90
155967	INVOICE: 16H4XGVL3RPC	06/08/23	212632		216444	P	06/16/23	2015015	LIB RSRCS-CHILDRENS BOOKS	23.95
155968	INVOICE: 1TMR3973K14G	06/08/23	212633		216444	P	06/16/23	2015015	LIB RSRCS-CHILDRENS BOOKS	85.45
155969	INVOICE: 1NXTWGLDGGRJ	06/08/23	212634		216444	P	06/16/23	2015015	LIB RSRCS-CHILDRENS BOOKS	19.99
155970	INVOICE: 1WQRW69Y6934	06/08/23	212635		216444	P	06/16/23	2015017	LIB RSRCS--ADULT BOOKS FI	21.86
155971	INVOICE: 14DDX4MG4MDH	06/08/23	212636		216444	P	06/16/23	2015017	LIB RSRCS-ADULT BOOKS NF	58.48
155972	INVOICE: 1X1P6LCVDLY9	06/08/23	212637		216444	P	06/16/23	2015017	LIB RSRCS-ADULT BOOKS NF	134.91
155973	INVOICE: 1R3DRJT3CJM3	06/08/23	212638		216444	P	06/16/23	2015017	LIB RSRCS-ADULT BOOKS NF	35.00
156196	INVOICE: 19TJWWT9MFW	06/13/23	212862		216444	P	06/16/23	2015015	GNL CNTRL SVC/PROGRAM	236.54
156197	INVOICE: 1PNFH3VHVDD	06/13/23	212863		216444	P	06/16/23	2015017	LIB RSRCS - EXP LIB	421.55
156198	INVOICE: 14MQJQCPHY67	06/13/23	212864		216444	P	06/16/23	2015011	COMPUTER EQUIPMENT	399.00

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L061623

TO FISCAL 2023/06 01/01/2023 TO 12/31/2023

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
INVOICE: 1CW3QKGG633Y										
156199	06/13/23	212865		216444	P	06/16/23	2015015	938506	GNL CNTRL SVC/PROGRAM	895.52
INVOICE: 1MLP1HLY3XCF										
156200	06/13/23	212866		216444	P	06/16/23	2015015	938506	GNL CNTRL SVC/PROGRAM	198.00
INVOICE: 1Y1NMYCVK6CJQ										
VENDOR TOTALS	9,318.31	YTD INVOICED					25,977.80	YTD PAID		5,130.16
800 AMERICAN EAGLE COM										
155943	06/07/23	212608		216445	P	06/16/23	2015011	931700	LIB DATA PROC SV	423.50
INVOICE: 379417										
VENDOR TOTALS	3,266.67	YTD INVOICED					2,534.00	YTD PAID		423.50
3583 ANDERSON LOCK COMPANY LTD										
155944	06/07/23	212609		216446	P	06/16/23	2015012	932103	BLDG MNT CNTR-GENL MAINT	2,270.00
INVOICE: 7106331										
VENDOR TOTALS	16,888.45	YTD INVOICED					5,466.31	YTD PAID		2,270.00
7060 ANTHONY ROOFING TECTA AMERICA LLC										
155945	06/07/23	212610		216447	P	06/16/23	2015012	932103	BLDG MNT CNTR-GENL MAINT	900.00
INVOICE: 569006339										
VENDOR TOTALS	.00	YTD INVOICED					900.00	YTD PAID		900.00
101020 BAKER AND TAYLOR BOOKS										
155844	06/07/23	212509		216448	P	06/16/23	2015017	954018	LIB RSRCS-ONLINE DATABASE	-273.50
INVOICE: NS23050618M										
155845	06/07/23	212510		216448	P	06/16/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	54.07
INVOICE: 2037534361										
155846	06/07/23	212511		216448	P	06/16/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	80.50
INVOICE: 2037534362										
155847	06/07/23	212512		216448	P	06/16/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	17.45
INVOICE: 2037534363										
155848	06/07/23	212513		216448	P	06/16/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	57.93
INVOICE: 2037534364										
155849	06/07/23	212514		216448	P	06/16/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	47.32
INVOICE: 2037534365										
155850	06/07/23	212515		216448	P	06/16/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	15.75
INVOICE: 2037534366										
155851	06/07/23	212516		216448	P	06/16/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	63.94
INVOICE: 2037534367										
155852	06/07/23	212517		216448	P	06/16/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	48.96
INVOICE: 2037534368										
155853	06/07/23	212518		216448	P	06/16/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	36.77
INVOICE: 2037534369										
155854	06/07/23	212519		216448	P	06/16/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	64.54
INVOICE: 2037534370										
155855	06/07/23	212520		216448	P	06/16/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	234.24
INVOICE: 2037534371										

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155856	06/07/23	212521		216448	P	06/16/23	2015017	954017	LIB RSRCS--ADULT BOOKS NF	18.02
INVOICE:	2037534372									
155857	06/07/23	212522		216448	P	06/16/23	2015017	954017	LIB RSRCS--ADULT BOOKS NF	35.48
INVOICE:	2037534373									
155858	06/07/23	212523		216448	P	06/16/23	2015017	954017	LIB RSRCS--ADULT BOOKS NF	33.33
INVOICE:	2037534374									
155859	06/07/23	212524		216448	P	06/16/23	2015017	954017	LIB RSRCS--ADULT BOOKS NF	19.27
INVOICE:	2037538679									
155860	06/07/23	212525		216448	P	06/16/23	2015017	954017	LIB RSRCS--ADULT BOOKS NF	16.33
INVOICE:	2037538680									
155861	06/07/23	212526		216448	P	06/16/23	2015017	954017	LIB RSRCS--ADULT BOOKS NF	35.49
INVOICE:	2037538681									
155862	06/07/23	212527		216448	P	06/16/23	2015017	954017	LIB RSRCS--ADULT BOOKS NF	17.46
INVOICE:	2037538682									
155863	06/07/23	212528		216448	P	06/16/23	2015017	954017	LIB RSRCS--ADULT BOOKS NF	28.25
INVOICE:	2037538683									
155864	06/07/23	212529		216448	P	06/16/23	2015017	954017	LIB RSRCS--ADULT BOOKS NF	17.03
INVOICE:	2037538684									
155865	06/07/23	212530		216448	P	06/16/23	2015017	954017	LIB RSRCS--ADULT BOOKS NF	13.43
INVOICE:	2037538685									
155866	06/07/23	212531		216448	P	06/16/23	2015017	954017	LIB RSRCS--ADULT BOOKS NF	199.09
INVOICE:	2037538686									
155867	06/07/23	212532		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	- .99
INVOICE:	0003281676									
155868	06/07/23	212533		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	121.89
INVOICE:	2037532825									
155869	06/07/23	212534		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	329.78
INVOICE:	2037547781									
155870	06/07/23	212535		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	16.89
INVOICE:	2037540573									
155871	06/07/23	212536		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	17.03
INVOICE:	2037540574									
155872	06/07/23	212537		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	18.02
INVOICE:	2037540575									
155873	06/07/23	212538		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	11.05
INVOICE:	2037540576									
155874	06/07/23	212539		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	17.45
INVOICE:	2037540577									
155875	06/07/23	212540		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	157.30
INVOICE:	2037540578									
155876	06/07/23	212541		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	20.03
INVOICE:	2037540579									
155877	06/07/23	212542		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	33.22
INVOICE:	2037540580									
155878	06/07/23	212543		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	23.75
INVOICE:	2037540581									
155879	06/07/23	212544		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	70.50
INVOICE:	2037540582									
155880	06/07/23	212545		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	87.26
INVOICE:	2037540583									
155881	06/07/23	212546		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	76.45

