



**Park Ridge Public Library**

Regular Board Meeting – **AGENDA** –December 17, 2024 at 7:00 PM

**Meeting Location:**

City Hall – Council Chambers – 505 Butler Place, Park Ridge, IL 60068

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 November 19, 2024 meeting of the Library Board
- b. Ratify Bills Payable-Warrant Register for:

Period 11, November 16, 2024		Period 11, November 29, 2024	
Library Fund Warrants	\$106,490.56	Library Fund Warrants	\$56,391.20
Payroll 11/1/2024	\$91,364.07	Payroll 11/29/2024	\$95,726.62
Payroll 11/15/2024	\$95,174.03		
Per Capita Grant Fund	\$34.97	Per Capita Grant Fund	\$0.00
North Suburban Digital Consortium	\$7,461.73	North Suburban Digital Consortium	\$3,939.44
<b>Total</b>	<b>\$300,525.36</b>	<b>Total</b>	<b>\$156,057.26</b>

- c. Approve Cash Statement for all accounts for November 2024
- d. Ratify disbursements from the Petty Cash Fund, \$91.97
- e. Ratify disbursements from the Gift Fund, \$200.00
- f. Approve an FY24 Operating Budget transfer of \$9,500 from Administration-Materials, to Administration – Data Processing
- g. Approve the Generative Artificial Intelligence (AI) in the Workplace Policy
- h. Approve a budget of \$20,100 for the Second Floor Lobby Reconfiguration Project, including a custom display case purchased from Library Furniture International at a cost of \$17,585 and slat wall not to exceed \$2,500
- i. Award a contract for strategic planning services to ReThinking Libraries in the amount of \$26,400.
- j. Approve the FY25 Per Capita Grant application
5. Treasurer's Report
  - a. Approve the Consolidated Year to Date Revenue and Expenditures Report for November 2024
6. President's Report
7. Secretary's Report
  - a. Approve closed session meeting minutes from February 20, 2024
8. Library Director's Report
  - a. Statistics
  - b. Narrative
  - c. Value Added Report
9. Friends of the Library Report
10. Unfinished Business

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.



11. New Business

- a. Approve Library Director compensation for 2025

12. Adjournment

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees  
Held in the First Floor Meeting Room at the Library  
20 S. Prospect Avenue, Park Ridge, IL  
November 19, 2024 at 7:00 p.m.

#### CALL TO ORDER

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

#### ROLL CALL

Trustees Present: Anita De Frank, Secretary; Michael Donahue, Alexandra Hanba; Josh Kiem, Danielle Powers, Theresa Renaldi, Vice President; David Somheil (7:01 pm); Deepika Thiagarajan

Trustees Absent: Gregg Rusk, Treasurer

Others Present: Joanna Bertucci, Library Director, Angela Berger, Lauren Bochat, Laura Scott, Joan Wrenn, Library Staff  
Louis Kaufman

Present via Phone: Gregg Rusk (as guest)

#### PUBLIC COMMENT ON NON-AGENDA ITEMS

None

#### CONSENT AGENDA

President Thiagarajan directed the Board's attention to the list of items on the Consent Agenda and stated that if a trustee(s) would like an item removed from Consent, the item will be removed for further discussion after the Consent Agenda is approved. There were no requests for changes to the Consent Agenda.

The following items are included on the Consent Agenda:

- Approval of Minutes of the October 15, 2024 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register Period 10, October 16, 2024 in the amount of \$183,640.30 and Period 10, October 31, 2024 in the amount of \$154,908.55.
- Approve Cash Statement for all accounts for October, 2024
- Ratify disbursements from the Petty Cash Fund, \$142.82 and the Gift Fund, \$250.00
- Approve revisions to the Legal, Identity Protection, Freedom of Information Act, and Meeting Attendance via Electronic Means policies.
- Approve the 2025 Days Closed calendar

Trustee Hanba made a

**MOTION:** To approve the Consent Agenda, as presented

Trustee Powers seconded the motion

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

Absent: Rusk

**Motion passed**

#### TREASURER'S REPORT

In Treasurer Rusk's absence, Trustee Somheil reviewed the Consolidated YTD Revenue and Expenditures Report for FY24 Period 10 noting that with 83% of the year completed, revenue is at 94% of budget, Operating Expenses are at 74% of the YTD budget and are within expected ranges, while Capital Expenses are only 18% YTD. Also noted was that a capital carryforward will be carried forward to the next fiscal year for projects budgeted in 2024 that will be undertaken in 2025. Director Bertucci also clarified a response to a question

**MINUTES**  
**PARK RIDGE PUBLIC LIBRARY**  
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posed earlier by Treasurer Rusk regarding the graph on p.18 of the packet by stating that the line graph on that page incorrectly states revenue for the months of August and October.

Trustee Somheil made a

**MOTION:** To approve the Consolidated Year to Date Revenue and Expenditures Report for October, 2024

President Thiagarajan seconded the motion

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

Absent: Rusk

**Motion passed**

**PRESIDENT'S REPORT**

None

**SECRETARY'S REPORT**

Secretary De Frank reviewed each of the PRPL website articles included in the Secretary's report on page 19 of the packet.

**DIRECTOR'S REPORT**

Director Bertucci provided highlights from the Director's Report beginning on page 21 of the packet and noted as an additional update that she and Youth Services Manager Staci Greenwald will be making a presentation in February, 2025 at the Illinois Youth Services Council. The topic is *Designing for Neurodiversity in Libraries* and they will present PRPL's journey beginning with the creation of our Low Sensory Hour and including the creation of the Library's Calming Space.

Director Bertucci noted the Library's recent program "Stop the Bleed" was presented in partnership with the Park Ridge Health Commission. She added that this program included personnel from area hospitals as well as members of the Health Commission and provides another example of the Library's ongoing partnerships with City of Park Ridge commissions.

Finally, Director Bertucci noted that the Library's Facility Manager, John Priala, has worked to obtain incentives from Com Ed for installation of LED lighting in the Reference and Quiet Reading Room areas of the building. With this installation, the entire building will have LED lighting and this results in a savings of \$1,000/year in electric costs.

**FRIENDS OF THE LIBRARY REPORT**

The Friends reported the results of their fall book sale which realized \$6,000 in sales. Director Bertucci noted that the Friends have donated over \$21,000 to the Library this year. She also noted that the Friends have asked the Library to prepare a \$20,000 funding request for 2025 which will be presented at the Friends annual meeting in December.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

Policy Approval: Director Bertucci directed the Board's attention to the drafts of the Public Participation and Comment at Board Meetings policy that was reviewed at the November COW meeting and has been revised,

**MINUTES**  
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as presented. Discussion ensued among the trustees with regard to changes in policy language and it was agreed that the policy would be further revised to indicate in #5 that materials forwarded via email will go to the Board President, and then, at their discretion, to the entire Board.

President Thiagarajan made a

**MOTION:** To approve the Public Participation and Comment at Board Meetings Policy, as amended  
Vice President Renaldi seconded the motion

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

**Motion passed**

Approval of Budget transfers: Director Bertucci stated that at this time each year, the staff looks at unspent budget lines. The proposed budget transfer seeks to transfers funds from the Adult non-fiction and DVD budget lines to the Adult eBooks budget line. She explained that it is possible to purchase content credit this year that can be later used to grow the funding for eBooks.

Trustee Hanba made a

**MOTION:** To approve an FY24 Operating Budget transfer from Adult Nonfiction and DVDs, \$10,000 and \$7,500, respectively, to Adult eBooks

President Thiagarajan seconded the motion

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

**Motion passed**

Director Bertucci then provided an update on the FY25 Budget Workshop that she and Trustee Somheil attended on November 18, 2024 noting that talking points and a graph were presented to the City Council. Treasurer Rusk had asked her to share the graph with the other trustees and she distributed that at tonight's meeting. She explained that the graph shows that recent operating budgets are remaining consistent and that the Library's levy request is in line with operating expenses. Further noted was that costs transferred from the City to the Library and Capital expenses have been covered by deficit spending from the Library Fund Balance. Trustee Kiem asked that a copy of the graph be attached to the Board minutes. Director Bertucci noted that the City Council did not ask questions about the Library's Levy request and that one of the alderpersons asked if eBook usage created efficiencies in Library operations.

**CLOSED SESSION**

Trustee Hanba made a

**MOTION:** To adjourn to Closed Session pursuant to 5 ILCS 120/2(c)(21) for review of Closed Session minutes of the Park Ridge Public Library Board of Trustees and also pursuant to 5 ILCS 120/2(c)(1) for discussion of a personnel matter.

President Thiagarajan seconded the motion

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

**Motion passed**

**Board adjourned into Closed Session at 7:36 pm**

**MINUTES**  
**PARK RIDGE PUBLIC LIBRARY**  
Regular Meeting of the Board of Trustees  
Held in the First Floor Meeting Room at the Library  
20 S. Prospect Avenue, Park Ridge, IL  
November 19, 2024 at 7:00 p.m.

**Board returned to Open Session at 8:13 pm**

**ADJOURNMENT**

President Thiagarajan made a

**MOTION:** To adjourn the meeting

Vice President Renaldi seconded the motion

Voice Vote: Yes: All in favor

**Motion passed**

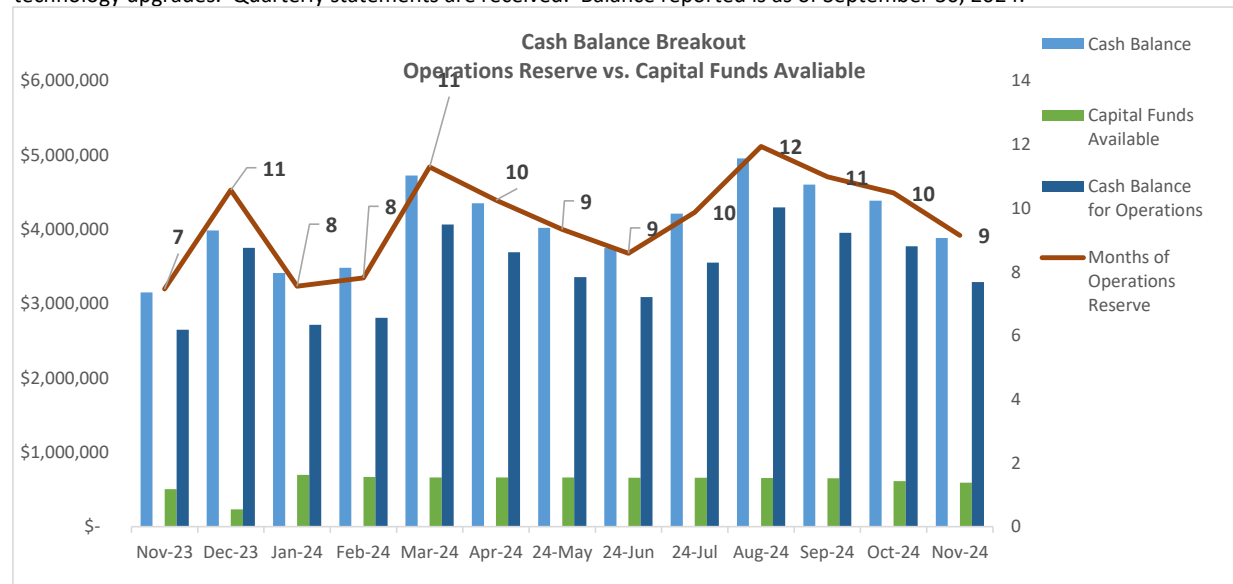
The meeting adjourned at 8:14 p.m.

DRAFT

**Cash Statement**  
**Period 11 - November 2024**

<b>CHASE BANK - OPERATING ACCOUNT</b>	
City Administered Library Fund	\$3,882,085
<b>LIBERTY BANK - PETTY CASH ACCOUNT</b>	
Library Administered - Primary use to reimburse lost/paid patron fees	
Signers on account are Library Director, Finance/HR Manager and Adult Services Manager	\$ 781
<b>CASH ON HAND - GENERAL</b>	
Library Administered	\$ 530
<b>BMO HARRIS - CD</b>	
Library Administered - 13 month term with APY 4.00%; Maturity Date: 12/27/25	
Opened as a low interest checking account when Liberty Restricted Gift Account balance reached FDIC insurance limit; rolled into a CD 10/27/23.	
Signers: L ibrary Director and Finance/HR Manager.	\$ 132,668
<b>LIBERTY BANK - RESTRICTED GIFT ACCOUNT</b>	
Library Administered - Both Restricted and Unrestricted	
Donations -CD Purchased August 27,2024,	
7 month Term, 4.60%, Maturity date 3/27/2025 Signers on account are Library Director and Finance/HR Manager	
	\$ 188,957
<b>HUNTINGTON BANK - MALINOWSKI BEQUEST</b>	
Library Administered - 7 month term with an APR of 5.00%; Maturity Date 12/14/2024	
Signers on account are Library Director and Finance/HR Manager	\$130,816
<b>VILLAGE BANK AND TRUST - MALINOWSKI BEQUEST</b>	
Library Administered CD - 12 month term with an APY of 5.00%; Maturity Date 6/08/2025	
Signers on account are Library Director and Finance/HR Manager	\$131,518
<b>PARKWAY BANK - ENDOWMENT FUNDS</b>	
Library Administered CD - 13 month term with an APY of 3.68%; Maturity Date 12/19/2025	
Signers on account are Library Director, Finance/HR Manager and Adult Services Manager	\$ 173,067
<b>*NORTHERN TRUST - BRUCE MICHEL LIBRARY TRUST</b>	
Michel Family Administered	\$221,258

\*The Bruce Michel Library Trust funds are held at Northern Trust and designated for technology upgrades. Quarterly statements are received. Balance reported is as of September 30, 2024.



Park Ridge Public Library  
Ratification and Approval of Disbursements/Payments  
Nov-24

Approval for payment from Gift Fund:

Center of Concern	\$200.00
	<hr/>
	\$200.00

Ratify Disbursements from Petty Cash Account:

1698 Monica Mois reissue ck#1600	\$	18.00
1699 Stephanie Cortes	\$	16.99
1700 Kelsey Kapolnek resissue ck#1645	\$	5.99
1701 Anna Demkovic resissue ck#1514	\$	30.00
1702 Mary Cunningham	\$	20.99
	<hr/>	
	\$	91.97

# Memorandum

[Return to Agenda](#)

**Memo Date:** December 5, 2024  
**From:** Joanna Bertucci, Library Director  
 Joan Wrenn, Finance/HR Manager  
**Meeting Date:** December 10, 2024  
**Subject:** Budget Transfer  
**Requested:** Approval

**Request:**

Transfer funds in Administration budget to accommodate Data Processing expenses through the end of the year.

<b>TRANSFER FROM:</b>		
BUDGET LINE	BUDGET LINE DESCRIPTION	AMOUNT
201-5011-952000	Admin-Materials	(\$9,500)
	TOTAL	(\$9,500)
<b>TRANSFER TO:</b>		
BUDGET LINE	BUDGET LINE DESCRIPTION	AMOUNT
201-5011-931700	Admin-Library Data Processing	\$ 9,500
	TOTAL	\$ 9,500

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	%USED
2015011	952000	MATERIAL	31,500	17,000*	16,786.48	213.52	98.76%
2015011	931700	LIB DATA PROC SV	177,000	191,500*	180,361.34	11,138.66	94.18%
				* 5,000 TRANSFERRED 11.2024			

**Recommended Motion:**

Approve the FY24 Operating Budget Transfer from Administration-Materials \$9,500, to Administration-Data Processing Services in order to fulfill the End of Year expenses of an additional \$9,500.



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**Memo Date:** December 1, 2024  
**From:** Joanna Bertucci, Library Director  
Joan Wrenn, Finance/HR Manager  
**Meeting Type:** Personnel Committee of the Whole  
**Meeting Date:** December 10, 2024  
**Action Requested:** Review and Discussion  
**Subject:** AI in the Workplace policy

**Background:**

Many libraries have enacted AI in the workplace policies to establish clear guidelines for the ethical and effective use of AI tools by staff. To inform our approach, staff reviewed sample policy documents from HR Source as well as policies from other libraries that have implemented such guidelines. Personnel Committee Co-chairs De Frank and Hanba, are in alignment with the recommended policy.

As AI technology continues to evolve, having a dedicated policy ensures that Library core values—such as privacy, transparency, and accessibility—are upheld in all AI-related decisions and actions. By adopting this policy, the Library joins a broader movement in the field that promotes responsible innovation, helping staff understand appropriate applications of AI in serving patrons, streamlining processes, and safeguarding sensitive information.

If approved, our January 2025 Staff In-Service will feature a presentation on responsible and ethical AI use in the workplace and in service to patrons, and all staff will receive a copy of the policy at that time.

**Recommendation:**

Approve the Generative Artificial Intelligence (AI) in the Workplace policy.

## 16. Generative Artificial Intelligence (AI) in the workplace

- The Park Ridge Public Library recognizes that Generative Artificial Intelligence (AI) holds tremendous potential for library staff and patrons. The Library also recognizes that AI is evolving quickly, and its use should be explored ethically and transparently. The purpose of this policy is to provide employees with guidelines for the use of AI tools.

### 16.1 Compliance with Related Policies

- Other library policies, practices and procedures may affect or relate to an employee's use of AI tools and must continue to be followed. These include but are not limited to the following:
  - Standards of Service Excellence
  - Standards of Processes and Procedures
  - Equal Employment Opportunities
  - Technology
  - Anti-Harassment
  - Social Media

### 16.2 Ethical Use

- AI technologies must not be used to create content that is inappropriate, discriminatory, or otherwise harmful to others or the Library.
  - Employees will not use patron data, staff personal information or trade secrets when developing resources using AI.
  - Employees will respect and uphold copyright and fair use laws and guidelines when developing resources using AI.
  - Employees will review all AI generated sources for errors, bias, and limitations before publishing as official communications.
  - Employees will adhere to best practices, communicating with civility, when engaging with AI.
  - Employees should log into AI tools with their organization-provided email address. Employees should have no expectation of privacy when using AI tools in the workplace. Employees should allow the AI tool to track their prompt history. Prompt history should not be deleted or tampered with. The Library retains the right to monitor all employee use of AI tools.
- AI should not be used to replace human decision-making in sensitive areas, such as employment decisions, disciplinary actions, or legal compliance.

### 16.3 Practical Uses of AI

- Acceptable uses include:
  - *Workflow management* to automate routine tasks or simplify tedious work, including but not limited to drafting internal and external communications and presentations.
  - *Information retrieval and management* to use AI as a federated search tool to help patrons and library staff find information and resources more efficiently.
  - *Training and education* to create personalized learning plans for patrons, helping them develop skills in areas such as literacy, technology, and research.
  - *General knowledge* to submit questions meant to enhance your understanding on a work related topic.
  - Should employees have another use for which AI may be valuable, employees should submit their requests to their manager, who will consult the Library Director, and receive permission in writing.

### 16.4 Training

- The Library will provide training opportunities and resources to help employees understand AI tools and their obligations under this Policy.

### 16.5 Policy review and updates

- This policy will be reviewed annually, or as needed, to ensure it remains relevant and effective as AI technology evolves. Updates will be communicated to all employees.

### 16.6 Anti retaliation and noncompliance

- Employees who know of an actual or potential violation of this Policy should immediately report such violation to their Manager. This includes the following:
  - Use of an AI tool for a task or project that is not authorized by this Policy.
  - Use of an AI tool that poses an identified, unaddressed security risk or contains any material defects or malicious code.
  - Use of an AI tool that violates any other employer policy.
- The Library prohibits any form of discipline, reprisal, intimidation, or retaliation for any good faith reporting of a violation of this Policy.
- Employees who do not comply with the Generative Artificial Intelligence Policy are subject to disciplinary action up to and including termination of employment.

Adopted: XXX

**Memo Date:** December 1, 2024  
**From:** Joanna Bertucci, Library Director  
 John Priala, Facility Manager  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** December 10, 2024  
**Action Requested:** For discussion and approval  
**Subject:** Second Floor Lobby Reconfiguration Project

**Background:**

As part of our ongoing effort to enhance the functionality and aesthetics of the Library, we propose a reconfiguration of the Second Floor lobby space. If approved, this project will include two components and will be paid for from the Library's FY25 furniture budget, which includes Per Capita Grant funds requested for this project.

**1. New Display Case:** If approved, we plan to install a new custom display case to enhance visibility for community groups and nonprofits who use it monthly to promote their organizations. The case will be located on the wall adjacent to the Library Director's office, for optimal exposure.



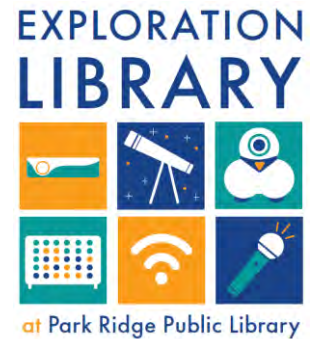
After obtaining and reviewing three quotes, we recommend proceeding with Library Furniture International (LFI) for the design, fabrication, and installation of the new case. Although LFI's quote of \$17,585 is the highest, it includes customization to match existing trim, integrated tack board back panels, lighting, and storage cabinets. The price also covers fabrication, delivery, and installation at prevailing wage rates. This custom solution best meets the Library's need for functionality and aesthetic consistency.

# Memorandum

Vendor	Comments	Price
Displays2go	Lowest quality laminate; least custom; laminate back panel	\$4,546
Allen Display	Medium quality, better-quality laminate; laminate back panel	\$16,378
Library Furniture International	Best quality: laminate and Formica; ability to customize trim and frame to match existing trim; tack board back panel	\$17,585

**2. Slat wall:** We plan to install a slat wall in place of the current display case to better showcase and promote our unique Exploration Library collection. This enhancement will improve the visibility and marketing of these offerings.

