



Park Ridge Public Library

Regular Board Meeting – **AGENDA** –March 18, 2025 at 7:00 PM

Meeting Location:

Park Ridge Public Library – 20 S. Prospect Avenue, Park Ridge, IL 60068

First Floor Meeting Room

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

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

- a. Approval of Minutes of the February 18, 2025 Meeting of the Library Board
- b. Ratify Bills Payable-Warrant Register for:

FY25 Period 2, February 15, 2025		FY25 Period 2, February 28, 2025	
Library Fund Warrants	\$106,548.03	Library Fund Warrants	\$31,141.76
Payroll 02/07/2025	\$101,706.35	Payroll 02/21/2025	\$98,447.25
Per Capita Grant Fund	\$0.00	Per Capita Grant Fund	\$0.00
North Suburban Digital Consortium	\$7,088.35	North Suburban Digital Consortium	\$3,120.45
Total	\$215,342.73	Total	\$132,709.46

- c. Approve Cash Statement for all accounts for February 2025
 - d. Ratify disbursements from the Petty Cash Fund, \$150.96
 - e. Ratify disbursements from the Gift Fund, \$500.00
 - f. Award the HVAC controls prime replacement contract to Delta Controls in the amount of \$225,756
 - g. Award the HVAC mechanical prime replacement contract to RJ Olmen in the amount of \$1,403,447
 - h. Allocate \$70,000 from the Building Improvements budget for additional HVAC project contingency
 - i. Approve revisions to the Library Programs, Test Proctoring, Volunteers, Temporary Outdoor Public Art, and Little Free Libraries policies
 - j. Rescind the Library Materials Depositories policy
 - k. Award the 2025 Park Ridge Public Library Award to Ace Steele and Grace Swedberg
5. Treasurer's Report
 - a. Approve the Consolidated Year to Date Revenue and Expenditures Report for FY25 February 2025
 6. President's Report
 7. Secretary's Report
 8. Library Director's Report
 - a. Statistics
 - b. Narrative
 - c. Value Added Report
 9. Friends of the Library Report
 10. Unfinished Business
 11. New Business
 - a. Approve E-Rate contract
 - b. Trustee/Library Director Strategic Plan Engagement Session
 12. Adjournment

All topics on the Agenda are potential Action Items.

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

MINUTES

PARK RIDGE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees
Held in the First Floor Meeting Room at the Library
20 S. Prospect Avenue, Park Ridge, IL
February 18, 2025 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, Theresa Renaldi, Vice President; Gregg Rusk, Treasurer; David Somheil, Deepika Thiagarajan
Trustees Absent: Danielle Powers
Others Present: Joanna Bertucci, Library Director, Angela Berger, Lauren Bochat, Jen Healy, Laura Scott, Joan Wrenn, Library Staff

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 January 21, 2025 Regular Meeting of the Library Board
- Ratify Bills Payable Warrant Register Period 13, January 31, 2025 in the amount of \$52,294.98 and Period 1, January 16, 2025 in the amount of \$232,896.72 and Period 1, January 31, 2025 in the amount of \$145,947.44.
- Approve Cash Statement for all accounts for FY24 Period 13 and FY25 January 2025
- Ratify disbursements from the Petty Cash Fund, \$82.93 and the Gift Fund, \$1,143.87
- Approve an FY24 to FY25 Building Improvement carry forward in the amount of \$540,332 for the Ice Melt System and HVAC project
- Approve FY24 to FY25 Computer Equipment carry forward in the amount of \$86,919 for the PC replacement project.

Trustee Hanba made a

MOTION: To approve the Consent Agenda, as presented

Vice-President Renaldi seconded the motion

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

Absent: Powers

Motion passed

TREASURER'S REPORT

Treasurer Rusk reviewed the Consolidated YTD Revenue and Expenditures Report for FY24 Period 13 noting that the report presented includes activity that relates to FY24 but which was received and recorded after year end. These are now final result for FY24.

President Thiagarajan made a

MOTION: To approve the Consolidated Year to Date Revenue and Expenditures Report for Period 13 FY 2024

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
February 18, 2025 at 7:00 p.m.

Vice President Renaldi seconded the motion

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

Motion passed

Treasurer Rusk then reviewed the Consolidated YTD Revenue and Expenditures Report for FY 25 Period 1 noting revenue received, operating expenditures and the fact that there were no capital expenditures during the month.

Trustee Hanba made a

MOTION: To approve the Consolidated Year to Date Revenue and Expenditures Report for Period 1, FY25

Trustee Somheil seconded the motion

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

Motion passed

PRESIDENT'S REPORT

President Thiagarajan reminded trustees to send any comments or additions to the list being developed for community engagement sessions to Director Bertucci by February 28th.

SECRETARY'S REPORT

Secretary DeFrank reviewed each of the PRPL website and press articles included in the Secretary's report on page 14 of the packet. Noted were the Preschool Fair and the staging of Maine South's play at the Library.

DIRECTOR'S REPORT

Director Bertucci provided highlights from the Director's Report beginning on page 16 of the packet and noted the following:

- The Library was closed on Friday, January 24 for a staff training day. Approximately 60 staff members participated and heard the featured speaker's presentation to the group on Artificial Intelligence. Director Bertucci also reviewed the policy on the use of AI in the workplace.
- A mandatory pre-bid meeting was held on February 7th as part of the bidding process for the HVAC project. The bid opening will be held on Friday, February 21 at 2p.m.
- Relocation of the doors for the first floor meeting room will take place during the first week of March.
- The door opener for the front doors of the building are being replaced with an electric opener and controls
- Social media metrics for January increased and communication plans are being developed for the strategic plan survey process and National Library Week.
- Youth services and Marketing staff attended a virtual meeting with D64 PTO presidents and as a result, additional engagement opportunities in the schools have been realized.

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
February 18, 2025 at 7:00 p.m.

In response to a question about the status of the Ice Melt System, Director Bertucci noted that the system has been activated but the question remains as to if the system, as designed, will address the needs of the building. The next step in addressing concerns about the system may be to bring in a third party to determine if the system is working as designed, and if the design is adequate to resolve the snow/ice issues on the roof.

FRIENDS OF THE LIBRARY REPORT

The Friends are preparing for the spring book and media sale. As has been the case in prior years, Boy Scouts will be conducting a book donation drive, the proceeds of which will enhance the materials available for the spring book sale.

UNFINISHED BUSINESS

None

NEW BUSINESS

Director Bertucci presented the annual statistical review of statistics for PRPL and for the Library in contrast with comparable libraries. She began her presentation by stating her belief that this year is a turning point; now having three years of solid, post COVID data available. Her presentation covered trends in circulation, in total and by format, noting that physical circulation is flat when compared with prior year while digital circulation has increased significantly. Also noted was annual spending by collection type vs circulation of those materials along with a breakdown of digital circulation by format. Other statistics reviewed included programming by audience, technology usage, use of building spaces and cardholder statistics.

Director Bertucci then reviewed PRPL stats for 2024 in comparison with those of comparable libraries. After comparing tax rates, spending per resident, operating expenditures, materials expenditures, circulation per capita, collections and circulation and cardholders per capita, it was concluded that the Library provides a good value to taxpayers and is a very well used community resource.

ADJOURNMENT

Treasurer Rusk made a

MOTION: To adjourn the meeting

Vice President Renaldi seconded the motion

Voice Vote: Yes: All in favor

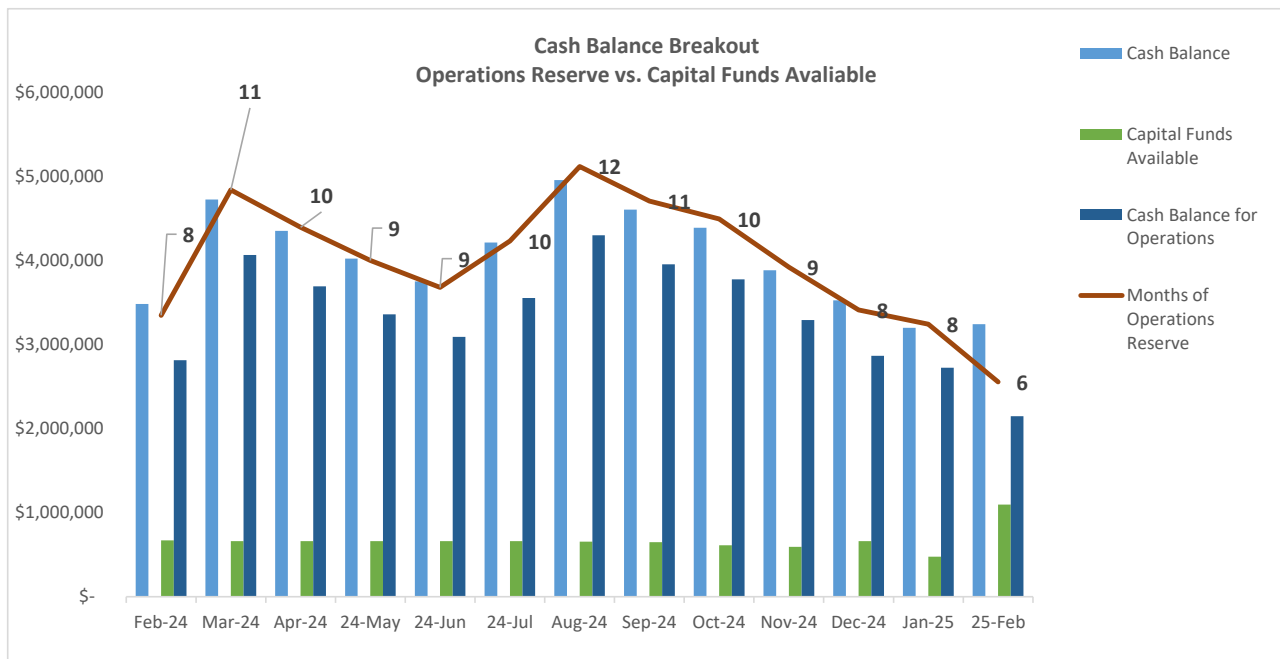
Motion passed

The meeting adjourned at 8:28 p.m.

Cash Statement
Period 2 - February 2025

CHASE BANK - OPERATING ACCOUNT	
City Administered Library Fund	\$2,643,849
<i>*Munis does not reflect the \$595,415 in Property Tax Revenue distributed in February 2025</i>	
LIBERTY BANK - PETTY CASH ACCOUNT	
Library Administered - Primary use to reimburse lost/paid patron fees	
Signers on account are Library Director, Finance/HR Manager and Adult Services Manager	\$ 510
CASH ON HAND - GENERAL	
Library Administered	\$ 530
BMO HARRIS - CD	
Library Administered - 13 month term with APY 4.00%; Maturity Date: 12/27/25	
<i>Opened as a low interest checking account when Liberty Restricted Gift Account balance reached FDIC insurance limit; rolled into a CD 11/27/24.</i>	
Signers: Library Director and Finance/HR Manager.	\$ 132,668
LIBERTY BANK - RESTRICTED GIFT ACCOUNT	
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	
	\$ 188,956
HUNTINGTON BANK - MALINOWSKI BEQUEST (Library Gift)	
Library Administered - 12 month term with an APY of 3.55%; Maturity Date 12/17/2025	
Signers on account are Library Director and Finance/HR Manager	\$134,722
VILLAGE BANK AND TRUST - MALINOWSKI BEQUEST	
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
PARKWAY BANK - ENDOWMENT FUNDS	
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
*NORTHERN TRUST - BRUCE MICHEL LIBRARY TRUST	
Michel Family Administered	\$213,368

*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 December 31, 2024.



Park Ridge Public Library
Ratification and Approval of Disbursements/Payments
Feb-25

Approval for payment from Gift Fund:

2.13.2025	Center of Concern	\$200.00
2.13.2025	Marion's Mark	\$300.00
		<hr/>
		\$500.00

Ratify Disbursements from Petty Cash Account:

1711 Jaime Engle	\$	16.99
1712 Jeanette Frye	\$	50.00
1713 Natalie Brounsuzian	\$	14.99
1714 Coleen Dickman	\$	11.99
1715 Patricia Dantes	\$	21.99
1716 Chris Cutro	\$	35.00
		<hr/>
		\$ 150.96

Memorandum

Memo Date: March 7, 2025
From: Joanna Bertucci, Library Director
John Priala, Facility Manager
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: March 11, 2025
Subject: HVAC & Controls Replacement Project

Background:

On February 21, 2025, Elara Engineering facilitated the bid opening for the Library's HVAC & Controls Replacement Project, receiving a strong response from 13 contractors—8 mechanical contractors and 5 controls contractors. The bid results are attached to this memo.

Mr. Jim Gibson and his team at Elara Engineering carefully reviewed the lowest bidders for each contract to ensure they have a full understanding of the project scope and the necessary coordination between the mechanical and controls contractors. After speaking with representatives from RJ Olmen and Delta, Mr. Gibson and his team are highly confident in each firm's ability to successfully complete the project and recommend awarding contracts to both.

For the mechanical contractor, the bid documents specified that all bids include a \$10,000 allowance. While Elara does not anticipate significant unknowns arising during the project, it would be prudent to allocate funds beyond the \$10,000 included in the contract. Mr. Gibson recommends that the Library budget an additional \$70,000 contingency. If both contingencies were fully utilized (\$80,000 total), the overall project cost would be \$1,699,203. For budgeting purposes, this figure has been rounded to \$1,700,000.

As part of the bid process, firms were asked to indicate any potential cost savings if the Library were to shut down in order to expedite project completion. RJ Olmen proposed a \$7,777 deduction, but Elara does not recommend accepting this option, as the savings are minimal relative to the total project cost and would not significantly impact the ease or speed of completion.

I have updated the levy forecast originally presented to the Board in October. The revised forecast now reflects a 3% increase for the next three years and assumes 91% budget expenditure. By the end of FY25, the Library is projected to have approximately eight months of operating reserves, aligning with our commitment to reduce the deficit.

