



Park Ridge Public Library
Regular Board Meeting – AGENDA – January 16, 2024 at 7:00 PM

Meeting Location:

Park Ridge Public Library – 20 S. Prospect, Park Ridge – 1st Floor Meeting Room

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

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

- a. Approval of Minutes of the December 19, 2023 Regular Meeting of the Library Board
- b. Ratify Bills Payable-Warrant Register for:

Period 12 - 12/16/23		Period 12 - 12/31/23	
Library Fund Warrants	\$63,406.27	Library Fund Warrants	\$107,956.13
Payroll	\$85,913.31	Payroll	\$88,701.34
Per Capita Grant Fund	\$0.00	Per Capita Grant Fund	\$0.00
North Suburban Digital Consortium	\$6,196.19	North Suburban Digital Consortium	\$845.06
Total	\$244,807.19	Total	\$197,502.53

- c. Approve Cash Statement for all accounts for December 2023
- d. Ratify disbursements from the Petty Cash Fund, \$66.91
- e. Ratify disbursements from the Gift Fund, \$0.00
- f. Approve revisions to policies A1. Levy and Budget, A2. Library Fund, A3. Purchasing, A4. Payments for Goods and Services, A6. Expense Reimbursement, A7. Credit Card Use and A8. Capital Assets, as amended.
- g. Approve revisions to C21. Display Case/Exhibits policy.

5. Treasurer’s Report
 - a. Approve the Consolidated Year to Date Revenue and Expenditures Report for December 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
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 Council Chambers at City Hall – 505 Butler Place, Park Ridge, IL

December 19, 2023 at 7:00 p.m.

CALL TO ORDER

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

ROLL CALL

Trustees Present: Anita De Frank, Alexandra Hanba, Vice-President; Josh Kiem, Danielle Powers, Lauren Rapisand, Secretary; Theresa Renaldi, Gregg Rusk, Treasurer; David Somheil, Deepika Thiagarajan, President

Others Present: Joanna Bertucci, Library Director; Angela Berger, Lauren Bochat, Anastasia Rachmaciej, Laura Scott, Joan Wrenn, Library Staff

PUBLIC COMMENT

No comments were made.

CONSENT AGENDA

President Thiagarajan directed the Board’s attention to the list of items on the Consent Agenda and stated that if a trustee(s) would like an item removed from Consent, the item will be removed for further discussion after the Consent Agenda is approved.

The following items are included on the Consent Agenda:

- Approval of Minutes of the November 21, 2023 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 11, FY23 November 16, 2023 in the amount of \$217,906.45, and November 30, 2023 in the amount of \$204,350.41.
- Approve Cash Statement for all accounts for November, 2023
- Ratify disbursements from the Petty Cash Fund, \$20.00 and the Gift Fund, \$570.00
- Approve the 2024 Board Meeting Calendar
- Approve Library Furniture International quote LFI QT-3946rev.2 in the amount of \$31,600 for purchase of shelving or Children’s department
- Approve CVI quote 202685 for \$19,108 for replacement of security camera server and Quote 202686 for \$1,235 for installation of an additional security camera
- Approve the 2024 Per Capita Grant Application

Vice President Hanba made a

MOTION: To approve the Consent Agenda, as presented

Secretary Rapisand seconded the motion

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

Motion passed

TREASURER’S REPORT

Treasurer Rusk reviewed the Consolidated YTD Revenue and Expenditures report through November, 2023 which represents completion of 92% of the fiscal year, noting that total revenues are 71% of budget with additional tax revenue expected to be received during December. On the expense side, operating expenses are at 81% of budget, capital expenditures are at 28% of budget which results in total expenditures at 74% of

MINUTES

PARK RIDGE PUBLIC LIBRARY

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December 19, 2023 at 7:00 p.m.

budget. Treasurer Rusk stated that he expects a large carryover of Capital Projects funds into 2024 as building project schedule for 2023 will be finished and paid for in 2024.

Treasurer Rusk made a

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

Trustee Powers seconded the motion

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

Motion passed

PRESIDENT'S REPORT

None

SECRETARY'S REPORT

Secretary Rapisand reviewed the Secretary's report included in the packet on page 29 noting Library website News items and press articles. Trustee Renaldi asked about results of the Celebrity Bartender event in which Trustees Rapisand and Hanba served as bartenders at a fundraising event held at Mel's Craft Barbecue. Proceeds from this event were raised for the Friends of the Park Ridge Library and Trustee Rapisand noted that in addition to having fun, they raised approximately \$300 for the Friends.

DIRECTOR'S REPORT

Highlights from the Director's Report beginning on page 30 of the packet were noted. Director Bertucci noted the recent donation by the Sitkiewicz Family in the amount of \$10,000 with a matching gift from an employer. She explained that this is the most recent gift from this family, in honor of the family's matriarch, Marion Sitkiewicz, with earlier donations being used to fund the fireplace in the Quiet Reading Room, programming for both adults and children and the Marion's Mark Little Free Library (LFL) installation of ten LFLs throughout the Park Ridge community.

Director Bertucci reported that she attended the Friends of the Library semi-annual meeting last week and the Friends unanimously approved a \$25,000 funding request from the Library; a \$10,000 increase over last year! The Friends will be holding a Cozy Pop-up Sale on January 13, 2024. The sale will include puzzles games and kids' books. Director Bertucci expressed her gratitude for all of the support extended to the Library by the Friends.

Director Bertucci explained that she has access to a Cook County portal that allows her to view property tax receipts received. To date, the Library has received \$1.2 million from the second installment of 2022 property taxes.

During the month of November, there were many opportunities within the Library to show gratitude and Director Bertucci noted those activities. She also said that the Library receive notes of gratitude from the students at Washington School in Park Ridge. She stated that she was very impressed with the letters and that many demonstrated an excellent understanding of and appreciate for the work done at the Library.

Secretary Rapisand asked Director Bertucci about the roll-out of the Low Sensory room to which Director Bertucci replied that it is generating a great deal of interest and excitement from patrons. She explained that for the next six months staff will monitor its usage.

FRIENDS OF THE LIBRARY

MINUTES
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Regular Meeting of the Board of Trustees
Held in Council Chambers at City Hall – 505 Butler Place, Park Ridge, IL
December 19, 2023 at 7:00 p.m.

No report received from the Friends for this month.

UNFINISHED BUSINESS

None

NEW BUSINESS

President Thiagarajan noted that the agenda item for new business will be taken up after the scheduled Closed Session.

ADJOURNMENT TO CLOSED SESSION

Vice President Hanba made a

MOTION: To adjourn the meeting to Closed Session pursuant to 5 ILCS 120/2(c)(1) for discussion of a personnel matter

President Thiagarajan seconded the motion

Voice Vote: All in favor

Motion passed

RETURN TO OPEN SESSION

Vice President Hanba made a

MOTION: To resume the meeting to in Open Session at 7:29 p.m.

Secretary Rapisand seconded the motion

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

Motion passed

NEW BUSINESS

Approve Library Director Compensation for 2024

Vice President Hanba stated that she and President Thiagarajan met with Director Bertucci to deliver her annual evaluation. She stated that she speaks for the entire Board when she says that Director Bertucci does an amazing job in her position and that the Board is grateful to have her in this position and appreciates all that she does on behalf of the Library and the community.

Vice President Hanba made a

MOTION: To approve compensation for Director Bertucci for 2024 in the amount of \$130,000

Secretary Rapisand seconded the motion

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

Motion passed

ADJOURNMENT

Trustee Powers made a

MOTION: To adjourn the meeting

Trustee Renaldi seconded the motion

Voice Vote: All in favor. None opposed

Motion passed

MINUTES

PARK RIDGE PUBLIC LIBRARY

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Regular Meeting of the Board of Trustees

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December 19, 2023 at 7:00 p.m.

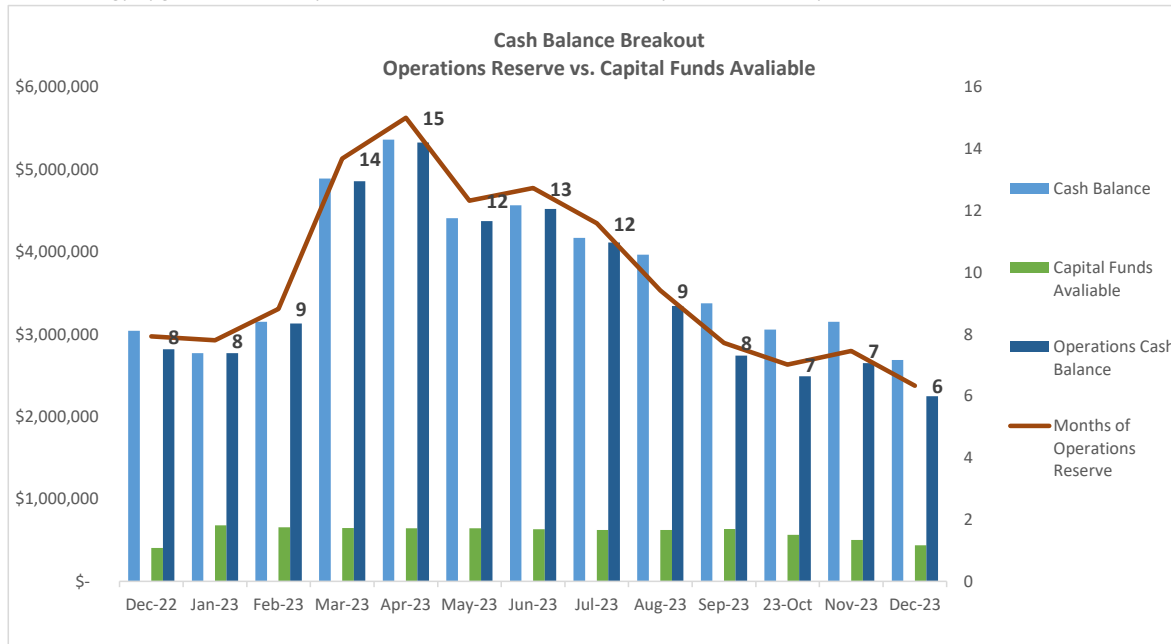
The meeting adjourned at 7:32 p.m.

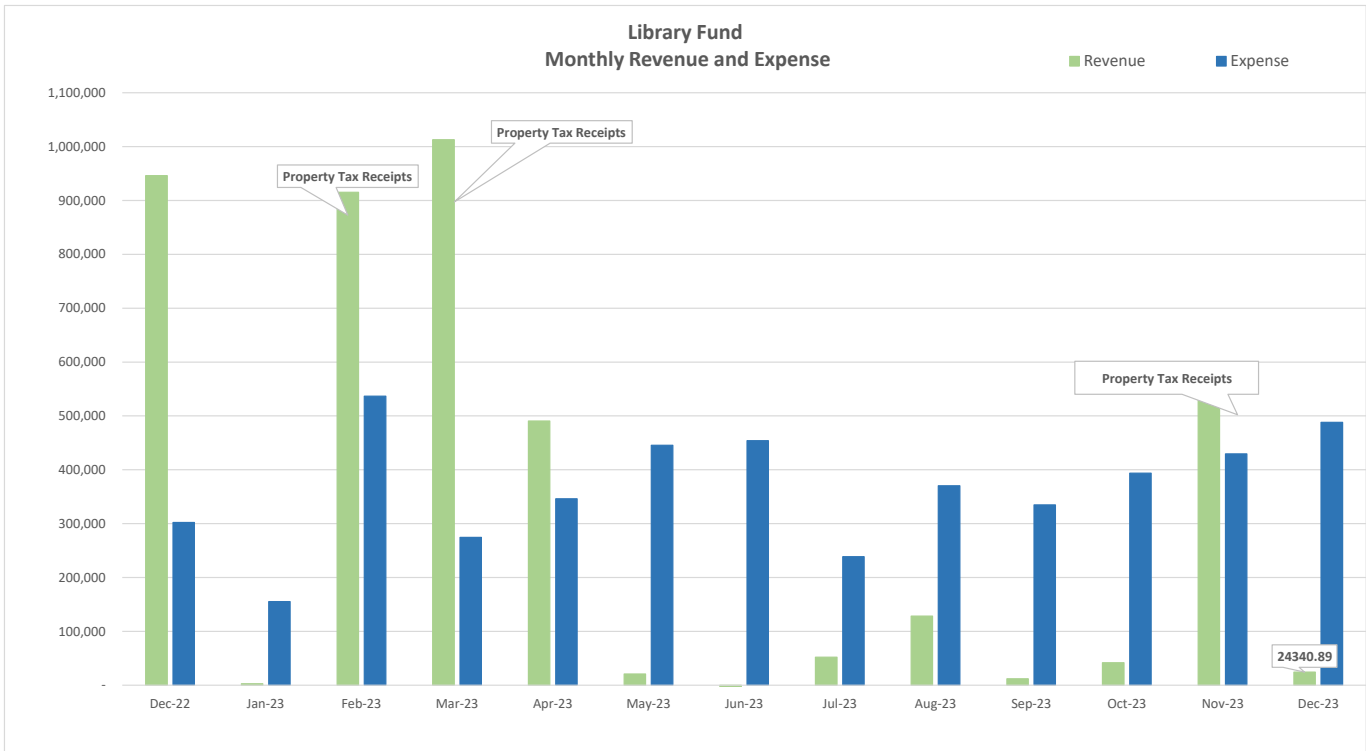
DRAFT

**Cash Statement
Period 12 - December 2023**

CHASE BANK - OPERATING ACCOUNT	
City Administered Library Fund	\$2,687,510
LIBERTY BANK - PETTY CASH ACCOUNT	
Library Administered - Primary use to reimburse lost/paid patron fees <i>Signers on account are Library Director, Finance and H/R Manager and Adult Services Manager</i>	
	\$ 277
CASH ON HAND - GENERAL	
Library Administered	\$ 530
BMO HARRIS - CD	
Library Administered - 13 month term with APY 5.25%; Maturity Date: 11/27/24 <i>Opened as a low interest checking account when Liberty Restricted Gift Account balance reached FDIC insurance limit; rolled into a CD 10/27/23.</i>	
<i>Signers: L ibrary Director and Finance/HR Manager.</i>	\$ 125,503
LIBERTY BANK - RESTRICTED GIFT ACCOUNT	
Library Administered - Both Restricted and Unrestricted Donations - APY of 0.01% <i>Signers on account are Library Director, Finance and H/R Manager and Adult Services Manager</i>	
	\$ 188,943
HUNTINGTON BANK - MALINOWSKI BEQUEST	
Library Administered - 335 day term with an APR of 5.07%; Maturity Date 7/07/2024 <i>Signers on account are Library Director and Finance and H/R Manager</i>	
	\$125,000
VILLAGE BANK AND TRUST - MALINOWSKI BEQUEST	
Library Administered CD - 12 month term with an APY of 5.20%; Maturity Date 6/08/2024 <i>Signers on account are Library Director and Finance and H/R Manager</i>	
	\$125,000
PARKWAY BANK - ENDOWMENT FUNDS	
Library Administered CD - 13 month term with an APY of 3.10%; Maturity Date 1/05/2024 <i>Signers on account are Library Director, Finance and H/R Manager and Adult Services Manager</i>	
	\$ 161,048
*NORTHERN TRUST - BRUCE MICHEL LIBRARY TRUST	
Michel Family Administered	\$195,173

*The Bruce Michel Library Trust funds are held at Northern Trust and designated for technology upgrades. Quarterly statements are received. Balance reported is as of Sept. 30, 2023.





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

Approval for payment from Gift Fund:	<u>\$0.00</u>
	<u><u>\$ -</u></u>

Ratify Disbursements from Petty Cash Account:

1644 Heather Anichini	\$ 35.93
1645 Kelsey Kapolnek	5.99
1646 Sabriah Floberg	\$ 24.99
	<u>\$ 66.91</u>



Memorandum

Memo Date: January 4, 2024
From: Joanna Bertucci, Library Director
 Joan Wrenn, Finance/HR Manager
Meeting Type: Budget and Finance Committee
Meeting Date: January 9, 2024
Action Requested: For review and approval
Subject: Financial policies

Background:

On Tuesday, January 3, Library Administration met with Budget and Finance Committee Co-Chair Rusk to review and discuss seven financial policies scheduled for review in January 2024. A summary of recommended changes is below.

Policy #	Policy Name	Date of Last review	Notes
A1.	Levy and Budget	12/21/2021	No substantive changes
A2.	Library Fund	10/19/2021	Clarified the purpose of the Library Fund (#2) and cleaned up language around fund balance minimum (#4)
A3.	Purchasing <i>*Clean and redline copies included</i>	11/16/2021	Increased Director Authority to spend to \$10k; added clause for Library Director's expenditure approvals; Cleaned up language to reduce redundancy
A4.	Payments for Goods and Services	10/19/2021	Updated to reflect current practice
A6.	Expense Reimbursement	12/21/2021	Added #4, Approvals and payments
A7.	Credit Card Use	10/19/2021	Reduced spend limit to \$1,500; clarified procedures
A8.	Capital Assets	10/19/2021	No changes recommended

Recommended Motion:

1. Approve revisions policies A1. Levy and Budget, A2. Library Fund, A3. Purchasing, A4. Payments for Goods and Services, A6. Expense Reimbursement, A7. Credit Card Use and A8. Capital Assets.

