



Park Ridge Public Library
Regular Board Meeting – AGENDA - February 21, 2023 – 7:00 PM

Meeting Location:

Park Ridge Public Library – 1st Floor Meeting Room – 20 S. Prospect, 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 January 17, 2023 Regular Meeting of the Library Board
b. Ratify Bills Payable-Warrant Register for:

Table with 4 columns: Period, Item, Amount, and Total. It compares financial data for Period 1 (Jan 16, 2023) and Period 13 (Jan 31, 2023) across categories like Library Fund Warrants, Payroll, Per Capita Grant Fund, and North Suburban Digital Consortium.

- c. Approve Cash Statement for all accounts for January 2023
d. Ratify disbursements from the Petty Cash Fund, \$72.98
e. Ratify disbursements from the Gift Fund, \$900.00
f. Approve FY22 to FY23 capital carry forward of \$389,008 of Building Improvement Funds...
g. Approve FY22 to FY23 operating carry forward of \$9,710 of Computer Materials funds...
h. Approve FY22 to FY23 operating carry forward of \$22,615 of Office Supplies/Furniture funds...
i. Approve the revised 2023 Days Closed Calendar
5. Treasurer’s Report
a. Approve the Consolidated Year to Date Revenue and Expenditures Report for January 2023
b. Approve the Consolidated Year to Date Revenue and Expenditures Report for 2022 Period 13
6. President’s Report
7. Secretary’s Report
8. Library Director’s Report
a. Statistics
b. Narrative
9. Friends of the Library Report – no report
10. Unfinished Business
11. New Business
a. Building Envelope Project – Architectural Services Contract Award
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

January 17, 2023 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 (7:10 p.m.); Joseph Steinfels, Deepika Thiagarajan

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

**PUBLIC COMMENT**

No comments were made.

**CONSENT AGENDA**

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

The following items are now included on the Consent Agenda:

- Approval of Minutes of the December 20, 2022 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register for Period 12, FY22 December 16, 2022 in the amount of \$266,585.13 and December 31, 2022 in the amount of \$159,376.80
- Approve Cash Statement for all accounts for December, 2022
- 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, the Media Lab and the marketing office.

Trustee Thiagarajan made a

**MOTION:**            To approve the Consent Agenda

Trustee Rapisand seconded the motion

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

**Motion passed**

**TREASURER’S REPORT**

In Treasurer Somheil’s absence, Trustee Rusk reviewed the Consolidated YTD Revenue and Expenditures report for December, 2022 noting that the report provides data through Period 12, with only Period 13 results still to be posted. Period 13 is intended to capture expenditures for items that were received prior to 12/31/22 but that were not invoiced prior to that date and thus not posted in Period 12. Through Period 12, operating expenditures are at 91% of budget and total expenditures, including Capital, are at 83% of YTD budgeted amounts, as several Capital projects remain in progress. Spending of the Capital Budget line is at 33% YTD. He further noted the receipt of property taxes that occurred in December.

## 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

January 17, 2023 at 7:00 p.m.

Vice-President Kiem asked if the Cash Statement appearing on page 6 of the packet includes the bequest from Mr. Malinowski to which Director Bertucci replied that those funds have not yet been received by the Library.

Trustee Rusk stated that with regard to the Library's Cash Statement, he would like to have additional information as to the Board's level of governance over these funds and the investment strategy being used for funds not invested by the City of Park Ridge. Director Bertucci replied that she will provide an update on the status of Library finances for a future Committee meeting.

Trustee Rapisand made a

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

President Hanba seconded the motion

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

**Motion passed**

#### PRESIDENT'S REPORT

None

#### SECRETARY'S REPORT

Secretary Powers reviewed the Secretary's report included in the packet on page 24, 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 25 of the packet.

- Winter Reading Club began in December and the Library was exceptionally busy during the second week of D64's winter break.
- FY22 budget carryforwards will be brought to the Board at their February, 2023 meetings.
- The sound attenuation project for the second floor study rooms began this week. It is expected that this project will continue for about two weeks.
- Andy Dogan of Williams Architects will conduct an assessment of the building envelope during the week of January 23, 2023 in order to determine its current status in anticipation of upcoming Capital projects.
- Director Bertucci and Marketing Supervisor Jen Healy met with representatives from WebLinx, the firm that will be developing the Library's new website.
- Director Bertucci noted that the Stat Sheet included in the Board packet each month will be updated to reflect 2023 results with some items no longer being reported and with 2022 being used as the benchmark for 2023 results.

Trustee Thiagarajan inquired about the FOIA request received in December. Director Bertucci replied that the request was received from a reporter for the Chicago Tribune asking for communications sent to or between Library staff and trustees with regard to specific book titles.

**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

January 17, 2023 at 7:00 p.m.

**FRIENDS OF THE LIBRARY REPORT**

Director Bertucci noted that the Friends held their 2022 Annual Meeting at which time they approved the Library's 2023 Wish List for \$15,000. She also reported that the Friends are preparing for their spring, 2023 book sale and are again working with a local Boy Scout troop to obtain book donations for the sale.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

President Hanba noted that approval of revisions to the Board's Bylaws is included on the agenda under New Business. She asked Director Bertucci to provide the Board with an update. Director Bertucci stated that by way of follow-up from the December Committee of the Whole meetings, she included in the Board packet the Board's policy on Meeting Attendance via Electronic Means and the Library Trustee Orientation policy, which addresses the Statement of Economic Interest required from all Board members. She noted that given that policies related to these two topics exist, it is not necessary that they be referenced in the Board's Bylaws.

Trustee Rapisand made a

**MOTION:** to approve revisions to the Bylaws of the Board of Trustees of the Park Ridge Public Library

Trustee Steinfelds seconded the motion

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

**Motion passed**

Trustee Rapisand made a

**MOTION:** To adjourn the meeting

Trustee Renaldi seconded the motion

Voice Vote: All in favor

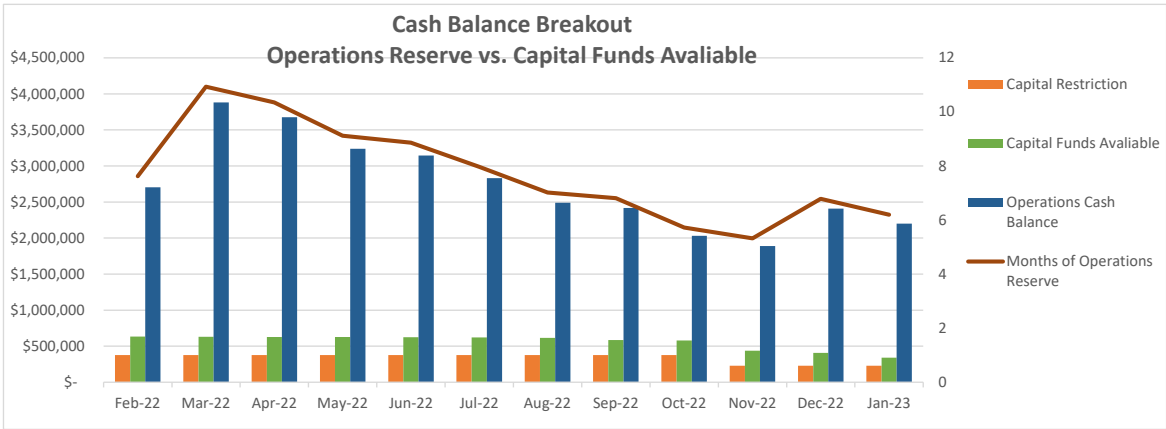
**Motion passed**

President Hanba adjourned the meeting at 7:15 p.m.

**Cash Statement**  
**Period 1 - January, 2023 through January, 2023**

Library Fund	
<b>CHASE</b>	\$2,769,221
Internal Operating Fund	
<b>LIBRARY PETTY CASH FUND</b>	
Liberty Bank - Primary use to reimburse lost/paid patron fees	\$ 353
<b>CASH ON HAND</b>	\$ 530
Gift Fund	
<b>RESTRICTED GIFT FUND INVESTED FUNDS</b>	
BMO Harris - Opened when Liberty Gift Fund reached maximum balance	\$ 125,515
<b>LIBRARY RESTRICTED GIFT FUND</b>	
Liberty Bank - Donations (not necessarily with spending restriction)	\$ 192,804
Endowment Fund	
<b>SPENSLEY LARGE PRINT ENDOWMENT</b>	
Liberty Funds \$10,000 are a part of Chase Operating	\$ -
<b>ENDOWMENT FUND INVESTED FUNDS</b>	
Parkway Bank CD - Principal invested for 24 months.	\$ 160,746
Trust	
<b>*BRUCE MICHEL LIBRARY TRUST</b>	
Northern Trust - Technology Upgrades	\$ 219,091

\*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 December 31, 2022, based on our quarterly account statement from Northern Trust.



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

Approval for payment from Gift Fund:

n/a	20th Century Club for Center of Concern	\$200.00
n/a	Marion's Mark for Christina Lovering	\$350.00
n/a	Marion's Mark for Tammy Haman	\$200.00
n/a	Marion's Mark for Rainbow AAT	\$150.00

Total: \$900.00

Ratify Disbursements from Petty Cash Account:

#1601	Natalie Brownsuzian	\$ 14.99
#1602	Megan Bach	\$ 22.99
#1603	Christopher Marszalev	\$ 22.01
#1604	Erin Gilfert	\$ 12.99

Total: \$ 72.98



# Memorandum

**Memo Date:** February 9, 2023  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Budget & Finance Committee of the Whole  
**Meeting Date:** February 14, 2023  
**Action Requested:** For Approval  
**Subject:** FY22/FY23 Budget Carry Forwards

## Background – FY22 Capital Outlay Review

At the February 2022 Board Meeting, the Board voted to carry forward the full remainder of funds available for Capital Projects in the amount of \$334,985 for the repairs of the ice melt system, phone, PA and the remainder of funds from the fire suppression project. \$5,000 was transferred from the building improvement budget line to the computer equipment line to supplement the expense of the new file server. The phone system project was successfully completed for the budgeted amount of \$35,000.

	Amended Budget	Expenditures	Remainder
Building Improvements	\$604,985	\$199,847	\$405,138

## FY22 to FY23 Carry Forwards

### Building Improvements

1. The **Ice Melt Project** remains an open ticket item subject to testing parameters of the system. We are awaiting final testing to confirm whether or not recent updates to the system were successful. \$12,877 has been carried forward since FY20 and should be carried forward to the present for anticipated project completion.
2. CVI was working to update the **PA system** with a budget of \$16,900. We have met with CVI and decided to supplement the reach of the PA sound system instead of overhauling the entire system. The approximate cost of PA speakers, with installation, is \$1,145. This leaves the remainder at \$15,700, which we are not asking to carry forward at this time.
3. **Lintel Construction**, which will be packaged with the Children’s washroom/low sensory space project, is scheduled for fall 2023. The \$91,916 will go towards the total project cost, estimated to be \$195,000.
4. Punch list items for the **Masonry construction project** were completed in late January. We anticipate the final pay app for \$19,900 will be paid by the end of February.

Account Description (expense unless noted)	Original/Revised	Adjustment	Revised Budget	Note
<b>Amount Budgeted FY23</b>	\$290,000			
Building Improvements – Ice Melt System	\$0	\$12,877	\$302,877	1
Building Improvements – Supplemental Speakers for PA System	\$0	\$1,145	\$304,022	2
Building Improvements – Lintel Construction	\$0	\$91,916	\$395,938	3
Building Improvements – Masonry Construction		\$19,900	\$415,838	4
Building Improvements – Remainder of funds originally allocated for Fire Suppression Project carried forward from SY21	\$0	\$263,170	\$679,008	5
<b>Adjustment TOTAL</b>	\$290,000	<b>\$389,008</b>	\$679,008	



# Memorandum

Notes:

1. Carry forward necessary funds to complete Roof Ice Melt project in FY23.
2. Carry forward necessary funds from FY22 to complete PA system in FY23.
3. Carry forward necessary funds from FY22 to complete Lintel construction in FY23.
4. Carry forward necessary funds from FY22 to complete Masonry construction in FY23
5. Carry forward necessary funds from FY22 to complete remaining building improvements in FY23

**Operating Account**

FY22 Operating Budget	Amended Budget	Expenditures	Remainder
Computer Materials	\$30,000	\$20,289.09	\$9,710
Office Supplies/Furniture	\$64,200	\$41,585	\$22,615

1. The **email migration project** is approximately 50% complete. The balance of the project cost is \$9,708.
2. The **sound attenuation project** is still in progress. We would like to carry forward the balance of the office supplies/furniture budget of \$22,615 to apply to this project. The balance of the project cost will come from the building improvements budget.

Account Description (expense unless noted)	Original/Revised	Adjustment	Revised Budget	Note
<b>Amount Budgeted FY23 – Computer Materials</b>	\$30,000			
Computer Materials – Email Migration	\$0	\$9,710	\$39,710	1
<b>Amount Budgeted FY23 – Office Supplies/Furniture</b>	\$15,000			
Office Supplies/Furniture – Sound Attenuation project		\$22,615	\$37,615	2
<b>Adjustment TOTAL</b>		<b>\$32,323</b>		

Notes:

1. Carry forward necessary funds to complete email migration project in FY23.
2. Carry forward necessary funds to complete sound attenuation project in FY23.

**Recommendation:**

It is recommended that the Board adopt the FY22 to FY23 Capital Budget carry forwards as presented.

**Suggested motions:**

1. Approve FY22 to FY23 capital carry forward of \$389,008 of Building Improvement Funds for the Ice Melt System, PA system speakers, lintel construction, masonry wall construction and additional expenses/projects in progress.
2. Approve FY22 to FY23 operating carry forward of \$9,710 of Computer Materials funds for the Email Migration project in progress.
3. Approve FY22 to FY23 operating carry forward of \$22,615 of Office Supplies/Furniture funds for the Sound Attenuation project in progress.





# Memorandum

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**Memo Date:** February 10, 2023  
**From:** Joanna Bertucci  
**Meeting Type:** Planning & Operations Committee of the Whole Meeting  
**Meeting Date:** February 14, 2023  
**Action Requested:** For discussion and approval  
**Subject:** 2023 Days Closed Calendar revision

**Background:**

Included for review and discussion in the February COW packet is a revised draft of the previously approved 2023 Park Ridge Public Library Days Closed calendar.

I respectfully request that the Board authorize the Library Director to close the Library Building to the public on **Friday, April 28 from 9 am – 1 pm**, to host an additional all staff training day. If approved, the Library would reopen at 1 pm. Our January 27 training day was an extremely positive experience and staff feedback indicated their appreciation for having a day devoted to learning and collaborating with their colleagues. If approved, the morning would include a presentation on active threat preparedness facilitated by Commander Michael Luehr of the Park Ridge Police Department.