Recommended Motions:

- Motion to award the HVAC controls prime replacement contract to Delta Controls for \$225,756.
- Motion to award the HVAC mechanical prime replacement contract to RJ Olmen for \$1,403,447
- Allocate \$70,000 from the Building Improvements budget for additional project contingency

PARK RIDGE PUBLIC LIBRARY
HVAC and BAS Upgrades



2/21/2025
2:00 PM Bid Opening

Company	Mechanical Prime or Controls Prime	Addenda # 1	Base Bid with Allowance	Alternate #1	Bid Bond (10% of Base Bid)	Bidders Certification	Illinois Drug Free Work Place	Sexual Harassment Policy	Fair Employment Practices
Amber	Mechanical	Y	\$ 1,422,900.00	\$ 12,000.00	\$ 142,290.00	Y	Y	Y	Y
ABC Controls	Controls	Y	\$ 242,000.00		\$ 24,200.00	Y	Y	Y	Y
Acitelli	Mechanical	Y	\$ 1,878,000.00	N/A	\$ 13,280.00	Y	Y	Y	Y
Delta Controls	Controls	Y	\$ 225,756.00		\$ 22,575.60	Y	Y	Y	Y
Everest Energy & Control Technologies LLC	Controls	Y	\$ 249,600.00		\$ 24,960.00	Y	Y	Y	Y
F.E. Moran	Mechanical	Y	\$ 1,536,500.00	\$ -	\$ 153,650.00	Y	Y	Y	Y
Helm Mechanical	Mechanical	Y	\$ 1,893,000.00	\$ -	\$ 189,300.00	Y	Y	Y	Y
Interactive Building Solutions	Controls	Y	\$ 279,700.00		\$ 27,970.00	Y	Y	Y	Y
MG Mechanical Contracting Inc.	Mechanical	Y	\$ 1,566,000.00	\$ -	\$ 156,600.00	Y	Y	Y	Y
Oak Brook Mechanical Services	Mechanical	Y	\$ 1,587,000.00	\$ 21,000.00	\$ 158,700.00	Y	Y	Y	Y
R.J. Olmen Company	Mechanical	Y	\$ 1,403,447.00	\$ 7,777.00	\$ 140,344.70	Y	Y	Y	Y
Trane	Controls	Y	\$ 240,000.00		\$ 24,000.00	Y	Y	Y	Y
Voris Mechanical Inc.	Mechanical	Y	\$ 1,516,450.00	\$ -	\$ 151,645.00	Y	Y	Y	Y



March 5, 2025

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

RE: Park Ridge Public Library HVAC & Controls Replacement Project – Mechanical Contractor Letter of Recommendation

Dear Ms. Bertucci,

We have reviewed the Park Ridge Public Library HVAC & Controls Replacement Project bids submitted and opened during the public bid opening on February 21, 2025 by a number of Mechanical Prime Contractors for conformance with the construction documents and specifications. Bids were read aloud at 2:00pm CST on 2/21/2025 and I have attached the results of the bid opening to this letter of recommendation for your reference.

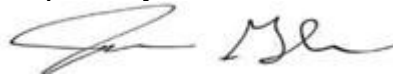
We have completed a post-bid interviews with the apparent low bidder, RJ Olmen, in order to identify their knowledge of the project and to fully understand their inclusions, exclusions, and assumptions. Based on our review of their bid and the results of their post-bid interview, our recommendation is to accept their bid in the amount of \$1,403,447.00.

RJ Olmen has confirmed that their base bid amount of \$1,403,447.00 is inclusive of the \$10,000.00 allowance as indicated in Specification Document number 004321 for project contingencies. In addition to this contingency, we recommend reserving a 5% project contingency in the amount of \$70,000.00 in the event unforeseen conditions are uncovered during the project work. At this time we do not anticipate any potential change orders and RJ Olmen confirmed during our post-bid interviews that they also do not foresee any potential change orders at this time.

In order to minimize building shutdowns, many considerations were factored, and a multiple phased approach was engineered. That being said, there are short unavoidable periods in which some areas and functions will be required to be shutdown. During the first phase of construction the front entrance will need to be shut down for 2-days for the removal of the existing AHU-3 and an additional 2-days for unit ingress into the building. During this time, the contractor plans on utilizing the elevator to move equipment. Other equipment ingress and egress are planned to utilize other entrances. Additionally, per discussions during design, areas in the library will need to be closed from public access to facilitate the installation of new equipment and associate piping and ductwork modifications. The estimated downtime per library AHU is 3 weeks; one week for demolition, one week for new AHU installation, and one week for power/wiring/controls to be able to run the main fans, per area.

Currently, the project is on schedule with no foreseeable setbacks. To ensure no delays in scheduling outlined in our bid documentation, we recommend a prompt review of this recommendation. If there are any questions, please do not hesitate to call.

Respectfully Submitted,



Jim Gibson, PE
Associate Principal – Practice Leader
Elara Energy Services, Inc.



Daniel Anastasia, PE
Senior Mechanical Engineer
Elara Energy Services, Inc.

Enclosure (2)



March 5, 2025

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

RE: Park Ridge Public Library HVAC & Controls Replacement Project – Controls Contractor Letter of Recommendation

Dear Ms. Bertucci,

We have reviewed the Park Ridge Public Library HVAC & Controls Replacement Project bids submitted on February 21, 2025 by a number of building automation system contractors for conformance with the construction documents. It should be noted, this controls installation will take place simultaneously with the mechanical work for the mechanical upgrade project.

Attached you will find a spreadsheet summarizing the bids received. We have completed a post bid interviews with the apparent low bidder, Delta Controls, in order to identify their knowledge of the project and to fully understand each of their inclusions, exclusions and assumptions. Based on our review of their bid and the results of their post-bid interview, our recommendation is to accept their bid in the amount of \$225,756.00.

Delta Controls exhibited great knowledge of the project's intent and at this time they do not foresee any potential change orders at this time. Delta also demonstrated excellent knowledge of the other prime contractors' scope of work in coordination with their own construction phases and control scope associated with the project.

Currently, the project is on schedule with no foreseeable setbacks. To ensure no delays in scheduling outlined in our bid documentation, we recommend a prompt review of this recommendation. If there are any questions, please do not hesitate to call.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Jim Gibson".

Jim Gibson, PE
Associate Principal – Practice Leader
Elara Energy Services, Inc.

A handwritten signature in dark ink, appearing to read "Daniel Anastasia".

Daniel Anastasia, PE
Senior Mechanical Engineer
Elara Energy Services, Inc.

3/5/2025					2%	3%	3%	3%
	FY23 Revised Budget	FY23 Actual	FY24 - Budget	FY24 - Forecast Actuals	FY25 - DRAFT	FY26 - FORECAST	FY27 - FORECAST	FY28 - FORECAST
Revenues								
Property Taxes	\$ 4,088,161	\$ 4,001,404	\$ 4,088,161	\$ 3,943,268	\$ 4,169,924	\$ 4,295,022	\$ 4,423,873	\$ 4,556,589
Property Tax Prior	\$ -	\$ 49,396	\$ -	\$ 25,653	\$ -	\$ -	\$ -	\$ -
PPRT	\$ 214,500	\$ 190,644	\$ 130,000	\$ 115,124	\$ 139,252	\$ 115,000	\$ 100,000	\$ 100,000
State Grants	\$ 108,500	\$ 108,493	\$ 58,493	\$ 58,889	\$ 58,493	\$ 58,855	\$ 108,500	\$ 58,855
Interest	\$ 1,000	\$ 133,404	\$ 50,000	\$ 128,029	\$ 100,000	\$ 90,000	\$ 80,000	\$ 80,000
Other Receipts	\$ 136,000	\$ 338,771	\$ 149,000	\$ 79,471	\$ 109,000	\$ 300,000	\$ 375,000	\$ 200,000
TOTAL REVENUE	\$ 4,548,161	\$ 4,822,112	\$ 4,475,654	\$ 4,350,434	\$ 4,576,669	\$ 4,858,877	\$ 5,087,373	\$ 4,995,444
Operating Expenditures								
Salaries	\$ 2,453,799	\$ 2,328,718	\$ 2,546,525	\$ 2,410,144	\$ 2,648,000	\$ 2,714,200	\$ 2,782,055	\$ 2,851,606
Employee Benefits	\$ 655,266	\$ 582,949	\$ 716,648	\$ 623,616	\$ 720,600	\$ 735,012	\$ 749,712	\$ 764,706
Data Processing	\$ 322,000	\$ 278,807	\$ 273,300	\$ 260,951	\$ 281,300	\$ 286,926	\$ 292,665	\$ 298,518
Building Maintenance	\$ 176,500	\$ 126,551	\$ 164,500	\$ 109,539	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000
Membership, Recruiting and Training	\$ 29,000	\$ 22,601	\$ 31,500	\$ 22,563	\$ 33,000	\$ 33,330	\$ 33,663	\$ 34,000
Equipment Rental	\$ 27,000	\$ 21,514	\$ 27,000	\$ 22,214	\$ 27,000	\$ 27,270	\$ 27,543	\$ 27,818
Consulting	\$ 20,000	\$ 2,595	\$ 17,200	\$ 3,519	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000
Public Relations	\$ 40,000	\$ 46,604	\$ 46,000	\$ 45,889	\$ 45,000	\$ 45,450	\$ 45,905	\$ 46,364
General Contractual	\$ 165,100	\$ 162,065	\$ 201,800	\$ 172,112	\$ 202,800	\$ 206,856	\$ 210,993	\$ 215,213
Audit	\$ 9,300	\$ 9,000	\$ 10,300	\$ 10,300	\$ 10,500	\$ 10,710	\$ 10,924	\$ 11,143
General Counsel	\$ 25,000	\$ 14,140	\$ 25,000	\$ 18,611	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Supplies	\$ 85,115	\$ 69,489	\$ 112,500	\$ 91,549	\$ 122,500	\$ 100,000	\$ 100,000	\$ 100,000
Staff Appreciation	\$ 2,000	\$ 2,372	\$ 4,000	\$ 3,856	\$ 3,000	\$ 2,500	\$ 2,500	\$ 2,500
Computer Materials	\$ 39,710	\$ 34,982	\$ 31,500	\$ 16,786	\$ 33,500	\$ 34,170	\$ 34,853	\$ 35,550
Library Resources	\$ 646,500	\$ 591,555	\$ 644,800	\$ 586,864	\$ 614,500	\$ 614,500	\$ 614,500	\$ 614,500
Total Operating	\$ 4,696,290	\$ 4,293,941	\$ 4,852,573	\$ 4,398,513	\$ 4,507,867	\$ 4,561,761	\$ 4,647,655	\$ 4,735,566
Capital Expenditures								
Machinery and Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Equipment	\$ 50,000	\$ 38,027	\$ 195,000	\$ 108,000	\$ 136,919	\$ 50,000	\$ 50,000	\$ 100,000
Building Repairs	\$ 679,008	\$ 484,984	\$ 722,200	\$ 181,868	\$ 965,332	\$ 734,668	\$ 325,000	\$ 100,000
Total Capital	\$ 729,008	\$ 523,011	\$ 917,200	\$ 289,868	\$ 1,102,251	\$ 784,668	\$ 375,000	\$ 200,000
TOTAL EXPENDITURES	\$ 5,425,298	\$ 4,816,952	\$ 5,769,773	\$ 4,688,381	\$ 5,610,118	\$ 5,346,429	\$ 5,022,655	\$ 4,935,566
Unrestricted Balance Projections								
Beginning Unrestricted Balance (as of December 31)	\$ 4,375,239	\$ 4,375,239	\$ 4,380,393	\$ 4,380,393	\$ 4,042,446	\$ 3,008,997	\$ 2,521,445	\$ 2,586,163
Excess Budgeted (Deficit)	\$ (877,137)	\$ 5,159	\$ (1,294,119)	\$ (337,947)	\$ (1,033,449)	\$ (487,552)	\$ 64,718	\$ 59,878
Ending Unrestricted Balance	\$ 3,498,102	\$ 4,380,393	\$ 3,086,274	\$ 4,042,446	\$ 3,008,997	\$ 2,521,445	\$ 2,586,163	\$ 2,646,041
Average monthly operating expenses	\$ 391,358	\$ 357,828	\$ 404,381	\$ 366,543	\$ 375,656	\$ 380,147	\$ 387,305	\$ 394,630
# of months of operating expenses	\$ 9	\$ 12	\$ 8	\$ 11	\$ 8	\$ 7	\$ 7	\$ 7
Minimum Fund Balance Requirements	\$ 2,348,145	\$ 2,146,971	\$ 2,426,287	\$ 2,199,257	\$ 2,253,934	\$ 2,280,880	\$ 2,323,827	\$ 2,367,783
Operating Expenditures/Budget		91%		91%				

Assumes 91% spend

HVAC Project \$ 1,700,000



Memorandum

Memo Date: March 7, 2025
From: Joanna Bertucci
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: March 11, 2025
Action Requested: For review and approval
Subject: Operations policies

Background:

The Library is committed to keeping its policies relevant and up-to-date, so we review them on a cyclical basis to ensure they meet the needs of our staff and community while supporting our mission. This approach allows us to address new developments, align with best practices, and maintain transparency in our services. Our next review session will take place at the March 11 Committee of the Whole meeting, where the Board will discuss the following policies under review. Planning and Operations co-chairs Kiem and Renaldi have also reviewed these policies and are in alignment with the recommendations presented for consideration.

Section	Policy	Recommendation
B. Operations	4. Library Programs	The current Library Programs Policy is minimal and does not provide adequate guidance or support for staff in planning and executing programs effectively. In drafting the attached policy, I reviewed policies from Skokie, Winnetka, and Naperville Public Libraries to ensure best practices are incorporated. Laura, Staci, and their respective programming librarians have carefully reviewed the draft and provided valuable feedback, which has been incorporated into this version. The current policy and proposed draft are attached.
B. Operations	5. Test Proctoring	No substantive changes are recommended at this time.
B. Operations	6. Volunteers	I've made some refinements and recommend removing certain overly procedural elements.
B. Operations	7. Unpaid Internships	I've made some refinements and recommend removing certain overly procedural elements.
B. Operations	11. Library Materials Depositories	I recommend rescinding this policy, as the operation of materials returns does not require Board oversight. Additionally, the policy is overly procedural.
B. Operations	12. Temporary Outdoor Public Art	Review only; added a hyperlink to the referenced City Council policy statement.
B. Operations	13. Little Free Libraries	No substantive changes are recommended at this time.

Recommended Motion:

Based on discussion and possible updates at the March 11, 2025 meeting, I respectfully recommend that the Board approve revisions to the following policies at the March 18, 2025 Regular Board Meeting:

- B4. Library Programs
- B5. Test Proctoring
- B6. Volunteers

Memorandum

- B7. Unpaid Internships
- B12. Temporary Outdoor Public Art
- B13. Little Free Libraries

Based on discussion at the March 11, 2025 meeting, I respectfully recommend that the Board rescind the following policy at the March 18, 2025 Regular Board Meeting:

- B11. Library Materials Depositories

B4. LIBRARY PROGRAMS

POLICY:

Programming is an integral part of library service in support of the Library's mission. Park Ridge Public Library staff curate and offer programs that present education and cultural opportunities, reflect community needs and interest, and increase awareness and use of library resources and services. Programs may include, but are not limited to discussions, exhibits, film screenings, performances, presentations, lectures, storytimes and workshops. Library programs may take place at the Library, off-site, online, or in a hybrid format.

RULES:

Program selection and design

1. Ultimate responsibility for program selection and curation rests with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees.
2. The Library Director determines the annual budget, guidelines, and organizational structure for the staff who coordinate, plan, and deliver programs. The Adult and Youth Services Managers oversee the coordination of library programs by designated staff who are responsible for the development and delivery of programs for specific audiences and topics.
3. Staff select and evaluate programs using a variety of factors, including but not limited to:
 - Connection to the Library's mission and strategic priorities
 - Interests and needs of the community, as well as topics of local, state, and national interest
 - The suitability of the program for the intended audience
 - Presenter background and qualifications in content area, including proven or unique expertise and/or public performance experience
 - The quality, accuracy, and timeliness of the program
 - Availability of library resources, including staff support, budget, and space
 - Availability of equitable programming elsewhere in the community
4. Library programs are offered free of charge or on a cost recovery basis. Presenters may leave their business cards for participants to take. The Library will not share participant information with program presenters. At the discretion of the Library Director or designee, authors, visual artists, music performers, and other professional performers or presenters may be permitted to offer books or other merchandise for sale as part of a library program, but admittance into a program is not dependent on the purchase of a presenter's products. Presenters shall be solely responsible for any taxes applicable to such sales. Presenters are expressly prohibited from soliciting tips from program attendees.
5. Community members and presenters may submit program suggestions or proposals via the Library's website at <https://www.parkridgelibrary.org/get-involved/propose-a-program/>. Suggested programs will be considered using the above criteria. Library staff reserve the right to determine which programs and events are scheduled.

