



Park Ridge Public Library

Regular Board Meeting – **AGENDA** – January 17, 2023 – 7:00 PM

Meeting Location:

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

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

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

- a. Approval of Minutes of the December 20, 2022 Regular Meeting of the Library Board
- b. Ratify Bills Payable-Warrant Register for:

Period 12, December 16, 2022		Period 12, December 31, 2022	
Library Fund Warrants	\$90,688.02	Library Fund Warrants	\$72,085.17
Payroll (12/02/2022)	\$85,692.18	Payroll (12/30/2022)	\$82,536.05
Payroll (12/16/2022)	\$87,374.30	n/a	n/a
Per Capita Grant Fund	\$0.00	Per Capita Grant Fund	\$0.00
North Suburban Digital Consortium	\$2,830.63	North Suburban Digital Consortium	\$4,755.58
Total	\$266,585.13	Total	\$159,376.80

- c. Approve Cash Statement for all accounts for December 2022
- d. Approve a request to the Bruce A. Michel Trust for \$21,862 for the purchase of technology equipment to upgrade the first floor meeting room, third floor meeting room, Media Lab and Marketing office.
- e. Approve revisions, as amended, to the Meeting Room policy and rescind the Grand Piano Policy.
5. Treasurer’s Report
 - a. Approve the Consolidated Year to Date Revenue and Expenditures Report for December 2022
6. President’s Report
7. Secretary’s Report
8. Library Director's Report
 - a. Statistics
 - b. Narrative
9. Friends of the Library Report
10. Unfinished Business
11. New Business
 - a. Approve revisions to the Bylaws of the Board of Trustees Park Ridge Public Library
12. Adjournment

All topics on the Agenda are potential Action Items.

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

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Regular Meeting of the Board of Trustees

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

December 20, 2022 at 7:00 p.m.

CALL TO ORDER

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

ROLL CALL

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

Trustees Present
via Phone: Deepika Thiagarajan

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

APPROVAL OF REMOTE ATTENDANCE

As Trustee Thiagarajan is attending the meeting remotely, it is necessary that a vote be taken to approve this remote attendance. President Hanba asked the reason for remote attendance and Trustee Thiagarajan stated that she is calling into the meeting because she is ill. There being no objection,

Vice-President Kiem made a

MOTION: to approve the remote attendance of Trustee Thiagarajan

Trustee Steinfels seconded the motion.

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

Motion passed

PUBLIC COMMENT

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

CONSENT AGENDA

President Hanba stated that if a trustee(s) would like an item removed from Consent, the item will be removed for further discussion after the Consent Agenda is approved. Trustee Rapisand requested that approval of the December 13, 2022 Board minutes be removed from Consent as she was not in attendance at that meeting.

The following items are now included on the Consent Agenda:

- Approval of Minutes of the November 15, 2022 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 11, FY22 November 15, 2022 in the amount of \$264,445.60 and November 30, 2022 in the amount of \$144,180.72
- Approve Cash Statement for all accounts for November, 2022
- Ratify disbursements from the Petty Cash Fund, \$32.12
- Approve a budget transfer in the FY22 Operating Budget for a \$3,200 decrease to General Counsel and a \$3,200 decrease to Library Consulting and an increase of \$6,400 to the Admin. Library Data Processing Services budget line.

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December 20, 2022 at 7:00 p.m.

- Approve a budget transfer in the FY22 Operating Budget for a \$20,000 decrease to Administration Salaries and a \$13,000 decrease to Employee Benefits HMO and an increase of \$33,000 to the Employee Benefits PPO budget line.
- Approve a budget transfer in the FY22 Operating Budget for a \$2,750 decrease to Conferences and Training and an increase of \$2,250 to the Public Relations Newsletter and \$500 increase to the Postage budget line.
- Approve a budget transfer in the FY22 Operating Budget for a \$2,000 decrease to Youth Services Fiction and an increase of \$2,000 increase to the Youth Services Nonfiction budget line.
- Approve that the Board of Trustees of the Park Ridge Public Library authorize Joanna Bertucci, Library Director to act on behalf of the Library Board in all matters relating to application for authorization, including signing of all services relating to the Estate of Stanley Malinowski.
- Approve a contract with Weblinx, Inc. for website design, development, hosting, maintenance, and security not to exceed \$35,000
- Approve extension of the “Illness at the Workplace (COVID19) for Library Staff” policy through March 31, 2023
- Approve the FY23 Per Capita Grant application

Vice-President Kiem made a

MOTION: To approve the Consent Agenda, as revised

Trustee Powers seconded the motion

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

Motion passed

President Hanba made a

MOTION: To approve the Minutes of the December 13, 2022 Special Meeting of the Library Board

Trustee Somheil seconded the motion

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

Abstain: Rapisand

Motion passed

TREASURER’S REPORT

Treasurer Somheil reviewed the Consolidated YTD Revenue and Expenditures report for November, 2022 noting that with 92% of the year being reported, Operating expenditures are at 81% of budget. Also noted was that total expenditures, including Capital, are at 74% of YTD budgeted amounts, as several Capital projects remain in progress. Spending of the Capital Budget line is at 31% YTD. He further noted that as expected, no property tax receipts have occurred due to the delay in issuance and due date for tax bills

Treasurer Somheil made a

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

Trustee Rusk seconded the motion

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

Motion passed

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Trustee Steinfels asked if there is any concern with regard to the timing of tax receipts to which Director Bertucci replied that there is not as it was expected and the Library's Fund Balance is adequate to maintain operations during this delay.

PRESIDENT'S REPORT

President Hanba directed the Board's attention to page 52 in the packet where the 2023 Schedule of Library Board of Trustee meeting calendar is included. She noted that there are two dates in 2023, February 21, 2023 and June 20, 2023, where the Library Board meeting will be held at the Library rather than at City Hall. This is due to the one day delay in the standard timing for the City Council meeting due to the federal holidays occurring on Monday of those respective weeks.

She then thanked the Board, Library Director and Library staff for a great year in 2022 and said that she is looking forward to 2023.

SECRETARY'S REPORT

Secretary Powers reviewed the Secretary's report included in the packet on page 53, noting both Library website news items and articles appearing in the press.

DIRECTOR'S REPORT

Director Bertucci highlighted items from her written report beginning on page 54 of the packet.

- The Live and Learn Grant application is substantially complete and will be filed with the Illinois State Library by the end of this week, well in advance of the filing deadline. She noted her appreciation for the assistance received from Andy Dogan with completing the application.
- Director Bertucci, along with several Library staff members, attended the Friends of the Library annual meeting on December 14, 2022. Director Bertucci noted that the Friends approved the entire funding request of \$15,000. She thanked the Friends for their support and looks forward to the ongoing partnership.
- The new Loft service desk was installed in late November and is providing staff with a much needed space to better serve patrons, including a section of the desk that is ADA accessible.
- Carey Electric was onsite last week to install new snow and moisture sensors on the roof. They will return for testing of the system as snowfall permits.
- With regard to the expected winter storm predicted for later this week, Director Bertucci noted that she is monitoring weather reports to assess the best course of action with regard to Library operations. In the event that an emergency closure is advisable, she will contact President Hanba to discuss.
- Finally, Director Bertucci noted that usage statistics for the Media Lab reached an all-time high during the month of November.
- With regard to the Statistics reported on page 61, Director Bertucci noted that as we approach year end, although not all usage stats have returned to pre-pandemic levels, there are some positive trends being realized and it is her expectation that this will continue as the Library moves into 2023. She further noted that due to the early timing of the January, 2023 COW meetings (January 10th) the comparative statistical review and discussion that was planned for January will be postponed until February, 2023 to allow staff the time to gather statistics and conduct a thorough analysis for presentation to the Board.

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FRIENDS OF THE LIBRARY REPORT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Trustee Rusk noted that he received a social media post from the City of Park Ridge stating that the Library is a warming center. Director Bertucci replied that when the Library is open, it is considered a warming center but that does not extend to hours when the Library is closed either as a result of regular operating hours or an emergency closure.

Trustee Rapisand asked if the Library has been contacted by the local school districts in regard to some social media and blog posts questioning the appropriateness of certain materials included in collections. Director Bertucci replied that she has not received any direct contact regarding this matter. She stated that she is aware of an anonymous blog that questions some materials in the collection. She further stated that she respects the blogger's right to express their opinion as she also respects freedom of expression for the authors of the titles being questioned.

Trustee Rusk asked if the City Council had voted to approve the 2022 Tax Levy to which Director Bertucci replied that the approval occurred at the Council's December 19, 2022 meeting.

Secretary Powers made a

MOTION: To adjourn the meeting

Trustee Steinfels seconded the motion

Voice Vote: All in favor

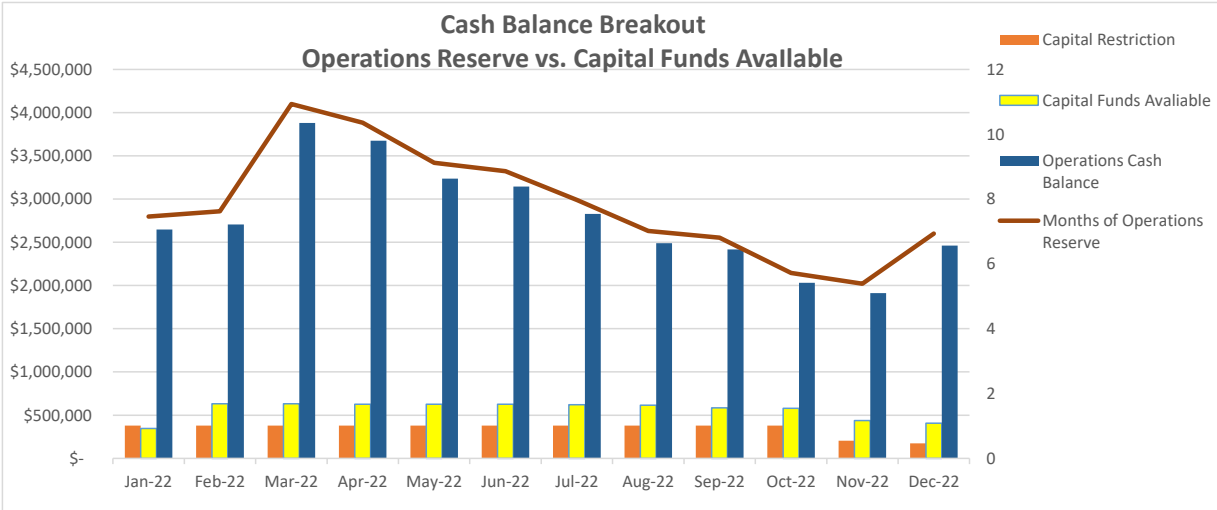
Motion passed

President Hanba adjourned the meeting at 7:19 p.m.

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

Library Fund	
CHASE	\$ 3,042,351
Internal Operating Fund	
LIBRARY PETTY CASH FUND	
Liberty Bank - Primary use to reimburse lost/paid patron fees	\$ 426
CASH ON HAND	\$ 530
Gift Fund	
RESTRICTED GIFT FUND INVESTED FUNDS	
BMO Harris - Opened when Liberty Gift Fund reached maximum balance	\$ 125,513
LIBRARY RESTRICTED GIFT FUND	
Liberty Bank - Donations (not necessarily with spending restriction)	\$ 192,803
Endowment Fund	
SPENSLEY LARGE PRINT ENDOWMENT	
Library Funds \$10,000 are a part of Chase Operating	\$ -
ENDOWMENT FUND INVESTED FUNDS	
Parkway Bank CD - Principal invested for 24 months.	\$ 160,444
Trust	
*BRUCE MICHEL LIBRARY TRUST	
Northern Trust - Technology Upgrades	\$ 205,953

*The Bruce Michel Library Trust funds are held at Northern Trust. The funds are earmarked for technology upgrades throughout the library. Requests for expenditure must be approved by Mr. Bruce Michel's widow and are disbursed by Northern Trust. The balance in this account is reported as of September 30, 2022; based on our quarterly account statement from Northern Trust.



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

Approval for payment from Gift Fund:

No Checks Written

Ratify Disbursements from Petty Cash Account:

No Checks Written



Memorandum

Memo Date: January 6, 2023
From: Joanna Bertucci
Meeting Type: Budget and Finance Committee
Meeting Date: January 10, 2023
Action Requested: For approval
Subject: Michel Trust disbursement request

Background:

The Bruce A. Michel Trust was established to “keep the Park Ridge Public Library up to date with technology.” The Library received the \$250,000 Trust in 1998 and began using funds in the early 2000s. The Trust provided start-up funds for the Library’s eBook program, allowing the Park Ridge Public Library to be the first public library in Illinois to offer its patrons downloadable eBooks. Besides eBooks and other digital media, the Trust has provided funds for digital resources for both adults and children as well as software and equipment for the Media Lab and The Studio, continuing to fulfill the purpose of the Trust established by Mr. Michel.

The Library has worked with our IT vendor, CVI, to procure quotes for the specified technology items and they will facilitate the ordering and purchasing of these items on our behalf. CVI will also install and provide ongoing support for all new equipment.

Recommended Motion:

1. To approve a request to the Bruce A. Michel Trust for \$21,862 for the purchase of technology equipment to upgrade the first floor meeting room, third floor meeting room, Media Lab and Marketing office.

Attachment:

1. Draft request to Bruce A. Michel Trust administrator
2. Quotes for proposed purchases



January 18, 2023

Josette Hunt
The Northern Trust Company
50 South LaSalle Street
Chicago, IL 60603

Dear Ms. Hunt:

In order to continue to provide the patrons and staff of the Park Ridge Public with access to cutting edge technology, I am writing to request funds from the Bruce A. Michel Trust for the procurement of new technology equipment in four areas of the Library.

Over the past year, the Management Team has been evaluating our technology offerings with regard to the useful and serviceable life of equipment and the new ways in which patrons are using their Library. During the height of the COVID-19 pandemic, Library patrons were supported remotely through virtual programs and services. In early 2022, attendance limits in library spaces and programs were eliminated. However, some patrons strongly prefer our virtual Library programs. We have also seen a resurgence in usage in our Media Lab, with over 100 hours of patron usage, our highest ever, in December 2022. The following four requests would greatly enhance our programs and services as well as patrons’ experiences.

Our request for \$21,862 includes the purchase of the following items in four areas of the Library.

1) First Floor Meeting Room audiovisual equipment upgrades

The Library’s first floor meeting room hosts the majority of our Library programs, many of which need cutting edge technology support. Last year, we welcomed over 4,600 adult patrons attending film screenings, musical concerts, and other live performances. Our current audiovisual offerings, which include a projector, microphone and speaker system have reached the end of their useful life and are no longer performing optimally. In order to continue to host the quality programming our patrons expect and deserve, we have worked with our IT contractor to develop a plan to upgrade our technology offerings for this space.

Project Cost: \$7,577

2) Third Floor Meeting Room audiovisual equipment upgrade

The Library’s third floor meeting room hosts smaller library programs and is available for use by members of the public and Library staff. In order to make this meeting room more versatile for programs and meetings we would like to install a 75” smart TV, which would allow users to display digital presentations and host digital meetings.

75” Smart TV \$ 900
Wall Mount adapter \$ 100
Project Cost: \$1,000

3) Media Lab Computer equipment upgrade

Thanks to generous funding from the Bruce A. Michel Trust, the Library has had a Media Lab since 2015. The Media Lab provides cardholders with access to equipment and software to create media presentations, transfer media, and scan photos/documents. Due to the nature of the projects our patrons undertake in this



space, it is of the utmost importance that our technology offerings be up to date. At this time, the Mac (Apple) computer dedicated to this space is in need of replacement as its operating system can no longer be updated. We have worked with our IT firm to specify the Apple components needed as well as a new scanner and necessary software licenses to bring our Media Lab equipment up to date.