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INVOICE: 203752647										
155882	06/07/23	212547		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	127.55
INVOICE: 203752666										
155883	06/07/23	212548		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	279.37
INVOICE: 2037511709										
155884	06/07/23	212549		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	99.01
INVOICE: 2037525670										
155885	06/07/23	212550		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	112.48
INVOICE: 2037511705										
155886	06/07/23	212551		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	15.89
INVOICE: 2037525667										
155887	06/07/23	212552		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	12.84
INVOICE: 2037525668										
155888	06/07/23	212553		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	60.30
INVOICE: 2037525669										
155889	06/07/23	212554		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	13.45
INVOICE: 2037525671										
155890	06/07/23	212555		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	33.77
INVOICE: 2037511701										
155891	06/07/23	212556		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	23.29
INVOICE: 2037511702										
155892	06/07/23	212557		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	13.45
INVOICE: 2037511703										
155893	06/07/23	212558		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	17.45
INVOICE: 2037511704										
155894	06/07/23	212559		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	84.18
INVOICE: 203511706										
155895	06/07/23	212560		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	35.04
INVOICE: 2037511708										
155896	06/07/23	212561		216448	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	17.45
INVOICE: 2037511707										
155897	06/07/23	212562		216448	P	06/16/23	2015017	954011	LIB RSRCS -MWL	33.78
INVOICE: 2037543668										
155898	06/07/23	212563		216448	P	06/16/23	2015017	954011	LIB RSRCS -MWL	95.53
INVOICE: 2037543669										
155899	06/07/23	212564		216448	P	06/16/23	2015017	954011	LIB RSRCS -MWL	34.90
INVOICE: 2037543670										
155901	06/07/23	212566		216448	P	06/16/23	2015017	954011	LIB RSRCS -MWL	33.78
INVOICE: 2037543671										
155902	06/07/23	212567		216448	P	06/16/23	2015017	954011	LIB RSRCS -MWL	34.92
INVOICE: 2037543672										
155903	06/07/23	212568		216448	P	06/16/23	2015015	954002	LIB RSRCS-CHILDRN BOOKS	10.75
INVOICE: 2037534993										
155904	06/07/23	212569		216448	P	06/16/23	2015015	954002	LIB RSRCS-CHILDRN BOOKS	149.06
INVOICE: 2037534994										
155905	06/07/23	212570		216448	P	06/16/23	2015015	954002	LIB RSRCS-CHILDRN BOOKS	12.34
INVOICE: 2037534995										
155906	06/07/23	212571		216448	P	06/16/23	2015015	954002	LIB RSRCS-CHILDRN BOOKS	6.77
INVOICE: 2037534836										
155907	06/07/23	212572		216448	P	06/16/23	2015015	954002	LIB RSRCS-CHILDRN BOOKS	31.93
INVOICE: 2037534837										

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155908 INVOICE: 037534838	06/07/23	212573		216448	P	06/16/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	44.81
155909 INVOICE: 2037534839	06/07/23	212574		216448	P	06/16/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	16.07
155910 INVOICE: 06/07/23 212575	06/07/23	212575		216448	P	06/16/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	89.14
155911 INVOICE: 2037538947	06/07/23	212576		216448	P	06/16/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	12.48
155974 INVOICE: 2037538948	06/08/23	212639		216448	P	06/16/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	95.75
155975 INVOICE: 2037563230	06/08/23	212640		216448	P	06/16/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	34.90
155976 INVOICE: 2037559194	06/08/23	212641		216448	P	06/16/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	17.45
155978 INVOICE: 2037559195	06/08/23	212643		216448	P	06/16/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	328.91
155979 INVOICE: 2037559196	06/08/23	212644		216448	P	06/16/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	177.76
155980 INVOICE: 2037564887	06/08/23	212645		216448	P	06/16/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	25.10
155981 INVOICE: 2037571031	06/08/23	212646		216448	P	06/16/23	2015015 954002	LIB RSRCS--ADULT BOOKS FI	14.04
155982 INVOICE: 2037559269	06/08/23	212647		216448	P	06/16/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	672.73
155983 INVOICE: 2037559270	06/08/23	212648		216448	P	06/16/23	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	11.77
155984 INVOICE: 2037534880	06/08/23	212649		216448	P	06/16/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	477.24
155985 INVOICE: 2037562041	06/08/23	212650		216448	P	06/16/23	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	35.01
155986 INVOICE: 2037544954	06/08/23	212651		216448	P	06/16/23	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	101.76
156177 INVOICE: 2037534955	06/13/23	212843		216448	P	06/16/23	2015015 954012	LIB RSRCS-E-BOOKS	365.93
156177 INVOICE: 2037575577									
VENDOR TOTALS				83,862.77	YTD INVOICED		81,047.94	YTD PAID	5,790.91
489 BLACKSTONE AUDIO INC									
155950 INVOICE: 06/07/23 212615	06/07/23	212615		216449	P	06/16/23	2015017 954004	LIB RSRCS-RECORDING AUDIO	279.82
155951 INVOICE: 2101854	06/07/23	212616		216449	P	06/16/23	2015017 954004	LIB RSRCS-RECORDING AUDIO	169.29
155951 INVOICE: 06/07/23 212616	06/07/23	212616		216449	P	06/16/23	2015017 954004	LIB RSRCS-RECORDING AUDIO	169.29
155951 INVOICE: 2103258	06/07/23	212616		216449	P	06/16/23	2015017 954004	LIB RSRCS-RECORDING AUDIO	169.29
VENDOR TOTALS				4,859.85	YTD INVOICED		3,554.17	YTD PAID	449.11
300553 CENGAGE LEARNING INC									
155952 INVOICE: 06/07/23 212617	06/07/23	212617		216450	P	06/16/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	29.59
155953 INVOICE: 81227199	06/07/23	212618		216450	P	06/16/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	76.80
155987 INVOICE: 06/08/23 212652	06/08/23	212652		216450	P	06/16/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	27.99