A1. LEVY AND BUDGET APPROVAL

POLICY:

The Park Ridge Public Library is a municipal library. Illinois Local Library Act, [75 ILCS 5](#), dictates that the tax levy for municipal libraries must be channeled through the corporate authority. Therefore, the Library's tax levy request to fund operating and capital expenditures is submitted annually to the Park Ridge City Council, for final approval. This process requires the Library to transmit all budget and levy documents to the City for inclusion in the City's budget materials.

Field Code Changed

RULES:

1. The Library maintains Board approved line item budget.
2. Expenditures may not exceed appropriations at the fund level.
3. The budget is developed annually as a cooperative process between the Library Board, the Director, and additional staff members with responsibility for specific line items.
4. The overall responsibility for the assumptions and timely preparation of materials and presentations throughout the process rests with the Library Director, ~~or in their absence, the Finance Manager.~~
5. Changes to the approved budget may be made mid-year.
 - a. The Library Director may transfer funds into or out of budget lines, not to exceed a cumulative amount of \$5,000. The Library Director must notify the Board when transfers are authorized at the next regularly scheduled Board meeting.
 - b. Transfers into or out of line items of more than \$5,000 require the approval of the Library Board.
 - c. Library Administration may develop proposed budget carry forwards for the Board's consideration at the onset of the new fiscal year.
 - d. Budgetary changes that require supplemental funding resulting in a budget amendment, require the approval of the Library Board, and ultimately, the Park Ridge City Council.

~~Revised: XXX~~

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Approved: December 21, 2021

POLICY:

The Board of Trustees will maintain adequate reserves in the Library Fund to support operations in the event that revenues are not realized or expenditures exceed expectations.

RULES:

1. The Board will review the Financial Report at each of their regular monthly meetings. The Library Director will keep the Board informed on issues that affect the Library Fund, and particularly when there may not be adequate funds available to maintain operations.
- ~~1. The Library Fund exists to fund Library operations and capital expenses.~~
- ~~2.~~
- ~~2. The Library Fund exists to fund Library operations. However, with the approval of the Board it may also be used for one time capital expenses and emergencies.~~
3. All unspent funds from the annual operating budget will remain in the Library Fund.
4. Throughout the fiscal year, the Library shall have a goal of maintaining a fund balance of at least six months of operating expenses~~At the end of the fiscal year the Library Fund shall have reserves equal to at least six months of operating expenses.~~ If reserves exceed twelve months, the Library Board should develop a plan for deficit spending to achieve the ~~six months~~six-month reserve target.

Revised: xxx

Revised: October 19, 2021

Revised July 20, 2010

Approved April 21, 2009

A3. PURCHASING

POLICY:

The Board of Trustees is responsible for approving the expenditure of all library funds over which it has control. The operating budget of the Library acts as the spending plan for the fiscal year. The Library Director is authorized and directed to take such action with respect to the expenditure or commitment of the library funds as may be defined in the pertinent rules. In the event that the Library Director takes short-term leave of absence, the Finance/HR Manager will assume the financial responsibilities of the Library Director.

RULES:

1. Recurring Expenses:
 - a. The Library Director is authorized to make purchases of supplies, materials, library resources, and other normal recurring items without prior Board approval so long as these purchases are covered within budgeted amounts.
 - b. The Library Director is further authorized to purchase individual items that do not fall under 1a such as equipment or repairs up to \$10,000 without prior Board approval so long as these are covered within budgeted amounts.
 - c. The Library Director shall develop detailed specifications and secure written proposals or quotes from suppliers and contractors when an expenditure for a single item or for an aggregate purchase of like items of equipment or service is expected to be over \$10,000, but less than \$24,999. Unless the Library has a prior satisfactory relationship with a vendor, the Library Director will obtain at least three (3) competitive proposals to be submitted to the Board for action through the appropriate committee.
2. Contracts for purchasing/leasing services, machinery or equipment:
 - a. The Library Director shall not enter into any contract for a period exceeding one year or for an amount exceeding \$10,000 without approval by the Library Board of Trustees.
 - b. The Library Director will not enter into any multiyear contract valued at more than \$10,000 without approval by the Board of Trustees. An extension beyond the contract term will be subject to approval by the Library Board of Trustees. The Library Director will obtain at least (3) competitive bids as outlined in 1c.
3. Nonrecurring Expenses:
 - a. Nonrecurring expenses are typically one-time or project related expenses.
 - b. The Library Director shall develop detailed specifications and secure written proposals or quotes from suppliers and contractors when an expenditure for a single item or for an aggregate purchase of like items of equipment or service is expected to be over \$10,000, but less than \$24,999. The Library Director will obtain at least three (3) competitive proposals to be submitted to the Board for action through the appropriate committee.
 - c. The Library Director shall secure competitive bids from suppliers and contractors when an expenditure is expected to exceed \$25,000 in accordance with [75 ILCS 5/5.5](#). Such bids shall be submitted to the Board for action through the appropriate committee.

Where competitive sealed bidding is utilized for purchases above \$25,000, an invitation for bids shall be issued which shall include a general description and all contractual terms and conditions applicable to the procurement. Adequate public notice of the invitation for bids shall be given at least fourteen (14) business days prior to the date set forth therein for the opening of bids. In addition, every effort to distribute the invitation for bids through direct supplier contact, local media, trade publications, purchasing cooperatives, procurement websites,

manufacturer contacts, and other cost effective means in order to foster a competitive bidding event.

Bids shall be opened publicly in the presence of one or more witnesses at a time and place designated in the invitation for bids. Bids shall be unconditionally accepted without alteration or correction, and evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as terms of delivery, quality, serviceability and experience. Those criteria that will affect the bid price shall be objectively measurable. No criteria may be used in bid evaluation that is not set forth in the invitation for bids. The Library reserves the right to reject any and all bids and to make bid awards in the Library's best interest.

4. In rare situations where the Library Director is the initial originator of a purchase and the amount does not require Board approval is not required, the Finance/HR Manager will approve the purchase.
5. The Library will procure Professional, Technical or Artistic Services according to the provisions of Local Government Professional Services Selection Act ([50 ILCS 510/1](#) *et seq.*).
6. The Library Director is authorized to obligate the Library for expenses up to \$25,000 for emergency repairs and equipment without prior Board action provided such expenditures can be accommodated within the budget limitations for such items. The Board of Trustees will act on the expenditure at the next appropriate meeting. Contracts for emergency expenditures are also exempt from competitive bidding when the emergency expenditure is approved by 3/4 of the Board.
7. The Library shall have the authority to join with other units of government in cooperative purchasing plans or in cooperative purchasing organizations, such as the Illinois Joint Purchasing Program pursuant to [30 ILCS 525/0.01](#) *et seq.* when the best interests of the Library would be served.
8. No Library Trustee or employee of the Library shall have a personal interest in Library purchases or contracts beyond the extent provided by law. ([50 ILCS 105/3](#)) Library trustees and employees shall also comply with the provisions regarding bidding contained in [720 ILCS 5/33 E-1](#) *et seq.* pertaining to public contracts.
9. The Library will keep records of all bidding activity, including competitive proposals and all solicitations made to obtain them in accordance with the Library's record retention schedule.

Revised XXX

Revised November 16, 2021

Revised December 15, 2020

Revised May 15 2018

Revised June 20, 2017

Revised March 21, 2017

Revised August 16, 2016

Revised November 17, 2015

Approved Mar 13, 1979

A3. PURCHASING

POLICY:

The Board of Trustees is responsible for approving the expenditure of all library funds over which it has control. The operating budget of the Library acts as the spending plan for the fiscal year. The Library Director ~~or Library Finance Manager in the absence of the Library Director~~ is authorized and directed to take such action with respect to the expenditure or commitment of the library funds as may be defined in the pertinent rules. In the event that the Library Director takes short-term leave of absence, the Finance/HR Manager will assume the financial responsibilities of the Library Director.

RULES:

1. Recurring Expenses:

- a. The Library Director ~~or Finance Manager in the absence of the Library Director~~ is authorized to make purchases of supplies, materials, library resources, and other normal recurring items without prior Board approval so long as these purchases are covered within budgeted amounts.
- b. The Library ~~Director or Finance Manager in the absence of the Library Director is~~ Director is further authorized to purchase individual ~~items~~ items that do not fall under 1a such as -of equipment and equipment or to authorize repairs up to ~~\$10,000~~ \$5,000 without prior Board approval so long as these are covered within budgeted amounts.
- c. The Library Director ~~or Finance Manager in the absence of the Library Director~~ shall develop detailed specifications and secure written proposals or quotes from suppliers and contractors when an expenditure for a single item or for an aggregate purchase of like items of equipment or service is expected to be over ~~\$10,000, but less than \$24,999. Unless the Library has a prior satisfactory relationship with a vendor, 5,000.00.~~ \$10,000, but less than \$24,999. Unless the Library has a prior satisfactory relationship with a vendor, 5,000.00. ~~The Library Director or Finance Manager in the absence of the Library Director will obtain at least three (3) competitive proposals, based on external market factors, and make every reasonable effort to solicit proposals through direct supplier contact, local media, trade publications, purchasing cooperatives, procurement websites, manufacturer contacts, and other cost effective means in order to cast the widest possible net for suppliers will be made. Such proposals shall to~~ be submitted to the Board for action through the appropriate committee.

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2. Contracts for purchasing/leasing services, machinery or equipment:

- a. The Library Director ~~or Finance Manager in the absence of the Library Director~~ shall not enter into any contract for a period exceeding one year or for an amount exceeding ~~\$5,000~~ \$10,000 without approval by the Library Board of Trustees.
- b. The Library Director will not enter into any multiyear contract valued at more than ~~\$5,000~~ \$10,000 without approval by the Board of Trustees. An extension beyond the contract term will be subject to approval by the Library Board of Trustees. The Library Director ~~or Finance Manager in absence of the Library Director~~ will obtain at least (3) competitive bids as outlined in 1c.

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3. Nonrecurring Expenses:

- a. ~~Nonrecurring expenses are typically one-time or project related expenses.~~

a.

- b. The Library Director shall develop detailed specifications and secure written proposals or quotes from suppliers and contractors when an expenditure for a single item or for an aggregate purchase of like items of equipment or service is expected to be over \$10,000, but less than \$24,999. The Library Director will obtain at least three (3) competitive proposals to be submitted to the Board for action through the appropriate committee.

~~b. The Library Director or Finance Manager in the absence of the Library Director shall develop detailed specifications and secure written proposals or quotes from suppliers and contractors when an expenditure for a single item or for an aggregate purchase of like items of equipment or service is expected to be over \$5,000.00. The Library Director or Finance Manager in the absence of the Library Director will obtain at least three (3) competitive proposals, based on external market factors, and make every reasonable effort to solicit proposals through direct supplier contact, local media, trade publications, purchasing cooperatives, procurement websites, manufacturer contacts, and other cost effective means in order to cast the widest possible net for suppliers will be made. Such proposals shall be submitted to the Board for action through the appropriate committee.~~

c. The Library Director ~~or Library Finance Manager in the absence of the Library Director~~ shall secure competitive bids from suppliers and contractors when an expenditure is expected to exceed \$25,000 in accordance with [75 ILCS 5/5.5](#). Such bids shall be submitted to the Board for action through the appropriate committee.

Where competitive sealed bidding is utilized for purchases above \$25,000, an invitation for bids shall be issued which shall include a general description and all contractual terms and conditions applicable to the procurement. Adequate public notice of the invitation for bids shall be given at least fourteen (14) business days prior to the date set forth therein for the opening of bids. In addition, every effort to distribute the invitation for bids through direct supplier contact, local media, trade publications, purchasing cooperatives, procurement websites, manufacturer contacts, and other cost effective means in order to foster a competitive bidding event.

Bids shall be opened publicly in the presence of one or more witnesses at a time and place designated in the invitation for bids. Bids shall be unconditionally accepted without alteration or correction, and evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as terms of delivery, quality, serviceability and experience. Those criteria that will affect the bid price shall be objectively measurable. No criteria may be used in bid evaluation that is not set forth in the invitation for bids. The Library reserves the right to reject any and all bids and to make bid awards in the Library's best interest.

4. In rare situations where the Library Director is the initial originator of a purchase and the amount does not require Board approval is not required, the Finance/HR Manager will approve the purchase.

~~4.5.~~ The Library will procure Professional, Technical or Artistic Services according to the provisions of Local Government Professional Services Selection Act ([50 ILCS 510/1 et seq.](#)).

~~5.6.~~ The Library Director ~~or Library Business Manager in the absence of the Library Director~~ is authorized to obligate the Library for expenses up to \$25,000 for emergency repairs and equipment without prior Board action provided such expenditures can be accommodated within the budget limitations for such items. The Board of Trustees will act on the expenditure at the next appropriate meeting. Contracts for emergency expenditures are also exempt from competitive bidding when the emergency expenditure is approved by 3/4 of the Board.

~~6.7.~~ The Library shall have the authority to join with other units of government in cooperative purchasing plans or in cooperative purchasing organizations, such as the Illinois Joint Purchasing Program pursuant to [30 ILCS 525/0.01 et seq.](#) when the best interests of the Library would be served.

~~7.8.~~ No Library Trustee or employee of the Library shall have a personal interest in Library purchases or contracts beyond the extent provided by law. ([50 ILCS 105/3](#)) Library trustees and employees shall also comply with the provisions regarding bidding contained in [720 ILCS 5/33 E-1 et seq.](#) pertaining to public contracts.

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8-9. The Library will keep records of all bidding activity, including competitive proposals and all solicitations made to obtain them in accordance with the Library's record retention schedule.

Revised XXX

Revised November 16, 2021
Revised December 15, 2020
Revised May 15 2018
Revised June 20, 2017
Revised March 21, 2017
Revised August 16, 2016
Revised November 17, 2015
Approved Mar 13, 1979

A4. PAYMENTS FOR GOODS AND SERVICES

POLICY:

The Board of Trustees is responsible for approving the expenditure of all Library funds. The approved annual operating budget establishes the spending plan for the fiscal year. The Treasurer of the Library Board of Trustees approves all payments for goods and services.

RULES:

1. The process for the approval of warrants and disbursement of funds is as follows:
 - a. Department Manager – initials invoice confirming that the expense was incurred, items were received and billed amount is correct.
 - b. Accounts Payable – assigns a General Ledger account code to each invoice and enters it into the Accounts Payable system, then totals the warrants.
 - c. Finance/HR Manager – reviews and approves the General Ledger account coding for all invoices to ensure they are correctly coded, verifies that required departmental approvals are present and verifies that totals are correct.
 - d. Library Director ~~or other Board designee~~ – reviews the warrant list and signs the affidavit, along with any warrants for invoices over \$2,000 to ensure adherence to Purchasing Policy limits.
 - e. Board Treasurer – reviews the warrant list and signs the affidavit, along with any warrants for invoices over \$~~510~~,000 to ensure adherence to Purchasing Policy limits.
 - ~~g. City Finance Director or designee - reviews the warrants, initials each one, and signs the affidavit, and returns the entire packet to the Library.~~
 - ~~f. City Treasurer – reviews and signs the affidavit containing the total dollar amount of warrants before printing checks.~~
 - g. Accounts Payable – prints the checks in the Finance Department at the City. Checks are mailed by the Library the next day.
 - ~~h. City Finance Director or designee – reviews the warrants, initials each one, signs the affidavit and returns the entire packet to the Library.~~
2. The Library maintains a separation of duties between staff that orders materials and those that receive them, and staff that verify correct billing and account coding.
3. In the absence of the Treasurer, the Secretary will approve all payments.
4. The Library complies with the Illinois Local Government Prompt Payment Act (50 ILCS 505).

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Revised: xxx
 Revised: October 19, 2021
 Revised May 18, 2021
 Revised June 20, 2017
 Approved August 16, 2016

A6. EXPENSE REIMBURSEMENT

POLICY:

The Park Ridge Public Library reimburses Trustees and staff for individual expenses incurred on behalf of the library. These expenses include, but are not limited to, materials, supplies, professional development opportunities, meals and travel.