Project Cost: \$4,350

4) Marketing Office equipment upgrades

Our marketing office staff have been extending our engagement reach through social media outlets and our website, attempting to connect with patrons where they are. Additionally, we have been working with the City of Park Ridge to display our quarterly program posters in kiosks located in the community to expand our reach. We have been using a 3rd party printer to print this signage and would benefit from having an in-house large format printer.

Apple Computer	\$5,005
HP DesignJet T730 printer & installation:	\$3,130
Printer ink	\$ 800
Total Project Cost	\$8,935

In recognition of your incredibly meaningful support, the following recognition would be included in all promotional and informational materials about these upgrades and would also be prominently displayed in the physical space itself:

Technology generously provided by the Bruce A. Michel Library Trust

Please contact me should you have any questions about this request. Thank you for your consideration.

Sincerely,

Joanna Bertucci
Library Director



Computer View, Inc.
 2777 Finley Road
 Suite 13
 Downers Grove, Illinois 60515
 United States
<http://www.cview.net>
 (P) 847-290-9286
 (F) 847-290-9602

Quotation (Open)

Date	Aug 26, 2022 09:55 AM CDT
Modified Date	Sep 13, 2022 03:28 PM CDT
Quote #	202492 - rev 1 of 1
Description	Meeting Room A/V Upgrade
SalesRep	Poluchowicz, Roxy (P) 847-290-9286 ext. 114 (F) 847-290-9602
Customer Contact	Bertucci, Joanna (P) (847) 720-3203 jbartucci@parkridgelibrary.org

Customer
 Park Ridge Public
 Library (PR0003)
 Bertucci, Joanna
 20 South Prospect Avenue
 Park Ridge, IL 60068-4188
 United States
 (P) 847-825-3123
 (F) 847-825-0001

Bill To
 Park Ridge Public Library
 Bertucci, Joanna
 20 South Prospect Avenue
 Park Ridge, IL 60068-4188
 United States
 (P) (847) 720-3203
jbartucci@parkridgelibrary.org

Ship To
 Park Ridge Public Library
 Bertucci, Joanna
 20 South Prospect Avenue
 Park Ridge, IL 60068-4188
 United States
 (P) (847) 720-3203
jbartucci@parkridgelibrary.org

Customer PO:	Terms: Undefined	Ship Via: UPS Ground
Special Instructions:		Carrier Account #:

#	Description	Part #	Qty	Unit Price	Total
Meeting Room A/V Upgrade					
1	Epson PowerLite L530U 3LCD projector - 5200 lumens (white) - 5200 lumens (color) - WUXGA (1920 x 1200) - 16:10 - 1080p - 802.11n wireless / LAN / Miracast	V11HA27020	1	\$2,599.00	\$2,599.00
2	Epson ELPMBPJG Universal Mounting kit (ceiling mount) - for projector - ceiling mountable - for Epson EX5280, Pro EX7280, Pro EX9240; PowerLite L520, L530, L630, L635, L730, L735	V12H808001	1	\$116.00	\$116.00
3	50FT C2G PERFORMANCE SERIES HIGH SPEED H	C2G41484	1	\$228.00	\$228.00
4	75FT C2G PERFORMANCE SERIES HIGH SPEED H	C2G41485	1	\$274.00	\$274.00
5	C2G 75ft 3.5mm Stereo Audio Cable with Low Profile Connectors M/M Plenum CMP-Rated - Audio cable - stereo mini jack male to stereo mini jack male - 75 ft - shielded - black	40522	1	\$51.00	\$51.00
6	C2G Value Series 6in Value Series One 3.5mm Stereo Female To Two RCA Stereo Male Y-Cable Audio adapter - RCA male to stereo mini jack female - shielded - black	40424	1	\$4.00	\$4.00
7	C2G USB Wall Charger AC to USB Charger - 5V 2A Output - Power adapter - 2 A (USB) - black	22335	2	\$13.00	\$26.00
8	C2G 6ft USB C to USB Cable USB C 2.0 to USB A Cable - M/M - USB cable - USB-C (M) to USB (M) - USB 2.0 - 6 ft - molded - black	28871	2	\$8.00	\$16.00
9	Shure Wireless Lavalier Microphone System - H9 Band	BLX14R/W85	2	\$519.00	\$1,038.00
10	Shure Wireless handheld Microphone System - H10 Band	BLX24R/SM58	1	\$439.00	\$439.00
11	Panasonic DP-UB420 HDR 4K UHD Network Blu-ray Player	DP-UB420-K	1	\$249.00	\$249.00

#	Description	Part #	Qty	Unit Price	Total
12	C2G Ceiling Speaker 2x2 Drop In Ceiling Speaker - Plenum Rated - Speaker - for PA system - 12 Watt - white	41508	6	\$130.00	\$780.00
13	C2G 18 AWG Plenum-Rated Bulk Shielded Speaker Wire Bulk speaker cable - 250 ft - shielded - white	29206	2	\$139.00	\$278.00
14	Installation / configuration	INST	1	\$1,440.00	\$1,440.00

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

Subtotal: \$7,538.00
Shipping: \$39.00
Total: \$7,577.00



Memorandum

Memo Date: January 3, 2023
From: Joanna Bertucci
Meeting Type: Planning & Operations Committee of the Whole Meeting
Meeting Date: January 10, 2023
Action Requested: For review and approval
Subject: Policy review

Background:

The Library’s Meeting Room Policy was brought to the Board in February 2022. At that time, the revisions clarified priorities for use of the rooms, allowed nonprofit groups the ability to use a Library meeting room once a month and for profit groups every 3 months.

Since this update, the Business Office has noted a shift in the nature of requests for meeting space, particularly from nonprofit groups including local Girl Scout and Boy Scout troops. We believe this shift to be a result of the COVID-19 pandemic, more specifically patrons looking for space outside their homes to host meetings. We have had 4-5 troops inquire about using the space but were dissuaded by the \$35 fee. For nonprofit groups, even this nominal fee can pose a hardship, particularly if they wish to meet multiple times during the year.

At this time, I respectfully request that the Board consider eliminating the \$35 fee for nonprofit groups wishing to use the third floor meeting room, only. The room can accommodate up to 20 individuals and does not require staff time as the room setup does not change.

In 2022, we had 8 total groups use the third floor meeting room, 4 for profit and 4 nonprofit groups. Our Mission Statement calls for the Library to offer opportunities for patrons “to connect” and offering this space to nonprofits, free of charge, has the potential to bring people into the Library to use a space that is to some degree, underused.

Additionally, I suggest that the Board incorporate the *Grand Piano* Policy into the Meeting Room Policy, consistent with our efforts to streamline the Policy Manual.

Recommended Action:

- 1) Based on discussion and possible updates at the January 10, 2023 Committee of the Whole meeting, I respectfully recommend that the Board approve revisions to the Meeting Room Policy and rescind the Grand Piano Policy at the January 17, 2023 Regular Board Meeting:

MEETING ROOMS

POLICY:

The Park Ridge Public Library has two meeting rooms available to support the Library's mission, vision and strategic plan. When not in use for Library activities, these rooms may be made available for use by the public.

In keeping with the American Library Association's Library Bill of Rights, the Park Ridge Public Library makes "meeting rooms available to the public on an equitable bases, regardless of race, color, creed, beliefs or affiliation of individual or groups requesting their use."

Meeting room space may be made available "to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities." In allowing use of Library meeting rooms, neither the Library nor its Board of Trustees endorse the position expressed by any group using the Library's meeting rooms.

RULES:

1. Priorities for use of the meeting rooms are as follows:
 - a. Library-sponsored meetings or programs
 - b. Library-related meetings or programs, such as by the Friends of the Park Ridge Library or Library professional development or networking events.
 - c. Meetings sponsored by agencies of the City of Park Ridge, including Boards and Commissions.
 - d. Not for profit organizations conducting meetings or programs.
 - e. Businesses conducting meetings or hosting programs where no fees are charged and no goods or services are sold.
2. Applicants by separate agreement shall indemnify, hold harmless and defend the Board of Library Trustees of the City of Park Ridge, the members of the City Council of the City of Park Ridge, and their respective officers, agents and employees from and against any and all claims, demands, causes of action and liabilities, including all costs and reasonable attorneys' fees arising from and related to the applicant's use of the Park Ridge Public Library's meeting rooms and other facilities.
3. All meetings not sponsored by the Library must be free of charge. No admission fee shall be charged, or donations collected, for programs presented in the Library.
4. Organizations may request that meetings be closed to the general public. However, all meetings will be open to the Library Director and staff. This does not obligate the group or organization to notify the public of the meeting or to specify in any publicity that it is open to the public.
5. Programs involving the sale, advertising, or promotion of commercial products or services are prohibited. Workshops or seminars on financial, higher education, estate, or retirement

planning and related topics are considered commercial ventures and therefore, sponsoring groups or individuals will not be permitted to use the meeting rooms.

6. The use of rooms for hosting private events of a strictly social nature is prohibited.
7. The person making the reservation shall be responsible for any damage. The cost of damage will be determined by the Library Director.
8. No group or individual may reassign the use of the room to another group or individual. The representative must sign the application and be present for the entire meeting.
9. The use of the meeting rooms shall not interfere with the normal operations of the Library, such as causing excessive noise, a significant safety hazard, or security risk.
10. The Library is not responsible for equipment, supplies, materials or any personal possessions owned by those sponsoring or attending meetings held at the Library. The Library does not provide porter services for groups meeting in the building or storage space for their property.
11. The Library reserves the right to change a scheduled meeting date which conflicts with Library sponsored programs. The Library will contact the appropriate individual as early as possible to arrange rescheduling. The Library accepts no responsibility for any meeting-related expenses.
12. Publicity is the responsibility of groups booking meeting rooms. Groups must provide and produce their own publicity. Groups must be identified on all publicity as sponsoring the meeting. Wording must appear on all publicity for meetings in the meeting rooms as follows: "This is not a Library-sponsored event. Except for providing meeting space, the Park Ridge Public Library is not in any manner connected with this meeting, and neither the Library nor the Board of Trustees endorses any position expressed by the group."
13. With the exception of the Friends of the Library, organizations meeting in the Library shall not use the Library's mailing address or telephone number to conduct their business.
14. Light refreshments (beverages, cookies, cake or snacks) may be served in the First Floor Meeting Room subject to the approval of the Library Director or their designee. Major food preparation is not permitted. There is a \$20.00 fee, payable in advance, for the privilege of serving food. Organizations/patrons are asked to avoid serving items that are likely to stain furniture or carpeting.
15. Individual, covered beverages may be brought to the Third Floor Meeting Room; however, no food or beverages may be served.
16. The Library's meeting rooms may be used for political activities related to an election, in conformance with City Ordinances, until one hundred days prior to the election, except for municipal or township election activities. Municipal or township election activities may be held until the petition filing deadline, which is seventy-one days before the election. After these deadlines, the meeting rooms may only be used for candidate forums when the following conditions are met:

- a. All candidates are invited to attend.
 - b. The forum is sponsored by a non-partisan group.
 - c. Candidates for a particular office must agree in writing to attend the forum or indicate in writing that they do not oppose the forum being held even though they are unable to attend.
17. Groups of persons under eighteen years of age must be accompanied by a responsible adult.
18. For the safety of our patrons, only Library staff members are allowed to rearrange or set up equipment and furnishings. Additional equipment may not be brought into the Library without permission from the Library Director or their designee. Such items include but are not limited to additional lighting, risers, and sound systems.
19. The PRPL Unattended Children Policy applies to people who use the meeting rooms. A group must make provisions for childcare elsewhere if the children will not be part of the program and are under age 10. Children under age 10 attending the program must remain in the meeting room unless accompanied by a responsible adult elsewhere in the Library.
20. Any group or person reserving a room who needs to cancel a reservation must do so with at least 48 hours' notice to the Library Director or their designee. Failure to give the Library notice of meeting cancellation may prevent future scheduling of rooms by that group. Refunds will not be issued to any groups or persons who cancel without giving 48 hours' notice.
21. The Library reserves the right to deny the use of any meeting room to any organization that violates this policy.
22. Reservations
Reservations can be made by calling the Business Office at 847-720-3202 between 9:00 a.m. and 5:00 p.m., Monday through Friday. Once a date and time is selected, applicants must complete an application form. Information is available from the Business Office or online at www.parkridgelibrary.org under "Contact Us".
- a. Not for profits groups may use a meeting room once a month. For profit groups may use the meeting room once in 3 month period (rolling calendar).
 - b. Meeting room requests cannot be submitted more than 90 days in advance
 - c. Applicants must be 18 years of age or older.
 - d. Meeting room reservations made less than 14 days in advance of the event must be made in person in the Business Office during regularly scheduled hours. All fees must be paid at the time of such bookings.

- e. Fees that are not paid by the date specified on the reservation confirm may result in the release of said reservation.
- f. Completed applications are reviewed by the Library Director or their designee and returned to the applicant, with the Meeting Room Application Approval.

23. Meeting Rooms

- a. Large Meeting Room (First Floor) = ~~9984~~ seated, maximum. If setup consists of a combination of tables and chairs, the limit is determined by the setup requested.
- b. Small Meeting Room (Third Floor) = 20.
- c. Attendance at meetings may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the room.
- d. All rooms have Wi Fi capability
- e. Meeting rooms are accessible to the disabled. All meetings must comply with the current Americans with Disabilities Act (ADA) and the applicant/organization is responsible for providing qualified interpreters or auxiliary aids to meeting attendees upon request.
- f. Meeting rooms are available during the following hours on days the Library is open.

Monday - Thursday	9:30 a.m. – 8:30 9:00 p.m.
Friday	9:30 a.m. – 5:30 6:00 p.m.
Saturday	9:30 a.m. – 4:30 5:00 p.m.
Sunday	12:30 p.m. – 4:30 5:00 p.m.

- g. The Library has set the following fee schedule for meeting room and equipment use
 - i. First Floor Meeting Room: \$50 for first 3 hours of use. \$20 per hour for each additional hour or portion thereof.

- ii. ~~Third Floor Meeting Room: -~~
 - a. ~~No charge to nonprofit groups for a maximum of 3 hours. \$10 per hour for each additional hour or portion thereof. The Library reserves the right to require proof of nonprofit status prior to room booking.~~
 - ~~b. \$35 for first 3 hours of use by for profit groups. \$10 per hour for each additional hour or portion thereof.~~

Meetings must begin and end in accordance with regular Library hours. Participants must vacate the building when the Library closes. Should a group incur any extension of time beyond the closing hour, there will be a charge of \$25 per quarter hour or any portion thereof.

- iii. Piano and benches: \$25
 - a. ~~The Library cannot guarantee that the piano is in tune. Piano tuning by a Library approved vendor is at the meeting organizer's expense and must be arranged with Library staff.~~
 - a. ~~To encourage musical programs, the Park Ridge Public Library provides a piano for use in the first floor, large meeting room.~~
 - b. ~~The Library will tune and maintain the piano on a regular basis. Patrons~~

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Commented [JB1]: Language pulled from the Grand Piano policy; recommend to incorporate both policies; rescind Grand piano policy.

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wishing additional tuning of the piano must request this service at least two weeks prior to the scheduled program. Piano tuning will be performed by a Library approved vendor based on the vendor's availability, at the patron's expense. This bill must be paid prior to the program.

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c. Patrons are liable for damage caused through careless or malicious use of the piano. The cost of the damage will be determined by the Library Director.

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iv. Fee for serving food in the first floor meeting room: \$20

Revised February 15, 2022
Revised May 21, 2013
Revised August 21, 2012
Revised May 17, 2011
Approved May 8, 1979



**PARK RIDGE PUBLIC LIBRARY
APPLICATION FOR USE OF MEETING ROOMS**

Please type or print. Complete separate form for each date requested.