Adult Services Manager Laura Scott and I collaborated with Marketing team members Jen Healy and Kerstin Henke, who designed a logo and tags to market the collection and provide check-out instructions. The cost of the slat wall is estimated **not to exceed \$2,500**, and our in-house Maintenance team will handle this installation. The second floor lobby self-checkout station will also be relocated to this area.



## Memorandum



### Recommended Motion

Approval of a budget not to exceed \$20,100 for the Second Floor Lobby Reconfiguration project, including a custom display case purchased from Library Furniture International at a cost of \$17,585 and associated slat wall costs not to exceed \$2,500.

11/19/2024

**LFI QT-4779 rev.1 Proposal For:**

Library Furniture International

797 Glenn Ave

Factory: LFI Custom

Wheeling IL 60090

**Park Ridge Library**

ph: 847-564-9497

Production Lead Time: 8-12 weeks

fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
<b>Disp-1</b>	<b>3</b>	<b>LFI Custom</b>		<b>Display Case</b>	<b>\$ 4,690.00</b>	<b>\$ 14,070.00</b>

3

**Display Case**

Dimension: 36"w x 78"h x 14"d

Locking 50"h x 1/4"thk. tempered glass doors.

3/8" tempered glass shelves. Add center back line boring holes

24"h locking laminate-faced doors w/ locks

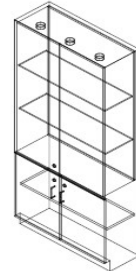
4" Toekick

LED (3) Puck lighting system, color temperature TBD

PL-1 Standard finish TBD: Wilsonart of Formica HPL

Fabric Tackboard back panel UP-1

UP-1 Guilford of Maine Fabric on 1/2" Homasote



TOTAL FOB FACTORY

\$ 14,070.00

INSTALLATION + FREIGHT

\$ 3,515.00

*\* prevailing wage \****TOTAL****\$ 17,585.00****50% DEPOSIT****\$ 8,792.50****QUOTATION TERMS****\* quotes are valid for 30 days from date at top of this page**

\* quotes are based on stated quantities; any change in quantity may require re-quoting

\* prices include standard materials/finishes unless otherwise noted

\* customer is responsible for verifying all final details of quote including, but not limited to, size, color, finish, etc; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote

\* Drawings, if applicable, will also require customer signature approval prior to the order entering production.

\* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.

11/19/2024

**LFI QT-4779 rev.1 Proposal For:**

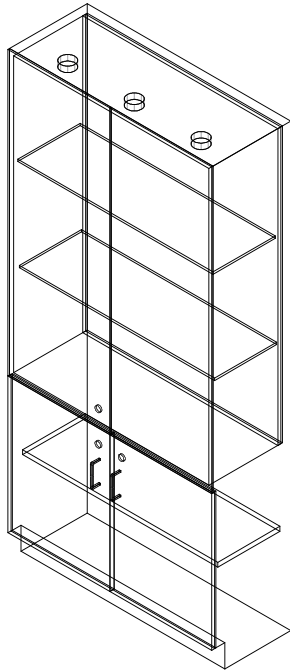
Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
fax: 847-564-9337

Factory: LFI Custom

**Park Ridge Library**

Production Lead Time: 8-12 weeks

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
				<b>PAYMENT TERMS</b>		
				50% deposit; balance due upon <b>substantial completion</b> *		
				* If a mutually agreed upon punchlist exists after substantial completion, customer <b>may withhold the cost of said punchlist</b> from payment of final invoice until resolved.		
				* If a projected is delayed due to customer's site not being ready for installation, LFI reserves the right to assess a <b>storage charge and invoice for product</b> received at the installer's warehouse		
				<b>TO ACCEPT THIS QUOTE:</b>		
				* sign and date below as formal acknowledgement of the quote terms		
				* please forward a deposit if one is required per the quote terms		
				* please email the signed Quote to your Sales Manager or to Nora@libraryfurniture-intl.com and we will begin processing your order.		
				* LFI will coordinate and schedule in-bound freight of your order.		
				* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.		
				* Factories and freight carriers will require digital photography of any damage related issues.		
				Signature _____ Date _____		
TOTAL					\$	17,585.00



LED PUCK LIGHTS

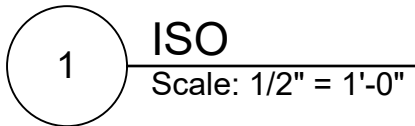
TACKBOARD  
COMPLIMENTING  
INTERIOR COLOR

1/4" TEMPERED  
GLASS DOORS  
W/ LOCK

3/8" THK. TEMPERED  
GLASS ADJUSTABLE  
SHELVES. QTY (2)

DOORS  
W/ LOCKS

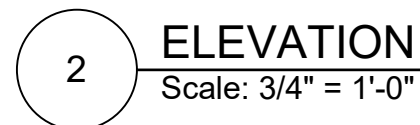
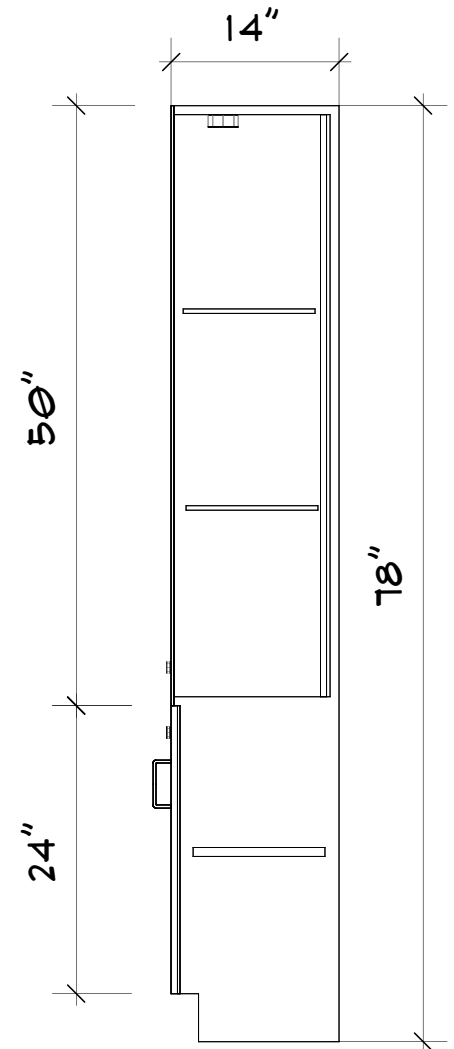
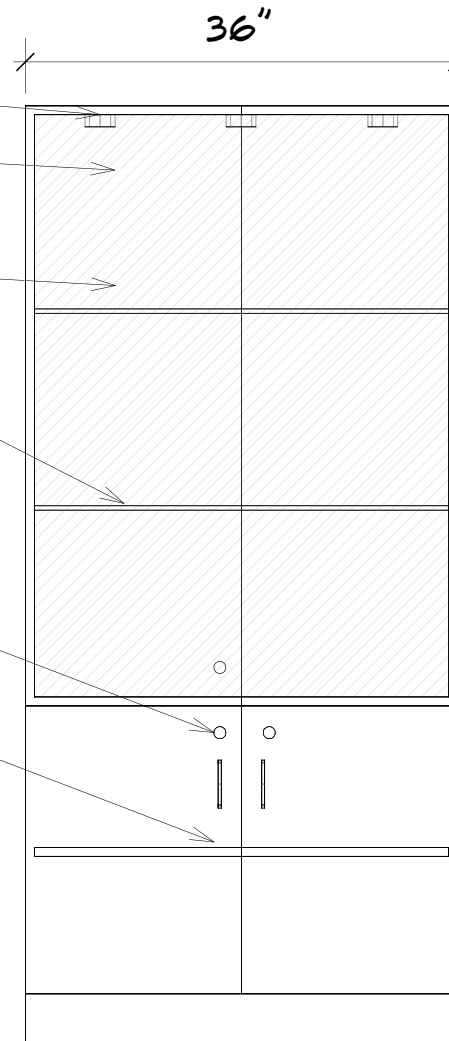
(1) ADJUSTABLE  
SHELF PER SIDE



## DISPLAY CASE- QTY (3)

DIMENSIONS: 36"W X 88"H X 24"D

- 3/4 CORE WITH HPL FINISH INTERIOR & EXTERIOR.
- LOCKS GRADE 1 MATTE BLACK UNO.
- LED SYSTEM (3) PUCK TYP LIGHTS W/ CONTROLLER AND STANDARD PLUG.



**Memo Date:** December 1, 2024  
**From:** Joanna Bertucci, Library Director  
 Alex Hanba, Trustee  
 Theresa Renaldi, Trustee  
 David Somheil, Trustee  
**Meeting Type:** Planning & Operations Committee of the Whole  
**Meeting Date:** December 10, 2024  
**Action Requested:** For discussion and approval  
**Subject:** Strategic Planning Subcommittee Report and Recommendation

## Background

The Park Ridge Public Library issued a Request for Proposal (RFP) for strategic planning services on September 23, 2024, with submissions due by October 25, 2024. The goal of this process is to develop a comprehensive strategic plan to guide the Library's development and operations over the next 3-5 years.

The Library received 10 proposals in response to the RFP, as listed below.

Firm	Location	Cost
Christine Weber	Chicago, IL	\$ 17,500
Libraries Thrive	Chagrin Falls, OH	\$ 20,400
libraryIQ	Rockville, MD	\$ 25,000
<b>ReThinking Libraries</b>	<b>Sun Prairie, WI</b>	<b>\$ 26,400</b>
CO/Lab Capacity	Bainbridge Island, WA	\$ 27,000
<b>Fast Forward Libraries</b>	<b>Champaign, IL</b>	<b>\$ 28,600</b>
<b>Library Strategies</b>	<b>St. Paul, MN</b>	<b>\$ 28,800</b>
MJ Gomez	Santa Cruz, CA	\$ 30,000
Ivy Group	Charlottesville, VA	\$ 32,015
Seeds of Change	Burlington, NC	\$ 47,000

The Strategic Planning Subcommittee, which includes Trustees Hanba, Somheil, and Renaldi, met on November 6, 2024, to review and evaluate all submissions. The subcommittee narrowed the pool to three finalists, ReThinking Libraries, Fast Forward Libraries, and Library Strategies, who were interviewed on November 20, 2024. Following these interviews, references for the top two firms were checked by the Library Director.

## Recommendation

Based on the evaluation process, the unanimous recommendation of the Strategic Planning Subcommittee is to award the contract to ReThinking Libraries (RTL) in the amount of \$26,400. RTL demonstrated exceptional qualifications, including:

- Extensive experience facilitating strategic planning for public libraries,
- Strong references confirming their ability to deliver impactful results,
- A proven methodology for gathering a wide variety of feedback, including the use of focus groups and surveys, ensuring comprehensive community and stakeholder engagement,
- Commitment from RTL to support clients during and after implementation

## Memorandum

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Additionally, my conversation with Su Reynders, Director of the Mount Prospect Public Library provided additional insight. Ms. Reynders praised RTL for providing a tailored approach, which avoided a "cookie-cutter" strategy and aligned with Mount Prospect's unique needs. The facilitation on the part of RTL was excellent, and the in-person sessions proved to be highly productive. A copy of Mount Prospect's plan is included in RTL's proposal. The shorter document is the public-facing piece, outlining big-picture goals, activities, and outcomes aligned with their three initiatives. The longer document serves as a detailed work plan for staff.

RTL's proposed timeline aligns with the Library's objectives, beginning work in January 2025 to ensure a robust and actionable plan is delivered.

**Recommended Motion:**

Approval to award the contract for strategic planning services to ReThinking Libraries in the amount of \$26,400.



# Strategic Planning Proposal

Park Ridge Public Library



Engage | Envision | Evolve



# Table of Contents

<a href="#"><u>Cover Letter</u></a>	3
<a href="#"><u>Executive Summary</u></a>	4
<a href="#"><u>Our Organization</u></a>	5
<a href="#"><u>Our Team</u></a>	6
<a href="#"><u>Our Experience</u></a>	7
<a href="#"><u>References</u></a>	9
<a href="#"><u>Our Philosophy</u></a>	10
<a href="#"><u>Our Approach</u></a>	11
<a href="#"><u>Work Plan</u></a>	12
<a href="#"><u>Deliverables</u></a>	16
<a href="#"><u>Timeline</u></a>	17
<a href="#"><u>Budget</u></a>	18
<a href="#"><u>Appendix - Resumes</u></a>	20

October 25, 2024

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

Joanna,

ReThinking Libraries is pleased to submit a proposal for consulting services to assist in developing a *Strategic Plan* for the Park Ridge Public Library (PRPL). We would welcome the opportunity to collaborate with your library. Our full-service team is well-positioned to help PRPL develop a plan through a process that seeks to elevate the voices and ideas of everyone in that community. Over the past several years, our team has developed a successful and efficient way to plan with libraries. Instead of strict adherence to a fixed methodology, we work with each client to tailor the planning tools and processes to best fit each library and its community. We focus on creating a strategic plan that allows the library to adapt and react to today's quickly shifting world and the varied needs of a diverse community.

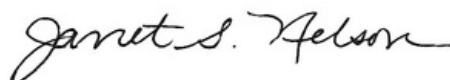
Regardless of the overall methodology settled upon, our work typically includes the following activities:

- Collection and library usage data analysis.
- Direct input from a broad array of community members and stakeholders (users and non-users), staff, and board members with a focus on aspirational input over problem-focused input.
- Mapped demographic analysis.
- A comparison benchmark report (with multiple comparison cohorts including local, state, national, and aspirational).
- Discussion of best practices of future-ready libraries as a part of the stakeholder input process and strategic retreat.
- Review and refinement of library mission, vision, and values.

All findings are synthesized, and goals and strategies are collaboratively developed to guide Park Ridge Public Library successfully into the future. The final deliverable provides PRPL with a process to keep its strategic plan living, breathing, and updated throughout its lifetime.

This proposal is firm and irrevocable for 90 days. We look forward to the opportunity to respond to questions and further explain our process as needed. Please don't hesitate to contact us with any questions.

Best regards,



**Janet Nelson**

1218 McMahon Drive, Sun Prairie, WI 53590  
608-444-1733 [janet@rethinkinglibraries.org](mailto:janet@rethinkinglibraries.org)

# Executive Summary

The Park Ridge Public Library (PRPL) leadership has expressed interest in consulting services for the creation of its next strategic plan. ReThinking Libraries (RTL) is pleased to submit a proposal for partnering with PRPL on this important project. It is understood that PRPL is embarking on this process to develop a plan to guide decision-making over the next three to five years. It will define the role of the Library and governance by the Library Board of Trustees and will also serve as a framework for defining vision, goals, and creating a service plan. The plan will reflect the needs and realities of the Library, align with the overall needs of the Park Ridge community, and help elevate the role of the Library to a higher level of service.

This is intended to be a **highly collaborative process** with extensive input from library leadership, staff, Trustees, Friends of the Library, community leaders, and residents. Input will be gathered using various means as determined by the consultant and the Library Planning Team. It is intended to **engage both users and non-users of the Library**. We will collaborate to determine the best approach and balance between in-person and virtual engagement for the community. Every effort will be made to conduct this process in an inclusive manner allowing **broad and diverse participation** from across all segments of the community.

The RTL team views its role in this project as **facilitator and collaborator**. We don't make decisions for you; we help you make the best decisions about your Library's present and future. We will analyze information and offer professional recommendations based on observation, stakeholder feedback, demographics, and assessment of Park Ridge Public Library's existing services, facilities, and communities. We will also facilitate staff and board strategy planning meetings to help the team find the right strategic vision for your community's Library. RTL will work with the PRPL team, prior to the formation of the plan, to benchmark and evaluate library practices, staffing, efficiencies, etc. Once the plan has been created, RTL will also be available to PRPL to offer **best practices for measuring progress** as the plan is implemented.

The Strategic Planning Team members will actively participate in the creation of the *Strategic Plan*, so they are fully invested in the process and the final product. It is essential all involved have a clear vision of what needs to be done based on the in-depth assessment of the existing situation, the consideration of new and emerging trends in library services, and an understanding of local realities and sensibilities. Included will be **training on processes allowing for the ongoing evaluation of progress** toward the established goals and the understanding and confidence to develop new strategies as the plan evolves.

# Our Organization

Our team is passionate about understanding what it takes to be a successful and thriving future-ready library. As a national library consulting firm working with small rural libraries, large urban libraries, and everything in between, we find our clients are interested in transforming their organizations. **We help them engage their communities, envision the possibilities, and evolve to meet their needs for years to come.** For over 20 years, the RTL team has been involved in numerous facilities projects, strategic plans, building programs, feasibility studies, community assessments, technology assessments, and other consulting work with hundreds of libraries across the United States.

In addition to our work with clients, **we constantly evaluate library best practices and the impact of emerging trends on the library ecosystem.** Numerous consulting and speaking engagements have allowed us to work with and train hundreds of library staff members across the U.S. and abroad.

Rob Cullin and Janet Nelson joined forces to establish ReThinking Libraries (RTL) in 2020 by acquiring Kimberly Bolan & Associates (KBA). KBA was a successful national library consulting company started in 2004 by Rob and his then partner, Kimberly Bolan, MLS. The original company was based outside of Indianapolis, IN but today, Rob is in Fort Collins, CO, and Janet is just outside of Madison, WI.

Our holistic approach helps libraries survive and thrive in an environment of constant change, including **shifting demographics, newer and better technologies, increasing real and virtual competition**, and often, a somewhat uncertain **financial outlook**. We also assist libraries with understanding and implementing successful future-ready services and spaces, increasing the efficiency of operations such as circulation and information services, incorporating and managing technology, streamlining behind-the-scenes activities, improving web-based access, and more.

# Our Team



**Rob Cullin**  
Managing Principal

508 Villanova Court  
Fort Collins, CO 80525  
Phone: 317-509-3268  
Email: [rob@rethinkinglibraries.org](mailto:rob@rethinkinglibraries.org)

Rob Cullin's involvement with RTL/KBA began in 2005 when he and Kim Bolan co-authored *Technology Made Simple* (ALA Editions, 2006) and began presenting together across the United States. Since then, Rob has been involved in hundreds of strategic and facility planning projects. Through his previous work as President and Co-Founder of Evanced Solutions, LLC (later acquired by Demco, Inc.) he was involved with thousands of libraries in the USA, Canada, and Australia. With broad experiences reaching beyond libraries, Rob has direct specialties in strategic planning, community engagement, complex data and demographic analysis, service, and organizational design. He was a Library Journal "Mover & Shaker" in 2008.



**Janet Nelson**  
Principal/Senior Consultant

1218 McMahon Drive  
Sun Prairie, WI 53590  
Phone: 608-444-1733  
Email: [janet@rethinkinglibraries.org](mailto:janet@rethinkinglibraries.org)

Janet Nelson has nearly 25 years of experience working with libraries. Her focus has always been on helping librarians and library staff better serve their communities. She began working with Rob on library consulting in 2019 and has been involved in numerous strategic and facility plans since then. Prior to consulting, she spent 17 years with Demco, Inc., starting as a Furniture Product Manager. She moved into various strategic roles during her tenure and began collaborating with Kimberly Bolan in 2006 which evolved into larger projects and shared speaking engagements. Other roles included collaborating with industry and library leaders/staff to better understand the immediate and future needs of libraries. Her specific areas of expertise include strategic planning, marketing strategy, research and development, and space planning.

For this project, RTL's team will be led by Janet though Rob will be actively involved throughout the project. Together Rob and Janet will be responsible for coordinating all onsite and offsite work, managing the project communications and timelines, and coordinating all deliverables.

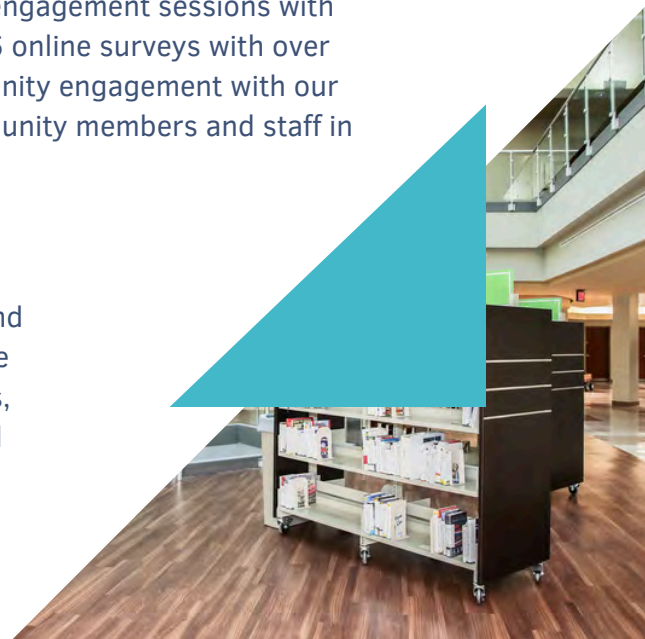
# ■ Our Experience



Strategic Planning is one of the primary services offered by RTL and Rob and Janet have collectively led over 65 public library strategic plans in the past 8 years.. **Our services are differentiated by our custom approach**, adapted to the needs of each client. The process evolves throughout the course of the project to achieve the best results. Our approach can be very basic for libraries new to strategic planning or quite advanced for those pushing for more cutting-edge approaches to library service.