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INVOICE: 81296594										
VENDOR TOTALS		4,058.02		YTD INVOICED		7,610.79		YTD PAID		134.38
303044	CENTER POINT INC	06/07/23	212619		216451	P	06/16/23	2015017	954001	27.27
INVOICE: 2018867		LIB RSRCS--ADULT BOOKS FI								
VENDOR TOTALS										
530.16		YTD INVOICED		459.57		YTD PAID				27.27
7517	JPH ENTERPRISES INC	06/07/23	212620		216452	P	06/16/23	2015011	936000	61.00
INVOICE: 72594		PUBLIC RELATIONS								
VENDOR TOTALS										
314.00		YTD INVOICED		3,278.00		YTD PAID				61.00
102908	COMPUTER VIEW INC	06/07/23	212621		216453	P	06/16/23	2015011	990800	3,955.00
INVOICE: 29667		COMPUTER EQUIPMENT								
155957	COMPUTER VIEW INC	06/07/23	212622		216453	P	06/16/23	2015011	990800	4,034.00
INVOICE: 29672		COMPUTER EQUIPMENT								
155958	COMPUTER VIEW INC	06/07/23	212623		216453	P	06/16/23	2015011	931700	37,425.00
INVOICE: 29627		LIB DATA PROC SV								
VENDOR TOTALS										
103,591.66		YTD INVOICED		133,863.70		YTD PAID				45,414.00
19972	DEMCO INC	06/07/23	212624		216454	P	06/16/23	2015015	951100	52.42
INVOICE: 7311188		LIBRARY SUPPLIES								
155960	DEMCO INC	06/07/23	212625		216454	P	06/16/23	2015013	951100	1,365.09
INVOICE: 7312082		LIBRARY SUPPLIES								
VENDOR TOTALS										
5,136.69		YTD INVOICED		4,165.32		YTD PAID				1,417.51
7277	FIRST COMMUNICATIONS LLC	06/08/23	212729		216455	P	06/16/23	2015011	938501	1,198.76
INVOICE: 125447490		GNL CNTRL SVC/TELEPHONE								
VENDOR TOTALS										
3,281.68		YTD INVOICED		5,364.85		YTD PAID				1,198.76
8496	GORDON FLESCH COMPANY INC	06/08/23	212654		216456	P	06/16/23	2015011	935101	1,449.44
INVOICE: 100828352		EQPT RNTL-LEASE PAYMENTS								
VENDOR TOTALS										
.00		YTD INVOICED		9,737.70		YTD PAID				1,449.44
8873	GREEN THUMB AT YOUR SERVICE	06/08/23	212660		216457	P	06/16/23	2015017	938506	162.50
INVOICE: ADM0608233		GNL CNTRL SVC/PROGRAM								

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VENDOR TOTALS				.00	YTD INVOICED		162.50	YTD PAID	162.50
7592 JENNIFER HEALY	06/13/23	212867		216458	P	06/16/23	2015011	936000	PUBLIC RELATIONS
INVOICE: ADM061323									
VENDOR TOTALS				245.66	YTD INVOICED		560.07	YTD PAID	144.30
102496 HOME DEPOT CREDIT SERVICES	06/13/23	212844		216459	P	06/16/23	2015012	952100	BUILDING SUPPLIES
INVOICE: ADM061323									
VENDOR TOTALS				10,035.99	YTD INVOICED		5,168.63	YTD PAID	184.34
7842 INGRAM LIBRARY SERVICES	06/08/23	212653		216460	P	06/16/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI
INVOICE: 67610848									
INVOICE: 67612070									
INVOICE: 67610847									
INVOICE: 67608373									
VENDOR TOTALS				11,440.56	YTD INVOICED		12,394.53	YTD PAID	209.86
8366 JOANNA BERTUCCI	06/07/23	212614		216461	P	06/16/23	2015011	933800	CONFERENCES & TRAINING
INVOICE: ADM060723									
VENDOR TOTALS				121.93	YTD INVOICED		308.45	YTD PAID	54.50
8860 KOHL CHILDREN MUSEUM--GREATER CHICAGO	06/08/23	212658		216462	P	06/16/23	2015015	938506	GNL CNTRL SVC/PROGRAM
INVOICE: ADM060823									
VENDOR TOTALS				.00	YTD INVOICED		275.00	YTD PAID	275.00
8865 LANGUAGE ACADEMY LLC	06/08/23	212659		216463	P	06/16/23	2015015	938506	GNL CNTRL SVC/PROGRAM
INVOICE: ADM0608232									
VENDOR TOTALS				.00	YTD INVOICED		50.00	YTD PAID	50.00
8869 LINDA EMMERMAN	06/07/23	212626		216464	P	06/16/23	2015017	938506	GNL CNTRL SVC/PROGRAM
INVOICE: ADM0607232									
VENDOR TOTALS				.00	YTD INVOICED		315.00	YTD PAID	315.00

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1061 MARY MASON	155996	06/08/23	212661		216465	P	06/16/23	2015015	951100 LIBRARY SUPPLIES	9.79			
	INVOICE: ADM0608234												
	155996	06/08/23	212661		216465	P	06/16/23	2015015	938506 GNL CNTRL SVC/PROGRAM	90.15			
	INVOICE: ADM0608234												
VENDOR TOTALS					362.11				369.95	YTD PAID			
7382 KELLY MAYER	155997	06/08/23	212662		216466	P	06/16/23	2015011	936000 PUBLIC RELATIONS	131.21			
	INVOICE: ADM0608235												
VENDOR TOTALS					22.00				131.21	YTD PAID			
101892 MIDWEST TAPE	155998	06/08/23	212663		216467	P	06/16/23	2015017	954005 LIB RSRCS-AV/DVD/BL	35.14			
	INVOICE: 503832467												
	155999	06/08/23	212664		216467	P	06/16/23	2015017	954005 LIB RSRCS-AV/DVD/BL	38.79			
	INVOICE: 503832465												
	156000	06/08/23	212665		216467	P	06/16/23	2015017	954005 LIB RSRCS-AV/DVD/BL	41.79			
	INVOICE: 503832464												
	156001	06/08/23	212666		216467	P	06/16/23	2015017	954005 LIB RSRCS-AV/DVD/BL	46.48			
	INVOICE: 503825747												
	156002	06/08/23	212667		216467	P	06/16/23	2015017	954005 LIB RSRCS-AV/DVD/BL	94.46			
	INVOICE: 503825746												
	156003	06/08/23	212668		216467	P	06/16/23	2015017	954005 LIB RSRCS-AV/DVD/BL	56.23			
	INVOICE: 503825745												
	156004	06/08/23	212669		216467	P	06/16/23	2015017	954005 LIB RSRCS-AV/DVD/BL	132.68			
	INVOICE: 503825743												
	156005	06/08/23	212670		216467	P	06/16/23	2015015	954005 LIB RSRCS-AV/DVD/BLURAY	119.96			
	INVOICE: 503874178												
	156006	06/08/23	212671		216467	P	06/16/23	2015015	954005 LIB RSRCS-AV/DVD/BLURAY	11.99			
	INVOICE: 503874177												
	156007	06/08/23	212672		216467	P	06/16/23	2015015	954005 LIB RSRCS-AV/DVD/BLURAY	26.26			
	INVOICE: 503862127												
	156008	06/08/23	212673		216467	P	06/16/23	2015015	954004 LIB RSRCS-RECORDING AUDIO	42.99			
	INVOICE: 503879547												
	156009	06/08/23	212674		216467	P	06/16/23	2015017	954005 LIB RSRCS-AV/DVD/BL	41.79			
	INVOICE: 503867589												
	156019	06/08/23	212684		216467	P	06/16/23	2015017	954005 LIB RSRCS-AV/DVD/BL	23.99			
	INVOICE: 503879549												
	156020	06/08/23	212685		216467	P	06/16/23	2015017	954005 LIB RSRCS-AV/DVD/BL	97.46			
	INVOICE: 503886373												
	156021	06/08/23	212686		216467	P	06/16/23	2015017	954005 LIB RSRCS-AV/DVD/BL	53.23			
	INVOICE: 503886372												
	156022	06/08/23	212687		216467	P	06/16/23	2015017	954005 LIB RSRCS-AV/DVD/BL	76.47			
	INVOICE: 503886370												
	156023	06/08/23	212688		216467	P	06/16/23	2015017	954005 LIB RSRCS-AV/DVD/BL	71.22			
	INVOICE: 503878891												
	156024	06/08/23	212689		216467	P	06/16/23	2015017	954005 LIB RSRCS-AV/DVD/BL	19.49			
	INVOICE: 503878890												