NAME OF ORGANIZATION/BUSINESS: _____
NAME OF APPLICANT: _____
ADDRESS: _____
(Street) (City) (State) (Zip)
PHONE #: _____ **ALT. PHONE #:** _____ **E-MAIL:** _____

- 1. **REQUESTED DATE:** _____ **The meeting room must be vacated prior to closing**
- 2. **REQUESTED TIME: Start** _____ **Finish** _____ Include time for rehearsals, handouts setup, etc.
- 3. **ESTIMATED ATTENDANCE:** _____
- 4. **TYPE OF MEETING OR PROGRAM:** _____
- 5. **ROOM REQUESTED:** **1ST Floor Meeting Room** **3RD Floor Meeting Room**

ATTENTION:

- 1. NO admission fee shall be charged, or donations collected, for programs presented in the Library. Programs involving the sale, advertising, or promotion of commercial products or services are prohibited.
- 2. Please remember that each room has a room occupancy limit established by the Park Ridge Fire Department. As the applicant, you are responsible for maintaining this limit. If a Library staff member believes that there are more people in the room than allowed, you will be asked to do a head count and will be responsible for seeing that an adequate number of people leave. **YOUR EVENT CANNOT PROCEED UNTIL THE AUDIENCE SIZE IS WITHIN THE FIRE CODE LIMIT.**
- 3. Light refreshments (no major food preparation permitted) may be served in the 1st floor meeting room, subject to the approval of the Library Director. There is a \$20.00 fee, payable in advance, for the privilege of serving food. – Individual, covered beverages may be brought to the 3rd floor meeting room however no food or beverages may be served in the 3rd floor meeting room.
- 4. There is a room use fee, payable in advance, required for use of a meeting room at the Library. See Meeting Room Policy for Fee Schedule.
- 5. The individual and/or organization making this reservation is responsible for ensuring that all presenters are in compliance with Park Ridge Public Library Meeting Room Policies. Room reservations may NOT be made for room use by any person other than the individual/organization signing this contract. The individual signing this contract must be present for the entire meeting.
- 6. The room has been reserved for the hours specified by the organization. Access (for organizers and attendees) to the room will be restricted to those scheduled times. If additional time is necessary for distribution of handouts, rehearsals, etc. that time should be included in the original room request.

7. Any organization or group using a meeting room will indemnify and hold harmless the Park Ridge Public Library for any and all accidents which may be sustained on the premises resulting from the negligence of the group using the meeting room.
8. Additional equipment may not be brought into the Library without permission from the Library Director. Such items include but are not limited to additional lighting, risers and sound systems. Signage or decorations of any kind may not be attached or posted to Library walls or equipment.
9. Any group or person needing to cancel a reservation must do so with at least 48 hours notice to the Library. REFUNDS WILL NOT BE GIVEN FOR CANCELLED RESERVATIONS.

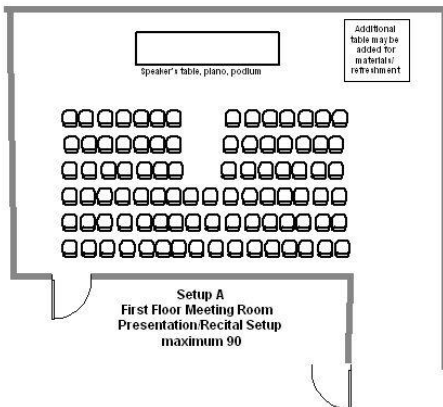
As the applicant, I agree to arrive before the approved time and will insure that any attendees will be suitably supervised during the program/event.

I hereby acknowledge that I have read and received a copy of the Park Ridge Public Library Meeting Room Policy and agree to comply with all of the provisions contained therein. Failure to comply with any of the provisions of the meeting room policy may prohibit future use of the meeting rooms.

X APPLICANT SIGNATURE: _____ DATE: _____

FIRST FLOOR MEETING ROOM ARRANGEMENT (Choose a room setup below)

PRESENTATION/RECITAL SETUP

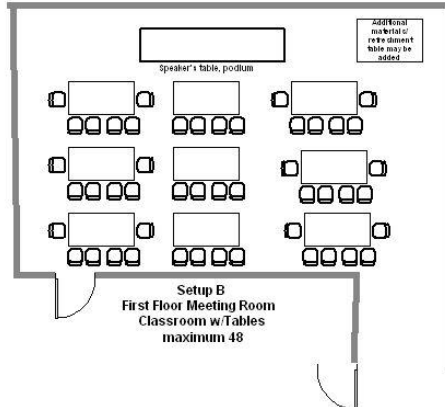


Maximum 90 seated

Chairs

Quantity _____
(Maximum 90 seated)

CLASSROOM w/TABLES



with tables, classroom style

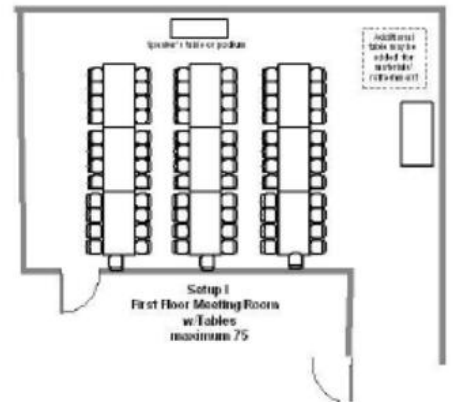
Chairs

Quantity _____
(Maximum 48 seated)

Tables (8')

Quantity _____
(Maximum 9)

SEATED WITH TABLES



With tables/chairs both sides of tables

Chairs

Quantity _____
(Maximum 75 seated)

Tables (8')

Quantity _____
(Maximum 9)

Additional Tables (8') maximum 3 (Speaker's table, Handouts, Refreshments) Qty _____

FIRST FLOOR EQUIPMENT NEEDED: (Check all equipment required)

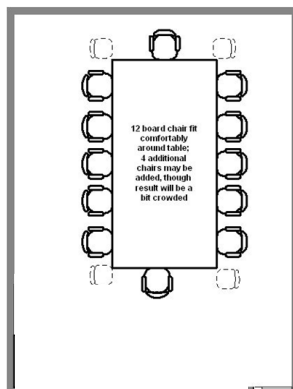
We plan to serve food items (**\$20 fee**) including (provide details about refreshments/menu here):

<input type="checkbox"/> CD Player (\$20 fee)	<input type="checkbox"/> DVD (\$20 fee)	<input type="checkbox"/> VCR (\$20 fee)
--	--	--

FIRST FLOOR EQUIPMENT NEEDED continued: (Check all equipment required)

<input type="checkbox"/> Piano, Grand (\$25 fee) Two benches	<input type="checkbox"/> Projection System for connection to user's laptop for PowerPoint, Publisher (etc.) presentation (PC & Mac compatible) (\$20 fee)	Tables (Quantity?) <input type="checkbox"/> rectangular _____ <input type="checkbox"/> card size _____ <input type="checkbox"/> 8-foot _____
<input type="checkbox"/> Projection Cart	<input type="checkbox"/> White Board/Flip Chart	<input type="checkbox"/> Podium/Lectern
<input type="checkbox"/> Screen, ceiling mounted	<input type="checkbox"/> Extension Cord(s)	<input type="checkbox"/> Easel
<input type="checkbox"/> Overhead Projector for transparencies	<input type="checkbox"/> Microphone <input type="checkbox"/> hand-held <input type="checkbox"/> stand <input type="checkbox"/> lapel	<input type="checkbox"/> Wireless connection (User will provide own laptop with wireless capability, PC & Mac)

THIRD FLOOR ROOM ARRANGEMENT (Maximum capacity 20)
20 chairs at Board table



Setup A Third Floor Board/Meeting Setup
Maximum room capacity 20; (16)

THIRD FLOOR EQUIPMENT NEEDED: (Check all equipment required)

<input type="checkbox"/> Chairs Quantity _____ (maximum 20)	<input type="checkbox"/> LCD Projector for connection to users laptop for PowerPoint, Publisher etc. presentation (PC & Mac compatible) (\$20 fee)	<input type="checkbox"/> Wireless connection (user will provide own laptop with wireless capability. PC & Mac)
<input type="checkbox"/> Easel	<input type="checkbox"/> DVD Player (\$20 fee)	<input type="checkbox"/> CD Player
<input type="checkbox"/> Screen	<input type="checkbox"/> White Board/Flip Chart	<input type="checkbox"/> Overhead Projector for transparencies

***** **FOR LIBRARY USE ONLY** *****

DATE APPLICATION RECEIVED: **Date:** _____ **By:** _____

APPLICATION APPROVED: Yes: _____ No: _____ Remarks: _____

REQUEST TO SERVE FOOD APPROVED: Yes: _____ No: _____ Remarks: _____

1. ROOM-USE FEE PAID: _____ Cash Check # _____ Amount _____
Date

2. USE OF EQUIPMENT &/OR SERVING FOOD: PAYMENT REC'D: _____ Cash Check # _____
Date

SIGNATURE _____ DATE: _____
Library Director

RETURN TO: PARK RIDGE PUBLIC LIBRARY
BUSINESS OFFICE, 20 SOUTH PROSPECT AVE., PARK RIDGE, ILLINOIS 60068
PHONE (847) 825-3123 FAX (847) 825-0001**

GRAND PIANO

POLICY:

To encourage musical programs, the Park Ridge Public Library provides a piano for use in the first floor, large meeting room.

RULES:

1. Patrons wishing to use the piano must schedule the meeting room according to the Library's Meeting Room policy.
2. The Library will tune and maintain the piano on a regular basis. Patrons wishing additional tuning of the piano must request this service at least two weeks prior to the scheduled program. Piano tuning will be performed by a Library approved vendor at the patron's expense. This bill must be paid prior to the program.
3. Patrons are liable for damage caused through careless or malicious use of the piano. The cost of the damage will be determined by the Library Director.

Revised April 19, 2022
Reviewed May 18, 2010
Approved January 17, 1989

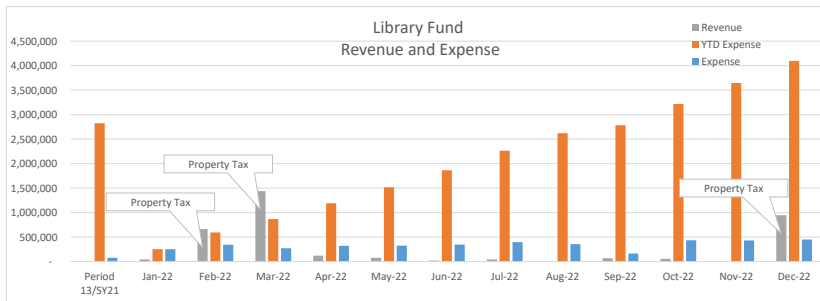
**Park Ridge Public Library
Consolidated YTD Revenue and Expenditures
Calendar Year 2022 - January, 2022 through December, 2022**

REVENUE ACCOUNTS	BUDGET	REVISED BUDGET	YTD ACTUAL	% RECEIVED
Local Government Taxes	\$4,088,661		\$3,342,542	82%
Per Capita State Grant	\$55,283		\$58,493	106%
COVID Related	\$0		\$11,045	100%
Other Receipts	\$61,333		\$75,534	123%
Total Revenue	\$4,205,277		\$3,487,614	83%

ACCOUNT #	OPERATING ACCOUNTS	BUDGET	REVISED BUDGET	YTD EXPENDITURES	% SPENT	NOTES
9100	Salaries	\$2,379,103	\$2,358,998	\$2,178,062	92%	Fill open positions
9210	Employee Benefits	\$355,169	\$375,169	\$351,508	94%	
9317	Data Processing	\$257,000	\$265,000	\$249,199	94%	CVI quarterly payment
9321	Building Maintenance	\$187,500	\$193,772	\$164,154	85%	
9324	Membership, Recruiting, Training	\$28,500	\$30,750	\$15,251	50%	Includes tuition reimbursement
9351	Equipment Rental	\$32,000	\$32,000	\$17,835	56%	Copier lease; Postage lease
9359	Consulting Services	\$37,000	\$28,800	\$9,000	31%	
9360	Public Relations	\$34,600	\$50,850	\$49,894	98%	
9385	General Contractual	\$77,600	\$76,800	\$68,465	89%	Includes Bibliotheca Invoice
9385	Contractual Programs	\$61,500	\$61,500	\$54,803	89%	
9416	Audit	\$9,000	\$9,000	\$8,700	97%	
9425	Special Counsel	\$25,000	\$19,800	\$12,020	61%	
9510	Supplies	\$117,000	\$114,200	\$83,421	73%	
9511	Staff Appreciation	\$2,000	\$2,000	\$1,981	99%	
9520	Computer Materials	\$30,000	\$30,000	\$20,289	68%	
9540	Library Resources	\$626,000	\$626,000	\$585,286	93%	
	Total Operating Budget	\$4,258,972	\$4,274,639	\$3,869,868	91%	
	Capital Projects Budget					
9901	Machinery and Equipment	\$0	\$0	\$0	0%	
9908	Computer Equipment	\$22,500	\$27,500	\$27,202	99%	Firewall Subscription
9963	Building Repairs	\$275,000	\$605,985	\$199,240	33%	Carry Forward for Ice Melt System, Phone System, Replacement PA and Remainder of funds originally allocated for Fire Suppression
	Total Capital Projects Budget	\$297,500	\$633,485	\$226,441	36%	
	Total Operating Budget	\$4,556,472	\$4,908,124	\$4,096,310	83%	

LIBRARY SURPLUS (DEFICIT)	ORIGINAL	INCREASE/DECREASE	TOTAL
	(351,195)	(702,847)	(608,696)

RESTRICTIONS	ORIGINAL	INCREASE/DECREASE	TOTAL
Capital Facility Restrictions	\$250,000	\$199,240.00	\$50,760.00
Technology Restrictions	\$150,000	\$27,202	\$122,798
TOTAL RESTRICTIONS	\$400,000	\$226,442	\$173,558



Park Ridge Public Library - Secretary's Report
January 17, 2023

PRPL Web Site News Items

- [Winter Reading Club kicks off December 21 - General News - News | Park Ridge Library](#)
December 20, 2022
- [New year, new reading goal? - General News - News | Park Ridge Library](#) January 6, 2023
- [VIRTUAL Author Talk: Midwest Baking with Shauna Sever - LibCal - Park Ridge Public Library](#)

Press Articles

- [Park Ridge Library Hosts Kids New Years Party - Journal & Topics Media Group \(journal-topics.com\)](#) January 3, 2023
- [Classic Films host hopes to continue series \[Corrected 01/09/2023\] - Chicago Tribune - ProQuest](#)
- [Park Ridge has approved its 2023 budget; here's what you need to know - Chicago Tribune - ProQuest](#) December 28, 2022



Park Ridge Public Library

TO: Library Board of Trustees
FROM: Joanna Bertucci, Library Director
DATE: January 12, 2023
SUBJECT: Library Director's Report

Administration & Board

- The Library's Live and Learn Grant application was submitted to the Illinois State Library on December 21, 2022.
- The Library's annual certification was updated and filed with the Illinois State Library on January 4, 2023.
- Ms. Doubek updated the filer list for the May 2023 Cook County Statement of Economic Interest Filing. Trustees, the Library Director, and department managers are required to file a statement with Cook County.
- I attended the CCS Governing Board meeting on January 11. The Governing Board voted unanimously to allow Mount Prospect Public Library to join the CCS consortium, effective November 1, 2023. Mount Prospect will add an additional 34,000 patrons, 417,000 physical items, and 83,000 e-content titles to our database. Estimated go live date is September 2024.
- The Library received one FOIA request in December 2022:
 - December 8, 2022: Any and all electronic communication (email or text) sent to or between the following people: Yourself (Joanna Bertucci), Staci Greenwald, Laura Scott and, any and all members of the board of Trustees that contain the following keywords: *Flamer, Gender Queer, Let's Talk About It, This Book is Gay, District 64, District 207*, sent between June 1, 2022 and the present.
 - Requestor: Ms. Caroline Kubzansky, Chicago Tribune

Staff Updates and Professional Development:

- We welcomed one new staff member in December. Juan Vega joined our Facilities team as a building monitor/custodian and has been working with John and his team.