**Recommended Motion:**

Approve the revised 2023 Days Closed Calendar



### 2023 Days Closed/Staff Calendar

Sunday, January 1, 2023	*New Year's Day	Library Closed Paid Holiday – Floating
Friday, January 27	In Service Day	Library Closed
Sunday, April 9	Easter	Library Closed (unpaid)
Friday, April 28	In Service Day	Library Closed until 1 pm; open 1-6 pm
Monday, May 29	*Memorial Day	Library Closed Paid Holiday
Monday, July 3	Day Before Holiday	Library Closes at 6 p.m.
Tuesday, July 4	*Independence Day	Library Closed Paid Holiday
Monday, September 4	*Labor Day	Library Closed Paid Holiday
Wednesday, November 22	Day Before Holiday	Library Closes at 6 p.m.
Thursday, November 23	*Thanksgiving Day	Library Closed Paid Holiday
Sunday, December 24	*Christmas Eve Day	Library Closed Paid Holiday - Floating
Monday, December 25	*Christmas Day	Library Closed Paid Holiday
Sunday, December 31	*New Year's Eve Day	Library Closed Paid Holiday - Floating

\*Library has eight paid holidays; the Library may be closed for other special occasions with approval of the Library Board President

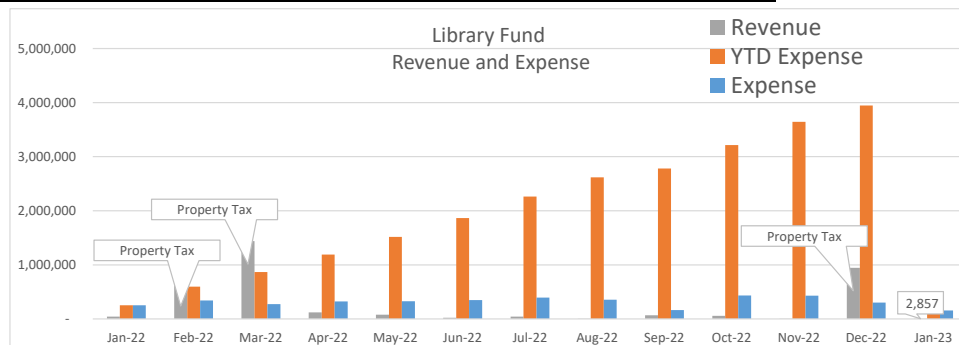
**Park Ridge Public Library  
Consolidated YTD Revenue and Expenditures  
Period 1 - January, 2023 through January, 2023**

REVENUE ACCOUNTS	BUDGET	REVISED BUDGET	YTD ACTUAL	% RECEIVED
Local Government Taxes	\$4,302,661	\$4,302,661	\$77	0%
State Grants	\$108,500	\$108,500	\$0	0%
Other Receipts	\$137,000	\$137,000	\$2,770	2%
<b>Total Revenue</b>	<b>\$4,548,161</b>	<b>\$4,548,161</b>	<b>\$2,847</b>	<b>0%</b>

ACCOUNT #	OPERATING ACCOUNTS	BUDGET	REVISED BUDGET	YTD EXPENDITURES	% SPENT	NOTES
9100	Salaries	\$2,453,799	\$2,453,799	\$48,611	2%	
9210	Employee Benefits	\$655,266	\$655,266	\$8,488	1%	Includes IMRF ER, FICA CVI quarterly payment; Website Design Project; CCS and OCLC
9317	Data Processing	\$322,000	\$322,000	\$52,117	16%	
9321	Building Maintenance	\$176,500	\$176,500	\$952	1%	
9324	Membership, Recruiting, Training	\$29,000	\$29,000	\$530	2%	
9351	Equipment Rental	\$27,000	\$27,000	\$1,449	5%	
9359	Consulting Services	\$20,000	\$20,000	\$0	0%	
9360	Public Relations	\$40,000	\$40,000	\$413	1%	
9385	General Contractual	\$105,100	\$105,100	\$3,566	3%	
9385	General Contractual - Programs	\$60,000	\$60,000	\$4,544		
9416	Audit	\$9,300	\$9,300	\$0	0%	
9425	Special Counsel	\$25,000	\$25,000	\$0	0%	
9510	Supplies	\$62,500	\$62,500	\$1,240	2%	
9511	Staff Appreciation	\$2,000	\$2,000	\$0	0%	
9520	Computer Materials	\$30,000	\$30,000	\$1,191	4%	Includes Bibilotheca Invoice
9540	Library Resources	\$646,500	\$646,500	\$32,075	0%	
	<b>Total Operating Budget</b>	<b>\$4,663,965</b>	<b>\$4,663,965</b>	<b>\$155,177</b>	<b>3%</b>	
	<b>Capital Projects Budget</b>					
9901	Machinery and Equipment	\$0	\$0	\$0	0%	
9908	Computer Equipment	\$50,000	\$50,000	\$0	0%	Firewall Subscription;
9963	Building Repairs	\$290,000	\$290,000	\$0	0%	
	<b>Total Capital Projects Budget</b>	<b>\$340,000</b>	<b>\$340,000</b>	<b>\$0</b>	<b>0%</b>	
	<b>Total Operating Budget</b>	<b>\$5,003,965</b>	<b>\$5,003,965</b>	<b>\$155,177</b>	<b>3%</b>	

<b>LIBRARY SURPLUS (DEFICIT)</b>	<b>(455,804)</b>	<b>(455,804)</b>	<b>(152,330)</b>
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RESTRICTIONS	ORIGINAL	INCREASE/DECREASE	TOTAL
Capital Facility Restrictions	\$250,000	(\$21,904.23)	\$228,095.83
Technology Restrictions	\$150,000	\$0	\$150,000
<b>TOTAL RESTRICTIONS</b>	<b>\$400,000</b>	<b>(\$21,904)</b>	<b>\$378,096</b>

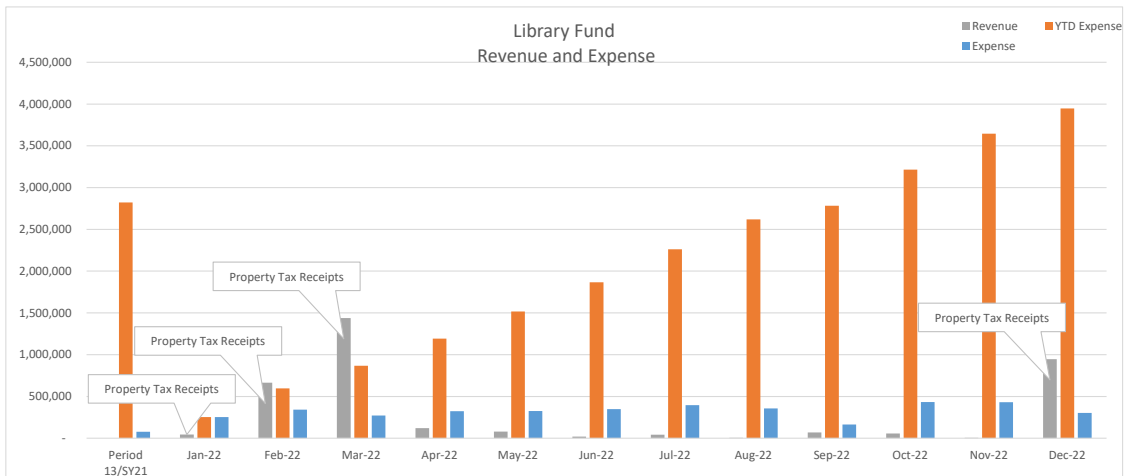


**Park Ridge Public Library**  
**Consolidated YTD Revenue and Expenditures**  
**January, 2022 through December, 2022 - Period 13**

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		\$75,669	123%
<b>Total Revenue</b>	<b>\$4,205,277</b>		<b>\$3,487,748</b>	<b>83%</b>

ACCOUNT #	OPERATING ACCOUNTS	BUDGET	REVISED BUDGET	YTD EXPENDITURES	% SPENT	NOTES
9100	Salaries	\$2,379,103	\$2,358,998	\$2,226,674	94%	Fill open positions
9210	Employee Benefits	\$355,169	\$375,169	\$351,508	94%	
9317	Data Processing	\$257,000	\$265,000	\$249,730	94%	CVI quarterly payment
9321	Building Maintenance	\$187,500	\$193,772	\$174,039	90%	
9324	Membership, Recruiting, Training	\$28,500	\$30,750	\$15,549	51%	Includes tuition reimbursement
9351	Equipment Rental	\$32,000	\$32,000	\$17,835	56%	Copier lease; Postage lease
9359	Consulting Services	\$37,000	\$28,800	\$10,050	35%	
9360	Public Relations	\$34,600	\$50,850	\$50,615	100%	
9385	General Contractual	\$77,600	\$77,400	\$70,337	91%	Includes Bibilotheca Invoice
9385	Contractual Programs	\$61,500	\$60,385	\$55,111	91%	
9416	Audit	\$9,000	\$9,000	\$8,700	97%	
9425	Special Counsel	\$25,000	\$19,800	\$13,736	69%	
9510	Supplies	\$117,000	\$114,195	\$84,539	74%	
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	\$627,125	\$597,631	95%	
<b>Total Operating Budget</b>		<b>\$4,258,972</b>	<b>\$4,275,244</b>	<b>\$3,948,323</b>	<b>92%</b>	
<b>Capital Projects Budget</b>						
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	\$604,985	\$199,847	33%	Carry Forward for Ice Melt System, Phone System, Replacement PA and Remainder of funds originally allocated for Fire Suppression
<b>Total Capital Projects Budget</b>		<b>\$297,500</b>	<b>\$632,485</b>	<b>\$227,048</b>	<b>36%</b>	
<b>Total Operating Budget</b>		<b>\$4,556,472</b>	<b>\$4,907,729</b>	<b>\$4,175,372</b>	<b>85%</b>	
<b>LIBRARY SURPLUS (DEFICIT)</b>		<b>(351,195)</b>	<b>(702,452)</b>	<b>(687,623)</b>		

RESTRICTIONS	ORIGINAL	INCREASE/DECREASE	TOTAL
Capital Facility Restrictions	\$250,000	(\$21,904.23)	\$228,095.83
Technology Restrictions	\$150,000	\$0	\$150,000
<b>TOTAL RESTRICTIONS</b>	<b>\$400,000</b>	<b>(\$21,904)</b>	<b>\$378,096</b>



Park Ridge Public Library - Secretary's Report  
February 21, 2023

PRPL Web Site News Items

- [Sound attenuation project to begin January 16 - General News - News | Park Ridge Library](#)  
January 16, 2023
- [Library to hold Preschool & Enrichment Fair this Saturday - General News - News | Park Ridge Library](#) January 17, 2023
- [The Library will be closed Friday, January 27, for staff training. - General News - News | Park Ridge Library](#) January 23, 2023
- [Board of Trustees seeks nominees for Library Award - General News - News | Park Ridge Library](#)  
February 9, 2023

Press Articles

- [Community Health Commission Speaker Series January 21 \(parkridge.us\)](#) January 18, 2023
- [Terese DeLucca Obituary \(tributearchive.com\)](#) January 18, 2023
- [Pickwick Theater May Remove Giant Movie Screen; Future Of Lattof YMCA Property? - Journal & Topics Media Group \(journal-topics.com\)](#) February 15, 2023



## January 2023

	Jan-23	Dec-22	YTD	2022 YTD	2021 YTD	2019 YTD	% Change 2022 to 2023	Analysis
<b>CIRCULATION OVERVIEW</b>								
Physical items	54,808	48,529	54,808	51,196	32,409	56,044	7%	Physical circulation is 7% more than prior year and is approaching pre-pandemic levels. Circulation of digital materials remains strong and exceeds pre-COVID levels.
Digital items	11,084	9,505	11,084	11,025	11,481	7,104	1%	
<b>TOTAL</b>	<b>65,892</b>	<b>58,034</b>	<b>65,892</b>	<b>62,221</b>	<b>43,890</b>	<b>63,148</b>	<b>6%</b>	
<b>PROGRAMS</b>								
Adult Programs	13	10	13	16	12	9	-19%	The number of Youth programs is significantly higher than prior years and number of attendees also exceed prior years. The return to in person programs such as Battle of the Books, and attendance at story times (461 just for Busy Bees!) contributed to the growth. Adult programs stats are lower than prior years
Adult Attendees	463	299	463	555	505	117	-17%	
Youth Programs	54	37	54	26	36	13	108%	
Youth Attendees	1,850	909	1,850	359	677	453	415%	
<b>OUTREACH</b>								
Home Delivery - Patrons served	24	28	24	16	238	17	50%	Outreach stats for the month exceeds 2022 totals. Home delivery provides continued access to print materials to those who would otherwise not have that access. Support for local book clubs is a valued service for those groups and usage of the service has returned to pre-pandemic levels.
Home Delivery - Materials loaned	91	113	91	44	103	93	107%	
Book clubs served	42	31	42	35	31	42	20%	
Items loaned to book clubs	392	247	392	299	261	380	31%	
<b>TECHNOLOGY</b>								
Wi-Fi Sessions	48,663	42,201	48,663	22,506	15,622	64,728	116%	Patron usage of technology was strong in January and reflects growth over the prior month and 2022 and 2021 January stats.
Wi-Fi - unique clients	1,525	1,557	1,525	1,029	255	-	48%	
Public PC Sessions	1,064	921	1,064	643	-	23,710	65%	
<b>WEBSITE</b>								
Visits	19,461	15,354	19,461	17,372	38,394	19,178	12%	Both the number of visits to the website and the number of users increased over the prior year and again approximate usage in 2019.
Unique users	9,385	7,580	9,385	8,149	11,129	9,026	15%	
<b>USERS</b>								
New cards issued	187	131	187	135	1,857	88	39%	January saw 187 new cards issued while the total number of cardholders dropped slightly. The number of unique card users increased for the month by 12% over January, 2022.
Total PRPL cardholders	18,605	18,597	18,605	18,921	23,131	23,646	-2%	
Unique users	9,089	8,984	9,089	8,101	4,535	4,142	12%	
<b>BUILDING USAGE</b>								
Door count	20,850	17,360	20,850	13,393	1,843	4,366	56%	Door counts indicate a 56% increase compared to last January as well as an increase over December stats.
Meetings rooms - total bookings	3	4	3	2	0	n/a	50%	
Study Rooms - hours of use	899	919	899	978	0	n/a	-8%	Meeting room usage is a newly reported stat. Will need more data to establish trends. Study room usage is relatively consistent for the periods being reported. Usage of both The Studio and the Media Lab is significantly greater than last January and consistent with December, 2022 usage.
The Studio- hours of use	24	35	24	1	n/a	n/a	2300%	
The Media Lab - hours of use	81	87	81	28	n/a	n/a	189%	
<b>STRATEGIC PLAN: Provide support to local teachers, students, homeschool families and learners of all ages</b>								
School Loans	20	20	20	10	10	35	100%	Number of school loans consistent with December, 2022 activity. The number of items loaned to schools is comparable to those of prior month and prior year. The number of teacher cards is down slightly from other time periods presented.
Items loaned to Teachers	449	535	449	443	263	682	1%	
Total Teacher Library cards	114	124	114	124	123	n/a	-8%	
<b>Cardholders*</b>	<b>47%</b>	<b>47%</b>	<b>47%</b>	<b>48%</b>	<b>58%</b>	<b>63%</b>		Percentage of cardholders down from pre-pandemic levels. This dynamics of this were discussed at the January COW meetings.
<b>NOTES:</b>								
City of Park Ridge, 2020 Census		39,656						
City of Park Ridge, 2010 Census		37,479						



Park Ridge Public Library

**TO:** Library Board of Trustees  
**FROM:** Joanna Bertucci, Library Director  
**DATE:** February 21, 2023  
**SUBJECT:** Library Director's Report

### Administration & Board

- The Illinois State Library approved the Library's FY23 Per Capita Grant application on February 2, 2023.
- The Library issued a Request for Quotation for printing services for the Library's quarterly newsletter on February 6. I will prepare a contract award recommendation for the March 2023 Committee of the Whole meeting.
- The Library issued a Request for Proposal for WAN/Internet Services through eRate on February 17. The eRate program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and internet access. eRate is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).
- The Management Team is working on compiling the FY22 Illinois Public Library Annual Report (IPLAR) due February 28, 2023. Digital copies will be shared with the Board in March.
- The Library received one FOIA request in January 2023:
  - January 14, 2023: *A list of all books ordered in the last two years selected for placement in children's, teen, or other youth sections on topics which include sex, gender, biology. Please provide list in excel format and include the name of which library staff member placed the order and on what date.*

### Staff Updates and Professional Development:

- On Thursday, January 19, Laura Scott (Adult Services Manager), Staci Greenwald (Youth Services Manager), Emily Fardoux (Teen Services Librarian) and I attended a Mental Health First Aid training at Elmhurst Hospital (MHFA). MHFA is a national program designed to teach skills to respond to signs of mental illness and substance abuse. The facilitator provided a list of resources, which our librarians are turning into a take away for patrons looking for mental health resources.
- 56 PRPL staff attended our Staff Training Day on Friday, January 27. I facilitated the morning presentation, which focused on empathy based service and de-escalation techniques. I based the content on training developed by Ryan Dowd, the Executive Director of Hesed House, a shelter in Aurora, IL. The presentation covered tools to help staff navigate challenging situations before conflict arises. We then discussed how to back up a co-worker in the midst of a crisis and the role of the person in charge. Managers reported positive feedback from staff. During the afternoon, department Managers held team meetings. This is the first all staff-training day since February 2020 and staff were grateful to have the day to learn and engage with their peers, especially those who they do not see every day.
- After nearly 15 years of service to the Park Ridge Public Library, Patron Services Associate, Rosanne Cirignani retired from the Library on January 30, 2023. Our staff and patrons will greatly miss seeing Mrs. Cirignani at the Patron Services Desk. We wish her all the best.