Library Outreach and Partner Programs

6. Library staff may conduct instructional programs and visits (at the Library and off-site) for institutions, schools, and groups based on staff availability, suitability of the location, and relevance to other library services, collections, programs, or initiatives. Any library staff member who receives an honorarium for an off-site visit is required to turn over any such gift to the Library's Business Office.

The Library may offer programming in partnership with other community organizations. The booking of a presenter or performer, or Library sponsorship of or collaboration on a program, does not constitute in any way an endorsement by the library of the program content or the views expressed by the participants or speakers. Individuals or groups booking a Library meeting room does not constitute a Library-sponsored program. See the Library's *Meeting Room* policy for more information.

Participation

7. Registration may be required for certain programs. The Library reserves the right to require registration with or without a Park Ridge Public Library card for any program at its discretion.

8. The nature and success of a program may require restrictions for attendance based on age. Library staff may establish restrictions for specific programs based on age, school grade level, or other relevant factors. This information is included in publicity about such programs.

9. When space capacity or the success of the program requires it, attendance at a library program may be limited. The Library reserves the right to limit attendance for a library program at its discretion.

10. Depending on factors such as the type of activity or location of event, some programs may require signed waivers for participation in all or part of an event.

11. Patrons who require accommodations to participate in a library program should contact the Library as early as possible before a scheduled program. The Library strives to make events welcoming for people of all abilities.

12. Limitations of photography and/or videography may apply at library programs and events based upon contract and copyright restrictions with the presenters. By attending a library program, participants consent to being photographed or recorded. These images may be used for promotional purposes both in print and online, including use on social media outlets.

13. Participants in library programs are to conduct themselves in a manner in keeping with the Library mission, vision, and existing policies, including but not limited to the *Conduct in General* and *Children in the Library* policies. The Library reserves the right to suspend or revoke permission to attend library programs for violation of library policies or rules.

14. Programs may be canceled for a number of reasons including, but not limited to: severe weather, absence of the presenter or low registration. Library staff will inform program registrants directly, if applicable, and the general public of program cancellations. Canceled programs are not automatically rescheduled. The library staff reserves the right to cancel at any time for any reason at the discretion of the Library Director or their designee.

Intellectual Freedom

15. The Library supports the principles of intellectual freedom and the individual's right to have access to ideas, information, and perspectives representing multiple points of view. The Library's commitment to intellectual freedom extends to its programming by welcoming a broad spectrum of opinions, viewpoints, and ideas. The Library actively seeks to offer a variety of programming options representing diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and perspectives. Programs are informational in nature, and offering programs on topics that may be deemed personal, political, or religious in nature does not constitute an endorsement of the program content or the views expressed by the participants or speakers. The Library may offer programs that meet the needs of the community even when they may present views contrary to the personal beliefs of staff members, library trustees, community organizations, or individuals. The Library affirms and supports its patrons' freedom and responsibility to choose which programs they attend according to their needs, individual tastes, and/or family values. Patrons cannot restrict or interfere with other patrons' freedom to attend programs in any way.

Reconsideration of Library Programs

16. Park Ridge residents may submit a formal reconsideration request in writing by completing and signing the form appended to this policy, entitled *Request for Reconsideration of Library Program*. Upon receipt of this formal request, the Library Director will discuss the request with appropriate professional staff. The program will remain on the library calendar in the meantime. The Library Director's decision regarding the reconsideration request will be final. The Library Director will inform the Board of Library Trustees of all formal requests for reconsideration of library programming. The Library Director will communicate the decision regarding the reconsideration request, and the reasons for it, in writing, to the person who initiated the request for reconsideration and to the Board of Library Trustees at the earliest possible date. Requests for reconsideration are limited to current Park Ridge residents.

Revised XXX
Revised January 18, 2022
Revised April 21, 2015
Revised May 18, 2010
Approved June 12, 1979

B4. TEST PROCTORING

POLICY:

Adult Services Staff will proctor written tests for a fee of \$35.00 per test.

RULES:

1. ~~The Reference desk~~Adult services staff will proctor written tests only.
2. In addition to the \$35.00 fee per test, the student will be responsible for any incidental costs, such as postage to mail the exam.
3. The Library reserves the right to deny this service at the discretion of the Adult Services Manager or designee if they deem the proctoring request to be unreasonable in its demands or too burdensome to administer. The Library cannot provide proctoring if a staff member is required to supervise the student for the duration of the exam.
4. It is the responsibility of the student to follow testing instructions regarding the use of supplemental materials or devices during the test.
5. Tests will be returned to the institution issuing the test the next business day by mail, FAX or prepaid delivery service. The Library is not responsible if test materials are delayed or lost in route to their final destination.

Revised xxx

Revised January 18, 2022

Revised August 16, 2016

Revised April 21, 2009

Approved May 20, 2003

B6. VOLUNTEERS

POLICY:

The Library's volunteer program is designed to expand and enhance public service to the community. Volunteers provide valuable support services to paid staff by working on special projects and performing a variety of duties that support the operations of the Library.

RULES:

1. All candidates must complete a Volunteer Application and pass a background check.
2. The Volunteer Coordinator maintains descriptions of the various volunteer opportunities. Vacancies may be posted on the Library's website.
3. The Volunteer Coordinator interviews volunteer applicants and determines if their skills, interests, and availability meet the Library's needs.
- ~~4. Volunteers may be assigned to one specific department or multiple departments.~~
- ~~5.4.~~ Volunteers are expected to maintain a regular schedule as established by the Coordinator ~~and to commit to a minimum number of hours per month.~~ Volunteer positions are unpaid.
- ~~6.5.~~ Volunteers are expected to comply with all Library policies and ~~with the Library's Standards of Service Excellence procedures.~~
- ~~7.6.~~ Volunteers from outside Park Ridge city limits who maintain a minimum of six hours per month of volunteer service may after three months of service, obtain a courtesy library card that will be valid for one year and may be renewed annually provided the minimum service requirement is met.
- ~~8.7.~~ In the event that a volunteer does not adequately perform the duties as assigned and an alternate position is not available, that volunteer may be released from service by the Coordinator in consultation with their Manager or the Library Director.

Reviewed xxx

Revised December 21, 2021

Approved May 17, 2011

Formatted: Normal

Formatted: Font color: Black

B12. TEMPORARY OUTDOOR PUBLIC ART POLICY

POLICY:

Temporary outdoor public art displays approved by the City of Park Ridge may be displayed on the Library grounds.

RULES:

1. The outdoor public art display must be approved by the City Council as defined in [Council Policy Statement 46](#) and the organization must comply with all the requirements of the council policy.
2. Objects that are damaged or cause a safety hazard for Library patrons must be removed by the organization at the direction of the Library Director or the Board of Trustees.
3. Liability insurance as required in Council Policy Statement 46 will name the Park Ridge Public Library as an additional insured and proof of such coverage must be provided to the Library.

[Reviewed XXX](#)

Revised December 21, 2021

Approved May 15, 2012

B13. LITTLE FREE LIBRARIES

POLICY:

In partnership with local family foundation, Marion's Mark, the Library supports Little Free Libraries that serve the Park Ridge community. The Little Free Library initiative is a book exchange program whereby members of the Park Ridge community install a "library" on their property, inviting community members to borrow and lend books.

A property owner must submit an application that includes evidence of ownership (e.g., tax bill) to be considered for a Little Free Library. In the case of a condominium owner, the applicant shall also submit written consent from the condominium association approving the placement of the Little Free Library on the property. Subject to availability, recipients will be selected based on their application responses and their location at the discretion of the Library Director with approval of a representative of Marion's Mark.

Everyone who participates in the Little Free Library program has the right to help ensure the types of books stocked are appropriate for the community of all ages and backgrounds. The property owner nor the Park Ridge Public Library are liable for the content in Library Free Library collections. The Park Ridge Public Library subscribes to the American Library Association Freedom to Read Statement. As such, censorship is not supported by the Library and a balanced collection of books is strongly recommended.

RULES:

1. Marion's Mark/Park Ridge Public Library Little Free Libraries (LFLs) must be located within the city limits of the City of Park Ridge.
2. Marion's Mark, through the Park Ridge Public Library, will be responsible for the following:
 - Provide, install and paint LFLs
 - Periodically check on LFLs
 - Make repairs as needed in a timely fashion.
 - Installing signage on LFLs which states that Library materials may not be returned to LFLs.
3. Stewards of a Marion's Mark/Park Ridge Public Little Free Library (LFL) must agree to the following:
 - Provide land in a visible location close to sidewalk
 - Keep LFL clean and free of debris
 - Report damages or concerns to PRPL staff contact such as when the LFL:
 - needs more books
 - needs repairs or re-painting
 - needs replacement
 - needs removal
 - In cooperation with the Library, stewards will maintain their LFL collection and add new materials as needed.
 - Monitor the contents of their LFLs to the best of their ability.
 - Will provide updates on usage of LFLs on a regular basis.

LFL stewards should notify PRPL staff contact should they move or need to update contact information
4. Stewards are also encouraged to do the following:
 - Contribute books and assess stock
 - Choose siding and trim colors from samples provided by Marion's Mark

5. The Park Ridge Public Library, or representatives of the Library, agree to the following:
 - Check on condition of LFLs on a regular basis
 - Assist stewards with maintaining collections and adding new materials as needed
5. The property owner on whose property the LFL is placed agrees as part of the program to a revocable license allowing either the property owner, or the Park Ridge Library to terminate the arrangement and remove the LFL as their respective needs arise and understands and agrees to hold the City of Park Ridge and the Park Ridge Public Library harmless from any and all claims, loss or damage to property owner's property, and against liabilities and costs, including attorney's fees, as a result of participation in this activity.

LFL USE:

1. LFLs are open to anyone, no library card or residency required.
2. LFL materials can be kept for as long as readers need to finish the item.
3. Volunteers may apply to help maintain the libraries on a monthly basis and organize books for delivery to the libraries.
4. Regular Park Ridge Public Library circulated materials cannot be returned to the Little Free Libraries; they must be returned to the Park Ridge Public Library to be checked in and circulated in the library collection.

| Reviewed xxx

Revised January 18, 2022

Approved October 15, 2019

I recommend that this policy be rescinded. The operation of the materials returns does not require Board oversight and the policy is overly procedural.

B11. LIBRARY MATERIALS DEPOSITORIES

POLICY:

As a service to patrons, the Park Ridge Public Library shall maintain depositories for library materials.

RULES:

1. The building depository adjacent to the Prospect Avenue entrance is open during the hours the Library is closed. Under extenuating circumstances, the Library Director may authorize the building depository to be open during regular Library hours.
2. The drive-by depository in the parking lot is open at all times except when the Library will be closed the following day.
3. All materials may be returned through the depositories except Exploration Library items, big books, theme bags, music kits, parenting kits, magnifiers, and electronic devices.
 - a. Damage to these items returned in the depositories will result in a damage or replacement fee. If returned late, Exploration Library items will incur overdue fines.

Revised January 19, 2022
Revised January 18, 2011
Approved March 13, 1979



Memorandum

Memo Date: March 7, 2025
From: Joanna Bertucci, Library Director
Meeting Type: Communications Committee of the Whole
Meeting Date: March 11, 2025
Subject: Library Award Nominations

The Library has received 5 nominations for the 2025 Library Award. Nominations for Board review are appended to this memo. Please note that 3 of the 5 nominees have received the award in prior years (J. Donovan 2006, D. Donovan 2011, and D. Kuhlman 2018). The Library Award policy states “previous honorees and current members of the Board of Trustees are not eligible for the award.”

The Library Award presentation will take place at the April 15, 2025 Board meeting. The recipient will be given an engraved crystal plaque as a keepsake. Additionally, their name will be inscribed on the perpetual Library Award plaque displayed in the Library.

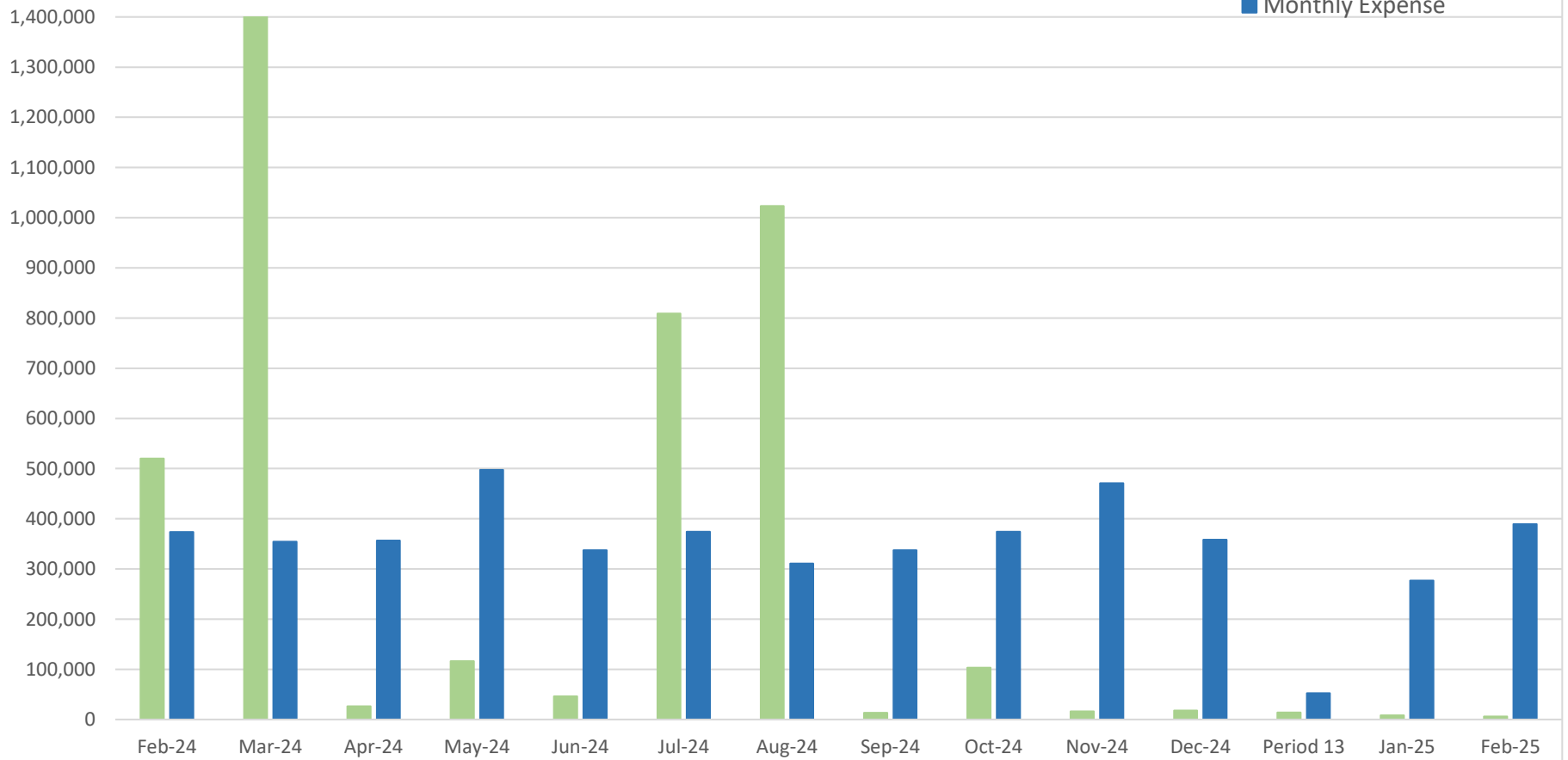
2 of 12 Months 8%

Park Ridge Public Library Consolidated YTD Revenue and Expenditures Period 2-February 2025						
REVENUE ACCOUNTS	BUDGET	REVISED BUDGET	FEBRUARY ACTUAL	YTD ACTUAL	% RECEIVED	NOTES
Local Government Taxes	\$ 4,309,176	\$ 4,309,176	\$ 1,602	\$ 1,625	0%	
State Grants	\$ 58,493	\$ 58,493	\$ -	\$ -	0%	
Other Receipts	\$ 209,000	\$ 209,000	\$ 4,440	\$ 16,829	8%	
Total Revenue	\$ 4,576,669	\$ 4,576,669	\$ 6,042	\$ 18,454	0%	