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L061623

TO FISCAL 2023/06 01/01/2023 TO 12/31/2023

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	AMOUNT	
156026	INVOICE: 503825742	06/08/23	212691		216467	P	06/16/23	2015017	LIB RSRCS-AV/DVD/BL	113.95	
156027	INVOICE: 503825741	06/08/23	212692		216467	P	06/16/23	2015017	LIB RSRCS-AV/DVD/BL	18.74	
156028	INVOICE: 503843147	06/08/23	212693		216467	P	06/16/23	2015017	LIB RSRCS-AV/DVD/BL	10.49	
156030	INVOICE: 503843146	06/08/23	212695		216467	P	06/16/23	2015017	LIB RSRCS-AV/DVD/BL	20.99	
156031	INVOICE: 503843144	06/08/23	212696		216467	P	06/16/23	2015017	LIB RSRCS-AV/DVD/BL	133.19	
156032	INVOICE: 503843143	06/08/23	212697		216467	P	06/16/23	2015017	LIB RSRCS-AV/DVD/BL	60.71	
156034	INVOICE: 503843142	06/08/23	212699		216467	P	06/16/23	2015017	LIB RSRCS-AV/DVD/BL	52.48	
156035	INVOICE: 503830888	06/08/23	212700		216467	P	06/16/23	2015015	LIB RSRCS-AV/DVD/BLURAY	38.63	
156036	INVOICE: 503842488	06/08/23	212701		216467	P	06/16/23	2015015	LIB RSRCS-RECORDING AUDIO	29.99	
156095	INVOICE: 503874179	06/08/23	212760		216467	P	06/16/23	2015017	LIB RSRCS-AV/DVD/BL	113.20	
156195	INVOICE: 503924149	06/13/23	212861		216467	P	06/16/23	2015017	LIB RSRCS-E-BOOKS	7,000.00	
VENDOR TOTALS									31,667.79 YTD INVOICED	36,204.76 YTD PAID	8,622.79
924 OVERDRIVE INC	INVOICE: H0095382	06/08/23	212702		216468	P	06/16/23	201	NO. SUB. DIGITAL CONSORTI	1,000.00	
156038	INVOICE: 00751DA23179884	06/08/23	212703		216468	P	06/16/23	201	NO. SUB. DIGITAL CONSORTI	65.00	
156039	INVOICE: 00751DA23181284	06/08/23	212704		216468	P	06/16/23	201	NO. SUB. DIGITAL CONSORTI	484.85	
156040	INVOICE: 00751CO23180434	06/08/23	212705		216468	P	06/16/23	201	NO. SUB. DIGITAL CONSORTI	3,384.64	
156041	INVOICE: 00751DA23171069	06/08/23	212706		216468	P	06/16/23	201	NO. SUB. DIGITAL CONSORTI	248.67	
156042	INVOICE: 00751CP23173600	06/08/23	212707		216468	P	06/16/23	201	NO. SUB. DIGITAL CONSORTI	222.28	
VENDOR TOTALS									114,603.39 YTD INVOICED	112,903.64 YTD PAID	5,405.44
61248 PARK RIDGE PUBLIC LIBRARY	INVOICE: ADM060523	06/05/23	212502		216349	M	06/05/23	201	CONTRIBUTIONS	125,000.00	
155838	INVOICE: ADM060523	06/05/23	212503		216350	M	06/05/23	201	CONTRIBUTIONS	125,000.00	
155839	INVOICE: ADM060523	06/05/23	212503		216350	M	06/05/23	201	CONTRIBUTIONS	125,000.00	
VENDOR TOTALS									21,000.00 YTD INVOICED	271,000.00 YTD PAID	250,000.00
8790 PLAYAWAY PRODUCTS LLC	06/08/23	212708			216469	P	06/16/23	2015015	LIB RSRCS-RECORDING AUDIO	195.47	
156043											

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L061623

TO FISCAL 2023/06 01/01/2023 TO 12/31/2023

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

VENDOR TOTALS		1,965.00	YTD INVOICED		3,394.00	YTD PAID		868.50
8889 SORAYA SULLIVAN	06/08/23	212713		216473	P	06/16/23	2015017	938506
INVOICE: ADM0608237								GNL CNTRL SVC/PROGRAM
VENDOR TOTALS		.00	YTD INVOICED		400.00	YTD PAID		400.00
3247 EDWARD A TIDD	06/13/23	212869		216474	P	06/16/23	2015011	951103
INVOICE: ADM0613232								STAFF APPRECIATION
VENDOR TOTALS		206.62	YTD INVOICED		37.49	YTD PAID		37.49
5003 UNIQUE MANAGEMENT SERVICES INC	06/08/23	212714		216475	P	06/16/23	2015011	937800
INVOICE: 6113267								LIB BNK SERV CHG
VENDOR TOTALS		227.35	YTD INVOICED		423.55	YTD PAID		98.50
4402 VERIFY	06/08/23	212716		216476	P	06/16/23	2015011	933100
INVOICE: 1532035								LIB RECRUIT & TESTING
VENDOR TOTALS		1,030.75	YTD INVOICED		1,295.95	YTD PAID		18.00
2193 VERIZON WIRELESS	06/13/23	212859		216477	P	06/16/23	2015011	938501
INVOICE: 9936190804								GNL CNTRL SVC/TELEPHONE
VENDOR TOTALS		26,500.59	YTD INVOICED		32,109.30	YTD PAID		132.56
6235 SARAH VESSALO	06/08/23	212718		216478	P	06/16/23	2015017	938506
INVOICE: ADM0608238								GNL CNTRL SVC/PROGRAM
VENDOR TOTALS		.00	YTD INVOICED		100.37	YTD PAID		30.00
8881 VOGUE PRINTERS INC	06/08/23	212719		216479	P	06/16/23	2015011	936001
INVOICE: 20718								PUBLIC RELATIONS NEWSLETT
VENDOR TOTALS		.00	YTD INVOICED		7,072.00	YTD PAID		5,396.00
300800 WAREHOUSE DIRECT INC	06/13/23	212860		216480	P	06/16/23	2015011	951001
INVOICE: 55102850								OFF SPLS--PHOTOCOPI
VENDOR TOTALS		4,495.90	YTD INVOICED		2,538.74	YTD PAID		406.88

CITY OF PARK RIDGE



PAID INVOICES REPORT

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TO FISCAL 2023/06 01/01/2023 TO 12/31/2023