- Youth Services Manager, Staci Greenwald, Youth Services Librarian, Leah Raven, and Technical Services Manager, Lauren Bochat, met to discuss and begin planning for the picture book genre-fication project.

#### **Strategic Plan Progress:**

- **Encourage individual growth and lifelong learning**
  - In January, the Youth Services Department welcomed homeschool families to learn about Library resources and connect with each other. Beginning in March, Youth Services will host monthly programs for homeschool families.
  - The Reader Services team provided 392 books to 42 community book clubs in January 2023. Our spring newsletter spotlights a local book group and offers tips on how to start your own book group.
- **Build up a strong workforce and local businesses**
  - On January 26, we collaborated with Erica Reckamp of *Job Search Like a Pro* to host a virtual job searching program. The program laid out the process of an effective job search, from interest to offer, including using LinkedIn effectively, resume writing, interview tips, networking, and salary negotiation strategies. 14 patrons attended.
    - Patron comment: *Thank you and Erica very much. It was a very informative and helpful hour that literally flew by, so packed with great information, and you condensed it all and emailed it, very nice! The tips sure must have helped, I have an interview on Monday.. Yayyy! Thanks again.*
- **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 is supporting the City of Park Ridge's Youth Commission in February, as we are a collection point for non-perishable food items. Items collected will benefit the Maine Township Food Pantry. Donations are accepted through the end of the February.

#### **Finance and HR:**

- Governor Pritzker will lift his Emergency Disaster Declaration in response to the COVID-19 pandemic on May 11, 2023. The Library's temporary Illness in the Workplace policy will cease on April 1, 2023.
- Period 13 of FY22 closed in late January. This month's packet includes both the FY22/Period 13 and FY23/Period 1 financial reports.
  - The Period 13 Consolidated YTD report reflects our final revenues and expenditures.
    - On the revenue side, we received 83% of our anticipated revenue. This shortfall is due to the property tax delay, which we expect to recoup in the first quarter of 2023.
    - The operating budget was 92% expended, which aligns with our most recent (fall 2022) financial forecast. This fiscal year ended with an 8% increase in expenditures over FY21. This increase in expenditures is attributed the Library resuming full operations as COVID restrictions were eliminated by March 2022.
    - The Library continues to spend down its \$687,600 deficit.
- Finance and Administrative Services Manager, Alyson Doubek, and Bookkeeper, Ed Tidd, began preparations for the FY22 financial audit. Fieldwork will take place in April.



- Ms. Doubek continues to navigate our payroll implementation with ADP. Overall, the transition has been successful, but there some back end issues to be addressed. ADP is aware of these issues and working with Alyson to clean up our system before our 2/21 payroll run. With our new system, employees are able to request time off in our WorkForce Now system, which has eliminated paper requests and streamlined our time off request and approval process.

**Building and Grounds:**

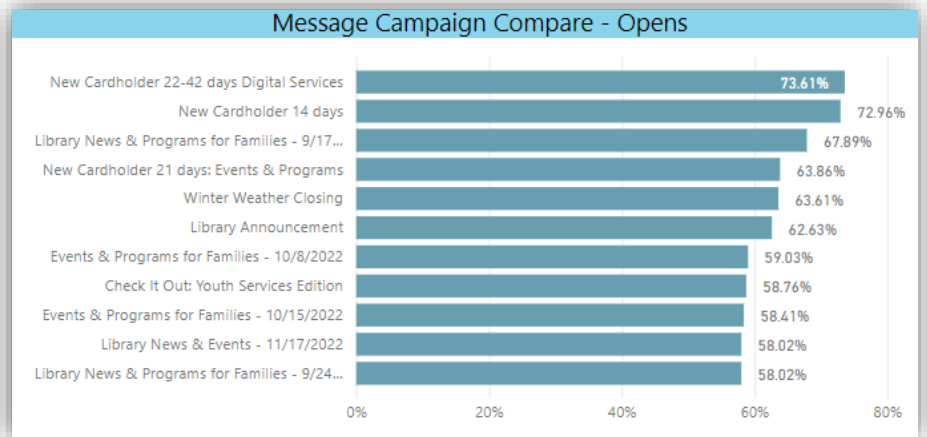
- Facility Manager, John Priala, and I met with Andy Dogan on January 11 to discuss the next group of projects as per the capital needs assessment. Mr. Dogan completed an assessment of the building envelope, including windows, trim, columns, and the rooftop cupola. This assessment was discussed at the February 14, 2023 Committee of the Whole Meeting.
- 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 completed. The Children’s room phase will begin in mid-March as the acoustic panels are expected to arrive on or around March 6.
- Mr. Priala coordinated our annual fire safety inspections with Fox Valley Fire & Safety and Kings3 Elevator in early February. All systems tested passed inspection.
- Mr. Priala and I attended the City of Park Ridge’s Health Commission event on Saturday, January 21. Commander Michael Luehr of the Park Ridge Police Department presented on active threat response.

**Partnerships, Outreach and Advocacy**

- We are continuing to serve patrons in ways that are most comfortable for them. Volunteers and staff delivered 91 items to 24 patron homes in January.
- Preschool Coordinator, Liz Fichter, and Library Specialist, Katie Lenz, hosted the annual Preschool and Enrichment Fair at St. Andrew’s on January 21. The team was able to return to pre-pandemic norms for this event and welcomed 149 attendees, as opposed to 38 attendees in 2022. We are grateful to St. Andrew’s for their continued support of this community resource.

**Marketing/Public Relations:**

- The newsletter continues to do well with cardholders. Our unique open rate for the all-cardholder Friday emails is 45% percent. The Saturday morning email for Youth Services patrons is 48%.



- 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 signs up, with a different message each week spotlighting services, downloadable offerings, programs and events. The email subscriber list updates in real time as new cardholders sign up. Our open rate on these emails continues to be above 68%.

- Recognizing that static images are not pushed out as often as video on social media, we have made an effort to post more video and animated graphics. Reels are also pushed out to non-followers, which allows us to broaden our reach.
  - On Facebook, we have increased our followers by 20% since January 1. Our posts are reaching 9% more people than in previous months.
  - On Instagram, we have an 11% increase in engagement on our posts in the last month over previous months.
- The development of the new Library website is underway; we have narrowed down a design with the Weblinx team and managers are editing the content on their respective pages. So far, we are very impressed with the Weblinx team.

### Notable Programs and Services:

- Winter Reading Club ended Sunday, February 12, 2023. We had 263 adults log nearly 1,600 titles and completed 26 activities. Over 60% of kids and teens who signed up finished at least 20 days of reading. We are encouraged to see so much enthusiasm for Winter Reading.
- The Library’s annual Battle of the Books season kicked off the last week of January. It has been great having so many kids in the building on Monday and Thursday afternoons excited about reading and the competition.
- On Sunday, February 5, the Library hosted our first Sensory Friendly Hours for our neurodivergent friends. We welcomed 45 children and their families in the Library from 11 am – 12 pm. We opened the Library one hour earlier so that Ms. Greenwald and the Youth Services Team were able to transform our Children’s Room into a sensory friendly space. The room featured areas of low lighting, sensory friendly toys, fidgets and manipulatives as well as two special therapy dogs from Rainbow Animal Assisted Therapies. Feedback from parents and caregivers was overwhelmingly positive. Initially, we had planned to schedule this program once a quarter, but given the high level of demand for the program we have scheduled pop up sensory friendly hours in March and April, in addition to the program already scheduled for May.
- The Youth Services department distributed over 615 kits and projects for kids and teens in January.



Respectfully Submitted,

Joanna Bertucci  
February 17, 2023

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

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

- none

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

- Rosanne Cirignani, Patron Services Associate, Part-time

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

- None



# Memorandum

Return to Agenda

**Memo Date:** February 17, 2023  
**From:** Joanna Bertucci, Library Director  
 John Priala, Facility Manager  
**Meeting Type:** Regular Board Meeting  
**Meeting Date:** February 21, 2023  
**Subject:** Building Envelope – Architect Recommendation

## Background:

As we begin our new fiscal year, Mr. Priala and I have been reviewing the scope of building improvement projects recommended for 2023. The 2021 Capital Needs Assessment (CNA) for 2023 specifies the exterior building envelope including window repair, replacement, painting, and concrete repairs.

In order to fully understand the scope of this work and obtain preliminary cost estimates, I authorized Mr. Andy Dogan of Williams Architects to complete an assessment of these items to determine if any conditions have further deteriorated from the 2021 CNA. Mr. Dogan’s summary of findings and recommendations is attached to this memo.

The cost estimates given provide a wide range to give the Board a sense of costs for this project. We have budgeted \$200,000 in the FY23 Building Improvements line for this work. It is likely these items could be completed during summer/early fall 2023. As initial cost estimates exceed the budgeted amount, to obtain more favorable pricing it may be prudent to break up the projects and solicit bids from each of the trades involved (painters and a window company) rather than running the entire project through a general contractor.

## Follow up and Recommendation:

Based on discussion at the February 14 Committee of the Whole Meeting, I want to clarify the difference between an *architect of record* and our obligation as per *50 ILCS 510*. An *architect of record (AOR)* “is the architecture firm that designs and prepares the construction documents for a new building project. If an architecture firm performed services for a project in civic architecture, the architecture firm’s name will appear on building permits and other public records for those specific commercial projects as the Architect of Record. The licensed architect’s professional seal is affixed to the project construction documents and are directly and professionally responsible for the total design of the project for the client.”<sup>1</sup> Applying this definition, the Library has had several AORs in the past 10-15 years including, Enberg Anderson, Studio GC, Green Associates, and Williams Architects.

Following that discussion, I asked Mr. Dogan (Williams Architects) and Mr. Andrew Jose (Green Associates) to provide the Board with proposals to develop construction documents, bid documents, and oversee construction, in light of the fact that the Library has worked with both these firms in the past.

Firm	Proposed Fee
Green Associates	<b>*\$9,500</b> The firm’s policy is to bill at an hourly rate for projects anticipated to be less than \$500,000. Hourly rates are appended to his proposal.
Williams Architects	<b>\$21,900</b>

<sup>1</sup> Source: <https://ssparchitects.com/public-architect-of-record/>, last accessed February 16, 2023.



# Memorandum

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Given the variation in cost, Mr. Priala and I spoke with Mr. Jose further to understand his lower bid. He explained that Green Associates has drawings for the building completed, which I did not realize at the outset. His fee would be to modify the detail from those drawings, bid and administer the contract. Given that, Mr. Jose is unable to provide a fixed fee, I added 30% to his estimate to cover any additional costs.

During that conversation, Mr. Priala and I also conveyed expectations going forward and with regard to outstanding projects.

**Recommended Motion:**

- Authorize the Library Director to engage Green & Associates for consulting on the Building Envelope project, not to exceed \$12,500.

8 February 2023

Ms. Joanna Bertucci, Library Director  
Park Ridge Public Library  
20 S. Prospect Avenue  
Park Ridge, IL 60068

RE: Summary of Findings and Recommendations – 2023 Exterior Projects  
WA Project # 2023-002

Dear Joanna:

Per your request, we have performed a reassessment of the building exterior, specifically to assess the condition of existing windows, concrete column bases, exterior cupola, and other miscellaneous exterior items. The following is a summary of our findings and recommendations for a 2023 scope of work related to these items:

- The majority of the second and third floor windows are in acceptable condition and can be sanded, filled, caulked, and painted at the exterior to extend their service life. Two large windows on the north side of the building are recently replaced aluminum-clad windows and do not require any work.
  - **Total Estimated Cost: 25 windows at \$3,500-\$4,000 each: \$87,500 - \$100,000.**
- The nine first-floor windows on the southwest and northwest sides of the building are in acceptable condition and can be sanded, filled, caulked, and painted at the exterior to extend their service life.
  - **Total Estimated Cost: 9 windows at \$2,000-\$2,500 each: \$18,000 - \$22,500.**
- The seven first-floor windows at the southeast (entrance) side of the building show further deterioration from the exterior, with badly peeling paint and some signs of wood rot. One of the seven windows requires replacement, and the others can likely be repaired.
  - **Total Estimated Cost, Repair: 6 windows at \$2,000-\$2,500 each: \$12,000 - \$15,000**
  - **Total Estimated Cost, Replacement: 1 window at \$6,500 - \$7,000 each: \$6,500 - \$7,000**
- The existing concrete column bases (8 total) are cracked and deteriorated; this deterioration has accelerated since our initial assessment. We recommend repair via epoxy injection or other means as recommended by our structural engineer, and application of a repair coating to improve the appearance of the repaired bases.
  - **Total Estimated Cost: \$20,000 - \$24,000.**



*Cracked concrete at column bases.*

- The existing wood cupola should be prepared/sanded and re-painted.
  - **Total Estimated Cost: \$5,000 - \$6,000.**
- Some glazing panes throughout the building are cracked and require replacement.
  - **Total Estimated Cost: \$10,000 - \$12,000.**

- The columns on the northeast (original entrance) side of the building should be prepared/sanded and re-painted.
  - **Total Estimated Cost: \$22,000 - \$25,000.**

We would therefore expect a total project budget for these items to be as follows, exclusive of architectural fees:

Total Trade Value	\$ 181,000 - \$ 211,500
General Contractor OH&P (18%)	\$ 32,580 - \$ 38,070
Contingency (10%)	\$ 18,100 - \$ 21,150
<b>Total Project Budget</b>	<b>\$ 231,680 - \$ 270,720</b>

We believe this work could be completed during late summer/early Fall 2023. Further discussion and investigation is required to determine the best bidding approach (i.e. one GC bid, separate proposals for painting and window replacement, etc.)

Please advise if you have any further questions regarding this Summary of Recommendations and/or if you would like us to provide the Library with a proposal to develop construction documents, bid, and oversee construction for the work.