The team has been involved in strategic planning for a multitude of organizations since 1996. Our work has been with libraries, library associations, non-profit organizations, and small and large for-profit businesses. We have been facilitators, analysts, executives, team leaders, and team members in plan development. Since 2014 alone, RTL team members have **worked with over 125 different library organizations**; conducted over 1,500 community/stakeholder engagement sessions with over 12,000 attendees; and conducted over 115 online surveys with over 50,000 participants. We do not just plan community engagement with our clients, we help them successfully engage community members and staff in the process.

Throughout these experiences, as well as Rob and Janet's previous business experiences, they have worked with a variety of planning methodologies, approaches, and styles. This variety has enabled them to utilize many different approaches in addressing planning for various types of organizations, communities, and organizational cultures.



# ■ Our Experience



For all our clients, we work to determine the approach and methodologies to provide each library with the best results and fit within their allotted budgets. **Underlined projects below have hyperlinks to sample reports.**

Here is a sampling of the recent Strategic Plans and Community Assessments facilitated:

- Westminster Public Library (CO) – (2024-present) – Strategic Planning
- Eaton Public Library (CO) – (2024) – Community Needs Assessment
- Pikes Peak Library District (CO) – (2023-present) – Facilities Master Planning
- St. Clair County Library System (MI) – (2023-2024) – Strategic Planning
- Summit Free Public Library (NJ) – (2024-present) – Strategic Planning
- Indian Prairie Public Library (IL) – (2024-present) – Strategic Planning
- Mount Clemens Public Library (MI) – (2023-2024) – Strategic Planning
- Fox River Valley Public Library (IL) – (2023-2024) – Strategic Planning
- Troy Public Library (MI) – (2023-present) – Strategic & Facilities Planning
- Downers Grove Public Library (IL) – (2023) – Strategic Planning
- Novi Public Library (MI) – (2023) – Strategic Planning
- Cecil County Public Library (MD) – (2023) – Strategic Planning
- Mary Riley Styles Public Library (VA) – (2022-2023) – Strategic Planning
- Mount Prospect Public Library (IL) – (2021-2022) – Strategic Planning
- Sun Prairie Public Library (WI) – (2022) – Strategic Planning
- Sterling Heights Public Library (MI) – (2022) – Strategic Planning
- Pike County Public Library (IN) – (2017 & 2022) – Strategic Planning x 2
- Fulton County Public Library (IN) – (2021 & 2023-present) – Strategic and Facility Planning
- Adrian District Library (MI) – (2020-2021) – Strategic Planning and Facility Planning
- Saline District Library (MI) – (2020-2021) – Strategic Planning
- Catawba County Library System (NC) – (2019-2020) – Strategic and Facilities Planning
- Jennings County Public Library (IN) - (2016 & 2021) - Strategic Planning x 2



# References

**Su Reynders, Executive Director**

Mt. Prospect Public Library (IL)

(847) 590-3220      sreynders@mppl.org

**Project:** Beginning in December 2021 and finishing in June 2022, we facilitated and collaboratively developed MPPL's newest strategic plan using all our standard planning services. In addition to our typical services, a Spanish survey and facilitation of a multi-lingual community session were included. We conducted a virtual staff workshop that was attended by over 120 staff members. MPPL had one of our most successful survey campaigns with over 2,000 completed surveys by the community.

**Julie Milavec, Executive Director**

Downers Grove Public Library (IL)

(630) 960-1200      jmilavec@dglibrary.org

**Project:** This initiative was to facilitate a 3-5-year Strategic Plan. The project utilized all our standard planning services. The survey results for DGPL were very high for a community of this size. One of our charges was to incorporate their DEI Plan into the strategic planning process. The engagement sessions were well attended by the community.

**Laura Birmingham, Executive Director**

Indian Prairie Public Library (IL)

(630) 884-8010      laurab@ippl.info

**Project:** Beginning in January 2024 and nearly complete, we facilitated and collaboratively developed IPPL's newest strategic plan using all our standard planning services. IPPL had a very successful survey and community engagement effort. This library had recently undergone a renovation, so they were working to understand how to best use their resources in a highly utilized building that now includes additional services.



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# Our Philosophy

RTL believes that every community is different, which means every library is different. What works in one community may not work in another (even nearby) community. Our approach to library planning and assessment is based on collaboration, open communication, and showing stakeholders “the possibilities” for their library. It is also about identifying what stakeholders and members of the community want and need from their library in terms of services and spaces.

**Understanding the community and the Library is at the center of our process.**

At a core level, RTL is not married to a single philosophy or methodology of strategic planning. A variety of different approaches and toolsets can help any organization arrive at a solid plan. Throughout our professional work, we have been exposed to and worked with many philosophies, processes, and tools and, if selected, **we will work with your team to determine what tools and methodologies best fit your community and your library.**

That being said, RTL does have two overriding philosophies driving our vision for successful and dynamic strategic planning for future-ready libraries:

- **Robust community input** from library users, non-users, community leaders, staff, and board members based on aspirational discussions instead of problem-focused dialogue. Though we don’t formally call this Appreciative Inquiry, many of the premises and approaches are similar.
- **A final plan that is dynamic and easy to “live.”** The plan must maintain a certain level of flexibility, while being measurable, and still address the shifting landscape facing the Library.

Our methodology centers on the previously mentioned philosophies and helps organizations build both a strategic framework and a more strategic-minded culture.

# Two-Tier Planning Approach

Our base and most typical approach, preferred by most clients, is to develop a two-tier plan. The **high-level plan** is more general and outlines the focus areas, goals, desired outcomes, and impacts of the plan. It acts as the “strategic lighthouse” for the coming three to five years. This high-level plan is typically four to seven pages long and includes the Library Mission, Vision, and Values along with summarized and more detailed breakdowns of the high-level plan into each strategic focus area.

Once this plan is finalized, RTL will work in collaboration with the library leadership and staff to develop a separate **annual action plan**. The action plan is guided by the high-level plan and focuses on the details and tactics needed to implement the first 12 months of the plan. This is where specific tasks, who is responsible, what is being measured, what success looks like, timelines, budget impacts, etc. are developed. Action plan development for the next 12 months is repeated annually and RTL is available to help, or the Library may proceed on its own, whichever best fits its needs.

A big strength of this process is its **inherent design around feedback**. As you live the plan, the process helps you constantly evaluate your Library against what is planned and, when necessary, allows for changes and adjustments to be made. No plan can predict the future. The best plan and process accepts this fact and builds evolution into the process, while still maintaining a discipline holding to the higher mission and vision of the Library and the community.

Regardless of the process and tools chosen for your project, RTL’s overall goal for strategic planning is to encourage our clients to think and innovate. We are interested in motivating libraries to move to the next level. **We want our clients to end up with a concise plan they can live and breathe**, not just file with their state agency and/or stick in a drawer. Our role is not to develop the “consultants’ plan” or the “staff and board’s plan” for PRPL. Rather, our responsibility is to help PRPL educate its public, generate ideas and solutions, and develop a plan that reflects its community members and the future.

# Work Plan

ReThinking Libraries takes a holistic view of planning. We incorporate library usage data, local demographic information, multiple forms of community input, and benchmarking data to develop a plan seeking to understand history but focusing on future aspirations. Our expertise in community engagement is a strength, and we help libraries maximize community participation during the input phase. Since we work nationally, we are adept at navigating the requirements of different library governance structures and are familiar with the wide variety of funding models characteristic of public libraries. We are well-versed in the trends impacting today's libraries and have practical experience that can be applied to a variety of different situations to tailor the trends to your library's needs.

As part of a typical strategic planning process, RTL will:

## Engage

1. **Conduct a kick-off meeting** to establish a timeline, discuss the process, and define initial elements such as PRPL Strategic Planning Team introductions, library data requirements, community engagement methods, etc. The timeline will become more detailed as expectations are more clearly defined, and schedules are developed. This step is typically virtual. Depending upon scope, time of year, and library resource availability, plans typically take 4-7 months to complete.

2. **Gather, review, and analyze data and information** working with the Strategic Planning Team. The Benchmarks, Demographics, Collection Analysis, and Technology Assessments are all started and often completed during this stage, leaving room for learning along the way to drive adjustments in these assessments and the process. We will need assistance from library staff to gather past reports and complete a couple of informational surveys. Rob leads most of our data-gathering efforts.

3. **Gather and analyze stakeholder input** from the community (users and non-users), staff, board members, etc. via community stakeholder discussion sessions, surveys, and intercept activities. Working with the PRPL Marketing team is essential in promoting both the community discussion sessions and the surveys through multiple channels.

a. Our typical approach for a library of PRPL's size involves conducting about 8-10 stakeholder sessions.

i. RTL staff have extensive experience conducting bilingual sessions with non-English speaking residents. If these sessions are needed, our team member, Ivonne Smith, was born in Mexico, is fluent in Spanish, and has helped us conduct these bilingual sessions in the past or we can utilize local resources provided by the Library. We are open to conducting sessions in other languages as well, but we cannot provide a translator from our staff.

# Work Plan, continued

b. The format of sessions is generally as follows but will be tailored to your specific needs. These descriptions provide a sense of the scope of community input we strive to achieve.

- i. Engagement Sessions: 8-10 Total (Staff (1-2), Board (1 including Director), groups of targeted representative members of the public who are personally invited), and one open community session.
- ii. The targeted sessions may be specific invited groups (e.g., parents, seniors, educators, or community leaders) whereas the open forum is more general and available to anyone in the community interested in participating.
- iii. This phase centers around showing people the possibilities for their library and gathering aspirational input. For every client, RTL develops a custom conversation-enabling presentation that fosters conversations about your community and library.
- iv. With RTL you always get at least one of our Principals (Rob or Janet) leading your engagement sessions. There will also be a second RTL associate present taking notes and further supporting the sessions or if not available audio recordings will be made and transcribed after the session.
- v. Library leadership team and marketing staff will be key players in the community invitations and promotion of these sessions.

c. RTL can work with the Strategic Planning Team to develop and conduct a general web-based convenience survey for the public. We work with our clients to promote and advertise the survey broadly, targeting users and non-users.

- i. RTL does not recommend spending extra library funds to conduct full scientific-level studies. RTL has been involved in projects that made this investment and they did not get fundamentally better or more useful results than with a convenience survey approach. Our approach uses survey tools to get a good understanding of the community's view though certainly skewed a bit toward library user perspectives.
- ii. A paper version of the survey is also provided (copies supplied by the Library) for distribution to those community members who prefer that format. Typically, library staff or volunteers then enter these completed surveys, but RTL can provide this service for an additional fee.
- iii. A Spanish version of the survey, in both paper and online format, can be provided and is included as an option in the fee. If additional versions are needed in other languages, they can also be provided for an additional fee.
- iv. Janet leads all our survey work in-house, including design, launch support, and analysis.
- v. Library marketing staff will be key players in the promotion of the survey.

# Work Plan, continued

## Envision

4. **Develop and deliver the “Findings Book”** from the data and research gathered and distribute it to participants about one week before the Strategic Retreat. This book has all information gathered and analyzed during the process. Summaries and key takeaways, in addition to full data sets, are included or linked from the book. Typically, this PDF document ranges from 80 to 180 pages. The size is largely driven by the number of surveys completed and the feedback gathered at the engagement sessions. The RTL team will collaborate to compile this Findings Book.

5. **Facilitate a Strategic Planning Retreat** to define the plan. This is typically a 6- to 7-hour long strategy session (can be split over two days) with 15 to 25 people including, but not limited to, staff (both supervisory and non-supervisory), board members, community leaders, and general community members. During the Retreat, we will distill the input gathered (concentrated in the Findings Book) and discuss it, along with best practices for future-ready public libraries. Through a series of small group and larger group exercises, the session will surface top issues and strategic opportunities, ultimately leading to the final plan. PRPL’s current mission, vision, and values will be reviewed and refined or developed to relate to the key strategies. The group will work to discover:

- PRPL’s identity (What is PRPL now? What does PRPL want to be?)
- The key ingredients and focus of PRPL strategies
- PRPL’s Mission, Vision, and Core Values

Both Rob and Janet will be present at the retreat and may bring additional team members along as deemed necessary or beneficial to the client.

6. **Develop a high-level 4-7-page Strategic Plan** as a direct result of the Retreat. This initial deliverable is the “strategic lighthouse” library leadership and staff can live, breathe, and easily refer to on a day-to-day basis. RTL can present this plan to the Board and/or community at the appropriate time if desired.



# Work Plan, continued

## Evolve

### 7. Assist the Library Planning Team with the creation of a detailed Action Plan.

This document is developed for a 12-month timeframe each year and focuses on the details behind the four to seven-page plan (action steps, tactics, milestones, resources, budget/funding, etc.). Due to the operational level decisions that are being made at this stage, it is developed primarily by library leadership and staff with kickoff and ongoing assistance from RTL based on what the library team needs, but the approach can be modified if desired.

**8. Follow Up.** RTL is available to the Library for additional follow-up and advice on issues connected with the strategic plan or its implementation, or anything related to library operations that RTL can reasonably support. We are also available to support subsequent Annual Action Plan development as the library needs.

We work collaboratively, and our experience has shown that the involvement of library leadership, staff, Board, Friends, and the community encourages ownership and creates a plan that is better understood and more easily acted upon. Since it is nearly impossible to predict the future three to five years in advance, we have found the Annual Action Plan to be much more productive in guiding the library at the detailed task level.



Strategic Focus:	Expand Awareness	Investment	Project	Action Steps	Timeline	Measurements of Success	Notes/Comments	Budget / Costs	Responsible Person
Goal	Challenges								
SDL will further build the library brand in the community and drive increased awareness	Expand physical and digital marketing efforts to create connections and awareness within the community.  Leverage relationships and partnerships to deepen library connections with the community.  Continue to build the library's brand throughout the broader Saline area.	Investment in marketing efforts to create connections and awareness within the community.	Explore the options/needs for adding a dedicated (or semi-dedicated) Marketing position.	1. Assess needs for position 2. Assess budget feasibility 3. If feasible, develop job description and required/desired skills.					
			Evaluate current marketing approaches for effectiveness and seek to better target marketing going forward.	Build and develop relationships with local traditional AND non-traditional channels of community news and engagement.					
			Evaluate options for adding more road signage/options.	1. Connect with local agencies on current rules and options.					Arlene
			Improve Library's website	Build and deploy new and improved library website					
			Upgrade the library's social media presence (posts and channels) and develop more digital content to engage more users and highlight content and values important to the community.	Get Instagram and Twitter accounts started and active					
			Improve internal staff awareness of existing and historical services and programming.	Evaluate a staff intranet for information sharing (current and historical)					Arlene

# Deliverables

## **RTL's deliverables will/can include:**

- A detailed community analysis including demographics and mapping of key social indicators/measurements.
- Organizational and community assessments.
- A multi-cohort comparison benchmark analysis of primary library metrics: local, state, national, and aspirational cohort groups.
- Collection utilization analysis (turnover and relative use).
- Compiled notes from stakeholder sessions, online survey, etc., which will include key priorities and goals emerging from these inputs and summaries where appropriate.
- Outputs from Strategic Retreat include analysis, ideation, and voting exercises.
- A 4-7-page high-level Strategic Plan focusing on the top 3-6 priority focus areas defined at the retreat and refined mission, vision, and values.
- The final plan adapted to our 12-month Action Plan template and assistance with the development of a detailed Action Plan addressing the details necessary for successfully executing the plan, including actions, timeline, resources, budget, etc. Most of the work on the 12-month plan is done by the library staff but with the assistance and guidance of RTL.

# Project Timeline

This is a possible timeline that RTL can support. We will work with PRPL to determine the best approach and timeline meeting the needs and balancing the best results in terms of community engagement, activities, and deadlines. We generally recommend community engagement from September - November or mid-January - May but will discuss what is best for your Library. Staff and Board sessions can occur any time of the year.



Training, Support, and Assistance delivered following the Retreat with ongoing support and assistance until the 12-month Action Plan is complete.

Ongoing Support/Assistance as needed with developing subsequent 12-month Action Plans

# Proposed Budget

## Time & Material Option

Work Area / Deliverable	Typical Costs
Hourly Rates	<ul style="list-style-type: none"> <li>• \$150/hour for Principals (Rob and Janet) (Normally \$170/hour)</li> <li>• \$120/hour for Translation/Multi-lingual Facilitation (Normally \$140/hour)</li> <li>• \$100/hour for Assistants or Notetakers (Normally \$120/hour)</li> </ul>
Overall Project Management / Virtual Kickoff Meeting/ (Required)	\$2,900
Data Gathering and Analysis: Demographics, Multi-cohort benchmark analysis, Collection turnover analysis (Required)	\$3,500 - \$4,200
Staff and Community Focus Group Facilitation (Required but adjustable)	\$3,500 - \$4,900 depending on the number and structure of the engagement sessions (higher end would include multi-lingual sessions)
Online Survey Design, Deployment, and Analysis (Recommended)	\$4,200 - \$5,750 for English version (online and print) +\$750 per additional language translation online only OR, +\$1,200 both print and online/lang.
Strategic Retreat, includes all prep, data packet compilation, and virtual or onsite time (Required)	\$5,500 ideally done onsite during a single visit (6-7 hours total split over no more than 2 days)
3-5 Year High-Level Plan Development (Recommended)	\$1,650 includes presentation to the board/leadership
12-Month Action Plan Development Assistance (Recommended)	\$600 - \$1,650
Total Likely Range depending on options: (required and recommended elements only)	\$21,850 - \$26,550 plus expenses
Expected Expenses: All travel is at cost. At least 2 onsite visits are expected. Minimal supplies or photocopying if needed, would be billed at cost.	\$1,600 - \$1,900 total expected range

# Proposed Budget

## Fixed Fee Option

This option gives PRPL more predictable costs, but less flexibility in terms of scope of activities. It is limited to the following scope and onsite visits:

- 1 kick-off meeting and data gathering (via Zoom virtual meeting)
- Online survey development, hosting, and management provided by RTL but with promotion and advertising driven by the Library, printable version provided by RTL but printed and distributed by the Library (web and print in English version only)
- Data Analysis Options: general demographics and mapping, multi-cohort comparison benchmarks, collection utilization analysis by collection segment/genre
- Stakeholder sessions are capped at 10 sessions total (no more than 4 in any one day. Most sessions are conducted in person. Staff sessions and sometimes board sessions are done virtually but at the client's discretion. All sessions are in English only.
- 1 full day onsite for Stakeholder Retreat (~7hrs)
- RTL primary driver of High-level Strategic Plan with library leadership in support
- Virtual Strategic Plan presentation to the board
- Virtual 12-month Action Plan kick-off meeting with staff
  - Library Staff primary execution of Action Plan development with RTL in close support
- All other meetings and work are to be completed remotely or via web/video conference, unless RTL, at their discretion, chooses to be onsite.

**Costs: \$24,500 + expenses capped at \$1,900**

IF PRPL would like a fixed fee option for this project but with a different scope, options, or approach we'd be happy to work on a mutually agreeable scope of services and provide a fixed fee option for that as well.

### Billing:

- For Time and Material Option, billing is done monthly as incurred. Detailed invoices are provided with all expended time and incurred expenses listed with receipts.
- For the fixed price option, billing is handled in four phases.
  - Phase 1: 25% -- Billed after initial kickoff meeting.
  - Phase 2: 25% -- Billed after start of stakeholder engagement sessions and/or survey.
  - Phase 3: 25% -- Billed after the strategic retreat.
  - Phase 4: 25% -- Billed after the delivery of the High-Level Plan to the Library
- For both options, the expenses will be billed monthly as they occur.
  - Travel expenses will be billed at cost.
  - Any other miscellaneous (printing, shipping, etc.) expenses will be billed at cost but will be minimal and not typical with our projects.



# Appendix

## Resumes



# Rob Cullin

## Managing Principal



Rob's consulting work kicked off when he co-authored *Technology Made Simple* and began writing and presenting across the USA. Prior to starting ReThinking Libraries, LLC with Janet Nelson in 2020, Rob helped establish Kimberly Bolan & Associates in November 2004.

## Contact

**Phone**  
317-509-3268

**Email**  
rob@rethinkinglibraries.org

**Address**  
Fort Collins, CO

## Education

**B.S. Electrical Engineering Technology**  
Purdue University, West Lafayette, IN  
and Indianapolis, IN

**GE Six Sigma – Green Belt Certified**

## Expertise

- Community Engagement
- Strategic Planning
- Library Facility Assessment
- Library Facility Planning
- Data and Demographic Analysis
- Organizational Design

## Honors and Awards

2008 Library Journal Movers and Shakers Award

## Experience

○ **2004 – present** (2004 -2019 dba as Kimberly Bolan and Associates, LLC)  
ReThinking Libraries | Fort Collins, CO

### Managing Principal / Library Evolutionist

Rob has been involved in all of RTL's strategic plans and most of the strategic planning work completed by KBA. He has also completed a number of facilities projects under both organizations. Through his work as the Co-Founder of Evanced Solutions LLC and later at Demco, Inc., he has been involved with thousands of libraries around the world. With a broad set of experiences reaching even beyond libraries,

### Select Relevant Project Experience

Eaton Public Library (CO) – Community Needs Assessment (2024-ongoing)  
Pikes Peak Library District (CO) – Facilities Master Plan (2023-2024)  
Manatee County Public Library (FL) – Strategic Planning (2024)  
St. Clair County Library System (MI) – Strategic Planning (2024-ongoing)  
Indian Prairie Public Library (IL) – Strategic Planning (2024-ongoing)  
Novi Public Library (MI) – Strategic Planning (2023)  
Downers Grove Public Library (IL) – Strategic Planning (2023)  
Cecil County Public Library (MD) – Strategic Planning (2023)  
Troy Public Library (MI) – Strategic Planning (2023-ongoing)  
Mary Riley Styles Public Library (VA) – Strategic Planning (2022-2023), Facility Planning (2017-2019)  
Mount Prospect Public Library (IL) – Strategic Planning (2021-2022)  
Jennings County Library (IN) – Ongoing work: Planning & Design, Strategic Plans, Org. Develop. (2014-2023)  
Tuscaloosa Public Library (AL) – Strategic and Facilities Planning, Feasibility Study (2021-Present)  
Newburgh-Chandler Public Library (IN) – Strategic Planning (2021-2022)  
Saratoga Springs Public Library (NY) – Strategic Planning (2020-2021)  
West Haven Library (CT) –Strategic Planning and Efficiency Study (2020-2021)  
Adrian District Library (MI) – Strategic Planning and Facility Planning (2020-2021)  
Catawba County Public Library (NC) – Strategic and Facilities Planning (2019-2020)

○ **2002 – 2014**  
Evanced Solutions, LLC | Indianapolis, Indiana  
**President and Co-Founder/Vice President (as part of Demco, Inc., Madison, WI)**

## Publications

*Technology Made Simple*, Chicago: ALA, 2007.