RULES:

1. In accordance with the Illinois Wage Payment and Collection Act ([820 ILCS 115/9.5](#)), the Library will reimburse staff for all necessary expenses that are directly related to services performed for Library within the scope of employment. Materials and supply purchases made by personal payment method will be reimbursed in accordance with procedures established by the Library's Business Office.
2. In accordance with the Local Government Travel Expense Control Act ([JL Public Act 99-0604](#)) requires that the Library regulate the reimbursement of Trustees and staff travel expenses as set forth below.
 - The Library shall reimburse permitted travel expenses, defined as any expenditure directly incident to official Library business travel by Trustees or Library staff.
 - Maximum allowable reimbursements for food, lodging, and transportation will be posted in the Business Office of the Library.
 - Cost of travel shall be the actual expense incurred. Only coach flight expenses will be approved, any upgrades to first and business class will be at the expense of the traveler. Personal automobile expenses will be approved at the IRS rate for business travel.
 - Cost of food shall not include the cost of alcoholic beverages or other intoxicants and should be reasonable and customary for the area.
 - Cost of lodging should be reasonable and customary for the area where the traveler is staying.
 - The total maximum allowed for any one trip per person for Library purposes is \$2,500.
 - The Library shall only approve reimbursement of expenses if the Trustee, the Director, or employee submits said expenses on the Library's reimbursement request form.
 - The Library shall not reimburse any Trustee, the Director, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, concerts, or any other places of public or private entertainment or amusement.
3. Approval of Certain Reimbursable Expenses
The following expenses for travel, meals, and lodging may only be approved by a roll call vote at a Regular Meeting of the Board of Trustees.
 - Any reimbursable expenses of the Director or an employee that exceeds the maximum allowed under the regulations adopted in this policy.
 - Any reimbursable expense of a Library Trustee.
 - Any other reimbursable expenses due to an unforeseen emergency or other extraordinary circumstances.

4. Approvals and Payment

- Approvals and payment for reimbursements will be processed and paid according to A4. Payments for Goods and Services.

Revised: XXX

Approved: December 21, 2021

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A7. CREDIT CARD USE

POLICY

The purpose of this policy is to provide staff with clear expectations regarding the proper use of the Library's business credit cards. Use of a credit card is not intended to avoid nor bypass the Library's established Ppurchasing and Ppayments for Ggoods and Sservices policies. The Library Director, and up to 2 additional staff designated by the Director, are authorized to PRPL credit cards. Physical credit cards are stored in a locked drawer in the Library's Business Office.

RULES

1. Authorized Purchases

- a. Include, but are not limited to, library supplies and materials, maintenance supplies, and food for PRPL events and programs.
- b. Individual purchases must be covered within budgeted amounts, not to exceed \$5,000.
~~Purchases over \$5,000 require prior Board approval.~~
- c. Purchases may be made in person, online, or by telephone.
- d. When returning items purchased with a Library credit card, the cardholder is expected to follow the vendor's return policies. The transaction must be credited to the credit card that was used in the original purchase. Cash refunds are not permitted, under any circumstance.
- e. Authorized cardholders shall submit all receipts for purchases to the Business Office, within 7 days after making a purchase.
- f. The Library maintains a separation of duties between staff that orders materials and those that receive them, and staff that verify correct billing and coding.
- ~~g. The Library Bookkeeper/Accounts Payable~~ will reconcile all receipts/documents to monthly credit card statements.
- ~~g.h.~~ The Finance/HR Manager reviews the statement and accompanying documentation to ensure that necessary approvals were granted.
- ~~h.i.~~ Monthly statements will be paid in full.
- ~~i. Itemization of the charges of the Library Credit Cards will be included in the Warrant List.~~
- j. Any benefit received from Library Credit Card usage will accrue to PRPL.

2. Unauthorized Purchases

- a. Cardholders may not charge expenses that are not for "Authorized Purchases" to the Library Credit Cards.
- b. Any purchase that is not an "Authorized Purchase" shall be deemed the responsibility of the party charging such purchase and shall be reimbursed to PRPL before the payment date for same is due.
- c. Any unauthorized use of the Library Credit Card shall be grounds for suspension of use of the Library Credit Card, suspension or dismissal from employment and may form the basis for criminal charges to be brought.
- d. The Board and/or the Director may revoke authorization to use a Library Credit Card at any time.

3. Lost or Stolen Credit Cards

- a. Loss or theft of Library credit cards must be reported immediately to the Finance HR Manager.

Revised xxx

Approved: October 19, 2021

POLICY:

The Park Ridge Public Library (the "Library") maintains a fixed asset ledger for the capitalization of assets. Properties are examined for approximate value and all items judged to be of sufficient worth are included in the inventory. The purpose of this policy is to provide control and accountability over capital assets, and to gather and maintain information needed for the preparation of financial statements. The Park Ridge Public Library capital asset policy is herein established to safeguard assets and to insure compliance with GASB34 for governmental financial reporting.

RULES:**1. Inventory**

Responsibility for control of capital assets will rest with the operating department wherein the asset is located. The Park Ridge Public Library shall ensure that such control is maintained by establishing an inclusive capital asset inventory schedule. Asset purchases, which fall below the capitalization threshold, will not be included in the capital asset inventory.

2. Definition of a Fixed Asset

Capital Assets are major assets that have a presence in more than a single accounting period. They include such items as land, buildings, furnishings and equipment, and vehicles. The Library will use the following capital asset categories when accounting for capital assets:

- A. Land
- B. Construction in Process
- C. Works of Art
- D. Buildings
- E. Machinery and Equipment
- F. Office Furniture
- G. Vehicles
- H. Books and Library Materials

3. Valuing Capital Assets

Capital assets should be valued at cost or historical costs, plus those costs necessary to place the asset in its location (i.e. freight, installation charges.) In the absence of historical costs information, a realistic estimate will be used. Donated assets will be recorded at the estimated current fair market value.

4. Capitalizing*When to Capitalize Assets:*

Assets are capitalized at the time of acquisition. To be considered a capital asset for financial reporting purposes an item must be at or above the capitalization threshold and have a useful life of at least one year.

Assets not Capitalized:

Capital assets below the capitalization threshold on a unit basis but warranting "control" shall be inventoried at the department level and an appropriate list will be maintained.

Capital Assets should be capitalized if they meet the following criteria:

- Tangible
- Useful life of more than one year (benefit more than a single fiscal period)
- Cost exceeds designated threshold

5. Park Ridge Public Library may have the following major classes of assets:

- A. Land and Inexhaustible Land Improvements – Capitalized value is to include the purchase price plus costs such as legal fees and filing fees; improvements such as excavation work, preparation of land for construction, landscaping.
- B. Works of Art – Capitalized value is to include the purchase or acquisition cost of artwork.

- C. Buildings – Costs include purchase price plus costs such as legal fees and filing fees; improvements include structures and all other property permanently attached to, or an integral part of the structure. These costs include re-roofing, electrical/plumbing, carpet replacement, and HVAC.
- D. Machinery and Equipment – Assets included in this category are heavy equipment, generators, phone system and kitchen equipment.
- E. Office Furniture – Assets included in this category are office furniture.
- F. Vehicles – Costs include purchase price plus costs such as title & registration.
- G. Books and Library Materials – Book and Material assets include all items that are purchased for loan to patrons. All physical library material is capitalized as a single addition as opposed to individual purchases.

6. Depreciation

Depreciation is computed on a straight-line method with depreciation computed on a monthly basis from the month of acquisition. Additions and improvements will only be capitalized if the cost either enhances the asset's functionality or extends the asset's useful life.

Estimated Useful Lives

	Useful Life	Capitalization Threshold
Land	N/A	\$1
Works of Art	N/A	\$10,000
Buildings	50 years	\$50,000
Machinery and Equipment	3 - 20 years	\$10,000
Office Furniture	3 - 10 years	\$10,000
Vehicles	10 years	\$10,000
Books and Library Materials	10 years	\$1

7. OTHER

- A. Removing Capital Assets from Inventory - Capital assets are to be removed from inventory once they are obsolete or claimed as surplus property. The item must be removed from the inventory listing and reported to the Business Office.
- B. Donations or Transfer - Each Department must add additions and deletions from donated or transferred assets to the inventory listing.
- C. Surplus Property - Each Department must report all capital assets classified as surplus to the finance department.
- D. Lost or Stolen Property - When suspected or known losses of inventoried assets occur, the Department should conduct a search for the missing property. The search should include transfer to another department, storage, and scrapping, surplus property.

Reviewed: xxx

Revised: October 19, 2021

Approved May 18, 2021



Memorandum

[Return to Agenda](#)

Memo Date: January 4, 2024
From: Joanna Bertucci, Library Director
Jennifer Healy, Marketing Supervisor
Meeting Type: Planning and Operations Committee
Meeting Date: January 9, 2024
Action Requested: For review and approval
Subject: Display case/exhibits policy

Background:

The Library's display case/exhibits policy is scheduled for review in January 2024. In consultation with the Library's Marketing Supervisor, Jennifer Healy, I am recommending the attached revisions. Ms. Healy is responsible for scheduling display case exhibitors.

Recommended Motion:

1. Approve revisions to Display case/exhibits policy.

C21. DISPLAY CASES/EXHIBITS

POLICY:

Display cases for exhibits stimulate interest, provide information, develop aesthetic appreciation and furnish an opportunity for community-based individuals, members and non-for-profit organizations to display artistic, educational or informational materials. A display case is available for exhibits of different forms of art and collections, or special exhibits.

RULES:

1. Application to use the display case must be made using the "Display Request Form" available from the Business Office and on the Library's website. Acceptance of an exhibit will be determined by the Library Director or their designee.
2. Materials which may be displayed in the display case are limited to items of general interest such as arts and crafts, collections, historical material, hobby collections, and educational materials prepared by individuals or groups. Displays must be of general interest to the public and must be of a non for profit nature, represent or promote a nonprofit organization or philanthropic cause. Materials deemed inaccurate or in violation of Conduct in the Library may be removed at the discretion of the Library Director.
3. Priority for use of the display case is given to Park Ridge residents and to non-for-profit organizations associated with Park Ridge.
4. Display case exhibits are limited to one month.
5. Each display case exhibitor will be encouraged to provide a brief informative article and photo, if desired, for use in Library marketing materials and on the Library website.
6. Art work displayed in the display case may be identified as "for sale available for purchase from the artist," however no price tags shall be affixed to any work exhibited. Information about purchasing items including contact information shall be provided by the artist.
7. Arrangement of exhibits in the display case shall be the responsibility of the exhibitor under the supervision of Library staff.
8. The Library assumes no responsibility for the safety of any items placed on exhibit. Items on display in the Library are provided the same security as the library collection and equipment. The display case is locked, but irreplaceable items or items of great value should not be included in the display. Insurance covering the value of the exhibit will be the responsibility of the exhibitor. Prior to the display, the exhibitor/owner will complete a "Waiver of Liability."
9. The Library reserves the right to remove any display or exhibit that the exhibitor has not removed by the agreed upon end date specified on the "Display Request Form." The Library reserves the right to dispose of items not claimed 30 days after the specified end date of the exhibit.

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10. Due to the high demand for the use of the display case, groups and organizations are eligible to use the space only once per year, based on availability.

Revised xxx
Revised March 17, 2022
Revised June 18, 2019
Revised October 15, 2013
Revised May 21, 2013
Revised May 18, 2010
Approved March 13, 1979

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THE DISPLAY CASE/EXHIBITS REQUEST FORM

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Park Ridge Public Library Park Ridge Public Library • 20 S. Prospect • Park Ridge, IL 60068 • (847) 825-3123

Request for Use of 2nd Floor Display Case

Name:

_____ (Full legal name of Organization, if applicable)

Address:

Phone: _____ Day _____ Phone: (Day) _____ Email: _____

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(Evening) _____ Evening _____

Type of Exhibit (describe briefly):

~~Month Preference~~ Preferred Month: ____ (The Library does not guarantee that this preference can be accommodated.)

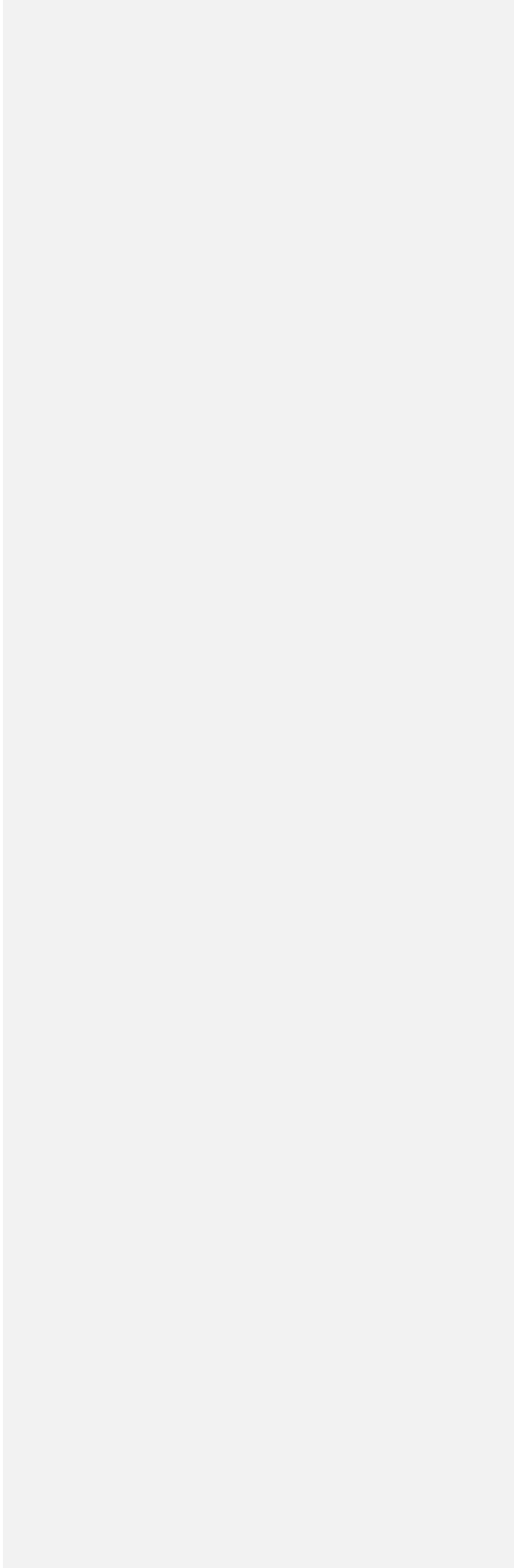
I hereby acknowledge that I have read and received a copy of the "Display ~~and~~ Exhibits" policy and agree to comply with all of the provisions contained therein. I understand that the Park Ridge Public Library cannot be held responsible for any damage or theft that may occur during the period of time the exhibit is on display.

Signature

Approved
Display Date: _____

Library Director or Designee: _____ Date: _____

~~Revised xxx~~
~~Revised March 17, 2022~~
~~Revised June 18, 2019~~
~~Revised October 15, 2013~~
~~Revised May 21, 2013~~
~~Revised May 18, 2010~~
~~Approved March 13, 1979~~





**Waiver of Liability
for Display of Works of Art
Collections or Books**

The undersigned

whose legal residence is

has delivered to the Park Ridge Public Library the items hereafter described with the understanding that they will be displayed in the Library during the period _____ to _____. The undersigned is the owner of said items and is willing and desirous that the same be exhibited to the public.