Sincerely,



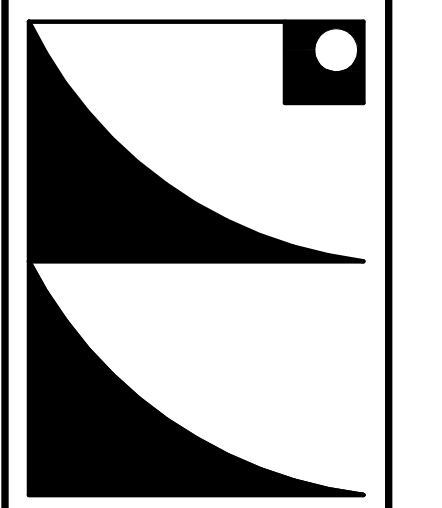
Andrew R. Dogan, AIA, NCARB, LEED AP  
Principal / Vice President

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WA No. 2023-002  
Date 2023-09-07  
Drawn KAC  
Checked ARD

NO.	DATE	DESCRIPTION

**WILLIAMS ARCHITECTS**  
ARCHITECTURE | PLANNING | AQUATICS | INTERIORS  
500 Park Boulevard, Suite 800, Itasca, IL 60143  
Phone 630-221-1212 / Fax 630-221-1220



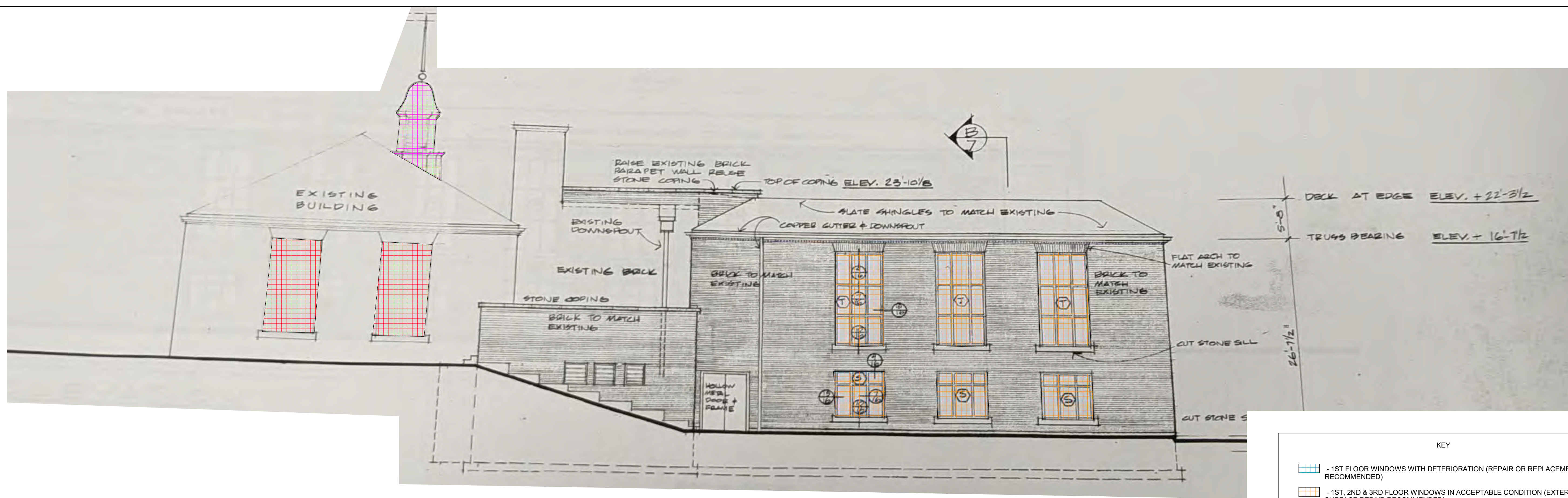
EXISTING EAST & WEST ELEVATIONS

**SD 1.1**



EAST ELEVATION

2



WEST ELEVATION

5

- KEY
- 1ST FLOOR WINDOWS WITH DETERIORATION (REPAIR OR REPLACEMENT RECOMMENDED)
  - 1ST, 2ND & 3RD FLOOR WINDOWS IN ACCEPTABLE CONDITION (EXTERIOR SURFACE REPAIR RECOMMENDED)
  - PREVIOUSLY REPLACED WINDOWS (NO REPAIR NECESSARY)
  - EXISTING CONCRETE COLUMN BASES CRACKED AND DETERIORATED (REPAIR RECOMMENDED)
  - EXISTING WOOD CUPOLA (PREP, SAND, AND REPAINT RECOMMENDED)





SOUTH ELEVATION

2



NORTH ELEVATION

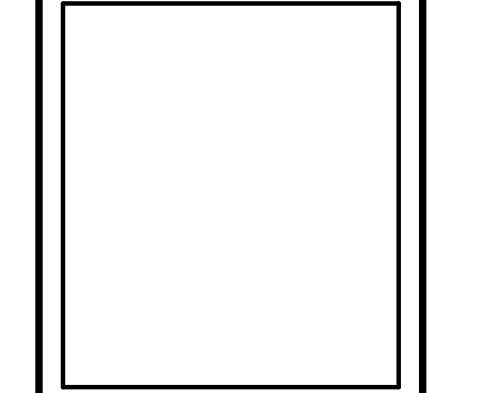
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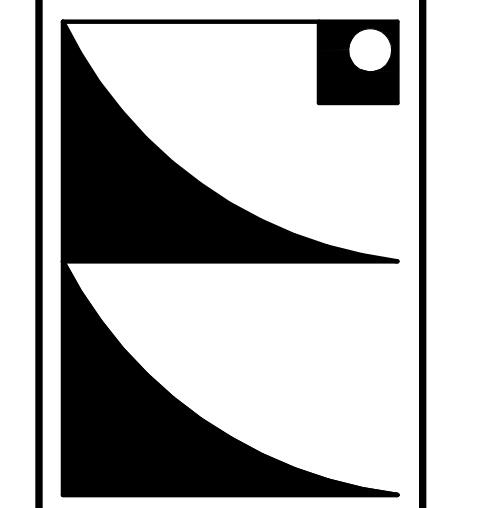
	- 1ST FLOOR WINDOWS WITH DETERIORATION (REPAIR OR REPLACEMENT RECOMMENDED)
	- 1ST, 2ND & 3RD FLOOR WINDOWS IN ACCEPTABLE CONDITION (EXTERIOR SURFACE REPAIR RECOMMENDED)
	- PREVIOUSLY REPLACED WINDOWS (NO REPAIR NECESSARY)
	- EXISTING CONCRETE COLUMN BASES CRACKED AND DETERIORATED (REPAIR RECOMMENDED)
	- EXISTING WOOD CUPOLA (PREP, SAND, AND REPAINT RECOMMENDED)

**PARK RIDGE PUBLIC LIBRARY**  
**2023 WINDOW ASSESSMENT**  
 20 S. PROSPECT AVENUE  
 PARK RIDGE, IL 60068

NO.	DATE	DESCRIPTION



**WILLIAMS ARCHITECTS**  
 ARCHITECTURE | PLANNING | AQUATICS | INTERIORS  
 500 Park Boulevard, Suite 800, Itasca, IL 60143  
 Phone 630-221-1212 / Fax 630-221-1220



EXISTING NORTH & SOUTH ELEVATIONS

**SD 1.2**

16 February 2023

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

RE: Window Improvements Fee Proposal  
Project Number: 1404-MISC

Dear Ms. Bertucci:

We appreciate the opportunity to serve the Library and all the good you bring to your community. The Library requested GreenAssociates provide a fee proposal to provide design and construction administration services for the following window improvements:

- Replace existing deteriorating wood window with new wood window on first floor just south of main entry.
- Strip, prep and paint exterior of all existing wood windows.
- Replace damaged glazing units at existing wood windows.
- At main entry columns, replace concrete column bases. Investigate condition of bases at north entry to assess replacements of these as part of the project.
- Engage services of environmental consultant to ensure all work areas are tested and abated if required.

While we have not yet discussed the schedule with the Library, we recommend the following schedule in that the exterior work will be dependent on warm weather. We recommend work be performed late summer and early fall to avoid higher construction costs during peak summer months:

- Planning and design: April 2023 – June 2023
- Bidding: June 2023 – July 2023
- Construction: August 2023 – Oct 2023.

We estimate the construction cost to be less than \$500,000.00 and for projects of this size, we bill hourly. Attached is our schedule of hourly rates. We estimate our fee to be \$9500. Scope of services shall include:

- Survey of existing conditions
- Two planning and document review meetings
- Provide construction documents for bidding
- Manage the bidding process including a letter of recommendation and presentation at board meeting
- Construction administration services which include management of contracts, review of submittals, site visits and processing of closeout documents
- Permitting
- Attend two Board and/or committee meetings

We look forward to working with you, do not hesitate to contact us should you have any questions.

Enlightened Design  
Practical Solutions

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

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

[www.greenassociates.com](http://www.greenassociates.com)

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

Joanna Bertucci  
1404-MISC  
Page 2  
17 February 2023



Sincerely,

A handwritten signature in black ink, appearing to read 'Andrew Jose'.

Andrew Jose, LEED AP  
Sr. Project Coordinator

Encl. (1)

J:\clnt\1404\MISC\Mr\1404-MISC-017\_ Window Maintenance Fee.docx

**SCHEDULE OF HOURLY RATES FOR PROFESSIONAL SERVICES**

Principal	\$220
Associate Principal, Project Manager	\$195
Senior Project Architect / Coordinator	\$150
Project Architect / Coordinator	\$130
Architectural Staff	\$95
Administrative Support	\$85

Effective: January 2023

Enlightened Design  
Practical Solutions

1437 Harmony Court  
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Todd R. Hannah, AIA  
George T. Prosilakos, AIA  
Andrew C. Jose

15 February 2023

Ms. Joanna Bertucci, Library Director  
Park Ridge Public Library  
20 S. Prospect Avenue  
Park Ridge, IL 60068

Re: Proposal for Architectural Services –  
Park Ridge Public Library – Exterior Improvements  
Williams Architects Project No. 2023-TBD

Dear Joanna:

Williams Architects is pleased to present this proposal for Architectural Services for proposed exterior improvements to the Park Ridge Public Library following completion of our assessment update of the facility's windows, column bases, and other exterior elements earlier this year. Our team truly looks forward to the opportunity to again work with the Park Ridge Public Library on this very important project for your community. The following is our initial understanding of the scope of the project and the services required to meet your expectations.

#### **PROJECT BACKGROUND / UNDERSTANDING**

Based on outcomes of our Capital Needs Assessment and recent re-assessment of key items, the Park Ridge Public Library seeks to undertake specific high-priority projects to address condition issues at the exterior of the building.

The scope of work assigned to Williams Architects and our structural engineering consultant, C.E. Anderson & Associates of Chicago, will include the following elements:

- The majority of the second and third floor windows will be sanded, filled, caulked, and painted at the exterior to extend their service life.
- Nine first-floor windows on the southwest and northwest sides of the building will be sanded, filled, caulked, and painted at the exterior to extend their service life.
- Seven first-floor windows at the southeast (entrance) side of the building show further deterioration from the exterior, with badly peeling paint and some signs of wood rot. One of the seven windows requires replacement, and the others can likely be repaired.
- The existing concrete column bases (8 total) are cracked and deteriorated; this deterioration has accelerated since our initial assessment. These shall be repaired via epoxy injection or other means as recommended by our structural engineer, and a repair coating to improve the appearance of the repaired bases will be applied.
- The existing wood cupola shall be prepared/sanded and re-painted.
- Sanding, repair, and painting of the columns at the east side of the building.
- Other related and miscellaneous improvements that may be defined as the project progresses.

We have estimated the total construction value of these projects at between \$231,680 and \$270,720 inclusive of general contractor overhead and profit and contingencies.



## **PROJECT APPROACH**

In our Capital Needs Assessment process and subsequent projects together, we have learned a great deal about the Library's needs and values. This is important background information from which to now move forward with this project. The Williams team has the necessary expertise and a proven approach that will provide a very thorough, open and engaging design process that will meet your goals for this project.

This approach, described on the following pages, includes these steps:

- Project Definition and Design
- Construction Documents
- Permitting Services (City of Park Ridge) and Bidding
- Construction Administration

This is a very specialized project type that requires experienced architects for a successful outcome. We employ a highly communicative approach that, at the onset, defines tasks and milestones and identifies responsibilities. We utilize a detailed schedule to ensure we have effectively communicated the process and expectations of the entire project team. We regularly meet and monitor tasks to confirm all team members are meeting their obligations. This process has proven to be highly effective in achieving our clients' goals for the project.

### **Task 1 – Project Definition and Design Phase**

During this phase of the Project, we conduct a further visual observation of the existing areas to be modified with our structural engineering team and further review any available existing conditions documents to understand existing conditions that must be considered in the design of the scope of work. We will conduct a meeting with you to review design options, cost, lead time, schedules, and code analysis. Work during this phase includes development of an updated cost estimate and involvement of our full team to review and define the systems and materials involved in the overall scope of work. Preliminary drawings will be completed to describe the scope of the work. We will attend a meeting with the City of Park Ridge to ascertain permitting requirements for the project. This phase culminates in a presentation to the Park Ridge Public Library Board of Trustees for review and approval to move on to the next task in our scope of services.

### **Task 2 - Construction Documents**

During this phase, we develop detailed drawings of and specifications for every aspect of the scope of work including a project manual that has the bid forms, contracts, and the specifications for all aspects of the project. These documents are then used for issuing a building permit, as well as bidding by contractors. We include two meetings with Library staff during this phase to confirm details of the project and timelines for bidding and construction.

### **Task 3 – Permitting and Bidding**

During this phase, we submit our documents for permit review to the Village of Park Ridge. We regularly monitor this process and promptly respond to plan review comments to expedite the permits. We also issue the documents electronically for distribution to interested bidders via an online plan room service. We answer questions posed by bidding contractors, issue addenda as necessary, attend and conduct a pre-bid meeting and bid opening, review the bids with the apparent low bidders to determine the lowest qualified bidder(s), conduct reference checks of the lowest qualified bidder(s) and provide a recommendation for award of contract to the Park Ridge Public Library.

### Task 4 - Construction Administration

During this phase, we visit the site four times during construction and meet with Library Staff and Contractor to review all aspects of the Project, assisting the client in understanding the schedule and progress of the work, as well as issuing field reports documenting our observations for each of our visits. The fourth visit shall be a punch list inspection of the completed work. In addition to four site visits by Williams Architects, one site visit and field report by our structural engineer is also provided during construction. We also review the payout requests as submitted by the Contractor and recommend payment to Library Staff. We review and comment on shop drawings for the various systems and components. We provide information and clarification throughout the construction phase. After the construction phase, we assist Library Staff in reviewing and accepting all the as-built, warranty, and maintenance manuals provided by the Contractor.

We will continually strive to maintain open and ongoing communication with all members of the Project Team throughout the Project so that issues can be discussed and solved in a logical manner, thus avoiding problems and potential delays. This enables us to complete projects on time and within budget, in an environment marked by an excellent working relationship between the client and the architect.

### SCHEDULE

We are available to start this project immediately upon your authorization to proceed. Currently, we anticipate the following schedule based on the Library’s requirements.

#### Preliminary Project Schedule

Task/Phase	Completion Date
• Authorization to Proceed	February 2023
• Task 1: Project Definition / Design	April 2023
• Task 2: Construction Documents	June 2023
• Tasks 3 and 4: Permitting / Bidding	July 2023
• Award of Contract	TBD – July or August 2023 Board Meeting
• Task 5: Construction Administration	TBD - End November 2023

### PROPOSED ARCHITECTURAL FEES

We propose to provide the above referenced services consisting of Project Definition/Design, Construction Documents, Permitting/Bidding, and Construction Administration/Closeout Services for a fixed fee of **TWENTY-ONE THOUSAND NINE HUNDRED DOLLARS (\$21,900.00)**. We shall invoice for each phase as a percentage of the total Fee as listed below:

1. Task 1 – Project Definition/Design	25% (\$5,475.00)
2. Task 2 – Construction Documents	40% (\$8,760.00)
3. Task 3 - Permitting and Bidding	10% (\$2,190.00)
4. <u>Task 4 – Construction Administration</u>	<u>25% (\$5,475.00)</u>
Total Basic Services	100% (\$21,900.00)

If the scope of work should substantially increase during the project beyond the scope herein, we will negotiate a fee adjustment to the mutual satisfaction of the Park Ridge Public Library and Williams Architects.

**Hourly Rates**

Any services performed on an hourly basis and Additional Services requested in writing by the Park Ridge Public Library for work not included, shall be provided on an hourly basis at the rates listed below. The following rates shall hold through the course of this project.

**2022/2023**  
**WILLIAMS ARCHITECTS**  
**RATE TABLE**

Principal II .....	\$ 250.00/Hour
Principal I .....	\$ 231.00/Hour
Associate Principal .....	\$ 216.00/Hour
Senior Associate/Senior Project Mgr. ....	\$ 212.00/Hour
Associate / Project Manager.....	\$ 193.00/Hour
Architect III .....	\$ 171.00/Hour
Architect II .....	\$ 158.00/Hour
Architect I .....	\$ 142.00/Hour
Senior Project Coordinator II .....	\$ 171.00/Hour
Senior Project Coordinator I .....	\$ 158.00/Hour
Project Coordinator IV .....	\$ 129.00/Hour
Project Coordinator III .....	\$ 118.00/Hour
Project Coordinator II .....	\$ 100.00/Hour
Project Coordinator I.....	\$ 86.00/Hour
Project Technician II.....	\$ 67.00/Hour
Project Technician I.....	\$ 51.00/Hour
Aquatic Engineer II .....	\$ 204.00/Hour
Aquatic Engineer I .....	\$ 155.00/Hour
Director of Marketing .....	\$ 190.00/Hour
Marketing Coordinator.....	\$ 138.00/Hour
Accounting .....	\$ 183.00/Hour
Secretarial.....	\$ 129.00/Hour
Clerical.....	\$ 91.00/Hour
Director of Interior Design .....	\$ 173.00/Hour
Interior Designer V .....	\$ 135.00/Hour
Interior Designer IV .....	\$ 113.00/Hour
Interior Designer III.....	\$ 88.00/Hour
Interior Designer II.....	\$ 75.00/Hour
Interior Designer I.....	\$ 51.00/Hour

In addition to our estimated fees, we recommend the Library maintain a contingency fund within the overall project budget to allow for the potential of Additional Services and unforeseen conditions not included herein.