"Web, Library, and Teen Services 2.0," Young Adult Library Services, Winter 2007.

"Technology Planning: The Big Picture for Small Libraries," WebJunction, Nov. 20, 2006).



# Janet Nelson

## Managing Principal



Engage | Envision | Evolve

Janet's career in the library industry began in 1999 as a Furniture Product Manager with Demco, Inc. During her time there, she worked in a variety of roles but always with a focus on providing libraries across the US with the products and services to best serve their communities. In addition to her furniture/project experience, Janet has been involved in market research, strategic planning, and customer engagement, all focused on more thoroughly understanding and serving library needs.

## Contact

### Phone

608-444-1733

### Email

janet@rethinkinglibraries.org

### Address

Sun Prairie, WI

## Education

### M.S. Home Economics: Clothing (Design & Manufacturing)

University of Wisconsin-Stout,  
Menomonie, WI

### B.A. Fashion Merchandising / Business Administration

University of Wisconsin-Stevens Point,  
Stevens Point, WI

## Expertise

- Community Engagement
- Strategic Planning
- Library Facility Assessment
- Library Facility Planning
- Marketing
- Research and Development
- Furniture Planning

## Experience

### 2019 – present (initially dba as Kimberly Bolan and Associates, LLC) ReThinking Libraries | Sun Prairie, WI

#### Principal / Senior Consultant

Janet co-founded ReThinking Libraries, LLC with Rob Cullin in 2020 and has been involved in all of RTL's strategic plans and facilities projects since the company's inception. Janet began collaborating with Kimberly Bolan & Associates, LLC on design projects in 2006, starting with teen spaces. That evolved into more comprehensive library projects, speaking engagements, and co-authoring articles on library trends

#### Select Relevant Project Experience

Eaton Public Library (CO) – Strategic Planning (2024-ongoing)  
Pikes Peak Library District (CO) – Facilities Master Plan (2023-2024)  
Manatee County Public Library (FL) – Strategic Planning (2024)  
St. Clair County Library System (MI) – Strategic Planning (2024-ongoing)  
Indian Prairie Public Library (IL) – Strategic Planning (2024-ongoing)  
Cromaine Library (MI) – Strategic Planning (2023)  
Novi Public Library (MI) – Strategic Planning (2023)  
Downers Grove Public Library (IL) – Strategic Planning (2023)  
Cecil County Public Library (MD) – Strategic Planning (2023)  
Glencoe Public Library (IL) – Strategic Planning (2023)  
Mary Riley Styles Public Library (VA) – Strategic Planning (2022-2023)  
Mount Prospect Public Library (IL) – Strategic Planning (2021-2022)  
Sun Prairie Public Library (WI) – Strategic Planning (2022)  
Tuscaloosa Public Library (AL) –Ongoing work: Strategic and Facilities Planning, Feasibility Study (2021-Present)  
Durham Public Library (CT) – Strategic Planning (2022)  
Jennings County Public Library (IN) -- Strategic Planning (2022-2023)  
Fulton County Public Library (IN) – Strategic Planning (2021-2022)  
Newburgh-Chandler Public Library (IN) – Strategic Planning (2021-2022)  
Saratoga Springs Public Library (NY) – Strategic Planning (2020-2021)  
Adrian District Library (MI) – Strategic Planning and Facility Planning (2020-2022)  
Saline District Library (MI) – Strategic Planning (2019-2021)

### 1999 – 2016

Demco, Inc., | Madison, WI

#### Director, Library Engagement and Solutions

- Collaborated on a content strategy that included the creation of the Ideas + Inspiration website, webinars, and relevant information and articles.
- Developed What's Next? a customer forum of influential librarians, to explore future needs.
- Co-led start-up of Demco Interiors from feasibility studies to a fully operational business unit

## Publications

"Just for Them", *Library Journal's Library by Design*, May 2010

Demco Ideas & Inspiration Blog Posts and Webinars, 2012 – 2016

Demco Interiors Blog, 2012 – 2016

## Initiative

## Goal

## Activities

## Outcome



### User Focused Spaces

Provide inviting, comfortable, modern, and accessible spaces that meet a variety of patron needs

- Develop and implement a facility Master Plan (Main Library)
- Improve and expand the South Branch facility
- Implement intuitive wayfinding
- Create a new easy-to-navigate, simplified website
- Install engaging materials and resources displays

The community perceives the spaces are attractively and effectively supporting the needs of all users



### Community Focused Services & Awareness

Expand awareness and use of the library and its physical and virtual services

- Provide convenient community services at the library
- Create fixed and mobile satellite service locations
- Expand off-site programming and outreach
- Improve and expand adult programming
- Adjust library facility availability to meet community needs
- Create and implement a comprehensive marketing plan
- Develop and implement library card campaigns
- Create readily available evergreen service materials

The library is considered an important, relevant, and convenient community resource



### Improved & More Available Materials & Resources

Increase use of and satisfaction with the library's materials and resources

- Expand access to materials through resource sharing
- Allocate funds to electronic materials to meet demand
- Create a dedicated collection for in-library browsing
- Provide up to date technology and circulating resources
- Expand digital media and makerspace tools and resources

Patrons are satisfied with quality materials and resources that are obtainable quickly and conveniently

 **Our  
mission**

is cultivating community connections,  
inspiring learning, and enriching lives.

---

 **Our  
vision**

is a connected community with  
opportunities for exploration and growth.

---

**Community focus.** Providing relevant services and fostering community connections.

---

**Adaptability.** Being nimble and flexible to creatively meet changing needs.

---

**Inclusivity.** Supporting and valuing the diverse needs of all.

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**Welcoming environment.** Creating an inviting, safe, and easy to use environment.

---

**Accessibility.** Ensuring easy access to materials and services whenever and wherever needed.

---

**Learning.** Encouraging an ongoing pursuit of knowledge and discovery that enriches lives.

---

 **We  
value**



Mount Prospect  
Public Library

# Strategic Plan

July 2022 – June 2025

Approved by the MPPL Board of Trustees June 16, 2022

## Introduction

Strategic planning is the systematic process of envisioning a desired future and translating that vision into broadly defined goals and a sequence of steps to achieve them.

Over the past two years, there have been changes in the world at large due to the global pandemic that have made it essential for the Mount Prospect Public Library (MPPL) to seriously evaluate if the needs of the community are being met. This strategic plan is meant to be used as a roadmap for meaningful change. The ultimate goal of this process was to hear directly from the community how the library can best serve them.

## Background

The library last completed a strategic plan in 2019. That plan, effective from 2019 through 2023, was a hybrid strategic and operational plan created primarily by staff. In March 2020, when the pandemic emerged, the plan was put on hiatus. In 2021, the Board of Trustees approved a set of short-term goals designed to address the current environment. In late 2021 the Board approved a new strategic planning timeline and agreed to separate the strategic plan from the operational plan.

ReThinking Libraries, a professional strategic planning consulting firm, was hired to coordinate and facilitate the activities. The planning process was kicked off in January 2022 and the final plan was officially approved by the library board in June 2022. This plan will be effective from July 2022 through June 2025.

## Approach to Planning

To ensure a thorough and positive planning experience, the library engaged in a collaborative, in-depth data gathering process with the community, library board, and library staff. These activities included:

- All-community, staff, and trustee survey (over 2,000 received)
- Strategic Retreat (11 staff, 4 trustees, 4 community members)
- Staff and Board input sessions (6 sessions, 120 attendees)
- Community input sessions (12 sessions, 165 attendees)
- Mount Prospect demographic data and maps
- Key library related results from the Village of Mount Prospect 2020 survey
- Library benchmark analysis
- Collection utilization analysis

See the supplemental “Findings Book” for a comprehensive overview of the input received during the strategic planning process.

## Mission Statement

A mission statement answers the question, “Why do we exist?” The library’s current mission statement was reviewed during input sessions, and a new statement was written based on feedback.

- Cultivating community connections, inspiring learning, and enriching lives.

## Vision Statement

A vision statement answers the question, “What do we want to achieve?” The library’s current vision statement was reviewed during input sessions, and a new statement was written based on feedback.

- A connected community with opportunities for exploration and growth.

## Values

Values define the culture and character of the library, and answers the question, “How do we behave?” The library’s current values were reviewed during input sessions, and new values were written based on feedback.

- Community focus. Providing relevant services and fostering community connections.
- Adaptability. Being nimble and flexible to creatively meet changing needs.
- Inclusivity. Supporting and valuing the diverse needs of all.
- Welcoming. Creating an inviting, safe, and easy to use environment.
- Accessibility. Ensuring easy access to materials and services whenever and wherever needed.
- Learning. Encouraging an ongoing pursuit of knowledge and discovery that enriches lives.

## Initiatives, Goals, Activities

The strategic initiatives, goals, and activities are the outcome of the data-gathering process and comprise the core of the strategic plan. They answer the questions, “What are our priorities and how are we going to address them?”

### Strategic Initiatives

The strategic initiatives guide our actions in allocating financial resources and staff time. They do not eliminate efforts in other areas, but they receive the most focused attention of all the activities we undertake for the next three years.

- A. User Focused Spaces
- B. Community Focused Services and Awareness
- C. Improved and More Available Materials and Resources

### Goals

Goals are designed to focus on what the community receives and not on the resources the library needs to deliver the service.

### Activities

Activities are meant to illustrate possible actions the library will complete in order to meet the goals of the plan. They are not intended to be absolute, but rather realistic suggestions that reflect the current environment. As the environment changes, and more information is discovered during the research phase of each activity, changes are possible. The aim of the activities is to meet the identified goals.

## Strategic Initiative A: User Focused Spaces

**Goal A1:** Provide residents with user-focused, comfortable, and inviting spaces that prioritize usage based on community needs and are furnished with modern, comfortable, and accessible furniture and fixtures.

**Activities:**

- A. Contract with an architect to create a facility Master Plan for the Main Library.
- B. Identify implementation timeline and funding of the facility Master Plan for the Main Library.
- C. Collaborate with the Village of Mount Prospect to expand, improve, or relocate the Community Connections Center that houses South Branch and Human Services.
- D. Evaluate the partnership with the Village and Human Services to define the benefits and requirements of sharing the Community Connections Center space.
- E. Identify expanded services and resources necessary to occupy an expanded, improved, or relocated South Branch.
- F. Identify and implement short-term improvements to the South Branch space, including minor space reutilization and improved furniture and fixtures.

**Goal A2:** Enable patrons to intuitively find their way through library spaces with excellent wayfinding and signage at all locations.

**Activities:**

- A. Conduct a signage audit in conjunction with Goal A1 and implement recommendations as appropriate at all locations.
- B. Create a new patron-focused website with simplified navigation and standardized naming conventions.

**Goal A3:** Provide eye-catching and interesting displays throughout all locations to enable unexpected and organic discovery of materials and resources by patrons.

**Activities:**

- A. Conduct a display and shelving audit in conjunction with Goal A1 and implement recommendations as appropriate.

## Strategic Initiative B: Community Focused Services and Awareness

**Goal B1:** Provide convenient, non-traditional services that add value to the library's contributions to the community.

**Activities:**

- A. Evaluate providing passports and/or license plate stickers.

**Goal B2:** Offer a wide variety of interesting adult programs that appeals to a range of audiences.

**Activities:**

- A. Evaluate current adult programming and incorporate new ideas from the strategic planning results.

- B. Increase the coordination of adult programs across MPPL departments, including South Branch.

**Goal B3:** Meet patrons where they are and further embed library services and outreach within the community.

**Activities:**

- A. Evaluate the feasibility of installing kiosks, vending machines, or other self-service systems within the community.
- B. Investigate purchasing an outreach vehicle, such as a bookmobile or van, including what services could be provided “on the road.”
- C. Identify and evaluate added outreach visits and/or programming to senior homes, multifamily dwelling units, churches, and other spaces where the community congregates.

**Goal B4:** Provide in-house library services at times that are convenient for patrons and utilize staff resources during the most popular times.

**Activities:**

- A. Evaluate library hours at all locations and adjust to meet community needs.
- B. Review the list of closed days and adjust to address new or changed state or federal holidays.

**Goal B5:** Patrons will be aware of library offerings through a variety of channels, tailored to meet community needs.

**Activities:**

- A. Develop standardized, evergreen service offering materials in a variety of mediums that are suitable for new residents, new cardholder orientation, outreach events, etc.
- B. Create library card campaigns that target a variety of audiences and remove barriers to library sign up and use.
- C. Assess current communication efforts and identify a strategy to create and implement a marketing plan that is targeted and curated to best distribute information to the community.

### Strategic Initiative C: Improved and More Available Materials and Resources

**Goal C1:** Patrons will find the materials they want, when they want, for reading, viewing, and listening for pleasure and knowledge.

**Activities:**

- A. Evaluate joining a resource-sharing consortium or group and make a formal recommendation to the Board that includes an implementation timeline and funding solutions.
- B. Increase the budget allocation for electronic materials with the intent to reduce wait times for popular materials.
- C. Establish a non-holdable collection consisting of popular materials, targeted to the browsing patron.

**Goal C2:** A variety of practical, fun, and up to date technology and other resources will be available to patrons to use at the library and check out to use remotely.

**Activities:**

- A. Conduct public technology audit to identify opportunities for improvement, ensuring that public technology is comprehensive, up to date, and easy to use.
- B. Increase number and type of circulating resources (i.e. Library of Things).
- C. Create a limited Digital Media Lab at the Main library that includes some makerspace elements.
- D. Evaluate opportunities to provide dedicated space for technology and makerspace resources at all locations.

## Organizational Competencies

Even the best-run libraries may have room for improvement in certain operational areas, and these issues can make it difficult to provide services regardless of the library's priorities. Organizational competencies are what the library must do in order to improve the ability to provide the desired services articulated in the goals and are meant to increase the library's effectiveness and efficiency. In this plan, the impact of the pandemic on staff resources is addressed.

### A. Marketing/Public Relations/Communications/Graphic Design

1. Clarify the objective of the department and clearly identify the purpose and desired outcomes. Collaborate with other library departments to identify priorities and best practices in order to maximize patron awareness.
2. Conduct a departmental assessment, including divisions of responsibility and workload.
3. Evaluate staffing and resources and adjust to meet the identified needs of the library, including revising processes and procedures as necessary.

### B. Public Services

1. As the majority of this plan includes additions, improvements, and increases to public services, each public service department will conduct an assessment to identify what existing offerings need to be adjusted, shifted, or reduced to accommodate the new and improved services. During the assessment, staff will identify services that are no longer adding value. These services will be ended gently, understanding that they may be brought back in the future as needed. This assessment should include an evaluation of current staffing and budget resources.

## Evaluation Process

This plan is designed to be flexible and responsive to changes in the economic, demographic or sociopolitical climate. The strategic initiatives and goals are broad enough to allow for necessary modifications to the activities that are carried out. Library management will work closely with the Board of Trustees prior to finalizing and implementing activities over the next three years. Progress will be reported at each regular library board meeting.



# Memorandum

[Return to Agenda](#)

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**Memo Date:** November 26, 2024  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Resources Committee of the Whole Meeting  
**Meeting Date:** December 10, 2024  
**Action Requested:** For approval  
**Subject:** FY25 Per Capita grant application

## Background

The Illinois State Library's annual Public Library Per Capita Grant application requires review of library services and standards. A complete review by the Library Director and Board of Trustees of *Serving our Public 4.0 Standards for Illinois Public Libraries* is required for the January 2025 submission. At the November 12, 2024 Committee of the Whole Meeting, Resources Committee Chair Thiagarajan led the Board in a discussion of the standards.

At this time, I am respectfully putting forth the FY25 Per Capita grant application for Board approval at the December 17, 2024 Regular Board Meeting.

## Recommended Action:

Approve the FY25 Per Capita Grant application



**ALEXI GIANNOULIAS • Secretary of State & State Librarian**

Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**ilsos.gov**

## Illinois State Library

### ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

**Legal Name of Library:** \_\_\_\_\_

**Library's Control Number:** \_\_\_\_\_ **Branch Number:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Contact information of the person completing this grant application:**

**Preparer's Name:** \_\_\_\_\_  
(First Name) (Last Name)

**Preparer's Title:** \_\_\_\_\_

**Preparer's Phone Number:** \_\_\_\_\_

**Preparer's Email Address:** \_\_\_\_\_

**By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.**

**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

**Service Area Population** \_\_\_\_\_

**Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

**Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

## Chapter 2: Governance and Administration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

## Chapter 3: Personnel

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

## Chapter 4: Access

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

## Chapter 5: Building Infrastructure and Maintenance

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

## Chapter 6: Safety

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

## Chapter 7: Collection Management

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

## Chapter 8: System Member Responsibilities and Resource Sharing

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

## Chapter 9: Public Services: Reference and Reader's Advisory Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

## Chapter 10: Programming

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

## Chapter 11: Youth/Young Adult Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

## Chapter 12: Technology

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

## Chapter 13: Marketing, Promotion and Collaboration

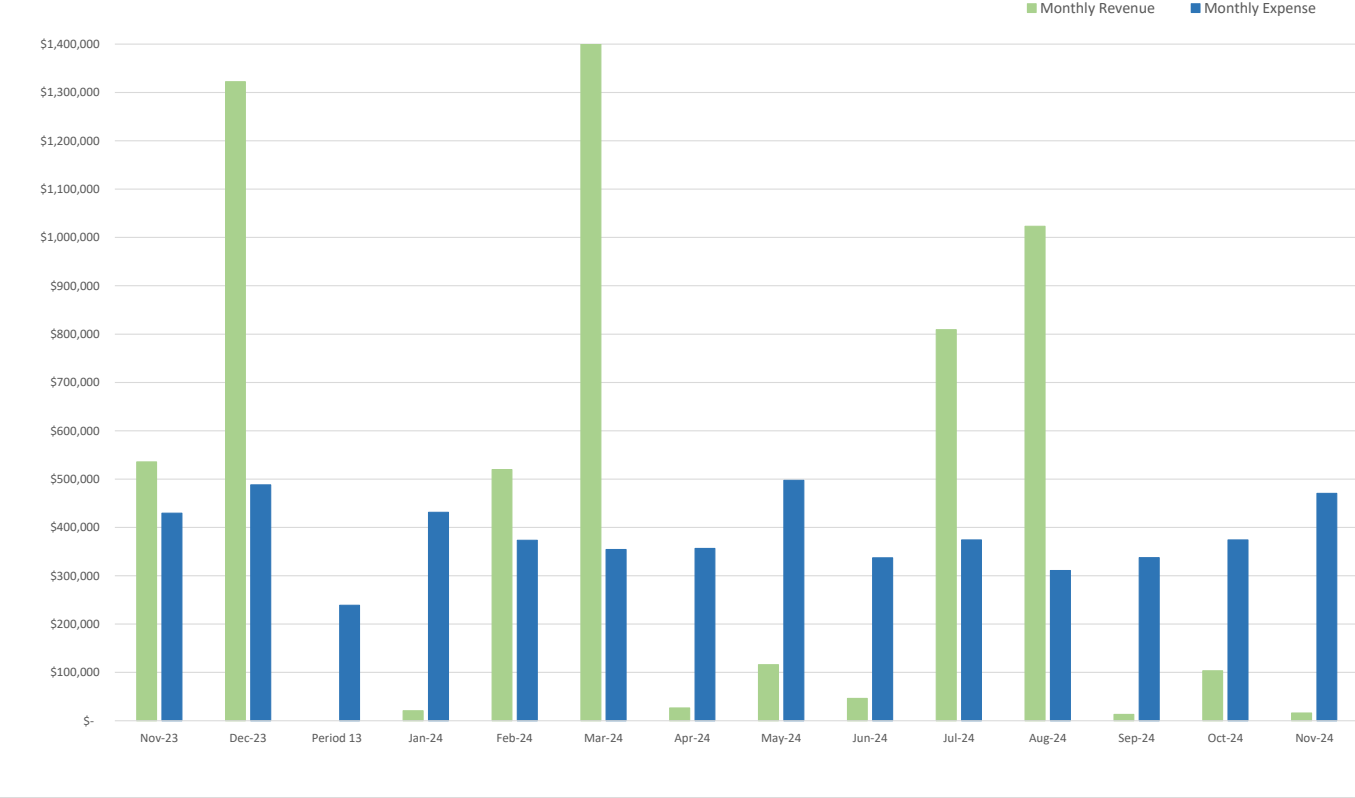
**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