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
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102628 WORLD BOOK SCHOOL AND LIBRARY
 156055 06/08/23 212721
 INVOICE: 0001651188

216481 P 06/16/23 2015017 954018 LIB RSRCS-ONLINE DATABASE

VENDOR TOTALS 356.00 YTD INVOICED

373.80 YTD PAID

373.80

373.80

344,885.37

REPORT TOTALS

TOTAL PRINTED CHECKS	COUNT	AMOUNT
TOTAL MANUAL CHECKS	41	94,885.37
	2	250,000.00

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

**City of Park Ridge, IL
Warrant List Fund Totals
06/30/2023**

Fund	Description	Amount
201	Library Fund	\$31,730.78
201	Grant Fund	\$0.00
201	North Suburban	\$1,813.81
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	Report Total	\$ 33,544.59

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L063023

TO FISCAL 2023/06 01/01/2023 TO 12/31/2023

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD INVOICED	YTD PAID
48 AEC ONE STOP GROUP INC	156456	06/22/23	213122		216613	P	06/30/23	2015017	954015	LIB RSRCS-RECORDINGS MUSI	146.68
	INVOICE: PLS73416568										
VENDOR TOTALS									2,541.12		146.68
302670 AMAZON CAPITAL SERVICES	156397	06/21/23	213063		216615	P	06/30/23	2015012	952100	BUILDING SUPPLIES	7.93
	INVOICE: 1K04NDJK4DFV										
	INVOICE: 1X09MKN749CC				216615	P	06/30/23	2015012	952100	BUILDING SUPPLIES	75.59
	INVOICE: 06/21/23 213065				216615	P	06/30/23	2015012	952100	BUILDING SUPPLIES	291.00
	INVOICE: 14KHQN34PMY4				216615	P	06/30/23	2015015	938506	GNL CNTRL SVC/PROGRAM	65.99
	INVOICE: 06/21/23 213066				216615	P	06/30/23	2015015	951100	LIBRARY SUPPLIES	29.22
	INVOICE: 13DCLVK134PQ				216615	P	06/30/23	2015011	936000	PUBLIC RELATIONS	34.16
	INVOICE: 1KFDTJOY1WPT				216615	P	06/30/23	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	11.49
	INVOICE: 06/21/23 213068				216615	P	06/30/23	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	-39.99
	INVOICE: 1FXV6KTG3PMC				216615	P	06/30/23	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	43.98
	INVOICE: 06/21/23 213069				216614	P	06/30/23	2015017	954011	LIB RSRCS -MML	81.12
	INVOICE: 1FJVJRDJ174H				216615	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	13.36
	INVOICE: 06/21/23 213070				216615	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	50.00
	INVOICE: 13VFPD7NLH				216615	P	06/30/23	2015015	954001	LIB RSRCS--ADULT BOOKS FI	44.48
	INVOICE: 06/21/23 213071				216615	P	06/30/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	81.80
	INVOICE: 139WPXDC16N6				216615	P	06/30/23	2015015	954017	LIB RSRCS-ADULT BOOKS NF	50.98
	INVOICE: 06/21/23 213072				216615	P	06/30/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	237.92
	INVOICE: 1FWD376XK4TH				216615	P	06/30/23	2015015	951002	OFF SPLS--OTHER SUPPLIES	-47.89
	INVOICE: 06/21/23 213073				216615	P	06/30/23	2015015	951100	LIBRARY SUPPLIES	6.99
	INVOICE: 1DV1FRJF1V3H				216615	P	06/30/23	2015016	951102	LIBRARY SUPPLIES - MAKERS	14.74
	INVOICE: 06/21/23 213074				216615	P	06/30/23	2015015	951002	OFF SPLS--OTHER SUPPLIES	89.70
	INVOICE: 1H46MC999VRH				216615	P	06/30/23	2015015	938506	GNL CNTRL SVC/PROGRAM	63.50
	INVOICE: 06/21/23 213075				216615	P	06/30/23	2015017	954010	LIB RSRCS-VTDEOGAMES	275.14
	INVOICE: 17WLVR7H3YDP										
	INVOICE: 06/21/23 213076										
	INVOICE: 1RPYJRVWD67N										
	INVOICE: 06/21/23 213077										
	INVOICE: 1QVVDV637HN										
	INVOICE: 06/21/23 213078										
	INVOICE: 1V67MT6WDPNJ										
	INVOICE: 06/21/23 213079										
	INVOICE: 14CLL3K33NRG										
	INVOICE: 06/21/23 213080										
	INVOICE: 1DTXJKFR3X71										
	INVOICE: 06/21/23 213081										
	INVOICE: 1V3WL7GL3691										
	INVOICE: 06/21/23 213082										
	INVOICE: 1LQ6TD6YDDJY										
	INVOICE: 06/22/23 213123										
	INVOICE: 1XDG63YP4DKO										
	INVOICE: 06/22/23 213124										
	INVOICE: 1WDWHHTQMLH3										

CITY OF PARK RIDGE



PAID INVOICES REPORT

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TO FISCAL 2023/06 01/01/2023 TO 12/31/2023

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID
156459	INVOICE:	06/22/23	213125		216615	P	06/30/23	2015015	954019 LIB RSRCS-CHILDRENS BOOKS	145.42
156460	INVOICE:	06/22/23	213126		216615	P	06/30/23	2015015	954002 LIB RSRCS-CHILDREN BOOKS	96.27
156461	INVOICE:	06/22/23	213127		216615	P	06/30/23	2015015	954002 LIB RSRCS-CHILDREN BOOKS	-50.00
156462	INVOICE:	06/22/23	213128		216615	P	06/30/23	2015017	954011 LIB RSRCS -MWL	35.68
156463	INVOICE:	06/22/23	213129		216615	P	06/30/23	2015017	954001 LIB RSRCS--ADULT BOOKS FI	35.22
156464	INVOICE:	06/22/23	213130		216615	P	06/30/23	2015017	954001 LIB RSRCS--ADULT BOOKS FI	32.39
156465	INVOICE:	06/22/23	213131		216615	P	06/30/23	2015017	954017 LIB RSRCS-ADULT BOOKS NF	58.35
156466	INVOICE:	06/22/23	213132		216615	P	06/30/23	2015017	954017 LIB RSRCS-ADULT BOOKS NF	18.24
	VENDOR TOTALS				9,318.31	YTD INVOICED		27,830.58	YTD PAID	1,852.78
303186	AMERICAN LIBRARY ASSOCIATION									
	156417	06/21/23	213083		216616	P	06/30/23	2015011	932400 LIB MEMBER DUES	236.00
	INVOICE:									
	VENDOR TOTALS				94.00	YTD INVOICED		332.00	YTD PAID	236.00
8292	ANDREWS & BRADY STUDIO INC									
	156418	06/21/23	213084		216617	P	06/30/23	2015011	936000 PUBLIC RELATIONS	3,800.00
	INVOICE:									
	VENDOR TOTALS				.00	YTD INVOICED		3,800.00	YTD PAID	3,800.00
4193	ATOMATIC MECHANICAL SERVICES INC									
	156419	06/21/23	213085		216618	P	06/30/23	2015012	932105 BLDG MNT CNTR-HVAC EQUIP	1,325.00
	INVOICE:									
	VENDOR TOTALS				6,648.56	YTD INVOICED		11,571.50	YTD PAID	1,325.00
101020	BAKER AND TAYLOR BOOKS									
	156357	06/21/23	213023		216619	P	06/30/23	2015017	954017 LIB RSRCS-ADULT BOOKS NF	52.95
	INVOICE:									
	156358	06/21/23	213024		216619	P	06/30/23	2015017	954017 LIB RSRCS-ADULT BOOKS NF	26.00
	INVOICE:									
	156359	06/21/23	213025		216619	P	06/30/23	2015017	954017 LIB RSRCS-ADULT BOOKS NF	42.42
	INVOICE:									
	156360	06/21/23	213026		216619	P	06/30/23	2015017	954017 LIB RSRCS-ADULT BOOKS NF	33.22
	INVOICE:									
	156361	06/21/23	213027		216619	P	06/30/23	2015017	954017 LIB RSRCS-ADULT BOOKS NF	18.02
	INVOICE:									
	156362	06/21/23	213028		216619	P	06/30/23	2015017	954017 LIB RSRCS-ADULT BOOKS NF	51.80
	INVOICE:									
	156363	06/21/23	213029		216619	P	06/30/23	2015017	954017 LIB RSRCS-ADULT BOOKS NF	34.93