Winter Reading Club:



Winter Reading Club officially began on December 21 for all ages! Our Artic Fox mascot has been very popular with our younger patrons. Kids and teens who read for 20 days earn a prize book and raffle ticket. Kids and teens who read for an additional 20 days earn another raffle ticket. Adult patrons are working toward their reading goal as well as the challenge goals. The challenge goals encourage adults to attend a program, refer a friend to WRC, attend a Studio or Media Lab orientation, or enter a book review in Beanstack.

Sign Ups as of January 12, 2023	
Adult	189
Kids	323
Teens	59

Strategic Plan Progress:

- **Encourage individual growth and lifelong learning**
 - The Reader Services team provided 247 books to 31 community book clubs in December 2022.
 - Adult Services Staff are in the midst of curating our first *Tiny Art Show*. 100 adult patrons picked up their mini canvas and supplies in early January. Participants' art will be displayed in our second floor display case starting January 13.
- **Build up a strong workforce and local businesses**
 - No activities this month
- **Align with strategy and set the stage for development**
 - No activities for this month
- **Develop Civic Education for an informed and engaged citizenry.**
 - The Library supported the Ukraine Medical Association of North America collection for new and clean, gently used blankets, quilts, comforters and sleeping bags for Ukraine through January 12. The Library collected over 40 bags of items in 2 weeks.

Finance and HR:

- The Business Office and the Acquisitions team are monitoring budget lines as we move into period 13 of FY22.
 - The Period 12 Consolidated YTD report reflects 91% of the operating budget expended. We expect to see that percentage increase as the Business Office is closing period 13 and issuing checks on January 13, 2022.
 - The capital projects line was 36% expended as the building repairs line includes the remainder of funds allocated to the completed fire suppression project.
 - At the February COW Ms. Doubek will present the proposed carry forwards for the FY23 budget. The file server, email migration, sound attenuation, and masonry wall project were not completed by December 31, 2022.
- Finance Manager, Alyson Doubek has spent the past three weeks working diligently with ADP on our first payroll run for the 12/25 – 1/7 pay period. We processed our first payroll on Wednesday, January 11 for our January 13 payday. Our first payroll was a success! ADP is continuing to make tweaks on the back end and helping us navigate payroll reports. We will continue to work closely with ADP for the next two payroll cycles to ensure that any issues are resolved in a timely manner.
- As of 9/30/22, the Balance in the Bruce A. Michel Trust is \$205,953.
- City of Park Ridge Finance Director Chris Lipman confirmed that the 2023 IMRF employer contribution rate is 1.44% for all eligible employees.
- The Library initiated the following budget transfers in December:
 - Youth Services Fiction to Nonfiction for \$2,000
 - Conferences and Training to PR Newsletter for \$2,250
 - Employee Benefits HMO to PPO for \$13,000
 - Admin Salaries to PPO for \$20,000
 - General Counsel to Database for \$3,200
 - Consulting to Database for \$3,200
 - Conferences and Training to Postage for \$500
 - Building Repairs to Computer Equipment for \$1,000

Building and Grounds:

- Facility Manager, John Priala, and I met with Andy Dogan on January 11 to discuss the next group of projects as per the capital needs assessment. Mr. Dogan has suggested that the Library order an assessment of the building envelope, including windows, trim, columns, and the rooftop cupola to be able to direct an exact scope of work and determine if any conditions have changed since the October 2021 Capital Reserve report analysis.
- The Library hosted a pre-construction meeting with representatives from LZ Design Build and Andrew Jose of Green Associates on January 13. Sound attenuation work in the second floor study rooms is scheduled to begin Monday, January 16 and last two weeks. The Children’s room phase will begin mid to end of February as the acoustic panels are still on-order.

Partnerships, Outreach and Advocacy

- We are continuing to serve patrons in ways that are most comfortable for them. Volunteers delivered 84 items to 20 homebound patrons in December. Patron Services staff made 8 (29 items) additional deliveries to patrons this month.
- In preparation for Winter Reading Club, Middle & High School Coordinator, Maddie McGuire interacted with over 1,500 students during her 38 school visits to promote participation in this year’s club. Preschool Coordinator, Liz Fichter, and Elementary School Coordinator, Catherine Dudley, conducted 14 school visits, interacting with over 330 students, combined.

Marketing/Public Relations:

- The e-newsletter continues to do well with cardholders. Our overall open rate for all emails is 53%
- We launched our drip campaign to new cardholders on December 29 that is scheduled to send an automated message every 7 days starting 14 days after a cardholder signed up, with a different message each week spotlighting services, downloadable offerings, programs and events.
 - Our open rate on the first message sent was 74%. Unsubscribe rates have consistently been less than 1%.

Instagram update:

- We have merged our Kids, Teens and general library Instagram account with much success. We stopped posting to the Kids and Teens pages on December 1 and will begin reaching out via direct message to anyone who hasn’t started following the renamed library account, **@parkridgelibrary** (formerly @prpl1913) in January.
- Statistics post merge:
 - We have reached 94.8% more accounts in the last 30 days as of January 10, 2023 compared to the previous 30 days (November 11-December 10, 2022).
 - We have engaged with 69.8% more accounts in that same 30-day comparison, which includes shares and replies. Our content interaction is up 105% in the past 30 days.
- Ms. Healy completed a new Communications and Style Guide for the library. This will be shared with staff at our January training day. Additionally, this has been shared with our account manager at Weblinx (website vendor).





Notable Programs and Services:

- December’s passive program in the Children’s Department featured an *I Spy* scavenger hunt that had children and their caregivers looking for plush versions of some of their favorite book characters. Over 700 completed sheets were turned in!

- In addition to our Winter and Summer Reading Clubs, the Youth Services Department offers 5 ongoing reading programs for kids and teens. 2022 saw the reboot of the patch club with *We Read Together* and *Reading Adventure* programs for emerging and independent readers. For teens, the department launched *100 Books Before Graduation* for middle school and high school students. We are gratified to see almost 300 kids reading all year long with the library.
- The Youth Services department distributed approximately 600 kits and projects for kids and teens in December.

Club	Participants
Growing Book by Book	84
We Read Together (patch club)	92
Reading Adventure (patch club)	44
100 Books Before 8th Grade Grad	54
100 Books Before HS Grad	10



- 16 patron orientations
- 8 classes with 22 total attendees
- 22 user sessions (35 hours of use)



- 12 patron orientations
- 4 classes with 6 total attendees
- 35 user sessions (87 hours of use)

Respectfully Submitted,

Joanna Bertucci
January 13, 2023



December 2022

	Dec-22	Nov-22	YTD	2021 YTD	2020 YTD	2019 YTD	% Change 2019 to 2022	Analysis
CIRCULATION OVERVIEW								
Physical items	48,529	50,716	636,413	568,281	400,688	773,489	-18%	Physical circulation is trending upward from 2021 but remains lower than 2019. Digital circulation continues to far exceed pre-COVID levels.
Digital items	9,505	9,133	119,632	123,150	125,138	87,840	36%	
TOTAL	58,034	59,849	756,045	691,431	525,826	861,329	-12%	
PROGRAMS								
Adult Programs	10	18	206	144	146	253	-19%	Attendance at Adult programming is 49% higher than in 2019. The combination of live and virtual programming appeals to adult patrons. Youth program attendance in 2022 is almost double that of 2021 but remains less than 2019.
Adult Attendees	299	608	6,002	5,621	3,618	4,026	49%	
Youth Programs	37	47	529	390	330	424	25%	
Youth Attendees	909	1,061	11,183	5,793	8,057	14,513	-23%	
OUTREACH								
School Loans	20	23	164	129	79	289	-43%	Loans to schools now exceed prior year. Number of loans and items loaned yet to reach 2019 levels.
Items loaned to Schools	535	446	4,627	3,991	1,988	6,188	-25%	
Homebound Patrons served	20	18	227	238	168	205	11%	Number of homebound patrons served exceeds 2019. This provides access to those who would not have access to print materials.
Homebound Materials loaned	84	63	957	1,087	973	1,116	-14%	
Book clubs served	31	46	498	441	300	501	-1%	Book clubs represent a significant user demographic and support of these groups has returned to 2019 levels.
Items loaned to book clubs	247	398	4,290	3,786	2,655	4,560	-6%	
TECHNOLOGY								
Wi-Fi Sessions	-	43,893	500,528	375,463	149,883	1,092,072	-54%	Both Wi-Fi and public PC usage have significantly increased from prior year but remain below pre-COVID levels.
Wi-Fi - unique clients	-	1,675	14,095	10,225	9,031	-	-	
Public PC Sessions	921	1,129	12,095	5,592	5,916	23,710	-49%	
WEBSITE								
Visits	15,354	16,476	206,372	230,894	234,769	217,366	-5%	Website usage remains lower than prior years.
Unique users	7,580	8,686	101,488	109,129	104,741	107,020	-5%	
USERS								
New cards issued	131	134	2,235	1,857	544	2,215	1%	Number of new cards issued now exceeds prior years
Total PRPL cardholders	18,597	18,656	18,597	19,021	23,203	24,332	-24%	
Unique users	4,022	4,280	4,022	3,801	1,849	3,576	12%	There were 12% more unique card users this month than was the case in December, 2019 and # of unique users exceeds that of prior years
Door count	17,360	20,814	236,455	132,251	84,661	259,869	-9%	
PATRON SERVICES								
Contact free pick up items	2	6	895	3,884			-77%	This service continues to provide access to those most comfortable with contact free usage.
Cardholders*			47%	48%	62%	65%		Percentage decline in cardholders since 2019 reflects both pandemic impacts and population increase resulting from 2020 census.
NOTES:								
YTD Comparisons are made to 2019 as that was the most recent year when services were not impacted by COVID-19								
SY21 Population 39,656 (2020 Census); FY20 and FY21 Population 37,479 (2010 Census)								
FY20 and FY21 numbers have been adjusted to be compared to the 8-month (May - Dec.) SY21								
City of Park Ridge, 2020 Census 39,656								
City of Park Ridge, 2010 Census 37,479								

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

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

- Juan Vega, Facilities, Custodian Substitute, Part-Time

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

- Gerard Deignan, Facilities, Custodian, Part-Time

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

- None



December 2022 Report

- Held 2022 Annual Meeting
- Approved 2023 Wish List for \$15,000
- Reported Spring Book Drive with Scouts for delivery on March 18



Memorandum

Memo Date: January 4, 2023
From: Alexandra Hanba, Board President
Meeting Type: Planning & Operations Committee of the Whole Meeting
Meeting Date: January 10, 2023
Action Requested: For review and approval
Subject: Bylaws review

Background:

The Library Board’s Bylaws were reviewed in March 2022. Minor edits were made including reordering the order of business for regular meetings and adding the time frame for posting agendas as per the Illinois Open Meetings Act.

At this time, I respectfully recommend that the Board add language regarding the attendance requirement for Library Trustees (as set forth in City of Park Ridge Ordinance No. 2018-16) to the preface paragraph that lays out the rules for composition and requirements for Library Trustees.

Recommended Action:

- 1) Based on discussion and possible updates at the January 10, 2023 meeting, I respectfully recommend that the Board approve revisions to the Bylaws of the Board of Trustees Park Ridge Public Library.¹

Update from the January 10 COW Discussion: Questions were raised regarding the inclusion of the rules for remote meeting participation and the statement of economic interest filing. The Board has a separate policy for remote attendance and the annual financial filing is listed in the Trustee orientation policy, both are included for reference in the packet.

I concur with President Hanba's initial recommendation for edits to the Bylaws.

¹ Bylaws may be amended at any regular meeting by two-thirds affirmative vote of the members present and voting; a roll call vote is required and therefore any updates to the Bylaws will be considered new business on the agenda.

BYLAWS
OF
THE BOARD OF TRUSTEES
PARK RIDGE PUBLIC LIBRARY
PARK RIDGE, ILLINOIS
Revised, May 15, 2012
Revised, May 17, 2016
Revised, August 16, 2016
Revised, March 15, 2022

PREFACE

The Board of Trustees is composed of nine (9) members, each of whom holds office for three (3) years from the first of July of the year of appointment and until a successor is appointed. The Mayor appoints three (3) Trustees each year before the first of July to take the place of Trustees whose terms expire. Vacancies on the Board occasioned by removal, resignation, or other-wise are reported to the Mayor, and the unexpired term is filled in a like manner as original appointments. Trustees must not profit from personal or business special privilege or City enrichment arising out of the position occupied.

Pursuant to the requirements of the Illinois Revised Statutes pertaining to Public Libraries, the following Bylaws are established for the guidance of the Board of Trustees and for the government of the Park Ridge Public Library.

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ARTICLE I

OBJECT

The object of the Board of Trustees shall be to develop a library in terms of books and other library resources, building and personnel that meets the highest standards according to the needs of the community, and professional standards, including the Illinois Library Association Standards for Public Libraries. To this end, the Board shall:

1. Establish and support Library policies.
2. Employ a qualified library director who shall be responsible for hiring, directing, supervising and disciplining all Library staff.
3. Evaluate and set goals for the Library Director annually.
4. Insure appropriate personnel policies and procedures exist including those for hiring, managing and terminating employees.
5. Secure adequate funds.
6. Approve expenditure of Library funds.
7. Receive gifts to the Library.
8. Provide and maintain adequate facilities and up-to-date technology.
9. Insure a representative selection of books and other library resources.

10. Participate actively in cooperative efforts to improve local library services.

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ARTICLE II

OFFICERS

- Section 1. The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer, each of whom shall serve for a term of one (1) year.
- Section 2. The President shall preside at all meetings, appoint all committees with the approval of the Board, authorize calls for special meetings, and generally perform the duties of a presiding officer.
- Section 3. The Vice-President shall act for the President in the latter's absence and shall have such other duties and responsibilities as the Board may determine.
- Section 4. The Secretary shall keep the minutes of all Board meetings including closed sessions, shall issue notices of all regular meetings and of special meetings upon proper authorization, shall have custody of the minutes and other records of the Board not specifically assigned to other officers, shall share communications that are received by the Library and shall notify the Mayor of any vacancies occurring on the Board. Library staff support the Secretary at the Secretary's discretion.
- Section 5. The Treasurer shall maintain an accounting of all library funds and shall arrange for payment of expenses and obligations as authorized by the Board, shall make a financial report at each regular meeting, and shall furnish such information as may be requested by the Board or any appropriate committee.
- Section 6. The President shall appoint a nominating committee of three (3) members of the Board at the June meeting. Such committee shall present its recommendations at the July meeting, listing the names of one or more candidates for each office, provided the consent of such candidates shall have been obtained. Additional nominations may be made from the floor with the consent of the nominee(s).
- Section 7. At the July meeting, the highest ranking officer present from among the previous officers shall call the meeting to order. The Board shall then elect a Chairman pro tem who shall conduct the roll call and election of officers. The terms of newly elected officers shall begin immediately after the election.
- Section 8. No trustee shall hold more than one office at any one time, and no officer shall serve more than two consecutive terms in the same office. If an officer has served more than three-quarters of a term, that officer shall be considered as having served that term.

ARTICLE III

MEETINGS

- Section 1. Regular meetings of the Board shall be held monthly at a fixed time and date determined in advance each year by the Board and recorded in the minutes. Changes in the time and date for future meetings may be made at any regular or special meeting of the Board.
- Section 2. Five members shall constitute a quorum.

Section 3. Special meetings may be called by the President, or upon written request of three (3) members. At special meetings only such matters of business may be transacted as are stated in the call for the special meeting.