## Part II: Planned Use of Grant Funds

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

<b>Park Ridge Public Library</b> <b>Consolidated YTD Revenue and Expenditures</b> <b>Period 11 - NOVEMBER 2024</b>						
REVENUE ACCOUNTS	BUDGET	REVISED BUDGET	NOVEMBER ACTUAL	YTD ACTUAL	% RECEIVED	NOTES
Local Government Taxes	\$ 4,302,661	\$ 4,218,161	\$ -	\$ 4,064,139	96%	
State Grants	\$ 108,500	\$ 58,493	\$ -	\$ 58,889	101%	
Other Receipts	\$ 137,000	\$ 199,000	\$ 16,044	\$ 180,936	91%	
<b>Total Revenue</b>	<b>\$ 4,548,161</b>	<b>\$ 4,475,654</b>	<b>\$ 16,044</b>	<b>\$ 4,303,964</b>	<b>96%</b>	
ACCOUNT #	OPERATING ACCOUNTS	BUDGET	REVISED BUDGET	NOVEMBER ACTUAL	YTD EXPENDITURES	% SPENT
9100	Salaries	\$ 2,546,525	\$ 2,546,525	\$ 282,265	\$ 2,221,460	87%
9210	Employee Benefits	\$ 716,648	\$ 716,648	\$ 57,207	\$ 575,134	80%
9317	Data Processing	\$ 273,300	\$ 278,300	\$ 13,719	\$ 254,604	91%
9321	Building Maintenance	\$ 164,500	\$ 164,500	\$ 13,155	\$ 85,902	52%
9324	Membership, Recruiting, Training	\$ 31,500	\$ 31,500	\$ 1,286	\$ 20,600	65%
9351	Equipment Rental	\$ 27,000	\$ 27,000	\$ 1,875	\$ 20,155	75%
9359	Consulting Services	\$ 20,000	\$ 15,700	\$ 3,519	\$ 3,519	22%
9360	Public Relations	\$ 45,000	\$ 46,400	\$ 5,360	\$ 45,406	98%
9385	General Contractural	\$ 114,800	\$ 117,900	\$ 32,431	\$ 89,463	76%
9385	General Contractural - Programs	\$ 65,000	\$ 85,000	\$ 6,114	\$ 73,321	86%
9416	Audit	\$ 9,500	\$ 10,300	\$ -	\$ 10,300	100%
9425	Special Counsel	\$ 25,000	\$ 25,000	\$ -	\$ 18,086	72%
9510	Supplies	\$ 120,500	\$ 112,500	\$ 2,136	\$ 86,814	77%
9511	Staff Appreciation	\$ 2,500	\$ 4,000	\$ 55	\$ 3,363	84%
9520	Computer Materials	\$ 31,500	\$ 26,500	\$ 1,395	\$ 16,786	63%
9540	Library Resources	\$ 636,800	\$ 644,800	\$ 40,615	\$ 517,332	80%
	<b>Total Operating Budget</b>	<b>\$ 4,830,073</b>	<b>\$ 4,852,573</b>	<b>\$ 461,130</b>	<b>\$ 4,042,246</b>	<b>83%</b>
	<b>Capital Projects Budget</b>					
9908	Computer Equipment	\$ 195,000	\$ 195,000	\$ 19,675	\$ 75,389	39%
9963	Building Repairs	\$ 500,000	\$ 722,200	\$ 19,975	\$ 129,933	18%
	<b>Total Capital Projects Budget</b>	<b>\$ 695,000</b>	<b>\$ 917,200</b>	<b>\$ 39,650</b>	<b>\$ 205,322</b>	<b>22%</b>
	<b>TOTAL BUDGET</b>	<b>\$ 5,525,073</b>	<b>\$ 5,769,773</b>	<b>\$ 500,779</b>	<b>\$ 4,247,567</b>	<b>74%</b>
	<b>LIBRARY SURPLUS (DEFICIT)</b>	<b>\$ (976,912)</b>	<b>\$ (1,294,119)</b>	<b>\$ (484,736)</b>	<b>\$ 56,397</b>	

Library Fund: Monthly Revenue and Expense  
November 2024





# Memorandum

[Return to Agenda](#)

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**Memo Date:** December 13, 2024  
**From:** Deepika Thiagarajan, Board President  
Joanna Bertucci, Library Director  
**Meeting Type:** Library Board of Trustees meeting  
**Meeting Date:** December 19, 2024  
**Action Requested:** For discussion and approval  
**Subject:** 2025 Board Meeting Calendar

**Background:**

The draft calendar for the 2025 meetings of the Library Board of Trustees is attached. Deviations from the standard schedule are in bold font.



## 2025 Library Board of Trustees Meeting Schedule

<b>Committee of the Whole Meetings</b> <i>All meetings are held at 7:00 p.m.</i> <i>Meetings are held at the Library, unless otherwise noted below</i>	<b>Library Board Meetings</b> <i>All meetings are held at 7:00 p.m.</i> <i>Meetings are held at City Hall, unless otherwise noted below</i>
Tuesday, January 14, 2025 Tuesday February 11, 2025 Tuesday, March 11, 2025 Tuesday, April 8, 2025 Tuesday, May 13, 2025 Tuesday, June 10, 2025 Tuesday, July 8, 2025 Tuesday, August 12, 2025 Tuesday, September 9, 2025 Tuesday, October 14, 2025 Tuesday, November 11, 2025 Tuesday, December 9, 2025	Tuesday, January 21, 2025 - <b>Park Ridge Public Library</b> Tuesday, February 18, 2025 – <b>Park Ridge Public Library</b> Tuesday, March 18, 2025 Tuesday, April 15, 2025 Tuesday, May 20, 2025 Tuesday, June 17, 2025 Tuesday, July 15, 2025 Tuesday, August 19, 2025 Tuesday, September 16, 2025 Tuesday, October 21, 2025 Tuesday, November 18, 2025 Tuesday, December 16, 2025

Meetings are subject to change. Please check [www.parkridgelibrary.org](http://www.parkridgelibrary.org) for most up to date schedule.

Park Ridge Public Library - Secretary's Report  
December 17, 2024

PRPL Web Site and Social Media News Items

- [Give back this winter at the Library - Park Ridge Public Library](#) November 25, 2024

Press Articles

- [Park Ridge Alderpersons Vote Down Speeding Up LED Streetlight Switch Amendment - Journal & Topics Media Group](#) December 3, 2024
- [Park Ridge Library Requests 2% Tax Levy Increase - Journal & Topics Media Group](#) November 22, 2024
- [Local Resident To Present Talk On Solar Energy, Electric Vehicles On Dec. 2 - Journal & Topics Media Group](#) November 29, 2024



Nov. 2024

[Return to Agenda](#)

	Nov-24	Oct-24	YTD	2023 YTD	2022 YTD	2019 YTD	% Change 2023 to 2024	Analysis
CIRCULATION OVERVIEW								
Physical items	47,740	48,746	552,536	592,996	587,884	715,023	-7%	Total Circulation is up 2% over prior year with physical item circulation down 7% and circulation of digital materials up 34%.
Digital items	20,431	19,861	218,848	163,669	110,127	80,170	34%	
TOTAL	68,171	68,607	771,384	756,665	698,011	795,193	2%	
PROGRAMS								
Adult Programs	44	45	459	301	313	235	52%	Attendance at adult programs is up 8% over 2023. The number of adult programs have increased by 52%, primarily resulting from increased Studio programming. Youth programs and attendance significantly exceed all reported years.
Adult Attendees	704	847	7,438	6,911	7,095	3,799	8%	
Youth Programs	64	60	627	527	492	388	19%	
Youth Attendees	1599	1674	17,697	16,075	10,274	13,287	10%	
OUTREACH								
Home Delivery - Patrons served	23	30	308	312	347	191	-1%	Home delivery stats include both homebound and other deliveries. Homebound deliveries have increased while demand for other deliveries has declined. Support of local book clubs remains consistent
Home Delivery - Materials loaned	77	113	1,190	1,137	1,289	1,039	5%	
Book clubs served	39	49	489	506	467	468	-3%	
Items loaned to book clubs	356	436	4,286	4,311	4,043	4,274	-1%	
TECHNOLOGY								
Wi-Fi Sessions	53,358	58,755	538,874	475,060	500,528	993,120	13%	Use of public computers is up 2% over prior year. Usage continues to grow each year but has not returned to pre-Covid levels, consistent with national trends. 14% more unique clients are Wi-Fi users while overall # of sessions is up 13% over 2023
Wi-Fi - unique clients	2,109	2,134	19,306	16,993	14,095	-	14%	
Public PC Sessions	1,226	1,316	14,719	14,389	11,174	21,958	2%	
WEBSITE								
Visits	20,491	21,646	221,403	194,857	191,018	201,589	14%	Number of visits to the website has increased 14% YTD. The number of unique users is up 7% over prior year.
Unique users	9,035	9,676	101,597	94,694	93,908	99,428	7%	
USERS								
New cards issued	148	164	2,005	2,053	2,104	2,088	-2%	148 new cards were issued in October. YTD cards issued is down 2% Total number of cardholders increased 4% over October, 2023 levels. The number of unique users is consistent with prior year data.
Total PRPL cardholders	19,643	19,628	19,643	18,970	18,656	24,343	4%	
Unique users	9,108	9,099	9,108	8,994	8,946	3,905	1%	
BUILDING USAGE								
Door count	23,582	25,871	271,801	261,142	219,095	234,411	4%	2024 YTD door counts are up 4% over prior year. Community groups usage continues to grow and has a 46% increase over prior year. YTD Study room usage is 6% greater than prior year Studio usage is down 18% compared to 2023 Media Lab usage is down 48% when compared with prior year.
Meetings rooms-community use	16	12	108	74	34	23	46%	
Study Rooms - hours of use	1,116	1,285	12,664	11,909	10,902	n/a	6%	
The Studio- hours of use	30	41	370	451	181	n/a	-18%	
The Media Lab - hours of use	40	25	386	745	609	n/a	-48%	
STRATEGIC PLAN: Provide support to local teachers, students, homeschool families and learners of all ages								
School Loans	24	13	199	210	144	266	-5%	The number of school loans YTD is down 5% when compared with prior year. Number of items loaned is up 23% YTD - more items are getting to teachers. Number of teacher cards has increased 1% over prior year levels
Items loaned to Teachers	761	614	5,294	4,297	4,092	5,614	23%	
Total Teacher Library cards	192	191	159	157	141	81	1%	
Cardholders*	50%	49%	50%	48%	47%	65%		Percentage of cardholders is at 50%, consistent with national averages and that of comparable libraries.
NOTES:								
City of Park Ridge, 2020 Census		39,656						
City of Park Ridge, 2010 Census		37,479						



Park Ridge Public Library

**TO:** Library Board of Trustees  
**FROM:** Joanna Bertucci, Library Director  
**DATE:** December 17, 2024  
**SUBJECT:** Library Director's Report

#### **Administration & Board:**

- The Strategic Planning Subcommittee, which includes Trustees Hanba, Somheil, and Renaldi, met on November 6, 2024, to review and evaluate all submissions. The subcommittee narrowed the pool to three finalists, ReThinking Libraries, Fast Forward Libraries, and Library Strategies, who were interviewed on November 20, 2024. Following these interviews, the Library Director checked references for the top two firms. The subcommittee's recommendation to hire ReThinking Libraries was brought to the December 10, 2024 COW meeting.
- On Wednesday, November 20, I attended the CCS Governing Board meeting. During the meeting, the Governing Board unanimously approved the Vernon Area Public Library's (VAPL) application to join CCS. VAPL serves 44,000 residents in Lincolnshire, Long Grove, Buffalo Grove, and Vernon Hills, adding approximately 182,000 physical items to our consortium's holdings. Go live is anticipated for fall 2025.
- On Monday, December 2, I attended the City Council and Committee of the Whole meetings. The City Council reviewed the draft budget and levy request, with no questions or comments raised regarding the Library's levy request or draft budget. The final vote on the levy ordinance and budget is scheduled for the December 16 City Council meeting.
- On Wednesday, December 4, I attended ILA's Legislative Meet up, an annual event coordinated by ILA to give Library Directors and Administrators an opportunity to meet with their local legislatures and learn more about ILA's priorities for the upcoming year. A document detailing those priorities is appended to this report.
- I met with Personnel Committee co-chairs DeFrank and Hanba on Wednesday, December 4 to receive and discuss my 2024 performance review.

#### **Staff Updates and Professional Development:**

- Department managers have started delivering performance evaluations to their teams. Raises will go into effect on January 5, 2025.
- Patron Services manager Anastasia Rachmaciej returned from parental leave on Tuesday, December 3. We are happy to have Ms. Rachmaciej back in the Library and extend sincere thanks to Assistant Patron Services Manager, Samantha Menard, for leading the team so well during her time as Acting Manager.
- Library Specialists Alyssa Barrett and Reilly Waters attended training sessions at the Downers Grove Public Library this month hosted by Betsy Diamant-Cohen, the founder of Mother Goose on the Loose. Both attendees found the information to be highly valuable and we have begun implementing some of the ideas in our current story times. They also brought back some ideas to help refresh and reinforce the great work we are already doing.

- On Friday, December 6, 40 members of Library staff gathered for a Holiday Game night! We enjoyed Easy Street Pizza, Portillo's chopped salad, and several rounds of challenging and entertaining trivia.
- We welcomed Margot O'Malley to the Patron Services team in November. Youth Services substitute, Reilly Waters, has moved into the half time Youth Services Associate position.

#### Finance and HR

- Finance/HR Manager Joan Wrenn reinvested two CDs in November/early December: Parkway Bank CD for 13 months at 3.68% with an investment of \$173,066.78, and a BMO Bank CD for 13 months at 4.00% with an investment of \$132,668.46. As interest rates are starting to decrease Ms. Wrenn recommended a 13-month term to lock in these favorable rates.
- With approximately 3-weeks until the end of the fiscal year, the Technical Services department receiving and acquisitions clerks have been closely monitoring department encumbrances to ensure that budget lines are on track for the end of the year.
- The follow budget transfers were made during the month of November.

<u>DATE</u>	<u>BUDGET LINE DESCRIPTION</u>	<u>AMOUNT</u>	<u>NOTES</u>
11/19/2024	Adult Books/Nonfiction	(\$10,000)	Board approved 11/19/2024
	Adult DVDs	(\$7,500)	
		(\$17,500)	
	Adult eBooks	\$17,500	
11/19/2024	Admin - Printing	(\$400)	
	Admin - PR Newsletter	\$400	
11/19/2024	Admin - Consulting	(\$1,500)	
	Admins - Telephone	\$1,500	
11/19/2024	Admin - Computer Materials	(\$2,000)	
	Admin - Lib Data Proc Sv	\$2,000	

#### Strategic Plan Monthly Progress – no activity in November

- Encourage individual growth and lifelong learning
- Build up a strong workforce and local businesses
- Align with strategy and set the stage for development
- Develop Civic Education for an informed and engaged citizenry.

#### Building and IT:

- CVI is working on the set up and configuration our new patron and staff laptops. The new virtual server hardware is onsite and CVI will begin creating virtual guests and migrating data over in 2025.

#### Marketing and Public Relations:

- December has been a month of planning for our PR/Marketing Team. Winter newsletters hit homes before Thanksgiving and patrons are actively signing up for our winter program offerings. Our Graphic Artist, Kerstin Henke, animated her newsletter cover design to include falling snowflakes, which is now displayed on our lobby TV screens. Patrons are enjoying seeing her artwork come to life.

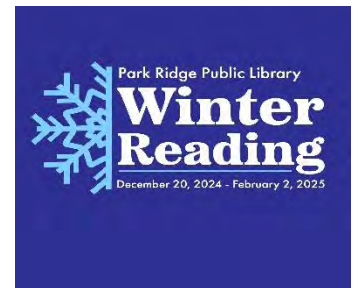
- In addition, the team has been working on design components for the Exploration Library rebranding as well as preparing materials for the January 2025 Preschool & Enrichment Fair.

### Outreach and Community Engagement

- Library Specialist Mary Mason coordinated our annual Cozy Comforts Tree giving opportunity with WINGS. The tree in the Children's Department and donation box on the 2nd floor will be available for donations through December 23. All donations will be given to families affected by domestic violence who seek shelter and services from WINGS.
- Approximately 20 staff participated in the Salvation Army's Angel Tree program, which provides holiday gifts to children in need. This program makes a meaningful impact, as parents and caregivers have the opportunity to shop and select items for their children, including clothing and toys at the Salvation Army location on the northwest side of Chicago.
- Joan Wrenn, PR/Marketing Manager, Jen Healy, and I attended the Friends of the Library Annual Meeting on Wednesday, December 11. The Library requested \$20,000 in funding for FY25. A copy of our request is appended to this report.

### Notable Programs, Collections, and Services

- Winter Reading for all ages is set to launch on December 20 and run through February 2. Registration opens December 14.
- We have been bringing in record numbers of children and their caregivers for our weekly story time events. In response, Youth Services staff have added a second session of our Hello, Baby! Lap sit story time on Mondays to allow for more attendees and to ensure the optimal experience for our youngest patrons.
- Programs for adults in November included:
  - The Chris Greene Quartet on November 3 with 63 attendees
  - Violinist John Ling on November 14 with 50 guests
  - We had an enthusiastic crowd of 48 for "Documentary: Mountain Men" on November 12,
  - We welcomed 27 each for "Native American Herbs" on November 7 and "Staying Positive Today" on November 21.
  - We ended the month with a capacity crowd of 32 at Library Pub Quiz on November 26.





Park Ridge Public Library

# Winter Reading

December 20, 2024 - February 2, 2025

Respectfully submitted,  
Joanna Bertucci  
December 12, 2024



# The State of Illinois School Libraries

*Every student succeeds with  
licensed librarians*



**AISLE**

Association of Illinois School  
Library Educators

 [www.aisled.org](http://www.aisled.org)  
 [advocacy@aisled.org](mailto:advocacy@aisled.org)

## RECENT LEGISLATION

- **License to Read Act** provides that the State Librarian may negotiate with publishers of eBooks and audiobooks on behalf of libraries.
- **Banning Book Bans** requires libraries to adhere to the ALA's Library Bill of Rights and to create written policies against the practice of banning books in order to qualify for state grants.
- **Media Literacy** requires every public high school to include in its curriculum a unit of instruction on media literacy; sets forth what topics the unit of instruction shall include.

## STUDENTS SUCCEED WITH LICENSED LIBRARIANS

In Illinois and across the country, the majority of elementary and high schools that have a physical library are not staffed by those who have earned library certification from an accredited academic institution.

AISLE and its partners will propose the creation of the 'Licensed School Librarian Task Force' which will be filed for the Illinois General Assembly Spring 2025. The goal of this task force is to make legislative recommendations on how to ensure that Illinois K-12 schools consider, budget for, and employ licensed school librarians in future academic years using the state and local resources available to them.

## THE SLATE PROJECT

In response to large gaps in the data representing Illinois school libraries discovered by the [SLIDE Project](#), RAILS launched the School Library Data Project in January 2022 and created the [SLATE database \(School Library Advocacy Through Education\)](#). This database allows users to look at individual schools or districts and find statistics about their library programs, including the collection size, dollars spent, and number of licensed librarians employed. Visit SLATE using the QR code.



**In cooperation with our state partners**



Illinois Library Association



REACHING ACROSS ILLINOIS LIBRARY SYSTEM



Illinois Heartland Library System



## Federal Funding for Libraries in Illinois: IMLS/LSTA



Administered through the Institute of Museum and Library Services (IMLS), the Library Services and Technology Act (LSTA), the only federal program that exclusively covers services and funding for libraries, provided \$5.8 million for Illinois Libraries in FY2023 under the Grants to States Program. **Please support LSTA funding in the FY2025 federal budget.**

In FY2023 this funding impacted Illinois libraries through:

**Efficiently Sharing Resources:** 10.7 million items were transferred among more than 1,700 public, school, academic, and special libraries in Illinois. LSTA-supported resource sharing allowed for an average of 3,809 delivery stops to be made during each week of the fiscal year through ground delivery services provided by the regional library systems. No one library can own everything; and sharing resources between libraries benefits library users across the entire state.

Additionally, through subscriptions for WorldCat Discovery/FirstSearch services Illinois libraries conducted 1,260,073 citation searches between July 1, 2022 and June 30, 2023 to serve their library patrons and support their library operations. Academic and college libraries constituted (17.99%) 226,765 of searches; public libraries (62.14%) 783,042; K-12 school libraries (18.08%) 227,865 and special libraries such as medical, law, corporate, and government (1.7%) 22,401. Use of these services allows libraries to identify and access the resources that are required to meet the expectations of their patrons.

**Project Next Generation Grants:** This initiative is designed to educate at-risk students and bridge the digital divide. Public libraries work closely with their school districts to identify needs; since its 2000 inception, thousands of teens have benefited. In FY2023, 30 libraries received more than \$500,000 in funding to enhance students' abilities to deal with life experiences, develop critical thinking skills, and prepare for the future. The program is designed to immerse students in learning while providing access to computers, software, and technologies. The Peoria Public Library received \$12,500 to implement a Project Next Generation program at its Lincoln Branch. Other communities benefitting from this program included Normal for a program entitled, "Code Club"; Highwood for "STEAM Powered Teens"; and Chicago Ridge for "You Can Be – Dream Big at Your Library."

**Professional Development:** The Illinois Library Association receives funding from the Illinois State Library and partners with the Reaching Across Illinois and the Illinois Heartland library systems to provide library leadership training for library directors, those who are brand new or those newer to the position, via "Directors' University." These programs enable library leaders to make the most out of local tax dollars which support the bulk of public library operations in this state.

**Questions?** Contact Executive Director Cynthia Robinson, [crobinson@ila.org](mailto:crobinson@ila.org), 312-644-1897

Illinois Library Association  
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# Illinois Public Libraries by the Numbers FY2022



Illinois has **640** Public libraries with a service area population of **11,795,276**.\*

**4,018,681** Illinois residents have library cards, about **33%**.



Illinoisans checked out **90,669,914** materials – that's **6** per resident.