ACCOUNT #	OPERATING ACCOUNTS	BUDGET	REVISED BUDGET	FEBRUARY ACTUAL	YTD EXPENDITURES	% SPENT
9100	Salaries	\$ 2,648,000	\$ 2,648,000	\$ 200,154	\$ 322,118	12%
9210	Employee Benefits	\$ 720,600	\$ 720,600	\$ 49,279	\$ 97,830	14%
9317	Data Processing	\$ 281,300	\$ 281,300	\$ 43,471	\$ 96,888	34%
9321	Building Maintenance	\$ 157,000	\$ 157,000	\$ 9,638	\$ 10,206	7%
9324	Membership, Recruiting, Training	\$ 33,000	\$ 33,000	\$ 1,452	\$ 2,963	9%
9351	Equipment Rental	\$ 27,000	\$ 27,000	\$ 1,856	\$ 3,766	14%
9359	Consulting Services	\$ 30,000	\$ 30,000	\$ 6,600	\$ 6,600	22%
9360	Public Relations	\$ 45,000	\$ 45,000	\$ 861	\$ 2,164	5%
9385	General Contractural	\$ 117,800	\$ 117,800	\$ 8,712	\$ 18,955	16%
9385	General Contractural - Programs	\$ 85,000	\$ 85,000	\$ 6,259	\$ 12,611	15%
9416	Audit	\$ 10,500	\$ 10,500	\$ -	\$ -	0%
9425	Special Counsel	\$ 25,000	\$ 25,000	\$ 480	\$ 480	2%
9510	Supplies	\$ 122,500	\$ 122,500	\$ 11,724	\$ 12,382	10%
9511	Staff Appreciation	\$ 3,000	\$ 3,000	\$ 87	\$ 147	5%
9520	Computer Materials	\$ 33,500	\$ 33,500	\$ -	\$ 11,520	34%
9540	Library Resources	\$ 614,500	\$ 614,500	\$ 40,960	\$ 132,501	22%
	Total Operating Budget	\$ 4,953,700	\$ 4,953,700	\$ 381,533	\$ 731,131	15%
	<u>Capital Projects Budget</u>					
9908	Computer Equipment	\$ 50,000	\$ 136,919	\$ -	\$ -	0%
9963	Building Repairs	\$ 425,000	\$ 965,332	\$ 7,990	\$ 7,990	1%
	Total Capital Projects Budget	\$ 475,000	\$ 1,102,251	\$ 7,990	\$ 7,990	1%
	TOTAL BUDGET	\$ 5,428,700	\$ 6,055,951	\$ 389,523	\$ 739,121	12%
	LIBRARY SURPLUS (DEFICIT)	\$ (852,031)	\$ (1,479,282)	\$ (383,481)	\$ (720,667)	

Library Fund: Monthly Revenue and Expense February 2025

■ Monthly Revenue
■ Monthly Expense



Park Ridge Public Library - Secretary's Report
March 18, 2025

PRPL Web Site and Social Media News Items

- [Program celebrates the life of pilot Bessie Coleman - Park Ridge Public Library](#) February 14, 2025
- [Library open on Presidents Day, February 17 - Park Ridge Public Library](#) February 14, 2025
- [Strategic planning process kicks off with patron survey - Park Ridge Public Library](#) February 18, 2025
- [View the 2025 Tiny Art Show online gallery - Park Ridge Public Library](#) February 25, 2025
- [Library Award nominations due Saturday, March 1 - Park Ridge Public Library](#) February 27, 2025
- [New book discussion series takes flight - Park Ridge Public Library](#) February 28, 2025
- [St. Andrew's Lutheran School wins Battle - Park Ridge Public Library](#) February 28, 2025
- [Enter our National Library Week bookmark contest - Park Ridge Public Library](#) March 10, 2025

Press Articles

- [High school student helps draft bill to require opioid overdose medications in Illinois libraries](#) March 6, 2025
- <https://www.journal-topics.com/articles/upcoming-events-12/> March 10, 2025



February 2025

	Feb-25	Jan-25	YTD	2024 YTD	2023 YTD	2022 YTD	% Change 2024 to 2025	Analysis
CIRCULATION OVERVIEW								
Physical items	45,191	48,395	93,586	97,955	104,512	99,339	-4%	Total Circulation is down 3% over prior year with physical item circulation down 4% and circulation of digital materials up 1%
Digital items	20,423	22,785	43,208	42,929	26,771	20,725	1%	
TOTAL	65,614	71,180	136,794	140,884	131,283	120,064	-3%	
PROGRAMS								
Adult Programs	43	43	86	84	49	57	2%	Number of adult programs is on par with prior year while attendance is up 13%
Adult Attendees	710	868	1,578	1,402	1,057	1,290	13%	
Youth Programs	61	55	116	122	102	63	-5%	YTD Youth programs and attendance are below prior year levels.
Youth Attendees	2154	1457	3,611	4,015	3,569	1,361	-10%	
OUTREACH								
Home Delivery - Patrons served	29	27	56	53	54	51	6%	Home delivery stats include both homebound and other deliveries. Demand for both forms of delivery has increased over last year.
Home Delivery - Materials loaned	109	114	223	217	211	210	3%	
Book clubs served	48	50	98	90	88	79	9%	Support for local book clubs continues to be a very well used service. YTD, clubs served has increased by 9% while items loaned is up 18%
Items loaned to book clubs	448	470	918	775	803	703	18%	
TECHNOLOGY								
Wi-Fi Sessions	48,329	53,600	101,929	94,601	86,227	50,690	8%	YTD, 14% more unique clients are wi-fi users while overall # of sessions increased 8% YTD
Wi-Fi - unique clients	1,878	1,954	3,832	3,358	2,834	2,161	14%	
Public PC Sessions	1,141	1,071	2,212	2,425	2,113	1,326	-9%	Use of patron computers is down 9% from prior year.
WEBSITE								
Visits	23,757	24,645	48,402	33,877	36,839	33,557	43%	Since the launch of the new website, both the number of visits to the website and the number of unique users has increased significantly, 43% and 42%, respectively.
Unique users	10,704	10,823	21,527	15,194	18,157	15,905	42%	
USERS								
New cards issued	139	164	303	322	331	259	-6%	139 new cards were issued in February. YTD, cards issued is down 6% over 2024. Total # of cardholders is up 3% over prior year.
Total PRPL cardholders	19,756	19,677	19,756	19,177	18,568	18,910	3%	
Unique users	9,159	9,167	18,326	18,080	18,205	16,320	1%	The number of unique card users is consistent with prior year.
BUILDING USAGE								
Door count	21,722	21,773	43,495	45,113	40,333	29,578	-4%	YTD door counts are down 4% from prior year. Room usage by community groups has increased since change in room usage policy.
Meetings rooms-community use	7	10	17	20	11	3	-15%	
Study Rooms - hours of use	1,100	1,159	2,259	2,241	1,939	1,858	1%	YTD Study room usage is consistent with 2024. Studio usage YTD is 14% higher than in 2024.
The Studio- hours of use	38	37	75	66	50	10	14%	
The Media Lab - hours of use	29	35	64	81	163	94	-21%	Media Lab usage is down 21% YTD when compared with prior year.
STRATEGIC PLAN: Provide support to local teachers, students, homeschool families and learners of all ages								
School Loans	23	24	47	37	42	22	27%	The number of school loans is up 27% YTD while number of items loaned increased by 50%.
Items loaned to Teachers	543	1,009	1,552	1,037	941	890	50%	
Total Teacher Library cards	195	193	195	162	113	83	20%	Number of teacher cards has increased 20% over prior year levels.
Cardholders*	50%	50%	50%	48%	47%	48%		Percentage of cardholders increased 2% over 2024 levels; 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: March 18, 2025
SUBJECT: Library Director's Report

Administration & Board:

- Annual Cook County Statement of Economic Interest filing emails went out last week. All Trustees are required to complete this filing by May 1, 2025. *If you did not receive an email from Cook County, please reach out to Finance/HR Manager Joan Wrenn.*

Staff Updates and Professional Development:

- On Thursday, February 27, Youth Services Manager Staci Greenwald and I presented "Designing for Neurodiversity: How We Reframed Our Perspective and Our Space" at ILA's biannual Youth Services Institute conference in Bloomington, IL. Our session, attended by more than 50 youth services professionals and paraprofessionals from across the state, received positive feedback and prompted insightful discussions. The conference provided a valuable platform to share our approach, key learnings, and best practices in designing our Calming Space and implementing sensory-friendly and adaptive programming for our youth patrons and their caregivers.

Finance and HR

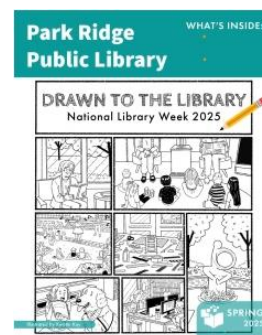
- The first installment of 2024 property tax bills were mailed February 1 and were due March 1. The Library has received approximately \$595,000 in tax receipts in February. The City has not yet booked this revenue in Munis.

Building and IT:

- Fox Valley Fire Protection completed our annual Fire Alarm Inspection. No issues were identified and the Library passed inspection.
- CVI staff are verifying desktop PC counts for our upcoming PC replacement project. Due to the scope of the project, I will be issuing an RFP for this project.

Marketing and Public Relations:

- Our spring newsletter arrived in homes on approximately February 21.
- Promotion and marketing efforts for the strategic plan process are in full swing as shared with the Board in last week's COW meeting.
- We're gearing up for National Library Week, April 6-12! The bookmark design contest is in full swing, celebrating this year's "Drawn to Your Library" theme. Adults and youth can submit a design, and the winning entry will be printed on a bookmark and distributed during NLW.



Outreach and Community Engagement

- Marketing/PR Manager Jen Healy attended a Park Ridge Professional Moms Group with approximately 90 women in attendance. Ms. Healy talked to the group about our Strategic Planning process and promoted our survey and the 3/17 community engagement session.
- Adult Services Librarian book talked the Best Books of 2024 to the PEO group. Ms. Scott encouraged them to take our Strategic Planning survey and attend our 3/17 engagement session.
- Middle and High School Coordinator Maddie McGuire brought an intercept activity to her Makerspace Club visit at Lincoln Middle School to gather information for the strategic plan. Additional intercept activities are planned for this age group in the coming weeks.

Notable Programs, Collections, and Services

- Our 40th Battle of the Books season ended in February. St. Andrew's earned 592 points across the five-week competition making them the 2025 winning team! The win marks the first time in 25 years that St. Andrews has won the contest, beating defending champion Washington Elementary by just 11 points. Washington Elementary placed second with 581 and Franklin came in third with 534. All participating students will enjoy a celebration at Emerson Middle School on March 20. The Youth Services Team is working diligently on next year's list.
- 71% of our youth picture books have been reclassified and relabeled. The Children's Room will be closed on Sunday, 8/17 and Monday, 8/18 to complete the final shifting of the collection and installation of our new category signage.
- Our Adult programs saw great turnouts despite cold and snowy February weather.
 - We had 64 music fans for pianist Jeffrey Wagner's concert on February 11
 - 42 aspiring travelers came out for our Global Neighbors: China's Lunar New Year on February 13
 - 37 aviation enthusiasts for "The Life of Bessie Coleman" on February 20.
 - Our Pub Quiz, hosted offsite at Harp and Fiddle was full with 31 participants.



Respectfully submitted,
Joanna Bertucci
March 14, 2025

**PARK RIDGE PUBLIC LIBRARY
LIBRARY DIRECTOR'S REPORT – February 2025**

PERSONNEL

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

Kaylee To Patron Services PT Shelver

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

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

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

None

Operational and Services Value Add Report

Month: March
Fiscal Year: 2025

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 existing display case will be demoed in April and the new slatwall will be installed. Marketing items for the Exploration ready are being finalized and the goal is to have everything in place by May 1. The new display case is scheduled to be delivered in late March/early April.		Approximately \$25,000 - 2024 Per Capita Funds (FY25)		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.	Youth Services: Development categories, subcategories, and reclassify materials according to new classification scheme. Technical Services: Reclassify and relabel existing collection according to new classification scheme. Patron Services: Shelves will learn new shelving procedures. Marketing: work with YS to develop iconography, labels, and signage. Facility/Administration: Coordinate and oversee shelving install.	Technical Services is on track to be finished with the Picture Book project by mid-August 2025. We plan to close the Children's room Sun. 8/17 and Mon. 8/18 to reshelve all the picture books by category.	\$0	\$31,600 - Per Capita Grant Request (FY24)		2024-2025
In Progress	Strategic Plan Work			Community and staff engagement sessions will take place the week of March 17. Invitations for targeted community sessions will go out the of 3/17 as well.		\$30,000, approximately in FY25		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		Completed; analysis will be shared with the Board in April 2025				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.		\$0	\$0		2025

FRIENDS OF THE LIBRARY – February 2025 Report

Nothing new to report.