**REIMBURSABLE EXPENSES**

In addition to our professional services listed above, we shall also invoice the Library for our reimbursable expenses at our direct cost. Reimbursable expenses include travel to and from the Library for meetings and site visits, project-related expenses such as printing & photocopying, online plan room service fees, electronic documentation transfer, postage / messenger / FedEx, project related supplies, etc. Except for permit review documents required by the City of Park Ridge, we



anticipate that most of the documents created in conjunction with our scope of work will be transmitted electronically. We would estimate reimbursable expenses not to exceed \$1,500.00 for the project and will seek written approval from Library Staff should this amount be exceeded for any reason. We always offer our clients the ability to print any required project documents if desired to minimize such expenses.

## PROPOSAL QUALIFICATIONS

This proposal is based on the following assumptions and qualifications:

1. The Library shall provide all available existing conditions drawings for our use in developing the documents.
2. We include attendance at one Village of Park Ridge permit review meeting to establish expectations and requirements for project permitting.
3. We include up to **FOUR (4)** combined site observation/Library-Architect-Contractor meeting visits during the Construction Phase of the project. Meeting and field time beyond the defined limits will be invoiced on a per-meeting basis as mutually agreed upon between PRPL and WA.
4. We will attend **ONE (1)** Library Board meeting during the project to update the Board on project progress. Meeting time beyond the defined limits will be invoiced on an hourly basis.
5. We anticipate the construction phase will take approximately two to three months. All Basic Services conclude sixty (60) days beyond Substantial Completion but no later than three (3) months after the start of construction.
6. We include one set of bid documents and one bid phase for the project.
7. This proposal is based on the “professional standards” for architectural services provided by similar firms performing similar services. The Library understands that in the course of producing these documents, imperfections and inconsistencies may occur. We recommend that the Library maintain a contingency fund to account for these conditions during the Construction Phase.
8. Means, methods, and sequencing of construction – including all temporary bracing, shoring, and supports required for the work – shall be the sole responsibility of the Contractor.
9. We shall be compensated for all alternate bid items drawn and approved change orders that are not caused by imperfections and inconsistencies in the contract documents prepared by our firm.
10. The following items or services are not part of our Basic Services, but can be provided as an Additional Service:
  - a. Environmental studies, services, or hazardous materials services
  - b. Meetings and site visits beyond those noted herein
  - c. Zoning / Appearance Review Services and Meetings
  - d. As-Built Documentation (this is typically provided by the Contractors)

## CONCLUSION

This Letter of Agreement is non-binding and is an expression of the interest of the Library to engage Williams Architects for the work set forth herein. Williams Architects acknowledges that it will only perform the work set forth herein after approval of a final AIA agreement by the Park Ridge Public Library Board of Trustees, which has yet to occur as of the date of this Letter of Agreement. Upon receipt of this Letter of Agreement. Upon receipt of this Letter of Agreement, we will incorporate this

Letter of Proposal as an Exhibit to a formal AIA Agreement, mutually agreeable to the Park Ridge Public Library and Williams Architects.

We truly appreciate this opportunity to continue our professional relationship with the Park Ridge Public Library and look forward to working together as a team to make the project a success for the Library and the community it serves.

Cordially,



Andrew R. Dogan, AIA, NCARB LEED AP  
Vice President / Senior Principal / Director of Library Design & Planning

xc: Sonja L. Sporleder, Accounting Associate

**ACCEPTANCE:**

**The Park Ridge Public Library hereby accepts the terms and conditions of this Proposal and authorizes Williams Architects and its consultants to begin services immediately.**

\_\_\_\_\_  
Printed Name and Title  
Park Ridge Public Library Authorized Representative

\_\_\_\_\_  
Authorized Signature  
Park Ridge Public Library

\_\_\_\_\_  
Date

**City of Park Ridge, IL  
Warrant List Fund Totals  
12/31/2022 Period 13**

<b>Fund</b>	<b>Description</b>	<b>Amount</b>
201	Library Fund	\$28,642.27
201	Grant Fund	\$0.00
201	North Suburban	\$4,018.57
<hr/>		
	<b>Report Total</b>	<b>\$32,660.84</b>

PAID INVOICES REPORT

WARRANT: L011723

TO FISCAL 2023/13 01/01/2022 TO 12/31/2023

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
6095 ABC COMMERCIAL	151286	01/12/23	207910		214831	P	01/18/23	2015012 932103	BLDG MNT CNTR-GENL MAINT	2,541.00
	INVOICE:	20221276								
VENDOR TOTALS				30,030.00	YTD INVOICED			32,340.00	YTD PAID	2,541.00
48 AEC ONE STOP GROUP INC	151287	01/12/23	207911		214832	P	01/18/23	2015017 954015	LIB RSRCS-RECORDINGS MUSI	152.99
	INVOICE:	PLS70137663								
VENDOR TOTALS				6,200.12	YTD INVOICED			6,260.73	YTD PAID	152.99
302670 AMAZON CAPITAL SERVICES	151288	01/12/23	207912		214833	P	01/18/23	2015015 951100	LIBRARY SUPPLIES	18.04
	INVOICE:	1FX617F76LV7								
	151289	01/12/23	207913		214833	P	01/18/23	2015015 951100	LIBRARY SUPPLIES	47.55
	INVOICE:	13KCLKMCMXYW								
	151290	01/12/23	207914		214833	P	01/18/23	2015015 951100	LIBRARY SUPPLIES	107.19
	INVOICE:	1X9H4PPQ46PP								
	151291	01/12/23	207915		214833	P	01/18/23	2015012 952100	BUILDING SUPPLIES	27.99
	INVOICE:	1LC613CVVM17								
	151292	01/12/23	207916		214833	P	01/18/23	2015012 952100	BUILDING SUPPLIES	-74.99
	INVOICE:	1J13L9NGFYF9								
	151294	01/12/23	207918		214833	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	29.05
	INVOICE:	163QGFFQFQ1T6								
	151296	01/12/23	207920		214833	P	01/18/23	2015015 938506	GNL CNTRL SVC/PROGRAM	32.99
	INVOICE:	1J7CCD3GRKYQ								
	151297	01/12/23	207921		214833	P	01/18/23	2015015 938506	GNL CNTRL SVC/PROGRAM	130.47
	INVOICE:	1KNRMYJC9MMPR								
	151299	01/12/23	207923		214833	P	01/18/23	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	42.98
	INVOICE:	1TQWL4HR1HR6								
	151300	01/12/23	207924		214833	P	01/18/23	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	9.50
	INVOICE:	1TPH9JV4KPTH								
	151301	01/12/23	207925		214833	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	29.95
	INVOICE:	14MJRN9CK7DN								
	151302	01/12/23	207926		214833	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	35.00
	INVOICE:	1FMC6YQ1LC9R								
	151303	01/12/23	207927		214833	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	125.72
	INVOICE:	1YR1WKNJPL3J								
	151304	01/12/23	207928		214833	P	01/18/23	2015017 938506	GNL CNTRL SVC/PROGRAM	94.70
	INVOICE:	1HWQWNDPJVPD								
	151305	01/12/23	207929		214833	P	01/18/23	2015012 952100	BUILDING SUPPLIES	38.29
	INVOICE:	1K6Q6GW6VPPC								
	151306	01/12/23	207931		214833	P	01/18/23	2015012 932103	BLDG MNT CNTR-GENL MAINT	12.99
	INVOICE:	116DDHKWXVMN								
	151474	01/13/23	208099		214833	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	336.13
	INVOICE:	1RG3K9D1HM36								
	151475	01/13/23	208100		214833	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	189.27
	INVOICE:	1P6TW6JMCHLV								
	151476	01/13/23	208101		214833	P	01/18/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	79.38
	INVOICE:	13L674RLHRD3								

PAID INVOICES REPORT

WARRANT: L011723

TO FISCAL 2023/13 01/01/2022 TO 12/31/2023

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	151477	01/13/23	208102		214833	P	01/18/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	10.38
	INVOICE:	1FRJ9C6KHHTV								
VENDOR TOTALS			50,629.56	YTD INVOICED				31,140.04	YTD PAID	1,322.58
800 AMERICAN EAGLE COM										
	151309	01/12/23	207933		214834	P	01/18/23	2015011 931700	LIB DATA PROC SV	420.00
	INVOICE:	368538								
VENDOR TOTALS			8,486.67	YTD INVOICED				8,906.67	YTD PAID	420.00
3583 ANDERSON LOCK COMPANY LTD										
	151310	01/12/23	207935		214835	P	01/18/23	2015012 932103	BLDG MNT CNTR-GENL MAINT	1,181.34
	INVOICE:	7103427								
VENDOR TOTALS			24,692.35	YTD INVOICED				32,611.10	YTD PAID	1,181.34
8568 RADIATE HOLDINGS LP										
	151313	01/12/23	207937		214836	P	01/18/23	2015011 938503	GNL CNTRL SVC-INTERNET	1,609.98
	INVOICE:	4436589010015972								
VENDOR TOTALS			15,822.38	YTD INVOICED				15,186.50	YTD PAID	1,609.98
101020 BAKER AND TAYLOR BOOKS										
	151206	01/11/23	207829		214837	P	01/18/23	2015015 954012	LIB RSRCS-E-BOOKS	120.00
	INVOICE:	2037220322								
	151207	01/11/23	207830		214837	P	01/18/23	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	60.50
	INVOICE:	2037217195								
	151208	01/11/23	207831		214837	P	01/18/23	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	26.36
	INVOICE:	2037217196								
	151209	01/11/23	207832		214837	P	01/18/23	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	48.24
	INVOICE:	2037217197								
	151210	01/11/23	207833		214837	P	01/18/23	2015017 954011	LIB RSRCS -MWL	21.51
	INVOICE:	2037203188								
	151211	01/11/23	207834		214837	P	01/18/23	2015017 954011	LIB RSRCS -MWL	26.85
	INVOICE:	2037203189								
	151212	01/11/23	207835		214837	P	01/18/23	2015017 954011	LIB RSRCS -MWL	33.76
	INVOICE:	2037226278								
	151213	01/11/23	207836		214837	P	01/18/23	2015017 954011	LIB RSRCS -MWL	114.94
	INVOICE:	2037226279								
	151214	01/11/23	207837		214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	20.87
	INVOICE:	2037208099								
	151215	01/11/23	207838		214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	54.21
	INVOICE:	2037208100								
	151216	01/11/23	207839		214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	14.20
	INVOICE:	2037208101								
	151217	01/11/23	207840		214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	76.55
	INVOICE:	2037208102								
	151219	01/11/23	207842		214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	16.86
	INVOICE:	2037208103								
	151220	01/11/23	207843		214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	284.69

PAID INVOICES REPORT

WARRANT: L011723

TO FISCAL 2023/13 01/01/2022 TO 12/31/2023

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE:	2037208104									
151221	01/11/23	207844			214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	129.53
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151222	01/11/23	207845			214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	32.21
INVOICE:	2037218038									
151223	01/11/23	207846			214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	19.88
INVOICE:	2037218039									
151224	01/11/23	207847			214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	234.91
INVOICE:	2037218040									
151225	01/11/23	207848			214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	19.88
INVOICE:	2037218037									
151226	01/11/23	207849			214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	12.25
INVOICE:	2037218033									
151227	01/11/23	207850			214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	21.51
INVOICE:	2037218034									
151228	01/11/23	207851			214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	12.84
INVOICE:	2037218035									
151229	01/11/23	207852			214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	27.48
INVOICE:	2037218036									
151230	01/11/23	207853			214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	210.31
INVOICE:	2037224619									
151231	01/11/23	207854			214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	127.80
INVOICE:	2037224613									
151232	01/11/23	207855			214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	16.89
INVOICE:	2037224618									
151233	01/11/23	207856			214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	19.16
INVOICE:	2037224612									
151234	01/11/23	207857			214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	34.33
INVOICE:	2037224614									
151235	01/11/23	207858			214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	58.62
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151236	01/11/23	207859			214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	41.30
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151237	01/11/23	207860			214837	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	18.02
INVOICE:	2037224617									
151239	01/11/23	207862			214837	P	01/18/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	19.28
INVOICE:	2037222409									
151241	01/11/23	207864			214837	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	33.14
INVOICE:	2037201789									
151242	01/11/23	207865			214837	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	147.25
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151243	01/11/23	207866			214837	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	2.98
INVOICE:	2037201787									
151244	01/11/23	207867			214837	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.20
INVOICE:	2037201786									
151245	01/11/23	207868			214837	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	304.48
INVOICE:	2037207468									
151246	01/11/23	207869			214837	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	17.07
INVOICE:	2037207469									
151247	01/11/23	207870			214837	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	16.07
INVOICE:	2037220967									

PAID INVOICES REPORT

WARRANT: L011723

TO FISCAL 2023/13 01/01/2022 TO 12/31/2023

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	151248	01/11/23	207871		214837	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	124.39
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	151251	01/11/23	207874		214837	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	36.26
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	151252	01/11/23	207875		214837	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	29.88
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	151253	01/11/23	207876		214837	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	6.02
	INVOICE: 2037224326									
	151254	01/11/23	207877		214837	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	23.10
	INVOICE: 2037224329									
	151255	01/11/23	207878		214837	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	44.61
	INVOICE: 2037224330									
	151256	01/11/23	207879		214837	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	11.95
	INVOICE: 2037217176									
	151257	01/11/23	207880		214837	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	22.97
	INVOICE: 2037217177									
	151478	01/13/23	208103		214837	P	01/18/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	39.18
	INVOICE: 2037217618									
	151479	01/13/23	208104		214837	P	01/18/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	85.08
	INVOICE: 2037222411									
	151480	01/13/23	208105		214837	P	01/18/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	353.89
	INVOICE: 2037214874									
	151481	01/13/23	208106		214837	P	01/18/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	67.52
	INVOICE: 2037227363									
	151482	01/13/23	208107		214837	P	01/18/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	96.76
	INVOICE: 2037222413									
	151483	01/13/23	208108		214837	P	01/18/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	14.19
	INVOICE: 2037222410									
	151501	01/13/23	208126		214837	P	01/18/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	11.99
	INVOICE: 2037222412									
	151501	01/13/23	208126		214837	P	01/18/23	2015017 951100	LIBRARY SUPPLIES	.27
	INVOICE: 2037222412									
VENDOR TOTALS		194,055.17 YTD INVOICED		201,043.77 YTD PAID		3,525.78				
489	BLACKSTONE AUDIOBOOKS									
	151315	01/12/23	207939		214838	P	01/18/23	2015017 954004	LIB RSRCS-RECORDING AUDIO	38.95
	INVOICE: 2078243									
VENDOR TOTALS		9,910.57 YTD INVOICED		9,988.46 YTD PAID		38.95				
7072	BRODART CO									
	151316	01/12/23	207940		214839	P	01/18/23	2015015 951100	LIBRARY SUPPLIES	58.68
	INVOICE: 615694									
	151319	01/12/23	207943		214839	P	01/18/23	2015013 951100	LIBRARY SUPPLIES	53.95
	INVOICE: 615980									