E-books, e-audiobooks, and e-videos were downloaded **16,761,285** times.



Illinois residents visited libraries **36,250,320** times.

**4,091,202** Illinoisans attended **217,940** library programs either in person or virtually.



Illinois residents connected to library Wi-Fi **23,701,627** times.

Illinois libraries do all this for only **\$70** per person!



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*\*1 Million Illinois residents do not have public library services.*



# Illinois Library Association **LIBRARY LEGISLATIVE MEETUPS**

## **104<sup>th</sup> Illinois General Assembly** | 2025 Spring Session |

### **Fund Libraries**

Fully fund Fiscal Year 2026 state appropriations for the Illinois Secretary of State's grant programs, equalization grants, and per capita grants for public libraries, school libraries, and library systems. Approve appropriations for the Illinois State Library and higher education institutions including state university and community college academic libraries for the benefit of students, their families, and our communities. Increase the per capita and per student grant rates for public libraries and school libraries, respectively, to keep pace with increased expenses libraries will incur throughout the year.

### **Compensation Reporting Requirements**

Since 2012, the Illinois General Assembly has required Illinois Municipal Retirement Fund (IMRF) participating employers to post within six business days of approving its budget employee information for those who earn a total compensation package of at least \$75,000. IMRF employers are also required to publicly post proposed compensation packages for any person who will earn at least \$150,000 for at least six days prior to an employer approving an employee compensation package. This proposal seeks to amend the Open Meetings Act to adjust current statutory dollar amounts for posting purposes to \$125,000 and \$200,000, respectively, to account for inflation and reduce small public employer administrative burdens.

### **Libraries Connected Broadband**

The Illinois Century Network provides a geographically diverse and redundant connection ensuring high availability of internet access to the public. This proposal, in part, amends the Illinois Century Network Act to establish schools and libraries as primary anchor institutions for purposes of connection to this high-speed internet network.

### **Licensed School Librarians Task Force**

The Association of Illinois School Library Educators (AISLE) and its partners will propose the creation of the "Licensed School Librarian Task Force" to make legislative recommendations on how to ensure Illinois public elementary and high schools consider, budget appropriate resources for, and employ Licensed School Librarians in future academic years from state and local resources available to them.



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@ILLLibraryAssoc



[illibraryassociation](https://www.instagram.com/illibraryassociation)



Illinois Library Association



December 4, 2024

Friends of the Park Ridge Library Board  
20 S. Prospect  
Park Ridge, IL 60068

Dear Friends of the Park Ridge Library Board Members,

On behalf of the Board and staff of the Park Ridge Public Library, I want to express our gratitude for your members' dedication and ongoing support. Your active involvement enables our staff to achieve the Library's mission and vision in service to the vibrant Park Ridge community. With appreciation for your partnership, we respectfully request \$20,000 in funding from the Friends of the Library for the 2025 fiscal year. Details of our request are outlined below.

\$15,000 to support the Library's variety of reading program prizes and events, which includes:

- \$10,000 for youth reading program prizes
- \$500 for adult reading program prizes
- \$4,500 to support our annual Summer Reading Closing Party

In addition, the following requests will help us continue to provide and market high touch programs and services to our community.

- \$3,000 for four Friends of the Library concert series programs.
- \$1,000 for the movie license subscriptions. The Library hosts a number of film programs throughout the year. In order to comply concerning public viewing laws, the library must obtain necessary licensure.
- \$1,000 for Reader Services Book Discussion Picnic and Book Club mixer programs.

I greatly appreciate your consideration of these requests and forward to attending your December 11 meeting.

Most sincerely,

*Joanna Bertucci*

Joanna Bertucci  
Library Director

Operational and Services Value Add Report

Month: December  
Fiscal Year: 2024

Status	Project	Goal	Plan	Progress to date	Cost Savings	New Costs	Results (Was the project successful? If not, why? Do we have data to report success?)	Year
In Progress	2nd Floor Lobby/Exploration Library Branding and Relaunch	To create and apply a specific PRPL brand to our Exploration Library collection and develop a comprehensive plan for marketing these items to patrons in the library	The Library's Facility Manager, Adult Services Manager, Marketing Manager and Graphic Artist have met to discuss placement of new slatwall fixture which will involve relocating the second floor lobby display case. The Graphic Artist will develop a logo for the collection and checkout tags for the EL items.	The Facility Manager will make a recommendation for slatwall purchase and new display case that the Director will present at the 12/10 COW. The Graphic Artist has designed a logo and check out tags that have been approved by the Adult Services Manager. The ADS manager will be ordering new items for the collection using \$1,000 gift from the Friends of the Library.		Approximately \$25,000 - 2024 Per Capita Funds (FY25)	Pending Board Approval 12/17/24	2025
In Progress	Picture Book Genre-fiction Project	Reorganizing our picture book collection with a face-out display and introducing distinct, easily recognizable icon-identifiable categories will enhance accessibility for pre-readers and non-native English speakers. This approach empowers these patrons to select materials and will likely increase circulation of our picture book collection.	<b>Youth Services:</b> Development categories, subcategories, and reclassify materials according to new classification scheme. <b>Technical Services:</b> Reclassify and relabel existing collection according to new classification scheme. <b>Patron Services:</b> Shelves will learn new shelving procedures. <b>Marketing:</b> work with YS to develop iconography, labels, and signage. <b>Facility/Administration:</b> Coordinate and oversee shelving install.	<b>The planning team met and set a 90% completion goal for August 2025. We have enlisted two Patron Services staff members to support the relabeling effort.</b>	\$0	\$31,600 - Per Capita Grant Request (FY24)		2024
In Progress	Strategic Plan update	Issue RFP for Strategic Plan consultant on September 23. Board vote on consultant recommendation in November		<b>The committee met on 11/6 and has selected three firms to interview. Interviews will take place on 11/20. The sub committee will make a recommendation at the 12/10 COW meeting</b>		\$30,000, approximately in FY25	Pending Board Approval 12/17/24	2025
In Progress	Database offering analysis	Determine cost per use; benchmark an acceptable cost per use to justify offering. Market collection to drive usage. Goal: Collection is well used and offers what we need to deliver core services as well as popular/trendy services		<b>This will be a goal for our Adult Services Manager for 2025</b>			On track for completion in January 2025 to align with renewal dates	2025
Pending	Home Delivery service	Streamline our two home materials delivery services into one service to consolidate time for staff and make the home delivery experience easier for patrons.	Laura Scott and Anastasia Rachmaciej will work collaboratively to combine these services.	<b>This project will resume once our Patron Services Manager has returned from leave.</b>	\$0	\$0		2025

**PARK RIDGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT – November 2024**

**PERSONNEL**

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

Laurel Shapiro Youth Services Library Specialist Half Time, 24 hrs/wk 10.28.2024

Margot O'Malley Patron Services Associate 11.5.2024 8.5 hrs/wk

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

Laurel Shapiro Youth Services last day 11.25.2024

Paul Sweat Patron Services Shelver 12.5.2024

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

Gene Daly from PT Maintenance Custodian to Substitute Maintenance Custodian 12.6.2024

Samantha Menard returned to Assistant Manager PS after Anastasia Rachmaciej return from Leave 12.2.2024

Reilly Waters promoted to Library Specialist Youth Services Half Time from PT

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

None



[Return to Agenda](#)

## **November 2024 Report**

- Sold 50 additional books to Franklin School (\$25.00)

**City of Park Ridge, IL  
Warrant List Fund Totals  
11/16/2024**

<b>Fund</b>	<b>Description</b>	<b>Amount</b>
<b>201</b>	<b>Library Fund</b>	<b>\$102,490.56</b>
<b>201</b>	<b>Grant Fund</b>	<b>\$34.97</b>
<b>201</b>	<b>North Suburban</b>	<b>\$7,461.73</b>
<hr/> <b>Report Total</b>		<b>\$109,987.26</b>

## CITY OF PARK RIDGE

## PAID INVOICES REPORT

WARRANT: L111624

TO FISCAL 2025/11 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
6095 ABC COMMERCIAL 173534 INVOICE: 20241098	11/08/24	230404		221359	P	11/15/24	2015012	932103	BLDG MNT CNTR-GENL MAINT
VENDOR TOTALS		25,537.05	YTD INVOICED				28,078.05	YTD PAID	2,668.05
8960 AIRESPRING INC 173536 INVOICE: 190096595 173537 INVOICE: 190096541	11/08/24	230406		221360	P	11/15/24	2015011	938501	GNL CNTRL SVC/TELEPHONE
	11/08/24	230407		221360	P	11/15/24	2015011	938501	GNL CNTRL SVC/TELEPHONE
VENDOR TOTALS		9,195.23	YTD INVOICED				9,195.23	YTD PAID	836.07
48 ALLIANCE ENTERTAINMENT 173820 INVOICE: PLS83010273	11/14/24	230693		221361	P	11/15/24	2015017	954015	LIB RSRCS-RECORDINGS MUSI
VENDOR TOTALS		3,755.40	YTD INVOICED				3,755.40	YTD PAID	236.04
302670 AMAZON CAPITAL SERVICES 173538 INVOICE: IHFPQTMX4LCP 173539 INVOICE: 14GNLTTCF4CK 173540 INVOICE: 1K4PL39XTRX7 173541 INVOICE: 114LVYF3YM 173542 INVOICE: 1NLF01W9K4GL 173543 INVOICE: 1G6VRRPDYWL 173544 INVOICE: 1P3QKFC4GYJ 173545 INVOICE: 119KFK4T3FWR 173546 INVOICE: 146HRHG4DY3V 173547 INVOICE: 1V3LN6C17YGM 173548 INVOICE: 1DHT77RNT1KR 173549 INVOICE: 19QHGWRJNVH 173550 INVOICE: 1RCJMN9979CT 173551 INVOICE: 19M6CKRLH33H 173552 INVOICE: 1F7DKQ31VNG6	11/08/24	230408		221362	P	11/15/24	2015012	932103	BLDG MNT CNTR-GENL MAINT
	11/08/24	230409		221362	P	11/15/24	2015017	951100	LIBRARY SUPPLIES
	11/08/24	230410		221362	P	11/15/24	2015015	938506	GNL CNTRL SVC/PROGRAM
	11/08/24	230411		221362	P	11/15/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS
	11/08/24	230412		221362	P	11/15/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS
	11/08/24	230413		221362	P	11/15/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS
	11/08/24	230414		221362	P	11/15/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS
	11/08/24	230415		221362	P	11/15/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS
	11/08/24	230416		221362	P	11/15/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF
	11/08/24	230417		221362	P	11/15/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF
	11/08/24	230418		221362	P	11/15/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF
	11/08/24	230419		221362	P	11/15/24	2015012	952100	BUILDING SUPPLIES
	11/08/24	230420		221362	P	11/15/24	2015016	951100	LIBRARY SUPPLIES
	11/08/24	230421		221362	P	11/15/24	2015012	932103	BLDG MNT CNTR-GENL MAINT
	11/08/24	230422		221362	P	11/15/24	2015012	952100	BUILDING SUPPLIES

## CITY OF PARK RIDGE



## PAID INVOICES REPORT

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TO FISCAL 2025/11 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
173553 INVOICE:	11/08/24	230423		221362	P	11/15/24	2015012	BLDG MNT CNTR-GENL MAINT	75.30
173554 INVOICE:	11/08/24	230424		221362	P	11/15/24	2015012	BUILDING SUPPLIES	76.46
173555 INVOICE:	11/08/24	230425		221362	P	11/15/24	2015017	LIBRARY SUPPLIES	-13.18
173556 INVOICE:	11/08/24	230426		221362	P	11/15/24	2015012	BLDG MNT CNTR-GENL MAINT	75.30
173557 INVOICE:	11/08/24	230427		221362	P	11/15/24	2015012	BLDG MNT CNTR-GENL MAINT	75.90
173558 INVOICE:	11/08/24	230428		221362	P	11/15/24	2015012	BLDG MNT CNTR-GENL MAINT	29.88
173559 INVOICE:	11/08/24	230429		221362	P	11/15/24	2015015	GNL CNTRL SVC/PROGRAM	29.24
173560 INVOICE:	11/08/24	230430		221362	P	11/15/24	2015015	GNL CNTRL SVC/PROGRAM	25.31
173561 INVOICE:	11/08/24	230431		221362	P	11/15/24	2015011	OFF SPLS--OTHER SUPPLIES	17.99
173562 INVOICE:	11/08/24	230432		221362	P	11/15/24	2015016	LIBRARY SUPPLIES	219.75
173563 INVOICE:	11/08/24	230433		221362	P	11/15/24	2015016	LIBRARY SUPPLIES	34.30
173564 INVOICE:	11/08/24	230434		221362	P	11/15/24	2015015	LIB RSRCS-CHILDREN BOOKS	75.47
173565 INVOICE:	11/08/24	230435		221362	P	11/15/24	2015017	LIB RSRCS--ADULT BOOKS FI	35.35
173566 INVOICE:	11/08/24	230436		221362	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	28.82
173567 INVOICE:	11/08/24	230437		221362	P	11/15/24	2015015	LIB RSRCS-CHILDRENS BOOKS	93.25
173568 INVOICE:	11/08/24	230438		221362	P	11/15/24	2015012	BUILDING SUPPLIES	18.38
173569 INVOICE:	11/08/24	230439		221362	P	11/15/24	2015015	LIBRARY SUPPLIES	70.18
173822 INVOICE:	11/14/24	230694		221362	P	11/15/24	2015015	LIB RSRCS-AV/DVD/BLURAY	42.50
173823 INVOICE:	11/14/24	230695		221362	P	11/15/24	2015015	LIB RSRCS-CHILDRENS BOOKS	28.99
173824 INVOICE:	11/14/24	230696		221362	P	11/15/24	2015015	LIB RSRCS-CHILDREN BOOKS	17.98
173825 INVOICE:	11/14/24	230697		221362	P	11/15/24	2015015	LIB RSRCS-CHILDREN BOOKS	20.57
173826 INVOICE:	11/14/24	230698		221362	P	11/15/24	2015015	LIB RSRCS-CHILDREN BOOKS	418.02
173827 INVOICE:	11/14/24	230699		221362	P	11/15/24	2015015	LIB RSRCS-CHILDREN BOOKS	-23.41
173828 INVOICE:	11/14/24	230700		221362	P	11/15/24	2015015	LIB RSRCS-CHILDREN BOOKS	22.43
173829 INVOICE:	11/14/24	230701		221362	P	11/15/24	2015017	LIB RSRCS -MWL	170.28
173830 INVOICE:	11/14/24	230702		221362	P	11/15/24	2015015	GNL CNTRL SVC/PROGRAM	16.95

WARRANT: L111624

TO FISCAL 2025/11 01/01/2024 TO 12/31/2024

Report generated: 11/15/2024 12:25  
User: etidd  
Program ID: appdwarr

## CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L111624

TO FISCAL 2025/11 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
173470 INVOICE:	11/07/24	230340		221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	48.72
173471 INVOICE:	2038670220			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	31.16
173472 INVOICE:	11/07/24 230341			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	65.22
173473 INVOICE:	2038670221			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	13.20
173474 INVOICE:	11/07/24 230342			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	81.05
173475 INVOICE:	2038670222			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	27.35
173476 INVOICE:	11/07/24 230343			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	115.82
173477 INVOICE:	2038670223			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	38.10
173478 INVOICE:	11/07/24 230344			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	36.39
173479 INVOICE:	2038670224			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	21.66
173480 INVOICE:	11/07/24 230345			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	108.38
173481 INVOICE:	2038670225			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	202.50
173482 INVOICE:	11/07/24 230346			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	20.20
173483 INVOICE:	2038670226			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	19.63
173484 INVOICE:	11/07/24 230347			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	57.39
173485 INVOICE:	2038656521			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	20.20
173486 INVOICE:	11/07/24 230351			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	23.47
173487 INVOICE:	2038656522			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	12.44
173488 INVOICE:	11/07/24 230352			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	21.52
173489 INVOICE:	2038656523			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	45.24
173490 INVOICE:	11/07/24 230353			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	16.46
173491 INVOICE:	2038656524			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	23.05
173492 INVOICE:	11/07/24 230355			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	56.53
173493 INVOICE:	2038656525			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	16.65
173494 INVOICE:	11/07/24 230356			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	167.69
173495 INVOICE:	2038656526			221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	58.86

## CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L111624

TO FISCAL 2025/11 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 173496	2038641528	11/07/24	230366	221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	18.47
INVOICE: 173497	23038641529	11/07/24	230367	221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	24.24
INVOICE: 173498	2038641530	11/07/24	230368	221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	19.63
INVOICE: 173499	2038641531	11/07/24	230369	221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	78.72
INVOICE: 173500	2038641532	11/07/24	230370	221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	63.00
INVOICE: 173501	2038641533	11/07/24	230371	221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	92.24
INVOICE: 173502	2038641534	11/07/24	230372	221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	19.27
INVOICE: 173503	2038641535	11/07/24	230373	221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	24.57
INVOICE: 173504	2038641536	11/07/24	230374	221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	20.18
INVOICE: 173505	2038641537	11/07/24	230375	221366	P	11/15/24	2015017	LIB RSRCS-ADULT BOOKS NF	62.59
INVOICE: 173506	2038641538	11/07/24	230376	221366	P	11/15/24	2015017	LIB RSRCS--ADULT BOOKS FI	31.11
INVOICE: 173507	2038468736	11/07/24	230377	221366	P	11/15/24	2015017	LIB RSRCS--ADULT BOOKS FI	97.03
INVOICE: 173508	2038668737	11/07/24	230378	221366	P	11/15/24	2015017	LIB RSRCS--ADULT BOOKS FI	27.65
INVOICE: 173509	2038668738	11/07/24	230379	221366	P	11/15/24	2015017	LIB RSRCS--ADULT BOOKS FI	58.79
INVOICE: 173510	2038668739	11/07/24	230380	221366	P	11/15/24	2015017	LIB RSRCS--ADULT BOOKS FI	20.35
INVOICE: 173511	2038644012	11/07/24	230381	221366	P	11/15/24	2015017	LIB RSRCS--ADULT BOOKS FI	35.80
INVOICE: 173513	2038644013	11/07/24	230383	221366	P	11/15/24	2015017	LIB RSRCS--ADULT BOOKS FI	66.97
INVOICE: 173514	2038644014	11/07/24	230384	221366	P	11/15/24	2015017	LIB RSRCS--ADULT BOOKS FI	17.91
INVOICE: 173515	2038644015	11/07/24	230385	221366	P	11/15/24	2015017	LIB RSRCS--ADULT BOOKS FI	14.42
INVOICE: 173516	2038644016	11/07/24	230386	221366	P	11/15/24	2015017	LIB RSRCS--ADULT BOOKS FI	18.48
INVOICE: 173517	038644017	11/07/24	230387	221366	P	11/15/24	2015017	LIB RSRCS--ADULT BOOKS FI	376.34
INVOICE: 173518	2038644018	11/07/24	230388	221366	P	11/15/24	2015017	LIB RSRCS--ADULT BOOKS FI	165.48
INVOICE: 173519	2038645284	11/07/24	230389	221366	P	11/15/24	2015015	LIB RSRCS-CHILDRENS BOOKS	12.11
INVOICE: 173520	2038648307	11/07/24	230390	221366	P	11/15/24	2015015	LIB RSRCS-CHILDREN BOOKS	369.23
INVOICE: 173521	2038644285	11/07/24	230391	221366	P	11/15/24	2015015	LIB RSRCS-CHILDREN BOOKS	11.55
INVOICE: 173521	2038654286								

## CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L111624

TO FISCAL 2025/11 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
173522	INVOICE:	11/07/24	230392		221366	P	11/15/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS 14.52
173523	INVOICE:	11/07/24	230393		221366	P	11/15/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS 216.29
173524	INVOICE:	11/07/24	230394		221366	P	11/15/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS 79.10
173525	INVOICE:	11/07/24	230395		221366	P	11/15/24	2015015	954002	LIB RSRCS-CHILDRENS BOOKS 1,781.55
173526	INVOICE:	11/07/24	230396		221366	P	11/15/24	2015015	954002	LIB RSRCS-CHILDRENS BOOKS 1,023.39
173527	INVOICE:	11/07/24	230397		221366	P	11/15/24	2015015	954002	LIB RSRCS-CHILDRENS BOOKS 56.31
173528	INVOICE:	11/07/24	230398		221366	P	11/15/24	2015015	954002	LIB RSRCS-CHILDRENS BOOKS 11.55
173529	INVOICE:	11/07/24	230399		221366	P	11/15/24	2015015	954002	LIB RSRCS-CHILDRENS BOOKS 12.99
173530	INVOICE:	11/07/24	230400		221366	P	11/15/24	2015015	954002	LIB RSRCS-CHILDRENS BOOKS 175.43
173531	INVOICE:	11/07/24	230401		221366	P	11/15/24	2015015	954002	LIB RSRCS-CHILDRENS BOOKS -165.91
173532	INVOICE:	11/07/24	230402		221366	P	11/15/24	2015015	954002	LIB RSRCS-CHILDRENS BOOKS 9.93
173837	INVOICE:	11/14/24	230710		221366	P	11/15/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 101.58
173838	INVOICE:	11/14/24	230711		221366	P	11/15/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 23.08
173839	INVOICE:	11/14/24	230712		221366	P	11/15/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 55.43
173840	INVOICE:	11/14/24	230713		221366	P	11/15/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 21.94
173841	INVOICE:	11/14/24	230714		221366	P	11/15/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 18.73
173842	INVOICE:	11/14/24	230715		221366	P	11/15/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 77.91
173843	INVOICE:	11/14/24	230716		221366	P	11/15/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 18.45
173844	INVOICE:	11/14/24	230717		221366	P	11/15/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 26.28
173845	INVOICE:	11/14/24	230718		221366	P	11/15/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 24.24
173846	INVOICE:	11/14/24	230719		221366	P	11/15/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 50.06
173847	INVOICE:	11/14/24	230720		221366	P	11/15/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 21.94
173848	INVOICE:	11/14/24	230721		221366	P	11/15/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF 120.01
173850	INVOICE:	11/14/24	230722		221366	P	11/15/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI 454.06
173851	INVOICE:	11/14/24	230723		221366	P	11/15/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI 18.82
173854	INVOICE:	11/14/24	230726		221366	P	11/15/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI 201.62

# CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L111624

TO FISCAL 2025/11 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 2038676308	11/14/24	230727		221366	P	11/15/24	2015017	954011	LIB RSRCS -MWL 102.80
INVOICE: 2038682338	11/14/24	230728		221366	P	11/15/24	2015017	954011	LIB RSRCS -MWL 119.57
INVOICE: 2038691415	11/14/24	230729		221366	P	11/15/24	2015017	954011	LIB RSRCS -MWL 79.69
INVOICE: 2038691416	11/14/24	230731		221366	P	11/15/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS -11.92
INVOICE: 0003306543	11/14/24	230732		221366	P	11/15/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 251.57
INVOICE: 2038682983	11/14/24	230734		221366	P	11/15/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 10.91
INVOICE: 2038675681	11/14/24	230735		221366	P	11/15/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 10.31
INVOICE: 2038675682	11/14/24	230737		221366	P	11/15/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 7.27
INVOICE: 2038679710	11/14/24	230738		221366	P	11/15/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 61.33
INVOICE: 2038687811	11/14/24	230739		221366	P	11/15/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 9.68
INVOICE: 2038682390	11/14/24	230740		221366	P	11/15/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 12.67
INVOICE: 2038682391	11/14/24	230741		221366	P	11/15/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 38.98
INVOICE: 2038682923	11/14/24	230742		221366	P	11/15/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 6.77
INVOICE: 2038682924	11/14/24	230743		221366	P	11/15/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 49.55
INVOICE: 2038682925	11/14/24	230744		221366	P	11/15/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 611.34
INVOICE: 2038682926	11/14/24	230745		221366	P	11/15/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS 26.04
INVOICE: 2038679240	11/14/24	230746		221366	P	11/15/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS 27.11
INVOICE: 2038679241	11/14/24	230747		221366	P	11/15/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS 36.16
INVOICE: 2038679242									
VENDOR TOTALS		148,169.52	YTD INVOICED				149,387.60	YTD PAID	9,676.04
3596 ANGELA BERGER	11/08/24	230446		221367	P	11/15/24	2015011	951002	OFF SPLS--OTHER SUPPLIES 49.10
INVOICE: ADM110824									
VENDOR TOTALS		396.04	YTD INVOICED				396.04	YTD PAID	49.10
8366 JOANNA BERTUCCI	11/08/24	230447		221368	P	11/15/24	2015011	933800	CONFERENCES & TRAINING 111.35
INVOICE: ADM1105242									

## CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L111624

TO FISCAL 2025/11 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS									
6910 BIBLIOTHECA LLC							595.75	YTD PAID	111.35
173578	11/08/24	230448		221369	P	11/15/24	2015011	938506	
INVOICE: QUOUS16422									24,394.54
VENDOR TOTALS									
489 BLACKSTONE AUDIO INC							27,461.30	YTD PAID	24,394.54
173877	11/14/24	230749		221370	P	11/15/24	2015017	954004	
INVOICE: 2177162									652.86
173879	11/14/24	230751		221370	P	11/15/24	2015017	954004	
INVOICE: 2176462									73.39
173880	11/14/24	230752		221370	P	11/15/24	2015017	954004	
INVOICE: 2176060									43.45
VENDOR TOTALS									
301674 BOOKPAGE							8,409.57	YTD PAID	769.70
173579	11/08/24	230449		221371	P	11/15/24	2015011	951002	
INVOICE: S84291									744.00
VENDOR TOTALS									
3729 CASE LOTS INC							744.00	YTD PAID	744.00
173581	11/08/24	230451		221372	P	11/15/24	2015012	952100	
INVOICE: 27670									706.80
173882	11/14/24	230754		221372	P	11/15/24	2015012	952100	
INVOICE: 26764									293.40
VENDOR TOTALS									
8516 CATHERINE DUDLEY							16,209.29	YTD PAID	1,000.20
173587	11/08/24	230457		221373	P	11/15/24	2015011	933800	
INVOICE: ADML108244									18.75
VENDOR TOTALS									
300553 CENGAGE LEARNING INC							408.69	YTD PAID	18.75
173884	11/14/24	230756		221374	P	11/15/24	2015015	954002	
INVOICE: 85939279									166.32
173885	11/14/24	230757		221374	P	11/15/24	2015017	954001	
INVOICE: 85943386									270.31
173886	11/14/24	230758		221374	P	11/15/24	2015017	954001	
INVOICE: 85938724									29.59
173887	11/14/24	230760		221374	P	11/15/24	2015017	954001	
INVOICE: 85928087									30.39
VENDOR TOTALS									
							14,207.84	YTD PAID	496.61

## CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L111624

TO FISCAL 2025/11 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO.	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
7750 CHICAGO FILTER SUPPLY 173584 INVOICE: 88457	11/08/24	230454		221375	P	11/15/24	2015012	932105	BLDG MNT CNTR-HVAC EQUIP
VENDOR TOTALS				816.10	YTD	INVOICED		1,854.73	YTD PAID
102908 COMPUTER VIEW INC 173888 INVOICE: 30113 173929 INVOICE: 30134	11/14/24	230761		221376	P	11/15/24	2015011	931700	LIB DATA PROC SV
	11/14/24	230802		221376	P	11/15/24	2015011	990800	COMPUTER EQUIPMENT
VENDOR TOTALS				246,414.53	YTD	INVOICED		246,414.53	YTD PAID
103002 CRIMSON MULTIMEDIA DISTRIBUTION INC 173585 INVOICE: 017455 173586 INVOICE: 017194	11/08/24	230455		221377	P	11/15/24	2015015	954010	LIB RSRCS-VIDEOGAMES
	11/08/24	230456		221377	P	11/15/24	2015015	954010	LIB RSRCS-VIDEOGAMES
VENDOR TOTALS				2,768.90	YTD	INVOICED		2,812.56	YTD PAID
9078 DANIELLE ALICE RYAN CHASE 173583 INVOICE: ADM1108243	11/08/24	230453		221378	P	11/15/24	2015015	938506	GNL CNTRL SVC/PROGRAM
VENDOR TOTALS				2,400.00	YTD	INVOICED		2,400.00	YTD PAID
8740 EXCELLERATE LEARNING STUDIO 173671 INVOICE: ADM1111244	11/08/24	230542		221379	P	11/15/24	2015015	938506	GNL CNTRL SVC/PROGRAM
VENDOR TOTALS				325.00	YTD	INVOICED		325.00	YTD PAID
9009 FAMPRO MANAGEMENT LLC 173588 INVOICE: ADM1108245	11/08/24	230458		221380	P	11/15/24	2015015	938506	GNL CNTRL SVC/PROGRAM
VENDOR TOTALS				1,330.00	YTD	INVOICED		1,330.00	YTD PAID
301264 FOX VALLEY FIRE AND SAFETY 173589 INVOICE: IN00721082	11/08/24	230459		221381	P	11/15/24	2015012	932103	BLDG MNT CNTR-GENL MAINT
VENDOR TOTALS				8,864.28	YTD	INVOICED		10,425.27	YTD PAID
8496 GORDON FLESH COMPANY INC 173590 INVOICE: I00966478	11/08/24	230460		221382	P	11/15/24	2015011	935101	EQPT RNTL-LEASE PAYMENTS

## CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L111624

TO FISCAL 2025/11 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS									
		19,056.54	YTD	INVOICED			19,056.54	YTD PAID	1,502.44
36865 ILLINOIS LIBRARY ASSOC.									
173697 11/08/24 230569				221383	P	11/15/24	2015011	933800	55.00
INVOICE: ADM1111248									
VENDOR TOTALS									
		1,755.00	YTD	INVOICED			1,755.00	YTD PAID	55.00
7842 INGRAM LIBRARY SERVICES									
173591 11/08/24 230461				221384	P	11/15/24	2015017	954011	176.30
INVOICE: 63122165									
173592 11/08/24 230462				221384	P	11/15/24	2015017	954011	170.02
INVOICE: 63120553									
173601 11/08/24 230472				221384	P	11/15/24	2015017	954011	15.82
INVOICE: 67758977									
173602 11/08/24 230473				221384	P	11/15/24	2015017	954017	37.18
INVOICE: 63120080									
173603 11/08/24 230474				221384	P	11/15/24	2015017	954001	101.75
INVOICE: 67758978									
173604 11/08/24 230475				221384	P	11/15/24	2015017	954001	15.81
INVOICE: 67758979									
173605 11/08/24 230476				221384	P	11/15/24	2015017	954001	71.55
INVOICE: 67758980									
173606 11/08/24 230477				221384	P	11/15/24	2015017	954001	591.57
INVOICE: 63120554									
173607 11/08/24 230478				221384	P	11/15/24	2015015	954002	207.60
INVOICE: 63121971									
173609 11/08/24 230479				221384	P	11/15/24	2015015	954019	113.70
INVOICE: 63121970									
173610 11/08/24 230480				221384	P	11/15/24	2015015	954002	11.72
INVOICE: 63121973									
173613 11/08/24 230483				221384	P	11/15/24	2015015	954002	597.52
INVOICE: 63121974									
173614 11/08/24 230484				221384	P	11/15/24	2015017	954017	121.33
INVOICE: 67758976									
173615 11/08/24 230485				221384	P	11/15/24	2015017	954017	40.77
INVOICE: 67758975									
173616 11/08/24 230486				221384	P	11/15/24	2015017	954017	88.48
INVOICE: 67758973									
173617 11/08/24 230487				221384	P	11/15/24	2015015	954019	209.25
INVOICE: 63121972									
173618 11/08/24 230488				221384	P	11/15/24	2015017	954017	20.79
INVOICE: 67758974									
173619 11/08/24 230489				221384	P	11/15/24	2015017	954017	450.00
INVOICE: 63122164									
173620 11/08/24 230490				221384	P	11/15/24	2015017	954017	448.75
INVOICE: 63120081									
173891 11/14/24 230764				221384	P	11/15/24	2015015	954019	36.83
INVOICE: 67761754									
173892 11/14/24 230765				221384	P	11/15/24	2015017	954017	239.61

## CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L111624

TO FISCAL 2025/11 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 63124069										
173893		11/14/24	230766		221384	P	11/15/24	2015017	954011	LIB RSRCS -MML 33.75
INVOICE: 63124070										
173894		11/14/24	230767		221384	P	11/15/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 9.74
INVOICE: 67761752										
173896		11/14/24	230769		221384	P	11/15/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 36.61
INVOICE: 67761753										
173897		11/14/24	230771		221384	P	11/15/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 530.09
INVOICE: 63123179										
173898		11/14/24	230772		221384	P	11/15/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 67.63
INVOICE: 67761755										
173899		11/14/24	230773		221384	P	11/15/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS 158.44
INVOICE: 67761756										
VENDOR TOTALS 37,337.00 YTD INVOICED 37,337.00 YTD PAID 4,602.61										
5303 KINGS III OF AMERICA INC										
173622		11/08/24	230492		221385	P	11/15/24	2015012	932104	BLDG MNT CNTR-ELEV MAINT 202.35
INVOICE: 2824025										
VENDOR TOTALS 809.40 YTD INVOICED 809.40 YTD PAID 202.35										
8748 LASER PIANO SERVICE										
173623		11/08/24	230493		221386	P	11/15/24	2015011	951002	OFF SPLS--OTHER SUPPLIES 185.00
INVOICE: 2307										
VENDOR TOTALS 185.00 YTD INVOICED 370.00 YTD PAID 185.00										
8580 MADELINE MCGUIRE										
173624		11/08/24	230494		221387	P	11/15/24	2015011	933800	CONFERENCES & TRAINING 67.40
INVOICE: ADM1111242										
VENDOR TOTALS 124.23 YTD INVOICED 124.23 YTD PAID 67.40										
1061 MARY MASON										
173659		11/08/24	230530		221388	P	11/15/24	2015015	938506	GNL CNTRL SVC/PROGRAM 115.41
INVOICE: ADM1111243										
VENDOR TOTALS 704.83 YTD INVOICED 767.68 YTD PAID 115.41										
101892 MIDWEST TAPE										
173661		11/08/24	230532		221389	P	11/15/24	2015017	954005	LIB RSRCS-AV/DVD/BL 105.56
INVOICE: 506269161										
173662		11/08/24	230533		221389	P	11/15/24	2015015	954005	LIB RSRCS-AV/DVD/BLURAY 30.76
INVOICE: 506269191										
173664		11/08/24	230535		221389	P	11/15/24	2015015	954005	LIB RSRCS-AV/DVD/BLURAY 197.31
INVOICE: 506269192										
173665		11/08/24	230536		221389	P	11/15/24	2015015	954005	LIB RSRCS-AV/DVD/BLURAY 41.26
INVOICE: 506269194										
173666		11/08/24	230537		221389	P	11/15/24	2015015	954004	LIB RSRCS-RECORDING AUDIO 21.99
INVOICE: 506241936										

## CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L111624

TO FISCAL 2025/11 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
173667 INVOICE:	11/08/24	230539		221389	P	11/15/24	2015017	954005	LIB RSRCS-AV/DVD/BL
173668 INVOICE:	11/08/24	230540		221389	P	11/15/24	2015017	954005	LIB RSRCS-AV/DVD/BL
173670 INVOICE:	11/08/24	230541		221389	P	11/15/24	2015017	954005	LIB RSRCS-AV/DVD/BL
173900 INVOICE:	11/14/24	230774		221389	P	11/15/24	2015015	954005	LIB RSRCS-AV/DVD/BLURAY
173901 INVOICE:	11/14/24	230775		221389	P	11/15/24	2015015	954005	LIB RSRCS-AV/DVD/BLURAY
173903 INVOICE:	11/14/24	230776		221389	P	11/15/24	2015017	954005	LIB RSRCS-AV/DVD/BL
173904 INVOICE:	11/14/24	230778		221389	P	11/15/24	2015017	954005	LIB RSRCS-AV/DVD/BL
173906 INVOICE:	11/14/24	230779		221389	P	11/15/24	2015017	954005	LIB RSRCS-AV/DVD/BL
173907 INVOICE:	11/14/24	230780		221389	P	11/15/24	2015017	954005	LIB RSRCS-AV/DVD/BL
173908 INVOICE:	11/14/24	230781		221389	P	11/15/24	2015017	954005	LIB RSRCS-AV/DVD/BL
173909 INVOICE:	11/14/24	230782		221389	P	11/15/24	2015017	954005	LIB RSRCS-AV/DVD/BL
173910 INVOICE:	11/14/24	230783		221389	P	11/15/24	2015017	954005	LIB RSRCS-AV/DVD/BL
173931 INVOICE:	11/14/24	230804		221389	P	11/15/24	2015017	954012	LIB RSRCS-E-BOOKS
VENDOR TOTALS		65,837.36	YTD INVOICED					66,389.03	YTD PAID
4270 MUELLERMIST SERVICE CORP									
173673 INVOICE:	11/08/24	230544		221390	P	11/15/24	2015012	932103	BLDG MNT CNTR-GENL MAINT
VENDOR TOTALS		2,168.88	YTD INVOICED					2,677.88	YTD PAID
924 OVERDRIVE INC									
173674 INVOICE:	11/08/24	230545		221391	P	11/15/24	201	430819	NO. SUB. DIGITAL CONSORTI
173675 INVOICE:	11/08/24	230546		221391	P	11/15/24	201	430819	NO. SUB. DIGITAL CONSORTI
173677 INVOICE:	11/08/24	230548		221391	P	11/15/24	201	430819	NO. SUB. DIGITAL CONSORTI
173679 INVOICE:	11/08/24	230550		221391	P	11/15/24	201	430819	NO. SUB. DIGITAL CONSORTI
173680 INVOICE:	11/08/24	230551		221391	P	11/15/24	201	430819	NO. SUB. DIGITAL CONSORTI
173911 INVOICE:	11/14/24	230784		221391	P	11/15/24	201	430819	NO. SUB. DIGITAL CONSORTI
173913 INVOICE:	11/14/24	230786		221391	P	11/15/24	201	430819	NO. SUB. DIGITAL CONSORTI
		00751DA24352266							

## CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L111624

TO FISCAL 2025/11 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS									
8790 PLAYAWAY PRODUCTS LLC									
173681	11/08/24	230553					194,175.94	YTD PAID	7,461.73
INVOICE: 479713				221392	P	11/15/24	2015017	954004	LIB RSRCS-RECORDING AUDIO
173682	11/08/24	230554							199.72
INVOICE: 479135				221392	P	11/15/24	2015015	954004	LIB RSRCS-RECORDING AUDIO
173914	11/14/24	230787							59.49
INVOICE: 480342				221392	P	11/15/24	2015015	954004	LIB RSRCS-RECORDING AUDIO
173916	11/14/24	230789							24.99
INVOICE: 480975				221392	P	11/15/24	2015015	954004	LIB RSRCS-RECORDING AUDIO
173917	11/14/24	230790							56.99
INVOICE: 480352				221392	P	11/15/24	2015017	954004	LIB RSRCS-RECORDING AUDIO
173921	11/14/24	230794							700.65
INVOICE: 480734				221392	P	11/15/24	2015017	954004	LIB RSRCS-RECORDING AUDIO
VENDOR TOTALS							16,347.38	YTD INVOICED	72.24
101774 POLONIA BOOKSTORE									1,114.08
173683	11/08/24	230555							
INVOICE: 78133				221393	P	11/15/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF
VENDOR TOTALS							2,287.45	YTD PAID	208.75
92 LORI L PRESTON									
173685	11/08/24	230556							
INVOICE: ADM1111245				221394	P	11/15/24	2015011	933800	CONFERENCES & TRAINING
VENDOR TOTALS							212.22	YTD INVOICED	14.15
301981 PROGRAM PROFESSIONAL SERVICES INC									
173923	11/14/24	230796							
INVOICE: 180004				221395	P	11/15/24	2015012	932103	BLDG MNT CNTR-GENL MAINT
VENDOR TOTALS									480.00
5530 REACHING ACROSS ILLINOIS LIBRARY SYSTEMS									
173686	11/08/24	230557							
INVOICE: 13429									
VENDOR TOTALS							960.00	YTD INVOICED	480.00
3911 RC JUGGLES LLC									
173688	11/08/24	230560							
INVOICE: ADM1111246				221397	P	11/15/24	2015015	938506	GNL CNTRL SVC/PROGRAM
VENDOR TOTALS							6,221.00	YTD INVOICED	250.00
102805 STATE CHEMICAL MANUFACTURING CO									
173924	11/14/24	230797							
VENDOR TOTALS							1,125.00	YTD INVOICED	250.00
				221398	P	11/15/24	2015012	952100	BUILDING SUPPLIES
									457.32

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Program ID: appdwarr

# CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L111624

TO FISCAL 2025/11 01/01/2024 TO 12/31/2024

VENDOR NAME	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 903557047									
VENDOR TOTALS				914.64	YTD	INVOICED	914.64	YTD	PAID
6493 SUN AND MOON YOGA	11/08/24	230561		221399	P	11/15/24	2015017	GNL CNTRL SVC/PROGRAM	457.32
INVOICE: ADM1111247									600.00
VENDOR TOTALS				7,050.00	YTD	INVOICED	7,050.00	YTD	PAID
300439 TODAYS BUSINESS SOLUTIONS INC	11/14/24	230799		221400	P	11/15/24	2015011	GNL CNTRL SVC/TELEPHONE	600.00
INVOICE: 11112422									45.28
VENDOR TOTALS				850.68	YTD	INVOICED	850.68	YTD	PAID
6510 TOM KENS	11/08/24	230491		221401	P	11/15/24	2015017	GNL CNTRL SVC/PROGRAM	45.28
INVOICE: ADM1111124									275.00
VENDOR TOTALS				275.00	YTD	INVOICED	275.00	YTD	PAID
5003 UNIQUE MANAGEMENT SERVICES INC	11/08/24	230562		221402	P	11/15/24	2015011	LIB BNK SERV CHG	275.00
INVOICE: 6132268									68.95
VENDOR TOTALS				1,804.54	YTD	INVOICED	2,242.44	YTD	PAID
4402 VERIFY	11/08/24	230564		221403	P	11/15/24	2015011	LIB RECRUIT & TESTING	68.95
INVOICE: 16284541N									54.00
VENDOR TOTALS				450.00	YTD	INVOICED	471.00	YTD	PAID
2193 VERIZON WIRELESS	11/08/24	230565		221404	P	11/15/24	2015011	GNL CNTRL SVC/TELEPHONE	54.00
INVOICE: 9977648836									138.01
VENDOR TOTALS				52,074.82	YTD	INVOICED	57,032.42	YTD	PAID
300800 WAREHOUSE DIRECT INC	11/08/24	230567		221405	P	11/15/24	2015012	BLDG MNT CNTR-GENL MAINT	138.01
INVOICE: 58255730									20.83
173695	11/08/24	230568		221405	P	11/15/24	2015013	LIBRARY SUPPLIES	23.95
INVOICE: 58218430									308.94
173696	11/08/24	230568		221405	P	11/15/24	2015011	OFF SPLS--PHOTOCOPY	51.27
INVOICE: 58218430									
173927	11/14/24	230801		221405	P	11/15/24	2015011	OFF SPLS--OTHER SUPPLIES	
INVOICE: 58253850									