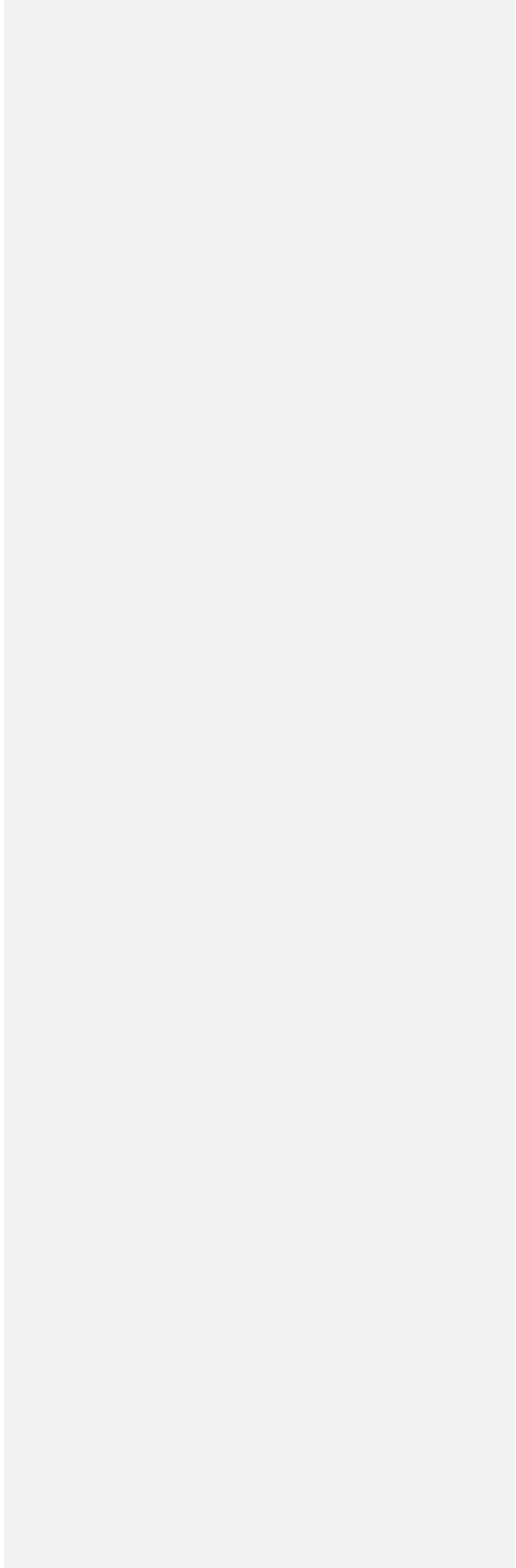
The undersigned does hereby release the City of Park Ridge and the Park Ridge Public Library their officers, agents, and employees of and from all liabilities which may result from any damage to or loss of such items while in the custody of and while so being exhibited by the Park Ridge Public Library, which items are here described and valued as follows:

Signature

Date

| ~~xxx~~

Revised March 15, 2022
Revised June 18, 2019
Revised October 15, 2013
Revised May 18, 2010
Approved April 18, 2000



Park Ridge Public Library Consolidated YTD Revenue and Expenditures Period 12-December 2023							
REVENUE ACCOUNTS	BUDGET	REVISED BUDGET	DECEMBER ACTUAL	YTD ACTUAL	% RECEIVED	NOTES	
Local Government Taxes	\$ 4,302,661	\$ 4,302,661	\$ 9,071	\$ 2,908,843	68%		
State Grants	\$ 108,500	\$ 108,500	\$	\$ 108,493	100%		
Other Receipts	\$ 137,000	\$ 137,000	\$ 15,272	\$ 234,024	171%		
Total Revenue	\$ 4,548,161	\$ 4,548,161	\$ 24,343	\$ 3,251,359	71%		
ACCOUNT #	OPERATING ACCOUNTS	BUDGET	REVISED BUDGET	NOVEMBER ACTUAL	YTD EXPENDITURES	% SPENT	
9100	Salaries	\$ 2,453,799	\$ 2,430,799	\$ 261,507	\$ 2,281,058	94%	
9210	Employee Benefits	\$ 655,266	\$ 678,266	\$ 54,982	\$ 582,950	86%	
9317	Data Processing	\$ 322,000	\$ 319,150	\$ 4,520	\$ 278,231	87%	
9321	Building Maintenance	\$ 176,500	\$ 173,500	\$ 7,942	\$ 116,623	67%	
9324	Membership, Recruiting, Training	\$ 29,000	\$ 29,000	\$ 1,257	\$ 22,017	76%	
9351	Equipment Rental	\$ 27,000	\$ 27,000	\$ 1,771	\$ 21,514	80%	
9359	Consulting Services	\$ 20,000	\$ 15,000	\$ -	\$ 2,595	17%	
9360	Public Relations	\$ 40,000	\$ 48,800	\$ 6,324	\$ 45,063	92%	
9385	General Contractural	\$ 105,100	\$ 108,400	\$ 4,048	\$ 95,474	88%	
9385	General Contractural - Programs	\$ 60,000	\$ 68,000	\$ 6,193	\$ 62,099	91%	Transfer \$8K from YS Resources to Programs
9416	Audit	\$ 9,300	\$ 9,000	\$ -	\$ 9,000	100%	
9425	Special Counsel	\$ 25,000	\$ 23,500	\$ 225	\$ 13,744	58%	
9510	Supplies	\$ 62,500	\$ 86,665	\$ 9,255	\$ 68,116	79%	Carry Forward \$22,615 from FY22
9511	Staff Appreciation	\$ 2,000	\$ 2,500	\$ 391	\$ 1,746	70%	
9520	Computer Materials	\$ 30,000	\$ 39,710	\$ 4,619	\$ 34,737	87%	Carry Forward \$9,710 from FY22
9540	Library Resources	\$ 646,500	\$ 637,000	\$ 50,876	\$ 594,343	93%	Decreased by \$8K to Programs
	Total Operating Budget	\$ 4,663,965	\$ 4,696,290	\$ 413,912	\$ 4,229,307	90%	
	Capital Projects Budget						
9908	Computer Equipment	\$ 50,000	\$ 50,000	\$ 9,554	\$ 38,027	76%	
9963	Building Repairs	\$ 290,000	\$ 679,008	\$ 64,665	\$ 239,901	35%	Carry Forward \$389,008 from FY22
	Total Capital Projects Budget	\$ 340,000	\$ 729,008	\$ 74,219	\$ 277,928	38%	
	TOTAL BUDGET	\$ 5,003,965	\$ 5,425,298	\$ 488,131	\$ 4,507,235	83%	
	LIBRARY SURPLUS (DEFICIT)	\$ (455,804)	\$ (877,137)	\$ (463,788)	\$ (1,255,876)		

Park Ridge Public Library - Secretary's Report
January 16, 2024

PRPL Web Site News Items

- [Park Ridge Library partners with Good Food Pantry on holiday drive - General News - News | Park Ridge Library](#) December 15, 2023
- [Winter Reading begins Friday, December 22 - General News - News | Park Ridge Library](#) December 19, 2023
- [The Library will be closed New Year's Eve and New Year's Day. - General News - News | Park Ridge Library](#) December 28, 2023

Press Articles

- [Talk Centers On Homelessness In Park Ridge - Journal & Topics Media Group \(journal-topics.com\)](#) December 22, 2023
- [DAR Hosts Genealogy Workshop - Journal & Topics Media Group \(journal-topics.com\)](#) January 11, 2024
- [Minor Renovations Planned For Mount Prospect Library To Join Catalog Consortium - Journal & Topics Media Group \(journal-topics.com\)](#) January 10, 2024



Dec. 2023

	Dec-23	Nov-23	YTD	2022 YTD	2021 YTD	2019 YTD	% Change 2022 to 2023	Analysis
CIRCULATION OVERVIEW								
Physical Items	47,410	49,567	640,406	636,413	568,281	773,489	1%	Total Circulation is up 9% over prior year and circulation of digital materials continues to drive that growth.
Digital Items	20,141	19,600	183,810	119,632	123,150	87,840	54%	
TOTAL	67,551	69,167	824,216	756,045	691,431	861,329	9%	
PROGRAMS								
Adult Programs	18	28	319	342	144	253	-7%	Number of adult programs and attendance is down from prior year but far exceeds pre-COVID levels - attendance has increased 84% since 2019. Youth programs and attendance exceed all reported years! A 59% increase in attendance with a 9% increase in # of programs indicates greater per program attendance.
Adult Attendees	484	690	7,395	7,740	5,621	4,026	-4%	
Youth Programs	49	52	576	529	390	424	9%	
Youth Attendees	1682	1480	17,757	11,183	5,793	14,513	59%	
OUTREACH								
Home Delivery - Patrons served	21	31	333	359	284	205	-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	79	125	1,216	1,358	1,195	1,116	-10%	
Book clubs served	24	52	530	498	441	501	6%	
Items loaned to book clubs	182	455	4,493	4,290	3,786	4,560	5%	
TECHNOLOGY								
Wi-Fi Sessions	47,851	36,966	522,911	542,729	375,463	1,092,072	-4%	Use of public computers is up 29% over prior year. While usage has increased from 2022 levels, it has not returned to pre-Covid levels, consistent with national trends. 21% more unique clients are wi-fi users while overall # of sessions is down 4%
Wi-Fi - unique clients	1,903	1,700	18,896	15,652	10,225	-	21%	
Public PC Sessions	1,188	1,234	15,577	12,095	5,592	23,710	29%	
WEBSITE								
Visits	14,407	14,891	209,264	206,372	230,894	217,366	1%	Both the number of visits to the website and the number of unique users are on par with the prior year. New website roll out planned in 2024.
Unique users	6,869	7,065	101,563	101,488	109,129	107,020	0%	
USERS								
New cards issued	161	153	2,214	2,235	1,857	2,215	-1%	December saw 161 new cards issued.
Total PRPL cardholders	19,020	18,970	19,020	18,597	19,021	24,332	2%	Total number of cardholders at year end increased 2% over 2022 levels.
Unique users	9,035	8,994	9,035	8,984	3,801	3,576	1%	Unique users increased YTD by 1% over 2022. More individuals are using the library.
BUILDING USAGE								
Door count	21,912	23,061	283,054	236,455	132,251	208,755	20%	2023 Door counts are 20% higher than 2022 and significantly exceed pre-COVID levels.
Meetings rooms-community use	2	5	76	38	11	27	100%	Meeting room usage by community groups has doubled since 2022.
Study Rooms - hours of use	1,024	1,134	12,933	11,821	5,001	n/a	9%	Study room usage is 9% greater than in 2022.
The Studio- hours of use	50	40	501	216	n/a	n/a	132%	Studio usage ended the year at 132% higher than 2022!
The Media Lab - hours of use	75	55	820	696	n/a	n/a	18%	Media Lab usage has also significantly increased (18%) compared with 2022.
STRATEGIC PLAN: Provide support to local teachers, students, homeschool families and learners of all ages								
School Loans	18	31	228	164	129	289	39%	The number of school loans is up 39% over 2022.
Items loaned to Teachers	534	606	4,831	4,627	3,991	6,188	4%	The number of items loaned to teachers increased 4% over prior year
Total Teacher Library cards	160	157	152	124	82	101	23%	Number of teacher cards has increased 23% over 2022 levels.
Cardholders*	48%	48%	48%	47%	48%	65%		Percentage of cardholders increased 1% over 2022 levels; down from pre-pandemic levels, but 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

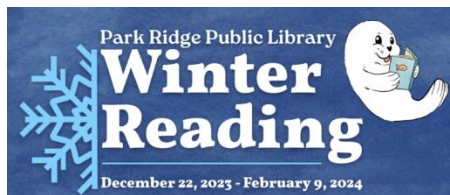
TO: Library Board of Trustees
FROM: Joanna Bertucci, Library Director
DATE: January 16, 2024
SUBJECT: Library Director's Report

Administration & Board

- Our quarterly and final project report for the Live and Learn Grant were submitted to the State Library on January 5, 2024.
- The Per Capita Grant Application was sent to the State Library on January 5, 2024.

Staff Updates and Professional Development:

- We welcomed Ms. Deidre Winterhalter to our Adult Services Department in December. Ms. Winterhalter is our newest substitute Reference librarian.



Winter Reading for all age began on December 22! Our harp seal mascot has been very popular with our younger patrons. The Children's room is featuring a find the seal game for our monthly passive program to tie in with Winter Reading. 154 adults, 395 kids, 101 teens have signed up for Winter Reading. Planning for Summer Reading 2024 is underway!

Strategic Plan Monthly Progress:

- **Encourage individual growth and lifelong learning**
 - Planning meetings are underway for the 2024 Picture Book Genrefiction project. Youth Services staff, Technical services staff and I have been meeting to discuss material processing logistics to develop procedures and a project timeline.
 - Due to low usage, we are replacing TumbleBooks with LOTE4Kids in 2024. LOTE4Kids is a new online book resource with an extensive collection of world language titles.
- **Build up a strong workforce and local businesses**
 - The Youth Services Department collaborated with the Language Academy for our international languages story time programs.
- **Align with strategy and set the stage for development**
 - No activity in December
- **Develop Civic Education for an informed and engaged citizenry.**
 - We welcomed 40 donors for our December 28 blood drive facilitated by Versiti. 120 potential patients will be helped through our efforts. For 2023, we hosted 3 blood drives, collecting 163 units of blood that helped to save 489 lives!

- We collected approximately 230 lbs. of food on behalf of the [Good Food Pantry](#). This was our first partnership with the Good Food Pantry and we look forward to hosting future food drives to support their fight against hunger.

Finance and Human Resources

- The Business Office and the Acquisitions team are monitoring budget lines as we move into Period 13 of FY23.
 - The Period 12 Consolidated YTD report reflects 90% of the operating budget expended. We expect to see that percentage increase as the Business Office will be closing Period 13 before January 31, 2024.
 - The Capital Projects line is at 38% expended as of 12/31/2023. We anticipate a large expenditure of funds in period 13, as we have not processed December project invoices.
 - At the February COW, I will present the proposed carry forwards for the FY24 budget. While both building projects are sustainably complete, final payments/closeout will not be processed until punch list items are completed. The Library will continue to carry forward approximately \$12,000 for the Ice Melt System project and residual funds from the 2021 Fire Suppression project.
- As of the writing of this report, the City has not updated our property tax revenue since November 30. As per Munis, the Library has received \$2,690,721 in property tax receipts. Reports from Cook County for December 2023 indicate that the Library received an additional \$1,290,295 in tax revenue, bringing our yearend total to **\$3,980,760 or 97% of anticipated tax revenue**. It is possible that additional revenue will come in January, as the County may still be processing payments.
- City of Park Ridge Finance Director Chris Lipman confirmed that the 2024 IMRF employer contribution rate is 2.43% for all eligible employees.
- Finance/HR Manager, Joan Wrenn, has been working with ADP to prepare W-2s and 1095c documents.
- The Library initiated the following budget transfers:

Date	Transfer from	Transfer to	Amount
12/28/2023	Administration – Audit	Administration – Bank Service Charge	\$300

Building and Grounds:

- Facility Manager, John Priala, continued to manage our two building projects in December. Both projects are substantially completed. Punch list items will be addressed before final closeout.
- Mr. Priala and CVI Systems Engineer, Tim Brzny, are continuing to work with Comcast on the logistics for our fiber internet circuit upgrade.

Marketing and Public Relations

- Winter Reading kicked off December 22 with posters, signage and digital artwork illustrated by our very own Kerstin Henke. A bookmark series featuring quotes suggested by staff will be distributed throughout January. These highly custom and beautiful bookmarks are very popular with our patrons.
- Work on the website is nearly complete. The management team is currently reviewing the demo site and providing great feedback. Marketing Supervisor, Jen Healy, participated in a training with the Weblinx team on WordPress, the website’s platform. Feedback from Ms. Healy indicates that the backend is extremely intuitive and user-friendly in comparison to the current Americaneagle content management system. We are excited about the clean look and modern layout the Weblinx team

created and look forward to being able to add our own professional photos of the materials, programs and events and the patrons who enjoy them.

- Ms. Healy has started posting more reels and stories on Facebook as well as Instagram. Our Facebook reach was up 42.7% and visits to our page were up 17% in December. Instagram reach was up 5%, but profile visits were up 49.7%. Our number of new Instagram followers for the month of December was up 29% from the previous month. We are happy to see more users interacting with our social media presence.

Notable Programs, Collections, and Services:

- Our winter program season is off to a great start. Sixty-five patrons of all ages joined us on December 21 for our “A Charlie Brown Christmas’ Concert with the Mick Archer Trio.”
- Patrons continue to be supportive and pleased with the addition of the Calming Space to the Children’s Department. Since opening on December 1, the space has been used over 60 times! We are pleased to report that 172 patrons attended 10 sessions of our Low Sensory Sunday programs, which is an average of 17 attendees per program.