PAID INVOICES REPORT

WARRANT: L011723

TO FISCAL 2023/13 01/01/2022 TO 12/31/2023

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		219.50		YTD INVOICED		219.50		YTD PAID		112.63
300553	CENGAGE LEARNING INC									
	151485	01/13/23	208110		214840	P	01/18/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	24.79
	INVOICE: 79793099									
	151486	01/13/23	208111		214840	P	01/18/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	22.39
	INVOICE: 79787126									
	151487	01/13/23	208112		214840	P	01/18/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	31.19
	INVOICE: 79756845									
	151488	01/13/23	208113		214840	P	01/18/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	29.59
	INVOICE: 79766922									
VENDOR TOTALS		8,618.71		YTD INVOICED		12,688.71		YTD PAID		107.96
303044	CENTER POINT PUBLISHING									
	151489	01/13/23	208114		214841	P	01/18/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	28.67
	INVOICE: 1975446									
VENDOR TOTALS		978.71		YTD INVOICED		978.71		YTD PAID		28.67
5814	CHASE									
	151322	01/12/23	207946		214842	P	01/18/23	2015011 931700	LIB DATA PROC SV	110.58
	INVOICE: ADM011223									
	151322	01/12/23	207946		214842	P	01/18/23	2015011 936000	PUBLIC RELATIONS	487.80
	INVOICE: ADM011223									
	151322	01/12/23	207946		214842	P	01/18/23	2015012 932103	BLDG MNT CNTR-GENL MAINT	2,175.46
	INVOICE: ADM011223									
	151322	01/12/23	207946		214842	P	01/18/23	2015012 952100	BUILDING SUPPLIES	50.91
	INVOICE: ADM011223									
VENDOR TOTALS		39,887.67		YTD INVOICED		40,237.12		YTD PAID		2,824.75
5403	CHASE PAYMENTECH									
	151395	01/13/23	208019		16700	W	12/31/22	2015011 937800	LIB BNK SERV CHG	10.40
	INVOICE: ADM011323									
VENDOR TOTALS		38,203.60		YTD INVOICED		40,826.69		YTD PAID		10.40
7517	JPH ENTERPRISES INC									
	151326	01/12/23	207950		214843	P	01/18/23	2015011 936000	PUBLIC RELATIONS	197.00
	INVOICE: 71693									
VENDOR TOTALS		2,335.00		YTD INVOICED		2,335.00		YTD PAID		197.00
8766	CONSTANT LLC									
	151327	01/12/23	207951		214844	P	01/18/23	2015011 935900	LIB CONSULT SERV	1,050.00
	INVOICE: ADM0112232									
VENDOR TOTALS		1,050.00		YTD INVOICED		1,050.00		YTD PAID		1,050.00



PAID INVOICES REPORT

WARRANT: L011723

TO FISCAL 2023/13 01/01/2022 TO 12/31/2023

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
19972 DEMCO INC	151328	01/12/23	207952		214845	P	01/18/23	2015015 951100	LIBRARY SUPPLIES	81.49
	INVOICE: 7235815									
	151329	01/12/23	207953		214845	P	01/18/23	2015015 951100	LIBRARY SUPPLIES	204.62
	INVOICE: 7231573									
VENDOR TOTALS			9,854.76	YTD INVOICED				10,230.85	YTD PAID	286.11
3545 FINDAWAY WORLD LLC	151333	01/12/23	207957		214846	P	01/18/23	2015015 954004	LIB RSRCS-RECORDING AUDIO	233.71
	INVOICE: 415810									
VENDOR TOTALS			24,551.61	YTD INVOICED				25,503.97	YTD PAID	233.71
301264 FOX VALLEY FIRE AND SAFETY	151331	01/12/23	207955		214847	P	01/18/23	2015012 932103	BLDG MNT CNTR-GENL MAINT	848.00
	INVOICE: IN00569959									
VENDOR TOTALS			18,265.24	YTD INVOICED				18,265.24	YTD PAID	848.00
5018 ANASTASIA GREENWALD	151490	01/13/23	208115		214848	P	01/18/23	2015015 938506	GNL CNTRL SVC/PROGRAM	50.00
	INVOICE: ADM0112233									
VENDOR TOTALS			105.00	YTD INVOICED				123.18	YTD PAID	50.00
7842 INGRAM LIBRARY SERVICES	151493	01/13/23	208118		214849	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	255.52
	INVOICE: 67553231									
	151494	01/13/23	208119		214849	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	303.37
	INVOICE: 67553344									
	151500	01/13/23	208125		214849	P	01/18/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	232.41
	INVOICE: 67552158									
VENDOR TOTALS			22,208.85	YTD INVOICED				22,795.46	YTD PAID	791.30
8748 LASER PIANO SERVICE	151338	01/12/23	207962		214850	P	01/18/23	2015011 951100	LIBRARY SUPPLIES	175.00
	INVOICE: 1706									
VENDOR TOTALS			350.00	YTD INVOICED				350.00	YTD PAID	175.00
8580 MADELINE MCGUIRE	151339	01/12/23	207963		214851	P	01/18/23	2015011 933800	CONFERENCES & TRAINING	24.89
	INVOICE: ADM0112234									
	151339	01/12/23	207963		214851	P	01/18/23	2015015 951100	LIBRARY SUPPLIES	25.00
	INVOICE: ADM0112234									
VENDOR TOTALS			192.04	YTD INVOICED				192.04	YTD PAID	49.89
1061 MARY MASON										

PAID INVOICES REPORT

WARRANT: L011723

TO FISCAL 2023/13 01/01/2022 TO 12/31/2023

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	151340	01/12/23	207964		214852	P	01/18/23	2015011 933800	CONFERENCES & TRAINING	.59
	INVOICE:	ADM0112235								
	151340	01/12/23	207964		214852	P	01/18/23	2015015 951100	LIBRARY SUPPLIES	62.08
	INVOICE:	ADM0112235								
	VENDOR TOTALS		701.92 YTD INVOICED			701.92 YTD PAID				62.67
101892	MIDWEST TAPE									
	151341	01/12/23	207965		214853	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	54.57
	INVOICE:	503120159								
	151342	01/12/23	207966		214853	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	308.92
	INVOICE:	503120157								
	151343	01/12/23	207967		214853	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	175.58
	INVOICE:	503127100								
	151344	01/12/23	207968		214853	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	149.93
	INVOICE:	503107157								
	151345	01/12/23	207969		214853	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	162.68
	INVOICE:	503107156								
	151346	01/12/23	207970		214853	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	14.99
	INVOICE:	503107155								
	151347	01/12/23	207971		214853	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	14.99
	INVOICE:	503107154								
	151348	01/12/23	207972		214853	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	90.68
	INVOICE:	503107153								
	151349	01/12/23	207973		214853	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	182.18
	INVOICE:	503107151								
	151350	01/12/23	207974		214853	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	44.98
	INVOICE:	503107150								
	151351	01/12/23	207975		214853	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	43.48
	INVOICE:	503134735								
	151352	01/12/23	207976		214853	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	350.34
	INVOICE:	503134734								
	151353	01/12/23	207977		214853	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	56.22
	INVOICE:	503134733								
	151354	01/12/23	207978		214853	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	152.93
	INVOICE:	503134732								
	151355	01/12/23	207979		214853	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	92.95
	INVOICE:	503134731								
	151356	01/12/23	207980		214853	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	101.10
	INVOICE:	503161012								
	151357	01/12/23	207981		214853	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	36.29
	INVOICE:	503161011								
	151358	01/12/23	207982		214853	P	01/18/23	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	1,051.37
	INVOICE:	503118248								
	151359	01/12/23	207983		214853	P	01/18/23	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	662.90
	INVOICE:	503134730								
	151360	01/12/23	207984		214853	P	01/18/23	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	618.87
	INVOICE:	503155079								
	151361	01/12/23	207985		214853	P	01/18/23	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	274.36
	INVOICE:	503107149								
	151362	01/12/23	207986		214853	P	01/18/23	2015015 954005	LIB RSRCS-AV/DVD/BLURAY	33.76

PAID INVOICES REPORT

WARRANT: L011723

TO FISCAL 2023/13 01/01/2022 TO 12/31/2023

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 503118249										
VENDOR TOTALS		86,228.38 YTD INVOICED			90,080.33 YTD PAID			4,674.07		
1446 OLLIS BOOK CORPORATION	151366	01/12/23	207990		214854	P	01/18/23	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	1,392.87
INVOICE: 248393										
	151367	01/12/23	207991		214854	P	01/18/23	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	307.30
INVOICE: 248398										
VENDOR TOTALS		3,895.69 YTD INVOICED			3,895.69 YTD PAID			1,700.17		
924 OVERDRIVE INC	151368	01/12/23	207992		214855	P	01/18/23	201 430819	NO. SUB. DIGITAL CONSORTI	29.23
INVOICE: 00751DA22453313										
	151369	01/12/23	207993		214855	P	01/18/23	201 430819	NO. SUB. DIGITAL CONSORTI	376.06
INVOICE: 00751DA22457683										
	151370	01/12/23	207994		214855	P	01/18/23	201 430819	NO. SUB. DIGITAL CONSORTI	1,014.21
INVOICE: 00751CO22456433										
	151371	01/12/23	207995		214855	P	01/18/23	201 430819	NO. SUB. DIGITAL CONSORTI	2,599.07
INVOICE: 00751CO22454593										
VENDOR TOTALS		199,030.51 YTD INVOICED			207,561.65 YTD PAID			4,018.57		
3949 PARK RIDGE LIONS CLUB	151372	01/12/23	207996		214856	P	01/18/23	2015011 932400	LIB MEMBER DUES	175.00
INVOICE: ADM0112236										
VENDOR TOTALS		525.00 YTD INVOICED			875.00 YTD PAID			175.00		
8416 PEERLESS NETWORK INC	151364	01/12/23	207988		214857	P	01/18/23	2015011 938501	GNL CNTRL SVC/TELEPHONE	165.54
INVOICE: 582084										
VENDOR TOTALS		2,021.20 YTD INVOICED			2,188.11 YTD PAID			165.54		
4821 PENCO ELECTRIC INC	151363	01/12/23	207987		214858	P	01/18/23	2015012 932103	BLDG MNT CNTR-GENL MAINT	3,084.00
INVOICE: 28445										
VENDOR TOTALS		6,671.00 YTD INVOICED			6,671.00 YTD PAID			3,084.00		
101774 POLONIA BOOKSTORE	151365	01/12/23	207989		214859	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	191.55
INVOICE: 73039										
VENDOR TOTALS		2,883.80 YTD INVOICED			3,088.15 YTD PAID			191.55		
6880 ROBBINS SCHWARTZ	151373	01/12/23	207997		214860	P	01/18/23	2015011 942500	GENERAL COUNSEL	570.00
INVOICE: 937856/857										

PAID INVOICES REPORT

WARRANT: L011723

TO FISCAL 2023/13 01/01/2022 TO 12/31/2023

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		11,184.00 YTD INVOICED			11,184.00 YTD PAID					570.00
102551 CACINI INC	151374	01/12/23	207998		214861	P	01/18/23	2015011 936000	PUBLIC RELATIONS	36.00
	INVOICE: 43488									
VENDOR TOTALS		6,186.41 YTD INVOICED			5,759.91 YTD PAID					36.00
5003 UNIQUE MANAGEMENT SERVICES INC	151495	01/13/23	208120		214862	P	01/18/23	2015011 937800	LIB BNK SERV CHG	68.95
	INVOICE: 6108251									
VENDOR TOTALS		572.10 YTD INVOICED			607.90 YTD PAID					68.95
4402 VERIFY	151496	01/13/23	208121		214863	P	01/18/23	2015011 933100	LIB RECRUIT & TESTING	18.00
	INVOICE: 1506287									
	151497	01/13/23	208122		214863	P	01/18/23	2015011 933100	LIB RECRUIT & TESTING	36.00
	INVOICE: 1497955									
	151498	01/13/23	208123		214863	P	01/18/23	2015011 933100	LIB RECRUIT & TESTING	36.00
	INVOICE: 1502155									
VENDOR TOTALS		1,905.45 YTD INVOICED			1,985.45 YTD PAID					90.00
300800 WAREHOUSE DIRECT INC	151376	01/12/23	208000		214864	P	01/18/23	2015011 951002	OFF SPLS--OTHER SUPPLIES	49.48
	INVOICE: 54005580									
	151377	01/12/23	208001		214864	P	01/18/23	2015017 951100	LIBRARY SUPPLIES	216.80
	INVOICE: 54034940									
VENDOR TOTALS		7,295.82 YTD INVOICED			7,485.48 YTD PAID					266.28
									REPORT TOTALS	32,660.84

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	34	32,650.44
TOTAL WIRE TRANSFERS	1	10.40

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

**City of Park Ridge, IL  
Warrant List Fund Totals  
01/30/2023 Period 13**

<b>Fund</b>	<b>Description</b>	<b>Amount</b>
201	Library Fund	\$1,791.09
201	Grant Fund	\$0.00
201	North Suburban	\$0.00
<hr/>		
	<b>Report Total</b>	<b>1,791.09</b>

PAID INVOICES REPORT

WARRANT: L013023

TO FISCAL 2022/13 01/01/2023 TO 12/31/2023

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
8516 CATHERINE DUDLEY	151840	01/26/23	208468		215047	P	01/31/23	2015011 933800	CONFERENCES & TRAINING	7.72
	INVOICE: ADM01262311									
	151840	01/26/23	208468		215047	P	01/31/23	2015015 954003	LIB RSRCS--PERIODICALS	12.99
	INVOICE: ADM01262311									
VENDOR TOTALS				.00	YTD INVOICED			20.71	YTD PAID	20.71
302023 ELIZABETH FICHTER	151841	01/26/23	208469		215048	P	01/31/23	2015015 951100	LIBRARY SUPPLIES	17.50
	INVOICE: ADM01262312									
VENDOR TOTALS				244.48	YTD INVOICED			17.50	YTD PAID	17.50
6880 ROBBINS SCHWARTZ	151842	01/26/23	208470		215049	P	01/31/23	2015011 942500	GENERAL COUNSEL	1,146.00
	INVOICE: 939893/894/895									
VENDOR TOTALS				774.00	YTD INVOICED			1,716.00	YTD PAID	1,146.00
8325 WILLIAMS ASSOCIATES ARCHITECTS LTD	151843	01/26/23	208471		215050	P	01/31/23	2015012 996300	BUILDING/BUILDING IMPROVE	606.88
	INVOICE: 0021459									
VENDOR TOTALS				13,056.32	YTD INVOICED			606.88	YTD PAID	606.88
REPORT TOTALS										1,791.09

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	4	1,791.09

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

**City of Park Ridge, IL  
Warrant List Fund Totals  
01/16/2023 Period 1**

<b>Fund</b>	<b>Description</b>	<b>Amount</b>
201	Library Fund	\$26,410.12
201	Grant Fund	\$0.00
201	North Suburban	\$4,021.10
<hr/>		
	<b>Report Total</b>	<b>\$30,431.22</b>