Section 4. Notice of all regular and special meetings shall be posted in the Library, on the Library's website, and communicated to each member of the Board, at least ~~forty-eight~~forty-eight (48) hours before the date of the meeting.

Section 5. The order of business at regular meetings shall be as follows:

1. Call to order
2. Roll call
3. Comments from the General Public (Non-agenda items)
4. Consent Agenda which includes Minutes of previous meeting
5. Treasurer's Report
6. President's Report
7. Secretary's report
8. Library Director's Report
9. Friends of the Library Report
10. Unfinished business
11. New business
12. Adjournment

Section 6. The Annual Report shall be presented ~~by the~~by the Secretary to the Library Board for approval and subsequently transmitted to the City Council. It shall contain:

1. An itemized statement of the various sums of money received from the Library Fund and from other sources.
2. An itemized statement of the objects and purposes for which those sums of money have been expended.
3. A statement of the number of books, periodicals, and other resources available for use and the number and character thereof circulated.
4. A statement of the real and personal property acquired by devise, bequest, purchase, gift or otherwise.
5. A statement of the character of any extensions of library service which have been undertaken.
6. A statement of the financial requirements of the Library for the ensuing fiscal year for inclusion in the appropriation of the corporate authority, and of the amount of money which, in the judgment of the Board of Library Trustees, it will be necessary to levy for library purposes in the next annual tax levy ordinance.
7. A statement as to the amount of accumulation and the reasons therefore.
8. A statement as to any outstanding liabilities including those for bonds still outstanding or amounts due for judgment, settlement, liability insurance, or for amounts due under a certificate of the board.
9. Any other statistics, information, and suggestions that may be of interest.

ARTICLE IV

COMMITTEES

Section 1. There shall be such regular and special committees as may be determined by the Board from time to time.

Section 2. The duties of the following regular standing committees shall be:

1. Budget and Finance Committee – a Committee of the Whole – in conjunction with the Library Director shall prepare the annual budget for the approval of the Board.
2. Planning and Operations Committee – a Committee of the Whole – prepare annually a revised long range plan; review policies and oversee operation of the Library to insure excellent service with maximum efficiency.
3. Communications and Development Committee – a Committee of the Whole – exercise responsibility for public relations; maintain Library Endowment Fund; investigate opportunities for fund raising and for building community support.
4. Personnel Committee – a Committee of the Whole – meet as needed to evaluate the Library Director, set goals and exercise responsibility for matters affecting employees of the Library.
5. Building and Grounds Committee – a Committee of the Whole – exercise responsibility for the proper maintenance of building and grounds, and make recommendations to the Board on any major expenditures.
6. Library Resources Committee – a Committee of the Whole – exercise responsibility for recommending to the Board policies governing the selection and availability of library resources and periodically reviews the collection development guidelines and allocation of funds for library resources

ARTICLE V

DISBURSEMENT OF FUNDS

Section 1. Payment of warrants shall be made in accordance with the Library's Policy on "Payment for Goods and Services" within the limits of the Board approved budget for each fiscal year.

Section 2. Payment of individual warrants over \$5,000.00 shall be approved by the Treasurer, or in the Treasurer's absence the Secretary.

ARTICLE VI

GIFTS AND ENDOWMENT FUND

Section 1. A permanent fund, known as the Park Ridge Public Library Endowment Fund shall be established and maintained by the Board of Trustees of the Park Ridge Library. All gifts and bequests, unless otherwise designated, shall be placed in this fund.

Section 2. A special permanent fund, known as the Park Ridge Public Library Restricted Gift Fund shall be maintained by the Board of Trustees of the Park Ridge Public Library. Gifts and bequests which are restricted or specially designated shall be placed in this fund until their purposes shall be fulfilled.

Section 3. All gifts, grants, and/or bequests to the Library shall be accepted, held invested, used, or disposed of at the sole discretion of the Board of Trustees. Disbursements from the above Endowment, Restricted Gift Funds, or special grant, gift or bequest allocations shall only be made with Board approval.

ARTICLE VII

ADMINISTRATION

- Section 1. The Library Director shall implement the policies adopted by the Board. Among the Library Director's duties and responsibilities shall be that of hiring personnel, directing, supervising and disciplining of all staff members. The Director will notify the Board of all personnel decisions involving hiring and termination at the next regularly scheduled Board meeting. The Director will submit to the Board monthly and annual reports as required by the Board, recommending such policies and procedures as will promote the efficiency and service of the Library to the people of the community.
- Section 2. The Board shall make and adopt such rules and regulations for the operation and government of the Library as will promote the proper and efficient use of the facilities.
- Section 3. The Board may exclude from the use of the Library any persons who willfully violate the posted rules. Such persons may be liable to further penalties as prescribed by City ordinances.
- Section 4. The Board may extend the privileges and use of the Library to persons residing outside of the City of Park Ridge upon such conditions and terms as do not conflict with City ordinances.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order Revised" shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE IX

AMENDMENTS

These Bylaws may be amended at any regular meeting by two-thirds affirmative vote of the members present and voting, provided that notice of the proposed amendment was stated in the call for the meeting.

MEETING ATTENDANCE VIA ELECTRONIC MEANS

POLICY:

Library Trustees are permitted to attend open meetings via electronic means, including audio or video conference in compliance with the rules of [5 ILCS 120/1.02](#)

RULES:

1. A Trustee wishing to attend by electronic means shall give notice to the Library Director or designee stating the reason for their inability to physically attend the scheduled meeting.
2. The approved reasons for attending by electronic means are:
 - a. Personal illness or disability
 - b. Employment purposes or business of the public body
 - c. A family or other emergency
3. A quorum of the Board of Trustees or Committee must be physically present throughout the scheduled meeting.
4. The Trustee presiding at the meeting shall announce the name of the Trustee(s) wishing to attend by electronic means and the qualifying reason before the roll is taken.
5. After the roll of physically present Trustees is taken and the meeting is called to order, a motion must be approved by a majority of the present Trustees to allow the absent Trustee(s) to participate by electronic means.
6. The voice of the Trustee(s) attending electronically will be broadcast to the public and the Trustee(s) attending electronically shall be able to hear the discussions of the other Trustees and the public.
7. Trustees participating by electronic means are afforded all of the same rights as Board members who are physically present as well as being held to the same laws, standards of conduct, Robert's Rules of Order and voting procedures.
8. Trustees participating by electronic means may participate in closed session and should make a reasonable and good faith effort to participate from a location where they cannot be overheard by non-Trustees.
9. The Secretary will record in the meeting minutes the names of those members who are physically present and those attending electronically, in addition to recording the motion and vote of the physically present Trustees that allowed the Trustee(s) to attend the meeting electronically.

Revised December 21, 2021

Revised December 19, 2017

Revised July 19, 2016

Approved October 19, 2011

LIBRARY TRUSTEE ORIENTATION

An orientation will be provided for each new trustee that is appointed to the Library Board. The goal of the orientation process is to help new trustees be well informed and to provide them with the information they need to become involved early in their tenure. The orientation will include several meetings with the Board and staff as well as written materials.

An orientation with the President of the Library Board of Trustees and the Library Director will cover the following:

- Structure of Library Board
- Relationship of the Library to City government and elected officials
- Roles and responsibilities of Library Trustees
- Meeting structure, schedule, rules of order and preparation for meetings
- Board Committees
- Open Meetings Act: mandatory training and use of e-mail
- Library funding, budget and expenditures
- Tour and staff introductions
- Roles and responsibilities of Library Director and staff
- Friends of the Library
- Computer Cooperative Services and RAILS
- Required Statement of Economic Interest filing

Printed materials will be provided with more information:

- Policy and Procedures Manual – including By-Laws and Collection Management Guidelines
- Open Meetings Act handout
- *Trustee Facts File*, most recent edition, Illinois Library Association
- *Serving our Public: Standards for Illinois Public Libraries*, most recent edition, Illinois Library Association
- Annual Report
- Strategic Plan
- Annual Calendar
- List of Library Trustees including contact information

At the first Board Meeting the new trustee attends, each trustee will introduce themselves and tell a little about their background, years on the Board, etc. so they can get to know their colleagues on the Board.

Follow up meeting(s) with individual Board Officers can provide information on the specific roles of each officer and more detail on the role of Library Trustee, as requested.

Revised March 15, 2022
Reviewed May 18, 2010
Approved: March 21, 2006

**City of Park Ridge, IL
Warrant List Fund Totals
12/16/2022**

Fund	Description	Amount
201	Library Fund	\$90,688.02
201	Grant Fund	\$0.00
201	North Suburban	\$2,830.63
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	Report Total	\$93,518.65

PAID INVOICES REPORT

WARRANT: L121622

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

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
6095 ABC COMMERCIAL	150356	12/08/22	206972		214582	P	12/16/22	2015012 932103	BLDG MNT CNTR-GENL MAINT	2,541.00
	INVOICE:	20221175								
VENDOR TOTALS			27,489.00	YTD INVOICED				29,799.00	YTD PAID	2,541.00
1119 ACE HARDWARE #152 CORP	150357	12/08/22	206973		214583	P	12/16/22	2015012 952100	BUILDING SUPPLIES	9.99
	INVOICE:	020882								
VENDOR TOTALS			5,859.31	YTD INVOICED				5,904.25	YTD PAID	9.99
48 AEC ONE STOP GROUP INC	150358	12/08/22	206974		214584	P	12/16/22	2015017 954015	LIB RSRCS-RECORDINGS MUSI	448.24
	INVOICE:	PLS69379596								
VENDOR TOTALS			5,792.99	YTD INVOICED				5,853.60	YTD PAID	448.24
8183 ALYSON DOUBEK	150395	12/08/22	207012		214585	P	12/16/22	2015011 933800	CONFERENCES & TRAINING	645.00
	INVOICE:	ADM1209223								
VENDOR TOTALS			645.00	YTD INVOICED				645.00	YTD PAID	645.00
302670 AMAZON CAPITAL SERVICES	150359	12/08/22	206975		214586	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	42.79
	INVOICE:	1MTPPFP49HPR								
	150360	12/08/22	206976		214586	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	-35.00
	INVOICE:	1YT394WRP13W								
	150361	12/08/22	206977		214586	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	9.99
	INVOICE:	1L4G69JRD1TM								
	150362	12/08/22	206978		214586	P	12/16/22	2015011 951002	OFF SPLS--OTHER SUPPLIES	7.19
	INVOICE:	1DRH4NPRCXN6								
	150363	12/08/22	206979		214586	P	12/16/22	2015017 954005	LIB RSRCS-AV/DVD/BL	31.78
	INVOICE:	1QXJJ7MMN97C								
	150364	12/08/22	206980		214586	P	12/16/22	2015012 952100	BUILDING SUPPLIES	488.50
	INVOICE:	1VXKHM1X14FQ								
	150365	12/08/22	206981		214586	P	12/16/22	2015015 951100	LIBRARY SUPPLIES	236.62
	INVOICE:	16CRPNC11RXX								
	150366	12/08/22	206982		214586	P	12/16/22	2015013 951100	LIBRARY SUPPLIES	17.49
	INVOICE:	1W1G6MYK6KXV								
	150367	12/08/22	206983		214586	P	12/16/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	24.60
	INVOICE:	17f1j66gk3dk								
	150368	12/08/22	206984		214586	P	12/16/22	2015017 938506	GNL CNTRL SVC/PROGRAM	134.10
	INVOICE:	194QHwKT197V								
	150369	12/08/22	206985		214586	P	12/16/22	2015015 938506	GNL CNTRL SVC/PROGRAM	101.27
	INVOICE:	1FXW6NX9WJD6								
	150370	12/08/22	206986		214586	P	12/16/22	2015013 951100	LIBRARY SUPPLIES	59.98
	INVOICE:	1YWRX1NFNTDF								
	150371	12/08/22	206987		214586	P	12/16/22	2015015 938506	GNL CNTRL SVC/PROGRAM	520.33
	INVOICE:	1Q3L6GG6VD34								



PAID INVOICES REPORT

WARRANT: L121622

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

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	150372	12/08/22	206988		214586	P	12/16/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	21.16
	INVOICE: 11FHNDPMDHW									
	150373	12/08/22	206989		214586	P	12/16/22	2015013 951100	LIBRARY SUPPLIES	12.14
	INVOICE: 1P13VCNJJWN									
	150374	12/08/22	206990		214586	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	46.79
	INVOICE: 11PXC37GYGVH									
	150375	12/08/22	206991		214586	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	35.28
	INVOICE: 1RYJQQMVMNF6									
	150522	12/12/22	207140		214586	P	12/16/22	2015015 951100	LIBRARY SUPPLIES	47.25
	INVOICE: 1CX9M39V3LR									
	150539	12/12/22	207158		214586	P	12/16/22	2015012 952100	BUILDING SUPPLIES	183.19
	INVOICE: 14NFNGGF4RNF									
VENDOR TOTALS			42,273.09	YTD INVOICED				26,343.10	YTD PAID	1,985.45
800 AMERICAN EAGLE COM										
	150376	12/08/22	206992		214587	P	12/16/22	2015011 931700	LIB DATA PROC SV	1,900.00
	INVOICE: 365278									
	150377	12/08/22	206993		214587	P	12/16/22	2015011 931700	LIB DATA PROC SV	420.00
	INVOICE: 366261									
VENDOR TOTALS			8,066.67	YTD INVOICED				8,486.67	YTD PAID	2,320.00
5008 ANCEL GLINK DIAMOND BUSH										
	150378	12/08/22	206994		214588	P	12/16/22	2015011 942500	GENERAL COUNSEL	56.25
	INVOICE: 93305									
VENDOR TOTALS			160,626.57	YTD INVOICED				177,586.99	YTD PAID	56.25
3596 ANGELA BERGER										
	150384	12/08/22	207000		214589	P	12/16/22	2015011 951103	STAFF APPRECIATION	69.60
	INVOICE: ADM120822									
VENDOR TOTALS			233.46	YTD INVOICED				233.46	YTD PAID	69.60
7060 ANTHONY ROOFING TECTA AMERICA LLC										
	150379	12/08/22	206995		214590	P	12/16/22	2015012 932103	BLDG MNT CNTR-GENL MAINT	900.00
	INVOICE: S69005810									
VENDOR TOTALS			900.00	YTD INVOICED				900.00	YTD PAID	900.00
8568 RADIATE HOLDINGS LP										
	150380	12/08/22	206996		214591	P	12/16/22	2015011 938503	GNL CNTRL SVC-INTERNET	804.99
	INVOICE: 4436589010015916									
VENDOR TOTALS			14,106.42	YTD INVOICED				13,576.52	YTD PAID	804.99
4193 ATOMATIC MECHANICAL SERVICES INC										
	150381	12/08/22	206997		214592	P	12/16/22	2015012 932105	BLDG MNT CNTR-HVAC EQUIP	523.75
	INVOICE: SRV2262913									
	150382	12/08/22	206998		214592	P	12/16/22	2015012 932105	BLDG MNT CNTR-HVAC EQUIP	284.25