CITY OF PARK RIDGE



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TO FISCAL 2023/06 01/01/2023 TO 12/31/2023

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 156364	2037558273	06/21/23	213030	216619	P	06/30/23	2015017	LIB RSRCS-ADULT BOOKS NF	193.67
INVOICE: 156365	2037558274	06/21/23	213031	216619	P	06/30/23	2015017	LIB RSRCS-ADULT BOOKS NF	88.86
INVOICE: 156366	2037581817	06/21/23	213032	216619	P	06/30/23	2015017	LIB RSRCS-ADULT BOOKS NF	77.02
INVOICE: 156367	2037558275	06/21/23	213033	216619	P	06/30/23	2015017	LIB RSRCS-ADULT BOOKS NF	127.09
INVOICE: 156368	2037558276	06/21/23	213034	216619	P	06/30/23	2015017	LIB RSRCS-ADULT BOOKS NF	73.77
INVOICE: 156369	2037558277	06/21/23	213035	216619	P	06/30/23	2015017	LIB RSRCS-ADULT BOOKS NF	58.94
INVOICE: 156370	2037558278	06/21/23	213036	216619	P	06/30/23	2015017	LIB RSRCS-ADULT BOOKS FI	24.52
INVOICE: 156371	2037559034	06/21/23	213037	216619	P	06/30/23	2015017	LIB RSRCS-ADULT BOOKS FI	17.45
INVOICE: 156372	2037559035	06/21/23	213038	216619	P	06/30/23	2015017	LIB RSRCS-ADULT BOOKS FI	17.02
INVOICE: 156373	2037559036	06/21/23	213039	216619	P	06/30/23	2015017	LIB RSRCS-ADULT BOOKS FI	103.02
INVOICE: 156374	2037559042	06/21/23	213040	216619	P	06/30/23	2015017	LIB RSRCS-ADULT BOOKS FI	401.65
INVOICE: 156375	2037559043	06/21/23	213041	216619	P	06/30/23	2015017	LIB RSRCS-ADULT BOOKS FI	16.86
INVOICE: 156376	2037559037	06/21/23	213042	216619	P	06/30/23	2015017	LIB RSRCS-ADULT BOOKS FI	28.58
INVOICE: 156377	2037559038	06/21/23	213043	216619	P	06/30/23	2015017	LIB RSRCS-ADULT BOOKS FI	15.18
INVOICE: 156379	2037559039	06/21/23	213045	216619	P	06/30/23	2015017	LIB RSRCS-ADULT BOOKS FI	41.97
INVOICE: 156380	2037559040	06/21/23	213046	216619	P	06/30/23	2015017	LIB RSRCS-ADULT BOOKS FI	41.15
INVOICE: 156381	2037559041	06/21/23	213047	216619	P	06/30/23	2015017	LIB RSRCS -MWL	169.98
INVOICE: 156382	2037568013	06/21/23	213048	216619	P	06/30/23	2015017	LIB RSRCS -MWL	33.76
INVOICE: 156383	2037568010	06/21/23	213049	216619	P	06/30/23	2015017	LIB RSRCS -MWL	36.03
INVOICE: 156384	2037568011	06/21/23	213050	216619	P	06/30/23	2015017	LIB RSRCS -MWL	31.51
INVOICE: 156385	2037568012	06/21/23	213051	216619	P	06/30/23	2015015	LIB RSRCS-CHILDRENS BOOKS	73.48
INVOICE: 156386	2037562059	06/21/23	213052	216619	P	06/30/23	2015015	LIB RSRCS-CHILDRENS BOOKS	10.19
INVOICE: 156387	2037571294	06/21/23	213053	216619	P	06/30/23	2015015	LIB RSRCS-CHILDRENS BOOKS	351.80
INVOICE: 156388	2037571295	06/21/23	213054	216619	P	06/30/23	2015015	LIB RSRCS-CHILDRENS BOOKS	81.13
INVOICE: 156389	2037561158	06/21/23	213055	216619	P	06/30/23	2015015	LIB RSRCS-CHILDRENS BOOKS	16.05
INVOICE: 2037561157									

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L063023

TO FISCAL 2023/06 01/01/2023 TO 12/31/2023

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
156390 INVOICE:	06/21/23	213056		216619	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	11.20
156391 INVOICE:	06/21/23	213057		216619	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	11.77
156392 INVOICE:	06/21/23	213058		216619	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	14.04
156393 INVOICE:	06/21/23	213059		216619	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	312.06
156394 INVOICE:	06/21/23	213060		216619	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	15.30
156395 INVOICE:	06/21/23	213061		216619	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	11.20
156396 INVOICE:	06/21/23	213062		216619	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	77.27
156467 INVOICE:	06/22/23	213133		216619	P	06/30/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	17.46
156468 INVOICE:	06/22/23	213134		216619	P	06/30/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	18.02
156470 INVOICE:	06/22/23	213136		216619	P	06/30/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	16.88
156471 INVOICE:	06/22/23	213137		216619	P	06/30/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	25.80
156472 INVOICE:	06/22/23	213138		216619	P	06/30/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	56.90
156473 INVOICE:	06/22/23	213139		216619	P	06/30/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	477.18
156474 INVOICE:	06/22/23	213140		216619	P	06/30/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	15.75
156475 INVOICE:	06/22/23	213141		216619	P	06/30/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	33.42
156476 INVOICE:	06/22/23	213142		216619	P	06/30/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	16.89
156477 INVOICE:	06/22/23	213143		216619	P	06/30/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	38.25
156478 INVOICE:	06/22/23	213144		216619	P	06/30/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	14.04
156479 INVOICE:	06/22/23	213145		216619	P	06/30/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	97.29
156480 INVOICE:	06/22/23	213146		216619	P	06/30/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	101.79
156481 INVOICE:	06/22/23	213147		216619	P	06/30/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	18.02
156482 INVOICE:	06/22/23	213148		216619	P	06/30/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	36.18
156483 INVOICE:	06/22/23	213149		216619	P	06/30/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	406.86
156484 INVOICE:	06/22/23	213150		216619	P	06/30/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	47.38
156485 INVOICE:	06/22/23	213151		216619	P	06/30/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	33.76
156486 INVOICE:	06/22/23	213152		216619	P	06/30/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	50.66