Respectfully submitted,

Judy Donovan and Susan Gilpin, Co-Presidents

**City of Park Ridge, IL
Warrant List Fund Totals
02/16/2025**

Fund	Description	Amount
201	Library Fund	\$106,548.03
201	North Suburban	\$7,088.35
	Report Total	\$113,636.38

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L021625

TO FISCAL 2025/02 01/01/2025 TO 12/31/2025

VENDOR NAME		INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
DOCUMENT										
6095 ABC COMMERCIAL	176935	02/13/25	233859		222192	P	02/19/25	2015012	932103	BLDG MNT CNTR-GENL MAINT
	INVOICE:	2025-01-101								2,668.05
	VENDOR TOTALS									2,668.05
8960 AIRESPRING INC	176709	02/12/25	233630		222193	P	02/19/25	2015011	938501	GNL CNTRL SVC/TELEPHONE
	INVOICE:	193097377								475.05
	176710	02/12/25	233631		222193	P	02/19/25	2015011	938501	GNL CNTRL SVC/TELEPHONE
INVOICE:	193097378									361.30
VENDOR TOTALS									836.35	
48 ALLIANCE ENTERTAINMENT	176711	02/12/25	233632		222194	P	02/19/25	2015017	954015	LIB RSRCS-RECORDINGS MUSI
	INVOICE:	PLS85204960								26.99
	176712	02/12/25	233633		222194	P	02/19/25	2015017	954015	LIB RSRCS-RECORDINGS MUSI
INVOICE:	PLS85186594									130.73
VENDOR TOTALS									157.72	
302670 AMAZON CAPITAL SERVICES	176713	02/12/25	233634		222195	P	02/19/25	2015012	952100	BUILDING SUPPLIES
	INVOICE:	1YJX4P7V916L								447.12
	176714	02/12/25	233635		222195	P	02/19/25	2015013	951100	LIBRARY SUPPLIES
	INVOICE:	1M149W46DGM								12.99
	176715	02/12/25	233636		222195	P	02/19/25	2015013	951100	LIBRARY SUPPLIES
	INVOICE:	1CRWJV73FHV6								24.99
	176716	02/12/25	233637		222195	P	02/19/25	2015015	954019	LIB RSRCS-CHILDRENS BOOKS
	INVOICE:	1RKMY64Y3QT1								18.12
	176717	02/12/25	233638		222195	P	02/19/25	2015015	954002	LIB RSRCS-CHILDREN BOOKS
	INVOICE:	1MM71R99C7MQ								15.12
	176718	02/12/25	233639		222195	P	02/19/25	2015015	954002	LIB RSRCS-CHILDREN BOOKS
	INVOICE:	1MH91GNQPL31								16.42
	176719	02/12/25	233640		222195	P	02/19/25	2015015	954019	LIB RSRCS-CHILDRENS BOOKS
	INVOICE:	1KKPVYTI1FMC								99.97
	176720	02/12/25	233641		222195	P	02/19/25	2015015	954002	LIB RSRCS-CHILDREN BOOKS
	INVOICE:	1QVY3FMQG44D								19.57
176721	02/12/25	233642		222195	P	02/19/25	2015017	954011	LIB RSRCS--MWL	
INVOICE:	1GM3LTW7FJKX								59.38	
176722	02/12/25	233643		222195	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI	
INVOICE:	1VPYTL971WKF								140.94	
176723	02/12/25	233644		222195	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI	
INVOICE:	1PM9MJ61HQM								15.95	
176724	02/12/25	233645		222195	P	02/19/25	2015017	954017	LIB RSRCS-ADULT BOOKS NF	
INVOICE:	16G3HG9KFNFI								83.52	
176725	02/12/25	233646		222195	P	02/19/25	2015015	938506	GNL CNTRL SVC/PROGRAM	
INVOICE:	1N6XMM6J19P6								70.73	
176726	02/12/25	233647		222195	P	02/19/25	2015015	954010	LIB RSRCS-VIDEOGAMES	
INVOICE:	1KVG4GH3XKTI								39.99	

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L021625

TO FISCAL 2025/02 01/01/2025 TO 12/31/2025

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
176727 INVOICE:	02/12/25	233648		222195	P	02/19/25	2015015	LIB RSRCS-VTDEOGAMES	-39.99
176728 INVOICE:	02/12/25	233649		222195	P	02/19/25	2015015	LIB RSRCS-CHILDREN BOOKS	11.14
176729 INVOICE:	02/12/25	233650		222195	P	02/19/25	2015015	LIB RSRCS-CHILDREN BOOKS	25.15
176730 INVOICE:	02/12/25	233651		222195	P	02/19/25	2015015	LIB RSRCS-CHILDRENS BOOKS	40.45
176731 INVOICE:	02/12/25	233652		222195	P	02/19/25	2015015	LIB RSRCS-CHILDREN BOOKS	17.65
176732 INVOICE:	02/12/25	233653		222195	P	02/19/25	2015017	LIB RSRCS--MWL	45.00
176733 INVOICE:	02/12/25	233654		222195	P	02/19/25	2015016	LIBRARY SUPPLIES	5.98
176734 INVOICE:	02/12/25	233655		222195	P	02/19/25	2015017	LIBRARY SUPPLIES - MAKERS	-7.99
176735 INVOICE:	02/12/25	233656		222195	P	02/19/25	2015017	LIBRARY SUPPLIES - MAKERS	7.99
176736 INVOICE:	02/12/25	233657		222195	P	02/19/25	2015017	LIB RSRCS-ADULT BOOKS NF	40.66
176737 INVOICE:	02/12/25	233658		222195	P	02/19/25	2015017	LIB RSRCS--ADULT BOOKS FI	65.58
176738 INVOICE:	02/12/25	233659		222195	P	02/19/25	2015015	GNL CNTRL SVC/PROGRAM	30.90
176739 INVOICE:	02/12/25	233660		222195	P	02/19/25	2015017	LIB RSRCS-ADULT BOOKS NF	107.66
176740 INVOICE:	02/12/25	233661		222195	P	02/19/25	2015017	LIB RSRCS-ADULT BOOKS NF	38.89
176741 INVOICE:	02/12/25	233662		222195	P	02/19/25	2015017	LIB RSRCS-ADULT BOOKS NF	25.19
176742 INVOICE:	02/12/25	233664		222195	P	02/19/25	2015011	OFF SPLS--OTHER SUPPLIES	9.89
176743 INVOICE:	02/12/25	233665		222195	P	02/19/25	2015012	BUILDING SUPPLIES	112.40
176936 INVOICE:	02/14/25	233860		222195	P	02/19/25	2015017	LIBRARY SUPPLIES	66.48
176937 INVOICE:	02/14/25	233861		222195	P	02/19/25	2015015	GNL CNTRL SVC/PROGRAM	104.61
176938 INVOICE:	02/14/25	233862		222195	P	02/19/25	2015011	LIBRARY SUPPLIES	30.89
176939 INVOICE:	02/14/25	233863		222195	P	02/19/25	2015015	LIBRARY SUPPLIES	11.97
176940 INVOICE:	02/14/25	233864		222195	P	02/19/25	2015015	LIBRARY SUPPLIES	40.74
176941 INVOICE:	02/14/25	233865		222195	P	02/19/25	2015016	LIBRARY SUPPLIES	8.99
176942 INVOICE:	02/14/25	233866		222195	P	02/19/25	2015015	LIB RSRCS-CHILDREN BOOKS	-15.17
176943 INVOICE:	02/14/25	233867		222195	P	02/19/25	2015015	LIB RSRCS-CHILDREN BOOKS	38.36
176944 INVOICE:	02/14/25	233868		222195	P	02/19/25	2015015	LIB RSRCS-CHILDRENS BOOKS	37.14

CITY OF PARK RIDGE

PAID INVOICES REPORT

WARRANT: L021625

TO FISCAL 2025/02 01/01/2025 TO 12/31/2025

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 1YWH-9KRG-1C3P 176945 02/14/25 233869 INVOICE: 16F1-M7KJ-76PK 176946 02/14/25 233870 INVOICE: 1VJK-MKHV-717Q 176947 02/14/25 233871 INVOICE: 1MQ1-V6YN-D6QG 176948 02/14/25 233872 INVOICE: 1C46-7MG7-1HMI				222195	P	02/19/25	2015015	954019 LIB RSRCS-CHILDRENS BOOKS	-18.00
				222195	P	02/19/25	2015015	954002 LIB RSRCS-CHILDREN BOOKS	-17.65
				222195	P	02/19/25	2015015	954002 LIB RSRCS-CHILDREN BOOKS	32.64
				222195	P	02/19/25	2015017	954017 LIB RSRCS-ADULT BOOKS NF	86.69
VENDOR TOTALS				8,394.91	YTD INVOICED		5,200.88	YTD PAID	2,009.05
3583 ANDERSON LOCK COMPANY LTD 176744 02/12/25 233666 INVOICE: 71147031				222196	P	02/19/25	2015012	932103 BLDG MNT CNTR-GENL MAINT	688.40
VENDOR TOTALS				3,599.88	YTD INVOICED		1,397.65	YTD PAID	688.40
593 ARLINGTON HGTS MEMORIAL LIBRARY 176745 02/12/25 233667 INVOICE: 23202521				222197	P	02/19/25	2015017	938506 GNL CNTRL SVC/PROGRAM	25.00
VENDOR TOTALS				.00	YTD INVOICED		25.00	YTD PAID	25.00
8568 RADIATE HOLDINGS LP 176746 02/12/25 233668 INVOICE: 4436589010017348				222198	P	02/19/25	2015011	938503 GNL CNTRL SVC-INTERNET	910.00
VENDOR TOTALS				3,133.53	YTD INVOICED		4,138.54	YTD PAID	910.00
4193 ATOMATIC MECHANICAL SERVICES INC 176747 02/12/25 233669 INVOICE: MA65182				222199	P	02/19/25	2015012	932105 BLDG MNT CNTR-HVAC EQUIP	1,718.00
VENDOR TOTALS				2,587.10	YTD INVOICED		3,018.57	YTD PAID	1,718.00
101020 BAKER AND TAYLOR LLC 176887 02/13/25 233811 INVOICE: 2038835611 176888 02/13/25 233812 INVOICE: 2038808597 176889 02/13/25 233813 INVOICE: 2038808596 176890 02/13/25 233814 INVOICE: 2038808595 176891 02/13/25 233815 INVOICE: 2038843355 176892 02/13/25 233816 INVOICE: 2038856448 176893 02/13/25 233817 INVOICE: 2038856449				222200	P	02/19/25	2015015	954002 LIB RSRCS-CHILDREN BOOKS	347.55
				222200	P	02/19/25	2015015	954002 LIB RSRCS-CHILDREN BOOKS	12.72
				222200	P	02/19/25	2015015	954002 LIB RSRCS-CHILDREN BOOKS	12.71
				222200	P	02/19/25	2015015	954002 LIB RSRCS-CHILDREN BOOKS	10.91
				222200	P	02/19/25	2015017	954011 LIB RSRCS -MWL	218.26
				222200	P	02/19/25	2015015	954002 LIB RSRCS-CHILDREN BOOKS	15.02
				222200	P	02/19/25	2015015	954002 LIB RSRCS-CHILDREN BOOKS	10.70

CITY OF PARK RIDGE

PAID INVOICES REPORT

WARRANT: L021625

TO FISCAL 2025/02 01/01/2025 TO 12/31/2025

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
176894 INVOICE:	02/13/25	233818		222200	P	02/19/25	2015015	LIB RSRCS--CHILDRENS BOOKS	24.17
176895 INVOICE:	02/13/25	233819		222200	P	02/19/25	2015015	LIB RSRCS--CHILDRENS BOOKS	24.81
176896 INVOICE:	02/13/25	233820		222200	P	02/19/25	2015017	LIB RSRCS--ADULT BOOKS FI	37.03
176897 INVOICE:	02/13/25	233821		222200	P	02/19/25	2015017	LIB RSRCS--ADULT BOOKS FI	206.70
176898 INVOICE:	02/13/25	233822		222200	P	02/19/25	2015017	LIB RSRCS--ADULT BOOKS FI	293.09
176899 INVOICE:	02/13/25	233823		222200	P	02/19/25	2015017	LIB RSRCS--ADULT BOOKS FI	888.80
176900 INVOICE:	02/13/25	233824		222200	P	02/19/25	2015015	LIB RSRCS--CHILDRENS BOOKS	16.31
176901 INVOICE:	02/13/25	233825		222200	P	02/19/25	2015015	LIB RSRCS--CHILDRENS BOOKS	290.67
176902 INVOICE:	02/13/25	233826		222200	P	02/19/25	2015015	LIB RSRCS--CHILDRENS BOOKS	15.71
176903 INVOICE:	02/13/25	233827		222200	P	02/19/25	2015017	LIB RSRCS--ADULT BOOKS NF	182.39
176904 INVOICE:	02/13/25	233828		222200	P	02/19/25	2015017	LIB RSRCS--ADULT BOOKS NF	71.59
176905 INVOICE:	02/13/25	233829		222200	P	02/19/25	2015017	LIB RSRCS--ADULT BOOKS NF	38.10
176906 INVOICE:	02/13/25	233830		222200	P	02/19/25	2015017	LIB RSRCS--ADULT BOOKS NF	111.17
176907 INVOICE:	02/13/25	233831		222200	P	02/19/25	2015017	LIB RSRCS--ADULT BOOKS NF	358.07
176908 INVOICE:	02/13/25	233832		222200	P	02/19/25	2015017	LIB RSRCS--ADULT BOOKS NF	36.96
176909 INVOICE:	02/13/25	233833		222200	P	02/19/25	2015017	LIB RSRCS--ADULT BOOKS NF	167.48
176910 INVOICE:	02/13/25	233834		222200	P	02/19/25	2015017	LIB RSRCS--ADULT BOOKS NF	55.42
176911 INVOICE:	02/13/25	233835		222200	P	02/19/25	2015017	LIB RSRCS--ADULT BOOKS NF	141.17
176912 INVOICE:	02/13/25	233836		222200	P	02/19/25	2015017	LIB RSRCS--ADULT BOOKS NF	68.68
176913 INVOICE:	02/13/25	233837		222200	P	02/19/25	2015017	LIB RSRCS--ADULT BOOKS NF	18.47
176914 INVOICE:	02/13/25	233838		222200	P	02/19/25	2015017	LIB RSRCS--ADULT BOOKS NF	55.41
176915 INVOICE:	02/13/25	233839		222200	P	02/19/25	2015015	LIB RSRCS--CHILDREN BOOKS	23.02
176916 INVOICE:	02/13/25	233840		222200	P	02/19/25	2015015	LIB RSRCS--CHILDREN BOOKS	18.35
176917 INVOICE:	02/13/25	233841		222200	P	02/19/25	2015015	LIB RSRCS--CHILDREN BOOKS	16.31
176918 INVOICE:	02/13/25	233842		222200	P	02/19/25	2015015	LIB RSRCS--CHILDREN BOOKS	36.40
176919 INVOICE:	02/13/25	233843		222200	P	02/19/25	2015015	LIB RSRCS--CHILDREN BOOKS	1,194.29