Respectfully Submitted,

Joanna Bertucci
January 12, 2024

**PARK RIDGE PUBLIC LIBRARY
LIBRARY DIRECTOR'S REPORT – DECEMBER 2023**

PERSONNEL

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

Deidre Winterhalter, Adult Services, Substitute Reference Librarian, Effective December 19

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

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

4. **Volunteers:** The following personnel have been accepted as volunteer workers in the Library as noted below:

None



December 2023 Report

- Held 2023 Annual Meeting
- Approved 2024 Wish List for \$24,000 plus an additional \$500 for library employee appreciation
- Reported delivery of 300 of requested 400 books to Franklin School for their “birthday gift for every child” program
- Announced Cozy Winter Pop-up Sale for January 13

**City of Park Ridge, IL
Warrant List Fund Totals
12/16/2023**

Fund	Description	Amount
201	Library Fund	\$63,406.27
201	Grant Fund	\$0.00
201	North Suburban	\$6,196.95
<hr/>		
	Report Total	\$ 69,603.22

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L121623

TO FISCAL 2024/12 01/01/2023 TO 12/31/2023

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

6095	ABC COMMERCIAL	12/07/23	218636	218275	P	12/15/23	2015012	932103	BLDG MNT CNTR-GENL MAINT	2,541.00
	161935	INVOICE:	20231187							
	VENDOR TOTALS		27,951.00	YTD INVOICED				30,492.00	YTD PAID	2,541.00
5132	ADP, INC.	12/07/23	218637	218276	P	12/15/23	2015011	938509	GNL CNTRL SVC/PAYROLL	689.16
	161936	INVOICE:	6480985530							
	162085	INVOICE:	12/11/23 218786	218276	P	12/15/23	2015011	938509	GNL CNTRL SVC/PAYROLL	136.74
		INVOICE:	648549135							
	VENDOR TOTALS		140,625.88	YTD INVOICED				151,679.41	YTD PAID	825.90
8960	AIRESPRING INC	12/07/23	218674	218277	P	12/15/23	2015011	938501	GNL CNTRL SVC/TELEPHONE	479.23
	161973	INVOICE:	179092624							
	161974	INVOICE:	12/07/23 218675	218277	P	12/15/23	2015011	938501	GNL CNTRL SVC/TELEPHONE	355.54
		INVOICE:	179092625							
	VENDOR TOTALS		3,656.68	YTD INVOICED				3,656.68	YTD PAID	834.77
48	ALLIANCE ENTERTAINMENT	12/07/23	218638	218278	P	12/15/23	2015017	954015	LIB RSRCS-RECORDINGS MUSI	94.72
	161937	INVOICE:	PLS76581256							
	VENDOR TOTALS		4,398.53	YTD INVOICED				4,551.52	YTD PAID	94.72
302670	AMAZON CAPITAL SERVICES	12/07/23	218639	218279	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	47.96
	161938	INVOICE:	IP9FMX494KD							
	161939	INVOICE:	12/07/23 218640	218279	P	12/15/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	13.50
		INVOICE:	1W6LQ3R4MM1V							
	161940	INVOICE:	12/07/23 218641	218279	P	12/15/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	20.75
		INVOICE:	1F3L9RGF7PPH							
	161941	INVOICE:	12/07/23 218642	218279	P	12/15/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	45.61
		INVOICE:	133Y9XTMVGKW							
	161942	INVOICE:	12/07/23 218643	218279	P	12/15/23	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	18.69
		INVOICE:	1JGCG6PFHC9X							
	161943	INVOICE:	12/07/23 218644	218279	P	12/15/23	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	8.95
		INVOICE:	1PG6DYF76YG6							
	161944	INVOICE:	12/07/23 218645	218279	P	12/15/23	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	37.35
		INVOICE:	19H4CNXD79NR							
	161945	INVOICE:	12/07/23 218646	218279	P	12/15/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	160.96
		INVOICE:	1HJLTLINXY3							
	161946	INVOICE:	12/07/23 218647	218279	P	12/15/23	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	12.99
		INVOICE:	1DTKWG16DLR							
	161947	INVOICE:	12/07/23 218648	218279	P	12/15/23	2015015	954010	LIB RSRCS-VIDEOGAMES	301.82
		INVOICE:	1JYNJJ4QFHXR							
	161948	INVOICE:	12/07/23 218649	218279	P	12/15/23	2015015	938506	GNL CNTRL SVC/PROGRAM	904.40
		INVOICE:	1QCLY4L4MQJ7							

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L121623

TO FISCAL 2024/12 01/01/2023 TO 12/31/2023

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
161949 INVOICE:	12/07/23	218650		218279	P	12/15/23	2015017	LIB RSRCS-ADULT BOOKS NF	69.01
161950 INVOICE:	12/07/23	218651		218279	P	12/15/23	2015017	GNL CNTRL SVC/PROGRAM	144.94
161951 INVOICE:	12/07/23	218652		218279	P	12/15/23	2015017	LIB RSRCS--ADULT BOOKS FI	63.20
161952 INVOICE:	12/07/23	218653		218279	P	12/15/23	2015017	LIB RSRCS--ADULT BOOKS FI	17.00
161953 INVOICE:	12/07/23	218654		218279	P	12/15/23	2015017	LIB RSRCS--ADULT BOOKS FI	19.45
161954 INVOICE:	12/07/23	218655		218279	P	12/15/23	2015017	LIB RSRCS -MWL	43.40
161955 INVOICE:	12/07/23	218656		218279	P	12/15/23	2015015	LIB RSRCS-CHILDREN BOOKS	36.13
161956 INVOICE:	12/07/23	218657		218279	P	12/15/23	2015015	LIB RSRCS-CHILDREN BOOKS	139.28
161957 INVOICE:	12/07/23	218658		218279	P	12/15/23	2015015	LIB RSRCS-CHILDREN BOOKS	18.95
161958 INVOICE:	12/07/23	218659		218279	P	12/15/23	2015015	LIB RSRCS-CHILDREN BOOKS	65.02
161959 INVOICE:	12/07/23	218660		218279	P	12/15/23	2015015	LIB RSRCS-CHILDREN BOOKS	13.16
161960 INVOICE:	12/07/23	218661		218279	P	12/15/23	2015017	LIBRARY SUPPLIES	47.04
161961 INVOICE:	12/07/23	218662		218279	P	12/15/23	2015017	LIBRARY SUPPLIES - MAKERS	-32.00
161962 INVOICE:	12/07/23	218663		218279	P	12/15/23	2015011	OFF SPLS--OTHER SUPPLIES	9.59
161963 INVOICE:	12/07/23	218664		218279	P	12/15/23	2015012	BUILDING SUPPLIES	793.84
161964 INVOICE:	12/07/23	218665		218279	P	12/15/23	2015012	BUILDING SUPPLIES	-10.60
161965 INVOICE:	12/07/23	218666		218279	P	12/15/23	2015012	BUILDING SUPPLIES	-54.99
161966 INVOICE:	12/07/23	218667		218279	P	12/15/23	2015012	BUILDING SUPPLIES	38.49
161967 INVOICE:	12/07/23	218668		218279	P	12/15/23	2015011	STAFF APPRECIATION	100.61
161968 INVOICE:	12/07/23	218669		218279	P	12/15/23	2015017	LIBRARY SUPPLIES	101.68
161969 INVOICE:	12/07/23	218670		218279	P	12/15/23	2015015	GNL CNTRL SVC/PROGRAM	135.29
161970 INVOICE:	12/07/23	218671		218279	P	12/15/23	2015012	BUILDING SUPPLIES	19.99
161971 INVOICE:	12/07/23	218672		218279	P	12/15/23	2015015	LIBRARY SUPPLIES	174.17
161972 INVOICE:	12/07/23	218673		218279	P	12/15/23	2015015	GNL CNTRL SVC/PROGRAM	101.88
162086 INVOICE:	12/11/23	218787		218279	P	12/15/23	2015012	BUILDING SUPPLIES	53.99
162087 INVOICE:	12/11/23	218788		218279	P	12/15/23	2015015	GNL CNTRL SVC/PROGRAM	80.99

CITY OF PARK RIDGE



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VENDOR NAME	INV. DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	DESCRIPTION	YTD PAID	YTD INVOICED
INVOICE: IQFVWYG36Y3Y										
VENDOR TOTALS									59,312.02	76,302.57
5008 ANCEL GLINK PC	12/11/23	218789		218280	P	12/15/23	2015011	GENERAL COUNSEL	225.00	225.00
INVOICE: 100631										
VENDOR TOTALS									166,634.35	152,406.18
3596 ANGELA BERGER	12/11/23	218790		218281	P	12/15/23	2015011	CONFERENCES & TRAINING	50.08	50.08
INVOICE: ADM121123										
VENDOR TOTALS									262.00	262.00
8568 RADIATE HOLDINGS LP	12/07/23	218676		218282	P	12/15/23	2015011	GNL CNTRL SVC-INTERNET	804.99	804.99
INVOICE: 44365899010016571										
VENDOR TOTALS									23,218.62	22,668.44
101020 BAKER AND TAYLOR BOOKS	12/07/23	218544		218283	P	12/15/23	2015015	LIB RSRCS-E-BOOKS	151.98	151.98
INVOICE: 2037945324										
161844	12/07/23	218545		218283	P	12/15/23	2015015	LIB RSRCS-E-BOOKS	99.79	99.79
INVOICE: 2037943469										
161845	12/07/23	218546		218283	P	12/15/23	2015017	LIB RSRCS--ADULT BOOKS FI	140.00	140.00
INVOICE: 2037910245										
161845	12/07/23	218546		218283	P	12/15/23	2015017	LIB RSRCS--ADULT BOOKS FI	13.10	13.10
INVOICE: 2037910245										
161847	12/07/23	218548		218283	P	12/15/23	2015017	LIB RSRCS--ADULT BOOKS FI	36.38	36.38
INVOICE: 203790203										
161848	12/07/23	218549		218283	P	12/15/23	2015017	LIB RSRCS--ADULT BOOKS FI	13.68	13.68
INVOICE: 2037900204										
161849	12/07/23	218550		218283	P	12/15/23	2015017	LIB RSRCS--ADULT BOOKS FI	13.07	13.07
INVOICE: 2037900205										
161850	12/07/23	218551		218283	P	12/15/23	2015017	LIB RSRCS--ADULT BOOKS FI	26.15	26.15
INVOICE: 2037900206										
161852	12/07/23	218553		218283	P	12/15/23	2015017	LIB RSRCS--ADULT BOOKS FI	13.06	13.06
INVOICE: 2037900207										
161853	12/07/23	218554		218283	P	12/15/23	2015017	LIB RSRCS--ADULT BOOKS FI	13.68	13.68
INVOICE: 2037900208										
161854	12/07/23	218555		218283	P	12/15/23	2015017	LIB RSRCS--ADULT BOOKS FI	194.31	194.31
INVOICE: 2037900209										
161855	12/07/23	218556		218283	P	12/15/23	2015017	LIB RSRCS--ADULT BOOKS FI	17.30	17.30
INVOICE: 2037900210										
161856	12/07/23	218557		218283	P	12/15/23	2015017	LIB RSRCS--ADULT BOOKS FI	393.57	393.57
INVOICE: 2037882087										
161857	12/07/23	218558		218283	P	12/15/23	2015017	LIB RSRCS--ADULT BOOKS FI	99.38	99.38
INVOICE: 2037956273										

CITY OF PARK RIDGE



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VENDOR NAME DOCUMENT	INV DATE	VOUCHER PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
161859 INVOICE: 2037882078	12/07/23	218560	218283	P	12/15/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	18.28
161860 INVOICE: 2037882079	12/07/23	218561	218283	P	12/15/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	19.37
161861 INVOICE: 2037882080	12/07/23	218562	218283	P	12/15/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	17.32
161862 INVOICE: 2037882081	12/07/23	218563	218283	P	12/15/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	13.68
161863 INVOICE: 2037882082	12/07/23	218564	218283	P	12/15/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	12.47
161864 INVOICE: 2037882083	12/07/23	218565	218283	P	12/15/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	30.40
161865 INVOICE: 2037882084	12/07/23	218566	218283	P	12/15/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	23.04
161866 INVOICE: 2037882085	12/07/23	218567	218283	P	12/15/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	13.06
161867 INVOICE: 2037882086	12/07/23	218568	218283	P	12/15/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	33.51
161868 INVOICE: 2037910246	12/07/23	218569	218283	P	12/15/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	27.23
161869 INVOICE: 2037910247	12/07/23	218570	218283	P	12/15/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	31.00
161870 INVOICE: 2037910248	12/07/23	218571	218283	P	12/15/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	34.64
161871 INVOICE: 2037910249	12/07/23	218572	218283	P	12/15/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	43.44
161872 INVOICE: 2037951929	12/07/23	218573	218283	P	12/15/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	286.92
161873 INVOICE: 2037967825	12/07/23	218574	218283	P	12/15/23	2015017 954011	LIB RSRCS -MWL	35.80
161874 INVOICE: 2037948782	12/07/23	218575	218283	P	12/15/23	2015017 954011	LIB RSRCS -MWL	184.81
161875 INVOICE: 2037954839	12/07/23	218576	218283	P	12/15/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	28.14
161876 INVOICE: 2037954840	12/07/23	218577	218283	P	12/15/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	16.31
161878 INVOICE: 2037954841	12/07/23	218579	218283	P	12/15/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	86.41
161879 INVOICE: 2037954842	12/07/23	218580	218283	P	12/15/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	32.98
161880 INVOICE: 2037954843	12/07/23	218581	218283	P	12/15/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	21.96
161881 INVOICE: 2037954844	12/07/23	218582	218283	P	12/15/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	53.92
161882 INVOICE: 2037954845	12/07/23	218583	218283	P	12/15/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	59.42
161883 INVOICE: 2037954846	12/07/23	218584	218283	P	12/15/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	29.57
161884 INVOICE: 2037954847	12/07/23	218585	218283	P	12/15/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	50.97
161885 INVOICE: 2037954848	12/07/23	218586	218283	P	12/15/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	1,931.94



CITY OF PARK RIDGE

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
INVOICE:	2037940878										
161886	12/07/23	218587			218283	P	12/15/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	12.13
INVOICE:	2037940465										
161887	12/07/23	218588			218283	P	12/15/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	1,914.18
INVOICE:	2037940466										
161888	12/07/23	218589			218283	P	12/15/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	16.31
INVOICE:	2037940467										
161889	12/07/23	218590			218283	P	12/15/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	16.31
INVOICE:	2037944685										
161890	12/07/23	218591			218283	P	12/15/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	101.95
INVOICE:	2037944686										
161891	12/07/23	218592			218283	P	12/15/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	49.54
INVOICE:	2037944687										
161893	12/07/23	218594			218283	P	12/15/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	14.95
INVOICE:	2037959165										
161894	12/07/23	218595			218283	P	12/15/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	192.03
INVOICE:	2037959166										
161895	12/07/23	218596			218283	P	12/15/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS	45.05
INVOICE:	2037959167										
161896	12/07/23	218597			218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	547.83
INVOICE:	2037918059										
161897	12/07/23	218598			218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	228.07
INVOICE:	2037953876										
161898	12/07/23	218599			218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	75.62
INVOICE:	2037893548										
161899	12/07/23	218600			218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	33.68
INVOICE:	2037893549										
161900	12/07/23	218601			218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	84.19
INVOICE:	2037893550										
161901	12/07/23	218602			218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	20.00
INVOICE:	2037893551										
161902	12/07/23	218603			218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	18.47
INVOICE:	2037893552										
161903	12/07/23	218604			218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	27.34
INVOICE:	2037893553										
161904	12/07/23	218605			218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	36.95
INVOICE:	2037893554										
161905	12/07/23	218606			218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	50.64
INVOICE:	2037893555										
161907	12/07/23	218608			218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	80.22
INVOICE:	2037893556										
161908	12/07/23	218609			218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	38.36
INVOICE:	2037893557										
161909	12/07/23	218610			218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	97.99
INVOICE:	2037893558										
161910	12/07/23	218611			218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	69.79
INVOICE:	2037893559										
161911	12/07/23	218612			218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	68.70
INVOICE:	2037893560										
161912	12/07/23	218613			218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	36.39
INVOICE:	2037893561										

CITY OF PARK RIDGE



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TO FISCAL 2024/12 01/01/2023 TO 12/31/2023

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
161913 INVOICE:	12/07/23	218614		218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 80.17	
161914 INVOICE:	12/07/23	218615		218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 19.43	
161915 INVOICE:	12/07/23	218616		218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 36.55	
161916 INVOICE:	12/07/23	218617		218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 23.34	
161917 INVOICE:	12/07/23	218618		218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 18.28	
161918 INVOICE:	12/07/23	218619		218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 17.29	
161919 INVOICE:	12/07/23	218620		218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 108.23	
161920 INVOICE:	12/07/23	218621		218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 38.06	
161921 INVOICE:	12/07/23	218622		218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 35.64	
161922 INVOICE:	12/07/23	218623		218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 33.59	
161923 INVOICE:	12/07/23	218624		218283	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 18.48	
161924 INVOICE:	12/07/23	218625		218283	P	12/15/23	2015015	954019	LIB RSRCS-CHILDRENS BOOKS 22.43	
161925 INVOICE:	12/07/23	218626		218283	P	12/15/23	2015015	954019	LIB RSRCS-CHILDRENS BOOKS 41.10	
161926 INVOICE:	12/07/23	218627		218283	P	12/15/23	2015015	954019	LIB RSRCS-CHILDRENS BOOKS 39.77	
161927 INVOICE:	12/07/23	218628		218283	P	12/15/23	2015015	954019	LIB RSRCS-CHILDRENS BOOKS 368.79	
161928 INVOICE:	12/07/23	218629		218283	P	12/15/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS 58.50	
161929 INVOICE:	12/07/23	218630		218283	P	12/15/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS 12.71	
161930 INVOICE:	12/07/23	218631		218283	P	12/15/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS 444.08	
161931 INVOICE:	12/07/23	218632		218283	P	12/15/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS 14.41	
161932 INVOICE:	12/07/23	218633		218283	P	12/15/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS 7.27	
161933 INVOICE:	12/07/23	218634		218283	P	12/15/23	2015015	954019	LIB RSRCS-CHILDRENS BOOKS 15.17	
VENDOR TOTALS								183,772.54 YTD INVOICED	187,298.32 YTD PAID	9,692.02
6910 BIBLIOTHECA LLC										
161976 INVOICE:	12/07/23	218677		218284	P	12/15/23	2015013	951100	LIBRARY SUPPLIES	5,731.28
VENDOR TOTALS								29,249.52 YTD INVOICED	29,249.52 YTD PAID	5,731.28