PAID INVOICES REPORT

WARRANT: L011623

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

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
302670 AMAZON CAPITAL SERVICES										
	151396	01/13/23	208020		214802	P	01/18/23	2015012 932103	BLDG MNT CNTR-GENL MAINT	11.99
	INVOICE:									
	151397	01/13/23	208021		214802	P	01/18/23	2015011 951002	OFF SPLS--OTHER SUPPLIES	14.43
	INVOICE:									
	151398	01/13/23	208022		214802	P	01/18/23	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	25.54
	INVOICE:									
	151399	01/13/23	208023		214802	P	01/18/23	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	21.16
	INVOICE:									
	151400	01/13/23	208024		214802	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	33.47
	INVOICE:									
	151401	01/13/23	208025		214802	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	257.47
	INVOICE:									
	151403	01/13/23	208027		214802	P	01/18/23	2015013 951100	LIBRARY SUPPLIES	20.98
	INVOICE:									
	151404	01/13/23	208028		214802	P	01/18/23	2015013 951100	LIBRARY SUPPLIES	26.85
	INVOICE:									
	151405	01/13/23	208029		214802	P	01/18/23	2015015 938506	GNL CNTRL SVC/PROGRAM	44.27
	INVOICE:									
	151406	01/13/23	208030		214802	P	01/18/23	2015017 951100	LIBRARY SUPPLIES	16.95
	INVOICE:									
	151407	01/13/23	208031		214802	P	01/18/23	2015011 951002	OFF SPLS--OTHER SUPPLIES	5.98
	INVOICE:									
	151408	01/13/23	208032		214802	P	01/18/23	2015012 932103	BLDG MNT CNTR-GENL MAINT	23.99
	INVOICE:									
	151409	01/13/23	208033		214802	P	01/18/23	2015015 951100	LIBRARY SUPPLIES	19.68
	INVOICE:									
	151410	01/13/23	208034		214802	P	01/18/23	2015011 951002	OFF SPLS--OTHER SUPPLIES	27.91
	INVOICE:									
	151411	01/13/23	208035		214802	P	01/18/23	2015011 951002	OFF SPLS--OTHER SUPPLIES	59.95
	INVOICE:									
	151412	01/13/23	208036		214802	P	01/18/23	2015016 951100	LIBRARY SUPPLIES	14.44
	INVOICE:									
VENDOR TOTALS					111.80	YTD INVOICED		625.06	YTD PAID	625.06
101020 BAKER AND TAYLOR BOOKS										
	151413	01/13/23	208037		214803	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	530.73
	INVOICE:									
	151414	01/13/23	208038		214803	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	64.46
	INVOICE:									
	151415	01/13/23	208039		214803	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	106.13
	INVOICE:									
	151416	01/13/23	208040		214803	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	17.45
	INVOICE:									
	151417	01/13/23	208041		214803	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	10.76
	INVOICE:									
	151418	01/13/23	208042		214803	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	70.95
	INVOICE:									
	151419	01/13/23	208043		214803	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	16.88
	INVOICE:									



PAID INVOICES REPORT

WARRANT: L011623

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

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	151420	01/13/23	208044		214803	P	01/18/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	71.67
	INVOICE: 2037238960									
	151421	01/13/23	208045		214803	P	01/18/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	207.56
	INVOICE: 2037237074									
	151422	01/13/23	208046		214803	P	01/18/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	55.63
	INVOICE: 2037236859									
	151423	01/13/23	208047		214803	P	01/18/23	2015017 954011	LIB RSRCS -MWL	104.71
	INVOICE: 2037241002									
	151424	01/13/23	208048		214803	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	51.56
	INVOICE: 2037233894									
	151425	01/13/23	208049		214803	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	12.91
	INVOICE: 2037233895									
	151426	01/13/23	208050		214803	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	51.20
	INVOICE: 2037238714									
	151427	01/13/23	208051		214803	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	3.58
	INVOICE: 2037238715									
	151428	01/13/23	208052		214803	P	01/18/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	-15.99
	INVOICE: 0003274858									
	VENDOR TOTALS		8,175.69	YTD INVOICED				1,360.19	YTD PAID	1,360.19
3729	CASE LOTS INC									
	151429	01/13/23	208053		214804	P	01/18/23	2015012 952100	BUILDING SUPPLIES	604.80
	INVOICE: 15747									
	VENDOR TOTALS		.00	YTD INVOICED				604.80	YTD PAID	604.80
300553	CENGAGE LEARNING INC									
	151430	01/13/23	208054		214805	P	01/18/23	2015017 954018	LIB RSRCS-ONLINE DATABASE	2,816.53
	INVOICE: 79825772									
	151431	01/13/23	208055		214805	P	01/18/23	2015017 954018	LIB RSRCS-ONLINE DATABASE	1,207.09
	INVOICE: 79825773									
	VENDOR TOTALS		39.18	YTD INVOICED				4,023.62	YTD PAID	4,023.62
102908	COMPUTER VIEW INC									
	151433	01/13/23	208057		214806	P	01/18/23	2015011 952000	MATERIALS	1,191.00
	INVOICE: 29530									
	VENDOR TOTALS		26,466.66	YTD INVOICED				1,191.00	YTD PAID	1,191.00
8042	ERICA J RECKAMP									
	151465	01/13/23	208090		214807	P	01/18/23	2015017 938506	GNL CNTRL SVC/PROGRAM	200.00
	INVOICE: ADM0113235									
	VENDOR TOTALS		.00	YTD INVOICED				200.00	YTD PAID	200.00
3545	FINDAWAY WORLD LLC									
	151434	01/13/23	208058		214808	P	01/18/23	2015017 954004	LIB RSRCS-RECORDING AUDIO	67.99
	INVOICE: 416637									

PAID INVOICES REPORT

WARRANT: L011623

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

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		941.12 YTD INVOICED						67.99 YTD PAID		67.99
8484	FIREFLY FAMILY THEATRE LLC 151435	01/13/23	208059		214809	P	01/18/23	2015015 938506	GNL CNTRL SVC/PROGRAM	450.00
	INVOICE: ADM0113232									
VENDOR TOTALS		.00 YTD INVOICED						450.00 YTD PAID		450.00
7277	FIRST COMMUNICATIONS LLC 151436	01/13/23	208060		214810	P	01/18/23	2015011 938501	GNL CNTRL SVC/TELEPHONE	594.51
	INVOICE: 124840494									
VENDOR TOTALS		526.83 YTD INVOICED						594.51 YTD PAID		594.51
8496	GORDON FLESCH COMPANY INC 151437	01/13/23	208061		214811	P	01/18/23	2015011 935101	EQPT RNTL-LEASE PAYMENTS	1,449.44
	INVOICE: I00789053									
VENDOR TOTALS		.00 YTD INVOICED						1,449.44 YTD PAID		1,449.44
4516	IHLS OCLC 151439	01/13/23	208063		214812	P	01/18/23	2015013 931702	DATA PROCESSING/OCLC	653.04
	INVOICE: 273948									
VENDOR TOTALS		.00 YTD INVOICED						653.04 YTD PAID		653.04
5303	KINGS III OF AMERICA INC 151440	01/13/23	208064		214813	P	01/18/23	2015012 932103	BLDG MNT CNTR-GENL MAINT	196.47
	INVOICE: 2339842									
VENDOR TOTALS		153.96 YTD INVOICED						196.47 YTD PAID		196.47
915	LACONI 151441	01/13/23	208065		214814	P	01/18/23	2015011 932400	LIB MEMBER DUES	150.00
	INVOICE: ADM0113234									
VENDOR TOTALS		.00 YTD INVOICED						150.00 YTD PAID		150.00
6267	LIBRARIES FIRST 151442	01/13/23	208066		214815	P	01/18/23	2015015 938506	GNL CNTRL SVC/PROGRAM	360.00
	INVOICE: 8459									
VENDOR TOTALS		275.00 YTD INVOICED						360.00 YTD PAID		360.00
101892	MIDWEST TAPE 151443	01/13/23	208068		214816	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	127.46
	INVOICE: 503180715									
	151444	01/13/23	208069		214816	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	57.74
	INVOICE: 503180714									
	151445	01/13/23	208070		214816	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	44.98

PAID INVOICES REPORT

WARRANT: L011623

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

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE:	503180713									
151446	01/13/23	208071			214816	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	78.71
INVOICE:	503180712									
151447	01/13/23	208072			214816	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	121.45
INVOICE:	503180711									
151448	01/13/23	208073			214816	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	29.79
INVOICE:	503192139									
151449	01/13/23	208074			214816	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	41.79
INVOICE:	503192138									
151450	01/13/23	208075			214816	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	62.32
INVOICE:	503192137									
151451	01/13/23	208076			214816	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	52.48
INVOICE:	503155183									
151452	01/13/23	208077			214816	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	52.48
INVOICE:	503155181									
151453	01/13/23	208078			214816	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	20.99
INVOICE:	503198497									
151454	01/13/23	208079			214816	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	109.31
INVOICE:	503198495									
151455	01/13/23	208080			214816	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	74.96
INVOICE:	503198494									
151456	01/13/23	208081			214816	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	74.96
INVOICE:	503198493									
151457	01/13/23	208082			214816	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	160.43
INVOICE:	503198492									
151458	01/13/23	208083			214816	P	01/18/23	2015017 954005	LIB RSRCS-AV/DVD/BL	37.49
INVOICE:	503198491									
VENDOR TOTALS		2,129.55 YTD INVOICED			1,147.34 YTD PAID			1,147.34		
924 OVERDRIVE INC										
151459	01/13/23	208084			214817	P	01/18/23	201 430819	NO. SUB. DIGITAL CONSORTI	140.00
INVOICE:	00751DA23007244									
151460	01/13/23	208085			214817	P	01/18/23	201 430819	NO. SUB. DIGITAL CONSORTI	1,011.36
INVOICE:	00751CO23006727									
151461	01/13/23	208086			214817	P	01/18/23	201 430819	NO. SUB. DIGITAL CONSORTI	1,000.00
INVOICE:	H0092481									
151462	01/13/23	208087			214817	P	01/18/23	201 430819	NO. SUB. DIGITAL CONSORTI	274.00
INVOICE:	00751DA23002074									
151463	01/13/23	208088			214817	P	01/18/23	201 430819	NO. SUB. DIGITAL CONSORTI	1,595.74
INVOICE:	00751CO23003566									
VENDOR TOTALS		7,211.64 YTD INVOICED			4,021.10 YTD PAID			4,021.10		
229 PITNEY BOWES INC										
151464	01/13/23	208089			214818	P	01/18/23	2015011 938502	GNL CNTRL SVC/POSTAGE	66.39
INVOICE:	1022311797									
VENDOR TOTALS		.00 YTD INVOICED			66.39 YTD PAID			66.39		
8774 POPRN										

PAID INVOICES REPORT

WARRANT: L011623

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

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	151503	01/13/23	208129		214819	P	01/18/23	2015017 938506	GNL CNTRL SVC/PROGRAM	200.00
	INVOICE: ADM011623									
	VENDOR TOTALS			.00	YTD INVOICED			200.00	YTD PAID	200.00
303473	RECORD INFORMATION SERVICES INC									
	151466	01/13/23	208091		214820	P	01/18/23	2015017 954018	LIB RSRCS-ONLINE DATABASE	804.00
	INVOICE: 52432									
	VENDOR TOTALS			.00	YTD INVOICED			804.00	YTD PAID	804.00
7912	ROBERT K CHASE									
	151432	01/13/23	208056		214821	P	01/18/23	2015015 938506	GNL CNTRL SVC/PROGRAM	150.00
	INVOICE: ADM011323									
	VENDOR TOTALS			600.00	YTD INVOICED			150.00	YTD PAID	150.00
303227	SCHOLASTIC									
	151467	01/13/23	208092		214822	P	01/18/23	2015017 954018	LIB RSRCS-ONLINE DATABASE	1,210.00
	INVOICE: 45663854									
	VENDOR TOTALS			.00	YTD INVOICED			1,210.00	YTD PAID	1,210.00
102551	CACINI INC									
	151468	01/13/23	208093		214823	P	01/18/23	2015011 936000	PUBLIC RELATIONS	16.00
	INVOICE: 43497									
	VENDOR TOTALS			.00	YTD INVOICED			16.00	YTD PAID	16.00
834	SOUTHPOINT INSURANCE AGENCY									
	151469	01/13/23	208094		214824	P	01/18/23	2015011 937900	LIB INSURANCE	2,460.00
	INVOICE: 51843									
	VENDOR TOTALS			3,844.00	YTD INVOICED			2,460.00	YTD PAID	2,460.00
7373	ST ANDREWS LUTHERAN CHURCH									
	151471	01/13/23	208096		214825	P	01/18/23	2015015 938506	GNL CNTRL SVC/PROGRAM	400.00
	INVOICE: ADM0113237									
	VENDOR TOTALS			.00	YTD INVOICED			400.00	YTD PAID	400.00
6493	SUN AND MOON YOGA									
	151470	01/13/23	208095		214826	P	01/18/23	2015017 938506	GNL CNTRL SVC/PROGRAM	600.00
	INVOICE: ADM0113236									
	VENDOR TOTALS			600.00	YTD INVOICED			600.00	YTD PAID	600.00
8601	TAMMY HAMAN									
	151438	01/13/23	208062		214827	P	01/18/23	2015017 938506	GNL CNTRL SVC/PROGRAM	200.00
	INVOICE: ADM0113233									

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L011623

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

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION			
VENDOR TOTALS										.00 YTD INVOICED	200.00 YTD PAID	200.00
300439 TODAY S BUSINESS SOLUTIONS	151472	01/13/23	208097		214828	P	01/18/23	2015011 931700	LIB DATA PROC SV			435.00
	INVOICE:	13989										
VENDOR TOTALS										3,597.95 YTD INVOICED	435.00 YTD PAID	435.00
300800 WAREHOUSE DIRECT INC	151473	01/13/23	208098		214829	P	01/18/23	2015015 951100	LIBRARY SUPPLIES			45.27
	INVOICE:	54048120										
VENDOR TOTALS										654.76 YTD INVOICED	45.27 YTD PAID	45.27
8773 WEBLINX INC	151505	01/13/23	208131		214830	P	01/18/23	2015011 931700	LIB DATA PROC SV			6,750.00
	INVOICE:	32200										
VENDOR TOTALS										.00 YTD INVOICED	6,750.00 YTD PAID	6,750.00
											REPORT TOTALS	30,431.22

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	29	30,431.22

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

**City of Park Ridge, IL  
Warrant List Fund Totals  
01/31/2023 Period 1**

<b>Fund</b>	<b>Description</b>	<b>Amount</b>
201	Library Fund	\$71,685.64
201	Grant Fund	\$0.00
201	North Suburban	\$2,181.22
<hr/>		
	<b>Report Total</b>	<b>\$73,866.86</b>

PAID INVOICES REPORT

WARRANT: L013123

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

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
1136 ADVOCATE HEALTH AND HOSPITALS CORPORATION	151775	01/25/23	208402		215012	P	01/31/23	2015011 933100	LIB RECRUIT & TESTING	50.00
	INVOICE: 840218									
VENDOR TOTALS				.00 YTD INVOICED			800.00 YTD PAID			50.00
302670 AMAZON CAPITAL SERVICES	151776	01/25/23	208403		215013	P	01/31/23	2015012 952100	BUILDING SUPPLIES	49.99
	INVOICE: 1Y9NLY6TN4KJ									
	151777	01/25/23	208404		215013	P	01/31/23	2015011 936000	PUBLIC RELATIONS	16.20
	INVOICE: 11DQJV6MHDNQ									
	151778	01/25/23	208405		215013	P	01/31/23	2015016 951100	LIBRARY SUPPLIES	9.97
	INVOICE: 1HHQCNJH71RQ									
	151779	01/25/23	208406		215013	P	01/31/23	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	17.99
	INVOICE: 1WVJQQFK1RKV									
	151780	01/25/23	208407		215013	P	01/31/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	61.89
	INVOICE: 11V1QPM71GYJ									
	151781	01/25/23	208408		215013	P	01/31/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	16.99
	INVOICE: 1JWLK39F9FFY									
	151782	01/25/23	208409		215013	P	01/31/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	167.50
	INVOICE: 1YYC3TXK6XKG									
	151783	01/25/23	208410		215013	P	01/31/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	20.00
	INVOICE: 1WGTM4DFMMXQ									
	151784	01/25/23	208411		215013	P	01/31/23	2015011 936000	PUBLIC RELATIONS	16.95
	INVOICE: 1J44JJXN3P4K									
	151785	01/25/23	208412		215013	P	01/31/23	2015011 951002	OFF SPLS--OTHER SUPPLIES	31.99
	INVOICE: 17MND99F76RJ									
	151786	01/25/23	208413		215013	P	01/31/23	2015015 938506	GNL CNTRL SVC/PROGRAM	71.94
	INVOICE: 1R7L64JMJJHC									
	151787	01/25/23	208414		215013	P	01/31/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	46.95
	INVOICE: 1GRCWNRYCMLQ									
	151788	01/25/23	208415		215013	P	01/31/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	107.32
	INVOICE: 14PVVLHHKCH4									
	151789	01/25/23	208416		215013	P	01/31/23	2015011 936000	PUBLIC RELATIONS	7.87
	INVOICE: 1PR3D3WW3M3Q									
	151790	01/25/23	208417		215013	P	01/31/23	2015011 951002	OFF SPLS--OTHER SUPPLIES	37.99
	INVOICE: 1V4K4JTF47R3									
VENDOR TOTALS				111.80 YTD INVOICED			2,629.18 YTD PAID			681.54
101020 BAKER AND TAYLOR BOOKS	151727	01/25/23	208354		215014	P	01/31/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	17.45
	INVOICE: 2037255436									
	151728	01/25/23	208355		215014	P	01/31/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	237.69
	INVOICE: 2037255437									
	151730	01/25/23	208357		215014	P	01/31/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	36.33
	INVOICE: 2037255438									
	151732	01/25/23	208359		215014	P	01/31/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	21.13
	INVOICE: 2037255439									
	151733	01/25/23	208360		215014	P	01/31/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	59.02
	INVOICE: 2037255440									