PAID INVOICES REPORT

WARRANT: L121622

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

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE:	SRV2262650									
150383		12/08/22	206999		214592	P	12/16/22	2015012 932105	BLDG MNT CNTR-HVAC EQUIP	334.25
INVOICE:	SRV2292764									
VENDOR TOTALS		19,886.60 YTD INVOICED			19,886.60 YTD PAID			1,142.25		
101020	BAKER AND TAYLOR BOOKS									
150297		12/08/22	206913		214593	P	12/16/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	23.10
INVOICE:	2037182429									
150298		12/08/22	206914		214593	P	12/16/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	36.57
INVOICE:	2037167372									
150299		12/08/22	206915		214593	P	12/16/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	39.59
INVOICE:	2037167373									
150300		12/08/22	206916		214593	P	12/16/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	648.07
INVOICE:	2037167374									
150301		12/08/22	206917		214593	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.94
INVOICE:	203782409									
150302		12/08/22	206918		214593	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	16.07
INVOICE:	2037182410									
150303		12/08/22	206919		214593	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	703.56
INVOICE:	2037167281									
150304		12/08/22	206920		214593	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	1,527.99
INVOICE:	2037165424									
150305		12/08/22	206921		214593	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	210.21
INVOICE:	2037170429									
150306		12/08/22	206922		214593	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	6.77
INVOICE:	2037182411									
150307		12/08/22	206923		214593	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	43.51
INVOICE:	2037182412									
150308		12/08/22	206924		214593	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	45.19
INVOICE:	2037182413									
150309		12/08/22	206925		214593	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	4.18
INVOICE:	2037170430									
150310		12/08/22	206926		214593	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	28.62
INVOICE:	2037165420									
150311		12/08/22	206927		214593	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	22.97
INVOICE:	2037165421									
150312		12/08/22	206928		214593	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	15.06
INVOICE:	2037165422									
150313		12/08/22	206929		214593	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	29.09
INVOICE:	2037165423									
150314		12/08/22	206930		214593	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	5.97
INVOICE:	2037167278									
150315		12/08/22	206931		214593	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	7.76
INVOICE:	2037167280									
150316		12/08/22	206932		214593	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	4.18
INVOICE:	2037167279									
150317		12/08/22	206933		214593	P	12/16/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	10.73
INVOICE:	2037173401									
150318		12/08/22	206934		214593	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	110.10
INVOICE:	2037167421									

PAID INVOICES REPORT

WARRANT: L121622

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

VENDOR NAME	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
150319	12/08/22	206935		214593	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	23.55
INVOICE: 2037167419									
150320	12/08/22	206936		214593	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	37.01
INVOICE: 2037167420									
150321	12/08/22	206937		214593	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	6.57
INVOICE: 2037167418									
150322	12/08/22	206938		214593	P	12/16/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	105.03
INVOICE: 2037169812									
150323	12/08/22	206939		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	453.38
INVOICE: 2037177653									
150324	12/08/22	206940		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	483.63
INVOICE: 2037156894									
150325	12/08/22	206941		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	183.30
INVOICE: 2037173249									
150326	12/08/22	206942		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	23.70
INVOICE: 2037169431									
150327	12/08/22	206943		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	18.01
INVOICE: 2037169432									
150328	12/08/22	206944		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	17.99
INVOICE: 2037169433									
150329	12/08/22	206945		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	19.88
INVOICE: 2037169434									
150330	12/08/22	206946		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	18.02
INVOICE: 2037169435									
150331	12/08/22	206947		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	50.77
INVOICE: 2037169436									
150332	12/08/22	206948		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	37.74
INVOICE: 2037169437									
150333	12/08/22	206949		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	56.13
INVOICE: 2037169438									
150334	12/08/22	206950		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	12.23
INVOICE: 2037169439									
150335	12/08/22	206951		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	76.21
INVOICE: 2037169440									
150336	12/08/22	206952		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	28.59
INVOICE: 2037169441									
150337	12/08/22	206953		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	57.77
INVOICE: 2037177645									
150338	12/08/22	206954		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	34.89
INVOICE: 203777646									
150339	12/08/22	206955		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	16.33
INVOICE: 2037177647									
150340	12/08/22	206956		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	15.22
INVOICE: 2037177648									
150341	12/08/22	206957		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	17.45
INVOICE: 2037177649									
150342	12/08/22	206958		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	51.22
INVOICE: 2037177650									
150343	12/08/22	206959		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	16.88
INVOICE: 2037177651									
150344	12/08/22	206960		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	82.89



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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE:	2037177652									
150345		12/08/22	206961		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	17.46
INVOICE:	2037156887									
150346		12/08/22	206962		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	34.35
INVOICE:	2037156888									
150347		12/08/22	206963		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	21.99
INVOICE:	2037156889									
150348		12/08/22	206964		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	55.75
INVOICE:	2037156890									
150349		12/08/22	206965		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	54.37
INVOICE:	2037156892									
150350		12/08/22	206966		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	54.99
INVOICE:	2037156893									
150351		12/08/22	206967		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	64.64
INVOICE:	2037156895									
150352		12/08/22	206968		214593	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	13.43
INVOICE:	2037156891									
VENDOR TOTALS			174,500.49	YTD INVOICED				180,128.90	YTD PAID	5,812.60
6910 BIBLIOTHECA LLC										
150385		12/08/22	207001		214594	P	12/16/22	2015011 938506	GNL CNTRL SVC/PROGRAM	23,226.70
INVOICE:	INVUS59885									
VENDOR TOTALS			31,647.84	YTD INVOICED				31,647.84	YTD PAID	23,226.70
489 BLACKSTONE AUDIOBOOKS										
150386		12/08/22	207002		214595	P	12/16/22	2015017 954004	LIB RSRCS-RECORDING AUDIO	38.94
INVOICE:	2075333									
VENDOR TOTALS			9,281.65	YTD INVOICED				9,359.54	YTD PAID	38.94
8754 BOOSH INC										
150387		12/08/22	207003		214596	P	12/16/22	2015011 935900	LIB CONSULT SERV	1,500.00
INVOICE:	095010									
VENDOR TOTALS			1,500.00	YTD INVOICED				1,500.00	YTD PAID	1,500.00
8530 INSPIRE ONE INC										
150388		12/08/22	207005		214597	P	12/16/22	2015015 938506	GNL CNTRL SVC/PROGRAM	340.00
INVOICE:	ADM120922									
VENDOR TOTALS			940.00	YTD INVOICED				940.00	YTD PAID	340.00
682 CANTERBURY CAROLLERS										
150389		12/08/22	207006		214598	P	12/16/22	2015017 938506	GNL CNTRL SVC/PROGRAM	450.00
INVOICE:	ADM1209222									
VENDOR TOTALS			450.00	YTD INVOICED				450.00	YTD PAID	450.00
300553 CENGAGE LEARNING INC										

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	150390	12/08/22	207007		214599	P	12/16/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	25.60
	INVOICE: 79724146									
	150391	12/08/22	207008		214599	P	12/16/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	27.19
	INVOICE: 79690091									
VENDOR TOTALS				8,184.83	YTD INVOICED			8,231.21	YTD PAID	52.79
303044 CENTER POINT PUBLISHING	150392	12/08/22	207009		214600	P	12/16/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	30.22
	INVOICE: 1974244									
VENDOR TOTALS				950.04	YTD INVOICED			950.04	YTD PAID	30.22
5403 CHASE PAYMENTECH	150540	12/13/22	207159		16682	W	12/16/22	2015011 937800	LIB BNK SERV CHG	27.07
	INVOICE: ADM103122									
VENDOR TOTALS				35,172.30	YTD INVOICED			37,795.39	YTD PAID	27.07
7750 CHICAGO FILTER SUPPLY	150393	12/08/22	207010		214601	P	12/16/22	2015012 932105	BLDG MNT CNTR-HVAC EQUIP	96.66
	INVOICE: 67387									
VENDOR TOTALS				1,566.85	YTD INVOICED			1,841.98	YTD PAID	96.66
302631 CHILDRENS PLUS INC	150394	12/08/22	207011		214602	P	12/16/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	71.76
	INVOICE: 221911									
VENDOR TOTALS				6,109.66	YTD INVOICED			6,109.66	YTD PAID	71.76
8729 CONSTRUCTION INC	150523	12/12/22	207141		214603	P	12/16/22	2015012 996300	BUILDING/BUILDING IMPROVE	21,742.83
	INVOICE: 104									
VENDOR TOTALS				133,323.80	YTD INVOICED			133,323.80	YTD PAID	21,742.83
3545 FINDAWAY WORLD LLC	150396	12/08/22	207013		214604	P	12/16/22	2015015 954004	LIB RSRCS-RECORDING AUDIO	110.48
	INVOICE: 413664									
	150397	12/08/22	207014		214604	P	12/16/22	2015015 954004	LIB RSRCS-RECORDING AUDIO	339.94
	INVOICE: 412392									
VENDOR TOTALS				23,342.80	YTD INVOICED			24,227.17	YTD PAID	450.42
7277 FIRST COMMUNICATIONS LLC	150398	12/08/22	207015		214605	P	12/16/22	2015011 938501	GNL CNTRL SVC/TELEPHONE	593.03
	INVOICE: 124702510									
VENDOR TOTALS				6,853.08	YTD INVOICED			6,853.08	YTD PAID	593.03



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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
301264	FOX VALLEY FIRE AND SAFETY									
	150399	12/08/22	207016		214606	P	12/16/22	2015012 932103	BLDG MNT CNTR-GENL MAINT	672.00
	INVOICE: IN00564478									
	150537	12/12/22	207156		214606	P	12/16/22	2015012 932103	BLDG MNT CNTR-GENL MAINT	852.00
	INVOICE: IN00565111									
	VENDOR TOTALS		17,332.24	YTD INVOICED				17,332.24	YTD PAID	1,524.00
8496	GORDON FLESCH COMPANY INC									
	150524	12/12/22	207142		214607	P	12/16/22	2015011 935101	EQPT RNTL-LEASE PAYMENTS	1,449.44
	INVOICE: I0078548									
	150542	12/12/22	207161		214607	P	12/16/22	2015011 935101	EQPT RNTL-LEASE PAYMENTS	162.90
	INVOICE: IN13980436									
	150543	12/12/22	207162		214607	P	12/16/22	2015011 935101	EQPT RNTL-LEASE PAYMENTS	240.49
	INVOICE: IN13942168									
	VENDOR TOTALS		14,014.92	YTD INVOICED				14,014.92	YTD PAID	1,852.83
7842	INGRAM LIBRARY SERVICES									
	150400	12/08/22	207017		214608	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	221.37
	INVOICE: 67546082									
	150401	12/08/22	207018		214608	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.59
	INVOICE: 67546084									
	150402	12/08/22	207019		214608	P	12/16/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	250.51
	INVOICE: 67546085									
	150403	12/08/22	207020		214608	P	12/16/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	179.10
	INVOICE: 67546083									
	150404	12/08/22	207021		214608	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	317.61
	INVOICE: 67545082									
	VENDOR TOTALS		20,055.18	YTD INVOICED				20,641.79	YTD PAID	980.18
5591	KRUEGER INTERNATIONAL INC									
	150405	12/08/22	207022		214609	P	12/16/22	2015011 951003	OFF SPLS FURNISHINGS	1,246.50
	INVOICE: 14454429									
	VENDOR TOTALS		12,782.15	YTD INVOICED				12,782.15	YTD PAID	1,246.50
8748	LASER PIANO SERVICE									
	150406	12/08/22	207023		214610	P	12/16/22	2015011 951100	LIBRARY SUPPLIES	175.00
	INVOICE: 1420									
	VENDOR TOTALS		175.00	YTD INVOICED				175.00	YTD PAID	175.00
101892	MIDWEST TAPE									
	150407	12/08/22	207024		214611	P	12/16/22	2015017 954005	LIB RSRCS-AV/DVD/BL	136.19
	INVOICE: 503025059									
	150408	12/08/22	207025		214611	P	12/16/22	2015017 954005	LIB RSRCS-AV/DVD/BL	33.73
	INVOICE: 503028127									
	150409	12/08/22	207026		214611	P	12/16/22	2015017 954005	LIB RSRCS-AV/DVD/BL	11.24
	INVOICE: 503028126									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	150410	12/08/22	207027		214611	P	12/16/22	2015017 954005	LIB RSRCS-AV/DVD/BL	22.49
	INVOICE: 503028125									
	150411	12/08/22	207028		214611	P	12/16/22	2015017 954005	LIB RSRCS-AV/DVD/BL	22.49
	INVOICE: 503028124									
	150412	12/08/22	207029		214611	P	12/16/22	2015017 954005	LIB RSRCS-AV/DVD/BL	64.47
	INVOICE: 503028122									
	150413	12/08/22	207030		214611	P	12/16/22	2015017 954005	LIB RSRCS-AV/DVD/BL	22.49
	INVOICE: 503028121									
	150414	12/08/22	207031		214611	P	12/16/22	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	50.64
	INVOICE: 503034852									
	150415	12/08/22	207032		214611	P	12/16/22	2015017 954005	LIB RSRCS-AV/DVD/BL	103.44
	INVOICE: 503028120									
	150416	12/08/22	207033		214611	P	12/16/22	2015017 954005	LIB RSRCS-AV/DVD/BL	62.88
	INVOICE: 503034855									
	150417	12/08/22	207034		214611	P	12/16/22	2015017 954005	LIB RSRCS-AV/DVD/BL	125.28
	INVOICE: 503034854									
	VENDOR TOTALS				70,860.95	YTD INVOICED		73,565.56	YTD PAID	655.34
924	OVERDRIVE INC									
	150418	12/08/22	207035		214612	P	12/16/22	201 430819	NO. SUB. DIGITAL CONSORTI	1,000.00
	INVOICE: H0091416									
	150419	12/08/22	207036		214612	P	12/16/22	201 430819	NO. SUB. DIGITAL CONSORTI	278.96
	INVOICE: 00751DA22439283									
	150420	12/08/22	207037		214612	P	12/16/22	201 430819	NO. SUB. DIGITAL CONSORTI	59.99
	INVOICE: 00751DA22436326									
	150421	12/08/22	207038		214612	P	12/16/22	201 430819	NO. SUB. DIGITAL CONSORTI	254.60
	INVOICE: 00751CP22431929									
	150422	12/08/22	207039		214612	P	12/16/22	201 430819	NO. SUB. DIGITAL CONSORTI	403.63
	INVOICE: 00751DA22428653									
	150423	12/08/22	207040		214612	P	12/16/22	201 430819	NO. SUB. DIGITAL CONSORTI	833.45
	INVOICE: 00751CO22426014									
	150525	12/12/22	207143		214612	P	12/16/22	2015017 954012	LIB RSRCS-E-BOOKS	6,765.00
	INVOICE: CD0075122441041									
	150538	12/12/22	207157		214612	P	12/16/22	2015015 954012	LIB RSRCS-E-BOOKS	3,500.00
	INVOICE: CD0075122443188									
	VENDOR TOTALS				190,256.36	YTD INVOICED		194,766.40	YTD PAID	13,095.63
854	PENWORTHY									
	150526	12/12/22	207144		214613	P	12/16/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	4,986.62
	INVOICE: 0586239IN									
	VENDOR TOTALS				4,986.62	YTD INVOICED		4,986.62	YTD PAID	4,986.62
229	PITNEY BOWES INC									
	150424	12/08/22	207041		214614	P	12/16/22	2015011 938502	GNL CNTRL SVC/POSTAGE	989.18
	INVOICE: AM1209224									
	VENDOR TOTALS				4,448.73	YTD INVOICED		4,448.73	YTD PAID	989.18