CITY OF PARK RIDGE



PAID INVOICES REPORT

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3729	CASE LOTS INC	12/11/23	218791	218285	P	12/15/23	2015012	952100	BUILDING SUPPLIES	928.70
162090	INVOICE: 21542									
	VENDOR TOTALS		14,553.92	YTD INVOICED				14,932.07	YTD PAID	928.70
300553	CENGAGE LEARNING INC	12/07/23	218678	218286	P	12/15/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	24.80
161977	INVOICE: 83013251									
161978	INVOICE: 83019995	12/07/23	218679	218286	P	12/15/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	25.60
161979	INVOICE: 82983497	12/07/23	218680	218286	P	12/15/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	155.94
161980	INVOICE: 82983176	12/07/23	218681	218286	P	12/15/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	18.39
161981	INVOICE: 82991293	12/07/23	218682	218286	P	12/15/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	24.80
161982	INVOICE: 82994185	12/07/23	218683	218286	P	12/15/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	51.99
161983	INVOICE: 82983294	12/07/23	218684	218286	P	12/15/23	2015015	954002	LIB RSRCS--CHILDREN BOOKS	39.98
	VENDOR TOTALS		12,177.25	YTD INVOICED				12,285.21	YTD PAID	341.50
302631	CHILDRENS PLUS INC	12/07/23	218685	218287	P	12/15/23	2015015	954019	LIB RSRCS--CHILDRENS BOOKS	39.40
161984	INVOICE: 238046									
	VENDOR TOTALS		14,797.45	YTD INVOICED				14,797.45	YTD PAID	39.40
103002	CRIMSON MULTIMEDIA DISTRIBUTION INC	12/07/23	218686	218288	P	12/15/23	2015015	954010	LIB RSRCS--VIDEOGAMES	64.36
161985	INVOICE: 012537									
161986	INVOICE: 012690	12/07/23	218687	218288	P	12/15/23	2015015	954010	LIB RSRCS--VIDEOGAMES	878.12
	VENDOR TOTALS		1,509.24	YTD INVOICED				1,509.24	YTD PAID	942.48
19972	DEMCO INC	12/07/23	218688	218289	P	12/15/23	2015015	938506	GNL CNTRL SVC/PROGRAM	87.98
161987	INVOICE: 7399860									
	VENDOR TOTALS		6,954.21	YTD INVOICED				7,240.32	YTD PAID	87.98
101736	DES PLAINES PUBLIC LIBRARY	12/07/23	218689	218290	P	12/15/23	2015011	951002	OFF SPLS--OTHER SUPPLIES	50.00
161988	INVOICE: ADM120723									
	VENDOR TOTALS		50.00	YTD INVOICED				50.00	YTD PAID	50.00
8496	GORDON FLESCH COMPANY INC									

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VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID
161989 INVOICE: I00875504	12/07/23	218690		218291	P	12/15/23	2015011 935101	EQPT RNTL-LEASE PAYMENTS	1,474.44
VENDOR TOTALS		20,248.05					20,248.05	YTD PAID	1,474.44
5590 CLAIRE GRIEBLER 161990 INVOICE: ADM1207232	12/07/23	218691		218292	P	12/15/23	2015011 933800	CONFERENCES & TRAINING	47.96
VENDOR TOTALS		47.96					47.96	YTD PAID	47.96
7592 JENNIFER HEALY 161991 INVOICE: ADM1207233	12/07/23	218692		218293	P	12/15/23	2015011 933800	CONFERENCES & TRAINING	710.81
VENDOR TOTALS		2,246.84					2,246.84	YTD PAID	710.81
9007 HISTORIC VOICES 161992 INVOICE: ADM1207234	12/07/23	218693		218294	P	12/15/23	2015017 938506	GNL CNTRL SVC/PROGRAM	250.00
VENDOR TOTALS		250.00					250.00	YTD PAID	250.00
7842 INGRAM LIBRARY SERVICES 161993 INVOICE: 67664122	12/07/23	218694		218295	P	12/15/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	151.34
161994 INVOICE: 63002997	12/07/23	218695		218295	P	12/15/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	699.03
161995 INVOICE: 67667924	12/07/23	218696		218295	P	12/15/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	139.09
161997 INVOICE: 63002594	12/07/23	218698		218295	P	12/15/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	15.85
VENDOR TOTALS		24,114.54					24,905.84	YTD PAID	1,005.31
7156 KANOPY LLC 161998 INVOICE: KDEP21696	12/07/23	218699		218296	P	12/15/23	2015017 954012	LIB RSRCS-E-BOOKS	4,000.00
VENDOR TOTALS		8,000.00					8,000.00	YTD PAID	4,000.00
8865 LANGUAGE ACADEMY LLC 161999 INVOICE: ADM1207235	12/07/23	218700		218297	P	12/15/23	2015015 938506	GNL CNTRL SVC/PROGRAM	50.00
VENDOR TOTALS		350.00					350.00	YTD PAID	50.00
2383 LIBRARY FURNITURE INTERNATIONAL INC 162000 INVOICE: 8890	12/07/23	218701		218298	P	12/15/23	2015011 951003	OFF SPLS FURNISHINGS	474.00

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VENDOR TOTALS	474.00 YTD INVOICED	474.00 YTD PAID
1061 MARY MASON 162003 12/07/23 218704 INVOICE: ADM1207236	218299 P 12/15/23 2015015 938506	GNL CNTRL SVC/PROGRAM 100.73
VENDOR TOTALS	615.08 YTD INVOICED	677.75 YTD PAID 100.73
101892 MIDWEST TAPE		
162004 12/07/23 218705	218300 P 12/15/23 2015015 954005	LIB RSRCS-AV/DVD/BLURAY 81.39
INVOICE: 504683111		
162005 12/07/23 218706	218300 P 12/15/23 2015017 954005	LIB RSRCS-AV/DVD/BL 34.53
INVOICE: 504682678		
162006 12/07/23 218707	218300 P 12/15/23 2015017 954005	LIB RSRCS-AV/DVD/BL 41.79
INVOICE: 504682676		
162007 12/07/23 218708	218300 P 12/15/23 2015017 954005	LIB RSRCS-AV/DVD/BL 47.98
INVOICE: 504682629		
162008 12/07/23 218709	218300 P 12/15/23 2015017 954005	LIB RSRCS-AV/DVD/BL 14.99
INVOICE: 504682628		
162009 12/07/23 218710	218300 P 12/15/23 2015017 954005	LIB RSRCS-AV/DVD/BL 13.49
INVOICE: 504682627		
162010 12/07/23 218711	218300 P 12/15/23 2015017 954005	LIB RSRCS-AV/DVD/BL 52.48
INVOICE: 504682626		
162011 12/07/23 218712	218300 P 12/15/23 2015017 954005	LIB RSRCS-AV/DVD/BL 44.98
INVOICE: 504682625		
162012 12/07/23 218713	218300 P 12/15/23 2015017 954005	LIB RSRCS-AV/DVD/BL 37.49
INVOICE: 504682624		
162013 12/07/23 218714	218300 P 12/15/23 2015017 954005	LIB RSRCS-AV/DVD/BL 153.69
INVOICE: 504682622		
162014 12/07/23 218715	218300 P 12/15/23 2015017 954005	LIB RSRCS-AV/DVD/BL 73.47
INVOICE: 504682621		
162015 12/07/23 218716	218300 P 12/15/23 2015017 954005	LIB RSRCS-AV/DVD/BL 19.49
INVOICE: 504682620		
162016 12/07/23 218717	218300 P 12/15/23 2015017 954005	LIB RSRCS-AV/DVD/BL 11.24
INVOICE: 504682609		
162017 12/07/23 218718	218300 P 12/15/23 2015017 954012	LIB RSRCS-E-BOOKS 7,750.00
INVOICE: 504732553		
VENDOR TOTALS	72,854.89 YTD INVOICED	77,528.96 YTD PAID 8,377.01
1193 ORIENTAL TRADING COMPANY INC		
162018 12/07/23 218719	218301 P 12/15/23 2015015 938506	GNL CNTRL SVC/PROGRAM 50.94
INVOICE: 72808734301		
VENDOR TOTALS	273.81 YTD INVOICED	273.81 YTD PAID 50.94
924 OVERDRIVE INC		
162019 12/07/23 218720	218302 P 12/15/23 201 430819	NO. SUB. DIGITAL CONSORTI 3,635.64
INVOICE: 00751C023441023		
162020 12/07/23 218721	218302 P 12/15/23 201 430819	NO. SUB. DIGITAL CONSORTI 231.24

CITY OF PARK RIDGE



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VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO.	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
INVOICE: 00751DA23442278										
162021	12/07/23	218722		218302	P	12/15/23	201	430819	NO. SUB. DIGITAL CONSORTI	1,000.00
INVOICE: H0100678										
162022	12/07/23	218723		218302	P	12/15/23	201	430819	NO. SUB. DIGITAL CONSORTI	26.70
INVOICE: 00751CP23435784										
162023	12/07/23	218724		218302	P	12/15/23	2015017	954012	LIB RSRCS-E-BOOKS	7,750.00
INVOICE: CD007512348496										
162024	12/07/23	218725		218302	P	12/15/23	201	430819	NO. SUB. DIGITAL CONSORTI	977.40
INVOICE: 00751C023428332										
162025	12/07/23	218726		218302	P	12/15/23	201	430819	NO. SUB. DIGITAL CONSORTI	325.97
INVOICE: 00751DA23431240										
VENDOR TOTALS								205,671.45	YTD PAID	13,946.95
3665 DAWN PAHLKE										
162026	12/07/23	218727		218303	P	12/15/23	2015011	951103	STAFF APPRECIATION	6.98
INVOICE: ADM1207237										
VENDOR TOTALS								6.98	YTD PAID	6.98
8790 PLAYAWAY PRODUCTS LLC										
162027	12/07/23	218728		218304	P	12/15/23	2015017	954004	LIB RSRCS-RECORDING AUDIO	157.23
INVOICE: 446950										
VENDOR TOTALS								22,308.73	YTD PAID	157.23
101774 POLONIA BOOKSTORE										
162028	12/07/23	218729		218305	P	12/15/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	205.15
INVOICE: 75359										
VENDOR TOTALS								2,439.80	YTD PAID	205.15
2959 RAMBOLL AMERICAS ENGINEERING SOLUTIONS INC										
162091	12/11/23	218792		218306	P	12/15/23	2015012	996300	BUILDING/BUILDING IMPROVE	1,300.00
INVOICE: 1940032869										
VENDOR TOTALS								1,300.00	YTD PAID	1,300.00
9036 SARAH ROOTS										
162030	12/07/23	218731		218307	P	12/15/23	2015011	933800	CONFERENCES & TRAINING	47.96
INVOICE: ADM1207238										
VENDOR TOTALS								47.96	YTD PAID	47.96
6493 SUN AND MOON YOGA										
162032	12/07/23	218733		218308	P	12/15/23	2015017	938506	GNL CNTRL SVC/PROGRAM	600.00
INVOICE: ADM1207239										
VENDOR TOTALS								7,800.00	YTD PAID	600.00
300439 TODAYS BUSINESS SOLUTIONS INC										



CITY OF PARK RIDGE

PAID INVOICES REPORT

WARRANT: L121623

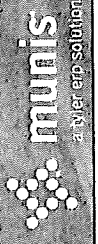
TO FISCAL 2024/12 01/01/2023 TO 12/31/2023

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	AMOUNT
162033	INVOICE: 15639	12/07/23	218734		218309	P	12/15/23	2015011	LIB DATA PROC SV	435.00
162034	INVOICE: 15678	12/07/23	218735		218309	P	12/15/23	2015011	LIB DATA PROC SV	3,859.40
162035	INVOICE: 112723121	12/07/23	218736		218309	P	12/15/23	2015011	GNL CNTRL SVC/TELEPHONE	32.00
VENDOR TOTALS										
5,611.12 YTD INVOICED										
5,611.12 YTD PAID										
8952	TWISTED TREE YOGA CORPORATION	12/07/23	218737		218310	P	12/15/23	2015015	GNL CNTRL SVC/PROGRAM	120.00
162036	INVOICE: AD12072310	12/07/23	218737		218310	P	12/15/23	2015015	GNL CNTRL SVC/PROGRAM	120.00
VENDOR TOTALS										
465.00 YTD INVOICED										
465.00 YTD PAID										
4402	VERIFY	12/07/23	218738		218311	P	12/15/23	2015011	LIB RECRUIT & TESTING	3.00
162037	INVOICE: ADWL2072311	12/07/23	218738		218311	P	12/15/23	2015011	LIB RECRUIT & TESTING	3.00
VENDOR TOTALS										
1,418.95 YTD INVOICED										
1,418.95 YTD PAID										
6235	SARAH VESSALO	12/07/23	218739		218312	P	12/15/23	2015017	GNL CNTRL SVC/PROGRAM	30.00
162038	INVOICE: ADWL2072312	12/07/23	218739		218312	P	12/15/23	2015017	GNL CNTRL SVC/PROGRAM	30.00
VENDOR TOTALS										
186.37 YTD INVOICED										
186.37 YTD PAID										
8881	VOGUE PRINTERS INC	12/07/23	218740		218313	P	12/15/23	2015011	PUBLIC RELATIONS NEWSLETT	5,360.00
162039	INVOICE: 21535	12/07/23	218740		218313	P	12/15/23	2015011	PUBLIC RELATIONS NEWSLETT	5,360.00
VENDOR TOTALS										
19,347.87 YTD INVOICED										
19,347.87 YTD PAID										
300800	WAREHOUSE DIRECT INC	12/11/23	218793		218314	P	12/15/23	2015011	OFF SPLS--OTHER SUPPLIES	6.04
162092	INVOICE: 55961691	12/11/23	218793		218314	P	12/15/23	2015011	OFF SPLS--OTHER SUPPLIES	6.04
VENDOR TOTALS										
6,126.20 YTD INVOICED										
6,392.48 YTD PAID										
REPORT TOTALS										
COUNT										
TOTAL PRINTED CHECKS 40										
AMOUNT 69,603.22										

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

**City of Park Ridge, IL
Warrant List Fund Totals
12/31/2023**

Fund	Description	Amount
201	Library Fund	\$107,956.13
201	Grant Fund	\$0.00
201	North Suburban	\$845.06
<hr/>		
	Report Total	\$ 108,801.19



CITY OF PARK RIDGE

PAID INVOICES REPORT

WARRANT: L123123

TO FISCAL 2024/12 01/01/2023 TO 12/31/2023

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5132	ADP, INC. 162410 INVOICE: 649057032	12/21/23 219113 12/21/23 219118	218382 P 12/29/23 2015011 938509	GNL CNTRL SVC/PAYROLL	1,131.85
	VENDOR TOTALS	141,757.73 YTD INVOICED	152,811.26 YTD PAID		1,131.85
1136	ADVOCATE HEALTH AND HOSPITALS CORPORATION 162415 INVOICE: 852562	12/21/23 219118 12/21/23 219118	218383 P 12/29/23 2015011 933100	LIB RECRUIT & TESTING	52.00
	VENDOR TOTALS	4,483.00 YTD INVOICED	5,233.00 YTD PAID		52.00
48	ALLIANCE ENTERTAINMENT 162417 INVOICE: PLS76915250	12/21/23 219120 12/21/23 219120	218384 P 12/29/23 2015017 954015	LIB RSRCS-RECORDINGS MUSI	293.67
	VENDOR TOTALS	4,692.20 YTD INVOICED	4,845.19 YTD PAID		293.67
302670	AMAZON CAPITAL SERVICES 162418 INVOICE: 13PGMFWY1VVG 162420 INVOICE: 1R7YWF3FYKN 162424 INVOICE: 1XK66XRPP4VG 162425 INVOICE: 1XPN3HXNNV4T 162426 INVOICE: 1LLTPT96QXRLN 162427 INVOICE: 1KW3QJHRK3NC 162428 INVOICE: 1WRTV3D6M091 162429 INVOICE: 19VXHV3KW71Y 162430 INVOICE: 1LLCMKPDMMKTT3 162431 INVOICE: 17JGNC1FDYQP 162432 INVOICE: 1M34Q4KCQ9NJ 162433 INVOICE: 1HPDXLMY9LCW 162434 INVOICE: 1WRTV3D67MN6 162435 INVOICE: 1MVM9JVLVRVG 162436 INVOICE: 1NMKR3M76RMK 162437 INVOICE: 1H19RR7YTGKR	12/21/23 219121 12/21/23 219123 12/21/23 219127 12/21/23 219128 12/21/23 219129 12/21/23 219130 12/21/23 219131 12/21/23 219132 12/21/23 219133 12/21/23 219134 12/21/23 219135 12/21/23 219136 12/21/23 219137 12/21/23 219138 12/21/23 219139 12/21/23 219140	218385 P 12/29/23 2015017 951102 218385 P 12/29/23 2015013 951100 218385 P 12/29/23 2015013 951100 218385 P 12/29/23 2015015 954010 218385 P 12/29/23 2015017 954017 218385 P 12/29/23 2015015 954010 218385 P 12/29/23 2015017 954005 218385 P 12/29/23 2015012 932103 218385 P 12/29/23 2015011 952000 218385 P 12/29/23 2015015 954019 218385 P 12/29/23 2015015 954019 218385 P 12/29/23 2015015 954002 218385 P 12/29/23 2015017 954001 218385 P 12/29/23 2015017 954017 218385 P 12/29/23 2015017 954017	LIBRARY SUPPLIES - MAKERS LIBRARY SUPPLIES LIBRARY SUPPLIES LIB RSRCS-VIDEOGAMES LIB RSRCS-ADULT BOOKS NF LIB RSRCS-VIDEOGAMES LIB RSRCS-AV/DVD/BL BLDG MNT CNTR-GENL MAINT MATERIALS LIB RSRCS-CHILDRENS BOOKS LIB RSRCS-CHILDRENS BOOKS LIB RSRCS-CHILDRENS BOOKS LIB RSRCS-CHILDREN BOOKS LIB RSRCS--ADULT BOOKS FI LIB RSRCS-ADULT BOOKS NF LIB RSRCS-ADULT BOOKS NF	97.56 10.83 71.99 39.99 100.02 -53.95 87.00 110.00 64.99 29.69 56.28 24.95 36.58 25.91 104.29 66.14