CITY OF PARK RIDGE

PAID INVOICES REPORT

WARRANT: L021625

TO FISCAL 2025/02 01/01/2025 TO 12/31/2025

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE:	2038826219									
176920	02/13/25	233844			222200	P	02/19/25	2015015	954002	LIB RSRCS-CHILDREN BOOKS 223.19
INVOICE:	2038832962									
176949	02/14/25	233873			222200	P	02/19/25	2015017	954017	LIB RSRCS-ADULT BOOKS NF 17.88
INVOICE:	2038862454									
176950	02/14/25	233874			222200	P	02/19/25	2015017	954017	LIB RSRCS-ADULT BOOKS NF 19.63
INVOICE:	2038862455									
176951	02/14/25	233875			222200	P	02/19/25	2015017	954017	LIB RSRCS-ADULT BOOKS NF 350.26
INVOICE:	2038862456									
176952	02/14/25	233876			222200	P	02/19/25	2015017	954017	LIB RSRCS-ADULT BOOKS NF 19.63
INVOICE:	2038862457									
176953	02/14/25	233877			222200	P	02/19/25	2015017	954017	LIB RSRCS-ADULT BOOKS NF 94.17
INVOICE:	2038866625									
176954	02/14/25	233878			222200	P	02/19/25	2015017	954017	LIB RSRCS-ADULT BOOKS NF 59.45
INVOICE:	2038857265									
176955	02/14/25	233879			222200	P	02/19/25	2015017	954017	LIB RSRCS-ADULT BOOKS NF 34.62
INVOICE:	2038857267									
176956	02/14/25	233880			222200	P	02/19/25	2015017	954017	LIB RSRCS-ADULT BOOKS NF 120.21
INVOICE:	2038857268									
176957	02/14/25	233881			222200	P	02/19/25	2015017	954017	LIB RSRCS-ADULT BOOKS NF 55.38
INVOICE:	2038867269									
176958	02/14/25	233882			222200	P	02/19/25	2015017	954017	LIB RSRCS-ADULT BOOKS NF 41.57
INVOICE:	2038857270									
176959	02/14/25	233883			222200	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI 170.50
INVOICE:	2038860995									
176960	02/14/25	233884			222200	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI 34.72
INVOICE:	2038860996									
176961	02/14/25	233885			222200	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI 98.65
INVOICE:	2038860997									
176962	02/14/25	233886			222200	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI -16.39
INVOICE:	0003310294									
176963	02/14/25	233887			222200	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI 35.80
INVOICE:	2038847419									
176964	02/14/25	233888			222200	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI 73.56
INVOICE:	2038842387									
176965	02/14/25	233889			222200	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI 14.42
INVOICE:	2038842388									
176966	02/14/25	233890			222200	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI 173.72
INVOICE:	2038859158									
176967	02/14/25	233891			222200	P	02/19/25	2015017	954011	LIB RSRCS -MWL 242.90
INVOICE:	2038861639									
176968	02/14/25	233892			222200	P	02/19/25	2015015	954002	LIB RSRCS-CHILDREN BOOKS 211.80
INVOICE:	2038858723									
176969	02/14/25	233893			222200	P	02/19/25	2015015	954002	LIB RSRCS-CHILDREN BOOKS 7.27
INVOICE:	2038861935									
176970	02/14/25	233894			222200	P	02/19/25	2015015	954019	LIB RSRCS-CHILDRENS BOOKS 12.13
INVOICE:	2038846876									
176971	02/14/25	233895			222200	P	02/19/25	2015015	954002	LIB RSRCS-CHILDREN BOOKS 53.32
INVOICE:	2038859967									
176972	02/14/25	233896			222200	P	02/19/25	2015015	954002	LIB RSRCS-CHILDREN BOOKS 13.73
INVOICE:	2038869483									

CITY OF PARK RIDGE

PAID INVOICES REPORT

WARRANT: L021625

TO FISCAL 2025/02 01/01/2025 TO 12/31/2025

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
176973 INVOICE: 2038869077	02/14/25	233897		222200	P	02/19/25	2015015	954002	LIB RSRCS-CHILDREN BOOKS 13.56
176974 INVOICE: 2038869078	02/14/25	233898		222200	P	02/19/25	2015015	954002	LIB RSRCS-CHILDREN BOOKS 41.29
176975 INVOICE: 2038869079	02/14/25	233899		222200	P	02/19/25	2015015	954002	LIB RSRCS-CHILDREN BOOKS 30.58
176976 INVOICE: 2038869080	02/14/25	233900		222200	P	02/19/25	2015015	954002	LIB RSRCS-CHILDREN BOOKS 18.35
176977 INVOICE: 2038871703	02/14/25	233901		222200	P	02/19/25	2015015	954019	LIB RSRCS-CHILDRENS BOOKS 16.31
177028 INVOICE: 2038857266	02/14/25	233952		222200	P	02/19/25	2015017	954017	LIB RSRCS-ADULT BOOKS NF 18.47
VENDOR TOTALS			23,563.57	YTD INVOICED				11,909.15	YTD PAID 7,319.12
489 BLACKSTONE AUDIO INC									
176978 INVOICE: 2186134	02/14/25	233902		222201	P	02/19/25	2015017	954004	LIB RSRCS-RECORDING AUDIO 242.28
VENDOR TOTALS			1,114.58	YTD INVOICED				848.05	YTD PAID 242.28
8516 CATHERINE DUDLEY									
176756 INVOICE: ADM021225	02/12/25	233678		222202	P	02/19/25	2015011	933800	CONFERENCES & TRAINING 22.82
VENDOR TOTALS				.00	YTD INVOICED			48.01	YTD PAID 22.82
300553 CENGAGE LEARNING INC									
176748 INVOICE: 86101901	02/12/25	233670		222203	P	02/19/25	2015017	954018	LIB RSRCS-ONLINE DATABASE 1,653.75
176749 INVOICE: 86593076	02/12/25	233671		222203	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI 97.59
176750 INVOICE: 86681041	02/12/25	233672		222203	P	02/19/25	2015015	954002	LIB RSRCS-CHILDREN BOOKS 123.94
176751 INVOICE: 86472846	02/12/25	233673		222203	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI 131.95
176979 INVOICE: 86724707	02/14/25	233903		222203	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI 26.39
176980 INVOICE: 86743754	02/14/25	233904		222203	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI 153.55
176981 INVOICE: 86791316	02/14/25	233905		222203	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI 29.59
176982 INVOICE: 86762766	02/14/25	233906		222203	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI 32.79
176983 INVOICE: 86762444	02/14/25	233907		222203	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI 32.79
176984 INVOICE: 86762721	02/14/25	233908		222203	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI 124.76
VENDOR TOTALS			6,886.59	YTD INVOICED				8,976.69	YTD PAID 2,407.10

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L021625

TO FISCAL 2025/02 01/01/2025 TO 12/31/2025

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
303044 CENTER POINT INC 176752 02/12/25 233674 INVOICE: 2145289				222204	P	02/19/25	2015017 954001	LIB RSRCS--ADULT BOOKS FI	62.82
VENDOR TOTALS				228.64	YTD	INVOICED	62.82	YTD PAID	62.82
102908 COMPUTER VIEW INC 176753 02/12/25 233675 INVOICE: 30193				222205	P	02/19/25	2015011 931700	LIB DATA PROC SV	39,700.00
VENDOR TOTALS				75,407.00	YTD	INVOICED	82,186.67	YTD PAID	39,700.00
19972 DEMCO INC 176754 02/12/25 233676 INVOICE: 7597021				222206	P	02/19/25	2015013 951100	LIBRARY SUPPLIES	706.40
VENDOR TOTALS				2,711.76	YTD	INVOICED	859.83	YTD PAID	706.40
9233 ELARA ENERGY SERVICES INC 176757 02/12/25 233679 INVOICE: 240638				222207	P	02/19/25	2015012 996300	BUILDING/BUILDING IMPROVE	7,990.00
VENDOR TOTALS				.00	YTD	INVOICED	39,950.00	YTD PAID	7,990.00
9306 GIGI COLEMAN 176758 02/12/25 233680 INVOICE: ADM0212252				222208	P	02/19/25	2015017 938506	GNL CNTRL SVC/PROGRAM	450.00
VENDOR TOTALS				.00	YTD	INVOICED	450.00	YTD PAID	450.00
8496 GORDON FLESCH COMPANY INC 176759 02/12/25 233681 INVOICE: I009911618				222209	P	02/19/25	2015011 935101	EQPT RNTL-LEASE PAYMENTS	1,502.44
VENDOR TOTALS				3,350.31	YTD	INVOICED	3,170.81	YTD PAID	1,502.44
8835 GRACE WECHMAN 176932 02/13/25 233856 INVOICE: ADM021620252				222210	P	02/19/25	2015011 932400	LIB MEMBER DUES	210.00
176932 02/13/25 233856 INVOICE: ADM021620252				222210	P	02/19/25	2015011 933800	CONFERENCES & TRAINING	33.76
177027 02/14/25 233951 INVOICE: ADM0216252				222210	P	02/19/25	2015017 938506	GNL CNTRL SVC/PROGRAM	38.92
VENDOR TOTALS				.00	YTD	INVOICED	297.66	YTD PAID	282.68
5018 ANASTASIA GREENWALD 176761 02/12/25 233683 INVOICE: ADM0212253				222211	P	02/19/25	2015015 938506	GNL CNTRL SVC/PROGRAM	75.00

CITY OF PARK RIDGE

PAID INVOICES REPORT

WARRANT: L021625

TO FISCAL 2025/02 01/01/2025 TO 12/31/2025

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	.00 YTD INVOICED	75.00 YTD PAID
7842 INGRAM LIBRARY SERVICES										
176760 INVOICE:	02/12/25	233682		222212	P	02/19/25	2015015	938506 GNL CNTRL SVC/PROGRAM		75.00
176762 INVOICE:	02/12/25	233684		222212	P	02/19/25	2015017	954017 LIB RSRCS-ADULT BOOKS NF		6.74
176763 INVOICE:	02/12/25	233685		222212	P	02/19/25	2015017	954017 LIB RSRCS-ADULT BOOKS NF		20.91
176764 INVOICE:	02/12/25	233686		222212	P	02/19/25	2015017	954017 LIB RSRCS-ADULT BOOKS NF		182.44
176765 INVOICE:	02/12/25	233687		222212	P	02/19/25	2015017	954017 LIB RSRCS-ADULT BOOKS NF		18.68
176766 INVOICE:	02/12/25	233688		222212	P	02/19/25	2015017	954017 LIB RSRCS-ADULT BOOKS NF		16.25
176767 INVOICE:	02/12/25	233689		222212	P	02/19/25	2015017	954017 LIB RSRCS-ADULT BOOKS NF		54.09
176768 INVOICE:	02/12/25	233690		222212	P	02/19/25	2015017	954017 LIB RSRCS-ADULT BOOKS NF		405.26
176769 INVOICE:	02/12/25	233691		222212	P	02/19/25	2015017	954011 LIB RSRCS -MWL		178.51
176770 INVOICE:	02/12/25	233692		222212	P	02/19/25	2015017	954011 LIB RSRCS -MWL		34.74
176771 INVOICE:	02/12/25	233693		222212	P	02/19/25	2015017	954011 LIB RSRCS -MWL		35.86
176772 INVOICE:	02/12/25	233694		222212	P	02/19/25	2015017	954011 LIB RSRCS -MWL		73.64
176773 INVOICE:	02/12/25	233695		222212	P	02/19/25	2015017	954001 LIB RSRCS--ADULT BOOKS FI		33.90
176774 INVOICE:	02/12/25	233696		222212	P	02/19/25	2015017	954001 LIB RSRCS--ADULT BOOKS FI		142.88
176775 INVOICE:	02/12/25	233697		222212	P	02/19/25	2015017	954001 LIB RSRCS--ADULT BOOKS FI		17.37
176776 INVOICE:	02/12/25	233698		222212	P	02/19/25	2015017	954001 LIB RSRCS--ADULT BOOKS FI		409.07
176777 INVOICE:	02/12/25	233699		222212	P	02/19/25	2015017	954001 LIB RSRCS--ADULT BOOKS FI		628.90
176778 INVOICE:	02/12/25	233700		222212	P	02/19/25	2015015	954002 LIB RSRCS-CHILDRN BOOKS		31.92
176779 INVOICE:	02/12/25	233701		222212	P	02/19/25	2015015	954002 LIB RSRCS-CHILDRN BOOKS		222.74
176780 INVOICE:	02/12/25	233702		222212	P	02/19/25	2015015	954002 LIB RSRCS-CHILDRN BOOKS		362.67
176781 INVOICE:	02/12/25	233703		222212	P	02/19/25	2015015	954002 LIB RSRCS-CHILDRN BOOKS		5.99
176782 INVOICE:	02/12/25	233704		222212	P	02/19/25	2015015	954002 LIB RSRCS-CHILDRN BOOKS		11.27
176783 INVOICE:	02/12/25	233705		222212	P	02/19/25	2015015	954002 LIB RSRCS-CHILDRN BOOKS		12.59
176784 INVOICE:	02/12/25	233706		222212	P	02/19/25	2015015	954019 LIB RSRCS-CHILDRNS BOOKS		269.68
										74.73

CITY OF PARK RIDGE

PAID INVOICES REPORT

WARRANT: L021625

TO FISCAL 2025/02 01/01/2025 TO 12/31/2025

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE:	63144178									
176785	02/12/25	233707			222212	P	02/19/25	2015015	954019	LIB RSRCS--CHILDRENS BOOKS 424.24
INVOICE:	63144179									
176985	02/14/25	233909			222212	P	02/19/25	2015015	954019	LIB RSRCS--CHILDRENS BOOKS 102.15
INVOICE:	67784356									
176986	02/14/25	233910			222212	P	02/19/25	2015015	954002	LIB RSRCS--CHILDREN BOOKS 44.98
INVOICE:	67784355									
176987	02/14/25	233911			222212	P	02/19/25	2015015	954019	LIB RSRCS--CHILDRENS BOOKS 16.98
INVOICE:	67784354									
176988	02/14/25	233912			222212	P	02/19/25	2015015	954002	LIB RSRCS--CHILDREN BOOKS 12.40
INVOICE:	67784357									
176989	02/14/25	233913			222212	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI 45.09
INVOICE:	67785230									
176990	02/14/25	233914			222212	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI 115.77
INVOICE:	63146360									
176991	02/14/25	233915			222212	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI 25.71
INVOICE:	63147312									
176992	02/14/25	233916			222212	P	02/19/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI 107.64
INVOICE:	63147311									
176993	02/14/25	233917			222212	P	02/19/25	2015017	954011	LIB RSRCS -MWL 31.64
INVOICE:	67785229									
176994	02/14/25	233918			222212	P	02/19/25	2015017	954011	LIB RSRCS -MWL 35.86
INVOICE:	63146359									
176995	02/14/25	233919			222212	P	02/19/25	2015017	954017	LIB RSRCS--ADULT BOOKS NF 74.72
INVOICE:	63146356									
176996	02/14/25	233920			222212	P	02/19/25	2015017	954017	LIB RSRCS--ADULT BOOKS NF 29.21
INVOICE:	63146357									
176997	02/14/25	233921			222212	P	02/19/25	2015017	954017	LIB RSRCS--ADULT BOOKS NF 190.82
INVOICE:	63146358									
176998	02/14/25	233922			222212	P	02/19/25	2015017	954017	LIB RSRCS--ADULT BOOKS NF 20.94
INVOICE:	63147310									
176999	02/14/25	233923			222212	P	02/19/25	2015017	954017	LIB RSRCS--ADULT BOOKS NF 122.38
INVOICE:	67785228									
177000	02/14/25	233924			222212	P	02/19/25	2015017	954017	LIB RSRCS--ADULT BOOKS NF 62.74
INVOICE:	67785227									
VENDOR TOTALS					2,741.76	YTD	INVOICED		9,197.42	YTD PAID 4,714.10
50 INVESTORS BUSINESS DAILY										
176786	02/12/25	233708			222213	P	02/19/25	2015017	954003	LIB RSRCS--PERIODICALS 427.00
INVOICE:	ADM0212254									
VENDOR TOTALS					.00	YTD	INVOICED		427.00	YTD PAID 427.00
1061 MARY MASON										
176788	02/12/25	233710			222214	P	02/19/25	2015015	951100	LIBRARY SUPPLIES 5.58
INVOICE:	ADM0212255									
176788	02/12/25	233710			222214	P	02/19/25	2015015	938506	GNL CNTRL SVC/PROGRAM 22.56
INVOICE:	ADM0212255									
176789	02/12/25	233711			222214	P	02/19/25	2015015	938506	GNL CNTRL SVC/PROGRAM 124.23
INVOICE:	ADM0212256									