PAID INVOICES REPORT

WARRANT: L013123

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

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	151735	01/25/23	208362		215014	P	01/31/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	33.78
	INVOICE:	2037255441								
	151736	01/25/23	208363		215014	P	01/31/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	41.87
	INVOICE:	2037255442								
	151737	01/25/23	208364		215014	P	01/31/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	58.09
	INVOICE:	2037247986								
	151738	01/25/23	208365		215014	P	01/31/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	288.26
	INVOICE:	2037247987								
	151739	01/25/23	208366		215014	P	01/31/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	71.53
	INVOICE:	2037247988								
	151740	01/25/23	208367		215014	P	01/31/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	114.82
	INVOICE:	2037247989								
	151741	01/25/23	208368		215014	P	01/31/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	12.84
	INVOICE:	2037247990								
	151743	01/25/23	208370		215014	P	01/31/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	28.99
	INVOICE:	2037247991								
	151744	01/25/23	208372		215014	P	01/31/23	2015017 954017	LIB RSRCS-ADULT BOOKS NF	153.96
	INVOICE:	2037247992								
	151746	01/25/23	208373		215014	P	01/31/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	229.97
	INVOICE:	20137249341								
	151748	01/25/23	208376		215014	P	01/31/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	91.30
	INVOICE:	2037256859								
	151750	01/25/23	208377		215014	P	01/31/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	16.88
	INVOICE:	2037250662								
	151751	01/25/23	208378		215014	P	01/31/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	24.81
	INVOICE:	2037250663								
	151752	01/25/23	208379		215014	P	01/31/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	29.14
	INVOICE:	2037250664								
	151754	01/25/23	208381		215014	P	01/31/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	580.97
	INVOICE:	2037243569								
	151755	01/25/23	208383		215014	P	01/31/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	33.76
	INVOICE:	2037243570								
	151757	01/25/23	208384		215014	P	01/31/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	16.89
	INVOICE:	2037238734								
	151758	01/25/23	208386		215014	P	01/31/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	7.47
	INVOICE:	2037238735								
	151760	01/25/23	208387		215014	P	01/31/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	146.08
	INVOICE:	2037238736								
	151762	01/25/23	208389		215014	P	01/31/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	74.60
	INVOICE:	2037238737								
	151763	01/25/23	208390		215014	P	01/31/23	2015017 954011	LIB RSRCS -MWL	130.59
	INVOICE:	2037248962								
	151764	01/25/23	208391		215014	P	01/31/23	2015017 954011	LIB RSRCS -MWL	33.76
	INVOICE:	2037248963								
	151765	01/25/23	208392		215014	P	01/31/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	5.97
	INVOICE:	2037247958								
	151766	01/25/23	208393		215014	P	01/31/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	5.97
	INVOICE:	2037266510								
	151767	01/25/23	208394		215014	P	01/31/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	293.26
	INVOICE:	2037247957								
	151768	01/25/23	208395		215014	P	01/31/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	33.60



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

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE:	2037261742									
151769	01/25/23	208396			215014	P	01/31/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	15.38
INVOICE:	2037261743									
151770	01/25/23	208397			215014	P	01/31/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	30.87
INVOICE:	2037261744									
151771	01/25/23	208398			215014	P	01/31/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	6.02
INVOICE:	2037259337									
151772	01/25/23	208399			215014	P	01/31/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	33.14
INVOICE:	2037259338									
151773	01/25/23	208400			215014	P	01/31/23	2015015 954002	LIB RSRCS-CHILDREN BOOKS	13.00
INVOICE:	2037259339									
151774	01/25/23	208401			215014	P	01/31/23	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	64.08
INVOICE:	2037251461									
VENDOR TOTALS								8,175.69 YTD INVOICED	7,979.24 YTD PAID	3,093.27
489 BLACKSTONE AUDIOBOOKS										
151791	01/25/23	208418			215015	P	01/31/23	2015017 954004	LIB RSRCS-RECORDING AUDIO	45.24
INVOICE:	2081433									
151792	01/25/23	208419			215015	P	01/31/23	2015017 954004	LIB RSRCS-RECORDING AUDIO	414.40
INVOICE:	2080843									
VENDOR TOTALS								620.52 YTD INVOICED	498.59 YTD PAID	459.64
300553 CENGAGE LEARNING INC										
151793	01/25/23	208420			215016	P	01/31/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	99.17
INVOICE:	79895836									
151794	01/25/23	208421			215016	P	01/31/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	26.39
INVOICE:	79970306									
151795	01/25/23	208422			215016	P	01/31/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	179.94
INVOICE:	79970639									
VENDOR TOTALS								39.18 YTD INVOICED	4,437.08 YTD PAID	305.50
13239 CENTER OF CONCERN										
151803	01/25/23	208430			215017	P	01/31/23	2015017 938506	GNL CNTRL SVC/PROGRAM	200.00
INVOICE:	ADM012623									
VENDOR TOTALS								.00 YTD INVOICED	200.00 YTD PAID	200.00
303044 CENTER POINT PUBLISHING										
151804	01/25/23	208431			215018	P	01/31/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	28.67
INVOICE:	1982721									
VENDOR TOTALS								.00 YTD INVOICED	57.34 YTD PAID	28.67
5814 CHASE										
151805	01/25/23	208432			215019	P	01/31/23	2015011 931700	LIB DATA PROC SV	35.60
INVOICE:	ADM0126232									
151805	01/25/23	208432			215019	P	01/31/23	2015011 933800	CONFERENCES & TRAINING	30.00
INVOICE:	ADM0126232									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
151805	INVOICE: ADM0126232	01/25/23	208432		215019	P	01/31/23	2015011 936000	PUBLIC RELATIONS	71.39
151805	INVOICE: ADM0126232	01/25/23	208432		215019	P	01/31/23	2015013 951100	LIBRARY SUPPLIES	16.96
151805	INVOICE: ADM0126232	01/25/23	208432		215019	P	01/31/23	2015017 954003	LIB RSRCS--PERIODICALS	423.95
VENDOR TOTALS		293.97 YTD INVOICED		3,402.65 YTD PAID						
8593	CHRISTINA LOVERING									
151815	INVOICE: ADM0126234	01/25/23	208442		215020	P	01/31/23	2015017 938506	GNL CNTRL SVC/PROGRAM	350.00
VENDOR TOTALS		.00 YTD INVOICED		350.00 YTD PAID						
7517	JPH ENTERPRISES INC									
151806	INVOICE: 71796	01/25/23	208433		215021	P	01/31/23	2015011 936000	PUBLIC RELATIONS	265.00
VENDOR TOTALS		127.00 YTD INVOICED		784.00 YTD PAID						
102908	COMPUTER VIEW INC									
151844	INVOICE: 29470	01/25/23	208472		215022	P	01/31/23	2015011 931700	LIB DATA PROC SV	24,950.00
VENDOR TOTALS		26,466.66 YTD INVOICED		26,141.00 YTD PAID						
55134	COOPERATIVE COMPUTER									
151807	INVOICE: 2082	01/25/23	208434		215023	P	01/31/23	2015016 931701	DATA PROCESSING/CLSI	15,568.54
151807	INVOICE: 2082	01/25/23	208434		215023	P	01/31/23	2015013 931702	DATA PROCESSING/OCLC	3,724.75
VENDOR TOTALS		19,596.92 YTD INVOICED		19,293.29 YTD PAID						
19972	DEMCO INC									
151808	INVOICE: 7241342	01/25/23	208435		215024	P	01/31/23	2015013 951100	LIBRARY SUPPLIES	535.25
VENDOR TOTALS		117.80 YTD INVOICED		821.36 YTD PAID						
25165	EBSCO SUBSCRIPTION SERV									
151809	INVOICE: 10001994841	01/25/23	208436		215025	P	01/31/23	2015017 954018	LIB RSRCS-ONLINE DATABASE	3,189.00
VENDOR TOTALS		3,378.00 YTD INVOICED		3,189.00 YTD PAID						
3545	FINDAWAY WORLD LLC									
151810	INVOICE: 417261	01/25/23	208437		215026	P	01/31/23	2015017 954004	LIB RSRCS-RECORDING AUDIO	395.19

# CITY OF PARK RIDGE



## PAID INVOICES REPORT

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

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		941.12 YTD INVOICED			696.89 YTD PAID			395.19		
5041 TIFFANY ANN GATES ETCHELL	151811	01/25/23	208438		215027	P	01/31/23	2015015 938506	GNL CNTRL SVC/PROGRAM	125.00
INVOICE: ADM0126233										
VENDOR TOTALS		150.00 YTD INVOICED			125.00 YTD PAID			125.00		
36865 ILLINOIS LIBRARY ASSOC	151812	01/25/23	208439		215028	P	01/31/23	2015011 932400	LIB MEMBER DUES	300.00
INVOICE: 233643										
VENDOR TOTALS		300.00 YTD INVOICED			300.00 YTD PAID			300.00		
7842 INGRAM LIBRARY SERVICES	151813	01/25/23	208440		215029	P	01/31/23	2015017 954001	LIB RSRCS--ADULT BOOKS FI	244.44
INVOICE: 67560466										
VENDOR TOTALS		692.65 YTD INVOICED			1,035.74 YTD PAID			244.44		
3938 JOE ORGANIZER LLC	151830	01/25/23	208457		215030	P	01/31/23	2015017 938506	GNL CNTRL SVC/PROGRAM	300.00
INVOICE: ADM0126237										
VENDOR TOTALS		.00 YTD INVOICED			300.00 YTD PAID			300.00		
6964 LINKEDIN CORPORATION	151814	01/25/23	208441		215031	P	01/31/23	2015017 954018	LIB RSRCS--ONLINE DATABASE	6,868.28
INVOICE: 10111799123										
VENDOR TOTALS		.00 YTD INVOICED			6,868.28 YTD PAID			6,868.28		
101892 MIDWEST TAPE	151816	01/25/23	208443		215032	P	01/31/23	2015017 954005	LIB RSRCS--AV/DVD/BL	30.78
INVOICE: 503214362										
151817	01/25/23	208444		215032	P	01/31/23	2015017 954005	LIB RSRCS--AV/DVD/BL	65.31	
INVOICE: 503214363										
151818	01/25/23	208445		215032	P	01/31/23	2015017 954005	LIB RSRCS--AV/DVD/BL	64.72	
INVOICE: 503228027										
151819	01/25/23	208446		215032	P	01/31/23	2015017 954005	LIB RSRCS--AV/DVD/BL	364.33	
INVOICE: 503228472										
151820	01/25/23	208447		215032	P	01/31/23	2015017 954005	LIB RSRCS--AV/DVD/BL	44.98	
INVOICE: 503228593										
151821	01/25/23	208448		215032	P	01/31/23	2015017 954005	LIB RSRCS--AV/DVD/BL	119.96	
INVOICE: 503228730										
VENDOR TOTALS		2,129.55 YTD INVOICED			6,511.49 YTD PAID			690.08		
6246 NICHE ACADEMY LLC	151822	01/25/23	208449		215033	P	01/31/23	2015017 954018	LIB RSRCS--ONLINE DATABASE	1,290.00

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 7448										
VENDOR TOTALS					.00 YTD INVOICED		1,290.00 YTD PAID		1,290.00	
924 OVERDRIVE INC	151823	01/25/23	208450		215034	P	01/31/23	201 430819	NO. SUB. DIGITAL CONSORTI	1,177.54
INVOICE: 00751DA23009656										
151824		01/25/23	208451		215034	P	01/31/23	201 430819	NO. SUB. DIGITAL CONSORTI	1,003.68
INVOICE: 00751DA23016360										
VENDOR TOTALS		7,211.64 YTD INVOICED					10,220.89 YTD PAID		2,181.22	
8416 PEERLESS NETWORK INC	151825	01/25/23	208452		215035	P	01/31/23	2015011 938501	GNL CNTRL SVC/TELEPHONE	332.57
INVOICE: 589758										
VENDOR TOTALS		332.45 YTD INVOICED					498.11 YTD PAID		332.57	
61391 PIONEER PRESS	151826	01/25/23	208453		215036	P	01/31/23	2015017 954003	LIB RSRCS--PERIODICALS	32.50
INVOICE: ADM0126235										
VENDOR TOTALS		160.80 YTD INVOICED					98.40 YTD PAID		32.50	
301937 PROQUEST LLC	151827	01/25/23	208454		215037	P	01/31/23	2015017 954018	LIB RSRCS--ONLINE DATABASE	5,664.99
INVOICE: 70755603										
VENDOR TOTALS		.00 YTD INVOICED					5,664.99 YTD PAID		5,664.99	
5530 REACHING ACROSS ILLINOIS LIBRARY SYSTEMS	151828	01/25/23	208455		215038	P	01/31/23	2015017 938506	GNL CNTRL SVC/PROGRAM	522.00
INVOICE: 10368										
VENDOR TOTALS		.00 YTD INVOICED					522.00 YTD PAID		522.00	
4023 RAINBOW ANIMAL ASSISTED THERAPY	151829	01/25/23	208456		215039	P	01/31/23	2015015 938506	GNL CNTRL SVC/PROGRAM	50.00
INVOICE: ADM0126236										
VENDOR TOTALS		.00 YTD INVOICED					50.00 YTD PAID		50.00	
3887 LAURA SCOTT	151831	01/25/23	208458		215040	P	01/31/23	2015017 951100	LIBRARY SUPPLIES	30.93
INVOICE: ADM0126238										
VENDOR TOTALS		.00 YTD INVOICED					30.93 YTD PAID		30.93	
102551 CACINI INC	151832	01/25/23	208459		215041	P	01/31/23	2015011 936000	PUBLIC RELATIONS	20.00
INVOICE: 43512										

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								.00 YTD INVOICED	72.00 YTD PAID	20.00
301997 CATHY THOMPSON	151833	01/25/23	208460		215042	P	01/31/23	2015017 938506	GNL CNTRL SVC/PROGRAM	20.99
	INVOICE: ADM0126239									
VENDOR TOTALS								.00 YTD INVOICED	20.99 YTD PAID	20.99
1522 ULINE INC	151834	01/25/23	208461		215043	P	01/31/23	2015012 932103	BLDG MNT CNTR-GENL MAINT	64.70
	INVOICE: 158581225									
VENDOR TOTALS								.00 YTD INVOICED	64.70 YTD PAID	64.70
2193 VERIZON WIRELESS	151835	01/25/23	208462		215044	P	01/31/23	2015011 938501	GNL CNTRL SVC/TELEPHONE	129.81
	INVOICE: 9924245650									
VENDOR TOTALS								.00 YTD INVOICED	5,194.91 YTD PAID	129.81
300800 WAREHOUSE DIRECT INC	151836	01/25/23	208463		215045	P	01/31/23	2015011 951001	OFF SPLS--PHOTOCOPY	305.16
	INVOICE: 54127420									
	151837	01/25/23	208464		215045	P	01/31/23	2015011 951002	OFF SPLS--OTHER SUPPLIES	19.94
	INVOICE: 54153980									
VENDOR TOTALS								654.76 YTD INVOICED	636.65 YTD PAID	325.10
7541 GARY WENSTRUP	151838	01/25/23	208465		215046	P	01/31/23	2015017 938506	GNL CNTRL SVC/PROGRAM	300.00
	INVOICE: ADM01262310									
VENDOR TOTALS								.00 YTD INVOICED	300.00 YTD PAID	300.00
REPORT TOTALS										73,866.86

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	35	73,866.86

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