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L123123

TO FISCAL 2024/12 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 INVOICED
162438 INVOICE:	12/21/23	219141		218385	P	12/29/23	2015017	951102 LIBRARY SUPPLIES - MAKERS	109.47	
162439 INVOICE:	12/21/23	219142		218385	P	12/29/23	2015015	951100 LIBRARY SUPPLIES	-49.95	
162440 INVOICE:	12/21/23	219143		218385	P	12/29/23	2015012	952100 BUILDING SUPPLIES	49.95	
162441 INVOICE:	12/21/23	219144		218385	P	12/29/23	2015011	951103 STAFF APPRECIATION	15.99	
162442 INVOICE:	12/21/23	219145		218385	P	12/29/23	2015016	951100 LIBRARY SUPPLIES	26.78	
162443 INVOICE:	12/21/23	219146		218385	P	12/29/23	2015013	951100 LIBRARY SUPPLIES	27.34	
162444 INVOICE:	12/21/23	219147		218385	P	12/29/23	2015013	951100 LIBRARY SUPPLIES	99.99	
162445 INVOICE:	12/21/23	219148		218385	P	12/29/23	2015015	954002 LIB RSRCS-CHILDREN BOOKS	172.84	
162446 INVOICE:	12/21/23	219149		218385	P	12/29/23	2015015	951100 LIBRARY SUPPLIES	44.47	
162447 INVOICE:	12/21/23	219150		218385	P	12/29/23	2015011	952000 MATERIALS	8.95	
VENDOR TOTALS									77,680.67	YTD INVOICED
3596 ANGELA BERGER									60,690.12	YTD PAID
162450 INVOICE:	12/21/23	219153		218386	P	12/29/23	2015011	951100 LIBRARY SUPPLIES	51.01	
ADMIN21233										
VENDOR TOTALS									313.01	YTD INVOICED
101020 BAKER AND TAYLOR BOOKS									313.01	YTD PAID
162282 INVOICE:	12/21/23	218985		218387	P	12/29/23	2015017	954017 LIB RSRCS-ADULT BOOKS NF	104.28	
2037996128										
162284 INVOICE:	12/21/23	218987		218387	P	12/29/23	2015017	954017 LIB RSRCS-ADULT BOOKS NF	47.99	
2037984478										
162285 INVOICE:	12/21/23	218988		218387	P	12/29/23	2015017	954017 LIB RSRCS-ADULT BOOKS NF	19.63	
2037984479										
162286 INVOICE:	12/21/23	218989		218387	P	12/29/23	2015017	954017 LIB RSRCS-ADULT BOOKS NF	69.56	
2037984480										
162287 INVOICE:	12/21/23	218990		218387	P	12/29/23	2015017	954017 LIB RSRCS-ADULT BOOKS NF	58.81	
2037984481										
162288 INVOICE:	12/21/23	218991		218387	P	12/29/23	2015017	954017 LIB RSRCS-ADULT BOOKS NF	54.96	
2037984482										
162289 INVOICE:	12/21/23	218992		218387	P	12/29/23	2015017	954017 LIB RSRCS-ADULT BOOKS NF	20.35	
2037984483										
162290 INVOICE:	12/21/23	218993		218387	P	12/29/23	2015017	954017 LIB RSRCS-ADULT BOOKS NF	21.52	
2037994484										
162291 INVOICE:	12/21/23	218994		218387	P	12/29/23	2015017	954017 LIB RSRCS-ADULT BOOKS NF	376.53	
2037984485										
162292 INVOICE:	12/21/23	218995		218387	P	12/29/23	2015017	954017 LIB RSRCS-ADULT BOOKS NF	33.92	
2037973418										
162293 INVOICE:	12/21/23	218996		218387	P	12/29/23	2015017	954017 LIB RSRCS-ADULT BOOKS NF	44.40	

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INVOICE: 2037973419										
162295	12/21/23	218998		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	16.46
INVOICE: 2037973420										
162296	12/21/23	218999		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	24.55
INVOICE: 2037973421										
162297	12/21/23	219000		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	21.86
INVOICE: 2037973422										
162298	12/21/23	219001		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	68.26
INVOICE: 2037973423										
162299	12/21/23	219002		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	37.46
INVOICE: 2037973424										
162300	12/21/23	219003		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	73.16
INVOICE: 2037973425										
162301	12/21/23	219004		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	146.64
INVOICE: 2037979765										
162302	12/21/23	219005		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	40.76
INVOICE: 2037935657										
162303	12/21/23	219006		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	18.28
INVOICE: 2037935658										
162304	12/21/23	219007		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	35.30
INVOICE: 2037935659										
162305	12/21/23	219008		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	24.43
INVOICE: 2037935660										
162306	12/21/23	219009		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	99.40
INVOICE: 2037935661										
162307	12/21/23	219010		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	38.39
INVOICE: 2037935662										
162308	12/21/23	219011		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	47.09
INVOICE: 2037929125										
162309	12/21/23	219012		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	41.57
INVOICE: 2037929126										
162310	12/21/23	219013		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	17.28
INVOICE: 2037929127										
162311	12/21/23	219014		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	20.74
INVOICE: 2037929128										
162312	12/21/23	219015		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	59.33
INVOICE: 2037929129										
162313	12/21/23	219016		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	17.90
INVOICE: 2037929130										
162314	12/21/23	219017		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	38.56
INVOICE: 2037929131										
162315	12/21/23	219018		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	55.82
INVOICE: 2037929132										
162316	12/21/23	219019		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	269.91
INVOICE: 2037929133										
162317	12/21/23	219020		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	57.71
INVOICE: 2037943449										
162318	12/21/23	219021		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	13.23
INVOICE: 2037943450										
162319	12/21/23	219022		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF	56.83
INVOICE: 2037943451										

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162320 INVOICE: 2037943452	12/21/23	219023		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 24.24
162321 INVOICE: 2037943452	12/21/23	219024		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 16.16
162322 INVOICE: 2037943453	12/21/23	219025		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 19.63
162323 INVOICE: 2037943454	12/21/23	219026		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 31.55
162324 INVOICE: 2037943455	12/21/23	219027		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 19.63
162325 INVOICE: 2037943456	12/21/23	219028		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 54.79
162326 INVOICE: 2037943457	12/21/23	219029		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 24.24
162327 INVOICE: 2037943458	12/21/23	219030		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 14.72
162328 INVOICE: 2037943459	12/21/23	219031		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 18.47
162329 INVOICE: 2037943460	12/21/23	219032		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 381.53
162330 INVOICE: 2037943461	12/21/23	219033		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 87.35
162331 INVOICE: 2037961037	12/21/23	219034		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 122.89
162332 INVOICE: 2037961038	12/21/23	219035		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 24.03
162333 INVOICE: 2037961039	12/21/23	219036		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 18.48
162334 INVOICE: 2037961041	12/21/23	219037		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 47.18
162335 INVOICE: 2037961042	12/21/23	219038		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 19.92
162336 INVOICE: 2037961043	12/21/23	219039		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 15.47
162337 INVOICE: 2037941044	12/21/23	219040		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 38.11
162338 INVOICE: 2037961045	12/21/23	219041		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 49.11
162339 INVOICE: 037961046	12/21/23	219042		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 244.72
162340 INVOICE: 2037961047	12/21/23	219043		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 47.72
162341 INVOICE: 2037941048	12/21/23	219044		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 49.64
162342 INVOICE: 2037941049	12/21/23	219045		218387	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF 18.48
162343 INVOICE: 2037961040	12/21/23	219046		218387	P	12/29/23	2015017	954011	LIB RSRCS -MWL 430.71
162344 INVOICE: 2037974871	12/21/23	219047		218387	P	12/29/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS 16.16
162345 INVOICE: 2037974947	12/21/23	219048		218387	P	12/29/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS 84.26



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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
INVOICE:	2037974948										
162346	12/21/23	219049			218387	P	12/29/23	2015015	954002	LIB RSRCS--CHILDREN BOOKS	11.53
INVOICE:	2037962898										
162347	12/21/23	219050			218387	P	12/29/23	2015015	954002	LIB RSRCS--CHILDREN BOOKS	9.70
INVOICE:	2037989558										
162348	12/21/23	219051			218387	P	12/29/23	2015015	954002	LIB RSRCS--CHILDREN BOOKS	5.46
INVOICE:	2037989559										
162349	12/21/23	219052			218387	P	12/29/23	2015015	954002	LIB RSRCS--CHILDREN BOOKS	9.11
INVOICE:	2037989560										
162350	12/21/23	219053			218387	P	12/29/23	2015015	954019	LIB RSRCS--CHILDRENS BOOKS	48.79
INVOICE:	2037961732										
162351	12/21/23	219054			218387	P	12/29/23	2015015	954002	LIB RSRCS--CHILDREN BOOKS	19.59
INVOICE:	2037974949										
162352	12/21/23	219055			218387	P	12/29/23	2015015	954019	LIB RSRCS--CHILDRENS BOOKS	101.53
INVOICE:	2037965783										
162353	12/21/23	219056			218387	P	12/29/23	2015015	954019	LIB RSRCS--CHILDRENS BOOKS	559.52
INVOICE:	2037978689										
162354	12/21/23	219057			218387	P	12/29/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	49.33
INVOICE:	2037942544										
162356	12/21/23	219059			218387	P	12/29/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	18.82
INVOICE:	2038002054										
162357	12/21/23	219060			218387	P	12/29/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	172.33
INVOICE:	2038002663										
162358	12/21/23	219061			218387	P	12/29/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	360.80
INVOICE:	2037978626										
162359	12/21/23	219062			218387	P	12/29/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	666.85
INVOICE:	2037942550										
162360	12/21/23	219063			218387	P	12/29/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	95.36
INVOICE:	2037942548										
162361	12/21/23	219064			218387	P	12/29/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	14.22
INVOICE:	2037988812										
162362	12/21/23	219065			218387	P	12/29/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	13.68
INVOICE:	2037988813										
162364	12/21/23	219067			218387	P	12/29/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	19.63
INVOICE:	2037988814										
162365	12/21/23	219068			218387	P	12/29/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	51.89
INVOICE:	2037988425										
162366	12/21/23	219069			218387	P	12/29/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	19.37
INVOICE:	2037974255										
162367	12/21/23	219070			218387	P	12/29/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	53.11
INVOICE:	2037974256										
162368	12/21/23	219071			218387	P	12/29/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	16.42
INVOICE:	2037974257										
162371	12/21/23	219074			218387	P	12/29/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	36.94
INVOICE:	2037974258										
162372	12/21/23	219075			218387	P	12/29/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	39.81
INVOICE:	2037974259										
162373	12/21/23	219076			218387	P	12/29/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	28.11
INVOICE:	2037975234										
162374	12/21/23	219077			218387	P	12/29/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI	20.97
INVOICE:	2037942546										

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162375 INVOICE: 2037942547	12/21/23	219078		218387	P	12/29/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	35.82
162376 INVOICE: 2037942549	12/21/23	219079		218387	P	12/29/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	30.39
162377 INVOICE: 2037953564	12/21/23	219080		218387	P	12/29/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	13.07
162379 INVOICE: 2037953565	12/21/23	219082		218387	P	12/29/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	48.27
162381 INVOICE: 2037953566	12/21/23	219084		218387	P	12/29/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	35.23
162382 INVOICE: 2037953567	12/21/23	219085		218387	P	12/29/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	11.25
162383 INVOICE: 2037953568	12/21/23	219086		218387	P	12/29/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	24.02
162384 INVOICE: 2037964334	12/21/23	219087		218387	P	12/29/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	109.96
162385 INVOICE: 2037942545	12/21/23	219088		218387	P	12/29/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	8.21
162386 INVOICE: 2037986394	12/21/23	219089		218387	P	12/29/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	152.63
162387 INVOICE: 2037977802	12/21/23	219090		218387	P	12/29/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	92.43
162388 INVOICE: 0003290759	12/21/23	219091		218387	P	12/29/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	-259.43
162389 INVOICE: 2037992674	12/21/23	219092		218387	P	12/29/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	260.84
162390 INVOICE: 2037972924	12/21/23	219093		218387	P	12/29/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	1,181.63
162391 INVOICE: 2037974852	12/21/23	219094		218387	P	12/29/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	1,013.19
162392 INVOICE: 037969846	12/21/23	219095		218387	P	12/29/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	93.62
162394 INVOICE: 2037986392	12/21/23	219097		218387	P	12/29/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	30.59
162395 INVOICE: 2037986393	12/21/23	219098		218387	P	12/29/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	57.08
162396 INVOICE: 2037986395	12/21/23	219099		218387	P	12/29/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	32.95
162397 INVOICE: 2037992672	12/21/23	219100		218387	P	12/29/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.55
162398 INVOICE: 2037992675	12/21/23	219101		218387	P	12/29/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	16.31
162399 INVOICE: 2037977803	12/21/23	219102		218387	P	12/29/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	75.60
162400 INVOICE: 2037977804	12/21/23	219103		218387	P	12/29/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	13.86
162401 INVOICE: 2037972922	12/21/23	219104		218387	P	12/29/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.55
162402 INVOICE: 2037972923	12/21/23	219105		218387	P	12/29/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	25.31
162403	12/21/23	219106		218387	P	12/29/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	19.36



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INVOICE: 2037969840
 162404 12/21/23 219107 218387 P 12/29/23 2015015 954002 LIB RSRCS--CHILDREN BOOKS 16.31
 INVOICE: 2037949841
 162405 12/21/23 219108 218387 P 12/29/23 2015015 954002 LIB RSRCS--CHILDREN BOOKS 16.31
 INVOICE: 2037969842
 162406 12/21/23 219109 218387 P 12/29/23 2015015 954002 LIB RSRCS--CHILDREN BOOKS 39.24
 INVOICE: 2037969843
 162407 12/21/23 219110 218387 P 12/29/23 2015015 954002 LIB RSRCS--CHILDREN BOOKS 61.59
 INVOICE: 2037969844
 162408 12/21/23 219111 218387 P 12/29/23 2015015 954002 LIB RSRCS--CHILDREN BOOKS 52.41
 INVOICE: 2037969845
 162409 12/21/23 219112 218387 P 12/29/23 2015015 954002 LIB RSRCS--CHILDREN BOOKS 3.63
 INVOICE: 2037992673

VENDOR TOTALS 193,662.25 YTD INVOICED 197,188.03 YTD PAID 9,889.71

489 BLACKSTONE AUDIO INC
 162452 12/21/23 219155 218388 P 12/29/23 2015017 954004 LIB RSRCS-RECORDING AUDIO 651.83
 INVOICE: 2131087
 162453 12/21/23 219156 218388 P 12/29/23 2015017 954004 LIB RSRCS-RECORDING AUDIO 77.89
 INVOICE: 2130801

VENDOR TOTALS 9,251.01 YTD INVOICED 9,289.96 YTD PAID 729.72

6996 BUREAU OF EDUCATION & RESEARCH INC
 162451 12/21/23 219154 218389 P 12/29/23 2015011 933800 CONFERENCES & TRAINING 295.00
 INVOICE: 5139546