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L021625

TO FISCAL 2025/02 01/01/2025 TO 12/31/2025

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	144.52 YTD INVOICED	181.88 YTD PAID	152.37
VENDOR TOTALS											
101892 MIDWEST TAPE	02/12/25	233712		222215	P	02/19/25	2015015	LIB RSRCS-AV/DVD/BLURAY	954005		19.15
INVOICE: 506644959	02/12/25	233713		222215	P	02/19/25	2015017	LIB RSRCS-AV/DVD/BL	954005		53.98
176791 INVOICE: 506672168	02/12/25	233714		222215	P	02/19/25	2015017	LIB RSRCS-AV/DVD/BL	954005		107.96
176792 INVOICE: 506672167	02/12/25	233715		222215	P	02/19/25	2015017	LIB RSRCS-AV/DVD/BL	954005		194.92
176793 INVOICE: 506672165	02/12/25	233716		222215	P	02/19/25	2015015	LIB RSRCS-AV/DVD/BLURAY	954005		67.48
176794 INVOICE: 506672169	02/12/25	233717		222215	P	02/19/25	2015015	LIB RSRCS-AV/DVD/BLURAY	954005		204.42
176795 INVOICE: 506676244	02/12/25	233718		222215	P	02/19/25	2015015	LIB RSRCS-AV/DVD/BLURAY	954005		115.52
176796 INVOICE: 506676246	02/12/25	233718		222215	P	02/19/25	2015015	LIB RSRCS-AV/DVD/BLURAY	954005		10.79
177003 INVOICE: 506701978	02/14/25	233927		222215	P	02/19/25	2015015	LIB RSRCS-RECORDING AUDIO	954004		9.99
177004 INVOICE: 506701977	02/14/25	233928		222215	P	02/19/25	2015015	LIB RSRCS-RECORDING AUDIO	954004		31.47
177005 INVOICE: 506735718	02/14/25	233929		222215	P	02/19/25	2015015	LIB RSRCS-RECORDING AUDIO	954004		161.40
177006 INVOICE: 506708803	02/14/25	233930		222215	P	02/19/25	2015015	LIB RSRCS-AV/DVD/BLURAY	954005		82.48
177007 INVOICE: 506702950	02/14/25	233931		222215	P	02/19/25	2015015	LIB RSRCS-AV/DVD/BLURAY	954005		22.39
177008 INVOICE: 506735850	02/14/25	233932		222215	P	02/19/25	2015015	LIB RSRCS-AV/DVD/BLURAY	954005		26.28
177009 INVOICE: 506708922	02/14/25	233933		222215	P	02/19/25	2015017	LIB RSRCS-AV/DVD/BL	954005		53.98
177010 INVOICE: 506702932	02/14/25	233934		222215	P	02/19/25	2015017	LIB RSRCS-AV/DVD/BL	954005		335.10
177011 INVOICE: 506702930	02/14/25	233935		222215	P	02/19/25	2015017	LIB RSRCS-AV/DVD/BL	954005		22.49
177012 INVOICE: 506735871	02/14/25	233936		222215	P	02/19/25	2015017	LIB RSRCS-AV/DVD/BL	954005		42.73
177013 INVOICE: 506735639	02/14/25	233937		222215	P	02/19/25	2015017	LIB RSRCS-AV/DVD/BL	954005		
VENDOR TOTALS				5,002.31	YTD INVOICED			1,677.26	YTD PAID		1,562.53
9018 NIR ROOF CARE INC	02/12/25	233719		222216	P	02/19/25	2015012	BLDG MNT CNTR-GENL MAINT	932103		1,400.00
176797 INVOICE: 177428											
VENDOR TOTALS				.00	YTD INVOICED			1,400.00	YTD PAID		1,400.00
4041 ORKIN PEST CONTROL	02/12/25	233720		222217	P	02/19/25	2015012	BLDG MNT CNTR-GENL MAINT	932103		1,900.68
176798											

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L021625

TO FISCAL 2025/02 01/01/2025 TO 12/31/2025

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
INVOICE: ADM0212257								
924 OVERDRIVE INC	176799	02/12/25	233721	222218	P	02/19/25	201	1,900.68 YTD PAID
INVOICE: 00751C025024604	176800	02/12/25	233722	222218	P	02/19/25	201	1,900.68 YTD PAID
INVOICE: H0112129	176801	02/12/25	233723	222218	P	02/19/25	201	1,900.68 YTD PAID
INVOICE: DEP25002651	177014	02/14/25	233938	222218	P	02/19/25	201	1,900.68 YTD PAID
INVOICE: 00751DA25038740	177015	02/14/25	233939	222218	P	02/19/25	201	1,900.68 YTD PAID
INVOICE: 00751C025037769	177016	02/14/25	233940	222218	P	02/19/25	201	1,900.68 YTD PAID
INVOICE: 00751DA25041496	177017	02/14/25	233941	222218	P	02/19/25	201	1,900.68 YTD PAID
INVOICE: 00751DA25044129	177018	02/14/25	233942	222218	P	02/19/25	201	1,900.68 YTD PAID
INVOICE: 00751DA25046364	177019	02/14/25	233943	222218	P	02/19/25	201	1,900.68 YTD PAID
INVOICE: 00751C025044848	VENDOR TOTALS 18,759.34 YTD INVOICED 25,952.09 YTD PAID							
4141 PADDOCK PUBLICATIONS INC	176802	02/12/25	233724	222219	P	02/19/25	2015011	518.40
INVOICE: 323817	VENDOR TOTALS .00 YTD INVOICED 518.40 YTD PAID							
61391 PIONEER PRESS	176803	02/12/25	233725	222220	P	02/19/25	2015017	32.50
INVOICE: ADM0212258	VENDOR TOTALS 32.50 YTD INVOICED 32.50 YTD PAID							
8790 PLAYAWAY PRODUCTS LLC	177020	02/14/25	233944	222221	P	02/19/25	2015017	486.68
INVOICE: 489327	177021	02/14/25	233945	222221	P	02/19/25	2015015	56.99
INVOICE: 489264	177022	02/14/25	233946	222221	P	02/19/25	2015015	670.63
INVOICE: 489302	177023	02/14/25	233947	222221	P	02/19/25	2015015	24.99
INVOICE: 489349	VENDOR TOTALS 1,704.47 YTD INVOICED 1,854.69 YTD PAID							
101774 POLONIA BOOKSTORE								

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L021625

TO FISCAL 2025/02 01/01/2025 TO 12/31/2025

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
176805	02/12/25	233727		222222	P	02/19/25	2015017	954017 LIB RSRCS-ADULT BOOKS NF	241.25
INVOICE: 79024									
VENDOR TOTALS			222.75 YTD INVOICED					241.25 YTD PAID	241.25
5530 REACHING ACROSS ILLINOIS LIBRARY SYSTEMS									
177024	02/14/25	233948		222223	P	02/19/25	2015017	954018 LIB RSRCS-ONLINE DATABASE	775.01
INVOICE: 13608									
177025	02/14/25	233949		222223	P	02/19/25	2015017	938506 GNL CNTRL SVC/PROGRAM	546.00
INVOICE: 13680									
VENDOR TOTALS			1,146.00 YTD INVOICED					1,321.01 YTD PAID	1,321.01
9363 RETHINKING LIBRARIES LLC									
176806	02/12/25	233728		222224	P	02/19/25	2015011	935900 LIB CONSULT SERV	6,600.00
INVOICE: 2411									
VENDOR TOTALS			.00 YTD INVOICED					6,600.00 YTD PAID	6,600.00
102551 CACINI INC									
176921	02/13/25	233845		222225	P	02/19/25	2015011	936000 PUBLIC RELATIONS	75.00
INVOICE: 45236									
VENDOR TOTALS			291.00 YTD INVOICED					1,413.50 YTD PAID	75.00
5503 CAROLE STEPHENS									
176787	02/12/25	233709		222226	P	02/19/25	2015012	932104 BLDG MNT CNTR-ELEV MAINT	207.75
INVOICE: 2904058									
VENDOR TOTALS			.00 YTD INVOICED					207.75 YTD PAID	207.75
6493 SUN AND MOON YOGA									
176922	02/13/25	233846		222227	P	02/19/25	2015017	938506 GNL CNTRL SVC/PROGRAM	600.00
INVOICE: ADM02162025									
VENDOR TOTALS			1,350.00 YTD INVOICED					1,200.00 YTD PAID	600.00
300439 TODAYS BUSINESS SOLUTIONS INC									
176923	02/13/25	233847		222228	P	02/19/25	2015011	938501 GNL CNTRL SVC/TELEPHONE	34.72
INVOICE: 127362									
VENDOR TOTALS			.00 YTD INVOICED					3,894.12 YTD PAID	34.72
5003 UNIQUE MANAGEMENT SERVICES INC									
176924	02/13/25	233848		222229	P	02/19/25	2015011	937800 LIB BNK SERV CHG	88.65
INVOICE: 6135614									
VENDOR TOTALS			49.25 YTD INVOICED					197.00 YTD PAID	88.65
303104 USA TODAY									
176925	02/13/25	233849		222230	P	02/19/25	2015017	954003 LIB RSRCS--PERIODICALS	398.78

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L021625

TO FISCAL 2025/02 01/01/2025 TO 12/31/2025

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: ADM021620251									
VENDOR TOTALS				395.95	YTD	INVOICED	398.78	YTD	PAID
300318 UNITED STATES POSTAL SERVICE 176825 02/13/25 233747 INVOICE: 02162025				222190	M	02/13/25	2015011	938502	GNL CNTRL SVC/POSTAGE
VENDOR TOTALS				8,213.14	YTD	INVOICED	11,187.26	YTD	PAID
4402 VERIFY 176926 02/13/25 233850 INVOICE: 1641696				222231	P	02/19/25	2015011	933100	LIB RECRUIT & TESTING
VENDOR TOTALS				87.00	YTD	INVOICED	36.00	YTD	PAID
2193 VERIZON WIRELESS 176927 02/13/25 233851 INVOICE: 6104938774				222232	P	02/19/25	2015011	938501	GNL CNTRL SVC/TELEPHONE
VENDOR TOTALS				4,957.46	YTD	INVOICED	5,441.96	YTD	PAID
565 VERNON LIBRARY SUPPLIES INC 176928 02/13/25 233852 INVOICE: 724661				222233	P	02/19/25	2015013	951100	LIBRARY SUPPLIES
VENDOR TOTALS				335.05	YTD	INVOICED	313.90	YTD	PAID
300800 WAREHOUSE DIRECT INC 176929 02/13/25 233853 INVOICE: 5869355-0				222234	P	02/19/25	2015016	951100	LIBRARY SUPPLIES
176929 02/13/25 233853 INVOICE: 5869355-0				222234	P	02/19/25	2015015	951100	LIBRARY SUPPLIES
176930 02/13/25 233854 INVOICE: 5867464-0				222234	P	02/19/25	2015015	951100	LIBRARY SUPPLIES
176931 02/13/25 233855 INVOICE: 5874108-0				222234	P	02/19/25	2015011	951001	OFF SPLS--PHOTOCOPY
176931 02/13/25 233855 INVOICE: 5874108-0				222234	P	02/19/25	2015017	951100	LIBRARY SUPPLIES
177026 02/14/25 233950 INVOICE: 5878350-0				222234	P	02/19/25	2015015	951100	LIBRARY SUPPLIES
177026 02/14/25 233950 INVOICE: 5878350-0				222234	P	02/19/25	2015016	951100	LIBRARY SUPPLIES
177026 02/14/25 233950 INVOICE: 5878350-0				222234	P	02/19/25	2015011	951100	LIBRARY SUPPLIES
VENDOR TOTALS				610.45	YTD	INVOICED	636.55	YTD	PAID
4754 COX SUBSCRIPTION 176933 02/13/25 233857 INVOICE: 3146135				222235	P	02/19/25	2015017	954003	LIB RSRCS--PERIODICALS
VENDOR TOTALS									

CITY OF PARK RIDGE

PAID INVOICES REPORT

WARRANT: L021625

TO FISCAL 2025/02 01/01/2025 TO 12/31/2025

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
176934 INVOICE: 3146136	02/13/25	233858		222235	P	02/19/25	2015015 954003	LIB RSRCS--PERIODICALS	143.65
VENDOR TOTALS		11,314.92	YTD INVOICED				10,273.02	YTD PAID	10,273.02
							REPORT TOTALS		113,636.38

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	44	109,636.38
TOTAL MANUAL CHECKS	1	4,000.00

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

**City of Park Ridge, IL
Warrant List Fund Totals
02/28/2025**

Fund	Description	Amount
201	Library Fund	\$31,141.76
201	North Suburban	\$3,120.45
	Report Total	\$34,262.21

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L022825

TO FISCAL 2025/02 01/01/2025 TO 12/31/2025

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
302670 AMAZON CAPITAL SERVICES	177265	02/20/25 234193		222320	P	02/28/25	2015012	952100	BUILDING SUPPLIES	69.99
	INVOICE:	1TTD-MEVL-3LV7								
	177266	02/20/25 234194		222320	P	02/28/25	2015015	954019	LIB RSRCS-CHILDRENS BOOKS	11.35
	INVOICE:	1DT6-GVYC-CM14								
	177267	02/20/25 234195		222320	P	02/28/25	2015015	954002	LIB RSRCS-CHILDREN BOOKS	17.09
	INVOICE:	1PNR-1L13-PX9Y								
	177269	02/20/25 234196		222320	P	02/28/25	2015015	954002	LIB RSRCS-CHILDREN BOOKS	402.81
	INVOICE:	1MKN-CRL3-C7T3								
	177271	02/20/25 234198		222320	P	02/28/25	2015015	954002	LIB RSRCS-CHILDREN BOOKS	37.21
	INVOICE:	1C37-GT96-6613								
	177273	02/20/25 234200		222320	P	02/28/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI	17.32
	INVOICE:	1GVM-WMQ3-7NPV								
	177275	02/20/25 234203		222320	P	02/28/25	2015017	954017	LIB RSRCS-ADULT BOOKS NF	7.79
	INVOICE:	1K76-M3FY-CPX6								
177277	02/20/25 234204		222320	P	02/28/25	2015012	952100	BUILDING SUPPLIES	98.40	
INVOICE:	1YHT-X3F3-KH71									
177279	02/20/25 234206		222320	P	02/28/25	2015017	954017	LIB RSRCS-ADULT BOOKS NF	13.99	
INVOICE:	1N6J-H4L1-MRT3									
177280	02/20/25 234208		222320	P	02/28/25	2015017	954017	LIB RSRCS-ADULT BOOKS NF	22.50	
INVOICE:	1YWH-RGNH-7KXK									
177283	02/20/25 234210		222320	P	02/28/25	2015017	954017	LIB RSRCS-ADULT BOOKS NF	13.72	
INVOICE:	191R-XVCT-6L44									
177452	02/25/25 234384		222320	P	02/28/25	2015011	951002	OFF SPLS--OTHER SUPPLIES	11.45	
INVOICE:	1L1MK77X7WVK									
VENDOR TOTALS		8,394.91	YTD INVOICED			5,924.50	YTD PAID		723.62	
5008 ANCEL GLINK PC	177264	02/20/25 234192		222321	P	02/28/25	2015011	942500	GENERAL COUNSEL	480.00
	INVOICE:	107430								
VENDOR TOTALS		15,850.65	YTD INVOICED			83,138.40	YTD PAID		480.00	
101020 BAKER AND TAYLOR LLC	177285	02/20/25 234211		222322	P	02/28/25	2015017	954017	LIB RSRCS-ADULT BOOKS NF	158.20
	INVOICE:	2038882434								
	177286	02/20/25 234213		222322	P	02/28/25	2015017	954017	LIB RSRCS-ADULT BOOKS NF	-54.96
	INVOICE:	0003310807								
	177287	02/20/25 234214		222322	P	02/28/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI	53.70
	INVOICE:	2038873727								
	177288	02/20/25 234215		222322	P	02/28/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI	163.00
	INVOICE:	2038873728								
	177289	02/20/25 234216		222322	P	02/28/25	2015017	954001	LIB RSRCS--ADULT BOOKS FI	80.05
	INVOICE:	203888402								
	177290	02/20/25 234217		222322	P	02/28/25	2015015	954002	LIB RSRCS-CHILDREN BOOKS	88.07
	INVOICE:	2038886069								
	177291	02/20/25 234218		222322	P	02/28/25	2015015	954002	LIB RSRCS-CHILDREN BOOKS	17.33
	INVOICE:	2038882747								
177292	02/20/25 234219		222322	P	02/28/25	2015015	954002	LIB RSRCS-CHILDREN BOOKS	67.28	
INVOICE:	2038882748									