# CITY OF PARK RIDGE

## PAID INVOICES REPORT

WARRANT: L111624

TO FISCAL 2025/11 01/01/2024 TO 12/31/2024



VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS									
				3,481.42	YTD	INVOICED	3,888.12	YTD PAID	404.99
102628 WORLD BOOK SCHOOL AND LIBRARY									
173694	11/08/24	230566		221406	P	11/15/24	2015015	954019	LIB RSRCS-CHILDRENS BOOKS
INVOICE: ARI0004198									
VENDOR TOTALS									
				493.45	YTD	INVOICED	493.45	YTD PAID	100.95
7357 ZOUBEAN INC									
173933	11/14/24	230806		221407	P	11/15/24	2015011	952000	MATERIALS
INVOICE: 32309									
VENDOR TOTALS									
				1,395.00	YTD	INVOICED	1,395.00	YTD PAID	1,395.00
REPORT TOTALS									109,987.26
				TOTAL PRINTED CHECKS		COUNT	AMOUNT		
						49	109,987.26		

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

**City of Park Ridge, IL  
Warrant List Fund Totals  
11/30/2024**

<b>Fund</b>	<b>Description</b>	<b>Amount</b>
<b>201</b>	<b>Library Fund</b>	<b>\$56,391.20</b>
<b>201</b>	<b>Grant Fund</b>	<b>\$0.00</b>
<b>201</b>	<b>North Suburban</b>	<b>\$3,939.44</b>
<hr/> <b>Report Total</b>		<b>\$60,330.64</b>



# CITY OF PARK RIDGE

## PAID INVOICES REPORT

WARRANT: L113024

TO FISCAL 2025/11 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
302943 AJ GALLAGHER RISK MGMT SVCS PR 174322 11/25/24 231199 INVOICE: 5358861				221507	P	11/26/24	2015011	937900	LIB INSURANCE
									3,214.25
VENDOR TOTALS								3,314.25 YTD INVOICED	3,314.25 YTD PAID
302670 AMAZON CAPITAL SERVICES 174101 11/21/24 230977 INVOICE: 1WYGMKK73N6				221508	P	11/26/24	2015017	951102	LIBRARY SUPPLIES - MAKERS
174102 11/21/24 230978 INVOICE: 1XQ191K34Q37				221508	P	11/26/24	2015011	951002	OFF SPLS--OTHER SUPPLIES
174103 11/21/24 230979 INVOICE: 1VMD11TKJDN3				221508	P	11/26/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS
174104 11/21/24 230980 INVOICE: 1KNXYDML4QHM				221508	P	11/26/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS
174105 11/21/24 230981 INVOICE: 149G3NYMRW7H				221508	P	11/26/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS
174106 11/21/24 230982 INVOICE: 1HMKTNQ7V6C				221508	P	11/26/24	2015015	954002	LIB RSRCS-CHILDREN BOOKS
174107 11/21/24 230983 INVOICE: 1P1T7OCHTJ03				221508	P	11/26/24	2015017	954001	LIB RSRCS--ADULT BOOKS FI
174108 11/21/24 230984 INVOICE: 1VHXT4W6KQ7Q				221508	P	11/26/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF
174109 11/21/24 230985 INVOICE: 1KDPNQFKX1G3				221508	P	11/26/24	2015017	954017	LIB RSRCS-ADULT BOOKS NF
174110 11/21/24 230986 INVOICE: 1DC4KVJH7601				221508	P	11/26/24	2015012	932103	BLDG MNT CNTR-GENL MAINT
174111 11/21/24 230987 INVOICE: 1X7CFC9JV00C				221508	P	11/26/24	2015012	932103	BLDG MNT CNTR-GENL MAINT
174112 11/21/24 230988 INVOICE: 1FNF49KK7686				221508	P	11/26/24	2015012	932103	BLDG MNT CNTR-GENL MAINT
174113 11/21/24 230989 INVOICE: 16GNRJ336LVW				221508	P	11/26/24	2015012	932103	BLDG MNT CNTR-GENL MAINT
174114 11/21/24 230990 INVOICE: 1GLP3NYX4GV1				221508	P	11/26/24	2015012	952100	BUILDING SUPPLIES
174115 11/21/24 230991 INVOICE: 1JYGCKW49JD				221508	P	11/26/24	2015012	932103	BLDG MNT CNTR-GENL MAINT
174116 11/21/24 230992 INVOICE: 1WXH7PVC691H				221508	P	11/26/24	2015012	932103	BLDG MNT CNTR-GENL MAINT
174117 11/21/24 230993 INVOICE: 131LT6C67JFM				221508	P	11/26/24	2015012	932103	BLDG MNT CNTR-GENL MAINT
174118 11/21/24 230994 INVOICE: 1PXJ9HLK4NCC				221508	P	11/26/24	2015015	938506	GNL CNTRL SVC/PROGRAM
174316 11/25/24 231193 INVOICE: 19VJHCLWPVFP				221508	P	11/26/24	2015015	938506	GNL CNTRL SVC/PROGRAM
174317 11/25/24 231194 INVOICE: 1M9MTXMRXJX1				221508	P	11/26/24	2015012	952100	BUILDING SUPPLIES
174318 11/25/24 231195 INVOICE: 1DXNKYXT9LP9				221508	P	11/26/24	2015012	952100	BUILDING SUPPLIES
174319 11/25/24 231196 INVOICE: 1HYGPMGP7F7G				221508	P	11/26/24	2015012	952100	BUILDING SUPPLIES

## CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L113024

TO FISCAL 2025/11 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
<b>VENDOR TOTALS</b>								
		69,479.85	YTD INVOICED				51,564.85	YTD PAID
9181 MARCIA LAUTANEN-RALEIGH 174327 INVOICE: ADM1125243	11/25/24	231204		221509	P	11/26/24	2015017 938506	GNL CNTRL SVC/PROGRAM
								2,046.89
<b>VENDOR TOTALS</b>								
		350.00	YTD INVOICED				350.00	YTD PAID
101020 BAKER AND TAYLOR LLC 174119 INVOICE: 2038700143	11/21/24	230995		221510	P	11/26/24	2015017 954001	LIB RSRCS--ADULT BOOKS FI
174120 INVOICE: 2038699158	11/21/24	230996		221510	P	11/26/24	2015017 954001	LIB RSRCS--ADULT BOOKS FI
174121 INVOICE: 2038492179	11/21/24	230997		221510	P	11/26/24	2015017 954001	LIB RSRCS--ADULT BOOKS FI
174122 INVOICE: 2038692180	11/21/24	230998		221510	P	11/26/24	2015017 954001	LIB RSRCS--ADULT BOOKS FI
174123 INVOICE: 2038692181	11/21/24	230999		221510	P	11/26/24	2015017 954001	LIB RSRCS--ADULT BOOKS FI
174124 INVOICE: 2038692182	11/21/24	231000		221510	P	11/26/24	2015017 954001	LIB RSRCS--ADULT BOOKS FI
174125 INVOICE: 2038692183	11/21/24	231001		221510	P	11/26/24	2015017 954001	LIB RSRCS--ADULT BOOKS FI
174126 INVOICE: 2038692184	11/21/24	231002		221510	P	11/26/24	2015017 954001	LIB RSRCS--ADULT BOOKS FI
174127 INVOICE: 2038702075	11/21/24	231003		221510	P	11/26/24	2015015 954002	LIB RSRCS-CHILDREN BOOKS
174129 INVOICE: 2038702076	11/21/24	231005		221510	P	11/26/24	2015015 954002	LIB RSRCS-CHILDREN BOOKS
174130 INVOICE: 2038702077	11/21/24	231006		221510	P	11/26/24	2015015 954002	LIB RSRCS-CHILDREN BOOKS
								1,351.82
<b>VENDOR TOTALS</b>								
		151,047.15	YTD INVOICED				152,265.23	YTD PAID
9239 BARBARA J BARRETT 174131 INVOICE: ADM112124	11/21/24	231007		221511	P	11/26/24	2015017 938506	GNL CNTRL SVC/PROGRAM
								175.00
<b>VENDOR TOTALS</b>								
		175.00	YTD INVOICED				175.00	YTD PAID
8366 JOANNA BERTUCCI 174132 INVOICE: ADM1121242	11/21/24	231008		221512	P	11/26/24	2015011 933800	CONFERENCES & TRAINING
								15.14
<b>VENDOR TOTALS</b>								
		520.91	YTD INVOICED				610.89	YTD PAID
6910 BIBLIOTHECA LLC 174133 INVOICE: INVUS78337	11/21/24	231009		221513	P	11/26/24	2015011 990800	COMPUTER EQUIPMENT
								6,027.78

Report generated: 11/26/2024 13:30  
 User: etidd  
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## CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L113024

TO FISCAL 2025/11 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS				33,489.08	YTD	INVOICED	33,489.08	YTD PAID	6,027.78
489 BLACKSTONE AUDIO INC 174134 INVOICE: 2177269	11/21/24	231011		221514	P	11/26/24	2015017 954004	LIB RSRCS-RECORDING AUDIO	47.94
VENDOR TOTALS				8,258.31	YTD	INVOICED	8,457.51	YTD PAID	47.94
9293 CASTERDEPOT, INC 174136 INVOICE: 390427	11/21/24	231013		221515	P	11/26/24	2015012 932103	BLDG MNT CNTR-GENL MAINT	41.58
VENDOR TOTALS				41.58	YTD	INVOICED	41.58	YTD PAID	41.58
300553 CENGAGE LEARNING INC 174138 INVOICE: 85951981	11/21/24	231014		221516	P	11/26/24	2015017 954001	LIB RSRCS--ADULT BOOKS FI	29.59
VENDOR TOTALS				14,099.88	YTD	INVOICED	14,237.43	YTD PAID	29.59
13239 CENTER OF CONCERN 174139 INVOICE: ADM1121243	11/21/24	231015		221517	P	11/26/24	2015017 938506	GNL CNTRL SVC/PROGRAM	200.00
VENDOR TOTALS				2,000.00	YTD	INVOICED	2,000.00	YTD PAID	200.00
303044 CENTER POINT INC 174141 INVOICE: 2132619	11/21/24	231017		221518	P	11/26/24	2015017 954001	LIB RSRCS--ADULT BOOKS FI	88.11
VENDOR TOTALS				1,394.20	YTD	INVOICED	1,394.20	YTD PAID	88.11
5814 CHASE 174320 INVOICE: ADM112524	11/25/24	231197		221519	P	11/26/24	2015011 931700	LIB DATA PROC SV	50.59
174320 INVOICE: ADM112524	11/25/24	231197		221519	P	11/26/24	2015011 933800	CONFERENCES & TRAINING	6.00
174320 INVOICE: ADM112524	11/25/24	231197		221519	P	11/26/24	2015011 936000	PUBLIC RELATIONS	-15.98
174320 INVOICE: ADM112524	11/25/24	231197		221519	P	11/26/24	2015011 951100	LIBRARY SUPPLIES	40.06
174320 INVOICE: ADM112524	11/25/24	231197		221519	P	11/26/24	2015015 938506	GNL CNTRL SVC/PROGRAM	843.95
174320 INVOICE: ADM112524	11/25/24	231197		221519	P	11/26/24	2015017 954017	LIB RSRCS-ADULT BOOKS NF	134.00
174320 INVOICE: ADM112524	11/25/24	231197		221519	P	11/26/24	2015017 951102	LIBRARY SUPPLIES - MAKERS	31.98
VENDOR TOTALS				39,449.69	YTD	INVOICED	41,155.88	YTD PAID	1,090.60

## CITY OF PARK RIDGE



## PAID INVOICES REPORT

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TO FISCAL 2025/11 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
5403 CHASE PAYMENTECH 174335 INVOICE: ADM1125245	11/25/24	231212		17059	W	11/30/24	2015011	937800	LIB BNK SERV CHG
VENDOR TOTALS			28,802.16	YTD INVOICED				31,355.81	YTD PAID
7750 CHICAGO FILTER SUPPLY 174143 INVOICE: 88938	11/21/24	231019		221520	P	11/26/24	2015012	932105	BLDG MNT CNTR-HVAC EQUIP
VENDOR TOTALS			1,854.73	YTD INVOICED				2,893.36	YTD PAID
7517 JPH ENTERPRISES INC 174321 INVOICE: 75165	11/25/24	231198		221521	P	11/26/24	2015011	951100	LIBRARY SUPPLIES
VENDOR TOTALS			6,006.00	YTD INVOICED				6,723.00	YTD PAID
9292 DOWNERS GROVE PUBLIC LIBRARY 174145 INVOICE: ADM1121244	11/21/24	231021		221522	P	11/26/24	2015015	938506	GNL CNTRL SVC/PROGRAM
VENDOR TOTALS			95.00	YTD INVOICED				95.00	YTD PAID
9233 ELARA ENERGY SERVICES INC 174147 INVOICE: 240635	11/21/24	231023		221523	P	11/26/24	2015012	996300	BUILDING/BUILDING IMPROVE
VENDOR TOTALS			33,875.00	YTD INVOICED				33,875.00	YTD PAID
9009 FAMBRO MANAGEMENT LLC 174148 INVOICE: ADM1121245	11/21/24	231025		221524	P	11/26/24	2015015	938506	GNL CNTRL SVC/PROGRAM
VENDOR TOTALS			1,520.00	YTD INVOICED				1,520.00	YTD PAID
757 GLOBAL EQUIPMENT CO INC 174149 INVOICE: 122584442	11/21/24	231026		221525	P	11/26/24	2015012	952100	BUILDING SUPPLIES
VENDOR TOTALS			164.91	YTD INVOICED				164.91	YTD PAID
8496 GORDON FLESCH COMPANY INC 174323 INVOICE: IN14934137	11/25/24	231200		221526	P	11/26/24	2015011	935100	EQPT RNTL-MAINTENANCE
VENDOR TOTALS			19,428.73	YTD INVOICED				19,428.73	YTD PAID
32118 GRAINGER INC 174324 INVOICE: 9317619444	11/25/24	231201		221527	P	11/26/24	2015012	932103	BLDG MNT CNTR-GENL MAINT

Report generated: 11/26/2024 13:30  
User: etidd  
Program ID: appdwarr

## CITY OF PARK RIDGE



## PAID INVOICES REPORT

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TO FISCAL 2025/11 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
<b>VENDOR TOTALS</b>									
			6,156.79	YTD INVOICED			6,988.95	YTD PAID	298.05
5041 TIFFANY ANN GATES ETCHHELL 174152 11/21/24 231028 INVOICE: ADM1121247				221528	P	11/26/24	2015015	938506	125.00
<b>VENDOR TOTALS</b>									
			1,325.00	YTD INVOICED			1,325.00	YTD PAID	125.00
7592 JENNIFER HEALY 174154 11/21/24 231030 INVOICE: ADM1121248				221529	P	11/26/24	2015011	933800	858.17
<b>VENDOR TOTALS</b>									
			1,025.02	YTD INVOICED			1,025.02	YTD PAID	858.17
7842 INGRAM LIBRARY SERVICES 174155 11/21/24 231031 INVOICE: 67763893				221530	P	11/26/24	2015015	954002	147.93
174156 11/21/24 231032 INVOICE: 63126136				221530	P	11/26/24	2015015	954002	35.16
174157 11/21/24 231033 INVOICE: 63126137				221530	P	11/26/24	2015015	954002	477.47
174158 11/21/24 231034 INVOICE: 67763892				221530	P	11/26/24	2015015	954002	34.13
174159 11/21/24 231035 INVOICE: 63126134				221530	P	11/26/24	2015015	954002	69.60
174160 11/21/24 231036 INVOICE: 63126135				221530	P	11/26/24	2015015	954002	158.48
174161 11/21/24 231037 INVOICE: 63124900				221530	P	11/26/24	2015017	954001	319.62
<b>VENDOR TOTALS</b>									
			38,579.39	YTD INVOICED			38,579.39	YTD PAID	1,242.39
9063 JOAN WRENN 174175 11/21/24 231051 INVOICE: ADM11212415				221531	P	11/26/24	2015011	951103	54.90
<b>VENDOR TOTALS</b>									
			3,459.78	YTD INVOICED			3,459.78	YTD PAID	54.90
9307 JUBAL MUSIC LLC 174325 11/25/24 231202 INVOICE: ADM1125242				221532	P	11/26/24	2015017	938506	650.00
<b>VENDOR TOTALS</b>									
			650.00	YTD INVOICED			650.00	YTD PAID	650.00
8865 LANGUAGE ACADEMY LLC 174162 11/21/24 231038 INVOICE: ADM1121249				221533	P	11/26/24	2015015	938506	50.00
<b>VENDOR TOTALS</b>									
			500.00	YTD INVOICED			500.00	YTD PAID	50.00

## CITY OF PARK RIDGE



## PAID INVOICES REPORT

WARRANT: L113024

TO FISCAL 2025/11 01/01/2024 TO 12/31/2024

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
8907 LYNNANNE PEARSON 174169 INVOICE: ADM11212412	11/21/24	231045		221534	P	11/26/24	2015017	938506	GNL CNTRL SVC/PROGRAM
VENDOR TOTALS			450.00	YTD INVOICED				450.00	YTD PAID
101892 MIDWEST TAPE 174164 INVOICE: 506332486	11/21/24	231040		221535	P	11/26/24	2015015	954005	LIB RSRCS-AV/DVD/BLURAY
VENDOR TOTALS			65,925.88	YTD INVOICED				66,477.55	YTD PAID
57766 NICOR GAS 174165 INVOICE: ADM11212411	11/21/24	231041		221536	P	11/26/24	2015012	955000	NATURAL GAS
VENDOR TOTALS			35,546.59	YTD INVOICED				44,663.30	YTD PAID
924 OVERDRIVE INC 174166 INVOICE: 001751CO24358755	11/21/24	231042		221537	P	11/26/24	201	430819	NO. SUB. DIGITAL CONSORTI
174167 INVOICE: 00751DA24360316	11/21/24	231043		221537	P	11/26/24	201	430819	NO. SUB. DIGITAL CONSORTI
174168 INVOICE: 00751CO24355905	11/21/24	231044		221537	P	11/26/24	201	430819	NO. SUB. DIGITAL CONSORTI
174332 INVOICE: CD0075124363336	11/25/24	231209		221537	P	11/26/24	2015015	954012	LIB RSRCS-E-BOOKS
VENDOR TOTALS			195,151.64	YTD INVOICED				200,615.38	YTD PAID
8790 PLAYAWAY PRODUCTS LLC 174170 INVOICE: 481545	11/21/24	231046		221538	P	11/26/24	2015015	954004	LIB RSRCS-RECORDING AUDIO
174171 INVOICE: 481516	11/21/24	231047		221538	P	11/26/24	2015015	954004	LIB RSRCS-RECORDING AUDIO
174172 INVOICE: 481538	11/21/24	231048		221538	P	11/26/24	2015015	954004	LIB RSRCS-RECORDING AUDIO
VENDOR TOTALS			17,224.23	YTD INVOICED				17,249.22	YTD PAID
4023 RAINBOW ANIMAL ASSISTED THERAPY 174173 INVOICE: ADM112124132	11/21/24	231049		221539	P	11/26/24	2015015	938506	GNL CNTRL SVC/PROGRAM
174174 INVOICE: ADM11212414	11/21/24	231050		221539	P	11/26/24	2015015	938506	GNL CNTRL SVC/PROGRAM
VENDOR TOTALS			1,300.00	YTD INVOICED				1,300.00	YTD PAID
9144 RHIANNON GURLEY 174150 INVOICE: ADM1121245	11/21/24	231027		221540	P	11/26/24	2015015	938506	GNL CNTRL SVC/PROGRAM
VENDOR TOTALS									

Report generated: 11/26/2024 13:30  
User: etidd  
Program ID: appdwarr

# 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	
<b>VENDOR TOTALS</b>									
9289 SAMANTHA MENARD 174163 INVOICE: ADM11212410	11/21/24	231039		221541	P	11/26/24	2015011	600.00 YTD PAID	200.00
								CONFERENCE & TRAINING	45.55
<b>VENDOR TOTALS</b>									
7807 SARA BOYLE 174334 INVOICE: ADM1125244	11/25/24	231211		221542	P	11/26/24	2015011	45.55 YTD PAID	45.55
								REGULAR SALARIES	392.87
<b>VENDOR TOTALS</b>									
300439 TODAY'S BUSINESS SOLUTIONS INC 174329 INVOICE: 17277	11/25/24	231206		221543	P	11/26/24	2015011	392.87 YTD PAID	392.87
								LIB DATA PROC SV	435.00
<b>VENDOR TOTALS</b>									
8881 VOGUE PRINTERS INC 174330 INVOICE: 243259	11/25/24	231207		221544	P	11/26/24	2015011	1,285.68 YTD PAID	435.00
								PUBLIC RELATIONS NEWSLETT	5,376.13
<b>VENDOR TOTALS</b>									
8325 WILLIAMS ASSOCIATES ARCHITECTS LTD 174331 INVOICE: 0022927	11/25/24	231208		221545	P	11/26/24	2015011	23,998.38 YTD PAID	5,376.13
								LIB CONSULT SERV	3,519.14
<b>VENDOR TOTALS</b>									
				3,844.12	YTD INVOICED			3,844.12 YTD PAID	3,519.14
<b>REPORT TOTALS</b>									60,330.64

COUNT	AMOUNT
TOTAL PRINTED CHECKS	39
TOTAL WIRE TRANSFERS	1
	60,290.89
	39.75

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