VENDOR TOTALS 295.00 YTD INVOICED 295.00 YTD PAID 295.00

300553 CENGAGE LEARNING INC
 162454 12/21/23 219157 218390 P 12/29/23 2015017 954001 LIB RSRCS--ADULT BOOKS FI 208.73
 INVOICE: 83034656
 162455 12/21/23 219158 218390 P 12/29/23 2015017 954001 LIB RSRCS--ADULT BOOKS FI 31.99
 INVOICE: 83039379
 162456 12/21/23 219159 218390 P 12/29/23 2015017 954001 LIB RSRCS--ADULT BOOKS FI 28.79
 INVOICE: 83042398
 162457 12/21/23 219160 218390 P 12/29/23 2015017 954001 LIB RSRCS--ADULT BOOKS FI 51.18
 INVOICE: 83046152
 162458 12/21/23 219161 218390 P 12/29/23 2015017 954001 LIB RSRCS--ADULT BOOKS FI 63.98
 INVOICE: 83046402
 162459 12/21/23 219162 218390 P 12/29/23 2015017 954001 LIB RSRCS--ADULT BOOKS FI 31.99
 INVOICE: 83059958

VENDOR TOTALS 12,593.91 YTD INVOICED 12,701.87 YTD PAID 416.66

13239 CENTER OF CONCERN
 162460 12/21/23 219163 218391 P 12/29/23 2015017 938506 GNL CNTRL SVC/PROGRAM 200.00
 INVOICE: ADM1221234

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VENDOR TOTALS		2,400.00	YTD	INVOICED	2,400.00	YTD	PAID	200.00
303044	CENTER POINT INC							
	162461	12/21/23	219164	218392	P	12/29/23	2015017	954001
	INVOICE:	2062012						
	162462	12/21/23	219165	218392	P	12/29/23	2015017	954001
	INVOICE:	2032774						
	162463	12/21/23	219166	218392	P	12/29/23	2015017	954001
	INVOICE:	2033961						
VENDOR TOTALS		1,115.08	YTD	INVOICED	1,143.75	YTD	PAID	144.20
5814	CHASE							
	162464	12/21/23	219167	218393	P	12/29/23	2015011	931700
	INVOICE:	ADM1221235						
	162464	12/21/23	219167	218393	P	12/29/23	2015011	936000
	INVOICE:	ADM1221235						
	162464	12/21/23	219167	218393	P	12/29/23	2015011	951003
	INVOICE:	ADM1221235						
	162464	12/21/23	219167	218393	P	12/29/23	2015011	952000
	INVOICE:	ADM1221235						
	162464	12/21/23	219167	218393	P	12/29/23	2015011	951103
	INVOICE:	ADM1221235						
	162464	12/21/23	219167	218393	P	12/29/23	2015012	932103
	INVOICE:	ADM1221235						
	162464	12/21/23	219167	218393	P	12/29/23	2015017	954003
	INVOICE:	ADM1221235						
VENDOR TOTALS		39,961.45	YTD	INVOICED	42,786.20	YTD	PAID	3,411.94
102908	COMPUTER VIEW INC							
	162466	12/21/23	219169	218394	P	12/29/23	2015011	952000
	INVOICE:	29863						
	162467	12/21/23	219170	218394	P	12/29/23	2015011	952000
	INVOICE:	29862						
	162468	12/21/23	219171	218394	P	12/29/23	2015011	990800
	INVOICE:	29861						
VENDOR TOTALS		214,778.70	YTD	INVOICED	214,778.70	YTD	PAID	12,344.00
103002	CRIMSON MULTIMEDIA DISTRIBUTION INC							
	162469	12/21/23	219172	218395	P	12/29/23	2015015	954010
	INVOICE:	012834						
	162470	12/21/23	219173	218395	P	12/29/23	2015015	954010
	INVOICE:	012835						
VENDOR TOTALS		1,694.85	YTD	INVOICED	1,694.85	YTD	PAID	185.61
19972	DEMCO INC							
	162471	12/21/23	219174	218396	P	12/29/23	2015013	951100
VENDOR TOTALS								118.50

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	754.51	358.88	1,231.89	190.00	190.00	176.85	176.85	852.00	852.00	296.76	296.76	125.00	125.00	221.49	238.78	376.63	78.46	90.82	309.72		
	INVOICE: 7410492																													
	162472	12/21/23	219175		218396	P	12/29/23	2015013	951100	LIBRARY SUPPLIES																				
	INVOICE: 7409559																													
	162473	12/21/23	219176		218396	P	12/29/23	2015013	951100	LIBRARY SUPPLIES																				
	INVOICE: 7411688																													
	VENDOR TOTALS									8,472.21	YTD PAID																			
9009	FAMBRO MANAGEMENT LLC																													
	162475	12/21/23	219178		218397	P	12/29/23	2015015	938506	GNL CNTRL SVC/PROGRAM																				
	INVOICE: ADM121238																													
	VENDOR TOTALS									380.00	YTD PAID																			
5535	FOREST SECURITY																													
	162476	12/21/23	219179		218398	P	12/29/23	2015012	932103	BLDG MNT CNTR-GENL MAINT																				
	INVOICE: 161641																													
	VENDOR TOTALS									707.40	YTD PAID																			
301264	FOX VALLEY FIRE AND SAFETY																													
	162477	12/21/23	219180		218399	P	12/29/23	2015012	932103	BLDG MNT CNTR-GENL MAINT																				
	INVOICE: IN0066862																													
	VENDOR TOTALS									11,405.85	YTD INVOICED																			
8496	GORDON FLESH COMPANY INC																													
	162547	12/21/23	219250		218400	P	12/29/23	2015011	935101	EQPT RNTL-LEASE PAYMENTS																				
	INVOICE: IN1494876																													
	VENDOR TOTALS									20,544.81	YTD INVOICED																			
5041	TIFFANY ANN GATES ETCHHELL																													
	162478	12/21/23	219181		218401	P	12/29/23	2015015	938506	GNL CNTRL SVC/PROGRAM																				
	INVOICE: ADM121239																													
	VENDOR TOTALS									1,575.00	YTD INVOICED																			
7842	INGRAM LIBRARY SERVICES																													
	162479	12/21/23	219182		218402	P	12/29/23	2015015	954019	LIB RSRCS-CHILDRENS BOOKS																				
	INVOICE: 63010949																													
	162480	12/21/23	219183		218402	P	12/29/23	2015017	954001	LIB RSRCS--ADULT BOOKS FI																				
	INVOICE: 63010960																													
	162481	12/21/23	219184		218402	P	12/29/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS																				
	INVOICE: 63010986																													
	162482	12/21/23	219185		218402	P	12/29/23	2015015	954019	LIB RSRCS-CHILDRENS BOOKS																				
	INVOICE: 67669461																													
	162483	12/21/23	219186		218402	P	12/29/23	2015015	954002	LIB RSRCS-CHILDREN BOOKS																				
	INVOICE: 67669462																													
	162484	12/21/23	219187		218402	P	12/29/23	2015017	954017	LIB RSRCS-ADULT BOOKS NF																				
	INVOICE: 63009450																													

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VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID
VENDOR TOTALS				25,430.44				YTD INVOICED	26,221.74
5221 GARY KANTOR	12/21/23	219188		218403	P	12/29/23	2015015	938506	GNL CNTRL SVC/PROGRAM
162485									600.00
INVOICE: ADM122223									600.00
VENDOR TOTALS				600.00				YTD INVOICED	600.00
301833 LAKESHORE LEARNING MATERIALS	12/21/23	219189		218404	P	12/29/23	2015015	938506	GNL CNTRL SVC/PROGRAM
162486									761.22
INVOICE: 687532120523									761.22
VENDOR TOTALS				1,392.57				YTD INVOICED	1,392.57
6267 LIBRARIES FIRST	12/21/23	219190		218405	P	12/29/23	2015015	938506	GNL CNTRL SVC/PROGRAM
162487									360.00
INVOICE: 8753									360.00
VENDOR TOTALS				720.00				YTD INVOICED	720.00
7283 LIBRARY IDEAS LLC	12/21/23	219191		218406	P	12/29/23	2015015	954004	LIB RSRCS-RECORDING AUDIO
162488									43.96
INVOICE: 104938									43.96
VENDOR TOTALS				375.72				YTD INVOICED	375.72
8580 MADELINE MCGUIRE	12/21/23	219192		218407	P	12/29/23	2015011	933800	CONFERENCES & TRAINING
162489									36.78
INVOICE: ADM1222232									36.78
VENDOR TOTALS				678.01				YTD INVOICED	678.01
7835 MARK ANDERSON	12/21/23	219151		218408	P	12/29/23	2015015	938506	GNL CNTRL SVC/PROGRAM
162448									650.00
INVOICE: ADM122123									650.00
VENDOR TOTALS				1,350.00				YTD INVOICED	1,350.00
9043 MICK ARCHER MUSIC	12/21/23	219152		218409	P	12/29/23	2015017	938506	GNL CNTRL SVC/PROGRAM
162449									450.00
INVOICE: ADM1221232									450.00
VENDOR TOTALS				450.00				YTD INVOICED	450.00
101892 MIDWEST TAPE	12/21/23	219193		218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL
162490									184.41
INVOICE: 504776436									184.41
162491	12/21/23	219194		218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL
									22.49
INVOICE: 504797895									22.49
162492	12/21/23	219195		218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL
									22.49

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INVOICE: 162493	504797894	12/21/23	219196	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	124.44
INVOICE: 162494	504797893	12/21/23	219197	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	124.45
INVOICE: 162495	504797892	12/21/23	219198	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	217.39
INVOICE: 162496	504736895	12/21/23	219199	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	23.99
INVOICE: 162497	504797890	12/21/23	219200	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	30.98
INVOICE: 162498	504791459	12/21/23	219201	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	18.74
INVOICE: 162499	504791458	12/21/23	219202	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	78.71
INVOICE: 162500	504791457	12/21/23	219203	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	24.78
INVOICE: 162501	504747144	12/21/23	219204	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	157.17
INVOICE: 162502	504747143	12/21/23	219205	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	49.31
INVOICE: 162503	504747141	12/21/23	219206	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	37.49
INVOICE: 162504	504736899	12/21/23	219207	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	72.21
INVOICE: 162505	504736898	12/21/23	219208	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	89.21
INVOICE: 162506	504736896	12/21/23	219209	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	52.48
INVOICE: 162507	504736933	12/21/23	219210	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	104.97
INVOICE: 162508	504736932	12/21/23	219211	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	80.22
INVOICE: 162509	504736931	12/21/23	219212	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	48.98
INVOICE: 162510	504736930	12/21/23	219213	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	39.54
INVOICE: 162511	504713147	12/21/23	219214	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	34.53
INVOICE: 162512	504713146	12/21/23	219215	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	169.41
INVOICE: 162513	504759189	12/21/23	219216	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	71.45
INVOICE: 162514	504759187	12/21/23	219217	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	52.48
INVOICE: 162515	504759185	12/21/23	219218	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	137.19
INVOICE: 162516	504759184	12/21/23	219219	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	121.20
INVOICE: 162517	504759183	12/21/23	219220	218410	P	12/29/23	2015017	954005	LIB RSRCS-AV/DVD/BL	44.98
INVOICE: 504759200										

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162518	INVOICE: 504759201	12/21/23	219221		218410	P	12/29/23	2015017	LIB RSRCS-AV/DVD/BL	44.98	
162519	INVOICE: 504759202	12/21/23	219222		218410	P	12/29/23	2015017	LIB RSRCS-AV/DVD/BL	13.49	
162520	INVOICE: 504759188	12/21/23	219223		218410	P	12/29/23	2015017	LIB RSRCS-AV/DVD/BL	12.73	
162521	INVOICE: 504747145	12/21/23	219224		218410	P	12/29/23	2015015	LIB RSRCS-AV/DVD/BLURAY	30.76	
162522	INVOICE: 504747147	12/21/23	219225		218410	P	12/29/23	2015015	LIB RSRCS-AV/DVD/BLURAY	100.52	
162523	INVOICE: 504736808	12/21/23	219226		218410	P	12/29/23	2015015	LIB RSRCS-AV/DVD/BLURAY	59.98	
162524	INVOICE: 504736806	12/21/23	219227		218410	P	12/29/23	2015015	LIB RSRCS-AV/DVD/BLURAY	59.98	
162525	INVOICE: 504746965	12/21/23	219228		218410	P	12/29/23	2015015	LIB RSRCS-AV/DVD/BLURAY	100.52	
VENDOR TOTALS									75,513.54 YTD INVOICED	80,187.61 YTD PAID	2,658.65
57766	NICOR GAS	12/21/23	219229		218411	P	12/29/23	2015012	NATURAL GAS	2,333.93	
162526	INVOICE: ADM1222233										
VENDOR TOTALS									48,564.02 YTD INVOICED	71,948.90 YTD PAID	2,333.93
924	OVERDRIVE INC	12/21/23	219230		218412	P	12/29/23	201	NO. SUB. DIGITAL CONSORTI	54.95	
162527	INVOICE: 00751DA23448998				218412	P	12/29/23	201	NO. SUB. DIGITAL CONSORTI	790.11	
162528	INVOICE: 00751CO23447311										
VENDOR TOTALS									202,497.94 YTD INVOICED	206,516.51 YTD PAID	845.06
8790	PLAYAWAY PRODUCTS LLC	12/21/23	219233		218413	P	12/29/23	2015015	LIB RSRCS-RECORDING AUDIO	54.99	
162530	INVOICE: 448086				218413	P	12/29/23	2015015	LIB RSRCS-RECORDING AUDIO	175.47	
162531	INVOICE: 448744				218413	P	12/29/23	2015017	LIB RSRCS-RECORDING AUDIO	416.44	
162532	INVOICE: 448574				218413	P	12/29/23	2015017	LIB RSRCS-RECORDING AUDIO	63.74	
162533	INVOICE: 448690										
VENDOR TOTALS									23,019.37 YTD INVOICED	23,019.37 YTD PAID	710.64
4023	RAINBOW ANIMAL ASSISTED THERAPY	12/21/23	219237		218414	P	12/29/23	2015015	GNL CNTRL SVC/PROGRAM	50.00	
162534	INVOICE: ADM1222234										
VENDOR TOTALS									1,050.00 YTD INVOICED	1,200.00 YTD PAID	50.00

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7912 ROBERT K CHASE 162465 INVOICE: ADM1221236	12/21/23	219168		218415	P	12/29/23	2015015	GNL CNTRL SVC/PROGRAM	150.00
VENDOR TOTALS								2,250.00 YTD PAID	150.00
102551 CACINI INC 162535 INVOICE: 44332	12/21/23	219238		218416	P	12/29/23	2015011	PUBLIC RELATIONS	74.25
162536 INVOICE: 44326	12/21/23	219239		218416	P	12/29/23	2015011	PUBLIC RELATIONS	375.25
VENDOR TOTALS								10,233.00 YTD PAID	449.50
8996 STUCKEY CONSTRUCTION 162537 INVOICE: ADM1222235	12/21/23	219240		218417	P	12/29/23	2015012	BUILDING/BUILDING IMPROVE	62,919.90
VENDOR TOTALS								195,826.50 YTD PAID	62,919.90
2193 VERIZON WIRELESS 162540 INVOICE: 9950625674	12/21/23	219243		218418	P	12/29/23	2015011	GNL CNTRL SVC/TELEPHONE	138.82
VENDOR TOTALS								63,192.13 YTD PAID	138.82
6235 SARAH VESSALO 162541 INVOICE: ADM1222236	12/21/23	219244		218419	P	12/29/23	2015011	CONFERENCES & TRAINING	13.23
VENDOR TOTALS								199.60 YTD PAID	13.23
300800 WAREHOUSE DIRECT INC 162542 INVOICE: 56224750	12/21/23	219245		218420	P	12/29/23	2015011	OFF SPLS--PHOTOCOPY	172.31
162543 INVOICE: 56293400	12/21/23	219246		218420	P	12/29/23	2015016	LIBRARY SUPPLIES	177.77
162544 INVOICE: 56267081	12/21/23	219247		218420	P	12/29/23	2015011	OFF SPLS--PHOTOCOPY	48.74
162545 INVOICE: 56267080	12/21/23	219248		218420	P	12/29/23	2015013	LIBRARY SUPPLIES	23.77
162545 INVOICE: 56267080	12/21/23	219248		218420	P	12/29/23	2015011	OFF SPLS--PHOTOCOPY	49.99
VENDOR TOTALS								6,865.06 YTD PAID	472.58
8325 WILLIAMS ASSOCIATES ARCHITECTS LTD 162546 INVOICE: 0022169	12/21/23	219249		218421	P	12/29/23	2015012	BUILDING/BUILDING IMPROVE	445.05

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VENDOR TOTALS	9,779.50	YTD INVOICED	10,386.38	YTD PAID	445.05
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REPORT TOTALS

TOTAL PRINTED CHECKS	COUNT	AMOUNT
40	40	108,801.19

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