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L022825

TO FISCAL 2025/02 01/01/2025 TO 12/31/2025

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
177311 INVOICE: 203887249	02/20/25	234239		222322	P	02/28/25	2015015 954002	LIB RSRCS-CHILDREN BOOKS	10.98
177312 INVOICE: 2038876691	02/20/25	234240		222322	P	02/28/25	2015015 954002	LIB RSRCS-CHILDREN BOOKS	1,200.34
177313 INVOICE: 2038872353	02/20/25	234241		222322	P	02/28/25	2015015 954019	LIB RSRCS-CHILDRENS BOOKS	315.98
VENDOR TOTALS		23,563.57	YTD INVOICED				14,009.12	YTD PAID	2,099.97
489 BLACKSTONE AUDIO INC 177314 INVOICE: 2187312	02/20/25	234242		222323	P	02/28/25	2015017 954004	LIB RSRCS-RECORDING AUDIO	38.94
VENDOR TOTALS		1,114.58	YTD INVOICED				886.99	YTD PAID	38.94
9272 BRIGHT STAR CHILDREN'S THEATRE LLC 177315 INVOICE: INV-7108	02/20/25	234243		222324	P	02/28/25	2015015 938506	GNL CNTRL SVC/PROGRAM	495.00
VENDOR TOTALS		.00	YTD INVOICED				495.00	YTD PAID	495.00
7072 BRODART CO 177462 INVOICE: 653092	02/25/25	234394		222325	P	02/28/25	2015015 951100	LIBRARY SUPPLIES	104.83
VENDOR TOTALS		.00	YTD INVOICED				104.83	YTD PAID	104.83
12962 CDW GOVERNMENT INC 177453 INVOICE: PHRL320	02/25/25	234385		222326	P	02/28/25	2015011 931700	LIB DATA PROC SV	3,156.92
VENDOR TOTALS		7,922.75	YTD INVOICED				47,700.70	YTD PAID	3,156.92
13239 CENTER OF CONCERN 177454 INVOICE: ADM022525	02/25/25	234386		222327	P	02/28/25	2015017 938506	GNL CNTRL SVC/PROGRAM	200.00
VENDOR TOTALS		400.00	YTD INVOICED				400.00	YTD PAID	200.00
5814 CHASE 177455 INVOICE: ADM0225252	02/25/25	234387		222328	P	02/28/25	2015011 931700	LIB DATA PROC SV	134.18
177455 INVOICE: ADM0225252	02/25/25	234387		222328	P	02/28/25	2015011 932400	LIB MEMBER DUES	210.00
177455 INVOICE: ADM0225252	02/25/25	234387		222328	P	02/28/25	2015011 933800	CONFERENCES & TRAINING	957.46
177455 INVOICE: ADM0225252	02/25/25	234387		222328	P	02/28/25	2015011 936000	PUBLIC RELATIONS	786.33
177455 INVOICE: ADM0225252	02/25/25	234387		222328	P	02/28/25	2015011 938502	GNL CNTRL SVC/POSTAGE	6.62
177455 INVOICE: ADM0225252	02/25/25	234387		222328	P	02/28/25	2015011 951100	LIBRARY SUPPLIES	38.68

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L022825

TO FISCAL 2025/02 01/01/2025 TO 12/31/2025

VENDOR NAME DOCUMENT		INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 177455		ADM0225252 02/25/25	234387		222328	P	02/28/25	2015011	951103	STAFF APPRECIATION
INVOICE: 177455		ADM0225252 02/25/25	234387		222328	P	02/28/25	2015012	932103	BLDG MNT CNTR-GENL MAINT
INVOICE: 177455		ADM0225252 02/25/25	234387		222328	P	02/28/25	2015015	938506	GNL CNTRL SVC/PROGRAM
INVOICE: 177455		ADM0225252 02/25/25	234387		222328	P	02/28/25	2015015	951100	LIBRARY SUPPLIES
INVOICE: 177455		ADM0225252 02/25/25	234387		222328	P	02/28/25	2015016	951100	LIBRARY SUPPLIES
INVOICE: 177455		ADM0225252 02/25/25	234387		222328	P	02/28/25	2015017	938506	GNL CNTRL SVC/PROGRAM
INVOICE: 177455		ADM0225252 02/25/25	234387		222328	P	02/28/25	2015017	954003	LIB RSRCS--PERIODICALS
INVOICE: VENDOR TOTALS		ADM0225252		7,243.00	YTD INVOICED			7,059.60	YTD PAID	
302631 CHILDRENS PLUS INC										
177316		02/20/25	234244		222329	P	02/28/25	2015015	954019	LIB RSRCS-CHILDRENS BOOKS
INVOICE: VENDOR TOTALS		256290		.00	YTD INVOICED			1,272.45	YTD PAID	
102908 COMPUTER VIEW INC										
177317		02/20/25	234245		222330	P	02/28/25	2015011	931700	LIB DATA PROC SV
INVOICE: 177318		30225			222330	P	02/28/25	2015011	931700	LIB DATA PROC SV
INVOICE: VENDOR TOTALS		30224		75,407.00	YTD INVOICED			82,666.67	YTD PAID	
19972 DEMCO INC										
177456		02/25/25	234388		222331	P	02/28/25	2015015	951100	LIBRARY SUPPLIES
INVOICE: VENDOR TOTALS		7605588		2,711.76	YTD INVOICED			979.87	YTD PAID	
8802 ETHAN SELLERS MUSIC LLC										
177457		02/25/25	234389		222332	P	02/28/25	2015017	938506	GNL CNTRL SVC/PROGRAM
INVOICE: VENDOR TOTALS		ADM0225253		.00	YTD INVOICED			750.00	YTD PAID	
9009 FAMBRO MANAGEMENT LLC										
177320		02/20/25	234248		222333	P	02/28/25	2015015	938506	GNL CNTRL SVC/PROGRAM
INVOICE: VENDOR TOTALS		ADM022825		380.00	YTD INVOICED			190.00	YTD PAID	
8496 GORDON FLESCH COMPANY INC										

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L022825

TO FISCAL 2025/02 01/01/2025 TO 12/31/2025

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
177458 INVOICE: IN15051271	02/25/25	234390		222334	P	02/28/25	2015011	EQPT RNTL-LEASE PAYMENTS	353.17
VENDOR TOTALS		3,350.31	YTD INVOICED					3,523.98 YTD PAID	353.17
5041 TIFFANY ANN GATES ETCHHELL 177321 INVOICE: ADM0228251	02/20/25	234249		222335	P	02/28/25	2015015	GNL CNTRL SVC/PROGRAM	125.00
VENDOR TOTALS		125.00	YTD INVOICED					250.00 YTD PAID	125.00
7842 INGRAM LIBRARY SERVICES 177322 INVOICE: 67786668	02/20/25	234250		222336	P	02/28/25	2015015	LIB RSRCS-CHILDREN BOOKS	186.69
177323 INVOICE: 67787021	02/20/25	234251		222336	P	02/28/25	2015017	LIB RSRCS--ADULT BOOKS FI	148.79
177324 INVOICE: 63149109	02/20/25	234252		222336	P	02/28/25	2015017	LIB RSRCS--ADULT BOOKS FI	16.24
177325 INVOICE: 63149108	02/20/25	234253		222336	P	02/28/25	2015017	LIB RSRCS--ADULT BOOKS FI	33.62
177326 INVOICE: 63148462	02/20/25	234254		222336	P	02/28/25	2015017	LIB RSRCS--ADULT BOOKS FI	17.38
177327 INVOICE: 63148463	02/20/25	234255		222336	P	02/28/25	2015017	LIB RSRCS--ADULT BOOKS FI	52.26
177328 INVOICE: 63148464	02/20/25	234256		222336	P	02/28/25	2015017	LIB RSRCS--ADULT BOOKS FI	13.45
177329 INVOICE: 63148461	02/20/25	234257		222336	P	02/28/25	2015017	LIB RSRCS -MWL	69.48
177330 INVOICE: 63148459	02/20/25	234258		222336	P	02/28/25	2015017	LIB RSRCS-ADULT BOOKS NF	18.68
177331 INVOICE: 63148460	02/20/25	234259		222336	P	02/28/25	2015017	LIB RSRCS-ADULT BOOKS NF	127.42
177332 INVOICE: 67787020	02/20/25	234260		222336	P	02/28/25	2015017	LIB RSRCS-ADULT BOOKS NF	68.56
177333 INVOICE: 63149106	02/20/25	234261		222336	P	02/28/25	2015017	LIB RSRCS-ADULT BOOKS NF	18.09
177334 INVOICE: 63149107	02/20/25	234262		222336	P	02/28/25	2015017	LIB RSRCS-ADULT BOOKS NF	18.85
VENDOR TOTALS		2,741.76	YTD INVOICED					9,986.93 YTD PAID	789.51
5303 KINGS III OF AMERICA INC 177459 INVOICE: 2904058	02/25/25	234391		222337	P	02/28/25	2015012	BLDG MNT CNTR-ELEV MAINT	207.75
VENDOR TOTALS		202.35	YTD INVOICED					207.75 YTD PAID	207.75
2383 LIBRARY FURNITURE INTERNATIONAL INC 177463 INVOICE: 9858	02/25/25	234395		222338	P	02/28/25	2015011	OFF SPLS FURNISHINGS	8,792.50

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L022825

TO FISCAL 2025/02 01/01/2025 TO 12/31/2025

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS									
		17,248.00	YTD INVOICED				8,792.50	YTD PAID	8,792.50
3493 MANGO LANGUAGES									
177464 02/25/25 234396				222339	P	02/28/25	2015017	954018 LIB RSRCS-ONLINE DATABASE	3,190.64
INVOICE: INV015588									
VENDOR TOTALS									
		3,038.70	YTD INVOICED				3,190.64	YTD PAID	3,190.64
101892 MIDWEST TAPE									
177335 02/20/25 234263				222340	P	02/28/25	2015015	954005 LIB RSRCS-AV/DVD/BLURAY	69.76
INVOICE: 506741353									
177336 02/20/25 234264				222340	P	02/28/25	2015015	954004 LIB RSRCS-RECORDING AUDIO	15.29
INVOICE: 506750909									
177337 02/20/25 234265				222340	P	02/28/25	2015017	954005 LIB RSRCS-AV/DVD/BL	144.69
INVOICE: 506702038									
177338 02/20/25 234266				222340	P	02/28/25	2015017	954005 LIB RSRCS-AV/DVD/BL	22.49
INVOICE: 506751150									
VENDOR TOTALS									
		5,002.31	YTD INVOICED				1,929.49	YTD PAID	252.23
924 OVERDRIVE INC									
177339 02/20/25 234267				222341	P	02/28/25	201	430819 NO. SUB. DIGITAL CONSORTI	135.00
INVOICE: 0075DA25052410									
177340 02/20/25 234268				222341	P	02/28/25	201	430819 NO. SUB. DIGITAL CONSORTI	2,985.45
INVOICE: 00751C025051378									
VENDOR TOTALS									
		18,759.34	YTD INVOICED				29,072.54	YTD PAID	3,120.45
8353 POWER TO BE INC									
177460 02/25/25 234392				222342	P	02/28/25	2015017	938506 GNL CNTRL SVC/PROGRAM	300.00
INVOICE: ADM0225254									
VENDOR TOTALS									
		.00	YTD INVOICED				300.00	YTD PAID	300.00
4023 RAINBOW ANIMAL ASSISTED THERAPY									
177382 02/20/25 234313				222343	P	02/28/25	2015015	938506 GNL CNTRL SVC/PROGRAM	150.00
INVOICE: ADM0228253									
177390 02/20/25 234320				222343	P	02/28/25	2015015	938506 GNL CNTRL SVC/PROGRAM	150.00
INVOICE: ADM0228254									
VENDOR TOTALS									
		400.00	YTD INVOICED				300.00	YTD PAID	300.00
3887 LAURA SCOTT									
177461 02/25/25 234393				222344	P	02/28/25	2015017	938506 GNL CNTRL SVC/PROGRAM	881.76
INVOICE: adm0225255									
177461 02/25/25 234393				222344	P	02/28/25	2015017	954001 LIB RSRCS--ADULT BOOKS FI	146.86
INVOICE: adm0225255									
VENDOR TOTALS									
		.00	YTD INVOICED				1,174.58	YTD PAID	1,028.62

CITY OF PARK RIDGE



PAID INVOICES REPORT

WARRANT: L022825

TO FISCAL 2025/02 01/01/2025 TO 12/31/2025

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
300800 WAREHOUSE DIRECT INC 177394 02/20/25 234323 INVOICE: 5880140-0 177394 02/20/25 234323 INVOICE: 5880140-0				222345	P	02/28/25	2015016 951100	LIBRARY SUPPLIES	56.08
				222345	P	02/28/25	2015011 951001	OFF SPLS--PHOTOCOPY	53.29
VENDOR TOTALS			610.45	YTD INVOICED			745.92	YTD PAID	109.37
4754 COX SUBSCRIPTION 177398 02/20/25 234328 INVOICE: 3146366				222346	P	02/28/25	2015015 954003	LIB RSRCS--PERIODICALS	745.08
VENDOR TOTALS			11,314.92	YTD INVOICED			11,018.10	YTD PAID	745.08
								REPORT TOTALS	34,262.21

TOTAL PRINTED CHECKS COUNT AMOUNT
27 34,262.21

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