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
101774 POLONIA BOOKSTORE	150425	12/08/22	207042		214615	P	12/16/22	2015017 954003	LIB RSRCS--PERIODICALS	250.00
	INVOICE:		72695							
VENDOR TOTALS			2,692.25	YTD INVOICED				2,896.60	YTD PAID	250.00
4023 RAINBOW ANIMAL ASSISTED THERAPY	150426	12/08/22	207043		214616	P	12/16/22	2015015 938506	GNL CNTRL SVC/PROGRAM	150.00
	INVOICE:		ADM1209225							
VENDOR TOTALS			600.00	YTD INVOICED				600.00	YTD PAID	150.00
302528 THE ROWMAN & LITTLEFIELD PUB CORP	150427	12/08/22	207044		214617	P	12/16/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	103.58
	INVOICE:		12156831							
VENDOR TOTALS			103.58	YTD INVOICED				103.58	YTD PAID	103.58
102551 CACINI INC	150428	12/08/22	207045		214618	P	12/16/22	2015011 936000	PUBLIC RELATIONS	54.00
	INVOICE:		43446							
VENDOR TOTALS			5,030.45	YTD INVOICED				4,587.95	YTD PAID	54.00
6493 SUN AND MOON YOGA	150429	12/08/22	207046		214619	P	12/16/22	2015017 938506	GNL CNTRL SVC/PROGRAM	600.00
	INVOICE:		ADM1209226							
VENDOR TOTALS			7,650.00	YTD INVOICED				7,650.00	YTD PAID	600.00
2193 VERIZON WIRELESS	150531	12/12/22	207149		214620	P	12/16/22	2015011 938501	GNL CNTRL SVC/TELEPHONE	88.81
	INVOICE:		9921860660							
VENDOR TOTALS			57,981.09	YTD INVOICED				63,616.42	YTD PAID	88.81
300800 WAREHOUSE DIRECT INC	150430	12/08/22	207047		214621	P	12/16/22	2015013 951100	LIBRARY SUPPLIES	44.20
	INVOICE:		53793270							
150430	12/08/22	207047		214621	P	12/16/22	2015015 951100	LIBRARY SUPPLIES	63.76	
	INVOICE:		53793270							
150527	12/12/22	207145		214621	P	12/16/22	2015011 933800	CONFERENCES & TRAINING	193.88	
	INVOICE:		53832360							
150528	12/12/22	207146		214621	P	12/16/22	2015012 932103	BLDG MNT CNTR-GENL MAINT	18.58	
	INVOICE:		53821610							
150528	12/12/22	207146		214621	P	12/16/22	2015011 951100	LIBRARY SUPPLIES	49.48	
	INVOICE:		53821610							
150529	12/12/22	207147		214621	P	12/16/22	2015012 932103	BLDG MNT CNTR-GENL MAINT	16.90	
	INVOICE:		53801420							
150530	12/12/22	207148		214621	P	12/16/22	2015011 951100	LIBRARY SUPPLIES	25.39	
	INVOICE:		53862040							

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION			
VENDOR TOTALS										6,715.16 YTD INVOICED	6,859.55 YTD PAID	412.19
102628 WORLD BOOK SCHOOL AND LIBRARY	150431	12/08/22	207048		214622	P	12/16/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS			999.00
			INVOICE: SF0016587									
VENDOR TOTALS										1,355.00 YTD INVOICED	1,355.00 YTD PAID	999.00
											REPORT TOTALS	93,518.65

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	41	93,491.58
TOTAL WIRE TRANSFERS	1	27.07

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

**City of Park Ridge, IL
Warrant List Fund Totals
12/31/2022**

Fund	Description	Amount
201	Library Fund	\$72,085.17
201	Grant Fund	\$0.00
201	North Suburban	\$4,755.58
<hr/>		
	Report Total	\$76,840.75

PAID INVOICES REPORT

WARRANT: L123122

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

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
8764 20/10 ENGINEERING GROUP LLC	150736	12/21/22	207357		214708	P	12/29/22	2015011 935900	LIB CONSULT SERV	3,675.00
	INVOICE:	1772A71								
VENDOR TOTALS			3,675.00	YTD INVOICED				3,675.00	YTD PAID	3,675.00
1136 ADVOCATE HEALTH AND HOSPITALS CORPORATION	150737	12/21/22	207358		214709	P	12/29/22	2015011 933100	LIB RECRUIT & TESTING	113.00
	INVOICE:	838727								
VENDOR TOTALS			11,639.00	YTD INVOICED				12,213.00	YTD PAID	113.00
48 AEC ONE STOP GROUP INC	150738	12/21/22	207359		214710	P	12/29/22	2015017 954015	LIB RSRCS-RECORDINGS MUSI	254.14
	INVOICE:	PLS69615180								
VENDOR TOTALS			6,047.13	YTD INVOICED				6,107.74	YTD PAID	254.14
302670 AMAZON CAPITAL SERVICES	150739	12/21/22	207360		214712	P	12/29/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	72.60
	INVOICE:	1WJ3PEWGPCTX								
150740	12/21/22	207361		214712	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	63.46	
	INVOICE:	1WQC6YTN3KWM								
150742	12/21/22	207363		214712	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	34.98	
	INVOICE:	14GKM3W4D1W7								
150743	12/21/22	207364		214712	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	190.29	
	INVOICE:	1J49F4PN1KMQ								
150744	12/21/22	207365		214712	P	12/29/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	47.16	
	INVOICE:	1TXY9YP99QN1								
150745	12/21/22	207366		214712	P	12/29/22	2015016 951100	LIBRARY SUPPLIES	48.68	
	INVOICE:	1MPJ6DTQ17Q4								
150746	12/21/22	207367		214712	P	12/29/22	2015011 951002	OFF SPLS--OTHER SUPPLIES	58.86	
	INVOICE:	1CXJP4LPKL4H								
150747	12/21/22	207368		214712	P	12/29/22	2015016 951100	LIBRARY SUPPLIES	15.95	
	INVOICE:	1QCDT9NVGW1X								
150748	12/21/22	207369		214712	P	12/29/22	2015015 938506	GNL CNTRL SVC/PROGRAM	330.27	
	INVOICE:	1JDNHWY13CVN								
150749	12/21/22	207370		214712	P	12/29/22	2015012 952100	BUILDING SUPPLIES	71.97	
	INVOICE:	117C6TKPTQWL								
150750	12/21/22	207371		214712	P	12/29/22	2015013 951100	LIBRARY SUPPLIES	-27.99	
	INVOICE:	1XN194PM6D9G								
150751	12/21/22	207372		214712	P	12/29/22	2015012 952100	BUILDING SUPPLIES	161.40	
	INVOICE:	1M9FD61V3GF1								
150752	12/21/22	207373		214712	P	12/29/22	2015012 952100	BUILDING SUPPLIES	105.93	
	INVOICE:	1R3CN6QN4LRQ								
150753	12/21/22	207374		214711	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	14.99	
	INVOICE:	1DFC6QFVLY7X								
150754	12/21/22	207375		214712	P	12/29/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	-17.38	
	INVOICE:	1YK97LJY1JJJP								
150755	12/21/22	207376		214711	P	12/29/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	95.95	
	INVOICE:	1KVRNGC34CCX								

CITY OF PARK RIDGE



PAID INVOICES REPORT

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

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	150756	12/21/22	207377		214712	P	12/29/22	2015017 954011	LIB RSRCS -MWL	36.00
	INVOICE:	1WJ3PFWGCQPQ								
	150757	12/21/22	207378		214712	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	58.16
	INVOICE:	ITCP71C1VP4P								
	150758	12/21/22	207379		214712	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	101.94
	INVOICE:	ID1VHDX13MGJ								
	150759	12/21/22	207380		214712	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	39.94
	INVOICE:	1JR6VLTCT3HF7								
	150760	12/21/22	207381		214712	P	12/29/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	312.44
	INVOICE:	1NFKR7Y1RWMX								
	150761	12/21/22	207382		214712	P	12/29/22	2015012 952100	BUILDING SUPPLIES	409.86
	INVOICE:	11HTHQLH9FP7								
	150762	12/21/22	207383		214712	P	12/29/22	2015012 952100	BUILDING SUPPLIES	480.60
	INVOICE:	1YDL63L973YY								
	150979	12/28/22	207602		214712	P	12/29/22	2015012 932103	BLDG MNT CNTR-GENL MAINT	11.25
	INVOICE:	116DDHKWQCPJ								
	150980	12/28/22	207603		214712	P	12/29/22	2015012 932103	BLDG MNT CNTR-GENL MAINT	193.99
	INVOICE:	11DQC9K39VC7								
	150981	12/28/22	207604		214712	P	12/29/22	2015012 932103	BLDG MNT CNTR-GENL MAINT	-74.99
	INVOICE:	1J16L9NGFYF9								
	150982	12/28/22	207605		214712	P	12/29/22	2015012 932103	BLDG MNT CNTR-GENL MAINT	12.99
	INVOICE:	1HYHW99PTK3X								
	VENDOR TOTALS		45,122.39	YTD INVOICED				29,192.40	YTD PAID	2,849.30
3596	ANGELA BERGER									
	150763	12/21/22	207384		214713	P	12/29/22	2015011 936000	PUBLIC RELATIONS	69.00
	INVOICE:	ADM122122								
	VENDOR TOTALS		302.46	YTD INVOICED				302.46	YTD PAID	69.00
101020	BAKER AND TAYLOR BOOKS									
	150661	12/20/22	207281		214714	P	12/29/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	255.28
	INVOICE:	2037198318								
	150662	12/20/22	207282		214714	P	12/29/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	18.02
	INVOICE:	2037196739								
	150663	12/20/22	207283		214714	P	12/29/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	12.49
	INVOICE:	2037196740								
	150664	12/20/22	207284		214714	P	12/29/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	16.32
	INVOICE:	2037196741								
	150665	12/20/22	207285		214714	P	12/29/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	80.44
	INVOICE:	2037196742								
	150666	12/20/22	207286		214714	P	12/29/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	19.16
	INVOICE:	2037196743								
	150667	12/20/22	207287		214714	P	12/29/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	16.86
	INVOICE:	2037196744								
	150668	12/20/22	207288		214714	P	12/29/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	45.50
	INVOICE:	2037196745								
	150669	12/20/22	207289		214714	P	12/29/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	14.17
	INVOICE:	2037196746								
	150670	12/20/22	207290		214714	P	12/29/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	27.77



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

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE:	2037196747									
150671	12/20/22	207291			214714	P	12/29/22	2015017 954017	LIB RSRCS--ADULT BOOKS NF	115.36
INVOICE:	2037196748									
150672	12/20/22	207292			214714	P	12/29/22	2015017 954017	LIB RSRCS--ADULT BOOKS NF	51.24
INVOICE:	2037196749									
150673	12/20/22	207293			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	8.06
INVOICE:	2037197926									
150674	12/20/22	207294			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	14.04
INVOICE:	2037197927									
150675	12/20/22	207295			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	32.63
INVOICE:	2037192957									
150676	12/20/22	207296			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	67.23
INVOICE:	2037183675									
150677	12/20/22	207297			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	9.86
INVOICE:	2039200729									
150678	12/20/22	207298			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	17.03
INVOICE:	2037200730									
150679	12/20/22	207299			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	14.95
INVOICE:	2037200731									
150680	12/20/22	207300			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	2,098.57
INVOICE:	2037183282									
150681	12/20/22	207301			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	915.09
INVOICE:	2037167471									
150682	12/20/22	207302			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	102.75
INVOICE:	2037167470									
150683	12/20/22	207303			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	12.85
INVOICE:	2037178980									
150684	12/20/22	207304			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	145.51
INVOICE:	2037197931									
150685	12/20/22	207305			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	402.45
INVOICE:	2037200732									
150686	12/20/22	207306			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	88.22
INVOICE:	2037189400									
150687	12/20/22	207307			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	44.34
INVOICE:	2037197928									
150688	12/20/22	207308			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	12.84
INVOICE:	2037197929									
150689	12/20/22	207309			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	35.60
INVOICE:	2037189398									
150690	12/20/22	207310			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	51.77
INVOICE:	2037167476									
150691	12/20/22	207311			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	104.01
INVOICE:	2037169093									
150692	12/20/22	207312			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	34.90
INVOICE:	2037183281									
150693	12/20/22	207313			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	26.76
INVOICE:	2037178981									
150694	12/20/22	207314			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	63.49
INVOICE:	2037178983									
150695	12/20/22	207315			214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	31.51
INVOICE:	2037167472									



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VENDOR NAME	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
150696	12/20/22	207316		214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	61.28
INVOICE: 2037189401									
150697	12/20/22	207317		214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	23.82
INVOICE: 2037167475									
150698	12/20/22	207318		214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	20.03
INVOICE: 2037167473									
150699	12/20/22	207319		214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	16.32
INVOICE: 2037189399									
150700	12/20/22	207320		214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	17.01
INVOICE: 2037189397									
150701	12/20/22	207321		214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	18.54
INVOICE: 2037189640									
150702	12/20/22	207322		214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	12.84
INVOICE: 2037178982									
150703	12/20/22	207323		214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	8.06
INVOICE: 2037167474									
150704	12/20/22	207324		214714	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	7.47
INVOICE: 2037197930									
150705	12/20/22	207325		214714	P	12/29/22	2015017 954011	LIB RSRCS -MWL	36.03
INVOICE: 2037169998									
150707	12/20/22	207327		214714	P	12/29/22	2015017 954011	LIB RSRCS -MWL	336.22
INVOICE: 2037183633									
150708	12/20/22	207328		214714	P	12/29/22	2015017 954011	LIB RSRCS -MWL	33.78
INVOICE: 2037183632									
150709	12/20/22	207329		214714	P	12/29/22	2015017 954011	LIB RSRCS -MWL	31.51
INVOICE: 2037169999									
150710	12/20/22	207330		214714	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	5.97
INVOICE: 2037197085									
150711	12/20/22	207331		214714	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	29.13
INVOICE: 2037197086									
150712	12/20/22	207332		214714	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	727.69
INVOICE: 2037197088									
150713	12/20/22	207333		214714	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	12.34
INVOICE: 2037197087									
150714	12/20/22	207334		214714	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.95
INVOICE: 2037182416									
150715	12/20/22	207335		214714	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.77
INVOICE: 2037182417									
150716	12/20/22	207336		214714	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	26.08
INVOICE: 2037182418									
150717	12/20/22	207338		214714	P	12/29/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	177.98
INVOICE: 2037197118									
150718	12/20/22	207339		214714	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	2,449.34
INVOICE: 2037197385									
150719	12/20/22	207340		214714	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	96.61
INVOICE: 2037187701									
150720	12/20/22	207341		214714	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	1,718.49
INVOICE: 2037204795									
150721	12/20/22	207342		214714	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	3,147.79
INVOICE: 2037204898									
150722	12/20/22	207343		214714	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	714.50

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE:	2037204897									
150723		12/20/22	207344		214714	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.04
INVOICE:	2037204791									
150724		12/20/22	207345		214714	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.53
INVOICE:	2037204792									
150725		12/20/22	207346		214714	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	15.30
INVOICE:	2037204793									
150726		12/20/22	207347		214714	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	8.27
INVOICE:	2037204794									
150727		12/20/22	207348		214714	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	33.60
INVOICE:	2037187700									
150728		12/20/22	207349		214714	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	10.75
INVOICE:	2037197382									
150729		12/20/22	207350		214714	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	14.55
INVOICE:	2037197383									
150730		12/20/22	207351		214714	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.30
INVOICE:	2037197384									
150731		12/20/22	207352		214714	P	12/29/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	1,018.42
INVOICE:	2037195795									
150732		12/20/22	207353		214714	P	12/29/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	86.32
INVOICE:	2037197095									
150733		12/20/22	207354		214714	P	12/29/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	24.11
INVOICE:	2037195793									
150734		12/20/22	207355		214714	P	12/29/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	12.32
INVOICE:	2037195794									
150735		12/20/22	207356		214714	P	12/29/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	11.77
INVOICE:	2037195792									
VENDOR TOTALS			190,529.39	YTD INVOICED				196,157.80	YTD PAID	16,028.90
489 BLACKSTONE AUDIOBOOKS										
150765		12/21/22	207386		214715	P	12/29/22	2015017 954004	LIB RSRCS-RECORDING AUDIO	589.97
INVOICE:	2077390									
VENDOR TOTALS			9,871.62	YTD INVOICED				9,949.51	YTD PAID	589.97
300553 CENGAGE LEARNING INC										
150766		12/21/22	207387		214716	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	105.20
INVOICE:	79756329									
150767		12/21/22	207388		214716	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	25.59
INVOICE:	79746101									
150768		12/21/22	207389		214716	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	195.13
INVOICE:	79741947									
VENDOR TOTALS			8,510.75	YTD INVOICED				8,557.13	YTD PAID	325.92
13239 CENTER OF CONCERN										
150769		12/21/22	207390		214717	P	12/29/22	2015017 938506	GNL CNTRL SVC/PROGRAM	200.00
INVOICE:	ADM1221223									