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VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION			
INVOICE: 2037571948	06/22/23	213153		216619	P	06/30/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	30.29	
156487	INVOICE: 2037571949	06/22/23	213154	216619	P	06/30/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	71.76	
156488	INVOICE: 2037571950	06/22/23	213155	216619	P	06/30/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	42.36	
156489	INVOICE: 2037571951	06/22/23	213156	216619	P	06/30/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	85.58	
156490	INVOICE: 2037571952	06/22/23	213157	216619	P	06/30/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	349.35	
156491	INVOICE: 2037580580	06/22/23	213158	216619	P	06/30/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	12.84	
156492	INVOICE: 2037571953	06/22/23	213159	216619	P	06/30/23	2015017	954011	LIB RSRCS -MWL	567.18	
156493	INVOICE: 2037592901	06/22/23	213160	216619	P	06/30/23	2015017	954011	LIB RSRCS -MWL	100.19	
156494	INVOICE: 2037592369	06/22/23	213161	216619	P	06/30/23	2015017	954011	LIB RSRCS -MWL	70.95	
156495	INVOICE: 2037592371	06/22/23	213162	216619	P	06/30/23	2015017	954011	LIB RSRCS -MWL	36.03	
156496	INVOICE: 2037592370	06/22/23	213163	216619	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	11.77	
156497	INVOICE: 2037596283	06/22/23	213164	216619	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	91.30	
156498	INVOICE: 2037596284	06/22/23	213165	216619	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	485.24	
156499	INVOICE: 2037575312	06/22/23	213166	216619	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	48.86	
156500	INVOICE: 2037596285	06/22/23	213167	216619	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	7.77	
156501	INVOICE: 2037575313	06/22/23	213168	216619	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	23.03	
156502	INVOICE: 2037575314	06/22/23	213169	216619	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	25.82	
156503	INVOICE: 2037596309	06/22/23	213170	216619	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	11.35	
156504	INVOICE: 2037596310	06/22/23	213171	216619	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	97.18	
156505	INVOICE: 2037596311	06/22/23	213172	216619	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	27.32	
156506	INVOICE: 2037582969	06/22/23	213173	216619	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	82.75	
156507	INVOICE: 037582970	06/22/23	213174	216619	P	06/30/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	20.25	
156508	INVOICE: 2037582971										
VENDOR TOTALS									83,862.77 YTD INVOICED	87,712.50 YTD PAID	6,664.56
489 BLACKSTONE AUDIO INC											
156421	INVOICE: 06/21/23	213087		216620	P	06/30/23	2015017	954004	LIB RSRCS-RECORDING AUDIO	478.96	
	INVOICE: 2104710										

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VENDOR NAME	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
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VENDOR TOTALS	4,859.85	YTD INVOICED	4,033.13	YTD PAID	478.96				
300553 CENGAGE LEARNING INC	06/21/23	213088	216622	P	06/30/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	87.97
INVOICE: 81340227									
156423	06/21/23	213089	216621	P	06/30/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	176.74
INVOICE: 81348736									
156509	06/22/23	213175	216622	P	06/30/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	27.19
INVOICE: 81356965									
VENDOR TOTALS	4,058.02	YTD INVOICED	7,902.69	YTD PAID	291.90				
13239 CENTER OF CONCERN	06/21/23	213090	216623	P	06/30/23	2015017	938506	GNL CNTRL SVC/PROGRAM	200.00
INVOICE: ADM0621232									
156765	06/22/23	213432	216623	P	06/30/23	2015017	938506	GNL CNTRL SVC/PROGRAM	200.00
INVOICE: ADM062723									
VENDOR TOTALS	.00	YTD INVOICED	1,200.00	YTD PAID	400.00				
303044 CENTER POINT INC	06/21/23	213091	216624	P	06/30/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	85.31
INVOICE: 2020122									
VENDOR TOTALS	530.16	YTD INVOICED	544.88	YTD PAID	85.31				
5814 CHASE	06/22/23	213433	216625	P	06/30/23	2015011	931700	LIB DATA PROC SV	138.57
INVOICE: ADM0627232									
156766	06/22/23	213433	216625	P	06/30/23	2015011	936000	PUBLIC RELATIONS	780.35
INVOICE: ADM0627232									
156766	06/22/23	213433	216625	P	06/30/23	2015012	932103	BLDG MNT CNTR-GENL MAINT	28.26
INVOICE: ADM0627232									
156766	06/22/23	213433	216625	P	06/30/23	2015012	952100	BUILDING SUPPLIES	260.80
INVOICE: ADM0627232									
156766	06/22/23	213433	216625	P	06/30/23	2015015	938506	GNL CNTRL SVC/PROGRAM	71.97
INVOICE: ADM0627232									
156766	06/22/23	213433	216625	P	06/30/23	2015017	954003	LIB RSRCS--PERIODICALS	457.18
INVOICE: ADM0627232									
VENDOR TOTALS	19,043.02	YTD INVOICED	25,538.11	YTD PAID	1,737.13				
5403 CHASE PAYMENTECH	06/27/23	213436	16790	W	06/27/23	2015011	937800	LIB BNK SERV CHG	18.03
INVOICE: ADM0627234									
VENDOR TOTALS	12,660.60	YTD INVOICED	15,298.76	YTD PAID	18.03				
8894 CHERYL COX	06/21/23	213119	216626	P	06/30/23	2015015	938506	GNL CNTRL SVC/PROGRAM	375.00
INVOICE: 156453									

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INVOICE: ADM0621239									
VENDOR TOTALS		.00	YTD INVOICED		375.00	YTD PAID		375.00	
7750 CHICAGO FILTER SUPPLY									
156426 06/21/23 213092		216627	P 06/30/23	2015012	932105	BLDG MNT CNTR-HVAC EQUIP		123.00	
INVOICE: 69814									
VENDOR TOTALS		1,210.53	YTD INVOICED		1,572.02	YTD PAID		123.00	
302631 CHILDRENS PLUS INC									
156510 06/22/23 213176		216628	P 06/30/23	2015015	954019	LIB RSRCS-CHILDRENS BOOKS		1,315.19	
INVOICE: 230816									
VENDOR TOTALS		.00	YTD INVOICED		1,315.19	YTD PAID		1,315.19	
8640 EUGENE FLYNN									
156767 06/22/23 213434		216629	P 06/30/23	2015017	938506	GNL CNTRL SVC/PROGRAM		240.00	
INVOICE: ADM0627233									
VENDOR TOTALS		.00	YTD INVOICED		240.00	YTD PAID		240.00	
5535 FOREST SECURITY									
156427 06/21/23 213093		216630	P 06/30/23	2015012	932103	BLDG MNT CNTR-GENL MAINT		176.85	
INVOICE: 153374									
VENDOR TOTALS		344.70	YTD INVOICED		353.70	YTD PAID		176.85	
5041 TIFFANY ANN GATES ETCHHELL									
156428 06/21/23 213094		216631	P 06/30/23	2015015	938506	GNL CNTRL SVC/PROGRAM		125.00	
INVOICE: ADM0621233									
VENDOR TOTALS		750.00	YTD INVOICED		750.00	YTD PAID		125.00	
8605 HOMELESS TRAINING INSTITUTE LLC									
156511 06/22/23 213177		216632	P 06/30/23	2015011	933800	CONFERENCES & TRAINING		1,149.00	
INVOICE: 60212023									
VENDOR TOTALS		.00	YTD INVOICED		1,149.00	YTD PAID		1,149.00	
7842 INGRAM LIBRARY SERVICES									
156512 06/22/23 213178		216633	P 06/30/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI		427.12	
INVOICE: 67616710									
156513 06/22/23 213179		216633	P 06/30/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF		257.88	
INVOICE: 67614562									
VENDOR TOTALS		11,440.56	YTD INVOICED		13,079.53	YTD PAID		685.00	
8366 JOANNA BERTUCCI									
156420 06/21/23 213086		216634	P 06/30/23	2015011	933800	CONFERENCES & TRAINING		30.80	
INVOICE: ADM062123									