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	
VENDOR TOTALS		800.00 YTD INVOICED			800.00 YTD PAID			200.00		
5814 CHASE										
150986		12/28/22	207609		214718	P	12/29/22	2015011 931700	LIB DATA PROC SV	1,133.92
	INVOICE: ADM1221224									
150986		12/28/22	207609		214718	P	12/29/22	2015011 932400	LIB MEMBER DUES	431.00
	INVOICE: ADM1221224									
150986		12/28/22	207609		214718	P	12/29/22	2015011 933800	CONFERENCES & TRAINING	130.90
	INVOICE: ADM1221224									
150986		12/28/22	207609		214718	P	12/29/22	2015011 935900	LIB CONSULT SERV	875.00
	INVOICE: ADM1221224									
150986		12/28/22	207609		214718	P	12/29/22	2015011 936000	PUBLIC RELATIONS	56.62
	INVOICE: ADM1221224									
150986		12/28/22	207609		214718	P	12/29/22	2015011 938502	GNL CNTRL SVC/POSTAGE	.88
	INVOICE: ADM1221224									
150986		12/28/22	207609		214718	P	12/29/22	2015011 951002	OFF SPLS--OTHER SUPPLIES	31.16
	INVOICE: ADM1221224									
150986		12/28/22	207609		214718	P	12/29/22	2015012 932103	BLDG MNT CNTR-GENL MAINT	28.50
	INVOICE: ADM1221224									
150986		12/28/22	207609		214718	P	12/29/22	2015015 938506	GNL CNTRL SVC/PROGRAM	94.50
	INVOICE: ADM1221224									
150986		12/28/22	207609		214718	P	12/29/22	2015015 954010	LIB RSRCS-VIDEOGAMES	25.98
	INVOICE: ADM1221224									
VENDOR TOTALS		37,062.92 YTD INVOICED			37,412.37 YTD PAID			2,808.46		
302631 CHILDRENS PLUS INC										
150771		12/21/22	207392		214719	P	12/29/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	3,541.06
	INVOICE: 222157									
VENDOR TOTALS		9,650.72 YTD INVOICED			9,650.72 YTD PAID			3,541.06		
102908 COMPUTER VIEW INC										
150983		12/28/22	207606		214720	P	12/29/22	2015011 990800	COMPUTER EQUIPMENT	6,680.00
	INVOICE: 29525									
150984		12/28/22	207607		214720	P	12/29/22	2015011 952000	MATERIALS	120.00
	INVOICE: 29524									
VENDOR TOTALS		189,544.16 YTD INVOICED			189,544.16 YTD PAID			6,800.00		
3545 FINDAWAY WORLD LLC										
150772		12/21/22	207393		214721	P	12/29/22	2015017 954004	LIB RSRCS-RECORDING AUDIO	19.99
	INVOICE: 414885									
150773		12/21/22	207394		214721	P	12/29/22	2015017 954004	LIB RSRCS-RECORDING AUDIO	633.16
	INVOICE: 414880									
150774		12/21/22	207395		214721	P	12/29/22	2015017 954004	LIB RSRCS-RECORDING AUDIO	191.72
	INVOICE: 414688									
150775		12/21/22	207396		214721	P	12/29/22	2015017 954004	LIB RSRCS-RECORDING AUDIO	130.23
	INVOICE: 414624									

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WARRANT: L123122

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

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		24,317.90 YTD INVOICED						25,202.27 YTD PAID		975.10
5535 FOREST SECURITY	150777	12/21/22	207398		214722	P	12/29/22	2015012 932103	BLDG MNT CNTR-GENL MAINT	176.85
	INVOICE:	143165								
VENDOR TOTALS		827.42 YTD INVOICED						1,107.42 YTD PAID		176.85
4374 STEVEN DARNALL	150778	12/21/22	207399		214723	P	12/29/22	2015017 938506	GNL CNTRL SVC/PROGRAM	225.00
	INVOICE:	ADM122226								
VENDOR TOTALS		225.00 YTD INVOICED						225.00 YTD PAID		225.00
5041 TIFFANY ANN GATES ETCHELL	150779	12/21/22	207400		214724	P	12/29/22	2015015 938506	GNL CNTRL SVC/PROGRAM	125.00
	INVOICE:	ADM1221227								
VENDOR TOTALS		1,375.00 YTD INVOICED						1,375.00 YTD PAID		125.00
7605 HFGROUP	150780	12/21/22	207401		214725	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	114.88
	INVOICE:	22042065								
	150780	12/21/22	207401		214725	P	12/29/22	2015017 954017	LIB RSRCS-ADULT BOOKS NF	35.90
	INVOICE:	22042065								
VENDOR TOTALS		150.78 YTD INVOICED						150.78 YTD PAID		150.78
102496 HOME DEPOT CREDIT SERVICES	150781	12/21/22	207402		214726	P	12/29/22	2015012 952100	BUILDING SUPPLIES	62.42
	INVOICE:	ADM1221228								
VENDOR TOTALS		16,904.75 YTD INVOICED						18,603.98 YTD PAID		62.42
7842 INGRAM LIBRARY SERVICES	150782	12/21/22	207403		214727	P	12/29/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	175.67
	INVOICE:	67550711								
	150783	12/21/22	207404		214727	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	273.73
	INVOICE:	62879430								
	150784	12/21/22	207405		214727	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	10.73
	INVOICE:	67550712								
	150785	12/21/22	207406		214727	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	114.52
	INVOICE:	62878438								
	150786	12/21/22	207407		214727	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	29.34
	INVOICE:	62878437								
	150787	12/21/22	207408		214727	P	12/29/22	2015015 954002	LIB RSRCS-CHILDREN BOOKS	198.50
	INVOICE:	67550710								
	150788	12/21/22	207409		214727	P	12/29/22	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	171.38
	INVOICE:	67550709								
	150789	12/21/22	207410		214727	P	12/29/22	2015017 954001	LIB RSRCS--ADULT BOOKS FI	388.50

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WARRANT: L123122

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

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 67550488										
VENDOR TOTALS		21,417.55 YTD INVOICED			22,004.16 YTD PAID			1,362.37		
8366	JOANNA BERTUCCI									
150764	12/21/22	207385			214728	P	12/29/22	2015011 951103	STAFF APPRECIATION	63.48
INVOICE: ADM1221222										
VENDOR TOTALS		213.88 YTD INVOICED			213.88 YTD PAID			63.48		
101892	MIDWEST TAPE									
150790	12/21/22	207411			214729	P	12/29/22	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	77.26
INVOICE: 503096196										
150791	12/21/22	207412			214729	P	12/29/22	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	503.39
INVOICE: 503096197										
150792	12/21/22	207413			214729	P	12/29/22	2015017 954005	LIB RSRCS-AV/DVD/BL	24.53
INVOICE: 503096220										
150793	12/21/22	207414			214729	P	12/29/22	2015017 954005	LIB RSRCS-AV/DVD/BL	92.87
INVOICE: 503096218										
150794	12/21/22	207415			214729	P	12/29/22	2015017 954005	LIB RSRCS-AV/DVD/BL	91.03
INVOICE: 503096217										
150795	12/21/22	207416			214729	P	12/29/22	2015017 954005	LIB RSRCS-AV/DVD/BL	167.89
INVOICE: 503074814										
150796	12/21/22	207417			214729	P	12/29/22	2015017 954005	LIB RSRCS-AV/DVD/BL	171.63
INVOICE: 503074811										
150797	12/21/22	207418			214729	P	12/29/22	2015017 954005	LIB RSRCS-AV/DVD/BL	140.76
INVOICE: 503054629										
150798	12/21/22	207419			214729	P	12/29/22	2015017 954005	LIB RSRCS-AV/DVD/BL	217.16
INVOICE: 503071138										
150799	12/21/22	207420			214729	P	12/29/22	2015017 954005	LIB RSRCS-AV/DVD/BL	338.94
INVOICE: 503074810										
150800	12/21/22	207421			214729	P	12/29/22	2015017 954005	LIB RSRCS-AV/DVD/BL	14.99
INVOICE: 503074813										
150801	12/21/22	207422			214729	P	12/29/22	2015017 954005	LIB RSRCS-AV/DVD/BL	30.78
INVOICE: 50306447										
150802	12/21/22	207423			214729	P	12/29/22	2015017 954005	LIB RSRCS-AV/DVD/BL	35.04
INVOICE: 503064369										
150803	12/21/22	207424			214729	P	12/29/22	2015017 954005	LIB RSRCS-AV/DVD/BL	46.48
INVOICE: 503054628										
150804	12/21/22	207425			214729	P	12/29/22	2015017 954005	LIB RSRCS-AV/DVD/BL	46.48
INVOICE: 503054627										
150805	12/21/22	207426			214729	P	12/29/22	2015017 954005	LIB RSRCS-AV/DVD/BL	62.82
INVOICE: 503054626										
150806	12/21/22	207427			214729	P	12/29/22	2015017 954005	LIB RSRCS-AV/DVD/BL	115.45
INVOICE: 503057521										
150807	12/21/22	207428			214729	P	12/29/22	2015017 954005	LIB RSRCS-AV/DVD/BL	59.23
INVOICE: 503057520										
150808	12/21/22	207429			214729	P	12/29/22	2015017 954005	LIB RSRCS-AV/DVD/BL	42.73
INVOICE: 503071139										
150809	12/21/22	207430			214729	P	12/29/22	2015015 954004	LIB RSRCS-RECORDING AUDIO	17.99
INVOICE: 503074429										

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WARRANT: L123122

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

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	150810	12/21/22	207431		214729	P	12/29/22	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	92.65
	INVOICE: 503064237									
	150811	12/21/22	207432		214729	P	12/29/22	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	97.35
	INVOICE: 503059018									
	150812	12/21/22	207433		214729	P	12/29/22	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	159.43
	INVOICE: 503074761									
	150813	12/21/22	207434		214729	P	12/29/22	2015017 954005	LIB RSRCS-AV/DVD/BL	46.48
	INVOICE: 503071137									
	150814	12/21/22	207435		214729	P	12/29/22	2015017 954012	LIB RSRCS-E-BOOKS	8,000.00
	INVOICE: 503097822									
	VENDOR TOTALS		81,554.31	YTD INVOICED				84,258.92	YTD PAID	10,693.36
2614	MOTION PICTURE LICENSING CORPORATION									
	150987	12/28/22	207610		214730	P	12/29/22	2015017 938506	GNL CNTRL SVC/PROGRAM	259.00
	INVOICE: 504414068									
	VENDOR TOTALS		259.00	YTD INVOICED				259.00	YTD PAID	259.00
57766	NICOR GAS									
	150815	12/21/22	207436		214731	P	12/29/22	2015012 955000	NATURAL GAS	5,582.67
	INVOICE: ADM1221229									
	VENDOR TOTALS		89,511.20	YTD INVOICED				100,672.38	YTD PAID	5,582.67
924	OVERDRIVE INC									
	150816	12/21/22	207437		214732	P	12/29/22	201 430819	NO. SUB. DIGITAL CONSORTI	65.00
	INVOICE: 00751DA22450807									
	150817	12/21/22	207438		214732	P	12/29/22	201 430819	NO. SUB. DIGITAL CONSORTI	4.99
	INVOICE: 00751DA22445453									
	150818	12/21/22	207439		214732	P	12/29/22	201 430819	NO. SUB. DIGITAL CONSORTI	74.99
	INVOICE: 00751DA22447209									
	150819	12/21/22	207440		214732	P	12/29/22	201 430819	NO. SUB. DIGITAL CONSORTI	1,015.45
	INVOICE: 00751CO22443220									
	150820	12/21/22	207441		214732	P	12/29/22	201 430819	NO. SUB. DIGITAL CONSORTI	3,595.15
	INVOICE: 00751CO22443328									
	VENDOR TOTALS		195,011.94	YTD INVOICED				199,521.98	YTD PAID	4,755.58
301981	PROGRAM PROFESSIONAL SERVICES INC									
	150988	12/28/22	207611		214733	P	12/29/22	2015012 932103	BLDG MNT CNTR-GENL MAINT	417.00
	INVOICE: 167394									
	VENDOR TOTALS		834.00	YTD INVOICED				834.00	YTD PAID	417.00
7350	SERVICE PRINTING CORPORATION									
	150989	12/28/22	207612		214734	P	12/29/22	2015011 936001	PUBLIC RELATIONS NEWSLETT	5,396.00
	INVOICE: 32998									
	150989	12/28/22	207612		214734	P	12/29/22	2015011 938502	GNL CNTRL SVC/POSTAGE	1,352.24
	INVOICE: 32998									



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

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		25,550.24 YTD INVOICED			25,550.24 YTD PAID			6,748.24		
102551 CACINI INC	150821	12/21/22	207442		214735	P	12/29/22	2015011 936000	PUBLIC RELATIONS	394.00
	INVOICE: 43471									
	150990	12/28/22	207613		214735	P	12/29/22	2015011 936000	PUBLIC RELATIONS	261.50
	INVOICE: 43475									
VENDOR TOTALS		6,150.41 YTD INVOICED			5,707.91 YTD PAID			655.50		
102805 STATE CHEMICAL MANUFACTURING CO	150991	12/28/22	207614		214736	P	12/29/22	2015012 952100	BUILDING SUPPLIES	225.06
	INVOICE: 0902714826									
VENDOR TOTALS		675.18 YTD INVOICED			675.18 YTD PAID			225.06		
301997 CATHY THOMPSON	150822	12/21/22	207443		214737	P	12/29/22	2015017 938506	GNL GNTRL SVC/PROGRAM	20.99
	INVOICE: ADM12212210									
VENDOR TOTALS		142.91 YTD INVOICED			158.90 YTD PAID			20.99		
300439 TODAY S BUSINESS SOLUTIONS	150992	12/28/22	207615		214738	P	12/29/22	2015011 931700	LIB DATA PROC SV	3,859.40
	INVOICE: 14107									
VENDOR TOTALS		8,162.59 YTD INVOICED			8,162.59 YTD PAID			3,859.40		
5003 UNIQUE MANAGEMENT SERVICES INC	150823	12/21/22	207444		214739	P	12/29/22	2015011 937800	LIB BNK SERV CHG	39.40
	INVOICE: 6107265									
VENDOR TOTALS		503.15 YTD INVOICED			538.95 YTD PAID			39.40		
303348 THE UPS STORE 1573	150825	12/21/22	207446		214740	P	12/29/22	2015011 938502	GNL CNTRL SVC/POSTAGE	35.04
	INVOICE: ADM12212211									
VENDOR TOTALS		455.87 YTD INVOICED			343.28 YTD PAID			35.04		
300800 WAREHOUSE DIRECT INC	150826	12/21/22	207447		214741	P	12/29/22	2015011 951001	OFF SPLS--PHOTOCOPY	305.16
	INVOICE: 53917620									
	150827	12/21/22	207448		214741	P	12/29/22	2015011 951002	OFF SPLS--OTHER SUPPLIES	9.22
	INVOICE: 53965530									
VENDOR TOTALS		7,029.54 YTD INVOICED			7,173.93 YTD PAID			314.38		
8325 WILLIAMS ASSOCIATES ARCHITECTS LTD	150828	12/21/22	207449		214742	P	12/29/22	2015012 996300	BUILDING/BUILDING IMPROVE	2,839.38



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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
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INVOICE: 0021399

VENDOR TOTALS	28,254.73 YTD INVOICED	28,254.73 YTD PAID	2,839.38
		REPORT TOTALS	76,840.75

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	35	76,840.75

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