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156420 INVOICE: ADM062123	06/21/23	213086		216634	P	06/30/23	2015011	PUBLIC RELATIONS	23.55	936000
VENDOR TOTALS										
				121.93				362.80	YTD PAID	
41133 JOURNAL & TOPIC NEWSPAPERS 156429 INVOICE: ADM0621234	06/21/23	213095		216635	P	06/30/23	2015017	LIB RSRCS--PERIODICALS	43.00	954003
VENDOR TOTALS										
				86.00				129.00	YTD PAID	
101892 MIDWEST TAPE 156430 INVOICE: 503901687	06/21/23	213096		216636	P	06/30/23	2015017	LIB RSRCS-AV/DVD/BL	36.54	954005
156431 INVOICE: 503919804	06/21/23	213097		216636	P	06/30/23	2015017	LIB RSRCS-AV/DVD/BL	153.68	954005
156432 INVOICE: 503919806	06/21/23	213098		216636	P	06/30/23	2015017	LIB RSRCS-AV/DVD/BL	112.45	954005
156433 INVOICE: 503919807	06/21/23	213099		216636	P	06/30/23	2015017	LIB RSRCS-AV/DVD/BL	56.23	954005
156434 INVOICE: 503919803	06/21/23	213100		216636	P	06/30/23	2015017	LIB RSRCS-AV/DVD/BL	22.49	954005
156435 INVOICE: 503919802	06/21/23	213101		216636	P	06/30/23	2015017	LIB RSRCS-AV/DVD/BL	165.68	954005
156436 INVOICE: 503919801	06/21/23	213102		216636	P	06/30/23	2015017	LIB RSRCS-AV/DVD/BL	29.99	954005
156437 INVOICE: 503908423	06/21/23	213103		216636	P	06/30/23	2015017	LIB RSRCS-AV/DVD/BL	252.64	954005
156438 INVOICE: 503913289	06/21/23	213104		216636	P	06/30/23	2015015	LIB RSRCS-RECORDING AUDIO	11.69	954004
156439 INVOICE: 503901689	06/21/23	213105		216636	P	06/30/23	2015015	LIB RSRCS-AV/DVD/BLURAY	144.85	954005
156440 INVOICE: 503902432	06/21/23	213106		216636	P	06/30/23	2015015	LIB RSRCS-AV/DVD/BLURAY	112.52	954005
156441 INVOICE: 503902431	06/21/23	213107		216636	P	06/30/23	2015015	LIB RSRCS-AV/DVD/BLURAY	112.52	954005
156442 INVOICE: 503913288	06/21/23	213108		216636	P	06/30/23	2015015	LIB RSRCS-AV/DVD/BLURAY	29.98	954005
156514 INVOICE: 503941042	06/22/23	213180		216636	P	06/30/23	2015015	LIB RSRCS-RECORDING AUDIO	31.99	954004
156515 INVOICE: 503913318	06/22/23	213181		216636	P	06/30/23	2015015	LIB RSRCS-AV/DVD/BLURAY	13.13	954005
156516 INVOICE: 503929755	06/22/23	213182		216636	P	06/30/23	2015017	LIB RSRCS-AV/DVD/BL	132.12	954005
156517 INVOICE: 503941047	06/22/23	213183		216636	P	06/30/23	2015017	LIB RSRCS-AV/DVD/BL	38.98	954005
156518 INVOICE: 503941044	06/22/23	213184		216636	P	06/30/23	2015017	LIB RSRCS-AV/DVD/BL	170.91	954005
156519 INVOICE: 503941045	06/22/23	213185		216636	P	06/30/23	2015017	LIB RSRCS-AV/DVD/BL	156.71	954005
156520 INVOICE: 503941045	06/22/23	213186		216636	P	06/30/23	2015017	LIB RSRCS-AV/DVD/BL	18.74	954005

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VENDOR NAME DOCUMENT	INV DATE	VOUCHER PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	AMOUNT
156523 INVOICE: 432058	06/22/23	213189	216643	P	06/30/23	2015015 954004	LIB RSRCS-RECORDING AUDIO	1,461.74
156524 INVOICE: 4631747	06/22/23	213190	216643	P	06/30/23	2015015 954004	LIB RSRCS-RECORDING AUDIO	281.70
156525 INVOICE: 431703	06/22/23	213191	216643	P	06/30/23	2015015 954004	LIB RSRCS-RECORDING AUDIO	147.98
VENDOR TOTALS			.00	YTD INVOICED		10,549.97	YTD PAID	2,938.52
101774 POLONIA BOOKSTORE 156450 INVOICE: 74267	06/21/23	213116	216644	P	06/30/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	206.75
VENDOR TOTALS			1,235.75	YTD INVOICED		1,409.25	YTD PAID	206.75
4023 RAINBOW ANIMAL ASSISTED THERAPY 156451 INVOICE: ADM0621237	06/21/23	213117	216645	P	06/30/23	2015015 938506	GNL CNTRL SVC/PROGRAM	50.00
VENDOR TOTALS			300.00	YTD INVOICED		650.00	YTD PAID	50.00
6493 SUN AND MOON YOGA 156452 INVOICE: ADM0621238	06/21/23	213118	216646	P	06/30/23	2015017 938506	GNL CNTRL SVC/PROGRAM	600.00
VENDOR TOTALS			3,750.00	YTD INVOICED		3,900.00	YTD PAID	600.00
8325 WILLIAMS ASSOCIATES ARCHITECTS LTD 156526 INVOICE: 0021758	06/22/23	213192	216647	P	06/30/23	2015012 996300	BUILDING/BUILDING IMPROVE	2,377.42
VENDOR TOTALS			4,783.75	YTD INVOICED		4,209.09	YTD PAID	2,377.42
REPORT TOTALS								33,544.59

TOTAL PRINTED CHECKS	COUNT	AMOUNT
TOTAL WIRE TRANSFERS	35	33,526.56
	1	18.03

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